



Chairman Marcelle Wood

# TOWN OF LEDYARD CONNECTICUT PLANNING & ZONING COMMISSION

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

HYBRID FORMAT  
REGULAR MEETING

~ MINUTES ~

Thursday, February 12, 2026

6:00 PM

Council Chambers, Town Hall Annex

## I. CALL TO ORDER

Chairman Wood called the meeting to order at 6:00 p.m. at the Council Chambers, Town Hall Annex Building and on Zoom.

## II. PLEDGE OF ALLEGIANCE

## III. ROLL CALL APPOINTMENT OF ALTERNATES

**Present:** Chairman, Marcelle Wood  
Vice Chairman, Nate Woody  
Secretary Beth E. Ribe, via (zoom)  
Commissioner, James Harwood  
Alternate Member Rhonda Spaziani  
Alternate Member, Greg Lockhart

**Excused:** Commissioner, Matthew Miello

In addition, the following were present:

Director of Land Use & Planning, Elizabeth Burdick  
Assistant to the Director of Land Use & Planning, Anna Wynn  
Zoning Enforcement Official, Hannah Gienau

Chairman Wood seated Alternate Member Lockhart for Commissioner Miello who is excused. Chairman Wood announced that Alternate member Lockhart was reappointed to the Planning & Zoning Commission for another 3 years.

## IV. APPROVAL OF ADDITONS TO AND/OR CHANGES TO ORDER OF THE AGNEDA

MOTION to move Item A. under PRE-APPLICATIONS OR WORKSHOPS before CITIZENS PETITIONS

**MOVER:** Woody  
**SECONDER:** Harwood

Discussion followed: Staff and the Commission discussed amending the agenda to accommodate

representatives of the pre-application who have other obligations in the evening.

**RESULT: 5-0 APPROVED AND SO DECLARED**

**MOVER:** Woody

**SECONDER:** Harwood

**AYES:** 5 Wood, Woody, Ribe, Harwood, Lockhart

**NON-VOTING:** 1 Spaziani

MOTION to add Item C. Subcommittee Parking Regulation Report under REPORTS

**MOVER:** Woody

**SECONDER:** Wood

Discussion followed: Vice Chairman Woody stated that he had previously requested to have this item added to the agenda in order to give the full Commission an update from the Planning & Zoning Subcommittee regarding their progress with parking regulations.

**RESULT: 5-0 APPROVED AND SO DELCARED**

**MOVER:** Woody

**SECONDER:** Wood

**AYES:** 5 Wood, Woody, Ribe, Harwood, Lockhart

**NON-VOTING:** 1 Spaziani

MOTION to add language to agenda item NEW BUSINESS, A., to say “Discussion and C.G.S. §8-24 review of Proposed Fiscal Year 2027 Capital Improvement Plan (CIP)

**MOVER:** Woody

**SECONDER:** Lockhart

Discussion followed: Staff and the Commission discussed the legal process and requirements for the Planning & Zoning Commission to review proposed Capital Improvement Plans.

**RESULT: 5-0 AGENDA AMENDED**

**MOVER:** Woody

**SECONDER:** Lockhart

**AYES:** 5 Wood, Woody, Ribe, Harwood, Lockhart

**NON-VOTING:** 1 Spaziani

V. PRE-APPLICATIONS OR WORKSHOP

A. Kineo Estates - 12 Hyde Park Drive & 975 Long Cove Road – Mt. Kineo Builders for a proposed 14-Lot Conservation Resubdivision.

Peter Gardner of Dieter & Gardner, 1641 CT-12, Gales Ferry, CT 06335, spoke to the Commission and reviewed the resubsvion plan. He referenced the original application PZ#25-9SUB that was approved by the Commission last year. He discussed various aspects of the resubdisvion. He stated that he is calling it a conservation subdivision and spoke to the land that is being preserved. Vice Chairman Woody and Mr. Gardner discussed that lot 975 has not been reflected on the GIS system yet and that the

other lots have not been recorded. Vice Chairman and Mr. Gardner discussed the 10 foot wide strip of land used as an access way to the open space and potential issues. Mr. Gardner spoke about the topography and the adjacent lots and how it connects to other open space. Commissioner Harwood asked for details about the wetlands shown on the plan. Commissioner Ribe asked for clarification on access points to the open space.

Director Burdick and Mr. Gardner discussed the flagging on the wetlands on the property. Vice Chairman Woody commented that there are no shared driveways shown on the plan only flag lots. Chairman Wood asked if the Town would be responsible for the culvert, Mr. Gardner stated yes. Chairman Woody asked if there are erosion controls. Vice Chairman Woody asked what the slope is, Mr. Gardner responded 3-1 or 2-1 he would need to review.

## VI. CITIZENS PETITIONS (NON-AGENDA ITEMS ONLY)

Chairman Wood stated that anyone of the public who wishes to speak will identify their name and address for the record. He additionally added that all comments remain courteous, professional and relevant. He stated that public comment is not an opportunity to make comments about Commissioners, staff or other members of the public who have spoken.

Eric Treaster, 10 Huntington Way, Ledyard, handed out copies of his statement to the Commission. He spoke about Housing Bill 8002 and parking requirements.

Dave Shroeder, 290 Whalehead Road, Gales Ferry, stated that he also wanted to speak to House Bill 8002. He gave his interpretation of the law and how it would affect the Town of Ledyard.

Mary B Larson, 53 Harvard Terrace, Gales Ferry, stated that she has a letter that has been endorsed by 27 other residents of Harvard Terrace. She read her letter for the Commission.

Mike Cherry, 5 Whippoorwill Drive, Gales Ferry, commented on the roadways in the Gales Ferry Village being narrow due to the creation of the subdivision. He commented that the Commission should consider the kind of road when reviewing applications.

## VII. PUBLIC HEARING/ APPLICATIONS

None.

## VIII. OLD BUSINESS

A. PZ#25-4SITE - 8, 9 & 11 Colby Drive (Parcel IDs: 68-520-8, 68-520-9, 68-520-11); Colby Drive (Parcel ID: 68/530/680); and 16 Highview Terrace, 5 Colby Drive & 6 Colby Drive (Easement Only) (Parcel ID: 68/960/16), Ledyard, CT, - Applicant/Agent, Norm Eccleston - Owner, Habitat for Humanity of Eastern CT for approval of regulated activities for construction of 27 multi-family structures for 38 dwelling units and associated site improvements, inc. completion of Colby Drive, inc. utilities, drainage structures, and detention pond. Approved with conditions by the PZC on 10/9/25. Mylar filing date 1/15/26. REQUEST FOR 90-DAY EXTENSION OF TIME TO FILE SITE PLAN MYLARS.

Director Burdick stated that Commission approved the application on October 9, 2025. She commented that there is a 90 day period in which the applicant can file their mylars with the Town of Ledyard. She received a request for extension on January 14<sup>th</sup>, 2026. She stated that her understanding is that the plans are still being revised.

Nancy Leveque of Benesch Engineering, attending via Zoom addressed the Commission and stated that

Vice Chairman asked what the new filing date will be. Director Burdick stated that the new filing date will be 90 days from January 15, 2026. The Commission stated their disappointment the applicant could not filing on time but understand the process can be difficult.

MOTION to extend filing date on PZ#25-4SITE to 90 days from January 15, 2026

**RESULT: 5-0 EXTENSION GRANTED**

**MOVER:** Woody

**SECONDER:** Harwood

**AYES:** 5 Wood, Woody, Ribe, Harwood, Lockhart

**NON-VOTING:** 1 Spaziani

## IX. NEW BUSINESS

### A. Discussion and C.G.S. §8-24 review of Proposed Fiscal Year 2027 Capital Improvement Plan (CIP)

Staff and the Commissioner review the proposed Fiscal Year 2027 Capital Improvement Plan (CIP). Director Burdick stated that the Economic Development Commission had asked that \$120,000 be included in the proposed CIP in addition to all the items listed on the excel sheet. Director Burdick spoke to the process of obtaining grant funds noting that there is an advantage to having shovel ready projects. The Commission and staff discussed the details of the capital improvement requests for the Land Use Department. Director Burdick asked if the Commissioners have questions. She stated that the facilities manager from the Board of Education had been invited multiple times to attend the meeting tonight but is not present. She stated that she would review the board of education budget with the Commission as well.

Director Burdick reviewed the Capital Improvement Plan (CIP). Vice Chairman Woody asked for clarification on the various lines that are described as maintenance, noting one specifically HVAC, and road maintenance which is separate from road restoration. Director Burdick stated that maintenance for the AC units in the schools is recurring

Vice Chairman Woody stated that he has no issue with air conditioners being taken care of but that he has an issue with annual maintenance being considered capital. Director Burdick stated that she would get more information on why is was included. Vice Chairman stated that maintenance cost isn't a sinking fund. Director Burdick and Vice Chairman Woody discussed the Public Works requests are being paid through grant funding and will not impact taxes. They discussed the various grants. Chairman Woody and Director Burdick discussed the Planning & Zoning Commission line items.

Director Burdick stated that last year she tried to transfer money last year but was denied. Chairman Woody and Director Burdick discussed the allocation of money for the Land Use Department. They discussed the several land use documents that will need to be updated going forward including the POCD and Zoning Regulations.

Commissioner Ribe and Commissioner Ribe clarified that the funding for consultants last year were taken from the Land Use Department Operating Budget. Commissioner Harwood and Director Burdick discussed the recommendation process from the Planning & Zoning

Commission to the Town Council. Staff and the Commission discussed the bonding. They discussed the installation of turf for the Gales Ferry School.

MOTION to FORWARD A FAVORABLE REPORT of Proposed FY 2027 Capital Improvement Plan including line items for the Economic Development Commission of \$120,000 over two years for design engineering for a sidewalk project on Route 12 in Gales Ferry to the Ledyard Town Council

**MOVER:** Woody  
**SECONDER:** Lockhart

Discussion followed: Staff and the Commission confirmed that the turf line item had been added back in. The Commission continued to discuss various other line items of the proposed CIP.

Vice Chairman Woody made a friendly amendment that the Town Council consider the Board of Education Maintenance line items are determine if they are relevant for the Capital Improvement Plan or if they need to be covered elsewhere in the budget, seconded by Commissioner Lockhart

**RESULT: 5-0 FORWARD FAVORABLE REPORT WITH RECOMMENDATION**  
**MOVER:** Woody  
**SECONDER:** Lockhart  
**AYES:** 5 Wood, Woody, Ribe, Harwood, Lockhart  
**NON-VOTING:** 1 Spaziani

X. APPROVAL OF MINUTES

A. PZC Regular Meeting Minutes of November 13, 2025

MOTION to approve the PZC Regular Meeting Minutes of November 13, 2025

**RESULT: 5-0 APPROVED AND SO DECLARED**  
**MOVER:** Woody  
**SECONDER:** Lockhart  
**AYES:** 5 Wood, Woody, Ribe, Harwood, Lockhart  
**NON-VOTING:** 1 Spaziani

B. PZC Regular Meeting Minutes of December 11, 2025

MOTION PZC Regular Meeting Minutes of December 11, 2025

**RESULT: 5 -0 APPROVED AND SO DECLARED**  
**MOVER:** Lockhart  
**SECONDER:** Woody  
**AYES:** Wood, Woody, Ribe, Miello, Harwood  
**NON-VOTING:** 1 Spaziani

XI. CORRESPONDENCE

Chairman Wood stated that all the correspondence received were spoken to at public comment.

## XII. REPORTS

### A. ZEO Report

Zoning Enforcement Official, Hannah Gienau, briefly reviewed her staff report with the Commission. Director Burdick commented on the level of work that goes into an individual zoning permit.

### B. Planner Report

Director Burdick commented that she is concerned that the Commission accepting correspondence and public comment on parking regulations and that it seems to be usurping the statutory process of public hearings required for text amendment applications. She warned about perceived predisposition if they continue to accept documents from the public. Commissioner Ribe stated that she feels there is a fine line between the public comments that were presented to the Commission and the correspondence that was listed on the agenda. She stated that she also realizes that residents can come and say anything during public comment although she feels in this specific instance, she feels that is was a grey area. Commissioner Harwood stated that it would be less appropriate at the Planning & Zoning Subcommittee due to the nature of the subcommittee. Chairman Wood stated that he felt that the report shouldn't be on the agenda because they were not ready for a full review. He wanted an opportunity for the residents to speak to parking. Director Burdick commented that the document that Mr. Treaster read out was not on the document as it was submitted at 5:18pm. Discussion continued about potential predisposition. Vice Chairman Woody stated that the PZC is a Commission is governed by process and the point is equity and transparency.

Director Burdick briefly reviewed ongoing projects in the Land Use Department.

### C. Planning & Zoning Subcommittee Parking Regulations Report

Vice Chairman Woody stated that the Subcommittee is expecting to receive additional Guidance from the Office of Policy and Management. He stated that they have submitted their proposals to staff to review and rework. Vice Chairman Woody stated that the regulation amendments are due by July 1, 2026 and that they will have to additionally work on the housing regulations. Staff and the Commission discussed when they would receive more guidance from the Southeastern Council of Governments.

Vice Chairman Woody stated that he generally supports regional planning but has been disappointed by the region. He stated his frustration with the deadlines provided by the Office of Policy and Management and SECOG.

Director Burdick commented on the upcoming short session on Tuesday February 17, 2026 on the Office of Legislative Management website.

## XIII. ADJOURNMENT

Chairman Wood moved the meeting be adjourned, seconded by Commissioner Harwood

**VOTE: 5- 0 Approved and so declared**, the meeting was adjourned 7:53 p.m.

Respectfully submitted,

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Secretary Beth Ribe  
Planning & Zoning Commission