



TOWN OF LEDYARD

Planning & Zoning Commission

Meeting Minutes - Final

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Chairman Marty
Wood

Regular Meeting

Thursday, December 11, 2025

6:00 PM

Council Chambers - Hybrid Format

****WORKING DRAFT****

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 AND APPOINTMENT OF ALTERNATES

Present Chairperson Marcelle Wood
Alternate Member Matthew Miello
Chairman Beth E. Ribe
Alternate Member James Harwood
Alternate Member Rhonda Spaziani
Alternate Member Nathaniel Woody
Excused Town Council Liaison Greg Lockhart

In addition, the following were present:

Director of Land Use & Planning, Elizabeth Burdick
Zoning Enforcement Official, Hanah Gienau
Assistant to the Director of Land Use & Planning, Anna Wynn
Land Use Attorney, Robert Avena

IV. APPROVAL OF ADDITIONS TO AND/OR CHANGES TO THE ORDER OF THE AGENDA

Chairman Wood stated that he would like to move item A. of Section VII., Pre Applications And/Or Workshops to VIII. New Business Item B. after the 939 Long Cove application.

MOTION to move item A. of Section VII Pre-Applications And/Or Workshops to VIII. New Business Item B.

RESULT: 5-0 AGENDA AMENDED
MOVER: Woody

SECONDER: Ribe

AYES: 5 Wood, Ribe, Miello, Harwood, Woody

NON-VOTING: 1 Rhonda

V. CITIZENS PETITIONS (NON-AGENDA ITEMS ONLY)

Eric Treaster, 10 Huntington Way, Ledyard, attending via Zoom, spoke to the Commission about conceptual development of data centers or small power plants in Ledyard. He stated that the Commission should amend the regulations so that Ledyard would be a viable town for this kind of development.

VI. Consideration and possible vote on proposed settlement language. Pending Litigation City of Groton v. Town of Ledyard Planning & Zoning Commission, Et Al – Docket No. HHD-LND-CV-24-6194782-S.

This was Approved and so declared.

RESULT: APPROVED AND SO DECLARED

MOVER: Nathaniel Woody

SECONDER: Matthew Miello

VII. PRE APPLICATION DISCUSSION AND/OR WORKSHOP

Item moved to new business.

VIII. PUBLIC HEARINGS/APPLICATIONS

None.

IX. OLD BUSINESS

A. **PZ#25-8SITE** - 5A Lorenz Industrial Parkway, (Parcel ID: 138-1380-5A), Ledyard, CT, - Agent, Peter Gardner - Applicant/Owner, A&R Associates Inc., Reid Simos for site plan approval for new 2370sf building and associated site improvements (*Submitted 11/5/25, Date of Receipt 11/13/25, DRD 01/16/26*).

Director Burdick summarized her staff report with the Commission previously marked as #15.

MOTION to APPROVE Application PZ#25-8SITE - 5A Lorenz Industrial Parkway, (Parcel ID: 138-1380-5A), Ledyard, CT, 06339 - Agent, Peter Gardner - Applicant/Owner, A&R Associates Inc. for site plan approval for new 2400+/-sf commercial building and associated site improvements in that the application, supporting documents and a plan entitled “Plan Showing Proposed Building on Property of A & R Associates, Inc., 5a Lorenz Industrial Parkway, Ledyard, CT Prepared by Dieter & Gardner, Dated October 2024, Revised to October 2025” comply with all applicable sections of the Ledyard Zoning Regulations, with the following conditions:

1 Access and utilities easements documents submitted on 11/12/25 shall be reviewed &

approved by the Town Attorney and shall be filed on the Land Records in the Office of the Town Clerk with the Final Site Plan. No zoning permit to start work shall be issued until filed. Proof of said filing shall be submitted to the Land Use Dept.

2. Four (4) final plan sets, along with a digital copy of the final plan, shall be submitted to the Land Use Dept. & shall be signed and sealed with original signatures by L.S., P.E. & C.S.S.

3. The final approved site plan set, following endorsement, shall be filed on the Land Records in the Office of the Town Clerk within 90-days following its approval, et al. No zoning permit to start work shall be issued until filed. Proof of said filing shall be submitted to the Land Use Dept.

4. An approved Zoning Permit is required prior to the start of any work.

5. Prior to issuance of a zoning permit to start work, A Soil Erosion & Sediment Control bond shall be posted in the amount of \$3,500 in a form acceptable to the Finance Director. No bond, or portion thereof, shall be released without prior approval of the Zoning Officer and/or Director of Land Use & Planning.

6. Following the issuance of a zoning permit to start work, the Zoning Official and/or Land Use Director shall be contacted and a pre-construction meeting shall be held at least one-week prior to start of any work.

7. Following the pre-construction meeting, Soil Erosion & Sediment Controls (SESC) shall be installed in accordance with the approved plan set and inspected by the Zoning Officer prior to the start of any work. SESC shall be maintained in good working order until the site is permanently stabilized with vegetative or other cover.

8. After work has commenced, any substantive changes to the approved site plan require review and approval by the Land Use Director and/or the Planning & Zoning Commission.

9. Applicant shall meet all of the requirements of the Ledyard Town Engineer, Building Department, Fire Marshal, WPCA, and Ledge Light Health District for required permitting and inspections.

10. Prior to issuance of any Certificate of Zoning Compliance, all site improvements shall be constructed in accordance with the approved site plan. A complete As-Built plan certified to A-2 accuracy per ZR Sec. shall be submitted to the Zoning Official and/or Land Use Director for review & approval.

11. The Applicant may, at the discretion of the Zoning Official and/or Land Use Director if the site improvements have been substantially completed, submit a site completion bond for any improvements that have not been completed at the time of the request for Certificate of Zoning Compliance due to weather or other constraints out of the control of the Applicant/Owner. A bond estimate for said improvements shall be submitted to the Land

Use Dept. for review and approval and any bond shall be posted in a form acceptable to the Finance Director.

MOVER: Woody

SECONDER: Harwood

Discussion Followed:

Chairman Wood confirmed that the applicant is agreeable with the conditions as stated. Mr. Simos concurred. Chairman Wood and the applicant briefly discussed the easement agreement. Ms. Burdick stated that the easement agreement will be sent to the Town Attorney upon approval of the application.

RESULT: APPROVED WITH CONDITIONS

MOVER: Nathaniel Woody

SECONDER: James Harwood

AYE: 5 Wood, Miello, Ribe, Harwood, and Woody

EXCUSED: 1 Lockhart

NON-VOTING 1 Spaziani

X. NEW BUSINESS

- A. PZ#25-9SUB - 939 Long Cove Rd (Map ID:107-1340-939), Gales Ferry - Applicant- Rob Hohlfelder, R+N Holding Co, LLC - Agent, Peter Gardner, L.S. - Property Owners, John H. Almy III & Marcy Z. Almy for approval of 3-Lot Subdivision & Remaining Land Parcel. Submitted 11/25/25, Date of Receipt 12/11/25, DRD 2/14/26)

Director Burdick stated she has provided her staff report in their packets. She reminded the Commission that although they are receiving the application at this meeting, they saw it as a pre-application at the Planning & Zoning Regular Meeting of August 14, 2025.

Attorney Bill Sweeny of TCORS Attorneys introduced himself and gave an overview of the application. He reviewed the submitted plans previously marked as file document #7. He spoke to the physical conditions of the lot and stated that the topography of the land has made it easier to develop the land in two phases. Commission Harwood and Attorney Sweeny discussed the second access strip being connected to Hyde Park Drive. He described details of the access strip. Commissioner Miello asked how long the driveway is, Attorney Sweeny stated approximately 300 feet. He additionally stated that the proposed onsite well and septic have already received Ledge Light Health District approval. Commissioner Harwood and Attorney Sweeny clarified the usage of the access strip by the surrounding neighbors. They discussed the easement.

Ms. Burdick summarized her staff report for the Commission. Commissioner Miello and Attorney Sweeny discussed turn around requirements for driveways over 300ft. They discussed several amendments to the suggested staff motion.

MOTION to APPROVE PZ#25-9SUB - 939 Long Cove Rd (Map ID:107-1340-939), Gales Ferry - Applicant- Rob Hohlfelder, R+N Holding Co, LLC - Agent, Peter Gardner, L.S. - Property Owners, John H. Almy III & Marcy Z. Almy for approval of 3-Lot Subdivision & Remaining Land Parcel in that the application, supporting documents and a plan set entitled “Plan Showi8ng Kineo Estates Subdivision prepared for Mt. Kineo Builders, Property of John Hale Almy II and Marcy Zwerling Almy, 939 Long Cove Road, Ledyard, CT, Prepared by Dieter & Gardner , Dated September 2025, Revised to 11/12/25” comply with the Ledyard Subdivision and Zoning Regulations **with the following conditions:**

1. Final Plan shall be revised as follows:

a. Add note to plan “Undeveloped “remaining land” (proposed 975 Long Cove Road) will be subject to a future resubdivision application at which time Open Space will be provided for the entire 48.55-acres subject to this subdivision plan. Total to be dedicated shall be 10% or a minimum of 4.855-acres. As a condition of approval, in the event that said resubdivision application is not approved one (1) year of approval of this subdivision plan, the owner of the remaining land shall be required to make said minimum dedication of Open Space at that time. The open space area of at least 4.855 acers shall be shown on the plan the exact location and dimensions as approved by staff.

b. Add note “A permit for regulated activities and a favorable report regarding the subdivision (IWWC#25-22SUB) was approved by the Inland Wetlands and Watercourses Commission at its regular meeting on 11/18/25. Permit expiration date: 11/18/2030.”

c. Add note “There are no public improvements proposed for this subdivision. Permits for driveways for individual lot development are required for new homes.”

d. Add note “The site is not located in a Coastal Area Management Zone, Flood Hazard Zone or Public Water Supply Watershed.”

e. Add FEMA information - flood zone, panel no., etc.

f. Add note “Per SR Sec. 4.6, Energy Efficiency, Energy Conservation and Use of Solar Energy was considered in designing this conceptual subdivision and this section will be considered for individual lot development.”

g. Revise zoning compliance table to show existing and proposed lot sizes including lot frontages.

h. Revise zoning compliance table to show buildable area (75% contiguous buildable area based on actual lot sized proposed) for all 3 lots per Zoning Regulations Section 4.

i. Revise final plan top show sightlines for new driveways per the Ledyard Road Ordinances. (Note: The Town Engineer has determined the sightlines are adequate, however, they need to be shown on the final plan.)

j. Revise plan to show Approval Blocks per SR Sec. 8.4.3.A. a-d.

k. Driveway for 933 Long Cove Road shall have turn out in accordance with section ZR Section 7.4.b.8

2. Prior to the endorsement of the final plan, the Applicant shall meet all of the requirements of LLHD as written in its report dated 12/5/25 (FD#9).

3. Any easement documents for proposed Lot #963 Long Cove Road as shown on the plan shall be submitted for review and approval by the Director of Land Use & Planning and the Town Attorney.

4. Boundary Monumentations and Lot Markers per SR Sec. 5.4 shall be installed and L.S. shall submit a letter certifying same prior to the endorsement of any approved Subdivision mylars.

5. Digital Submissions of the Final Subdivision Plan shall be submitted in accordance with SR Sec. 3.15 (Digital Map Submissions).

6. Final plan shall be recorded on the Land Records in accordance with SR Section 3.9 (Final Filing).

RESULT: APPROVED WITH CONDITIONS

MOVER: Beth E. Ribe

SECONDER: Matthew Miello

AYE: 5 Wood, Miello, Ribe, Harwood, and Woody

EXCUSED: 1 Lockhart

NON-VOTING 1 Spaziani

B. Tyche Planning & Policy Group. Discussion of future revisions to Section 9.4 (Parking Requirements and Design Standards) of the Ledyard Zoning Regulations.

John Guszkowski of Tyche Planning & Policy Group, 215 East Main Street, Suite 1, Vernon, CT, introduced himself. He briefly described the matter for which their company had been retained to assist the Commission. He briefly reviewed Section 9 of the Ledyard Zoning Regulation. He stated that currently there are no regulations for parking related to multifamily housing. He briefly discussed his memo with the Commission. He discussed Housing Bill 8002 with the Commission in relationship to what it states about parking. The Commission, Mr. Gucawski and Ms. Burdick discussed how to incorporate guest parking rations into the proposed 1.5 parking spaces per bedrooms.

The Commission discussed the best way to approach rewriting the parking regulations. They discussed on street parking. Vice Chairman Woody suggested that they utilize subcommittees to work on this project.

MOTION to refer the proposed parking regulation change to a subcommittee of the Planning

and Zoning Commission to a meeting in the week of January 12th, 2026 to be composed of Commissioner Harwood, Vice Chairman Nate Woody and Alternate Member Rhonda Spaziani at a time to be determined by the subcommittee.

RESULT: APPROVED AND SO DECLARED

MOVER: Nathaniel Woody

SECONDER: Matthew Miello

AYE: 5 Wood, Miello, Ribe, Harwood, and Woody

EXCUSED: 1 Lockhart

NON-VOTING 1 Spaziani

- C. Discussion of proposed revisions to Section 12.1 (Coastal Area Management and Flood Protection - Coastal Area Management) of the Ledyard Zoning Regulations.

Director Burdick stated that in October 2025 DEEP changed their regulations. ZEO Hannah Gienau read her report for the Commission.

RESULT: DISCUSSED

- D. Discussion of House Bill 8002

Director Burdick stated that she had seminars sent to the Commission to get more informed on what the Bill includes. She stated that staff will put together documents to help understand the requirements laid out by the bill. They discussed some details of the Bill.

RESULT: DISCUSSED

XI. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

- A. PZC Regular Meeting Minutes of October 9, 2025

MOTION to approve the PZC Regular Meeting Minutes of October 9, 2025

RESULT: APPROVED AND SO DECLARED

MOVER: Nathaniel Woody

SECONDER: James Harwood

AYE: 5 Wood, Miello, Ribe, Harwood, and Woody

EXCUSED: 1 Lockhart

NON-VOTING 1 Spaziani

- B. PZC Regular Meeting Minutes of November 13, 2025

Staff asked that the Commission table this item to their next regular meeting to allow for review by town staff.

RESULT: TABLED

XII. CORRESPONDENCE

Ms. Burdick stated that two letters were submitted to Town Council on December 10, 2025

from Mr. Eric Treaster and Dave Shroeder with requests to separate the Planning & Zoning Commission into two separate Commissions.

Eric Treaster letter submitted to Town Council Meeting of December 10, 2025

Dave Shroeder letter submitted to the Town Council Meeting of December 10, 2025

XIII. REPORTS

A. ZEO Staff Report of December 11, 2025

Ms. Burdick stated that Hannah had distributed her staff report for the Commission and if they had any questions they can call or email her at any time.

B. Planner's Report of December 11, 2025

Ms. Burdick provided a brief report of on going work in the Land Use Department.

XV. ADJOURNMENT

Commissioner Ribe moved the meeting be adjourned, seconded by Commissioner Woody

VOTE: 5- 0 Approved and so declared, the meeting was adjourned 8:39 p.m.

Respectfully submitted,

Chairman Marcelle Wood
Planning & Zoning Commission

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.