



TOWN OF LEDYARD

CONNECTICUT
TOWN COUNCIL
HYBRID FORMAT

741 Colonel Ledyard Highway

Ledyard, CT 06339

Chairman Gary St. Vil

MINUTES

LAND USE/PLANNING/PUBLIC WORKS COMMITTEE – SPECIAL MEETING

860 464-3203
Roxanne Maher

Administrative Assistant

Monday, December 8, 2025

6:00 PM

Annex Meeting Room, Town Hall Annex

DRAFT

I. CALL TO ORDER – The meeting was called to order by Councilor Thompson at 6:00 p.m. at the Town Hall Annex Building.

Councilor Thompson welcomed all to the Hybird Meeting noting for the Town Council Land Use/Planning/Public Works Committee and members of the Public who were participating via video conference that the remote meeting information was available on the Agenda that was posted on the Town's Website – Granicus-Legistar Meeting Portal.

II. ROLL CALL –

Attendee Name	Title	Status	Location	Arrived	Departed
Jessica Buhle	Town Councilor	Present	In-Person	6:00 pm	6:57 pm
Ty (Earl) Lamb	Town Councilor	Present	In-Person	6:00 pm	6:57 pm
James Thompson	Committee Chairman	Present	In-Person	6:00 pm	6:57 pm
Elizabeth Burdick	Director of Land Use/Town Planner	Present	In-Person	6:00 pm	6:57 pm
Karen Parkinson	Historic District Commission	Present	In-Person	6:00 pm	6:57 pm
Doug Kelley	Historic District Commission	Present	In-Person	6:00 pm	6:57 pm
Bruce Garstka	Agricultural Commissions Chairman	Present	In-Person	6:00 pm	6:57 pm
Roxanne Maher	Administrative Assistant	Present	Remote	6:00 pm	6:57 pm

III. CITIZENS' PETITIONS – None.

IV. PRESENTATIONS/INFORMATIONAL ITEMS - None.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

MOTION to approve the Regular Meeting Minutes of November 3, 2025

Moved by Councilor Buhle, seconded by Councilor Lamb

Discussion: The LUPPW Committee Members mentioned that they read the Minutes from the previous LUPPW Committee.

VOTE: 3 - 0 Approved and so declared

IV. OLD BUSINESS – None.

V. NEW BUSINESS

1. Progress regarding the enforcement of regulations to address blight issues.

Land Use Director/Town Planner Elizabeth Burdick noted that Zoning Official Hannah Gienau provided a Blight Report for the period of November 3, 2025 – December 8, 2025 for tonight's meeting. Ms. Burdick noted the following Properties:

- 16 Nutmeg Drive – Ms. Burdick stated there was junk in the driveway, and in the yard. A Blight Citation was issued on 10/27/25. Compliance was achieved on 11/6/25 and all blight violations were resolved at time of inspection. This case has been closed.
- 28 Devonshire Drive, Gales Ferry, Storage Shed in Driveway – Inspection scheduled for December 9, 2025.
- Cartway Property – Route 12 – Land Use Director/Town Planner Elizabeth Burdick noted the following actions were in the process of being done:
 - ✓ Donation Boxes would be removed.
 - ✓ Buildings would be demolished – Ms. Burdick explained because of the proximity to wetlands properties that they would need to test the buildings for asbestos before demolition.
 - ✓ Batting Cages would be removed.
 - ✓ Pipes run through the parking lot to the culvert – Ms. Burdick stated that these pipes has made the property challenging.

Ms. Burdick explained that the property owners inherited the property and that they have been cooperative. She stated once the buildings were removed from the property that the owners would be listing the property for sale.

- 51 Kings Highway, Gales Ferry – Former Stonington Institute Building – Ms. Burdick stated that the property owners were in the process of replacing all of the broken windows.

Ms. Burdick stated that Ms. Hannah Gienau passed her Connecticut Association of Zoning Enforcement Official (CAZEO) Exam and has received her Zoning Enforcement Officer Certification.

Councilor Buhle noted the many signs around town that were not permitted. Ms. Burdick stated that Building Official Seumas Quinn and Zoning Official Hannha Gienau would be picking up the illegal signs as they travel around town doing inspections. She stated that the Land Use Department would typically call the businesses and let them know they could pick their signs up at their Office.

RESULT: DISCUSSED	Next Meeting: 1/05/2026 6:00 p.m.
--------------------------	--

- 2. Process to designate the Spicer Homestead Ruins, within the Clark Farm property, as a Registered Historical Site.

Mrs. Karen Parkinson, 55 Rose Hill Road, Ledyard, Vice-Chairman of the Historic District Commission and President of the Tri-Town Trail Association, provided some background regarding the Spicer Homestead Ruins property that was settled in 1670.

Mrs. Parkinson continued by stating that she presented the idea to seek a Historic Designation to preserve the Spicer Homestead Ruins in 2023; noting that this was the third Land Use/Planning/Public Works Committee that she was appealing to. She noted per the State Statute that the Historic District Commission needed to be appointed by the Legislative Body to conduct the investigation and study. She also expressed concern regarding the discrepancy with the A2 Survey that was conducted by Dieter & Gardner Surveyors noting that it was not done on the entire 4.4-acres that the Historic District Commission would like to preserve. She noted that she has been talking with Connecticut Preservation Archaeologist Stefon Danczuk to obtain additional clarification regarding the process, noting that Mr. Danczuk has visited Ledyard and walked the site a couple of times and she suggested the members of the LUPPW Committee hike the Tri-Town Trail and see the Spicer Homestead Ruins if they have not visited the site.

Councilor Buhle read the following from the LUPPW Committee's August 26, 2025 letter:

"At our May 5, 2025 meeting Land Use Director Elizabeth Burdick offered to meet with Mrs. Parkinson and/or other Historic District Commission Members to: (1) Review the steps necessary to seek a Historic Designation; (2) Facilitate a meeting between Mayor Allyn and Mrs. Parkinson and/or other Historic District Commission Members to discuss the A2 Survey that was prepared by Dieter & Gardner Surveyors; and (3) Offered to attend a Historic District Commission meeting to review the step-by-step process required to move the initiative forward. As of our August 4, 2025 LUPPW Committee meeting Ms. Burdick had not been contacted by any members of your Commission."

Councilor Lamb encouraged Mrs. Parkinson to meet with Land Use Director/Town Planner Elizabeth Burdick to discuss the process, along with her concerns regarding the current A2 Survey Map. He suggested the LUPPW Committee include and item on their January 5, 2026 Agenda to *"Appoint the Historic District Commission to conduct a study of the proposed Spicer Homestead and follow all steps according to State Statute Chapter 7a, Section 7-147q "procedures for establishing historic properties."*

Land Use Director/Town Planner Elizabeth Burdick stated that a 8-24 Review by the Planning & Zoning Commission was required for any changes to town property to ensure that it was in compliance with the Plan of Conservation & Development (POCD). She also noted that the A2 Survey Map would need to match the Historic Designation Application Package they would be sending to the State.

RESULT: CONTINUE

Next Meeting: 1/05/2026 6:00 p.m.

3. Review and discuss the Agricultural Commission's proposed *List of Criteria for the Leasing of Town-Owned Land* such as Clark Farm and former Norwich State Hospital Property to encourage the properties continue to be used for Agricultural purposes.

Mr. Bruce Garskta, 10 Pleasant View, Ledyard, Agricultural Commission Chairman, stated he attended the Land Use/Planning/Public Works Committee's October 6, 2025 meeting and received authorization for the Agricultural Commission to draft a *List of Criteria for the Leasing of Town-Owned Land*.

Mr. Garstka provided some background noting that currently Mr. Majcher has been leasing a portion of the Clark Farm for agricultural use for many years. He stated Mr. Majcher's five-year lease would expire on March 15, 2026; and he noted that Mr. Majcher was not interested in continuing to lease the property.

Mr. Garstka continued by addressing the importance for Ledyard to maintain its agricultural lands noting that once farmland has been developed that it would never go back to farmland. He noted as an example that Ledyard had 35 Dairy Farms at one time; and today they have no Dairy Farms.

Mr. Garstka explained that the Clark Farm had prime farmland soils and the 102-acre parcel located 1025 Colonel Ledyard Highway and the 42-acre parcel located 1087 Colonel Ledyard Highway had deed restrictions stating that ***the property may be used for agricultural purposes only.*** He stated the Agricultural Commission's objectives were to keep the properties in agricultural use, reduce/eliminate invasive plants to keep the invasive species from encroaching into the fields, and to maintain soil health.

Mr. Garstka provided an overview of the List of Criteria the Agricultural Commission developed as presented in his December 3, 2025 Memo. He stated the List of Criteria may be helpful in securing a new lessee for the 102-acre Clark Farm Property, located at 1025 Colonel Ledyard Highway, and the 42-acre parcel, located at 1087 Colonel Ledyard Highway Property as follows:

1. The land shall be used for the production of hay only.
2. Any change of crop must be approved beforehand in writing.
3. The fields must be mowed at least yearly with a mowing height not to exceed eight inches.
4. Any harvested hay may be stored on site at a location chosen by the Town.
5. No harvested hay may be stored over one year, and all harvested hay must be removed at end of the lease.
6. All necessary insurance is to be in effect for the term of the lease.
7. A five-year renewable lease is preferred.
8. Lessee must have a proven track record.
9. Lessee must have a means to fulfill lease terms.
10. References must be provided.
11. Fields shall be limed, fertilized, and sprayed for weeds using approved agricultural methods and standards.
12. The fee is to be determined.

Mr. Garstka stated the Agricultural Commission felt that finding a good steward of the land would be a benefit to the Town because it would free up Town resources from maintaining the properties. He stated that the harvesting of hay would have the least impact on the land while keeping it in agricultural use for generations to come.

The Land Use/Planning/Public Works Committee agreed to continue this discussion at their January 7, 2026 meeting.

RESULT: CONTINUE

Next Meeting: 1/05/2026 6:00 p.m.

4. Any other New Business proper to come before the Committee. - None

IX. ADJOURNMENT-

Councilor Buhle moved the meeting be adjourned, seconded by Councilor Thompson.
VOTE: 3- 0 Approved and so declared, the meeting was adjourned at 6:57 p.m.

Respectfully submitted,

James Thompson
Committee Chairman
Land Use/Planning/Public Works Committee