



TOWN OF LEDYARD

Department of Land Use and Planning

Elizabeth J. Burdick, Director

741 Colonel Ledyard Highway, Ledyard, CT 06339

Telephone: (860) 464-3215, Fax: (860) 464-0098

Email: planner@ledyardct.org

September 17, 2024

Naomi Rodriguez, Chairperson
Ledyard Town Council
741 Colonel Ledyard Highway
Ledyard, CT 06339

RE: Ledyard Planning & Zoning Commission, Zoning Board of Appeals and Inland Wetlands & Watercourses Commission – Training Compliance Report to Town Council

Dear Chairperson Rodriguez,

In accordance with CGS §8-4c(c) (*Training for members of planning, zoning or combined planning and zoning commissions and zoning board of appeals. Training guidelines. Statement of Compliance*) (copy attached hereto), members of the Ledyard Planning & Zoning Commission and the Ledyard Zoning Board of Appeals have complied with the requirements for Commissioner training as follows:

Planning & Zoning Commission (PZC):

Note: Required 4 hours of training include 1 hour of affordable & fair housing policies.

<u>Name</u>	<u>Appt. Date</u>	<u>Training Deadlines/Hours</u>
Tony Capon, Chairman	1 st Term 11/10/21-10/31/21	01/01/24/8 hrs.
Paul Whitescarver, Vice Chairman	1 st Term 03/23/22-12/31/26	01/01/24/8 hrs.
Marcelle Wood, Secretary	1 st Term 09/22/21-10/31/24	01/01/24/8 hrs.
Howard Craig	1 st Term 03/23/22-12/31/25	01/01/24/8 hrs.
Jessica Cobb	1 st Term 10/24/22-12/31/26	01/01/24/8 hrs.
Michael Miello (Alt. Member)	1 st Term 11/09/23-10/31/25	11/09/24/4.5 hrs.
Beth Ribe (Alt. Member)	1 st Term 05/22/24-12/31/26	05/22/25/ Req. by 5/22/25

Zoning Board of Appeals (ZBA):

Note: Required 4 hours of training include 1 hour of affordable & fair housing policies.

<u>Name</u>	<u>Appt. Date</u>	<u>Training Deadlines/Hours</u>
John Proctor, Chairman	2 nd Term 12/07/23-12/06/29	01/01/24/8 hrs.
Richard Murphy, Vice Chairman	2 nd Term 12/07/23-12/06/29	01/01/24/8 hrs.
Sharon Pealer	1 st Term 11/21/13—12/04/25	01/01/24/8 hrs.
John Rodolico	1 st Term 11/20/20-12/04/25	01/01/24/8 hrs.
Eric Treaster	1 st Term 12/03/19-12/04/25	01/01/24/8 hrs.

Inland Wetlands & Watercourses Commission (IWWC):

Although members of the IWWC are not required to completed training in accordance with C.G.S. Sec. 8-4c, it should be noted that all current Commissioners have completed 8 hours of training regardless.

There is no record this report was submitted to Town Council by March 1, 2024 as required, subsequently, I am filing the report on this date. The next compliance report will be forwarded to the Town Council no later than March 1, 2025.

Please contact me with any questions. Thank you.

Sincerely,

Liz Burdick

Director of Land Use & Planning
Town of Ledyard

- C: Mayor Fred Allyn, III
- Roxanne Maher, Admin. Asst. to Town Council
- Tony Capon, PZC Chairman
- John Proctor, ZBA Chairman
- Justin DeBrod, IWWC Chairman
- Anna Wynn, Land Use Asst.
- Hannah Gienau, Zoning & Wetlands Official

Attachment “A”
Commissioner Training Report
Town Council - 09/17/24

C.G.S. Sec. 8-4c. Training for members of planning, zoning or combined planning and zoning commissions and zoning boards of appeals. Training guidelines. Statement of compliance. (a)

On and after January 1, 2023, each member of a municipal planning commission, zoning commission, combined planning and zoning commission and zoning board of appeals shall complete at least four hours of training. Any such member serving on any such commission or board as of January 1, 2023, shall complete such initial training by January 1, 2024, and shall complete any subsequent training every other year thereafter. Any such member not serving on any such commission or board as of January 1, 2023, shall complete such initial training not later than one year after such member's election or appointment to such commission or board and shall complete any subsequent training every other year thereafter. Such training shall include at least one hour concerning affordable and fair housing policies and may also consist of (1) process and procedural matters, including the conduct of effective meetings and public hearings and the Freedom of Information Act, as defined in section [1-200](#), (2) the interpretation of site plans, surveys, maps and architectural conventions, and (3) the impact of zoning on the environment, agriculture and historic resources.

(b) Not later than January 1, 2022, the Secretary of the Office of Policy and Management shall establish guidelines for such training in collaboration with land use training providers, including, but not limited to, the Connecticut Association of Zoning Enforcement Officials, the Connecticut Conference of Municipalities, the Connecticut Chapter of the American Planning Association, the Land Use Academy at the Center for Land Use Education and Research at The University of Connecticut, the Connecticut Bar Association, regional councils of governments and other nonprofit or educational institutions that provide land use training, except that if the secretary fails to establish such guidelines, such land use training providers may create and administer appropriate training for members of commissions and boards described in subsection (a) of this section, which may be used by such members for the purpose of complying with the provisions of said subsection.

(c) Not later than March 1, 2024, and annually thereafter, the planning commission, zoning commission, combined planning and zoning commission and zoning board of appeals, as applicable, in each municipality shall submit a statement to such municipality's legislative body or, in a municipality where the legislative body is a town meeting, its board of selectmen, affirming compliance with the training requirement established pursuant to subsection (a) of this section by each member of such commission or board required to complete such training in the calendar year ending the preceding December thirty-first.