



Chairman Marcelle Wood

# TOWN OF LEDYARD CONNECTICUT PLANNING & ZONING COMMISSION

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

HYBRID FORMAT  
REGULAR MEETING

~ MINUTES ~

Thursday, March 12, 2026

6:00 PM

Council Chambers, Town Hall Annex

I. CALL TO ORDER

Chairman Wood called the meeting to order at 6:02 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  
Commissioner, James Harwood  
Commissioner, Matthew Miello  
Alternate Member Rhonda Spaziani  
Alternate Member, Greg Lockhart

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  
Norman Thibeault of Killingly Engineering, via Zoom

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

None.

V. PRE-APPLICATIONS OR WORKSHOP

None.

VI. CITIZENS PETITIONS (NON-AGENDA ITEMS ONLY)

None.

## VII. PUBLIC HEARING/ APPLICATIONS

None.

## VIII. OLD 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). REQUEST FOR EXTENSION TO FILE MYLARS.**

Director Burdick stated that she received a request for a 90-day extension of time from Attorney Bill Sweeny. She read the email for the Commission. They briefly discussed that the property is still undergoing sale between the applicant and property owner and that they would like to complete the sale before filing the mylars. The Commission agreed that they would extend the deadline.

MOTION to extend filing date on PZ#25-9SUB to 90 days from March 16, 2026

**RESULT: 5-0 EXTENSION GRANTED**

**MOVER:** Ribe

**SECONDER:** Harwood

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

**NON-VOTING:** 2 Spaziani, Lockhart

## IX. NEW BUSINESS

**A. PZ#26-1SITE - 740 Colonel Ledyard Highway (Parcel ID: 67-530-740), Ledyard, CT - Applicant/Owner, Sal Monarca, Ledyard Center LLC for a Site Plan Review for construction of a 36-unit multi-family dwelling and associated site improvements (Submitted 3/2/26, Date of Receipt 3/12/26, DRD 5/15/26).**

Director Burdick stated that this application is an extension of the original project that was submitted and approved last year by the Planning & Zoning Commission. She stated that due to when the application was submitted staff has not had sufficient time to review the application. She suggested to the Commission that they receive and table the application until their next regular meeting.

Vice Chairman Woody asked if Norm Thibeault planned to attend the next regular meeting to give a formal presentation to the Commission. Mr. Thibeault concurred that he planned to give a formal presentation at the next meeting.

Norm Thibeault of Killingly Engineering, 114 Westcott Road, Danielson, CT, gave a brief presentation, via Zoom, of the project and described the proposed residential development. He stated that the first building will be accessed from Fairway Drive and will utilize public water and sewer. He spoke about details of the system. He stated that the applicant has provided floor plans and site plans for the Commission to review. He described detailed of the one-hundred-year storm drainage basin. He asked if the Commissioners had any questions at this time. Ms. Burdick commented that the WPCA committed capacity to this development but never submitted a letter but will be doing so soon. She stated that it will be part of the application for the April meeting.

Chairman Wood asked how much capacity is left through WPCA. Burdick stated she is not sure but that the 740 Colonel Ledyard Highway property was a good portion of the capacity. She stated that it would support around 200 units. Chairman Wood asked what the overall height of the building will be. Norman Thibeault estimated around 37 to 38 feet. Commissioner Harwood asked if there is a second access road off of Colonel Ledyard Highway. Norman Thibeault said there will be a total 4 accesses to the property. He said that currently off of Fairway Drive and there will be a gravel access road where the water line will be placed for emergency situations. The Commission asked if there access by the Ledyard Center building. Norman Thibeault said there is no defined road at this time. Chairman Wood stated that he hopes there will be sidewalks included in the plan.

MOTION to table application PZ#26-1SITE to the Planning & Zoning Regular Meeting of April 9, 2026 at 6:00 p.m. in the Town Hall Annex and on Zoom

**RESULT: 5-0 TABLED**  
**MOVER:** Ribe  
**SECONDER:** Miello  
**AYES:** 5 Wood, Woody, Ribe, Harwood, Miello  
**NON-VOTING:** 2 Spaziani, Lockhart

**B. Sustainable CT Ad Hoc Committee Update.**

Vice Chairman Woody spoke about the Sustainable CT Program to the Commission. He spoke about what actions the Planning & Zoning Commission could take to support the certification process. Vice Chairman Woody and the rest of the Commission discussed how they would break up the workload to address the various action items outlined by sustainable CT. Vice Chairman Woody stated that he would come prepared with information and a plan for the next meeting. Chairman Wood requested that the Commission received education on low impact development to support their understanding of the Action items.

**C. PZC Parking Subcommittee discussion of draft proposed zoning regulations amendments regarding parking.**

Woody recapped the Subcommittee's process for going through the Zoning Regulations Woody asked that the full Commission accept their proposed amendments and request staff to start a text amendment application for the next regular meeting. Staff and the Commission briefly discussed the process for a text amendment application noting that a public hearing is required. They noted that the Commission is not bound to the same legal decision deadlines as it is their own application. They briefly discussed the deadline for regulation amendments outlined in PA25-1 (formally known as House Bill 8002).

Chairman Woody formally directed staff to put together a text amendment application for the next regular meeting. No motion was required.

**X. APPROVAL OF MINUTES**

**A. PZC Regular Meeting Minutes of February 12, 2026**

MOTION to approve the PZC Regular Meeting Minutes of February 12, 2026

**RESULT: 5-0 APPROVED AND SO DECLARED**  
**MOVER:** Woody  
**SECONDER:** Ribe  
**AYES:** 5 Wood, Woody, Ribe, Harwood, Miello  
**NON-VOTING:** 2 Spaziani, Lockhart

XI. CORRESPONDENCE

Chairman Woody noted that the Commission received an email from the Land Use Department regarding upcoming UConn CLEAR training. He requested that staff send a training report indicating who is due for training hours. Ms. Burdick responded that annually the Department provides a training report to the Town Council per state law. She stated that the same report can be sent directly to the Commission.

XII. REPORTS

A. ZEO Staff Report

Zoning Enforcement Official, Hannah Gienau, briefly spoke about her report. She noted several items on her report including the removal of unpermitted goats on Pheasant Run. She discussed several new blight complaints that were received in the office. She stated that the Commission can call or email her with any questions or concerns. She stated that her report will be emailed out to the Commission as soon as possible.

B. Planner's Report

Ms. Burdick discussed the guidance document that was provided by the Connecticut Council of Governments and confirmed that the Commission received a digital copy. She spoke to the Commission about a contract that she and the Town are in works of writing to hire a consultant to help with necessary regulation changes required by PA25-1 (HB 8002). She and the Commission discussed various ways the consultant will provide work for the Commission and or attend meetings. The Commission discussed possibly creating another Subcommittee group to work specifically on changes for housing regulations.

XIII. ADJOURNMENT

Commissioner Harwood moved the meeting be adjourned, seconded by Commissioner Ribe.

**VOTE: 5- 0 Approved and so declared,** the meeting was adjourned 7:16 p.m.

Respectfully submitted,

---

Secretary Beth Ribe  
Planning & Zoning Commission