



Chairman Marcelle Wood

TOWN OF LEDYARD CONNECTICUT PLANNING & ZONING COMMISSION

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339-1551

HYBRID FORMAT
REGULAR MEETING

~ MINUTES ~

Thursday, May 8, 2025

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
Secretary, Howard Craig
Commissioner, Beth E. Ribe
Commissioner, James Harwood
Alternate Member Rhonda Spaziani (via zoom)
Alternate Member, Nate Woody

Excused: Commissioner, Matthew Miello

In addition, the following were present:

Director of Land Use & Planning, Elizabeth Burdick (via zoom)
Land Use Assistant, Anna Wynn

Chairman Wood seated Alternate Member Nate Woody for Commissioner Miello

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

None.

MOTION to approve the PZC Regular Meeting of Agenda of May 8, 2025 as written

<p>RESULT: 5-0 APPROVED AND SO DECLARED MOVER: Ribe SECONDER: Harwood AYES: 5 Wood, Ribe, Craig, Woody, Harwood NON-VOTING: 1 Spaziani</p>

V. CITIZENS PETITIONS (NON-AGENDA ITEMS ONLY)

Eric Treaster, 10 Huntington Way, Ledyard, stated that on May 6, 2025 that he sent an informal set of suggested regulation amendments for excavation to the Ledyard Land Use Office. He stated that he wrote these suggested regulation amendments in response to applications that were pending before the Commission in 2024. He handed out a copy of his suggested regulation amendments to each Commissioner.

He asked if the Commission had any immediate questions about these suggested regulations. The Commission did not have any questions at this time.

Bronson Dodge, 52 Harvard Terrace, Gales Ferry, stated his concerns about the Ledyard Zoning Regulations needing to be changed to protect the character of Ledyard. He stated that he hopes the Commission looks seriously at suggested regulation amendments from residents. He spoke to the proceedings of application PZ#24-8SUP & PZ#24-9CAM.

Deborah Edwards, 30 Bluff Rd West, Gales Ferry, attending via zoom, asked for clarification on the opening day of application PZ#25-2ZRA. She asked for clarification on the process of reviewing regulation change applications and development applications at the same time.

Chairman Wood commented on the timeline of previous applications in 2024 regarding application PZ#24-3ZRA.

Director Burdick stated that she would comment on this issue when the Commission gets to that item on the agenda.

Deborah Edwards asked if there would be conflict between application PZ#25-2ZRA and application IWWC#25-5SITE in the future.

Commissioner Woody stated that residents are allowed to submit an application to the Planning & Zoning Commission at any time for regulation amendment. The Commission, if they were to approve any such regulation amendment application, would need to attach an effective date to the change. He stated that the effective date would have to be in respect to any other pending applications before the Commission in which the regulation amendment could affect.

VI. PRE-APPLICATIONS OR WORKSHOP

None.

VII. PUBLIC HEARING/ APPLICATIONS

A. PZ#25-2ZRA- Applicant/Agent: Eric Treaster for Proposed Zoning Regulations Text Amendments for the Development of multifamily dwellings. (Submitted 3/12/25, Date of Receipt 3/13/25, PH must open within 65 days by 5/16/25. PH orig. set for 5/8/25, Opening of PH postponed to 6/12/25 with ext. granted.)

Chairman Wood stated that the opening of the public hearing would be postponed until June 12, 2025 and that there has been a document submitted for the record with this extension of time that has been marked as exhibit #10

Director Burdick stated that the public notice hearing was not submitted within statutory requirements when the application was first submitted to Planning & Zoning due to ongoing

family emergencies. She stated that Eric Treaster's regulation amendment application has been referred to Attorney Avena for review, but they have not received any comments. She stated that she will ask Attorney Avena to attend the public hearing meetings. She stated that she has not completed her review of Mr. Treaster's application but will provide a staff report in the next few weeks. She stated that the Town Attorney, Robert Avena will advise the Commission on the same issues that were brought up by Ms. Edwards.

Commissioner Woody stated that if the Commission is concerned about not having enough time they could always move the opening of the public hearing to the 4th week of May.

Director Burdick stated that the public hearing notice for the June date has already been sent to The Day and agreed to by the applicant. She commented on the concurring timelines between PZ#25-2ZRA and IWWC#25-5SITE. She said that she cannot comment on the legality of approving or denying concurring applications before the Commission.

Director Burdick and Chairman Wood clarified that they would not need to make a motion to postpone the hearing.

Eric Treaster commented to the Commission that there needs to be a location determined, the Commission and Director Burdick clarified if they would need to use the Middle School Auditorium. They clarified that the opening of the public hearing for application PZ#25-2ZRA will be held at the Town Hall Annex. Director Burdick commented that if the Commission is so inclined to hold the public hearing earlier than June 12, it would be possible to redo the public hearing notice as they have not been posted yet.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

None.

X. APPROVAL OF MINUTES

A. PZC Regular Meeting Minutes of April 10, 2025

MOTION to approve the PZC Regular Meeting Minutes of April 10, 2025

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

XI. CORRESPONDENCE

None.

XII. REPORTS

A ZEO Staff Report of May 8, 2025

ZEO, Hannah Gienau, was not present to review the staff report. Director Burdick stated they could send any questions via email or call her at the office.

B Planner Report – Affordable Housing & POCD Updates

Director Burdick stated that she is looking for planning projects before the end of the fiscal year. She would like to make an RFP RFQ to update the POCD and Affordable Housing Plan by a third party. She commented on the legal requirements to update the POCD and Affordable Housing Plans. She commented that it is best practice to get the updates done earlier rather than later. She stated with the Commission's permission she would like to make that RFP RFQ request to hire a consultant.

She stated that she would have to ask the town council to encumber the expensive. She stated that due to how long it can take to get a third-party consultant to help it is good to look for one earlier. She commented on the previous process of the Commission to update the POCD by each member taking a chapter of the PODC to rewrite.

Commissioner Woody commented that he had been through this experience before and it is a lot more work than it seems. He concurred that having a third-party consultant to help with the process would be helpful. He stated having a third party consultant would not minimize the omissions ability to drive what they want. He commented that updating the POCD and the Affordable housing plan at the same time is a good idea because than they can ensure they concur.

Chairman Wood stated that he applauds that Director Burdick for looking ahead for the Commission. Chairman Wood asked if they would need a motion to approve the request. Director Burdick stated that it wouldn't hurt.

MOTION to direct the town planner to create and RFP for the updates of the POCD and Affordable Housing Plan for the town of Ledyard

RESULT: 5-0 APPROVED AND SO DECLARED

MOVER: Woody

SECONDER: Harwood

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

NON-VOTING: Spaziani

Director Burdick commented on the ongoing process for application PZ#25-1SITE at 740 Colonel Ledyard Highway

Commissioner Ribe stated that she thinks signs are more permanent. Commission Harwood stated that he thought that having signs and painted numbering would be helpful. Director Burdick commented that in the conditions of approval is had just stated signage but she believes that it would be beneficial to have a combination of both but that the department had only required the signs.

Director Burdick and Chairman Wood clarified that although they cannot require the painted numbers but they can certainly ask the developer.

Commissioner Woody and Director Burdick briefly discussed that there has not been a new

application submitted for 750 Colonel Ledyard Highway, previous application PZ#25-3SITE that was denied. She stated that the department is now in the process of citation for both the tenant and the property owner.

Chairman Wood commented on the EDC Special Meeting of April 15, 2025 that there was a lot of feedback on potential issues in ledyard that the commission could consider.

Director Burdick commented that Goman & York to help get more data from residents that they have designed a digital survey of the workshop that will be posted on the ledyard town website and posted in the events magazine. She stated this would address demographic issues they ran into at the workshop. She commented that the workshop was well attended and positive.

Chairman Wood commented that he had heard feedback that the workshop was useful and engaging.

XIII. ADJOURNMENT

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

VOTE: 5- 0 Approved and so declared, the meeting was adjourned 6:39 p.m.

Respectfully submitted,

Secretary Howard Craig
Planning & Zoning Commission