



Chairman Marcelle Wood

# TOWN OF LEDYARD CONNECTICUT PLANNING & ZONING COMMISSION

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

HYBRID FORMAT  
REGULAR MEETING

~ MINUTES ~

Thursday, May 14, 2026

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  
Commissioner, James Harwood  
Alternate Member Rhonda Spaziani

**Excused:** Commissioner, Matthew Miello  
Secretary Beth E. Ribe  
Alternate Member, Greg Lockhart  
Vice Chairman, Nate Woody

In addition, the following were present:

Director of Land Use & Planning, Elizabeth Burdick  
Assistant to the Director of Land Use & Planning, Anna Wynn

Chairman Wood seated Alternate Member Spaziani as a voting member for the meeting.

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

None.

## V. CITIZENS PETITIONS (NON-AGENDA ITEMS ONLY)

None.

## VI. PRE-APPLICATION DISCUSSION AND OR WORKSHOPS

**A.** Pre-Application/Public Workshop - 30 minutes - regarding the establishment of portions of Gales Ferry as a Village District

Karen Parkinson, 55 Rose Hill Road, Ledyard, Chair of the Historic District Commission, began the pre-application presentation with comments supporting the creation of Historic Village District. She submitted her written comment to the Commission. She stated the Citizen's Alliance for Land Use (CALU), a local community group, had requested that the Historic District Commission act as the applicant for the application. She stated that the Historic District Commission has agreed to be the applicant.

Dave Shroeder, 290 Whalehead Road, Gales Ferry, representing CALU, stated that he understands the use of village districts are to improve and protect contextually historic sensitive areas and referenced relevant Connecticut General Statutes. He stated that village districts are to control quality and maintain or encourage character. He commented that in the past they were used in Ledyard and CALU is asking to have them back.

Mr. Shroeder presented to the Commission about implementing a Gales Ferry Historic Village District as an overlay district. He referred to surrounding towns that have similar overlay zones. Mr. Shroeder and the Commission briefly discussed incorporating the proposed village district as an overlay district or not. Chairman Woody stated the Commission has not had sufficient time to consider the best process to incorporate proposed changes. Director Burdick and Mr. Shroeder discussed previous historic design districts that were eliminated in previous years. Mr. Shroeder presented a compilation of photos demonstrating the various historically significant historic homes. He showed comparison photos between what is currently allowed in the village and what kind of development CALU would like to encourage. He commented that according to the national historic registry all buildings that are 50 years or older can be considered historic. Mr. Shroeder asked the Commission what standards or evidence the Commission requires to determine if the Gales Ferry district inherently meets the criteria of distinctive character and reference Connecticut General Statutes 8-2j. Chairman Wood stated that they have not had time to consider. He discussed the proposed changes that CALU has already drafted. He stated that the proposed amendments include character descriptions. He stated that the distinctive character of the village would be thoroughly outlined and then incorporated into the POCD and that becomes the basis for writing the design guidelines in the zoning regulations. He reviewed the proposed text amendments with the Commission. Director Burdick, the Commission and Mr. Shroeder discussed the process of updating the POCD and applicable legal deadlines. Mr. Shroeder and the Commission discussed when it would be an appropriate time to submit a formal application. Commissioner Harwood commented that there is no limit to the amount of pre-applications that can be heard. The Commission and Mr. Shroeder discussed having a public workshop. They discussed the difference between village districts and historic districts. The Commission stated that they would entertain holding a public workshop after July 1<sup>st</sup> once their required text amendment applications are complete to satisfy Public Act 25-1 regarding parking and housing.

## VII. PUBLIC HEARING/ APPLICATIONS

A. Public Hearing: PZ#26-2ZRA - Town of Ledyard Planning & Zoning Commission for proposed text amendments to the Ledyard Zoning Regulations regarding Parking sections as follows: Table of Contents, 2.2 (Definitions), 6.5.1 (Technology Park District), 6.5.2 (Conservation and Traffic Mitigation (Overlay) District), 8.1 (Accessory Apartment), 8.6 (Bed and Breakfast (Accessory Use), 8.7 (Campgrounds), 8.8 (Child Care Centers), 8.9 (Commercial Caretaker Apartment, Accessory), 8.10 (Commercial Services), 8.17 (Home Occupation, Accessory Use), 8.18 (Hospital and Emergency Medical Facilities), 8.19 (Hotel), 8.20 (Kennel, Commercial), 8.21.1 (Membership Clubs - Firearms), 8.21.2 (Membership Clubs - No Firearms) 8.22 (Mixed Use - Residential & Commercial Uses), 8.24 (Motor Vehicle, Recreational Vehicle, Boat and/or Equipment Repair Facilities), 8.25 (Nursing Home

& Residential Care Home), 8.26 (Personal Service Establishment), 8.28 (Residence, Multi-Family - Apartments, Condominiums, Townhouses), 8.33 (Temporary Forms of Outdoor Entertainment), 9.0 (Site Development Standards - Applicability), 9.3. (Site Development Standards - Landscape Design Standards and Requirements), 9.4 (Site Development Standards - Parking Requirements and Design Standards), 9.4.1 (Site Development Standards - Parking Requirements and Design Standards - Parking Location and Design Objectives), 9.4.2 (Site Development Standards - Parking Requirements and Design Standards - Parking Ratios) , 9.4.3 (Site Development Standards - Parking Requirements and Design Standards - Off-Street Loading Requirements), 9.4.4 (Site Development Standards - Parking Requirements and Design Standards - Parking Facilities), 9.4.5 (Site Development Standards - Parking Requirements and Design Standards - Parking for Buses and other Large Vehicles) , 9.4.6 (Site Development Standards - Parking Requirements and Design Standards - Parking Lot Landscaping Requirements). (Submitted 3/16/26, Date of Receipt 4/9/26, Set Public Hearing for 5/14/26, DRD N/A - Commission Application)

Chairman Wood opened the public hearing.

Director Burdick listed off all relevant new exhibits into the record and stated that all legal requirements have been completed. Commissioner Harwood stated that the Subcommittee had worked hard to incorporate required changes by Public Act 25-1 and also smooth out discrepancies caused by the changes. He noted that there is a potential that information was lost and that he would like to hear public comment. Commissioner Harwood commented that the Subcommittee had fixed the inconsistency concerning the greater or less than 16 units multifamily development parking requirements. Chairman Wood called for public comment.

Eleanor Murray, 26 Devonshire Drive, Gales Ferry, stated that she is providing documents prepared by Eric Treaster, 10 Huntington Way, who could not be present at the meeting. She read his public comment statement for the record previously marked as exhibit #10. Anne-Roberts Pierson, 4 Anderson Drive, Gales Ferry, picked up where Elanor Murray left and began reading Eric Treaster's comments. The additions to his comments were marked as exhibit #15. Ed Murray, 26 Devonshire Drive, Gales Ferry, picked up where Anne-Roberts Pierson stopped and began reading Eric Treaster's comments. The additions to his comments were marked as exhibit #15.

Michael Marelli, address, spoke about landscaping design requirements. He stated his concerns about the rewriting of site landscaping requirements and stated that it would potentially allow developers to have negative environmental impacts. Director Burdick noted that those comments were previously brought up to staff by Dave Shroeder.

Dave Shroeder, 290 Whalehead Road, Gales Ferry, stated his support of the implementation of a Conversation and Traffic Mitigation Overlay District and stated his support of managing development intensity. He commented his support of village districts to help address future parking demands. He stated his support to continue the public hearing to a special meeting to allow Eric Treaster to finalize his comments.

Anne Roberts-Pierson, 4 Anderson Drive, Gales Ferry, stated her thanks and support for those who spoke previously and her support of Eric Treaster. She requested that the public hearing be continued to allow more time for residents to comment.

MOTION to continue the public hearing on application PZ#26-2ZRA to the PZC Regular Meeting of June 11, 2026

**RESULT: 3-0 CONTINUE**

**MOVER:** Spaziani

**SECONDER:** Harwood

**AYES:** 3 Wood, Harwood, Spaziani

**B. Discussion & Decision:** PZ#26-2ZRA - Town of Ledyard Planning & Zoning Commission for proposed text amendments to the Ledyard Zoning Regulations regarding Parking sections as follows: Table of Contents, 2.2 (Definitions), 6.5.1 (Technology Park District), 6.5.2 (Conservation and Traffic Mitigation (Overlay) District), 8.1 (Accessory Apartment), 8.6 (Bed and Breakfast (Accessory Use), 8.7 (Campgrounds), 8.8 (Child Care Centers), 8.9 (Commercial Caretaker Apartment, Accessory), 8.10 (Commercial Services), 8.17 (Home Occupation, Accessory Use), 8.18 (Hospital and Emergency Medical Facilities), 8.19 (Hotel), 8.20 (Kennel, Commercial), 8.21.1 (Membership Clubs - Firearms), 8.21.2 (Membership Clubs - No Firearms) 8.22 (Mixed Use - Residential & Commercial Uses), 8.24 (Motor Vehicle, Recreational Vehicle, Boat and/or Equipment Repair Facilities), 8.25 (Nursing Home & Residential Care Home), 8.26 (Personal Service Establishment), 8.28 (Residence, Multi-Family - Apartments, Condominiums, Townhouses), 8.33 (Temporary Forms of Outdoor Entertainment), 9.0 (Site Development Standards - Applicability), 9.3. (Site Development Standards - Landscape Design Standards and Requirements), 9.4 (Site Development Standards - Parking Requirements and Design Standards), 9.4.1 (Site Development Standards - Parking Requirements and Design Standards - Parking Location and Design Objectives), 9.4.2 (Site Development Standards - Parking Requirements and Design Standards - Parking Ratios) , 9.4.3 (Site Development Standards - Parking Requirements and Design Standards - Off-Street Loading Requirements), 9.4.4 (Site Development Standards - Parking Requirements and Design Standards - Parking Facilities), 9.4.5 (Site Development Standards - Parking Requirements and Design Standards - Parking for Buses and other Large Vehicles) , 9.4.6 (Site Development Standards - Parking Requirements and Design Standards - Parking Lot Landscaping Requirements). (Submitted 3/16/26, Date of Receipt 4/9/26, Set Public Hearing for 5/14/26, DRD N/A - Commission Application)

**RES RESULT: 3-0 TABLED**

**MOVER:** Spaziani

**SECONDER:** Harwood

**AYES:** 3 Wood, Harwood, Spaziani

## VIII. OLD BUSINESS

**A. PZ#26-1SITE** - 740 Colonel Ledyard Highway (Parcel ID: 67-530-740), Ledyard, CT - Applicant/Owner, Sal Monarca, Ledyard Center LLC for Site Plan review for construction of a new 36-unit multi-family dwelling and associated site improvements. (Submitted 3/2/26, Date of Receipt 3/12/26, Tabled to 4/9/26, Tabled to 5/14/26, Orig. DRD 5/15/26, Rqst. to table to 6/11/26 with 65-day ext. granted).

Director Burdick stated that she received a request from the applicant to table the application to the next regular meeting with a 65-day extension.

**MOTION** to table application PZ#26-1SITE to the PZC Regular Meeting of June 11, 2026 with a 65-day extension granted

**RESULT: 3-0 TABLED**  
**MOVER:** Harwood  
**SECONDER:** Spaziani  
**AYES:** 3 Wood, Harwood, Spaziani

**B.** Discussion of Sustainable CT: Action 3.10.1.a “Facilitate Invasive Species Education and Management”, Action 5.1 “Integrate Sustainability into Plan of Conservation & Development”, Action 5.3 “Develop Agricultural Friendly Practices” and Action 8.3.1 “Train Municipal Representatives”

Staff stated that Vice Chairman Woody had planned to present to the full Commission on these items but could not be here this evening. Staff pointed out the relevant parts of the documents for the Commission’s future consideration. Commissioner Harwood commented on which parts of Action 8.3 the Conservation Commission are already handling.

**IX. NEW BUSINESS**

None.

**X. APPROVAL OF MINUTES**

**A.** PZC Regular Meeting Minutes of April 9, 2026

MOTION to approve the PZC Regular Meeting Minutes of April 9, 2026

**RESULT: 3-0 APPROVED AND SO DECLARED**  
**MOVER:** Spaziani  
**SECONDER:** Harwood  
**AYES:** 3 Wood, Woody, Harwood, Spaziani

**B.** Planning & Zoning Subcommittee Special Meeting Minutes of March 12, 2026

The Commission and staff noted that these sets of minutes would need to be approved by only the members that were on the Planning & Zoning Committee on Parking and Chairman Wood who was in attendance. They confirmed they would be able to vote on them.

MOTION to approve the Planning & Zoning Subcommittee Special Meeting Minutes of March 12, 2026

**RESULT: 3-0 APPROVED AND SO DECLARED**  
**MOVER:** Spaziani  
**SECONDER:** Harwood  
**AYES:** 3 Wood, Woody, Harwood, Spaziani

**XI. CORRESPONDENCE**

Director Burdick commented that the Land Use Department received the quarterly newsletter from the CT Federation of Planning & Zoning Agencies and commented on its contents.

**XII. REPORTS**

**A.** ZEO Staff Report

Not present. A written report was provided to the Commission.

**B. Planner's Report**

Director Burdick commented that new business will be coming to the Commission and commented on two wetlands applications at the locations of 1947 Center Groton Road and 84 Silas Deane Road, 58 & 59 Seabury Avenue that are planning to submit to the Planning & Zoning Commission in June. She commented that she has been working with Habitat for Humanity and the Department of Housing on a CBDG Small Cities Grant to construct the new roadway for Colby Drive. She commented that DOH wants all the homes to be completed in three years although they had planned for ten.

**XIII. ADJOURNMENT**

Commissioner Harwood moved the meeting be adjourned, seconded by Commissioner Spaziani

**VOTE: 3 - 0 Approved and so declared**, the meeting was adjourned 7:58 p.m.

Respectfully submitted,

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Chairman Marcelle Wood  
Planning & Zoning Commission