

RESOLUTION  
ESTABLISHING AN AD HOC COMMITTEE  
TO EVALUATE THE SEPARATION OF THE  
PLANNING COMMISSION & ZONING COMMISSION

WHEREAS: the Town of Ledyard currently operates under a Combined Planning and Zoning Commission pursuant to Connecticut General Statutes § 8-4a; and in accordance with Ordinance #300-005 "An Ordinance Providing For A Combined Planning And Zoning Commission for the Town of Ledyard"; and Chapter IV, Section 3, of the Town Charter;

WHEREAS: residents have expressed concern that the combined Planning and Zoning Commission has faced an increase in the volume of applications and the complexity of land-use issues; and therefore, has requested the establishment of an Ad Hoc Committee to evaluate separating the roles into a Planning Commission; and into a Zoning Commission;

NOW, THEREFORE, BE IT RESOLVED: that there is hereby established "*An Ad Hoc Committee to Evaluate the Separation of the Planning Commission & Zoning Commission*" to be composed of five (5) members appointed by the Ledyard Town Council.

Those members shall, as much as possible, be representative as follows:

- One Members of the Community-at-Large with Planning experience
- One members of the Community-at-Large with Zoning experience
- One member from the Planning and Zoning Commission
- One member from the Community-at-Large
- One member from the Town Council

In addition, request the Mayor assign a member from the Land Use Department Staff, either the Zoning Enforcement Officer; or Director of Planning to support the Ad Hoc Committee.

The Committee shall hold its Organizational Meeting no later than 30 days after its appointment and shall elect a Chairman, and Recording Secretary.

BE IT FURTHER RESOLVED, that Committee Members shall serve for a six (6) month term. Any vacancies on said committee shall be filled by the appointment of the Ledyard Town Council with priority given to maintaining as much as possible the structure above; and the attendance of fifty percent of the appointed members shall constitute a quorum.

BE IT FURTHER RESOLVED, that said Ad Hoc Committee is authorized:

- Study the feasibility, benefits, and costs of separating the Planning and Zoning Commission into two separate entities.
- Evaluate whether separating the roles would increase efficiency; improve public transparency, and reduce the potential for conflicts of interest; by the Planning Commission focusing on long-term development/master plan; and a Zoning Commission focusing on site plans and regulations;
- Review, among other things: staffing impacts, budgetary implications, changes to local ordinances required, and potential improvements to the permitting timeline.

BE IT FURTHER RESOLVED, that said Ad Hoc Committee shall provide a report of their recommendations to the Town Council upon completion of their assignment, no later than six months from its Organizational Meeting.

Adopted by the Ledyard Town Council on: March 25, 2026

  
Gary St. Vil Chairman

AN ORDINANCE  
PROVIDING FOR A COMBINED PLANNING AND ZONING COMMISSION  
FOR THE TOWN OF LEDYARD

Be it ordained by the Town Council of the Town of Ledyard

Section 1. Authority

Pursuant to Chapter IV, Section 3, of the Town Charter, the duties of the Zoning Commission of the Town of Ledyard as set forth in Chapter 124 of the General Statutes; shall be discharged by the Planning and Zoning Commission of the Town of Ledyard.

Section 2. Purpose

The purpose of the Planning and Zoning Commission is to discharge the duties specified in Chapters 124 and 126 of the General Statutes.

Section 3. Organization/Membership

The Planning and Zoning Commission of the Town of Ledyard shall be served by members as provided for in Chapter IV, Section 3, of the Town Charter, consisting of five (5) regular members and three (3) Alternate who shall be electors of the Town of Ledyard and shall hold no salaried municipal office. Members shall commence to serve their terms immediately upon appointment and shall serve until their successor has qualified or they have been reappointed or removed by the Town Council.

Regular Members and Alternate Members of the Planning and Zoning Commission shall not be members or alternate members of the Zoning Board of Appeals.

Appointment and removal of any member of the Planning and Zoning Commission shall be as provided for in Chapter IV, Section 9, of the Town Charter.

Any member of the Commission who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Commission. The vacancy shall be filled as herein before provided. Additionally, the commission may vote to waive the requirements of this section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this action.

The Town Council may remove members for cause which includes, but is not limited to unexcused absence from three (3) consecutive regular meetings and any intervening duly called special meeting, failure to act in the best interests of the Commission. It shall be the responsibility of the Chairman of the Commission to notify the Town Council when a member has not properly performed his/her duties.

The Commission may vote to waive the requirements of this section in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements of this section.

Section 4. Alternate Members

Such alternate members shall, when seated as herein provided, have all the powers and duties set forth in the General Statutes or any special act relating to such municipality for such Commission and its members.

If a regular member of said Commission is absent or disqualified, the Chairman of the Commission shall designate an alternate to so act, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible.

If any alternate member is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting.

#### Section 5. Duties

The Planning and Zoning Commission of the Town of Ledyard shall have the duties as specified in Chapter IV, Sections 3 of the Town Charter and all duties heretofore assigned by ordinance.

The Zoning Regulations of the Town of Ledyard as adopted and made effective October 11, 1963 and as thereafter amended shall remain in full force and effect except as they may be further amended by the Planning and Zoning Commission of the Town of Ledyard by procedures established in the General Statutes.

The Subdivision Regulations of the Town of Ledyard as adopted on March 22, 1962 and as thereafter amended shall remain in full force and effect except as they may be further amended by the Planning and Zoning Commission of the Town of Ledyard by procedures established in the General Statutes.

#### Section 6. Severability

If any section, or part of a section, of this Ordinance shall be held by a court of competent jurisdiction to be invalid, such holding shall not be deemed to invalidate the remaining provisions hereof.

#### Section 7. Effective Date

In accordance with the Town Charter this ordinance shall become effective on the twenty-first (21st) day after such publication following its final passage.

Amended, Adopted and Renumbered by the Ledyard Town Council on: September 25, 2019

Linda C. Davis  
Linda C. Davis, Chairman

Approve/Disapprove on: 9/26/19

Fred B. Allyn, III  
Fred B. Allyn, III, Mayor

Published on: October 2, 2019

Effective Date: October 23, 2019

Patricia A. Riley  
Patricia A. Riley, Town Clerk

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Revisions: Ordinance 5, "An Ordinance separating the combined Planning Commission of the Town of Ledyard into a separate Planning Commission of the Town of Ledyard and a separate Zoning Commission of the Town of Ledyard", adopted on October 23, 1961 and as amended and adopted on September 13, 1972; Ordinance #10 "Ordinance Providing for the Appointment of Three Alternate Members to the Planning Commission for the Town of Ledyard" adopted on September 13, 1972; Ordinance 21, "An Ordinance establishing a separate Zoning Commission and Panel of Alternates", adopted on December 5, 1973, Ordinance #128 "An Ordinance Combining the Zoning Commission for the Town of Ledyard with the Planning Commission of the Town of Ledyard" adopted on June 27, 2012

History:

The Twenty-fourth Town Council (2017- 2019) Ordinance Update Initiative: Renumbered Ordinance #128 to Ordinance #300-005.

2012: Ordinance #128 *"An Ordinance Combining the Zoning Commission for the Town of Ledyard with the Planning Commission of the Town of Ledyard"* (Adopted June 27, 2012).

2019: Section 1 removed language pertaining to the implementation; Section 2 removed "Whereas" language as that was in the format of a resolution; updated language to "Land Use Director" and all language regarding purpose for combining the Planning Commission with the Zoning Commission; Section 3 added language regarding member attendance relative to being considered resigned; Section 5 removed Implementation Schedule for Combined Planning and Zoning Commission; Section 7 updated "Severability" and Section 8 "Effective Date" language to be consistent with town ordinances. Removed Section 6 "Repeal" - Per Town Attorney the "Revisions" and "History" paragraph indicates that the previous ordinance has been updated and replaced. Renumbered the Sections accordingly.