



# TOWN OF LEDYARD

## Ad Hoc Committee to Evaluate Separation of the Planning Commission & Zoning Commission

741 Colonel Ledyard Highway  
Ledyard, CT 06339-1511

### Meeting Minutes Organizational Meeting

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Tuesday, June 23, 2026

5:30 PM

Council Chambers Town Annex

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#### I. CALL TO ORDER

Town Council Chairman Gary St. Vil called the meeting to order at 5:33 p.m. in the Town Hall Annex Council Chambers and on Zoom.

#### II. ROLL CALL

**Present** Board Member Tony Capon  
Board Member Kevin Dombrowski  
Board Member M. Dave Schroeder Jr.  
Board Member Beth E. Ribe  
Carmen Garcia-Irizarry

#### III. BUSINESS OF MEETING

##### 1. Election of Officers.

Motion to Nominate Commissioner Carmen Garcia-Irizarry as Chairman of the Ad Hoc Committee to Evaluate Separation of the Planning Commission and Zoning Commission.  
This was Approved and so declared.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** M. Dave Schroeder, Jr.

**SECONDER:** Kevin Dombrowski

MOTION to nominate Commissioner Tony Capon as Vice Chairman of the Ad Hoc Committee to Evaluate Separation of the Planning Commission & Zoning Commission.  
This was Approved and so declared.

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** M. Dave Schroeder, Jr.

**SECONDER:** Kevin Dombrowski

##### 2. MOTION to set the 2026 Ad Hoc Committee to Evaluate Separation of Planning Commission & Zoning Commission schedule as follows: July 14, 2026 -August 11, 2026 - September 8, 2026 -October 13, 2026- November 10, 2026- December 8, 2026.

Mr. Schroeder Jr. asked if the committee is allowed to discuss things that are not specifically addressed in the resolution. Mr. Dombrowski stated as long as the information is factual and pertains to the topic of evaluating the separation of the planning commission and zoning commission it can be discussed by the committee. Mr. Capon added that it would be at the discretion of the chairperson.

The committee agreed that any articles or talking points should be sent to the chairperson and then forwarded to the administrative support person for the committee, Jessica Michaud, to both be added to the agenda and distributed to the committee. This allows for the committee to review the documents prior to the meeting and be prepared to discuss the information at the meeting.

The committee briefly discussed the rules of electronic communications.

Ms. Michaud stated that the first meeting on July 14th, 2026 would be considered a special meeting as there is not enough time to provide the public 30 days notice.

**MOVER:** Kevin Dombrowski

**SECONDER:** Beth E. Ribe

3. Review the Resolution Establishing an Ad Hoc Committee to Evaluate the separation of the Planning Commission and the Zoning Commission.

Chairperson Garcia-Irizarry briefly reviewed the Resolution Establishing an Ad Hoc Committee to Evaluate the Separation of the Planning Commission & Zoning Commission.

Chairperson Garcia-Irizarry reminded the committee that the committee has been established for six months, if they need more than six month the committee would need to go back to the Town Council to request additional time.

The committee discussed that as part of the resolution the Mayor was to appoint a staff member from the Planning & Zoning Department. Mr. Capon and Chairperson Garcia-Irizarry agreed that it would be most beneficial to the committee to have the director of planning present at the meetings. Mrs. Michaud stated that she would ask the Mayor about appointing the director of planning to the committee.

Mr. Schroeder Jr. asked for clarification regarding the section in the resolution that states "reduce the potential for conflicts of interest". Mr. Dombrowski stated that the committee hasn't identified a conflict of interest at this time but if at some point during their discussions they do discover one it could be discussed then.

Ms. Ribe asked how the committee would break up the information gathering and what the structure of the meetings going forward would be. Mr. Capon asked if the committee would be having public presentation or would they review the information as a committee come to a conclusion and then present it to the public allowing for public comment at that time. Mr. Dombrowski stated he thinks it would be best to accept written comment to the citizens initially,

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if at a later time it is determined a public hearing is needed it can be scheduled. Chairperson Garcia-Irizarry agreed that it would be best to not allow public comment at the meetings at this time.

#### **IV. COMMENTS OF COMMITTEE MEMBERS**

The committee discussed the experience and expertise each member brings to the meetings. Members also reviewed the committee's role and responsibilities, including its purpose to examine the separation of the planning and zoning commission vs. a combined planning and zoning commission and provide an informed opinion and recommendation to the Town Council.

#### **V. ADJOURNMENT**

Meeting was adjourned by Chairperson Carmen Garcia-Irizarry at 6:12 p.m.

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.