



TOWN OF LEDYARD

741 Colonel Ledyard Highway
Ledyard, CT 06339-1511

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

Meeting Minutes SPECIAL MEETING

Tuesday, July 14, 2026

6:00 PM

Town Hall Annex-Hybrid Format

I. CALL TO ORDER

Chairperson Carmen Garcia-Irrizary called the Ad Hoc Committee to Evaluate Separation of the planning Commission and Zoning Commission special meeting to order at 6 p.m.

II. ROLL CALL

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

III. APPROVAL OF MINUTES

1. MOTION to approve the Ad Hoc Committee to Evaluate the Separation of the Planning Commission & Zoning Commission organizational meeting minutes of June 23, 2026.

RESULT: APPROVED AND SO DECLARED

MOVER: Kevin Dombrowski

SECONDER: Tony Capon

IV. BUSINESS OF THE MEETING

1. Review and Discuss Town Resolution 002-2026/Mar 25.

RESULT: CONTINUE

2. Review and discuss Town Charter IV Section 3.

RESULT: CONTINUE

3. Discuss Pros & Cons of a Separate Planning & Zoning Commission vs. a Combined Planning & Zoning Commission.

The committee began the discussion by reviewing the history and timeline of the previously separate Planning Commission and Zoning Commission, as well as their eventual consolidation. The Planning Commission was established in 1961 and the zoning commission was established in 1973. Prior to 1973, the Town Council served as the Zoning Commission. Following changes

to the state statutes in 1973, a separate Zoning Commission was established. The Planning and Zoning Commission was ultimately combined in 2012, and the commission's composition was formally documented during the 2018 Charter Revision.

The committee discussed at length the respective roles and responsibilities of the Planning Commission and the Zoning Commission. The Commission also reviewed the purposes of the Plan of Conservation and Development and the Zoning Regulations. During the discussion, Connecticut General Statutes §§ 8-2, 8-3, and 8-4 were referenced and examined.

The committee also held a brief discussion regarding the legal implications of maintaining a combined Planning and Zoning Commission versus separate commissions, as well as the potential financial impacts of each structure. It was agreed that this topic warrants further review, and additional discussion will be scheduled for a future meeting.

The committee discussed the staffing implications of maintaining a combined Planning and Zoning Commission versus separate commissions. The Commission agreed that staffing requirements would remain unchanged, as both structures would continue to require a Planner and a Zoning Enforcement Officer.

The possibility of increasing the number of members serving on a combined Commission was also raised, and the potential advantages and disadvantages of such a change were discussed. The committee further discussed the ongoing challenge of recruiting and retaining qualified individuals to fill commission vacancies. As part of this conversation, the process by which the Town Council reviews and appoints applicants to serve on commissions was also discussed.

The committee devoted a substantial amount of time to discussing the Plan of Conservation and Development (POCD). Topics included the process for completing a comprehensive revision of the POCD, the amount of time the Planning and Zoning Commission dedicates to reviewing the document during regular meetings, whether consultants are necessary to assist with the revision process, and the various people who provide input during the revisions.

The committee discussed how they would determine how research assignments and discussion topics would be divided among Committee members for review and discussion at the next meeting, scheduled for August 11, 2026.

To conclude the meeting, the Committee reviewed the purpose and objectives of the Ad Hoc Committee and discussed the information and topics that are relevant to fulfilling its duties.

V. ADJOURNMENT

Chairperson Carmen Garcia-Irrizary adjourned the meeting at 8:36 p.m.

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