



TOWN OF LEDYARD

Planning & Zoning Sub Committee

Meeting Minutes - Final

741 Colonel Ledyard Highway
Ledyard, CT 06339-1511

Special Meeting

Thursday, March 12, 2026

5:00 PM

Town Hall Annex Building

I. CALL TO ORDER

Chairman Woody called the meeting to order at 6:00 p.m. at the Council Chambers, Town Hall Annex Building and on Zoom.

II. ROLL CALL

Present Nathaniel Woody
Rhonda Spaziani
James Harwood

In addition, the following were present:

Director of Land Use & Planning, Elizabeth Burdick
Zoning Enforcement Official, Hannah Gienau
Anna Wynn, Assistant to the Director of Land Use & Planning

III. OLD BUSINESS

A. Discussion of proposed amendments to the Ledyard Zoning Regulations regarding parking

Chairman Woody spoke to the other members of the subcommittee and outlined how he would like the process of the meeting to go.

MOTION to approve the Ledyard Zoning Regulations draft dated March 12, 2026 and forward to the full Planning & Zoning Commission with the recommendation that they take up the proposed regulation changes as part of a text amendment application.

MOVER: Woody

SECONDER: Harwood

Discussion followed: Ms. Burdick and Chairman Woody discussed that final revisions to formatting will be done once all regulation changes are incorporated into the draft.

FRIENDLY AMENDMENT to add reference to Section 6.5.2 into the proposed Conservation and Traffic Mitigation District definition and reference to Section 9 in the proposed Parking Needs Assessment definition.

MOVER: Woody

SECONDER: Harwood

Chairman Woody commented he did not think it was necessary to include number D. of section 6.5.2 Conservation and traffic Mitigation District but is not requesting to remove it from the proposed changes.

They briefly reviewed proposed changes in Section 8 and concurred they would keep it as presented. Ms. Burdick stated that she would forward any other necessary changes to the Commission if she found them.

Ms. Burdick commented on Section 8.1 and stated that there were previous requests from the Subcommittee to add minimum parking requirements for Accessory Apartments and Accessory Care Taker Apartments into the draft parking table. She and the Commission discussed including single family homes and duplexes in the use table. They reviewed proposed changes to 9.4. "Parking Location and Design Objectives". They discussed substituting the word attractive for appropriate. They reviewed the Shared On-Site Parking amendments and finalized their changes. They discussed reformatting to accommodate Regulations on Parking Ratios and the use table. They reviewed Section 9.4.3 E., "Off Street Loading Requirements", and suggested adding "or as determined by the parking needs assessment". Ms. Burdick stated that she would work on some language for this Section to submit for the text amendment application. The Subcommittee said they could leave it as is until the application becomes a public hearing.

The Subcommittee reviewed "Reduction in Parking Spaces" They agreed to the proposals for this section. They agreed to the proposals for "Parking for Buses and other Large Vehicles". They reviewed "Parking Lot Landscaping Requirements". They verified the language concerning invasive and native species.

FRIENDLY AMENDMENT that the formatting of the use table formally contained in 9.1 as discussed will be included in a tabular format to the full Planning & Zoning Commission with the numbers as specified by the Subcommittee.

MOVER: Woody

SECONDER: Harwood

The Subcommittee and staff discussed the varying parking requirements related to restaurants, drive-thru stacking spaces and drive thru restaurants

The Subcommittee and Ms. Burdick began reviewing the draft of the parking requirements use table. They discussed the dwelling unit and bedroom maximum for accessory apartments and accessory caretaker apartments. Chairman Woody stated that the requirement should be one parking space for one bedroom and 2 parking spaces for one or more bedrooms.

FRIENDLY AMENDMENT to modify the accessory apartment and accessory commercial caretaker parking requirements in the draft table to state one (1) parking space for a studio or one bedroom, and two (2) parking spots for two or more bedrooms.

MOVER: Woody
SECONDER: Harwood

Staff and the Subcommittee discussed parking requirements for childcare centers. They discussed drop-off lines and designated parking spaces for drop-off and pick up. They discussed the definition of maximum shift defined in 9.4.2 A. They discussed examples of daycares expanding their facilities and reflecting increased need for parking. They made no changes to this Section.

The Subcommittee and staff discussed the parking requirements for Bed and Breakfasts/Country Inns. They discussed Country Inns submitting parking needs assessments in the example that they want to hold events on their property. They discussed referencing Section 8.33, Temporary Forms of Outdoor Entertainment, item 7 into the parking requirements use table for Bed and Breakfasts.

FRIENDLY AMENDMENT to modify the parking requirement for Bed and Breakfasts/Country Inns in the draft table to state “parking at these locations must comply with Section 8.33, Temporary Forms of Outdoor Entertainment, item 7 parking requirements, or perform a parking needs assessment to support a lower number of parking spaces.

MOVER: Woody
SECONDER: Harwood

FRIENDLY AMENDMENT to modify parking requirements for Car Wash in the draft table to say one (1) parking space per employee on maximum shift and one (1) parking space per vacuum if applicable.

MOVER: Woody
SECONDER: Harwood

FRIENDLY AMENDMENT to remove all Drive Thru Windows uses with the stacking space requirements from the draft table.

MOVER: Woody
SECONDER: Harwood

The Subcommittee and staff discussed parking requirements for Home Occupation. Ms. Burdick commented that word maximum should be included to read “Two (2) spaces for the dwelling unit, plus one (1) space maximum for the non-resident employee (if applicable). Adequate parking shall be provided for patrons is applicable”.

FRIENDLY AMENDMENT to modify Marina parking requirements in the draft table to state one (1) parking space per employee on maximum shift and one (1) parking space per slip or mooring.

MOVER: Woody

SECONDER: Harwood

Commissioner Harwood pointed out that the definitions for multifamily parking were inserted oppositely into the draft table. Ms. Burdick stated that they would be switched for the submitted copy for the full Commission. They discussed the Units in any Conservation and Traffic Mitigation District in the table. Chairman Woody stated that the previously defined parking requirement states “The Commission can require parking at maximum levels of one space per studio and one bedroom units and two spaces for two bedroom units or the applicant must submit a parking needs assessment”. They agreed to include the same language in the table. Staff and the Subcommittee briefly discussed places of public assembly. They discussed if they wanted to separate or join places of worship with this use. They concurred they would leave them joined for simplicity.

FRIENDLY AMENDMENT to modify Place of Public Assembly (including places of worship) in the parking table to state Place of Public Assembly (including places of worship but not including any accessory uses).

MOVER: Woody

SECONDER: Harwood

The Subcommittee finalized their discussion and called for a vote.

RESULT: APPROVED AND SO DECLARED

MOVER: Nathaniel Woody

SECONDER: James Harwood

AYE: 3 Woody, Spaziani, and Harwood

IV. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

A. Planning & Zoning Subcommittee Regular Meeting Minutes of February 26, 2026

MOTION to approve the Planning & Zoning Subcommittee Special Meeting Minutes of February 26, 2026

RESULT: APPROVED AND SO DECLARED

MOVER: Rhonda Spaziani

SECONDER: James Harwood

AYE: 3 Woody, Spaziani, and Harwood

V. ADJOURNMENT

Chairman Woody stated that without objection the meeting is adjourned. The meeting was adjourned at 5:56 p.m.

Respectfully submitted,

Chairman Nathaniel Woody, Planning & Zoning Subcommittee

POST MEETING NOTE: The Subcommittee forwarded their proposed draft changes to the Planning & Zoning Commission which were scheduled to be received on April 9, 2026 as a text amendment application, therefore concluding their assignment designated by the Planning & Zoning Commission Chairman, Marty Wood.

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