



TOWN OF LEDYARD

Planning & Zoning Sub Committee

Meeting Minutes - Final

741 Colonel Ledyard Highway
Ledyard, CT 06339-1511

Special Meeting

Thursday, February 5, 2026

6:00 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
Assistant to the Director of Land Use & Planning, Anna Wynn
Chairman of the Planning and Zoning Commission, Marcelle Wood

III. OLD BUSINESS

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

Chairman Woody addressed the Commission and briefly discussed the draft documents each Commissioner had worked on and provided for the meeting.

Director Burdick stated that she had attended a SECOG Meeting that afternoon and received information concerning deadlines in which the towns must complete regulation changes in accordance with the Bill. She stated The Office of Policy and Management will have additional guidance for all Planning Commissions next week. She stated that resources were provided at the meeting she will have sent to the full Planning & Zoning Commission ahead of the February 12th Meeting that can be discussed during her planner's report. Chairman Woody stated that based on the upcoming guidance from the Office of Policy and Management he would like to continue working on their proposed regulation changes at this meeting, but plan to meet again on February 26th after the Commission has received the information from OPM.

The Commission and staff discussed the upcoming deadlines to meet House Bill 8002 requirements. Chairman Woody addressed the audience and explained the process of text amendment applications and the function of subcommittees.

Chairman Woody and Commissioner Spaziani discussed her proposed uses that are not currently listed in the Regulations. They discussed the inclusion of doggie daycares and commercial kennels as defined uses. They discussed the difference between breweries, wineries and restaurants. Commissioner Harwood commented that language like “including but not limited” should additionally be included. Chairman Woody stated that he had proposed either referring to the parking needs assessment or reference *The Parking Generation Manual (PGM), 6th Addition* by the Institute of Traffic Engineering. Director Burdick references pg 8-4 farm wineries and farm breweries. They discussed potential parking requirements for farm breweries.

Chairman Woody and Director Burdick discussed how they would reference parts of the Regulations between sections. The Commission discussed the difference between a veterinary hospital and a medical office. They discussed expanding the current definition to include veterinary office.

Staff and the Commission discussed outdoor vendors. They discussed shared parking. They discussed the Police Department regulating food trucks. Director Burdick referenced Yoko Loko previously renting the parking lot of the old Kart Way before they had a store front. She stated they were required to obtain a zoning permit demonstrating they had appropriate parking.

Commissioner Woody stated that he drafted some language for the veterinary facility and that he might reference *The Parking Generation Manual* for the vet hospitals. Director Burdick and the Commission discussed adding dog training facilities and kennels into the definitions. They discussed associated traffic flows. Staff and the Commission discussed the inclusion of gyms in the regulations. They discussed professional services definition in the regulations. They discussed including parking for personal services. They discussed assisted living and senior housing definitions.

They discussed multifamily housing and mobile home parks. Director Burdick stated that Manufactured Homes cannot be treated any differently than single family homes by law. The Commission and staff discussed parking requirements for marinas. They discussed issues related to car wash traffic flow. Staff and the Commission discussed reformatting the regulations to be clearer. They discussed adding qualifiers to Ms. Spaziani’s proposed regulations concerning parking at the rear of the building. They discussed parking requirements for car washes and gas stations. They concurred that they were more concerned with traffic flow than parking for car washes. They continued discussing the organization of the regulations.

The Commission discussed if they wanted to separate the bicycle racks from the parking section and if they could include them for specific uses. Chairman Woody stated that they could require the inclusion of a bicycle rack for multifamily developments. Staff and the Commission discussed guest parking and that it cannot be required by House Bill 8002. They discussed including car washed in with drive thru. They discussed safety measures for pedestrians.

The Commission reviewed Chairman Woody's draft changes. The Commission discussed that if an applicant is requesting a reduction or an increase in parking from what is required in the regulations they shall submit a parking needs assessment. Director Burdick comments that any development over 200 parking spaces requires approval from The Office of State Traffic Administration (OSTA).

IV. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

A. Planning & Zoning Subcommittee Special Meeting Minutes of January 22, 2026

MOTION to approve the Planning & Zoning Subcommittee Special Meeting Minutes of January 22, 2026

MOVER: Harwood

SECONDER: Spaziani

Discussion Followed: Chairman Woody noted that in the title of the draft minutes it states regular meeting where it should list special. Staff noted that there is an error in the spelling of Ms. Gienau's name on page one.

MOTION to approve as amended the Planning & Zoning Subcommittee Special Meeting Minutes of January 22, 2026

RESULT: APPROVED AS AMENDED

MOVER: James Harwood

SECONDER: Rhonda Spaziani

AYE: 3 Woody, Spaziani, and Harwood

V. ADJOURNMENT

Chairman Woody stated that without objection the meeting is adjourned. The meeting was adjourned 7:09 p.m.

Respectfully submitted,

Chairman Nathaniel Woody
Planning & Zoning Subcommittee

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