



TOWN OF LEDYARD

Planning & Zoning Sub Committee

Meeting Minutes - Final

741 Colonel Ledyard Highway
Ledyard, CT 06339-1511

Special Meeting

Thursday, July 9, 2026

5:00 PM

Town Hall Annex Building

I. CALL TO ORDER

Chairman Woody called the meeting to order at 5:00 p.m. in the Town Hall Annex Building Meeting Room and on Zoom.

II. ROLL CALL

Present Nathaniel Woody
 James Harwood
 Beth E. Ribe

Kristin Clarke, Planning Consultant
Elizabeth Burdick, Director of Land Use & Planning (arrived 5:45)

III. BUSINESS OF THE MEETING

- A. Discussion of future proposed amendments to the Ledyard Zoning Regulations regarding Housing (PA25-1, aka HB 8002). Review of draft text amendments prepared by Planning Consultant, Kristin Clarke.

Kristin Clarke began reviewing the prepared draft amendment document. She noted the draft language in Section 1.3 to include reference to Public Act 25-01. The Committee briefly discussed adding the approved amendments to the amendments log once it is a completed application. Chairman Woody commented for proposed changes in 3.6 and 3.7, and all other applicable sections of the regulations, to make sure the language is clear to state Summary Review and delete language "Commission approval required" because it is already included in the definition. Ms. Clarke and the Committee briefly discussed reformatting 3.7.A. to make it easier to read by adding parenthesis to break up lined uses.

Ms. Clarke and the Committee discussed striking the words "duplex residences" and "accessory apartments from 3.7.C.1. Ms. Clarke and the Committee discussed updating 5.3 Schedule of Uses - Residential Districts to include "SR" for Summary Review for multi-family housing 2-9 units and multi-family housing 10 or more. They clarified where the definition of Special Use Permit was located in the regs. They clarified that duplex residences would be approved under summary review and not zoning permit approval. They discussed adding "SR Summary Review - Approval by Commission" under the table of 5.3. Vice Chairman stated that he would be more comfortable putting a line at the top of the table stating to refer to 3.7 for definitions. Commissioner Harwood said that he liked the footer at

the bottom of the table because it was more user friendly and standardized. Chairman Woody stated that his only ask if that reference to 3.7 still be included in the footer. Commissioner Harwood stated that they could add “as defined by Section 3.7” into the footer. They agreed on the proposal. They discussed deleting the language “Note: any such residential property that has converted to Mixed-use and may not convert back to its former Single-family or Duplex residential status” from Section 8.22 as they were not sure this was legal. Chairman Woody asked that the comma from 8.22.A after residential uses be deleted. Chairman Woody additionally asked that the underscore on “legally existing” from 8.22.B.1 be deleted. The Committee asked that single-family and residential use be de-capitalized.

They began discussing Section 9.0 adding “Summary Review. They discussed adding “Summary Review” to Section 9.3. They concurred that it would be appropriate to add that language. They discussed updating 11.2 “Site Plan Review” to create the new “Summary Review” section. They agreed that they would address the numbering after the content was complete. Chairman Woody asked that 11.3.A.1 be updated to remove Site Plan Approval and Special Use Permit. They agreed that they would strike Site Plan and Special Use Permit from 11.3.A.3 and add Summary Review. Commissioner Ribe commented that the language seems redundant. They discussed how they would word the reflect that Summary Review requires a site plan. Chairman Woody asked why Ms. Clarke proposed to delete outside experts from 11.A.2. Ms. Clarke stated that she was unsure if the Commission would be utilizing outside experts during a Summary Review process as the process is structured to be simplified. Chairman Woody stated that they would still utilize outside experts if necessary similar to Site Plan Review. The Committee stated they wanted to maintain the language of 11.3.1.D that was proposed to be struck through. Commissioner Ribe asked if a Summary Review check sheet has been created yet. Ms. Clarke stated no. Chairman Woody stated that the site plan check sheet can be used for summary review because every summary review needs a site plan. The Committee discussed if “live signatures “are still required per Section 11.3.6.A.1. Commissioner Ribe commented on 11.3.1.J and stated that you don’t need a photometric plan to develop a lighting plan. She stated that a photometric plan is showing how much light comes out of the fixtures and a lighting plan shows where to put the fixtures. The concurred to replace the title to state “A Lighting & Photometric Plan”. Chairman Woody asked that the second sentence of 11.3.1.J that states Plan shall also include the location, size, height, orientation, and design of all outdoor lighting” be deleted as it is redundant. He asked that it state instead “shall be submitted in conformance with Section §9.10 for all outdoor lighting”.

They began discussing Section 11.3.2.C which was proposed to delete. They agreed they would strike all of 11.3.2.E as it is no longer applicable. They agreed they would 11.3.4.F the same except the addition of “Summary Review”. They discussed deletion of Site plan from 11.3.4.G and addition of Summary Review. They agreed to delete the language of Site Plan from 11.3.6.B and replace with Summary Review. They agreed to delete 11.3.6.F as it does not pertain to Summary Review.

IV. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

A. Planning & Zoning Subcommittee Special Meeting Minutes of June 25, 2026

Commissioner Ribe noted that although she was not present for the entire meeting she had rev

the meeting recording and is capable of voting on the minutes.

MOTION to approve the Planning & Zoning Special Meeting Minutes of June 25, 2026

RESULT: APPROVED AND SO DECLARED

MOVER: Nathaniel Woody

SECONDER: James Harwood

AYE: 3 Woody, Harwood, and Ribe

V. ADJOURNMENT

Chairman Woody stated that without objection they would adjourn the meeting at 5:57 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.