



# TOWN OF LEDYARD CONNECTICUT PLANNING & ZONING SUBCOMMITTEE

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339-1551

Chairman Nathaniel Woody

HYBRID FORMAT  
SPECIAL MEETING

~ MINUTES ~

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Thursday, May 28, 2026

6:00 PM

Council Chambers, Town Hall Annex

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## I. CALL TO ORDER

Commissioner Ribe 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:**

Commissioner, James Harwood  
Commissioner, Beth Ribe  
Chairman, Nathaniel Woody (via Zoom)

In addition, the following were present:

Kristin Clarke, Planning Consultant  
Elizabeth Burdick, Director of Land Use & Planning  
Planning & Zoning Commission Chairman, Marcelle Wood (via zoom)

Chairman Woody appointed Commissioner Ribe to run the meeting as he was unable to attend in person.

## 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 hand-out prepared by Planning Consultant, Kristin Clarke.

Planning consultant, Kristin Clarke, summarized the documents provided for the Subcommittee. She stated that she had spoken with Helen Zincavage, Director of Regional Planning of the Southeastern Connecticut Council of Governments, per the Subcommittee's request. She stated that the recommendation from SCOGG is that a definition for summary review be included into the regulations. Ms. Clarke commented that the reasoning is because the definition includes references to meeting health and safety requirements. Ms. Zincavage strongly suggested updating the definitions and the use tables to include summary review. Ms. Clarke commented that the big difference between standard definitions of review and summary review is that the standard does not include health and safety. She added that updating the regulations to include summary review will provide language that aligns more completely

with PA 25-01, and will be clearer to applicants that the Town is following the new laws. She commented that this would be beneficial especially if a decision is challenged.

The Subcommittee and staff discussed the nuances of as of right determinations versus summary review. Ms. Burdick commented that because summary review includes review of public health and safety, that would be a review process taken on by the Commission. Staff commented that there has been some debate on a regional level on what public health and safety is defined as. Chairman Woody commented that the definition will be eventually determined by case law.

Staff and the Commission discussed transit oriented community/transit adjacent community designations. Ms. Clarke commented that according to Ms. Zincavage, all communities in the SCCOG region meet the requirements for transit community or transit adjacent community designation. She commented that in Ledyard's case, the Town is a transit adjacent community. Ms. Zincavage cautioned decision-makers to review all the requirements for a Transit Oriented Development District and understand the impacts and implications of adopting one. Staff commented that the decision to include this in the regulations is something that should be taken up by the full Planning & Zoning Commission and/or Town Administration. Ms. Burdick commented that since this is optional, the Commission should focus on getting the required changes done first.

Staff and the Commission began discussing Priority Housing Development Zones (PHDZ). Ms. Clarke commented that because this is a new in the housing development toolkit, there are no examples of new Priority Housing Development Zones. She stated however, a few local communities have 2 Incentive Housing Zones (IHZ) and IHZs are essentially the same as PHDZs. She stated that there are three SCCOG communities have IHZs: East Lyme, New London, and Windham. She referenced East Lyme's IHZ regulations. Staff and the Commission concurred that this is something that could wait until after July 1<sup>st</sup> to implement. Chairman Woody and Ms. Clarke clarified that the Priority Housing Development Zone impact the 8-30g requirements. Staff and the Subcommittee commented that this zone was never utilized by developers when it was in place before regulation rewrites in 2023. Chairman Woody commented that there will be no incentive for developers to utilize a PHDZ if there is no moratorium for affordable housing. He commented that 8-30g applications are easier for developers. Staff and the Subcommittee briefly discussed how 10% affordable housing is calculated by 8-30g requirements.

Ms. Clarke commented that Ms. Zincavage felt that embedding significant design requirements in zoning regulations is a slippery slope because these requirements often need a detailed review, which is more thorough than the summary review which will be required for housing applications. During the conversation Ms. Zincavage felt that using a "light touch" by including design requirements answerable with a "yes, this meets the regulations" or "no, this does not meet the regulations" would be fine. Some examples included requiring decorative lighting that directs light downward, requiring trees of a minimum trunk diameter, or meeting a specific planting palette.

Staff and the Subcommittee discussed proposed Amendment #2: Revise as follows:

Add new definition "Developable Land" to state the following:

"DEVELOPABLE LAND:" means land, including any land owned by the state or a political subdivision of the state, including a municipality, that, as of January 1, 2026, can be feasibly developed or redeveloped into a residential development or a mixed-use development, as defined in section 8-13m of the general statutes, provided the feasibility of such development or redevelopment is based on commercially reasonable assumptions. "Developable land" does not include:

- (A) Land already committed to a public use or purpose, whether publicly or privately owned;
- (B) open space, parks and recreation areas that are dedicated to the public or subject to a recorded conservation easement;
- (C) land that is subject to an enforceable restriction on or prohibition of development, provided any such

restriction or prohibition is not imposed by any zoning regulations or ordinance adopted by a municipality;

(D) wetlands or watercourses, as defined in chapter 440 of the general 595 statutes; and

(E) areas of one-half or more acres of contiguous land that are unsuitable for development due to topographic features, such as steep slopes;

They briefly discussed how they will determine developable land. They clarified that A-E are pieces of land that are not considered developable and will not be included in the calculation for developable land. Chairman Woody commented that he thought it was interesting that deed restricted land was included in the list as deed restrictions can be changed and felt that would make the calculations more difficult.

Staff and the Subcommittee began discussing the proposed definition for affordable housing as follows:

#### AFFORDABLE HOUSING

"AFFORDABLE HOUSING UNIT" "is a dwelling unit that is subject to a covenant or restriction contained in an instrument filed on the land records of the municipality in which such unit is located, provided such covenant or restriction requires such dwelling unit to be sold or rented at, or below, a price that will preserve the unit, for at least forty years after the initial occupation of the unit, as housing for which persons and families pay thirty per cent or less of their annual income where such person or family is considered a low-income household, very low income household or extremely low-income household;

"HOUSING GROWTH POLICIES" includes (A) policies, practices, ordinances and regulations proposed or adopted by a municipality or regional council of governments that are designed to reduce or remove regulatory constraints on the construction, rehabilitation, repair or maintenance of affordable housing units, including, but not limited to, zoning regulation amendments, fee waivers, tax fixing agreements, tax abatements and expedited housing development project approval processes, or (B) municipal or regional actions intended to promote the development of affordable housing units, including, but not limited to, (i) seeking funding for the development of affordable housing units or sewer infrastructure, (ii) donating municipal land for such development, and (iii) entering into agreements with developers for developments that include affordable housing units;

"MEDIAN INCOME" means, after adjustments for family size, the lesser of the state median income or the area median income for the area in which the municipality containing the affordable housing development is located, as determined by the United States Department of Housing and Urban Development

"LOW-INCOME HOUSEHOLD" means a person or family with an annual income less than or equal to eighty per cent of the median income;

"VERY LOW-INCOME HOUSEHOLD" means a person or family with an annual income less than or equal to fifty per cent of the median income;

"EXTREMELY LOW-INCOME HOUSEHOLD" means a person or family with an annual income less than or equal to thirty per cent of the median income;

They briefly discussed and concurred that it would be beneficial to include all proposed language together in the definitions section.

They discussed "Definitions" Proposed Amendment #3: Revise as follows: Add new definition "Greyfield" to state the following: "GREYFIELD:" defined as a previously developed commercial retail or office property that is economically nonviable, underutilized, or obsolete, often featuring large, outdated asphalt areas. A parcel designated as a Greyfield generally lacks significant environmental contamination but suffers from disinvestment, such as vacant malls or struggling strip centers.

The Subcommittee and staff discussed the nuances of the proposed definition. Chairman Woody commented that he felt that if the definition is for the Commission ambiguous language would be okay.

He said that if this is language to guide incoming application, they should be more careful. Staff discussed that Greyfield was not specifically defined in the statute. Ms. Burdick referenced the applicable statutes and commented that the Commission and staff would most likely have to look at the Greyfield Revitalization Program to learn more about the funding and application process. Staff stated they would be on the lookout for more information from the CT Department of Economic Community Development.

Staff and the Subcommittee discussed “Definitions” Proposed Amendment #4: Revise as follows: Add new definition “Multifamily Housing” to state the following: “MULTIFAMILY HOUSING:” a building that contains or will contain three or more residential dwelling units.

Director Burdick gave suggested revisions to the proposed definitions regarding multi-family housing that would allow the Commission to have more flexibility and allow for more varied housing types.

Staff and the Subcommittee briefly discussed proposed definitions of middle housing. “MIDDLE HOUSING:” includes several housing types such as duplexes, triplexes, quadplexes, townhouses, and cottage clusters

Chairman Wood and staff clarified that middle housing is considered two through nine units. Chairman Woody stated that the definition of middle housing should be included but with two through nine-unit range. The Commission concurred they would hold off including a definition for Priority Housing Development Zones.

The Commission and staff discussed “Definitions” Proposed Amendment #7: Revise as follows: Add new definition “Qualifying Transit-Oriented Community” to state the following:

"Qualifying transit-oriented community" means any municipality that (A) is a qualifying rapid transit community or qualifying bus transit community, or (B) borders a municipality that has one or more rapid transit stations or regular bus service stations, and that designates a transit-oriented district in or adjacent to a downtown area located in such municipality;

Chairman Wood commented that the Commission should consider adding a definition for transit adjacent and making a statement that Ledyard meets that standard

The Commission discussed “Definitions” Proposed Amendment #8: Revise as follows: Add new definition “Summary Review” to state the following:

“SUMMARY REVIEW:” A zoning review that allows for approval in accordance with the terms of a zoning regulation or regulations, including, but not limited to, requirements concerning setbacks, lot size and building frontage, applicable to a proposed development, and without requiring that a public hearing be held, a variance, special permit or special exception be granted or some other discretionary zoning action be taken, other than a determination that a site plan is in conformance with applicable zoning regulations and that public health and safety will not be substantially impacted.

Staff commented that the use tabled would need to be updated to reflect the addition of summary review and be labeled as “SR”. Ms. Clarke commented that the Commission should consider looking at the definition of accessory dwelling units at the next meeting. She referenced language contained in surrounding towns. They briefly discussed cottage cluster developments. They briefly discussed when they would meet again. They tentatively scheduled a Planning & Zoning Subcommittee meeting for June 25, 2026.

#### IV. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Commissioner Ribe noted a typo of prevue versus purview in the draft minutes of April 30, 2026.

MOTION to approve the draft meeting minutes for the Planning & Zoning Subcommittee of April 30, 2026 with the amendment of prevue to purview.

**RESULT:** 3-0 APPROVED AS AMENDED

**MOVER:** Harwood

**SECONDER:** Woody

**AYES:** 3, Woody, Harwood, Ribe

#### V. ADJOURNMENT

Commissioner Harwood moved to adjourn the meeting, seconded by Chairman Woody. The meeting was adjourned at 7:27 p.m.

Respectfully submitted,

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Chairman Nathaniel Woody, Planning & Zoning Subcommittee