



# TOWN OF LEDYARD CONNECTICUT PLANNING & ZONING SUBCOMMITTEE

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339-1551

Chairman Nathaniel Woody

HYBRID FORMAT  
REGULAR MEETING

~ MINUTES ~

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Thursday, February 26, 2026

6:00 PM

Council Chambers, Town Hall Annex

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## 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:**

Commissioner, James Harwood  
Commissioner, Rhonda Spaziani  
Chairman, Nathaniel Woody

In addition, the following were present:

Director of Land Use & Planning, Elizabeth Burdick  
Zoning Enforcement Official, Hannah Gienau

## III. OLD BUSINESS

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

Chairman Woody stated that the Commission would work through the newest draft document that was provided to the Committee. Commissioner Harwood suggested that if the Committee could finalize their revisions at this meeting they could schedule a Special Meeting at 5:00pm on March 12, 2026 before the Planning & Zoning Regular Meeting.

Director Burdick spoke to the Committee about their process for reviewing the drafts given to them by Commissioners. She stated that she received a guidance document from SECOG concerning House Bill 8002 earlier in the week while Town Hall was closed. The Committee commented that they didn't feel that the new guidance did not provide many tools for the planning and zoning commissions. Director Burdick summarized a SECOG meeting she and staff attended that served as a check point for the municipalities to talk about where they were in progress meeting the deadlines required by HB 8002.

Chairman Woody stated that the Commission would begin by reviewing the suggested revisions in Chapter 2, the definition section. He asked if they should include a definition for Conservation

and Traffic Mitigation District or do they need to have a section that describes what that district is in Chapter 6 “Non-residential District Regulations”. Director Burdick suggested that it be included in Chapter 6 Section 5 underneath Technology Park District. She stated that it could be qualified as a Special Development Technique. Staff and Chairman Woody discussed his proposed definition of Conservation and Traffic Mitigation District. They agreed to include his definition and number as 6.5.2.

Chairman Woody and staff discussed the proposed definitions for Mixed Use Residential and Commercial. They discussed if a definition for parking needs assessment should be added or if it would be sufficient to have it included in Chapter 9 with all other parking requirements. They discussed listing it in definitions but referring to Chapter 9.

Chairman Woody and staff discussed the addition of the word required in Technology Park District. They reviewed Chapter 7.7.6 and 7.7.7. and concurred they did not want to make changes at this time. They discussed the included definitions for accessory apartments and accessory caretaker apartments. They discussed the parking minimums associated with these definitions. They discussed replacing 8.1.9 with “parking as specified with Chapter 9 of these regulations”. They additionally discussed including a definition of accessory apartments that would be added to the table of parking uses in Chapter 9. They discussed combining Accessory Apartments and Caretaker Accessory Apartments into one in the parking minimum use table.

They discussed 8.2.2. Mixed Use, Residential and Commercial parking requirements. They discussed referencing back to Chapter 9. Commissioner Harwood suggested including language to state they shall to be treated as one single mixed use development on the second line of 8.22. Staff and the Commission discussed the definitions in Chapter 8 for Mixed Use, Commercial and Industrial Use numbered 8.23. They discussed modifying the definition.

The Commission and staff discussed Chapter 9, Site Development standards. They discussed the meaning of the current language that states whether or not an application requires Commission review. They reviewed minor grammatical changes that need to be made. They began discussion of Section 9.4 starting with Parking Design and Location Design.

They began discussion of Section 9.4.C “Change of Use”. They discussed if they would keep the regulation or reword it to be clearer. They discussed potential complications with how the current regulation is written. The Commission asked Ms. Burdick to reword the regulation for the next meeting. The Commission and staff discussed 9.4.D “Number and Size of Parking and Loading Spaces and Berths”. They discussed rewording the section to delete reference to 9.4.E and to add language to state these regulations. They discussed the deletion of redundant language about varying parking requirements if sufficient evidence is provided to the Commission. They discussed Shared On-Site Parking and previous suggested amendments. They conferred how on street parking requirements should be written in relationship to the yearly parking ban. They discussed rewording requirements for Parking Ratios to delete the numerical value of 10%. They discussed potential conflicts and benefits of including parking ratio maximums. They discussed the various parking requirements for specified uses. They specifically discussed parking requirements for bed and breakfasts. They discussed parking minimum requirements for multifamily housing in accordance with House Bill 8002. They referenced public health and safety requirements outlined in C.G.S. 8-30g. They discussed draft parking requirements for places of public assembly. They discussed the discrepancies between pet day cares, commercial kennels and pet training facilities. They concurred to combine all definitions under the same use. They continued to discuss the draft use table.

They discussed off street loading requirements. They discussed if the current loading requirements are tractor trailer dimensions. They agreed to make no changes. They discussed formatting and renumbering changes to incorporate their revisions. They discussed bus parking requirements for restaurants and hotels. They discussed requirements for parking lot landscaping and what specific species they want to be included.

Chairman Woody asked the Committee if there are any other comments. They stated no. He confirmed that they would schedule a Special Meeting March 12, 2026 at 5:00pm ahead of the Planning & Zoning Commission Regular Meeting.

IV. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

A. Planning & Zoning Subcommittee Special Meeting Minutes of February 5, 2026

MOTION to approve the Planning & Zoning Subcommittee Special Meeting Minutes of February 5, 2026

**RESULT:** 3-0 APPROVED AS AMENDED  
**MOVER:** Spaziani  
**SECONDER:** Harwood  
**AYES:** 3 Woody, Harwood, Spaziani

V. ADJOURNMENT

Chairman Woody stated that without objection the meeting is adjourned. The meeting was adjourned at 7:54 p.m.

Respectfully submitted,

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Chairman Nathaniel Woody  
Planning & Zoning Subcommittee