

**TOWN OF LYNDON**  
**PLANNING COMMISSION**  
**July 26, 2017 Meeting Minutes**  
*Approved 8/9/17*

**Planning Commissioners:** Chris Thompson, Jack Berube, Sylvia Dodge, Sean McFeeley, Mike Schlesinger

**Public Official(s):** Annie McLean, Larry Willey (Town Lister)

**Public:** Dan Guest, Sam Davis, Bob Howland

Chris Thompson called the meeting to order at 6:30 p.m.

Sean McFeeley made a **motion to approve the minutes of June 28, 2017**. Jack Berube **seconded the motion**. The Commission **voted 5-0**.

Chris Thompson opened the public hearing on the proposed zoning changes to section 4.4.3 and section 13.14. Bob Howland asked how the proposed changes to section 4.4.3 would affect commercial properties. Annie McLean explained that the change could potentially affect all properties in Town and would give the Development Review Board the option to decrease the minimum lot size requirement for uses that required a larger lot area in cases where existing development in the immediate area also did not meet minimum lot size requirements. Dan Guest spoke in favor of the proposed change stating that the new language would allow him to apply for a conditional use approval from the Development Review Board to convert a single-family home at 354 Charles Street into a duplex. Currently the second floor of the building at 354 Charles Street is gutted and the building is set up as a duplex, however the lot doesn't meet the minimum 25,000 square foot required lot size for a two-family dwelling even though the 0.4 acre lot is larger than most on Charles Street that are currently occupied by multi-family dwellings.

Annie McLean gave a brief overview of the change (repeal) of section 13.14, which requires notification by mail of abutting property owners for all administrative zoning permits. Mr. Howland commented that he agreed as he received many notices per year concerning permitted sheds in a neighboring mobile home park. Chris Thompson asked how many administrative permits were issued per year. Ms. McLean estimated the number was around 100.

Sean McFeeley made a **motion to close the public hearing**. Jack Berube **seconded the motion**. The Commission **voted 5-0**. Sean McFeeley made a **motion to approve written report [without changes or additions] and forward it to the Town Selectboard**. Mike Schlesinger **seconded the motion**. The Commission **voted 5-0**.

Commissioners reviewed the draft letter to the Town Selectboard in support of Lyndon making maps and other parcel level data, which is currently available via a password protected website hosted by CAI AxisGIS, available to the general public via the Town's website. Larry Willey informed the Commission that full property cards were not available free of cost in some other towns that make their parcel data available to the public via the CAI AxisGIS software. It was determined that full property cards were not currently available via the CAI AxisGIS software in Lyndon and that only an *Assessment Field Card*, which has limited information from the full property card was accessible. Annie McLean will update the draft letter to reflect the request is not to make full property cards available via the Town website. Commissioners will review the letter again at the next meeting.

Annie McLean informed the Commission that North County Federal Credit Union (NCFCU) had submitted a petition signed by more than five percent of the voters of the municipality in support of rezoning the parcel located at 155 South Street from the Residential Neighborhood District to the Village

Commercial District. This request originally came before the Planning Commission without the support of a petition and on...a vote (3-3) to draft a written report on the potential amendment to the zoning map failed. In accordance with 24 V.S.A. § 4441 the Planning Commission is now required to prepare and approve a written report on the proposal and warn a public hearing. Following the close of the public hearing the Planning Commission shall promptly submit the amendment, with changes only to correct technical deficiencies, to the Selectboard, together with any recommendation or opinion it considers appropriate. Commissioners discussed contents of a draft report on the proposal prepared by Ms. McLean and as well as their recommendation to the Selectboard. Mike Schlesinger made a **motion approve the draft report as written**. Jack Berube **seconded the motion**. The Commission **voted 3-2** (*note: vote failed as the affirmative vote of the majority of the Commission is required for the motion to carry*). Discussion on the contents of the report and the Commission's recommendation continued. Chris Thompson made a **motion to table the approval of the written report on the re-zoning of 155 South Street until the August 9<sup>th</sup> meeting**. Mike Schlesinger **seconded the motion**. The Commission **voted 5-0**. Commissioners will send draft language for the report recommendation to Annie McLean to be incorporated in the draft report for review at the next meeting.

Annie McLean shared the Notice of Issuance of Wetland Individual Permit Project Number: 2016-632 (Vermont Agency of Transportation-Aviation installation of a chain-link fence around the perimeter of the Caledonia County Airport) with the Commission.

Ms. McLean also noted that Evan Carlson had indicated his interest in serving on the Planning Commission to fill the seat vacated by Patrick McLaughlin.

Next Planning Commission meeting will be August 9, 2017 at 6:30 p.m.

The meeting adjourned at 8:01 p.m.