



**Town of Lyndon**  
**Planning Commission Meeting Minutes**  
**Wednesday, March 26, 2025**

In attendance—

COMMITTEE MEMBERS: Holly Taylor (chair)-(Zoom), John Peters, Ken Mason, Dan Guest, Curtis Carpenter (Zoom).

OFFICIALS: Tracy Bodeo (Planning Director), Jon Prue (Zoning Administrator)

PUBLIC: ---

PRESS: Paul Hayes (Zoom)

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**Meeting begins:** The meeting was called to order at 6:01 pm.

**Agenda Changes:** None

**Approval of the minutes from the March 12, 2025, meeting:** Ken Mason made a motion to approve. Holly Taylor seconded the motion. Vote: 5-0 approved.

**Comments from the public on non-agenda items:** None

**Meeting Discussion—**

Tracy Bodeo began the Planning Commission Reorganization. There was a nomination by Ken Mason for Holly Taylor to be Chair of the Planning Commission; the motion was seconded by Curtis Carpenter. All approved, vote 5-0. Ken motioned for Dan Guest to be Vice-Chair; Curtis seconded the motion. All in favor, vote 5-0. The Caledonia Record was nominated by Ken as the official newspaper of our Planning Commission postings; Holly seconded the motion. All in favor, vote 5-0. The Municipal Office Building, the Plaza White's Market, and the Cobleigh Library were nominated by Ken as the 3 official sites to post PC business; Dan seconded. All in favor, vote 5-0. Ken made a motion to continue PC meetings on the 2nd and 4th Wednesday evening of the month starting at 6:00 pm; Dan seconded the motion. All in favor, vote 5-0.

Holly then opened the floor to Jon Prue, Zoning Administrator, who led the discussion on zoning bylaw adjustments that may need to be made, based on State Act 47. He briefly reviewed information discussed at the previous meeting, including parking space requirements for residential districts that are served by municipal sewer and water; lot sizes and housing densities; requiring towns to subject accessory dwelling units (ADUs) to the same standards of review as single family homes; defining areas that are "served by municipal sewer and water infrastructure" and "affordable housing"; approving minor subdivisions by the administrative officer; "by right zoning"; removal of ability of rural towns to require bylaw adoption by Australian ballot.

Jon discussed the need for research on implementing changes to the bylaws, specifically focusing on the zoning districts and the requirements for class one lots. He suggested looking at other towns' bylaws for comparison and mentioned the possibility of adding an overlay for water and wastewater infrastructure on the zoning map. Jon noted that Lyndon's bylaws are relatively short compared to other towns, with most having more zoning districts. It was suggested that Lyndon has a requirement of one parking space per unit for areas served by municipal water and wastewater, as per Act 47, and discussed the minimum lot size for single household dwellings and the area per unit, suggesting that the minimum lot size could be 8,712 square feet. The PC agreed to investigate this further and suggested the creation of a single map combining zoning districts and water and sewer lines for easier understanding. Tracy mentioned the possibility of getting an updated map from NVDA, which would include water and sewer information.

The need to update language in the bylaws regarding affordable housing and the 40% additional density was also discussed but there is uncertainty about how to calculate the 40% density and the minimum lot sizes. The structure of the Town's zoning bylaws was brought up, noting that minimum lot size information is found in charts at the back, while parking requirements are in Article 6. He suggests focusing on three main sections for updates: the density chart, parking article, and definitions. Lyndon mentions that some required changes, such as allowing duplexes and multi-unit dwellings up to four units, are already in place. He plans to seek help from NVDA for clarification on certain aspects of the new regulations.

Jon noted a trend of increasing accessory dwelling unit permits and is researching how other towns approach this issue. He expressed concerns about policing accessory dwelling units (ADUs) in the future, particularly in cases where the original owner-occupant moves away and the ADU is sold to a new owner who intends to rent it out. He noted that there are currently no rental regulations in place and questioned how to ensure compliance with the state's definition of an ADU as part of an owner-occupied single household dwelling. It was suggested that there may be a need to add requirements to the application process to notify the zoning office of changes in occupancy, or a rental registry might be necessary in the future. There is a trend of parents building ADUs for their children to live in, which could lead to similar issues in the future. More research into how other towns are handling the issue needs to be done on this topic, as well as researching parking, density, and other related topics to provide more information to be discussed again.

**Meeting adjourned at 7:01 pm.**

\*\*\*For the word-for-word discussion on the Act 47/bylaw adjustments discussion, please listen to the recorded audio, also posted on our website.