

LYNDON PLANNING AND ZONING COMMISSION
MINUTES OF MONDAY, DECEMBER 12, 2022
Special Meeting – Work Session
Lyndon City Hall – Basement
5:30 p.m.

ATTENDANCE:

Planning Commission Members Present: Chairperson- Charna Williams, Members- Peggy Clark, Debra Rasmusson, and George Stutzman. Travis Brown was absent with notification.

Zoning Staff Present: Zoning Administrator- Danny Roush, and Planning & Interim Zoning Secretary- Julie Stutzman.

Others Present: Russ Ewy, AICP, Baughman Co; Mayor Steve Morrison; Council President Lynn Atchison; Charles Hanna, and Zacharia Hanna

CALL TO ORDER:

At 5:30 p.m. Chairperson Williams called the meeting to order; noting that all commission members are present except for Brown.

UNFINISHED BUSINESS:

- Work Session with Russ Ewy, AICP – Baughman Company, PA – Zoning and Subdivision Regulation Review.

Following items were discussed:

- Consistency among the regulations and procedural manual, perhaps a Unified Development Ordinance.
- Create a better set of application forms and instructions.
- Mapping of zoning districts, floodplain, etc.
- Extra-territorial jurisdiction.
- Availability, definition and use of plats.
- Use of “exceptions” to make minor modifications of development standards.
- Development of multiple lots (e.g., the difference between a platted lot and a zoning lot).
- Fencing issues (e.g., different types of fencing situations for screening and containment).
- Surfacing of parking spaces (gravel or impervious) and other parking requirements.
- Nonconforming uses (why it is not a “taking”).
- Disconnect with administrative duties of the Zoning Administrator (e.g., requirements for building permits, zoning permits, and occupancy permits).
- Update Appendix A for land use classification.
- Lack of Subdivision Regulation requirements, specifically lot split applications.
- Lack of adoption ordinances and dates.
- Consistency of design standards and maintenance for sidewalks.
- Confusion on the differences in the duties of the Zoning Administrator, Planning Commission and Governing Body.

Potential Action Items:

- Consider the adoption of new zoning and subdivision regulations in total.
- Consider including a Protective Overlay District to best address site-specific issues with a development application.
- Revise the procedural manual to match future regulations and provide clarity for staff, decision makers, developers and the general public.
- Create application flow charts for the zoning and subdivision processes.
- Update the Comprehensive Plan to address the non-regulatory issues being discussed (e.g., design policies, street classification, sidewalk design and maintenance).

In the next few weeks, Mr. Ewy will send draft copy of the new regulations to the City Clerk who will then forward to the Commission to review. The City Clerk will also put the draft regulations on the city's website for the public to access and review as well.

ADJOURNMENT:

8:30 p.m. Motion was made by Clark to adjourn the meeting; seconded by G. Stutzman. Motion carried.

- The next regular meeting of the Planning & Zoning Commission will be Monday, January 16, 2023 at 5:30pm, at Lyndon City Hall, 730 Topeka Avenue.

Respectfully submitted,

A handwritten signature in blue ink that reads "Julie Stutzman, CMC". The signature is written in a cursive, flowing style.

Julie Stutzman, CMC

Interim Planning & Zoning Secretary