



Town of Lyndon
Planning Commission Meeting Minutes
Wednesday, February 25, 2026

In attendance—

COMMITTEE MEMBERS: Holly Taylor (Chair) John Peters, Kevin Horner, Ken Mason.

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

PUBLIC: Heather Carrington, Kayla Veilleux, Quintin Tomasi, Kim Crady-Smith (all via Zoom)

PRESS: Paul Hayes (Caledonian Record) via Zoom

Meeting begins: Holly Taylor called the meeting to order at 6:00 pm.

Agenda Changes: None

Approval of the minutes from the February 11, 2025, meeting: Ken made a motion to approve. Kevin seconded the motion. Vote: 4-0 approved.

Comments from the public on non-agenda items: Paul Hayes from the Caledonian Record asked if we were going to be talking about the new housing targets recently set by NVDA. Tracy stated that she saw their report and webinar but that the group did not plan on talking about that subject at this time.

Meeting Discussion—

Heather Carrington (CCDS), the Town-hired consultant, introduced herself and explained that she is working with staff on the Town CIP and downtown designation. She discussed the plan for adding a design overlay district to the Town bylaws. Having a design district, or some type of form-based regulations, is one of the other prerequisites the town needs to complete in order to apply for downtown (Step 3 Center) designation, and will ensure the physical form and scale of development in a compact, central, civic, and business district. It involves an additional level of review by a committee to protect and maintain the historic fabric of a designated area.

Heather proposed working on an overlay district over the next 6 months to achieve this, without needing to change existing zoning boundaries. She outlined a timeline for the downtown designation application

project, which is funded by the Municipal Planning Grant and needs to be completed by the end of 2026. The design overlay workplan will cover topics such as analyzing conditions, looking at existing zoning regulations, setbacks, and materials, and recommending options to align with smart growth principles. She mentioned using state-provided guidance documents to inform her recommendations. The group discussed extending the boundaries of the Center up Main Street, north of Grove Street, and Heather noted that a design overlay might improve the area's appearance and increase the likelihood of approval by the Land Use Review Board. She committed to providing detailed memos in advance, including analyses and potential solutions, to facilitate informed discussions. The process involves regular Planning Commission and Select Board meetings, with Heather attending as needed, and aims to complete draft bylaws before July 8th for public review and approval. The process involves multiple steps, including public hearings and the submission of a planning report, with the goal of adopting the bylaws by October 19th and applying for downtown designation in November.

Concerns about the tight timeline and scope of the bylaw review were raised, given the potential scheduling challenges, as well as keeping the Selectboard and community up to date on the progress of the application. Heather stated that this was not a broad-based review of all existing bylaws that would normally take much more time. And while the Select Board is supportive of the downtown designation, the Planning Commission will still need to implement specific requirements on schedule so that the application can be submitted by year's end. Heather discussed also working on a capital improvement plan for the town as part of the downtown designation application process, which aims to open up access to funding resources. The group discussed the criteria for historic districts and how the overlay would apply to existing non-conforming parcels. The conversation ended with a brief discussion about town planning and zoning changes, the need for new members of the Planning Commission, and short-term rentals, which will be addressed in the future.

Meeting adjourned at 6:53 pm.

*Meeting minutes prepared by Tracy Bodeo on 03/02/25. For a detailed account of the meeting, please listen to the recording, also posted on our website.