



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

In attendance—

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

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

PUBLIC: Heather Carrington (Consultant from CCDS)

PRESS: ---

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

Agenda Changes: None

Reorganization of the Planning Commission Board: The PC members motioned and unanimously (5-0) approved each of the following—Holly Taylor as Chair of the PC; John Peters as Vice-chair; the Planning Commission meeting will continue to be held at 6:00 pm on the second and fourth Wednesday of each month; the Caledonian Record would be the newspaper to publish notices; and besides online, the three public places to post the PC Meeting Agenda are in the Municipal Office Building, the Cobleigh Library, and the Plaza White's Market.

Approval of the minutes from the February 28, 2025, meeting: Holly made a motion to approve. John seconded the motion. Vote: 5-0 approved.

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

Downtown Design Overlay District Proposal Discussion:

Heather Carrington (CCDS), the Town-hired consultant, introduced herself for those who would be listening online, and explained that she is working with staff on the Town CIP and downtown designation, which includes the design overlay district as a prerequisite.

Heather presented the proposed district boundaries for the downtown core design overlay district, which includes Middle Street, Elm, parts of Church, Depot, Main, Center, and Broad Streets. She explained the reasoning behind the selection, noting that the area falls within the Legacy Village Center, covers the commercial core, is eligible for a National Register district, and overlays only one zoning district. Heather clarified that while the North Main Street commercial area was considered for inclusion, it was excluded due to not meeting National Register eligibility requirements. The PC agreed with the set boundaries but stated that it should also include the Freight House and Bag Balm Building parcels on the east side of Broad St., and the adjustment will be made. They discussed including the Park district, with Heather clarifying that separate overlay districts would be needed due to different building typologies. Heather also mentioned the benefits of National Registry nomination, which could provide federal incentives for historic building rehabilitation while imposing restrictions.

The PC then went through several design district alternatives, based on the Lyndon Existing Conditions Report and Design Guidelines (2018), (https://www.lyndonvt.org/wp-content/uploads/2022/03/LyndonExConditions_final_05.30.2019.pdf), Vermont Department of Housing and Community Development's Design Toolkit for Downtowns and Village Centers, (https://outside.vermont.gov/agency/ACCD/ACCD_Web_Docs/CD/CPR/Resources-and-Rules/CPR-Planning-Design-Toolkit.pdf) and the Enabling Better Places: A Zoning Guide for Vermont Neighborhoods, (https://outside.vermont.gov/agency/ACCD/ACCD_Web_Docs/CD/CPR/Planning-Your-Towns-Future/CPR-Z4GN-Guide-Final-web.pdf?_gl=1*osyn7k*_ga*MzIyNDA1NTcyLjE3Mjc3MTYxNTM.*_ga_V9WQH77KLW*MTc0NDQwODAwNC42Ny4wLjE3NDQ0MDgwMDUuMC4wLjA).

They covered the topics of scale/building coverage, dimensional standards, orientation, setbacks, materials, and design/architectural elements. Based on the toolkit, guides and consultant analysis, existing conditions were compared with examples from other towns, and recommendations and several alternatives for each topic were presented. The PC went through each topic, discussed the possible options, and made preliminary decisions for each.

Scale/building coverage: the PC felt that the lot coverage for non-commercial buildings should be set at a range between 20% (minimum) and 30% (maximum). The standard for commercial buildings is 100%.

Dimensional standard: Current bylaws for the Town of Lyndon state a 35-foot limit for building heights in the Village and Main Districts. Although a higher maximum height was considered, the PC chose to stay with the current standard since it is not a hard 35-foot cap but requires conditional use review for heights above 35 feet.

Orientation: the PC chose to establish a requirement for the front of the building façade/main entrance to be oriented parallel to the street.

Setback Requirements: it was decided that the design district will include language stating that it would require consistent setbacks relative to the predominant existing setbacks on the street block.

Materials: a general guideline will be prepared specifying that materials should be aesthetically compatible with historic building materials in the village core.

Design/Architectural elements: it was also decided that a general guideline should be prepared specifying that architectural features should be aesthetically compatible with historic buildings in the village core, referencing compatibility with adjacent buildings and the historic context incorporating relevant roof overhangs, cornices, fenestration patterns, but avoiding overly specific requirements.

Overall, it is being recommended that design features in the district are more general recommendations rather than specific requirements.

The next meeting will address fenestration, porches, decks, additions, accessory structures, fences, walls, and signs. Heather will send a review memo prior to the next meeting. Holly also asked for Act 181 updates to be put on the next meeting agenda.

Meeting adjourned at 7:09 pm.

*Meeting minutes prepared by Tracy Bodeo on 03/31/26. For a detailed account of the meeting, please listen to the recording, also posted on our website.

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