



**Town of Lyndon**  
**Planning Commission Meeting Minutes**  
**Wednesday, April 22, 2026**

In attendance—

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

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

PUBLIC: Heather Carrington (Consultant from CCDS)

PRESS: Paul Hayes

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

**Agenda Changes:** None

**Approval of the minutes from the April 08, 2025, meeting:** Ken made a motion to approve. Kevin seconded the motion. Vote: 4-0 approved.

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

**Downtown Design Overlay District Proposal Discussion, part 3:**

The meeting began with Heather Carrington, a consultant working with the town on acquiring a downtown designation, introducing herself and outlining the evening's agenda which covered landscaping, streetscape lighting, parking, curbs and curb cuts, and utility lines/trash/recycling. Heather first referred back to the previous discussion from the last meeting on the topic of fences. It was recommended that the Town requires design review only for fences higher than 4 feet, which would allow residents to install smaller fences without approval. The group then moved on to the evening's current topics in the design overlay district up for preliminary review:

**Landscaping and Streetscapes**—the group agreed that new commercial developments should be required to provide sidewalks along the street frontage and to use landscape screening to block visibility of parking lots from street. This would also be required whenever there is substantial redevelopment by a property owner. The group discussed tree planting requirements for the overlay district, expressing concerns about the feasibility of planting trees in concrete areas. Heather suggested using a payment-in-lieu system where developers contribute to streetscape improvements rather than requiring specific tree plantings. The group ultimately decided to postpone implementing any tree requirements until after developing a comprehensive streetscape plan for the town.

**Lighting**—Heather presented on streetscape lighting in Lyndon, noting it was identified as a priority in the 2022 master plan survey. She noted that specific lighting guidelines are needed to ensure new commercial developments don't undermine streetscape goals. Heather recommended adding lighting regulations to the base zoning to address issues like light pollution, glare, and sky glow, suggesting minimum requirements that lights should be shielded, directed toward the property owner's land, and avoid creating traffic hazards. Tracy provided an update on the current DTF grant-funded project noting that new decorative arms and fixtures with downward-facing, more efficient LED lights on the current metal poles were in process with the bids for materials and installation due in two weeks. The initial project covers only Depot Street, but there are plans to potentially include additional lighting in future Downtown Transportation Funding. The group decided to add lighting requirements to the overlay district including lights to be shielded so light is not allowed to escape into the night sky, lighting be directed towards the owner's property and not toward neighboring properties, and that commercial/industrial uses lighting to be placed to avoid glare and traffic hazards. Heather and Lyndon discussed the possibility of adding lighting requirements to the town's bylaws, with Heather offering to draft the language for review.

**Parking**--Heather presented information about parking in the village core, noting that the Town of Lyndon provides approximately 160 public parking spaces along various streets. They discussed shared-use parking users or land uses, including an example used by the Freighthouse and Bag Balm buildings. The group decided to include language in the design district that would require that new parking is located in the rear or side of buildings.

**Curbs and Curb Cuts**—the group discussed that current regulations lack guidance on curbs and curb cuts, which affects pedestrian safety. Heather recommended updating the Design Overlay district regulations to require curbing and limit both the number and size of allowable curb cuts, citing support from the VHB existing conditions report and the Lyndon Route 5 corridor Master Plan. The group agreed to have draft language added that would include maximum curb cut length, percentage of frontage, and number of curb cuts.

**Utility Lines, Meters, Pumps, and Mechanical Structures**—The Lyndon Existing Conditions Report recommends that “Utilities, trash services and recycling services should be located at the rear of a building and screened from public view. Although, this is not as issue current issue, the group agreed to put language into the design overlay district with a requirement to place mechanical structures, transformers, pumps, meters, trash and recycling at the rear of new buildings and screened from view of the street.

### **Next Design Review Process Planning Meeting**

Heather announced that the next design district meeting will be on May 27th, where she will present a memo about the design review process using the Development Review Board. Paul Hayes (of the Caledonian Record) raised concerns about potential pushback from businesses regarding proposed changes to downtown non-conformities. The group clarified that existing non-conformities would be grandfathered unless substantial changes are made. The group also discussed strategies for communicating the process to the community, suggesting that the Lyndon Downtown Revitalization Corp (LDRC) could be invited to future meetings to help spread the information.

**Meeting adjourned at 7:06 pm.**

\*Meeting minutes prepared by Tracy Bodeo on 04/27/26. For a detailed account of the meeting, please listen to the recording, also posted on our website.