



Town of Lyndon
Planning Commission Meeting Minutes
Wednesday, May 27, 2026

In attendance—

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

OFFICIALS: Tracy Bodeo (Planning Director)

PUBLIC: Heather Carrington (Consultant from CCDS), Quitin Tomasi, Sue Mills (via Zoom)

PRESS: Paul Hayes (via Zoom)

Meeting begins: Holly Taylor called the meeting to order at 6:02 pm.

Agenda Changes: None

Approval of the minutes from the April 22, 2025, meeting: Holly made a motion to approve. Kevin seconded the motion. Vote: 5-0 approved.

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

Capital Improvement Plan Discussion

The meeting began with a discussion about the draft of the Capital Improvement Plan. Heather Carrington, the Town's Consultant for this project, presented the town's capital improvement plan (CIP) to the Planning Commission for review before presenting it to the Select Board. The group went over the parts of the CIP including existing Town debt and proposed new debt. The plan includes transportation (bridge replacements, sidewalk extensions), equipment (graders, pump station cans, etc.) and fleet purchases (cruisers, dump trucks), and facilities (Municipal Building gym renovation). The funds for the projects come from the Administration, Highway, Police, and Fire Department budgets, as well as additional funding in the form of grants for projects such as the gym renovation and the additional sidewalk extension project on North Main Street, which would support the downtown designation application. The PC provided general approval of the plan as reasonable, with some questions about specific projects like the existing debt of the Vail Transmission Project. Tracy was to find the answers to specific questions as well as provide the PC with more information on the CIP and how it aligns with the Town Plan. The group will go over the draft CIP again at the next meeting in order to make any additional recommendations.

Design Overlay District Discussion (part 4)

The meeting then moved to the Design Overlay District discussion, part 4. The group returned to a question about *fences* from a previous meeting. In the current bylaws, walls and fences are not considered to be structures and do not require a permit. The group agreed that there should be some review for fences over four feet high in the design overlay district. They will suggest adding language to the bylaws stating, “*for the purpose of this bylaw, the term structure does not include a wall or fence unless it is both located in the design review district and over 4 feet high*”.

They next discussed adding the *Appropriate Municipal Panel (AMP)* for design review. The group decided to designate the Development Review Board (DRB) as the AMP for performing design review in the overlay district, as this would leverage an existing established body that already reviews permits, without requiring additional volunteers. Heather will proceed with drafting language to formalize the Development Review Board's role in design review.

The group also discussed the *Review Procedure* within the design overlay district, based on existing zoning regulations, including subdivision review, site plan review, planned unit developments (PUDs). It is recommended that in the design district, language will be prepared incorporating design review into the DRB's established review procedures, require design review for one- and two- household dwellings, and allow for administrative review for walls and fences, small structures in back yards, and projects with limited visibility from public vantage points, in the case of one- and two-household dwellings.

It was also suggested that language noting the requirement of *Fees* be included with permit applications to Section 13.2, as well as adding language requiring additional documentation for design review to cover materials, architectural elements, fenestration and lighting. The Planning Commission agreed that this language should be added to the suggested bylaw amendment.

The last point that was discussed by the group was *Waivers*. The existing bylaws do not delineate a waiver process, but it is suggested that the bylaws allow waivers for specific design requirements when the AMP deems it is warranted. It was decided to draft language allowing the DRB to grant waivers to specific design review provisions and specify general criteria and thresholds that must be met to do so in several general areas. This will be reviewed at the next PC meeting where the design overlay district is discussed.

Meeting adjourned at 6:49 pm.

*Meeting minutes prepared by Tracy Bodeo on 06/03/26. For a detailed account of the meeting, please listen to the recording, also posted on our website.