Town of Lyndon

Planning Commission Meeting Minutes

Wednesday, August 26, 2026

In attendance—

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

OFFICIALS: Tracy Bodeo (Planning Director)

PUBLIC: ---

PRESS: ---

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

Agenda Changes: None

Approval of the minutes from the August 12, 2026, meeting: Ken made a motion to approve. Kevin seconded the motion. Vote: 6-0 approved.

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

***Due to technical difficulties, this meeting did not get recorded. Other than approving the previous meeting minutes, and adjourning the meeting, there were no motions, decisions or votes on any specific items.**

Meeting Discussion:

Tracy started the meeting by giving an update on several Town projects. The first was the Downtown Transportation Fund grant, "Pedestrian Safety Improvement Project" planned for Depot Street. The new light fixtures and decorative arms were delivered to the project electrician, Aubin Electric, and planned to be installed with a start date of September 14, 2026. However, the brackets for the arms were not yet delivered, so we are working on getting them as soon as possible, hoping there will not be a delay in starting the project. The new lights will be installed by Aubin with the help of Lyndon Electric Department. The poles will then be painted black to match the fixtures the following week. Part 2 of this project is the crosswalk-bump-out improvements. Tracy met with Town staff/Selectboard on Depot Street to review the engineer's drawings and see what bump-outs are feasible along this route where large trucks have to turn on and off Depot Street at the corners of Main and Broad Streets. The plan was then again reviewed at a Selectboard meeting on August 17, 2026, where some decisions were made to concentrate

on the two crosswalks that run next to the Darling Inn, but scale back the construction on the ones at the corners so that trucks can still make the turn. We will be meeting with the engineer from Engineering Ventures sometime in the next week or two to discuss the next steps in the plans.

The Municipal Planning Grant (MPG) 2025 was discussed next. Tracy noted that this grant was obtained to work on the "Downtown" (Step 3 Center) designation, which includes paying our hired Consultant, Heather Carrington, to help with some of the necessary prerequisites and the application process. The Town has just completed our proposed amended Bylaws-August 2026, which include state-mandated updates, and a Design Review Overlay District (one of the designation prerequisites). The proposed bylaw amendments and the Municipal Bylaws Report were approved by the Planning Commission at the last meeting on August 12, 2026. These documents were uploaded to the State portal, and sent to NVDA and all of the Town's abutting municipalities. Both documents are available in print to read in the Clerk's Office of the Municipal Office Building and are available on our website at lyndonvt.org. If you go to the site's home page, under "Town News", there is a place to click which takes you to the Zoning Bylaws page where you can then click on the individual documents to read online. The Notice of Public Hearing for the Bylaw amendments was published in the Caledonian Record on August 19. These documents will be presented in a Public Hearing on September 9, 2026, for review and comment, after which it hopefully will be presented to the Selectboard on September 21, 2026, before scheduling a Selectboard public hearing for October.

The Town has also completed our CIP 2027-2032 (another designation prerequisite) which was presented to the Selectboard this summer and to the public for comment at the first Public Hearing on August 17, 2026. There were a few questions asked and answered and now the CIP will be heard at a second public hearing on Tuesday, September 8, 2026. The CIP can be approved after this second public review and comment. At that same Selectboard meeting on August 17, Heather presented the Downtown Lyndon Community Reinvestment Agreement (a third prerequisite). This agreement was reviewed and approved by the Selectboard and has since been sent to our designated downtown organization, Lyndon Downtown Revitalization Corporation (LDRC) for their Board President to sign and obtain the backing and signatures of the local downtown businesses. The agreement shows mutual support for the mission to cooperate and execute a comprehensive downtown revitalization strategy for the Lyndon Step 3 Center and the objectives of the LDRC in encouraging downtown revitalization and promoting economic vitality.

The next topic of discussion was upcoming projects. Tracy stated that the Town's Hazard Mitigation Plan expires in November 2027, so the Town will need to begin working on the Plan update and renewal soon. The Hazard Mitigation Committee worked with Jamie Caplan Consulting the last time on this extensive and technical document. The Selectboard has given their approval to apply for another MPG at the end of this year, to fund the work of a hazard mitigation consultant to help update the plan. Tracy has been in contact with Jamie Caplan to get an idea of a schedule and an estimate of the time it would take to complete this project with the mandatory FEMA-compliant and technical components. If the Town applies for the grant this fall, and is awarded the grant in December, they will be able to start the project in January. The project should take approximately 8 – 9 months, including public hearings and approval by September, and submission to VEM in October, before the expiration date. The PC noted that we will need specific action items as part of the Hazard Mitigation Plan. Tracy and Jon Prue, the Zoning Administrator, have just begun to work with a group consisting of State and Conservation district representatives, and municipalities within the Passumpsic River Watershed, on ideas to help mitigate flooding throughout the watershed. This could be very important for each town along the river and may give towns a better opportunity to obtain funding for mitigation projects. Tracy also brought up that the Town's Municipal Plan will expire in October 2028. She spoke with one of the new planners at NVDA and he believes that we should be able to work with NVDA to complete this project over the next two years.

Tracy then asked the PC to think about any other projects that they might be interested in pursuing. It is possible to apply for some private funding, as the Town did with AARP, to help with the cost of another smaller project like the previous one in Bandstand Park. The group stated that looking into making the Diamond Parking area nicer and better known as public parking could be a good idea. More research on that as well as looking into other projects over the next few months will be helpful and allow the Town to apply for grants possibly by the end of winter.

The conversation then turned to Quintin who was asked about the Lyndon Master Arts & Culture Plan, which is a collaborative initiative between LDRC and Catamount Arts. The hope is to have a Master Arts and Culture Plan incorporated into the Town Plan, so it is good timing to work on this before the Town Plan expires. Quintin stated that they are trying to get as much feedback as possible from the community and the Arts & Culture survey will remain open until about September 11. Quintin will share the link to the survey with the PC. Holly also asked about the next LDRC meeting, which will be on Wednesday, September 9, 2026, 8:00 – 9:30 am at the Wildflower Inn, Lyndon.

Lastly, the PC briefly went over the logistics of the Public Hearing and how the Bylaw amendments will be presented to the public on Wednesday, September 9, 2026, at 6:00 pm.

Meeting adjourned at 6:29 pm.

*Meeting minutes prepared by Tracy Bodeo on 08/27/26.