Town of Lyndon

Planning Commission Meeting Minutes

Wednesday, September 23, 2026

In attendance—

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

OFFICIALS: Tracy Bodeo (Planning Director)

PUBLIC: ---

PRESS: ---

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

Agenda Changes: None

Approval of the minutes from the September 9, 2026, meeting: Holly commented that the names of the PC members who made motions to adjourn the public hearing were not included in the meeting minutes. Tracy said she would add in the missing names for all motions on the draft minutes, and the PC can review and decide on approval at the next meeting.

Meeting Discussion:

The Planning Commission reviewed the status of several municipal projects, starting with the Hazard Mitigation Plan. The current **Hazard Mitigation Plan** expires in November 2027. The town received an estimate from the Consultant who did the previous plan, which is notably higher than the last one completed. The original timeline called for work to begin with a consultant in January 2027. The Select Board approved applying for a municipal planning grant hoping to fund most of the cost of the update, but the rules of the grant state that it cannot be used for a standalone hazard mitigation plan. So, they are waiting to hear about a different funding source through Vermont Emergency Management / FEMA. This grant would offer potential funding of approximately $15,000 and hopefully could keep with the original timeline.

They next discussed the **Downtown Transportation Fund.** Tracy noted that the fixtures, arms and most other materials are in storage with Aubin Electric, who won the bid for the lighting materials and installation portion of the project, but due to 15 missing brackets that attach the arms to the poles, installation was stalled. The manufacturer (Sternberg) knew that the brackets were needed but did not include them when they shipped in August, so the town is still waiting for these parts to arrive for the installation to take place, hopefully within the next few weeks. After the arms and fixtures are installed,

the poles will be painted black to match the new parts. This will require decent weather, and it was noted that the window of opportunity is closing.

Tracy also informed the group that the Town received a **Bike/Ped Grant** from the State. A new small-scale bike/ped grant 2027 was awarded to repair the sidewalk on Church Street from the corner of the Middle Street intersection to just past the senior apartments. When measuring the area, a local resident confirmed the sidewalk is hazardous, reporting that she had fallen on it the previous year. Work is planned for the spring/early summer of 2027.

For the next part of the discussion Tracy talked about **the presentation of the Bylaw Amendments** to the Selectboard at their last meeting on September 21st. The presentation included an overview of the amendments in Part 1 of the bylaws, bringing them into compliance with Act 47 and other state statutes, as well as an explanation of the design district (part 2 of the amendments) by the Town's Consultant (Heather Carrington). The Selectboard approved scheduling a public hearing on October 19th. Planning Commission members were encouraged to attend the October 19th Selectboard meeting to help answer any questions. If no significant unaddressed issues arise at the October 19th hearing, only this one additional public hearing would be needed before approval of the amended bylaws.

The topic of discussion then moved to the **Municipal Plan Review**. Although the review is not mandatory, it is often included in the annual town report. And due to the timing of the current Municipal Plan expiring in October 2028, they believe that it would be good to start reviewing the Actions in the plan to see if they have been completed (implemented), if they are ongoing and will continue through the next plan (implementing), or if they have been discussed but probably do not have a path forward so will be taken out of the plan (not implementing). Some items will be noted for future follow-up. Once the town gets to the formal work of updating the plan, NVDA will assist with some of the work, such as the maps, and the community as a whole will be involved in the discussions and vision for the town. For now, this is an informal exercise to track progress and start to prepare for the full rewrite in the upcoming two years. The PC reviewed Action items on the first page of the Implementation plan (page 7 of the Municipal Plan).

Action Items Reviewed:

- **Action 1.1** (land use regulations including form-based code): Ongoing for the general land use review component but the form-based code language may be removed in next plan with Lyndon's pace of development.
- **Action 1.2** (natural areas/adverse impacts mechanisms): Categorized as **not implementing**; primarily state-level responsibility (Act 250), not something the Planning Commission has the expertise or resources to pursue independently.
- **Action 1.3** (clarify permitted/conditional uses): **Ongoing** — a significant review was completed roughly four years ago; future rezoning of Main Street will require revisiting permitted/conditional uses in affected districts.
- **Action 1.4 & 1.5** (village center and downtown designation): Expected to be **checked off** if/when the downtown designation and NVDA regional plan approval are finalized.
- **Action 1.6** (zoning district boundaries): **Ongoing** — prior substantial revisions included reclassifying certain parcels from industrial/commercial to rural residential but there are several Main Street parcels still under consideration to be reviewed in near future.
- **Action 2.1** (new municipal position): **Checked off** — planning/zoning split into two positions.

- **Action 2.2** (master plan for village center): Expected to be **checked off** upon downtown designation and LDRC executive director hire; aligns closely with the strategic plan LDRC recently completed.
- **Action 2.3** (evaluate economic development tools — TIF, opportunity zones, new market tax credits): Transitioning from "evaluate" to "implement/utilize"; the commission is now familiar with available tools including CHIP (Community Housing Infrastructure Program). Suggested reworded action: work with LDRC to actively deploy these tools.
- **Action 2.4** (inventory of businesses and vacant commercial spaces): **Ongoing need** — highlighted by a recent inquiry about a roller-skating rink seeking large commercial space; no current comprehensive inventory exists. Identified vacant/underutilized buildings include the former China Buffet building and the former Total Fitness building (between Pizza Man and the hardware store), but the LDRC hiring of an Executive Director for their organization which could more easily allow for an ongoing business inventory.
- **Action 2.5** (design standards for commercial properties): **Checked off** — completed through the design overlay district.

Some questions that were brought up as review moves forward include:

How should action items that describe inherent Planning Commission functions (e.g., reviewing zoning uses) be restructured in the next plan — as standing responsibilities rather than discrete action items?

What is the appropriate follow-up mechanism for implemented projects (e.g., design overlay district, downtown designation) — should the next plan include monitoring/evaluation actions?

Tracy also asked the PC to think about potential projects for the AARP grant (March cycle) — must benefit ADA-accessible or 55+ populations; possibly community garden improvements and/or a community film screening.

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

Meeting adjourned at 6:59 pm; motioned by Ken, seconded by John.

*****Meeting minutes prepared by Tracy Bodeo on 09/28/26. For a detailed account of the meeting, please listen to the recording, also posted on our website.