

**Approved
Minutes
Hartford Planning Commission
February 24, 2025**

**THIS MEETING WAS CONDUCTED IN COMPLIANCE WITH
THE VERMONT OPEN MEETING LAW
IN PERSON WITH ELECTRONIC PARTICIPATION AVAILABLE**

Present: John Reid, Bruce Riddle, Toby Dayman, Dillon Bianchi, John Heath, Colin Butler, Dylan Kreis, and Jo-Ann Ells, Zoning Administrator

Absent: Kim Souza, Selectboard Liaison

John Reid read the hybrid meeting script, and took a roll call.

Administrative Matters

1. Public Comment

None.

2. Vermont Municipal Planning Grant Application

Matt Osborn discussed an opportunity for a Vermont Municipal Planning Grant to update the Town's Capital Improvement Plan.

It was noted that the maximum grant award is \$30,000, Town would be responsible for a 10% match, and the Plan would be delivered by January 31, 2026.

Bruce Riddle moved to support the grant application and to authorize the Chair to sign the application. Colin Butler seconded, and the motion passed unanimously.

3. Bliss Road Tower Replacement

The Applicant's Attorney William Dodge noted that a balloon test will be conducted during March in order to prepare photo simulations for review by the Town. He added he anticipated this would be submitted by the end of March.

William Dodge explained that the Town will be given thirty (30) days to comment after the photo simulations are delivered, and the Applicant is available to attend a hearing with the Planning Commission and/or the Selectboard after the photo simulations are complete.

Lastly, William Dodge explained that the Applicant would like to know if there are areas of the Town from which the Town would like photographs taken.

Jo-Ann Ells noted that she would discuss locations for the photographs with the Town Planner and get back to the Applicant.

The Commission continued the item to their next meeting.

4. Municipal Code of Ethics training

Jo-Ann Ells noted that information was emailed to Commission regarding the requirement to watch the Municipal Code of Ethics training video. She explained that when they start the training, they will be prompted to enter the email address of the appointed Town contact in order for the Town to track that the training has been completed. She stated that the contact is the Town Manager, John Haverstock.

5. Minutes

Colin Butler moved to approve the minute of January 13, 2025. Bruce Riddle seconded, and the motion passed unanimously.

6. Administrative Permits

Jo-Ann Ells noted that an administrative permit was issued to the Hartford Area Career & Technology Center to amend Brookmeade Phasing Plan to avoid having construction vehicles drive on a newly paved road.

7. Act 250 Applications

Jo-Ann Ells note that QLLA had submitted their application for a Golf Cart Barn to Act 250.

8. Town Plan Steering Committee update

No update.

9. Regional Planning Commission update

Bruce Riddle noted that the RPC is meeting on February 26, 2025 to present the draft municipal plan.

10. Climate Action Plan update

John R. explained that a report regarding town hazards was received from the Nature Conservancy and the Climate Action Committee is working on an executive summary of the report.

11. Availability for the next Public Hearing

All Commissioners anticipated being available for the March 31st Hearing.

Public Hearing

John Reid opened the Public Hearing, explained the Hearing process, and administered the oath.

1. Application #25-01 by Alexander and Candice DeFelice (owners/applicants) for approval of the subdivision of lot 42-0061-000 into two lots, 565 Maple Street, Hartford, in a R-1M zoning district.

Alex DeFelice and Skip Nalette were present.

Skip gave an overview of the subdivision.

Toby Dayman asked of the development shown on the site plan was conceptual. Skip Nalette confirmed it represented the applicant's plans to develop the new lot.

Bruce Riddle noted that there will be a large undeveloped area in the back of the parent lot. It was noted that the applicant was not proposing to develop this area at this time.

Colin Butler asked if there are requirements for private drives. Jo-Ann Ells explained that requirements apply to driveways serving three or more lots.

John Reid asked if there was any public comment.

Adjacent property owners Theresa and Gary Johnson introduced themselves.

The Johnsons expressed concern with the accuracy of their property lines as depicted on the survey. After a discussion, John Reid noted that the Planning Commission cannot settle a boundary line dispute.

Colin Butler asked if the survey was based on new research. Skip Nalette confirmed that it was. Colin noted that the issue is a civil matter.

Colin Butler excused himself from the meeting due to a conflict.

Bruce Riddle moved to close the Public Hearing. Dylan Kreis seconded, and the Public Hearing was closed.

Bruce Riddle moved to approve the application as presented.

Dylan Kreis seconded, and the motion passed unanimously.

2. Application #25-02 by Quechee Lakes Landowners Association (owner/applicant) for

Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations and compliance with the Quechee Lakes Master Plan for a Golf Cart Barn, lot 07-0087-Q-Ski, Quechee Main Street, Quechee, in the Quechee Lakes Planned Development.

Ken Lallier and Will Davis were present.

Will Davis reviewed the proposed development and asked the Commission to consider an addition to the application consisting of a staffed pavilion for golf bag drop off.

Dylan Kreis asked if solar panels were planned. Will Davis confirmed solar panels would be added to the roof.

Ken Lallier noted that while EV charging stations were not planned at this time, they may consider adding them in the future. He added that the existing EV charging stations in the adjacent parking lot are not utilized as much as they anticipated.

The Commission discussed the location and function of the proposed pavilion, possibility to reduce pavement, and lack of a landscaping plan.

Dylan Kreis asked if the applicant had considered permeable surfaces. Will Davis noted that they require a lot of maintenance.

There was no public comment.

It was agreed that a landscaping plan would be required for review and approval by Toby Dayman.

Bruce Riddle moved to close the Public Hearing. Dylan Kreis seconded, and the Public Hearing was closed.

Bruce Riddle reviewed changes to the Findings of Fact.

Bruce Riddle moved to approve the application with the noted changes.

Dylan Kreis seconded, and the motion passed unanimously.

3. Application #25-03 by Roost Holdings, LLC (owner/applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for a Food Truck, lot 46-0046-000, 230 South Main Street, White River Junction, in the CB zoning district.

Mark Babson was present.

Mark explained that he was seeking approval to have a food truck on site on occasion.

The Commission expressed concern with the lack of a schedule for the food truck.

Noting two proposed locations for the food truck, the Commission reviewed the loss of parking spaces for each proposal.

Mark Babson noted that he can schedule deliveries when a food truck is not on site.

Toby Dayman asked where the food truck would be stored. Mark Babson explained that he does not own a food truck, the trucks(s) will be privately owned.

John Heath commented that he did not think the temporary loss of parking spaces would have a significant impact given the existing on-site parking waiver when the addition was approved.

It was noted that the owner of the food truck might need to park on site outside of hours they are serving food to set up/clean up.

John Reid asked for public comment.

Steven Pomije introduced himself as a resident of 183 South Main Street.

Steven Pomije expressed concern with noise from the food truck's generator, traffic, pollution, pedestrian safety, and existing truck traffic in the downtown. He noted that acoustic tiles/buffers should be added to the HVAC units to buffer noise.

Steven Pomije left the Hearing.

The Commission agreed that any approval should be conditioned on the food truck plugging into the building/not using generators.

After some discussion, it was agreed that:

- Food trucks may not use generators/must be plugged into the building.
- Food trucks may operate a maximum of six hours a day between Noon and 8PM.
- Food trucks may operate a maximum of 8 times a month.

It was noted that the schedule did not restrict the parking of the truck on site in the approved location(s) before or after the hours they are open to the public.

Dillon Bianchi moved to close the Public Hearing. Bruce Riddle seconded, and the Public Hearing was closed.

Dillon Bianchi moved to approve the application with the noted changes.

Dylan Kreis seconded, and the motion passed 5-1 with Toby Dayman opposed due to concerns with traffic.

6. 02-24-25

Adjournment

At 8:45 p.m., Dillon Bianchi moved to adjourn. Toby Dayman seconded, and the Hearing was adjourned.

Respectively Submitted,



Toby Dayman, Clerk

Planning Commission Terms

Dillon Bianchi 09-05-25

Dylan Kreis 6/26/2026

John Reid 02-05-27

John Heath 03-11-27

Toby Dayman 06-24-27

Colin Butler 06-24-27

Bruce Riddle 02-03-28