

**Approved
Minutes
Hartford Planning Commission
July 14 , 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, Colin Butler, John Heath, and Jo-Ann Ells, Zoning Administrator

Absent: Dillon Bianchi, Dylan Kreis, and Brandon Smith, Selectboard Liaison

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

Administrative Matters

1. Public Comment

None

2. Minutes

Colin Butler moved to approve the minutes of June 9, 2025. John Heath seconded, and the motion passed unanimously.

3. Administrative Permits

Jo-Ann Ells reviewed the following projects that had been granted administrative approval:

- Vreeland Clinic VA Cutoff Road
- QLLA, relocate golf bag room
- QLLA, new T-bar “shack”

4. Act 250 Applications

- QLLA, golf cart barn

5. Town Plan Steering Committee update

No update.

6. Regional Planning Commission update/Land Use Plan

2. 07-14-25

No update.

7. Climate Action Plan update

No update.

8. Availability for the next Public Hearing

All Commissioners anticipated being available for the August 11, 2025 Hearing.

9. Bliss Road Replacement Tower - Status

Jo-Ann Ells stated that the applicant is discussing the “fall zone” with the abutting landowner.

Public Hearing

John Reid opened the Public Hearing, administered the oath, and explained the Interested Party Rule.

1. Application #25-11 by Hartford Community Restorative Justice Center, Inc. (owner/applicant) for Site Development Plan Approval under section 260-45 of the Hartford Zoning Regulations for additional dwelling units and meeting space, lot 46-0006-000, 113 Maple Street, White River Junction, in a CB-2 zoning district.

Martha McLafferty Restorative Justice Center Director, Kevin O’Hara Restorative Justice Center President, and Brett Mayfield Restorative Justice Center Vice President, were present in person, and Jonathan Tutill, Restorative Justice Center, Assistant Director was present remotely.

Jo-Ann Ells gave a brief description of the application.

Kevin O’Hara explained that the Restorative Justice Center has worked with an engineer and architect to develop a coherent proposal to add two dwelling units and meeting space to the existing structure.

Per Colin Butler’s request, Martha McLafferty gave an overview of the Restorative Justice Center’s mission. She explained that the Center is a 501 C 3 organization that receives grant unending from the Vermont Department of Corrections to support people to participate in a restorative justice process. She noted that they provide programs and transitional housing including the existing units at 113 Maple Street. Brett Mayfield added that residents are supervised.

It was noted that the property lines depicted on the applicant’s site plan were based on the applicant’s knowledge from the previous property owner and the description in the deed.

It was noted that the site plan would be amended to include an accessible parking space.

The use of the meeting space was reviewed and is reflected in Finding #7 of the Commission's Decision.

Martha McLafferty noted that the meeting space would have a ½ bath, mini refrigerator, and sink.

Brett Mayfield noted that a bike rack and EV charger would be provided.

It was noted that a new exterior stairway would lead up to a landing and entrance doors for the new units.

After some discussion, it was agreed that the site plan needed to be amended to include downlit wall light fixtures at the entrances to the building, and adequate lighting for the parking area including an alternative plan if off site lighting is being considered.

Toby Dayman noted that the applicant needed to do some grading in the parking area to address an area that puddles.

It was noted that the dumpster is emptied in the morning.

Bruce Riddle noted that the site plan needed to be amended to include landscaping in the front of the building.

There was no public comment.

Bruce Riddle moved to close the Public Hearing. Colin Butler seconded, and the Public Hearing was closed.

Jo-Ann Ells reviewed changes to the Findings of Fact.

Bruce Riddle moved to approve the application with the noted changes. Colin Butler seconded, and the motion passed unanimously.

Adjournment

At 7:15 p.m., Colin Butler moved to adjourn. John Heath seconded, and the Hearing was adjourned.

Respectively Submitted,



Toby Dayman, Clerk

4. 07-14-25

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