

**Town of Sandgate Planning Commission**  
**Wednesday, November 17, 2021**  
**Draft Meeting Minutes**

Board members present: James Aschmann, Rob Viglas, and Richard Zoppel

Board members absent: Brad Kessler

Also present: Sheila Kearns (Zoning Administrator) and Catherine Bryars (BCRC)

1. The meeting was called to order at 7:05 pm.
2. There were no changes to the agenda.
3. No conflicts of interests were reports.
4. No members of the public were present
5. Resignation of Sheila Kearns, appointment of Richard Zoppel, and nomination of new Chair:

Sheila Kearns announced that she had resigned from the Planning Commission/Zoning Board of Administration (PC/ZBA) and had been hired by the Sandgate Select Board as the Zoning Administrator.

Sheila also announced that the Select Board had appointed Richard Zoppel to take her place on the PC/ZBA and that Joe Nolan had officially resigned from the PC/ZBA, leaving one position open. Board members will reach out to interested parties to fill the vacancy.

Rob Viglas nominated Richard Zoppel as chair. James Aschmann seconded the nomination. The nomination was approved unanimously.

6. Zoning Bylaws: land use policies discussion.

Cat Bryars, BCRC, shared Timeline for Sandgate Town Plan and discussed town's options regarding changes and other alterations. The focus of the 11/17 presentation was the chapter on natural resources. A major focus of this chapter regarded language around fluvial erosion hazard areas, river corridor distinction, and flood ways and how they are represented in

proposed Sandgate Town plans. How neighboring towns navigate this classification was also discussed. Board members raised a number of questions about the implications of adopting the designation of a river corridor and Catherine said she would return to the December 15<sup>th</sup> PC/ZBA.

Additionally, forest habitat identifications were presented.

7. Review and approve Draft Minutes 09/15/2021:

James Aschmann made a motion to approve the minutes. Rob Viglas seconded. The motion was approved unanimously.

8. Zoning Administrator Report:

- 527 Woodcock Rd. accessory building
- 3701 Sandgate Rd. inquiries from attorney regarding subdivision
- Swearing Hill Road, Country Creek Estates permit application for a residence has been withdrawn. A new permit application for a seasonal camp will be submitted.
- 723 Stannard Rd., storage building

9. Rob Viglas made a motion to adjourn at 8:33. James Aschmann seconded the motion. The motion was approved unanimously.

Notice concerning the next meeting of the Sandgate Planning Commission will be posted on the town website and at the Town message boards during the week before the proposed meeting.