

**Town of Sandgate Planning Commission**  
**Wednesday, July 20, 2022 Minutes**

**Board Members Present: Richard Zoppel (Chair), Brad Kessler, Caroline Kimball, and Rob Viglas**

**Board Members Absent: James Aschmann**

**Also Present: Sheila Kearns, Zoning Administrator (ZA), and Catherine Bryars Bennington County Regional Commission (BCRC)**

1. The meeting was called to order at 7:07 pm
2. The board agreed to rearrange the agenda to review the minutes from 05/18/22 and 06/15/22 before reviewing the updates to the Town Plan.
3. No conflicts on interest were reported.
4. No members of the public were present for comments or questions.
5. After reviewing the minutes from 05/18/22, Caroline Kimball made a motion to approve the minutes as drafted; Brad Kessler seconded and the 05/18/22 minutes were approved unanimously. After reviewing the minutes from 06/15/22, Rob Viglas made a motion to approve the minutes as drafted; Brad Kessler seconded and the 06/15/22 minutes were approved unanimously.
6. Town Plan/Zoning Bylaw updates: Catherine Bryars reviewed the updates to the plan that resulted from the June 29 working meeting. The bulk of those updates were with regard to concerns expressed by the Arlington Fire Chief regarding maintenance of roads and dry hydrants. The board generally agreed that the updates made noting those concerns were appropriate.

The Board asked Catherine to go over the steps for presenting a finalized draft of the plan to the Select Board for approval. She laid out the requirements for scheduling a public hearing, posting the required warnings, and making the draft plan available to the public. The Zoning Administrator asked Catherine what assistance BCRC might offer to the Select Board once the Planning Commission presented its finalized version of the plan. She replied that she would certainly be available when that occurred and could go over the actions and steps necessary for the Select Board to take to finalize and approve the plan. Caroline Kimball made a motion that the Board approve the plan as presented and that a public hearing be set for August 24, 2022 at 6:00 pm. Rob Viglas seconded the motion and the board voted unanimously to approve the motion.

7. Zoning Administrator Report: The zoning administrator reported about ongoing and new permit activities:

- The ZA will reach out to owners of the property at 64 Walsh Rd (Property ID: 4260000L) to request details of plans for development and to assure that any required change of use permit is submitted and that State requirements for water and wastewater are met.
  - Two new permits are pending and are being finalized for administrative approval: A permit for and accessory building (shed) on the Whipkey property on W. Sandgate Rd. (Property ID 703000-00L), and a permit for another accessory building (pole barn) on the McDonald property at 2729 Sandgate Rd. (Property ID 112000-00L).
8. At 8:06 pm Rob Viglas made a motion to adjourn; Brad Kessler seconded the motion and the Board voted unanimously to adjourn

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.