

**Town of Sandgate Planning Commission**  
**Wednesday, September 21, 2022 Meeting Minutes**

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

**Board Members Absent: James Aschmann and Brad Kessler**

**Also present: Sheila Kearns, Zoning Administrator (ZA)**

1. The meeting was called to order at 7:12 pm
2. The agenda was approved as written
3. No conflicts of interest were noted
4. No members of the public were present
5. Caroline Kimball made motion to approve the draft minutes for 07/20/22 with corrections of typos in personal names. Rob Viglas seconded the motion and the minutes were approved unanimously.

Caroline Kimball made motion to approve the draft minutes for and 8/17/22 as submitted. Rob Viglas seconded the motion and the minutes were approved unanimously.

6. The board reviewed the discussion of the Town Plan at the 8/24/2022 public hearing and reached consensus that no changes to the draft plan were needed. Rob Viglas made a motion that the plan be approved for submission to the Select Board and filing with the Town Clerk. Caroline Kimball seconded the motion and the submission and filing were approved unanimously.

Sheila Kearns and Richard Zoppel reported that the draft Town Plan was approved by the BCRC as meeting the general statutory requirements as well as for an enhanced energy plan.

7. Richard Zoppel and Sheila Kearns reported a visit to a Campbell Rd. property (ID 354100-00R) to investigate reports of a new structure and road access for which no existing permits could be found. Richard reached out the to property owner, Thomas Santelli Jr. and clarified the need for a building permit for the pre-built cabin on the property and review of the improved road access by the Road Foreman. Proper permits and fees are expected to be filed.
8. The members discussed the need for a “welcome letter” for new landowners (triggered by a property transfer filing with Town Clerk). Sheila agreed to assemble a bullet list of items to include to bring to the board and to discuss with Town Clerk, Listers, and the Select Board to see if they wanted to include an information for their own needs.
9. Zoning Administrator Report:
  - Permits issued:

- Accessory building (shed) on the Zoppel property at 1419 W. Sandgate Rd. (Property ID 705800-00B)
- Accessory building (shed) on the Rowe property at 64 Walsh Rd. (Property ID: 4260000L)
- Permits submitted:
  - Remodel/addition to Sundquist property at 527 Woodcock Rd. (Property ID:234000-00L):
  - Remodel/addition to guest house for Smith property at 86 Littman Lane (Property ID: 351500-0L0)

10. The meeting was adjourned at 8:02 pm.

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.