

**Town of Sandgate
Planning Commission Minutes
Wednesday, February 16, 2022
Sandgate Municipal Office**

Board Members Present: James Aschmann

**Board Members Absent: Brad Kessler, Rob Viglas, and Richard Zoppel
(Chair)**

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

1. The meeting came to order at 7:00 PM. There were no members of the public in attendance and due to a lack of a quorum, the decision was made to proceed with the review of drafted changes to the Town Plan and to postpone any formal adoption of the revisions when a quorum of the Planning Commission is present.
2. Catherine Bryars presented the complete draft of Sections 1-5: Introduction; Goals; Population, Housing, and Economic Characteristics; and Historic Resources.

Catherine and Callie Fisher responded to questions regarding the revisions. The areas of major revision were:

Section 4.2: Water Resources

Section 5: Historic Resources

3. At 8:00 PM The meeting adjourned.

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.

**Town of Sandgate
Planning Commission Minutes
Wednesday, March 16, 2022
Sandgate Municipal Office**

Board Members Present: Richard Zoppel (Chair), James Aschmann, and Rob Viglas

Board Members Absent: Brad Kessler

Also Present: , Sheila Kearns, Zoning Administrator (ZA), Catherine Bryars, Bennington County Regional Commission (BCRC), Caroline Kimball, and one guest calling in from NY state with an interest in Sandgate as a potential property owner.

1. The meeting was Called to order at 7:03.
2. Upon review, no additions or amendments were made to the agenda
3. No conflicts of interest were declared by Board Members present.
4. Public comment: Caller from NY state expressed his interest in the proceedings as a potential landowner
5. Town Plan/Zoning Bylaw updates: Catherine Bryars, BCRC, outlined further draft updates to chapters 7-9, and 11-15.

Richard Zoppel volunteered to go over with the Town road crew the map of “dangerous road segments” (Map 9 pg 55) and the map showing locations of dry hydrants (Map 10 pg 60). Sheila Kearns volunteered to update Section 9.6 regarding library services, and Callie Fisher offered to update Section 9.4 to include information Sandgate’s membership in the Southern Vermont Communications District (SoVTCUD).

The board plans to complete the final draft of Chapters 1-5, 7-9, and 11-15 at the conclusion of the next meeting on 3/30/22.

6. The Board reviewed and unanimously approved the draft minutes from 11/17/2021, 12/15/2021, and 02/16/2022.
7. Zoning Administrator Sheila reported on the following permit activity:
 - Permit approved: 419 Tudor Road, Accessory Building
 - Permit renewal: 493 West Road, Residence

- Permit pending: Swearing Hill Road, camp
- Permit approved: 190 Swearing Hill Road, garage renovation

8. At 8:03 pm Richard Zoepfel made a motion to adjourn that was seconded by Rob Viglas and passed 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.

**Town of Sandgate
Planning Commission Minutes
Wednesday, March 30, 2022
Sandgate Municipal Office**

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

Board Members Absent: Brad Kessler

Also Present: , Sheila Kearns, Zoning Administrator (ZA), Catherine Bryars, Bennington County Regional Commission (BCRC), Callie Fishburn (BCRC).

1. The meeting was Called to order at 7:03.
2. Upon review, no additions or amendments were made to the agenda
3. No conflicts of interest were declared by Board Members present.
4. Public comment: None made.
5. Town Plan/Zoning Bylaw updates: Catherine Bryars, BCRC, outlined further draft updates from last meeting regarding chapters 1-5, 7-9, and 11-13 (excluding land use and energy sections) of the town plan. Minor adjustments and modifications were suggested and made. The review of land use chapter(s) is planned for next meeting
6. The Board reviewed and with a minor update to correct Caroline Kimball's name unanimously approved the draft minutes from 3/16/2022.
7. Zoning Administrator: Sheila reminded the members that there will be a Zoning Board of Adjustment hearing at 7:00 pm on April 13 to address the variance(s) requested by Country Creek Estates to build a primitive camp in the F2 District on Swearing Hill Road.

Sheila and Richard will review the hearing procedures prior to the meeting.
8. At 8:03 pm Richard Zoppel made a motion to adjourn that was seconded by Rob Viglas and passed 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.

Town of Sandgate Planning Commission Minutes
Wednesday, April 13, 2022
Sandgate Municipal Office

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

Board Members Absent: James Aschmann

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

1. The meeting was Called to order at 6:00 pm.
2. Upon review, no additions or amendments were made to the agenda
3. No conflicts of interest were declared by Board Members present.
4. Town Plan/Zoning Bylaw updates: Catherine Bryars, BCRC, outlined areas of Section 6: Land Use of the Town Plan that should be reviewed for possible updates:
 - References to restrictions on permanent residences above 1,600 will need to revised for clarification in relation to the Town Bylaws
 - The chart of budget growth and property taxes has been updated to the current time and further statements may be proposed in the plan about development impacts on Town finances
 - Catherine went over the concept of cluster subdivisions and suggest the terminology might be updated to refer to planned unit development
 - References to seeking a Town Center designation will be added.
 - A more detailed map of the Town Land Use Zones was presented and Catherine suggested adding more detail to the description of the zones to reflect how the Zones are represented on the map
5. At 7:00 pm Richard Zoepfel made a motion to adjourn that was seconded by Rob Viglas and passed unanimously.

Upon Adjournment the scheduled Zoning Board of Adjustment convened. General Minutes for the hearing are below and the Hearing Decision will be posted separately.

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.

Town of Sandgate
Zoning Board of Adjustment Minutes
Wednesday, April 13, 2022
Sandgate Municipal Office

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

Board Members Absent: James Aschmann

Also Present: Sheila Kearns, Zoning Administrator (ZA); Bill Freeman (Adjacent Property Owner, Contractor), and Chris Papamichael (Land Owner/Country Creek Estates Inc.)

1. At 7:00 pm, Richard Zoppel called the meeting to order.
2. The ZA reading the warning for the hearing:

All interested parties are hereby warned of a public hearing before the Sandgate Zoning Board of Adjustment on Wednesday, April 13, 2022 at 7 pm in the Sandgate Town Hall regarding a zoning permit application by Country Creek Estates Inc. for construction of a camp on Swearing Hill Road in the Forest #2 District. A variance is required because the proposed structure does not meet the requirement of a "200 foot setback from any lot or street line" in accordance with Sandgate Zoning Bylaws Section 6.2, paragraph 5 and to address other requirements for a primitive camp in the F2 District.

This hearing is warned in accordance with Section 4464 of the Vermont Planning and Development Act (24 V.S.A., Chapter 117). participation in this proceeding is a prerequisite to the right to take any subsequent appeal.

3. The Chair asked if any members of the Board had any conflict of interest regarding the matter before the Board and none were reported.
4. The Chair reviewed the order of the hearing, noting that the Board had not received any written communication from interested parties regarding the hearing and that no members of the public were present.
5. The Chair called upon the Bill Freeman, the Contractor to describe the details of the requested permit and the specifics of the appeal:

Freeman stated that the proposed structure is a 30' long, X 20' wide, 18' high cabin (camp) (600 square ft. footprint) with a 6' wide X 30' long porch. The variance is sought from the required 200' setback for a setback of 75' from the center line of Swearing Hill Rd. and a 60' setback from the Tew property line. Additionally Freeman raised the question of the 600 square foot limit for camps in the Sandgate Town Bylaws. The proposed structure has a loft above the main floor that would provide space in addition to the 600 square feet of space on the main floor of the proposed design and Freeman wanted assurance that the loft space would be permitted. A sample photo and floor plan were presented as an example of the proposed structure.

6. Richard Zoppel asked about the overall height of the structure which Freeman indicated would be around 18' and that the loft would be accommodated within that height. Brad Kessler asked about the plans for water and toilet facilities. Freeman stated that no water supply is planned and that a privy will be constructed in accordance with the limitations in the Bylaws that do not permit toilet facilities within 100 feet of any water supply or water body, stream, brook, river, pond, or wetland. Caroline Kimball inquired about the sample floor plan that showed a bathroom and kitchen and Freeman stated that this sample was not an exact representation of the layout and that there would not be a bathroom or kitchen involving a water supply. The ZA noted that the property is served by an existing access from the road.

7. The Chair asked that the ZA read the section from the Bylaws regarding variances:

8.5 Variances: On an appeal from the decision of the Zoning Administrator, where a variance from the strict requirements of this bylaw is requested the ZBA must adhere to and act strictly within the limitations of 24

V.S.A. Section 4469. The Board may render a decision in favor of the appellant only if it makes a positive finding on all of the following facts:

1. That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that unnecessary hardship is due to such conditions and not the circumstances or conditions generally created by the provisions of this bylaw in the district or neighborhood in which the property is located;
 2. That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning regulation and that the authorization of a variance is therefore necessary to enable the reasonable use of the property;
 3. That the appellant has not created the unnecessary hardship;
 4. That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy resources, nor be detrimental to the public welfare; and
 5. That the variance, if authorized, will represent the minimum variance affording relief and will represent the least deviation possible from the zoning bylaw and the town plan.
8. The Chair noted that there were no additional questions or comments on the matter before the Board and that the Board would adjourn to deliberate and that a ruling would be issued as promptly as possible within the required 45 days.
9. By unanimous consent the Board adjourned at 8:00 pm.

Town of Sandgate Zoning Board of Adjustment

Date: April 13, 2022

RE: **Application No. 02-15-2022**

A meeting of the Sandgate Board of Adjustment was held on 04/13/2022 at 7:00 PM

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

Interested party present: Bill Freeman (Adjacent Property Owner) and Land owner Chris Papamichael (Country Creek Estates Inc.)

Presenter: Bill Freeman (contractor) appeared to present the application.

At the conclusion of the testimony, The Board made the following Findings of Facts:

Findings of Facts:

1. The property (ID#11480-0L0) for which the variant is sought located in the Forest 2 Zone: is off Swearing Hill Rd.; is approximately 11 acres in size: and is accessed by a private right of way. While the lot does not meet the meet the 25-acre minimum for the Forest 2 Zone, the lot is grandfathered under Bylaw Section 3.5 Administrative Requirements par. 1.
2. The proposed structure is a 30' long, X 20' wide, 18' high cabin (camp) with a 6' wide X 30' long porch and is a permitted use in the Forest 2 district. under Bylaw Section 6.2, par. 5 and subject to the following (summarized):
 - a. No toilet in the camp, privy only
 - b. No toilet within 100 ft of water supply or body
 - c. 200 ft setback from any lot and street line
 - d. No electricity from an off-site power source.The plot plan meets the requirements of a., b. and d., but not c. due to the terrain, and for which a variance has been requested.
- 4 The plot plan provided in the application shows a 600 square foot structure which meets the Bylaw Section 1. Definition of a "Camp, primitive" as being limited to a size of 600 square feet.
5. The variance sought also requests a setback of 60' feet from the Tew property line and of 75' from the center of the right of way that marks the Mangino property line and clarification the for the purposes of this application the structure's 600 square foot footprint meets the definition of a primitive camp.

Conclusions of Law:

Based on the foregoing Findings of Fact, the Board then reviewed the application under **Sandgate Zoning Bylaws, Section 8.5:**

8.5 Variances: On an appeal from the decision of the Zoning Administrator, where a variance from the strict requirements of this bylaw is requested the ZBA must adhere to and act strictly within the limitations of 24

V.S.A. Section 4469. The Board may render a decision in favor of the appellant only if it makes a positive finding on all of the following facts:

1. That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that unnecessary hardship is due to such conditions and not the circumstances or conditions generally created by the provisions of this bylaw in the district or neighborhood in which the property is located;
2. That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning regulation and that the authorization of a variance is therefore necessary to enable the reasonable use of the property;
3. That the appellant has not created the unnecessary hardship;
4. That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy resources, nor be detrimental to the public welfare; and
5. That the variance, if authorized, will represent the minimum variance affording relief and will represent the least deviation possible from the zoning bylaw and the town plan.

In adherence to and acting strictly within the limitations of 24 V.S.A. Section 4469 the Board unanimously agreed that it could make a positive findings on the facts as stated in Section 8.5 of the Sandgate Zoning Bylaws:

<input checked="" type="checkbox"/>	<u>Approved the Application</u>
<input type="checkbox"/>	<u>Denied the Application</u>

Dated: April 13, 2022

Approved

Disapproved

Town of Sandgate Planning Commission
Wednesday, May 18, 2022 Minutes

Board Members Present: Richard Zoppel (Chair), James Aschmann, Caroline Kimbal, and Rob Viglas

Board Members Absent: Brad Kessler

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

1. The meeting was called to Order at 7:03 pm.
2. No changes were made to the agenda.
3. No conflicts of interest were reported.
4. No members of the public were present.
5. Town Plan/Zoning Bylaw updates: Catherine Bryars and Callie Fishburn, BCRC: draft updates
 - Catherine reviewed the edits to the Land Use, Transportation, and Municipal Finance chapters that were drafted in the previous meeting. Further explanations of Table 6.1 were made. Questions arose over financing regarding necessary road improvements, specifically to appropriate crowning modifications.
 - Callie presented an introduction of the Energy Chapter and Act 174. Callie started with a basic explanation of Act 174. Many questions came up, ranging from realistic goals, accountability among residents, and voice and choice regarding Act 174. Input was also given on recommendations for how to proceed through this process.
6. Draft Minutes 03/16/2022 and 4/13/2022 were unanimously reviewed and approved. Catherine Kimball motioned for approval and Rob Viglas seconded.
7. Zoning Administrator Report: Sheila Kearns reported on the following permit activity.
 - Permits issued: Camp -- Country Creek Estates, Swearing Hill Rd., property ID 11480-0L0
 - Pending permit applications:
 - Residence (rebuild) – Merrow, 1285 West Rd. property ID 342000-00L
 - Residence –Martin, 3919 West Sandgate Rd. property ID 731000-00L
 - Remodel (deck expansion) – Trombley, 2566 Rupert Rd. property ID 607000-005

- Accessory Building – Bushee, 1793 West Sandgate Rd.,
property ID 708500-00L

8. Rob Viglas motioned to adjourn and Caroline Kimball seconded. The Board voted unanimously to adjourn at 8:16 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.

Town of Sandgate Planning Commission
Wednesday June 15, 2022 Minutes

Board Members Present: Richard Zoppel (Chair) and Rob Viglas

Board Members Absent: James Aschmann, Brad Kessler, Caroline Kimball

Also Present: Sheila Kearns, Zoning Administrator (ZA), Callie Fishburne, Bennington County Regional Commission (BCRC), and Catherine Bryars (BCRC) via ZOOM

1. The meeting was called to order at 7:05 pm
2. A quorum of the board was not present, so all agenda items requiring a vote by the board were postponed until the July 20, 2022 meeting.
3. Town Plan/Zoning Bylaw updates: Catherine Bryars and Callie Fishburn, BCRC: draft updates:
 - Energy Policy Discussion:
 - It was noted that any electrical generation from alternate sources, particularly solar and wind could be very limited due to the lack of 3 phase distribution lines in Sandgate.
 - The limited area of identified solar resources and the limitations of the power grid were noted to limit the development of solar energy beyond residential of small-scale generation, which should be documented and encouraged.
 - The identified areas for wind development are also limited not just by the areas with high wind potential the but also by all but a portion of them being in the Forest 2 land use district and at elevations above 1,600 feet. Additionally, the identified limitations of the power grid of the power grid apply. However, the model followed by the Carthusian Foundation's plan for the installation of 3 small scale 30 kW turbines is an encouraging one that could serve as a model where 3-phase distribution lines might become available.
 - The members present agreed to hold a working meeting on June 29 at 7:00 pm to review the proposed revisions and plan for next steps and voting on plan approval that the July 20, 2022 meeting.
4. Zoning Administrator Report:
 - Pending and recent permits NONE
 - CARTHUSIAN FOUNDATION (Property ID 2135000B): The Planning Commission received a copy of the advanced notice of intent to file with the VT Public Utility Commission a major amendment to their certificate of public good for the existing net-metering permit for the hydroelectric generator on their property. The plan involves the installation of 3 wind turbines.
 - 64 Walsh Rd Property ID: 4260000L: Investigated an inquiry about whether or

not there was a wastewater permit for septic tank observed by road crew as being installed. Inquiry sent to State Permit Specialist Rick Oberkirch

5. The meeting adjourned at 8:15 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.

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.

Town of Sandgate Planning Commission Agenda Wednesday, August 17, 2022 Meeting Minutes

Board Members Present: Richard Zoppel (Chair) and James Aschmann

Board Members Absent: Brad Kessler, Caroline Kimball, and Rob Viglas

1. The meeting was called to order at 7:02 pm
2. There wasn't a quorum of the Board present, so no business was conducted and no votes were taken
3. There were no members of the public present
4. Richard and James reviewed the previously drafted goals for updates to the Zoning Bylaws that had been sent to Bennington County Regional Commission (BCRC) planner Catherine Bryars and tabled further discussion until the September Meeting:

Section 1: Definitions—review and update to conform with Town Plan (Sunderland model)

Specifics:

- Camp, primitive
- Home Occupation—confusion of “work from home” with “occupying a residence”
- Travel Trailer—add variations of RV, recreational vehicle, camper. Etc.

Section 2.1: Division into Districts – add any language related to any revision of district lines through Town Plan update and incorporate any information about historic district if necessary,

Section 2.5: Interpretation of Map: Language to cover how boundary line adjustments are done.

Section 3.3.1-2: Remove use regulation regarding inoperable motor vehicles and create a bona fide “junk” ordinance.

Section 3.5: Administrative Requirements: Review language to determine if it is up-to-date with statutes and consider clarification to avoid having to resolve interpretations by landowners who purchase adjoining parcels. Clarify any distinction between a parcel with an assigned parcel ID and a “lot” for the purposes of zoning requirements.

Section 3.6 Required Notification to Vermont Department of Water Resources: More detailed language about permits for development in designated flood hazard areas or wetland.

SECTION 4 - RESIDENTIAL DISTRICTS: Compare individual district requirements to one another to assure consistency with one another and make sure requirements are logical in relation to one another—paying particular attention to dimensional requirements and primitive camps (electrification). Perhaps we can create a chart so the requirements can easily be reviewed in comparison to one another.

Section 7.3 Protection of Streams and Drainageways: General review for consistency with updated Town Plan with attention to 7.3.1—required distance from stream bank or watercourse for excavation, etc.

Section 7.6 Mobile Home and Travel Trailer Occupancy and Mobile Home Parks: Review to see if this section involves Bill's concerns about RV regulations

Section 7.12 Flood Hazard Regulations: Review for consistency and general conformance with State regulations and statutes—with attention to specific concerns raised by Bill (?terminology of floodway, fluvial erosion hazard, etc.) Also, make numbering consistent with the rest of the document (Roman numerals and alphabetized lists)

Section 8.4 Waivers: Bylaw only mentions waivers for a residential structure. Are waivers allowed for with other structures or types of development.

Section 8.11 Amendments: Add language here or elsewhere to allow for minor corrections to the Bylaw document to correct errors, inconsistencies or reference errors. Also consider adding language that states that changes in State law that supersede Bylaws may not be reflected immediately in the current document.

Incorporate Subdivision Regulations into the Bylaws instead of having a separate set of regulations.

Provide detailed and consistent numbering of sections in both the Table of Contents and the body of the document.

Create Permit Quick Guide (Sunderland model)

Create "exempt" from permit list section (Sunderland model)

5. Zoning Administrator Report submitted by email:

- Permits issued:
 - Accessory building (shed) on the Whipkey property on W. Sandgate Rd. (Property ID 703000-00L)
 - Accessory building (pole barn) on the McDonald property at 2729 Sandgate Rd. (Property ID 112000-00L).
- Meeting scheduled (8/19/2022) with owner of 64 Walsh Rd (Property ID: 4260000L) to discuss details of plans for development

6. The meeting adjourned at 7:42 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.

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 to the 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.

Town of Sandgate Planning Commission
Wednesday, October 19, 2022 Meeting Minutes

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

Board Members Absent: Brad Kessler

Also present: Sheila Kearns, Zoning Administrator (ZA); John Wright, Engineer/Surveyor for Bly Hollow LLC; *via Zoom:* Kelly Berliner, Archaeological Conservancy; and Sally Manikian, Conservation Fund (Bly Hollow LLC)

1. The meeting was called to order at 7:02 pm
2. The agenda was approved as written
3. No conflicts of interest were noted
4. No members of the public were present
5. Subdivision of property owned by Bly Hollow LLC (Property ID 507000-00R):

John Wright explained the Bly Hollow LLC project. The board asked about the archaeological finds that helped determine the shape of the property. Kelly Berliner answered about the shape being a result of the stretched out archaeological site. This is why the property's shape is not a more traditional block. The board expressed concern that the property remain protected from people abusing it for play. Kelly expressed similar feelings and agreed that those feelings are shared by the Archaeological Conservancy.

Caroline Kimball motioned to accept the plat as presented and schedule a public hearing. Rob Viglas seconded. The board unanimously approved. The public hearing was scheduled for the next Planning Commission meeting on November 16, 2022 at 7:00 pm.

6. Draft Minutes of the 9/21/22 meeting were unanimously reviewed and approved after addressing one typo. Rob Viglas motioned for approval and Richard Zoppel seconded.

7. Zoning Administrator Report:

Permits issued:

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)

Campbell Rd. property (ID 354100-00R): Road access permit awaiting Select Board signatures

8. Rob Viglas motioned to adjourn at 7:46. James Aschmann seconded. The board unanimously approved.

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.

Town of Sandgate Planning Commission Minutes
Wednesday, November 16, 2022

Board Members Present: Richard Zoppel (Chair), James Aschmann, and Rob Viglas

Board Members Absent: Brad Kessler, Caroline Kimball

Also Present: Sheila Kearns (ZA) Engineer/Surveyor John Wright of Bly Hollow LLC, Kelley Berliner from Archaeological Conservancy (via videoconference)

1. Call to Order at 7:03 for public hearing for the purpose of conducting a final plat review for the subdivision of the property located on Beattie Hollow Road owned Bly Hollow LLC (Property ID 507000-00R)

The board asked about whether this site will be a state or federal site. Kelley Berliner stated that this is a state site that could end up on the national register at a later date. The board also asked about archaeological digs taking place. Kelley explained that this is a possibility for later times and visits by professional researchers. The board asked what the town can do to help. Kelley stated that the town can provide input about what can be done to keep research going and disseminate info about the site. Local stewardship was also mentioned as a component of this aspect of the project. James Aschmann motioned that the board sign off on the final plat. Richard Zoppel seconded and the board unanimously approved. The Subdivision Decision is attached to these minutes

2. Call to order of the Planning Commission Meeting at 7:21.
3. The agenda was approved as written.
4. No conflicts of interest were noted.
5. No members of the public were present.
6. Review and approve Draft Minutes 10/19/22 were unanimously reviewed and approved. James Aschmann motioned for approval Rob Viglas seconded.
7. The new property owner welcome letter was reviewed. Additionally, a simple Q & A was put together for residents to help clarify questions on whether or not a permit is needed. James Aschmann motioned that the board accept the letter. Richard Zoppel seconded and the board unanimously approved. The Zoning Administrator will assemble a list of recent property transfers and send the letter to these property owners.
8. Zoning Administrator Report:
Permit Issued:
Primitive Camp: Campbell Rd. property (ID 354100-00R)
9. No other business was presented.
10. The board unanimously agreed to adjourn at 7:46.