

**Planning Commission Draft Minutes
Wednesday, April 17, 2024 7:00 p.m.
Town of Sandgate Municipal Office
3266 Sandgate Road, Sandgate, Vermont 05250**

Board Members Present: Richard Zoppel (Chair), Jean Eisenhart (Alternate), Rob Viglas

Board Members Absent: Brad Kessler

Also Present: Sheila Kearns Zoning Administrator (ZA), Cody Hicks (Subdivision applicant)

1. The meeting was called to order at 7:04.
2. No conflicts of interest were reported.
3. No public comments were offered.
4. Subdivision: Property ID: 602500-00L; 1651 Rupert Rd.:

Cody Hicks presented the sketch plan for the subdivision of the property at 1651 Rupert Road which will result in two lots: a 5.44 acre lot containing an existing residential structure and a 108.99 acre lot containing the main residence on the property.

Board members requested that Cody review the sketch plan to point out the relevant features of the property.

After a brief discussion about the general features of the property, the Chair accepted a motion by Rob Viglas to deem this a minor subdivision and to approve the submission of the preliminary plat for a public hearing to be held at the May meeting of the Planning Commission. Jean Eisenhart seconded the motion and it passed unanimously.

The Zoning Administrator agreed to post a public notice for the hearing on May 15th at 7:00 p.m..

5. The board reviewed draft hearing minutes from 1/17/2024 and draft meeting minutes from 2/21/2024 and unanimously approved both sets of minutes.
6. Callie Fishburn of the Bennington County Regional Commission (BCRC) conducted the annual assessment of the BCRC local and regional planning programs.

After reviewing the status of the recently approved Town Plan, Callie reviewed the agenda items of the Consulting Report to solicit input from the board. The primary matter that the board addressed was the way in which BCRC's work with the Town on updates to the Town Plan and the Zoning Bylaws enabled the town to address the numerous state requirements while still keeping the planning and regulations at a scale that is appropriate for a tiny town like Sandgate. The board also noted that the training opportunities provided by BCRC are very useful and that the frequent, direct contact with BRCRC is very valuable.

7. Zoning Administrator's Report:

a. --Property drive-around by Chair & Zoning Admin. 3/8/25:

--Property ID 342000-00L (1285 West Rd.): construction appears to be completed in compliance with permit granted.

--Property ID 122000-00L (3701 Sandgate Rd.): excavation for placing a propane tank

--Property ID 428000-00L (419 Tudor Rd.) Accessory Building permit (2022-02-03); observed additional shed adjacent to permitted structure. Inquiry pending.

--426000-00L (64 Wash Rd.) foundation poured; awaiting after-the-fact permit and Water-Wastewater Permit completion.

- b. Property ID 355000-00L (Campbell Rd) Inquiry from potential buyer on conditional use requirements.
 - c. Permit issued for 4648 Sandgate Rd. (Property ID:128000-00R): small green house
 - d. The Sunderland proposed Short-Term Rental Bylaw was presented to the board as an example of what Sandgate might consider if there is a future desire to develop requirements for short-term rentals in the town.
8. No other business was raised
9. The meeting adjourned by unanimous consent at 7:55 p.m.

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.