

Planning Commission Hearing & Meeting Minutes
Wednesday, May 15, 2024 7:00 p.m.
Town of Sandgate Municipal Office

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

Board Members Absent: Brad Kessler

Also Present: Sheila Kearns Zoning Administrator (ZA), and Peter Peff

Public Meeting

1. The Public Meeting final plat review for the subdivision of the property located at 1651 Rupert Rd (Property ID 602500-00L owned by the Ronald Pero Revocable Living Trust) was called to order at 7:12 p.m.
2. No conflicts of interest were noted.
3. The ZA reported on a conversation with the surveyor about updating the final plat to include elements required by the subdivision regulations and the need for the final plat to include a notation on the shared right-of-way between the two parcels. The board members explained the details of the subdivision to the member of the public present and the ZA noted that only one adjacent property owner contacted her to review the details of subdivision and offered no objections to the permit.
4. Rob Viglas made a motion to approve the subdivision pending the receipt of the updated final plat and James Aschmann seconded the motion. The Board unanimously approved the subdivision.

Planning Commission Meeting

1. The meeting was called to order immediately following the public hearing.
2. No conflicts of interest were noted.
3. No public comment was offered.
4. Review and approval of draft meeting minutes: 4/17/2024 minutes. James Aschmann motioned to approve the minutes and Rob Viglas seconded. The ZA noted the correction of some typos. The members unanimously approved the minutes with the corrections noted.
5. The chair reported on approval of Sandgate Land Use & Development Bylaw on 5/6/2024. A question was raised by Rob Viglas about an error in the plan's definition of a (Section 8.3 "B") building size that was set at "84 square feet". The ZA noted that the error resulted from a failure to correct the definition base on the approved size of structures that are exempt from requiring a building permit (Section 1.5. B "Exemptions): "buildings under 150 square feet and less than 8 feet tall." The definitions will be correct to read: "Any structure larger than 150 square feet and more than 8 feet tall." The ZA will reach out to interested parties to make them aware of the correction.
6. Zoning Administrator's Report:
 - a. The Chair and the ZA have been meeting with the committee that is updating the Sandgate Hazard Mitigation Plan. Efforts are being made to be certain that the plan to reflect other recently modified planning documents and to keep the PC/ZBA up to date on hazard mitigation planning in general.
 - b. Inquiry about permit for shed at 2332 Rupert Rd (Property ID: 606500-00L). The ZA is working with the permit applicant to be certain that it conforms with the current bylaws.
 - c. The ZA reported the repeated inquiries about permitting requirements for development of the property for sale at upper end of Campbell Road. (Property ID#355000-00R) and efforts to explain the complexities of developing a property that is entirely in the Forest 2 district. Potential buyers have become insistent of more definitive answers from the ZA on how the property can be developed that the ZA's authority allows. In these situations, the ZA is referring the potential buyers to arrange to meeting with the Planning Commission to be advised what they might or might not approved for a permit where the ZA is unable to approved it administratively.

- d. Upcoming legislative changes were presented to the board. Specifically, legalities around remote meetings and necessary trainings for a “code of ethics” needed by September 2025.
- e. At 7:40 pm Jean Eisenhart made a motion to adjourn the meeting. Rob Viglas seconded the motion and the board approved the motion 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.