

Planning Commission Meeting Minutes
Wednesday, January 14, 2026

Board Members Present: Richard Zoppel (Chair), James Aschmann, Jack Blandford, Dan Reap

Board Member Absent: Rob Viglas

Also Present: Sheila Kearns (Zoning Administrator [ZA])

1. The meeting was called to order at 6:00 p.m.
2. No additions or changes to the agenda were made.
3. There was no conflict of interest presented.
4. No members of the public were present.
5. The draft minutes of the 10/8/2025 meeting and hearing were reviewed and no changes to the draft were made. James Aschmann motioned to approve the minutes and Jack Blandford seconded. The members unanimously approved the minutes as written.
6. The board signed the Hearing Decision from 10/8/2025.
7. The board reviewed the PC/ZBA Report for the Town Report. The report highlighted additions and changes, with a focus on building projects in the river corridor and hazard areas. The board unanimously approved the report.
8. The board reviewed the Zoning Administrator's Report for Town Report, highlighted by regulations around buildings on farms and what qualifies a farm for building structures. The board unanimously approved the report.
9. Zoning Administrator's Report:
 - a. There have not been any permit applications or approvals since those reported at the 10/8/2025 meeting.
 - b. The ZA noted an email inquiry from the property owner of 2352 Sandgate Rd. about submitting a permit to build a garage on his property. The ZA's response to the email made note of the property being located in the town's designated Flood Hazard (FHA) and River Corridor (RCO) areas and said that a permit application may be submitted at anytime, though the property owner should expect to provide detailed information about how the planned structure meets the requirements of the FHA and RCO regulation and may anticipate a hearing before the PC/ZBA if the ZA has any questions about the application conforming to those regulations.
10. No other business was presented to the board.
11. At 6:20 James Aschmann made a motion to adjourn the meeting and Dan Reap seconded the motion. The motion passed by unanimous consent.