

Planning Commission Meeting Minutes

Wednesday, June 10, 2026

Town of Sandgate Municipal Office

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

Board Members Absent: NA

Also Present: Sheila Kearns (Zoning Admin [ZA]), Linda Schmidt (Select Board)

1. The meeting was called to order at 6:09 p.m.
2. The ZA requested that discussion of a Short-Term Rental Ordinance be added to the agenda under item 8. Other Business.
3. No conflict of interest was reported by the board
4. Draft meeting minutes for 5/13/2026 were reviewed and correction of the name Greg Calwell to George Caldwell was requested by Rob Viglas. James Aschmann made a motion to approve the minutes as corrected, and Dan Reap seconded the motion. The board unanimously approved the minutes.
5. No comments were made by the public.
6. The ZA introduced the issue of updating the Zoning Application Fee Schedule to include an fee or fine for submitting a permit application after construction has begun, what is known as an "after the fact permit." She reported the options that she had found in other Vermont town fee schedules that ranged from doubling the fee, charging 150% of the existing fee, and setting a fixed amount to be added to the fee. She also noted that the PC/ZBA could choose to allow the ZA to waive the fee or require that and waiver be approved by the Board. Board members discussed wanting the additional fee to be reasonable but also making it significant enough to encourage timely permit submission. After settling on 150% of the existing fee as an appropriate amount. James Aschmann motioned to ask the ZA to make up a new fee schedule reflecting the "After the Fact" fee and to be present it to the Select Board for approval. Jack Blandford seconded the motion and it was unanimously approved by the Board.

7. The Board reported that it had not yet had the opportunity to speak with the property owners of 5057 SANDGATE RD. about the enforcement of Bylaws Section 5, Specific Use Standards: 5.9 Mobile Home and Travel Trailer Occupancy. The Board settled on a plan to speak with the property owners by the end of the month and to pursue formal enforcement of the violation if a remedy is not provided.
8. Zoning Administrator's Report:
 - a. Assignment of 911 number (2118) for Chunks Brook Road Property ID 305000-00L: submission to 911 Board pending.
 - b. Possible hearing at July 8, 2026 meeting regarding setback for new garage at 2352 Sandgate Road (Property ID: 109000-00R). Depending on the design of the proposed structure, the ZA may have to refer the approval of the permit to the Board due to a non-conforming setback and set a hearing date. The ZA presented the findings of the Vermont Agency of Natural Resources River Corridor & Floodplain Manager, Jessica Barsaleau, that deemed the project to be in keeping with the Sandgate River Corridor and Floodplain regulations. She deemed the project to be low risk in terms of impact to the river corridor and adjacent floodplain.
9. Other business: Rob Viglas reported on the Select Board decision to consider creating a Short-Term Rental Ordinance. Members of the board noted that such an ordinance may be called for and would like to be informed about the drafting of any ordinance. The ZA noted that enforcement of such an ordinance should not be pursued as a responsibility of the Sandgate Zoning and Planning officials.
10. At 6:54, James Aschmann motioned to adjourn the meeting and Rob Viglas seconded the motion. The board unanimously approved adjournment.