Town of Sandgate

Planning Commission Agenda

Wednesday, September 9, 2026

Minutes

Board Members Present: Richard Zoppel (Chair), Jack Blandford and Dan Reap.

Board Members Absent: James Aschmann and Rob Viglas

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

1. The meeting was called to order at 6:02 p.m.
2. There were no additions or other changes to the agenda.
3. No conflicts of interest were reported
4. Permit request for an addition to the residence at 2352 Sandgate Rd. (Property ID: 109000-00R) before issue of water and wastewater permit:

   Due to miscommunication by the ZA, the property owner was not given explicit notice that this item was on the agenda and was not present. Commission members decided to proceed with a general discussion of the matter and to follow up with the property owner after the meeting.

   The members present reviewed the original permit application that showed a 12.6' X 30' addition to the rear of the residence along with details of a proposed wastewater system that would accommodate the addition of a bedroom to the residence, as well as details required for all construction in proximity to the River Corridor. They discussed the most recent request from the property owner to proceed with the addition without a water/wastewater permit issued by Vermont Department of Environmental Conservation. This request resulted from the owner's plans for an addition that would be living space with no bedrooms added to the building. Board members noted that the current bylaws do not require a wastewater permit if the proposed development does not include addition of bedrooms to the residence and stated that they would accept a revised application for approval. Board members also commented that if the proposed

addition was not a bedroom the septic system would not have to be reviewed by the state, but if it were to be used as a bedroom then a state approved water/wastewater permit would be required.

The Zoning Administrator requested that application be submitted directly to the PC/ZBA for their approval and subsequent actions. She also stated that she was not comfortable with approving the application under her administrative authority due to the lengthy communications from the property owner that seemed to be seeking actions on her part that were beyond a literal interpretation of the bylaws

5. There were no public comments offered.
6. After review, Jack Blandford made a motion to approve the draft minutes for the 8/12/2026 meeting and Dan Reap seconded the motion. The draft minutes were approved unanimously.
7. Update on enforcement of Bylaws Section 5, Specific Use Standards: 5.9 Mobile Home and Travel Trailer Occupancy: 5057 Sandgate Rd., Property ID: 13170000L: The members present discussed the next steps in this process and stated that with the Select Board approval, they will review and violation notification letter with the town attorney and will proceed to issue a violation notification once it is reviewed by the attorney.
8. Zoning administrator's report:
   The ZA and PC/ZBA Chair Richard Zoppel reported on their site visit to 1285 West Rd. (Property ID: 342000-00L) to verify that the garage was being constructed in accordance with the approved zoning application.

   Richard Zoppel reported that the work completed to date matches the proposed plan of the application in terms of size and intended use as garage/workshop space. Richard noted that the property owner expressed concern that the visit was not a normal practice of Sandgate planning and zoning officials. Richard addressed these concerns by saying that informal follow up on the outcome of

approved permits is frequent and regular and that the formal request made for this visit was due to the need to arrange a date and time when the property owner would be available.

9. With no other business to conduct, Richard Zoppel made a motion to adjourn the meeting that was seconded by Dan Reap and approved unanimously. The meeting adjourned at 6:45 p.m.