Town of Sandgate Planning Commission

Draft Minutes

Wednesday, October 14, 2026

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

Board Members Absent: James Aschmann

Also Present: Sheila Kearns (Zoning Admin [ZA]) and Shelley Finn

1. The meeting was called to order at 6:02 p.m.
2. There were no additions or changes to the agenda
3. No conflicts of interest were reported
4. Public Comment: Shelley Finn stated that she was present to participate in the discussion of item #5 on the agenda: Update on enforcement of Bylaws Section 5, Specific Use Standards: 5.9 Mobile Home and Travel Trailer Occupancy: 5057 Sandgate Rd., Property ID: 131700-00L
5. Richard Zoppel updated the board and Ms. Finn on his conversations with the town attorney. She has told Richard that because there is a conflict of interest for the Zoning Administrator to give the notice of violation, the attorney needs to determine who has the authority to act on the violation. The board is awaiting that determination. Ms. Finn noted that that in addition to continuing to occupy the camper in violation of the bylaw, the party frequently has fires that emit foul odors and plays loud music that can be heard from a long distance from the property.
6. After reviewing the draft minutes from the 9/9/2026 meeting, Rob mad a motion to approve the minutes as written and Dan seconded. The minutes were approved unanimously.
7. The board reviewed a draft letter from the Chair regarding construction of two sheds on Campbell Rd. Parcel ID: 355000-00R that do not appear to meeting the requirements for being exempt from needing a permit. Board members offered no suggestions for changes. The letter will be sent to the property owner by the end of the week.

8. Board members report that they have not received a permit for an addition to the residence at 2352 Sandgate Rd. (Property ID: 109000-00R) before issue of water and wastewater permit.
9. The Zoning Administrator presented a draft of an updated Zoning Permit Application. The proposed draft adds a question about the location of development in relation to the Flood Hazard Area and the River Corridors and state that if the response is "yes" the application will require further review. Rob Viglas requests that the applicants be instructed to speak to the ZA about any development in those areas. The draft also adds a second page to the application with a section for providing a brief description of the planned development and specific instructions for the required plot plan. The ZA will bring the board and updated draft for their approval.
10. Zoning Administrator's Report:
    a. General inquiry from builder Ryan Delaney regarding work on an existing enclosed porch to add interior space to a residence. Richard Zoppel and the ZA will make a site visit prior to issuing the permit.
11. Other business: The board discussed the need to communicate to all property owners that any development should be discussed with the ZA or members of the board before work begins. The board and the ZA will look into the cost of sending a notice to all property owners and at the next meeting will begin working on the content of such a notice.
12. At 6:40 p.m. Dan made a motion to adjourn the meeting and Rob seconded. The board voted unanimously to adjourn the meeting.