

CALAIS PLANNING COMMISSION

October 3, 2023 Draft Minutes

Members Present: Jan Ohlsson, Melanie Kehne, Vicky Arthur, Gary Root and John McCullough

Guests: Larry Bush (Calais Conservation Commission), Kari Bradley (involved resident)

1. Convened 7:05 p.m. at the Calais Town Hall
2. No changes to Agenda
3. Accepted Sept 18 Minutes with correction.
4. Teegan Dykeman-Brown (Calais Town Clerk) will be formatting/editing/proofing the proposed ***Calais Land Use & Development Regulations*** (Regs) changes.
5. Planning Commission (PC) budget:
 - a. As of last year PC had \$5700. \$5000 in a Reserve Fund, \$500 for Expenses, and \$200 for Training.
6. Online Map
 - a. Per PC consent (June 6, 2023), McCullough will continue to explore Online Mapping options.
 - i. McCullough contacted Frank Rossi at CAI Technology (CAI) per recommendation of Christine Chamberlain (regularly contracted by Calais to update our Parcel Maps).
 - ii. CAI recently did the Online Web map for East Montpelier. Both the CAI map and the online map created by Central Vermont Regional Planning Commission (CVRPC) can be found on the Town of East Montpelier website.
 - iii. McCullough praised the myriad graphic and data features of the CAI version of the map.
 - iv. CVRPC currently manages the Calais Web Map. McCullough had a conversation with CVRPC GIS mapper Brian Voight to see if CVRPC could redo our map to include all the features that are found on the East Montpelier CAI Map.
 - v. Gary Root said that the PC should be responsible for the Online Web Map. The PC goes to the Calais Select Board (SB) on October 23. The cost of a new map may be part of the PC budget for the upcoming year.
 - vi. On October 11 at 10 am, McCullough and Vicky Arthur will meet with CAI regarding a new Web map. By that time, CVRPC should have provided information regarding their capacity and their cost to produce a new Web map.
7. Calais Zoning Permit Applications
 - a. The minutes from Sept 5 should have elaborated on a suggestion from Vicky Arthur regarding Zoning Permit documentation. The suggestion was that many of the documentation requirements and their accepted sources might be integrated into a revised Zoning Permit Application.
 - b. PC homework = review Zoning Permit Application forms and look for ways to improve them. Note: the PC now has access to full version of Adobe Acrobat to use to create online-friendly applications.

8. Jan Ohlsson brought up short term rentals (STR) as an issue that the PC might want to address in the Town Plan. She mentioned legal/constitutional hurdles other towns have faced in adopting STR language either in their Regs or as an Ordinance.
9. Upcoming Town Plan Rewrite
 - a. General Discussion on Town Plan Sections and who would be responsible for which sections. For the November 7th meeting, PC members are asked to present what they have written so far.
 - b. Larry Bush, Chair of the Calais Conservation Commission (CC) said that the CC will work on the Natural Resource Section. Expressed a desire to control the number Natural Resource Section pages. It is currently at 28 pages. Maybe the rewrite will be fewer. The CC will meet on November 1st to discuss the Natural Resource section. Melanie Kehne will attend. All PC members are welcome.
 - c. Gary Root suggested that Town Plan Action Items be limited to those that might realistically be acted on during the effective life of this revised Town Plan. McCullough suggested that Section content should focus its attention on those Action Items.
 - d. Some discussion regarding how to develop Calais-centric data via various means. It was noted that the increase in house sales and demographic shifting that occurred during the two years of the COVID 19 pandemic will not be reflected in 2020 census data. Maybe Property Tax Transfer Reports (PTTR) can provide meaningful data. Also, a review of Building Permits since the last Town Plan to find Changes of Use, Accessory Dwellings, new houses, Subdivisions, etc. Other options = polling or questionnaires.
10. Next meeting on October 17th is the Public Hearing at the Town Hall on proposed changes to the Regs.
11. Meeting adjourned 9:00 pm.