

**Calais Planning Commission**  
Meeting Minutes  
February 21, 2012

**Present:** Rich Quelch, Peter Brough, John McCullough, Melanie Kehne, Jack Russell, Carol Beatty, and Gary Root.

**Guest:** Rolf Mueller

*Meeting called to order at 7:00 pm.*

**Zoning Administrator (Rolf Mueller)**

Permit Application

- Remove Administrative page (page 4)
- File and locate in one spot (Town Manager)
- Easy to find map
- Process for denying permit applications
- Send Meeting Minutes to Rolf

**RPC Zoning Recommendations**

1) Discussed Recommendations

- Section 6.10 applies to all development and how it applies to Natural Resources
- Contents of 6.10 should be part of a new 2.4. John will create a rough draft and will bring to next meeting.
- Discussed the importance of clarifying criteria and not relying just on maps

2) Carol - Revise explanation of Permitted vs. Conditional Use in the Resources Recreation District (Oct.18, 2011 doc. – page 20)

Original Language:

“If the use involves a permitted structure that is within a minimum of 40 feet and a maximum of 200 feet from the centerline of the town highway, it is a permitted use. If the use involves a permitted structure that is more than 200 feet from the centerline of the highway, it is a conditional use.”

Proposed new language:

In the Resource Recreation District, in order to protect the natural resource value of land as detailed in the Purpose, proximity to a town highway is a deciding factor for permitted versus conditional use. If the use involves a permitted

structure that is within the minimum setback of 40 feet and a maximum of 200 feet from the centerline of the town highway, it is a permitted use. If the use involves a permitted structure that is more than 200 feet from the centerline of the town highway, it is a conditional use.

## **Request Assistance from Seth**

- 1) Original Meeting Minutes from Seth Jensen's visit on November 1, 2011
  - Handed out Memorandum and samples
  - Minor Subdivision – Density Averaging and Frontage by ZA, cookie-cutter by DRB
  - Revise Zoning Districts/Density Requirements
  - Revise Zoning Purpose of Districts
  - Strengthen Conditional Use Review Criteria and Process
  - Add Natural Resources Definitions
  - Planning Commission needs to review and decide priorities. 70 hours are left to work on 3 items.
  
- 2) Request Assistance in the following areas:
  - a. Subdivisions
    - i. Create language that would allow responsible Minor Subdivision to be approved by ZA
      1. Create criteria such as: Density Averaging, frontage, giving up development rights, creating lots with less impact to Natural Resources, building similar to neighboring houses, aligning septic and water responsibly/appropriately, etc...
    - ii. Revise language to support both minor and major "cookie-cutter" subdivision DRB approval
    - iii. Help prepare for Public Meetings
  
  - b. Village Districts
    - i. Create two scenarios for Public Meetings
      1. Expand Village District
      2. Create new district around villages districts that would allow for greater varieties of development, with less strict guidelines than Rural Residential District
  
- 3) Ask Seth to attend another meeting to discuss these two areas in greater detail.

*Meeting adjourned at 9:00pm*

Minutes recorded by Rich Quelch