



TOWN OF CALAIS

3120 Pekin Brook Road
East Calais, Vermont 05650
802-456-8720
www.calaisvermont.gov

Ordinance Advisory Committee Meeting Minutes

Monday, February 16, 2026
Calais Town Hall

Attending: Teegan Dykeman-Brown, Jordan Keyes, Marge Sweeney, Jan Ohlsson

The meeting started at 6:15 PM.

Prior meeting minutes were approved by consensus without further discussion.

Prior to the meeting, feedback on the latest versions of the Draft Curb Cut Ordinance and supplementing Draft Policy we requested from the Zoning Administrator, Town Administrator and Road Foreman, as well as the chair of the Conservation Commission. Written feedback from all parties was received and distributed prior to OAC meeting.

Committee members discussed clarifications related to Town right of way and the associated interrelation of curb cuts, driveways, and other associated terminology. Further discussion around governance of temporary land access, or access not associated with development uses (e.g. agricultural, silvicultural, temp construction, etc.).

Committee members reviewed and discussed feedback. Notable discussion around ZA's concerns related to proposed application review process relative to typical building permit review. Committee members reached a general consensus related to:

- Initiating application review with Town Admin (Town Clerk?)
- Rolling back specific ZA consultation; leaving language associated with TA

seeking input from other town officials, on an as needed basis; leaving check box or question on application asking applicants to specify if Curb Cut request is associated with specific a building project.

Further discussion about keeping ordinance and application "accessible" for the general public. And, using the associated Policy to guide the Town's review process. Committee members discussed Policy being the appropriate place for integrating feedback from Conservation Commission.

Outstanding question about the need for specifying an appeal process.

Agreement to proceed with one more round of draft policy/ordinance refinement, then coordinate final stakeholder and legal review.

The next Ordinance Committee meeting is set for Monday, March 16, 2026 at 6 pm in the Town Hall.

Meeting adjourned at 7:35 pm

Minutes taken by Teegan Dykeman-Brown