

# CALAIS PLANNING COMMISSION

## March 21, 2017 Meeting Minutes

Members Present: Jan Ohlsson, Gary Root, Melanie Kehne, Ron Shaw, John McCullough

Guest: Rob Richert

- 1) Convened 7 p.m.
- 2) Unanimously approved March 7, 2017 Minutes
- 3) Discussed reviewing Rules pertaining to conduct of the Planning Commission. Melanie Kehne offered to review the existing rules with an eye toward winnowing out non-applicable sections.
- 4) John McCullough was nominated as the candidate for a three-year term as Calais Zoning Administrator. Jan Ohlsson offered to contact Dot Naylor to see if she is willing to serve again as Assistant ZA.
- 5) Discussed e-version of the 2017 Land-Use and Development Regulations with Table of Contents headings functioning as links to their respective content.
- 6) Discussed protocols for word-smithing future changes to the Town Plan and Zoning Regs. To ensure consistent formatting and a clear “tracked-changes” path, it was agreed that “final” draft language would be input by one member only.
- 7) Discussed the Online Town Map. It appears to no longer be fully functional. Parcels do not link to parcel & owner information. Text size is a problem. It does not look like it is based on the 2016 tax Map. CVRPC (which maintains the Online Town Map) should be contacted regarding this.
- 8) Discussed Calais mapping protocols. It was agreed that Calais needs clearly defined process by which maps are accepted as legal extensions/supplements to the Zoning Regs. John McCullough agreed to draft proposed language for a general process for the acceptance of maps. Gary Root agreed to draft proposed language for the review standards for map content and changes to map content. Melanie Kehne agreed to look into the language in the current ***Calais Town Plan, Natural Resources, Regulatory Implementation***, as it relates to the acceptance of maps.
- 9) Adjourned 9 p.m.