

## Calais Planning Commission

Official Meeting Minutes

November 5, 2013

**Present Members:** Rich Quelch, John McCullough, Gary Root, Janice Ohlsson, Betsy Parah, and Jack Russell.

### Zoning Regulation

Review language concerning the Town's lawyer in reference to deed restrictions, the DRB, and the Zoning Administrator.

Review History District references in the Zoning Regulations (Definition of Alterations, repairs, maintenance).

Discussed map changes.

Need to identify State defined wetlands.

### Review Permit Application Forms

- More friendly
- Change form to necessary criteria
- Online
- Send out postcard
- Criteria
  - o No replications of information
  - o Data link
  - o Easy to use and complete
  - o Well written program/thoroughly edited
  - o Clear simple directions
  - o Application software
- Gary will reach out to Dan at CVRPC and ask who has done this.
- Rich will reach out to Scott to ask about Web server.
- John will research to see if other towns have done this.

### Meeting Minutes

*Minutes from the October 15 meeting were approved without change by voice vote. (6-0-0)*

*Meeting adjourned at 9:00 PM*

Notes recorded by Rich Quelch