



YARMOUTH MAINE

To: Yarmouth Town Council, Town Manager, and Assistant Town Manager
From: Erin Zwirko, Director of Planning & Development
CC: Planning Board, Comprehensive Plan Steering Committee, and North Star Planning
Re: Comprehensive Plan Six Month Timeline to Adoption
Date: January 10, 2024

I am pleased to announce that the Comprehensive Plan Steering Committee, Town Staff, and North Star Planning are in the final stages of drafting the new Comprehensive Plan. The Steering Committee has spent the last year first establishing the baseline through development of the inventory chapters and then shifting to forward thinking and engaging the community through a series of three Community Conversations and the Future Land Use Forum. We are also grateful to Meddy Smith and the Climate Action Task Force for the ongoing coordination between the comprehensive plan work and the development of the Town's first Climate Action Plan.

The Comprehensive Plan Steering Committee is currently working to establish the Future Land Use (FLU) Plan and the proposed goals, policies, and strategies to achieve the FLU Plan, including development of an implementation plan.

Spring 2024 will be a busy time for the Council and the community, so I would like to provide an early outline of milestones and the anticipated schedule for the next six months and through the adoption of the Comprehensive Plan:

January 2024:

- Town staff/consultants complete inventory edits
- Town staff reviewing FLU plan and Goals, Policies, Strategies
- First draft of plan to CPSC, including FLU plan and Goals, Policies, Strategies

February 2024:

- CPSC to review plan (potential for additional meeting or workgroups during the month)
- Town committees to provide input into Goals, Policies, Strategies
- Full draft of plan presented to CPSC for final edits

March 2024:

- Full draft plan presented to Council and Planning Board and request made to the Town Council to authorize state submission (please see note about state submission)

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- Public presentations to be scheduled for Council meetings and a Planning Board meeting
- Begin 45-day public comment period with a Town-wide mailing, local news postings, Yarmouth Municipal TV announcements, and social media and newsletter notices, among other outreach methods

April 2024:

- Ongoing public comment period
- Additional presentations scheduled with Town Council and Comprehensive Plan Steering Committee, as needed

May 2024:

- Close of public comment period
- Revisions made to draft Comprehensive Plan in response to public comments received and state review
- Request for adoption of Comprehensive Plan made to the Town Council
 - Potential for Town Council to vote to adopt on May 16

June 2024:

- As needed, request for adoption of the Comprehensive Plan continued for Town Council deliberation
 - Potential for Town Council to vote to adopt on June 20

As a reminder, the state must make a finding of consistency with the Maine Growth Management Act. It is my intention to request that the Town Council authorize submission to the Maine Department of Agriculture, Conservation & Forestry's Municipal Planning Assistance Program in March when we have a completed draft of the comprehensive plan. This is an administrative task and does not mean that the Town Council is endorsing the document. By requesting that this submission is made when we have a completed draft, we can incorporate any revisions required by the state into the final document at the time that we request Town Council adoption of the document.

Over the next six months, I will provide regular updates to the Town Council including changes to the anticipated timeline and early drafts of critical pieces of the comprehensive plan. By sharing this information regularly, my goal is to ensure that the Town Council is engaged and equipped to make a decision on adoption of the next Yarmouth Comprehensive Plan as proposed in this schedule.

I am happy to answer any questions that the Town Council members have, or present at any upcoming meeting.