

**TOWN OF YARMOUTH  
COMPREHENSIVE PLAN STEERING COMMITTEE  
REGULAR MEETING**

February 27, 2024

7:00 PM, Town Hall Community Room, 200 Main Street, and via Remote Meeting

<https://meet.goto.com/451872165>

Join by phone: 1 (872) 240-3412, Access Code: 451-872-165

**AGENDA**

- I. **Public Comment (5 minutes)**
- II. **Review Meeting Summary from February 13 (5 minutes)**
- III. **Overview and Discussion of Revised draft Comprehensive Plan (80 minutes)**
- IV. **Consider Approving Draft Submission to Town Council and State (30 minutes)**
- V. **Adjournment**



# YARMOUTH MAINE

To: Comprehensive Plan Steering Committee  
From: Erin Zwirko, Director of Planning & Development  
Re: Background for February 27, 2024, Steering Committee Meeting  
Date: February 23, 2024

Please see the following notes to help you review and be prepared for the February 27, 2024, Steering Committee meeting.

## **Review Meeting Summary from February 13, 2024**

Attached is the February 13 meeting summary for the Committee to review and approve. Please let me know if you have any revisions to the meeting summary.

## **Overview and Discussion of Revised Comprehensive Plan**

Please see the following links for the formatted document:

Front End: <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:8b8667be-bc79-4290-9743-ff6b62b630b7>

Inventory Chapters: <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:b8531bdb-7f81-4981-a91d-7ae54b0924c9>

Appendices: <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:b435d1e8-45ab-4481-9caf-09b4822afc36> *(Note that the links to the various appendices will not work unless you download the file. This is a cloud sharing quirk and will not be an issue in the final document.)*

We appreciate the feedback at the last meeting and the comments added to the document and the matrix and made revisions to address nearly every comment. We look forward to hearing your feedback on this revised and formatted draft:

- Bring big picture comments to the meeting on 2/27.
- Finish adding your comments to the document by 2/29.

As a reminder, at the last meeting we discussed that we are close to set with the text in the front end, but not everyone has had a chance to really look at the matrix. So, I would encourage you to take the time with the matrix at this point.

Please let me know if you would like a printed copy, which might be a little tricky, but I'll figure it out.

**Erin Zwirko, AICP, LEED AP | Director of Planning & Development**  
207-846-2401 | [ezwirko@yarmouth.me.us](mailto:ezwirko@yarmouth.me.us) | [yarmouth.me.us](http://yarmouth.me.us)  
200 Main Street, Yarmouth, ME 04096

## **Consider Approving Draft Submission to Town Council and State**

We will be looking for consensus from the Committee that the draft document is ready to be submitted to the Council, Planning Board, the state, and the public by March 15. At the last meeting, we discussed how this should be a solid first draft, and the next set of revisions should be responsive to the community and the state in order to prepare a final document for June.

It would be appropriate to make a motion. If such a motion is made, please take note of the following important dates:

- March 15 begins the 45-day comment period.
- March 21 presentation to the Town Council
- March 26 CPSC meeting
- March 27 presentation to the Planning Board
- April 10 presentation to the Planning Board with request for recommendation to Town Council
- April 18 joint meeting with Town Council (\*\*\*) may be pushed to 4/25 due to school vacation week)
- April 23 CPSC meeting
- April 30 comment period closes
- May 28 CPSC meeting (\*\*\*) may want to consider adding a second May CPSC meeting earlier in month)
- June 6 Town Council workshop
- June 20 Town Council action to potentially adopt

### **Attachments:**

1. Draft February 13, 2024 meeting summary
2. Correspondence Received – Ed Libby, Email 2/19/24

Yarmouth Comprehensive Plan Steering Committee (CPSC)  
 February 13, 2024  
 7:00 PM  
 Meeting Summary

Name	Attendance
John Auble	Y
Daniel Backman	Y
Crispin Bokota Bolese	N
Emily Bryson	Y
Judy Colby-George	N
Hildy Ginsberg, Co-Chair	Y
Kevin Hartnett	Y
Miriam Markowitz	N
Tim McGonagle	Y
Tred McIntire	Y
Neena Panosso	N
Todd Rich	N
Bill Richards, Co-Chair	Y
Lynne Seeley	Y
Sophie Wentzell	N
Jamie Whitemore	N
Sarah Witte	N
Karin Orenstein, Town Council Liaison	Y
Erin Zwirko, Planning Director	Y
Julie Dubovsky, Assistant Planner	N
Ben Smith, North Star Planning	Y
Kate Burch, North Star Planning	Y

**I. Public Comment**

None received. No members of the public were in attendance.

**II. Review Meeting Summary from January 23**

The Committee unanimously approved the meeting summary from January 23, 2024.

**III. Overview and Discussion of Revised Draft Comprehensive Plan**

Ben provided an overview of the revised draft comprehensive plan, and where the consultant team and Town staff hope to be within the next two weeks, or by the Steering Committee's late February meeting. The discussion focused on whether a next revised draft in late February would be a "final first draft." Ben and Erin hope that the Steering Committee will find consensus for the document to be released to the community and the state, understanding that this will not be the final adopted version of the plan.

The Steering Committee focused on big picture comments, and left more specific comments in the online version:

1. The Steering Committee agreed that the structure was improved, although there could be more distinguishing between Yarmouth now and Yarmouth in the future. There was discussion about changing headings and format to be clear about the difference.
2. The Steering Committee did not think that the slimmed down version of the vision statement should be renamed mission statement. It is too confusing. One Steering Committee member recommended that additional text be added to the slimmed down vision statement, but generally, the other members did not agree with adding verbiage back in was what was previously agreed.
3. The Steering Committee discussed the audience for the comprehensive plan. While the general public is one audience, the Town Council and Planning Board use a comprehensive plan as a policy document. Understanding this, the Steering Committee noted that more connection between the front end of the document, the inventory chapters, and the engagement reports needs to occur. The recommendation included bringing forward data from the inventory chapters and quotes and images from the engagement reports that supports the text in front end. This will make clear the main themes.
4. The Steering Committee discussed that each section of the Future Land Use Plan should include a few priority actions to connect the Future Land Use Plan to the matrix.
5. The Steering Committee discussed a contradictory statement in the Limited Growth Area section of the Future Land Use Plan. The Steering Committee agreed with the text of the Limited Growth Area, and believed that the statement about maintaining lot sizes in the Low Density Residential District should be made consistent with the rest of the paragraph. Town staff agreed to take a look at revising the statement to be consistent with the rest of the paragraph.

Ben and Kate presented some draft layouts of key pages, and the Steering Committee had the following comments:

1. The wheel graphic may be a little confusing and made recommendations on how it might be better presented. There was discussion that many comprehensive plans include some sort of wheel graphic to make clear the relationship between the inventory reports and the comprehensive plan goals.
2. The Steering Committee recommended moving the priority action items from the “Plan Summary” page and leave a simple flow chart of the Vision Statement to the local goals. The Steering Committee recommended that that priority actions could be moved to “Implementation” as an example of “where to start.”
3. The Steering Committee discussed cover page options and came to consensus on one of the options that provides a variety of images.

**IV. Timeline to Adoption**

Erin and Ben reviewed the updated timeline to adoption acknowledging that bringing forward a complete document to the Town Council in May was likely unreasonable. However, ideally the draft comprehensive plan would be presented in March.

Understanding the timeline between this meeting and the upcoming meeting on February 27, the Steering Committee agreed to receive an updated draft plan by February 23. The Steering Committee also agreed to have any final edits into the draft plan by February 29, so that it can be cleaned up and presented to the community.

The Committee also agreed to take a specific look at the implementation matrix by February 27 for discussion at that meeting. The Committee would focus on what might be missing and what needs to be elevated.

**V. Adjournment**

The meeting adjourned at 9:00 PM.

DRAFT

**From:** [Edward F. Libby](#)  
**To:** [Erin Zwirko](#)  
**Subject:** Housing Crisis: great double bill on Maine Public Radio this morning  
**Date:** Monday, February 19, 2024 1:41:19 PM

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Hi Erin,

The YAHC does not publish an email list for its members, so I was hoping you could forward this to them. Also, is it possible to forward to the Comp Plan Steering Committee too as a "public comment". Seems spot on to their current work.

Thanks,

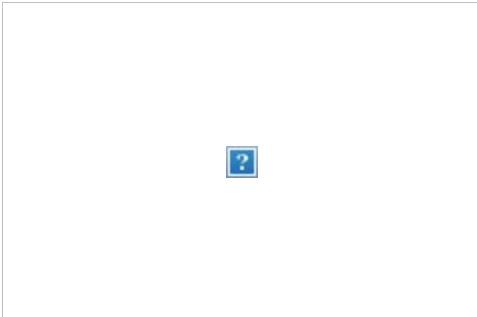
Ed.

Great segments on NPR/MPR this morning on how exclusionary zoning, exactly as we have in Yarmouth, has been used to discriminate and segregate by class, and contributed to the housing crisis we find ourselves in today.

A must listen for anyone interested in fair housing policy, social equity and the needed zoning reform in Yarmouth to get there.

The housing piece begins with Part II.

<https://www.wbur.org/onpoint/2024/02/19/rebroadcast-class-race-solve-america-equity-issues>



## Rebroadcast: Can focusing on class instead of race solve our country's equity issues?

Liberal academic Richard Kahlenberg thinks the only way to truly solve America's deep inequities is to look at class, not race. "When we focus exclusively on race and ignore the class issues, we are missing a huge part of what makes society unfair in America today."

[www.wbur.org](http://www.wbur.org)

<https://www.mainepublic.org/show/maine-calling/2024-01-22/maines-housing-crisis>

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## Maine's Housing Crisis

State experts offer an overview of Maine's affordable housing status, challenges and opportunities

[www.mainepublic.org](http://www.mainepublic.org)