



# YARMOUTH MAINE

September 14, 2023

Carla Hunt and Andrew Tonks  
3 Church Street  
Yarmouth, ME 04096

Dear Ms. Hunt and Mr. Tonks:

On September 13, 2023, the Yarmouth Planning Board reviewed the proposed window replacement at 3 Church Street, a substantial modification per Chapter 701, Article IX, in the Upper Village Historic District. The Planning Board determined that the proposed substantial modification retains and respects the significant character defining features of the Building of Value at 3 Church Street, and therefore is not required to undergo a delay, with the following motion and vote:

On the basis of the plans presented by the applicant, the testimony and public hearing, and of Planning Memo dated September 7, 2023 regarding the application of Chapter 701 Article IX, Historic Building Alterations and Demolitions, for the substantial modifications to 3 Church Street, Map 41 Lot 43, Carla Hunt and Andrew Tonks, Applicant, the Planning Board finds that the proposed design retains and respects the significant character defining features of the building, and therefore waives the delay period, and allows that the substantial modifications proceed subject to Town Planning Authority approval and the following condition:

1. The applicant shall seek to donate the 6 historic windows to an architectural salvage.

**Such motion moved by Janet Hansen, seconded by Mary Lynn Engel, and voted 7 in favor, 0 opposed.**

Please note that this approval does not constitute a Building Permit. You must receive a Building Permit prior to installing the new windows.

Please do not hesitate to contact the Department of Planning & Development if you have any additional questions.

Sincerely,

Erin Zwirko, AICP, LEED AP  
Director of Planning & Development

CC:

Carla Hunt and Andrew Tonks, Owners  
Chair and Members of the Yarmouth Town Council

Chair and Members of the Yarmouth Planning Board  
Chair and Members of the Historic Preservation Committee  
Katie Worthing, Yarmouth History Center  
Nathaniel J. Tupper, Town Manager  
Steven S. Johnson, Town Engineer  
Erik S. Street, Director of Public Works  
Karyn MacNeill, Community Services Director  
Daniel Gallant, Police Chief  
Michael Robitaille, Fire Chief  
Scott LaFlamme, Economic Development Director  
Nicholas Ciarimboli, Code Enforcement Officer  
Project File