



YARMOUTH MAINE

To: Chair Holden and Members of the Yarmouth Planning Board
From: Erin Zwirko, Director of Planning & Development
Re: Zoning Amendment – Chapter 701, Article X
Date: January 18, 2024

Introduction and Background

The Historic Preservation Committee (HPC) and I met for a goal setting meeting on December 11, 2023, to identify priorities for the upcoming calendar year. Those priorities include:

- Expanding the membership of the Committee from 5 members to 7 members.
- Considering adding two additional districts in the Pleasant Street, Lafayette Street, Princes Point Road, and Gilman Road area. This will require research, public engagement, and further zoning amendments.
- Update to the [Design Manual](#).
- Preparation of an Annual Report as required by Chapter 701, Article X.
- Continued review and advocacy for desired historic preservation elements in the updated comprehensive plan.

While a number of the items on this priority list will take time to develop, the HPC requested that the staff advance the membership expansion. As the membership is outlined in the Zoning Ordinance, the Planning Board must make a recommendation to the Town Council prior to adoption. The Planning Board will consider the proposed zoning amendment in a public hearing.

Current HPC Membership

The HPC is currently made up of 5 members who were appointed by the Town Council in April 2022. The HPC meets once a month (on the fourth Monday) to primarily review projects that are subject to Chapter 701, Article IX and X. The Committee members have found that while the project reviews ebb and flow, it can be difficult to advance project and educational based work identified in the Ordinance. Having two additional members would support the existing dedicated volunteers in achieving their priorities for 2024.

It is also acknowledged that while not all Committee have 7 members, the majority of advisory Town boards and committees have 7 members.

Proposed Amendments

The proposed amendments are straightforward and require simply amending Chapter 701, Article X.2.2, as outlined in the attachment:

2.2 Membership: The Yarmouth Historic Preservation Committee (hereinafter, the Committee) shall consist of ~~five (5)~~ seven (7) Members.

Erin Zwirko, AICP, LEED AP | Director of Planning & Development
207-846-2401 | ezwirko@yarmouth.me.us | yarmouth.me.us
200 Main Street, Yarmouth, ME 04096

Planning Board Action

It is anticipated that members of the HPC will be in attendance. Following any public comment, the Planning Board may want to consider recommending approval of the zoning amendment to the Town Council with the following motion:

On the basis of the application, plans, reports and other information submitted, and the findings and recommendations contained in Planning Board Report dated January 18, 2024, for an amendment to Chapter 701, Article X.2.2 increase the membership of the Historic Preservation Committee, the Planning Board finds that the amendment **[is/is not]** in conformance with the Yarmouth Comprehensive Plan, and therefore **[recommends/does not recommend]** that the Town Council adopt the proposed zoning text amendment.

Such motion moved by _____, seconded by _____,
and voted ____ in favor, ____ opposed, _____.
(note members voting in opposition, abstained, recused, or absent, if any).

Attachment:

1. Proposed Amendment to Chapter 701, Article X.2.2, dated December 11, 2023

Chapter 701, Article X.2.2, Amendment to Increase the Historic Preservation Committee Membership to 7 Members

Excerpt from Chapter 701, Article X.2:

2. YARMOUTH HISTORIC PRESERVATION COMMITTEE

2.1 General, Members: The Yarmouth Historic Preservation Committee will be charged with implementing the Historic Preservation Review Process. The members shall be appointed by the Town Council, shall be residents of the Town of Yarmouth and shall demonstrate an interest in the historical and architectural development of the Town and shall be appointed with due regard to the proper representation of such fields as history, architectural history, architecture, landscape architecture, planning, engineering, archeology, law and building construction to the extent that such professionals are available in the community. Consideration shall also be given to appointment of at least one member who is a resident of a designated Historic District.

2.2 Membership: The Yarmouth Historic Preservation Committee (hereinafter, the Committee) shall consist of ~~five (5)~~ seven (7) Members.