



Town of Falmouth Community Development Department

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Memorandum

Date: April 2, 2013
To: Town Council
From: Community Development Committee
Cc: Amanda L. Stearns, Community Development Directore
Nathan A. Poore, Town Manager
Ethan Croce, Senior Planner
Justin Brown, Code Enforcement Officer
Re: Proposal for Zoning Committee to advise on Administrative Rewrite

As we are moving along with the work on the Route One amendments it will soon be time to look ahead at new projects. The complete overall or rewrite of the Zoning and Site Plan Review Ordinance has been a subject of staff and committee discussion for at least five years. Due to the volume and complexity of other zoning amendments that have been referred to staff and the committee, there has been little or no time to specifically dedicate to the rewrite. As time as allowed, there are some aspects of the rewrite that have been raised during other amendments.

Staff are continuing to “pick away” at certain aspects to date. With each amendment that has come before the Council they have attempted to include some elements of the rewrite for those particular sections. We are committed to having the rewrite completed in the next fiscal year. To facilitate that process and allow the Community Development Committee time to focus on policy issues for future land use ordinances, we are proposing that the Council consider the formation of an ad-hoc committee to work with staff and the CDC on the administrative rewrite. Much of the work will be technical in nature. A broader based committee with members familiar with the details of ordinance interpretation and first hand working knowledge of the ordinance would provide the technical feedback staff and the CDC will need.

Our initial thoughts on this committee are to have 9 members. This allows six committee representatives that have a wide perspective on land use regulation and three at-large members that bring a customer perspective. With this number the committee will provide a good balance of different viewpoints and that will result in a better product.

- Ad-hoc, with terms of members to be one year.
- Quorum would be a simple majority of five.

- Meetings would be posted and notes would be generated.
- Actions would be strictly advisory to staff and the CDC.
- Membership would include:
 - One councilor who is also a member of the CDC and would chair the committee
 - one PB member
 - one BZA member
 - one LPAC member
 - one Conservation Commission member
 - one FEIC member,
 - and three members of the general public that have knowledge and expertise in development regulation such as a land use attorney, civil engineer, real estate broker, land developer, land use planner, land surveyor, architect, soil scientist, or landscape architect.