

To see if the voters will adopt an Ordinance to Amend the Topsham Zoning Ordinance to Amend Chapter 225-18, Historic Overlay District to remove the public hearing requirement and replace with regular meeting notification requirements.

**Underlined text are additions; Stuck out text is proposed to be removed**

§ 225-18 **Historic Overlay District.**

**[Amended 6-1-1993 STM, Art. 19; 6-1-1993 STM, Art. 20; 5-18-1994 STM, Art. 13; 5-17-2000 STM, Art. 21; 5-16-2012 STM, Art. 9]**

D. Process for obtaining a certificate of appropriateness.

(1) Application procedure.

- (a) An application for a CoA may be obtained from the Planning Office. A completed application shall be submitted to the Town Planner, who shall review the application for completeness. If the application is complete, he/she shall transmit it to the Historic Commission for action. If the application is incomplete, he/she shall notify the applicant and indicate the additional information that is required.
- (b) Public Notice. The Commission shall hold a public hearing regular meeting on the application. Notice of the public hearing meeting shall be posted ~~and published~~ at least seven (7) days prior to the hearing meeting. Written notice of the consideration of the application ~~and the public hearing~~ shall be mailed to all property owners within two hundred (200) feet of the parcel at least seven (7) days prior to the date of meeting.
- (c) The Commission shall act on the application within forty-five (45) days of the receipt of a completed application. The Commission shall make written findings of fact detailing the application's compliance with the standards of approval and the Secretary of the Interior's standards if applicable. When the Commission acts on the application, the action and related findings shall be forwarded to the Code Enforcement Officer, who shall then issue or deny permits, as appropriate.