

**TOWN OF TOPSHAM
HISTORIC DISTRICT COMMISSION
Municipal Building
100 Main Street, Topsham, Maine**

**Wednesday, March 9, 2022
6:00 p.m.**

- 1) Roll Call
- 2) Minutes - None
- 3) Virtual Meetings
- 4) Public Hearing (COA Applications)
 - Map U06, Lot 005, 41 Elm Street – addition and dormer
- 5) Reports of Committees
- 6) Old and Unfinished Business
- 7) New Business
- 8) Adjournment

HDC Public Hearing Process

The public hearing is when the Historic District Commission (HDC) takes action on applications. The format for the hearing of applications follows the following sequence:

1. HDC Chairperson explanation of review process and announcement of application
2. Applicant presentation – please state your name and address for the record
3. Questions from the HDC to the applicant
4. Questions from the HDC to staff, if needed
5. Public Hearing – comments, questions and answers from the public (please state your name and address for the record)
 - a. The meeting is tape recorded to capture an accurate record.
 - b. If you would like to speak, please wait to be recognized by the Chairperson, then state your name and address for the record.
6. Close of Public Hearing – Once the public comment/hearing has been closed, the public is not allowed to speak unless requested to by the HDC.
7. HDC deliberations and final action

Note: Please turn off cell phones and beepers so as not to disturb the meeting.