



Town Council Workshop

Wednesday, March 13, 2024 at 7:00 pm

Town Hall Council Chambers

Live on CETV/Hybrid Meeting

Hybrid Meeting - Members of the Public May Participate Remotely During Public Comment Opportunities

To view the meeting livestream: <https://cetv.capeelizabeth.org/> and push watch in the upper right hand corner

Live broadcast on CETV, livestream and remote participation are offered as a convenience when the technology is available and operational in the given meeting space. If the technology is not available or in the event there is a disruption in service and the communication can't be restored the expectation is the meeting will continue.

Join Zoom Meeting
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Town Council Members

Timothy S. Reiniger, Chair
Stephanie P. Anderson
Jeremy A. Gabrielson
Susan A. Gillis
Caitlin Jordan Harriman
Penelope A. Jordan
Timothy L. Thompson

1. Small Business Outreach

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

A member of the public wishing to speak via remote access must click on the Zoom link or call and use the Raise Hand function. When connecting by phone, dial *9 to Raise Hand and the same to Lower Hand. Please mute the microphone and turn off the video until you are invited to speak. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent. After speaking, to view the remainder of the meeting exit Zoom and return to the CETV Livestream or CETV cable Channel 3.

Excerpt from September 11, 2023 Town Council Minutes

Item #119-2023 Request from Councilor Reiniger to Refer to a Town Council Workshop Relating to Attracting and Retaining Non-Residential Small Businesses

Public Comment

Kevin Justh, 9 Spruce Lane this can be done but there are trade-offs to consider. Figure out what you want and then figure out how to do it. It's okay to change.

Moved by Timothy S. Reiniger and Seconded by Penelope A. Jordan
ORDERED, the Cape Elizabeth Town Council refers to a Town Council workshop a review of town policies, organizational structures, and ordinances relating to attracting and retaining non-residential small businesses with goal of identifying specific steps that can be taken by the Town Council and town boards and staff.
(7 yes) (0 no)

Attachments:

- [2024 Town Council Goals](#)

2. Request from Councilor Anderson to Forward ADU Amendments to the Planning Board

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

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Councilor Anderson has requested this item to amend Chapter 19 Zoning Ordinance relating to ADU zoning amendments. Councilor Anderson's request dated February 26, 2024 states that CEO Ben McDougal has identified 3 clarifying amendments for Accessory Dwelling Units. The requested action is to forward the proposed amendments to the Planning Board to initiate the amendment process. The council will discuss the request and for possible consideration at a regular meeting.

Attachments:

- [Memo Councilor Anderson ADU Zoning Amendments 02 26 2024](#)
- [Proposed ADU Amendments 02 27 2024 Anderson](#)
- [Memo CEO LD 2003 Ordinances 01 23 2024](#)

3. Ad Hoc HDSC Report - Continued Discussion of Next Steps

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

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On January 8, 2024, the Town Council acknowledged receipt and referred to workshop the final report of the Ad Hoc Housing Diversity Study Committee.

A workshop was held on February 5. Discussion topics included: If housing goals are set, what is the process? What are the key strategies on how to achieve housing goals and monitor the progress. What type of growth does the town want? Councilor Anderson has identified 5 things to begin addressing the recommendations of the report. What does the council want to use as a starting point to begin addressing the recommendations of the report.

Councilor Anderson has provided a summary grid of recommendations.

A minority report on the Gull Crest majority recommendation is also attached, signed by three members of the committee (Stephanie Anderson, Curtis Kelly, Timothy Thompson) dated January 8, 2024.

Attachments:

- [Final Report HDSC 2023](#)
- [Minority Report on Gull Crest Recommendations HDSC 01 08 2024](#)
- [Summary Grid of Recommendations HDSC Report Prepared by Councilor Anderson](#)

Adjournment

Participation at Meetings and Conduct of Meetings

Workshop Meetings

The purpose of a workshop meeting is primarily for council dialogue involving reports and proposals from council members, committees and staff that may be considered at later Town Council meetings. The Town Council may give guidance to the chair and to staff at workshop meetings but no decisions may be made that require formal votes. Notwithstanding the prior sentence, the Town Council may vote on procedural motions at a workshop meeting to determine a conflict of interest, to enter into executive session and to adjourn. Prior to Town Council discussion on any item, members of the public may speak on each agenda item for not more than three minutes each and up to a total of 15 minutes. If there are more speakers than the time available, the chair may allocate the speaking time in order to balance the debate. The public participation portion shall conclude when the Town Council begins its discussions.

Decorum

Persons present at Council meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons at Council meetings may only address the Town Council after being recognized by the chair.