



TOWN OF CAPE ELIZABETH MEETING AGENDA

MEETING: Ad-Hoc Housing Diversity Study Committee

DATE: Monday, May 1, 2023

TIME: 8:00 P.M. – 9:00 P.M.

PLACE: Town Hall, Council Chambers/ HYBRID

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

Remote participation is offered as a convenience. In the event there is a disruption in service and communication can't be restored the expectation is the meeting will continue.

Zoom Meeting ID: 91016972306

Join Zoom Meeting: <https://zoom.us/j/91016972306>

Telephone: (US) +1 669-444-9171

Enter First and Last Name

To offer comments during public comment opportunities. When the chair introduces the opportunity for public comments for an item you wish to speak to, click 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 your microphone and turn off the video until you are invited to speak. First and last name must appear to be recognized. Attendees will be invited to speak for 3 minutes. After speaking, to view the remainder of the meeting, exit Zoom and return to the CETV Livestream or CETV cable Channel 3.

1. Call Meeting to Order

2. Roll Call

3. Public Comment

4. Approval of Minutes from April 3, 2023 Meeting

5. Committee Staff Updates

a. Meeting Length: Town requested a 2-hour meeting limit, unless more time is requested prior, to be respectful of town staff, committee members', and the public's time.

b. Hybrid Meeting: A reminder that the Town is unable to move to fully Zoom meetings for all - board members and the public. Remote participation for board members remains at illness or occasional travel and the chair and/or Town Manager must be notified as far in advance as possible.

b. SME update: Cumberland Town Manager and ADU expert May 15th

d. RFP publishing details: Published on MMA website and Town Website

6. Reports and Correspondence

a. Tim Dew Correspondence on OWL (attached)

b. Cynthia Dill Email on Sound of Zoom (attached)

c. Jenna Isaacson email to Town Council on feasibility Study via HDSC (attached)

d. Cynthia Dill Email on Plan B/Community Housing Follow-Up (attached)

e. Nancy Kelly invite for Family Fun Day (attached)

f. Draft City of Portland Fair Housing Analysis of Impediments that makes reference to Cape Elizabeth (Link below)

<https://content.civicplus.com/api/assets/6976eb32-88c4-4cf7-9910-e51d736907aa>

g. Denise Brautigam Email about Zoom information for May 1, 2023 Meeting (attached)

h. Emails Concerning Postponement of April 24, 2023 Committee Workshop

7. List Items on the Agenda

a. Review of RFP submissions for Public Opinion Survey

i. Great Lakes Market Research: (Attached)

ii. ETC Institute: (Attached)

iii. Strategic Research Institute: (Attached)

iv. Probolsky Research: (Attached)

v. Comenage: (Attached)

vi. Liz Trice with Kara Wilbur, Chris Miller, Addy Smith-Rieman, and Forest City LLC & Dept. Community Imagination: (Attached)

Attachments to proposal:

Liz Trice resume:

https://drive.google.com/file/d/14YcEB2L6zGBFCsv_XBPUkN8NwXwZwh-Z/view

Christopher M Miller CV: <file:///C:/Users/User/Downloads/2023%20CMiller-CV.pdf>

Kara Wilbur:

<https://drive.google.com/file/d/1tXvutp8rx7CY2Lq7cV0RM5mHNlq0TrBN/view>

Addy Smith-Rieman:

https://drive.google.com/file/d/1rJaZgvscH_LtXzIGlpFTcFsgXIhGmkNT/view

Tompsham Comp Plan:

https://drive.google.com/file/d/14YcEB2L6zGBFCsv_XBPUkN8NwXwZwh-Z/view

The Complete City: https://drive.google.com/file/d/1kM-7_0tKRovulqLate6mEaz4FqovBMX-/view

Maine Cooperative Development Partners power point slides: (Attached)

- b. Review Judy Colby-George Contract for Loomio

8. Next Meeting/Event

Announce Date/Time/Place

Items on the Agenda – Continued or New Items

- a) Monday, May 1 at 6:30PM at Town Hall, Council Chambers (hybrid)
 - a. Community Forum on Housing Types
 - b. In-fill lots and smaller homes
- b) Monday, May 15 at 6:30PM at Town Hall, Jordan Conference Room
 - a. Cumberland Town Manger to present
 - b. ADU expert Chris Lee to present
 - c. Community Forum review
 - d. Genesis Group & John Egan TA engagement Discussion
- c) Monday, June 5 at 6:30PM at Town Hall, Jordan Conference Room
 - a. Discussion and coordination of Family Fun Day
 - b. Discussion on Town-owned properties for potential building sites
- d) Saturday, June 17 Family Fun Day at Fort Williams Park
- e) Monday, June 26 at 6:30PM at Town Hall, Council Chambers (hybrid)

9. Public Comment

10. Adjournment

The board should vote to adjourn to ensure there is no further business.

Speaking at the Ad-Hoc Housing Diversity Study Committee Meeting After the public comment period has been opened, any person wishing to address the Ad-Hoc Housing Diversity Study Committee shall signify a desire to speak by raising their hand. When recognized by the chair, the speaker shall give their name and address or name and local affiliation, if the affiliation is relevant, prior to making comments. All remarks should be addressed to the Ad-Hoc Housing Diversity Study Committee. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of the committee members present. The time for public comment at the beginning of the meeting is limited to 15 minutes. This time may be extended by a majority vote of the committee members present. The time for public comment at the end of the meeting shall be sufficient for any member of the public to speak for 3 minutes. The chair may decline to recognize any person who has already spoken on the same agenda item and may call on speakers in a manner so as to balance debate. Once the Ad-Hoc Housing Diversity Study Committee has begun its deliberations on an item, no person shall be

permitted to address the Ad-Hoc Housing Diversity Study Committee on such item.

Written Comments

Members of the public are encouraged to submit written comments to the Ad-Hoc Housing Diversity Study Committee.

Email

Comments by email can be sent to HDSC@capeelizabeth.org.

Mail

Comments may be mailed to the attention of the Town Clerk. Comments will be scanned and emailed to staff and the committee. Town Clerk 320 Ocean House Road, Cape Elizabeth, Maine 04107.

Comments may be dropped off to the Town Clerk at Town Hall during office hours. Comments will be scanned and emailed to staff and the committee.

Decorum

Persons present at Ad-Hoc Housing Diversity Study Committee meetings shall not applaud or otherwise express approval or disapproval of any statements made, or actions taken at such meeting. Persons at Ad-Hoc Housing Diversity Study Committee meetings may only address the Ad Hoc Housing Diversity Study Committee after being recognized by the chair.

Supporting Documents

1. GIS Mapping of Neighborhoods of Cape Elizabeth (from Victoria Volent)
2. Qualifications of Affordable Housing (from Kevin Justh)
3. January – March Quarter Report to Town Council
4. Tim Dew Email
5. Cynthia Dill Email on Sound of Zoom
6. Jenna Isaacson email to Town Council on feasibility Study via HDSC
7. Cynthia Dill Email on Plan B/Community Housing Follow-Up
8. Nancy Kelly invite for Family Fun Day & Form
9. RFP Proposals
10. Denise Brautigam Email
11. Judy Colby-George Contract
12. In Fill Lot Information
13. Photo of Hobstone
14. Emails with Committee regarding postponement