



**TOWN OF CAPE ELIZABETH
Revised MEETING AGENDA**

MEETING: Ad-Hoc Housing Diversity Study Committee

DATE: August 7, 2023

TIME: 6:30 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

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 communication can't be restored the expectation is the meeting will continue.

Zoom Meeting Information:

[Join Zoom Meeting](#)

ID: 99326354376

[\(US\) +1 301-715-8592](#)

[Join Zoom meeting](<https://zoom.us/j/99326354376>)

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 July 17 and July 24 Meetings (attached)

5. List of Agenda Items

- a. Committee Final Report allocation of sections
- b. Town Council Draft Report for August meeting (TB attached)
- c. Extension request, additional meeting dates to request if approved, and timeline to complete committee charge
- d. Survey launch and data collection plan
- e. Loomio updates and plans
- f. Gull Crest funding opinion from Maine Housing discussion.
- g. GPCOG discussion

6. Staff Updates

7. Reports and Correspondence

- a. ADU email size (attached)
- b. Diversity study email (attached)
- c. Language for survey email (attached)
- d. Meeting materials update email (attached)
- e. Meeting tonight Curt Kelly email (attached)

8. Next Meeting/Event

Announce Date/Time/Place

Items on the Agenda – Continued or New Items

- a) Monday, August 28 at 6:30PM in Town Hall, Council Chambers (Hybrid)
- b) Monday, September 18 at 6:30PM in Town Hall, Council Chambers (Hybrid)
- c) Monday, September 25 at 6:30PM in 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. Draft Minutes for July 17, 2023 (attached)
2. Draft Minutes for July 24, 2023 (attached)
3. Draft Town Council Report for HDSC (attached)
4. ADU size email (attached)
5. Diversity Study email (attached)
6. Language for survey email (attached)
7. Meeting materials update email (attached)
8. Meeting tonight Curt Kelly email (attached)
9. GPCOG Housing Services Menu (attached)
10. GPCOG Growing Stronger Presentation (attached)