

**Town of Cape Elizabeth
Ordinance Committee Minutes**

June 24, 2025

4:00 p.m.

Town Hall

Members Present: Caitlin Jordan Harriman, Chair
Stephanie Anderson
Jonathan Sahrbeck

Staff: Maureen O'Meara, Town Planner
Rachel Davis, Thomas Memorial Library Director

Public Comment

Chair Harriman opened the meeting at 4:05 p.m. and asked for public comment.

Sandi Shapiro-Hunt, 75 Oakhurst Rd – She missed the Town Council meeting on Shore Road parking and wants to know why the town is prioritizing parking for out-of-towners? Bike use on Shore Road is dangerous and the parking and traffic study did not consider residents. We are providing free parking for out-of-town people. Why so many spaces on both sides of the road? There is no safe space for kids to ride a bike. Why are there so many no parking signs on Dyer Pond Road for a small trailhead? Other places have beaches, such as Kettle Cove, and all the streets have no parking.

Chair Harriman explained that Shore Road parking was discussed a lot by the Ordinance Committee and we received comments that folks did not want no parking in front of their homes. Parking on Shore Road has narrowed the road and slowed speeds, which was another concern from the public. Parking on Shore Road avoids parking in the neighborhoods. To reopen the issue, this needs to be brought to the full Town Council, which approved the plan and was then implemented by the Department of Public Works.

Councilor Sahrbeck agreed that the appropriate forum is the Town Council and getting perspective from the folks living there is valuable. This is a first step.

Ms. Shapiro-Hunt asked why we can't have resident only parking on certain months? The problem is volume of traffic, not speed. She likes to bike and wants parking on one side only. A lot of people want to weigh in and this needs to get back on the radar.

DEI Boards and Committees Ordinance Amendments

The committee invited Thomas Memorial Library Director Rachel Davis to provide context for the amendments. The committee started with the current ordinance provisions for the Diversity, Equity and Inclusion Committee.

Councilor Anderson asked about the specific membership qualifications. Other boards do not have these requirements. Ms. Davis agreed these could be removed.

Chair Harriman noted that the membership requirements are typically not that specific and she prefers to rely on the Appointments Committee to look for people who benefit the committee. The committee agreed to leave the membership qualifications out.

Chair Harriman would also like to remove the Town Council liaison. The Town Council had committee liaisons several years ago and discontinued the practice.

Ms. Davis suggested that the DEI Committee does not have the same ties to a town department as many other committees do and that may be part of their difficulty in defining their role. The Town Council liaison may help with greater support.

Chair Harriman said all committees have staff support. We want citizens to be creative without the influence/bias of a single Town Councilor.

Councilor Anderson hopes the changes to the charge will help the committee with focus and direction.

The committee agreed to remove the liaison language but encouraged the committee to reach out to the Town Council with ideas.

Staff noted that when the Boards and Committees Ordinance was overhauled, "Advisory" was removed from all the committee names. Does the Ordinance Committee want the revisions to follow the standard format in the Ordinance? The committee agreed that the DEI amendments be consistent with the ordinance format.

Consistent with the ordinance format, "responsibilities" have been replaced in the ordinance as "duties."

Ms. Davis explained the committee member's concerns to not be a mediator. Using an example of the committee recommending assistive technology at Town Council meetings, how is that conveyed to the Town Council? The committee staff person should submit that as Town Council meeting item.

The committee does not want the role as "resource" to the community or other boards because they do not feel they are experts. The committee agreed to delete the "resource" responsibility and also removed the student members, because they can participate without the ordinance language. The reporting and meetings recommendations are already included in the ordinance as standard for all committees.

At the close of discussion, Councilor Sahrbeck made a motion to recommend the discussed amendments to the Boards and Committees Ordinance to the Town Council, which was

seconded by Councilor Anderson. The motion passed 3-0. Staff will send draft amendments to Chair Harriman for review, revision, and approval.

Contract Zoning

Councilor Sahrbeck said that the contract zoning amendment is not necessary given the process we have for zoning amendments. He used the Special Event Facilities amendments as an example of the town responding to new uses/limited amendments.

Chair Harriman agreed that the current ordinance amendment process is effective in solving issues.

Councilor Sahrbeck added that the amendment process is transparent, and referenced the Town Center Zoning Amendments referendum vote recently concluded. Contract zoning is used in other communities, has worked in Scarborough, but we have a process here that works. Contract zoning won't save time and he is concerned with enforcement burdens.

Councilor Anderson said she would have liked more time to talk about contract zoning administration in other towns. This current draft is problematic and would need changes before sending to the Town Council.

Councilor Anderson made a motion to recommend against adoption of contract zoning to the Town Council, seconded by Councilor Sahrbeck, and the motion passed 3-0.

Junkyard standards and property maintenance

Chair Harriman is asking staff to get comparison language from other towns.

Councilor Anderson has spoken to Ben and he knows exactly what changes are needed.

Chair Harriman does not want to create ordinance language to solve a singular problem.

Councilor Anderson said it is multi-site problem.

Ms. O'Meara confirmed that the typical towns from the comprehensive plan would be appropriate to survey for language.

Public Comment

No one was present to speak.

Next meeting

The next meeting will be July 21, 2025 beginning at 4:00 p.m. The meeting adjourned at 4:55 p.m.