

MEMORANDUM

TO: Cape Elizabeth Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: June 19, 2012
SUBJECT: Short Term Rental Amendments

Introduction

In February, the Town Council forwarded to the Planning Board draft short term rental amendments. The Planning Board has held 5 workshops and 2 regular meetings, including this evening, to review and revise the draft. A public hearing has been scheduled for this evening, which is required under Sec. 19-10-3, Amendments.

Procedure

- The Board should summarize the content of the amendments.
- The Board should then open the public hearing.
- At the close of the public hearing, the Board may begin discussion of the amendments. The amendments may be revised by the Planning Board during the meeting. A draft report from the Planning Board to the Town Council has also been prepared for review and can be revised.
- At the close of discussion, the Board has the option to recommend or not recommend the amendments, or to table them to another workshop or regular meeting for further review.

Motion for the Board to Consider

BE IT ORDERED that, based on the materials and the facts presented, the Planning Board (recommends/does not recommend) the short term rental amendments to the Town Council for consideration.