



TOWN OF CAPE ELIZABETH

Town Hall
P.O. Box 6260
320 Ocean House Road
Cape Elizabeth, Maine 04107-0060

799-5251
Area Code 207
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Website: www.capeelizabeth.com

To: Town Council

From: Appointments Committee
Jessica Sullivan, Chairman
Caitlin Jordan
Frank Governali
Jamie Wagner

Re: Appointments to Town Center Plan Committee 2013

Date: April 2, 2013

The Appointments Committee is pleased to submit for town council consideration the following residents to serve on the newly formed Town Center Plan Committee 2013:

Stephanie Carver	40 Stonybrook Road
Diane Hessler	17 Canterbury Way
Skip Murray	20 Grover Road
Stephen Parkhurst	21 Oakhurst Road
Lee Ruty	1 Birchwood Road

We appreciate and thank all of the applicants who applied and expressed interest in serving the community.

Thank you to the council for your consideration of these recommendations.

Approved by the Town Council February 11, 2013

Town Center Plan Committee 2013

Introduction

Cape Elizabeth adopted a Town Center Planning in 1993 and subsequent zoning amendments in 1995. It is time to revisit the plan and take a fresh look at the Town Center with the goal to support a vibrant, business and pedestrian friendly town center. The committee should complete its recommendations by the end of 2013.

Committee Structure

The 2013 Town Center Committee shall consist of 9 members. The Town Council, following a recommendation from the Appointments Committee, shall appoint 5 residents, of which at least one shall be a town center business owner and one a resident of the town center or an adjacent neighborhood. The Town Council shall appoint 2 of its members to serve on the committee and shall ask the Planning Board and the School Board to also appoint one of its members to the committee. The committee shall appoint its own chair and shall keep minutes of the meetings. The Town Manager shall designate staff for the committee.

Committee Charge

1. The Town Center Plan Committee shall review existing conditions in the town center, including but not limited to land uses, lot and building vacancies, infrastructure (roads, sidewalks, stormwater, sanitary sewer, etc).
2. The committee should articulate a vision for the town center. The committee should focus on the purpose statement of the Town Center zone and confirm that the purpose statement remains valid or, if not, what changes are recommended to articulate a vision for the town center.
3. The committee shall prepare and implement a public information plan, with a focus on town center business owners, and shall hold a public forum.
4. The committee shall meet with the library planning committee to consider opportunities for enhancing the town center.
5. The committee shall provide a status report to the Town Council within 6 months of its first meeting.
6. The committee shall provide a final report with recommendations to the Town Council by December 31, 2013.

Committee Budget

The committee shall request funding from the town council to carry out its work program. The funds shall be appropriated from the unassigned general fund balance.



Town of Cape Elizabeth Town Center Plan Committee 2013 Seeking Members

The Town Council Appointments Committee is accepting applications from residents interested in serving on the newly formed Town Center Plan Committee 2013. Five residents will be appointed to the committee which will present its final report to the Town Council by December 31, 2013. Applicants may apply online at www.capeelizabeth.com, no later than **Friday, March 22, 2013**.

More information is available on the Town's website.

Questions should be directed to Debra Lane, Town Clerk
at debra.lane@capeelizabeth.org or 799-7665.



Debra Lane <debra.lane@capeelizabeth.org>

Application for Boards and Committees

1 message

Stephanie Carver

Mon, Feb 25, 2013 at 7:24 PM

To: debra.lane@capeelizabeth.org

Below is the result of your feedback form. It was submitted by
Stephanie Carver on Tuesday, February 26, 2013 at 00:24:33

Committee No. 1: Town Center Planning Committee

Address: 40 Stonybrook Road

Home phone:

Work phone:

unlisted:

Occupation: Land Use Planner

Employer: GPCOG

Why these boards?: Interested in participating in the future of Cape Elizabeth. I feel there is a great opportunity to create a village center.

Skills/Talents: I have participated in many village planning activities in other towns in both Maine and Massachusetts, and I have a thorough understanding of design, zoning and long range planning concepts that I think would help focus the group.

Previous Service: about one year on the Cape Elizabeth Community Services Advisory Committee.

Employed By Town/School: No

Volunteer For Town/School: No

Flexible Schedule: Yes

STEPHANIE M. CARVER

40 Stonybrook Road, Cape Elizabeth, Maine, 04107

WORK EXPERIENCE

GREATER PORTLAND COUNCIL OF GOVERNMENTS, Portland, Maine

February 2010 - Present

Senior Transportation and Land Use Planner

Manage Maine Department of Transportation and Maine Coastal Program planning contracts for the Cumberland County Region. Provide technical planning assistance and management to communities within Cumberland County including grant writing; comprehensive planning updates; local development review assistance; and ordinance development and analysis. Coordinate with local agencies, nonprofits and municipalities in the Casco Bay Watershed on multi-agency coastal initiatives promoting implementation of effective and supportive local and regional coastal policies.

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT, City of Salem, Massachusetts

April 2002- June 2003

Senior Planner, Waterfront Development Planner

Evaluated and managed proposals for urban development and revitalization projects under review by the planning board. Supervised planning board meetings. Monitored development projects throughout the City. Provided management for long-range land use, historic preservation, and community development plans to ensure compliance with the Salem Master Plan and Salem Municipal Harbor Plan.

DEPARTMENT OF PLANNING, Town of Westford, Massachusetts

July 2001 - April 2002

Assistant Town Planner

Assisted Town Planner in overseeing all activities and functions of the planning board. Monitored the construction of development projects and determined compliance with approved site plans. Coordinated neighborhood groups and committees conducting local planning and zoning initiatives.

UNIVERSITY OF NEW ORLEANS, New Orleans, Louisiana

September 2000 - May 2001

Graduate Assistant, College of Urban and Public Affairs

Performed research relating to local land use, zoning, and environmental issues. Mapped and coded neighborhood and commercial zoning areas throughout the local community as a member of the GIS field team. Assisted with community information meetings highlighting the attributes of the proposed land-use plan.

VOLUNTEER WORK / BOARD MEMBERSHIPS

PRESERVATION BURLINGTON, Board Member, Member Historic Preservation Committee

March 2007 - February 2008

ROSLINDALE VILLAGE MAIN STREETS, Board Member, Chair Design Review Committee

January 2004 - February 2007

EDUCATION

UNIVERSITY OF NEW ORLEANS, New Orleans, LA, M.U.R.P., *Urban and Regional Planning*, May 2004

WHEATON COLLEGE, Norton, MA, B.A., *International Relations*, May 1993



Google

Debra Lane <debra.lane@capeelizabeth.org>

Application for Boards and Committees

1 message

Diane M. Hessler

Mon, Feb 25, 2013 at 11:02 AM

To: debra.lane@capeelizabeth.org

Below is the result of your feedback form. It was submitted by
Diane M. Hessler on Monday, February 25, 2013 at 16:02:58

Date: February 25, 2013

Committee No. 1: Town Center Planning Committee

Address: 17 Canterbury Way, Cape Elizabeth, ME

Home phone:

unlisted:

Occupation: Consultant

Employer: IBM

Why these boards?: I saw the opening in the Cape Courier and on the website, and am interested in getting involved in local government while on a Leave of Absence from IBM. I use the area often and would like to be able to contribute

Skills/Talents: I have strong organizational skills, interpersonal skills and am detail oriented. I am also new to Cape Elizabeth (2 years) so I think I bring that perspective which may be different from other Committee members.

Previous Service: I have never participated on a municipal board. Two years ago I was a volunteer for the Alzheimer's Association for about a year. I am currently exploring volunteer work at the Portland Ronald McDonald House and with RTP.

Employed By Town/School: No

Volunteer For Town/School: No

Flexible Schedule: Yes



Debra Lane <debra.lane@capeelizabeth.org>

Application for Boards and Committees

1 message

Skip Murray

Wed, Feb 27, 2013 at 4:20 PM

To: debra.lane@capeelizabeth.org

Below is the result of your feedback form. It was submitted by
Skip Murray on Wednesday, February 27, 2013 at 21:20:41

Date: February 27, 2013

Committee No. 1: Town Center Committee

Address: 20 Grover Road Cape Elizabeth

Home phone:

unlisted:

Work phone:

FAX:

Occupation: Earthwork contractor

Employer: LP Murray & Sons, Inc.

Why these boards?: I own a business and property in the town center. I have also lived in this town for 51 years.

Skills/Talents: A strong knowledge of the town landscape both professionally and personally. I own and operate a 4th generation excavating company in the town center. I have worked on many municipal projects and personal projects so I understand the infrastructure requirements along with open space and connectivity concerns.

Previous Service: comprehensive planning committee 1.5 years

FWAC

CE rescue 6 years

CE conservation commission - donated many hours and some trail work

Employed By Town/School: No

Volunteer For Town/School: No

Flexible Schedule: Yes



Debra Lane <debra.lane@capeelizabeth.org>

Application for Boards and Committees

1 message

Stephen P. Parkhurst

Sat, Mar 16, 2013 at 12:40 PM

To: debra.lane@capeelizabeth.org

Below is the result of your feedback form. It was submitted by
Stephen P. Parkhurst) on Saturday, March 16, 2013 at 16:40:43

Committee No. 1: Town Center Planning Committee

Address: 21 Oakhurst Road

Home phone:

unlisted:

Occupation: Realtor

Employer: Town and Shore Associates LLC

Why these boards?: I'm very interested in helping to shape the future of the Town Center.

Skills/Talents: see below

Previous Service: I was on the C.E Planning Board for ten years , one as Chairman for one year . I also served on the Fort Williams Advisory Committee for six years.

Employed By Town/School: No

Volunteer For Town/School: No

Flexible Schedule: Yes



Google

Debra Lane <debra.lane@capeelizabeth.org>

Application for Boards and Committees

1 message

Lee Rutty

Thu, Mar 21, 2013 at 11:57 AM

To: debra.lane@capeelizabeth.org

Below is the result of your feedback form. It was submitted by
Lee Rutty on Thursday, March 21, 2013 at 15:57:07

Committee No. 1: Town Center Planning Committee

Address: 1 Birchwood Rd

Home phone:

Work phone:

unlisted: No

Occupation: IT Management

Employer: Aetna Inc

Why these boards?: I have lived here for 15 years now and have become increasingly involved in the town. I see this as an opportunity to help shape the future of CE. I am especially interested in the town center as I feel that it is in need of re-evaluation by the town. As a member of the TML BoT and a parent of 3 children I spend a lot of time in the town center.

Skills/Talents: I'm organized, intelligent and interested.

Previous Service: Thomas Memorial Library Board of Trustees, current, 2 years; TML BoT Liason to the TML Foundation, current, just begun.

Employed By Town/School: No

Volunteer For Town/School: No

Flexible Schedule: Yes
