

**TOWN OF CAPE ELIZABETH  
ORDINANCE COMMITTEE MEETING NOTICE**

MEETING: Ordinance Committee  
DATE: Monday, October 28, 2019  
TIME: 7:00 p.m. - 9:00 p.m.  
PLACE: **Jordan Conference Room**, Town Hall

**AGENDA**

1. **Minutes of meeting:** June 17, 2019
2. **Public Comment**
3. **Short Term Rental Regulations**

The Cape Elizabeth Town Council refers to the ordinance committee the short-term rental ordinance for a thorough and comprehensive review inclusive of recommendation #86 of the comprehensive plan:

#86 Streamline administrative tracking of short-term rental activity by requiring a permit, without expanding regulatory requirements, for operating a homestay or short-term rental of two weeks per year or less.

4. **Public Comment**
5. **Next Meeting**

The following items have been referred to the Ordinance Committee by the Town Council on October 16, 2019 and will be discussed at a future meeting which has not yet been scheduled.

#51 Consider town action to require residents to minimize pesticide use and take advantage of programs such as the Cumberland County Soil and Water Conservation District (CCSWCS) Healthy Yardscaping Initiative.

#30 Evaluate reducing the minimum lot size for existing, vacant, nonconforming lots to allow construction on infill lots of between 5,000 sq. ft. and 10,000 sq. ft. in size that will be served by public sewer and water and will comply with the Mandatory Affordable Housing provisions for low income housing.

#82 Review the regulation of existing, nonconforming lots (infill lots) and recommend ordinance revisions that allow nonconforming lots a reasonable opportunity to be built upon and/or buildings expanded to meet the needs of modern households while also protecting the character of neighborhoods.

### **Public Participation at Ordinance Committee Meetings**

The intent of this policy is to allow for public participation by interested parties and to provide for orderly committee deliberation.

#### **Speaking on topics on the regular Ordinance Committee meeting agenda**

After the public comment period has been opened, any person wishing to address the Ordinance Committee shall signify a desire to speak by raising his or her hand. When recognized by the chair, the speaker shall give his or her name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments. All remarks should be addressed to the Ordinance Committee. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of the Ordinance Committee members present. The time for public comments is limited to 15 minutes per agenda item. This time may be extended by a majority vote of the Ordinance Committee members present. 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 Ordinance Committee has begun its deliberations on an item, no person shall be permitted to address the Ordinance Committee on such item.

#### **Speaking on topics not on the regular Ordinance Committee meeting agenda**

Persons wishing to address the Ordinance Committee on an issue or concern local in nature, not appearing on the agenda, may do so at a regular Ordinance Committee meeting during any public comment period. Any person wishing to address the Ordinance Committee shall signify a desire to speak by raising his or her hand. When recognized by the chair, the speaker shall give his or her name and address or name and local affiliation. Comments in each comment period

shall be limited to three minutes per person and 15 minutes total; however, the time may be extended by a majority vote of the Ordinance Committee members present.

**Decorum**

Persons present at Ordinance Committee meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons at Ordinance Committee meetings may only address the Ordinance Committee after being recognized by the chair.