

**Town of Cape Elizabeth**  
**Planning Board Meeting Agenda**  
**July 18, 2023**  
7:00 p.m., Cape Elizabeth Town Hall

Live broadcast on CETV, livestream and remote participation are offered as a convenience when technology is available and operational. In the event technology is not available or there is a disruption in service and communication cannot be restored, the expectation is that the meeting will continue. Please review the Public Participation Process below.

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**AGENDA**

CALL TO ORDER

7:00 1. **Approval** of Minutes: June 20, 2023

OLD BUSINESS

7:05 2. **Carr Woods** – Shore Road Development Partners LLC is requesting final subdivision review and a Resource Protection Permit for Carr Woods, a 16 unit condominium and 1 single family home lot located on Deep Brook Drive (U6-91, 91A, 92, 94A, 95), Sec. 16-2-4 Final Subdivision Public Hearing and Sec. 19-8-3, Resource Protection Permit Public Hearing.

NEW BUSINESS

8:00 3. **4 Balsam Rd Resource Protection Permit** – David and Stacy Calabrese are requesting a Resource Protection Permit to alter 3,965 sq. ft. of RP2 wetland to construct a single family home located at 4 Balsam Rd, Sec. 19-8-3, Resource Protection Permit completeness.

OTHER BUSINESS

4. **Public Comment**

NOTE: The times on this agenda are approximate and are intended for the convenience of the

public; however, an item may begin earlier or later than the indicated time.

## **Public Participation Process**

### **Public Participation at regular Planning Board meetings**

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

### **Speaking on topics on the regular Planning Board meeting agenda**

The public hearing or public comment period will be opened after the applicant has made a presentation describing the project, or the Planning Board Chair has described the ordinance amendment or policy issue under consideration. When the Planning Board is considering the completeness of an application, public comments shall be limited to completeness and no comments on the merits of the application shall be made. If the Planning Board finds the application complete, the Planning Board may then open a second public comment period on the substance of the application and under the terms described below.

Members of the public wishing to address the Board concerning an agenda item shall wait until the Chair asks for public comment. The speaker is strongly encouraged to focus their comments on the development standards of review, or, in the case of an ordinance amendment or policy discussion, the issue under discussion. Each member of the public shall be allowed three (3) minutes, and such time may be extended at the discretion of the Chair. The Chair may decline to recognize any person who has already spoken on the same agenda item. Once the public hearing or public comment period is closed and the Planning Board has begun its deliberations on an item, no member of the public shall be permitted to address the Planning Board. The public hearing or public comment period may be reopened at the discretion of the Chair.

**In person participation:** When recognized by the Chair, the speaker shall state the speaker's name and address in an audible tone for the record and speak for up to 3 minutes.

**Remote Participation:** When the Chair introduces the opportunity for public comment on the item you wish to speak to, please click the Zoom link or call and enter your first and last name. You will be placed in the Zoom waiting room and your name will appear in the list of attendees. When recognized by the Chair, each attendee will provide their name and address, and speak for up to 3 minutes. When you have completed your comments for an item, you may exit Zoom and resume the CETV Livestream to view the meeting.

### **Speaking on topics not on the regular Planning Board meeting agenda**

Persons wishing to address the Board on an item not appearing on the agenda may do so only after disposition of all items appearing on the agenda, and only at the discretion of the Chair.