

Town of Cape Elizabeth
Planning Board Meeting Agenda
November 19, 2024
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: October 15, 2024
September 3, 2024 Workshop

CONSENT AGENDA

2. **51 Starboard Drive Subdivision Amendment.** Francis and Cindy Walsh are requesting an amendment to the Cape Colonial Village Condominium Subdivision Plan to expand the footprint of the unit located at 51 Starboard Drive (U45-2) to add a 10' x 14' sunroom, Sec. 16-2-5, Subdivision Amendment Consent Agenda.

OLD BUSINESS

- 7:05 3. **Cookie Jar Site Plan Amendment.** Tom and Donna Piscopo are requesting amendments to the previously approved site plan for the Cookie Jar, located at 554 Shore Rd (U1-3) to make parking and access improvements, Sec. 19-9, Site Plan Public Hearing.

OTHER BUSINESS

- 7:45 4. **Town Center Zoning Amendments 2024.** The Cape Elizabeth Town Council has referred to the Planning Board a request for amendments to the Town Center Zone, Sec. 19-10-3, Amendments, Public Hearing.

5. 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.