

**Town of Cape Elizabeth
Planning Board Meeting Agenda**

November 19, 2019

7:00 p.m.

Town Hall

CALL TO ORDER

- 7:00 1. **Approval** of Minutes: October 15, 2019 meeting
November 5, 2019 special meeting

NEW BUSINESS

- 7:05 2. **Ocean House Common Site Plan Amendment and Subdivision** - David Jacobson is requesting subdivision review to create a 4-lot subdivision located at 326 Ocean, plus amendments to the site plans for 326 Ocean House Rd and 320 Ocean House Rd (Town Hall lot) to connect to the parking lot, Sec. 16-2-3 Subdivision Completeness, Sec. 19-9 Site Plan Amendment Completeness.

OTHER BUSINESS

3. **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 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. When recognized by the Chair, the

speaker shall state the speaker's name and address in an audible tone for the record. The speaker is strongly encouraged to focus his/her 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.

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.