

**Town of Cape Elizabeth**  
**Town Center Plan Committee Minutes DRAFT**

June 3, 2013

4:00 p.m., Town Hall

Present: Stephanie Carver (Chairperson), Peter Curry (Planning Board), Diane Hessler, Skip Murray (Town Center business owner), Stephen Parkhurst (joined mid-meeting), Lee Ruddy, David Sherman (Town Council), Mary Townsend (School Board), Jamie Wagner (Town Council)

Guest: Duke Harrington (Current Publishing)

Staff: Maureen O'Meara

The Committee conducted a site walk of the Town Center zoning district, led by Ms. O'Meara. The history of proposed development on certain parcels was discussed, as well as the potential of certain parcels for enhancing the Town Center. Ms. O'Meara discussed the application of town policies regarding the installation of sidewalks and the sharing of driveways both for public safety and pedestrian appeal.

The Committee resumed its meeting in the Technology Conference Room at 5:10 p.m.

Upon motion made and seconded, the minutes of the meeting on May 20, 2013 were approved. Mr. Curry was designated to take the minutes for the meeting.

The Chairperson opened the meeting for public comment. There being no members of the public present, the public comment period was closed.

Ms. O'Meara conducted a review of the town's Zoning Ordinance, describing the permitted uses and other relevant requirements in the several zoning districts, and described how the Town Center zoning district was intended to fit in the zoning scheme and provide the primary source of commercial space. She explained the policy objectives of providing mixed-use commercial (ground floor) and residential (above) space, and establishing a pedestrian friendly town center area that would be attractive for residential shopping and enjoyment. Ms. O'Meara

suggested that the Committee consider the policies set forth in the Town Center Plan (1993) and the Comprehensive Plan (2007), and whether zoning requirements and incentives to appropriate development should be suggested to further those policies.

Ms. O'Meara then reviewed a spreadsheet of Town Center properties and uses.

Mr. Murray stated a concern that the zoning standards, particularly regarding landscaping, were too strict and expensive for developers, and suggested that appearance standards could be maintained on a more cost-effective basis.

Ms. Townsend stated that the presence of the schools and school children in the Town Center should be an important factor in the Committee's deliberations, and suggested that the Comprehensive Plan should be consulted for guidance.

Ms. Carver observed that the members should balance their personal opinions of what would be best for the Town Center district with the policy guidance set forth in the Town Center Plan and Comprehensive Plan.

Mr. Sherman recommended that the Committee achieve some focus by having a brainstorming session at the next meeting, with each member bringing a short list of his/her most important issues and recommendations, which would be combined and discussed.

Mr. Curry said the Committee should start establishing priorities on development aspects that need attention, and establish objective and subjective criteria to be met.

Ms. O'Meara agreed to assemble some data on tax revenues generated in the Town Center district. The Committee agreed to defer consideration on engaging a market study, but will review the draft proposal submitted by Ms. O'Meara. The members also agreed to review the Town Center Plan and Comprehensive Plan before the next meeting.

The Committee discussed dates for upcoming monthly meetings, and determined that the next two meetings would be held on July 15 and August 12, commencing at 4 p.m. at Town Hall.

Upon motion made and seconded, it was unanimously voted to adjourn at 6:20 p.m.