

**TOWN OF CAPE ELIZABETH
MEETING NOTICE**

MEETING: Town Center Plan Committee
DATE: Monday, August 12, 2013
TIME: **4:00 p.m. - 6:00 p.m.**
PLACE: Tech Conference Room, basement, Town Hall

AGENDA

1. **Call meeting to order**
2. **Minutes:** July 15, 2013
Acting minutes secretary: Skip Murray
3. **Public Comment.**
4. **Draft recommendations.** See attached.
5. **Town Center Vision review.** See attached.

From charge: The committee should articulate a vision for the town center. The committee should focus on the purpose statement of the Town Center zone and confirm that the purpose statement remains valid or, if not, what changes are recommended to articulate a vision for the town center.

6. **Joint meeting with Library Committee**

From charge: The committee shall meet with the library planning committee to consider opportunities for enhancing the town center.

- Appoint acting chair for joint meeting

- Identify discussion points for joint meeting on Monday, August 19th
7. **Public Comment.**
 8. **Next Meeting.** The next meeting is scheduled for Monday, August 19, 2013 with the Library Planning Committee, and then September 23rd.

Public Participation Procedures

Public Participation at Town Center Plan 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 Town Center Plan Committee meeting agenda

After the public comment period has been opened, any person wishing to address the Town Center Plan 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 Town Center Plan Committee. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of the Town Center Plan 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 Town Center Plan 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 Town Center Plan Committee has begun its deliberations on an item, no person shall be permitted to address the Town Center Plan Committee on such item.

Speaking on topics not on the regular Town Center Plan Committee meeting agenda

Persons wishing to address the Town Center Plan Committee on an issue or concern local in nature, not appearing on the agenda, may do so at a regular Town Center Plan Committee meeting during any public comment period. Any person wishing to address the Town Center Plan 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 Town Center Plan Committee members present.

Decorum

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