

**TOWN OF CAPE ELIZABETH
MEETING NOTICE**

MEETING: Town Center Plan Committee
DATE: Wednesday, October 2, 2013
TIME: **4:00 p.m. - 5:00 p.m.**
PLACE: Jordan Conference Room, Town Hall

AGENDA

1. **Call meeting to order**
Acting minutes secretary: Lee Ruttly
2. **Minutes:** August 19, 2013
September 23, 2013
3. **Public Comment** (to be limited to 15 minutes)
4. **Prepare for Public Forum**
5. **Public Comment.**
6. **Next Meeting.** The next meeting is the public forum scheduled for Thursday, October 17, 2013. The next committee meeting is October 28th.

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 public comment period. 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.