

**TOWN OF CAPE ELIZABETH  
ORDINANCE COMMITTEE MEETING NOTICE**

MEETING: Ordinance Committee  
DATE: Thursday, April 16, 2020  
TIME: 6:30 p.m. - 9:30 p.m.

As a result of the COVID-19 virus, the Ordinance Committee will conduct the meeting via remote access as provided by Maine law. The Ordinance Committee will use Zoom meeting to conduct the meeting and to allow the public to remotely attend and participate. Zoom will allow all Ordinance Committee members and members of the public to hear all discussion and hear votes, which will be taken by roll call, as required by law. Please use the following information to access the meeting by video/audio.

You are invited to a Zoom webinar.  
When: Apr 16, 2020 06:30 PM Eastern Time (US and Canada)  
Topic: Ordinance Committee 4-16-2020

Please copy and paste the click the link below into your internet browser to join the webinar:

<https://zoom.us/j/273496621>

Or iPhone one-tap :

US: +16468769923,,273496621# or +13126266799,,273496621#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 876 9923 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 301 715 8592 or +1 346 248 7799 or +1 408 638 0968

Webinar ID: 273 496 621

International numbers available: <https://zoom.us/u/adllIq9kn7V>

## AGENDA

1. **Minutes of meeting:** March 11, 2020
2. **Public Comment**
3. **Short Term Rental Regulations**

The Cape Elizabeth Town Council refers to the ordinance committee the short-term rental ordinance for a thorough and comprehensive review inclusive of recommendation #86 of the comprehensive plan:

#86 Streamline administrative tracking of short-term rental activity by requiring a permit, without expanding regulatory requirements, for operating a homestay or short-term rental of two weeks per year or less.

4. **Public Comment**
5. **Next Meeting**

### **Public Participation at Ordinance 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 Ordinance Committee meeting agenda**

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

### **Speaking on topics not on the regular Ordinance Committee meeting agenda**

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

**Decorum**

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