



Special Town Council Meeting

Wednesday, March 16, 2022 at 5:30 pm

via Zoom

**The special meeting will follow the workshop which begins
at 5:30 p.m.**

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86792163840>

Or One tap mobile :

US: +13017158592,,86792163840# or +13126266799,,86792163840#

Or Telephone:

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

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Webinar ID: 867 9216 3840

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If you join the webinar by Windows or Mac, use the Raise Hand function in the webinar controls if you wish to speak when public comment opportunities are announced. Speakers may be asked to Unmute/Mute their microphones.

· Windows: Alt+Y keyboard shortcut to raise/lower hand

· Mac: Option+Y keyboard shortcut to raise/lower hand

If you join the webinar by phone, use the Raise Hand function by dialing *9 if you wish to speak when public comment opportunities are announced. Speakers may be asked to Unmute/Mute their microphones; *6 Toggle Unmute/Mute. Note: You can't use a phone to lower your hand.

COVID-19 Update

Public proceedings by remote access for Town Council meetings are authorized by the Town of Cape Elizabeth's Remote Participation Policy adopted August 30, 2021 and the Order Declaring a Limited Emergency adopted August 30, 2021. The Order enacted as an Emergency was extended on March 14, 2022 until June 1, 2022. The Order may be further extended by vote of the Town Council.

1. Convening of the Meeting

Town Council Chairman Jeremy A. Gabrielson

2. Roll Call by the Town Clerk

Jeremy A. Gabrielson, Chairman

Nicole Boucher

Susan A. Gillis

Caitlin R. Jordan

Penelope A. Jordan

Gretchen R. Noonan

Timothy S. Reiniger

3. The Pledge of Allegiance to the Flag

4. Citizen Opportunity for Discussion of Items Not on the Agenda

(Limited to 15 minutes; 3 minutes per person. Time may be extended by a majority of the town council.) Persons wishing to address the council shall indicate their desire using the Raise Hand function of the Zoom meeting. When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

5. Item #65-2022 Housing Diversity Study RFP Results - Refer the Review of the Proposals to the Ordinance Committee

Opportunity for Public Comment (Limited to 15 minutes; 3 minutes per person. Time may be extended by a majority of the town council.) Persons wishing to address the council shall indicate their desire using the Raise Hand function of the Zoom meeting. When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

On February 14, 2022 the town council authorized the reissuance of an amended

Housing Diversity Study RFP as no proposals were received from the initial RFP due 1/7/2022. The deadline for the reissued RFP was March 11, 2022 and 7 proposals were received.

It is recommended the ordinance committee review the proposals and make a recommendation back to the council on the selection of a consultant. In order to remain on schedule, it is recommended the ordinance committee provide a recommendation by 4/1/2022 so that the council may consider the recommendation at the 4/14/2022 council meeting.

Draft Motion

ORDERED, the Cape Elizabeth Town Council refers to the Ordinance Committee review of the Housing Diversity Study proposals with a recommendation on the selection of a consultant back to the town council by 4/1/2022. It is anticipated the council will consider the recommendation at the 4/14/2022 council meeting.

Attachments:

- **Memo Town Planner Housing Diversity Study Proposal Selection 03 14 20 22** (Memo_Town_Planner_Housing_Diversity_Study_Proposal_Selection_03_14_2022.pdf)
- **Housing Diversity Study Proposal Workplan** (Cape_Elizabeth_Housing_Diversity_Proposal_Workplan.xls)
- **HDS Proposal Ashlock and Company LLC** (HDS_Proposal_Ashlock_and_Company_LLC.pdf)
- **Jeremy Ashlock Resume** (Jeremy_Ashlock_Resume_2.15.22.pdf)
- **HDS Proposal Camoin Associates** (HDS_Proposal_Camoin_Associates.pdf)
- **HDS Proposal Crane Associates Inc** (HDS_Proposal_Crane_Associates_Inc.pdf)
- **HDS Proposal Dovetail** (HDS_Proposal_Dovetail.pdf)
- **HDS Proposal Inclusion Maine** (HDS_Proposal_Inclusion_Maine.pdf)
- **HDS Proposal Urban Partners** (HDS_Proposal_Urban_Partners.pdf)
- **HDS Proposal utile** (HDS_Proposal_utile.pdf)

6. Citizens may at this point in the meeting raise any topic that is not on the agenda that pertains to Cape Elizabeth local government.

(Limited to 15 minutes; 3 minutes per person. Time may be extended by a majority of the town council.) Persons wishing to address the council shall indicate their desire using the Raise Hand function of the Zoom meeting. When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

7. Adjournment

Public Participation at Town Council Meetings

After an item has been introduced, any person wishing to address the council shall signify a desire to speak by raising their hand or by approaching the lectern. When

recognized by the chairman, 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 Council. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of councilors present. For agenda items that are not formally advertised public hearings, the time for public comments is limited to 15 minutes per agenda item. This time may be extended by a majority of the Town Council. The chairman 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 Council has begun its deliberations on an item, no person shall be permitted to address the Council on such item.

Speaking at the meeting on topics not on the agenda at regular Council meetings

Persons wishing to address the Council on an issue or concern local in nature not appearing on the agenda may do so at a regular Town Council meeting before the town manager's report and/or after the disposition of all items appearing on the agenda. Any person wishing to address the Council shall signify a desire to speak by raising their hand or by approaching the lectern. When recognized by the chairman, the speaker shall give his or her name and address or name and local affiliation if the local affiliation is pertinent. Comments in each comment period shall be limited to three minutes per person and 15 minutes total; however, the time may be extended by majority vote of councilors present.

Decorum

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