

## MEMORANDUM

April 5, 2017

**To: Cape Elizabeth Town Council**  
**From: Matthew Sturgis, Town Manager**  
**RE: Additional item to add to charge for Harbors Committee**

Dear Council Members:

On March 28, 2017 I attended the Harbors Committee as an invited guest. This meeting was an opportunity to speak with the committee about its charge and other areas of interest. During our discussion I presented a request from the Town Planner and the Comprehensive Planning Committee to the Harbors Committee to assist in the writing of the marine resources segment of the new Comprehensive Plan. The thought behind this request is that this committee would have the specialized knowledge needed to assist in a thorough examination of this area, and that the Harbors Committee work would merge very well with the desired information in this section of the Comprehensive Plan. The Harbors Committee agreed that this is an item they felt comfortable in assisting with.

The Harbors Committee also has a charge that was set by the Town Council, and although this may be an implied concept that is in-line with the committee's charge, it may be best to formalize this item as an additional charge for the Harbors Committee. A recommended item to add to the charge could be as follows:

“Assist in writing the Marine Resources section of the Comprehensive Plan”

Formalizing this as an additional segment of the Harbors Committee's charge will provide clarity in performing their work, and would also be consistent with the committee's charge of “consider such other related matters as the town council may request”.

Approved by the Town Council  
October 5, 2016  
Proposed Amendment April 10, 2017

### **Harbors Committee Charge**

#### **Committee Purpose**

The Town of Cape Elizabeth last conducted a major review of its harbors in the late 1980's with nearly 30 years having passed since the last review of how our coastal water resources are serving our fishing, aquaculture and recreational boating needs, it is an opportune time to review issues relating to our harbors.

The committee shall:

- Review the Town's Coastal Waters and Harbor Ordinance and recommend any changes it deems desirable to the town council.
- Meet with state officials to determine options for boat access in the Kettle Cove/Crescent Beach State Park area and develop a long range plan for access.
- Update the maps utilized by the harbormaster showing potential locations for moorings.
- Inventory public water access.
- Assist in writing the marine resources section of the comprehensive plan.
- Consider such other related matters as the town council may request.

#### **Committee Structure**

The Harbors Committee shall consist of five persons. Two members shall be members of the town council chosen by the council. The town council, following a recommendation from the appointments committee, shall appoint three citizens. The committee shall appoint its own chair.

#### **Committee Resources**

Funds for the committee's work in the amount of \$15,000 are hereby appropriated from the unassigned fund balance. This shall fund a consultant to work with the committee who has expertise in issues relating to municipal harbors and boat access and shall fund expenses for mapping.

#### **Committee Timeline**

The committee shall first meet after January 2017 after appointments have been completed. The committee will complete its work with a report to the Town Council by December 31, 2017.