**MEMORANDUM**

 TO: Cape Elizabeth Planning Board

 FROM: Maureen O’Meara, Town Planner

 DATE: December 21, 2010

 SUBJECT: Flagpole Amendment

Introduction

The Town Council has referred to the Planning Board a request to review regulation of flagpoles. The Planning Board has reviewed existing regulations in Cape Elizabeth and abutting communities. For this meeting, they are considerating a recommendation that no changes be made, as further described on the attached draft memorandum.

Procedure

•The Board should summarize the draft recommendation under consideration.

•The Board should then open the public hearing, which has been advertised for this evening.

•At the close of the public hearing, the Board has the option to table the item to a future workshop or regular meeting, or to make a recommendation to the Town Council.

Motion for the Board to Consider

BE IT ORDERED that, based on the materials and facts presented, the Planning Board does not recommend any changes to existing regulation of flagpoles to the Town Council.