

## MEMORANDUM

TO: Cape Elizabeth Planning Board  
FROM: Maureen O'Meara, Town Planner  
DATE: March 6, 2012  
SUBJECT: Short Term Rental Amendments

### Introduction

The Town Council has forwarded to the Planning Board amendments to the Zoning Ordinance intended to regulate short-term rentals. The draft amendments were prepared by the Ordinance Committee.

### Sequence of review

In order to promote a productive review that allows a thorough discussion of the amendments and, ultimately decisions by the Planning Board, I am recommending the following outline for review:

1. Review of existing short term rental activity in Cape Elizabeth.
2. Review of sample regulations from selected communities.
3. Review of existing regulations:   Miscellaneous Offenses Ordinance  
  Traffic Ordinance  
  Zoning Ordinance - CEO interpretation
4. Does the Planning Board want to recommend some regulation of short-term rentals? If not, move item to regular meeting for public hearing.

If yes, discuss what approach to use.