

MEMORANDUM

TO: Cape Elizabeth Planning Board
FROM: Jessica Sullivan, Town Council Chair
DATE: June 27, 2014
SUBJECT: Planning Board recommendation on the Land Use Amendments

This is to follow up on the June 17th planning board workshop. At that meeting, Kathy Ray, chair of the ordinance committee, and I met with the planning board to discuss timeliness of planning board recommendations to the town council.

The discussion of town council expectations and planning board workload and priorities was very beneficial. The town council appreciates the effort the planning board makes to vet ordinance amendments, but would like to reduce the overall time needed to process an amendment request.

The planning board is currently working on the land use amendments package. Board members noted that the town council has referred this to the planning board a year ago, but it was set aside to deal with other amendments which were considered more pressing. The planning board has returned to this amendments package and would appreciate some guidance from the town council on expectations for completion.

I plan to suggest to the town council that the planning board work toward completing a recommendation on the land use amendments by end of January, 2015. If the planning board process is not complete by the end of January, the planning board should provide a status report describing what has been accomplished, what still needs to be done, and the expected date of completion.

I also will be encouraging the town council to provide the planning board with a sense of the priority on future referrals.