



Cape Elizabeth Town Council

Workshop DRAFT Notes

Tuesday, September 24, 2019

7:00 p.m. – Town Hall

William H. Jordan Conference Room

James M. "Jamie" Garvin, Chairman
Valerie A. R. Adams
Valerie J. Deveraux
Jeremy A. Gabrielson
Caitlin R. Jordan
Penelope A. Jordan
Christopher M. Straw

The workshop was convened at 7:07 p.m. by Chairman Garvin.

All members of the town council were present.

Debra Lane, Town Clerk
Maureen O'Meara, Town Planner
Matthew Sturgis, Town Manager

1. Comp Plan Implementation

The town council reviewed two memos:

- 2019 Comprehensive Plan Potential Hot Spots - Town Planner Maureen O'Meara
- Notes – Implementation of the Comprehensive Plan – Councilor Adams

The town council reviewed how best to implement the recommendations (89) in the comprehensive plan.

Sorting the recommendations by topic e.g. ordinance changes, capital planning is a way to organize the topics.

#43 Improve coordination to adopt a unified town/school capital investment plan.

This recommendation is important as it will provide an overview of the town's finances and how some of the expensive items may be funded.

Tasks should be assigned to existing committees and staff. In some instances, it may be appropriate to hire additional expertise or assistance to supplement committee work. For example; to post mooring maps online, the harbor master may need technical assistance to produce the information to provide to the webmaster; a consultant may be helpful in evaluating the needs of fire services; planning assistance and a facilitator to help with public outreach may be requested to help the Fort Williams Committee with the master plan; GPCOG or Muskie Institute student may be a resource to help evaluate trends and impacts on tourism in Cape Elizabeth.

Should a fixed schedule be developed to remind the town council and staff what needs to be done every 3, 5, 10 years etc. This may be unwieldy so it was suggested when the council adopts their annual goals they consider what ordinance, policy, or rule needs to be reviewed. This would also include whether it's time to reissue RFP's for goods and services to ensure the town is receiving the best service and prices.

It was a consensus of the town council to begin assigning tasks so that committees and staff can begin working on and scheduling recommendations into the work load understanding some tasks will take more time than others.

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As a start, the town council will consider the following referrals at the October 16 meeting:

#47 Refer to the Planning Board

Retain the current, stringent Resource Protection Regulations, Shoreland Zoning, Floodplain Management Ordinance, Great Pond Overlay District and cluster development requirements.

#48 Refer to the Planning Board

Review and update the Resource Protection Permit standards to emphasize avoidance and minimization of wetland alterations.

#51 Refer to the Ordinance Committee

Consider town action to require residents to minimize pesticide use and take advantage of programs such as the Cumberland County Soil and Water Conservation District (CCSWCS) Healthy Yardscaping Initiative.

#72 Assign names to significant unnamed bodies of water and streams.

#86 Refer to the Ordinance Committee

Streamline administrative tracking of short-term rental activity by requiring a permit, without expanding regulatory requirements, for operating a homestay or short-term rental of two weeks per year or less.

Chairman Garvin received a request from Superintendent Wolfrom requesting two representatives from the town council to service on the newly-formed ad hoc Building Committee. The committee has been established for the purpose of reviewing the school needs assessment report, determining priorities, determining the scope of a possible bond, and making a recommendation to the school board. Meetings of the committee are scheduled for 10/22, 10/29 (tentative), 11/5, 12/3 and 1/7/2020.

It was a consensus that Chairman Garvin and Councilor Deveraux be considered to represent the council on the Building Committee. The council will consider the appointments at the next meeting on October 16.

Adjournment

The workshop was adjourned at 9:18 p.m. without objection.

Respectfully Submitted,

Debra M. Lane, Town Clerk

