

## MEMORANDUM

TO: Cape Elizabeth Town Council  
FROM: Open Space and Greenbelt Management Plan Committee  
DATE: September 30, 2010  
SUBJECT: Open Space and Greenbelt Management Committee Status Report

The Town Council approved an authorization to create the Open Space and Greenbelt Management Committee on April 12, 2010 with a requirement that a status report be submitted six months after the first meeting of the Committee. Following Town Council authorization, the Conservation Commission and Town Council Liaison Jessica Sullivan discussed the committee at their May 11, 2010 meeting. Subsequently, the Open Space and Greenbelt Management Committee officially convened on June 8, 2010.

The committee has met monthly, usually at 8:00 p.m. immediately following the Conservation Commission meeting. The committee did hold a special public forum to solicit public comment on June 16th. Meeting notes from that meeting are attached. The Commission also cancelled the August Conservation Commission meeting in order to devote the entire night to the Open Space Management meeting.

The committee has prepared a Public Participation Plan. The committee and staff have also conducted extensive research and have found few examples of open space management plans broadly addressing multiple open space sites. A volunteer intern has conducted a maintenance survey of existing town trails which the committee found valuable.

The committee has prepared a detailed outline of the management plan, which is attached. The plan will include an updated inventory of open space and uses commonly occurring on those spaces, short and long-term maintenance recommendations and some policy recommendations for Town Council consideration. At this time, it is likely that the committee will be requesting from the Town Council a 6-month extension from the December 31, 2010 deadline to complete a draft management plan.

### Attachments:

- Notes from the June 16, 2010 public forum
- Public Participation Plan
- Plan outline

## **Open Space and Greenbelt Management Plan Outline**

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- I. Purpose/Vision statement**
  - A. Town Council charge
  - B. Greenbelt Plan Vision Statement
  - C. Vision may change/be added to as town changes
  - D. Stewardship
  
- II. Management Plan Components**
  - A. Town owned Open space land
    - 1. Dominant use open space
    - 2. Subordinate use open space
  - B. Town owned easements/fee ownership by others
  - C. Linkages to town owned land/easements
  
- III. Inventory and Description of Properties by Use Category**
  - A. Use category (open space with/without trails, wildlife habitat (unimproved), paper streets or pedestrian connectors, other) location, size, topography, natural features
  - B. Use restrictions
    - 1. Deed restrictions
    - 2. Existing ordinances/ state law and regulations
    - 3. Town policies
  
- IV. Role of Responsible Parties**
  - A. Town Council
  - B. Town Manager
  - C. Conservation Commission
  - D. Town Planner
  - E. Public Works Department
  - F. Code Enforcement Officer
  - G. Private Property Owners
  - H. Other stakeholders
  
- V. Property Management and Maintenance Policies**
  - A. Town-wide property management policies
    - 1. Existing ordinances, State laws and regulations
    - 2. Trail conditions
    - 3. Signage
    - 4. Hours of operation

5. Encroachments
  6. Invasive species
  7. Animal refuse
  8. Flora and fauna damage or removal
  9. New work
    - a. new bridges
    - b. new trails
    - c. new signage boxes
    - d. new structures, etc.
  10. Hunting
  11. Trapping
  12. Camping
  13. Horses
  14. Pets
  15. Other
- B. Property management policies for specific parcels.

**VI. Maintenance Policies and Policies for specific properties**

- A. Town wide policies
1. Establish base condition goal
  2. Ongoing/Annual maintenance
  3. Short-term maintenance needs
  4. Long Term maintenance needs
  5. Temporary trail closures
    - a. repair
    - b. rest
- B. Parcel Specific

**VII. Public Information and Safety**

- A. Town website
1. Publicize trail or space closure, repair status, etc
  2. Special events
- B. Local media
- C. Maps
- D. New Media presence
- E. Signage

**VIII. Additional Recommendations**

- A. Policies, including model conservation easement deed
- B. Funding
- C. Coordination with Land Trust
- D. Volunteer development

Open Space Management Plan Committee Public Forum  
June 16, 2010

Present: Dena DeSena, Marti Blair, Jon Planinsek, Mike Duddy  
Jessica Sullivan, Town Council Liaison

The meeting was called to order at 7:00 p.m. by Chair Dena DeSena.

**Dena DeSena** greeted the audience present and those who watching the meeting from home.

Conservation Commission members introduced themselves.

**Dena DeSena** listed the different activities (trail days, regular meetings, building bridges, boat racks, hang signs, etc.) the Conservation Commission members do during the year together with dedicated volunteers.

**Jessica Sullivan** read the Charge of the Open Space and Greenbelt Management Committee.

**Marti Blair and Jessica Sullivan** gave a presentation on the Town owned properties and Town's conservation easements. They showed the GPS trail maps and explained that there will be a CE map created including all the trails. The Commission is working on the best ways to provide information on trails and to make trails accessible to the public. Marti Blair emphasized how extremely committed the Town Planner is how hard is she working on to get easements or arrange for transfers.

**Mike Duddy** talked about the possible issues might come up and would like to get comments about from the public.

- Walking dogs, off leash, close to homes and street.
- Mountain bikes on trails, (local club volunteers already provide help with maintenance).
- Horses have a greater impact on trails than walkers, is this an issue?
- Local resident's encroachment – fences, planting, etc.
- Hours of usage of trails.

The town never had an open space operational, management plan before, so this is a golden opportunity.

**Sheila Wellehan – 24 Rocky Hill Road**

Her priorities are increasing access, good mapping of trails, and let people know about possibilities. She encourages more publicity.

**Dena DeSena** – map on website will show trails, the length of the trails, etc.

**Mike Duddy** – signage of trails improved during the past years, GPS maps will show where trails start and end.

**Dena DeSena** – at larger trails info boxes with maps are already available and this is priority. Please send comments to Town Planner, Maureen O’Meara to help Commission to make a better plan. There will be another meeting on this around mid fall.

**Jessica Sullivan** – The Commission talked a lot about mapping, giving information to the public on the length of the trail, the time needed to walk the trail – it will be terrific.

**Dena DeSena** – The second half of each Conservation Commission meeting will be dedicated to the Open Space Management Plan.

**Sheila Wellehan** – not sure about the form of comments from the public. Suggests not using “dogs off leash”, using instead “voice control and in sight” as this implies the dog owner’s responsibility. Land Trust has rules on their trails and it would be practical to use the same rules.

Meeting adjourned at 7:30 p.m.

Respectively submitted: Aniko Varadi

## Open Space Management Plan Public Participation Plan

The Public Participation Plan focuses on transparency in the development of the plan and participation at many levels by town residents. The following steps will be taken to implement these goals.

1. Website. All meeting schedules, agendas, and minutes will be posted on the town website, [www.capeelizabeth.com](http://www.capeelizabeth.com). Advance mailing of all agendas will also be emailed to local newspapers.
2. Multi-level participation. Multiple approaches to engaging the public should be employed, which should maximize public involvement because different people take in information in different ways.

In addition to the website, the committee will hold at least one public forum. The committee may use first class mailed notices for specific interest groups. Press releases will be issued to local newspapers.

The committee will set aside time at the beginning of each meeting for public comment. Email and written comments are always welcome.

3. Schedule. The committee will generally pursue the following schedule, although it may need to be adjusted as the plan is developed.

<u>Date</u>	<u>Action</u>
4/12/10	Town Council approves authorization
6/8/10	First official meeting of Open Space Management Committee
6/16/10	Public Forum
9/30/10	Status Report to Town Council
12/30/10	Completion of plan for Town Council consideration