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2 **Conservation Ordinance Amendments**
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4 **Article V. Open Space Management** [Adopted eff. 06/14/2012]
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6 **Sec. 18-5-1. Purpose.** Open spaces managed by the Town of Cape Elizabeth are for the benefit
7 and enjoyment of all citizens and visitors. Town policy is to impose as few restrictions on use of
8 these properties as possible, consistent with the desire to promote user safety in a natural
9 environment, minimize conflicting uses, protect the natural features and generally exercise
10 proactive stewardship of a valuable and enduring town asset. This ordinance establishes Town
11 open space management rules to safeguard the essential character of Cape Elizabeth public open
12 spaces for public use now and in the future.
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14 **Sec. 18-5-2. Applicability.** The provisions of this chapter apply to all open space (as defined
15 below) for which site-specific rules and/or management entities have not otherwise been
16 approved by the Town Council. Town owned open space exempted from the chapter includes
17 Fort Williams Park, Town athletic fields, Riverside Memorial Cemetery, and the school campus.
18 Town athletic fields shall mean any athletic field managed and/or scheduled by the Cape
19 Elizabeth School Department Athletic Director. School campus shall mean all the groomed and
20 improved portions of the school campus. Athletic fields and the school campus does not include
21 the natural areas adjacent to groomed and maintained athletic fields and school campus.
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23 **Sec. 18-5-3. Definitions.** The following terms shall have the meanings given herein. All words
24 not defined herein shall carry their customary and usual meanings.
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26 **Animal Trap:** Any device that is made to catch undomesticated animals.
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28 **Encroachment:** An alteration of open space by a private party without permission of the Town
29 of Cape Elizabeth. Encroachments may include, but are not limited to:
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- 31 1. Placement of structures, buildings, fences, landscape objects, and play equipment;
- 32 2. Placement of yard and leaf waste;
- 33 3. Placement of household trash;
- 34 4. Planting of trees and vegetation;
- 35 5. Removal of trees and vegetation;
- 36 6. Unauthorized clearing, mowing and landscaping.
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38 **Greenbelt:** A network of public trails located on Town owned or easement held land. Most
39 greenbelt trails are marked with Town greenbelt trails signs and are included on the Town
40 Greenbelt Trails Map.
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42 **Open Space:** Land owned in fee or held in easement by the Town of Cape Elizabeth where
43 public access is permitted and is included in the Town inventory of open space.
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45 **Sec. 18-5-4. Open Space Management Regulations.** The following regulations shall govern the
46 use of open space subject to this chapter.
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- 1 a. Trail Closure. The Town Manager may close a trail on a temporary basis to
2 preserve trail surface stability, for trail maintenance or public safety. Notification
3 of a closed trail shall be posted on the Town website and at the trail, when
4 conditions permit, and shall be provided electronically to the Conservation
5 ~~Committee~~Commission.
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- 7 b. Hours of Operation. Open space subject to this chapter shall be open at all hours
8 for the enjoyment of the public. From the hours of sunset to sunrise, trail users
9 shall limit activities to the quiet enjoyment of trails and open space. Snowmobiles
10 may be operated in designated areas from sunrise until 8:00 p.m.
11
- 12 c. Encroachments. Encroachments are prohibited. Open space is held for the benefit
13 and enjoyment of public use, for its own use, and within the context of local
14 ordinances, deed restrictions, and usage easements which the Town has purchased
15 or been granted. The Town is responsible for protecting the public interest in
16 public property, now and for future generations, and has a fiduciary responsibility
17 to protect these assets.
18

19 When a possible encroachment occurs, the following process shall be used:
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- 21 1. Identification of an encroachment. A potential encroachment on open
22 space may be reported to the Town Manager by any party.
23
- 24 2. Confirm encroachment. Following report of a potential encroachment, the
25 potential encroachment shall be inspected by the Town and, if deemed
26 necessary, a professional surveyor may be retained to confirm the property
27 boundary and prepare a sketch showing the extent of the encroachment.
28 When applicable, the deed for the open space shall be reviewed for
29 restrictions. If the Conservation ~~Committee~~Commission identifies a
30 possible encroachment, it may gather information as described above and
31 report its findings to the Town Manager.
32
- 33 3. Identification of party causing encroachment. The Town Manager shall
34 attempt to identify who has caused the encroachment and initiate contact.
35 If the responsible party cannot be determined, the Town may take action
36 to remedy the encroachment under subsection 4 below. If the party can be
37 identified, the Town Manager shall initiate contact and seek voluntary
38 cooperation to remove, repair, restore and/or replace as necessary.
39
- 40 4. Remediation. If the Town Manager is unable to obtain voluntary
41 cooperation, all legal remedies available to a property owner may be
42 undertaken by the Town. Remedies may include but are not limited to
43 removal of structures, replanting of vegetation, installation of fencing or
44 other visually prominent boundary markers, and a recovery of any costs
45 incurred by the town. Appeal of the Town Manager's determination that
46 an encroachment has occurred may be made to the Town Council.

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- d. Vegetation Damage or Removal. No vegetation shall be removed on open space without the permission of the Town, except for blockage of Town trails. When vegetation blocks a trail marked with greenbelt trail signs, vegetative barriers such as trees and branches may be removed, only where the trail is located, without Town permission.

- e. Tree Stand. No tree stand shall be erected on open space without the permission of the Town Manager. Permission to erect a tree stand for the purpose of hunting may be obtained in compliance with the following requirements:
 - 1. The tree stand must be installed in conformance with state law;
 - 2. The tree stand must be installed a minimum of 100 yards from any residential dwelling;
 - 3. The tree stand must be installed a minimum of 10 yards from any Town of Cape Elizabeth greenbelt trail marked with greenbelt signs; and
 - 4. The tree stand must include the name and contact information of the owner on the tree stand.

- f. Animal Traps. The Town of Cape Elizabeth determines that all open space is located within one half (1/2) mile of the built-up section of the Town, as used in the State of Maine Trapping Rules, and therefore only “cage-type live traps and drowning sets” may be used in Cape Elizabeth. No traps may be set on open space without the Town Manager’s permission. Licensed trappers may be granted permission in order to remove animals causing damage to property or for wildlife survey and research purposes.

- g. Motorized vehicles. No motorized vehicles may operate on open space, except as follows:
 - 1. Snowmobiles may be operated on open space designated on the Uses and Activities Chart in the Management of Greenbelt and Open Space Plan;
 - 2. Motorized vehicles performing construction and maintenance work authorized by the Town; and
 - 3. Emergency services vehicles.

- h. Events. Group events on open space must obtain permission from the Town prior to the event. For an event that is not publicly advertised and involving the assembly of less than 50 persons, an application will be reviewed by the Town Manager or Town Manager’s designee. For an event that is publicly advertised and/or will include 50 or more attendees, an application will be reviewed by the

1 Conservation ~~Committee~~Commission. For an event with 150 or more attendees,
2 an application will be reviewed by the Conservation ~~Committee~~Commission,
3 which shall then make a recommendation to the Town Council. The Town
4 Council may make independent findings in approving or denying any request.
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6 An application shall be made in writing and provide information for each of the
7 following items:
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- 9 1. The name of the applicant, a contact person, contact information and
10 person supervising the event on-site;
- 11 2. A description of the event including the date and time of the activity, a
12 description of the group's mission or purpose and experience in holding
13 events, purpose of the event and the anticipated number of attendees;
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- 15 3. Event parking, event tent or other on-site set-up, and need for utilities such
16 as sanitary waste disposal, electricity, amplified sound, power generator,
17 trash removal, etc;
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- 19 4. Insurance or other liability arrangements.
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22 The reviewing authority will consider the following in reviewing an event
23 application:
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- 25 1. If an event has already been approved for the same open space on the
26 same day (Priority shall be given to Town of Cape Elizabeth, Cape
27 Elizabeth School Department, and Cape Elizabeth based organizations
28 events when applications are submitted at the same time for the same open
29 space);
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- 31 2. If the event is in keeping with the desired recreational and cultural uses of
32 the open space;
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- 34 3. If the event is compatible with the enjoyment of the open space by non-
35 event users;
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- 37 4. If the event may expose the town to unreasonable safety related liabilities;
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- 39 5. Experience of the applicant in handling large crowds;
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- 41 6. The number of vehicles anticipated, parking available and traffic impacts;
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- 43 7. The insurance coverage or liability arrangements of the applicant;
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- 45 8. The need and availability of public safety personnel for event security;
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9. Expected need and use of sanitary facilities, electrical service, refuse disposal and recycling;
10. Use of outside vendors;
11. Advertising for the event;
12. Extent of wear to the open space;
13. Potential noise or other impacts on abutters; and
14. Other impacts unique to the open space or the event.

Sec. 18-5-5. Penalties. The violation of any provision of this ordinance shall, in addition to any civil penalties available to the Town therefore, constitute a misdemeanor and be punishable by a fine not to exceed \$1,000.00 to be recovered upon complaint to the use to the Town. Each day that any violation of this ordinance shall continue following notification thereof by the Town Manager shall constitute a separate offense.

Article VI. Open Space Evaluation and Preservation Program

Sec. 18-6-1. Purpose. The purpose of the open space evaluation and preservation program is to establish an ongoing, standardized effort for identifying, evaluating and recommending additions to the Town’s inventory of preserved open spaces.

Sec. 18-6-2. Authority. The program shall be conducted by the Conservation Committee with updates at each stage to the Town Manager.

Sec. 18-6-3. Program Components. The Conservation Committee shall periodically conduct an evaluation and present a report to the Town Council. The evaluation shall include the following components.

- a. Identification and Evaluation. The Conservation Committee shall periodically undertake a review of existing open space and consider areas or specific parcels that may be desirable additions to the Town open space system.
- b. Open Space Evaluation Criteria. The Conservation Committee shall focus on land that meets open space criteria adopted by the Town Council. The evaluation process shall include a public participation component that invites suggestions and input from all members of the public and stakeholders. If specific parcels held in private ownership are under consideration, the Conservation Commisttee shall endeavor to meet with the property owner prior to making a recommendation. In the absence of criteria adopted by the Town Council, the following criteria shall be used:

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1. Agriculture - undeveloped lands used for agriculture.
2. Greenbelt trails and recreation areas -land identified in the current Greenbelt Plan.
3. Wildlife habitat - undeveloped lands that provide a habitat for wildlife as identified by the State of Maine such as the Beginning with Habitat information and field verified.
4. Other - significant scenic, cultural and/or unique properties identified by the Town Council.

c. Recommendation. At the completion of its evaluation, the Conservation Committee shall forward its open space recommendations to the Town Council. Recommendations shall include a description of how the evaluation criteria have been met and any other factors.