

# MEMORANDUM

November 28, 2017

**To:** Matthew Sturgis, Town Manager  
**From:** Town of Cape Elizabeth Harbors Committee  
**Subject:** Extension of Time to Complete the Committee's Work

Since its creation near the end of 2016, the Harbors Committee has worked steadfastly to address the Town Council's charges to the Committee within the Council's imposed 1-year time frame. We have met 12 times and conducted one field visit to review firsthand the various Cape Elizabeth Harbors. We have also been supported by the Cape Elizabeth Harbor Master, Ian Anderson, as well as other Town employees including your frequent participation as the Town Manager. We have also conducted a Public Input Survey and have received input from representatives of the State of Maine Department of Agriculture, Conservation and Forestry within the Bureau of Parks and Lands, the Cape Elizabeth Fishermen's Alliance (CEFA), and Cape Elizabeth residents.

As our original time limit nears, it is clear that more time will be required in order for the Committee to adequately address all of the Council's charges. Therefore, we request that the Council grant the Harbors Committee a three-month extension so that we can complete our work by March 31, 2018. The following narrative is an update as to the status of our progress on the various Council charges.

- 1. Review the Town's Coastal Waters and Harbor Ordinance and recommend any changes it deems desirable to the Town Council:** We have actively engaged in this review with the Town Harbor Master and anticipating that our review of the Ordinance will be completed by the end of 2017. We will then send our recommendations to the Town's Ordinance Committee for their review and eventual consideration by the Town Council based on the Ordinance Committee determination.
- 2. Meet with state officials to determine options for boat access in the Kettle Cove/Crescent Beach State Park area and develop a long range plan for access:** We have met multiple times with Kurt Shoener, the Manager of Crescent Beach, Two Lights, and Kettle Cove State Park, and Gary Best, the Acting Regional Director, of the State of Maine Department of Agriculture, Conservation and Forestry with the Bureau of Parks and Lands as well as have received recommendations from CEFA. Based on these interactions, it is clear that there is support to relocate the current recreational trailer access onto Crescent Beach as well as to better formalize the commercial fleet's access and use of their historical boat access route. As an off shoot of our work, a letter has been written by you as the Town Manager to Ron Hunt, the Director of Operations and Maintenance for the Bureau of Parks and Lands, to develop a Memorandum of Understanding regarding the future steps that would need to be taken to relocate the recreational boat launch. Our report will focus on the input we have received and our recommendations to the Council to consider with regards to the overall Kettle Cove/Crescent Beach area and its various uses.
- 3. Update the maps utilized by the harbormaster showing potential locations for moorings:** We are working with the Harbor Master to develop coordinates for the mooring locations and believe that work will be done within the three month extension period.

- 4. Inventory public water access:** As noted earlier, we have visited various areas of public access along the Cape Elizabeth shoreline and conducted a Public Input Survey. We intend to include this information as part of our final report to the Council.
- 5. Assist the comprehensive plan committee with the marine resources section of the comprehensive plan:** We have met with Maureen O’Meara, the Town Planner and the Town Staff Liaison to the Comprehensive Plan Committee. Maureen has reviewed the State Law requirements for the Comprehensive Plan and provided input on the content of the Marine Resources section. We anticipate providing a draft of that section to the Comprehensive Plan Committee within the time extension period.
- 6. Consider such other related matters as the town council may request:** At this time, we have not received any additional Town Council requests on related matters. The Committee would certainly be willing to follow up on any such requests it may receive.

We request that you provide this memorandum to the Town Council so that they may consider the Harbors Committee’s request for a three month time extension in order for the Committee to effectively complete our work.

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