

Read the full agenda



Regular Town Council Meeting

Monday, July 14, 2025 at 7:00 pm

6:00PM Workshop to precede Regular Town Council Meeting (see agenda below)

Regular Town Council Meeting will convene immediately following the workshop

Town Hall Council Chambers

Live on CETV/Hybrid Meeting

Hybrid Meeting - Members of the Public May Participate Remotely During Public Comment Opportunities

To view the meeting livestream: <https://cetv.capeelizabeth.org/> and push watch in the upper right hand corner

Live broadcast on CETV, livestream and remote participation are offered as a convenience when the technology is available and operational in the given meeting space. If the technology is not available or in the event there is a disruption in service and the communication can't be restored the expectation is the meeting will continue.

Remote Access Instructions: A member of the public wishing to speak via remote access must click on the Zoom link or call and use the Raise Hand function. When connecting by phone, dial *9 to Raise Hand and the same to Lower Hand. Please mute the microphone and turn off the video until you are invited to speak. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent. After speaking, to view the remainder of the meeting exit Zoom and return to the CETV Livestream or CETV cable Channel 3.

Join Zoom Meeting <https://zoom.us/j/97879538300>

Meeting ID: 978 7953 8300

One tap mobile +16469313860,,97879538300# US +19292056099,,97879538300# US (New York)

Town Council Workshop

1. Shore Road/Cliffhouse Beach Park Area Access and Use

6:00 - 6:30

Shore Road line striping and parking area delineation occurred on June 23rd. The Council will discuss the effect of these changes, as well as the increase in use of Cliff House Beach Park over the past few years.

2. Public Art Requests

6:30 - 6:40

The Town occasionally receives requests for public art displays, such as a recent request to install a rainbow crosswalk for Pride Month. Council will discuss the merits of a policy regarding such requests or provide guidance to staff for future requests.

3. LD 2003

6:40 - 7:00

Supplemental LD 2003 Amendments to Chapter 19 - Zoning Ordinance were referred to Workshop on March 10, 2025 following a public hearing. Council will further discuss the draft amendments.

Immediately Following Workshop, the Regular Town Council Will Convene

4. Convening of the Meeting

Town Council Chair Penelope A. Jordan

5. Roll Call by the Town Clerk

Penelope A. Jordan, Chair
Stephanie P. Anderson
Caitlin J. Harriman
Jonathan T. Sahrbeck
Elizabeth K. Scifres
Andrew B. Swayze
Timothy L. Thompson

6. The Pledge of Allegiance to the Flag

7. Town Council Reports and Correspondence

8. Finance Committee Report

Finance Chair Elizabeth K. Scifres
No Finance Report for July (1st month of new fiscal year)

9. Citizen Opportunity for Discussion of Items Not on the Agenda

Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

10. Town Manager's Monthly Report

Patrick W. Fox

11. Review of Draft Minutes

Attachments:

- [Town Council Draft Minutes June 9, 2025](#)

12. Item # 76-2025 Acknowledgement of Receipt of Annual Spurwink Rod & Gun Club Range Inspection

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Item Summary: 2025 Spurwink Rod & Gun Club Annual Report, Council Acknowledgment of Receipt](#)
- [Inspection Report, Submitted by Chief Paul Fenton](#)

13. Item # 77-2025 Encore Energy Land Lease

This item has been moved to Executive Session for further discussion.

14. Item # 78-2025 LD 2003

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Item Summary: LD2003 Amendments](#)
- [Memo from Planning Board re: Supplemental LD2003 Amendments](#)
- [Lot Analysis - Small Multifamily](#)

15. Item # 79-2025 Contract Zoning

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Item Summary: Contract Zoning](#)
- [Contract Zoning Amendments, Sec. 19-7-18](#)

16. Item # 80-2025 DEI Committee Ordinance Change

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Item Summary: DEI Committee Ordinance Change](#)
- [Boards and Committee Ordinance Amendment, Ch 4 Sec. 4-1-7](#)

17. Item # 81-2025 Approval of FY25 Carryforward Balances

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Item Summary: FY25 Carryforward](#)
- [Memo from Finance Director: FY26 Carryforward](#)

18. Item # 82-2025 Council Goals Update

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

Attachments:

- [Item Summary: Council Goals Update](#)
- [Council Goals Progress Tracking Spreadsheet](#)

19. Citizens may at this point in the meeting raise any topic that is not on the agenda that pertains to Cape Elizabeth local government.

Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

20. Item # 83-2025 Executive Session: Council enters into Executive Session to discuss Encore Land Lease

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

DRAFT MOTION:

ORDERED, the Cape Elizabeth Town Council enters into executive session pursuant to 1 M.R.S. § 405 6. C to discuss a lease agreement from Encore Energy.

Any votes taken by the Town Council will be in public session, following the executive session.

21. Adjournment

22. Following the Meeting, the Trustees of the Portland Head Light and Thomas Jordan Trust Will Convene

Attachments:

- [PHL Agenda July 14, 2025](#)
- [TJ Trustees Agenda July 14, 2025](#)
- [TJ Grants Subcommittee Minutes May 21, 2024](#)

Public Participation at Town Council Meetings

After an item has been introduced, any person wishing to address the council shall signify a desire to speak by raising their hand or by approaching the lectern. When recognized by the chair, the speaker shall give their name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments.

A member of the public wishing to speak via remote access must click on the Zoom link or call and follow the procedures stated at the top of the agenda. When recognized by the chair, the speaker shall give their name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments. After speaking, to view the remainder of the meeting exit Zoom and return to the CETV Livestream or CETV cable Channel 3.

All remarks should be addressed to the Town Council. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of councilors present.

For agenda items that are not formally advertised public hearings, the time for public comments is limited to 15 minutes per agenda item. This time may be extended by a majority of the Town Council.

The chair may decline to recognize any person who has already spoken on the same agenda item and may call on speakers in a manner so as to balance debate. Once the Council has begun its deliberations on an item, no person shall be permitted to address the Council on such item.

Speaking at the meeting on topics not on the agenda at regular Council meetings

Persons wishing to address the Council on an issue or concern local in nature not appearing on the agenda may do so at a regular Town Council meeting before the town manager's report and/or after the disposition of all items appearing on the agenda.

Any person wishing to address the Council shall signify a desire to speak by raising their hand or by approaching the lectern. When recognized by the chair, the speaker shall give their name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments.

A member of the public wishing to speak via remote access must click on the Zoom link or call and follow the procedures stated at the top of the agenda. When recognized by the chair, the speaker shall give their name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments. After speaking, to view the remainder of the meeting exit Zoom and return to the CETV Livestream or CETV cable Channel 3.

Comments in each comment period shall be limited to three minutes per person and 15 minutes total; however, the time may be extended by majority vote of councilors present.

Decorum

Persons present at Council meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons at Council meetings may only address the Town Council after being recognized by the chair.