

MEMORANDUM

TO: Cape Elizabeth Town Council
FROM: Ordinance Committee
DATE: March 29, 2013
SUBJECT: Building Permit notification Zoning Amendment

At the March 7, 2013 meeting, the Ordinance Committee voted 3-0 to recommend the attached amendment to the Zoning Ordinance to require public notice of building permits.

The Ordinance Committee discussed building permit notification at three meetings where public comment was also received. Required public notice is targeted to instances where controversy is most common, which is exterior expansions close to the property line or the shoreline. While the committee considered exempting very small expansions, there was also a desire to minimize staff time needed to determine when a notice is required, so no exemption for very small additions is included in the final draft. The committee did exempt building permits that were part of a Planning Board or Zoning Board approval as those processes have separate noticing requirements.

Staff estimated that 65-70 building permits might trigger a notice and that 5-6 notices would be generated for each permit. Notices would be generated with the existing mapping system maintained by the town for all notices. No recommendation to pass the cost of noticing onto the permit holder is recommended.