

MEMORANDUM

TO: Cape Elizabeth Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: October 15, 2013
SUBJECT: Coldwell Banker Real Estate Office Site Plan Amendment

Introduction

Jennifer DeSena is requesting an amendment to the site plan approved in August, 1988 for office space located at 303 Ocean House Rd. The amendment would raise the roofline of an existing connector between the office and house. The application will be reviewed for compliance with Sec. 19-9, Site Plan Regulations and Sec. 19-6-4, Town Center Design Standards.

Procedure

- The Planner will provide a summary of the project within the context of town regulations.
- The Board should begin by having the applicant summarize the project.
- The Board is not required to make a formal determination of completeness for amendments, but should decide by consensus if adequate information has been submitted to consider the application.
- The Board should decide if a site walk and/or public hearing should be scheduled.
- The Board may begin discussion.
- When discussion ends, the Board has the option to approve, approve with conditions, table or deny the application.

Site Plan Review Standards

Below is a summary of application compliance with the Site Plan standards, Sec. 19-9-5.

A. Utilization of the Site

No changes to the footprint of the existing building or parking areas are proposed.

B. Traffic Access and Parking

1. Adequacy of Road System- No change in use or volume of traffic is proposed.
 2. Access into the Site- Existing access points will be used.
 3. Internal Vehicular Circulation-The existing circulation pattern will not be changed by this project.
 4. Parking Layout and Design- The existing parking layout will not be changed by this project.
- C. Pedestrian Circulation
- No change is proposed.
- D. Stormwater Management
- No change is proposed.
- E. Erosion Control
- No disturbance of soil is proposed.
- F. Water Supply
- No change to utilities is proposed.
- G. Sewage Disposal
- No change to the existing sewer service connection is proposed.
- H. Utilities
- No change to existing utility connections is proposed.
- I. Water Quality Protection
- No discharge of noxious chemicals is proposed.
- J. Wastes
- No change to the disposal of solid waste is proposed.
- K. Shoreland Relationship
- The property is not located in the Shoreland Zone.

L. Technical and Financial Capacity

The applicant is experienced in real estate and is meeting with the Town Manager to confirm financial capacity.

M. Exterior Lighting

No change is proposed.

N. Landscaping and Buffering

No changes, other than maintenance and trimming of existing vegetation, is proposed.

O. Noise

The proposed use is not expected to generate noise levels in excess of those permitted.

P. Storage of Materials

No exterior storage of materials is proposed.

Town Center Design Standards, Sec. 19-6-4

The site is located in the Town Center District and the proposed project must also comply with the following Town Center Design Requirements.

a. Footprint. No footprint change is proposed

b. Scale. The roofline change will match an existing roofline, resulting in minimal change from the current scale.

The 1988 approval included building elevations depicting a second floor to be added to the office space building which has not been constructed. With the submission of this amendment, the Board may want to formally amend the approval so that only a one-story building as shown on the proposed elevations replace the two story elevations.

c. Height and Roof Pitch. The height and roof pitch of the addition will match the existing roofline of the office space.

- d. Building and Parking Orientation. The building is oriented toward Ocean House Rd, primarily with the building design of a prominent front door. The proposed front facade will be changed to include more windows. The rear facade will also have a door and additional windows. No change to the parking orientation is proposed.
- e. Openings. The front facade will change by slightly shifting the location of the front door and adding more windows than the current building. The changes will bring the building closer to compliance with the openings standard. Two windows on the north facade of the house will be removed and replaced with smaller windows to accommodate the roofline expansion.
- f. Exterior Materials. The applicant will be reshingling the roof and also replacing shingles on the facade as necessary with wood shingles.

Motion for the Board to Consider

Findings of Fact

1. Jennifer DeSena is requesting an amendment to the site plan approved in August, 1988 for office space located at 303 Ocean House Rd to raise the roofline of an existing connector between the office and house, which requires review under Sec. 19-9, Site Plan Regulations.
2. The 1988 Site Plan Approval includes plans showing a second floor addition to the garage which was not constructed.
3. The application substantially complies with Sec. 19-9, Site Plan Regulations and Sec. 19-6-4, Town Center Design Standards, subject to the submission of information referenced in #2 above.

THEREFORE BE IT ORDERED that, based on the plans and materials submitted and the facts presented, the application of Jennifer DeSena for an amendment to the site plan approved in August, 1988 for office space located at 303 Ocean House Rd to raise the roofline of an existing connector between the office and house be approved subject to the following condition:

1. That the elevations submitted as part of this amendment replace the elevations submitted in 1998, specifically eliminating the second floor

addition to the office building which was depicted on the 1988 elevations but not constructed.