

MEMORANDUM

TO: Cape Elizabeth Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: May 17, 2016
SUBJECT: Wentworth Lodge Special Event Facility Site Plan

Introduction

The Sprague Corporation is requesting site plan review of a special event facility located at the Wentworth Lodge, 10 Winters Ln. The application will be reviewed for compliance with Sec. 19-9, Site Plan Regulations and Sec. 19-8-15, Special Event Facility Standards.

Procedure

- The Planning Board should begin by having the applicant introduce the project.
- The Board should then allow for public comment regarding completeness.
- The Board should make a finding of completeness. If the application is deemed incomplete, board members should identify the information needed to make the application complete and no substantive discussion of the application should occur. If the application is deemed, substantive review may begin.
- The Board should decide if a site walk and/or public hearing will be scheduled.
- At the close of discussion, the board has the option to table, approve, approve with conditions or deny the application.

Summary of Completeness

The comments of the town engineer and the completeness checklist for Site Plan Review and the Special Event facility review are attached. Below is a summary of possible incomplete items.

No items appear incomplete.

Motion for the Board to Consider

BE IT ORDERED that, based on the plans and materials submitted and the facts presented, the application of the Sprague Corporation for site plan review of the Wentworth Lodge Special Event Facility located at 10 Winters Ln be deemed (complete/incomplete).