

## MEMORANDUM

TO: Cape Elizabeth Planning Board  
FROM: Maureen O'Meara, Town Planner  
DATE: June 21, 2016  
SUBJECT: Wentworth Special Event Facility Site Plan Review

### 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 applicant should summarize changes made to the plan since the last meeting.
- The Board should then open the public hearing scheduled for this evening.
- At the close of the public hearing, 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 expansion of the developed portions of the site is proposed.

#### B. Traffic Access and Parking

1. Adequacy of Road System- The closest public road is Charles Jordan Rd, which is very lightly traveled and has abundant capacity to handle the less than 100 trips estimated by the applicant.
2. Access into the Site- Existing access points will be used. Lower River Road, Winters Lane, and Old Proprietor Rd were included in the Sprague Subdivision Plan approved in 1999.

3. Internal Vehicular Circulation-The site has frontage on 2 private roads. For events, attendees will be directed onto the site via Winters Ln and then exit via Old Proprietor Rd.
4. Parking Layout and Design- During events, parking is provided on a hayfield, guided by parking attendants. The plan shows a standard parking lot layout on the field that provides for 80 spaces. The Planning Board may want to note that the parking lot layout provides for 20' wide aisles instead of the 24' wide required in the Off Street Parking section, Sec. 19-7-8.

C. Pedestrian Circulation

The plans depict a pedestrian access aisle in the hayfield parking lot. No other pedestrian connections are shown. There are no sidewalks on the adjacent roads.

D. Stormwater Management

No permanent impervious surface is proposed as part of the project. The tent area may include a temporary floor under the tented area.

E. Erosion Control

No disturbance of soil is proposed.

F. Water Supply

Bottled water will be the water supply source during events.

G. Sewage Disposal

During events, porta potties will be provided at one of two designated locations. One porta potty for every 50 attendees is proposed. After reviewing the state plumbing code and building code, Code Enforcement Officer Ben McDougal recommends that 1 porta potty for every 40 attendees be provided.

H. Utilities

No change to existing utility connections is proposed. Power supply for special events is provided by a trailer generator.

I. Water Quality Protection

No discharge of noxious chemicals is proposed.

J. Wastes

Solid waste generated by events will be collected and removed by the caterer of the event.

K. Shoreland Relationship

The property is located in the Shoreland Zone. The plans have been revised to show the Normal High Water Line as defined by the Town of Cape Elizabeth. No portion of the special event facility is closer than 75' to the normal high water line.

L. Technical and Financial Capacity

The Town Manager has determined that the applicant has the financial capacity to undertake improvements, however no improvements are proposed.

M. Exterior Lighting

No permanent lighting is proposed. The applicant has provided information on the types of decorative lighting that is typically installed in and near the tents and the expected lighting levels will not exceed .5 footcandles at the property line. No information on lighting needed or proposed for the parking area has been provided. The applicant should comment on the adequacy of lighting levels for safe use of the property during nighttime hours.

N. Landscaping and Buffering

No changes are proposed. The site has existing vegetation along many of the site boundaries and there is no proposal to remove those vegetated buffers.

O. Noise

The applicant has estimated that the special events will not exceed 55 decibels from 7:00 a.m. to 10:00 p.m. and not exceed 45 decibels from 10:00 p.m. to 7:00 a.m.

P. Storage of Materials

No permanent exterior storage of materials is proposed.

Motion for the Board to Consider

Findings of Fact

1. The Sprague Corporation is requesting site plan review of a special event facility located at the Wentworth Lodge, 10 Winters Ln, which requires review for compliance with Sec. 19-9, Site Plan Regulations and Sec. 19-8-15, Special Event Facility Standards.
2. The plan for the development (reflects/ does not reflect) the natural capabilities of the site to support development.
3. Access to the development (will/will not) be on roads with adequate capacity to support the traffic generated by the development. Access into and within the site (will/will not) be safe. Parking (will/will not) be provided in accordance with Sec. 19-7-8, Off-Street Parking. The Planning Board finds that provision of 20' wide parking aisles (is/is not) adequate based on the normal imprecision of attendant directed parking in an unlined hayfield as long as clear access for emergency vehicles is provided at all times.
4. The plan (does/ does not) provide for a system of pedestrian ways within the development.
5. The plan (does/ does not) provide for adequate collection and discharge of stormwater.
6. The development (will/will not) cause soil erosion, based on the erosion plan submitted.
7. The development (will/will not) be provided with an adequate quantity and quality of potable water.
8. The development (will/will not) provide for adequate sewage disposal.
9. The development (will/will not) be provided with access to utilities.
10. The development (will/will not) locate, store or discharge materials harmful to surface or ground waters.

11. The development (will/will not) provide for adequate disposal of solid wastes.
12. The development (will/will not) adversely affect the water quality or shoreline of any adjacent water body.
13. The applicant (has/has not) demonstrated adequate technical and financial capability to complete the project.
14. The development (will/will not) provide for adequate exterior lighting without excessive illumination.
15. The development (will/will not) provide a vegetative buffer throughout and around the site and screening as needed.
16. The development (will/will not) substantially increase noise levels and cause human discomfort.
17. Storage of exterior materials on the site that may be visible to the public (will/will not) be screened by fencing or landscaping.
18. The scope of the special events (will/will not) exceed the maximum limits for special event facilities.
19. The temporary nature of the parking and sanitary waste facilities (is/is not) adequate to comply with Site Plan Standards.
20. No special event structures are proposed that are subject to building codes.
21. Additional restrictions (have/have not) been imposed on the operation of the special event facility.
22. The application substantially complies with Sec. 19-9, Site Plan Regulations and Sec. 19-8-15, Special Event Facility Standards.

THEREFORE 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 a special event facility located at the Wentworth Lodge, 10 Winters Ln be approved, subject to the following conditions:

1. The approval does not include or grant permission for hosting special events in the Wentworth Lodge building.
2. A note shall be added to the plan that existing vegetation located within the 30' side and front yard setback areas of lots 1-1, 1-2 and 1-3 that provide a buffer for the special event facility shall not be removed in order to preserve a vegetated buffer. The areas of vegetated buffers shall also be delineated on the plan with consideration that the special event facility is located on 3 lots and buffer areas should be identified at the boundaries of the facility.
3. That the plan be amended to require that a minimum of 1 porta potty for every 40 attendees be provided at special facility events.
4. That no special events be hosted on the property until the plans are revised to satisfy the above conditions and submitted to the town planner.