

MEMORANDUM

TO: Cape Elizabeth Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: September 19, 2017
SUBJECT: 1226 Shore Rd mixed use office/retail/8 apartments

Introduction

1226 Shore Rd LLC is requesting Site Plan review of a mixed use office/retail/8 apartments building expansion located a 1226 Shore Rd. The application will be reviewed for compliance with Sec. 19-9, Site Plan Regulations.

Procedure

- The Board should begin by having the applicant introduce the project.
- The Board should then allow public comment regarding completeness.
- The Board should then 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 review of the application should occur. If the application is deemed complete, substantive review may begin.
- The Board should decide if a site walk and/or public hearing will be held.
- At the close of discussion, the Board should consider a motion to table the application.

Summary of Completeness

The comments of the Town Engineer and the completeness checklist are attached. Below is a summary of possible incomplete items:

- a. Title. The applicant is 1226 Shore Rd LLC but the purchase and sale agreement is to 91 Old Ocean House Road LLC. Presumably the principal of both LLCs is the same, and this information needs to be added to the application.
- d. Survey. Plans C-1 and C-2 appear to be based on a survey, but no information is provided. A general comment is that the site plan is lacking most of the notes. The base information for the site plan, C-1 and C-2 should be consistent.

- h. Parking and access. The width of the existing driveway should be added to the plans. The parking required has not been calculated based on the square footage of the buildings as measured from exterior walls, which is required in Sec. 19-7-8, Off-Street Parking.
- j. Erosion. While staff agrees that there is low erosion potential, the plans are still missing a complete erosion control plan that includes notes such as how devegetated areas will be reseeded, etc. The Town of Cape Elizabeth is a MS4 community which is subject to a 5-year stormwater permit, and consequently the town is monitored by the DEP and the EPA for erosion control measures during and after construction.
- k. Utilities. The submission references an 18' x 12' solid waste enclosure, which should be shown on the plans. The application provided information about heat pumps, which should also be shown on the plans.
- l. Landscaping. The submission references pruning and thinning of vegetation in the 50' buffer. More information should be provided to ascertain if the integrity of the buffer will be preserved. The planting plan shown on sheet C-1 should include plant quantities. The Planning Board should also consider if proposing a "potential species list" will be acceptable instead of calling out specific plantings. The Board should note that the applicant has requested a waiver from showing trees greater than 8" in diameter, and has shown trees to be removed within the developed portion of the site.
- n. Signs. No information has been provided.

Discussion

If the application is deemed complete, the Planning Board may want to discuss the following items:

1. Plan cohesion. In order to avoid any confusion during review or construction, the design professionals should coordinate to create the same base plan and then additional sheets as needed. At this time, the site plan, C-1 and C-2 all have important base information which is not shown on all plans. For example, the site plan shows parking spaces for building b, which are not included on the C plans. The two buildings are not labeled the same between the C plans and the site plans.

2. Town Center light fixtures. New development in the town center has been asked to propose light fixtures, especially along the sidewalk and in the parking lot, that are compatible with the "town center" light fixtures.

Motions for the Board to Consider

A. Motion for Completeness

BE IT ORDERED that, based on the plans and materials submitted and the facts presented, the application of 1226 Shore Rd LLC for Site Plan review of a mixed use office/retail/8 apartments building expansion located a 1226 Shore Rd be deemed (complete/incomplete) with the following waiver of information:

1. Depiction of trees 8" or larger in diameter on the plans.

B. Motion to Table to Public Hearing

BE IT ORDERED that, based on the plans and materials submitted and the facts presented, the application of 1226 Shore Rd LLC for Site Plan review of a mixed use office/retail/8 apartments building expansion located a 1226 Shore Rd be tabled to the regular October 17, 2017 meeting of the Planning Board, at which time a public hearing will be held.