

## MEMORANDUM

TO: Cape Elizabeth Planning Board  
FROM: Maureen O'Meara, Town Planner  
DATE: September 19, 2017  
SUBJECT: 287 Route 77 LLC Office Building Site Plan

### Introduction

287 Route 77 LLC is requesting Site Plan to redevelop the site located at 287 Ocean House Rd with a 6,500± sq. ft. office building. 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:

- g. Building. In separate locations, the application lists the building square footage as both 6,500 sq. ft. and 4,134 sq. ft. It appears that the building footprint is 4,134 sq. ft. and some unknown area is on the second floor. There is no second floor floor plan. The elevations appear mislabeled. The Ocean House Rd side of the building, which faces east, is labeled the west side of the building, etc. Exterior materials and roof pitches are not labeled on the building plans. The proportion of openings to wall space of the first floor front facade is not provided.

- h. Parking. The parking calculation is not based on the size of the building as measured from exterior walls, as is required by Sec. 19-7-8, Off-Street Parking.
- i. Stormwater. The applicant has provided an impervious area calculation showing a decrease in impervious surface. No Low Impact Development feature has been included, however. Rather, the applicant is counting the reducing in impervious surface as an LID.
- m. Lighting. A photometric study has been provided, however, it appears that .5 footcandles has been exceeded at the Scott Dyer Rd entrance. The property boundary should be more clearly depicted to confirm this.
- n. Signs. Information on the sign construction materials is not included. No lighting is shown for the building signs, and if lighting is desired, it should be included.
- o. Noise. No dba level has been provided.
- q. Financial capability. No information has been provided.

### Discussion

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

1. Application cohesion. Better coordination of information by the design professional team is needed to create a unified project application.
2. Town Center Design standards. The project must also comply with the Town Center design standards, Sec. 19-6-4(D)(3). There are no, per se, submission requirements for these standards and the applicant has provided a written summary of how the standards are met. Collectively, the design standards promote creation of a village feeling in the town center, and repeatedly emphasize the relationship of a building and how it transitions to the public space of the street and sidewalk. This project appears to orient the building to the parking lot and turns its back on the town's "main street," Ocean House Rd. This unfortunate orientation was mitigated in prior plans by placing a prominent door on Scott Dyer Rd and a second building facing Ocean House Rd. The Board may want to discuss its sense of how the current design complies with the Town Center Design standards.

Motion for the Board to Consider

**A. Motion for Completeness**

BE IT ORDERED that, based on the plans and the materials submitted and the facts presented, the application of 287 Route 77 LLC for Site Plan Review to redevelop the site located at 287 Ocean House Rd with a 6,500± sq. ft. office building be deemed (complete/incomplete).

**B. Motion to Table to Public Hearing**

BE IT ORDERED that, based on the plans and the materials submitted and the facts presented, the application of 287 Route 77 LLC for Site Plan Review to redevelop the site located at 287 Ocean House Rd with a 6,500± sq. ft. office building be tabled to the regular October 17, 2017 meeting of the Planning Board, at which time a public hearing will be held.