#### MEMORANDUM

TO: Cape Elizabeth Planning Board FROM: Maureen O'Meara, Town Planner

DATE: May 21, 2019

SUBJECT: Wentworth Special Event Facility Site Plan Reapproval

#### <u>Introduction</u>

The Sprague Corporation is requesting site plan reapproval 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 the application.
- The Board should then allow an opportunity for the public to comment on 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 complete, the board may begin substantive review.
- The board should decide if a site walk should be scheduled. If a site walk is desired, no final decision on the application can be taken at this meeting.
- The Board should 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.

## Summary of Completeness

The Site Plan Completeness checklist is attached. Below is a summary of possible incomplete items:

No items appear incomplete.

## 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, portable restroom trailers will be provided at one of two designated locations. One porta potty for every 50 attendees is proposed. The Code Enforcement Officer is satisfied with this proposal.

#### 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. 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.

## 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.

### Special Event Facility Standards, Sec. 19-8-15

#### 1. Event Scope

- i. Attendees. The applicant is seeking approval for the maximum size event allowed, 275 guests and staff. Events held in the last 3 years have not exceeded 125 persons and the largest event planned for 2019 is 200 persons.
- ii. Number of events. The applicant is proposing no more than 12 events a year. The maximum number of events held in the last 3 years is 6.
- iii. Music. The applicant is proposing no amplification of music before 9:00 am or after 10:00 pm. No complaints have been made to the Police department in the last 3 years.
- iv. Duration. No event in the past 3 years has exceeded the 8 hour limit.

#### 2. Seasonal facilities.

The applicant is proposing a seasonal event facility to be served with temporary tents and sanitary waste disposal.

## 3. Building Code Compliance

No structure is included in the special event facility.

#### 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.

## Site Plan Review Submission Checklist [Section 19-9-4(c)]

Date: May 21, 2019

Project: Wentworth Lodge Special Event Facility reapproval

Applicant: Sprague Corporation

Y	a.	Evidence of right, title, and interest in the property
Y	b.	Written description
Y	c.	Name of project/applicant
Y	d.	Survey
Y	e.	Existing conditions
Y	f.	Topography
Y	g.	Buildings
Y	h.	Traffic access and parking
Y	i.	Stormwater
Y	j.	Erosion
Y	k.	Utilities
Y	1.	Landscaping
Y	m.	Lighting
Y	n.	Signs
Y	0.	Noise
Y	p.	Exterior storage
Υ	a	Financial and Technical Capability

No, not complete Waiver N W

P N/A Partially complete Not applicable

# Special Event Facility Submission Checklist [Sec. 19-8-15]

Applicant: Sprague Corporation <u>Y</u> Number of events 1. <u>Y</u> Number of attendees 2. <u>Y</u> Seasonal or year round, calendar dates of season 3. <u>Y</u> 4. Temporary structure areas <u>Y</u> 5. Types of events <u>Y</u> For renewals, a record of the events that have been held 6.

Date: May 21, 2019

Project: Wentworth Lodge Special Event Facility