

MEMORANDUM

TO: Cape Elizabeth Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: December 17, 2019
SUBJECT: Portland Head Light Pedestrian Improvements Site Plan
Amendment

Introduction

The Town of Cape Elizabeth is requesting amendments to a previously approved site plan for Portland Head Light, located at Fort Williams Park, to add hard landscaping to high traffic pedestrian areas. 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 allow an opportunity for public comment.
- 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 discussion of the application should occur. If the application is deemed complete, substantive review may begin. The applicant has requested expedited review of the application.
- The Board should decide if a site walk will be scheduled.
- The Board should then open the public hearing scheduled for this evening.
- At the close of the public hearing, the Board may resume discussion.
- At the close of discussion, the Board should consider a motion to approve, approve with conditions, table or deny the application.

Summary of Completeness

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

- j. Erosion. One goal of the project is to address existing erosion where heavy traffic has trampled landscaping. The applicant and Planning Board may want to determine if there is any need, on this compact site where hardscape will be added, for erosion control measures during construction.

Site Plan Review Standards

Below is a summary of application compliance with the Site Plan standards, Sec. 19-9-5.

1. Utilization of the Site

The proposed improvements are located in the pedestrian high traffic areas of the site.

2. Traffic Access and Parking

Not applicable

3. Pedestrian Circulation

The changes are proposed to better accommodate heavy pedestrian traffic and enhance safety of pedestrians in those areas.

4. Stormwater Management

The Town Engineer has reviewed the plans and supports a request for a stormwater management plan waiver.

He has recommended that additional information be added to the submission, such as a specification for seed and greater specification of the base for the pavers.

5. Erosion Control

Minimal excavation will be required and will be done in a compact area immediately adjacent to the ocean. The applicant may want to describe what is the erosion potential and any mitigation measures.

6. Utilities

Not applicable.

7. Shoreland Relationship

The property is located in the Shoreland Overlay Performance District and the Code Enforcement Officer has reviewed the project for compliance. His comments are provided separately.

8. Landscaping and Buffering

Existing landscaped areas have suffered from pedestrian traffic. The plan includes both replacement of bare ground with pavers and installation of new landscaping with pedestrian traffic control measures.

9. Exterior Lighting

Not applicable.

10. Signs

Keep off of the grass signs are included in the application.

11. Noise

Not applicable.

12. Storage of Materials

Not applicable

13. Technical and Financial Capacity

The Town Manager has commented on financial capability.

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 the Town of Cape Elizabeth for pedestrian improvements at Portland Head Light, located at Fort Williams Park, be deemed (complete/incomplete).

B. Motion for Approval

1. The Town of Cape Elizabeth is requesting amendments to a previously approved site plan for Portland Head Light, located at Fort Williams Park, to add hard landscaping to high traffic pedestrian areas, which requires review for compliance with Sec. 19-9.

2. The Portland Head Light site plan has been previously approved by the Cape Elizabeth Planning Board to be in compliance with the Site Plan Regulations, and the findings and decisions of that approval which are not altered by the proposed amendments remain in effect.
3. The plan for the development (reflects/ does not reflect) the natural capabilities of the site to support development.
4. The plan (does/ does not) provide for a system of pedestrian ways within the site.
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) adversely affect the water quality or shoreline of any adjacent water body.
8. The development (will/ will not) provide a vegetative buffer throughout and around the site and screening as needed.
9. The applicant (has/ has not) demonstrated adequate technical and financial capability to complete the project.
10. The application substantially complies with the standards of Sec. 19-9, Site Plan Review.

THEREFORE, BE IT ORDERED that, based on the plans and materials submitted and the facts presented, the application of the Town of Cape Elizabeth for pedestrian improvements at Portland Head Light, located at Fort Williams Park, be approved subject to the following condition:

1. That the plans be revised to reflect the comments of the Town Engineer in his letter dated December 10, 2019.

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

Date: December 17, 2019

Project: Portland Head Light Pedestrian Improvements

Applicant: Town of Cape Elizabeth

- 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
- W f. Topography
- Y g. Buildings
- W h. Traffic access and parking
- W i. Stormwater
- P j. Erosion
- N/A k. Utilities
- Y l. Landscaping
- N/A m. Lighting
- Y n. Signs
- N/A o. Noise
- N/A p. Exterior storage
- YI. q. Financial and Technical Capability

Y Yes, complete

N	No, not complete
W	Waiver
P	Partially complete
N/A	Not applicable