

**DRAFT**  
**Special Event Facility Ordinance Amendment**

**SEC. 19-1-3. DEFINITIONS**

For the purposes of this Ordinance, the following terms, words, and phrases shall have the meanings given herein. All words not defined herein shall carry their customary and usual meanings. Words used in the present tense shall include the future tense. Words used in the singular shall include the plural. Where so indicated by the text, these definitions also include substantive regulations. Where reference is made to Town or State laws, ordinances, or regulations, each reference to a particular law, regulation, or section shall include all amendments and successor sections.

**Special event facility:** A building or portion of a building, outdoor areas, and related parking which is made available for consideration to individuals or groups to accommodate private functions including but not limited to banquets, weddings, anniversaries and other similar events. Such use may include (1) kitchen facilities for the preparation or catering of food, (2) the sale and/or serving of alcoholic beverages for on-premises consumption, only during scheduled events and not open to the general public and (3) entertainment. A special event facility may be operated in conjunction with other uses. Overnight accommodations may be operated on a site that is also a special event facility, and are subject to all applicable provisions of the Zoning Ordinance.

**SEC. 19-6-1. RESIDENCE A DISTRICT (RA)**

**A. Purpose**

The Residence A District includes lands that are outside of the built-up areas of Cape Elizabeth, lands to which public sewer lines are not expected to be extended in the near future, and large tracts suitable for farming, woodland production, and wildlife habitat. The purpose of this district is to allow residential development that is compatible with the character, scenic value, and traditional uses of rural lands and that does not impose an undue burden on the provision of municipal services.

**B. Permitted Uses**

The following uses are permitted in the Residence A District:

**3. The following nonresidential uses:**

- a. Home day care
- b. Farm and fish market, with a maximum floor area of two thousand (2,000) square feet for retail sales of products
- c. Boat repair facility, subject to the provisions of Sec. 19-8-9, Boat Repair Facility Standards

- d. Golf Course and Golf Course Related Activities **(Effective February 12, 2003)**
- e. Wind energy system **(Effective October 8, 2008)**
- f. Bed and Breakfast, where the operator of the Bed and Breakfast owns the structure and maintains it as his/her primary residence **(Effective March 9, 2009)**
- g. Short Term Rental **(Effective December 14, 2012)**
- h. Day Camp **(Effective July 10, 2013)**

**2. The following Space and Bulk Standards shall apply:**

<b>MINIMUM LOT AREA</b>	
<b><i>(1) Boat repair facility for commercial purposes</i></b>	200,000 sq. ft. (4.6 acres)
<b><i>(2) Multiplex housing</i></b>	10 acres
<b><i>(3) Eldercare facilities</i></b>	10 acres
<b><i>(4) Golf Course (Effective February 12, 2003)</i></b>	150 acres <b>(Effective February 12, 2003)</b>
<b><i>(5) Wind energy systems (Effective. October 8, 2008)</i></b>	20,000 sq. ft.
<b><i>(6) Other uses</i></b>	80,000 sq. ft.
<b>MAXIMUM NUMBER OF DWELLING UNITS PER AREA</b>	
<b><i>(1) Multiplex housing</i></b>	1 unit per 66,000 sq. ft. of net residential area
<b><i>(2) In subdivisions</i></b>	1 unit per 80,000 sq. ft. of net residential area
<b><i>(3) In subdivisions that conform to Sec. 19-7-2, Open Space Zoning</i></b>	1 unit per 66,000 sq. ft. of net residential area
<b><i>(4) In eldercare facilities</i></b>	1 unit per 6,000 sq. ft. or 1 bed per 3,500 sq. ft. of net residential area, whichever is less
<b><i>(5) Other housing</i></b>	1 unit per 80,000 sq. ft. of gross lot area
<b>MAXIMUM NUMBER OF BED AND BREAKFAST ROOMS</b>	

<b>(Effective March 9, 2009)</b>	
<b><i>Bed and Breakfast Guest Room</i></b> <b>(Effective March 9, 2009)</b>	1 room per 20,000 sq. ft. of gross lot area
<b>MINIMUM STREET FRONTAGE</b>	
<b><i>(1) Bed and Breakfast</i></b>	125 ft. on Shore Road or Route 77
<b><i>(2) All uses</i></b>	125 ft.
<b>MINIMUM SETBACKS</b>	
<b><i>(1) All uses unless otherwise specified</i></b>	
(a) Side yard setback	30 ft.  The side yard setback may be reduced in accordance with Sec. 19-4-3.A.2, Developed Nonconforming Lots. <b>(Effective August 11, 1999)</b>
(b) Rear yard setback	30 ft. The rear yard setback may be reduced in accordance with Sec. 19-4-3.A.2, Developed Nonconforming Lots. <b>(Effective August 11, 1999)</b>
© Front yard setback	The front yard setbacks set forth below may be reduced, only on roads which are not classified arterial, to the average setback of the two principal structures fronting on the same road in closest proximity to the site of the proposed structure, but any structure must be at least 20 feet from the right-of-way.
- Arterial street	50 ft.
- Collector, rural connector, and feeder streets	40 ft.
- Local and private streets	30 ft.
<b><i>(2) Multiplex housing and eldercare facilities</i></b>	
(a) From property line	75 ft.

**F. Site Plan Review**

1 The following uses and activities shall be subject to site plan review by the Planning  
2 Board, according to the terms of Article IX, Site Plan Review, prior to issuance of any  
3 building permit, plumbing permit, or other permit:  
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- 5
- 6 1. Multiplex housing and eldercare facilities
- 7 2. Nonresidential uses listed in Sec. 19-6-1.B.3, except home day cares, wind energy  
8 systems, short term rentals and day camps, which shall not require site plan review  
9 **(Effective August 11, 1999)**
- 10 3. Nonresidential uses listed Sec. 19-6-1.C.2
- 11 4. Any other use or activity listed in Sec. 19-9-2, Applicability, as requiring site plan  
12 review  
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## 14 **SEC. 19-6-14. SPECIAL EVENT FACILITY OVERLAY DISTRICT**

### 15 **A. Purpose**

16  
17 The purpose of this district is to allow small scale, hospitality venues on large  
18 properties in the residential zoning districts (RA, RB, RC) where there is a buffer  
19 from abutting neighborhoods. Cape Elizabeth has historically been an attractive  
20 destination for visitors. Landowners have made their property available  
21 seasonally for private special events both to share the picturesque beauty of the  
22 Cape Elizabeth coast and to generate revenue. When relatively isolated, these  
23 events are consistent with the town's residential character, but must also be  
24 managed to protect the public health, safety and welfare of town residents and  
25 event guests and staff.  
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### 27 **B. Permitted Uses**

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29 The Special Event Facility Overlay District is an overlay zone that may be  
30 applied over the Residence A, Residence B, and Residence C base zoning  
31 districts. As such, any use that is permitted in the underlying zoning district is  
32 permitted in the Special Event Overlay District. In addition, notwithstanding the  
33 underlying zone, the following use is also permitted:  
34

35 Special Event Facility  
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### 37 **C. Conditional Uses**

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39 Any use that is allowed as a conditional use in the underlying zoning district is a  
40 conditional use in the Special Event Facility Overlay District.  
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### 42 **D. Prohibited Uses**

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44 All uses not specifically allowed as permitted uses or conditional uses in the  
45 underlying zone or in the Special Event Facility Overlay District are prohibited in  
46 the Special Event Facility District.  
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2 **E. Standards**

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4 **1. Performance Standards**

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6 a. The general standards of Articles VII and VIII shall be observed.  
7 b. All uses of land and buildings within the Special Event Facilities  
8 Overlay District shall conform to the applicable provisions of Sec.  
9 19-8-15, Special Event Facility Standards.

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11 **2. Space and Bulk Standards**

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13 In addition to the Space and Bulk Standards of the underlying district, all  
14 use of land within the Special Event Facility Overlay District or any other  
15 district shall comply with the standards set forth in this subsection. In the  
16 event of a conflict between the standards of this overlay district and those  
17 of the underlying district, the more restrictive standards shall apply:  
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<b><u>MINIMUM LOT AREA</u></b>	
<b><u>(1) Special event facility</u></b>	<u>15 acres, all of which must be included</u> <u>in a Special Event Facility Overlay</u> <u>District</u>  <u>To comply with the special event</u> <u>facility minimum lot area, the total area</u> <u>of (i) the lot where the special event</u> <u>facility is located, and (ii) any other lot</u> <u>held in common ownership and sharing</u> <u>any portion of a lot line boundary with</u> <u>the special event facility lot may be</u> <u>counted toward the minimum lot area.</u>

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21 **F. Site Plan Review**

22  
23 The following uses and activities shall be subject to site plan review by the  
24 Planning Board, according to the terms of Article IX, Site Plan Review, prior to  
25 the issuance of any building permit, plumbing permit or other permit.  
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- 27 1. Special event facility  
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29 **SEC. 19-8-15. SPECIAL EVENT FACILITY STANDARDS**

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31 This section establishes review standards for the development and operation of a  
32 special event facility. These provisions are necessary to reduce impact on

1 surrounding properties and to protect town residents and event guests and staff.  
2 A special event facility shall conform to the following standards.  
3

4 1. Procedure  
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- 6 a. Applicability. Special event facilities, as defined in this  
7 ordinance, are subject to Site Plan Review, Sec. 19-9, and the  
8 Special Event Facility Standards of subsection 2, below.  
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- 10 b. Review. A special event facility shall be reviewed in  
11 accordance with the Site Plan Review procedures, Sec. 19-9-  
12 4(B), except that Site Plan approval shall be valid for three  
13 (3) years from the date of the Planning Board vote and  
14 expire if the applicant does not apply for a new approval  
15 prior to the expiration date.  
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- 17 c. Submission requirements. In addition to the Submission  
18 requirements of Sec. 19-9, Site Plan Review, the applicant  
19 shall be required to submit all information that the Planning  
20 Board deems necessary to demonstrate compliance with the  
21 Performance Standards in Sec. 19-8-15 (2) below.  
22 Information to be submitted shall include, but not be limited  
23 to:  
24
- 25 i. The maximum number of events to be held in a  
26 calendar year;  
27
- 28 ii. The maximum number of attendees to be allowed at  
29 an event.  
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- 31 iii. Whether the special event facility will be operated  
32 seasonally, in which case the beginning and end dates  
33 of the season, or if the facility will operate year-round.  
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- 35 iv. The area(s) designated for temporary structures or  
36 features including but not limited to tents, sanitary  
37 waste facilities, performance stands and food  
38 preparation and service.  
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- 40 v. A description of the types of events that will be held  
41 at the special event facility.  
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- 43 vi. For previously approved special event facilities  
44 seeking a renewal approval, a record of the events  
45 that have been held, including the date, duration and  
46 number of attendees, and any complaints that have  
47 been received by the applicant or on file with the  
48 Police Department.  
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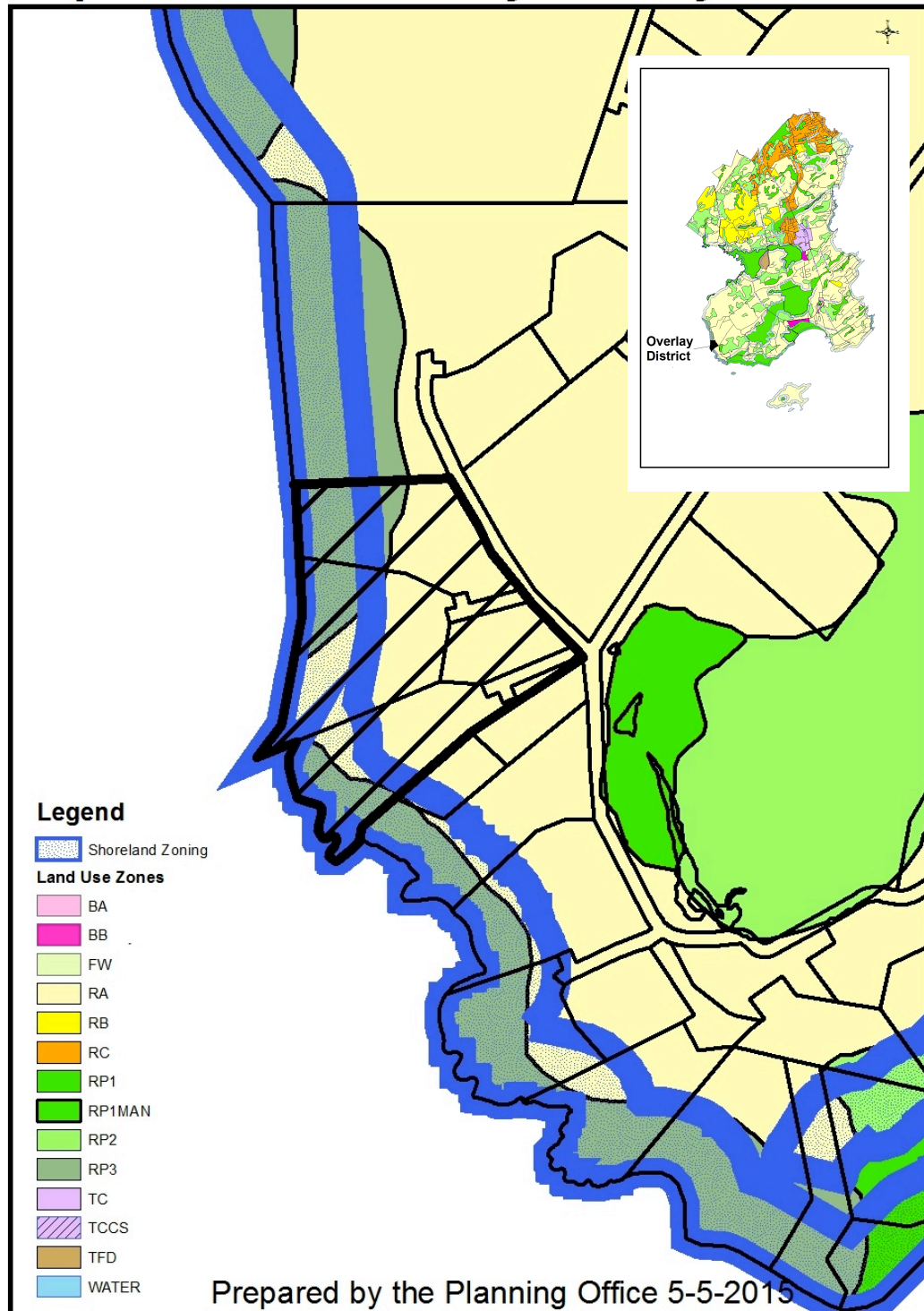
1        2.        Performance Standards

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3        A special event facility must comply with the Site Plan Approval  
4        Standards, Sec. 19-9-5, and the standards below.

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6        1.        Event scope. All events shall not exceed the following  
7        maximum limits and may be further limited when needed to  
8        reconcile site constraints with Site Plan Review standards.  
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10        i.        A special event shall not exceed 275 attendees in size,  
11        including guests and staff supporting the event.  
12  
13        ii.       No more than 12 events shall be held in a calendar  
14        year.  
15  
16        iii.       No amplification of music for the event shall  
17        commence earlier than 9:00 a.m. nor extend later than  
18        10:00 p.m.  
19  
20        iv.       No event shall exceed eight (8) hours in duration,  
21        excluding set-up and break-down, in a calendar day.  
22  
23        2.        Seasonal facilities. The Planning Board may find that  
24        temporary structures and facilities are adequate to comply  
25        with the Site Plan standards when the special event facility  
26        will only operate seasonally and the seasonal needs are met.  
27        In particular, methods of providing parking and sanitary  
28        waste disposal on a seasonal basis may be appropriate for  
29        the duration of the special event season.  
30  
31        3.        Building Code Compliance. Where any portion of a special  
32        event facility is located within a structure, the structure shall  
33        be in compliance with applicable building codes.  
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35        4.        Additional requirements. The Planning Board may apply  
36        reasonable restrictions on the operation of a special event  
37        facility related to the lot on which the special event facility is  
38        located or to mitigate the impact of the special event facility  
39        on the abutting neighborhood(s).  
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**Special Event Facility Overlay District**  
**Zoning Map Amendment**  
in the area of Old Proprietor Rd, Winters Ln, and Lower River Rd  
(Lots R8-1-1, R8-1-2, R8-1-3, R8-1-4)



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