

**Town of Cape Elizabeth
Ordinance Committee Minutes DRAFT**

September 28, 2015

4:00 p.m., Town Hall

Present: Jamie Wagner, Chair
 Caitlin Jordan
 Jessica Sullivan

Staff: Maureen O'Meara, Town Planner

The minutes of the September 14, 2015 minutes were amended and approved.

Public Comment

Councilor Wagner recognized John Greene, Sprague Corporation Farm Manager, who had sent a letter prior to the meeting. Also attending was Tilly Kelly, representing the Sprague Corporation.

The committee discussed elements of the letter.

Special Event Facility Amendment and Map Amendment

The committee began review of Sec. 19-8-15, Special Event Facility Standards.

Councilor Wagner asked about notification of the three year site plan expiration. Staff explained that expiration of approvals is included in the letter that applicants receive from the Planning Board at the time of approval. Councilors asked if all approvals have expiration dates and all do. The committee agreed that notification in the approval letter was sufficient.

Councilor Wagner asked about fees. Staff explained that the Site Plan application fee would apply and that no new fees are proposed.

The committee discussed the 275 person maximum number of guests. It was agreed that the number included hosts onsite. Councilor Jordan was concerned that an event might have inadequate staff to accommodate more guests. Staff suggested that enforcement is more predictable if based on a total number of people onsite. If this is a concern, it would be more practical to increase the total number. The committee discussed the number of people for an event, reviewed event capacity for other event facilities in town, and agreed to keep the number at 275.

The committee was satisfied with the 12 event limit. They confirmed that events could extend beyond 10 p.m., but that amplified music would be limited to 10 p.m.

The committee confirmed that the 8 hour event limit excludes set-up and break-down.

The committee considered a wedding weekend where a rehearsal dinner would be held and confirmed that would be counted as a separate event from the wedding. Mr. Greene does not want the rehearsal to be counted as a separate event.

Councilor Sullivan noted that the rehearsal is a separate day that creates noise and other impacts. Rehearsal dinners are often not at the same location as the wedding. Mr. Greene said that the dinner is often in the Lodge, with a small number of people such as close family. The committee agreed that a rehearsal dinner that meets the definition of a special event facility regulated activity should count as a separate event.

Councilor Wagner asked about the seasonal provision. Staff explained that arrangements such as porta potties or lawn parking could be allowed seasonally when they would not normally be acceptable. Councilor Wagner noted parking he observed on the lawn at the Inn by the Sea and Councilor Jordan noted the tent they use for events. Staff explained that the lawn parking is part of the approved site plan as overflow parking, designed with a gravel base and loamed and seeded. The tent location and capacity is also regulated by the site plan.

The committee reviewed the overlay district map amendment. Councilor Wagner asked if this map amendment has been approved by the Sprague Corporation. The Sprague Corporation representatives agreed that it is what they want. Committee members confirmed that other property owners would need to move through the map amendment process to create additional overlay districts.

A motion was made by Councilor Jordan, seconded by Councilor Sullivan, to recommend the amendments and map to the Town Council for consideration. The motion passed 3-0, with one revision noted.

Public Comment

Mr. Greene asked about next steps. The amendments will be submitted for consideration at the October 14th Town Council meeting, with a possible public hearing in November. Mr. Greene noted that the Sprague Corporation has 200 acres of agriculture and may hold an event on that land.

Next Meeting

No meeting was scheduled.

The meeting adjourned at 4:45 p.m.