

MEMORANDUM

TO: Cape Elizabeth Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: October 20, 2020
SUBJECT: Public Safety Communications Tower Site Plan

Introduction

The Town of Cape Elizabeth is requesting Site Plan Review of a new 180' tall public safety telecommunications tower to be located at 8 Dennison Drive (R05-10). The application will be reviewed for compliance with Sec. 19-9, Site Plan Regulations, and Sec. 19-8-12, Tower and Antenna Performance Standards.

Procedure

- The Planning Board should begin by having the applicant introduce the project.
- The Board should then allow public 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, substantive review may begin.
- The Board should decide if a public hearing and/or site walk will be held.
- At the close of discussion, the board has the option to approve, approve with conditions, deny or table the application.

Summary of Completeness

The comments of Acting Town Engineer Todd Gammon and the completeness checklist are attached. Below is a summary of possible incomplete items:

- g. Buildings. The applicant may be proposing a support building at the foot of the tower which should be added to the site plan. If the applicant wishes to obtain approval for additional support structure pad sites, those should also be shown in the site plan.
- m. Lighting. If lighting will be installed over the support structure door, information on lighting levels should be provided.
- n. Signs. If signage will be added to the site, it should be added to the plans.

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 site plan

review of a 180' public safety telecommunications tower to be located at 8 Dennison Drive be deemed (complete/incomplete).

B. Motion to Table (with public hearing)

BE IT ORDERED that, based on the plans and materials submitted and the facts presented, the application of the Town of Cape Elizabeth for site plan review of a 180' public safety telecommunications tower to be located at 8 Dennison Drive be tabled to the regular November 17, 2020 meeting of the Planning Board (at which time a public hearing will be held).

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

Date: October 20, 2020

Project: Public Safety Communications Tower

Applicant: Town of Cape Elizabeth, Maine

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

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