

MEMORANDUM

TO: Cape Elizabeth Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: April 21, 2020
SUBJECT: Inn by the Sea Cabanas Site Plan Amendment

Introduction

The Inn by the Sea, located at 40 Bowery Beach Rd, is requesting an amendment to the previously approved site plan to install 2 seasonal 10' x 10' cabanas on the southeast corner lawn. The application will be reviewed for compliance with Sec. 19-9, Site Plan Regulations.

Procedure

- The Board should begin by having the applicant summarize the project.
- The Board should allow public comment on completeness.
- The Board should make a determination 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 discussion may begin.
- The Board should decide if a site walk should be scheduled. A public hearing has been advertised for this evening (if the application is deemed complete).
- The Board should open the public hearing, after which it may begin discussion.
- When discussion ends, the Board has the option to approve, approve with conditions, table or deny the application.

Summary of Completeness

Attached is the completeness checklist. One potential incomplete item is the demonstration of financial technical capability. In light of the Inn's decades long standing as a local business and the limited scope of the amendment, it may be reasonable to waive this submission item.

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 change is to add 2 10' x 10' seasonal cabanas to the southeast corner lawn. This area is currently available for use by guests of the Inn.

2. Traffic Access and Parking

No change is proposed.

3. Pedestrian Circulation

No change is proposed.

4. Stormwater Management

No change is proposed.

5. Erosion Control

The cabanas will be seasonal and installed over vegetated lawn, so erosion control measures will not be needed for unvegetated areas.

6. Utilities

No change is proposed

7. Shoreland Relationship

The property is located in the Shoreland Overlay Performance District.

8. Landscaping and Buffering

No change is proposed.

9. Exterior Lighting

No change is proposed

10. Signs

No change is proposed.

11. Noise

No change is proposed.

12. Storage of Materials

No change is proposed.

13. Technical and Financial Capacity

The Inn has obtained several site plan approvals and successfully completed the proposed projects.

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 Inn by the Sea, located at 40 Bowery Beach Rd, for an amendment to the previously approved site plan to install 2 seasonal 10' x 10' cabanas on the southeast corner lawn be deemed (complete/incomplete). In accordance with Sec. 19-9-4 C3, the Planning Board waives the submission of financial and technical capability information due to the limited size of the project.

B. Motion for Approval

Findings of Fact

1. The Inn by the Sea, located at 40 Bowery Beach Rd, is requesting an amendment to the previously approved site plan to install 2 seasonal 10' x 10' cabanas on the southeast corner lawn, which requires review for compliance with Sec. 19-9, Site Plan Regulations.
2. The Inn by the Sea 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 those approvals which are not altered by the proposed amendments remain in effect.
3. The cabanas amendment (reflects/does not reflect) the natural capabilities of the site to support development.
4. The applicant (has/has not) demonstrated adequate technical and financial capability to complete the project.

5. The application substantially complies with Sec. 19-9, Site Plan Regulations.

THEREFORE BE IT ORDERED that, based on the plans and materials submitted and the facts presented, the application of the Inn by the Sea, located at 40 Bowery Beach Rd, for an amendment to the previously approved site plan to install 2 seasonal 10' x 10' cabanas on the southeast corner lawn be approved.

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

Date: March 17, 2020

Project: Inn by the Sea Cabana Site Plan Amendment

Applicant: Inn by the Sea LLC

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

Y Yes, complete

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