

**TOWN OF CAPE ELIZABETH  
MINUTES OF THE  
PLANNING BOARD WORKSHOP**

(Minutes of a Planning Board workshop is prepared for an item when the Planning Board takes a vote. Votes are restricted to holding an executive session, scheduling a public hearing, or deciding a potential conflict of interest.)

December 7, 2021

7:00 p.m.

Remote

Public proceedings by remote access for Town Council meetings are authorized by the Town of Cape Elizabeth's Remote Participation Policy adopted August 30, 2021 and the Order Declaring a Limited Emergency extended to December 31, 2021.

Present:	Jonathan Sahrbeck, Acting Chair	Daniel Bodenski
	Carol Anne Jordan	Mary Ann Lynch
	Al Palmer	

Also present was Maureen O'Meara, Town Planner

Acting Chair Sahrbeck called the meeting to order at 7:01 p.m.

2. **Technical Amendments.** The Town Council has authorized the Planning Board to prepare a package of Technical Amendments.

The Planning Board began a review of the draft Technical amendments draft at approximately 7:45 p.m.

The Board agreed that in Sections 16-2-1, 16-2-6, 16-2-7 and 16-3-2, since they are administrative provisions and technical specifications referenced by other types of review, "subdivision" should be replaced with "project" and "subdivider" should be replaced with "applicant."

The Board discussed the *parking* gravel base and paving standard formally added to the ordinance. Ms. Lynch was concerned these requirements would be costly for applicants. The Board considered and rejected incorporating some flexibility and decided to include the standards as they reflect industry standards.

The Board discussed the proposed wood storage shelter exemption and decided to delete the proposal in favor of reducing the setback for accessory structures no larger than 100 sq. ft. to a 5' setback from the side and rear property line (supported by the Code Enforcement Officer).

The Board discussed how the Nonconforming provisions, Sec. 19-4-3, should be applied. The Board agreed to leave the proposed amendments intended to clarify existing practice. An incorrect reference to Sec. 19-4-3A.1.a was also corrected.

The Board reviewed new sections formalizing the *procedures and submission requirements* for Variance and Nonconforming Expansions.

At the close of review, the Board discussed options to move the amendments forward.

Ms. Jordan moved, seconded by Mr. Palmer, to schedule a public hearing on the Technical Amendments for the December 21, 2021 meeting of the Planning Board. The motion passed 5-0.

The workshop adjourned at 8:45 p.m.