

MEMORANDUM

TO: Cape Elizabeth Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: June 21, 2022
SUBJECT: 553 Shore Road Second Floor Site Plan Amendment

Introduction

Kathryn Townsend of The Skinny LLC, is requesting an amendment to the previously approved site plan for 553 Shore Road to change the second floor building use from office to a residential dwelling unit. 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 meeting should be opened for public comment on completeness.
- The Board then considers completeness. If the application is deemed incomplete, Board members should identify the information needed to make the application complete and no substantive discussion or further action on the application should occur. If the application is deemed complete, substantive discussion may begin.
- The Board should decide if a site walk is needed.
- A public hearing has been advertised for this evening and should be held if the application has been deemed complete.
- When discussion ends, the Board has the option to approve, approve with conditions, table or deny the application.

Summary of Completeness

Attached are the completeness checklist and the comments of the Town Engineer. Below is a summary of possible incomplete items:

No item appears incomplete.

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

No exterior changes to the existing building are proposed.

2. Traffic Access and Parking

- a. Adequacy of Road System- Shore Road has significant excess capacity and the conversion from office to residential use proposed by the applicant will not cause Shore Road to reach capacity.
 - b. Access into the Site- Existing access points will be used.
 - c. Internal Vehicular Circulation-The existing circulation pattern will not be changed by this project.
 - d. Parking Layout and Design- The existing parking lot layout will be preserved. The applicant is requesting approval of an existing 2 car garage to be used for parking. The garage spaces will be “stacked” behind existing parking lot spaces.
3. Pedestrian Circulation

No change is proposed.
4. Stormwater Management

No change is proposed.
5. Erosion Control

No exterior construction is proposed so no erosion control is needed.
6. Utilities

The existing building is currently served by a ¾” water line, where the Portland Water District standard is now a minimum 1”. The applicant has requested authorization to upgrade the water line connection when the 1912 Portland Water District water line is replaced as part of the Shore Road Rehabilitation Project.

The existing building is served with a subsurface wastewater disposal system. The current system has capacity for 360 gpd and the proposed residential second floor use, combined with the 1st and 3rd floor uses, is less than the existing capacity. Again, the application has requested that the property be connected to the public sewer system when the Shore Road Rehabilitation project occurs.
7. Shoreland Relationship

The property is not located in the Shoreland Overlay Performance District.
8. Landscaping and Buffering

No change to landscaping is proposed.
9. Exterior Lighting

No change to lighting is proposed.

10. Signs

No change to signage is proposed.

11. Noise

No change is proposed.

12. Storage of Materials

No change is proposed.

13. Technical and Financial Capacity

The Town Manager has recommended that the applicant has the financial capability to complete the project.

Motion 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 Kathryn Townsend of The Skinny LLC for an amendment to the previously approved site plan for 553 Shore Road to change the second floor building use from office to a residential dwelling unit be deemed (complete / incomplete).

B. Motion for Approval

Findings of Fact

1. Kathryn Townsend of The Skinny LLC is requesting an amendment to the previously approved site plan for 553 Shore Road to change the second floor building use from office to a residential dwelling unit, which requires review under Sec. 19-9, Site Plan Regulations.
2. The 553 Shore Road site plan has been previously approved by the Cape Elizabeth Planning Board to be in compliance with the Zoning Ordinance, and the findings and decisions of those approvals which are not altered by the proposed amendments remain in effect.
3. The plan for the development (reflects / does not reflect) the natural capabilities of the site to support development.
4. Access to the development (will / will not) be on roads with adequate capacity to support the traffic generated by the development. Access into

and within the site (will / will not) be safe. Parking (will / will not) be provided in accordance with Sec. 19-7-8, Off-Street Parking.

5. The development (will / will not) be provided with an adequate quantity and quality of potable water.
6. The development (will / will not) provide for adequate sewage disposal.
7. The applicant (has / has not) demonstrated adequate technical and financial capability to complete the project.
8. 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 Kathryn Townsend of The Skinny LLC for an amendment to the previously approved site plan for 553 Shore Road to change the second floor building use from office to a residential dwelling unit be approved.

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

Date: June 21, 2022

Project: 553 Shore Rd Second Floor Site Plan Amendment

Applicant: The Skinny, LLC Kathryn Townsend

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

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