

MINUTES OF THE PLANNING BOARD
TOWN OF CAPE ELIZABETH

These meeting minutes were prepared as a reasonable summary of the essential content of the meeting, not a transcription. In the event that there is a question or dispute about the specifics of this meeting, the official video and/or audio recordings of this meeting shall govern.

October 21, 2025

7:00 p.m.

Town Hall

Present: Andrew Gilbert
 Alton Palmer
 Matthew Caton

Matthew Caton
Natalie Burns

Also present: Ms. O'Meara, Town Planner

Absent: Mr. Jim Huebener, Mr. Derek LaVallee

CALL TO ORDER

Mr. Gilbert called the hybrid meeting (in person and virtual) to order at 7:00p.m., reviewed the procedures for participation, and established a quorum.

Mr. Gilbert called for approval of the minutes of the September 16, 2025, Planning Board meeting. Ms. Burns made a motion to approve the minutes, and Mr. Caton seconded. With no further discussion, the minutes were approved, 5 in favor and none opposed.

NEW BUSINESS

St. Bart's Childcare Center. St. Bartholomew's Church is seeking Site Plan Review and a Conditional Use Permit to establish a 62-person day care facility within the existing St. Bartholomew's Church located at 8 Two Lights Rd (U37-4), Sec. 19-9, Site Plan Completeness and Sec. 19-5-5, Conditional Use Permit.

Mr. Travis Nadeau of Platz Associates Architects addressed the Board representing the applicant. He noted that participants in the meeting include members of both St. Bartholomew's Church and the proposed childcare center.

Mr. Nadeau presented the project and addressed early comments on the application and changes to the plans, to include the connection to Town sewer, setbacks & landscaping for the playground, hours of operation, utilities, lighting, parking, and waste management.

Stephen P. Letourneau, CEO of Catholic Charities of Maine, addressed the Board and provided a broad overview of both the programs administered by his organization and the proposed childcare center at St. Bartholomew's.

Mr. Gilbert opened the floor for public comment on completeness of the application. With no comment, either virtually or in person, Mr. Gilbert closed the floor.

Discussion ensued regarding the need for review of revised plans prior to Board approval of completeness of the application. Ms. O'Meara clarified that a motion for completeness can be made by the Planning Board, while still indicating that items must be addressed as part of next month's submission to the Planning Board, and a month's delay could impact many families.

Mr. Caton questioned whether a change of use for the Church building would impact the tax-exempt status of the property. He advised the applicant to seek legal counsel on the potential issue for the business.

Mr. Palmer noted that the application should include more details on noise mitigation, financial capacity of the applicant, and the pedestrian flow for the drop off area.

Mr. Palmer made a motion for the Board to consider.

Motion for Completeness

BE IT ORDERED that, based on the plans and materials submitted and the facts presented, the application of the Roman Catholic Bishop of Portland for Site Plan Review and a conditional use permit to open a 62-person day care facility in St. Bartholomew's Church, located at 8 Two Lights Rd (U37-4), be tabled to the regular November 18, 2025 meeting, at which time a public hearing will be held.

Ms. Burns seconded the motion. With no further discussion the motion passed, 5 in favor in none opposed.

OTHER BUSINESS

Public Comment. Mr. Gilbert opened the floor for general public comment. With no comment, either in person or virtually, Mr. Gilbert closed the floor.

Ms. Caton made a motion to adjourn the meeting. Mr. Bodenski seconded. With no further discussion, the motion passed, 5 in favor and none opposed.

The meeting was adjourned at approximately 7:58 p.m.

Respectfully submitted,
Lucy E. Bauer, Minutes Secretary