

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.

December 17, 2024

7:00 p.m.

Town Hall

Present: Andrew Gilbert, Chair
Daniel Bodenski

Matt Caton
Alton Palmer

Absent: Derek LaVallee, Jim Huebener

Also present: Maureen O'Meara, Town Planner

CALL TO ORDER

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

Mr. Gilbert called for approval of the minutes of the November 19, 2024, Planning Board meeting. Mr. Caton made a motion to approve the minutes and Mr. Palmer seconded. With no further discussion, the minutes were approved, 4 in favor and none opposed.

NEW BUSINESS

Public Works Salt Storage Shed Site Plan Amendment. The Town of Cape Elizabeth is requesting a Site Plan Amendment to install a Salt Storage Shed at the Public Works Garage located at 10 Cooper Drive (R05 – 10), Sec. 19-9 Site Plan Completeness and Public Hearing.

Jay Reynolds, Public Works Director for the Town of Cape Elizabeth, addressed the Board as a representative of the Town. Mr. Reynolds provided an overview of the Town's application for the site plan amendment and summarized the project.

Mr. Gilbert noted that Mr. Reynolds had not clarified the final disposition of the "discontinued" storage shed. He also noted that Mr. Reynolds had not included in his summary the request for a waiver from submitted photometric information for the proposed floodlight located 900'+ from the nearest property line.

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

With no further discussion, Mr. Bodenski 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 Town of Cape Elizabeth for an amendment to the previously approved site plan for the Gull Crest property to add a salt storage shed adjacent to the Public Works garage, located at 10 Cooper Drive (R5-10) be deemed complete. A finding of completeness includes a waiver from providing photometric lighting levels.

Mr. Palmer seconded the motion. With no further discussion, the motion was approved, 4 in favor and none opposed.

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

Mr. Reynolds addressed the Board and clarified that the existing storage shed would be closed and locked. The Town will address demolishing and removing the structure later.

Mr. Palmer made a motion for the Board to consider based on the Findings of Fact:

1. The Town of Cape Elizabeth is requesting an amendment to the previously approved site plan for the Gull Crest property to add a salt storage shed adjacent to the Public Works garage, located at 10 Cooper Drive (R5-10), which requires review under Sec. 19-9, Site Plan Regulations.
2. The Planning Board held a workshop November 5, 2024; and on December 17, 2024 deemed the application complete and held a public hearing.
3. The plan for the development reflects the natural capabilities of the site to support development.
4. Access to the development will be on roads with adequate capacity to support the traffic generated by the development. Access into and within the site will be safe. Parking will be provided in accordance with Sec. 19-7-8, Off-Street Parking.
5. The plan does provide for adequate collection and discharge of stormwater.
6. The development will not cause soil erosion, based on the lack of soil disturbance to occur as part of the project.
7. The development will not adversely affect the water quality or shoreline of any adjacent water body.
8. The development will provide a vegetative buffer throughout and around the site and screening as needed.
9. The development will provide for adequate exterior lighting without excessive illumination.
10. Signs will meet the requirements of the Sign Ordinance.

11. The development will not substantially increase noise levels and cause human discomfort.
12. Storage of exterior materials on the site that may be visible to the public will be screened by fencing or landscaping.
13. The applicant has demonstrated adequate technical and financial capability to complete the project.
14. 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 Town of Cape Elizabeth for an amendment to the previously approved site plan for the Gull Crest property to add a salt storage shed adjacent to the Public Works garage, located at 10 Cooper Drive (R5-10), be approved.

Mr. Bodenski seconded the motion. With no further discussion, the motion passed, 4 in favor and none opposed.

OTHER BUSINESS

Public Comment. Mr. Gilbert opened the floor for public comment.

With no comment, either virtually or in person, Mr. Gilbert closed the floor.

Mr. Bodenski made a motion to adjourn the meeting. Mr. Palmer seconded. With no further discussion, the motion passed, 4-0.

The meeting was adjourned at approximately 7:19 p.m.

Respectfully submitted,
Lucy E. Bauer
Minutes Secretary