

## MEMORANDUM

TO: Cape Elizabeth Planning Board  
FROM: Maureen O'Meara, Town Planner  
DATE: April 27, 2011  
SUBJECT: Golden Ridge Subdivision Amendment

### Introduction

Golden Ridge Lane LLC is requesting an amendment to the previously approved Golden Ridge Subdivision to add another lot at the end of Golden Ridge Lane. The application will be reviewed for compliance with Sec. 16-2-5, Amendments to Previously Approved Subdivisions.

### Procedure

- The Board should begin by hearing a presentation from the applicant.
- The Board should then make a finding 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, review may begin.
- The Board has the option to schedule a public hearing and/or site walk.
- The Board may begin discussion at any time.
- At the close of discussion, the Board has the option to table the application to the next meeting, when a public hearing may be held.

### Summary of Completeness

The completeness checklist and the Town Engineer's comments are attached. Below is a summary of possible incomplete items:

No items appear incomplete.

### Discussion

The Planning Board may want to discuss the following items:

1. Road Maintenance Agreement. The applicant has submitted a draft road maintenance agreement which needs to be finalized and involves parties other than the applicant. There is a signed maintenance agreement covering most of the existing Golden Ridge Lane, an unsigned maintenance agreement included with the most recent approval of Golden Ridge Lane. Neither of these

agreements reflect the current practice of the property owners who use Golden Ridge Lane. The applicant is proposing to replace all of the above with a new road maintenance agreement that covers the entire road and apportions out responsibility to all the property owners that will use the private road. The agreement must also include maintenance of the hydrant that will be installed.

2. Septic systems. The Code Enforcement Officer has reviewed and approved the HHE-200 forms for the proposed subsurface disposal systems.
3. Public Hearing. At least one abutter has contacted me with questions regarding the project. I recommend that the Planning Board schedule a public hearing to ensure that anyone who would like to address the Planning Board has an opportunity to do so.

#### 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 Golden Ridge Lane LLC for amendments to the previously approved Golden Ridge Subdivision to add another lot at the end of Golden Ridge Lane be deemed (complete/incomplete).

##### B. Motion to Table

BE IT ORDERED that, based on the plans and materials submitted and the facts presented, the application of Golden Ridge Lane LLC for amendments to the previously approved Golden Ridge Subdivision to add another lot at the end of Golden Ridge Lane be tabled to the regular May 17, 2011 Planning Board meeting, at which time a public hearing will be held.