

## MEMORANDUM

TO: Cape Elizabeth Planning Board  
FROM: Maureen O'Meara, Town Planner  
DATE: April 23, 2012  
SUBJECT: Old Sea Point Rd Subdivision Amendment

### Introduction

Elaine Zavodni-Sjoquist is requesting an amendment to the previously approved and amended Old Sea Point Rd subdivision to add a lot at the end of Old Sea Point Rd. The application will be reviewed for compliance with Sec. 16-2-5, Subdivision Amendments.

### Procedure

- The Board should begin by having the applicant introduce the project.
- 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 should decide if a site walk and/or public hearing will be scheduled.
- The Board may begin discussion of the application.
- At the close of discussion, the Board has the option to approve, approve with conditions, deny or table the project.

### Completeness

The comments of the Town Engineer are attached.

This application is an amendment to a previously approved subdivision. The amendment must include a recording plat with metes and bounds description of the new lot, and a note including the recording information of the original subdivision approval. Applicants are advised to consult the submission list for new subdivision applications and provide all the information pertinent to the proposed amendment.

The Board may want to ask the applicant to add the most recent subdivision recording information as a note on the plan (Book 207, Page 715, 11/9/2007), as well as a signature block for the Planning Board.

### Discussion

As part of the review of the project, the Board may want to consider requesting the following information:

1. The title block of the plan showing the proposed new lot should be revised to Old Sea Point Rd Subdivision Amendment.
2. The applicant should provide an estimate of the costs to build the road as previously approved for review.
3. The applicant is proposing to create an escrow account equal to the costs of improving Old Sea Point Rd to the standard approved by the Planning Board in 2007. The Board may want to discuss a future condition that there be NO issuance of ANY building permit until the road improvements have been completed and inspected for compliance with the approved plan or some other trigger for the road upgrade.
4. The Planning Board may want to discuss if the applicant is proposing to make a land donation or pay a fee to comply with the Open Space Impact Fee.

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 Elaine Zavodni-Sjoquist for an amendment to the previously approved and amended Old Sea Point Rd subdivision to add a lot at the end of Old Sea Point Rd be deemed complete.

B. Motion to Table

BE IT ORDERED that the above application be tabled to the regular May 15, 2012 meeting of the Planning Board, at which time a public hearing will be held.