

MEMORANDUM

TO: Cape Elizabeth Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: October 16, 2012
SUBJECT: C's Gourmet Market Site Plan

Introduction

KMC LLC is requesting Site Plan review of C's Gourmet Market, a new retail/office building proposed to be located at 349 Ocean House Rd. The application will be reviewed for compliance with Sec. 19-9, Site Plan Completeness.

Procedure

- The Board should begin by having the applicant introduce the project.
- The Board should then invite public comment on the completeness of the application.
- 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, Board members may begin substantive review.
- The Board should decide if a site walk and/or public hearing will be held.
- At the close of discussion, the board should table the application if a site walk or public will be held. Otherwise, the Board may also consider a motion to approve, approve with conditions, or deny the application.

Summary of Completeness

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

No items appear to be incomplete.

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 KMC LLC for Site Plan review of C's

Gourmet Market, a new retail/office building proposed to be located at 349 Ocean House Rd, be deemed (complete/incomplete).

B. Motion for Tabling and Public Hearing

BE IT ORDERED that, based on the plans and materials submitted and the facts presented, the application of KMC LLC for Site Plan review of C's Gourmet Market, a new retail/office building proposed to be located at 349 Ocean House Rd, be tabled to the regular November 20, 2012 meeting of the Planning Board, at which time a public hearing will be held.