

MEMORANDUM

TO: Cape Elizabeth Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: October 16, 2012
SUBJECT: Fort Williams Park Site Improvements

Introduction

The Town of Cape Elizabeth is requesting Site Plan review of proposed improvements to Fort Williams Park, specifically items #1, 2, 5, and 7 of the recently adopted Fort Williams Master Plan. The application will be reviewed for conformance 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. The applicant has requested a waiver from submitting stormwater calculations, although stormwater information has been submitted.

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 the Town of Cape Elizabeth for Site Plan review of proposed improvements to Fort Williams Park (located off Shore Rd), specifically items #1, 2, 5, and 7 of the recently adopted Fort Williams Master Plan, 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 the Town of Cape Elizabeth for Site Plan review of proposed improvements to Fort Williams Park (located off Shore Rd), specifically items #1, 2, 5, and 7 of the recently adopted Fort Williams Master Plan, be tabled to the regular November 20, 2012 meeting of the Planning Board, at which time a public hearing will be held.