

MEMORANDUM

TO: Cape Elizabeth Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: June 17, 2014
SUBJECT: Thomas Memorial Library Addition/Renovation Site Plan

Introduction

The Town of Cape Elizabeth is requesting Site Plan Review of the Thomas Memorial Library Addition (10,855 sq. ft.)/Renovation located at 6 Scott Dyer Rd. The application will be reviewed for compliance with Sec. 19-9, Site Plan Regulations.

Procedure

- The town planner will provide a summary of the project within the context of town regulations.
- The applicant will present the project.
- The Board should begin with a determination 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, substantive discussion may begin.
- The Board should decide if a site walk and/or public hearing should be scheduled.
- The Board may begin discussion.
- At the close of discussion, the Board has the option to approve, approve with conditions, table or deny the application.

Summary of Completeness

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

No items appear incomplete. The Town Engineer has provided recommendations for plan revisions above the level of completeness.

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 the Thomas Memorial Library Addition/Renovation located at 6 Scott Dyer Rd be deemed (complete/incomplete).

B. Motion to Table (with 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 the Thomas Memorial Library Addition/Renovation located at 6 Scott Dyer Rd be tabled to the regular July 15, 2014 meeting of the Planning Board (at which time a public hearing will be held).