

MEMORANDUM

TO: Cape Elizabeth Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: January 20, 2015
SUBJECT: Second amended Hidden Court Minor Subdivision

Introduction

Hidden Court LLC, also known as Nathalie and Alexander Petersen, are requesting amendments to the previously approved (1989) Hidden Court Subdivision, located at 340 Ocean House Rd, to adjust lot lines, building envelopes, and separate driveway access rights, which requires review under Sec. 16-2-5, Amendments to previously approved subdivisions.

Procedure

- The town planner will describe the project within the context of town regulations.
- The applicant will present the project.
- The Board should begin by making 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, review may begin.
- The Board should decide if a site walk and/or public hearing will be held.
- The Board may begin discussion at any time.
- At the close of discussion, the board has the option to approve, approve with conditions, table or deny the application.

Summary of Completeness

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

No items appear incomplete. Several items have been designated not applicable because the changes proposed will not that standard, which was reviewed as part of the original 1989 subdivision approval.

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 Hidden Court LLC, also known as Nathalie and Alexander Petersen, for amendments to the Hidden Court Subdivision, located at 340 Ocean House Rd, to adjust lot lines, building envelopes, and separate driveway access rights be deemed (complete/incomplete).

B. Motion to Table for Public Hearing

BE IT ORDERED that the above application be tabled to the regular February 23, 2015 meeting of the Planning Board, at which time a public hearing will be held.