

MEMORANDUM

TO: Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: March 23, 2015
SUBJECT: Pulpit Rock Rd Private Rd Review

Introduction

Nancy Brewer, Trustee of the Nancy Clarke Brewer Revocable Trust, is requesting review of upgrading a private accessway to a private road known as Pulpit Rock Rd to establish road frontage for a new lot adjacent to 413 Pulpit Rock Rd (R02-9D). The application will be reviewed for compliance with Sec. 19-7-9, Private Access Provisions, and the standards for a local road in the Subdivision Ordinance.

Procedure

- The town planner will introduce the project within the context of local regulations.
- The applicant will summarize the project.
- The Planning Board will make a finding of completeness. If the application is deemed incomplete, board members shall identify the information needed to make the application complete. If the application is deemed complete, substantive review may begin.
- The Board should decide if a site walk and/or public hearing will be scheduled.
- At the close of discussion, the board has the option to approve, approve with conditions, table or deny the application.

Summary of Completeness

The comments of the Town Engineer, Fire Chief, and Code Enforcement Officer, and the completeness checklist are attached. Below is a summary of possible incomplete items:

5. Potable water. The applicant has shown a water line connection on the plans, but the connection is located on private property to which the applicant may not have rights. The applicant has also explored alternative public water connections and has obtained a letter from the Portland Water District approving a connection. The applicant is proposing to connect to public water and appears to have multiple connection location options. One option should be selected and sufficiently depicted on the plans. (See also Town Engineer's comments)

7. Road design details. The Town Engineer has requested additional information confirming that an adequate turning radius for town emergency vehicles has been designed. The applicant has committed to providing this information.
8. Sewage Disposal. The applicant is proposing to install a new septic system for lot 2 and provided a septic system design. The new lot, lot 2, will use the existing system, however no information on the existing system has been submitted. (See Code Enforcement Officer comments)
19. Landscaping. The Town Engineer is recommending that notes be added to the plans confirming the trees that will be removed to bring the existing Pulpit Rock Rd section up to standard under Sec. 19-7-9 (A).

Motions for the Board to Consider

BE IT ORDERED that, based on the plans and materials submitted and the facts presented, the application of Nancy Clarke Brewer, Trustee of the Nancy Clarke Brewer Revocable Trust, to upgrade a private accessway to a private road in order to establish frontage for a new lot located next to 413 Pulpit Rock Rd, be deemed (complete/incomplete).

BE IT ORDERED that the above application be tabled to the April 27, 2015 meeting of the Planning Board, at which time a public hearing will be held.