

MEMORANDUM

TO: Cape Elizabeth Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: March 10, 2016
SUBJECT: Tarbox Triangle Minor Subdivision
Cape Chiropractic and Acupuncture Site Plan

Introduction

Two Penguin Properties, LLC, owned by Drs. Zev and Amber Myerowitz, are requesting Minor Subdivision Review of a 3-lot subdivision and Site Plan Review of two buildings containing 6,205 sq. ft. of medical office space, 10 multi-family residential units and a 357 sq. ft. building connector, located at 12 Hill Way. The application will be reviewed for compliance with Sec. 16-2-3, Minor Subdivision Review, Sec. 19-9, Site Plan Review and Sec. 19-6-4, Town Center Design Standards.

Procedure

- The review should begin with a project presentation by the applicant.
- 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, substantive review may begin.
- The Board should decide if a sitewalk and/or public hearing will be scheduled.
- At the close of discussion, the Board may choose to table the application, approve or approve with conditions, or deny the application.

Summary of Completeness

The comments of the Town Engineer are attached. He supports a finding of completeness and his comments relate to changes as part of substantive review of the application. A finding of completeness indicates that sufficient information has been submitted to begin review. The review process typically requires changes to plans to make them adequate to comply with the standards of review.

Below is a summary of possible incomplete items.

Minor Subdivision Review (Sec. 16-2-3)

No items appear incomplete. The applicant has requested a letter of service from the Portland Water District, which has not yet been provided.

Site Plan Review (Sec. 19-9)

No items appear incomplete. In addition to the Portland Water District letter, the Isometric plan should include labels in order to determine footcandle lighting levels and additional information on signage location and dimensions should be provided.

Hill Way Reconstruction

The Town Council has included in this year's goals improvements to Hill Way. The applicant is required to provide a sidewalk and front yard setback plan under the Town Center Design Standards. A stormwater plan is also required under Subdivision and Site Plan Review. The town would like to coordinate its Hill Way improvements with this project. At this time, town staff would like to meet with the applicant's representatives in late March to work through design and coordination issues. For this reason, town staff is asking that the applicant's plans along Hill Way be considered a "placeholder" with the intent to address design concept in the next month.

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 Two Penguin Properties, LLC for Minor Subdivision Review of a 3-lot subdivision and Site Plan Review of two buildings containing 6,205 sq. ft. of medical office space, 10 multi-family residential units and a 357 sq. ft. building connector, located at 12 Hill Way, be deemed (complete/incomplete).

B. Motion to Table (with Public Hearing)

BE IT ORDERED that the above application be tabled to the regular April 25, 2016 meeting of the Planning Board, at which time a public hearing will be held.