

MEMORANDUM

TO: Cape Elizabeth Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: February 27, 2017
SUBJECT: Holt Private Rd Review

Introduction

Dr. William Holt is requesting review of an upgrade of his existing driveway at 15 Running Tide Rd to a private road in order to provide frontage for a new lot. The application will be reviewed for compliance with Sec. 19-7-9(B), New Private Road.

Procedure

- The Board should begin by having the applicant introduce the project.
- The Board should then allow public comment regarding 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, substantive discussion may begin.
- If the application is deemed complete, 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, deny or table the application.

Completeness

The comments of the Town Engineer and the completeness checklist are attached. A private road review must comply with the applicable standards in the Subdivision Ordinance. Below is a summary of possible incomplete items:

3. Survey. It is unclear what kind of survey the plans are based on. The plan notes survey information from 1998 and electronic data from 2015, but neither source is listed as one of the survey consultants for the project. The Planning Board typically receives a standard boundary survey which will be stamped by a registered maine surveyor.
5. Potable Water. Proposed water line size is not provided.

7. Traffic. More information on how much the proposed private road will deviate from the center of the right-of-way should be provided.
8. Sewage Disposal. Proposed sewer line size is not provided.
13. Surface Waters. The lot fronts on the Atlantic Ocean and is subject to Shoreland Zoning. The location of the Normal High Water Line should be provided to determine the location of the Shoreland Zone.
15. Floodplain. Floodplain information is provided and the location of the floodplain should be added to the plans.
21. Utilities. Additional information regarding the size and location of utilities in the road should be provided.

Motion for the Board to Consider

BE IT ORDERED that, based on the plans and materials submitted and the facts presented, the application of Dr. William Holt to upgrade an existing driveway to provide frontage for a proposed lot located at 15 Running Tide Rd be deemed (complete/incomplete), with a waiver granted from providing the following information:

1. Aesthetic, cultural and natural information;
2. Groundwater information; and
3. A stormwater management plan.