

## MEMORANDUM

TO: Cape Elizabeth Planning Board  
FROM: Maureen O'Meara, Town Planner  
DATE: April 24, 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:

No items appear incomplete.

### Discussion

The following are items the Planning Board may want to discuss beyond the completeness review.

1. Town Engineer's comments. The Town Engineer has identified revisions that should be made to the plans.

2. Building envelope. The applicant has identified a stream setback. The building envelope should be reduced in size to exclude the setback. A note should also be added that describes the activities allowed outside the building envelope.
3. Normal High Water Line. The applicant has labeled a "Highest Annual Tide Line." As the Board knows, the highest annual tide is different from the Normal High Water Line. The applicant should correctly label on the plan the Normal High Water Line, which in Cape Elizabeth is the Highest Astronomical Tide plus 3 vertical feet.
4. Road name. A private road approval is sought, and the private road should be labeled with a name.
5. Road maintenance agreement. The Planning Board should discuss if it will be requiring a road maintenance agreement as part of this approval.

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.

BE IT FURTHER ORDERED, that the application be tabled to the regular May 16, 2017 meeting of the Planning Board, at which time a public hearing will be held.