

MEMORANDUM

TO: Cape Elizabeth Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: November 21, 2017
SUBJECT: Weare Private Accessway Permit

Introduction

Peter Weare is requesting a Private Accessway Permit to create access for a lot located at the rear of 69 Beach Bluff Terrace. The application will be reviewed for compliance with Sec. 19-7-9, Private Accessways.

Procedure

- The Board should begin with an introduction of the project by the applicant.
- The Board should then take public comment on completeness.
- The Board should make a finding on 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 site walk and/or a public hearing will be scheduled.
- At the end of discussion, the Board has the option to approve, approve with conditions, deny or table the application.

Summary of Completeness

The comments of the Town Engineer and the completeness checklist are attached. Below is a summary of possible incomplete items:

- (2) No information has been provided regarding the subsurface wastewater disposal system.
- (4) No wetland report has been provided as support for the wetland boundaries shown on the plan.
- (6) A portion of Parcel B is a former paper street. When the street was vacated, 1/2 of the street, along the center line, went to the abutting lots. Consequently, 1/2 of the paper street is actually part of parcel A. That portion must be conveyed from Parcel A to Parcel B.

- (9) A building envelop appears to be depicted on the plan, but is not labeled.

Discussion

Beyond the level of completeness, the Board may also want to consider pulling the eastern side of the building envelope at least 10' away from the wetland edge. Also, the town is contacting the abutting property owners to ask if they are willing to grant a turnaround easement at the end of Beach Bluff Terrace. Dead end roads without a turnaround are problematic for public works and public safety departments. If the abutters are supportive, town staff will recommend that an expanded turnaround be created where the private accessway connects to Beach Bluff Terrace and the turnaround at the end of the private accessway may be deleted.

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 Peter Weare for a Private Accessway to create access to a lot located at the rear of 69 Beach Bluff Terrace be deemed (complete/incomplete).

B. Motion to Table (to public hearing)

BE IT ORDERED that, based on the plans and materials submitted and the facts presented, the application of Peter Weare for a Private Accessway to create access to a lot located at the rear of 69 Beach Bluff Terrace be tabled to the regular December 19, 2017 meeting of the Planning Board [at which time a public hearing will be held].