

## MEMORANDUM

TO: Cape Elizabeth Planning Board  
FROM: Maureen O'Meara, Town Planner  
DATE: April 23, 2018  
SUBJECT: 8 Aster Ln Private Rd Review

### Introduction

Margaret Birlem is requesting review of a private road extension from Aster Ln to create road frontage for the lot located at 8 Aster Ln. The application will be reviewed for compliance with Sec. 19-7-9, Private Road review, and related Subdivision Ordinance road construction standards.

### Procedure

- The board should begin by having the applicant introduce the project.
- The board should allow public comment on completeness.
- 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 should occur. If the application is deemed complete, substantive discussion may begin.
- The Planning Board should decide if a site walk and/or a public hearing will be scheduled.
- At the end of discussion, if a public hearing will be held, the application should be tabled. If no public hearing will be held, the Board has the option to approve, approve with conditions, table or deny the application.

### Summary Completeness

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

3. Survey. A survey for the lot located at 8 Aster Ln has been provided. Additional survey information should be provided for the portion of the Aster Ln right-of-way in which the private road will be constructed. It is typical for the town to require monumentation for roads which it has accepted. The monumentation at the end of the accepted portion of Aster Ln should be added to the plans. In addition, a note should be added to the "Overall Site Plan" that references the survey.

7. Traffic. A waiver has been requested from providing traffic information, which is reasonable given that one lot will become buildable with the private road. The board may want to note, however, that traffic circulation may be an issue for discussion due to the gated access.
  
16. Wetlands. The applicant has provided a wetlands map obtained from the Maine Office of GIS. This is not a level of accuracy map that the town typically accepts. The Zoning Ordinance and Zoning Map both specify that Resource Protection boundary lines must be field verified. The Code Enforcement Officer has walked the lot and concurs that there are no wetlands on the lot.

### Discussion

Beyond the level of completeness, the Planning Board may also want to consider the following as part of its substantive review discussion.

1. Driveway. The applicant has not shown the location of the driveway accessing the lot from the private road. This should be added to the plans. At the workshop, the Planning Board indicated the driveway should access the lot at a right angle from the new private road. The driveway should be located to minimize its length from the private road to the home's garage.
  
2. Access gate. A chain was added, post-subdivision approval, at the end of the town-accepted portion of Aster Ln. The chain will need to be removed as part of the extension of the private road from the public portion of Aster Ln. The applicant has suggested a potential second location, and that location will need to include a turnaround on the applicant's property to accommodate emergency vehicles. (See Town Fire Chief's comments)
  
3. Building envelope. The applicant may want to add a note defining what activities are allowed outside the building envelope.
  
4. Town Engineer. The Town Engineer has noted several items for further explanation.

### 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 Margaret Birlem for review of a private road

extension from Aster Ln to create road frontage for the lot located at 8 Aster Ln be deemed (complete/incomplete).

B. Motion to Table (with public hearing)

BE IT ORDERED that, based on the plans and materials submitted and the facts presented, the application of Margaret Birlem for review of a private road extension from Aster Ln to create road frontage for the lot located at 8 Aster Ln be tabled to the regular May 15, 2018 meeting of the Planning Board, at which time a public hearing will be held.