

## MEMORANDUM

TO: Cape Elizabeth Planning Board  
FROM: Maureen O'Meara, Town Planner  
DATE: September 17, 2019  
SUBJECT: Cunner Lane Private Road Review

### Introduction

David Smith is requesting a private road review of a portion of Cunner Lane to amend/replace a 1997 Public Access Waiver granted by the Planning Board where a turnaround was proposed on the east side of a lot located at 19 Cunner Lane. The applicant would like to relocate the turnaround and has submitted an application aligned with current regulations. The application will be reviewed for compliance with Sec. 19-7-9, Private Road Review.

### Procedure

- The Board should begin by having the applicant introduce the project.
- The meeting should be opened to public comment.
- The Board should 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, review may begin.
- 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.

### Summary of Completeness

The comments of the Town Engineer and the completeness checklist are attached. No items appear incomplete.

### Motions for the Board to Consider

#### **A. Motion for Completeness**

BE IT ORDERED that, based on the plans and the materials submitted and the facts presented, the application of David Smith for a private road review of a portion of Cunner Lane located on the south side of 19 Cunner Ln be deemed (complete/incomplete).

**B. Motion to Table/Schedule Public Hearing**

BE IT ORDERED that, based on the plans and the materials submitted and the facts presented, the application of David Smith for a private road review of a portion of Cunner Lane located on the south side of 19 Cunner Ln be tabled to the October 15, 2019 meeting of the Planning Board, at which time a public hearing will be held.