

## MEMORANDUM

TO: Cape Elizabeth Planning Board  
FROM: Maureen O'Meara, Town Planner  
DATE: December 17, 2019  
SUBJECT: 12 Purpoodock Drive Private Accessway Amendment

### Introduction

Adam Gardner is requesting an amendment to the previously approved private accessway granted for 12 Purpoodock Drive to enlarge the building envelope. The application will be reviewed for compliance with Sec. 19-7-9, Private Accessways.

### Procedure

- The Board should begin by having the applicant summarize the project.
- The Board should allow public comment.
- 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 review may begin. The applicant has requested expedited review of the application.
- The Board should decide if a site walk will be scheduled.
- The Board should then open the public hearing scheduled for this evening.
- At the close of the public hearing, the Board may resume discussion.
- At the close of discussion, the Board should consider a motion to approve, approve with conditions, table or deny the application.

### Summary of Completeness

The completeness checklist is attached. No items appear incomplete.

### Private Accessway Standards (Sec. 19-7-9(D)(4))

#### d. Building envelope

This is the only standard that is applicable to the proposed amendment. A building envelope must be shown on the plans and the revised plan shows the revised building envelope.

### Motions for the Board to Consider

**A. Motion for Completeness**

BE IT ORDERED that, based on the plans and materials submitted, the application of Adam Gardner for an amendment to the previously approved Private Accessway Permit for 12 Purpoodock Drive to expand the building envelop be deemed (complete/incomplete).

**B. Motion for Approval**

1. Adam Gardner is requesting an amendment to the previously approved Private Accessway Permit for 12 Purpoodock Drive to expand the building envelop as part of a land swap with abutting property Purpoodock Golf Club, which requires review under Sec. 19-7-9, Private Accessway.
2. The Purpoodock Drive Private Accessway has been previously approved by the Cape Elizabeth Planning Board to be in compliance with the Subdivision Ordinance and Site Plan Regulations, and the findings and decisions of those approvals which are not altered by the proposed amendments remain in effect.
3. A building envelope (is/is not) depicted wherein the house and accessory buildings will be located on the lot demonstrating conformance with the setback requirements of the district in which it is located and any natural constraints and that the house site will be buffered from abutting residential properties.
4. The application substantially complies with Sec. 19-7-9, Private Accessways.

THEREFORE, BE IT ORDERED that, based on the plans and materials submitted, the application of Adam Gardner for an amendment to the previously approved Private Accessway Permit for 12 Purpoodock Drive to expand the building envelop be approved.

**Private Accessway Review  
Completeness Checklist Sec. 19-7-9(D)(3)**

Project: 12 Purpoodock Drive Private Accessway Amendment

- a. Application form showing owner's name, map/lot, ownership
- b. Location map
- c. Plan prepared by registered Land Surveyor with maintenance note
  - (1) Property boundaries
  - (2) Sewage disposal, utilities, location and names of existing streets
  - (3) Intersecting driveways
  - (4) Drainage courses, floodways, wetlands, trees, natural features
  - (5) Surface water drainage
  - (6) Easements, deed restrictions, covenants
  - (7) Fire hydrant/fire protection systems
  - (8) Proposed utilities
  - (9) Building envelope
- d. Maintenance Agreement