

MEMORANDUM

TO: Cape Elizabeth Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: September 15, 2020
SUBJECT: Pollack Brook Preserve Resource Protection Permit

Introduction

The Cape Elizabeth Land Trust is requested a Resource Protection Permit to construct 13 boardwalks and bridges in wetlands located on the Pollack Brook Preserve located at 498 Spurwink Ave (U43-8-5). The application will be reviewed for compliance with Sec. 19-8-3, Resource Protection Permit Regulations.

Procedure

- The Planning Board should begin by having the applicant introduce the project.
- The Board should then allow public comment on completeness.
- The Board then makes 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 public hearing and/or site visit 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, Sec. 19-8-3

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

1. Site Plan. As further elaborated below, additional information may need to be added to the site plan. To start, it would be helpful to understand where existing trails, boardwalks and bridges are located in comparison to proposed structures. The names of abutting property owners could also be added to the site plan, as well as the address of the applicant.
4. Names of abutting property owners. The names of abutting property owners should be provided, and would be most helpful if added to the site plan.
- 5/6. Wetland locations. The applicant has provided the Pollack Brook Preserve Natural Resources Inventory and Management Plan, which is a comprehensive description of the physical characteristics of the property. On page 3, "As such, wetland boundaries depicted on maps within this report are approximate." In some cases, approximate boundaries might be adequate. In this application, many boardwalks are proposed in areas not

shown as wetlands, boardwalks are shown not completely crossing a wetland, or boardwalks are shown not crossing the narrowest portion of the wetland, avoiding and minimizing impacts. These circumstances may indicate that the approximate wetland boundary information provided is not adequate.

8. Water flow direction. Directional water flow arrows should be added to the site plan.
11. Specifications. More information should be provided on the total square footage of each boardwalk and bridge. Details of the structures to be constructed should also be provided.
15. Evidence of ownership should be provided.

Motion 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 the Cape Elizabeth Land Trust for a Resource Protection Permit to construct 13 boardwalks and bridges in wetlands located on the Pollack Brook Preserve located at 498 Spurwink Ave (U43-8-5) be deemed (complete/incomplete).

B. Motion for Public Hearing

BE IT ORDERED that, based on the plans and materials submitted and the facts presented, the application of the Cape Elizabeth Land Trust for a Resource Protection Permit to construct 13 boardwalks and bridges in wetlands located on the Pollack Brook Preserve located at 498 Spurwink Ave (U43-8-5) be tabled to the regular October 20, 2020 meeting of the Planning Board, at which time a public hearing will be held.

PROJECT: Pollack Brook Preserve Trails
498 Spurwink Ave
APPLICANT: Cape Elizabeth Land Trust

DATE: September 15, 2020

**RESOURCE PROTECTION PERMIT
APPLICATION COMPLETENESS CHECKLIST
(Section 19-8-3(2)(c) of the Zoning Ordinance)**

- _P_ 1. Detailed Site Plan;
- _W_ 2. Topographic map showing the location and slope of all existing grades and all proposed grades upon completion of the proposed alteration (1-foot contour intervals/2-foot contour intervals);
- _Y_ 3. Written description of the entire parcel and the location of the wetland;
- _N_ 4. Names and property locations of all abutting property owners;
- _P_ 5. Written description and a map of the vegetative cover and the wetland upland edge of the site prepared by a botanist or wetland specialist;
- _P_ 6. Written description and a high intensity soils map of the site's underlying soils, the location of hydric soils, and the wetland upland edge prepared by a certified soils scientist;
- N/A 7. Map indicating the wetland upland edge based on hydrology, if needed;
- _N_ 8. Location and flow direction of all existing watercourses, ponds and standing water;
- _W_ 9. Stormwater runoff plan prepared by a professional engineer;
- N/A 10. Delineation of the portion of the lot that is buildable and the proposed footprints of the buildings and structures;
- _P_ 11. Information on the exact sites and specifications for all proposed draining, filling, grading, dredging, and vegetation removal;
- _Y_ 12. Statement about the purpose of the project and why the proposed activity cannot be located at other sites;
- N/A 13. Mitigation measures, if any; and
- N/A 14. Any additional information required by the Town Planner.
- _N_ Evidence of right, title and interest in the property to be reviewed.