**MEMORANDUM**

TO: Cape Elizabeth Planning Board

 FROM: Maureen O'Meara, Town Planner

 DATE: May 18, 2021

 SUBJECT: Town Farm Trail Resource Protection Permit

Introduction

The Town of Cape Elizabeth is requesting a Resource Protection Permit to install 1,100 sq. ft. of boardwalk on the existing Town Farm Trails, located at the Town Farm on Spurwink Ave (R5-11, R5-13). The application will be reviewed for compliance with Sec. 19-8-3, Resource Protection Permit.

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 review of the application should occur. If the application is deemed complete, review may begin.

•If the application is deemed complete, the Board should decide if a site walk and/or public hearing will be scheduled.

•At the end of discussion, the Board has the option to approve, approve with conditions, table or deny the application.

Summary of Completeness

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

2. The applicant is requesting a waiver from submitting 1' contours and has submitted 2' contours.

6. The applicant is requesting a waiver from submitting a high intensity soil survey and has provided wetland boundary information from the FB Environmental town-wide greenbelt assessment.

8. No water direction flow information has been included, however, submitted topography shows that all boardwalk locations drain toward the Spurwink Marsh.

9. A waiver is requested from submitted a stormwater management plan prepared by a professional engineer.

It should be noted that deeds for the properties are on file in the town office.

Motions for the Board to Consider

**A. Motion for Completeness**

BE IT ORDERED that, based on the plans and materials submitted for a Resource Protection Permit to alter 1,100 sq. ft. of RP1 and RP2 wetlands to install boardwalk on the existing Town Farm Trails, located at the Town Farm on Spurwink Ave (R5-11, R5-13) be deemed (complete/incomplete).

**B. Motion to Table (with public hearing)**

BE IT ORDERED that, based on the plans and materials submitted for a Resource Protection Permit to alter 1,100 sq. ft. of RP1 and RP2 wetlands to install boardwalk on the existing Town Farm Trails, located at the Town Farm on Spurwink Ave (R5-11, R5-13) be tabled to the June 15, 2021 meeting of the Planning Board, at which time a public hearing will be held.)

PROJECT: Town Farm Trail Resource Protection Permit DATE: May 18, 2021

 Town Farm, Spuwink Ave

APPLICANT: Town of Cape Elizabeth, Maine

**RESOURCE PROTECTION PERMIT**

**APPLICATION COMPLETENESS CHECKLIST**

**(Section 19-8-3(2)(c) of the Zoning Ordinance)**

\_Y\_ 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

\_Y\_ 4. Names and property locations of all abutting property owners;

\_Y\_ 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;

\_W\_ 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;

\_Y\_ 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.

\_Y\_ Evidence of right, title and interest in the property to be reviewed