

## MEMORANDUM

TO: Cape Elizabeth Planning Board  
FROM: Maureen O'Meara, Town Planner  
DATE: February 24, 2020  
SUBJECT: School access ramp Site Plan amendment

### Introduction

The Town of Cape Elizabeth is requesting an amendment to the previously approved site plan for the school campus to install a paved access ramp to the athletic fields located behind the middle school, located at 6 Scott Dyer Rd. The application will be reviewed for compliance with Sec. 19-9, Site Plan Regulations.

### Procedure

- The Board should begin by having the applicant summarize the project.
- The Board should allow public comment on completeness.
- The Board should then make a determination 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 discussion may begin.
- A public hearing has been scheduled for this meeting. The Board may want to schedule a site walk if a vote for approval will not be considered.
- The Board may begin discussion.
- When discussion ends, the Board has the option to approve, approve with conditions, table or deny the application.

### Summary of Completeness

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

No items appear incomplete. The applicant has requested a waiver from submitting evidence of right, title or interest or a survey, both of which are on file in the town office as part of the original site plan approval.

### Site Plan Review Standards

Below is a summary of application compliance with the Site Plan standards, Sec. 19-9-5.

1. Utilization of the Site

The current site plan includes a grassed ramp in this location and gravel has been placed on a portion of the grassed ramp. The project will upgrade the existing area with an ADA standard paved ramp in the same location. Acting Town Engineer Todd Gammon is recommending that the grading information be adjusted.

2. Traffic Access and Parking

- a. Adequacy of Road System - No change.
- b. Access into the Site - No change.
- c. Internal Vehicular Circulation - No change.
- d. Parking Layout and Design - The existing parking lot will be changed to replace 3 standard parking spaces with 2 handicapped van accessible spaces nearest the ramp.

3. Pedestrian Circulation

Pedestrians currently use the ramp area. The project will enhance pedestrian access by creating a paved ramp meeting ADA requirements with 2 viewing areas.

4. Stormwater Management

A minimal increase in stormwater will flow from the ramp onto vegetated grass surfaces.

5. Erosion Control

An erosion control plan focusing on placement of erosion control mix and reseeding has been submitted.

6. Utilities

Except for limited electrical, no utilities are known to be in the project area. The Planning Board may want to require an explicit requirement that Digsafe be used prior to construction.

7. Shoreland Relationship

The property is not located in the Shoreland Overlay Performance District.

8. Landscaping and Buffering

No removal or additional landscaping is proposed.

9. Exterior Lighting

No lighting is proposed.

10. Signs

Signage to designate handicapped accessible parking is proposed.

11. Noise

No change to existing noise levels is expected with the ramp after installation.

12. Storage of Materials

No exterior storage of materials is proposed.

13. Technical and Financial Capacity

The Town Manager has confirmed that the project was included in the FY2020 budget and these types of projects have been successfully completed by the town in the past.

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 the Town of Cape Elizabeth for an amendment to the previously approved site plan for the school campus to install a paved ADA access ramp to the athletic fields located behind the middle school, located at 6 Scott Dyer Rd, be deemed (complete/incomplete).

**B. Motion for Approval**

Findings of Fact

1. The Town of Cape Elizabeth is requesting an amendment to the previously approved site plan for the school campus to install a paved access ramp to the athletic fields located behind the middle school, located at 6 Scott Dyer Rd, which requires review under Sec. 19-9, Site Plan Regulations.
2. The school ramp improvement (reflects/ does not reflect) the natural capabilities of the site to support development.
3. The school ramp improvement includes parking lot changes that (will/will not) in accordance with Sec. 19-7-8, Off-Street Parking.
4. The school ramp improvement (does/ does not) provide for a system of pedestrian ways within the development.
5. The school ramp improvement (does/ does not) provide for adequate collection and discharge of stormwater.
6. The school ramp improvement (will/will not) cause soil erosion, based on the erosion plan submitted.
7. The school ramp improvement, with confirmation using Digsafe protocols, (will/will not) disrupt existing site utilities.
8. The school ramp improvement (will/will not) locate, store or discharge materials harmful to surface or ground waters.
9. The applicant (has/has not) demonstrated adequate technical and financial capability to complete the project.
10. The school ramp improvement (does/ does not) include exterior lighting
11. The school ramp improvement (does/ does not) include any vegetative buffer removal.
12. The development (will/will not) substantially increase noise levels and cause human discomfort.
13. The application substantially complies with Sec. 19-9, Site Plan Regulations.

THEREFORE BE IT ORDERED that, based on the plans and materials submitted and the facts presented, the application of the Town of Cape Elizabeth for

an amendment to the previously approved site plan for the school campus to install a paved ADA access ramp to the athletic fields located behind the middle school, located at 6 Scott Dyer Rd, be approved, subject to the following conditions:

1. That the plans be revised to address the comments of Acting Town Engineer Todd Gammon in his letter dated 2-12-2020; and
2. That Digsafe protocols be applied to the area of construction.

**Site Plan Review Submission Checklist**  
**[Section 19-9-4(c)]**

Date: February 24, 2020  
Project: School access Ramp Site Plan Amendment  
Applicant: Town of Cape Elizabeth

- W a. Evidence of right, title, and interest in the property
- Y b. Written description
- Y c. Name of project/applicant
- W d. Survey
- Y e. Existing conditions
- Y f. Topography
- N/A g. Buildings
- Y h. Traffic access and parking
- Y i. Stormwater
- Y j. Erosion
- Y k. Utilities
- N/A l. Landscaping
- N/A m. Lighting
- Y n. Signs
- N/A o. Noise
- N/A p. Exterior storage
- Y q. Financial and Technical Capability

Y Yes, complete

N	No, not complete
W	Waiver
P	Partially complete
N/A	Not applicable