

MEMORANDUM

TO: Cape Elizabeth Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: July 21, 2020
SUBJECT: Phase 2 Access Ramp

Introduction

The Town of Cape Elizabeth is requesting amendment of the previously approved site plan for the school campus, located at 12 Scott Dyer Rd (U21-12), to extend the access ramp across the athletic field complex from the end of the Phase 1 ramp to the tennis courts. 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 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.
- The Board should decide if a site walk will be scheduled.
- The public hearing advertised for this evening should be held.
- At the close of the public hearing 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 Acting Town Engineer Todd Gammon. Below is a summary of possible incomplete items:

No items appear incomplete. The applicant has requested a waiver from submission of the property deed and boundary survey, both of which are on file as part of the original site plan.

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 access ramp will provide handicapped access to multiple existing athletic facilities in areas where the public has access. The access traverses an area that slopes from elevation 73 to elevation 55. The access design is striving to keep the grade change to less than 5% to avoid installing hand

rails in what is essentially an open field. Additional adjustments to the design to satisfy the maximum grade limit are recommended by Acting Town Engineer Todd Gammon.

2. Traffic Access and Parking

- a. Adequacy of Road System- No change is proposed
- b. Access into the Site- Existing access points will be used.
- c. Internal Vehicular Circulation-The existing circulation pattern will not be changed by this project
- d. Parking Layout and Design- No change is proposed, although the project will add a missing sign to an existing handicapped parking space.

3. Pedestrian Circulation

Pedestrian circulation will be significantly enhanced by adding a defined, handicapped accessible walkway to the school campus athletic facilities. The access ramp is in the same location as the Cross Town greenbelt trail and will also enhance the greenbelt trail system.

4. Stormwater Management

The paved access ramp will add approximately 2,159 sq. ft. of impervious surface and will be almost completely surrounded by existing lawns, where most of the stormwater will be absorbed. On the southern end of the access, improvements will be made to an existing shallow swale where the access crosses it.

5. Erosion Control

An erosion control plan has been submitted with the application. The applicant will be directing stormwater flows onto to existing lawn areas where vegetation will filter the stormwater.

6. Utilities

Most of the access ramp area does not intersect with utilities. On the southern end of the ramp near the tennis court, an existing electrical line will be located using dig safe and measures taken to protect the line during ramp construction.

7. Shoreland Relationship

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

8. Landscaping and Buffering

Tree protection measures are included in the plan to protect existing trees near the memorial bench during construction. Disturbed areas will be reseeded and restored to lawn.

9. Exterior Lighting

No exterior lighting is proposed.

10. Signs

No signage is proposed, however the project will include replacement of a handicapped parking sign on the existing parking lot at the southern end of the ramp.

11. Noise

No increase in existing noise is proposed.

12. Storage of Materials

No storage of materials is proposed.

13. Technical and Financial Capacity

The Town Manager has submitted confirmation that the project has funds budgeted and the town has completed the Phase 1 ramp.

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 Town of Cape Elizabeth for an amendment of the previously approved site plan for the school campus, located at 12 Scott Dyer Rd (U21-12), to extend the access ramp across the athletic field complex from the end of the Phase 1 ramp to the tennis courts be deemed (complete/incomplete). Waivers have been granted from submitting the property deed and the property boundary because the information is already on file in the town office as part of the original site plan approval.

B. Motion for Approval

Findings of Fact

1. The Town of Cape Elizabeth is requesting amendment of the previously approved site plan for the school campus, located at 12 Scott Dyer Rd (U21-12), to extend the access ramp across the athletic field complex from

the end of the Phase 1 ramp to the tennis courts, which requires review under Sec. 19-9, Site Plan Regulations.

2. The School campus site plan has been previously approved by the Cape Elizabeth Planning Board to be in compliance with the Site Plan regulations, and the findings and decisions of the prior approval which are not altered by the proposed amendments remain in effect.
3. The plan for the development (reflects/ does not reflect) the natural capabilities of the site to support development.
4. The plan (does/ does not) provide for a system of pedestrian ways within the development.
5. The plan (does/ does not) provide for adequate collection and discharge of stormwater.
6. The development (will/ will not) cause soil erosion, based on the erosion plan submitted.
7. The development (is/ is not) designed to accommodate existing utilities.
8. The applicant (has/ has not) demonstrated adequate technical and financial capability to complete the project.
9. 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 of the previously approved site plan for the school campus, located at 12 Scott Dyer Rd (U21-12), to extend the access ramp across the athletic field complex from the end of the Phase 1 ramp to the tennis courts 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 July 15, 2020.
2. That there be no alteration of the site until the plan are revised to address the above condition and submitted to the town planner.

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

Date: July 21, 2020

Project: Access Ramp P2

Applicant: Town of Cape Elizabeth, Maine

- 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
- N/A 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
- Y 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