

## MEMORANDUM

TO: Cape Elizabeth Planning Board  
FROM: Maureen O'Meara, Town Planner  
DATE: June 21, 2016  
SUBJECT: Cape Elizabeth High School generator replacement site plan amendment

### Introduction

The Town of Cape Elizabeth is requesting an amendment to the existing site plan approval for the school campus to install concrete pads for a generator and transfer switch. 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 provide a public comment period limited to 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.
- The Board should decide if a site walk should be scheduled.
- If the application is deemed complete, the board should open the public hearing, which has been scheduled for this evening.
- 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:

Because this is a site with an approved site plan and the proposed amendment is limited in scope, several waivers have been requested. A copy of the approved site plan, which includes a standard boundary survey of the school campus, is on file in the town office.

1. A survey and deed showing town ownership of the school campus is on file in the town office.
3. See 1 above.
4. See 1 above.
9. See 1 above.

### Site Plan Review Standards

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

#### A. Utilization of the Site

No changes to the existing building are proposed.

#### B. Traffic Access and Parking

1. Adequacy of Road System- This amendment will not change traffic levels.
2. Access into the Site- No change.
3. Internal Vehicular Circulation- No change.
4. Parking Layout and Design- The existing parking layout will not be changed by this project.

#### C. Pedestrian Circulation

No change is proposed.

#### D. Stormwater Management

No change is proposed. The project will increase impervious surface on the 90 acre site by 245 sq. ft.. The slight increase in runoff will likely dissipate in the adjacent grassed area.

#### E. Erosion Control

Disturbance of soil will be minimized to only the area where the pads will be installed and both areas are immediately adjacent to lawn.

#### F. Water Supply

Not applicable.

G. Sewage Disposal

Not applicable.

H. Utilities

Existing propane tanks will be removed and a new connection to an existing tank in the same area will be established. The generator pad location has been adjusted to avoid placement of the generator on an existing sewer line.

I. Water Quality Protection

No discharge of noxious chemicals is proposed.

J. Wastes

The contractor will be responsible for removing solid waste generated by the project.

K. Shoreland Relationship

The property is not located in the Shoreland Zone.

L. Technical and Financial Capacity

The project has been included in the school department budget and the Facilities Management department has completed similar projects.

M. Exterior Lighting

No change.

N. Landscaping and Buffering

Existing landscaping will be removed in the vicinity of the new pad. With the movement of the generator (to avoid the sewer line) and installation of a bollard to separate it from the parking lot, no room is left for landscaping. Existing landscaping is in the area next to the generator pad.

O. Noise

The proposed use is not expected to generate noise levels in excess of maximum decibel levels permitted.

P. Storage of Materials

No exterior storage of materials is proposed.

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 to amend the previously approved site plan to install a replacement generator at the High School located at 343 Ocean House 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 replacement generator at the High School located at 343 Ocean House Rd, which requires review under Sec. 19-9, Site Plan Regulations
2. 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 to amend the previously approved site plan to install a replacement generator at the High School located at 343 Ocean House Rd be approved.