

MEMORANDUM

TO: Cape Elizabeth Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: September 19, 2017
SUBJECT: Comfy Cape Child Care Site Plan Amendment

Introduction

Kimberly Sholl is requesting an amendment to the previously approved site plan for 111 Scott Dyer Road to expand the existing day care from 19 to 40 children. The application will be reviewed for compliance with Sec. 19-9, Site Plan Regulations.

Procedure

- The Board should begin by having the applicant introduce the project.
- The Board should then allow public comment regarding 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, substantive review may begin.
- The Board should decide if a site walk and/or public hearing will be held.
- At the close of discussion, the Board should consider a motion to table the application.

Summary of Completeness

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

- a. Evidence of Right, Title and Interest. The applicant of the project is Kimberly Sholl and the deed provided for the property indicates the owner is Kimberly Sunshine Properties LLC. The relationship between the two parties should be documented in the application.
- d. Survey. The applicant has incorrectly stated that waivers were granted by the Planning Board at the August workshop. The Planning Board does not grant waivers at workshops. The application should be corrected. The applicant has not submitted a standard boundary survey. Attached,

courtesy of Town Assessor Clinton Swett, is a copy of a boundary survey filed with the Cumberland County Registry of Deeds.

- f. Topography. The applicant would like a waiver from submitting topography information.
- i. Stormwater. The applicant is seeking a waiver, but has also provided a calculation of increased impervious surface as 1,100 sq. ft.
- j. Erosion. The applicant has requested a waiver from providing an erosion control plan. The project includes parking lot construction within 250' of an RP1 wetland.
- m. Lighting. A photometric plan has been provided, however the scale of the plan makes it difficult to determine the location of lighting. Lighting may also be missing from the plan.
- o. Noise. The applicant has provided a noise study of a child care facility in London, England. Db levels anticipated at the property line should be provided.

Motion for the Board to Consider

A. Motion for Completeness

BE IT ORDERED that, based on the plans and the materials submitted and the facts presented, the application of Kimberly Sholl for an amendment to the previously approved site plan for 111 Scott Dyer Road to expand the existing day care from 19 to 40 children be deemed (complete/incomplete).

B. Motion to Table to Public Hearing

BE IT ORDERED that, based on the plans and the materials submitted and the facts presented, the application of Kimberly Sholl for an amendment to the previously approved site plan for 111 Scott Dyer Road to expand the existing day care from 19 to 40 children be tabled to the regular October 17, 2017 meeting of the Planning Board, at which time a public hearing will be held.