

MEMORANDUM

TO: Cape Elizabeth Planning Board
FROM: Maureen O'Meara, Town Planner
DATE: October 16, 2018
SUBJECT: Appletree School Expansion

Introduction

Pam Mullin is proposing to expand the existing Appletree School, located at 44 Two Lights Rd, from 20 to 40 children. The proposal triggers amendments to the previously approved site plan. Installation of sanitary sewer pipe in an RP2 wetland and temporary disturbance of RP2 wetland as part construction of an addition outside the wetland requires a Resource Protection Permit. The purchase of land from an abutter also requires an amendment to the subdivision approval that created both lots. The application will be reviewed for compliance with Sec. 19-9, Site Plan regulations, Sec. 19-8-3, Resource Protection District requirements and Sec. 16-2-5, Amendments to previously approved subdivisions.

Procedure

- The Board should begin by having the applicant introduce the project.
- The Board should then allow public comment related to completeness of the application.
- 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 discussion of the application should occur. If the application is deemed complete, substantive discussion may begin.
- The Board should decide if a site walk and/or public hearing will be scheduled.
- At the close of discussion, the Board should table the application to the next regular meeting.

Summary of Completeness

The comments of the Town Engineer and the completeness checklists are attached. Below is a summary of possible incomplete items, listed by type of review.

Site Plan Review

- d. The plans are based on a survey (See Sheet 2, note6), however, there is no surveyor's stamp on any plan.
- h. The applicant has retained Gorrill Palmer to evaluate site distance, however no evaluation of trips generated by the proposed expansion and an evaluation of the capacity of Two Lights Rd to handle the traffic increase has been provided. Based on data available, town staff are comfortable that the additional traffic will cause safety issues on Two Lights Rd, however the Planning Board will need evidence in the record to make this finding at the time approval is considered.
- i. The Town Engineer has identified additional information needed to review the proposed rain garden.
- j. The Town Engineer has noted that the proposed erosion control silt fencing will be placed on the abutting property, and permission should be obtained.

Resource Protection Permit

- 4. The applicant has provided the names of all abutters on the east side of the street, however, "abutters" are also defined as property owners immediately across the street.
- 9. The applicant has requested a waiver from providing a stormwater runoff plan prepared by a professional engineer. With an impervious surface increase of 2,629 sq. ft., the basis for this waiver has already been incorporated into the site plan regulations.

Subdivision Amendment

- 3. The same survey comment as made above applies here.

Motion for Completeness

BE IT ORDERED that, based on the plans and materials submitted and the facts presented, the application of Pam Mullin for expansion of the Appletree School, located at 44 Two Lights Rd, from 20 to 40 children, which requires a Site Plan Amendment, Resource Protection Permit and Subdivision Amendment, be deemed (complete/incomplete). The Planning Board grants a waiver from submitting a stormwater runoff plan prepared by a professional engineer, as required by the Resource Protection Permit requirements, due to less than 10,000 sq. ft. of added

impervious surface proposed and the limits of stormwater modeling software that do not capture this amount of impervious change and the submission of a stormwater management plan