

## MEMORANDUM

TO: Cape Elizabeth Planning Board  
FROM: Maureen O'Meara, Town Planner  
DATE: September 17, 2019  
SUBJECT: Pond Cove Elementary School Shed Site Plan Amendment

### Introduction

The Town of Cape Elizabeth is requesting an amendment to the previously approved site plan to place a 7' x 12' garden shed at the Pond Cove Elementary School located at 12 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 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 and/or public hearing should be scheduled.
- 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.

### 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 shed will be placed within the portion of the Pond Cove Elementary School playground devoted to nature based learning and store related supplies.

2. Traffic Access and Parking

- a. Adequacy of Road System- No change to use of the adjacent road system will be caused by this project.
- 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 to the parking is needed by or proposed for this project.

3. Pedestrian Circulation

The playground area where the shed will be placed is adjacent to the nature based learning area where pedestrian circulation is unrestricted.

4. Stormwater Management

No measurable change to stormwater is expected due to the placement of the 7' x 12' shed.

5. Erosion Control

The shed will be delivered fully constructed and placed on concrete blocks so no meaningful ground disturbance will occur.

6. Utilities

No utilities are proposed.

7. Shoreland Relationship

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

8. Landscaping and Buffering

No landscaping will be removed or is proposed.

9. Exterior Lighting

No lighting is proposed.

10. Signs

No signs are proposed.

11. Noise

No additional noise due to the shed installation is proposed.

12. Storage of Materials

No exterior storage is proposed. The shed will provide storage for equipment related to nature based education.

13. Technical and Financial Capacity

The shed has been funded by the Town of Cape Elizabeth.

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 to the previously approved site plan to install a 7' x 12' wood shed on the Pond Cove Elementary School playground, located at 12 Scott Dyer Rd be deemed (complete/incomplete).

**B. Motion for Approval**

Findings of Fact

1. Town of Cape Elizabeth is requesting an amendment to the previously approved site plan to install a 7' x 12' wood shed on the Pond Cove Elementary School playground, located at 12 Scott Dyer 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 for an amendment to the previously approved site plan to install a 7' x 12'

wood shed on the Pond Cove Elementary School playground, located at 12 Scott Dyer Rd be approved.

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

Date: September 17,2019  
Project: Pond Cove Elementary School Playground Shed Site Plan  
Amendment  
Applicant: Town of Cape Elizabeth

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