TOWN OF KITTERY, MAINE

200 Rogers Road – Kittery, ME 03904

Phone: 207-439-1308 Fax: 207-439-6806

www.kitteryme.gov

KITTERY BOARD OF APPEALS

June 1, 2016

Robert & Stacey Emery
352 Haley Road
Kittery Point, ME 03905

Dear Mr. & Mrs. Emery,

You application requesting Miscellaneous Variation Request, per Title 16.6.4.3.D, to the terms of Title 16.8.25.5, seeking approval for Accessory Dwelling Unit where existing garage is located was heard at Town Hall, Tuesday evening, November 24, 2015

A motion was made as follows: *Mr. Wilson moves to grant the ADU for Mr. Emery with no conditions, seconded by Jeff Brake, five affirmative votes. Motion carried unanimously.*

The motion carried with 5 in favor, 0 opposed, and 0 abstention's.

Findings of Fact

1. Board of appeals does have jurisdiction.
2. No outstanding violations on the property.
3. Application is complete.
4. Applicant have standing.
5. Burden of proof was clarified.
6. ADU is available for this calendar year.
7. No code concerns.
8. No current code conditions.
9. The Emery's are the of the owner 352 Haley road.
10. Accessory Dwelling Units are permitted use.

11. The Board grants the Emery's Miscellaneous Variation to replace an existing garage with a manufactured home of gross square footage of 1120 square feet as an accessory dwelling unit.
12. Living space calculated at 619 square feet which falls within the 400 to 800 square feet for an ADU.
13. Property is not located in the shoreland or resource protection zone.
14. The board does find that the larger structure dimensions meet setbacks.
15. The applicant's evidence was substantial and credible and not outweighed by conflicting evidence.
16. The applicant did meet the burden of proof.
17. No members of the public will present to testify at the hearing and no written testimony was entered.

Conditions of Law

Mr. Wilson moves to accept with conditions the conclusions of law seconded by Charles Denault, five affirmative votes. Motion carried unanimously.

Conclusion

The Board of Appeals has the authority to grant a Miscellaneous Variation Request, under Town Code Title 16, Section 1.5.2F4a, pursuant to Sections 6.4.3A, Miscellaneous Variation Request; Accessory Dwelling Unit Development Standards, 16.8.25.5.

This approval is not the granting of a building/regulated activity permit, and any aggrieved party may appeal this decision to Superior Court within 45 days.

Sincerely,

Brian Boyle
Secretary

cc: Chairperson, Town Council
Town Manager
Code Enforcement Officer
Board of Appeals Members
Chairman, Conservation Commission
Chairman, Planning Board
Town Attorney
Town Planner

TOWN OF KITTERY, MAINE

200 Rogers Road – Kittery, ME 03904

Phone: 207-439-1308 Fax: 207-439-6806

www.kitteryme.gov

KITTERY BOARD OF APPEALS

May 26, 2016

Jeff Apsey
5 Chauncey Creek Road
Kittery Point, ME 03904

Dear Mr. Apsey,

You application requesting Administrative Appeal, per Title 16.6.4.1, regarding Notice of Violation and Order for Correction, was heard at Town Hall on Tuesday evening, February 9, 2016.

A motion was made as follows: *Secretary Boyle proposed to uphold the Notice of Violation of Order for Correction, dated 12/9/2015, for property located at 95 Government Street. Mr. Brake moved and Mr. Fitzpatrick seconded. Motion carried unanimously.*

The motion carried with 6 in favor, 0 opposed, and 0 abstention's.

Findings of Fact

1. The CEO issued a notice of violation in regards to the sign at 95 Government Street. There was a call to the Town Hall in regards to line of sight. Research confirmed there was no sign permit. Mr. Marchi also noted Mr. Apsey's place of residence is not 95 Government Street. It is Chauncey Creek Road.

2. Mr. Apsey stated he purchased the property in 2011 but did not take possession of the property for a year, following eviction of previous tenant. He agreed to move the sign to correct the line of sight problem but he believes it is grandfathered. He made a conscious effort to keep the sign discrete out of consideration for neighborhood.

3. Mr. Apsey amplified the points of his letter dated January 2016. He offered a point-by-point rebuttal of the CEO's letter.

4. Mr. Apsey noted sign was in use before he started using it. The sign does not only advertise for rentals of that property; it is for other properties encompassing Mr. Apsey's business.

5. Mr. Montero, 17 Stimson Street, said he has never seen the photograph in Board's packet. Stimson Street is not well plowed and is difficult because of a blind hill. Mr. Montero has difficulty pulling out safely into traffic.

6. Ms. McKellum, 10 Stimson Street, said she also has problems pulling out into traffic, turning to the right.

7. The Board found there was no permit for the existing sign and it was not legally conforming and has been changed in the last three-year period. Therefore any sign on the premises would have to be conforming.

8. The sign location under Code 16.8.10.3h does not satisfy the sight distance requirement.

9. Mr. Apsey agreed to move the sign to the other side of the property.

10. In discussion, the Chair stated his opinion that Notice was issued in accordance with the law. CEO said there was no permit taken out.

11. Mr. Brake noted sign is illegally blocking the view coming out of Stimson Street.

12. Mr. Denault did not think the sign blocked the view.

13. Mr. Fitzpatrick thought the sign did block his view of traffic.

Mr. Brake moved to accept these finding of fact. Mr. Boyle seconded. Motion carried unanimously.

Conditions of Law

The Board found there was no permit for the existing sign; therefore, the sign was legally nonconforming. It has been changed in the last three year period. The sign location under Code 16.8.10.3h did not satisfy the safe sight distance requirement.

Mr. Brake moved to accept these conclusions of law. Mr. Boyle seconded. Motion carried unanimously.

Conclusion

The Board of Appeals has the authority to hear and decide on this administrative appeal. Code 16-1.5.2.2 (Powers and Duties).
This decision of the Board of Appeals may be further appealed to the District Court pursuant to the provisions of Rule 80(K) of the Maine Rules of Civil Procedure (MRCP). If a timely appeal is taken, the notice of violation and order remains. If no appeal is taken, or any appeal once taken is withdrawn or not pursued, the violation notice and order is final and enforceable.

Sincerely,

Brian Boyle
Secretary

cc: Chairperson, Town Council
Town Manager
Code Enforcement Officer
Board of Appeals Members
Chairman, Conservation Commission
Chairman, Planning Board
Town Attorney
Town Planner

TOWN OF KITTERY, MAINE

200 Rogers Road – Kittery, ME 03904

Phone: 207-439-1308 Fax: 207-439-6806

www.kitteryme.gov

KITTERY BOARD OF APPEALS

June 1, 2016

William & Eileen McCarthy
27A Adams Drive
Kittery, ME 03904

Dear Mr. & Mrs. McCarthy,

You application requesting Miscellaneous Variation Request, per Title 16.6.4.3.D, to lift a two story accessory dwelling unit and add a story to the building, located at 27A Adams Drive, in the Commercial – 1 zone, was heard at Town Hall, Tuesday evening, March 8, 2016.

A motion was made as follows: *The Chair moved to support William and Eileen McCarthy of 27A Adams Drive, Map 22, Lot 10, Commerical-1 C1 Zone request for Miscellaneous Variation Request to lift the two story dwelling unit and add a story to the building. Mr. Pinkham seconded. Motion carried unanimously.*

The motion carried with 7 in favor, 0 opposed, and 0 abstention's.

Findings of Fact

1. William McCarthy wanted to raise the building to add another story under the building. Eileen McCarthy said they were flood and it was not for living space to add a story to their dwelling at 27A Adams Drive.

2. The CEO noted that they are not creating more habitable space. It is a vertical expansion and it is allowed under current law. ADU approved previously by Board of Appeals on other issues. It is for storage and a workshop.

3. Chairman Wilson asked that the area remain uninhabitable and also asked for a corrected calculation of space be added to the record.

4. Mr. Fitzpatrick noted he went to the site and noted new construction would make it no higher than building in front.

Conclusions of Law

Secretary Boyle affirmed Board has the right to hear this application for miscellaneous variation. Code 16-1.5.4.4c (Powers and Duties) and 16-6.4.3d. Basis of law 16-7.3.5.5b addresses nonconforming expansion for vertical expansion. 16-8.25.5 because building is nonconforming to setback requirements. Applicant may still be allowed if miscellaneous request is made to Board.

Chair Wilson cited ADU 16-8.25.5. This is a nonconforming building but that was not a prohibition to grant the request.

The Chair moved to accept these conclusions of law. Mr. Brake seconded. Motion carried unanimously.

This approval is not the granting of a building/regulated activity permit, and any aggrieved party may appeal this decision to Superior Court within 45 days.

Sincerely,

Brian P. Boyle

Brian Boyle
Secretary

cc: Chairperson, Town Council
Town Manager
Code Enforcement Officer
Board of Appeals Members
Chairman, Conservation Commission
Chairman, Planning Board
Town Attorney
Town Planner

TOWN OF KITTERY

Office of the Town Manager

200 Rogers Road, Kittery, ME 03904

Telephone: 207-475-1329 Fax: 207-439-6806

cgranfield@kitteryme.org

Carol M. Granfield
Interim Town Manager

Town Manager's Report to the Town Council
June 8, 2016

1. **Town Hall Customer Service –** I want to comment our Customer Service Team employees at Town Hall, who provided outstanding continued service to our residents of May 31. This was the first day after a long holiday weekend, it was the end of the month, so many vehicle registrations, and also the last day taxes were due. I observed a steady line of people from 7 am to 6 pm all day and our staff provided very positive service and kept lines moving and efficient service. I personally complimented the next day for a job very well done.

2. **Replacement of Virtual Host Server –** Recently our computer system experienced a significant issue – we had major issues due to the primary platform running out of space, so a temporary solution was implemented while options were researched. We have found the best option was to replace the virtual machine host server as this will provide the expansion needed. The space was greatly reduced when the Town added the Trio and Vision system and this was apparently discussed in the past, but now we had to take care of the situation.

3. **Fort Foster –** As a result of requests from some Town Councilors regarding exploring offering passes to Senior at Fort Foster and also having a policy on Drones at the park. I have requested the Parks and Recreation Advisory Commission to look into this as they are advisory on park issues, and to provide me with a recommendation. I have not yet heard back from them and once I do will further evaluate and advise the Town Council.

4. **Regional Dispatch Update –** Following extensive work and discussions by the past and present Town Manager, Fire Chief, past Police Chief and communities of Eliot, South Berwick and Berwick initially, along with agreements being sent to Eliot and Berwick, at this time Eliot is the only community in addition to Kittery that we will be serving. The Berwick Board voted to remain with South Berwick dispatch at this time and will be paying $48,000 more for the service than if they joined with Kittery. The Town of Eliot is quite happy with the service and we now have an expanded state-of-the-art communications system and so I anticipate we will continue to add more communities and shall continue to reach out.

5. **Sewer Betterment Assessment Work –** I have been working with a team to assist with exploring a variety of options to develop a plan for the Town Council to consider as a result of input received from the public. The goal is to have a more favorable assessment system and involves a variety of proposed ordinance changes, review of formulas, payment options and funding available to reduce the resident's assessment from the initial estimates proposed. I plan to provide a proposed plan to the Town Council at the June 27 meeting. Following additional input and modification a public hearing is anticipated to be scheduled for Wednesday, July 11 that will be dedicated solely to this topic.

6. **Dineen Pending Matters –** I have met with our Town Counsel regarding the current status of these issues and not too much has changed. First, the so-called Mary's Store property that is presently under a town Council tear-down Order for Dineen to dispose of the debris consistent with lawful and appropriate environment considerations. The Council's Order was appealed by Mr. Dineen to the York County Superior Court where that appeal is still pending waiting for Justice Fritzache to set a hearing date on the appeal. Another matter is the Order that Dineen remove the burnt out bus in its entirety by noon

on June 30 or report to the York county jail on July 1. Dineen has also appealed this Order to the Maine Supreme Court. He must file his brief on or before June 30. There still remains a question whether the Order of removal of that bus is stayed pending the appeal of this matter to the Supreme Court. The final matter involving Dineen pending before the Superior Court Motion awaiting hearing to have the Court order to immediate removal of all buses and motor vehicles located on the bus company lot (42-44 Old Post Road) that are not currently registered and operable as required by the various provisions of existing Court Orders. That motion also awaits hearing by the Superior Court. Out legal counsel continues to press for hearing dates on these matters.

7. **Adult Video Ordinance** – A request was made to review the current ordinance and determine if the ordinance could be tightened up even more than is currently in place. I am currently reviewing the ordinance and will report back one I have made a determination.

8. **Abandoned House on Bridge Street** – I have reviewed the status of the vacant house with the Code Enforcement Officer and pleased to report that he has frequently been in contact with the owner of the building (who resides in Virginia and comes back periodically.) Some improvements have been made to the building, such as plumbing has occurred. The owner was getting ready to put J-1 students in the building and was served with a notice of violation and needs to bring the building to code before they reside in it. The owner, however can stay in the building, but no other can until it is brought up to code. He was also advised that he could not do the electrical work and to have a licensed electrician and the state electrical inspector continues to monitor the house.

9. **John Paul Jones Agreement** – We are continuing to contact the state to determine the status of the agreement that I was advised was waiting for the Governor's signature to turn over to the town, however we still do not have it and are working on updating the current maintenance agreement we have, however the town continues to mow the grass area.

10. **Navy Training Exercise** – I have met with the PNSY, NH Port Authority and HarborMaster regarding an upcoming training exercise of the PNSY. It will take place next Tuesday, Wednesday and Thursday, June 14, 15 and 16 from 7:30 am to 2:00 pm. It will be ships firing at each other in the Gunboat Shoal area which is more near Rye than Kittery. They will be using blanks and lasers and no real bullets, however it will be as if there is a real terrorist attack. This must be done to have 33 people qualify as part of a requirement. There will be short bursts of sounds but will sound like an attack. They have advised of all the precautions being taken and publicizing with press releases, etc. to notify the public.

11. **First Baptist Church of Kittery Point** – The First Baptist Church of Kittery Point will soon be closing and the Town was contacted by their legal counsel to ask if the Town would accept deed to the cemetery. They have reached an agreement with the Bethany Church of Greenland, NH to take possession of the structure and property surrounding the building however they will not accept the cemetery. Currently the town has been mowing the grass. I have begun to research this and the Town does not own any of the cemeteries in Kittery. Upon initial investigation there is significant research to be done on records that have not been kept up on all cemetery work, what responsibility if any the town has had in the past and where funds are coming from for any maintenance at any cemetery. With all of these unanswered questions, along with discussion with the Town Attorney, I am bringing forth the request to the Town Council, however would recommend the Town Council not take any action at all until all of these unanswered questions are known.

12. **Employee Meetings/Employee Recognition Program** – I recently conducted 5 Employee meetings which provided an excellent opportunity to update employees on happenings within the town and also provide an opportunity for questions and answers. The HR Manager also presented a new program which is quite exciting. The HR Manager worked with an employee committee made up employees from all departments and they developed an Employee Recognition Program that I am fully supportive of. It has three components, Service Awards, Employee of the Quarter from Departments and Employee of

the year. Awards will be presented and/or acknowledged at Town Council meetings. Employees will receive service pins for 5 year increments and the Quarterly and Yearly awards are all based on going above and beyond what is required by the job.

Respectfully Submitted,

Carol

Carol M. Granfield

2012-2016
PLANNING BOARD ACTION ITEMS

ITEM #	DATE	BY	ITEM	PRIORITY	ACTION TAKEN	COMPLETE
1	**8/9/2012**		16.10.9.2 REDEFINE FIELD CHANGES; Major/Minor (for May 2015 TC workshop)	2	Staff to draft language for review	
2	**10/13/2012**	**TE**	DPW PROJECTS COME BEFORE PB; NEED UPDATED LIST	2	CDM to discuss with DPW, report to PB	
3	**2/14/2013**	**DD**	DEFINE COMMERCIAL RECREATION (for May 2015 TC workshop)	2	CDM to propose / December 2014; re-draft for 1/22/15 discussion; Re-send 12/18 pkt to PB for HOMEWORK; Board discussed reducing to priority 2; staff is reviewing all permitted uses/definitions, creating table of uses	
4	**4/25/2013**		WORKSHOP: Cluster Ordinance needs work USABLE OPEN SPACE RETAIN ROAD FRONTAGE (Buffers) TRAFFIC STUDIES	1	Workshop held May 28; follow-up discussion 6/25/2015; PB Review 1/14/2016; Public Hearing 1/28/2016; Workshop w TC 2/1/2016…	
5	**10/24/2013**	**Staff**	HAT - Highest Annual Tide: no Elevation 6 (for May 2015 TC workshop)	1	January, 2015	
6	**11/14/2013**		Fines	3	CDM to discuss with TM	
7	**11/14/2013**		Review flood hazard ordinance; 16.5.3.4; (esp. *No alteration of the natural contour of the land by grading or filling for any purpose is permitted in an area subject to periodic flooding.*)	3	Coordinate w CMA; draft language, if needed	
8	**12/12/2013** **3/28/2013** **2/25/2016**	- - -	Comp Plan Items Pedestrian / Bike paths / Bike Racks CONTINUE WORKSHOP WITH KCPC, KOSC REGARDING 1 - 3 ACRE RR; and future land use regulation; restrict # building permits issued per year ROADS / SIDEWALKS TO NOWHERE (ROW plans)/Shared Driveways/ROW Standards/Emergency access roads	CPC* - - -	CDM will provide existing bike path plan; disc. 12/18; req. input from T. Emerson 1/22/15; input to CPC when appropriate May 15, 2013 Workshop; December 3, 2013 workshop, w Soil Suitability; PB input to CPC* when appropriate	
9	**3/27/2014**	**DD**	Kittery Historic Resources; historic designation identification	3		
10	**5/8/2014**	**Staff**	Sign ordinance changes: Message boards/internal & external lights & timers Window/A-frame & portable signs/banners Sign character/appearance/administration & enforcement	2	Workshop: 7/14/14; Int'l Sign Assoc. 10/23/14 16.8.10.2.C approved by TC, effective 2/28/15	 Done
11	**5/22/2014**	**DD**	Parking credits	1	Staff review; PB to discuss/recommend amendment if needed; PB to analyze results of Foreside Forum/site walk scheduled for 10/22	
	1/22/2015		Shoreland Zone:	3		

*CPC = Comp Plan Committee

12			Invasive plants; shoreland invasive plant removal Excavation Structure replacement; time periods Shoreland definition		CDM to research Code for use of term;	
STAFF						
13	**2/28/2013**		UPDATE DESIGN STANDARDS FOR LED LIGHTING:	Staff		
14	**10/13/2012**		BUSINESS OVERLAY ZONES: WHERE AND WHAT CHANGES; 16.3.2.20 Proposed Quality Improvement Overlay; form based code vs. individual ordinances	Staff/CPC	Workshop; Sustain So ME; set up January 2014 workshop; Further discussion; PB input to CPC when appropriate	
15	**10/24/13 Amendment**		DPW Road Cuts; Title 12 amendment; approved by PB 10/24/13; to Council 11/25/13	Staff	Revise per Council Action / Re-visit: January 2015; 1/15: Shared notification w/ DPW & Planning per CDM	
16	**10/24/2013**		Definition: Substantially complete re: development vs. building permits (for May 2015 TC workshop)	Staff	Staff draft definition differentiating from bldg permits as appropriate	
17	**8/27/2015**		Wetland Protection: Review how man-made wetlands are and should be regulated.	Staff	Staff prepare information and possible draft amemendment for Board's review at future meeting.	
18	**11/19/2015**		Vision for Route 1 Bypass	NA	No formal action - will wait on recommendations from the Economic Development Committee	
COMPLETED ITEMS						
Complete	**10/22/2015**		Draft language and amend bylaw to require Memun workshop to newly appointed planning board members	Staff	Staff prepare draft version of Bylaw to present to Board	
Complete	**1/8/2015**		Foreside Review Committee (16.3.2.15.F)	1	Discussed 1/22; Board to discussed results of Foreside Forums 4/23; idea is to hire out design review until Foreside study is complete	
Complete	**1/23/2014**		Outdoor Seating/Use of Public Way; extend to other zones	Done	PB review: 10/23/14; rev. language 12/18/14; 1/22/15 discussion; Foreside only; CDM to work w/ NCP/TC to add to Title 5 permanently; ordained by TC 4/27	
Complete	**2/27/2014**		Approved Plan Expiration; Requests for Extension; Expiration of Wetland Alteration Permit	Done	Reviewed 3/27/14; PB approval 6/26/14; to Council 11/10/14; Effective 2/28/15	
Complete	**2/27/2014**	**AG**	List of Committees/Boards to monitor	Done	CDM to place in 2/26 packets	
Complete	**11/14/2013**	**Staff**	16.7.3.5.6 Structure replacement outside of shoreland zone (missing from code)	1	Board recommended to Council on 5/28, will be before TC this summer	

*CPC = Comp Plan Committee

2012-2016
PLANNING BOARD ACTION ITEMS

Complete	**10/24/2013**		16.7.8 Soil Suitability Guide; discontinue; replace with Net Residential Acreage calculations	Done	16.7.8 Land Not Suitable for Development: 10/23/14 PB Review/Recommend to Council for 11/10/14 approval; 5/4/15 TC workshop; recommendation needed 6/25/15
Complete	**8/22/2013**	**Staff**	Site dev pre-meeting; CMA construction inspection; Ref: 16.4.4.1.A (for May 2015 TC workshop)	1	Discussed December, 2014; staff drafted language for review, reviewed 3/12/15. Public Hearing and recommendation to Council 3/26/15
Complete	**2/27/2014**		Flag Lots (16.8.-16.9)	Done	
No longer required	**3/13/2014**		Septic pretreatment requirement as bonus (See also: VIII.3.i.ii 2015 Code Amendments: Briefing Book, #38)	Done	
Complete	LEGAL NOTICES IN PACKET OR EMAILED TO PB MEMBERS (email to PB @ same time sent to publication)				Complete
4/25/2013	UNBUNDLE ZONING AMENDMENTS				Complete / Ongoing
Complete	BUILDING PERMIT LIST IN PACKETS				Complete / Ongoing
3/25/2013	Amendment: 16.8.24.2 F (LED lights); amended 12/14 (allowing LED lighting)				Ordained: 3/25/2013; ordained 12/14
3/25/2013	DISCUSS PUBLIC NOTICES; ABUTTER'S LIST EARLY, INCLUDE M/L AND PHYSICAL ADDRESS; Sales (assessor) close April 1; system update in Fall				Complete
4/25/2013	Amendment: Speciality Food & Beverage				ordained 6/10/2013
1/24/2014	Foreside workshop with Council				
1/24/2014	REVIEW REPORT TO COUNCIL (RTC) FORMAT				1/24/2013
4/25/2013	PB Workshop Update: training; education; conflict of interest; attendance/voting;				Retreat: January 10, 2014; MMA workshop 3/25/14
4/25/2013	Title 16.11 Marine Development				Ordained: 1/27/2014
2/14/2013	Outdoor Seating/use of public ROW extension period/Title 5 (Seasonal only; extend sunset date)				To Council 6/9/14
	Proposed Ordinance Changes on line				Packets posted online
4/24/2013	ABUTTER'S LIST TO PB EARLY ON, BEFORE PUBLIC HEARING (at sketch plan)				
	Waivers;				January 2014
	Post Building Permits on Web Site				Provided in Board packets
11/14/2013	ByLaw Changes				Adopted 1/22/15
2/28/2015	Approved Plan Expiration; Requests for Extension; Expiration of Wetland Alteration Permit				Effective 2/28/15

*CPC = Comp Plan Committee

Complete	Outdoor Seating/Use of Public Way; extend to other zones	Effective 5/28/15

	MAY	**2016**			**RESIDENTIAL PERMITS**				
	# PERMITS	43							
	VALUE OF WORK	$1,505,472.00							
	PERMIT FEES PAID	$18,236.20							
	IMPACT FEES PAID	$1,845.00							

Permit #	Date of Application	Name	Address	MAP #	LOT #	Value of Work	Total Permit	Impact fee	Description of Work
R16-124	5/2/16	JACQUELINE ELLIS	6 MOORES ISLAND LANE	27	36	$40,000.00	$505.00	$0.00	EXPAND 2ND FLOOR DORMER 97 SF PER PLANNING BOARD APPROVAL 4/14/16
R16-125	5/2/16	DAVID & DIANNE LEWIS	17 RIDGEWOOD	20	2-17	$3,000.00	$25.00	$0.00	REPLACE WINDOWS &SIDING
R16-126	5/2/16	MARVIN DAHLEN	12 TUCKERS COVE	34	05C	N/A	$25.00	$0.00	TREE REMOVAL IN SHORELAND OVERLAY ZONE
R16-127	5/3/16	BRIAN ELLIS	8 BAYVIEW LANE	2	81C	$6,200.00	$25.00	$0.00	REPLACE ROOF SHINGLES
R16-128	5/3/16	JOHNNA SEAWARD	7 POCAHONTAS RD	52	2	$330,000.00	$3,985.00	$1,150.00	NEW 3BD/2.5BA SINGLE FAMILY
R16-129	5/4/16	JANICE AND BRUCE FARMER	89 NORTON RD	61	6	$7,000.00	$25.00	$0.00	INSULATION IN ATTIC
R16-130	5/5/16	CREEK HOUSE NOMINEE TRUST	6 CHAUNCEY CREEK	44	71	$3,000.00	$61.00	$0.00	INSTALLATION OF WOOD STOVE & INSULATION METAL CHIMNEY

Permit #	Date of Application	Name	Address	MAP #	LOT #	Value of Work	Total Permit	Impact fee	Description of Work
R16-131	5/5/16	EDWARD AND SARAH BREWER	67 PEPPERRELL RD	26	4	$452.00	$25.00	$0.00	GAS HEATER AND PIPING
R16-132	5/9/16	CHINBURG BUILDINGS	3 PEARSON PLACE	54	8	$239,000.00	$2,893.00	$695.00	NEW SINGLE FAMILY 2BED, 2.5 BATH WITH GARAGE
VOIDED									
R16-134	5/11/16	DALE & KEELY LEONARD	3 PATRIOTS LANE	60	2-2	$2,000.00	$49.00	$0.00	CONSTRUCT 12' X 13' DECK
R16-135	5/11/16	DOUG & DAN, LLC	25 GOVERNMENT STREET	4	60	$128,250.00	$1,564.00	$0.00	RENOVATE EXISTING
R16-136	5/11/16	CANDACE WHEELER	4 TUCKERS COVE	34	5D	$7,000.00	$109.00	$0.00	CONVERT 200SF BASEMENT INTO RECREATIONAL ROOM
R16-137	5/12/16	MARK CASSINELLI	1 JEWETT LANE	29	13	$15,000.00	$205.00	$0.00	ADDING 21' ABOVE GROUND POOL
R16-138	5/12/16	CHRISTINE & PHILIP DOUCHETTE	64 NORTON RD	56	21-1	$25,000.00	$205.00	$0.00	REPLACE WINDOWS &SIDING
R16-139	5/12/16	SUSAN MAYER / KENNETH PARSIGIAN	6 SEAPOINT ROAD	58	9-3	$50,000.00	$505.00	$0.00	REPLACE WINDOWS, ADD INSULATION, 1/2 BATH, BAR SINK, FINISH INTERIOR PLAYROOM
R16-140	5/12/16	ERIC ORKIN	27 JEFFERSON	67	40	$30,000.00	$385.00	$0.00	ADD 12 X16 SCREEN ROOM; WITH 12X10 DECK ATTACHED
R16-141	5/12/16	MELISSA VISENTIN	62 CUTTS ROAD	66	6	$350.00	$29.20	$0.00	18-24 SF SHED
R16-142	5/16/16	ERIC REUTER	23 WYMAN	10	96	$108,000.00	$1,321.00	$0.00	CONSTRUCT NEW GARAGE & 20 X24 2 STORY ADDITION AND 20 X8 DECK

Permit #	Date of Application	Name	Address	MAP #	LOT #	Value of Work	Total Permit	Impact fee	Description of Work
R16-143	5/16/16	ERIC REUTER	23 WYMAN	10	96	N/A	$25.00	$0.00	DEMO EXISTING GARAGE AND DECK
R16-144	5/16/16	KATHLEEN SHEA	116 WILSON ROAD	59	22	$6,000.00	$25.00	$0.00	REPAIR FRONT DOOR, SILLS, & REPAIR & REPLACE CLAPBOARDS ON FRONT OF HOUSE
R16-145	5/16/16	NATE & MICHELLE ZAMMARRIPA	1 EVENTIDE DRIVE	63	64B	$1,000.00	$37.00	$0.00	NEW 16 X 20 SHED
R16-146	5/16/16	PETER SCHAUFFLER	81 GOODWIN RD	58	67	$2,000.00	$25.00	$0.00	ELECTRICAL SERVICE
R16-147	5/17/16	STEPHEN HYNES DBA YMHP	6 CUTTS ROAD # 109	60	21-109	$50,000.00	$625.00	$0.00	NEW MOBILE HOME AND DECK
R16-148	5/17/16	ANDREW GREER	61 BRAVEBOAT	45	6	$10,000.00	$145.00	$0.00	RENOVATE ENCLOSED PORCH, ADD INSULATION, FLOORING DRYWAY
R16-149	5/17/16	TIMOTHY CHILDS	92 BARTLETT	68	8	$1,000.00	$25.00	$0.00	ROUTE 1 CIRCUIT 120 VOLTS FROM PANEL TO SUMP PUMP
R16-150	5/9/16	STEPHEN HYNES DBA YMHP	6 CUTTS ROAD # 76	60	21-76	$24,900.00	$323.80	$0.00	NEW MOBILE HOME AND DECK
R16-151	5/9/16	STEPHEN HYNES DBA YMHP	6 CUTTS ROAD #90	60	21-90	$25,600.00	$332.20	$0.00	NEW MOBILE HOME AND DECK
R16-152	5/9/16	STEPHEN HYNES DBA YMHP	6 CUTTS ROAD #55	60	21-55	$28,200.00	$363.40	$0.00	NEW MOBILE HOME AND DECK

Permit #	Date of Application	Name	Address	MAP #	LOT #	Value of Work	Total Permit	Impact fee	Description of Work
R16-153	5/18/16	LORAINE JANVIER	13 WALKER STREET	4	103	$7,320.00	$25.00	$0.00	REMOVE SHINGLES, REPLACE 1/2" PLYWOOD IF NEEDED, ADD ICE/WATER SHIELD BOTH SIDES
R16-154	5/19/16	JOHN & DEBRA CLIFFORD	17 SHAPLEIGH	9	145	$7,150.00	$25.00	$0.00	RESHINGLE ROOF
R16-155	5/19/16	YMHP/ ALISA THOMAS	IDLEWOOD LANE #44	66	16-44	$2,700.00	$57.40	$0.00	ADD NEW 10x12 SHED
R16-156	5/23/16	KRISTIN TAYLOR	11-13 JONES AVE	4	116	$70,000.00	$745.00	$0.00	INT/EX RENO ADD INSULATION, SIDING, PLBMING, ELECT, ETC
R16-157	5/23/16	STEVE LUBER & KAREN SPANO	2 MILL POND	23	13	$78,000.00	$961.00	$0.00	ADD COVERED PORCH; BUILD NEW GARAGE WITH BREEZEWAY
R16-158	5/23/16	STEVEN GRAVES	10 CAPTAINS WAY	71	1-6	N/A	$25.00	$0.00	TREE REMOVAL IN SHORELAND OVERLAY ZONE
R16-159	5/23/2016	ALEXANDER DEARBORN	12 CAPTAINS WAY	71	1-7	N/A	$25.00	$0.00	TREE REMOVAL IN SHORELAND OVERLAY ZONE
R16-160	5/24/16	LINDA KELLETT	9 ELLA WOODS DRIVE	49	3-6	$3,800.00	$70.60	$0.00	ADD 18 FT, 52" ABOVE GROUND POOL
R16-161	5/26/16	RICHARD GRANT	68 PEPPERRELL ROAD	26	29	$0.00	$25.00	$0.00	REMOVE CEDAR TREE WITH REPLANTING
R16-162	5/26/16	CRYSTAL LAKE PROPERTIES/ DAN BURKE	36 FOLCUTT ROAD	25	23	$30,000.00	$385.00	$0.00	INSTALL ELEVATOR
R16-163	5/26/16	WILLIAM MCCARTHY	12 DANA AVENUE	21	6	$0.00	$25.00	$0.00	DEMOLISH MOBILE HOME
R16-164	5/26/16	SABRINA CREWE	118 WHIPPLE ROAD	10	7	$5,250.00	$25.00	$0.00	REPLACE ROOF SHINGLES

Permit #	Date of Application	Name	Address	MAP #	LOT #	Value of Work	Total Permit	Impact fee	Description of Work
R16-165	5/31/16	STEPHEN HYNES DBA YMHP	1 IDLEWOOD #10	66	16-10	$56,500.00	$703.00	$0.00	NEW MOBILE HOME-COMMODORE GF706A WITH 10' X 25' DECK
R16-166	5/31/16	STEPHEN HYNES DBA YMHP	1 IDLEWOOD #9	66	16-9	$50,900.00	$635.80	$0.00	NEW MOBILE HOME-COMMODORE 2A101 WITH 10' X 20' DECK
R16-167	5/31/16	STEPHEN HYNES DBA YMHP	1 IDLEWOOD #11	66	16-11	$50,900.00	$635.80	$0.00	NEW MOBILE HOME-COMMODORE 2A101 WITH 10' X 20' DECK

	MAY	2016		COMMERCIAL PERMITS					
	# PERMITS	8							
	VALUE OF WORK	$632,000.00							
	PERMIT FEES PAID	$1,546.00							
	IMPACT FEES PAID	$0.00							
Permit #	Date of Application	Name	Address	MAP #	LOT #	Value of Work	Total Permit	Impact fee	Description of work
C16-028	5/2/16	7 ELEVEN / INTERSTATE FIRE PRO	169 STATE RD	14	36	$21,700.00	$425.50	$0.00	INSTALL FIRE SUPPRESSION SYSTEM ON CANOPY OVER FUEL PUMPS
C16-029	5/2/16	7 ELEVEN / INTERSTATE FIRE PRO	169 STATE RD	14	36	$0.00	$425.50	$0.00	PERMIT AFTER FACT - DOUBLE FEE FOR C16-028
C16-030	5/2/16	THOMASINE PICHE	7 SHAPLEIGH	9	143	$0.00	$100.00	$0.00	BUSINESS USE CHANGE FOR COTILLION BUREAU
C16-031	5/4/16	IRODANOU/ PAM EDWARDS	3 ISLAND AVE	9	1-9	$0.00	$100.00	$0.00	COMMERCIAL REFIT FOR SMOKE SHOP
C16-032	5/9/16	DONNA MCGARY	11 BADGERS ISLAND W	5	4	$9,500.00	$242.50	$0.00	ADD 15.5' X 23' AWNING
C16-033	5/18/16	SCOTT CUNNINGHAM	9 WATERS ST	1	45	$3,500.00	$152.50	$0.00	REPAIR & REPLACE SIDING AND CATWALK DECK
C16-034	5/19/16	SPRUCE CREEK RETAIL VENTURES	340 US ROUTE 1	47	25	$0.00	$100.00	$0.00	COMMERCIAL REFIT FOR CROCS
C19-035	5/25/16	TOWN OF KITTERY	WOOD ISLAND	51	14	$597,300.00	$0.00	$0.00	WOOD ISLAND RESTORATION (VALUE $597,300) PERMIT FEE WAIVED

Pending Applications

Pending Preliminary Approval

Map	Lot	Address	Owner	Application Type	Project Description	Last PB Review Date	Notes
18	36	2 Follett Rd	Don and Merry Craig	Shoreland Development	expansion within 100' setback	6/9/2016	Item continued to 7/14/2016 meeting
39	9-Mar	2 Hutchins Cove Drive	Kim Killeen	Shoreland Development	Single family dwelling on vacant lot	6/9/2016	On 6/23/2016 Agenda
46	4	Picott Rd.	Gary Seward, et al.	Sketch Plan Review	12-lot single-family conventional subdivision	4/14/2016	sketch plan accepted
66	2A, 8	Betty Welch Rd	Landmark Properties. LTD	Sketch Plan Review	24-lot single-family cluster subdivision	11/12/2015	Sketch Plan accepted
4	51	15 Old Armory Way	Ken McDavitt	Mixed Use Development Site Plan	Old Armory Way, 2 condominiums (3 units), 8 boat slips	5/14/2015	
1	31	31 Badgers Island West	Gagner Family Limited & Stephen Kelm	Subdivision/Shoreline Development	7-dwelling subdivision	9/10/2015	90-day continance on sketch plan granted
3	77A	9 Cook Street, Old Post Rd	Spruce Creek Ventures II	Sketch Plan Review	3 lot subdivision	3/10/2016	Sketch Plan accepted

Preliminary Plan - Approved

Map	Lot	Address	Owner	Application Type	Project Description	Last PB review date	Notes
61	8	Highpointe Circle/Kittree Ln	Operation Belssing	Major Subdivision	Beatrice Way Conventional Subdivision	6/9/2016	Application continued to 7/14/2016 meeting

Public Hearing

Map	Lot	Address	Owner	Application Type	Project Description	Last PB review date	Notes
1	8	17 Island Ave	Shelley Wieler	Shoreland Development	expansion within 100' setback	6/9/2016	PH Scheduled for 7/14/2016
61	27	9 Lewis Road	Continuum Health Services	Major Modification to Approved Plan	expansion to nursing home for rehab facility	6/9/2016	PH scheduled for 7/14/2016
64	11A	43 Thaxter	William Kules	Shoreland Development	New single family dwelling on vacant lot	4/14/2016	Site Walk held 4/28/16; PH postponed pending utility info