



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 April 25, 2016

1. **Portsmouth Naval Shipyard Traffic** – We have been in discussion with PNSY regarding traffic changes at Gates 1 and 2. We have had a MOU pertaining to Gate 2 whereby the Police Chief appointed a Special Traffic Patrol Officer to direct vehicle and pedestrian for the Town under special appointment. PNSY legal has expressed a concern over this and stopped the practice. We are scheduled to meet with PNSY next week to discuss. In the meantime the Chief is monitoring traffic and will address any issues.
2. **Dispatch** – Following an additional review of adding services for dispatch to the communities of Berwick and South Berwick, I have determined that at this time, the addition of South Berwick would not be financially feasible for Kittery and have advised them of this. I am now in the process of preparing agreements to add Berwick and update the current agreement with Eliot. I will keep you advised of the progress and if Berwick decides to join
3. **Japanese Visitors** – I will provide an updated report on the activities the Town has been involved it with this exchange group. We had scheduled Town Council and our Department Heads to participate and welcome both when the group arrives, welcome and presentation at Shapleigh School and conclude with a special luncheon at the KCC.
4. **Budget** – We are continuing work on the budget and hope to have enough updated information to present the Budget on the current target date of May 9.
5. **Town Council Training Session** – The Facilitator has provided everyone with a few questions to answer anonymously that will be of assistance in planning the upcoming training.
6. **Grants** – Correction – At the last Town Council meeting I am reported that we were awarded two grants from Maine Department of Environmental Protection, each in the amount of \$78,155. The grants are for Stream Crossing Public Infrastructure Improvement Projects for culverts on Payne Road. We have not yet been awarded the grants but have submitted the grant requests.
7. **Cable** – I have been meeting with Randy Buccini regarding some work to be done to the facility we have here to televise meetings. I have been in contact with Comcast regarding the possibility of adding a public access channel also. In the meantime we hope to continue to add some additional programs on Channel 22 and I am also looking at the space to be used in the KCC to have a small studio there.

Respectfully Submitted,

Carol

Carol M. Granfield

Application Status

Pending Preliminary Approval								
Map	Lot	Address	Owner	Application Type	Project Description	Last PB Review Date	Notes	
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	Continuance request of site plan application denied; Reapplication anticipated	
1	31	31 Badgers Island West	Gagner Family Limited & Stephen Kelm	Subdivision/Shoreline Development	7-dwelling subdivision	9/10/2015	90-day continuance 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	5/12/2015	PB appvd 3-month ext at 3/10/16 mtg. Applicant working on resubmission for final review. Deadline is the June meeting.	

Public Hearing								
Map	Lot	Address	Owner	Application Type	Project Description	Last PB review date	Notes	
64	11A	43 Thaxter	William Kules	Shoreland Development	New single family dwelling on vacant lot	4/14/2016	PH scheduled for 5/12; Site Walk scheduled for 4/28	
33	2	23 Whippoorwill Ln	Christopher Baudo	Shoreland Development	Demo and reconstruction of accessory duplex	4/14/2016	PH scheduled for 5/12; Site Walk scheduled for 4/28	
49	7	93 Picott	Herbert & Carolyn Marsh/Graystone Builders	Right-of-Way Plan Review	ROW to access two new lots on property	4/14/2016	Continued to 5/12/2016 PB meeting	

Final Plan - Approved								
Map	Lot	Address	Owner	Application Type	Project Description	Final Approval Granted	Notes	
37	36	6 Moores Island Lane	Jackie Ellis	Shoreland Development	2nd floor dormer expansion within 100' setback	4/14/2016		
52	3	9 Pocahontas Rd	Gary Hall c/o Brian Seward	Wetland Alteration	205 sq ft wetland alteration to access lot's buildable area	3/10/2016		
66	24	US Route 1	Stephen Hynes; Real Prop Trust	Subdivision Plan	78-lot expansion	3/10/2016		
4	70	3 Knight Ave	Christopher Eckel	Shoreland Development Plan	Garage expansion	2/11/2016	Application and ASA fees must be settled prior to issuance of building permit	
28	14-2	89 Route 236	Rockwell Homes, LLC	Site Plan	business offices and drive-through restaurant	1/14/2016		
64	27	32 Seapoint Rd	Jerry Held	Shoreland Development Plan	Principle dwelling expansion to add second bedroom	1/14/2016	Need to scan when scanner is fixed.	
33	3	20 Whippoorwill Ln	Christopher Moran	Shoreland Development Plan	Expansion to single-family dwelling	12/10/2015	NOV issued 12/8/2015; must be resolved prior to building permit	
34	2B	34 Goose Point Rd	Kevin Fickensher & Suzanne Olbricht	Shoreland Development Plan	Screened porch & patio	12/10/2015	Need to scan when scanner is fixed.	
18	31	13 Lawrence Ln	Rose Marie Howells	Shoreland Development Plan	Driveway expansion	11/12/2015	mylar picked up; waiting for return	
10	19	92 Whipple Rd	Jeffrey & Deborah Kolad	Shoreland Development Plan	replace seawall and expand shed; shed removed from plan	11/12/2015		
9	16	24 Williams Ave	Karen & David Beane	Shoreland Development Plan	Construct garage & house addition; reconstruct deck w/ pergola	4/14/2016	Plan approved 10/22/2015; applicant returned with Major Modification application to expand breezeway (awaiting new mylar)	
58	42	73 Tower Rd	Robert & Megan Ramos	Shoreland Development Plan	single-family dwelling	9/24/2015		
17	10	48 Bowen Rd	MBX, LLC - Kittery Pt. Yacht Yard	Shoreland Development Plan	boat ramp renovation	9/10/2015		
30	41	275 US Route 1	Kittery Trading Post Shops/275 US Rte 1, LLC	Site Development Plan	Hampton Inn Development - 83 room hotel	8/20/2015	Pending development: Lawsuit re: sloped roof.	
28	14	Fernald Rd and Rte 236	Peter Paul, AMP Realty Holdings	Cluster Subdivision	"Morgan Court" 4 lots with 9 multifamily units	11/12/2015		
67	9	484 US Route 1	Cape House Mgt, LLC	Shoreland Development Plan	Good-2-Go	8/20/2015		
18	27	42 Pepperrell Rd	Brian & Jan Rodonets	Shoreland Development Plan	replace porch and walkway with mudroom	7/9/2015		
3	5, 6, 7	42 State Rd	Aaron Henderson, HGC, LLC	Mixed Use Development Site Plan	3 office units, 5 dwelling units	7/9/2015		
58	34	43 Tower Rd	Theodore H. Curtis Trust	Shoreland Development Plan	garage addition	7/9/2015		
1	9	28 Island Ave	Diane Knight	Shoreland Development Plan	second story expansion	6/11/2015		
23	6A	9 Mill Pond Road	Eric Stites & Katherine Peternell	Shoreland Development Plan	addition and second story expansion	6/11/2015		
27	45	100 Pepperrell Rd	Jonathan King & James Stott	Shoreland Development Plan	addition to existing structure	5/14/2015		
58	46	81 Tower Rd	Frederick Nominee Trust	Shoreland Development Plan	addition and second story expansion	5/14/2015		
61	25, 29	Haley Rd & Lewis Rd	Lewis Farm, LLC	Major Modification to Approved Plan	revise lot lines and wooded buffers	5/14/2015		
36	63	2 Chauncey Creek Rd	Daniel O. & Linda P. Seaward	Shoreland Development Plan	addition to existing structure	4/9/2015		
58	42, 42A	71, 73 Tower Rd	Mary Thron & Raymond Arris	Common Boundary Line Adjustment	Request for Adjustment - Nonconforming Lots	3/26/2015		
50	8	435 US Route 1	Kenneth Lemont/Harrison E. Lemont	Mod to Approved Site Plan	Pine Tree Plaza Mixed Use	3/12/2015		

Denied/Withdrawn								
Map	Lot	Address	Owner	Application Type	Project Description	Last PB review date	Notes	
4	168	35 Walker St	York Hospital	Site Development Plan	Additional sinage to existing plan	10/8/2015	Application not subject to PB review PH delayed until 2/11/16, per applicant request. Proposed development did not meet building height standard. Applicant withdrew 2/10/2016	
3	144	78 Government St	Jeff Apsey	Subdivision Plan	Addition of forth floor and 4 1-bedroom apts	11/12/2015	withdrew 2/10/2016	

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	
5	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...	
6	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	Pending
7	10/24/2013	Staff	HAT - Highest Annual Tide: no Elevation 6 (for May 2015 TC workshop)	1	January, 2015	
8	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	Pending
9	11/14/2013		Fines	3	CDM to discuss with TM	
10	11/14/2013	Staff	16.7.3.5.6 Structure replacement <u>outside</u> of shoreland zone (missing from code)	1	Board recommended to Council on 5/28, will be before TC this summer	Pending
11	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	
12	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	

2012-2016
PLANNING BOARD ACTION ITEMS

ITEM #	DATE	BY	ITEM	PRIORITY	ACTION TAKEN	COMPLETE
13	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; <u>Foreside only</u> ; CDM to work w/ NCP/TC to add to Title 5 permanently; ordained by TC 4/27	Done
14	2/27/2014		Approved Plan Expiration; Request 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	Done
15	2/27/2014	AG	List of Committees/Boards to monitor	Done	CDM to place in 2/26 packets	Done
16	3/27/2014	DD	Kittery Historic Resources; historic designation identification	3		
17	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
18	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	
19	1/22/2015		Shoreland Zone: Invasive plants; shoreland invasive plant removal Excavation Structure replacement; time periods Shoreland definition	3		
20	1/8/2015		Foreside Review Committee (16.3.2.15.F)	1	CDM to research Code for use of term; Discussed 1/22; Board to discussed results of Foreside Forums 4/23; idea is to hire out design review until Foreside study is complete	
STAFF						
21	2/28/2013		UPDATE DESIGN STANDARDS FOR LED LIGHTING:	Staff		
22	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	
23	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	
24	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	

2012-2016
PLANNING BOARD ACTION ITEMS

25	8/27/2015		Wetland Protection: Review how man-made wetlands are and should be regulated.	Staff	Staff prepare information and possible draft amendment for Board's review at future meeting.	
26	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	
27	11/19/2015		Vision for Route 1 Bypass	NA	No formal action - will wait on recommendations from the Economic Development Committee	
COMPLETED ITEMS						
Complete	2/27/2014		Flag Lots (16.8.-16.9)	Done		Pending
No longer required	3/13/2014		Septic pretreatment requirement as bonus (See also: VIII.3.i.ii 2015 Code Amendments: Briefing Book, #38)	Done		Pending
Complete	LEGAL NOTICES IN PACKET OR EMAILED TO PB MEMBERS (email to PB @ same time sent to publication)					
4/25/2013	UNBUNDLE ZONING AMENDMENTS					
Complete	BUILDING PERMIT LIST IN PACKETS					
3/25/2013	Amendment: 16.8.24.2 F (LED lights); amended 12/14 (allowing LED lighting)					
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					
4/25/2013	Amendment: Specialty Food & Beverage					
1/24/2014	Foreside workshop with Council					
1/24/2014	REVIEW REPORT TO COUNCIL (RTC) FORMAT					
4/25/2013	PB Workshop Update: training; education; conflict of interest; attendance/voting;					
4/25/2013	Title 16.11 Marine Development					
2/14/2013	Outdoor Seating/use of public ROW extension period/Title 5 (Seasonal only; extend sunset date)					
4/24/2013	Proposed Ordinance Changes on line					
4/24/2013	ABUTTER'S LIST TO PB EARLY ON, BEFORE PUBLIC HEARING (at sketch plan)					
	Waivers:					
	Post Building Permits on Web Site					
11/14/2013	Bylaw Changes					

2012-2016
PLANNING BOARD ACTION ITEMS

2/28/2015	Approved Plan Expiration; Requests for Extension; Expiration of Wetland Alteration Permit	Effective 2/28/15
Complete	Outdoor Seating/Use of Public Way; extend to other zones	Effective 5/28/15

Permit #	Date of Application	Name	Address	MAP #	LOT #	Value of Work	Total Permit	Impact fee	Description of Work
R16-054	3/10/16	GRAYSTONE BUILDERS	121-3 WHIPPLE ROAD	10	104-3	-	\$25.00	\$0.00	INSTALL HEATING SYSTEM - GAS BOILER
R16-055	3/10/16	GRAYSTONE BUILDERS	121-2 WHIPPLE ROAD	10	104-2	-	\$25.00	\$0.00	INSTALL HEATING SYSTEM - GAS BOILER
R16-056	3/10/16	JAY & SUE SMITH	3A COMMERCIAL ST	4	15	\$40,000.00	\$385.00	\$0.00	REFRAME INTERIOR, NEW BATHROOM & KTICHEN, FLOORING
R16-057	3/14/16	RAMONA DUCHEMIN/YMH P	6 CUTTS RD #91	60	21-91	\$1,500.00	\$43.00	\$0.00	ADDING ROOF TO EXISTING PORCH
R16-058	3/10/16	KEVIN FICKENSCHER & SUZANNE OLBRICHT	34 GOOSE POINT	34	2B	\$90,000.00	\$1,105.00	\$0.00	INSTALL PATIO, FIRE PIT AND FENCED GARDENS PER PLANNING BOARD APPROVED PLAN DATED 12/10/15
R16-059	2/23/16	JOHN PULEO	13 GOODWIN ROAD	58	19A	\$0.00	\$25.00	\$0.00	6 MONTH EXTENSION FOR PERMIT 13-315 TO COMPLETE STAIR RAILING
R16-060	3/14/16	SHU WILLIAMS	1 LOVE LANE 50 BOUSH STREET	9	40	\$8,000.00	\$25.00	\$0.00	BATHROOM RENOVATION WINDOW AND KITCHEN CABINET REPLACEMENT
R16-061	3/16/16	STEPHEN HOLT	15 STREET	15	40	\$4,000.00	\$25.00	\$0.00	
R16-062	3/16/16	FUTURO CONSTRUCTION	31 MILLER	56	19-1	\$440,000.00	\$5,305.00	\$1,700.00	NEW HOME
R16-063	3/17/16	KITTERY POINT PARTNERS LLC	10 LAWRENCE	18	33	\$68,000.00	\$841.00	\$0.00	2ND FLOOR PLUMBING, ELECTRIC AND HEATING
R16-064	3/21/16	PAT SOUTHWICK	14 RUDOLPH	3	109	\$48,000.00	\$601.00	\$0.00	FINISH SECOND FLOOR & REPLACE ROOF
R16-065	3/21/16	JEFF APSEY	2 RICE AVE (103 GOVERNMENT)	3	35A	-	\$20.00	\$0.00	DEMO FOR APPLICATION R16-066

Permit #	Date of Application	Name	Address	MAP #	LOT #	Value of Work	Total Permit	Impact fee	Description of Work
R16-066	3/21/16	JEFF ASPPEY	2 RICE AVE (103 GOVERNMENT)	3	35A	\$395,000.00	\$4,765.00	\$1,475.00	TEAR DOWN EXISTING DUPLEX & BUILD NEW STRUCTURE
R16-067	3/22/16	JANET GORMAN	26 GERRISH ISLAND LANE	44	45	\$800.00	\$25.00	\$0.00	INSTALL ADT SECURITY SYSTEM
R16-068	3/22/16	BRIAN TAYLOR	40 CROMWELL ST	15	23	\$11,805.00	\$166.66	\$0.00	KITCHEN REMODEL
R16-069	VOIDED								
R16-070	3/23/16	JOHN & HEATHER ROUKUS	26 BADGERS ISLAND	1	36	\$16,000.00	\$217.00	\$0.00	BATHROOM RENOVATION
R16-071	3/23/16	RAMONA DUCHEMIN/YMHP	6 CUTTS RD #91	60	21-91	\$1,500.00	\$25.00	\$0.00	8' X10' SHED
R16-072	3/24/16	THOMAS BARRY	145 MANSON AVE	24	3	\$15,000.00	\$205.00	\$0.00	ADDITION TO INCLUDE STORAGE ROOM, BATH & LAUNDRY ROOMS
R16-073	3/24/16	EDWIN CONNER	2 MACDOUGAL	24	17	\$3,000.00	\$25.00	\$0.00	RESHINGLE ROOF
R16-074	3/28/16	KURT & CYNTHIA HURST	4 PALMER AVENUE	14	71	\$4,450.00	\$25.00	\$0.00	RESHINGLE ROOF
R16-075	3/29/16	SCOTT TROISI	5 HERITAGE WAY	65	19	\$0.00	\$25.00	\$0.00	ELECTRICAL BOX FOR SEPTIC SYSTEM PUMP
R16-076	3/29/16	SABRENA CREWE	118 WHIPPLE	10	7	\$5,000.00	\$25.00	\$0.00	REWIRE GARAGE/BOATHOUSE BUILDING
R16-077	3/31/16	STEPHEN HYNES YMHP	6 CUTTS RD #90	60	20-90	\$2,000.00	\$20.00	\$0.00	DEMO EXISTING MOBILE HOME
R16-078	3/31/16	JAY SMITH	3A COMMERCIAL STREET	4	15	-	\$25.00	\$0.00	GAS PIPING

Permit #	Date of Application	Name	Address	MAP #	LOT #	Value of Work	Total Permit	Impact fee	Description of Work
R16-079	3/31/16	JAY SMITH	3B COMMERCIAL STREET	4	15	-	\$25.00	\$0.00	GAS PIPING
R16-080	3/31/16	STEVEN SIMPSON	88 OLD POST ROAD	8	18-1	\$3,143.00	\$25.00	\$0.00	REPLACE 5 WINDOWS

