



TOWN OF KITTERY

Office of the Town Manager

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Carol M. Granfield
Interim Town Manager

Town Manager's Report to the Town Council July 20, 2016

1. **Secretary to Town Manager** – I'm pleased to report the town has hired a part time Secretary, Jennifer Scrafford, who will begin on Monday, August 8, and will be working Monday – Thursday, 9 – 4:30. She possesses an excellent background and will greatly assist the Administration Department with its efficient operation.
2. **Sewer Betterments** – As a result of feedback from the Town Council at a recent workshop on the subject, we are moving forth with updated plan modifications, ordinance changes and will hold a meeting on August 15 at the Shapleigh School when the plan will be adopted. More details will be publicized as the time draws nearer.
3. **Resident Issue** – I was asked to look into a situation brought to the Council's attention by Mr. Sparkowich, a resident and partner of Operation Blessing Limited Partnership (OBLP) pertaining to a street naming and petition for acceptance of a public street and a recommendation from the Planning Board, as it is an item that will be coming before Town Council for approval. A review indicated that there was not acceptance by all abutters of a street name. I had discussion with the Town Planner, Commissioner of Public Works and reviewed the history which is varied. This item is scheduled to be heard by the Planning Board at its July 28th meeting and should then be forthcoming to be placed on the Town Council agenda for consideration of acceptance of a public road. At the time the Town Council will review for acceptance. The long history of the status of the road and condition will be explained at that time.
4. **Paving Work** - I was informed by the Commissioner of Public works that all road paving that was scheduled in the town is to be completed this week and then striping will take place.
5. **Fort Foster** – This town park continues to be enjoyed by many over the summer month. I have met with members of the Parks Commission to discuss various park-related items, such as a drone policy, dog waste issues, consideration of senior passes, and other items that will be addressed at an upcoming Parks Commission Workshop with the Town Council on August 22. I believe the workshop will be beneficial for updates and feedback between both groups.

Respectfully Submitted,

Carol

Carol M. Granfield

		JUNE		2016				RESIDENTIAL PERMITS	
		# PERMITS	52						
		VALUE OF WORK	\$1,532,842.00						
		PERMIT FEES PAID	\$18,720.64						
		IMPACT FEES PAID	\$3,550.00						
		Total							
Permit #	Date of Application	Name	Address	MAP #	LOT #	Value of Work	Permit	Impact fee	Description of Work
R16-168	6/1/16	JOSH ABBOTT	2B CLAYTON LANE	65	12-2	\$200,000.00	\$2,425.00	\$500.00	CONSTRUCT A 26' X 34' 3 BEDROOM, 1.5 BATH SINGLE FAMILY WITH A 10' X 12' DECK & DRIVE UNDER GARAGE
R16-169	6/1/16	DIEGO MACHADO RICHARD	11 PARSONAGE WAY	48	21	\$7,000.00	\$109.00	\$0.00	CONSTRUCT A 14' X 16' DECK
R16-170	6/1/16	JUKUBEK	5 CROSS STREET	16	162	\$6,000.00	\$25.00	\$0.00	REPLACE ROOF SHINGLES
R16-171	6/1/16	BRIAN DAVENPORT	22 ADAMS ROAD	60	28	\$26,000.00	\$337.00	\$0.00	REMODEL KITCHEN, BATHROOM, ADD SUPPORT BEAM, ADD HARDWOOD FLOORS, REPLACE 4 WINDOWS, REPAIR PORTION OF DECK
R16-172	6/1/16	AMY ONEIL SANDRA BAUER/DAN RICHARDSON	17 TENNEY HILL ROAD	44	5	\$4,000.00	\$73.00	\$0.00	CONSTRUCT 10' X 21.5' DECK ONTO EXISTING DECK
R16-173	6/1/16	BAUER/DAN RICHARDSON	31 CROCKET NECK ROAD	26	35A	\$0.00	\$25.00	\$0.00	REPLACE FURNACE

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R16-174	6/2/16	MARK KRAMER	30 CHARLES HILL ROAD	56	8-2	\$5,000.00	\$85.00	\$0.00	RENEWAL OF PERMIT #14-024 TO INSTALL INSULATION AND SHEETROCK
R16-175	6/6/16	JOHN AND AMANDA JOHNSON	10 HARTLEY FARM ROAD	39	2-6	\$30,000.00	\$265.00	\$0.00	REMOVE AND REPLACE SIDING WITH CEDAR SHINGLES
R16-176	6/6/16	DON DOBROSKI	4 DANA AVE #38	21	7-38	\$0.00	\$25.00	\$0.00	NEW MOBILE HOME ELECTRICAL SERVICE
R16-177	6/6/16	BILL ANDERSON	12 DAHILA DRIVE	61	25-5	\$10,658.00	\$152.90	\$0.00	REMOVE EXISTING DECK; REBUILD 12 X20 DECK COMPOSITE DECKING, VINYL RAIL
R16-178	6/6/16	DAVID FOYES	6 STERLING STREET	14	111	\$0.00	\$25.00	\$0.00	INSTALL GAS LINES AND RANGE
R16-179	6/7/16	PAUL LEBLANC	50 OLD POST ROAD	8	20	\$1,200.00	\$25.00	\$0.00	REMOVE AND REPLACE SIDING WITH CEDAR SHINGLES
R16-180	6/8/16	JUDITH JOHNS & WAYNE BECHNER	12 GERRISH ISLAND	44	49	\$8,000.00	\$121.00	\$0.00	REPLACE VANITY, REMOVE BATHTUB AND ADD SHOWER ELECTRICAL SERVICE
R16-181	6/8/16	GAYLE WELLS	28 TENNEY HILL RD	44	20	\$9,000.00	\$25.00	\$0.00	INCREASE, TIED TO PERMIT R16-050
R16-182	6/9/16	JIM WILSON	33 REMICKS LANE	65	12A	\$810.00	\$25.00	\$0.00	GAS HOOKUP FOR GENERATOR
R16-183	6/9/16	JOHN DUFFY	59 LEWIS ROAD	61	22C	\$10,000.00	\$145.00	\$0.00	REMODEL UPSTAIRS BATHROOM
R16-184	6/9/16	JOHN DUFFY	59 LEWIS ROAD	61	22C	\$5,000.00	\$85.00	\$0.00	REPLACE ENTRY DECK WITH NEW DECK & ADA RAMP

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							Permit	Impact fee	
R16-185	6/9/16	MATTHEW DAMIGELLA	131 BRAVE BOAT HARBOR ROAD	63	15	\$0.00	\$25.00	\$0.00	DEMOLISH INTERIOR OF SECOND FLOOR
R16-186	6/13/16	RODNEY BUTLER	2 JEWETT LN	29	18	\$21,500.00	\$283.00	\$0.00	NEW 32 X 24 GARAGE
R16-187	6/13/16	ALLEN MARSH	93 PICOTT RD	49	7-4	\$210,000.00	\$2,545.00	\$550.00	NEW SINGLE FAMILY HOME
R16-188	6/13/16	MATTHEW DAMIGELLA	131 BRAVE BOAT HARBOR ROAD	63	15	\$4,500.00	\$79.00	\$0.00	NEW ROOF, WALLS 2ND STORY
R16-189	6/14/16	JOHN TUCKER	15 SPARHAWK LANE	18	19	\$0.00	\$25.00	\$0.00	REMOVAL OF VEGETATION IN SHORELAND OVERLAY ZONE
R16-190	6/14/16	BRIAN MATTHEWS	7 ELIZABETH LANE	56	3-46	\$7,795.00	\$118.54	\$0.00	27' DIAMETER SWIMMING POOL/52" WALLS
R16-191	6/15/16	JEN MACCANN	16 HIGHPOINTE CIRCLE	61	9-6	\$1,000.00	\$37.00	\$0.00	HOT TUBE WIRING/ELECT
R16-192	6/15/16	GEORGE BURKE	6 RIPLEY ROAD	31	3	\$0.00	\$25.00	\$0.00	REMOVAL OF VEGETATION IN SHORELAND OVERLAY ZONE
R16-193	6/16/16	JED LUNDIN	19 POCAHONTAS ROAD	52	7	\$20,000.00	\$265.00	\$0.00	CONSTRUCT 14' X 52' DECK
R16-194	6/20/16	YANKEE MOBILE HOME PARK	1 IDLEWOOD #55	66	16-55	\$0.00	\$20.00	\$0.00	DEMO/REMOVE MOBILE HOME
R16-195	6/20/16	MICHAEL & SALLY COCCO	620 HALEY ROAD	36	11	\$13,000.00	\$181.00	\$0.00	CREATE ADA BATHROOM
R16-196	6/22/16	BILL CULLEN	21 HAPPY LANE	11	29	\$95,000.00	\$1,165.00	\$0.00	NEW SINGLE FAMILY HOME

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R16-197	6/22/16	CHRIS MORAN	20 WHIPPOORWILL LANE	33	3	\$600,000.00	\$7,225.00	\$2,500.00	ADDITION PER PLANNING BOARD APPROVAL 12/10/15
R16-198	6/22/16	JOHN HASKELL	51 POCAHONTAS ROAD	51	10	\$17,500.00	\$115.00	\$0.00	REMOVE AND REPLACE DECKING AND RAILINGS, ENLARGE STAIR LANDING 7' X 5'
R16-199	6/23/16	MARY DENNETT	182 WHIPPLE RD	17	20	\$0.00	\$25.00	\$0.00	REPLACE PROPANE TANK; ELECT GENERATOR SEPARATE PERMIT
R16-200	6/23/16	CAROL SAWTELLE	22 DANA AVE	30	3	\$6,150.00	\$25.00	\$0.00	REMOVE AND REPLACE EXISTING 14'6"X10' DECK
R16-201	6/23/16	LUKE ALLEN	4 CHARLES HILL ROAD	56	5C	\$40,000.00	\$505.00	\$0.00	CONSTRUCT 20' X 20' TWO STORY ADDITION
R16-202	6/23/16	ROBERT BELL	33 GOODRICH STREET	16	63	\$10,000.00	\$25.00	\$0.00	REPLACE ROOF SHINGLES, SIDING, WINDOWS
R16-203	6/27/16	SARAH WILSON	164 BRAVE BOAT HARBOR ROAD	69	20	\$20,000.00	\$265.00	\$0.00	INTERIOR RENOV-FLOORING, KITCHEN CABINETS, 2ND FLOOR BATH, RECONSTRUCT 8' X 8' ROOF AREA
R16-204	6/27/16	FILLION, KEVIN	29 GOVERNMENT ST	4	54A	\$3,500.00	\$67.00	\$0.00	ADD 10' X16' DECK
R16-205	6/27/16	DONALD COMSTOCK	108 WHIPPLE ROAD	10	14	\$4,500.00	\$25.00	\$0.00	REPLACE ROOF SHINGLES & REPLACE 6' X 10' OPEN PORCH & 6' X 8' ENCLOSED PORCH
R16-206	6/27/2016	DONALD COMSTOCK	108 WHIPPLE ROAD	10	14	\$46,000.00	\$577.00	\$0.00	RENOVATE BARN
R16-207	6/27/16	DAN BREEN	6 COMMERCIAL ST	4	10	\$8,600.00	\$128.20	\$0.00	REPAIR AND REPLACE 2ND FLR DECK

Permit #	Date of Application	Name	Address	MAP #	LOT #	Value of Work	Total Permit	Impact fee	Description of Work
R16-208	6/27/16	SHAWN HARRIS	88 PICOTT ROAD	49	8	\$1,000.00	\$25.00	\$0.00	REPLACE SIDING
R16-209	6/28/16	KRISTIN & SCOT JOHNSON	137 PHILBRICK AVENUE	24	42	\$6,329.00	\$25.00	\$0.00	REPLACE ROOF SHINGLES
R16-210	6/28/16	CHRISTINA BISHOP	6 ELLA WOODS	49	3-4	\$30,000.00	\$385.00	\$0.00	NEW 24 X28 GARAGE
R16-212	6/28/16	HAVEN MOWER/ RYE ENERGY	4 ROGERS LANE	22	27	\$200.00	\$25.00	\$0.00	INSTALL PROPANE TANK
R16-213	6/28/16	JUDITH JONES	12 GERRISH ISLAND	44	49	\$500.00	\$25.00	\$0.00	ELECTRICAL FOR BATHROOM REMODEL (PERMIT R16-180)
R16-214	6/28/16	JOSEPH & SALLY SNOOK	17 FOYES LANE	36	35	\$3,500.00	\$25.00	\$0.00	RESHINGLE ROOF
R16-215	6/28/16	DAVID EMERY	35 MANSON AVENUE	15	12	\$0.00	\$20.00	\$0.00	REMOVE GARAGE
R16-216	6/28/16	KATHRYN GREGORY GREER	61 BRAVE BOAT HARBOR ROAD	45	6	\$0.00	\$25.00	\$0.00	ELECTRICAL SERVICE FOR PORCH RENOVATION
R16-217	6/28/16	SARA CASSINELLI	1 JEWETT LN	29	13	\$1,600.00	\$25.00	\$0.00	ELECTRIC FOR ABOVE GROUND POOL (PERMIT R16-137)
R16-218	6/28/16	CAMIE & BOB WILES	8 MELANIES COURT	54	2-11	\$10,000.00	\$145.00	\$0.00	FRAMING OF BASEMENT TO CREATE FAMILY ROOM AND CLOSET FOR ELECTRICAL PANEL
R16-219	6/29/16	BEVERLY DUFRESNE	22 OLD ARMORY WAY	4	50	\$9,500.00	\$25.00	\$0.00	REPLACE ROOF OF BARN & HOUSE DOOR
R16-220	6/30/16	SHU WILLIAMS	1 LOVE LANE	9	40	\$18,500.00	\$247.00	\$0.00	NEW DECK (SIDE OF HOME) ON FOOTPRINT OF ONCE EXISTING HANDICAP RAMP

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	-	Comp Plan Items	CPC*	CDM will provide existing bike path plan; disc. 12/18; req. input from T. Emerson 1/22/15; input to CPC when appropriate	
	12/12/2013	-	Pedestrian / Bike paths / Bike Racks	-		
	3/28/2013	-	CONTINUE WORKSHOP WITH KCPC, KOSC REGARDING 1 - 3 ACRE RR; and future land use regulation; restrict # building permits issued per year	-	May 15, 2013 Workshop; December 3, 2013 workshop, w Soil Suitability; PB input to CPC* when appropriate	
	2/25/2016	-	ROADS / SIDEWALKS TO NOWHERE (ROW plans)/Shared Driveways/ROW Standards/Emergency access roads	-		
9	3/27/2014	DD	Kittery Historic Resources; historic designation identification	3		
	5/8/2014	Staff	Sign ordinance changes:	2	Workshop: 7/14/14; Int'l Sign Assoc. 10/23/14	
			Message boards/Internal & external lights & timers		16.8.10.2.C approved by TC, effective 2/28/15	Done
			Window/A-frame & portable signs/banners			
			Sign character/appearance/administration & enforcement			
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		

2012-2016
PLANNING BOARD ACTION ITEMS

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 amendment 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		

Application Status

Pending Preliminary Approval

Map	Lot	Address	Owner	Application Type	Project Description	Last PB Review Date	Notes
64	27	450 US. Route 1	Boston Pie, Inc	Sketch Plan Review	Develop vacant lot with two-unit commercial building	7/14/2016	sketch plan accepted
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 McDavit	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 Kelim	Subdivision/Shoreline Development	7-dwelling subdivision	9/10/2015	90-day continuance on sketch plan granted
3	77A	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	ON 7/28/2016 agenda

Public Hearing

Map	Lot	Address	Owner	Application Type	Project Description	Last PB review date	Notes
28	14-1	91 Route 236	Synergy Storage Structures	Major Modification	Develop vacant lot with climate controlled storage facility	7/14/2016	Scheduled for 8/11/2016