

**TOWN OF KITTERY, ME  
PLANNING BOARD MEETING  
Council Chambers**

**UNAPPROVED  
MAY 26, 2016**

1 **Meeting called to order: 6:02 pm**

2  
3 **Pledge of Allegiance**

4  
5 **Roll Call:**

6 Board members present: Chair Ann Grinnell, Vice Chair Karen Kalmar, Robert Harris, Brett Costa, Dutch  
7 Dunkelberger, Debbie Driscoll-Davis, Mark Alesse

8 Board members absent: None

9 Staff present: Chris Di Matteo, Town Planner

10  
11 **Minutes – None.**

12  
13 **Public Comment:** Ms. Grinnell opened the floor for public comment. Hearing none; the floor was closed  
14 for public comment.

15  
16 **PUBLIC HEARING**

17  
18 **ITEM 1 – Town Code Amendment – 16.3.2.15.A – Mixed Use – Kittery Foreside Purpose; 16.3.2.15.D –**  
19 **Standards; 16.3.2.15.F – Design Review**

20 **Action: Hold a public hearing; Recommend to Town Council.** The proposed amendment removes Design  
21 Review regulations from the Mixed Use – Kittery Foreside zone.

22  
23 Ms. Grinnell opened the floor for public hearing. Hearing none; the floor was closed for public hearing.

24  
25 **Ms. Kalmar made a motion to recommend to Town Council for proposed Town Code Amendment**  
26 **16.3.2.15 Mixed Use – Kittery Foreside.**

27 **Mr. Dunkelberger seconded.**

28  
29 The Planning Board reached a consensus to utilize the word “simulate” at Line 98-102 as previously  
30 questioned by the Town Council.

31  
32 Ms. Driscoll-Davis questioned how many sidewalk signage permit applications were paid in the past. Mr. Di  
33 Matteo replied that he will research that information.

34  
35 **Motion passed 6-0-0.**

36  
37 **NEW BUSINESS**

38  
39 **ITEM 2 – Economic Development Committee**

40 **Action: Discussion; No formal action.** The Economic Development Committee will discuss findings from a  
41 review of the North End of Route 1 and Route 1 – Bypass areas, and provide recommendations to promote  
42 property tax growth.

43  
44 Gabe Lincoln, George Dow, and Tom Emerson from the Economic Development Committee were present to  
45 discuss the topic.

46  
47 Mr. Dow described how the Economic Development Committee has been reviewing various areas within the  
48 community, specifically within the areas at Route 1 Bypass, Business Park, West End towards Eliot, the  
49 intersection of Walker and State Road, and the Kittery Foreside. Their focus includes ways to promote

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50 property tax growth as efficiently as possible and in the benefit of the community. The first meeting with the  
51 Planning Board was to discuss the activity and zoning of North Route 1 and the bypass. The Economic  
52 Development Committee will continue to review these areas and meet with the Planning Board. The overall  
53 intent is to bring forward elements to the Comprehensive Plan Update Committee that will help build  
54 property tax growth. He added that the Economic Development Committee has been analyzing the vision for  
55 commercial growth in those areas and will begin surveying the business owners for further information.  
56

57 Mr. Emerson's added that the Economic Development Committee's effort is to investigate zoning situations  
58 in those areas to formulate ideas and recommendations to the Comprehensive Plan Committee in the creation  
59 of the Comprehensive Plan 2015-2025. Some issues that were identified by the Economic Development  
60 Committee were described as follows:

61 Issues – North End

- 62 • The zone is divided in two by the inclusion of a Residential-Rural zone on the north side of Route 1  
63 at Adams Road and by a wetlands and Shoreland Overlay Zone to the south of Route 1. That divides  
64 the area and prevents a contiguous development pattern.
- 65 • The type of development anticipated would be large lots with paved areas, which will have a greater  
66 impact on the wetlands.
- 67 • The larger lot size requirements may impose a type of development not seen in either Kittery or the  
68 surrounding towns.
- 69 • The residential component of the mixed use development anticipates structured parking. Structured  
70 parking raises the cost per space from \$20,000 to over \$30,000 depending on its location. The  
71 development that has already occurred (Good to Go, Café Misto & the lot adjacent to Pine Tree  
72 Store) consists of small scale, locally owned businesses located in previously existing structures.
- 73 • Mr. Emerson felt that the committees and boards should begin considering removing strictures that  
74 prevent continuing development in this area.

75

76 Issues - Bypass

- 77 • The bypass is not a bypass. The road no longer acts as a bypass and, from an economic development  
78 standpoint it shouldn't promote fast traffic.
- 79 • The area is limited in its surrounding area and potential connections could be made, especially to the  
80 B-L zone to the east.
- 81 • Currently, the commercial zones do not allow residential use. This would not support converting into  
82 services.
- 83 • The current use of this road is divided between service businesses and businesses catering to traffic,  
84 such as the truck stop and the motels. The closing of the bridge will have a negative impact on those  
85 businesses that rely on the traffic patterns. Although the closure is temporary, it is uncertain whether  
86 these businesses can support a short-term vacancy in revenues.

87

88 Mr. Emerson concluded that re-envisioning of the Mixed Use areas discussed include; changing the zoning to  
89 smaller setbacks from Route 1, decreased street frontage requirements, decreased minimum land area per  
90 dwelling unit, removal of structured parking restrictions, and a unified vision of the bypass.

91

92 Mr. Dow added that the growth of development at the North End of Route 1 will not be able to flourish with  
93 the existing zoning. He emphasized that it is an unfavorable process is businesses be shaped around zoning,  
94 but instead have zoning welcome business development.

95

96 Ms. Driscoll-Davis asked if the committee envisions residential above and behind the commercial business on  
97 Route 1. The committee replied yes.

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98  
99 Ms. Driscoll-Davis asked if the committee has consulted with the Town Department of Public Works on what  
100 potential State impact fees could be incurred in the event of a zoning change. The committee responded that  
101 they will research those figures. Mr. Dunkelberger added that the Maine Department of Transportation has  
102 already expressed interest in handing over the responsibility of maintenance on Route 1 bypass to the Town.  
103

104 Mr. Dow explained some key considerations regarding tax increment financing (TIF) districts. Ms. Driscoll-  
105 Davis felt that TIFs would not decrease the tax rate.  
106

107 Mr. Lincoln explained that the Comprehensive Plan Update Committee has nine spots, and three of which are  
108 citizen representatives. The Economic Development Committee has a vision for using the Comprehensive  
109 Plan to drive zoning changes to make development occur. There are three members of the Economic  
110 Development Committee that are also Town Councilors, whom are all residents. Mr. Lincoln clarified to Ms.  
111 Grinnell that the document provided in the Planning Board meeting had been previously discussed with those  
112 members. Mr. Lincoln further explained that the document is a snapshot of the committee's approach for  
113 recommendations in the Comprehensive Plan. Mr. Dow clarified that the purpose of the discussion between  
114 Economic Development Committee and the Planning Board was to have an understanding prior to making  
115 recommendations to the Comprehensive Plan. Ms. Driscoll-Davis understood that the Comprehensive Plan  
116 would be approved and thereafter the Planning Board would help to implement the plan.  
117

118 Ms. Grinnell asked any documentation to be referenced in future meetings be provided beforehand.  
119

120 Ms. Kalmar supported the initial notions of the committee's efforts.  
121

122 Ms. Grinnell asked Mr. Di Matteo if there could be a combined workshop coordinated regarding TIFs.  
123

124 Mr. Dow requested that going forward discussion between the Planning Board and Economic Development  
125 Committee occur at least monthly.  
126

127 Mr. Harris suggested that in some situations development can occur by first changing the zoning and then  
128 developing the area.  
129

130 **ITEM 3 – Board Member Items / Discussion**  
131

132 A. Review of 5/16/2016 workshop with Town Council

- 133 a. Line 101 – Ms. Kalmar understood that it should reference “as indicated in 16.10.5.2.B.2”  
134 because that reference guides the scale on which plans be drawn to. After much discussion,  
135 the Planning Board reached a consensus to remove the phrase “drawn to scale as indicated  
136 in Section 16.10.5.2.B, to the Code Enforcement Officer”.
- 137 b. Line 72-83 needs better clarification by possibly breaking it into small sections.
- 138 c. Line 78 – this references 16.3.2.15.D.E which pertains to parking and may not be applicable  
139 to the section.
- 140 d. Line 48 and 168 – Replace the term “footprint” with “square footage”.

141 B. Committee Updates

- 142 a. The next Comprehensive Plan 2015-2025 Public Forum will be held on June 11, 2016 at  
143 10:00-12:30pm in STAR Theatre Kittery Community Center, 120 Rogers Road, Kittery.
- 144 b. The Comprehensive Planning Update Committee will have a booth at the Kittery Block  
145 Party on June 18<sup>th</sup> at Government Street and the Farmer's Market on June 5<sup>th</sup> at 10  
146 Shapleigh Road.

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- 147 c. An upcoming Town Council Workshop will be held next Wednesday, June 1<sup>st</sup> at 6:00 PM to  
148 discuss the status of the comprehensive planning effort.  
149 C. Action List  
150 a. Ms. Kalmar asked to add if State changes in signage applies to our local ordinance.  
151 D. Other  
152 a. None.

153  
154 **ITEM 4 – Town Planner Items:**

- 155  
156 A. The Town has executed the contract for the Wood Island Brownfields Remediation Project and  
157 work will begin next week.

158  
159 **Mr. Alesse moved to adjourn.**

160 **Mr. Dunkelberger seconded.**

161 **Motion carried 6-0-0.**

162  
163 The Kittery Planning Board meeting of May 26, 2016 adjourned at 7:14 p.m.

164  
165 Submitted by Marissa Day, Minutes Recorder, on June 2, 2016.

166  
167 *Disclaimer: The following minutes constitute the author's understanding of the meeting. Whilst every effort*  
168 *has been made to ensure the accuracy of the information the minutes are not intended as a verbatim*  
169 *transcript of comments at the meeting, but a summary of the discussion and actions that took place. For*  
170 *complete details, please refer to the video of the meeting on the Town of Kittery website at*  
171 *<http://www.townhallstreams.com/locations/kittery-maine>.*