

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

**APPROVED  
OCTOBER 8, 2015**

Meeting called to order: 6:00 p.m.

Board members present: Chair Ann Grinnell, Vice chair Karen Kalmar, Mark Alesse, Secretary Debbie Driscoll-Davis, David Lincoln, Deborah Lynch and Robert Harris

Staff present: Chris Di Matteo, Town Planner and Rebecca Spitko, Assistant Town Planner

Pledge of Allegiance

**Minutes: September 24, 2015**

Ms. Driscoll-Davis asked to have the wording altered on page 2, line 61.

Ms. Kalmar asked to include the full name of Tom Emerson on line 257.

Mr. Lincoln commented on the description of Stephen Kosacz's public comment (line 95), noting it was not clear and may have omitted a statement made by Mr. Kosacz regarding the parking issues in Kittery Foreside. Mr. Lincoln asked for a review of the meeting's audio to provide more detail. Ms. Driscoll-Davis agreed to review audio.

Ms. Driscoll-Davis added she will also review lines 270 and 279 for accuracy.

**Ms. Grinnell stated she will abstain on a motion to approve minutes until a requested review and update to the minutes have been completed.**

Public Comment: Ms. Grinnell opened the floor for public comment. Hearing none, Ms. Grinnell closed public comment.

**ITEM 1 – York Hospital – Modification to an approved plan**

Action: grant or deny plan approval. York Hospital requests approval to amend a previously approved site plan with the addition of a new second freestanding sign as a general information sign along State Road. Property is located at 35 Walker Street at State Road in the Business Local 1 and Mixed Use Kittery Foreside Zones; Tax Map 4 Lot 168. Agent is Ken wood with Attar Engineering.

Mr. Steve Pelletier, Chief Operating Officer of York Hospital, gave a presentation to the Board, which included the following points:

- The use of primary care physicians is declining as citizens instead rely on episodic care.
- Episodic care is more efficient and cost effective at a walk-in community center than a hospital emergency room.
- Kittery Walk-In Clinic serves approximately 50 patients a day.
- Approximately 50% of patients served are residents of Kittery, 25% residents of Elliot and the remaining 25% a conglomerate of residents from Portsmouth, York and other surrounding towns.
- The current signage on the building does not immediately identify it as a medical practice and does not include a street number.

- The clinic's entrance is located on Walker St.
- Requesting a second freestanding sign to be placed on U.S. Route 1 so individuals traveling both north and southbound on Route 1 can see it, while still remaining visible by way of Walker St.
- Mr. Pelletier noted this sign would be in a good position in the event the clinic expands in the future to include ambulatory services.
- The proposed sign meets the town code requirement of a 20' setback from a state road.

Ms. Grinnell opened the floor to questions from board members.

Mr. Lincoln asked to clarify the purpose of the sign. Mr. Pelletier stated the purpose is to quickly identify the clinic to travelers who bypassed the Walker St. entrance. Mr. Lincoln noted the sign does not include a directional arrow directing prospective patients to the entrance so the sign does not meet Mr. Pelletier's current objective. Mr. Lincoln asked if Mr. Pelletier was interested in identifying building specifically as a walk-in facility. Mr. Pelletier affirmed. Mr. Lincoln asked if Mr. Pelletier considered adding more signage on the actual building instead of seeking an additional freestanding sign. Mr. Pelletier noted that, at this time, they had not considered that, as they do not want to clutter the building to avoid overwhelming already compromised individuals with information. Mr. Pelletier noted the proposed sign also has space on it where they could add information about any future specialties that may be added to the practice. Mr. Lincoln noted that he feels there is too much information on the proposed sign, which hinders its readability. He also stated he does not know if, in practice, it will actually be visible to both north and southbound lanes of traffic.

Mr. Harris added he drove by the proposed site of the sign heading northbound. He recommended a simpler sign would meet Mr. Pelletier's stated objectives better than the proposed sign. Mr. Harris suggested a simple directional arrow without the website, street number and extra space for future specialty services.

Ms. Driscoll-Davis added a question about code ordinances and asked to clarify how many businesses occupy the building. Mr. Pelletier replied that, although affiliated, the EMT unit used by the clinic is privately owned and not the same business. Ms. Driscoll-Davis mentioned code 16.8.10.6.2.B which has different code standards for signs for single and multiple business facilities. Code states a multiple occupied building is permitted two signs if the business fronts and has public access on multiple streets. Mr. Pelletier stated the clinic has public access from Route 1 in the way of a paved path that leads to the entrance. A discussion occurred as to whether a walking path meets the requirements of an approved point of access for a business.

Ms. Grinnell asked the board for a consensus that the building holds more than one business. Mr. Harris noted that he was unsure as the businesses operate together as one unit. A discussion incurred and consensus was formed that this was two distinct businesses and therefore the request for the sign falls under section 16.8.10.6.2.B.2 and does not require approval from the planning board. Ms. Grinnell instructed Mr. Pelletier to apply for a sign permit and closed the item.

#### Board Member Items

Mr. Di Matteo passed around materials to board members detailing the status of all agenda items presented to the board since March 2015, as requested by Mr. Lincoln. Ms. Kalmar requested continued

status reports of agenda items be presented to the board on a monthly basis. Ms. Grinnell stated board members will review the status report and return with comments.

Ms. Kalmar welcomed and introduced the new Assistant Town Planner, Rebecca Spitko, to the town.

Mr. Lincoln commented on the recent newspaper article describing the conflict between the town code enforcer and a property owner who placed a mural on her house. Mr. Lincoln wanted to have on record that the code enforcer is doing a good job by questioning code definitions and implementation.

Ms. Driscoll-Davis updated the board on the status of the comprehensive plan hiring process:

- A consulting firm has been selected and are currently in the process of working out contract details
- A tour of the town to familiarize consultants with areas of interest is planned for October 29, 2015. including, for example:
  - Notable businesses
  - Rural areas
  - Affordable housing areas
  - Mobile home parks
  - The village area

Ms. Driscoll-Davis added that if any of the board members had specific areas they felt important for the comprehensive plan team to visit to email them to herself or Mr. Di Matteo. The tour is scheduled for Thursday, October 29, 2015.

#### Town Planner Updates

Mr. Di Matteo provided an update on the Bypass stating they are behind schedule due to some back and forth with the state. Mr. Di Matteo proposed having a second Planning Board meeting in November since the consultant contract expires at the end of the year.

**Ms. Grinnell moved to schedule a second meeting in November**

**Ms. Driscoll-Davis Seconded**

**Motion carried: 7-0-0**

Additional PB meeting scheduled for 6pm on Thursday, November 19, 2015.

Mr. Di Matteo also updated the board on the status of the code amendments. 5 out of the 8 amendments passed at the council public hearing held on Monday, September 28, 2015. The amendment item involving the sewer project is scheduled for Wednesday October 14<sup>th</sup> and the final two amendment items will be at the October 26<sup>th</sup> council meeting. Ms. Kalmar stated she will attend both council meetings. Ms. Grinnell will attend on the 26<sup>th</sup>.

Mr. Di Matteo informed the board of new FEMA maps which are in for review. The maps will have a scheduled appeal period during the spring/summer season of 2016 and a final draft is planned for January 2017. It is expected the maps will be effective summer 2017.

Mr. Di Matteo stated he will have an update on the Kittery Foreside parking issue discussed during the last board meeting on the meeting scheduled for October 22<sup>nd</sup>. Ms. Kalmer suggested a group to physically walk the Foreside streets in order to determine potential appropriate parking solutions. Ms. Driscoll-Davis and Ms. Grinnell suggested inviting public works and/or the Fire Chief. The planning board agreed to meet at The Main Squeeze at 1pm on Thursday, October 22, 2015. No rain date for walk was chosen.

Mr. Di Matteo invited board members to the Maine Municipal Association's Local Planning Boards and boards of Appeal workshop to be held on Thursday, October 29, 2015; 4:30 – 8:30. Ms. Lynch and Ms. Grinnell stated they might attend. Ms. Spitko will attend.

Ms. Grinnell asked if there were any additional updates. None presented.

**Mr. Alesse moved to adjourn.**

**Ms. Driscoll-Davis seconded.**

**Motion carried: 7-0-0**

The Kittery Planning Board meeting of October 8, 2015 adjourned at 6:50 p.m.

Submitted by Rebecca Spitko, Assistant Town Planner, on October 14, 2015.