

**CALL TO ORDER**

**ROLL CALL**

**Present:** Drew Fitch, Member; Ronald Ledgett, Member; Dutch Dunkelberger, Member; Russel White, Member; Mark Alesse, Member; Karen Kalmar, Vice Chair; and Chairperson Grinnell

**Absent:** None

**Staff:** Jamie Steffen, Town Planner

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES – September 13, 2018**

Line 267 – add after in reviewing past decisions and cross the last three words and substitute as they do not set a precedence.

Line 269 – add standards after the word code.

Line 272 – after private add and public.

**Motion to approve the September 13, 2018 minutes as amended by Vice Chair Kalmar. Seconded by Mr. White.**

**Motion carried 7-0-0.**

**ITEM #1 – McCloud Drive – Street Naming Application**

Action: Accept or deny application. Grant or deny approval of street name. Owner DECM, LLC and Applicant Michael Sudak request consideration of naming a new private road off of Miller Road approved as part of the Miller Road Subdivision (Tax Map 56 Lot 20).

**Mr. Alesse moved to accept the street naming application from owner DECM, LLC and applicant Michael Sudak to name a new private road off of Miller Road approved as part of the Miller Road Subdivision (Tax Map 56 Lot 20).and grant the approval of the street name McCloud Drive. Seconded by Mr. White.**

**Motion carried 7-0-0.**

**ITEM 2 – Sidewalk (Sandwich Board) Signs**

Discussion: Developing regulations pertaining to sidewalk (sandwich board) signs for certain zones in Kittery.

Chair Grinnell introduced the discussion by stating that Mr. Steffen had provided the Board with examples of sandwich board signs from other communities in Maine that regulate them. Mr. Steffen noted that he had also provided an example from Hampton, NH. Chair Grinnell had also provided the Board with an example of portable signs from Freeport, ME.

Mr. Steffen gave an overview of the issue and noted that it is listed as priority number 3 in the 2018-2019 Planning Board Action Items list. He noted that a possible allowance of these types of signs were brought up recently when the Board was considering other amendments to the sign regulations. He further noted that he discovered that Kittery currently allows sidewalk signs in the Mixed Use Kittery Foreside District and he read the requirements for them.

The Board discussed what the intent is for these types of signs. Mr. Steffen commented that he thought the Board might want to consider allowing them in some of the other commercial districts in town. Vice Chair Kalmar stated if the Board was considering allowing them in other districts that it should also consider additional requirements for their placement.

The Board had considerable discussion regarding size allowance, number of signs, placement and separation of the signs and duration. The Board instructed Planner Steffen to work on a draft amendment for the Board's review. There was some discussion about surveying businesses for their input. Planner Steffen stated he could contact some of the Maine communities that allow these types of signs to see what they have encountered in regulating them.

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

**A. Planning Board Action Item List**

Chair Grinnell gave an update on the proposed Mixed Use-Neighborhood zoning district. She stated that a public informational session lead by Kendra Amaral and Adam Causey would be held on Monday, October 29<sup>th</sup> in Council Chambers. The purpose is to go over people's concerns about the proposed zoning change. She noted that there were some changes made to text amendment at the Council hearing on it and further noted the boundary expansion is off the table for time being. There was a brief discussion by the Board about the concerns expressed by Martin Road residents wetlands filling and the proposed setback and buffers.

Chair Grinnell also discussed the upcoming ballot item for the comprehensive plan update. She noted she provided the Board with a copy of the executive summary and the five year action plan. She urged Kittery residents to vote to adopt the updated plan and expressed her desire to not see it sit on the shelf. Mr. White highlighted the efforts to promote the plan to the voters and added his comments in support.

Mr. White also gave a summary of the Kittery Housing Workshop site tour and the community listening session that occurred on October 24<sup>th</sup>. He noted that on Friday, October 26<sup>th</sup> the design teams will work on their concepts and wrap up with a Community Reveal presentation at 6 pm. Mr. Fitch noted that there was not much opposition expressed about the concept and people seemed instead to embrace it. Chair Grinnell commented that she felt it wasn't made clear that it was only an exercise.

Vice Chair Kalmar brought up the subject of accessory dwelling units and referenced a book entitled Backdoor Revolution. She discussed the content of Chapter 8 regarding zoning barriers to ADU development and asked that staff make copies of Ch. 8 of the book for the members to look it and consider.

The Board also briefly discussed short term rentals and inquired about when it might get some direction from Town Council about regulating them.

#### **ITEM 4 – Town Planner/ Director of Planning & Development Items**

##### **A. Recodification Update**

The Board received a memo from Adam Causey, Director of Planning and Development regarding the status of the recodification update.

#### **Adjournment**

**Motion to adjourn moved by Mr. Alesse, seconded by Mr. Dunkelburger**

**Motion carried 7-0-0**

Meeting adjourned at 6:57 p.m.

Submitted by Jamie Steffen, Town Planner, on December 27, 2018.

**Disclaimer:** The following minutes constitute the author's understanding of the meeting. Whilst every effort has been made to ensure the accuracy of the information, the minutes are

not intended as a verbatim transcript of comments at the meeting, but a summary of the discussion and actions that took place. For complete details, please refer to the video of the meeting on the Town of Kittery website at <http://www.townhallstreams.com/locations/kittery-maine>.