

CALL TO ORDER

ROLL CALL

Present: Steve Bellantone, Member, Drew Fitch, Member, Ronald Ledgett, Member, John Perry, Member, Karen Kalmar, Vice Chair, and Dutch Dunkelberger, Chair

Absent: Russell White, Member

Staff: Bart McDonough, Town Planner, Adam Causey, Director of Planning & Development, and Kathy Connor, Project Planner

Advisory: Earldean Wells, Conservation Commission

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

The public may submit public comments for the DISCUSSION agenda item via email, US Mail, or by dropping written comments in the Drop Box outside the Town Hall entrance. Emailed comments should be sent to bmcdonough@kitteryme.org. Comments received by noon on the day of the meeting will be read into the record by the Council Chair.

There being none the Chair closed the public comments.

NEW BUSINESS

ITEM 1 – Planning Board Recodification Update –

A brief update relative to the recodification process and a discussion revolving around the establishment of a review timeline.

Adam Causey gave an overview of the process. The Board received the second draft of the recodification of Title 16. The Town is consulting with Ben Smith of North Star Planning for the recodification via Zoom. Subdivision sections and Subdivision review have good progress. Site Plan and Shoreland Development sections need to be cleaned up. Mr. Causey explained the draft and what has been updated and reorganized. Land Issues Committee still needs to see this draft and a meeting needs to be scheduled. The summer timeline will not be met. The new timeline is to now schedule the Town Committee meetings via Zoom, with no end date. Mr. Causey asked for any comments and said that it won't be done until the fall at the earliest due to the online challenges.

Vice Chair Kalmar agreed that the fall timeline is optimistic and reminded the Board and staff of the requirement needs for the recodification to be approved.

Chair Dunkelberger asked the Board members to review the draft and provide any comments to staff to help move the process along.

ITEM 2 – Planning Board Discussion Related to Housing –

A discussion relative to the latest revisions to certain sections of Title 16 concerning housing and its ancillary land use elements.

Mr. Causey referred the Board to the code changes in the packet that were developed from the Housing Working Group and KLIC. Definitions and Zoning in relation to Affordable Housing were reviewed. Redeveloping the C-1, C-2, and C-3 zones to include residential development discussed.

Chair Dunkelberger offered feedback. He agrees with removing the dwelling unit size, but noted discrepancies in the rest of the Code and zoning, and dwelling unit size. He suggested a definition update for “cottage”.

Ms. Connor explained the discrepancies with the size restrictions of other dwelling units, such as the Cottage Cluster Development.

Chair Dunkelberger continued to the special exception use of a used car lot/sales. Ms. Connor commented that uses weren’t changed that didn’t relate to housing. Chair asked if these changes should be made as well. Vice Chair agrees and thinks that car lots should be removed from the zones if a residential node is being considered. Mr. Ledgett agrees that the car lots should remain on Rt 236 towards Eliot. Mr. Fitch thinks addressing these other issues will draw away from the Affordable Housing issues that are the focus of the changes.

Chair Dunkelberger opened up comments on building height. Mr. Causey explained the additional 10 feet for building height was an incentive to build affordable units. Vice Chair commented that the buffering is still in the code for adjacent residential lots.

Chair Dunkelberger moved on to minimum lot sizes/required space for dwelling units. He pointed out a typo related to “2,5000” on page 24 and 29 of the draft.

Vice Chair and Chair complimented the Planning Department on the drafts and changes. Chair Dunkelberger brought up the section on roof pitch and asked to remove it from the draft. The Planning staff reported it is removed.

Chair Dunkelberger will forward anymore comments to the Planning Department for review.

Mr. Bellantone questioned joint use parking areas distance to the uses served (1500 feet), and where the distance came from. Staff explained that this was a way users could meet parking requirements and access requirements. The 1500 feet is the upper limit.

Mr. Fitch questioned the definition of affordability and the 45-year term. Ms. Connor replied the 45-year term came from Maine Housing. Mr. Causey informed the board that an additional meeting with the housing working group can address this issue since other projects’ term is 30 years.

OLD BUSINESS

ITEM 3 – Planning Board Action Items/Priority List Review –

Review the Planning Board's priority list and identify new items to pursue.

Chair Dunkelberger asked for an update on prior items, such as AirBnB, short-term rentals and Neighborhood Mixed-Use zone changes from Mr. Causey.

Mr. Causey provided an update. Short-term rental ordinance in draft for Town Council to approve. Discussion continued around short-term rentals, with the removal of the item. Neighborhood Mixed-Use zone is now in the property owner hands regarding the change of certain parcels changing zones. This item is also removed.

Chair Dunkelberger opened up discussion for new item suggestions.

Vice Chair suggested Cluster Development. The Board and Planning staff agreed. Mr. Causey will bring this item to KLIC, with the housing overlays over Cluster Development. Discussion around climate change ensued. Flood resiliency, stormwater discussed. More information and data are requested before adding this item to the priority list.

Clarifying the interpretation on various overlay zones was discussed, in particular the Shoreland Overlay Zone and the Foreside. Staff offered to clarify inconsistencies if prioritized and updating imagery or zoning boundaries. Mr. Causey stressed that not all changes can be adopted in recodification.

Chair Dunkelberger stated that anything the Board can do to help recodification will be priority number 1. He asked Board members to make comments and suggestions individually and bring them together for the Board to review.

ITEM 4 – Board Member Items/Discussion

Mr. Ledgett asked staff if there were further complaints regarding brown algae in Spruce Creek near 412 Haley Road development.

Vice Chair Kalmar would like a discussion with the CEO regarding timber harvesting. This will be added to the bottom of the list.

ITEM 5 – Town Planner/Director of Planning & Development Items:

Mr. McDonough asked the Board if they were comfortable to hear applications on the online platform. Chair Dunkelberger stated a preference for in-person meetings. Mr. Causey reported that Town Council is still deciding the logistics of in-person meetings. In the meantime, to prevent a back-up of applications online meetings can be held. Mr. Ledgett requested hard copies of plans for review. Mr. McDonough explained with the technology available plans can be shared on a single screen and it is feasible.

Adjournment

Vice Chair Kalmar moved to adjourn the meeting. Mr. Bellantone seconded the motion.

The motion carried 6-0-0 by roll call vote.

The Kittery Planning Board meeting of May 28, 2020 adjourned at 7:18 p.m.

Submitted by Carrie Bacon, Development Staff Clerk on November 17, 2020.

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>.