

**CALL TO ORDER**

**ROLL CALL**

Present: Steve Bellantone, Member; Drew Fitch, Member; Ron Ledgett, Member; Russell White, Member; Mark Alesse, Member; Karen Kalmar, Vice Chair and Dutch Dunkelberger, Chair

Absent: None

Staff: Jamie Steffen, Town Planner; Adam Causey, Director of Planning and Development

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES – June 13, 2019**

Line 169 swap the word plans for application.

Line 162 McNamara spelled wrong.

Vice Chair Kalmar moved to approve the minutes of June 13, 2019 as amended.  
Seconded by Mr. Ledgett.

The motion carried 6-0-1.

**APPROVAL OF MINUTES – June 27, 2019**

Chair Dunkelberger noted that he was not there.

Line 61 after the word thought add the staff's proposed amendment with a special exception use option

Line 62 after the word was add the word not.

Vice Chair Kalmar moved to approve the minutes of June 27, 2019 as amended.

Seconded by Mr. Ledgett.

The motion carried 5-0-2.

## **PUBLIC COMMENT**

None.

## **NEW BUSINESS**

### **ITEM 1 – Title 16 Recodification**

Review of draft reorganization document.

Adam Causey, Director of Planning and Development, gave brief introduction to the draft reorganized Title 16 that was provided to the Board and to be discussed with the consultant, Ben Smith of Northstar Planning.

Ben Smith summarized the process to date for the Board and discussed the memorandum that was handed out to the Board. He discussed reorganizing the existing Title 16 elements so that like elements are with like elements. He discussed the proposed Table of Contents. He discussed some of the other proposed changes to elements with the code, such as splitting out subdivision and site plan reviews and regulations. He discussed the performance standards within the built and natural environment sections and separating the use standards from the development review ones and then regrouping them.

He noted that at this stage they had not changed any ordinance language and stated that would come later in the process. He discussed some of the suggested updates to the code language that were the result of a meeting in March with various Town staff, officials and committees.

Mr. Smith then asked for initial thoughts / comments from the Board on the draft document.

Chair Dunkelberger stated that he felt they were heading in the right direction with separating subdivision and site plan reviews and regulations and attempting to develop thresholds for applicability. He further stated he would like to see the timeframes for Board action be made clearer.

Vice Chair Kalmar asked a more detailed table of contents with the ordinances within the sections really stand out. She also asked the consultant to consider strategies for better navigation within the code. She discussed the definitions section and cautioned about removing definitions due to their purpose.

Mr. Smith then discussed next steps and launching into the next phase which would be the content changes.

Mr. White commented that he would like to see the online version have hot links for better navigation through the code. Mr. Causey explained that we needed to work within the constraints of the ecode and the numbering schemes are dictated by the Town Charter.

**ITEM 2 – Board Member Items / Discussion**

Chair Dunkelberger brought up some issues with the Board's site walks and the Board discussed site walk protocol for the future. It was suggested that staff develop a checklist that can be provided to applicants / engineers as a guide in preparation for a site walk.

Chair Dunkelberger also commented that he was offended by some of the remarks made about the Planning Board from the public at the previous meeting. He commended the Board for the work its doing and commented on how pleased he was with the current composition of the Board and the respect that the members have shown one another.

Mr. Ledgett asked about the process for offering suggestions for improvements to the ordinance. Chair Dunkleberger stated he would like the Board members comments funneled through the Chair.

**ITEM 3 - Town Planner / Director of Planning & Development Items**

None.

**Mr. Alesse moved to adjourn the meeting.**

**Vice Chair Kalmar seconded the motion.**

**The motion carried 7-0-0.**

The Kittery Planning Board meeting of August 22, 2019 was adjourned at 6:42 p.m.

Submitted by Jamie Steffen, Town Planner, on October 24, 2019.

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>.