

1 **CALL TO ORDER**

2

3 **ROLL CALL**

4

5 Present: John Perry, Member, Steve Bellantone, Member, Karen Kalmar, Vice Chair
6 and Dutch Dunkelberger, Chair

7

8 Absent: Drew Fitch, Member, Russell White, Member, and Ronald Ledgett, Member

9

10 Staff: Bart McDonough, Town Planner

11

12 Advisory: Steve Hall, Conservation Commission

13

14 **PLEDGE OF ALLEGIANCE**

15

16 **APPROVAL OF AGENDA**

17

18 **APPROVAL OF MINUTES- None**

19

20 **PUBLIC COMMENTS**

21

22 1:50

23 The public may attend the meeting in person or remotely via Zoom. Attendees via Zoom
24 will be recognized during the public hearings and public comment portion of the
25 meeting. Please note, the Town is testing its hybrid meeting technology. Every effort will
26 be made to make this run smoothly, however some technical difficulties may occur as
27 the Town implements this new approach. To register via Zoom:

28 https://us02web.zoom.us/webinar/register/WN_Rcj4kiG4SRayzgXJDsCeyg

29 Further, the public may submit public comments via email, US Mail, or by dropping
30 written comments in the Drop Box outside the Town Hall entrance. Emailed comments
31 should be sent to bmcdonough@kitteryme.org. Comments received by noon on the day
32 of the meeting will become part of the public record and may be read in whole or in
33 summary by the Planning Board Chair or Town Planner.

34

35 Steve Hall commented regarding the last meeting, referencing Earldean Wells.

36

37 There being no other comments, the Chair closed the public comments.

38

39 **OLD BUSINESS**

40 None

41

42 **New Business**

43

44 5:45

45 **ITEM 1—134 Whipple Road—Shoreland Development Plan Review**

46 Action: Accept plan as complete, continue the agenda item to a subsequent meeting,
47 schedule a public hearing and/or site walk, or approve or deny plan: Pursuant to
48 §16.10.3.2 *Shoreland Development Review* and Article III *Nonconformance* of §16.7
49 *General Development Requirements* of the Town of Kittery Land Use and Development
50 Code, owners Nicolas and Amy Mercier and agent Altus Engineering, Inc. requests
51 approval to reconstruct and relocate a legally non-conforming structure on a legally non-
52 conforming lot within the base zone setback of the Shoreland Overlay Zone located on
53 real property with the address of 134 Whipple Road, Tax Map 10, Lot 6A, in the
54 Residential-Urban (R-U) Zone and the Shoreland Overlay Zone.

55

56 Erik Saari, Altus Engineering, Inc. gave an overview of the project, reviewing the site
57 plans and proposed house. He asked the Board for any questions.

58 Questions around the stairs and DEP rules were asked. The Board discussed the need
59 for a site walk, especially in terms of de-vegetation. Materials for the patio and stairs
60 discussed.

61 Dates for a site walk discussed. The Board did not want to schedule a public hearing.

62

63 **Vice Chair Kalmar moved to accept the plan. Seconded by Mr. Perry. The motion**
64 **passed by roll call vote 4-0-0.**

65 **Vice Chair Kalmar moved to schedule a site walk on either 8/24/21 or 8/26/21 at 9**
66 **AM. Seconded by Mr. Perry. The motion passed by roll call vote 4-0-0.**

67 **Vice Chair Kalmar moved to continue the application to 8/26/21. Seconded by Mr.**
68 **Perry. The motion passed by roll call vote 4-0-0.**

69

70 30:50

71 **ITEM 2—524 U.S. Route 1—Preliminary Site Plan & Right-of-Way Plan Review**

72 Action: Accept plan as complete; continue application to a subsequent meeting; set
73 public hearing and/or site walk; Pursuant to §16.3.2.13 *Mixed-Use*, §16.8 *Design and*
74 *Performance Standards for Built Environment* and Article V *Preliminary Plan Application*
75 *Review* of §16.10 *Development Plan Application* of the Town of Kittery Land Use and
76 Development Code, the Planning Board shall consider an preliminary site plan
77 application from applicant/owner C-Coast Properties and agent Altus Engineering, Inc.
78 requesting preliminary approval to construct 20,000-sf manufacturing building with

79 appurtenant infrastructure and landscaping on real property with an address of 524 U.S.
80 Route 1 (Tax Map 67, Lot 1) located in the Mixed-Use (MU) and Residential-Rural (R-
81 RL) Zones and Shoreland (OZ-SL-250) and Resource Protection (OZ-RP) Overlay
82 Zones.

83

84 Erik Saari, Altus Engineering, Inc. gave an overview of the project, reviewing the site
85 plans. The traffic study and stormwater management plan discussed briefly. Blasting,
86 erosion control, utilities, lighting, landscaping, and elevations discussed. The requested
87 waivers were discussed, including sidewalks, street grading, side slopes, tangent
88 between reverse curves, and minimum curve radius.

89 Mr. McDonough mentioned that a technical review meeting would be set up next with all
90 town departments.

91 Discussion around the road continued. Roof pitch discussed briefly.

92 The Board discussed dates for site walks and public hearing.

93

94 **Vice Chair Kalmar moved to accept the plan. Seconded by Mr. Perry. The motion**
95 **passed by roll call vote 4-0-0.**

96 **Vice Chair Kalmar moved to schedule a site walk on either 9/2/21 or 8/31/21 at 1**
97 **PM. Seconded by Mr. Perry. The motion passed by roll call vote 4-0-0.**

98 **Vice Chair Kalmar moved to schedule the public hearing for 9/9/21 at 6 PM.**
99 **Seconded by Mr. Perry. The motion passed by roll call vote 4-0-0.**

100

101 **OTHER BUSINESS**

102

103 56:10

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

105

106 Chair Dunkelberger asked the Board about their schedules. They requested that Mr.
107 McDonough send out memos and updates on the proposed site walks.

108

109 57:23

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

111

112 Mr. McDonough told the Board about the upcoming meeting agenda.

113

114 58:15

115 **Adjournment**

116

117 **Mr. Perry moved to adjourn the meeting. Seconded by Vice Chair Kalmar. The**
118 **motion passed by roll call vote 4-0-0.**

119

120 The Kittery Planning Board meeting of August 12, 2021 adjourned at 6:52 p.m.

121

122 Submitted by Carrie Varao, Development Staff Clerk on March 10, 2022.

123

124 Disclaimer: The following minutes constitute the author's understanding of the meeting.

125 Whilst every effort has been made to ensure the accuracy of the information, the

126 minutes are not intended as a verbatim transcript of comments at the meeting, but a

127 summary of the discussion and actions that took place. For complete details, please

128 refer to the video of the meeting on the Town of Kittery website at

129 <http://www.townhallstreams.com/locations/kittery-maine>.