



TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1329 Fax: (207) 439-6806

PARKS COMMISSION – DOGS WORKSHOP

COUNCIL CHAMBERS – 5:00PM

December 9, 2019

Kittery Town Council
Regular Meeting
6:00 p.m.

Council Chambers

1. Call to Order
2. Introductory
3. Pledge of Allegiance
4. Roll Call
5. Agenda Amendment and Adoption
6. Town Manager's Report
7. Acceptance of Previous Minutes -
8. Interviews for the Board of Appeals and Planning Board
 - a. (120119-1) The Kittery Town Council moves to interview the following Planning Boards Members for reappointment for all terms to expire 12/31/2022. The applicants are as follows.
 - Stephen Bellantone
 - Ronald Ledgett
 - Drew Fitch
9. All items involving the town attorney, town engineers, town employees or other town consultants or requested offices.
 - a. (120119-2) The Kittery Town Council moves to receive the Audit Presentation.
10. PUBLIC HEARINGS
 - a. (120119-3) The Kittery Town Council moves to hold a public hearing on Title 10 – Badger's Island Parking.
 - b. (120119-4) The Kittery Town Council moves to hold a public hearing on Title 10 – Pepperrell Road.

11. DISCUSSION

- a. Discussion by members of the public (three minutes per person)
- b. Response to public comment directed to a particular Councilor
- c. Chairperson's response to public comments

12. UNFINISHED BUSINESS -

13. NEW BUSINESS

- a. Donations/gifts received for Council disposition -
- b. (120119-5) The Kittery Town Council moves to approve the disbursement warrants.
- c. (120119-6) The Kittery Town Council moves to appoint Council representatives to meet with the Chairs of the respective Boards and Commissions to interview and re-appoint the following for terms to expire 12/31/2022.
 - David Wrocklage – Parks Commission Expires
 - Kristi Mathieson – KCC Board of Directors Expires
 - Steven Workman – KCC Board of Directors Expires
 - George Dow – Economic Development Committee Expires
 - Stephen Kosacz – Economic Development Committee Expires
 - Stephen Hall – Climate Adaptation Committee Expires
 - A. David Mann – Board of Trustees of Trust Funds Expires
 - Mary Thron – Board of Assessment Review
 - Dan O'Reilly – Shellfish Conservation Committee
 - Jeffrey Clifford – Capitol Improvement Program
- d. (120119-7) The Kittery Town Council moves to appoint Page Mead as an Associate Member of the Parks Commission for a term to expire 12/31/2022.
- e. (120119-8) The Kittery Town Council moves to appoint George Dow as a Full Member of the Parks Commission for a term to expire 12/31/2020.
- d. (120119-9) The Kittery Town Council moves to approve a renewal liquor license application for Robert's Maine Grill located at 326 US Route 1 Kittery.
- e. (120119-10) The Kittery Town Council moves to appoint a Council member to interview Alan Johnston for the Kittery Port Authority.

14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS

- a. Communications from the Chairperson
- b. Committee Reports

16. EXECUTIVE SESSION –

- a. (120119-11) The Kittery Town Council moves to go into Executive Session with the Town Manager and members of the Board of Appeals in accordance with 1 M.R.S. §405 (6) (A) to discuss or consider complaints regarding appointees, where public discussion could be reasonably expected to cause damage to an individual's reputation or right to privacy.

17. ADJOURNMENT

Posted: December 5, 2019



TOWN OF KITTERY

Office of the Town Manager

200 Rogers Road, Kittery, ME 03904

Telephone: 207-475-1329 Fax: 207-439-6806

kamaral@kitteryme.org

Town Manager's Report to the Town Council December 9, 2019

1. **2020 Calendar Goals for Council and Manager** – The Town Council will begin developing the annual goals for Council and Town Manager at your next meeting. Enclosed for your convenience and consideration are the 2019 Goals and the 5-Year Comprehensive Plan Action Plan.
2. **TIF Overview** – We are in the process of developing a report that provides an overview of the Tax Incentive Financing statute and specifically Kittery's three TIF districts. The expectation is to have that information for a Council workshop in January. In the meantime, the TIF District Agreements are available online at the Planning and Development Department page.
3. **Legion Pond** – Through the work of Jessa Kellogg, our Stormwater Coordinator, MaineDEP has agreed to work directly with the Town on a watershed survey for the area around and including Legion Pond. This will save the Town money by limiting the need to hire consultants and others to perform these services. We will need to spend approximately \$5,000 for lab analysis of water samples, which will be collected between May and September. Jessa has a team of volunteers that have been trained and are interested in assisting with the water sample collections.
4. **Banners** – Councilor Thomson asked that staff look into the banner installation process currently allowed over Rogers Road adjacent to the Community Center. Outside organizations are allowed to have banners hung over Rogers Road with Council approval for limited periods of time. The Fire Department staff volunteer their time to hang the banners, and use Town Fire apparatus in the process. The banner schedule is managed by the KCC staff.

The banners have become a growing challenge for a number of reasons including a lack of consistency in size and material of the banner; increasing demand and frequency of banner changes, and expectations of the applicants relative to the timeframe needed to install, fix, and remove banners. The Town Council has raised questions about which organizations can or should be allowed to have their banner hung.

Staff have reviewed this and have developed a set of specifications for the banners that could become part of a broader policy. I recommend that the Council assign a member to work with me on developing the policy that will include the types of organizations that can hang a banner, installation durations and restrictions, banner specifications, and approval processes. While the policy is being developed, it is recommended the Town hold off on approving banners.

5. **Martin Road Speeding** – Councilor Spiller requested an update on the Martin Road speeding. The flashing speed limit sign has been received. The existing pole was unable to hold the weight of the sign safely, so a new pole will need to be installed. We are waiting for dig safe to mark out

the area. The “25 MPH” pavement markings have been installed as requested by the neighborhood.

- 6. Holiday Hours** – In recognition of the holidays, Town Hall will be closing at 1PM on December 24 and December 31. We wish all a safe and joyous holiday season.

Upcoming Dates:

- Holiday Toy Drive/w Kittery Police and Fire – December 14, 9AM – 11AM, Kate’s Bakery
- Breakfast with Santa – December 21, 8:30AM, Kittery Community Center
- Dog License Renewal Deadline – January 31, Town Hall
- Town Hall Closes at 1PM – December 24 and December 31

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Kendra', with a long horizontal flourish extending to the right.

Kendra Amaral
Town Manager

TOWN COUNCIL GOALS

2019

Work together respectfully toward consensus, capitalizing on our experiences and diversity.

Continue to work towards sharing services with neighboring towns.

Address proposals for Charter, Ordinance, and Policy changes for improving efficiency and effectiveness of the Town operations including:

- Title 4 - Boards, Commissions, Committees
- Title 5 - Business License Regulations

Advance the Comprehensive Plan 5 Year Action Plan, specifically the following:

- Launch a Climate Adaptation Study
- Develop Housing Plan/Affordable Housing Strategies
- Address Transportation through Improved Parking Strategies and Traffic Management
- Title 16 recodification to achieve development goals

Adopt a budget that is progressive, responsible, and visionary – moving the community forward.

Give attention to Councilor expressed items, including:

- Impacts of Shipyard and State transportation infrastructure on local traffic
- Energy efficiency efforts
- Rice Public Library incorporation as a Town Department
- Rice Public Library Building renovation and expansion plans
- Support the development of a strategy for the reuse or disposition of the Taylor Building
- Legion Pond management
- 236 Traffic Safety
- Explore local option tax proposals
- Ensure effective communication with the public
- Short-term-rental ordinance

**TOWN MANAGER GOALS
2019**

Support long term planning and growth management objectives:

- Work with local and regional organizations to attract and sustain appropriate local economic investment
- Propose and implement zoning amendments that support desired growth in the targeted growth areas including Route 1, and the Route 1 Bypass
- Advance the Title 16 recodification effort to draft stage

Enhance Financial Stability

- Produce a 2020 budget that seeks to maintain a stable tax rate, and that is adequately justifiable in comparison to appropriate economic indicators, comparable communities, and supports implementation of town objectives
- Implement tax lien policy and address tax liens from prior years

Continue to improve organizational efficiency through implementation of technology, and recommended amendments to the Charter, Town Ordinance, and Policy.

Implement the Comprehensive Plan 5 Year Action Plan, specifically focused on the following:

- Launch of a Climate Adaptation Study
- Develop amendments to ADU ordinance and develop an affordable housing overlay zone to increase variety of housing stock
- Complete the Joint Land Use Study and identify traffic management solutions for implementation
- Resolve the matter of the Library becoming a town department
- Support the development of a strategy for reuse or disposition of the Taylor Building
- Advance the Rice Library renovation and expansion planning

Evaluate transitioning the Fire Chief position from Part-Time to Full-Time

KITTERY COMPREHENSIVE PLAN
5 YEAR ACTION PLAN
PRIMARY OBJECTIVES

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
PRIMARY OBJECTIVES			
2 – Natural Resources & Recreation	Establish mechanisms to protect visual assets such as creating a photographic documentation of scenic vistas and establishing an historic preservation committee to create a comprehensive inventory of historic resources . These are the first steps in helping to protect and promote those visual assets that contribute to Kittery's uniqueness. (2.1)	<ul style="list-style-type: none"> • Conduct an inventory of historic resources, including landscapes, archaeological resources and buildings. 	
2 – Natural Resources & Recreation	Review existing hunting regulations and provide public education regarding these to improve the safety of residents especially in the Town Forest, while at the same time protecting resident's right to carry firearms and hunt. (2.2)	<ul style="list-style-type: none"> • Create signage about hunting safety and regulations at Town Forest & Rogers Park 	

KITTERY COMPREHENSIVE PLAN
5 YEAR ACTION PLAN
PRIMARY OBJECTIVES

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
3 - Economic Development	Engage in targeted outreach to business and industry sectors marketing Kittery's economic development areas. (3.5)	<ul style="list-style-type: none"> • Improve town website and have routine maintenance. • Identify similar business or industry partners who may have insights on what businesses in those sectors are looking for in terms of amenities, infrastructure, costs/revenues, workforce characteristics, etc. • Talk with brokers and real estate agents about marketing property in Kittery. • Work with land owners to actively market properties through websites and brokers. 	
4 – Housing	Undertake to complete a Comprehensive town-wide Housing Plan that will document existing supply and identify needs and ways of meeting these, including methods for encouraging the development of affordable housing (e.g. creation of new types of housing, including workforce housing, and housing for seniors wishing to downsize, etc.). (4.1)	<ul style="list-style-type: none"> • Create a scope and request for proposals to undertake a comprehensive town-wide housing plan. Plan should include in-depth analysis of housing supply, demand, and strategies to encourage a variety of housing types and prices points. • Explore possibility of local regional planning commission undertaking the study on behalf of the town. 	
5 – Transportation	Evaluate Town-wide current parking conditions and policies and revise to meet development goals by improving management of existing spaces and exploring shared parking and other strategies. (5.4)	<ul style="list-style-type: none"> • Review and revise town code to support goal. 	

KITTERY COMPREHENSIVE PLAN
5 YEAR ACTION PLAN
PRIMARY OBJECTIVES

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
7 - Municipal Facilities, Services, & Fiscal Capacity	Increase and improve communication with Town residents. Using a variety of modes including the internet and cable TV in innovative ways will help to keep residents more informed and connected to town government. (7.1)	<ul style="list-style-type: none"> • Become more efficient by streamlining the permitting process. • Update town's GIS maps and establish a system for continuous update. • Explore ways of reaching the largest number of residents and conduct outreach to actively recruit volunteers, especially representation of demographics that are currently missing or underrepresented. • Develop clear messaging regarding what the boards and committees do, roles and expectations and information regarding opportunities and benefits of participation. 	
7 - Municipal Facilities, Services, & Fiscal Capacity	Educate residents about town planning roles and processes and ensure that planning and town management processes are open, transparent, informative, inclusive, respectful and welcoming. (7.1)	<ul style="list-style-type: none"> • Explore the use of communication technologies to increase the communication between residents and Town government. • Revise Town Code so that regulations are clear and easy to use and are aligned with Comprehensive Plan goals. 	

KITTERY COMPREHENSIVE PLAN
5 YEAR ACTION PLAN
PRIMARY OBJECTIVES

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
7 - Municipal Facilities, Services, & Fiscal Capacity	Develop a long-range plan for the library including where the library will be located (renovation and expansion on existing site, new building on another site) and whether the Library should become a Town Department. (7.2)	<ul style="list-style-type: none"> • Explore possibilities and compare and contrast advantages and disadvantages of sites being considered for Library facility. • Consider converting the Library to a Town Department. • Support Library Director's efforts to support literacy, digitize the library's collection of photographs, and to provide support and programming for the increasing elderly population. 	
7 - Municipal Facilities, Services, & Fiscal Capacity and 8 – Land Use	Guide development to areas already served by public utilities, resulting in a more efficient and cost-effective use of these public services. (7.3) (8.1)	<ul style="list-style-type: none"> • Direct new development where feasible, to vacant or underutilized sites and buildings; direct development away from areas with natural constraints, key wildlife or open space corridors, protected shorelands, and areas where public utilities are not yet available and would be costly to extend. • Add utilities map to GIS. • Establish efficient permitting procedures, especially in areas designated as “growth areas” in Future Land Use Plan. 	
8 – Land Use	Review, update and incorporate where appropriate, the recommendations from the Foreside Forums. Residents have expressed much enthusiasm for recent improvements in the Foreside and support for future infill development that is appropriate in scale and activity. (8.3)	<ul style="list-style-type: none"> • Study the opportunities and challenges associated with the Foreside area to determine if the zoning district boundaries should change in the future. Identify desired uses. Identify the regulations and infrastructure needed to support the future of the area. 	

KITTERY COMPREHENSIVE PLAN
5 YEAR ACTION PLAN
PRIMARY OBJECTIVES

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
9 - Coastal Community Resilience	Complete a climate adaptation study to plan for the potential impacts of sea level rise and prepare for extreme weather events (9.1)	<ul style="list-style-type: none">• Complete a Climate Adaption Study.	

KITTERY COMPREHENSIVE PLAN
5 YEAR ACTION PLAN
SECONDARY OBJECTIVES

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
SECONDARY OBJECTIVES			
2- Natural Resources & Recreation	Working with the Kittery Land Trust, develop a strategy for open space acquisition , setting priorities for parcels to be included. (2.1)	<ul style="list-style-type: none"> • Complete an inventory of open spaces in Kittery. • Consider purchase of unprotected open spaces. • Create/amend zoning to prohibit destruction of wetlands (high value, wildlife corridors) and add farmland and unprotected open space for review. • Revisit the inventory of scenic views defined in the 1999 Comprehensive Plan Update, making a photographic record (survey) and updating the inventory, as needed. 	
2- Natural Resources & Recreation and 8 – Land Use	Protect existing open lands , including farmlands and wetlands from over-development by implementing effective strategies such as larger minimum lot sizes in the rural residential zone. As one way of preserving Kittery’s rural character, review and revise the cluster zoning ordinance and provide incentives for developers to use the ordinance. (2.1) (8.1) (8.2)	<ul style="list-style-type: none"> • Review/Revise Cluster Zoning Law 	

KITTERY COMPREHENSIVE PLAN
5 YEAR ACTION PLAN
SECONDARY OBJECTIVES

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
2- Natural Resources & Recreation	Reduce dog and horse waste at area open spaces through enhanced enforcement and public education. (2.2)	<ul style="list-style-type: none"> • Increase awareness regarding enforcement of pet waste ordinance, support the efforts of the Police. • Establish Volunteer Dog Patrol. 	
2 – Natural Resources & Recreation and 5 – Transportation and 6 – Marine Resources and 7 - Municipal Facilities, Services, & Fiscal Capacity	Continue to support healthy lifestyle choices and wellness by increasing recreational opportunities for all ages, evaluating the Athletic Fields Master Plan, improving walking and biking infrastructure so that it is safe and pleasant, ensuring appropriate recreational access to the waterfront , and increasing awareness of existing resources. Updating the Sidewalks Conditions Report (5.2.1) and developing a Bike Plan are among the specific steps recommended (2.2) (2.2.6) (5.2) (6.1) (7.2)	<ul style="list-style-type: none"> • Monitor athletic field planning process. • Evaluate opportunities for providing bike infrastructure on roads including bike lanes, wide shoulders and “Share the Road” signs (ex. “sharrows” and stencils). • Develop a sidewalk and pedestrian plan including updating sidewalk conditions report and inventory to identify existing conditions and gaps in the pedestrian network. Identify opportunities for new trails. • Work with schools, Community Center and Town Departments to prioritize sidewalk projects on town-owned facilities and recreational areas. • Update street and publicly owned shade tree inventory. 	

KITTERY COMPREHENSIVE PLAN
5 YEAR ACTION PLAN
SECONDARY OBJECTIVES

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
3 - Economic Development	Collaborate with property owners in the area around the Route 1 corridor to identify strategies towards making mutually beneficial changes to the area including exploring options to redevelop commercial properties with mixed use (e.g. retail, housing, office) and consider zoning amendments such as an overlay district to provide more flexibility concerning permitted uses. (3.3) (8.5)	<ul style="list-style-type: none"> Draft a scope of work for planning, market analysis, and transportation engineering services to re-envision the Route 1 area. 	
6 – Marine Resources and 8 – Land Use	Continue to support Kittery’s maritime based economy including the fishing and shell fishing industry by maintaining access to the working waterfront and creating innovative avenues to better connect fishing to the local economy. (6.2) (8.4)	<ul style="list-style-type: none"> Conduct poll/outreach/meetings with commercial fishermen and boat operators to determine need (KPA). Conduct poll/outreach/meetings with commercial fishermen and boat operators to identify areas where navigation is difficult or impossible due to shallow depths (KPA). 	
6 – Marine Resources	Increase awareness in residents and business owners with regard to the effects of pollutants, pesticides, and stormwater runoff and evaluate Town Code regarding the use of pesticides and herbicides with chemicals, in waterfront areas and town-wide . Providing information and incentives for greener practices will help to mitigate these environmental hazards. (6.3)	<ul style="list-style-type: none"> Prepare easy-to-read materials that summarize Kittery’s water quality challenges and the effects of pollutants and pesticides. Distribute to property and business owners, and post on municipal website. 	

KITTERY COMPREHENSIVE PLAN
5 YEAR ACTION PLAN
SECONDARY OBJECTIVES

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
8 – Land Use	Consider an Adaptive Reuse Ordinance to guide redevelopment of existing buildings. By promoting the reuse of existing structures more efficient development can occur in areas already services by public utilities and protecting open land from development. (8.1)	<ul style="list-style-type: none"> Consider adopting a demolition delay ordinance. Consider adopting Adaptive Reuse Ordinance. 	
9 - Coastal Community Resilience	Develop a Plan for Town facilities and property owners to transition to low and zero impact energy sources (9.2)	<ul style="list-style-type: none"> Establish a timeline for converting all Town-owned buildings to renewable energy. 	



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED
SEP 12 2019
BY: HAS 5:50

PLEASE CHECK APPROPRIATE BOX:

- ☒ APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS
- ☐ APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER
- ☐ APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE

NAME: STEPHEN J. BELLANTONE

RESIDENCE: 21 FERNALD RD KITTERY ME 03904

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

E-MAIL ADDRESS: stevebellantone@gmail.com

TELEPHONE NUMBERS: (HOME) CELL (WORK) 207.475.5735

PRESENT POSITION: MEMBER OF PLANNING BOARD

PLEASE CHECK APPROPRIATE BOX:

- | | | |
|---|--|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Kittery Port Authority | <input type="checkbox"/> Board of Trustees of Trust Funds |
| <input type="checkbox"/> Conservation Commission | <input checked="" type="checkbox"/> Planning Board | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Educational Scholarship Committee |
| <input type="checkbox"/> Economic Development Committee | <input type="checkbox"/> KCC Board of Directors | <input type="checkbox"/> Kittery Climate Adaptation Committee |
| <input type="checkbox"/> Comprehensive Plan Committee | <input type="checkbox"/> Kittery Land Issues Committee | |
| <input type="checkbox"/> Other _____ | | |

COMMENTS: BS IN CIVIL ENGINEERING, OWNE/OPERATED
SURVEYING & ENGINEERING Co. 7 YRS W/ NH, DOT.
2 YEARS OFFICE OF WASTE MANAGEMENT - NH DES.

Please read the back of this application before signing.

Steve Bellantone
SIGNATURE OF APPLICANT

9/12/2019
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

PLEASE CHECK APPROPRIATE BOX:

RECEIVED
BY: SEP 12 2019

☒ APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS

☐ APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER

☐ APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE

NAME: Ronald Ledgeff

RESIDENCE: 45 Crockett Neck Rd, Kittery Point

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

E-MAIL ADDRESS: rledgeff@comcast.net

TELEPHONE NUMBERS: (HOME) 207 439 2492 (WORK) N/A

PRESENT POSITION: Planning Board Member

PLEASE CHECK APPROPRIATE BOX:

- ☐ Board of Appeals
- ☐ Conservation Commission
- ☐ Board of Assessment Review
- ☐ Economic Development Committee
- ☐ Comprehensive Plan Committee
- ☐ Other _____

- ☐ Kittery Port Authority
- ☒ Planning Board
- ☐ Parks Commission
- ☐ KCC Board of Directors
- ☐ Kittery Land Issues Committee

- ☐ Board of Trustees of Trust Funds
- ☐ Shellfish Conservation Committee
- ☐ Educational Scholarship Committee
- ☐ Kittery Climate Adaptation Committee

COMMENTS: I would like to continue to
serve on the Planning Board to provide
continuity and experience to this
important work.

Please read the back of this application before signing.

Ronald Ledgeff
SIGNATURE OF APPLICANT

Sept 6, 2019
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED
SEP 17 2019
1105

PLEASE CHECK APPROPRIATE BOX:

- ☒ APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS
- ☐ APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER
- ☐ APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE

NAME: Drew Fitch

RESIDENCE: 2 Langton St

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

E-MAIL ADDRESS: Drew@Atlanticdev.net

TELEPHONE NUMBERS: (HOME) 207-756-9136 (WORK) _____

PRESENT POSITION: Planning Board

PLEASE CHECK APPROPRIATE BOX:

- | | | |
|---|--|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Kittery Port Authority | <input type="checkbox"/> Board of Trustees of Trust Funds |
| <input type="checkbox"/> Conservation Commission | <input checked="" type="checkbox"/> Planning Board | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Educational Scholarship Committee |
| <input type="checkbox"/> Economic Development Committee | <input type="checkbox"/> KCC Board of Directors | <input type="checkbox"/> Kittery Climate Adaptation Committee |
| <input type="checkbox"/> Comprehensive Plan Committee | <input type="checkbox"/> Kittery Land Issues Committee | |
| <input type="checkbox"/> Other _____ | | |

COMMENTS: _____

Please read the back of this application before signing.

[Signature]
SIGNATURE OF APPLICANT

9/16/19
DATE



Proven Expertise & Integrity

December 9, 2019

Town Council
Town of Kittery
Kittery, Maine

We were engaged by the Town of Kittery and have audited the financial statements of the Town of Kittery as of and for the year ended June 30, 2019. The following information, statements, schedules and tables have been excerpted from the 2019 financial statements, a complete copy of which, including our opinion thereon, will be available at the Town's office. Certain comparative information has been used from prior year audited financial statements. The information contained in this report should be used in conjunction with the audited financial statements as a whole and should not be used for any other purposes.

It has been our pleasure to work with the Town of Kittery and we appreciate all the help and consideration provided by the Town's staff. If you have any questions or concerns please do not hesitate to contact us.

RHR Smith & Company

Certified Public Accountants

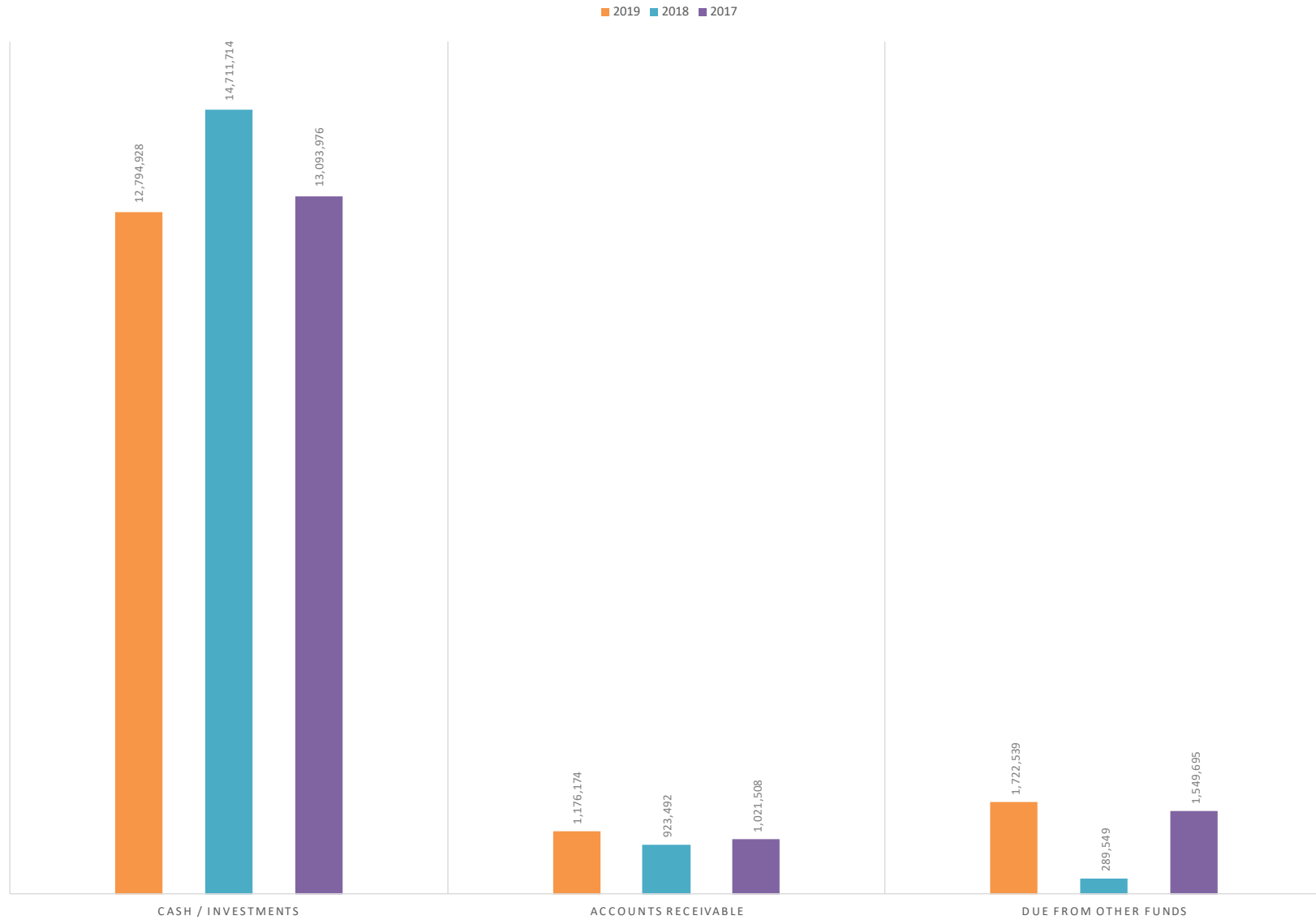
Town of Kittery, Maine

Balance Sheet – Governmental Funds
June 30, 2019

			Other	Total
	General	Education	Governmental	Governmental
	Fund	Fund	Funds	Funds
ASSETS				
Cash and cash equivalents	\$ 12,794,928	\$ 200	\$ 27,840	\$ 12,822,968
Investments	1,935,330	-	641,369	2,576,699
Accounts receivables (net of allowance for uncollectibles):				
Taxes/liens	761,750	-	-	761,750
Other	414,424	7,496	246,110	668,030
Due from other governments	-	78,702	-	78,702
Prepaid items	154,867	299,485	-	454,352
Inventory	25,241	-	10,906	36,147
Due from other funds	1,722,539	3,273,217	6,490,626	11,486,382
TOTAL ASSETS	<u>\$ 17,809,079</u>	<u>\$ 3,659,100</u>	<u>\$ 7,416,851</u>	<u>\$ 28,885,030</u>
LIABILITIES				
Accounts payable	\$ 228,150	\$ 354,538	\$ 203,011	\$ 785,699
Accrued payroll	108,395	1,634,421	-	1,742,816
Accrued expenses	24,321	243,792	15	268,128
Due to other governments	26,843	-	-	26,843
Escrows	234,552	-	-	234,552
Due to other funds	9,763,843	1,114,800	377,309	11,255,952
TOTAL LIABILITIES	<u>10,386,104</u>	<u>3,347,551</u>	<u>580,335</u>	<u>14,313,990</u>
DEFERRED INFLOWS OF RESOURCES				
Prepaid taxes	871	-	-	871
Deferred tax revenues	576,317	-	-	576,317
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>577,188</u>	<u>-</u>	<u>-</u>	<u>577,188</u>
FUND BALANCES				
Nonspendable	180,108	299,485	70,906	550,499
Restricted	-	-	1,903,367	1,903,367
Committed	-	-	4,828,284	4,828,284
Assigned	-	474,123	354,575	828,698
Unassigned	6,665,679	(462,059)	(320,616)	5,883,004
TOTAL FUND BALANCES	<u>6,845,787</u>	<u>311,549</u>	<u>6,836,516</u>	<u>13,993,852</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	<u>\$ 17,809,079</u>	<u>\$ 3,659,100</u>	<u>\$ 7,416,851</u>	<u>\$ 28,885,030</u>

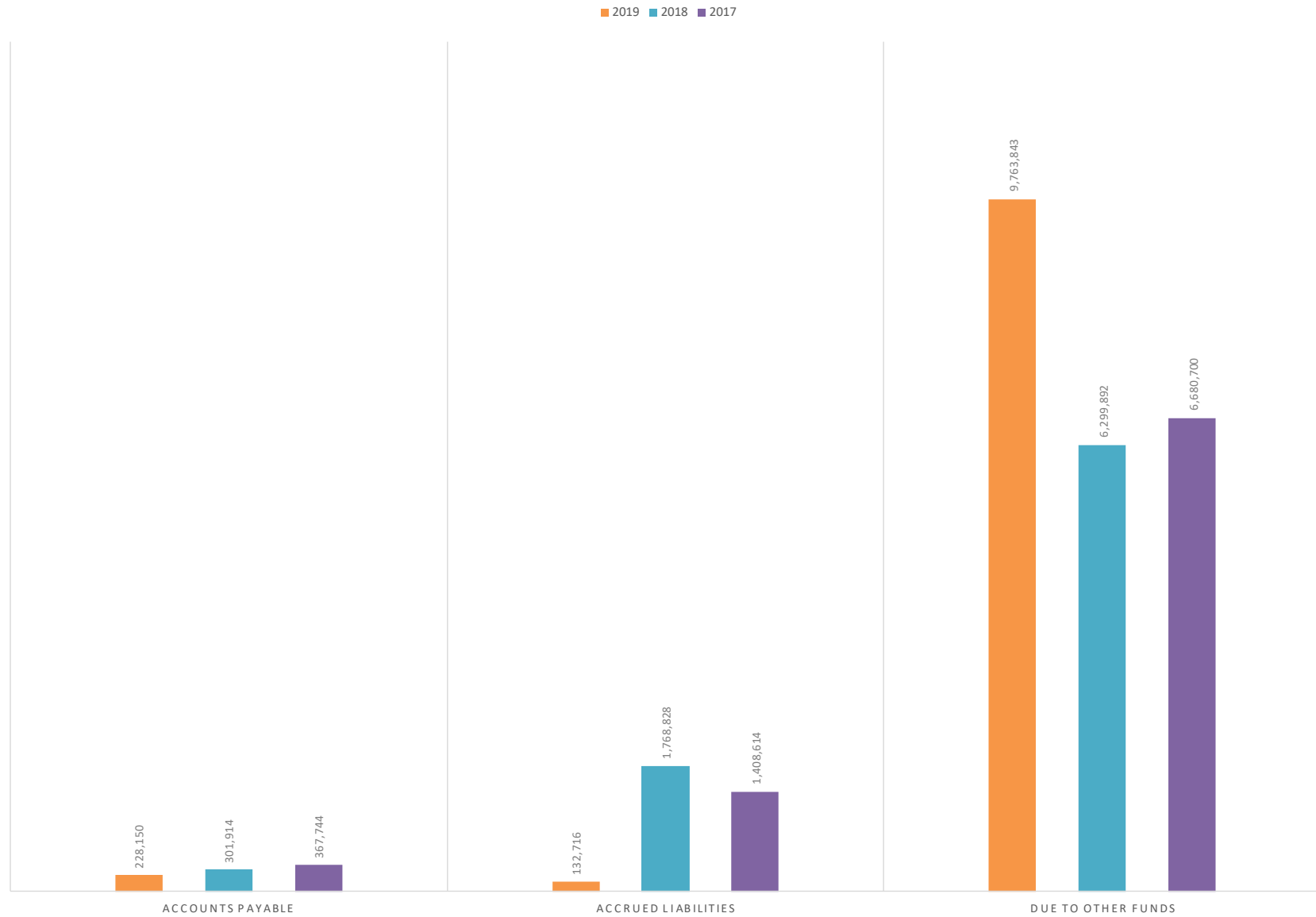
Town of Kittery, Maine

General Fund Assets Three-Year Comparison



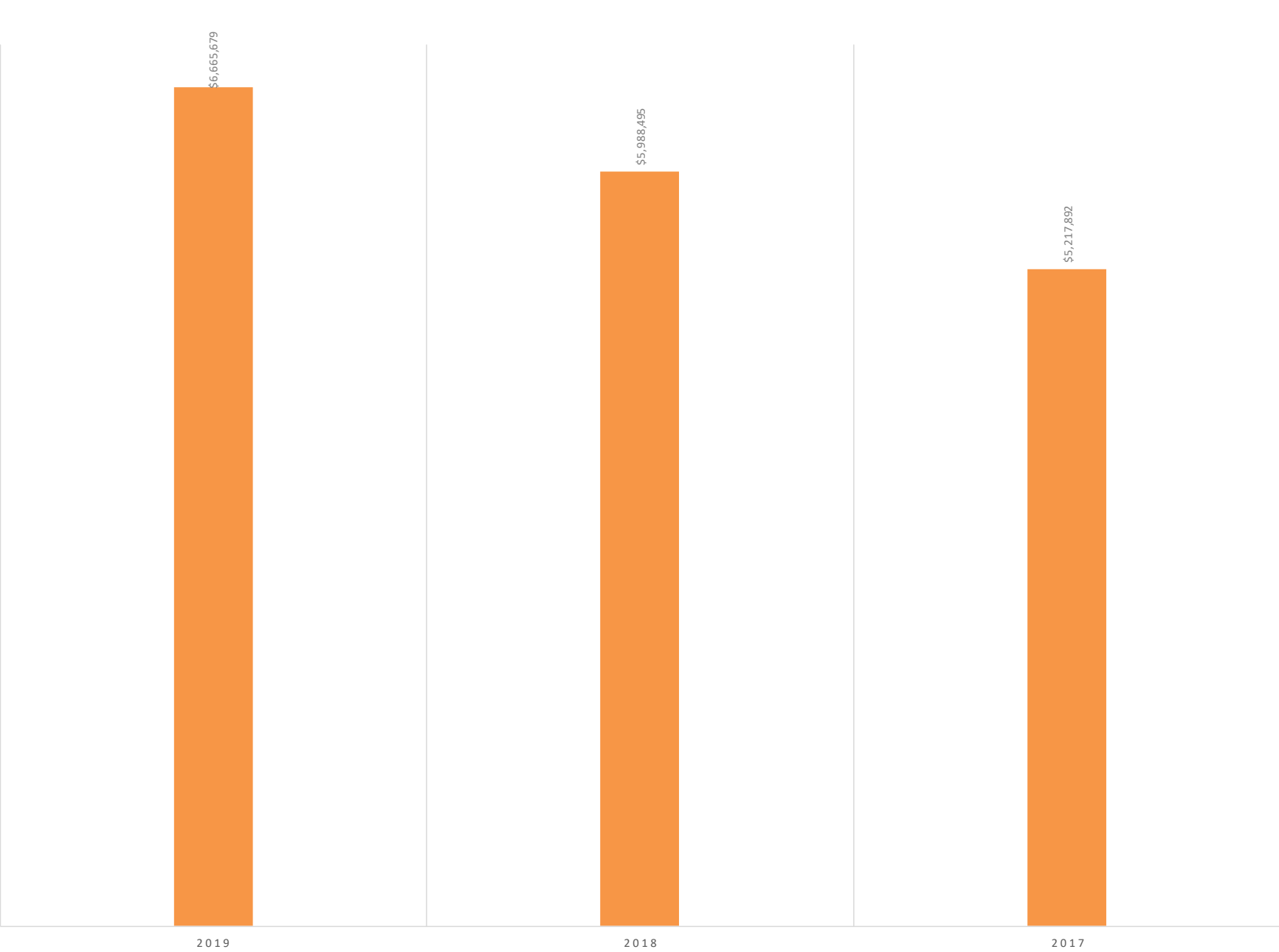
Town of Kittery, Maine

General Fund Liabilities Three-Year Comparison



Town of Kittery, Maine

General Fund – Unassigned Fund Balance (Town)

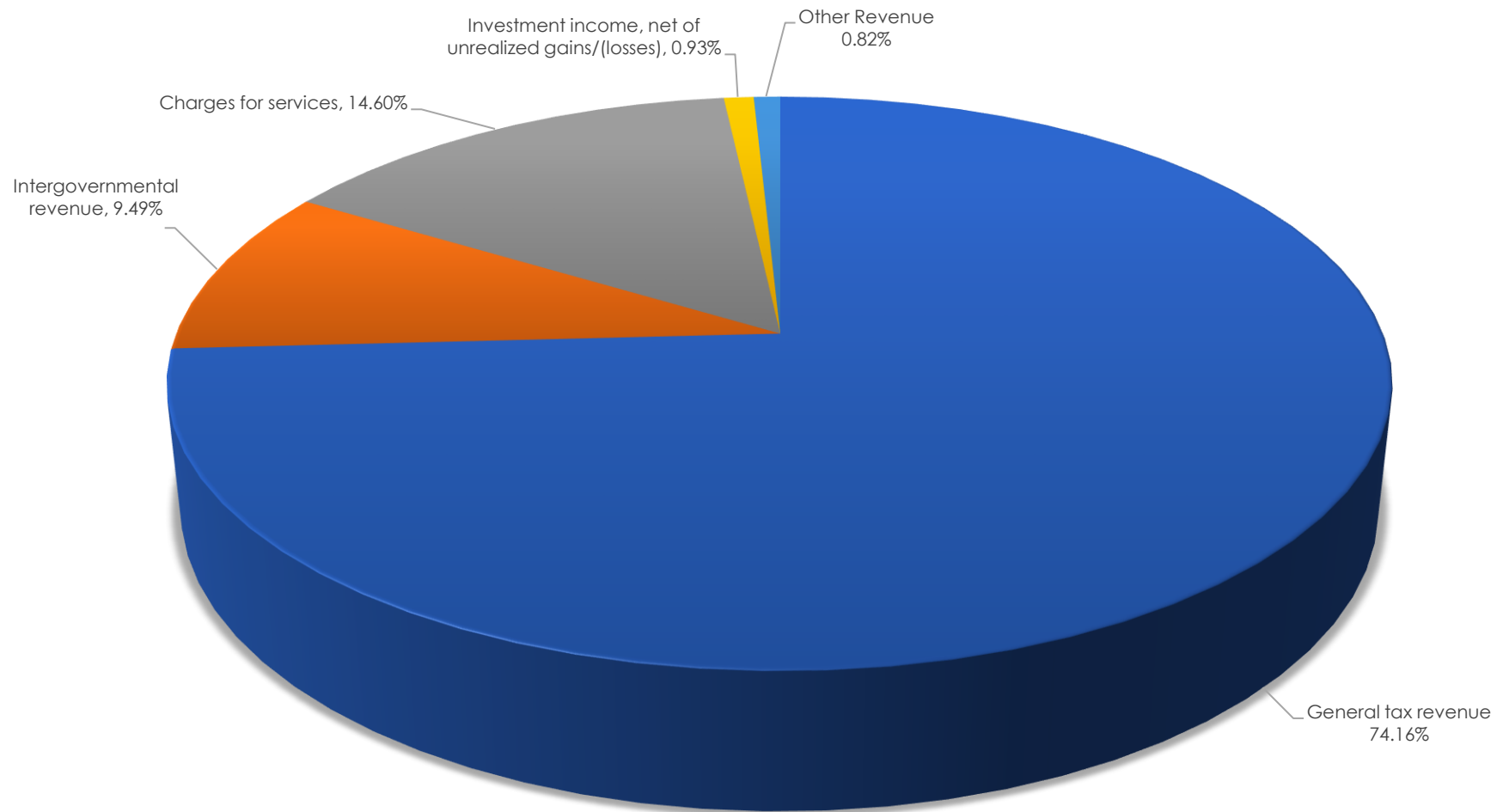


Town of Kittery, Maine

Budget to Actual Comparison Schedule
Governmental Funds
June 30, 2019

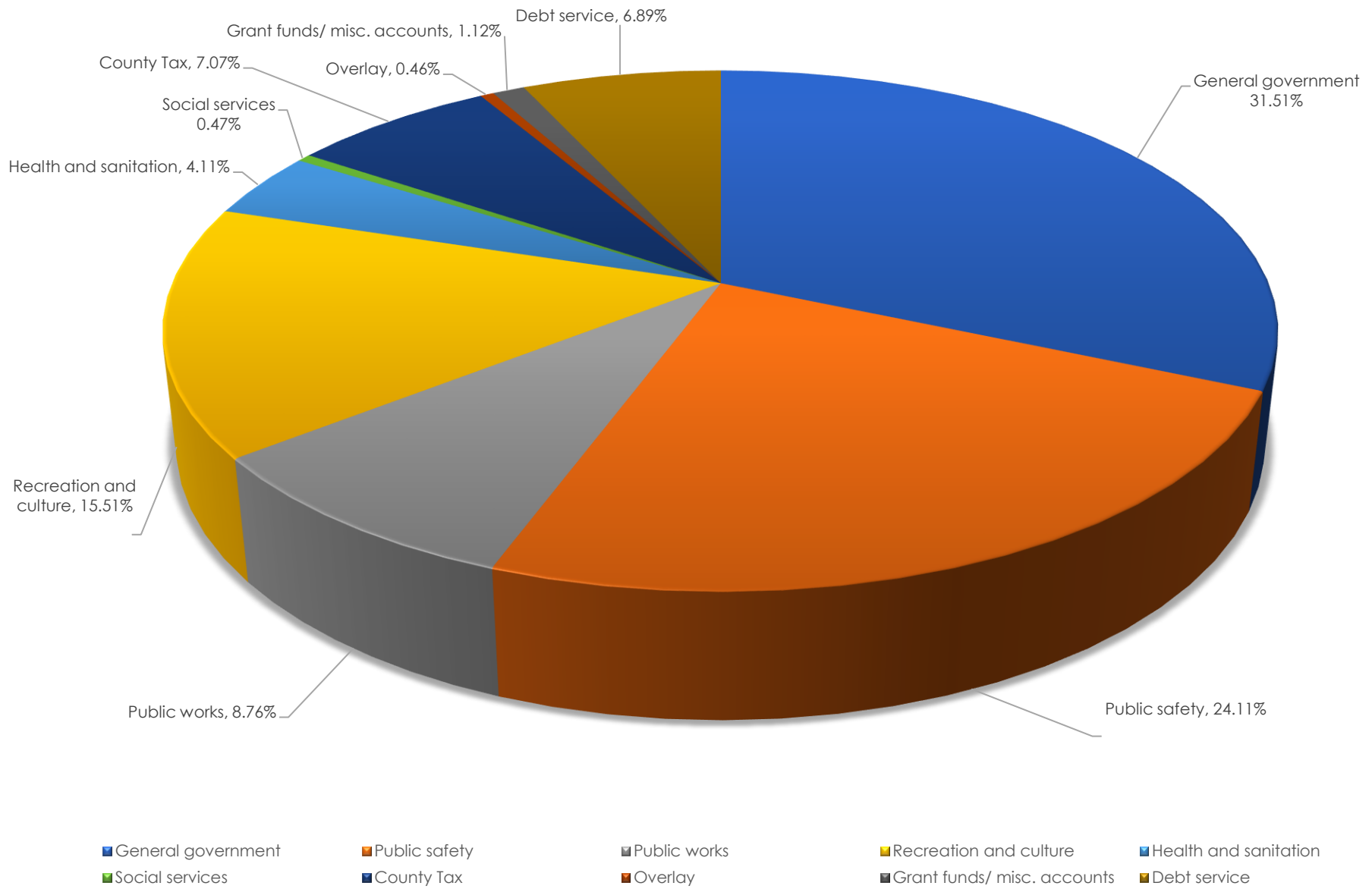
	Budgeted Amounts		Actual	Variance
	Original	Final	Amounts	Positive (Negative)
Budgetary Fund Balance, July 1, Restated	\$ 6,347,531	\$ 6,347,531	\$ 6,347,531	\$ -
Resources (Inflows):				
General tax revenue	11,131,281	11,131,281	11,246,150	114,869
Intergovernmental revenue	917,033	917,033	1,439,789	522,756
Charges for services	2,057,200	2,057,200	2,214,101	156,901
Investment income	51,000	51,000	140,768	89,768
Other revenue	109,905	109,905	124,848	14,943
Transfers from other funds	273,978	273,978	258,978	(15,000)
Amounts Available for Appropriation	<u>20,887,928</u>	<u>20,887,928</u>	<u>21,772,166</u>	<u>884,238</u>
Charges to Appropriations (Outflows):				
General government	4,147,609	4,157,609	3,847,080	310,529
Public safety	2,945,825	2,945,825	2,942,847	2,978
Public works	1,061,328	1,061,328	1,069,346	(8,018)
Recreation and culture	1,917,829	1,917,829	1,893,115	24,714
Health and sanitation	535,237	535,237	501,337	33,900
Social services	59,685	59,685	57,926	1,759
County tax	869,853	869,853	863,018	6,835
Debt service:				
Principal	656,199	656,199	656,199	-
Interest	184,662	184,662	184,612	50
Overlay	113,564	113,564	56,519	57,045
Grant funds/misc. accounts	133,560	133,560	136,121	(2,561)
Transfers to other funds	2,365,046	2,465,046	2,718,259	(253,213)
Total Charges to Appropriations	<u>14,990,397</u>	<u>15,100,397</u>	<u>14,926,379</u>	<u>174,018</u>
Budgetary Fund Balance, June 30	<u>\$ 5,897,531</u>	<u>\$ 5,787,531</u>	<u>\$ 6,845,787</u>	<u>\$ 1,058,255</u>
Utilization of unassigned fund balance	\$ 450,000	\$ 550,000	\$ -	\$ (550,000)
Utilization of assigned fund balance	-	10,000	-	(10,000)
	<u>\$ 450,000</u>	<u>\$ 560,000</u>	<u>\$ -</u>	<u>\$ (560,000)</u>

Town of Kittery, Maine
General Fund Revenues - 2019



■ General tax revenue ■ Intergovernmental revenue ■ Charges for services ■ Investment income, net of unrealized gains/(losses) ■ Other Revenue

Town of Kittery, Maine
General Fund Expenditures - 2019



Town of Kittery, Maine

Comparison Schedule – Revenues and Expenditures
General Fund
Two Years Ending June 30, 2019 and 2018

REVENUES:		2019		2018
General tax revenue	74.16%	11,246,150	81.8%	25,857,756
Intergovernmental revenue	9.49%	1,439,789	7.2%	2,288,307
Charges for services	14.60%	2,214,101	7.2%	2,275,791
Investment income, net of unrealized	0.93%	140,768	0.1%	40,128
Statement of Maine on-behalf payments	0.00%	-	3.3%	1,031,603
Other Revenue	0.82%	124,848	0.4%	124,166
	99.18%	15,165,656	100.0%	31,617,751

EXPENDITURES

General government	31.51%	3,847,080	6.8%	2,019,603
Public safety	24.11%	2,942,847	12.4%	3,678,477
Public works	8.76%	1,069,346	4.7%	1,385,123
Recreation and culture	15.51%	1,893,115	7.5%	2,212,013
Health and sanitation	4.11%	501,337	1.8%	535,648
Social services	0.47%	57,926	0.2%	59,433
Education	0.00%	-	56.7%	16,816,138
County Tax	7.07%	863,018	3.1%	930,931
State of Maine on-behalf payments	0.00%	-	3.5%	1,031,603
Overlay	0.46%	56,519	0.0%	-
Grant funds/ misc. accounts	1.12%	136,121	0.5%	143,141
Debt service	6.89%	840,811	2.9%	864,004
	100.0%	12,208,120	100.0%	29,676,114

Town of Kittery, Maine

Schedule of Nonmajor Revenues, Expenditures and
Changes in Fund Balances
For The Year Ended June 30, 2019

	Special Revenue Funds	Capital Projects Funds	Permanent Funds	Total Nonmajor Governmental Funds
REVENUES				
Intergovernmental revenues	\$ 1,099,781	\$ 242,722	\$ -	\$ 1,342,503
Charges for services	433,816	-	-	433,816
Investment income, net of unrealized gains/(losses)	-	-	8,615	8,615
Interest income	-	2,354	16,200	18,554
Other income	503,930	625	46,982	551,537
TOTAL REVENUES	<u>2,037,527</u>	<u>245,701</u>	<u>71,797</u>	<u>2,355,025</u>
EXPENDITURES				
General government	227,386	-	87,446	314,832
Public safety	41,342	-	-	41,342
Health and sanitation	11,650	-	-	11,650
Recreation and culture	102,959	-	-	102,959
Education	1,493,567	-	-	1,493,567
Capital outlay	1,780,228	1,292,555	-	3,072,783
Other	64,956	302	-	65,258
TOTAL EXPENDITURES	<u>3,722,088</u>	<u>1,292,857</u>	<u>87,446</u>	<u>5,102,391</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>(1,684,561)</u>	<u>(1,047,156)</u>	<u>(15,649)</u>	<u>(2,747,366)</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	2,652,914	796,057	36,503	3,485,474
Transfers (out)	(493,187)	(27,597)	(15,000)	(535,784)
TOTAL OTHER FINANCING SOURCES (USES)	<u>2,159,727</u>	<u>768,460</u>	<u>21,503</u>	<u>2,949,690</u>
NET CHANGE IN FUND BALANCES	475,166	(278,696)	5,854	202,324
FUND BALANCES, JULY 1, RESTATED	<u>3,998,158</u>	<u>1,882,657</u>	<u>753,377</u>	<u>6,634,192</u>
FUND BALANCES, JUNE 30	<u>\$ 4,473,324</u>	<u>\$ 1,603,961</u>	<u>\$ 759,231</u>	<u>\$ 6,836,516</u>



TOWN OF KITTERY
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1329 Fax: 207-439-6806

REPORT TO TOWN COUNCIL

Meeting Date: November 13, 2019
UPDATED: December 9, 2019
From: Kendra Amaral, Town Manager
Subject: Title 10 – Badgers Island Parking
Sponsor: Chairperson Judy Spiller

OVERVIEW

In 2018, the Council received a request from a resident of Badgers Island to make the island roads “resident permit parking only”. The Council directed me to create a committee to review the issues and propose options that address the concerns raised.

After a number of meetings with those living and operating businesses on the island, two options are being advanced at the collective direction of the neighbors and businesses involved in the discussions.

PROCESS

The proposed amendments to Title 10 came from a process that engaged residents and business owners on the island in a collaborative brainstorming and feedback process with staff. The staff team included Police Chief Richter, Fire Chief O’Brien, DPW Commission David Rich, Director of Planning and Development Adam Causey.

We met with Badgers Island residents and business owners to gather a broad prospective of what the challenges are. The challenges ranged from speed on Badgers Island West, lack of parking to support some of the small businesses, overflow parking for Portsmouth and the general behavior of those drivers, and public safety access challenges on Island Ave. Those engaged in the process also offered ideas and engaged in productive dialogue with staff, and each other, about possible solutions.

Following the information gathering phase, staff developed a suite of 5 options to address the various challenges. We met again with the residents and businesses to review the options and get direction on next steps. Five options were presented. We discussed the potential outcomes, impacts, and limitations of each option. We also sent out the options to an email list and sought additional input.

At both the meeting and in the email responses, a strong majority supported pursuing Options 1 and 2 only. The other options were predominately rejected by a majority and therefore are not being pursued.

Option 1 is advancing through a Council consensus process. Option 2, Title 10 amendments, requires an ordinance revision.

PROPOSED TITLE 10 REVISION

The proposed Title 10 revisions include a 50' parking restriction on Island Avenue at the intersection of Route 1. This will help create safe access for vehicles, and most importantly fire apparatus, onto Island Avenue.

The second revision creates two fifteen-minute parking spaces on Island Avenue. The goal again is to improve the safe access for larger vehicles like fire apparatus, while not impacting the adjacent businesses. The fifteen-minute parking spaces provide a reasonably compatible solution.

We discussed with the participants the limitations on enforcement for the 15-minute parking. The residents and businesses understood the Police cannot be present every day, all day long to enforce the parking limitation, and that enforcement will be intermittent as staff is available.

PROPOSED SOLUTION/RECOMMENDATION

Approve amendments as proposed.

ATTACHMENTS

- Proposed Title 10 Amendment – Badgers Island Parking
- Proposed Enactment
- Map of Impacted Area
- Suite of Options Considered

**TITLE 10
BADGERS ISLAND**

1 **AMEND § 10.3.1.1 prohibited parking as follows:**

2 Parking is prohibited at all hours in the following locations:

3 Island Avenue, both sides, 50 feet from the intersection of Route 1

4 **AMEND § 10.3.1.3 Fifteen-minute parking as follows:**

5 One parking space, identified by a Town of Kittery parking sign, in front of 7 Wallingford Square will be
6 designated for fifteen-minute parking from 7:00 a.m. to 6:00 p.m. (unrestricted parking is permitted on
7 Sundays and holidays).

8 Two parking spaces, identified by Town of Kittery parking signs, on the south side of Island Avenue
9 beginning fifty feet from the intersection of Route 1 will be designated for fifteen-minute parking.

KITTERY TOWN CODE
TITLE 10
PARKING RESTRICTION ISLAND AVENUE

AN ORDINANCE relating to the municipality's authority for Town governance to give due and proper attention to its many demands pursuant to the Town Charter, Federal law, and Maine Revised Statutes, and more particularly where set forth in Maine Revised Statutes Title 30-A, Municipalities and Counties.

WHEREAS, the Kittery Town Council is authorized to enact this Ordinance, as specified in Sections 1.01 and 2.07(3) of the Town Charter; 30-A MRS §3001, pursuant to its powers that authorize the town, under certain circumstances, to provide for the public health, welfare, morals, and safety, and does not intend for this Ordinance to conflict with any existing state or federal laws; and

WHEREAS, the Town seeks to improve safe access to Island Avenue; and

WHEREAS, a combination of parking restrictions along Island Avenue will provide sufficient room for large vehicles such as fire apparatus to access and provide service to the properties on the road;

NOW THEREFORE, IN ACCORDANCE WITH TITLES 30-A MRS §3001 AND TOWN CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS AMENDMENT TO TITLE 10 OF THE TOWN CODE, AS PRESENTED.

INTRODUCED and read in a public session of the Town Council on the ____ day of _____, 20____, by: _____ {NAME} Motion to approve by Councilor _____ {NAME}, as seconded by Councilor _____ {NAME} and passed by a vote of _____.

THIS ORDINANCE IS DULY AND PROPERLY ORDAINED by the Town Council of Kittery, Maine on the ____ day of _____, 20____, {NAME}, _____, Chairperson

Attest: {NAME}, _____ Town Clerk

Title 10 - Island Avenue





BADGER'S ISLAND PARKING OPTIONS

Current Ordinance (10.3.1.6.A)

It is unlawful to leave a motor vehicle parked, standing, or unattended on any public way in the Town:

(1) November 1 to April 15, inclusive:

- (a) Between the hours of 12:00 midnight and 6:00 a.m.;
- (b) More than four hours between 6:00 a.m. and 12:00 midnight.

(2) April 16 to October 31, inclusive:

- (a) More than four hours between 6:00 a.m. and 6:00 p.m., Monday through Friday.

Proposal	SUPPORT	
	YES	NO
<p>1. Request Speed Reduction to 20 MPH on Badger's Island West</p> <p><i>Outcomes:</i></p> <ul style="list-style-type: none"> May make it more comfortable for walkers/bikers <p><i>Challenges:</i></p> <ul style="list-style-type: none"> Speed is already relatively low MDOT sets speed limits; not the Town Enforcement would be intermittent and only as Police personnel are available <p><i>Timeframe:</i></p> <ul style="list-style-type: none"> MDOT takes approximately 6-9 months to respond to speed reduction requests. <p>Comments:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>2. Restrict parking on south side of Island Ave 50'; make the first two parking spaces thereafter, 15 min parking only</p> <p><i>Outcomes:</i></p> <ul style="list-style-type: none"> Improves sightlines and turning space to and from Island Ave Provides short-term parking for area businesses <p><i>Challenges:</i></p> <ul style="list-style-type: none"> Enforcement would be intermittent and only as Police personnel are available <p><i>Timeframe:</i></p> <ul style="list-style-type: none"> Approximately 2 months for Council to review and approve. <p>Comments:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Proposal	SUPPORT	
	YES	NO
<p>3. Restrict parking on Badgers Island West and Island Ave to <u>2 hours</u> maximum</p> <p><i>Outcomes:</i></p> <ul style="list-style-type: none"> • Reduce all-day parking during weekdays and peak times. • Makes it more difficult for area employees (Kittery, Shipyard, Portsmouth) to park near their work <p><i>Challenges</i></p> <ul style="list-style-type: none"> • Does not eliminate visitor parking for people avoiding Portsmouth meters for shorter parking needs • BI employees utilizing on-street parking would need to move their vehicles multiple times during a work day • BI visitors utilizing on-street parking may need to move their vehicles during their visit • Enforcement would be intermittent and only as Police personnel are available <p><i>Timeframe</i></p> <ul style="list-style-type: none"> • Approximately 2 months for Council to review and approve. <p>Comments:</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>4. Eliminate on-street parking on Badgers Island West and Island Ave</p> <p><i>Outcomes:</i></p> <ul style="list-style-type: none"> • Parking only allowed on private property <p><i>Challenges:</i></p> <ul style="list-style-type: none"> • Eliminates on-street parking for BI business employees • Eliminates on-street parking for BI visitors • Enforcement would be intermittent and only as Police personnel are available <p><i>Timeframe</i></p> <ul style="list-style-type: none"> • Approximately 2 months for Council to review and approve. <p>Comments:</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Proposal	SUPPORT	
	YES	NO
<p>5. Install Parking Meters on Badgers West and Island Ave with timed parking restrictions</p> <p><i>Outcomes:</i></p> <ul style="list-style-type: none"> • Cost for residents, businesses, visitors utilizing on-street parking on BI • Reduce parkers avoiding Portsmouth meters <p><i>Challenges:</i></p> <ul style="list-style-type: none"> • Creates an employment cost for BI businesses utilizing on-street parking • Residential visitors would have to pay for parking • Town does not have a paid parking program. To create one would require: <ul style="list-style-type: none"> ○ Creation of program, investment in capital, and increased staffing costs to implement and maintain ○ Signage, pay kiosks, and other equipment take up space on narrow roads ○ Opens the door to other areas of town wanting paid parking in their neighborhoods and popular areas (Wallingford Sq, outside Fort Foster, Pepperrell Cove) <p><i>Timeframe</i></p> <ul style="list-style-type: none"> • Uncertain, but most likely a year or more to allow time for ordinance development, funding, equipment evaluation/purchase/installation, and staffing changes needed. <p>Comments:</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

General Comments:



TOWN OF KITTERY
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1329 Fax: 207-439-6806

REPORT TO TOWN COUNCIL

Meeting Date: November 13, 2019
UPDATD: December 9, 2019
From: Kendra Amaral, Town Manager
Subject: Title 10 – Pepperrell Terrace
Sponsor: Chairperson Judy Spiller

OVERVIEW

The Council received comment from a resident on Pepperrell Terrace regarding sightlines at Pepperrell Terrace and Pepperrell Road. Staff met with the residents, property owners, and the U.S. Post Office staff at Pepperrell Terrace to discuss the conditions. The proposed Title 10 amendments reflect the outcome of discussion.

PROCESS

The proposed amendments to Title 10 came from a process that engaged residents, property owners, and the Post Master. Staff involved in the review of the sightlines and traffic issues included Police Chief Richter, DPW Commission David Rich, and Director of Planning and Development Adam Causey.

We reviewed the sightlines, sidewalk conditions, and traffic flow. During our site visit, we observed steady vehicle traffic, a delivery truck accessing the Post Office site, and multiple pedestrians and bicyclists on Pepperrell Road.

We discussed a number of other options to address sightlines and discussed the residents' overall concerns regarding parking and traffic for those utilizing the nearby businesses and the Post Office. We discussed the potential outcomes, impacts, and limitations of various options. We also discussed the Town's expected plan to replace existing sidewalk as part of a pavement management plan, within the next two years.

The parking in front of 91 Pepperrell Road is creating a sightline issue. The owner of the property has agreed to allow the parking signs to be placed on his building, rather than directly at the intersection of Pepperrell Road and Pepperrell Terrace. The signs will indicate the legal parking spaces between the signs, and effectively step back the parking from the corner. He also discussed removing a fence at the corner. Both of these efforts should reduce, if not fully eliminate the sightline issue on that side.

PROPOSED TITLE 10 REVISION

The proposed Title 10 revisions will remove the parking at the corner of Pepperrell Road and Pepperrell Terrace (named Smith Lane in the Code), and designate two parking spaces in front of the Post Office for 15-minute parking. The effect will be to remove the visual obstruction at the corner and provide a much-needed loading space for the Post Office and readily available customer parking for quick visits to the Post Office and Pepperrell Cove businesses.

We discussed with the residents and Post Master the limitations on enforcement for the 15-minute parking. It was understood that the Police cannot be present regularly and that enforcement will be limited and intermittent as staff is available. It was also discussed that the 15-minute spots are public, meaning they are not reserved for Post Office customer parking only.

PROPOSED SOLUTION/RECOMMENDATION

Approve amendments as proposed.

ATTACHMENTS

- Proposed Title 10 Amendment – Pepperrell Terrace
- Proposed Enactment
- Map

**TITLE 10
PEPPERRELL TERRACE**

1 **AMEND § 10.3.1.3 Fifteen-minute parking as follows:**

2 One parking space, identified by a Town of Kittery parking sign, in front of 7 Wallingford Square will be
3 designated for fifteen-minute parking from 7:00 a.m. to 6:00 p.m. (unrestricted parking is permitted on
4 Sundays and holidays).

5 Two parking spaces, identified by Town of Kittery parking signs, on the north side of Pepperrell Road,
6 starting 15 feet east of Pepperrell Terrace, will be designated for fifteen-minute parking.

7 **DELETE § 10.3.1.6.C:**

8 ~~Parking is prohibited from 5:00 a.m. to 7:00 a.m. and from 5:00 p.m. to 7:00 p.m. on the north side of~~
9 ~~Pepperrell Road starting at Smith Lane and running east for 60 feet.~~

**KITTERY TOWN CODE
TITLE 10
PEPPERRELL TERRACE**

AN ORDINANCE relating to the municipality's authority for Town governance to give due and proper attention to its many demands pursuant to the Town Charter, Federal law, and Maine Revised Statutes, and more particularly where set forth in Maine Revised Statutes Title 30-A, Municipalities and Counties.

WHEREAS, the Kittery Town Council is authorized to enact this Ordinance, as specified in Sections 1.01 and 2.07(3) of the Town Charter; 30-A MRS §3001, pursuant to its powers that authorize the town, under certain circumstances, to provide for the public health, welfare, morals, and safety, and does not intend for this Ordinance to conflict with any existing state or federal laws; and

WHEREAS, the Town seeks to improve traffic safety and customer access to the U.S. Post Office Kittery Point Office on Pepperrell Road through parking regulations;

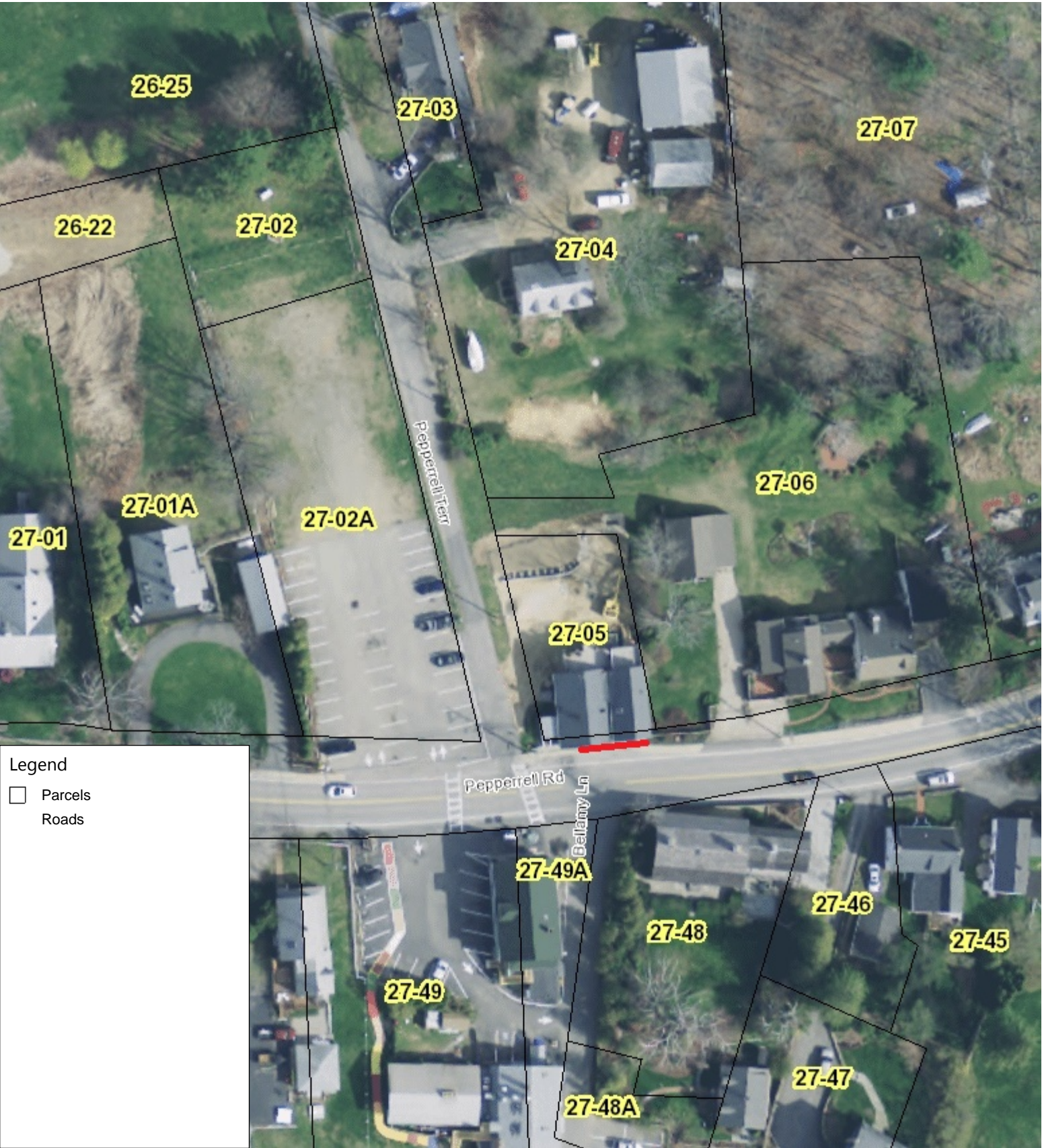
NOW THEREFORE, IN ACCORDANCE WITH TITLES 30-A MRS §3001 AND TOWN CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS AMENDMENT TO TITLE 10 OF THE TOWN CODE, AS PRESENTED.

INTRODUCED and read in a public session of the Town Council on the ____ day of _____, 20____, by: _____ {NAME} Motion to approve by Councilor _____ {NAME}, as seconded by Councilor _____ {NAME} and passed by a vote of _____.

THIS ORDINANCE IS DULY AND PROPERLY ORDAINED by the Town Council of Kittery, Maine on the ____ day of _____, 20____, {NAME}, _____, Chairperson

Attest: {NAME}, _____ Town Clerk

Title 10 - Pepperrell Terrace





TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

BY: WAE 4:55

RECEIVED
SEP 12 2019

PLEASE CHECK APPROPRIATE BOX:

☒ APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS

☐ APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER

☐ APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE

NAME: David Wrocklage

RESIDENCE: 33 OAK TERRACE KITTERY

MAILING ADDRESS IF DIFFERENT FROM ABOVE: —

E-MAIL ADDRESS: WROCKLAGE@HOTMAIL.COM

TELEPHONE NUMBERS: (HOME) AND (WORK) 207-475-4521

PRESENT POSITION: PARKS Commission Board Member

PLEASE CHECK APPROPRIATE BOX:

- ☐ Board of Appeals
- ☐ Conservation Commission
- ☐ Board of Assessment Review
- ☐ Economic Development Committee
- ☐ Comprehensive Plan Committee
- ☐ Other _____

- ☐ Kittery Port Authority
- ☐ Planning Board
- ☒ Parks Commission
- ☐ KCC Board of Directors
- ☐ Kittery Land Issues Committee

- ☐ Board of Trustees of Trust Funds
- ☐ Shellfish Conservation Committee
- ☐ Educational Scholarship Committee
- ☐ Kittery Climate Adaptation Committee

COMMENTS: _____

SIGNATURE OF APPLICANT

Please read the back of this application before signing.

9/10/2019
DATE

Rec'd
10/7/19
8:07 AM



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

PLEASE CHECK APPROPRIATE BOX:

- ☒ APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS
- ☐ APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER
- ☐ APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE

NAME: Frish Mathias

RESIDENCE: 26 Haley rd Kittery Me 03904

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

E-MAIL ADDRESS: frish.mathias@comcast.com

TELEPHONE NUMBERS: (HOME) 207 439 1365 (WORK) 603 967 2496

PRESENT POSITION: _____

PLEASE CHECK APPROPRIATE BOX:

- | | | |
|---|--|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Kittery Port Authority | <input type="checkbox"/> Board of Trustees of Trust Funds |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Planning Board | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Educational Scholarship Committee |
| <input type="checkbox"/> Economic Development Committee | <input checked="" type="checkbox"/> Kittery Board of Directors | <input type="checkbox"/> Kittery Climate Adaptation Committee |
| <input type="checkbox"/> Comprehensive Plan Committee | <input type="checkbox"/> Kittery Land Issues Committee | |
| <input type="checkbox"/> Other _____ | | |

COMMENTS: _____

Please read the back of this application before signing.

Frish Mathias
SIGNATURE OF APPLICANT

10/5/19
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED
SEP 18 2019
BY: VAE 8:05 A

PLEASE CHECK APPROPRIATE BOX:

☒ APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS

☐ APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER

☐ APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE

NAME: Steven Workman

RESIDENCE: 10 Bridge Street

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

E-MAIL ADDRESS: workmanconsult@comcast.net

TELEPHONE NUMBERS: (HOME) ^{Cell} 207-752-1506 (WORK) _____

PRESENT POSITION: Board member

PLEASE CHECK APPROPRIATE BOX:

- | | | |
|---|--|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Kittery Port Authority | <input type="checkbox"/> Board of Trustees of Trust Funds |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Planning Board | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Educational Scholarship Committee |
| <input type="checkbox"/> Economic Development Committee | <input checked="" type="checkbox"/> KCC Board of Directors | <input type="checkbox"/> Kittery Climate Adaptation Committee |
| <input type="checkbox"/> Comprehensive Plan Committee | <input type="checkbox"/> Kittery Land Issues Committee | |
| <input type="checkbox"/> Other _____ | | |

COMMENTS: _____

Please read the back of this application before signing.

Steven Workman
SIGNATURE OF APPLICANT

9/16/19
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904
Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED
OCT 23 2019
BY: [Signature] 4:03

PLEASE CHECK APPROPRIATE BOX:

- ☒ **APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS**
- ☐ **APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER**
- ☐ **APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE**

NAME: GEORGE DOW

RESIDENCE: 1 BARTLETT ROAD, KITTERY PT., ME 03905

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

E-MAIL ADDRESS: JOMCONSULT@COMCAST.NET

TELEPHONE NUMBERS: (HOME) 9-7866 (WORK) 603.339.8468

PRESENT POSITION: CHAIR PERSON

PLEASE CHECK APPROPRIATE BOX:

- | | | |
|--|--|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Kittery Port Authority | <input type="checkbox"/> Board of Trustees of Trust Funds |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Planning Board | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Educational Scholarship Committee |
| <input checked="" type="checkbox"/> Economic Development Committee | <input type="checkbox"/> KCC Board of Directors | <input type="checkbox"/> Kittery Climate Adaptation Committee |
| <input type="checkbox"/> Comprehensive Plan Committee | <input type="checkbox"/> Kittery Land Issues Committee | |
| <input type="checkbox"/> Other _____ | | |

COMMENTS: CONTINUE TO PROVIDE VALUE WHERE POSSIBLE FOR MY COMMUNITY.

[Signature]

Please read the back of this application before signing.

SIGNATURE OF APPLICANT

10/22/19
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904
Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED
NOV 07 2019
BY: HAZ 4:35

PLEASE CHECK APPROPRIATE BOX:

☒ **APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS**

☐ **APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER**

☐ **APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE**

NAME: Stephen Roscoe

RESIDENCE: 38 Groundnut Hill Rd, Cape Neddick ME 03902

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

E-MAIL ADDRESS: stephan@auto-works.com

TELEPHONE NUMBERS: (HOME) 361 1901 (WORK) 439 4580

PRESENT POSITION: Economic Dev Committee

PLEASE CHECK APPROPRIATE BOX:

☐ Board of Appeals

☐ Conservation Commission

☐ Board of Assessment Review

☒ Economic Development Committee

☐ Comprehensive Plan Committee

☐ Other _____

☐ Kittery Port Authority

☐ Planning Board

☐ Parks Commission

☐ KCC Board of Directors

☐ Kittery Land Issues Committee

☐ Board of Trustees of Trust Funds

☐ Shellfish Conservation Committee

☐ Educational Scholarship Committee

☐ Kittery Climate Adaptation Committee

COMMENTS: _____

Please read the back of this application before signing.



SIGNATURE OF APPLICANT

2 Nov 2019
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED
SEP 09 2019

BY: 10:37 KRT

PLEASE CHECK APPROPRIATE BOX:

☒ APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS

☐ APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER

☐ APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE

NAME: STEPHEN HALL

RESIDENCE: 4 BOND ROAD, Kittery Point ME

MAILING ADDRESS IF DIFFERENT FROM ABOVE: 03905

E-MAIL ADDRESS: stehall@comcast.net

TELEPHONE NUMBERS: (HOME) 207 439-4484 (WORK) _____

PRESENT POSITION: Conservation Commission, Treasurer

PLEASE CHECK APPROPRIATE BOX:

- ☐ Board of Appeals
- ☒ Conservation Commission
- ☐ Board of Assessment Review
- ☐ Economic Development Committee
- ☐ Comprehensive Plan Committee
- ☐ Other _____

- ☐ Kittery Port Authority
- ☐ Planning Board
- ☐ Parks Commission
- ☐ KCC Board of Directors
- ☐ Kittery Land Issues Committee

- ☐ Board of Trustees of Trust Funds
- ☐ Shellfish Conservation Committee
- ☐ Educational Scholarship Committee
- ☒ Kittery Climate Adaptation Committee

COMMENTS: _____

I am on the Climate Adaptation Committee as
a Conservation Commission representative

Please read the back of this application before signing.

Stephen Hall
SIGNATURE OF APPLICANT

9/06/2019
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

BY: WAC 3:30

RECEIVED
SEP 18 2019

PLEASE CHECK APPROPRIATE BOX:

- ☒ **APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS**
- ☐ **APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER**
- ☐ **APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE**

NAME: A. DAVID MANN

RESIDENCE: 160 BRAUB BOAT HARBOR RD

MAILING ADDRESS IF DIFFERENT FROM ABOVE: PO Box 26 KITTERY P.T.

E-MAIL ADDRESS: ADAVIO MANN 1962 @g mail .com

TELEPHONE NUMBERS: (HOME) 337 3073 (WORK) Same

PRESENT POSITION: CHAIRMAN

PLEASE CHECK APPROPRIATE BOX:

- | | | |
|---|--|--|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Kittery Port Authority | <input checked="" type="checkbox"/> Board of Trustees of Trust Funds |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Planning Board | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Educational Scholarship Committee |
| <input type="checkbox"/> Economic Development Committee | <input type="checkbox"/> KCC Board of Directors | <input type="checkbox"/> Kittery Climate Adaptation Committee |
| <input type="checkbox"/> Comprehensive Plan Committee | <input type="checkbox"/> Kittery Land Issues Committee | |
| <input type="checkbox"/> Other _____ | | |

COMMENTS: Been an honor & a pleasure helping
to further contribute to helping the
residents in Kittery needing a hand - 30 yrs +

Please read the back of this application before signing.

A. David Mann
SIGNATURE OF APPLICANT

9/18/2019
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

PLEASE CHECK APPROPRIATE BOX:

☒ APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS

☐ APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER

☐ APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE

NAME: Mary Thron

RESIDENCE: 71 Tower Rd ← No Mail Delivery

MAILING ADDRESS IF DIFFERENT FROM ABOVE: PO Box 96
Kittery Port ME 03905

E-MAIL ADDRESS: marythron@comcast.net

TELEPHONE NUMBERS: (HOME) 207-439-4136 (WORK) _____

PRESENT POSITION: Owner Mary Thron GA

PLEASE CHECK APPROPRIATE BOX:

☐ Board of Appeals

☐ Conservation Commission

☒ Board of Assessment Review

☐ Economic Development Committee

☐ Comprehensive Plan Committee

☐ Other _____

☐ Kittery Port Authority

☐ Planning Board

☐ Parks Commission

☐ KCC Board of Directors

☐ Kittery Land Issues Committee

☐ Board of Trustees of Trust Funds

☐ Shellfish Conservation Committee

☐ Educational Scholarship Committee

☐ Kittery Climate Adaptation Committee

COMMENTS: _____

Please read the back of this application before signing.


SIGNATURE OF APPLICANT

9/9/19
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

BY: MAC 9:30

SEP 19 2019

PLEASE CHECK APPROPRIATE BOX:



APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS

☐ APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER

☐ APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE

NAME: DAN O'Reilly

RESIDENCE: Kittery 1 O'Reilly Ln

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

E-MAIL ADDRESS: none

TELEPHONE NUMBERS: (HOME) 337-2674 (WORK) _____

PRESENT POSITION: _____

PLEASE CHECK APPROPRIATE BOX:

☐ Board of Appeals

☐ Conservation Commission

☐ Board of Assessment Review

☐ Economic Development Committee

☐ Comprehensive Plan Committee

☐ Other _____

☐ Kittery Port Authority

☐ Planning Board

☐ Parks Commission

☐ KCC Board of Directors

☐ Kittery Land Issues Committee

☐ Board of Trustees of Trust Funds

☒ Shellfish Conservation Committee

☐ Educational Scholarship Committee

☐ Kittery Climate Adaptation Committee

COMMENTS: _____

Please read the back of this application before signing.

Daniel M O'Reilly
SIGNATURE OF APPLICANT

9-19
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806



PLEASE CHECK APPROPRIATE BOX:

- ☒ APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS
- ☐ APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER
- ☐ APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE

NAME: Jeffrey Clifford

RESIDENCE: 27 Miller Road

MAILING ADDRESS IF DIFFERENT FROM ABOVE: N/A

E-MAIL ADDRESS: Jeffkc533@gmail.com

TELEPHONE NUMBERS: (HOME) 207.439.3875 (WORK) 603.682.6393

PRESENT POSITION: Civil Engineer, Altus Engineering, Inc.

PLEASE CHECK APPROPRIATE BOX:

- | | | |
|---|--|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Kittery Port Authority | <input type="checkbox"/> Board of Trustees of Trust Funds |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Planning Board | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Educational Scholarship Committee |
| <input type="checkbox"/> Economic Development Committee | <input type="checkbox"/> KCC Board of Directors | <input type="checkbox"/> Kittery Climate Adaptation Committee |
| <input type="checkbox"/> Comprehensive Plan Committee | <input type="checkbox"/> Kittery Land Issues Committee | |
- ☒ Other Capital Improvement Program Committee

COMMENTS: _____

Member of CIP Committee since 2008. The CIP process has proven to be a valuable asset to Kittery and I wish to continue serving the Town as a committee member.

Please read the back of this application before signing.

Jeffrey Clifford
SIGNATURE OF APPLICANT

10/16/2019
DATE

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)
10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)
TEL: (207) 624-7220 FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES <input type="checkbox"/> NO <input type="checkbox"/>	

PRESENT LICENSE EXPIRES: December 13, 2019

NEW application: ☐ Yes ☒ No

If business is NEW or under new ownership, indicate starting date: _____

Requested inspection (New Licensees/ Ownership Changes Only) Date : _____ Business hours: _____

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS

INDICATE TYPE OF LICENSE:

- ☒ RESTAURANT (Class I,II,III,IV) ☐ RESTAURANT/LOUNGE (Class XI) ☐ CLASS A LOUNGE (Class X)
☐ HOTEL (Class I,II,III,IV) ☐ HOTEL, FOOD OPTIONAL (Class I-A) ☐ BED & BREAKFAST (Class V)
☐ GOLF COURSE (Class I,II,III,IV) ☐ TAVERN (Class IV) ☐ QUALIFIED CATERING
☐ OTHER: _____ ☐ SELF-SPONSORED EVENTS
 (QUALIFIED CATERERS ONLY)

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: First Serve Hospitality Group			Business Name (D/B/A) Robert's Maine Grill		
APPLICANT(S) –(Sole Proprietor) Shiva K. Natarajan			Physical Location: 326 US Route 1		
DOB: 6/10/1964			City/Town Kittery	State ME	Zip Code 03904
Address P.O. Box 630			Mailing Address P.O. Box 630		
State ME			Same As Above? <input type="checkbox"/>		
City/Town Kittery	State ME	Zip Code 03904	City/Town Kittery	State ME	Zip Code 03904
Telephone Number 203-434-7205		Fax Number		Business Telephone Number 207-439-0300	
Federal I.D. # 81-3995475		or Sales Tax #: 1181797			
Email Address: sonny@robertsmainegrill.com			Website: www.robertsmainegrill.com		

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____

2. State amount of gross income from period of last license:

ROOMS \$ _____ FOOD \$ 44,134.91 LIQUOR \$ 116,509.22

3. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

4. Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒

5. Do you own or have any interest in any another Maine Liquor License? ☒ Yes ☐ No (Use an additional sheet(s) if necessary.) If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

Mabel's Lobster Claw Restaurant
License # _____ Name of Business _____
124 Ocean Avenue Kennebunkport
Physical Location _____ City / Town _____

6. If manager is to be employed, give name: _____

7. Business records are located at: 326 US Route 1, Kittery, Maine 03904

8. Is/are applicants(s) citizens of the United States? YES ☒ NO ☐

9. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐

10. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

Full Name (Please Print)	DOB	Place of Birth
Shiva K. Natarajan	6/10/1964	Calcutta, India
11. Residence address on all of the above for previous 5 years (Limit answer to city & state)		
Name: 7 Banks Rocks Road	City: York	State: ME
Name: 8 Pepperell Way	City: York	State: ME
Name: _____	City: _____	State: _____

12. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☐ NO ☒

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____ (use additional sheet(s) if necessary)

13. Will any law enforcement official benefit directly in your license, if issued?

Yes ☐ No ☒ If Yes, give name: _____

14. Has/have applicant(s) formerly held a Maine liquor license? YES ☒ NO ☐

15. Does/do applicant(s) own the premises? Yes ☒ No ☐ If No give name and address of owner: _____

16. Describe in detail the premises to be licensed: (On Premise Diagram Required) _____
Full service restaurant & bar

17. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES ☒ NO ☐ Applied for: _____

18. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 2.0 miles

Which of the above is nearest? Jehovah's Witness

19. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☒ NO ☐

If YES, give details: Kennebunk Savings Bank

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: KITTERY on 11/25/2019, 20 19
Town/City, State Date

PLEASE SIGN IN BLUE INK

Signature of Applicant or Corporate Officer(s)

Print Name

Signature of Applicant or Corporate Officer(s)

Print Name

FEE SCHEDULE

FILING FEE: (must be included on all applications).....	\$ 10.00
Class I Spirituous, Vinous and Malt	\$ 900.00
CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB	
Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
CLASS I-A: Hotels only that do not serve three meals a day.	
Class II Spirituous Only	\$ 550.00
CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III Vinous Only	\$ 220.00
CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV Malt Liquor Only	\$ 220.00
CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class III & IV Malt & Vinous Only	\$ 440.00
CLASS III & IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
CLASS V: Clubs without catering privileges.	
Class X Spirituous, Vinous and Malt – Class A Lounge	\$2,200.00
CLASS X: Class A Lounge	
Class XI Spirituous, Vinous and Malt – Restaurant Lounge	\$1,500.00
CLASS XI: Restaurant/Lounge; and OTB.	
SELF-SPONSORED EVENTS: Qualified Caterers Only	\$ 700.00

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer. All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application, make check payable to the **Treasurer, State of Maine.**

This application must be completed and signed by the Town or City and mailed to:
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: _____, Maine _____
City/Town (County)

On: _____
Date

The undersigned being: ☐ Municipal Officers ☐ County Commissioners of the
☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: _____, Maine

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).] [2003, c. 213, §1 (AMD).]

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c. 45, Pt. A, §4 (NEW).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD).]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD).]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW).]

[2009, c. 81, §§1-3 (AMD).]

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP).]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD).]

[1995, c. 140, §6 (AMD).]

4. No license to person who moved to obtain a license. [1987, c. 342, §32 (RP).]

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF).]

*Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347 (overnight)
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov*



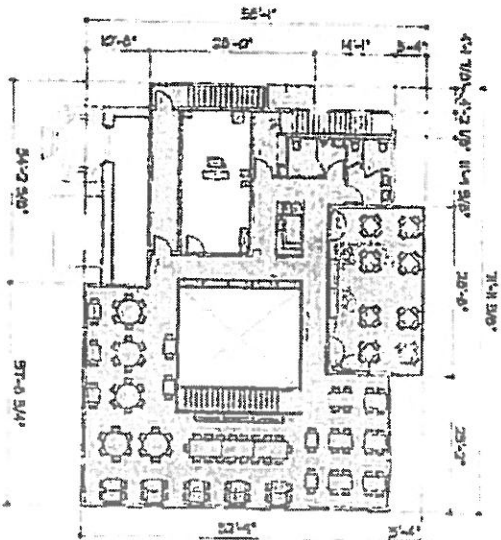
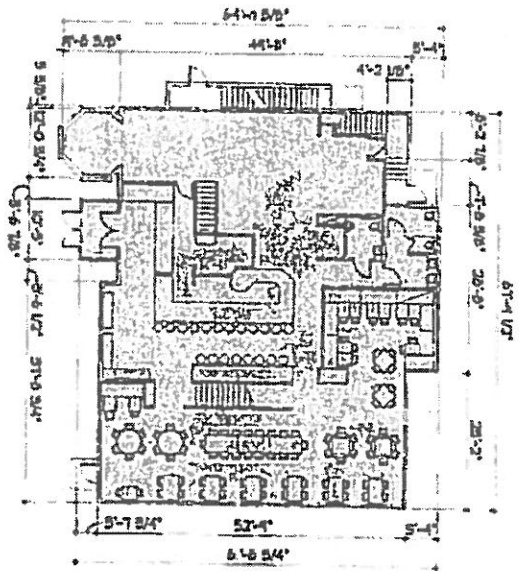
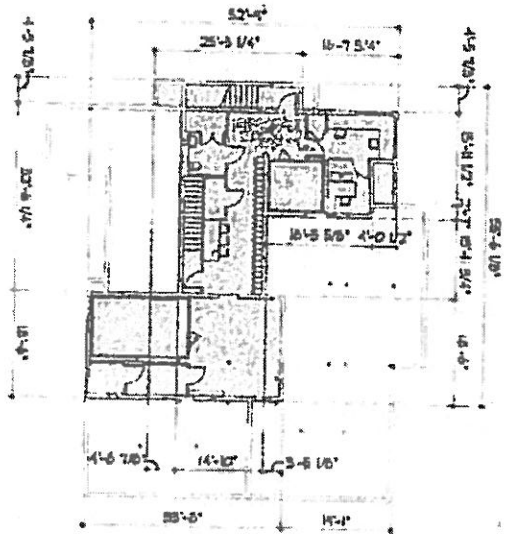
ON PREMISE DIAGRAM
(Facility Drawing/ Floor Plan)

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas with the following: • **Entrances** • **Office area** • **Kitchen** • **Storage Areas** • **Dining Rooms** • **Lounges** • **Function Rooms** • **Restrooms** • **Decks** • **All Inside and Outside areas that you are requesting approval.**

See attached diagrams.

[illegible]



TOTAL AREA (FLOOR BASE - SECOND): 8113 SQ.FT.

INTERSECTION RESTAURANT

CONCEPT PRESENTATION

Alice Chalkman

Oct 17, 2008

3M - 1P

AC01



Division of Alcoholic Beverages and Lottery
Operations
Division of Liquor Licensing and Enforcement

**Corporate Information Required for
Business Entities Who Are Licensees**

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

1. Exact legal name: First Serve Hospitality Group
2. Doing Business As, if any: Robert's Maine Grill
3. Date of filing with Secretary of State: 9/28/16 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: _____
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
Shiva K. Natarajan	7 Banks Rocks Road, York 8 Pepperell Way, York, ME	6/10/1964	President	100

(Stock ownership in non-publicly traded companies must add up to 100%.)

6. If Co-Op # of members: _____ (list primary officers in the above boxes)

7. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States? ☐ Yes ☒ No

8. If Yes to Question 7, please complete the following: (attached additional sheets as needed)

Name: _____

Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:

PLEASE SIGN IN BLUE INK

Shiva Natarajan
Signature of Owner or Corporate Officer

11/25/2019
Date

SHIVA NATARAJAN
Print Name of Owner or Corporate Officer

Submit Completed Forms to:

Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904
Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED
FEB 28 2018

BY: 12:35 pm

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Edward Alan Johnston
RESIDENCE: Kittery
MAILING (if different) 10 Lewis Rd Kittery ME 03904
E-MAIL ADDRESS: edjohnstn@comcast.net PHONE #: (Home) 439-2517 (Work) _____

Please check your choice:

- | | |
|--|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Board of Assessment Review |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Comprehensive Plan Update Committee | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Education Scholarship Committee | <input type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input checked="" type="checkbox"/> Port Authority | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Other _____ |

EDUCATION/TRAINING: Northeast maritime

RELATED EXPERIENCE (Including other Boards and Commissions) Commercial Fisherman
tug Boat captain

PRESENT EMPLOYMENT: Moran Towing N.H., AJS Fishing adventure

ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY ☒ Yes ☐ No

ANY KNOWN CONFLICT OF INTEREST (please read back of application): _____

REASON FOR APPLICATION TO THIS BOARD: To Be Involved in my town

I HAVE ☒ / HAVE NOT ☐ ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

Please read the back of this application before signing.

E. Johnston
SIGNATURE OF APPLICANT

2-28-18
DATE