



Affordable Housing Committee

AGENDA

Thursday, May 4, 2023

1PM

Town Hall

Conference Room A

1. Update on Existing Initiatives
 - A. ADU Grant Status Update
2. Potential Updates to Zoning Around Density and Other Factors
3. Review of C-1 Zone Project in Planning Process
4. Response to Portsmouth Naval Shipyard Comment on Housing

Next Meeting – Thursday, June 4, 1PM

Adjourn

Attachments:

- C-1 Zone Project Plan
- Portsmouth Naval Shipyard Article
- Affordable Housing – Books and Big Ideas program flyer
- Draft Minutes (for consideration at next meeting)

This meeting will be held in person. The public may attend in person or view the meeting via Zoom webinar. Register in advance for the webinar by clicking [here](#).

BOOKS & BIG IDEAS INVITES YOU TO

MEET THE

Authors



LISTEN, LEARN & SHARE YOUR PERSPECTIVE

This May, join your friends and neighbors for a Books & Big Ideas author event. Each event will provide readers with an opportunity to meet the authors, ask questions, and have in-depth discussions about the selected titles.

The selected titles have a shared theme of housing insecurity and the importance of "home". Through these stories, we aim to enrich the discussion about affordable housing and its place in our community.

UPCOMING EVENTS

**"Housing for Humans"
Featuring Author
Ileana Schinder**

**May 11, 2023 | 6:00 PM
Rice Public Library & Zoom**

**"Paper Things"
Featuring Author
Jennifer Jacobson**

**May 25, 2023 | 6:00 PM
Rice Public Library**



FMI, please scan the QR code or visit: www.kitteryme.gov/reads.

ITEM 2

**Town of Kittery
Planning Board Meeting
April 13, 2023**

ITEM 4 – 283 Route 1 Mixed Use Master Site Development Plan – Sketch Plan Review

Action: accept sketch plan or continue review.

Sketch plan review is an opportunity for the Planning Board to:

- 1. Review and provide feedback on a conceptual plan;
- 2. Determine whether the sketch plan generally complies with the codes and standards of Title 16
- 3. Make specific suggestions to be incorporated by the applicant in subsequent submissions

Applicant: Ryan Plummer of Two International Group, Ryan@twointernationalgroup.com; 603-431-6400

Agent: Neil Hansen of Tighe & Bond, Inc., nahansen@tighebond.com; 603-294-9213

Parcel: Map 30 Lot 44

Proposal: Re-develop the 6.4-acre property located at 283 Route 1 with a mixed use project comprised of three separate buildings including a 120-room, 18,500 square foot hotel, a 100-unit, 25,000 square-foot apartment building, and a 10,000 square foot retail/ service building.

Zoning: C-1 Commercial 1

Viewpoint Application #: SKPR-23-1

Submittal Date: March 23, 2023

PROCESS OUTLINE

REQ'D	ACTION	COMMENTS	STATUS
YES	Sketch Plan Review	Sketch Plan application submitted 3.23.23	Pending
NO	Site Visit		
YES	Preliminary Site Plan Review Master Site Development Plan Review Preliminary Subdivision Review	Preliminary Master Site Development plan must be submitted with corresponding preliminary Site or Subdivision application.	
YES	Public Hearing	Required for Preliminary Site plan or Subdivision approval	
YES	Final Master Site Development Plan Review	Can be concurrent with or separate from Preliminary Site Plan or Subdivision approvals	
YES	Final Site or Subdivision Plan Review and Decision	Phased project may require multiple Final plan approvals or modifications of Final approval(s).	

Plan Review Notes reflect comments and recommendations regarding applicability of Town Land Use Development Code, and standard planning and development practices. Only the PB makes final decisions on code compliance and approves, approves with conditions or denies final plans. Prior to the signing of the approved Plan any **Conditions of Approval related to the Findings of Fact along with waivers and variances (by the BOA) must be placed on the Final Plan and recorded at the York County Registry of Deeds. PLACE THE MAP AND LOT NUMBER IN 1/4" HIGH LETTERS AT LOWER RIGHT BORDER OF ALL PLAN SHEETS.** As per Section 16.4.4.L - Grading/Construction Final Plan Required. - Grading or construction of roads, grading of land or lots, or construction of buildings is prohibited until the original copy of the approved final plan endorsed has been duly recorded in the York County registry of deeds when applicable.

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ITEM 2**27 Summary**

28 The subject property is located at the southwest corner of Route 1 and Wilson Road and is currently
 29 developed with three strip retail buildings and paved parking areas. The applicant proposes to re-develop
 30 the site with a mix of uses including a hotel, an apartment building, and a retail/ service building. The
 31 applicant is aware of the Town's affordable housing requirements and stated verbally that their current
 32 intention is to provide affordable units on-site as part of the project. Access to the site would be provided
 33 via the existing driveways on Wilson Rd and Old Wilson Rd but the remainder of the existing
 34 improvements would be demolished and the site re-developed. After discussing this proposal with the
 35 applicant, staff understand that the project may be permitted and constructed in phases, with the retail/
 36 service building constructed in the future. The applicant was uncertain as to whether the property would
 37 be subdivided into separate parcels as of the writing of this report. Due to the size of the property and the
 38 proposed scope of work, this project constitutes a Master Site Development Plan per Chapter 16.6 of
 39 Kittery Town Code and is subject to the permitting process outlined above.

40
 41 Public water and sewer utilities are available to serve the proposed project; conceptual utility plans were
 42 provided by the applicant for this sketch plan review. Review and comment by applicable Town or utility
 43 District staff is pending. Traffic signal timing and Route 1/ Wilson Rd intersection improvements by
 44 Maine DoT and the Maine Turnpike Authority are currently scheduled for Summer 2023. Other permits
 45 or approvals that may be required from State agencies include:

- 46 • A Traffic Movement Permit (TMP) from the Maine Department of Transportation (DoT)
- 47 • A Maine Construction General Permit from the Maine Department of Environmental Protection
- 48 (DEP), in accordance with Maine's Stormwater Management regulations (Chapter 500)
- 49 • Site Location of Development Act ("Site Law") review by Maine DEP

**50
51 Submission Requirements: Master Site Development Plan Sketch §16.6.2-B**

- 52 • Plans: Location, type and amount of uses; utility and access plan; open space; phasing plan
- 53 • Written submission: project narrative and anticipated timing of construction

54
 55 Apart from phasing details, the applicant provided the required conceptual plan and narrative information.
 56 Staff advise discussing prospective phasing during this meeting.

**57
58 Discussion Items**

59 A line-by-line summary of the Title 16 standards and criteria which apply to this project follows this
 60 memo. The following items are highlighted for discussion:

**61
62 Maximum front setbacks and relationship of buildings to public rights of way:**

63 The definition of front yard in Title 16 indicates that the *maximum* building setback of 15 feet would
 64 apply to both street frontages. Should the buildings lie closer to the street/ sidewalks? Discussion with
 65 Fire dept. staff pending. Placing buildings closer to sidewalks is generally deemed safer and more
 66 attractive for pedestrians by visually encouraging motorists to reduce speeds, reducing crossings of
 67 driveways and parking areas, shortening distances between entries and sidewalks, and creating a more
 68 visually interesting walking environment. However, the applicant may present convincing rationale for
 69 board consideration of alternative design(s). Guidance should be provided during this or a subsequent
 70 meeting.

71 Location of walkways and sidewalks:

72 The current conceptual plan shows a sidewalk located in the interior of the site near the intersection of Rte
 73 1 and Wilson Rd. Is this preferred over a sidewalk along Wilson Rd? Are sidewalks desired along the
 74 entire Wilson Rd property frontage? Is Wilson Rd eastbound lane widening desirable to accommodate a
 75 bike lane or shoulder? Discussion with Public Works and Maine DoT (TMP) pending.

ITEM 2

76 Project phasing:

77 Staff find that the primary purpose of the master site development plan process is to identify the site work
78 and utility requirements for distinct phases of a multi-phase project. Will all of the utilities and access
79 improvements be constructed as part of the first phase? How will stormwater management and monitoring
80 be phased? Will the site be subdivided? The applicant may not have all of this information at the present
81 time but should be advised for future plan submissions.

82 Building aesthetics:

83 Flat roofs are allowed in this zoning district. What types of building details does the applicant propose for
84 the development to be “compatible” with the zone and to comply with Kittery’s Design Guidelines? Will
85 the buildings all share a common design theme?

86 Open space and landscaping:

87 Code encourages provision of contiguous open space areas. Residential use proposed. Has the applicant
88 identified design opportunities for encouraging active open space uses to benefit future residents of the
89 property? How to balance this with perceived parking needs and with adjacent auto-oriented uses?
90

91

92 Recommendation

93 This is the Board’s opportunity to provide guidance and specific suggestions to the applicant.
94

95

96 The sketch plan application is substantially complete. Staff finds the concept plan to be in general
97 conformance with the Code, with the discussion items noted above. The project appears to advance
98 community goals as expressed in the Comprehensive Plan.

99

99 Recommended Motions

100

101 *Move to accept master site development sketch plan application as complete; or*

102

103 *Move to continue review of the sketch plan site plan application*

104

105 *Applicant/ owner Ryan Plummer of Two International Group, represented by Neil Hansen of Tighe & Bond,*
106 *Inc, requests consideration of a sketch plan to re-develop the 6.4-acre property located at 283 Route 1 with*
107 *a mixed use project comprised of three separate buildings including a 120-room, 18,500 square foot hotel,*
108 *a 100-unit, 25,000 square-foot apartment building, and a 10,000 square foot retail/ service building. The*
109 *property is identified as Map 30 Lot 44, is within the C-1 Commercial 1 zoning district, and is currently*
110 *developed with retail uses.*

ITEM 2111 **Staff Review; Title 16 Kittery Town Code**

112

113 **Chapter 16.4 Land Use Zone Regulations: Route 1 Commercial Zone (C-1)**114 • Hotels, retail sales uses, and restaurants are permitted in C-1 zoning districts. **§16.4.19(B)**115 • Multifamily dwellings are a special **exception use** in C-1 zoning districts. **§16.4.19(C)**

116

16.4.19-E Subsection	Standard	Complies?	Note/ Reference
2.a Max unit density	16 du/ acre; 20 du/ acre with 25% affordable units	TBD	Complies at gross acreage. Subdivision of parcel may present conflict.
2.b Min street frontage	No minimum. See 16.5.14 Lots.	Yes	Frontage on two public streets. Not a flag lot or spaghetti lot.
2.c Max front setback	15 feet*	No	Prospective hotel does not comply. See discussion items.
2.d Min rear and side setbacks	10 feet	Yes	
2.e Max building height	50 feet	TBD	Flat roofs allowed
2.f Max impervious surface	70% of the lot*	TBD	
2.k Affordable housing	16.5.4 requirements apply	TBD	On-site units or in-lieu fee payment required
2.m underground utilities	required	TBD	
3.a.1 parking: screening	required; see Design Guidelines	TBD	Perimeter buffer areas depicted on plans
3.a.2 parking stalls	19 X 9 minimum size	Yes	As shown on site plan
3.b.1-3 building design		TBD	Elevation drawings and renderings to be provided during preliminary plan review
3.c.1-4 Landscaping	Planter strips, trees, shrubs, and groundcovers required	TBD	Detailed landscaping plans to be provided during preliminary plan review
3.d Traffic and circulation	Sidewalks and roadways required within site and to adjoining areas	Generally	Staff recommend provision of walkways connecting building entries to nearest sidewalk
3.e Open space	25% of property; landscaped	Generally	Amount ok; landscaping design pending
4.a.1 sidewalks	Required in RoW	TBD	Where to locate public sidewalk near street intersection?
4.a.2 connectivity	See 3.d.	TBD	Staff recommend pavement markings or surface variation to define walkways across driveway and parking areas

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4.a.4 service areas	Fencing and screening required	TBD	
4.a.4 parking location	Behind residential buildings. *	No	Apartment building must shift closer to street to comply. See also 2.c max front setback
4.a.6 Lighting	Must comply with 16.7.11	TBD	Lighting plans and specifications to be provided during preliminary plan review
4.b.1 open space	15% of lot	Generally	4.b.1 (15%) conflicts with 3.e (25%)
4.c.1.a parking stalls	1 per dwelling unit	Yes	
4.c.3 joint use parking	allowed		
4.d Landscaping	Trees required	TBD	
4.e Buffers	required	TBD	See landscaping requirements

* Planning board is authorized to allow greater front setback and impervious surface coverage, and to allow parking beside or in front of residential buildings. See ordinance for conditions.

Chapter 16.5 General Performance Standards**§16.4.17 D (4)**

- At least 10% of residential dwelling units must be affordable or in-lieu payment provided. Does not apply to hotel proposal. (16.5.4-C)
- Incentives are provided including reduction in permitting fees and potential density bonus (16.5.4.E; see 16.4.19-2.e)
- Rental units restricted to households earning no more than 80% AMI (16.5.4-G.2.a).
- Deed restrictions required for affordable units. (16.5.4-G.2.b)

§16.5.25 Sprinkler Systems will be required in most or all proposed buildings

§16.4.27 Streets and pedestrianways/ sidewalks site design standards

- E. Access control: turning lanes and other controls may be required to avoid hazardous queuing of vehicles on public streets
- M. Public sidewalks must be installed to Town standards

Chapter 16.6 Master Site Development Plan**§16.6.3 standards and criteria:**

- Applicant must seek required approvals from state and federal agencies
- Improvements in right-of-way must comply with standards
- Stormwater treatment must be provided sufficiently for each phase of project at the time of design and construction.
- New streets must be designed and constructed to include adequate provisions for emergency and large vehicle turnarounds

Chapter 16.7 General Development (Site Plan) Requirements**§16.7.11 Performance standards and approval criteria:**

- A. Water: utilities available. Must be designed to conform with standards.

ITEM 2

- 148 B. Sewer: utilities available. Must be designed to conform with standards. Local pump station or
149 transmission facilities may require upgrade. Connection fees = partial mitigation for impacts. Review
150 by Sewer Dept. pending.
- 151 C. Stormwater: Maine General Permit and peer review by consulting engineers required.
152 Redevelopment conditions should improve vs. existing.
- 153 D. Post-construction stormwater management: monitoring plan required by Town code & to be
154 reviewed by peer engineer. Must be approved during preliminary site plan review.
- 155 E. Vehicular traffic: existing access proposed to remain. Traffic analysis should be provided by
156 applicant. Maine DoT Traffic Movement Permit required (assumed).
- 157 F. Parking and loading: conceptual plans appear to generally comply with drive aisle and parking stall
158 standards. Parking count could be reduced.
- 159 G. Utilities: must be underground. Conceptual utility plan provided.
- 160 H. Lighting: lighting specifications and photometric plan to be provided for peer review with
161 preliminary site plan.
- 162 I. Erosion Control: Erosion control plan required for peer review. Implementation and monitoring also
163 required and inspected.
- 164 J. Water quality and wastewater pollution. See stormwater and erosion control.
- 165 K. Air Pollution: No significant air quality impacts are anticipated from the proposed uses.
- 166 L. Noise: No significant noise impacts are anticipated from the proposed uses. Construction hours
167 limited by code. Nearby uses are predominantly commercial or highway in nature.
- 168 M. Radiation: No significant radiation impacts are proposed from the proposed uses.
- 169 N. Site Utilization: Redevelopment of already developed site proposed. Local Comprehensive Plan and
170 zoning support mixed development of property.
- 171 O. Outdoor storage: dumpsters to be screened. Outdoor storage not generally proposed.
- 172 P. Technical and financial capacity: To be verified during preliminary site plan review process. Financial
173 guarantee required for cost of site improvements.

T5037-003
March 23, 2023

Mr. Jason Garnham, Director of Planning and Development
Town of Kittery Planning Department
200 Rogers Road
Kittery, Maine 03904

**Re: Request for Site Sketch Plan Review
Proposed Mixed Use Development, 283 US Route 1, Kittery, ME**

Dear Jason,

On behalf of 283-360 Kittery, LLC (owner) and 283 Route 1, LLC, C/O Two International Group (applicant), we are pleased to submit the following information to support a request to meet with the Planning Board (PB) for Sketch Plan Review at their next scheduled meeting for the above referenced project:

- Five (5) full size & ten (10) half size copies of the Sketch Plan Set, dated March 23, 2023;
- Fifteen (15) copies of the Site Sketch Plan Review Application, dated March 23, 2023;
- Fifteen (15) copies of the Design Overview Memorandum, dated March 23, 2023;
- One (1) Application fee check in the amount of \$200.00

The proposed project is located along US Route 1 on property identified as Map 30 Lot 44 on the Town of Kittery Tax Maps. The project includes the construction of three buildings consisting of hotel, retail/ restaurant, and residential use. The buildings consist of a 4-story, 120 key hotel along US Route 1, a retail/restaurant building at the corner of US Route 1 and Wilson Road, and a 4-story residential building to the rear of the site. The project also consists of on-site improvements including driveways, sidewalks, access improvements, stormwater management, lighting, landscaping, and utilities.

The proposed project will require the following site related approvals from the Planning Board:

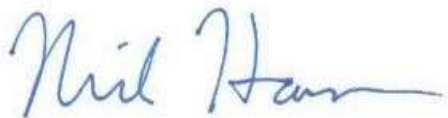
- Sketch Plan Review
- Site Plan Review Permit
- Subdivision Plan Review Permit
- Special Exception Request for Multifamily Dwelling

As per Section 16.7.10 B of the Town of Kittery Land Use and Development Code, the proposed project is major site plan and may meet with the Planning Board for Sketch Plan Review, in order to receive feedback on the proposed plan prior to preparing an advanced site plan design.



The applicant respectfully requests to be placed on the April 13, 2023, Planning Board meeting agenda for Sketch Plan Review. If you have any questions or need any additional information, please contact Neil Hansen by phone at (603) 294-9213 or by email at nehansen@tighebond.com.

Sincerely,
TIGHE & BOND, INC.



Neil A. Hansen, PE
Project Manager



Patrick M. Crimmins, PE
Vice President

Copy: 283 Route 1, LLC (via email)



TOWN OF KITTERY MAINE
TOWN PLANNING AND DEVELOPMENT DEPARTMENT

200 Rogers Road, Kittery, Maine 03904
 Phone: (207) 475-1323
 Fax: (207) 439-6806
www.kittery.org

APPLICATION: SITE OR SUBDIVISION-SKETCH PLAN REVIEW

Application Fee:		<input type="checkbox"/> \$200.00		Amount Paid:\$		Date:	
PROPERTY DESCRIPTION	Parcel ID	Map	30	Zone(s)-Base:	C-1	Total Land Area	6.436 +/- acres
		Lot	44	Overlay:		MS4	___ YES ___ NO
	Physical Address	283 Route 1					
PROPERTY OWNER'S INFORMATION	Name	283-360 Kittery, LLC			Mailing Address	20 Marginal Way Portland, ME 04101	
	Phone						
	Fax						
	Email						
APPLICANT'S AGENT INFORMATION	Name	Ryan Plummer			Name of Business	283 Route 1, LLC	
	Phone	603.431.6400			Mailing Address	C/O Two International Group 1 New Hampshire Ave, Suite 123 Portsmouth, NH 03801	
	Fax						
	Email	Ryan@twointernationalgroup.com					
PROJECT DESCRIPTION	<i>See reverse side regarding information to be provided.</i>						
	Existing Land Use(s):						
	Retail						
	Proposed Land Use(s) and Development:						
	Hotel, Apartments, Retail						
	Please describe any construction constraints (wetlands, shoreland overlay zone, flood plain, non-conformance, etc.)						
	N/A						
I certify, to the best of my knowledge, this application information is true and correct and I will not deviate from the Plan submitted without notifying the Town Planning and Development Department of any changes.							
Applicant's Signature:				Owner's Signature:			
Date:	3/22/2023			Date:	3/22/2023		

MINIMUM PLAN SUBMITTAL REQUIREMENTS

- 15 Copies of this Application, Vicinity Map, and the Sketch Plan - 5 of which must be 24" X 36"

Sketch Plan format and content:

A) Paper Size; no less than 11" X 17" or greater than 24" X 36"

B) Plan Scale

- Under 10 acres: no greater than 1" = 30'
 10 + acres: 1" = 50'

C) Title Block

- Applicant's name and address
 Name of preparer of plan with professional information
 Parcel's Kittery tax map identification (map - lot) in bottom right corner

NOTE TO APPLICANT: PRIOR TO A PLANNING BOARD SITE WALK, TEMPORARY MARKERS MUST BE ADEQUATELY PLACED THAT ENABLE THE PLANNING BOARD TO READILY LOCATE AND EVALUATE THE DEVELOPMENT'S DESIGN.

Vicinity Map – map or aerial photo showing 1,000 feet around the site.

Sketch Plan must include the following existing and proposed information:

Existing:

- Land Use Zone and boundary
- Topographic map (optional)
- Wetlands and flood plains
- Water bodies and water courses
- Parcel area
- Lot dimensions
- Utilities (Sewer/septic, water, electric, phone)
- Streets, driveways and rights-of-way
- Structures

Proposed: (Plan must show the lightened existing topography under the proposed plan for comparison.)

- Recreation areas and open space
- Number of lots and lot areas
- Setback lines and building envelopes
- Lot dimensions
- Utilities (Sewer/septic, water, electric, phone)
- Streets, driveways and rights-of-way
- Structures

Distance to:

- Nearest driveways and intersections
- Nearest fire hydrant
- Nearest significant water body

AN APPLICATION THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD REVIEW.

283 US Route 1 – Concept Design Overview

To: Mr. Jason Garnham, Director of Planning and Development
FROM: Neil Hansen, PE, Project Manager, Tighe & Bond
Patrick Crimmins, PE, Vice President, Tighe & Bond
COPY: 283 Route 1, LLC
DATE: March 23, 2023

Tighe & Bond has prepared this technical memorandum to supplement the Sketch Site Plan and Sketch Drainage & Utility Plan submitted as part of the request for Site Sketch Plan Review. This memo provides additional technical summaries of key project features including stormwater and utilities, and calculations for parking.

Project Overview

The project includes the redevelopment of a retail plaza. The proposed plan includes the construction of three buildings consisting of hotel, retail/restaurant, and residential use. The buildings consist of a 4-story, 120 key hotel along US Route 1, a 10,000 SF retail/restaurant building at the corner of US Route 1 and Wilson Road, and a 4-story 100 unit residential building to the rear of the site.

Site History

The proposed project site is the location of an existing retail shopping plaza and associated parking areas. The plaza includes three separate retail buildings with two curb cuts on US Route 1 and once curb cut on Wilson Road. The existing parking area is mostly impervious, with limited landscaping.

Parking Calculations

The Town of Kittery Land Use and Development Code regulations has the following parking requirements for the proposed uses. For multifamily development in the C-1 zone, Section 16.4.19(4)(c)[1][a] requires one (1) space for every dwelling unit. Hotel and retail/restaurant parking requirements in Section 16.7.11 requires one (1) space for each hotel room, one (1) space per 175 square feet of retail space, and one (1) space for each 3 seats of restaurant space.

Parking demand calculations for proposed plan:

- 120 key hotel, requires 120 parking spaces
- 100 dwelling unit multifamily building, requires 100 parking spaces
- 10,000 square foot retail/170 seat restaurant, requires 57 parking spaces

Total parking spaces required for the proposed uses is 277 parking spaces. The Sketch Site Plan includes 344 proposed parking spaces.

Stormwater

Stormwater runoff from the proposed development will be designed to meet the requirements of Section 16.7.11 C of the Town of Kittery Land Use and Development Code stormwater

regulations as well as the regulations of the Maine Department of Environmental Protection (MDEP). All the stormwater from the impervious surfaces on site will be directed to offline deep sump catch basins for pre-treatment. Stormwater runoff will be treated via off-line deep sump catch basin and underground detention/infiltration systems. The underground system will be design to allow for infiltration if the site conditions are suitable for infiltration. Additional stormwater BMP's will be provided as necessary to meet all requirements of the Town of Kittery and MDEP.

Utilities

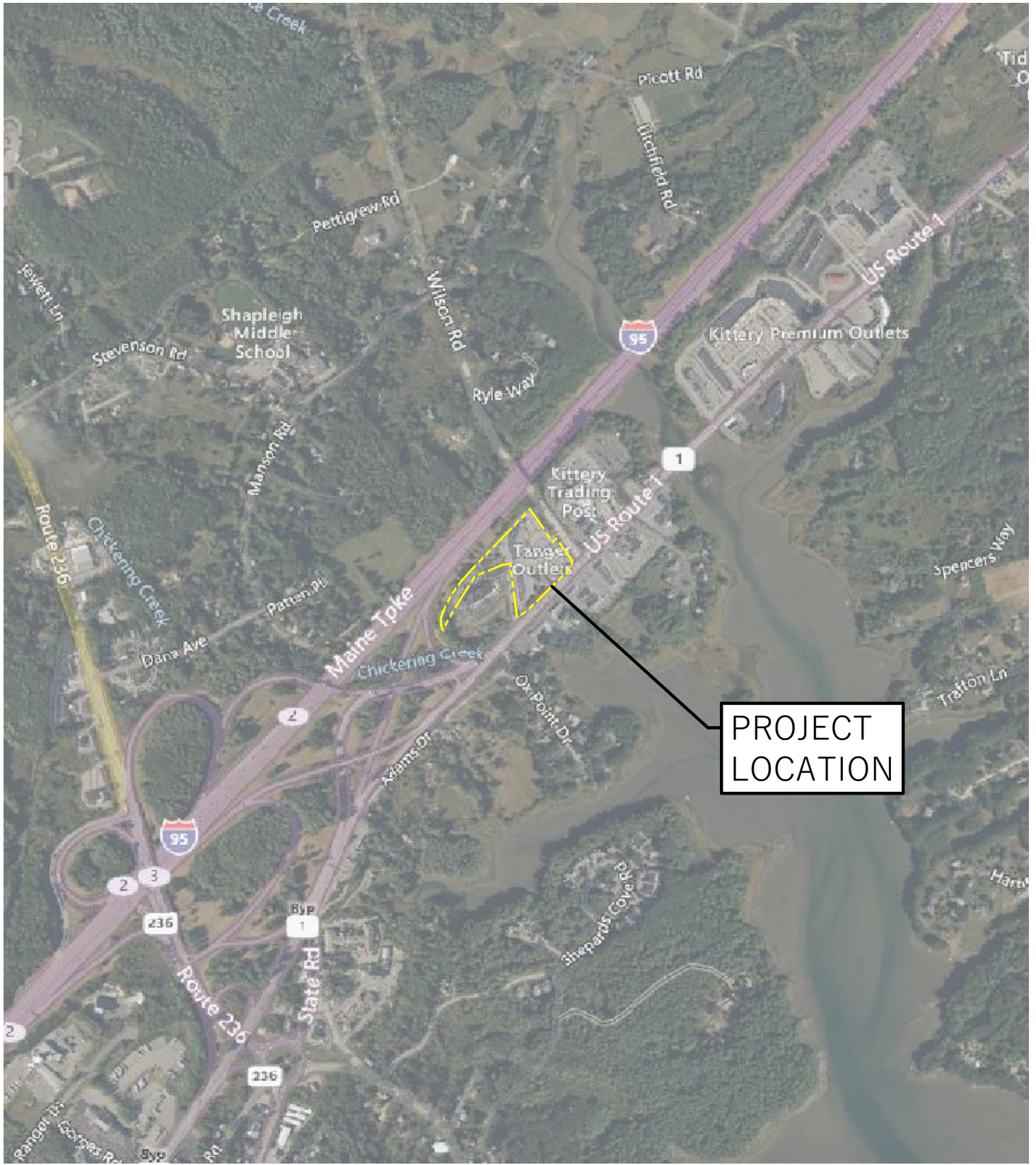
Proposed water, sewer, gas, electric, telecom and cable for the project are anticipated to be connected to the existing services along Old Wilson Road.

Open Space

The proposed lot is approximately 6.44 acres. The Town of Kittery Land Use and Development Code, Section 16.4.19E.(4)(b)[1] requires 15% of each lot be retained as open space which is 0.97 acres. The proposed plan calls for approximately 31% (2.00 acres) open space on site.

Wetlands

There are no wetlands located on the project site. Off-site wetlands in the vicinity of the site includes Chickering Creek which is located to the west of Old Wilson Road. There is no work proposed in the wetlands or wetland buffers.



PROJECT
LOCATION



SCALE IN FEET



KITTERY MIXED USE DEVELOPMENT
KITTERY, MAINE

283 US ROUTE 1
 VICINITY MAP

MARCH 23, 2023



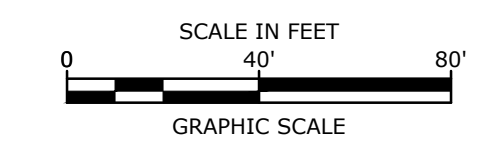
VICINITY MAP
 SCALE: 1" = 1,000'



SITE DATA:

OWNER:	283-360 KITTERY, LLC 20 MARGINAL WAY PORTLAND, ME 04101
APPLICANT:	283 ROUTE 1, LLC TWO INTERNATIONAL GROUP 1 NEW HAMPSHIRE AVE, SUITE 123 PORTSMOUTH, NH 03801
PROJECT LOCATION:	TAX MAP 30, LOT 44 283 US ROUTE 1 TOWN OF KITTERY, MAINE
ZONING DISTRICT:	COMMERCIAL 1 (C-1)

SKETCH COLOR SITE PLAN



Date Saved: 2/23/2023
 Project On: 2/23/2023 11:04am By: WAHansen
 Tighe & Bond: J:\TYT\5037 Two International Group\283 Kittery 1\Drawings\AutoCAD\Concept Base 5.dwg

SITE DATA:

ALLOWED USES: HOTEL
RETAIL
MULTIFAMILY DWELLING⁽¹⁾

DIMENSIONAL REQUIREMENTS:

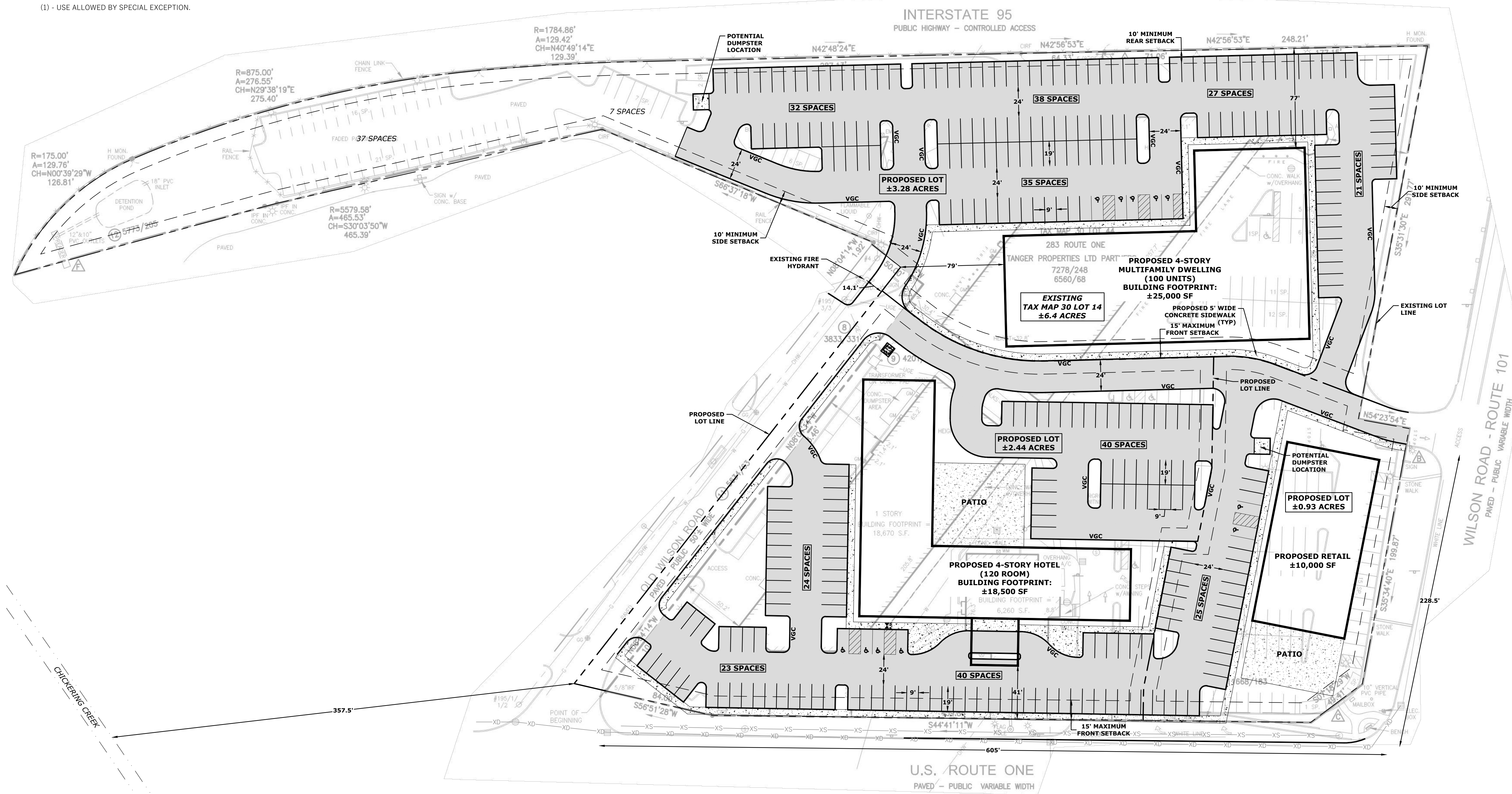
	ALLOWED 40,000 SF	PROPOSED 40,443 SF
MINIMUM LOT SIZE:		
MINIMUM DENSITY, MULTIFAMILY USE: 16 UNITS / ACRE =	53 UNITS	100 UNITS
MINIMUM STREET FRONTAGE:	N/A	
MAXIMUM FRONT SETBACK:	15 FT	
SETBACKS:		
• MAXIMUM FRONT:	15 FT	±3 FT
• MINIMUM SIDE:	10 FT	±63 FT
• MINIMUM REAR:	10 FT	±78 FT
MAXIMUM BUILDING HEIGHT: MULTIFAMILY DWELLING: ALL OTHER USES:	50 FT 40 FT	<50 FT <40 FT
MAXIMUM IMPERVIOUS COVERAGE:	70%	±70%
MINIMUM OPEN SPACE:	15%	±31.5%

(1) - USE ALLOWED BY SPECIAL EXCEPTION.

PARKING REQUIREMENTS:

	REQUIRED	PROPOSED
PARKING STALL LAYOUT: • STANDARD 90°	9' X 19'	9' X 19'
DRIVE AISLE WIDTH: • 90° (2-WAY TRAFFIC)	24 FT	24 FT
PARKING SPACE REQUIREMENTS: HOTEL: 1 SPACE / ROOMS +1 / 100SF OF MEETING ROOM = 120 ROOM / 1 SPACE/ROOM		= 120 SPACES
MULTIFAMILY DWELLING: 1 SPACE / DWELLING UNIT = 100 UNITS / 1 SPACE/UNIT		= 100 SPACES
RETAIL ⁽¹⁾ 1 SPACE / 175SF = 10,000SF / 1 SPACE/175SF =	57 SPACES	
TOTAL REQUIRED PARKING:	277 SPACES	349 SPACES ⁽²⁾

(1) - IF SPACE IS TO BE USED AS RESTAURANT 57 SPACES WOULD ALLOW FOR A 170 SEAT RESTAURANT (1 SPACE / 3 SEATS)
(2) - ELEVEN (11) ADA SPACES PROVIDED



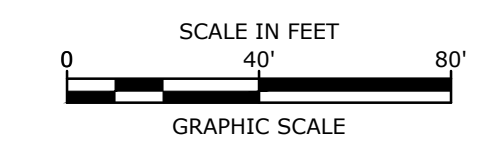
KITTERY MIXED USE DEVELOPMENT
283 US ROUTE 1
KITTERY, MAINE



VICINITY MAP
SCALE: 1" = 1,000'

SITE DATA:
OWNER: 283-360 KITTERY, LLC
20 MARGINAL WAY
PORTLAND, ME 04101
APPLICANT: 283 ROUTE 1, LLC
TWO INTERNATIONAL GROUP
1 NEW HAMPSHIRE AVE, SUITE 123
PORTSMOUTH, NH 03801
PROJECT LOCATION: TAX MAP 30, LOT 44
283 US ROUTE 1
TOWN OF KITTERY, MAINE
ZONING DISTRICT: COMMERCIAL 1 (C-1)

SKETCH SITE PLAN

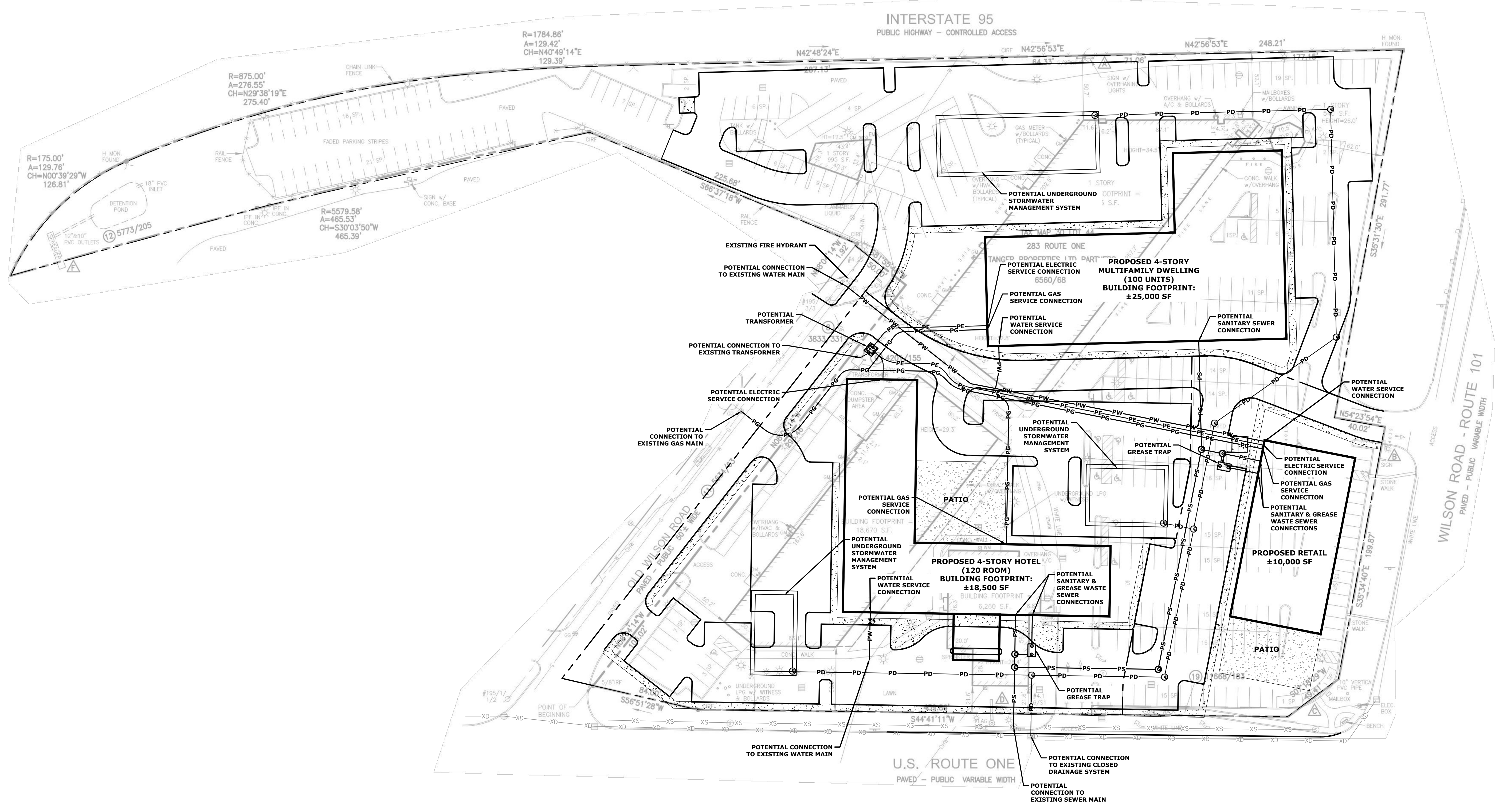


Tighe & Bond
177 Corporate Drive
Portsmouth, NH 03801
(603) 433-8818

Date Saved: 9/23/2023
 Project On: Mar 23, 2023 12:20pm By: NAHansen
 Tighe & Bond: J:\TYT\5037 Two International Group\283 Route 1\Drawings\AutoCAD\Concept Base 5.dwg



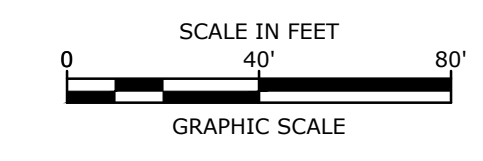
VICINITY MAP
 SCALE: 1" = 1,000'



SITE DATA:

OWNER:	283-360 KITTERY, LLC 20 MARGINAL WAY PORTLAND, ME 04101
APPLICANT:	283 ROUTE 1, LLC TWO INTERNATIONAL GROUP 1 NEW HAMPSHIRE AVE, SUITE 123 PORTSMOUTH, NH 03801
PROJECT LOCATION:	TAX MAP 30, LOT 44 283 US ROUTE 1 TOWN OF KITTERY, MAINE
ZONING DISTRICT:	COMMERCIAL 1 (C-1)

SKETCH DRAINAGE / UTILITIES PLAN



Date Saved: 3/23/2023
 Project On: Mar 23, 2023 12:22:22 PM By: NAHansen
 Tighe & Bond: J:\TYT\5037 Two International Group\283 Route 1 Drawings\AutoCAD\Concept Base 5.dwg

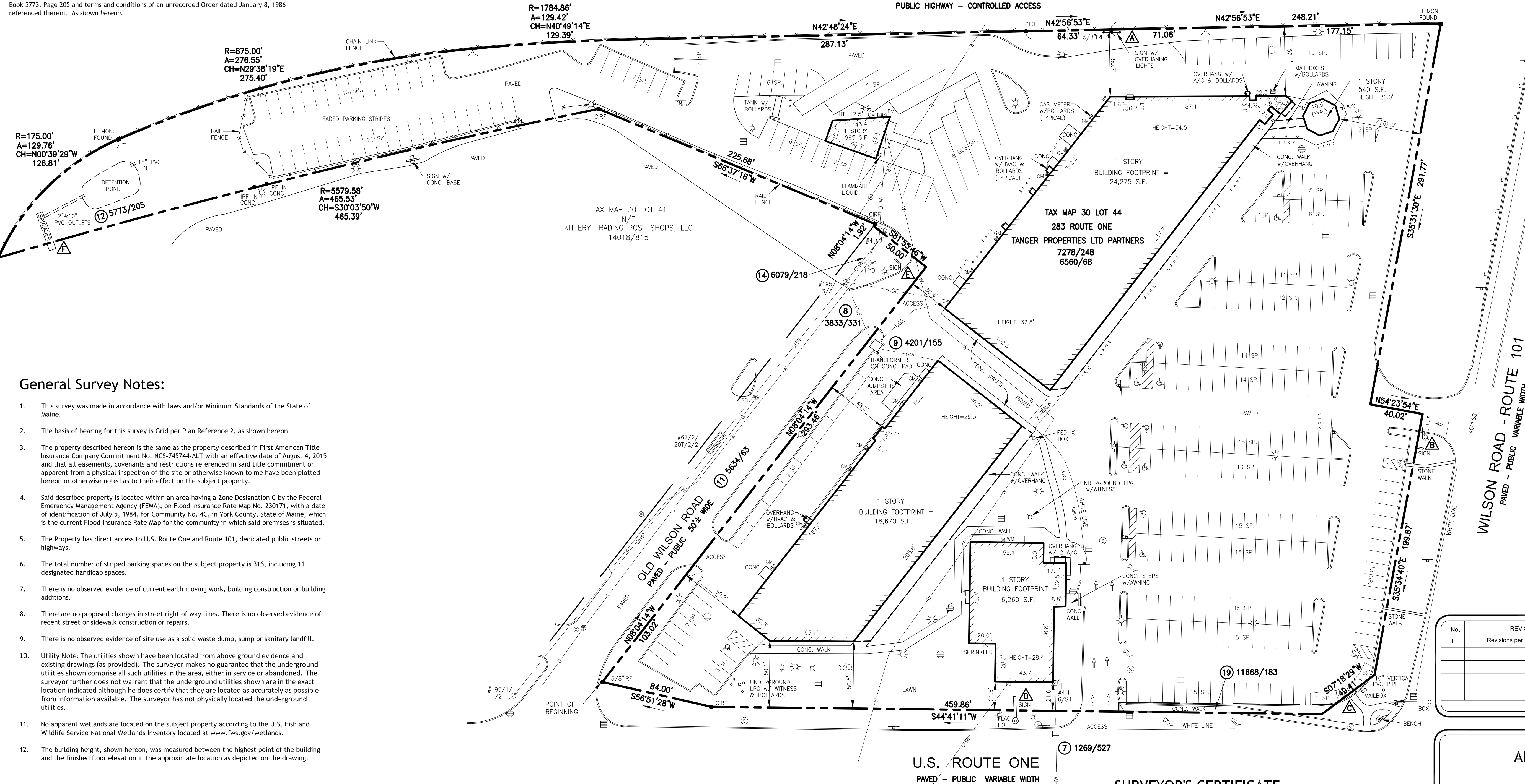
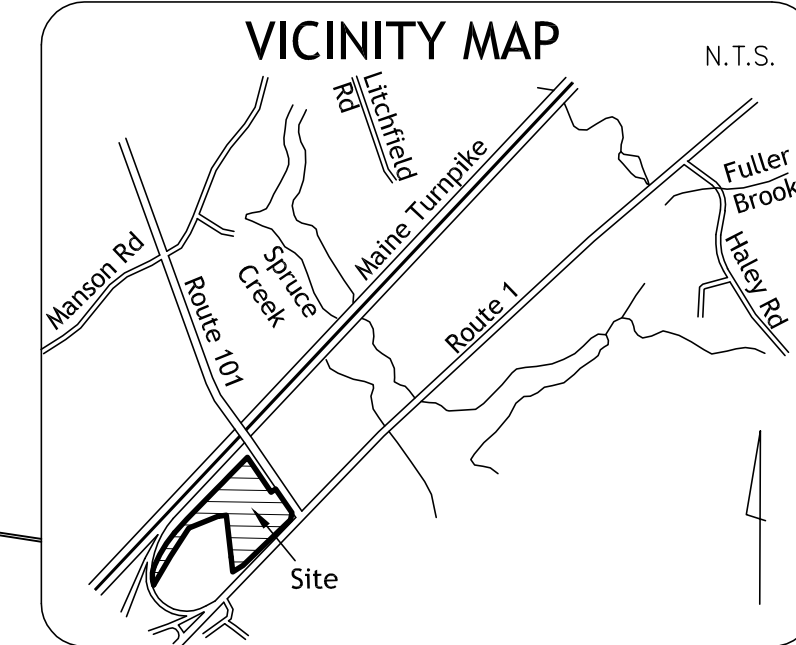
SCHEDULE B-2 EASEMENT NOTES

The following exceptions affect Parcel One - 283 U.S. Route 1 only:

- Rights and easements from William R. Downey and Norman R. Thompson to Kittery Electric Light Co., (now Central Maine Power Company) and New England Telephone and Telegraph Company as set forth in an instrument dated August 7, 1954 and recorded in the York County Registry of Deeds in Book 1269, Page 527. As shown hereon.
- Easement Deed from Stanley K. Tanger Co. to Central Maine Power Company and New England Telephone and Telegraph Company dated March 14, 1986 and recorded in the York County Registry of Deeds in Book 3833, Page 331. As shown hereon.
- Rights and easements from Stanley K. Tanger to New England Telephone and Telegraph Company as set forth in an instrument dated December 18, 1986 and recorded in the York County Registry of Deeds in Book 4201, Page 155. As shown hereon.
- All above ground and underground utility easements and installations as excepted in a deed from the State of Maine to Stanley K. Tanger, dated November 29, 1990 and recorded in the York County Registry of Deeds in Book 5634, Page 52. No evidence of utilities found.
- Terms and conditions regarding shared maintenance of a portion of Old Wilson Road as set forth in a deed from the Town of Kittery to Stanley K. Tanger, dated December 21, 1990 and recorded in the York County Registry of Deeds in Book 5634, Page 63. As shown hereon.
- Terms and conditions of a Department of Environmental Protection Order for Stanley K. Tanger and Tanger Outlet Center 1, dated June 10, 1991 and recorded in the York County Registry of Deeds in Book 5773, Page 205 and terms and conditions of an unrecorded Order dated January 8, 1986 referenced therein. As shown hereon.
- Terms and conditions of a Department of Environmental Protection Order for Stanley K. Tanger, Tanger and Tanger Outlet Center 1, dated March 26, 1992 and recorded in the York County Registry of Deeds in Book 6043, Page 252. Not plottable, blank in nature.
- Easement Deed from Stanley Tanger to Central Maine Power Company and New England Telephone and Telegraph Company dated April 29, 1992 and recorded in the York County Registry of Deeds in Book 6079, Page 218. As shown hereon.
- Such state of facts as shown on a plan entitled "Land Title Survey, Tanger Outlet Center 1, Route One, Kittery, Maine, prepared for Tenger Properties Limited Partnership" by Civil Consultants dated February 11, 1999, last revised March 1, 1999. See Referenced Plan.
- Non survey items.
- Highway, Sidewalk and Utility Easement from Tanger Properties Limited Partnership to the State of Maine acting by and through its Department of Transportation and the Inhabitants of the Town of Kittery dated May 16, 2002 and recorded in the York County Registry of Deeds in Book 11668, Page 183. As shown hereon.

LEGEND OF SYMBOLS:

- Monument found
- Iron pipe or rod found
- Capped iron rod set
- Utility pole
- Manhole
- Sewer Manhole
- Sign
- Catch Basin
- Hydrant
- Water valve or shutoff
- Gas valve or gate
- Light Pole
- Bollard
- Landscape Light
- Fence
- Guardrail
- Curb
- Overhead utilities
- Underground Electric
- Water line
- Gas line
- Electric or Gas meter
- Concrete
- Now or Formerly Deed Book / Page
- Schedule B Exception
- Possible Encroachment



RECORD LEGAL DESCRIPTION

Parcel One - 283 U.S. Route 1
 A certain parcel of land with buildings thereon, located in the Town of Kittery, County of York, and the State of Maine, more particularly described as follows:
 Beginning at a 5/8 inch rebar set at the intersection of the northwesterly sideline of U.S. Route 1 and the easterly sideline of Old Wilson Road;
 Thence N 08° 04' 14" W a distance of one hundred three and 02/100 (103.02) feet along the easterly sideline of Old Wilson Road to a 5/8 inch rebar;
 Thence N 08° 04' 14" W a distance of two hundred ninety-three and 46/100 (293.46) feet along the easterly sideline of Old Wilson Road to a point;
 Thence S 81° 55' 46" W a distance of fifty and 00/100 (50.00) feet along the northerly sideline of Old Wilson Road to a point;
 Thence N 08° 04' 14" W a distance of one and 92/100 (1.92) feet to a 5/8 inch rebar;
 Thence S 66° 37' 18" W a distance of two hundred twenty-five and 68/100 (225.68) feet to a 5/8 inch rebar;
 Thence along a curve to the left an arc distance of four hundred sixty five and 53/100 (465.53) feet, with a radius of five thousand five hundred seventy nine and 58/100 (5579.58) feet; said curve having a chord bearing of S 30° 03' 50" W a chord distance of four hundred sixty five and 39/100 (465.39) feet to a 5/8 inch rebar set on the southeasterly sideline of Interstate 95;
 Thence along a curve to the right on the southeasterly sideline of Interstate 95 an arc distance of one hundred twenty nine and 76/100 (129.76) feet, with a radius of one hundred seventy five and 00/100 (175.00) feet; said curve having a chord bearing of N 00° 39' 29" W a chord distance of one hundred twenty six and 81/100 (126.81) feet to a highway monument, said monument being a six inch by six inch concrete monument set flush;
 Thence along a curve to the right on the southeasterly sideline of Interstate 95 an arc distance of one hundred twenty six and 55/100 (126.55) feet, with a radius of one thousand seven hundred eighty four and 86/100 (1784.86) feet; said curve having a chord bearing of N 40° 49' 14" E a chord distance of one hundred twenty nine and 39/100 (129.39) feet to a highway monument, said monument being a six inch by six inch concrete monument set flush;
 Thence N 42° 48' 24" E along the southeasterly sideline of Interstate 95 a distance of two hundred eighty seven and 13/100 (287.13) feet to a 5/8 inch rebar;
 Thence N 42° 56' 53" E along the southeasterly sideline of Interstate 95 a distance of sixty four and 33/100 (64.33) feet to a highway monument;
 Thence N 42° 56' 53" E along the southeasterly sideline of Interstate 95 a distance of seventy one and 06/100 (71.06) feet to a highway monument set at the intersection of the southeasterly sideline of Interstate 95 and the westerly sideline of the relocated Wilson Road;
 Thence S 35° 34' 40" E along the westerly sideline of said Wilson Road a distance of one hundred ninety nine and 87/100 (199.87) feet to a highway monument;
 Thence S 07° 18' 29" W along the westerly sideline of said Wilson Road a distance of forty nine and 40/100 (49.40) feet to an iron pin set at the intersection of the westerly sideline of the relocated Wilson Road and the northwesterly sideline of U.S. Route 1;
 Thence S 44° 41' 11" W along the northwesterly sideline of U.S. Route 1 a distance of four hundred fifty nine and 86/100 (459.86) feet to a highway monument;
 Thence S 56° 51' 28" W along said sideline a distance of eighty four and 00/100 (84.00) feet to the Point Of Beginning.

General Survey Notes:

- This survey was made in accordance with laws and/or Minimum Standards of the State of Maine.
- The basis of bearing for this survey is Grid per Plan Reference 2, as shown hereon.
- The property described hereon is the same as the property described in First American Title Insurance Company Commitment No. NCS-745744-ALT with an effective date of August 4, 2015 and that all easements, covenants and restrictions referenced in said title commitment or apparent from a physical inspection of the site or otherwise known to me have been plotted hereon or otherwise noted as to their effect on the subject property.
- Said described property is located within an area having a Zone Designation C by the Federal Emergency Management Agency (FEMA), on Flood Insurance Rate Map No. 230171, with a date of identification of July 5, 1984, for Community No. 4C, in York County, State of Maine, which is the current Flood Insurance Rate Map for the community in which said premises is situated.
- The Property has direct access to U.S. Route One and Route 101, dedicated public streets or highways.
- The total number of striped parking spaces on the subject property is 316, including 11 designated handicap spaces.
- There is no observed evidence of current earth moving work, building construction or building additions.
- There are no proposed changes in street right of way lines. There is no observed evidence of recent street or sidewalk construction or repairs.
- There is no observed evidence of site use as a solid waste dump, sump or sanitary landfill.
- Utility Note: The utilities shown have been located from above ground evidence and existing drawings (as provided). The surveyor makes no guarantee that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated although he does certify that they are located as accurately as possible from information available. The surveyor has not physically located the underground utilities.
- No apparent wetlands are located on the subject property according to the U.S. Fish and Wildlife Service National Wetlands Inventory located at www.fws.gov/wetlands.
- The building height, shown hereon, was measured between the highest point of the building and the finished floor elevation in the approximate location as depicted on the drawing.

LIST OF POSSIBLE ENCROACHMENTS

- Lights on sign overhang into Interstate ±2'
- Tanger Outlet sign into right of way ±5'
- Curbing and pavement into right of way ±3'
- Tanger Outlet sign, flag pole and landscape lighting into right of way ±8'
- Tanger Outlet sign into Wilson Road ±10'
- Spreader onto abutter ±3' as shown on Plan Reference 4

PLAN REFERENCES

- Maine State Highway Commission Right of Way Map, State Highway 95, Federal Aid Project No. 1-95-1(2) Section 4, S.H.C. File No. 16-181, Sheets 24-25 of 56, dated July 1967.
- Maine Turnpike Authority, Maine Turnpike, Property Plan, Section 1, Kittery to Portland, Kittery Sheet 1 (Aug. 1946) and Kittery Supplemental Sheets 2 & 3 (Dec. 1946), by Howard, Needles, Tammen & Bergendoff recorded at York County Registry of Deeds Plan Book 16, Pages 95-97.
- Plan of Land of Portion of Old Wilson Road, Kittery, Maine for Stanley Tanger by Civil Consultants dated May 19, 1986 recorded at York County Registry of Deeds Deed Book 5634, Page 63.
- Land Title Survey, Tanger Outlet Center 1, Route 1, Kittery, York County, Maine prepared for Tanger Properties Limited Partnership dated Feb. 11, 1999 by Civil Consultants.

ZONING INFORMATION

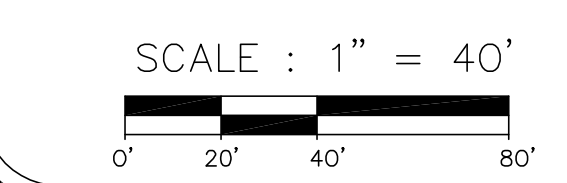
Zoning Source: Zoning Report by Partner Engineering and Science, Inc., Partner Project No. 15-145431.1 August 18, 2015
283 U.S. Route 1
 Zoning District: Commercial 1 (C-1)
 Setbacks: Front: 50 feet
 Side: 30 feet
 Rear: 30 feet
 Wetlands & Water Bodies Setbacks: Parking Lot 75 feet
 Buildings 100 feet
 Street Frontage: 150 feet
 Lot Area: 40,000 square feet
 Maximum Impervious Lot Coverage: 40%
 Maximum Height: 40 feet

U.S. ROUTE ONE
 PAVED - PUBLIC VARIABLE WIDTH

SURVEYOR'S CERTIFICATE

To: PFP Holding Company IV, LLC, a Delaware Limited Liability Company, Partner Engineering and Science, Inc., and First American Title Insurance Company, and their successors and/or assigns
 This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2011 Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 6(a), 6(b), 7(a), 7(b), 7(c), 8, 9, 11(a), 13, 14, 16, 17, 18, 19, and 21 of Table A thereof.
 The field work was completed on September 8, 2015
 Date of Plat or Map: September 10, 2015
 Randy R. Loubier
 Professional Land Surveyor No. 2407

LAND AREA:
 6.436 acres, 280,330 square feet



No.	REVISIONS	Date
1	Revisions per client comment	9/21/15

COORDINATED BY:
 SMITH-ROBERTS
 NATIONAL CORPORATION
 100 NE 5th Street
 OKLAHOMA CITY, OK 73104
 800.411.2010
 www.smith-roberts.com

ALTA/ACSM LAND TITLE SURVEY
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 STORE # 1
 283 U.S. ROUTE ONE
 KITTERY, YORK COUNTY, MAINE

OWEN HASKELL, INC.
 PROFESSIONAL LAND SURVEYORS
 390 U.S. ROUTE ONE, UNIT 10
 FALMOUTH, MAINE 04105
 Tel. (207) 774-0424 www.owenhaskell.com

LOCAL

Navy boss, US senators talk Portsmouth Naval Shipyard hiring and housing: What we learned



[Ian Lenahan](#)

Portsmouth Herald

Published 6:48 p.m. ET April 24, 2023 | Updated 8:03 p.m. ET April 25, 2023

KITTERY, Maine — Hiring and housing were two key topics discussed by the top Navy admiral and Maine and New Hampshire U.S. senators following a Monday tour of Portsmouth Naval Shipyard.

Adm. Mike Gilday, the U.S. chief of naval operations, was joined by Sens. Susan Collins, R-Maine, and Maggie Hassan, D-New Hampshire, on Seavey Island for an update on the 223-year-old military installation.

The trio lauded the progress on upgrades and expansion of the yard's Dry Dock 1 area, where Navy attack submarines are repaired, maintained and modernized. The multi-year, \$1.8 billion project is being funded through the federal Shipyard Infrastructure Optimization Program (SIOP), a 20-year, \$21 billion effort to upgrade the Kittery base and the nation's three other public shipyards.

Dry Dock 1 was constructed originally during World War I and can only fit a Los Angeles-class submarine. When the project is completed in a few years, there will be three dry docks to accommodate both Virginia-class and Los Angeles-class submarines.

“This is the Navy's oldest shipyard, the nation's oldest shipyard,” Gilday said. “We are doing not only once in a generation, (but) once in a century work to revitalize the dry docks that are so absolutely critical to maintain and sustain our most lethal and survivable element of the joint force, and that's our submarine force.”

More: Portsmouth Naval Shipyard ready for future with \$2.4B in upgrades. Here are 7 key projects

Collins recalled when the Base Realignment and Closure Commission decided to spare the Portsmouth Naval Shipyard from closure in 2005 and the installation was dubbed the “gold standard” for America’s public shipyards.

Nearly 20 years later, the shipyard has received billions of dollars in federal funding to continue its mission.

“This investment is absolutely critical for the shipyard to efficiently overhaul, refuel and service the class of Virginia-class submarines,” Collins said of the funds for Dry Dock 1. “They are bigger than the old Los Angeles-class submarines and the shipyard’s role in keeping them able to go to sea (and) join our fleet is absolutely essential.”

Apprentice program helps Portsmouth Naval Shipyard work toward hiring 1,600 by 2024

Hassan spoke about the local shipyard’s apprenticeship program as a pipeline for increasing its civilian workforce.

By the summer of 2024, the shipyard hopes to have 1,600 new civilian workers on payroll, filling positions such as shipfitters, sheet metal mechanics, welders, machinists, machinery mechanics, pipefitters, insulators, painters, sandblasters and plastic fabricators. Shipyard officials have previously said some positions offer a \$5,000 sign-on bonus for new hires.

More: Portsmouth Naval Shipyard seeks 1,200 more workers, offers \$5,000 bonus: How to apply

According to Collins, who reported hearing from some shipyard workers about their wish for higher wages, Portsmouth Naval Shipyard currently has 900 apprentices and brings in about 100 new apprentices per year.

“The apprenticeship program here is second to none,” Hassan said. “It is critically, critically important as we make these changes in technology and in capacity to know that this generation of naval shipyard workers can be passing on their knowledge and skill base in helping prepare the next generation to learn whatever they need to learn to build these extraordinary submarines that are so important to our national security.”

The shipyard had 243 graduates from its apprentice program in 2022.

“It is one reason that the shipyard, while it is facing some challenges in hiring, is not as challenged as some large employers are because of the steady flow of apprentices coming in,

its partnership with community colleges in both Maine and New Hampshire, and the incredibly skilled people who are teaching the new apprentices right here on the base,” Collins said.

For many years to come, Gilday said, the shipyard will need workers to help repair submarines, noting the Navy will need at least two more attack boats and one ballistic missile submarine by 2040.

More: Sen. Shaheen touts Portsmouth shipyard talent as 3 nations ink historic submarine deal

Gilday suggests housing solutions at Portsmouth Naval Shipyard

With increased attention on hiring, worker retention and building its apprentice program, come questions about where to house employees, a national issue that is pertinent on the Seacoast, too.

In a direct appeal to local landlords, Gilday said active military members and the yard’s civilian workers are prime candidates to rent their properties.

“For landlords out there, that are looking for reliable, responsible tenants, the folks — whether they’re in uniform or they’re civilians — that work here would be wonderful tenants for your properties that you can rely on to pay on time, to treat your properties right and maintain steady occupancy in those facilities,” he said.

After touring the base, Gilday said there could be opportunities to convert existing shipyard facilities into housing for its workforce.

“I also think that we could potentially look at public-private partnerships,” he said. “There is perhaps excess capacity with respect to buildings here on the base that we can look at (as) potential projects that we might be able to invest in together. I think there’s opportunities there.”

Collins and Sen. Angus King, I-Maine, also on Monday toured Bath Iron Works with Gilday, his third time visiting the private employer’s facilities.

Do you have a Portsmouth Naval Shipyard story idea?



Affordable Housing Committee
AGENDA
Thursday, August 4, 2022
1PM
MINUTES
DRAFT

In attendance: Mary Gibbons-Stevens, Tom Emerson, Russell White, Debbie Driscoll, Adam Causey, Kendra Amaral (Emily Flinkstrom joined after Old Post Road discussion)

1. Project updates

A. Old Post Road

- Reviewed Fair Tide proposal, other proposal was non-responsive and disqualified
- Mary moved to recommend Fair Tide, Russell seconded. Unanimous

B. Town-owned properties

- Provided update on Phelps sale and restrictions
- Update on 3 Walker sale
- 73 Rogers Road not on market yet, will be difficult to sell due to topography and wetlands

C. ADU Grant

- 4 applicants for the grant; clearly a lot of interest

2. Zoning discussion

A. BL/BL1 update on status relative to Council

B. Payment-in-lieu fee discussion

- Russell moved to reconsider the Housing Com recommended payment-in-lieu fee amount change to \$100,000 and 50% cap on number of required affordable units that payment in lieu can be used for. Debbie seconded. Approved unanimously.

C. Other zoning matters

- Committee discussed proposing amendments to draft ordinance:
 1. clarifying 3,000 sqft needed for all residential. B-L and B-L1 proposal states only if 5 or more units, needs commercial for a portion of first floor, has a 50' cap on height
 2. Mary proposed capping the building height at 40'. 3 in favor, one opposed. Passes.

3. Adjourn



Affordable Housing Committee
AGENDA
Thursday, September 1, 2022
1PM
MINUTES
DRAFT

In attendance; Mary Gibbons-Stevens, Tom Emerson, Debbie Driscoll, Adam Causey, Kendra Amaral

1. Accessory Dwelling Unit Grant –
 - A. 6 total applications, 4 met zoning and income eligibility.
 - B. 2 did not qualify due to income.
 - C. Select applicants via random drawing
 - James Foley – Busdick Drive
 - Marybeth Schofield – Priscilla Lane
 - Suzanne Johnson – Cromwell Street
 - Daniel Gipson – Brave Boat Harbor Road
 - D. None have designs ready, so the chosen applicants will be starting at the design phase
 - E. Lessons learned/things to consider
 - Make owner income qualification 120% in accordance with inclusionary zoning
 - A lot of non-conforming lots will test ordinance
 - We are encouraged by number of qualified applicants

2. Adjourn



Affordable Housing Committee

AGENDA

Thursday, October 6, 2022
1PM
MINUTES
DRAFT

In attendance; Debbie Driscoll, Adam Causey, Kendra Amaral, Emily Flinkstrom, Matt Brock, Haley Mock, Kathy Connor, Drew Fitch

1. Zoning update

- A. Lessons from/opportunity to improve process
- B. What we've done – public discussion, member council, 2 planning board meetings, public info session, workshop, KLIC review
- C. Reviewed changes to zone
- D. What we can do better
 - Publish minutes
 - Report out on other zoning changes and pending outcomes
 - Feedback, conversations from development community
 - Planning board to get com updates from their members so at regular intervals they know what's going on and what's coming
 - Community education advocacy to help people understand why and how
- E. Communication
 - How do we inform people through various media and methods
 - Targeted to different stakeholders
 - Allow for loop back with this committee and consider comments/feedback/determinations from Committee and Planning Board
 - Advocacy should focus on how we tackle affordable housing
 1. Reach out to property owners in zones we are looking at amending
 2. Do property owner training on building affordable housing
 3. Talk more about trade offs
 4. Property owners feltly uninformed
 5. Bring in experts to inform discussions

2. Initiatives updates

- A. 42/44 Old Post Road
 - Assessment phase II done – report not issued yet
 - Grant is covering assessment and possible demo/clean up
 - Good convo with Maine Housing
 - Working on agreement
 - 4-6 units
- B. ADU Grant
 - Working with 2 winners
 - Subgrant agreements are being signed
 - Applied for ADU permit
 - Neither has indicated design support needed
 - Will need to intermittently check in as they get ready to rent
 - Will track through Open Gov tracking

3. LD2003 Update
 - A. Legislation in draft to delay, amend, repeal for next session
 - B. Will send "guidance"

4. Next meeting
 - A. Housing reserve fund update
 - B. Discuss uses for reserve fund
 - C. \$50K additional from ARPA, \$150K total

5. Adjourn



Affordable Housing Committee

AGENDA

Thursday, November 3, 2022

12PM

MINUTES

DRAFT

In attendance; Mary Gibbons-Stevens, Tom Emerson, Russell White, Debbie Driscoll, Kendra Amaral, Emily Flinkstrom, Haley Mock, Drew Fitch, Kathy Connor, Matt Brock

1. Housing Reserve Fund Update

A. Balance and Encumbrances

- \$150,000; \$50,000 allocated to ADU grant
- \$943,227 in real estate sale; \$750,000 allocated to Gorges Road, remainder \$193,227
- Holding off on transfer of real estate proceeds until Gorges Rd is over finish line.

B. Other Uses

- Emily recommended using the subcommittee to develop ideas
- Home repairs was an idea from Matt, but acknowledges there are other existing programs – Look at gaps/holes of support
- Drew recommends holding money for LITC contribution (gains points on app)
- Flexible gap funding for affordable housing projects (not necessarily LITC)
- Tom thinks we need to make it known we have this fund
- Subcommittee start meeting to develop recommendations

2. Continue Discussion – Priorities for the Coming Year

A. Prioritize Remaining Potential Zones for Inclusionary Housing

- Housing at table for business park zoning
- Potential zones M-U, Foreside, Urban-Residential, need to prioritize
- Conservation subdivision now has inclusionary zones
- Committee would like a map of where inclusionary housing regulations apply

B. Codify/Formalize a Process for Proposing and Following Zoning Amendments through the Review/Approval Process

- Matt wants to build in process to bring back or review input from KLIC and Planning Board

C. Community Forums and Education

- Talk about why, how, options, gauge, priorities, focus
- Property owner education around how to develop/be part of the solution
- Celebration around ADU completion/ribbon cutting, target to what we have done

- Maybe develop a program around addressing myths, misconceptions, and impacts of affordable housing.
 - Repost forums & “Affordable Housing 101” from KCC online
 - Dispel fear of density
 - Timing is important – Do we wait until a project or initiative is coming or before people are feeling “threatened”
 - Subgroup to work on syllabus/annual plan – Emily, Tom, Kendra, Haley
 1. Bring back to committee for review and approval
- D. Draft Annual Report to Council
- Next meeting will discuss an outline of the report.
- E. Loop Back with Housing Experts on Adopted Affordable Housing Zoning
- Get feedback on two changes - Height + 25% max of PIL
 - Get sense of how it impacts actual project viability
 - Postpone until LD2003 is settled
3. Update on Existing Initiatives
- A. Update provided on ADU Grant implementation
 - B. Update provided on sale of tax acquired property, Rogers Road on market, Phelps title still being addressed.
 - C. Update Old Post Affordable Housing Project – working on brownfields assessment still.
4. Next Steps
- A. What should be on report to Council?
 - B. Uses for funds
 - C. PR for steps taken so far



Affordable Housing Committee

AGENDA

Thursday, December 1, 2022

1 PM

MINUTES

DRAFT

In attendance; Mary Gibbons-Stevens, Russell White, Debbie Driscoll, Kendra Amaral, Emily Flinkstrom, Haley Mock, Kathy Connor, Matt Brock

1. Short Term Rental (STR) Discussion
 - A. Ordinance overview and report to council overview
 - B. Matt disclosed he has one STR license, Debbie disclosed she has two
 - C. Provide list of licenses and waitlist
 - D. Can we identify
 - How many are otherwise diverted long term vs room rental
 - How many are non-resident
 - How many units of each assessing type
 - Cap gives Housing Com comfort
 - Bring back any updates to committee from Council action
2. Review & Approve Minutes
 - A. Matt moved to approve, Russel seconded. Approved unanimously.
 - B. Next chunk of draft minutes coming in January for February vote.
3. Outline for Report to Council
 - A. ADU grant program
 - B. BL-BL-1
 - C. 42-44 Old Post
 - D. Tax acquired property
 - E. State saw Kittery as a model for ADU in LD2003
 - F. Conservation sub-division/inclusionary housing amendments
 - G. May workshop on housing
4. Housing Reserve Fund Brainstorming Cont.
 - A. We don't want to duplicate existing programs
 - B. When previously discussed, wanted to focus on unit generation.
 - C. Do we want to look at "donut hole" support, meaning those who don't qualify for support due to making too much per program means tests but not enough to move forward on affordable housing unit generation.
5. Update on Existing Initiatives
 - A. ADU Grant update provided.
 - B. LD2003 – Committee wants to track the status of draft laws in process.

6. Adjourn