



# TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904  
Telephone: (207) 475-1329 Fax: (207) 439-6806

## KITTERY TOWN COUNCIL COUNCIL CHAMBERS

October 23, 2023

6:00PM

---

Meetings may be watched in person, on Channel 22, the Town's website, or Kittery Channel 22 Facebook page.

The public may submit public comments via email, US Mail, or by dropping off written comments at the Town Hall. Emailed comments should be sent to:

[TownComments@kitteryme.org](mailto:TownComments@kitteryme.org).

The public may participate in person or via Zoom webinar. **To register for the Zoom webinar, click this link:**

[https://us02web.zoom.us/webinar/register/WN\\_fjv3BJO3QEWRjYRVObVlww](https://us02web.zoom.us/webinar/register/WN_fjv3BJO3QEWRjYRVObVlww)

**Written comments received by noon on the day of the meeting will become part of the public record and may be read in whole or in summary by the Council Chair.**

---

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
  - September 25, 2023 – Regular & Executive Session Meeting
8. Interviews for the Board of Appeals and Planning Board

9. All items involving the town attorney, town engineers, town employees or other town consultants or requested offices.

10. PUBLIC HEARINGS

a.(100223-01) The Kittery Town Council moves to hold a public hearing on a Title 12 Shellfish Conservation.

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.

i. (100223-02) The Kittery Town Council moves to accept a donation from William S. Quirk in the amount of \$750.00 to be deposited into the Thresher Memorial Park fund, account #5007.

b.(100223-03) The Kittery Town Council moves to schedule a public hearing on November 13, 2023 for a new Liquor License for Board LLC, 5 Shapleigh Rd, Kittery.

c.(100223-04) The Kittery Town Council moves to schedule a public hearing on November 27, 2023 on Title 10 Three Way Stop Dennett Ext/Martin Road.

d.(100223-05) The Kittery Town Council moves to schedule a public hearing on November 27, 2023 on Title 16 Housing to Comply with LD2003.

e.(100223-06) The Kittery Town Council moves to set the December meeting schedule to be December 11, 2023 only.

f. (100223-07) The Kittery Town Council moves to approve a request from the Traip Academy Project Graduation Committee to hold a toll booth at the Resource Recovery Facility on November 25, 2023 between 8:00am and 2:15pm.

g.(100223-08) The Kittery Town Council moves to appoint the Council representatives to the School Social Emotional Learning and Diversity, Equity & Inclusion Committees.

- Social Emotional Learning – Councilor Bragg
- Diversity, Equity & Inclusion Committee – Councilor Stevens

h.(10023-09) The Kittery Town Council moves to approve a petition request from Gary Reiner to extend the Sewer main to 17 Page Street.

14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS

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

16. EXECUTIVE SESSION

17. ADJOURNMENT

Posted: October 19, 2023



# 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 October 23, 2023

- 1. Energy Efficiency Community Block Grant** – On October 10, the Town of Kittery, working in partnership with SMPDC and York County Community Action, was announced as one of the twelve selectees of the national Energy Efficiency and Conservation Block Grant competitive program, from the Office of State and Community Energy Programs at the U.S. Department of Energy.

The grant is for \$800,000 and will support implementation of residential energy improvements in Kittery, Kennebunk, Kennebunkport, Ogunquit, and Wells. Objectives of the grant include providing direct technical assistance and upfront funding to assist residents in participating in Efficiency Maine rebate programs; and provide additional funding for qualified energy efficiency improvements for low to moderate income residents.

This award is highly selective, and reflects our shared focus on improving energy efficiency, reducing greenhouse gas emissions, and reducing residents' energy use and cost in the region.

- 2. Draft Climate Action Plan Strategies Input** – The Climate Action Plan Task Force is working diligently on collecting input on the draft climate action strategies and action items. An open house was held at the Kittery Community Center in September, two more are scheduled for November at the Rice Public Library, and the strategies are posted online with a survey for feedback. Input on the strategies will be collected through early November.

The input will be used to refine the strategies and action items for incorporation in the broader Climate Action Plan.

To review the strategies and take the survey online, please visit [www.kitteryme.gov/CAP](http://www.kitteryme.gov/CAP).

- 3. Veterans Day Observance and KRRF Hours** – In observance of Veterans Day, the Town Hall Customer Service Center and administrative offices will be closed on Friday, November 10. The Kittery Resource Recovery Facility, Kittery Community Center, and Rice Public Library will be closed on the actual holiday, which is Saturday, November 11.
- 4. November 7 Election** – The election will be held on **November 7, 2023 from 8AM to 8PM at the Kittery Community Center**. The ballot will include local elected positions and state referenda.

The Clerk's Office will be holding a Voter Registration Night on November 2 from 6PM to 7PM.

Absentee ballots are available at the Town Clerk's Office. Absentee ballots may be returned using the secure drop box at the entrance to Town Hall or by mail. The recommended postage is \$0.63. After 4PM on Monday, November 6, all absentee ballots must be dropped off at the polls on Election Day. All Absentee ballots must be received by 8PM on Election Day.

Due to Election operations, the Town Clerk's Office and Customer Service Center will be closed on Tuesday, November 7. The Town Clerk's Office and Customer Service Center will resume regular business hours on the following day. Many of the services offered in the Town Clerk's Office such as vital records requests, licenses, and registrations are available online on the Town Clerk's page, which can be accessed at [www.kitteryme.gov](http://www.kitteryme.gov).

For more information about registering to vote, the Election, or obtaining an absentee ballot, please contact Town Clerk Jillian Richards at 207-475-1313 or at [jrichards@kitteryme.org](mailto:jrichards@kitteryme.org).

### **Upcoming Dates:**

- Community First Non-Profit Fair – October 25, 5PM to 6:30PM, Kittery Community Center
- Save Kittery Waters CreekSmart Pledge Event – October 25, 6PM – 8PM, Rice Public Library
- Resource Recovery Facility Extended Hours – Saturdays, October 28, November 4 until 4:15PM
- Trick or Treat – October 30, 5PM to 8PM
- Real Estate Taxes Due – October 31
- Climate Action Open House – November 1, November 9, 5PM – 7PM, Rice Public Library
- Voter Registration Night at Town Hall – November 2, 6PM – 7PM, Town Hall
- Veterans Harvest Luncheon – November 9, 11:30AM, Kittery Community Center
- Housing Advocacy Boot Camp – November 15, 5:30PM, Kittery Community Center

Respectfully Submitted,



Kendra Amaral  
Town Manager

# LAND USE & NATURAL ENVIRONMENT

How can Kittery help our town's natural environment be ready for climate change?

## 1. Direct growth to areas with existing infrastructure and low flood risk



- Implement coastal flood hazard ordinance (in process).
- Refine ordinance to allow increased density in areas with sewer, water, energy transmission, public transit, and other amenities.
- Identify long-term strategies to reclaim coastal land for resiliency and public access.

## 2. Advance use of Low Impact Development practices



Refine Low Impact Development (LID) ordinance to:

- Require and promote reduction in impervious surfaces and stormwater runoff to limit groundwater rise and erosion.
- Require limit on soil disturbance.
- Require preservation and maintenance of natural landscapes with native vegetation.
- Require alternatives to hard/impervious surfaces.



## 3. Preserve and protect natural areas and local farms/food producers



- Refine ordinance to preserve areas that allow for marsh migration by protecting from development.
- Direct development away from flood-prone areas (Also see Strategy 1).
- Monitor shoreland buffer modifications and fine violators.
- Refine subdivision ordinances to require more open space in zones with no public utilities (also see Strategies 1, 2).
- Add seasonal farmstand definition to ordinance and remove regulatory barriers for establishing seasonal farmstands.

## 4. Limit use of fertilizers, pesticides, and herbicides

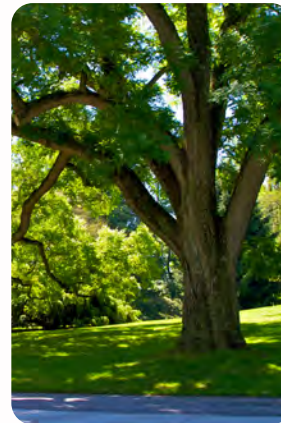


Advocate for statewide limits on residential use of fertilizers, pesticides, and herbicides, particularly in shoreland areas.

## 5. Preserve and revitalize working waterfronts



- Adopt policies and ordinances to preserve working waterfronts and enhance access to and use of.
- Support infrastructure at dock and marine facilities to enable electric fleets.
- Support the development of aquaculture.
- Permit only water-dependent uses along the coast.
- Require future coastal development/redevelopment to be climate/flood resilient and energy-efficient (Also see Strategy 1).



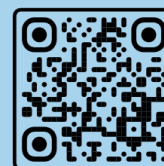
## 6. Maintain and increase tree cover and access to shade



- Develop a Town-wide tree program to encourage protection and planting of climate-resilient trees.
- Inventory heat islands, street trees, and shade areas, and develop a plan to plant more trees and install shade areas.

**Help Guide Kittery's Climate Action Plan!** The Kittery Climate Action Plan Task Force has been working hard to create a Climate Action Plan focused on changes that will have the biggest impact. What do you think of the proposed strategies? **Answer the survey by scanning the QR code here or visiting [www.kitteryme.gov/CAP](http://www.kitteryme.gov/CAP).**

SCAN ME



# HEALTH, SAFETY, & WELL BEING

How can Kittery increase health, safety, & well being in our town?



## 7. Provide advisories on health impacts of climate and extreme weather events



- Develop and implement communication strategies for public health advisories about climate-related health risks around vector-borne diseases and air/water quality issues and during extreme heat and storms, fires, and power outages.
- Develop a plan for "Resilience Hubs" that can provide critical services during a disruption or health event – such as electricity, food, water, shelter, medical supplies, heat/cooling – and coordinate partners for post-disruption support.

## 8. Enhance planning for disaster response and mitigation for current and emerging climate hazards



- Develop town-level plans that build upon existing county-level efforts – for climate hazards including loss of electrical service, extreme precipitation and flooding, extreme temperatures, wildfires, and drought.
- Create a coordinated climate and health response team to address disasters and establish a network for pre- and post-event coordination.
- Enhance collaboration with York County Emergency Management Agency on hazard mitigation planning.

## 9. Assess potential impacts of groundwater rise on septic systems and wells



Advocate for a regional groundwater modeling effort to identify areas of risk for groundwater rise and saltwater intrusion.



## 10. Provide education on public health impacts of climate change



- Implement community and school-based programs to educate the community about public health impacts – including vector-borne diseases, low air-quality days, and heat-related illness.
- Ensure education includes additional information-sharing methods for contacting "harder-to-reach" audiences (e.g. vulnerable populations, seasonal workers).

## 11. Evaluate and update evacuation routes to reflect current and future flood risk areas



Review and update evacuation routes, along with the signage and maps that direct people away from flood hazard areas.

**Help Guide Kittery's Climate Action Plan!** The Kittery Climate Action Plan Task Force has been working hard to create a Climate Action Plan focused on changes that will have the biggest impact. What do you think of the proposed strategies? **Answer the survey by scanning the QR code here or visiting [www.kitteryme.gov/CAP](http://www.kitteryme.gov/CAP).**

SCAN ME



# BUILDING & ENERGY EFFICIENCY

How can Kittery make our town's buildings and energy systems ready for climate change?

## 12. Increase efficiency in public and private buildings



- Support weatherization outreach programs – operated by KCAN and others – that provide resources and information on efficiency evaluation, Efficiency Maine incentives, contractors, and financing options.
- Create incentives to build energy efficient affordable housing within Town.
- Support the adoption of higher efficiency building codes at a regional level.
- Support monitoring of energy efficiency in municipal and school facilities – along with planning for additional efficiency measures.



## 13. Support efforts by Efficiency Maine to transition single family homes and other buildings to heat pumps



- Support usage of Efficiency Maine's heat pump adoption programs for single family homes.
- Support current town plans to transition more municipal buildings to heat pumps. Encourage the school system to consider opportunities to transition to heat pumps.

## 14. Encourage distributed renewable energy



- Support solarization programs that provide resources and information on solar evaluation, Efficiency Maine incentives, contractors, and financing options.
- Actively engage in discussions of off-shore wind and other renewable sources at the regional level.

## 15. Support improved grid resilience



Support regional-level planning in cooperation with utilities to ensure a strong grid in the transition to greater electric dependency and for all potential crises.



## 16. Promote resilient building designs



- Encourage that building designs and modifications consider both current and potential future hazards from climate change.
- Ensure critical facilities consider climate-related weather risks in both location and design and ensure they have plans for resiliency.



## 17. Promote hazard disclosure for property transactions



Encourage the State to require flood risk disclosures for all property transactions.

**Help Guide Kittery's Climate Action Plan!** The Kittery Climate Action Plan Task Force has been working hard to create a Climate Action Plan focused on changes that will have the biggest impact. What do you think of the proposed strategies? **Answer the survey by scanning the QR code here or visiting [www.kitteryme.gov/CAP](http://www.kitteryme.gov/CAP).**

SCAN ME





# TRANSPORTATION & INFRASTRUCTURE

How can Kittery make our transportation systems and infrastructure ready for climate change?

## 18. Expand access to & use of public transportation services



Mount a concerted regional effort towards expansion of public transportation throughout southern Maine.

## 19. Direct development to areas of town with public utilities, public transportation & essential services



- Modify land use codes to promote infill development.
- Redevelop brownfield sites to increase housing stock.

## 20. Improve bikeability & walkability



Improve and expand the walkability and bikeability of our roadways with safe, comfortable, and convenient paths, sidewalks, and bikeways.



## 21. Reduce paved areas in new development & redevelopment projects



- Review and amend parking ordinances to reduce minimum requirements and build in flexibility.
- Review and update minimum parking space dimensions and parking lot design, including compact car spaces where appropriate.



## 22. Expand electric vehicle charging on public & private land



- Expand public EV charging locations through public/private partnerships – including in existing publically-accessible but privately-owned lots and on the waterfront and wharfs.
- Require EV chargers or EV-ready parking in new development and redevelopment projects.

## 23. Increase public & private use of electric vehicles



- Transition municipal, school, and public transit fleets to EVs.
- Ensure the public has user-friendly information and resources to encourage and assist with purchasing EVs.
- Continue to push for EV charging stations along state/interstate highways as well as locally.

## 24. Protect critical water-related infrastructure



Assess and protect critical assets such as drinking water, wastewater and stormwater management infrastructure that will be impacted by sea level rise, storm surge, flooding and extreme weather events associated with climate change. (Also see Strategy 9)

## 25. Assess vulnerability and improve resilience of transportation infrastructure



- Assess impacts of heat, groundwater rise, saltwater intrusion and flooding caused by sea level rise on local roads, culverts and bridges to better understand vulnerabilities of important infrastructure assets.
- Plan and conduct improvements for appropriate upgrades such as raising or relocation of transportation infrastructure.
- Amend road design standards to include climate resilience.
- Adopt a policy that the Town will only consider adopting roads that meet these updated standards

**Help Guide Kittery's Climate Action Plan!** The Kittery Climate Action Plan Task Force has been working hard to create a Climate Action Plan focused on changes that will have the biggest impact. What do you think of the proposed strategies? **Answer the survey by scanning the QR code here or visiting [www.kitteryme.gov/CAP](http://www.kitteryme.gov/CAP).**

SCAN ME



# LEADERSHIP & CAPACITY

How can Kittery foster leadership and support to implement our Climate Action Plan?



## 26. Ensure municipal decision-making and funding strategies considers resilience and sustainability



- Adopt protocols to account for environmental conditions of today and tomorrow in municipal decision-making.
- Include funding for resilience and sustainability infrastructure investments in annual budgets and capital plans. Provide ongoing funding for staff to plan and implement projects.

## 27. Grow municipal capacity to support and implement climate adaptation strategies



Provide town departments with the resources, space, staff, and training needed to identify, evaluate, plan, and implement adaptation approaches.

## 28. Engage the community and local businesses in ongoing sustainability and resilience efforts



Encourage more residents and local companies to take action in their own homes and businesses by providing support, education, and programs. (Also see Strategies 12 & 14)



## 29. Advocate for resiliency and sustainability education at the state level



Ensure that the next generation has an understanding of these issues by advocating for greater incorporation of climate change and resiliency into core curricula requirements.

**Help Guide Kittery's Climate Action Plan!** The Kittery Climate Action Plan Task Force has been working hard to create a Climate Action Plan focused on changes that will have the biggest impact. What do you think of the proposed strategies? **Answer the survey by scanning the QR code here or visiting [www.kitteryme.gov/CAP](http://www.kitteryme.gov/CAP).**

SCAN ME





**Absentee ballots are now available for the November 7, 2023 Municipal & State Referendum Election. Voters can request an absentee ballot until 6 PM on November 2, 2023.**

- Request by phone: 207-475-1313 & 207-475-1312.
- Request online at [www.kitteryme.gov/elections](http://www.kitteryme.gov/elections).
- Request in person at the Customer Service Center:
  - Monday - Wednesday: 8:30 AM - 4:00 PM
  - Thursday: 8:30 AM - 6:00 PM
  - Friday: 8:30 AM - 1:30 PM

**Completed absentee ballots may be returned using the secure drop box outside of Town Hall, located at 200 Rogers Road, until 4:00 PM on Monday, November 6, 2023.**

**After the close of business on Monday, all absentee ballots must be returned directly to the polls on Election Day.**

**FOR MORE INFORMATION, VISIT: [WWW.KITTERYME.GOV/ELECTIONS](http://WWW.KITTERYME.GOV/ELECTIONS)**

**YOUR VOTE MATTERS, SO CAST YOUR  
BALLOT AND LET YOUR VOICE BE HEARD!**



# IMPORTANT UPCOMING ELECTION DATES

**Town Council & School Committee Nominations**  
**Deadline: September 8, 2023**

**Write-in Candidate Declaration**  
**Deadline: September 8, 2023**

**Candidate Night Event at Town Hall**  
**October 16, 2023 at 6:30 PM**

**Absentee Ballot Request**  
**Deadline: November 2, 2023 by 6 PM**

**Voter Registration Night at Town Hall**  
**November 2, 2023 from 6 PM - 7 PM**

**Absentee Ballot Return**  
**Deadline: November 7, 2023 by 8 PM**

**Municipal & State Referendum Election at the KCC**  
**November 7, 2023 from 8 AM - 8 PM**

**FOR MORE INFORMATION, VISIT: [WWW.KITTERYME.GOV/ELECTIONS](http://WWW.KITTERYME.GOV/ELECTIONS)**

**YOUR VOTE MATTERS, SO CAST YOUR  
BALLOT AND LET YOUR VOICE BE HEARD!**



## **THE KITTELY RESOURCE RECOVERY FACILITY WILL BE OBSERVING EXTENDED HOURS IN OCTOBER & NOVEMBER**

The Kittery Resource Recovery Facility (KRRF) will be observing extended hours this fall to assist residents with leaf, brush and grass clipping disposal.

### **EXTENDED KRRF HOURS WILL BE OBSERVED ON THE FOLLOWING DATES:**

- Saturday, October 21 from 7:15 AM - [4:15 PM](#)
- Saturday, October 28 from 7:15 AM - [4:15 PM](#)
- Saturday, November 4 from 7:15 AM - [4:15 PM](#)

**FOR MORE INFORMATION, PLEASE VISIT:  
[WWW.KITTELYME.GOV/KRRF](http://WWW.KITTELYME.GOV/KRRF)**



TOWN OF KITTERY

# USED WINTER COAT & BOOTS DRIVE

*Neighbors Helping Neighbors*

It's time to clear out your coat closets to support members of the Kittery Community. The Town of Kittery will be collecting used coats, boots, snow pants and other winter/snow gear for all ages.

**DONATIONS ACCEPTED (OCT 16 - NOV 11)**

Donation bins located at:

**Kittery Town Hall | 200 Rogers Road**

**Kittery Community Center | 120 Rogers Road**

**Rice Public Library | 8 Wentworth Street**

**NEED WINTER ITEMS?**

All donated items will be available for FREE to community members in need on the following dates:

**November 12, 2023 & November 19, 2023**

**10:00 AM - 2:00 PM**

**Kittery Community Center**

*Let's help keep Kittery warm this winter!*

The Kittery Climate Action Plan Task Force Presents

# PROPOSED CLIMATE ACTION STRATEGIES & SURVEY

JOIN US AT ONE OF OUR UPCOMING EVENTS TO REVIEW THE 29 PROPOSED CLIMATE ACTION STRATEGIES & TAKE THE SURVEY.



Kittery's Climate Action Plan Task Force has been working to develop a plan to reduce greenhouse gas emissions and adapt to the impacts of climate change. 29 proposed climate action strategies have been identified by community input, and are now available for review and feedback at one of our upcoming events and online.

## CLIMATE ACTION OPEN HOUSE EVENTS

November 1, 2023 & November 9, 2023 | 5 PM - 7 PM  
Rice Public Library | 8 Wentworth Street

To review the strategies and take the survey,  
please scan the QR code below or visit:  
[www.kitteryme.gov/CAP](http://www.kitteryme.gov/CAP).



For more info about how to get involved, visit:  
[www.kitteryme.gov/CAP](http://www.kitteryme.gov/CAP)



SOUTHERN MAINE  
CAP COHORT

# Community First

nonprofit fair



Wednesday, October 25th, 2023, 5:00-6:30pm, Kittery Community Center Gymnasium



## Organizations

### Include:

- Town of Kittery
- Kittery Rotary and After Hours Club
- Fair Tide
- Kittery Museum
- Protect Maine
- Footprints
- Portsmouth Hospital
- Friends of Fort Mclary
- Kids Free To Grow
- Campfire Institute
- OUT Maine
- Piscataqua Youth Sailing Association
- White Pines
- My Breast Cancer Support
- Parkinsons Support
- Seacoast Fridge
- Fuel and More
- Kittery Adult Education
- Kittery Lions Club
- Girl Scouts of Maine, Gundalow Service Unit
- Active Retirement Association
- Make a Wish
- Table of Plenty
- End 68 Hours of Hunger
- United Way of Southern Maine
- Amedisys
- Kittery Holiday Baskets
- Alex Manfull Fund
- Goodwill/Americorps
- Kittery Dance Hall
- Eliot Connects
- Wreathes Across America
- Southern Maine Agency on Aging/Meals on Wheels
- Center for Grieving Children



## Get Involved

Is there a non-profit you'd like to see that's not on this list? Are you involved with a non-profit that's interested in participating in the event? Let us know by sending us an email!



Center Supervisor, Chris Luise -  
[cluise@kitterycommunitycenter.org](mailto:cluise@kitterycommunitycenter.org)

## Join Us

Interested in seeing what incredible non-profits this area has to offer? Maybe you are looking for ways to get involved, support or rally behind their missions? Join us for this non-profit fair where over 30 organizations will be onsite. This free event is open to the public. Refreshments as well as tastings of soups & pie provided by the KCC Soup's On program.

**KCC**

**KITTERY**  
COMMUNITY CENTER  
*The art of active living.*





TOWN OF KITTERY

# HOUSING ADVOCACY BOOTCAMP

BECOME AN EFFECTIVE HOUSING ADVOCATE IN THE COMMUNITY



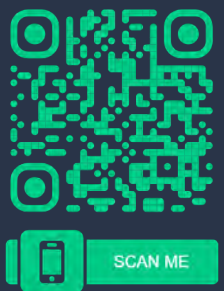
**NOVEMBER 15, 2023 | 5:30 PM – 8:00 PM**



**Kittery Community Center  
120 Rogers Road, Kittery, ME**

Presented by the Kittery Housing Committee in collaboration with the Seacoast Workforce Housing Coalition, the Housing Advocacy Bootcamp provides a unique opportunity to develop tools, techniques and confidence when discussing the topic of affordable housing.

The event is FREE, refreshments will be provided and no experience is necessary to participate. Join us to learn what you can do to advocate for housing affordability, availability and diversity in the community.



SCAN ME

**FMI: [WWW.KITTERYME.GOV/HOUSINGBOOTCAMP](http://WWW.KITTERYME.GOV/HOUSINGBOOTCAMP)**



YORK  
REGION

Chamber of Commerce

Kittery  
Eliot  
York  
South Berwick  
Cape Neddick



# YORK REGION CITIZEN, BUSINESS & VOLUNTEER OF THE YEAR AWARDS

If you know someone that deserves recognition for their efforts and dedication to the community, please consider nominating them for Kittery Citizen, Volunteer or Business of the year.

**DEADLINE: NOVEMBER 1, 2023.**

For more information or to download the nomination form, please scan the QR code here or visit our website at:



SCAN ME

**[WWW.KITTERYME.GOV/CHAMBERAWARDS](http://WWW.KITTERYME.GOV/CHAMBERAWARDS)**

**KITTERY TOWN COUNCIL**  
**September 25, 2023**

1. Call to Order
2. Introductory
3. Pledge of Allegiance
4. Roll Call

Councilor's present- Councilor Bragg, Councilor Dow, Councilor Clark, Councilor Hamm, Councilor Stevens, Vice Chair McGuire, Chair Spiller.

5. Agenda Amendment and Adoption

Chair Spiller moves to change item 9. a. and 9. b. to be discussed before the Town Managers report.

Chair Spiller casts one vote in favor of adopting the agenda as amended.

6. Town Manager's Report

Town Manager reported on Citizen Planner Academy, LED Light Conversion Project, General Grants Update, Paving Projects and the November 7 Election.

Upcoming dates:

Route 1 Corridor Feasibility Study Info Session – September 27

Freebie Open the Last Saturday of the Month – September 30

Temporary Bike/Ped Demonstration Public Input Session – October 4

Invasives Management at Fort Foster Volunteer Event – October 4

Town Hall Closed in Observance of Indigenous Peoples Day – October 9

Candidate Night – October 16

Halloween Celebration – October 21

Community First Non-Profit Fair – October 25

Trick or Treat – October 30

Vice Chair McGuire wanted to confirm that due to the observance of Indigenous Peoples Day on October 9<sup>th</sup>, the next Town Council meeting will be held on Wednesday October 11<sup>th</sup>.

Town Manager responded

Vice Chair McGuire also inquired when the Town would be informed of the decision for the Southern Maine Energy Navigation program.

Town Manager responded.

Chair Spiller inquired what the status was on the Stevenson Road project.

Town Manager responded.

Chair Spiller stated that the Freebie Barn has been a success in large part due to Haley Mock, the Town Managers Assistant.

Chair Spiller also stated that this past Saturday was a busy day for the residents of the Town of Kittery due to the beach cleanup, the climate open house, the Taste of Kittery as well as the water quality research.

7. Acceptance of Previous Minutes

- August 21, 2023

All were in favor of accepting minutes as presented.

8. Interviews for the Board of Appeals and Planning Board- None

9. All items involving the town attorney, town engineers, town employees or other town consultants or requested offices.

- a. (090223-01) The Kittery Town Council moves to accept a presentation of the Tribal Flag from the Cowasuck Band of the Pennacook-Abenaki tribe.

Denise Pouliot, head female speaker, and Paul Pouliot, head male speaker and Chief of the Cowasuck Band of the Pennacook-Abenaki tribe, gave a presentation on the symbolism of the flag.

- b. (090223-02) The Kittery Town Council moves to incorporate land acknowledgement language into the Council Introductory Statement.

Chair Spiller read the statement.

Councilor Stevens moves to incorporate the land acknowledgement language into the Council Introductory Statement at every Council meeting, seconded by Councilor Clark.

Councilor Stevens gave a background on how the acknowledgement came about.

Motion passes

7-0-0

10. PUBLIC HEARINGS

- a. (090223-03) The Kittery Town Council moves to hold a public hearing on Title 16 – Septic System amendment.

Chair Spiller gave an overview.

Jim Austin, Kittery Point, applicant for the septic variant, expressed his opinions as to why the Town council should approve the Septic System variant. He also gave an overview of the Busse Septic System which he believes would be the best option.

Greg Ulrich, 8 Barters Creek Road, stated that he strongly opposes the variance and gave his reasons for objecting.

Ed Besade, 32 Pocahontas Road, stated that he believes the setbacks set in place now are there to protect the water and the shoreline and opposes making any changes.

Patty Lynch, part of the save Kittery Water Steering committee, stated that she does not support the variance and hopes that Council votes no.

Jonathan Sobell, 12 Moores Island, stated that he is against the variance.

Roger Cole, 48 Brave Boat Harbor Rd, stated that he is strongly opposed to the amendment being proposed.

Melissa Paley, 8 Old Cart Path, stated that she agrees with the Planning Boards assessment of the proposed amendment and that it is not a good idea for our water ways.

Rich Belano, 3 Ox Point Drive, stated that he agreed with everything that Melissa Paly said and stands against the variance.

Chair Spiller read an email statement from Sibylle Pearson, 53 Pocahontas Road, who reported that she hopes that Council will deny this variance so not to endanger the oceans.

Chair Spiller read an email from Andrew Pearson, 53 Pocahontas Road, who reported that he does not agree with the proposed variance.

Chair Spiller read an email from Ronald Vargo, Pocahontas Road, who reported he is also against the variance.

Councilor Clark moves that in accordance with Title 30A MRS § 3001 and town charter 2.14 the Town of Kittery hereby ordains, amendments to the town code Title 16 Land Use and Development Code as presented, seconded by Vice Chair McGuire.

Chair Spiller stated that she believes it would be a setback to approve the amendment.

Councilor Dow asked for clarification on the vote, asking if a vote in the affirmative would allow the variance.

Chair Spiller responded.

Motion does not pass  
0-7-0

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 - None

13. NEW BUSINESS

- a. Donations/gifts received for Council disposition.
- b. (090223-04) The Kittery Town Council moves to accept the resignation from E Alan Johnston, from the Kittery Port Authority, effective September 13, 2023.

Moved to accept resignation by Councilor Clark, seconded by Councilor Hamm  
Motion passes  
7-0-0

- c. (090223-05) The Kittery Town Council moves to appoint Kavika Vargas as the Student Representative to the Diversity Equity and Inclusion Ad Hoc Committee.

Moved to appoint Kavika Vargas by Councilor Stevens, seconded by Vice Chair McGuire.  
Motion passes  
7-0-0

- d. (090223-06) The Kittery Town Council moves to sign the Warrant for the Municipal and School Election.

Move to sign the Warrant by Councilor Stevens, seconded by Councilor Bragg.  
Motion passes  
7-0-0

- e. (090223-07) The Kittery Town Council moves to accept a request from the Traip Boosters to place signage around Town from October 27 to November 12 for their craft fair.

Move to accept the request by Councilor Stevens, seconded by Councilor Dow  
Motion passes  
7-0-0

14. COUNCILOR ISSUES OR COMMENTS

Councilor Stevens stated she had nothing at this time.

Councilor Hamm thanked everyone involved with the Taste of Kittery and that this is a great community to live in.

Councilor Clark stated that he is still thinking about what a great job Vice Chair McGuire did last week.

Councilor Dow stated that he had nothing to say at this time.

Councilor Bragg stated that she had nothing to say at this time.

Chair Spiller stated that she had nothing to add at this time.

## 15. COMMITTEE AND OTHER REPORTS

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

## 16. EXECUTIVE SESSION

Move to enter Executive session by Councilor Stevens, seconded by Vice Chair McGuire.

Motion passes

7-0-0

- a. (090223-08) The Kittery Town Council moves to go into Executive Session in accordance with 1 M.R.S. §405(6). To Discuss the Town Managers annual performance evaluation.

Motion to come out of Executive Session made by Councilor Hamm, seconded by Vice Chair McGuire.

Motion passes

7-0-0

## 17. ADJOURNMENT

Motion to adjourn made by Councilor Bragg at 7:58 PM, seconded by councilor Hamm.

All were in favor.

Submitted by Jennifer Wheeler

Disclaimer: The following minutes constitute the author's understanding of the meeting. Whilst every effort has been made to ensure the accuracy of the information, the minutes are not

intended as a verbatim transcript of comments at the meeting, but a refer to the video of the meeting on the Town of Kittery website.





**TOWN OF KITTELY**  
**200 Rogers Road, Kittery, ME 03904**  
**Telephone: 207-475-1329**

---

**REPORT TO TOWN COUNCIL**

---

Date: October 11, 2023  
Update: October 23, 2023  
From: Kendra Amaral, Town Manager  
CC: Todd Rollins, Chair Shellfish Conservation Committee  
Subject: Shellfish Conservation  
Councilor Sponsor: Chairperson Judy Spiller

---

**EXECUTIVE SUMMARY**

In a recent review of our updated Shellfish Conservation ordinance, the Division of Marine Resources identified a few areas needing correction or adjustment to better align with the state law and DMR guidance.

The changes are primarily non-substantive as they either clarify, restate, or remove items associated with state law. In some cases, the amendments address grammatical errors.

The only local-specific change proposed is the addition of a category of license for Nonresident Under 14 years of age. We were informed that having a Resident Under 14 license necessitated that we have a corresponding nonresident category.

DMR has confirmed that due to the small number of Resident Under 14 licenses allocated, we did not need to allocate licenses to the Nonresident Under 14 category. The Shellfish Conservation Committee is not recommending licenses for the 2023-2024 Nonresident Under 14 category.

The Shellfish Conservation Committee has reviewed the proposed changes and recommended adoption at their August 9, 2023 meeting. The proposed revisions were sent to DMR on September 17 for final review. **DMR responded with non-substantive feedback.**

**PROPOSED SOLUTION/RECOMMENDATION**

Approve amendments as proposed.

**ATTACHMENTS**

- Draft Title 12 – Shellfish Conservation amendments
- Draft Title 12 – Shellfish Conservation enactment

## Chapter 12.6 Shellfish Conservation

**1. AMEND Chapter 12.6 Shellfish to correct typos and add day licenses as follows:**

**§ 12.6.1 Authority.**

The ordinance codified in this chapter is enacted in accordance with 12 M.R.S. § 6671.

**§ 12.6.2 Purpose.**

The purpose of this chapter is to establish a shellfish conservation program for the Town which will ensure the protection and optimum utilization of shellfish resources within its limits. These goals will be achieved by means which may include:

- A. Licensing;
- B. Limiting the number of shellfish harvesters;
- C. Restricting the time and area where digging is permitted;
- D. Limiting the minimum size of shellfish taken; and
- E. Limiting the amount of shellfish taken daily by a harvester.

**§ 12.6.3 Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

**LOT**

The total number of shellfish in any bulk pile. Where shellfish are in a box, barrel or other container, the contents of each box, barrel or other container constitutes a separate lot.

**NONRESIDENT**

Anyone who does not ~~quality~~qualify as a resident under this chapter and is:

- a) a property owner in Kittery; or
- b) is domiciled in Maine for at least three months as evidenced by a vehicle registration, voter registration, State of Maine Income Tax return, or other documentation acceptable to the Town Clerk

**POSSESS**

Dig, take, harvest, ship, transport, hold, buy and sell retail and wholesale shellfish and shellstock.

**RESIDENT**

A person who has been domiciled in Kittery for at least three months as evidenced by a vehicle registration, voter registration, State of Maine Income Tax return, or other documentation acceptable to the Town Clerk.

29 **SHELLFISH, CLAMS AND INTERTIDAL SHELLFISH RESOURCES**

30 Clams, quahogs, oysters ~~and mussels~~ and includes shellstock and shucked shellfish.

31 **§ 12.6.4 Municipal shellfish digging license required.**

32 It is unlawful for any person to dig or possess shellfish from the shores and flats of Kittery without having a  
33 current license issued by the Town.

34 **§ 12.6.5 Designation, scope and qualifications.**

35 A. Residential recreational shellfish license. The license is available to residents and entitles the holder to  
36 dig and take possession of no more than one peck of shellfish in any one day for personal use.

37 B. Nonresident recreational shellfish license. The license is available to any person not a resident and  
38 entitles the holder to dig and possess not more than one peck of shellfish in any one day for personal  
39 use.

40 C. No person may dig and possess shellfish from the shores and flats of Kittery for the purposes of  
41 commercial use or commercial sale.

42 **§ 12.6.6 Application procedure.**

43 A. Any person may apply to the Town Clerk for a Shellfish Harvesting License as required by this chapter  
44 on forms provided by the Town.

45 B. Misrepresentation. Any person who gives false information on a license application will cause said  
46 license to become invalid and void.

47 C. Individuals holding commercial licenses issued by the State of Maine are not entitled to a recreational  
48 license.

49 **§ 12.6.7 Fees.**

50 The annual license fee is set out in Appendix A.

51 **§ 12.6.8 Limitation of diggers.**

52 It is essential that the Town carefully husband its shellfish resources. The number of licenses issued from  
53 year to year will vary depending on the annual review of the Town's shellfish resources, sizes, distribution,  
54 and abundance.

55 A. The Shellfish Conservation Committee, with approval of the Commissioner of Marine Resources, will  
56 establish the number of noncommercial licenses to be permitted each year.

57 B. The Shellfish Committee will notify the Town Clerk in writing prior to November 1 of the number of  
58 licenses to be issued for the ensuing year.

59 C. Notice of the number of licenses to be issued and the procedure for application is to be published in a  
60 trade or industry publication, or in a newspaper or combination of newspapers with general circulation,  
61 not less than 10 days prior to the period of issuance, and posted in the municipal offices until the period  
62 concludes.

63 D. Licenses shall be issued annually, on a first-come-first-served basis. A wait list may be established if all  
64 licenses are issued. The wait list will only be valid for the season it is established.

65 E. Licenses may be returned to the Town voluntarily and reissued to another qualifying applicant at the  
66 current fee.

67 § 12.6.9 **License expiration date.**

68 Each license issued under authority of this chapter expires at midnight on November 30 following the date of  
69 issuance, ~~except~~ except single day licenses. Single day licenses expire at sunset on the date for which they  
70 are issued.

71 § 12.6.10 **Opening and closing of flats.**

72 A. The Town Council, upon the approval of the Commissioner of Marine Resources, may open and close  
73 areas for shellfish harvest. Upon recommendation of the Shellfish Conservation Committee and  
74 concurrence of the Department of Marine Resources that the status of shellfish resource and other factors  
75 bearing on sound management indicate that an area should be opened or closed, the Town Council may  
76 hold a public hearing on the matter, and shall send a copy of the notice to the Department of Marine  
77 Resources. The decision of the Town Council to open or close a shellfish harvest area is to be based on  
78 findings of fact.

79 § 12.6.11 **Harvesting Season**

80 A. The shellfish harvest season shall be established prior to November 1 each year by the Town Council,  
81 upon recommendation of the Shellfish Conservation Committee and approval of the Commissioner of  
82 Marine Resources.

83 B. The season dates, number of licenses, and information on how to obtain a license will be advertised prior  
84 to each season in accordance with 12 M.R.S. § 6671.

85 ~~A.C.~~ The shellfish harvest season may be amended through a conservation closure by the Town Council,  
86 with approval of the Commissioner of Marine Resources, as deemed recommended or needed.

87 ~~B.D.~~ Shellfish harvesting may only occur on Sundays and on nationally recognized holidays, between  
88 sunrise and sunset, during the harvest season.

89 § 12.6.12 **Minimum legal size of soft-shell clams.**

90 A. It is unlawful for any person to possess soft-shell clams within the Town which are less than two inches  
91 in the longest diameter, unless as otherwise provided.

92 B. Any person may possess soft-shell clams that are less than two inches if they comprise less than 10% of  
93 any lot. The tolerance is determined by numerical count of not less than one peck nor more than four  
94 pecks taken at random from various parts of the lot or by a count of the entire lot if it contains less than  
95 one peck.

96 § 12.6.13 **Violation, Revocation and Suspension.**

97 A. The Shellfish Warden, Harbormaster, and Kittery Police Officers are authorized to enforce violations this  
98 chapter, to include the issuance of civil violations.

99 B. Any person in violation of this chapter, excluding a violation of §16.6.13.C may be assessed a penalty of  
100 \$100 for the first offense, \$150 for the second offense and \$200 for the third and subsequent offenses.

101 C. Any person found taking shellfish from an area not opened by the Town Council for harvesting, or when  
102 harvesting is not permitted, may be assessed a penalty of \$500, and may result in the revocation of the  
103 individual's shellfish license.

104 D. Repeat offenders and/or those who fail to pay fines within 30 days in accordance with this chapter may  
105 have their license suspended or revoked. A license that has been suspended or revoked more than once  
106 may be prohibited from receiving a license in the ensuing year.

107 E. Any person who violates this chapter may be charged with a Class D crime in accordance with 12 M.R.S.  
108 §6671.

109 § 12.6.14 **Conflict with other laws.**

110 In the event of any conflict in the provisions of this article with the provisions of any present or future statute  
111 relating thereto, the most restrictive or that imposing the higher standards governs.

112 **2. AMEND Appendix A Chapter 12.6 SHELLFISH, Shellfish License Fees as follows:**

113 Resident recreational	\$15
114 Residents 70 and over	\$0
115 Residents under 14 years of <del>Age</del> <u>age</u>	\$0
116 Nonresident recreational	\$30
117 Nonresident 70 and over	\$0
118 <u>Nonresident under 14 years of age</u>	<u>\$0</u>
119 Single Day License	\$15

**KITTERY TOWN CODE  
CHAPTER 12.6  
SHELLFISH**

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

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

10 **WHEREAS**, the Maine Division of Marine Resources provided feedback and recommendations  
11 on Kittery’s Shellfish Conservation ordinance; and

12 **WHEREAS**, the said amendments ensure the Town’s Shellfish Conservation ordinance are  
13 properly aligned with state law and Division of Marine Resources guidance;

14 **NOW THEREFORE**, IN ACCORDANCE WITH TITLES 30-A MRS §3001 AND TOWN  
15 CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS AMENDMENTS TO TITLE  
16 12.6 OF THE TOWN CODE, AND AMEND APPENDIX A AS PRESENTED.

17 **INTRODUCED** and read in a public session of the Town Council on the \_\_\_\_ day of \_\_\_\_\_,  
18 20\_\_\_\_, by:\_\_\_\_\_ {NAME} Motion to approve by Councilor  
19 \_\_\_\_\_ {NAME}, as seconded by Councilor \_\_\_\_\_ {NAME} and  
20 passed by a vote of \_\_\_\_\_.

21 **THIS ORDINANCE IS DULY AND PROPERLY ORDAINED** by the Town Council of Kittery,  
22 Maine on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, {NAME}, \_\_\_\_\_, Chairperson

23 **Attest:** {NAME}, \_\_\_\_\_Town Clerk

William S. A. Quirk

Phone: [REDACTED]

September 19, 2023

Town of Kittery  
Thresher Memorial Permanent Fund  
200 Rogers Road  
Kittery, ME 03904

ACCOUNT #5007

Please use the attached check for the maintenance of the Thresher Memorial Park.

Due to IRS regulations, I must ask that you send me a receipt. I am enclosing a stamped, self-addressed envelope for your convenience.

Sincerely,

*William S. A. Quirk*  
William S. A. Quirk

VERIFY THE AUTHENTICITY OF THIS MULTITONE SECURITY DOCUMENT. CHECK BACKGROUND AREA CHANGES COLOR GRADUALLY FROM LEFT TO RIGHT. COPYRIGHT CAPTURE™ ANTI-FRAUD PROTECTION

BNY MELLON TRUST OF DELAWARE **FIDELITY** NO. 941589009  
BROKERAGE SERVICES LLC 62-35/311  
September 11, 2023

PAY Seven Hundred Fifty Dollars and 00 Cents

EXACTLY  
\*\$750.00\*

TO THE ORDER OF TOWN OF KITTERY  
C/O WILLIAM S A QUIRK  
[REDACTED]

Not Valid After 90 Days  
National Financial Services LLC  
*[Signature]*  
AUTHORIZED SIGNATURE

⑈941589009⑈ [REDACTED]





4. Indicate the type of license applying for: (choose only one)

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Restaurant<br>(Class I, II, III, IV)   | <input type="checkbox"/> Class A Restaurant/Lounge<br>(Class XI)         | <input type="checkbox"/> Class A Lounge<br>(Class X)  |
| <input type="checkbox"/> Hotel<br>(Class I, II, III, IV)   | <input type="checkbox"/> Hotel – Food Optional<br>(Class I-A)            | <input type="checkbox"/> Bed & Breakfast<br>(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)<br>(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary                                       | <input type="checkbox"/> Mobile Cart                  |
| <input type="checkbox"/> Tavern<br>(Class IV)  | <input type="checkbox"/> Other: _____                                    |   |
| <input type="checkbox"/> Qualified Caterer   | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) |   |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

18 Mendum Ave. Kittery, Maine, 03904

6. Is the licensee/applicant(s) citizens of the United States?  Yes  No

7. Is the licensee/applicant(s) a resident of the State of Maine?  Yes  No

**NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.**

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes  No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes  No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes  No

If yes, please provide details: \_\_\_\_\_

11. Do you own or have any interest in any another Maine Liquor License?  Yes  No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Chloe Sealer	04/18/1996	Portsmouth, N.H.
Residence address on all the above for previous 5 years		
Name	Address:	
Chloe Sealer	18 Mendum Ave. Kittery, M.E 03904	
Name	Address:	
Name	Address:	
Name	Address:	

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes  No

If Yes, provide name of law enforcement officer and department where employed:

\_\_\_\_\_

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

16. Has the licensee/applicant(s) formerly held a Maine liquor license?  Yes  No

17. Does the licensee/applicant(s) own the premises?  Yes  No

If No, please provide the name and address of the owner:

Debbie Dnscoll

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: \_\_\_\_\_

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

Dining room + Bar Area, excluding retail area that is indicated on diagram.

20. 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?

Name: Robert W. Traip Academy


Distance: 0.2 miles

**Section II: Signature of Applicant(s)**

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

*Please sign and date in blue ink.*

Dated: 10/12/23

  
\_\_\_\_\_  
Signature of Duly Authorized Person

\_\_\_\_\_  
Signature of Duly Authorized Person

Chloe M. Scala  
\_\_\_\_\_  
Printed Name Duly Authorized Person

\_\_\_\_\_  
Printed Name of Duly Authorized Person

**Section III: For use by Municipal Officers and County Commissioners only**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: \_\_\_\_\_

Who is approving this application?  Municipal Officers of \_\_\_\_\_

County Commissioners of \_\_\_\_\_ County

- Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of  
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§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.

**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.

**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.

**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.

**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;

**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;

**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;

**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;

**D-1.** Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

**E.** A violation of any provision of this Title;

**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

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.

**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. Repealed**

**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.

**4. Repealed**

**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.

#### **Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine**

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
  - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

## Section V: Fee Schedule

**Filing fee required.** In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

**Please note:** For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

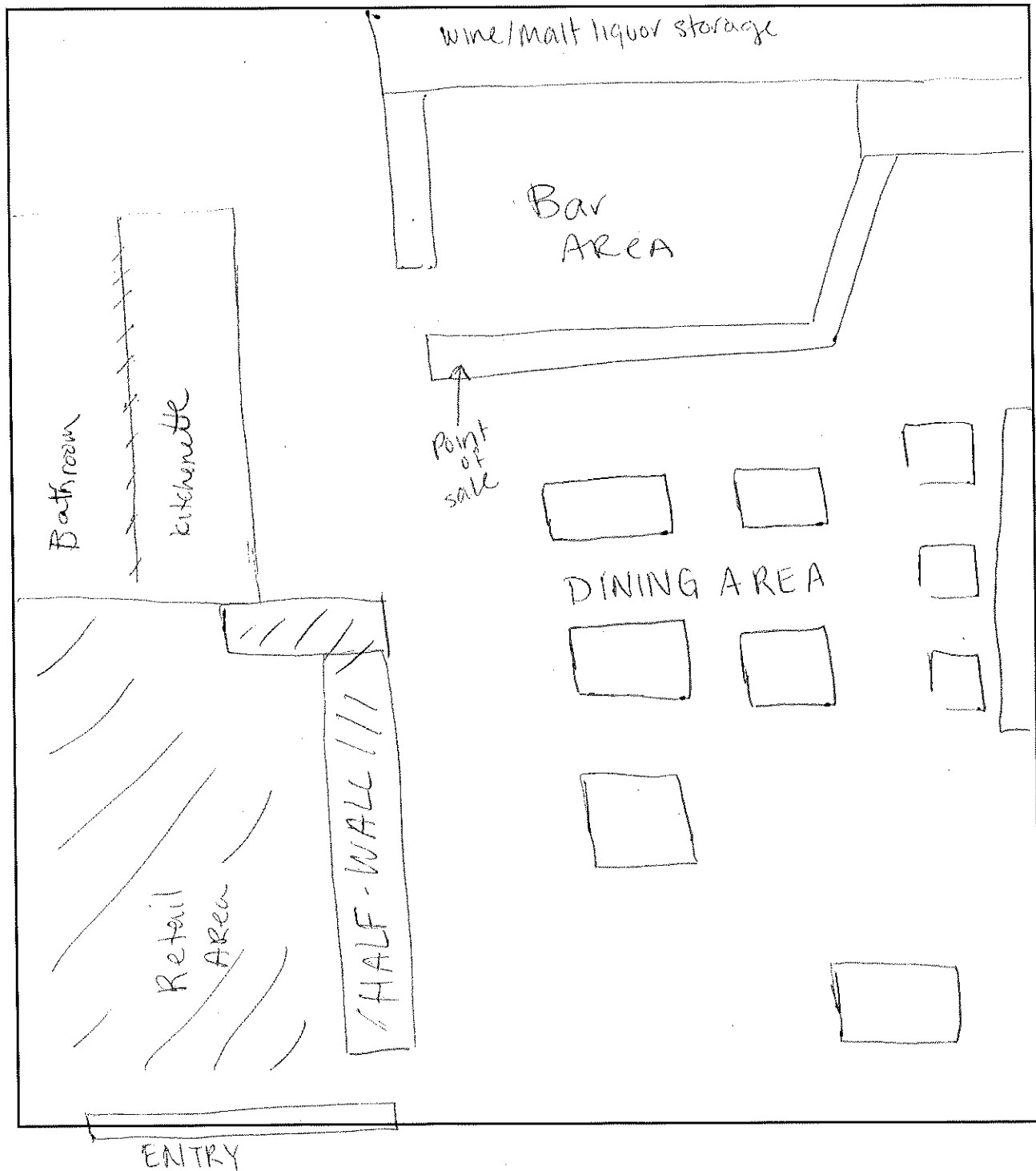
<b>Class of License</b>	<b>Type of liquor/Establishments included</b>	<b>Fee</b>
<b>Class I</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
<b>Class I-A</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only hotels that do not serve three meals a day.	\$1,100.00
<b>Class II</b>	<b>For the Sale of Spirits Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
<b>Class III</b>	<b>For the Sale of Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class IV</b>	<b>For the Sale of Malt Liquor Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class III and IV</b>	<b>For the Sale of Malt Liquor and Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
<b>Class V</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Club without catering privileges.	\$ 495.00
<b>Class X</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Class A Lounge	\$2,200.00
<b>Class XI</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Restaurant Lounge	\$1,500.00



## Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



**Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities**

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

*All Questions Must Be Answered Completely. Please print legibly.*

1. Exact legal name: Board LLC
2. Doing Business As, if any: \_\_\_\_\_
3. Date of filing with Secretary of State: May 30 2023 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, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Oliver Sealor	18 Mendum Ave Kittery, ME 03904	04/18/96	Member	100%

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

The State of Maine is an Equal Opportunity Provider and Employer.

MISCELLANEOUS PAYMENT RECPT#: 768805  
TOWN OF KITTEERY  
200 ROGERS ROAD

KITTEERY, ME 03904

DATE: 10/17/23                    TIME: 12:35:27  
CLERK: 220jwheel                DEPT:  
CUSTOMER#:

PARCEL:

CHG: CLERK	CLERK FEES	50.00
<hr/>		
REVENUE:		
1 1111	43120	50.00
TOWN CLERK FEES		
REF1: LIQ LIC	REF2:	
CASH:		
1000	11011	50.00
CHECKING		
<hr/>		

AMOUNT PAID:                    50.00

PAID BY:                    BOARD LLC  
PAYMENT METH: CHECK  
                                 926084

REFERENCE:

AMT TENDERED:                50.00  
AMT APPLIED:                 50.00  
CHANGE:                        .00



# TOWN OF KITTERY, MAINE

200 Roger Road, Kittery, ME 03904  
Telephone: (207) 439-0452 Fax: (207) 439-6806

Date issued to the Chief: 10/17/2023

TO: JILLIAN RICHARDS, TOWN CLERK  
FROM: ROBERT RICHTER, CHIEF OF POLICE  
RE: BUSINESS LICENSE BACKGROUND CHECK

NAME OF BUSINESS: Board  
BUSINESS LOCATION: 5 Shapleigh Rd

- VICTUALERS LICENSE  
 LIQUOR LICENSE  
 SPECIAL ACTIVITY AMUSEMENT PERMIT  
 OTHER

A local records check and a check on any previous problems with the establishment listed above has been conducted. I recommend that the Town Council/Town Manager grant the license contingent on the applicant passing the background check through the State of Maine.

A local records check and a check on any previous problems with the establishment listed above have been conducted, and I do not recommend the Town Council/Town Manager approving the above mentioned license/permit. Please see my attached comments.

Robert Richter  
Robert Richter, Chief of Police

10/18/23  
Date



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

---

**REPORT TO TOWN COUNCIL**

---

Meeting Date: October 23, 2023  
From: Kendra Amaral, Town Manager  
Subject: Title 10 – Stop Intersection Martin Road and Dennett Road Extension  
Council Sponsor: Chairperson Judy Spiller

---

**OVERVIEW**

The Town received a request to address issues with turning vehicle speeds and encroachment of turning vehicles into other lanes of traffic and adjacent private property in the area of the Martin Road/ Dennett Road Extension intersection.

It is a “T” intersection, that also includes Martin Road extension (the dead-end portion of Martin Road). There is already a stop sign from Martin Road Extension; but Dennett Road Extension and Martin Road have no stop requirement despite the tight corner, narrower road, and proximity of structures on the adjacent properties. Martin Road is used as an access road and cut through for people seeking to get from Dennett Road to Route 236.

I met with a resident in the immediate area to learn more about the challenges and discuss possible solutions. Following our discussion, we agreed to look into the following options:

- 1) A three-way stop at the intersection: this will reduce the number of vehicles taking the corner fast and should limit encroachment into the oncoming lanes and onto private property.
- 2) A thru-truck restriction: Municipalities are allowed to request these from MaineDOT. MDOT recommends proposing a townwide list tied to a locally determined policy rather than requesting one road at a time. Thru truck restrictions are expected to be part of the policy discussions of the newly established Traffic and Parking Ad Hoc Committee the Council.
- 3) Adding obstructions to mitigate the private property encroachment: this does not prevent the encroachment or reduce speeds; it just limits the damage to the adjacent private properties. The other solutions are being prioritized over this option at this time.

In an effort to improve upon our prior processes, the Town sent letters to property owners within 500 feet of the intersection with frontage on Martin Road or Dennett Road Extension. We received approximately six responses, of which only one was opposed to the proposed stop intersection.

The Police Chief and the Public Works Commissioner recommend adoption of the proposed stop intersection.

**PROPOSED SOLUTION/RECOMMENDATION**

Approve amendment as proposed.

**ATTACHMENTS**

- Proposed Title 10 – Stop Intersection: Martin Road Dennett Road Extension
- Map of Impacted Area

- Draft Title 10 - Stop Intersection: Martin Road Dennett Road Extension
- Enactment
- Sample Abutter Letter

**Chapter 10.2**  
**One-Way Streets; Stop Intersections and Yield Intersections Designated**

**1. ADD STOP INTERSECTION in §10.2.2.1 on public ways as follows:**

**§ 10.2.2.1 On public ways.**

The following intersections are designated as stop intersections and stop signs are to be so erected:

**Stop Sign on**

**At Intersection of**

[Dennett Road Extension](#)

[Martin Road](#)

Martin Road

Dennett Road [Extension](#)





# Proposed Three-Way Stop

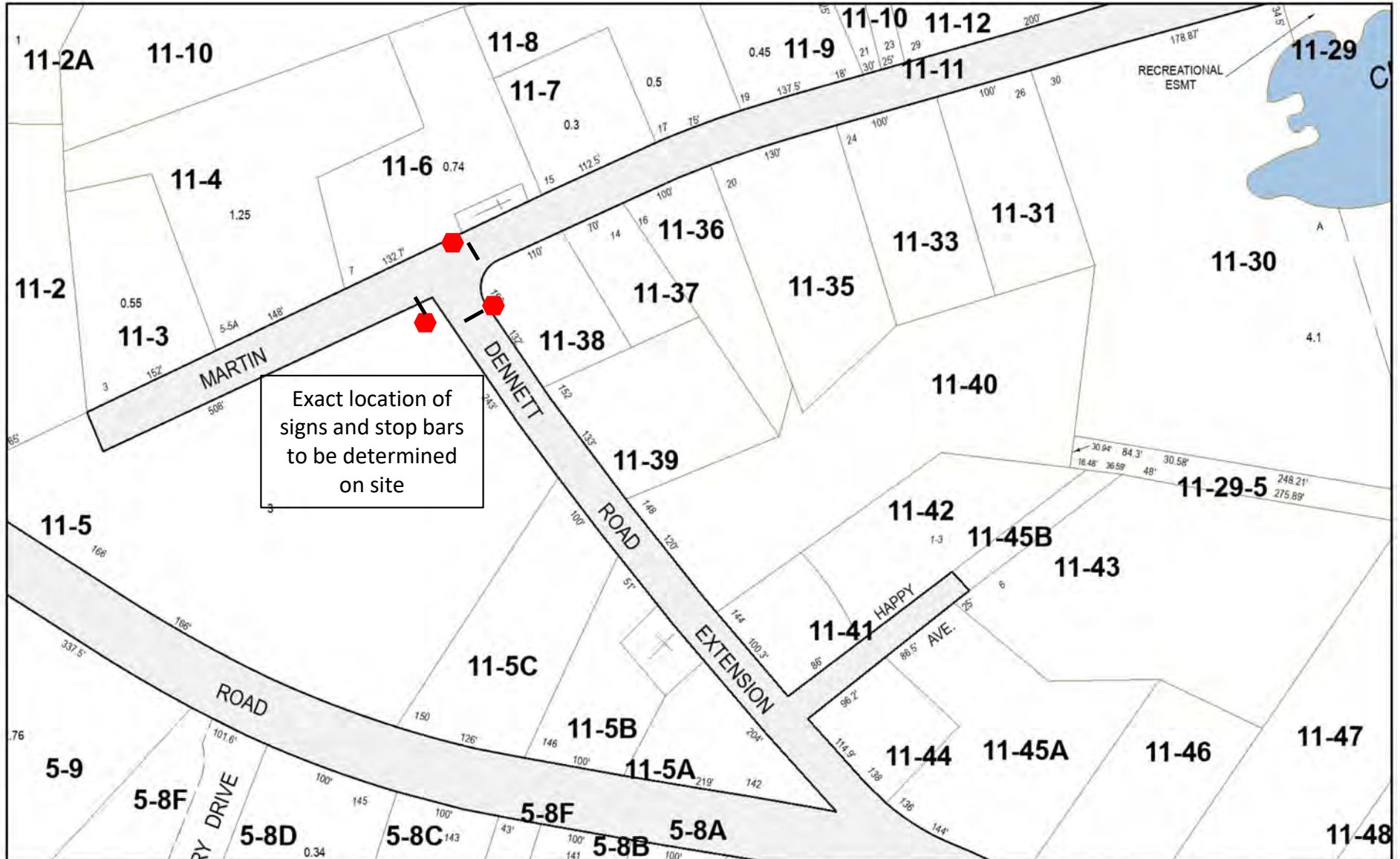
Kittery, ME



September 29, 2023

1 inch = 137 Feet

www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

**KITTERY TOWN CODE  
TITLE 10  
MARTIN ROAD/DENNETT ROAD EXTENSION STOP INTERSECTION**

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

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

10 **WHEREAS**, the Town was alerted to safety concerns of adjacent neighbors relative to the  
11 turning speeds of traffic, lane encroachment, and ongoing private property encroachment from  
12 vehicles turning at the Martin Road and Dennett Road Extension intersection;

13 **WHEREAS**, incorporating a multi-way stop intersection at these roads is anticipated to slow  
14 turning traffic and mitigate encroachment and safety conflicts with private property on the  
15 narrow roadways;

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

19 **INTRODUCED** and read in a public session of the Town Council on the \_\_\_\_ day of \_\_\_\_\_,  
20 20\_\_\_\_, by: \_\_\_\_\_ {NAME} Motion to approve by Councilor  
21 \_\_\_\_\_ {NAME}, as seconded by Councilor \_\_\_\_\_ {NAME} and  
22 passed by a vote of \_\_\_\_\_.

23 **THIS ORDINANCE IS DULY AND PROPERLY ORDAINED** by the Town Council of Kittery,  
24 Maine on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, {NAME}, \_\_\_\_\_, Chairperson

25 **Attest:** {NAME}, \_\_\_\_\_ Town Clerk



# 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](mailto:kamaral@kitteryme.org)

Kendra Amaral  
Town Manager

Dear Property Owner,

This letter is to inform you the Town is considering proposing an amendment to Town Code Title 10: Vehicles and Traffic to create a three-way stop at Dennett Road Extension and Martin Road. This amendment is being considered at the request of residents in the immediate area.

Enclosed please find a rough sketch of where the proposed three-way stop would go. Stop intersections are decided upon by the Town Council, following a posted public hearing.

We are reaching out to invite you to share your thoughts on the potential three-way stop. If the neighborhood in the impacted area is not opposed to the change, we anticipate proposing the Title 10 amendment for the three-way stop intersection at the October 23, 2023, Town Council meeting.

Please note: For the purpose of engaging direct abutters, this notice was sent to all property owners within 500 feet of the proposed three-way-stop intersection who have frontage on Dennett Road Extension or Martin Road. The information provided herein is public record. Any action of the Council will take place in open session, with the agenda posted in advance on the Town website, at the Kittery Resource Recovery Facility, Town Hall, and the local post offices.

If you have any questions, support or oppose the proposed change, or wish to discuss the proposed change in greater detail, please contact me at 207-475-1329. To stay current on Town meetings, agenda, and activities please consider signing up for E-Alerts at [www.kitteryme.gov](http://www.kitteryme.gov), follow us on Facebook and Instagram @KitteryTown Hall, and on LinkedIn @town-of-kittery-maine, and watch Channel 22 on Comcast.

Sincerely,

Kendra Amaral  
Town Manager

cc: Police Chief Robert Richter

Enclosures

- Map indicating proposed three-way stop intersection
- E-Alert and Social Media Flyers



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

---

**REPORT TO TOWN COUNCIL**

---

Meeting Date: October 23, 2023  
From: Kendra Amaral, Town Manager  
CC: Dutch Dunkelberger, Planning Board Chair  
Subject: Title 16 – LD2003 Compliance  
Sponsor: Chairperson Judy Spiller

---

**OVERVIEW**

The Town has been working on Title 16 Land Use code amendments to meet the requirements of the State’s “LD2003” affordable housing law (MRS 30-A §4364). Per the law, the Town must amend its land use code to achieve compliance/consistency with the law by December 31, 2023.

In general, the law allows for increased density of housing in certain areas of a municipality under certain conditions. It also makes accessory dwelling units (ADU) a by-right development and prohibits communities from adding parking requirements for an ADU.

The Town Council is required to adopt amendments to Title 16 that meet the minimum requirements of the state law. Due to the Town’s ordinance process, as established by Charter, the Council must vote no later than November 30, 2023 to meet this deadline.

**PROCESS**

The proposed Title 16 amendments were first discussed, developed and refined through the work of the Housing Committee. While reviewing the required changes, the Housing Committee developed optional amendments that would enhance the residential property owner’s ability to better utilize their lot for in-fill housing development. That resulted in a package of that includes “required” (in green text) to comply with state law, and “optional” (in blue text) that stretches further than the minimum state law requirements.

The Kittery Land Issues Committee reviewed the proposed Title 16 amendment package in June and again in August and voted to recommend it. The Kittery Land Issues Committee includes representatives from the Council, Planning Board, Board of Appeals, Kittery Land Trust, Housing Committee, Economic Development Committee and Conservation Committee.

The Planning Board held a workshop in September to discuss the proposed amendments. They requested minor changes in procedural provisions. The Planning Board held a public hearing and voted on the recommendation to Council on October 12.

**STATUS**

The Planning Board voted to recommend only the required amendments (in green text) to the Council. The vote was four in favor, three opposed. Two of the dissenting members were in favor of

recommending the full package (required + optional) to the Council. One of the dissenting members was opposed to substantive components of the full package (required + optional) amendments.

The Planning Board received public comment and objections to a portion of the optional amendments specifically that would have changed how density would be calculated on a residential lot. Currently the code requires wetlands be subtracted from a lot size for the purposes of calculating allowable density. The optional amendment would allow the calculation to be based more closely on the actual lot size. The stretch amendment did not in any way alter wetland setback requirements, stormwater management requirements, or maximum lot coverage limitations.

### **PROPOSED SOLUTION/RECOMMENDATION**

Schedule a workshop with the Planning Board and Housing Committee to discuss the required and optional amendments proposed. Recommended date/time for the workshop is November 20, 2023 at 5PM.

Schedule a public hearing on the proposed amendments for the November 27, 2023 Council meeting.

### **ATTACHMENTS**

- Staff Memo Regarding Amendments
- Draft Title 16 – LD2003 Amendments
- Summary of LD2003 compliance analysis for existing Title 16
- Summary Table of Amendments
- Memos from Housing Committee and Kittery Land Issues Committee
- LD2003 Guidance
- DECD Zoning Ordinance Rule

Note: Draft Enactment will be provided after the workshop and direction is provided on whether the Council will consider the optional amendments.

Video Planning Board – [September 28, 2023 \(Workshop\)](#)

Video Planning Board – [October 12, 2023 \(Public Hearing\)](#)

**TITLE 16**  
**AMENDMENTS TO CONFORM WITH LD 2003:**  
**AN ACT TO IMPLEMENT THE RECOMMENDATIONS OF THE COMMISSION**  
**TO INCREASE HOUSING OPPORTUNITIES IN MAINE**

**Note: Required amendments in green, optional amendments in blue**

**1. AMEND § 16.3.2 Definitions as follows:**

**~~DWELLING, ATTACHED SINGLE FAMILY~~**

~~A dwelling unit, located on its own lot that shares one or more common or abutting walls with one or more dwelling units. The common or abutting wall must be shared for at least 25% of the length of the side of the dwelling.~~

**DWELLING, MULTIFAMILY**

A structure that contains ~~three~~ **five** or more dwelling units that share common walls or floors/ceilings with one or more units. The land underneath the structure is not divided into separate lots.

**DWELLINGS, MULTIFAMILY 2-4 (“Limited”)**

**A residential development comprised of 2, 3, or 4 primary units on the same lot that are attached within the same structure or detached in separate structures in any combination.**

**LOT AREA**

The area of land enclosed within the boundary lines of a lot, minus:

- A. Land below the normal high-water line of a water body or upland edge of a coastal wetland;
- B. Areas beneath Planning-Board-approved right-of-way; and
- C. Land within public street rights-of-way.

**LOT AREA PER DWELLING UNIT**

**The number of dwelling units in a development per lot area as defined in this code. Calculations which result in a fraction of .5 or greater shall be rounded up to the nearest whole number. Calculations which result in a fraction less than 0.5 shall be rounded down.**

**~~MINIMUM LAND AREA PER DWELLING UNIT~~**

~~The gross area of a parcel not subject to subdivision regulations minus the land area listed below. Where land areas to be subtracted overlap, the area therein shall be subtracted once. For land area subject to subdivision, see "net residential acreage."~~

- ~~A. All land located below the highest annual tide elevation as published in the Maine DEP Highest Annual Tide (HAT) levels for the most current year.~~
- ~~B. All wetlands as defined in the definition of "wetland," as well as vernal pools, ponds, streams and other water bodies.~~
- ~~C. All land located on filled tidal lands, per the definition of "tidal land, filled."~~

34 ~~D.—All land located within existing rights-of-way and other existing easements wherein~~  
35 ~~dwelling units cannot be built.~~

36

37 **NET RESIDENTIAL ACREAGE**

38 The total area of the parcel(s) of record subject to development ~~land area subject to~~  
39 ~~subdivision that is identified for regulatory purposes as developable and is the gross~~  
40 ~~available acreage~~ minus land area identified in § 16.5.18, Net residential acreage, unless  
41 otherwise exempt in § 16.5.18D, Exemptions to net residential acreage calculations.

42 **NET RESIDENTIAL DENSITY**

43 The number of dwelling units in a ~~subdivision~~ development per net residential acre.  
44 This is calculated by dividing the net residential acreage by the square feet specified as  
45 minimum land area per dwelling unit in the dimensional standards in § 16.4 for the  
46 relevant base zone or overlay zone(s) where applicable. Net residential density  
47 calculations which result in a fraction shall be rounded down to the nearest whole  
48 number.

49 **2. Amend § 16.4.10 Residential — Rural (R-RL) zoning as follows:**

50 B. Permitted uses. The following uses are permitted in the R-RL Zone:

- 51 (1) Accessory dwelling unit.
- 52 (2) Conservation subdivision. [Amended 10-24-2022]
- 53 (3) Dwelling, manufactured housing.
- 54 (4) Dwelling, single-family.
- 55 (5) Dwelling, multifamily 2-4 “Limited”, as follows:

	<u>Total maximum # of units allowed on lot (attached or detached)</u>	
<u># of Existing Units</u>	<u>Public Sewer and Water Available</u>	<u>Public sewer and water not available</u>
<u>0</u>	<u>4</u>	<u>2</u>
<u>1</u>	<u>3</u>	<u>3</u>
<u>2</u>	<u>2</u>	<u>2</u>

56

57 E. Shoreland Overlay Zone OZ-SL — Residential — Rural Zone (R-RL).

- 58 (1) Permitted uses.
  - 59 (a) Accessory buildings, structures, and uses.
  - 60 (b) Agriculture.
  - 61 (c) Dwelling, single family, if located farther than 100 feet from the normal high-

62 water line of any water bodies, or the upland edge of a wetland individual private  
63 campsite.  
64 ~~[1] Dwelling, single-family.~~  
65

66 **3. Amend § 16.4.11 Residential — Suburban (R-RS) zoning as follows:**

67 B. Permitted uses. The following uses are permitted in the R-S Zone:

- 68 (1) Accessory dwelling unit.
- 69 (2) Conservation Subdivision.
- 70 ~~(3) Dwelling, attached single-family.~~
- 71 (4) Dwelling, multifamily ~~(not more than four units per building)~~ 2-4 “Limited”
- 72 (5) Dwelling, single-family.
- 73 ~~(6) Dwelling, two-family.~~

74

75 D. Standards. The following standards must be met unless modified per §16.8.10,  
76 Conservation Subdivision:

77 (1) Design and performance standards. The design and performance standards of  
78 Chapters **16.5, 16.7** and **16.8** must be met. The Design Handbook provides examples  
79 of appropriate design for nonresidential and multiunit residential projects.

80 (2) Dimensional standards.

81 (a) Minimum land **Lot** area per dwelling unit ~~(note: as per Chapter 16.3 definition~~  
82 ~~of "minimum land area per dwelling unit,"~~ except to exempt properties which  
83 are unable to meet the square feet required for a single-family dwelling unit,  
84 provided the lot was conforming prior to October 25, 2012):

85 [1] Without public sewage disposal: 40,000 square feet.

86 [2] With public sewage disposal: 30,000 square feet unless reduced in  
87 accordance with Note A.

88 **[3] When more than 50% of the dwelling units proposed will be**  
89 **affordable as defined by this Code and have public sewer: 12,000**  
90 **square feet**

91 (b) Minimum lot size:

92 [1] Without public sewage disposal: 40,000 square feet.

93 [2] With public sewage disposal: 30,000 square feet unless reduced in  
94 accordance with Note A.

95 (c) Minimum street frontage: 150 feet unless reduced in accordance with Note A.

96 (d) Minimum front yard: 40 feet.

97 (e) Maximum building coverage: 20%.

98 (f) Minimum rear and side yards: 15 feet.

99 (Note: Buildings higher than 40 actual feet must have side and rear yards not  
100 less than 50% of the building height.)

101 (g) Maximum building height: 35 feet.

102 (Note: Minimum distance between principal buildings on the same lot is the



- 103 height equivalent to the taller building.)  
104 (h) Minimum water body setback for functionally water-dependent uses: zero feet.  
105 (i) Minimum setback from streams, water bodies and wetlands: in accordance with  
106 Table 16.5.30, § 16.4.28 and Appendix A, Fee Schedules.

Note A:

The required minimum ~~land~~ **Lot** area per dwelling unit and/or minimum lot size for residential uses that are served by public sewage disposal and that are located outside of areas subject to shoreland zoning may be less than 30,000 square feet per lot/unit if the established average density of development in the immediate area of the use as determined below is less than 30,000 square feet.

If the average of the lot sizes and/or ~~land~~ **Lot** area per dwelling unit of the developed residential lots that are located on the same street and within 500 feet of the parcel is less than 30,000 square feet, the required minimum lot size or required minimum ~~land~~ **Lot** area per dwelling unit is the calculated average lot size or average ~~land~~ **Lot** area per dwelling unit but not less than 20,000 square feet.

If the required minimum lot size is reduced, the required minimum street frontage for new residential uses served by public sewerage may also be reduced to the average of the lot frontage of existing developed residential lots that are located on the same street and within 500 feet of the parcel but in no case to less than 100 feet.

- 107  
108 (3) Subdivision types and standards. ~~Subject to net residential acreage and net~~  
109 ~~residential density per Chapter 16.3.~~  
110 (a) Conservation Subdivision. In a conservation subdivision, the above standards  
111 may be modified in accordance with special provisions of §16.8.10, including  
112 that there is no minimum lot size, and with the conditions that:  
113 [1] Minimum principal building separation as required by the Fire Chief, but  
114 not less than 15 feet.  
115 (b) Subdivision development (per special exception uses, §16.4.11C). In a  
116 subdivision development, standards in §16.4.11D(1) and (2) apply and include:  
117 [1] Minimum percentage of common open space: 15%.  
118 (4) Mobile homes. Mobile homes must meet the standards of §16.5.17.  
119 (5) Parking. When more than 50% of the dwelling units provided while be  
120 affordable as defined by this code: two parking spaces per three dwelling units.  
121 (6) Affordable housing requirements:  
122 (a) All requirements in §16.5.4 Affordable Housing must be met.  
123 (b) Density incentives outlined above in subsection D.(2).(a).[3] may be applied  
124 to projects that create affordable housing units, as defined by this code. No  
125 proportional payment-in-lieu is required if the affordable dwelling unit  
126 requirements for the density incentives are met.  
127

- 128 E. Shoreland Overlay Zone OZ-SL — Residential — Suburban Zone (R-S).  
129 (1) Permitted uses.  
130 (a) Day-care facility.

- 131 (b) Dwellings if located farther than 100 feet from the normal high-water line of any  
132 water bodies, or the upland edge of a wetland.  
133 [1] ~~Dwelling, attached single family.~~  
134 [2] Dwelling, multifamily (not more than four units per building).  
135 [3] Dwelling, single-family.  
136 [4] Dwelling, two-family.  
137

138 **4. Amend § 16.4.12 Residential — Kittery Point Village (R-KPV) zoning as follows:**

139 B. Permitted uses. The following uses are permitted in the R-KPV Zone:

- 140 (1) Accessory dwelling units.  
141 (2) Conservation subdivision.  
142 ~~(3) Dwelling, attached single family.~~  
143 (4) Dwelling, multifamily ~~(not more than four units per building).~~ 2-4 "Limited"  
144 (5) Dwelling, single-family.  
145 ~~(6) Dwelling, two-family.~~  
146

147 D. Standards. The following standards must be met unless modified per § 16.8.10,  
148 Conservation subdivision.

- 149 (1) Design and performance standards in Chapters 16.5, 16.7 and 16.8. The Design  
150 Handbook provides examples of appropriate design for nonresidential and multiunit  
151 residential projects.  
152 (2) Dimensional standards.  
153 (a) Minimum land lot area per dwelling unit: 40,000 square feet. ~~(Note: As per~~  
154 ~~Chapter 16.3 definition of "minimum land area per dwelling unit,"~~ except to  
155 exempt properties which are unable to meet the square feet required for a  
156 single-family dwelling unit, provided the lot was conforming prior to October  
157 25, 2012).  
158 (b) Minimum lot size: 40,000 square feet.  
159 (c) Minimum street frontage: 150 feet unless reduced in accordance with Note A.  
160 (d) Minimum front yard: 40 feet.  
161 (e) Maximum building coverage: 20%.  
162 (f) Minimum rear and side yards: 15 feet. (Note: Buildings higher than 40 actual  
163 feet must have side and rear yards not less than 50% of the building height.)  
164 (g) Maximum building height: 35 feet. (Note: Minimum distance between principal  
165 buildings on the same lot is the height equivalent to the taller building.)  
166 (h) Minimum water body setback for functionally water-dependent uses: zero feet.  
167 (i) Minimum setback from streams, water bodies and wetlands: in accordance with  
168 Table 16.5.30, § 16.4.28 and Appendix A, Fee Schedules. Subdivision types  
169 and standards.

170 ~~(3) Subject to net residential acreage and net residential density per Chapter 16.3.~~  
171

172  
173  
  
174  
175  
176  
177  
178  
179  
180  
181  
  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213

**5. Amend § 16.4.13 Residential — Urban (R-U) zoning as follows:**

B. Permitted uses. The following uses are permitted in the R-U Zone:

- (1) Accessory dwelling units.
- (2) Conservation subdivision.
- ~~(3) Dwelling, attached single-family.~~
- (4) Dwelling, manufactured housing.
- (5) Dwelling, multifamily.
- (6) Dwelling, single-family.
- (7) Dwelling, ~~two-family~~. **multifamily 2-4 “Limited”**

D. Standards. The following standards must be met unless modified per §16.8.10  
Conservation Subdivision:

- (1) The design and performance standards in Chapters **16.5**, **16.7** and **16.8**.
- (2) Dimensional standards:
  - (a) Minimum **land lot** area per dwelling unit: 20,000 square feet. ~~(Note: As per Chapter 16.3 definition of "minimum land area per dwelling unit," except to exempt properties which are unable to meet the square feet required for a single-family dwelling unit, provided the lot was conforming prior to October 25, 2012.)~~  
**(b) When more than 50% of the dwelling units proposed will be affordable as defined by this code and have public sewer: 8,000 square feet**
  - (b) Minimum lot size: 20,000 square feet.
  - (c) Minimum street frontage: 100 feet.
  - (d) Minimum front yard, all buildings: 30 feet.
  - (e) Minimum rear and side yards, all buildings: 15 feet.  
(Note: Buildings higher than 40 actual feet must have side and rear yards not less than 50% of building height.)
  - (f) Maximum building height: 35 feet.  
(Note: Minimum distance between principal buildings on the same lot is the height equivalent to the taller building.)
  - (g) Maximum building coverage: 20%.
  - (h) Minimum water body setback for functionally water-dependent uses: zero feet.
  - (i) Minimum setback from streams, water bodies and wetlands: in accordance with Table 16.5.30 § **16.4.28** and Appendix A, Fee Schedules.
- (3) Subdivision types and standards. ~~Subject to net residential acreage and net residential density per Chapter 16.3.~~
  - (a) Conservation Subdivision. In a subdivision, the above standards may be modified in accordance with special provisions of §**16.8.10**, including that there is no minimum lot size, and with the conditions that:
    - [1] Minimum principal building separation as required by the Fire Chief,

- 214 but not less than 15 feet.
- 215 (b) Subdivision development (special exception uses, §16.4.13C). In a  
 216 subdivision development, standards in §16.4.13D(1) and (2) apply and  
 217 include:
- 218 [1] Minimum percentage of common open space: 15%.
- 219 (4) Age-restricted housing. In the case of age-restricted housing, the above standards  
 220 may be modified in accordance with the special provisions of §16.5.15 and with  
 221 the condition that:
- 222 (a) Municipal sewerage and water must be provided.
- 223 (b) A minimum land area of three acres must be provided.
- 224 (c) The maximum net density may not exceed four dwelling units per net  
 225 residential acre. In no event may the Planning Board authorize a departure  
 226 which increases the total number of dwelling units greater than that specified  
 227 under the applicable zoning ordinance.
- 228 (d) A single-bedroom unit may not be less than 550 square feet and a two-  
 229 bedroom unit not less than 650 square feet.
- 230 (5) Manufactured housing. Manufactured housing must meet standards of §16.5.15.
- 231 **(6) Parking. When more than 50% of the dwelling units provided while be**  
 232 **affordable as defined by this code: two parking spaces per three dwelling units.**
- 233 **(7) Affordable housing requirements:**
- 234 **(a) All requirements in §16.5.4 Affordable Housing must be met.**
- 235 **(b) Density incentives outlined above in subsection D.(2).(a).[3] may be**  
 236 **applied to projects that create affordable housing units, as defined by this**  
 237 **code. No proportional payment-in-lieu is required if the affordable**  
 238 **dwelling unit requirements for the density incentives are met.**

239

240 E. Shoreland Overlay Zone OZ-SL — Residential — Urban Zone (R-U).

- 241 (1) Permitted uses.
- 242 (a) Accessory buildings, structures, and uses.
- 243 (b) Day-care facility.
- 244 (c) Dwellings if located farther than 100 feet from the normal high-water line  
 245 of any water bodies, or the upland edge of a wetland.
- 246 [1] ~~Dwelling, attached single-family.~~
- 247 [2] Dwelling, manufactured housing.
- 248 [3] Dwelling, multifamily.
- 249 [4] Dwelling, single-family.
- 250 [5] Dwelling, two-family.

251

252 **6. Amend § 16.4.14 Residential — Village (R-V) zoning as follows:**

253 B. Permitted uses. The following uses are permitted in the R-V Zone:

- 254 (1) Accessory dwelling unit.
- 255 (2) Dwelling, ~~attached single-family.~~ **multifamily 2-4 “Limited”**

- 256 (3) Dwelling, manufactured housing.
- 257 (4) Dwelling, single-family.
- 258 ~~(5) Dwelling, two-family.~~

259  
 260 D. Standards. All development and the use of land in the R-V Zone must meet the  
 261 following standards. In addition, the design and performance standards of Chapters  
 262 **16.5, 16.7** and **16.8** must be met. The Design Handbook provides examples of  
 263 appropriate design for nonresidential and multiunit residential projects.

- 264 (1) The following space standards apply:
  - 265 (a) Minimum **land lot** area per dwelling unit: 4,000 square feet. (Note: As per  
 266 ~~Chapter 16.3~~ definition of "minimum land area per dwelling unit," except to  
 267 exempt properties which are unable to meet the square feet required for a  
 268 single-family dwelling unit, provided the lot was conforming prior to October  
 269 25, 2012.)

270  
 271 E. Shoreland Overlay Zone OZ-SL — Residential — Village Zone (R-V).

- 272 (1) Permitted uses.
  - 273 (a) Accessory buildings, structures, and uses.
  - 274 (b) Dwellings if located farther than 100 feet from the normal high-water line of  
 275 any water bodies, or the upland edge of a wetland Public Facility.  
 276 ~~[1] Dwelling, attached single-family.~~  
 277 [2] Dwelling, manufactured housing.  
 278 [3] Dwelling, single-family.  
 279 [4] Dwelling, two-family.

280  
 281 **7. Amend §16.4.15 Residential — Rural Conservation (R-RC) zoning as follows:**

282 B. Permitted use. The following uses are permitted in the R-RC Zone:

- 283 (1) Accessory dwelling units.
- 284 (2) Conservation subdivision.
- 285 (3) Dwelling, manufactured housing.
- 286 (4) Dwelling, single-family.

287 **(5) Dwelling, multifamily 2-4 “Limited” as follows**

	<u>Total maximum # of units allowed on lot (attached or detached)</u>	
<u># of Existing Units</u>	<u>Public Sewer and Water Available</u>	<u>Public sewer and water not available</u>
<u>0</u>	<u>4</u>	<u>2</u>
<u>1</u>	<u>3</u>	<u>3</u>

<u>2</u>	<u>2</u>	<u>2</u>
----------	----------	----------

288

289 D. Standards. The following standards must be met unless modified per §16.8.10,  
 290 Conservation Subdivision:

- 291 (1) The design and performance standards of Chapters 16.5, 16.7 and 16.8 must be  
 292 met.
- 293 (2) The following dimensional standards apply:

  - 294 (a) Minimum land area net residential acreage per dwelling unit: 80,000 square  
 295 feet. (~~Note: As per Chapter 16.3 definition of "minimum land area per~~  
 296 ~~dwelling unit,"~~ except to exempt properties which are unable to meet the  
 297 square feet required for a single-family dwelling unit, provided the lot was  
 298 conforming prior to October 25, 2012.)

299

300 **8. Amend §16.4.17 Business — Local (B-L) zoning as follows:**

301 B. Permitted uses. The following uses are permitted in the B-L Zone:

- 302 (1) Accessory dwelling unit.
- 303 (2) Dwelling, ~~attached single family.~~ multifamily 2-4
- 304 (3) Dwelling, manufactured housing.
- 305 (4) Dwelling, multifamily.

  - 306 (a) Development proposing three or four dwelling units is permitted through  
 307 minor site plan review;
  - 308 (b) Development proposing five or more dwelling units is permitted through  
 309 major site plan review;

- 310 (5) Dwelling, single-family.
- 311 (6) ~~Dwellings, two family.~~
- 312 (7) Dwelling units as part of a mixed-use building.

313

314 D. Standards. All development and the use of land in the B-L Zone must meet the following  
 315 standards. Kittery's Design Handbook illustrates how these standards can be met. In addition, the  
 316 design and performance standards of Chapters 16.5, 16.7 and 16.8 must be met. [**Amended 9-12-**  
 317 **2022]**

- 318 (1) The following space and dimensional standards apply:

  - 319 (a) Minimum ~~land~~ lot area per dwelling unit:
    - 320 [1] If served by on-site sewage disposal: 20,000 square feet;
    - 321 [2] If served by the public sewerage system and:
      - 322 [a] When no frontage on State Road or Route 1 Bypass exists: 3,000 square  
 323 feet;
      - 324 [b] When less than five dwelling units are proposed at minimum, one  
 325 nonresidential use must be located on the first floor facing State Road or  
 326 Route 1 Bypass such that the use will be visible from the street: 3,000

327 square feet. Such a nonresidential use or uses need not occupy the entire  
328 first floor but must be an independent nonresidential use, e.g., not a  
329 home office marketed with a dwelling unit as a work/live unit;

330 [c] When five or more dwelling units are proposed at minimum, one  
331 nonresidential use must be located on the first floor facing State Road or  
332 Route 1 Bypass such that the use will be visible from the street: 2,500  
333 square feet. Such a nonresidential use or uses need not occupy the entire  
334 first floor but must be an independent nonresidential use, e.g., not a  
335 home office marketed with a dwelling unit as a work/live unit; or

336 [d] 25% or more of the dwelling units will be affordable housing units as  
337 defined by this code: 1,000 square feet.

338 Note: Except as otherwise required by the buffer provisions of this title.

339 (b) Parking. Parking requirements are to be met on site. If meeting the parking  
340 requirements is not possible, the parking demand may be satisfied off site or  
341 through joint-use agreements as specified herein. Notwithstanding the off-street  
342 parking requirements in § 16.7.11F(4), minimum parking requirements for the  
343 uses below are modified as specified:

344 [1] Dwelling units: 1.5 parking spaces per dwelling unit; unless:

345 [a] Affordable housing as defined by this code is proposed, in which case  
346 the parking requirements may be reduced to one parking space per  
347 dwelling unit at the Planning Board's discretion; and/or

348 [b] Some or all of the proposed dwelling units are one-bedroom or  
349 studio-type units, in which case parking requirements for these types  
350 of units may be reduced to one parking space for each unit so  
351 described.

352 [c] More than 50% of the dwelling units proposed will be affordable  
353 as defined by this code in which case parking is reduced to two  
354 spaces per three dwelling units.

355  
356 E. Shoreland Overlay Zone OZ-SL — Business — Local Zone (B-L).

357 (1) Permitted uses.

358 (a) Accessory buildings, structures, and uses.

359 (b) Dwellings if located farther than 100 feet from the normal high-water line of  
360 any water bodies, or the upland edge of a wetland.

361 ~~[1] Dwelling, attached single-family.~~

362 [2] Dwelling, manufactured housing.

363 [3] Dwelling, multifamily.

364 [4] Dwelling, single-family.

365 [5] Dwellings two-family.

366

367 **9. Amend §16.4.18 Business — Local 1 (B-L1) zoning as follows:**

368 B. Permitted uses. The following uses are permitted in the B-L1 Zone:

369 (1) Accessory dwelling unit.

- 370 (2) Dwelling, ~~attached single-family.~~ multifamily 2-4 “Limited”
- 371 (3) Dwelling, manufactured housing.
- 372 (4) Dwelling, multifamily. **[Amended 9-12-2022]**
- 373 (a) Development proposing three or four dwelling units is permitted through
- 374 minor site plan review;
- 375 (b) Development proposing five or more dwelling units is permitted through
- 376 major site plan review;
- 377 (5) Dwelling, single-family.
- 378 ~~(6) Dwelling, two-family.~~

379  
380 D. Standards. All development and the use of land in the B-L1 Zone must meet the  
381 following standards. Kittery's Design Handbook illustrates how these standards can be  
382 met. In addition, the design and performance standards of Chapter **16.5** must be met.  
383 **[Amended 9-12-2022]**

384 (1) The following space and dimensional standards apply:

385 (a) Minimum ~~land~~ **(lot)** area per dwelling unit:

386 [1] When no frontage on State Road or Shapleigh Road: 2,500 square feet.

387 [2] When less than five dwelling units are proposed with, at minimum, one  
388 nonresidential use must be located on the first floor facing State Road or  
389 Shapleigh Road such that the use will be visible from the street: 2,500  
390 square feet. Such a nonresidential use or uses need not occupy the entire  
391 first floor but must be an independent nonresidential use, e.g., not a home  
392 office marketed with a dwelling unit as a work/live unit.

393 [3] When five or more dwelling units are proposed with, at minimum, one  
394 nonresidential use must be located on the first floor facing State Road or  
395 Shapleigh Road such that the use will be visible from the street: 2,000  
396 square feet. Such a nonresidential use or uses need not occupy the entire  
397 first floor but must be an independent nonresidential use, e.g., not a home  
398 office marketed with a dwelling unit as a work/live unit.

399 [4] When 25% or more of the dwelling units will be affordable housing units  
400 as defined by this code, the minimum land area per dwelling unit is 1,500  
401 square feet.

402 **[5] When 50% or more of the dwelling units will be affordable housing**  
403 **units as defined by this code, the minimum land area per dwelling**  
404 **unit is 1,000 square feet.**

405 (b) Minimum lot size: none.

406 (Note: Except that all screening, open space, buffering and landscaping  
407 requirements must be met; or in instances where the Planning Board may  
408 approve modifications to such requirements, such modifications must be  
409 found satisfactory by the Board.

410 (c) Minimum street frontage per lot: 50 feet.

411 (d) Maximum front setback: 20 feet.

412 (Note: This area must be designed to promote a pedestrian public space,  
413 which includes, but is not limited to, landscaping, sidewalks and sitting



414 areas. The Planning Board may, at its discretion, allow a greater setback  
415 when public amenities such as pocket parks, outdoor dining or seating areas  
416 are proposed within the front setback. Pocket parks must be at least 200  
417 square feet with a minimum of three trees and a bench for sitting required.  
418 Park must be vegetated with ground cover, except for walkways. Outdoor  
419 dining areas must meet any additional requirements specific to that use.  
420 Outdoor storage is prohibited anywhere in the front yard of the structure,  
421 except for seasonal sales items. Parking is also prohibited in the front  
422 setback, except as allowed in Subsection **D(2)(e)** below.

- 423 (e) Minimum rear and side setbacks: 10 feet.  
424 (Note: Except as otherwise required by the buffer provisions of this title, and  
425 except where the side and/or rear setbacks abut a residential zone or single-  
426 family use; in which case a minimum of 15 feet or 50% of the building  
427 height, whichever is greater, is required.)
- 428 (f) Maximum building height: 40 feet. Solar apparatus is excluded from height  
429 determinations.
- 430 (g) The maximum impervious surface is:
  - 431 [1] Seventy percent; or
  - 432 [2] The Planning Board may, at its discretion, allow greater than 70% if:
    - 433 [i] Additional landscaped or natural areas are proposed or preserved  
434 and such areas are integrated into the site design in an  
435 environmentally conscious way utilizing LID to provide  
436 stormwater filtration and/or water quality improvements. Such  
437 areas must exceed the requirement that 15% of the lot be  
438 landscaped or natural. See Subsection **D(4)**, Landscaping/Site  
439 improvements. When granting such a concession, the Board must  
440 find that the proposed additional landscaping and/or natural areas  
441 and the site design provide enough benefit to outweigh the impact  
442 of greater impervious surface; or
    - 443 [ii] Affordable housing to be built, rather than a payment-in-lieu, is  
444 proposed.

445 Note: If using either option above, the stormwater requirements in  
446 Subsection **D(1)(i)** below may not be modified.

- 447 (h) Stormwater. All new development must use LID (low-impact development)  
448 and BMP (best management practices), based on Maine DEP's Maine  
449 Stormwater Best Management Practices Manual Volumes I through III, as  
450 amended from time to time, to manage 100% of the total stormwater  
451 generated on-site. The stormwater report and plan demonstrating that this  
452 requirement is met must be included with the application at the time of  
453 submission. A request for a modification may be submitted to the Planning  
454 Board, but it is incumbent on the applicant to prove to the Planning Board's  
455 satisfaction that such a modification is necessary. The Town reserves the  
456 right to submit such modification requests for independent engineering  
457 review at the applicant's expense. The Board may also require additional  
458 landscaping/plannings and/or LID features when granting such concessions.

- 459 (i) Minimum area dedicated to landscaped or natural areas: 15%.  
460 [1] For the purposes of this zone, a natural area is an area that is not  
461 regularly mowed, and contains trees and/or shrubs which may not have  
462 been deliberately planted. Invasive plants, as defined by the State of  
463 Maine, must be removed.  
464 [2] For multifamily dwelling, mixed-use buildings with dwelling units and  
465 attached single-family dwellings, in cases where the property cannot  
466 meet the 15% requirement due to existing development (including  
467 parking areas), and where redevelopment will remain at the same or a  
468 lower percentage of the lot, the Planning Board may, at its discretion,  
469 allow a smaller percentage of landscaped and/or natural area. In  
470 granting this concession, the Board may require more intensive  
471 landscape plantings and/or LID-designed features.  
472 (j) Hours of operation must be noted on the final site plan and are determined by  
473 the Planning Board on a case-by-case basis. All lighting other than  
474 designated security lighting must be extinguished outside of noted hours of  
475 operation.  
476 (k) Minimum setback for functionally water-dependent uses: zero feet.  
477 (l) Minimum setback from streams, water bodies and wetlands: in accordance  
478 with Table 16.5.30, § 16.4.28 and Appendix A, Fee Schedules.

479 (2) Parking design:

480 Parking requirements are to be met on-site. If meeting the parking  
481 requirements is not possible, the parking demand may be satisfied off-site or  
482 through joint-use agreements as specified in 16.4.17.D.(1).(c) -  
483 16.4.17.D.(1).(e) under the B-L Zone. Notwithstanding the off-street parking  
484 requirements in 16.7.11.F.(4), minimum parking requirements for the uses  
485 below are modified as specified:

486 [1] Dwelling units: 1.5 parking spaces per dwelling unit; unless:

487 [i] Affordable housing as defined by this code is proposed in which case the  
488 parking requirements may be reduced to a minimum of 1/2 spaces per  
489 dwelling unit at the Planning Board's discretion; and/or

490 [ii] Housing is proposed within ¼ mile of a public transit stop, in  
491 which case the parking requirements may be reduced to a minimum of 1/2  
492 spaces per dwelling unit at the Planning Board's discretion; and/or

493 [iii] Some or all of the proposed dwelling units are one-bedroom or  
494 studio type units in which case parking requirements for these types of units  
495 are reduced to one parking space for each unit so described.

496 [iv] More than 50% of the dwelling units proposed will be affordable as  
497 defined by this code in which case parking is reduced to two spaces per three  
498 dwelling units.

499 [2] For multifamily dwellings, if more than ten parking spaces are  
500 required, up to 20% of the parking may be designated for compact cars. See  
501 16.7.11.F.(4) Off-Street Parking Standards.

502 (b) [3] Electric car charging stations are allowed and encouraged in parking  
503 lots but must not interfere with pedestrian movement on sidewalks.

504 **10. Amend §16.4.19 Commercial 1, Route 1 Commercial Zone (C-1) as follows:**

505 E. Standards.

506 (1) C Zone standards. All development and the use of land in the C Zone must meet  
507 the following standards. Kittery's Design Handbook illustrates how these standards can  
508 be met. In addition, the design and performance standards of Chapters 16.5, 16.7 and 16.8  
509 must be met unless noted otherwise below.

510 (2) The following space standards apply in the C-1 Zones:

511 (a) Minimum lot size or density:

**C-1 Zone**

Cottage cluster	16 units per acre unless 25% of units are
Dwelling, attached single-family	affordable housing units as defined by this
Dwelling, multifamily	Code, in which case 20 units per acres
Dwelling, two-family	allowed*
Dwelling units as part of a mixed-use building	<u>40 units per acre when over 50% of the units are affordable housing units as defined by this Code*.</u>

All other uses 40,000 square feet

NOTES:

\* These uses are exempt from net residential acreage calculations but are subject to  
minimum land area per dwelling unit requirement as described in §16.5.18D,  
Exemptions to net residential acreage calculations.

512  
513 (4)(c) Parking standards. The following minimum off-street parking requirements must  
514 be provided and maintained in case of new construction, alterations, and changes of  
515 use:

516 [1] Parking requirements must be met on site unless an existing building covers so  
517 much of the lot as to make the provision of parking impractical in whole or in  
518 part. If meeting the parking requirements is not practical, then the parking demand  
519 may be satisfied off site or through joint-use agreements as specified herein.  
520 Notwithstanding the off-street parking requirements in §16.7.11F, minimum  
521 parking requirements for the uses below are modified as specified:

522 [a] Dwelling units: one parking space per dwelling unit.

523 [b] For multifamily dwellings, if more than 10 parking spaces are required, up to  
524 20% of the parking may be designated for compact cars. See §16.7.11F, Off-  
525 street parking standards.

526 [c] When more than 50% of the dwelling units proposed are affordable as  
527 defined by this Code, two parking spaces for every three dwelling units.  
528

529 **11. Amend §16.4.21 Commercial 3, Bypass/ Old Post Road Commercial Zone (C-3) as**  
530 **follows:**

531 E. Standards.

532 (1) C Zone standards. All development and the use of land in the C Zone must meet  
533 the following standards. Kittery's Design Handbook illustrates how these standards can  
534 be met. In addition, the design and performance standards of Chapters 16.5, 16.7 and 16.8  
535 must be met unless noted otherwise below.

536 (2) The following space standards apply in the C-3 Zones:

537 (a) Minimum lot size or density:

**C-1 Zone**

Cottage cluster	16 units per acre unless 25% of units are
Dwelling, attached single-family	affordable housing units as defined by this
Dwelling, multifamily	Code, in which case 20 units per acres
Dwelling, two-family	allowed*
Dwelling units as part of a mixed-use building	<u>40 units per acre when over 50% of the units are affordable housing units as defined by this Code*.</u>

All other uses 40,000 square feet

NOTES:

\* These uses are exempt from net residential acreage calculations but are subject to  
minimum land area per dwelling unit requirement as described in §16.5.18D,  
Exemptions to net residential acreage calculations.

538

539 (4)(c) Parking standards. The following minimum off-street parking requirements must be  
540 provided and maintained in case of new construction, alterations, and changes of use:

541 [1] Parking requirements must be met on site unless an existing building covers so much  
542 of the lot as to make the provision of parking impractical in whole or in part. If  
543 meeting the parking requirements is not practical, then the parking demand may be  
544 satisfied off site or through joint-use agreements as specified herein. Notwithstanding  
545 the off-street parking requirements in Article IX of Chapter 16.8, minimum parking  
546 requirements for the uses below are modified as specified:

547 [a] Dwelling units: one parking space per dwelling unit.

548 [b] For multifamily dwellings, if more than 10 parking spaces are required, up to 20%

549 of the parking may be designated for compact cars. See §16.7.11.F, Off-street  
550 parking standards.

551 [c] When more than 50% of the dwelling units proposed are affordable as  
552 defined by this Code, two parking spaces for every three dwelling units.  
553

554 **12. Amend §16.4.23 Mixed Use Zone (MU) as follows:**

555 B. Permitted uses.

556 (1) Accessory dwelling units.

557 (2) Dwelling, single-family (limited to lots of record as of April 1, 2004).

558 (3) Dwellings, multifamily (limited to the upper floors of mixed-use building that is  
559 served by public sewerage).

560 (4) Dwelling multifamily 2-4 “Limited”

561

562 D. Standards.

563 (2)

564 Note 1: For single-family dwellings, and vacant lots of record, one dwelling unit is  
565 allowed for each 200,000 square feet of land area. A lot of record having a land area  
566 of more than 200,000 square feet that was improved with a single-family dwelling as  
567 of April 1, 2004, may:

568 a. ~~Be~~ be divided into two lots ~~with a single-family dwelling on each lot~~ provided  
569 that each of the lots contains at least 40,000 square feet of land area and meets the  
570 other dimensional standards of the zone. Section **16.4.10D(1)** and **(2)** as set forth  
571 in the Residential - Rural Zone apply and no further subdivision is allowed.

572 Note 2: For dwelling units that are part of a mixed-use building or a multifamily  
573 building and are connected to the public sewerage system, one dwelling unit is  
574 allowed for each 10,000 square feet of buildable land lot area. Where over 50% of  
575 such dwelling units described above will be affordable as defined by this code:  
576 4,000 square feet of buildable land area. [NOTE: multifamily dwellings are not  
577 allowed in either Resource Protection or Shoreland Overlay Zones] Within the  
578 Resource Protection and Shoreland Overlay Zones, one dwelling unit is allowed  
579 for each 40,000 square feet of land area within these zones. If the parking for the  
580 residential units is encompassed within the building, the minimum required buildable  
581 land area per dwelling unit is reduced to 7,500 square feet. Where over 50% of the  
582 dwelling units will be affordable as defined by this code and parking is  
583 encompassed within the building: 3,000 square feet of buildable land area. ~~except~~  
584 ~~in the Resource Protection and Shoreland Overlay Zones where the area per dwelling~~  
585 ~~unit remains 40,000 square feet.~~ In addition, for those developments where more  
586 than 50% of the dwelling units will be affordable, parking requirements are  
587 reduced to two parking spaces per three dwelling units.

588 (10) Affordable housing requirements: [Added 10-24-2022]

589 (a) All requirements in §16.5.4, Affordable housing, must be met.

590 (b) Density incentives detailed in 16.4.23.D Note 2 may be applied to  
591 projects that create affordable housing units, as defined by this code.  
592 No proportional payment-in-lieu is required if the affordable dwelling  
593 unit requirements for the density incentives are met.

594  
595 **13. Amend §16.4.24 Mixed-Use — Badger Island (MU-BI) as follows:**

596 B. Permitted uses. The following uses are permitted in the MU-BI Zone:

- 597 (1) Accessory dwelling units.  
598 (2) Dwellings, ~~attached single-family.~~ multifamily 2-4 “Limited”  
599 (3) Dwellings, manufactured housing.  
600 (4) Dwelling, multifamily.  
601 (5) Dwellings, single-family.

602  
603 D. Standards.

604 (1) The following space standards apply:

605 (a) Minimum land area per dwelling unit: 3,000 square feet.

606 [1] ~~For each of the first two dwelling units and thereafter: 6,000 square feet.~~ If  
607 more than 50% of the dwelling units will be affordable housing units as  
608 defined by this code: 1,200 square feet.

609 (4) Special parking standards.

610 (a) Revised off-street parking standards. Off-street parking must be provided in  
611 accordance with § 16.7.11F unless modified below for the following uses:

612 [1] Dwellings: 1 1/2 parking space for each dwelling unit;

613 Except for residential developments where more than 50% of the  
614 dwelling units will be affordable as defined by this code, parking  
615 requirements are reduced to two parking spaces per three dwelling  
616 units.

617  
618  
619 **14. Amend §16.4.25 Mixed-Use – Kittery Foreside Zone (MU-KF) as follows:**

620 B. Permitted uses. The following uses are permitted in the MU-KF Zone:

- 621 (1) Accessory dwelling units.  
622 (2) Dwelling, ~~attached single-family.~~ multifamily 2-4 “Limited”  
623 (3) Dwellings, single-family.  
624 (4) Dwellings, two-family.  
625 (5) Dwellings, multifamily (~~up to 12 units per lot~~).

626  
627 D. Standards.

- 628 (1) The design and performance standards of Chapters **16.7** and **16.8** must be met,  
629 except where specifically altered in this subsection.
- 630 (2) Dimensional standards. The following space standards apply:  
631 (a) Minimum land area per dwelling unit: 5,000 square feet.  
632 (a) – 1. If more than 50% of the dwelling units will be affordable housing  
633 units as defined by this code: 2,000 square feet.
- 634 (7) Revised off-street parking standards. Insofar as practical, parking requirements are  
635 to be met on site unless an existing building covers so much of the lot as to make the  
636 provision of parking impractical in whole or in part. If meeting the parking  
637 requirements is not practical, then the parking demand may be satisfied off site or  
638 through joint-use agreements as specified herein. Notwithstanding the off-street  
639 parking requirements in § **16.7.11F(3)**, minimum parking requirements for the uses  
640 below are modified as specified herein:
- 641 (a) Dwelling units in buildings that existed as of April 1, 2005, including the  
642 replacement of units destroyed by accidental or natural causes regardless of  
643 how configured: one parking space per dwelling unit;
- 644 (b) Dwelling units in new buildings, including the replacement of existing  
645 buildings other than the replacement of units destroyed by accidental or natural  
646 causes: 1 1/2 parking spaces per dwelling unit;
- 647 (c) Dwelling units in buildings where more than 50% of the dwelling units  
648 proposed will be affordable as defined by this code: two spaces per three  
649 dwelling units.  
650

651 **15. Amend §16.4.26 Business Park (B-P) Zone as follows:**

- 652 B. Permitted uses. The following land uses are permitted for projects that are cluster mixed-  
653 use developments:
- 654 (1) Art studio/gallery.  
655 (2) Building materials and garden supply.  
656 (3) Business and professional offices.  
657 (4) Business services.  
658 (5) Parking area (public or private).  
659 (6) Conference center.  
660 (7) Cluster residential development.  
661 (8) Dwelling, Multifamily 2-4 “Limited” as follows:

	<u>Total maximum # of units allowed on lot (attached or detached)</u>	
<u># of Existing Units</u>	<u>Public Sewer and Water Available</u>	<u>Public sewer and water not available</u>
<u>0</u>	<u>4</u>	<u>2</u>

<u>1</u>	<u>3</u>	<u>3</u>
<u>2</u>	<u>2</u>	<u>2</u>

**(9) Accessory dwelling units**

662  
663

664 **16. Amend §16.4.28 Shoreland Overlay Zone (OZ-SL) as follows:**

665 E. Standards.

666 (1) Minimum lot standards.

667 (a) Minimum lot size by base zone, within the:

- 668 [1] Residential-Village (R-V) Zone: 8,000 square feet.
- 669 [2] Residential-Urban (R-U) Zone: 20,000 square feet.
- 670 [3] Residential-Rural (R-RL), Residential-Suburban (R-S) and
- 671 Residential-Kittery Point Village (R-KPV) Zones: 40,000 square feet.
- 672 [4] Commercial (C1), (C2), (C3), Industrial (IND), Business-Local (B-
- 673 L) and Business-Local 1 (B-L1) Zones: 60,000 square feet.
- 674 [5] Residential-Rural Conservation (R-RLC) Zone: 80,000 square feet.
- 675 [6] Business-Park (B-PK) Zone: 120,000 square feet.
- 676 [7] Mixed-Use Badgers Island (MU-BI) Zone: 6,000 square feet.
- 677 [8] Mixed-Use Kittery Foreside (MU-KF) Zone: 10,000 square feet.

678 (b) Minimum ~~land area per dwelling unit~~ **net residential density** by base  
679 zone, within the:

- 680 [1] Residential-Village (R-V) Zone: 8,000 square feet.
- 681 [2] Business-Park (B-PK) Zone: 10,000 square feet.
- 682 [3] Residential-Urban (R-U), Business-Local (B-L) and Business-
- 683 Local 1 (B-L1) Zones: 20,000 square feet.
- 684 [4] Mixed-Use (M-U), Residential-Rural (R-RL), Residential-
- 685 Suburban (R-S) and Residential-Kittery Point Village (R-KPV) Zones:
- 686 40,000 square feet.
- 687 [5] Residential-Rural Conservation (R-RLC) Zone: 80,000 square feet.
- 688 [6] Mixed-Use Badgers Island (MU-BI) Zone: 6,000 square feet.
- 689 [NOTE: 3,000 square feet for the first two dwelling units.]
- 690 [7] Mixed-Use Kittery Foreside (MU-KF) Zone: 10,000 square feet.

691

692 **17. Amend §16.5.3 Accessory dwelling units as follows:**

693 B. Applicability.

694 (1) An accessory dwelling unit is allowed in all zoning districts where the use is  
695 permitted in Chapter 16.4. The unit must be located:

- 696 (a) Within an existing structure, either principal or accessory on the property;



- 697 or  
698 (b) Attached to the existing principal structure, sharing a common wall; or  
699 (c) Within a new accessory structure constructed for this purpose on the  
700 property.  
701 **(d) Outside of the shoreland overlay zone, as defined in Chapter 16.4.**  
702 (2) Accessory dwelling units that have a valid certificate of occupancy or have vested  
703 rights in the permitting process with an active building permit as of April 28, 2020, are  
704 exempted from the use standard, § 16.5.3D(3).

705  
706 D. Accessory dwelling unit standards.

707 (1) Lot standards.

- 708 (a) ~~Legal lot/residence. An accessory dwelling unit is allowed only on lots within the~~  
709 ~~Town that contain one legal single family residence as the primary unit.~~  
710 (b) Number of accessory dwelling units per lot. No more than one accessory dwelling  
711 unit is permitted on a lot **that is located in a limited growth area as depicted in**  
712 **Kittery's Comprehensive Plan. Up to two accessory dwelling units are**  
713 **permitted on a lot that is located in a targeted growth area.**  
714 (c) Zone lot size and unit density. The property on which an accessory dwelling unit is  
715 located must meet the size required by the applicable zoning standards for the  
716 principal residence, except in the case of legally nonconforming lots. However, an  
717 accessory dwelling unit is exempt from the density requirements of the zone in  
718 which it is located.  
719 (d) Setbacks and coverage. Yard setbacks for the zone must be met. However, for  
720 legally nonconforming lots where ~~an proposed~~ accessory dwelling unit ~~will be~~  
721 ~~attached to a principal dwelling unit and~~ cannot meet the zone's side and rear yard  
722 setbacks, the percentage by which a lot is smaller than the required lot size for the  
723 zone will dictate the required setback for that lot. For example, a 30,000 square foot  
724 legally nonconforming lot in a zone that requires 40,000 square feet would require  
725 side and rear yard setbacks that are 75% of the zone's side and rear yard setbacks.  
726 Building coverage requirements will remain as required by the zone.  
727 (e) Utility connections. Accessory dwelling units must be connected to adequate water  
728 and wastewater services.  
729 [1] Public sewer.  
730 [a] Service: written verification must be provided of adequate service to support the  
731 additional flow from the Superintendent of Wastewater Treatment Facilities.  
732 [b] Fees. Payment of appropriate fees for connection to the municipal sewer system is  
733 required prior to obtaining the certificate of occupancy.  
734 [2] Septic systems. Verification of adequate sewage disposal for subsurface waste  
735 disposal is required. The septic system, existing or proposed, must be verified as  
736 adequate or reconstructed as required, **pursuant to 30-A M.R.S. §4221.** Plans for  
737 subsurface waste disposal must be prepared by a Maine-licensed site evaluator in  
738 full compliance with the State of Maine Subsurface Wastewater Disposal Rules, 10-  
739 144 CMR Ch. 241.  
740 [3] Public water. Verification, in writing, is required from the Kittery water district for

741 volume and supply.

742 [4] Wells. Verification of the potable water supply for private wells is required. Tests of  
743 the existing well or proposed well, if applicable, must indicate that the water supply  
744 is potable and acceptable for domestic use and must conform to the  
745 recommendations included in 01-672 C.M.R. ch. 10, section 10.25(J), Land Use  
746 Districts and Standards, the "Manual for Evaluating Public Drinking Water  
747 Supplies, Public Health Service No. 1180 (1969)."

748 (f) Parking. ~~Each accessory dwelling unit must have one on-site parking space in~~  
749 ~~addition to the parking for the primary dwelling unit. Tandem parking is permitted.~~  
750 No additional parking space is required for the accessory dwelling unit but the  
751 primary dwelling unit must have on-site parking.

752 (g) Private road or right-of-way access. Where an applicant seeks to locate an accessory  
753 dwelling unit on a privately maintained road or right-of-way the following applies:

754 [1] Applicant must submit written consent from the road or homeowner's association or  
755 owner and parties responsible for street maintenance.

756 (2) Unit standards.

757 (a) Unit size. The size of an accessory dwelling unit must meet the minimum size for a  
758 dwelling unit as set by building code standards adopted and amended from time to  
759 time by ~~Maine's Bureau of Building Codes and Standards~~ Technical Building code  
760 and Standards Board, pursuant to 10 M.R.S. § 9722, and be no larger than 1,000  
761 square feet. For principal dwelling units 1,000 square feet or smaller, an accessory  
762 dwelling unit may be no greater than 80% of the size of the principal dwelling unit,  
763 as measured in square feet. An accessory dwelling unit may have no more than two  
764 bedrooms.

765 (b) Unit location.

766 [1] An accessory dwelling unit must meet one or more of the following conditions:

767 [a] Be fully constructed within the existing footprint of any legal residence or accessory  
768 building; or

769 [b] Share a common wall with the principal residence, providing yard setbacks per  
770 § 16.5.3D(2)(a); or

771 [c] Be constructed as a new accessory building containing an accessory dwelling unit,  
772 providing yard setbacks can be met for the zone.

773 [2] Accessory dwelling units will be allowed to be fully constructed within the principal  
774 residence even if the building does not meet yard setbacks.

775 [3] Accessory dwelling units will not be allowed in accessory buildings encroaching on  
776 yard setbacks.

777 (3) Use standards. The accessory dwelling unit may not be rented to the same person or  
778 party for less than a thirty-day period.

779 (4) Development standards. Should an accessory dwelling unit fail to meet the  
780 applicable unit standards listed in this article, the accessory dwelling unit may still  
781 be allowed if the applicant obtains approval from the Board of Appeals under the  
782 provisions of a miscellaneous variation request, as outlines in § 16.2.12. The Board  
783 of Appeals shall review any appeal decision in conformance with § 16.2.12F, Basis  
784 for decision.

- 785 (5) Violations. A violation of the use standard § **16.5.3D(3)** will lose the certificate of  
786 occupancy for the unit for no less than 30 days, and be assessed a penalty of \$500.

787  
788 **18. Amend §16.5.18 Net residential acreage as follows:**

789 A. Purpose. Net residential acreage is used to determine the maximum number of dwelling  
790 units allowed on a parcel that is ~~subject to subdivision~~ **located in a limited growth area**  
791 **identified in the Comprehensive Plan**. The total number of dwelling units allowed is  
792 equal to the net residential acreage divided by the minimum land area per dwelling unit  
793 for a given land use zone.

794 **B. Applicability. Applies to development of land located in limited growth areas as**  
795 **designated in the Comprehensive Plan. Development of parcels located in targeted**  
796 **growth areas is subject to provisions for lot area as defined in Chapter 16.3 for**  
797 **calculating lot area, lot coverage, or unit density.**

798 ~~B.~~ **C.** Net residential acreage calculation. To calculate net residential acreage, the land  
799 area listed below must be subtracted from a parcel's gross area. Where land areas to be  
800 subtracted overlap, the area therein is subtracted once.

- 801 (1) All land located below the highest annual tide elevation as published in the Maine DEP  
802 Highest Annual Tide (HAT) levels for the most-current year.
- 803 (2) All land located within the floodplain as defined in the definition of "flood, 100-year" in  
804 Chapter **16.3**.
- 805 (3) All wetlands as defined in the definition of "wetland" in Chapter **16.3**, as well as vernal  
806 pools, ponds, lakes, streams and other water bodies, including 50% of the associated  
807 setbacks described in other buildings and structures, Table 16.5.30, Chapter **16.5** of this  
808 title.
- 809 (4) All land located on filled tidal lands, per the definition of "tidal land, filled" in Chapter  
810 **16.3**.
- 811 (5) All land located within existing rights-of-way and other existing easements wherein  
812 dwelling units cannot be built.
- 813 (6) All land located within proposed rights-of-way, including parking and travel ways.  
814 Driveways are excluded.
- 815 (7) All land isolated from the principal location for development on the parcel by a  
816 road/street, existing land uses, or any physical feature, natural or man-made, such that it  
817 creates a barrier to the central development of the site and no means of access is  
818 proposed nor likely to be provided in the future. However, to demonstrate that identified  
819 isolated land may be considered developable for the purpose of this calculation, the  
820 applicant must submit a plan and supporting documentation for the Board's  
821 consideration.
- 822 ~~(8) All land zoned commercial (C-1, C-2, or C-3).~~
- 823 (9) All land one acre or more of contiguous area with sustained slopes of 20% or greater.
- 824 (10) All land identified as exposed bedrock, and soils with a drainage class of "poorly  
825 drained" and/or "very poorly drained" as defined in the definition of "soils" in Chapter  
826 **16.3**.
- 827 (11) Fifty percent of all land characterized as drainage class of "somewhat poorly drained,"

- 828 unless public sewer is used, in which case no land area is subtracted.
- 829 (12) All land area within a cemetery and burying ground as defined in Chapter **16.3**,  
830 including associated setback per 13 M.R.S.A. § 1371-A, Limitations on construction  
831 and excavation near burial sites.
- 832 (13) All land within a Commercial Fisheries/Maritime Uses Overlay Zone or Resource  
833 Protection Overlay Zone not included in Subsection **B(12)** above.
- 834 C. Documentation. The net residential acreage calculation must be supported by verifiable  
835 information and accurate data and be shown on the subdivision plan or other plan when  
836 applicable.
- 837 ~~D. Exemptions to net residential acreage calculations.~~
- 838 ~~(1) The maximum number of dwelling units for residential development not subject to~~  
839 ~~subdivision is based on minimum land area per dwelling unit defined in Chapter **16.3**,~~  
840 ~~Definitions, of this title.~~
- 841 ~~(2) The creation of dwelling units subject to subdivision within existing buildings that are~~  
842 ~~connected to Town sewer and are located in the Mixed Use—Kittery Foreside, Mixed~~  
843 ~~Use—Badgers Island, Residential Village, Business Local, or Business Local-1 Zones~~  
844 ~~are exempt from the net residential acreage calculations in § **16.5.18A**. The total number~~  
845 ~~of dwelling units permitted is determined by dividing the gross lot area by the minimum~~  
846 ~~land area per dwelling unit allowed in the zone. The exemption is allowed in the above~~  
847 ~~base zones when subject to the Shoreland Overlay Zone.~~
- 848 ~~(3) The Mixed Use Neighborhood Zone (MU-N) and certain residential uses in the C-1 and~~  
849 ~~C-3 Zones as noted in §§ **16.4.19** and **16.4.21** are exempt from § **16.5.18**, Net residential~~  
850 ~~acreage calculation, but are subject to the minimum land area per dwelling unit as~~  
851 ~~defined in Chapter **16.3**, Definitions, except that 50% of all wetlands may be subtracted,~~  
852 ~~rather than 100%.~~



# TOWN OF KITTERY

Planning & Development Department  
200 Rogers Road, Kittery, ME 03904  
Telephone: 207-475-1307 Fax: 207-439-6806

Jason Garnham, AICP  
Director

**TO:** KITTERY PLANNING BOARD  
**FROM:** JASON GARNHAM, DIRECTOR OF PLANNING AND DEVELOPMENT  
**SUBJECT:** LD 2003 ZONING AMENDMENTS PUBLIC HEARING  
**DATE:** OCTOBER 12, 2023

## SUMMARY:

Maine's Governor signed LD 2003, "An Act to Implement the Recommendations of the Commission to Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions," into law in April of 2022. This law **requires Maine municipalities to adopt or amend zoning rules** that are intended to encourage development of affordable housing via three general approaches:

1. Allowing at least one Accessory Dwelling Unit to be constructed at any residential property.
2. Allowing additional units to be constructed for projects that include affordable housing.
3. Allowing development of at least 2-4 housing units per lot where housing is permitted.

Required zoning amendments – and the types of development that must be allowed by zoning – vary depending on the location of public utilities, targeted growth areas identified in the Comprehensive Plan, and Shoreland areas. Required amendments must be adopted by January 1, 2024. These required amendments are summarized in the following staff memo and summary table.

Staff drafted amendments that are necessary for Kittery's Zoning code to remain compliant with Maine law. An initial draft was reviewed by Kittery's Land Issues Committee during the June 21, 2023 and August 16, 2023 meetings and by the Housing Committee on July 6, 2023 and September 6, 2023. Members of both committees expressed support for provisions that would "go further" to encourage development of housing in targeted areas. The attached amendments include changes to the way residential density – the units allowed per acre of land – is calculated for development projects. These changes are stricter for projects in Limited Growth Areas than current rules, and more flexible for projects in Targeted Growth Areas as described below. They also include changes which would allow residential property owners in targeted growth areas to construct two accessory dwelling units on a lot. The Planning Board reviewed and discussed these amendments during a September 28 workshop.

## PROCESS

Town Council votes on zoning amendments after receiving a recommendation from the Planning Board. Public hearings are required during both steps of the process. A public hearing was advertised for this meeting in accordance with state law.

**Suggested motion:** *I move to hold a public hearing.*

After holding and closing the hearing, the Board should vote on a recommendation for consideration by Town Council. Staff find the proposed amendments are clear for the end user, are compliant with state law, and advance goals expressed in Kittery's Comprehensive Plan. Staff recommend the board to forward a positive vote to Town Council accordingly.

**Suggested motion:** *I move to forward a positive recommendation to Town Council to adopt amendments to Title 16 related to state law LD 2003 as proposed by staff.*

**BACKGROUND:**

There are many types of zoning amendments the Town can consider to encourage property owners to develop housing, or specific housing types. The most impactful change(s) would be to increase the number of units that are allowed per acre within certain zoning districts. Limits on building size, footprint, or height would also need to be examined as part of an earnest effort to encourage development of housing through zoning density increases. Other potentially impactful changes would be to reduce parking minimums, reduce open space requirements, or reduce minimum setbacks. Such amendments are NOT proposed at this time. Staff and committee members agreed that such amendments, if considered, should be tested via an extensive public process and should therefore be excluded from this time-sensitive effort.

**TAKING LD 2003 FURTHER: PROPOSALS**

However, staff identified two opportunities to amplify the effects intended by LD 2003 and advance community goals as expressed in the Comprehensive Plan without taking on such controversial issues.

**Calculating Residential Density for Development:**

**First:** Title 16 currently contains two separate methods for calculating the number of housing units that can be developed on a parcel: “Minimum land area per dwelling unit” and “Net residential density.” **Minimum land area per dwelling unit** excludes all wetlands, rights-of-way, easements, tidal lands, and areas located below the Highest Annual Tide from the land available for a property’s density calculation. **Net residential density** excludes those areas PLUS floodplains, 50% of wetland setback areas, and *proposed* right-of-way and parking areas. Net residential density is therefore more restrictive than Minimum land area per dwelling unit because it subtracts more resource areas, flood risk areas, and future site improvement areas from the base land area calculation. Neither of these methods use gross lot area (size of the parcel minus waterbodies or roads) as the base land area to be used for the residential density calculation.

Staff propose the following:

1. Delete Minimum land area per dwelling unit from Title 16. This will remove the redundancy that is created by having two separate methods for establishing base developable land area for residential density calculations.
2. Require Net residential density calculation for ALL residential projects located in Limited Growth and Shoreland Areas. (Residential- Kittery Point Village, Mixed-Use Badgers Island, Residential- Rural and Residential- Rural Conservation Zoning districts). Net residential density currently only applies to subdivisions; this amendment would expand its use to all residential projects in those zoning districts. This amendment is supported by Comprehensive Plan goals which discourage growth and encourage protection of natural resources and open space in such areas because it would further limit development near wetlands and waterbodies.
3. Utilize “Lot area” for calculating residential density for projects located in Targeted Growth Areas. Projects in Mixed-Use, Mixed-Use Kittery Foreside, Commercial (1, 2, and 3), Business (B-L and B-L1), Residential- Suburban, Residential- Village, and Residential- Urban Zoning districts would therefore only exclude waterbodies and rights-of-way from the base land area used for calculating residential density. This may encourage “infill” development in existing neighborhoods and commercial areas where housing is allowed. This amendment is supported by Comprehensive Plan goals which encourage steering development toward areas that are served

by public utilities and close to existing amenities instead of in current open space and natural areas. *Note: wetland setbacks, zoning setbacks, and building size and height limits would remain in effect as currently written.*

### **Accessory Dwelling Units:**

**Second:** Section 16.5.3 Accessory Dwelling Units (D.1.a) limits ADUs only to lots that “contain one legal, single-family residence as the primary unit” and specifies that only one ADU can be constructed on a lot. These limitations currently apply townwide. ADUs were devised as a separate residential unit type *because* they are generally perceived to be compatible with a wide variety of neighborhoods due to their limited size. Allowing more ADUs per lot *in targeted areas* may encourage property owners in existing neighborhoods to construct more of this affordable housing type in appropriate locations.

Staff and committees propose amending the accessory dwelling unit regulations by allowing up to two ADUs per lot that is located in a targeted growth area as depicted in Kittery’s Comprehensive Plan. Lots located in limited growth areas will continue to be limited to one ADU.

### **Process Changes: Development of 1-4 Residential Units**

As discussed during the September 28 workshop, staff also propose amendments to the site plan review process. Recognizing that LD 2003 effectively removes the distinction between single- and 2-to-4- unit residential developments, staff propose adding residential developments of up to 4 units on one lot to the list of projects requiring minor site plan review instead of major site plan (or subdivision) review. Staff and peer review, verification of compliance with applicable standards, abutters’ notice, preparation of findings, and recording of approved plans are part of the minor site plan review process. Planning board review and public hearing are not. This change is intended to reduce the barriers to infill housing development, as intended by LD 2003 and as encouraged by the Comprehensive Plan.

As also discussed during the workshop, the board may consider limiting this proposed change only to projects located in Targeted Growth Areas. This remains consistent with the Comprehensive Plan and with the other optional amendments proposed by staff and committees. Amendments drafted in response to the workshop discussion are presented in orange text in the draft amendments included with this packet.

### **EXHIBITS:**

Please find attached for your review:

1. Draft Zoning Amendments (required in **green**, optional in **blue**, changes made in response to board workshop discussion in **orange**)
2. Summary memo, amendments table, and residential density comparison

### **OTHER RESOURCES:**

1. LD2003: <http://www.mainelegislature.org/legis/bills/getPDF.asp?paper=HP1489&item=9&snum=130>
2. LD2003 Guidance doc: [DECD\\_LD\\_2003\\_digital- Feb 2023 update website\\_0.pdf \(maine.gov\)](#)
3. Title 16 Kittery Zoning Code: <https://ecode360.com/38252756>





- 40 C. ~~All land located on filled tidal lands, per the definition of "tidal land, filled."~~
- 41 D. ~~All land located within existing rights of way and other existing easements wherein~~
- 42 ~~dwelling units cannot be built.~~

43 **NET RESIDENTIAL ACREAGE**

44 The total area of the parcel(s) of record subject to development land area subject to

45 subdivision that is identified for regulatory purposes as developable and is the gross

46 available acreage minus land area identified in § 16.5.18, Net residential acreage, unless

47 otherwise exempt in § 16.5.18D, Exemptions to net residential acreage calculations.

48 **NET RESIDENTIAL DENSITY**

49 The number of dwelling units in a subdivision development per net residential acre.

50 This is calculated by dividing the net residential acreage by the square feet specified as

51 minimum land area per dwelling unit in the dimensional standards in § 16.4 for the

52 relevant base zone or overlay zone(s) where applicable. Net residential density

53 calculations which result in a fraction shall be rounded down to the nearest whole

54 number.

55 **2. Amend § 16.4.10 Residential — Rural (R-RL) zoning as follows:**

56 B. Permitted uses. The following uses are permitted in the R-RL Zone:

- 57 (1) Accessory dwelling unit.
- 58 (2) Conservation subdivision. [Amended 10-24-2022]
- 59 (3) Dwelling, manufactured housing.
- 60 (4) Dwelling, single-family.
- 61 **(5) Dwelling, multifamily 2-4 “Limited”, as follows:**

	<u>Total maximum # of units allowed on lot (attached or detached)</u>	
<u># of Existing Units</u>	<u>Public Sewer and Water Available</u>	<u>Public sewer and water not available</u>
<u>0</u>	<u>4</u>	<u>2</u>
<u>1</u>	<u>3</u>	<u>3</u>
<u>2</u>	<u>2</u>	<u>2</u>

62

63 E. Shoreland Overlay Zone OZ-SL — Residential — Rural Zone (R-RL).

- 64 (1) Permitted uses.
  - 65 (a) Accessory buildings, structures, and uses.
  - 66 (b) Agriculture.

67 (c) Dwelling, single family, if located farther than 100 feet from the normal high-  
68 water line of any water bodies, or the upland edge of a wetland individual private  
69 campsite.

70 [~~1~~] ~~Dwelling, single family.~~

71

72 **3. Amend § 16.4.11 Residential — Suburban (R-RS) zoning as follows:**

73 B. Permitted uses. The following uses are permitted in the R-S Zone:

74 (1) Accessory dwelling unit.

75 (2) Conservation Subdivision.

76 ~~(3) Dwelling, attached single family.~~

77 (4) Dwelling, multifamily ~~(not more than four units per building)~~ 2-4 “Limited”

78 (5) Dwelling, single-family.

79 ~~(6) Dwelling, two family.~~

80

81 D. Standards. The following standards must be met unless modified per §16.8.10,  
82 Conservation Subdivision:

83 (1) Design and performance standards. The design and performance standards of  
84 Chapters **16.5, 16.7** and **16.8** must be met. The Design Handbook provides examples  
85 of appropriate design for nonresidential and multiunit residential projects.

86 (2) Dimensional standards.

87 (a) Minimum ~~land~~ **Lot** area per dwelling unit ~~(note: as per Chapter 16.3 definition~~  
88 ~~of "minimum land area per dwelling unit,"~~ except to exempt properties which  
89 are unable to meet the square feet required for a single-family dwelling unit,  
90 provided the lot was conforming prior to October 25, 2012):

91 [1] Without public sewage disposal: 40,000 square feet.

92 [2] With public sewage disposal: 30,000 square feet unless reduced in  
93 accordance with Note A.

94 [3] When more than 50% of the dwelling units proposed will be  
95 affordable as defined by this Code and have public sewer: 12,000  
96 square feet

97 (b) Minimum lot size:

98 [1] Without public sewage disposal: 40,000 square feet.

99 [2] With public sewage disposal: 30,000 square feet unless reduced in  
100 accordance with Note A.

101 (c) Minimum street frontage: 150 feet unless reduced in accordance with Note A.

102 (d) Minimum front yard: 40 feet.

103 (e) Maximum building coverage: 20%.

104 (f) Minimum rear and side yards: 15 feet.

105 (Note: Buildings higher than 40 actual feet must have side and rear yards not  
106 less than 50% of the building height.)

107 (g) Maximum building height: 35 feet.

- 108 (Note: Minimum distance between principal buildings on the same lot is the  
109 height equivalent to the taller building.)  
110 (h) Minimum water body setback for functionally water-dependent uses: zero feet.  
111 (i) Minimum setback from streams, water bodies and wetlands: in accordance with  
112 Table 16.5.30, § 16.4.28 and Appendix A, Fee Schedules.

Note A:

The required minimum ~~land~~ **Lot** area per dwelling unit and/or minimum lot size for residential uses that are served by public sewage disposal and that are located outside of areas subject to shoreland zoning may be less than 30,000 square feet per lot/unit if the established average density of development in the immediate area of the use as determined below is less than 30,000 square feet.

If the average of the lot sizes and/or ~~land~~ **Lot** area per dwelling unit of the developed residential lots that are located on the same street and within 500 feet of the parcel is less than 30,000 square feet, the required minimum lot size or required minimum ~~land~~ **Lot** area per dwelling unit is the calculated average lot size or average ~~land~~ **Lot** area per dwelling unit but not less than 20,000 square feet.

If the required minimum lot size is reduced, the required minimum street frontage for new residential uses served by public sewerage may also be reduced to the average of the lot frontage of existing developed residential lots that are located on the same street and within 500 feet of the parcel but in no case to less than 100 feet.

- 113  
114 (3) Subdivision types and standards. ~~Subject to net residential acreage and net~~  
115 ~~residential density per Chapter 16.3.~~  
116 (a) Conservation Subdivision. In a conservation subdivision, the above standards  
117 may be modified in accordance with special provisions of §16.8.10, including  
118 that there is no minimum lot size, and with the conditions that:  
119 [1] Minimum principal building separation as required by the Fire Chief, but  
120 not less than 15 feet.  
121 (b) Subdivision development (per special exception uses, §16.4.11C). In a  
122 subdivision development, standards in §16.4.11D(1) and (2) apply and include:  
123 [1] Minimum percentage of common open space: 15%.  
124 (4) Mobile homes. Mobile homes must meet the standards of §16.5.17.  
125 **(5) Parking. When more than 50% of the dwelling units provided while be**  
126 **affordable as defined by this code: two parking spaces per three dwelling units.**  
127 **(6) Affordable housing requirements:**  
128 **(a) All requirements in §16.5.4 Affordable Housing must be met.**  
129 **(b) Density incentives outlined above in subsection D.(2).(a).[3] may be applied**  
130 **to projects that create affordable housing units, as defined by this code. No**  
131 **proportional payment-in-lieu is required if the affordable dwelling unit**  
132 **requirements for the density incentives are met.**  
133

- 134 E. Shoreland Overlay Zone OZ-SL — Residential — Suburban Zone (R-S).  
135 (1) Permitted uses.

- 136 (a) Day-care facility.
- 137 (b) Dwellings if located farther than 100 feet from the normal high-water line of any
- 138 water bodies, or the upland edge of a wetland.
- 139 [1] ~~Dwelling, attached single-family.~~
- 140 [2] Dwelling, multifamily (not more than four units per building).
- 141 [3] Dwelling, single-family.
- 142 [4] Dwelling, two-family.
- 143

144 **4. Amend § 16.4.12 Residential — Kittery Point Village (R-KPV) zoning as follows:**

145 B. Permitted uses. The following uses are permitted in the R-KPV Zone:

- 146 (1) Accessory dwelling units.
- 147 (2) Conservation subdivision.
- 148 ~~(3) Dwelling, attached single-family.~~
- 149 (4) Dwelling, multifamily ~~(not more than four units per building).~~ 2-4 "Limited"
- 150 (5) Dwelling, single-family.
- 151 ~~(6) Dwelling, two-family.~~
- 152

153 D. Standards. The following standards must be met unless modified per § 16.8.10,

154 Conservation subdivision.

- 155 (1) Design and performance standards in Chapters 16.5, 16.7 and 16.8. The Design
- 156 Handbook provides examples of appropriate design for nonresidential and multiunit
- 157 residential projects.
- 158 (2) Dimensional standards.
  - 159 (a) Minimum ~~land~~ lot area per dwelling unit: 40,000 square feet. (Note: As per
  - 160 Chapter 16.3 definition of "minimum land area per dwelling unit," except to
  - 161 exempt properties which are unable to meet the square feet required for a
  - 162 single-family dwelling unit, provided the lot was conforming prior to October
  - 163 25, 2012).
  - 164 (b) Minimum lot size: 40,000 square feet.
  - 165 (c) Minimum street frontage: 150 feet unless reduced in accordance with Note A.
  - 166 (d) Minimum front yard: 40 feet.
  - 167 (e) Maximum building coverage: 20%.
  - 168 (f) Minimum rear and side yards: 15 feet. (Note: Buildings higher than 40 actual
  - 169 feet must have side and rear yards not less than 50% of the building height.)
  - 170 (g) Maximum building height: 35 feet. (Note: Minimum distance between principal
  - 171 buildings on the same lot is the height equivalent to the taller building.)
  - 172 (h) Minimum water body setback for functionally water-dependent uses: zero feet.
  - 173 (i) Minimum setback from streams, water bodies and wetlands: in accordance with
  - 174 Table 16.5.30, § 16.4.28 and Appendix A, Fee Schedules. Subdivision types
  - 175 and standards.
  - 176 ~~(3) Subject to net residential acreage and net residential density per Chapter 16.3.~~

177  
178  
179

**5. Amend § 16.4.13 Residential — Urban (R-U) zoning as follows:**

180 B. Permitted uses. The following uses are permitted in the R-U Zone:

- 181 (1) Accessory dwelling units.
- 182 (2) Conservation subdivision.
- 183 ~~(3) Dwelling, attached single-family.~~
- 184 (4) Dwelling, manufactured housing.
- 185 (5) Dwelling, multifamily.
- 186 (6) Dwelling, single-family.
- 187 (7) Dwelling, ~~two-family.~~ **multifamily 2-4 “Limited”**

188

189 D. Standards. The following standards must be met unless modified per §16.8.10  
190 Conservation Subdivision:

- 191 (1) The design and performance standards in Chapters 16.5, 16.7 and 16.8.
- 192 (2) Dimensional standards:
  - 193 (a) Minimum ~~land~~ **lot** area per dwelling unit: 20,000 square feet. ~~(Note: As per~~  
194 ~~Chapter 16.3 definition of "minimum land area per dwelling unit,"~~ except to  
195 exempt properties which are unable to meet the square feet required for a  
196 single-family dwelling unit, provided the lot was conforming prior to  
197 October 25, 2012.)  
198 **(b) When more than 50% of the dwelling units proposed will be affordable**  
199 **as defined by this code and have public sewer: 8,000 square feet**
  - 200 (b) Minimum lot size: 20,000 square feet.
  - 201 (c) Minimum street frontage: 100 feet.
  - 202 (d) Minimum front yard, all buildings: 30 feet.
  - 203 (e) Minimum rear and side yards, all buildings: 15 feet.  
204 (Note: Buildings higher than 40 actual feet must have side and rear yards not  
205 less than 50% of building height.)
  - 206 (f) Maximum building height: 35 feet.  
207 (Note: Minimum distance between principal buildings on the same lot is the  
208 height equivalent to the taller building.)
  - 209 (g) Maximum building coverage: 20%.
  - 210 (h) Minimum water body setback for functionally water-dependent uses: zero  
211 feet.
  - 212 (i) Minimum setback from streams, water bodies and wetlands: in accordance  
213 with Table 16.5.30 § 16.4.28 and Appendix A, Fee Schedules.
- 214 (3) Subdivision types and standards. ~~Subject to net residential acreage and net~~  
215 ~~residential density per Chapter 16.3.~~
  - 216 (a) Conservation Subdivision. In a subdivision, the above standards may be  
217 modified in accordance with special provisions of §16.8.10, including that  
218 there is no minimum lot size, and with the conditions that:

- 219 [1] Minimum principal building separation as required by the Fire Chief,
- 220 but not less than 15 feet.
- 221 (b) Subdivision development (special exception uses, §16.4.13C). In a
- 222 subdivision development, standards in §16.4.13D(1) and (2) apply and
- 223 include:
- 224 [1] Minimum percentage of common open space: 15%.
- 225 (4) Age-restricted housing. In the case of age-restricted housing, the above standards
- 226 may be modified in accordance with the special provisions of §16.5.15 and with
- 227 the condition that:
- 228 (a) Municipal sewerage and water must be provided.
- 229 (b) A minimum land area of three acres must be provided.
- 230 (c) The maximum net density may not exceed four dwelling units per net
- 231 residential acre. In no event may the Planning Board authorize a departure
- 232 which increases the total number of dwelling units greater than that specified
- 233 under the applicable zoning ordinance.
- 234 (d) A single-bedroom unit may not be less than 550 square feet and a two-
- 235 bedroom unit not less than 650 square feet.
- 236 (5) Manufactured housing. Manufactured housing must meet standards of §16.5.15.
- 237 **(6) Parking. When more than 50% of the dwelling units provided while be**
- 238 **affordable as defined by this code: two parking spaces per three dwelling units.**
- 239 **(7) Affordable housing requirements:**
- 240 **(a) All requirements in §16.5.4 Affordable Housing must be met.**
- 241 **(b) Density incentives outlined above in subsection D.(2).(a).[3] may be**
- 242 **applied to projects that create affordable housing units, as defined by this**
- 243 **code. No proportional payment-in-lieu is required if the affordable**
- 244 **dwelling unit requirements for the density incentives are met.**

245

246 E. Shoreland Overlay Zone OZ-SL — Residential — Urban Zone (R-U).

- 247 (1) Permitted uses.
- 248 (a) Accessory buildings, structures, and uses.
- 249 (b) Day-care facility.
- 250 (c) Dwellings if located farther than 100 feet from the normal high-water line
- 251 of any water bodies, or the upland edge of a wetland.
- 252 [1] ~~Dwelling, attached single family.~~
- 253 [2] Dwelling, manufactured housing.
- 254 [3] Dwelling, multifamily.
- 255 [4] Dwelling, single-family.
- 256 [5] Dwelling, two-family.

257

258 **6. Amend § 16.4.14 Residential — Village (R-V) zoning as follows:**

- 259 B. Permitted uses. The following uses are permitted in the R-V Zone:
- 260 (1) Accessory dwelling unit.

- 261 (2) Dwelling, ~~attached single-family~~. multifamily 2-4 “Limited”
- 262 (3) Dwelling, manufactured housing.
- 263 (4) Dwelling, single-family.
- 264 ~~(5) Dwelling, two-family.~~

265  
 266 D. Standards. All development and the use of land in the R-V Zone must meet the  
 267 following standards. In addition, the design and performance standards of Chapters  
 268 **16.5, 16.7** and **16.8** must be met. The Design Handbook provides examples of  
 269 appropriate design for nonresidential and multiunit residential projects.

270 (1) The following space standards apply:

- 271 (a) Minimum ~~land~~ lot area per dwelling unit: 4,000 square feet. (Note: As per  
 272 ~~Chapter 16.3~~ definition of "minimum land area per dwelling unit," except to  
 273 exempt properties which are unable to meet the square feet required for a  
 274 single-family dwelling unit, provided the lot was conforming prior to October  
 275 25, 2012.)

276  
 277 E. Shoreland Overlay Zone OZ-SL — Residential — Village Zone (R-V).

278 (1) Permitted uses.

- 279 (a) Accessory buildings, structures, and uses.
- 280 (b) Dwellings if located farther than 100 feet from the normal high-water line of  
 281 any water bodies, or the upland edge of a wetland Public Facility.
- 282 ~~[1] Dwelling, attached single-family.~~
- 283 [2] Dwelling, manufactured housing.
- 284 [3] Dwelling, single-family.
- 285 [4] Dwelling, two-family.

286  
 287 **7. Amend §16.4.15 Residential — Rural Conservation (R-RC) zoning as follows:**

288 B. Permitted use. The following uses are permitted in the R-RC Zone:

- 289 (1) Accessory dwelling units.
- 290 (2) Conservation subdivision.
- 291 (3) Dwelling, manufactured housing.
- 292 (4) Dwelling, single-family.

293 (5) Dwelling, multifamily 2-4 as follows

	<u>Total maximum # of units allowed on lot (attached or detached)</u>	
<u># of Existing Units</u>	<u>Public Sewer and Water Available</u>	<u>Public sewer and water not available</u>
<u>0</u>	<u>4</u>	<u>2</u>

<u>1</u>	<u>3</u>	<u>3</u>
<u>2</u>	<u>2</u>	<u>2</u>

294

295 D. Standards. The following standards must be met unless modified per §16.8.10,  
 296 Conservation Subdivision:

- 297 (1) The design and performance standards of Chapters 16.5, 16.7 and 16.8 must be  
 298 met.
- 299 (2) The following dimensional standards apply:
- 300 (a) Minimum ~~land area~~ **net residential acreage** per dwelling unit: 80,000 square  
 301 feet. (~~Note: As per Chapter 16.3 definition of "minimum land area per~~  
 302 ~~dwelling unit,"~~ except to exempt properties which are unable to meet the  
 303 square feet required for a single-family dwelling unit, provided the lot was  
 304 conforming prior to October 25, 2012.)

305

306 **8. Amend §16.4.17 Business — Local (B-L) zoning as follows:**

307 B. Permitted uses. The following uses are permitted in the B-L Zone:

- 308 (1) Accessory dwelling unit.
- 309 (2) Dwelling, ~~attached single family.~~ **multifamily 2-4**
- 310 (3) Dwelling, manufactured housing.
- 311 (4) Dwelling, multifamily.
- 312 ~~(a) Development proposing three or four dwelling units is permitted through~~  
 313 ~~minor site plan review;~~
- 314 ~~(b) Development proposing five or more dwelling units is permitted through~~  
 315 ~~major site plan review;~~
- 316 (5) Dwelling, single-family.
- 317 ~~(6) Dwellings, two-family.~~
- 318 (7) Dwelling units as part of a mixed-use building.

319

320 D. Standards. All development and the use of land in the B-L Zone must meet the following  
 321 standards. Kittery's Design Handbook illustrates how these standards can be met. In addition, the  
 322 design and performance standards of Chapters 16.5, 16.7 and 16.8 must be met. [**Amended 9-12-**  
 323 **2022]**

- 324 (1) The following space and dimensional standards apply:
- 325 (a) Minimum ~~land~~ **lot** area per dwelling unit:
- 326 [1] If served by on-site sewage disposal: 20,000 square feet;
- 327 [2] If served by the public sewerage system and:
- 328 [a] When no frontage on State Road or Route 1 Bypass exists: 3,000 square  
 329 feet;
- 330 [b] When less than five dwelling units are proposed at minimum, one



331 nonresidential use must be located on the first floor facing State Road or  
332 Route 1 Bypass such that the use will be visible from the street: 3,000  
333 square feet. Such a nonresidential use or uses need not occupy the entire  
334 first floor but must be an independent nonresidential use, e.g., not a  
335 home office marketed with a dwelling unit as a work/live unit;

336 [c] When five or more dwelling units are proposed at minimum, one  
337 nonresidential use must be located on the first floor facing State Road or  
338 Route 1 Bypass such that the use will be visible from the street: 2,500  
339 square feet. Such a nonresidential use or uses need not occupy the entire  
340 first floor but must be an independent nonresidential use, e.g., not a  
341 home office marketed with a dwelling unit as a work/live unit; or

342 [d] 25% or more of the dwelling units will be affordable housing units as  
343 defined by this code: 1,000 square feet.

344 Note: Except as otherwise required by the buffer provisions of this title.

345 (b) Parking. Parking requirements are to be met on site. If meeting the parking  
346 requirements is not possible, the parking demand may be satisfied off site or  
347 through joint-use agreements as specified herein. Notwithstanding the off-street  
348 parking requirements in § 16.7.11F(4), minimum parking requirements for the  
349 uses below are modified as specified:

350 [1] Dwelling units: 1.5 parking spaces per dwelling unit; unless:

351 [a] Affordable housing as defined by this code is proposed, in which case  
352 the parking requirements may be reduced to one parking space per  
353 dwelling unit at the Planning Board's discretion; and/or

354 [b] Some or all of the proposed dwelling units are one-bedroom or  
355 studio-type units, in which case parking requirements for these types  
356 of units may be reduced to one parking space for each unit so  
357 described.

358 [c] More than 50% of the dwelling units proposed will be affordable  
359 as defined by this code in which case parking is reduced to two  
360 spaces per three dwelling units.

361  
362 E. Shoreland Overlay Zone OZ-SL — Business — Local Zone (B-L).

363 (1) Permitted uses.

364 (a) Accessory buildings, structures, and uses.

365 (b) Dwellings if located farther than 100 feet from the normal high-water line of  
366 any water bodies, or the upland edge of a wetland.

367 ~~[1] Dwelling, attached single-family.~~

368 [2] Dwelling, manufactured housing.

369 [3] Dwelling, multifamily.

370 [4] Dwelling, single-family.

371 [5] Dwellings two-family.

372

373 **9. Amend §16.4.18 Business — Local 1 (B-L1) zoning as follows:**

374  
375  
376  
377  
378  
379  
380  
381  
382  
383  
384  
385  
386  
387  
388  
389  
390  
391  
392  
393  
394  
395  
396  
397  
398  
399  
400  
401  
402  
403  
404  
405  
406  
407  
408  
409  
410  
411  
412  
413  
414  
415  
416  
417

B. Permitted uses. The following uses are permitted in the B-L1 Zone:

- (1) Accessory dwelling unit.
- (2) Dwelling, ~~attached single-family.~~ multifamily 2-4 “Limited”
- (3) Dwelling, manufactured housing.
- (4) Dwelling, multifamily. **[Amended 9-12-2022]**
  - ~~(a) — Development proposing three or four dwelling units is permitted through minor site plan review;~~
  - ~~(b) — Development proposing five or more dwelling units is permitted through major site plan review;~~
- (5) Dwelling, single-family.
- ~~(6) — Dwelling, two family.~~

D. Standards. All development and the use of land in the B-L1 Zone must meet the following standards. Kittery's Design Handbook illustrates how these standards can be met. In addition, the design and performance standards of Chapter 16.5 must be met. **[Amended 9-12-2022]**

- (1) The following space and dimensional standards apply:
  - (a) Minimum ~~land~~ lot area per dwelling unit:
    - [1] When no frontage on State Road or Shapleigh Road: 2,500 square feet.
    - [2] When less than five dwelling units are proposed with, at minimum, one nonresidential use must be located on the first floor facing State Road or Shapleigh Road such that the use will be visible from the street: 2,500 square feet. Such a nonresidential use or uses need not occupy the entire first floor but must be an independent nonresidential use, e.g., not a home office marketed with a dwelling unit as a work/live unit.
    - [3] When five or more dwelling units are proposed with, at minimum, one nonresidential use must be located on the first floor facing State Road or Shapleigh Road such that the use will be visible from the street: 2,000 square feet. Such a nonresidential use or uses need not occupy the entire first floor but must be an independent nonresidential use, e.g., not a home office marketed with a dwelling unit as a work/live unit.
    - [4] When 25% or more of the dwelling units will be affordable housing units as defined by this code, the minimum land area per dwelling unit is 1,500 square feet.
    - [5] When 50% or more of the dwelling units will be affordable housing units as defined by this code, the minimum land area per dwelling unit is 1,000 square feet.
  - (b) Minimum lot size: none.  
(Note: Except that all screening, open space, buffering and landscaping requirements must be met; or in instances where the Planning Board may approve modifications to such requirements, such modifications must be found satisfactory by the Board.
  - (c) Minimum street frontage per lot: 50 feet.
  - (d) Maximum front setback: 20 feet.

418 (Note: This area must be designed to promote a pedestrian public space,  
419 which includes, but is not limited to, landscaping, sidewalks and sitting  
420 areas. The Planning Board may, at its discretion, allow a greater setback  
421 when public amenities such as pocket parks, outdoor dining or seating areas  
422 are proposed within the front setback. Pocket parks must be at least 200  
423 square feet with a minimum of three trees and a bench for sitting required.  
424 Park must be vegetated with ground cover, except for walkways. Outdoor  
425 dining areas must meet any additional requirements specific to that use.  
426 Outdoor storage is prohibited anywhere in the front yard of the structure,  
427 except for seasonal sales items. Parking is also prohibited in the front  
428 setback, except as allowed in Subsection **D(2)(e)** below.

- 429 (e) Minimum rear and side setbacks: 10 feet.  
430 (Note: Except as otherwise required by the buffer provisions of this title, and  
431 except where the side and/or rear setbacks abut a residential zone or single-  
432 family use; in which case a minimum of 15 feet or 50% of the building  
433 height, whichever is greater, is required.)
- 434 (f) Maximum building height: 40 feet. Solar apparatus is excluded from height  
435 determinations.
- 436 (g) The maximum impervious surface is:  
437 [1] Seventy percent; or  
438 [2] The Planning Board may, at its discretion, allow greater than 70% if:  
439 [i] Additional landscaped or natural areas are proposed or preserved  
440 and such areas are integrated into the site design in an  
441 environmentally conscious way utilizing LID to provide  
442 stormwater filtration and/or water quality improvements. Such  
443 areas must exceed the requirement that 15% of the lot be  
444 landscaped or natural. See Subsection **D(4)**, Landscaping/Site  
445 improvements. When granting such a concession, the Board must  
446 find that the proposed additional landscaping and/or natural areas  
447 and the site design provide enough benefit to outweigh the impact  
448 of greater impervious surface; or  
449 [ii] Affordable housing to be built, rather than a payment-in-lieu, is  
450 proposed.

451 Note: If using either option above, the stormwater requirements in  
452 Subsection **D(1)(i)** below may not be modified.

- 453 (h) Stormwater. All new development must use LID (low-impact development)  
454 and BMP (best management practices), based on Maine DEP's Maine  
455 Stormwater Best Management Practices Manual Volumes I through III, as  
456 amended from time to time, to manage 100% of the total stormwater  
457 generated on-site. The stormwater report and plan demonstrating that this  
458 requirement is met must be included with the application at the time of  
459 submission. A request for a modification may be submitted to the Planning  
460 Board, but it is incumbent on the applicant to prove to the Planning Board's  
461 satisfaction that such a modification is necessary. The Town reserves the  
462 right to submit such modification requests for independent engineering

463 review at the applicant's expense. The Board may also require additional  
464 landscaping/plannings and/or LID features when granting such concessions.

465 (i) Minimum area dedicated to landscaped or natural areas: 15%.

466 [1] For the purposes of this zone, a natural area is an area that is not  
467 regularly mowed, and contains trees and/or shrubs which may not have  
468 been deliberately planted. Invasive plants, as defined by the State of  
469 Maine, must be removed.

470 [2] For multifamily dwelling, mixed-use buildings with dwelling units and  
471 attached single-family dwellings, in cases where the property cannot  
472 meet the 15% requirement due to existing development (including  
473 parking areas), and where redevelopment will remain at the same or a  
474 lower percentage of the lot, the Planning Board may, at its discretion,  
475 allow a smaller percentage of landscaped and/or natural area. In  
476 granting this concession, the Board may require more intensive  
477 landscape plantings and/or LID-designed features.

478 (j) Hours of operation must be noted on the final site plan and are determined by  
479 the Planning Board on a case-by-case basis. All lighting other than  
480 designated security lighting must be extinguished outside of noted hours of  
481 operation.

482 (k) Minimum setback for functionally water-dependent uses: zero feet.

483 (l) Minimum setback from streams, water bodies and wetlands: in accordance  
484 with Table 16.5.30, § 16.4.28 and Appendix A, Fee Schedules.

485 (2) Parking design:

486 **Parking requirements are to be met on-site. If meeting the parking**  
487 **requirements is not possible, the parking demand may be satisfied off-site or**  
488 **through joint-use agreements as specified in 16.4.17.D.(1).(c) -**  
489 **16.4.17.D.(1).(e) under the B-L Zone. Notwithstanding the off-street parking**  
490 **requirements in 16.7.11.F.(4), minimum parking requirements for the uses**  
491 **below are modified as specified:**

492 **[1] Dwelling units: 1.5 parking spaces per dwelling unit; unless:**

493 **[i] Affordable housing as defined by this code is proposed in which case the**  
494 **parking requirements may be reduced to a minimum of 1/2 spaces per**  
495 **dwelling unit at the Planning Board's discretion; and/or**

496 **[ii] Housing is proposed within 1/4 mile of a public transit stop, in**  
497 **which case the parking requirements may be reduced to a minimum of 1/2**  
498 **spaces per dwelling unit at the Planning Board's discretion; and/or**

499 **[iii] Some or all of the proposed dwelling units are one-bedroom or**  
500 **studio type units in which case parking requirements for these types of units**  
501 **are reduced to one parking space for each unit so described.**

502 **[iv] More than 50% of the dwelling units proposed will be affordable as**

503 defined by this code in which case parking is reduced to two spaces per three  
504 dwelling units.

505 [2] For multifamily dwellings, if more than ten parking spaces are  
506 required, up to 20% of the parking may be designated for compact cars. See  
507 16.7.11.F.(4) Off-Street Parking Standards.

508 (b) [3] Electric car charging stations are allowed and encouraged in parking  
509 lots but must not interfere with pedestrian movement on sidewalks.

510 **10. Amend §16.4.19 Commercial 1, Route 1 Commercial Zone (C-1) as follows:**

511 E. Standards.

512 (1) C Zone standards. All development and the use of land in the C Zone must meet  
513 the following standards. Kittery's Design Handbook illustrates how these standards can  
514 be met. In addition, the design and performance standards of Chapters **16.5**, **16.7** and **16.8**  
515 must be met unless noted otherwise below.

516 (2) The following space standards apply in the C-1 Zones:

517 (a) Minimum lot size or density:

**C-1 Zone**

Cottage cluster	16 units per acre unless 25% of units are
Dwelling, attached single-family	affordable housing units as defined by this
Dwelling, multifamily	Code, in which case 20 units per acres
Dwelling, two-family	allowed*
Dwelling units as part of a mixed-use	<u>40 units per acre when over 50% of the</u>
building	<u>units are affordable housing units as</u>
	<u>defined by this Code*.</u>

All other uses 40,000 square feet

NOTES:

\* These uses are exempt from net residential acreage calculations but are subject to  
minimum land area per dwelling unit requirement as described in §16.5.18D,  
Exemptions to net residential acreage calculations.

518

519 (4)(c) Parking standards. The following minimum off-street parking requirements must  
520 be provided and maintained in case of new construction, alterations, and changes of  
521 use:

522 [1] Parking requirements must be met on site unless an existing building covers so  
523 much of the lot as to make the provision of parking impractical in whole or in  
524 part. If meeting the parking requirements is not practical, then the parking demand  
525 may be satisfied off site or through joint-use agreements as specified herein.  
526 Notwithstanding the off-street parking requirements in §16.7.11F, minimum

- 527 parking requirements for the uses below are modified as specified:
- 528 [a] Dwelling units: one parking space per dwelling unit.
- 529 [b] For multifamily dwellings, if more than 10 parking spaces are required, up to
- 530 20% of the parking may be designated for compact cars. See §16.7.11F, Off-
- 531 street parking standards.
- 532 [c] When more than 50% of the dwelling units proposed are affordable as
- 533 defined by this Code, two parking spaces for every three dwelling units.
- 534

535 **11. Amend §16.4.21 Commercial 3, Bypass/ Old Post Road Commercial Zone (C-3) as**

536 **follows:**

537 E. Standards.

- 538 (1) C Zone standards. All development and the use of land in the C Zone must meet
- 539 the following standards. Kittery's Design Handbook illustrates how these standards can
- 540 be met. In addition, the design and performance standards of Chapters 16.5, 16.7 and 16.8
- 541 must be met unless noted otherwise below.
- 542 (2) The following space standards apply in the C-3 Zones:
- 543 (a) Minimum lot size or density:

**C-1 Zone**

Cottage cluster	16 units per acre unless 25% of units are
Dwelling, attached single-family	affordable housing units as defined by this
Dwelling, multifamily	Code, in which case 20 units per acres
Dwelling, two-family	allowed*
Dwelling units as part of a mixed-use	<u>40 units per acre when over 50% of the</u>
building	<u>units are affordable housing units as</u>
	<u>defined by this Code*.</u>
All other uses	40,000 square feet

NOTES:

\* These uses are exempt from net residential acreage calculations but are subject to minimum land area per dwelling unit requirement as described in §16.5.18D, Exemptions to net residential acreage calculations.

- 544
- 545 (4)(c) Parking standards. The following minimum off-street parking requirements must be
- 546 provided and maintained in case of new construction, alterations, and changes of use:
- 547 [1] Parking requirements must be met on site unless an existing building covers so much
- 548 of the lot as to make the provision of parking impractical in whole or in part. If
- 549 meeting the parking requirements is not practical, then the parking demand may be
- 550 satisfied off site or through joint-use agreements as specified herein. Notwithstanding
- 551 the off-street parking requirements in Article IX of Chapter 16.8, minimum parking
- 552 requirements for the uses below are modified as specified:

- 553 [a] Dwelling units: one parking space per dwelling unit.  
554 [b] For multifamily dwellings, if more than 10 parking spaces are required, up to 20%  
555 of the parking may be designated for compact cars. See §16.7.11.F, Off-street  
556 parking standards.  
557 [c] When more than 50% of the dwelling units proposed are affordable as  
558 defined by this Code, two parking spaces for every three dwelling units.  
559

560 **12. Amend §16.4.23 Mixed Use Zone (MU) as follows:**

561 B. Permitted uses.

- 562 (1) Accessory dwelling units.  
563 (2) Dwelling, single-family (limited to lots of record as of April 1, 2004).  
564 (3) Dwellings, multifamily (limited to the upper floors of mixed-use building that is  
565 served by public sewerage).  
566 (4) Dwelling multifamily 2-4 “Limited”

567  
568 D. Standards.

569 (2)

570 Note 1: For single-family dwellings, and vacant lots of record, one dwelling unit is  
571 allowed for each 200,000 square feet of land area. A lot of record having a land area  
572 of more than 200,000 square feet that was improved with a single-family dwelling as  
573 of April 1, 2004, may:

- 574 a. ~~Be~~ be divided into two lots ~~with a single-family dwelling on each lot~~ provided  
575 that each of the lots contains at least 40,000 square feet of land area and meets the  
576 other dimensional standards of the zone. Section **16.4.10D(1)** and **(2)** as set forth  
577 in the Residential - Rural Zone apply and no further subdivision is allowed.

578 Note 2: For dwelling units that are part of a mixed-use building or a multifamily  
579 building and are connected to the public sewerage system, one dwelling unit is  
580 allowed for each 10,000 square feet of buildable land lot area. Where over 50% of  
581 such dwelling units described above will be affordable as defined by this code:  
582 4,000 square feet of buildable land area. [NOTE: multifamily dwellings are not  
583 allowed in either Resource Protection or Shoreland Overlay Zones] Within the  
584 Resource Protection and Shoreland Overlay Zones, one dwelling unit is allowed  
585 for each 40,000 square feet of land area within these zones. If the parking for the  
586 residential units is encompassed within the building, the minimum required buildable  
587 land area per dwelling unit is reduced to 7,500 square feet. Where over 50% of the  
588 dwelling units will be affordable as defined by this code and parking is  
589 encompassed within the building: 3,000 square feet of buildable land area. ~~except~~  
590 ~~in the Resource Protection and Shoreland Overlay Zones where the area per dwelling~~  
591 ~~unit remains 40,000 square feet.~~ In addition, for those developments where more  
592 than 50% of the dwelling units will be affordable, parking requirements are

593 reduced to two parking spaces per three dwelling units.

594 (10) Affordable housing requirements: [Added 10-24-2022]

595 (a) All requirements in §16.5.4, Affordable housing, must be met.

596 (b) Density incentives detailed in 16.4.23.D Note 2 may be applied to  
597 projects that create affordable housing units, as defined by this code.  
598 No proportional payment-in-lieu is required if the affordable dwelling  
599 unit requirements for the density incentives are met.  
600

601 E. Shoreland Overlay Zone OZ-SL — Mixed-Use Zone (MU).

602 (1) Permitted uses.

603 (a) Agriculture.

604 (b) Art studio or gallery.

605 (c) Dwellings, limited to the following:

606 [1] Dwellings on lots of record as of April 1, 2004, if located farther than  
607 100 feet from the normal high-water line of any water bodies, or the  
608 upland edge of a wetland.

609 [2] ~~Dwelling units on the upper floors of a mixed-use building is~~  
610 ~~served by public sewerage if located farther than 100 feet from the normal~~  
611 ~~high-water line of any water bodies, or the upland edge of a wetland.~~

612

613 **13. Amend §16.4.24 Mixed-Use — Badger Island (MU-BI) as follows:**

614 B. Permitted uses. The following uses are permitted in the MU-BI Zone:

615 (1) Accessory dwelling units.

616 (2) Dwellings, ~~attached single-family.~~ multifamily 2-4 “Limited”

617 (3) Dwellings, manufactured housing.

618 (4) Dwelling, multifamily.

619 (5) Dwellings, single-family.

620

621 D. Standards.

622 (1) The following space standards apply:

623 (a) Minimum land area per dwelling unit: 3,000 square feet.

624 [1] ~~For each of the first two dwelling units and thereafter: 6,000 square feet. If~~  
625 more than 50% of the dwelling units will be affordable housing units as  
626 defined by this code: 1,200 square feet.

627 (4) Special parking standards.

628 (a) Revised off-street parking standards. Off-street parking must be provided in  
629 accordance with § 16.7.11F unless modified below for the following uses:

630 [1] Dwellings: 1 1/2 parking space for each dwelling unit;

631 Except for residential developments where more than 50% of the  
632 dwelling units will be affordable as defined by this code, parking



633 requirements are reduced to two parking spaces per three dwelling  
634 units.

635  
636

637 **14. Amend §16.4.25 Mixed-Use – Kittery Foreside Zone (MU-KF) as follows:**

638 B. Permitted uses. The following uses are permitted in the MU-KF Zone:

- 639 (1) Accessory dwelling units.
- 640 (2) Dwelling, ~~attached single-family.~~ multifamily 2-4 “Limited”
- 641 (3) Dwellings, single-family.
- 642 (4) Dwellings, two-family.
- 643 (5) Dwellings, multifamily ~~(up to 12 units per lot).~~

644

645 D. Standards.

646 (1) The design and performance standards of Chapters **16.7** and **16.8** must be met,  
647 except where specifically altered in this subsection.

648 (2) Dimensional standards. The following space standards apply:

649 (a) Minimum land area per dwelling unit: 5,000 square feet.

650 (a) – 1. If more than 50% of the dwelling units will be affordable housing  
651 units as defined by this code: 2,000 square feet.

652 (7) Revised off-street parking standards. Insofar as practical, parking requirements are  
653 to be met on site unless an existing building covers so much of the lot as to make the  
654 provision of parking impractical in whole or in part. If meeting the parking  
655 requirements is not practical, then the parking demand may be satisfied off site or  
656 through joint-use agreements as specified herein. Notwithstanding the off-street  
657 parking requirements in § **16.7.11F(3)**, minimum parking requirements for the uses  
658 below are modified as specified herein:

659 (a) Dwelling units in buildings that existed as of April 1, 2005, including the  
660 replacement of units destroyed by accidental or natural causes regardless of  
661 how configured: one parking space per dwelling unit;

662 (b) Dwelling units in new buildings, including the replacement of existing  
663 buildings other than the replacement of units destroyed by accidental or natural  
664 causes: 1 1/2 parking spaces per dwelling unit;

665 (c) Dwelling units in buildings where more than 50% of the dwelling units  
666 proposed will be affordable as defined by this code: two spaces per three  
667 dwelling units.

668

669 **15. Amend §16.4.28 Shoreland Overlay Zone (OZ-SL) as follows:**

670 E. Standards.

671 (1) Minimum lot standards.

672 (a) Minimum lot size by base zone, within the:

- 673 [1] Residential-Village (R-V) Zone: 8,000 square feet.  
 674 [2] Residential-Urban (R-U) Zone: 20,000 square feet.  
 675 [3] Residential-Rural (R-RL), Residential-Suburban (R-S) and  
 676 Residential-Kittery Point Village (R-KPV) Zones: 40,000 square feet.  
 677 [4] Commercial (C1), (C2), (C3), Industrial (IND), Business-Local (B-  
 678 L) and Business-Local 1 (B-L1) Zones: 60,000 square feet.  
 679 [5] Residential-Rural Conservation (R-RLC) Zone: 80,000 square feet.  
 680 [6] Business-Park (B-PK) Zone: 120,000 square feet.  
 681 [7] Mixed-Use Badgers Island (MU-BI) Zone: 6,000 square feet.  
 682 [8] Mixed-Use Kittery Foreside (MU-KF) Zone: 10,000 square feet.  
 683 (b) Minimum ~~land area per dwelling unit~~ net residential density by base  
 684 zone, within the:  
 685 [1] Residential-Village (R-V) Zone: 8,000 square feet.  
 686 [2] Business-Park (B-PK) Zone: 10,000 square feet.  
 687 [3] Residential-Urban (R-U), Business-Local (B-L) and Business-  
 688 Local 1 (B-L1) Zones: 20,000 square feet.  
 689 [4] Mixed-Use (M-U), Residential-Rural (R-RL), Residential-  
 690 Suburban (R-S) and Residential-Kittery Point Village (R-KPV) Zones:  
 691 40,000 square feet.  
 692 [5] Residential-Rural Conservation (R-RLC) Zone: 80,000 square feet.  
 693 [6] Mixed-Use Badgers Island (MU-BI) Zone: 6,000 square feet.  
 694 [NOTE: 3,000 square feet for the first two dwelling units.]  
 695 [7] Mixed-Use Kittery Foreside (MU-KF) Zone: 10,000 square feet.  
 696

697 **16. Amend §16.5.3 Accessory dwelling units as follows:**

698 B. Applicability.

- 699 (1) An accessory dwelling unit is allowed in all zoning districts where the use is  
 700 permitted in Chapter **16.4**. The unit must be located:  
 701 (a) Within an existing structure, either principal or accessory on the property;  
 702 or  
 703 (b) Attached to the existing principal structure, sharing a common wall; or  
 704 (c) Within a new accessory structure constructed for this purpose on the  
 705 property.  
 706 (d) Outside of the shoreland overlay zone, as defined in Chapter 16.4.  
 707 (2) Accessory dwelling units that have a valid certificate of occupancy or have vested  
 708 rights in the permitting process with an active building permit as of April 28, 2020, are  
 709 exempted from the use standard, § **16.5.3D(3)**.  
 710

711 D. Accessory dwelling unit standards.

- 712 (1) Lot standards.  
 713 (a) ~~Legal lot/residence. An accessory dwelling unit is allowed only on lots within the~~

- 714 ~~Town that contain one legal single-family residence as the primary unit.~~
- 715 (b) Number of accessory dwelling units per lot. No more than one accessory dwelling  
716 unit is permitted on a lot that is located in a limited growth area as depicted in  
717 Kittery's Comprehensive Plan. Up to two accessory dwelling units are  
718 permitted on a lot that is located in a targeted growth area.
- 719 (c) Zone lot size and unit density. The property on which an accessory dwelling unit is  
720 located must meet the size required by the applicable zoning standards for the  
721 principal residence, except in the case of legally nonconforming lots. However, an  
722 accessory dwelling unit is exempt from the density requirements of the zone in  
723 which it is located.
- 724 (d) Setbacks and coverage. Yard setbacks for the zone must be met. However, for  
725 legally nonconforming lots where ~~an proposed~~ accessory dwelling unit ~~will be~~  
726 ~~attached to a principal dwelling unit and~~ cannot meet the zone's side and rear yard  
727 setbacks, the percentage by which a lot is smaller than the required lot size for the  
728 zone will dictate the required setback for that lot. For example, a 30,000 square foot  
729 legally nonconforming lot in a zone that requires 40,000 square feet would require  
730 side and rear yard setbacks that are 75% of the zone's side and rear yard setbacks.  
731 Building coverage requirements will remain as required by the zone.
- 732 (e) Utility connections. Accessory dwelling units must be connected to adequate water  
733 and wastewater services.
- 734 [1] Public sewer.
- 735 [a] Service: written verification must be provided of adequate service to support the  
736 additional flow from the Superintendent of Wastewater Treatment Facilities.
- 737 [b] Fees. Payment of appropriate fees for connection to the municipal sewer system is  
738 required prior to obtaining the certificate of occupancy.
- 739 [2] Septic systems. Verification of adequate sewage disposal for subsurface waste  
740 disposal is required. The septic system, existing or proposed, must be verified as  
741 adequate or reconstructed as required, pursuant to 30-A M.R.S. §4221. Plans for  
742 subsurface waste disposal must be prepared by a Maine-licensed site evaluator in  
743 full compliance with the State of Maine Subsurface Wastewater Disposal Rules, 10-  
744 144 CMR Ch. 241.
- 745 [3] Public water. Verification, in writing, is required from the Kittery water district for  
746 volume and supply.
- 747 [4] Wells. Verification of the potable water supply for private wells is required. Tests of  
748 the existing well or proposed well, if applicable, must indicate that the water supply  
749 is potable and acceptable for domestic use and must conform to the  
750 recommendations included in 01-672 C.M.R. ch. 10, section 10.25(J), Land Use  
751 Districts and Standards, the "Manual for Evaluating Public Drinking Water  
752 Supplies, Public Health Service No. 1180 (1969)."
- 753 (f) ~~Parking. Each accessory dwelling unit must have one on-site parking space in~~  
754 ~~addition to the parking for the primary dwelling unit. Tandem parking is permitted.~~  
755 No additional parking space is required for the accessory dwelling unit but the  
756 primary dwelling unit must have on-site parking.
- 757 (g) Private road or right-of-way access. Where an applicant seeks to locate an accessory  
758 dwelling unit on a privately maintained road or right-of-way the following applies:

759 [1] Applicant must submit written consent from the road or homeowner's association or  
760 owner and parties responsible for street maintenance.

761 (2) Unit standards.

762 (a) Unit size. The size of an accessory dwelling unit must meet the minimum size for a  
763 dwelling unit as set by building code standards adopted and amended from time to  
764 time by ~~Maine's Bureau of Building Codes and Standards~~ Technical Building code  
765 and Standards Board, pursuant to 10 M.R.S. § 9722, and be no larger than 1,000  
766 square feet. For principal dwelling units 1,000 square feet or smaller, an accessory  
767 dwelling unit may be no greater than 80% of the size of the principal dwelling unit,  
768 as measured in square feet. An accessory dwelling unit may have no more than two  
769 bedrooms.

770 (b) Unit location.

771 [1] An accessory dwelling unit must meet one or more of the following conditions:

772 [a] Be fully constructed within the existing footprint of any legal residence or accessory  
773 building; or

774 [b] Share a common wall with the principal residence, providing yard setbacks per  
775 § 16.5.3D(2)(a); or

776 [c] Be constructed as a new accessory building containing an accessory dwelling unit,  
777 providing yard setbacks can be met for the zone.

778 [2] Accessory dwelling units will be allowed to be fully constructed within the principal  
779 residence even if the building does not meet yard setbacks.

780 [3] Accessory dwelling units will not be allowed in accessory buildings encroaching on  
781 yard setbacks.

782 (3) Use standards. The accessory dwelling unit may not be rented to the same person or  
783 party for less than a thirty-day period.

784 (4) Development standards. Should an accessory dwelling unit fail to meet the  
785 applicable unit standards listed in this article, the accessory dwelling unit may still  
786 be allowed if the applicant obtains approval from the Board of Appeals under the  
787 provisions of a miscellaneous variation request, as outlines in § 16.2.12. The Board  
788 of Appeals shall review any appeal decision in conformance with § 16.2.12F, Basis  
789 for decision.

790 (5) Violations. A violation of the use standard § 16.5.3D(3) will lose the certificate of  
791 occupancy for the unit for no less than 30 days, and be assessed a penalty of \$500.

792

793 **17. Amend §16.5.18 Net residential acreage as follows:**

794 A. Purpose. Net residential acreage is used to determine the maximum number of dwelling  
795 units allowed on a parcel that is ~~subject to subdivision~~ located in a limited growth area  
796 identified in the Comprehensive Plan. The total number of dwelling units allowed is  
797 equal to the net residential acreage divided by the minimum land area per dwelling unit  
798 for a given land use zone.

799 **B. Applicability. Applies to development of land located in limited growth areas as**  
800 **designated in the Comprehensive Plan. Development of parcels located in targeted**  
801 **growth areas is subject to provisions for lot area as defined in Chapter 16.3 for**

802  
803  
804  
805  
806  
807  
808  
809  
810  
811  
812  
813  
814  
815  
816  
817  
818  
819  
820  
821  
822  
823  
824  
825  
826  
827  
828  
829  
830  
831  
832  
833  
834  
835  
836  
837  
838  
839  
840  
841  
842  
843  
844  
845

calculating lot area, lot coverage, or unit density.

- ~~B.~~ C. Net residential acreage calculation. To calculate net residential acreage, the land area listed below must be subtracted from a parcel's gross area. Where land areas to be subtracted overlap, the area therein is subtracted once.
- (1) All land located below the highest annual tide elevation as published in the Maine DEP Highest Annual Tide (HAT) levels for the most-current year.
  - (2) All land located within the floodplain as defined in the definition of "flood, 100-year" in Chapter **16.3**.
  - (3) All wetlands as defined in the definition of "wetland" in Chapter **16.3**, as well as vernal pools, ponds, lakes, streams and other water bodies, including 50% of the associated setbacks described in other buildings and structures, Table 16.5.30, Chapter **16.5** of this title.
  - (4) All land located on filled tidal lands, per the definition of "tidal land, filled" in Chapter **16.3**.
  - (5) All land located within existing rights-of-way and other existing easements wherein dwelling units cannot be built.
  - (6) All land located within proposed rights-of-way, including parking and travel ways. Driveways are excluded.
  - (7) All land isolated from the principal location for development on the parcel by a road/street, existing land uses, or any physical feature, natural or man-made, such that it creates a barrier to the central development of the site and no means of access is proposed nor likely to be provided in the future. However, to demonstrate that identified isolated land may be considered developable for the purpose of this calculation, the applicant must submit a plan and supporting documentation for the Board's consideration.
  - ~~(8) All land zoned commercial (C-1, C-2, or C-3).~~
  - (9) All land one acre or more of contiguous area with sustained slopes of 20% or greater.
  - (10) All land identified as exposed bedrock, and soils with a drainage class of "poorly drained" and/or "very poorly drained" as defined in the definition of "soils" in Chapter **16.3**.
  - (11) Fifty percent of all land characterized as drainage class of "somewhat poorly drained," unless public sewer is used, in which case no land area is subtracted.
  - (12) All land area within a cemetery and burying ground as defined in Chapter **16.3**, including associated setback per 13 M.R.S.A. § 1371-A, Limitations on construction and excavation near burial sites.
  - (13) All land within a Commercial Fisheries/Maritime Uses Overlay Zone or Resource Protection Overlay Zone not included in Subsection **B(12)** above.
- C. Documentation. The net residential acreage calculation must be supported by verifiable information and accurate data and be shown on the subdivision plan or other plan when applicable.
- ~~D. Exemptions to net residential acreage calculations.~~
- ~~(1) The maximum number of dwelling units for residential development not subject to subdivision is based on minimum land area per dwelling unit defined in Chapter **16.3**, Definitions, of this title.~~

- 846 (2) ~~The creation of dwelling units subject to subdivision within existing buildings that are~~  
847 ~~connected to Town sewer and are located in the Mixed Use Kittery Foreside, Mixed~~  
848 ~~Use Badgers Island, Residential Village, Business Local, or Business Local 1 Zones~~  
849 ~~are exempt from the net residential acreage calculations in § 16.5.18A. The total number~~  
850 ~~of dwelling units permitted is determined by dividing the gross lot area by the minimum~~  
851 ~~land area per dwelling unit allowed in the zone. The exemption is allowed in the above~~  
852 ~~base zones when subject to the Shoreland Overlay Zone.~~
- 853 (3) ~~The Mixed Use Neighborhood Zone (MU-N) and certain residential uses in the C-1 and~~  
854 ~~C-3 Zones as noted in §§ 16.4.19 and 16.4.21 are exempt from § 16.5.18, Net residential~~  
855 ~~acreage calculation, but are subject to the minimum land area per dwelling unit as~~  
856 ~~defined in Chapter 16.3, Definitions, except that 50% of all wetlands may be subtracted,~~  
857 ~~rather than 100%.~~

858  
859  
860 **13. Amend §16.7.2 Applicability (Site Plan Review) as follows:**

- 861 A. A person who has right, title, or interest in a parcel of land shall obtain site plan approval  
862 prior to commencing any of the following activities on the parcel, including contracting or  
863 offering for the conveyance regulated activity permit for any structure within the  
864 development is issues, or undertaking work on any improvements, including installation of  
865 roads or utilities or land clearing.
- 866 (1) The construction or placement of any new building or structure for a nonresidential  
867 use, including accessory buildings and structures, if such buildings or structures have a  
868 total area for all floors of all structures of 1,000 square feet or more measured  
869 cumulatively over a five-year period.
- 870 (2) The expansion of an existing nonresidential building or structure, including accessory  
871 buildings, if the enlargement increases the total area for all floors within a five-year  
872 period by more than 20% of the existing total floor area or 1,000 square feet,  
873 whichever is greater.
- 874 (3) The conversion of an existing building in which 1,000 or more square feet of total floor  
875 area are converted from residential to nonresidential use.
- 876 (4) The establishment of a new nonresidential use even if no buildings or structures are  
877 proposed, that involves the development of more than 25,000 square feet of land. This  
878 includes uses such as gravel pits, cemeteries, golf courses, and other nonstructural  
879 nonresidential uses.
- 880 (5) The conversion of an existing nonresidential use, in whole or in part, to another  
881 nonresidential use if the new use changes the basic nature of the existing use such that  
882 it increases the intensity of on- or off-site impacts of the use subject to the standards  
883 and criteria of site plan review described in this chapter.
- 884 (6) The construction of a residential ~~building~~ **development** containing three or more  
885 dwelling units **on the same legal parcel.**
- 886 **(a) Development proposing three or four dwelling units on a parcel located in a**  
887 **Targeted Growth Area as designated in the Comprehensive Plan is permitted**  
888 **through minor site plan review;**
- 889 **(b) Development proposing three or four dwelling units on a parcel located in a**

890 Limited Growth Area as designated in the Comprehensive Plan is permitted  
891 through major site plan review;

892 (c) Development proposing five or more dwelling units is permitted through  
893 major site plan review;

894 (7) The modification or expansion of an existing residential structure that increases the  
895 number of dwelling units in the structure by three or more in any five-year period.

896 (8) The conversion of an existing nonresidential building or structure, in whole or in part,  
897 into three or more dwelling units within a five-year period.

898 (a) Development proposing three or four dwelling units on a parcel that is served  
899 by public water and sewer facilities or that located in a Targeted Growth Area as  
900 designated in the Comprehensive Plan is permitted through minor site plan  
901 review;

902 (b) Development proposing three or four dwelling units on a parcel located in a  
903 Limited Growth Area as designated in the Comprehensive Plan and where public  
904 water or sewer facilities are not available is permitted through major site plan  
905 review;

906 (c) Development proposing five or more dwelling units is permitted through  
907 major site plan review;

908 (9) The cumulative development of an area equal to, or greater than, one acre within any  
909 five-year period. The applicability of this chapter does not include the construction of  
910 streets that are reviewed as part of a subdivision application.

911 (10) Marijuana businesses and medical marijuana registered caregiver home establishments.

912 B. Other development review. Unless subject to a shoreland development plan review or right-  
913 of-way plan per § 16.7.3A, the following do not require Planning Board approval:

914 (1) Single and duplex family dwellings.

915 (2) Division of land into lots (i.e., two lots), which division is not otherwise subject to  
916 Planning Board review as a subdivision.

917 (3) Business use as provided in § 16.4.26C(13).

918 (4) Small-scale ground-mounted solar energy systems below or equal to 1,000 square feet  
919 in area. [Added 4-11-2022]

920 (5) Residential development that is subject to minor site plan review per § 16.7.2A

921  
922 **13. Amend §16.7.5 Classification of Projects (Site Plan Review) as follows:**

923 A. The Town Planner shall classify each project as a major or minor site plan. Minor site plans  
924 are smaller scale projects for which a minor review process is adequate to protect the  
925 Town's interest. Major site plans are larger, more complex projects for which a more  
926 detailed review process and additional information are necessary. The following review  
927 thresholds shall be used by the Town Planner in classifying each project. The Town  
928 Planner's classification of a project shall be final.

929 (1) Minor site plans shall include those projects involving:

930 (a) The cumulative construction or addition above 1,000 square feet and no more than  
931 5,000 square feet of gross nonresidential floor area.

932 (b) Any individual or cumulative construction or addition between 1,000 square feet and

933 5,000 square feet of gross nonresidential floor area within an approved subdivision.  
934 (c) The establishment of a new nonresidential use even if no buildings or structures are  
935 proposed, that involves the Development of more than 25,000 square feet but less  
936 than one acre of land.

937 (d) Projects that involve ground-mounted solar energy systems greater than 1,000  
938 square feet, but less than 5,000 square feet in area. [Added 4-11-2022]

939 **(e) Multifamily 2-4 Limited development on a parcel that is served by public water**  
940 **and sewer facilities or that is located in a Targeted Growth Area as designated**  
941 **in the Comprehensive Plan**

942 (2) Major site plans shall include projects involving:

943 (a) The individual or cumulative construction or addition above 5,000 square feet of  
944 gross nonresidential floor area on a lot that is not part of an approved subdivision.

945 (b) The individual or cumulative Development of one acre or more land, unless the  
946 development is part of a site plan application in an approved subdivision.

947 (c) Any mixed-use project that contains residential and non-residential uses.

948 (d) Projects that involve wireless communication system facilities (WCSF).

949 (e) Projects that require any waiver from performance standards.

950 (f) Projects that ~~also require subdivision or~~ special exception approval.

951 (g) Other projects requiring review which are not classified as a minor development.

952 (h) Projects that involve ground-mounted solar energy systems equal to and above 5,000  
953 square feet in area. [Added 4-11-2022]

954 (i) Projects that involve a building dedicated to the storage of an energy storage system,  
955 as defined in § 16.3, Definitions. [Added 4-11-2022]

956 **(j) Construction of multifamily dwellings**

957 **(e) Multifamily 2-4 Limited development on a parcel located in a Limited Growth**  
958 **Area as designated in the Comprehensive Plan and where public water or**  
959 **sewer facilities are not available**

960

961

962



## **LD-2003 related amendments to Kittery's Land Use and Development Code (Title 16)**

*LD-2003 is a three-part ordinance. The first part deals with affordable housing and the associated density bonus, the second part focuses on allowing more density where housing is currently allowed in zoning districts (affordability not a requirement) and the third part addresses Accessory Dwelling Units (ADUs), requiring that all communities allow them without adherence to land area per dwelling unit requirements and parking requirements.*

Part 1. According to LD-2003, to utilize the 2.5x affordable housing density bonus, the development must:

- designate greater than 50% of the dwelling units proposed as affordable (defined as below 80% AMI for rental and 120% AMI for owned)
- be zoned for multifamily as of July 1, 2023
- be in a growth area as defined by a community's comprehensive plan or be zoned for public utilities, special utility district etc.
- meet the State's minimum lot size requirements (basically 20,000 sf for septic)
- meet water and wastewater verification requirements
- meet the long-term affordability requirements

1. Growth areas as identified by Kittery's Comprehensive Plan's Future Land Use Map

- a. Business-Local Zone (B-L)
- b. Business-Local-1 Zone (B-L1)
- c. Business-Park Zone (B-PK, formerly MU-N, Neighborhood Mixed-Use Zone)
- d. Commercial-1 Zone (C-1)
- e. Commercial-2 Zone (C-2)
- f. Commercial-3 Zone (C-3)
- g. Mixed-Use (MU-BI)
- h. Mixed-Use Zone (M-U)
- i. Residential-Rural (R-RL – but only a small portion between Rt 236 and Wilson Road)
- j. Residential-Suburban (R-S)
- k. Residential-Urban (R-U)

2. Of those zones, only these allow multifamily currently:

- a. Business-Local Zone (B-L)
- b. Business-Local-1 Zone (B-L1)
- c. Commercial-1 Zone (C-1)
- d. Commercial-3 Zone (C-3)
- e. Mixed-Use Zone (M-U)
- f. Residential-Suburban (R-S)
- g. Residential-Urban (R-U)

Part 2. According to LD-2003's dwelling unit allowance section, a municipality must allow:

1. 4 dwelling units per undeveloped lot if the lot is in a zone that allows housing and is in a growth area as defined by a community's comprehensive plan or served by public utilities, special utility district etc.
2. 2 dwelling units per undeveloped lot if the lot doesn't meet the requirements of #1 above, but the lot is in a zone that allows housing and the lot meets the State lot size requirements (20,000 sf for septic)
3. Two additional dwelling units if a lot already has one dwelling unit.

No more restrictive setbacks than those for a single-family dwelling are allowed and the land area per dwelling unit may not be more than that for a single-family dwelling unit. There are also sewer/septic and drinking water verification requirements. Affordability as defined by LD-2003 is not a requirement.

4. The following zones allow housing and are in the growth area as defined by the Town's comprehensive plan:
  - a. Business-Local Zone (B-L) \*
  - b. Business-Local-1 Zone (B-L1) \*
  - c. Business Park Zone (B-PK, formerly MU-N, Neighborhood Mixed-Use)\*
  - d. Commercial-1 Zone (C-1) \*
  - e. Commercial-3 Zone (C-3) \*
  - f. Mixed-Use Zone (M-U) \*
  - g. Residential-Rural Zone (R-RL) (only portion between Rt 236 and Wilson Road)
  - h. Residential-Suburban Zone (R-S) \*
  - i. Residential-Urban Zone (R-U) \*

\*All or part of the zone has public utilities or access to them

5. These zones also allow housing but are not in the growth area designated by the comprehensive plan:
  - a. Mixed-Use-Kittery Foreside (MU-KF)
  - b. Residential-Kittery Point Village Zone (R-KPV)
  - c. Residential-Rural (R-RL, the majority of it)
  - d. Residential-Rural Conservation Zone (R-RC)
  - e. Residential-Village Zone (R-V)

Of these zones, the Residential-Village Zone (R-V) and the Mixed-Use-Kittery Foreside (MU-KF) have public water and sewer. These two zones have few, if any, undeveloped lots so the 2 units per lot with an existing residence would apply, provided other requirements are met.

The Residential-Kittery Point Village Zone (R-KPV) and the Residential-Rural Conservation Zone (R-RC) have no sewer but do have public water for the most part, while the R-RL zone has limited public water and no sewer. There are undeveloped (vacant) lots in all three of these zones so the two units per vacant lot would apply. For lots that have an existing residence, the two additional units per lot would apply provided other requirements are met.

Part 3. According to LD-2003, Accessory Dwelling Units (ADUs) must be allowed in all zones where housing is allowed.

It appears that Kittery's ADU ordinance is nearly in full compliance with this portion of LD-2003 except for parking.

***Conclusion: LD-2003's affordable housing and/or density allowances apply to 14 of Kittery's 18 zoning districts because they include housing as a permitted use. The ADU provisions in LD-2003 apply to those 14 zones as well as the C-2 zone that doesn't allow new housing because there are existing "grandfathered" dwelling units in that zone.***

Summary Table of Zoning Amendments Proposed for Conformance with LD 2003

Kittery Zoning Districts where Housing is Allowed													
Zoning/ Comp Plan Elements	R-RL	R-S	R-KPV	R-U	R-V	R-RC	B-L	B-L1	C-1	C-3	MU	MU-BI	MU-KF
Growth Area?	N*	Y	N	Y	N	N	Y	Y	Y	Y	Y	Y	Y
Net Residential Density Calculation	Y		Y		Y	Y							
Sewer Available?	N	Y/N	N	Y/N	Y	N	Y	Y	Y	Y	Y	Y	Y
Multifamily ≤ 4 units	N --> Y	Y	Y	Y	N --> Y	N --> Y	Y	Y	Y	Y	Y	Y	Y
Multifamily 5+ units	N	Y	N	Y	N	N	Y	Y	Y	Y	Y	Y	Y
Lot Area/ Unit (Base)	40,000	30,000	40,000	20,000	4,000	80,000	2,500	2,500	2,722	2,722	10,000	3,000	5,000
≥ 50% affordable		12,000		8,000			1,000	1,000	1,089	1,089	4,000	1,200	2,000
# of ADUs allowed per LOT	1	2	1	2	1	1	2	2	2	2	2	2	2

Green = REQUIRED PROVISIONS

BLUE = OPTIONAL PROVISIONS

## Residential Density Calculations: Comparison

Red = new/ proposed

### Zoning Definitions

	Land Area Per Dwelling Unit	Net Residential Acreage	Lot Area Per Dwelling Unit
<b>Applicability:</b> <b>Current rules</b>	Any residential development NOT subject to a Subdivision Application	Subdivisions not subject to Site Plan Review	
<b>Applicability:</b> <b>Proposed</b>	<i>To be deleted</i>	<b>All residential development in Limited Growth Areas</b>	<b>Development in Targeted Growth Areas</b>
Excludes:	Land below HAT	Land below HAT	waterbodies
	Wetlands/ water bodies	Wetlands/ water bodies	Coastal wetlands
	Filled tidal lands	Filled tidal lands	Existing public rights-of-way
	Existing rights-of-way	Existing rights-of-way	Approved rights-of-way
	Unbuildable easement areas	Unbuildable easement areas	
		Wetland setback areas	
		Land within 100-year floodplain	
		Proposed rights-or-way	
		Large (1+ acre) steep slope ( $\geq$ 20%) areas	
		All land in poorly drained soil areas	
		50% of land in "somewhat poorly drained" soil areas	
		Cemeteries and burying grounds, plus setback	
		Isolated land areas	



# TOWN OF KITTERY

Land Issues Committee

200 Rogers Road, Kittery, ME 03904

Telephone: 207-475-1307 Fax: 207-439-6806

**TO:** KITTERY PLANNING BOARD AND TOWN COUNCIL  
**FROM:** LAND ISSUES COMMITTEE  
**SUBJECT:** LD 2003 ZONING AMENDMENTS  
**DATE:** AUGUST 16, 2023

## **SUMMARY:**

Maine's Governor signed LD 2003, "An Act to Implement the Recommendations of the Commission to Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions," into law in April of 2022. This law **requires Maine municipalities to adopt or amend zoning rules** that are intended to encourage development of affordable housing via three general approaches:

1. Allowing at least one Accessory Dwelling Unit to be constructed at any residential property.
2. Allowing additional units to be constructed for projects that include affordable housing.
3. Allowing development of at least 2-4 housing units per lot where housing is permitted.

Required zoning amendments – and the types of development that must be allowed by zoning – vary depending on the location of public utilities, targeted growth areas identified in the Comprehensive Plan, and Shoreland areas. Required amendments must be adopted by January 1, 2024.

Staff drafted amendments that are necessary for Kittery's Zoning code to remain compliant with Maine law. An initial draft was reviewed by Kittery's Land Issues Committee during the June 21, 2023 meeting and by the Housing Committee on July 6, 2023. Members of both committees expressed an interest in provisions that would "go further" to encourage development of housing in targeted areas. The attached amendments include changes to the way residential density – the units allowed per acre of land – is calculated for development projects. The Kittery Land Issues Committee reviewed these additional amendments during the August 16, 2023 meeting and all members present voted unanimously to forward a positive recommendation to Kittery's Planning Board and Town Council. Committee members believe these changes are stricter for projects in Limited Growth Areas than current rules, and more flexible for projects in Targeted Growth Areas as follows:

## **RESIDENTIAL DENSITY**

Title 16 currently contains two separate methods for calculating the number of housing units that can be developed on a parcel: "Minimum land area per dwelling unit" and "Net residential density." Minimum land area per dwelling unit excludes all wetlands, rights-of-way, easements, tidal lands, and areas located below the Highest Annual Tide from the density calculation. "Net residential density" excludes those areas PLUS floodplains, 50% of wetland setback areas, and *proposed* right-of-way and parking areas. Net residential density is therefore more restrictive than Minimum land area per dwelling unit because it subtracts more resource areas, risk areas, and future site improvement areas from the base land area calculation. Neither of these methods use gross lot area (size of the parcel minus waterbodies or roads) as the base land area to be used for the residential density calculation.

Staff and the Land Issues Committee propose the following:

1. Delete Minimum land area per dwelling unit from Title 16. This will remove the redundancy that is created by having two similar but separate methods for establishing base developable land area for residential density calculations.
2. Require Net residential density calculation for ALL residential projects located in Limited Growth and Shoreland Areas. (Residential- Kittery Point Village, Mixed-Use Badgers Island, Residential- Rural and Residential- Rural Conservation Zoning districts). Net residential density currently only applies to subdivisions; this amendment would expand its use to all residential projects. This amendment is supported by Comprehensive Plan goals which discourage growth in such areas and encourage protection of natural resources and open space because it would further limit the number of units which can be developed near wetlands and waterbodies.
3. Utilize “Lot area” for calculating residential density for projects located in Targeted Growth Areas. Projects in Mixed-Use, Mixed-Use Kittery Foreside, Commercial (1, 2, and 3), Business (B-L and B-L1), Residential- Suburban, Residential- Village, and Residential- Urban Zoning districts would therefore only exclude waterbodies and rights-of-way from the base land area used for calculating residential density. This may increase the potential for “infill” development in existing neighborhoods and commercial areas where housing is allowed. This amendment is supported by Comprehensive Plan goals which encourage steering development toward areas that are served by public utilities and close to existing amenities instead of in current open space and natural areas. *Note: wetland setbacks, zoning setbacks, and building size and height limits would remain in effect as currently written.*

**The Kittery Land Issues Committee recommends adopting those amendments that were presented by staff and discussed during the August 16, 2023 meeting in conjunction with those amendments which are required for compliance with LD 2003.**



# TOWN OF KITTEERY

Housing Committee

200 Rogers Road, Kittery, ME 03904

Telephone: 207-475-1307 Fax: 207-439-6806

**TO:** KITTEERY PLANNING BOARD AND TOWN COUNCIL  
**FROM:** HOUSING COMMITTEE  
**SUBJECT:** LD 2003 ZONING AMENDMENTS  
**DATE:** SEPTEMBER 6, 2023

## **SUMMARY:**

Maine's Governor signed LD 2003, "An Act to Implement the Recommendations of the Commission to Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions," into law in April of 2022. This law **requires Maine municipalities to adopt or amend zoning rules** that are intended to encourage development of affordable housing via three general approaches:

1. Allowing at least one Accessory Dwelling Unit to be constructed at any residential property.
2. Allowing additional units to be constructed for projects that include affordable housing.
3. Allowing development of at least 2-4 housing units per lot where housing is permitted.

Required zoning amendments – and the types of development that must be allowed by zoning – vary depending on the location of public utilities, targeted growth areas identified in the Comprehensive Plan, and Shoreland areas. Required amendments must be adopted by January 1, 2024.

Staff drafted amendments that are necessary for Kittery's Zoning code to remain compliant with Maine law. An initial draft was reviewed by Kittery's Housing Committee on July 6, 2023. Committee members expressed an interest in provisions that would "go further" to encourage development of housing in targeted areas. The attached amendments include changes to the way residential density – the units allowed per acre of land – is calculated for development projects and increase flexibility for property owners in targeted growth areas to build ADUs. The Housing Committee reviewed these additional amendments during the September 6, 2023 meeting and all members present voted unanimously to forward a positive recommendation to Kittery's Planning Board and Town Council. Committee members believe these changes are stricter for projects in Limited Growth Areas than current rules, and more flexible for projects in Targeted Growth Areas as follows:

## **RESIDENTIAL DENSITY**

Title 16 currently contains two separate methods for calculating the number of housing units that can be developed on a parcel: "Minimum land area per dwelling unit" and "Net residential density." Minimum land area per dwelling unit excludes all wetlands, rights-of-way, easements, tidal lands, and areas located below the Highest Annual Tide from the density calculation. "Net residential density" excludes those areas PLUS floodplains, 50% of wetland setback areas, and *proposed* right-of-way and parking areas. Net residential density is therefore more restrictive than Minimum land area per dwelling unit because it subtracts more resource areas, risk areas, and future site improvement areas from the base land area calculation. Neither of these methods use gross lot area (size of the parcel minus waterbodies or roads) as the base land area to be used for the residential density calculation.



Staff and the Land Issues Committee propose the following:

1. Delete Minimum land area per dwelling unit from Title 16. This will remove the redundancy that is created by having two similar but separate methods for establishing base developable land area for residential density calculations.
2. Require Net residential density calculation for ALL residential projects located in Limited Growth and Shoreland Areas. (Residential- Kittery Point Village, Mixed-Use Badgers Island, Residential- Rural and Residential- Rural Conservation Zoning districts). Net residential density currently only applies to subdivisions; this amendment would expand its use to all residential projects. This amendment is supported by Comprehensive Plan goals which discourage growth in such areas and encourage protection of natural resources and open space because it would further limit the number of units which can be developed near wetlands and waterbodies.
3. Utilize “Lot area” for calculating residential density for projects located in Targeted Growth Areas. Projects in Mixed-Use, Mixed-Use Kittery Foreside, Commercial (1, 2, and 3), Business (B-L and B-L1), Residential- Suburban, Residential- Village, and Residential- Urban Zoning districts would therefore only exclude waterbodies and rights-of-way from the base land area used for calculating residential density. This may increase the potential for “infill” development in existing neighborhoods and commercial areas where housing is allowed. This amendment is supported by Comprehensive Plan goals which encourage steering development toward areas that are served by public utilities and close to existing amenities instead of in current open space and natural areas. *Note: wetland setbacks, zoning setbacks, and building size and height limits would remain in effect as currently written.*

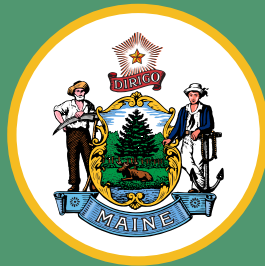
**Accessory Dwelling Units:**

**Second:** Section 16.5.3 Accessory Dwelling Units (D.1.a) limits ADUs only to lots that “contain one legal, single-family residence as the primary unit” and specifies that only one ADU can be constructed on a lot. These limitations currently apply townwide. ADUs were devised as a separate residential unit type *because* they are generally perceived to be compatible with a wide variety of neighborhoods due to their limited size. Allowing more ADUs per lot *in targeted areas* may encourage property owners in existing neighborhoods to construct more of this affordable housing type in appropriate locations.

Staff and committee members propose amending the accessory dwelling unit regulations by allowing up to two ADUs per lot that is located in a targeted growth area as depicted in Kittery’s Comprehensive Plan. Lots located in limited growth areas will continue to be limited to one ADU.

**The Housing Committee recommends adopting those amendments that were presented by staff and discussed during the September 6, 2023 meeting in conjunction with those amendments which are required for compliance with LD 2003.**

# LD 2003 Guidance



MAINE DEPARTMENT OF  
ECONOMIC AND COMMUNITY  
DEVELOPMENT

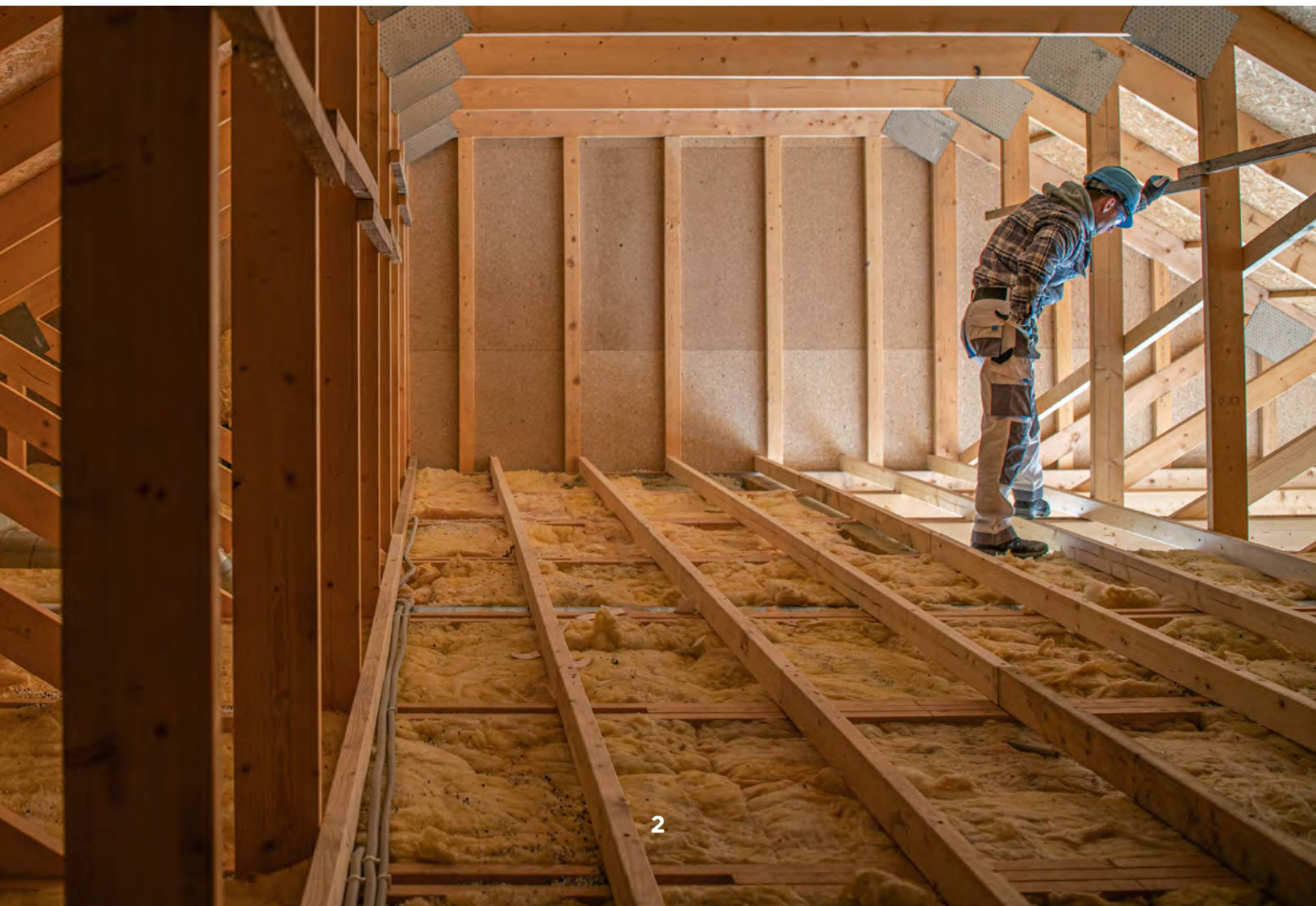
# LD 2003 Guidance

---

“An Act To Implement the Recommendations of the Commission To Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions,” generally referred to by its legislative tracking name of LD 2003, was signed into law by Governor Mills on April 27, 2022. This law is designed to remove unnecessary

regulatory barriers to housing production in Maine, while preserving local ability to create land use plans and protect sensitive environmental resources. LD 2003 is based on the recommendations of the legislative commission named in the title, though not all those recommendations are included in the enacted legislation.

This guidance is the result of a collaborative effort by the Department of Economic and Community Development, the Governor’s Office of Policy Innovation and the Future, the Department of Agriculture, Conservation and Forestry; legislative staff, and several municipal lawyers and community planners. It is intended to provide information for local authorities to use in determining how LD 2003 affects their local zoning and land use codes, as well as what steps they can take if they wish to tailor their ordinances to avoid conflicts with state laws. While it is not legally binding or intended to serve as a substitute for the language of LD 2003 or the rules that will be adopted under the law, this guidance represents the interpretation of LD 2003 and its requirements by the state agencies that are responsible for its implementation.





LD 2003 has the following sections that are relevant to municipal government. The amended sections of state law are shown in the chart below. Among other things:

1. Section 4 allows for additional density for “affordable housing developments” in certain areas.
2. Section 5 generally requires that municipalities allow between two and four housing units per lot where housing is permitted.
3. Section 6 requires that municipalities allow accessory dwelling units to be located on the same lot as a single-family home, under certain conditions.
4. Sections 3 and 7 require that the state establish statewide and regional housing production goals and set forth ways in which local governments can coordinate with that goal.

**WHILE LD 2003 WENT INTO EFFECT ON AUGUST 8, 2022, SOME ELEMENTS OF THE LAW ARE NOT REQUIRED TO BE APPLIED UNTIL JULY 1, 2023**

LD 2003 in Brief			
<p>Effective Aug. 8, 2022</p> <p><b>Statewide Housing Production Goals</b></p> <p>(5 MRSA §13056, sub-§9)</p>	<p>Effective Aug. 8, 2022</p> <p><b>Municipal Role in Fair Housing/ Short Term Rentals</b></p> <p>(7 30-A MRSA §4364-C)</p>	<p>Effective July 1, 2023</p> <p><b>Accessory Dwelling Units</b></p> <p>(6 30 A MRSA §4364-B)</p>	
	<p>Effective July 1, 2023</p> <p><b>Affordable Housing Density in Growth Areas Bonus</b></p> <p>(4 30-A MRSA §4364)</p>	<p>Effective July 1, 2023</p> <p><b>Two to Four Units</b></p> <p>(5 30-A MRSA §4364-A)</p>	

## **IN GENERAL, AS LONG AS THESE ACTIONS ARE CONSISTENT WITH LD 2003, MUNICIPALITIES MAY:**

---

**CONTINUE** to develop Growth Management programs, including comprehensive plans and zoning consistent with those plans

**ENFORCE** local shoreland zoning ordinances consistent with state shoreland zoning law

**REGULATE** how many square feet of land are needed for each dwelling unit (other than accessory dwelling units)

**CONDUCT** site plan review, if authorized by local ordinances, of any residential development

**REGULATE** the maximum size of accessory dwelling units

**REGULATE** short-term rentals in their community

**CREATE** rate of growth ordinances so long as they do not limit the number of accessory dwelling units outlined in Section 6

**CREATE** local ordinances that are more permissive for residential housing development than the requirements of LD 2003

**REGULATE** housing development based on documented water and wastewater capacity constraints

## **IN GENERAL, UNDER THIS LAW, LOCAL GOVERNMENTS MAY NOT:**

---

**ENACT** local ordinances that allow housing but limit it to one unit per lot

**PROHIBIT** one accessory dwelling unit per lot or count those units towards a rate of growth ordinance

**LIMIT** the affordable housing density bonuses allowed in LD 2003 in growth areas as defined in state law

# Affordable Housing Density Bonus

## 30-A MRSA §4364

This section creates an automatic density bonus for certain affordable housing developments. To qualify for this bonus, the development must:

1. Be approved after June 30, 2023
2. Include a certain number of rent or sales price restricted affordable housing units
3. Be in a growth area under section 4349-A, subsection 1, paragraph A or B, or served by water and sewer
4. Be in an area in which multifamily dwellings are allowed
5. Meet shoreland zoning requirements, meet minimum lot sizes if using subsurface waste disposal, and verify that water and sewer capacity is adequate for the development

### **BONUSES FOR AN AFFORDABLE HOUSING DEVELOPMENT**

To take advantage of this density bonus, a development must qualify as “affordable” (as defined below). If eligible, the affordable housing development qualifies for the following exceptions to the zoning requirements in the community:

1. The number of units allowed will be 2.5 times the number allowed for a development not designated affordable
2. The off-street parking requirements may not exceed two spaces for every three units

So, for example, if a developer can build up to six units on a site under local rules, and designates the development as affordable, the developer would be eligible to build 15 units ( $6 \times 2.5$ ). The local off-street parking requirement for this development could not exceed ten spaces ( $15 \times \frac{2}{3}$ ). In cases of fractional results, the number of units would generally be rounded down, but the number of spaces would generally be rounded up.



## WHAT REQUIREMENTS DO AFFORDABLE HOUSING DEVELOPMENTS HAVE TO MEET TO RECEIVE THE DENSITY BONUS??

For rentals, a household with an income at no more than 80% of the area median income for the community, as defined by the U.S. Department of Housing & Urban Development, must be able to afford more than half of the units in the development. That means that rent and certain other housing expenses will not require more than 30% of the household's income.

For homeownership projects, a household with an income at no more than 120% of the area median income for the community, as defined by the U.S. Department of Housing & Urban Development, must be able to afford more than half of the units in the development. That means that mortgage payments (including mortgage insurance) and certain other housing expenses will not require more than 30% of the household's income.

The units that will be affordable at these levels must be restricted through a restrictive covenant that is enforceable by a party acceptable to the municipality (which could be the municipality) for at least 30 years, and that states that the units must be restricted in rent or sales prices accordingly. Often these developments will be getting funding through MaineHousing, which typically requires a comparable covenant.

---

Information on Area Median Incomes is updated annually by the U.S. Department of Housing & Urban Development. For reference, MaineHousing maintains updated 80% of area median income and 120% of area median income data on their website.

[View AMI data on MaineHousing.org](#)

# QUESTIONS AND ANSWERS ON AFFORDABLE HOUSING DENSITY BONUS

---

## What is meant by “multifamily dwellings?”

“Multifamily dwellings” will be defined in rulemaking, but in planning practice generally applies to three units or more.

## What is a “base density that is otherwise allowed?”

Under a local zoning code, the “base density that is otherwise allowed” is the number of dwelling units that might be allowed in a list of uses, and/or the maximum number of units allowed based on dimensional requirements, such as lot area per dwelling unit.

## If lot area per dwelling unit can be used as a measure of number of units permitted, do the limits on lot area per dwelling unit requirements in Section 5 apply?

This will be addressed in rulemaking.

## How does this density bonus interact with any local density bonus that might exist?

This will be addressed in rulemaking.

## What if a household exceeds the maximum income after living in the unit?

LD 2003 specifies that the income eligibility is based on household income “at the time of initial occupancy,” meaning that a household could be allowed to remain in an “affordable” unit if their income goes up after they occupy the unit. MaineHousing has experience with this issue, as do communities that manage their own affordable housing programs, so there may be best practices that can be adopted locally. The restrictive covenants should outline how this would work.

## What happens when a restricted affordable home ownership unit is sold?

The restrictive covenants should outline how this would work. MaineHousing has experience with this issue, as do communities that manage their own affordable housing programs, so there may be best practices that can be adopted locally.





# Residential Areas, Generally; Up to 4 Dwelling Units

## 30-A MRSA §4364-A

This section requires municipalities to allow multiple dwelling units on parcels where housing is allowed, provided evidence of sufficient water and wastewater capacity exists, beginning on July 1, 2023. Municipalities may not apply different dimensional requirements to lots with more than one housing unit on them than they would to a lot with one housing unit, with the exception that they may require a minimum lot area per dwelling unit. However, if the municipality chooses to require a minimum lot area per dwelling unit, the lot area required may not be less for the first unit than for subsequent units.

The number of units allowed under this section depends on a few factors:

- A lot without a dwelling unit already on it can have two units if it is not within a designated growth area under section 4349-A, subsection 1, paragraph A or B, served by water system and sewer in a municipality without a comprehensive plan.
- A lot with an existing dwelling unit may have up to two additional dwelling units, either one additional attached dwelling unit, one additional detached dwelling unit, or one of each.

- A lot without a dwelling unit already on it can have four units if it is either:
  - Within a designated growth area under section 4349-A, subsection 1, paragraph A or B, or
  - Served by water system and sewer in a municipality without a comprehensive plan.

Municipalities may allow more than the minimum number required to be allowed on all lots that allow housing, if they wish. In addition, private parties are permitted to restrict the number of housing units on a lot in a private easement, covenant, deed restriction or other agreement provided the agreement does not violate State or Federal rights such as equal protection.

Finally, a municipality may determine in local ordinance that if a property owner tears down an existing dwelling unit, the lot may be treated under this section as if the dwelling unit were still in existence.



# Lot Area per Dwelling Unit

Additional units may not require more land area per unit than the first unit

## NOT PERMITTED



One Unit Requires  
10,000 sq ft



Two Units Require  
30,000 sq ft



Three Units Require  
50,000 sq ft

## PERMITTED



One Unit  
Requires  
10,000 sq ft



Two Units  
May Require Up  
To 20,000 sq ft



Three Units  
May Require Up  
To 30,000 sq ft

# QUESTIONS AND ANSWERS ON RESIDENTIAL AREAS, GENERALLY UP TO 4 DWELLING UNITS

---

**Subsection 2 (“Zoning Requirements”) says that municipal zoning ordinances “must” comply with certain conditions, but subsection B. says that they “may” regulate how this section applies to a lot where a dwelling unit is torn down. Is this a “must” or a “may”?**

Municipalities have the option of taking the actions in subsection B but do not have to do so, in which case a lot where a dwelling unit was torn down would be viewed as a vacant lot.

**Subsection 4 says that verification must be provided to “the municipality” of water and wastewater services. Who should that verification be provided to?**

These capacity issues should be reviewed by the municipal staff or board that would normally review these issues as part of any housing development.

**What if a municipality does not use Certificates of Occupancy?**

Subsection 4 says that the municipality will “certify [a] structure for occupancy.” This requirement should be met for new housing developments under this section the same way they would be for any other housing.

**What is meant by “potable” water?**

This will be addressed in rulemaking.

**What if housing is allowed in an area but only as a conditional use?**

Housing would be considered allowed in that area for the purposes of subsection 1. This will be further addressed in rulemaking.

**What does “attached to an existing structure” mean?**

Local ordinance can define “attached” but it would generally mean having physically connected finished spaces, not just connected via a common porch, breezeway or foundation.

**Does the language in subsection 1 mean that if a lot is served by water and sewer in a municipality without a comprehensive plan that it does not need to be vacant to allow up to 4 units?**

No, that language still requires the lot not “contain an existing dwelling unit.”



# Residential Areas

## Empty Lot Where Housing Is Already Allowed

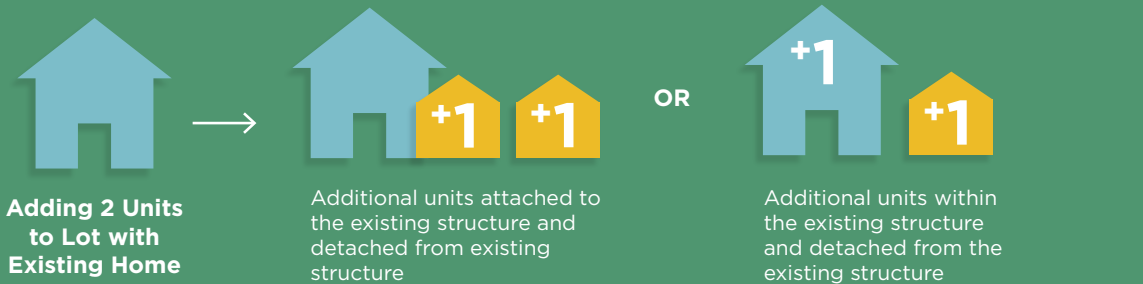
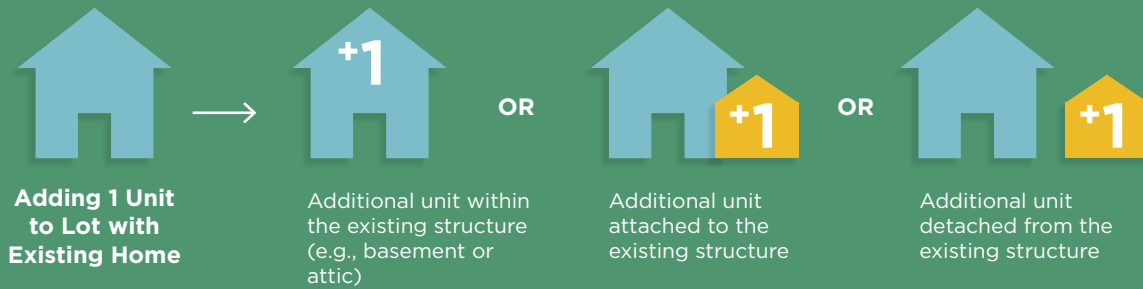


**NOTE:** The three and four units can be within one structure or multiple structures.

**THREE AND FOUR UNITS ALLOWED IF:**

- Located in "growth area" consistent with section 4349-A, subsection 1, paragraph A or B.
- Located in area with existing water/sewer capabilities in towns without comprehensive plans.

## Existing Home



## What Can Be Built On This Lot?

### ON LAND WITH ZERO EXISTING UNITS

- ▶ In a growth area consistent with section 4349-A, subsection 1, paragraph A or B, with public water and sewer in municipality without a comprehensive plan
  - ↓
  - ▶ Up to 4 dwelling units, detached or attached
- ▶ Outside growth area
  - ↓
  - ▶ Up to 2 dwelling units, if attached

#### PRIVATE, STATE OR LOCAL STANDARDS SUCH AS THESE MAY APPLY:

- Home Owners Association regulations
- Deed restrictions
- Lot size, set back, density (not greater than single family)
- Septic requirements
- Minimum Lot Size
- Additional Parking requirement
- Growth ordinance permits
- Shoreland Zoning
- Subdivision Law

### ON LAND WITH ONE EXISTING UNIT

- ▶ Up to 2 additional dwelling units
  - ↓
  - ▶ Choose:
    - a. One unit within or attached
    - b. One unit detached
    - c. One of each
- ▶ 1 accessory dwelling unit
  - ↓
  - ▶ Exempt from:
    - a. Rate of growth ordinances
    - b. Additional density area/standards
    - c. Additional parking requirements

#### PRIVATE, STATE OR LOCAL STANDARDS SUCH AS THESE MAY APPLY:

- Home Owners Association regulations
- Deed restrictions
- Lot size or set back requirements (not greater than single family/existing accessory structure)
- Septic requirements
- Shoreland Zoning
- Other locally determined ADU standards (e.g. maximum size, rules regarding short term rental, etc.)

### ON LAND WITH TWO EXISTING UNITS

- ▶ No new structure may be built unless allowed under local ordinance

# Accessory Dwelling Units

## 30-A MRSA §4364-B

This section essentially allows any lot with a single-family dwelling in an area where housing is permitted to have one accessory dwelling unit (ADU) as well, effective July 1, 2023. That ADU can be within the existing home, attached to it, or in a new structure. Municipalities may also allow existing accessory structures to be converted into an ADU.

An ADU allowed under this law is exempt from zoning density requirements. In reviewing an ADU, the setback and dimensional requirements for a single-family home continue to apply unless the municipality makes them more permissive for an ADU. For ADUs in an accessory structure, the setback and dimensional requirements for such a structure apply.

### **ACCESSORY DWELLING UNIT PARKING**

Additional parking requirements for the ADU beyond those required for the single-family dwelling are not permitted.

### **ACCESSORY DWELLING UNIT SIZE**

ADUs must be at least 190 square feet in size. Municipalities may set a maximum size for ADUs in local ordinance.

### **OTHER MUNICIPAL POWERS**

Municipalities may establish an application and permitting process for ADUs provided it is consistent with in this section. Municipalities may also define ADUs, as long as the definition is consistent with state law in Title 30-A, §4301. 1-C. In addition, municipalities may establish requirements for ADUs that are less restrictive than those in this section, such as allowing more than one ADU on a lot or allowing an ADU for two-family or multifamily dwellings.

## **SIMILARITIES AND DIFFERENCES FROM OTHER SECTIONS**

**LIKE SECTIONS 4 AND 5**, shoreland zoning still applies, as do requirements to verify adequate water and wastewater capacity.

**LIKE SECTION 5**, private parties are permitted to restrict the number of housing units on a lot, including ADUs, in a private easement, covenant, deed restriction or other agreement provided the agreement does not violate State or Federal rights such as equal protection.

**UNLIKE SECTION 5**, one ADU for each single-family dwelling does not count towards any rate of growth ordinance as described in §4360.

**UNLIKE SECTIONS 4 & 5**, additional parking cannot be required for an ADU.

# QUESTIONS AND ANSWERS ON ACCESSORY DWELLING UNITS

---

## How is an ADU defined?

The law does not define ADUs. There is a definition in 30-A MRSA §4301 and many communities define them in local ordinances. Rulemaking will clarify which definition to use.

## Can an ADU be larger than a primary structure?

Yes, unless the municipality limits the maximum size of an ADU.

## Can a previously illegal ADU be legalized under this section?

This will be addressed in rulemaking.

## If a pre-existing single-family dwelling is on a non-conforming lot (with respect to size, frontage, or similar characteristics) can an ADU be built on that lot?

This will be addressed in rulemaking.

## Subsection 7 says that verification must be provided to “the municipality” of water and wastewater services. Who should that verification be provided to?

These capacity issues should be reviewed by the municipal staff or board that would normally review these issues as part of any housing development.

## What if a community does not use Certificates of Occupancy?

Subsection 4 says that the municipality will “certify [a] structure for occupancy.” This requirement should be met for new housing developments under this section the same way they would be for any other housing, whether through a formal Certificate of Occupancy or otherwise.

## What is meant by “potable” water?

This will be addressed in rulemaking.

## What if housing is allowed in an area but only as a conditional use?

Housing would be considered allowed in that area for the purposes of subsection 1. This will be further addressed in rulemaking.

## What does “attached to an existing structure” mean?

Local ordinance can define “attached” but it would generally mean having physically connected finished spaces, not just connected via a common porch, breezeway or foundation.

## If a parcel has an existing two-unit structure, does subsection 1 allow an ADU to be built?

No, though a municipality would have the ability to allow that.



# Parking for ADUs

## Example Parking Requirement

### NOT PERMITTED



Single Family Home  
2 spaces minimum



Single Family Home + ADU  
3 spaces minimum



---

### PERMITTED



Single Family Home  
2 spaces minimum



Single Family Home + ADU  
2 spaces minimum



This example applies to towns with minimum parking requirements.  
For towns without parking restrictions, no additional restrictions would be imposed.



# Housing Goals & Fair Housing

## MRSA §13056, sub-§9 AND 30-A MRSA §4364-C

Section 3 directs the Department of Economic & Community Development, in coordination with Maine-Housing, to develop a statewide housing production goal and regional production goals based on that statewide goal. In doing so, the section instructs the Department to set benchmarks for meeting those goals, as well as to consider information provided by municipalities on current and potential housing development and permits.

Section 7 outlines ways municipalities can play a role in achieving those state and regional goals. It states that municipalities must ensure that local ordinances and regulations are designed to affirmatively further the purposes of the Federal Fair Housing Act, as well as the Maine Human Rights Act, as part of meeting the housing goals. It also explicitly authorizes municipalities to establish and enforce regulations related to short-term rentals to help meet those goals.

### QUESTIONS AND ANSWERS ON SECTIONS 3 & 7

---

#### What obligations do the affirmatively furthering fair housing provisions put on municipalities that didn't already exist before LD 2003 passed?

Until recently, the link between land use regulation and fair housing was often not recognized. Section 7 clarifies that municipalities must ensure that zoning and land use ordinances and regulations are designed to affirmatively further the purposes of these state and federal laws.

#### What happens if local, regional or statewide housing goals are not met?

These sections do not set forth any specific penalties for not meeting these goals.

#### How does this relate to local Growth Management programs and comprehensive plans?

Local comprehensive plans, while not regulatory documents, should not conflict with these sections. The regulations for comprehensive plans under Chapter 208 state that communities should “[s]eek to achieve a level of at least 10% of new residential development built or placed during the next decade be affordable.”

#### Do municipalities have to regulate short term rentals?

No.



## GENERAL QUESTIONS

---

### **What happens if a municipality does not act to update local ordinances, or tries to act and the updates are not approved by the local legislative body?**

LD 2003 is an express preemption on municipal home rule authority. Therefore, any ordinance or regulation that is not consistent with the law may be challenged as invalid. Municipalities are encouraged to contact legal counsel to discuss how the law will affect the enforcement of existing ordinances and regulations.

### **If a town does not have growth areas as defined by section 4349-A, subsection 1, paragraph A or B, and does not have any areas served by water or sewer, does it need to comply with LD 2003?**

These communities would not be subject to the affordable housing density provisions in Section 4, and would not have areas that are required to allow up to four units on a residential lot as per Section 5. Other sections of LD 2003 would apply.

### **How will LD 2003's requirements be related to municipal comprehensive plans?**

Comprehensive plans seeking a finding of consistency under the regulations in Chapter 208 should meet those requirements. Since a comprehensive plan is not a regulatory document, LD 2003 would not create any additional requirements. However, zoning ordinances adopted in a municipality would have to be consistent with both a local comprehensive plan and LD 2003.

### **Is LD 2003 a model ordinance for use in local zoning?**

LD 2003 is not a model ordinance. Communities will be able to seek funding from the Housing Opportunity Program to develop new ordinances. In addition, the Department of Economic & Community Development will be hiring staff to provide technical assistance to communities.

### **Can developers “double count” bonuses from various sections?**

This issue is outlined in §4364-A Section 2.A. and §4364-B Section 3.B. It will be further addressed for applicability to §4364 in rulemaking.

### **Sections 4, 5, and 6 require written verification of “adequate water and wastewater services.” What about a municipal concern that while a specific housing development may not immediately threaten water quality, the cumulative impact of new development may do so in a way that it did not prior to LD 2003?**

As was true prior to the passage of LD 2003, communities are free to take regulatory actions as appropriate for protection of natural resources or existing water systems. These can include changes to zoning districts to limit where housing is permitted; changes to lot size requirements; or the creation of an impact fee system consistent with state law to fund environmental or water quality protection.

### **What does section 4349-A, subsection 1, paragraph A or B say?**

It directs the State to make growth-related capital investments only in:

*A. A locally designated growth area, as identified in a comprehensive plan adopted pursuant to and consistent with the procedures, goals and guidelines of this subchapter or as identified in a growth management program certified under section 4347A;*

or

*B. In the absence of a consistent comprehensive plan, an area served by a public sewer system that has the capacity for the growth-related project, an area identified in the latest Federal Decennial Census as a census-designated place or a compact area of an urban compact municipality as defined by Title 23, section 754; or [PL 1999, c. 776, §10 (NEW).]*

Growth areas are defined in section 4301, subsection 6-C as:

*An area that is designated in a municipality’s or multi-municipal region’s comprehensive plan as suitable for orderly residential, commercial or industrial development, or any combinations of those types of development, and into which most development projected over 10 years is directed.*



### **RULEMAKING PROCESSES**

Sections 4, 5 and 6 authorize rulemaking to be led by the Department of Economic & Community Development, in consultation with the Department of Agriculture, Conservation & Forestry. These rules are considered “technical” – meaning they “establish standards of practice or procedure for the conduct of business with or before an agency” and can be approved administratively. Rulemaking is expected to begin in the fall of 2022.

### **FUNDING FOR TECHNICAL ASSISTANCE**

While not part of LD 2003, the supplemental budget for Fiscal Years 2022 and 2023 included Section U-1. 5 MRSA §13056-J, providing funding for a new “Housing Opportunity Program.” That program will “encourage and support the development of additional housing units in Maine, including housing units that are affordable for low and moderate income people and housing units targeted to community workforce housing needs” by supporting “regional approaches, municipal model ordinance development, and ... policy that supports increased housing density where feasible to protect working and natural lands.”

The Housing Opportunity Program will consist of three general areas. “Service Provider grants” will be awarded to experienced service providers to support municipal ordinance development, technical assistance, and public process and community engagement support, and may encourage regional coordination. Community Housing Incentive Program grants will be funded to municipalities directly in two categories:

- Community housing planning grants to be awarded through a competitive process to municipalities to support the creation of housing development plans, and ordinance and policy amendments to support those plans. The grants will be awarded for a period of up to three years, with progress reports each year.
- Community housing implementation grants to be awarded through a competitive process to support the implementation of community housing priorities.

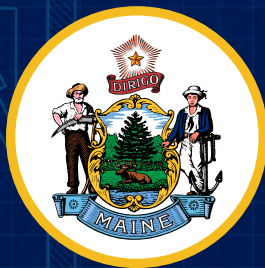
Finally, the Department of Economic and Community Development will be adding staff to provide direct technical assistance to communities.

The Housing Opportunity Program is currently undergoing internal development and is expected to be launched in the coming months.

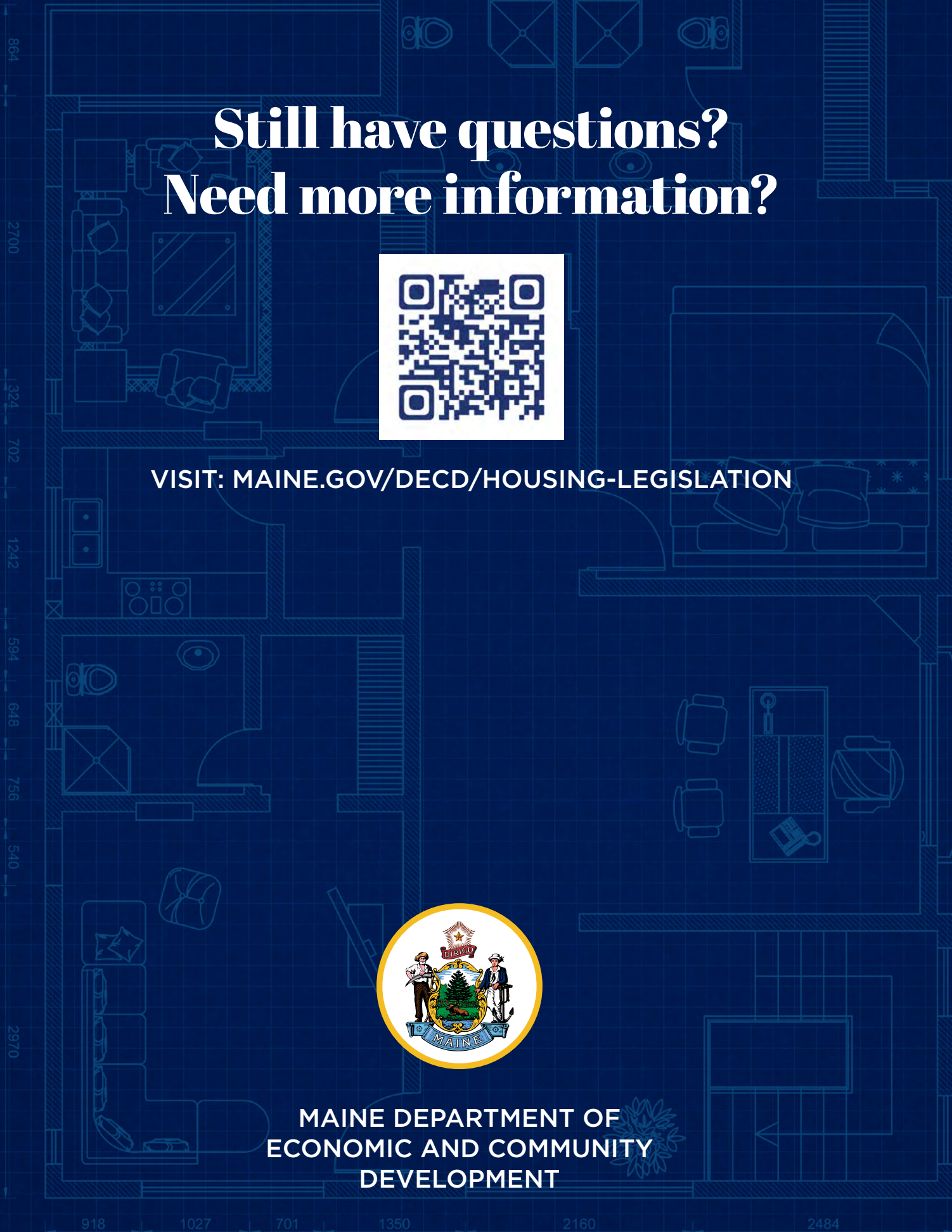
**Still have questions?  
Need more information?**



**VISIT: [MAINE.GOV/DECD/HOUSING-LEGISLATION](https://www.maine.gov/decd/housing-legislation)**



**MAINE DEPARTMENT OF  
ECONOMIC AND COMMUNITY  
DEVELOPMENT**



**19-100 DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

**Chapter 5: HOUSING OPPORTUNITY PROGRAM: MUNICIPAL LAND USE AND ZONING ORDINANCE RULE**

---

**Summary:** This Chapter sets forth the provisions which require municipalities to create or amend local ordinances to allow for (1) additional density for affordable housing developments in certain areas; (2) multiple dwelling units on lots designated for housing; and (3) one accessory dwelling unit located on the same lot as a single-family dwelling unit in any area where housing is permitted.

**Note:** This Chapter incorporates by reference certain material. The Appendix lists the material that is incorporated by reference, the date for each reference, and the organization where copies of the material are available.

---

**SECTION 1. PURPOSE AND DEFINITIONS**

**A. PURPOSE**

1. This Chapter sets forth the provisions which require municipalities to create or amend local ordinances to allow for (1) additional density for affordable housing developments in certain areas; (2) multiple dwelling units on lots designated for housing; and (3) one accessory dwelling unit located on the same lot as a single-family dwelling unit in any area where housing is permitted. Municipalities must adopt ordinances that are consistent with and no more restrictive than the requirements of P.L. 2021, ch. 672, codified at 30-A M.R.S. §§ 4364, 4364-A, 4364-B, and this Chapter.
2. These rules do not:
  - a) Abrogate or annul the validity or enforceability of any valid and enforceable easement, covenant, deed restriction or other agreement or instrument between private parties that imposes greater restrictions than those provided in this rule, as long as the agreement does not abrogate rights pursuant to the United States Constitution or the Constitution of Maine;
  - b) Exempt a subdivider from the requirements in Title 30-A, Chapter 187, subchapter 4;
  - c) Exempt an affordable housing development, a dwelling unit, or accessory dwelling unit from the shoreland zoning requirements established by the Department of Environmental Protection pursuant to Title 38, Chapter 3 and municipal shoreland zoning ordinances; or
  - d) Abrogate or annul minimum lot size requirements under Title 12, Chapter 423-A.

**B. DEFINITIONS**

All terms used but not defined in this Chapter shall have the meanings ascribed to those terms in Chapter 187 of Title 30-A of the Maine Revised Statutes, as amended. Municipalities must adopt

definitions that are consistent with and no more restrictive, than the definitions outlined below. The following terms shall have the definitions hereinafter set forth:

**Accessory dwelling unit.** "Accessory dwelling unit" means a self-contained dwelling unit located within, attached to or detached from a single-family dwelling unit located on the same parcel of land. An accessory dwelling unit must be a minimum of 190 square feet and municipalities may impose a maximum size.

**Affordable housing development.** "Affordable housing development" means

1. For rental housing, a development in which a household whose income does not exceed 80% of the median income for the area as defined by the United States Department of Housing and Urban Development under the United States Housing Act of 1937, Public Law 75-412, 50 Stat. 888, Section 8, as amended, can afford a majority of the units that the developer designates as affordable without spending more than 30% of the household's monthly income on housing costs; and
2. For owned housing, a development in which a household whose income does not exceed 120% of the median income for the area as defined by the United States Department of Housing and Urban Development under the United States Housing Act of 1937, Public Law 75-412, 50 Stat. 888, Section 8, as amended, can afford a majority of the units that the developer designates as affordable without spending more than 30% of the household's monthly income on housing costs.
3. For purposes of this definition, "majority" means more than half.
4. For purposes of this definition, "housing costs" means:
  - a) For a rental unit, the cost of rent and any utilities (electric, heat, water, sewer, and/or trash) that the household pays separately from the rent; and
  - b) For an ownership unit, the cost of mortgage principal and interest, real estate taxes (including assessments), private mortgage insurance, homeowner's insurance, condominium fees, and homeowners' association fees.

**Area median income.** "Area median income" means the midpoint of a region's income distribution calculated on an annual basis by the U.S. Department of Housing & Urban Development.

**Attached.** "Attached" means connected by a shared wall to the principal structure.

**Base density.** "Base density" means the maximum number of units allowed on a lot not used for affordable housing based on dimensional requirements in a local land use or zoning ordinance.

**Certificate of occupancy.** "Certificate of occupancy" means the municipal approval for occupancy granted pursuant to 25 M.R.S. § 2357-A or the Maine Uniform Building and Energy Code adopted pursuant to Title 10, chapter 1103. Certificate of occupancy may also be referred to as issuance of certificate of occupancy or other terms with a similar intent.

**Comprehensive plan.** "Comprehensive plan" means a document or interrelated documents consistent with 30-A M.R.S. § 4326(1)-(4), including the strategies for an implementation program which are consistent with the goals and guidelines established pursuant to Title 30-A, Chapter 187, Subchapter II.

**Density requirements.** "Density requirements" mean the maximum number of dwelling units allowed on a lot, subject to dimensional requirements.

**Designated growth area.** "Designated growth area" means an area that is designated in a municipality's or multimunicipal region's comprehensive plan as suitable for orderly residential, commercial, or industrial development, or any combination of those types of development, and into which most development projected over ten (10) years is directed. Designated growth areas may also be referred to as priority development zones or other terms with a similar intent.

**Dimensional requirements.** "Dimensional requirements" mean requirements which govern the size and placement of structures including, but limited not to, the following requirements: building height, lot area, minimum frontage and lot depth.

**Dwelling unit.** "Dwelling unit" means any part of a structure which, through sale or lease, is intended for human habitation, including single-family and multifamily housing, condominiums, time-share units, and apartments.

**Land use ordinance.** "Land use ordinance" means an ordinance or regulation of general application adopted by the municipal legislative body which controls, directs, or delineates allowable uses of land and the standards for those uses.

**Lot.** "Lot" means a single parcel of developed or undeveloped land described in a deed or other legal instrument.

**Multifamily dwelling.** "Multifamily dwelling" means a building containing three (3) or more dwelling units.

**Potable.** "Potable" means safe for drinking as defined by the U.S. Environmental Protection Agency's (EPA) Drinking Water Standards and Health Advisories Table.

**Principal structure.** "Principal structure" means a building or structure in which the main or primary use of the structure is conducted.

**Restrictive covenant.** "Restrictive covenant" means a provision in a deed restricting the use of the land.

**Setback requirements.** "Setback requirements" mean the minimum horizontal distance from a lot line, shoreline, or road to the nearest part of a structure.

**Single-family dwelling unit.** "Single-family dwelling unit" means a building containing one (1) dwelling unit.

**Structure.** "Structure" means anything temporarily or permanently located, built, constructed or erected for the support, shelter or enclosure of persons as defined in 38 M.R.S. § 436-A(12).



**Zoning ordinance.** "Zoning ordinance" means a type of land use ordinance that divides a municipality into districts and that prescribes and reasonably applies different regulations in each district.

## **SECTION 2. AFFORDABLE HOUSING DENSITY**

### **A. GENERAL**

This Section requires municipalities to allow an automatic density bonus for certain affordable housing developments approved on or after July 1, 2023, as outlined below. If a municipality has not adopted density requirements, this section applies only if the development meets the requirements listed in Section 2(B)(1)(a)-(e).

### **B. ELIGIBILITY FOR DENSITY BONUS**

1. For purposes of this section, a municipality shall verify that the development:
  - a) Is an affordable housing development as defined in this Chapter, which includes the requirement that a majority of the units are affordable;
  - b) Is in a designated growth area pursuant to 30-A M.R.S. § 4349-A(1)(A) or (B) or served by a public, special district or other centrally managed water system and a public, special district or other comparable sewer system;
  - c) Is located in an area in which multifamily dwellings are allowed as of July 1, 2023;
  - d) Complies with minimum lot size requirements in accordance with Title 12, chapter 423-A [*KRC: 20,000 sf and 100-foot setback from shoreland septic rules*]; and
  - e) Owner provides written verification that each unit of the housing development is connected to adequate water and wastewater services prior to certification of the development for occupancy or similar type of approval process. Written verification must include the following:
    - i. If a housing unit is connected to a public, special district or other comparable sewer system, proof of adequate service to support any additional flow created by the unit and proof of payment for the connection to the sewer system;
    - ii. If a housing unit is connected to a septic system, proof of adequate sewage disposal for subsurface wastewater. The septic system must be verified as adequate by a local plumbing inspector pursuant to 30-A M.R.S. § 4221. Plans for a subsurface wastewater disposal must be prepared by a licensed site evaluator in accordance with 10-144 C.M.R. ch. 241, Subsurface Wastewater Disposal Rules.
    - iii. If a housing unit is connected to a public, special district or other centrally managed water system, proof of adequate service to support any additional flow

created by the unit, proof of payment for the connection and the volume and supply of water required for the unit; and

- iv. If a housing unit is connected to a well, proof of access to potable water, including the standards outlined in 01-672 C.M.R. ch. 10, section 10.25(J), Land Use Districts and Standards. Any test of an existing well or proposed well must indicate that the water supply is potable and acceptable for domestic use.

## 2. Long-Term Affordability

Prior to granting a certificate of occupancy or other final approval of an affordable housing development, a municipality must require that the owner of the affordable housing development (1) execute a restrictive covenant that is enforceable by a party acceptable to the municipality; and (2) record the restrictive covenant in the appropriate registry of deeds to ensure that for at least thirty (30) years after completion of construction:

- a) For rental housing, occupancy of all the units designated affordable in the development will remain limited to households at or below 80% of the local area median income at the time of initial occupancy; and
- b) For owned housing, occupancy of all the units designated affordable in the development will remain limited to households at or below 120% of the local area median income at the time of initial occupancy.

## C. DENSITY BONUS

If the requirements in Section 2(B)(1) and (2) are met, a municipality must:

1. Allow an affordable housing development to have a dwelling unit density of at least 2.5 times the base density that is otherwise allowed in that location; and
2. Require no more than two (2) off-street parking motor vehicle spaces for every three (3) dwelling units of an affordable housing development.

If fractional results occur when calculating the density bonus in this subsection, the number of units is rounded down to the nearest whole number. The number of motor vehicle parking spaces may be rounded up or down to the nearest whole number.

## SECTION 3. DWELLING UNIT ALLOWANCE

### A. GENERAL

This section requires municipalities to allow multiple dwelling units on lots where housing is allowed beginning on July 1, 2023, subject to the requirements below.

### B. REQUIREMENTS

## 1. Dwelling Unit Allowance

- a) If a lot does not contain an existing dwelling unit, municipalities must allow up to four (4) dwelling units per lot if the lot is located in an area in which housing is allowed, meets the requirements in 12 M.R.S. ch. 423-A, and is:
  - i. Located within a designated growth area consistent with 30-A M.R.S. § 4349 A(1)(A)-(B); or
  - ii. Served by a public, special district or other centrally managed water system and a public, special district or other comparable sewer system in a municipality without a comprehensive plan.
- b) If a lot does not contain an existing dwelling unit and does not meet i. or ii. above, a municipality must allow up to two (2) dwelling units per lot located in an area in which housing is allowed, provided that the requirements in 12 M.R.S. ch. 4230-A are met. The two (2) dwelling units may be (1) within one structure; or (2) separate structures.
- c) If a lot contains one existing dwelling unit, a municipality must allow the addition of up to two (2) additional dwelling units. The additional dwelling unit(s) may be:
  - i. Within the existing structure or attached to the existing structure;
  - ii. Detached from the existing structure; or
  - iii. One of each.
- d) If a lot contains two existing dwelling units, no additional dwelling units may be built on the lot unless allowed under local municipal ordinance.
- e) A municipality may allow more units than the minimum number of units required to be allowed on all lots that allow housing.

## 2. Zoning

With respect to dwelling units allowed under this Section, municipal zoning ordinances must comply with the following:

- a) If more than one dwelling unit has been constructed on a lot as a result of the allowance pursuant to this Section or Section 4, the lot is not eligible for any additional increases in density requirements except as allowed by the municipality.
- b) Municipalities may establish a prohibition or an allowance for lots where a dwelling unit in existence after July 1, 2023, is torn down and an empty lot results.

## 3. Dimensional and Setback Requirements

- a) A municipal ordinance may not establish dimensional requirements or setback requirements for dwelling units allowed pursuant to this Section that are more restrictive than the dimensional requirements or setback requirements for single-family housing units.
- b) A municipality may establish requirements for a lot area per dwelling unit as long as the additional dwelling units do not require more land area per unit than the first unit.

#### 4. Water and Wastewater

- a) The municipality must require an owner of a housing structure to provide written verification that each structure is connected to adequate water and wastewater services prior to certification of the development for occupancy or similar type of approval process. Written verification must include the following:
  - i. If a housing structure is connected to a public, special district or other comparable sewer system, proof of adequate service to support any additional flow created by the unit and proof of payment for the connection to the sewer system;
  - ii. If a housing structure is connected to a septic system, proof of adequate sewage disposal for subsurface wastewater. The septic system must be verified as adequate by a local plumbing inspector pursuant to 30-A M.R.S. § 4221. Plans for a subsurface wastewater disposal must be prepared by a licensed site evaluator in accordance with 10-144 C.M.R. ch. 241, Subsurface Wastewater Disposal Rules.
  - iii. If a housing structure is connected to a public, special district or other centrally managed water system, proof of adequate service to support any additional flow created by the unit, proof of payment for the connection and the volume and supply of water required for the unit; and
  - iv. If a housing structure is connected to a well, proof of access to potable water, including the standards outlined in 01-672 C.M.R. ch. 10, section 10.25(J), Land Use Districts and Standards. Any test of an existing well or proposed well must indicate that the water supply is potable and acceptable for domestic use.

### C. MUNICIPAL IMPLEMENTATION

In adopting an ordinance, a municipality may:

1. Establish an application and permitting process for dwelling units;
2. Impose fines for violations of building, site plan, zoning, and utility requirements for dwelling units; and

3. Establish alternative criteria that are less restrictive than the requirements of Section 3(B)(4) for the approval of a dwelling units only in circumstances in which the municipality would be able to provide a variance pursuant to 30-A M.R.S. § 4353(4)(A), (B), or (C).

## **SECTION 4. ACCESSORY DWELLING UNITS**

### **A. GENERAL**

A municipality must allow, effective July 1, 2023, one accessory dwelling unit to be located on the same lot as a single-family dwelling unit in any area in which housing is allowed, subject to the requirements outlined below.

### **B. REQUIREMENTS**

#### 1. Accessory Dwelling Unit Allowance

An accessory dwelling unit may be constructed only:

- a) Within an existing dwelling unit on the lot;
- b) Attached to or sharing a wall with a single-family dwelling unit; or
- c) As a new structure on the lot for the primary purpose of creating an accessory dwelling unit.

#### 2. Zoning

With respect to accessory dwelling units, municipalities with zoning ordinances and municipalities without zoning must comply with the following conditions:

- (a) At least one accessory dwelling unit must be allowed on any lot where a single-family dwelling unit is the principal structure; and
- (b) If more than one accessory dwelling unit has been constructed on a lot as a result of the allowance pursuant to this Section or Section 3, the lot is not eligible for any additional increases in density, except as allowed by the municipality.

#### 3. Other

With respect to accessory dwelling units, municipalities must comply with the following conditions:

- a) A municipality must exempt an accessory dwelling unit from any density requirements or lot area requirements related to the area in which the accessory dwelling unit is constructed;
- b) For an accessory dwelling unit located within the same structure as a single-family dwelling unit or attached to or sharing a wall with a single-family dwelling unit, the

dimensional requirements and setback requirements must be the same as the dimensional requirements and setback requirements of the single-family dwelling unit;

- i. For an accessory dwelling unit permitted in an existing accessory building or secondary building or garage as of July 1, 2023, the required setback requirements apply.
- c) A municipality may establish more permissive dimensional requirements for an accessory dwelling unit.
- d) An accessory dwelling unit must be allowed on a lot regardless of whether the lot conforms to existing dimensional requirements of the municipality. Any new structure constructed on the lot to be an accessory dwelling unit must meet the existing dimensional requirements as required by the municipality for an accessory structure.
- e) An accessory dwelling unit may not be subject to any additional motor vehicle parking requirements beyond the parking requirements of the single-family dwelling unit on the lot where the accessory dwelling unit is located.

#### 4. Size

- a) An accessory dwelling unit must be at least 190 square feet in size, unless the Technical Building Code and Standards Board, pursuant to 10 M.R.S. § 9722, adopts a different minimum standard; if so, that standard applies.
- b) Municipalities may set a maximum size for accessory dwelling units in local ordinances, as long as accessory dwelling units are not less than 190 square feet.

#### 5. Water and Wastewater

A municipality must require an owner of an accessory dwelling unit to provide written verification that each unit of the accessory dwelling unit is connected to adequate water and wastewater services prior to certification of the accessory dwelling unit for occupancy or similar type of approval process. Written verification must include the following:

- a) If an accessory dwelling unit is connected to a public, special district or other comparable sewer system, proof of adequate service to support any additional flow created by the unit and proof of payment for the connection to the sewer system;
- b) If an accessory dwelling unit is connected to a septic system, proof of adequate sewage disposal for subsurface wastewater. The septic system must be verified as adequate by a local plumbing inspector pursuant to 30-A M.R.S. § 4221. Plans for a subsurface wastewater disposal must be prepared by a licensed site evaluator in accordance with 10-144 C.M.R. ch. 241, Subsurface Wastewater Disposal Rules;

- c) If an accessory dwelling unit is connected to a public, special district or other centrally managed water system, proof of adequate service to support any additional flow created by the unit, proof of payment for the connection and the volume and supply of water required for the unit; and
- d) If an accessory dwelling unit is connected to a well, proof of access to potable water, including the standards outlined in 01-672 C.M.R. ch. 10, section 10.25(J), Land Use Districts and Standards. Any test of an existing well or proposed well must indicate that the water supply is potable and acceptable for domestic use.

### **C. MUNICIPAL IMPLEMENTATION**

In adopting an ordinance under this Section, a municipality may:

1. Establish an application and permitting process for accessory dwelling units;
2. Impose fines for violations of building, zoning and utility requirements for accessory dwelling units; and
3. Establish alternative criteria that are less restrictive than the above criteria in Section 4 for the approval of an accessory dwelling unit only in circumstances in which the municipality would be able to provide a variance pursuant to 30-A M.R.S. § 4353(4)(A), (B), or (C).

### **D. RATE OF GROWTH ORDINANCE**

A permit issued by a municipality for an accessory dwelling unit does not count as a permit issued toward a municipality's rate of growth ordinance pursuant to 30-A M.R.S. § 4360.

**STATUTORY AUTHORITY:** P.L. 2021, ch. 672 codified at 30-A M.R.S. §§ 4364, 4364-A, 4364-B.

**EFFECTIVE DATE:**

**APPENDIX**

## List of Reference Material

Reference Material	Location to Obtain Document
U.S. Environmental Protection Agency's (EPA) Drinking Water Standards and Health Advisories Table, March 2018.	U.S. Environmental Protection Agency Office of Water Drinking Water Hotline 1-800-426-4791
01-672 C.M.R. ch. 10, Land Use Districts and Standards, December 30, 2022	Maine Department of Agriculture, Conservation & Forestry Bureau of Resource Information and Land Use Planning Land Use Planning Commission 22 State House Station Augusta, Maine 04333 207-287-2631
10-144 C.M.R. ch. 241, Subsurface Wastewater Disposal Rules, August 3, 2015	Maine Department of Health & Human Services Maine Center for Disease Control & Prevention 11 State House Station Augusta, Maine 04333 207-287-8016



## Jillian Richards

---

**From:** Kendra Amaral  
**Sent:** Thursday, October 12, 2023 10:13 AM  
**To:**  
**Cc:** Jillian Richards  
**Subject:** RE: [kitteryme] Project Graduation Toll Booth at Transfer Station Sent by Amanda Johnson

---

**From:** Contact form at kitteryme <cmsmailer@civicplus.com>  
**Sent:** Wednesday, October 11, 2023 11:03 AM  
**To:** Kendra Amaral <KAmaral@kitteryme.org>  
**Subject:** [kitteryme] Project Graduation Toll Booth at Transfer Station

Hello kamaral,

Amanda Johnson has sent you a message via your contact form (<https://www.kitteryme.gov/user/28/contact>) at kitteryme.

If you don't want to receive such e-mails, you can change your settings at <https://www.kitteryme.gov/user/28/edit>.

Message:

Good Morning Kendra,  
Last year the Traip Academy Project Graduation Committee organized a "toll booth" at the transfer station on 11/16/22 as a fundraiser for the Traip senior class Project Graduation 2023 (PG23) event. I am reaching out to see if we can hold another "toll booth" fundraiser for this year's PG24 event for Traip's 65 graduating seniors! We are looking at Saturday 11/25/23 as a date. Can you let me know if this is possible and the next steps.

Thank you,  
Amanda Johnson - parent of Traip Senior Brody :)





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

---

**REPORT TO TOWN COUNCIL**

---

Date: October 23, 2023  
From: Kendra Amaral, Town Manager  
Subject: Petition for Sewer Extension – 17 Page Street  
Councilor Sponsor: N/A

---

**EXECUTIVE SUMMARY**

The owner, in collaboration with an interested party, of 17 Page Street, Map 14 Lot 182, is seeking approval to extend the sewer main approximately 90 feet from Pump Station 10, Map 14 Lot 92, (located on Sterling Drive) to their property. The extension is being pursued in accordance with Title 13.1.4.

Given certain conditions and considerations, this extension would allow for infill development of a small residential project in the Town's targeted growth area. The conditions and considerations would include that the applicant pay for the project directly, that the project meet all of the town's design and performance standards for a public sewer main, and that the line constructed on Town property (within Map 14 Lot 92) be turned over to the Town upon completion, among other terms.

**PROPOSED EXTENSION**

The applicant has expressed an interest in developing a small residential project on the presently undeveloped lot on Page Street. The lot is sandwiched between other residential lots. It is the smallest lot on the road, and is not of sufficient size to accommodate a single family home and a septic system. A sewer connection is needed for the project to be viable. There are currently no site plan applications before the Planning Board for this property, nor are the any building permit applications in queue.

There are currently two parcels on Page Street that have access to public sewer. One is connected via the sewer main on State Road, the other is connected through their backyard directly to Pump Station 10. 17 Page Street is proposing to connect to Pump Station 10 in similar fashion.

Through the Town's climate action plan development, it has been identified that groundwater rise and groundwater salination will impact local septic systems over time. It is reasonable to expect that in the future, the property owners of Page Street and the Town would desire a sewer main serve all of Page Street. However, such an expansion project is not feasible for the Town to undertake at this time, nor is it feasible for the applicant to construct.

In accordance with Title 13, the applicant is exercising their right to seek an expansion at their own expense through a petition to the Council.

The proposed extension would not impact any other parcels along the proposed extension.

There is sufficient capacity in the collection and treatment infrastructure to accept the wastewater produced by the applicant (current and anticipated future uses). The proposal does not negatively impact

capacity of the sewer service. The proposal does have the potential to add value to the property, enhance environmental protections, and increase housing development opportunities.

The proposed extension should be built in accordance with Sewer Department requirements, and sized accordingly to accept flow from potential future development of the lot.

The proposed extension should be turned over to the Town as a public asset. The Town will assume all ongoing maintenance and replacement costs, and will collect all metered flows through the main in perpetuity.

Per Town Attorney, the Town is not obligated to recoup the costs of the installation on behalf of the applicant, through a betterment assessment. The Town is required to assess a betterment; however, this can be simply the corresponding change in value that access to a public sewer utility affords. Typically, access to a public sewer utility increases the value of property on average 7% and 10%. Development on the vacant lot will also increase property value if pursued.

Approval, if deemed appropriate by the Council, should be made with certain conditions. Below is a proposed draft motion and conditions.

The Council is not required to schedule a public hearing prior to deciding on the petition. The Council may determine a public hearing is not necessary given the that there are no abutting property owners that would be benefited by the extension or gain access to a sewer main as a result of the extension.

#### **PROPOSED SOLUTION/RECOMMENDATION**

The Staff recommend approval of the application, with the following conditions:

- Applicant must bear the full cost of the design, permitting, and installation of the extension (“the project”) and any and all applicable fees (permitting, entrance, impact). Applicant will not be reimbursed for the cost of the extension by the Town or by any applicable benefiting property owners.
- Applicant must build a sewer line to the Town’s existing sewer Pump Station 10, in accordance with design and performance standards set by the Sewer Department, and in a manner that supports current and potential future development of the benefiting property.
- Applicant must legally transfer the extension asset to the Town within 30 days of the completion of the project.
- Applicable benefited property owners will receive a 90-day notice to connect upon transfer of the assets to the Town. The Town will automatically grant deferrals for any applicable property where their septic system is less than 20-years old per Title 13; however, applicable abutting benefited properties must be permitted to connect to the project during construction, if they so desire. Those qualifying for an exemption will be notified accordingly. (Note: there are no applicable benefited properties associated with this expansion petition)
- Applicable benefited property owners will be advised that they can file for an appeal with the Council to defer connection until failure of the septic system, if the property is unable to connect via gravity flow. (Note: there are no applicable benefited properties associated with this expansion petition)
- The property owner of record must agree, in writing, for the property to be connected to the sewer system, and must agree in writing to the abandonment of the on-site septic system upon connection.

## **ATTACHMENTS**

- Petition for Sewer Extension
- Capacity Confirmation from Sewer Department
- Map of petitioned expansion
- Title 13.4 – Main Extensions

## Town Council Letter Regarding 17 Page St, Kittery Maine

From:

Gary Reiner (Owner)

Jason Radford (Buyer)

Property: 17 Page St., Kittery, Maine 03904

Kittery Town Council

200 Rogers Rd., Kittery, ME, 03904

To whom it may concern,

We are writing to request Town Council approval for a sewage extension to be granted. This approval would be in line with the approval letter, from the Sewer Department, dated May 4<sup>th</sup>, 2023. The extension would run from the back side of 17 Page St (map 14//128) to the abutting Town Pump Station #10, on Sterling Drive. No abutting residential sites will be impacted by this extension. During a meeting on Tuesday October 10<sup>th</sup>, with Kendra Amaral, Jason Garnham, and Tim Babkirk we were informed the Town is targeting the Page St. area for future residential growth. Participants in this meeting agree the construction of a new small home on this lot falls exactly in line with what the Town envisions for growth in the area.

The Town Council decision to approve this request will allow for this growth to begin. Applicant will bear the full cost of the permitting and installation of the extension and any and all applicable fees. Applicant will not be reimbursed for the cost of the extension by the Town. Sewer line ownership will then be turned over to the Town as this is the preference stated by Mrs. Amaral, Mr. Garnham, and Mr. Babkirk during our meeting. At this time, 5 Page St is connected via a private line along Page St to Rt.1 and 19 Page St is connected to Pump Station #10.

Thank you for your consideration of this matter.

Best,

*Gary Reiner*

October 13, 2023

DocuSigned by:  
*Jason L. Radford* 10/14/2023  
9F679743ECE8441...



# Sewer Ext - 17 Page St

Kittery, ME

1 inch = 68 Feet

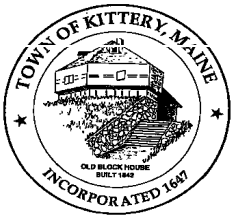


www.cai-tech.com

October 19, 2023



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



# TOWN OF KITTERY, MAINE

SEWER DEPARTMENT

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 439-4646 Fax: (207) 439-2799

17 Page Street  
Kittery, ME 03904

May 4, 2023

RE:Sewer Availability

This letter is to confirm that the sewer system (piping and pumping stations) and the treatment facility have the capacity and ability to handle the increased flow should a new dwelling be built at 17 Page Street. The sewer department will also allow the new connection to be made at pump station #10 located on Sterling Road.

This letter is only confirming the sewer department capacity, Impact and Entrance Fees will be calculated after project receives all required approvals.

If you have further questions or concerns, please contact me.

Sincerely Yours

*Timothy Babkirk*

Timothy Babkirk  
Superintendent of Sewer Services  
Town of Kittery  
200 Rogers Rd  
Kittery ME 03904  
1-207-439-4646  
tbabkirk@kitteryme.org



ARTICLE IV  
Main Extensions

**§ 13.1.4.1. Council's authority to make changes, extensions.**

The Town Council may make such changes and extensions as it deems necessary for the best interests of the public.

**§ 13.1.4.2. Extensions generally.**

- A. Petitions for extensions. Any person and/or persons may petition to the Town Council for extension or extensions they propose, which petition must be voted upon by the Council.
- B. Authority to make assessments for costs of extensions. The Town Council has the power to make assessments for the costs of any extensions it approves. The council may also establish such rates for entrance and other charges for the use of said sewage system against the owners of the property served by said system or to which such service is available as it may deem necessary to help defray cost of maintaining and operating system.
- C. Construction by property owner, builder or developer. If the Town does not elect to construct a sewer extension under public contract, the property owner, builder or developer may construct the necessary sewer extension if such extension is approved by the Town Council. The person(s) must pay for the entire installation, including all expenses incidental thereto. Each building sewer must be installed and inspected as previously required in Article III of this chapter and the inspection fees paid. The design and construction specifications must bear the signed approval of the Superintendent prior to construction.

**§ 13.1.4.3. Assessment.**

- A. Determination of benefits. When the sewer line construction has been completed, the municipal officers shall determine what lots or parcels of land, with or without structures thereon, are benefited by said sewer line and estimate and assess upon said lots or parcels of land, and against the record owner or owners thereof or against a person against whom the taxes thereon are assessed, a sum not exceeding the benefit the municipal officers deem fair and equitable towards defraying the expenses of said sewer construction together with any sewage disposal units and appurtenances that may be necessary for the proper operation of said sewer line.
- B. Definitions. For the purposes of this article, the following definitions apply:
  - ASSESSED PARCEL — A benefited property included in an adopted assessment plan obliging payment of an assessment fee.
  - BENEFITED PARCEL — A property which has gained direct access to a sewer main extension via frontage or an existing public right-of-way less than 100 feet distant, whether gravity flow is readily achievable or not.

**DWELLING UNIT** — A room or group of rooms forming a habitable unit for one family with facilities used or intended to be used for living, sleeping, cooking, eating, and sanitary facilities. It comprises at least 650 square feet of habitable floor space and includes any subcategory definition of dwelling as found in Title 16, § 16.2.2 (e.g., inn, accessory dwelling unit).

**PER DWELLING UNIT** — The basis of calculation of the number of dwelling units for residences assessed in an adopted sewer main extension assessment plan or to be assessed for a sewer special entrance connection fee.

**PER UNIT OF OCCUPANCY** — The basis of calculation of the number of occupied units for nonresidential structures assessed in an adopted sewer main extension assessment plan or to be assessed for a sewer special entrance connection fee.

**UNASSESSED PARCEL** — Those parcels of property that were not benefited or assessed when sewer main extension assessments were made; and those parcels that were thereafter found not benefited by such sewers and therefore not subject to such assessments.

**UNIT OF OCCUPANCY** — The category of property use which carries the unit charge as found in § 13.1.6.5, Sewer impact fee.

- C. Limitation on assessment; formula for determining cost. The whole of the assessments may not exceed 1/2 the cost of the entire project contract price of constructing and completing the sewer line, including all necessary appurtenances and sewage disposal units. The Town Council shall devise and utilize a formula for determining the fair and equitable cost to the owner or owners of land so benefited.
- D. Responsibility for sewer lines. The municipality is responsible for such sewer lines after construction and shall thereafter maintain and keep the same in good repair.
- E. Record of location of sewer line; notification of owner.
  - (1) The municipal officers shall file with the Clerk of the Town the location of the sewer line and sewage disposal units and appurtenances, with a profile description of the same and a statement of the amount assessed upon each lot or parcel of land so assessed and the name of the owner of the lots or parcels of land or person against whom the assessment is made.
  - (2) The Clerk of the Town is to record the assessment in a book kept for that purpose, and within 10 days after filing notice, each person so assessed is to be notified of the assessment by having an authentic copy of the assessment, with an order of notice signed by the Clerk of the Town stating the time and place for a hearing upon the subject matter of the assessments, given to each person so assessed or left at their usual place of abode in the Town.
  - (3) If a person has no place of abode in the Town, then the notice may be given or left at the abode of their tenant or lessee, if the person has one in the Town; if the person has no tenant or lessee in the Town, then by posting the notice in some conspicuous place in the vicinity of the lot or parcel of land so assessed

at least 30 days before the hearing. The notice may be given by publishing it three weeks successively in any newspaper published in the Town, the first publication to be at least 30 days before the hearing.

- (4) A return made upon a copy of the notice by any constable in the Town or the production of the paper containing the notice is conclusive evidence that the notice was given; and upon the hearing, the municipal officers have power to revise, increase or diminish any of the assessments, and any revisions, increase or diminution is to be in writing and recorded by the Clerk.

F. Farmland and open space land exempt from assessment.

- (1) Land classified and restricted for use for agricultural, forest/woodland, open space or wildlife habitat purposes, as defined by 36 M.R.S. § 1102, is exempt from the assessment provided in §13.1.4.3 when no benefits are derived from the common sewer or drain. Owners of such qualified land must notify the municipal officers that their property may qualify for this exception. The municipal officers are to revise the assessments against such land to exempt it from assessment. Any revision of assessment provided by this subsection is to be in writing and recorded by the Clerk.
- (2) When the use of the land is changed from farmland, the owner must, within 60 days, notify the Town Council, in writing, of the change. The Town Council shall assess this land in an amount equal to the assessment which would have been due but for the provisions of this subsection. The municipality must notify the owner of the assessment due, which the owner must pay within 60 days of notice or as provided by the Town Council under its authority in 30-A M.R.S. § 4453.

**§ 13.1.4.4. Collection of assessments and charges.**

- A. All assessments and charges made pursuant to this article are to be certified by the municipal officers and filed with the Tax Collector for collection. A facsimile of the signatures of the municipal officers imprinted at their direction upon any certification of an assessment or charge under this article has the same validity as their signatures.
- B. The Tax Collector may enter into a written mortgage agreement with the owner(s) of land so assessed and provide the same with a promissory note and installment payment plan for the amount of the assessment (“assessment payment plan”). This assessment payment plan agreement is to provide for payment of said assessment to the Town over a period not to exceed the shorter of 18 years, or two years shorter than the Town's bond repayment period for the applicable project, at an interest rate to be determined by the municipal officers. Such agreement is also to specify the method of collection in the event that such payment is in default, and, further, the mortgage agreement is to be recorded by the Town in the York County Registry of Deeds.
- C. Owners with household income less than or equal to 50% of the local area median

family income, as determined annually by the United States Department of Housing and Urban Development and varied by household size, may request deferral of payment of the assessment without penalty or additional interest incurred for the period of eligibility. Should the Tax Collector find an owner ineligible under those provisions, the Tax Collector may enter into a written agreement with the owner under the same term and terms pursuant to Subsection B above.

- D. Should the Tax Collector decline to enter into such payment agreement, aggrieved owner(s) may appeal the decision to the Board of Appeals pursuant to Chapter 13.2, Sewer Service Decision Appeals.
- E. Payment of the assessment is due in full upon demise of the owner(s); or transfer to any other owner by gift, assignment, devise, sale, or otherwise, except for:
  - (1) Transfers to a spouse or joint tenant, living or surviving, provided the transferee executes a new mortgage agreement, promissory note and installment payment agreement with the Town.
  - (2) Transfers to trusts, providing the trustee executes a new mortgage agreement, promissory note and installment payment agreement with the Town.
  - (3) Such new agreements to be executed for a period not to exceed the final payment date of the original agreement.
- F. The municipal officers shall annually file with the Tax Collector a list of installment payments due the municipality under such written agreements with the owner or owners of land so assessed.
- G. If the person so assessed, within 30 days after written notice of the total amount of such assessment and charges, or annual installment payment and interest, fails, neglects or refuses to pay such municipality the expense thereby incurred, or fails to enter into a written agreement as provided herein for payment of the same, or fails to pay any installment due under a written agreement so entered, then a special tax in the amount of the total unpaid assessment and charge may be assessed by the Municipal Assessor upon each and every lot or parcel of land so assessed and buildings upon the same.
- H. Such assessment is to be included in the next annual warrant to the Tax Collector for collection and collected in the same manner as state, county, and municipal taxes are collected. Interest at a rate of 12% per year on the unpaid portion of assessments and charges due the municipality accrues from the 30th day after written notice to the person assessed and is to be added to and become part of the special tax when committed to the Tax Collector.

#### **§ 13.1.4.5. Materials.**

The size and kind of pipe is to be determined by the Department in accordance with conditions surrounding the extension, including the possibility of future extensions or additions, and must conform to all state and local regulations.