

# TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904  
Telephone: (207) 475-1329 | Fax: (207) 439-6806  
[towncomments@kitteryme.org](mailto:towncomments@kitteryme.org) | [www.kitteryme.gov](http://www.kitteryme.gov)

## **Kittery Town Council April 22, 2024 | 6:00 PM | Council Chambers & Zoom**

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\\_RiSLIMkrSKCcoZqLW-jHNQ](https://us02web.zoom.us/webinar/register/WN_RiSLIMkrSKCcoZqLW-jHNQ)

**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. Land Acknowledgement & Introductory
3. Pledge of Allegiance
4. Roll Call
5. Agenda Amendment and Adoption
6. Town Manager's Report
7. Acceptance of Previous Minutes
  - April 8, 2024 – Regular 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.

a.(040324-01) The Kittery Town Council moves to acknowledge the retirement of Fire Chief David O'Brien.

10. PUBLIC HEARINGS

a.(040324-02) The Kittery Town Council moves to approve a new Victualers License from Ohana by the Sea Community Café, 8 Dexter Lane, Kittery.

b.(040324-03) The Kittery Town Council moves to approve a new Victualers License from Ohana Market, 7 Shapleigh Road, Kittery.

c.(040324-04) The Kittery Town Council moves to hold a public hearing on FY2025 School Budget ordinance.

11. DISCUSSION

a. Discussion by members of the public (three minutes per person)

b. Response to public comment directed to a particular Councilor

c. Chairperson's response to public comments

12. UNFINISHED BUSINESS -

13. NEW BUSINESS

a. Donations/gifts received for Council disposition.

b.(040324-05) The Kittery Town Council moves to schedule a public hearing on May 13, 2024, on Title 16 – Housekeeping Amendments.

c.(040324-06) The Kittery Town Council moves to recognize Stella Caruso, as the MMA's 7<sup>th</sup> Grade Essay contest winner.

d.(040324-07) The Kittery Town Council moves to schedule a public hearing on May 13, 2024 to release interest in a right of way.

14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS

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

16. EXECUTIVE SESSION

17. ADJOURNMENT

Posted: April 18, 2024



# TOWN OF KITTELY

## 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) | [www.kitteryme.gov](http://www.kitteryme.gov)

### Town Manager's Report to Town Council April 22, 2024

- 1. Professional Municipal Clerks Week** – The Town of Kittery will be joining the International Institute of Municipal Clerks and the Maine Town and City Clerks' Association in celebrating the 55th Annual Professional Municipal Clerks Week from May 2 through May 11.

The office of Municipal Clerk is one of the oldest public service roles in our nation and is foundational to municipal government. They record and keep the vital records of the community and community officials, they administer fair and free elections, and they issue important licenses and permits. Municipal Clerks provide services vital to the operation of the town, the exercising of democratic rights, and the recording of community history.

Kittery's team, led by Town Clerk Jillian Richards, combines exceptional service, with a deep commitment to the role, and a true understanding of the importance of their work.

Please help me in thanking them for their service and all they do for the Town.

- 2. Emery Field - Demolition of Old Recreation Building** – The old Kittery Community Center building located at 2 Cole Street will be demolished starting on April 22. The demolition is expected to be completed by mid-May.

As the Council may recall, the Town originally applied for the demolition of the building to be funded by the Land and Water Conservation Fund as part of the Emery Park renovation. That scope was deemed not fundable by the grant.

The Town then pursued brownfields funding through SMPDC to assist in covering the costs of the evaluation, remediation, and demolition of the building. The Town was successful in receiving grants to conduct the Phase 1 and Phase 2 EPA brownfields assessment of the building for hazardous materials. However the EPA deemed full demo was not fundable through their program.

The Town Council approved a transfer of budget surplus from FY2023 to fund the remediation of the hazardous materials and the demolition of the building.

Construction fencing and erosion control measures will be installed around the site next week. Hazardous material abatement will be conducted in accordance

with Maine regulations, and then the building will be demolished. The footprint area of the building will be leveled out and restored with loam and seed.

The Emery Field parking lot, field, and courts will remain fully accessible during the project, but access to the site will be restricted from the Manson Ave side.

Additionally, playground equipment has been delivered and we anticipate the installation of the new playground will be complete by late June.

**3. Rice Public Library Children's Garden** – Construction has begun on the Children's Garden at Rice Public Library. The Garden is being constructed in honor of Ann Grinnell and has been entirely funded by generous donors.

The garden was developed through discussions and surveys with core user groups, donors, and the general public. The resulting design reflects their shared desire for a flexible outdoor space that is full of inviting nooks for exploration, an interactive water feature to reflect Ann's love of connecting children to the water, and many grasses, shrubs, and plants.

Construction is expected to be complete mid-June; however the fencing will remain in place until mid-July to allow the grasses and plants time to establish.

During construction the Library's upper parking lot will be impacted, and pedestrian cut throughs to Traip Ave and the PNS Gate 1 will be restricted.

A ribbon cutting event is being planned and will likely be scheduled for early September.

**4. 2024 Annual Goals Quarter 1 Report** – Please see attached.

**5. Fiscal Year 2024 Quarter 3 Financial Report** – Please see attached.

**6. Upcoming Dates:**

- Business Park Zone Workshop – April 24, 6PM, Kittery Community Center
- Harbormaster Boat Naming Ceremony – April 25, 4:15PM, Safe Harbor Marina, Kittery Point
- "Before and After: From Prevention to Renewal" Sexual Assault Awareness - April 25, 6PM, Kittery Community Center
- Be an Upstander: Bystander Intervention Training (RESCHEDULED) – May 1, 5:30PM, Rice Public Library
- Accessory Dwelling Unit Grant Applications Deadline – May 1, Town Hall
- VFW Memorial Day Ceremony – May 27, 9AM, Orchard Grove Cemetery
- Schools Almost Out Bash – May 31, 7PM, Kittery Community Center
- June 11 Election - Absentee Ballot Applications Available – Town Clerk Office
- KEEP Property Tax Payment Plan Application Deadline – June 1, Town Hall
- Senior Municipal Property Tax Credit (Senior Circuit Breaker) Application Deadline – July 1, Town Hall

Respectfully Submitted,

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

Kendra Amaral  
Town Manager

TOWN OF KITTERY



# BUSINESS PARK ZONING WORKSHOP



**APRIL 24, 2024  
AT 6:00 PM**



**KCC - STAR THEATRE  
120 ROGERS ROAD**

## ABOUT THE BUSINESS PARK

The Kittery Business Park Zone was established to encourage investment that promotes development of high-quality parklike settings for both the business and residential communities.

Development has been limited in this area and large portions of the zone remain undeveloped. With market trends and community needs evolving, the Town is working to reexamine the Business Park Zone

## PUBLIC WORKSHOP

As an important next step, the Town of Kittery will hold a Business Park Zoning Workshop on April 24, 2024 at 6:00 PM at the KCC Star Theatre. The Workshop will:

- Provide an overview of the existing conditions.
- Present options for future zoning of the area.
- Gather feedback from residents and property owners to inform next steps.

**To learn more, please scan the QR code here or visit our website below.**

**SCAN ME**



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

THE TOWN OF KITTERY INVITES YOU TO THE



# Harbormaster Boat Naming Celebration



Join the Town of Kittery as we celebrate the naming and launch of the Harbormaster vessel, in honor of Hazel Sinclair.

**Thursday, April 25, 2024 at 4:15 PM**

**Safe Harbor Marina | 48 Bowen Road, Kittery Point, ME**

The event will include a short speaking program, followed by the official naming of the vessel and its launch into the water. Limited parking will be available on site, in addition to street parking.

With the naming of the Harbormaster vessel, Hazel's legacy of offering steadfast protection and comfort on land will now continue into Kittery's waterways.

To learn more about the event and Hazel's impact on Kittery, please visit our website below:

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





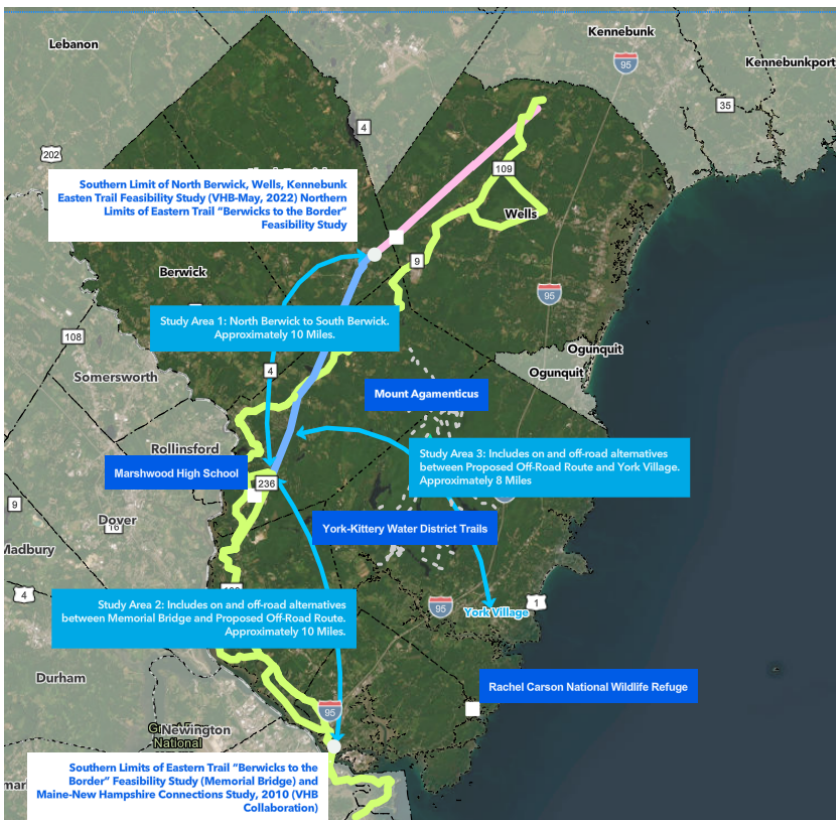


# Eastern Trail Connectivity Study



## Community Workshop

Tuesday, April 30, 6:30 – 8:00 pm  
Eliot Town Hall, 1333 State Road



The Eastern Trail (ET) Connectivity Study will recommend locations for future segments of the ET between the Route 1 Bridge (Memorial Bridge) in Kittery and North Berwick.

Join us to learn more about the study & provide your input!

View the [ET Connectivity Feasibility Study StoryMap](#) by scanning the QR code.

Prefer to attend virtually? Join the workshop on Zoom:  
[https://us06web.zoom.us/j/89986668599?](https://us06web.zoom.us/j/89986668599?pwd=PcnyupCREMC9coVeQiQ3j4y0lqRSE.1)  
[pwd=PcnyupCREMC9coVeQiQ3j4y0lqRSE.1](https://us06web.zoom.us/j/89986668599?pwd=PcnyupCREMC9coVeQiQ3j4y0lqRSE.1)



For more information, contact Dean Williams at Southern Maine Planning & Development Commission at [dwilliams@smpdc.org](mailto:dwilliams@smpdc.org).



# ACCESSORY DWELLING UNIT GRANT PROGRAM



## TOWN OF KITTERY ADU GRANT PROGRAM

The Town of Kittery is such a beautiful, vibrant and desirable place to live. As a result, housing is becoming less affordable for families and workers.

To continue our efforts to increase availability of affordable residential units in the community, the Town of Kittery is offering the ADU Grant Program.

## RECEIVE UP TO \$75,000 FOR DESIGN, PERMITTING AND CONSTRUCTION TO BUILD AN ADU

- The newly created ADU unit may be inside an existing structure, attached to an existing structure or a totally separate structure on the property.
- The unit must comply with all Town of Kittery code and zoning regulations.
- Property owner(s) must meet income eligibility requirements.
- The ADU must be completed within 2-years of grant award.

## APPLY TODAY

A pre-application meeting with the Planning Department staff is required prior to submitting an application. The deadline to apply for the program is May 1, 2024.

For more information about scheduling a pre-application meeting and applying, please scan the QR code here or visit:

[WWW.KITTERYME.GOV/ADUGRANT](http://WWW.KITTERYME.GOV/ADUGRANT)

## WHAT IS AN ADU?

An Accessory Dwelling Unit (ADU) is a secondary housing unit on a single-family residential lot. ADUs can be attached to the primary house like a converted garage, or unattached like a freestanding cottage.

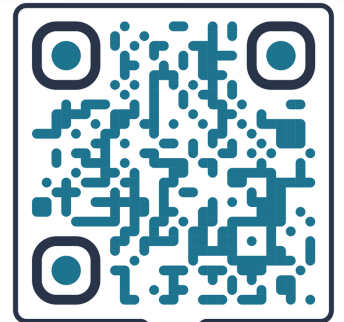
## WHAT ARE THE BENEFITS?

### Earn Additional Income

An ADU is a great way to earn supplemental income from your property. ADU rentals can bring in a regular stream of revenue to help cover mortgage costs or bolster savings.

### Affordable Housing

Finding affordable housing is one of the greatest challenges facing our area. Because they are smaller and share a property with another residence, ADUs can be a more affordable housing option.



SCAN ME

THE TOWN OF KITTERY DIVERSITY, EQUITY & INCLUSION COMMITTEE INVITES YOU TO

# BECOME AN UPSTANDER

A BYSTANDER INTERVENTION TRAINING EVENT FACILITATED BY PAC MAINE



Have you ever overheard a biased comment or observed someone being harassed and not known what to do? We've all been there, and **Prevention. Action. Change. Maine** can help.

Join your friends and neighbors for a FREE event to learn how to recognize identity-based harassment and intervene safely and effectively.



**WEDNESDAY, MAY 1, 2024**  
**5:30 PM - 8:00 PM**



Rice Public Library  
8 Wentworth Street, Kittery, ME



**SCAN ME**



**FOR MORE INFO OR TO REGISTER, SCAN THE QR CODE ABOVE OR VISIT:  
[WWW.RICE.LIB.ME.US](http://WWW.RICE.LIB.ME.US)**



KITTERY/ELIOT VFW POST 9394

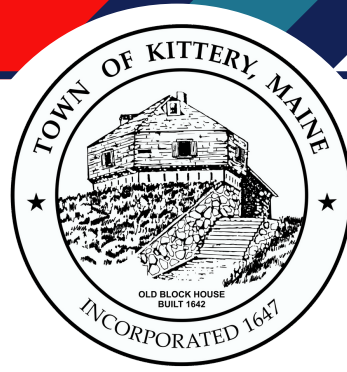
# MEMORIAL DAY CEREMONY

**MAY 27, 2024 | 9:00 AM**  
**ORCHARD GROVE CEMETERY**

---

Join the Kittery/Eliot VFW Post 9394 for a ceremony in observance of Memorial Day.

The ceremony will feature local speakers to commemorate the occasion and honor those who have served and sacrificed in the pursuit of freedom.



**REGISTER - VOTE - MAKE A DIFFERENCE**

# **Voter Registration Night**

June 6, 2024 | 6:00 PM - 7:00 PM  
Town Hall - 200 Rogers Road

---

This event will assist residents with voter registration, name/address corrections, and absentee voting. If registering to vote, please bring proof of identity and residency with you.

For more information on voting and elections, please visit the Town of Kittery Elections page:

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



# Ongoing Absentee Voter Status Applications Available Now

Voters who will be at least 65 years of age by the next election or who self-identify as a voter with a disability (or who meet both conditions) can submit a written application to request ongoing absentee voter status.

After submitting an application, the voter does not need to file an absentee ballot application for each election; instead, the voter will automatically receive an absentee ballot for each ensuing statewide election, municipal election and any other election for which the voter is entitled to vote.

**Completed applications should be returned to the Town Clerk's Office or Customer Service Center:**

- **In person at during regular business hours:**
  - **Monday - Wednesday from 8:30 AM - 4:00 PM**
  - **Thursdays from 8:30 AM - 6:00 PM**
  - **Fridays from 8:30 AM - 1:30 PM**
- **Mailed to Town Hall at 200 Rogers Road in Kittery, ME.**
- **By email to [jrichards@kitteryme.org](mailto:jrichards@kitteryme.org) or [jwheeler@kitteryme.org](mailto:jwheeler@kitteryme.org)**

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



TOWN OF KITTERY

# SMALL STEPS, BIG CHANGE WHAT WILL YOU PLEDGE?

Get your green game on and make a climate action pledge to support a more sustainable and resilient Kittery.

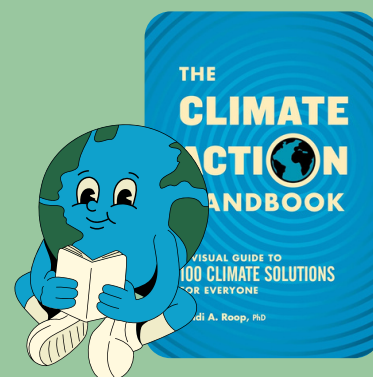
This spring/winter, we are reading about climate action and sustainability in Kittery as part of our Books & Big Ideas Community Read Program.

But why stop there? We invite our community members to read one of our selected titles "The Climate Action Handbook" and become a climate action champion or sustainability superhero by making your very own climate action pledge for Kittery.



## READ

Read the Climate Action Handbook by Heidi A. Roop to learn about climate actions and solutions that can be incorporated into your daily life to help reduce the adverse effects of climate change through actions big and small.

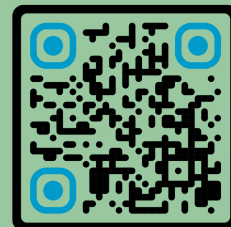


## PLEDGE

Select a suggested climate action or solution from the book, or create your own, and pledge to incorporate that action into your daily routines and habits. Submit your pledge at Town Hall and be entered to win 1 of 5 eco-awesome prize packs.

Pledge forms are available online and at Town Hall and should be submitted to [hmock@kitteryme.org](mailto:hmock@kitteryme.org).

For more info or to submit your pledge, please scan the QR code here for visit visit: [www.kitteryme.gov/pledgeit](http://www.kitteryme.gov/pledgeit)



SCAN ME

**THE DEADLINE TO SUBMIT YOUR PLEDGE & BE ENTERED TO WIN IS APRIL 30, 2024.**



TOWN OF KITTERY

# SMALL STEPS, BIG CHANGE

## PLEDGE EXAMPLES

Need some help deciding on what kind of climate action pledge works for you? Here's a few ideas to get you started.

### PAGE 13: DRIVE EFFICIENTLY

"I pledge to carpool with my friends or coworkers at least once a week."



### PAGE 78: ENJOY CHOCOLATE RESPONSIBLY

"I pledge to consider where my chocolate comes from and support chocolate-makers who adopt sustainable practices."



### PAGE 102: SLOW DOWN YOUR SHIPPING

"I pledge to combine online orders & avoid short shipping windows so vehicles making deliveries may reduce their miles traveled."



### PAGE 132: GARDEN FOR A GREENER PLANET

"I pledge to plant pollinator-friendly plants this spring and incorporate natural alternatives to pesticides."



### PAGE 184: CHAMPION CLIMATE PLANNING

"I pledge to participate in more public climate action planning meetings and events in Kittery this year."





TOWN OF KITTERY

# SMALL STEPS, BIG CHANGE PLEDGE FORM

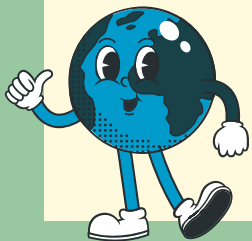
Select a suggested climate action or solution from “The Climate Action Handbook” or create your own, and pledge to incorporate that action into your daily life.

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TELL US ABOUT YOUR PLEDGE:



**PLEASE SUBMIT COMPLETED PLEDGE FORMS TO HALEY MOCK AT THE  
TOWN HALL ADMINISTRATIVE OFFICES OR [HMOCK@KITTERYME.ORG](mailto:hmock@kitteryme.org).**

# Take the Kittery CreekSmart Pledge!

At the Kittery Town Hall &  
Kittery Community Center

This spring, visit one of our locations to find everything you need to make your Kittery CreekSmart pledge: simply fill out the short pledge form, leave it in the bin on the table and pick-up a nifty yard sign demonstrating your commitment to our community.

Show your neighbors that you're doing your part to save Kittery waters by making your pledge and taking home your sign today.



FMI: [www.kitteryme.gov/creeksmart](http://www.kitteryme.gov/creeksmart)



# TOWN COUNCIL & TOWN MANAGER ANNUAL GOALS 2024 Q1 Update: April 22, 2024

---

## Town Council Goals Council Conduct

- Continue to conduct Council business respectfully as we work toward consensus and capitalize on our experiences and diversity
- Encourage and support new, creative ideas and reasonable risk taking for the advancement of the community

## Affordability

- Continue to support community conversations around understanding affordable housing and its role in Kittery (3.3, 4.1, 4.2, 8.5) – **Application submitted for Housing Opportunity Program grant with two partner communities. Funding decisions expected in May. Funds will support analysis of code related barriers to housing generation, public outreach and engagement, and explore establishing a regional housing office.**
- Direct funding, where appropriate, to the Housing Fund (4.1, 4.2)
- Consider establishing Housing and Transportation TIFs in key areas of Town – **Housing Com begun researching Housing TIF, scheduling Q&A with state for June.**
- Support Joint Land Use Study strategies to address affordable housing and expanded transportation options. – **Round 4 Application of JLUS (now: Installation Resiliency) submitted, includes funding for housing assessment implementation, and further work on transit options.**

## Community

- Amend where necessary and appropriate, Town ordinances, policies, and practices to assure fairness, equity, and inclusion for all Kittery residents and visitors. (7.1)
- Support efforts of Traffic and Parking Ad Hoc Committee and adopt Traffic Calming and Parking Management policies (5.4) – **Traffic Planner proposals due April 18.**
- Guide evaluation and funding strategies for the implementation of the Memorial Field Rehabilitation and KCC Master Plan – **Recreation for All launched in February; two public info sessions held, survey launched.**

## Climate Resilience

- Identify funding strategies for key Climate Action Plan initiatives.
- Revise ordinances to require and permit only water-dependent uses along the shore (CAP 5) – **Title 16 working waterfront amendments reviewed by KLIC and forwarded to Planning Board.**
- Adopt Low Impact Development ordinance to reduce impervious surfaces and preserve natural landscapes and native vegetation (CAP 2)
- Amend Shoreland Overlay Zone ordinance to respond to increasing storm surge and flooding. (CAP 5) – **Drafted and scheduled for review later this year.**
- Advance greater electrification of the Town's operations and fleet (9.2, CAP23)
- Actively engage with regional partners to advocate for:

- Statewide limits on residential use of fertilizers, pesticides, and herbicides (CAP 4)
- Expansion of public transit in southern Maine (CAP 18) - Funding strategies being developed for expanded public transit in Kittery.

### **Fiscal Responsibility and Town Services**

- Adopt a budget that is progressive, responsible, responsive to community expectations and needs (7.4)
  - Encourage the Town Manager's continued assessment of Town needs and the effectiveness of Town service delivery (7.1)
-

## **Town Manager Goals**

Support Council's efforts to implement the Comprehensive Plan 5 Year Action Plan (see Council Goals)

Launch the Comprehensive Plan Update and include robust public engagement and incorporation of various existing plans and input including the Climate Action Plan, DEI Committee review, Bike/Ped Master Plan, housing goals, Joint Land Use initiatives, Library Strategic Plan, among others.

### **Support long term planning and growth management objectives**

- Identify programs, grants, and property acquisitions that retain or increase working waterfront access (6.1, 6.2) –reached out to Island Institute to join Working Waterfront Coalition.
- Recommend amendments to the Business Park Zone that reflect the hydrological study, community objectives, and market analysis (3.2, 3.5) – Public input session scheduled for April 24.
- Evaluate opportunities to establish TIF districts for housing and transportation. – Housing Com begun researching Housing TIF, scheduling Q&A with state for June.

### **Climate Action**

- Inventory heat islands, street trees, shade areas, and develop plan to plant more trees and install shade trees. (CAP 6) – Accepted to UNE Fellowship program; heat island inventory project begins in summer.
- Develop and implement community strategies for public health advisories about climate-related health risks (CAP 7)
- Working with PNS and York County Emergency Management review and update evacuation routes, signage, and maps to direct people away from flood and climate-related hazards (CAP 11) – Incorporated into JLUS Round 4 scope and funding.
- Implement DOE Energy Efficiency Block Grant to incentivize and support residential weatherization and energy efficiency improvements for low and mid-income residents (CAP 12) – Planning underway to launch three-year program.

### **Social and Racial Equity and Justice**

- Develop programs, recognitions, and activities that engage the community and draw attention to the diversity of annual celebrations observed throughout the community – reading lists, lectures and programs expanding at RPL and KCC around celebrations and awareness months/days, including “Tuskegee Airman” (Black History Month), “She’s Too Emotional” (Women’s History), “Before and After” (Sexual Assault Awareness Month)
- Assist in the implementation of regular diversity education/engagement programs that bring community members together, celebrates the diversity of Kittery, and increases the sense of belonging for all people – Upstander Training scheduled for May; consultant being engaged to assist with deeper engagement opportunities.

### **Enhance Financial Stability**

- Produce a 2024 budget that seeks to respond to service expectations of the community, and appropriately addresses unmet needs and responds to growing inflation (7.4)
- Propose a budget that sufficiently provides for the public safety needs of the community in the areas of Fire, Police and Dispatch.
- Engage in the upcoming successor collective bargaining agreements with the goal of balancing recruitment and retention of high-quality staff with affordability for the community. – **Negotiations commenced.**

### **Enhance Municipal Services**

- Launch Police Citizens Academy and expand to other areas as appropriate
- Continue to implement short-term recommendations from Bike/Ped Master Plan (5.2, 5.3, 9.1) – **two demonstrations projects planned for summer 2024, permanent improvements planned for Whipple/Shapleigh/Woodlawn intersection.**
- Finish development of the five-year strategic plan for the Library and present recommendations – **Developing measures of success for the strategic objectives.**
- Develop a funding plan for the implementation of the Memorial Field Rehabilitation and KCC Master Plan - **investigating grants and capital campaign opportunities.**
- Create a youth “club” that offers drop in/unscheduled youth activities at the KCC – **space has been allocated, development of layout and budget underway.**
- Increase access to passive recreation opportunities for young adults by expanding the Pop Up game pod initiatives and other programs -
- Continue to grow community awareness and access to official Town information by providing learning opportunities for navigating the Town’s website, social media accounts, and other community and input tools
- Investigate cell service improvements for Kittery Point

KITTERY COMPREHENSIVE PLAN  
 5 YEAR ACTION PLAN  
 OBJECTIVES  
 As of: April 22, 2024

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
<b>PRIMARY OBJECTIVES</b>			
<b>2 – Natural Resources &amp; Recreation</b>	Establish mechanisms to protect visual assets such as creating a <b>photographic documentation of scenic vistas</b> and establishing an historic preservation committee to create a comprehensive <b>inventory of historic resources</b> . These are the first steps in helping to protect and promote those visual assets that contribute to Kittery’s uniqueness. (2.1)	<ul style="list-style-type: none"> <li>Conduct an inventory of historic resources, including landscapes, archaeological resources and buildings.</li> </ul>	
<b>2 – Natural Resources &amp; Recreation</b>	Review existing <b>hunting regulations</b> and provide public education regarding these to improve the safety of residents especially in the Town Forest, while at the same time protecting resident’s right to carry firearms and hunt. (2.2)	<ul style="list-style-type: none"> <li>Create signage about hunting safety and regulations at Town Forest &amp; Rogers Park</li> </ul>	Title 6 amendments complete. New signage installed at Fort Foster. Signage added to the entrance to Rogers Park and Seapoint Beach.

KITTERY COMPREHENSIVE PLAN  
 5 YEAR ACTION PLAN  
 OBJECTIVES  
 As of: April 22, 2024

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
<b>3 - Economic Development</b>	Engage in targeted <b>outreach to business and industry sectors</b> marketing Kittery's economic development areas. (3.5)	<ul style="list-style-type: none"> <li>• Improve town website and have routine maintenance.</li> <li>• Identify similar business or industry partners who may have insights on what businesses in those sectors are looking for in terms of amenities, infrastructure, costs/revenues, workforce characteristics, etc.</li> <li>• Talk with brokers and real estate agents about marketing property in Kittery.</li> <li>• Work with land owners to actively market properties through websites and brokers.</li> </ul>	<p>Website updated, expanded use of email and social media to share info. Website look refreshed again in 2021. Coordination of design for new flyers, signage, and e-coms with website colors, front, look.</p> <p>Kittery is a member of the Chamber of Commerce and serves on the Exec Board. Kittery staff serve on the SMPDC Exec Board.</p> <p>Regular meetings with Foreside Business Group and outreach to Rte 1 and Bypass businesses.</p> <p>Urban Land Institute study of Rte 1 Mall area. Meeting with multi-use developers.</p> <p><b>Market Analysis Study completed.</b></p>



KITTERY COMPREHENSIVE PLAN  
 5 YEAR ACTION PLAN  
 OBJECTIVES  
 As of: April 22, 2024

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
<p><b>4 – Housing</b></p>	<p>Undertake to complete a Comprehensive town-wide <b>Housing Plan</b> that will document existing supply and identify needs and ways of meeting these, including methods for encouraging the development of affordable housing (e.g. creation of new types of housing, including workforce housing, and housing for seniors wishing to downsize, etc.). (4.1)</p>	<ul style="list-style-type: none"> <li>• Create a scope and request for proposals to undertake a comprehensive town-wide housing plan. Plan should include in-depth analysis of housing supply, demand, and strategies to encourage a variety of housing types and prices points.</li> <li>• Explore possibility of local regional planning commission undertaking the study on behalf of the town.</li> </ul>	<p>Affordable Housing ordinances implemented; BL &amp; BL-1 amendments adopted. <b>LD2003 amendments adopted.</b></p> <p>Housing Com established. Housing fund established and receiving seed funds. ADU grant pilot program approved.</p> <p>Two tax-acquired properties approved for surplus for deed-restricted affordable housing.</p> <p><b>SMPDC regional housing inventory/barriers analysis complete.</b></p> <p><b>JLUS round 4 includes the evaluation of a regional housing authority or housing land trust. Grant award expected in June 20243.</b></p>

KITTERY COMPREHENSIVE PLAN  
 5 YEAR ACTION PLAN  
 OBJECTIVES  
 As of: April 22, 2024

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
<p><b>5 – Transportation</b></p>	<p>Evaluate Town-wide current <b>parking</b> conditions and policies and revise to meet development goals by improving management of existing spaces and exploring shared parking and other strategies. (5.4)</p>	<ul style="list-style-type: none"> <li>Review and revise town code to support goal.</li> </ul>	<p>Title 10 revisions completed for Foreside, Badger’s Island and Pocahontas.</p> <p>JLUS Phase 1 complete. JLUS Implementation Phase 1 project complete. <b>Planning for micro-transit service launch summer 2024.</b></p> <p>Walker/Wentworth revisions enacted by Council.</p> <p><b>Traffic and Parking Ad Hoc Com formed to develop town policies on parking management/control.</b></p>

KITTERY COMPREHENSIVE PLAN  
 5 YEAR ACTION PLAN  
 OBJECTIVES  
 As of: April 22, 2024

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
<b>7 – Municipal Facilities, Services, &amp; Fiscal Capacity</b>	Increase and improve <b>communication</b> with Town residents. Using a variety of modes including the internet and cable TV in innovative ways will help to keep residents more informed and connected to town government. (7.1)	<ul style="list-style-type: none"> <li>• Become more efficient by streamlining the permitting process.</li> <li>• Update town’s GIS maps and establish a system for continuous update.</li> <li>• Explore ways of reaching the largest number of residents and conduct outreach to actively recruit volunteers, especially representation of demographics that are currently missing or underrepresented.</li> <li>• Develop clear messaging regarding what the boards and committees do, roles and expectations and information regarding opportunities and benefits of participation.</li> </ul>	<p>Online permitting launched. Implemented use of social media to expand resident participation on Boards.</p> <p>GIS upgrade complete.</p> <p>Use of Channel 22, FB, Twitter, and website expanded. Social media presence expanded to new platforms.</p> <p>Council Chambers and Conference Rm A upgraded to support hybrid.</p> <p>SeeClickFix launched.</p> <p>Title 4 boards and committees updated to clarify roles and membership.</p> <p>Second phase of GIS update completed.</p>

KITTERY COMPREHENSIVE PLAN  
 5 YEAR ACTION PLAN  
 OBJECTIVES  
 As of: April 22, 2024

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
<b>7 - Municipal Facilities, Services, &amp; Fiscal Capacity</b>	Educate residents about town planning roles and processes and ensure that <b>planning and town management processes</b> are open, transparent, informative, inclusive, respectful and welcoming. (7.1)	<ul style="list-style-type: none"> <li>• Explore the use of communication technologies to increase the communication between residents and Town government.</li> <li>• Revise Town Code so that regulations are clear and easy to use and are aligned with Comprehensive Plan goals.</li> </ul>	Use of Social Media, Channel 22, and website increased. Website refresh completed. SeeClickFix launched. Town FB page, Insta pages launched.  Title 16 recodification approved.  E-Alert subscribers increased. Reverse 911 software quotes received and funding being explored.  <b>Coordination of content and content amplification implemented across various Town social media accounts.</b>

KITTERY COMPREHENSIVE PLAN  
 5 YEAR ACTION PLAN  
 OBJECTIVES  
 As of: April 22, 2024

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
<b>7 - Municipal Facilities, Services, &amp; Fiscal Capacity</b>	Develop a <b>long-range plan for the library</b> including where the library will be located (renovation and expansion on existing site, new building on another site) and whether the Library should become a Town Department. (7.2)	<ul style="list-style-type: none"> <li>• Explore possibilities and compare and contrast advantages and disadvantages of sites being considered for Library facility.</li> <li>• Consider converting the Library to a Town Department.</li> <li>• Support Library Director’s efforts to support literacy, digitize the library’s collection of photographs, and to provide support and programming for the increasing elderly population.</li> </ul>	Library expansion and renovation complete.  Library is now a Town Department.  Library Adv Com established. 5-year strategic plan development in progress.
<b>7 - Municipal Facilities, Services, &amp; Fiscal Capacity and 8 – Land Use</b>	<b>Guide development</b> to areas already served by public utilities, resulting in a more efficient and cost-effective use of these public services. (7.3) (8.1)	<ul style="list-style-type: none"> <li>• Direct new development where feasible, to vacant or underutilized sites and buildings; direct development away from areas with natural constraints, key wildlife or open space corridors, protected shorelands, and areas where public utilities are not yet available and would be costly to extend.</li> <li>• Add utilities map to GIS.</li> <li>• Establish efficient permitting procedures, especially in areas designated as “growth areas” in Future Land Use Plan.</li> </ul>	Mixed Use Neighborhood rezoning complete. MU-N zone repealed via petition. Revisioning of former Business Park being planned, Route 1 Corridor study launching through MDOT grant.  Affordable housing ordinances enacted.  GIS upgrade complete. Online permitting launched.  <b>Climate action strategies adopted.</b>

KITTERY COMPREHENSIVE PLAN  
 5 YEAR ACTION PLAN  
 OBJECTIVES  
 As of: April 22, 2024

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
			<p>Second phase of GIS update complete.</p> <p>Town in talks with state to be included in flyover in 2025 to update aerials.</p>
<p><b>8 – Land Use</b></p>	<p>Review, update and incorporate where appropriate, the recommendations from the <b>Foreside</b> Forums. Residents have expressed much enthusiasm for recent improvements in the Foreside and support for future infill development that is appropriate in scale and activity. (8.3)</p>	<ul style="list-style-type: none"> <li>Study the opportunities and challenges associated with the Foreside area to determine if the zoning district boundaries should change in the future. Identify desired uses. Identify the regulations and infrastructure needed to support the future of the area.</li> </ul>	<p>Foreside Traffic, Parking and Build Out Study complete.</p> <p>BL Zone updated to reflect density and setbacks more aligned with Foreside.</p>

KITTERY COMPREHENSIVE PLAN  
 5 YEAR ACTION PLAN  
 OBJECTIVES  
 As of: April 22, 2024

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
<b>9 - Coastal Community Resilience</b>	Complete a <b>climate adaptation study</b> to plan for the potential impacts of sea level rise and prepare for extreme weather events (9.1)	<ul style="list-style-type: none"> <li>• Complete a Climate Adaption Study.</li> </ul>	Climate adaptation committee formed. Flood resiliency checklist complete. Flood vulnerability assessment complete. Kittery joined with regional climate adaptation planning. Kittery a member of ICLEI. EV charging station installed at Town Hall. Sustainability evaluation added to CIP. Town leasing two EVs for fleet. Solar net energy billing credit project approved. Community GHG Inventory complete.  Regional Climate Action Planning effort, and local Climate Action Plan being finalized.

KITTERY COMPREHENSIVE PLAN  
 5 YEAR ACTION PLAN  
 OBJECTIVES  
 As of: April 22, 2024

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
<b>SECONDARY OBJECTIVES</b>			
<b>2- Natural Resources &amp; Recreation</b>	Working with the Kittery Land Trust, develop a <b>strategy for open space acquisition</b> , setting priorities for parcels to be included. (2.1)	<ul style="list-style-type: none"> <li>• Complete an inventory of open spaces in Kittery.</li> <li>• Consider purchase of unprotected open spaces.</li> <li>• Create/amend zoning to prohibit destruction of wetlands (high value, wildlife corridors) and add farmland and unprotected open space for review.</li> <li>• Revisit the inventory of scenic views defined in the 1999 Comprehensive Plan Update, making a photographic record (survey) and updating the inventory, as needed.</li> </ul>	Shoreland overlay zoning amendments adopted. Constructed wetlands zoning amendments in development.  Town vote to support KLT grant app for acquisition of conservation land.  Update of Open Space plan in development with Conservation Com and KLT.



KITTERY COMPREHENSIVE PLAN  
 5 YEAR ACTION PLAN  
 OBJECTIVES  
 As of: April 22, 2024

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
<b>2- Natural Resources &amp; Recreation and 8 – Land Use</b>	<b>Protect existing open lands</b> , including farmlands and wetlands from over-development by implementing effective strategies such as larger minimum lot sizes in the rural residential zone. As one way of preserving Kittery’s rural character, review and revise the <b>cluster zoning ordinance</b> and provide incentives for developers to use the ordinance. (2.1) (8.1) (8.2)	<ul style="list-style-type: none"> <li>Review/Revise Cluster Zoning Law</li> </ul>	Amendments to zoning adopted.
<b>2- Natural Resources &amp; Recreation</b>	Reduce <b>dog and horse waste</b> at area open spaces through enhanced enforcement and public education. (2.2)	<ul style="list-style-type: none"> <li>Increase awareness regarding enforcement of pet waste ordinance, support the efforts of the Police.</li> <li>Establish Volunteer Dog Patrol.</li> </ul>	Hired full time ACO.  Phase 2 Title 6 update complete.  New signage at Fort Foster, Seapoint and Rogers Park.

KITTERY COMPREHENSIVE PLAN  
 5 YEAR ACTION PLAN  
 OBJECTIVES  
 As of: April 22, 2024

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
<p><b>2 – Natural Resources &amp; Recreation and 5 – Transportation and 6 – Marine Resources and 7 - Municipal Facilities, Services, &amp; Fiscal Capacity</b></p>	<p>Continue to support <b>healthy lifestyle choices and wellness</b> by increasing <b>recreational opportunities</b> for all ages, evaluating the Athletic Fields Master Plan, improving <b>walking and biking</b> infrastructure so that it is safe and pleasant, ensuring appropriate recreational <b>access to the waterfront</b>, and increasing awareness of existing resources. Updating the Sidewalks Conditions Report (5.2.1) and developing a Bike Plan are among the specific steps recommended (2.2) (2.2.6) (5.2) (6.1) (7.2)</p>	<ul style="list-style-type: none"> <li>• Monitor athletic field planning process.</li> <li>• Evaluate opportunities for providing bike infrastructure on roads including bike lanes, wide shoulders and “Share the Road” signs (ex. “sharrows” and stencils).</li> <li>• Develop a sidewalk and pedestrian plan including updating sidewalk conditions report and inventory to identify existing conditions and gaps in the pedestrian network. Identify opportunities for new trails.</li> <li>• Work with schools, Community Center and Town Departments to prioritize sidewalk projects on town-owned facilities and recreational areas.</li> <li>• Update street and publicly owned shade tree inventory.</li> </ul>	<p>Athletic Field Master Plan accepted. Emery Field courts and walking path complete, awaiting playground installation. <b>Memorial Field improvement plan completed. Funding effort underway.</b></p> <p>Bicycle/Pedestrian Master Plan complete and incorporated into CIP. Three demonstration projects completed. <b>Permenant improvement of intersection to be completed summer 2024. Next round of demonstration</b></p>

KITTERY COMPREHENSIVE PLAN  
 5 YEAR ACTION PLAN  
 OBJECTIVES  
 As of: April 22, 2024

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
			<p>projects in review stage with MDOT.</p> <p>Whipple Road sidewalk and sharrow project complete.</p> <p>Funding received for design and ROW for Stevenson Sidewalk expansion.</p>
<p><b>3 – Economic Development</b></p>	<p>Collaborate with property owners in the area around the <b>Route 1 corridor</b> to identify strategies towards making mutually beneficial changes to the area including exploring options to redevelop commercial properties with mixed use (e.g. retail, housing, office) and consider zoning amendments such as an overlay district to provide more flexibility concerning permitted uses. (3.3) (8.5)</p>	<ul style="list-style-type: none"> <li>Draft a scope of work for planning, market analysis, and transportation engineering services to re-envision the Route 1 area.</li> </ul>	<p>Urban Land Institute Study (part of JLUS) complete.</p> <p>Route 1 Corridor Study underway.</p> <p>Market study complete.</p>

KITTERY COMPREHENSIVE PLAN  
 5 YEAR ACTION PLAN  
 OBJECTIVES  
 As of: April 22, 2024

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
<p><b>6 – Marine Resources and 8 – Land Use</b></p>	<p>Continue to support Kittery’s <b>maritime based economy</b> including the fishing and shell fishing industry by maintaining access to the working waterfront and creating innovative avenues to better connect fishing to the local economy. (6.2) (8.4)</p>	<ul style="list-style-type: none"> <li>• Conduct poll/outreach/meetings with commercial fishermen and boat operators to determine need (KPA).</li> <li>• Conduct poll/outreach/meetings with commercial fishermen and boat operators to identify areas where navigation is difficult or impossible due to shallow depths (KPA).</li> </ul>	<p>Survey on Pepperrell Cove depths completed.</p> <p>Identifying “piggy back” projects for cost reduction. Identifying funding for engineering. RFP for engineering being developed and ACOE application for FNP dredge being developed</p> <p>Identifying funding and support to prevent working waterfront property from changing to private access to the water.</p> <p><b>Amendment to Title 16 to better</b></p>

KITTERY COMPREHENSIVE PLAN  
 5 YEAR ACTION PLAN  
 OBJECTIVES  
 As of: April 22, 2024

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
			protect working waterfront in Planning Board review stage.
6 – Marine Resources	<p>Increase awareness in residents and business owners with regard to the <b>effects of pollutants, pesticides, and stormwater runoff</b> and evaluate Town Code regarding the <b>use of pesticides and herbicides with chemicals, in waterfront areas and town-wide</b>. Providing information and incentives for greener practices will help to mitigate these environmental hazards. (6.3)</p>	<ul style="list-style-type: none"> <li>Prepare easy-to-read materials that summarize Kittery’s water quality challenges and the effects of pollutants and pesticides. Distribute to property and business owners, and post on municipal website.</li> </ul>	<p>Lawn care training conducted. Town transition to environmentally sustainable pesticide treatment complete.</p> <p>Collaborated with Save Kittery Waters on Creek Smart campaign.</p> <p>Climate Action Strategies include advocacy for state-wide restrictions.</p>

KITTERY COMPREHENSIVE PLAN  
 5 YEAR ACTION PLAN  
 OBJECTIVES  
 As of: April 22, 2024

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
<b>8 – Land Use</b>	Consider an <b>Adaptive Reuse Ordinance</b> to guide redevelopment of existing buildings. By promoting the reuse of existing structures more efficient development can occur in areas already serviced by public utilities and protecting open land from development. (8.1)	<ul style="list-style-type: none"> <li>• Consider adopting a demolition delay ordinance.</li> <li>• Consider adopting Adaptive Reuse Ordinance.</li> </ul>	
<b>9 - Coastal Community Resilience</b>	Develop a Plan for Town facilities and property owners to transition to <b>low and zero impact energy sources (9.2)</b>	<ul style="list-style-type: none"> <li>• Establish a timeline for converting all Town-owned buildings to renewable energy.</li> </ul>	Physical constraints of municipal sites make PV challenging.  Multi-town community solar project approved.  Sustainable and low impact development ordinances in development.  KCC lighting converted to LED. <b>Town Hall Complex converted to LED.</b>

KITTERY COMPREHENSIVE PLAN  
5 YEAR ACTION PLAN  
OBJECTIVES  
As of: April 22, 2024

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
			Beginning Nov 2024 all town power generation will be from renewable Maine hydro; Kittery adopted net energy billing solar project (not located in Kittery)



# TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904  
Telephone: (207) 475-1329 | Fax: (207) 439-6806  
[towncomments@kitteryme.org](mailto:towncomments@kitteryme.org) | [www.kitteryme.gov](http://www.kitteryme.gov)

---

## REPORT TO TOWN COUNCIL

---

Meeting Date: April 22, 2024  
From: Kendra Amaral, Town Manager  
Subject: Fiscal Year 2024 Financial Update – Quarter 3  
Councillor Sponsor: N/A

---

This is to provide the Council with an update on the Fiscal Year 2024 (FY24) finances at the close of Quarter 3 (Q3) of the fiscal year.

### REVENUE

At this stage of the fiscal year, we consider trends and analyze for anticipated year end revenue projections. We also continue to identify any unanticipated variations.

Abatements is still showing high, but will drop in Quarter 4, with final corrections and reimbursements from the state for the one-year Senior Tax Stabilization program. The expected final abatement line will be closer to \$(25,000); which is in line with prior years.

Excise tax for automobiles is steady, finishing the quarter with \$1,585,792 in revenue. This line item has picked up in Q3, going from being behind the prior fiscal year's year-to-date (YTD) collections, to exceeding them in Q3. The current fiscal year Q3 collections is approximately \$133,695 higher than the year prior's YTD.

Code enforcement fees, specifically building-related permits have already met the annual budget projection, closing Q3 with 109% collected or \$380,016. The permit activity has been steady through the winter. Preliminary analysis suggests the steady permit activity through the winter has been a trend since COVID and is not showing signs of shifting. Milder winters have also stretched the "construction season" for homeowners and small project work over the last three years.

Interest on investments is also healthy at this point in the fiscal year. Interest on investments is at \$472,454, an order of magnitude well above projection. Interest income is earned from invested "idle" cash such as the Town's undesignated reserve fund. This is a factor of the high interest rates.

Quarterly sewer revenue is \$1,808,840. This is approximately \$135,502 above the prior fiscal year's YTD. The variation is typically due to the timing of the billing cycle from year to year. However, it is also expected that general customer revenue will



increase overall due to the Seacoast Residence property beginning occupancy of the new units.

## **EXPENDITURES**

We continue to refine year-end expenditure projections as we head into the final quarter of the fiscal year. As a general note, projected spending is developed using spending cycle calculations, anticipated costs, and other methods as appropriate. Projections are estimates only and may change as additional information becomes available or spending fluctuations occur over the remainder of the fiscal year.

We continue to project a small deficit for the end of the fiscal year, approximately \$91,000. This included a stepped down cost projection for winter operations. However, the projection does not include the costs associated with the April 4-5<sup>th</sup> storm which are expected to include significant overtime and materials costs for public safety and DPW.

Staff fluctuations and projects have had the most significant impact on projections at this phase of the fiscal year. The Police Department has one remaining vacant position. The Department recently welcomed back Officer Bouchard. He has returned for a few years while he continues to work towards his commercial pilot license locally.

The Administration “department” is projected to be over budget approximately \$50,000 for the fiscal year. The primary driver is Other Professional Services which included the design services for the KCC Master Plan development, the ADA/Inclusivity package for our website, and accounting consulting.

Miscellaneous expenses are tracking at approximately \$33,300 over budget, down from higher projections earlier this fiscal year. General Assistance is now projected to exceed \$110,000 for the fiscal year. Overages continue to be projected in PSAP fees paid to the Town of York, the EV Charging electricity, and streetlight repairs for aging traffic signals.

Offsetting the projected department budget overages are anticipated underspending in employee fringe benefits from position vacancies.

## **ATTACHMENTS**

Report through Q3

- General Fund
- Sewer Fund
- Other Funds

# TOWN OF KITTERY - LIVE



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
---------------	-----------------	------------------	----------------	------------	--------------	------------------	-------------

**1000 TOWN GENERAL FUND**

1000 11164 2023 - 2024 TAXES RE	0	0	0	9,990,817.61	.00	-9,990,817.61	100.0%*
1000 68500 TRANSFERS IN/OUT WAR	0	722,000	722,000	722,000.00	.00	.00	100.0%
<b>TOTAL TOWN GENERAL FUND</b>	<b>0</b>	<b>722,000</b>	<b>722,000</b>	<b>10,712,817.61</b>	<b>.00</b>	<b>-9,990,817.61</b>	<b>1483.8%</b>

**101110 ADMINISTRATION**

101110 64011 MANAGER SALARY	119,435	0	119,435	98,142.09	.00	21,292.91	82.2%
101110 64014 TOWN CLERK SALARY	74,904	0	74,904	54,864.66	.00	20,039.34	73.2%
101110 64017 CLERKS SALARIES	182,920	0	182,920	140,807.59	.00	42,112.41	77.0%
101110 64018 HUMAN RESOURCES MA	80,071	0	80,071	59,312.27	.00	20,758.73	74.1%
101110 64026 FINANCE DIRECTOR S	121,824	0	121,824	88,293.79	.00	33,530.21	72.5%
101110 64027 CUSTODIAN WAGES	22,857	0	22,857	.00	.00	22,857.00	.0%
101110 64030 OVERTIME	4,000	0	4,000	7,478.90	.00	-3,478.90	187.0%*
101110 64031 SALARY & POSITION	40,000	0	40,000	.00	.00	40,000.00	.0%
101110 64041 FACILITIES MAINT S	60,829	0	60,829	44,620.91	.00	16,208.09	73.4%
101110 64046 COMMUNICATIONS DIR	74,094	0	74,094	54,864.66	.00	19,229.34	74.0%
101110 64052 FINANCE SALARIES	185,991	0	185,991	137,442.46	.00	48,548.54	73.9%
101110 65010 POSTAGE	10,000	0	10,000	6,915.37	.00	3,084.63	69.2%
101110 65020 TELEPHONE & INTERN	9,000	0	9,000	11,031.15	.00	-2,031.15	122.6%*
101110 65030 TRANSPORTATION	2,500	0	2,500	.00	.00	2,500.00	.0%
101110 65040 EDUCATIONAL/MEETIN	5,000	0	5,000	3,609.29	.00	1,390.71	72.2%
101110 65060 PRINTING	14,500	0	14,500	9,307.74	.00	5,192.26	64.2%
101110 65080 LEGAL NOTICES/OTHE	3,000	0	3,000	520.00	.00	2,480.00	17.3%
101110 65200 ELECTRICITY	13,440	0	13,440	8,320.85	.00	5,119.15	61.9%
101110 65220 WATER	500	0	500	238.05	.00	261.95	47.6%
101110 65230 FUEL OIL	5,200	0	5,200	3,801.18	.00	1,398.82	73.1%
101110 65240 DUMPSTERS	1,000	0	1,000	1,060.18	.00	-60.18	106.0%*
101110 65250 SEWER	325	0	325	398.72	.00	-73.72	122.7%*
101110 65300 MACHINE & EQUIPMEN	40,000	10,103	50,103	25,066.10	.00	25,036.40	50.0%
101110 65400 LEGAL SERVICES	75,000	0	75,000	46,601.35	.00	28,398.65	62.1%
101110 65410 COMPUTER SERVICES	65,450	0	65,450	56,063.07	.00	9,386.93	85.7%
101110 65415 WEB PAGE	6,000	0	6,000	20,760.16	.00	-14,760.16	346.0%*
101110 65430 AUDIT SERVICES	20,000	0	20,000	12,500.00	.00	7,500.00	62.5%
101110 65480 OTHER PROFESSIONAL	45,000	0	45,000	69,920.26	.00	-24,920.26	155.4%*
101110 65500 MAINTENANCE OF BLD	20,000	0	20,000	15,513.81	.00	4,486.19	77.6%
101110 66010 OFFICE SUPPLIES	9,000	0	9,000	6,173.43	.00	2,826.57	68.6%
101110 66020 BOOKS/SUBSCRIPTION	1,500	0	1,500	1,386.03	.00	113.97	92.4%

# TOWN OF KITTERY - LIVE



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 09								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
1000 TOWN GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
101110 66025 MAINE MUNICIPAL AS	15,352	0	15,352	15,169.00	.00	183.00	98.8%	
101110 66030 OTHER SUPPLIES	1,000	0	1,000	205.86	.00	794.14	20.6%	
101110 66035 ABSTRACTS & LIENS	6,000	0	6,000	3,384.38	.00	2,615.62	56.4%	
101110 66040 JANITORIAL SUPPLIE	2,500	0	2,500	17,989.34	.00	-15,489.34	719.6%*	
101110 67510 OFFICE FURNITURE &	1,000	0	1,000	446.51	.00	553.49	44.7%	
<b>TOTAL ADMINISTRATION</b>	<b>1,339,192</b>	<b>10,103</b>	<b>1,349,295</b>	<b>1,022,209.16</b>	<b>.00</b>	<b>327,085.34</b>	<b>75.8%</b>	
<b>101115 TOWN COUNCIL</b>								
101115 64001 COUNCIL STIPEND	4,000	0	4,000	1,160.00	.00	2,840.00	29.0%	
101115 65480 OTHER PROF SERV/CO	1,500	0	1,500	.00	.00	1,500.00	.0%	
101115 66037 COUNCIL EXPENSES	150	0	150	.00	.00	150.00	.0%	
<b>TOTAL TOWN COUNCIL</b>	<b>5,650</b>	<b>0</b>	<b>5,650</b>	<b>1,160.00</b>	<b>.00</b>	<b>4,490.00</b>	<b>20.5%</b>	
<b>101130 ELECTIONS</b>								
101130 64020 PART TIME SALARIES	6,000	0	6,000	4,045.88	.00	1,954.12	67.4%	
101130 65000 ELECTIONS EXPENSES	1,000	0	1,000	1,450.16	.00	-450.16	145.0%*	
101130 65010 POSTAGE	2,500	0	2,500	548.10	.00	1,951.90	21.9%	
101130 65060 PRINTING	8,000	0	8,000	1,503.99	.00	6,496.01	18.8%	
101130 65480 OTHER PROFESSIONAL	5,500	0	5,500	1,554.61	.00	3,945.39	28.3%	
101130 66010 OFFICE SUPPLIES	200	0	200	22.88	.00	177.12	11.4%	
<b>TOTAL ELECTIONS</b>	<b>23,200</b>	<b>0</b>	<b>23,200</b>	<b>9,125.62</b>	<b>.00</b>	<b>14,074.38</b>	<b>39.3%</b>	
<b>101150 COUNTY TAX</b>								
101150 65480 OTHER PROF SERVICE	1,007,305	0	1,007,305	1,013,885.86	.00	-6,580.86	100.7%*	
<b>TOTAL COUNTY TAX</b>	<b>1,007,305</b>	<b>0</b>	<b>1,007,305</b>	<b>1,013,885.86</b>	<b>.00</b>	<b>-6,580.86</b>	<b>100.7%</b>	
<b>101155 TAX INCREMENT FINANCING</b>								
101155 65000 TIF FINANCING PLAN	170,000	0	170,000	180,076.00	.00	-10,076.00	105.9%*	

# TOWN OF KITTERY - LIVE



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 09									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT		
1000 TOWN GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
TOTAL TAX INCREMENT FINANCING	170,000	0	170,000	180,076.00		.00	-10,076.00	105.9%	
<b>101230 DEBT &amp; INTEREST</b>									
101230 68057 RUSTLEWOOD FARM -	6,874	0	6,874	6,873.77		.00	.23	100.0%	
101230 68065 2006 FIRE STATION	110,000	0	110,000	110,000.00		.00	.00	100.0%	
101230 68066 2010 PW SALT SHED	16,250	0	16,250	16,250.00		.00	.00	100.0%	
101230 68067 2012 KCC BOND PRIN	275,000	0	275,000	275,000.00		.00	.00	100.0%	
101230 68068 2015 CIP BOND PRIN	225,000	0	225,000	225,000.00		.00	.00	100.0%	
101230 68069 KLT BRAVE BOAT HEA	12,314	0	12,314	12,314.08		.00	-.08	100.0%*	
101230 68071 LIBRARY BOND PRINC	240,000	0	240,000	240,000.00		.00	.00	100.0%	
101230 68257 RUSTLEWOOD FARM IN	3,411	0	3,411	3,440.93		.00	-29.93	100.9%*	
101230 68265 2006 FIRE STATION	8,250	0	8,250	8,250.00		.00	.00	100.0%	
101230 68268 2015 CIP BONDS INT	11,250	0	11,250	11,250.00		.00	.00	100.0%	
101230 68269 KLT BRAVE BOAT HEA	5,776	0	5,776	5,775.58		.00	.42	100.0%	
101230 68271 LIBRARY BOND INTER	90,030	0	90,030	90,030.00		.00	.00	100.0%	
101230 68295 PWD BLDG/SALT SHED	4,063	0	4,063	4,062.50		.00	.50	100.0%	
101230 68297 2012 KCC BOND INT	66,275	0	66,275	66,275.00		.00	.00	100.0%	
TOTAL DEBT & INTEREST	1,074,493	0	1,074,493	1,074,521.86		.00	-28.86	100.0%	
<b>101310 POLICE</b>									
101310 64002 POLICE CHIEF FT S	115,992	0	115,992	83,519.67		.00	32,472.33	72.0%	
101310 64012 SERGEANTS SALARIES	400,183	0	400,183	262,656.26		.00	137,526.74	65.6%	
101310 64013 SCHOOL RESOURCE OF	78,532	0	78,532	49,705.50		.00	28,826.50	63.3%	
101310 64014 DETECTIVES SALARIE	167,347	0	167,347	130,897.34		.00	36,449.66	78.2%	
101310 64015 PATROLMEN SALARIES	916,657	0	916,657	636,955.60		.00	279,701.40	69.5%	
101310 64016 DISPATCHER SALARIE	384,020	0	384,020	277,426.73		.00	106,593.27	72.2%	
101310 64017 ADMINISTRATIVE ASS	109,440	0	109,440	78,255.01		.00	31,184.99	71.5%	
101310 64022 ANIMAL CONTROL OFF	84,910	0	84,910	57,749.04		.00	27,160.96	68.0%	
101310 64023 LIEUTENANT SALARY	97,880	0	97,880	72,447.19		.00	25,432.81	74.0%	
101310 64024 NIGHT DIFFERENTIAL	15,500	0	15,500	12,109.05		.00	3,390.95	78.1%	
101310 64027 CUSTODIAN WAGES	18,285	0	18,285	11,638.67		.00	6,646.33	63.7%	
101310 64030 OVERTIME	200,000	0	200,000	260,601.43		.00	-60,601.43	130.3%*	
101310 64033 SICK TIME BUY BACK	2,000	0	2,000	.00		.00	2,000.00	.0%	
101310 64034 PHYSICAL FITNESS S	14,000	0	14,000	3,920.57		.00	10,079.43	28.0%	
101310 65010 POSTAGE	870	0	870	364.14		.00	505.86	41.9%	
101310 65020 TELEPHONE & INTERN	37,000	0	37,000	27,965.31		.00	9,034.69	75.6%	

# TOWN OF KITTERY - LIVE



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101310 65030 TRANSPORTATION	3,200	0	3,200	2,510.50	.00	689.50	78.5%
101310 65040 EDUCATIONAL/MEETIN	28,150	0	28,150	20,885.74	.00	7,264.26	74.2%
101310 65060 PRINTING	8,600	0	8,600	402.79	.00	8,197.21	4.7%
101310 65080 LEGAL NOTICES/OTHE	850	0	850	.00	.00	850.00	.0%
101310 65200 ELECTRICITY	15,000	0	15,000	11,094.43	.00	3,905.57	74.0%
101310 65220 WATER	545	0	545	317.40	.00	227.60	58.2%
101310 65230 FUEL OIL	6,000	0	6,000	4,938.00	.00	1,062.00	82.3%
101310 65240 DUMPSTERS	1,160	0	1,160	1,269.19	.00	-109.19	109.4%*
101310 65250 SEWER	400	0	400	199.36	.00	200.64	49.8%
101310 65300 MACHINE & EQUIPMEN	88,500	0	88,500	68,719.07	.00	19,780.93	77.6%
101310 65310 VEHICLE MAINTENANC	29,000	0	29,000	21,178.71	.00	7,821.29	73.0%
101310 65311 GAS, GREASE, & OIL	50,000	0	50,000	27,914.92	.00	22,085.08	55.8%
101310 65470 DOG EXPENSE	1,800	0	1,800	.00	.00	1,800.00	.0%
101310 65480 OTHER PROFESSIONAL	3,500	0	3,500	3,197.32	.00	302.68	91.4%
101310 65500 MAINTENANCE OF BLD	5,000	0	5,000	1,940.12	.00	3,059.88	38.8%
101310 65521 UNIFORMS	31,500	0	31,500	38,019.55	.00	-6,519.55	120.7%*
101310 65693 SOCIAL SVCS PARTNE	56,000	0	56,000	20,625.00	.00	35,375.00	36.8%
101310 66010 OFFICE SUPPLIES	4,500	0	4,500	2,307.53	.00	2,192.47	51.3%
101310 66020 BOOKS/SUBSCRIPTION	6,500	0	6,500	3,913.75	.00	2,586.25	60.2%
101310 66030 OTHER SUPPLIES	5,400	0	5,400	4,453.50	.00	946.50	82.5%
101310 66032 ARMORY SUPPLIES	30,000	0	30,000	18,505.47	.00	11,494.53	61.7%
101310 66040 JANITORIAL SUPPLIE	3,000	0	3,000	2,018.77	.00	981.23	67.3%
101310 67510 OFFICE FURNITURE &	1,500	0	1,500	179.99	.00	1,320.01	12.0%
101310 67517 BULLET PROOF VESTS	5,276	0	5,276	7,459.46	.00	-2,183.46	141.4%*
<b>TOTAL POLICE</b>	<b>3,027,997</b>	<b>0</b>	<b>3,027,997</b>	<b>2,228,262.08</b>	<b>.00</b>	<b>799,734.92</b>	<b>73.6%</b>

### 101320 FIRE

101320 64003 FIRE CHIEF SALARY	109,302	0	109,302	82,554.22	.00	26,747.78	75.5%
101320 64020 PART TIME SALARIES	77,187	0	77,187	33,464.01	.00	43,722.99	43.4%
101320 64043 ON-CALL FIREFIGHTE	13,600	0	13,600	.00	.00	13,600.00	.0%
101320 64044 FULL TIME FIREFIGH	536,334	0	536,334	382,124.69	.00	154,209.31	71.2%
101320 64045 FT FIREFIGHTER CAL	55,000	0	55,000	76,254.94	.00	-21,254.94	138.6%*
101320 64095 ACCIDENT & HEALTH	1,766	0	1,766	1,682.00	.00	84.00	95.2%
101320 65010 POSTAGE	50	0	50	.00	.00	50.00	.0%
101320 65020 TELEPHONE & INTERN	9,180	0	9,180	8,468.85	.00	711.15	92.3%
101320 65040 EDUCATIONAL/MEETIN	2,600	0	2,600	902.69	.00	1,697.31	34.7%
101320 65045 TRAINING	4,650	0	4,650	4,810.07	.00	-160.07	103.4%*
101320 65046 HEALTH/PHYSICAL	7,600	0	7,600	1,250.00	.00	6,350.00	16.4%
101320 65200 ELECTRICITY	11,112	0	11,112	7,233.65	.00	3,878.35	65.1%
101320 65220 WATER	425	0	425	271.81	.00	153.19	64.0%

# TOWN OF KITTERY - LIVE



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 09			ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT
ACCOUNTS FOR:	TOWN	GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	USE/COL
101320	65230	FUEL OIL	26,840	0	26,840	12,394.56	.00	46.2%
101320	65250	SEWER	400	0	400	498.88	.00	124.7%*
101320	65300	MACHINE & EQUIPMEN	40,419	0	40,419	27,390.84	.00	67.8%
101320	65302	PROTECTIVE & SAFET	3,660	0	3,660	.00	.00	.0%
101320	65311	GAS, GREASE, & OIL	15,390	0	15,390	11,990.19	.00	77.9%
101320	65330	RADIO MAINTENANCE	2,867	0	2,867	1,182.98	.00	41.3%
101320	65480	OTHER PROFESSIONAL	8,570	0	8,570	7,088.73	.00	82.7%
101320	65500	MAINTENANCE OF BLD	15,390	0	15,390	12,099.72	.00	78.6%
101320	65521	UNIFORMS	5,600	0	5,600	5,600.00	.00	100.0%
101320	66010	OFFICE SUPPLIES	800	0	800	552.70	.00	69.1%
101320	66020	BOOKS/SUBSCRIPTION	200	0	200	318.00	.00	159.0%*
101320	66040	JANITORIAL SUPPLIE	1,000	0	1,000	1,261.09	.00	126.1%*
101320	67505	EXTINGUISHER MAINT	1,000	0	1,000	332.28	.00	33.2%
101320	67515	LANTERNS & BATTERI	500	0	500	265.05	.00	53.0%
101320	67520	OPERATING EQUIPMEN	8,000	0	8,000	3,755.24	.00	46.9%
TOTAL FIRE			959,442	0	959,442	683,747.19	.00	71.3%
<b>101330 STREETLIGHTS</b>								
101330	65200	ELECTRICITY - STRE	30,000	0	30,000	17,087.07	.00	57.0%
101330	65300	MACHINE & EQUIPMEN	25,000	0	25,000	20,430.00	.00	81.7%
TOTAL STREETLIGHTS			55,000	0	55,000	37,517.07	.00	68.2%
<b>101340 HYDRANT RENTALS</b>								
101340	65300	HYDRANT RENT MACHI	275,725	0	275,725	276,691.14	.00	100.4%*
TOTAL HYDRANT RENTALS			275,725	0	275,725	276,691.14	.00	100.4%
<b>101410 HIGHWAY</b>								
101410	64004	HIGHWAY 35% COMM S	39,885	0	39,885	29,533.85	.00	74.0%
101410	64010	FULL TIME SALARIES	594,096	0	594,096	409,272.61	.00	68.9%
101410	64015	ADMINISTRATIVE ASS	50,371	0	50,371	36,998.50	.00	73.5%
101410	64029	OVERTIME - SNOW &	75,000	0	75,000	38,430.95	.00	51.2%
101410	64030	OVERTIME	8,000	0	8,000	10,623.34	.00	132.8%*

# TOWN OF KITTERY - LIVE



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101410 65010 POSTAGE	500	0	500	282.03	.00	217.97	56.4%
101410 65020 TELEPHONE & INTERN	4,200	0	4,200	7,918.36	.00	-3,718.36	188.5%*
101410 65030 TRANSPORTATION	750	0	750	500.00	.00	250.00	66.7%
101410 65040 EDUCATIONAL/MEETIN	4,000	0	4,000	488.40	.00	3,511.60	12.2%
101410 65060 PRINTING	600	0	600	.00	.00	600.00	.0%
101410 65080 LEGAL NOTICES/OTHE	1,000	0	1,000	.00	.00	1,000.00	.0%
101410 65200 ELECTRICITY	4,600	0	4,600	4,160.41	.00	439.59	90.4%
101410 65220 WATER	2,500	0	2,500	2,480.42	.00	19.58	99.2%
101410 65230 FUEL OIL	7,000	0	7,000	6,815.55	.00	184.45	97.4%
101410 65250 SEWER	400	0	400	300.00	.00	100.00	75.0%
101410 65300 MACHINE & EQUIPMEN	18,000	0	18,000	9,086.34	.00	8,913.66	50.5%
101410 65302 PROTECTIVE & SAFET	3,000	0	3,000	3,042.26	.00	-42.26	101.4%*
101410 65303 FACILITY SAFETY IN	1,250	0	1,250	615.82	.00	634.18	49.3%
101410 65310 VEHICLE MAINTENANC	20,000	0	20,000	38,837.82	.00	-18,837.82	194.2%*
101410 65311 GAS, GREASE, & OIL	64,875	0	64,875	44,505.61	.00	20,369.39	68.6%
101410 65312 TIRES & TUBES	8,000	0	8,000	3,550.50	.00	4,449.50	44.4%
101410 65450 TARRING & PATCHING	12,000	0	12,000	17,732.16	.00	-5,732.16	147.8%*
101410 65452 SALT	172,000	0	172,000	110,281.57	.00	61,718.43	64.1%
101410 65454 SAND	2,100	0	2,100	.00	.00	2,100.00	.0%
101410 65456 GRAVEL & FILL	3,000	0	3,000	693.98	.00	2,306.02	23.1%
101410 65458 DRAINAGE SUPPLIES	5,000	0	5,000	4,889.45	.00	110.55	97.8%
101410 65460 SIGNS	10,000	0	10,000	2,990.85	.00	7,009.15	29.9%
101410 65462 STRIPING	54,000	0	54,000	51,702.86	.00	2,297.14	95.7%
101410 65466 SNOW REMOVAL EQUIP	22,000	0	22,000	17,125.17	.00	4,874.83	77.8%
101410 65480 OTHER PROFESSIONAL	30,000	0	30,000	26,800.99	.00	3,199.01	89.3%
101410 65500 MAINTENANCE OF BLD	6,500	0	6,500	8,674.68	.00	-2,174.68	133.5%*
101410 65521 UNIFORMS	4,400	0	4,400	5,100.00	.00	-700.00	115.9%*
101410 65522 C.D.L PROGRAMS	850	0	850	2,536.57	.00	-1,686.57	298.4%*
101410 66009 SHOP SUPPLIES	19,000	0	19,000	12,804.00	.00	6,196.00	67.4%
101410 66010 OFFICE SUPPLIES	1,000	0	1,000	707.28	.00	292.72	70.7%
101410 66011 HAND TOOLS	600	0	600	1,215.74	.00	-615.74	202.6%*
101410 66020 BOOKS/SUBSCRIPTION	1,500	0	1,500	758.99	.00	741.01	50.6%
101410 66030 OTHER SUPPLIES	400	0	400	447.40	.00	-47.40	111.9%*
101410 66040 JANITORIAL SUPPLIE	8,500	0	8,500	7,668.10	.00	831.90	90.2%
101410 67514 PLANT EQUIPMENT	1,500	0	1,500	2,544.00	.00	-1,044.00	169.6%*
101410 67518 RENTAL EQUIPMENT	3,000	0	3,000	100.00	.00	2,900.00	3.3%
101410 67520 OPERATING EQUIPMEN	2,000	0	2,000	409.84	.00	1,590.16	20.5%
101410 67540 IMPROVEMENTS TO BL	5,000	0	5,000	4,745.24	.00	254.76	94.9%
TOTAL HIGHWAY	1,272,377	0	1,272,377	927,371.64	.00	345,005.36	72.9%

### 101520 GENERAL ASSISTANCE

101520 65480 OTHER PROF SERVICE	90,000	0	90,000	81,720.17	.00	8,279.83	90.8%
---------------------------------	--------	---	--------	-----------	-----	----------	-------

# TOWN OF KITTERY - LIVE



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 09									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
1000 TOWN GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
TOTAL GENERAL ASSISTANCE	90,000	0	90,000	81,720.17		.00	8,279.83	90.8%	
<b>101530 PUBLIC HEALTH SERVICE</b>									
101530 64020 PART TIME SALARIES	1,040	0	1,040	822.80		.00	217.20	79.1%	
TOTAL PUBLIC HEALTH SERVICE	1,040	0	1,040	822.80		.00	217.20	79.1%	
<b>101540 COMMUNITY AGENCIES</b>									
101540 65479 FAIR TIDE	2,000	100,000	102,000	102,000.00		.00	.00	100.0%	
101540 65492 YORK COUNTY COMMUN	2,500	0	2,500	2,500.00		.00	.00	100.0%	
101540 65497 SO MAINE AREA AGEN	1,400	0	1,400	.00		.00	1,400.00	.0%	
101540 65499 CROSSROADS HOUSE,	2,000	0	2,000	.00		.00	2,000.00	.0%	
TOTAL COMMUNITY AGENCIES	7,900	100,000	107,900	104,500.00		.00	3,400.00	96.8%	
<b>101721 PLANNING / CODE</b>									
101721 64005 CODE ENFORCEMENT S	154,642	0	154,642	119,098.37		.00	35,543.63	77.0%	
101721 64006 PLANNER SALARY	63,000	0	63,000	47,877.52		.00	15,122.48	76.0%	
101721 64010 DEVELOPMENT STAFF	45,477	0	45,477	28,912.89		.00	16,564.11	63.6%	
101721 64017 ASSISTANT PLANNER	30,128	0	30,128	32,995.58		.00	-2,867.58	109.5%*	
101721 64042 DIRECTOR OF PLANNI	119,339	0	119,339	87,520.80		.00	31,818.20	73.3%	
101721 65010 POSTAGE	1,200	0	1,200	1,205.77		.00	-5.77	100.5%*	
101721 65020 TELEPHONE & INTERN	1,500	0	1,500	3,463.66		.00	-1,963.66	230.9%*	
101721 65030 TRANSPORTATION	300	0	300	26.48		.00	273.52	8.8%	
101721 65040 EDUCATIONAL/MEETIN	3,000	0	3,000	1,225.62		.00	1,774.38	40.9%	
101721 65060 PRINTING	300	0	300	89.24		.00	210.76	29.7%	
101721 65080 LEGAL NOTICES & OT	1,400	0	1,400	.00		.00	1,400.00	.0%	
101721 65300 MACHINE & EQUIPMEN	3,200	0	3,200	4,513.91		.00	-1,313.91	141.1%*	
101721 65310 VEHICLE MAINTENANC	500	0	500	.00		.00	500.00	.0%	
101721 65314 VEHICLE LEASE	1,885	0	1,885	1,421.40		.00	463.60	75.4%	
101721 65400 LEGAL SERVICES	2,500	0	2,500	.00		.00	2,500.00	.0%	
101721 65410 COMPUTER SERVICES	32,500	0	32,500	16,074.00		.00	16,426.00	49.5%	
101721 65411 BOARD OF ASSESSMEN	200	0	200	.00		.00	200.00	.0%	
101721 65480 OTHER PROFESSIONAL	159,000	0	159,000	125,327.42		.00	33,672.58	78.8%	



# TOWN OF KITTERY - LIVE



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101721 65521 UNIFORMS	400	0	400	400.00	.00	.00	100.0%
101721 66010 OFFICE SUPPLIES	750	0	750	394.83	.00	355.17	52.6%
101721 66020 BOOKS/SUBSCRIPTION	350	0	350	.00	.00	350.00	.0%
101721 66026 SMPDC MEMBERSHIP	5,856	0	5,856	6,031.00	.00	-175.00	103.0%*
101721 66030 OTHER SUPPLIES	150	0	150	.00	.00	150.00	.0%
101721 67510 OFFICE FURNITURE &	1,000	0	1,000	.00	.00	1,000.00	.0%
<b>TOTAL PLANNING / CODE</b>	<b>628,577</b>	<b>0</b>	<b>628,577</b>	<b>476,578.49</b>	<b>.00</b>	<b>151,998.51</b>	<b>75.8%</b>

### 101730 IN TOWN PARKS

101730 64007 PARKS 10% COMM SAL	11,396	0	11,396	8,438.42	.00	2,957.58	74.0%
101730 64010 FULL TIME SALARIES	159,787	0	159,787	114,072.13	.00	45,714.87	71.4%
101730 64030 OVERTIME	1,600	0	1,600	656.04	.00	943.96	41.0%
101730 65040 EDUCATIONAL/MEETIN	100	0	100	.00	.00	100.00	.0%
101730 65060 PRINTING	100	0	100	.00	.00	100.00	.0%
101730 65080 LEGAL NOTICES/OTHE	150	0	150	.00	.00	150.00	.0%
101730 65200 ELECTRICITY	1,723	0	1,723	955.79	.00	767.21	55.5%
101730 65220 WATER	7,600	0	7,600	1,572.66	.00	6,027.34	20.7%
101730 65300 MACHINE & EQUIPMEN	2,000	0	2,000	8,346.48	.00	-6,346.48	417.3%*
101730 65302 PROTECTIVE & SAFET	1,050	0	1,050	516.32	.00	533.68	49.2%
101730 65303 FACILITY SAFETY IN	625	0	625	382.15	.00	242.85	61.1%
101730 65310 VEHICLE MAINTENANC	2,400	0	2,400	6,869.95	.00	-4,469.95	286.2%*
101730 65311 GAS, GREASE, & OIL	9,100	0	9,100	4,071.37	.00	5,028.63	44.7%
101730 65312 TIRES & TUBES	1,000	0	1,000	108.11	.00	891.89	10.8%
101730 65457 LOAM & SOD	3,500	0	3,500	.00	.00	3,500.00	.0%
101730 65480 OTHER PROFESSIONAL	45,000	0	45,000	38,296.23	.00	6,703.77	85.1%
101730 65500 MAINTENANCE OF BLD	1,000	0	1,000	252.96	.00	747.04	25.3%
101730 65521 UNIFORMS	1,200	0	1,200	1,500.00	.00	-300.00	125.0%*
101730 66011 HAND TOOLS	150	0	150	206.12	.00	-56.12	137.4%*
101730 66030 OTHER SUPPLIES	150	0	150	196.35	.00	-46.35	130.9%*
101730 66040 JANITORIAL SUPPLIE	500	0	500	.00	.00	500.00	.0%
101730 67520 OPERATING EQUIPMEN	1,000	0	1,000	227.48	.00	772.52	22.7%
<b>TOTAL IN TOWN PARKS</b>	<b>251,131</b>	<b>0</b>	<b>251,131</b>	<b>186,668.56</b>	<b>.00</b>	<b>64,462.44</b>	<b>74.3%</b>

### 101735 FT FOSTER SEAPOINT & CRESCENT

101735 64007 PARKS 15% COMM SAL	17,094	0	17,094	12,657.58	.00	4,436.42	74.0%
101735 64010 FULL TIME SALARIES	51,035	0	51,035	37,529.17	.00	13,505.83	73.5%

# TOWN OF KITTERY - LIVE



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101735 64020 PART TIME SALARIES	79,600	0	79,600	31,561.48	.00	48,038.52	39.7%
101735 64030 OVERTIME	8,000	0	8,000	2,509.44	.00	5,490.56	31.4%
101735 65020 TELEPHONE & INTERN	1,400	0	1,400	1,360.30	.00	39.70	97.2%
101735 65040 EDUCATIONAL/MEETIN	100	0	100	.00	.00	100.00	.0%
101735 65060 PRINTING	3,500	0	3,500	1,767.78	.00	1,732.22	50.5%
101735 65080 LEGAL NOTICES/OTHE	200	0	200	.00	.00	200.00	.0%
101735 65200 ELECTRICITY	575	0	575	316.47	.00	258.53	55.0%
101735 65220 WATER	600	0	600	.00	.00	600.00	.0%
101735 65300 MACHINE & EQUIPMEN	1,500	0	1,500	252.41	.00	1,247.59	16.8%
101735 65302 PROTECTIVE & SAFET	600	0	600	118.20	.00	481.80	19.7%
101735 65303 FACILITY SAFETY IN	625	0	625	.00	.00	625.00	.0%
101735 65310 VEHICLE MAINTENANC	2,400	0	2,400	2,362.43	.00	37.57	98.4%
101735 65311 GAS, GREASE, & OIL	9,100	0	9,100	1,855.41	.00	7,244.59	20.4%
101735 65312 TIRES & TUBES	700	0	700	.00	.00	700.00	.0%
101735 65480 OTHER PROFESSIONAL	4,000	0	4,000	3,415.00	.00	585.00	85.4%
101735 65500 MAINTENANCE OF BLD	4,500	0	4,500	421.71	.00	4,078.29	9.4%
101735 65510 PAINTING	400	0	400	.00	.00	400.00	.0%
101735 65521 UNIFORMS	800	0	800	600.00	.00	200.00	75.0%
101735 66011 HAND TOOLS	150	0	150	62.98	.00	87.02	42.0%
101735 66030 OTHER SUPPLIES	1,000	0	1,000	790.71	.00	209.29	79.1%
101735 66040 JANITORIAL SUPPLIE	6,000	0	6,000	2,719.20	.00	3,280.80	45.3%
101735 67520 OPERATING EQUIPMEN	1,200	0	1,200	.00	.00	1,200.00	.0%
101735 67575 SEAPOINT BEACH	200	0	200	200.00	.00	.00	100.0%
TOTAL FT FOSTER SEAPOINT & CRESCENT	195,279	0	195,279	100,500.27	.00	94,778.73	51.5%
<b>101740 MISCELLANEOUS ACCOUNTS</b>							
101740 65023 EPA STORMWATER 4 P	25,000	0	25,000	14,248.44	.00	10,751.56	57.0%
101740 65025 COMPUTER REPAIR/RE	65,000	0	65,000	20,875.27	.00	44,124.73	32.1%
101740 65201 EV CHARGING ELECTR	1,000	0	1,000	3,026.81	.00	-2,026.81	302.7%*
101740 65455 MEMORIAL DAY ACTIV	750	0	750	.00	.00	750.00	.0%
101740 65951 SHELLFISH CONSERVA	2,000	0	2,000	.00	.00	2,000.00	.0%
101740 68525 MOSQUITO/TICK CONT	38,580	0	38,580	33,771.00	.00	4,809.00	87.5%
101740 69200 PSAP PAID TO YORK	37,000	0	37,000	43,231.00	.00	-6,231.00	116.8%*
TOTAL MISCELLANEOUS ACCOUNTS	169,330	0	169,330	115,152.52	.00	54,177.48	68.0%
<b>101750 STATE/BANK FEES</b>							
101750 65952 OVERAGE/SHORTAGE	0	0	0	-20.00	.00	20.00	100.0%

# TOWN OF KITTERY - LIVE



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 09									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT		
1000 TOWN GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
101750 65954 BANK FEES/CHARGES	500	0	500		.00	.00	500.00	.0%	
TOTAL STATE/BANK FEES	500	0	500		-20.00	.00	520.00	-4.0%	
<b>101760 CAPITAL IMPROVEMENT PLAN</b>									
101760 68750 CIP HOLDING DEDICA	725,000	0	725,000	725,000.00		.00	.00	100.0%	
101760 68751 CIP DEPT CAPITAL R	980,400	0	980,400	980,400.00		.00	.00	100.0%	
TOTAL CAPITAL IMPROVEMENT PLAN	1,705,400	0	1,705,400	1,705,400.00		.00	.00	100.0%	
<b>101810 LIBRARY</b>									
101810 64010 FULL TIME SALARIES	245,739	0	245,739	178,893.96		.00	66,845.04	72.8%	
101810 65002 LIBRARY DIRECTOR	93,732	0	93,732	69,403.76		.00	24,328.24	74.0%	
101810 65003 LIBRARY PART TIME	5,700	0	5,700	7,545.69		.00	-1,845.69	132.4%*	
101810 65010 POSTAGE	400	0	400	361.57		.00	38.43	90.4%	
101810 65020 TELEPHONE & INTERN	3,750	0	3,750	6,397.86		.00	-2,647.86	170.6%*	
101810 65060 PRINTING	400	0	400	400.00		.00	.00	100.0%	
101810 65200 ELECTRICITY	14,400	0	14,400	14,332.23		.00	67.77	99.5%	
101810 65220 WATER	1,500	0	1,500	1,273.46		.00	226.54	84.9%	
101810 65230 FUEL OIL	12,000	0	12,000	10,830.99		.00	1,169.01	90.3%	
101810 65250 SEWER	400	0	400	300.00		.00	100.00	75.0%	
101810 65338 E-BOOKS CHILDREN	1,000	0	1,000	.00		.00	1,000.00	.0%	
101810 65339 AV DVD CHILDREN/TE	700	0	700	722.29		.00	-22.29	103.2%*	
101810 65340 E-BOOKS	10,000	0	10,000	10,101.75		.00	-101.75	101.0%*	
101810 65341 AUDIO VISUAL/DVD	6,000	0	6,000	4,772.41		.00	1,227.59	79.5%	
101810 65342 LIBRARY COPIER EXP	3,000	0	3,000	1,434.64		.00	1,565.36	47.8%	
101810 65431 PROFESSIONAL DUES	500	0	500	.00		.00	500.00	.0%	
101810 65432 LIBRARY TECHNOLOGY	16,500	0	16,500	13,662.17		.00	2,837.83	82.8%	
101810 65433 ADULT LIBRARY PROG	14,000	0	14,000	4,796.76		.00	9,203.24	34.3%	
101810 65434 LIB PROG CHILD/TEE	9,000	0	9,000	6,932.05		.00	2,067.95	77.0%	
101810 65435 CONFERENCES & WORK	200	0	200	217.00		.00	-17.00	108.5%*	
101810 65480 OTHER PROF SERV -	2,500	0	2,500	3,340.45		.00	-840.45	133.6%*	
101810 65500 MAINTENANCE OF BLD	5,000	0	5,000	22,526.08		.00	-17,526.08	450.5%*	
101810 65505 REPAIRS	7,500	0	7,500	16,696.77		.00	-9,196.77	222.6%*	
101810 65803 MISCELLANEOUS	1,250	0	1,250	547.80		.00	702.20	43.8%	
101810 66010 OFFICE SUPPLIES	2,000	0	2,000	716.54		.00	1,283.46	35.8%	
101810 66012 LIB PROCESSING SUP	3,600	0	3,600	804.71		.00	2,795.29	22.4%	
101810 66020 BOOKS/SUBSCRIPTION	52,000	0	52,000	27,265.09		.00	24,734.91	52.4%	

# TOWN OF KITTERY - LIVE

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 09			ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT
ACCOUNTS FOR:	TOWN	GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	BUDGET	USE/COL
101810 66021		BOOKS CHILD/TEEN	18,523	0	18,523	12,573.26	5,949.74	67.9%
101810 67510		OFFICE FURNITURE &	1,000	0	1,000	529.08	470.92	52.9%
TOTAL LIBRARY			532,294	0	532,294	417,378.37	114,915.63	78.4%
<b>101830 RECREATION</b>								
101830 64008		RECREATION DIRECTO	95,558	0	95,558	78,460.18	17,097.82	82.1%
101830 64012		COMMUNITY PROGRAMS	52,980	0	52,980	40,016.93	12,963.07	75.5%
101830 64015		YOUTH PROGRAMS SUP	55,099	0	55,099	41,187.73	13,911.27	74.8%
101830 64016		RECEPTIONISTS	74,850	0	74,850	57,266.77	17,583.23	76.5%
101830 64020		PT SAFE SCHOOL YEA	69,073	0	69,073	44,027.46	25,045.54	63.7%
101830 64021		SAFE SUMMER SALARI	119,931	0	119,931	83,669.87	36,261.13	69.8%
101830 64024		FT CUSTODIANS	80,613	0	80,613	58,634.92	21,978.08	72.7%
101830 64026		INSTRUCTORS STIPEN	6,600	0	6,600	4,550.00	2,050.00	68.9%
101830 64027		CUSTODIAN WAGES	13,714	0	13,714	10,172.63	3,541.37	74.2%
101830 64028		THEATRE TECHNICIAN	350	0	350	.00	350.00	.0%
101830 64030		OVERTIME	1,500	0	1,500	2,127.13	-627.13	141.8%*
101830 64038		COMMUNITY CENTER S	52,980	0	52,980	40,599.68	12,380.32	76.6%
101830 65010		POSTAGE	1,195	0	1,195	48.36	1,146.64	4.0%
101830 65020		TELEPHONE & INTERN	3,750	0	3,750	4,662.39	-912.39	124.3%*
101830 65060		PRINTING	8,950	0	8,950	6,110.75	2,839.25	68.3%
101830 65200		ELECTRICITY / UTIL	35,000	0	35,000	23,963.84	11,036.16	68.5%
101830 65220		WATER	3,350	0	3,350	2,723.74	626.26	81.3%
101830 65230		NATURAL GAS	33,500	0	33,500	20,679.77	12,820.23	61.7%
101830 65250		SEWER	2,750	0	2,750	2,019.00	731.00	73.4%
101830 65300		MACHINE & EQUIPMEN	925	0	925	2,568.44	-1,643.44	277.7%*
101830 65310		VEHICLE MAINTENANC	250	0	250	342.32	-92.32	136.9%*
101830 65478		PROGRAM SERVICES	2,500	0	2,500	4,682.25	-2,182.25	187.3%*
101830 65480		OTHER PROFESSIONAL	2,000	0	2,000	2,642.03	-642.03	132.1%*
101830 65500		MAINTENANCE OF BLD	23,000	0	23,000	27,486.57	-4,486.57	119.5%*
101830 65610		SAFE SCHOOL YEAR P	3,000	0	3,000	548.83	2,451.17	18.3%
101830 65615		SAFE SUMMER PROGRA	63,000	0	63,000	54,471.57	8,528.43	86.5%
101830 65630		INSTRUCTORS-CONTRA	33,000	0	33,000	43,868.94	-10,868.94	132.9%*
101830 65640		SPECIAL EVENTS	7,500	0	7,500	6,802.06	697.94	90.7%
101830 65650		SENIOR PROGRAMS	1,500	0	1,500	1,929.91	-429.91	128.7%*
101830 65670		TEAM EXPENSE	6,500	0	6,500	6,385.64	114.36	98.2%
101830 65801		CONTRACTED SERVICE	69,000	0	69,000	47,548.46	21,451.54	68.9%
101830 65802		ANNEX UTILITIES	1,500	0	1,500	.00	1,500.00	.0%
101830 65803		MISCELLANEOUS	3,500	0	3,500	2,672.72	827.28	76.4%
101830 66010		OFFICE SUPPLIES	3,000	0	3,000	1,523.40	1,476.60	50.8%
101830 66030		OTHER SUPPLIES	1,500	0	1,500	348.37	1,151.63	23.2%

# TOWN OF KITTERY - LIVE



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 09									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT		
1000 TOWN GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
101830 66031 THEATRE SUPPLIES	750	0	750		.00	.00	750.00	.0%	
101830 66040 JANITORIAL SUPPLIE	11,500	0	11,500	6,053.63		.00	5,446.37	52.6%	
TOTAL RECREATION	945,668	0	945,668	730,796.29		.00	214,871.71	77.3%	
<b>101840 HARBORMASTER-K.P.A</b>									
101840 64010 HARBOR MASTER FULL	66,390	0	66,390	49,160.50		.00	17,229.50	74.0%	
101840 64020 PART TIME SALARIES	33,442	0	33,442	10,355.69		.00	23,086.31	31.0%	
101840 65010 POSTAGE	250	0	250	155.36		.00	94.64	62.1%	
101840 65020 TELEPHONE & INTERN	2,600	0	2,600	1,395.71		.00	1,204.29	53.7%	
101840 65080 LEGAL NOTICES/OTHE	0	0	0	39.00		.00	-39.00	100.0%*	
101840 65200 ELECTRICITY	2,016	0	2,016	1,452.90		.00	563.10	72.1%	
101840 65220 WATER	525	0	525	214.59		.00	310.41	40.9%	
101840 65240 DUMPSTERS/TRASH RE	1,800	0	1,800	1,093.23		.00	706.77	60.7%	
101840 65305 BOAT EQUIPMENT MAI	5,000	0	5,000	6,182.85		.00	-1,182.85	123.7%*	
101840 65310 VEHICLE MAINTENANC	3,500	0	3,500	642.12		.00	2,857.88	18.3%	
101840 65311 GAS, GREASE, & OIL	5,500	0	5,500	4,184.27		.00	1,315.73	76.1%	
101840 65462 RIGGING	14,000	0	14,000	9,226.25		.00	4,773.75	65.9%	
101840 65463 SANITATION	2,500	0	2,500	1,711.24		.00	788.76	68.4%	
101840 65470 PROFESSIONAL DEVE	1,500	0	1,500	2,023.92		.00	-523.92	134.9%*	
101840 65480 OTHER PROFESSIONAL	2,500	0	2,500	3,650.20		.00	-1,150.20	146.0%*	
101840 65500 MAIN BLDG/GROUNDS	4,500	0	4,500	2,692.72		.00	1,807.28	59.8%	
101840 65521 UNIFORMS	2,000	0	2,000	488.29		.00	1,511.71	24.4%	
101840 66010 OFFICE SUPPLIES	300	0	300	32.60		.00	267.40	10.9%	
101840 66030 OTHER SUPPLIES	2,000	0	2,000	600.92		.00	1,399.08	30.0%	
101840 66040 JANITORIAL SUPPLIE	500	0	500	100.96		.00	399.04	20.2%	
TOTAL HARBORMASTER-K.P.A	150,823	0	150,823	95,403.32		.00	55,419.68	63.3%	
<b>101930 RESOURCE RECOVERY FACILITY</b>									
101930 64009 SOLID WASTE 40% CO	45,583	0	45,583	33,753.28		.00	11,829.72	74.0%	
101930 64010 FULL TIME SALARIES	206,546	0	206,546	147,550.60		.00	58,995.40	71.4%	
101930 64030 OVERTIME	11,500	0	11,500	8,512.50		.00	2,987.50	74.0%	
101930 65020 TELEPHONE & INTERN	2,000	0	2,000	1,434.37		.00	565.63	71.7%	
101930 65030 TRANSPORTATION	200	0	200	.00		.00	200.00	.0%	
101930 65040 EDUCATIONAL/MEETIN	1,000	0	1,000	.00		.00	1,000.00	.0%	
101930 65060 PRINTING	2,000	0	2,000	1,984.12		.00	15.88	99.2%	
101930 65090 ZERO WASTE PROGRAM	6,000	0	6,000	3,614.18		.00	2,385.82	60.2%	

# TOWN OF KITTERY - LIVE



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101930 65200 ELECTRICITY	12,700	0	12,700	14,036.52	.00	-1,336.52	110.5%*
101930 65220 WATER	1,000	0	1,000	370.62	.00	629.38	37.1%
101930 65230 FUEL OIL	1,230	0	1,230	81.51	.00	1,148.49	6.6%
101930 65300 MACHINE & EQUIPMEN	10,000	0	10,000	6,211.03	.00	3,788.97	62.1%
101930 65302 PROTECTIVE & SAFET	1,000	0	1,000	946.94	.00	53.06	94.7%
101930 65303 FACILITY SAFETY IN	1,250	0	1,250	92.97	.00	1,157.03	7.4%
101930 65311 GAS, GREASE, & OIL	16,275	0	16,275	7,085.34	.00	9,189.66	43.5%
101930 65312 TIRES & TUBES	3,000	0	3,000	.00	.00	3,000.00	.0%
101930 65480 OTHER PROFESSIONAL	332,500	0	332,500	245,155.44	.00	87,344.56	73.7%
101930 65500 MAINTENANCE OF BLD	8,000	0	8,000	1,610.36	.00	6,389.64	20.1%
101930 65521 UNIFORMS	2,000	0	2,000	1,800.00	.00	200.00	90.0%
101930 66009 SHOP SUPPLIES	6,000	0	6,000	6,205.06	.00	-205.06	103.4%*
101930 66010 OFFICE SUPPLIES	250	0	250	221.97	.00	28.03	88.8%
101930 66011 HAND TOOLS	200	0	200	.00	.00	200.00	.0%
101930 66030 OTHER SUPPLIES	250	0	250	95.96	.00	154.04	38.4%
101930 66040 JANITORIAL SUPPLIE	2,200	0	2,200	2,060.61	.00	139.39	93.7%
101930 67516 PLANT EQUIPMENT MA	26,000	0	26,000	2,681.93	.00	23,318.07	10.3%
101930 67553 ASPHALT SURFACE MA	7,500	0	7,500	.00	.00	7,500.00	.0%
<b>TOTAL RESOURCE RECOVERY FACILITY</b>	<b>706,184</b>	<b>0</b>	<b>706,184</b>	<b>485,505.31</b>	<b>.00</b>	<b>220,678.69</b>	<b>68.8%</b>

### 103000 SHARED EXPENSES - OTHER INSURA

103000 64060 FICA EMPLOYER SHAR	550,224	0	550,224	382,362.17	.00	167,861.83	69.5%
103000 64070 WORKERS' COMP INSU	174,678	0	174,678	114,616.61	.00	60,061.39	65.6%
103000 64090 RETIRED EMP MEDICA	200,000	0	200,000	157,008.22	.00	42,991.78	78.5%
103000 64092 DISABILITY INSURAN	34,000	0	34,000	30,652.17	.00	3,347.83	90.2%
103000 65101 MMA RISK POOL	196,089	0	196,089	103,422.95	.00	92,666.05	52.7%
103000 65115 UNEMPLOYMENT COMPE	10,000	0	10,000	.00	.00	10,000.00	.0%
103000 65150 MISCELLANEOUS INSU	7,440	0	7,440	5,986.65	.00	1,453.35	80.5%
103000 65210 UNION CENTRAL LIFE	3,000	0	3,000	2,195.55	.00	804.45	73.2%
103000 68427 INSURANCE CLAIMS E	0	0	0	1,000.00	.00	-1,000.00	100.0%*
<b>TOTAL SHARED EXPENSES - OTHER INSURA</b>	<b>1,175,431</b>	<b>0</b>	<b>1,175,431</b>	<b>797,244.32</b>	<b>.00</b>	<b>378,186.68</b>	<b>67.8%</b>

### 103001 SHARED EXPENSE - HEALTH/DENTAL

103001 64090 MAJOR MEDICAL INSU	1,457,112	0	1,457,112	1,279,464.65	.00	177,647.35	87.8%
103001 64091 DENTAL INSURANCE	19,037	0	19,037	16,405.01	.00	2,631.99	86.2%
<b>TOTAL SHARED EXPENSE - HEALTH/DENTAL</b>	<b>1,476,149</b>	<b>0</b>	<b>1,476,149</b>	<b>1,295,869.66</b>	<b>.00</b>	<b>180,279.34</b>	<b>87.8%</b>

# TOWN OF KITTERY - LIVE



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 09								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
1000 TOWN GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
<b>103002 RETIREMENT</b>								
103002 64050 MAINE STATE RETIRE	603,186	0	603,186	471,522.43	.00	131,663.57	78.2%	
103002 64051 ICMA EMPLOYER SHAR	41,597	0	41,597	28,099.18	.00	13,497.82	67.6%	
TOTAL RETIREMENT	644,783	0	644,783	499,621.61	.00	145,161.39	77.5%	
<b>108000 ADULT ED</b>								
108000 69480 ADULT EDUCATION FU	110,275	0	110,275	110,275.00	.00	.00	100.0%	
TOTAL ADULT ED	110,275	0	110,275	110,275.00	.00	.00	100.0%	
<b>1111 TOWN REVENUE</b>								
1111 43001 PROPERTY TAX REVENUE	-11,722,711	0	-11,722,711	-11,368,359.78	.00	-354,351.22	97.0%*	
1111 43003 PROPERTY TAX ABATEME	0	0	0	152,506.52	.00	-152,506.52	100.0%*	
1111 43004 PAYMENT IN LIEU OF T	-3,200	0	-3,200	-3,355.14	.00	155.14	104.8%	
1111 43006 EXEMPT STATE REIMB F	-400,000	0	-400,000	-639,221.00	.00	239,221.00	159.8%	
1111 43007 TREE GROWTH REVENUE	-2,200	0	-2,200	-2,267.66	.00	67.66	103.1%	
1111 43031 EXCISE TAX AUTOMOBIL	-1,936,000	0	-1,936,000	-1,585,791.86	.00	-350,208.14	81.9%*	
1111 43032 EXCISE TAX BOAT	-48,000	0	-48,000	-13,721.00	.00	-34,279.00	28.6%*	
1111 43109 SIGN PERMITS	-2,000	0	-2,000	-3,750.00	.00	1,750.00	187.5%	
1111 43110 CODE ENFORCEMENT FEE	-350,000	0	-350,000	-380,015.80	.00	30,015.80	108.6%	
1111 43113 BOARD OF ASSESSMENT	0	0	0	-500.00	.00	500.00	100.0%	
1111 43114 ADDITIONAL LAND USE	-4,000	0	-4,000	-3,890.00	.00	-110.00	97.3%*	
1111 43115 PLANNING FEES (SUBDI	-5,000	0	-5,000	-43,549.00	.00	38,549.00	871.0%	
1111 43120 TOWN CLERK FEES	-24,000	0	-24,000	-25,749.20	.00	1,749.20	107.3%	
1111 43121 WILDLIFE AGENT FEE	-1,000	0	-1,000	-683.00	.00	-317.00	68.3%*	
1111 43122 ANIMAL WELFARE AGENT	-1,600	0	-1,600	-993.00	.00	-607.00	62.1%*	
1111 43130 TOWN REGISTRATION FE	-35,000	0	-35,000	-30,594.00	.00	-4,406.00	87.4%*	
1111 43135 HWY PERMITS & FEES	-1,500	0	-1,500	-1,485.00	.00	-15.00	99.0%*	
1111 43140 SOLID WASTE PERMITS	-90,000	0	-90,000	-76,493.00	.00	-13,507.00	85.0%*	
1111 43145 SOLID WASTE RECYCLIN	-100,000	0	-100,000	-49,236.78	.00	-50,763.22	49.2%*	
1111 43147 DINGHY FEES	-12,000	0	-12,000	-8,371.40	.00	-3,628.60	69.8%*	
1111 43148 TRANSIENT SLIP RENTA	-16,000	0	-16,000	-10,811.00	.00	-5,189.00	67.6%*	
1111 43149 KPA APPLICATION FEES	-500	0	-500	-750.00	.00	250.00	150.0%	
1111 43150 MOORING FEES	-85,000	0	-85,000	-51,517.26	.00	-33,482.74	60.6%*	

# TOWN OF KITTERY - LIVE



## YEAR-TO-DATE BUDGET REPORT

ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
1000	TOWN GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
1111	43151 LAUNCH FEE	-15,000	0	-15,000	-8,253.75	.00	-6,746.25	55.0%*
1111	43152 TRANSIENT MOORING	-12,000	0	-12,000	-8,054.00	.00	-3,946.00	67.1%*
1111	43153 WAIT LIST FEE	-2,000	0	-2,000	-1,547.00	.00	-453.00	77.4%*
1111	43155 CLAM LICENSE FEE	-500	0	-500	-1,560.00	.00	1,060.00	312.0%*
1111	43156 PIER USAGE FEE	-2,600	0	-2,600	-641.00	.00	-1,959.00	24.7%*
1111	43157 MOORING LATE FEE	0	0	0	-50.00	.00	50.00	100.0%*
1111	43159 KAYAK RACK RENTAL	-1,500	0	-1,500	.00	.00	-1,500.00	.0%*
1111	43160 FORT FOSTER FEES	-325,000	0	-325,000	-173,142.01	.00	-151,857.99	53.3%*
1111	43164 BEACH FIRE PERMITS	-350	0	-350	-700.00	.00	350.00	200.0%*
1111	43165 SPRINKLER PERMITS	0	0	0	-500.00	.00	500.00	100.0%*
1111	43210 LIEN FEES	-7,000	0	-7,000	-3,336.80	.00	-3,663.20	47.7%*
1111	43220 PENALTY INTEREST	-45,000	0	-45,000	-20,157.39	.00	-24,842.61	44.8%*
1111	43221 LIBRARY FINES & FEES	-2,000	0	-2,000	-4,442.73	.00	2,442.73	222.1%*
1111	43320 RECREATION FEES	-650,000	0	-650,000	-462,389.33	.00	-187,610.67	71.1%*
1111	43330 ANIMAL CONTROL	-2,000	0	-2,000	-3,240.00	.00	1,240.00	162.0%*
1111	43335 POSTAGE	0	0	0	-2.52	.00	2.52	100.0%*
1111	43336 PHOTO COPIES	-200	0	-200	-104.90	.00	-95.10	52.5%*
1111	43351 ACCIDENT REPORTS	-2,500	0	-2,500	-2,560.00	.00	60.00	102.4%*
1111	43352 PARKING TICKETS	-25,000	0	-25,000	-16,630.00	.00	-8,370.00	66.5%*
1111	43353 GUN PERMITS	-500	0	-500	-350.00	.00	-150.00	70.0%*
1111	43354 ELIOT DISPATCHING SE	-200,171	0	-200,171	-100,085.50	.00	-100,085.50	50.0%*
1111	43355 ORDINANCE FINES	-350	0	-350	-345.00	.00	-5.00	98.6%*
1111	43356 WITNESS FEES	-300	0	-300	-290.00	.00	-10.00	96.7%*
1111	43358 FALSE ALARMS	-800	0	-800	-580.00	.00	-220.00	72.5%*
1111	43359 AMBULANCE DISPTACH F	-16,000	0	-16,000	-15,500.00	.00	-500.00	96.9%*
1111	43410 MDOT HWY MAINTENANCE	-12,000	0	-12,000	.00	.00	-12,000.00	.0%*
1111	43420 STATE REVENUE SHARIN	-1,225,000	0	-1,225,000	-1,000,252.64	.00	-224,747.36	81.7%*
1111	43421 STATE PARK FEE REV S	-2,000	0	-2,000	-2,907.12	.00	907.12	145.4%*
1111	43470 STATE OF MAINE GENER	-63,000	0	-63,000	-73,594.15	.00	10,594.15	116.8%*
1111	43510 INTEREST ON INVESTME	-20,000	0	-20,000	-472,453.57	.00	452,453.57	2362.3%*
1111	43530 MISCELLANEOUS REVENU	-7,500	0	-7,500	-39,715.27	.00	32,215.27	529.5%*
1111	43540 SEWER DEPT RENT	-108,835	0	-108,835	-81,626.25	.00	-27,208.75	75.0%*
1111	43555 SNOWMOBILE/HANDICAP/	-675	0	-675	-589.18	.00	-85.82	87.3%*
1111	43560 GMH HOUSING	-320,000	0	-320,000	-216,692.88	.00	-103,307.12	67.7%*
1111	43575 SUP APPRO FROM UNDES	0	722,000	722,000	.00	.00	722,000.00	.0%*
1111	43576 TRANSFER IN FROM OTH	-35,000	0	-35,000	-35,000.00	.00	.00	100.0%*
1111	43580 USE OF CARRY FORWARD	0	100,000	100,000	.00	.00	100,000.00	.0%*
1111	43585 POLICE SPECIAL REVEN	0	0	0	-1,980.00	.00	1,980.00	100.0%*
1111	45020 MMA W/C DIVIDEND	0	0	0	-23,458.00	.00	23,458.00	100.0%*
1111	45025 SCHOOL RESOURCE OFFI	-56,650	0	-56,650	-63,000.00	.00	6,350.00	111.2%*
TOTAL TOWN REVENUE		-18,001,142	822,000	-17,179,142	-16,984,329.35	.00	-194,812.65	98.9%*
TOTAL TOWN GENERAL FUND		3	1,654,103	1,654,106	8,386,472.57	.00	-6,732,367.07	507.0%*
TOTAL REVENUES		-18,001,142	822,000	-17,179,142	-6,993,511.74	.00	-10,185,630.26	
TOTAL EXPENSES		18,001,145	832,103	18,833,248	15,379,984.31	.00	3,453,263.19	



YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	3	1,654,103	1,654,106	8,386,472.57	.00	-6,732,367.07	507.0%

\*\* END OF REPORT - Generated by Kendra Amara \*\*

# TOWN OF KITTERY - LIVE



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 09									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
6000 SEWER FUND	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
<b>6000 SEWER FUND</b>									
6000 43003 SEWER ADJUSTMENTS	0	0	0	413.93		.00	-413.93	100.0%*	
6000 43220 PENALTY INTEREST	-3,000	0	-3,000	-3,236.81		.00	236.81	107.9%	
6000 43360 SPECIAL CONTRACT REV	-15,000	0	-15,000	-12,052.89		.00	-2,947.11	80.4%*	
6000 45001 PNSY REVENUE	-500,000	0	-500,000	-340,569.21		.00	-159,430.79	68.1%*	
6000 45002 US NAVY HOUSING REV	-115,000	0	-115,000	-84,614.01		.00	-30,385.99	73.6%*	
6000 45003 SEPTAGE REVENUE	-120,000	0	-120,000	-113,325.89		.00	-6,674.11	94.4%*	
6000 45004 TOWN OF ELIOT REVENU	-200,000	0	-200,000	-120,269.28		.00	-79,730.72	60.1%*	
6000 45005 USERS QTRLY REVENUE	-1,600,000	0	-1,600,000	-1,061,505.29		.00	-538,494.71	66.3%*	
6000 45006 EXPANSION ASSESSMENT	-130,000	0	-130,000	-71,051.60		.00	-58,948.40	54.7%*	
6000 45007 SEWER INTEREST REVEN	-7,500	0	-7,500	-2,815.92		.00	-4,684.08	37.5%*	
TOTAL SEWER FUND	-2,690,500	0	-2,690,500	-1,809,026.97		.00	-881,473.03	67.2%	
<b>602702 SEWER LINES</b>									
602702 64010 SEWER LINES LABOR	24,014	0	24,014	18,564.23		.00	5,449.77	77.3%	
602702 65480 LINES CONTRACT/PRO	30,000	0	30,000	5,475.27		.00	24,524.73	18.3%	
602702 65691 LINE SUPPLIES	16,000	0	16,000	7,005.61		.00	8,994.39	43.8%	
TOTAL SEWER LINES	70,014	0	70,014	31,045.11		.00	38,968.89	44.3%	
<b>602709 PUMP STATIONS</b>									
602709 64010 PUMP STATION LABOR	57,939	0	57,939	58,494.87		.00	-555.87	101.0%*	
602709 65015 PUMP STATION TELEP	800	0	800	555.24		.00	244.76	69.4%	
602709 65200 ELECTRICITY	54,000	0	54,000	44,398.29		.00	9,601.71	82.2%	
602709 65220 WATER	1,420	0	1,420	693.66		.00	726.34	48.8%	
602709 65315 PUMP STATION GENER	2,000	0	2,000	772.74		.00	1,227.26	38.6%	
602709 65467 PUMP STATION CONTR	45,000	0	45,000	23,452.22		.00	21,547.78	52.1%	
602709 65930 PUMP STATION ALARM	7,000	0	7,000	4,923.00		.00	2,077.00	70.3%	
602709 66300 PUMP STATION SUPPL	6,000	0	6,000	3,161.50		.00	2,838.50	52.7%	
602709 66320 PUMP STATION PARTS	32,000	0	32,000	6,682.31		.00	25,317.69	20.9%	
TOTAL PUMP STATIONS	206,159	0	206,159	143,133.83		.00	63,025.17	69.4%	
<b>602715 PUMP STATION # 6 (PNSY)</b>									
602715 64010 PUMP STATION # 6LA	16,199	0	16,199	12,143.68		.00	4,055.32	75.0%	

# TOWN OF KITTERY - LIVE



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

ACCOUNTS FOR: 6000 SEWER FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
602715 65200 PUMP STATION # 6 E	15,000	0	15,000	11,378.78	.00	3,621.22	75.9%
602715 65220 PUMP STATION # 6 W	1,100	0	1,100	793.50	.00	306.50	72.1%
602715 65315 PUMP STATION GENER	600	0	600	469.31	.00	130.69	78.2%
602715 65480 PUMP STATION # 6 C	10,000	0	10,000	1,162.28	.00	8,837.72	11.6%
602715 65930 PUMP STATION # 6 A	300	0	300	.00	.00	300.00	.0%
602715 66300 PUMP STATION # 6 S	1,000	0	1,000	304.91	.00	695.09	30.5%
602715 66320 PUMP STATION # 6 P	6,000	0	6,000	1,563.75	.00	4,436.25	26.1%
<b>TOTAL PUMP STATION # 6 (PNSY)</b>	<b>50,199</b>	<b>0</b>	<b>50,199</b>	<b>27,816.21</b>	<b>.00</b>	<b>22,382.79</b>	<b>55.4%</b>
<b>602716 PUMP STATION # 7 (ELIOT)</b>							
602716 64010 PUMP STATION # 7 L	23,524	0	23,524	16,730.42	.00	6,793.58	71.1%
602716 65200 PUMP STATION # 7 E	6,400	0	6,400	4,008.49	.00	2,391.51	62.6%
602716 65220 PUMP STATION # 7 W	240	0	240	177.17	.00	62.83	73.8%
602716 65315 PUMP STATION GENER	500	0	500	888.03	.00	-388.03	177.6%*
602716 65480 PUMP STATION # 7 C	10,000	0	10,000	1,312.86	.00	8,687.14	13.1%
602716 65930 PUMP STATION # 7 A	200	0	200	.00	.00	200.00	.0%
602716 66300 PUMP STATION # 7 S	400	0	400	189.82	.00	210.18	47.5%
602716 66320 PUMP STATION # 7 P	2,500	0	2,500	339.65	.00	2,160.35	13.6%
<b>TOTAL PUMP STATION # 7 (ELIOT)</b>	<b>43,764</b>	<b>0</b>	<b>43,764</b>	<b>23,646.44</b>	<b>.00</b>	<b>20,117.56</b>	<b>54.0%</b>
<b>602750 TREATMENT PLANT</b>							
602750 64010 TREATMENT PLANT LA	196,267	0	196,267	113,983.35	.00	82,283.65	58.1%
602750 64019 PLANT MAINT LABOR	53,235	0	53,235	40,621.32	.00	12,613.68	76.3%
602750 64030 OVERTIME	40,000	0	40,000	25,946.78	.00	14,053.22	64.9%
602750 64050 MAINE STATE RETIRE	37,860	0	37,860	29,223.46	.00	8,636.54	77.2%
602750 64060 FICA EMPLOYER SHAR	28,395	0	28,395	21,336.94	.00	7,058.06	75.1%
602750 65020 TREATMENT PLANT TE	4,400	0	4,400	3,216.33	.00	1,183.67	73.1%
602750 65040 TREATMENT PLANT ED	5,500	0	5,500	2,796.09	.00	2,703.91	50.8%
602750 65200 TREATMENT PLANT EL	110,000	0	110,000	87,269.98	.00	22,730.02	79.3%
602750 65220 TREATMENT PLANT WA	3,900	0	3,900	2,164.93	.00	1,735.07	55.5%
602750 65230 TREATMENT PLANT FU	15,000	0	15,000	13,046.22	.00	1,953.78	87.0%
602750 65310 TREATMENT PLANT MO	28,000	0	28,000	13,175.15	.00	14,824.85	47.1%
602750 65316 TREATMENT PLANT GE	2,400	0	2,400	1,415.23	.00	984.77	59.0%
602750 65410 TREATMENT PLANT CO	16,000	0	16,000	6,015.00	.00	9,985.00	37.6%
602750 65480 TREATMENT PLANT OT	80,000	0	80,000	54,108.39	.00	25,891.61	67.6%
602750 65500 TREATMENT PLANT BL	5,000	0	5,000	2,753.50	.00	2,246.50	55.1%

# TOWN OF KITTERY - LIVE



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 09									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
6000 SEWER FUND	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
602750 65930 ALARMS	2,000	0	2,000		201.70	.00	1,798.30	10.1%	
602750 65955 TREATMENT PLANT SL	293,000	0	293,000		215,599.98	.00	77,400.02	73.6%	
602750 66010 TREATMENT PLANT OF	6,000	0	6,000		3,616.23	.00	2,383.77	60.3%	
602750 66300 TREATMENT PLANT SU	32,000	0	32,000		10,175.94	.00	21,824.06	31.8%	
602750 66340 LABORATORY CHEMICA	20,000	0	20,000		10,932.10	.00	9,067.90	54.7%	
602750 66400 TREATMENT PLANT RE	5,000	0	5,000		4,245.33	.00	754.67	84.9%	
602750 66410 TREATMENT PLANT RE	28,000	0	28,000		3,706.32	.00	24,293.68	13.2%	
602750 66420 TREATMENT PLANT TO	28,000	0	28,000		7,336.19	.00	20,663.81	26.2%	
602750 66450 TREATMENT PLANT CH	190,000	0	190,000		139,312.99	.00	50,687.01	73.3%	
602750 66520 TREATMENT PLANT SA	15,000	0	15,000		6,636.73	.00	8,363.27	44.2%	
<b>TOTAL TREATMENT PLANT</b>	<b>1,244,957</b>	<b>0</b>	<b>1,244,957</b>		<b>818,836.18</b>	<b>.00</b>	<b>426,120.82</b>	<b>65.8%</b>	
<b>602760 SEWER GENERAL OPERATING</b>									
602760 64011 TOWN MANAGER SALAR	38,412	0	38,412		32,713.92	.00	5,698.08	85.2%	
602760 64012 SUPERINTENDENT SAL	113,718	0	113,718		84,205.43	.00	29,512.57	74.0%	
602760 64013 OFFICE CLERK SALAR	2,500	0	2,500		144.89	.00	2,355.11	5.8%	
602760 64050 MAINE STATE RETIRE	11,599	0	11,599		8,603.82	.00	2,995.18	74.2%	
602760 64051 ICMA EMPLOYER SHAR	2,305	0	2,305		1,904.81	.00	400.19	82.6%	
602760 64060 FICA EMPLOYER SHAR	11,638	0	11,638		8,243.17	.00	3,394.83	70.8%	
602760 64070 WORKERS COMPENSATI	12,645	0	12,645		7,052.68	.00	5,592.32	55.8%	
602760 64090 MAJOR MEDICAL INSU	163,458	0	163,458		95,142.81	.00	68,315.19	58.2%	
602760 64091 DENTAL INSURANCE	1,500	0	1,500		2,047.70	.00	-547.70	136.5%*	
602760 64092 DISABILTY INSURAN	4,750	0	4,750		.00	.00	4,750.00	.0%	
602760 65101 MMA RISK POOL	34,604	0	34,604		16,765.05	.00	17,838.95	48.4%	
602760 65350 INDIRECT COSTS	108,835	0	108,835		81,626.25	.00	27,208.75	75.0%	
602760 65430 AUDIT SERVICES	3,900	0	3,900		2,300.00	.00	1,600.00	59.0%	
602760 66035 ABSTRACTS & LIENS	500	0	500		.00	.00	500.00	.0%	
602760 68060 SEWER BOND INTERES	119,918	0	119,918		119,917.98	.00	.02	100.0%	
602760 68062 SEWER BOND PRINCIP	572,019	0	572,019		572,019.34	.00	-.34	100.0%*	
<b>TOTAL SEWER GENERAL OPERATING</b>	<b>1,202,301</b>	<b>0</b>	<b>1,202,301</b>		<b>1,032,687.85</b>	<b>.00</b>	<b>169,613.15</b>	<b>85.9%</b>	
<b>603000 CAPITAL RESERVE SEWER</b>									
603000 67500 EXPENSE	0	0	0		-36,118.72	.00	36,118.72	100.0%	
<b>TOTAL CAPITAL RESERVE SEWER</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>-36,118.72</b>	<b>.00</b>	<b>36,118.72</b>	<b>100.0%</b>	
<b>605000 ENTRANCE FEE SEWER</b>									
605000 43600 REVENUE	0	0	0		-181,800.00	.00	181,800.00	100.0%	

# TOWN OF KITTERY - LIVE



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 09									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
6000 SEWER FUND	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
605000 67500 EXPENSE	0	0	0	25,640.00		.00	-25,640.00	100.0%*	
TOTAL ENTRANCE FEE SEWER	0	0	0	-156,160.00		.00	156,160.00	100.0%	
<b>606000 IMPACT FEE SEWER</b>									
606000 43600 REVENUE	0	0	0	-584,240.00		.00	584,240.00	100.0%	
606000 67500 EXPENSE	0	0	0	83,667.38		.00	-83,667.38	100.0%*	
TOTAL IMPACT FEE SEWER	0	0	0	-500,572.62		.00	500,572.62	100.0%	
TOTAL SEWER FUND	126,894	0	126,894	-424,712.69		.00	551,606.69	-334.7%	
TOTAL REVENUES	-2,690,500	0	-2,690,500	-2,575,066.97		.00	-115,433.03		
TOTAL EXPENSES	2,817,394	0	2,817,394	2,150,354.28		.00	667,039.72		

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	126,894	0	126,894	-424,712.69	.00	551,606.69	-334.7%

\*\* END OF REPORT - Generated by Kendra Amara \*\*

Town of Kittery      FISCAL YEAR 2024  
Fund Balances - Capital Projects and Special Revenues  
Through:              April 10, 2024

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2023	CIP Appropriation 7/1/2024	Transfers FY24	YTD Expense	YTD Revenue	Ending Fund Balance
<b>Special Revenues (Grants, Designated Accounts, etc)</b>								
SR	2005	Senior Tax Credit Program	4,000.00		200,000.00			204,000.00
SR	2006	FEMA Reimbursement	37,277.60			(38,145.28)	27,239.98	26,372.30
SR	2012	Fire Hazmat Spill Recovery Fees	7,155.80					7,155.80
SR	2014	Police Grants	(6,279.71)			(14,217.45)	11,575.90	(8,921.26)
SR	2022	Compensated Absences	256,119.93			(167,276.12)		88,843.81
SR	2028	Ballot Machines	6,078.00					6,078.00
SR	2038	Kittery Block Party	31,257.80			(32,770.00)	17,750.00	16,237.80
SR	2055	ASA Applicant Code NEW	(23,540.30)			(34,518.83)	68,197.50	10,138.37
SR	2056	Concerts in the Park	(2,548.09)			(2,760.00)	5,100.00	(208.09)
SR	2059	Conservation Comm	567.90					567.90
SR	2060	Wetlands Mitigation	16,703.00					16,703.00
SR	2063	Kittery Community Center (KCC) Donations	8,342.92			(25,559.62)	25,004.00	7,787.30
SR	2066	Police Forfeiture	79.52					79.52
SR	2068	Fort Foster Bench Donations	10,985.80					10,985.80
SR	2071	D.A.R.E	216.03					216.03
SR	2074-67503	TIF District #3	95,476.70		180,076.00	(67,271.45)		208,281.25
SR	2081	Channel 22 (PEG) Capital Funding	216,795.26		(35,000.00)	(20,927.90)	70,020.97	230,888.33
SR	2082	KCC Playgrounds	64,718.36					64,718.36
SR	2083	One-time Grants	39,187.67					39,187.67
SR	2086	Spruce Creek Grants	(16,271.58)			(27,421.64)	9,688.91	(34,004.31)
SR	2094	LWCF Grant - Emery Field Phase 2	(313,587.97)		275,000.00	(208,021.85)		(246,609.82)
SR	2301	Billable Police Details	44,095.29			(21,489.69)	18,620.00	41,225.60
SR	2303	Grant Supported Police Details	(9,332.74)			(1,035.29)	3,171.54	(7,196.49)
SR	2904	Legion Pond Invasive	14,609.00			(18,072.00)		(3,463.00)
SR	4001-67500/43600	State Aid to Roads General	1,305,002.08			(62,877.50)	184,636.00	1,426,760.58
SR	4001-67502/43602	Whipple Road Improvements	(927,221.98)			(58,086.38)	396,935.98	(588,372.38)
SR	4001-67503/43603	Memorial Circle Improvements						-
SR	4001-67508/43608	Walker/Wentworth	300,305.40			(229,506.64)	34,550.00	105,348.76
SR	4124	Tax Acquired Properties						-
SR	4126	KCC Visual Arts Com	4,611.90			(874.05)	1,161.00	4,898.85
SR	4127	Reserve for Abatement Litigation	264,712.00			(3,915.00)	(255,147.00)	5,650.00
SR	4128	Climate Action Plan	65,000.00					65,000.00
SR	4030	Public Safety Impact Fees	234,605.32			(132,111.37)	113,924.50	216,418.45
SR	5023	Library Donations	9,427.18			(15,438.52)	67,597.34	61,586.00
SR	5500	MMA Grants	285.26			(3,086.34)	3,000.00	198.92
SR	5501	Mass Transit Reserve Fund	17,500.00			(37,025.00)		(19,525.00)
SR	5502	Keep Maine Healthy Grant	866.89					866.89

Town of Kittery FISCAL YEAR 2024  
Fund Balances - Capital Projects and Special Revenues  
Through: April 10, 2024

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2023	CIP Appropriation 7/1/2024	Transfers FY24	YTD Expense	YTD Revenue	Ending Fund Balance
SR	5504	ARPA	441,103.49			(441,103.49)		-
SR	5505	PREPA Grant	2,050.62					2,050.62
SR	5506	Affordable Housing	100,000.00		50,000.00			150,000.00
SR	5507	PFAS Support	(173,709.55)		341,103.49	(905,524.92)	24,701.08	(713,429.90)
SR	5508	375th Celebration	4,757.32			(12,839.70)	224.55	(7,857.83)
SR	5024	COVID-19 Vaccine Clinics	13,644.91					13,644.91
SR	5509	Real Estate Transactions	898,925.81					898,925.81
SR	5511	Bike/Ped Master Plan	97,705.88			(2,162.93)		95,542.95
SR	5513	Gorges Road Fire Station	480,463.23			(1,122,411.15)		(641,947.92)
SR	5514	Fiscal Agent Fund	6,000.00			(5,231.60)	1,000.00	1,768.40
<b>Total Special Revenue</b>			<b>3,141,678.72</b>	<b>-</b>	<b>1,011,179.49</b>	<b>(3,706,450.11)</b>	<b>827,952.25</b>	<b>2,396,771.50</b>

CIP Programs

CP	2057	Open space	25,000.00					25,000.00
CP	2903	Invasives Fort Foster	22,581.00		97,000.00	(19,180.00)		100,401.00
CP	4002	Right of Way Reserve	144,605.53	600,000.00		(791,025.87)	350,965.00	304,544.66
CP	4011	KCC Vehicle Reserve	23,049.66					23,049.66
CP	4012	Public Works Vehicles/Equipment	(11,901.82)	450,000.00		(271,192.08)	18,410.00	185,316.10
CP	4013	Fire Apparatus Reserve	-	50,000.00				50,000.00
CP	4017	MS4 Compliance	40,190.78	40,000.00		(39,027.82)	(1,023.00)	40,139.96
CP	4018	Harbormaster Boat Reserve	18,324.68	40,000.00		(42,367.01)	4,000.00	19,957.67
CP	4019	KCC Equipment Reserve	64,078.95	40,000.00		(19,560.84)		84,518.11
CP	4020	Municipal Technology Reserve	120,915.58	70,000.00		(86,021.87)		104,893.71
CP	4022	Police Vehicle/Equipment	110,099.77	155,000.00		(231,160.96)	37,086.00	71,024.81
CP	4026	Records Preservation	15,510.13	15,000.00				30,510.13
CP	4027	Municipal Facility Reserve	352,550.70	75,000.00		(75,100.73)		352,449.97
CP	4043	Parks Building & Grounds	26,806.61	20,000.00		(18,024.00)		28,782.61
CP	4051	KCC Facility Reserve	49,106.98	25,000.00				74,106.98
CP	4055	Harbormaster Equipment Reserve	(1,304.47)	15,000.00		(1,212.16)		12,483.37
CP	4056	Fire Dept Equipment Reserve	241,529.14	60,400.00		(224,726.00)		77,203.14
CP	4100	Fire Dept Facility Reserve	37,318.84	25,000.00				62,318.84
CP	4116	Harbormaster Facility Reserve	6,362.98	10,000.00				16,362.98
CP	4060	Rice Rehab/Expansion	119,268.07			(118,086.24)	199,444.69	200,626.52
CP	4123	LED Conversion	49,686.58	-	100,000.00	(156,663.50)		(6,976.92)
CP	4129	Police Equipment Reserve	2,000.00	15,000.00		(16,774.85)		225.15
CP	5512	Roadside Landscaping	36,138.80			(906.18)		35,232.62
CP	5510	Memorial Field Assessment	7,366.00			(7,206.00)		160.00
CP	2904	Legion Pond Restoration	14,609.00			(18,072.00)		(3,463.00)



Town of Kittery      FISCAL YEAR 2024  
Fund Balances - Capital Projects and Special Revenues  
Through:              April 10, 2024

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2023	CIP Appropriation 7/1/2024	Transfers FY24	YTD Expense	YTD Revenue	Ending Fund Balance
CP	2903	Fort Foster Invasive Plant Management Plan	22,581.00	97,000.00		(19,180.00)		100,401.00
<b>Total Capital Projects</b>			<b>1,536,474.49</b>	<b>1,802,400.00</b>	<b>197,000.00</b>	<b>(2,155,488.11)</b>	<b>608,882.69</b>	<b>1,989,269.07</b>
<b>TOTAL GENERAL OPERATIONS</b>			<b>4,678,153.21</b>	<b>1,802,400.00</b>	<b>1,208,179.49</b>	<b>(5,861,938.22)</b>	<b>1,436,834.94</b>	<b>4,386,040.57</b>
<b>Permanent Funds (Scholarship Funds/Trust Funds)</b>				-				
PF	5001	Connie Samuels Beautification Fund	58,600.93					58,600.93
PF	5002	Public Health	26,378.88					26,378.88
PF	5003	York Hospital Scholarship	31,951.40			(22,081.25)		9,870.15
PF	5005	Lester Raynes Fund	8,462.26					8,462.26
PF	5007	Thresher Memorial Fund	3,930.28			(3,678.04)	7,336.00	7,588.24
PF	5008	Mary Safford Wildes Trust	603,626.01					603,626.01
PF	5009	George Smart Santa Fund	6,744.01					6,744.01
PF	5010	Kittery Education Scholarship Fund-Recycling	25,679.68			(17,500.00)	13,680.90	21,860.58
<b>Total Permanent Funds</b>			<b>765,373.45</b>	<b>-</b>	<b>-</b>	<b>(17,500.00)</b>	<b>13,680.90</b>	<b>743,131.06</b>
<b>Enterprise Fund (Sewer)</b>				-				
ER	605000	Entrance Fees	703,620.70			(25,640.00)	181,800.00	859,780.70
ER	606000	Impact Fees	487,352.13			(105,352.38)	584,240.00	966,239.75
ECP	604000	Vehicle Reserve	45,722.80					45,722.80
ECP	603000	Capital Reserve	178,464.30			(36,118.72)		142,345.58
<b>Total Enterprise Funds</b>			<b>1,415,159.93</b>	<b>-</b>	<b>-</b>	<b>(167,111.10)</b>	<b>766,040.00</b>	<b>2,014,088.83</b>
<b>GRAND TOTAL ALL FUNDS</b>			<b>6,858,686.59</b>	<b>1,802,400.00</b>	<b>1,208,179.49</b>	<b>(6,029,049.32)</b>	<b>2,223,891.84</b>	<b>7,143,260.46</b>

**Kittery Town Council**  
**April 8, 2024**

1  
2  
3  
4  
5 1. Call to Order

6 Chair Spiller called the meeting to order.

7 2. Land Acknowledgement & Introductory

8 3. Pledge of Allegiance

9 4. Roll Call

10 Councilors present- Councilor Bragg, Councilor Clarke, Councilor Stevens, Vice  
11 Chair McGuire and Chair Spiller

12 Councilors not present- Councilor Mason and Councilor Hamm (Military leave)

13 5. Agenda Amendment and Adoption

14 Chair Spiller moves to add a new item under New Business 13. c. The Kittery Town  
15 Council moves to appoint Rosemary Charlesworth to a three-year term on the  
16 Conservation Commission to expire December 31, 2027.

17 Chair Spiller casts one vote in favor of adoption as amended.

18 6. Town Manager's Report

19 Town Manager thanked the Fire Department, Dispatch, Police Department, DPW,  
20 the KCC and the CMP crews who worked so hard during this last storm.

21 Town Manager reported on the Business Park Zone Review Workshop,  
22 Walker/Wentworth Sidewalk Project, The Hazel Sinclair (Harbormaster Boat  
23 Naming), Books and Big Ideas Climate Resiliency, June 11 Election - School Budget  
24 Validation Referendum and Warrant Articles and Volunteer Opportunity – Be a  
25 Mentor.

26 Upcoming Dates:

27 Paved Paradise with Author Henry Grabar – April 11

28 Town Offices Closed for Patriots Day – April 15

29 Educational Scholarship Application Deadline – April 19

30 Business Park Zone Workshop – April 24

31 Harbormaster Boat Naming Ceremony – April 25  
32 “Before and After: From Prevention to Renewal” Sexual Assault Awareness -  
33 April 25  
34 Be an Upstander: Bystander Intervention Training (RESCHEDULED) – May 1  
35 June 11 Election - Absentee Ballot Applications Available  
36 KEEP Property Tax Payment Plan Application Deadline – June 1  
37 Senior Municipal Property Tax Credit (Senior Circuit Breaker) Application  
38 Deadline – July 1

39  
40 Chair Spiller stated that Council shares Town Managers thanks and appreciation of  
41 the staff’s dedicated efforts throughout the storm.

42  
43 Councilor Clark asked if construction would be starting on 3 Walker Ave at the  
44 same time as the sidewalk project.  
45 Town Manager responded.

46  
47 Councilor Clarke asked if there was an opening date for Fort Foster to be able to  
48 walk on the trails during the day.

49  
50 Chair Spiller stated that the work being done at Fort Foster is amazing and really  
51 nicely done so far.

52  
53 Councilor Stevens wanted to highlight all the ways members of the public can get  
54 involved in the process of the Business Park Zone Workshop. She wants the public  
55 to know that now is the time for their opinions to be heard, do not wait until after  
56 all the work has been done.

57  
58 Councilor Stevens also stated that she hopes the sidewalk is going from the upper  
59 parking lot to get into the lower parking lot because it is not currently handicap  
60 accessible.  
61 Town Manager responded.

62  
63 7. Acceptance of Previous Minutes

- 64
- 65 • February 12, 2024 – Regular Meeting
  - 66 • February 12, 2024 - Executive Session
  - 67 • February 26, 2024 – Regular Meeting
  - 68 • February 26, 2024 - Executive Session
  - 69 • March 11, 2024 – Regular Meeting

70 All were in favor of accepting as presented.  
71

72 8. Interviews for the Board of Appeals and Planning Board

73 9. All items involving the town attorney, town engineers, town employees or

74 other town consultants or requested offices.

75 10. PUBLIC HEARINGS

76 a.(040124-01) The Kittery Town Council moves to hold a public hearing and  
77 vote on the June warrant articles.

78 Chair Spiller gave a brief overview of the articles.

79 Town Manger clarified that the first 8 articles are for just in case situations.

80 Move to recommend the articles 1-9 by Chair Spiller, seconded by Vice Chair  
81 McGuire.

82 Motion passes 5-0-0

83 b.(040124-02) The Kittery Town Council moves to hold a public hearing on  
84 Electric Vehicle Leases.

85 Move in accordance with Title 30A MRS § 3001 in Town Charter 16 § 2.14 and 6.11  
86 paragraph 3 to ordain approval for the Town Manager to execute lease agreements  
87 for two electric vehicles. By Councilor Stevens, seconded by Councilor Clarke.

88 Vice Chair McGuire stated that he appreciates the conversations that have taken  
89 place on this subject and that the Town Manager has done her due diligence to  
90 find the best option for the Town.

91 Motion passes 5-0-0

92 c.(040124-03) The Kittery Town Council moves to hold a public hearing on a  
93 new Liquor License application, Definitive Brewing Company, 318 U.S.  
94 Route 1 Kittery.

95 Move to approve pending Code Enforcements approval by Vice Chair McGuire,  
96 seconded by Councilor Bragg.

97 Motion passes 5-0-0

98 11. DISCUSSION

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

102 12. UNFINISHED BUSINESS - None

103 13. NEW BUSINESS

104 a. Donations/gifts received for Council disposition.

105 b.(040124-04) The Kittery Town Council moves to schedule a second  
106 workshop for Title 6 – Fowl for April 22, 2024.

107 Move to schedule the workshop by Councilor Stevens, seconded by Councilor  
108 Bragg.

109 Vice Chair McGuire asked if a time had been set for that.

110 Town Manager responded that it will be at 5 pm.

111

112 Motion passes 5-0-0

113 c.The Kittery Town Council moves to appoint Rosemary Charlesworth to a  
114 three-year term on the Conservation Commission to expire December 31,  
115 2027.

116 Move to accept her application for a three-year term by Councilor Bragg, seconded  
117 by Councilor Stevens.

118 Motion passes 5-0-0

119

120 14. COUNCILOR ISSUES OR COMMENTS

121 Councilor Stevens thanked the Town Manager and staff for all the e-alerts on the  
122 solar eclipse that went out. She also thanked the staff that worked in any way  
123 during the storm.

124 Councilor Clarke stated that it was a long week for anyone who had no power,  
125 which was most of Maine, and he asked the Governor to please do something  
126 about our power grid. He stated that Maine has the worst power grid in reliability in  
127 the nation for the last 4 years.

128 Councilor Bragg stated that April is the month for the military child so she asked  
129 the community to show their support and wear purple.

130 Vice Chair McGuire wanted to echo everyone's thanks for the staff and their hard

131 work with the storm. He also wanted the community to remember that this  
132 Wednesday is the anniversary of the loss of the Thresher. He went on to say that  
133 there are strong opinions around the zoning workshop and he agrees with  
134 Councilor Stevens that now is the time to do your research and give your opinions.

135 Chair Spiller stated that she has looked into some of the things that a Traip student  
136 recommended at a previous council meeting on how to get the youth more  
137 involved. She went on to say that there were youth councils in Biddeford and  
138 Portland but they ended within a year because of lack of interest from the youth.  
139 Because of these results she does not feel as though it would be very effective  
140 given the track record. She suggests students come to the meetings or to email  
141 Council. She stated that another of this young man's recommendations was to hold  
142 an all-school assembly talking about Town Government but she believes that a big  
143 group meeting like that is not the best way to communicate with anyone let alone  
144 young people. Finally, she suggested that youth get involved and volunteer for a  
145 committee in the Town and that the school department connect students that  
146 have an interest with Council.

#### 147 15. COMMITTEE AND OTHER REPORTS

##### 148 a. Communications from the Chairperson

149  
150 Chair Spiller stated that Council has an invitation from the York County Budget  
151 Committee Caucus for Wednesday April 10, 6:30 pm meeting in the York County  
152 government building in Alfred. However, she stated that is the day of a special  
153 meeting so Council would not be able to attend.

##### 154 155 b. Committee Reports

#### 156 16. EXECUTIVE SESSION

#### 157 17. ADJOURNMENT

158  
159 Motion to adjourn by Councilor Bragg, seconded by Councilor Clark.  
160 All were in favor of adjournment.

161  
162  
163 Submitted by Jennifer Wheeler

164  
165 Disclaimer: The following minutes constitute the author's understanding of the  
166 meeting. Whilst every effort has been made to ensure the accuracy of the  
167 information, the minutes are not intended as a verbatim transcript of comments at  
168 the meeting, but a refer to the video of the meeting on the Town of Kittery website.



**TOWN OF KITTRRY**  
**Office of the Town Clerk**  
**200 Rogers Road, Kittery, Maine 03904**  
**Telephone: (207) 475-1313 Fax: (207) 439-6806**

**APPLICATION FOR VICTUALERS, INNKEEPERS,**  
**AND LODGING HOUSE OPERATORS LICENSE**

Applicant's Name Rebecca Contois-Acree  
*please print*

Applicant's Address 10 Clyde St York, ME 03909  
*please print*

Applicant's mailing address if different from above: Same

Applicant's Email address (required) charabythesea2020@gmail.com

Date of Birth 6-9-76 Applicant's Telephone Number: 78-399-2027

Business Name: Chara by the Sea Community Cafe  
*please print*

Business Address: 8 Dexter Lane Kittery ME  
*please print*

Business Telephone Number: 78 399-2027

Signature of Applicant [Signature] DATE: 11-8-24

**New License Fee: \$50.00**

**Renewal License Fee: \$25**

**Approval Signature(s)**


MISCELLANEOUS PAYMENT RECPT#: 790586  
TOWN OF KITTEERY  
200 ROGERS ROAD

KITTEERY, ME 03904

DATE: 04/08/24            TIME: 13:56:19  
CLERK: 220jwheel        DEPT:  
CUSTOMER#:

PARCEL:

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

AMOUNT PAID:            50.00

PAID BY:            OHANA BY THE SEA  
PAYMENT METH: CREDIT CARD  
71363736

REFERENCE:

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



**From:** [ohanabythesea2020](mailto:ohanabythesea2020)  
**To:** [Jillian Richards](mailto:Jillian.Richards)  
**Subject:** RE: Public Hearing Letter  
**Date:** Wednesday, April 17, 2024 12:50:18 AM  
**Attachments:** [image003.png](#)

---

Hi, Jillian.

Thank you so much for giving me the opportunity to explain the excitement we have around our business

Ohana By The Sea Community Cafe.

Our hope is this cafe will provide a judgment free, supportive, kind, welcoming, and friendly place for Neurodivergent and Neurotypical families to have fun and make community connections. We will offer drip coffee, tea, and other cold beverages, prepackaged snacks and Lovebirds donuts to purchase.

We are offering a caregiver and toddler space in the am to socialize and interact using sensory and art activities. After-school hours our goal is to provide a fun and encouraging place for middle school and high schoolers to socialize and create. We hope to host sensory friendly events, as well as open mic opportunities, family events, caregiver night, a place for foster families, and a space for birthday parties. We will have a small retail space to offer sensory supports and locally made gifts. Please feel free to contact me with questions about our dream to provide a safe and fun space for all.

Kind regards,  
Rebecca

Sent via the Samsung Galaxy S22+ 5G, an AT&T 5G smartphone

----- Original message -----

**From:** Jillian Richards <[JRichards@kitteryme.org](mailto:JRichards@kitteryme.org)>  
**Date:** 4/16/24 12:42 PM (GMT-05:00)  
**To:** ohanabythesea2020 <[ohanabythesea2020@gmail.com](mailto:ohanabythesea2020@gmail.com)>  
**Subject:** Public Hearing Letter

Hello!

The Kittery Town Council will be voting on your Victualer License during Monday evenings meeting. I was just wondering if you might want to send over an email explaining the business and what you will be doing in the space. I don't usually ask businesses to do this, but due to the Ohana name being used in another business I thought it would be helpful for both businesses so the public will understand which business is doing what.

Please note, this is totally up to you if you want to do. I was just throwing the idea out there. If you would like to email me, please just send it over by 12pm on Thursday

Thanks!



## **Jillian Richards**

Town Clerk & Registrar of Voters  
**Town of Kittery**

She/her/hers

T: 207-475-1313 | E: [jrichards@kitteryme.org](mailto:jrichards@kitteryme.org)

 200 Rogers Road, Kittery, ME 03904

 [www.kitteryme.gov](http://www.kitteryme.gov)

 @KitteryTownHall

 @KitteryTownHall

 @town-of-kittery-maine



**TOWN OF KITTELY**  
Office of the Town Clerk  
200 Rogers Road, Kittery, Maine 03904  
Telephone: (207) 475-1313 Fax: (207) 439-6806

**APPLICATION FOR VICTUALERS, INNKEEPERS,  
AND LODGING HOUSE OPERATORS LICENSE**

Applicant's Name Jay Krecklow

*please print*

Applicant's Address 15 Patriots Way Rye, NH 03870

*please print*

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) jaykrecklow@gmail.com

Date of Birth 06/01/1977 Applicant's Telephone Number: 603-828-6240

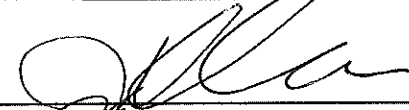
Business Name: Ohana Market

*please print*

Business Address: 7 Shapleigh Rd. (former Toast sandwich shop)

*please print*

Business Telephone Number: 603-319-8234

Signature of Applicant  DATE: 4/3/24

**New License Fee: \$50.00**

**Renewal License Fee: \$25**

**Approval Signature(s)**


MISCELLANEOUS PAYMENT RECPT#: 790704  
TOWN OF KITTEERY  
200 ROGERS ROAD

KITTEERY, ME 03904

DATE: 04/09/24                    TIME: 15:14:39  
CLERK: 2201yow                    DEPT:  
CUSTOMER#:

PARCEL:

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

AMOUNT PAID:                    50.00

PAID BY:                    OHANA MARKET  
PAYMENT METH: CHECK  
11092

REFERENCE:

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

## Ohana Market

Hello council,

Since I'm unable to attend tonight's meeting, I wanted to include a brief description of what we'd like to do in the vacant spot on 7 Shapleigh Rd. My wife Stacy & I currently own Ohana Kitchen in Portsmouth & Exeter, NH. While the Kittery location is too small to open a full-fledged Ohana Kitchen, we think it would be perfect for a new concept we've come up with - Ohana Market!

Keeping with the trusted Ohana Kitchen brand, we'd offer similar style food in a grab and go format. Poke bowls (tuna, salmon, chicken, tofu etc), sushi burritos and some unique ready to eat items too! We hope to fill the need for a quick healthy lunch and/or dinner option. We'd love to help nourish the Kittery community, shipyard and surrounding area.

Please direct any questions to me at [jaykrecklow@gmail.com](mailto:jaykrecklow@gmail.com) or my cell at 603-828-6240

Best regards,  
Jay Krecklow



# TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904  
Telephone: (207) 475-1329 | Fax: (207) 439-6806  
[towncomments@kitteryme.org](mailto:towncomments@kitteryme.org) | [www.kitteryme.gov](http://www.kitteryme.gov)

---

## REPORT TO TOWN COUNCIL

---

Meeting Date: April 22, 2024  
From: Kendra Amaral, Town Manager  
CC: Dutch Dunkelberger, Planning Board Chair  
Subject: Title 16 – Housekeeping Amendments  
Councilor Sponsor: Chairperson Judy Spiller

---

### OVERVIEW

The Planning and Development team have been assembling a collection of “housekeeping” amendments to Title 16 to address minor typos, inconsistencies, cross-references that no longer align, and unintended deletions during the recodification process. They have also developed a number of amendments in the code to improve both the staff and the Planning Board’s thorough review of applications and streamline/clarify the code for applicants.

The draft amendments were reviewed by the Kittery Land Issues Committee over the course of two meetings (January 29, 2024 & March 4, 2024) and were recommended to move forward to the Planning Board.

The Planning Board reviewed the proposed amendments at their March 28, 2024 meeting and held a public hearing on April 11, 2024 on the package. They voted to recommend the amendments 6 in favor and one opposed. The one opposition was due to the amendments not going far enough in simplifying the code, specifically that they do not include the reduction in the number of different types of zones.

The proposed amendments include requested revisions from members of the Planning Board, as discussed at their April 11, 2024 meeting.

### PROPOSED AMENDMENTS

The amendments proposed do the following:

- Streamline regulations on legally non-conforming properties by introducing a new section in the code to replace the scattered notes throughout the other sections of Title 16.
- Correct unintended deletion of multi-family dwellings from certain zones that occurred as a result of the LD2003 amendments.
- Clarify which residential density formula applies to projects based on utility service availability in certain zones.
- Replace outlying “land area” references with “lot area” in accordance with

LD2003 amendment.

- Clarify the purpose and applicability of net residential acreage for calculating development density.
- Incorporate evaluation of stormwater conditions and points of regulatory compliance in the Sketch Plan Review process (presently this does not occur until Preliminary Plan Review).
- Increase the time limit allowed between preliminary site plan submission and the Planning Board review to accommodate more thorough staff review/peer review, and report preparation time, and to help staff meet deadlines for Planning Board packet preparation and posting.
- Clarify drainage and stormwater data required for the preliminary site plan submission.
- Revise requirement for other department review letters to reflect current practices of the technical review process.
- Replace parking standards that were mistakenly deleted in the re-codification.
- Replace performance guarantee requirements for site plan projects that were mistakenly deleted in the re-codification.
- Revise terminology to maintain internal consistency throughout.
- Revise terminology to reflect contemporary gender usage.
- Clarify calculation of open space required for conservation subdivisions.

### **PROPOSED SOLUTION/RECOMMENDATION**

Adopt the amendments as proposed.

### **ATTACHMENTS**

- Draft Title 16 – Housekeeping Amendments
- Draft Title 16 – Housekeeping Amendments
- Link: [March 28, 2024 Planning Board Meeting Video](#)
- Link: [April 11, 2024 Planning Board Meeting Video](#)

**TITLE 16  
HOUSEKEEPING AMENDMENTS**

**1. Amend § 16.1.8 – C. Nonconformance as follows:**

1 (6) Nonconforming lots.

2 **(a)** Nonconforming lots of record.

3 **[1]** Nonconforming lots. In any district, notwithstanding limitations  
4 imposed by other sections of this title, single noncontiguous lots legally  
5 created when recorded may be built upon consistent with the uses in  
6 the particular zone. These provisions apply even though such lots fail to  
7 meet the minimum requirements for area or width, or both, which are  
8 applicable in the zone, provided that yard dimensions and other  
9 requirements, not involving area or width, or both, of the lot conform to  
10 the regulation for the zone in which such lot is located. Relaxation of  
11 yard and other requirements not involving area or width may be  
12 obtained only through miscellaneous variation request to the Board of  
13 Appeals.

14 [\[2\] Residential zones exception: in Residential zoning districts and](#)  
15 [outside of Shoreland overlay zones, lots that do not conform with the](#)  
16 [applicable minimum lot area or minimum net residential acreage](#)  
17 [required to construct a single-family dwelling are exempt from those](#)  
18 [standards and may construct a single-family dwelling, provided the lot](#)  
19 [was conforming prior to October 25, 2012.](#)

20 **2. Amend 16.3 Definitions as follows:**

21 §16.3.1 Purpose.

22 Except where specifically defined in this chapter, all words used in this  
23 title carry their customary dictionary meanings. Words used in the  
24 present tense include the future, and the plural includes the singular;  
25 the word "lot" includes the word "plot"; the word "building" includes the  
26 word "structure"; the words "shall" or "must" are always mandatory;  
27 "occupied" or "used" are considered as though followed by the words  
28 "or intended, arranged or designed to be used or occupied"; and  
29 gender-specific words (e.g., she, he, his, hers) include the ~~opposite sex~~  
30 equivalent [of all sexes and genders.](#)

31 §16.3.2 Definitions

32 **DWELLING, COTTAGE CLUSTER**



33 A [group of](#) dwelling units that shares a common lot as well as common  
34 open space and may share a parking area and/or accessory structures.  
35

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

37 D. Standards

38 (2) Dimensional standards:

39 **(a)** Minimum net residential acreage per dwelling unit: 40,000  
40 square feet. ~~(Note: As per Chapter 16.3 definition of "minimum~~  
41 ~~land area per dwelling unit," except to exempt properties which~~  
42 ~~are unable to meet the square feet required for a single family~~  
43 ~~dwelling unit, provided the lot was conforming prior to October~~  
44 ~~25, 2012).~~

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

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

- 47 (1) Accessory dwelling unit.
- 48 (2) Conservation Subdivision.
- 49 (3) Dwelling, multifamily [\(not more than four units per building\)](#)
- 50 (4) Dwelling, single-family.
- 51 [\(5\) Dwelling, multifamily 2-4 Limited](#)

52 D. Standards. The following standards must be met unless modified per  
53 §16.8.10, Conservation Subdivision:

- 54 (1) Design and performance standards. The design and performance  
55 standards of Chapters 16.5, 16.7 and 16.8 must be met. The Design  
56 Handbook provides examples of appropriate design for  
57 nonresidential and multiunit residential projects.

58 (2) Dimensional standards.

59 ~~(a) Minimum land **Lot** area per dwelling unit (note: as per Chapter~~  
60 ~~16.3 definition of "minimum land area per dwelling unit," except~~  
61 ~~to exempt properties which are unable to meet the square feet~~  
62 ~~required for a single family dwelling unit, provided the lot was~~  
63 ~~conforming prior to October 25, 2012):~~

64 ~~[1] Without public sewage disposal: 40,000 square feet.~~

65 ~~[2] With public sewage disposal: 30,000 square feet unless~~  
66 ~~reduced in accordance with Note A.~~

67 ~~[3] When more than 50% of the dwelling units proposed will be affordable as~~  
68 ~~defined by this Code and have public sewer: 12,000 square feet~~

69 (a) Unit density:

70 [\[1\] For developments served by public water and sewer facilities:](#)

71 [Minimum lot area per dwelling unit: 30,000 square feet](#)  
72 [unless reduced in accordance with Note A](#)

73 [\[2\] For developments served by public water and sewer facilities](#)  
74 [when more than 50% of the dwelling units proposed will be](#)  
75 [affordable as defined by this code: Minimum lot area: 12,000](#)  
76 [square feet](#)

77 [\[3\] For developments that are not served by public water and](#)  
78 [sewer facilities: Minimum net residential acreage per](#)  
79 [dwelling unit: 40,000 square feet](#)

80 [\[4\] For developments that are not served by public water and](#)  
81 [sewer facilities when more than 50% of the dwelling units](#)  
82 [proposed will be affordable as defined by this code: Minimum](#)  
83 [net residential acreage per dwelling unit: 16,000 square feet.](#)  
84 [On-site septic facilities must be designed and installed in](#)  
85 [accordance with Maine DEP requirements.](#)

86 **5. Amend § 16.4.12 Residential — Kittery Point Village (R-KPV) zoning as**  
87 **follows:**

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

- 89 (1) Accessory dwelling units.  
90 (2) Conservation subdivision.  
91 (3) Dwelling, multifamily [\(not more than four units per building\)](#).  
92 (4) Dwelling, single-family.  
93 [\(5\) Dwelling, multifamily 2-4 Limited](#)

94 D. Standards. The following standards must be met unless modified per  
95 § **16.8.10**, Conservation subdivision.

- 96 (1) Design and performance standards in Chapters **16.5**, **16.7** and **16.8**.  
97 The Design Handbook provides examples of appropriate design for  
98 nonresidential and multiunit residential projects.  
99 (2) Dimensional standards.  
100 (a) Minimum net residential acreage per dwelling unit: 40,000  
101 square feet: ~~(Note: As per Chapter 16.3 definition of "minimum~~  
102 ~~land area per dwelling unit,"~~ except to exempt properties which  
103 are unable to meet the square feet required for a single-family  
104 dwelling unit, provided the lot was conforming prior to October  
105 25, 2012). [See Chapters 16.1.8.C for nonconformance.](#)  
106 (b) Minimum lot size: 40,000 square feet.  
107 (c) Minimum street frontage: 150 feet unless reduced in  
108 accordance with Note A.  
109 (d) Minimum front yard: 40 feet.

- 110 (e) Maximum building coverage: 20%.
- 111 (f) Minimum rear and side yards: 15 feet. (Note: Buildings higher
- 112 than 40 actual feet must have side and rear yards not less than
- 113 50% of the building height.)
- 114 (g) Maximum building height: 35 feet. (Note: Minimum distance
- 115 between principal buildings on the same lot is the height
- 116 equivalent to the taller building.)
- 117 (h) Minimum water body setback for functionally water-
- 118 dependent uses: zero feet.
- 119 (i) Minimum setback from streams, water bodies and wetlands: in
- 120 accordance with Table 16.5.30, § **16.4.28** and Appendix A, Fee
- 121 Schedules. Subdivision types and standards.

~~(3) Subject to net residential acreage and net residential density per~~  
 Chapter **16.3**. Subdivisions in KPV zone:

- 124 (a) In a conservation subdivision, the above standards may be
- 125 modified in accordance with special provisions of Chapter 16.10,
- 126 including that there is no minimum lot size, and with the
- 127 conditions that:
- 128 [1] Minimum principal building separation as required by the
- 129 Fire Chief, but not less than 15 feet.
- 130 (b) Subdivision development (per special exception uses, § 16.4.12C).
- 131 In a subdivision development, standards in § 16.4.12D(1) and (2)
- 132 apply and include:
- 133 [1] Minimum percentage of common open space: 15%

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

- 135 D. Standards. The following standards must be met unless modified per
- 136 §**16.8.10** Conservation Subdivision:
- 137 (1) The design and performance standards in Chapters **16.5**, **16.7** and
- 138 **16.8**.
- 139 (2) Dimensional standards:
- 140 (a) ~~Minimum land lot area per dwelling unit: 20,000 square feet.~~
- 141 ~~(Note: As per Chapter **16.3** definition of "minimum land area~~
- 142 ~~per dwelling unit," except to exempt properties which are~~
- 143 ~~unable to meet the square feet required for a single family~~
- 144 ~~dwelling unit, provided the lot was conforming prior to~~
- 145 ~~October 25, 2012.)~~
- 146 Unit density:
- 147 [1] For developments served by public water and sewer
- 148 facilities: Minimum lot area per dwelling unit: 20,000 square
- 149 feet unless reduced

150 [2] For developments served by public water and sewer  
151 facilities when more than 50% of the dwelling units  
152 proposed will be affordable as defined by this code:  
153 Minimum lot area: 8,000 square feet

154 [3] For developments that are not served by public water and  
155 sewer facilities: Minimum net residential acreage per  
156 dwelling unit: 20,000 square feet

157 [4] For developments that are not served by public water and  
158 sewer facilities when more than 50% of the dwelling units  
159 proposed will be affordable as defined by this code:  
160 Minimum net residential acreage per dwelling unit: 20,000  
161 square feet

162 ~~(b) When more than 50% of the dwelling units proposed will be~~  
163 ~~affordable as defined by this code and have public sewer: 8,000~~  
164 ~~square feet~~

165 (b) Minimum lot size: 20,000 square feet.

166 (c) Minimum street frontage: 100 feet.

167 (d) Minimum front yard, all buildings: 30 feet.

168 (e) Minimum rear and side yards, all buildings: 15 feet.

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

171 (f) Maximum building height: 35 feet.

172 (Note: Minimum distance between principal buildings on the  
173 same lot is the height equivalent to the taller building.)

174 (g) Maximum building coverage: 20%.

175 (h) Minimum water body setback for functionally water-  
176 dependent uses: zero feet.

177 (i) Minimum setback from streams, water bodies and wetlands:  
178 in accordance with Table 16.5.30 § **16.4.28** and Appendix A,  
179 Fee Schedules.

180 (3) Subdivision types and standards.

181 (a) Conservation Subdivision. In a subdivision, the above  
182 standards may be modified in accordance with special  
183 provisions of §**16.8.10**, including that there is no minimum lot  
184 size, and with the conditions that:

185 [1] Minimum principal building separation as required by  
186 the Fire Chief, but not less than 15 feet.

187 (b) Subdivision development (special exception uses, §**16.4.13C**).  
188 In a subdivision development, standards in §**16.4.13D(1)** and  
189 **(2)** apply and include:

190 [1] Minimum percentage of common open space: 15%.

191 (4) Age-restricted housing. In the case of age-restricted housing, the  
192 above standards may be modified in accordance with the special  
193 provisions of §16.5.15 and with the condition that:

194 (a) ~~Municipal~~ Public sewerage and water must be provided.

195 (b) A minimum ~~land~~ lot area of three acres must be provided.

196 (c) The maximum ~~net~~ density may not exceed four dwelling  
197 units per ~~net residential acre~~ lot area. In no event may the  
198 Planning Board authorize a departure which increases the  
199 total number of dwelling units greater than that specified  
200 under the applicable zoning ordinance.

201 (d) A single-bedroom unit may not be less than 550 square feet  
202 and a two-bedroom unit not less than 650 square feet.

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

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

209 (1) The following space standards apply:

210 (a) Minimum net residential acreage per dwelling unit: 4,000  
211 square feet. ~~(Note: As per Chapter 16.3 definition of "minimum  
212 land area per dwelling unit," except to exempt properties  
213 which are unable to meet the square feet required for a single-  
214 family dwelling unit, provided the lot was conforming prior to  
215 October 25, 2012.)~~

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

218 D. Standards. The following standards must be met unless modified per  
219 §16.8.10, Conservation Subdivision:

220 (1) The design and performance standards of Chapters **16.5**, **16.7** and  
221 **16.8** must be met.

222 (2) The following dimensional standards apply:

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

229 **8. Amend §16.4.17 Business — Local (B-L) zoning as follows:**  
230

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

235 (1) ~~The following space and dimensional standards apply:~~

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

237 ~~1] If served by on-site sewage disposal: minimum net residential  
238 acreage per dwelling unit: 20,000 square feet;~~

239 ~~2] (2) If served by the public sewerage system and:~~

240 [a] When no frontage on State Road or Route 1 Bypass exists:

241 minimum lot area per dwelling unit: 3,000 square feet;

242 [b] When less than five dwelling units are proposed at minimum,  
243 one nonresidential use must be located on the first floor facing  
244 State Road or Route 1 Bypass such that the use will be visible  
245 from the street: minimum lot area per dwelling unit: 3,000 square  
246 feet. Such a nonresidential use or uses need not occupy the  
247 entire first floor but must be an independent nonresidential use,  
248 e.g., not a home office marketed with a dwelling unit as a  
249 work/live unit;

250 [c] When five or more dwelling units are proposed at minimum, one  
251 nonresidential use must be located on the first floor facing State  
252 Road or Route 1 Bypass such that the use will be visible from the  
253 street: minimum lot area per dwelling unit: 2,500 square feet.

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

257 [d] 25% or more of the dwelling units will be affordable housing  
258 units as defined by this code: minimum lot area per dwelling unit:  
259 1,000 square feet.

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

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

262 D. Standards. All development and the use of land in the B-L1 Zone must  
263 meet the following standards. Kittery's Design Handbook illustrates  
264 how these standards can be met. In addition, the design and  
265 performance standards of Chapter **16.5** must be met.

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

267 (a) Minimum lot area per dwelling unit:

268 [1] When no frontage on State Road or Shapleigh Road: 2,500  
269 square feet.

- 270 [2] When less than five dwelling units are proposed with, at  
 271 minimum, one nonresidential use must be located on the  
 272 first floor facing State Road or Shapleigh Road such that  
 273 the use will be visible from the street: 2,500 square feet.  
 274 Such a nonresidential use or uses need not occupy the  
 275 entire first floor but must be an independent nonresidential  
 276 use, e.g., not a home office marketed with a dwelling unit as  
 277 a work/live unit.
- 278 [3] When five or more dwelling units are proposed with, at  
 279 minimum, one nonresidential use must be located on the  
 280 first floor facing State Road or Shapleigh Road such that  
 281 the use will be visible from the street: 2,000 square feet.  
 282 Such a nonresidential use or uses need not occupy the  
 283 entire first floor but must be an independent nonresidential  
 284 use, e.g., not a home office marketed with a dwelling unit as  
 285 a work/live unit.
- 286 [4] When 25% or more of the dwelling units will be affordable  
 287 housing units as defined by this code, the minimum ~~land~~  
 288 [lot](#) area per dwelling unit is 1,500 square feet.
- 289 [5] When 50% or more of the dwelling units will be affordable  
 290 housing units as defined by this code, the minimum ~~land~~  
 291 [lot](#) area per dwelling unit is 1,000 square feet.

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

293 E.Standards.

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

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

300 (a) Minimum lot size or density:

**C-1 Zone**

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

**C-1 Zone**

All other uses 40,000 square feet

NOTES:

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

301 **12. Amend §16.4.21 Commercial 3, Bypass/ Old Post Road Commercial Zone**  
302 **(C-3) as follows:**

303 E. Standards.

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

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

310 (a) Minimum lot size or density:

**C-1 and C-3 Zone**

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

All other uses 40,000 square feet

NOTES:

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

311 **13. Amend §16.4.23 Mixed Use Zone (MU) as follows:**

312 D. Standards.



- 313 (1) All development and the use of land in the MU Zone must meet the  
 314 following standards. Kittery's Design Handbook illustrates how  
 315 these standards can be met. In addition, the design and  
 316 performance standards of Chapters **16.5**, **16.7** and **16.8** must be met.
- 317 (2) Minimum dimensional standards. The following apply:
- 318 (a) Minimum lot size:
- 319 [1] Lots with frontage on Route 1: 200,000 square feet.  
 320 [2] Lots without frontage on Route 1: 80,000 square feet.
- 321 (b) Minimum street frontage on road with access along U.S. Route  
 322 1, Haley Road, Lewis Road, or Cutts Road: 250 feet.
- 323 [1] Other streets or approved ways: 150 feet.
- 324 (c) Minimum front yard: 30 feet.
- 325 (d) Minimum rear and side yards: 30 feet.
- 326 (e) Maximum building height: 40 feet.
- 327 (f) Maximum height above grade of building-mounted signs: 40  
 328 feet.
- 329 (g) Minimum setback from water body and wetland water-  
 330 dependent uses: zero feet.
- 331 (h) Minimum setback from streams, water bodies and wetlands: in  
 332 accordance with Table 16.5.30, § **16.4.28** and Appendix A, Fee  
 333 Schedules.
- 334 (i) Minimum ~~land~~ lot area per unit for elder care facilities that are  
 335 connected to the public sewerage system:
- 336 [1] Dwelling unit with two or more bedrooms: 5,000 square  
 337 feet.
- 338 [2] Dwelling unit with less than two bedrooms: 4,000 square  
 339 feet.
- 340 [3] Residential care unit: 2,500 square feet.
- 341 (j) Minimum ~~land~~ lot area per bed for nursing care and  
 342 convalescent care facilities that are connected to the public  
 343 sewerage system: 2,000 square feet.
- 344 (k) Buffer to I-95 right-of-way: 40 feet.
- 345 (l) Buffer to neighboring lot with an existing residence within 100  
 346 feet of the lot line: 40 feet.
- 347 (m) Vegetated buffer to be maintained between the MU and R-RL  
 348 Zones: 40 feet.

349  
 350 Note 1: For single-family dwellings, and vacant lots of record, one  
 351 dwelling unit is allowed for each 200,000 square feet of ~~land~~ lot area.  
 352 A lot of record having a ~~land~~ lot area of more than 200,000 square  
 353 feet that was improved with a single-family dwelling as of April 1,

354 2004, may be divided into two lots provided that each of the lots  
355 contains at least 40,000 square feet of ~~land-lot~~ area and meets the  
356 other dimensional standards of the zone. Section **16.4.10D(1)** and **(2)**  
357 as set forth in the Residential - Rural Zone apply and no further  
358 subdivision is allowed.

359 Note 2: For dwelling units that are part of a mixed-use building or a  
360 multifamily building and are connected to the public sewerage  
361 system, one dwelling unit is allowed for each 10,000 square feet of  
362 lot area. Where over 50% of such dwelling units described above will  
363 be affordable as defined by this code: 4,000 square feet of ~~buildable~~  
364 ~~land-lot~~ area. [NOTE: multifamily dwellings are not allowed in either  
365 Resource Protection or Shoreland Overlay Zones] If the parking for  
366 the residential units is encompassed within the building, the  
367 minimum required buildable ~~land-lot~~ area per dwelling unit is  
368 reduced to 7,500 square feet. Where over 50% of the dwelling units  
369 will be affordable as defined by this code and parking is  
370 encompassed within the building: 3,000 square feet of buildable  
371 ~~land-lot~~ area. In addition, for those developments where more than  
372 50% of the dwelling units will be affordable, parking requirements  
373 are reduced to two parking spaces per three dwelling units.

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

375 D. Standards.

376 (1) The following space standards apply:

377 (a) Minimum ~~land-lot~~ area per dwelling unit: 3,000 square feet.

378 [1] If more than 50% of the dwelling units will be affordable  
379 housing units as defined by this code: 1,200 square feet.

380

381 (4) Special parking standards.

382 (e) Parking demand management (PDM) strategies.

383 [1] Parking demand strategies are measures geared toward  
384 affecting the demand side of the parking equation rather  
385 than the supply side. They attempt to change people's  
386 behavior away from traveling to work as a single occupant  
387 in an automobile to be parked near the work site. To be  
388 successful, they must rely on incentives or disincentives to  
389 make these shifts in behavior attractive to the traveler.

390 [2] A portion of required off-street parking may be satisfied by an  
391 owner incorporating PDM strategies to effectively reduce  
392 demand for parking stalls as determined by the Planning

393 Board. In making this determination the Planning Board,  
 394 under development plan review, must consider the  
 395 following factors:

- 396 [a] The written commitment of the employer to maintain  
 397 and enforce parking policies to reduce demand for  
 398 parking stalls;
- 399 [b] The likelihood that specific incentives and policies  
 400 adopted by the applicant will reduce parking demand on  
 401 a regular basis throughout the year;
- 402 [c] Written commitments by employees to participate in  
 403 PDM strategies; and
- 404 [d] The results of any studies demonstrating the  
 405 effectiveness of strategies adopted by the applicant to  
 406 reduce parking demand.

407 ~~(f)~~(3) PDM strategies include, but are not limited to, the following:

- 408 ~~(f)~~[a] Increase the number of persons per parked vehicle.  
 409 Potential incentives:
  - 410 [a] Preferential parking locations for car pools and van  
 411 pools;
  - 412 [b] Guaranteed ride home programs/taxi subsidies;
  - 413 [c] Employer provision of vans for van pools; and
  - 414 [d] Financial incentives to participants in car pools and  
 415 van pools.
- 416 [2b] Increase the number of persons using an alternative  
 417 mode of travel to the automobile, such as walking,  
 418 bicycling, motorcycle, moped, bus and shuttle service.  
 419 Potential incentives:
  - 420 [a] Preferential parking locations for alternative modes of  
 421 travel;
  - 422 [b] Provision of changing rooms, lockers and showers;
  - 423 [c] Early work release for employees using alternative  
 424 modes of travel;
  - 425 [d] Financial subsidies toward the purchase of  
 426 alternative modes of travel to be used for commuting;
  - 427 [e] Guaranteed ride home programs in inclement  
 428 weather;
  - 429 [f] Preferential work station locations; and

430 [e.vii] Free use of a business vehicle for errands, lunch and  
431 off-site appointments.

432 [3c] Influencing the time of, or need to, travel to work. Potential  
433 incentives:

434 [a.i] Reward employees who telecommute from their  
435 home or other remote location;

436 [b.ii] Offer an optional four-day, forty-hour workweek as an  
437 alternative to a five-day workweek;

438 [e.iii] Allow nonoverlapping early and late work shifts; and

439 [d.iv] Flextime.

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

441 D. Standards.

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

443 (a) Minimum ~~land-lot~~ area per dwelling unit: 5,000 square feet.

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

446 (k) Minimum ~~land-lot~~ area per unit for elder-care facilities that are  
447 connected to the public sewerage system:

448 [1] Dwelling unit with two or more bedrooms: 3,000 square feet.

449 [2] Dwelling unit with less than two bedrooms: 2,500 square  
450 feet.

451 [3] Residential care unit: 2,000 square feet.

452 [a] Minimum ~~land-lot~~ area per bed for nursing care and  
453 convalescent care facilities that are connected to the public  
454 sewerage system: 1,500 square feet.

455 (7) Revised off-street parking standards. Insofar as practical, parking  
456 requirements are to be met on site unless an existing building  
457 covers so much of the lot as to make the provision of parking  
458 impractical in whole or in part. If meeting the parking requirements  
459 is not practical, then the parking demand may be satisfied off site or  
460 through joint-use agreements as specified herein. Notwithstanding  
461 the off-street parking requirements in §16.7.11F(3), minimum parking  
462 requirements for the uses below are modified as specified herein:

463 *(a)-(f) omitted for brevity NO CHANGES PROPOSED*

464 (g) Restaurants: one parking space for each 100 square feet of gross  
465 floor area used by the public.

466 [Note: For each use in the zone, the total parking demand is  
467 calculated using the standards above or in §16.7.11F(3), if not  
468 modified above. Then each nonresidential use is exempt from  
469 providing off-street parking for the first three required spaces.  
470 For uses requiring a demand of greater than three, then the off-  
471 street parking is to be provided on site and/or in accordance  
472 with Subsection D(9) and (10) of this section.]

473 **16. Amend §16.4.26 Business — Park (B-P) as follows:**

474 A. Purpose. To encourage investment that promotes development of a  
475 high-quality parklike setting for both the business and residential  
476 communities. ~~Cluster mixed-use~~ development must be used on  
477 larger tracts of land where offices, retail sales, services, lodging, open  
478 space, housing and light manufacturing space are blended with  
479 residential and moderate entertainment to foster general business  
480 growth and a sense of community. The intent of ~~the cluster~~ mixed-use  
481 development is to provide a more efficient use of land than might be  
482 obtained through segregated development procedures.

483 B. Permitted uses. The following land uses are permitted for projects that  
484 are cluster mixed-use developments:

485 (7) ~~Cluster residential development.~~ Conservation subdivision

486 C. The following land uses are permitted for projects that are not ~~cluster~~  
487 mixed-use developments:

- 488 (1) Business and professional offices.  
489 (2) Accessory uses and buildings.  
490 (3) Business services.

491  
492 E. Standards. The following standards must be met unless modified per §  
493 ~~16.8.10H10~~, Conservation Subdivision. ~~Cluster residential development.~~  
494 Multiple-parcel development is subject to Chapter **16.6**, Master Site  
495 Development Plan.

496 (1) Design and performance standards in Chapters **16.5**, **16.7**, and **16.8**.  
497 The Design Handbook provides examples of appropriate design for  
498 nonresidential and multi-unit residential projects.

499 (2) Except for ~~cluster~~ mixed-use developments, the following space  
500 standards apply:

501 (3) Patios, sheds, parking lots and golf courses must have a minimum  
502 setback of 50 feet from streams, water bodies, and wetlands.

503 (4) ~~Cluster residential development.~~ Conservation subdivision. In a

504 ~~cluster residential development~~ conservation subdivision, the  
505 above standards may be modified in accordance with the special  
506 provisions of § ~~16.8.10H10~~, ~~Cluster residential~~  
507 ~~development~~Conservation subdivision, including there is no  
508 minimum lot size, and with the conditions that:

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

- 510 A. Purpose. To protect public health, safety, and welfare by prioritizing  
511 preservation of environmentally sensitive areas and land for public or  
512 quasi-public facilities during development of parcels in Kittery's  
513 limited growth zones by excluding those areas from development  
514 density calculations. ~~Net residential acreage is used to determine the~~  
515 ~~maximum number of dwelling units allowed on a parcel that is subject~~  
516 ~~to subdivision located in a limited growth area identified in the~~  
517 ~~Comprehensive Plan. The total number of dwelling units allowed is~~  
518 ~~equal to the net residential acreage divided by the minimum land area~~  
519 ~~per dwelling unit for a given land use zone.~~
- 520 B. Applicability. Applies to development of land located in limited growth  
521 areas as designated in the Comprehensive Plan and to residential  
522 development that will not be served by public water and sewer  
523 facilities. Development of parcels located in targeted growth areas  
524 served by public sewer and water is subject to provisions for lot area as  
525 defined in Chapter 16.3 for calculating lot area, lot coverage, or unit  
526 density.
- 527 C. Net residential acreage calculation. The total number of dwelling units  
528 allowed is equal to the net residential acreage divided by the  
529 minimum net residential acreage per dwelling unit for a given land  
530 use zone. To calculate net residential acreage, the land area listed  
531 below must be subtracted from a parcel's gross area. Where land  
532 areas to be subtracted overlap, the area therein is subtracted once.  
533 Land area within conservation easements does not need to be  
534 subtracted from a parcel's gross area except where it also contains any  
535 of the land areas listed below.
- 536 (1) All land located below the highest annual tide elevation as  
537 published in the Maine DEP Highest Annual Tide (HAT) levels for  
538 the most-current year.
- 539 (2) All land located within the floodplain as defined in the definition of  
540 "flood, 100-year" in Chapter **16.3**.
- 541 (3) All wetlands as defined in the definition of "wetland" in Chapter  
542 **16.3**, as well as vernal pools, ponds, lakes, streams and other water  
543 bodies, including 50% of the associated setbacks described in other  
544 buildings and structures, Table 16.5.30, Chapter **16.5** of this title.

- 545 (4) All land located on filled tidal lands, per the definition of "tidal land,  
546 filled" in Chapter **16.3**.
- 547 (5) All land located within existing rights-of-way and other existing  
548 easements [for access or utilities](#) wherein dwelling units cannot be  
549 built.
- 550 (6) All land located within proposed rights-of-way, including parking  
551 and travel ways. Driveways are excluded.
- 552 (7) All land isolated from the principal location for development on the  
553 parcel by a road/street, existing land uses, or any physical feature,  
554 natural or man-made, such that it creates a barrier to the central  
555 development of the site and no means of access is proposed nor  
556 likely to be provided in the future. However, to demonstrate that  
557 identified isolated land may be considered developable for the  
558 purpose of this calculation, the applicant must submit a plan and  
559 supporting documentation for the Board's consideration.
- 560 (9) All land one acre or more of contiguous area with sustained slopes  
561 of 20% or greater.
- 562 (10) All land identified as exposed bedrock, and soils with a drainage  
563 class of "poorly drained" and/or "very poorly drained" as defined in  
564 the definition of "soils" in Chapter **16.3**.
- 565 (11) Fifty percent of all land characterized as drainage class of  
566 "somewhat poorly drained," unless public sewer is used, in which  
567 case no land area is subtracted.
- 568 (12) All land area within a cemetery and burying ground as defined in  
569 Chapter **16.3**, including associated setback per 13 M.R.S.A. § 1371-A,  
570 Limitations on construction and excavation near burial sites.
- 571 (13) All land within a Commercial Fisheries/Maritime Uses Overlay Zone  
572 or Resource Protection Overlay Zone not included in Subsection  
573 **B(12)** above.

574 **18. Amend “Chapter 16.7 General Development Requirements” as follows:**

575  
576 Chapter 16.7 ~~General Development Requirements~~ [Site Plan Review](#)

577 **19. Amend § 16.7.2 Applicability as follows:**

- 578 A. A person who has right, title, or interest in a parcel of land shall  
579 obtain site plan approval prior to commencing any of the following  
580 activities on the parcel, including contracting or offering for the  
581 conveyance regulated activity permit for any structure within the  
582 development is ~~issues~~ [issued](#), or undertaking work on any  
583 improvements, including installation of roads or utilities or land  
584 clearing.

585 **20. Amend § 16.7.10 Review process and submission requirements as**  
586 **follows:**

587 B. Sketch plan review.

588 (1) Major site plan applicants may choose to submit a development  
589 sketch plan with design concept, at their discretion. The purpose  
590 of sketch plan review with the Planning Board is a chance for the  
591 applicant to ask questions and get feedback and guidance from  
592 the Board before proceeding with an advance site plan design,  
593 and for the Board to provide guidance on submission  
594 requirements. [Project proposals and feedback provided during](#)  
595 [sketch plan review are non-binding on both parties.](#) Any person  
596 requiring site plan review must submit an application on forms  
597 prescribed by the Planning Board. No more than one  
598 application/plan for a piece of property may be under review  
599 before the Planning Board.

600 (a) A completed application must be submitted to the Town  
601 Planner no later than 21 days prior to the meeting date for the  
602 item to be included on the agenda.

603 [1] Refer to current Planning Department application  
604 checklist for required number of paper copies.

605 [2] One electronic submission in PDF format of the complete  
606 submission including all forms, plans, and  
607 documentation.

608 (2) Planning Board review. The Planning Board must, within 65 days  
609 of sketch plan submission, act upon the sketch plan as follows:

610 (a) ~~The Planning Board must determine~~[advise](#) whether the  
611 sketch plan proposal complies with the standards contained  
612 herein.

613 (b) Where it deems necessary, make specific suggestions, in  
614 writing, to be incorporated by the applicant in subsequent  
615 submissions.

616 (c) ~~The Planning Board should determine~~[advise as](#) to whether  
617 or not an on-site walk will be required.

618 [\(d\) Project proposals and feedback provided during sketch plan](#)  
619 [review are non-binding on both parties.](#)

620 ~~(d)~~ The applicant should provide an indication as to whether or  
621 not waivers from the submission requirements or  
622 performance standards will be part of the next phase of  
623 review.

624 ~~(e) Any plan may be continued for a total period not to exceed~~  
625 ~~90 calendar days for good and sufficient reason (i.e., for~~



626 ~~revisions to be made, studies completed, or additional~~  
627 ~~information submitted) and acceptable to both the applicant~~  
628 ~~and the Planning Board. Such plan is automatically~~  
629 ~~scheduled for the agenda of the next regular Planning Board~~  
630 ~~meeting after the 90th day and action completed in~~  
631 ~~accordance with the requirements and timing contained in~~  
632 ~~this title, whether the applicant has accomplished the~~  
633 ~~purposes for which continued or not.~~

634 ~~[1]—The action to table by the Planning Board must be an action~~  
635 ~~to temporarily suspend action and not to suppress a vote on~~  
636 ~~the plan.~~

637 (3) Sketch Plan Submission requirements.

638 (a) ~~The sketch plan must be submitted to the Planning Board at~~  
639 ~~the time of, or prior to, the on-site inspection.~~

640 (b) ~~The sketch plan must~~ include a locus map, and show in  
641 simple form on a topographic map the proposed site,  
642 subdivision, landscape architectural or architectural design  
643 concept, including streets, lots, structures and other features,  
644 in relation to existing conditions and municipal land use  
645 zone(s) regulations.

646 (c) ~~The sketch may be a freehand penciled sketch and must~~  
647 ~~include the data listed below.~~

648 (4) ~~Written submission requirements:~~

649 (a) ~~Any person requiring development review must submit an~~  
650 ~~application on forms prescribed by the Planning Board,~~  
651 ~~together with a development plan and such submission~~  
652 ~~contents as may be required in § 16.7.10C. A complete~~  
653 ~~application consists of all the required elements. No more~~  
654 ~~than one application/plan for a piece of property may be~~  
655 ~~under review at a time. No more than one approved final plan~~  
656 ~~for a piece of property may exist.~~

657 (b) ~~General p~~Project information must be provided in plan or  
658 narrative form to describe or outline the existing conditions of  
659 the site, including:

660 ~~[1]—C~~ovenants or easements, streams, wetlands or other natural  
661 features, and drainage features;

662 ~~[2]—Available community facilities;~~ and

663 ~~[3]—Utilities.~~

664 (e) ~~©~~ Proposed development such as details must be provided in  
665 plan or narrative form, including:

666 [1] Number of residential or business lots and/or dwelling  
667 units;

- 668 [2] Typical lot width and depth;
- 669 [3] ~~Price range~~ Vehicle parking and driveway areas;
- 670 [4] Business areas;
- 671 [5] Playgrounds, park areas and other public areas;
- 672 [6] Protective covenants;
- 673 [7] Utilities; ~~and~~
- 674 [8] Street improvements; and
- 675 [9] Drainage features and potential on-site or off-site points
- 676 of compliance for stormwater regulations.

677 C. Preliminary plan review.

678 (1) General process.

679 (a) Within six months after Planning Board acceptance of a  
680 sketch plan, if applicable, the applicant must submit an  
681 application for preliminary site plan approval in the form  
682 prescribed herein and in accordance with current  
683 Department procedures.

684 (b) Preliminary plan application filing and completeness review.  
685 A determination as to whether the Town Planner validates an  
686 application is based on a review of the application in  
687 accordance with the submission contents checklist filed with  
688 the plan, which indicates all elements required under  
689 § **16.7.10C** and **D** have been received, or written request for  
690 any waivers of submission requirements or performance  
691 standards is included. The application must be accompanied  
692 by a plan and the required fee, together with a certification  
693 the applicant has notified abutters by mail of the filing of the  
694 plan application for approval.

695 ©(c) Receipt and scheduling review. Upon validation, the Town  
696 Planner must place the application on the Planning Board's  
697 agenda for Planning Board completeness review and vote to  
698 find the preliminary plan application complete and, upon  
699 Planning Board approval, issue a dated notice to the  
700 applicant, which is thereafter the official time of submission.

701 (d) Site inspection. In the course of the review of the plan, the  
702 Planner must, and the Planning Board may at its discretion,  
703 make a physical inspection and may make photographic  
704 record of the existing conditions on the site.

705 (e) Advisory opinions. At any time during review, the Planner  
706 may request an advisory opinion from the Planning Board,  
707 Conservation Commission or Port Authority on issues related  
708 to the application. Where applications are for land within

709 wetland setbacks or the Resource Protection Overlay Zone,  
710 the Conservation Commission must be invited to review and  
711 offer recommendations from an environmental protection  
712 perspective. The Planner also must make recommendation  
713 on the necessity for independent review.

714 (f) Planner analysis. The Planner must analyze the application  
715 and forward comments and recommendations to the  
716 applicant and the Planning Board.

717 (g) A completed application must be submitted to the Town  
718 Planner no later than ~~21~~28 days prior to the meeting date for  
719 the item to be included on the agenda. The submission must  
720 include on the plan or attached thereto, the requirements of  
721 Subsection **C(4)**, Plan requirements, and Subsection **C(5)**,  
722 Additional requirements, unless upon the applicant's written  
723 request, the Planning Board, by formal action, waives or  
724 defers any requirement(s) for submission.

725 (4) Plan requirements.

726 (a) Plan sheets drawn on a reproducible medium and must  
727 measure no less than 11 inches by 17 inches and no larger than  
728 24 inches by 36 inches;

729 (b) With scale of the drawings no greater than one inch equals 30  
730 feet for developments less than 10 acres, and one inch equals  
731 50 feet for all ~~ot~~others;

732 (c) Code block in the lower right-hand corner. The block must  
733 contain:

734 [1] Name(s) and address(es) of the applicant and owner;

735 [2] Name of the project;

736 [3] Name and address of the preparer of the plan, with  
737 professional seal, if applicable;

738 [4] Date of plan preparation/revision, and a unique ID number  
739 for the plan and any revisions;

740 (d) Standard boundary survey conducted by a surveyor licensed in  
741 the State of Maine, in the manner recommended by the State  
742 Board of Registration for Land ~~Su~~Surveyors;

743 (e) An arrow showing true North and the magnetic declination, a  
744 graphic scale, and signature blocks for the owner(s) and  
745 members of the Planning Board;

746 (f) Locus map showing the property in relation to surrounding  
747 roads, within 2,000 feet of any property line of the  
748 development;

749 (g) Vicinity map and aerial photograph showing the property in  
750 relation to surrounding properties, roads, geographic, natural

- 751 resource (wetland, etc.), historic sites, applicable  
752 comprehensive plan features such as proposed park locations,  
753 land uses, zones, and other features within 500 feet from any  
754 boundary of the proposed development;
- 755 (h) Surveyed acreage of the total parcel, of rights-of-way, wetlands,  
756 and area to be disturbed and amount of street frontage;
- 757 (i) Names and addresses of all owners of record of property  
758 abutting the development, including those across a street;
- 759 (j) Existing development area conditions, including but not  
760 limited to:
- 761 [1] Location and description of all structures, including signs,  
762 existing on the site, together with accesses located within  
763 100 feet of the property line;
- 764 [2] Essential physical features such as watercourses, wetlands,  
765 floodplains, wildlife habitat areas, forest cover, and  
766 outcroppings;
- 767 [3] Utilities existing, including power, water, sewer, holding  
768 tanks, bridges, culverts and drainageways;
- 769 (k) Proposed development area conditions including, but not  
770 limited to:
- 771 [1] Structures: their location and description, including signs,  
772 to be placed on the site, floor plans and elevations of  
773 principal structures as well as detail of all structures,  
774 showing building materials and colors, and accesses  
775 located within 100 feet of the property line;
- 776 [2] Utilities proposed including power, water, sewer, holding  
777 tanks, bridges, culverts and drainageways;
- 778 [3] Sewage facilities type and placement. Test pit locations, at  
779 least two of which must meet the State of Maine Plumbing  
780 Code requirements, must be shown;
- 781 [4] Domestic water source;
- 782 [5] Parks, open space, or conservation easement locations;
- 783 [6] Lot lines, interior and exterior, right-of-way, and street  
784 alignments;
- 785 [7] Road and other paved ways plans, profiles and typical  
786 sections including all relevant data [and adjacent snow](#)  
787 [storage areas](#);
- 788 [8] Setbacks existing and proposed;
- 789 [9] Machinery permanently installed locations likely to cause  
790 appreciable noise at the lot lines;

- 791 [10] Raw, finished or waste materials to be stored outside the  
792 buildings, and any stored material of a toxic or hazardous  
793 nature;
- 794 [11] Topographic contours of existing contours and finished  
795 grade elevations within the development;
- 796 [12] Pedestrian ways/sidewalks, curbs, driveways, fences,  
797 retaining walls and other artificial features locations and  
798 dimensions proposed;
- 799 [13] Temporary marker locations adequate to enable the  
800 Planning Board to readily locate and appraise the layout of  
801 the development;
- 802 [14] Land proposed to be dedicated to public use and the  
803 conditions of such dedication;
- 804 (l) Natural features or site elements to be preserved. Written  
805 submission requirements legal interest documents showing  
806 legal interest of the applicant in the property to be developed.  
807 Such documents must contain the description upon which the  
808 survey was based;
- 809 (m) Property encumbrances currently affecting the property, as  
810 well as any proposed encumbrances;
- 811 (n) Water district approval letter, if public water is used, indicating  
812 there is adequate supply and pressure to be provided to the  
813 development;
- 814 (o) Erosion and sedimentation control plan prepared by a qualified  
815 erosion and sedimentation control professional in accordance  
816 with the requirements of § **16.7.11C**;
- 817 (p) Stormwater management preliminary plan for stormwater and  
818 other surface water drainage prepared and stamped by a  
819 registered professional engineer including ~~the general location~~  
820 ~~of stormwater and other surface water drainage areas an~~  
821 analysis of existing and proposed drainage conditions on the  
822 site and in adjacent areas.
- 823 (q) Soil survey for York County covering the development. Where  
824 the soil survey shows soils with severe restrictions for  
825 development, a high in"te"nsity Class "A" soil survey must ~~be~~be  
826 provided;
- 827 (r) Vehicular traffic report estimating the amount and type of  
828 vehicular traffic that will be generated by the development on a  
829 daily basis and for peak hours;
- 830 (s) Traffic impact analysis in accordance with § **16.5.27E** for  
831 developments involving 40 or more parking spaces or which  
832 are projected to generate more than 400 vehicle trips per day;

- 833 (t) Test pit(s) analysis prepared by a licensed site evaluator when  
834 sewage disposal is to be accomplished by subsurface disposal,  
835 pits, prepared by a licensed site evaluator;
- 836 (u) Town Sewage Department or community system authority  
837 letter, when sewage disposal is to be through a public or  
838 community system, approving the connection and its location;
- 839 (v) ~~Letters of~~ Written or verbal evaluation of the development by  
840 the Chief of Police, Fire Chief, Commissioner of Public Works,  
841 and, for residential applications, the superintendent of schools,  
842 must be collected and provided by the Town Planner;
- 843 (w) Additional submissions as may be required by other sections of  
844 this title such as for clustered development, mobile home  
845 parks, or junkyards must be provided.

846 **21. Amend §16.7.11 Performance Standards and approval criteria as follows:**

- 847 F. Parking and loading.
- 848 (4) Off-street parking standards.
- 849 (a) Off-street parking, in addition to being a permitted use, is  
850 considered as an accessory use when required or provided to  
851 serve conforming uses located in any district.
- 852 (b) The following minimum off-street parking and loading  
853 requirements must be provided and maintained in case of  
854 new construction, alterations and changes of use. Such  
855 parking may be provided in the open air in design-  
856 dependent spaces dimensioned as may be required to suit  
857 the particular use as indicated in Table 2 of this chapter, set  
858 out at the end of § **16.7.11F**, Parking loading and traffic, ~~e,~~ c or in  
859 garages.
- 860 (c) All spaces must be accessible from lanes of adequate size and  
861 location as per Table 2 of this chapter, set out at the end of  
862 § **16.7.11F**, Parking loading and traffic. In cases not specifically  
863 covered, the Town ~~Board~~ board or officer with jurisdiction to  
864 approve the application is authorized to determine the  
865 parking requirements and projected development use  
866 intensity. Existing parking standards are to be used as a guide  
867 where applicable to ensure that a sufficient number of  
868 parking spaces are provided to accommodate the number  
869 and type of vehicles attracted to the development during  
870 peak parking demand times.
- 871 (d) When determination of the number of parking spaces  
872 required results in a requirement of a fractional space, any

873  
874

fraction of 1/2 or less may be disregarded, while a fraction in excess of 1/2 is counted as one parking space.

<b>Use</b>	<b>Number of Parking Spaces</b>
Automobile, truck and tractor repair and filling station	1 parking space for each regular employee plus 1 space for each 200 square feet of floor area used for service work
Dwellings	2 vehicle spaces per each dwelling unit
Age-restricted housing	1.5 parking spaces for each dwelling unit with 2 or fewer bedrooms
	2 parking spaces for each dwelling unit with more than 2 bedrooms
Residential care facilities	1 parking space per dwelling unit 0.65 parking space per residential care unit
Motels, hotels, tourist homes, rooming houses, or other rooming spaces associated with a permitted use	1 parking space for each rental unit plus 1 space for each 100 square feet of meeting room
Schools	
Nursery school and day-care facilities	1 space for every 100 square feet of gross floor area used as school area
Elementary and junior high schools	1 parking space for each adult employee, plus 15 parking spaces for each 100 students or major fraction thereof of total enrollment
Senior high schools	1 parking space for each adult employee, plus 20 parking spaces for each 100 students or major fraction thereof of total enrollment
Marinas and other water-oriented recreational facilities	
With launching facilities	3 parking spaces for every 2 slips or moorings, arranged for trailers
Without launching facilities	1 parking space for each slip or mooring
Hospitals	1 parking space per each 3 beds
Long-term nursing care facilities and convalescent care facilities	1 parking space for each 4 beds

Theaters, auditoriums, churches and arenas	1 parking space for each 4 seats or for each 100 square feet or major fraction thereof of assemblage space if no fixed seats
Mortuary chapels	5 parking spaces for each chapel
Retail stores and financial institutions	1 parking space for each 175 square feet of gross floor area
Bowling alley	4 parking spaces for each bowling lane
Drive-in restaurants, snack bars and fast-food outlets	Minimum 15 parking spaces, plus 1 space for each 3 seats; seating is calculated by dividing the total floor area with customer access by 15
Restaurant	1 parking space for each 3 seats; seating is calculated by dividing the total floor area with customer access by 15
Offices, professional and public buildings	2 parking spaces for each office unit plus 1 space for each 250 square feet of gross floor area
Convenience stores or neighborhood grocery facilities	6 spaces in the rural residential zone; all other zones, 10 parking spaces
Mobile home	2 vehicle spaces per each mobile home
Transportation terminals	In addition to meeting all applicable standards as enumerated above, transportation terminals must meet the following: 1 parking space for each employee; 1 parking space for each three seats of the terminal's major carrier vehicle; and 1 parking space for each rented vehicle to be based on site
Warehouse and storage	1 parking space for each 500 square feet of gross floor area except that portion of such facility which is used for retail sales and display or office area, which adds additional parking in accordance with the standards for those uses
Industry, manufacturing and business	1 parking space for each 500 square feet of floor area, or major fraction thereof, or 1.1 spaces per employee on the maximum shift, for that part of every business, manufacturing and



	industrial building not catering to retail trade
Bus parking	For each 25,000 square feet of gross floor area, retail business must provide one bus parking area. Said area(s) are to be 12 feet by 50 feet in dimension, marked on the parking lot surface and labeled as such. Bus parking must be located in the parking area as far from the store entrance(s) as possible

875  
876  
877  
878  
879  
880  
881  
882  
883  
884  
885  
886  
887  
888  
889  
890  
891  
892  
893  
894  
895  
896  
897  
898  
899  
900  
901  
902  
903  
904  
905  
906  
907

- (e) A parking area is allowed in the Resource Protection Overlay Zone only where no reasonable alternative route or location is available outside the Resource Protection Overlay Zone, in which case a permit or site plan or subdivision plan approval is required by the Planning Board.
- (f) A parking area must meet the wetland and water body setback requirements for structures for the district in which such areas are located, per Table 16.5.30, Minimum Setback from Wetlands and Water Bodies; except, in the Commercial Fisheries/Maritime Uses Overlay Zone, parking area must be set back at least 25 feet from the normal high-water line or the upland edge of a wetland. The setback requirement for a parking area serving public boat-launching facilities, in zones other than the Commercial, Business-Local, Residential-Urban Zones, and the Commercial Fisheries/Maritime Uses Overlay Zone, may be reduced to no less than 50 feet from the normal high-water line or upland edge of a wetland if the Planning Board finds no other reasonable alternative exists.
- (g) Parking landscaping is required for parking areas containing 10 or more parking spaces and must have at least one tree per eight spaces. Such trees are to be located either within the lot or within five feet of it. Such trees are to be at least 1 1/2 inches in diameter, with no less than 25 square feet of unpaved soil or permeable surface area per tree. At least 10% of the interior of any parking area having 25 or more spaces is to be maintained with landscaping, including trees, in plots of at least five feet in width.
- (h) Required off-street parking in all residential districts is to be located on the same lot as the principal building or use, except that where it cannot reasonably be provided on the same lot, the Board of Appeals may authorize residential off-street parking to be located on another lot within 300 feet of the residential uses served, as measured along lines of public

908 access. Such parking areas must be held under the same  
 909 ownership or lease as the residential uses served, and  
 910 evidence of such control or lease is required. Leases obtained  
 911 for this purpose must be reviewed by the Town Attorney at  
 912 the developer's expense and include requirement for notice  
 913 to the Town upon termination of lease. Approval for uses  
 914 dependent on such lease is terminated upon termination of  
 915 the lease.

- 916 (i) If parking spaces are provided for employees, customers or  
 917 visitors, then accessible parking spaces must be included in  
 918 each such parking area in conformance with the following  
 919 table:

Total Parking in Lot	Required Minimum Number of Accessible Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2% of total
1,001 and over	20 plus 1 for each 100 over 1,000

920 [1] Each accessible parking space must contain a  
 921 rectangular area at least 19 feet long and eight feet wide  
 922 with access to a designated and marked five-foot-wide  
 923 aisle. All required accessible parking spaces are to be  
 924 identified by a vertical sign displaying the international  
 925 symbol of accessibility; pavement marking alone is not  
 926 adequate to identify accessible parking spaces.

927 [2] The total number of accessible parking spaces is to be  
 928 distributed to serve the various accessible entrances as  
 929 well as possible.

930 [3] At least one accessible route is to connect from each  
 931 accessible parking space to the accessible building  
 932 entrance.

- 933 (j) Required off-street parking in all commercial, business and  
 934 industrial zones must be located on the same lot with the  
 935 principal building or use, or within 100 feet measured along  
 936 lines of public access; except that, where off-street parking  
 937 cannot be provided within these limits, the Board of Appeals

938 may permit such off-street parking to be located a  
939 reasonable distance from the principal building or use,  
940 measured along lines of public access. Such parking areas  
941 must be held under the same ownership or lease, and  
942 evidence of such control or lease is required. Such lots must  
943 be located within business or industrial districts.

944 (k) Where off-street parking for more than six vehicles is  
945 required or provided, the following construction  
946 requirements apply:

947 [1] Appropriate driveways from streets or alleys, as well as  
948 maneuvering areas, must be provided. Location and width of  
949 approaches over public sidewalk are to be approved by the  
950 Commissioner of Public Works. When access to parking areas  
951 is available from more than one street, the location of points  
952 of ingress and egress are to have the approval of the Planning  
953 Board.

954 [2] The surface of driveways, maneuvering areas and parking  
955 areas must be uniformly graded with a subgrade consisting  
956 of gravel or equivalent materials at least six inches in depth,  
957 well-compacted and with a wearing surface equivalent in  
958 qualities of compaction and durability to fine gravel.

959 [3] A system of surface drainage must be provided in such a  
960 way that the water runoff does not run over or across any  
961 public sidewalk or street or adjacent property. Where catch  
962 basins are required, oil traps are to be provided.

963 [4] Where artificial lighting is provided, it must be shaded or  
964 screened so that no light source is visible from outside the  
965 area and its access driveways

966 [5] Where surface water drainage utilizes a municipal  
967 drainage system, the parking or driveway area may be  
968 required to have a bituminous asphalt surface or other  
969 approved equivalent.

970 ~~(k)~~ The Planning Board or Board of Appeals may, in specific  
971 cases of hardship, reduce the requirements for off-street  
972 parking where it is clearly demonstrated that such reduction  
973 will not detract from neighborhood values, inconvenience the  
974 public or increase congestion in the streets.

975 ~~(m)~~ The Planning Board or Board of Appeals may approve the  
976 joint use of a parking facility by two or more principal  
977 buildings or uses where it is clearly demonstrated that said  
978 parking facility will substantially meet the intent of the  
979 requirements by reasons of variation in the probable time of

980  
 981  
 §82  
 983  
 984  
 985  
 §86  
 987  
 988

maximum use by patrons or employees among such establishments.

- (m) Compact-size parking spaces, unless restricted for use by and located adjacent to a dwelling unit, must be located in one or more continuous areas and cannot be intermixed with spaces designed for full size vehicles.
- (n) Compact-size parking spaces shall be clearly designated by pavement marking and by direction sign in conformance with Table 2.

<b>Table 2            Parking Space Design            (minimum dimensions)            (dimensions in feet unless otherwise indicated.)</b>							
	A	B	C	D	E	F (Aisle Width)	
To Curb	Angle (degrees)	Stall Width	Stall Depth	Stall to Curb	Skew Width	One-Way Traffic	Two-Way Traffic
Parallel	0	9	22	9.0	22.0	13	19
Diagonal	30	9	19	17.3	18.0	11	20
Diagonal	45	9	19	19.8	12.9	13	21
Diagonal	60	9	19	21.0	10.5	18	23
Perpendicular	90	9	19	19.0	9.0	24	24

<b>Table 2-A            Compact Car Parking Space Design            (minimum dimensions)            (dimensions in feet unless otherwise indicated.)</b>							
	A	B	C	D	E	F (Aisle Width)	
To Curb	Angle (degrees)	Stall Width	Stall Depth	Stall to Curb	Skew Width	One-Way Traffic	Two-Way Traffic
Parallel	0	8	16	8.0	16.0	12	19
Diagonal	45	8	16	17.0	5.7	13	20
Diagonal	60	8	16	17.8	6.9	18	20
Perpendicular	90	8	16	16.0	8.0	22	22

[\[Image\]](#)



989 **22.Amend 16.7.12 Post-approval as follows:**

- 990 A. Approved plan expiration.
- 991 (1) A site plan approval will expire if work has not commenced
- 992 within one year from the date of Planning Board or Director of
- 993 Planning and Development approval. Where work has
- 994 commenced within one year of such approval, the approval will
- 995 expire if work is not complete within two years of the original
- 996 date of approval.
- 997 (2) Prior to expiration, the approval authority may, on a case-by-
- 998 case basis, grant extensions to an approved plan expiration
- 999 date upon written request by the developer for an inclusive
- 1000 period from the original approval date, not to exceed three<sup>e</sup>
- 1001 years.
- 1002 (3) When a plan's approval expires, the applicant may reapply
- 1003 subject to the Town Code current at the time of reapplication.

1004 B. Performance Guarantee: Prior to the preconstruction meeting  
 1005 described in C.1, the applicant shall provide a performance  
 1006 guarantee to the Town in the form of an irrevocable letter of credit  
 1007 from a financial institution, or similar instrument, approved by the  
 1008 Town Manager. The purpose of the performance guarantee is to  
 1009 incentivize timely completion of project elements or enable the  
 1010 Town to complete project elements necessary to maintain public  
 1011 health, safety, and welfare and protect public facilities in the event  
 1012 that work performed by the owner or developer is inadequate or  
 1013 incomplete.

1014 1. The performance guarantee shall:

- 1015 a contain an amount of funds based on Town-approved
- 1016 itemized construction costs for completing all project
- 1017 elements located in public rights-of-way, completing or
- 1018 securing on-site utilities, installing and maintaining erosion
- 1019 and sedimentation control measures and drainage systems,
- 1020 completing on-site grading and soil stabilization measures,
- 1021 securing the site to maintain public safety, and including an
- 1022 additional 10% contingency;
- 1023 b establish the Town as the beneficiary and contain clear
- 1024 provisions for the Town to draw funds; and,
- 1025 c contain provisions for reducing or releasing the funds which
- 1026 enable the Town to renew the guarantee or draw funds prior
- 1027 to reduction or release.

1028 2. Release of guarantee. Prior to the release of any part of the  
1029 performance guarantee, the Town Manager shall determine to  
1030 his/her satisfaction, in part based upon the report of the Town's  
1031 Engineer or other qualified individual retained by the  
1032 municipality and any other agencies and departments who may  
1033 be involved, that the proposed improvements meet or exceed  
1034 the design and construction requirements for that portion of  
1035 phase of the subdivision for which the release is requested.

1036 (a) Performance guarantees may be reduced periodically, but in  
1037 no event more than one time per month. In no case shall  
1038 the performance guarantee be reduced by less than  
1039 \$10,000 at one time or in any line item where  
1040 improvements remain to be completed.

1041 (b) No performance guarantee shall be reduced to less than the  
1042 10% contingency until all work is complete.

1043 (c) The Town shall retain the 10% performance guarantee  
1044 contingency for a period of one year from the date of final  
1045 paving for any street to be offered for public acceptance.  
1046 The guarantee shall ensure the workmanship and the  
1047 durability of all materials used in the construction of public  
1048 improvements within the right-of-way that may become  
1049 defective within that one year period, as determined by the  
1050 Director of Public Works.

1051 3. Default. If upon investigation, the Town's consulting engineer or  
1052 other qualified individual retained by the Town finds that any of  
1053 the required improvements have not been constructed in  
1054 general conformance with the plans and specifications filed as  
1055 part of the application, he or she shall so report in writing to the  
1056 Code Enforcement Officer, the Town Manager, the Planner and  
1057 the applicant or builder. The Town Manager, or his or her  
1058 designee, shall take any steps necessary to preserve the  
1059 municipality's rights.

1060 **23. Amend §16.8.10 (Subdivision) Performance standards and approval**  
1061 **criteria as follows:**

1062 **B. Basic subdivision layout.**

1063 (1) Calculation of density: ~~See "Net Residential Acreage" in~~  
1064 ~~Chapter 16.5, General Performance Standards.~~ Subdivisions located in  
1065 targeted growth areas as designated in the Comprehensive Plan and  
1066 served by public water and sewer facilities are subject to the lot area  
1067 per dwelling unit standards of the underlying zoning district.  
1068 Subdivisions located in limited growth areas as designated in the

1069 [Comprehensive Plan and that are not served by public water or sewer](#)  
1070 [facilities are subject to net residential acreage per unit provisions of](#)  
1071 [Chapter 16.5.18.](#)

1072 **24. Amend §16.10.7 Open space requirements (Conservation Subdivision)**  
1073 **as follows:**

- 1074
- 1075 A. The amount of open space required varies with the zoning district in  
1076 which the conservation subdivision is located. The requirements are  
1077 as follows:
- 1078 (1) In the R-C Zone, the designated open space must be a minimum  
1079 of 70% of the total land area, with a minimum of 50% of that  
1080 consisting of net residential acreage as defined by this title.
- 1081 (2) In the R-RL Zone, the designated open space must be a  
1082 minimum of 60% of the total land area, with a minimum of 40%  
1083 of that consisting of net residential acreage as defined by this  
1084 title.
- 1085 (3) In the KP-V Zone, the designated open space must be a  
1086 minimum of 50% of the total land area, with a minimum of 30%  
1087 of that consisting of net residential acreage as defined by this  
1088 title.
- 1089 (4) In the R-S and R-U Zones:
- 1090 (a) For properties of 10 acres or more, the designated open space  
1091 must be at least 50% of the total land area, with a minimum of  
1092 30% of that consisting of net residential acreage as defined by  
1093 this title.
- 1094 (b) For properties of less than 10 acres with public sewer or  
1095 common private septic, the designated open space must be at  
1096 least 25% of the total land area, with a minimum of 5% of that  
1097 consisting of net residential acreage.
- 1098 (c) For properties of less than 10 acres with private septic, the  
1099 designated open space must be at least 25% of the total land  
1100 area, with no minimum net residential acreage requirement.
- 1101 (5) [The following is an example of the open space calculation](#)  
1102 [referenced in \(1\)-\(4\) above: With a lot of 1,000,000 sq ft, using](#)  
1103 [an open space requirement of 60% of the lot, at least 600,000](#)  
1104 [sq ft \(60%\) must be open space. Of that 600,000 sq ft, 240,000](#)  
1105 [\(40% of total open space, or 24% of total lot\) must be land that](#)  
1106 [would be considered buildable as described in the definition of](#)  
1107 [net residential acreage found in §16.3.2.](#)

**KITTERY TOWN CODE –  
TITLE 16  
HOUSEKEEPING**

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

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

10 **WHEREAS**, the Town of Kittery has been actively working on its land use zoning  
11 code over the past four years including a recodification, and various zoning  
12 amendments to address performance standards, compliance with Maine’s LD2003  
13 affordable housing, and other matters; and

14 **WHEREAS**, The Town of Kittery’s Comprehensive Plan calls for the Town to revise  
15 Town Code to that regulations are clear and easy to use and are aligned with the  
16 Comprehensive Plans goals; and

17 **WHEREAS**, the Town of Kittery seeks to make adjustments and corrections to the  
18 land use zoning code to address minor inconsistencies, unintended omissions,  
19 reference errors and other non-substantive content that impact how the applicants,  
20 Planning Board, and Town work within the land use zoning code; and

21 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A MRS §3001, AND TOWN  
22 CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS AMENDMENTS TO  
23 TOWN CODE, TITLE 16, LAND USE and DEVELOPMENT CODE, AS PRESENTED.

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

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

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



**From:** [Haley Mock](#)  
**To:** [Jillian Richards](#)  
**Subject:** FW: MMA 7th Grade Essay Contest Winner!  
**Date:** Thursday, April 11, 2024 8:55:20 AM  
**Importance:** High

---

---

**From:** Haley Mock  
**Sent:** Tuesday, April 9, 2024 12:34 PM  
**To:** jwaters@kitterschools.com  
**Subject:** MMA 7th Grade Essay Contest Winner!  
**Importance:** High Good morning John,

Your student, Stella Caruso, has been selected as one of 3 winning authors of MMA's annual 7<sup>th</sup> Grade Essay contest!

The Town Manager would love to present Stella with her \$250 Visa gift card and certificate of achievement at our next Town Council meeting, on April 22<sup>nd</sup> at 6 PM. If Stella would prefer, it can also be presented at Town Hall in a less formal

setting- whatever she's most comfortable with, just let me know.

MMA would also like to obtain a photo of Stella for their announcement in the Maine Town & City Magazine. We can take the photo at Town Hall, or it can be any photo Stella likes- it does not need to be taken on the day she is recognized. This would need to be approved by her parent/guardian.

If you, Stella, or Stella's parent/guardian have any questions, please let me know!

Congratulations to you and your student on a stellar essay and vision for Kittery

Thank you,



## **Haley Mock**

She/her/hers

Executive Assistant to the Town Manager  
**Town of Kittery**

T: 207-475-1311 | E: [hmock@kitteryme.org](mailto:hmock@kitteryme.org)

 200 Rogers Road, Kittery, ME 03904

 [www.kitteryme.gov](http://www.kitteryme.gov)

 @KitteryTownHall

 @KitteryTownHall

 @town-of-kittery-maine



# TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904  
Telephone: (207) 475-1329 | Fax: (207) 439-6806  
[towncomments@kitteryme.org](mailto:towncomments@kitteryme.org) | [www.kitteryme.gov](http://www.kitteryme.gov)

---

## REPORT TO TOWN COUNCIL

---

Meeting Date: April 22, 2024  
From: Kendra Amaral, Town Manager  
Subject: Quit Claim Interest – Best Automotive  
Councilor Sponsor: Chairperson Judy Spiller

---

### OVERVIEW

The Town is being asked to sign off on a quit claim to relinquish any potential interest in land that is without a known owner. The ownership of this land has been a long-standing question for the Town.

The quit claim deed is not an action to surplus Town-owned land, which has its own provisions and processes per Town Charter; because the land is not Town-owned.

If approved by the Council, the Town would simply declare it has no claim on the land for the purposes of cleaning up the title.

### BACKGROUND

The Town of Kittery has known since at least 2017 that it had abandoned its right of way on this land.

Staff were requested to dig further into the ownership question and determine who had rights to the land. The staff worked with MaineDOT to review their records and plans from any indication of ownership. MDOT had construction easements for the project but did not have documentation of retaining any long-term right of way easements.

A surveyor was hired to review the matter. The surveyor was unable to find records that clearly would indicate ownership. The Town Attorney was also engaged at the time to advise. There was no clear path forward, and the matter remained on the general workplan since 2018 unresolved.

The matter was recently revived due to the proposed sale and redevelopment of the adjacent lot. Town Attorney (different attorney this time) was asked to review the documentation and determine the best path forward. Their direction was for the Town to formally quit any claims to the land through a recorded quit claim deed.

**PROPOSED SOLUTION/RECOMMENDATION**

Approve the quit claim as proposed.

**ATTACHMENTS**

- Letter of Intent to Quit Claim
- Map of Location
- Legal Opinion on Right of Way Abandonment

April 10, 2024

Town of Kittery  
200 Rodgers Road  
Kittery, ME 03904

**Re: Letter of Intent for Quit Claim Deed**

Dear Town of Kittery:

This Letter of Intent ("Letter") outlines the basic terms upon which the Town of Kittery (the "Town") will convey a certain parcel of real estate to PB Real Estate Holdings, LLC ("Agreement").

Specifically, the Town agrees that it will release its interests, via quit claim deed, a parcel of land, that is in a triangle shape, running along Whipple Road, indicated as "Owners unknown" and contains 2,246 square feet, more or less, as shown in the attached survey plan (the "Deed"). The Deed will be in a form that will allow it to be recorded at the York County Registry of Deeds. The parties agree that the survey plan, as drafted, accurately shows the interest to be conveyed. No identifiable record of Town ownership has been found for this parcel, which is believed to be a remnant of historic railroad right-of-way.

PB Real Estate Holdings, LLC agrees to pay for any recording costs of the Agreement, as well as any preparation costs for the Agreement. The Town will also agree that, unless the Deed is drafted by the Town, it will release any liability on the part of the drafter of the Deed.

This letter will be binding on both parties for a period of not less than one (1) year. If the Deed is not executed in the three hundred and sixty-five (365) days following the execution of this Letter, then this Letter will no longer be binding on either party.

If this Letter correctly describes your understanding of the basic terms of the Agreement, please so indicate by signing, dating, and returning a copy of this Letter.

Sincerely,



Shannon Hill, Authorized Member of  
PB Real Estate Holdings, LLC



# Quit Claim Interest

Kittery, ME

1 inch = 69 Feet



www.cai-tech.com

April 17, 2024



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.



June 18, 2009

Mr. Jonathan L. Carter  
Kittery Town Manager  
200 Rogers Road  
Kittery, ME 03904

Re: Whipple Road Abandonment

Dear Jon:

You have asked for an opinion regarding the status of the small section of the former Whipple Road located between the rear of Best Automotive repair garage of Whipple Road (hereinafter the "gas station") and the adjacent residence along Whipple Road. It has been used from time to time by residents of the area as well as others as a shortcut between Rogers Road and Whipple Road.

Recently, the gas station owner has parked one or more vehicles in the rear of his station to block passage of vehicles over this area. His action has prompted complaints from area residents that the owner's action, in effect, is preventing passage of vehicles over what these people consider to be a public way.

---

Duncan A. McEachern & Dan W. Thornhill  
10 Walker Street, P.O. Box 360  
Kittery, Maine 03904-0360  
Telephone: 207/439-4881 Fax: 207/439-8893

---

Mr. Jonathan L. Carter  
Re: Whipple Road Abandonment  
June 18, 2009  
Page 2

You have asked me to review the matter and to determine whether this passageway remains as a public way that cannot be blocked or impeded.

Background on the Road Issue

From the information I have been able to gather, at one time in the past, this small section of the former Whipple Road was part of Whipple Road. As one proceeded in a general northeasterly direction coming from Wentworth Street towards the present gas station area, there were railroad tracks that crossed Wentworth Street. These tracks continued along what is now Whipple Road between the gas station and St. Raphael's Church. The existing gas station was built on the location of the former Navy Yard train station. When the train station was there, Whipple Road went up towards Rogers Road from Wentworth Street and then swung around the northerly sideline of the train station. It then curved back behind the train station (now the gas station) to meet what is now Whipple Road. To assist in understanding this, I have enclosed a copy of the Town Tax Map.



**McEACHERN & THORNHILL**  
Attorneys at Law

Mr. Jonathan L. Carter  
Re: Whipple Road Abandonment  
June 18, 2009  
Page 3

This shows the gas station property as Lot 134 and St. Raphael's Church property at Lot 24 and the residential property on Whipple Road behind the gas station as Lot 135. The old location of Whipple Road was between Lot 134 and Lot 135 as shown on this Tax Map.<sup>1</sup>

At some point, presumably in the first half of the 1900's, the railroad station and tracks were removed and Whipple Road was relocated to its current location. The old portion of Whipple Road to the rear of the gas station no longer functioned as a part of Whipple Road.

I am also attaching a portion of a survey completed in 1985 based on a survey by Moulton Engineering Co. in 1973. This survey shows what is referred to on that plan as the "ABANDONED

---

<sup>1</sup>I am also attaching some photos from the Kittery Kaleidoscope showing Whipple Road in the area we are discussing as it existed in the early 1900's when the train station was there. The railroad tracks ran between the train station and the Church property. I believe the best of these photos showing Whipple Road as it curled around the train station is the photo that I have marked as "A." This photo shows the Navy Yard train station looking back towards Wentworth Street and Rogers Road.

Mr. Jonathan L. Carter  
Re: Whipple Road Abandonment  
June 18, 2009  
Page 4

WHIPPLE ROAD" property to the rear of the gas station [referred to on that Plan as the "DANNY R. LEAVITT" property.] This survey Plan also shows the existence of four maple trees that measured approximately 18", 15", 18", and 24" when this Plan was completed in 1985. These maple trees were planted within the former location of the portion of Whipple Road. The substantial portion of what was formerly Whipple Road as it appears on this Plan is now occupied as part of the property shown as Lot 135 on the Town Tax Map. The Lot 135 property boundary now extends to approximately the line of maple trees.

The question now to be determined is whether that portion of the former Whipple Road as it exists behind the gas station and on Lot 135 continues to have the status of a public way or street. My answer to this question is that it does not.

#### Discussion

There are two legal methods whereby a public way or street can cease to exist as a public way or street, subject to upkeep and maintenance at public expense.

**McEACHERN & THORNHILL**  
Attorneys at Law

Mr. Jonathan L. Carter  
Re: Whipple Road Abandonment  
June 18, 2009  
Page 5

Under 23 M.R.S. § 3026, a municipal street or way may be discontinued by a municipality through a process which essentially involves notice to the abutters, a determination of any damages that may accrue to abutting property by virtue of the discontinuance, and an affirmative vote by the municipal officers to formally discontinue the way. Unless the vote by the municipal officers to discontinue a public way otherwise states, "A public easement shall, in the case of town ways, be retained and all remaining interest of the municipality shall pass to the abutting property owners to the center of the way."

There is no historical evidence in the Town's records that I could find that would indicate that this portion of the former Whipple Road was ever formally discontinued by the Town.

The second process by which a town may be relieved of its obligations to maintain a town way is contained in 23 M.R.S. § 3028 dealing with road abandonment. A way or road may cease to be a public way or road through abandonment by a municipality. 23 M.R.S. § 3028 creates the presumption of abandonment whenever

**McEACHERN & THORNHILL**  
Attorneys at Law

Mr. Jonathan L. Carter  
Re: Whipple Road Abandonment  
June 18, 2009  
Page 6

a town does not maintain a public way at municipal expense for any period of 30 or more consecutive years. A public way that has been abandoned by the town under this statute is relegated to the same status as a discontinued way or street under 23 M.R.S. § 3026, that is, the town's interest in the public way reverts to the abutting owners on each side to the centerline.

To determine whether the presumption of abandonment applies to the portion of the former Whipple Road we are considering, we must determine whether the Town has failed to maintain this section of the former Whipple Road for any 30-year period.

I have discussed the maintenance issue with Rick Rossiter who has been the Public Works Director since the mid-1970's. He informs me that during his tenure the Town did not maintain or consider this small portion of the former Whipple Road to be a Town road subject to maintenance. Furthermore, I am advised by Police Chief Strong that the Department never so considered it. In addition, the physical evidence on the ground in the form of the four rather large maple trees standing within the former

**McEACHERN & THORNHILL**  
Attorneys at Law

Mr. Jonathan L. Carter  
Re: Whipple Road Abandonment  
June 18, 2009  
Page 7

Whipple roadway area suggests that these trees were probably planted sometime back in the 1950's or thereabouts and certainly is inconsistent with the Town's maintenance of this section of the former Whipple Road by the Town as a public way.

From the evidence I have found, it is my conclusion that the portion of former Whipple Road behind the gas station has been long abandoned by the Town through lack of maintenance as a public way for at least 30 consecutive years. Therefore, following the presumption of state statute, this section of roadway has been abandoned as a Town way and reverted to the abutting owners on each side to the centerline.<sup>2</sup>

---

<sup>2</sup>The opinion does not address the question whether or not any particular person or persons or the members of general public at large can establish a separate right of use over the present traveled area pursuant to the doctrine of prescriptive easements. Whether such person or persons could allege and prove a prescriptive easement for travel back and forth over this area against the interests of the property owners of this would be an issue to be pursued by those seeking to obtain such a right.

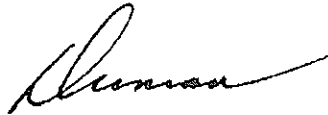
Mr. Jonathan L. Carter  
Re: Whipple Road Abandonment  
June 18, 2009  
Page 8

Conclusion

Based on all of the above, it is my opinion, that the portion of the former Whipple Road at issue was abandoned by the Town and no longer exists as a Town way or street. Consequently, the Town has no legal obligation to maintain it as such or to insure that it is kept passable to the general public.

Should you have any questions with regard to this, don't hesitate to give me a call.

Very truly yours,



Duncan A. McEachern

DAMCE/cn  
Enclosures

TOK-LTRS\WhippleRd.abndmt  
22520