

## Town of Kittery Maine Planning Board Meeting January 9, 2020

### ITEM 1 – 8 Wentworth Street – Sketch Plan Review

Action: Accept or deny application. Approve or deny sketch plan. Owner/applicant, the Town of Kittery, requests consideration of a sketch plan for a three-story addition and related site improvements to the Rice Public Library located at 8 Wentworth Street (Tax Map 4, Lot 88) in the Mixed Use – Kittery Foreside (MU-KF) Zone. Agent is Ryan Kanteres, Scott Simons Architects.

#### PROJECT TRACKING

REQ'D	ACTION	COMMENTS	STATUS
NO	Sketch Plan Review	Scheduled for 1/9/2020	PENDING
NO	Site Visit		
YES	Determination of Completeness/Acceptance		
YES	Public Hearing		
YES	Shoreland Development / Preliminary Plan Review and Decision		
YES	Final Plan Review and Decision		

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

#### Background

This is a conceptual review of a plan to expand the existing 2.5 -story + full basement Romanesque Revival structure known as the Rice Public Library (listed on the National Register of Historic Places), by adding a three-story expansion to the southeastern corner of the original building. The .8 acre (34,947 sf) lot is located in the Mixed Use – Kittery Foreside Zone.

The existing library building is a non-conforming structure as it exceeds the 40-foot height limit set in the Mixed Use - Kittery Foreside Zone.

The proposed expansion takes advantage of the existing slope of the site, allowing the lower floor's entrance to exist at the same elevation as the southernmost parking lot while the two upper stories are at similar grade to the existing historic structure. An entrance which faces Wentworth Street and opens to a lobby is proposed in the expansion while the original building will retain its current entrance up the flight of stairs. A children's garden is proposed on the north side of the original building where trees and shrubs are currently located and the existing parking lot beyond will be expanded.

#### Staff Review

The sketch plan includes the information required under *16.10.4.2.2 Sketch Plan Review Phase* that would apply to a currently developed lot on which a public building is located, although building height and parking requirement calculations would be helpful on the plans. The Applicant provided the following information: footprint of the original building is 1,750 sf with about 5,100 sf of total floor space, the proposed addition's footprint will be about 3,680 sf with 10,400 sf of total floor space. Under Title 16, sketch plan is optional for a site plan review (e.g. a project that is not a subdivision).

### **Section 16.3.2.15. Mixed Use - Kittery Foreside Zone**

#### General requirements

1. The current use (described under B.(3) Permitted Uses) as a *municipal or state building or use* is a permitted use.
2. The lot conforms as it is greater than 5,000 sf.
3. The current building and the proposed expansion exceed the 10 feet required for front, rear and side yard setbacks.
4. The original building with the expansion does not exceed 60% of the lot.
5. The 40% open space requirement is met:
  - a. Total proposed building footprint + parking area + walkways = 19,152 sf which is about 55% of the total lot size of 34,947 sf, leaving 45% open space.

#### Maximum building height

1. The maximum building height in the MU-KF Zone is 40 feet. The Applicant has submitted an application to the Board of Appeals concerning clarification of the maximum allowable building height for additions to non-conforming structures. Per the Board of Appeals application dated December 23, 2019, the existing library structure's height is 50 feet 10 inches to the top of the hip roof and 54 feet, 4 inches to the top of the tower. The proposed expansion's height has not be finalized. However, the Applicant states that the original building will remain the tallest structure on the lot. Further details on height will be provided with the preliminary plan submission.

#### Maximum building footprint

1. The original library building will remain so these standards do not apply since they apply only to new or replacement buildings.

#### Design standards

1. The current footprint of the library building is 1,750 sf – with the proposed addition, that footprint will be expanded to about 5,430 sf. This exceeds the 30% threshold so additional standards apply.
  - a. The expansion takes advantage of the existing slope of the lot and is oriented to Wentworth Street. See 16.3.2.15.D.(4).(a).
  - b. Per 16.3.2.15.D.(4).(b) *the overall massing objective is to simulate a concentrated use of space in the Foreside while avoiding the use of large multiunit buildings. In the interest of this objective , building footprints must not exceed the maximums set forth within this subsection.* The library is not a multiunit building. The subsection referred to must necessarily be 16.3.2.15.D.(3) *Maximum building height* since that is the only subsection that places set limitations on building footprints. As noted above, these limitations apply only to new or replacement buildings. The original library building will remain with an expansion to it being proposed.
  - c. According to 16.3.2.15.D.(4).(e) *Roof slope and shapes*, a hipped roof does not have to meet the 8:12 pitch. The largest area of roof proposed for the expansion is a hipped roof although it does appear that a portion of the roof, where it connects to the original building may be flat, or nearly so. This would not meet the standards in e [3], *Roof slope and shapes*. Additionally, e[2] states that *roof pitch of elements that link buildings or portions of buildings must be the same or greater than the pitch of the roofs on buildings that are being linked.* As can be seen from the architectural drawing provided, the pitch is less if an “element” is where the old and new buildings meet. Finally, e[4] states *the roof pitch of additions or wings must be similar to the pitch of the primary roof.* If the primary roof is the roof of the original building, the pitch of the main body of the existing building's roof appears to be greater than the proposed expansion. The Applicant has applied to the Board of Appeals for relief via a miscellaneous variation request.

### Special parking standards

1. There isn't a specific special parking standard for municipal buildings listed in the MU-KF zone or in 16.8.9.4.D Parking Standards. Instead, the Applicant is basing the number of parking spaces on public floor area and the number of full time equivalent (FTE, mistakenly called FFE on the plans) employees. The floor plans were not submitted as part of sketch plan nor were the number of FTE employees. This information can be submitted with the preliminary plan.
2. The Planning Board can determine whether or not the parking proposed is sufficient per 16.8.9.4.C *In cases not specifically covered, the Town Board or officer with jurisdiction to approve the application is authorized to determine the parking requirements and projected development use intensity.*
3. The Applicant is proposing one parking space for every 350 sf of public floor area and one parking space for every two FTE employees. The Applicant is proposing 27 off-street parking spaces plus two dedicated short-term parking spaces on Wentworth Street which presumably are located where the "Drop-Off Area" is noted on the plans. The southern parking lot is proposed to be paved (it is currently gravel) with 10 parking spaces + one ADA-compliant space while the northern parking lot is proposed to accommodate 15 parking spaces + one ADA-compliant space. The number of ADA-compliant parking spaces meets the requirements for each parking lot (1 ADA-compliant space for up to 25 parking spaces).

### **Section 16.7.3.3.B Nonconforming structure repair and/or expansion**

1. As stated earlier, the Rice Public Library is a non-conforming building by virtue of its height. Because the proposed expansion involves the addition of more than 6 parking spaces and is not residential in nature, the Planning Board is the municipal permitting authority through site plan review.
2. The Rice Public Library is not within a shoreland zone.
3. The pertinent subsection is 16.7.3.3.B.(3).(a) which states that *a nonconforming structure may be repaired or maintained and may be expanded in conformity with the dimensional requirements, such as setback, height, etc. as contained in this title.*

### **Recommendation**

This is the Board's opportunity to provide guidance and specific suggestions to the applicant.

The sketch plan application is substantially complete. Staff finds the concept plan to be in general conformance with Title 16 based on the information provided with the exception of the roof style and pitches as noted earlier which will be heard by the BOA. Additional information on square footage, height of the expansion, landscaping and how the proposed parking numbers were arrived at are needed (e.g. how many FTE employees and the square footage of the public areas) – all of which can be provided with a preliminary plan submission.

The Board may wish to accept the sketch plan dated December 19, 2019 as complete. The motion is below.

***Move to accept the sketch plan application dated December 19, 2019 from owner/applicant The Town of Kittery, for a three-story addition and related site improvements to the Rice Public Library located at 8 Wentworth Street (Tax Map 4, Lot 88) in the Mixed Use – Kittery Foreside (MU-KF).***

If the Board is satisfied with the sketch plan dated December 19, 2019, the Board may vote to approve it. The motion is below:

***Move to approve the sketch plan application dated December 19, 2019 from owner/applicant The Town of Kittery, for a three-story addition and related site improvements to the Rice Public Library located at 8 Wentworth Street (Tax Map 4, Lot 88) in the Mixed Use – Kittery Foreside (MU-KF).***



# TOWN OF KITTERY MAINE

## TOWN PLANNING AND DEVELOPMENT DEPARTMENT

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

### APPLICATION: SITE OR SUBDIVISION-SKETCH PLAN REVIEW

<b>Application Fee:</b>		<input type="checkbox"/> \$200.00		<b>Amount Paid:</b> \$ _____		<b>Date:</b> 12-19-19	
<b>PROPERTY DESCRIPTION</b>	Parcel ID	Map	Map 4	Zone(s)-Base:	MU-KF	Total Land Area	0.80 Acres
		Lot	Lot 88	Overlay:	None	MS4	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Physical Address	8 Wentworth Street, Kittery, Maine 03904					
<b>PROPERTY OWNER'S INFORMATION</b>	Name	Kendra Amaral			Mailing Address	200 Rogers Road Kittery, ME 03904	
	Phone	207.475.1329					
	Fax						
	Email	kamaral@kitterymaine.org					
<b>APPLICANT'S AGENT INFORMATION</b>	Name	Ryan Kanteres			Name of Business	Scott Simons Architects	
	Phone	207.772.4656 x104			Mailing Address	75 York Street Portland, ME 04101	
	Fax						
	Email	ryan@simonsarchitects.com					
<b>PROJECT DESCRIPTION</b>	<i>See reverse side regarding information to be provided.</i>						
	<b>Existing Land Use(s):</b>						
	Town Library						
	<b>Proposed Land Use(s) and Development:</b>						
	Town Library						
<b>Please describe any construction constraints (wetlands, shoreland overlay zone, flood plain, non-conformance, etc.)</b>							
The proposed projects is designed to the requirements of the MU-KF zone, however it is an addition to an existng historic, public, non-conforming building which will require the pursuit of a miscellaneous variation request.							
There is no specific minimum off-street parking requirement for library use established within the Kittery town ordinance. Working from research on comparable projects, the proposed project applies a standard of one parking space for every 350 square feet of public floor area, and 1 parking space for every 2.0 FFE employees. In addition to the 27 off-street parking space there will be 2 dedicated short term spaces on the Wentworth street side of the property. The combined 29 space represents a 16 space increase from the 13 spaces currently available at the Rice Public Library, and a 5 space increase from the combined total from both the Rice and Taylor properties							
I certify, to the best of my knowledge, this application information is true and correct and I will not deviate from the Plan submitted without notifying the Town Planning and Development Department of any changes.							
<b>Applicant's Signature:</b>				<b>Owner's Signature:</b>	_____		
<b>Date:</b>	12-19-19			<b>Date:</b>	_____		

## MINIMUM PLAN SUBMITTAL REQUIREMENTS

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

### Sketch Plan format and content:

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

B) Plan Scale

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

C) Title Block

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

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

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

### Sketch Plan must include the following existing and proposed information:

#### Existing:

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

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

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

Distance to:

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

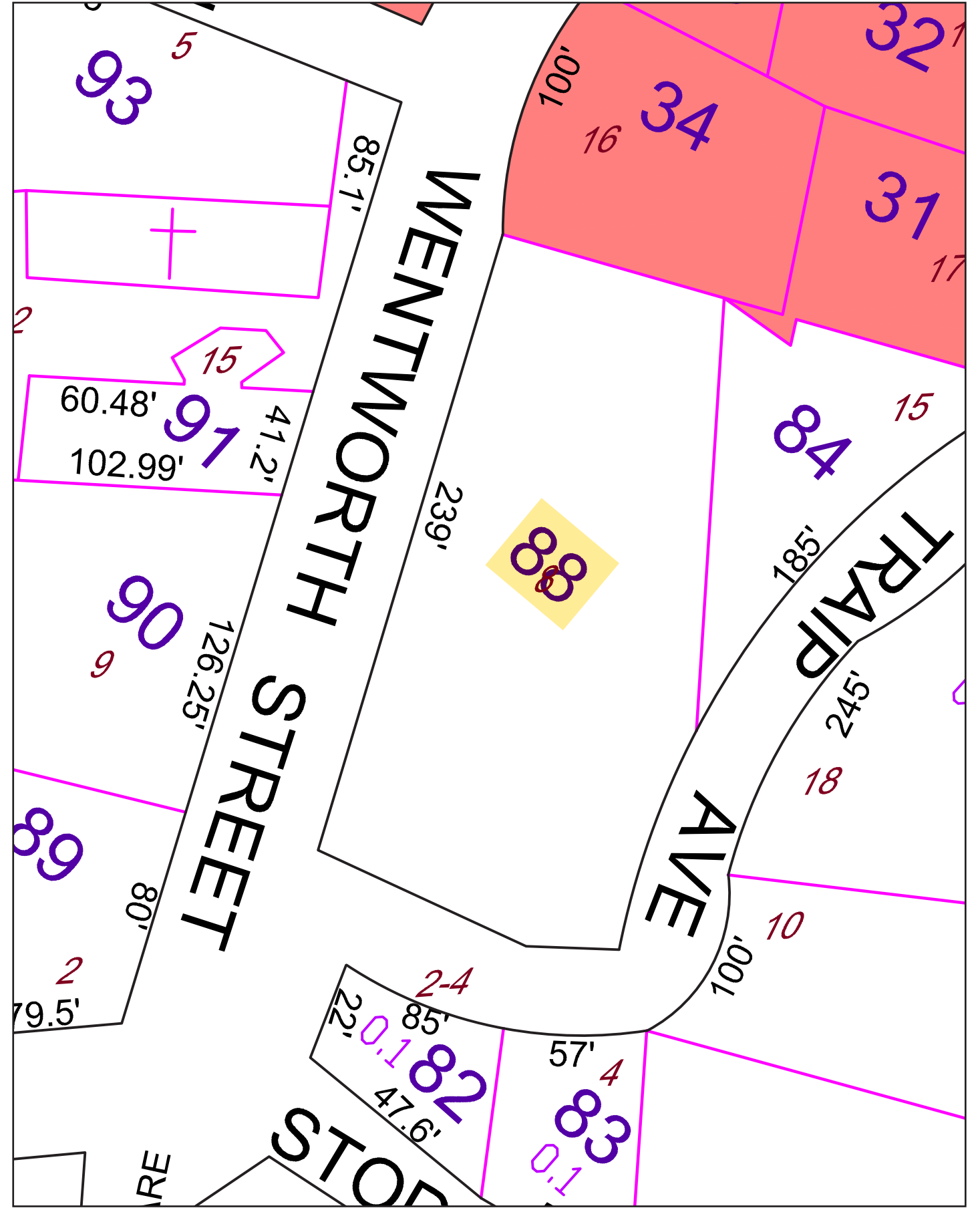
**AN APPLICATION THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD REVIEW.**

Rice Public Library - Vicinity and Tax Maps



Vicinity Map

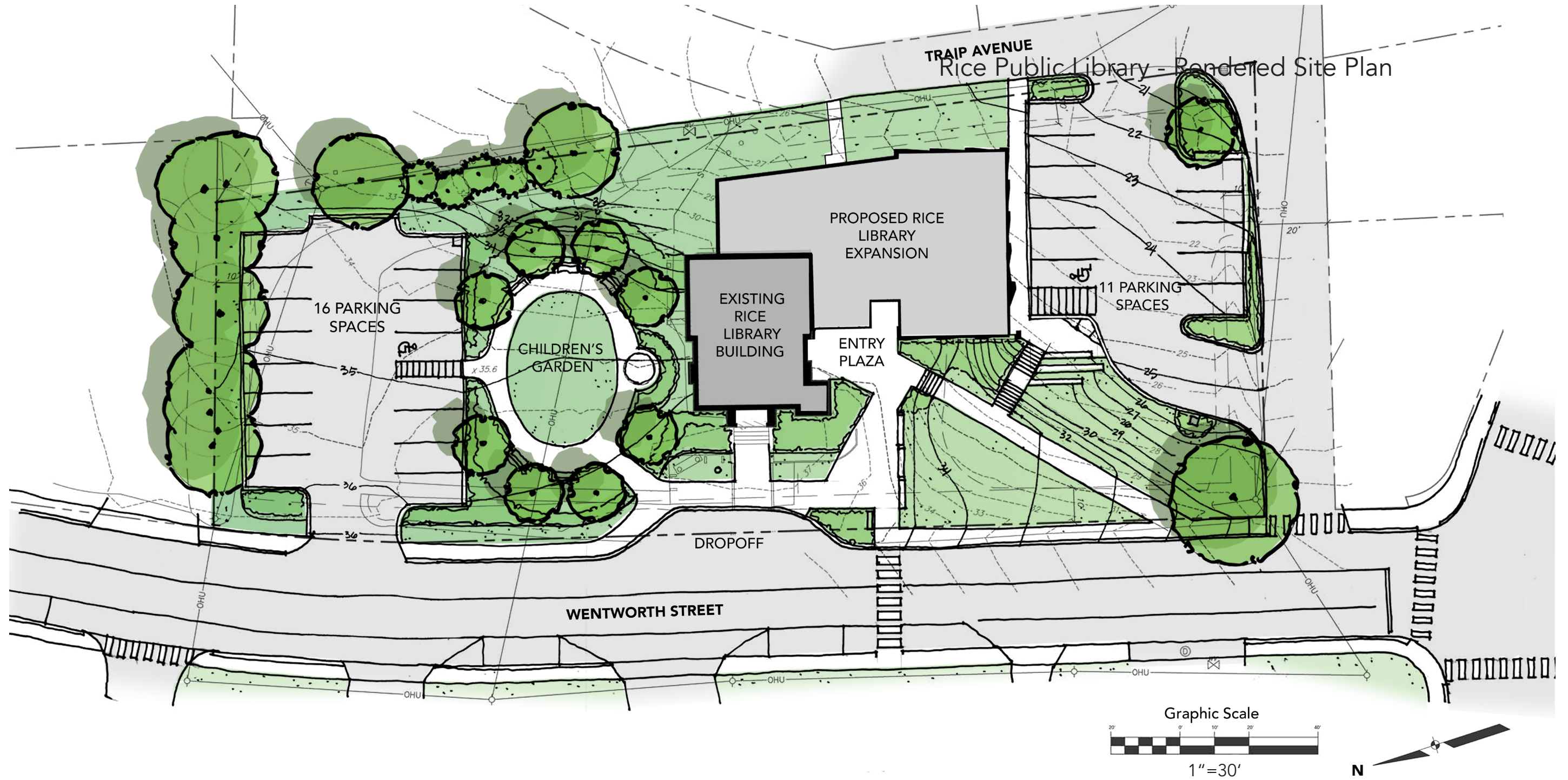
Scale 1" = 50'



Tax Map

Scale 1" = 50'

Rice Public Library - Rendered Site Plan



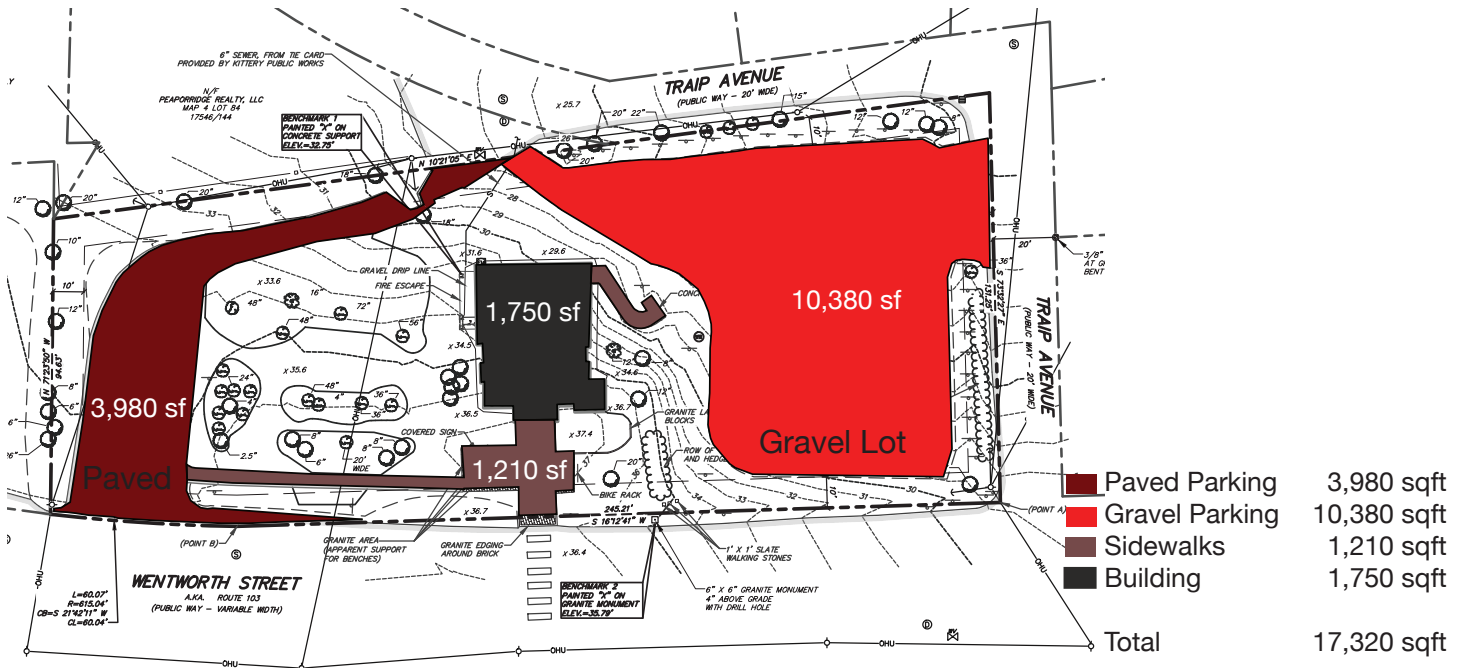


Rendering of Current Massing from the Kittery Foreside



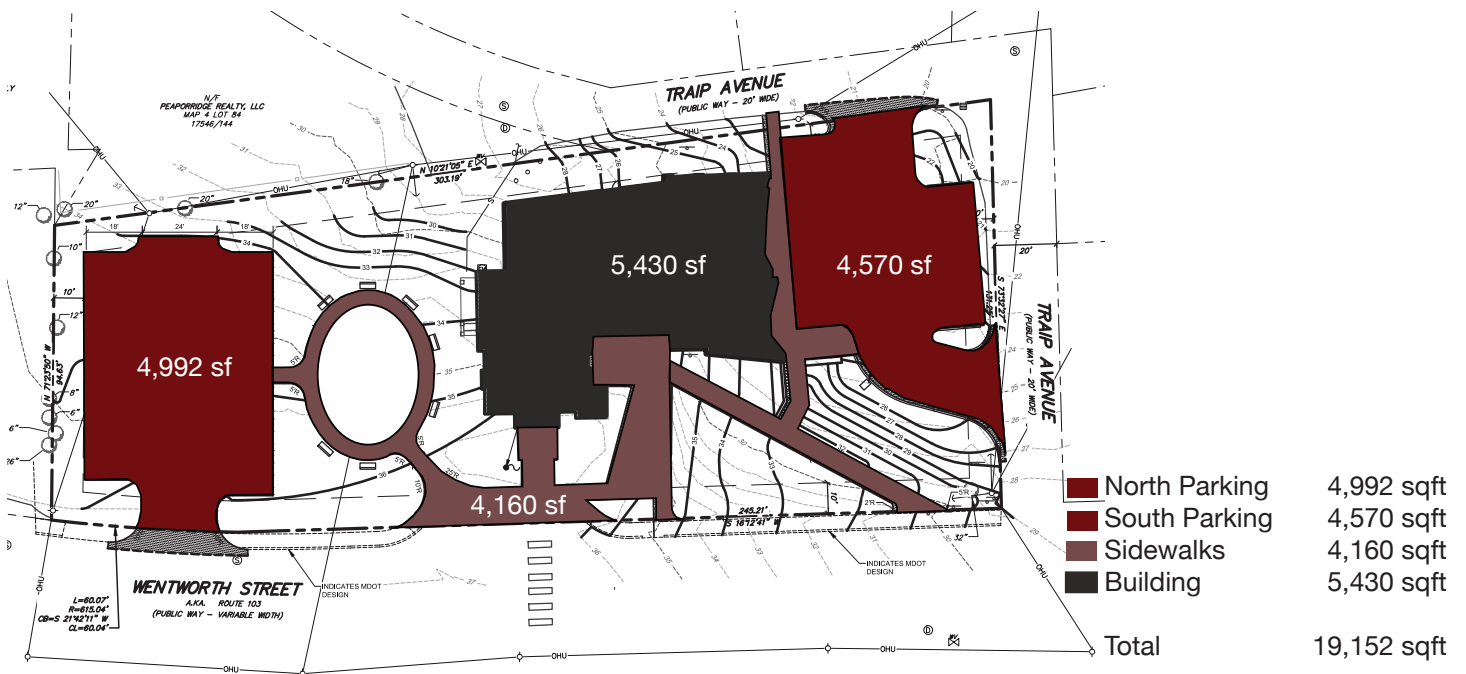






Existing Condition

Lot Size 34,947 sqft  
 Total Coverage 17,320 sqft 49.5%



Proposed Site plan

Lot Size 34,947 sqft  
 Total Coverage 19,152 sqft 54.8%

