# Town of Kittery Maine Town Planning Board Meeting May 13, 2021

#### 4 Pepperell Road—Shoreland Development Plan Review

Action: Accept or deny plan as complete; continue application to a subsequent meeting, schedule site walk and/or public hearing; approve or deny plan: Pursuant to §16.7.3.3.B *Nonconforming structure repair and/or expansion* and §16.10.3.4 *Shoreland Development Review* of the Town of Kittery Land Use and Development Code, the Planning Board shall consider an after-the-fact permit application from owner/applicant Elizabeth Kirschner requesting approval to maintain a patio with an enclosed screened porch and expand a legally nonconforming dwelling unit on a legally nonconforming lot within the base zone setback of the Shoreland Overlay Zone on real property with an address of 4 Pepperrell Road, (Tax Map 18, Lot 45-4) located in the Residential-Kittery Point Village (R-KPV) Zone and the Shoreland (OZ-SL-250) and Resource Protection (OZ-RP) Overlay Zones.

#### PROJECT TRACKING

REQ'D	ACTION	COMMENTS	STATUS
No	Sketch Plan	Not pursued	Not pursued
No	Site Visit	At the Board's discretion	To be determined—PB discretion
Yes	Completeness/Acceptance	(cont.)1/28; 4/22/2	Ongoing
No	Public Hearing	At the Board's discretion	To be determined—PB discretion
Yes	Plan Approval	May be held at the 5/13/21 meeting	Pending

Applicant: 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, when applicable, 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 16.4.4.13 - 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.

#### **Project Introduction**

This past spring, the applicant approached the Planning Department seeking approval to expand a deck that overlooks Spruce Creek. A preliminary site plan illustrated a preexisting deck of 40-sf to be expanded by approximately 84-sf. to a total in area at 114-sf. Additionally, the applicant proposed a revegetation expansion of 58-ft to off-set the proposed deck expansion. During the course of the proposal's review, the Planning Department discovered that the existing deck attached to the house was unpermitted by Code Enforcement and presented itself as a safety hazard resulting from the deck being supported by a suspended structure (chain-links). Given the observed code violations, the applicant was compelled to remove the structure. Moreover, the deck was an unpermitted expansion of a legally nonconforming structure, pursuant to §16.7.3.3.B(3)(e)[5](a)1. Typically, the matter would have been settled at that point, but the illegal deck had a doorway leading into the house. The absence of any outdoor landing area would have created a more dangerous situation as there is a significant drop in elevation at the point of egress. Understanding this and taken into consideration that the applicant desired more sitting area space at that location, the Planning Department and Code Enforcement sought to work with the applicant to brainstorm various design conceptions that would comply with applicable zoning ordinances for that location. To the south of the proposed area of work is an existing earthen patio area that is elevated slightly and supported by vegetation and some stonework. It was agreed

<sup>1</sup> Land Use and Development Code, Town of Kittery, §16.7.3.3.B(3)(e)[5][a]: For structures located less than the base zone setback from the normal high-water line of a water body, tributary stream, or upland edge of a coastal or freshwater wetland, the maximum combined total footprint for all structures may not be expanded to a size greater than 1,000 square feet, or 30% larger than the footprint that existed on January 1, 1989, whichever is greater. The maximum height of any portion of a structure that is located in the base zone setback may not be made greater than 20 feet, or the height of the existing structure, whichever is greater.

upon by all parties that if something similar was constructed and no structural attachments were to be affixed and attached to the earthen patio area and the dwelling unit, it would be permitted. The idea was to create natural vegetation patio mound whose soils were supported primarily by vegetation and some stone work. At the meeting's conclusion, the applicant was instructed to come up with a plan and submit a building permit application for review.

A building permit application was submitted on June 9, 2020 stating that an 8' x 12' earth and stone patio was to be built with no further described structural attachments thereto. The applicant and Code Enforcement Officers were corresponding intermittently throughout the summer with communication tapering off by early autumn. The application remained dormant thereafter with no final inspection request submitted by the applicant. On November 12, 2020, Code Enforcement observed the construction of a stone retaining wall with an attached screen porch and subsequently filed a Notice of Violation ("NOV") to the applicant. The NOV stated that the attached screened-in structure was outside the scope of the original building permit. The applicant was directed to either remove the screened enclosure, apply for an after-the-fact shoreland development plan with the Planning Board, or appeal the NOV to the Board of Appeals ("BOA")

#### **Analysis and Staff Commentary**

The Shoreland Development Plan application before the Board seeks approval for an after-the-fact permit for a patio enclosed by a retaining wall and screened area. The applicant is requesting a wavier for §16.10.10.1.B(1) to not submit a completed shoreland development site plan, however, a preliminary survey is on file and included in the Board's packets that essentially depicts the existing and proposed conditions.

Considering the waiver request and the information in-hand, the application appears to be complete in the instance the Board were to grant a waiver from §16.10.10.1.B(1). As the Board can discern from the plan that was provided, the lot has a large devegetation rate (44.2%). This rate would not have changed if the proposed earthen patio was constructed in accordance with the parameters of the issued building permit. Nevertheless, the patio as it is currently is constituted may exceed the devegetation rate of (44.2%) by approximately 96-sf as a result of patio having an enclosed screen porch.

The inclusion of the screened enclosure affixed to the patio is in clear violation of §16.7.3.3.B(3)(e)[5](a) as it presence constitutes an expansion of a legally nonconforming structure under the base zone setback towards the high water line. This structure at the minimum should be directed to be removed.

The constitution of the patio needs to be debated by the Board. Specifically, the Board needs to decided if the patio as it is currently constructed satisfies the provisions under §16.3.2.17.D(2)(b)2. If it is decided that it does not comply with the aforementioned standard, then the Board should direct the applicant on what would be permissible, if anything at all.

In conclusion, the patio was constructed above the scope of the building permit and what was the agreed to by Town staff during their site visit with the applicant. There was a good faith effort to find a solution that would meet the needs of the applicant and the applicable zoning ordinances. Be that as it may, the evidence confirms that there are a few code violations with this application which requires a Planning Board remedy. The NOV gave the applicant the multiple recourses: remove only the screened enclosure in order to satisfy its conditions, seek approval from the Planning Board for what was built, or appeal the NOV to the BOA. Ultimately, the applicant elected to seek approval from the Planning Board for what was built.

#### **April 15, 2021 Update**

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At the January 28, 2021 meeting, Ms. Kirschner was unable to communicate with the Planning Board as her microphone on her computer malfunctioned. In order to provide Ms. Kirschner with due process, the Board elected to continue the meeting to a subsequent meeting. Due to scheduling conflictions, Ms. Kirschner was unable to appear before the Board until now and prepared to make her case before the Board. Nothing in the Notice of Violation or application has changed since the application was last reviewed by the Board.

<sup>&</sup>lt;sup>2</sup> Land Use and Development Code, Town of Kittery, \$16.3.2.17.D(2)(b), Accessory patios or decks no larger than 500 square feet in area must be set back at least 75 feet from the normal high-water line of any water bodies, tributary streams, the upland edge of a coastal wetland, or the upland edge of a freshwater wetland. Other patios and decks must satisfy the normal setback required for principal structures in the Shoreland Overlay Zone

#### May 6, 2021 Update

At the April 22, 2021 meeting, Ms. Kirschner failed to appear before the Board to advocate for her application. Again, the Board continued the application to the May 13, 2021 meeting and issued a communique to the applicant that a decision will be made at the next meeting regardless if she fails to appear or submit a statement of support.

Since the April 22, 2021 meeting, the applicant has submitted a letter notifying the Planning Board of her intention to withdraw the current shoreland development plan application seeking approval to be permitted to maintain the existing patio and structure on her property and alternatively has selected to comply with the Notice of Violation ("NOV") order, issued on November 12, 2020, by applying the necessary remedies to satisfy the NOV and come into conformity with the Land Use and Development Code. Please see letter from Ms. Kirschner, dated May 6, 2021, for more detail.

Whereas, the application is being withdrawn from consideration, no action is necessary from the Board at this time.

4 Pepperrell Road Kittery Point, ME 03905 May 6, 2021

(617) 872-7624 e.kirschner1@gmail.com

To the Members of the Planning Board,

At this time, I wish to courteously withdraw my after-the-fact Shoreland Development Plan Application. As advised, I shall comply with the notice of violation issued by the Code Enforcement Officer, dated November 12, 2020.

Although I acted in good faith when constructing the back patio, I have since gained a better understanding of the code and have come to the conclusion that I'm in violation of its provisions.

Because the current application before the Board stands no chance to be approved, I'm submitting this letter as evidence that I shall comply and work with the town to resolve all concerns regarding the back patio.

In short, please remove my application from your agenda scheduled for the May 13th Planning Board Meeting.

Regards,

Elizabeth Kirschner

## SHORELAND DEVELOPMENT PLAN APPLICATION



# TOWN OF KITTERY

# Planning & Development Department

200 Rogers Road, Kittery, ME 03904 Telephone: 207-475-1323 Fax: 207-439-6806

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PROPERTY DESCRIPTION		Physical Address	4 Pepp	perrell Bod	nd		
		Base Zone		Overlay Zone (s)			
OWNER INFORMATION		Name	Elizabe	the Billerhold		4 Peoperett Karl	
		Phone	617-8-	Z2-7634	Mailing Address	Kithey Coing, ME	
		Email	e. Kirachn	er 1 ognail con	)	10 (510)	
		Name	-	0	Company		
AGENT		Phone		****	N / - : !!:	T. C.	
INFORM	ATION	Email			Mailing Address		
		Fax					
		Name		11			
APPLICA INFORM		Phone			Mailing Address	5	
		Email			71001000		
				s			
Existing Use: This Roject has been Completed. A ploperty, Survey was conducted, three folion members visited on 8 to end over operation for me to quilt a  Stone settio in the lear; which was then surrement in t  giver a correspondent cool. Allier & my driveway  Proposed Use (describe in detail): was excavaful to provide						to doill to	
SCRI	Proposed Use (describe in detail): was excavated to provide						
PROJECT DE	additional gordons. The dech patio's use is Single as a place to view or gregeous view of Sive Creek. Coped Garby and I constructed all in why we fully believed mas compliant.						

	<b></b>						
7	Please describe any construction constraints (wetlands, shoreland overlay zone, flood plain, non-conformance, etc.)						
PROJECT DECSCRIPTION	I'm ashoalod yous h	ence No	duilt silt socks				
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<u> </u>	into oplice Crack to a Master Gardener, laso						
ō	into Sprice Creek to a Master Cardener lasso put a office wall septed my back gardens to Prevent exosion, tachapis + envilonmyal concerns are very important						
	I certify I have provided, to the best of my knowledge, information requested for this application that is true and correct and I						
	will not deviate from the Plan submitted without notifying the Planning and Development Department of any changes.  Applicant's Owner's						
Signature		Signature:	2/12 aboth Diachi				
Date:	12/23/20	Date:	_ R /da/20				
	of Service Accounts: Fees to pay other direct costs in fees. Title 3, Chapter 3.3.	necessary to com	plete the application process, not including				
	MINIMUM PLAN SUBN	ITTAL REQUIR	EMENTS				
	Copies of this Application Form, all supporting of 12 plan copies may be half-size (11"x17") and 3						
Shorelar	nd Development Plan format and content:	6	Des hands of list				
A) Paper	Size; no less than 11" X 17" or greater than 24" X 3	16" is a	floo necessary as fins?				
200		12 a	Dost - Alajeet (Cores).				
B) Plan S	cale r 10 acres: no greater than 1" = 30'						
	acres: 1" = 50'						
C) Title B	Block						
	Shoreland Development Plan						
	cant's name and address of preparer of plan with professional information						
☐ Parce	el's Kittery tax map identification (map – lot) in bottor		and all an object				
☐ Vicinity Map or aerial photo showing geographic features 5,000 feet around the site.							
D) Signature Block							
☐ Area for signature by Planning Board Chair and Date of Planning Board Approval							
Development Plan must include the following existing and proposed information:							
Existing:			an must show the lightened existing topography and project plan for comparison.)				
	under the proposed project plan for comparison.)  Land Use Zones and boundaries						
	raphic map (optional) Ids and flood plains		reas and open space s and building envelopes				
☐ Water I	bodies and water courses	Lot dimension	ons				
	area nensions		ver/septic, water, electric, phone) eways and rights-of-way				
☐ Utilities	s (Sewer/septic, water, electric, phone)	☐ Structures	volume, devegetated area, and building coverage				
☐ Structu			oldino, devegetated area, and building coverage				
	ce from structure to water body and property lines area, volume, devegetated area, and building coverage	Distance to:	eways and intersections				
_ 1,007 a	Totalio, dotogotatoa aroa, ana ballaling obtolago	☐ Nearest fire	hydrant				
	Nearest significant water body; ocean, wetland, stream						

# Expansion/Construction Analysis within the Shoreland Overlay Zone<sup>1</sup> (see Table 16.9)

Size of wate	r body or wetlar	nd: < 500 sf	☐ <501 sf-1 a	acre ->1 acre
	Structure distar	nce from water	body:f	eet not grift 31 a
STRUCTURE	Existing	Proposed	% Increase*	
SF (Area)	sf	sf	%	
CF (Volume)	cf	cf	%	
Construction:	New:	Value:		
Construction.	Maintenance	\$		
*Total increase in area	and/or volume may	not exceed 30% fo	or any new constructi	ion since 1/1/1989.

% Allowed*	Existing SF	Proposed SF	% Proposed*
%	sf	sf	%

BUILDING COVERAGE	% Allowed*	Existing SF	Proposed SF	% Proposed*
Lot Size (sf)	%	sf	sf	%

<sup>1</sup>Calculations for area, volume, and de-vegetated areas must be included on the final plan and certified by a State of Maine registered architect, landscape architect, engineer, or land surveyor.



01/21/2021

#### BP-20-133

**Building Permit** 

Status: Active

**Applicant** 

peter Garland p90x180@gmail.com 29 Wentworth St Kittery, ME 03904 2079940662

**Owner Information** 

Are you the owner of the property

No

**Property Owner Mailing Address** 

4 pepperrell rd kittery point maine

Applicant/Primary Contractor

**Contractor's Name** 

Peter Garland

License #

License Type

Corporation/Partnership/LLC License #

City

City

Kittery

Zip Code

03904

Alternative Phone #

--

Date Created: Jun 09, 2020

Location

4 PEPPERRELL ROAD KITTERY, ME

Owner:

KIRSCHNER, ELIZABETH 4 PEPPERRELL ROAD , null, KITTERY, ME 03905

**Business Name** 

--

**License Expiration Date** 

Type of Business

--

Mailing Address

29 wentworth st

State

Me

Preferred Telephone #

2079940662

**Email** 

p90x180@gmail.com

#### **Property Information**

**Proposed Distance of Structure to Front Yard Property Line** 

60ft

Proposed Distance of Structure to Side/Rear Yard Property Line

20ft

Proposed Distance of Structure to Fresh/Coastal Wetland

57.2f

Disturbing More than 1 CY of earth in the Shoreland or Resource Protection Overlay Zone?

No

**MDEP Erosion Control Certification #** 

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Is the property located within a FEMA Floodplain? If so, a FEMA Minor Development application may be required. Please check with Code Enforcement Officer.

No

Is the Lot or Existing Structure(s) non-conforming for size, frontage, setbacks or other zoning requirement?

No

#### **Project Description**

Complete description of project, including dimensions of any proposed structures:

8' x 12' earth and stone patio at the north westernmost corner of the house

Estimated Project Cost (Do not include the dollar symbol [\$]).

750

**Property Type** 

**Project Type** 

Residential

**New Construction** 

Will this project create one acre or more of disturbed area? If yes, you will be required to file a MDEP Notice of Intent to Comply with the Maine Construction Permit. Excavation will require a Maine Dep certified contractor in erosion control measures.

No

Is this project to construct a new dwelling (Single-Family, Duplex, etc.) or Mobile Home Construction?

No

Is this project on public sewer or private septage?

Public Sewer

#### Registered Professional Engineer (IF APPLICABLE)

Name Company Name

Mailing Address Phone #

...

Email Area of Responsibility

\*

Registration # Expiration Date

•

Registered Architect (IF APPLICABLE)

Name

Company Name

**Mailing Address** 

Phone #

- ..

Email

Registration #

**Expiration Date** 

name a

#### Certification

I certify that the information contained in this application and any related submissions to be true and accurate to the best of my knowledge. I understand that I am responsible for compliance with all applicable Town, State and Federal regulations and that failure to comply may result in the imposition of fines, legal fees, and the abatement of any violations to include abandonment of use and occupancy and corrective action such as the removal or modification of improvements if setbacks or other requirements have not been met and satisfied. I understand that this is an application and that I shall not begin any improvements until the appropriate permit(s) is/are issued nor will I make use of the improvements without first having obtained an occupancy permit. I will notify the Code Enforcement Officer of any changes to this application. A PERMIT ISSUED IS SUBJECT TO APPLICABLE ORDINANCES AND MUBEC AS ADOPTED BY THE STATE OF MAINE AND TOWN OF KITTERY AND IS ONLY VALID FOR WORK AS DESCRIBED ON THIS PERMIT APPLICATION.

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I am the

Contractor

**Property Owner Name** 

Elizabeth Kirschner

Applicant/Contractor Name

Peter Garland

Date

06/09/2020

Internal Only - For Building Permit

Permit Fee (enter Fee amount only)

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**Conditions of Approval/Staff Comments** 

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#### **Attachments**



1591714972025101087684395990719.jpg Uploaded by peter Garland on Jun 09, 2020 11:03 AM



Kurshner.jpeg



# TOWN OF KITTERY

### **Code Enforcement Officer**

200 Rogers Road, Kittery, ME 03904 Telephone: (207) 475-1308 Fax: (207) 439-6806

#### NOTICE OF VIOLATION AND ORDER TO ABATE

November 12, 2020

Elizabeth Kirschner C/O Verrill; Attn. Kenneth Doran 1 Portland Square Portland, ME 04101

Location:

4 Pepperrell Road #4, Kittery Point, ME 03905

Tax Map 18 Lot 45-4

Dear Ms. Kirschner,

TAKE NOTICE that it has come to the attention of the Code Enforcement Office, through observations made from adjacent properties and the right-of-way that the patio constructed on the property in the summer of 2020 was built beyond the scope of the building permit and is now considered an unpermitted enclosed patio. A list of violations is attached as Exhibit A.

Pictures taken of the violation on or about November 12, 2020 are included as Exhibit B. These pictures show that presence of the enclosed patio, which was built beyond the scope of the original building permit issued on August 17, 2020. The building permit and record of the permit is included as Exhibit C.

Due to the nature of the violations, you are hereby ordered to either remove the structure within 30 days of receipt of this letter including the roof and walls of the enclosed patio; or, you may seek after-the-fact Planning Board Approval and must submit a completed application to appear before the Planning Board within 30 days of receipt of this letter. Failure to comply within 30 days will result in fines assessed in accordance with § 16.4.5.I(1)(a):

Fine imposed: \$200 for the first seven-day period the violation continues beyond the time specified for corrective action. Thereafter, each day the violation continues, a separate violation with an additional minimum of \$100 per day penalty for each day of the continuing violation up to a maximum penalty imposed of \$2,500 for each specific violation, or the maximum as provided by 30-A M.R.S. § 4452, if greater.

You may appeal this decision by Administrative Appeal to the Board of Appeals within 30 days of the date of this letter pursuant to Town Code §16.6.4.A and §16.6.5.A.

Sincerely,

David Evans Assistant Code Enforcement Officer 200 Rogers Road Kittery, Maine 03904 207-475-1305

# EXHIBIT A

# **ORDINANCE VIOLATION LIST**

Code Cite	Code Provision	Observation
Town Code 16.5.2.A	Permit. No building, including municipal buildings, or structure may be erected, moved, added to or otherwise structurally altered and no regulated activity is to commence without a permit, issued by the Code Enforcement Officer and in compliance with all applicable state and federal requirements.	Enclosed patio located where only an open patio was permitted. Enclosure of the patio is beyond the scope of the issued building permit.
Internationa 1 Building Code 2015 R105.3	Application for permit. To obtain a permit, the applicant shall first file an application therefor in writing on a form furnished by the department of building safety for that purpose. Such application shall:  1. Identify and describe the work to be covered by the permit for which application is made.	Enclosed patio was not part of the submitted plan to build a patio

EXHIBIT B

