



TOWN OF KITTERY

Planning & Development Department
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TO: Kittery Planning Board
FROM: Jason Garnham, Director of Planning and Development
SUBJECT: Workshop: Master Site Development Plan
DATE: May 11, 2023

Chapter 16.6 of Kittery's Town Code, Master Site Development Plan, contains provisions for development of properties that are an acre or larger in size when the proposed development:

- Is designed as a "cohesive and integral development program;"
- Comprises multiple buildings; and
- Is proposed to be built in phases

The standards and process for the underlying zoning district and development type (site plan, subdivision, etc) also apply to any Master Site Development Plan. Performance standards of Section 16.6.3 provide additional guidance to the board. Staff find that the intent of these provisions is to ensure that the scope and timing for construction of utilities and paved areas for multi-phase projects is clear prior to a project's initial approval. This helps ensure that health, safety, and environmental requirements are adequately addressed at all phases of development.

For example, a master site development plan may include a total of XXX square feet of new impervious surfaces and multiple access driveways connecting to public streets. Will the applicant construct on-site stormwater facilities designed to detain and treat runoff from the entire scope of development during the first phase of the project, or will stormwater facilities be designed and constructed in proportion to each phased scope of work? Would the curbing and driveway entrances for all new street connections be constructed along with an internal street/ driveway network during the first phase, or would street/ driveway cuts be constructed in relation to each phased scope of work? If public roadway or utility infrastructure must be upgraded or re-constructed to accommodate the anticipated impacts, when must these improvements be constructed or impact fees paid? The requirements and commitments for a specific project are made explicit through the Master Site Development Plan process.

The Planning Board voted during the April 13 meeting to discuss these provisions during a workshop held during the May 11 meeting.

For reference:

Chapter 16.6: [Town of Kittery, ME Title 16: Land Use and Development Code \(ecode360.com\)](http://ecode360.com)

April 13, 2023 Planning Board meeting packet Item 2: [item_2_283_rt_1_combined.pdf \(kitteryme.gov\)](http://kitteryme.gov)
(Includes Planner's Notes for Sketch Plan submitted for a Master Site Development Plan project)