

1 **CALL TO ORDER**

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3 **ROLL CALL**

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5 Present: Steve Bellantone, Member; Ronald Ledgett, Clerk; John Perry, Member; Karen
6 Kalmar, Vice Chair, and Dutch Dunkelberger, Chair

7

8 Absent: Russell White, Member and Drew Fitch, Member

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10 Staff: Adam Causey, Planning and Development Director; Bart McDonough, Town
11 Planner, and Kathy Connor, Project Planner

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13 Advisory: Earldean Wells, Conservation Commission

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15 **PLEDGE OF ALLEGIANCE**

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17 **APPROVAL OF MINUTES- None.**

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19 **PUBLIC COMMENTS**

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21 Public comment and opinion are welcome during this open session. However,
22 comments related to development projects currently under review by the Planning
23 Board shall be heard only during their respective scheduled public hearing. Due to the
24 current pandemic, all meetings and public hearings held by the Planning Board are
25 conducted via Zoom webinar. To register in advance for the webinar, please submit a
26 request to bmcdonough@kitteryme.org. After registering, you will receive a confirmation
27 email containing information about joining the webinar. Webinar participants will be able
28 to submit questions and comments during the public hearing and public comment
29 period. Members of the public unable to participate during the webinar may submit
30 comments for agenda items via email, US Mail, or by dropping written comments in the
31 Drop Box outside the Town Hall entrance. Emailed comments should be sent to
32 bmcdonough@kitteryme.org. Comments received by noon on the day of the meeting
33 will be read into the record by the Planning Board Chair.

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35 There being none the Chair closed the public comments.

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40 **OLD BUSINESS**

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None.

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44 **NEW BUSINESS**

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46 **ITEM 1- Review Planning Board Priority List**

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48 Mr. McDonough open the discussion on reviewing the priority list and asked the Board
49 how they want to approach the review process. The Planning Board agreed to go down
50 the list in order as illustrated on priority document.

51

52 During the review of the document Mr. Ledgett inquired on the timeline on recodification
53 and mentioned it was his understanding that recodification review by Town Council was
54 to begin in September, to which Mr. McDonough replied that this timeline was his
55 understanding as well; however, the timeline might be modified due to the pending
56 marijuana zoning ordinance.

57

58 Mr. Ledgett continue the discussion by looking forward post-recodification and establish
59 a working review timeline on the other zoning initiatives. These initiatives include: (1)
60 Business Local and Business Local-1 amendments, (2) solar ordinance and (3) cluster
61 subdivision amendments.

62

63 Mr. Ledgett asked Ms. Conner to approach the Planning Board and comment on the
64 changes made to the Business Local and Business Local-1 zoning districts and cluster
65 subdivision provisions.

66

67 Ms. Conner briefly gave a status update on the Business Local and Business Local-1
68 amendments then gave a more detailed overview on the new provisions proposed for
69 the cluster subdivision standards, to be renamed conservation subdivision.

70

71 Mr. McDonough then gave a brief overview of the solar ordinance and the pertinent
72 elements therein.

73

74 Thereafter, Mr. Ledgett mentioned to the Planning Board that the Town Council has
75 endorsed the Maine Climate Adaptation and further elaborated that a request from the
76 Town Council to establish a Kittery specific climate adaption plan was made. Mr.
77 Ledgett then went into detail on how the climate adaption plan will intersect and

78 influence future zoning initiatives made by the Town. An ensuing discussion took place
79 on the topic with Ms. Conner establishing administrative and procedural path forward
80 and giving some details on what types of land uses would be affect therefrom.

81
82 A discussion between the Planning Board and Staff reverted to the establishing a
83 timeline and expectations for recodification and the subsequent zoning amendments.

84
85 Mr. Ledgett wanted to clarify that at the state level there is eminence activity working to
86 develop and educate the populace on climate adaptation measure; however, measures
87 to educate and effectively communicate at the local level have been limited.

88
89 Vice Chair Kalmar agreed with Mr. Ledgett and stated that a process at the local level
90 needs to be created to communicate and inform with residents to whom would be
91 affected by any proposed ordinance changes.

92
93 Mr. Ledgett then asked what additional measures the Planning Board needed to take to
94 recommend the Title 16 recodification amendments. Mr. Causey described what actions
95 needed to be taken by the Planning Board and a brief discussion between the Planning
96 Board thereon ensued.

97
98 Thereafter, a brief discussion on the proposed marijuana ordinance and the procedural
99 methods for reviewing the 'queued' zoning amendments occurred.

100

101

102

103 **ITEM 2 -Discussion relative to attending Maine Municipal Association's Planning**
104 **Board Training**

105

106 The Planning Board and staff had a brief discussion on which meeting to attend and
107 ultimately selected the July 20, 2021 webinar meeting.

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109

110 **ITEM 3 – Board Member Items / Discussion**

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112 Mr. Dunkelberger initiated a discussion on Planning Board term limits with Mr.
113 McDonough enumerated the term limits of each member and following up with the Town
114 Clerk on which members would term out.

115

116

117 **ITEM 4 - Town Planner / Director of Planning & Development Items**

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119 Mr. McDonough gave a brief description on the applications to appear before the
120 Planning Board at their July 22, 2021 meeting.

121

122 A small discussion ensued about future meetings and Chair Dunkelberger solicited a
123 motion to adjourn.

124

125 **ADJOURNMENT**

126

127

128 **Vice Chair Kalmar motioned to adjourn.**

129

130 **Mr. Ledgett seconded.**

131

132 **Motion carried by roll call vote: 5-0-0**

133

134 The Kittery Planning Board meeting of July 8, 2021 adjourned at 6:55 p.m.

135

136 Submitted by Bart McDonough, Town Planner on July 20, 2021.

137

138 Disclaimer: The following minutes constitute the author's understanding of the meeting.
139 Whilst every effort has been made to ensure the accuracy of the information, the minutes
140 are not intended as a verbatim transcript of comments at the meeting, but a summary of
141 the discussion and actions that took place. For complete details, please refer to the video
142 of the meeting on the Town of Kittery website at
143 <http://www.townhallstreams.com/locations/kittery-maine>.

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