

1 **CALL TO ORDER**

2

3 **ROLL CALL**

4

5 Present: John Perry, Member, Drew Fitch, Member, Russell White, Member, Steve
6 Bellantone, Member, and Karen Kalmar, Vice Chair

7

8 Absent: Dutch Dunkelberger, Chair and Ronald Ledgett, Member

9

10 Staff: Bart McDonough, Town Planner and Adam Causey, Director of Planning

11

12 Advisory: Earledean Wells, Conservation Commission

13

14 **PLEDGE OF ALLEGIANCE**

15

16 **APPROVAL OF AGENDA**

17 Vice Chair Kalmar proposed moving Item 2 to the first agenda item. All were in favor.

18

19 **APPROVAL OF MINUTES-** None

20

21 **PUBLIC COMMENTS**

22

23 The public may attend the meeting in person or remotely via Zoom. Attendees via Zoom
24 will be recognized during the public hearings and public comment portion of the
25 meeting. Please note, the Town is testing its hybrid meeting technology. Every effort will
26 be made to make this run smoothly, however some technical difficulties may occur as
27 the Town implements this new approach. To register via Zoom:

28 https://us02web.zoom.us/webinar/register/WN_Rcj4kiG4SRayzgXJDsCeyg

29 Further, the public may submit public comments via email, US Mail, or by dropping
30 written comments in the Drop Box outside the Town Hall entrance. Emailed comments
31 should be sent to bmcdonough@kitteryme.org. Comments received by noon on the day
32 of the meeting will become part of the public record and may be read in whole or in
33 summary by the Planning Board Chair or Town Planner.

34

35 There being no comments, the Vice Chair closed the public comments.

36

37 **NEW BUSINESS**

38

39 4:04

40 **ITEM 1—523 US Route 1—Preliminary Site Plan Review**

41 Action: Accept plan as complete; continue application to a subsequent meeting; set
42 public hearing and/or site walk; Pursuant to §16.3.2.13 Mixed-Use, §16.8 Design and
43 Performance Standards for Built Environment and Article V Preliminary Plan Application
44 Review of §16.10 Development Plan Application of the Town of Kittery Land Use and
45 Development Code, the Planning Board shall consider a preliminary site plan
46 application from applicant GSC Enterprises, LLC and agent Haley Ward, Inc. requesting
47 preliminary approval to construct 1,010-sf coffee shop with a drive-through with
48 appurtenant infrastructure and landscaping on real property with an address of 523 U.S.
49 Route 1 (Tax Map 68, Lot 26) located in the Mixed-Use (MU) Zone.

50

51 Mr. McDonough gave an overview of the project and the site to the Board.
52 Sean Thies, Haley Ward, Inc. reviewed the plan in more detail to the Board. He
53 discussed the proposed building renderings. He mentioned that he is waiting to hear
54 from DOT regarding the traffic. Mr. Thies requested feedback on the landscape plan
55 and brought up questions from the staff notes.
56 Discussion continued around the lease area of the lot, frontage, landscaping, buildable
57 areas and future development, wetland impacts, sidewalks, stormwater management
58 plan, and snow storage. Timelines were discussed.

59

60 **Mr. White moved to accept the plan as complete. Seconded by Mr. Perry. The**
61 **motion passed by roll call vote 5-0-0.**

62 **Mr. White moved to schedule a public hearing on 10/28/2021. Seconded by Mr.**
63 **Perry. The motion passed by roll call vote 5-0-0.**

64 Dates were discussed for the site walk.

65 **Mr. White moved to schedule a site walk for 10/7/2021 at 9 AM. Seconded by Mr.**
66 **Fitch. The motion passed by roll call vote 5-0-0.**

67

68 **PUBLIC HEARING**

69

70 54:53

71 **ITEM 2—Land Use and Development Code Amendments—Recodification of Title**
72 **16**

73 Action: Hold public hearing, continue to a subsequent meeting, recommend/not
74 recommend to Town Council. Pursuant to M.R.S.A Title 30-A, Chapter 187, §4352 and
75 §16.1.9 Amendments of the Town of Kittery Land Use and Development Code, the
76 Planning Board will hold a public hearing for a proposed amendment to Title 16 by
77 reorganizing the title while modifying certain provisions therein to align with the Town's
78 Comprehensive Plan, or taking any other action relative thereto.

79
80 Mr. Causey gave the Board an update on the recodification of Title 16. Mr. Causey will
81 provide a list of changes and other items that were not addressed in this recodification.
82 Vice Chair Kalmar opened the public hearing.
83 Kate Johnston made a few comments regarding the code.
84 Mr. Causey responded, and detailed the process of the recodification.
85 Discussion briefly ensued regarding keeping the public hearing open for another
86 meeting.

87
88 **Mr. White moved to continue the public hearing until 10/14/2021. Seconded by Mr.**
89 **Fitch. The motion passed by roll call vote 5-0-0.**

90
91 **OTHER BUSINESS**

92
93 1:19:47
94 **ITEM 3 – Board Member Items/Discussion**

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96 Mr. White asked about dates for site walks from the last meeting.

97
98 1:21:24
99 **ITEM 4 – Town Planner/Director of Planning & Development Items**

100
101 Mr. McDonough told the Board about the upcoming meeting agenda.

102
103 1:23:30
104 **Adjournment**

105
106 **Mr. White moved to adjourn. Seconded by Mr. Bellantone. The motion passed by**
107 **roll call vote 5-0-0.**

108
109 The Kittery Planning Board meeting of September 23, 2021 adjourned at 7:22 p.m.

110
111 Submitted by Carrie Varao, Development Staff Clerk on April 14, 2022.

112
113 Disclaimer: The following minutes constitute the author's understanding of the meeting.
114 Whilst every effort has been made to ensure the accuracy of the information, the
115 minutes are not intended as a verbatim transcript of comments at the meeting, but a
116 summary of the discussion and actions that took place. For complete details, please
117 refer to the video of the meeting on the Town of Kittery website at
118 <http://www.townhallstreams.com/locations/kittery-maine>.