

2020 Planning Board Action List

ITEM #	DATE	BY	ITEM	PRIORITY	ACTION TAKEN	COMPLETE
		Dutch	Simplify and reduce the number of zones.			
		Karen	Adjustments to the Cluster Development ordinance is to ensure Kittery is getting a meaningful conservation benefit from dimensional modifications.			
		Ron	Designate areas in Kittery that are high-risk for flooding from sea level rise and increased rate of rain fall and specify the conditions for their use and development.			
			Identify and specify standards for building freeboard height and other provisions, which would extend development and building regulations to lessen vulnerability of new buildings and facilities to flooding due to sea level rise and/or increased rainfall rate.			
			Incorporate accurate data from Maine Coastal Mapping Initiative for latest data for current and projected land use patterns and precipitation amounts.			
			Consider prohibiting artificial hardening of estuary and river shorelines, with possible exceptions granted in the case of an imminent threat to a primary residence structure or critical public infrastructure.			
		Steve	Clarify interpretations on various overlay zones (Shoreland, Resource Protections, CFMU, etc.).			
			Address issues around rising sea levels.			
		Earldean	Discuss man-made wetlands and ponds.			
PLANNING STAFF						
		Adam	Review of Comprehensive Plan 5-Year Action Plan			
		Adam	Review of zone dimensional standards (setbacks, lot size, lot coverage, etc.).			
		Adam	Density discussion of various zones.			
		Adam	Discussion of uses & updated use table.			

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		Adam	Overlay zone locations and interpretation.			
		Adam	Review and update of development processes & requirements.			
		Kathy	Mixed-Use zone revisions.			
PREVIOUS ITEMS / LIMBO						
			AirBnB and short term rentals		Draft ADU amendments reviewed by KOSAC in early Nov 2018; Draft ADU regulations presented to the Planning Board on 1/24/19, 2/28/19 & 3/28/19; Town Council paused while awaiting STR presentation/info from MMA	
			Neighborhood Mixed Use Zone (formerly Business Park) boundary changes		Public Hearings held on 8/21/18 & 8/23/18; Town Council did not consider during MU-N rezone. This could wait until property owner petitions for rezoning.	
			Comp Plan 2015 - 2025 Items: Housing Plan; Complete Streets Policy, Parking, Climate Adaptation Study			
STAFF						
			Define Commercial Recreation		Part of Recodification	
			Update Design Standards for LED Lighting and Signs		Part of Recodification	
			Definition: Substantially complete re: development vs. building permits		Staff to draft definition differentiating from bldg permits as appropriate	
			Vision for Route 1 Bypass		Wait on recommendations from the Economic Development Committee	
			Fines and Fees review		Staff will research	

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COMPLETED ITEMS								
	TBD		Route 236 safety	NA	Study funded and completed.			
Complete	TBD	Staff	2 Board members participate in Inclusionary Housing Working Group (IHWG)	On-going	Russell White and Drew Fitch are members			
Complete	TBD	Staff	<u>Shoreland Zone:</u> Excavation Invasive plants; shoreland invasive plant removal Shoreland definition Structure replacement; time periods HAT - Highest Annual Tide	Pending	Updated per Ch. 1000 guidance, ordained by Town Council on 10/26/2015			
				Completed		10/26/2015		
				4		In context of climate change		
Complete	8/23/2018	Staff	Shoreland zoning amendments to address nonconformance issues	Completed	Amendments to comply with Ch. 1000 guidelines recommended by the Board on August 23, 2018; Forwarded to Town Council for consideration at their 11/14/18	Adopted 12/10/18, Effective 1/9/19		
Complete	8/23/2018	Staff	Sign ordinance changes:	Completed	Proposed ordinance amendments recommended by the Board at August 23, 2018 meeting; Town Council Public hearing set for 12/10/18; Approved by Town Council on December 10, 2018, Effective on January 9, 2019	Adopted 12/10/18, Effective 1/9/19		
	8/23/2019	Staff				Message boards/internal & external lights & timers	Completed	1/9/2019
	2/28/2019	Staff				Sign character/appearance/administration & enforcement	Completed	1/9/2019
	10/25/2018	Staff				A-frame (Sandwich Board) signs	Completed	Planning Board Discussion Item - 10/25/18 Meeting; Draft Amendments - 2/28/19 Meeting; PB Public Hearing - 3//28/19
Complete		Staff	Neighborhood Mixed Use Zone (formerly Business Park) text amendment	Completed	Town Council held a Public Hearing on 9/24/18; Town Council scheduled a public forum for citizen input on 10/29/18; Town Council adopted amendments at the 11/26/18 meeting	Adopted 12/10/18, Effective 1/9/19		
Complete	8/9/2012		16.10.9.2 REDEFINE FIELD CHANGES; Major/Minor (for May 2015 TC workshop)	2	Staff to draft language for review			

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Complete	10/13/2012	TE	DPW PROJECTS COME BEFORE PB; NEED UPDATED LIST	2	CDM to discuss with DPW, report to PB
Complete	12/12/2013	-	<u>Comp Plan Items</u> Pedestrian / Bike paths / Bike Racks	CPC*	CDM will provide existing bike path plan; disc. 12/18; req. input from T. Emerson 1/22/15; input to CPC when appropriate May 15, 2013 Workshop; December 3, 2013 workshop, w Soil Suitability; PB input to CPC* when appropriate
	3/28/2013	-	CONTINUE WORKSHOP WITH KCPC, KOSC REGARDING 1 - 3 ACRE RR; and future land use regulation; restrict # building permits issued per year	-	
	2/25/2016	-	ROADS / SIDEWALKS TO NOWHERE (ROW plans)/Shared Driveways/ROW Standards/Emergency access roads	-	
Complete	3/27/2014	DD	Kittery Historic Resources; historic designation identification	3	
Complete	10/22/2015		Draft language and amend bylaw to require MMA workshop to newly appointed planning board members	Staff	
Complete	1/8/2015		Foreside Review Committee (16.3.2.15.F)	1	Staff prepare draft version of Bylaw to present to Board
Complete	1/23/2014		Outdoor Seating/Use of Public Way; extend to other zones	Done	Discussed 1/22; Board to discussed results of Foreside Forums 4/23; idea is to hire out design review until Foreside study is complete
Complete	2/27/2014		Approved Plan Expiration; Requests for Extension; Expiration of Wetland Alteration Permit	Done	PB review: 10/23/14; rev. language 12/18/14; 1/22/15 discussion; <u>Foreside only</u> ; CDM to work w/ NCP/TC to add to Title 5 permanently; ordained by TC 4/27
Complete	2/27/2014	AG	List of Committees/Boards to monitor	Done	Reviewed 3/27/14; PB approval 6/26/14; to Council 11/10/14; Effective 2/28/15
Complete	11/14/2013	Staff	16.7.3.5.6 Structure replacement <u>outside</u> of shoreland zone (missing from code)	1	CDM to place in 2/26 packets
Complete	10/24/2013		16.7.8 Soil Suitability Guide; discontinue; replace with Net Residential Acreage calculations	Done	Board recommended to Council on 5/28, will be before TC this summer

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Complete	8/22/2013	Staff	Site dev pre-meeting; CMA construction inspection; Ref: 16.4.4.1.A (for May 2015 TC workshop)	1	16.7.8 Land Not Suitable for Development: 10/23/14 PB Review/Recommend to Council for 11/10/14 approval; 5/4/15 TC workshop; recommendation needed 6/25/15	
Complete	2/27/2014		Flag Lots (16.8.-16.9)	Done	Discussed December, 2014; staff drafted language for review, reviewed 3/12/15. Public Hearing and recommendation to Council 3/26/15	
Complete	10/22/2018		Parking strategies for Foreside		Proposed changes to on-street parking in the Foreside were submitted to the Town Manager for the October 10 Town Council meeting; Town Council scheduled a public hearing for Monday, October 22	
No longer required	3/13/2014		Septic pretreatment requirement as bonus (See also: VIII.3.i.ii 2015 Code Amendments: Briefing Book, #38)	Done		
Complete	LEGAL NOTICES IN PACKET OR EMAILED TO PB MEMBERS (email to PB @ same time sent to publication)					
4/25/2013	UNBUNDLE ZONING AMENDMENTS					Complete
Complete	BUILDING PERMIT LIST IN PACKETS					Complete / Ongoing
3/25/2013	Amendment: 16.8.24.2 F (LED lights); amended 12/14 (allowing LED lighting)					Complete / Ongoing
3/25/2013	DISCUSS PUBLIC NOTICES; ABUTTER'S LIST EARLY, INCLUDE M/L AND PHYSICAL ADDRESS; Sales (assessor) close April 1; system update in Fall					Ordained: 3/25/2013; ordained 12/14
4/25/2013	Amendment: Speciality Food & Beverage					Complete
1/24/2014	Foreside workshop with Council					ordained 6/10/2013
1/24/2014	REVIEW REPORT TO COUNCIL (RTC) FORMAT					
4/25/2013	PB Workshop Update: training; education; conflict of interest; attendance/voting;					1/24/2013
4/25/2013	Title 16.11 Marine Development					Retreat: January 10, 2014; MMA workshop 3/25/14
2/14/2013	Outdoor Seating/use of public ROW extension period/Title 5 (Seasonal only; extend sunset date)					Ordained: 1/27/2014
Complete	Proposed Ordinance Changes on line					To Council 6/9/14
4/24/2013	ABUTTER'S LIST TO PB EARLY ON, BEFORE PUBLIC HEARING (at sketch plan)					Packets posted online
	Waivers;					
	Post Building Permits on Web Site					January 2014
11/14/2013	ByLaw Changes					Provided in Board packets

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2/28/2015	Approved Plan Expiration; Requests for Extension; Expiration of Wetland Alteration Permit	Adopted 1/22/15
Complete	Outdoor Seating/Use of Public Way; extend to other zones	Effective 2/28/15
		Effective 5/28/15