

1 Town of Kittery Planning Board  
2 Site Walk Meeting Minutes

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4 **Planning Board Site Walk Meeting Minutes**

5 Purpose: To inspect the property located at 230 U.S. Route 1, Tax Map 27 Lot 15 for Site Plan Review for  
6 a food truck pod.

7 Tuesday, November 27, 2018 – 10:30am

8 **Attendees**

9 Planning Board Members: Ann Grinnell, Karen Kalmar, Drew Fitch, Mark Alesse, Ron Ledgett

10 Staff: Jamie Steffen, Steve Wilson

11 Owners/Applicant: Barbara Jenny and Matt Beebe

12 **Meeting**

13 Ms. Grinnell called the meeting to order at 10:33am.

14 Ms. Jenny explained the intent of the project was to develop a food truck pod consisting of three food  
15 trucks that would be located along the northerly property line at the edge of the State ROW.

16 Mr. Ledgett asked where the edge of the MDOT ROW of was. Ms. Jenny noted the location and the  
17 group discussed the traffic flow into and out of the site at the north entrance. Ms. Jenny explained that  
18 the traffic flow would be on directional through the site in a loop fashion. She pointed to the area  
19 where trough planters would be utilized to direct traffic flow and provide protection for pedestrians in  
20 the pod area. Mr. Wilson suggested extending the trough planters to control the traffic flow coming  
21 into the site at the north entrance. Ms. Jenny discussed placing them on heavy duty casters so that the  
22 food trucks could move them to exit the site. Mr. Wilson suggested removable bollards as another  
23 option. Ms. Jenny stated she would contact MDOT for placement approval.

24 Ms. Grinnell noted her concern about traffic on the Bypass slowing down abruptly to make the turn in at  
25 the north entrance. The group discussed traffic control issues. Ms. Jenny stated they could look at  
26 further adjustments to the traffic flow to make it safer at the north entrance. Ms. Jenny discussed  
27 signage for the south entrance to better control the flow through traffic. A Do Not Enter sign could be  
28 placed at one of the driveways at the south entrance and some striping through out to better control  
29 the flow.

30 Ms. Kalmar asked about the location of the porta potties. Ms. Jenny stated that they could be moved  
31 closer to the food truck pod and better screened from view off-site.

32 Ms. Grinnell asked about the length of the season. Ms. Jenny responded from Memorial Day weekend  
33 to Columbus Day weekend is what they envision.

34 **Mr. Alesse moved to adjourn.**

35 **Mr. Fitch seconded the motion.**

36 **Vote: 5-0-0**

37 **The meeting adjourned at 10:50am.**