# ITEM 3

#### Town of Kittery Planning Board Meeting May 10, 2018

#### 16 Bond Road Right-of-Way - Sketch Plan Review

Action: Accept or deny application. Approve or deny concept plan. Owner and applicant, Sami Yassa requests consideration of a conceptual right-of-way sketch plans for a 3.04 +/- acre parcel located on Bond Road (Tax Map 25 Lot 12) in the Residential Kittery Point Village zone (R-KPV) and the Shoreland Overlay zone (OZ-SL-250). Agent is Chris Mende, PLS., Civil Consultants.

#### PROJECT TRACKING

REQ'D	ACTION	COMMENTS	STATUS
No	Sketch Plan Review Completeness / Approval	Possible for 5/10/2018	PENDING
No	Site Visit		
Yes	Preliminary Plan Review Completeness/Acceptance	Likely a combined prelim and final review.	
No	Public Hearing		
Yes	Preliminary Plan Approval		
Yes	Final Plan Review	Likely a combined prelim and final review.	
the BOA) AND LOT Grading/C	must be placed on the Final Pl Γ NUMBER IN 1/4" HIGH L onstruction Final Plan Required.	ny Conditions of Approval related to the Findings of Fact along with waivers and lan and, when applicable, recorded at the York County Registry of Deeds. PLA ETTERS AT LOWER RIGHT BORDER OF ALL PLAN SHEETS. Per Sec Grading or construction of roads, grading of land or lots, or construction of buildin l plan has been duly recorded in the York County registry of deeds, when applicable.	CE THE MAP tion 16.4.4.13 - tigs is prohibited

#### Background

The existing 3.04-acre parcel contains two single family homes. An existing 16-foot travel way begins at the end of Bond Road and branches to form two separate driveways to each of the single-family residences. The applicant wishes to divide their property into two lots with a residence on each. This does not require consideration by the Planning Board as a subdivision but does require ROW approval by the Board to provide frontage to both lots. This conceptual plan proposes the ROW for the Board's review.

#### **Conceptual Plan**

The proposed right-of-way will follow the existing 16-foot travel way to a certain point towards each residence. On the plan, the proposed ROW is shown outlined with long bold dashes. The existing travel way is shown in yellow. The existing travel way portions that are paved are outlined with a solid line while the gravel portions are outlined with small dashes.

No boundary line for the lot division is shown – however the Applicant must ensure that both lots meet all Town standards (regarding lot size, setbacks, frontage etc.) for conformity. The best way to do that is to show proposed boundary lines even though they will be removed for the plan to be recorded at the Registry.

1. The proposed ROW doesn't seem have width noted (although total area is) but must be 40 feet wide to meet Class 1 Private Road requirements. The Applicant's agent confirmed it is 40 feet wide.

- 2. The proposed travel way as shown will not be centered within the proposed ROW. The Applicant prefers to use the existing travel way (proposed to be expanded from 12 feet to 16 wide) because underground utilities run alongside the existing travel way and could require relocation if the travel way was centered on the ROW. The Applicant requests a waiver of this requirement.
- 3. The Applicant proposes a 16-foot gravel travel way instead of the 18 feet that is required for a Class 1 Private Street. There is no impact to the neighborhood in terms of either views or traffic because the two houses already exist. A waiver is requested. The Board may want to request that the Applicant get the Fire Department's approval of the proposed travel way. A department head meeting could likely accomplish this in the near future.
- 4. As mentioned earlier, the existing travel way towards the more northerly residence is partially paved according to the plan, then becomes gravel. Will the pavement remain when the travel way is widened?
- 5. The Applicant is requesting a waiver from submitting a stormwater management plan because the impervious surface area will not change significantly with the additional two feet in width of impervious travel way.
- 6. The Applicant is requesting a waiver for the 5-foot sidewalks which are part of the standards for a Class 1 Private Street in Table 1, Section 16.8.
- 7. The Applicant is also requesting that no public hearing be held. However, this is a decision to be made by the Planning Board and a waiver is not applicable.

#### **Recommendation**

The sketch plan submittal appears substantially complete with the exception of the proposed boundary line that will divide the lots. The Applicant's agent will bring a plan with the proposed boundary line to the Planning Board meeting. The Board may request additional information if necessary to continue the review. The Board can determine if a public hearing should be held (discretionary for ROW applications) and/or if a site visit is warranted.

After discussion, if the Board determines no further information is needed to allow the application to move into preliminary/final plan, the Board may accept the sketch plan application as complete and approve the conceptual plan. The preliminary/final plan application may need to include a street naming application and will need legal documents (easements and road association) along with engineered roadway plans. Staff will give the Applicant guidance on street naming prior to the next submission.

# Move to accept the sketch plan application dated April 13, 2018 as complete and approve the sketch plan for Sami Yassa requesting consideration of a right-of-way for a 3.04 +/- acre parcel located on Bond Road (Tax Map 25 Lot 12) in the Residential Kittery Point Village zone (R-KPV) and the Shoreland Overlay zone (OZ-SL-250).

If the Board determines additional information is needed before approval of the conceptual plan, the motion to give the Applicant additional time is below:

Move to continue the sketch plan application dated April 13, 2018 for Sami Yassa requesting consideration of a right-of-way for a 3.04 +/- acre parcel located on Bond Road (Tax Map 25 Lot 12) in the Residential Kittery Point Village zone (R-KPV) and the Shoreland Overlay zone (OZ-SL-250) for a period not to exceed 90 days.



# TOWN OF KITTERY MAINE TOWN PLANNING DEPARTMENT

200 Rogers Road, Kittery, Maine 03904 PHONE: (207) 475-1323 Fax: (207) 439-6806 www.kittery.org

#### APPLICATION: RIGHT-OF WAY PLAN REVIEW (APPLICABLE FOR A SINGLE LOT)

FEE FOR REVIEW		\$300.00			Amount Paid: \$		\$	Date: April 13, 18		
1. 1998 (1999)	PERTY	Parcel ID	Map	25	Lot	12	Zone(S): Base Overlay MS4	R-KPV OZ-SL-250 YESNO	Total Land Area	132,650 sq ft
		Physical Address	16 Bond Road, Kittery Point							
		Name	Sami	e Yassa	a					
PROPERTY OWNER'S		Phone	207-703-2428				Mailing	16 Bond Road Kittery Point, ME 03905		
	RMATION	Fax					Address			
		Email	syssa	@nrdc.	org					
		Name	Christopher H. Mende, PLS			e, PLS	Name of Business	Civil Consultants		
APPLICANT'S AGENT INFORMATION		Phone	207-3	84-2550			Mailing Address	Christopher H. Mende Civil Consultants		
		Fax		84-2112				PO Box 100		
		Email	chris@civcon.com					South Berwick, ME 03	908	
	Existing Conditions: Please see attached narrative.									
7										
<b>JOIT</b>			-							
DESCRIPTION	Proposed lega (Documents fo				ntenanc	e agreement	ts, riders to de	eds, grading, drainage and pave	ment, etc	.)
Please see attached na										
				****						
l certi	fu that to the	hest of m	knowle	dae th	biofor	mation pro	vidad in this	application is true and corre	ot and u	uill not doviate from
the Pl	I certify that, to the best of my knowledge, the information provided in this application is true and correct and will not deviate from the Plan submitted without notifying the Kittery Town Planning Department of any changes.									
Applicant's Signature: 4//13/18		6.70	4/13	118		s	Owner's Jignature: Date:	fa Jer 4/13/18		******

To: Kittery Planning Board Fr: Sami Yassa, Johanna Thomas Re: 16 Bond Road Right of Way sketch plan Dt: April 13, 2018

Thank you for considering our draft Right-of-Way proposal and sketch plan for our property at 16 Bond Road during the May Planning Board meeting.

Currently our property has two single-family dwellings on one 3 acre lot with 30 feet of frontage on Bond Road. Each dwelling is served by separate driveways, which merge at Bond Road.

We aim to split the property into two lots and to establish a Class 1 private way within a rightof-way that provides frontage for the two lots. We have attached a sketch plan prepared by Civil Consultants depicting the proposed right-of-way, finished travelled surface, turnaround, structures, grades, and setbacks.

We hope to move forward with a full proposal and application during the June Planning Board meeting, so we hope to use the discussion of the sketch plan to get guidance from the Planning Board and to address any questions, clarifications or changes that the Board might suggest.

In particular, in our final application in June, we aim to request several waivers, which we discussed with Planning staff back in 2017. We hope to get the Planning Board's input on these:

- 1. Waiver from the requirement to build a sidewalk.
- 2. Waiver from the requirement that the traveled surface be centered in the right-of-way. The attached plan aims to center the current travelled way within the constraints of setbacks and the optimal right-of-way location.
- 3. Waiver from a public hearing. The proposed project will not result in any appreciable change to conditions in the neighborhood: traffic levels will be the same and the viewshed of the neighbors will remain unchanged. The increase in impervious surfaces will be minimal in comparison to the total parcel area and the existing areas of similar surfaces.
- 4. Waiver from the requirement that the Class 1 traveled way be 18 feet in width. The existing condition has two dwellings, each of which is served by its own driveway. This will not change. We are proposing increasing the width of the travelled surface to 16 feet to accommodate emergency vehicles per our conversations with staff.
- 5. Waiver from the requirement to prepare a drainage plan. The proposed changes will not significantly alter the existing flow paths on site or off site. Existing vegetated areas which presently act as natural filters for storm water runoff will continue to function in the same manner.

Thank you very much for your consideration.



# TOWN OF KITTERY MAINE TOWN PLANNING DEPARTMENT

200 Rogers Road, Kittery, Maine 03904 РНОМЕ: (207) 475-1323 Fax: (207) 439-6806 www.kittery.org

**APPLICATION: RIGHT-OF WAY PLAN REVIEW** 

(APPLICABLE FOR A SINGLE LOT)

FEE FOR REVIEW		\$300.00			Amount Paid: \$		\$	Date:			
PROPERTY DESCRIPTION		Parcel ID	Мар	25	Lot	12	Zone(S): Base Overlay MS4	R-KPV OZ-SL-250 YESNO	Total Land Area	132,650 sq ft	
		Physical Address	16 B	16 Bond Road, Kittery Point							
		Name	Sami	e Yassa	а						
PROPERTY OWNER'S		Phone	207-703-2428				Mailing	16 Bond Road Kittery Point, ME 03905			
INFO	RMATION	Fax					Address				
		Email	syssa	@nrdc.	org						
		Name	Christo	opher H.	Mende	e, PLS	Name of Business	Civil Consultants	ltants		
APPLICANT'S AGENT INFORMATION	000000000000000000000000000000000000000	Phone	207-38	34-2550				Christopher H. Mende			
	10000	Fax	207-3	84-2112	2		Mailing Address	Civil Consultants PO Box 100			
		Email	chris@civcon.com					South Berwick, ME 03	908	0	
DESCRIPTION	Existing Condi	I and physic	of the RO	e <b>s:</b> DW, main			ts, riders to dee	eds, grading, drainage and paver	nent, etc.)	)	
the Pl	an submitted	best of my without no	knowle htifying t	dge, the he Kitte	inforn ry Tow	n Planning	g Department	application is true and corre of any changes.	ct and wi	ill not deviate from	
Applie Signat Date:	ture:					s	Owner's iignature: Date:				

Minimum Submission Requirements							
15 COPIES OF THE RIGHT OF PLAN – 5 OF WHICH MUST BE 24"X 36"							
PRIOR TO COMMENCEMENT OF THE REVIEW PROCESS, THE PLANNING BOARD WILL DECIDE WHETHER SUFFICIENT INFORMATION HAS BEEN PROVIDED AND WILL VOTE TO DETERMINE COMPLETENESS/ACCEPTANCE. See Section 16.10.5.2	<ul> <li>I) Show the location and description of all structures, including:</li> <li>         existing and proposed signage     </li> <li>         details of all structures and accesses located within one hundred (100) feet of the property line.     </li> </ul>						
THE APPLICATN IS RESPONSIBLE TO <u>CLEARLY DESCRIBE THE</u> <u>PROJECT</u> . A) Paper size:	<ul> <li>J) The detail sheet must show:</li> <li>□ Structural pavement sections □ Erosion control detail</li> <li>□ Roadway cross sections □ Trenching details</li> <li>□ Sufficient detail(s) to clarify construction</li> </ul>						
<ul> <li>B) Scale size:</li> <li>□ Under 10 acres: no greater than 1" = 30'</li> <li>□ 10 + acres: 1" = 50'</li> </ul>	<ul> <li>K) The completed application requires the following legal documents:</li> <li>Revised deeds for the parcel and the R.O.W.</li> <li>A maintenance agreement for R.O.W. as a rider to the deed.</li> <li>Letters of approval from utility companies and town staff</li> </ul>						
<ul> <li>C) Title block:</li> <li>Applicant's name and address</li> <li>Name of preparer of plans with professional information and professional seal</li> <li>Parcel's tax map identification (map - lot)</li> <li>Date of plan preparation</li> </ul>	<ul> <li>L) The following supporting documentation:</li> <li>Copy of documents showing owner's legal interest</li> <li>Copy of any existing or proposed property encumbrances</li> <li>Erosion control plan and sedimentation endorsed by York</li> <li>County Soil and Water District</li> <li>A plan for stormwater management prepared by a registered professional engineer</li> </ul>						
<ul> <li>D) Survey performed and sealed by licensed surveyor:</li> <li>☐ Identify all existing property/R.O.W. markers</li> <li>☐ Show all proposed boundary monuments (per ordinance)</li> </ul>	A copy of the soil survey (specific to this project area) for York County Where the soil survey shows soils with severe restrictions for development, a high intensity Class A soil survey must be submitted						
<ul> <li>E) Provide orientation:</li> <li>Arrow showing true north and magnetic declination</li> <li>Graphic scale</li> <li>Signature block</li> </ul>	M) _An estimate of the amount and type of vehicular traffic on a daily basis and during peak hours. Where it is anticipated that four hundred (400) vehicle trips per day						
<ul> <li>F) The right of way plans must include:</li> <li>□ Size of the parcel minus the area in the R.O.W.</li> <li>□ Area of R.O.W.</li> <li>□ Length of lot frontage;</li> </ul>	or more, a traffic impact analysis must be conducted in accordance with section 16.10.5.2.D.1.						
<ul> <li>Zoning and zone boundaries  Front yard setbacks</li> <li>Deed docket and page numbers  Intersecting lot lines</li> <li>Existing topography  Horizontal alignment</li> <li>Vertical profile (existing ground and proposed grades)</li> <li>Sidewalks  Watercourses  forest cover</li> <li>Ledge outcroppings  Proposed areas of blasting</li> <li>Utilities (above and below ground)</li> <li>Above ground utilities (poles) that may be relocated</li> <li>Storm drainage systems and structures</li> <li>Parks  Open space  Conservation easements</li> <li>The location of all natural features or site elements to be preserved.</li> </ul>	<ul> <li>N) Additional Requirements. In its consideration of an application/plan, the Board may at any point in during the review, require the applicant to submit additional materials, studies, analyses, and agreement proposals as it may deem necessary for complete understanding of the application. Such materials may include those listed below.</li> <li>□ Fiscal Impact Analysis. An analysis of the relationship of the revenues to the town from the development and the costs of additional publicly funded resources;</li> <li>□ Traffic Impact Study (see Section 16.10.5.2.D.1)</li> </ul>						
G) Show and locate on the plans the names and addresses of all owners of record of contiguous property, including those across the street. <u>WITH THE FIRST SUBMITTAL, PROVIDE 2 SETS OF</u> <u>MAILING LABLES</u> .	NOTE TO APPLICANT: THE PLANNING BOARD MAY CHOOSE TO CONDUCT A SITE WALK. PRIOR TO THE SITE WALK, TEMPORARY MARKERS MUST BE ADEQUATELY PLACED THAT ENABLE THE PLANNING BOARD TO READILY LOCATE						
<ul> <li>Provide sufficient information to identify and locate each interior lot line, right of way lines, and street alignments.</li> <li>□ curve geometry □ bearings and distances □ widths</li> <li>SUBMITTALS THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN COMPARING</li> </ul>	AND APPRAISE THE LAYOUT OF DEVELOPMENT.						

#### Town of Kittery, Maine Application: Right of Way Plan Review

Narrative(s)

#### **Existing Conditions;**

The existing 3 acre parcel presently has 30' of street frontage on Bond Road. The parcel contains 2 single family homes each served by public water, electricity and communications. Each dwelling is served by separate driveways, which merge at Bond Road. Utility lines run underground from Bond Road. Each house is served by an on-site septic disposal system. Two wetlands are present, one 360 s.f. in size, the other 364 s.f. in size.

#### Proposed legal and physical changes:

The applicants wish to split their property into two lots, each with one of the existing homes. They wish to create a Class I, Private Street within a private right-of-way to provide legal street frontage and access. They intend to expand the width of the existing drive (partly paved and partly gravel) from the present width of 12' +/- to 16'. Expansion of the existing drive will require minimum regrading of the site, as the drive is well fit to the site topography; profile grades are less than 10%. A turnaround for emergency vehicles will be added. Construction will be in accordance with Kittery Code requirements (Chapter 16.8, Article IV, Table 1).

RETURN TO: BRUCE A. WHITNEY, ESQ. POST OFFICE BOX 187 SOUTH BERWICK, ME

268

Doc‡ 2013010810 Bk 16546 Ps 845 - 846 Received York SS 03/06/2013 2:08PM Debra L. Anderson Resister of Deeds

## QUITCLAIM DEED WITH COVENANT Maine Statutory Short Form

I, Johanna Thomas and Sami Yassa of 28 Crockett Neck Road, Kittery Point, ME 03905 for consideration paid, grant to Johanna Thomas and Sami Yassa of 28 Crockett Neck Road, Kittery Point, ME 03905 with Quitclaim Covenant, as Joint Tenants, the real estate located in Kittery, County of York, and State of Maine, described as follows:

A parcel of land together with the buildings and improvements thereon located on Bond Road in the Town of Kittery, County of York and State of Maine and being bounded and described as follows:

Beginning at a point on the northeasterly terminus of Bond Road and the northwesterly corner of adjoining land now or formerly of Terrence C. Swiger, Jr.; thence turning and running North 60° 23' 16" East along land of said Swiger, Jr. for a distance of 187.55 feet; thence turning and running North 64° 18' 08" East along land now or formerly of James C. White for a distance of 145 feet to a "copper pipe held for line" set on the southwesterly sideline of a private 30 foot wide right of way; thence turning and running North 24° 38' 59" West along said right of way for a distance of 134.60 feet; thence turning and running North 45° 35' 28" West still along the edge of said right-of-way for a distance of 202.19 feet to the base of an iron pipe found located on the edge of a stone wall; thence turning and running South 71° 12' 56" West still along said right of way for a distance of 185.5 feet; thence turning and running South 49° 14' 47" West along land now or formerly of Gerald W. Mitchell for a distance of 195 feet to a monument found and the northeasterly border of land now or formerly of Arthur E. Lutts; thence turning and running South 41° 52' 20' East along land of said Lutts for a distance of 30.35 feet to the northerly corner of land now or formerly of George B. Glidden. Trustee of the George B. Glidden Revocable Trust of 2003; thence turning and running South 36° 54' 10" East along said Glidden land for a distance of 130.98 feet to a capped iron rod found; thence turning and running along said Glidden land South 20° 16' 21" East for a distance of 87.36 feet to a capped iron rod found; thence turning and running South 55° 04' 10" East along said Glidden land for a distance of 80.19 feet to a capped iron rod found; thence turning and running North 89° 21' 47" East along said

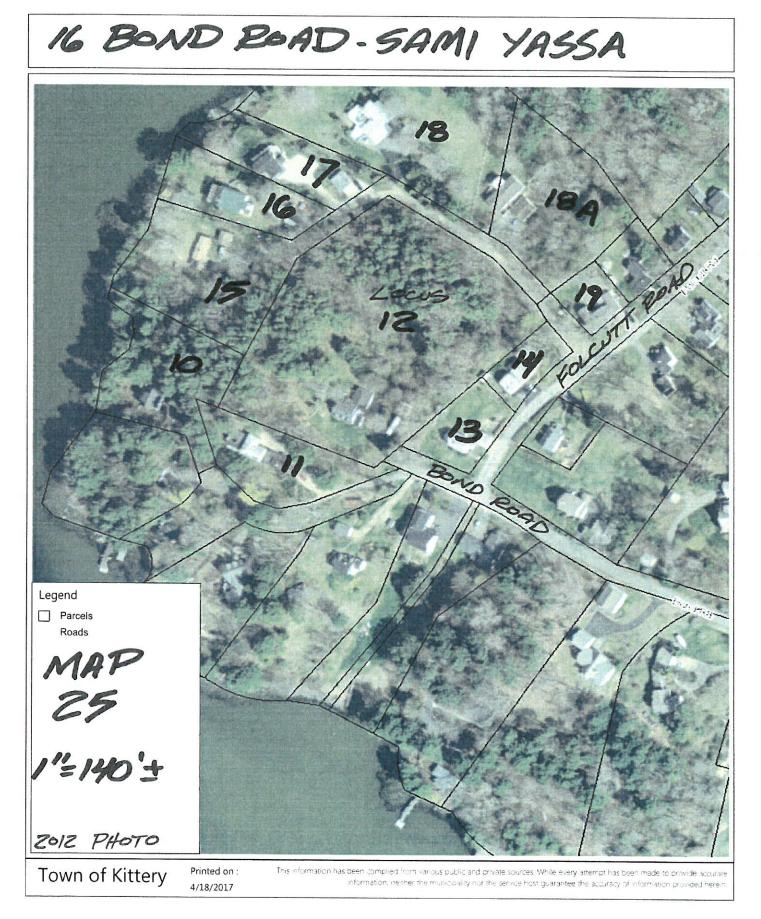
### LIST OF ABUTTERS

#### Yassa 16 Bond Road Kittery Point, ME 03905 April 12, 2018

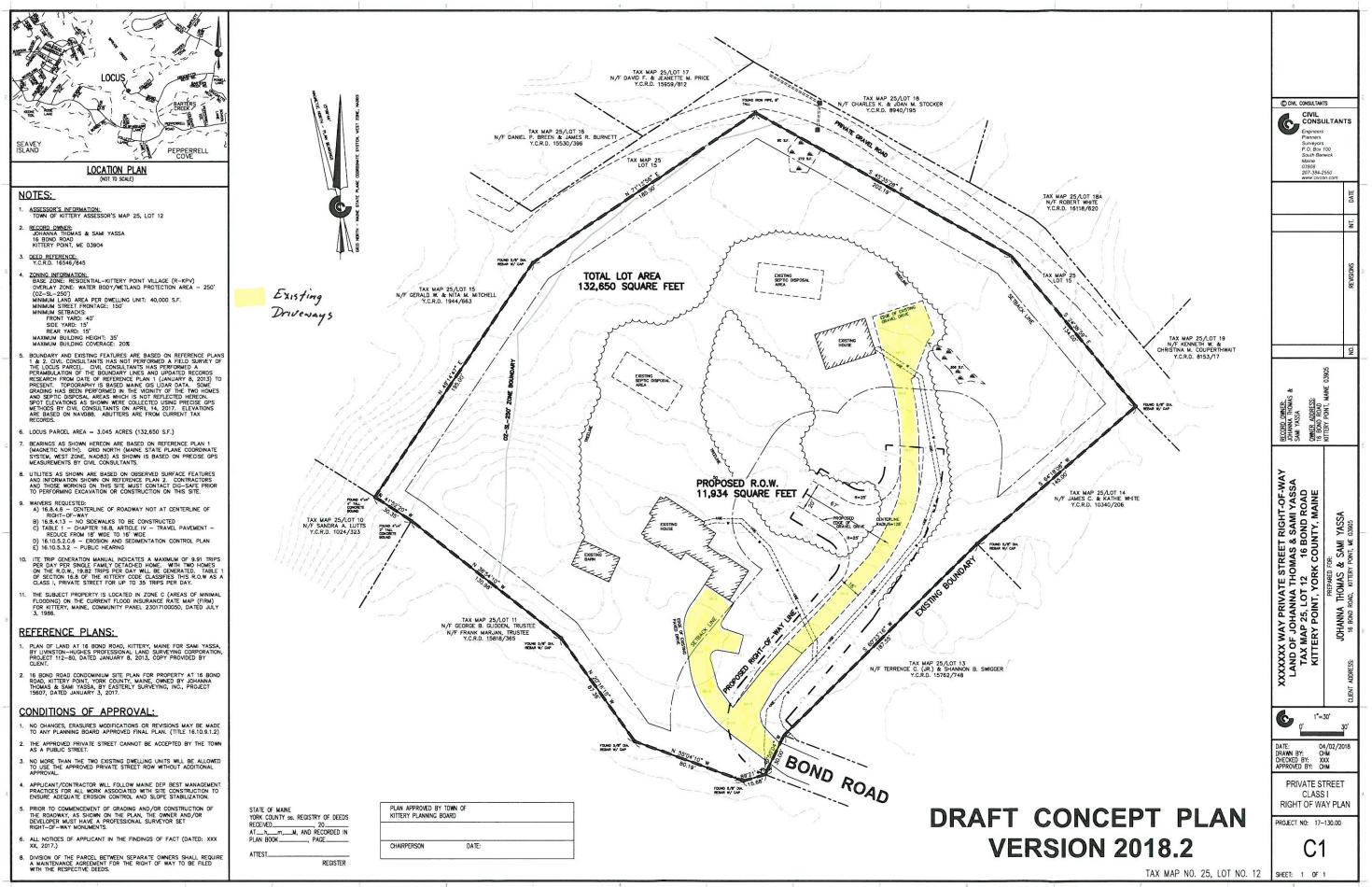
MAP	LOT	NAME & MAILING ADDRESS						
		THOMAS, JOHANNA						
25	12 (Locus)	YASSA, SAMI						
20		16 BOND ROAD						
		KITTERY POINT, ME 03905						
		LUTTS, SANDRA A						
	10	603 HALEY ROAD						
		KITTERY POINT, ME 03905-5622						
		GLIDDEN TR, GEORGE B						
	100 M	FRANK TR, MARJAN						
	11	GBG REV TR 2003/MF REV TR 2003						
		PO BOX 729						
		PORTSMOUTH, NH 03802-0729						
		SWIGER JR, TERRENCE C						
	13	SWIGER, SHANNON B						
		14 BOND ROAD						
		KITTERY POINT, ME 03905-5613						
	14	WHITE, JAMES C						
		WHITE, KATHIE A						
		2 FOLCUTT ROAD						
		KITTERY POINT, ME 03905-5616						
	15	MITCHELL, GERALD W						
		23 JONES AVENUE						
		KITTERY, ME 03904-1731						
	16	DANIEL P BREEN JAMES R BURNETT						
		16 FOLCUTT ROAD						
		KITTERY POINT, ME 03905						
	17	PRICE, DAVID F						
		PRICE, JEANETTE M						
		18 FOLCUTT ROAD						
		KITTERY POINT, ME 03905-5616						
		STOCKER, CHARLES K						
	18	STOCKER, JOAN M						
		20 FOLCUTT ROAD						
		KITTERY POINT, ME 03905-5616						
	18A	WHITE, ROBERT						
		22 FOLCUTT ROAD						
		KITTERY POINT, ME 03905-5616						
		COUPERTHWAIT, KENNETH W						
	19	COUPERTHWAIT, CHRISTINA M						
		26 FOLCUTT ROAD						
		KITTERY POINT, ME 03905-5616						

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17-130,00



CADD\_FILE: J: \aaa\2017\1713000\CARLSON\DRAWING\2018-draft-PLAN-v2-no-lot-lines.dwa

PLOT DATE: 04/02/2018