

2019-2020
PLANNING BOARD ACTION ITEMS

ITEM #	DATE	BY	ITEM	PRIORITY	ACTION TAKEN	COMPLETE
1	TBD	Staff	AirBnB and short term rentals	1	Awaiting completion of the proposed amendments to the ADU regulations; 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	
2	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	2	Planning Board Discussion Item - 10/25/18 Meeting; Draft Amendments - 2/28/19 Meeting; PB Public Hearing - 3/28/19	
3	TBD	Staff	Neighborhood Mixed Use Zone (formerly Business Park) boundary changes	3	Public Hearings held on 8/21/18 & 8/23/18; Town Council still considering	
3		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
4	TBD	Staff	Shoreland Zone: Excavation	Pending		
			Invasive plants; shoreland invasive plant removal	Completed	Updated per Ch. 1000 guidance, ordained by Town Council on 10/26/2015	10/26/2015
			Shoreland definition			
			Structure replacement; time periods HAT - Highest Annual Tide	4	In context of climate change	

2019-2020
PLANNING BOARD ACTION ITEMS

4	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 meeting	Adopted 12/10/18, Effective 1/9/19
5	TBD	Staff	Comp Plan 2015 - 2025 Items: Housing Plan; Complete Streets Policy, Parking, Climate Adaptation Study			
6	TBD	IHWG	Define Commercial Recreation		Part of Recodification	
7	TBD	Staff	Revisit Cluster Ordinance: Goal of open space preservation		Part of Recodification	
8	TBD	Staff	2 Board members participate in Inclusionary Housing Working Group (IHWG)	On-going	Russell White and Drew Fitch are members	
STAFF						
9	TBD	Staff	Update Design Standards for LED Lighting and Signs	Staff	Recodification?	
10	TBD	CEO	Definition: Substantially complete re: development vs. building permits	CEO	Staff to draft definition differentiating from bldg permits as appropriate	
11	TBD	Staff	Wetland Protection: Review how man-made wetlands are and should be regulated.	Staff	Part of Recodification	
12	TBD		Vision for Route 1 Bypass	NA	Wait on recommendations from the Economic Development Committee	
13	TBD	Staff	Fines and Fees (increases?)	Staff	Staff will research	
14	TBD		Route 236 safety	NA	No formal action - studies must be funded and completed	

2019-2020
PLANNING BOARD ACTION ITEMS

COMPLETED ITEMS						
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	
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	

*CPC = Comp Plan Committee

2019-2020
PLANNING BOARD ACTION ITEMS

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
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

2019-2020
PLANNING BOARD ACTION ITEMS

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
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

information and incentives for greener practices will help to mitigate these environmental hazards.

23. Continue to improve **COMMUNICATION** with Town residents (7.1.3.). Using a variety of modes including the internet and cable TV in innovative ways will help to keep residents more informed and connected to town government.
24. Consider an **ADAPTIVE REUSE ORDINANCE** to guide redevelopment of existing buildings (8.1.6.). By promoting the reuse of existing structures more efficient development can occur in areas already serviced by public utilities and protecting open land from development.
25. Establish mechanisms to protect visual assets such as creating a **PHOTOGRAPHIC DOCUMENTATION OF SCENIC VISTAS** and establishing an historic preservation committee to create a comprehensive **INVENTORY OF HISTORIC RESOURCES**. These are the first steps in helping to protect and promote those visual assets that contribute to Kittery’s uniqueness.

TOP 24 RIPE APPLES (“LOW HANGING FRUIT”)¹



The following are a sample of selected low or no cost, relatively easy to achieve action items that received the most support by the participants at a public forum where these were discussed. It is

¹ These low cost, relatively easy to achieve action items received the most support at a public forum held on Nov. 3, 2016.

recommended that the Town proceed with implementing at least some of these in order to keep momentum and support for the Plan alive.

Highest Priority

- Establish a new committee, revive the defunct Energy Committee, and/or team up with the York Energy Committee and **design a sustainability policy and plan for the Town.**
- Explore ways of increasing Town Department efficiencies and effectiveness by further **collaborating across departments.**
- Revisit **cluster ordinance** to ensure it is maintaining the goal of open space preservation.
- Conduct a **Climate Adaptation Study.**
- Join **regional coalition of surrounding coastal communities** to work together around issues of sea level rise.
- Consider how to discourage use of **plastic bags** and plastic water bottles

ALSO:

- Consider forming a **Transportation Advisory Committee** to identify and evaluate transportation improvements.
- Develop a **Complete Streets Policy** to accommodate all modes of transportation, for all ability levels, in a safe and attractive way to encourage more walking and biking.

- Identify ways for better management of existing parking spaces, e.g. consider **off-site remote parking for employees**.
- Work with the Kittery Land Trust to create a **prioritized list of parcels for open space acquisition** should these parcels come up for sale.
- With a recommendation by the York River Study Committee, consider endorsing the designation of the **York River** and its watershed, as a *Partnership Wild and Scenic River*.
- Increase enforcement and awareness regarding **animal waste ordinance** and erect more signs with regulations pertaining to the conduct of dogs and their owners on beaches and other open spaces.
- Prepare educational materials summarizing Kittery's water quality challenges and the **effects of pollutants and pesticides**.
- Create an on-line and printed **guide to the recreational resources** of Kittery and make them available to residents and visitors.
- Establish a process to monitor and report on the status of the **Comprehensive Plan Implementation**.
- Undertake a **Housing Plan** to study supply, demand and strategies to encourage a variety of housing types and price points.
- Invite the business owners of the **Rt. 1 Outlet Mall area** to explore future redevelopment options, including encouraging mixed use (e.g. housing on upper stories above retail).
- Identify additional areas of potential **collaboration with the PNS**.
- **Encourage non-motorized visitors** to environmentally-sensitive areas by installing bike racks and bike/pedestrian paths.
- Review, update and promote existing materials/information on **navigating Kittery's waterways**.
- Provide **recycling bins** in public places.
- Develop **town-wide goals regarding energy efficiency** and related benchmarks for public facilities.