



**TOWN OF KITTERY**  
**Planning and Development**  
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**TO:** PLANNING BOARD  
**FROM:** ADAM CAUSEY, DIRECTOR OF PLANNING & DEVELOPMENT  
**SUBJECT:** **Title 16, Land Use and Development Code re-codification project**

**DATE:** October 18, 2018  
**CC:** KENDRA AMARAL, TOWN MANAGER

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In August, the Town of Kittery issued an Invitation for Bid for the recodification of Title 16, Land Use and Development Code. This is a top priority for the Town and will result in a land development code that is clearer, fairer, and more consistent.

The Town received a responsive bid from North Star Planning, owned and managed by Ben Smith. Ben is a qualified Maine planner with experience in state, local, and private sector planning. Mr. Smith previously served as the Planning Director for Windham, Maine, and now consults with local governments on land use, zoning, and development issues. Ben is a member of the American Institute of Certified Planners (AICP), a designation verifying education, experience, knowledge, ethical practice, and commitment to the planning profession. Mr. Smith's proposal partnered with Noel Musson of The Musson Group, who specializes in waterfront issues and shoreland planning.

Planning & Development staff and the Town Manager, helped immensely by residents Karen Kalmar (Planning Board) and Craig Wilson (Board of Appeals), reviewed the bid response and interviewed Mr. Smith. The total cost proposed by the North Star bid is \$56,822.00, which is under the budgeted amount for this project. After checking the consultants' references and consulting with the Town Manager, I recommended contracting with NorthStar Planning to complete the recodification of Title 16, Land Use and Development Code.

Staff looks forward to beginning this project and working with the Planning Board to complete this major Town goal.

Thank you,

Adam Causey, AICP  
Director, Planning & Development Department