

TOWN OF KITTERY

PLANNING AND CODE DEPARTMENT 200 Rogers Road, Kittery, ME 03904 Telephone: 207-475-1305 Fax: 207-439-6806

kitteryme.org

NOTICE OF DECISION

PROPERTY OWNER AND APPLICANT:

Landmark Hill, LLC

MAILING ADDRESS:

PO BOX 81 Portsmouth, NH 03802

PROPERTY LOCATION:

518 U.S. Route

MAP LOT/ZONE:

MAP 67 LOT 2/ MU

APPLICATION:

MINOR MODIFICATION TO AN APRVD PLAN

DATE:

November 1, 2017

Review Threshold

16.10.9.3 Modifications to an Approved Plan

16.10.9.3.1 Minor Modifications.

Modifications to a Planning Board approved plan, that do not require Planning Board review per Section 16.10.3.2, may be approved by the Code Enforcement Officer and Town Planner. Such approvals must be issued in writing to the developer with a copy to the Planning Board. The developer must provide the revised plan to the Town Planner and be recorded in the York County Registry of Deeds when applicable.

This notice serves to fulfill Section 16.10.9.3.1. The Town Planner and Code Enforcement Officer determined that <u>Planning Board review is **not** required</u> considering the thresholds outlined in 16.10.3.2 not being met, specifically, *Expansion of existing use where the expanded use will require fewer than six additional parking spaces*; and the proposed modifications, substitute bituminous for concrete for onsite walks; bituminous for granite for the on-site curbs; additions to the front of building one (no floor area); and the relocation of handicap parking spaces slightly to the north, do not meet the requirement of 16.10.9.3.2 Major Modifications.

Application

The Town Planner and Code Enforcement Officer have reviewed the Minor Modification to an Approved Site Plan application dated 9/12/2017, that included plans SK1 and an annotated C1 (Severino Trucking) and building renovation plans SR1 and SR2. Subsequently the following plans were submitted and/or reviewed:

- 1) Planning Board approved Site/Subdivision Plan (6/8/2017)
- 2) Proposed revised Site Plan, prepared by Civil Consultants, dated 9/28/2017
- 3) Plan exhibit depicting changes to parking adjacent to Building 1 (emailed by Tom Severino 11/1/2017)

And make the following findings:

Prior Approval and Proposed Modification

1) The Site and Subdivision plan was approved by the Planning Board on 6/8/2017 and recorded at the YCRD BK 390 PG 21. The approved plan includes parking closer to the front property line than the principle building (no. 1) as allowed per section 16.3.2.13.D.5. This parking is being proposed to be relocated slight to allow for the required construction details necessitated by the handicap parking. The following were on the approved plan and are proposed to be modified:

a) On site concrete sidewalks with granite curbs changed to bituminous sidewalks and curbs

- b) Three new additions to the front of existing Building 1, no less than 30 feet from the front property line.
- c) The change in location of parking approved to either side of the principle building number 1 in the front yard to a location where the stalls are directly in front of the building.

Conclusion

The proposed changes listed above fall within the jurisdiction of the Planner and Code Enforcement Officer to approve per 16.10.9.3 Modifications to an Approved Plan, as they do not appear to be a major modification per 16.10.9.3.2. The parking that is being proposed to be changed was originally approved by the board and the modest relocation to aid in the construction of handicap spaces appears to be within the review associated under minor modification, 16.10.9.3.1.

With consideration of the following conditions of approval the Town Planner and Code Enforcement Officer find the proposed development, as described in the application and associated plans, exhibits and email, to conform to applicable provisions of the town's land use code Title 16 and thereby approves with conditions the proposed plan modification.

Conditions of approval:

- 1) Extend the proposed earth berms and plantings associated with the parking located in the front yard.
- 2) Revise the draft amended site/subdivision plan (9/28/17) to include the following:
 - a. Add to the first sentence under Plan notes for Amendment #1 "as approved by the Town Planner and CEO on 11/1/2017 per Town Code 16.10.9.3 Modifications to an Approved Plan"
 - b. Add 'ordained 7/14/2017' after 'zoning amendment' under Plan notes for Amendment #1.
 - c. Replace the word 'awning' with 'addition' under Plan notes for "Amendment #1 and on the plan. Can denote that there is no 'floor area' associated with the additions.
 - d. Add the word 'proposed' when describing 'garage' in note #3 under Plan notes for Amendment #1
 - e. Add the parking changes as described in exhibits provided by Tom Severino to the plan and to the Plan notes for Amendment #1.
 - f. Depict on the plan an extension of the berms and planting to reflect the expanded area of parking in the front yard.
 - g. Add a note to the signature block "refer to Plan reference 1."
 - h. Add to plan note regarding the sidewalk in the Street ROW '(construction material to be approved by Dept. of Public Works)
 - Update Plan Note 9 as it relates to the proposed garage changes.
- 3) After draft of revised plan is reviewed and approved by Planner and CEO, prepare and record mylar at York County Regisry of Deeds and provide mylar copy to the Town for the file.

This Notice of Decision **IS NOT** a building permit or a sign permit.

Any proposed field changes, diversion or revisions to the plan and construction documents after approval shall be reported to the Code Enforcement Officer prior to proceeding with the proposed changes. Any site changes not approved in this Notice of Decision will be in violation of State law and Town Codes.

BY:

Christopher Di Matte

Town Planner

Code Enforcement Officer

Cc: Planning Board, and File





