

1 **CALL TO ORDER**

2

3 **ROLL CALL**

4

5 **Present:** Drew Fitch, Member; Ronald Ledgett, Member; Dutch Dunkelberger, Member;
6 Russel White, Member; Mark Alesse, Member; Karen Kalmar, Vice Chair; and Chairperson
7 Grinnell

8

9 **Absent:** None

10

11 **Staff:** Jamie Steffen, Town Planner

12

13 **PLEDGE OF ALLEGIANCE**

14

15 **APPROVAL OF MINUTES – September 13, 2018**

16

17 Line 267 – add after in reviewing past decisions and cross the last three words and substitute
18 as they do not set a precedence.

19

20 Line 269 – add standards after the word code.

21

22 Line 272 – after private add and public.

23

24 **Motion to approve the September 13, 2018 minutes as amended by Vice Chair Kalmar.
25 Seconded by Mr. White.**

26

27 **Motion carried 7-0-0.**

28

29 **ITEM #1 – McCloud Drive – Street Naming Application**

30 Action: Accept or deny application. Grant or deny approval of street name. Owner DECM, LLC
31 and Applicant Michael Sudak request consideration of naming a new private road off of Miller
32 Road approved as part of the Miller Road Subdivision (Tax Map 56 Lot 20).

33

34 **Mr. Alesse moved to accept the street naming application from owner DECM, LLC and
35 applicant Michael Sudak to name a new private road off of Miller Road approved as part
36 of the Miller Road Subdivision (Tax Map 56 Lot 20).and grant the approval of the street
37 name McCloud Drive. Seconded by Mr. White.**

38

39 **Motion carried 7-0-0.**

40

ITEM 2 – Sidewalk (Sandwich Board) Signs

41 Discussion: Developing regulations pertaining to sidewalk (sandwich board) signs for certain
42 zones in Kittery.

43 Chair Grinnell introduced the discussion by stating that Mr. Steffen had provided the Board
44 with examples of sandwich board signs from other communities in Maine that regulate them.
45 Mr. Steffen noted that he had also provided an example from Hampton, NH. Chair Grinnell
46 had also provided the Board with an example of portable signs from Freeport, ME.

47

48 Mr. Steffen gave an overview of the issue and noted that it is listed as priority number 3 in the
49 2018-2019 Planning Board Action Items list. He noted that a possible allowance of these
50 types of signs were brought up recently when the Board was considering other amendments to
51 the sign regulations. He further noted that he discovered that Kittery currently allows sidewalk
52 signs in the Mixed Use Kittery Foreside District and he read the requirements for them.

53

54 The Board discussed what the intent is for these types of signs. Mr. Steffen commented that
55 he thought the Board might want to consider allowing them in some of the other commercial
56 districts in town. Vice Chair Kalmar stated if the Board was considering allowing them in other
57 districts that it should also consider additional requirements for their placement.

58

59 The Board had considerable discussion regarding size allowance, number of signs, placement
60 and separation of the signs and duration. The Board instructed Planner Steffen to work on a
61 draft amendment for the Board's review. There was some discussion about surveying
62 businesses for their input. Planner Steffen stated he could contact some of the Maine
63 communities that allow these types of signs do see what they have encountered in regulating
64 them.

65

ITEM 3 – Board Member Items / Discussion

66 A. Planning Board Action Item List

67

68
69 Char Grinnell gave an update on the proposed Mixed Use-Neighborhood zoning district. She
70 stated that a public informational session lead by Kendra Amaral and Adam Causey would be
71 held on Monday, October 29th in Council Chambers. The purpose is to go over people's
72 concerns about the proposed zoning change. She noted that there were some changes made
73 to text amendment at the Council hearing on it and further noted the boundary expansion is off
74 the table for time being. There was a brief discussion by the Board about the concerns
75 expressed by Martin Road residents wetlands filling and the proposed setback and buffers.

76

77 Chair Grinnell also discussed the upcoming ballot item for the comprehensive plan update.
78 She noted she provided the Board with a copy of the executive summary and the five year
79 action plan. She urged Kittery residents to vote to adopt the updated plan and expressed her
80 desire to not see it sit on the shelf. Mr. White highlighted the efforts to promote the plan to the
81 voters and added his comments in support.

82
83 Mr. White also gave a summary of the Kittery Housing Workshop site tour and the community
84 listening session that occurred on October 24th. He noted that on Friday, October 26th the
85 design teams will work on their concepts and wrap up with a Community Reveal presentation
86 at 6 pm. Mr. Fitch noted that there was not much opposition expressed about the concept and
87 people seemed instead to embrace it. Chair Grinnell commented that she felt it wasn't made
88 clear that it was only an exercise.

89
90 Vice Chair Kalmar brought up the subject of accessory dwelling units and referenced a book
91 entitled Backdoor Revolution. She discussed the content of Chapter 8 regarding zoning
92 barriers to ADU development and asked that staff make copies of Ch. 8 of the book for the
93 members to look it and consider.

94
95 The Board also briefly discussed short term rentals and inquired about when it might get some
96 direction from Town Council about regulating them.

97
98 **ITEM 4 – Town Planner/ Director of Planning & Development Items**

99 **A. Recodification Update**

100
101 The Board received a memo from Adam Causey, Director of Planning and Development
102 regarding the status of the recodification update.

103
104 **Adjournment**

105
106 **Motion to adjourn moved by Mr. Alesse, seconded by Mr. Dunkelburger**

107
108 **Motion carried 7-0-0**

109
110 Meeting adjourned at 6:57 p.m.

111
112 Submitted by Jamie Steffen, Town Planner, on December 27, 2018.

113
114 **Disclaimer:** The following minutes constitute the author's understanding of the meeting.
115 Whilst every effort has been made to ensure the accuracy of the information, the minutes are

116 not intended as a verbatim transcript of comments at the meeting, but a summary of the
117 discussion and actions that took place. For complete details, please refer to the video of the
118 meeting on the Town of Kittery website at <http://www.townhallstreams.com/locations/kittery->
119 [maine](http://www.townhallstreams.com/locations/kittery-maine).

120

121