

1 **CALL TO ORDER**

2

3 **ROLL CALL**

4

5 Present: Ronald Ledgett, Member; Dutch Dunkelberger, Member; Russell White,  
6 Member; Mark Alesse, Member, and Karen Kalmar, Vice Chair

7

8 Absent: Ann Grinnell, Drew Fitch

9

10 Staff: Jamie Steffen, Town Planner; Adam Causey, Director of Planning and  
11 Development

12

13 Advisory: Earldean Wells, Conservation Commission

14

15 **PLEDGE OF ALLEGIANCE**

16

17 Vice Chair Kalmar announced because of the number of members present she would  
18 like to postpone the Election of Officers.

19

20 **APPROVAL OF MINUTES – September 27, 2018, October 25, 2018 Site Walk**

21 Line 160 – change if to is

22 Line 259 –drop the s in shapes

23 Line 72 – change the words “by the” to “at any”

24 Line 74 – insert the word “before” after advertised

25

26 **Mr. Dunkelberger moved to accept the Minutes of September 27, 2018 as**  
27 **amended.**

28 **Mr. Ledgett seconded the motion**

29

30 **The motion carried 5-0-0.**

31

32 **Mr. White moved to accept the Site Walk Minutes of October 25, 2018.**

33 **Mr. Ledgett seconded the motion.**

34

35 **Motion carried 5-0-0.**

36

37 **PUBLIC COMMENT**

38

39 The Vice Chair opened the public comment section. There being none, the Vice-Chair  
40 closed the public comment section.

41

42 **PUBLIC HEARINGS**

43

44 **ITEM 1 – 19 Coleman Avenue – Shoreland Development Plan Review**

45 Action: Accept or deny application. Approve or deny plan. Owner/applicant Ian R. Rex  
46 requests consideration to expand a nonconforming single family dwelling on a 8,895 +/-  
47 square foot parcel located at 19 Coleman Avenue (Tax Map 26 Lot 7-1) in the  
48 Residential – Kittery Point Village (R-KPV) and the Shoreland Overlay (OZ-SL-250')  
49 Zones.

50

51 Ian Rex, owner/applicant, gave a brief overview of the proposal.

52

53 Vice Chair Kalmar opened the public hearing. Earldean Wells, Conservation  
54 Commission Chair stated putting a basement 25 feet from Barter's Creek in the  
55 floodplain should be rethought.

56

57 The Board reviewed and discussed the following:

- 58 • Mr. Ledgett pointed out a discrepancy in the staff notes regarding the height of  
59 the porch. On the plans it is listed as 13' 1" but in the notes it is stated as 13  
60 feet. Mr. Steffen responded that the plan number is the correct one.
- 61 • Mr. Ledgett suggested a revised finding of fact under Section 16.7.3.3.B and  
62 wanted it to read "Per 16.7.3.3.B.3 (e) [2] that portion of the structure within 25  
63 feet of the Highest Annual Tide (HAT) cannot be expanded.

64

65 **Mr. Dunkelberger moved to approve the waiver request from Section 16.7.3.3.B.**  
66 **[4] [a] to allow the roof slope of the structure to be less than an 8:12 pitch for a**  
67 **Shoreland Development Plan from owner/applicant Ian R. Rex to expand a**  
68 **nonconforming single family dwelling on a 8,895 +/- square foot parcel located at**  
69 **19 Coleman Avenue (Tax Map 26 Lot 7-1) in the Residential – Kittery Point Village**  
70 **(R-KPV) and Shoreland Overlay (OZ-SL-250') zones.**

71 **Mr. Ledgett seconded the motion.**

72

73 **The motion carried 5-0-0.**

74

75 **Mr. Dunkelberger moved to approve the Shoreland Development Plan dated June**  
76 **28, 2018 from owner/applicant Ian R. Rex, who requests consideration to expand**  
77 **a nonconforming single family dwelling on a 8,895 +/- square foot parcel located**

78 at 19 Coleman Avenue (Tax Map 26 Lot 7-1) in the Residential – Kittery Point  
79 Village (R-KPV) and Shoreland Overlay (OZ-SL-250') zones with the condition that  
80 prior to the issuance of a building permit a Flood Hazard Development Permit is  
81 obtained from the Code Enforcement Officer. Mr. Ledgett seconded the motion.

82 The motion carried 5-0-0.

83

84 **FINDINGS OF FACT**

85

86 The Planning Board made the following factual findings and conclusions:

87

88 **Section 16.3.2.17.D Shoreland Overlay Zone**

89 **Finding:** The existing devegetated and impervious surfaces area is 25% of the lot area.  
90 The applicant will remove some impervious surfaces (portions of existing pavement and  
91 existing patio) and revegetate to maintain the overall devegetated area at 25%.

92

93 **Conclusion:** This standard appears to be met.

94

95 **Vote of 5 in favor 0 against 0 abstaining**

96

97 **Section 16.7.3.1 Prohibitions and Allowances**

98 **Finding:** This is an existing, nonconforming lot with an existing single family dwelling  
99 structure that is nonconforming to the 100-foot setback from the water and side yard  
100 setbacks. A dwelling is a special exception use in the Shoreland Overlay Zone.

101

102 The proposed development does not increase the nonconformity as permitted in  
103 16.7.3.3.B. Nonconforming structure repair and/or expansion.

104

105 **Conclusion:** This standard appears to be met.

106

107 **Vote of 5 in favor 0 against 0 abstaining**

108

109 **Section 16.7.3.3 Nonconforming Structures**

110 **16.7.3.3.B Nonconforming structure repair and/or expansion**

111 In cases where the structure is located in the Shoreland or Resource Protection Overlay  
112 Zone, the repair and/or expansion must be approved by the Planning Board. See  
113 16.6.6.A.2 reference below.

114

115 **Finding:** The proposed development increases the nonconformity as permitted in  
116 16.7.3.3.B. (1) [4] [a] Nonconforming structure repair and/or expansion. The expansion

117 of the footprint of the structure will not exceed 1,000 square feet in size. The height of  
118 the structure will not be greater than the height of the existing structure. Per  
119 16.7.3.3.B.3. (e) [2], that portion of the structure within twenty-five (25) feet of the  
120 Highest Annual Tide (HAT) cannot be expanded. A waiver from the 8:12 roof pitch is  
121 justified based upon the existing structure roof pitch.

122

123 **Conclusion:** This standard appears to be met.

124

**Vote of 5 in favor 0 against 0 abstaining**

125

126

127 **Section 16.6.6. Basis for Decision**

128 **16.6.6.A.2** In hearing appeals/requests under this Section, the Board of Appeals [note:  
129 Planning Board is also subject to this section per 16.7.3.3.B.(1) above] must use the  
130 following criteria as the basis of a decision:

- 131 1. Proposed use will not prevent the orderly and reasonable use of adjacent properties  
132 or of properties in adjacent use zones;  
133 2. Use will not prevent the orderly and reasonable use of permitted or legally  
134 established uses in the zone wherein the proposed use is to be located, or of permitted  
135 or legally established uses in adjacent use zones;  
136 3. Safety, the health, and the welfare of the Town will not be adversely affected by the  
137 proposed use or its location; and  
138 4. Use will be in harmony with and promote the general purposes and intent of this  
139 Code.

140

141 **Finding:** The proposed development does not pose a concern.

142

143 **Conclusion:** The requirement appears to be met.

144

**Vote of 5 in favor 0 against 0 abstaining**

145

146

147 **Section 16.10.10.2 Procedure for Administering Permits**

148 D. An Application will be approved or approved with conditions if the reviewing authority  
149 makes a positive finding based on the information presented. It must be demonstrated  
150 the proposed use will:

151

152 **Finding:** The Planning Board made a positive finding on Criteria 1-10 with all of the  
153 criteria appearing to be met.

154

**Vote of 5 in favor 0 against 0 abstaining**

155

156 Based on the foregoing Findings, the Planning Board finds the applicant has satisfied  
157 each of the review standards for approval and, therefore, the Planning Board approves  
158 the Shoreland Development Plan subject to any conditions or waivers, as follows:

159

160 **Waivers:**

161

162 1) Under Section 16.7.3.3.B [4] [a], relief from requirement that a structure have a roof  
163 slope not less than an 8:12 pitch to allow a 6:12 pitch.

164

165 **Conditions of Approval (to be included on final plan to be recorded):**

166

167 1. No changes, erasures, modifications or revisions may be made to any Planning  
168 Board approved final plan. (Title 16.10.9.1.2).

169 2. Prior to the issuance of a building permit a Flood Hazard Development Permit is  
170 obtained from the Code Enforcement Officer.

171 3. Applicant/contractor will follow Maine DEP *Best Management Practices* for all  
172 work associated with site and building construction to ensure adequate erosion  
173 control and slope stabilization.

174 4. Prior to the commencement of grading and/or construction within a building  
175 envelope, as shown on the Plan, the owner and/or developer must stake all  
176 corners of the envelope. These markers must remain in place until the Code  
177 Enforcement Officer determines construction is completed and there is no danger  
178 of damage to areas that are, per Planning Board approval, to remain  
179 undisturbed.

180 5. All Notices to Applicant contained herein (Findings of Fact dated 12/13/18).

181

182 The Planning Board authorizes the Planning Board Chair to sign the Final Plan and the  
183 Findings of Fact upon confirmation of compliance with any conditions of approval.

184

185 **Vote of 5 in favor 0 against 0 abstaining**

186

187 **ITEM 2 – Andrews Cluster Subdivision – Preliminary Plan Review**

188 Action: Approve and deny preliminary plan. Owner /Applicant, Arthur W. Andrews Rev.  
189 Trust requests consideration of a 11-lot cluster subdivision on 106.82 acres located off  
190 Deer Ridge Lane (Tax Map 60, Lot 10) in the Residential Rural (R-RL) and Shoreland  
191 Overlay and Resource Protection (OZ-RP & OZ-SL 250') Zones. Agent is Jeff Clifford,  
192 P.E., Altus Engineering.

193

194 Jeff Clifford, Altus Engineering, gave an overview of the proposed subdivision. He  
195 discussed the proposed lot line adjustment that would occur to transfer 17 acres to an  
196 abutting Andrewes parcel. He noted that they were in negotiations with the Kittery Land  
197 Trust for stewardship of the open space parcel.

198  
199 Vice Chair Kalmar opened up the public hearing.

200  
201 Christine Bennett, Executive Director, Kittery Land Trust, spoke in favor of the proposed  
202 subdivision. She felt it was a model cluster subdivision where it is proposing compact  
203 residential development with conservation in mind.

204  
205 Steve Brake, 45 Cutts Road, handed out documents for the Board to view. Vice Chair  
206 Kalmar advised him to limit his comment specifically to the proposed subdivision. Mr.  
207 Brake expressed his concern about the project's impact on the adjacent natural area.

208  
209 Mary Thron, 71 Tower Road, Trustee of the Arthur W. Andrews Revocable Trust, spoke  
210 in support of the project.

211  
212 The Board reviewed and discussed the following:

- 213 • Mr. Ledgett asked to see where the proposed lot line adjustment would be. Mr.  
214 Clifford pointed it out on the displayed plan.
- 215 • Mr. Dunkelberger noted that they were asking for a number of waivers from the  
216 road standards. He asked if it was their intent for the road to forever remain  
217 private. Mr. Clifford responded yes. Mr. Dunkelberger commented that he would  
218 like to have a note on the plans to that effect.
- 219 • Vice Chair Kalmar asked to have written justification supplied for the roadway  
220 waivers. She also wanted to see the actual amount of open space marked on  
221 the plan. Mr. Steffen noted that it would be a requirement for the final plan  
222 review. Mr. Clifford responded that they are still negotiating with the Kittery Land  
223 Trust.
- 224 • Vice Chair stated that the Board would hold off until the next meeting to vote on  
225 the requested waivers.

226  
227 **Mr. Dunkelberger moved to approve the preliminary cluster subdivision plan**  
228 **application dated October 18, 2018 from owner / applicant Arthur W. Andrews**  
229 **Rev. Trust for an 11-lot cluster subdivision located off of Deer Ridge Lane (Tax**  
230 **Map 60 Lot 10) in the Residential Rural and Shoreland Overlay and Resource**  
231 **Protection (OZ-RP & OZ-SL 250') Zones with the condition that all of CMA**

232 **comments must be addressed to their satisfaction. Mr. Ledgett seconded the**  
233 **motion.**

234 **The motion carried 5-0-0.**

235

236 **OLD BUSINESS**

237

**ITEM 3 – 88 Pepperrell Road – The Bistro – Parking Plan Review for Business Use Change**

Action: Approve or deny plan. Owner, Chatham Street, LLC, and applicant, Ann Kendall are establishing a new business entity in an existing facility, where intensity of use is significantly different, located at 88 Pepperrell Cove (Tax Map 27 Lot 49) in the Business Local (B-L) and Shoreland Overlay (OZ-SL-250') Zones.

238

239 Ken Wood, Attar Engineering, gave an overview of the redevelopment of the site and  
240 the proposed parking plan. He discussed working with the previous Code Enforcement  
241 Officer on getting each venue open. He discussed what has occurred since the Board  
242 saw the request back in October of 2017. He noted that he has worked closely with the  
243 Town Planner and the Director of Planning on the developing the parking plan that he  
244 has brought forward to the Board. He discussed the details of the proposed parking  
245 plan.

246

247 The Board reviewed and discussed the following:

- 248 • Mr. Dunkelberger asked how many parking spaces they needed. Mr. Wood  
249 responded 80. Mr. Dunkelberger noted the Staff indicated 90 spaces were  
250 required. Mr. Dunkelberger also asked how they would define the parking  
251 spaces in the unimproved portion of the parking lot. Mr. Wood answered by  
252 using wheel stops and signage. They would also be utilizing a parking attendant  
253 but not year round.
- 254 • There was discussion about the number of spaces shown on the plans.
- 255 • Mr. Steffen discussed that there was confusing information shown on the plan for  
256 parking space numbers. He commented that the plans had changed several  
257 time since they were first submitted for the November meeting. He stated Staff  
258 was still trying to get a handle on actual numbers for all of the venues. He noted  
259 the discrepancy between what was listed in the parking calculations and what  
260 was shown on the plan for the outdoor seating area. In response, Carla  
261 Goodnight, CJ Architects, discussed the square footages and parking  
262 calculations for new venues and clarified the ice cream take-out window use.  
263 She stated that she wished to stay within the limits of the ordinance.

- 264       • Vice Chair Kalmar asked if they were still proposing off-site parking. Mr. Wood  
265       responded that they still do have an opportunity for off-site parking.
- 266       • Mr. Allese discussed the seating at The Wharf and commented that they could  
267       put more seating out there but were voluntarily reducing it.
- 268       • Mr. White stated that it was important that the applicant and staff get on the same  
269       page regarding the parking calculations and documents for review. He  
270       discussed year round use of the site and commented that it doesn't appear that  
271       they would maximum use of the site for a majority of the year.
- 272       • Vice Chair Kalmar commented that she would like to have Staff and the applicant  
273       work together to address the discrepancies in the plan and then have the Board  
274       view the site. Ms. Goodnight commented that her concern was that there was no  
275       definition in the ordinance for outdoor seating for restaurants.
- 276

277 Donna Ryan, Business partner and Kittery resident, commented that they were  
278 proposing a parking plan that works for the amount of spaces they have. She  
279 discussed their business success, commitment to staff and the goodwill they have tried  
280 to show the community.

281

282 Adam Causey, Director of Planning and Development, spoke to the Department's side  
283 of the issue. He explained that the code says when someone changes, alters and  
284 expands a use they need to comply with the parking standards. Staff cannot waive  
285 those requirements.

286

287 There was further discussion amongst the Board regarding prior plan reviews and the  
288 actual parking numbers previously approved. Vice Chair Kalmar stated she would like  
289 see an adequate plan developed with the detail required so that the Board has a better  
290 understanding of how they arrived at the number of spaces provided. At the suggestion  
291 of the Vice Chair, the Board decided to schedule a site walk.

292

293 **Mr. Dunkelberger moved to schedule a site walk for December 27<sup>th</sup> at 10:00 am.**  
294 **Seconded by Mr. Ledgett.**

295

296 **Motion carried 5-0-0.**

297

298 **ITEM 4 - 25 Pinkham's Lane – Major Subdivision Sketch Plan Review**  
299 Action: Accept or deny application; Approve or deny sketch plan Owners Rudy E.  
300 Shayganfar & Mahni Shayganfar request consideration of a 8-lot residential subdivision  
301 with access along an existing private right-of-way (Pinkham's Lane), (Tax Map 62 Lots



302 10 & 10-5) in the Residential-Rural (R-RL) and Resource Protection Overlay (OZ-RP)  
303 Zones. Agent is Paul Dobberstein, Ambit Engineering.

304

305 Paul Dobberstein, Ambit Engineering, gave an overview of the proposed subdivision.  
306 He discussed the proposed changes to the subdivision from the first review. He noted  
307 that Rudy & Mahni Shayganfar are now the owners of the property. Mr. Dobberstein  
308 discussed the proposed new right-of-ways (ROW) off of Pinkham's Lane. He outlined  
309 their different road classifications. He discussed locating the new lots in the most  
310 desirable, developable areas and avoiding wetlands impacts as much as possible. He  
311 discussed the proposed upgrades to Pinkham's Lane from the property line to the  
312 development area. He discussed proposed Lot 6 which would be accessed by a  
313 glorified driveway which is an old logging road. The proposed new ROW would skirt  
314 wetlands and provide access to a house lot for Niles Pinkham.

315

316 The Board reviewed and discussed the following:

317

- 318 • Mr. Dunkelberger asked who utilizes Pinkham's Lane. Mr. Dobberstein  
319 answered that there were several lots out there currently that have been divided  
320 off over the years and showed those on the map. Mr. Dunkelberger asked how  
321 wide the ROW was in from Bartlett Road. Mr. Dobberstein stated 20'. Mr.  
322 Dunkelberger commented then that it would go from 20' to 60' once it enters the  
323 development property. Mr. Dobberstein discussed the legal reasons for keeping  
324 the existing portion the way it is. He then outlined the waiver requests that they  
325 would be seeking for the portion with the proposed subdivision.
- 326 • Vice Chair Kalmar asked who maintains the roadway. Mr. Dobberstein answered  
327 Mr. Pinkham. He discussed putting a maintenance agreement in place.
- 328 • Mr. Ledgett asked if they considered adding a passing lanes along the roadway  
329 to Lot 6 to allow vehicles to pass by one another if needed. Mr. Dobberstein  
330 stated that they could add those.
- 331 • Mr. White expressed his concern about the number of houses already existing on  
332 the roadway and adding more to a long stretch of narrow roadway. He would like  
333 the safety officials of the Town weigh in on the proposal. He discussed looking at  
334 improvements to the roadway make it more robust.
- 335 • The Board and the applicant discussed conducting a site walk as the next step.

336

337 **Mr. Dunkelberger move to accept the sketch plan application dated November**  
338 **2018 from owners Rudy E. Shayganfar & Mahni Shayganfar for a 8-lot residential**  
339 **subdivision with access along an existing private right-of-way (Pinkham's Lane)**

340 **(Tax Map 62 Lots 10 & 10-5) in the Residential-Rural (R-RL) and Resource**  
341 **Protection Overlay (OZ-RP) Zones as complete. Seconded by Mr. White.**

342  
343 **Motion carried 5-0-0.**

344  
345 The Board and the applicant continued to discuss the roadway issues and Vice Chair  
346 Kalmar asked to see more detail driveway location for each lot. The Board also further  
347 discussed conducting a limited site walk. Mr. Dobberstein asked if the Board could  
348 seek a legal opinion regarding the off-site roadway improvements. Vice Chair  
349 responded, yes, they could. Mr. Ledgett asked about the existing 20' wide ROW. Mr.  
350 Dobberstein outlined the ownership details and how it was granted. There was more  
351 discussion about improving that portion of the ROW and what parties would be involved.  
352 Mr. Steffen recommended that the Board conduct a site walk before the snow flies. Mr.  
353 White discussed getting the legal opinion and doing a limited site walk as the next  
354 steps.

355  
356 **Mr. Dunkelberger moved to schedule a site walk for January 3<sup>rd</sup> at 10:00 am.**  
357 **Seconded by Mr. Ledgett.**

358  
359 **Motion carried 5-0-0.**

360  
361 **NEW BUSINESS**

362  
363 **ITEM 5 – 50 Chauncey Creek Drive – Shoreland Development Plan Review.**  
364 Action: Accept or deny application. Approve or deny plan. Owners and applicants,  
365 Thomas and Michele Jordan request consideration to reconstruct and expand a  
366 nonconforming single family dwelling on a 7,800 +/- square foot parcel located at 50  
367 Chauncey Creek Road (Tax Map 44 Lot 59) in the Residential Kittery Point Village (R-  
368 KPV), Shoreland Overlay (OZ-SL-250') and Resource Protection (OZ-RP) zones. Agent  
369 Tom Emerson, studioB-E.

370  
371 Tom Emerson, studio-B-E, gave an overview of the project. The footprint of the house  
372 will remain exactly the same. They would be keeping the foundation and building on top  
373 of it. He outlined the other proposed changes / improvements to the property. He  
374 discussed the addition of a new shed / accessory structure and explained that the  
375 existing accessory structure, a boathouse is located entirely below the highest annual  
376 tide (HAT) line.

377  
378 The Board reviewed and discussed the following:

379

- 380 • A portion of the reconstructed dwelling appears to be located within the required  
381 25 foot setback from the HAT and cannot be expanded. Mr. Ledgett stated that  
382 the problem is they are proposing to go up within the 25 feet. Mr. Steffen read an  
383 email from Jessa Kellogg's memo that seemed to indicate that the portion that  
384 was being increased in height was outside of the 25 foot setback. The Board  
385 noted that the plans submitted seem to indicate differently. Clarification is  
386 needed before the Board could take any further action.

387

388 **Mr. Dunkelberger moved to continue the shoreland development plan application**  
389 **from owners and applicants, Thomas and Michele Jordan to reconstruct and**  
390 **expand a nonconforming single family dwelling on a 7,800 +/- square foot parcel**  
391 **located at 50 Chauncey Creek Road (Tax Map 44 Lot 59) in the Residential Kittery**  
392 **Point Village (R-KPV), Shoreland Overlay (OZ-SL-250') and Resource Protection**  
393 **(OZ-RP) zones not to exceed 90 days. Seconded by Mr. Ledgett.**

394

395 **Motion carried 5-0-0.**

396

397 **ITEM 6 - 28 Mendum Avenue – Shoreland Development Plan Review**

398 Action: Accept or deny application. Approve or deny plan. Owners/applicants Oliver P. &  
399 Claire H. Gaudissart request consideration for rip rap shoreline stabilization along  
400 Mendum Creek on a 9,600+- sf parcel located at 28 Mendum Avenue (Tax Map 3 Lot  
401 52) in the Residential – Urban (R-U) and the Shoreland Overlay (OZ-SL-250') Zones.  
402 Agent Steven Riker, CWS - Ambit Engineering, Inc.

403

404 Steven Riker, CWS, Ambit Engineering, gave an overview of the project. They have  
405 designed a revetment to be above the HAT line. They submitted a Maine DEP permit in  
406 late November. He stated that they will meet the devegetated coverage requirements.  
407 He stated that they would provide a replanting plan to replace the seven (7) trees which  
408 will be removed if the Board desires.

409

410 After question from Mr. Dunkelberger, Mr. Steffen stated he is not recommending a site  
411 walk and public hearing for this application.

412

413 **Mr. Dunkelberger moved to approve the Shoreland Development Plan application**  
414 **dated October 30, 2018 from owners/applicants Oliver P. & Claire H. Gaudissart**  
415 **for rip rap shoreline stabilization along Mendum Creek on a 9,600+- sf parcel**  
416 **located at 28 Mendum Avenue (Tax Map 3 Lot 52) in the Residential – Urban (R-U)**  
417 **and the Shoreland Overlay (OZ-SL-250') Zones with the condition that a**

418 replanting plan conforming to 16.9.2.2 be approved by the Shoreland Resource  
419 Officer and/or the Code Enforcement Officer prior to any excavation work.  
420 **Seconded by Mr. Ledgett.**

421

422 **Motion carried 5-0-0.**

423

424 **ITEM 7 - Kittery Parks Commission Presentation on Proposal for Invasive Species**  
425 **Management/Eradication at Fort Foster**

426 Presentation and discussion, possible vote: Shaye Robbins of the Parks Commission  
427 will present an FB Environmental proposal to manage and eradicate invasive species at  
428 Fort Foster which will require funding from the Town's Wetland Preservation Fund. The  
429 Parks Commission is seeking Planning Board support for funding the proposal

430

431 Shaye Robbins of the Kittery Parks Commission updated the Board on the proposal and  
432 gave an overview of the work that has been accomplished in Phase 1. She discussed  
433 FB Environmental's Phase 2 proposal to draft an invasive species eradication /  
434 management plan for Fort Foster. She asked for the Board's support of the Parks  
435 Commission's request that the Town Council release funds from the Wetland  
436 Preservation Fee account to cover the costs of Phase 2.

437

438 **Mr. Dunkelberger moved to have the Planning Board draft a letter of support to**  
439 **the Town Council for release of funds from the Wetland Preservation Fee account**  
440 **to cover the costs of Phase 2. Seconded by Mr. Ledgett.**

441

442 **Motion carried 5-0-0.**

443

444 **ITEM 8 – Board Member Items/Discussion**

445 A. Election of Officers postponed until the January 10, 2019 meeting.

446

447 **ITEM 9 - Town Planner Items**

448 None.

449

450 **ITEM - Adjournment**

451

452 **Mr. Alesse moved to adjourn the meeting.**

453 **Mr. Dunkelberger seconded the motion.**

454

455 **The motion carried 6-0-0.**

456 The Kittery Planning Board meeting of May 10, 2018 adjourned at 8:45 p.m.

457 Submitted by Jamie Steffen, Town Planner, on January 28, 2019.

458

459 Disclaimer: The following minutes constitute the author's understanding of the meeting.

460 Whilst every effort has been made to ensure the accuracy of the information, the  
461 minutes are not intended as a verbatim transcript of comments at the meeting, but a  
462 summary of the discussion and actions that took place. For complete details, please

463 refer to the video of the meeting on the Town of Kittery website at

464 <http://www.townhallstreams.com/locations/kittery-maine>.