

1 **CALL TO ORDER**

2

3 **ROLL CALL**

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

7

8 Absent: Drew Fitch, Member; Dutch Dunkelberger, Chair

9

10 Staff: Jamie Steffen, Town Planner; Adam Causey, Director of Planning and
11 Development; Jessa Kellogg, Shoreland Resource Officer / Stormwater Coordinator

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13 Advisory: Earldean Wells, Conservation Commission

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15 **PLEDGE OF ALLEGIANCE**

16

17 **APPROVAL OF MINUTES – April 11, 2019**

18

19 Mr. Ledgett.moved to accept the minutes of April 11, 2019. Seconded by Mr. White.

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21 The motion carried 5-0-0.

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23 **APPROVAL OF MINUTES – April 25, 2019**

24

25 Ms. Wells noted that Nanci Lovett was the Conservation Commission representative
26 that night.

27

28 Mr. Ledgett moved to accept the minutes as amended. Seconded by Vice Chair
29 Kalmar.

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31 The motion carried 4-0-1.

32

33 **PUBLIC COMMENT**

34 Vice Chair Kalmar opened the public comment segment of the meeting. There
35 being no comments, Vice Chair Kalmar closed the public comment segment.

36

37 **PUBLIC HEARING**

38

39 **ITEM 1 – Land Use and Development Code Amendments – Title 16.2.2,**

40 **16.3.2.17, 16.7.3.3 & 16.8.28.1**

41 The proposed amendments to Title 16 zoning ordinance attempt to clarify and
42 update the permitting authority for review and approval of projects in the
43 Shoreland Overlay Zone.

44 Public Hearing, Vote to Recommend. Take public comment. Review and
45 discuss. Vote to recommend to the Town Council.

46 Vice Chair Kalmar opened the Public Hearing.

47 No public spoke to the proposed amendments.

48

49 Vice Chair Kalmar then closed the Public Hearing.

50

51 Jessa Kellogg, Shoreland Resource Officer / Stormwater Coordinator gave an
52 overview of the proposed amendments.

53 Mr. Ledgett noted he was concerned with the special exception provision
54 proposed in Section 16.3.2.17. He stated that he would like to see the provision
55 of allowing single and duplex dwellings located between 75 feet and 100 feet
56 from the waterbody / wetland edge as a special exception removed. He
57 discussed the history of these types of requests and was concerned about the
58 impact on Spruce Creek and other waterbodies in Town. Ms. Kellogg
59 responded by citing the criteria that would have to be met before a special
60 exception could be granted.

61 Vice Chair Kalmar commented that she thought it was a cleaner way to make
62 the distinction and was in favor of the change. She asked for a sense of how
63 the rest of the Board felt. There was concern expressed that leaving it in the
64 regulations might invite more development within the shoreland and resource
65 protection areas. After more discussion, Vice Chair Kalmar polled of the Board
66 resulted in a 3-2 vote in favor of removing special exception provision. It was
67 decided that staff would redraft the amendment taking those sections out.

68 Ms. Kellogg discussed the distinctions between the regulated
69 waterbodies/wetlands relative to the setback requirement and clarified what was
70 meant by the term any waterbody.

71 Ms. Kellogg then discussed the changes relative to the 1500 square foot
72 maximum footprint limitation in the base zone setback and Resource Protection
73 Overlay Zone. She discussed the proposed change in permitting authority
74 where the development falls outside of the base zone setback.

75 Ms. Kellogg made some further clarifying comments on the proposed wording of
76 the amendments.

77 **Mr. White moved to forward the proposed amendments to Title 16.2.2,**
78 **16.3.2.17, 16.7.3.3 & 16.8.28.1 as further amended by the Board with the**

79 **recommendation that they be adopted by the Town Council. Seconded by**
80 **Mr. Ledgett.**

81
82 **The motion carried 5-0-0.**

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84

85 **NEW BUSINESS**

86 **ITEM 2 – Title 16 changes – conformance with the new Street Addressing**
87 **ordinance**

88 Action: Review draft amendments and schedule a Public Hearing

89 Adam Causey, Director of Planning and Development, gave an overview of the
90 proposed changes. He explained that these were simply to bring Title 16 into
91 conformance with recently enacted Street Addressing ordinance (8.4) that brings Kittery
92 in line with E-911 street addressing standards.

93 The Board asked Mr. Causey a couple of clarifying questions regarding the Street
94 Addressing ordinance.

95 Vice Chair Kalmar observed that there is reference in the Final Plan submittal
96 requirements to street naming and addressing. She wanted to make sure that these
97 changes align with that language. Mr. Causey responded that Staff will include the
98 reference to that when the changes go to public hearing.

99 **Mr. Ledgett moved to schedule a Public Hearing on the proposed amendments to**
100 **Title 16 pertaining to street addressing and numbering for July 25, 2019.**
101 **Seconded by Mr. White.**

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

103 **ITEM 3 – Board Member Items / Discussion**

104 None.

105 **ITEM 4 - Town Planner / Director of Planning & Development Items**

106 None.

107

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

109 **Mr. White seconded the motion.**

110

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

112

113 The Kittery Planning Board meeting of June 27, 2019 was adjourned at 6:43 p.m.

114

115 Submitted by Jamie Steffen, Town Planner, on August 6, 2019.

116

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

118 Whilst every effort has been made to ensure the accuracy of the information, the

119 minutes are not intended as a verbatim transcript of comments at the meeting, but a

120 summary of the discussion and actions that took place. For complete details, please

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

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