



TOWN OF KENNEBUNKPORT, MAINE
~ INCORPORATED 1653 ~

MEMORANDUM

Date: March 27, 2024
To: The Town of Kennebunkport Planning Board
From: Galen Weibley, Director of Planning & Development
Re: Site Plan Application 19 Community House Way Application

The Town of Kennebunkport received an application for a new pickleball court designed by Coppi Environmental LLC. on behalf of Goose Rocks Beach Association (applicant) at 19 Community House Way MBL# 36-1-1 (Property).

The property is located within the Goose Rocks Zone and serves as a community recreation site for members of the association. The applicant is proposing a new pickle ball court 1,920SF on the parcel's existing basketball court (2,496SF). The proposed development is partially within the 250ft Shoreland Zone which requires PB Site Plan Review. The project will not change the structure lot coverage (3.5%) although increase the coverage of impervious surface on the lot to 39.7%. The plan will decrease Shoreland Zone lot coverage to 25.9% with the proposed demolition of a shed and utilizing half of the existing basketball court.

Staff have prepared the following comments for the Planning Board to aid in their review of the application.

Site Plan Review Comments (*staff comments in blue*)

1. A map of the site with reference to surrounding areas and existing street locations.
 - a. *A map of the property in relation to abutters and existing streets has been submitted. (Criteria Addressed)*

2. The name and address of the owner and site plan applicant, together with evidence of sufficient right, title or interest in the premises to permit the applicant to undertake the use for which site plan review approval has been requested.
 - a. *Staff have reviewed the proposed deed and notice no issues with the property for development purposes. (Criteria Addressed)*
3. The names and addresses of the owners of all properties within 200 feet of the property in question, as shown by the most recent tax records of all municipalities in which such properties lie.
 - a. *Applicant supplied a list of all abutters within 200 feet of the property in question. (Criteria addressed)*
4. A plan of the area showing lot line dimensions, applicable zone or zones, and the normal high-water mark, if applicable.
 - a. *The proposed court is partially located within the Shoreland Zone and is being reviewed by DEP for approval. (Condition Pending)*
 - b. *Property is located wholly within the Goose Rocks Zone for the Town (front, side/ & rear setbacks: (20ft, 15ft & 15ft).*
 - i. *Existing Community Center (120ft, 24ft/ 74ft & 272ft) from property lines*
5. Location of all existing and proposed buildings and structures, streets, easements, driveways, entrances and exits on the site and within 100 feet thereof.
 - a. *Existing structures, driveways, and entrances/exits are indicated on the proposed plan. (Criteria Addressed)*
6. All setbacks from bodies of water and lot lines.
 - a. *Applicant has referenced the required setbacks from water bodies. (Criteria Addressed)*
7. All existing physical features on the site and within 200 feet thereof, including streams, watercourses, existing woodlands, existing trees at least eight inches in diameter as measured 4 1/2 feet above grade. Soil conditions as reflected by a medium-intensity survey (such as wetlands, rock ledge, and areas of high water table) shall be shown, and the Planning Board may require high intensity soils surveys where necessary.
 - a. *The applicant is requesting a waiver. (Waiver Requested)*

8. Topography showing existing and proposed contours at five-foot intervals for slopes averaging 5% or greater and two-foot intervals for land of lesser slope. A reference benchmark shall be clearly designated. Where variations in the topography may affect the layout of buildings and roads, the Planning Board may require that the topographic maps be based on an on-site survey.
 - a. *Contours provided on site plan but not labeled with elevations. Applicant is requesting a waiver (Waiver Requested)*
9. Parking, loading and unloading areas shall be indicated with dimensions, traffic patterns, access aisles and curb radii.
 - a. *Parking is being provided on site for the community use although spaces are not labeled. The applicant is requesting a waiver from this requirement and staff generally agree this will not add additional spaces per Land Use Ordinance, however lines should be painted to help spaces for members. (Waiver Requested)*
10. Improvements such as roads, curbs, bumpers and sidewalks shall be indicated with cross sections, design details and dimensions.
 - a. *No improvements are being proposed. (Criteria Addressed)*
11. Location and design of existing and proposed stormwater systems, sanitary waste disposal systems and potable water supply, and methods of solid waste storage and disposal.
 - a. *The submitted plan does not indicate where the location of the water line connection to the community center. Additionally, no stormwater systems are labeled as proposed or existing per 240-10.7.C. Applicant is requesting a waiver from this requirement. Staff recommend adding details to the plan to ensure there are no issues for construction on site of the proposed pickleball court. (Waiver Requested)*
12. Landscaping and buffering plan showing what will remain and what will be planted, indicating botanical and common names of plants and trees, dimensions, approximate time of planting and maintenance plans.
 - a. *No proposed planting or buffering required given the limited scope proposed impervious surface. (Criteria Addressed)*
13. Lighting details indicating type of fixtures, location, radius and intensity of light to comply with Chapter 245, Lighting, Outdoor.
 - a. *The applicant is not proposing lighting for the pickleball court per narrative included. (Criteria Addressed)*

14. Location, dimensions and details of signs.

a. No signs are being proposed for this use. (Criteria Addressed)

15. Proposed use of all floor area.

a. No proposed new floor area is being proposed outside the existing structure. (Criteria Addressed)

Enclosures

- Cover Letter from Applicant Outlining Proposed Project
- Application for Site Plan Review
- Property Information from Town Vision File
- Deed information from Goose Rocks Beach Association
- Letter from Property Owner authorizing agent
- 200ft list of property abutters
- Site plan indicating the existing and proposed development of site
- Waiver Requests non-applicability responses
- Supplemental data for preliminary application