



TOWN OF KENNEBUNKPORT, MAINE  
~ INCORPORATED 1653 ~

## MEMORANDUM

Date: April 9, 2024  
To: The Town of Kennebunkport Planning Board  
From: Galen Weibley, Director of Planning & Development  
Re: Site Plan Application 670 Kings Highway

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The Town of Kennebunkport received an application to reconstruct, and expansion of a single-family dwelling proposed by Walsh Engineering on behalf of Brian & Lynne Lussier aka 670 GRB Realty Trust (applicant) at 670 Kings Highway MBL# 34-2-13 (Property).

The property is located within the Goose Rocks Zone and has historically existed as a residence for the property owners. The applicant is proposing exterior footprint of 1,050 which is a decrease of 78 SF from the original footprint of 1,128 SF on the parcel. Expansion of the shoreland zone by volume of 22,747 CF compared to 17,721CF. The proposed structure is currently within the 250ft Shoreland Zone which requires PB Site Plan Review. The applicant is utilizing it's one time 30% Shoreland footprint / volume expansion.

The site currently is connected to public water and sewer and is proposing 46.46% of non-vegetative surface coverage once development is completed which is a decrease of 101 SF.

Staff have prepared the following comments for the Planning Board to aid in their review of the application. DEP Permit by Rule is required and has been obtained. See attached permit issuance.

**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 has reviewed the proposed deed and supporting information supplied by the applicant and have no outstanding issues. (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. *Property is located wholly within the Goose Rocks Zone for the Town (front, side(l)/(r) & rear setbacks: (20ft, 15ft & 15ft).*
    - i. *Existing SFD w/ decks (10ft, 1ft/ 11ft & 6.5ft) from property lines*
    - ii. *Proposed expansion of SFD with Decks and garage (13.5ft, 2ft/ 11ft & 4ft) 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. *Structures, buildings, and driveways have been added to the plans. (Criteria Addressed)*
6. All setbacks from bodies of water and lot lines.
  - a. *Applicant has referenced the required setbacks from water bodies and lot lines. (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. *Applicant has indicated the distances from watercourses on the plan and trees on the property. (Criteria Addressed)*

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. *Topographic contours are indicated on the plan as the property is generally flat at 12 ft in the front to 10ft to the rear. (Criteria Addressed)*
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 primary residence. (Criteria Addressed)*
10. Improvements such as roads, curbs, bumpers and sidewalks shall be indicated with cross sections, design details and dimensions.
  - a. *The proposed project is expanding the driveway; in compliance with Section 240-5.12. (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 sewer line is connected with the residence. Staff recommend adding this information to the plan to ensure there are no issues with construction on the site. (Comment Outstanding)*
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 is required given the limited scope of the proposed structure. (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 has not indicated if lighting will be added onto the new residence. Staff remind the applicant that all proposed lighting shall comply with Chapter 245 of the Town's Lighting Ordinance. It is recommended this condition is added to the finding of facts for future building permits. (Condition Recommended)*
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. The applicant has indicated that they are proposing a new garage with expanded residential footprint. (Criteria Addressed)*

16. Shoreland Zoning Performance Standards

- a. Staff have no issues with the applicant's responses to the performance standards. Staff only recommend revising the application to indicate the difference between volume and footprint expansion. Staff also advise that some of the volume calculations may need to be revised with updated totals. The Planning Board should indicate in the findings of facts that the applicant is exercising their one-time limited expansion within the shoreland zone. (Condition Recommended)*

Enclosures

- Cover Letter from Applicant Outlining Proposed Project
- Application for Site Plan Review
- Property location from Walsh Engineering & Town GIS
- Warranty Deed information from Brian & Lynne Lussier
- Letter from Property Owner authorizing agent
- 200ft list of property abutters
- Site Plan Sheets of proposed elevation and placement of structures
- DEP Permit by Rule Application and Approval