

**Kennebunkport Planning Board**  
**January 6, 2016 ~ 7:00 PM**  
**Kennebunkport Village Fire Station, 6 Elm Street**

A regular meeting of the Planning Board was held on Wednesday, January 6<sup>th</sup>, 2016. The meeting convened at 7:00 p.m. in the Kennebunkport Village Fire Station.

Members Present: Mr. David Kling (Chair), Greg Reid, John Hathaway, Peter Fellenz, Helen Conaty

Approval of Minutes: Ms. Conaty announced a few minor changes to be made to the minutes from the December 16<sup>th</sup>, 2015 Planning Board meeting. The Board members discussed other possible changes to be made to the minutes. Mr. Kling suggested the Board defer approval of the minutes until the next meeting. Mr. Hathaway made a motion to defer approval of the minutes of the December 16<sup>th</sup>, 2015 Planning Board meeting. Mr. Reid seconded the motion and the vote was unanimous.

Items:

**1. 151101 Kennebunkport Police Department / Sebago Technics, Authorized Agent – Site Plan Review – Public Hearing –** for approval to build a 1,513 square foot addition to the existing Police Department. [101 Main Street, identified as Assessor's Tax Map 22, Block 003, Lot 13 in the Cape Porpoise West Zone.]

Mr. Kling introduced the Agenda item noting receipt of an amended Application and announced this Application was voted complete at the last Planning Board meeting. Before opening the Public Hearing Mr. Kling asked the Applicant to provide a brief summary.

Mr. Mark Chaloupecky of Port City Architecture addressed the Board stating this Application is designed to provide a large meeting space to set up an emergency operations center should the need arise and be able to use that same area for other town civic group meetings. Using enlarged site maps Mr. Chaloupecky explained the proposed architecture will complement the existing structure as well as provide needed interior changes such as adding a separate locker room for female police officers.

Mr. Will Conway of Sebago Technics addressed to the Board to provide a brief summary of the changes to the parking lot. Utilizing enlarges plans of the property; Mr. Conway explained there will be a total of 44 parking spaces with new ADA parking spaces added to the Health Center entrance and the Police Department entrance. There will be a combined enclosure for trash and recycling which is contiguous to the vehicle impound area, Mr. Conway added. Out of sensitivity to the neighbors, Mr. Conway indicated on the site map where they are proposing a continuous cedar decking fence along the edge of the property to be 6 feet in height.

Mr. Kling asked the Board members if they had any questions for the Applicant. There were no questions or comments from the Board.

Mr. Kling opened the Public Hearing.

Mr. Roger Seavey, a direct abutter to the Applicant's property addressed the Board asking how many cars will the impound lot hold? The Applicant answered there is room for one car in that area. Police Chief Craig Sanford addressed the Board to explain the Department has had need of an impound lot on occasion to store kayaks, sailboard, etc. that have washed up on the town's beaches.

Mr. Calvin Bryant, also an abutter to the Applicant's property addressed the Board to express his approval of the proposed project.

There were no further comments or questions from the public. Mr. Kling closed the Public Hearing.

Mr. Fellenz made a motion to approve the Application. Mr. Hathaway seconded the motion and the vote was unanimous. Mr. Kling was assigned as Case Manager to prepare the Findings of Fact to be read at the next Planning Board meeting on January 20<sup>th</sup>, 2016.

**2. Boughton Hotel, d/b/a The Colony Hotel – Site Plan Review – Initial Review –** for approval to convert an outdoor temporary buffet area into a permanent kitchen located poolside. [140 Ocean Avenue, identified as Assessor's Tax Map 8, Block 006 Lot 04 in the Riverfront Zone.]

Mr. Kling introduced the Agenda item noting there is no case number assigned to this Application.

Mr. John Martin, Managing Partner at the Colony Hotel addressed the Board and gave a brief history of the property and provided several pictures of the hotel and surrounding grounds throughout the years. Mr. Martin explained they have been serving lunch by the pool since 1958 and with recent years have become concerned with food safety in a buffet setting and have switched to waiter service instead. Mr. Martin further explained they are asking to convert the tent area where they currently serve food to a full kitchen with refrigeration and securable space to be locked up at night. There is no expansion of the proposed kitchen area and no change in the footprint of the property, Mr. Martin added.

Mr. Kling commented that the square footage will not be changed with this proposal or the intensity of the service being offered as well. Mr. Martin agreed with Mr. Kling's statements commenting that the seating plan will be exactly the same.

Mr. Kling asked if there was a provision for venting hoods. Mr. Martin replied they will have a hood system installed and are waiting for approval from the Fire Marshall's Office on their recommendations as to whether the building should also have a sprinkler system. Mr. Martin added they would like to control any potential noises or odors from interfering with their guests in the nearby rooms.

Mr. Fellenz asked the Applicant about their previous approval a few years ago to expand another part of the hotel. Mr. Martin explained the Ocean Terrace on the other side of the building was converted from a tented area to year round dining area that also allowed some needed structural support to the main part of the building.

Mr. Fellenz asked if there was any limitation of the operational functions of the proposed small kitchen. Mr. Martin replied the proposed kitchen will be limited in its scope and all provisions deliveries and food preparation will be performed in the main kitchen on the other side of the building.

Ms. Conaty asked why the Applicant was requesting a waiver from the Fire Marshall for a formal permit. Mr. Martin replied they are asking for the waiver until they complete the formal permitting process. Mr. Gilliam explained there are realistically a few stages of review for this type of project: Site Plan Review by the Planning Board, a building permit review which will be subject to receipt of a permit from the State Fire Marshall before construction can start.

Mr. Reid asked if there is running water currently out at that tent location. Mr. Martin responded there is not but they will be adding that if approved. There is drainage, Mr. Martin added and they will be connecting to the town water system. Mr. Reid suggested the Applicant add a grease trap when installing the new drainage system. Mr. Gilliam commented that the new kitchen area would have to meet the current plumbing codes which would most likely require a grease trap be installed there.

Mr. Hathaway made a motion the Application is complete as presented. Mr. Reid seconded the motion and the vote was unanimous. A Public Hearing will be held at the next Planning Board meeting on January 20<sup>th</sup>, 2016.

#### OTHER BUSINESS:

Mr. Kling commented the Board members received a copy of a memo from the Southern Maine Regional Planning Commission. Mr. Gilliam informed the Board the town is a member of SMRPC and the memo is for information purposes only.

**Adjournment:** A motion was made to adjourn, it was seconded and the vote was unanimous.

**Submitted by:** Patricia Saunders, Planning Board Recording Secretary