

## MINUTES/NOTES

### **TOWN OF KENNEBUNK SELECT BOARD - ORDINANCE REVIEW SUBCOMMITTEE THURSDAY, APRIL 13, 2023 - 6:30 P.M. KENNEBUNK TOWN HALL, ROOM 301 and via ZOOM**

#### **1. Call to Order**

On April 13, 2023 at 6:30 p.m., a meeting of the Ordinance Review Subcommittee was called to order.

Those in attendance were:

Select Board Ordinance Subcommittee Members: Shiloh Schulte (via Zoom/out of town), Kortney Nedeau and Miriam Whitehouse

Others: Town Manager Heather Balsler, Town Clerk Merton Brown, Public Services Director Bryan Laverriere, Community Development Director Chris Osterrieder, Community Development Deputy Director Karen Winton and Police Lt. Chris Russell

#### **2. Discuss amendments to Parking Ordinances (Section 2)**

*View supporting documentation:*

- [Memo from the Police Department \(PDF\)](#)
- [Proposed Changes, redline version/showing changes \(PDF\)](#)
- [Proposed Changes, with changes incorporated \(PDF\)](#)

#### **Meeting Discussion:**

Move forward on the parking ordinance to Select Board with a robust communications plan for the community to weigh in prior to any changes (some streets would no longer be available for parking), and should implementation occur. Anticipated to go to Select Board May 9 for 1<sup>st</sup> reading and May 23 for 2<sup>nd</sup> reading/public hearing.

#### **3. Discuss amendments to Ordinance Section 6-1 Street Vendors and Peddlers and 6-1.8: Mobile Vending Units (Food Trucks)**

Below you will find a new process outline for approving sites to host mobile vending units (including application and example site layout), per the last discussion on March 2<sup>nd</sup>. The outline also includes a proposed new process related to fire department review for public health and safety. Should the Subcommittee decide to move forward with the process as outlined, staff will come back with a redline version of the current ordinance to incorporate the changes/process.

[View new process outline \(PDF\)](#)

#### **Meeting Discussion:**

Bring back the food truck ordinance to Subcommittee for review with proposed changes and process discussed. Bring back for May 4<sup>th</sup> (10am) Ordinance Review Subcommittee meeting, if possible, but may require additional time.

#### **4. Preliminary Discussion(s):**

- a. Review Cable TV Franchise & Cable Television Ordinance (Section 6-8)  
[View memo \(PDF\)](#) \

#### **Meeting Discussion:**

Cable TV Ordinance and Franchise were discussed. Not highest priority. Will come back at a future Ordinance Review Subcommittee meeting with work plan and timeline as time permits.

- b. Review the Street Acceptance Process  
[View memo \(PDF\)](#)

**Meeting Discussion:**

Initial discussion on the street acceptance process, great questions and feedback. Staff will bring back further recommendations on how to proceed, standards, timelines, etc. This will likely come back in early June to the Ordinance Review Subcommittee.

5. Future Items:

- a. Meetings
  - Thursday, May 4<sup>th</sup> at 10:00 a.m. – Short-term Rentals and other items
- b. Other Topics?

**Meeting Discussion:**

Brief discussion on fees. Will bring this back to Ordinance Review Subcommittee in late summer to recommend updates to the fee schedule.

**6. ADJOURN**

The meeting was adjourned at 8:45 p.m.

*Minutes/Notes by Heather Balsler, Town Manager*