

**TOWN OF KENNEBUNK**  
**SELECT BOARD - ORDINANCE REVIEW SUBCOMMITTEE**  
**WEDNESDAY, JULY 12, 2023 – 10:00 A.M.**  
**KENNEBUNK TOWN HALL, ROOM 301**  
**MINUTES/NOTES**

**1. Call to Order**

On July 12, 2023 at 10:00 a.m., a meeting of the Ordinance Review Subcommittee was called to order.

Those in attendance were:

Ordinance Subcommittee Members: Select Board members Shiloh Schulte, Miriam Whitehouse, Kortney Nedeau was absent.

Others Present: Town Manager Heather Balsler, Town Clerk Merton Brown, Police Lt. Chris Russell, Fire Chief Justin Cooper, Community Development Director Chris Osterrieder, as well as members of the public (in person and via Zoom).

**2. Parking Policy Follow-Up [View supporting material \(PDF\)](#)**

The Subcommittee reviewed the supporting documentation memo (linked above) and discussed keeping the current ordinance in effect without any changes for the next 6-12 months to determine compliance and effectiveness. Members of the public spoke regarding Park Street and the side of the road that includes parking spots, the side adjacent to the park. Staff will follow up on the number of spots for parking on Park Street, as allowed by current regulations and limits near driveways. There was also discussion about the information cards and warnings the Police Department are providing to those parking illegally. Staff will continue to get information out on the ordinance changes, as well as information on where to legally park.

**3. Short-term Rentals [View supporting material \(draft Ordinance on Registration Process\)](#)**

The Ordinance Review Subcommittee discussed the draft ordinance (linked above) specific to a registration system (similar to other licensing applications) and asked that the following changes be made, 1) consistent with the 15 days in the ADU legislation, 2) renewal is annual with a fee, and 3) the registration number stays the same if/when resident renews. They asked staff to put a reasonable fee in place to cover the costs of staff time and administration (Clerk, Fire, Administration), for final discussion at the August meeting. The Subcommittee suggested that after the Subcommittee discussions in August, there should be public engagement and a forum to share the ordinance language. The Subcommittee would take any feedback and make any desired changes with the goal of bringing this to the voters in a March election. Members of the public spoke to the draft ordinance and made suggestions for additional changes.

**4. Discussion Update to Ordinance Section 6-1 Street Vendors and Peddlers and 6.1.8: Mobile Vending Units (Food Trucks)**

The Subcommittee received an update from Community Development Staff. Staff will work with the Fire Department to include the initial inspection process in ordinance revisions, as well as criteria/performance standards for food truck site locations. This will come back to the Subcommittee in August.

**5. Street Design and Construction Standards/Road Acceptances [View supporting material \(PDF\)](#)**

Reviewed the supporting documentation and discussed current road standards, costs and implications to Town infrastructure and finances. Staff was asked to provide typical road costs, and some pros/cons for having public versus private and which factors may be important, such as consistency with the comp plan, other Town infrastructure in place, etc. This will ultimately lead to some policy goals for changes to the current ordinance and/or standards.

**6. & 7. Future Items**

- Meeting Dates
  - Next Meeting Date August 7 at 8:00 a.m.
  
- Topics
  - National Fire Protection Standards
  - Town Fees

**8. Adjourn**

The meeting was adjourned at 12:00 p.m.

*Minutes/Notes by Heather Balser, Town Manager*