

TOWN OF KENNEBUNK
SELECT BOARD - ORDINANCE REVIEW SUBCOMMITTEE
MONDAY, AUGUST 7, 2023 – 8:00 A.M.
KENNEBUNK TOWN HALL, ROOM 301
MINUTES/NOTES

1. Call to Order

On August 7, 2023 at 8:00 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, Public Services Director Bryan Laverriere, Town Clerk Merton Brown, Police Chief Robert MacKenzie, Fire Chief Justin Cooper, Community Development Deputy Director Karen Winton, as well as members of the public.

2. Short-Term Rentals [View supporting material \(draft Ordinance on Registration Process\)](#)

The Ordinance Review Subcommittee discussed the changes from the last meeting to the draft ordinance (linked above) including the following: 1) defined short-term rental to be consistent with the 15 days in the Town's Zoning Ordinance, 2) renewal is annual with a fee, and 3) the registration number stays the same if/when resident renews. There was discussion about the fee, if it needs to be larger to reflect the full cost (Clerk, Fire, and Administration). Staff will further review the cost. The Subcommittee also asked that fines be included for non-compliance and who will enforce? Staff will add language to the draft ordinance to address these issues. This will go to the Select Board in September for initial consideration/to proceed. There will be public engagement in September to share the proposed ordinance language prior to the public hearing process before the Select Board to include the issue on the warrant for a Town Meeting consideration. 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 regarding the draft ordinance.

3. Discuss Updates to Ordinance Section 6-1 Street Vendors and Peddlers and 6.1.8: Mobile Vending Units (Food Trucks)

[*Draft Ordinance language provided for review - redlined version \(PDF\)*](#)

[*Kennebunk Fire Rescue Food Truck Inspection and License Information \(PDF\)*](#)

[*Proposed Process Outline for Mobile Vending Units and Sites \(PDF\)*](#)

Reviewed the proposed ordinance language changes, reviewed fees, will bring a final draft ordinance to Select Board for consideration in September after legal review.

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

Reviewed the supporting materials, discussed pros and cons on accepting roads. The Subcommittee directed staff to bring a draft moratorium ordinance on accepting public roads to the Select Board in September for consideration. At the same time, staff will continue to work on updating standards and a drafting future policy changes.

5. **Town Fees for Review** [View supporting material \(PDF\)](#)

Reviewed fees, will consider inflation and labor costs, update fines. This will be considered by the Select Board at a future meeting.

6. **National Fire Protection Standards Discussion**

This item will come back in a draft ordinance format for a later discussion at the Ordinance Review Subcommittee. This item will require a future Town Meeting for approval.

7. **Next Meetings: September 6 at 8:30 am and October 2 at 8:30 am**

8. **Adjourn**

The meeting was adjourned at 10:00 a.m.

Minutes/Notes by Heather Balser, Town Manager