

**TOWN OF KENNEBUNK**  
**SELECT BOARD - ORDINANCE REVIEW SUBCOMMITTEE**  
**TUESDAY, JANUARY 19, 2021 – 9:30 A.M.**  
**MEETING HELD VIA ZOOM**  
**MINUTES/NOTES**

**1. CALL TO ORDER**

On January 19, 2021 at 9:45 a.m., a meeting of the Ordinance Review Subcommittee was held via Zoom. The meeting was delayed while waiting for a few members to join the meeting.

Those in attendance were:

Ordinance Subcommittee Members: Select Board members Blake Baldwin, Wayne Berry and Shiloh Schulte.

Others: Town Manager Michael Pardue, Finance Director Joel Downs, Town Clerk Merton Brown, Police Chief Robert MacKenzie, Andy Belisle, Kris Fogg, Chris Osterrieder and Kathy Nolette.

**2. DISCUSS PROPOSED REVISIONS TO THE BEACH PARKING PERMITS ORDINANCE (SECTION 2-5)**

[Please refer to supporting material – Current Ordinance \(PDF\)](#)

[Please refer to supporting material – Proposed Ordinance \(PDF\)](#)

The following are Proposed Changes to the Beach Parking Permit Ordinance (shown above in supporting material):

- A. Defines who a taxpayer, resident and non-resident is. (Sec 5.1.1)
- B. Grants authority to Select Board on when permits are required. (Sec 5.2)
- C. Defines who can purchase a “taxpayer permit” and limits to one per vehicle owned. (Sec 5.3)
- D. Defines non-resident permits and eliminates “guest” and “motel/hotel” permits, scooter rental permits. (Sec 5.4 and 5.5)
- E. Transferability and replacement – no significant changes. (Sec 5.5 and 5.6)
- F. Placement of permits to be determined by Town Manager or their designee. (Sec 5.7)
- G. Refunds – no change. (Sec 5.8)
- H. Term of permit – grants authority to Select Board to set the term. (Sec 5.9)
- I. Defines permit required geographic location – no change (Sec 5.10)
- J. Eliminates required numbering and period of time a permit is valid. (Sec 5.11 and 5.12)
- K. Fines and violations: Section 5.13 becomes Section 5.12 – no change.
- L. Fee schedule set by Select Board: Section 5.14 becomes 5.13 – no change.

Significant changes in the proposed Ordinance are:

- Clarifying the definitions of a taxpayer, resident and non-resident allows staff to comply with the ordinance when distributing/selling permits.
- Number of resident permits is changed in Section 5.3.
- Elimination of “guest” permits.

The group discussed the following items in detail:

- The elimination of guest passes and hotel/motel passes
- Tying permits to a particular vehicle (listing a plate number)
- The cost of the permits for residents/taxpayers
- The sale of permits at Town Hall, at beach kiosks, via the Passport App
- Whether to implement the proposed changes this year

It was agreed that before this can be brought to the full board, a recommendation by this subcommittee was needed.

**After much discussion, it was the consensus of the subcommittee to bring the proposed changes to the Beach Parking Permit Ordinance to the full board and include the following recommendations for implementation this year:**

- 1. Permits should be tied to vehicles**
- 2. Across the board flat fee to be charged per vehicle for property taxpayers and residents.  
Fee to be determined: free or \$5 or \$10?**
- 3. Guest and hotel/motel permits to be abolished per proposed ordinance**

The group agreed that they are not ready at this time to bring the discussion of expanding the beach parking permits to include side streets in the beach area. This has been deferred until a later time.

**3. Continue discussion on proposed Ordinance revisions related to Parking and the Ordinance Fine/Fee Schedule**

*[Please refer to supporting material – Parking Ordinances - Proposed Changes \(PDF\)](#)*

*[Please refer to supporting material – Parking Fines - Proposed Changes \(PDF\)](#)*

Since there wasn't enough time to begin this discussion, this item was deferred until a future meeting. The subcommittee agreed to meet at 9:00 a.m. on January 27, 2021.

**4. ADJOURN**

The meeting was adjourned at 11:40 a.m.

*Minutes/Notes by Michael Pardue, Town Manager*