

TOWN OF KENNEBUNK
SELECT BOARD - ORDINANCE REVIEW SUBCOMMITTEE
THURSDAY, MARCH 2, 2023 – 10:00 A.M.
MEETING HELD IN PERSON & VIA ZOOM
MINUTES/NOTES

This meeting was held in person and via the Zoom teleconferencing platform in keeping with the Select Board's "Remote Meeting and Participation Policy" for COVID safety.

1. CALL TO ORDER

On March 2, 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 and Kortney Nedeau (via Zoom/out of town).

Others: Town Manager Heather Balsler, Town Clerk Merton Brown, Police Lt. Chris Russell, Public Services Director Bryan Laverriere, and Community Development Deputy Director Karen Winton, as well as members of the public (in person and via Zoom).

2. GOAL SETTING AND PRIORITIZATION OF ITEMS [View current Town Ordinances \(PDF\)](#)

- a. Review the Wrecker/Towing Services Policy/Ordinance (Section 6-4)
[View supporting documentation re: Wrecker/Towing Info \(PDF\)](#)

The Ordinance Review Subcommittee discussed the memo linked above. As it was discovered that the previous ordinance is in fact a policy, staff will work to finalize a policy revision and bring back to the Select Board for approval in the next month or so. The new policy, as a policy, does not require a Town Meeting.

[View supporting documentation for items b, c, d below \(PDF\)](#)

Note: Item d was taken up out of order.

- d. Discuss the creation of regulations for Short Term Rentals (Land Use vs. Licensing)

The Ordinance Review Subcommittee reviewed the memo linked above as it relates to this item. The Subcommittee members gave direction to:

- 1) Bring comparison ordinances to next meeting, consistent with a hybrid approach of land use and performance standards
- 2) Staff provide policy options for review by Committee and prompt questions for further deliberation on future draft ordinance
- 3) Estimate costs, time commitment and staff resources necessary to implement various ordinance scenarios
- 4) Staff prepare materials for Committee discussion on use classification for future ordinance drafting.
- 5) Provide November timeline for Town Meeting consideration.

- b. Discuss amendments to Parking Ordinances (Section 2)

[View supporting documentation re: Parking \(PDF\)](#)

The Ordinance Review Subcommittee discussed the memo and edited version of the current Ordinance (linked above) and gave direction to proceed with the changes. Staff will provide some additional minor edits for final review at the next Ordinance Review Subcommittee. The Ordinance will then go to the Select Board for a public hearing and consideration, as it does not require a Town Meeting,

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

The Ordinance Review Subcommittee discussed the memo linked above as it relates to this item. Staff will present a draft Ordinance for review at the next Ordinance Review Subcommittee meeting. This will also include some possible performance standards as well information about engagement with businesses and vendors prior to the next Ordinance Review Subcommittee meeting. The Select Board may consider changes to the Ordinance with a public hearing. Staff will plan to have this before the Select Board in time to address any changes for the current season.

3. FUTURE MEETINGS

It was agreed to hold the next two meetings on:

- April 13, 2023 at 6:30 p.m.
 - Discuss amendments to Parking Ordinances (Section 2)
 - Discuss amendments to Ordinance Section 6-1 Street Vendors and Peddlers and 6-1.8: Mobile Vending Units (Food Trucks)
- May 4, 2023 at 10:00 a.m.
 - Discuss Short Term Rentals
- Next Topics – Bring any new topics for future consideration at the April Ordinance Review Subcommittee meeting.

4. ADJOURN

The meeting was adjourned at 12:30 p.m.

Minutes/Notes by Heather Balsler, Town Manager