

**TOWN OF KENNEBUNK**  
**SELECT BOARD - ORDINANCE REVIEW SUBCOMMITTEE**  
**MONDAY, SEPTEMBER 25, 2023 – 8:30 A.M.**  
**KENNEBUNK TOWN HALL, ROOM 301**  
**MINUTES/NOTES**

**1. Call to Order**

On September 25, 2023 at 8:30 a.m., a meeting of the Ordinance Review Subcommittee was called to order.

Those in attendance were:

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

Others Present: Town Attorney Natalie Burns, Town Manager Heather Balsler, Assistant Town Manager/Public Services Director Bryan Laverriere, Town Clerk Merton Brown, Community Development Deputy Director Karen Winton, as well as members of the public.

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

Discussed proposed ordinance changes and suggested refinements for the next ordinance Review Subcommittee meeting including 1) remove 8.4.4C 2, 2) some enhancements to the purpose statement in Section 8.2 and 3) add language about MUTSD standards. Town Attorney Natalie Burns was in attendance to assist with the discussions on ordinance changes.

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

The Ordinance Review Subcommittee discussed some additional clarifications to the ordinance to further refine language on annual renewal date and initial registration date and make some additional changes to the Good Neighbor Policy, Fire Safety sheet, Fire Inspection list, registration application and FAQ. Staff intends to bring the draft ordinance to a Select Board meeting in October and will then have a meeting with the public to gain additional comments and feedback. A 1<sup>st</sup> and 2<sup>nd</sup> reading/Public hearing would occur in December or January with the intent for voter consideration at Town Meeting in March. Members of the public were also in attendance.

**4. Future Items**

- Town Fees (November)
- National Fire Protection Standards (future Meeting)

**5. Meetings Dates**

Next dates include October 23 at 8:30 am, November 16 at 8:30 am and December 18 at 8:30 am.

**6. Adjourn**

The meeting was adjourned at 10:30 a.m.

*Minutes/Notes by Heather Balsler, Town Manager*