

TOWN OF KENNEBUNK
SELECT BOARD - ORDINANCE REVIEW SUBCOMMITTEE
TUESDAY, OCTOBER 21, 2025 – 10:00 AM
KENNEBUNK TOWN HALL, ROOM 300
MINUTES/NOTES

1. Call to Order

On October 21, 2025 at 10:04 a.m., a meeting of the Ordinance Review Subcommittee was called to order.

Attendance - Ordinance Subcommittee Members/Select Board members:

Present: Miriam Whitehouse, Lisa Pratt, Kortney Nedeau

Others Present: Town Manager Bryan Laverriere, Community Development Director Chris Osterrieder, Community Development Deputy Director Lee Jay Feldman, Economic Vitality Director Stephen Houdlette, Finance Director Kayla Tierney, Town Clerk Merton Brown, Fire Chief Justin Cooper, Police Lt. Juliet Angis, and members of the public.

2. Timeline for June 2026 Annual Town Meeting [view timeline \(PDF\)](#)

3. Contract Zoning Process (consider amendments to Zoning Ordinance Article 13, Section 2)

View supporting material:

- [Staff Memo \(PDF\)](#)
- [Current Ordinance: Article 13, Section 2, Contract or Conditional Zoning \(PDF\)](#)
- [Draft \(updated\) Ordinance: Article 13, Section 2 \(PDF\)](#)
- [Planning Board Member Opinion \(PDF\)](#)

After much discussion, the subcommittee agreed to advance the updated/draft Ordinance to the Planning Board.

4. Beach Parking Permits 2-5 [view current ordinance \(PDF\)](#)

The Finance Director discussed the need to change how beach parking permits are sold. She explained how beach parking permits are currently sold at the Town Office, the work that it involves, and demand it puts on staff's time. She suggested that they all be sold through the Passport Parking App, which the Town currently uses at the beach. Permit fees would be tied to vehicle registrations for residents and non-residents. Resident guest passes would be discontinued. The dates would need to be changed as well. The Subcommittee agreed with the changes. By utilizing Passport Parking more, less foot traffic will be coming into Town Hall.

Amendments to the beach parking permits Ordinance will be included at the next subcommittee meeting.

5. Cost Recovery Ordinance [view draft ordinance \(PDF\)](#)

The Finance Director stated this proposed Ordinance would establish a fair and equitable procedure to recover the cost of deployment of emergency and nonemergency fire department and emergency medical services provided by the Town. After much discussion, the subcommittee agreed to forward this to the full Select Board for their review.

6. Future Meeting Items

- Parking on Winter Street
- Street and Sidewalk Excavation Ordinance, Section 8, Section 3 Bond [view Ordinance \(PDF\)](#)
- Street Design & Construction Standards Ordinance, Section 8 [view ordinance \(PDF\)](#)

The subcommittee discussed adding the Short-Term Rental Ordinance and Emergency Management Ordinance to a future agenda.

7. Upcoming Meeting Dates

- The next meeting of the subcommittee is proposed for Monday, November 24 at 9:00 a.m. The Town Manager's office will confirm date/time.

8. Adjourn - The meeting was adjourned at 11:45 a.m.

[View previous agendas and minutes](#)

Minutes/Notes by Town Manager Bryan Laverriere