

MINUTES
Ordinance Committee Meeting
Wednesday, September 10, 2025 – 5:00 P.M.

Item 1. Call to Order. Councilor Shupe, called the meeting to order at 5:00pm

Item 2. Roll Call. Committee members Councilor Karin Shupe (Chair), Councilor William Donovan, and Councilor Cory Fellows were present. Liam Gallagher, Assistant Town Manager and Thomas Hall, Town Manager were also present.

Item 3. Public Comment. Councilor Shupe explained that she is going to take public comment on items that are not on the agenda at this time. No public comments were made.

Item 4. Approval of minutes from July 9, 2025. Motion by Councilor Donovan, seconded by Councilor Fellows, to move approval of the July 9, 2025 meeting minutes as written.

Vote: 3 Yeas. Motion Passes.

Item 5. Review and consider the creation of a new ordinance establishing a registration process for short term rentals. Autumn Speer, Town Planner gave an overview on this item. Chief Kindlen and Deputy Chief Brennan gave a brief overview of inspection process and the importance of it being implemented.

The following public comments were made:

- Lisa Kennedy of Bradford Lane has an issue with a rental next to her residence. Feels that if this ordinance was in place 20 years ago, she would not have the problems she has today. Would also like to see in the STR property owners required to educate renters of the Scarborough Good Neighbor Ordinance.
- Scott Townsend of Acorn Lane and business owner spoke on the length of the time this has been going on. Spoke on the importance of words being used, confusion around the word “license” when this is a registration. Thinks that this draft ordinance as written is acceptable without needing to add inspections.
- Mark Fury, Property owner on Ocean Ave thinks that the system works well as is. Spoke on the ordinance as its written states there cannot be any code violations which concerns him since his house was built in the early 1900’s and is sure that his house would not meet today’s code standards. He feels this is a solution in search of a problem.
- Allison Bayley of Pine Point Rd and business owner feels that the ordinance as written is good. Stated that safety is their utmost concern for renters and agrees with the Fire dept. Agrees with proposal but would like to see an additional amount of time for emergencies when its after business hours.
- Kate Foley of Acorn Lane and business owner thinks that this is a great compromise and thinks that proposal should go forward.

Discussion ensued by committee members, Autumn Speer and Thomas Hall. Committee agrees that this will come back one more time in October for final draft.

Item 6. Consider proposed amendments to the Zoning Ordinance to apply performance standards for landscape contractor uses in the Light Industrial District. Autumn Speer, Town Planner gave an overview on this item.

The Following public comment was made:

- Denise Hamilton of Two Rod Road asks committee to fix gaps in the ordinance and thinks that if this applies to one zone it needs to apply to all zones.

Discussion ensued among committee members, Autumn Speer and Thomas Hall.

Motion by Councilor Donovan, seconded by Councilor Fellows to move to the proposed amendments to Consider proposed amendments to the Zoning Ordinance to apply performance standards for landscape contractor uses in the Light Industrial District to the full Town Council.

Vote: 3 Yeas. Motion Passes.

Item 7. Consider a recommendation from staff for the proposed amendments to Zoning Ordinance Section XII. Sign Regulations Section J. Temporary Signs to add intersections to the prohibited intersection list for temporary signs. Autumn Speer, Town Planner provided an overview on this item.

The following public comment was made:

- Jim Prichard of Maple Ave spoke on the Town doing some research if they have safety concerns about signs at intersections. He also stated that the Town should not be able to pick and choose where these signs are allowed and it should be Town wide. Does not advise proposing this ordinance go forward as written.

Discussion ensued between committee members.

Motion by Councilor Donovan, seconded by Councilor Fellows to move to the proposed amendments to Zoning Ordinance Section XII. Sign Regulations Section J. Temporary Signs to add intersections to the prohibited intersection list for temporary signs to the full Town Council.

Vote: 3 Yeas. Motion Passes.

Item 8. Future Meetings and Agenda Items.

- Short Term Rentals
- Park Ordinance-Clarifying Aircrafts
- Traffic Ordinance-On Street Parking in Pine Point.
- Regulations around helipads and helicopter activity.
- LD427-Parking Updates

- Tree Care Ordinance.

Item 8. Adjournment. Motion by Councilor Donovan, seconded by Councilor Fellows, to move approval to adjourn the regular meeting of the Scarborough Ordinance Committee.

Vote: 3 Yeas. Motion Passes.

Meeting adjourned at 6:21pm.

Respectfully submitted,

Katie Duross
Deputy Town Clerk