

Kennebunkport Comprehensive Plan - Implementation Matrix

Ch	TG	P	S	Strategy Text	Responsibility	Time Frame
IV	1	1	1	The Board of Selectmen will appoint a Historic Preservation Commission of five members with knowledge of architectural building, or historic preservation.	Board of Selectmen and Administrative Committee	2 yrs
IV	1	1	2	The Historic Preservation Commission shall consider the establishment of Historic Overlay Districts to promote, encourage, and assist the preservation and protection of the architectural character of structures, sites, and districts.	Historic Preservation Committee	2 yrs
IV	1	1	3	Update the geographic boundaries of each area and identify the key characteristics that need to be addressed to retain the distinctive character of each area.	Historic Preservation Committee	2 yrs
IV	1	2	1	Continue to organize, index, preserve, and safely house the Town's historic documents.	Historic Preservation Committee, Town Clerk	Ongoing
IV	1	2	2	Provide controlled public access to historic records at the Town Hall and if public funding becomes available provide web site access.	Historic Preservation Committee, Town Clerk	Ongoing
IV	1	2	3	Seek local and alternative funding for organization, indexing, and public access.	Historic Preservation Committee, Board of Selectmen, Town Clerk	Ongoing
IV	1	3	1	Consider implementing a local history program at the Consolidated School. Coordinate efforts between, local historians, residents, and parents, friends, and teachers of Consolidated School for the possible implementation of such a program.	Historic Preservation Committee	2 yrs
IV	2	1	1	Contact the Maine Historic Preservation Commission for guidance and information related to sites that contain important information about the prehistoric history of Native Americans and their culture.	Conservation Commission, Historic Preservation Commission	2 yrs
IV	2	1	2	Develop and propose an ordinance to protect from disturbance the general areas containing artifacts of prehistoric and historic importance.	Conservation Commission, Planning Board, Historic Preservation Commission	2 yrs
IV	2	1	3	Educate owners and developers of identified properties to enhance their knowledge of the importance of archaeological remains, and seek their cooperation to ensure that prehistoric and historic sites are held in an undisturbed state for possible future studies.	Conservation Commission, Historic Preservation Commission	2 yrs
IV	2	1	4	Coordinate efforts with the Kennebunkport Conservation Trust to preserve historic English fishing settlements and historic and prehistoric Native American use of the Cape Porpoise Islands.	Conservation Commission, Historic Preservation Commission	2 yrs
IV	2	1	5	Encourage professional archaeologists to study all prehistoric and historic sites.	Conservation Commission, Planning Board, Historic Preservation Commission	Ongoing
IV	3	1	1	Support the Historic Preservation Commission appointed by the Board of Selectmen in their efforts to research and draft language that would protect the two areas currently listed on the National Register of Historic Places. (Village Residential/Dock Square and Cape Arundel)	Board of Selectmen	1 yr
IV	3	1	2	With knowledge gained from the study, recommend historic preservation measures.	Historic Preservation Committee	2 yrs

Kennebunkport Comprehensive Plan - Implementation Matrix

Ch	TG	P	S	Strategy Text	Responsibility	Time Frame
IV	3	1	3	Establish the procedures by which the Planning Board and the Zoning Board of Appeals shall request and receive the recommendation of the Historic Preservation Commission prior to approval of an application for changes affecting historic buildings, sites, and districts.	Planning Board, Zoning Board of Appeals, Historic Preservation Commission	2 yrs
IV	3	1	4	Educate property owners regarding the historical importance of their property and the possibility of receiving historic preservation tax incentives to encourage restoration and preservation.	Historic Preservation Commission	2 yrs
IV	3	1	5	Investigate the possibility of the Town becoming a Certified Local Government (by the Maine Historic Preservation Commission).	Historic Preservation Commission	2 yrs
IV	3	2	1	Delineate boundaries and attempt to preserve as part of town history, the heritage and sense of continuity and identity that is associated with the various neighborhoods, villages, districts, and rural areas that historically denote the character of Kennebunkport.	Historic Preservation Commission, Planning Board	2 yrs
IV	4	1	1	Continue to research and document all cemeteries and burial plots.	Cemetery Committee	Ongoing
IV	4	1	2	Continue to seek permission from private property owners to allow access for restoration, monitoring and necessary maintenance on an ongoing basis.	Cemetery Committee	Ongoing
IV	4	1	3	Continue to enlist volunteers to work with the Cemetery Committee to restore all sites.	Cemetery Committee	Ongoing
V	1	1	1	Continue active participation in the River Committee as provided in the Inter-local Agreement.	Board of Selectmen, River Committee	Ongoing
V	1	2	1	Continue to work with the harbormaster(s) and the Coast Guard to provide clear markings of the channels.	Harbormasters	Ongoing
V	1	2	2	Maintain, keep open, and ensure that designating signs are in place for all public rights-of-way to tidal waters. Identify and publish a list of all rights-of-way.	Highway Department	Ongoing
V	1	2	3	Identify areas suitable for public water access for small craft and search for locations to either construct a municipal ramp or utilize an existing ramp for non-motorized access.	River Committee, Board of Selectmen	2 years
V	1	3	1	Continue to work with the harbormaster(s) to provide safe operation of watercraft in affected areas.	River Committee, Board of Selectmen	Ongoing
V	1	4	1	Create separate mooring lists for commercial and pleasure craft as a method of maintaining the current mix in the harbors.	Harbormasters	Ongoing
V	1	4	2	Assign priority status to commercial fishermen for mooring spaces.	Board of Selectmen, Harbormasters, River Committee	Ongoing
V	1	4	3	Ensure that there is adequate parking for commercial fishermen at Cape Porpoise Pier and Government Wharf.	Board of Selectmen	1 yr
V	2	1	1	Develop a definition of marine resources and marine resources industry and include it in the Land Use Ordinance.	Planning Board	2 yrs
V	2	1	2	Amend those sections of the Land Use Ordinance that require revisions to allow a marine resource use in appropriate areas.	Planning Board	2 yrs

Kennebunkport Comprehensive Plan - Implementation Matrix

Ch	TG	P	S	Strategy Text	Responsibility	Time Frame
V	2	2	1	Maintain the Cape Porpoise Pier and Government Wharf.	Board of Selectmen, Pier Committees	Ongoing
V	3	1	1	Maintain signage marking public access to beaches.	Highway Department	Ongoing
V	3	1	2	Continue to supply information regarding use of the beaches with all parking stickers issued.	Police Department	Ongoing
V	3	1	3	Continue the use of police patrols on the beaches and ocean areas.	Police Department	Ongoing
V	3	1	4	The Board of Selectmen shall establish a study group that will identify and recommend site locations and ways of maintaining the facilities established.	Board of Selectmen	1 yr
V	4	1	1	Support the Kennebunkport Public Health and Nursing Service's water testing and public information program.	Town Manager, Board of Selectmen	Ongoing
V	4	2	1	Continue inspection and enforcement programs of subsurface wastewater disposal systems. Monitor and enforce overboard discharge systems regulations by the Department of Environmental Protection.	Code Enforcement Officer	Ongoing
V	4	2	2	Continue with Department of Environmental Protection programs to monitor and eliminate fecal coliform levels found in coastal waters.	Code Enforcement Officer	2 yrs
V	4	2	3	Pump outs should be provided in Cape Porpoise Harbor and the Kennebunk River.	Board of Selectmen	5 yrs
V	4	2	4	Monitor dissolved oxygen and b.o.d. in the Kennebunk River.	Board of Selectmen	Ongoing
V	4	3	1	Continue cooperative agreements with the Rachel Carson Refuge staff to develop a program for management and education.	Conservation Commission	1 yr
VI	1	1	1	Periodically test the water quality of Little River, Beaver Brook, Smith Brook, Batson River and Kennebunk River to determine the source of pollution and take corrective action if any pollution is found.	Conservation Commission	Every 2 yrs
VI	1	2	1	Develop a long-range plan to extend sewer services. Monitor impact of sewer outfall in the Kennebunk River regularly and before each major sewer expansion.	Sewer Department	3 yrs
VI	1	2	2	Continue charging an assessment fee to property owners when the sewer is extended into private developments.	Board of Selectmen	2 yrs
VI	1	2	3	Develop a program to educate property owners and school children to the potential danger of using chemical pesticides, herbicides, and fertilizers and encourage the use of environmentally friendly products and practices.	Conservation Commission	1 yr
VI	1	2	4	Continue to work with property owners to find alternatives to overboard discharge.	Code Enforcement Officer	Ongoing
VI	1	2	5	Educate property owners and coordinate efforts with surrounding towns to encourage practices that prevent non-point sources of pollution to surface waters.	Conservation Commission	Ongoing
VI	2	1	1	Require property owners with newly dug wells in the vicinity of the aquifers located near Beacon Corner (Whitten Hill and Guinea Roads) and Oak Ridge Road (K'port) / Fox Farm Road (Biddeford) to report the results of water quality and flow testing from the original drilling to the Code Enforcement Office.	Board of Selectmen	Ongoing
VI	2	1	2	Establish regulations for development and related activities in the vicinity of the two primary aquifers to protect water quality for possible future use as public water resources. Coordinate efforts with Biddeford.	Planning Board	2 yrs

Kennebunkport Comprehensive Plan - Implementation Matrix

Ch	TG	P	S	Strategy Text	Responsibility	Time Frame
VI	2	2	1	Adopt "Storm Water Management Design Standards" of the Kennebunkport Planning Board Subdivision Regulations for design, construction, and maintenance of drainage systems for all roadways.	Planning Board	2 yrs
VI	2	3	1	With KKWWD, monitor development and related activities located in the watershed and service areas of Branch Brook and the Saco River.	Town Planner	Ongoing
VI	2	3	2	Monitor DEP inspection of underground storage tanks to ensure annual compliance with State regulations.	Code Enforcement Officer	Ongoing
VI	2	3	3	Recognize the importance of protecting freshwater wetlands for the recharging of groundwater aquifers. Develop new and support established ordinances that protect this resource.	Conservation Commission, Planning Board	Ongoing
VI	2	3	4	Monitor water quality of the wells at the Inn at Goose Rocks and at the Seashore Trolley Museum and take appropriate action if contamination occurs.	Board of Selectmen	Ongoing
VI	2	3	5	Continue the policy of minimizing to the extent practicable the use of harmful road salts.	Highway Department	Ongoing
VII	1	1	1	Continue to enforce all sand dune and critical edge regulations.	Code Enforcement Officer	Ongoing
VII	1	1	2	Continue to partner with interested groups and the Conservation Commission in educating the public about steps they can take to protect piping plovers and their nest sites.	Conservation Commission	Ongoing
VII	1	1	3	Continue to enforce dog leash laws.	Police Department, Animal Control Officer	Ongoing
VII	1	2	1	Continue to support the acquisition of salt marsh habitat and upland habitat adjacent to saltmarsh by conservation organizations such as Rachel Carson Wildlife Refuge, Kennebunkport Conservation Trust, and the Trust for Maine's Future or by the Town.	Board of Selectmen	Ongoing
VII	1	2	2	Work with conservation groups to educate the public about the importance of the salt marsh and its fragile nature.	Conservation Commission	Ongoing
VII	1	2	3	Protect saltmarsh habitat from the adverse effects of introduced invasive species as indicated in the Land Use Ordinance.	Conservation Commission	Ongoing
VII	1	2	4	Work with Rachel Carson and law enforcement to enforce no trespassing signs banning water craft and other motorized vehicles from the marsh.	Police Department	Ongoing
VII	1	2	5	Educate the public on the use of herbicides, pesticides, and fertilizer in areas adjacent to all wetlands and waterways.	Conservation Commission	2 yrs
VII	1	2	6	Develop a document to inform and educate property owners in the critical edge of their rights and responsibilities in protecting the natural resource. The document is to be distributed by the code enforcement officer to homeowners requesting building permits, posted in the Town newsletter, and posted on the Town website.	Conservation Commission	2 yrs
VII	1	3	1	Work with state and local researchers to identify, map, rate, and preserve Kennebunkport's vernal pools.	Conservation Commission	2 yrs
VII	1	3	2	Add definition of vernal pool to the Land Use Ordinance.	Planning Board	2 yrs
VII	1	3	3	Work with local schools, libraries, and media to educate the public about the importance of vernal pools.	Conservation Commission	2 yrs

Kennebunkport Comprehensive Plan - Implementation Matrix

Ch	TG	P	S	Strategy Text	Responsibility	Time Frame
VII	1	3	4	Continue to minimize harmful road salt application as practicable	Highway Department	Ongoing
VII	1	3	5	Adopt management practices that would preserve habitat and hydrology necessary for the rare and endangered species including, but not limited to Blanding's turtle, spotted turtle, pale green orchis, and small reed grass, which are dependent on this habitat.	Conservation Commission, Planning Board	2 yrs
VII	1	3	6	Work with the DOT and Town highway department to accommodate known migratory crossings of endangered reptiles and amphibians as part of major road construction or repair projects. Place caution signs at appropriate sites.	Conservation Commission	2 yrs
VII	1	4	1	Identify and record significant and essential wildlife habitat.	Conservation Commission	Ongoing
VII	1	4	2	Adapt Land Use Ordinance as needed to encourage habitat-friendly development where appropriate.	Planning Board	Ongoing
VII	2	1	1	Adopt land use regulations recommended by Maine DEP for minimizing impact of construction in designated view-sheds.	Planning Board	2 yrs
VII	3	1	1	Work with the Kennebunkport Conservation Trust to connect public and private conservation lands into a continuous trail system with mutual guidelines for use and protection of the lands.	Recreation Department and Conservation Commission	5 yrs
VII	3	1	2	Restrict use of Town-owned conservation lands to activities which do not damage or deplete its natural resources.	Board of Selectmen	1 yr
VII	3	2	1	Establish a municipal fund from impact fees for land conservation and recreation to be appropriated on an annual ongoing basis.	Board of Selectmen	1 yr, ongoing as funds available
VIII	1	1	1	Place proper signage to designate specific points of interest. Include welcoming signs at Kennebunkport town lines.	Board of Selectmen	2 yrs
VIII	1	1	2	Coordinate efforts to manage traffic, parking, and visitor toilet facilities.	Board of Selectmen	Ongoing
VIII	1	2	1	Encourage involvement by non-permanent residents in community forums and other venues.	Board of Selectmen	Ongoing
VIII	2	1	1	Review and refine the permitted uses as listed in 7.6.A LUO to ensure that it is comprehensive enough to include newer categories of home occupations such as computer related businesses, professional uses, etc.	Planning Board	2 yrs
VIII	2	1	2	Review and clarify what is meant by "customary" in the LUO. (7.6.A.1 "provided that it is customarily carried on in a dwelling")	Planning Board	2 yrs
VIII	2	1	3	Review LUO 7.6.B (All home occupations shall conform to the following conditions") to determine if conditions to which they must conform need any modifications.	Planning Board	2 yrs
VIII	2	1	4	Retain conditions in LUO 7.6. B that ensure protection for abutters and residential neighborhoods from the adverse effects of noise, traffic, and parking, etc.	Planning Board	2 yrs
VIII	2	1	5	Define and establish performance standards for small scale professional offices.	Planning Board	2 yrs
VIII	2	1	6	Define necessary and desirable services.	Planning Board	2 yrs
VIII	3	1	1	With the intention of improving traffic flow, cooperate with private transportation companies servicing the area, including connections with inter-community rail and bus terminals along Route 1 so as to connect with adjacent towns.	Board of Selectmen	Ongoing

Kennebunkport Comprehensive Plan - Implementation Matrix

Ch	TG	P	S	Strategy Text	Responsibility	Time Frame
VIII	4	1	1	Work with established businesses, cultural and recreational organizations to maintain and support local events and encourage additional events.	Board of Selectmen	1 yr
VIII	5	1	1	Develop standards for businesses so that they reflect the scale and character of the community.	Planning Board	2 yrs
VIII	5	1	2	Amend the LUO, as needed, to allow for the establishment of a business in areas of the town where appropriate, keeping in mind the policy and strategies outlined above.	Planning Board	2 yrs
VIII	5	1	3	Monitor and analyze available data regarding trends in occupations to provide information for updating the Land Use Ordinance for permitted uses.	Growth Planning Committee	Ongoing
VIII	6	1	1	Modify the LUO to allow for multiple use buildings where appropriate.	Planning Board	2 yrs
VIII	6	1	2	Allow use of currently existing off-street parking as commercial auto parking in off-hours and for special events, so long as abutters are not adversely affected.	Board of Selectmen	2 yrs
IX	1	1	1	Differentiate the number of growth permits by zone. Enact a growth cap ordinance that limits growth in areas of the town designated as non-growth areas in the Future Land Use Plan etc...	Growth Planning Committee	1 yr
IX	1	1	2	Repeal the existing townwide growth cap.	Growth Planning Committee	1 yr
IX	1	1	3	Revise LUO in accordance with guidelines discussed in Section III, Future Land Use Plan designating Critical Rural, Rural, Transitional, and Growth areas and zones 1 through 12.	Planning Board	2 yrs
IX	1	1	4	Amend Land Use Ordinance to prohibit gated communities throughout Town.	Planning Board	1 yr
IX	1	1	5	Amend Article VI of the Sewer Use Ordinance to make the extension of sewer lines in the Growth Areas more timely and less costly and difficult.	Planning Board	1 yr
IX	1	2	1	Revise lot sizes and coverage limitations (to protect open spaces).	Planning Board	2 yrs
IX	1	2	2	Limit, as appropriate, allowed uses to those compatible with wildlife, endangered species, and environmentally sensitive areas.	Board of Selectmen	Ongoing
IX	1	2	3	Actively promote conservation easements and study Transfer of Development Rights (TDR).	Planning Board	Ongoing
IX	1	2	4	Require sub-divisions in Zones 1, 9, and 10 to be clustered so that where possible open spaces are contiguous with existing open spaces. Open space easement title should be held by an appropriate independent third party.	Planning Board	2 yrs
IX	1	2	5	Encourage farming by encouraging participation in existing regional Farmers' Markets, and by educating the public regarding tax advantages of keeping land in farming.	Board of Selectmen	Ongoing
IX	1	2	6	Delineate the boundaries and consider, where possible, creating greenbelts and/or public parks to surround and preserve open space between established areas of development to preserve their geographical and historical identity.	Planning Board	2 yrs
IX	2	1	1	Designate shoreland portions of Dock Square (Z8) and Cape Porpoise Square (Z4) Zones as Limited Commercial Districts.	Planning Board	2 yrs
IX	2	2	1	Consider consolidating State Shoreland and Critical Edge Zones into one solid zone.	Planning Board	2 yrs
IX	2	2	2	Consider sea level rise and state guidelines for sand dunes when establishing regulations.	Board of Selectmen, Planning Board	Ongoing

Kennebunkport Comprehensive Plan - Implementation Matrix

Ch	TG	P	S	Strategy Text	Responsibility	Time Frame
IX	2	3	1	Inventory Town-owned coastal properties that may be appropriate for future public access	Board of Selectmen	2 yrs
IX	2	3	2	Promote land acquisition and establishment of water access for non-motorized water craft.	Board of Selectmen	Ongoing
IX	3	1	1	Identify current lands belonging to Rachel Carson Wildlife Refuge, Kennebunkport Conservation Trust, Town Forest, and State of Maine.	Conservation Commission	1 yr
IX	3	2	1	Establish a municipal fund from impact fees for land conservation and recreation to be appropriated on an annual ongoing basis. (See Ch XII, TG3, P2, S1)	Board of Selectmen	Ongoing
IX	3	2	2	Identify all lands with unknown owners and pursue for appropriate use by the Town.	Board of Selectmen	2 yrs
IX	4	1	1	Encourage connecting streets, essential services, and space for the growth of neighborhood small-scale commercial services. "Neighborhood Small-Scale" shall be defined in the Land Use Ordinance.	Planning Board	Ongoing
IX	4	2	1	Where possible require pedestrian and vehicular connectivity in all growth areas and encourage it in other areas of town.	Planning Board	Ongoing
IX	4	3	1	Establish standards for easement and pavement widths to ensure safety while preserving the visual attractiveness and historic nature of our roads.	Planning Board	2 yrs
IX	4	4	1	Study the long-term economic benefits of placement of utilities underground.	Planning Board	2 yrs
IX	4	5	1	Require buffers of trees and some open space vistas along roadways.	Planning Board	Ongoing
IX	4	5	2	Manage access on major transportation routes by limiting curb cuts and promoting shared driveways.	Planning Board, Highway Department	2 yrs, ongoing
IX	4	6	1	The Town shall enforce shoreland zoning regulations to keep vegetation on town-owned properties trimmed (in areas with ocean views).	Highway Department	Ongoing
IX	5	1	1	Use professional planning services, community resources, and available software for the updates.	Planning Board	Ongoing
IX	5	1	2	Updated copies of the LUO's and maps will be held in the Code Enforcement Office for Town use and Public purchase, and posted on the Town's website.	Code Enforcement Officer, Town Planner	Ongoing
IX	5	1	3	Annual line items in budgets will include money for (ordinance) updates.	Board of Selectmen	Ongoing
IX	5	1	4	A professional Town Planner shall continue to be available to the Town and its Boards.	Board of Selectmen	Ongoing
IX	5	2	1	Define the necessary funding requirements (for professional services to implement the Plan) and submit the proposal to the Board of Selectmen for consideration of voter's approval at the Annual Town Meeting.	Growth Planning Committee, Town Planner, Town Manager	2 yrs
IX	5	2	2	The Growth Planning Committee shall review the progress in implementing the goals of the Comprehensive Plan every six months as required by Town Ordinance and make recommendations whenever necessary to the responsible party for implementation and compliance and report to the Board of Selectmen annually.	Growth Planning Committee	6 mo
IX	5	2	3	Progress in implementing compliance with the Comprehensive Plan will be included in the Town's Annual Reports.	Board of Selectmen	Ongoing
X	1	1	1	Recommend adding to Article 2 of the Land Use Ordinance the specific definitions of affordable, very low, low, and moderate income housing.	Planning Board	2 yrs

Kennebunkport Comprehensive Plan - Implementation Matrix

Ch	TG	P	S	Strategy Text	Responsibility	Time Frame
X	1	1	2	Appoint or engage a Kennebunkport Housing Authority to develop the standards for and the development of affordable housing units as well as to be responsible for the sustaining and monitoring of affordable housing units and report on the balance and continuing need for affordable housing in the community. The Housing Authority is also to work with adjacent communities on a regional basis to accomplish common goals.	Board of Selectmen, Housing Authority, Planning Board	1 yr, ongoing
X	1	1	3	Consider the appropriate use of Town-owned land for the construction and/or the approval of affordable and moderate income housing units.	Board of Selectmen, Housing Authority	2 yrs
X	1	1	4	Create incentives for builder/developers to construct affordable housing integrated into approved developments (e.g. reduce lot size/increase allowable density, encourage clustering of housing units, special dimensional requirements, development credits, etc.)	Planning Board	2 yrs
X	1	1	5	Amend the Subdivision and Land Use Ordinances to require developers of subdivisions consisting of 10 housing units or more to include, as a condition of subdivision approval, not less than 10% of on-site affordable housing units as determined by the Planning Board. Subdivisions consisting of 5 to 9 housing units shall provide not less than one affordable housing unit on site. In the event that the percentage required in a given subdivision does not provide for a full housing unit, developers shall provide a proportionate cash contribution to the Town and/or the designated Housing Authority to be used for the purchase of land and/or the purchase or construction of affordable housing units.	Planning Board	2 yrs
X	1	1	6	Develop standards for the approval and construction of accessory units to provide living units on existing housing sites. Such units would be deed restricted for use by the elderly and affordable housing units for year round use only.	Planning Board, Board of Selectmen	2 yrs
X	1	1	7	The Town shall develop a fund for the acquisition of land and/or housing units or structures for affordable housing. Encourage an appropriate annual warrant and/or a surcharge on building permits and/or subdivision approvals to finance same.	Board of Selectmen	1 yr
X	1	1	8	Continue to allow for and encourage the development of mobile home parks consistent with the current Land Use Ordinance and State of Maine law. Limitations should be established to assure that units must be occupied for year-round use as primary residences.	Planning Board	2 yrs
X	1	1	9	Place increased emphasis on the clustering of housing units. Develop a plan to give developers a 10% density bonus on clustering when not mandated under the Land Use Ordinance or Subdivision Regulations. Encourage the development of multi-plex (multi family) housing in growth areas consistent with the future land use plan.	Planning Board	2 yrs
X	1	1	10	Encourage the development of Senior Citizen and/or independent living units and long-term care and nursing facilities.	Planning Board	1 yr
X	1	1	11	Allow development of overlay zones and/or provision for contract zoning in growth or appropriate areas for diverse housing types, including affordable low and moderate income housing and senior citizen housing.	Planning Board	1 yr

Kennebunkport Comprehensive Plan - Implementation Matrix

Ch	TG	P	S	Strategy Text	Responsibility	Time Frame
XI	1	1	1	Search for a location to either construct a municipal boat launching ramp or to utilize an existing ramp.	Board of Selectmen	3 yrs
XI	1	1	2	Mark and maintain signs and public rights-of-way to the water.	Highway Department	Ongoing
XI	1	1	3	Establish and enforce boat and jet skis safety rules on the Town waters and prohibit jet skis and water skiing in rivers and swimming areas.	Harbormasters, Police Department, River Committee	Ongoing
XI	1	2	1	Publicize and identify on the town map all areas in the town that are available for recreational use and the activities permitted at each location.	Recreation Department	3 yrs
XI	1	2	2	Establish bike routes where feasible and safe.	Recreation Department, Highway Department, Police Department	When necessary
XI	1	2	3	Promote existing Historical Society walking tours.	Historic Preservation Committee	Ongoing
XI	1	2	4	Design and publish maps of the town showing historical and scenic points of interest.	Historic Preservation Committee	3 yrs
XI	1	2	5	Provide bike racks at Dock Square, Colony Beach, and Goose Rocks.	Board of Selectmen	2 yrs
XI	1	2	6	Support and promote the Recreation Department's outdoor programs.	Board of Selectmen, Recreation Department	Ongoing
XI	1	2	7	Investigate available funding grants for recreational use.	Recreation Department	Ongoing
XI	1	3	1	Allow links to local nonprofit organizations on the Town website.	Board of Selectmen	Ongoing
XII	1	1	1	Monitor annual budgets as projected by S.A.D. #71 to assure proper monies are included each year for capital improvement and maintenance for the Consolidated School to maintain at the expected levels that provide an excellent environment for learning.	Board of Selectmen	Ongoing
XII	1	1	2	Assure that Kennebunkport pays only the costs specified by State Law by current formula and subsequent revisions to S.A.D. #71.	Board of Selectmen	2 yrs
XII	1	1	3	Establish and appoint a three-member committee consisting of one Kennebunkport S.A.D. #71 director, one Kennebunkport resident, and one Kennebunkport selectman to coordinate these efforts.	Board of Selectmen	1 yr
XII	1	1	4	Support the purchase of land or the renovation of the Consolidated School by S.A.D. #71 to ensure the continuance of a community elementary (minimum K-6) school in Kennebunkport.	Board of Selectmen, S.A.D. #71 Board of Directors	4 yrs
XII	2	1	1	Project the growth of Town government and its employees based upon anticipated population growth and policies which impact on the anticipated need for increased responsibilities and services. Evaluate future management and administrative personnel needs and provide facilities for those identified as potential additional future town employees.	Board of Selectmen, Town Manager	1 yr
XII	2	1	2	Provide limited evening and/or Saturday operating hours for availability of municipal services to the public outside of the normal work week of the public.	Board of Selectmen, Town Manager	1 yr
XII	2	1	3	Pursue acquisition of land for municipal facilities as deemed necessary by the Board of Selectmen.	Board of Selectmen	Ongoing

Kennebunkport Comprehensive Plan - Implementation Matrix

Ch	TG	P	S	Strategy Text	Responsibility	Time Frame
XII	3	1	1	Determine the best method, and project the estimated costs, to make substantial improvements to the wastewater treatment plant as the need arises. Costs will continue to be the responsibility of developers when associated with development.	Board of Selectmen, Sewer Department	Ongoing
XII	3	1	2	Determine the need for special assessments and/or impact fees to finance improvements and maintenance of the wastewater treatment system.	Board of Selectmen, Sewer Department	2 yrs
XII	4	1	1	Coordinate police activities with the State, County, abutting communities, and other public safety departments and agencies.	Police Department	Ongoing
XII	4	1	2	Maintain existing local 911 emergency service until a regional service can be demonstrated to work as efficiently.	Police Department, Fire Chief, KEMS	Ongoing
XII	4	2	1	Consolidate fire service, where appropriate, to assure the availability of volunteer service for the foreseeable future.	Fire Chief, Board of Selectmen	1 yr
XII	4	2	2	Support mutual aid programs.	Fire Chief, Police Department	Ongoing
XII	4	3	1	Maintain and develop a coordinated drainage system including all necessary ditches, streams, culverts, and drainage structures.	Highway Department	Ongoing
XII	5	1	1	Require all developers, and builders on lots to be developed, to continue to protect current trees on the lots and, where appropriate, plant shade trees in a manner consistent with a town wide plan and specification to be developed by the Shade Tree Committee etc...	Shade Tree Committee, Planning Board	2 yrs
XII	5	1	2	Provide annual funds in the Town budget to develop and implement a long range comprehensive shade tree program.	Board of Selectmen	Ongoing
XII	5	1	3	The Shade Tree Committee shall continue to monitor, maintain the health and preservation of, and continue the planting of roadside trees and to educate property owners regarding the benefits of tree conservation.	Shade Tree Committee	Ongoing
XII	5	2	1	Encourage cooperation between the town and the Kennebunkport Conservation Trust to aid in the enforcement of Trust land use policies.	Board of Selectmen	Ongoing
XII	6	1	1	Maintain a consistent and continuing educational program to keep citizens informed of their responsibility for recycling and their opportunity to avail themselves of programs available for them to use.	Solid Waste Committee, Conservation Commission	Ongoing
XII	6	1	2	Develop a program to assist commercial properties to actively participate in recycling programs.	Solid Waste Committee, Conservation Commission	Ongoing
XII	6	1	3	Continue hazardous waste disposal program with Kennebunk.	Board of Selectmen, Solid Waste Committee	Ongoing
XII	7	1	1	Continue to cooperate with the business community and/or Chamber of Commerce to maintain public toilets in the Dock Square area and/or public parking area.	Board of Selectmen	Ongoing
XII	7	1	2	Provide and maintain seasonal toilets at the public beaches.	Board of Selectmen	2 yrs
XII	7	1	3	Cooperate with Kennebunk to fund public toilets in the Dock Square/Lower Village areas.	Board of Selectmen	2 yrs
XII	8	1	1	The voter-elected Board of Selectmen will continue to appoint resident volunteers to serve on the various boards and committees.	Board of Selectmen	Ongoing

Kennebunkport Comprehensive Plan - Implementation Matrix

Ch	TG	P	S	Strategy Text	Responsibility	Time Frame
XII	8	1	2	Continue with the current "Town Meeting" form of government but review its appropriateness on a periodic basis as it becomes necessary.	Board of Selectmen, Administration Code Committee	Ongoing
XII	8	2	1	Promote and improve the information and services available on the Town's web site such as, but not limited to on-line building permits, tax payments, auto registration, assessors data base, etc.	Town Manager	Ongoing
XII	8	2	2	Adjust Town Office business hours to allow for one evening or Saturday morning hours.	Board of Selectmen, Town Manager	1 yr
XIII	1	1	1	Resolve the parking issues at Cape Porpoise Pier and Government Wharf with first priority given to commercial fishermen.	Board of Selectmen	2 yrs
XIII	1	2	1	Review existing standards and develop and adopt separate construction and roadway design standards for designated rural and growth areas in Kennebunkport as required.	Planning Board	2 yrs
XIII	1	2	2	Maintain ongoing coordination with the Maine Department of Transportation (MDOT) to ensure that transportation improvement projects completed on Route 9 and North Street are consistent with the character of the neighborhood.	Board of Selectmen, Highway Department	Ongoing
XIII	1	2	3	Residents shall be given public notice and allowed input prior to any planned alterations to Town and state-owned or state-supported roads.	Highway Department	Ongoing
XIII	1	3	1	Continue to coordinate with the Atlantic Shore Line planning effort for regional fixed-route bus service along the southern Maine coast.	Town Planner	Ongoing
XIII	1	4	1	Manage commercial tour buses, such management issues to include parking, unloading/loading, and travel, and provide effective communication to operators and enforcement personnel.	Board of Selectmen	1 yr
XIII	1	4	2	Unloading and loading of tour buses must be done where the adverse impacts upon nearby residences are minimal. Parking areas for buses must be shielded from any nearby residences, idling prohibited, and a drive-through design for parking spaces utilized to avoid the noise of backing.	Board of Selectmen	Ongoing
XIII	1	4	3	Develop remote parking facilities for all buses at one or more of the following sites: the Trolley Museum, and the Beachwood old and/or new town garage lots.	Board of Selectmen	1 yr
XIII	1	4	4	Identify potential locations of remote parking areas for cars and RVs	Board of Selectmen	2 yrs
XIII	1	4	5	When remote sites for cars and RVs are developed, establish shuttle service from remote parking areas to Dock Square.	Board of Selectmen	2 yrs
XIII	1	4	6	Encourage visitors to use remote parking options by appropriate pricing and by reserving in-Town parking for residents, shopkeepers and employees.	Board of Selectmen	3 yrs (after remote parking is expanded)
XIII	1	4	7	Reduce congestion by encouraging non-destination vehicles to bypass Lower Village, Dock Square, and the Bridge. This shall include but not be limited to the following: Use of Durrell's Bridge as a bypass route; Use of signage on Route 95, which indicates that Exit 32 is the preferable route to those wishing to visit Kennebunkport beaches, and those beaches further east; Use of trolleys.	Board of Selectmen	2 yrs
XIII	1	4	8	Investigate the use of pedestrian traffic lights in the Dock Square and Ocean Avenue area.	Board of Selectmen	1 yr

Kennebunkport Comprehensive Plan - Implementation Matrix

Ch	TG	P	S	Strategy Text	Responsibility	Time Frame
XIII	1	5	1	Maintain limited parking at present levels (at Goose Rocks Beach)	Board of Selectmen	Ongoing
XIII	1	5	2	Continue to prohibit drop off and pick-up of passengers via mass transportation (at Goose Rocks Beach).	Board of Selectmen	Ongoing
XIII	2	1	1	Review past proposals for viable options for facilitating traffic flow (in Dock Square).	Board of Selectmen, Police Department	2 yrs
XIII	2	2	1	Estimate future traffic volume increases resulting from proposed residential and commercial growth in the Growth Areas.	Planning Board	2 yrs
XIII	2	2	2	Evaluate the need for increased roadway capacity and new traffic patterns in the Growth Areas.	Planning Board	2 yrs
XIII	2	2	3	Investigate the assignment of cost for associated engineering studies.	Planning Board	2 yrs
XIII	2	2	4	Manage access on major transportation routes by limiting curb cuts and promoting shared driveways.	Planning Board	2 yrs
XIII	2	2	5	Work with MaineDOT to improve pedestrian and bicycle connections between Cape Porpoise Square and Dock Square.	Board of Selectmen	2 yrs
XIII	2	2	6	Ensure the accessibility of emergency vehicles on all roadways by restricting street parking in applicable areas.	Board of Selectmen	Ongoing
XIII	2	2	7	Designate non-destination large vehicle traffic routes on town owned streets and roads where appropriate.	Board of Selectmen	1 yr
XIII	2	3	1	Appoint a Bicycle Committee to: Review the Transportation Inventory of this Comprehensive Plan; Identify bicycle trails in neighboring communities; Review any regional and state plans regarding safety and facility development for the benefit of bicyclists; Develop a long-term vision for a network of bicycle trails to serve the community and link to facilities in neighboring communities; Develop a phased plan, including costs, for the construction and ongoing maintenance of these trails; Coordinate with neighboring communities regarding potential trail connections; Work with MDOT and the Board of Selectmen to determine what state and/or federal funding may be available; Work with the Board of Selectmen and appropriate state and federal agencies to apply for any state and federal funding; Work with the Board of Selectmen to raise any local funds necessary; and Oversee the implementation of the phased construction plan.	Board of Selectmen, Bicycle Committee	5 yrs
XIII	2	3	2	Coordinate with MDOT regarding their Shoulder Paving Policy, under which North Street and Route 9 are eligible, and request wider shoulders near the school and along high-speed sections.	Highway Department	Ongoing
XIII	2	3	3	Work with the Maine Department of Transportation (MDOT), local contractors, and developers to allow for addition of bicycle paths and sidewalks on existing streets and roads where appropriate especially from Cape Porpoise to Dock Square.	Board of Selectmen	Ongoing
XIII	2	3	4	Continue to require new streets and roads in growth areas to have sidewalks. Create bicycle paths in addition to sidewalks or as an alternative when deemed appropriate	Planning Board	Ongoing
XIV	1	1	1	Annually update a five-year plan for capital investment in the community.	Budget Board, Board of Selectmen, Town Manager	Ongoing

Kennebunkport Comprehensive Plan - Implementation Matrix

Ch	TG	P	S	Strategy Text	Responsibility	Time Frame
XIV	1	2	1	Develop an investment plan that preserves principal while earning optimal investment interest.	Budget Board, Board of Selectmen, Town Manager	1 yr
XV	1	1	1	Review the identification of all of the hazards that potentially threaten the community and analyze them individually to determine the degree of threat that is posed by each.	Emergency Management Director	Ongoing
XV	1	1	2	Using information gathered from mitigation plans and existing emergency operation plans, develop actions that will mitigate hazards.	Emergency Management Director	Ongoing
XV	2	1	1	Prevent further hazards by measures that includes reference to hazard mitigation analysis with planning and zoning, open space preservation, land development regulations, storm water management, coastal maintenance, and building codes.	Emergency Management Director	Ongoing
XV	2	1	2	Protect property by allowing the modification of buildings and their adjacent property from the hazards that are possible.	Emergency Management Director	Ongoing
XV	2	1	3	Promote erosion and sediment control and wetlands protection.	Emergency Management Director	Ongoing
XV	2	1	4	Provide adequate funding and support for warning of hazards, response of emergency services, provide for critical infra-structure protection, and maintain health and safety services.	Emergency Management Director	Ongoing
XV	2	1	5	Encourage such structural projects that will protect people and property from hazards that will not disrupt natural functions such as water flow or wildlife habitats.	Emergency Management Director	Ongoing
XV	2	1	6	Inform and remind people about hazardous areas and the measures necessary to avoid potential damage and injury.	Emergency Management Director	Ongoing
XV	2	1	7	Provide mechanisms for the monitoring and administration of hazards likely to affect the community, including keeping current the Town's Emergency Operations Plan.	Emergency Management Director	Ongoing
XVI	1	1	1	Incorporate the Capital Investment Plan into the Town's Capital Improvement Plan.	Board of Selectmen, Budget Board	Ongoing