

Old Orchard Beach Design Review Committee Meeting
Monday, January 14, 2013
Old Orchard Beach Police Department Conference Room

Call to Order at 6:10 pm	Call to Order
<p>Roll Call: Chair Don Comoletti; Kim Schwickrath; Ray DeLeo. Staff: Jeffrey Hinderliter, Town Planner; Valdine Helstrom, Administrative Assistant, James Butler, Code Enforcement Officer.</p>	
<p>ELECTION OF OFFICERS:</p> <p>Kim Schwickrath made a motion to approve Don Comoletti, Chair of the Design Review Committee, seconded by Ray DeLeo.</p> <p>All in favor.</p> <p>Kim Schwickrath made a motion to approve Ray DeLeo, Vice-Chair of the Design Review Committee, seconded by Don Comoletti.</p> <p>All in favor.</p>	<p>MOTION</p> <p>Vote (3-0)</p> <p>MOTION</p> <p>Vote (3-0)</p>
<p><u>Consideration of October 1, 2012 Meeting Minutes.</u></p> <p>Ray DeLeo made a motion to approve the October 1, 2012 meeting minutes, seconded by Kim Schwickrath.</p> <p>All in favor.</p>	<p>Motion</p> <p>Vote (3-0)</p>
<p><u>ITEM 1</u></p> <p><u>Enforcement/Violations: Discussion with Code Officer Jim Butler.</u></p> <p>Chair Don Comoletti introduced Old Orchard Beach Code Officer James Butler.</p> <p>The Board Members asked Mr. Butler what they can do to get applicants to do what they are supposed to do and what they had been approved for. Could we possibly hold their business licenses?</p> <p>Mr. Butler suggested that if he was included with the big projects then he could let the applicants know that were checking on them and issue them a notice of violation if they re not in compliance.</p> <p>Chair Comoletti mentioned that he had suggested putting those people who violate the ordinances in a position where they are dealing with the district court, not our local government, and how do we get them there?</p>	

Mr. Butler stated that as far as going to court he doesn't know how they could skip the local level. If the applicants are in violation of an ordinance, the process is to send them a notice of violation. Try and get voluntary compliance and positively guiding these people.

Jeffrey Hinderliter suggested that he could request that the applicant give him an extra packet of material so that Mr. Butler could be involved from the start and he could give Mr. Butler the material as the proposal moved forward.

Mr. Butler suggested that he could possibly be placed on the agenda in the near future and go before the council and inform them that the Design Review Committee is looking to do things the right way and inform them that the applicants need to follow the ordinances.

Mr. Hinderliter also mentioned that if we were to present this to the council, that we should also express to them the benefit that the Design Review Committee provides to the community.

Chair Comoletti stated that we need to show that the result of our work brings business and people to our community.

Mr. Hinderliter added that the "Museum in the Streets" would additionally show that we are working with businesses in our community.

Ray DeLeo asked what the status of 6 Brown Street is.

Mr. Butler stated that they were only supposed to do the demo inside the building, but when they started stripping it down, it was in such bad shape and was an eminent safety issue so they tore down the whole building and they will be re-building it to exact specifications to what was approved by the Design Review Committee.

ITEM 2:

Planning for 1013: Discuss DRC related items such as the Design Review Ordinance; Application and Review Procedure; Design Review Districts; DRC Projects; Museum in the Streets.

Chair Comoletti talked about the Design Review Ordinances and asked Jeffrey Hinderliter to send the Board Members an electronic copy of the Ordinances.

Mr. Hinderliter is going to put it all in a word document. He also added that when looking at the ordinance, to be aware of the responsibility as well as the language. He will also include a memo to let the Board Members know what particular areas they might want to think about and concentrate on.

The Ordinance ultimately has to go before the Planning Board then the Council.

Mr. Hinderliter mentioned the Museum in the Streets and the Historical Society still wants to participate in that project.

<p>Mr. Hinderliter also mentioned that the DRC will be getting involved with the Comprehensive Plan when the land use comes up towards the end of the process.</p> <p>The Board Member talked about the DRC Application. Mr. Hinderliter mentioned that we have specific design review standard and he would like to add an appendix to create a document to have those specific standards in the application itself.</p> <p>It was also mentioned that Carl D'Agostino will be our newest member for the Design Review Committee at the next meeting.</p>	
<p>Meeting adjourned at 6:55 p.m.</p>	<p>ADJOURN</p>

I, Valdine Helstrom, Design Review Committee Clerk of the Town of Old Orchard Beach, do hereby certify that the foregoing document consisting of three (3) pages is a true copy of the original minutes of the Design Review Committee Meeting of January 14, 2013.

Valdine J. Helstrom