



*Town of Old Orchard Beach
Planning, Codes, Business License, Passports Department
One Portland Avenue
Old Orchard Beach, ME 04064*

As the Town Planner, my primary responsibility is to coordinate growth and development in Old Orchard Beach through the administration of local, state, and federal laws, regulations, and ordinances. Some of my duties include responding to requests for assistance on land use development questions, reviewing development proposals and plans, production and implementation of the comprehensive plan, development and amendment of all local ordinances, economic development, oversight of code enforcement office activity, staff advisor for the Planning Board, Design Review Committee and Comprehensive Plan Committee. The Planning Department is one of the town's contact points for many development inquiries. The Department routinely answers citizen questions whether planning related or not.

Planning Board. The Planning Board is a 5 regular and 2 alternate member volunteer board appointed by the Town Council. The Planning Board responsibilities include, but are not limited to the review of subdivisions under State Subdivision Law and Old Orchard Beach Subdivision Ordinance, Site Plan Review, Conditional Use applications, Shoreland Zoning permits, and consideration of zoning and ordinance changes. If you would like more information about the Planning Board, you may contact Jeffrey Hinderliter at (207) 934-5714 ext. 217, email me at jhinderliter@oobmaine.com or stop by my office at town hall.

As I enter my third year as your town planner (began in 2011), I found the Planning Board has been quite busy during the past few years. Below is a list of Site Plan Review, Subdivision and Conditional Use (CU) Applications considered by the Planning Board between 2008 and July, 2013:

2008: Site Plan: 3	Subdivision: 3	CU: 6
2009: Site Plan: 5	Subdivision: 3	CU: 11
2010: Site Plan: 4	Subdivision: 2	CU: 5
2011: Site Plan: 12	Subdivision: 3	CU: 3
2012: Site Plan: 13	Subdivision: 7	CU: 12
2013: Site Plan 6	Subdivision: 4	CU: 9 (through July, 2013)

As you can see, the number of projects increased during 2011 through July, 2013. Also, the types of projects have changed from smaller to larger in size, scope and investment- especially projects associated with subdivision and site plan review. This includes a new 44 lot residential subdivision, 53 dwelling unit subdivision and partial demo and completely new rebuild of a motel.

Design Review Committee. The DRC is a 5 regular and 2 alternate member volunteer committee. The Design Review Committee (DRC) is responsible for conserving the cultural architectural heritage of our town, providing technical design assistance to property owners, and promoting quality architectural design and historically sensitive building renovation as a means of sustaining economic vitality and stable property values. The DRC is responsible for reviewing and providing recommendations on exterior building/structure and property modifications, alterations, additions, new construction, and demolition within specific locations of town. The DRC offers a recommendation on the above-mentioned proposals which is then brought to the Planning Board for the final decision. If you would like more information about the Design Review Committee, you may contact Jeffrey Hinderliter at (207) 934-5714 ext. 217, email me at jhinderliter@oobmaine.com or stop by my office at town hall.

Soon, the DRC will venture away from their normal duties and began to research the creation of Museum in the Streets program as a joint effort with the Historical Society. Museum in the Streets is an international program that promotes a municipality's history through plaques placed at specific historic or culturally significant locations. These plaques describe a location or event that happened in the area where the plaque is located. Also, the DRC will review ordinance regulations associated with their review to determine if adjustments need to be made.

Comprehensive Plan Committee. A comprehensive plan is the adopted official binding document for future development of the town. The plan sets forth goals; analyzes existing conditions and trends; describes and illustrates a vision for the physical, social and economic characteristics of Old Orchard Beach in the years ahead; and outlines policies and guidelines intended to implement that vision. A comprehensive plan serves as a guide for how a town will grow. If you would like more information about the Comprehensive Plan, you may contact Jeffrey Hinderliter at (207) 934-5714 ext. 217, email me at jhinderliter@oobmaine.com or stop by my office at town hall.

The Committee will continue to work on the development of the Goals, Policies and Strategies, this fall. This is a critical phase because the real action steps are developed at this time- this is where we truly chart the town's direction for the next 10 years. This phase is where the public comment and data from the inventory and analysis come together to provide our town's goals, policies and strategies for the next 10-years. This is the section that will be considered the most when planning our future direction and one that impacts many aspects of town government and people's overall lives in our community. We will develop Goals, Policies and Strategies for each of the inventory and analysis sections. One of the more important components of this phase is the Future Land Use Plan which includes designating growth, transitional, rural and critical rural areas. Often the Future Land Use Plan leads to zoning ordinance revisions. This will be the primary phase of the comp plan which the State Planning Office reviews (especially the Future Land Use Plan) and will receive the most attention during the implementation phase of the process. It is our expectation a 1st draft of the complete comprehensive plan will be available for public review towards the end of this year.

Code Enforcement. The primary responsibility of the Building Inspections and Code Administration Office is to protect the public health, safety, and general welfare of all of the Citizens and Visitors of the Town of Old Orchard Beach through the administration of various Local, State and Federal Laws and Ordinances. To help achieve that goal, the office reviews plans and issues general building permits, electrical permits, internal plumbing and septic system

permits. The Staff also conducts progress inspections relative to each of those permits, as well as all Business License application sites for compliance with applicable provisions on the Housing, Plumbing, Electrical, Life Safety/ Fire Codes and the Town's Zoning Regulation. This is limited to new licenses, changes in ownership or licensed properties that have delayed their renewal or that complaint have been filed against. Our staff responds to hundreds of complaints annually about violations of the Town's various Ordinances. We also provide staff support for the Zoning Board of Appeals. Our Department works very closely with the all of the Town's Departments and State Agencies to maximize service to our broad range of clients. If you have any comments or suggestions, please feel free to contact me at (207) 934-5714 ext. 215, email me at jbutler@oobmaine.com or stop by my office at town hall.

Code Enforcement related permits issued during the month of July:

- Building: **42**
- Electrical: **12**
- Plumbing : **10**
- New Public Sewer Connection: **3**

The Zoning Board of Appeals July meeting was rescheduled and will be held during August.

We are in the busy season as we see an increase in permit submission, business license inspections, construction inspections, and enforcement activities. Please note we do what we can to process permits in a timely manner and schedule inspections to accommodate schedules. If you wish to schedule an inspection, it's best to contact Kathy Smith at 934-5714 ext. 233 or through e-mail at ksmith@oobmaine.com or Valdine Helstrom at (207) 934-5714 ext. 245, vhelstrom@oobmaine.com.

Business and Liquor Licenses. In order to operate a business in Old Orchard Beach, a business license from the Town is required. Fee for the business license application is \$75.00 plus the fee for the type of business being applied for. Business licenses are divided into two groups according to their Map Block Lot number. Each group is in an alternating 2 year licensing cycle. The business license clerk provides assistance in the issuance of new business licenses as well as in the renewals of existing ones.

Business License activity for the month of July:

- New Business Licenses: **22**
- Number of License Active: **1565**
- New Business Licenses in process: **31**

3 Liquor License renewals during the month of July:

Applications for business licenses are available in the Department, or can be e-mailed or faxed. They are also available on our website at www.oobmaine.com.

If you have any questions please contact Kathy Smith in the Department. She can be contacted at 934-5714 ext. 233 or through e-mail at ksmith@oobmaine.com.

Passports. Before planning an international trip, Maine residents must secure a passport. The process of obtaining a passport is regulated by the U.S. Department of State, making it the same

throughout the country. U.S. Passports are processed by the business licensing clerk and the code/planning administrator. There were 7 passports processed during July.

Passport Hours: Monday – Friday: 8:00 a.m. – 12:00 p.m., 1:30 p.m. – 3:00 p.m.
Tuesdays – 8:00 a.m. – 12:00 p.m.,
4:00 p.m. – 5:30 p.m. **BY APPOINTMENT ONLY**

To make the process as quick and easy as possible, here a few pointers:

- You will need to bring your Birth Certificate, with an embossed Town Seal.
- You will need one other form of ID, such as a driver's license.
- Please bring two checks.
- Plan for at least 4 - 6 weeks to receive your passport. Faster service is available for an additional cost.
- For those under 16, both parents must be present. Call ahead if this is not possible.
- In addition, you will need to bring two official passport photos.

For more information, contact Kathy Smith at (207) 934-5714 ext. 233, ksmith@oobmaine.com or Valdine Helstrom at (207) 934-5714 ext. 245, vhelstrom@oobmaine.com.