



*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.

During the month of June, the Planning Board considered the following proposals (in parenthesis next to item number is the Planning Board's decision):

ITEM 1 (Tabled)

Proposal: Sawgrass Subdivision Amendment: Approved 40 unit condo project modified into a 22 unit single family house lot project
Action: Applicant Update, Final Review
Owner: Sawgrass LLC
Location: Wild Dunes Way (Dunegrass Sections J & L) Map 105A, Lot 1

ITEM 2 (Approved)

Proposal: Replace existing windows
Action: Rule on Certificate of Appropriateness recommendation
Owner: Town of Old Orchard Beach (Historic Society)
Location: 4 Portland Ave. MBL: 205-1-22, HO

ITEM 3 (Approved)

Proposal: Paint building facade
Action: Rule on Certificate of Appropriateness recommendation
Owner: Keith O'Leary. Judy Patterson (applicant)
Location: 41 Old Orchard St. MBL: 206-31-9, DD1

OTHER BUSINESS (Both Plans Signed)

1. Sign Seacoast RV Resort Plan
2. Sign Hole 16 Subdivision Plan

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.

During June, the Comprehensive Plan Committee completed the Natural Resources Goals, Policies and Strategies, the first draft of the Economy Goals, Policies and Strategies and began working on a Comprehensive Plan Implementation Strategy. During the initial discussions concerning the development of the new Comprehensive Plan, the Committee identified the need to ensure the Plan's Goals, Policies and Strategies are implemented; therefore, decided to create a special section of the Plan that deals with implementation and maintenance. As part of this section, the Committee is recommending the creation of an Implementation Committee who will begin working on implementation once the plan is adopted.

It is important to maintain momentum regarding the Goals, Policies and Strategies of the Plan once it has been adopted. The creation of an Implementation Committee upon plan approval ensures the plan does not have a chance to become idle. The role of the committee is to refine and prioritize implementation actions and monitor progress. Committee members may include key town staff, representatives from other boards and committees, business owners, local residents, representatives from other public agencies and institutions, and representatives from civic groups.

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 June:

- Building: **44**
- Electrical: **17**
- Plumbing : **12**
- New Public Sewer Connection: **3**

No Zoning Board of Appeals activity during June:

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 June:

- New Business Licenses: **29**
- Number of License Active: **1552**
- New Business Licenses in process: **30**

3 Liquor License renewals during the month of June:

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. New and renewal U.S. Passports are processed by the business licensing clerk and the code/planning administrator. There were 11 passports processed during June.

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.