



*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](mailto:jhinderliter@oobmaine.com) or stop by my office at town hall.

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

**ITEM 1 (Approved)**

Proposal: Site Plan Amendment and Conditional Use: Add 22 seasonal camp sites  
Action: Final Review  
Owner: Seacoast RV Resort, LLC  
Location: 1 Seacoast Lane, MBL: 102-3-5

**ITEM 2 (Approved)**

Proposal: Major Subdivision: 11-lot residential subdivision (Hole 16 Subdivision)  
Action: Final Review  
Owner: Dominator Golf, LLC  
Location: Oakmont Dr. (Adjacent to hole 16 in Dunegrass), Map 105A, Lot 200

**ITEM 3 (Planning Board requested more information)**

Proposal: Sawgrass Subdivision Amendment: Approved 40 unit condo project modified into a 22 unit single family house lot project  
Action: Rule on plan amendment; sign amended plans (if approved)  
Owner: Sawgrass LLC  
Location: Wild Dunes Way (Dunegrass Sections J & L) Map 105A, Lot 1

**ITEM 4 (Approved)**

Proposal: Install, replace, construct railings, siding windows and office entrance roof  
Action: Rule on Design Review Certificate  
Owner: Robert Gurry (Beach Villa)  
Location: 17 Imperial St., MBL 205-3-2, DD1 Zone

**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](mailto:jhinderliter@oobmaine.com) or stop by my office at town hall.

During the month of May, the town planner approved 5 Administrative Design Review proposals and the DRC considered the following (in parenthesis next to item number is the DRC's decision):

**ITEM 1 (Recommended for approval)**

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

**ITEM 2 (Recommended for approval)**

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

Staff recently assembled all DRC related ordinances and created a Design Review Handbook. This should help people navigate through the ordinances. The handbook is available at the Planner's office and can be emailed.

**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](mailto:jhinderliter@oobmaine.com) or stop by my office at town hall.

During May, the Comprehensive Plan Committee was busy completing the Water, Marine and Natural Resources Goals, Policies and Strategies. Goals, Policies and Strategies is the comp plan phase 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.

**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](mailto:jbutler@oobmaine.com) or stop by my office at town hall.

Code Enforcement related permits issued during the month of May:

- Building Permits: **44** (increased by 14 from April)
- Electrical: **22** (increased by 2 from April)
- Plumbing : **12** (increase by 3 from April)
- Sewer Permit: **1** (no increase or decrease)

Zoning Board of Appeals activity during May:

- Miscellaneous Appeal – 12' x 32' garage construction for 87 Seaview Ave.

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](mailto:ksmith@oobmaine.com) or Valdine Helstrom at (207) 934-5714 ext. 245, [vhelstrom@oobmaine.com](mailto: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 May:

- New Business Licenses: **44**
- Number of License Active: **1577**
- New Business Licenses in process: **38**

Liquor License activity for the month of May:

- Number of on-premise licenses: **38**
- Number of off-premise licenses: **17**

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](http://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](mailto: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 6 passports processed during May.

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](mailto:ksmith@oobmaine.com) or Valdine Helstrom at (207) 934-5714 ext. 245, [vhelstrom@oobmaine.com](mailto:vhelstrom@oobmaine.com).