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2 OLD ORCHARD BEACH PLANNING BOARD
3 Regular Meeting MINUTES
4 January 12, 2023 6:30 PM
5 Town Hall Council Chambers
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9 *MINUTES MAY NOT BE TRANSCRIBED VERBTIM. SECTIONS MAY BE PARAPHRASED FOR*
10 *CLARITY. A COMPLETE RECORDING MAY BE OBTAINED BY CONTACTING THE TOWN CLERK AT*
11 *207-934-4042 OR kmclaughlin@oobmaine.com*
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15 CALL MEETING TO ORDER

16 PLEDGE TO THE FLAG

17 ROLL CALL

18
19
20
21 Chair Walker asked Assistant Town Planner Michael Foster for the roll call and the roll call was as follows:

22
23 Win Winch
24 Jay Kelley
25 Robin Dube
26 Sam Dupuis
27 Vice Chair Hitchcock
28 Chair Walker
29

30 Chair Walker then stated that Ms. Hubert is absent, and that Jay Kelley will be voting tonight in her
31 absence, and that Sam Dupuis will be an alternate.
32
33

34 Elect Chair and Vice-Chair

35 Chair Walker asked for a motion to be made, at which point there was discussion as to whose term was still
36 current and whose term had expired in December of 2022. Ms. Dube mentioned that 3 terms had expired –
37 David’s term and the terms of the 2 alternates, Mr. Kelley and Mr. Dupuis. Town Clerk Kim McLaughlin
38 then addressed the Board and stated that the policy of the Town Council is to now review candidates in the
39 month of December and to iron out any issues then, and then at the January Town Council meeting, the
40 candidates would be voted in. She continued that the Council has approved the candidates’ appointments,
41 so the formality will take place on Tuesday night. Ms. Dube then asked Town Clerk Kim McLaughlin if
42 she could receive a copy of the new policy, and Chair Walker commented that he had not yet received
43 anything, and his understanding of the policy was that he make the recommendation to Town Planner
44 Jeffrey Hinderliter and that Jeffrey in turn would make the recommendation to Council.
45

46 Mr. Kelley made a motion to elect David Walker as Chair, seconded by Ms. Dube, and the vote was
47 unanimous. Vice Chair Hitchcock then nominated Ms. Hubert as Vice Chair, and Ms. Dube nominated
48 herself. Assistant Town Planner Michael Foster asked if they should do one at a time, at which point there
49 was discussion as to whether they could nominate Ms. Hubert in her absence, and it was decided to go
50 ahead with the vote under the premise that she was agreeable to the nomination last year. Mr. Winch

1 seconded the motion to vote for Ms. Hubert for Vice Chair, at which point Chair Walker asked Assistant
2 Town Planner Michael Foster to call for the vote. The vote was as follows:

- 3
- 4 Win Winch YES
- 5 Jay Kelley NO
- 6 Robin Dube NO
- 7 Vice Chair Hitchcock YES
- 8 Chair Walker NO

9
10 Chair Walker then stated that the motion fails, and he then nominated Ms. Dube for Vice Chair. This was
11 seconded by Mr. Winch, and Chair Walker asked Assistant Town Planner Michael Foster to call for the
12 vote. The vote was as follows:

- 13
- 14 Win Winch YES
- 15 Jay Kelley YES
- 16 Robin Dube NO
- 17 Vice Chair Hitchcock ABSTAIN
- 18 Chair Walker NO

19
20 As that did not pass, Chair Walker then nominated Chris Hitchcock as Vice Chair, and this was seconded
21 by Jay Kelley. Chair Walker then asked Assistant Town Planner Michael Foster to call for the vote, and the
22 vote was as follows:

- 23
- 24 Win Winch YES
- 25 Jay Kelley YES
- 26 Robin Dube YES
- 27 Chair Walker YES

28
29 Chair Walker then stated that motion carries unanimously.

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31
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33 Minutes: 12/8/22

34 Chair Walker asked if the Board had any discussion on the Minutes. Seeing none, Mr. Winch made a
35 motion to approve, and this was seconded by Vice Chair Hitchcock. Chair Walker then asked Assistant
36 Town Planner Michael Foster to call for the vote, and the vote was as follows:

- 37
- 38 Win Winch YES
- 39 Jay Kelley YES
- 40 Robin Dube YES
- 41 Vice Chair Hitchcock YES
- 42 Chair Walker YES

43
44 Chair Walker then stated that carries 5-0.

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1 Regular Business

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3 ITEM 1

4 Proposal: Certificate of Appropriateness: Building demo on corner of west grand Ave and Pierce St;
5 construction of off-street parking area; modification of signage; installation of accessible
6 ramp access to main motel building

7 Action: Ruling on Design Review Certificate of Appropriateness

8 Applicant: Katy Gannon-Janelle

9 Location: The Ocean House, 71 West Grand Ave., MBL: 310-1-1; Zoning: DD2

10

11 Assistant Town Planner Michael Foster updated the Board as follows:

12

13 This is a recommendation from the Design Review Committee (DRC) to the Planning Board to issue a
14 design review certificate. The Planning Board hasn't received a recommendation for a design review
15 certificate in a while. A quick refresher of the process:

- 16 • The DRC reviews applications for proposals requiring design review in the Downtown Districts.
- 17 • The DRC determines applications complete and assesses applications for conformance to
18 performance guidelines for the Downtown District.
- 19 • The DRC makes a recommendation to the Planning Board.
- 20 • The Planning Board is the authority by the ordinance that issues the design review certificate
21 itself.

22

23

24 In your memos this month is the application packet, an image of the building to be torn down and the area
25 of the ramp, and the memo from Staff. Also included in the packet is the site plan, and a copy of the design
26 review certificate requiring your signatures is on the last page of this memo.

27

28 This proposal is to add an accessible ramp to the main building, install new signage, and demo a building to
29 improve and expand an existing parking area. They are proposing to add landscaping and a walkway to
30 improve the street view and access to the main Ocean House building. This proposal has also received
31 Administrative Site Plan review because it involves a nonresidential structure expansion and an expansion
32 of a parking area.

33 The DRC reviewed the application and the applicant's responses to the Sec. 78-686. - Design standards for
34 new construction and building rehabilitation performance standards. The applicant responses are included
35 on the copy of the Design Review Certificate.

36

37 The DRC recommends the Planning Board issue the design review certificate. Planning staff also
38 recommends the Planning Board issue this certificate with the typical conditions requiring improvements
39 being implemented in accordance with plans and applicable permits being secured.

40

41 Michael Foster then added that the recommended motion could also be found on page 4 of that memo.

42

43 Chair Walker then asked if the parking that they are putting in is going to be handicapped-accessible
44 parking. Assistant Town Planner Michael Foster answered that no, not all of the spaces, but he believes
45 that there is 1 that is marked on the site plan. Chair Walker then asked if we knew of the reason for needing
46 the additional spaces, and Michael Foster answered that they actually aren't adding spaces, they are
47 eliminating some spaces and they are trying to maintain the required number of spaces. Jay Kelley then
48 asked about the space shown in blue, and asked if that was all parking or if that was landscaping as well.
49 Assistant Town Planner Michael Foster answered that the parking will be reconfigured, and they are

1 increasing the green space there and adding some landscaping, and he also stated that the application has
2 some examples of the landscaping in it and the larger site plan shows the approximate area of the
3 landscaping. Vice Chair Hitchcock then pointed out the walkway with the garden alongside of it. Ms.
4 Dube then asked Assistant Town Planner Michael Foster about the number of rooms that are there, to
5 which Michael answered that he wasn't sure but that the applicant is present to perhaps answer that
6 question. Chair Walker then asked the applicant to approach the podium and introduce herself. Molly
7 Carabasso, general manager of the property, then introduced herself and answered that the main building
8 will consist of 22 rooms, and a total of 58 rooms are at the location. with only 1 handicapped accessible
9 room at the Ocean House. The other handicapped rooms are at the Waves. Re the new parking area, the
10 reason for the change is so that the (new) parking will be closer to the lobby, and they are removing 5
11 spaces and adding 5 spaces so that they will have parking for the 58 rooms (1 parking space per room).
12 Chair Walker then asked the Board if they had any additional questions or concerns. Seeing none, Vice
13 Chair Hitchcock made the following motion:

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15 *I make a motion to conditionally approve and issue the Design Review Certificate as recommended by the*
16 *Design Review Committee, for the non-residential building demo on the corner of West Grand Avenue and*
17 *Pierce Street, modification of signage, and installation of accessible ramp access to main motel building*
18 *for 71 West Grand Avenue, MBL 310-1-1, located in the DD-2 zone, with the following conditions:*

- 19
20 1. *All improvements will be implemented in accordance with application, plans and proposal*
21 *received. Any additional changes must be approved by staff prior to completion.*
22 2. *Prior to the commencement of any construction activities all applicable federal, state, and*
23 *local permits shall be secured.*

24 This motion was seconded by Mr. Winch, and Chair Walker then asked Assistant Town Planner Michael
25 Foster to call for the vote. The vote was as follows:

26
27 Win Winch YES
28 Jay Kelley YES
29 Robin Dube YES
30 Vice Chair Hitchcock YES
31 Chair Walker YES

32
33 Chair Walker then stated that motion carries 5-0.

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37 Other Business
38 Chair Walker asked if anyone had any other business. Seeing none, Chair Walker then stated that he has
39 asked
40 Jeffrey Hinderlitter about the stipend for Planning Board members, and he hopes to get an answer by next
41 month's
42 meeting.

43
44 Good and Welfare
45 None

46
47 ADJOURNMENT
48 Motion to adjourn was made by Ms. Dube, seconded by Vice Chair Hitchcock, and the vote was
49 unanimous. Meeting was adjourned at 6:47pm.

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I attest the above minutes were approved by the Old Orchard Beach Planning Board on 11 July 2024.

Jeffrey Hinderliter, Town Planner