

Charles L. Waite, III, Chair
Robert N. Winn, Jr., Vice Chair
John M. Daley
Richard A. Dolliver
Madeline S. Mooney



AGENDA
MEETING OF THE OGUNQUIT SELECT BOARD
TUESDAY, MARCH 6, 2018

5:00PM - COMMITTEE WORKSHOP

- A. Zoning Board of Appeals - 5:00pm
- B. Historic Preservation Committee - 5:30pm

1.0 CALL TO ORDER: 6:00PM

- 1.1 Roll Call of Members
- 1.2 Pledge of Allegiance
- 1.3 Select Board Minutes - February 6, 2018
- 1.4 Select Board Minutes - February 20, 2018

2.0 LIQUOR AND AMUSEMENT LICENSE PUBLIC HEARINGS

- 2.1 Anchorage by the Sea - Malt, Spirituous & Vinous Liquor License Renewal
- 2.2 Anchorage by the Sea - Amusement License Renewal
- 2.3 Caffe Prego - Malt, Spirituous & Vinous Liquor License Renewal
- 2.4 Caffe Prego - Amusement License Renewal
- 2.5 Ogunquit Lobster Pound - Malt, Spirituous & Vinous Liquor License Renewal
- 2.6 So Zap - Malt, Spirituous & Vinous Liquor License Renewal

3.0 COMMITTEE APPOINTMENTS & RESIGNATIONS

- 3.1 Board of Assessment Review
- 3.2 Historic Preservation Commission

4.0 TOWN MANAGER'S REPORT

5.0 PRESENTATIONS, PROCLAMATIONS & RESOLUTIONS

6.0 PUBLIC HEARINGS

- 6.1 Consideration of Proposed Amendments to Title V (Motor Vehicle Traffic & Parking Ordinance) Parking Permits (first one free) and charging for hourly parking at Perkins Cove, Jacobs Lot and Upper Lot
- 6.2 Consideration of whether there should be changes to Dunaway Community Center Fees

7.0 UNFINISHED BUSINESS

- 7.1 Age Friendly Community Application
- 7.2 Proposed Amendments to Title V - Parking Permits & Hourly Parking Fees
- 7.3 Changes to Dunaway Community Center Fees

8.0 NEW BUSINESS

- 8.1 Select Board Action to Authorize the Town Manager to Sign Contracts (Pursuant to Ogunquit Town Charter, Article III, Section 310.12)

9.0 CITIZEN COMMENTS (For town topics not on the agenda)

The Select Board welcomes public comments and questions about Town-related issues that are not on the agenda. We ask that people keep comments on point and within 3 minutes.

10.0 OTHER BUSINESS

- 9.1 Select Board Reports and Announcements

11.0 ADJOURNMENT

OGUNQUIT

Beautiful Place by the Sea

MEMORANDUM

To: Charles Waite, Select Board Chair
From: John Daley, Selectman
Date: March 1, 2018
Re: March 6, 2018 Select Board Meeting

As I will be out of town on March 6, 2018, I am requesting that the Select Board excuse my absence from the meeting.



WORKSHOP

**Ogunquit Select Board
Tuesday, March 6, 2018
5:00 - 6:00 p.m.
Workshop Agenda**

5:00 p.m. Meet with the Zoning Board of Appeals - Jay Smith, Chair

1. Committee introductions
2. Topics of Discussion
 - A) The Committee's purpose/mission, program/projects, goals, and priorities
 - B) Committee composition:
 - Is the number of committee members appropriate? Alternates?
 - Are membership eligibility requirements appropriate? (Residents only; allow residents of neighboring communities; etc).
 - Are there certain skills sets that you'd like considered to round out the committee as new members are appointed
 - Do you have ideas to attract and retain members?
 - C) Issues/ideas
 - Are there any issues/ concerns, or obstacles that the committee is facing that hinder its ability to accomplish its work?
 - Do you have ideas/suggestions that could improve the committee's ability to do its work?
 - Are there resources you need: funding, staffing, other?

5:30 p.m. Meet with the Historic Preservation Commission - Sumner Nystedt, Chair

1. Committee introductions
2. Topics of Discussion
 - A) The Committee's purpose/mission, program/projects, goals, and priorities
 - B) Committee composition:
 - Is the number of committee members appropriate? Alternates?
 - Are membership eligibility requirements appropriate? (Residents only; allow residents of neighboring communities; etc).
 - Are there certain skills sets that you'd like considered to round out the committee as new members are appointed
 - Do you have ideas to attract and retain members?
 - C) Issues/ideas
 - Are there any issues/ concerns, or obstacles that the committee is facing that hinder its ability to accomplish its work?
 - Do you have ideas/suggestions that could improve the committee's ability to do its work?
 - Are there resources you need: funding, staffing, other?
 - D) New Applicants for Committee - Interview

Adjourn

Regular Select Board Meeting at 6:00 p.m.

11 December 2017

From: Jay Smith, Chair of the Zoning Board of Appeals

To: Pat Finnigan, Town Manager

Via: Cheryl Emery, Administrative Assistant

Subject: Ogunquit Zoning Board of Appeals (ZBA)

1. Purpose/Mission: The ZBA is are governed by Article 5 of the Ogunquit Zoning Ordinance. Powers and Duties are specifically delineated.
2. Membership: This topic is also delineated within Article 5 of the Zoning Ordinance. Specifically the Board shall consist of five full members and two alternate members who shall be residents and registered voters of the Town of Ogunquit and shall be appointed by the Board of Selectmen. These criteria are appropriate for this Board. This Board has experienced very little turnover and works well together. Citizens assigned to this Board should be intellectually astute, reasonably articulate and willing to base decisions on legal statutes and local policies vice swayed by emotion or bias. As such members of the Board shall be responsible for studying all aspects of the laws that pertain to the judgments about to be rendered. All members therefore must attain a thorough working knowledge of the local Zoning Ordinance, be familiar with the Town's Comprehensive Plan and be able to research applicable State Statutes. Knowledge of Subdivision Regulation and Municipal Codes is also recommended. The Chairperson should have a rudimentary understanding of what constitutes a Quorum, the degree that Roberts Rules of Order should be invoked, and when motions should be entertained, seconded, amended, discussed and subsequently voted upon. It is this latter point that is grossly under appreciated. Failure to control the tone and flow of a meeting can lead to confusion, rabbit chasing, overlapping motions and an erosion of public trust. Another adverse side effect could be turnover of Board membership. It is also safe to say that it takes a couple of years of hearing cases as a member before one should be considered as a candidate for Chair. The Chair should come from within the ranks or have had a similar level of responsibility elsewhere that he or she can bring to bear.
3. Skill Sets: It would be difficult to delineate a list of skill sets that could legally be adopted as pre-requisites to be a member of this Board. Theoretically any citizen should have the freedom to apply with equal opportunity to becoming a member. But in an ideal world, candidates who apply should be interviewed with the goal of attaining a balance of what I will call Indigenous Expertise. This expertise or penchant or natural inclination should include:
 - A. fundamental understanding of real estate law, use of plot maps, deed restrictions, non-conformities, flood plain zones, land use regulations etc
 - B. fundamental understanding of the historical aspects of the Town, archeological sites, landmarks; preservation of natural beauty, protection of wetlands
 - C. business oriented folks such as restaranteurs, inn keepers, small business proprietors etc

As such I would not object if the Board was comprised of a mixture of realtors, conservationists, historians, businessmen and even para-legal types. Notice I said blend not uniformity. This approach lends itself to a better dialogue and ultimately a better Decision even though, in the final analysis, the criterion within the Ordinance to approve a zoning variance is very explicit and thus ultimately trumps any Board member's predisposition or bias.

4. In conclusion:

- there are no obstacles that the Board is currently facing that hinders our ability to accomplish its work
- the Board is governed by a set of By-Laws, a copy of which is attached (probably needs a fresh look)
- we are a para-legal Board bound by certain legalistic rules so there is less room for emotional rhetoric and maximum room for jurisprudence
- the Board is currently fully manned. A copy of the current ZBA Member List is attached.

Thank you for soliciting my opinion and perspective I am prepared to expound on any aspects of interest to the Board of Selectmen or yourself.


Jay Smith
Chair, ZBA

ZONING BOARD OF APPEALS

Michael Horn	2018 Member
J. Douglas Mayer	2019 Member
Peter L. Griswold	2019 Member
Jerry DeHart	2020 Member
Jay Smith	2020 Member-Chair
Carole Aaron	2018 1st Alternate
Glenn Deletetsky	2018 2nd Alternate

Zoning Board of Appeals
Member List
As of August 1, 2017

Jay Smith (Chair)

PO Box 851
Ogunquit, ME 03907
Tel. 646-1364 = Home
Tel. 603 431-2426
e-mail: jsmith@caci.com
Term expires: June 2020

Doug Mayer

PO Box 1231, Ogunquit ME 03907
Ogunquit, ME 03907
Tel. 361-1308 - Cell
e-mail: jdmayer87@gmail.com
Term Expires: June 2019

Peter Griswold (Secretary)

PO Box 2070, Ogunquit ME 03907
Tel. 781 775-7372 = Cell
e-mail: petergriz@gmail.com
Term Expires: June 2019

Michael Horn

PO Box 62
Ogunquit, ME 03907
Tel. 646-7016 = Home
e-mail: klaxon@maine.rr.com
Term expires: June 2018

Jerry DeHart

PO Box 1801, Ogunquit ME 03907
Tel. 641-9237
e-mail: jerry@coastalgeneral.com
Term Expires: June 2020

Carole Aaron (1st Alternate)

PO Box 1806
Ogunquit ME 03907-1806
Tel. 617 266-5817
e-mail: carolejoan.aaron@gmail.com
Term Expires: June 2018

Glenn Deletetsky (2nd Alternate)

PO Box 1468
Ogunquit, ME 03907
Tel. 646-9961 = Home
e-mail: gadorp@maine.rr.com
Term expires: June 2017

Scott Heyland, CEO

PO Box 875
Ogunquit, ME 03907
Tel. 646-~~9326~~ = Work **9326**
e-mail: ceoogt@townofogunquit.org

Maryann Stacy, Recording Secretary

PO Box 875
Ogunquit, ME 03907
Tel. 646-9326 = Office
Tel. 450-0407 = Cell
e-mail: mstacy@townofogunquit.org



MUNICIPAL OFFICES
 23 SCHOOL STREET • P.O. BOX 875
 OGUNQUIT, MAINE 03907-0875
 (207) 646-5139 General Offices
 (207) 646-5140 Assessor
 (207) 646-9326 CEO
 (207) 646-9546 Town Clerk

OGUNQUIT ZONING BOARD OF APPEALS

BY-LAWS

I. GENERAL PROVISIONS

The business of the Board shall be conducted in accordance with Maine Statutes, Town Ordinances and Roberts' Rules of Order.

II. MEMBERSHIP

- a) The Board of Appeals shall be appointed by the Municipal Officers as specified in the Zoning Ordinance of the Town of Ogunquit and the Town Charter.
- b) Any Member of the Board may be removed, for cause, by the Municipal Officers before expiration of his/her term, but only after an advertised public hearing at which time the Member in question will have the opportunity to refute specific charges against him/her. The term "for cause" shall include failure to attend three (3) consecutive Board Meetings or hearings without sufficient justification or voting when a Member has a "conflict of interest". At the request of the Member in question, the Board shall discuss the matter in executive session.
- c) When there is a permanent vacancy of either a full or Alternate Member, the Chairperson shall immediately notify the Board of Selectmen. The Municipal Officers shall appoint a person to serve for the unexpired term as specified in Article 5.1.A of the Ogunquit Zoning Ordinance (page 31).

BOARD OF APPEALS BY-LAWS

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hearing, including: dates, times and places of the hearings; subject of the hearing; identification of each participant; any agreements made between parties and the Board regarding procedures and testimony presented; findings of fact and conclusions; the decision of the Board and the date of issuance of the decision. Original documents shall be filed with the Code Enforcement Office and copies are to be sent to all Members. All records are public and may be inspected at reasonable times. The Secretary, subject to the direction of the Board and the Chairperson, shall see that the recording secretary keeps Minutes of all Board proceedings, showing the vote of each Member upon every question or, if absent or failing to vote, indicating such fact. The Secretary shall also see that the recording secretary arranges proper and legal notice of hearings, attends to correspondence of the Board and other duties as designated by the Chairperson. The Minutes of Meetings shall be sent to all Members and Alternate Members. All hearings are to be tape recorded and these tapes are to be kept for a period of no less than five (5) years.

- e) ALL MEMBERS - All Members of the Board shall be responsible for:
1. Being knowledgeable of the laws that pertain to judgments they make;
 2. Having thorough knowledge of the local Zoning Ordinance;
 3. Being familiar with related local Ordinances such as regulations concerning subdivision and the Municipal Codes. Members shall also be familiar with the Comprehensive Plan and State Statutes relating to their activities; and
 4. Regular attendance at Meetings and hearings.

BOARD OF APPEALS BY-LAWS

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VI. MEETINGS

- a) The regular Meeting of the Board shall be held on the first Thursday of the month on a bi-monthly basis or as necessary.
- b) The Chairperson shall call a special Meeting within ten (10) days of receipt of a written request from the majority of the Board or from the Municipal Officers, which request shall specify the matters to be considered at such special Meeting. At least seventy-two (72) hours written notice of time, place and business of the Meeting shall be given each Member of the Board, the Municipal Officers, the Planning Board, the Code Enforcement Officer and the appellant, if any is involved.
- c) The order of business at regular Meetings of the Board shall be as follows:
 - 1) Roll call and appointment of Alternate Member, if necessary;
 - 2) Approval of the Minutes of preceding Meeting(s);
 - 3) Unfinished Business;
 - 4) New Business;
 - 5) Code Enforcement Officer Business;
 - 6) Other Business; and
 - 7) Adjournment.
- d) All Meetings of the Board shall be open to the public, except executive sessions. No votes may be taken by the Board except in public Meeting. The board shall not hold executive sessions except for consultation between the Board and its legal counsel

BOARD OF APPEALS BY-LAWS

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absent from a substantial portion of the hearing due to late arrival. The Alternate Member will act for the regular Member until the case is decided.

- e) If the Board has no Alternate Members, no regular Member shall vote on the determination of any matter requiring a public hearing unless he/she has attended the public hearing thereon or has familiarized him/herself with such matter by reading the record.

VIII. APPEALS FEE

The fee to accompany applications shall be set by the Board of Selectmen. Checks are to be made payable to the Town of Ogunquit.

IX. HEARINGS

- a) The Board shall schedule a public hearing on all appeals within (30) days of the receipt of a completed application.
- b) The Board shall cause notice of the date, time and place of such hearing, the location of the building or lot and the general nature of the question involved, to be given to the person making the application and to be published in a newspaper of general circulation in the municipality at least ten (10) days prior to the hearing. The owners of property abutting the property for which the appeal is taken shall be notified by certified mail at least ten (10) days prior to the date of the hearing.
- c) The Board shall provide, as a matter of policy, for the exclusion of irrelevant, immaterial or unduly repetitious evidence.

BOARD OF APPEALS BY-LAWS

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6. The Chairperson will give a statement of the case and will incorporate into the record, correspondence and reports filed with the Board prior to the hearing. This material shall be available for public inspection.
7. The appellant is given the opportunity to present his/her case without interruption.
8. The Board and interested parties may ask questions of the appellant through the Chair.
9. The interested parties are given the opportunity to present their case. The Board may call its own witnesses, such as the Code Enforcement Officer.
10. The appellant may ask questions of the interested parties and Board witnesses through the Chair.
11. All parties are given the opportunity to refute or rebut statements made throughout the hearing.
12. The Board shall receive comments and questions from all observers and interested citizens who wish to express their views.
13. The hearing will be closed after all parties have been heard. If additional time is needed, the hearing may be continued to a later date. All participants shall be notified of the date, time and place of the continued hearing and the reasons for the continuance.
14. Written testimony may be accepted by the Board for seven (7) days after the close of the hearing if a decision has not been reached. All written testimony shall be available for public inspection at the municipal offices during normal business hours.

BOARD OF APPEALS BY-LAWS

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XIII. AMENDMENTS

- a) These By-Laws may be amended by a majority vote of the Board.
- b) The invalidity of any section or provision of these By-Laws shall not be held to invalidate any other section or provision of these By-Laws.

**ADOPTED BY VOTE OF THE OGUNQUIT BOARD OF APPEALS ON:
9/21/00; 5/17/01; 7/18/02; 5/29/03; 5/13/04**



Land Use Office
Post Office Box 875
Ogunquit, Maine 03907-0875

Tel: 207-646-9326
ceogt@townofogunquit.org

THE OGUNQUIT HISTORIC PRESERVATION COMMISSION'S REPORT TO THE SELECT BOARD

Seven months ago, the OHPC recognized the need to modify and streamline our procedures in order to better work with the Planning Board in our issuance of recommendations regarding pre-1930's structures. Working with CEO Scott Heyland, we have adopted the following:

1. OHPC APPLICATION FORM

It was agreed that the new form should more closely mirror that of the current Planning Board Application, but with some modifications.

*Copy of the new form attached

2. SUBMISSIONS CHECKLIST

With each application is a Submissions checklist that must be completed before a hearing date is confirmed. It is the belief of the Commission that we should be provided with the same materials as the Planning Board in order to make accurate recommendations.

*Copy of the new form attached

3. TIMELINES

In order to meet the legal timeline for the Agenda Postings, it is necessary to receive the Applications and all completed information from the Submissions Checklist 7 BUSINESS DAYS PRIOR TO THE PROPOSED MEETING DATE. Our recommendations will be made available to the Applicant within 3 business days, in order to meet the Planning Board deadlines.

4. MEETING SCHEDULE

The OHPC has published our upcoming schedule through June of 2018. We meet the Wednesday following each Planning Board Meeting.

*A copy attached

CURRENT PROJECTS:

ARCHEOLOGICAL DIGS

We have been pleased to work with Maryann Stacy. She has extensive experience in archeology, having worked on numerous dig sites. During a presentation to the OHPC, she furnished us with five archeological areas within Ogunquit's borders, relating to Indian settlements, deemed of interest by The State. By a unanimous vote, it was agreed to appoint Maryann as an advisor to the OHPC for archeological

issues.

We are currently working at the rewording of Section 9.22 of The Town Ordinances relating to Archeological digs, in order to make it more equitable. As it stands now, The Commission believes that any construction site could be shut down if anyone believes there to any archeological relevance.

GRADING THE SIGNIFICANCE OF PRE-1930's STRUCTURES

As part of our efforts to streamline the OHPC Application Process, we have been formulating a grading system of relevance for all of the pre- 1930's structures in Ogunquit. Utilizing the Vision Appraisal Program, the OHPC will place structures in three categories of recommendation; IMPORTANT, SOMEWHAT IMPORTANT and NOT IMPORTANT. The criteria for the grading will be based upon CONTEXT, ARCHITECTURAL and HISTORICAL.

By instituting this system, we hope that some applicants can bypass our hearing process if the property falls into The NOT IMPORTANT CATEGORY.

Work on this project should begin within a month, and take a year to complete.

GIS COORDINATES

Several historic sites in Ogunquit, the Mile Marker and the Dolphin Post, have been deemed by the OHPC as

"threatened" by nature.

The Mile Marker is located along the Old King's Highway, dating back to the 1700's, it was used for measuring distances from Boston.

The Dolphin Post, located at the mouth of the Ogunquit River, was used by fishermen in the 1800's as a way moving their boats out of the river, against the tides and currents. A rope was attached to the post so that a fisherman could pull his boat to the open sea.

The OHPC has been working with Scott Heyland to place theses two sites on the GIS Map.

OHPC NEEDS:

It has been agreed by the members of the OHPC that we do not need funding at this time, due to a good working relationship with the Code Enforcement Office, and in particular, the dedicated efforts of Maryann Stacy.

We do need to fill the Alternate Position(s). While the minimum number for a meeting is three members, most meetings, all five members are in attendance. However, in the case of an absence, it makes for a better recommendation process with all of the seats filled.

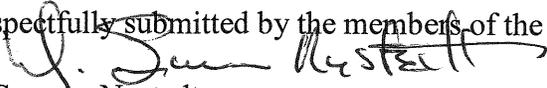
Lastly, looking toward the future, the OHPC recognizes the need to reach out to some of the younger members of our community. We would appreciate any guidance in this area.

ONGOING OBJECTIVE:

The OHPC believes that we live in a very special town, as evidenced by the number of annual tourists. Most visitors are repeat offenders; people who came here with their parents, were engaged or married here, or simply return to recapture happy memories. Many have a mental image of how our beautiful and historic seaside town looked when they first visited. We

unanimously feel, the duty of The Commission is to preserve the history and charm that keeps our guests coming back. If we're not vigilant in this effort, Ogunquit risks killing the goose that laid the golden egg. It's important for us all to remember that our architecture is our living history.

Respectfully submitted by the members of the OHPC;


D. Sumner Nystedt
Chairman

February 28, 2018

OGUNQUIT HISTORIC PRESERVATION COMMISSION (OHPC) SUBMISSIONS CHECKLIST

Applicant Name _____ Date _____

Map / Lot / Zone _____

This checklist has been prepared to assist applicants in developing their Design Review application prior to going before the Ogunquit Planning Board. It should be used as a guide in assembling the information necessary for OHPC recommendations. However, the checklist does not substitute for the text of **Article 11 / Title 11** of the Zoning Ordinance. The OHPC also will be using the checklist to make sure that your application is complete. Once the checklist is filled out according to the instructions below it should be submitted with the application form.

Note that this checklist only covers the submission requirements for OHPC recommendations. It does not address the review standards that the application must meet in other stages of the process.

		1	2
DESIGN REVIEW REQUIRED SUBMITTAL		Submitted by Applicant	Submission determined to be sufficient by the OHPC
11.6.A.1	Six copies of the site plan, and all supporting materials, including design review application form.		
11.6.A.2	Elevations of each side of the proposed building or structure to be constructed or altered, at a scale of at least ¼" = one foot, and in the case of alterations, showing conditions before and after the proposed work		
11.6.A.3	Written permission from the Applicant for OHPC to go onto the named property for the purpose of photographing the existing building(s) and/or surroundings. Copies of these photographs will be made available to the Applicant. In some cases the OHPC reserves the right to engage in a Site Visit with the Applicant.		
11.6.A.3	Manufactures Specifications/Cut Sheets: Doors, Windows, Roofing Material, Applicable Fixtures such as architectural elements including soffit, window trim, corbels; to include types of materials and styles.		
	Copies of the GIS location of subject property; abutting properties accompanied by 17 ½" x 11" photographic images		
	The OHPC may require detailed exterior plans including dimensional measurements and uses of exterior spaces.		

In addition to the above – When applicable the OHPC may require detailed exterior plans including dimensional measurements and uses of all exterior spaces.

NO APPLICATION WILL BE SCHEDULED TO GO BEFORE THE OHPC UNTIL THE APPLICATION PACKET HAS BEEN REVIEWED FOR COMPLETENESS.

Determined by the OHPC to be a complete and satisfactory application packet.

Date

OHPC Chair

**OGUNQUIT HISTORIC PRESERVATION COMMISSION MEETING SCHEDULE
JANUARY - JUNE 2018**

MEETING DATES AT 11:00 a.m.
TOWN HALL

SUBMISSION DEADLINE by Noon:

January 10th
January 24th

December 29th (Holiday Week)
January 12th

February 14th
February 28th

February 5th
February 16th (Holiday Week)

March 14th
March 28th

March 5th
March 19th

April 11th
April 25th

April 2nd
April 16th

May 16th
May 30th

May 7th
May 21st

June 13th
June 27th

June 4th
June 18th

We ask that you review The Application and Submission Guidelines. If you have questions pertaining to the information you are asked to furnish, please contact us at [sumnercovehouse @ gmail.com](mailto:sumnercovehouse@gmail.com)

Please note that all applications and required materials are to be delivered to The Land Use Office 7 business days prior to The OHPC Meetings in order to properly give public Notice of the hearings. Incomplete

Applications will be placed on the next agenda.

TOWN OF OGUNQUIT
OGUNQUIT HISTORIC PRESERVATION COMMISSION
PRE-PLANNING BOARD DESIGN REVIEW

PLEASE PRINT CLEARLY

DATE REC'D BY OHPC: _____

OHPC MEETING DATE: _____

TAX MAP: _____ BLOCK: _____

ZONING DISTRICT _____

PROPERTY OWNER (as listed on current VISION Property Tax Card)

NAME _____

MAILING ADDRESS _____

Telephone _____ e-mail address _____

APPLICANT Same as Owner Lessee

NAME _____

MAILING ADDRESS _____

Telephone _____ e-mail address _____

If applicant is different than owner you must include a letter of authorization from the property owner.

PROPERTY ADDRESS: _____

Year Built _____

Source of date: VISION Card TRIO Card Other _____

BRIEF DESCRIPTION OF PROJECT: _____

(It is important to provide a concise, clearly articulated written description of the scope of the project.
If additional space is required please feel free to attach addition pages)

To the best of my knowledge, all the above stated information submitted in this application is true and correct.

DATE

APPLICANT'S / OWNER'S SIGNATURE

HISTORIC PRESERVATION COMMISSION

Marcia Williams	2018 Member
Helen Horn	2019 Member
Leonard Wyman	2019 Member
Sumner Nystedt	2020 Member - Chair
Jerry DeHart	2020 Member
Vacant	2018 1st Alternate
Vacant	2018 2nd Alternate
Madeline Mooney	2020 Liason

Received in the

Town Clerk's Office

on 2/6/2018

at 2:15 pm

TOWN OF OGUNQUIT, MAINE
TOWN CLERK'S OFFICE

Rec. by J. DeMey
Town Clerk

23 School Street, PO Box 2122, Ogunquit, Maine 03907

Telephone: (207) 646-9546 Fax: (207) 646-5920

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

New Re-Appointment Appointment from Alternate to Full Member

PLEASE ANSWER ALL QUESTIONS ON THE FORM

NAME: Kerry Ellen Enright

RESIDENCE: 108 Woodland Hills Dr

MAILING (if different) PO Box 2122 Ogunquit ME

E-MAIL ADDRESS kerryellen@yaho.com PHONE: 207 281 4275

Please check your choices and list in order or priority by marking 1, 2, 3, etc.

- | | |
|---|--|
| <input type="checkbox"/> Bike-Pedestrian Committee | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Performing Arts Committee |
| <input type="checkbox"/> Comprehensive Plan | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Harbor Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Heritage Museum Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input checked="" type="checkbox"/> Historic Preservation Committee | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Marginal Way Committee | <input type="checkbox"/> Other _____ |

RELATED EXPERIENCE (Including other Boards/Commissions) BA History Boston College
Member Marginal Way Preservation Fund
Member, Director Ogunquit Rotary Club

I am a: (check those that apply)
 Year- Round Resident Summer Resident Ogunquit Property Owner
 Registered to Vote in Ogunquit

PLEASE SPECIFY REASON FOR APPLICATION TO THIS BOARD: Interested in
local government + committees. Also very
interested in historic preservation

Please Circle 1 on 1/24, plan on next one 2/14/18
I have/have not attended at least two (2) meetings of the Board for which application is being made. I agree to attend all meetings, except in case of sickness or emergency, and will advise the Chairperson when I am unable to attend, if appointed.

Kerry Ellen Enright
Signature of Applicant

2/6/18
Date

TITLE XI

Historic Preservation Ordinance

- 1** Title, Purpose, Authority & Definitions
- 2** Historic Preservation Commission
- 3** Historic Sites, Landmarks & Structures
- 4** Historic Preservation Commission
Review
- 5** Meetings, Hearings & Application
Review
- 6** Standards of Review
- 7** Miscellaneous Provisions

**TOWN OF OGUNQUIT
TITLE XI- HISTORIC PRESERVATION ORDINANCE**

Chapter 1 Title, Purpose, Authority and Definitions

101 Title

This Title shall be known as the “Ogunquit Historic Preservation Ordinance” and may be referred to herein as the “Ordinance”.

102 Purpose

The purposes of this Ordinance are:

- 102.1** To provide a legal framework within which the residents of the Town of Ogunquit can protect the historic, architectural, and cultural heritage of historically significant sites, landmarks and structures in the community, while accepting as appropriate, compatible new construction;
- 102.2** To prevent the loss of architectural history which serves to give beauty and pleasure to residents, attract visitors and new residents, give the Town a particular character, and educate the community about its past;
- 102.3** To protect the outward appearance and architectural features of designated sites, landmarks and structures within the Town;
- 102.4** To prevent the demolition or removal of designated sites, landmarks and structures within the Town;
- 102.5** To preserve the essential character of the Town by protecting relationships of groups of buildings and structures; and
- 102.6** To accept buildings and structures in the Town of Ogunquit, which are designed and built in a manner that is in compliance with the character of the Town.

103 Authority

Town authority to enact this Ordinance is found generally in Title 30-A of the Maine Revised Statutes Annotated, the police power to enact ordinances.

104 **Definitions**

As used in this Ordinance, unless the context otherwise indicates, the following words shall have the following meanings:

Building: Any structure having a rigid roof supported by columns or walls. Each portion of a building on separate lots and separated from other portions by a firewall, or a common wall, shall be considered a separate structure.

Certificate of Appropriateness: The certificate issued by the Historic Preservation Commission approving exterior alteration, rehabilitation, restoration, construction, reconstruction or demolition of a historic site, historic landmark or historic structure.

Certificate of Demolition: The certificate issued by the Historic Preservation Commission approving the demolition or removal of a historic site, historic landmark or historic structure.

Commission: The Historic Preservation Commission of the Town of Ogunquit.

Construction: The act of either building, erecting, enlarging, installing or moving.

Demolition: Any act or process that partially or totally destroys a structure or building.

Exterior Architectural Feature: The architectural style and general arrangement of the exterior of a site, building or structure, including, but not limited to, (a) the kind, color, and texture of the building materials, (b) the type and style of all windows, doors, lights, dormers, gable cornices, porches, decorative trim, etc., and (c) the location and treatment of any vehicular access or parking space.

Historic Landmark: A property, site or structure determined by the Commission to be historically, archaeologically, architecturally, or culturally significant, and which has been designated and approved as a historic landmark under this Ordinance.

Historic Site: Any improvement parcel of parcels which contain a historic structure or which has historic significance due to identification with historic personages, with important events in the history of the Town, state or nation, or has substantial value in tracing the history or prehistory of man; and which has been designated and approved as a historic site under this Ordinance.

Historic Structure: Any improvement which has a special character, historic interest, aesthetic interest, or other significant value which reflects the Town's cultural, social, economic, political, engineering or architectural history, and which has been designated and approved as a historic structure under this Ordinance. Where the context requires, the word “structure” shall mean building.

Improvement: Any place, structure, building, fixture, object, landscape, or topographic feature, which in whole or in part constitutes an exterior betterment, adornment, or enhancement of any real property.

Material: A substance or substances out of which a building or structure is constructed.

Structure: Any object which requires location on the ground, which utilizes ground area, or which is attached to something having location to the ground, including buildings, commercial park rides and games, satellite receiving dishes, antennae, carports, decks, and other building features, but not including fences, lampposts, sidewalks, patios, driveways and signs.

TOWN OF OGUNQUIT
TITLE XI - HISTORIC PRESERVATION ORDINANCE

Chapter 2 Historic Preservation Commission

201 Members

201.1 Number of Members: The Historic Preservation Commission shall consist of five (5) regular members, and two alternate members. The members shall be appointed by the Selectmen and shall be residents of the Town of Ogunquit.

201.2 Regular Members: Two (2) members of the Historic Preservation Commission shall be initially appointed to serve terms of three (3) years; two (2) shall initially be appointed to serve terms of two (2) years, and the remaining member shall be appointed to serve a term of one (1) year. All appointments thereafter shall be for a term of three (3) years except in those instances where the appointment is made to fill a vacancy in an unexpired term, in which case the appointment shall be made for the remainder of the unexpired term. The Selectmen shall act within sixty (60) days to fill a vacancy, including expired terms. Appointments will be made in accordance with the Town Charter.

201.3 Alternate Members: Alternate members shall serve until replaced or appointed as a regular member. They shall participate in all hearings and discussions. They shall vote only if the Chairman appoints an alternate to act in place of a regular member who is absent or has been disqualified from participation because of a conflict of interest. Once appointed, the alternate shall act as a voting member until the application has been approved or denied.

201.4 Advisory or Consultant Members: In addition to regular and alternate, members, the Selectmen may appoint other persons, not necessarily residents of the Town of Ogunquit, who shall serve in an advisory or consultant basis to assist members of the Historic Preservation Commission in the performance of their duties. Advisory or consultant members shall participate in all hearings and discussions, but they shall not be voting members. They shall serve during the pleasure of the Historic Preservation Commission.

201.5 Removal for Cause: Any regular or alternate member may be removed for cause by the Selectmen upon written charges and after a public hearing.

201.6 Compensation; Continuity in Office: Regular and alternate members shall serve without compensation. Members shall continue in office after expiration of their terms until their successors have been duly appointed and qualified.

202 **Election of Officers**

The Historic Preservation Commission shall annually elect a chairman, vice-chairman, and secretary from among its membership. They shall be elected by the Commission, shall serve a term of one (1) year, and shall be eligible for re-election to an unlimited number of terms. The annual organizational meeting shall be the first regular meeting after annual commission appointments by the Board of Selectmen.

203 **Officers**

203.1 The Chairman shall preside at all meetings and hearings of the Historic Preservation Commission, and have authority to appoint committees, call work sessions and preside over executive sessions.

203.2 The Vice-Chairman shall act for the Chairman in his or her absence.

203.3 The Secretary shall keep complete and accurate minutes and records of Historic Preservation Commission meetings; prepare agendas for meetings with the Chairman; provide notice of meetings to members; arrange proper and legal notice of hearings; attend to all correspondence of the Historic Preservation Commission and to other duties normally carried out by a Secretary. The Secretary shall keep a complete and accurate record of all resolutions, transactions, correspondence, findings and determinations of the Historic Preservation Commission and shall maintain attendance records, resumes of Historic Preservation Commission Members, and appointments of Historic Preservation Commission Members. All records shall be deemed public and may be inspected at reasonable times.

204 **Duties, Functions and Powers of the Historic Preservation Commission**

The Historic Preservation Commission shall have the following duties, functions and powers:

204.1 To assist, advise and educate owners of historic sites, landmarks and structures, and various departments of the Town of Ogunquit,

on physical and financial aspects of preservation, renovation, rehabilitation, and reuse.

- 204.2** To assist, advise and educate owners on compliance with requirements of this Ordinance to the extent possible with any funding that may be available to the Historic Preservation Commission.
- 204.3** To provide continuing education on historic preservation issues to local citizens.
- 204.4** To process applications for Certificates of Appropriateness and Certificates of Demolition.
- 204.5** To serve an advisory role to local government officials regarding local historical and cultural resources, and act as liaison between local government and those persons and organizations connected with historic preservation.
- 204.6** To make recommendations to the Selectmen in accordance with the procedures set forth in Chapter 3 hereof, for establishing or revising historic sites, historic landmarks, and historic structures.
- 204.7** To review all proposed National Register nominations for properties within the Town of Ogunquit.
- 204.8** To review all areas, sites, landmarks and structures listed on the National Register of Historic Places and make recommendations to the Selectmen for the adoption of ordinances designating them as historic sites, historic landmarks or historic structures.
- 204.9** To conduct or initiate a survey to identify historically, culturally, architecturally and archaeologically significant areas, sites, landmarks and structures in accordance with Maine Historic Preservation Commission guidelines.
- 204.10** To keep a register of all sites, landmarks and structures that have been designated as historic sites, historic landmarks or historic structures, including all information required in support of each designation.
- 204.11** To establish a schedule of reasonable fees for applicants based on notification costs, reviewing costs, and costs of construction, which will be forwarded to the Board of Selectmen for final approval.

- 204.12** To receive fees, to accept grants, appropriations and gifts of money and services, and to use its financial resources to employ clerical and technical assistance, publish educational materials, conduct surveys of properties, all to assist in the performance of its duties.
- 204.13** To request reports and recommendations from Town departments and agencies and from other organizations and sources, who may have information or can advise on an application or its impact on the Town.
- 204.14** To appoint citizens' committees, and testify before other Town boards whenever appropriate.
- 204.15** To adopt bylaws or additional operating procedures and policy statements consistent with the intention of this Ordinance and State enabling legislation.
- 204.16** To waive any procedural rule adopted by the Historic Preservation Commission by majority vote upon good cause shown.
- 204.17** To take any action necessary or appropriate to implement the purposes of this Ordinance.

TOWN OF OGUNQUIT
TITLE XI - HISTORIC PRESERVATION ORDINANCE

Chapter 3 Historic Sites, Historic Landmarks and Historic Structures

301 Criteria for Designation

The historic sites, historic landmarks and historic structures established in accordance with this Ordinance shall meet one or more of the following criteria, without limitation as to cultural or chronological period:

- 301.1** Structures or sites at which events occur or have occurred that contribute to and are identified with or significantly represent or exemplify the broad cultural, political, economic, military, social, or sociological history of the Town of Ogunquit, the State of Maine or the nation, including sites, structures and buildings at which visitors may gain insight or see examples either of particular items or of larger patterns in the North American heritage.
- 301.2** Structures or sites associated with historic personages, great ideas or ideals.
- 301.3** Structures or structural remains and sites embodying examples of architectural types or specimens valuable for study of a period, style, or method of building construction, of community organization and living, or of landscaping; or a notable structure or site representing the work of a master builder, designer, architect or landscape architect.
- 301.4** Structures contributing to the visual continuity of the Town.
- 301.5** Those sites or areas on or eligible for listing on the National Register of Historic Places or as a National Historic Landmark.

302 Designation of Historic Sites, Historic Landmarks and Historic Structures

- 302.1** Contents of Application. Historic sites, historic landmarks and historic structures shall be established and designated pursuant to Section 303 of this Ordinance. Any application for the designation of a historic site, landmark or structure shall be in writing, directed to the Chairman of the Historic Preservation Commission, and shall include the following:
- a. A description of the physical elements, qualities, architectural style, period and historical significance

represented by the proposed site, landmark or structure, including a consideration of scale, materials, workmanship and spatial qualities as relevant.

- b. A statement of how the proposed site, landmark or structure meets the qualifications of Section 301.
- c. A map showing the proposed boundaries, and a written justification of the boundaries.
- d. Photographs of the proposed site, landmark or structure illustrating the significant detail(s) described in Section 302.1(a).

The Historic Preservation Commission may require such additional documentation or evidence as it may determine to be necessary, including plans, drawings and elevations and, notwithstanding any time limit for any action or decision in this Ordinance, it may continue a proceeding for such additional time as it may reasonably take for the applicant or any other party to comply with the request for additional documentation.

302.2

Initiation of Application: An application for the establishment or designation of a historic site, historic landmark or historic structure shall be initiated only by the owner of the property or a qualified agent. An owner is anyone with 51% or more ownership of a property.

302.3

Review of Application for the Designation of Historic Sites, Historic Landmarks or Historic Structures

The Historic Preservation Commission shall review the applications for designation of historic sites, historic landmarks and historic structures. Before making the Historic Preservation Commission's recommendations to the Secretary, the Historic Preservation Commission shall conduct studies and research on the proposal. The Historic preservation Commission may appoint individuals or organizations to assist in the study. The Historic Preservation Commission shall forward a draft of the application to the Planning Board and the Maine Historic Preservation Commission for review and comment.

302.4

Public Hearing

- a. A public hearing shall be held within sixty (60) days of receipt of a completed application for designation. Written

notice of the application shall be given by certified mail, return receipt requested, thirty (30) days prior to the hearing date to the applicant(s), the owner of the property that is the subject of the proposed designation, owners of all property within one hundred (100) feet of the boundaries of the proposed historic site, landmark or structure, and all other persons found by the Historic Preservation Commission to have special interest in the application, including any historical organizations in the Town.

- b. Failure of any property owner to accept or receive notice of the hearing shall not constitute grounds for Objection by such property owner, and shall not invalidate any recommendations made by the Historic Preservation Commission.
- c. Notice of the hearing shall be included in a newspaper of general circulation at least ten (10) days prior to the hearing date.
- d. At the public hearing, the Historic Preservation Commission may call witnesses, including experts, as it deems necessary. The Commission may view the parcels at issue and direct the conduct of an independent investigation into the proposed designation.

302.5 Final Report

Within sixty (60) days after the public hearing, the Historic Preservation Commission shall report its findings on the application, including the views of affected and interested parties, and give its recommendations to the Selectmen.

302.6 Designation by Town Meeting

The designation of historic sites, historic landmarks and historic structures shall be enacted by Town Meeting conducted in accordance with State and Municipal laws.

303 **Historic Sites, Landmarks and Structures Designated**

The following described structure in the Town of Ogunquit is hereby designated a historic structure:

Perkins Cove Bridge
Winn House

304 Amendment and Rescission of Designation

Amendment or rescission of any designation shall be upon the request of a person or persons authorized to designate the property or structure affected, or upon request of the Selectmen, and shall follow the procedure set forth in Section 302 for designation. The designation may only be amended or rescinded by action taken at Town Meeting.

305 Addition to, or Removal From, Shoreland and Zoning Map

All approvals of the designation of a historic site, historic landmark or historic structure, amendments to such designations, or rescissions of such designations shall be designated as such on, or removed from, the Ogunquit Shoreland and Zoning Map.

TOWN OF OGUNQUIT
TITLE XI - HISTORIC PRESERVATION ORDINANCE

Chapter 4 Historic Preservation Commission Review

401 Application of Zoning Ordinances

Uses permitted in or on historic sites, landmarks or structures shall be those set forth in the provisions of the Ogunquit Zoning Ordinance for the zone in which such site, landmark or structure is located.

402 Improvements Not Requiring Historic Preservation Commission Review

402.1 Nothing in this Ordinance shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of any historic site, historic landmark or historic structure where such repair does not involve a change in design, material, or appearance.

402.2 Nothing in this Ordinance shall restrict impermanent or easily reversible alterations such as storm windows, storm doors, window air conditioners, shutters, paint, or signs.

402.3 Nothing in this Ordinance shall prevent the construction, reconstruction, alteration, or demolition of any building or structure where construction is in accordance with a valid building permit issued prior to the date of adoption of this Ordinance.

403 Improvements Requiring Historic Preservation Commission Review

A Certificate of Appropriateness or a Certificate of Demolition issued by the Historic Preservation Commission shall be required for:

403.1 A physical change in the exterior of building or structure in or on any historic site, historic landmark or historic structure, by addition, reconstruction, alteration, or restoration, whether or not a building permit is required.

403.2 Construction of a new principal or accessory structure in or on a historic site or historic landmark.

403.3 Construction of an addition to or alteration of a historic site or historic structure.

403.4 The moving or relocation of any historic site, historic landmark or historic structure, or of any building or structure thereon.

403.5 Public improvement projects including lighting, sidewalk, paving, utility distribution, street beautification, curbing, where such improvement(s) are in, on or immediately adjacent to any historic site, historic landmark or historic structure.

403.6 Cleaning the exterior surfaces of historic sites or historic structures by chemical or physical means, which may cause physical damage to the structure.

404 **Applications for Certificates of Appropriateness or Demolition**

Applications for a Certificate of Appropriateness or a Certificate of Demolition shall be obtained from the Code Enforcement Officer.

405 **Qualifications of Applicant**

Applications for a Certificate of Appropriateness or a Certificate of Demolition may only be submitted by the owner or any other party showing sufficient right, title or interest in the property. Further, the applicant shall demonstrate adequate technical capacity and financial capacity to complete any change proposed to be undertaken under the Certificate of Appropriateness or Certificate of Demolition.

The Historic Preservation Commission may impose reasonable conditions, including the provision of adequate financial security, to ensure that actions taken under the Certificate of Appropriateness or Certificate of Demolition will be successfully prosecuted to completion in a timely and workmanlike manner.

406 **Application Procedure**

406.1 Written application for the Certificate of Appropriateness or a Certificate of Demolition shall be submitted with the required exhibits and the required fee as per Section 407 of this Ordinance.

406.2 The Code Enforcement Officer shall date the application, all exhibits, and fees, and promptly submit the application to the Chairman of the Historic Preservation Commission.

406.3 The Chairman shall forward fees to the Town Treasurer.

406.4 A completed application, received seven (7) days prior to a scheduled, meeting, shall be placed on the agenda for the meeting

following the scheduled meeting. The applicant shall be notified of the meeting date.

407 **Application Contents**

407.1 Types and kinds of improvements to be considered minor shall be:

- a. Application or use of exterior materials of a different kind, type, color or texture than those already in use.
- b. All improvements, alterations, and renovations, which can be accomplished without obtaining a building permit.
- c. Landscaping

407.2 Applications for improvements considered minor shall contain:

- a. The applicant's name, mailing address, and interest in the subject property.
- b. The owner's name and mailing address, if different from the applicant's.
- c. The address or location of the subject property.
- d. A location or vicinity map clearly showing the location of the project.
- e. A description of the improvement requiring the issuance of a Certificate of Appropriateness.
- f. Current photographs of the property showing the property's current condition, which accurately represents the existing materials, textures and colors.
- g. Current photographs of all adjacent sites, buildings, structures, and other improvements clearly showing the style and character of the area.
- h. The Historic Preservation Commission may request a drawing or drawings of the exterior elevations, drawn to scale, showing complete architectural details, including all exterior equipment and appurtenances located on the roof, in the walls, and on the ground. All existing and proposed materials and finishes shall be identified and noted on the

elevation. Professional drawings shall not be required except as the Commission may otherwise determine.

- i. The application fee.

407.3

Types and kinds of improvements to be considered major shall be:

- a. Construction of a new principal or accessory structure in or on a historic site or historic landmark.
- b. Any addition to or alteration of a historic site or historic structure, which increases the square footage in that building or otherwise alters its size, height, contour, or outline.
- c. Alteration of a roofline.
- d. Cleaning the exterior surfaces of historic sites or historic structures by chemical or physical means, which may cause physical damage to the structure.

407.4

Applications for improvements considered major shall contain:

- a. The applicant's name, mailing address, and interest in the subject property.
- b. The owner's name, mailing address, if different from the applicant's.
- c. The address, or location of the subject property.
- d. A location or vicinity map clearly showing the location of the project.
- e. A description of the project which shall include a statement why the structure or building to be demolished does not contribute to the site, landmark or structure.
- f. Current photographs of the property, showing its condition, and accurately representing the existing materials, textures, and colors. All photographs shall be labeled to indicate the direction of viewing.
- g. Current photographs of all adjacent sites, buildings, structures, and other improvements clearly showing the

style and character of the area. All photographs shall be labeled to indicate the direction of viewing.

- h. A completed application with required exhibits for a Certificate of Appropriateness for any new construction proposed for the site.
- i. The application fee.

TOWN OF OGUNQUIT
TITLE XI - HISTORIC PRESERVATION ORDINANCE

Chapter 5 Meeting, Hearings and Application Review

501 Meetings of Commission

The Historic Preservation Commission shall hold meetings at the call of the Chair or at the call of any three members, provided that public notice shall be given as provided for elections. In the event of emergency meetings, local representatives of the media shall be notified. Notification shall include the time, date and location of the meeting.

502 Open Meetings

All meetings of the Historic Preservation Commission shall be open to the public, except for executive sessions held under the Maine Freedom of Access Act, Title 1 M.R.S.A. Section 405, as the same may be amended or replaced.

503 Notice to Applicant

Prior to issuance of a Certificate of Appropriateness or Certificate for Demolition, the Historic Preservation Commission shall notify the applicant of consideration of his or her application.

504 Notice to Owner

No final action shall be taken by the Historic Preservation Commission which could in any manner deprive or restrict the owner of a property in its use, alteration, maintenance, disposition or demolition, until such owner either has knowledge of the proceeding or is sent a notice by certified mail, return receipt requested, offering an opportunity to be heard.

505 Action by Commission

If the application is judged complete by the Historic Preservation Commission, the Commission shall:

505.1 Vote on the application; or

505.2 Postpone action on the application for no more than thirty-five (35) days; or

505.3 Schedule a public hearing within thirty-five (35) days thereof unless the applicant agrees in writing to a later date.

506 **Quorum**

A quorum shall consist of three (3) voting members.

507 **Conflict of Interest**

No member of the Historic Preservation Commission shall participate in the hearing or disposition of any matter in which he or she has a direct or indirect pecuniary interest, or any interest that would create the appearance of a conflict of interest.

508 **Approval of Certificates**

Certificates must be approved by majority vote. A tie vote shall result in denial of the application.

509 **View of Premises**

The Historic Preservation Commission, in its discretion, and with the owner's consent, shall view the premises and obtain additional facts concerning the application before arriving at a decision.

510 **Public Hearing**

At the request of the applicant, or where the Historic Preservation Commission deems it necessary, a public hearing shall be scheduled and the following procedures shall be followed:

510.1 Notice of the hearing shall be mailed to the Code Enforcement Officer, the Planning Board, the applicant, the owner of the property if different from the applicant, owners of property within one hundred (100) feet of the boundaries of the historic site, landmark or structure, and any consultants and professional advisors of the Historic Preservation Commission.

510.2 The time, date and place of the hearing shall be published in a newspaper of general circulation at least ten (10) days prior to the hearing.

510.3 The hearing shall be continued only for good cause shown.

510.4 The Historic Preservation Commission shall act on the application within twenty (20) days of the hearing date, unless the applicant shall agree in writing to an extension.

510.5 Failure to render a decision within the specified time shall be deemed to constitute disapproval by the Historic Preservation Commission.

511 **Approval**

If the application is approved or deemed approved by the Historic Preservation Commission, the Commission shall issue a certificate signed by the members, which may include any changes, conditions, or stipulations necessary to fulfill the intent of this Ordinance. The approval shall include sufficient written or graphic material to be strictly enforceable. The decision shall be dated and forwarded to the Code Enforcement Officer for issuance of any necessary permits.

512 **Disapproval**

If the Historic Preservation Commission determines that a Certificate of Appropriateness or Demolition should not be issued, it shall place upon the record the reasons for denial. The Historic Preservation Commission shall notify the applicant of such determination, furnishing him or her with an attested copy of the reasons for denial, as appearing in the records of the Historic Preservation Commission. A copy shall be sent to the Code Enforcement Officer.

513 **Term of Certificates of Appropriateness and Certificates of Demolition**

Certificates of Appropriateness and Certificates of Demolition shall be valid for a period of one year from the date of issuance.

514 **Other Permits and Approvals**

The issuance of a Certificate of Appropriateness shall not relieve the applicant from obtaining other permits and approvals required by the Ogunquit Zoning Ordinance, by the Ogunquit Municipal Codes or by state or federal law.

TOWN OF OGUNQUIT
TITLE XI - HISTORIC PRESERVATION ORDINANCE

Chapter 6 Standards of Review

601 In General

The standards and requirements contained in this section and in the United States Secretary of the Interior's Standards for Rehabilitation set forth at 36 C.F.R. § 67.7, as the same may be amended or replaced, shall be used to review applications for Certificates of Appropriateness for major and minor improvements, and Certificates of Demolition for the demolition of any historic structure.

602 Reconstruction, Renovation and Alterations

602.1 A building or structure classified as a historic site, landmark or structure, or an appurtenance related to such sites, landmarks or structures, including but not limited to walls, fences, light fixtures, steps, paving, etc., shall not be altered, renovated or reconstructed, and no Certificate of Appropriateness shall be issued for such action, unless they will preserve or enhance the historical and architectural character of the building or structure, and are visually compatible with the area within the Town of Ogunquit.

602.2 Rehabilitation work shall not destroy distinguishing qualities or characteristics of a building, structure, or its setting. Distinctive stylistic features such as molding, brackets, windows, doorways, porches, etc., which characterize historic structures shall be preserved wherever possible.

602.3 Deteriorated architectural features, such as balustrades, brackets, windows, etc., shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new feature shall match the feature being replaced. Replacement of missing architectural features shall be based on physical or pictorial evidence to the extent available.

602.4 The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used.

603 Construction of New Structures or Additions to Existing Structures

603.1 The construction of a new principal or accessory structure, or the construction of an addition to a historic site or historic structure,

shall be of such design, form, proportion, mass, configuration, building material, texture, and location on a lot as will be compatible with the existing structure in scale, architectural design and texture, and with streets and open spaces to which it is visually related.

603.2 The Historic Preservation Commission shall review such elements as screening, fencing, off-street parking, entrances, lighting, and landscaping to protect the area's visual character.

604 **Demolition or Removal of Existing Historic Sites, Landmarks or Structures**

604.1 Standards for Demolition or Removal: In reviewing an application for demolition or removal of an existing historic site, landmark or structure, the Historic Preservation Commission shall initially determine:

- a. whether the building or structure is of such historic significance that its demolition would be detrimental to the public interest;
- b. whether the demolition of the building or structure would be contrary to the purpose and intent of this Ordinance;
- c. whether the building or structure is of such old, unusual or uncommon design, texture or material that it could not be reproduced or could be reproduced only with great difficulty or expense; and
- d. whether the retention of the structure would encourage the study of the Town's history, architecture and design or develop an understanding of the Town's culture and heritage.

Any of the above factors shall mitigate against demolition or removal.

Notwithstanding the above, approval of the application for demolition or removal shall be appropriate when either of the following factors exist:

- a. The structure is in such deteriorated condition that it is not structurally or economically feasible to preserve or restore it, provided that any hardship or difficulty claimed by the owner, which is self-created or the result of any failure to

maintain the structure in good repair, cannot qualify as a basis for the issuance of a Certificate of Demolition.

- b. The denial of the application would deny the owner of the structure all economically viable use of the property.

604.2 Structures Deemed a Nuisance or Dangerous: Nothing contained in this Ordinance shall prohibit the Issuance of orders, citations or other enforcement action relative to any historic site, historic landmark or historic structure that has been determined a nuisance or dangerous by the Selectmen or a court in accordance with Title 17 M.R.S.A. Section 2851, as the same may be amended or replaced. In such case, the Selectmen shall order the Historic Preservation Commission to approve the application for demolition.

604.3 Damaged Structure: When repair or reconstruction of a damaged structure would cost more than 50% of the fair market value of the structure before the damage occurred, the structure may be restored to its original design, or demolished and replaced with new construction which meets the requirements of this Ordinance.

604.4 Decayed Structure: When repair or reconstruction is necessitated by the decay of a structure, which decay is not the result of any failure of the owner to maintain it in good repair, the structure may be restored to its original design, or demolished and replaced with new construction which meets the requirements of this Ordinance.

605 Visual Compatibility Factors

605.1 In General

New construction of a principal or accessory structure to, or addition to, or the alteration of, existing historic sites, historic landmarks or historic structures shall be visually compatible with the existing structure and with other buildings, structures, streets and open spaces within the area. Applications for Certificates of Appropriateness and Demolition shall be reviewed in terms of the following:

- a. Height: The height of proposed buildings or structures shall be compatible with the existing buildings or structures.
- b. Proportion of Buildings Front Façade: The relationship of the width of the building to the height of the front elevation

shall be visually compatible with buildings, structures, and open spaces within the area.

- c. Proportion of Opening with the Façade: The relationship of the width of the windows to height of windows and doors in a building shall be visually compatible with those of windows and doors of buildings within the area.
- d. Rhythm of Solids to Voids in Front Facades: The relationship of solids to voids in the front facade shall be visually compatible with that of the buildings within the area.
- e. Rhythm of Spacing of Buildings or Structures on Streets: The relationship of buildings or structures to the open space between them and adjoining buildings or structures shall be compatible with those of buildings or structures in the area.
- f. Rhythm of Entrance and/or Porch Projection: The relationship of entrance and porch projections to the street shall be compatible with those of buildings in the area.
- g. Relationship of Materials, Textures and Color: The relationship of materials, textures, and color of buildings or structures shall be compatible with those materials used in the buildings or structures to which they are visually related.
- h. Roof Shapes: The roof shape of a building shall be compatible with that of buildings to which it is visually related.
- i. Scale of Buildings: The size of the building, the building mass in relation to open spaces, the window and door openings, porches and balconies shall be compatible with those characteristics of buildings or structures and spaces to which they are related.
- j. Orientation: A building or structure shall be compatible with the building or structure to which it is visually related in its directional character, whether this be vertical, horizontal or non-directional in character.

TOWN OF OGUNQUIT
TITLE XI - HISTORIC PRESERVATION ORDINANCE

Chapter 7 Miscellaneous Provisions

701 Appeal to Planning Board

The applicant or any person who has participated in opposition to the application and has demonstrated a particularized harm may, within thirty (30) days of the decision of the Historic Preservation Commission to approve or disapprove a Certificate of Appropriateness or Certificate of Demolition, file an appeal with the Planning Board. If a timely appeal is received, the appeal shall be placed on the agenda of the Planning Board. Review by the Planning Board shall be appellate in nature. The Planning Board shall deny the appeal unless it finds that the action of the Commission was arbitrary or capricious or was not based on substantial evidence. Except where the Planning Board determines that injustice would result, the Planning Board shall determine the appeal without considering any facts or arguments, which were not presented to the Commission. Where the Planning Board finds it necessary to consider new evidence in order to do substantial justice, it shall remand the matter to the Commission for further consideration, unless it determines that the resulting delay would likely result in undue hardship to the applicant.

702 Enforcement

The Code Enforcement Officer shall, from time to time, inspect those historic sites, historic landmarks and historic structures for which a Certificate of Appropriateness or Certificate of Demolition has been issued to ensure compliance with the terms of the Certificate and to otherwise ensure compliance with this Ordinance.

703 Fines for Violation

Failure to perform any act required by this Ordinance, or the performance of any act prohibited by this Ordinance or of any conditions or any certificate issued hereunder, shall constitute a violation and be subject to fine as provided in Title 30-A M.R.S.A. Section 4452, as the same may be amended or replaced. Each day on which there is failure to perform a required act or on which a violation exists shall constitute a separate violation for purposes of this section.

704 Other Remedies

Notwithstanding the provisions of Sections 702 and 703 of this Ordinance, the Town may institute appropriate proceedings at law or in equity to prevent or remedy any violation of this Ordinance.

705 Severability

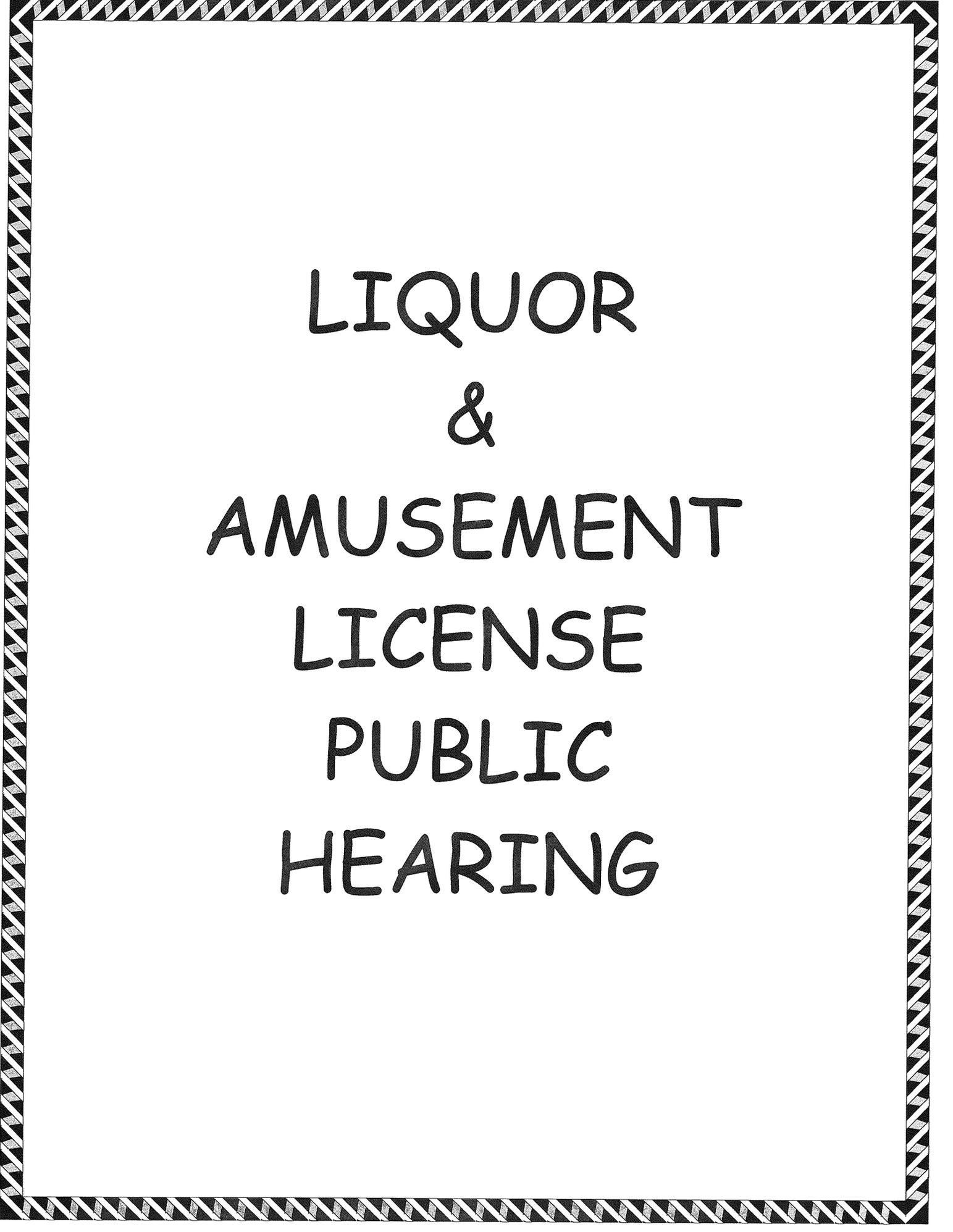
If any provision of this Ordinance is held invalid, the validity of the remainder of this Ordinance shall not be affected thereby.

Adopted by vote of the Municipality on April 3, 2000

A True Copy,

Attest: s/s Judy Shaw-Kagiliery
Judy Shaw-Kagiliery, Town Clerk

Dated: June 29, 2000



LIQUOR
&
AMUSEMENT
LICENSE
PUBLIC
HEARING

OGUNQUIT

Beautiful Place by the Sea

PUBLIC HEARING NOTICE

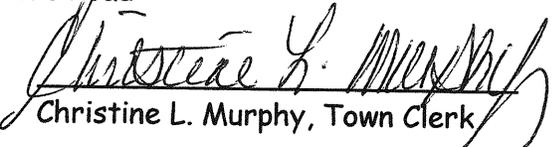
The Ogunquit Board of Selectmen will hold a Public Hearing on Tuesday, March 6, 2018, at 6:00 PM in the Auditorium of the Dunaway Community Center on School Street, Ogunquit, Maine for the following application(s):

MALT, SPIRITUOUS & VINOUS LICENSE (RENEWAL)

Anchorage by the Sea	125 Shore Road
Caffe' Prego	44 Shore Road
Ogunquit Lobster Pound	504 Main Street
So Zap	185 Main Street

AMUSEMENT LICENSE (RENEWAL)

Anchorage by the Sea	125 Shore Road
Caffe' Prego	44 Shore Road


Christine L. Murphy, Town Clerk

Posted by:



Patricia L. Arnaudin, Police Chief

Posted: February 27, 2018
Dunaway Community Center
Ogunquit Post Office
Ogunquit Transfer Station
WOGT



Ogunquit Fire Dept (ME)
13 School St.
Ogunquit, ME 03907

Fire Dept Violation Notice

February 26, 2018

ANCHORAGE BY THE SEA
125 Shore RD
Ogunquit, ME 03907

Congratulations, an inspection of your facility on Feb 26, 2018 revealed no violations.

Firefighter/
Ogunquit Fire Department
(207) 646-5112

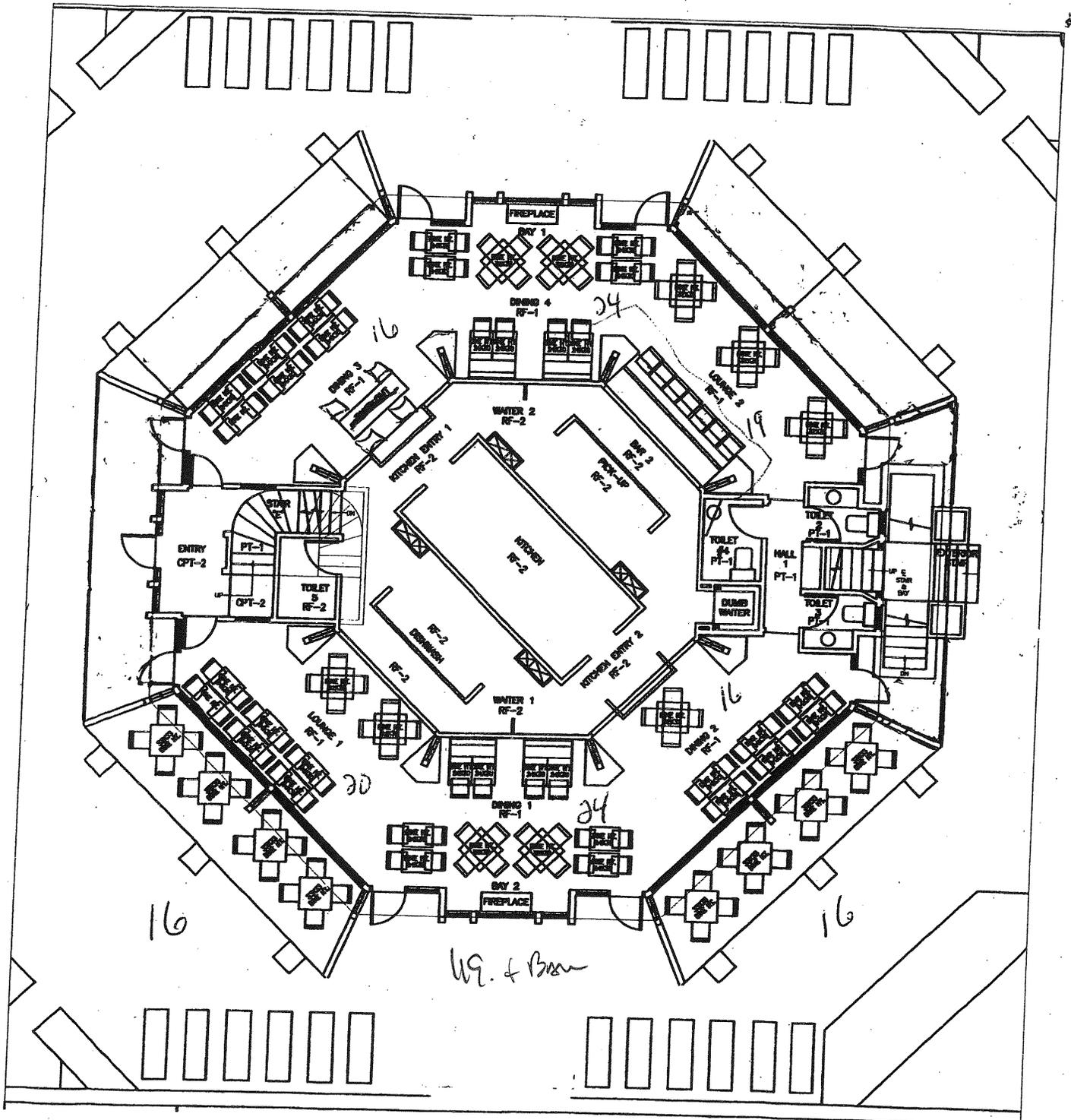
A large, stylized handwritten signature, likely 'David Moore', written in black ink.

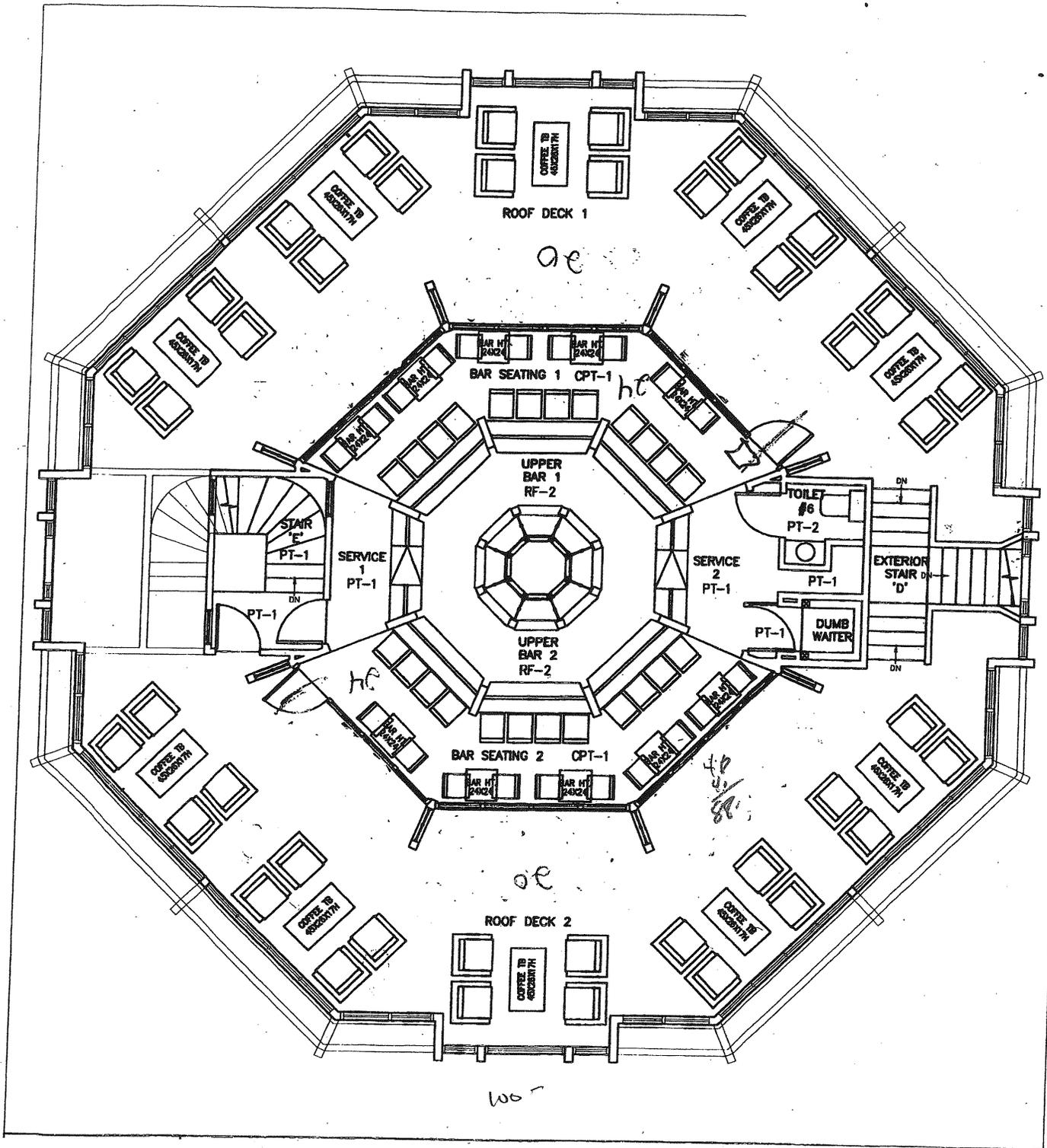
4220006 David Moore
Inspector

A handwritten signature in black ink, appearing to read 'Gary'.

Gary

Office





100 -

OGUNQUIT

Beautiful Place by the Sea

OGUNQUIT AMUSEMENT LICENSE APPLICATION

NEW RENEWAL FOR THE YEAR:

BUSINESS NAME: *Anchorage by the Sea*

BUSINESS ADDRESS: *125 Shore Rd.*

BUSINESS PHONE # *646-9384* HOME PHONE # ~~XXXXXXXXXXXXXXXXXXXX~~

BUSINESS REG # *2018-15* ISSUE DATE: *2/21/18* MAP: *006* LOT: *74*
(Business Registration)

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: *190*

NATURE OF BUSINESS: *restaurant*

FORM OF ENTERTAINMENT: (Please be specific)

*Acoustical Guitar
Piano
night, 1hr22*

APPLICANT: *Michael Ramsey* ADDRESS: *74 Beachwood Lane*

HAS YOUR LICENSE TO CONDUCT THIS BUSINESS EVER BEEN DENIED, SUSPENDED OR REVOKED?
YES NO

If, YES, please explain:

HAVE YOU, ANY PARTNERS OR CORPORATE OFFICERS EVER BEEN CONVICTED OF A FELONY?

YES NO

If, YES, please explain:

NOTE - SPECIAL ATTENTION

APPLICATION MUST BE SUBMITTED NINETY DAYS (90) PRIOR TO THE EXPIRATION OF THE EXISTING LICENSE.

Please consult Title IX, Chapter 3 of the Ogunquit Municipal Code for all provisions applicable to this license. "Entertainment" is defined as follows in said Code:

"Entertainment shall include dancing by and for patrons, any music, videogames, devices, machines and any other amusement, performance, exhibition, diversion or other activity with an entertainment value whether provided for or used by patrons, independent contractors, employees or proprietors. Entertainment shall not include televisions or radios nor shall it include "background music" meaning music not involving live performers and not used for dancing and which music is only incidental to the primary activity offered."

ATTENDANCE AT PUBLIC HEARING IS REQUIRED

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I, the undersigned applicant, acknowledge there has been no change to the business noted above by way of ownership, partnership, location, nature of business or structural change(s) to the building(s) housing the business since _____

(Insert date when change was made)



 PROPERTY OWNER'S SIGNATURE



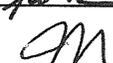
 APPLICANT'S SIGNATURE

THE FOLLOWING MUST BE SUBMITTED WITH THIS APPLICATION:

1. All applications shall be accompanied by two (2) scale drawings at a scale of one (17") inch to ten (10') feet depicting the floors of the building in which the entertainment is to be located, all entrances and exits and all areas open to patrons indicating in each area the use made by patrons and indicating the floors and areas for which the applicant seeks a license.
2. Applicants for video game entertainment shall present, to scale, floor plans depicting the location and floor area of these devices and the location of the supervisor(s). Machines shall be listed by function and serial number.
3. Applicants for patron dancing entertainment shall present to scale floor plans depicting the location and size of the dance floor(s).
4. Each application shall constitute a new application and all required information must be included. Licenses expire on May 31st of each year.

FOR OFFICE USE ONLY

TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		Yes	No	Yes	No	
Police Chief	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire Chief		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3-1-18
Code Officer		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2-28-18

Received by:  Fee \$ 100.00 Date Paid 2/20/18
 (Town Clerk's Office)

Check / Cash 37105
 Filed with Liquor License Application

Date posted: 2/27/2018 Date Heard: 3/16/2018 Date Approved: _____ Date Denied: _____

OGUNQUIT BOARD OF SELECTMEN

2/22/2018

@ 10:00am

OGUNQUIT

Beautiful Place by the Sea

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW RENEWAL FOR THE YEAR: 2018
 CURRENT LICENSE EXPIRATION DATE: 5/17/18

BUSINESS NAME: CAFFÉ PREGO LLC
 APPLICANT: DOJATA J. TRAMUTO
JEFFREY S PORTER
 EMAIL: ~~jsporter@outlook.com~~
 BUSINESS REG #: 2018-138 ISSUE DATE: 2/20/2018 MAP: 006 LOT: 037
 OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 35 INSIDE, 45 OUTSIDE

NOTE - SPECIAL ATTENTION

Applicants must procure the signatures of the following Town Officials, submit an original drawing at a scale of one inch (1") equals ten feet (10') of all areas on the premises which are open to the public and return said drawing with this completed application to the Town Clerk before a public hearing can be scheduled by the Select Board. APPLICATIONS MUST BE SUBMITTED NINETY (90) DAYS PRIOR TO THE EXPIRATION OF THE EXISTING LICENSE.

TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		YES	NO	YES	NO	
Police Chief		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Chief	<i>M. Blinn</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2-23-18
Code Officer	<i>J. M.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2-23-2018

ATTENDANCE AT PUBLIC HEARING IS REQUIRED

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I, the undersigned applicant, acknowledge there has been no change to the business noted above by way of ownership, partnership, location, nature of business or structural change(s) to the building(s) housing the business. Knowingly supplying false information on this application is a Class D offense under the Criminal Code and is punishable by confinement of up to one (1) year or by a monetary fine of up to \$500 or both.

[Signature]

 APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

Application Fee: \$200 Date Paid: 2/20/18 Check/Cash Check #: 16107
 Background Check Fee: \$ 42.00 (\$21.00 per person listed on application)
 Business Reg. Fee: \$150.00 Paid prior to Liquor Application? YES NO
 TOTAL PAID WITH APPLICATION: \$ 392.00 Received by: [Signature]
 (Town Clerk's Office)
 DATE POSTED: 2/27/2018 DATE HEARD: 3/6/2018 APPROVED: _____ DENIED: _____



Ogunquit Fire Dept (ME)
13 School St.
Ogunquit, ME 03907

Fire Dept Violation Notice

February 22, 2018

CAFE PREGO
44 Shore RD
Ogunquit, ME 03907

Congratulations, an inspection of your facility on Feb 22, 2018 revealed no violations.

Firefighter/
Ogunquit Fire Department
(207) 646-5112

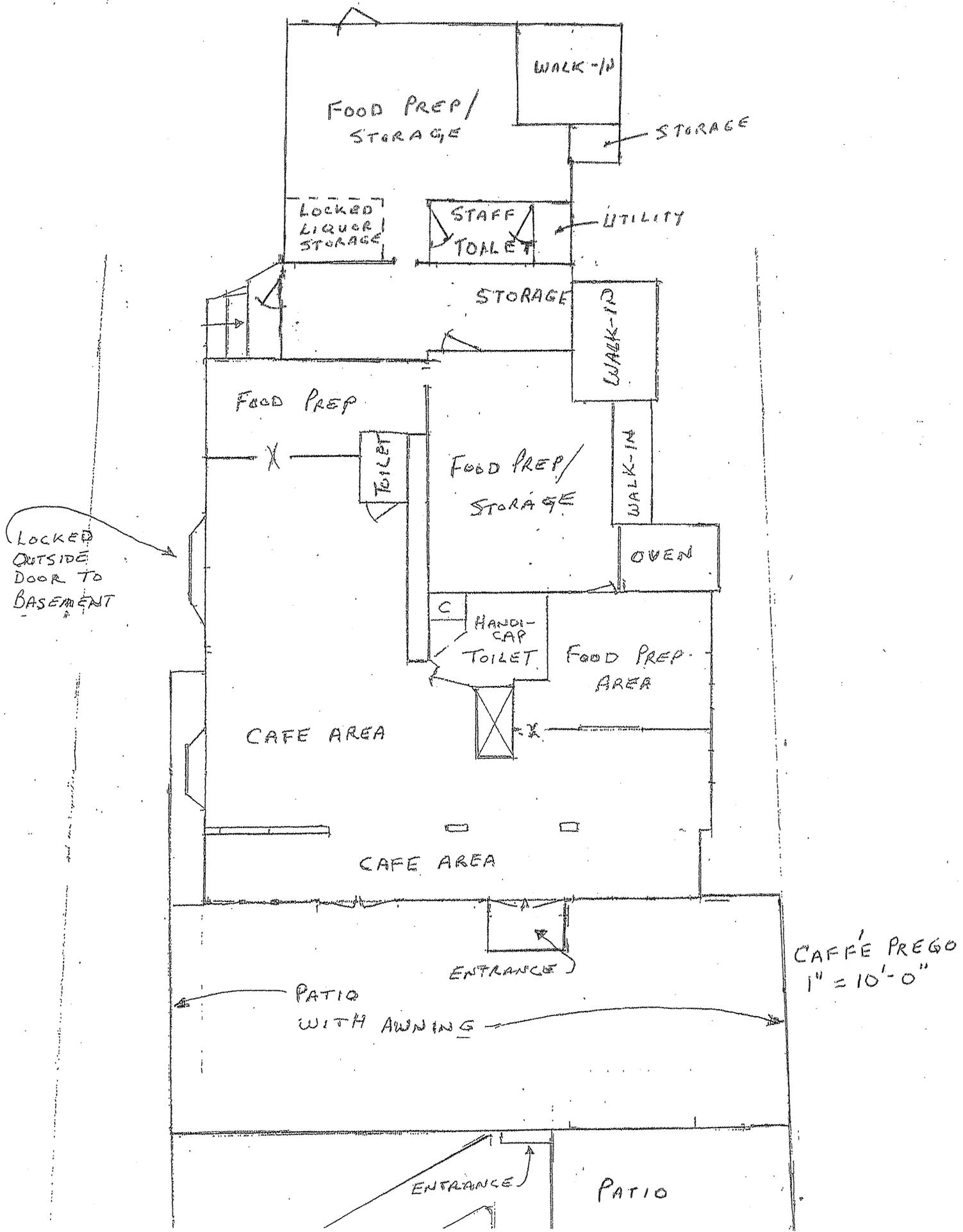
A handwritten signature in black ink, appearing to be "Chris Mooney".

MOONEY CHRIS MOONEY
Inspector

A handwritten signature in black ink, appearing to be "Jeffrey Porter".

Jeffrey Porter

PREMISE DIAGRAM



OGUNQUIT

Beautiful Place by the Sea

OGUNQUIT AMUSEMENT LICENSE APPLICATION

NEW RENEWAL FOR THE YEAR: 2018

BUSINESS NAME: CAFE PREGO LLC

BUSINESS ADDRESS: 44 SHORE ROAD, OGUNQUIT, ME

BUSINESS PHONE # 646-7734 HOME PHONE #

BUSINESS REG # 2018-138 ISSUE DATE: 2/20/2018 MAP: 006 LOT: 037
(Business Registration)

OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF:

NATURE OF BUSINESS: FULL SERVICE RESTAURANT SERVING BREAKFAST, LUNCH & DINNER

FORM OF ENTERTAINMENT: (Please be specific) JAZZ COMBO

APPLICANT: DONATO J. TRAMUTO
JEREMY S. PORTER ADDRESS: 383 SHORE RD, OGUNQUIT, ME

HAS YOUR LICENSE TO CONDUCT THIS BUSINESS EVER BEEN DENIED, SUSPENDED OR REVOKED?

YES NO

If, YES, please explain:

HAVE YOU, ANY PARTNERS OR CORPORATE OFFICERS EVER BEEN CONVICTED OF A FELONY?

YES NO

If, YES, please explain:

NOTE - SPECIAL ATTENTION

APPLICATION MUST BE SUBMITTED NINETY DAYS (90) PRIOR TO THE EXPIRATION OF THE EXISTING LICENSE.

Please consult Title IX, Chapter 3 of the Ogunquit Municipal Code for all provisions applicable to this license. "Entertainment" is defined as follows in said Code:

"Entertainment shall include dancing by and for patrons, any music, videogames, devices, machines and any other amusement, performance, exhibition, diversion or other activity with an entertainment value whether provided for or used by patrons, independent contractors, employees or proprietors.

Entertainment shall not include televisions or radios nor shall it include "background music" meaning music not involving live performers and not used for dancing and which music is only incidental to the primary activity offered."

ATTENDANCE AT PUBLIC HEARING IS REQUIRED

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I, the undersigned applicant, acknowledge there has been no change to the business noted above by way of ownership, partnership, location, nature of business or structural change(s) to the building(s) housing the business since _____

(Insert date when change was made)

PROPERTY OWNER'S SIGNATURE

APPLICANT'S SIGNATURE

THE FOLLOWING MUST BE SUBMITTED WITH THIS APPLICATION:

1. All applications shall be accompanied by two (2) scale drawings at a scale of one (17") inch to ten (10') feet depicting the floors of the building in which the entertainment is to be located, all entrances and exits and all areas open to patrons indicating in each area the use made by patrons and indicating the floors and areas for which the applicant seeks a license.
2. Applicants for video game entertainment shall present, to scale, floor plans depicting the location and floor area of these devices and the location of the supervisor(s). Machines shall be listed by function and serial number.
3. Applicants for ~~patron~~ dancing entertainment shall present to scale floor plans depicting the location and size of the dance floor(s).
4. Each application shall constitute a new application and all required information must be included. Licenses expire on May 31st of each year.

FOR OFFICE USE ONLY

TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		Yes	No	Yes	No	
Police Chief	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire Chief	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>2-23-18</u>
Code Officer	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>2-23-18</u>

Received by: *[Signature]* Fee \$ 100.00 Date Paid 2/20/18
(Town Clerk's Office)

Check / Cash 16107

Filed with Liquor License Application

Date posted: 2/27/2018 Date Heard: 3/6/2018 Date Approved: _____ Date Denied: _____

OGUNQUIT BOARD OF SELECTMEN

2/22/2018
@ 9:00am

OGUNQUIT

Beautiful Place by the Sea

OGUNQUIT LIQUOR LICENSE APPLICATION

NEW <input type="checkbox"/>	RENEWAL <input checked="" type="checkbox"/>	FOR THE YEAR: <u>2018</u>
CURRENT LICENSE EXPIRATION DATE: <u>4-14-2018</u>		

BUSINESS NAME: Ogunquit Lobster Pound
 APPLICANT: William P. Hancock Jr
 EMAIL: ~~whancock@ogunquit-ri.com~~
 BUSINESS REG #: 2018-247 ISSUE DATE: 2/14/18 MAP: 8 LOT: 7
 OCCUPANCY LOAD ESTABLISHED BY THE OGUNQUIT FIRE CHIEF: 250

NOTE - SPECIAL ATTENTION

Applicants must procure the signatures of the following Town Officials, submit an original drawing at a scale of one inch (1") equals ten feet (10') of all areas on the premises which are open to the public and return said drawing with this completed application to the Town Clerk before a public hearing can be scheduled by the Select Board. APPLICATIONS MUST BE SUBMITTED NINETY (90) DAYS PRIOR TO THE EXPIRATION OF THE EXISTING LICENSE.

TITLE	SIGNATURE	APPROVAL		REPORT ATTACHED		DATE
		YES	NO	YES	NO	
Police Chief		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Chief	<i>Mark Bin</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2-23-18
Code Officer	<i>WJ</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2-23-18

ATTENDANCE AT PUBLIC HEARING IS REQUIRED
PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I, the undersigned applicant, acknowledge there has been no change to the business noted above by way of ownership, partnership, location, nature of business or structural change(s) to the building(s) housing the business. Knowingly supplying false information on this application is a Class D offense under the Criminal Code and is punishable by confinement of up to one (1) year or by a monetary fine of up to \$500 or both.

William P. Hancock Jr
 APPLICANTS SIGNATURE

FOR OFFICE USE ONLY

Application Fee: <u>\$200</u>	Date Paid: <u>2/14/18</u>	Check/Cash	Check #: <u>22114</u>
Background Check Fee: \$ <u>21</u>	(\$21.00 per person listed on application)		
Business Reg. Fee: <u>\$150.00</u>	Paid prior to Liquor Application? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
TOTAL PAID WITH APPLICATION: \$ <u>371.00</u>		Received by: <u><i>JA</i></u> (Town Clerk's Office)	
DATE POSTED: <u>2/21/2018</u>	DATE HEARD: <u>3/1/2018</u>	APPROVED:	DENIED:



Ogunquit Fire Dept (ME)
13 School St.
Ogunquit, ME 03907

Fire Dept Violation Notice

February 22, 2018

Ogunquit Lobster Pound
Main ST
Ogunquit, ME 03907

Congratulations, an inspection of your facility on Feb 22, 2018 revealed no violations.

Firefighter/
Ogunquit Fire Department
(207) 646-5112

A handwritten signature in black ink, appearing to read "Chris Mooney".

MOONEY CHRIS MOONEY
Inspector

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke.

Owner

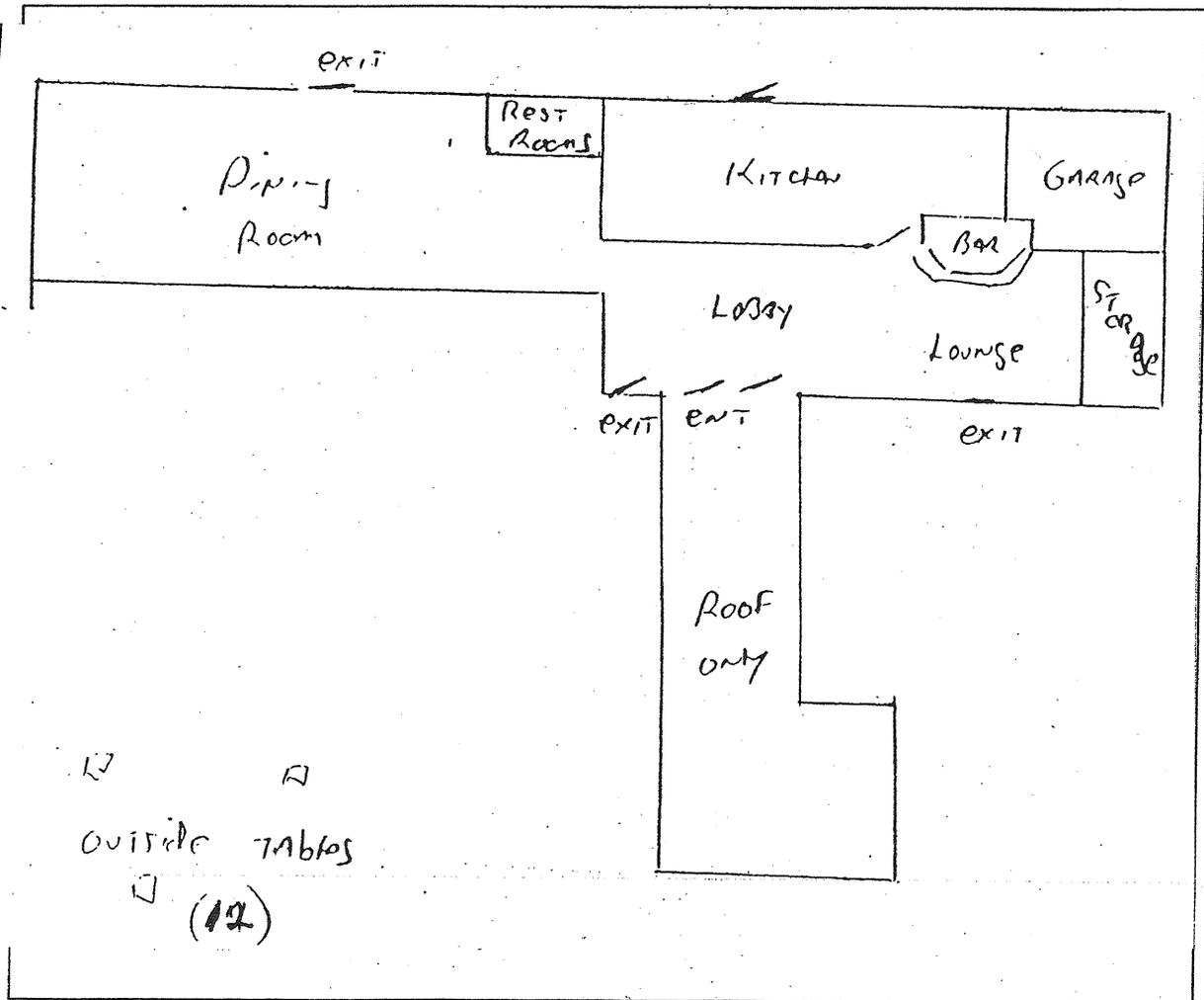
Bureau of Alcoholic Beverages and Lottery Operations
 Division of Liquor Licensing & Enforcement
 8 State House Station, Augusta, ME 04333-0008
 10 Water Street, Hallowell, ME 04347
 Tel: (207) 624-7220 Fax: (207) 287-3434
 Email Inquiries: MaineLiquor@maine.gov

DIVISION USE ONLY	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Not Approved
BY:	

ON PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, function rooms, decks and all areas that you are requesting approval from the Division for liquor consumption.





Ogunquit Fire Dept (ME)
13 School St.
Ogunquit, ME 03907

Fire Dept Violation Notice

February 22, 2018

SO ZAP
185 Main ST
Ogunquit, ME 03907

An inspection of your facility on Feb 22, 2018 revealed the violations listed below.

ORDER TO COMPLY: Since these conditions are contrary to law, you must correct them upon receipt of this notice. An inspection to determine compliance with this Notice will be conducted on Mar 24, 2018.

If you fail to comply with this notice before the reinspection date listed, you may be liable for the penalties provided for by law for such violations.

Violations

NEC 2 NO OPENINGS IN ELECTRICAL PANEL OR JUNCTION BOXES

Note One open slot in basement electrical panel



Firefighter/
Ogunquit Fire Department
(207) 646-5112

A handwritten signature in black ink, appearing to read "Branden Walker".

WALK01 Branden Walker
Inspector

A handwritten signature in black ink, appearing to read "Parasites. Inharakunha".

Parasites. Inharakunha

MAINE DEPT OF PUBLIC SAFETY

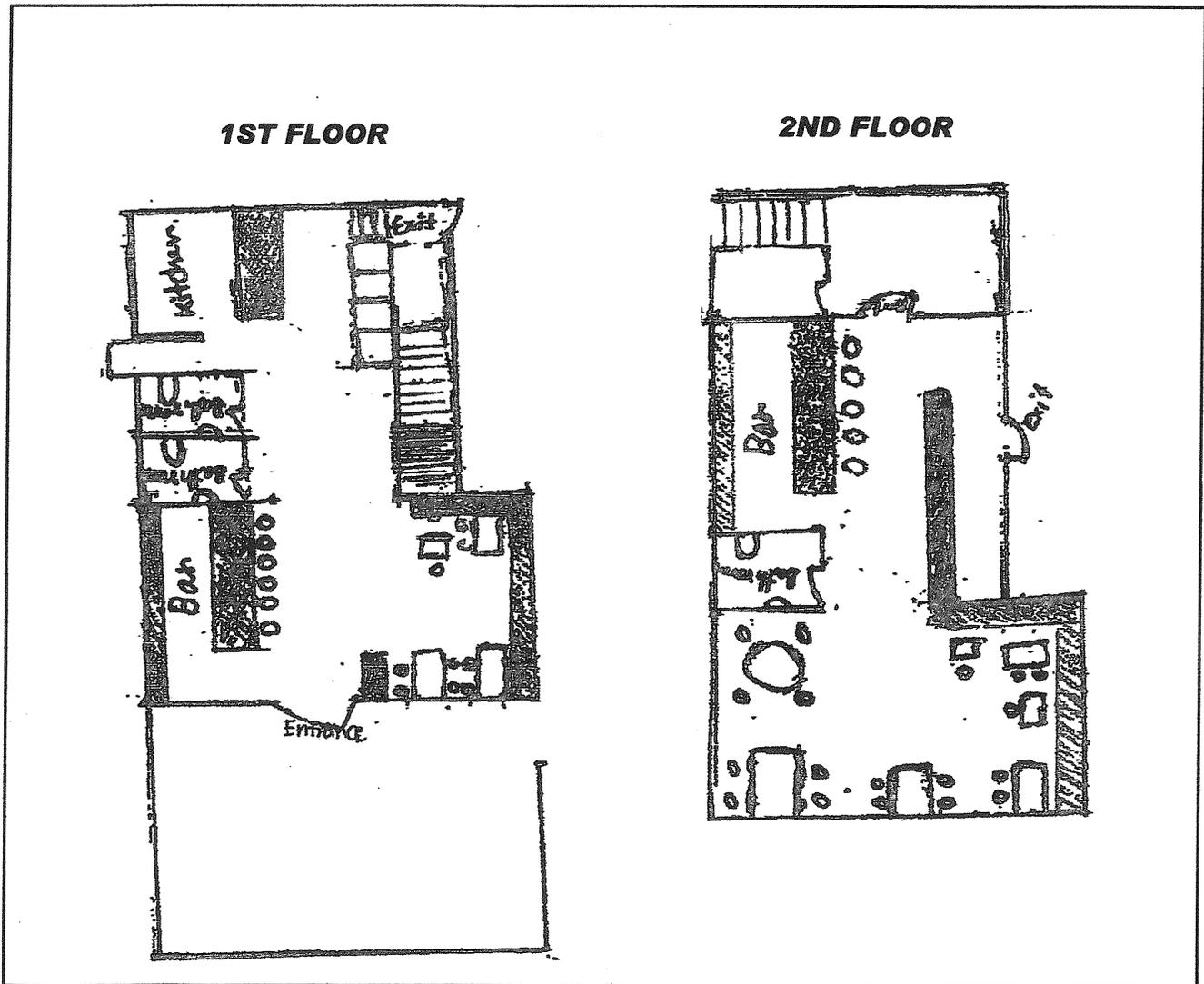
STATE OF MAINE
Liquor Licensing & Inspection Division
164 State House Station
Augusta ME 04333-0164
Tel: (207) 624-7220 Fax: (207) 287-3424

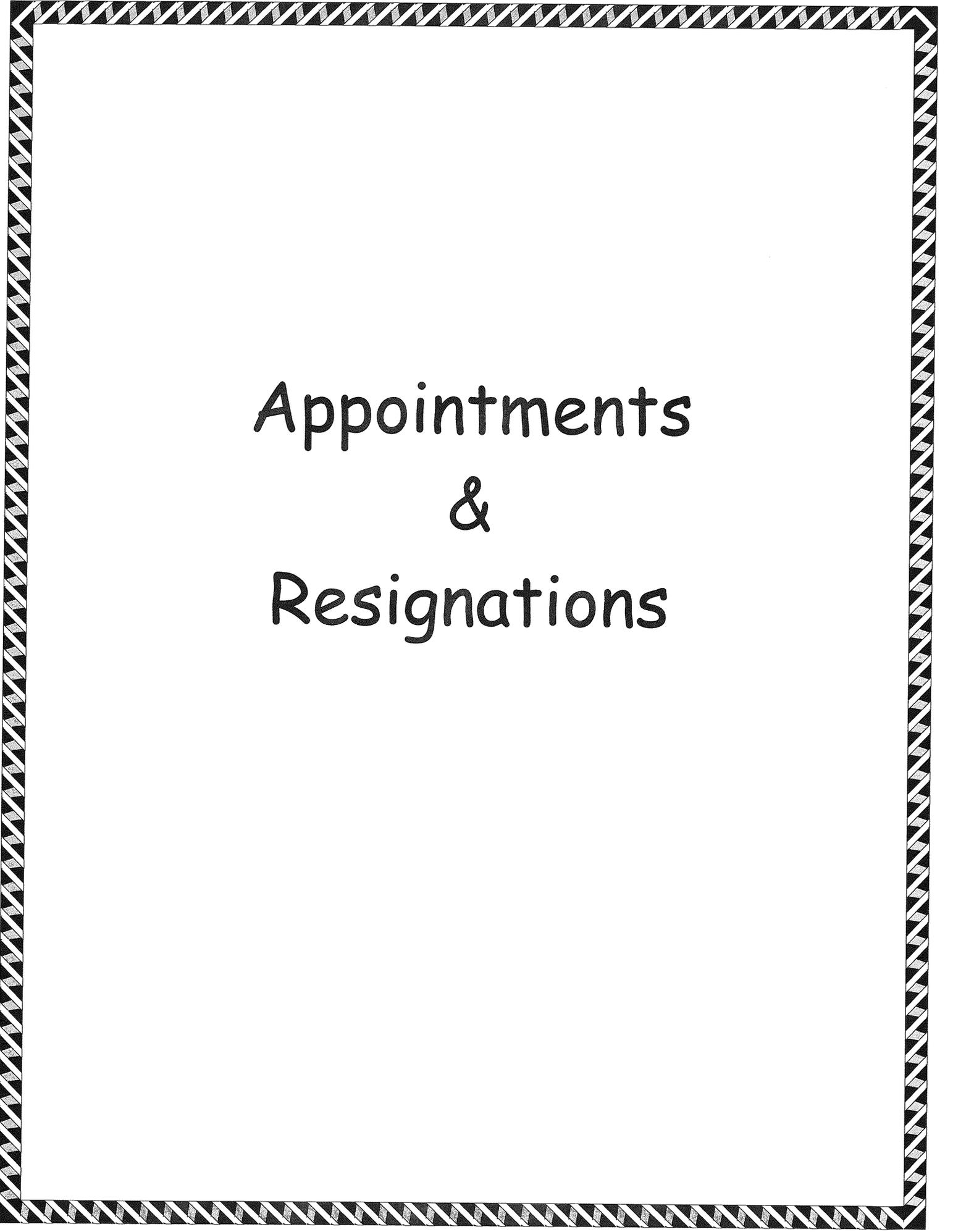


SUPPLEMENTAL APPLICATION FORM ON-PREMISE DIAGRAM

In an effort to clearly define your license premise and the areas that consumption and storage of liquor is allowed, The Liquor Licensing & Inspection Division is requiring all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, decks and all areas that you are requesting approval from the Department for liquor consumption.





Appointments
&
Resignations

Received in the
Town Clerk's Office

TOWN OF OGUNQUIT, MAINE

TOWN CLERK'S OFFICE

23 School Street, PO Box 2122, Ogunquit, Maine 03907

Telephone: (207) 646-9546 Fax: (207) 646-5920 Town Clerk

2/14/18
1:00

CLM

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

New Re-Appointment Appointment from Alternate to Full Member

PLEASE ANSWER ALL QUESTIONS ON THE FORM

NAME: Elaine D. Cooper

RESIDENCE: 22 Spring St Ogunquit ME 03907

MAILING (If different) PO Box 1450

E-MAIL ADDRESS: elaine@cooper1992.com PHONE: (Home) 603-646-0818 (Work) 603-646-0818

Please check your choices and list in order or priority by marking 1, 2, 3, etc.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Cable TV Regulatory Commission | <input type="checkbox"/> Performing Arts Committee |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Harbor Committee | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Heritage Museum Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Historic Preservation Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Marginal Way Committee | <input type="checkbox"/> Other _____ |

RELATED EXPERIENCE (Including other Boards/Commissions) Served on several boards as a professional in the human services area earlier in career. Have always managed budgets and operations. 30 year stove owner

I am a: (check those that apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Year-round Resident | <input type="checkbox"/> Summer Resident |
| <input checked="" type="checkbox"/> Ogunquit Property Owner | <input checked="" type="checkbox"/> Registered to Vote in Ogunquit |

PLEASE SPECIFY REASON FOR APPLICATION TO THIS BOARD: Have owned property in Ogunquit for 21 years. Having retired here several years ago I'm looking to begin participating in a more active way in the operational side of this beautiful community.

Please Circle
I have not attended at least two (2) meetings of the Board for which application is being made. I agree to attend all meetings, except in case of sickness or emergency, and will advise the Chairperson when I am unable to attend, if appointed.

Elaine D. Cooper
Signature of Applicant

2/10/18
Date



MUNICIPAL OFFICES
23 SCHOOL STREET • P.O. BOX 875
OGUNQUIT, MAINE 03907-0875

Website: www.townofogunquit.org
E-mail: info@townofogunquit.org

(207) 646-5139 General Offices
(207) 646-9326 Land Use
(207) 646-9546 Town Clerk
(207) 646-5920 Fax

Certificate of Appointment

In accordance with Article III, Section 310.2 of the Charter of the Town of Ogunquit, the undersigned municipal officers of the Town of Ogunquit do hereby vote to appoint and confirm:

Elaine Cooper as a Board of Assessment Review Member/Alternate

Dated: March 6, 2018

Term Expiration: June 30, 2018

OGUNQUIT SELECT BOARD

John M. Daley

Richard A. Dolliver

Madeline S. Mooney

Charles L. Waite, III - Chair

Robert N. Winn, Jr. – Vice Chair

State of Maine
County of York, ss _____, 2018

Personally appeared the above named Elaine Cooper, who has been duly appointed and confirmed as a Board of Assessment Rev Member/Alternate in said municipality and took the oath necessary to qualify for office and perform the duties thereof for the above-stated term according to law.

Before me,

Christine L. Murphy, Town Clerk
Jo Anne Lepley, Deputy Town Clerk

TOWN OF OGUNQUIT, MAINE
Received in the
Town Clerk's Office
on 01/22/2018
at 2:50

TOWN OF OGUNQUIT, MAINE
TOWN CLERK'S OFFICE
23 School Street, PO Box 2122, Ogunquit, Maine 03907
Telephone: (207) 646-9546 Fax: (207) 646-5920

Rec. by CLM
Town Clerk

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

New Re-Appointment Appointment from Alternate to Full Member

PLEASE ANSWER ALL QUESTIONS ON THE FORM

NAME: Peter J. Kahn

RESIDENCE: Ogunquit, ME 03907

MAILING (If different): Ogunquit, ME 03907

E-MAIL ADDRESS: p.kahn@ogunquitmaine.com PHONE: 555-1234

Please check your choices and list in order or priority by marking 1, 2, 3, etc.

- | | |
|--|--|
| <input type="checkbox"/> Bike-Pedestrian Committee | <input type="checkbox"/> Parks & Recreation Committee |
| <input checked="" type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Performing Arts Committee |
| <input type="checkbox"/> Comprehensive Plan | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Harbor Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Heritage Museum Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Historic Preservation Committee | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Marginal Way Committee | <input type="checkbox"/> Other _____ |

RELATED EXPERIENCE (Including other Boards/Commissions) Comprehensive Plan

I am a: (check those that apply)

Year-Round Resident Summer Resident Ogunquit Property Owner
 Registered to Vote in Ogunquit

PLEASE SPECIFY REASON FOR APPLICATION TO THIS BOARD: _____

Have good analytical skills
Have a rudimentary understanding of the assessment process

Please Circle

I have have not attended at least two (2) meetings of the Board for which application is being made. I agree to attend all meetings, except in case of sickness or emergency, and will advise the Chairperson when I am unable to attend, if appointed.

Peter Kahn
Signature of Applicant

Jan 22, 2018
Date

TOWN OF OGUNQUIT, MAINE

Received in the
Town Clerk's Office

on 1/25/18
at 8 am

TOWN OF OGUNQUIT, MAINE
TOWN CLERK'S OFFICE

Rec. by J. Deputy
Town Clerk

23 School Street, PO Box 2122, Ogunquit, Maine 03907
Telephone: (207) 646-9546 Fax: (207) 646-5920

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

New Re-Appointment Appointment from Alternate to Full Member

PLEASE ANSWER ALL QUESTIONS ON THE FORM

NAME: Kirk Lavoie

RESIDENCE: 17 Glen Ave Ogunquit ME 03907

MAILING (if different) PO Box 1993 Ogunquit ME 03907

E-MAIL ADDRESS reservations@theogunquitinn.com PHONE: 207-646-3633

Please check your choices and list in order or priority by marking 1, 2, 3, etc.

- | | |
|--|--|
| <input type="checkbox"/> Bike-Pedestrian Committee | <input type="checkbox"/> Parks & Recreation Committee |
| <input checked="" type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Performing Arts Committee |
| <input type="checkbox"/> Comprehensive Plan | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Harbor Committee | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Heritage Museum Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Historic Preservation Committee | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Marginal Way Committee | th <input type="checkbox"/> Other _____ |

RELATED EXPERIENCE (Including other Boards/Commissions) Currently serving on the comprehensice planning
the assessment.
the assessment.

I am a: (check those that apply)

Year- Round Resident Summer Resident Ogunquit Property Owner
 Registered to Vote in Ogunquit

PLEASE SPECIFY REASON FOR APPLICATION TO THIS BOARD: Continue to be involved in the town. Provide for
staffed board so that applicants can have their review. Learn more about the assessment and review process.

Please Circle

I have circled ~~not~~ attended at least two (2) meetings of the Board for which application is being made. I agree to attend all meetings, except in case of sickness or emergency, and will advise the Chairperson when I am unable to attend, if appointed.

[Signature]
Signature of Applicant

1/20/18
Date



MUNICIPAL OFFICES

23 SCHOOL STREET • P.O. BOX 875
OGUNQUIT, MAINE 03907-0875

Website: www.townofogunquit.org
E-mail: info@townofogunquit.org

(207) 646-5139	General Offices
(207) 646-9326	Land Use
(207) 646-9546	Town Clerk
(207) 646-5920	Fax

Certificate of Appointment

In accordance with Article III, Section 310.2 of the Charter of the Town of Ogunquit, the undersigned municipal officers of the Town of Ogunquit do hereby vote to appoint and confirm:

Kirk Lavoie as a Board of Assessment Review Member/Alternate

Dated: March 6, 2018

Term Expiration: June 30, 2018

OGUNQUIT SELECT BOARD

John M. Daley

Richard A. Dolliver

Madeline S. Mooney

Charles L. Waite, III - Chair

Robert N. Winn, Jr. - Vice Chair

State of Maine
County of York, ss

_____, 2018

Personally appeared the above named Kirk Lavoie, who has been duly appointed and confirmed as a Board of Assessment Rev Member/Alternate in said municipality and took the oath necessary to qualify for office and perform the duties thereof for the above-stated term according to law.

Before me,

Christine L. Murphy, Town Clerk
Jo Anne Lepley, Deputy Town Clerk



MUNICIPAL OFFICES

23 SCHOOL STREET • P.O. BOX 875
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(207) 646-9546	Town Clerk
(207) 646-5920	Fax

Certificate of Appointment

In accordance with Article III, Section 310.2 of the Charter of the Town of Ogunquit, the undersigned municipal officers of the Town of Ogunquit do hereby vote to appoint and confirm:
Kerry Ellen Enright as a Historic Preservation Commission/Alternate

Dated: March 6, 2018
Term Expiration: June 30, 2018

OGUNQUIT SELECT BOARD

John M. Daley

Richard A. Dolliver

Madeline S. Mooney

Charles L. Waite, III - Chair

Robert N. Winn, Jr. – Vice Chair

State of Maine
County of York, ss _____, 2018

Personally appeared the above named Kerry Ellen Enright, who has been duly appointed and confirmed as a Historic Preservation Commission/Alternate in said municipality and took the oath necessary to qualify for office and perform the duties thereof for the above-stated term according to law.

Before me,

Christine L. Murphy, Town Clerk
Jo Anne Lepley, Deputy Town Clerk



MUNICIPAL OFFICES

23 SCHOOL STREET • P.O. BOX 875
OGUNQUIT, MAINE 03907-0875

Website: www.townofogunquit.org

E-mail: info@townofogunquit.org

(207) 646-5139	General Offices
(207) 646-9326	Land Use
(207) 646-9546	Town Clerk
(207) 646-5920	Fax

Certificate of Appointment

In accordance with Article III, Section 310.2 of the Charter of the Town of Ogunquit, the undersigned municipal officers of the Town of Ogunquit do hereby vote to appoint and confirm:

Marsha Northrop as a Historic Preservation Commission/Alternate

Dated: March 6, 2018

Term Expiration: June 30, 2018

OGUNQUIT SELECT BOARD

John M. Daley

Richard A. Dolliver

Madeline S. Mooney

Charles L. Waite, III - Chair

Robert N. Winn, Jr. – Vice Chair

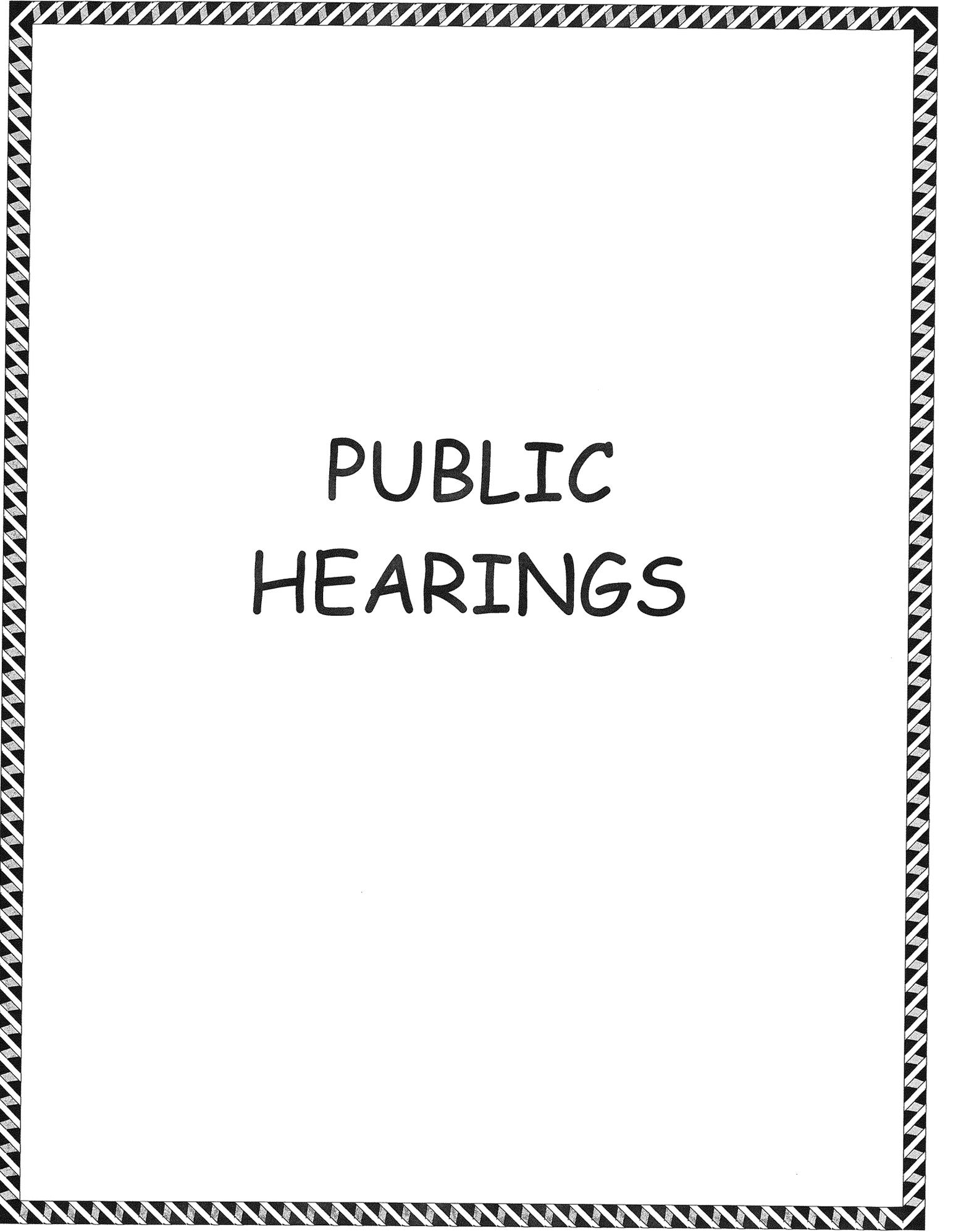
State of Maine
County of York, ss

_____, 2018

Personally appeared the above named Marsha Northrop, who has been duly appointed and confirmed as a Historic Preservation Commission/Alternate in said municipality and took the oath necessary to qualify for office and perform the duties thereof for the above-stated term according to law.

Before me,

Christine L. Murphy, Town Clerk
Jo Anne Lepley, Deputy Town Clerk



PUBLIC HEARINGS



PUBLIC HEARING

The Municipal Officers of the Town of Ogunquit will conduct a Public Hearing at 6:00PM on Tuesday, March 6, 2018, in the Auditorium of the Dunaway Community Center, 23 School Street, to consider proposed amendments to the **Title V (Motor Vehicle Traffic & Parking Ordinance)** of the Ogunquit Municipal Code. **In addition the Select Board will take public comment on Parking Permits (first one free); and charging at Jacobs Lot, Upper Lot and Perkins Cove.**

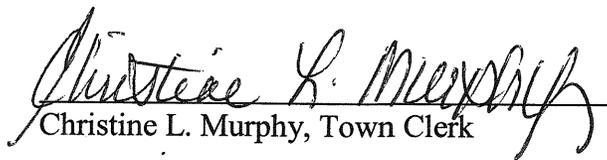
As these changes do not require a Town Meeting approval, they can be adopted by the Municipal Officers at the conclusion of the Public Hearing.

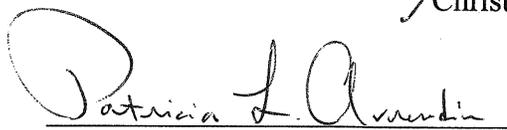
Chapter 12 Municipal Parking Lot Regulations

1201 GENERAL INFORMATION

1201.7 Fees

1201.7.1 The Board of Selectmen shall annually (or more often if necessary) establish parking lot fees as otherwise set forth in **Appendix A** to be attached hereto and incorporated herein.


Christine L. Murphy, Town Clerk

Posted by: 
Patricia Arnaudin, Police Chief

Posted:	February 27, 2018
	Dunaway Community Center
	Ogunquit Post Office
	Ogunquit Transfer Station
	WOGT

TOWN OF OGUNQUIT
MUNICIPAL CODE, TITLE V, CHAPTER 12

Municipal Parking Lot Regulations

PROPOSED as of 1/12/18 - 2018 APPENDIX A – FEE SCHEDULE

Additions are **underlined and bold**; deletions are ~~struck out~~.

PARKING PERMITS:

Full Time Residents:

- 1st Decal - \$35.00
- 2nd Decal - \$100.00
- Moped/Scooter - ~~\$5.00~~ **\$20.00**

Non-Resident Part Time Property Owner:

- 1st Decal - \$35.00
- 2nd Decal - \$100.00
- Moped/Scooter - ~~\$5.00~~ **\$20.00**

Businesses & Employees:

- Perkins Cove Business Owners/Business Renters - \$150.00
- Obeds & Lower Lot Parking Lot – Business Employees –
\$100.00 **Prior to Labor Day**
\$ 25.00 After Labor Day

Hotel/Motel (Neptune & Norseman) Overnight Guests:

- Free when no fees are charged at Main Beach Lot (~~upon notice to Town~~)
- \$6.00 per night (~~til~~ **Prior to 2nd Saturday in June & after Labor Day**)
- \$10.00 per night (all other times)

Village Apartment Renters:

\$50.00 per year

OTHER FEES:*

Main Beach:

- Annex Parking Lot - No charge 30 Minute Limit as posted
- Main Parking Lot - **\$20.00 /M-TH/per day Shoulder Season**
- \$25.00 /**F-S** per day/Shoulder Season
- \$30.00 /per day/In Season

Perkins Cove:

- Parking Lot
 - 1 hour/\$4.00
 - 2 hours/\$7.00
 - 3 hours/\$10.00/3 hr limit/In Season
 - Overtime Parking Charge - \$4.00/hour
 - **Parking Violation Charge:**
\$25.00 Parking Fine

- Boatyard Parking Lot - No charge/2 hr limit

- Charter/Fishermen Parking Area - No charge/By permit only

Residents' Overnight Parking - No charge/By permit only

Satellite Lots:

Cottage Street Lot

- 1 hour/\$4.00
- 2 hours/\$7.00
- 3 hours/\$10.00/3 hr limit/In Season
- Overtime Parking Charge:
 - First Hour \$4.00
 - After First Hour \$25.00 Parking Fine

Cottage Street/Obeds Lot

Daily Rates

- **\$15.00 /M-TH/per day/Shoulder Season**
- **\$20.00 /F-S/per day/Shoulder Season**
- **\$25.00 per day/In Season**

Hourly Rates

- **\$3.00/\$4.00 per Hour Shoulder Season**
- **\$4.00 per Hour In Season**
- **Parking Violation Charge:**
 - \$25.00 Parking Fine**

Footbridge Beach Lot

- \$15.00 /M-TH/Shoulder Season
- \$20.00 /F-S/Shoulder Season
- \$25.00 /per day/In Season

Jacobs Lot

- No charge/30 Minutes or 2 hr limit as posted

Lower Lot - River Road

Daily Rates

- \$15.00 /M-TH/**per day** Shoulder Season
- \$20.00 /F-S/**per day** Shoulder Season
- \$25.00 per day/In Season

Hourly Rate

- \$3.00/**\$4.00** per Hour **Shoulder Season**
- **\$4.00 per Hour in Season**
- Overtime Parking **Violation** Charge:
 - \$25.00 Parking Fine

Upper Lot - Main Street

- No Charge 1 Hr limit **as posted**

North Beach Lot

- \$15.00 /M-TH/**per day** Shoulder Season
- \$20.00 /F-S/**per day** Shoulder Season
- \$25.00 per day/In Season

Obeds Lot

~~- Daily Rates~~

~~\$12.00/M TH/Shoulder Season~~

~~\$20.00/F S/Shoulder Season~~

~~\$25.00 per day/In Season~~

~~— Hourly Rates~~

~~— 1 hour/\$4.00~~

~~— 2 hours/\$7.00~~

~~— 3 hours/\$10.00/3 hr limit/In Season~~

~~— Overtime Parking Charge:~~

~~— First Hour \$4.00~~

~~— After First Hour \$25.00 Parking Fine~~

MOPEDS/SCOOTERS/MOTORCYCLES:

Parking - Designated areas only (Main Beach/Footbridge/North Beach & Obeds Lots)

Moped/Scooter \$5/day

Motorcycle \$10/day

Parking - Designated areas only (**Perkins Cove**)

Motorcycles/Scooters \$4/2 hours

** Rates posted above under "Other Fees" are subject to "inclement weather" and "off season (shoulder season)" reductions at discretion of Visitor Services Supervisors.*

BEACH IMPACT FEES:

Commercial Buses & Vans under 40 feet and 15 or less Passengers - \$50.00/per day

All Vehicles over 40 feet or more than 15 passengers - \$100.00/per day

Ogunquit Business Season Pass - \$1,500.00

Out-Of-Town Business Season Pass - \$3,000.00

Ogunquit Business/Other Season Pass - \$300.00

NOTE:

July 1 – Labor Day

Perkins Cove Road closed to all vehicles over 40 feet

Fee Schedule Amended:

February 14, 2006

April 18, 2006

August 8, 2006

April 3, 2007

April 17, 2007

June 3, 2008

April 12, 2011

August 17, 2011

December 13, 2011

April 10, 2012

February 4, 2014

March 4, 2014

September 17, 2014

November 18, 2014

January 6, 2015

April 5, 2016

April 11, 2017

September 12, 2017

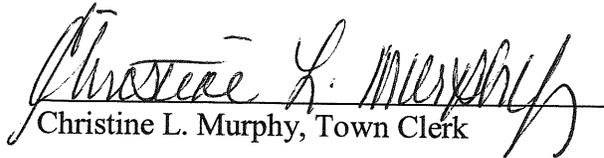
OGUNQUIT

Beautiful Place by the Sea

PUBLIC HEARING NOTICE

The Ogunquit Municipal Officers will hold a Public Hearing on Tuesday, March 6, 2018, at 6:00PM in the Auditorium of the Dunaway Community Center, 23 School Street, Ogunquit, Maine to hold discussion and receive public comments relative to Dunaway Community Center Use Fees.

(Copy of current fee schedule is attached.)


Christine L. Murphy, Town Clerk


Patricia L. Arnaudin, Police Chief

Posted: February 27, 2018

Dunaway Community Center
Ogunquit Post Office
Ogunquit Transfer Station
WOGT

FEES FOR USE OF THE DUNAWAY CENTER

**CLASS #1
SPECIAL FUNCTIONS**

In-Town, Non-Profit Organizations (revenue and non-revenue producing); Out-of-Town, Non-Profit, and Commercial and Private (non-revenue producing)

Auditorium	\$82.50 (3 hours)	\$12.00/hour after 3 hours
	Deposit Fee \$50.00	Refundable upon review by Maintenance Director (separate check)
Alcohol On-site	\$148.00(3 hours)	\$12.00/hour after 3 hours
Recreation Room	\$62.50 (3 hours)	\$12.00/hour after 3 hours
Janitorial Fees	\$50.00 plus \$25.00 to set up	

**CLASS #2
COMMERCIAL - REVENUE PRODUCING**

Auditorium	\$171.00	Deposit Fee \$50.00 Refundable upon review by Maintenance Director (separate check)
Recreation Room	\$142.00	
Janitorial Fee	\$75.00	

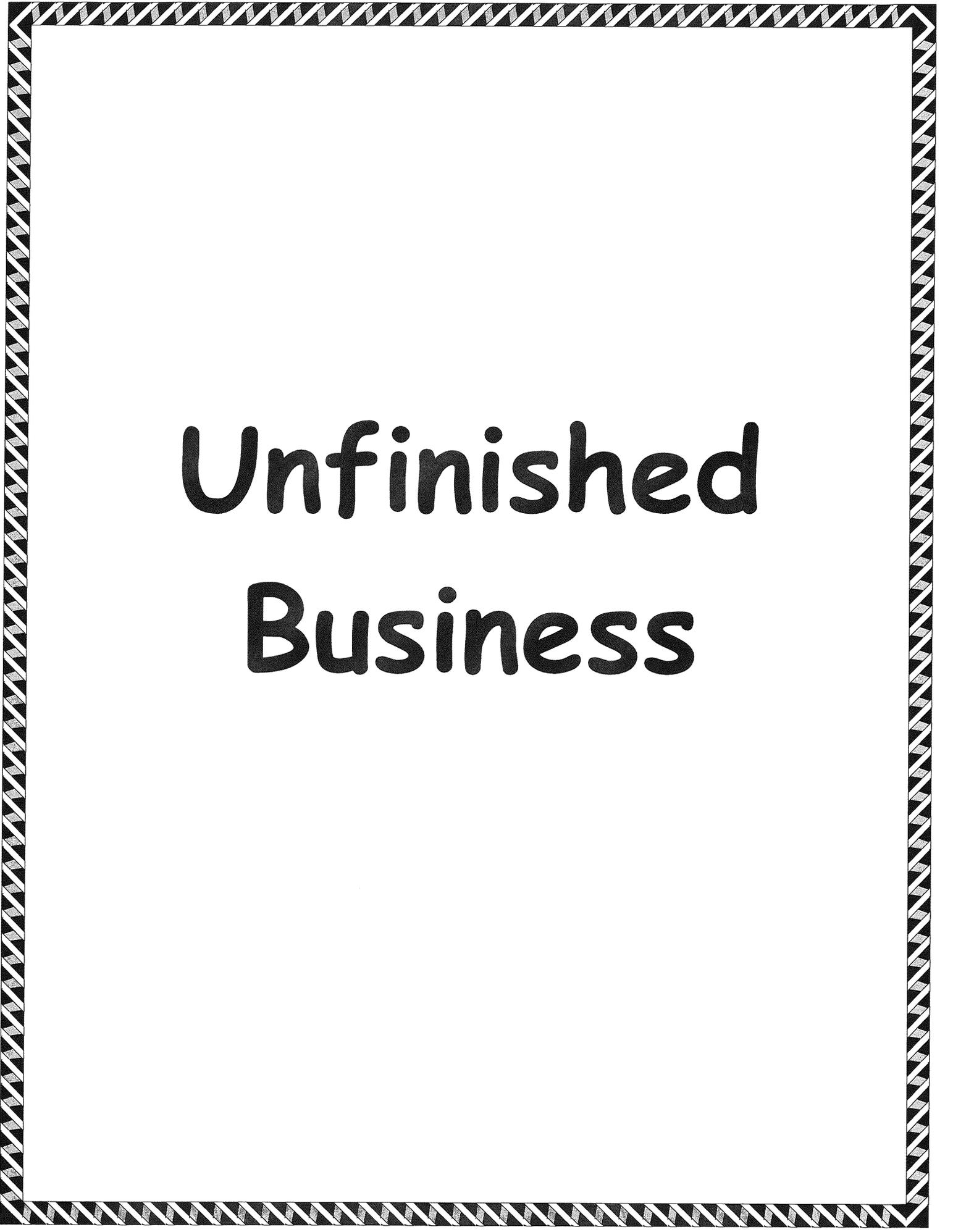
**CLASS #3
OUT OF TOWN NON-PROFIT ORGANIZATION
(Revenue producing only)**

Auditorium	\$97.00 (3 hours)	\$12.00/hr after 3 hours
	Deposit Fee \$50.00	Refundable upon review by Maintenance Director (separate check)
Alcohol On-site	\$171.00(3 hours)	\$12.00/hr after 3 hours
Recreation Room	\$74.00 (3 hours)	\$12.00/hr after 3 hours
Janitorial Fees	\$50.00 plus \$25.00 to set up	

POLICE SERVICES

The Town reserves the right to require the contracting of a police officer and/or police vehicle in the event, in the opinion of the Chief of Police or his designee, circumstances warrant such requirement. Considerations shall include, but not be limited to, traffic control, crowd control, weather conditions, security and public safety in general.

Special Detail Officers are paid 1 ½ times their rates of pay PLUS benefits and administrative fees.



Unfinished Business

OGUNQUIT

Beautiful Place by the Sea

MUNICIPAL OFFICES
23 SCHOOL STREET – PO BOX 875
OGUNQUIT, MAINE 03907-0875
(207) 646-5139

February 23, 2018

Lori Parham
AARP Maine State Director
53 Baster Blvd
Portland ME 04101

Dear Ms. Parham,

On behalf of the Town of Ogunquit, we are pleased to submit this letter of interest and commitment in the AARP/World Health Organization Network of Age-Friendly Communities. Ogunquit is home to approximately 1,200 year-round residents with a median age of 59, 15 years older than the median age of York County with nearly half of the residents having attained the age of 60. As such, Ogunquit recognizes the importance of encouraging and promoting age-friendly planning and policies to address changing demographics and to enhance independent living, and is committed to a process of continual improvement to support active and healthy aging.

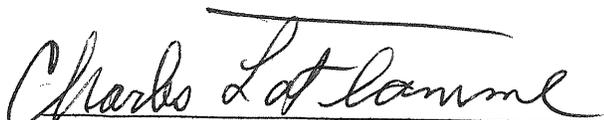
As part of our involvement and commitment, with AARP's support, we will conduct a base assessment of the community's age-friendliness and develop a community action plan based on the findings of the assessment. We will involve older residents deeply in the planning process and we commit to monitoring progress toward implementing the action plan.

We look forward to working together to continue to make this "Beautiful Place by the Sea" an age-friendly community.

Sincerely,

Charles L. Waite, III – Chair, Select Board

Patricia A. Finnigan – Town Manager


Charles LaFlamme – Chair, Bike/Pedestrian Committee



New Business

shall be paid by the Town.



310.12 Enter into and execute contracts on behalf of the Town concerning matters authorized by Town Charter, Town Meetings or State statutes. Designate the Town Manager to sign and execute contracts, in accordance with the Town's purchasing policies, with the exception of union contracts, on behalf of the Town by a vote of the Select Board.

The designation may be for an indefinite term contiguous with the Town Manager's term of office.

A written record of all action taken shall be signed by the Select Board and maintained by the Town Clerk.

The Select Board may by majority vote suspend or rescind the designation of the Town Manager to sign and execute contracts.⁶

310.13 Authorize legal activity on behalf of the Town.

310.14 Adopt and abide by management, administrative and personnel policies.

310.15 Act on other powers or duties permitted by Maine State statutes.

310.16 The Select Board shall issue a Results of Annual Town Meeting Information packet each January updating the citizens of the Town on the Articles passed at the last Annual Town Meeting and any subsequent Special Town Meetings. This Report shall be the Information Packet mailed out prior to Annual Town Meeting and/or Special Town Meeting, if applicable, with the results and status of each article voted on at the Annual Town Meeting and any subsequent Special Town Meeting.⁷

310.17 Adopt an annual budget and recommend it to the Town Meeting for approval.

310.18 Inquire into the conduct of any office, department or agency of the Town through the Town Manager and to conduct investigations as deemed necessary.

310.19 Provide oversight, liaison and leadership to the volunteer committees and advisory groups that serve at the Select Board's pleasure. No Select Board member shall serve as a voting member of a committee or advisory group.

310.20 Remove or suspend the Town Manager for cause, in accordance with the procedure outlined in Article 4, Section 407.

⁶ Charter Revision – Special Town Meeting – November 8, 2016

⁷ Charter Revision – Special Town Meeting – November 8, 2016