

**TO: Old Orchard Beach Town Council**  
**Diana Asanza, Town Manager**  
**Tim Fleury, Executive Assistant**  
**FROM: Planning Department**  
**DATE: 26 August 2025**  
**SUBJECT: Comprehensive Plan Update**

During 2024, the comprehensive plan committee was re-established and resumed its work on creation of an entirely new comprehensive plan. Before 2024, the committee had some success in the development of a new plan but never crossed the finish line. When we reconvened, we had a few new members who had a new perspective and with that, as well as the fact that our former work was becoming dated, the committee decided on a fresh beginning.

There are 8 primary steps towards creating the comp plan:

1. Public Process. Gather public comment associated with each section of the comp plan. This will provide crucial info to help create the future land use plan, future land use map, and goals, policies and strategies.
2. Creation of Future Land Use Plan (FLUP) and Future Land Use Map (Map). The FLUP and Map serves as a guide for future land use policies and ordinances in town. While they are not a zoning ordinance or zoning map, they are the basis for new zoning ordinances and maps. The FLUP and Map could be considered the most important and referenced section of the entire plan.
3. Creation of Inventory. The inventory documents existing conditions for each section (e.g., land use, transportation, natural resources, economy, etc.) of the comp plan. Southern Maine Regional Planning provided their services to assist us with the inventory.
4. Creation of Goals, Policies, Strategies (GPS). This is where we take committee, public process, and town department input to create a plan that outlines and guides the future vision of our town as it relates to each inventory section. The real action takes place here and the GPS is the part of the comp plan most used to guide the town's direction.
5. Planning Board and Council Review. After completion of the first full draft of the comp plan, the plan is introduced to the Planning Board and Council. The Board and Council will review and comment
6. Public Review. After completion of the first full draft, the public can review and comment.
7. Final Draft. After completion of the above 6 steps, the committee will consider all the work we've done, comment received and create the final draft.
8. Final Draft Presentation. After the Committee completes the final draft, we'll present it to the public, Planning Board, and Council.

There's another step, implementation strategy, which is not required to be in the comp plan but will be included as an immediate step after comp plan adoption. Basically, the implementation strategy provides guidance on implementing the FLUP and Map and GPS. The committee determined that an implementation strategy is necessary to ensure the plan is put into effect. The implementation strategy will be part of the plan's final draft.

Included in the steps are three primary parts that make up a comprehensive plan: FLUP and Map, Inventory, and GPS. My objective was to complete the first draft of these part this summer. Considering the summer ends 21 September, it's possible- as of August 2025, the public process is complete and the first drafts of the FLUP and Map and Inventory sections are done. The first draft of the GPS is half complete with the remainder to be done during September. After the GPS is complete, we'll organize the draft plan and present the FLUP and Map, Inventory, and GPS to the Planning Board and Council during October/November.

During 2024 it was projected that the final draft of the comprehensive plan would be completed by winter 2026. We're still scheduled to meet that deadline.