

Planning and Code Enforcement Department

**Presentation
to the Town Council and Warrant Committee
Joint meeting
January 27, 2022**

Planning and Code Enforcement Department

Planning Office ▶▶

Michele Gagnon
Planning Director
(oversees the department)

Steve Fuller
Assistant Planner

Tammy DesJardin
Administrative Assistant

Code Enforcement Office ▶▶

Angie Chamberlain
Code Enforcement Officer

Mike Gurtler
Deputy Code Enforcement Officer

Ongoing Goals

Check-in scheduled in 6 months

- **Goal 1** **Improve customer service**
- **Goal 2** **Build increased trust with the community**
- **Goal 3** **Increase productivity**
- **Goal 4** **Align priorities between the Town Council, Planning Board, and Design Review Board, and staff**

- **Goal 1** **Improve customer service**
- **Objective** **Develop new tools to better handle challenging situations**
- **Actions** **a) Attend training**
 b) Focus on integrating learned strategies

- **Goal 2** **Foster increased trust with the community**
- **Objective** **To provide ease of access to information**
- **Actions**
 - a) **Keep webpages up-to-date**
 - b) **Use social media to disseminate information**

- **Goal 3 Increase productivity**
- **Objective To improve our record management system**
- **Actions a) Improve the electronic filing naming convention
b) Better organize our electronic documents**

- **Goal 4** **Focus our efforts on projects that are collectively identified as priorities**
- **Objective** **To align and integrate Town Council, Planning Board, and Design Review Board, and staff priorities**
- **Actions** **Have coordinated conversations between the parties prior to the Council's goal setting**

Planning and Code Enforcement Department
Principal Functions





PLANNING OFFICE

WHAT DO WE DO?

Planning Office

Planning and staffing of Boards & Committees:

Provide technical expertise to assist the Town Council, Boards & Committees, and citizens in understanding and addressing key community issues and priorities

What do we do?

- 1. Process project applications**
 - Planning Board
 - Board of Appeals
 - Design Review Board
- 2. Staff Boards & Committees**
- 3. Develop plans (short- and long-range)**
- 4. Research and write ordinances**
- 5. Public engagement and outreach**

Site plan application process and workload

1. Checklist meeting

- Initial review of project by staff: meeting with applicant to determine information needed in the application

2. Completeness Review

- Quantitative review to ensure the required information has been submitted: review, notice to abutters, pre-Technical Review Team (TRT) and TRT meetings, staff report, Planning Board (PB) meeting, minutes

3. Public Hearing / Compliance Review

- Public hearing and qualitative review to ensure that the project complies with the performance standards: review, notice to abutters, pre-TRT and TRT meetings, staff report, draft decision, PB meeting, minutes

Subdivision plan application process and workload

1. Checklist meeting

- Initial review of project by staff: meeting with applicant to determine info needed in the application

2. Sketch Plan

- Introduction to project: review, notice to abutters, pre-Technical Review Team (TRT) and TRT meetings, staff report, Planning Board (PB) meeting, minutes

3. Site Visit / Neighborhood Meeting

- Opportunity for board/public to walk the site and for conversation with neighbors: notice to abutters and notes

4. Completeness Review

- Quantitative review to ensure the required information has been submitted: review, notice to abutters, pre-TRT and TRT meetings, staff report, PB meeting, minutes

5. Public Hearing / Compliance Review

- Public hearing and qualitative review to ensure that the project complies with the performance standards: review, notice to abutters, pre-TRT and TRT meetings, staff report, draft decision, PB meeting, minutes

Land Use Amendments

Process to get a proposed amendment on the ballot

**6-month process with
19 deadlines**

Town-initiated amendments

Since 2019:

15 town-initiated Land Use Ordinance amendments

- 14 passed and 1 did not

Notable amendments

- Employee living quarters
- Shared accommodations
- Short-term rentals
- Solar
- Bonus dwelling units

Property-owner initiated amendments

Since 2019:

2 property owner-initiated Land Use Ordinance amendments

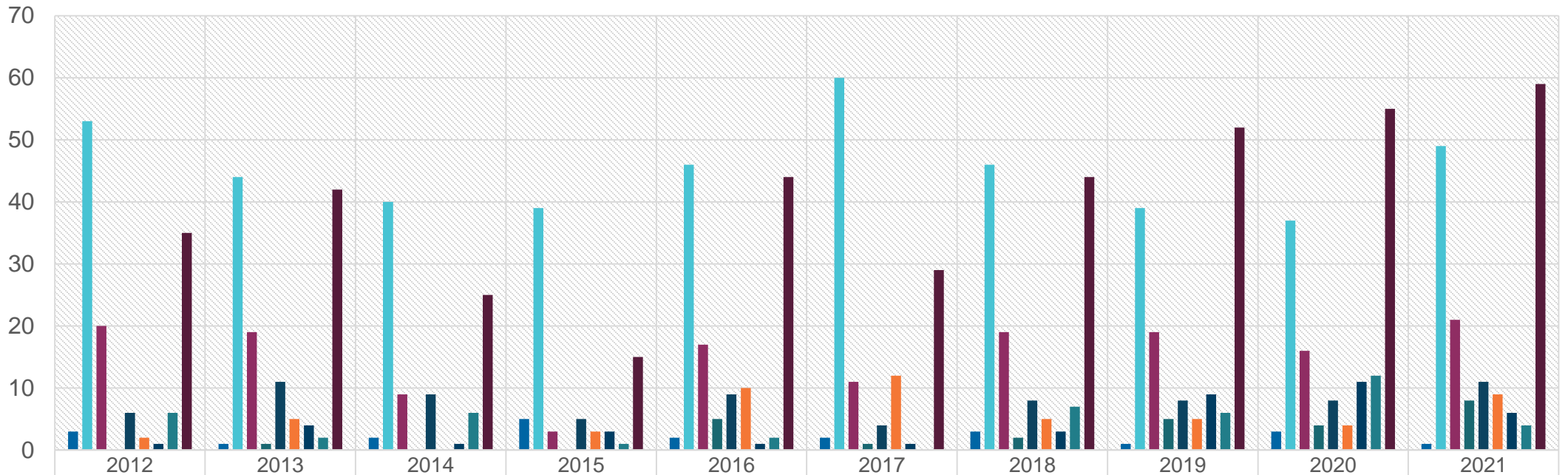
- Both did not pass

Licensing ordinances

Since 2019:

- **Three licensing ordinances**
- **All passed:**
 - **Employee living quarters**
 - **Shared accommodations**
 - **Short-term rental**

Planning Department Activity

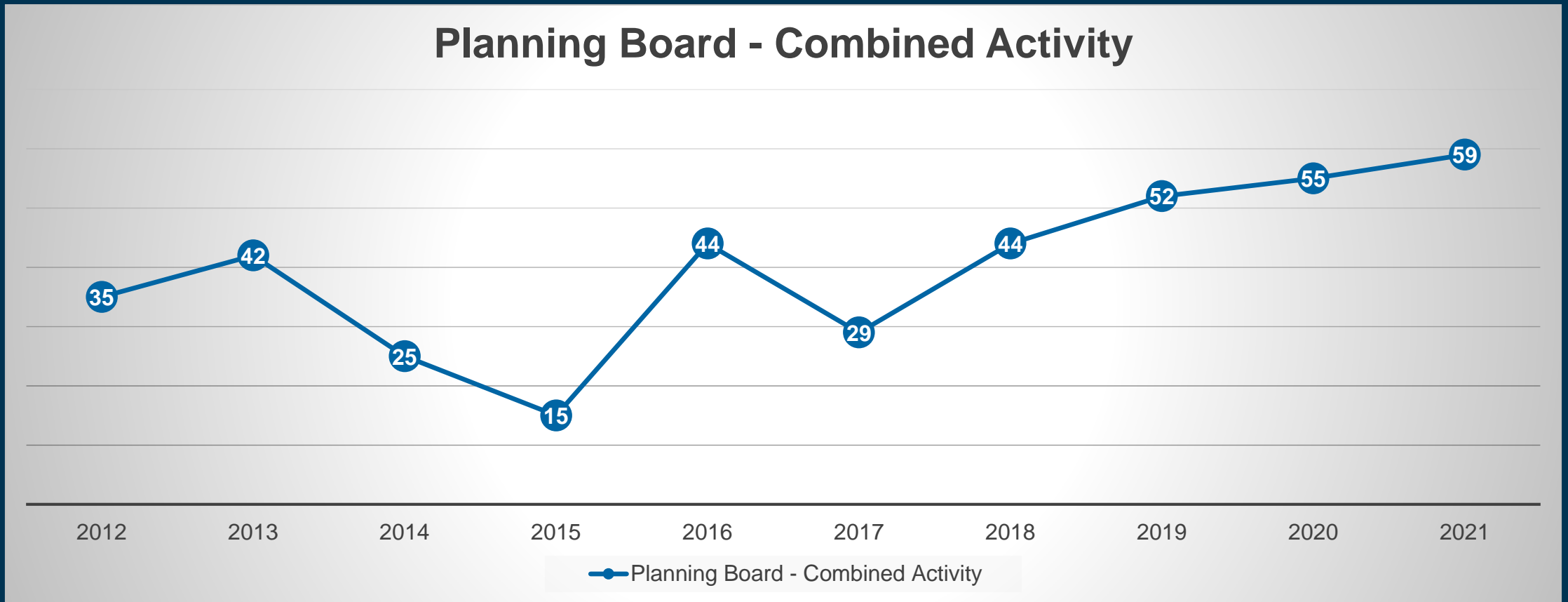


| | | | | | | | | | | |
|--------------------------|----|----|----|----|----|----|----|----|----|----|
| ■ Board of Appeals | 3 | 1 | 2 | 5 | 2 | 2 | 3 | 1 | 3 | 1 |
| ■ Design Review Board | 53 | 44 | 40 | 39 | 46 | 60 | 46 | 39 | 37 | 49 |
| ■ PB - Checklists | 20 | 19 | 9 | 3 | 17 | 11 | 19 | 19 | 16 | 21 |
| ■ PB - Minors | 0 | 1 | 0 | 0 | 5 | 1 | 2 | 5 | 4 | 8 |
| ■ PB - Site Plans | 6 | 11 | 9 | 5 | 9 | 4 | 8 | 8 | 8 | 11 |
| ■ PB - LUO Amendments | 2 | 5 | 0 | 3 | 10 | 12 | 5 | 5 | 4 | 9 |
| ■ PB - Workshops | 1 | 4 | 1 | 3 | 1 | 1 | 3 | 9 | 11 | 6 |
| ■ PB - Visits/Meetings | 6 | 2 | 6 | 1 | 2 | 0 | 7 | 6 | 12 | 4 |
| ■ PB - Combined Activity | 35 | 42 | 25 | 15 | 44 | 29 | 44 | 52 | 55 | 59 |

Abbreviations: PB = Planning Board. LUO = Land Use Ordinance. Visits/Meetings = Site Visits/Neighborhood Meetings.

Notes: BOA – All Activity includes appeals, remands and reconsiderations. PB – Minors includes minor subdivisions and minor site plans. PB – Site Plans includes site plans and subdivisions. PB – LUO Amendments includes those sought by property owners as well as those proposed by the Planning Board or drafted by town staff. PB – Workshops figures from 2019-21 include joint workshops with the Town Council on LUO matters.

Planning Board Trendline, 2012-2021



Combined Activity represents the sum of the six different Planning Board categories shown on the previous slide. It is not **Total Activity** because it does not include, for example, the number of meetings held. Additionally, not each of the individual numbers within a yearly total carries the same weight as far as amount of work or time involved. This does serve to give a general sense of activity at the Planning Board level, however.

2022 Major Efforts

1. **Design Review Board overlay**
2. **Design Review Board appendix A**
3. **Comprehensive Plan — 2035 Outlook**
4. **Planned Unit Development — inclusionary housing program**

Planning Office Budget Requests

**The Planning Office is
not requesting any
additional funding this
year**



Code Enforcement

Mission Statement

The Code Enforcement Department's primary mission is to provide the public with the best customer service by continually striving to be more effective and efficient and to ensure that the public is informed of Code Enforcement processes and procedures and how they relate to everyday life in regards to safety.

Who is Code Enforcement?

Angela Chamberlain, CFPE I

Code Enforcement Officer
Building Inspector
Electrical Inspector
Local Plumbing Inspector

Michael Gurtler

Deputy Code Enforcement Officer
Building Inspector
Electrical Inspector
Local Plumbing Inspector
Local Health Officer

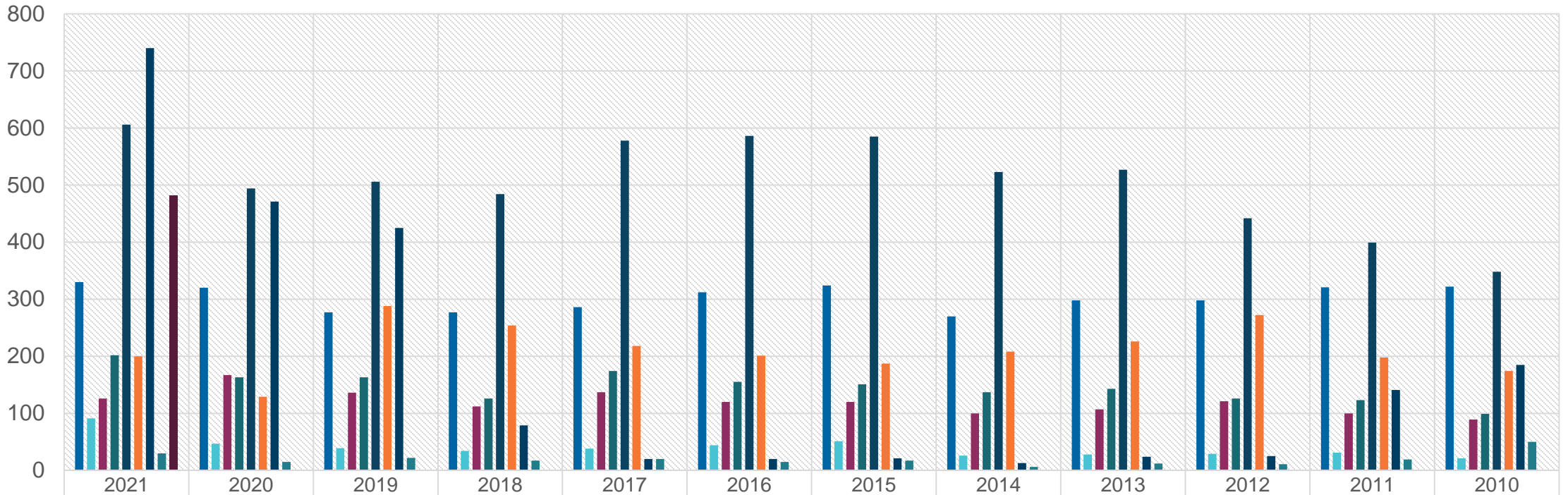
Tammy DesJardin

Administrative Assistant

What does Code Enforcement do?

- **Inspections**
- **Permitting**
- **Plan Review**
- **Investigations**
- **Attend Board and Committee Meetings**
- **Meet with Customers**
- **Interpret Codes and Ordinances**
- **Answer Questions from the Public**
- **Provide Education and Public Outreach**

Code Enforcement Activity



| | 2021 | 2020 | 2019 | 2018 | 2017 | 2016 | 2015 | 2014 | 2013 | 2012 | 2011 | 2010 |
|---------------------|------|------|------|------|------|------|------|------|------|------|------|------|
| ■ Building Permits | 330 | 320 | 277 | 277 | 286 | 312 | 324 | 270 | 298 | 298 | 321 | 322 |
| ■ Dwelling Units | 91 | 47 | 39 | 34 | 38 | 44 | 51 | 26 | 28 | 29 | 31 | 21 |
| ■ Plumbing | 126 | 167 | 136 | 112 | 137 | 120 | 120 | 100 | 107 | 121 | 100 | 89 |
| ■ Electrical | 202 | 163 | 163 | 126 | 174 | 155 | 151 | 137 | 143 | 126 | 123 | 99 |
| ■ Site Inspections | 606 | 494 | 506 | 484 | 578 | 586 | 585 | 523 | 527 | 442 | 399 | 348 |
| ■ In-office appts. | 200 | 129 | 288 | 254 | 218 | 201 | 187 | 208 | 226 | 272 | 198 | 174 |
| ■ VR Permits | 740 | 471 | 425 | 79 | 20 | 20 | 21 | 13 | 24 | 25 | 141 | 185 |
| ■ Violation Notices | 30 | 15 | 22 | 17 | 20 | 15 | 17 | 6 | 12 | 11 | 19 | 50 |
| ■ VR Inspections | 481 | | | | | | | | | | | |

What are Code Enforcement Officers Required to Enforce?

The Department of Public Safety, Office of the State Fire Marshal establishes the minimum standards and recertification standards for all code enforcement officers appointed in Maine that recognizes the experience and diverse job responsibilities of Maine's professional code enforcement community.

The state of Maine has established the Maine Uniform Building and Energy Code (MUBEC) which applies to ALL towns within the state of Maine. Enforcement of MUBEC is based on population. The MUBEC must be enforced in a municipality with a population of 4,000 residents or more.

MUBEC is made up of the following codes:

- 2015 International Residential Code (IRC)
- 2015 International Building Code (IBC)
- 2015 International Existing Building Code (IEBC)
- 2015 International Energy Conservation Code (IECC)

Areas of knowledge



Shoreland Zoning



Land Use Regulation



Internal Plumbing
External Plumbing
Electrical



Commercial & Residential
Building Codes
Energy Codes
Ventilation Codes



Residential Radon Code

Code Enforcement Projects & Goals

- Short-Term Rentals (Vacation Rentals)
- Long-Term Rental Registration Task Force
- Code Permitting Software

Budget Requests

The Code Office is not requesting any additional funding this year