



Community Development Department Overview **Fiscal Year 2009**

Staff: Amanda L. Stearns, AICP, Director

Code Division:

- Code Assistant, Patrice Perreault
- CEO, Building Official, (Field Inspector) Justin Brown
- CEO, Chief Building Official, LPI, & Health Officer, Albert Farris

Development Division:

- Administrative Assistant, Melissa Tryon
- Assistant Planner, Ethan Croce
- Engineering Technician, Tony Hayes

Long-Range Planning Division:

- Theo Holtwijk, Director

Purpose:

Provide land use and code related services to the Town Manager, Town Council, Planning Board, Board of Appeals, Department Heads, committees as assigned by the Town Manager or Council and the community's residents, businesses and visitors.

- The Code Division provides professional code enforcement, consumer protection, Town Hall building maintenance, zoning interpretation and community health services through the building permits, building inspections, shoreland permits, complaints and inquiries, electrical and plumbing permits, fill permits.
- The Development Division provides research, professional advice and ordinance interpretation through the development review and approval process for subdivisions, private ways, site plan review, sign permits, fill permits and shoreland permits.
- The Long-Range Planning Division provides long-range and comprehensive planning assistance to a variety of committees, Boards and the Council.

Operations:

- We provide guidance, investigation and enforcement of a variety of codes, regulations and ordinances including: Building Codes, National Electrical Code, Fire, Energy, Internal Plumbing Codes, Subsurface Wastewater Disposal Rules, Zoning and Site Plan Review Ordinances, Mandatory Shoreland Zoning Act, and Erosion Control Rules, Americans with Disabilities Act and the FEMA Regulations on Floodplain Management. For a complete list please contact the Code Division.

- Staff support to the Board of Zoning Appeals, including preliminary consultations with prospective applicants, packet preparation, record keeping and review notes.
- Administer applications for land uses under the authority of the Planning Board. This includes pre-application meetings with prospective applicants, detailed plan review, meetings with applicants during the Board review process, packet preparation, record keeping, coordination of reviews by other relevant departments and the administration of conditions of approval.
- Provide technical review and site inspection of land use projects.
- Interpret, implement and enforce land use regulations.
- Provide information and assistance to the public regarding inquiries and concerns about land use and application submittals.

2009 Proposed Work Plan

- Provide timely and quality services to the public regarding requests for information, assistance with building and land use projects and general informational inquiries.
- Continue work on amendments to the current ordinances to provide more efficient and effective implementation of those ordinances and create a transparent process for the public.
- Implementation of the Council Work Plan as may be amended.
- Please see next page for a draft of current and future planning projects as anticipated. It is our goal to incorporate the strategies of the current Comprehensive Plan, the land use related projects in the Consensus Building Institute report, and initiatives generated by the Council and Town Manager.

Town of Falmouth - Department Projects 2009
 July 1, 2008 by Planning Staff

PROJECTS TO FINISH NOW	PROJECTS TO START	DEPARTMENT DEVELOPMENT
Natural Resources (Council)	Comprehensive Plan (CBI H.) – Review the status of the approved strategies of the current plan.	Annual Planning Workshop (CBI E.)
Route 1 Plan (Council)	Overall Vision (CBI H3.)	Process for review and development of ordinances (CBI G.)
Workforce Housing – Woods Road (Council)	Compact Development (CP) <ul style="list-style-type: none"> • Design guidelines • Sewer connections 	Convene long-term planning and best practices workshop (CBI H1.)
Community Facilities Planning (Council)	Bicycle Pedestrian Plan Update (staff)	Conduct independent review of planning tools (CBI H2.)
Tidewater Conservation Foundation (Council)	Transportation Planning (Town Manager)	Make peer review more predictable (CBI I.)
	Economic Development Strategy (Council)	Enhance pre-application process (CBI J.)
	Tax Increment Financing (Town Manager)	Staff authority for certain permits & approvals (CBI K.)
	Route 100 Corridor/West Falmouth Visioning (CP)	Create “Navigating the Process” manual (CBI L.)
	Transfer of Development Rights (TDR)	Continue introduction of “housekeeping amendments” as needed. (staff)
	Regional Consolidation (Council)	Update stormwater best management practices to protect marine resources (CP)

CBI – Consensus Building Institute Report

CP - Current Comprehensive Plan (2003)