



Community Development Department Overview **Fiscal Year 2011**

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
- Senior Planner, Ethan Croce
- Engineering Technician, Tony Hayes

Long-Range Planning Division:

- Director, Theo Holtwijk

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, zoning interpretation and community health services through building permits, building inspections, shoreland permits, complaints and inquiries, electrical, plumbing and 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 as well as staff support to the Town Council for ordinance amendment and development.
- 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, and 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.

2011 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.

Supporting Resources and Documents

Please see the town website for the following:

[Planning Reports](#)

[Land Use Ordinances](#)

[Miscellaneous Reports and Studies](#)

[Design Guidelines](#)

[Planning Board](#)

[Community Facilities Planning Committee](#)

[Workforce Housing Commission](#)

[Community Development Committee](#)

[Long Range Planning Advisory Committee](#)

[Zoning Board of Appeals](#)