# Code Enforcement, Planning, Development & Assessing – FY25

## Assumed Outcomes:

* + - To ensure all basic life safety standards are met
    - To balance private property rights with codified community values and needs
    - To articulate community vision with regard to development
    - To grow the Town’s tax base
    - To provide fair and equitable assessment of all real and personal properties
    - Work internally (with other Town departments) and externally (with the University, business community, and other stakeholders) to foster community pride of place
    - To provide high quality service to the public

## Mandates:

* + - Growth Management Act: Assuring that Land Use Ordinance is consistent with the Town’s Comprehensive Plan, which in turn must be consistent with the terms of the Growth Management Act
    - Administration and enforcement of Maine Uniform Building and Energy Codes (MUBEC)
    - MS4 requirements in planning and code enforcement, per the Town’s general stormwater discharge permit
    - Use State legislated minimum assessing standards to annually certify the equalized just value of all real and personal property in the community

## Current Methods:

* + - Enforce Building and Land Use Codes
    - Facilitate and Provide Technical Support to Planning Board
    - Facilitate and Provide Technical Support to Board of Appeals
    - Manage Integrated Land Use Ordinance that includes zoning, subdivision regulations, site plan review, shoreland zoning, and floodplains
    - Review Codes for compliance in an ever changing regulatory environment and make recommendations for additions/revisions to better meet community needs
    - Facilitate the Comprehensive Planning process to codify vision and legal structure for Town Ordinances
    - Work with current and prospective businesses to grow and retain commercial enterprises in Camden
    - Review plans, approve permits, and perform inspections for new construction and property renovations
    - Oversee Rental Ordinance and Registration Process
    - Monthly inspection of Town to proactively identify potential code issues
    - Assistance to Camden Economic Development Corp., Town Manager, regional entities in support of economic growth
    - Process Tree Growth Roster for the State of Maine
    - Complete Municipal Valuation Report and all associated documents for the Maine Revenue Service
    - Process abatement applications related to valuation
    - Complete BETE applications for Maine Revenue Services
    - Discuss valuations with taxpayers, real estate brokers and appraisers, and processing abatements and supplemental tax assessments

## Current Resources:

### Personnel: 6 FTE

* + - (1) Planning & Development Director
    - (1) Code Enforcement Officer
    - (1) Town Planner
    - (1) Assessor
    - (1) Deputy Assessor
    - (1) Administrative Assistant

## Areas of Discussion:

Planning: FY 21 was a busy year for Planning. A large percentage of the Planners time is dedicated to creating, amending and interpreting land use ordinances here in Camden. Staff continues to work on the ordinances associated with Marijuana, rental properties and overlay districts. The Administrative Assistant (AA) is a single position that touches all of the different offices within Community Development. Though an important responsibility includes serving as the secretary for the Planning Board, the AA is also responsible for the quality and quantity of information flowing into and out from all of the offices within the department. This is an important and choreographed strategy for economic development as communication is essential in attracting and retaining investment in Camden. The proposed budget includes the following scope of work for the Planning Department:

* + - * Continue to review and take actions on the Comprehensive Plan
      * Present public information sessions and assist the Select Board on whether the Town should adopt ordinances that would allow for commercial marijuana activities.
      * Serve as Staff for the Planning Board
      * Assist applicants as they continue through the local review process
      * Provide Town representation on local and regional public transit committees – ensuring leadership and collaboration during a period of transition
      * Begin to transition to a significant role in the administration and oversight of the Town’s MS4 Permit compliance activities

Code Enforcement: Up until last year, Camden remained on a paper reporting system to document ongoing investigations, scheduling inspections, documenting actions taken, etc. The investment in new reporting software in FY22 allows staff to be more efficient. The following should be considered in developing the FY25 budget:

* + - * Continue the transition to a more proactive code enforcement response from a primarily complaint based system.
      * Continue with the revision and simplification of Town ordinances – with special attention to enforcement resolution based strategies with penalties for

non-compliance.

* + - * Work with staff, management, and policymakers in the creation and implementation of a more robust inspection program for short term rental properties.
      * Coordinate inspections with the Life Safety Inspector to ensure required inspections are serving the purpose of the ordinances.

Economic Development: FY22 will be an incredibly important and busy year as the community attempts to recover from a worldwide pandemic that has crushed a robust economy in mere months. As businesses attempt to recover from the pandemic, staff will continue to engage with business owners to provide opportunities for financial assistance and business planning aimed at providing technical assistance and supporting revisioning their operations for the next generation of business. FY22 will also bring a new director to lead the effort in the post pandemic recovery. The proposed budget includes the following scope of work for Economic Development:

* + - Continue to coordinate the services from all of the municipal departments within the Planning & Development Office to streamline permitting
    - Create new opportunities for the post COVID-19 economy.
    - Market the Town of Camden in order to attract/retain investment into the community
    - Oversee and report on the Tax Incremental Financing (TIF) Program
    - Town Liaison with business community
    - Work on Creating/Revitalizing a community wide business advocate group made up of business throughout the town
    - Coordinate group marketing strategies and activities with local businesses
    - Supervise all employees and budgets within Community Assessing:
    - The Assessing Office has been dealing with a community wide revaluation since FY18. In FY 22 we hired KRT to complete the work needed and we are currently online for the new valuations to be used for the FY22 commitment.
    - FY25 will be a very busy year in the Assessing Office as typically the first year after a community wide revaluation is tied up with abatement applications and the settling out of new valuations.
    - The Community Development Administrative Assistant works with the Assessor and is the primary contact for Personal Property updates and as well as general property tax card distribution.