

# TOWN OF CAMDEN

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PLANNING AND DEVELOPMENT DEPARTMENT



# Planning and Development – Our Core Functions

- Responsible for a wide range of administrative and technical functions that involve the use of land and buildings, the protection of the town's character and unique natural resources, community and economic development, health and life safety.
- We coordinate the development and redevelopment of Camden consistent with the Town's Comprehensive Plan, Town Codes, the Maine Uniform Building and Energy Code, municipal priorities and State Law.



# Code Enforcement and Planning Functions:

- Administer & enforce the Town's Zoning and Shoreland Zoning Ordinances, the Floodplain Management Ordinance and the State-mandated Maine Uniform Building and Energy Code (MUBEC.)
- Administration of the Town's Comprehensive Plan and Growth Management
- Process and issue permits:
  - Building
  - Plumbing
  - Subsurface Wastewater (septic)
  - Electrical
  - Use
  - Shoreland Zone
  - Floodplain
  - Sign permits
  - Site Plan
  - Subdivision
  - Special Exceptions
- Conduct inspections of permitted activities and municipal licensing inspections (i.e. lodging, victualers) and respond to zoning, building and housing complaints, as required.
- Provide administrative support and technical expertise to the Planning Board and the Zoning Board of Appeals and other Town committees and departments as needed.
- Respond to inquiries from property owners, real estate agents, developers, builders, and design professionals relating to zoning, allowed uses, building codes and the permitting process.



# PLANNING

- Ordinance development and amendments
  - Street Opening Ordinance
  - Housing Affordability/Availability – LD 2003 State-mandated zoning and density requirement to increase housing opportunities
  - Low impact development – Stormwater, Climate Change/Sea Level Rise. Green Infrastructure
  - Business Licensing
  - Floodplain Management – Community Rating System
  - Short Term Rentals
- Comprehensive Plan – implementation, amendments and updates
- Climate Change & Sea Level Rise resiliency planning and adaption.
  - Municipal Property (i.e. Public Landing, Steamboat Landing, Harbor Park, yacht club, & municipal infrastructure)
  - Harbor-wide resiliency planning
  - Storm water / impervious surface
  - Gulf of Maine Research Institute / Island Institute / NOAA - Regional Climate Resiliency Partnership
- New Traffic Calming Policy/Program – Neighborhood streets
- Camden Snow Bowl – Ragged Mountain Recreation Area – Land Water Conservation Fund - Maine DEP Site Law





# COMMUNITY AND ECONOMIC DEVELOPMENT

- Community and economic development projects:
  - Downtown Master Plan Implementation
  - Downtown Pedestrian Improvements
  - Public Landing improvements
  - Climate change and sea level rise resiliency planning and adaptation.
  - Town property – development opportunities
    - Tannery
    - Sagamore Farm
    - Town-owned vacant lots
  - Housing – Ordinance amendments to facilitate increased housing opportunities
  - Downtown Parking Program
  - Mountainside Community Cooperative – Sewer extension planning
  - John Street – Sewer extension & pedestrian planning
  - Ragged Mountain Recreation Area - Camden Snow Bowl/ CMLT / MCNEMBA
  - Camden Area Business Group, Maine Outdoor Film Festival



# Special Projects and Activities Over the Past Year

- Route 105 Sidewalk Project – MDOT LAP pedestrian project – Mathew John to Shirt Tail - to be completed 2023.
- USEPA Brownfield Cleanup Grant and Tannery Redevelopment – Cleanup completed September 2022.
- Downtown Parking Management Study – ONGOING
- Camden Snow Bowl – Ragged Mountain Rec Area – MDEP Site Law permitting, future planning, FEMA disaster declaration from October 2021 storm - ONGOING
- Damage assessment and planning associated with pre-Christmas 2022 storm event - Public Landing, Steamboat Landing, Harbor Park, Camden Yacht Club, Laite Beach – FEMA disaster declaration ? – ONGOING
- Sewer extension planning – Mountainside Coop Community / John Street - ONGOING
- Municipal priorities.
  - o Housing – LD 2003 – State-Mandated zoning to facilitate more housing opportunities - ONGOING
  - o Climate change and sea level rise
    - Floodplain Management Ordinance amendments / Community Rating System - ONGOING
    - Zoning amendments – Natural Resource protection, low impact development, stormwater - ONGOING

# Budget Notes

- *Wages and benefits* – account for 97% of the Planning and Development Departments budget within the code/planning/assessing budget.
  - Three (3) fulltime salaried positions (P&D Director, Code Enforcement Officer, Planner)
  - One (1) part-time hourly administrative support staff (shared with Assessing)
- Permit Activity up year after year – no signs or indication of this decreasing.
  - Estimated Revenue for upcoming fiscal year: **\$124,000**

2022 – 670	2020 – 565
2021 – 666	2019 – 480
- Reduction in vehicle mileage due to capital request for electric vehicle for code enforcement officer. Department will utilize Efficiency Maine incentives and grant from the Governor’s Climate Resiliency Partnership (\$9,500 in incentives/grant.)
- Office supplies, required certifications and continuing education, organization dues, professional memberships generally the same as last year.



## Staffing – who we are

- Jeremy P. Martin, Planning and Development Director
- Clint Beveridge, Building Official, Code Enforcement Officer, Plumbing Inspector
- Shenley Neely, Planner
- Jeanne Hollingswoth, Code, Planning and Assessing Administrative Assistant – Part-time (shared with Assessing)



# Professional Memberships & Certifications

- Maine Building Officials and Inspectors Association (MBOIA)
- Midcoast Code Enforcement Officers Association
- International Code Council
- Maine Association of Planners
- American Planning Association – Northern New England Chapter
- International Code Council
- Certified Erosion Control Inspector(s)
- Maine Adaptation Providers Network (climate change / Sea Level Rise)
- Maine Certified Code Enforcement Officer(s)
- GrowSmart Maine
- Build Maine