Amanda L. Stearns, AICP, Director

Administration
- Administrative Assistant, Patrice Perreault
- Administrative Coordinator, TBA

Division of Code Administration:
- Code Enforcement Officer, Building Official, Justin Brown
- Field Inspector, Craig Jones

Division of Planning:
- Senior Planner, Ethan Croce

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.

- Code Administration provides professional code enforcement, zoning administration and interpretation, building construction permitting and inspections, shoreland permitting and inspections, street addressing, floodplain management administrations and addresses complaints and inquiries related to land use.

- Planning 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 Department works closely with the Management Team (Town Manager and Director of Long-Range Planning) on matters relating to long-range planning and economic development.

- Assists customers with general Assessing questions and provides liaison services to the County for regional assessing.

Specific Duties:

- Administration and enforcement of a variety of codes, regulations and ordinances including the Maine Uniform Building and Energy Code, National Electrical Code, Internal Plumbing Codes, Subsurface Wastewater Disposal Rules, Zoning and Site Plan Review Ordinance, Shoreland Zoning, Americans with Disabilities Act and the Floodplain Management Ordinance

- Staff support to the Board of Zoning Appeals, including preliminary consultations with prospective applicants, packet preparation, record keeping and review notes.

- Staff support to the Planning Board including administration of application process, 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 as well as 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 and other departments regarding inquiries and concerns about land use and application submittals.

2015 Proposed Work Plan

- Transition the department to a central area in the front of town hall on the second floor, including centralization of all land development files.

- Develop a process for communication and information sharing between the Town and the County regarding assessing information and records, for town staff and the public.

- 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, including assistance to the Community Development Committee for land use policies related to implement the Comprehensive Plan.

- Manage the administrative rewrite of the Zoning and Site Plan Review Ordinance and the Subdivision Ordinance. This project was delayed due to the amount of amendment work generated by the Council in FY14.

Supporting Resources and Documents

Please see the town website for the following:

[Planning Reports | Falmouth ME](#)
[Board of Zoning Appeals | Falmouth ME](#)
[Planning Board | Falmouth ME](#)
[Downloadable Forms | Falmouth ME](#)
[Ordinances | Falmouth ME](#)