



Hampden Public Safety

Emergency Services Working Together

106 Western Avenue
Hampden, ME 04444

Phone: 207-862-4000

Email: publicsafety@hampdenmaine.gov

<http://www.hampdenmaine.gov/>

<https://www.facebook.com/hampdenpublicsafety>

Memorandum

To: Angus Jennings, Town Manager

From: Myles Block, Code Enforcement Officer *MB*

Date: March 21, 2015

CC: Chief Joseph Rogers, Public Safety Director
 Lt. Jason Lundstrom, Fire Inspector
 Jared LeBarnes, Building Official
 Dean Bennett, Director of Community and Economic Development
 Rosemary Bezanson, Administrative Assistant

Re: Fee Ordinance Amendments

Town of Hampden
RECEIVED

MAR 21 2015

Office of the
Town Manager

Police • Fire • EMS
Code Enforcement
Building Inspection
Fire Inspection
Local Health Office

Joseph L. Rogers
Director of Public Safety
Kandy A. McCullough
Administrative Assistant

Police

T. Daniel Stewart
Sergeant/SRO

Scott A. Webber
Sergeant

Christian D. Bailey
Sergeant

Joel Small
Police Officer

Joseph D. Burke
Police Officer/MDEA

Benson C. Eyles
Police Officer

Shawn F. Devine
Police Officer

Marc Egan
Police Officer

William Miller
Police Officer

Jeffrey L. Rice
Police Officer

Fire

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Lieutenant/Fire Inspector

Daniel Pugsley, Jr.
Lieutenant/Paramedic

Matthew St. Pierre
Lieutenant/Paramedic

Myles Block
CEO/Paramedic

Jared LeBarnes
Building Inspector/Paramedic

Joseph Dunton
Paramedic/Chaplain

Matthew Thomas
FF/Paramedic

Shaun McNally
FF/Paramedic

Aaron Jellison
FF/Paramedic

Matthew Roope
FF/Paramedic

The attached shows the proposed fees increased proposed by the Code Enforcement Office. The overwhelming drive for the fees increase is for the Town to be compensated for the staff time it takes to review different Code Enforcement, Planning Board, and other permits and applications processed by the Town. This also takes into account the increased review and inspections needed because of the Maine Uniform Building and Energy Code requirements and other expenses.

Article 2.5 – Increases the application fee for Floodplain Management Application to \$100. This increase is to allow for 2-3 hours of Staff Time for review.

Article 2.7 – Add section for cost of public notices and mailings.

Article 2.8 – Increase to allow for 5 hours of staff time for inspections and file review for the annual inspection. The inspection requires the Fire Inspector and Code Enforcement Officer and takes 1.5 – 2 hours of inspection time.

Article 2.12 – Increases minimum base fee to \$200 for staff time for preparing Planning Board Hearings and Staff review prior to Planning Board meeting and a process to charge for the cost of public notices and mailings.

Article 2.13 – Increase allows for staff time of 2 hours for the Code Enforcement Officer and Fire Inspector to conduct inspections, 0.5 hours to process the application and a process to charge for the cost of public notices and mailings.



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Article 2.16

2.16.1.1 These changes reflect a way to charge for building permits based on a national standard of per sq foot cost. The building valuation table being used is the current one being used in the City of Bangor. The fee multiplier, however, is lower than Bangor's which is 0.0075. In the future based on our own building value increase and direction from the Council on how much of the Code Enforcement budget they would like to see covered by Building Permit fees we can adjust the multiplier or building valuation table accordingly. This amendment also gives direction to the Code Enforcement Officer and Council to review the fees annually.

2.16.1.2 This amendment also increases the base fees and sq footage charge for Alterations. Alterations are tricky in that it requires a long review for code compliance and code modifications by the Building Official and is individual for each project. These project are each unique and normally require on-site review prior to issuing the permit and require inspections during construction.

2.16.1.3 Residential Sheds and Accessory Structures which are under 200sqft do not require a permit under MUBEC so this fee takes into account zoning review and an inspection for placement and ordinance requirements. MUBEC requires a permit for commercial accessory structures 120sqft or more, anything under that would require a zoning review, possibly a minor site plan revision, and placement and requirement inspection.

2.16.1.4 Aligns with accessory structures.

2.16.1.5 MUBEC require fences over 6' have a permit, aligns with accessory structures.

2.16.2 All changes in this section reflect staff time needed for review of the permits. In consultation with the PWD he wants to inspect the sewer disconnection for building demos that have a connection. Earth moving permits have 2 paths, CEO review for certain conditions and Planning Board for others. The fees are for staff review and the new standard Planning Board fee of \$200 as a base for the material and staff time needed to prepare for Planning Board Meetings.

2.16.3 Aligns with minimum permit fees above

2.16.4 Increase needed for inspection time for CEO and Fire Inspector for these inspections and for code research that is generally project specific.

2.16.5 Gives an hourly rate for reinspections if needed if the reinspection is needed because of a fault of the permittee or agent. Hourly rate as set by the PSD for special duty assignments.



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2.16.8 Increases the minimum fee for BOA applications for staff time to prepare for meetings, materials production for the meeting this also give a way to recoup the cost of public notices and mailings required.

2.16.10.1 Sets the fee to the minimum Planning Board fee of \$200

2.16.10.2 Sets fee to compensate for staff time needed to review major projects

2.16.10.3 Moves fee to \$300

2.16.10.4 Provides place to charge for public notices and mailings

2.16.12.4 Sets draw account for peer review for construction documents if the town deems necessary.

Article 2.17 Adds a fee section for Shoreland Zoning Permits. These costs were previously part of the building permit fee but these projects take time and extensive research and on-site inspections to ensure compliance with Shoreland Zoning local and State requirements.

Article 2.18 Adds fee section for Driveway entrance and E911 addressing. Both of these actions take 2 staff on-site for inspection of driveway location, determination of culvert size and GPS location for accurate addressing.

The Town of Hampden hereby ordains that the following amendments to the Zoning Ordinance be adopted.

Additions underlined

Deletions ~~stricken~~

2.5. Floodplain Management Ordinance

- | | |
|------------------------|--|
| 2.5.1. Application Fee | \$75.00 <u>100.00</u> |
| 2.5.2. Experts Fee | \$500.00 horizontal review \$1,000.00 vertical review and horizontal review. This is a draw account established for a professional to establish flood elevation data where possible. Any unspent funds are to be returned to the applicant |

2.7. Historic Preservation Ordinance

- | | |
|---|----------------|
| 2.7.1. Certificate of Appropriateness Application Fee | \$75.00 |
| 2.7.2. Historic Site or Landmark Designation Ap, Fee | \$150.00 |
| <u>2.7.3. Cost for public notices and mailings</u> | <u>at cost</u> |
- (Any "at cost" fee must be paid to the Town before the issuance of approved permits or variances, or action on a board order is undertaken)

2.8. Mobile Home Park Ordinance

- | | |
|--|--------------------------------|
| 2.8.1. Annual Mobile Home Park License <i>(This includes application review, initial inspection of premises and a follow-up inspection).</i> | \$150 <u>200.00</u> |
| 2.8.2. Additional Inspection Fee <i>(If the town needs to perform additional inspections as a result of applicant deficiencies, each inspection will be charged prior to the inspection).</i> | \$100 <u>200.00</u> |

2.12. Subdivision Ordinance

- | | |
|---|---|
| 2.12.1. Subdivision Sketch Plan | No Charge |
| 2.12.2. Minor Subdivision <i>(Less than 5 lots and no public improvements).</i> | \$35 <u>200.00</u> plus \$20.00/acre |
| 2.12.3. Minor Subdivision Review/Inspection Draw | not required. |
| 2.12.4. Major Subdivision Preliminary Plan <i>(Five or more lots and /or public improvements).</i> | \$85 <u>200.00</u> plus \$50.00/acre plus \$1,000.00 peer technical review draw account. |

- 2.12.5. Major Subdivision Final Plan
(Review/Inspection Draw Account) Fee based on 10% of estimated cost of completing all on-site public improvements plus 10% of estimated cost of completing all off-site public improvements.
- 2.12.6. Major Subdivision Final Plan
(Mobile Home Park Construction Review/Inspection Draw Account) Fee based on 10% estimated cost of completing all on-site improvements plus 10% of estimated cost of completing all off-site improvements.
- 2.12.7. Cost for public notices and mailings at cost
(Any "at cost" fee must be paid to the Town before the issuance of approved permits or variances, or action on a board order is undertaken)

2.13. Victualers Ordinance (Amended 6/15/09)

- 2.13.1. Victualers License Application
- 2.13.1.1 (Public hearing not required) not required) \$ 50100.00
- 2.13.1.2 (Public hearing is required) \$125150.00
- 2.13.1.3 Cost for public notices and mailings at cost

(Any "at cost" fee must be paid to the Town before the issuance of approved permits or variances, or action on a board order is undertaken)

(This includes public notice and initial inspection of premises. If the town needs to perform additional inspections as a result of applicant deficiencies, each inspection will be charged \$50.00 prior to the inspection).

The above fees include all inspections required by Town of Hampden Victualers Ordinance. If an inspection is performed and the Code Enforcement Officer or Fire Inspector, or their alternate, believe a reinspection is needed because of a fault of the applicant or agent then a fee per 2.16.5 will be charged and due to the Town prior to the issuance of the Victualers License.

2.16. Zoning Ordinance

- 2.16.1. Building Permit Applications for all Construction \$25.00 plus \$0.10 per sq. ft. of total building area including but not limited to finished areas, basements, attics, decks, pools, porches, sheds, garages, etc.
- 2.16.1.1 All new construction (residential and commercial) and addition (residential and commercial) permit fee shall be based on a fee multiplier of 0.0025 multiplied against total construction costs derived from appropriate calculations pursuant to the adopted ICC type of construction method/permit fees Building Valuation Data as presented to the Town of Hampden Council each year, in June, by the Code Enforcement Officer or Building Official. The fee multiplier will be reviewed on an annual basis in June. The initial Building Valuation Data shall be based on the February 2012 table on file in the Code Enforcement Office.

The permit fee will = gross floor area x type of construction cost per table x fee multiplier.

(Example: Basement - 1952 ft², 1st Floor - 1952 ft², Decks - 168 ft², Sunroom - 216 ft², Unheated garage - 672 ft². Total Square feet (minus unheated garage) - 4288 ft²

Conditioned Space - 4288 x 103.92 x 0.0025 = 1114.02

Unheated Garage - 672 x 39.44 x 0.0025 = 66.26

Permit Fee - 1114.02+66.26= \$1180.28)

2.16.1.2 Alteration permit (residential) - \$100.00 + \$0.15 square foot area altered

Alteration permit (commercial) - \$200.00 + \$0.20 square foot area altered

2.16.1.3 Sheds and accessory structures under 200 ft² (residential) - \$50.00

Sheds and accessory structures under 120 ft² (commercial) - \$100.00

2.16.1.4 Swimming Pool, as defined in Zoning Ordinance, (residential) - \$50.00

2.16.1.5 Fence over 6 feet - \$50.00

(Plumbing Permit Application)

State Regulated

2.16.2. Demolition/Earth Moving Permit Application \$25.00

2.16.2.1 Demolition (residential-with sewer connection) \$100.00

2.16.2.2 Demolition (residential-no sewer connection) \$50.00

2.16.2.3 Demolition (commercial) \$150.00

2.16.2.4 Earth Moving (Code Enforcement Issued) \$100.00

2.16.2.5 Earth Moving (Planning Board Issued) \$200.00

2.16.3. Sign Permit Application \$250.00 per sign

2.16.4. Certificate of Compliance Application \$500.00

(Change of use, resumption of use, new use without building permit application)

The above application fees include all inspections required by Section 109 of the Town of Hampden Building Code.

2.16.5. Additional Final-Inspections \$25.00/35.77 per hour per inspector up to 50% of cost of building permit

(If the town needs to perform additional inspections as a result of applicant deficiencies, each inspection will be charged prior to the inspection).

2.16.8. Zoning Board of Appeals Variance Application

2.16.8.1. General Variance \$100/250.00

2.16.8.2. Dimensional Variance \$100/250.00

2.16.8.3. Disability Variance Free

2.16.8.4. Administrative Appeal Application \$100/250.00

2.16.8.5. Cost for public notices and mailings at cost

(Any "at cost" fee must be paid to the Town before the issuance of approved permits or variances, or action on a board order is undertaken)

| | | |
|--|---|--------------------------|
| 2.16.9. Zoning Ordinance Map or Text Amendment Request | | \$650.00 |
| 2.16.10. Site Plan Review Applications | | |
| 2.16.10.1. Minor Development | | \$75 200.00 |
| | <i>This includes reuse proposal or new structures with less than 3,000 sq. ft., and total site improvements of less than 5,000 sq. ft</i> | |
| 2.16.10.2. Major Development | | \$500 1000.00 |
| | <i>This includes new structures in excess of 20,000 sq. ft or developments with more than 50,000 sq. ft. of site improvements</i> | |
| 2.16.10.3. All Others | | \$150 300.00 |
| 2.16.10.4. Cost for public notices and mailings | | at cost |

(Any "at cost" fee must be paid to the Town before the issuance of approved permits or variances, or action on a board order is undertaken)

2.16.12. Peer Technical Review Draw Accounts

(In addition to the Planning Board application fees the Town shall assess a Peer Technical Review draw account accompanying a complete application as defined by ordinance and prior to review by the Board based on the following schedule. Applications which require subsequent re-review of additional information, or amended submittals shall be responsible to provide additional funds to cover these full peer review costs. Upon exhausting in excess of 75% of the funds in the original submittal, the applicant shall provide additional funding increments of 50% of the original fee. Any remaining fees held in the account upon completion of the review process shall be returned to the applicant).

| | | |
|---|--|-------------|
| 2.16.12.1. Engineering Analysis | | \$600.00. |
| | <i>(Where the staff or planning board requires an Engineering Analysis based on any on-site or off-site impacts).</i> | |
| 2.16.12.2. Stormwater Analysis | | \$500.00. |
| | <i>(Where the staff or planning board requires a pre-development and post-development storm-water impact study based on 2 acres of proposed impervious surface or other local stormwater drainage problems).</i> | |
| 2.16.12.3. Traffic Analysis | | \$1,000.00. |
| | <i>(Where the staff or planning board requires a Traffic Impact Study based on 100 peak hour trips generated on-site or other known local traffic congestion problems).</i> | |
| 2.16.12.4. Construction Document Review | | \$1,000.00 |
| | <i>(Where the staff requires review of the submitted construction documents for</i> | |

code compliance, engineering analysis,
or other review deemed necessary)

The above application fees include all inspections required by Town of Hampden Zoning Ordinance and Maine Uniform Building and Energy Code. If an inspection is called for and the Code Enforcement Officer, Local Plumbing Inspector, Building Official, or their alternate, believe a reinspection is needed because of a fault of the permittee or agent then a fee per 2.16.5 will be charged and due to the Town prior to the issuance of a Certificate of Compliance.

2.17. Shoreland Zoning Ordinance

2.17.1 Shoreland Zoning Permit Application

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|--|-----------------|
| <u>2.17.1.1 Code Enforcement Officer Issued Permit</u> | <u>\$100.00</u> |
| <u>2.17.1.2 Planning Board Issued Permit</u> | <u>\$200.00</u> |
| <u>2.17.1.2.1 Cost for public notices and mailings</u> | <u>at cost</u> |
| <u>2.17.1.3 Local Plumbing Inspector Issued Permit</u> | <u>\$100.00</u> |

(Any "at cost" fee must be paid to the Town before the issuance of any approved permit, variance, or action on a board order will be undertaken)

2.18. E911 Addressing Ordinance

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|--|----------------|
| <u>2.18.1 Driveway Entrance /e911 Address Permit</u> | <u>\$50.00</u> |
|--|----------------|

