

Memorandum

Date: April 19, 2016

To: David Owen – Town Manager

From: Robert Houseman – Director of Planning & Development

RE: Monthly Report - February

The Planning and Development Department activities include the following:

- Prepared following Planning Board Packets:
 - February 9, 2016
 - Daniel & Lucy Lambert- Blackberry Lane – Special Use permit
 - Cynthia Corcoran and Diamond Finance Co, 62 Canopache Lane & 463 South Main St Boundary Line Adjustment
 - Lot Merger – Constance Mitchell – Tax Map 190-57 & 58
Christopher Crowley - Tax Map 264-6,7,8 & 9
 - Corner Lot Discussion
 - Letter to real estate agencies, banks, and insurance agencies
 - February 16, 2016 – Work Session
 - Heritage Commission
 - Architectural Design Guidelines
 - Master Plan RFP
- Prepare Packet for Zoning Board of Adjustment:
 - February 1, 2016 – Work Session
 - Rules of Procedure
 - February 17, 2016 – Rehearing
 - J & R Property Investments, LLC – 94 Center Street, LLC
Case #01-V-16 Tax Map #204-16
- Chaired Technical Review Committee Meeting on
 - February 10, 2016 - Technical Review Committee
 - Joshua A Siegel 2003 Rev. Trust – Special use Permit
- Attended meeting for
 - February 23, Economic Development Committee
 - February 19, Wayfinding Sign Committee
 - February 2, Public restroom Committee
 - February 17, Board of Selectmen as Acting Town Manager
 - February 24, Department Head Meeting

- Served as Acting Town Manager, February 17, 18 and 22 through 26.
- Assisted Zoning Enforcement on Case Review and zoning interpretation
- Met with individuals and assisted with zoning questions and application process
- Continued Maintenance of the GIS including troubleshoot data layer problems and boundary discrepancies.

Attached please find the monthly report for building and Zoning enforcement:

BUILDING DEPARTMENT PERMIT SUMMARY FEBRUARY 2016

	February 2016			February 2015			February 2016			February 2015		
		Totals	Year to Date	Totals	Total Fees	Total Values	Totals	Year to Date	Totals	Year to Date	Totals	Year to Date
CB	Commercial Buildings				\$353.00	\$88,021.00	1				1	\$353.00
CR	Commercial Renovations				\$336.00	\$84,000.00	1	\$	25.00		3	\$386.00
ONP	Commercial Renew Permit											
BR	Single Family Dwellings				\$4,125.00	\$4,310,000.00	4				1	\$4,125.00
RB	Renovations	1	\$ 1,200.00	\$ 300,000.00	\$664.00	\$180,000.00	8	\$ 2,250.92		10	\$1,044.00	
AD	Additions	4	\$ 1,162.00	\$ 278,800.00			0	\$ 1,251.60		1	\$200.00	
BA	Garages/Accessory Buildings	1	\$ 25.00	\$ 2,000.00			0	\$ 146.60		1	\$44.00	
BD	Decks						0					
BS	Sheds						0					
FO	Foundation Only						0					
RR	Reroofing	2	\$ 77.00	\$ 19,680.00			0	\$ 77.00				
RP	Renew Permits	1	\$ 25.00		\$50.00		2	\$ 75.00		2	\$50.00	
R	Raised - Building						0					
P	Pools						0					
AE	Alternative Energy						0					
BM	Misc Building Permit						0	\$ 25.00		1	\$25.00	
CJ	Condominium Units						0					
S	Sign Permits						1	\$ 25.00		1	\$25.00	
COO	Change of Occupancy						0			2		
CCO	Commercial CO						0			2		
CO	Certificate of Occupancy	10					6			21		
T	Tent Permits	6					4			6		
TS	Temporary Sign	10					3			11		
	TOTALS	35	\$ 2,489.00	\$ 600,480.00	\$5,553.00	\$4,662,021.00	30	\$ 3,876.12	\$ 46,252.00	70	45	
E	Electric Permits	8	\$ 200.00		\$250.00	L/NC-TOW	11	\$ 500.00		20	27	\$650.00
G	Gas Permits	8	\$ 120.00		\$150.00		10	\$ 240.00		16	22	\$315.00
P	Plumbing Permits	8	\$ 200.00		\$125.00	L/NC-TOW	6	\$ 300.00		12	10	\$250.00
	TOTALS	24	\$ 520.00		\$325.00		27	\$ 1,040.00		24	59	\$1,195.00
	Inspections Completed	41					41			108	84	
	Zoning Violation Letters	3					11			90	22	
	Zoning Inspections Complete	2					6			4	9	

