

# Operational Changes During COVID 19 Outbreak

By Brian Longstaff, Zoning Administrator



During this unprecedented situation created by the COVID-19 pandemic, we like other Town departments find ourselves in uncharted territory with regard to how we safely and efficiently continue to provide planning and code enforcement services to the residents, businesses, and land use development entities that select Scarborough as their community of choice. To meet this challenge, the Scarborough Planning and Codes Department has developed systems and procedures that, although not ideal, will allow land use planning and development to continue without unnecessarily placing staff or the public at risk. The public can keep up to date on any changes by viewing the Town website, and specifically, the Planning and Codes department page at

<https://sites.google.com/a/scarboroughmaine.org/town/departments/planning-codes>

## **Planning Board & Board of Appeals Applications**

Although the Town Hall is closed to the public and those staff that can are working remotely, we will continue to accept applications. Please visit the Planning and Codes dept. webpage for instructions on how to submit applications. Please note that all submission deadlines as noted on the 2020 Planning Board & Board of Appeals meeting schedules still apply.

## **Planning Board and Board of Appeals Meetings**

On March 18, the Governor signed emergency legislation (LD 2167) that during a state of emergency declared by the Governor in accordance with Title 37-B, section 742 due to the outbreak of COVID-19, a body subject to this subchapter may conduct a public proceeding through telephonic, video, electronic or other similar means of remote participation under a prescribed set of conditions. The Town is currently working to put such a system in place so that Planning Board and Board of Appeals meetings can be conducted safely should the state of emergency continue beyond April 12. We will keep the public informed as this system is further developed and tested, and more details are available.

For Planning Board application questions, please contact Jamel Torres, Town Planner at [jtorres@scarboroughmaine.org](mailto:jtorres@scarboroughmaine.org)

For Board of Appeals application, zoning and building code questions, please contact Brian Longstaff, Zoning Administrator at [blongstaff@scarboroughmaine.org](mailto:blongstaff@scarboroughmaine.org)

## **Code Enforcement - Building Construction Permitting and Inspections**

**PERMITTING:** We will accept permit application submittals electronically when emailed to [SUBMITTALS@SCARBOROUGHMAINE.ORG](mailto:SUBMITTALS@SCARBOROUGHMAINE.ORG), as well as by regular mail, or placed in the front door drop box at Town Hall, 259 US Route 1.

Please download the permit application forms from our Permit Application Forms page found at <https://sites.google.com/a/scarboroughmaine.org/town/departments/planning-codes/code-enforcement/permits-applications>.

**INSPECTIONS**: As we understand that construction is deemed an essential service and therefore is not subject to the Governor's stop order, permitted projects will in many cases continue to be constructed. Please call **207-730-4040** or email the submittals address above to schedule inspections. Again, the public will likely be placed into our voicemail message system, so please leave your information and someone will contact you as soon as possible.

Note that inspection times may be limited as we are staggering inspectors to limit their exposure to COVID-19. Inspections will be limited to open air/unconfined spaces and new construction with no person-to-person interaction (no inspections inside occupied enclosed dwellings). Physical distancing is required, (no handshakes, etc.), and if the inspector feels conditions are not safe, the inspection may be postponed or modified accordingly. In some cases, and in lieu of the required inspections at the various stages of construction, and as necessary for Certificates of Occupancy, we may accept CERTIFICATES OF CODE COMPLIANCE from all trades. These certificate forms will be provided to the tradesperson by our code enforcement officers as needed.

We appreciate your help in keeping our communities safe.

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