



## Town of Windham, Maine

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Zoning- Building Inspections- Code Enforcement

### **Memorandum**

DATE: December 1, 2025  
TO: Town Council  
FROM: Jonathan Rioux, Code Enforcement Director  
CC: Bob Burns, Town Manager  
RE: Consider and Act: to amend the master fee schedule to increase the fee for Shoreland Zoning<sup>1</sup> application reviews by Code Enforcement Department Staff

This memo outlines a request to adjust fees related to the review of applications within the Town's Shoreland Zoning District.

### **Action Requested:**

Amend Chapter 28 of the Master Fee Schedule.

### **Current Fees:**

Code Enforcement Review fees are currently listed as:

- Minor: \$50
- Major: \$100

### **Proposed Fees:**

Remove the "Minor/Major" distinction and implement two new specific application fees:

- Clearing or removal of vegetation: \$75
- Shoreland zoning review: \$250

### **Rationale:**

The proposed changes are intended to better reflect the complexity and staff time involved in reviewing applications within the shoreland zoning districts, particularly those involving expansions of non-conforming structures and "greatest practical extent" determinations (which often require moving structures away from the waterbody or wetland)

### **Relevant Town Ordinance Sections:**

- § 185-16 Administration
  - B. Permits required. After the effective date of this chapter, no person shall, without first obtaining a permit or site plan approval, as applicable, engage in any activity or use of land or structure requiring a permit in the district in which such activity or use would occur; or expand, change, or replace an existing use or structure; or renew a discontinued nonconforming use.
- § 28-7 Fees.
  - [Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I)]
  - Fees are set by the Town Council and listed in the Master Fee Schedule.

### **Recommendation:**

Town staff recommends approval of the proposed amendments to the master fee schedule.

### **Attachments:**

Redlined master fee scheduled dated October 14, 2025..

*Footnote<sup>1</sup> reference Title 38 § 435 the "State of Maine Mandatory Shoreland Zoning Act"*