

Town of Windham

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Monthly Report – August 2014

Summary

It is the mission of Code Enforcement to protect the safety, health and welfare of the citizens of the Town of Windham through consistent and fair enforcement of applicable federal, state and local codes and regulations.

Each month the current status of the program will be assessed using the following measures identified in the budget narrative.

1. Compliance, in part, is achieved through public education in the Maine Uniform Building and Energy Code and the Town of Windham Land Use Ordinance¹.

- Each interaction presents the opportunity to educate and inform contractors and/or citizens about state and local regulations.
- The Code Enforcement page on the Town's website provides educational information such as: The Maine Uniform and Energy Code requirements, Shoreland Zoning requirements, Town of Windham Local Ordinance requirements, Floodplain management, Stormwater Management, as well as links to Radon regulations, etc. The website also provides a staff directory/phone numbers for citizens/contractors that require further education/information.
- In the month of August, staff met with over one hundred (100) contractors and homeowners, both in the field and in the office, to discuss permitting and code compliance.

2. Application review and permit issuance is timely².

Inspections vary from projects to complaints. Various inspections include footings, foundation walls, foundation backfill, framing, insulation, rough electrical, electrical services, rough plumbing, final plumbing, final electric, septic field horizon and final elevation and installation, septic tanks, soil and erosion control measures, certificates of occupancies, violations and complaints³.

- In the month of August, Code Enforcement transitioned from Procis software to Mygov in order to improve processes.
- One hundred and twelve (112) permits were issued; these were down slightly from July due to the software transition which included thirty-two (32) hours of setup and six (6) hours of training on the use of the software.

¹ Paraphrased from budget narrative

² Paraphrased from budget narrative

³ All structures/remodels must be in full compliance with local zoning and licensing codes, floodplain management, land development regulation/excavations, and up-to-date with the State of Maine Building and Energy Code.

- MyGov software automatically emails the applicant when
 - the review process has started; and/or
 - additional information is needed; and/or
 - the permit is available.

Highlights

- MyGov software went live on August 25th.
- Hardware was installed in the inspection vehicles for field use and is functioning as expected.
- Staff attended almost forty (40) hours of software set up and training. With the implementation of the MyGov software, the department is now better able to track activities, gather data, and provide performance statistics.
- Reports to the State of Maine were completed and submitted.

Current Projects

1. Revisions to the proposed fee schedule – staff are gathering fee data from surrounding communities.
2. Ongoing work with the State of Maine’s Floodplain Management to obtain an updated model floodplain ordinance as well as determining which properties within the town will be affected by the updated FEMA maps. Once completed, those residents affected will be notified of any changes and provided the appeal procedure. NOTE: The new flood maps have no changes within Windham; all updates are within coastal towns.
3. Working on possible changes to the Fire Code with Deputy Chief Wescott and drafting new ordinance language to be consistent with current regulations.

Statistics

Monthly Stats – Aug. 2014		Monthly Stats - August 2013	
Inspections:	303	Inspections:	223
Permits:	112	Permits:	106
Single Family Homes:	7	Single Family Homes:	6
Permit Fees:	\$ 16,046.23	Permit Fees:	\$ 13,902.74
Recreation Impact Fees:	\$ 5,400.00	Recreation Impact Fees:	N/A ⁴
Fiscal YTD (July - August 2014)		Fiscal YTD (July - August 2013)	
Inspections:	594	Inspections:	425
Permits:	257	Permits:	213
Single Family Homes:	10	Single Family Homes:	12

Prior Fiscal Year (July 2013 – June 2014) Totals

Inspections: 2410

⁴ Recreation Impact Fees did not go into effect until July 2014

Permits: 1315
Single Family Homes: 73