

Town of Windham

Code Enforcement Department
8 School Road
Windham, ME 04062

Voice (207)894-5960 ext. 1

Fax (207)892-1916

Monthly Report – November 2015

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 October, staff met with over three hundred twenty (320) contractors and property owners, both in the field and in the office. Staff also performed one hundred fourteen (114) code compliance inspections. (Total of 434 inspections)
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.

 - One hundred sixteen (116) permits were issued
3. **MyGov inspection and permitting performance data.**
 - "Inspections Summary – By Project Type"
 - This report shows the project type, the total number of inspections for each project type with a percentage of those that passed versus those that either partially passed, or failed.

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.

- It also starts to show tracking data for the total time and total mileage that each project type accumulated for the month.
- “Activity Report – By Project Type”
 - This report shows the activity for the month; the number of permits issued, inspections performed, monies received and time tracking from the day permit request was made to the day it was issued. The totals for columns that show permit start to permit issue and permit performance are a total of that column.
 - This information doesn’t take into account the times that a person requests inspections in advance, or if their project requires additional information that may increase the time for permit issuance.
- “Activity Report – By Violation Type” (Complaints)
 - This report shows the activity for the month; the number of complaints that were received, inspections performed, if there was a violation or not, total cases, completed cases, cases that were closed with no violation, voluntary compliance and forced compliance.
- “Impact Fees Collected”
 - This report shows the impact fees collected for the month, the type and the location of the project
- 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 allows the department to track activities, gather data, and provide performance statistics.
- The Code Enforcement Department has been working with MyGov on suggestions for future updates to the software that would further meet the needs of the department.
- Reports to the State of Maine were completed and submitted.

Current Projects

1. 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
2. Department staff is working with Chief Libby and Deputy Chief Wescott on changes needed to the Town of Windham Fire Code and drafting new ordinance language to be consistent with current regulations.
3. Department staff is working with the Planning department for changes to the Shoreland zoning ordinance. This update reflects the changes that were made by the legislature which eliminate the 30% expansion rule. The changes simplify the process by allowing a set footprint based on the setback from the high water line. We will be working with Elisa Trepanier on some mapping updates.
4. Staff continues to add downloadable content to the web portal of MyGov. Several contractors are using the online submittal process through MyGov with positive feedback regarding the ease of use and responsiveness. One consistent complaint is primarily from electrical and plumbing contractors that would like to have an online payment option. Staff is working with IT to be able to provide that service.

5. Ongoing - Heather McNally, Chief Libby and Tim Koeshall of MyGov are continuing to work on the Apartment tracker module of MyGov. We have been working with MyGov to create an addition to our current code enforcement module that will allow the creation of a multi-unit (3 or more) inspection program that Code Enforcement and the Windham Fire Department will be able to use to be proactive regarding tenant life safety.
6. Heather McNally is working with MyGov staff to create the ability to do mass emails to contractors through the MyGov system directly. This will hopefully come as a future update to the program.
7. Code Enforcement continues to work with MyGov staff and IT in order to further improve processes and efficiencies.

Statistics

Monthly Stats – October 2015		Monthly Stats – October 2014	
Inspections:	434	Inspections:	239
Permits:	116	Permits:	90
New Single Family Homes:	6	New Single Family Homes:	3
Replacement Homes	1	Replacement Homes	0
Building, Plumbing and Electrical Permit Fees:	\$ 16,632.35	Permit Fees:	\$14,038.02
Recreation Impact Fees:	\$ 6,480.00	Recreation Impact Fees:	\$3,240.00
Route 302 Road Improvements Impact Fees:	\$0.00	Route 302 Road Improvements Impact Fees:	\$616.02
Sidewalk Impact Fees:	\$2,800.00	Sidewalk Impact Fees:	\$0.00
Fiscal YTD (July 15– June 2016)		Fiscal YTD (July 14 –June 2015)	
Inspections:	2148	Inspections:	1495
Permit Count:	650	Permit Count:	623
Single Family Homes:	28	Single Family Homes:	24
Replacement Homes:	4	Replacement Homes:	1

Prior Fiscal Year (July 2014 – June 2015) Totals

Inspections: 3145
 Permits: 1305
 Single Family Homes: 63 (fiscal year)