



## Town of Windham, Maine

Code Enforcement Department

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Zoning- Building Inspections- Code Enforcement

### Quarterly Report

07-01-24 to 09-30-24

### Highlights and accomplishments

- Issued a total of 594 permits and performed 2,267 field inspections.
- Assessed \$282,616.79 in permit fees from an estimated construction cost of \$17,866,486.40
- The current permit application review to issuance timeframe is within 2 weeks.
- Chad Cleaves continues to excel in our in-house field/ office training and has achieved multiple state certifications issued by the State Department of Public Safety in the technical and legal aspects of code enforcement, which are necessary to administer our local and state codes.
- Jon Rioux serves as a Representative of the Interest of Municipal Governments on the State Office of Cannabis Policy's newly formed Cannabis Hospitality Task Force. Topics of discussion include cannabis hospitality license types, regulations for different consumption methods, regulations for non-cannabis products/services at cannabis hospitality establishments, employee training, and local control.
  - Note: February 1, 2025, the office shall submit a report to the joint standing committee of the Legislature having jurisdiction over cannabis matters that includes the task force's findings and recommendations, including suggested legislation.
- Staff attended the New England Building Officials Educational Conference and various local training seminars on the anticipated adoption of the 2021 state-wide building code.

### Board of Appeals

- We welcomed resident Mike McGuigan to the Zoning Board of Appeals. One meeting was held, and the board upheld the Code Enforcement Director's decision to issue a Notice of Violation/ Revocation of Permit # 24-00582/ Stop Work Order, dated 6/3/2024 to the Owners of 119 Trails End Rd.

### On-going projects

- Staff continues to support our customers with the MyGov software and update our online customer portal platform. This platform allows for easier public access to our permitting and inspections records while automating our departments' core activities.

### Enforcement actions

- Gained voluntary compliance on various subdivision: building, business licensing, shoreland, land use complaints, subsurface wastewater, and post-construction stormwater ordinance matters.

### Goals

- Achieve compliance through cooperation, continue to train staff on modern building trends and newly enacted State and local Ordinances.
- Continue to improve customer service, build credibility, meet timelines for permit issuance and maintain a fair and consistent approach to timely inspections.