

Town of Windham

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Monthly Report – October 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 October, staff met with over three hundred (300) 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 October, Code Enforcement worked with MyGov staff and IT in order to improve processes.
 - One hundred and six (106) permits were issued
3. **MyGov inspection and permitting performance data.**
 - "Inspections Summary – By Inspection Type"
 - This report shows the inspection type, the total number of inspections for each inspection 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 inspection type accumulated for the month. This tracking was started at the end of the month and will be better reflected in the November monthly report.
- “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.
 - It also starts to show tracking data for the total time and total mileage that each project type accumulated for the month. This tracking was started at the end of the month and will be better reflected in the November monthly report.
- “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.
 - 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.
 - This report contains an average for each column; however this average is based on the number of days in the month, not the number of working days.
- “Activity Report – By Violation Type”
 - 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, the notices sent, stop work orders issued, and time tracking from the day permit request was made to the day it was issued.
- There are also 2 reports attached that include the monthly monies received for the North Route 302 Road Improvements impact fee and the Recreation impact fee.
- 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

- 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.
4. Staff is working to implement the web portal on the Town of Windham Website that will allow application submittal online. Staff is currently working with a handful of contractors to test the external process.

Statistics

Monthly Stats – Oct. 2014		Monthly Stats – Oct. 2013	
Inspections:	313	Inspections:	285
Permits:	106	Permits:	147
Single Family Homes:	4	Single Family Homes:	5
Replacement Homes	1	Replacement Homes	0
Permit Fees:	\$18,089.32	Permit Fees:	\$ 13,174.29
Recreation Impact Fees:	\$ 5,400.00	Recreation Impact Fees:	N/A ⁴
North Route 302 Road Improvements Impact Fees:	\$270.54	North Route 302 Road Improvements Impact Fees:	N/A ⁵
Fiscal YTD (July – Oct. 2014)		Fiscal YTD (July – Oct. 2013)	
Inspections:	1256	Inspections:	896
Permit Count:	533	Permit Count:	458
Single Family Homes:	21	Single Family Homes:	24

Prior Fiscal Year (July 2013 – June 2014) Totals

Inspections: 2410
 Permits: 1315
 Single Family Homes: 73

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

⁵ North Route 302 Road Improvements Impact Fees did not go into effect until April 2014