

Town of Windham

Code Enforcement Office
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Code Enforcements activities for June 2014

Mission:

To ensure the public safety and health of the citizens of the Town of Windham by establishing, developing and enforcing professional standards and codes.

Activity Levels:

In 2009, a time when the department had 3 code enforcement officers, we saw a decline in the housing market and staffing levels were reduced to remain consistent with the demand. In December 2010 the State of Maine implemented building codes that require more inspections. Today, the housing market is rebounding and the number of permits has increased significantly. There were 1323 permits issued during the fiscal year 2005, a time when the housing market was booming. In the 13-14 fiscal year there were 1315 permits issued and 2410 inspections performed and a busy building season in full swing.

Aside from single family home permits, there has been a significant increase in other areas as well. (Plumbing, subsurface wastewater, electrical, residential renovations, commercial renovations, commercial development, complaints, etc...) Development seems to be making a comeback with increased activity of residential subdivisions and commercial development at the planning level. In anticipation of the approvals and the increase of permits we are receiving on a consistent basis, there is concern about the responsiveness that our department can provide.

Last year inspections were heavy and response times for scheduling inspections were at a level that caused concern in the development community. In recognition of that demand, inspections were performed on the weekends, photo documented (simple items only), and text messages and phone calls were answered regarding inspection and building questions during off hours.

The heavy workload we are currently facing has caused our department to schedule inspections 48-72+ hours in advance. We continue to work with contractors as much as possible via text and pictures when the project allows. Casualties of the inspection workload are other issues that arise once the schedule has been set for the day. (Ex: complaints, walk in customers, back office paperwork, and phone calls) Currently we schedule 7 – 10 appointments per day per inspector, leaving an hour block of time for lunch each day. To become successful in achieving our mission, I am requesting that consideration be given to increase the current staffing level to better serve the community.

Inspections:

Inspections are a key part of our department's success toward achieving our mission. 282 inspections were performed in the month of June 2014. Inspections vary from project to complaint. 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 complaints.

Permits:

- We issued a total of 170 permits
 - 94 building permits
 - 11 plumbing permits.

Code Enforcements activities for June 2014 (cont.)

- 22 septic permit (which include field and or tanks).
- 5 Shoreland Zoning Review
- 19 Soil & Erosion Control
- 1 Tree Cutting
- 3 Driveway
- 2 Street Opening
- 1 Outdoor permanent sales
 - **Total monies taken in for the permits were \$23,745.15**
- 10 Impact Fee – Recreation – \$ 11,320.00
- 2 Board of Appeals applications - \$800.
 - **Total monies taken in with the impact fees & ZBA were \$35,865.15**
- Accessory Apartment for 2013 – Total 3 (new change to ordinance)
- Accessory Apartment for 2014 – Total to date – 3
- Permit count for **FISCAL YEAR 2012-13** - 1002
- Permit count for **FISCAL YEAR 2013-14 to date** - 1086
- Single Family count for **FISCAL YEAR 2012-13** - 53
- Single Family count for **FISCAL YEAR 2013-14** - 73
- Inspection count for **FISCAL YEAR 2012-13** - 1903
- Inspection count for **FISCAL YEAR 2013-14 to date** - 2410

- **Letters:**
- We have had 53 letters/permits:
 - 12 Approved building permits mailed
 - 15 Informational letters
 - 20 ZBA notices to abutters
 - 1 Monthly plumbing report for State
 - 1 Monthly report for Town
 - 1 Monthly report for Census
 - 1 Monthly report for McGraw for building statistics
 - 2 Monthly reports for tracking mileage on jeeps (for each vehicle)

- **Projects:**
- Permits/reviewing/issuing/tracking/recording
 - Violations/complaint tracking and letters
 - Code Enforcement is tracking daily/monthly mileage for inspections.
 - Revisions to the proposed **fee schedule**
 - Ongoing - Working with the Floodplain Management in obtaining an updated model floodplain ordinance as well as determining which properties within the town will be affected by the updated FEMA maps. Once this is completed, those residents will be notified of any changes and provided the appeal procedure.
 - Working on Fire Code changes with John Wescott and rewriting the ordinance language to be consistent with current regulations.

- **Meetings:**
- Heather attended monthly meeting w/ Department Heads
- Heather attended monthly meeting w/Tony Plante
- Heather attended 80K training.
- Steve attended legal issues training
- Development Team Meeting; AutoZone Store, Major Site Plan, 762 Roosevelt Trail
- Heather, Steve, and Mabel attended an Implementation Meeting for the new software MyGov.
- Heather attended a meeting with Amanda Lessard:
 - Redevelopment of 3 Mallison Falls Rd

Code Enforcements activities for June 2014 (cont.)