

MEMO

DATE: December 29, 2025

TO: Bob Burns, Town Manager
FROM: Steve Puleo, Director of Planning
Cc: Planning Department

RE: Planning Department Second Quarterly Report – October-December 2025

Quarter-at-a-Glance

- Adopted Land Use Ordinance amendments expanding the North Windham Sidewalk Impact Fee
- Advanced planning for the Comprehensive Plan rewrite (scope, schedule, and budget)
- Conducted public engagement for the Active Transportation Plan
- Reviewed nine (9) Planning Board applications; approved five (5)
- Completed 17 construction inspection field reports

Mission

The Planning Department is committed to providing citizens, elected officials, and municipal leaders with expert advice on planning and land use, as well as technical support to effectively address community issues and priorities. The planning team focuses on the long-term economic vitality, environmental integrity, and overall quality of life for the community. They do this by developing high-quality plans, implementing them, and offering plan development review services to the public. The Town of Windham's Planning Department plays a vital role in shaping the community's future and ensuring that Windham thrives sustainably for years to come.

Vision

The Windham Planning Department is committed to supporting and enabling the citizens of Windham, as well as elected leaders and officials, to:

- **Implement** the town's comprehensive plan, along with programmatic and district plans, to clearly express and formalize the community's vision and goals.
- **Achieve** these community goals by implementing plans through the development of ordinances and policies, effective project management, and maintaining a fair and predictable development review process.
- **Foster** meaningful participation throughout all stages of planning using diverse methods, to continuously update and refine community goals, ensure transparency in planning services, and raise awareness of community issues and opportunities.

In order to achieve the ideals in the vision statement above, the Planning Department carried out the following activities in this quarter.

Comprehensive Plan Implementation and Ordinance Development

- The Town Council adopted the following Land Use Ordinance Amendments this quarter:
 - October 14th: Amendments to Chapter 120 Land Use Ordinance of the Code of the Town of Windham, Article 12, North Windham Sidewalk Impact Fee and the Master Fee Schedule, to

broaden the applicability of the impact fee and provide a more consistent funding mechanism for future sidewalk infrastructure town wide.

- Comprehensive Plan Schedule, Scope, Budget Reports to the Town Council
 - The report outlines the proposed scope, schedule, and budget for the rewrite and update of the Town of Windham's Comprehensive Plan. The update is intended to align with current state mandates, reflect community priorities, and guide future growth and development.
- Town Council Ordinance Committee
 - Meetings: 1
 - October 22nd:
 - Land Use Ordinance Amendments – North Windham Connector Road Area Rezoning
 - Land Use Ordinance Amendments pertaining to Site Law Delegated Review
- Long Range Planning Committee
 - Meetings – 0: The Council has postponed the Long-Range Planning Committee meeting until the Planning Department can fully staff the Committee.
- Active Transportation Plan
 - The Town of Windham was awarded funding in the 2024-2025 PACTS UPWP to develop a plan to evaluate, analyze and make improvements to the Town's active transportation infrastructure (sidewalks, bikeways, and multi-use trails). GPCOG is administering the project and contracted with Sebago Technics to develop the plan. Existing conditions have inventoried and analyzed, and a public meeting was held on December 3rd and an online survey available until December 24th. A recording of the meeting is available at <https://www.windhammaine.us/874/Active-Transportation-Plan>. The final plan is expected next quarter.

Development Review

- Map of recent applications is updated regularly at <https://www.windhammaine.us/372/Planning-Board>.
- Planning Staff
 - Pre-application meetings – 1
 - Applications Received – 0 Site Plan, 1 Subdivision, 1 Amended Subdivision, 1 Zone Change Request
 - Development Review Team meetings – 1
 - Staff approved minor revisions to approved site plans – 0
 - Pre-construction meetings – 2
 - Construction Inspections - Town Engineer and Consulting Engineer submitted 17 field reports
- Planning Board
 - Meetings – 4
 - Site Walks - 3
 - Applications Reviewed – 9
 - Ordinance Amendments Reviewed – 2 Access Drive Standards, Kennels in Commercial Districts

- Applications Approved – 5: #25-18 Marigold Lane (former 250 Windham Center Rd) Subdivision 6 units in 3 two family dwellings; #21-17 Heights at Colley Wright Brook Amendment lot line and septic locations; #23-18 Windham Village Apartments 3rd Amendment no permits in lieu of performance guarantee; #24-29 Camping World Expansion Amendment RV dump station; #25-23 241 Roosevelt Trail Commercial 4,980 sf contractor services building
- Staff Review Committee:
 - Meetings – 0
- Performance Guarantee work:
 - Releases – 2
 - #24-18 Astral Village
 - #17-23 Durant Homestead, Pennywhistle Drive road maintenance guarantee
 - Reductions – 2
 - #19-05 Woodside Condos Retirement Community
 - #19-16 The Cove at Highland Lake
 - New – 2
 - #23-18 Windham Village Apartments
 - #25-23 241 Roosevelt Trail Commercial