



**Town of Windham**  
**Planning Department**  
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## MEMO

DATE: October 9, 2024

TO: Barry Tibbetts, Town Manager  
FROM: Steve Puleo, Planning Director  
Cc: Planning Department

RE: Planning Department Quarterly Report – July through August 2024

### **Mission**

The Planning Department is dedicated to providing citizens, elected leaders, and municipal officials with expert planning and land use advice, as well as technical expertise, to effectively address community issues and priorities. The planning team prioritizes the community's long-term economic vitality, environmental integrity, and quality of place by developing high-quality plans, implementing them, and providing plan development review services to the general public. The Town of Windham's Planning Department plays a crucial role in shaping the community's future and ensuring Windham will thrive sustainably for years to come.

### **Vision**

The Windham Planning Department is dedicated to encouraging, supporting and enabling Windham's citizens, elected leaders and officials to:

- Develop the Town's comprehensive plan, programmatic and district plans, and policies to articulate and formalize community's visions and goals.
- Achieve the community's goals by implementing plans through ordinance and policy development, project management and the employment of a fair and predictable development review process.
- Contribute through opportunities for meaningful participation by diverse methods at all stages of planning in order to continuously update and refine community goals, ensure transparency in planning services, and to build awareness for 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:
  - August 20th: Shoreland Zoning Map & Ordinance Amendment extend to December 26, 2024
- Long Range Planning Committee
  - Meetings – 2
  - Reviewed Comprehensive Plan and Land Use Ordinance Amendment necessary to support the South Windham and Little Fall, Gorham Master Plan implementation review of suggest zoning ordinance amendments.
  - Committee voted suspend the committee until spring of 2025.
- Town Council Ordinance Committee
  - Meetings: 1
  - Miscellaneous Land Use Amendments to Article 3, 4, 8, and 9.

### **Development Review**

- Map of recent applications is updated regularly at <https://www.windhammaine.us/372/Planning-Board>.

- Planning Staff
  - Pre-application meetings – 10
  - Applications Received – 5 Site Plans, 4 Subdivisions, 3 Major Subdivision and Site Plans, 2 Conditional Use
  - Development Review Team meetings – 4
  - Performance guarantees managed – 49
  - Staff approved minor revisions to approved site plans – 3
  - Pre-construction meetings – 4
  - Construction Inspections - Town Engineer and Consulting Engineer submitted 23 field reports
- Planning Board
  - Meetings – 6
  - Applications Reviewed – 18
  - Ordinance Amendments Reviewed – 1
  - Applications Approved – 8: #24-20 Lampron Subdivision - 3 sf lots; #15-06 Mystic Woods, lot 8 to depict access easement; #20-21 Nelson Meadows - change building setback; #24-18 Astral Village - 11 apartment units; #24-19 Sabbady Point Road Warehouse Addition; #24-14 322 Roosevelt Trail Motel Addition – expansion; # 24-22 MDOC Women’s Mental Health Building; #24-23 Mank Properties Wellness Center.
  - Site Walks – 4
- Staff Review Committee
  - Meetings – 0

## **Environmental Planning**

- Stormwater
  - Interlocal Stormwater Working Group (ISWG) – 1 meeting
  - Conducted 1<sup>st</sup> quarter site inspection and visual monitoring for the Public Works facility Stormwater Pollution Prevention Plan (SWPPP).
  - Completed annual stormwater training for the Public Works Department.
  - Attending DEP Chapter 500 Stakeholder meetings - 2.
- Natural Resources Advisory Committee
  - Meetings – 2
  - Surface Water Protection Ordinance.
- Town Energy Plan Update
  - N/A
- Accepted into Department of Energy’s ‘C2C: Clean Energy to Communities’ Program.
- Meetings – N/A
  - Peer-learning cohort focusing on evaluating and prioritizing municipal buildings for energy efficiency and decarbonization investment.
- Community Resilience Partnership
  - Continued creating a public participation component (climate hazard impacts and resilience project prioritization) for a required re-application to the partnership.
- Town Solar
  - Continued evaluation of savings between CMP credits vs. investor payments.

## **Administrative Meetings & Trainings**

- –EPA Tools & Resources Webinar: Food Waste - N/A
- Grid Conversation with CMP - N/A
- Maine Climate Council Special Meeting – N/A
- Grid Conversation with the Governor’s Energy Office (GEO) - N/A
- Community Resilience Partnership Community Engagement & Equity Webinar – February
- GPCOG Sustainability Professionals Roundtable – N/A

- Coffee & Climate: Lawncare Ordinance - N/A
- Casco Bay Estuary Partnership (CBEP) Management Committee – 1 meeting
- Diversity, Equity, Inclusion & Justice (DEIJ) Work Group – N/A
- Lifelong Maine Housing Matters Conference – N/A
- Town/RSU 14 Wellness Committee Quarterly Meeting – June
- WEDC Annual Meeting – N/A
- Portland Water District North Windham Wastewater Business Owner Meeting – N/A
- Land for Maine's Future (LMF) East Windham Conservation Area site visit – N/A
- Northern New England Chapter of American Planning Association (NNECAPA) Annual Conference N/A
- Maine Association of Planners (MAP) Annual Meeting July/August
- Age Friendly Windham – July
- Keddy Mill Superfund Site: Planning design with EPA – July

**New Hires:**

Evan O'Connor joined the Town of Windham in August 2023, bringing experience from his work in Winchester, New Hampshire as a Land Use Administrator and Code Enforcement Officer. He has a background in planning from his studies in Geography, Sustainability, and Land Use at Keene State College. Evan looks forward to supporting the town's development and helping navigate the planning process.