

## PLANNING DEPARTMENT MEMO

DATE: April 7, 2026

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

RE: Planning Department Second Quarterly Report – January-March 2026

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### Quarter-at-a-Glance

- Continued Planning Board review and approval of subdivision, site plan, and amendment applications
- Ongoing ordinance development and review through the Town Council Ordinance Committee
- Adoption of new and amended land use ordinances by the Town Council
- Administration of performance guarantees, including new performance guarantees, reductions, and renewals
- Ongoing construction monitoring and compliance reviews

### 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 address community issues and priorities. The department supports sustainable growth, environmental stewardship, and predictable development review processes that advance Windham's long-term goals.

### 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 (2026) & Town Council Ordinance Committee

The Town Council adopted the following Land Use Ordinance Amendments this quarter:

- January 27<sup>th</sup>:

- Chapter 120 Land Use Ordinance of the Code of the Town of Windham, Article 4 Zoning Districts and Article 5 Performance Standards pertaining to Kennels in Commercial Districts.
- Amended the official Town of Windham land use map to rezone the portion of the parcel at 35 Dylan Way, from Farm (F) to Light-density Residential (RL)
- Comprehensive Plan
  - Town Council To approve a charge for a Comprehensive Plan Steering Committee.
- Town Council Ordinance Committee
  - Meetings: 2
    - Updates Required by LD 1829 and LD 2173
    - Shoreland Zoning Map Change request for 999 Roosevelt Trail
- 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
  - To adopt an Active Transportation Plan as one of the goals of the Town’s Comprehensive Master Plan. [Windham Active Transportation Plan](#).

### Development Review

- Map of recent applications is updated regularly at <https://www.windhammaine.us/372/Planning-Board>.
- Planning Staff
  - Pre-application meetings – 4
  - Applications Received – 3 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 – 3
  - Site Walks - 0
  - Applications Reviewed – 5
  - Ordinance Amendments Reviewed – 2
    - Zone Change Application - Rezone Portion of 35 Dylan Way from F to RL , Kennels in Commercial Districts
- Staff Review Committee:
  - Meetings – 0
- Performance Guarantee work:
  - Releases – 0

- Reductions – 2
  - #25-01 Dolley Farm Subdivision
  - #25-06 Shepherd’s Lane Subdivision
- Renewals – 2
  - #19-20 Les Wilson Pit
  - #24-14 322 Roosevelt Trail Hotel
- New – 3 (6 Guarantees Posted)
  - #25-18 Marigold Lane (Soil/Erosion Control and Remainder of Improvements)
  - #23-18 Windham Village Apartments (Condominium Units 1, 2, and 3)
  - #25-13 Franklin Drive Solar Project

### **Summary**

During the third quarter of FY 25-26, the Planning Department supported the Planning Board, Ordinance Committee, and Town Council through application review, ordinance development, and implementation of approved projects. The department remains focused on providing consistent, transparent administration of land use regulations while advancing the Town’s long-term planning objectives.