

Town of Windham

Planning Department
8 School Road
Windham, ME 04062

voice 207.894.5960

fax 207.892.1916

MEMO

DATE: January 31, 2018

TO: Tony Plante, Town Manager
FROM: Ben Smith, Planning Director *BWS*
Cc: Planning Department
Planning Board
Long Range Planning Committee

RE: 2018 Work Plan – Planning Department

The mission of the Town of Windham Planning Department is to provide professional advice and technical expertise to citizens, elected leaders and municipal officials in order to assist in understanding and addressing community issues and priorities. This is accomplished through the development of high quality plans, plan implementation and development review services with a focus on long term economic vitality, environmental integrity, and quality of place.

In support of this mission, the department meets twice per year to discuss our priorities, our individual workloads, and where we should be focusing our efforts to meet the Town and Departmental goals established each year. This time is spent to ensure that we do not lose sight of higher level goals in our efforts to meet day-to-day needs and pressures. In other words, we do not want to end up in a pattern of chasing one urgent situation after another at the expense of the important ongoing work we do to make Windham a better place.

This year's work plan is a combination of the ongoing priority work from the 2017 Town Council Goals and projects that the Planning Department is working on independently or with other town departments.

The 2018 work plan is attached to this memo.

2018 Work Plan Summary – Projects & Ongoing Tasks

Note = Italicized items are those projects for which the Department plays a support role, rather than a project management role.

Highest Priority

-)] Long Range Planning Committee Support - Implementation of the Comprehensive Plan (Town Council 2017 Priority A-1)
 - Zoning Work.
 - Review of Zoning Map boundaries/zones relative to the Future Land Use Map in the Comprehensive Plan
 - Audit Land Use Ordinance and other local regulations relative to the goals and priorities in the Comprehensive Plan, followed by
 - Amendments to Land Use Ordinance and other local regulations to meet the goals and priorities of the Comprehensive Plan
 - Open Space Plan. Create plan focused on long term availability of important undeveloped land in Windham based on recreational, agricultural, environmental and scenic values
 - Implementation Reporting. Develop benchmarks and indicators that can be reported out to the community and Council on an annual basis
-)] 21st Century Downtown Plan – Wastewater (Town Council 2017 Priority A-3)
 - Continue development of overarching strategy for provision of neighborhood scale wastewater treatment and disposal in North Windham.
 - Complete tasks 3 & 4 of wastewater management study – Feasibility study, alternatives analysis, implementation plan.
 - Continue public/private partnership with Martin Lippman for first potential neighborhood scale wastewater treatment and disposal system.
 - Complete task 2 of Lippman site study to determine site suitability for subsurface wastewater treatment & disposal.
-)] 21st Century Downtown Plan – Ordinances (Town Council 2017 Priority A-3)
 - Continue to shepherd ordinance options through the formal adoption process to further implement the vision of the 21st Century Plan
-)] 21st Century Downtown Plan – Street and right-of-way improvements (Town Council 2017 Priority A-3)
 - Engineering and project/project phase analysis
 - Route 35 Sidewalk project – design to be completed and construction to start in 2018, Basin Road to Boody's Corner, about 1,900 feet
-)] *21st Century Downtown Plan – Broadband infrastructure (WEDC)*
-)] *Capital Facilities Planning (Town Council 2017 Priority A-4)*
 - Planning can kick-start this effort with development of a capital plan for the planned North Windham wastewater treatment and disposal option
-)] *Community/Civic Engagement (Town Council 2017 Priority B-2)*

Lower Priority

-) South Windham planning work
-) *Highland Lake water quality issues*
-) Route 302 North Project
-) Re-establishment of Delegated Review Authority from DEP for Stormwater
-) LED streetlight conversion
-) Solar on landfill
-) Agricultural Events use in Land Use Ordinance
-) *Farmer's Market*
-) Planning file consolidation, digitalization

Ongoing Items

-) Planning Board support
-) Construction inspection and performance guarantee administration
-) Engineering support for other Departments, particularly Public Works
 - o Examples include Brand Road reconstruction work, River Road reconstruction support, Hillcrest neighborhood drainage project, RFPs for construction services,
-) Web site management