



Town of Windham
Planning Department
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MEMO

DATE: January 23, 2025

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

RE: Planning Department Quarterly Report – October through December 2024

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:
 - December 12th: Approved amendments to Chapter 185 Shoreland Zoning Ordinance and Chapter 120 Land Use Ordinance of the Code of the Town of Windham, pertaining to standards to effectively provide municipal review and approval of development proposals for the development of new or expanded non-residential uses in the shoreland zoning districts.
- Long Range Planning Committee
 - Meetings – 0: The Council has postponed the Long Range Planning Committee meeting until the Planning Department is fully staffed Committee.

- 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.
- Town Council Ordinance Committee
 - Meetings: 2
 - The South Windham and Little Falls, Gorham Joint Council Ordinance Committee met to review the proposed zoning development from the master plan process.
 - Land Use Ordinance amendments to Articles 3 and 4 allow for an increased maximum front yard setback for hotel uses in the C-1 zoning district, as well as a modification for a clean energy system to provide power to the principal uses.

Development Review

- Map of recent applications is updated regularly at <https://www.windhammaine.us/372/Planning-Board>.
- Planning Staff
 - Pre-application meetings – 9
 - Applications Received – 3 Site Plans, 3 Subdivisions, 4 Major Subdivision and Site Plans, 0 Conditional Use
 - Development Review Team meetings – 5
 - Performance guarantees managed – 25
 - Staff approved minor revisions to approved site plans – 5
 - Pre-construction meetings – 5
 - Construction Inspections - Town Engineer and Consulting Engineer submitted 27 field reports
- Planning Board
 - Meetings – 4
 - Applications Reviewed – 10
 - Ordinance Amendments Reviewed – 3
 - Applications Approved – 8: #23-34 Natural Wonders Daycare; #24-13 Cross Ridge Subdivision, lot 8 After-the-Fact approval; #24-21 Sebago Solar 3.2 MW solar energy system; #24-25 Andrews School Redevelopment – 18 Senior Affordable Housing Units; #24-30 Third Amended Otterbrook Estates Subdivision Property Boundary Change.
 - Site Walks – 3
- Staff Review Committee
 - Meetings – 0

Environmental Planning and Sustainability

The Council has delayed the Long Range Planning Committee meeting until the Planning Department is fully staffed.