

MEMO

DATE: April 22, 2025

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

RE: Planning Department Quarterly Report – January-March 2025

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:
 - January 14th : Approved the amendments to Chapter 120 Land Use Ordinance of the Code of the Town of Windham, Article 3, Definitions modifying retail sales, automotive sales, and retail sales, outdoor and Article 5 Performance Standards, retail sales, outdoor to address recreational vehicles outdoor display and sales areas.
 - January 14th: Approved amendments to Chapter 120 Land Use Ordinance of the Code of the Town of Windham, Article 3, Definitions modifying retail sales, automotive sales, and retail sales, outdoor and Article 5 Performance Standards, retail sales, outdoor to address recreational vehicles outdoor display and sales areas.
 - February 25th: Approved amendments to Chapter 120 Land Use Ordinance of the Code of the Town of Windham, Article 4, Zoning, to remove “No new private streets” from Commercial

I and II, Windham Center, and Village Residential district standards to match 120-555 Streets and add Outdoor Recreational Facilities to Industrial (I) district as a permitted use.

- Town Council Ordinance Committee
 - Meetings: 5
 - January 22nd: Land Use Amendments - Article 4 - Removal of references to “No New Private Streets are allowed” and Amendment to allow Recreational Uses in the Industrial Zone.
 - February 6th: Growth Ordinance Amendments and Sidewalk “In Lieu” Fees.
 - February 25th : Maine D.E.P. Ordinance Amendments to Meet Delegated Review Authority Criteria.
 - March 11th: Growth Ordinance Amendments.
 - March 25th: Growth Ordinance Amendments, and Access Restriction of the New Veterans Memorial Drive and Associated Zoning Discussion.
- Long Range Planning Committee
 - Meetings – 0: The Council has postponed the Long Range Planning Committee meeting until the Planning Department is fully staffed Committee.

Development Review

- Map of recent applications is updated regularly at <https://www.windhammaine.us/372/Planning-Board>.
- Planning Staff
 - Pre-application meetings – 8
 - Applications Received – 3 Site Plans, 2 Subdivisions, 2 Major Subdivision and Site Plans, 1 Conditional Use, 2 Minor Revision to Approved Site Plans
 - Development Review Team meetings – 3
 - Performance guarantees managed – 25
 - Staff approved minor revisions to approved site plans – 1
 - Pre-construction meetings – 2
 - Construction Inspections - Town Engineer and Consulting Engineer submitted 11 field reports
- Planning Board
 - Meetings – 5
 - Applications Reviewed – 12
 - Ordinance Amendments Reviewed – 3
 - Applications Approved – 5: #24-28 Franklin Drive Subdivision – 4 lots; #23-18 Windham Village Apartments – Amend Condition of Approval; #24-33 Beaulieu Drive Subdivision – 1 lot after-the-fact; # 24-26 Monique Drive Subdivision – 3 lots after-the-fact; #23-21 New Middle School – Amend Conditions of Approval.
 - Site Walks – 2
- Staff Review Committee
 - Meetings – 0
- Performance Guarantee work
 - Reduced project numbers 19-16: The Cove at Highland Lake and 24-12: Edgewood Estates.
 - Accepted Guarantees for project number 23-34: Natural Wonders Daycare.
 - 25 Inspection Report provided.

Environmental Planning and Sustainability

Has been relocated to the Department of Public Works. Amanda Lessard, the Planning Department’s Senior Planner and Project Manager, is working directly with the Environmental and Sustainability Coordinator on planning requirements.