

# Town of Windham

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## MEMO

DATE: October 16, 2014

TO: Tony Plante, Town Manager  
FROM: Ben Smith, Planning Director *BWS*

Cc: Planning Department

RE: Planning Department Monthly Report – September 2014

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The Windham Planning Department is dedicated to encourage, support and enable Windham's citizens, elected leaders, and officials to:

- Articulate and formalize their visions and goals through the creation of the community's plans and policies.
- Achieve the community's vision through the creation and refinement of policies and ordinances and the employment of a fair and predictable development review process.
- Contribute meaningful input and feedback through diverse methods at all stages of planning in order to continuously update and refine community goals, ensure transparency in planning practices, and build awareness for community issues.

### Measurement of Success

- Percentage of quarterly milestones achieved on time in the, "Windham Comprehensive Plan: Process Timeline," dated February, 2014 (or timeline as amended by the Town Council).
  - Q2 2014 timeline items completed on time – 0/2
    - Appointment of Review Team Committee – complete July 22 (Q3 2014).
    - Selection of Consultants – complete August 14 & August 22 (Q3 2014).
  - Q3 2014 timeline items completed to date – 0/2
    - Public Involvement Outline – anticipated completion in Q4 2014
    - Development of Draft Vision Statement – anticipated completion in Q4 2014/Q1 2015.

As noted in the last monthly report, it will be valuable to craft more measurements that relate to the Department's mission because of the broad scope of the Department's mission and the diversity of projects tasked to the Department. Staff will suggest additional measures in future reports.

In order to achieve the ideals in the vision statement above, the Planning Department carried out the following activities in September 2014.

## **Comprehensive Plan (Council Priority A1)**

- Critical Insights ran two focus groups of Windham residents on September 17, to help inform the creation of the Town-wide survey instrument. In addition to a core set of general questions regarding growth, zoning and regulation, and opinion questions regarding services, strengths and weaknesses, these focus groups gave Critical Insights more information on issues important to Windham residents to create survey questions around.
- First Comprehensive Plan Review Team meeting was September 25, at the Windham Veterans Center.
- Staff conducted videotaped interviews with Senior Staff and Department Heads on the challenges/opportunities that each department faces over the next 5-10 years. These interviews will be used in the visioning process, and were distributed to the Review Team on September 25.
- Data inventory and collection, and build-out analysis work continued in September.

## **21<sup>st</sup> Century Downtown Plan Implementation**

- See Land Use Ordinance Committee notes, below.

## **Development Review**

- Planning Board Meeting – September 8, 2014
  - 14-16 Meyer Commercial Building. Amendment. Meyer Realty Investments, Inc. to request an amendment to a previously approved commercial site plan for the approval as commercial space of 2,436 square feet of existing second floor area. The property in question is located at 8 Crimson Drive and identified on Tax Map: 21, Lot: 2, Zone: Commercial 1 (C-1).
    - Action – Approved, all in favor.
  - Town of Windham Land Use Ordinance, Chapter 140. Proposed amendments to establish standards for an Automobile Auction Facility use, limited to the Economic Development (ED) zoning district.
    - Action – Forward to Town Council with recommendation to approve.
  - Town of Windham Land Use Ordinance, Chapter 140. Proposed amendment to define Rockeries, clarify actions of the Code Enforcement Officer that are subject to appeal and the role of design professionals in permitting
    - Action – Schedule a public hearing.
- Planning Board Meeting – September 22, 2014
  - Town of Windham Land Use Ordinance, Chapter 140. Proposed amendments to reduce the minimum lot sizes in the Retirement Community and Care Facility Overlay District from 5 acres to 200,000 square feet.
    - Action – Schedule a public hearing.

## **Energy Advisory Committee (EAC)**

- There was no EAC meeting in September.
- The EAC is awaiting the results of a Public Utility Commission rule-making process in order to get more details related to the conversion of streetlights from CMP supplied lamps to Town owned LED lamps.

### **Land Use Ordinance Committee**

- LUOC meeting – September 10.
  - Proposed cluster subdivision standards were finalized and the LUOC voted unanimously to send the proposed revisions to the Town Council for review.
  - A general discussion was held on the LUOC's next project, a review of the C-1 zoning district standards in order to implement portions of the 21<sup>st</sup> Century Plan. Staff was given direction by the Committee and will schedule the next meeting when progress is made.

### **Collaboration with St. Joseph's College**

- Staff attended a meeting on September 24 with Tom Bartell, WEDC, and St. Joe's faculty and staff regarding the reestablishment of the Lakes Region Farmers Market in Windham.

### **Administrative Meetings & Trainings**

- Wastewater Committee – September 3.
- Maine Association of Planners Board meeting – September 10.
- WEDC Board meeting – September 17.