

MEMO

DATE: August 4, 2025

TO: Bob Burns, Town Manager
FROM: Steve Puleo, Director of Planning
Cc: Barry Tibbetts, Assistant Town Manager
Amanda Lessard, Senior Planner / Project Manager

RE: Planning Department Fourth Quarterly Report – April-June 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:
 - April 29th : Approved the amendments to Chapter 120 Land Use Ordinance of the Code of the Town of Windham, Article 1 (General), Article 3 (Definitions), Article 8 (Site Plan), and Article 9 (Subdivision). The purpose of these amendments is to align the town's stormwater and site development provisions with the Department of Environmental Protection (DEP) stormwater rules and other state regulations to qualify for delegated authority status.
 - May 27th: Approved amendments to Chapter 120 Land Use Ordinance of the Code of the Town of Windham, Article 3 Definitions, Article 5 Performance Standards, and Table 2 of Appendix B – Controlled Access Streets.

- Town Council Ordinance Committee
 - Meetings: 1
 - May 12th: Growth Ordinance Amendments and discussion regarding amending Article 12 North Windham Sidewalk impact fee to include the entire Town focusing on impact fee areas throughout the Town.
- Long Range Planning Committee
 - Meetings – 0: The Council has postponed the Long-Range Planning Committee meeting until the Planning Department can 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 – 14
 - Applications Received – 1 Site Plan, 1 Subdivision, 4 Major Subdivision and Site Plans, 2 Minor Revision to Approved Site Plans
 - Development Review Team meetings – 4
 - Staff approved minor revisions to approved site plans – 3
 - Pre-construction meetings – 3 Construction Inspections - Town Engineer and Consulting Engineer submitted 26 field reports
- Planning Board
 - Planning Board
 - Meetings – 4
 - Site Walks - 3
 - Applications Reviewed – 12
 - Ordinance Amendments Reviewed – 2
 - Applications Approved – 3: #24-29 Camping World Expansion – 20,500 sf addition; #19-16 The Cove at Highland Lake – Amend Condition of Approval; #24-28 Franklin Drive Subdivision – Revised street design Site Walks – 3
 - April 12th,
 - April 14th, and,
 - June 12th.
- Staff Review Committee:
 - Meetings – 0
- Performance Guarantee work:
 - Releases – 4
 - #24-01 868 Roosevelt Trail
 - #20-11 Roosevelt Trail Apartments
 - #20-27 Chamberlain Estates
 - #21-01 Camping World – release for alternate surety
 - Reductions – 3
 - #21-13 Vintage Drive
 - #24-18 Astral Village
 - #19-16.1 The Cove at Highland Lake
 - New – 3
 - #24-28 Franklin Drive Subdivision
 - #24-29 Camping World
 - #24-13 Anglers Road Residential

Environmental Planning and Sustainability

The Planning Department works closely with the Environmental and Sustainability Coordinator to maintain compliance with the Municipal Separate Storm Sewer System (MS4) requirements, including erosion control inspections and post-construction stormwater system reporting within the Town's urbanized areas. The Coordinator has been actively tracking developments from the Board of Environmental Protection (BEP), which recently considered a petition from the Friends of Casco Bay (FOCB). As a result, MS4 licensees are now required to adopt a model Low Impact Development (LID) ordinance that includes clear, specific, and measurable standards consistent with the MS4 General Permit by November 5, 2025.