

MEMO

DATE: October 9, 2025

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

RE: Planning Department First Quarterly Report – July - 025

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:
 - August 12th: Approved amendments to Chapter 120 Land Use Ordinance of the Code of the Town of Windham, Article 9, Subdivision Review, to amend street access standards for single family, duplex (two-units), and multifamily occupancy of said structures.
 - September 23rd: Approved amendments to Chapter 120 Land Use Ordinance of the Code of the Town of Windham, Article 1, General, Article 8, Site Plan Review, and Article 9, Subdivision Review - Planning Board Application Review Timeline and Submission Requirements, to remove the fixed 21-calendar-day submission deadline prior to a desired meeting and instead establish a flexible, staff-driven 30-calendar-day review period.

- September 23rd: The Maine Department of Environmental Protection has reinstated the Town of Windham's Delegated Stormwater Capacity Review Authority, authorizing the Town to issue stormwater permits for eligible development projects. Planning staff are continuing efforts to obtain Delegated Site and Capacity Review Authority for larger-scale projects within the Town.
- Comprehensive Plan Schedule, Scope, Budget Reports to the Town Council
 - The report outlines the proposed scope, schedule, and budget for the rewrite and update of the Town of Windham's Comprehensive Plan. The update is intended to align with current state mandates, reflect community priorities, and guide future growth and development.
- Town Council Ordinance Committee
 - Meetings: 3
 - July 2nd:
 - Land Use Ordinance - Occupancy Certification Requirements for Multi-family Structures
 - Future Land Use Ordinance Amendments Discussion
 - Land Use Ordinance Amendments - Article 12 North Windham Sidewalk Impact Fee
 - July 23rd:
 - Land Use Ordinance Amendments Pertaining to Planning Board Application Review Timeline and Submission Requirements.
 - September 24th:
 - Land Use Ordinance Amendments Pertaining to Planning Board Application Review Timeline and Submission Requirements.
 - The Planning Department recommends the Ordinance Committee consider and prioritize additional amendments to the Land Use Ordinance (LUO). These changes suggested to improve development flexibility, align infrastructure standards with current needs, and support economic development in the C-3 zoning district.
- Long Range Planning Committee
 - Meetings – 0: The Council has postponed the Long-Range Planning Committee meeting until the Planning Department can fully staff the Committee.
- Active Transportation Plan
 - The Town of Windham was awarded funding in the 2024-2025 PACTS UPWP to develop a plan to evaluate, analyze and make improvements to the Town's active transportation infrastructure (sidewalks, bikeways, and multi-use trails). GPCOG is administering the project and contracted with Sebago Technics to develop the plan. Existing conditions are being inventoried and analyzed, and a public meeting will be scheduled in the fall.

Development Review

- Map of recent applications is updated regularly at <https://www.windhammaine.us/372/Planning-Board>.
- Planning Staff
 - Pre-application meetings – 2
 - Applications Received – 4 Site Plan, 0 Subdivision, 1 Minor Subdivision and Site Plan, 1 Major Subdivision and Site Plans, 1 Minor Revision to Approved Site Plans

- Development Review Team meetings – 4
- Staff approved minor revisions to approved site plans – 1
- Pre-construction meetings – 5
- Construction Inspections - Town Engineer and Consulting Engineer submitted 24 field reports
- Planning Board
 - Meetings – 5
 - Site Walks - 4
 - Applications Reviewed – 16
 - Ordinance Amendments Reviewed – 3 Occupancy of Dwellings, Submission Timeline Requirements, Sidewalk Impact Fees
 - Applications Approved – 7: #25-06 Shepherd Lane Subdivision 13 single family condos; #24-29 Camping World Expansion Amendment 5,007 sf canopy addition; #24-25 Andrew School Redevelopment/WDCJCS Subdivision Amendment 17 units in 2 apartment buildings; #23-18 Windham Village Apartments 2nd Amendment condo conversion; #25-01 Dolley Farm Subdivision 42 units in 21 duplex buildings; #25-05 Smith Cemetery Expansion; #25-22 Franklin Drive Solar Development
- Staff Review Committee:
 - Meetings – 0
- Performance Guarantee work:
 - Releases – 0
 - Reductions – 2
 - #21-11 11 Androscoggin Street Apartments
 - #21-17 Heights at Colley Wright Brook Subdivision
 - New – 4
 - #24-26 Monique Drive Subdivision
 - #24-13 Cross Ridge Subdivision
 - #25-06 Shepherd's Lane Subdivision
 - #25-01 Dolley Farm Subdivision