



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Agenda

## Planning Board

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Monday, August 25, 2025

6:00 PM

Council Chambers

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### 1. Call to Order – Chair’s Opening Remarks

### 2. Roll Call and Declaration of Quorum

3. [PB 25-047](#) Approval of Minutes - The meeting of July 28, 2025

Attachments: [Minutes 7-28-2025-draft.pdf](#)

### Public Hearings & Continuing Business

*After the Planning Board chair opens the public comment period, members of the public may present evidence or statements relevant to the project under consideration. The Planning Board reserves the right to limit testimony to a specific period. Please send written comments by mail or email to [PlanningBoard@windhammaine.us](mailto:PlanningBoard@windhammaine.us)*

4. [PB 25-048](#) #25-21 Land Use Ordinance Amendments to Article 1 General, Article 8 Site Plan Review and Article 9 Subdivision Review - Planning Board Application Review Timeline and Submission Requirements  
The Town is proposing an amendment to Chapter 120, Land Use Ordinance (LUO), to remove the fixed 21-calendar-day submission deadline prior to a desired Planning Board meeting and instead establish a flexible, staff-driven 30-calendar-day review period.

Attachments: [25-21 PB MEMO LUO AMD Articles 1 8 9 SubmissionDeadline 081425.p](#)  
[25-21 ORIGINAL LUO AMD Articles 1 8 9 SubmissionDeadline \(DW rev'c](#)  
[25-21 REDLINE LUO AMD Articles 1 8 9 SubmissionDeadline \(DW rev'd](#)  
[25-21 CLEAN LUO AMD Articles 1 8 9 SubmissionDeadline \(DW rev'd 20](#)

### New Business

*In accordance with the Rules of the Planning Board, no public comment shall be allowed during the New Business portion of the meeting, except as requested by the Board. Please send written comments by mail or email to [PlanningBoard@windhammaine.us](mailto:PlanningBoard@windhammaine.us) on or before Thursday of the scheduled meeting date.*

5. [PB 25-051](#) #25-15 Land Use Ordinance Amendments to Article 12 Impact Fees - Sidewalk Impact Fee
- The Town is proposing an amendment to Chapter 120 Land Use § 120-1202 to rename the section and allow for future impact fee collection areas, eliminate the subareas within the North Windham Sidewalk Impact Fee Area, specify the applicability in the C-2 and C1-N zoning districts, and update the Master Fee Schedule to reflect the average cost identified in Appendix E Methodology.

**Attachments:** [25-15 PB MEMO LUO AMD Article 12 North Windham Sidewalk Impact Fee](#)  
[25-15 REDLINE 120-1202 Sidewalk Impact Fees 062425 \(DW rev'd 2025.07.2](#)  
[25-15 CLEAN 120-1202 Sidewalk Impact Fees 062425 \(DW rev'd 2025.07.23\)](#)  
[25-15 ORIGINAL 120-1202 Sidewalk Impact Fees 062425 \(DW rev'd 2025.07.2](#)  
[Master Fee Schedule - \(Uncategorized\) - 2023 - Master Fee Schedule 02425.p](#)  
[WI1257-120e Appendix E, North Windham Sidewalk Impact Fee Methodology.p](#)

## **Other Business**

### **6. Adjournment**

*The Planning Board will review the remaining agenda items at 9:30 pm and may decide not to consider any other items after 10:00 pm. Items not considered by the Board will be postponed until the next available Planning Board agenda. Meetings that are cancelled because of weather will be noted on the local cable channel (wccgtv7) or Channel 6. Meeting cancellations will be forwarded to these stations by 4:30 pm. If you have special needs due to a disability, please notify us at (207) 894-5960 ext. 2.*