



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Final

Planning Board

Monday, August 25, 2025

6:00 PM

Council Chambers

1. Call to Order – Chair's Opening Remarks

2. Roll Call and Declaration of Quorum

Chair, Marge Govoni, called the meeting to order. Other members present were: Evert Krikken, Rick Yost, Kathleen Brown, Shonn Moulton, Anne Daigle and Patrick Roberts.

Planning Director Steve Puleo was also present.

3. PB 25-047 Approval of Minutes - The meeting of July 28, 2025

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

Kathleen Brown made a motion to approve the minutes from July 28, 2025.

Seconded by Shonn Moulton.

Vote: All in favor.

Public Hearings & Continuing Business

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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.pdf](#)
[25-21 ORIGINAL LUO AMD Articles 1 8 9 SubmissionDeadline \(DW rev'd 2025.08.04\).pdf](#)
[25-21 REDLINE LUO AMD Articles 1 8 9 SubmissionDeadline \(DW rev'd 2025.08.04\) 082025.pdf](#)
[25-21 CLEAN LUO AMD Articles 1 8 9 SubmissionDeadline \(DW rev'd 2025.08.04\) 082025.pdf](#)

Steve Puleo explained the purpose of the amendment was to change the 21 calendar day application deadline to a flexible 30 day review period as determined by staff.

- In addition, a pre-application conference would be required seven days prior to the beginning of the 30 day review period.*
- The amendment would give planning staff enough time to review the application for completeness with the review criteria, and to obtain comment from Engineering, Fire, Police, and Code Enforcement staff.*
- The current 21 day review period provided only 12 working days for staff, which was not time enough for adequate review.*
- Site walk requirements would be amended to allow the Planning Board to determine whether a site walk was needed and be consistent between site plan and subdivision.*

Public Comment

There was no public comment. Public comment was closed.

Board Comment

- Would anything in the pre-application conference process alert the applicant to the Development Review Committee?*
- Amendment language should ensure the application was 100% ready before it was scheduled before the Planning Board.*
- Timelines should be consistent throughout the ordinance. The reason for providing three days to give an applicant their receipt, as opposed to giving it to the immediately, should be verified with the attorney.*
- For future amendment consideration, duplicative language should be moved to Section 100 as common elements of the ordinance.*
- The current checklist didn't have enough detail to obtain a complete application.*

Evert Krikken made a motion to recommend with comments approval of the proposed amendments to Chapter 120, Land Use Ordinance, Articles 1: General, 8: Site Plan Review, and 9: Subdivision Review addressing specifically sections: §120-108, §120-806, §120-807, §120-906, §120-907, and §120-913 to changing application review timelines and submission requirements.

Seconded by Shonn Moulton.

Vote: All in favor.

New Business

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 Aricitle12 NorthWindhamSidewalkImpactFee 082525.pdf](#)
[25-15 REDLINE 120-1202 SidewalkImpactFees 062425 \(DW rev'd 2025.07.23\) 082125.pdf](#)
[25-15 CLEAN 120-1202 SidewalkImpactFees 062425 \(DW rev'd 2025.07.23\) 082125.pdf](#)
[25-15 ORGINAL 120-1202 SidewalkImpactFees 062425 \(DW rev'd 2025.07.23\) 082125.pdf](#)
[Master Fee Schedule - \(Uncategorized\) - 2023 - Master Fee Schedule 02425.pdf](#)
[WI1257-120e Appendix E, North Windham Sidewalk Impact Fee Methodology.pdf](#)

Steve Puleo explained the purpose of the amendment was to restructure the current sidewalk impact fee process.

- *The amendment intended to establish additional sidewalk impact fee areas for residential and non-residential development, and would extend pedestrian and bike transit.*
- *Impact fees would be collected from development that didn't require a sidewalk and implemented where future development did.*
- *A new formula was proposed for determining the increased cost of a linear foot impact fee.*
- *A new method of reductions and refunds would be created for impact fees that were not encumbered within the statutory limit.*
- *The sunset date for the impact fee ordinance would be extended.*

Board Comment

- *Were impact fees allowed to be paid prior to issuance of a certificate of occupancy?*
- *What was the statutory limit? Did the project have to be started within the statutory period, or completed?*

Other Business

The Board discussed a previous approval where building frontage on a public way was not required in lieu of adequate fenestration.

6. Adjournment

Rick Yost made a motion to adjourn.

Seconded by Evert Krikken.

All in favor.