

PLANNING DEPARTMENT MEMO

DATE: August 3, 2026

TO: Bob Burns, Town Manager
FROM: Steve Puleo, Planning Director
Cc: Planning Department

RE: Planning Department Fourth Quarter Report – April-June 2026

Quarter-at-a-Glance

- Hired a new Town Planner to support development review and Planning Board activities.
- Continued review of subdivision, site plan, and amendment applications.
- Advanced ordinance amendments through the Ordinance Committee and Town Council.
- Supported Town Council adoption of land use ordinance amendments.
- Administered performance guarantees, including releases, reductions, renewals, and new guarantees.
- Conducted construction monitoring, compliance reviews, and delegated stormwater reviews.

Mission

The Planning Department provides professional planning, land use, and development review services to citizens, elected officials, and municipal departments. The department supports sustainable growth, environmental stewardship, and implementation of the Town's long-term planning goals.

Vision

The Windham Planning Department supports citizens, elected leaders, and officials by:

- Implementing the goals and recommendations of the Comprehensive Plan.
- Promoting fair, predictable, and efficient development review processes.
- Encouraging public participation, transparency, and informed decision-making.

To advance this mission and vision, the Planning Department focused on policy support, ordinance review, development applications, Planning Board coordination, and project compliance during the quarter.

Quarterly Planning, Review, and Compliance Activity

Town Council Actions

- Approved a shoreland zoning map amendment for a portion of 999 Roosevelt Trail, rezoning the area from Shoreland Zone Limited Residential (LR) to General Development (GD), with Maine DEP approval.
- Amended Chapter 120, Article 12, North Route 302 Road Improvements Impact Fee, extending the sunset date to July 1, 2031.
- Amended the Comprehensive Plan Steering Committee charge to add an additional Town Council member.

Town Council Ordinance Committee

- Meetings: 2

- Shoreland Zoning Map Amendment - Rezone Portion of 999 Roosevelt Trail; Land Use Performance Policies - Blasting Performance Standards and Street Connection Review Criteria.
- Discussed prioritization of Chapter 120 Land Use Ordinance amendments, including Conservation Subdivision performance standards and Chapter 185 Shoreland Zone amendments requiring Planning Board review of “Greatest Practical Extent” determinations to support the Code Enforcement Office.

Long Range Planning Committee

- Meetings: 0. The committee remains on hold while Planning Department staff support the Comprehensive Plan Steering Committee.

Development Review and Department Staffing

- Map of recent applications is updated regularly at <https://www.windhammaine.us/372/Planning-Board>.
- New Town Planner: Natalie Thomsen brings more than eight years of municipal planning experience in land use planning, development review, ordinance drafting, and community development in Maine municipalities.
- Pre-application meetings: 4
- Applications received: 2 site plans; 2 subdivisions; 1 amended subdivision.
- Development Review Team meetings: 3
- Minor site plan revisions approved by staff: 2
- Pre-construction meetings: 0
- Construction inspection field reports: 15
- Delegated stormwater reviews: 3

Planning Board

- Meetings: 5
- Site walks: 3
- Applications reviewed: 12
- Ordinance amendments reviewed: 3
 - Major topics reviewed: 999 Roosevelt Trail shoreland zoning map amendment; Route 302 North Impact Fee extension; and amendments to street connection, access drive, fire protection, and emergency response review criteria.

Staff Review Committee

- Meetings: 0

Performance Guarantees and Project Compliance

- Releases: 1
 - #24-14 322 Roosevelt Trail
- Reductions: 6
 - #25-01 Dolley Farm Subdivision
 - #25-06 Shepherd’s Lane Subdivision
 - #25-18 Marigold Lane
 - #23-18 Windham Village Apartments
 - #21-13 Vintage Drive Subdivision

- #25-23 241 Roosevelt Trail Site Plan
- #24-12 Edgewood Estates Subdivision
- Renewals: 2
 - #19-16.1 The Cove at Highland Lake
 - #24-26 Monique Drive Subdivision
- New Guarantee: 1
 - #25-16 Meredith Woods Subdivision

Summary and Key Focus Areas

During the fourth quarter of FY 2025–26, the Planning Department supported the Planning Board, Town Council Ordinance Committee, and Town Council through development review, ordinance implementation, permitting coordination, and project oversight. This work advanced land use administration, supported ongoing planning initiatives, and helped ensure projects remain consistent with Town standards. The department remains focused on clear communication, transparent administration of land use regulations, and continued implementation of the Town’s planning objectives.