



**Town of Windham**  
**Planning Department**  
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## MEMO

DATE: November 13, 2023

TO: Barry Tibbetts, Town Manager  
FROM: Amanda Lessard, Planning Director  
Cc: Planning Department

RE: Planning Department Quarterly Report – July-September 2023

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### Mission

The mission of the Planning Department is to provide professional advice and technical expertise to citizens, elected leaders, and municipal officials to assist in understanding and addressing community issues and priorities. This is accomplished through a focus on long term economic vitality, environmental integrity, and quality of place through the development of high-quality plans, plan implementation and development review services.

### Vision

The Windham Planning Department is dedicated to encourage, support and enable Windham's citizens, elected leaders and officials to:

- Articulate and formalize their visions and goals through the creation of the comprehensive master plan, programmatic and district plans and policies.
- Achieve the community's goals by implementing plans through ordinance and policy development, project management and the employment of a fair and predictable development review process.
- Contribute through opportunities for meaningful participation by diverse methods at all stages of planning in order to continuously update and refine community goals, ensure transparency in planning services, and to build awareness for 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 on August 15:
  - Buffer Yard Standards
  - Solar Energy Systems
  - Commercial IV District (C-4)
- Long Range Planning Committee
  - Meetings – 2
  - Annual Update Comprehensive Plan Implementation, reviewed Land Use Map amendments
- South Windham-Little Falls Master Plan (in collaboration with the Town of Gorham)
  - Presented the final plan to the public at Summer Thursday Food Truck event on July 13
  - Working with Town of Gorham staff to solicit quotes for consulting services implementing zoning changes to have consistent zoning in the villages. Anticipate drafting zoning changes over the winter.
- Town Council Ordinance Committee
  - Meetings: 2
  - Reviewed and recommended miscellaneous Land Use Ordinance Amendments drafted by Town Attorney, Land Use Ordinance Amendments necessary to implement LD 2003 (Two-family

dwelling and Accessory Apartments), and Land Use Ordinance Amendments to the Industrial District.

- North Windham Moves - <https://www.windhammaine.us/728/North-Windham-Moves>
  - Project update meeting with MaineDOT- September 7.

### **Development Review**

- Map of recent applications is updated regularly at <https://www.windhammaine.us/372/Planning-Board>.
- Planning Staff
  - Pre-application meetings – 9
  - Applications Received – 2 Site Plans), 2 Subdivision Amendments, 1 Zone Change Request
  - Development Review Team meetings – 1
  - Performance guarantees managed – 43
  - Staff approved minor revisions to approved site plans – 1
  - Pre-construction meetings – 3
  - Construction Inspections - Town Engineer and Consulting Engineer submitted 40 field reports
- Planning Board
  - Meetings – 3
  - Applications Reviewed – 3
  - Ordinance Amendments Reviewed – 3
  - Applications Approved – 2 (23-23 116 Tandberg Trail Zone Change C1 to RM, 23-28 RAM Subdivision Amendment)
  - Site Walks – 0
- Staff Review Committee
  - Meetings – 1
  - Applications Reviewed – 1
  - Applications Approved – 1 (22-03 A-Plus Trucks)

### **Environmental Planning**

- Stormwater
  - Interlocal Stormwater Working Group (ISWG) – 2 meetings
  - Conducted 3<sup>rd</sup> quarter site inspection and visual monitoring for the Public Works facility Stormwater Pollution Prevention Plan (SWPPP).
  - Conducted July, August, September monthly tank inspections for the Public Works Spill Control and Countermeasure (SPCC) Plan.
  - Submitted the MS4 permit year one annual report to DEP.
  - Began dry weather outfall inspections for permit year two.
  - Coordinated with Public Works to complete catch basin evaluations and associated cleaning.
- Natural Resources Advisory Committee
  - Meetings – 1
  - Prepared for public education and outreach event that was identified as a committee goal.
  - Continued to brainstorm subjects for newspaper articles.
  - Tabled at the September 9 Windham Farmers Market.
    - Cornhole-style game that encourages proper pet waste clean-up.
    - Variety of education and outreach materials.
    - Giveaways included rolls of pet waste bags, dog waste bag pet dispensers, and used dog waste bag holders.
- Highland Lake Leadership Team
  - Education & Outreach Committee – 1 meeting
    - Continued drafting E&O plan update as well as updating E&O materials
- Black Brook Watershed Management Plan Steering Committee
  - Overview and next steps presented to Town Council in September.
- Town Energy Plan Update

- Provided edits and comments on a first draft of the energy plan update to GPCOG.
- Community Resilience Partnership
  - Coordinated with Westbrook and GPCOG to apply for funding for a Presumpscot River Corridor Landslide Vulnerability Assessment.
- Town Solar
  - Continued evaluation of savings between CMP credits vs. investor payments.
- East Windham Conservation Project
  - Project website: <https://www.windhammaine.us/766/East-Windham-Conservation-Project>
  - LMF funded land acquired in September. Five (5) acre parcel on Little Duck Pond expected to close in the fall. Opening Ceremony December 2.

### **Administrative Meetings & Trainings**

- Casco Bay Estuary Partnership (CBEP) Management Committee & Diversity, Equity, Inclusion & Justice (DEIJ) Work Group
- –Maine Climate Council Quarterly Meeting – September
- Educational EV and Climate Conversations Webinar - August
- Keddy Mill Superfund Site RI/FS Quarterly Update with EPA – September
- Age Friendly Windham – September
- PACTS RTAC – July, September
- Form Based Design Standards Workshop – September
- Jensen Baird Municipal Client Seminar - September