

# Town of Windham

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## MEMO

DATE: January 20, 2021

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

RE: Planning Department Quarterly Report – October-December 2020

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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

- Farm and Farm Residential District ordinance amendments creating streetscape landscape buffering standards and a Farm Enterprise use adopted by the Town Council on October 13, 2020, effective on November 13.
- Long Range Planning Committee
  - Meetings - 5
  - Drafted proposed land use ordinance amendments for the Windham Center Growth Area that proposes creating new zoning districts to rezone this area from the current Farm Residential zoning. In keeping with the Comprehensive Plan, the intent is to encourage growth in the village, while enhancing the village-type character. A webinar will be scheduled in February 2021 to solicit public input on the draft.

- Open Space Plan. Public comment on the Draft Plan was accepted until December 4 through the project website ([www.windhamopenspace.com](http://www.windhamopenspace.com)). Revised plan to incorporate public comments. The Final Plan will be presented to the Town Council in January 2021.
- South Windham-Little Falls Master Plan. With the Town of Gorham, submitted a CDBG pre-application on December 15. Application deadline January 21.

### **North Windham**

- Wastewater
  - Portland Water District (PWD) RFP for consulting services for preliminary engineering and design of a North Windham wastewater treatment system due October 2.
  - Six (6) engineering firms responded to the RFP. Tighe & Bond selected as consultant.
  - At December 8 Town Council meeting, Town Council authorized proceeding with awarding the engineering contract.
- North Windham Transportation Study (in collaboration with Maine DOT)
  - RFP for consulting services due October 6.
  - Three (3) engineering firms responded to the RFP. Gorrill Palmer select as consultant. Contract signed November 10.
  - Kickoff Meeting November 30.
  - Town Council project update at January 26 meeting.

### **Development Review**

- Map of recent applications is updated regularly at <https://www.windhammaine.us/372/Planning-Board>.
- Planning Staff
  - Pre-application meetings – 6
  - Applications Received – 4 Site Plans, 1 Subdivision, 2 Subdivision Amendments
  - Performance guarantees managed – 46. Demanded payment October 30 of the Letter of Credit for 18-13 Ruby Meadows Subdivision.
  - Staff approved minor revisions to approved site plans - 3
  - Pre-construction meetings – 3
  - Construction Inspections - Town Engineer and Consulting Engineer submitted 37 field reports
- Planning Board
  - Meetings – 4
  - Applications Reviewed - 9
  - Ordinance Amendments Reviewed – 0
  - Applications Approved – 3 (20-26 Belvedere Commons Amendment, 20-23 WH02 Solar, 20-22 Quarry Ridge Business Park 4<sup>th</sup> Amendment) for a combined total of 30 dwelling units/lots and 1 commercial lot created.
  - Site Walks – 4
- Staff Review Committee
  - No meetings

### **Environmental Planning**

- Natural Resources Advisory Committee
  - Meetings - 1
  - Cumberland County Soil & Water Conservation District presented recommendations of a plan to prioritize strategies for impaired and priority watersheds in Windham to effectively protect and improve these natural resources.
  - Watershed Protection Grant Application released. Application deadline February 17.
- Highland Lake Leadership Team

- HLLT – 1 meeting
- Education & Outreach Committee – 3 meetings
- Watershed Management Committee – no meetings
- Ordinance Committee – 1 meeting
- DEP awarded 319 grant funding for Highland Lake restoration projects. The Towns of Windham and Falmouth have committed matching funds. Project begins October 1.
- DEP awarded 319 grant funding for a Pleasant River project. The Towns of Windham and Gray have committed matching funds. Project starts January 1, 2021.
- DEP awarded 319 and 604b grant funding to develop a Watershed-Based Management Plan for Black Brook. The Town has committed matching funds. Project starts October 1.

#### **Administrative Meetings & Trainings**

- NNECAP Annual Conference - October
- Maine Statewide Historic Preservation Plan – October
- Growth Smart Summit – October
- WEDC Annual meeting – October
- Sebago Lake Rotary (presented on Town solar projects) - November
- MAP Annual meeting - December

#### **Staffing Changes**

- In December, Environmental & Sustainability Coordinator Gretchen Anderson relocated to the town office to join the Planning Department. Town Engineer will now report to the Public Works Director with his office in the public works building.