



Town of Windham
Planning Department
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MEMO

DATE: October 6, 2021

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

RE: Planning Department Quarterly Report – July-September 2021

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

- Long Range Planning Committee
 - Meetings - 4
 - Reviewed Planning Board recommendations on proposed land use ordinance amendments for Affordable Housing standards and the Windham Center Growth Area) to propose revisions to the Town Council.
 - Draft zoning map and land use ordinance amendments following Town Council zoning discussion on September 15.
- South Windham-Little Falls Master Plan (in collaboration with the Town of Gorham)
 - RFP for consulting services issued. Responses due October 22.

North Windham

- Wastewater (in collaboration with Portland Water District (PWD))
 - Monthly update meetings with staff and consultant.

- Preliminary design collection system and wastewater treatment plant.
 - Hydrogeologic evaluation ongoing.
 - Meeting with MaineDEP on September 30 to outline project schedule
- PACTS Policy Board approved partially funding the Town's application requesting an allocation for Federal Highway Administration (FHWA) funding from PACTS' 2024 "MPO Allocation" for proposed transportation improvements of approximately 2,600 feet of Route 302, from the Shaw's plaza entrance to Amato Drive in North Windham.
- North Windham Transportation Study (in collaboration with Maine DOT)
 - Project website: <https://www.windhammaine.us/728/North-Windham-Moves>.
 - Weekly update meetings with staff and consultant.
 - Traffic Analysis completed and preliminary recommendations developed
 - Meeting with Maine DOT Commissioner
 - Public meeting webinar September 29 (meeting presentation and video on project website)
 - Upcoming: Town Council project update expected in October, and final plan in November.

Development Review

- Map of recent applications is updated regularly at <https://www.windhammaine.us/372/Planning-Board>.
- Planning Staff
 - Pre-application meetings – 7
 - Applications Received – 1 Site Plan, 7 Subdivision
 - Performance guarantees managed – 51
 - Staff approved minor revisions to approved site plans - 2
 - Pre-construction meetings – 2
 - Construction Inspections - Town Engineer and Consulting Engineer submitted 47 field reports
- Planning Board
 - Meetings – 4 (In person resumed July 26)
 - Applications Reviewed - 10
 - Ordinance Amendments Reviewed – 5
 - Applications Approved – 1 (21-10 South Windham Fire Station Redevelopment)
 - Site Walks – 2
 - Approved Remote Meeting Participation Policy September 13
- Staff Review Committee
 - Meetings – 0

Environmental Planning

- Environmental/Stormwater Intern Casey Wood, a student at the University of New England double-majoring in Environmental Science and Animal Behavior, completed a 12-week internship on August 20th. She was instrumental in the completion of Permit Year 9 outfall inspections and a town-wide invasive plant survey. Thank you, Casey!
- Stormwater
 - Interlocal Stormwater Working Group (ISWG) – 2 meetings
 - Stormwater Conference Planning Committee – 2 meetings
 - Submitted the Town's Stormwater Permit Year 8 Annual report on September 8th.
 - New Permit Outfall Monitoring Training in September
 - Worked with Town Engineer to scout culverts that may be eligible for Maine DEP's Municipal Stream Crossing Upgrade Grant Program
 - Conducted 3rd quarter site inspection 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.
- Natural Resources Advisory Committee

- Meetings – 2
- Joint meeting with Parks & Rec Advisory Committee to review Open Space Plan policies and goals and identify focus areas to prioritize for open space and recreation acquisition
- Approved Remote Meeting Participation Policy September 29
- Continued participation in the Volunteer River Monitoring Program through Presumpscot Regional Land Trust (PRLT).
 - Completed water quality monitoring in Windham from May-September
- Highland Lake Leadership Team
 - HLLT – 0 meetings
 - Education & Outreach Committee – 1 meeting
 - Watershed Management Committee – 1 meeting
 - Ordinance Committee – 1 meeting
 - DEP awarded 319 grant funding for Highland Lake restoration projects. The Towns of Windham and Falmouth have committed matching funds.
 - Watershed Protection Project, Phase IV Steering Committee – 1 meeting
 - Discussed private road collaborative and specific road remediation project.
 - Presented a private road webinar for Road Association leadership.
 - Adopted an education and outreach plan for the watershed.
 - Drafted education resources (i.e. lake-friendly tips, private road budget calculator)
- Pleasant River Watershed Restoration, Phase II Steering Committee
 - Meetings – 1
 - Reviewed potential agricultural and road BMP installations.
- Black Brook Watershed Management Plan Steering Committee
 - Meetings – 0
 - Worked with DEP to verify sites and conduct Watershed Survey conducted in July.
- Casco Bay Estuary Partnership (CBEP) Management Committee – 1 meeting
- Sustainability
 - Continued to collaborate with GPCOG and Town of Bridgton to kick-off a Governor's Office of Policy Innovation and the Future's Community Resilience Pilot Project to study how Climate Change is Impacting Inland Communities.
 - Weekly check-in meetings with GPCOG and Bridgton.
 - Completed 3 Community Resilience Pilot Workshops with Town leadership, staff and various experts
 - Prioritized climate resilience projects for both Towns.
 - Received proposals from environmental consultants to develop a water quality monitoring plan and associated monitoring in Windham's impaired stream watersheds. Expect to select consultant to begin work in October.

Administrative Meetings & Trainings

- U.S. EPA's Webinar Series July
- WEDC Retail Coach & North Windham Infrastructure Workshops – July
- Natural Resources Council of Maine's (NRCM) Food Waste Diversion Webinar – July
- Keddy Mill Superfund Site RI/FS Quarterly Update with EPA – August
- GPCOG Sustainability Professionals Roundtable
- Jensen Baird Municipal Law Seminar – September
- Maine Council on Aging Wisdom Summit – September
- PACTS RTAC Meeting – September
- GPCOG Connect 2045 Advisory Committee – July
- GPCOG Regional Complete Streets Working Group – September
- Maine Water Environment Association (MEWEA) – 2 meetings
- Maine Water Environment Association (MEWEA) Convention - September