



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Draft

Planning Board

Monday, January 12, 2026

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, Patrick Roberts, and Melissa Young.

Planning Director, Steve Puleo, and Senior Planner, Amanda Lessard, were also present.

3. [PB 25-078](#) Approval of Minutes - The meeting of November 24, 2025

Attachments: [Minutes 11-24-2025 - draft.pdf](#)

Rick Yost made a motion to approve the minutes from the November 24, 2025 meeting.

Seconded by Kathleen Brown.

Vote: All in favor.

4. [PB 26-001](#) Approval of Minutes - The meeting of December 8, 2025

Attachments: [Minutes 12-8-2025 - draft.pdf](#)

Patrick Roberts made a motion to approve the minutes from the December 8, 2025 meeting.

Seconded by Kathleen Brown.

Vote: Six in favor. No one opposed. Evert Krikken abstained.

Public Hearings & Continuing Business

5. [PB 26-002](#) #25-28 Land Use Ordinance Amendments to Article 3 Definitions, Article 4 District Districts, and Article 5 Performance Standards - Kennels in Commercial Districts

The Town is proposing an amendment to Chapter 120 Land Use to redefine Major Kennels to include dog daycares and overnight boarding for more than four dogs or cat as a conditional use in the C-1, C-1N, and C-2 districts, and add additional performance standards in §120-531.

Attachments: [25-28 PB MEMO LUO AMD Art3,4,&5 ModernizeKennels 010826.pdf](#)
[25-28 LUO AMD Art345 ModernizationKennels \(OriginalRedlineClean\) 010826 \(BTM rev'd 2025.12.17\).pdf](#)
[One-page Summary LUO Amendments.pdf](#)
[Modernize Kennels AttorneyComment 121725.pdf](#)
[SaltyDogs Comments 123125.pdf](#)
[StateAnimalWelfareRules-001c701.pdf](#)
[25-28 PublicComment Chard 01-07-26.pdf](#)
[25-28 PublicComment Delargy 01-07-26.pdf](#)
[25-28 PublicComment Toothaker 01-07-26.pdf](#)
[25-28 PublicComment Crimmin 01-07-26.pdf](#)
[25-28 PublicComment Carey 01-07-26.pdf](#)
[25-28 PublicComment HarmonB 01-08-26.pdf](#)
[25-28 PublicComment HarmonJ 01-08-26.pdf](#)
[25-28 PublicComment Dragos 01-08-26.pdf](#)

Steve Puleo explained that the amendments would update the Kennel provision in the ordinance and bring it into line with neighboring communities.

- Daycare and overnight boarding would be added as a conditional use needing Board of Appeals approval, in the Commercial 1 (C-1), Commercial 1 North (C-1N), and Commercial 2 (C-2) districts.
- Major Kennel performance standards were proposed, which required:
 - o A fenced outdoor area
 - o Soundproofing/sound dampening construction
 - o Space requirements based on the type and size of animal:
- Public hours/quiet time
- State licensing and record keeping requirements

Public Comment

Written public comment had been received in support of the use, citing convenient location, and being valuable resource for area residents.

There was no more public comment. Public comment was closed.

Board Comment

- 72 square feet didn't seem like it was an industry standard. There should be a reason to use it.
- Would the ordinance require a division of play space according to the size of dogs?
- Based on public comments, it seemed this was thought of as an economic development need
- Was there a decibel level for the use in the ordinance anywhere?
- Would traffic circulation and drop-off times within the plaza be reviewed?
- The definition of Kennel should limit it to just dogs and cats.
- Why were breeding, training, and selling added to the definition when they were talking about boarding kennels?
- The ordinance was not clear if the overnight space could be included in the 72 square feet per dog space.

- *Did the outdoor space require any particular sizing? Should there be verbiage stating a minimum amount of space per dog?*
- *Was the ordinance intended to only apply to kennels in the commercial districts?*

Steve Puleo reviewed the Board's comments to Town Council:

- *Correct grammatical errors*
- *Clarify the applicability of how major kennels in commercial districts were operated*
- *Remove the statement regarding noise adjacent to residential zones*
- *Require soundproofing indoors*
- *Require odor management*
- *Require 70 square feet per dog for daycare*

Evert Krikken made a motion to recommend with comments approval of the proposed amendments to Chapter 120, Land Use Ordinance, changes to Articles 3, 4, and 5 to update the definitions of "Major Kennel" and "Minor Kennel" in §120-301 to include pet care service establishments, allow Major Kennels as a Conditional Use in the C-1, C-1N, and C-2 districts, and update performance standards in §120-531.

Seconded by Rick Yost.

Vote: All in favor.

6. [PB 26-003](#) #25-29 Zone Change Application - Rezone Portion of 35 Dylan Way from F to RL - William Hartley

The application is a request to rezone a portion of 35 Dylan Way within the CMP utility corridor easement from Farm District (F) to Light-Density Residential District (RL). The property is further identified as Tax Map 23 Lot 4A-1.

Attachments: [25-29 PB MEMO ZoneChange DylanWay F to RL 123025.pdf](#)
[25-29 DylanWay Zoning Change Application 12-04-25.pdf](#)

William Hartley, the applicant, had a triangle shaped area of Farm (F) zoning on his property that was located in the CMP corridor easement, which could not be built on. His house was zoned Light-Density Residential (LR) and he wanted the property to be all one zone.

Amanda Lessard explained:

- *The majority of the property was in LR.*
- *Staff supported the rezoning request; it was in compliance with the Comprehensive Plan.*
- *The benefit of having the parcel in one zone was that it would support the ability to divide the lot.*

Public Comment

There was no public comment. Public comment was closed.

Evert Krikken made a motion to approve the request to rezone a portion of 35 Dylan Way owned by William Hartley identified as Tax Map: 23; Lot: 4A-1 from Farm District (F) to Light-Density Residential District (RL).

Seconded by Kathleen Brown.

Vote: All in favor.

Other Business

7. Adjournment

Kathleen Brown made a motion to adjourn.

Seconded by Melissa Young.

Vote: All in favor.