



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Final

Planning Board

Monday, December 8, 2025

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: 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](#)

There were no minutes to approve.

New Business

4. [PB 25-079](#) #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 and Minor Kennels to include dog daycares and overnight boarding for more than four dogs or cats, permit the 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 120325.pdf](#)
[25-28 LUO AMD Art3,4,&5 ModernizationKennels \(OriginalRedlineClean\) 120325.pdf](#)
[StateAnimalWelfareRules-001c701.pdf](#)

Steve Puleo explained the addition of a Major Kennel use in commercial districts was intended to modernize the ordinance; to support economic development; and to address regulatory gaps.

- *Currently, the Kennel use was limited to residential districts. This left undefined standards and regulations regarding daytime care and overnight boarding.*
- *The proposed amendment would:*
 - o *Be restricted to and expand on dog and cat daycare and overnight boarding.*
 - o *Permit the major kennel use in Commercial 1 (C1), Commercial 1 North (C1N), and Commercial 2 (C2) districts.*
 - o *Add standards to regulate and address noise.*

- o *Require an outdoor component in a controlled environment and maintain setbacks from minor kennel provisions.*
- o *Institute performance standards that would define and control impacts for other tenants and abutting properties.*
 - *State licenses and inspections were required for training dogs, daycare, and overnight boarding.*

Amanda Lessard added:

- *Site plan review may still be applicable.*
- *In 2019 conditional uses had been eliminated in commercial zones because a commercial district wanted to allow commercial uses.*
- *Currently, dog daycare was not allowed in town at all. This service would benefit town residents.*

Board Comment

- *There was concern about the location in a mall. There would be traffic, and dogs interacting with customers of other stores.*
- *Were the State animal welfare regulations incorporated in their entirety?*
- *How would soundproofing work in a strip mall with abutting residential development? You could not soundproof or odor proof the outdoors.*
- *What were the resulting benefits and consideration for negative impacts to abutters?*
- *Was there a maximum limit of dogs/cats allowed?*
- *Would this apply to all major kennels in town?*
- *There was concern with it being a permitted use. One standard would apply to different situations. Why would it not be a conditional use?*
- *There should be no occupancy permit before 100% of conditions of approval are met.*

Other Business

- 5. [PB 25-081](#) #25-30 Land Use Ordinance Workshop
 This is a quarterly session for the Planning Board to discuss and promote specific amendments to the Land Use Ordinance for Town Council consideration.

The Board discussed possible ordinance amendments for presentation to Town Council.

6. Adjournment