

# Palmyra Planning Board Meeting Minutes

Date: 4/28/2026

**I. Call to order and flag salute** - *The meeting was called to order by the Chair at 6:00 p.m.—flag salute*

**II. Roll call**

*Planning Board Members present: Chair David Leavitt, Vice-Chair Corey Dow, Katie Burrill, Gail Jones, Alternate: Bill Freudenberger*

*Travis Gould, Code Enforcement Officer (CEO)*

*Diane White, Secretary*

*Select Board Members: Ron Rowe, Herb Bates, Scott King (joined late in the meeting)*

*Others present: Joanna McCormick (Anorum Credit Union), Mark and Stacey Cummings (sawmill)*

**III. Correspondence**

*Priscilla had received an email about a DOT meeting to discuss the plans for the Dysarts project. They want to meet on Monday at the community center. Time unknown. Priscilla will get more information.*

**IV. Process Land Use Permit Application –**

a) Sign permit for Hometown Health Center – *review lead by Gail*

- #2 – *Palmyra spelled wrong*
- #6.b. – *incomplete sentence*
- *There appears to be wall signs on the drawings, but not mentioned in the application*  
*No action taken*

b) Mark Cummings – sawmill – *review lead by Corey*

*1. Mr. Cummings submitted a signed copy of the lease*

*30. Some setbacks are missing. Mr. Cummings added the setbacks on the drawing (on the original application)*

*50. There will be one light in the back*

*53. There will be a ground sign*

*Travis said that if the property is in tree growth, it has to come out. Add this as a condition of the permit.*

*Motion made by Corey and seconded—the application is complete and compliant (with one additional condition—applicant must resolve the tree growth/tax issue with the town).*

c) Walmart Tenant Space – Anorum Federal Credit Union – *Review lead by Katie*

*1. No lease agreement submitted. Joanna will submit.*

*Motion made and seconded to waive the requirement for a public hearing because this will be a renovation inside of Wal-Mart (there are no abutters). Passed 4-1.*

*Diane instructed to hold the permit until the lease agreement is obtained.*

*Conditions include:*

- 1. Provide an executed copy of the lease agreement (prior to issuance of the permit)*
- 2. Provide copies of all other required approved permits prior to starting construction including: Fire Marshal's construction permit, Department of Public Safety Barrier Free Permit, and Building Code safety surcharge fee.*

*Motion made by Corey and seconded – the application for Ancorum Credit Union is complete and compliant. Passed unanimously.*

## **V. Announcements**

### **VI. Reports**

- a) Secretary's Report 4/28/26 – Motion made by Gail and second by Dave to accept as written. Passed unanimously*
- b) CEO Report
  - 10 building permits issued recently including 4 homes.*
  - Complaint received about someone dumping junk near the Pittsfield town line.*
  - Travis will reach out to someone about the barriers (that are blocking the road) by Tractor Supply.**
- c) Select Board Meeting Minutes*

### **VII. Old Business**

- a) Planning Board to do list – to be updated. Add Travis's recommendation to change "shall" to "may" regarding public hearing requirements in the ordinance.*
- b) Updated Subdivision and Zoning Ordinances – some discussion and clarity requested for the definition of a commercial building, impervious areas, and manufacturing.*
- c) Grant for ordinance updates*
- d) Zoning map status – Change one abutter (Corinna) to St. Albans. Diane will contact Mr. Webber and explain that the Planning Board wants to review again at the May 12<sup>th</sup> meeting. Copies requested: 4 full size, 4 - 11x17, and 1 pdf. Recommendation by Travis to have one signature block on the map for the Town Clerk. This would make it easier to get signatures if a change was made. Planning Board agrees to remove the signature blocks for the Planning Board and Select Board.*

### **VIII. New Business** – none

*Travis suggested that the next time there is a request to change an ordinance (for town meeting), that the ordinance be submitted to the voters exactly as recommended by the board.*

- IX. Adjournment** – 7:54 p.m. – Corey made a motion to adjourn—second by Gail. All in favor. Meeting adjourned.

*Respectfully Submitted  
Diane White*

NEXT MEETING – 5/12/2026