Palmyra Planning Board
Meeting Minutes

Date: 9/8/2026

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, Bill MacLaren, Bill Freudenberger, alternates Mike LePage and Gail Jones*
Diane White, Planning Board Secretary

III. Correspondence - *none*
a) MMA Planning Board and Board of Appeals Workshop – 10/27
Workshop information distributed
b) Email sent from DOT regarding bridgework

IV. Process Land Use Permit Application
a) Walmart renovation permit application status
1) *Sarah North of Colliers Engineering reached out to Diane regarding the need for an application for the renovations to be done at Walmart. She was under the impression that that permit approved in July covered the expansion and the renovations.*
2) *Planning Board members were not aware of the renovation detail until after the permit was issued. Renovation plans were sent after the permit was issued.*
3) *Discussion on how to assess the permit fee. Some of the work will be painting and replacing ceiling tiles, which is maintenance and not part of a renovation.*
4) *Remodel will take place in the pharmacy, salon, optical area, customer service, training area, and baking area.*
5) *Bill M stated that a lot of the work is maintenance (painting, changing outlets, etc.).*
6) *Dave had a different conclusion. Renovation meaning is to improve what is already there: restore, refresh, update, repaint, new flooring, etc. Remodel is to change what is there--reconfigure. Ordinance says renovations. If we assess the fee based on remodel 15,516 sf fee would be $2,347. If renovation & remodeling 155,000 sf the fee will be $23,294. They are also tearing up flooring, putting down tile, replacing 2402 ceiling tiles, painting, polishing, putting in trenches, light work; work on the roof, etc. He suggested that the fee be assessed based on the entire square footage (according to the plan).*
7) *Definitions for renovations and remodel*
- *Renovation: restore, repair, refresh and updates that do not change the layout or purpose, etc.*
- *Remodel: change form or layout, substantial reconfiguration (example: remove, relocate walls, and revise floor plan).*

8) *Gail pointed out that there is no definition for renovation in our ordinance.*
9) *Opinions of board members:*
    - *Corey - typically, in other town, you don't need a permit for painting. Bigger egress requires permits (in bigger towns). He could go either way.*
    - *Gail – does not consider counting the floor as remodel. Stick with what they have for remodel and make sure that it is accurate.*
    - *Bill M – concern that if the town starts requiring permits for cosmetic maintenance, work will be done without permits or upgrades will not be done. Suggest excluding paint, replacing tiles, etc. Include the floor since it is a significant change.*
    - *Katie – If applied by the ordinance wording (renovations), the entire project would be included in the fee. Wording should be remodel.*
    - *Mike suggested that we get input from the applicant. He does not think the whole building is involved but could be argued for 50%. He suggested that we ask them the square footage of the renovations.*
    - *Bill F – He has a hard time requiring permit for upkeep.*
    - *Dave stated that the board is unanimous that there is a much higher square footage of renovation then there is remodel and they would like them to come up with a figure.*

Diane will contact Sarah North and ask them to come up with a square footage for renovations.

Unanimous among the board that the permit previously issued was for the new addition only. Nothing was submitted for the renovations.

V. Announcements - *none*

VI. Reports
a) Secretary's Report (8/28/2026) - *Motion made to accept as written by Corey—second by Bill M. Passed unanimously.*
b) CEO Report - *not present*
    1) *Dave would like Travis to send a letter to the solar array owner regarding the dead trees. Per the conditions of the permit, dead trees were to be replaced within a year. Katie asked why they were not getting fined. Dave explained that this would involve legal costs.*
    2) *Complaint about sewer issue at Foggy Pub and the pool is not functioning.*
    3) *Someone had started a foundation for a house—the footer does not meet the required setbacks. Suggestion was to bury the footer and put in another. This may go to the Appeals Board.*
    4) *The solar farm has fixed the fence, but is still working on the trees.*
c) Select Board Meeting Minutes – *none to submit. They have not approved any of the minutes for August.*

VII. Old Business

a) Planning Board to do list
   - *Bill F submitted suggested wording for an ordinance addition to add the requirement to post a permit at construction sites. (attached)*

b) Home Business description clarification (as it relates to farming)
Katie looked at 8 other towns' policy/ordinance—permits not required for farm stands. She said that if we start listing the activities that do not require a permit, something will get missed. Bill M suggested that the word "example" be used.

c) Nonresidential checklist - *Bill M submitted handouts. To be discussed at the next meeting.*

d) Fee Schedule – *Bill M is still working on this.*

e) Land use permit for posting - *Bill F submitted proposed wording for the ordinance.*

f) New State Law (2027) – Requirements for smaller house lots – *Bill will submit information at the next meeting*

g) Finding of Facts and Conclusions of Law for Walmart expansion – *Diane explained that this document was not signed for the Walmart expansion. The Board signed the document (to be added to the file).*

V. New Business

a) Dave handed out contact information for a recycling company that will pick up junk vehicles and pay the vehicle owner up to $200. Diane will make copies for the board member and one for Travis.

b) There is a new state law regarding sales of marijuana at events (farmer's markets). The town can adopt an ordinance to opt out. Travis will research.

VI. Adjournment

7:22 pm – motion made by Bill M to adjourn and second by Bill F. Passed unanimously.

Respectfully Submitted
Diane White