Palmyra Planning Board
Meeting Minutes

Date: 9/22/2026

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
a) Email from Catelin Warren re: fire alarm plans *for Walmart*
Catelin asked about permits for a fire alarm system for Walmart. Per Travis (CEO) no permits are required for the town, but state permits may be required. Diane responded to Catelin's email. We may need copies of the state permits. Dave expects to hear from Sara North in October with a permit and fee for the renovations.
b) Planning Board training – 10/27 (4:30 – 8:30 pm) – MMA Augusta
c) I 95 bridge replacement pre-construction meeting – 9/29 @ 9 am – DOT Hogan Road

IV. Process Land Use Permit Application
a) Walmart renovation permit application status – *discussed earlier*

V. Announcements

VI. Reports
a) Secretary's Report (9/8/2026) - *Motion made to accept as written by Corey—second by Bill M. Passed unanimously.*
b) CEO Report – *Dave talked to Travis—he has been busy. 33 or 34 house permits issued. He will check on people living in a camper on Mud Pond Road. No further information on the landowner who had a footer that was put in too close to the road.*
c) Select Board Meeting Minutes – *submitted*

VII. Old Business
a) Planning Board to do list
- *1.a. - Public hearing left as a reminder*
- *1.b - Nonresidential checklist – talk about later*
- *1.c - Mandatory training – Bill F had questioned what is needed for training. Is it new due to the new state law or general training? Bill M said that it is not specific to the laws.*

- *FOAA (Freedom of Access Act) training is required of all town officials. Add to the To Do list. Bill F has not done this training. It is online; Diane will get the information for Bill F. All other members have done this training.*

b) Home Business description clarification (as it relates to farming)
   - *Katie is working on this.*
   - *Question about roadside stands. Dave said that we can do nothing (to the ordinance). Three members needed to decide how to permit (if required).*
   - *Katie – definition of farm mentions "producing income" and farming is allowed without a permit. Maybe alter the definition so that it is clearer.*
   - *Clarity needed for those selling produce that they do not produce on their farm.*
   - *Bill M stated that canning or processing is a different category.*
   - *Dave asked Bill M and Katie to look at the state and town food sovereignty law and right to farm law. We can put something on the warrant for town meeting or just take these applications case by case.*

c) Nonresidential checklist – *To be discussed another time.*

d) Fee Schedule – *Bill has found that our fee schedule is in line with other area towns.*

e) Land use permit for posting – *To be posted at construction sites. Dave suggests a fluorescent green. Changes to sample: Change building permit to Land Use permit, add signature line, add a line "Approved by Planning Board / Code Enforcement Officer".*

f) New State Law (2027) – Requirements for smaller house lots – *Bill will submit information at the next meeting. Plymouth has a Planning Board meeting on September 30th and will discuss the new state subdivision rules. Bill M gave a draft to Bill F for review.*

g) Ordinance wording – Remodel / Renovations
   - *Dave has faced this situation (distinguishing between remodel and renovations) once in 10 years (with Walmart). He is ok with reasoning it through.*
   - *If someone wants to change our ordinance or definitions, this can be discussed at the next meeting.*
   - *Bill F is comfortable making a distinction.*
   - *Mike questioned what would be accomplished—renovation covers remodel. If a distinction is made, there should be a different fee.*
   - *Katie said that is should say remodel. Renovations are cosmetic updates (painting, change ceiling, etc.). Remodel in changing the layout.*
   - *Dave said that renovations are an umbrella term that includes remodel.*
   - *Bill M will follow up and find definitions*

h) Penalties (Dave)
   - *Dave had sent letters to the Select Board regarding the possible penalties for the solar array for the dead trees and fence (attached). There has been no follow up. Tomorrow night he will hand out copies from the ordinance that deals with violations. He would suggest that Travis send a letter (approved by the lawyer) to the owners of the solar array.*

VIII. <u>New Business</u>

a) *Bowman Brothers bought a 3 acre piece of properties that they want to split in half. They talked to Travis who told them that the ordinance requires a 2 acre lot to be conforming. They say that our Zoning Ordinance allows this because it is grandfathered?*

- *Zoning ordinance (pg. 11) - If a two or more principal uses or structures existed on a single lot on the effective date of this Ordinance, each may be sold as a separate lot.*
- *Dave asked if the buildings existed on the day the ordinance was enacted 3/11/89*
- *Neither structure was there in 1989. Mike said that since neither building were there, they are not grandfathered.*
- *Per Bill M – 2 acres required per dwelling units. They can divide into two lots but can't put another dwelling unit on the lot. Owner wants to split the lot--.7acres for the house lot and 2.3 acres for the storage units.*
- *Katie stated that 2 acres are required for residential and commercial structures.*
- *Diane will look for the 1989 ordinance.*
- *Dave reviewed the ordinance—there are many revisions to the original ordinance. More research to be done before issuing a permit.*
- *They will have to come to the planning board for a permit. The Board can require funds for additional studies.*
- *This will be discussed at the Select Board meeting tomorrow night.*
- *Gail asked if the Select Board has the authority to allow this. Dave will attend the meeting.*

IX. Adjournment

7:20 pm – motion made by Bill M to adjourn and second by Bill F. Passed unanimously.

Respectfully Submitted
Diane White