Palmyra Planning Board
Meeting Minutes

Date: 10/13/2026

I. **Call to order and flag salute** - *The meeting was called to order by the Chair at 5:58 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
Select Board Members: Herbert Bates

III. Correspondence - *none*

IV. Process Land Use Permit Application
a) Walmart renovation permit application status
- *Check sent in the amount of $2,347.40. This would be for just the remodel. Dave asked if the amount is agreed upon.*
- *Dave had talked to Sarah North and asked for her opinion on the square footage to be included in the fee.*
- *Discussion on the definition of renovation. Bill M said that on the state level, renovations are not permitted items and remodels are permitted. In his opinion, he does not think we should discourage businesses for regular maintenance of the buildings.*
- *Dave stated that the fees for renovations are for the nonresidential buildings only.*
- *Discussion on work done in the bathrooms, entry, plumbing, and electrical work. Should they be included in the square footage of the area to be considered in the fee?*
- *Options are to accept the fee submitted or ask for more.*
- *Bill M made a motion to accept the fee as adequate based on the remodeling square footage. Second by Corey. Passed unanimously.*
- *The application should be here tomorrow. Diane will send copies.*

V. Announcements
a) *Dave explained that a letter (attached) was given to Bowman Brothers by the Select Board regarding a lot they want to split (making the lots nonconforming). Bill M stated that the Select Board disregarded the ordinance. Corey had heard that Bowman said that the storage units and house were originally on separate lots. He was unable to confirm this—currently this is one lot (according to the tax map).*

VI. Reports
a) Secretary's Report (9/22/2026) – *Motion by Bill M to accept as written—second by Corey. Passed unanimously.*

b) CEO Report - *no report*
c) Select Board Meeting Minutes – *submitted*

VII. Old Business

a) Planning Board to do list - *change "shall" to "may" regarding public hearing requirements for commercial applications. Diane will submit suggested wording.*
b) Home Business description clarification (as it relates to farming) – *Discussion about definitions and selling baked and canned goods. Katie said that per the Palmyra Food Sovereignty Ordinance, State Ordinance, and our Zoning Ordinance, selling these items is allowed without a permit. Bill M will look at this and make suggestions. Katie submitted suggested definition language for agricultural farming (attached).*
c) Nonresidential checklist – *Bill M will look at this and suggest changes.*
d) Land use permit for posting – *Bill F submitted proposed language for the postings. Bill will submit a sample of the posting.*
e) New State Law (2027) – Requirements for smaller house lots – *Bill M said that he is waiting for recommendations from Bill F. He will submit his recommendation at the next meeting. He said that this change is necessary because state rules govern if no public water and sewer. By putting it in our ordinance we are letting the townspeople know what they can do without going through a legal process. It also enforces the idea that some applicants may need to corporate with Newport to ensure that they can get access to public water and sewer.*
f) Ordinance wording – Remodel / Renovations
    - *Bill M submitted suggested definitions for remodel and renovations.*
    - *Katie suggested adding the statement, "see State of Maine definitions".*
    - *Dave asked the board to consider that having all suggested changes in one article could jeopardize all. If the voters do not like one item, all would fail.*
    - *Dave said that he is ok with the board using their judgment for some land use applications.*
g) FOAA Training – *Diane had given Bill F information on FOAA training and certificate.*
h) *Proposed changes in the ordinances*
    - *Wording will have to be approved by the Select Board*
    - *A public hearing must be held*
    - *Deadline for submission of an article is February.*

VIII. New Business

Planning Board Meeting schedule:
Motion made by Bill M to cancel the 11/24 meeting and hold a meeting on 12/1. Second by Katie. Passed unanimously.
10/27 – Bill F will not attend
11/24 – cancel (Bill M, Dave, and Mike will not be available)
12/1 – meeting scheduled to replace 11/24 meeting
12/8 & 12/22 – meeting as scheduled.

IX. Adjournment

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

Respectfully Submitted
Diane White