

Palmyra Planning Board Meeting Minutes

Date: 8/22/2023

I. Call to order and flag salute

The meeting was called to order by the Chair at 6:05p.m. – flag salute

II. Roll call

Planning Board Members present: Chair Dave Leavitt, Vice Chair Corey Dow, Katie Burrill, Gary Beem (joined at 6:12)

Select Board Members: Herbert Bates

Travis Gould, Code Enforcement Officer (CEO)

Diane White, Secretary

Others present: Joel Greenwood (KVCOG) - welcomed by Chairman Leavitt

III. Correspondence – none

IV. Process Land Use Permit Application

a) A-Team Development – Newport Self-Storage – *Not present. Waiting for the state permit.*

b) John Merry – Home Business Application - *casting bullets*

John could not attend the meeting tonight, but he told Diane that he will attend the next meeting. Dave talked to a couple of people at the state (DEP and EPA) and they do not know of any state permits needed. His application is in order. He needs to pay the fee.

c) Ware Butler Sign Permit Application (Ace Hardware sign) – *Ware Butler is now selling Ace hardware. Dave had checked on the area of the wall that the sign will be placed. The wall area is approximately 1,400 sf and the sign is 4' x 4', which is under the size limit. Motion by Katie to approve as complete—second by Corey. Passed 3-0. Motion by Corey—application is compliant. Second. Passed 3-0.*

V. Announcements - none

VI. Reports

a) Secretary's Report (8/8/2023)—*Motion made by Dave to approve as written. Second. Passed 4-0.*

b) CEO Report

○ *Two permits issued today (garage and shed) and one on hold.*

○ *Met with a resident on White's Pond—question about enclosing a deck.*

○ *Septic system inspections and plumbing permits issued.*

○ *Nonresidential Permit Applications and Plumbing Permit application submitted for 416 Oxbow Road (Millennium). This will be on the next agenda. Katie will lead the review for this application.*

- *Tires (at a foreclosed building on Main Street). Attorney suggestion is to wait for a new owner and then work with them to clean it up. Since there is no new owner, Priscilla will call the bank about cleaning this up.*
- *Solar Farm Trees – Travis will reach out to Adam regarding the dying trees.*

VII. Old Business

- a) *Meet with Joel Greenwood of KVCOG – Planning Board Ordinance Review – Dave explained that the ordinance revisions were done last fall, but did not get put on the warrant. He wants the input of KVCOG before putting them on the next warrant.*
 - *Is an application necessary if a new business will occupy a building and have the same type of business (i.e.: Chinese restaurant changing hands for another Chinese restaurant) if there will be no renovations? This has been done a couple of times recently: the Chinese restaurant and Cookson Collision. Travis asked how the town would know if they are doing renovations if there is no permit. Dave referred to the ordinance for triggers for an application: a. new business; b. expansion of an existing business or structure; c. renovations of a building; d. conversion of a building from one use to another. Dave stated that they could propose a change and add a sentence that would cover the change (even if there are no renovations). What do other towns do? Joel stated that it may not be necessary if the new business doesn't have an impact on the general character of the area or impact municipal services. Some towns do it through an administrative process where businesses register with the town for a small fee. Corey said that it could be beneficial to know who is operating businesses in Palmyra (if there is a problem). Herb said that the Select Board should know who has a business in town. Travis suggested a short application for this type of change. He would review the applications. Dave asked Joel to come up with language for the ordinance that would cover this.*
 - *Proposed ordinance changes:*
 - *Joel was given a copy of the proposed changes and the current ordinances.*
 - *Dave explained that the Planning Board would like to have the proposed changes ready by the end of the year so that changes can be put on the warrant for the March town meeting and they would like KVCOG's assistance. He does not expect to get all proposed changes done this year.*
 - *Most of the changes are small administrative changes with the exception of Shoreland Zoning. Joel said that the state would have to approve changes.*
 - *Dave will support recommendation made by CEO. Owners of property on Nokomis Pond should be supportive of the proposed changes to Shoreland Zoning.*
 - *He asked that Joel attend a meeting once a month to review the ordinances.*
 - *Joel explained that there is a new law in affect and the town must be in compliance with this new state law (LD 2003). The town has until July 1st to comply. It mandates that a town allow a certain density of housing (to promote affordable housing). There is money available to towns to cover the cost involved. Joel will send the letter sent by the state regarding LD2003.*
 - *The Shoreland Zoning map will have to be changed. Joel said that he can help with this. Travis explained that the town has GIS maps.*
 - *Travis recommends a change in the Shoreland Zoning map on Route 2.*
 - *Dave asked Joel not to commit monies beyond what the town already pays KVCOG for membership. Joel said that most of the work will be included in the membership payment. He will let him know if there is work that will not be covered.*

- *Discussion about Chris Cookson's subdivision on Oxbow Road. The first subdivision was not built according to what the Planning Board had approved. When Mr. Cookson wanted the Board to sign a plan, Dave told him that he had to have the engineering company change the plan to what was built. He did this and the plan was signed. A second application came in (previously owned by Chris Cookson, but transferred to someone else). After the Planning Board approved the application, the deed was transferred back to Mr. Cookson. Joel stated that the permit is for what was approved regardless own who owns it.*

b) *Planning Board Stipend – Select Board decision: Stipend will be \$20 per meeting (whether or not in attendance). Dave stated that there will be a limit to the number of missed meetings and still collect a stipend.*

VIII. New Business -none

IX. Adjournment – 6:59 p.m. - Motion made by Corey to adjourn. Second—Passed 4-0.

*Respectfully Submitted
Diane White*

NEXT MEETING
9/12/2023