

# Palmyra Planning Board Meeting Minutes

Date: 9/26/2023

## **I. Call to order and flag salute**

*The meeting was called to order by the Chair at 6:00p.m. – flag salute*

## **II. Roll call**

*Planning Board Members present: Chair Dave Leavitt, Vice Chair Corey Dow, Katie Burrill, Gary Beem*

*Select Board Members: Vondell Dunphy, Herbert Bates*

*Diane White, Secretary*

*Others Present: Gail Jones, Matt Brann (MB3), Pat Kane (A-Team)*

## **III. Correspondence**

- a) *Maine Department of Economics & Community Development – re: Housing Opportunities- Dave explained that Joel Greenwood of KVCOG is checking on this. To be discussed at the next meeting.*

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

- a) *A-Team Development – Newport Self-Storage – The sign permit was approved and signed by the Board. Corey stated that the only item missing was the DEP permit and that has been submitted. Motion made by Corey to accept as complete. Second by Dave. Passed 3-0. Motion made by Corey to accept as compliant. Permits signed by the Board and copies given to Mr. Kane.*

- b) *MB3 LLC – renovations of rental space at the Millennium building for a new business. Dave asked if construction has started. Mr. Brann stated that they have been cleaning, but there has been no structural change.*

*Katie reviewed the application:*

*Compliant: 1-4, 6-10, 12, 13, 21, 22, 25-28, 30-34, 36-38, 40, 42-46*

*Not applicable: 11, 14, 15, 16, 17, 19, 20, 23, 24, 45*

*#5 – The zoning district is commercial.*

*#15 – There will be no work done outside.*

*#18 – Liquor license needed. The Board of Selectmen is responsible for this. Dave said that this can be a condition of approval. This will be conditionally compliant.*

*#24 – Mr. Brann said that there is some paint stored at the location.*

*Dave said that since this application is complete enough to schedule a public hearing, a hearing is scheduled for October 10, 2023 at 6:00.*

*#29 - change to yes (he will minimize, to the best of his ability, disturbance of natural features).*

*#35 – change to yes—there is existing outside lighting. Dave said that the lighting should face down.*

*#37 – The requirement to install screening to separate from the street has been waived. Diane will change this to state: “Does this project have a vegetative screen separating from adjacent properties” instead of “separating it from the street”.*

*#39 – change to yes (there is a residence that abuts the property). Compliant.*

*#41 – Mr. Brann stated that they will put up a banner (on the building). Dave suggested that he look at the town sign ordinance and bring a sketch to the next meeting.*

*Action items: Liquor License (as a condition of permit) and information on signs.*

- c) Somerset Pour House – Special Amusement Permit Application – *same applicant as above – to be discussed after the Public Hearing on October 10, 2023.*

**V. Announcements - none**

**VI. Reports**

- a) Secretary's Report (9/12/2023) – *Motion made by Corey to approve as written. Second. Passed 4-0.*
- b) CEO Report – *report submitted. CEO is talking to Adam Farkes about the trees (at the solar farm).*

**VII. Old Business**

- a) New business office in the Millennium building – *Diane said that she received a call from Phil Hendrix. He has an office in the Millennium building and asked for a Certificate to Engage in a Mercantile Enterprise. This is a form that is issued in the office and there is a small fee. Since there has been no land use application submitted, Planning Board members agree that it is agreed that this form will not be given until the applicant has submitted a nonresidential land use permit application. Diane will ask Travis to follow up. Corey said that it may not be obvious on the website what steps need to be taken before starting a business.*
- b) Administrative revisions – Nonresidential Land Use Permit Applications – *changes made (as per discussion at 9/12 meeting). approved.*

**VIII. New Business**

*Diane will reach out to Joes Greenwood (KVCOG) about meeting with the Board regarding the ordinances updates. He was also going to do an analysis on the zoning ordinance to see if it complies with the new state law.*

**IX. Adjournment – 6:56 p.m. - Motion made by Corey to adjourn. Second—Passed 4-0.**

*Respectfully Submitted  
Diane White*

NEXT MEETING  
10/10/2023