

# **Palmyra Planning Board Meeting Minutes**

Date: 01/26/2021

**I. Call to order** – Chair Gary Beem called the meeting to order at 6:00 pm.

**II. Roll call**

*Planning Board members present: Gary Beem, Dave Leavitt, Corey Dow, and Billy Boulier*

*Selectmen Present: Vondell Dunphy, Herbert Bates*

*Diane Cookson (Planning Board Secretary)*

*Others present: Chris Cookson, Brent ?, Claude Levesque, Kenneth and Mary Ellen Fletcher*

*Hometown Healthcare Representatives joined the meeting at 6:25: Tom Emery of Harriman (landscape architect), Robin Winslow (Hometown Healthcare)—Judy Johnson (architect in charge) joined the meeting at 6:45.*

**III. Announcements**

- Diane (Secretary) – will not attend meeting 2/9/21

**IV. Correspondence**

**V. Reports**

- Secretary's Report (01/12/2021) – Motion made by Gary to accept as written—seconded by Dave. All in favor.

**VI. Old Business**

- Chris Cookson – approve subdivision plan – *Chris had asked Planning Board Members at the last meeting (1/12/2021) to sign his 2017 subdivision plan. It was approved but not signed in 2017. The members of the Board had requested a plan showing what was actually built.*

*Chris explained that Scott Braley of Plymouth Engineering would like to have a survey and GPS coordinates of where each building is done and changes that have been made before he revises the plan and produces a print. Chris said that this is just a formality and he is in no hurry. The bank requested this so that the plan can be recorded at the registry.*

*Motion made by Billy to table the application until the information is provided (print of the plan)—seconded by Dave. All in favor.*

- Commercial Development and Land Use Permit Process – Billy Boulier – *Billy had produced Land Use Process documents (steps to follow). He said that they are based on our ordinance and are working documents that can be revised as needed.*

**VII. New Business**

- *Scoping Meeting for Hometown Healthcare. Dave told other board members that a Zoom meeting with DOT has been scheduled for Thursday (1/28).*

**VIII. Process Land Use Permit Applications**

- Levelly LLC (Map 5, Lot 78-2) – storage lockers – *Billy had done some research—under 2500 s.f does not require commercial review. Motion made by Dave to accept the application as complete—seconded by Corey. All in favor. Motion made by Dave to approve as compliant—seconded by Corey. All in favor.*
- Vikas and Sunaina Chawla (Kuber LLC) – SmartStyle Hair Salon (Walmart) – *Lease agreement and permit fee received. Motion made by Gary to issue the permit—seconded by Corey. All in favor.*
- Susan McCaw – Home Business – Map 7 Lot 43 – *Motion made by Dave to accept—seconded by Corey. All in favor. No discussion on compliance. Motion made by Dave to approve—seconded by Gary. All in favor.*

*6:15 pm - Hometown Healthcare representatives not present. Chris Cookson asked if he could ask questions regarding the second phase of his subdivision. He asked about wetland maps for the town. Dave told him that the board relies on the Code Enforcement Officer (CEO) to answer some questions and advised him to talk to Travis Gould (CEO).*

- Hometown Healthcare – *Tom Emery said that they had attended a Planning Board meeting on August 25, 2020 (for a workshop) and was asked to come back for a second workshop. He reviewed the progress they have made. There is a scoping meeting with DOT scheduled; the subdivision application has been amended to add another lot; it is understood that there will be future construction to complete the access road.*

*Billy said that the first step will be to approve the revision to the subdivision. Mr. Emery said that he would like to submit the applications simultaneously. After a discussion, it was agreed that the subdivision revision must first be approved and then the applicant will proceed with the Commercial Development Review for a permit. Billy explained that escrow fees may be required. Dave said that there may come a time that they will want advice and he would be supportive of setting up an escrow account (1/4% of total cost or a minimum of \$2500). He explained that if more funds are needed, additional funds are to be deposited. Any remaining balance is refunded when permitting process is completed.*

*Dave explained the Planning Board process:*

- *Review the application for completeness*
- *Schedule a public hearing*
- *Review the application for compliance*

*Mr. Emery explained that they plan to follow up in March with a subdivision application. Billy stated that a Subdivision Ordinance Application checklist will be put on the town website. Dave said that the checklist does not replace the ordinance.*

*Mr. Emery stated they have now determined that a DEP review is required for this subdivision revision and they will be going through that permitting process. They intend to submit an application a week from today.*

*Mr. Emery stated the access for the Hometown Healthcare Center will be from the Tractor Supply driveway and they will be installing a road connection from Fletcher Drive around the back of Tractor Supply.*

*Billy gave Mr. Emery a copy of the Subdivision Review Process that he had prepared to assist the Planning Board and applicants and emphasized this was a work product.*

*After agreement from Gary, Dave requested that Billy take the lead on the application review.*

*Billy stated that this meeting was the pre-application procedure required by the ordinance. He stated the applicant has provided the four items for review as required per the applicants August 11, 2020 transmittal.*

*Billy stated that two votes need to be made at this meeting:*

- 1. Would the Planning Board want a site inspection? Discussion followed—Billy made the motion to not require a site inspection—seconded by Dave. All in favor.*
- 2. Determine the contour interval. Bill made a motion to use 2'—seconded by Dave. All in favor.*

*Billy then stated that the applicant may be required to submit an escrow account with the application. A discussion followed. Motion made by Dave to require an escrow account to be established at 1/4 of 1% of the total cost or a minimum of \$2,500—seconded by Corey. Approved.*

*Dave asked Mr. Emery to submit the application in a 3-ring binder, number the pages, and provide dimensions on the plans. He also told him that there is another ordinance regarding the access road requirements and he is unclear if a lot owner's organization had been set up.*

*Dave told Mr. Emery if he has an occasion where has an interest in talking to a board member, he should contact Billy. Mr. Emery said that he cannot have outside communication with a Planning Board member. Billy clarified that any communication between him and the applicant would be by email with copies to members of the Planning Board and Select Board.*

*Judy Johnson told the Board that they plan to submit the application on March 9<sup>th</sup> for review on March 23<sup>rd</sup> for completeness.*

**IX. Adjournment** - *Motion made by Dave to adjourn—seconded by Gary. All in favor. 7:15 pm meeting adjourned.*

*Respectfully Submitted  
Diane Cookson*

NEXT MEETING  
02/09/2021