

# **Palmyra Planning Board Meeting Minutes**

Date: 6/24/2025

**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, Gail Jones, Michael LePage (alternate)*

*Travis Gould, Code Enforcement Officer (CEO)*

*Diane White, Secretary*

*Select Board Members: Herbert Bates*

*Others present: Pat White, Lori Merrow, Kirtas Jandreau*

## **III. Correspondence**

- a) *Email from Andre Poulin (attached) – Received Monday, June 23<sup>rd</sup>. Andre is requesting confirmation of how many more duplexes he can build on Poulin Springs Drive. Dave said that there are three factors to consider: 1. Amount of land he has. The warrantee deed does not have the acreage. Corrine Knapp's report on soil suitability and septic design has 20 acres; hydrologist report 18.3 + 0.8 and Ex. 1 has 18.29 acres; 2. Number of septic systems required; 3. Updated letter from a hydrologist regarding the adequacy of water. After discussion a decision was made to have Diane send an email to Andre stating: The current land use ordinance would allow for 3 more duplexes (9 total); the number of septic systems required is pending the voting results of special town meeting scheduled for July 16<sup>th</sup>; The adequacy of water supply is pending the submission of a hydrologist report. Diane will send a draft to members of the planning board before sending to Andre.*
- b) *Dave received an email from Joel Greenwood (KVCOG) regarding his requests for a rate sheet. Rate sheet pending.*

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

- a) *Kirtas Jandreau – review lead by Gail: Gail had reviewed the applications submitted. Items 9 & 23 – Clarity needed on how many cars will be at each location. There will be 5 – 10 cars at the Main Street location. Not all will be displayed; 2 – 5 will be in Pat's back field (behind Pat's house – 500 feet from Main Street). The 2 -5 in the back field will be waiting for repair. He will have 2 at the Madawaska Road location awaiting repair. Travis would like this made clear in the permit. He suggested that if he wants to add more vehicles to the locations, he should update his application. Dave suggested that the maximum of vehicles at each location be added as a condition on the permit.*
  - 11. Google Earth map provided. Complete.*
  - 15. Plan had been updated to include the signs. Pat added the location of the silt fence on the plan.*
  - 16. Pat explained that there will be a 12" base with 1-2" of screened gravel on top.*
  - 18. To be added as the second condition on the permit. Applicant must provide a copy of the approved State of Maine used car dealership licenses before using the White property.*
  - 24. Nothing needed from Ricks auto for the disposal of used oil. He uses the oil in his furnace.*
  - 41. Sign requirements discussed earlier.*

*Conditions:*

*1. No more than 10 cars at the Main Street location and no more than 2 cars at the Madawaska location. 2. Applicant must provide a copy of the approved State of Maine used car dealership licenses before using the White property.*

*Motion by Dave to approve as complete with the exception of the two conditions to be on the permit—second by Gail. Passed 4-0.*

*The public hearing will be scheduled for July 8<sup>th</sup> at 6 p.m. Kirtas will not be able to attend but Pat will be at the public hearing. He can be reached by phone if there are any questions. Diane will bring a permit and findings of facts (to be signed by the Planning Board).*

**V. Announcements**

- a) Special Town Meeting – July 16 @ 7 p.m. –The shared septic issue will be one of the items voted on.*
- b) Public Hearing – Ordinance change – July 9 @ 6 p.m.*
- c) Public Hearing for Kirtas Jandreau’s application will be held on July 8<sup>th</sup>*
- d) Brian Barrows (Select Board Chair) is trying to recruit Planning Board members; He asked William Freudenberger and William MacLaren if they are interested and if they would attend a meeting.*

**VI. Reports**

- a) Secretary’s Report (6/10/2025)–Motion made by Gail to accept as written and seconded by Dave. Passed 4-0.*
- b) CEO Report – Travis reported*
  - He was busy today—5 people waiting when he got here.*
  - A land use and a couple of septic systems were approved.*
  - One septic failed.*
  - 2 inspections for internal plumbing done for Andre Poulin.*
  - He confirmed planning board approval to issue HomeTown Health Center a permit to build a garage.*
- c) Select Board Meeting Minutes (5/28/2025) – submitted. Dave stated that he had talked to Brian Barrows (Select Board Chair) and he had made some changes to the fee schedule for land use permits: Subdivision permit section now includes mobile home park; changed \$100 per lot to \$100 per lot or family dwelling (whichever is greater); Violation fees not changed—to be discussed further.*

**VII. Old Business**

- a) Zoning Ordinance revisions review*
- b) Planning Board to do list (attached) – to be added to the back of the agenda.*
  - 1 & 2 – adding members and establishing hourly rates for KVCOG. Currently working on these.*
  - 3. Upcoming applications—pending.*
  - 4. Set up committees - Herb and Gail volunteered to join a committee.*
  - 5. Mobile home parks – Zoning Ordinance states that mobile home parks must meet state guidelines. There is more information on mobile home parks in the subdivision ordinance (pg. 16, paragraph 2b).*

*Dave stated that a comment was made about subdivisions for rentals. Should these be a commercial application? What do other towns do? Katie had looked at what other towns charge; the fees are similar.*

*Discussion about violation fees. Dave would like to see these fees increased.*

**VIII. New Business - none**

**IX. Adjournment** – 7:23 Corey made a motion to adjourn at 7:23 p.m.—second by Katie. Passed 4-0.

*Respectfully Submitted  
Diane White*

NEXT MEETING – 7/8/2025