

Palmyra Planning Board Meeting Minutes

Date: 7/22/2025

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, William MacLaren, Alternates Michael LePage and William Freudenberger

Diane White, Secretary

Select Board Members: Charlie Fields

Others present: Pat White, Vondell Dunphy, Kirtas Jandreau, Lori Merrow

III. Correspondence

- a) *Email from Bureau of Motor Vehicles re: used car dealership requirements – copies distributed to the board.*
- b) *Email from Andre Poulin – permit withdrawal – Andre Poulin is withdrawing his application for additional duplexes on Poulin Springs Drive. He is asking for \$600 to be reimbursed. He has paid \$1,000. Dave asked that Mike vote since he has been involved with this from the beginning. Members voted unanimously to reimburse \$600. Diane will ask Priscilla (Treasurer) to cut a check for Andre. Diane will draft a message to Andre that the board will review before it is sent.*

IV. Process Land Use Permit Application

- a) *Kirtas Jandreau – used car business – Gail led the review – concerns heard at the public hearing:*
 - *Number of cars at each property*
 - *Will other vehicles be serviced (not owned by the applicant or the business)*
 - *The applicant did not attend the public hearing—the matter was tabled.*

Application review: Items 1, 2, 3 complete and compliant. Item 4- not applicable. Item 5 - complete but not compliant. Gail explained that per the ordinance, a repair business is not allowed in a residential zone. Bill MacLaren agreed that repair businesses are specifically excluded in the residential zone, but asked what the definition of a repair business is. Dave said that the Planning Board can interpret the ordinance. Motion made by Dave to deny this application based on the ordinance, which does not allow for a repair business in a residential zone. Motion passed 4-0 (Katie and Bill MacLaren abstained). A letter will be drafted and sent to the Planning Board Members for review before sending to the applicant.

Dave explained to the applicant that he has 30 days to appeal this decision. He must apply in writing to the Board of Appeals.

Kirtas argued that the repairs done at the Madawaska Road location is no different than what others do when they are repairing their vehicles, lawn mowers, etc. at their residence. He asked for a copy of the public hearing minutes and the planning board minutes of 7/8/2025. He can get copies after Planning Board review.

Dave told Kirtas that he had called the state because he had questions about what the state would handle regarding some of the concerns brought up at the public hearing.

V. Announcements

- a) *New Board Members – William MacLaren and William Freudenberger (alternate) – Dave welcomed the new board members. Ordinance notebook and MMA's Planning Board Manual given to the new members.*

- b) Results of Special Town Meeting 7/16/2025 (Art. 4 – Wastewater Disposal) – *Shared septs will now be allowed. Diane will provide an amended page for the ordinance books.*

VI. Reports

- a) Secretary's Report (7/8/2025) – *Motion made by Dave to accept as written and seconded by Corey. Passed 5-0.*
Public Hearing Meeting minutes – motion made by Dave to accept as written—second by Bill M. Passed 5-0.
- b) CEO Report – *not present (available by phone)*
- c) Select Board Meeting Minutes (6/24/2025) – *submitted.*

VII. Old Business

- a) Zoning Ordinance revisions review
- b) Planning Board to do list (attached) – *Dave reviewed.*
Dave explained to the new members that a "To do" list will be printed on the back of the agenda each week.
- #1 add members is done*
- #2 KVCOG- Dave will continue to work on the request for services and associated fees.*
- #3 pending activity – application may be coming for Lovley, Walmart, and a sawmill. Members have been assigned to take the lead on each of these. Travis will handle a building for Hometown Health Center.*
- #4 committees – Herb Bates and Gail Jones have volunteered to be on a committee to discuss and recommend ordinance updates.*
- #5 ordinance updates – Dave explained that the ordinances are silent on triplexes, four plexes, condos, town houses, unit sales, etc. There is also ambiguity in parts of the ordinances. The ordinances should be tidied up.*

The board is part way through the zoning ordinance. Dave suggests updating a little at a time.
Other items discussed:

- lot size*
- commercial rentals (is this commercial)*
- per the lawyer, units can be sold (in multifamily buildings)*
- fee schedule – Select Board accepted some of the Planning Boards recommendations.*
- Meeting with lawyer – The planning board can interpret the ordinances. If there are two version, the most rigid is to prevail.*
- Poulin subdivision – When Andre applied for a permit for phase 1, he did not mention that there would be a phase 2.*
- Dave suggested adding an item to the checklist for subdivisions that clarifies the land area.*
- Diane will add statement to the application documents - applications and fees are due 14 day prior to planning board review.*
- Clarify definitions and minimum lot size requirements – Mike and Bill M. will work on this.*
- Dave said that he likes to let the public speak at the meetings, but the meeting is for the planning board and members only have the right to speak.*

VIII. New Business - none

- IX. Adjournment** – 7:25 Dave made a motion to adjourn at 7:23 p.m.—second by Corey. Passed 4-0.

Respectfully Submitted
Diane White

NEXT MEETING – 8/12/2025