

Palmyra Planning Board Meeting Minutes

Date: 1/14/2025

Call to order and flag salute - *The meeting was called to order by the Chair at 6:00 p.m.—flag salute*

I. Roll call

Planning Board Members present: Chair David Leavitt, Vice Chair Corey Dow, Katie Burrill, Gail Jones, Michael LePage (alternate)

Code Enforcement Officer: Travis Gould

Select Board members: Vondell Dunphy and Herbert Bates

Diane White, Secretary

Others present: Andre Poulin

II. Correspondence

Dave received a phone call and email from Brian Croft, Code Enforcement Officer of Detroit. He has set up a continuing education program for Planning Board Members on January 27th at 5:30 at the Detroit Town Hall Meeting Room. Shoreland Zoning will be discussed. The cost is \$20 per person (to be paid by the town). Dave, Corey, and Gail will attend.

III. Process Land Use Permit Application - none

IV. Announcements - none

V. Reports

a) Secretary's Report (12/10/2024) – *Motion made by Corey and second by Katie to approve. Passed 4-0.*

b) CEO Report – *He is working on an application for a double wide. Some plumbing inspections have been done.*

Dave asked if he had received an updated decommissioning cost for the solar farm. Travis has requested it but it has not been received.

VI. Old Business

Andre Poulin re: front setbacks in subdivisions – taken out of order

Andre told the board that he had gotten a call from Travis regarding the front setbacks in his subdivision. He is getting ready to apply for a second permit and is concerned about the 75' front setback. This will add thousand to the cost of the driveways for the project. Dave explained that a mistake was made on the first subdivision approval (for his and two other housing projects). He explained that the ordinance does say that a 75' front setback is required. Travis explained that at some point, this may become a town road and they can't knowingly break the rules. He explained that he could go through the Planning Board process, get denied, and then go to the Board of Appeals, but he would have to show hardship.

Katie stated that the subdivision ordinance states that the front setback is 50 feet from the property line. Clarification needed.

Planning Board does not have the authority to intentionally ignore an ordinance.

Dave told Andre that the ordinances are available online (if he wants to review).

a) Zoning Ordinance proposed revisions (*in packet*)

Dave said that in his opinion, this ordinance is not ready—it needs to be cross-checked with the current ordinance. He asked if the Planning Board is going to present this to the Select Board, and who would manage a public hearing and speak at town meeting about these changes.

Other issues:

- *Correct the revision at the bottom of the page*
- *Pg. 2 - (section 3.3) - change "they" back to "he/she".*
- *Pg. 4 – 7 - The table has been revised (all deleted).*

Pg. 7 - There is now a new matrix on pg. 7. The previous chart included farming (not in the new matrix). This was questioned because permits are not issued for farming. Dave questioned why another Planning Board put this in the ordinance. Concern that there may be issues if "farming" is taken out. Maybe have Joel add wording—"farming" is allowed without a permit. Dave said that currently, the ordinance allows farming with a permit from the CEO or Planning Board. Hattie Spaulding said that there should be rules. Katie stated that there are farmers that she would not want to live near.

Mike said that there is a table in the proposed revised ordinance that is not in the current ordinance. Suggested revisions should be just with the current ordinance.

Discussion about commercial activity. The current ordinance states: commercial activity allowed in the form of home occupation, retail sales, service establishments (including professional offices, and banks) provided that the gross floor area devoted to each set use is not more than 5000 sf). Dave stated that this means that commercial activity (up to 5000 sf) is allowed in the agricultural zone area with a permit. He is not sure if commercial activity is defined or duplicated in any other list. Katie said that if you look at the commercial district it mentions eating and drinking establishment. Because it is mention in the commercial district, she does not think that these establishment are allow in the agricultural districts. Dave suggested writing definitions for commercial activity.

Language needed to allow Planning Board to issue permits for the CEO (if he is not available).

- Pg. 8 - Travis suggested a change in maximum structure height—instead of one story, two stories, etc., change measurement to feet.

Discussion about Table 3.8 (minimum land area per structure) – ½ acre minimum crossed out—Mike questioned why this is crossed out. Dave suggested that this may be due to the Governor's requirement to allow more housing on smaller lots.

- Pg. 9 – structure separation – Dave said that this is taken out, but should be left in.

b) Andre Poulin re: front setbacks in subdivisions – discussed earlier

c) Gail reviewed information from the ZOOM training that she attended on December 10th:

- The Planning Board addresses subdivision applications only unless authorized by ordinance (this planning board is authorized by ordinance).
- Freedom of Access training is required. Diane will send her the information.

d) Herb Bates asked about a survey in a subdivision (CMP sold a piece without amending the plan). Dave said that the Planning Board and the CEO did not request a survey. Kyle Halford owns this property. Suggestion made that he ask CMP.

VII. New Business - none

VIII. Adjournment – 7:30 p.m. Motion to adjourn - passed 4-0.

Respectfully Submitted
Diane White

NEXT MEETING – 1/28/2025