

**Minutes**  
**HERMON PLANNING BOARD**  
**Public Safety Building**  
**November 19, 2024 – 6:30PM**

**1. CALL TO ORDER BY CHAIRPERSON**

**Chair Ed Marsh called the meeting to order at 6:30 PM.**

**2. PLEDGE OF ALLEGIANCE**

**Chair Ed Marsh led the audience in the Pledge of Allegiance.**

**3. ROLL CALL- Appoint Alternate Member(s) if necessary.**

**Members Present:** Ed Marsh, Kyle Sullivan, Curtis Bartram, Jeremy Snow, Deborah Whitman

**Members Absent:** Joshua Pelletier, Greg Newell

**Others Present:** Code Officer Jessefa Murphy, Fire Chief Cody Sullivan, Deputy Clerk Keely Gonyea, Assessing Technician Gabriel Brady, Ordinance Committee members Danielle Haggerty, Ron Murphy, Richard Burgess, and 2 guests

**4. CONSENT AGENDA-**

- A. Consent November 19, 2024, Agenda
- B. Approve minutes of the October 22, 2024

**Code Officer Jessefa Murphy asked that the approval of the October 22, 2024 minutes be tabled until the next Planning Board meeting. Approval of the October 22, 2024 minutes was tabled.**

**5. PUBLIC ITEMS OR COMMENTS (Items Not Already on Agenda)**

**No public comments were given.**

**6. PUBLIC HEARINGS**

- A. PB 24-016 – Linda Davis, represented by Anthony Davis, is seeking a zone change from Ag/Forestry to Residential B located on Union Street, Tax Map and Lot 056-036-000

**Anthony Davis of Carmel representing the project spoke about the proposed zone change. Chair Ed Marsh opened**

**the public hearing at 6:32 PM. No public comments were given. The public hearing was closed at 6:33 PM.**

- B. PB 24-017 - Commercial Kennel Ordinance Amendment

**Code Officer Jessefa Murphy spoke about the proposed Commercial Kennel Ordinance Amendment. Chair Ed Marsh opened the public hearing at 6:33 PM. No public comments were given. The public hearing was closed at 6:34 PM.**

### Close Public Hearing

## 7. SCHEDULED AGENDA ITEMS

### New Business

- A. PB 24-016 – Linda Davis, represented by Anthony Davis, is seeking a zone change from Ag/Forestry to Residential B located on Union Street, Tax Map and Lot 056-036-000

**Jeremy Snow made a motion to approve PB 24-016. Linda Davis, represented by Anthony Davis, is seeking a zone change from Ag/Forestry to Residential B located on Union Street, Tax Map and Lot 056-036-000. Kyle Sullivan seconded the motion. The motion was accepted. Motion passes 5-0.**

- B. PB 24-017 - Commercial Kennel Ordinance Amendment

**Deborah Whitman made a motion to approve the Commercial Kennel Ordinance Amendment. Kyle Sullivan seconded the motion. The motion passes 5-0.**

**Please see the complete video at [Planning Board | Hermon \(hermonmaine.gov\)](http://Planning Board | Hermon (hermonmaine.gov)) for all old business and new business comments.**

### Old Business

## 8. WORKSHOPS

- A. Ordinance Committee – ADU Ordinance

### Points of Discussion: Planning Board Members

- **Asked if an ADU would be allowed in the commercial zone.**

- Asked if there was a height limit. Code Officer Jessefa Murphy let the board know that there is a 35-foot height limit in town.
- Asked if the ordinance would be able to dictate where the ADU could be put on a lot. Code Officer Jessefa Murphy let the board know that the only placement restriction is that the ADU would have to meet the same setbacks as a house.
- Discussed how septic designs would be taken into consideration when permitting ADUs.
- Asked if the town would need a rental ordinance if ADUs were being used as rentals.

#### Points of Discussion: Ordinance Committee Members

- Suggest that Hermon has a maximum size limit for ADU's of 600 square feet.
- Suggest that Hermon sets a limit of one ADU per home/where they can be allowed.
- Suggest that the owner of the property is required to live in either the home or ADU.
- Asked if ADUs should be monitored with yearly inspections. Fire Chief Cody Sullivan shared that himself and Code Officer Jessefa Murphy would not have the ability in their current schedules to accommodate inspections for all ADUs.
- Spoke about restricting ADUs to residential zoning only.

#### Points of Discussion: Code Officer

- Discussed Elderly Living Quarters and noted that it was recommended by the attorney to rescind ELQ's in town because they are covered by ADUs.
- Said that he would be contacting the attorney to see if mobile homes are included/could be considered ADUs if they meet the 600 square foot size limit.
- Let those in attendance know that he was compiling a list of questions for the attorney and was hoping that would give enough time for the attorney to answer before the December planning board and ordinance committee meetings.

#### B. Ordinance Committee – Rear Lot Development Ag/Forestry

Code Officer Jessefa Murphy brought the discussion of Rear Lot Development in the Ag/Forestry zone in front of the ordinance committee and planning board because most zone changes brought in front of the Planning Board are Ag/Forestry to Residential B. After all is said and done, a typical zone change request can cost someone roughly \$800

**to \$1,000. Jessefa shared that by allowing rear lot development in Ag/Forestry zones, such as a resident giving a lot of land to a family member or building in the zone itself, that the process would be streamlined. Members of the planning board and ordinance committee saw no problem with it and agreed that the town should move forward with allowing that change.**

**Please see the complete video at [Planning Board | Hermon \(hermonmaine.gov\)](https://www.hermonmaine.gov) for all workshop comments.**

9. CEO Items

A. Code Report – October

- **For October we issued a total of 5 buildings permits, which equates to 1 Residential Home, 1 Commercial building, and 3 accessory permits, (1 garage, 1 shed, and 1 roof mounted solar array for personal use) for a total of \$1,360,000 in new construction. We issued 9 plumbing permits made up of 7 internal and 2 Subsurface permits.**
- **We finalized inspections on 1 new home for the month of October. We have 142 total open building permits which equates to 83 Accessory, 41 New Home construction (Single Family, Manufactured, and 2-3 units, and multi-family 4+ units), and 18 commercial permits (includes commercial and commercial accessory) that will most likely be completed within the next 2 to 18 months.**
- **The 7 years average for new single-family homes built in Hermon is 37.0 per year. 1 subdivision was submitted to the planning board for approval.**

B. Code Fee Increases.

**Code Officer Jessefa Murphy told the Planning Board that Code Enforcement fee increases for general building and permit fees had been approved at the October 10, 2024 Town Council Meeting.**

C. EMDC Contract award for Ordinance Review

**Code Officer Jessefa Murphy let the Planning Board know that the Ordinance committee recommended to the Town Council to put out to bid a review and update of the Land Use Ordinance and Comp Plan. The bid was awarded to**

**Eastern Maine Development Corporation who was the lowest and only bidder.**

**10. FINAL PUBLIC ITEMS OR COMMENTS (Items Not Already on Agenda)**

**No public comments were given.**

**11. PLANNING BOARD ITEMS**

**Kyle Sullivan inquired about PB 24-012 which was approved contingent on needing a Gable Dormer added to the structure from the September 17, 2024 meeting. Jessefa Murphy let Kyle know that he has the permit application showing what the final structure will look like with that supplemental architectural dormer.**

**Ed Marsh asked what zones Manufactured Housing parks are allowed in town. Jessefa Murphy let Ed know that they are only allowed in Residential C with site plan approval.**

**12. ADJOURN**

**Kyle Sullivan made a motion to adjourn the planning board meeting at 7:53 PM. Deborah Whitman seconded the motion. The motion passes accepted unless doubted. The meeting was adjourned at 7:53 PM.**

Respectfully Submitted,

Keely Gonyea, Deputy Clerk

If you require any assistance to fully participate in this meeting, please notify us at 848-1042 or write to the Town of Hermon, 333 Billings Rd, Hermon, ME 04402.