



## *City of Caribou, Maine*

*Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone (207) 493-3324  
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www.cariboumaine.org*

**Caribou Planning Board Organizational Meeting Minutes  
Wednesday, January 7, 2015 @ 5:30 pm  
City Council Chambers**

**In Attendance:** Phil Cyr, Bob White, Gramm Freme, Todd Pelletier, Matthew Hunter and Philip McDonough III

**Members Absent:** Jim Cerrato

**Others in Attendance:** Austin Bless City Manager, Penny Thompson Tax Assessor, Philip McDonough II and Denise Lausier

- I. Electing Chairman for 2015 Planning Board** – Todd Pelletier moved to elect Phil Cyr as Chairman for 2015; seconded by Matthew Hunter; Vote was unanimous.
- II. Electing Vice Chairman for 2015 Planning Board** – Bob White moved to elect Jim Cerrato as Vice Chairman for 2015; seconded by Matthew Hunter; Vote was unanimous.
- III. Electing Secretary for 2015 Planning Board** – Todd Pelletier moved to elect Bob White as Secretary for 2015; seconded by Philip McDonough III; Vote was unanimous.
- IV. Setting 2015 Meeting Dates and Times** – Philip McDonough III moved to keep the dates and times as they have been, the first Wednesday of each month at 5:30 pm; seconded by Matthew Hunter; Vote was unanimous.

**Adjourn:** Todd Pelletier moved to adjourn the meeting at 5:35 pm; seconded by Philip McDonough III; Vote was unanimous.

Respectfully Submitted,

Robert White  
Planning Board Secretary



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**Members Absent:** Jim Cerrato

**Others in Attendance:** Austin Bless City Manager, Penny Thompson Tax Assessor, Philip McDonough II and Denise Lausier

- I. Call Meeting to Order** - The meeting was called to order at 5:35 pm.
- II. Minutes of November 5, 2014 Meeting** – Todd Pelletier moved to approve the minutes as presented; seconded by Philip McDonough III; Vote was unanimous.
- III. Old Business** –
  - A) Nuisance Property Ordinance** – Austin Bless explained that legal counsel has reviewed the ordinance and returned to the Board for review. After much Board discussion, the Board decided to add a separate section that outlines delivery of notices and to remove the two current paragraphs in sections C-3 and D-3 that outline delivery of notices. After discussion, the Board also decided that in section D-3c to take out “in conformity with the procedures for personal service set forth in Maine Rule of Civil Procedure”. Bob White moved to hold a Public Hearing at the next meeting in February with notices to go out to interested parties; seconded by Todd Pelletier; Vote was unanimous.
  - B) Manufactured Housing Ordinance** – Austin Bless explained that this ordinance has not been brought before the Planning Board before. Philip McDonough III questioned Section B and the list of tenants in a mobile home park needing to be submitted annually to the Assessor. Penny Thompson the City Tax Assessor commented that the status of property is due by April 1<sup>st</sup> of each year. The Assessing Office does not need a listing of tenants it’s just always been done and that it is helpful to the General Assistance Office from time to time. Philip McDonough III stated that the annual requirement for migrant worker trailers is not part of the ordinance. Todd Pelletier commented that the Mobile Home Advisory Committee will be meeting soon to review. Todd Pelletier moved to table this ordinance until the Mobile Home Advisory Committee has had a chance to review; seconded by Matthew Hunter; Vote was unanimous.

**IV. New Business –**

**A) 2015 Topics to be Addressed** – Austin Bleess gave a list of topics that Tony Mazzucco had drafted which he felt needed to be addressed by the Planning Board. Austin recommends to re-write Chapter 13 first and then work on the zoning map and land use table. The mobile home ordinance and nuisance ordinance can be done at the same time. Philip McDonough II stated the zoning map and land use table need to be updated to reflect the work that's been done on the Comprehensive Plan. There was discussion on the Zoning Board of Appeals and if the City should go back to appointed community members on the Board. Austin Bleess commented that there haven't been any variances in six years due to a good planning process. Austin recommends to make this discussion a part of the re-write of Chapter 13.

Philip McDonough III questioned the status of the Site Design Application for Henry Burgess that the Board approved at the last meeting contingent upon inspection for life safety code. He asked if that had all been completed. Austin Bleess stated he would look into it.

**B) Adjournment** – Philip McDonough III moved to adjourn the meeting at 6:20 pm; seconded by Matthew Hunter; Vote was unanimous.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "R White".

Robert White  
Planning Board Secretary