



City of Caribou, Maine

Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 498-3954
www.cariboumaine.org

CARIBOU PLANNING BOARD Wednesday, April 2nd, 2014 5:30 PM-Council Chambers

AGENDA

I. Call Meeting to Order

II. Minutes of March 5, 2014 meeting

III. Public input-For items *not* on the agenda.

IV. New Business

- A) Presentation on Low Impact Development
- B) Public Hearing on Subdivision request
- C) Steve Trombley Request
- D) Daniel Haines Home Occupation Application
- E) Adding Condos to the Land Use Table
- F) Nuisance Property Ordinance
- G) Applicant to fill open Planning Board seat

IV. Adjournment

Posted March 26th, 2014

Tony Mazzecco, Assistant City Manager



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Caribou Planning Board
From: Tony Mazzucco, Assistant City Manager
Date: 3/26/2014
Re: Agenda item- Presentation on Low Impact Development

Steve Kahn and Jan Murchison will be presenting information to the Board on low impact development. This is a shortened version of a workshop done locally in recent months for developers and planners relating to low impact development. This is important information for Board members to have and ensures we have a well-trained Board that is up to date on current development and land use issues.

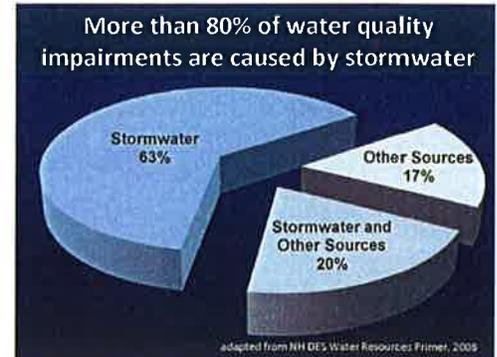
Innovative Solutions for Municipal Stormwater Management

Sewall experts can design stormwater controls that cost less to install and less to maintain, look attractive, and meet water quality regulations.

Stormwater is intermittent runoff that does not soak into the ground because of impervious surfaces, such as parking lots, roads, and roofs.

Why should you care? Pollutants and erosion carried by runoff are recognized by EPA and DEP as the leading causes of water pollution.

Imperviousness-enhanced flooding costs homeowners and municipalities millions of dollars each year.



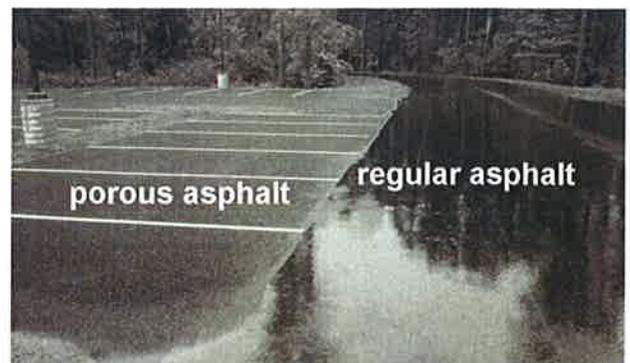
Cement pavers bedded in pea gravel to drain freely

Traditional runoff management vs. Sewall's innovative designs. Sewall designs stormwater systems that cost up to 10% less and are 10% to 50% cheaper to maintain, as shown by research at the Stormwater Center at UNH. These systems work with current landscaping, meet regulatory requirements, and protect water quality better than traditional methods.

Cost-effective designs. An integrated Sewall stormwater solution can address multiple water quality criteria while

reducing costs for the client. These design strategies include:

- Reducing or eliminating impervious surfaces that generate stormwater
- Disconnecting existing impervious surfaces from surface waters
- Decentralizing treatment to eliminate the need for dedicating expensive real estate to stormwater ponds
- low maintenance stormwater infiltration strategies
- Eliminating ice and surface water using porous pavement
- Reducing costs for road salting while improving safety
- Eliminating standing water to reduce mosquito populations
- Reducing phosphorus in runoff to lakes
- Incentive-based solutions such as a Stormwater Utility.



Contact Steve Kahl at 207-827-4456 or steve.kahl@sewall.com to discuss innovative, cost-effective stormwater options for your needs.

SEWALL

JAMES W. SEWALL COMPANY / Since 1880

Offices nationwide

800 648 4202

sewall.com

info@sewall.com

Stormwater planning and stream crossing assistance for municipalities

The increased frequency of large rainstorms has caused issues for landowners and municipalities in recent years, including several major flooding events in 2011. These floods have caused loss of life and resulted in property damage and unanticipated costs in annual budgets. In addition, new legislation that took effect in October 2011 (LD 1387) changes the requirements stream crossings and culvert installation. *The water resource professionals and environmental engineers at Sewall Company can help.*



Using our extensive GIS databases, Sewall offers cost-effective guidance for state and local governments, landowners, and developers who need assistance with a stream crossing or culvert replacement to meet the requirements for fish passage or to adequately handle stormwater runoff. This service can help you avoid penalties and fines for improper culvert installations under LD 1387.

Sewall can provide an assessment of stormflow, culvert sizing and installation requirements based on GIS site characteristics for your location. We can provide you a

combination of the following to meet your specific needs:

- watershed area upstream of your site;
- soil drainage type (influences rainfall retention);
- slope of watershed area (steeper slopes increase runoff);
- percent developed area of watershed (development increases runoff);
- percent agricultural area of watershed (may increase runoff);
- recent forest harvesting history (may increase runoff);
- habitat assessment relating to culvert replacement requirements under LD 1387 (2011);
- installation requirements for culverts including:
 - sizing and capacity
 - required depth of burial under LD 1387.

These services can be GIS-based with results provided by email or hardcopy. We are also available to visit your site for more detailed recommendations.

 **SEWALL**

JAMES W SEWALL COMPANY / Since 1880

Offices nationwide

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The Advantages of Stormwater Utilities

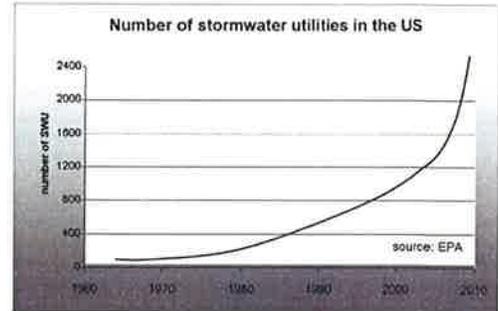
Every municipality will want one

Stormwater is runoff that does not soak into the ground. It carries nutrients and other pollutants and is recognized by EPA as the leading cause of water pollution. Stormwater runoff from developed areas is a major contributor to downstream flooding. *Water quality impairments, flooding, and maintenance of stormwater infrastructure cost governments, businesses, and citizens millions of dollars every year.*

Thousands of communities have established municipal **stormwater utilities** to pay for stormwater management and mitigation.

WHAT IS A STORMWATER UTILITY?

Instead of paying for stormwater using property taxes, a stormwater utility charges fees to properties that create runoff based on the impervious area of the property. Therefore, a Stormwater Utility is a mechanism to **pay for stormwater management in a fair and consistent way**. Because Stormwater Utilities make so much sense, more are forming every year, including recently in Bangor, Lewiston, and Portland. Stormwater Utilities work as well in small municipalities as they do in larger cities.



Advantages of a stormwater utility for your community include:

- *Reduction in property taxes* because tax-exempt properties pay their fair share to the utility;
- *Distribution of the cost of stormwater* to all properties that generate stormwater, including properties that currently are exempt from property tax;
- *A dedicated fund* so that everyone knows where the money goes;
- *Stable funding* for stormwater year after year (DPW directors love them);
- *Consistent and responsible town-wide infrastructure and maintenance*;
- *An incentive to reduce stormwater runoff*, thus reducing the problem;
- The option for property owners to *reduce or opt out of the fee* by reducing runoff from their properties.



HOW TO GET STARTED. Sewall consultants can guide your community with all aspects of implementing a stormwater utility:

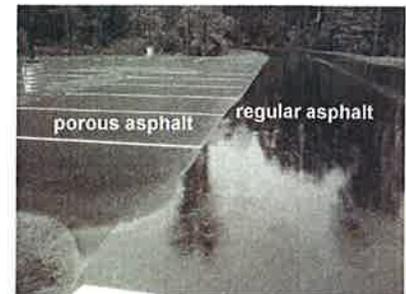


- Assess stormwater asset management and revenue requirements;
- Conduct community outreach and stakeholder facilitation;
- Strategic and implementation planning, including asset management;
- Provide full GIS and tax map services for impervious mapping and billing.

Sewall: a full-service engineering firm. To assist in stormwater management, Sewall also provides a full range of environmental engineering services in low impact stormwater design and construction management.

For more information, contact:

Steve Kahl, *Director of Environmental and Energy Strategies*
207-852-7994; steve.kahl@sewall.com



Sewall is your local New England resource for creating municipal stormwater utilities



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Caribou Planning Board
From: Tony Mazzucco, Assistant City Manager
Date: 3/26/2014
Re: Agenda item- Public Hearing on Subdivision Request

The Board approved a site design review for the Condos being developed at 82 Glenn Street and we are now at the process where the subdivision needs to be approved. The Board will need to open the public hearing, take public comment, close the hearing, and vote on the subdivision application.



Subdivision Review Application

Planning & Code Enforcement
City of Caribou
25 High St.
Caribou, Maine 04736

(207) 493-4234 X 214
housing-ceo@cariboumaine.org

Note to Applicant: Complete this application and return it with the required documents. In addition, the required fee must be returned along with this completed application. Make checks payable to: "City of Caribou", in the amount of \$90.00 (Ninety Dollars)

Please print or type all information

Name of Property Owner / Developer: TROY Hawey

Development Name: Lindley Estates

Location of Property (Street Locations): 82 Glenw Street

City of Caribou Tax Map: 35 Lot: 49A Zone: R1

Subdivision Review Application – City of Caribou, Maine

Subdivision approval will not be considered complete until the Planning Board has determined it has all of the necessary information to review the proposed subdivision and find that the subdivision is in compliance with all City of Caribou Ordinance requirements and State of Maine Statutes pertaining to the creation of a new subdivision or the resubdivision of an existing subdivision. You are advised to meet with the Code Enforcement Officer prior to completing the application as it may not be necessary to comply with all of the items shown on the form. The review of your application shall consist of at least (3) three meetings with the Planning Board; Pre-Application Meeting, Preliminary Review and Final Plan Review presentations. Additional presentations may be required until all required information has been provided. A "Performance Bond" may be required prior to approval of this project.

Applicant Information

Person and address to which all correspondence regarding this application should be sent to:

Troy Haney

Phone: 207 227-0897

236 Van Buren Rd.

CARIBOU, ME 04736

E-mail: thaney@MAINE.RR.com

If applicant is a corporation, check if licensed in Maine () Yes () No
(Attach copy of Secretary of State Registration)

Name of Land Surveyor, Engineer, Architect or other Design Professionals. (attach list if needed)

Phone: _____

Phone: _____

What legal interest does the applicant have in property to be developed (ownership, owners representative, option, purchase & sales contract, etc?)

Ownership of Condo Development
(Attach supportive legal documentation)

General Information

Aroostook County Registry Deeds: Book # 5247 Page # 137 (attach copy of deed)

What interest does the applicant have in any abutting property? NONE

Is any portion of the property within 250 feet of the normal high water line of a lake, pond, river, or wetland or within 75 feet of any stream? () Yes () No

Is any portion of the property within a Flood Hazard Zone? () Yes () No

Total area or acreage of parcel: 1.71 Total area or acreage to be developed: 1.7

Has any of this land been part of a previously recorded subdivision? () Yes () No

Identify existing use(s) of land (farmland, woodlot, residential, etc.) _____
Unused Land - Residential Zoned.

Indicate any restrictive covenants to be placed in the deed: None

(Attach list if needed)

Does the applicant propose to dedicate any recreation area, or common lands? () Yes (X) No

Recreation area(s) Estimated Area & Description: _____

Common land(s) Estimated Area & Description: _____

Anticipated start date for construction: month / year 5/14 Completion: 12/15

Does any portion of the proposal cross or abut an adjoining municipal line? (✓) Yes () No

Abuts - Bus Garage Property Line

Does this development require extension of public services? () Yes (✓) No

Roads: _____ Storm Drainage: _____ Sidewalks: _____ Sewer Lines: _____ Other: _____

Estimated cost for infrastructure improvements: \$ _____

Water Supply: Private Well: () Public Water Supply: (✓)

Sewerage Disposal: Private SSWD: () Public Sewer: (✓)

Estimated sewerage disposal gallons per day: (1440) / day

Have the plans been reviewed by the Caribou Fire Chief? () Yes () No

Have the plans been reviewed by the Caribou Police Chief? () Yes () No

Have the plans been reviewed by the Superintendent of Schools? () Yes () No

Will the development require a hydrant or dry hydrant fire pond? () Yes (✓) No

Pre-Application Meeting

The purpose of the pre-application meeting is to allow the presentation of general information regarding the proposed subdivision prior to the applicants expenditure of substantial funds. Section 13-403,2; Requirements for Pre-Application Meeting

- a. Application & Sketch Plan ()
- b. Site Inspection ()
- d. Pre-Application Presentation @ Planning Board Meeting ()
- c. Discussion of Contour Lines ()

Preliminary Plan Review Criterion

1. The Planning Board shall review applications first as a Preliminary Plan. Preliminary Plan Review is intended to insure the proposed plan is in conformance with the Caribou Comprehensive Plan, all City Ordinances and State Statutes. The completed application and Preliminary Plan shall be delivered to the Code Enforcement Office no less than 21 days prior to the first day of the next month. The Chairman of the Planning Board shall determine the schedule and agenda of the next meeting when the application and plan will receive Preliminary Plan Review. At a minimum, Preliminary Plan applications shall include the following:

1. Application
2. Location Map
3. Ten (10) full size 24" X 36" copies of Plans
4. Section 13-404, 2 D, 1 through 28
 1. Name of the Subdivision
 2. Right , Title or Interest
 3. Standard Boundary Survey
 4. Current Deed
 5. Future Covenants, Easements or Deed Restrictions
 6. Sewage Disposal and location of test pits
 7. Water Supply
 8. Date, North Arrow & Graphic Scale
 9. Owner of Record, Applicant, adjoining property owners & plan preparer.
 10. Soil Survey
 11. Wetland Identification
 12. Number of Acres, location of property lines, existing buildings, vegetation, physical features, trees larger than 24" in diameter and location of clearings.
 13. Rivers, streams, brooks, lakes and ponds within or adjacent to the subdivision.
 14. Contour Lines

15. ____ Shoreland Zoning if Applicable
16. ____ Existing and Proposed Culverts
17. ____ Existing Roads, Highways, Easements, Parks or open space within the subdivision.
18. ____ Proposed Roads, public improvements, open space within the subdivision.
19. ____ Lot lines, dimensions and area of lots.
20. ____ Public Use Lots
21. ____ Dedicated Open Space for Public Use
22. ____ Flood Management
23. ____ Hydrogeologic Survey
24. ____ Estimate of Traffic
25. ____ Wildlife Habitat
26. ____ Great Pond Watershed
27. ____ Estimate of Additional Expenses to be incurred by Caribou to support & maintain the development of the subdivision such as Schools, Police, Water, Recreation, Wastewater, Roads, Storm Water, Solid Waste Disposal
28. ____ Estimate of Taxable Valuation @ completion of the subdivision

Final Plan Review Criterion

7. Final Plans to show the following elements for review:

	<u>Yes</u>	<u>No</u>
Caribou Code, Section 13-406, pg. 807		
A. Pollution	_____	_____

Yes

No

- | | | | |
|----|--|-------|-------|
| B. | Sufficient Water | _____ | _____ |
| C. | Municipal Water Supply | _____ | _____ |
| D. | Erosion | _____ | _____ |
| E. | Traffic | _____ | _____ |
| F. | Sewage Disposal | _____ | _____ |
| G. | Solid Waste Disposal | _____ | _____ |
| H. | Aesthetic, Cultural and Natural Values | _____ | _____ |
| I. | Conformity with Local Ordinance and Plans | _____ | _____ |
| J. | Financial and Technical Capacity | _____ | _____ |
| K. | Surface Water and Outstanding River Segments | _____ | _____ |
| L. | Groundwater | _____ | _____ |
| M. | Flood Areas | _____ | _____ |
| N. | Freshwater Wetlands | _____ | _____ |
| O. | River Stream or Brook | _____ | _____ |
| P. | Stormwater | _____ | _____ |
| Q. | Spaghetti Lots Prohibited | _____ | _____ |
| R. | Lake Phosphorus Concentration (State) | _____ | _____ |
| S. | Impact on Adjoining Municipalities (State) | _____ | _____ |

Section 13-407, pg. 809

- | | | | |
|----|---|-------|-------|
| 1 | Blocks | _____ | _____ |
| 2. | Relation of Subdivision to Community Facilities | _____ | _____ |
| 3. | Performance Guarantees | _____ | _____ |
| 4. | Parking, Driveways, Roads and Sidewalks | _____ | _____ |

Section 13-700, pg.859

2.	Archaeological Sites	_____	_____
8.	Easement for Natural Drainage	_____	_____
10.	Erosion & Sedimentation Control	_____	_____
12.	Fire Protection	_____	_____
15.	Impact on Natural Beauty, Aesthetics, Historic Sites Wildlife Habitat, Rare Natural Areas & Public Access to the Shoreline	_____	_____
16.	Impact on Water Quality in Shoreline	_____	_____
18.	Lots and Density	_____	_____
19.	Monumentation	_____	_____
21.	Preservation of Natural Features	_____	_____
23.	Rear Lots	_____	_____
24.	Reservation or Dedication and Maintenance of Useable Open Space and Common Land, Facilities and Services	_____	_____
27.	Sewage Disposal	_____	_____
28.	Sidewalks	_____	_____
30.	Stormwater Management	_____	_____
31.	Street Trees, Esplanades and Open Green Space	_____	_____
35.	Utilities	_____	_____
37.	Water Supply	_____	_____

If the application and plan is found to be complete with all elements of review satisfactory to the Planning Board or waived by the Planning Board, the applicant shall provide 3 complete, full size 24" X 36" Subdivision Plans appropriate for signatures and recording at the Registry of Deeds.

The Final Plans shall have space for the following:

City of Caribou, Maine

Approved by the Caribou Planning Board

Signed: _____ Chairman of the Planning Board

Date: ____ / ____ / ____

Conditions of Approval:

MUNICIPAL QUITCLAIM DEED WITHOUT COVENANTS

KNOW ALL PERSONS BY THESE PRESENTS THAT the Inhabitants of the Municipality of Caribou, a body corporate and politic located in Aroostook County, State of Maine, for consideration paid, release to Troy W. Haney D/B/A Haney's Building Specialties a certain parcel of land with buildings thereon, if any, located in the Municipality of Caribou, Aroostook County, State of Maine, identified as follows

Map 35, Lot 49A on the Tax Maps of the Municipality of Caribou, prepared by Blackstone Land Surveying and dated April 1, 2004, on file in the Office of the Assessors at Caribou, Maine. The Municipality of Caribou has acquired its interest in said parcel of land recorded in Book 5087, Page 1 of the Southern Aroostook County Registry of Deeds.

The Inhabitants of the Municipality of Caribou have caused this instrument to be signed in its corporate name by Kenneth G. Murchison, David Martin, Philip McDonough, Joan Theriault, Gary Aiken, Aaron Kouhoupt, and David Genthner Sr. it's Municipal Officers duly authorized.

Witness our hand and seals this 15th day of October 2013.

David Martin
David Martin

Joan Theriault
Joan Theriault

Kenneth G. Murchison
Kenneth G. Murchison

Philip McDonough
Philip McDonough

Aaron Kouhoupt

Gary Aiken
Gary Aiken

David Genthner Sr.
David Genthner Sr.

MAINE TRANSFER
TAX PAID

ACKNOWLEDGEMENT

State of Maine

Date: 10/15/2013

Aroostook County, ss.

Then personally appeared before me the above-named Municipal Officers of the Municipality of Caribou, and acknowledged the forgoing to be their free act and deed in their said capacity and the free act and deed of the Inhabitants of the said Municipality.

Before me,
Jayne R. Farrin
Notary Public

Jayne R. Farrin
(Print Name)

My commission expires:
04/11/2014



Received
AROSTOOK, ME
MELISSA WILLETTE, REGISTER



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Caribou Planning Board
From: Tony Mazzuco, Assistant City Manager
Date: 3/26/2014
Re: Agenda item- Steve Trombley Request

As the Board is aware Steve Trombley has approached both the Planning Board and the City Council regarding a piece of property he had purchased near the river. Mr. Trombley purchased the property and was under the impression he would be able to place a mobile home on the property and live there. The property is zoned industrial; there is a pad site there with water and sewer hookup for a mobile home as there had previously been a mobile home present on the site. Since the site was nonconforming (i.e. the presence of the mobile home there previously), in the event the non-conforming use is stopped, the owner has one year in which to resume the use or the non-conforming use is no longer allowed. Mr. Trombley was unaware of this and the property did change hands a few times before Mr. Trombley made his request to the city; I estimate from my research that it may have been around 18 months to two years that we have the previous mobile home recorded as being there.

As such, a request for a variance would not be allowable in this case. The only recourse Mr. Trombley would have is for the Board to vote to change the zoning from its current industrial use to an R-3 zone which would allow the mobile home. There are several considerations for the Board:

- If they Board allows a zone change in this case, there would need to be findings of fact to support the decision, otherwise additional zoning change requests (or denials) would be difficult to defend in court since a special case was made here. The best I can develop is that the public water and sewer hookup are still on this site, and while it is the mobile home for residential use that is the nonconforming act, the pad site none the less remains and could be the point on which the Board could make a judgment. The Board would be engaging in Spot zoning, which while not illegal in most cases, and while the city has done this in the past, the board has general steered away from spot zoning.
- We do intend to complete the comprehensive plan and rezone the entire riverfront area, probably to RC with additional overlay zones; the riverfront has outlived its usefulness as an industrial area.
- The Community Mobile Home Advisory Committee may recommend changes to zones in which mobile homes are allowed. Their work will take several weeks at

least to complete, but I expect they will at least recommend allowing modular or double wides in the R1 and/or R-2 zone.

- Changing the zone would then create a R-3 zone, and if we complete the rezoning associated with the comprehensive plan this year a whole new zone will likely be in place, thus once again changing the zoning of the area but allowing a non-conforming use to continue.

Mr. Trombley has conveyed these facts to me and I have looked into the situation for him and this is the best response that I can provide both him and the Board with. I would be looking for the Board to discuss this and either move to request I prepare the public hearing and associated documents to move the process forward, or decided to take no action on the request so that at least Mr. Trombley can receive a clear up or down vote on the issue. Any decisions rendered by the Planning Board regarding rezoning could be voted down by the City Council.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Caribou Planning Board
From: Tony Mazzucco, Assistant City Manager
Date: 3/26/2014
Re: Agenda item- Daniel Haines Home Occupation Application

Attached is a home occupation application from Daniel Haines. Our ordinance states that the Code Enforcement Officer can approve home occupations but that the Planning Board must also approve home occupations. I would recommend changing this in the future to allow the Code Enforcement Officer to approve home occupation applications without Planning Board approval, however for the time being the Board is required to approve the application.

Code Enforcement - Inspections
Permit Fee Payments at front counter - first floor.

Date: MARCH 24, 2014

Customer Name: DANIEL HAINES

		\$
12 - Electrical Permit:		_____
13 - Building Permit:		_____
14 - Plumbing permit:	75% Caribou	_____
	25% State	_____
Shellfish Surcharge: \$15.00		_____
53 - Zoning Document fee:		_____
54 - Site Design Application:		<u>90⁰⁰</u>
55 - Board of Appeals Application:		_____
56 - Certificate of Occupancy: \$25.00		_____
57 - Demolition Permit: \$25.00		_____
58 - Sign Permit:	\$50.00 per sign X _____ =	_____
59 - Subdivision Application:		_____
61 - Heating Equip. Installation Permit: \$20.00 each X _____ =		_____
62 - Misc. Inspection Service: \$40.00 each X _____ =		_____
	TOTAL:	\$ <u>90⁰⁰</u>

CK# 227 FROM ASTLEY KING



City of Caribou
 Code Enforcement Office
 25 High Street
 Caribou, ME 04736

Receipt

Date	Receipt No.
3/24/2014	2010-6

Sold To
Daniel Haines 112 Lombard Rd. Caribou, Maine 04736

Property Owner
planning board review to start an auto window tinting business Home Occupation

Check No.	Payment Method	Rep	Permit No.	Map/Lot
	Downstairs	Steve		10-11C

Item	Description	Qty	Rate	Amount
54- Site Design A...	112 Lombard Rd., window tint business	1	90.00	90.00

			Total	\$90.00
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Phone #	Fax #	E-mail	Web Site
493-4234 ext 214	(207) 498-3954	housing-cco@cariboumaine.org	http://www.cariboumaine.org/

Draft of "New" Home Occupation ordinance, 6-8-2012

13. Home Occupations shall be incidental to the residential use of the property. No Home Occupation is allowed without first obtaining a Permit from the Code Enforcement & Planning Office. As of January 1, 2013 Home Occupation Site Design Review Applications shall have an initial fee of \$90.00.

Home occupations shall be allowed in any zone within an existing residential dwelling structure.

All Home Occupation activity shall be restricted to within the interior of the primary or an accessory structure.

There shall be no change in the outside appearance of the buildings or premise that shall cause the premise to differ from its residential character by use of colors, materials, construction, lighting, sounds, or noises. The Home Occupation shall be identified by no more than one free standing single or double sided yard sign or one sign on the building, no sign face to exceed four square feet in area.

There shall be no exterior storage of materials, such as, but not limited to, trash and or any other materials used in the Home Occupation.

The following requirements shall be satisfactorily demonstrated to the Planning Board before a permit is issued:

1. The home occupation shall employ only residents of the dwelling unit.
2. The home occupation shall be carried on wholly within the principal or accessory structure.
3. The home occupation shall not occupy more than 50% of the total floor area of the principal dwelling structure. Accessory structures used for the Home Occupation may use up to 100% of the floor area.
4. No client or customer shall be allowed on any floor level other than the first floor / ground floor level unless the structure is protected throughout with an approved sprinkler system.
5. Objectionable noise, vibrations, smoke, dust, electrical disturbance, odors, heat, glare, or other nuisance shall not be permitted.
6. No on street parking is allowed for clients or customers. All parking for clients or customers shall be provided so that no vehicle will back into the street or roadway.
7. The home occupation shall not involve the use of heavy commercial vehicles for daily delivery to the premises.
8. All means of ingress and egress to and from all areas accessible to clients and customers shall be in full compliance with the requirements of the 2009 Edition of NFPA 101, Life Safety Code and the Americans with Disabilities Act.

Should all of the above conditions not be maintained on a continual basis once the permit has been issued, the Code Enforcement Officer shall rescind the permit and issue a cease and desist order to stop the non-conforming Home Occupation. Any Home Occupation operating without a current permit shall be prosecuted in District Court according to Title 30-A, MRSA §4452.

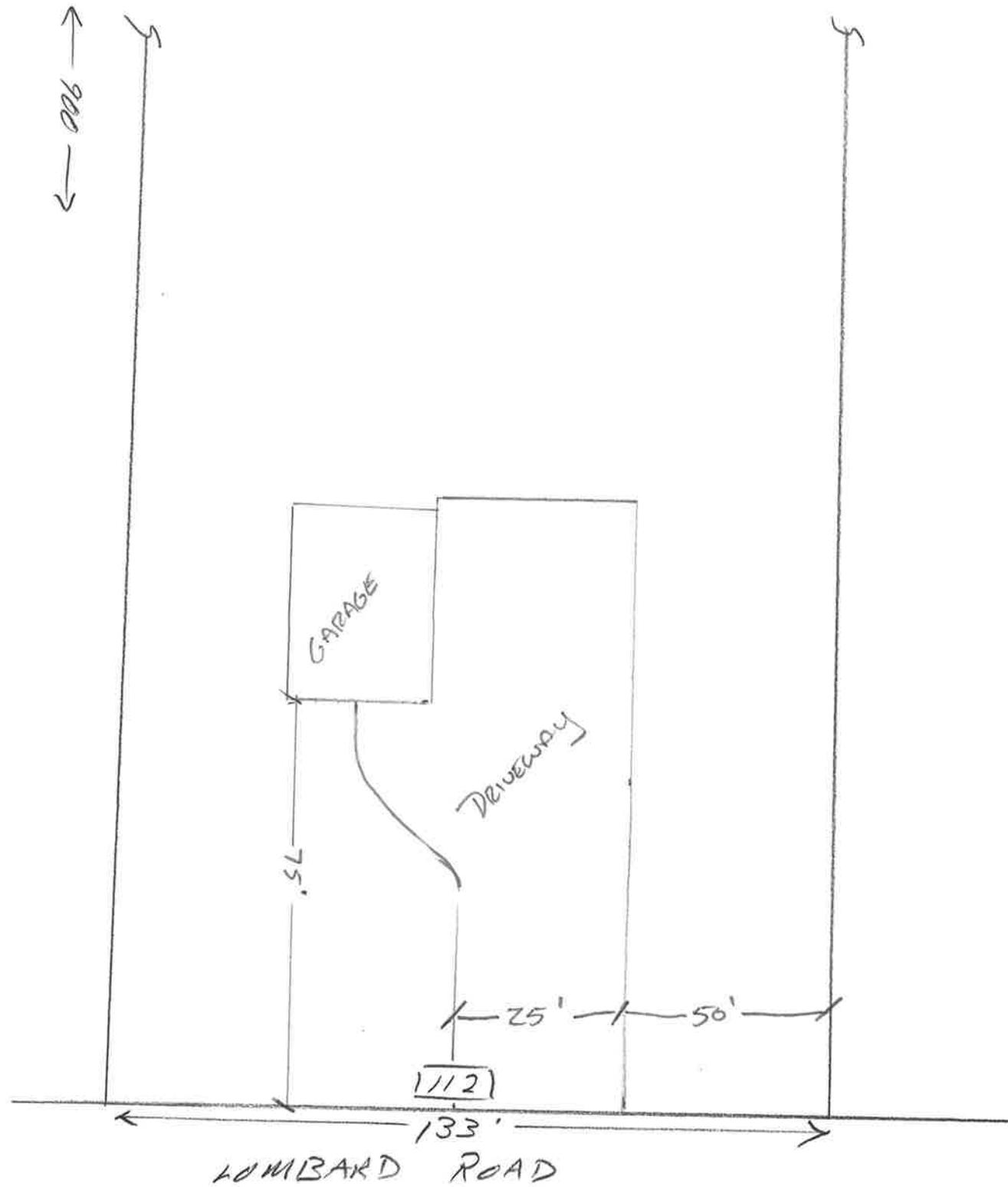


Google earth

feet
meters



← 200 →



NORTH
↓



Site Design Application

Planning Board
City of Caribou
25 High St.
Caribou, Maine 04736

Attn: Tony Mazucco, Asst. City Manager
(207) 493-3324 X 224

Note to Applicant: Complete this application and return it with the required documents. In addition, the required fee must be returned along with this completed application. Make checks payable to: "City of Caribou", in the amount of \$90.00 plus \$10.00 per 2000 square feet of total gross floor area for commercial, industrial or other non residential applications.

Please print or type all information

Name of Property Owner / Developer: DANIEL HAINES

Development Name: BLACKED OUT WINDOWS TINT SERVICES

Location of Property (Street Locations): 112 LOMBARD RD

City of Caribou Tax Map: 10 Lot: 11-C Zone: R-3

Site Design Review Application – City of Caribou, Maine

Site Design approval will not be considered complete until the Planning Board has determined it has all of the necessary information to review the proposal and render a decision. You are advised to meet with the Code Enforcement Officer prior to completing the application as it may not be necessary to comply with all of the items shown on the form. The review of your application shall consist of at least (2) two presentations to the Planning Board and possibly additional presentations until all required information has been provided. A "Performance Bond" may be required prior to approval of this project.

Applicant Information

Please provide a brief description of this project.

INSTALL WINDOW FILM ON AUTOMOBILES

Person and address to which all correspondence regarding this application should be sent to:

DANIEL HAINES

Phone: 207 227 6185

112 LOMBARD RD

CARIBOU, ME 04736

E-mail: dhaines83@yahoo.com

If applicant is a corporation, check if licensed in Maine () Yes () No
(Attach copy of Secretary of State Registration)

Name of Land Surveyor, Engineer, Architect or other Design Professionals. (attach list if needed)

Phone: _____

Phone: _____

What legal interest does the applicant have in property to be developed (ownership, owners representative, option, purchase & sales contract, etc?)

(Attach supportive legal documentation)

General Information

Aroostook County Registry Deeds: Book # _____ Page # _____ (attach copy of deed)

What interest does the applicant have in any abutting property? NONE

Is any portion of the property within 250 feet of the normal high water line of a lake, pond, river, or wetland or within 75 feet of any stream? () Yes () No

Is any portion of the property within a Flood Hazard Zone? () Yes () No

Total area or acreage of parcel: 3 Ac. Total area or acreage to be developed: _____

Has this land been part of subdivision in the past five years? () Yes () No

Identify existing use(s) of land (farmland, woodlot, residential, etc.) PRESENTLY RESIDENTIAL ONLY.

Indicate any restrictive covenants to be placed in the deed -- (Please attach list)

Does the applicant propose to dedicate any recreation area, or common lands? Yes No

Recreation area(s) Estimated Area & Description: n/a

Common land(s) Estimated Area & Description: n/a

Anticipated start date for construction: month / year ___/___ Completion: ___/___

Does any portion of the proposal cross or abut an adjoining municipal line? Yes No

Does this development require extension of public services? Yes No

Roads: ___ Storm Drainage: ___ Sidewalks: ___ Sewer Lines: ___ Other: ___

Estimated cost for infrastructure improvements: \$ 0

Water Supply: Private Well: Public Water Supply:

Sewerage Disposal: Private SSWD: Public Sewer:

Estimated sewerage disposal gallons per day: (n/a / day)

Does the building require plan review by the State Fire Marshal Office? Yes No
(Attach Barrier free and Construction Permits from SFMO)

Have the plans been reviewed & approved by the Caribou Fire Chief? Yes No

Does the building have an automatic sprinkler system? Yes No

Does the building have an automatic fire detection system? Yes No

Will the development require a hydrant or dry hydrant fire pond? Yes No

Concept Plan Review Criterion

The Planning Board shall review applications first as a Concept Plan. Concept Plan Review is intended to insure the proposed plan is in conformance with the Caribou Comprehensive Plan and all City Ordinances. The completed application and concept plans shall be delivered to the Code Enforcement Office no less than 21 days prior to the first day of the next month. The

Chairman of the Planning Board shall determine the schedule and agenda of the next meeting when the application and plans will receive Concept Plan Review. At a minimum, Concept Plan applications shall include the following:

1. _____ Name and address of the owner of record and applicant (if different).
2. _____ Name of the proposed development and location.
3. _____ Names and addresses of all property owners within 500 feet of the property.
4. _____ A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest in the property on the part of the applicant.
5. _____ Names and addresses of all consultants working on the project.
6. _____ 1 complete set of plans, 24" X 36" & 10 complete sets of plans, 11" X 17"
Plans to be included:
 - Boundary Survey
 - Storm Water Management
 - Erosion and Sediment Control
 - Finish Grading Plan
 - Site Improvement Detail
 - Building Elevations and Structural Plans
7. **Plans to show the following elements for review:**
 - _____ a. Graphic scale and north arrow.
 - _____ b. Location and dimensions of any existing or proposed easements and copies of existing covenants or deed restrictions.
 - _____ c. Name, registration number, and seal of the land surveyor, architect, engineer, and/or similar professional who prepared the Plan.
 - _____ d. All property boundaries, land area, and zoning designations of the site, regardless of whether all or part is being developed at this time.
 - _____ e. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.
 - _____ f. Access for Emergency Vehicles, location and layout design of vehicular parking, circulation areas, loading areas, and walkways including curb cuts, driveways, parking space and vehicle turn around areas.
 - _____ g. Location and names of streets and rights-of-way within 200' and adjacent to the proposed development.
 - _____ h. Proposed finish grades and graphic arrows indicating the direction of storm water runoff.
 - _____ i. Conceptual treatment of on and off site storm water management facilities.
 - _____ j. Location and sizes of existing and proposed sewer and water services including connections.
 - _____ k. Conceptual treatment of landscaping buffers, screens, and plantings.

- ___ l. Location of outdoor storage areas, fences, signage and accessory structures.
- ___ m. Context map illustrating the area surrounding the site which will be affected by the proposal including all streets, sidewalks, intersections, storm water drainage ways, sanitary sewer lines and pump stations, nearby properties and buildings, zoning Districts, and geographic features such as, but not limited to, wetlands, natural features, historic sites, flood plains, significant scenic areas, and significant wildlife habitats as provided in the Comprehensive Plan.
- ___ n. All proposed signage and exterior lighting including the location, size and wording of all signs, type of exterior lights, radius of light, manufacturer's specifications sheet, and the ground level intensity in foot- candles of all exterior lights.

Final Site Design Plan Requirements

Following approval of the Concept Plan Review, the Planning Board may by majority vote schedule the Site Design Application for Final Plan Review. Final Plan Review must be at least 30 days following Concept Plan Approval. If additional information is required by the Planning Board following the Concept Plan Review, a complete set of revised plans shall be provided for final review and approval. If additional information or a change of information is required, the revised plans shall be delivered to the Code Enforcement Office at least 21 days prior to the next scheduled meeting.

Final Site Design Plan Review shall require three (3) 24" X 36" sets of plans for Board Signatures.

If the Planning Board determines that third party review will be necessary to make a sound decision, the applicant will be responsible for any fees incurred for the third party review.

During the Final Site Design Review the Chairman or designee shall determine that all of the elements of review 7-a., through 7-n. above have been addressed. The chair may then call for a motion.

If the Final Plan is approved by the Planning Board, no work may commence for a period of 30 days following the date of approval.

Final Site Design Plans shall provide an area designated for all seven Planning Board members signatures.

Applicant Signature:

To the best of my knowledge, all of the information submitted in this application is true and correct.

Signature of Applicant:  Date: 3-18-14

Final Site Design Review Criteria by Planning Board

Date: _____

Yes

No

N/A

A. Conformance with Comprehensive Plan

B. Traffic

C. Site Access

D. Parking & Vehicle Circulation

Yes

No

N/A

E. Pedestrian Circulation

F. Site Conditions

G. Open Space

H. Sanitary Sewage

I. Water

J. Emergency Vehicle Access

K. Waste Disposal

L. Buffering

M. Natural Areas

N. Exterior Lighting

O. Stormwater Management

P. Erosion & Sediment Control

Q. Buildings

R. Existing Landscaping

S. Infrastructure

T. Advertising Features

U. Design Relationship to Site

& Surrounding Properties

V.	Scenic Vistas & Areas	_____	_____	_____
W.	Utilities	_____	_____	_____
X.	Mineral Exploration	_____	_____	_____
Y.	General Requirements	(Pg. 859)	_____	_____
Z.	Phosphorus Export	_____	_____	_____

**City of Caribou, Maine
Planning Board**

Site Design Review for: _____

Address: _____

Approved by the Caribou Planning Board

Signed: _____ Chairman of the Planning Board

Date: ____ / ____ / ____

Conditions of Approval:



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Caribou Planning Board
From: Tony Mazzucco, Assistant City Manager
Date: 3/26/2014
Re: Agenda item- Addition of Condos to Land Use Table

With new development in Caribou comes more challenges to update our land use table. I am recommending we add condominiums to the land use table. The definition should be the definition of a condo association according to state law and allowable use would be yes in the following zones and no in all other zones (including no in the R-3 zone):

	R-1	R-2	R-C	R-3
Condominiums	YES/PB	YES/PB	YES/PB	NO

	C-1, C-2	I-1, I-2	H-1	
Condominiums	NO	NO	NO	

I am looking for the Board to move to approve scheduling a public hearing and change to the ordinance according to the following definition and allowable use table.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Caribou Planning Board
From: Tony Mazzucco, Assistant City Manager
Date: 8/29/2013
Re: Agenda item- Nuisance Property Ordinance

The Board held its first public hearing on the Nuisance Property Ordinance at their last meeting. The Board should discuss where they would like to see the Ordinance go from here and what changes they would like to see, if any. We did receive some legal guidance from our attorney, much of which is language clarification and some caveats such as exemptions for domestic violence. Our attorney did complement the work done so far on the ordinance. The Police Chief supports this ordinance as to I; while there has been some concern from area landlords I believe some adjustments to the ordinance and some public education can alleviate most of these concerns, including the possibility of additional work on the ordinance and additional public hearings on the ordinance.

Any change to land use ordinances that are an entirely new ordinance such as this often require considerable time and energy as well as receiving and balancing public input which ultimately makes for good public policy. There should be no concerns about the time it takes to craft a proper ordinance; the focus should be on the quality of the ordinance.

As I am sure the Board will remember, this ordinance came about as the result of two primary situations; one being a response to public concerns about boarding houses and the need to ensure that we would not discriminate, now or in the future, against types of housing but would react to any housing that is disorderly. The other situation is, unfortunately, a number of properties in Caribou that are routinely used for illegal activities, drug use and sale/manufacturing, and general disorderly conduct that is detrimental to the community. A majority of these properties, some you can see around town with boarded up or broken windows, are owned by absentee landlords and the City is unable to get in contact with these landlords and they are often unwilling to communicate or work with the City.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Caribou Planning Board
From: Tony Mazzucco, Assistant City Manager
Date: 3/26/2014
Re: Agenda item- Applicant to Open Planning Board Seat

The City Council has asked that the Planning Board review any applicants to open seats to the Planning Board prior to the City Council approving the application. The City Council will still directly approve applicants when terms have ended, but mid-term appointments they would like the Planning Board to first approve.

If the applicant is present the Planning Board should conduct a short interview after reviewing his application and then vote on a recommendation to the City Council.

**CITY OF CARIBOU
APPLICATION FOR STANDING COMMITTEES**

Return to City Clerk, 25 High Street, Caribou, ME 04736 by _____

Committee (s) applying for:

Planning Board

McDonough III
LAST NAME

Philip
FIRST NAME

J
MIDDLE NAME

Physical address 3 Pioneer Ave

Mailing Address SAUE

Telephone Number (s):

207-498-8471 Home 207-496-6723 Work 207-227-1877 Cell

Pmcdonough3@GMAIL.com Email

Have you ever filed an application with the city before? Yes _____ No X

If yes, date (s): _____

Have you served on a committee with the city before: Yes _____ No X

If yes, Committee and Date: _____

Special skills and qualifications for service to Committee:

Summarize special skills and qualifications acquired from work or other experiences

Knowledge of the Building Industry from my years
of employment @ S.W. Collins.

S.W. Collins Co. 6 WASHBURN ST Caribou

Current place of employment and Address

Mon - Fri 7-5
Sat 7:30-3

Hours of employment

11 March 2014
Date

As Needed
Hours available

[Signature]
Signature of Applicant