



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, August 6th, 2014 5:30 PM-Council Chambers

AGENDA

- I. Call Meeting to Order**
- II. Public Input**
- III. Minutes of July 2, 2014 Meeting**
- IV. New Business**
 - A) Site Design Application for 501 Main Street
 - B) Site Design Application for Porvair Building Expansion
 - C) Nuisance Property Ordinance Update/Workshop Scheduling
 - D) Comprehensive Plan Update
- V. Adjournment**

Posted July 30, 2014

Tony Mazzucco, Assistant City Manager



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Caribou Planning Board Meeting Minutes Wednesday, July 2, 2014 @ 5:30 pm City Council Chambers

In Attendance: Phil Cyr, Matthew Hunter, Jim Cerrato, Graham Freme, Todd Pelletier and Philip McDonough III

Members Absent: Bob White

Others in Attendance: Tony Mazzucco Assistant City Manager, James Cyr, Philip McDonough II and Denise Lausier

I. Call Meeting to Order - The meeting was called to order at 5:30 pm.

II. Public Input – No public input.

III. Minutes of June 4, 2014 Meeting – Todd Pelletier moved to approve the minutes as presented; seconded by Jim Cerrato; Vote was unanimous.

IV. New Business –

A) Approval of Home Occupation Application – James Cyr was in attendance and explained that they are adding on a one chair beautician shop to their home. Approximately 10x27, which includes a restroom. Tony Mazzucco commented that it is in compliance with all City codes and with the Home Occupation Ordinance.

The Board completed the Site Design Review Criteria checklist:

Items A-F, H-J, L, N, Q, R, T, U and Y are Yes

Items G, K, M, O, P, S, V-X and Z are N/A

Todd Pelletier moved to approve the application; seconded by Philip McDonough III; Vote was unanimous.

B) Approval of New Application Form for Home Occupations & C) Approval of New Application Form for Daycares – Tony Mazzucco explained that home occupations and daycares must have applications for the Board to review and the current Site Design Application they have been using has not been administratively or business friendly, so he created new applications for both. The Board reviewed the applications. Jim Cerrato moved to accept both applications as presented; seconded by Matthew Hunter; Vote was unanimous.

D) Nuisance Property Ordinance Update/Workshop Scheduling – Tony Mazzucco explained that the next step is a workshop with landlords and is proposing mid to late

August. The Board set a date of Wednesday, August 20th at 5:30 pm in City Council Chambers.

E) **Comprehensive Plan Update** – Tony Mazzucco stated that early to mid next week, binders will be ready for everyone and they will be 80 – 85% done. After that, a few more public meetings will be scheduled. Tony stated this is a long process and anticipate that by the end of August it will be ready to submit to the State. The City has until the end of 2014 to complete and if all goes well, it will be completed by the end of the year.

V. **Adjournment** – Todd Pelletier moved to adjourn the meeting at 5:49 pm; seconded by Phil McDonough III; Vote was unanimous.

Respectfully Submitted,

Robert White
Planning Board Secretary



Site Design Application

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

Steve Wentworth: Code Enforcement Officer
(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 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: Chris and Tracey Corbin

Development Name: _____

Location of Property (Street Locations): 501 Main St, Caribou

City of Caribou Tax Map: 25 Lot: 140 Zone: C2

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

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

Chris + Tracey Corbin Phone: 493-4386

467 River Road

Caribou ME 04736 E-mail: tcorbin@rsu39.org

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)

Jeff Lagasse Phone: 493-1494

Aroostook Trusses Phone: 768-5818

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

Owner of deed
(Attach supportive legal documentation)

General Information

Aroostook County Registry Deeds: Book # 2026 Page # 316 ^{← last known registry}
(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: .29 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.) Auto Repair Shop

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: _____

Common land(s) Estimated Area & Description: _____

Anticipated start date for construction: month / year 7/14 Completion: 9/16

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: \$ _____

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

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

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

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

Have the plans been reviewed & approved by the Caribou Fire Chief? () Yes () No *not to date*

Does the building have an automatic sprinkler system? () Yes () No

Does the building have an automatic fire detection system? *will have* () 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: Amir Cutzi Date: 7/16/14

Final Site Design Review Criteria by Planning Board

Date: _____	<u>Yes</u>	<u>No</u>	<u>N/A</u>
A. Conformance with Comprehensive Plan	_____	_____	_____
B. Traffic	_____	_____	_____
C. Site Access	_____	_____	_____
D. Parking & Vehicle Circulation	_____	_____	_____

		<u>Yes</u>	<u>No</u>	<u>N/A</u>
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:



Memorandum

To: Caribou Planning Board, Caribou, ME
CC: Porvair Filtration Group(Harold Dubay)
From: CES: Dave Hopkins, 227-3446
Date: 7/21/2014
Re: Site Design Application: Porvair Building Expansion

Attached please find a Site design application for the subject new construction. Porvair plans to construct a building addition (approx.. 7000 SF) to their existing building on Armco Ave in Caribou. This is an exciting project for not only Porvair but for the local community and economy.

This is a design-build project approach to ensure the building is erected and functional before the winter season. As such, the construction is being designed, approved , and built in phases. We have included engineered/stamped drawings of the Site Plan and Foundation Plans for your review and approval and a permit for those phases for now. We will follow up with the remaining plans and Fire Marshal approval shortly.

We hope to break ground next week and therefore would appreciate your review, approval, and permit issuance for this phase of work.

Dave



Site Design Application

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

Attn: Tony Mazzucco, 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: PERVIR FILTRATION GROUP

Development Name: BUILDING ADDITION

Location of Property (Street Locations): 15 HERMCO AVENUE

City of Caribou Tax Map: 28 Lot: 58 Zone: I-2

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.

Buildy addition, approx. 2000 s.f., two story, pre-engineered
metal building. Connected to existing building.

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

DAVE HOPKINS, CES

Phone: 227-3446

OR

HAROLD DURAN, POINTE
551-8560

E-mail: dhopkins@ces-maine.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)

LAND SURVEYOR - DALE BLACKSTONE

Phone: 498-9321

ENGINEER - CES, INC.

Phone: 764-8412 OR 227-3446

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

OWNERSHIP

(Attach supportive legal documentation)

General Information

Aroostook County Registry Deeds: Book # 5191 Page # 176 (attach copy of deed)

What interest does the applicant have in any abutting property? and 5264 208 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: 6.18 acs Total area or acreage to be developed: 0.25 acs

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

Identify existing use(s) of land (farmland, woodlot, residential, etc.) VACANT

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

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

Recreation area(s) Estimated Area & Description: _____

Common land(s) Estimated Area & Description: _____

Anticipated start date for construction: month / year 7 / 2014 Completion: 12 / 2014

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

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

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

Estimated cost for infrastructure improvements: \$ 1,000,000

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

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

Estimated sewerage disposal gallons per day: (_____) / 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

** ONCE BLDG DRAWINGS FINALIZED*

Concept Plan Review Criterion

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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:

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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
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 - _____ 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

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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: 7/21/14

Final Site Design Review Criteria by Planning Board

Date: _____

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
A. Conformance with Comprehensive Plan	_____	_____	_____
B. Traffic	_____	_____	_____
C. Site Access	_____	_____	_____
D. Parking & Vehicle Circulation	_____	_____	_____
	<u>Yes</u>	<u>No</u>	<u>N/A</u>
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:

