



## *City of Caribou, Maine*

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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.

**C) 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 20<sup>th</sup> 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,

A handwritten signature in black ink, appearing to read 'Phil Cyr', written in a cursive style.

Phil Cyr  
Planning Board Chairman