



## *City of Caribou, Maine*

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### **Caribou Planning Board Meeting Minutes Wednesday, July 6, 2016 @ 5:30 pm City Council Chambers**

**In Attendance:** Phil Cyr, Philip McDonough III, Todd Pelletier, Michele Smith, Evan Graves and Robert White

**Members Absent:** Matthew Hunter

**Others in Attendance:** Jim Chandler –Assistant City Manager & Code Enforcement Officer, Tim Roix – BR Smith Associates, Bert Levesque –Daigle Oil Company, Kip Griffin, Philip McDonough II –Councilor Liaison, Steve Wentworth, Penny Thompson –Tax Assessor & Building Official and Denise Lausier

- I. Call Meeting to Order** – The meeting was called to order at 5:30 pm.
- II. Approval of Minutes**
  - a. June 1, 2016 Regular Meeting** – Todd Pelletier moved to approve the minutes as presented; seconded by Philip McDonough III. 5-Yes; 1 Abstention (Robert White).
- III. New Business – None**
- IV. Old Business -**
  - a. Daigle Oil Company Diesel Pump Operations – Final Site Review** – The Public Hearing was opened at 5:31 pm. Tim Roix, Engineer with BR Smith and Bert Levesque from Daigle Oil Company were present. Tim Roix stated that nothing has changed since the last meeting. CEO Chandler stated that he has not received any public input prior to the meeting. He also questioned about the MDEP permit. Tim Rioux explained that once the facility upgrade is complete and a licensed tank installer signs off on it, they send to MDEP for a permit. CEO Chandler stated that staff recommends approval of this project. There was no public input. Robert White moved to approve the final site review application as submitted; seconded by Evan Graves. Vote was unanimous.
  - b. Griffin Used Automobile Site Design – Final Site Review** – The Public Hearing was opened at 5:43 pm. The applicant, Kip Griffin was present at this meeting to answer any questions. CEO Chandler stated that nothing has changed since the last meeting. Because this property is in the R-3 Zone, it requires Planning Board approval. CEO Chandler stated it was not necessary to go through the application checklist. Robert White moved to approve the application with waiver of the application checklist; seconded by Michele Smith. Vote was unanimous.

**c. Chapter 13 Revision Process –**

- i. Consider Revised Process Schedule-** This schedule has been given to the Board as a benchmark.
- ii. Consider Discussion of Items Distributed with June Packet-** This includes legal advice from the Maine Municipal Association Planning Board Manual and language from other communities to possibly copy and paste. The Board requested a copy of Chapter 13 with the proposed revisions they have made.

**V. Other Business** –Tax Assessor & Building Official Penny Thompson presented two non-conformance issues to the Board. She will be denying permits to applicants due to both situations being non-conforming. Building Official Thompson wanted to inform the Board in case the applicants decide to go the Planning Board to request a change in the ordinance in order to move forward with their plans.

Steve Wentworth recommends looking at mixed use zoning so that as times go forward more uses can fit in a space. CEO Chandler recommends looking at the zoning map, criteria on each zone, setbacks and the language itself, defining each zone and then applying them to the zoning map. Building Official Thompson stated that whatever is decided by the Board affects real people and needs to be equitable and defensible. Chairman Phil Cyr stated we need to adjust to the here and now and the Board needs to hear staff recommendations as well in this process.

**VI. Adjournment** – Todd Pelletier moved to adjourn the meeting at 6:19 pm; seconded by Robert White. Vote was unanimous.

Respectfully Submitted,



Robert White  
Planning Board Secretary

RW/dl