



*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  
Regular Meeting  
Wednesday, July 6, 2016 • 5:30 PM  
Caribou City Council Chambers**

**AGENDA**

- I. Call Meeting to Order
- II. Approval of Minutes
  - a. June 1, 2016 Regular Meeting 2-3
- III. New Business
  - NONE
- IV. Old Business
  - a. Daigle Oil Company Diesel Pump Operations – Final Site Review 4-12
  - b. Griffin Used Automobile Site Design – Final Site Review 13-23
  - c. Chapter 13 Revision Process 24-25
    - i. Consider Revised Process Schedule
    - ii. Consider Discussion of Items distributed with June Packet
- V. Other Business
- VI. Adjournment



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### **Caribou Planning Board Meeting Minutes Wednesday, June 1, 2016 @ 5:30 pm City Council Chambers**

**In Attendance:** Phil Cyr, Philip McDonough III, Todd Pelletier and Michele Smith

**Members Absent:** Robert White, Matthew Hunter and Evan Graves

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

- I. Call Meeting to Order** – The meeting was called to order at 5:30 pm.
- II. Approval of Minutes**
  - a. May 4, 2016 Regular Meeting** – Todd Pelletier moved to approve the minutes as presented; seconded by Philip McDonough III. Vote was unanimous.
- III. New Business** –
  - a. Daigle Oil Company Diesel Pump Operations – Concept Review** – The Public Hearing was opened at 5:31 pm. Tim Rioux, Engineer with BR Smith and Bert Levesque from Daigle Oil Company were present. Engineer Tim Rioux explained the application was submitted with a site plan on how the lot is to be used. The lot has existing bulk storage facilities for propane and fuel currently. A pump island will be put in for diesel fuel. It will get traffic off their site on Bennett Drive and it is a use consistent with the way it is zoned. It requires a MDEP permit. MDEP gets involved at the end of the project and no Fire Marshal is required. They also now have a code compliant sign. With no public comments, the Public Hearing was closed at 5:35 pm. CEO Chandler reviewed the Site Design Review criteria with the Board and all items are in order. CEO Chandler explained that this application came before the Board in May, but it was not received in the proper time frame for notices to go out to abutting property owners. The applicant did not attend the May meeting. CEO Chandler stated that the application is complete, notices went out to abutting property owners for this meeting, as well as proper notification in the newspaper. After much discussion on the process, consensus was this meeting is considered the concept review, with all requirements for this being met and the final review for this application will be at the July meeting. Code requires a 30 day time frame between the concept review and final review for any appeals to the project that may come forward. Philip McDonough III moved to approve this application for concept review and to put it on the July agenda for final review; seconded by Todd Pelletier. Vote was unanimous.

- b. **Griffin Used Automobile Site Design – Final Site Review** – Public Hearing was opened at 5:59 pm. This application came before the Board at their regular meeting in May and was incomplete, so they tabled this item. The applicant was not present at the May meeting. CEO Chandler stated the Fire Chief had no concerns and the State Fire Marshal’s Office does not require an inspection. The applicant, Kip Griffin was present at this meeting to answer any questions and provided the Board with drawings of the interior of the building. CEO Chandler stated that notices to abutting property owners were mailed and the proper notification was in the newspaper. There was no public comment. Public Hearing was closed at 6:04 pm. The Board reviewed the Site Design criteria; all items were not applicable for this project. CEO Chandler had no objections or concerns with this project. Philip McDonough III moved to approve this application for concept review and to have the final review at the July meeting; seconded by Michele Smith. Vote was unanimous.

**IV. Old Business –**

- a. **Chapter 13 Summary Discussion of Revision Process** – Todd Pelletier needed to leave the meeting at this time due to a prior engagement. The Board did not have a quorum, so did not discuss this item at this time. They will take this up at the next meeting in July.

- v. **Other Business** – CEO Chandler reminded the Board that the Maine Municipal Association is holding a Planning Board training the following evening at NMDC.

- VI. Adjournment** – Philip McDonough III moved to adjourn the meeting at 6:15 pm; seconded by Todd Pelletier. Vote was unanimous.

Respectfully Submitted,

Phil Cyr  
Planning Board Chairman

PC/dl



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OFFICE OF THE CITY MANAGER

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CARIBOU, MAINE

Date: July 6, 2016

To: Chairman and Planning Board Members

From: Jim Chandler, Assistant City Manager

Subject: Final Site Design Review – Daigle Oil Company Diesel Pump Operations

Attached is a Site Design Application package that includes the following items:

- Site Design Application
  - Signed by Bert Levesque, Applicant
  - Submitted by Timothy R. Roix, PLS, PE
- Site Design & Piping/Underground Tank Consultants List
- Warranty Deed
- Three Plan Sheets for Location, Layout and Erosion Control

The Site Design Application is being submitted for the purpose of permitting the expansion of existing Fuel Storage and Dispensary Operations at the Presque Isle Road location to include the dispensing of diesel fuel. Applicant indicates the Maine Department of Environmental Protection required permit will be obtained. Applicant shall forward a copy of this permit, once issued, to be included in the City's file for this location.

The application indicates the change/expansion of existing operations will not adversely impact the Presque Isle location; however, it will positively impact the community by reducing the amount of large truck traffic at the Bennett Drive location.

Comments from Fire Chief Scott Susi – Monday, April 25, 2016:

“Bert, thanks for the great discussion this morning, I see no problems with the planed site for the dispensary. Like in my past plans we have discussed I like good lighting, if there is a spill or other emergent problem we need to see to help. I believe this is a great idea to help get rid of some of the larger traffic off Bennett drive and will be a great asset for Daigle Oil Co.”

Planning Board – by majority vote may use one of these possible Motions. Staff recommends approval and the use of motion one below:

1. “Pending inclusion of a copy of the appropriate MDEP Permit, the Application is approved as submitted.”
2. “The Site Design is not acceptable in its current form. Applicant must resubmit a new application – citing reasons... adding language for this motion as necessary or appropriate.”



## Site Design Application

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

(207) 493-3324 option 3  
pthompson@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: Daigle Oil Company

Development Name: Caribou Diesel Fuel Pumping Station

Location of Property (Street Locations): 917 Presque Isle Road

City of Caribou Tax Map: 5 Lot: 24A Zone: R-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.

Please provide a brief description of this project.

Daigle Oil Company is going to install a diesel fuel pumping station at their site on the Presque Isle Road.

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

Bert Levesque

Phone: 207-834-5027

Daigle Oil Company

P.O. Box 328

Fort Kent, ME 04743-0328

E-mail: bertl@daigleoil.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)

B.R. Smith Associates, Inc.

Timothy R. Roix, PLS, PE

11 Hall Street

Presque Isle, ME 04769

Phone: 207-764-3661

Phone: \_\_\_\_\_

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

Daigle Oil Company owns the property, see attached deed

(Attach supportive legal documentation)

Aroostook County Registry Deeds: Book # 5284 Page # 14 (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: 5.3 acres Total area or acreage to be developed: 0.08 ac. +/-

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

Identify existing use(s) of land (farmland, woodlot, residential, etc.) Propane bulk storage facility and  
bulk fuel storage facility

Indicate any restrictive covenants to be placed in the deed -- (Please attach list) None

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: \$ 0.00

Water Supply: Private Well:  Public Water Supply:  N/A

Sewerage Disposal: Private SSWD:  Public Sewer:  N/A

Estimated sewerage disposal gallons per day: (\_\_\_/day) N/A

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

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.   X   Name and address of the owner of record and applicant (if different).
2.   X   Name of the proposed development and location.
3.   X   Names and addresses of all property owners within 500 feet of the property.
4.   X   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.   X   Names and addresses of all consultants working on the project.
6.   X   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:**
  - X   a. Graphic scale and north arrow.
  - N/A   b. Location and dimensions of any existing or proposed easements and copies of existing covenants or deed restrictions.
  - X   c. Name, registration number, and seal of the land surveyor, architect, engineer, and/or similar professional who prepared the Plan.
  - X   d. All property boundaries, land area, and zoning designations of the site, regardless of whether all or part is being developed at this time.
  - X   e. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.
  - X   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.
  - X   g. Location and names of streets and rights-of-way within 200' and adjacent to the proposed development.
  - X   h. Proposed finish grades and graphic arrows indicating the direction of storm water runoff.
  - N/A   i. Conceptual treatment of on and off site storm water management facilities.
  - N/A   j. Location and sizes of existing and proposed sewer and water services including connections.
  - N/A   k. Conceptual treatment of landscaping buffers, screens, and plantings.

- X 1. Location of outdoor storage areas, fences, signage and accessory structures.
- X 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.
- X 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.

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: Bert Lawrence Date: 4/25/2016

# CONCEPT REVIEW

## Final Site Design Review Criteria by Planning Board

Date: 6/1/2016

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
A. Conformance with Comprehensive Plan	<u>X</u>	---	---
B. Traffic	<u>X</u>	---	---
C. Site Access	<u>X</u>	---	---
D. Parking & Vehicle Circulation	<u>X</u>	---	---
	<u>Yes</u>	<u>No</u>	<u>N/A</u>
E. Pedestrian Circulation	---	---	<u>X</u>
F. Site Conditions	<u>X</u>	---	---
G. Open Space	---	---	<u>X</u>
H. Sanitary Sewage	---	---	<u>X</u>
I. Water	---	---	<u>X</u>
J. Emergency Vehicle Access	<u>X</u>	---	---
K. Waste Disposal	---	---	<u>X</u>
L. Buffering	<u>X</u>	---	---
M. Natural Areas	---	---	<u>X</u>
N. Exterior Lighting	<u>X</u>	---	---
O. Stormwater Management	<u>X</u>	---	---
P. Erosion & Sediment Control	<u>X</u>	---	---
Q. Buildings	<u>X</u>	---	---
R. Existing Landscaping	---	---	<u>X</u>
S. Infrastructure	---	---	<u>X</u>
T. Advertising Features	<u>X</u>	---	---
U. Design Relationship to Site	<u>X</u>	---	---
& Surrounding Properties	<u>X</u>	---	---

MDEP - PERMIT

REQUIRED

V.	Scenic Vistas & Areas	—	—	<u>X</u>
W.	Utilities	<u>X</u>	—	—
X.	Mineral Exploration	—	—	<u>X</u>
Y.	General Requirements (Pg. 859)	<u>X</u>	—	—
Z.	Phosphorus Export	—	—	<u>X</u>

**City of Caribou, Maine  
Planning Board**

Site Design Review for: DAIGLE OIL COMPANY  
 Address: 917 PRESQUE ISLE ROAD, CARIBOU, ME

**Approved by the Caribou Planning Board**

Signed: \_\_\_\_\_ Chairman of the Planning Board  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

**Conditions of Approval:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Consultants for Daigle Oil Co. Diesel Fuel Pumping Station

Site Design

Timothy R. Roix, PLS, PE  
B.R. Smith Associates, Inc.  
11 Hall Street  
Presque Isle, ME 04769  
207-764-3661

Piping, Underground Tank & Pump Design & Installation

GafTek Petroleum Specialists  
106 Perry Road  
Bangor, ME 04401  
207-217-6515



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OFFICE OF THE CITY MANAGER

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CARIBOU, MAINE

Date: July 6, 2016

To: Chairman and Planning Board Members  
From: Jim Chandler, Assistant City Manager  
Subject: Final Site Design Review – Griffin Auto Sales

Attached is a Site Design Application package that includes the following items:

- Site Design Application
- Site Sketch
- Google Map Aerial of Lot
- Letter from the State of Maine – Fire Marshal, dated May 24, 2016

The Site Design Application is being submitted for the purpose of permitting the use of an existing garage and parking lot at 960 Access Highway for the purpose of automobile sales.

Discussion at the June 1, 2016 Planning Board meeting, and review of the letter provided from the applicant from the State of Maine, Department of Public Safety, Office of the State Fire Marshal, dated May 24, 2016 – addressed to the applicant, declining the need for them to inspect the property; the application was approved in concept and set for Final Approval at the July meeting.

This use is permitted in the R-3 Zone, with Planning Board Approval.

Planning Board – by majority vote may use one of these possible Motions. Staff recommends approval and the use of motion one below:

1. “Application is approved as submitted for use of 960 Access Highway as an automobile dealership.”
2. “The Site Design is not acceptable in its current form. Applicant must resubmit a new application – citing reasons... adding language for this motion as necessary or appropriate.”



### Site Design Application

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

(207) 493-3324 option 3  
citymanager@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: Kip Griffin  
Development Name: Griffin used Auto  
Location of Property (Street Locations): 960 Access Highway Caribou  
City of Caribou Tax Map: 15 Lot: 70 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.

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

Kip Griffin  
64 High Meadow Rd  
Perham ME. 04766

Phone: 768-8396

E-mail: griffinfarm38@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, owner's representative, option, purchase & sales contract, etc?)

Owner - 11/20/2015 Book 5493 Page 36  
(Attach supportive legal documentation)

Aroostook County Registry Deeds: Book # 5493 Page # 36 (attach copy of deed)

What interest does the applicant have in any abutting property? No

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: 2.5 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.) Currently vacant,  
previously used as a car wash

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  No

Recreation area(s) Estimated Area & Description: N/A

Common land(s) Estimated Area & Description: N/A

Anticipated start date for construction: month / year ASAP Completion: Dec / 01 / 2016

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) unknown

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

1. 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.

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:

3/09/2016

**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: \_\_\_\_\_

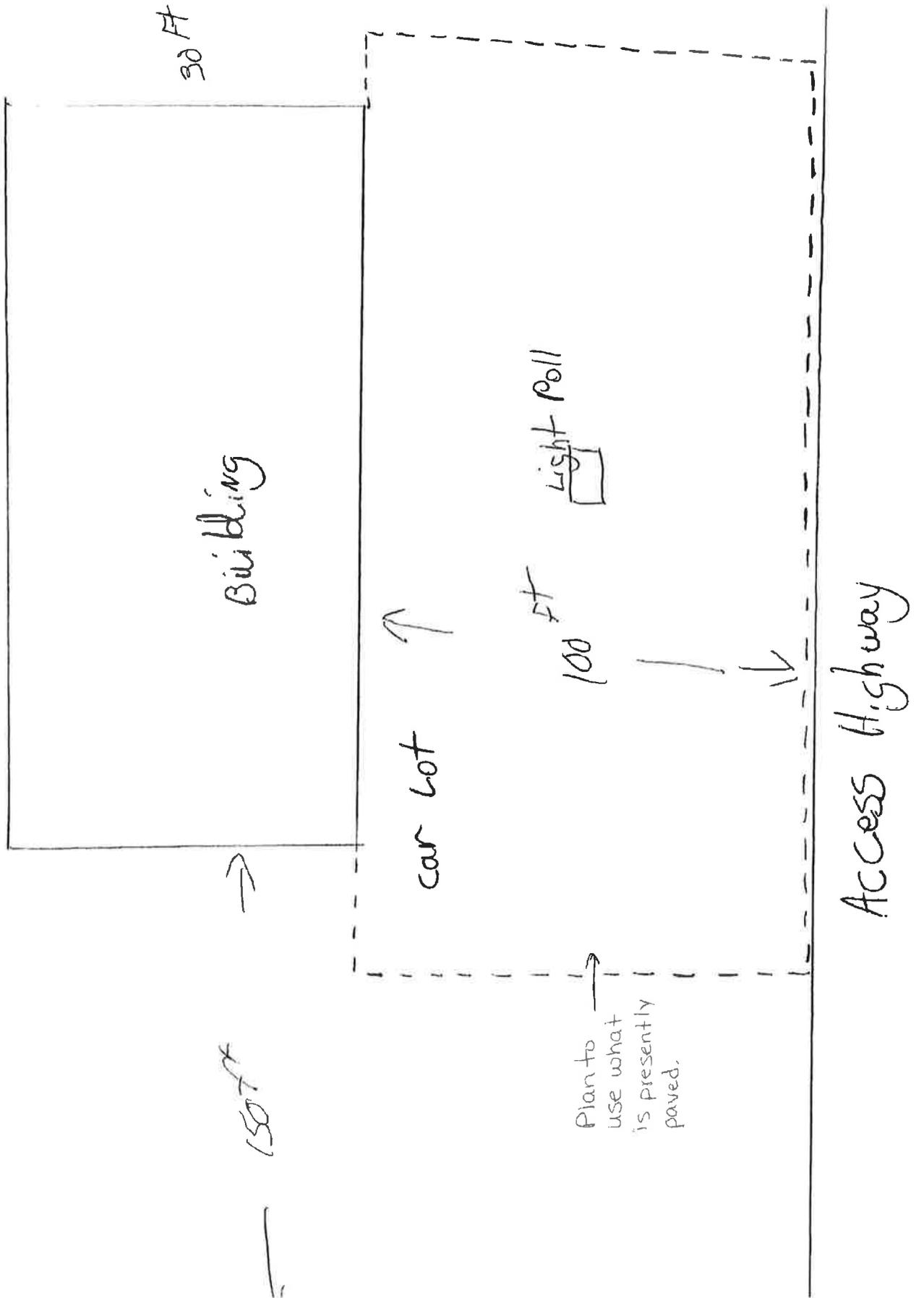
On \_\_\_\_\_ (date) the members of the Caribou Planning Board met to consider the application for Site Design Review on the property referenced above.  
 The application was: **Denied** / **Approved** / **Approved with conditions**

**Approved by the Caribou Planning Board**

Signed: \_\_\_\_\_ Chairman of the Planning Board  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Conditions of Approval:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_







STATE OF MAINE  
Department of Public Safety  
Office of State Fire Marshal  
45 Commerce Drive, Suite 1  
52 State House Station  
Augusta, ME 04333-0052

PAUL R. LEPAGE  
GOVERNOR

JOHN E. MORRIS  
COMMISSIONER

JOSEPH E. THOMAS  
STATE FIRE MARSHAL

May 24, 2016

Dear Mr. Griffin,

As discussed, enclosed is your application, payment and sketch of the proposed used car building at 960 Access Highway, Caribou.

The proposed new use of the building is car repair (industrial occupancy) and storage of vehicles (storage occupancy). Since the square footage of the office is less than 10% of the overall square footage of the building, the office is considered ancillary to the main occupancy and would be considered the same use.

This office does not review industrial or storage occupancies therefore a permit from this office would not be required.

Feel free to contact me if you should have any further questions.

Regards,

A handwritten signature in cursive script that reads "Jennifer Bartlett".

Jennifer Bartlett, CFPE, CFI-1  
Plans Review

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PREVENTION \* RESEARCH \* LAW ENFORCEMENT

OFFICES LOCATED AT: 45 COMMERCE DRIVE, SUITE 1, AUGUSTA, MAINE 04330  
(207) 626-3870 ADMINISTRATION/ INVESTIGATIONS (207) 287-3659 TDD (207) 287-6251 FAX  
(207) 626-3880 INSPECTIONS/ PLANS REVIEW



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OFFICE OF THE CITY MANAGER

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CARIBOU, MAINE

Date: July 6, 2016

To: Chairman and Planning Board Members  
From: Jim Chandler, Assistant City Manager  
Subject: City Code Chapter 13 – Zoning Ordinance Revisions

Following our discussion at the May meeting and brief discussion at the June meeting (since so many members were absent) we decided to review the materials previously distributed and consider discussing again at the July meeting

The formal review/revision process previously discussed included a general timeline for completion by the November meeting; however, given the time taken to discuss topics and a loss of the June meeting, we may wish to consider modifying the schedule as follows. Offered for your consideration:

- June 1<sup>st</sup>
  - Review of MMA Planning Board Legal Perspectives (Attached Below)
- July 6<sup>th</sup>
  - Review of legal and example language circulated for June meeting
- August 3<sup>rd</sup>
  - Initial Review of Topics and Chapters
- September 7<sup>th</sup>
  - Begin Initial Review of New Code Language

- **October 5<sup>th</sup>**
  - **Review of New Code Language**
  
- **November 2<sup>nd</sup>**
  - **First Public Hearing for Comments on New Code Sections**
  
- **December 7<sup>th</sup>**
  - **Second Public Hearing for Comments of New Code Sections**
  - **First Public Hearing for Approval of New Code Section**
  - **First Public Hearing for Approval of Revised Site Design Application/Process**
  
- **January 4<sup>th</sup> 2017**
  - **Final Public Hearing for Approval of New Code Section**
  - **Final Public Hearing for Approval of Revised Site Design Application/Process**