



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 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 Roix – 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 Roix, Engineer with BR Smith and Bert Levesque from Daigle Oil Company were present. Engineer Tim Roix 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