



*City of Caribou, Maine*

*Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone (207) 493-3324  
Fax (207) 498-3954  
www.cariboumaine.org*

**AGENDA  
Caribou Planning Board  
Regular Meeting  
Wednesday, May 6, 2015 at 5:30 p.m.  
Caribou City Council Chambers**

- I. Call Meeting to Order
- II. Minutes of the May 6, 2015 regular meeting 2-3
- III. New Business
  - a. Complete Streets Policy – Presentation by Julie Daigle, Power of Prevention 4-8
  - b. Day Care Application – Ashley Morgan 9-24
  - c. Day Care Application – Breanne Trospen 21-33
- IV. Old Business
  - a. Chapter 13 Re-write 38-39
- V. Other Business
  - a. July Planning Board Meeting 40
- VI. Adjournment



## *City of Caribou, Maine*

### **Caribou Planning Board Meeting Minutes Wednesday, May 6, 2015 @ 5:30 pm City Council Chambers**

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**In Attendance:** Phil Cyr, Bob White, Graham Freme, Philip McDonough III, Todd Pelletier and Matthew Hunter

**Members Absent:** Jim Cerrato and Austin Bleess

**Others in Attendance:** Sue White, Superintendent of Schools, Lyndon Keck & Abigail Cram PDT Architects and Denise Lausier

- I. Call Meeting to Order** - The meeting was called to order at 5:30 pm.
- II. Minutes of April 1, 2015 Regular Meeting** – Todd Pelletier moved to approve the minutes as presented; seconded by Graham Freme; Vote was unanimous.
- III. Introduction of PDT Architects – RSU 39 School Project –**

Sue White, Superintendent of Schools was present along with Lyndon Keck and Abigail Cram from PDT Architects to present a major capital school construction project for Caribou. Sue White explained they hired PDT Architects after receiving seven proposals and conducting four interviews. Lyndon Keck from PDT Architects gave a presentation on what they are working on. They are looking at a school for grades K-8, with Teague Park, Hilltop and Middle School consolidated; it will be less costly to run, will be able to consolidate staff and will save the taxpayers money. There are 21 steps and they are at steps 5 and 6 now, which is a renovation study to see if there is a need to renovate or to rebuild. The Middle School was built in 1926, Teague Park 1950, Hilltop 1960 and were built with a 40 year life cycle. Now they are conducting teacher interviews at all the schools to understand their needs and what they expect for the future. Also, site search/site renovations; they need to find a site for the new building and they are looking at three sites. They have civil engineers coming up to look at these sites. The first is the land from the pool to the Middle School with possibly closing Park Street. The second is the land where the Learning Center is with the land in behind the Wellness Center. The third is the Hilltop School site with the land adjacent to Hilltop. They need to score each site as far as availability of three phase power, sewer and water and how close the site is to community services such as fire, police, library and the wellness center. Lyndon Keck stated that he is sensing most are hoping the Teague Park site will be adequate. The drop off location will be separate from parking for teachers and staff. This project will fund two play fields for the site as well. The school will house approximately 750 students and will be roughly three times bigger to accommodate. Bob White questioned the timeline on the project. Lyndon Keck explained that the project will go as fast or as slow as the Department of Education wants to go and he gave an estimated timeline on the project. The site search should be complete at the end of the summer and they will present the chosen location at that time to the Planning Board with any relevant issues

with the site. Then the site will be brought to the community for a vote in the fall. School design will be done in the fall and ready late spring or summer with a cost estimate. Voters in all three communities will vote on a referendum in November 2016 or possibly June 2017. The construction process will take about a year, two years for the environmental phase, so approximately 2019 before completed. There was discussion on possibly the High School location being the better location to consolidate all the grades. Lyndon Keck stated he believed the Teague Park site is more attractive, closer to downtown and has more potential for walkers and bikers. The Wellness Center is close by and the schools take advantage of that facility, which is admired by other communities across the state. They would work on a safety crossing to the Wellness Center from the school. Currently the younger students at Hilltop School don't have the advantage to use the Wellness Center as the other schools do because of their location. They will be careful as possible to not bring added costs to the project, so as not to add to the local burden. Wetland biologists will walk the potential sites for soil testing and traffic engineers will evaluate the top one or two sites. Lyndon Keck also explained how education has and is evolving from when the current school buildings were built and how the needs have changed. He also commented that new schools typically attract people to communities.

**IV. Old Business –**

- a. Chapter 13 Re-write –** The Board discussed in length Contract Zoning with no consensus. The Board also discussed the proposed zones that Austin Bleess had presented and their definitions. After much discussion, the Board decided to table decisions until the next meeting when Austin Bleess will be present to clarify some of the proposed zones.

**V. New Business – None**

**VI. Other Business –**

- a. Updates from the Manager – None**

Phil Cyr gave a thank you on behalf of the Board to Graham Freme and Jim Cerrato in appreciation for the time they have served on the Planning Board.

**VII. Adjournment –** Todd Pelletier moved to adjourn the meeting at 6:40 pm; seconded by Matthew Hunter; Vote was unanimous.

Respectfully Submitted,

Robert White  
Planning Board Secretary



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Chairman and Planning Board Members  
From: Austin Bless, City Manager  
Date: June 3, 2015  
Re: Complete Streets Policy

Tonight Julie Daigle from Power of Prevention will be here to discuss a Complete Streets Policy.

The policy as being proposed by the committee is on the following pages.

## Complete Streets Policy

1. Vision. Promoting pedestrian, bicycle, and public transportation travel reduces negative environmental impacts, promotes healthy living, advances the well-being of travelers, supports the goal of economic development, and meets the needs of all users, thereby helping to make Caribou the best four-season choice for its residents. The City of Caribou is a community in which all residents and visitors can safely and efficiently use the public right-of-way to meet their transportation needs.
2. Policy. This policy is inclusive of all users of all ages and abilities and all modes of travel including motorists; bicyclists; pedestrians, including persons with disabilities which may use mobility devices such as wheelchairs; public transportation services, vehicles and patrons; freight providers; and emergency responders.
3. Projects. Early consideration of all modes for all users will be important to the success of this policy. Those planning and designing projects that affect public streets will give due consideration to all roadway users from the very start of planning and design work. This will apply to all roadway projects, including those involving new construction, reconstruction, repaving/rehabilitation or roadway retrofit. Roadway retrofits may include changes in the allocation of the right-of-way and pavement space on an existing roadway, such as changes to the number and use of lanes, changes in lane widths, and /or reconfiguration of on-street parking.
4. Exceptions: These may be made under the circumstances listed below, prior to finalizing the design and budget for the intended project. Exceptions can be granted by the City Council.
  - a. Street projects may exclude those elements of this policy that would require the accommodation of street uses prohibited by law;
  - b. Ordinary maintenance activities such as mowing, snowplowing, sweeping, spot repair, joint or crack sealing, or pothole filling do not require that elements of this policy be applied beyond the scope of that maintenance activity;
  - c. Ordinary maintenance paving projects may only exclude the elements of this policy that would require increasing pavement width. However, when such projects do occur, the condition of existing facilities supporting alternate transportation modes should be evaluated as well as the appropriateness of modifying existing pavement markings and signage to support such alternate modes. This exception does not apply to street reconstruction projects;
  - d. Street reconstruction projects and maintenance paving projects which involve widening pavement may exclude elements of this policy when the accommodation of a specific use is expected to:
    - i. Require more space than is physically available, or
    - ii. Be located where both current and future demand is proven absent by the Caribou bicycle and pedestrian committee or its designee, or

- iii. Drastically increase project costs and equivalent alternatives exist within close proximity, or
  - iv. Have adverse impacts of environmental resources such as streams, wetlands, floodplains, or on historic structures or sites above and beyond the impacts of currently existing infrastructure.
  - e. Street projects may exclude the development of sidewalks in areas in which the City has approved alternatives such as paved shoulders, or outside the Urban Compact Zone.
5. Network. Complete Streets are planned, designed, maintained and operated to enable safe, convenient, appealing and continuous travel networks for all users. Pedestrians, bicyclists, motorists and bus riders of all ages and abilities are able to safely move from destination to destination along and across a network of complete streets.

Complete Streets can be achieved through network level improvements, through integration into single location projects, or incrementally, through a series of small improvements or maintenance activities.

Transportation improvements will include facilities and amenities, as appropriate, that are recognized as contributing to Complete Streets, which may include pavement markings and signs; street and sidewalk lighting; sidewalks and pedestrian safety improvements such as medians/pedestrian refuges, curb extensions and crosswalk improvements; improvements that provide ADA (Americans with Disabilities Act) compliance and full accessibility such as curb ramps and accessible pedestrian signals; improved pedestrian access to transit stops and centers; bicycle detection at intersections and bicycle accommodations including shared-use lanes, paved shoulders, wide travel lanes or bike lanes as appropriate; bicycle parking; and street trees, landscaping, and adequate drainage facilities, including opportunities for “green” stormwater management facilities and practices.

Special attention should be given to projects which enhance the overall transportation system and its connectivity. Specifically, high priority should be given to:

- a. Corridors providing primary access to one or more significant destinations such as a parks or recreation areas, schools, shopping/commercial areas, public transportation, or employment centers;
- b. Corridors serving a relatively high number of users of non-motorized transportation modes;
- c. Corridors providing important continuity or connectivity links to existing pedestrian or bicycle networks;
- d. Projects identified in bicycle/pedestrian plans.

The design of new, rehabilitated or reconstructed facilities should anticipate likely future demand for bicycling, walking, transit and motorist use and should not preclude the provision of future improvements.

The City of Caribou will coordinate and collaborate with other transportation agencies including MaineDOT, and other users of the public right-of-way, such as utilities and public transportation providers, to ensure that the principles and practices of Complete Streets are embedded within their planning, design, construction, and maintenance activities.

6. Community Context. Application of this policy shall take into account the goal of enhancing the context and character of the surrounding built and natural environments. Transportation facilities, including roads, should be adapted to fit and enhance the character of the surrounding neighborhood.
7. Design Standards and Guidelines. The City Council and/or their designee shall adapt, develop and adopt policies, design guidelines, zoning and performance standards and other guidelines based upon resources identifying best practices in street design, construction, operation and maintenance. Existing City policies, design guidelines, zoning and performance standards and other guidelines can be maintained as written if best practices were used in their development. Resources for best practices include, but are not limited to, the AASHTO Green Book; AASHTO Policy on Geometric Design of Highways and Streets; AASHTO Guide for Planning, Designing and Operating Pedestrian Facilities; AASHTO Guide for the Development of Bicycle Facilities; ITE Designing Walkable Urban Thoroughfares: A Context Sensitive Approach; NACTO Urban Bikeway Design Guide; Manual on Uniform Traffic Control Devices; Highway Capacity Manual and Highway Safety Manual; and US Access Board Public Right-of-Way Accessibility Guidelines.

While fulfilling this Complete Streets policy, the City will be permitted to consider innovative or non-traditional design options that provide a comparable level of safety and utility for users as those listed above.

8. Performance Measures. The Caribou bicycle and pedestrian committee or their designee shall inform the City Council on an as-needed basis about the transportation projects undertaken within the prior year and planned within the coming year and the extent to which each of these projects has met the objectives of this policy. Reports can include, but are not limited to, linear feet of new or reconstructed sidewalks; miles of new or restriped on-street bicycle facilities; number of new or reconstructed curb ramps; number of new or repainted crosswalks; number of new street trees/percentage of streets with tree canopy; percentage completion of bicycle and pedestrian networks as envisioned by bicycle/pedestrian planning; transportation mode shifts; rate of children walking or biking to school; satisfaction levels as expressed on surveys.
9. Application. This policy will be applied primarily through the City's existing bicycle and pedestrian-friendly plans, which shall be reviewed and revised as needed by the Caribou bicycle and pedestrian committee. These plans specify the type and location of improvements and shall be implemented as funding becomes available or routine work is completed. Special emphasis shall be placed on those elements of these plans that can be

accomplished with little or no additional expense, such as providing bike lanes where existing pavement is adequate or where road shoulders are sufficient to allow for safe bicycle use.

Additional policy application activities will include, but not be limited to, developing project checklists that incorporate Complete Streets elements in the City's overall design processes; establishing design manuals that clearly set forth the standards to be followed for bike and pedestrian installations including signs and markings; and directing the bicycle and pedestrian committee to evaluate changes to the City's respective land development codes that will extend the Complete Streets concept into private developments through appropriate subdivision and site plan regulation.

Projects that are located within the public right-of-way and also included within the City's annual or multi-year capital improvement plans shall specifically reference how the project addresses Complete Streets issues.



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Chairman and Planning Board Members  
From: Austin Bless, City Manager  
Date: June 3, 2015  
Re: Day Care Application – Ashley Morgan, 322 York Street

We have received a Day Care Application from Ashley Morgan to have a day care in her home at 322 York Street. Staff has reviewed the application and everything looks to be in order.

The application is on the following pages.





## Daycare Application

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

Austin Bless  
Code Enforcement Officer  
(207) 493-4234 Ext. 230  
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

### Please print or type all information

Name of Property Owner / Developer: Ashley Morgan (Thomas Ayer)  
Development Name: Bundles of Joy Childcare  
Location of Property (Street Locations): 322 York St.  
City of Caribou Tax Map: 7 Lot: 17 Zone: R-3

### Daycare 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.

### Applicant Information

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

Ashley Morgan Day Time Phone: 207-551-8049  
322 York St. Night Time Phone: 207-551-8049  
Caribou, ME 04736 E-mail: ashley.r.martin1@maine.edu

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

(Attach supportive legal documentation)

**General Information**

Date your State of Maine Day Care License was approved: \_\_\_\_\_  
(Attach a copy of License) \*In application process.

Has the site been inspected by the State Fire Marshal's Office and approved?  
\*Fire Marshall inspection on 5/21/15  
\_\_\_\_\_ YES \_\_\_\_\_  NO  
(Attach Documentation)

Has the site been inspected by the Maine Department of Health & Human Services and approved?  
\*Still in application process.  
\_\_\_\_\_ YES \_\_\_\_\_ NO  
(Attach Documentation)

**Structure & Site Plan Details**

Does the building have a Carbon Monoxide Detector? \_\_\_\_\_  YES \_\_\_\_\_ NO

Does the building have a smoke detector? \_\_\_\_\_  YES \_\_\_\_\_ NO

Is the garage attached to the house/building? \_\_\_\_\_ YES \_\_\_\_\_  NO

If yes, is there a minimal of 1/2" sheet rock fire-rated wall between the garage and house/building?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

Do you have a basement? \_\_\_\_\_  YES \_\_\_\_\_ NO

Will the basement be accessible to children? \_\_\_\_\_ YES \_\_\_\_\_  NO

If yes, are there graspable handrails and guardrails on the staircase? \_\_\_\_\_ YES \_\_\_\_\_ NO

The outdoor play area shall not be located near hazardous areas (such as streets, open wells, open water) unless protected by fencing?

Do you have fencing around the outdoor play area? \_\_\_\_\_ YES \_\_\_\_\_  NO

If yes, how tall and what type? There are natural barriers -- evergreen trees.

The fencing must be a minimum of four (4) feet high.

Subsurface Waste Water Disposal System – No person may expand the use of a structure using a private subsurface waste water disposal system until documentation is provided to the municipal officers and a notice of the documentation is recorded in the appropriate agency of deeds that, in the event of a future malfunction of the system, the disposal system can be replaced and enlarged to comply with the rules adopted under

Title 22 M.R.S. § 42, and any municipal ordinances governing subsurface waste water disposal systems, No requirements of these rules and ordinances may be waived for an expanded structure.

Have you provided documentation showing that the current disposal system can be replaced and

enlarged? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Do you have an outdoor lighting system to support egress/ingress? \_\_\_\_\_ YES \_\_\_\_\_ NO

**Concept Plan Review Criterion**

Plan Review is intended to insure the proposed plan is in conformance with the Caribou Comprehensive Plan and all City Ordinances. The completed application 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 will receive Plan Review. At a minimum, Plan application shall include the following:

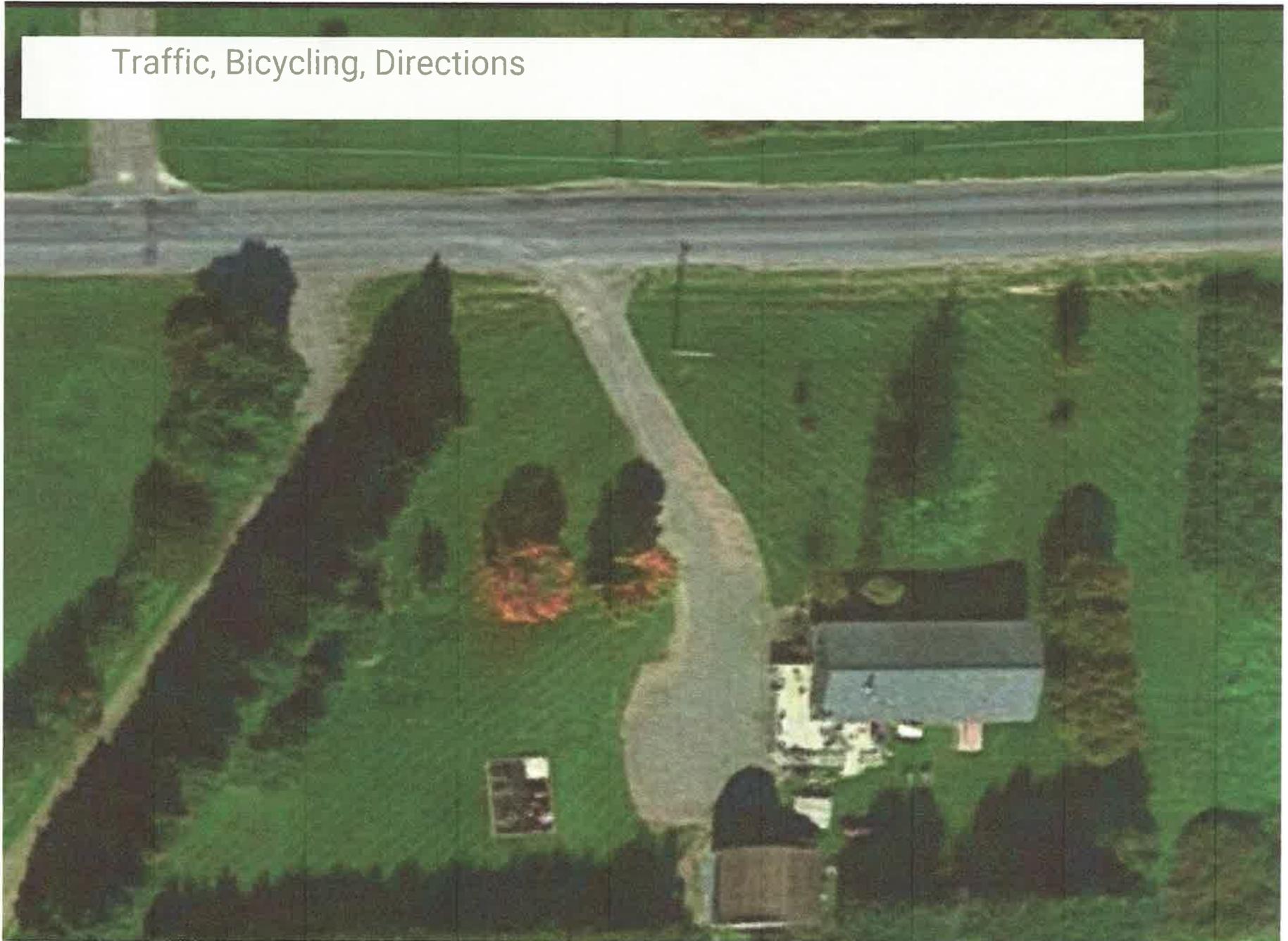
1. \_\_\_\_\_ Name and address of the owner of record and applicant (if different).
2. \_\_\_\_\_ Name of the proposed development and location.
3. \_\_\_\_\_ A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest to operate a daycare in the property on the part of the applicant..
5. **Plans to show the following elements for review:**
  - \_\_\_\_\_ a. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.
  - \_\_\_\_\_ b. 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.
  - \_\_\_\_\_ 3. Location of outdoor play areas, fences, exterior lighting, signage and accessory structures.

**Applicant Signature:**

**To the best of my knowledge, all of the information submitted in this application is true and correct.**

Signature of Applicant: C. Ashley Morgan Date: 5.25.15

Traffic, Bicycling, Directions









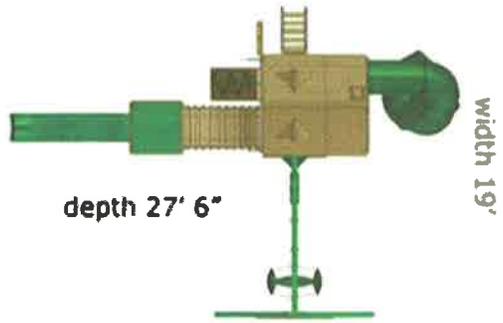




\* estimated swing set placement.

**DIMENSIONS**

height 13'



depth 27' 6"

width 19'



WARRANTY DEED

LINDA A. AYER, of Caribou, in the County of Aroostook and State of Maine, whose mailing address is 498 West Presque Isle Road, Caribou, Maine 04736, for consideration paid, grants to THOMAS E. AYER, of Caribou, in the County of Aroostook and State of Maine, whose mailing address is 322 York Street, Caribou, Maine 04736, with WARRANTY COVENANTS, the land in Caribou, Aroostook County, Maine, as follows:

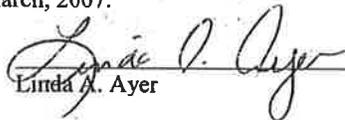
A certain piece or parcel of land with any and all buildings situated thereon in that part of Caribou, formerly "H" Township and being a part of the east half of the west half of Lot numbered Twenty-two (22) bounded and described as follows to wit:

Commencing at a point where the northeast corner of land of Robert G. Irving intersects the south bound of the Old Washburn Road, so-called, and commonly known as the Extension of York Street; thence southerly along the east line of Robert G. Irving's land a distance of one hundred sixty-six feet (166') to the southeast corner thereof as described in a Warranty Deed of Charles H. Paul to the said Robert G. Irving dated June 24, 1979, and recorded in the Southern District of the Aroostook Registry of Deeds in Volume 1427, Page 43; thence westerly and parallel to said Old Washburn Road, so-called, and commonly known as the Extension of York Street a distance of five hundred sixty-five (565') more or less, to a point, said point being thirty-five feet (35') easterly of the easterly line of land of John Shaw and Jacqueline Shaw; thence northeasterly and parallel to the easterly line of said Shaw land a distance of two hundred feet (200'), more or less, to a point on the southerly boundary of said Old Washburn Road, so-called, and commonly known as the Extension of York Street thirty-five feet (35') easterly from the northeast corner of said Shaw land; thence easterly along the south boundary of said Old Washburn Road, so-called, and commonly known as the Extension of York Street, a distance of four hundred sixty-five feet (465'), more or less, to the point of beginning.

Said premises are conveyed subject to water rights as described in a Warranty Deed of Charles H. Paul to Leonard Thompson and Birdinia A. Thompson dated December 13, 1963, and recorded in said Registry in Volume 900, Page 90.

Being the same premises conveyed to LINDA A. AYER by Warranty Deed, of JUANITA SOUCY, ANDRE SOUCY and DANNY SOUCY dated October 23, 2004, and recorded at the Southern Aroostook Registry of Deeds in Vol. 4358, Pg. 332.

WITNESS my hand this 14<sup>th</sup> day of March, 2007.

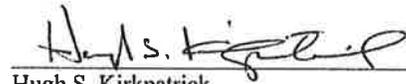
  
Linda A. Ayer

STATE OF MAINE  
AROOSTOOK, SS.

March 14, 2007

Personally appeared the above-named LINDA A. AYER, and acknowledged the foregoing instrument by her signed to be her free act and deed.

Before me,

  
Hugh S. Kirkpatrick  
Attorney At Law

MAINE TRANSFER TAX PAID

KIRKPATRICK LAW OFFICES  
CARIBOU, MAINE  
04736 0026

Received  
AROOSTOOK SS  
PATRICIA F BROWN, REGISTER

MORTGAGE DEED

THOMAS E. AYER, of Caribou, in the County of Aroostook and State of Maine, whose mailing address is 322 York Street, Caribou, ME 04736, for consideration paid, grants to LINDA A. AYER., of Caribou, in the County of Aroostook and State of Maine, whose mailing address is 498 West Presque Isle Road, Caribou, ME 04736, with **MORTGAGE COVENANTS**, to secure the payment of **FORTY THOUSAND DOLLARS AND NO CENTS (\$40,000.00)** with **THREE PERCENT (3%)** per annum interest thereon, in accordance with the terms of one promissory note from THOMAS E. AYER to LINDA A. AYER even date herewith, the land in Caribou, Aroostook County, as follows:

A certain piece or parcel of land with any and all buildings situated thereon in that part of Caribou, formerly "H" Township and being a part of the east half of the west half of Lot numbered Twenty-two (22) bounded and described as follows to wit:

Commencing at a point where the northeast corner of land of Robert G. Irving intersects the south bound of the Old Washburn Road, so-called, and commonly known as the Extension of York Street; thence southerly along the east line of Robert G. Irving's land a distance of one hundred sixty-six feet (166') to the southeast corner thereof as described in a Warranty Deed of Charles H. Paul to the said Robert G. Irving dated June 24, 1979, and recorded in the Southern District of the Aroostook Registry of Deeds in Volume 1427, Page 43; thence westerly and parallel to said Old Washburn Road, so-called, and commonly known as the Extension of York Street a distance of five hundred sixty-five (565') more or less, to a point, said point being thirty-five feet (35') easterly of the easterly line of land of John Shaw and Jacqueline Shaw; thence northeasterly and parallel to the easterly line of said Shaw land a distance of two hundred feet (200'), more or less, to a point on the southerly boundary of said Old Washburn Road, so-called, and commonly known as the Extension of York Street thirty-five feet (35') easterly from the northeast corner of said Shaw land; thence easterly along the south boundary of said Old Washburn Road, so-called, and commonly known as the Extension of York Street, a distance of four hundred sixty-five feet (465'), more or less, to the point of beginning.

Said premises are conveyed subject to water rights as described in a Warranty Deed of Charles H. Paul to Leonard Thompson and Birdinia A. Thompson dated December 13, 1963, and recorded in said Registry in Volume 900, Page 90.

Being the same premises conveyed to LINDA A. AYER by Warranty Deed, of JUANITA SOUCY, ANDRE SOUCY and DANNY SOUCY dated October 23, 2004, and recorded at the Southern Aroostook Registry of Deeds in Vol. 4358, Pg. 332.

Also being the same premises conveyed to THOMAS E. AYER by Warranty Deed, of LINDA A. AYER, of even date herewith, and to be recorded at the Southern Aroostook Registry of Deeds simultaneously herewith.

WITNESS my hand this 14<sup>th</sup> day of March, 2007.

  
Thomas E. Ayer

STATE OF MAINE  
AROOSTOOK, SS.

March 14, 2007

Personally appeared the above-named THOMAS E. AYER and acknowledged the foregoing instrument by him signed to be his free act and deed.

Before me,

  
\_\_\_\_\_  
Hugh S. Kirkpatrick  
Attorney At Law

KIRKPATRICK LAW OFFICES  
CARIBOU MAINE  
04736-0026

Received  
AROOSTOOK SS  
PATRICIA F BROWN, REGISTER



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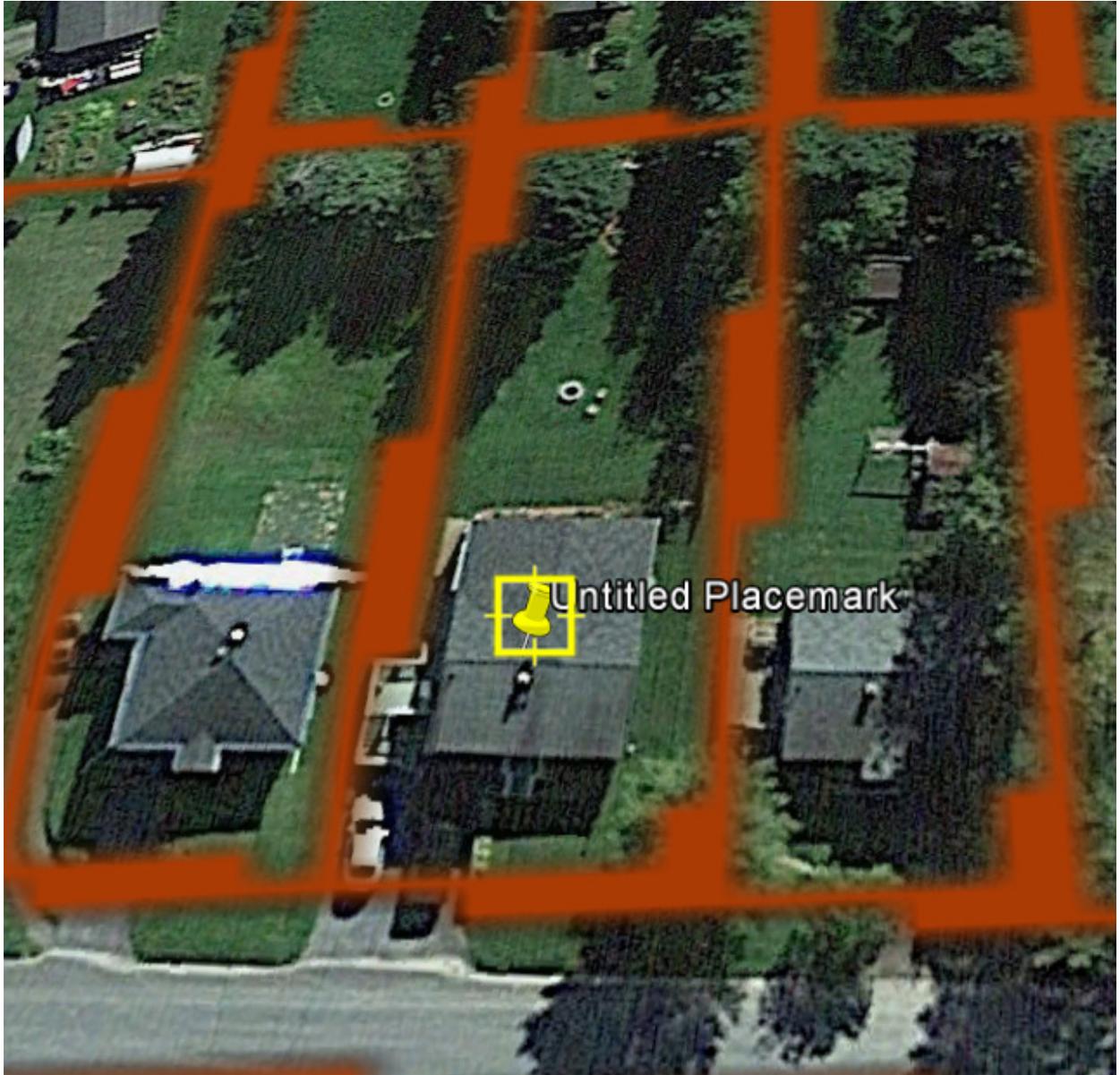
OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Chairman and Planning Board Members  
From: Austin Bless, City Manager  
Date: June 3, 2015  
Re: Day Care Application – Breanne Trospen

We have received a Day Care Application from Breanne Trospen to have a day care in her home at 322 York Street. Staff has reviewed the application and everything looks to be in order. We do have a copy of the deed

The application is on the following pages.





## City of Caribou Day Care Application

Planning & Code Enforcement  
25 High St.  
Caribou, Maine 04736  
(207) 493-3324 X 214  
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.

Name of Property Owner / Developer: Breanne Trasper  
Development Name: Breannes home daycare  
Location of Property (Street Locations): 33 Hardison Ave. E  
City of Caribou Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

### Applicant Information

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

Breanne Trasper Day Time Phone: 207-227-3427  
33 Hardison Ave. E Night Time Phone: Same as above  
Caribou, me 04736 E-mail: bmtrasper3@gmail.com

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

(Attach supportive legal documentation)

### General Information

Date your State of Maine Day Care License was approved: N/A - list Attached  
(Attach a copy of License or DHHS pre-approval checklist)

Has the site been inspected by the State Fire Marshal's Office and approved?

*\*Blatt Cyr came. I have not received the work up on that as of yet.*

Yes  No  
(Attach Documentation)

Has the site been inspected by the Maine Department of Health & Human Services and approved?

Yes  No  
(Attach Documentation)

**Structure & Site Plan Details**

Does the building have a Carbon Monoxide Detector?

Yes  No

Does the building have a smoke detector?

Yes  No

Is the garage attached to the house/building? *n/a*

Yes  No

If yes, is there a minimal of 1/2" sheet rock fire-rated wall between the garage and house/building?

Yes  No

Do you have a basement?

Yes  No

Will the basement be accessible to children?

Yes  No

If yes, are there graspable handrails and guardrails on the staircase?

Yes  No

The outdoor play area shall not be located near hazardous areas (such as streets, open wells, open water) unless protected by fencing?

Do you have fencing around the outdoor play area?

Yes  No

If yes, how tall and what type? *Chain link fencing. 4 1/2 feet tall*

The fencing must be a minimum of four (4) feet high.

Subsurface Waste Water Disposal System – No person may expand the use of a structure using a private subsurface waste water disposal system until documentation is provided to the municipal officers and a notice of the documentation is recorded in the appropriate agency of deeds that, in the event of a future malfunction of the system, the disposal system can be replaced and enlarged to comply with the rules adopted under

Title 22 M.R.S. § 42, and any municipal ordinances governing subsurface waste water disposal systems, No requirements of these rules and ordinances may be waived for an expanded structure.

Have you provided documentation showing that the current disposal system can be replaced and enlarged?

Yes  No

Do you have an outdoor lighting system to support egress/ingress?

Yes  No

**Plan Review Criteria Checklist**

Once a completed application is received the application will be scheduled for the next available Planning Board meeting.

1. \_\_\_\_\_ Name and address of the owner of record and applicant (if different).
2. \_\_\_\_\_ Name of the proposed development and location.
3. \_\_\_\_\_ A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest to operate a daycare in the property on the part of the applicant..
4. **Plans to show the following elements for review:**
  - \_\_\_\_\_ a. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.
  - \_\_\_\_\_ b. 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.
  - \_\_\_\_\_ 3. Location of outdoor play areas, fences, exterior lighting, signage and accessory structures.

**To the best of my knowledge, all of the information submitted in this application is true and correct.**

Signature of Applicant:  Date: 5/26/2015

**Planning Board Requirements Checklist**

- \_\_\_\_\_ The home occupation shall only employ residents of the dwelling unit.
- \_\_\_\_\_ The home occupation shall be carried on entirely within the principle or accessory structure.
- \_\_\_\_\_ The home occupation shall not occupy more than 50% of the total floor area of the principle dwelling structure. Accessory structures used for the home occupation may use up to 100%.
- \_\_\_\_\_ No client or customer shall be allowed on any floor other than the first floor ground level unless the structure is protected throughout with a State Fire Marshal approved sprinkler system.
- \_\_\_\_\_ Objectionable noise, vibrations, smoke, dust, electrical disturbance, odors, heat, glare or other nuisances are not permitted.

Day Care Application for: \_\_\_\_\_

Address: \_\_\_\_\_

**Approved by the Caribou Planning Board**

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

Signed:

\_\_\_\_\_  
Chairman, Caribou Planning Board

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Conditions of Approval:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bethany Callinan  
 215-0884  
 bethany.callinan@maine.gov

Initial

**FAMILY CHILD CARE PROVIDER ASSESSMENT CRITERIA**

New: \_\_\_\_\_ Renewal: \_\_\_\_\_ Certificate # 686064

Provider: Breanne Truoper Phone No: 227-3427

Address: 33 Hardison Ave. Caribou, ME 04736

Application Date: 4/21/15 Expiration Date: \_\_\_\_\_ No. of Children: wants to be licensed for 8

Capacity Applied for or Approved: Le 1, like 8 Ages of Children: 6 wks - 12 yrs.  
 Hours of operation: 6:30 - 5pm

Public Water:  Private Water: \_\_\_\_\_ Date Test type: \_\_\_\_\_ O.K. (y) (n)

Fire Inspection. Date Requested: 4/28/15 Date Received: \_\_\_\_\_ O.K. (y) (n)

Background Check Releases Received: \_\_\_\_\_

References: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Date Building Built: \_\_\_\_\_ Last Lead Status/Score: \_\_\_\_\_ Town Permit/Zoning Approval: June 3 meeting

Directions: \_\_\_\_\_

Last Inspection: \_\_\_\_\_

<u>Met</u>	<u>Not Met</u>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certificate; Fire Drill Procedure Posted <u>husband made, is laminating today.</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other required postings (lead, conditional license, other) <u>N/A</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rules available _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Daily attendance kept <u>will keep</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Appropriate Staff/Child ratios <u>Review on depth.</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff age (16 or older) <u>Megan white - incidental</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	First Aid Kit and Manual: <u>obtain</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Storage of medications, cleaning supplies, toxic substances, matches, lighters, power-tools, and dangerous items _____

Usable indoor space; floor plan Need to get # from SFM.

Heating, Lighting, Ventilation Pellet stove and oil  
Pellet stove needs to be on in the winter.

General Cleanliness of premises, equipment, toys \_\_\_\_\_

Stairs enclosed and/or protected \_\_\_\_\_

Electrical outlets protected \_\_\_\_\_

General condition of the home and surrounding premises \_\_\_\_\_

Rest time and space; outdoor time; television time limit Please make outdoor  $2\frac{1}{2}$  per  
day weather permitting.

Mats, cots, cribs, beds It's pack and play

Variety and appropriate toys/equipment \_\_\_\_\_

Extra clothing and diapers \_\_\_\_\_

Toilet facilities: Paper products, bathroom step, tooth Hot water temp, hand washing \_\_\_\_\_

Weapons, ammunition, etc. None

Smoking is prohibited None

Strings and cords not accessible \_\_\_\_\_

Kitchen facilities, clean surfaces, refriger/ freezer, paper products, hand washing \_\_\_\_\_

Meals and snacks Plans to enroll in food program ACAP  
or Horizon 3.

Outdoor play: space, equipment, toys, pool, fencing, Shock absorbing materials \_\_\_\_\_

Complies w/ Rights for Children It's reviewed

Child Guidance Redirection, time out last resort. one  
min out per day.

Supervision Sign/sound at all times.

Admission Policy Discussed what needs to be in contract

Met Not Met

Confidentiality Reviewed

Child's records, (immunization, medication & incident/accident, permissions)

Telephone, DHHS number available

Records retained for at least 6 months

Staff, Provider Training/Orientation (12 hours), First Aid/CPR training will need 6 more hours by end of year getting started with this complete

Reporting requirements (self, staff, mandated reporting) 1-800-932-1779

Vehicle requirements, car/booster seats May transport, want over need for with a permission

Fire safety drills done monthly, documented and kept for 1 yr. will document monthly

Animals Do: Dilie Exp: 3/14/16

**INFANT/TODDLER CARE**

Choking hazards

Individual sleeping and waking patterns followed

Crib or playpen for under 18 months old

Napping/Resting: infants on backs

Infant's position changed each 1/2 hour awake

Feeding: held for bottle feeding; correct prep., safety, sanitation

Diapering: disinfect mat; separate covered container not near food Needs (recipital for diaper)

Hand washing after diaper change Reviewed

Toilet training work w/ parents

**SWIMMING/WADING ACTIVITIES**

Met Not Met

No plans to use sprinkler.

There is a pool on premises.

Water depth: \_\_\_\_\_

Not

- NA Written authorization for swimming/high risk activities \_\_\_\_\_
- \_\_\_\_\_ Policies and procedures for swimming/wading activities \_\_\_\_\_
- \_\_\_\_\_ Staff and children are familiar with swimming/wading rules and emergency procedures \_\_\_\_\_
- \_\_\_\_\_ Children participate in basic water safety instruction prior to entering water \_\_\_\_\_
- \_\_\_\_\_ Water Safety checklists are completed for pool activities \_\_\_\_\_
- \_\_\_\_\_ Water safety attendant with current certification/training at waterfront/pool, staff are in water with children \_\_\_\_\_
- \_\_\_\_\_ Non swimmers are visually identifiable and using approved flotation devices. \_\_\_\_\_
- \_\_\_\_\_ Provider is trained in water safety \_\_\_\_\_
- \_\_\_\_\_ Pool water has sufficient clarity to see the bottom \_\_\_\_\_
- \_\_\_\_\_ Swimming pool is inaccessible when not in use. 4 foot fence with a locked gate for in-ground pools, 4 foot sidewalls for above-ground pools \_\_\_\_\_
- \_\_\_\_\_ Emergency telephone is located in pool area \_\_\_\_\_

**SUMMARY AND COMMENTS**

**Steps to be certified.**

- 1. Obtain town approval. - Appx June 3.
- 2 Satisfactory fire Marshal Report
- 3 Obtain Permit
- 4 Turn hot water in bathroom to 120 or below

**Other comments:**

- 5. Blind cards need to be up and electrical cards protected
- 6 Obtain thermostat for refrigerator freezer.
- 7. Develop Contract
- 8. Obtain covered lined container for diapers
- 9 Place shock absorbing material under toddlers, foot wall, monkey bars and swings.
- 10. Post fire drill procedures
- 11. Touch up trim work

**Certification violations and plans for corrections**

**Section** Not met as evidenced by:

**Correction Plan:**

**Commendations:**

**Licensors:**

*Becky [Signature]*

**Date:**

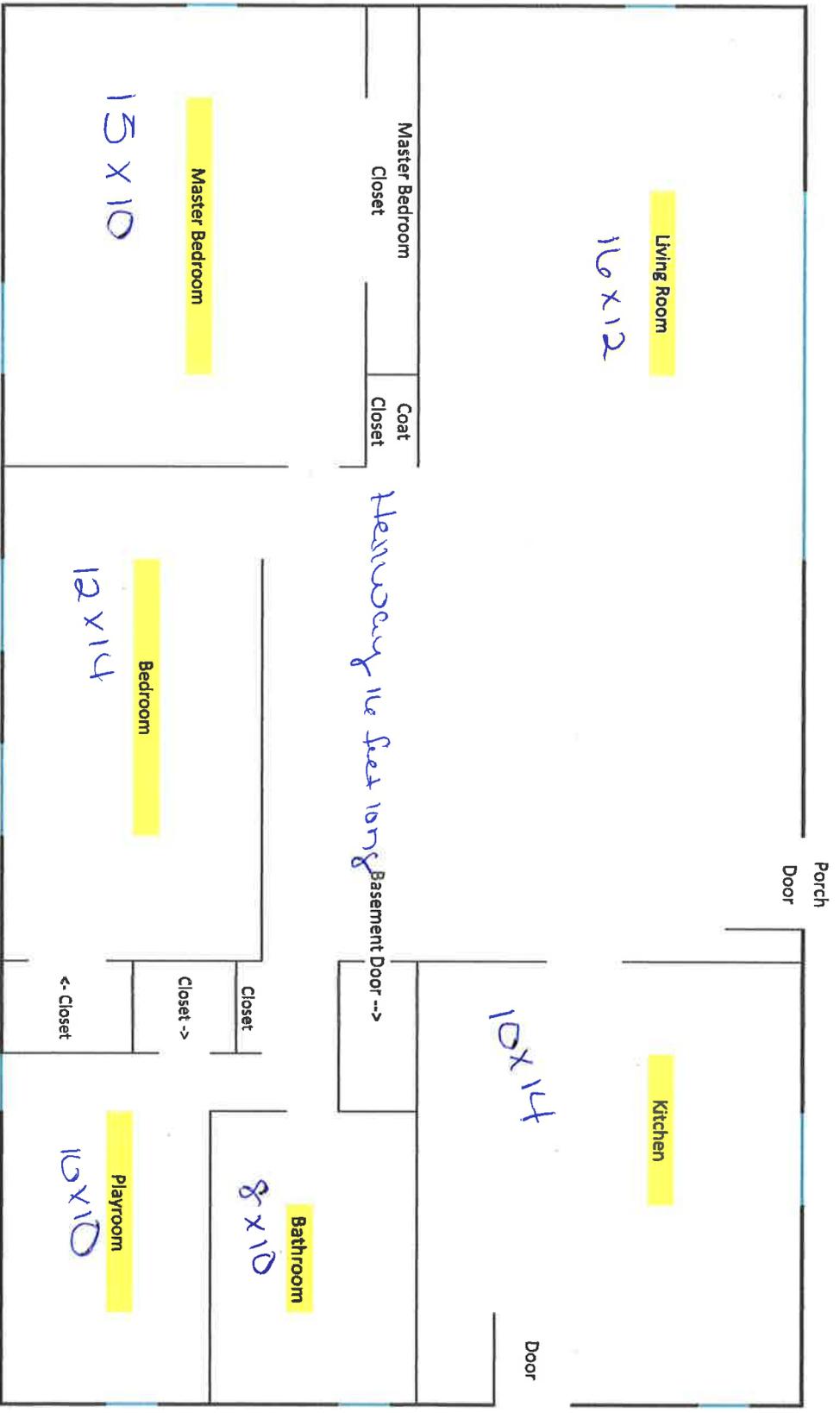
*5/24/15*

**Provider:**

*[Signature]*

**Date:**

*5/26/15*



D  
E  
C  
K

5/27/2015

My driveway is 20x20. you can fit 4 cars in it. Only after 5pm will there be 2 vehicles in the yard. Emergency vehicles have no problems getting in and out of my driveway.

I have .25 acres of land behind my house. we have a small 10x16 shed, that remains locked when our outdoor tools and chemicals in it. Our yard is enclosed by a 4 1/2 foot chain linked fence. Access to the yard is by the porch. Both entrance/exits are gated. We have a swingset that sits about 35 feet away from the house. The swingset is surrounded by 3/8 inch thick rubber scot mats. The yard is fairly big for in town, it is properly enclosed and was passed by DHS and the fire marshell.



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Chairman and Planning Board Members  
From: Austin Bless, City Manager  
Date: June 3, 2015  
Re: Chapter 13 Re-Write

Here is the proposed new definitions language. The main differences are moving RC-2 to Mixed Use (MU) and removing one Industrial District. It also creates an Airport district.

**MU - Mixed Use District.**

The Mixed Use District is intended for residential and commercial uses to which the public requires free and easy access. The lot size requirements are larger than other commercial Districts, since the area may not be serviced by public sewer, and the setback requirements are greater, because both uses can be in the same district. Most Mixed Use Districts are expected to be along major traveled roads (for example US Route 1, State Highways 89, 161, or 228).

**LI - Light Industrial District.**

The Light District is to provide land which is conveniently located with respect to transportation and municipal services and where other conditions are favorable to the development of industry and which at the same time is so located as to prevent undesirable conflict with residential and business uses.

**HI - Heavy Industrial District.**

The Heavy Industrial District is to provide land which is conveniently located to transportation facilities for business activities which require extensive land area, but do not require close proximity to residential and commercial areas of the community and to promote such land use in the community while at the same time locating such activity as to prevent undesirable conflict with residential and business uses and reduce traffic congestion in these areas.

**Airport District**

The Airport District is to provide land to be utilized for aircraft landing and take offs as well as commercial uses that serve to increase the traffic at the airport. A planned airport community would be an allowable use in the airport district with planning board approval.

As part of the Land Use Table in District Regulations the Planning Board should consider adding medical marijuana growing facilities. This is a topic that has come up in the past, and we will likely face again. We already regulate where medical marijuana dispensaries can go. I would recommend the growing facilities be allowed in the same zones as the dispensaries.

I do want the Planning Board to consider whether or not we want medical marijuana dispensaries and growing facilities in the C-1 zone. The C-1 is the heart of our downtown and where we are actively trying to revitalize. I would ask the Board to consider not allowing either medical marijuana operation in the C-1 zone.

The C-1 Zone has no set back requirements. Most of the buildings here have been here for decades and some (on Sweden Street) share a common wall. The C-2 District encompasses High Street and Bennett Drive, and also some areas along South Main Street.

This prompts the question in my mind of whether or not the City wants to regulate where some businesses go in the C-2 District. Staying with the medical marijuana topic would we want that type of facility to be allowed across from the High School, on Bennett Drive, or on South Main Street? If the Board thought it might fit on South Main Street we may want to consider a third commercial district. We could keep C-1 and C-2 districts for Sweden, High, and Bennett, but create a third one for Main Street and other commercial areas.

While we certainly do not want to create a zoning code that is overly complex, zoning is the only way we can regulate certain functions and businesses. This is certainly a struggle for every community across the nation.

I would ask the Planning Board to give thought to where to allow locating of Medical Marijuana, Cultivation facilities Casinos and Boarding Houses.



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Chairman and Planning Board Members  
From: Austin Bless, City Manager  
Date: June 3, 2015  
Re: July Planning Board Meeting

It appears that we will have at least 2 board members gone for our regularly schedule July Planning Board meeting. With being down one member it seems likely we may not be able to have a quorum. I would recommend that we cancel the July meeting and if we need to have a special meeting to discuss and/or approve something we can call one when necessary.