



## *City of Caribou, Maine*

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### **Caribou Planning Board Meeting Minutes Wednesday, June 4, 2014 @ 5:30 pm City Council Chambers**

**In Attendance:** Jim Cerrato, Bob White, Grahm Freme, Todd Pelletier and Philip McDonough III

**Members Absent:** Phil Cyr and Matthew Hunter

**Others in Attendance:** Tony Mazzucco Assistant City Manager, Julie Daigle Power of Prevention, Paige Cole, Philip McDonough II and Denise Lausier

- I. Call Meeting to Order** - The meeting was called to order at 5:30 pm.
- II. Minutes of May 7, 2014 Meeting** – Bob White moved to approve the minutes as presented with an amendment stating that Todd Pelletier “commented”, he didn’t question, that the City of Caribou needs to go by MUBEC standards; seconded by Philip McDonough III; Vote was unanimous.
- III. Public Input** – Julie Daigle from Power of Prevention was present to speak on Complete Streets language in the Comprehensive Plan and to ask the Board to consider all users when making a road. Tony Mazzucco asked Julie to email him some bullet points and language to add.
- IV. New Business** –
  - A) Daycare Application** – Tony Mazzucco explained that a site visit was conducted, the lifesaving check was in compliance and all cleared with the State Fire Marshal’s Office. There is a deck on the home that would meet code for an outdoor play area if they put up a gate and Tony suggested that it could be used as their play area until the yard is fenced in. Scott Susi, Fire Chief and Tony Mazzucco measured and it met requirements size wise. Tony Mazzucco recommended approving the application. Paige Cole stated that Bethany, the Child Care Licensor from the State has given her a checklist of requirements she needs to meet in order to get her license and the last thing she needs is a letter of approval from the City to obtain her license. She has a target date of June 23<sup>rd</sup> for opening of her daycare, Cole’s Creative Child Care. The only sign to the daycare is at the entrance, which is separate from the home.  
The Board reviewed the application checklist. Tony Mazzucco commented on some of the criteria:
    - E. Pedestrian Circulation – no problems with that
    - F. Site Condition – 2011 home, good clean property
    - G. Open Space – good open space
    - H. Sanitary Sewage & I. Water – in conformance with State
    - J. Emergency Vehicle Access – Chief Susi had no concerns

- K. Waste Disposal – no trash evidence
- L. Buffering – well buffered from neighbors (Tony stated there is only one neighbor and they were notified of the application)
- M. Natural Areas – N/A – it's in a rural zone
- N. Exterior Lighting – adequate

Bob White moved that M and O-Z on the checklist be marked N/A; seconded by Todd Pelletier; Vote was unanimous.

Todd Pelletier moved that A-L and N on the checklist be marked Yes; Vote was unanimous.

Tony Mazucco recommended the Board approve the application with the condition that if the deck be used as an outdoor play area, it needs to be gated, if the yard be used as the outdoor play area, it needs to be fenced in. Bob White moved to approve the application with the condition that the outdoor play area is fenced in, seconded by Todd Pelletier; Vote was unanimous.

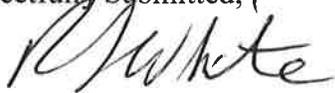
**B) Review Nuisance Property Ordinance progress** – Tony Mazucco said the next step is a workshop with property owners, perhaps in August. Jim Cerrato questioned sending out a mailing to absentee landlords about the workshop. Tony stated that the Section 8 landlord listing was used last time they did a mailing and that the City doesn't have a registry of landlords. The Board discussed duly authorized agents and the need to have notarized documentation from landlords. They also discussed the appeal process and how it makes for good due process.

**C) Comprehensive Plan Update** – Tony Mazucco explained the status of the Comp Plan, it will have a completed narrative section for each chapter, policies and strategies that the State requires in there, may have a checklist from the State to go over, policies and strategies that the Board would like in the Comp Plan based on the work that's been done the past year and a half and the discussions with the community, as well as implementation of punch list items and who is responsible for them. Then, it will be polished up as a pre-draft and will have one more session with the public to see what other things need to be added. From there, it will be submitted for comments from NMDC and the State. The process is taking a little longer than expected, but is moving towards a conclusion. Currently, there is about 85-90 pages, not including maps and a couple of chapters.

Tony Mazucco gave an update on work in Code Enforcement. The City Council ordered a nuisance at Lazy Acres Trailer Park to be abated. The owner said he had no intention of doing any more at the property. Lazy Acres has had a long history of land use and environmental violations and concerns. The City will be closing down the trailer park.

**V. Adjournment** – Todd Pelletier moved to adjourn the meeting at 6:00 pm; seconded by Graham Freme; Vote was unanimous.

Respectfully Submitted, r



Robert White  
Planning Board Secretary