



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 Thursday, May 11, 2017 @ 5:30 pm City Council Chambers

Members Present: Phil Cyr, Michele Smith, Robert White, Todd Pelletier, Philip McDonough III and Matt Hunter

Members Absent: Evan Graves

Others Present: Steve Wentworth – Planning Board Advisor, Penny Thompson – Tax Assessor, Kip Griffin – Griffin’s Auto, Mark Bouchard – RSU 39, Alan Kuhnholm – PDT Architects, Chelsea Lipham – PDT Architects, Suzanne Morin – PDT Architects, Steve Bushey – Stantec, Milo Haney, Tim Roix – BRSA, Elvin Thomas, Chris Gura, Ryan Ellsworth – Manager CFCU, John Morrill – Custom Car Wash, Elvin Thomas.

I. Call to Order.

Phil Cyr called the meeting to order at 5:30 pm.

II. Approval of April 5, 2017 Planning Board Minutes

Motion by Todd Pelletier to approve; seconded by Philip McDonough III. Motion carried with all in favor.

III. Public Hearings

- 1) **Site Design Application to become an Auto Recycler – Kip Griffin, 960 Access Highway.** Chairman Phil Cyr opened the Public Hearing at 5:31 pm. With no comments, the Public Hearing was closed at 5:32 pm. Kip Griffin was in attendance and answered a few questions. The location has been reviewed by the Caribou Fire Chief. It does not require review by the State Fire Marshal. The Board reviewed the Site Design Review Criteria. Matthew Hunter moved to approve the application for Kip Griffin to become an Auto Recycler at 960 Access Highway; seconded by Todd Pelletier. Motion carried with all in favor.
- 2) **Consider a zoning change along Access Highway from Otter Street to Madawaska River from the RC-2 Zone to the R-3 Zone.** Chairman Phil Cyr gave an overview. This began with a request from Josh Nadeau to change the zone for a lot on the Access Highway to allow an installation of a mobile home. Upon review of this area, Steve Wentworth stated that this area is predominately mobile homes and he recommended this area along the Access Highway be considered to re-zone from an RC-2 to an R-3 to allow the installation of mobile homes. The Public Hearing was opened at 5:44 pm. With no comments, the Public Hearing was closed at 5:44 pm. Todd Pelletier moved to

recommend to the City Council to change the RC-2 Zone along the Access Highway to an R-3 Zone; seconded by Matthew Hunter. Motion carried with all in favor.

- 3) **Site Design Application for RSU 39 Central Office Building, 69 Glenn Street.** The Public Hearing was opened at 5:45 pm. Ryan Ellsworth, Manager of County Federal Credit Union stated that as an abutting property owner, it is fine as long as it does not interfere with ongoing operations. With no other comments, the Public Hearing was closed at 5:46 pm. Steve Wentworth clarified that the portion of review for the Planning Board is the parking lot only. If more than ten spaces are added, it needs Site Design Review by the Planning Board. The office building itself, requires only a building permit and Code Enforcement approval. This hearing is for Concept Review. Alan Kuhnholm from PDT Architects was present to answer questions and offered a presentation. The Board felt a presentation on the building was not necessary at this time. They already had the information they needed on the parking lot. The Board reviewed the Site Design Review Criteria. With everything in order, Robert White moved to schedule a Final Review of the Site Design Application at the next meeting of the Caribou Planning Board; seconded by Matthew Hunter. Motion carried with all in favor.
- 4) **Site Design Application from Rosenberg Real Estate LLC for parking lot development at Skyway Plaza.** Tim Roix from BRSA was present and spoke on behalf of Daniel Rosenberg. Mr. Rosenberg is trying to be proactive. He wants to have lots available for future development. The Public Hearing was opened at 5:59 pm. John Morrill, owner of Custom Car Wash spoke on his concerns as an abutting property owner. Runoff from Skyway Plaza adversely impacts his business with a huge amount of water and debris. Mr. Morrill wants to make sure this issue is taken care of. Mr. Morrill is pro-development, but just wants to make sure it is done correctly. Tim Roix showed and explained the plans for the parking lot which includes curbing, catch basins, islands and underdrain soil filter that should take care of this issue. The Public Hearing was closed at 6:07 pm. The Board reviewed the Site Design Review Criteria as a Concept Plan Review. With everything in order, Matthew Hunter moved to schedule a public hearing for Final Plan Review at the next meeting of the Caribou Planning Board; seconded by Todd Pelletier. Motion carried with all in favor.

IV. New Business

- 1) **Preliminary Review of a re-division of a subdivision at Skyway Plaza.** Chairman Phil Cyr opened the Public Hearing at 6:14 pm. With no comments, the Public Hearing was closed at 6:15 pm. Steve Wentworth stated that State Statute requires review and approval for re-division of an existing subdivision and needs to be recorded at the Registry of Deeds. Lot #2 is being re-divided into lots 4, 5 and 6. Tim Roix from BRSA stated that many developers want to own their own lots. The Board reviewed the Preliminary Plan Review Criteria as well as the Final Plan Review Criteria. With everything in order, Matthew Hunter moved to schedule a public hearing at the next Planning Board meeting; seconded by Michele Smith. Motioned carried with all in favor.

V. Other Business

- 1) **Request for re-zone of a portion of Skyway Plaza property along Solman Street from Residential to Commercial.** Matthew Hunter moved to send this item to City Council. Steve Wentworth recommended the Board hold a public hearing on this item. Mr. Wentworth stated this was originally a Commercial 3 Zone all the way to Solman Street, which allowed for strip malls, big box stores and large parking areas. Nothing has been developed since then. This parcel #3 went from

Commercial 3 to Commercial 2, when the Commercial 3 was eliminated. Then upon request, parcel #3 went to Residential 2 to allow multi-family dwellings. Mr. Wentworth stated that staff will send out notices to the residential homes along Solman Street to notify them of the public hearing. Matthew Hunter rescinded his original motion and moved to schedule a public hearing at the next Planning Board meeting; seconded by Robert White. Motion carried with all in favor.

- 2) **Agricultural Pesticide Storage Business at 33 Aldrich Drive.** This item is not coming to the Planning Board. Steve Wentworth stated that he told the applicant that the Planning Board and the City Attorney viewed herbicides and pesticides as being no different than furniture being stored. It is considered a warehouse, so it doesn't matter the item being warehoused. This does not need to come back to the Planning Board.
- 3) **Schedule a workshop to continue re-write of Chapter 13, focus being land use table and zoning map.** Workshop was scheduled for Thursday, May 25 at 5:30 pm in City Council Chambers.

Elvin Thomas was present to speak on behalf of his sister and daughter. His sister has a lot at 272 Main Street. There was a mobile home on it when she purchased it, then she bought the house next door and moved in there. Her daughter currently lives in a mobile home park and they would like to move her out of the park to a safer place. They would like to place her mobile home on this lot. It is now zoned commercial, which does not allow for this. This area is primarily all residential. Board discussion on this area, the mixed use zone and the current work they are doing on updating the zoning map. They invited Mr. Thomas to the upcoming Planning Board workshop.

Philip McDonough III expressed some concerns regarding process and procedures.

VI. New Communications

None

VII. Adjournment

Meeting adjourned at 6:49 pm.

Respectfully Submitted,



Robert White
Planning Board Secretary

RW/dl