



City of Caribou, Maine

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Caribou Planning Board Meeting Minutes Wednesday, May 4, 2016 @ 5:30 pm City Council Chambers

In Attendance: Phil Cyr, Robert White, Michele Smith, Evan Graves, Philip McDonough III and Todd Pelletier

Members Absent: Matthew Hunter

Others in Attendance: Jim Chandler –Assistant City Manager & Code Enforcement Officer, 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. April 6, 2016 Regular Meeting** – Todd Pelletier moved to approve the minutes as presented; seconded by Evan Graves. Vote was unanimous.
- III. New Business** –
 - a. Griffin Used Automobile Site Design – Concept Review** – Jim Chandler stated this use is in the R-3 Zone and requires Planning Board approval. The applicant was not present. After review, the Board decided the application was insufficient for Concept Review. Philip McDonough III moved to table the application until June pending more information from the applicant and discussion with Jim Chandler; seconded by Bob White. Vote was unanimous.
 - b. Goughan’s Berry Farm – Discussion of RV Park Regulations** – Gloria and Mark Goughan submitted a letter, partial site design application and a map to explain the business plan they have been considering to develop a 10 site recreational vehicle park on their farm at 875 Fort Fairfield Road. They would like it to be seen from the road, have a view of the valley and Aroostook River as well as the farm they have developed, but current city code requires it be screened in. They are requesting to discuss if there are options to meet the city requirements, but also meet their requirements of their long range plans. The Goughans were not in attendance. After lengthy Board discussion, the Board believes this issue will be resolved in the work they are doing on the Chapter 13 re-write. They are going to adopt the state standards on campgrounds, which does not require screening in of campgrounds. Jim Chandler is to contact the applicant and let them know of the re-write and the plan to adopt the state standards.
- IV. Old Business** –
 - a. Chapter 13 Summary Discussion of Revision Process**
 - i. Process for Final Review and Adoption Timeline** – Jim Chandler gave the Board a timeline and proposed process for final review. He will put together a draft for the Board to review.

- V. **Other Business** – The Board will tentatively plan to meet on July 6, 2016 for a regular meeting just for business items.

Evan Graves brought up the condition of the city sidewalks and if there is something that can be done to improve the sidewalks and the walkability of them. After Board discussion, they decided to draft a letter to the City Council as a recommendation to look at the sidewalks in the city in line with the vision in the Comprehensive Plan.

Chairman Phil Cyr thanked Steve Wentworth for attending the meetings and for offering his knowledge to the Board.

- VI. **Adjournment** – Philip McDonough III moved to adjourn the meeting at 6:05 pm; seconded by Evan Graves. Vote was unanimous.

Respectfully Submitted, ~



Robert White
Planning Board Secretary

RW/dl