



*City of Caribou, Maine*

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

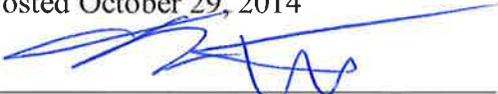
**CARIBOU PLANNING BOARD  
Wednesday, November 5, 2014  
5:30 PM-Council Chambers**

---

**AGENDA**

- I. Call Meeting to Order**
- II. Public Input**
- III. Minutes of September 3, 2014 Meeting**
- IV. New Business**
  - A) Grant Application for Recreational Trails Project
  - B) Grant Application for Outdoor Pool Project
  - C) Public Hearing for a Site Design Application
  - D) Update on Nuisance Ordinance
  - E) Update on Mobile Home Park Committee
  - F) Comprehensive Plan Update
  - G) Discussion of New Zoning and Land Use Regulations
- V. Adjournment**

Posted October 29, 2014



---

Tony Mazzucco, Assistant City Manager



## *City of Caribou, Maine*

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

### **Caribou Planning Board Meeting Minutes Wednesday, September 3, 2014 @ 5:30 pm City Council Chambers**

**In Attendance:** Phil Cyr, Graham Freme, Todd Pelletier and Matthew Hunter

**Members Absent:** Bob White, Jim Cerrato and Philip McDonough III

**Others in Attendance:** Tony Mazzucco Assistant City Manager, Julie Daigle from Power of Prevention and Denise Lausier

- I. Call Meeting to Order** - The meeting was called to order at 5:30 pm.
- II. Minutes of August 6, 2014 Meeting** – Todd Pelletier moved to approve the minutes as presented; seconded by Graham Freme; Vote was unanimous.
- III. New Business** –
  - A) Nuisance Property Ordinance Public Hearing Scheduling** – Tony Mazzucco stated that he is waiting on legal review of the Nuisance Ordinance. After discussion, Todd Pelletier moved to schedule a Public Hearing at the next regularly scheduled meeting as soon as legal review is complete; seconded by Matthew Hunter; Vote was unanimous.
  - B) Comprehensive Plan Review** – Julie Daigle from Power of Prevention was present to inquire about the Complete Streets Policy being included in the Comprehensive Plan. Tony Mazzucco stated that it has been included. The Board completed the review of the Comprehensive Plan. Tony Mazzucco will make the changes needed, include the maps when received, take the information from the Public Goal Setting Session and put that all together to submit to the State, hopefully by the end of the month.
- IV. Adjournment** – Todd Pelletier moved to adjourn the meeting at 6:06 pm; seconded by Graham Freme; Vote was unanimous.

Respectfully Submitted,

Phil Cyr  
Planning Board Chairman

**CARIBOU PARKS & RECREATION DEPARTMENT  
55 BENNETT DR.  
CARIBOU, ME. 04736  
207-493-4224  
207-493-4225 Fax**

**MEMO**

**TO: Mr. Phil Cyr  
CC: Caribou Planning Board  
FROM: Gary Marquis  
RE: Recreational Trails Grant  
DATE: October 30, 2014**

Since the 1990's, the City of Caribou has worked diligently to develop an interconnected network of trails to benefit the residents and businesses in and around Caribou. In 2004 Kent Associates was contracted by the City to work with residents, businesses and city staff to develop a trails plan to meet four basic needs:

- Improving connectivity and access
- Meeting multiple user group needs
- Addressing landowner concerns
- Enhancing economic development potential associated with recreational trails

During the process, Kent Associates completed an assessment of existing and potential trails; mapped existing trails and delineated proposed connections and links; worked closely with a Trails Advisory Committee made up of a variety of users; and held public hearings to garner input from residents and interest groups. In the end, the City was able to develop a comprehensive, long term trails development plan that has been a working tool since its completion.

Since the plan was approved Parks and Recreation officials and City officials have worked on certain components of the plan along with interested parties. At this juncture, we are currently working on writing the grant for Segment B1 and D of the plan identified as the Riverfront Multiuse Trail and the West Side Riverfront Connector.

The sections identified were developed between 2008 and 2009 but only for all terrain vehicles and are commonly referred to as the Lagasse Trail North and South. The trail was developed and funded by the ATV Grants In Aid Program. The trail begins off the old Aroostook Valley Railroad off outer York St., moves along York St for a ways then follows the powerline east from York St. along the edge of the Jacobs Apartments, through Big Cheese Pizza where it crosses South Main St. The trail then proceeds east utilizing a section of Armco Ave then continues down under US Rt 1 to Lower Lyndon St. At this intersection the trail moves along Lyndon St to the Lyndon St Boat Launch where a removable wharf provides seasonal access across Caribou Stream. The trail then accesses Water St to Broadway to Limestone St then crosses the railroad tracks and travels parallel to US Rt 1 and Rt 89. It currently utilizes the old railroad bridge over Rt 89 and continues to the existing Bangor Aroostook Trail adjacent to the Otter St Park and Ride.

When combined with the cross town connector, it provides local residents with an 11.3 mile loop trail within the City with varying terrain and access to the Aroostook River, Caribou Stream and hundreds of

**miles of rail-trail without having to travel busy roadways. The primary goal of the grant application would be to enhance the trail for bicycle and pedestrian traffic thus developing a cohesive system of multiuse trails in and around the City itself for locals and visitors to utilize.**

**The grant is a matching grant and the City would be required to match 20% of the cost. The 20% match would be comprised of both cash and in kind labor. Prospective funding components would include G-365-03 Land Acquisition/Easements; G-1-365-04 Rails To Trails Program; G-365-13 Recreation Collins Pond Ext. and TIF Funds. The grant is comprehensive and will take a several months to prepare for a November 14, 2014 submittal. Once submitted it would go through a grant review with notification coming in February or March of 2015 and work commencing in the spring of that year should the application be successful.**

**We are anticipating receiving estimates prior to the council meeting.**

**Monday, September 8, Parks and Recreation staff will make a presentation to the City Council about this project. We hope the City Council will look favorably upon this request.**

## MEMO

**TO:** Mr. Phil Cyr  
**CC:** Caribou Planning Board  
**FROM:** Gary Marquis  
**RE:** Caribou Community Swimming Pool  
**DATE:** 10-30-2014

The Caribou Community Pool opened in the summer of 1959. It was constructed by the Caribou Public Works Department with assistance from some local contractors and was then Public Works Director Charlie Huston's first project as Director.

There were surface repairs over the years with the last major repair completed in 1993. That project patched cracks in the pool surface and leaks at the main drain; included installation of a small circulation pump with a basket strainer; and added an addition to the existing bathhouse and upgraded plumbing. Fortunately at that time the type of repairs proposed did not require review by the Dept of Human Services Division of Health Engineering as it was covered under Section 2663 of Title 22 MRSA which would allow continued use, maintenance and repair of a non-conforming pool constructed prior to 1985.

During the summer of 2013, 20 years later, the pool was losing an estimated 1500 gallons of water per day. That fact combined with diminishing user volume forced closure of the pool for 2014 with the intent that estimates would be gathered for probable repairs for the City Council to review.

This spring, Department officials contacted several commercial pool renovation companies, one of which came to Caribou to assess the facility and provide a probable solution. Brock Commercial Pool Equipment provided an estimate to repairs cracks, remove existing plumbing and install new plumbing and line the pool with a PVC membrane system. This proposed repair was submitted to the Maine DHS Health Engineering Division for review. Based on their experience, Brock submitted a second estimate in anticipation of the State indicating that the project represented substantial change and would thus not be grandfathered as it was in 1993. That estimate contained the original figures plus installation of a complete circulation and filtration system for a combined total of \$685,882.63.

Department officials also contact Lane Construction who had completed the repairs in 1993 and asked them to assess the pool and deck areas and provide an estimate for repairs. Their estimate came in at \$66,105 and would include removing all colored surface areas, grinding the surface, pave prep with miraffi roll, patching existing cracks and repaving the area inside the fence. The estimate did not include painting the surface which would represent an additional \$5000-7000.

Since the last meeting with the council in July, the recreation department has been working with Brock Commercial pool company to design a splash pad and smaller sized pool to allow for swimming lessons. The intent is to build within the existing envelope of the current facility. With this being said department personnel has been working on writing a grant for \$100,000 through the Land and Water Conservation Fund.

Also the department has been approached by a local charitable organization and they have committed to donate \$75,000 to this project. Also the department has currently in pool reserves \$40,655, with the anticipation of another \$29,000 to be put into this account through CIP program. The city manager is

**currently working on writing a grant through Machias Savings Bank in the amount of \$10,000. With this being said if everything falls into place we are looking at securing funding in the amount of \$254,655.**

**Again, this is purely suggestive and the estimates have been gathered to provide the City Council with information to help make a decision about the future of the outdoor facility only at this time. So what I am asking of the council is to allow the recreation department the ability to continue to apply for the Land and Water Conservation Fund grant.**

**Thank you for your time**



## Site Design Application

Planning Board  
City of Caribou  
25 High St.  
Caribou, Maine 04736

Attn: Tony Mazzucco, Asst. City Manager  
(207) 493-3324 X 224

**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 plus \$10.00 per 2000 square feet of total gross floor area for commercial, industrial or other non residential applications.

**Please print or type all information**

Name of Property Owner / Developer: HENRY T. BURGESS  
Development Name: HENRY T BURGESS  
Location of Property (Street Locations): 668 MIAN ST  
City of Caribou Tax Map: 31 Lot: \*269 Zone: C-2

### Site Design 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. The review of your application shall consist of at least (2) two presentations to the Planning Board and possibly additional presentations until all required information has been provided. A "Performance Bond" may be required prior to approval of this project.

**Applicant Information**

Please provide a brief description of this project.

CONVERT to 2 family

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

HENRY T. BURESS  
668 MIAMI ST.

Phone: 207-540-3313

P.O. BOX 283 CARIBOU ME 04730

E-mail: \_\_\_\_\_

If applicant is a corporation, check if licensed in Maine ( ) Yes ( ) No  
(Attach copy of Secretary of State Registration)

Name of Land Surveyor, Engineer, Architect or other Design Professionals. (attach list if needed)

\_\_\_\_\_  
Phone: \_\_\_\_\_

\_\_\_\_\_  
Phone: \_\_\_\_\_

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**

Aroostook County Registry Deeds: Book # \_\_\_\_\_ Page # \_\_\_\_\_ (attach copy of deed)

What interest does the applicant have in any abutting property? NONE TO THE REST OWN ON ON THE RIGHT

Is any portion of the property within 250 feet of the normal high water line of a lake, pond, river, or wetland or within 75 feet of any stream? ( ) Yes ( ) No

Is any portion of the property within a Flood Hazard Zone? ( ) Yes ( ) No

Total area or acreage of parcel: \_\_\_\_\_ Total area or acreage to be developed: \_\_\_\_\_

Has this land been part of subdivision in the past five years? ( ) Yes ( ) No

Identify existing use(s) of land (farmland, woodlot, residential, etc.) RESIDENTIAL

Indicate any restrictive covenants to be placed in the deed -- (Please attach list) NONE

Does the applicant propose to dedicate any recreation area, or common lands? ( ) Yes ( ) No  No

Recreation area(s) Estimated Area & Description: \_\_\_\_\_

Common land(s) Estimated Area & Description: \_\_\_\_\_

Anticipated start date for construction: month / year \_\_\_\_/\_\_\_\_ Completion: DONE BEFORE PURCHASED

Does any portion of the proposal cross or abut an adjoining municipal line? ( ) Yes ( ) No  No

Does this development require extension of public services? ( ) Yes ( ) No  No

Roads: \_\_\_\_\_ Storm Drainage: \_\_\_\_\_ Sidewalks: \_\_\_\_\_ Sewer Lines: \_\_\_\_\_ Other: \_\_\_\_\_

Estimated cost for infrastructure improvements: \$ DONE

Water Supply: Private Well: ( ) Public Water Supply: ( )

Sewerage Disposal: Private SSWD: ( ) Public Sewer: ( )

Estimated sewerage disposal gallons per day: ( ) / day

**Does the building require plan review by the State Fire Marshal Office?** ( ) Yes ( ) No  
(Attach Barrier free and Construction Permits from SFMO)

**Have the plans been reviewed & approved by the Caribou Fire Chief?** ( ) Yes ( ) No

Does the building have an automatic sprinkler system? ( ) Yes ( ) No  No

Does the building have an automatic fire detection system? ( ) Yes ( ) No  Yes

Will the development require a hydrant or dry hydrant fire pond? ( ) Yes ( ) No  No

**Concept Plan Review Criterion**

The Planning Board shall review applications first as a Concept Plan. Concept Plan Review is intended to insure the proposed plan is in conformance with the Caribou Comprehensive Plan and all City Ordinances. The completed application and concept plans 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 and plans will receive Concept Plan Review. At a minimum, Concept Plan applications 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. \_\_\_\_\_ Names and addresses of all property owners within 500 feet of the property.
4.  \_\_\_\_\_ A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest in the property on the part of the applicant.
5. \_\_\_\_\_ Names and addresses of all consultants working on the project.
6. \_\_\_\_\_ 1 complete set of plans, 24" X 36" & 10 complete sets of plans, 11" X 17"  
Plans to be included:
  - Boundary Survey
  - Storm Water Management
  - Erosion and Sediment Control
  - Finish Grading Plan
  - Site Improvement Detail
  - Building Elevations and Structural Plans

7. **Plans to show the following elements for review:**

- \_\_\_\_\_ a. Graphic scale and north arrow.
- \_\_\_\_\_ b. Location and dimensions of any existing or proposed easements and copies of existing covenants or deed restrictions.
- \_\_\_\_\_ c. Name, registration number, and seal of the land surveyor, architect, engineer, and/or similar professional who prepared the Plan.
- \_\_\_\_\_ d. All property boundaries, land area, and zoning designations of the site, regardless of whether all or part is being developed at this time.
- \_\_\_\_\_ e. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.
- \_\_\_\_\_ f. 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.
- \_\_\_\_\_ g. Location and names of streets and rights-of-way within 200' and adjacent to the proposed development.
- \_\_\_\_\_ h. Proposed finish grades and graphic arrows indicating the direction of storm water runoff.
- \_\_\_\_\_ i. Conceptual treatment of on and off site storm water management facilities.
- \_\_\_\_\_ j. Location and sizes of existing and proposed sewer and water services including connections.
- \_\_\_\_\_ k. Conceptual treatment of landscaping buffers, screens, and plantings.

- \_\_\_ l. Location of outdoor storage areas, fences, signage and accessory structures.
- \_\_\_ m. Context map illustrating the area surrounding the site which will be affected by the proposal including all streets, sidewalks, intersections, storm water drainage ways, sanitary sewer lines and pump stations, nearby properties and buildings, zoning Districts, and geographic features such as, but not limited to, wetlands, natural features, historic sites, flood plains, significant scenic areas, and significant wildlife habitats as provided in the Comprehensive Plan.
- \_\_\_ n. All proposed signage and exterior lighting including the location, size and wording of all signs, type of exterior lights, radius of light, manufacturer's specifications sheet, and the ground level intensity in foot- candles of all exterior lights.

**Final Site Design Plan Requirements**

Following approval of the Concept Plan Review, the Planning Board may by majority vote schedule the Site Design Application for Final Plan Review. Final Plan Review must be at least 30 days following Concept Plan Approval. If additional information is required by the Planning Board following the Concept Plan Review, a complete set of revised plans shall be provided for final review and approval. If additional information or a change of information is required, the revised plans shall be delivered to the Code Enforcement Office at least 21 days prior to the next scheduled meeting.

Final Site Design Plan Review shall require three (3) 24" X 36" sets of plans for Board Signatures.

If the Planning Board determines that third party review will be necessary to make a sound decision, the applicant will be responsible for any fees incurred for the third party review.

During the Final Site Design Review the Chairman or designee shall determine that all of the elements of review 7-a., through 7-n. above have been addressed. The chair may then call for a motion.

If the Final Plan is approved by the Planning Board, no work may commence for a period of 30 days following the date of approval.

Final Site Design Plans shall provide an area designated for all seven Planning Board members signatures.

**Applicant Signature:** Henry T. Bungers

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

Signature of Applicant: Henry T. Bungers Date: 9-29-14

**Final Site Design Review Criteria by Planning Board**

Date: _____		<u>Yes</u>	<u>No</u>	<u>N/A</u>
A.	Conformance with Comprehensive Plan	_____	_____	_____
B.	Traffic	_____	_____	_____
C.	Site Access	_____	_____	_____
D.	Parking & Vehicle Circulation	_____	_____	_____
		<u>Yes</u>	<u>No</u>	<u>N/A</u>
E.	Pedestrian Circulation	_____	_____	_____
F.	Site Conditions	_____	_____	_____
G.	Open Space	_____	_____	_____
H.	Sanitary Sewage	_____	_____	_____
I.	Water	_____	_____	_____
J.	Emergency Vehicle Access	_____	_____	_____
K.	Waste Disposal	_____	_____	_____
L.	Buffering	_____	_____	_____
M.	Natural Areas	_____	_____	_____
N.	Exterior Lighting	_____	_____	_____
O.	Stormwater Management	_____	_____	_____
P.	Erosion & Sediment Control	_____	_____	_____
Q.	Buildings	_____	_____	_____
R.	Existing Landscaping	_____	_____	_____
S.	Infrastructure	_____	_____	_____
T.	Advertising Features	_____	_____	_____
U.	Design Relationship to Site & Surrounding Properties	_____	_____	_____

V.	Scenic Vistas & Areas	_____	_____	_____
W.	Utilities	_____	_____	_____
X.	Mineral Exploration	_____	_____	_____
Y.	General Requirements	(Pg. 859)	_____	_____
Z.	Phosphorus Export	_____	_____	_____

**City of Caribou, Maine  
Planning Board**

Site Design Review for: \_\_\_\_\_

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

**Approved by the Caribou Planning Board**

Signed: \_\_\_\_\_ Chairman of the Planning Board

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

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

**Conditions of Approval:**

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