



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
Regular Meeting
Wednesday, September 7, 2016 • 5:30 PM
Caribou City Council Chambers**

AGENDA

- I. Call Meeting to Order
- II. Approval of Minutes
 - a. August 3, 2016 Regular Meeting 2
- III. New Business
 - NONE
- IV. Old Business
 - a. Chapter 13 Revision Process
 - i. Preliminary Discussion of Zones, Map Changes, Overlays & Rezoning 3
 - b. Code Enforcement Office Fees 4
- V. Other Business
- VI. Adjournment



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Caribou Planning Board Meeting Minutes Wednesday, August 3, 2016 @ 5:30 pm City Council Chambers

In Attendance: Phil Cyr, Todd Pelletier, Michele Smith, and Robert White

Members Absent: Philip McDonough III, Matthew Hunter and Evan Graves

Others in Attendance: Jim Chandler –Assistant City Manager & Code Enforcement Officer and LPI Steve Wentworth

- I. Call Meeting to Order** – The meeting was called to order at 5:30 pm.
- II. Approval of Minutes**
 - a. June 1, 2016 Regular Meeting** – Todd Pelletier moved to approve the minutes as amended; seconded by Michelle Smith. 4-Yes.
- III. New Business – None**
- IV. Old Business -**
 - a. Chapter 13 Revision Process –**
 - i. Consider Current Fees** – a Fee Schedule was requested from Jim.
 - ii. Question about potential conflict of interest** – whether a spouse of a municipal officer may be restricted from serving on the planning Board. Research needed for follow-up at a future meeting.
 - iii. Question raised about the Statutory Authority for the ZBA** – Discussion of where the legal authority is derived for the creation, appointment to, and make-up of the Caribou Zoning Board of Appeals.
 - 1. Voting Procedures** – questions were raised about the voting procedures for the Zoning Board of Appeals. Research to be presented at a future meeting.
- V. Other Business – None.**
- VI. Adjournment** – Todd Pelletier moved to adjourn the meeting at 6:18 pm; seconded by Robert White. Vote was unanimous.

Respectfully Submitted,
Robert White, Planning Board Secretary

RW/jc



OFFICE OF THE CITY MANAGER

CARIBOU, MAINE

Date: September 7, 2016

To: Chairman and Planning Board Members
From: Jim Chandler, Assistant City Manager
Subject: City Code Chapter 13-800 – Zoning Ordinance Revisions

Following our discussion at the July & August meetings, and presentation by Penny Thompson regarding the need for a remedy to a zoning limitation on a property in our Industrial-2 Zone, I would propose discussing the zones, flexible overlay districts, zone performance criteria and the rezoning process.

I will have several examples to show you on our zoning map – which I'm not able to scan in a way that would be helpful to share electronically. These will be handed-out at the meeting.

Additionally, you requested a copy of our fees, and I will have a list of those, along with a couple examples where they vary according to the particular project.

Code Enforcement - Inspections
Permit Fee Payments at front counter - first floor.

Date: _____

Customer Name: _____

\$

12 - Electrical Permit: _____

13 - Building Permit: _____

14 - Plumbing permit: 75% Caribou _____

25% State _____

Shellfish Surcharge: \$15.00 _____

53 - Zoning Document fee: _____

54 - Site Design Application: _____

55 - Board of Appeals Application: _____

56 - Certificate of Occupancy: \$25.00 _____

57 - Demolition Permit: \$25.00 _____

58 - Sign Permit: \$50.00 per sign X _____ = _____

59 - Subdivision Application: _____

61 - Heating Equip. Installation Permit: \$20.00 each X _____ = _____

62 - Misc. Inspection Service: \$40.00 each X _____ = _____

TOTAL: \$ _____