



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, May 4, 2016 • 5:30 PM
Caribou City Council Chambers**

AGENDA

- I. Call Meeting to Order
- II. Approval of Minutes
 - a. April 6, 2016 Regular Meeting 2
- III. New Business
 - a. Griffin Used Automobile Site Design – Concept Review 3-12
 - b. Goughan’s Berry Farm – Discussion of RV Park Regulations 13-17
- IV. Old Business
 - a. Chapter 13 Summary Discussion of Revision Process 18
 - i. Process for Final Review and Adoption Timeline
- V. Other Business
- VI. Adjournment



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Caribou Planning Board Meeting Minutes Wednesday, April 6, 2016 @ 5:30 pm City Council Chambers

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

Members Absent: Phil Cyr

Others in Attendance: Jim Chandler –Assistant City Manager & Code Enforcement Officer, Philip McDonough II – Councilor Liason, Steve Wentworth and Denise Lausier

- I. Call Meeting to Order** – Matthew Hunter chaired the meeting. The meeting was called to order at 5:30 pm.
- II. Approval of Minutes**
 - a. March 16, 2016 Regular Meeting** – Todd Pelletier moved to approve the minutes as presented; seconded by Evan Graves. Vote was unanimous.
- III. New Business** - None
- IV. Old Business** –
 - a. Chapter 13 Re-write** – The Board thoroughly reviewed Chapter 13, Section 700, General Requirements for Land Uses, numbers 27-40. The Board had lengthy discussion on public sewage disposal systems. Jim Chandler will meet with the Caribou Utilities District to gather more information on this item for further review at the next meeting in May. Also, once the revisions of this chapter are completed, Jim Chandler will work on regrouping items and reformatting, so it will be more user friendly.
- V. Other Business** – Jim Chandler had a property owner at 76 Rose Street question the process on how to change the zone from C-2 to R-1. He will be bringing the request to the Planning Board in the near future. The abutting property is in the R-1 zone. Jim also had another question on a campground on 400 acres of property with visibility of the river and what the state requirements are. The Board will need plans to review.
- VI. Adjournment** – Robert White moved to adjourn the meeting at 7:00 pm; seconded by Philip McDonough II. Vote was unanimous.

Respectfully Submitted,

Robert White
Planning Board Secretary

RW/dl



OFFICE OF THE CITY MANAGER

CARIBOU, MAINE

Date: May 4, 2016

To: Chairman and Planning Board Members
From: Jim Chandler, Assistant City Manager
Subject: Site Design Plan Review – Griffin Auto Sales

Attached is a Site Design Application package that includes the following items:

- Site Design Application
- Site Sketch
- Google Map Aerial of Lot

The Site Design Application is being submitted for the purpose of permitting the use of an existing garage and parking lot at 960 Access Highway for the purpose of automobile sales.

This use is permitted in the R-3 Zone, with Planning Board Approval.

Planning Board may by majority vote, may use one of these possible Motions:

1. "Pending submission of a copy of the letters of notification to the adjoining landowners, approve the Concept Design and place the Application on the June 1, 2016 Planning Board Agenda for Final Site Design Review and Approval."
2. "Reject the Application as submitted and request the Applicant provide additional information for re-consideration at a Final Site Design Review at the Planning Board Meeting scheduled for June 1, 2016."



Site Design Application

Planning & Code Enforcement
City of Caribou
25 High St.
Caribou, Maine 04736

(207) 493-3324 option 3
citymanager@cariboumaine.org

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: Kip Griffin
Development Name: Griffin used Auto
Location of Property (Street Locations): 960 Access Highway Caribou
City of Caribou Tax Map: 15 Lot: 70 Zone: R-3

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

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

Kip Griffin
64 High Meadow Rd
Perham ME. 04766

Phone: 768-8396

E-mail: griffinfarm38@yahoo.com

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

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, owner's representative, option, purchase & sales contract, etc?)

Owner - 11/20/2015 Book 5493 Page 36
(Attach supportive legal documentation)

General Information

Aroostook County Registry Deeds: Book # 5493 Page # 36 (attach copy of deed)

What interest does the applicant have in any abutting property? No

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: 2.5 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.) currently vacant,
previously used as a car wash

Indicate any restrictive covenants to be placed in the deed: None

(Attach list if needed)

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

Recreation area(s) Estimated Area & Description: N/A

Common land(s) Estimated Area & Description: N/A

Anticipated start date for construction: month / year ASAP Completion: 06/01/2016

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

Does this development require extension of public services? Yes No

Roads: _____ Storm Drainage: _____ Sidewalks: _____ Sewer Lines: _____ Other: _____

Estimated cost for infrastructure improvements: \$ _____

Water Supply: Private Well: Public Water Supply:

Sewerage Disposal: Private SSWD: Public Sewer:

Estimated sewerage disposal gallons per day: (_____ / day) unknown

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

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

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

1. 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 Review

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:

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

Signature of Applicant:



Date:

3/09/2016

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: _____

On _____ (date) the members of the Caribou Planning Board met to consider the application for Site Design Review on the property referenced above.

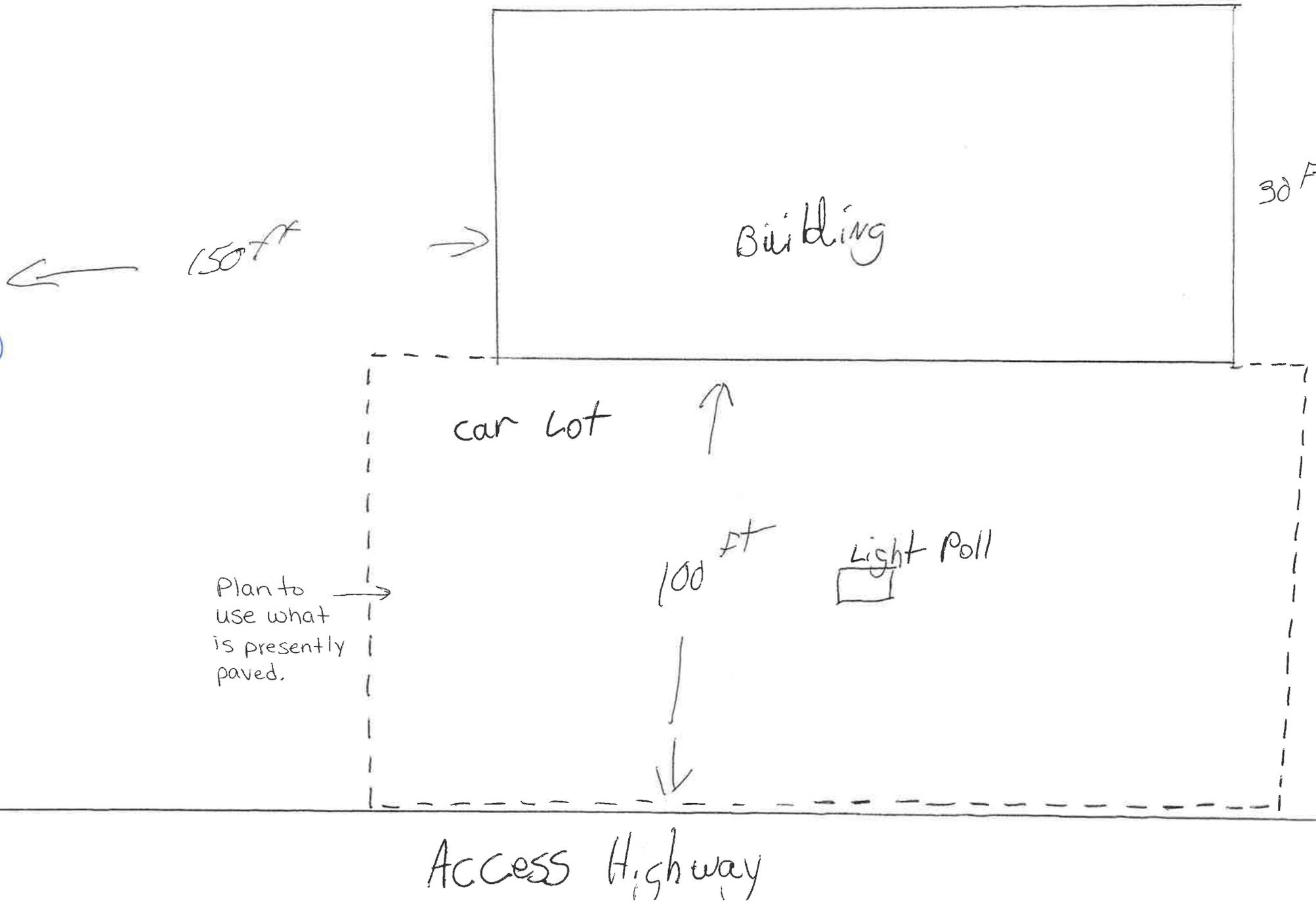
The application was: **Denied** / **Approved** / **Approved with conditions**

Approved by the Caribou Planning Board

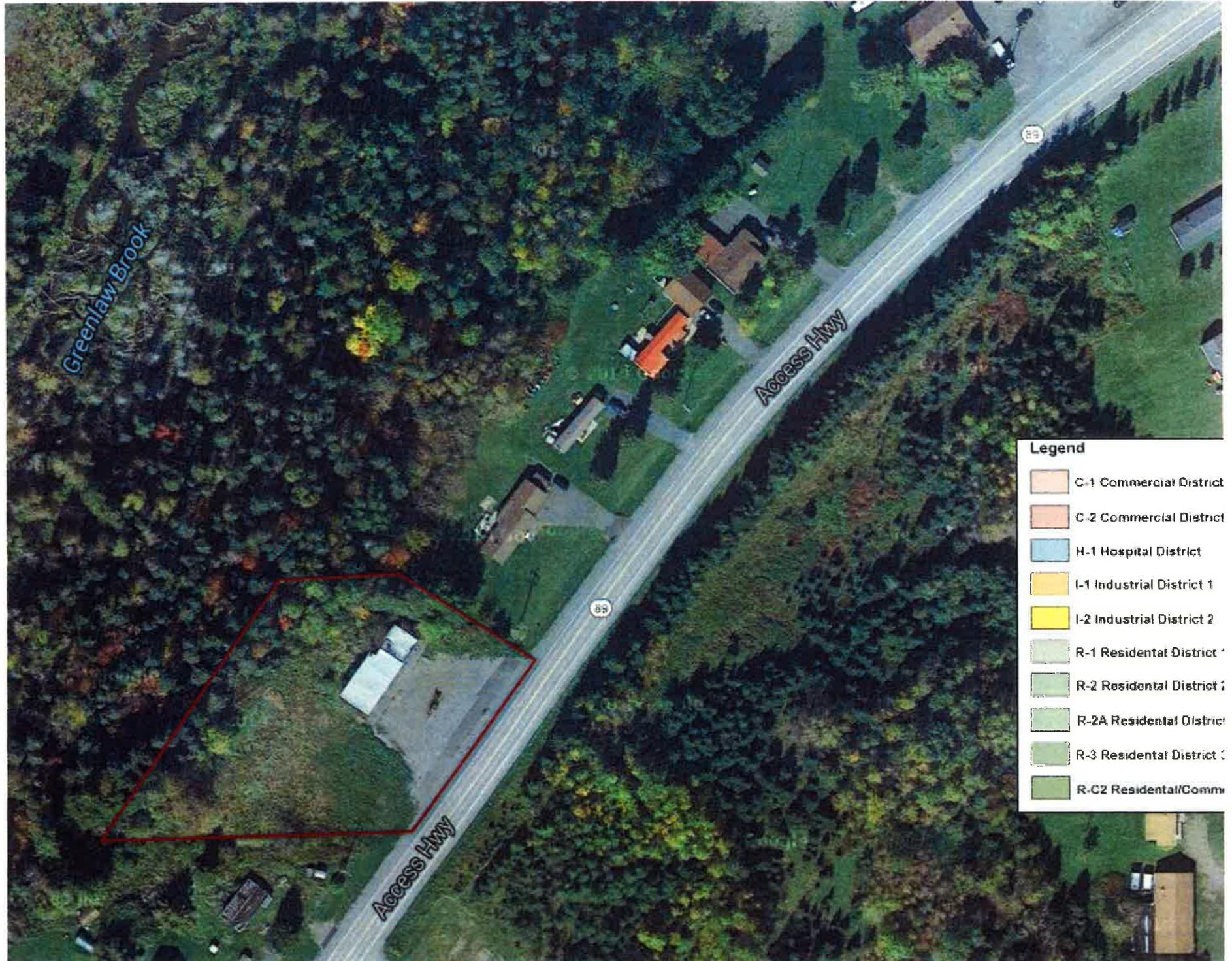
Signed: _____ Chairman of the Planning Board

Date: ____/____/____

Conditions of Approval:



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OFFICE OF THE CITY MANAGER

CARIBOU, MAINE

Date: May 4, 2016

To: Chairman and Planning Board Members

From: Jim Chandler, Assistant City Manager

Subject: Goughan's Berry Farm – Discussion of RV Park Regulations

Attached is a letter of inquiry, partially completed Site Design Application and a sketch of the subject property, located at 875 Fort Fairfield Road.

The Applicant requested the opportunity to discuss the proposed project with the Planning Board, prior to submitting a complete Site Design Application package. There are existing restrictions within the Land Use Code that are in conflict with the goals of the Applicant, and the since Planning Board recently reviewed this code section with the intent of making revisions it seemed appropriate to have this preliminary discussion.

This use is permitted in the R-3 Zone, with Planning Board Approval.

No formal action is anticipated by the Planning Board at this meeting.

Gloria & Mark Goughan
872 Fort Fairfield Rd.
Caribou, Maine 04736
496-1731 home
551-5931 cell

April 8, 2016

Planning and Code Office
City of Caribou
25 High Street
Caribou, Maine 04736

To whom it concerns,

Gloria and I are currently putting together a business plan that we hope would lead to the development of a 10 site recreational vehicle park at our farm, Goughans Berry Farm, 875 Fort Fairfield Rd. If the plan proves positive, we believe it would be an additional source of income for our farm families plus add additional cross-over sales to our existing business. This park would be an extension of our long range business plan created in 1992, which we hope to capture the agricultural tradition of Aroostook County while providing family fun in a safe, worry free, clean and affordable atmosphere.

We must first decide if this park can be a stand-alone profit center, thus the need for a business plan. We have meet with soil site evaluators, electricians and contractors on a very preliminary base. The cost for building the plans for such a park have a substantial dollar amount attached to them. Thus the need to address all non-cost items first.

In review of City of Caribou regulations there are a few items that we find in our opinion to be slightly over regulatory. But the deal breaker for our goals would be "Sites shall be laid out and screened in such a manner that none are within view from public roads...". To be honest, this is just the opposite that we hope to achieve from building this park. We want it to be seen from the road, so the patrons of the park can not only see the view of the valley with the Aroostook River and the farm complex that our families have developed but also the public driving by can see another attraction in use. This would be, in our opinion self-promotion with little cost. For the public to see the park has value to our farm.

We do not know how exceptions are handled to the Caribou Code but we respectfully request if there is an option to not only meet the requirements of the city on this issue and at the same time meet the requirements of our long range plans for Goughans Berry Farm.

Thank you for your time in serving the citizens of Caribou and your time on this issue.

Sincerely

Gloria & Mark Goughan
'farmer' Gloria & Mark



The block contains two handwritten signatures in cursive. The first signature is 'Gloria Goughan' and the second is 'Mark Goughan'. Both are written in dark ink.



Site Design Application

Planning & Code Enforcement
City of Caribou
25 High St.
Caribou, Maine 04736

Steve Wentworth: Code Enforcement Officer
(207) 493-4234 X 214
housing-ceo@cariboumaine.org

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: GLORIA & MARK GOUGHAW

Development Name: GOUGHAW'S BERRY FARM

Location of Property (Street Locations): 875 FORT FAIRFIELD RD

City of Caribou Tax Map: 009 Lot: 039 Zone: RURAL

Site Design Review Application – City of Caribou, Maine

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Applicant Information

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

GLORIA & MARK GOUGHAN

Phone: 496-1731 HOME
551-5931 CELL

872 FORT FAIRFIELD RD.

CARIBOU, ME. 04736

E-mail: goughanfarms@YAHOO.COM

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)

UNKNOWN AT THIS TIME 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? _____

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.) _____

Indicate any restrictive covenants to be placed in the deed -- (Please attach list)

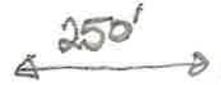
PINE TREES

200 AC. OF FARM
LAND



PROPOSED
R.V. SITE

APP. 50' ELE. OFF ROAD



600'

STRAWBERRY,
VEGETABLE
FIELD

28 AC.

BOUNDARY

RT. 161

CARIBOY

DAIRY BAR

MINI-GOLF

ANIMAL BARN

FIELD
ROAD

F.F.

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OFFICE OF THE CITY MANAGER

CARIBOU, MAINE

Date: May 4, 2016

To: Chairman and Planning Board Members

From: Jim Chandler, Assistant City Manager

Subject: Chapter 13 Revisions

Have a discussion regarding the path forward for developing a final draft that includes the proposed restructuring and editing of Chapter 13, Section 700 – General Requirements for Land Uses.

At the meeting, a draft outline and timeline will be shared for discussion. If any of the Planning Board Members wish to contribute any thoughts or suggestions regarding the process moving forward, you're welcome to submit them by noon, Wednesday, May 4th for inclusion in the handout that will be shared for discussion purposes at the meeting.

A formal review/revision process will be drafted and advertised for discussion at the June 1, 2016 Planning Board Meeting.