



City of Caribou, Maine

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Caribou Planning Board Meeting Minutes Wednesday, September 2, 2015 @ 5:30 pm City Council Chambers

In Attendance: Phil Cyr, Bob White, Todd Pelletier, Michele Smith and Evan Graves

Members Absent: Matthew Hunter and Philip McDonough III

Others in Attendance: Austin Bless –City Manager, Code Enforcement Officer and Denise Lausier

- I. Call Meeting to Order** - The meeting was called to order at 5:30 pm.
- II. Minutes of the August 5, 2015 Meeting** – Todd Pelletier moved to accept the minutes as presented; seconded by Evan Graves; Vote was unanimous.
- III. New Business** – None
- IV. Old Business** - The Board worked on Section 13-300, Site Design Review.

Board had discussion on medical marijuana, caregivers and dispensaries.

Section 13-300, Site Design Review:

Discussion on current requirements and that the Board does have the ability to waive requirements if needed, but it needs to be voted on and they need to back up why they made that decision.

The Board discussed pros and cons of requiring documentation from engineers on all projects for large corporations and small businesses.

Board consensus that they should be doing site visits.

Section 13-302 §3(A) – The Board discussed the fees for site design reviews. Consensus was that the fees are reasonable and to keep as is.

Section 13-302 §2(B) - The Board discussed the time frame for the site design review process. The City Manager suggested the Board shorten the time frame because of the limited construction season. Consensus was to change the thirty day requirement to fourteen days.

- V. Other Business** – There will be a Meet & Greet on September 24th from 3:00 – 4:30 pm for a potential candidate for the Assistant City Manager position. The next Planning Board meeting is Wednesday, October 7, 2015 at 5:30 pm.

VI. Adjournment – Evan Graves moved to adjourn the meeting at 7:05 pm; seconded by Todd Pelletier. Vote was unanimous.

Respectfully Submitted,



Robert White
Planning Board Secretary
RW/dl