



City of Caribou, Maine

AGENDA
Caribou Planning Board
Regular Meeting
Thursday, February 8, 2018 at 5:30 p.m.
Caribou City Council Chambers

Municipal Building
25 High Street
Caribou, ME 0473
Telephone (207) 493-332
Fax (207) 498-395
www.cariboumaine.org

- I. Call Meeting to Order
- II. Approval of minutes from the December 14, 2017 Planning Board meeting.
- III. Approval of minutes from the January 18, 2018 Planning Board meeting.
- IV. New Business
- V. Old Business
 - a. Continue work on Chapter 13, Zoning of Caribou Code
- VI. New Communications
- VII. Staff Report
- VIII. Planning Board Training
- IX. Adjournment



City of Caribou, Maine

Municipal Building
25 High Street
Caribou, ME 04736
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Fax (207) 498-3954
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Caribou Planning Board Meeting Minutes Thursday, December 14, 2017 @ 5:30 pm City Council Chambers

Members Present: Phil Cyr, Robert White, Philip McDonough III, Evan Graves, Matthew Hunter and Thomas Ayer

Members Absent: Todd Pelletier

Others Present: Steve Wentworth –Planning Board Advisor, Penny Thompson –Tax Assessor/Code Enforcement Officer, Alan Kuniholm –PDT Architects, Darrin Stairs –Stantec, Randy Bouchard, Kenneth Murchison, Jan Murchison, Mark Bouchard, Frank McElwain and Denise Lausier –Executive Assistant to the City Manager

- I. Call to Order** –The meeting was called to order at 5:30 pm.
- II. Approval of minutes from the November 9, 2017 Planning Board meeting** – Philip McDonough III moved to approve the minutes as presented; seconded by Thomas Ayer. Motion carried with all in favor.
- III. Public Hearings** –
 - a) Concept Plan Review of a Site Design Application from Eastern Aroostook RSU #39 to construct a new school for grades Pre K-8** - Public Hearing opened at 5:31 pm. Alan Kuniholm from PDT Architects and Darrin Stairs from Stantec gave an overview and timeline of the project.

They have had several meetings with the Department of Education, submitted to DEP, met with MDOT and advertised for Clerk of the Works which will be a full time position on site and will be the eyes and ears for them during the project. They expect DEP approval late January to go out to bid in February. Will be about a 5-6 week bid period with a contractor on board mid March and then start construction.

Phased for occupancy in fall of 2020. Phase #1: Relocation of the Learning Center to the Central Office Building, then demolition of the Learning Center and pool to make room for the contractors. Phase #2: Teague Park relocated across the street. Phase #3: Building of the school and the bio mass building. Phase #4: Offsite work. Move Middle School into the new school and then demolition of the Middle School and building a new parking lot. Last Phase: Moving of Teague Park School and then demolition of Teague Park.

The concession stand, splash pad and storage building from Teague Park will be relocated across the street. Crosswalks will be put in with flashing beacons on South Park Street as well as at High Street and Glenn Street. Athletic fields will have a six foot high chain linked fence. Also, there is a twenty foot fire lane behind the school that will be gated on both ends.

The Board had concerns with parking during the transition. Mr. Stairs commented that they have discussed using the pool area and Teague park area and that they will need to look further at this. The Board recommended temporary parking in school ball fields or at the Middle School once demoed.

There were concerns on traffic flow, concerns with the embankment and free standing water around the water containment area and it not being fenced in, concerns with lighting in the ball fields being intrusive to neighbors, as well as concerns of having a back-up for the biomass boiler.

All concerns were addressed by Mr. Kuniholm and Mr. Stairs. They stated that a traffic study has been done and was reviewed by MDOT, the water containment area empties out underneath so it will not have free standing water, they will make sure that the ball field lighting will not be intrusive to neighbors and they verified there is an oil back up for heat.

They need final DEP approval and Planning Board approval. In January they will do quality assurance and quality control which is going through the documents to get ready to put out to bid. Another estimate will be done to make sure everything is good. They will also need approval of the Department of Education. There will be a five to six week bid process and they are pre-qualifying contractors right now. Site work will be one package, they will use one contractor and it will be about \$34 million.

Public Hearing closed at 6:10 pm.

Robert White moved to approve the Concept Plan Review and move to a Final Review at the next meeting; seconded by Evan Graves. Motion carried with all in favor.

IV. New Business - None.

V. Other Business – None.

VI. New Communications – Chairman Phil Cyr gave a heartfelt thank you to Steve Wentworth for his time serving the Planning Board. Mr. Wentworth came out of retirement to help the Board with his expertise and shared a wealth of knowledge. Ken Murchison has been hired assuming Mr. Wentworth's duties as Planning Board Advisor. Mr. Wentworth was invited to future meetings to continue sharing his knowledge.

Thomas Ayer brought up discussion on the Planning Board having separate email accounts for Planning Board business. Staff has brought this request forward and will check in on the status of this request.

VII. Staff Report – None.

VIII. Planning Board Training – None.

IX. Adjournment – Meeting adjourned at 6:25 pm.

Respectfully Submitted,

Philip McDonough III
Planning Board Secretary

PM/dl



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Caribou Planning Board Meeting Minutes Thursday, January 18, 2018 @ 5:30 pm City Council Chambers

Members Present: Phil Cyr, Robert White, Philip McDonough III, Evan Graves, Matthew Hunter and Thomas Ayer

Members Absent: Todd Pelletier

Others Present: Ken Murchsion –Zoning Administrator, Alan Kuniholm –PDT Architects, Darrin Stairs – Stantec, Mark Bouchard, Jane McCall and Denise Lausier –Executive Assistant to the City Manager

- I. **Call to Order** –The meeting was called to order at 5:30 pm.
- II. **Election of Officers for 2018** –
 - a. **Chairman** – Matthew Hunter nominated Robert White for Chairman; seconded by Evan Graves. Motion carried with all in favor.
 - b. **Vice-Chairman** – Phil Cyr volunteered for Vice-Chairman. Motion carried with all in favor.
 - c. **Secretary** – Phil Cyr nominated Philip McDonough III for Secretary. Motion carried with all in favor.
- III. **Setting Meeting Dates/Times for 2018** – Motion made by Phil Cyr that the meeting dates and times for 2018 stay with the second Thursday of each month at 5:30 pm; seconded by Philip McDonough III. Motion carried with all in favor.
- IV. **Approval of minutes from the November 30, 2017 Special Planning Board meeting** – Phil Cyr moved to approve the minutes as presented; seconded by Thomas Ayer. Motion carried with all in favor.
- V. **Public Hearing** –
 - a) **Final Plan Review of a Site Design Application from Eastern Aroostook RSU #39 to construct a new school for grades Pre K-8** - Public Hearing opened at 5:32 pm. With no public comments, the public hearing closed at 5:33 pm. Alan Kuniholm from PDT Architects stated that there was nothing new from the time of the last meeting. Mr. Kuniholm gave another overview of the timeline for this project. Robert White stated that the preliminary review went well at the last meeting and the Board felt that all the criteria had been met. The Board reviewed the final plan review checklist on their application. There was more discussion and Board questions on parking during the transition as well as concerns on parking from school administration. Robert

White stated to Mr. Kuniholm and Mr. Stairs that they will need to work with the school administration for a viable plan that their staff can work with.

Issues of traffic circulation and temporary parking have been addressed.

Thomas Ayer moved to accept the final plan review for RSU 39's Site Design Review Application to construct a new school for grades Pre K-8 as all items outlined in Caribou Code Site Design Review criteria and standards A through Z were found to be satisfactory; seconded by Evan Graves. Motion carried with all in favor.

- VI. New Business** – Robert White gave a sincere thank you on behalf of the Board to Phil Cyr for his service as Chair for the last few years on the Planning Board.
- VII. Other Business** – None.
- VIII. New Communications** – Ken Murchison stated that he has had no requests for permits but has been approached about a possible apartment application that would involve rezoning. Also he was approached about a possible camping and RV park as well as had a discussion on a possible auto detailing business as a home business that would eventually move out into the community.
- IX. Staff Report** – Ken Murchison stated that he is working on his certifications. He is training and testing on legal issues, zoning and land use currently.
- X. Planning Board Training** – Dennis Marker did a training with the Board on legal aspects of changing zones, historic context to land use regulations and having a base knowledge to work from. Looking at land use regulations and priorities of the community as a basis in creating land use regulation. Should have a general plan and long term goals for the area. Ken Murchison will be working on a land use survey of the City and how to capitalize on what is already here.
- IX. Adjournment** – Meeting adjourned at 7:15 pm.

Respectfully Submitted,

Philip McDonough III
Planning Board Secretary

PM/dl