



City of Caribou, Maine

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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 Murchison –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

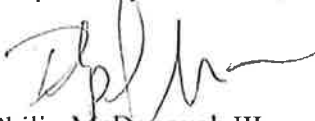
White stated to Mr. Kuniholm and Mr. Stairs that they will need to work with the school administration for a viable plan that their staff can work with.

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