



*City of Caribou, Maine*

**AGENDA  
Caribou Planning Board  
Regular Meeting  
Thursday, June 14, 2018 at 5:30 p.m.  
City Council Chambers**

*Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone (207) 493-3324  
Fax (207) 498-3954  
[www.cariboumaine.org](http://www.cariboumaine.org)*

- I. Call Meeting to Order
- II. Approval of minutes from the May 10, 2018 Planning Board meeting.
- III. New Business
  - a. Use Permit & Sign Permit Applications for a Beauty Supply Retail Store at 159 Bennett Drive, Suite 4.
- IV. New Communications
- V. Staff Report
  - a. Updates from Code Enforcement Officer/Zoning Administrator.
- VI. Planning Board Training
- VII. Other Business
  - a. Continue work on Chapter 13, Zoning of Caribou Code
- VIII. Adjournment



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### **Caribou Planning Board Meeting Minutes Thursday, May 10, 2018 @ 5:30 pm City Council Chambers**

**Members Present:** Robert White, Phil Cyr, Philip McDonough III, Evan Graves and Todd Pelletier

**Members Absent:** Evan Graves and Thomas Ayer

**Others Present:** Ken Murchison –CEO & Zoning Administrator and Denise Lausier –Executive Assistant to the City Manager

- I. Call Meeting to Order** –The meeting was called to order at 5:30 pm.
- II. Approval of minutes from the April 12, 2018 Planning Board meeting** – Todd Pelletier moved to accept the minutes; seconded by Philip McDonough III. Motion carried with all in favor.
- III. New Business** –
  - a. KJK Wireless building permit** – Ken Murchison explained these are wireless communication tower expansions, adding new equipment, not taking down anything old. It needs Planning Board approval. The application is not signed, so if it is approved, it will need to be with conditions that the application is signed by the applicant. Phil Cyr moved to approve the permit with the conditions that the application is signed by the applicant; seconded by Phil McDonough III. Motion carried with all in favor.
  - b. Tower Resource Management building permit** – Robert White stated that the application is incomplete. They are just adding antennas and the design details are thorough. After discussion, Philip McDonough moved to approve with the condition that the application is completely filled out and approved by the CEO; seconded by Phil Cyr. Motion carried with all in favor.
- IV. New Communications** –
  - a. Update on Skyway Plaza, Lot 4 project** – Tim Rioux from BRSA was present to give an update. The building footprint has decreased by 75 square feet. Same lot, but more parking spaces. Going into design soon and planning to break ground this summer to start construction. John Morrell, owner of Custom Car Wash had some concerns at a previous meeting and Mr. Rioux stated that those concerns have all been addressed.
  - b. Code Enforcement violations and actions** – Ken Murchison shared with the Board current code enforcement violations that have come to his attention. Garbage violations, a building that had services turned off where someone is living which is a possible health and safety issue, a property with unregistered vehicles that should be sheltered from public view, a business that has

a vent pipe out the front of the building and a couple of businesses with structural issues. The businesses with structural issues have been given façade improvement program applications.

**V. Staff Report -**

- a. Updates from Code Enforcement Officer/Zoning Administrator** – Ken Murchison gave the Board updates on the LED street lights project. We are joining other communities and could save enough with the LED lights to turn them all on. Also, Ken is now certified in Shoreland Zoning and Land Use and is also a certified Code Enforcement Officer. He has ordered the study companion for the residential construction test.
- b. Update on Public Safety Building Study** – Ken Murchison gave an update to the Board from the City Manager on the meetings of the Citizens Advisory Committee. They had proposed nine locations for the public safety building and have narrowed it down to four options. The Board was informed that all of the information and meeting videos are posted on the City’s website.

**VI. Other Business -**

- a. Continue work on Chapter 13, Zoning of Caribou Code – Land Use Table** – The Board continued their work on the land use table. Ken had completed the revisions and developed definitions as requested by the Board. They discussed moving forward with having a meeting with the agricultural community to get their input on including an agricultural zone in the city.

**IX. Adjournment** – Philip McDonough III moved to adjourn the meeting; seconded by Todd Pelletier. Motion carried with all in favor. Meeting adjourned at 6:25 pm.

Respectfully Submitted,

Philip McDonough III  
Planning Board Secretary

PM/dl



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## Use Permit Application Public Hearing Notification fee \$90.00

Date Received: 05/14/2018

If Planning Board approval is required for your requested use, please be aware that the Board meets on the second Thursday of each month. Your application must be received in the Code Enforcement Office at least 15 business days in advance of the meeting in order to meet notification requirements. Please provide a dimensional site plan of your property showing the location of all buildings, parking and access from the public way.

Owner of Property: JAMIE PARASII Phone: 207-212-9349

Mailing Address: 156B Water ST  
Randolph ME 04346

Location of Property: 159 Bennett Dr Suite 4

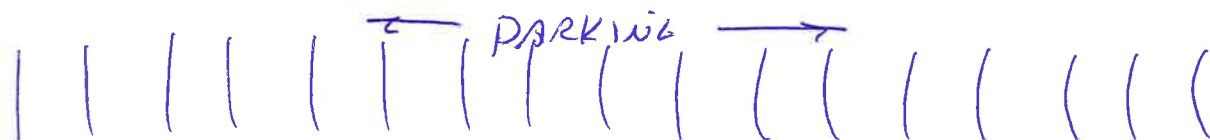
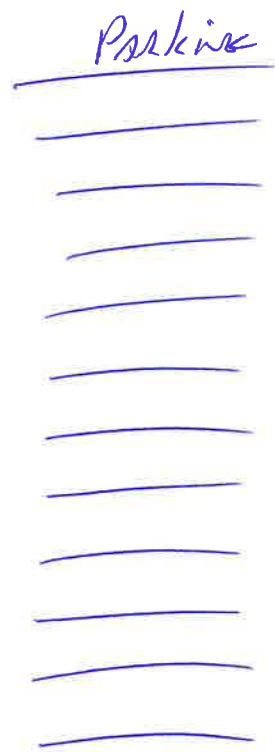
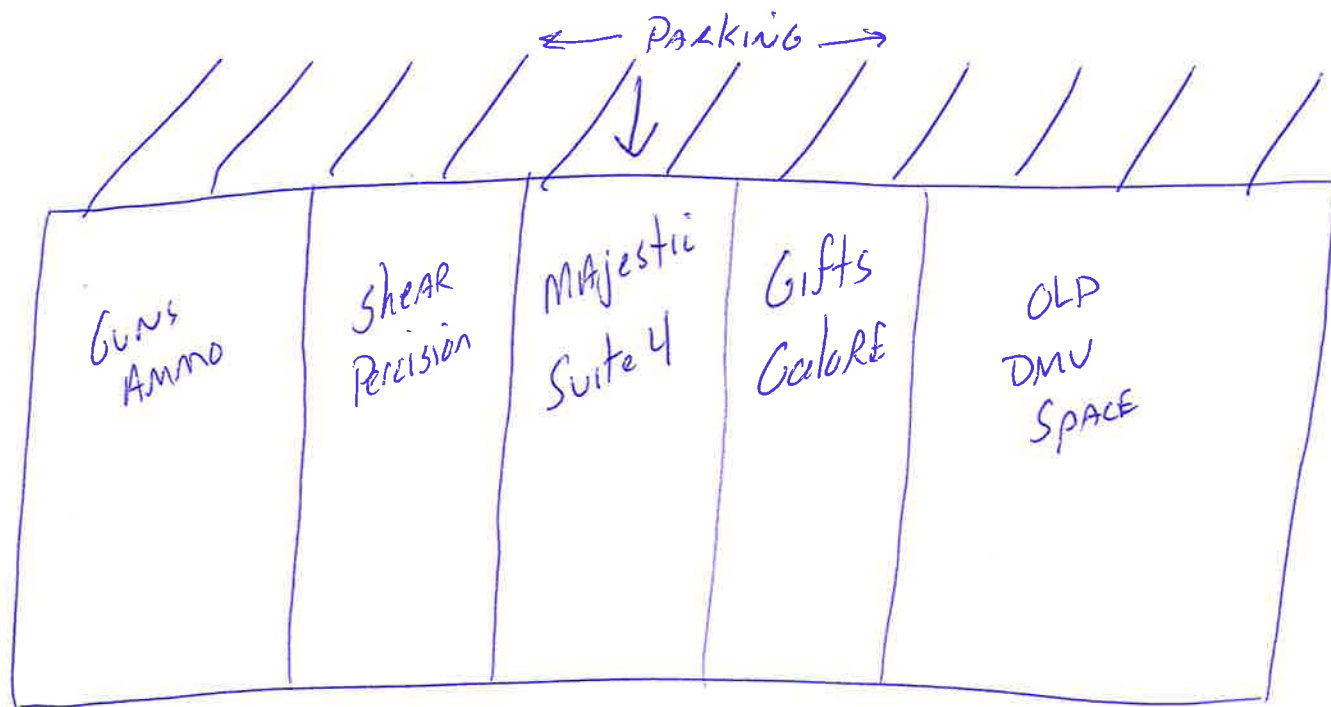
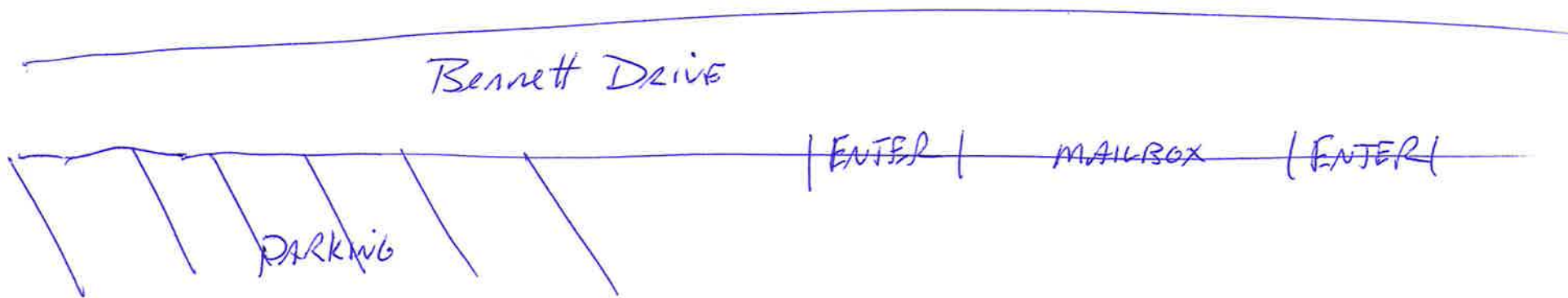
Tax Map: 38 Lot Number: 6B Zone: CZ

Requested Use: Beauty Supply Retail STORE

Signature of Applicant: 

Date: 5/14/18

Majestic Enterprises 159 Bennett Drive Suite 4





# City of Caribou Sign Permit Application

Planning & Code Enforcement  
25 High St.  
Caribou, Maine 04736  
(207) 493-3324 option 3  
pthompson@cariboumaine.org

**Note to Applicant:** Complete this application and return it with the required documents, if any. In addition, the required fee of **\$50.00 / sign** must be returned along with this completed application. Make checks payable to: "City of Caribou". Major credit cards accepted.

## Applicant Information

Name of Property Owner / Developer: Jamie PARADIS

Location of Property (Street Address): 159 Bennett Drive

Tax Map: 38 Lot: 6B Zone: C2

Date of Application: 5/14/18 Number of signs included on this application: 1

Type of Sign(s): (use additional sheets if needed)

- On Building Height of sign(s): 1 Foot
- Free Standing Dimensions of sign(s): 1 Foot x 12 feet
- Temporary Square Footage of sign(s): 12 Sq
- Banner Materials used(s): Vinyl

Wording on Sign(s): Majestic Enterprises

**I have read and understand the City of Caribou sign ordinance. To the best of my knowledge, all of the information submitted in this application is true and correct.**

Signature of Applicant: [Signature] Date: 5/14/18

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

City of Caribou Code Enforcement Officer

1. At each intersection with a pedestrian crosswalk, curb-cut ramps should be provided on all corners. At T-intersections, ramps should be located on the side opposite the minor intersecting road.
2. Curb-cut ramps should be located and protected to prevent their obstruction by parked vehicles.
3. At marked pedestrian crosswalks, curb-cut ramps should be contained entirely within the markings, excluding any flared sides.
4. The function of the curb-cut ramp should not be compromised by other roadway features, such as, but not limited to guardrails, catch basins, manholes.

**29. Signs.**

A. Purposes: The purposes of this subsection are to:

1. Encourage the effective use of signs as a means of communication;
2. Maintain and enhance the aesthetic environment;
3. Create and maintain an attractive business climate;
4. Improve and maintain pedestrian and traffic safety;
5. Minimize the possible adverse effect of signs on nearby public and private property; and
6. Implement the intent of the Caribou Comprehensive Plan.

B. Sign Permit: Except as provided in subsection "D" below, no sign may be erected, enlarged, illuminated, or substantially altered without a Sign Permit issued by the Code Enforcement Officer after they find that the sign is in accordance with the provisions of this subsection. Each individual sign shall require a permit issued from the CEO.

B1. Sign Permit Fee: The permit fee shall be \$50.00 for each sign permit issued. Charitable and/or civic organizations must obtain a permit, however the fee is waived.

C. General Provisions.

1. Signs must be kept clean, legible, and free from all hazards such as, but not limited to, faulty wiring, loose fastenings, or deterioration, and must be maintained at all times in such condition so as not to be detrimental to the public health or safety, detract from the physical appearance and the natural beauty of the community, or constitute a distraction or obstruction that may impair traffic safety. Property owners are responsible for the conditions of signs on their property; regardless of rental arrangements. Signs for businesses that have been closed or otherwise no longer operate are required to be maintained in the same condition noted above.
2. Except for banners, flags and temporary signs conforming in all respects with the requirements of this ordinance, all signs shall be constructed of permanent materials, and shall be permanently attached to the ground, a building, or another structure by direct attachment to a rigid wall, frame, or structure.
3. Flags of the United States, Maine, Aroostook County, or any other flag allowed by the City Council, provided that such flag shall not exceed sixty (60) square feet in area and shall not be flown from a pole the top of which is more than 40 feet in height are exempt from this ordinance. The United States flag shall be flown in accordance with protocol established by the Congress of the United States in Chapter 1 of Title 4 of the United States Code.
4. Nothing within this subsection shall prohibit the use of the following signs:
  - a. Traffic safety signs, directional signs, or emergency warning signs, erected by a government agency, or a public utility.
  - b. Legal notices, identification, information, or directional signs erected or required by governmental bodies.

D. Permitted Signs: The following types of signs are permitted, except where otherwise prohibited by law, and shall not require a Sign Permit issued by the Code Enforcement Officer.

1. All permanent on-premise signs erected prior to the effective date of this Ordinance (ordinary maintenance and upkeep shall be allowed).
2. Any sign approved by the Planning Board, as an element of Site Design Review, prior to the effective date of this Ordinance or as proposed in a pending application.

E. Prohibited Signs: The following signs are prohibited in all areas of the City.

1. No permanent sign except traffic and similar public safety signs, official business directional signs (OBDS) shall be located in the public right-of-way of any street or highway unless approved by the Police Chief or his/her designee; if applicant is aggrieved by the decision of the Police Chief he or she may appeal the decision of the Police Chief to the City Council.



2. No sign shall be located so that it interferes with the view necessary for motorists to proceed safely through intersections or to enter into or exit from public streets or private roads.
  3. Temporary movable signs are allowed under the following uses:
    - a. To call attention to and/or to advertise the name of a new business and the products sold or activities to be carried on in connection with a new business. In such cases, no sign shall remain at a premises for a period of more than ninety (90) consecutive days.
    - b. To advertise a special sale or sales. In such cases, a sign shall be allowed for a period not to exceed ninety (90) consecutive days.
    - c. To promote community or civic activities. In such cases, no sign shall remain in place for more than ninety (90) consecutive days.
    - d. There must be a 30 day waiting period in between each 90 day period a temporary sign is erected.
    - e. Temporary signs less than 12 square feet which are not displayed when the business is closed, are exempt from this ordinance.
  4. Signs in any district shall not exceed 25 feet in height
  5. Signs in any district shall not exceed 96 square feet
  6. Signs in R-1 and R-2 districts that are not in compliance with the Home Occupation Ordinance or in a subdivision a sign for the purpose of identifying that subdivision exceeding 32 square feet are prohibited.
- F. **Non-Conforming Signs:** Non-Conforming signs that were otherwise lawful on the effective date of this Ordinance may continue except as provided below:
1. No non-conforming sign may be enlarged or altered in such a manner as to aggravate the non-conforming condition.
  2. A non-conforming sign may not be moved except for maintenance, change in message or repair, or replaced except to bring the sign into conformity with this subsection.
- H. **Specific Standards:**
1. C-1, C-2, RC-2, I-1, and I-2 Districts.  
  
The following standards apply to signs in the C-1, C-2, RC-2, I-1, and I-2 Districts.
    - a. In the case of a multi-tenant or unit commercial or industrial development, the owner of such premises is responsible for compliance with this ordinance.
  2. R-1, R-2 and R-3 Districts.  
  
The following standards apply to signs in the R-1, R-2 and R-3 Districts.
    - a. In the case of a multi-family development or a subdivision with an identifying name (i.e. "Solar Slopes"), the owner of such premises is responsible for compliance with this ordinance.
- I. **Changeable Signs:** The goal of the City is to regulate the frequency and manner of change of display on each side of a changeable sign in a manner consistent to that provided by State law, and to do so in a manner that promotes highway safety.
1. Definitions
    - a. Changeable Sign: "Changeable Sign" means an on-premises sign created, designed, manufactured or modified in such a way that its message may be electronically, digitally or mechanically altered by the complete substitution or replacement of one display by another on each side.
    - b. Display: "Display" means that portion of the surface area of a changeable sign that is, or is designed to be, or is capable of being, periodically altered for the purpose of conveying a message.
    - c. Message "Message" mans a communication conveyed by means of a visual display of text.
  2. Regulations



- a. The display on each side of the changeable sign may be changed no more frequently than once every thirty (30) seconds.
  - b. The display on each side of the changeable sign must change as rapidly as technologically practicable, but the display may change through phasing, rolling, scrolling or blending provided, however, that the display on each side of a changeable sign shall not flash.
  - c. Changeable signs are only allowed in C-1, C-2, RC-2, I-1, and I-2 districts.
3. Administration
- Pursuant to Title 23 M.R.S.A. Section 1914, Sub-Section 11-A, the changeable signs within the municipality and displays on each side of those changeable signs shall comply with all other requirements of State law. The City shall notify the Maine Department of Transportation in writing that it has adopted this Ordinance and shall send it a copy of the same. The City's Code Enforcement Officer shall administer the provisions of this Ordinance.
4. Penalty

Any person who shall violate a provision of the Ordinance, or shall fail to comply with any of the requirements thereof, shall be found guilty of a civil offense, punishable by a fine of not less than \$100.00, or more than \$2,500.00. Each day that a violation continues shall be deemed a separate offense.

**Historical Note:** Section 13-700 §29 as amended June 27, 2005; Section 13-700 §13 as amended March 25, 2013; Section 13-700 §29 as amended June 10, 2013

## Code Enforcement - Inspections

### Permit Fee Payments at front counter - first floor.

Date: May 17, 2018

Customer Name: Jamie Paradis

		\$
13 - Building Permit:	Flat \$50 fee	_____
14 - Plumbing permit:	75% Caribou	_____
	25% State	_____
Shellfish Surcharge: \$15.00 (full system - external only)		_____
53 - Zoning Document fee:		_____
54 - Site Design Application: \$90 + \$10 / 2000 sq ft		<u>90.00</u>
55 - Board of Appeals Application:		_____
56 - Certificate of Occupancy: \$25.00		_____
57 - Demolition Permit: \$25.00 - waived if received in advance		_____
58 - Sign Permit:	\$50.00 per sign X <u>1</u> =	<u>50.00</u>
59 - Subdivision Application: \$180 (first three) + \$10/each add'l		_____
61 - Heating Equip. Installation Permit: \$20.00 each X _____ =		_____
62 - Misc. Inspection Service: \$40.00 each X _____ =		_____

TOTAL: \$ 140.00

Plumbing Inspections: Please call Steve Wentworth, LPI 551-1007

Building Inspections: Please call Tony 493-5966

Planning Board agenda items: Please call Ken 493-5967

Check # 158 - 140.00  
140.00

Remaining Balance: 0.00  
Paid By: JAMES PARODIS

Total: 140.00\*

50.00 SIGN PERMITS

50.00 SIGN PERMITS

40.00 SITE DESIGN FEE

40.00 SITE DESIGN FEE

AMOUNT REF----

05/14/10 10:02 AM 10:10E

\*\*\* REPRINT \*\*\*

City of Fairfax  
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