



City of Caribou, Maine

*Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 498-3954*

AGENDA Caribou Planning Board Regular Meeting Thursday, April 11, 2019 at 5:30 p.m. City Council Chambers

www.cariboumaine.org

- I. Call Meeting to Order
- II. Approval of minutes from the March 14, 2019 Planning Board meeting. Pgs 2-5
- III. Public Hearing
 - a. Use Permit for Philip Duplessie who plans to do an automotive repair business at his 565 Van Buren Road property. Pgs 6-26
- IV. Old Business
 - a. Residential Lease for Sonia Godin doing business as Serenity Beauty Spa and Salon at 11 Summer Street Map 32, Lot 157. Pgs 27-32
- V. New Business
 - a. Continue review of a Site Design Review application for Dunkin Brands, Inc.
 - b. Consider Building Permit for Dunkin Brands. Inc.
- VI. New Communications
 - a. Shoreland Zoning Update Pg 33
 - b. Comprehensive Plan Update progress Pgs 34-54
- VII. Staff Report
 - a. Further Revisions to Chapter 13
 - b. Building Collapses
 - c. Snow Melting (Garbage complaints)
 - d. County Emergency Management Incident exercise
 - e. Caribou Ecumenical Food Pantry crisis
 - f. Notice of Violation for Greenier Inc.
 - g. 60 Access Highway
- VIII. Planning Board Training
 - a. Training for Planning Board Officials by Jay Kamm Senior Planner at NMDC May 9, 2019
- IX. 2019 Planning Board Goals
- X. Other Business
- XI. Adjournment



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Caribou Planning Board Meeting Minutes Thursday, March 14, 2019 @ 5:30 pm City Council Chambers

Members Present: Robert White, Philip McDonough III, Todd Pelletier, Christine Solman and Dan Bagley

Members Absent: Phil Cyr and Evan Graves

Others Present: Ken Murchison –CEO & Zoning Administrator, Denise Lausier –Executive Assistant to the City Manager, Rick Goduti -Goduti Thompson Architects, Gilles Levesque, Alanna Rideout, April Caron, Sonia Godin, Carl Soderberg, Jeff Irving, Shawn Pelletier, Stacey Trudel Nadeau and Sam Collins

- I. Call Meeting to Order** –The meeting was called to order at 5:30 pm.
- II. Approval of minutes from the February 14, 2019 Planning Board Meeting** – Philip McDonough III moved to accept the minutes as presented; seconded by Todd Pelletier. Motion carried with all in favor.
- III. Public Hearings** –
 - a. Chapter 13 City of Caribou Zoning Code Revisions** – Public Hearing was opened at 5:34 pm. Christine Solman spoke as a Caribou resident. She noticed the zoning proposal on the zoning map between the hospital and Griffeth Ford was changed to R-3 and wondered why it was changed. Ms. Solman felt that it would be better defined as commercial.

Todd Pelletier explained there were spots of zones on the map all over and they were attempting to clean it up. The outskirts were made into R-3.

Philip McDonough III stated that anything can be done in an R-3 and it would be easy to rezone if needed.

Ken Murchison stated that on the last official map that area was a C-2. The projects that were proposed in that area have been consistent with C-2.

Dan Bagley questioned if there are any impacts that would be negative to this change.

Christine Solman commented that the access to the rear of property lends itself to commercial development.

Philip McDonough III moved to not change that parcel from C-2 to R-3, but keep it C-2; seconded by Todd Pelletier. 3 – Yes (Robert White, Philip McDonough II, Todd Pelletier) 1 – No (Dan Bagley) 1 – Abstention (Christine Solman)

CEO Ken Murchison stated that this has been an ongoing effort for many years now with constant revisions. It's a living document. Robert White commented that the shoreland zoning piece is ready for revisions to comply with state regulations.

Public Hearing was closed at 5:42 pm.

Philip McDonough moved to present Chapter 13, Zoning with the Zoning Map to the City Council with the change to the parcel on the map between the hospital and Griffeth Ford from an R-3 to C-2 zone; seconded by Todd Pelletier. Motion carried with all in favor.

IV. New Business –

- a. Home Occupation application from Sonia Godin, d/b/a Serenity Beauty Spa for a Salon at 11 Summer Street, Tax Map 32, Lot 157** – CEO Ken Murchison explained this application came before the Board but it wasn't complete. Ms. Godin has since completed the application.

Sonia Godin was present to speak. She is opening a salon in a duplex at 11 Summer Street. The salon will be in one half, she will live in the other half. The salon will have a separate entrance. She has different rooms for different services – hair, pedicures/manicures, facials & massages and a tanning bed. The front entrance is for the salon, ½ of the lower level is for the business, two bedrooms upstairs, residence entrance is on the back side. The salon has a private bathroom and a handicap ramp on the back side. Ms. Godin will be the only employee.

CEO Ken Murchison stated that included with the application is a purchase and sale agreement. Ms. Godin's father owns the building, she will be leasing it from him.

Dan Bagley requested the City receive a copy of the lease agreement.

Christine Solman questioned if there was designated parking. Ms. Godin replied there is plenty of parking, her own personal vehicle will be in the garage.

Dan Bagley also questioned if there will be signs. Ms. Godin answered that there will be just one 3x3 sign against the wall facing Summer Street. CEO Ken Murchison stated that he will make sure the sign meets specifications.

CEO Ken Murchison stated that abutters notices went out prior to the public hearing at the last meeting.

Todd Pelletier moved to approve the application with condition that the City receive a copy of the lease agreement and that the sign will be approved by the CEO; seconded by Christine Solman. Motion carried with all in favor.

- b. Use Permit for Derrell Richardson** – CEO Ken Murchison explained that the Board's stipulation at the last meeting was to have the Fire Marshal inspect the building, but the square footage of the building doesn't call for a Fire Marshal inspection. Mr. Murchison and the City's Building Official have been there to inspect and there are no issues. The Board signed the Use Permit.
- c. Consider Site Design Review for Caribou Senior Living, LLC** – Rick Goduti from Goduti Thompson Architects gave a presentation on the project.

CEO Ken Murchison questioned if they have handicap and van access spots, they do. Robert White stated there are no easement issues.

Dan Bagley questioned if there will be any capacity issues with the sewer line, Mr. Goduti stated that it is sufficient, they had a mechanical engineer check this.

Todd Pelletier questioned if the parking for the ball fields have been addressed with Superintendent of Parks & Rec, Gary Marquis. Shawn Pelletier stated there was sufficient parking, that many of the residents will not have vehicles. Dan Bagley questioned if they will have an agreement with the City for parking for ball games. Carl Soderberg stated there is an easement in place now from the street and up the whole side.

Robert White questioned if there is ample lighting for those who have exterior entrances. Mr. Goduti stated each will have their own lighting fixtures. Christine Solman questioned what they had for exterior lighting. Mr. Goduti stated there are pole lights and each unit has recessed lights underneath the individual porticos.

CEO Ken Murchison stated that staff has been through the building and is satisfied. They are ADA compliant. The architects did a great job at addressing concerns.

The Board reviewed the site design review checklist requirements and found the project to be in compliance. Dan Bagley moved to approve the application as presented; seconded by Philip McDonough III. Motion carried with all in favor.

- d. **Consider Building Permit for Caribou Senior Living, LLC** – CEO Ken Murchison explained that the building permit came to him before the site design application. The building permit is already approved, just needed the site design done to sign off on the building permit.
- e. **Continue review of a Site Design Review application for Dunkin Brands, Inc.** – CEO Ken Murchison received all of their updated information last minute today so he hasn't had time to review it. They have not received approval from MDOT as of yet but they have made some improvements, per MDOT. The Board tabled this item.
- f. **Consider Building Permit for Dunkin Brands, Inc.** – This item was tabled.

V. **New Communications** –

- a. **Proposed Registered Medical Marijuana Caregiver Activity** – CEO Ken Murchison explained that this went before the City Council. The Council action was that they had no issue with him conducting the activity. The Code cannot regulate much of what he does.
- b. **Proposed Registered Medical Marijuana Caregiver Bakery** – CEO Ken Murchison explained that he hasn't heard on this for a while, so it's not ready yet. He will not have to acquire a permit.

VI. **Staff Report** –

- a. **Updates from Code Enforcement Officer/Zoning Administrator** – CEO Ken Murchison stated that the Shoreland Zoning Ordinance needs updating. It will need approval from the State. The Board will need to revisit. A goal of the Board is to work on the Comprehensive Plan update. NMDC will help with the transportation and demographics sections. The Board can decide if they want to have a committee or tackle the project as a Board. The State requires a

public process. It is a year long process to update. Some things in the plan will stay as is, the things that don't change.

- b. Update on Moratorium concerning owner operated personal services businesses related to a Medical Marijuana Caregiver status.** – CEO Ken Murchison explained that the Council didn't act and didn't extend the moratorium. The default will be a prohibition against. Current dispensaries will be grandfathered in. The City won't be able to inspect and no permit fees. There are some in the community, but we don't know where. Medical marijuana caregivers register with the State, the State gets the fee, but nothing for the City. The City will need to write an ordinance. We will need to understand caregiver's rights and recognize Council action.

VII. Planning Board Training – None.

VIII. 2019 Planning Board Goals – CEO Ken Murchison will check to see what other cities are doing with home occupations. Philip McDonough III requested copies from other towns home occupations that have been provided.

VIII. Other Business – None.

IX. Adjournment – Meeting adjourned at 6:59 pm.

Respectfully Submitted,

Philip McDonough III
Planning Board Secretary

PM/dl

*** REPRINT ***
 02/22/19 2:55 PM ID:JRC
 REF---
 STATE DESIGN REVENUE STATE DESIGN
 STATE DESIGN FEE
 Total: 90.00\$
 PAID BY PHILLIP DUPLESSIE
 Remaining Balance: 0.00
 Cash \$ 90.00

#3218-1
 AMOUNT
 90.00

City of Carbon
 N 4 4 4 4

Code Enforcement - Inspections
Permit Fee Payments at front counter - first floor.

Date: March 22, 2019

Customer Name: Phillip Duplessie

\$

12 - Electrical Permit: _____

13 - Building Permit: _____

14 - Plumbing permit: 75% Caribou _____

25% State _____

Shellfish Surcharge: \$15.00 _____

53 - Zoning Document fee: _____

54 - Site Design Application: 90.00

55 - Board of Appeals Application: _____

56 - Certificate of Occupancy: \$25.00 _____

57 - Demolition Permit: \$25.00 _____

58 - Sign Permit: \$50.00 per sign X _____ = _____

59 - Subdivision Application: _____

61 - Heating Equip. Installation Permit: \$20.00 each X _____ = _____

62 - Misc. Inspection Service: \$40.00 each X _____ = _____

TOTAL: \$ 90.00



City of Caribou Use Permit Application

Planning & Code Enforcement
25 High St.
Caribou, Maine 04736
(207) 493 - 3324 X 214
kmurchison@cariboumaine.org

Public Hearing Notification fee \$90.00

Date Received: 03/22/2019

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: Philip Duplessie **Phone:** (207) 762-2527

Mailing Address: 565 VANBUREN Rd
CARIBOU Me 04736

Location of Property: 565 VANBUREN Rd CARIBOU Me 04736

Tax Map: 14 **Lot Number:** 46-A **Zone:** R-3

Requested Use: Auto Repair Business

Signature of Applicant: Philip Duplessie **Date:** 3-22-19

**City of Caribou, Maine
Planning Board**

Use Permit 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:

OBJECTID	MAP_BK_LOT	OID	Account	Name	Location	Map_Lot	Shape_Leng	Shape_Area
914	016-035	1902	1855.000000000000	GUERRETTE-KALKBRENNER,	VAN BUREN ROAD	016-035	3648.91068398000	178.41777032300
1356	014-046-C	1572	1490.000000000000	HARRIS, RONALD E. AND GAIL	585 VAN BUREN ROAD	014-046-C	345.14096065000	1.80487101318
1357	014-046	1568	1486.000000000000	GUERRETTE-KALKBRENNER,	VAN BUREN ROAD	014-046	3003.68502601000	93.64990967380
1358	014-046-B	1570	1488.000000000000	CHAPMAN, RUSSELL E.	571 VAN BUREN ROAD	014-046-B	303.92979741600	1.29380876896
1359	014-046-A	1569	1487.000000000000	NEWELL, LARRY	565 VAN BUREN ROAD	014-046-A	276.83557217500	0.98295695387
1360	014-046-D	1573	1491.000000000000	NADEAU, GARY P. & RUTH A.	557 VAN BUREN ROAD	014-046-D	293.50431053500	1.18494628999
2098	014-046-E	1574	1492.000000000000	GUERRETTE, ULYSSES - DEV	VAN BUREN ROAD	014-046-E	329.57471829600	1.19215867563
2099	014-045	1567	1485.000000000000	GUERRETTE-KALKBRENNER,	VAN BUREN ROAD	014-045	2895.55998448000	47.26478866560
2118	013-017	1359	1286.000000000000	GUERRETTE TRUST UNDER	534 VAN BUREN ROAD	013-017	11906.84612050000	421.73335120800
2119	013-019	1361	1288.000000000000	CHALOULT, CLIFFORD J. LIFE	550 VAN BUREN ROAD	013-019	192.54811391500	0.56575872010
2127	013-020-A	1362	1289.000000000000	MARTIN, RICKY P. AND	564 VAN BUREN ROAD	013-020-A	329.83200132400	1.65390215927
2128	013-021	1363	1290.000000000000	THIBODEAU, LEO TEDDY &	572 VAN BUREN ROAD	013-021	199.68849455800	0.60785715958

GUERRETTE FARMS CORP.
P.O. BOX 1135
CARIBOU, ME 04736 1135

RICKY P. MARTIN AND KIMBER
564 VAN BUREB ROAD
CARIBOU, ME 04736

WAYNE P. BELANGER
595 VAN BUREN ROAD
CARIBOU, ME 04736

ORILLA THIBODEAU
572 VAN BUREN ROAD
CARIBOU, ME 04736

GUERRETTE FARMS CORP.
P.O. BOX 1135
CARIBOU, ME 04736 1135

RUSSEL E. CHAPMAN
C/O DANALD AND IDA CHAPMAN
569 VAN BUREN ROAD
CARIBOU, ME 04736

PHILLIP DUPLESSIE
565 VAN BUREN ROAD
CARIBOU, ME 04736

GARY P. AND RUTH NADEAU
557 VAN BUREN ROAD
CARIBOU, ME 04736

ULYSSES GUERRETTE-DEV
CO/BRIAN GUERRETTE
P.O. BOX 1135
CARIBOU, ME 04736 1135

GUERRETTE FARMS CORP.
P.O. BOX 1135
CARIBOU, ME 04736 1135

GUERRETTE FARMS CORP.
P.O. BOX 1135
CARIBOU, ME 04736 1135

ROGER CHALOUT
P.O. BOX 249
CARIBOU, ME 04736



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Legal Notice

Notice of Violation

Date of Notice: 09/25/2018
Reference: Map 014 – Lot 046-A / 565 Van Buren Road
To: Phillip Duplessie
565 Van Buren Road
Caribou, ME 04736

Mr. Duplessie,

It has been reported that there are several unregistered vehicles, several all-terrain vehicles in various states of repair, auto motive parts and junk stacked up and lying about on and beyond the east property line at your 565 Van Buren Road property. Upon further inspection we observed the same (See attached).

Date this violation was observed: 09/17/2018

Violation of Sections: 302

Violation Description: Motor Vehicles

302.8 Motor Vehicles: Except as provided for in other regulations, no inoperative or unlicensed motor vehicle should be parked, kept or stored on any premises and no vehicles shall be in a state of major disassembly, disrepair or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth. There is an exception to 302.8 Motor Vehicles and it states; A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similar enclosure designed and approved for such purposes.

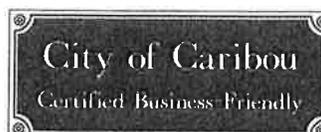
You are hereby ordered to take the following corrective action:

Properly dispose of unregistered vehicles and junked parts in and around the exterior of your property at 565 Van Buren Road, Caribou, Maine.

You are ordered to take corrective action by: 10/14/2018

Failure to comply with this order may result in court action being taken against you. MRSA Title 30-A establishes a minimum fine of \$100.00 per day for each violation. A separate fine may be assessed for day the violation continues. The City of Caribou may seek an order for corrective action, a substantial fine plus attorney fees and court cost in this action.

Contact the office of Zoning Administrator & Code Enforcement @ City Hall or by phone 493-4234 if you have any questions concerning this violation and to make arrangements to bring your



property into compliance. You must notify the Code Enforcement Officer when corrective actions are complete to schedule an inspection.

Copies of the local ordinance and a link to the 2015 International Property Maintenance Code as adopted by the City of Caribou 01/23/2017 is available at the City of Caribou website:
www.cariboumaine.org

Best Regards,

A handwritten signature in black ink, appearing to read "Kenneth Murchison". The signature is fluid and cursive, with a large, stylized initial "K".

Kenneth Murchison

Zoning Administrator/CEO Cc: City Manager, Fire Chief and Police Chief



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Legal Notice

2nd Notice of Violation

Date of Notice: 03/21/2019
Reference: Map 014 – Lot 046-A / 565 Van Buren Road
To: Phillip Duplessie
565 Van Buren Road
Caribou, ME 04736

Mr. Duplessie,

It has been reported that here are several unregistered vehicles in various states of repair, auto motive parts and junk stacked up and lying about on and beyond the east property line at your 565 Van Buren Road property. Upon further inspection we observed the same.

Date this violation was observed: 09/17/2018

Violation of Sections: 302

Violation Description: Motor Vehicles

302.8 Motor Vehicles: Except as provided for in other regulations, no inoperative or unlicensed motor vehicle should be parked, kept or stored on any premises and no vehicles shall be in a state of major disassembly, disrepair or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth. There is an exception to 302.8 Motor Vehicles and it states; A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similar enclosure designed and approved for such purposes.

You are hereby ordered to take the following corrective action:

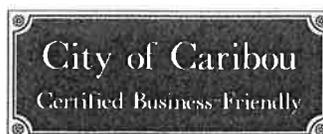
Properly dispose of unregistered vehicles and junked parts in and around the exterior of your property at 565 Van Buren Road, Caribou, Maine.

You are ordered to take corrective action by: 04/01/2019

Failure to comply with this order may result in court action being taken against you. MRSA Title 30-A establishes a minimum fine of \$100.00 per day for each violation. A separate fine may be assessed for day the violation continues. The City of Caribou may seek an order for corrective action, a substantial fine plus attorney fees and court cost in this action.

Date this violation was observed: 03/20/2019

Violation of Sections: Caribou Code Chapter 13-740



Violation Description:

Livestock and Poultry

40. Conditions of Keeping Livestock and Poultry

1. Any livestock shall be kept at least 100 feet from any property line except pigs and hogs which shall be kept at least 200 feet from any property line and shall be kept at least 100 feet from any residential dwelling or water well.

2. Any poultry shall be kept at least 50 feet from any property line.

You are hereby ordered to take the following corrective action:

Place chicken coops and pens away from the side boundaries of your property.

You are ordered to take corrective action by:

04/01/2019

Contact the office of Zoning Administrator & Code Enforcement @ City Hall or by phone 493-4234 if you have any questions concerning this violation and to make arrangements to bring your property into compliance. You must notify the Code Enforcement Officer when corrective actions are complete to schedule an inspection.

Copies of the local ordinance and a link to the 2015 International Property Maintenance Code as adopted by the City of Caribou 01/23/2017 is available at the City of Caribou website:

www.cariboumaine.org

Best Regards,



Kenneth Murchison

Zoning Administrator/CEO Cc: City Manager, Fire Chief and Police Chief

STATE OF MAINE
CERTIFICATE OF SOLE PROPRIETOR OR PARTNERSHIPS ADOPTING NAME OTHER
THAN
HIS OR HER OWN
PURSUANT TO TITLE 31, CHAPTER 1, §2

The undersigned hereby certifies that he or she intends to engage in the _____
_____ business as sole proprietor/partnership thereof, and to
adopt the name style and designation _____ in
the conduct of said business.

NAME:

SIGNATURE: _____

SIGNATURE: _____

RESIDENCE:

STATE OF MAINE

Aroostook, ss

Date _____

Then personally appeared _____ and made
oath to the foregoing certificate, that the same is true.

Before me, _____

Notary Public

Date of Commission

Clerk's Office Municipality of Caribou

Received

at ___ H ___ M ___ M and
recorded in Book ___ Page ___

Attest:

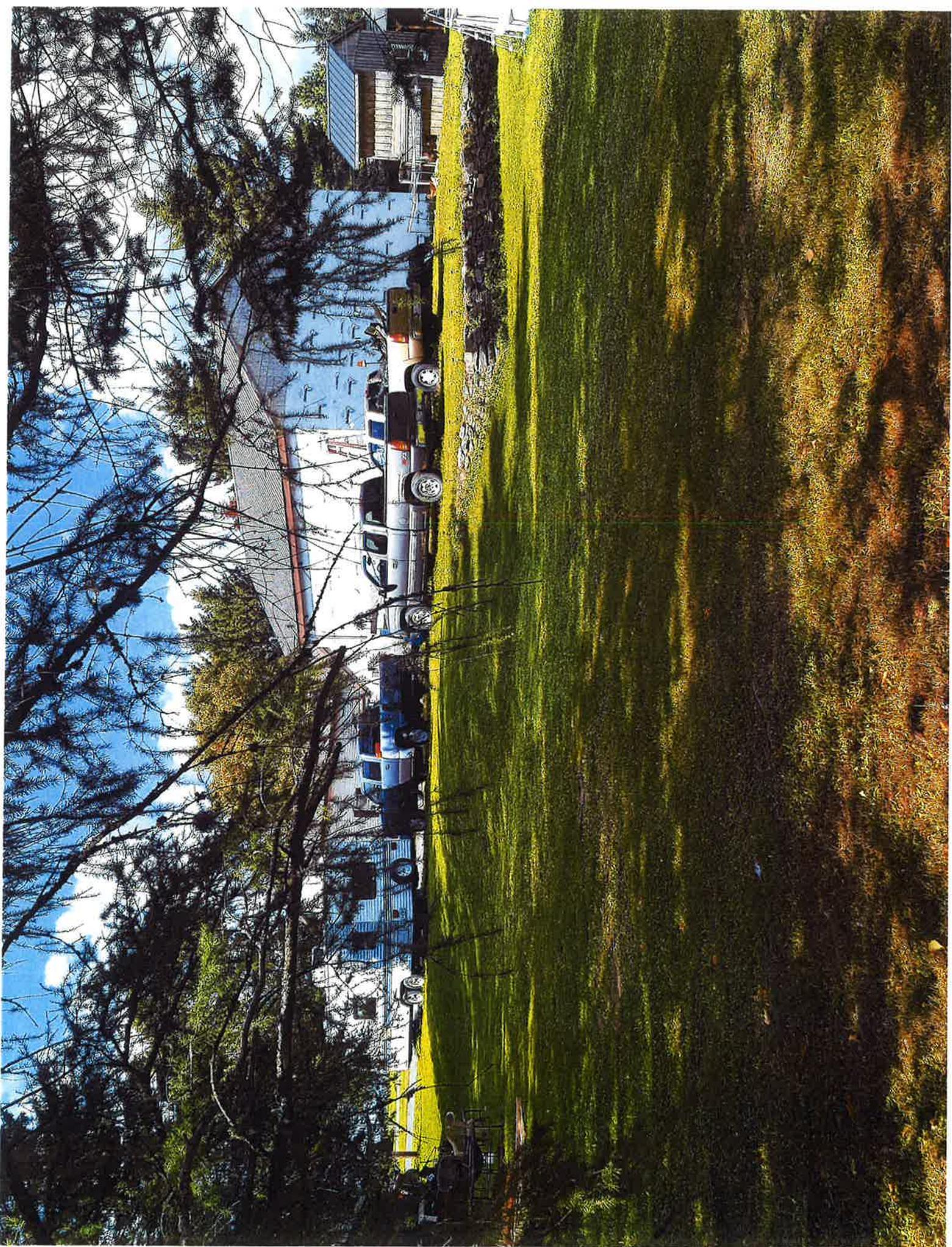
_____ Clerk

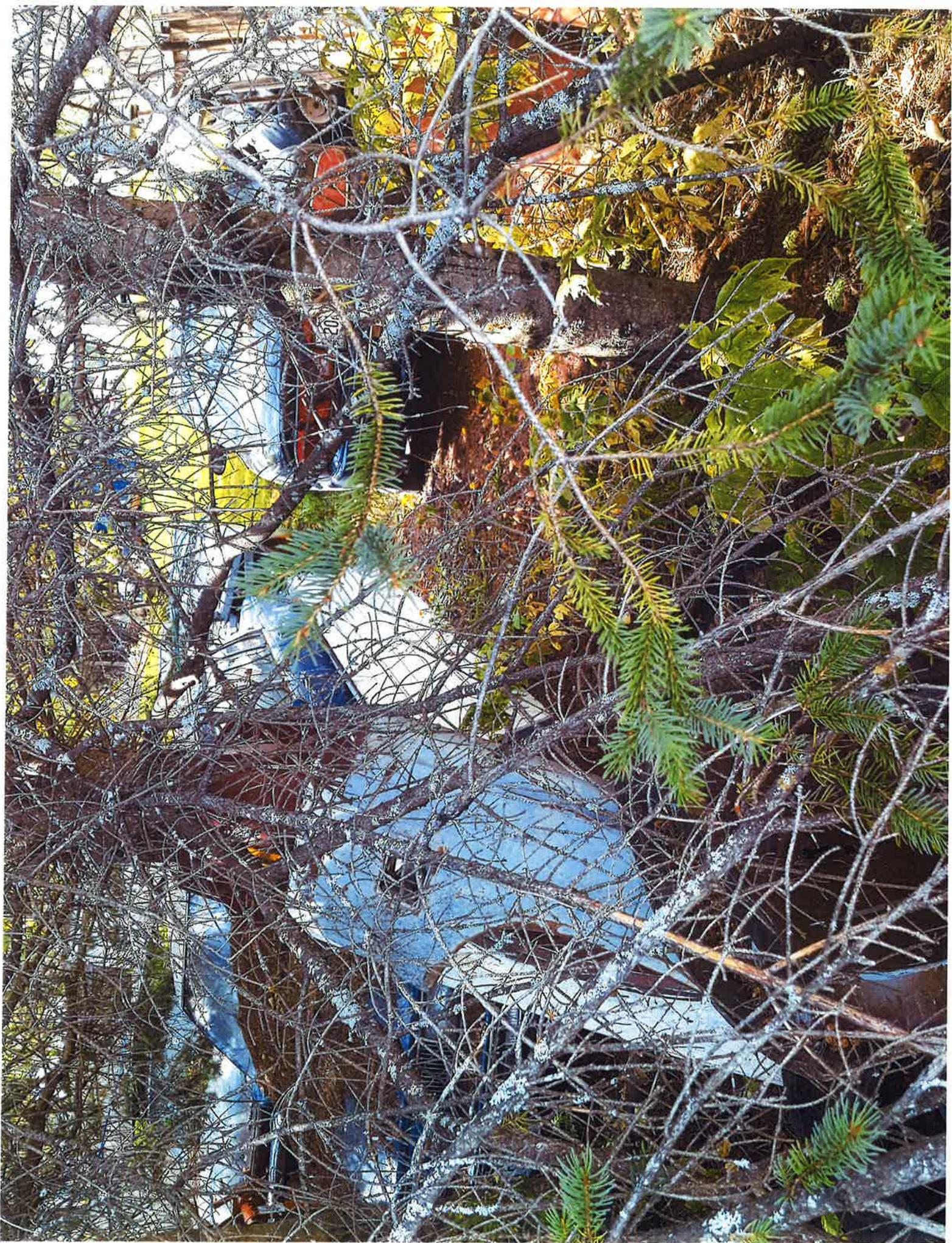




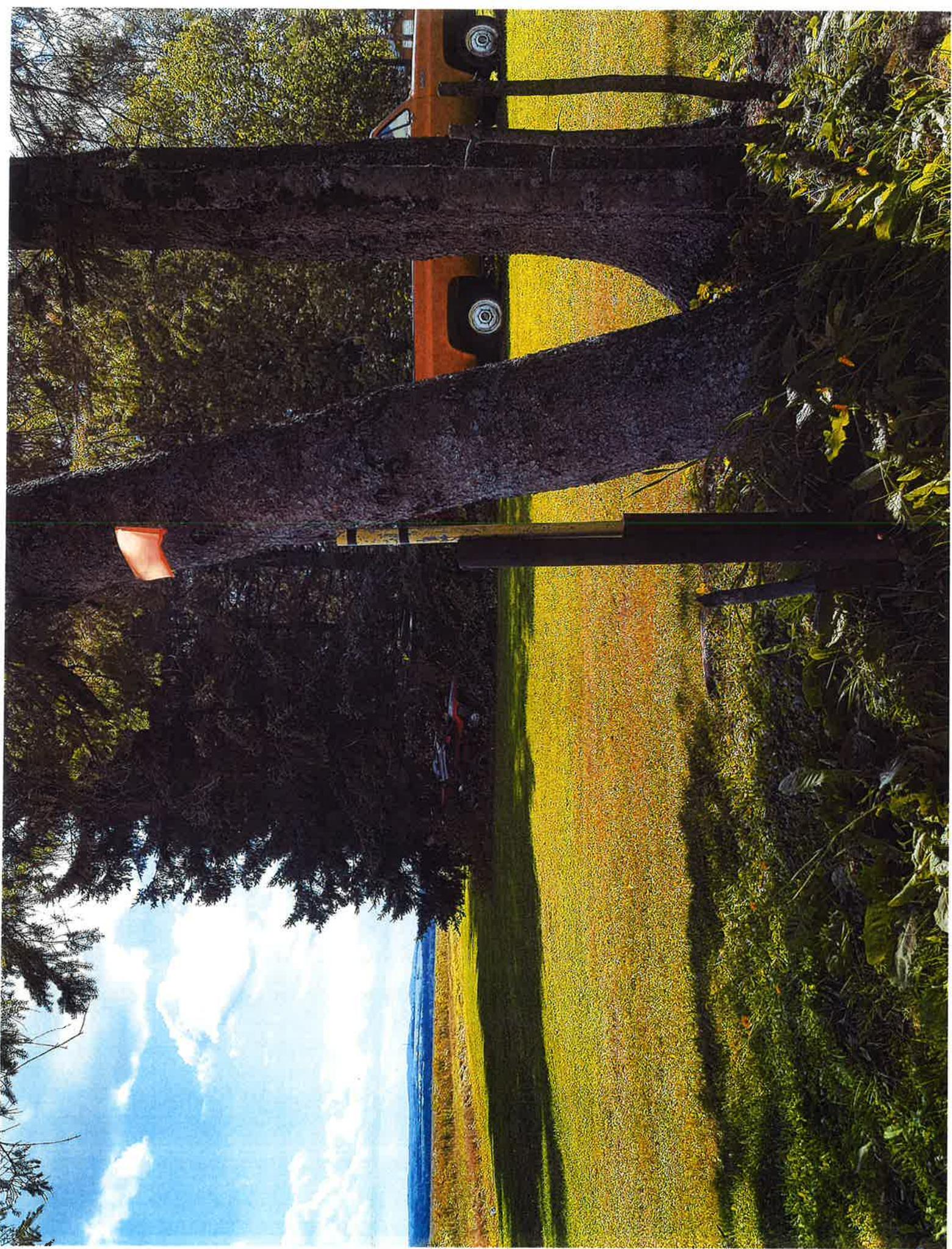
















214

RESIDENTIAL LEASE

THIS LEASE (the "Lease") dated this 18th day of March, 2019

BETWEEN:

LANDLORD

Gilles & Monique Levesque

(the "Landlord")

TENANT

Sonia Levesque Godin

(the "Tenant")

IN CONSIDERATION OF the Landlord leasing certain premises to the Tenant and other valuable consideration, the receipt and sufficiency of which consideration is hereby acknowledged, the Parties agree as follows:

LEASED PROPERTY

1. The Landlord agrees to rent to the Tenant the home w/business, municipally described as #11, Summer Street, Caribou, Maine 04736 (the "Property"), for use as residential premises only.
2. Subject to the provisions of this Lease, apart from the Tenant and the Tenant's immediate family members, no other persons will live in the Property without the prior written permission of the Landlord.
3. No guests of the Tenants may occupy the Property for longer than one week without the prior written consent of the Landlord.
4. The Tenant and members of Tenant's household will not smoke anywhere in the Property nor permit any guests or visitors to smoke in the Property.

TERM

5. The term of the Lease is a periodic tenancy commencing at 12:00 noon on April 5, 2019 and continuing on a month-to-month basis until the Landlord or the Tenant terminates the tenancy.
6. Notwithstanding that the term of this Lease commences on April 5, 2019, the Tenant is entitled to possession of the Property at 12:00 noon on April 5 2019.

RENT

7. Subject to the provisions of this Lease, the rent for the Property is \$ 725.00 per month (the "Rent").
8. The Tenant will pay the Rent on or before the 1st of each and every month of the

term of this Lease to the Landlord at #15, Rocher, Edmundston, Maine 50625-3123 or at such other place as the Landlord may later designate by cash or check.

TENANT IMPROVEMENTS

9. The Tenant will obtain written permission from the Landlord before doing any of the following:
- a. applying adhesive materials, or inserting nails or hooks in walls or ceilings other than two small picture hooks per wall;
 - b. painting, wallpapering, redecorating or in any way significantly altering the appearance of the Property;
 - c. removing or adding walls, or performing any structural alterations;
 - d. installing a waterbed(s);
 - e. changing the amount of heat or power normally used on the Property as well as installing additional electrical wiring or heating units;
 - f. placing or exposing or allowing to be placed or exposed anywhere inside or outside the Property any placard, notice or sign for advertising or any other purpose; or
 - g. affixing to or erecting upon or near the Property any radio or TV antenna or tower.

INSURANCE

10. The Tenant is hereby advised and understands that the personal property of the Tenant is not insured by the Landlord for either damage or loss, and the Landlord assumes no liability for any such loss.

ATTORNEY FEES

11. In the event that any action is filed in relation to this Lease, the unsuccessful Party in the action will pay to the successful Party, in addition to all the sums that either Party may be called on to pay, a reasonable sum for the successful Party's attorney fees.

GOVERNING LAW

12. This Lease will be construed in accordance with and exclusively governed by the laws of the State of Maine.

SEVERABILITY

13. If there is a conflict between any provision of this Lease and the Act, the Act will prevail and such provisions of the Lease will be amended or deleted as necessary in order to comply with the Act. Further, any provisions that are required by the Act are incorporated into this Lease.
14. The invalidity or unenforceability of any provisions of this Lease will not affect the validity or enforceability of any other provision of this Lease. Such other provisions remain in full force and effect.

AMENDMENT OF LEASE

15. This Lease may only be amended or modified by a written document executed by the Parties.

ASSIGNMENT AND SUBLETTING

16. The Tenant will not assign this Lease, or sublet or grant any concession or license to use the Property or any part of the Property. Any assignment, subletting, concession, or license, whether by operation of law or otherwise, will be void and will, at Landlord's option, terminate this Lease.

DAMAGE TO PROPERTY

17. If the Property should be damaged other than by the Tenant's negligence or willful act or that of the Tenant's employee, family, agent, or visitor and the Landlord decides not to rebuild or repair the Property, the Landlord may end this Lease by giving appropriate notice.

MAINTENANCE

18. The Tenant will, at its sole expense, keep and maintain the Property and appurtenances in good and sanitary condition and repair during the term of this Lease and any renewal of this Lease.
19. Major maintenance and repair of the Property involving anticipated or actual costs in excess of \$100.00 per incident not due to the Tenant's misuse, waste, or neglect or that of the Tenant's employee, family, agent, or visitor, will be the responsibility of the Landlord or the Landlord's assigns.
20. In particular, the Tenant will keep the fixtures in the Property in good order and repair. The Tenant will, at Tenant's sole expense, make all required repairs to the plumbing, range, heating apparatus, and electric and gas fixtures whenever damage to such items will have resulted from the Tenant's misuse, waste, or neglect or that of the Tenant's employee, family, agent, or visitor.
21. Where the Property has its own sidewalk, entrance, driveway or parking space which is for the exclusive use of the Tenant and its guests, the Tenant will keep the sidewalk, entrance, driveway or parking space clean, tidy and free of objectionable material including dirt, debris, snow and ice.

CARE AND USE OF PROPERTY

22. The Tenant will promptly notify the Landlord of any damage, or of any situation that may significantly interfere with the normal use of the Property or to any furnishings supplied by the Landlord.
23. The Tenant will not engage in any illegal trade or activity on or about the Property.
24. The Parties will comply with standards of health, sanitation, fire, housing and safety as required by law.
25. The Parties will use reasonable efforts to maintain the Property in such a condition as to prevent the accumulation of moisture and the growth of mold. The Tenant will promptly notify the Landlord in writing of any moisture accumulation that occurs or of any visible evidence of mold discovered by the Tenant. The Landlord will promptly respond to any such written notices from the Tenant.

26.

If the Tenant is absent from the Property and the Property is unoccupied for a period of 4 consecutive days or longer, the Tenant will arrange for regular inspection by a competent person. The Landlord will be notified in advance as to the name, address and phone number of the person doing the inspections.

- 27. At the expiration of the term of this Lease, the Tenant will quit and surrender the Property in as good a state and condition as they were at the commencement of this Lease, reasonable use and wear and tear excepted.

RULES AND REGULATIONS

- 28. The Tenant will obey all rules and regulations of the Landlord regarding the Property.

LEAD WARNING

- 29. Housing built before 1978 may contain lead based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint hazards in the dwelling. **Lessees must also receive a federally approved pamphlet on lead poisoning prevention.**

ADDRESS FOR NOTICE

- 30. For any matter relating to this tenancy, the Tenant may be contacted at the Property or through the phone number below:

- a. Name: Sonia Levesque Godin.
- b. Phone: (207) 227-9633.
- c. Email: n/a.

- 31. For any matter relating to this tenancy, whether during or after this tenancy has been terminated, the Landlord's address for notice is:

- a. Name: Gilles & Monique Levesque.
- b. Address: #15, Rocher, Edmundston, ^{CA} ~~Maine~~ 50625-3123.3
NB E 31-4 Y I

The contact information for the Landlord is:

- c. Phone: (506) 353-2863.
- d. Email address: N/a.

GENERAL PROVISIONS

- 32. All monetary amounts stated or referred to in this Lease are based in the United States dollar.

33. Any waiver by the Landlord of any failure by the Tenant to perform or observe the provisions of this Lease will not operate as a waiver of the Landlord's rights under this Lease in respect of any subsequent defaults, breaches or non-performance and will not defeat or affect in any way the Landlord's rights in respect of any subsequent default or breach.
34. This Lease will extend to and be binding upon and inure to the benefit of the respective heirs, executors, administrators, successors and assigns, as the case may be, of each Party. All covenants are to be construed as conditions of this Lease.
35. All sums payable by the Tenant to the Landlord pursuant to any provision of this Lease will be deemed to be additional rent and will be recovered by the Landlord as rental arrears.
36. Where there is more than one Tenant executing this Lease, all Tenants are jointly and severally liable for each other's acts, omissions and liabilities pursuant to this Lease.
37. Locks may not be added or changed without the prior written agreement of both Parties, or unless the changes are made in compliance with the Act.
38. The Tenant will be charged an additional amount of \$25.00 for each N.S.F. check or checks returned by the Tenant's financial institution.
39. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Lease. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.
40. This Lease may be executed in counterparts. Facsimile signatures are binding and are considered to be original signatures.
41. This Lease constitutes the entire agreement between the Parties.
42. During the last 30 days of this Lease, the Landlord or the Landlord's agents will have the privilege of displaying the usual 'For Sale' or 'For Rent' or 'Vacancy' signs on the Property.
43. Time is of the essence in this Lease.

IN WITNESS WHEREOF Sonia Levesque Godin and Gilles & Monique Levesque have duly affixed their signatures on this 18th day of March, 2019.



Gilles & Monique Levesque



Sonia Levesque Godin

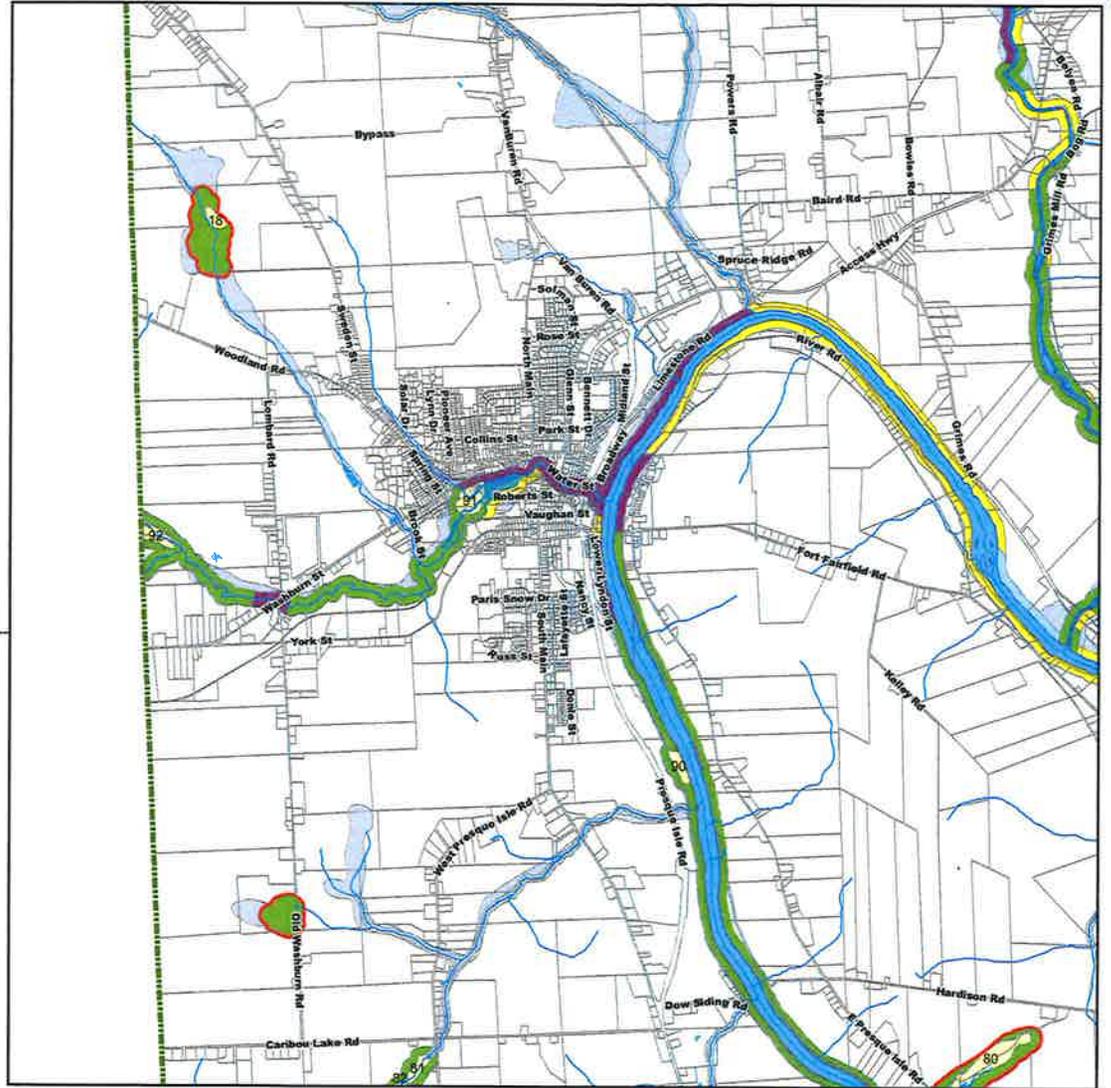
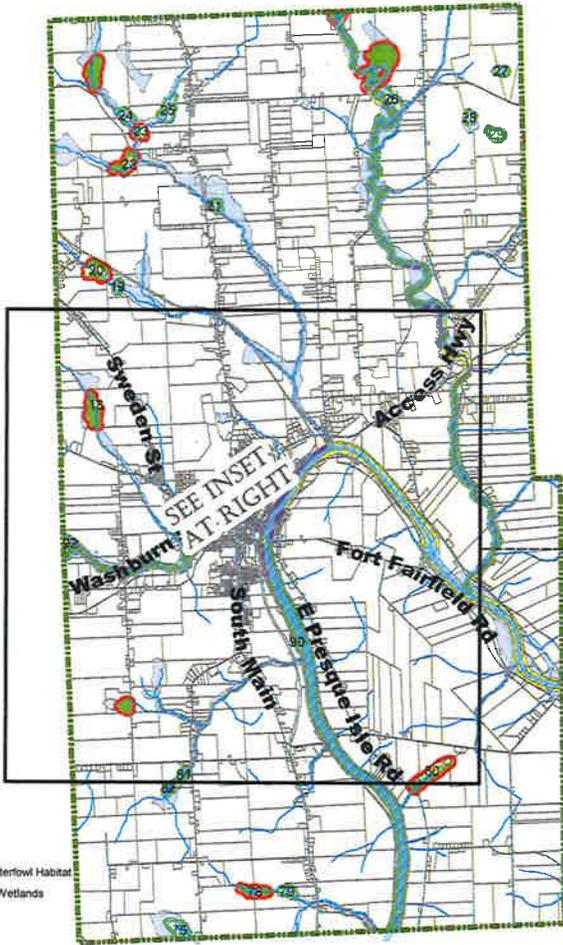
The Tenant acknowledges receiving a duplicate copy of this Lease signed by the Tenant and the Landlord on the 18th day of March, 2019



Sonia Levesque Godin



Caribou City Flood Plain/Shoreland Zoning Map



Legend

- Township Boundaries
- Brooks and Streams
- Rivers
- Lakes and Ponds
- Parcel Boundaries
- 2008 International Wading Waterfowl Habitat
- 1989 Numbered Nonforested Wetlands

Caribou Shoreland Zoning

ShoreZone

- General Development
- General Development II
- Limited Residential
- Resource Protection
- Stream Protection
- Flood Plains

Produced: March 27, 2018 by Caribou City Planning & Zoning
 Date: All data derived from Caribou GIS (digital) tax maps, Maine Office of GIS data catalogue and Esri/arc vch/arcsoft.
 Software: ESRI ArcMap 10.1
 Hardware: HP ProBook, Intel(R) Core(TM) i5-7200 CPU @ 2.50GHz with 12GB RAM
 This map is for general reference purposes only. No warranty of date or representation of such relative to real world conditions is given. Any questions or disputes about the information contained on this map should be addressed to the Caribou City Planning and Zoning offices located at 25 High Street, Caribou, ME 04736.

2009 Official Shoreland Zoning Map compiled by Northern Maine Development Commission as delineated by the Caribou Planning Board
 Wetlands areas captured from 1989 IP&W Numbered Nonforested Wetland Map paper document.
 International Wading Waterfowl Habitat captured from Beginning with Habitat Data.
 Flood Plain areas captured from U.S. Department of Housing and Urban Development Federal Insurance Administration 1960 Flood Insurance Rate Map paper documents.

33

Optional Self-Assessment Checklist

This checklist was developed to ease the preparation of comprehensive plans. Its contents are taken directly from the Comprehensive Plan Review Criteria Rule (07 105 Chapter 208). There are no requirements to submit this checklist for review as it is intended only for the plan preparers.

Required Element	✓	Page
Vision Statement that summarizes the community's desired future community character in terms of economic development, natural and cultural resource conservation, transportation systems, land use patterns and its role in the region.		
Public Participation Summary of the public participation process used by the planning committee in developing the plan pursuant to 30-A M.R.S.A. §4324. The summary must indicate how information gathered during the public process was used to guide the plan's vision statement, analyses, policies and strategies.		
Regional Coordination Program summarizing regional coordination efforts to manage shared resources and facilities, including but not limited to lakes, rivers, aquifers, and transportation facilities. The plan must identify any shared resources and facilities, describe any conflicts with neighboring communities' policies and strategies pertaining to shared resources and facilities and describe what approaches the community will take to coordinate management of shared resources and facilities. In addition, the plan must include a summary of regional coordination efforts from all applicable topic areas.		
Plan Implementation section that prioritizes how implementation strategies will be carried out, pursuant to 30-A M.R.S.A. §4326(3). The plan must identify the responsible party and anticipated timeline for each strategy in the plan.		
Evaluation measures that describe how the community will periodically (at least every five years) evaluate the following: A. The degree to which future land use plan strategies have been implemented; B. Percent of municipal growth-related capital investments in growth areas; C. Location and amount of new development in relation to community's designated growth areas, rural areas, and transition areas (if applicable) D. Amount of critical natural resource, critical rural, and critical waterfront areas protected through acquisition, easements, or other measures.		
Future Land Use Plan that meets the requirements of Section 4 of Chapter 208. This section will be the focus of the Office's review for consistency with the Act.		
Comments:		

Historic and Archaeological Resources	✓	Page
Analyses		
Are historic patterns of settlement still evident in the community?		

What protective measures currently exist for historic and archaeological resources and are they effective?		
Do local site plan and/or subdivision regulations require applicants proposing development in areas that may contain historic or archaeological resources to conduct a survey for such resources?		
Have significant historic resources fallen into disrepair, and are there ways the community can provide incentives to preserve their value as an historical resource?		
Condition and Trends		
The community's Comprehensive Planning Historic Preservation Data Set prepared and provided to the community by the Historic Preservation Commission, and the Office, or their designees.		
An outline of the community's history, including a brief description of historic settlement patterns and events contributing to the development and character of the community and its surroundings.		
An inventory of the location, condition, and use of any historical or archaeological resource that is of local importance.		
A brief description of threats to local historic resource and to those of state and national significance as identified by the Maine Historic Preservation Commission.		
Policies		
Protect to the greatest extent practicable the significant historic and archaeological resources in the community.		
Strategies		
For known historic archeological sites and areas sensitive to prehistoric archeology, through local land use ordinances require subdivision or non-residential developers to take appropriate measures to protect those resources, including but not limited to, modification of the proposed site design, construction timing, and/or extent of excavation.		
Adopt or amend land use ordinances to require the planning board (or other designated review authority) to incorporate maps and information provided by the Maine Historic Preservation Commission into their review process.		
Work with the local or county historical society and/or the Maine Historic Preservation Commission to assess the need for, and if necessary plan for, a comprehensive community survey of the community's historic and archaeological resources.		
Comments:		

Water Resources	✓	Page
Analyses		
Are there point sources (direct discharges) of pollution in the community? If so, is the community taking steps to eliminate them?		
Are there non-point sources of pollution? If so, is the community taking steps to eliminate them?		

How are groundwater and surface water supplies and their recharge areas protected?		
Do public works crews and contractors use best management practices to protect water resources in their daily operations (e.g. salt/sand pile maintenance, culvert replacement street sweeping, public works garage operations)?		
Are there opportunities to partner with local or regional advocacy groups that promote water resource protection?		
Condition and Trends		
The community's Comprehensive Planning Water Resources Data Set prepared and provided to the community by the Department of Inland Fisheries and Wildlife, the Department of Environmental Protection and the Office, or their designees.		
A description of each great pond, river, surface drinking water supply, and other water bodies of local interest including: a. ecological value; b. threats to water quality or quantity; c. documented water quality and/or invasive species problems.		
A summary of past and present activities to monitor, assess, and/or improve water quality, mitigate sources of pollution, and control or prevent the spread of invasive species.		
A description of the location and nature of significant threats to aquifer drinking water supplies.		
A summary of existing lake, pond, river, stream, and drinking water protection and preservation measures, including local ordinances.		
Policies		
To protect current and potential drinking water sources.		
To protect significant surface water resources from pollution and improve water quality where needed.		
To protect water resources in growth areas while promoting more intensive development in those areas.		
To minimize pollution discharges through the upgrade of existing public sewer systems and wastewater treatment facilities.		
To cooperate with neighboring communities and regional/local advocacy groups to protect water resources.		
Strategies		
Adopt or amend local land use ordinances as applicable to incorporate stormwater runoff performance standards consistent with: a. Maine Stormwater Management Law and Maine Stormwater regulations (Title 38 M.R.S.A. §420-D and 06-096 CMR 500 and 502). b. Maine Department of Environmental Protection's allocations for allowable levels of phosphorus in lake/pond watersheds. c. Maine Pollution Discharge Elimination System Stormwater Program		
Consider amending local land use ordinances, as applicable, to incorporate low impact development standards.		

Where applicable, develop an urban impaired stream watershed management or mitigation plan that will promote continued development or redevelopment without further stream degradation.		
Maintain, enact or amend public wellhead and aquifer recharge area protection mechanisms, as necessary.		
Encourage landowners to protect water quality. Provide local contact information at the municipal office for water quality best management practices from resources such as the Natural Resource Conservation Service, University of Maine Cooperative Extension, Soil and Water Conservation District, Maine Forest Service, and/or Small Woodlot Association of Maine.		
Adopt water quality protection practices and standards for construction and maintenance of public and private roads and public properties and require their implementation by contractors, owners, and community officials and employees.		
Participate in local and regional efforts to monitor, protect and, where warranted, improve water quality.		
Provide educational materials at appropriate locations regarding aquatic invasive species.		
Comments:		

Natural Resources	✓	Page
Analyses		
Are any of the community's critical natural resources threatened by development, overuse, or other activities?		
Are local shoreland zone standards consistent with state guidelines and with the standards placed on adjacent shorelands in neighboring communities?		
What regulatory and non-regulatory measures has the community taken or can the community take to protect critical natural resources and important natural resources?		
Is there current regional cooperation or planning underway to protect shared critical natural resources? Are there opportunities to partner with local or regional groups?		
Condition and Trends		
The community's Comprehensive Planning Natural Resources Data Set prepared and provided to the community by the Department of Inland Fisheries and Wildlife, Department of Environmental Protection and the Office, or their designees.		
A map or description of scenic areas and scenic views of local importance, and regional or statewide importance, if available.		
Policies		
To conserve critical natural resources in the community.		
To coordinate with neighboring communities and regional and state resource agencies to protect shared critical natural resources.		
Strategies		

Ensure that land use ordinances are consistent with applicable state law regarding critical natural resources.		
Designate critical natural resources as Critical Resource Areas in the Future Land Use Plan.		
Through local land use ordinances, require subdivision or non-residential property developers to look for and identify critical natural resources that may be on site and to take appropriate measures to protect those resources, including but not limited to, modification of the proposed site design, construction timing, and/or extent of excavation.		
Through local land use ordinances, require the planning board (or other designated review authority) to include as part of the review process, consideration of pertinent BwH maps and information regarding critical natural resources.		
Initiate and/or participate in interlocal and/or regional planning, management, and/or regulatory efforts around shared critical and important natural resources.		
Pursue public/private partnerships to protect critical and important natural resources such as through purchase of land or easements from willing sellers.		
Distribute or make available information to those living in or near critical or important natural resources about current use tax programs and applicable local, state, or federal regulations.		
Comments:		

Agricultural and Forest Resources	✓	Page
Analyses		
How important is agriculture and/or forestry and are these activities growing, stable, or declining?		
Is the community currently taking regulatory and/or non-regulatory steps to protect productive farming and forestry lands? Are there local or regional land trusts actively working to protect farms or forest lands in the community?		
Are farm and forest land owners taking advantage of the state's current use tax laws?		
Has proximity of new homes or other incompatible uses affected the normal farming and logging operations?		
Are there large tracts of agricultural or industrial forest land that have been or may be sold for development in the foreseeable future? If so, what impact would this have on the community?		
Does the community support community forestry or agriculture (i.e. small woodlots, community forests, tree farms, community gardens, farmers' markets, or community-supported agriculture)? If so, how?		
Does the community have town or public woodlands under management, or that would benefit from forest management?		
Condition and Trends		

The community's Comprehensive Planning Agriculture and Forestry Data Set prepared and provided to the community by the Department of Agriculture, the Maine Forest Service, and the Office, or their designees.		
A map and/or description of the community's farms, farmland, and managed forest lands and a brief description of any that are under threat.		
Information on the number of parcels and acres of farmland, tree growth, and open space enrolled in the state's farm, tree growth, and open space law taxation programs, including changes in enrollment over the past 10 years.		
A description of any community farming and forestry activities (e.g. community garden, farmer's market, or community forest).		
Policies		
To safeguard lands identified as prime farmland or capable of supporting commercial forestry.		
To support farming and forestry and encourage their economic viability.		
Strategies		
Consult with the Maine Forest Service district forester when developing any land use regulations pertaining to forest management practices as required by 12 M.R.S.A. §8869.		
Consult with Soil and Water Conservation District staff when developing any land use regulations pertaining to agricultural management practices.		
Amend land use ordinances to require commercial or subdivision developments in critical rural areas, if applicable, maintain areas with prime farmland soils as open space to the greatest extent practicable.		
Limit non-residential development in critical rural areas (if the town designates critical rural areas) to natural resource-based businesses and services, nature tourism/outdoor recreation businesses, farmers' markets, and home occupations.		
Encourage owners of productive farm and forest land to enroll in the current use taxation programs.		
Permit land use activities that support productive agriculture and forestry operations, such as roadside stands, greenhouses, firewood operations, sawmills, log buying yards, and pick-your-own operations.		
Include agriculture, commercial forestry operations, and land conservation that supports them in local or regional economic development plans.		
Comments:		

Marine Resources (if applicable)	✓	Page
Analyses		
Is coastal water quality being monitored on a regular basis?		
Is there a local or regional plan in place to identify and eliminate pollution sources?		
Has closing of clam or worm flats threatened the shellfishing industry, and are sources of contamination known? If so, are sources point (direct discharge) or nonpoint sources?		

Are traditional water-dependent uses thriving or in decline? What are the factors affecting these uses? If current trends continue, what will the waterfront look like in 10 years?		
Is there reasonable balance between water-dependent and other uses, and between commercial and recreational uses? If there have been recent conversions of uses, have they improved or worsened the balance?		
How does local zoning treat land around working harbors?		
Is there a local or regional harbor or bay management plan? If not, is one needed?		
Are there local dredging needs? If so, how will they be addressed?		
Is there adequate access, including parking, for commercial fishermen and members of the public? Are there opportunities for improved access?		
Are important points of visual access identified and protected?		
Condition and Trends		
The community's Comprehensive Planning Marine Resources Data Set prepared and provided to the community by the Department of Marine Resources, and the Office, or their designees.		
A map and / or description of water-dependent uses.		
A brief summary of current regulations influencing land use patterns on or near the shoreline.		
A description of any local or regional harbor or bay management plans or planning efforts.		
The location of facilities (wharves, boat ramps, pump-out stations, etc.), with a brief description of any regional or local plans to improve facilities.		
A description or map showing public access points to the shore. Include a brief description of their use, capacity, physical condition, and plans to improve, expand, or acquire facilities such as parking or toilets.		
A list of scenic resources along the shoreline, including current ownership (public or private) and any protections.		
Policies		
To protect, maintain and, where warranted, improve marine habitat and water quality.		
To foster water-dependent land uses and balance them with other complementary land uses.		
To maintain and, where warranted, improve harbor management and facilities.		
To protect, maintain and, where warranted, improve physical and visual public access to the community's marine resources for all appropriate uses including fishing, recreation, and tourism.		
Strategies		
Identify needs for additional recreational and commercial access (which includes parking, boat launches, docking space, fish piers, and swimming access).		
Encourage owners of marine businesses and industries to participate in clean marina/boatyard programs.		

Provide information about the Working Waterfront Access Pilot Program and current use taxation program to owners of waterfront land used to provide access to or support the conduct of commercial fishing activities.		
Support implement of local and regional harbor and bay management plans.		
If applicable, provide sufficient funding for and staffing of the harbormaster and/or harbor commission.		
Work with local property owners, land trusts, and others to protect major points of physical and visual access to coastal waters, especially along public ways and in public parks.		
Comments:		

Population and Demographics	✓	Page
Analyses		
Is the rate of population change expected to continue as in the past, or to slow down or speed up? What are the implications of this change?		
What will be the likely demand for housing and municipal and school services to accommodate the change in population and demographics, both as a result of overall change and as a result of change among different age groups?		
Does your community have a significant seasonal population, is the nature of that population changing? What is the community's dependence on seasonal visitors?		
If your community is a service center or has a major employer, are additional efforts required to serve a daytime population that is larger than its resident population?		
Condition and Trends		
The community's Comprehensive Planning Population and Demographic Data Set (including relevant local, regional, and statewide data) prepared and provided to the community by the Office or its designee.		
Policies		
None required.		
Strategies		
None required.		
Comments:		

Economy	✓	Page
Analyses		
Is the economy experiencing significant change, and how does this, or might this, affect the local population, employment, and municipal tax base?		
Does the community have defined priorities for economic development? Are these priorities reflected in regional economic development plans?		
If there is a traditional downtown or village center(s) in the community? If so, are they deteriorating or thriving?		

Is tourism an important part of the local economy? If so, what steps has the community taken to support this industry?		
Do/should home occupations play a role in the community?		
Are there appropriate areas within the community for industrial or commercial development? If so, are performance standards necessary to assure that industrial and commercial development is compatible with the surrounding land uses and landscape?		
Are public facilities, including sewer, water, broadband access or three-phase power, needed to support the projected location, type, and amount of economic activity, and what are the issues involved in providing them?		
If there are local or regional economic development incentives such as TIF districting, do they encourage development in growth areas?		
How can/does the community use its unique assets such as recreational opportunities, historic architecture, civic events, etc. for economic growth?		
Condition and Trends		
The community's Comprehensive Planning Economic Data Set prepared and provided to the community by the Office or its designee.		
A brief historical perspective on how and why the current economy of the community and region developed.		
A list of local and regional economic development plans developed over the past five years, which include the community.		
Where does the community's population work and where do employees in your community reside? A description of the major employers in the community and labor market area and their outlook for the future.		
A description of any economic development incentive districts, such as tax increment financing districts, in the community.		
Policies		
To support the type of economic development activity the community desires, reflecting the community's role in the region.		
To make a financial commitment, if necessary, to support desired economic development, including needed public improvements.		
To coordinate with regional development corporations and surrounding towns as necessary to support desired economic development.		
Strategies		
If appropriate, assign responsibility and provide financial support for economic development activities to the proper entity (e.g., a local economic development committee, a local representative to a regional economic development organization, the community's economic development director, a regional economic development initiative, or other).		
Enact or amend local ordinances to reflect the desired scale, design, intensity, and location of future economic development.		
If public investments are foreseen to support economic development, identify the mechanisms to be considered to finance them (local tax dollars, creating a tax increment financing district, a Community Development Block Grant or other grants, bonding, impact fees, etc.)		
Participate in any regional economic development planning efforts.		

Comments:

Housing	✓	Page
Analyses		
How many additional housing units (if any), including rental units, will be necessary to accommodate projected population and demographic changes during the planning period?		
Is housing, including rental housing, affordable to those earning the median income in the region? Is housing affordable to those earning 80% of the median income? If not, review local and regional efforts to address issue.		
Are seasonal homes being converted to year-round use or vice-versa? What impact does this have on the community?		
Will additional low and moderate income family, senior, or assisted living housing be necessary to meet projected needs for the community? Will these needs be met locally or regionally?		
Are there other major housing issues in the community, such as substandard housing?		
How do existing local regulations encourage or discourage the development of affordable/workforce housing?		
Condition and Trends		
The community's Comprehensive Planning Housing Data Set prepared and provided to the community by the Maine State Housing Authority, and the Office, or their designees.		
Information on existing local and regional affordable/workforce housing coalitions or similar efforts.		
A summary of local regulations that affect the development of affordable/workforce housing.		
Policies		
To encourage and promote adequate workforce housing to support the community's and region's economic development.		
To ensure that land use controls encourage the development of quality affordable housing, including rental housing.		
To encourage and support the efforts of the regional housing coalitions in addressing affordable and workforce housing needs.		
Strategies		
Maintain, enact or amend growth area land use regulations to increase density, decrease lot size, setbacks and road widths, or provide incentives such as density bonuses, to encourage the development of affordable/workforce housing.		
Maintain, enact or amend ordinances to allow the addition of at least one accessory apartment per dwelling unit in growth areas, subject to site suitability.		
Create or continue to support a community affordable/workforce housing committee and/or regional affordable housing coalition.		

Designate a location(s) in growth areas where mobile home parks are allowed pursuant to 30-A M.R.S.A. §4358(3)(M) and where manufactured housing is allowed pursuant to 30-A M.R.S.A. §4358(2).		
Support the efforts of local and regional housing coalitions in addressing affordable and workforce housing needs.		
Seek to achieve a level of at least 10% of new residential development built or placed during the next decade be affordable.		
Comments:		

Recreation	✓	Page
Analyses		
Will existing recreational facilities and programs in the community and region accommodate projected growth or changes in age groups in your community?		
Is there a need for certain types of services or facilities or to upgrade or enlarge present facilities to either add capacity or make them more usable?		
Are important tracts of open space commonly used for recreation publicly-owned or otherwise permanently conserved?		
Does the community have a mechanism, such as an open space fund or partnership with a land trust, to acquire important open spaces and access sites, either outright or through conservation easements?		
Does the public have access to each of the community's significant water bodies?		
Are recreational trails in the community adequately maintained? Are there use conflicts on these trails?		
Is traditional access to private lands being restricted?		
Condition and Trends		
The community's Comprehensive Planning Recreation Data Set prepared and provided to the community by the Department of Conservation, and the Office, or their designees.		
A description of important public and private active recreation programs, land and water recreation areas (including hunting and fishing areas), and facilities in the community and region, including regional recreational opportunities as appropriate, and identification of unmet needs.		
An inventory of any fresh or salt water bodies in the community determined locally to have inadequate public access.		
A description of local and regional trail systems, trail management organizations, and conservation organizations that provide trails for all-terrain vehicles, snowmobiling, skiing, mountain biking, or hiking.		
A map or list of important publicly-used open spaces and their associated facilities, such as parking and toilet facilities.		
Policies		
To maintain/upgrade existing recreational facilities as necessary to meet current and future needs.		
To preserve open space for recreational use as appropriate.		

To seek to achieve or continue to maintain at least one major point of public access to major water bodies for boating, fishing, and swimming, and work with nearby property owners to address concerns.		
Strategies		
Create a list of recreation needs or develop a recreation plan to meet current and future needs. Assign a committee or community official to explore ways of addressing the identified needs and/or implementing the policies and strategies outlined in the plan.		
Work with public and private partners to extend and maintain a network of trails for motorized and non-motorized uses. Connect with regional trail systems where possible.		
Work with an existing local land trust or other conservation organizations to pursue opportunities to protect important open space or recreational land.		
Provide educational materials regarding the benefits and protections for landowners allowing public recreational access on their property. At a minimum this will include information on Maine's landowner liability law regarding recreational or harvesting use, Title 14, M.R.S.A. §159-A.		
Comments:		

Transportation (applicable if community has no MaineDOT approved STPA transportation plan)	✓	Page
Analyses		
What are the transportation system concerns in the community and region? What, if any, plans exist to address these concerns?		
Are conflicts caused by multiple road uses, such as a major state or U.S. route that passes through the community or its downtown and serves as a local service road as well?		
To what extent do sidewalks connect residential areas with schools, neighborhood shopping areas, and other daily destinations?		
How are walking and bicycling integrated into the community's transportation network (including access to schools, parks, and other community destinations)?		
How do state and regional transportation plans relate to your community?		
What is the community's current and approximate future budget for road maintenance and improvement?		
Are there parking issues in the community? If so what are they?		
If there are parking standards, do they discourage development in village or downtown areas?		
Do available transit services meet the current and foreseeable needs of community residents? If transit services are not adequate, how will the community address the needs?		
If the community hosts a transportation terminal, such as an airport, passenger rail station, or ferry terminal, how does it connect to other transportation modes (e.g. automobile, pedestrian, bicycle, transit)?		

If the community hosts or abuts any public airports, what coordination has been undertaken to ensure that required airspace is protected now and in the future? How does the community coordinate with the owner(s) of private airports?		
If you are a coastal community are land-side or water-side transportation facilities needed? How will the community address these needs?		
Does the community have local access management or traffic permitting measures in place?		
Do the local road design standards support the community's desired land use pattern?		
Do the local road design standards support bicycle and pedestrian transportation?		
Do planned or recently built subdivision roads (residential or commercial) simply dead-end or do they allow for expansion to adjacent land and encourage the creation of a network of local streets? Where dead-ends are unavoidable, are mechanisms in place to encourage shorter dead-ends resulting in compact and efficient subdivision designs?		
Condition and Trends		
The community's Comprehensive Planning Transportation Data Set prepared and provided to the community by the Department of Transportation, and the Office, or their designees.		
Location and overall condition of roads, bridges, sidewalks, and bicycle facilities, including any identified deficiencies or concerns.		
Identify potential on and off-road connections that would provide bicycle and pedestrian connections to neighborhoods, schools, waterfronts and other activity centers.		
Identify major traffic (including pedestrian) generators, such as schools, large businesses, public gathering areas/activities, etc. and related hours of their operations.		
Identify policies and standards for the design, construction and maintenance of public and private roads.		
List and locate municipal parking areas including capacity, and usage.		
Identify airports within or adjacent to the community and describe applicable airport zoning and airspace protection ordinances your community has in place.		
Identify bus or van services.		
Identify existing and proposed marine and rail terminals within your community including potential expansions.		
If coastal communities identify public ferry service and private boat transportation support facilities (may be covered under Marine Resources with cross reference) including related water-side (docks/piers/wharves) and land-side (parking) facilities.		
Policies		
To prioritize community and regional needs associated with safe, efficient, and optimal use of transportation systems.		
To safely and efficiently preserve or improve the transportation system.		

To promote public health, protect natural and cultural resources, and enhance livability by managing land use in ways that maximize the efficiency of the transportation system and minimize increases in vehicle miles traveled.		
To meet the diverse transportation needs of residents (including children, the elderly and disabled) and through travelers by providing a safe, efficient, and adequate transportation network for all types of users (motor vehicles, pedestrians, bicyclists).		
To promote fiscal prudence by maximizing the efficiency of the state or state-aid highway network.		
Strategies		
Develop or continue to update a prioritized improvement, maintenance, and repair plan for the community's transportation network.		
Initiate or actively participate in regional and state transportation efforts.		
Maintain, enact or amend local ordinances as appropriate to address or avoid conflicts with: a. Policy objectives of the Sensible Transportation Policy Act (23 M.R.S.A. §73); b. State access management regulations pursuant to 23 M.R.S.A. §704; and c. State traffic permitting regulations for large developments pursuant to 23 M.R.S.A. §704-A.		
Maintain, enact or amend ordinance standards for subdivisions and for public and private roads as appropriate to foster transportation-efficient growth patterns and provide for future street and transit connections.		
Comments:		

Public Facilities and Services	✓	Page
Analyses		
Are municipal services adequate to meeting changes in population and demographics?		
Has the community partnered with neighboring communities to share services, reduce costs and/or improve services? In what ways?		
If the community has a public sewer system, what issues or concerns are there currently and/or anticipated in the future? Is the sanitary district extension policy consistent with the Future Land Use Plan as required by (38 M.R.S.A. §1163), or will it be?		
If the community has a public water system are any public water supply expansions anticipated? If so, have suitable sources been identified and protected? Is the water district extension policy consistent with the Future Land Use Plan?		
If the town does not have a public sewer or water system, is this preventing the community from accommodating current and projected growth?		
Are existing stormwater management facilities adequately maintained? What improvements are needed? How might future development affect the existing system?		

How do residents dispose of septic tank waste? Are there issues or concerns regarding septic tank waste?		
Is school construction or expansion anticipated during the planning period? Are there opportunities to promote new residential development around existing and proposed schools?		
Is the community's emergency response system adequate? Are improvements needed?		
Is the solid waste management system meeting current needs? Is the community reducing the reliance on waste disposal and increasing recycling opportunities? Are improvements needed to meet future demand?		
Are improvements needed in the telecommunications and energy infrastructure?		
Are local and regional health care facilities and public health and social service programs adequate to meet the needs of the community?		
Will other public facilities, such as town offices, libraries, and cemeteries accommodate projected growth?		
To what extent are investments in facility improvements directed to growth areas?		
Does the community have a street tree program?		
Condition and Trends		
location of facilities and service areas (mapped as appropriate);		
general physical condition of facilities and equipment;		
capacity and anticipated demand during the planning period;		
identification of who owns/manages the systems;		
estimated costs of needed capital improvements to public facilities; and		

<p>the following information related to each of these public facilities and services:</p> <p>a. Sewerage and/or Water Supply – Identify number and types of users, and percent of households served</p> <p>b. Septage – Identify any community policies or regulations regarding septage collection and disposal.</p> <p>c. Solid Waste – Describe the community’s solid waste management system. Identify types and amounts of municipal solid waste and recycled materials for the past five (5) years.</p> <p>d. Stormwater Management – Identify combined sewer overflows. For Municipal Separate Stormwater System (MS4) communities, describe plan and status of the major goals of the MS4 requirements.</p> <p>e. Power and Communications – Availability of 3-phase power, Internet (including broadband), and cable within the community.</p> <p>f. Emergency Response System –Average call response times for fire, police, and emergency/rescue.</p> <p>g. Education – Identify school administrative unit. Include primary/secondary school system enrollment for the most recent year information is available and for the ten (10) years after the anticipated adoption of plan.</p> <p>h. Health Care - Describe major health care facilities (hospitals, clinics) and other providers serving the community. Identify public health and social services supported by the community through municipal subsidy.</p> <p>i. Municipal Government Facilities and Services – Describe facilities and staffing for municipal administrative, enforcement, and public works operations.</p> <p>j. Street Tree Program - Describe the community's street tree program.</p>		
Policies		
To efficiently meet identified public facility and service needs.		
To provide public facilities and services in a manner that promotes and supports growth and development in identified growth areas.		
Strategies		
Identify any capital improvements needed to maintain or upgrade public services to accommodate the community’s anticipated growth and changing demographics.		
Locate new public facilities comprising at least 75% of new municipal growth-related capital investments in designated growth areas.		
Encourage local sewer and water districts to coordinate planned service extensions with the Future Land Use Plan.		
If public water supply expansion is anticipated, identify and protect suitable sources?		
Explore options for regional delivery of local services.		
Comments:		

Fiscal Capacity and Capital Investment Plan	✓	Page
Analyses		
How will future capital investments identified in the plan be funded?		

If the community plans to borrow to pay for capital investments, does the community have sufficient borrowing capacity to obtain the necessary funds?		
Have efforts been made by the community to participate in or explore sharing capital investments with neighboring communities? If so, what efforts have been made?		
Condition and Trends		
Identify community revenues and expenditures by category for the last five (5) years and explain trends.		
Describe means of funding capital items (reserve funds, bonding, etc.) and identify any outside funding sources.		
Identify local and state valuations and local mil rates for the last five (5) years.		
How does total municipal debt (including shares of county, school and utility) compare with the statutory and Maine Bond Bank recommended limits on such debt?		
Policies		
To finance existing and future facilities and services in a cost effective manner.		
To explore grants available to assist in the funding of capital investments within the community.		
To reduce Maine's tax burden by staying within LD 1 spending limitations.		
Strategies		
Explore opportunities to work with neighboring communities to plan for and finance shared or adjacent capital investments to increase cost savings and efficiencies.		
Capital Investment Plan		
The comprehensive plan must include a capital investment plan that:		
(1) Identifies and summarizes anticipated capital investment needs within the planning period in order to implement the comprehensive plan, including estimated costs and timing, and identifies which are municipal growth-related capital investments;		
(2) Establishes general funding priorities among the community capital investments; and		
(3) Identifies potential funding sources and funding mechanisms.		
Comments:		

Existing Land Use	✓	Page
Analyses		
Is most of the recent development occurring: lot by lot; in subdivisions; or in planned developments? Is recent development consistent with the community's vision?		

What regulatory and non-regulatory measures would help promote development of a character, and in locations that are consistent with the community's vision?		
Is the community's administrative capacity adequate to manage its land use regulation program, including planning board and code enforcement officer?		
Are floodplains adequately identified and protected? Does the community participate in the National Flood Insurance Program? If not, should it? If so, is the floodplain management ordinance up to date and consistently enforced? Is the floodplain management ordinance consistent with state and federal standards?		
Condition and Trends		
An existing land use map, by land use classification (such as mixed-use, residential, commercial, institutional, industrial, agricultural, commercial forests, marine, park/recreational, conserved, and undeveloped land).		
A summary of current lot dimensional standards.		
A description or map identifying the location of lots and primary structures created within the last ten years. Include residential, institutional, commercial, and industrial development.		
Provide a brief description of existing land use regulations and other tools utilized to manage land use, including shoreland zoning, floodplain management, subdivision, site plan review, and zoning ordinances.		
Estimate the minimum amount of land needed to accommodate projected residential, institutional, commercial, or industrial development at least ten (10) years into the future.		
Policies		
None Required		
Strategies		
None Required		
Comments:		

Future Land Use Plan	✓	Page
Analyses		
Does the Future Land Use Plan align and/or conflict with the community's vision statement?		
Is the configuration of the growth area(s) shaped by natural opportunities and/or constraints (i.e. the physical suitability or unsuitability of land for development)? The location of public facilities? The transportation network?		
How does the Future Land Use Plan relate to recent development trends?		
Given current regulations, development trends, and population projections, estimate how many new residential units and how much commercial, institutional, and/or industrial development will likely occur in the planning period? Where is this development likely to go?		
How can critical natural resources and important natural resources be effectively protected from future development impacts?		

Components		
<p>A map or maps showing:</p> <ul style="list-style-type: none"> a. Growth area(s) (unless exempted) and Rural area(s) and any land use districts within each; b. Critical Natural Resources in accordance with 4.3.F, above c. Any of the following optional land use areas, if proposed, along with any land use districts within each: Transitional, Critical Rural, Critical Waterfront. 		
<p>A map depicting the constraints to development identified in the plan (may be a combination of maps from other sections).</p>		
<p>A narrative description of each land use district including:</p> <ul style="list-style-type: none"> a. The district's relationship to the community's vision; b. The district's natural opportunities and/or constraints; c. The types and intensity of proposed land uses, including residential density; d. The compatibility or incompatibility of proposed uses to current uses, critical natural resources and important natural resources within and around the district along with any special development considerations (e.g. need for additional buffers, conservation subdivision provisions, architectural design standards, etc.); and e. Any anticipated major municipal capital investments needed to support the proposed land uses. 		
Policies		
<p>To coordinate the community's land use strategies with other local and regional land use planning efforts.</p>		
<p>To support the locations, types, scales, and intensities of land uses the community desires as stated in its vision.</p>		
<p>To support the level of financial commitment necessary to provide needed infrastructure in growth areas.</p>		
<p>To establish efficient permitting procedures, especially in growth areas.</p>		
<p>To protect critical rural and critical waterfront areas from the impacts of development.</p>		
Strategies		
<p>Assign responsibility for implementing the Future Land Use Plan to the appropriate committee, board or municipal official.</p>		
<p>Using the descriptions provided in the Future Land Use Plan narrative, maintain, enact or amend local ordinances as appropriate to:</p> <ul style="list-style-type: none"> a. Clearly define the desired scale, intensity, and location of future development; b. Establish or maintain fair and efficient permitting procedures, and explore streamlining permitting procedures in growth areas; and c. Clearly define protective measures for critical natural resources and, where applicable, important natural resources. d. Clearly define protective measures for any proposed critical rural areas and/or critical waterfront areas, if proposed. 		

Include in the Capital Investment Plan anticipated municipal capital investments needed to support proposed land uses.		
Meet with neighboring communities to coordinate land use designations and regulatory and non-regulatory strategies.		
Provide the code enforcement officer with the tools, training, and support necessary to enforce land use regulations, and ensure that the Code Enforcement Officer is certified in accordance with 30-A M.R.S.A. §4451.		
Track new development in the community by type and location.		
Direct a minimum of 75% of new municipal growth-related capital investments into designated growth areas identified in the Future Land Use Plan.		
Periodically (at least every five years) evaluate implementation of the plan in accordance with Section 2.7.		
Comments:		

