



## *City of Caribou, Maine*

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### **Caribou Planning Board Meeting Minutes Thursday, April 11, 2019 @ 5:30 pm City Council Chambers**

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

**Members Absent:** Christine Solman

**Others Present:** Ken Murchison –CEO & Zoning Administrator, Denise Lausier –Executive Assistant to the City Manager, Philip Duplessie, Jodi Duplessie, Gary Nadeau and Riley Cray

**I. Call Meeting to Order** –The meeting was called to order at 5:30 pm.

Chairman Robert White commented that Evan Graves will be competing in the Boston Marathon. The Board wished him the best.

**II. Approval of minutes from the March 14, 2019 Planning Board Meeting** – Todd Pelletier moved to accept the minutes as presented; seconded by Philip McDonough III. Motion carried with all in favor.

**III. Public Hearing** –

- a. Use Permit for Philip Duplessie who plans to do an automotive repair business at his 565 Van Buren Road property** – Public Hearing was opened at 5:33 pm. Philip Duplessie was present and gave an overview of what he is applying to do. He worked 23 years at McCains and got hurt, this has been his hobby and it has turned into a bigger operation. He has cleaned things up and now the vehicles in the front all drive and move, only one is not registered. He's doing good with business and keeps purchases local in Caribou. He does auto mechanics, engines and transmissions, motors, windshields and body touch ups. Fluids go to containers, the drain in the garage drains out in the open.

CEO Ken Murchison stated that two notices of violations went out on this property last month, both times Mr. Duplessie has come in to see Ken. Have had no problems lately. Phil Duplessie commented that he plans to put a fence in the back to shield, parts are on a sled trailer organized and this is now his income.

Dan Bagley commented that he has no issues with the permit, but that Mr. Duplessie still needs to comply with the city ordinances and fix the violations.

There were concerns with all the vehicles in the yard. Philip Duplessie commented that they are down back on the property line. Jodi Duplessie stated they cannot be seen unless you look through the trees.

Philip McDonough III had concerns with potential contamination of wells. Dan Bagley stated the Board needs a plan to look at with location of wells, leach fields etc. Phil Cyr requested a site plan with location of buildings, property lines, location of wells to location of the shop and surrounding wells.

Gary Nadeau, neighbor next door. Mr. Nadeau is retired and he stated that on his back patio all he can see are lots of non-registered vehicles. Behind the property line are old washer and dryers and old lawn tractors. The drain is five feet from the property line. Mr. Nadeau's brother in law is next door and his well is 45 feet deep, 23 feet from the property line. Mr. Nadeau's well is 30 feet deep. He has six to seven vehicles buried under the snowbank. Mr. Nadeau also stated that late at night he does air sanding with the air compressor going.

Public Hearing was closed at 5:51.

Chairman Robert White stated that the Board needs an accurate site plan sketch.

Philip McDonough III moved to table this item until the City has all the proper documentation and it meets all City ordinances as talked about; seconded by Phil Cyr. Motion carried with all in favor.

The Board also requested up to date photos taken right before the May 9<sup>th</sup> meeting.

#### **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** – The Board had approved Sonia Godin's home occupation application in March with the condition they would receive a copy of her lease. A copy of the lease was given to the Board.

#### **V. New Business –**

- a. **Continue review of a Site Design Review application for Dunkin Brands, Inc.** – CEO Ken Murchison explained that they have received approval from MDOT along with the documents they have been waiting for with updated drawings. They have addressed traffic flow concerns, changed the parking configuration and changed the drive thru lane. The Board has had a public hearing, but have not completed site design review. Mr. Murchison told the Board they can conduct this as a first read or act upon it.

Evan Graves commented that they have known about this for a while and have reviewed their plans and feels the Board could move forward.

Philip McDonough III has concerns with the internal vehicle circulation and the impact on Angle Street. Mr. McDonough also had concerns with snow removal and emergency vehicle access. Dan Bagley agreed with it being a congested area. CEO Ken Murchison stated that what will alleviate the congestion is having the traffic go out onto Angle Street. City Manager Dennis Marker stated that staff has spoken to them about snow removal and they said they will have to haul it off.

Todd Pelletier stated that they have done what the board has asked them to do.

Philip McDonough III also questioned the turning traffic lane. CEO Ken Murchison replied that they will be restriping High Street to North Street with the new school project.

Dan Bagley stated that the application was unsigned. CEO Ken Murchison stated that the Board could approve the building permit with the condition of having the application signed. Also, Chief Susi & Chief Gahagan have expressed their concerns to the project manager and they changed their plan.

The Board completed the site design review.

City Manager Dennis Marker stated that he was pretty sure that the ADA ramp does not meet ADA requirements. The staff can deal with this at the staff level. Mr. Marker also commented on site buffering on Angle Street, there's not a lot of shielding to the neighborhood. Staff will work with them on this.

Conditions of approval: ADA conformity on Bennett Drive sidewalk, emergency vehicle access approved by the police and fire chiefs, signage conformity to city ordinances and site buffering east side adjacent to Angle Street.

Evan Graves moved to accept the site design review application pending conditions of approval; seconded by Phil Cyr. Motion carried with all in favor.

**Consider Building Permit for Dunkin Brands, Inc.** - The Board directed CEO Ken Murchison to sign the building permit for Dunkin Brands, Inc.

## **VI. New Communications –**

- a. **Shoreland Zoning Update** – CEO Ken Murchison explained that upon review of Chapter 13, Zoning of City Code, he realized that the Shoreland Zoning Ordinance and map is out of date. Revisions need to be accepted by DEP. Mr. Murchison has already started the process, he reached out to Inland Fisheries and Wildlife for info they want on the map.

Mr. Murchison also explained that the Floodplain Ordinance was accepted by the Council. It includes the floodplain resource protected area.

- b. **Comprehensive Plan Update progress** – CEO Ken Murchison made a chart to outline how they may want to approach the process. NMDC will help with transportation and demographics. Archeology and resources won't change. Mr. Murchison explained that we are already behind. Looking at engaging the public with forums. This is a five year review. The Board can decide how they want to be involved.

City Manager Dennis Marker suggested that each Board member take a couple of sections and review it, then bring back their input.

## **VII. Staff Report – CEO Ken Murchison**

- a. **Further Revisions to Chapter 13** – This item is coming back to the Board. City Manager Dennis Marker has been reviewing the document and noticed some issues. He will continue to review the document and will bring recommendations to the Board.
- b. **Building Collapses** – Many building collapses from the load of snow over the winter.

- c. **Snow Melting (Garbage complaints)** – Notice of violations have been going out on garbage complaints.
- d. **County Emergency Management Incident exercise** – Mr. Murchison attended this exercise. It was three hours long with valuable information. GIS equipment, large scale printer scanner, able to rapidly share information.
- e. **Caribou Ecumenical Food Pantry crisis** – From the snow load they had water pouring in, roof was leaking and ceiling tiles were collapsing. CUD shut off their water for non payment. Code Enforcement stickered the building as non inhabitable. This left the pantry without a home. Initial idea was to put them in 60 Access Highway, but there were no toilet facilities there because of a freeze up years ago. Working on coming up with a lease. This is also a change of use that requires Fire Marshal inspection. It's a process.
- f. **Notice of Violation for Greenier Inc.** – No discussion.
- g. **60 Access Highway** – No discussion.

**Small Community Grant** – a grant that is available for septic systems. It's available state wide. The municipalities need to apply for the people. Have had one good application. Financial requirements need to be met. Very low income can be 100% from the state. Will get the word out.

**LED Street Lights** – the City, Real Term and Emera have done inventory. City Manager Dennis Marker stated that includes those turned off and they have identified locations for new lights.

#### **VIII. Planning Board Training –**

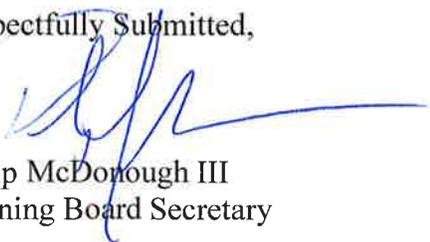
- a. **Training for Planning Board Officials by Jay Kamm Senior Planner at NMDC May 9, 2019**  
– This training will be at the next Planning Board meeting on May 9<sup>th</sup>. CEO Ken Murchison told the Board that Jay Kamm also has lots of experience with comprehensive plans.

**IX. 2019 Planning Board Goals** – No discussion.

**VIII. Other Business** – The Board requested that all applications that come before them be complete and they requested that applicants attend the meetings.

**IX. Adjournment** – Meeting adjourned at 7:14 pm.

Respectfully Submitted,



Philip McDonough III  
Planning Board Secretary

PM/dl