



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, August 8, 2019 at 5:30 p.m. City Council Chambers

www.cariboumaine.org

- I. Call Meeting to Order
- II. Approval of minutes from:
 - a. June 13, 2019 Planning Board Meeting Pgs. 2-4
 - b. June 27, 2019 Planning Board Comp Plan Workshop Pgs. 5-6
- III. Public Hearing
 - a. Consider Site Design Review for Caribou Utilities District and Revision Energy for the River Road application of a Solar Array at the Tax Map 11, Lot 60-A property. Pgs. 7-15
- IV. Public Hearing
 - a. Consider Site Design Review for Caribou Senior Housing, LLC and Revision Energy for a Solar Array to be constructed adjacent to 19 Marshall Avenue, Tax Map 26, Lot 78. Pgs. 16-27
- V. Old Business
 - a. The Condominium Association Declaration for Lindley Estates Plan by Troy Haney has been signed and is being recorded at the Hall of Records.
- VI. New Business
 - a. Consideration of 2019 CDBG Grant Awards for General Plan Compliance
- VII. New Communications
- VIII. Staff Report
 - a. Notices of Violation (Unsafe Buildings, Long Grass 2nd Notices)
 - b. Mayors Committee on Urban Renewal/ Blight Removal
 - c. Birdseye demolition Update
 - d. Small Communities Grants Update Pgs. 28-33
 - e. Public Services CDBG Award and Update Pg. 34
 - f. Comprehensive Plan Update Progress
- IX. City Manager's Review of Chapter 13, Zoning
- X. Other Business
- XI. Adjournment



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Caribou Planning Board Meeting Minutes Thursday, June 13, 2019 @ 5:30 pm City Council Chambers

Members Present: Evan Graves, Phil Cyr, Robert White, Daniel Bagley, Christine Solman

Members Absent: Philip McDonough III and Todd Pelletier

Others Present: Ken Murchison – CEO & Zoning Administrator, Lisa Plourde – Housing Director, and Dennis Marker – City Manager

- I. **Call Meeting to Order** – The meeting was called to order at 5:30 pm.
- II. **Approval of minutes from the May 9, 2019, Planning Board Meeting** – Phil Cyr moved to accept the minutes, with a correction to the “Approval of minutes from the April 11, 2019 Planning Board Meeting”, change Philip McDonough III to Phil Cyr; seconded by Evan Graves. Motion carried with all in favor.
- III. **Public Hearing**
CEO Ken Murchison stated that there is no public hearing.
- IV. **Old Business**
 - a. **Consider a Condominium Association Declaration for Lindley Estates by Troy Haney.** – CEO Ken Murchison explained that the City Code is silent on condominium development except for Condominiums are an acceptable use in the Land Use Table. Staff has some concerns with the submitted plans: the dimensions state “approximate” property lines, they should state metes and bounds; plan indicates approval by City Council which should be changed to Planning Board; and the official title of the plans should match the condominium declaration itself. Mr. Murchison explained the long history of this piece of property. Mr. Troy Haney’s dream is to develop a condo development on this piece of property, with four buildings total, two units per building.

Mr. Murchison mentioned the declaration, how it mentions pets but not Service Animals, and how pets are to be reviewed by the Board. The remainder of the declaration appears to be a template from the State Statute.

City Manager Dennis Marker mentioned that the declaration has a provision for home-based businesses approved by the Condominium Board and it should make reference to the City’s Home Occupation regulations. In Exhibit C of the declaration it outlines the responsibility for home repairs. Regarding decks it references that the home owner is responsible. What if the home owner wants to expand the deck and then expands into common area; will this be approved by the Board?

Phil Cyr motioned to accept the Condominium Association Declaration conditional with the changes as discussed, seconded by Christine Solman. Motion carried with all in favor.

V. New Business

- a. **Consider a Change of Use Permit for Caribou Utilities and Revision Energy for the River Road application of a Solar Array at the Map 11, Lot 60-A property.** – CEO Ken Murchison explained that the contractor is requesting a change of land use for a piece of land on the River Road, owned by the Caribou Utilities District. The Array will be placed on the property and contract is pending on the use of the energy over a period of time. The City’s permitted land use table does not specifically list solar farms, but it is similar to a “Public Utility” which is acceptable in the Land Use Table.

Caribou Utilities District will capture a favorable power cost from the array itself, not making cash money but savings; and the power will flow through the grid.

There will be an access road but no excavation deeper than five above the water table, and dust control by water spray only no salt or oil is allowed in the Well Head Protection Overlay District. The solar panels will set on concrete pads not posts.

Christine Solman questioned about a Site-Design Review, where neighbors will be notified and an opportunity to comment.

Phil Cyr suggested that Solar Arrays should be addressed in a future land-use table.

CEO Ken Murchison stated that with this array it most likely won’t be seen from the road.

City Manager Dennis Marker stated that the current Site Plan Review process requires a Public Hearing, as stated in the Ordinance. The change of use is not so much the concern as the development of the property.

Christine Solman made a motion to conduct a regular Site Plan Review with public hearing on the project, seconded by Evan Graves. Motion failed, three to one.

City Manager Dennis Marker referred to City Code Section 13-204, specific to the Land-Use Table, which states that a “PB” designation in the table means that Planning Board review is required through a site design review process. Public Utility is the most closely associated use in the table and has a “PB” designation.

CEO Ken Murchison will schedule the Site Plan Review for the next meeting on Thursday, July 11, 2019

VI. New Communications

CEO Ken Murchison stated that he has heard from Algonquin Power who would like to rebuild the retaining wall downstream near the powerplant. There has also been other interest regarding solar arrays.

VII. Staff Report

- a. **Notices of Violation (Unsafe Building and Garbage issues)** – Seeing a lot of collapsed barns sitting over time; garbage.
- b. **Blight Removal** – Though originally, there were six buildings needing demolition, but there are eight. The City had been told that we will need to have a licensed asbestos inspection at each building that the City wants to tear down; all eight inspected but only two need abatement.

- c. **Mayors Committee on Urban Renewal** - The Committee has had one meeting requesting a list of City owned property.
- d. **Birdseye demolition** – Demolition almost complete, minus the digester lagoon and one more concrete wall. DNM Metals will be putting a check in the mail for the recycling metals.
- e. **60 Access Highway** – Lease up-dates have been done and have been looking at renovations that needs to be done to the building.
- f. **Small Communities Grants (Septic Applications)** – Had received six applications. The applications are State wide handled at the municipal level. Of the six applications, three have been awarded with one ineligible, and two denied but are looking at other avenues that the applicants may be able to approach for their septic.
- g. **Public Services CDBG Letter of Intent** – Working with Cary Medical Center on the Caribou Area Personalized Transportation System. Making a list of all the agencies that provide transportation, with the intent to purchase a software package to help dispatch rides to participants.
- h. **Comprehensive Plan Update Progress** – Comprehensive plans have been disbursed, a date needs to be set to review.

Phil Cyr suggested that the Board and interested parties review the Plan, making suggestions and/or see what is incomplete and get public input. Inquired about the Aroostook Republican doing an article.

Dan Bagley inquired on who is most interested in the Plan. Would think that every business in the City would be interested and favors a workshop instead of a meeting.

Evan Graves stated that some the things have/are happening such as the housing, trail systems, street signs, retain/recruit businesses.

Robert White would like to see someone on the Planning Board to be Chair of any public comprehensive plan meetings.

CEO Ken Murchison will schedule a workshop for Thursday, June 27th at 5:30 pm.

VIII. City Manager's Review of Chapter 13-200

City Manager, Dennis Marker reviewed Chapter 13-200, pointing out changes/suggestions that he has, reorganizing several sections of the document. Discussion took place on the following elements:

- Zoning Map
- Interpretation of Zoning map and elements are all in the document.
- Reorganizing the document structure, clarifying districts and regulations
- The Planning Board's role in future review process
- The creation of a Development Review Committee
- Requirements for Development Applications
- Minimum lot size standards within the zones and potentially redrawing the map

IX. Other Business

None.

X. Adjournment

Evan Graves motioned to adjourn, seconded by Christine Solman. The Board adjourned at 7:15 pm.

Respectfully Submitted,

Philip McDonough III
Planning Board Secretary

PM/lap



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Caribou Planning Board Workshop Minutes Thursday, June 27, 2019 @ 5:30 pm City Council Chambers

Members Present: Phil Cyr, Robert White, Daniel Bagley, Christine Solman

Members Absent: Philip McDonough III and Todd Pelletier

Others Present: Ken Murchison – CEO & Zoning Administrator; Tom Ayer – Council Liaison; and Dennis Marker – City Manager

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

II. **Approval of minutes from the June 13, 2019, Planning Board Meeting** – Chair Bob White elected to hold review of the June 13th Planning Board Minutes until the next regular board Meeting.

III. Workshop

CEO Ken Murchison offer a definition of “Comprehensive Plan” meaning a document or series of interrelated documents containing elements established by the State of Maine” Growth Management Act, section 4326 subsections 1 through 4 (Inventory and Analysis, Policy Development, Implementation Strategy, and Guidelines for Policy Development and Implementation Strategies)

Also defined were the Review Criteria Utilized by the State Planning Office to check for consistency as set forth in the Growth Management Act (30-A M.R.S.A. subsections 4312-4350) to insure completeness for all required elements of a comprehensive plan and more in-depth review of the Future Land Use Plan

IV. Conversation ensued

- a. Initially the Board felt that we should determine if the original goals were achieved and tracked accordingly (Achieved, Not Achieved, On-Going, Priority Changed)
- b. After much discussion the Board felt that this exercise was not meant to “edit” the document and determined that all typo’s and text changes should be sent to staff to incorporate the basic corrections.
- c. The Board felt that it is important to insert a Narrative Document that explains the updates to the original document

- d. The usefulness of the Comprehensive Plan Document was discussed as was the best way to apply the Comprehensive Plan in our daily work. The idea of referencing the Comp Plan in our monthly meeting agendas (standing agenda item) to associate our development and or oversight activities directly to our long-range plan was conceived.
- e. As the Board continued their work it seemed that the best way to proceed was to establish a series of meetings, both in-house and public, targeting stakeholders for each section of the report and allow staff to schedule these stakeholders' meetings

V. Adjournment

Workshop adjourned 7:30 pm.

Respectfully Submitted,

Philip McDonough III
Planning Board Secretary

PM/lap



City of Caribou Site Design Review Application

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

Note to Applicant: Complete this application and return it with the required documents. In addition, the required fee must be returned along with this completed application. Make checks payable to: "City of Caribou", in the amount of \$90.00 plus \$10.00 per 2000 square feet of total gross floor area for commercial, industrial or other non residential applications.

Please print or type all information

Name of Property Owner / Developer: Caribou Utilities District
Development Name: Caribou Utilities District Solar
Location of Property (Street Locations): 300 River Road
City of Caribou Tax Map: 11 Lot: 60A Zone: Residential

Site Design Review Application - City of Caribou, Maine

Site Design approval will not be considered complete until the Planning Board has determined it has all of the necessary information to review the proposal and render a decision. You are advised to meet with the Code Enforcement Officer prior to completing the application as it may not be necessary to comply with all of the items shown on the form. The review of your application shall consist of at least (2) two presentations to the Planning Board and possibly additional presentations until all required information has been provided. A "Performance Bond" may be required prior to approval of this project.

Applicant Information

Please provide a brief description of this project.

This will be a 970.9 kW DC Photovoltaic Ground Mount system
utilizing 13 Sunny Tripower 50 kW Inverters

Person and address to which all correspondence regarding this application should be sent to:

Brian Byme
ReVision Energy

Phone: (207) 505-0998

E-mail: brian@revisionenergy.com

If applicant is a corporation, check if licensed in Maine () Yes () No
(Attach copy of Secretary of State Registration)

Name of Land Surveyor, Engineer, Architect or other Design Professionals. (attach list if needed)

Mark Warner - ReVision Energy

Phone: 1(617) 835-0542

County Environmental Engineering

Phone: (207) 472-0858

What legal interest does the applicant have in property to be developed (ownership, owners representative, option, purchase & sales contract, etc?)

Owner's Representative
(Attach supportive legal documentation)

General Information

Aroostook County Registry Deeds: Book # _____ Page # _____ (attach copy of deed)

What interest does the applicant have in any abutting property? None

Is any portion of the property within 250 feet of the normal high water line of a lake, pond, river, or wetland or within 75 feet of any stream? () Yes (X) No

Is any portion of the property within a Flood Hazard Zone? () Yes (X) No

Total area or acreage of parcel: 38.5 Acres Total area or acreage to be developed: 2.36 Acres

Has this land been part of subdivision in the past five years? () Yes (X) No

Identify existing use(s) of land (farmland, woodlot, residential, etc.) Grass Field

Indicate any restrictive covenants to be placed in the deed -- (Please attach list) NONE

Does the applicant propose to dedicate any recreation area, or common lands? () Yes (X) No

Recreation area(s) Estimated Area & Description: N/A

Common land(s) Estimated Area & Description: N/A

Anticipated start date for construction: month / year 10 / 2019 Completion: 12 / 2019

Does any portion of the proposal cross or abut an adjoining municipal line? Yes No

Does this development require extension of public services? Yes No

Roads: N/A Storm Drainage: N/A Sidewalks: N/A Sewer Lines: N/A Other: _____

Estimated cost for infrastructure improvements: \$ None

Water Supply: Private Well: (N/A) Public Water Supply: (N/A)

Sewerage Disposal: Private SSWD: (N/A) Public Sewer: (N/A)

Estimated sewerage disposal gallons per day: (N/A) / day

Does the building require plan review by the State Fire Marshal Office? Yes No
(Attach Barrier free and Construction Permits from SFMO)

Have the plans been reviewed & approved by the Caribou Fire Chief? Yes No

Does the building have an automatic sprinkler system? N/A Yes No

Does the building have an automatic fire detection system? N/A Yes No

Will the development require a hydrant or dry hydrant fire pond? N/A Yes No

Concept Plan Review Criterion

The Planning Board shall review applications first as a Concept Plan. Concept Plan Review is intended to insure the proposed plan is in conformance with the Caribou Comprehensive Plan and all City Ordinances. The completed application and concept plans shall be delivered to the Code Enforcement Office no less than 21 days prior to the first day of the next month. The Chairman of the Planning Board shall determine the schedule and agenda of the next meeting when the application and plans will receive Concept Plan Review. At a minimum, Concept Plan applications shall include the following:

1. Name and address of the owner of record and applicant (if different).
2. Name of the proposed development and location.
3. Names and addresses of all property owners within 500 feet of the property.

4. _____ A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest in the property on the part of the applicant.

5. _____ Names and addresses of all consultants working on the project.

6. _____ 1 complete set of plans, 24" X 36" & 10 complete sets of plans, 11" X 17"
Plans to be included:

Boundary Survey

Storm Water Management - Existing

Erosion and Sediment Control - Existing

Finish Grading Plan - Existing

Site Improvement Detail

N/A Building Elevations and Structural Plans

7. **Plans to show the following elements for review:**

- _____ a. Graphic scale and north arrow.
- _____ b. Location and dimensions of any existing or proposed easements and copies of existing covenants or deed restrictions.
- _____ c. Name, registration number, and seal of the land surveyor, architect, engineer, and/or similar professional who prepared the Plan.
- _____ d. All property boundaries, land area, and zoning designations of the site, regardless of whether all or part is being developed at this time.
- _____ e. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.
- _____ f. Access for Emergency Vehicles, location and layout design of vehicular parking, circulation areas, loading areas, and walkways including curb cuts, driveways, parking space and vehicle turn around areas.
- _____ g. Location and names of streets and rights-of-way within 200' and adjacent to the proposed development.
- _____ h. Proposed finish grades and graphic arrows indicating the direction of storm water runoff.
- _____ i. Conceptual treatment of on and off site storm water management facilities.
- _____ j. Location and sizes of existing and proposed sewer and water services including connections.
- _____ k. Conceptual treatment of landscaping buffers, screens, and plantings.
- _____ l. Location of outdoor storage areas, fences, signage and accessory structures.
- _____ m. Context map illustrating the area surrounding the site which will be affected by the proposal including all streets, sidewalks, intersections, storm water drainage ways, sanitary sewer lines and pump stations, nearby properties and buildings, zoning Districts, and geographic features such as, but not limited to, wetlands, natural features, historic sites, flood plains, significant scenic areas, and significant wildlife habitats as provided in the Comprehensive Plan.

N/A

- n. All proposed signage and exterior lighting including the location, size and wording of all signs, type of exterior lights, radius of light, manufacturer's specifications sheet, and the ground level intensity in foot-candles of all exterior lights.

Final Site Design Plan Requirements

Following approval of the Concept Plan Review, the Planning Board may by majority vote schedule the Site Design Application for Final Plan Review. Final Plan Review must be at least 30 days following Concept Plan Approval. If additional information is required by the Planning Board following the Concept Plan Review, a complete set of revised plans shall be provided for final review and approval. If additional information or a change of information is required, the revised plans shall be delivered to the Code Enforcement Office at least 21 days prior to the next scheduled meeting.

Final Site Design Plan Review shall require three (3) 24" X 36" sets of plans for Board Signatures.

If the Planning Board determines that third party review will be necessary to make a sound decision, the applicant will be responsible for any fees incurred for the third party review.

During the Final Site Design Review the Chairman or designee shall determine that all of the elements of review 7-a., through 7-n. above have been addressed. The chair may then call for a motion.

If the Final Plan is approved by the Planning Board, no work may commence for a period of 30 days following the date of approval.

Final Site Design Plans shall provide an area designated for all seven Planning Board members signatures.

Applicant Signature:

To the best of my knowledge, all of the information submitted in this application is true and correct.

Signature of Applicant:  Date: 6/21/2019

Final Site Design Review Criteria by Planning Board

Date: _____		<u>Yes</u>	<u>No</u>	<u>N/A</u>
A.	Conformance with Comprehensive Plan	_____	_____	_____
B.	Traffic	_____	_____	_____
C.	Site Access	_____	_____	_____

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
D. Parking & Vehicle Circulation	_____	_____	_____
E. Pedestrian Circulation	_____	_____	_____
F. Site Conditions	_____	_____	_____
G. Open Space	_____	_____	_____
H. Sanitary Sewage	_____	_____	_____
I. Water	_____	_____	_____
J. Emergency Vehicle Access	_____	_____	_____
K. Waste Disposal	_____	_____	_____
L. Buffering	_____	_____	_____
M. Natural Areas	_____	_____	_____
N. Exterior Lighting	_____	_____	_____
O. Stormwater Management	_____	_____	_____
P. Erosion & Sediment Control	_____	_____	_____
Q. Buildings	_____	_____	_____
R. Existing Landscaping	_____	_____	_____
S. Infrastructure	_____	_____	_____
T. Advertising Features	_____	_____	_____
U. Design Relationship to Site & Surrounding Properties	_____	_____	_____
V. Scenic Vistas & Areas	_____	_____	_____
W. Utilities	_____	_____	_____
X. Mineral Exploration	_____	_____	_____
Y. General Requirements (Pg. 859)	_____	_____	_____

Z. Phosphorus Export

**City of Caribou, Maine
Planning Board**

Site Design Review for:

Caribou Utilities District

Address:

300 River Road, Caribou ME 04736

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:

2.3 Adjoining Land Uses

Refer to the attached Property Map 11 and Site Map (Figure 2, Appendix) for the location of adjoining properties listed below. Location given is relative to the Site. Apparent use is per visual observation and information provided by the City of Caribou.

Adjoining Properties			
Location	Map-Lot	Property Owner	Apparent Use
North	11-59	Clayton Tracy	Residence
North	11-59A	Caribou Utilities District	Well house and storage garage
North	11-60	Paul and Joan Theriault	Mobile home park
Northeast	11-62	Phillip Ouellette	Vacant lot
Northeast	11-66A	Erica Ouellette and Shawn Parker	Residence
East	11-67	Caribou Utilities District	Undeveloped woodlands
South	11-49	Guerrette Farms Corporation	Agricultural fields
Southwest	11-56B	Caribou Utilities District	Undeveloped woodlands
West	11-58B	Caribou Utilities District	Undeveloped woodlands

3. RECORDS REVIEW

Historical use and environmental records, including standard sources, were reviewed to help identify RECs in connection with the property. Some records reviewed pertained not just to the Site but also to properties within an approximate minimum search distance to help assess the likelihood of migrating hazardous substances or petroleum products on to the Site. Listed below are the approximate minimum search distances given in ASTM Standard E 1527-13. Information that is not reasonably ascertainable, meaning publicly available, obtainable within reasonable time and cost constraints, and practically reviewable, is not necessarily reviewed.

ASTM Standard E 1527-13 Records Reviewed & Minimum Search Distances	
Record Reviewed	Distance (Miles)
- Federal National Priorities List (NPL)	1.0
- Federal Comprehensive Environmental Recovery, Compensation and Liability Information System (CERCLIS) list and Delisted NPL sites	0.5
- Federal Resource Conservation and Recovery Act (RCRA) CORRACTS Treatment, Storage and Disposal (TSD) facilities list	1.0
- Federal RCRA non-CORRACTS TSD facilities list	0.5
- Federal RCRA generators list	Property/Adjoining
- State/tribal lists of hazardous waste sites identified for investigation or remediation: State-equivalent NPL	1.0
- State/tribal-equivalent CERCLIS, voluntary cleanup, Brownfields and institutional controls (IC) sites	0.5
- State/tribal landfill and/or solid waste disposal site lists	0.5
- State/tribal leaking UST lists	0.5
- State/tribal registered UST lists	Property/Adjoining



City of Caribou Site Design Review Application

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

Note to Applicant: Complete this application and return it with the required documents. In addition, the required fee must be returned along with this completed application. Make checks payable to: "City of Caribou", in the amount of \$90.00 plus \$10.00 per 2000 square feet of total gross floor area for commercial, industrial or other non residential applications.

Please print or type all information

Name of Property Owner / Developer: Sam Collins
Development Name: Hilltop Senior Residences
Location of Property (Street Locations): 19 Marshall Avenue
City of Caribou Tax Map: 26 Lot: 78 Zone: ~~R-1~~
R-3

Site Design Review Application - City of Caribou, Maine

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Applicant Information

Please provide a brief description of this project.

This will be a 268.8 kW DC Photovoltaic Ground Mount System
utilizing (768) REC 350 Solar Panels with (3) Sungrow 60kW inverters.

Person and address to which all correspondence regarding this application should be sent to:

Brian Byrne - Revision Energy
91 W. Main Street
Liberty, ME, 04949

Phone: (207) 505-0998

E-mail: brian@revisionenergy.com

If applicant is a corporation, check if licensed in Maine Yes No
(Attach copy of Secretary of State Registration)

Name of Land Surveyor, Engineer, Architect or other Design Professionals. (attach list if needed)

Mark Warner - Revision Energy
Dale Blackstone

Phone: 1(617) 835-0542

Phone: (207) 498-3321

What legal interest does the applicant have in property to be developed (ownership, owners representative, option, purchase & sales contract, etc?)

Owners Representative
(Attach supportive legal documentation)

General Information

Aroostook County Registry Deeds: Book # _____ Page # _____ (attach copy of deed)

What interest does the applicant have in any abutting property? None

Is any portion of the property within 250 feet of the normal high water line of a lake, pond, river, or wetland or within 75 feet of any stream? Yes No

Is any portion of the property within a Flood Hazard Zone? Yes No

Total area or acreage of parcel: 1.23 Acre Total area or acreage to be developed: 1.23 Acre

Has this land been part of subdivision in the past five years? Yes No

Identify existing use(s) of land (farmland, woodlot, residential, etc.) Grassland, Woodland

Indicate any restrictive covenants to be placed in the deed -- (Please attach list)

Does the applicant propose to dedicate any recreation area, or common lands? Yes No

Recreation area(s) Estimated Area & Description: _____

Common land(s) Estimated Area & Description: _____

Anticipated start date for construction: month / year 9 / 2019 Completion: 12 / 2019

Does any portion of the proposal cross or abut an adjoining municipal line? Yes No

Does this development require extension of public services? Yes No

Roads: no Storm Drainage: no Sidewalks: no Sewer Lines: no Other: no

Estimated cost for infrastructure improvements: \$60.00 N/A

Water Supply: Private Well: (No) Public Water Supply: (No)

Sewerage Disposal: Private SSWD: (No) Public Sewer: (No)

Estimated sewerage disposal gallons per day: () / day

Does the building require plan review by the State Fire Marshal Office? Yes No
(Attach Barrier free and Construction Permits from SFMO)

Have the plans been reviewed & approved by the Caribou Fire Chief? Yes No

Does the building have an automatic sprinkler system? Yes No

Does the building have an automatic fire detection system? Yes No

Will the development require a hydrant or dry hydrant fire pond? Yes No

The Planning Board shall review applications first as a Concept Plan. Concept Plan Review is intended to insure the proposed plan is in conformance with the Caribou Comprehensive Plan and all City Ordinances. The completed application and concept plans shall be delivered to the Code Enforcement Office no less than 21 days prior to the first day of the next month. The Chairman of the Planning Board shall determine the schedule and agenda of the next meeting when the application and plans will receive Concept Plan Review. At a minimum, Concept Plan applications shall include the following:

1. _____ Name and address of the owner of record and applicant (if different).
2. _____ Name of the proposed development and location.
3. _____ Names and addresses of all property owners within 500 feet of the property.

4. _____ A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest in the property on the part of the applicant.
5. _____ Names and addresses of all consultants working on the project.
6. _____ 1 complete set of plans, 24" X 36" & 10 complete sets of plans, 11" X 17"
Plans to be included:
Boundary Survey
Storm Water Management
Erosion and Sediment Control
Finish Grading Plan
Site Improvement Detail
Building Elevations and Structural Plans
7. **Plans to show the following elements for review:**
- _____ a. Graphic scale and north arrow.
- _____ b. Location and dimensions of any existing or proposed easements and copies of existing covenants or deed restrictions.
- _____ c. Name, registration number, and seal of the land surveyor, architect, engineer, and/or similar professional who prepared the Plan.
- _____ d. All property boundaries, land area, and zoning designations of the site, regardless of whether all or part is being developed at this time.
- _____ e. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.
- _____ f. Access for Emergency Vehicles, location and layout design of vehicular parking, circulation areas, loading areas, and walkways including curb cuts, driveways, parking space and vehicle turn around areas.
- _____ g. Location and names of streets and rights-of-way within 200' and adjacent to the proposed development.
- _____ h. Proposed finish grades and graphic arrows indicating the direction of storm water runoff.
- _____ i. Conceptual treatment of on and off site storm water management facilities.
- _____ j. Location and sizes of existing and proposed sewer and water services including connections.
- _____ k. Conceptual treatment of landscaping buffers, screens, and plantings.
- _____ l. Location of outdoor storage areas, fences, signage and accessory structures.
- _____ m. Context map illustrating the area surrounding the site which will be affected by the proposal including all streets, sidewalks, intersections, storm water drainage ways, sanitary sewer lines and pump stations, nearby properties and buildings, zoning Districts, and geographic features such as, but not limited to, wetlands, natural features, historic sites, flood plains, significant scenic areas, and significant wildlife habitats as provided in the Comprehensive Plan.

- n. All proposed signage and exterior lighting including the location, size and wording of all signs, type of exterior lights, radius of light, manufacturer's specifications sheet, and the ground level intensity in foot-candles of all exterior lights.



Following approval of the Concept Plan Review, the Planning Board may by majority vote schedule the Site Design Application for Final Plan Review. Final Plan Review must be at least 30 days following Concept Plan Approval. If additional information is required by the Planning Board following the Concept Plan Review, a complete set of revised plans shall be provided for final review and approval. If additional information or a change of information is required, the revised plans shall be delivered to the Code Enforcement Office at least 21 days prior to the next scheduled meeting.

Final Site Design Plan Review shall require three (3) 24" X 36" sets of plans for Board Signatures.

If the Planning Board determines that third party review will be necessary to make a sound decision, the applicant will be responsible for any fees incurred for the third party review.

During the Final Site Design Review the Chairman or designee shall determine that all of the elements of review 7-a., through 7-n. above have been addressed. The chair may then call for a motion.

If the Final Plan is approved by the Planning Board, no work may commence for a period of 30 days following the date of approval.

Final Site Design Plans shall provide an area designated for all seven Planning Board members signatures.

Applicant Signature:

To the best of my knowledge, all of the information submitted in this application is true and correct.

Signature of Applicant:  Date: 7/15/2019

Final Site Design Review Criteria by Planning Board

Date: _____	<u>Yes</u>	<u>No</u>	<u>N/A</u>
A. Conformance with Comprehensive Plan	_____	_____	_____
B. Traffic	_____	_____	_____
C. Site Access	_____	_____	_____

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
D. Parking & Vehicle Circulation	_____	_____	_____
E. Pedestrian Circulation	_____	_____	_____
F. Site Conditions	_____	_____	_____
G. Open Space	_____	_____	_____
H. Sanitary Sewage	_____	_____	_____
I. Water	_____	_____	_____
J. Emergency Vehicle Access	_____	_____	_____
K. Waste Disposal	_____	_____	_____
L. Buffering	_____	_____	_____
M. Natural Areas	_____	_____	_____
N. Exterior Lighting	_____	_____	_____
O. Stormwater Management	_____	_____	_____
P. Erosion & Sediment Control	_____	_____	_____
Q. Buildings	_____	_____	_____
R. Existing Landscaping	_____	_____	_____
S. Infrastructure	_____	_____	_____
T. Advertising Features	_____	_____	_____
U. Design Relationship to Site & Surrounding Properties	_____	_____	_____
V. Scenic Vistas & Areas	_____	_____	_____
W. Utilities	_____	_____	_____
X. Mineral Exploration	_____	_____	_____
Y. General Requirements (Pg. 859)	_____	_____	_____

Z. Phosphorus Export

**City of Caribou, Maine
Planning Board**

Site Design Review 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:

Code Enforcement - Inspections

Permit Fee Payments at front counter - first floor.

Date: July 29, 2019

Customer Name: ReVision Energy, Inc.

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

TOTAL: \$ 90.00

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

Building Inspections: Please call Tony 493-5966

Planning Board agenda items: Please call Ken 493-5967

City of Carleton

Receipt

0113 AM Tallent: DMM

07/09/2019

89381

Time	Reference
Amount	
SITE DESIGN REVIEW	
SITE DESIGN FEE	
90.00	

Total:

90.00

Paid Ref: Revision Charge Inc

Retaining Balance: 0.00

Check: 70.00
100252 - 70.00



ReVision Energy INC
91 West Main Street
Liberty, ME 04949

Bangor Savings Bank
Bangor, ME 04401
VOID AFTER 180 DAYS
52-7438/2112

100252

7/24/19

PAY TO THE
ORDER OF

City of Caribou

\$ 90.⁰⁰/₁₀₀

NINETY & 00/100

DOLLAR

An Employee-Owned, Certified B-Corp

William Blum

AUTHORIZED SIGNATURE

MEMO

Site design application fee

Hilltop Senior Residences

⑈ 100252⑈ ⑆ 261274382⑆ 4020801861⑈



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



GERALD D. REID
COMMISSIONER

July 29, 2019

Town of Caribou
Attn Kenneth Murchison
25 High St
Caribou, ME 04736

Subject: Small Community Grant Program
Department Design Approval for Keaton Property

Dear Mr. Murchison:

We have reviewed the replacement septic system design, prepared by William Hersey and dated October 11, 2017 (revised July 17, 2019), pertaining to the proposed project for Vaughn Keaton, Map 8, Lot 14D. We approve it for bidding purposes. Please note that due to this being an expanded system from a septic system serving 3 bedrooms to a system serving 5 bedrooms (specified on the HHE-200 form and verified by William Hersey) only 50% of construction costs will be reimbursable for this project. The rest of the costs (i.e. the design, plumbing permit, and administrative costs) will still be eligible for 83%.

Our approval is contingent upon the design (HHE-200) being included with permit in the bidding package that the Town must assemble for the bidders; note this means all variance requests (if applicable) must be approved before bidding. Please be sure that this complete package is provided to all bidders. The bid package must include the following documents which can be found in Appendix E or F, and Appendix G of our program handbook:

1. Instructions for bidders
2. Bid Proposal Form
3. Contract Agreement
4. General Conditions
5. Construction Specifications
6. Design (with permit)
7. Change Order Form
8. Contractors Final Payment Affidavit Form
9. Any additional pages of notes or information provided by the Site Evaluator or the Town

The Town should advertise for bids as soon as the bidding package is ready. A formal, legal advertisement must be published in a local newspaper at least ten working days before bids are to be opened. Following the bid opening, please provide to the Department a bid tabulation

AUGUSTA
17 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0017
(207) 287-7688 FAX: (207) 287-7826

BANGOR
106 HOGAN ROAD, SUITE 6
BANGOR, MAINE 04401
(207) 941-4570 FAX: (207) 941-4584

PORTLAND
312 CANCO ROAD
PORTLAND, MAINE 04103
(207) 822-6300 FAX: (207) 822-6303

PRESQUE ISLE
1235 CENTRAL DRIVE, SKYWAY PARK
PRESQUE ISLE, MAINE 04769
(207) 764-0477 FAX: (207) 760-3143

showing all bids received, a copy of the advertisement, copy of the lowest responsive bidder's bid form, and a letter requesting our approval of contract award to that bidder. The Town should not award the contract until receiving our approval to do so.

Please be reminded that the Project Milestone Checklist, (from Appendix I of our Municipal Handbook), should be completed for each project as it proceeds. You must send us a copy of this completed checklist when requesting payment.

If you have questions, please call me at 207-287-2730.

Sincerely,



Andrew Purgiel, E.I.
Division of Water Quality Management
Bureau of Water Quality
Email: Andrew.p.purgiel@maine.gov



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



GERALD D. REID
COMMISSIONER

July 17, 2019

Town of Caribou
Attn Kenneth Murchison
25 High St
Caribou, ME 04736

Subject: Small Community Grant Program
Department Design Approval for Malenfant Property

Dear Mr. Murchison:

We have reviewed the replacement septic system design, prepared by David Silver and dated June 27, 2019, pertaining to the proposed project for Greg and Karen Malenfant, Map 7, Lot 47D. We approve it for bidding purposes with the consideration of the Department comment below and the inclusion of the modifications specified in an email sent from the Department to the David Silver on July 17, 2019.

Please consider the following comment on the submitted design, and discuss it with your site evaluator:

1. Ensure the Licensed Site Evaluator has signed all pages of the HHE 200 form before it is submitted.

Our approval is contingent upon the design (HHE-200) being included with permit in the bidding package that the Town must assemble for the bidders; note this means all variance requests (if applicable) must be approved before bidding. Please be sure that this complete package is provided to all bidders. The bid package must include the following documents which can be found in Appendix E or F, and Appendix G of our program handbook:

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9. Any additional pages of notes or information provided by the Site Evaluator or the Town

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PRESQUE ISLE
1235 CENTRAL DRIVE, SKYWAY PARK
PRESQUE ISLE, MAINE 04769
(207) 764-0477 FAX: (207) 760-3143

The Town should advertise for bids as soon as the bidding package is ready. A formal, legal advertisement must be published in a local newspaper at least ten working days before bids are to be opened. Following the bid opening, please provide to the Department a bid tabulation showing all bids received, a copy of the advertisement, copy of the lowest responsive bidder's bid form, and a letter requesting our approval of contract award to that bidder. The Town should not award the contract until receiving our approval to do so.

Please be reminded that the Project Milestone Checklist, (from Appendix I of our Municipal Handbook), should be completed for each project as it proceeds. You must send us a copy of this completed checklist when requesting payment.

If you have questions, please call me at 207-287-2730.

Sincerely,



Andrew Purgiel, E.I.
Division of Water Quality Management
Bureau of Water Quality
Email: Andrew.p.purgiel@maine.gov



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



GERALD D. REID
COMMISSIONER

July 17, 2019

Town of Caribou
Attn Kenneth Murchison
25 High St
Caribou, ME 04736

Subject: Small Community Grant Program
Department Design Approval for Smith Property

Dear Mr. Murchison:

We have reviewed the replacement septic system design, prepared by David Silver and dated September 20, 2018, pertaining to the proposed project for Carl (CB) Smith, Map 2, Lot 3. We approve it for bidding purposes with the consideration of Department comments and the inclusion of the modifications both listed below and specified in an email sent from the Department to the David Silver on July 17, 2019.

Please consider the following comments on the submitted design, and discuss them with your site evaluator:

1. Clarify if the 5-bedroom structure is a single or multi-family dwelling. If it is multi-family (including a 2-bedroom dwelling and 3-bedroom dwelling), a total of 2,500 gallons of septic tank capacity is required;
2. Specify on page 1 of the HHE 200 form whether low or regular profile is suggested for the septic tank(s) in the replacement system;
3. Consider adding an outlet filter to septic tank to avoid future costs for tank replacement; and
4. Consider showing the proposed location for a surface water diversion on the Subsurface Wastewater Disposal Plan on page 3 of the HHE 200 form.

The design modifications and additions in the following list should be included in writing as an attachment to each HHE-200 form provided to each potential Bidder:

1. If the existing septic tank is to be considered for use in the replacement system, the contractor shall check the condition of the existing septic tank and baffles.

AUGUSTA
17 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0017
(207) 287-7688 FAX: (207) 287-7826

BANGOR
106 HOGAN ROAD, SUITE 6
BANGOR, MAINE 04401
(207) 941-4570 FAX: (207) 941-4584

PORTLAND
312 CANCO ROAD
PORTLAND, MAINE 04103
(207) 822-6300 FAX: (207) 822-6305

PRESQUE ISLE
1235 CENTRAL DRIVE, SKYWAY PARK
PRESQUE ISLE, MAINE 04769
(207) 764-0477 FAX: (207) 760-3143

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Please be reminded that the Project Milestone Checklist, (from Appendix I of our Municipal Handbook), should be completed for each project as it proceeds. You must send us a copy of this completed checklist when requesting payment.

If you have questions, please call me at 207-287-2730.

Sincerely,



Andrew Purgiel, E.I.
Division of Water Quality Management
Bureau of Water Quality
Email: Andrew.p.purgiel@maine.gov



STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

July 10, 2019

Dennis Marker
City of Caribou
25 High Street
Caribou, ME 04736

Dear Mr. Marker:

I am pleased to inform you that, after review of the City of Caribou 2019 Public Service Grant application, the Office of Community Development (OCD) is inviting the City of into the project development phase of the application process and we have reserved up to **\$36,181** for your project. **As a condition of your award, your attendance is required for at least day one at the CDBG Certification and Implementation Training Workshop August 6th and 7th at Bangor Savings Bank located at 5 Senator Way in Augusta. The registration form is attached.**

Final approval of this project is subject to funding availability and successful completion of the project development phase of the application process which must be completed **within 3 months of the date of this award letter.** You will be assigned a Program Development Manager from our office to work with your community through the completion of this process.

In the meantime, please contact me if you have any questions by phone #624-9817 or e-mail deborah.johnson@maine.gov.

Best wishes toward the successful completion of your project.

Sincerely,

Deborah Johnson, Director
Office of Community Development