



City of Caribou, Maine

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Caribou Planning Board Meeting Minutes Thursday, December 12, 2019 @ 5:30 pm City Council Chambers

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

Members Absent: Amanda Jandreau

Others Present: Ken Murchison –CEO & Zoning Administrator; Dennis Marker –City Manager; Denise Lausier –Executive Assistant to the City Manager

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

Agenda Item VIII was moved to the first of the meeting by Chairman Robert White.

II. Other Business –

- a. Planning Board Terms, thank you for your years of dedicated service** – Chairman Robert White stated that the Board was saying goodbye to three long term members; Phil Cyr, Philip McDonough III and Todd Pelletier. Chairman Robert White thanked them for their service. CEO Ken Murchison also thanked them for their service to the community and stated that the Planning Board is the hardest working Board in the City. City Manager Dennis Marker attended the meeting to honor these three long term Board members. He thanked them for their service and reviewed a list of their accomplishments over the length of their terms. They were handed certificates signed by Mayor Mark Goughan thanking them for their volunteer service.

III. Approval of Minutes –

- a. November 21, 2019 Planning Board Meeting** – Three amendments were suggested to the minutes.
- Item III a – Christine Solman asked that this section be amended to state that she questioned Ms. Lucas if she breeds dogs.
- Item V b – Chairman Robert White stated the word “not” needed to be struck from the last sentence.
- Item VIII a – Philip McDonough III stated that this section be amended that he and Todd Pelletier’s terms are ending and Phil Cyr was getting done a year early from his term on the Planning Board.

Todd Pelletier moved to approve the minutes with amendments; seconded by Phil Cyr. Motion carried with all in favor.

IV. New Business –

- a. **R.H. Foster Energy, LLC 117 Bennett Drive “On the Run” Project** – Discussion on procedure requirements for Site Design Review. CEO Ken Murchison also told the Board that the City now has a Development Review Team that reviews any new development applications and they will submit their findings to the Board. Enclosed in the packet, are the findings from the Development Review Team for this application.

Public Hearing was opened at 5:41 pm.

Sean Thies from CES Engineers was present on behalf of R.H. Foster Energy. Mr. Thies reviewed the same plans as presented to the Board in November, with some minor changes based on comments at the last Planning Board meeting and staff review comments. They added a fence between the property and Tim Hortons, also the center island area will include a combination of grass, shrubs and trees and they provided stormwater calculations to show there wasn't an increase in runoff, but actually a decrease from what the existing conditions are, based on the lower amount of impervious surface. Sconce lights project lights down and up, they will eliminate the up lighting due to concerns with light pollution.

Public Hearing was closed at 6:08 pm. Board reviewed the Site Design application checklist and found all things to be in order.

Philip McDonough III moved to approve the application as proposed for the “On the Run” project on 117 Bennett Drive; seconded by Todd Pelletier. Motion carried with all in favor.

Todd Pelletier left the meeting at 6:15 pm.

- b. **Comprehensive Plan Update** – CEO Ken Murchison stated that the work is not done yet, it's about 70% complete. A lot of the remaining work is the proposed land use section. The Planning Board has some work to do the first part of the year on some goals and suggestions. Also, upon discussion with the City Manager, he would like to do a whole land use study, going property to property, building to building.

V. Old Business –

- a. **Use Permit for Hannah Lucas Doing Business as Hannah's Haven 912 Sweden Street** – CEO Ken Murchison has not been able to get in contact with her, he has left her a voicemail.
- b. **Building Permit for United States Cellular Corporation to Update and Install Equipment at the 271 Fort Fairfield Road Tower** – CEO Ken Murchison signed this on behalf of the Board.

VI. Staff Report – CEO Ken Murchison

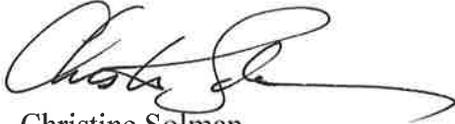
- a. **Blight Demolition Update** – 25 Liberty Street is now an empty lot. Will get an estimate for 66 York Street, the building is in similar shape but no squatters, asbestos has been abated, so it's ready to come down. Tax acquired properties become public buildings. By law we have to have asbestos inspectors come in. Asbestos inspectors & abatements are costly, then the trucks to haul it off are costly as well. Public Works may be able to help to do the demolition for a fraction of the cost. House on Fenderson Street, two houses on Patten Street, house on Washburn Street partially burned out. Notice of violation has gone out on the barn on lower Main Street and another barn on West Presque Isle Road that is owned by the same people. On East Presque Isle Road, two barns are caving in. Blackstone Potato Storage was caving in but it has been cleaned up. On Home Farm, one caved in from snow, absentee land owner.

- b. **Birdseye Demolition Update** – Using the same contractor as 25 Liberty Street, knocking down one last wall and will cove up the black lagoon. The grant the City was going for, they want shovel ready projects, we have good concepts but no shovel ready projects.
- c. **Small Communities Grants Update** – Trying to close these out. Need forms, need a form filled out by the licensed plumbing inspector. They will reimburse us 100% on this project as well as permit costs and will receive a bit over \$400 for the administration. Two applicants withdrew, one is a 100% project. Wants to close out by the beginning of the year.
- d. **Public Services CDBG Award and Update** – Transportation project with Cary Medical Center, all accepted and approved.

VII. New Communications – CEO Ken Murchison explained that new businesses are coming into town, but they are not receiving notifications from realtors or contractors that they need permits, sign permits, etc., so notices of violations have gone out. Reaching out to contractors and realtors with this information to be proactive.

VIII. Adjournment – The meeting was adjourned at 6:50 pm.

Respectfully Submitted,



Christine Solman
Planning Board Secretary

CS/dl

