



## *City of Caribou, Maine*

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

### **Caribou Planning Board Meeting Minutes Thursday, January 9, 2020 @ 5:30 pm City Council Chambers**

**Members Present:** Robert White, Dan Bagley, Christine Solman, Amanda Jandreau and Frank McElwain

**Others Present:** Ken Murchison –CEO/Zoning Administrator; David Corriveau and Denise Lausier –Executive Assistant to the City Manager

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

**II. Welcome New and Returning Board Members** – Chairman Robert White and the Board welcomed new members Frank McElwain, Amanda Jandreau who started in November of 2019 and Christine Solman who was recently reappointed for another term.

**III. Election of Officers for 2020 –**

- a. **Secretary** – Robert White nominated Christine Solman as Secretary; seconded by Dan Bagley.
- b. **Vice-Chairman** – Robert White nominated Dan Bagley as Vice-Chairman; seconded by Christine Solman.
- c. **Chairman** – Frank McElwain nominated Robert White as Chairman; seconded by Dan Bagley.

With no further discussion, Chairman Robert White called the slate of officers to a vote. Motions carried with all in favor.

**IV. Setting Meeting Dates/Times for 2020** – Chairman Robert White proposed to keep meeting dates and times as the second Thursday of each month at 5:30 pm. Motion carried with all in favor.

**V. Approval of Minutes from the December 12, 2019 Planning Board meeting** – Frank McElwain moved to approve the minutes as presented; seconded by Dan Bagley. Motion carried with all in favor.

**VI. Approval of findings of fact for R.H. Foster Energy, LLC 117 Bennett Drive “On the Run” Project.** – CEO Ken Murchison explained that this project was approved by the Board at the last meeting and the findings of fact need to be approved. Frank McElwain moved to approve the findings of fact as presented; seconded by Amanda Jandreau. Motion carried with all in favor.

**VII. New Business** – None.

**VIII. New Communications** – None.

**IX. Staff Report –**

- a. Permits 2019** – CEO Ken Murchison presented a list of building permits to the Board for 2019, was a busy year.
- b. 2019 Notices of Violation (65)** – CEO Ken Murchison explained that for 2019 there were 65 notices of violations, 72 the year before. Sometimes it takes a while to clean these up. A third notice of violation goes to the recipient with a police officer.
- c. Final Payments 2019 Small Communities Grant** – CEO Ken Murchison explained that two land owners pulled out of the process that were commercial. The City had one with 100% grant, single family, new septic field put in by Dick St.Peter. Will be looking for the announcement this year, so it's not last minute like this last round. Had eight apply, six made it into the second phase, three were approved and one was completed. It's for septic systems impacting ground water. Statewide there was \$3 million available, the County did several.

**X. Planning Board Training** – Jay Kamm, Senior Planner at NMDC will be doing a training soon for the Planning Board.

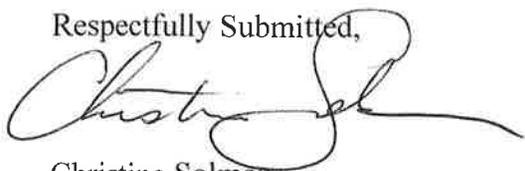
**XI. 2020 Planning Board Goals** – CEO Ken Murchison explained that staff has been working with the City Council on goals. The Planning Board will play a big part in some of these.

- a. Comprehensive Plan Update** – The blight survey goes hand in hand with the land use survey and maps for Comprehensive Plan.
- b. Chapter 13, Zoning of Caribou Code** – Chapter 13 made it to Manager's Review. A lot of that will go with the Comprehensive Plan with the new Zoning Map.
- c. Blight/Economic Development Initiative** – A new Commission is being formed that will include staff members CEO Ken Murchison, Assessor Penny Thompson and City Manager Dennis Marker. Mayor Goughan is addressing blight as economic development. Through eminent domain or tax acquired properties can go into a land bank. The idea is to put value back in these buildings, fill them with families, educate them on home ownership and get them back on the tax rolls. The blight initiative could entail improving ordinances and writing new ordinances. Staff and Planning Board will be involved with that process. Dan Bagley recommended representation from the Planning Board to be a part of this Commission as a liaison.

**XII. Other Business** – None.

**XIII. Adjournment** – The meeting was adjourned at 6:20 pm.

Respectfully Submitted,



Christine Solman  
Planning Board Secretary

CS/dl