



## *City of Caribou, Maine*

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

### **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 27<sup>th</sup> 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

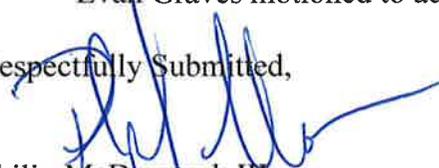
#### IX. **Other Business**

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