



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, March 12, 2020 at 5:30 p.m. City Council Chambers

www.cariboumaine.org

- I. Call Meeting to Order
- II. Approval of minutes from the February 13, 2020 Planning Board meeting. Pgs. 2-3
- III. Public Hearing
- IV. New Business
 - a. Use Permit for Damian Languell, 5 Bennett Drive
 - b. A Proposed Building Permit for 271 Fort Fairfield Road Map 8 Lot 31-C involving the reinforcement of the existing communications tower.
 - c. A Proposed Building Permit for 271 Fort Fairfield Road Map 8 Lot 31-C involving the removal of existing equipment and installation of new equipment for the modernization of cellular communications.
- V. New Communications
 - a. Developments, looking ahead: Staff assisted developers with 3 building permits and a sign permit and provided guidance on additional building and sign permits.
- VI. Staff Report
 - a. Blight Initiative Pgs. 4-8
 - b. "Good to Knows" Pgs. 9-10
 - c. Council Priorities Pgs. 11
- VII. Comprehensive Plan Update
 - a. Future Land Use Plan Pgs. 12-17
- VIII. Chapter 13
 - a. City Managers Notes
- IX. Other Business
- X. Adjournment



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Caribou Planning Board Meeting Minutes Thursday, February 13, 2020 @ 5:30 pm City Council Chambers

Members Present: Robert White, Dan Bagley, Amanda Jandreau, Frank McElwain, David Corriveau and Drew Ayer

Members Absent: Christine Solman

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 David Corriveau and Drew Ayer.
- III. Approval of Minutes from the January 9, 2020 Planning Board meeting** – Frank McElwain moved to approve the minutes as presented; seconded by Dan Bagley. Motion carried with all in favor.
- IV. New Business** – None.
- V. New Communications** –
 - a. Developments, looking ahead** – CEO Ken Murchison brought forth a few new developments coming up. A new business selling vintage albums and media will possibly be moving into the end of Bennett Drive where the barber shop was. This property has been vacant a year, zoned residential. Would be an existing non-conforming use. Discussion on residential uses in the midst of the commercial zone on High Street, that perhaps this area would be best suited as a mixed-use zone. Discussion on home occupations and that perhaps this business would be suited as such. David Corriveau commented that in past practices, home occupations such as hairdressers and accountants, would be allowed if it doesn't disrupt the neighborhood. Chairman Robert White stated that he doesn't want to make this a big issue, this property comes with a long history of use. Chairman Robert White and Dan Bagley recommends this as a home occupation.

A couple of building permits have been received, same owner, same property. Will be building reinforcements on a cellphone tower and also putting new equipment on the tower itself. It's an existing tower on Fort hill. Will come forth as a public hearing in March. According to the City's land use table, this is a Planning Board decision.

Interest in two additional solar projects. One will be one of the largest in the State. Also have had some interest in a new warehouse on York Street.

VI. Staff Report –

- a. **Permits 2018-2019** – The Board was given reports for 2018 and 2019 permits.
- b. **Blight Initiative** – The City Council brought this forward, new concentration on blight. CEO Ken Murchison and Assessor Penny Thompson have already been out in the community working on a blight survey. The newly formed Blight Commission has met three times. Planning Board support staff member Denise Lausier, former Planning Board member Phil Cyr, Chairman Robert White and current Planning Board member Christine Solman have attended the meetings. Been working on tools, a lot of these will come back to the Planning Board.

VII. Planning Board Training – None.

VIII. Comprehensive Plan Update –

- a. **Future Land Use Plan** – CEO Ken Murchison and Planning Board had discussion on this item and how it ties in with the Chapter 13, Zoning re-write. These are both goals for the Planning Board to complete in 2020.

IX. Chapter 13 –

- a. **Establishment of Districts & Land Use Table** – CEO Ken Murchison and Planning Board had much discussion on this item. Chairman Robert White commented that the Comprehensive Plan is a guide, Chapter 13, Zoning is a legal issue; Chapter 13, Zoning needs to be completed then the Comprehensive Plan. Chairman Robert White asked that this item be put on the agenda for the next Planning Board meeting and also requested that CEO Ken Murchison find out from the City Manager where he is at in the review of Chapter 13, Zoning. Drew Ayer also requested an updated Land Use Table before the next Planning Board meeting.

X. Other Business – None.

XI. Adjournment – The meeting was adjourned at 6:35 pm.

Respectfully Submitted,

Christine Solman
Planning Board Secretary

CS/dl

Blight Commission Meeting
February 5, 2020 @ 1:00 pm

In Attendance: Dennis Marker, City Manager; Ken Murchison, CEO & Zoning Administrator; Penny Thompson, Tax Assessor & Building Official; Paul Camping, Chair of Citizens Advisory Board for Residential & Urban Renewal; Phil Cyr, Caribou Nursing Home Administrator; Christine Solman, Planning Board Secretary; Denise Lausier, Executive Assistant City Manager's Office

Dennis Marker put together a spreadsheet of all of the tools identified at the last meeting. For each tool he identified the type, awareness needs, resource, property affects, associated costs, time and what is already in the City's toolbox. The Commission reviewed and discussed the tools.

Paul Camping explained Writ of Attachment – it's an attempt to collect, gives authority to go after other property to seize it and sell at auction if need be, it's a legislative action. Dennis Marker will look into this.

Dennis Marker commented on some of the tools:

- Certificates of Occupancy – expanding use as to what it was previously used as. Needs sharpening.
- Notices of Violations – Sharpen Ordinances.
- Public Outreach – do better with what we have. Perhaps educational tools, we could create flyers etc.
- Eminent Domain – can create financial incentives to the private party.

Dennis Marker – need to identify what the budget impacts are if we implement tools.

Ken Murchison – Tax Acquired Properties:

- Need to start at two years in the lien process. Inspected at cost of the City for asbestos and then abated for cost. With an additional cost to take it down, around \$17,000 for a tumbled down house. Perhaps will be able to work with Public Works on the trucking aspect of things, we would be able to save on costs.
- Penny Thompson – Sincok and Birdseye ended up tax acquired, the bill of demolition was added.

Penny Thompson – Dangerous Buildings:

- There is a process with specific deadlines that would culminate with the amount spent (then invoiced to the owner) to clean up the dangerous building made as a special tax assessment to the owner as part of the annual tax commitment. In the two cases that the City of Caribou has used the dangerous building statute in the past, the owner did not pay the taxes and the City took the building through the automatic lien foreclosure process.
- Ken Murchison – Amish community may have interest in taking down some of the old barns and salvage the lumber.

- Penny Thompson – also talked with Derick St. Peter, Creative Carpentry on barn boards. Penny asked him if he would be interested in taking some down as well and salvage the lumber.

Paul Camping – Notice of Violations:

- Add fines on the list of tools. Ken Murchison stated that assessing fines comes from Code, which uses State Statute. Ends up going to civil court at the end of the day.

Penny Thompson – 80K Certifications:

- In her understanding this is for land use violations. Once certified, Code Enforcement Officers could take them to court. Would help in cost versus having a lawyer, it would be part of the CEO's job. This is being offered this summer to be certified.

Paul Camping – using Sanford as a template, they have a lot of good ordinances in place. We could emulate it cheaply.

Dennis Marker – we need to create a summary narrative to take to the Council and public. What we want to impose or sharpen etc. If not in the tool box, what will it take to add to it. What kind of resources, people, timing etc.

Paul Camping – City wide zoning efforts?

- Ken Murchison – working on Comp Plan and in that it will be looked at.
- Phil Cyr – Planning Board has been talking about that for over a year.
- Christine Solman – a lot of it has been cleaned up since the 80's.
- Dennis Marker – identify uses on properties and see if zoning is in line with that. Look at existing uses, desired future uses and current zoning. Planning Board has looked at this for years. Also, do our development standards mirror what we want to put in place.
- Dennis Marker added to tools – rezoning for redevelopment.

Dennis stated that we need research development for some of these tools. Each Commission member was given tools to research.

Assignments:

- Paul Camping –
 - Land Banking; Seeding for Land Bank
 - Vacant Lot Policy
- Ken Murchison –
 - Winterization Program (work with Lisa Plourde)
 - Affordable Housing Regulations (work with Lisa Plourde)
 - Licensing Absentee Landowners (work with Lisa Plourde and Chief Susi)
 - Registering of Rentals (work with Lisa Plourde)
 - Property Ombudsman – Dennis Marker explained that this is an intermediary go between with Code Enforcement and the property owner. Should be a citizen that is knowledgeable or may be more of a Planning Board function; someone that the person with a violation could go to. More of a voice for the property

owners. Paul Camping commented that it may be more like someone who knows Code and what happens if don't comply. Dennis Marker stated that this position would be hired and funded by the City to represent the property owner.

- Christine Solman –
 - Workplans – working with people to do own work. Dennis gave an example: a notice of violation goes out with multiple issues. A workplan says let's meet and talk, establish a time frame of completion with repercussions if don't abide by that time frame, like a contract. Penny Thompson added, could enter into a consent agreement with the City Council and it would become a more formal agreement.
- Phil Cyr –
 - Beautification Contest
 - Caribou Garden Club
- Dennis Marker –
 - Enforcement Activities List
 - Writ of Attachment
- Denise Lausier –
 - CDBG Home Maintenance Program
- Christina Kane-Gibson –
 - Rental Assistance Program, commercial
 - Caribou Arts Council
- Penny Thompson –
 - Landlord Laws
 - 80k Certification

Dennis Marker stated that we need a summary statement on this is what the tool is. This is what it will take to get it implemented, one page max for now. We have seventeen tools that need researching.

Dennis Marker also shared with the Commission, in Utah there is a city that broke up the community into eight sections. They would receive awards for the most improved, the best dressed etc. They made up garden stakes with the year, the award and the city logo. They had a big presentation for the public and had an award night. All done by a beautification committee.

Paul Camping suggested an adopt a neighborhood, adopt a highway or adopt a street program.

- Dennis Marker suggested maybe certain corridors.
- Phil Cyr commented that people are more apt to do small areas not owned by anyone.

Dennis Marker added to the tools – NMDC, building condemnation, Amish community, fines, development review, adopt a street, adopt a park.

Next meeting; Tuesday, February 25, 2020 at 1:00 pm.

Tools	Type	City Tool Box		Use Perception 1 - Very Bad 3 - Accepted 5 - Very Good	Awareness Needs			Resource			Property Affects				Associated Costs				Time								
		Use			City	Public	Investors	Financial	Labor	Education	Financial	Use	Structures	Title	City	Private	Investor	Stk Hldr	City	Private	Investor	Stk Hldr					
Rezoning for Development	Action	IN	Infrequently	4	x	x	x	x		x	x	x			\$				\$				\$				
Development Code Revisions	Action	IN	Frequently	4	x	x	x			x	x	x	x		\$				\$				\$				
Tax Acquired Properties	Action	IN	Frequently	2	x	x	x	x				x		x	\$				\$				\$				
Imposition of Fines	Action	IN	Infrequently	2	x	x		x				x			\$	\$			\$				\$				
Demolition	Action	IN	Frequently	2	x	x	x	x	x			x		x	\$	\$			\$				\$				
Building Condemnation	Action	IN	Rarely	1	x	x					x	x	x		\$	\$			\$	\$			\$	\$			
Eminent Domain	Action	IN	Rarely	1	x	x	x	x				x	x	x	\$	\$	\$		\$	\$			\$	\$			
Land Banking	Action	OUT		4	x		x	x				x		x	\$		\$	\$	\$				\$	\$		\$	\$
Adverse Possession	Action	Unknown	Never	2	x	x	x	x		x				x	\$	\$			\$	\$			\$	\$			
Blight Survey	Product	IN	Rarely	4	x	x	x			x					\$				\$				\$				
Certificates of Occupancy	Product	IN	Needs Sharpening	3	x	x						x	x		\$	\$	\$	\$	\$	\$			\$	\$		\$	\$
Notices of Violation	Product	IN	Needs Sharpening	2	x	x				x	x	x			\$	\$			\$	\$			\$	\$			
Liens	Product	IN	Frequently	2	x	x	x	x				x		x	\$	\$	\$		\$	\$			\$	\$		\$	\$
Work Plans	Product	OUT		4		x	x		x			x				\$	\$	\$	\$	\$			\$	\$			
Writ of Attachment	Product	Unknown		2	x	x	x	x				x		x	\$	\$			\$	\$			\$	\$			
Mechanic Work Liens	Product	Unknown		2	x	x	x		x			x		x	\$	\$	\$		\$	\$			\$	\$			
Public Outreach	Program	IN	Needs Sharpening	5	x	x				x		x			\$				\$				\$				
Education	Program	IN	Needs Sharpening	5		x				x		x			\$				\$				\$				
Façade Improvement	Program	IN	Never	5	x	x	x	x	x			x		x	\$	\$	\$	\$	\$	\$			\$	\$	\$	\$	\$
Matching Funds Opportunities	Program	IN	Rarely	5	x	x	x	x				x			\$	\$	\$	\$	\$	\$			\$	\$	\$	\$	\$
Blight Funds	Program	IN	Frequently	4	x		x	x				x			\$				\$				\$				
TIF Zones	Program	IN	Frequently	4	x		x	x				x	x		\$	\$	\$	\$	\$	\$			\$	\$	\$		
Revolving Loan Funds	Program	IN	Infrequently	4	x	x	x	x				x	x	x	\$	\$	\$		\$	\$			\$	\$	\$		
80K Certifications	Program	IN	Rarely	3	x					x	x	x			\$				\$				\$				
Taxation	Program	IN	Frequently	3	x	x	x	x				x		x	\$	\$	\$		\$	\$			\$	\$	\$		
Adopt-A-Street	Program	OUT		5	x	x			x			x	x		\$	\$			\$	\$			\$	\$			
Adopt-A-Park	Program	OUT		5	x	x			x			x	x		\$	\$			\$	\$			\$	\$			
Beautification Contest	Program	OUT		5		x				x	x	x			\$	\$	\$	\$	\$	\$			\$	\$	\$	\$	\$
Winterization Programs	Program	OUT		4		x		x	x			x	x		\$			\$				\$		\$			\$
CDBG Home Maintenance	Program	OUT		4	x	x		x	x			x		x	\$	\$		\$	\$	\$			\$	\$			
Rental Assistance Program	Program	OUT		4	x	x	x	x				x	x		\$	\$	\$	\$	\$	\$			\$	\$	\$	\$	\$
Enforcement Activities List	Program	OUT		3		x				x		x			\$				\$				\$				
Seed for Land Bank	Program	OUT		3	x		x	x				x		x	\$		\$	\$	\$	\$			\$		\$	\$	\$
Ordinances	Regulation	IN	Frequently	3	x	x	x			x		x	x		\$				\$				\$				
Vehicle Registrations	Regulation	IN	Regularly	3		x		x		x	x	x			\$	\$			\$	\$			\$	\$			
Home Occupation Regulations	Regulation	IN	Regularly	3	x	x	x			x		x			\$	\$			\$				\$				
Development Regulations	Regulation	IN	Needs Sharpening	3	x		x			x		x	x		\$				\$				\$	\$			
Dangerous Buildings	Regulation	IN		3	x	x	x			x		x	x	x	\$	\$			\$	\$			\$	\$			
NFPC	Regulation	IN	Frequently	3	x		x			x		x	x		\$	\$	\$		\$	\$			\$	\$	\$		
Property Maintenance Code	Regulation	IN	Regularly	2	x	x				x		x	x		\$	\$			\$	\$			\$	\$			
Vacant Lot Policy	Regulation	OUT		4	x		x			x		x			\$	\$			\$	\$			\$	\$			
Affordable Housing Regulations	Regulation	OUT		3	x	x				x		x			\$				\$				\$	\$		\$	\$
Register Rentals	Regulation	OUT		2	x	x	x			x	x	x			\$		\$	\$	\$	\$			\$		\$		

License Absentee Owners	Regulation	OUT		2	x	x	x			x		x		\$	\$	\$		\$	\$	\$	
Landlord Laws	Regulation	OUT		2	x		x			x	x	x		\$	\$	\$		\$	\$	\$	
Amish Community	Stakeholder	IN	Rarely		x	x			x			x	x		\$				\$		
Planning Board	Stakeholder	IN	Frequently		x		x			x		x	x		\$				\$		
Blight Commission	Stakeholder	IN	Infrequently		x					x		x	x		\$				\$		
CEGC	Stakeholder	IN	Regularly		x		x	x				x	x		\$		\$		\$	\$	\$
Fatih Based Help	Stakeholder	IN	Infrequently		x	x			x				x			\$			\$	\$	
Fort Fairfield Housing Authority	Stakeholder	IN	Infrequently		x	x		x	x	x	x	x	x					\$			\$
Caribou Housing	Stakeholder	IN	Frequently		x	x		x		x	x	x			\$				\$		\$
RSVP	Stakeholder	IN	Infrequently		x	x			x	x		x						\$	\$		\$
Aroostook Agency on Aging	Stakeholder	IN	Regularly		x	x				x		x						\$	\$		\$
FSS	Stakeholder	IN	Frequently		x	x		x		x	x	x			\$	\$			\$	\$	\$
Rotary	Stakeholder	IN	Infrequently		x			x			x				\$				\$	\$	\$
Police	Stakeholder	IN	Frequently		x	x	x			x		x			\$	\$			\$	\$	\$
Code Enforcement	Stakeholder	IN	Frequently		x	x				x		x			\$	\$			\$	\$	\$
CDBG	Stakeholder	IN	Regularly		x	x	x	x				x			\$	\$			\$	\$	\$
Landlords	Stakeholder	IN	Rarely		x	x		x	x			x	x		\$			\$	\$		\$
ACAP	Stakeholder	IN	Infrequently		x	x		x		x	x	x			\$	\$		\$	\$	\$	\$
USDA	Stakeholder	IN	infrequently		x		x	x				x			\$	\$	\$		\$	\$	\$
NMDC	Stakeholder	IN	Regularly		x	x	x	x		x	x				\$	\$		\$	\$	\$	\$
Caribou Garden ClubContest	Stakeholder	OUT			x	x			x			x	x		\$	\$			\$		\$
Property Ombudsman	Stakeholder	OUT			x	x	x			x		x			\$	\$			\$		\$
Caribou Arts Council	Stakeholder	OUT			x	x			x			x	x		\$	\$			\$		\$

CEO Good to Know

February 28, 2020

From the Office of Caribou Zoning Administrator/Code Enforcement

Ken attended the Caribou Blight Commission meeting reports on identified blight tools were discussed.

Staff assisted developer with 3 building permits and a sign permit and provided guidance on addition building and sign permits.

Staff prepared for upcoming Public Hearings slated for the March 12 Planning Board Meeting and inspected a property on North Main Street that experienced significant structural failure in a roof collapse.

Staff continued assistance for a University of Maine student group with a “Capstone Project” involving a property on Lower Lyndon Street and the development of a fish hatchery and associated park facility with the Atlantic Salmon for Northern Maine.

Ken attended the Aroostook Waste Solutions Board Meeting for February.

Best Regards,

Kenneth Murchison
City of Caribou, Maine
Zoning Administrator/CEO

CEO Good to Know

March 6, 2020

From the Office of Caribou Zoning Administrator/Code Enforcement

After further review of two Building Permits and a Use Permit it was found that these permits can be reviewed and approved by the Code Enforcement Officer. Ken will follow up with these developers.

Ken and Denise prepared for the March Planning Board Meeting, agenda and information packets was distributed.

Caribou Housing Staff, Lisa Plourde and Ken Murchison) attended the Caribou Housing Authority Board Meeting, officers for 2020 were selected, Board Membership was discussed, new Tenant Commissioner was forwarded to the City Council for appointment, past minutes were approved, and the Board was informed of current and ongoing events within CHA.

Staff inspected and “stickered” two buildings as “occupancy not permitted”. One building was inspected at the request of the property owner and the second was recently tax acquired by the City.

Ken attended Aroostook Code Enforcement Organization meeting at NMDC. Ceil Hafford from the Maine Fuel Board presented on Gas Oil and solid fuel codes and the annual ACEO meeting, officers for 2020 were selected and ongoing continuing education class were discussed. Also, in attendance were Tony Michaud and Penny Thompson.

Best Regards,

Kenneth Murchison
City of Caribou, Maine
Zoning Administrator/CEO

2020 City Council Priorities and Goals

City staff compiled a list of on-going projects or focus areas for the City Council to consider for 2020 priorities. Councilors were invited to pick their top projects within each category and then rank them. A Councilor's top project in each category is indicated by a score of 5 points, their second highest priority received 4 points, etc. The final score is a total of priority points given. The "Councilor Votes" column summarizes the number of Councilors giving points to the particular project. The number of votes is the primary indicator of priority with the final score being second. This means that if a majority of Councilors voted for a project, that fact would be more important than one or two Councilors having another project as a high priority.

	Final Scoring	Councilor Votes	2020 Votes						
			Theriault	Morrell	Smith	Goughan	Cote	KirkPatrick	Ayer
PUBLIC SAFETY PRIORITIES (Rank top 3)									
Fire Station Structural Upgrades	27	7	4	5	4	4	3	4	3
Ambulatory Service Contracts	22	5		3	5	5	5	4	5
Opioid and Drug Enforcement	20	5	3	4	3		5		5
Police Station Design and Referendum	12	3	5			3			4
Other:	0	0							

Infrastructure (Rank top 5)									
Facility Maintenance Audits/Plans	15	7	1	5	1	3	1	1	3
Sidewalks and Pedestrian Safety	19	5	5			1	5	3	5
Capital Equipment Plan	18	5	2	3	5	5	3		
Other: Street Lights in Dark Areas	18	5	3	2	4	4	4	5	
Airport Development	9	3		1				4	4
River Road Reconstruction	7	3	4				2		1
North Maine Reconstruction	7	2		4	3				
60 Access Highway Reuse	6	2		4	4	2			
Other: Gateway Enhancements	2	1						2	
Overlay of Hwys in Urban Compact Zone	2	1			2				
Public Parking Lot Resurfacing	2	1							2
Storm Drain System Inventory	0	0							
City Hall Accessibility	0	0							

LEISURE SERVICE PRIORITIES (Rank top 5)									
Teague Park Construction Completion	24	5	5		4	5	5		5
Collins Pond Dam & Trail System	17	5	1			4	4	5	3
Gateway Enhancements	14	4		5	3	3	3		
Thursdays on Sweden	11	4	4		5	1	1		
Other: Marathon; increase runners & Sponsors	9	4	2		1		2	4	
Nylander Inventory & Operations	5	3		3	2			2	1
Library Business Resource Center	6	2	3					3	
Library Programs	4	2				2			2
Maine 200 Storytelling Festival	0	0							
Other:	0	0							

ADMINISTRATION PRIORITIES (Rank top 4)									
Union Contract Negotiations	22	6	5	2	5	2	5		3
Health Insurance Changes	15	5	4	1	4	3		3	
Budget Preparation Process Changes	14	4	3	5		4			2
FBO Services at Airport	13	4	2				2	4	5
Other: Fix \$2.2M Net Increase in 3 Departments	13	3		3		5		5	
Procurement Policy	11	3		4			3		4
Non-Union Compensation Policy	8	3			3	1	4		
Other: Succession Planning	2	1							2
Quarterly Tax Assessing Implementation	2	1			2				
Citizens University	0	0							
Other:	0	0							

ECONOMIC DEVELOPMENT PRIORITIES (Rank top 5)									
Other: Small Business Retention	22	6	5	5	5	3		3	1
Other: Blight Removal	21	5	4	3		5	4	5	
Landbank Creation	17	5	2	4		4		4	3
Façade Improvement Grants	16	4		2	4		5		5
Downtown Revitalization	10	4	1				3	2	4
Other: CEGC	8	4	3		2		1		2
Other: Utilize NMDC and Chamber More	5	2			3	2			
Rental Assistance Program:	2	2		1		1			
Sure Site Program	2	1						2	
Build Your Business Series	1	1			1				
Waterfront Redevelopment	1	1							1

COMMUNITY DEVELOPMENT PRIORITIES (Rank top 5)									
EPA Brownfield Grant for Birdseye	20	5	5	1	5	4		5	
Zoning Regulations Rewrite	14	5	1		4	2		4	3
Business Directory & Newsletter	11	5		2	2	3		2	2
Blight Removal	18	4	4	5			5		4
Blight Survey of Community	12	4	3	4			2	3	
Ribbon Cutting Ceremonies	11	4		3	3	1	4		
Complete General Plan Update	7	2	2						5
Weekly Business Visits (Coffee with ...)	2	2			1				1
New Branding & Marketing Campaign	5	1				5			
Beautification Committee	3	1					3		
Land Use Survey of Community	1	1							1
GIS System Available on Web	0	0							
Other:	0	0							

Future Land Use Plan

Future Land Use Plan

Goal: To encourage orderly growth and development in appropriate areas of each community, while protecting the state's rural character, making efficient use of public services, and preventing development sprawl.

<i>Policies</i>	<i>Strategies</i>	<i>Responsibility</i>	<i>Implementation</i>
To coordinate the community's land use strategies with other local and regional land use planning efforts.	Assign responsibility for implementing the Future Land Use Plan to the appropriate committee, board or municipal official.	Planning Board	Ongoing
To support the locations, types, scales, and intensities of land uses the community desires as stated in its vision.	Amend Land Use Ordinances to align with Future Land Use Plan	Planning Board/Code Enforcement Officer	2015
To support the level of financial commitment necessary to provide needed infrastructure in growth areas.	Include in the Capital Investment Plan anticipated municipal capital investments needed to support proposed land uses.	City Council	Ongoing
To establish efficient permitting procedures, especially in growth	Meet with neighboring communities to coordinate land use designations and regulatory and non-regulatory strategies.	City Manager	Ongoing
To protect critical rural and critical waterfront areas from the impacts of development.	Provide the Code Enforcement Officer with the tools, training, and support necessary to enforce land use regulations, and ensure that the Code Enforcement Officer is certified in accordance with 30-A M.R.S.A. §4451.	City Manager	Ongoing
	Track new development in the community by type and location	Code Enforcement Officer	Ongoing
	Direct a minimum of 75% of new municipal growth-related capital investments into designated growth areas identified in the Future Land Use Plan	City Council/City Manager	Ongoing
	Periodically (at least every five years) evaluate implementation of the plan in accordance with Section 2.7.	Planning Board	2019

GROWTH AREAS & IMPLEMENTATION

The urban core of Caribou is the area to which growth will be directed during the 10 year planning period. The growth anticipated will be a mix of new growth and infill however will primarily be commercial. Primary areas include the riverfront, which will transition from an industrial to a commercial use, as well as the site known as the "Birds Eye" site transitioning to a new commercial site that will accommodate any large-scale (i.e. "big box") type retail development that is currently being sought by the City. Small scale and specialty retail will be located in the traditional downtown which has a high enough vacancy rate and space availability to accommodate projected growth during the planning period.

Residential growth will be limited to area within and immediately adjacent to the urban core. There exists a large amount of properties for sale in the urban core and that trend is anticipated to continue. Furthermore open lots are available for development into single or multi-family residential uses throughout the urban core therefore substantial residential construction is not anticipated and should be limited to the urban core. Currently several areas zoned residential exist that should be rezoned as rural as intended subdivisions were never developed and likely will not be developed during the planning period.

City has adequate space available for growth, even substantial commercial, industrial, and residential growth, within and immediately adjacent to the urban core that would not require additional municipal infrastructure. The goal of the City during the planning period should be to utilize these existing sites and areas so as to add to the tax base without increasing the level of investment. Much of Caribou's infrastructure was designed for the community when it had a population totaling over 12,000 people; with just over 8,100 residents as of 2014 the City can grow substantially without increasing infrastructure.

The Future Land Use Plan will require condensing multiple district designations down to primarily 4 uses as well as rezoning some residential and commercial zones that are no longer utilized as such to rural zones. Land use ordinances will need to be changed to accommodate the streamlined zoning districts as well as reducing regulatory controls in the urban core while increasing setbacks and other requirements in the rural areas of town to reduce the potential for growth in infrastructure-costly parts of town.

Critical Natural Resources

The City of Caribou has identified the Collins Pond area as a critical natural resource. Surrounded by high density development Collins Pond could be remediated to increase public access and use as well as improving the ecological conditions of the pond. The possibility exists for fishing in Collins Pond if the pond were to be dredged and stocked after some environmental repair. Given the Collins Pond walking path is an important recreational trail for the City the restoration of the Pond will enhance the walking path and increase its utilization and care.

The City should begin investigating grant opportunities to dredge Collins Pond and begin capital reserve savings towards matches or ultimately project completion with municipal funds. Restoration of Collins Pond would add usage and density right at the center of the urban core and adds activities to the downtown area.

LAND USE DISTRICTS

Special Development Zones

Special Development Zones are areas that could see large scale growth and development however the City does not want to limit the specific type of growth or development as a variety of options would suit the city's overall development plan as well as nearby neighborhoods.

The city has two special development zones. These two zones are sites that are currently developable or will shortly be in a position to be developed and can accommodate large-scale growth with minimal or no municipal infrastructure investment. Both sites, one being the riverfront area and the other being the former "Birds Eye" site, are currently equipped with water and sewer, rail access, high visibility, near downtown, and have served previous industrial uses.

These two sites represent the best case scenario for large projects to be built with no infrastructure expansions, thus creating self-sustaining tax bases. If residential development were to take place in either site the focus shall be on large apartment/condo complexes that will accommodate up to several hundred residents in each area; however this much residential growth is not anticipated. There is further benefit from removing the riverfront area from industrial uses, most of which have faded, to more sustainable commercial/retail uses.

Residential District

The Residential District encompasses most of the older residential neighborhoods and is located within convenient reach of business facilities. The District is expected to contain most of higher density single-family type dwellings likely to be needed by the community as well as multi-family or apartment type dwellings likely to be needed by the community. Certain additional uses which meet the requirements of this Ordinance may be permitted which will contribute to balanced neighborhoods and enhance the attractiveness of the community.

Caribou wants to maintain clean, safe, and healthy neighborhoods that are adaptable to a changing demographic need including more seniors and smaller families, while maintaining opportunities for easy entry into the housing and rental market. Combining the two residential districts into one simplifies zoning for both the city and prospective builders and allows housing to develop throughout the City core in a manner consistent to meet the changing demographics of the City.

Currently the areas zoned R-1 and R-2 that will become the new residential zone has the capacity for development infill and new residential developments in pockets throughout many neighborhoods. This infill is highly desirable as it brings more people into the greater downtown area and does not require additional infrastructure expansions. Certain residential areas could accommodate in-laws, split lots, and replacement of outdated housing stock or replacement of unused buildings to condense housing into the City's core neighborhoods.

Merging two residential districts into one does not change the desired use of the area in question. At one point in time the primary distinction was to keep multi-family homes in one residential zone and single family homes in a separate zone. With changing demographics however larger single family homes are more readily used and reused as conversions to multifamily homes as many residents, both seniors and young families are looking to downsize and older larger homes in the center of town are less fiscally feasible as single family homes. In effect the intended uses for two separate zones have shifted and created a conglomeration of housing. Continuing to allow any type of housing in the residential zone allows this to continue and the City to make the most of its available in town lots; this is critical to prevent development in the rural zone which often adds costly infrastructure for the City to maintain. It is in the interest of the City to maximize the opportunity for housing to locate in town as opposed to in the rural area.

Continued growth and development, including conversion, of in-town lots located in the new residential zone will not require any municipal infrastructure expansion and in fact will prevent the expansion and continuation of infrastructure in the rural parts of town. This will further add to the fiscal viability of maintaining City roads and other infrastructure as well as potentially force small scale development out of the rural parts of town and into the urban core.

Rural District

The Rural District encompasses most of the area outside the urban center and is intended for the kinds of uses which have traditionally predominated in rural New England; forestry and farming, farm residence, and a scattering of varied uses not inconsistent with a generally open, non-intensive pattern of land use. The minimum lot size requirement is high in order to prevent over-development where public sewers are not feasible and where a full range of urban services cannot be provided economically.

Given the immense space available in the rural district it is unlikely that proposed or potential developments would impact the overall nature of the district and the City's desire to maintain its rural areas in a rural state.

The rural district of Caribou, comprising most of the area outside the urban core, has the potential to accommodate any amount or type of development. The challenge is small scale residential development and single family homes which spread out infrastructure and often require more municipal investment than will be recovered through property taxes. Development in this zone should be limited to agricultural operations, or an industrial or residential operation that is of sufficient size to generate enough taxation to pay for the required infrastructure.

Larger subdivisions, if located in the rural district but close to town, may be permissible if the size and scope of the subdivision warrants municipal investment in required infrastructure; however given building trends over the last 10 years this is unlikely. There are two former industrial sites in the rural district that could benefit from redevelopment, or potentially land adjacent to the Caribou Municipal Airport or Cary Medical Center (its own district) that could be beneficial as long as development in the rural district is self-sustaining with tax revenue. Larger "country" roads should be discontinued and small scale residential development along many of these roads should be discouraged as they will not contain the necessary tax base to continue supporting these roads.

Caribou should investigate the implementation of substantial impact fees for small scale residential development in the rural district as this type of development should be discouraged, since it adds little value and does not serve as an attractant to potential businesses or residences, mainly serving to force the city to maintain an unsustainable infrastructure level.

Downtown District

The Downtown District is intended primarily for commercial uses to which the public requires easy and frequent access. Centrally located and at the center of the existing downtown business district, the Downtown District is intended to encourage the concentration of commercial development to the mutual advantage of customers and merchants. In order to protect the integrity of the Downtown Zone, residential dwelling space is not allowed on the first floor (street level) of buildings in the Downtown Zone. Accessory and incidental residential dwelling units may be developed on the floors other than the first floor and setback requirements are eliminated in the narrowly defined downtown district.

The vision for the downtown area is a traditional downtown with mixed uses (residential above the first floor) and the area serving as a pedestrian friendly gathering place for the community. The potential for development

in the downtown district is substantial as the city has and will continue to make substantial investments in marketing and economic development in the downtown area and ample commercial space exists. Furthermore the existing inventory of parking lots and pedestrian friendly design overcomes the first hurdles often encountered in the development of an active downtown. Constraints include the four structures known as the "Downtown Mall" which are less appropriate for retail development and architecturally are dated, out of line with nearby development, and focus on professional services more than the retail and food service that will draw individuals to downtown.

The definition of the Downtown Zone can be expanded to include nearby Water Street, originally a part of the traditional downtown Caribou but without much development currently, which allows the downtown district to begin expanding towards the riverfront area and can serve as a connector between downtown and the riverfront. Over time High Street and Bennett Drive could be added to the downtown district/zoning in the future, consistent with the City's vision that the traditional downtown as well as the connector of High Street and the commercial area of Bennett Drive all collectively be referred to and developed as Caribou's Downtown.

Future municipal investment in the downtown district is required, though major acquisitions and development have already been completed through the Urban Renewal process in the late 1970's/early 1980's. Sidewalk and site amenities will need to see continued investment, the City would benefit from municipal investment in storefront improvement.

Commercial District

The Commercial District is intended primarily for commercial uses to which the public requires free and easy access and to provide for a wide range of associated activities in the business community. In order to protect the integrity of the Commercial Zone, residential dwelling units are not allowed on the first floor (street level) of buildings in the Commercial Zone. Accessory and incidental residential dwelling units may be developed on the floors other than the first floor.

The Commercial District contains the primary location for retail and other commercial development in the community. Most of the City's current commercial district is served by water and sewer and requires little to no additional infrastructure to maintain and grow.

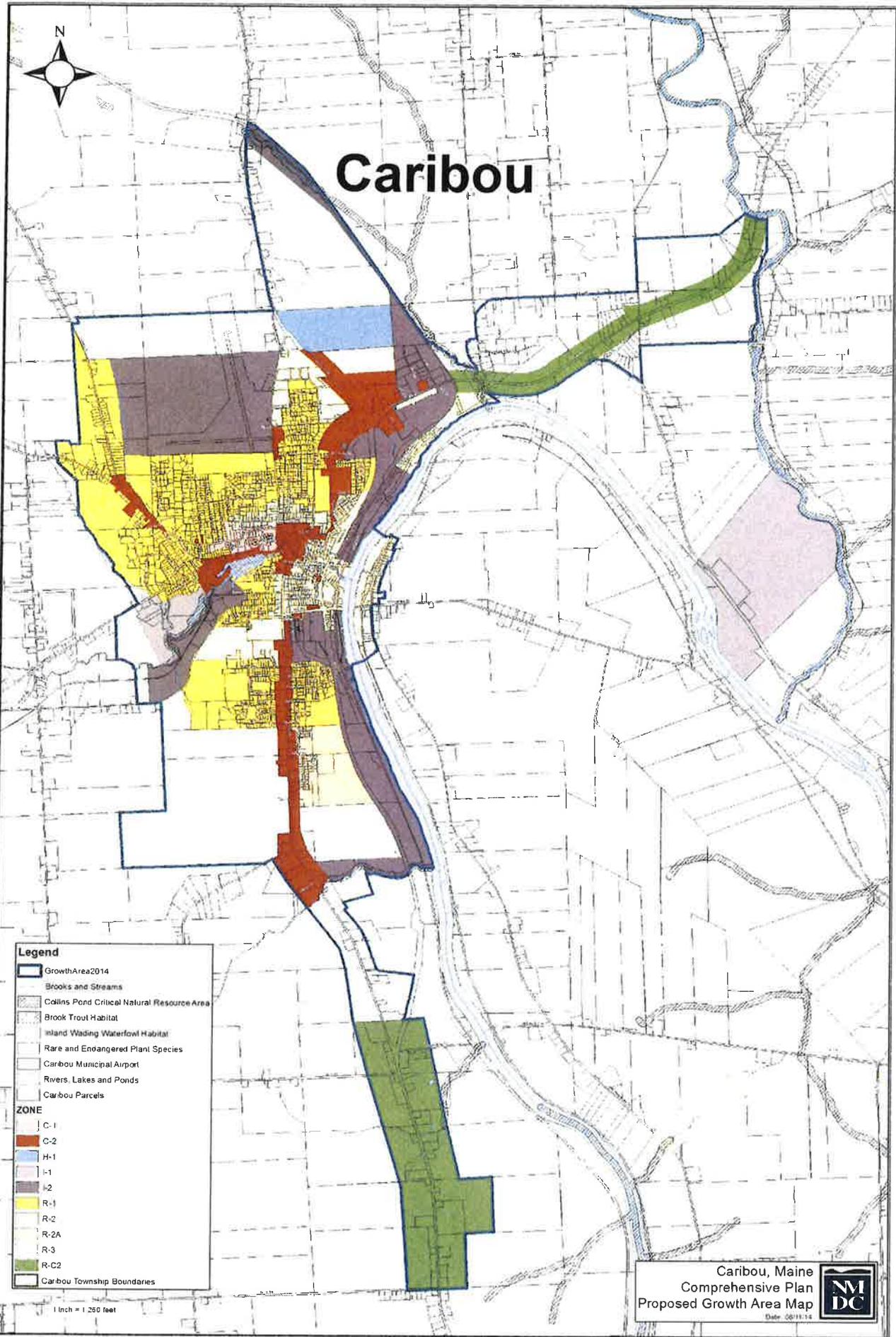
Industrial District

The Industrial District is to provide land which is conveniently located with respect to transportation and municipal services and where other conditions are favorable to the development of industry and which at the same time is so located as to prevent undesirable conflict with residential and business uses. The industrial area for the City of Caribou will primarily be located along Access Highway, which has traditionally served as an industrial area for the City and contains the City's industrial park.

The City will transition from having two separate industrial districts to one land use type. The primary driver behind this decision is the elimination of several industrial districts along the riverfront area in Caribou and elsewhere in town. The City will attempt to condense industrial development to sites that are accessible to necessary infrastructure and away from natural resources such as the riverfront. Condensing industrial uses to these areas will allow industry to develop in a manner that will not expand infrastructure costs to the City. Industrial development in rural parts of town will be limited to large scale operations on previously-zoned industrial areas that can create a self-sustaining tax base and not require municipal infrastructure investment.



Caribou



- Legend**
- GrowthArea2014
 - Brooks and Streams
 - Collins Pond Critical Natural Resource Area
 - Brook Trout Habitat
 - Inland Wading Waterfowl Habitat
 - Rare and Endangered Plant Species
 - Caribou Municipal Airport
 - Rivers, Lakes and Ponds
 - Caribou Parcels
- ZONE**
- C-1
 - C-2
 - H-1
 - I-1
 - I-2
 - R-1
 - R-2
 - R-2A
 - R-3
 - R-C2
 - Caribou Township Boundaries

1 inch = 1,250 feet

Caribou, Maine
Comprehensive Plan
Proposed Growth Area Map
Date: 06/11/14

