



## *City of Caribou, Maine*

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### **Caribou Planning Board Meeting Minutes Thursday, May 10, 2018 @ 5:30 pm City Council Chambers**

**Members Present:** Robert White, Phil Cyr, Philip McDonough III, Evan Graves and Todd Pelletier

**Members Absent:** Evan Graves and Thomas Ayer

**Others Present:** Ken Murchison –CEO & Zoning Administrator 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. Approval of minutes from the April 12, 2018 Planning Board meeting** – Todd Pelletier moved to accept the minutes; seconded by Philip McDonough III. Motion carried with all in favor.
- III. New Business** –
  - a. KJK Wireless building permit** – Ken Murchison explained these are wireless communication tower expansions, adding new equipment, not taking down anything old. It needs Planning Board approval. The application is not signed, so if it is approved, it will need to be with conditions that the application is signed by the applicant. Phil Cyr moved to approve the permit with the conditions that the application is signed by the applicant; seconded by Phil McDonough III. Motion carried with all in favor.
  - b. Tower Resource Management building permit** – Robert White stated that the application is incomplete. They are just adding antennas and the design details are thorough. After discussion, Philip McDonough moved to approve with the condition that the application is completely filled out and approved by the CEO; seconded by Phil Cyr. Motion carried with all in favor.
- IV. New Communications** –
  - a. Update on Skyway Plaza, Lot 4 project** – Tim Roix from BRSA was present to give an update. The building footprint has decreased by 75 square feet. Same lot, but more parking spaces. Going into design soon and planning to break ground this summer to start construction. John Morrell, owner of Custom Car Wash had some concerns at a previous meeting and Mr. Roix stated that those concerns have all been addressed.
  - b. Code Enforcement violations and actions** – Ken Murchison shared with the Board current code enforcement violations that have come to his attention. Garbage violations, a building that had services turned off where someone is living which is a possible health and safety issue, a property with unregistered vehicles that should be sheltered from public view, a business that has

a vent pipe out the front of the building and a couple of businesses with structural issues. The businesses with structural issues have been given façade improvement program applications.

**V. Staff Report -**

- a. Updates from Code Enforcement Officer/Zoning Administrator** – Ken Murchison gave the Board updates on the LED street lights project. We are joining other communities and could save enough with the LED lights to turn them all on. Also, Ken is now certified in Shoreland Zoning and Land Use and is also a certified Code Enforcement Officer. He has ordered the study companion for the residential construction test.
- b. Update on Public Safety Building Study** – Ken Murchison gave an update to the Board from the City Manager on the meetings of the Citizens Advisory Committee. They had proposed nine locations for the public safety building and have narrowed it down to four options. The Board was informed that all of the information and meeting videos are posted on the City’s website.

**VI. Other Business -**

- a. Continue work on Chapter 13, Zoning of Caribou Code – Land Use Table** – The Board continued their work on the land use table. Ken had completed the revisions and developed definitions as requested by the Board. They discussed moving forward with having a meeting with the agricultural community to get their input on including an agricultural zone in the city.

**IX. Adjournment** – Philip McDonough III moved to adjourn the meeting; seconded by Todd Pelletier. Motion carried with all in favor. Meeting adjourned at 6:25 pm.

Respectfully Submitted,

Philip McDonough III  
Planning Board Secretary

PM/dl