



City of Caribou, Maine

AGENDA Caribou Planning Board Regular Meeting Thursday, February 11, 2021 at 5:30 p.m. Via Zoom

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

- I. Call Meeting to Order.
- II. Approval of minutes from the January 14, 2020 Planning Board meeting. Pgs. 2-5
- III. Public Hearing to hear comments regarding a Home Occupation Application from Joshua Smart DBA Delta Defense Precision Arms at 128 Ogren Road Tax Map 16 – Lot 26. Pgs. 6-22
- IV. Consider a Home Occupation Application from Joshua Smart DBA Delta Defense Precision Arms at 128 Ogren Road Tax Map 16 – Lot 26.
- V. New Business:
 - a. Revisions to the Site Design Review Application document Pgs. 23-29
 - b. Site Design Review process Pgs. 30-34
- VI. Staff Report
 - a. Land Bank Legislation
 - b. Notices of Violation (junk vehicles)
 - c. Maine Working Communities Challenge Grant
- VII. Chapter 13 Revision Process for City Council
- VIII. Adjournment



City of Caribou, Maine

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Caribou Planning Board Meeting Minutes Thursday, January 14, 2020 @ 5:30 pm Via Zoom

Members Present: Dan Bagley, Christine Solman, Amanda Jandreau, Frank McElwain, Drew Ayer, Dave Corriveau and Eric Hitchcock

Others Present: Ken Murchison –CEO/Zoning Administrator, Dennis Marker –City Manager, Hillel Halberstam –SynerGen Solar, Rick Jones –Jones Associates, Josie Ray –Jones Associates, Kassie Levesque –Kassie’s Kids Daycare and Denise Lausier –Executive Assistant to the City Manager

Tom Ayer –Councilor Liaison (absent)

- I. Call Meeting to Order** – Meeting was called to order at 5:42 pm. Meeting was held via Zoom.
- II. Welcome new and returning Board Members** – Welcome to new member Eric Hitchcock and returning member Drew Ayer.
- III. Election of Officers for 2021** –
 - a. Chairman** – Frank McElwain nominated Dan Bagley as Chair, seconded by Christine Solman.
Roll call vote.
Drew – yes; Christine – yes; Amanda – yes; Eric – yes; Frank – yes; Dan – yes; Dave – yes
Motion carried.
 - b. Vice-Chairman** – Dan Bagley nominated Christine Solman as Vice- Chair; seconded by Amanda Jandreau.
Roll call vote.
Drew – yes; Christine – yes; Amanda – yes; Eric – yes; Frank – yes; Dave – yes
Chairman did not vote.
Motion carried.
 - c. Secretary** – Drew Ayer nominated Amanda Jandreau; seconded by Frank McElwain.
Roll call vote.
Drew – yes; Christine – yes; Amanda – yes; Eric – yes; Frank – yes; Dave – yes
Chairman did not vote.
Motion carried.
- IV. Setting Meeting Dates/Times for 2021** – Dave Corriveau moved to keep the meeting dates and time the same as 2020, the second Thursday of each month at 5:30 pm; seconded by Drew Ayer.

Roll call vote.
Drew – yes; Christine – yes; Amanda – yes; Eric – yes; Frank – yes; Dave – yes
Chairman did not vote.
Motion carried.

V. Approval of Minutes from the December 10, 2020 Planning Board Meeting –

Frank McElwain moved to approve the minutes as presented; seconded by Drew Ayer.

Roll call vote.

Drew – yes; Christine – yes; Amanda – yes; Eric – yes; Frank – yes; Dave – yes; Dan – yes

Motion carried.

VI. Public Hearing resumes to consider a Site Design Review Application from SynerGen Caribou, LLC final review for a Solar Array proposed for adjacent properties on Tax Map 16, Lot 30 and Tax Map 13, Lot 17 accessed from the Ogren Road former Caribou Landfill entrance road.

Chairman Dan Bagley resumed the Public Hearing at 5:53 pm.

Hillel Haberstam and Mark Hyland from SynerGen as well as Rick Jones and Josie Ray from Jones Associates were in attendance via Zoom.

Rick Jones stated they have the draft order from the DEP and there is a ten-day period for comments on it. Mr. Jones said that there is nothing in it that SynerGen objects to. It is all in-line with what they had presented to them.

Chairman Dan Bagley asked if there were any changes since the concept review. Mr. Jones stated there has not been any changes.

Chairman Dan Bagley questioned the plans for decommissioning or abandonment of this property and stated he was not sure the City had addressed this yet.

City Manager Dennis Marker stated that the City knew it would be a rigorous review by the DEP in making sure they don't disturb the cap. This was discussed in the review process with SynerGen. On the farm side, they can dig into the ground but no penetration on the landfill site. The City will make sure that the DEP requirements will be met. The City is required to inspect every year.

Chairman Dan Bagley asked what happens with abandonment or decommissioning. Under Section 7 of the DEP report, the City would be responsible for cleaning up the area back to the way it used to be. Chairman Bagley doesn't want the City to be left with a burden.

Mr. Halberstam stated that in Section 5-3 §b of the draft lease does address decommission requirements that need to be met within 60 days after the lease terminates.

Drew Ayer questioned what would happen if the property was abandoned and also if there was a natural disaster what would take place. Mr. Halberstam answered that they have hazard insurance to cover scenarios of natural disasters. They would be required within 60 days to restore the landfill to the condition it was in before they developed the project.

Chairman Dan Bagley asked if it is abandoned is it left to the City to clean this property up at the City's expense. Mr. Halberstam stated that there is an indemnification clause that states the tenant would indemnify the City the cost.

Amanda Jandreau questioned if SynerGen has installed solar arrays on landfills previously. Mr. Halberstam, said that they did install a solar array on a landfill in Maryland, but they have not in Maine.

Chairman Dan Bagley stated that this is a decision for the City Council to make. Manager Marker agrees, the City Council needs to check the liabilities to the City. The Planning Board needs to look at the site design requirements.

CEO Ken Murchison commented that he has not received any outside public comment and also no public was in attendance.

Chairman Dan Bagley closed the Public Hearing at 6:09 pm.

The Board reviewed the final site design review criteria.

Manager Marker commented that SynerGen will be maintaining the property and keeping the DEP standard while there.

Dave Corriveau moved to approve the final site design review application for SynerGen Caribou LLC solar array project; seconded by Frank McElwain.

Roll call vote.

Drew – yes; Christine – yes; Amanda – yes; Eric – yes; Frank – yes; Dave – yes; Dan – yes
Motion carried.

VII. New Business – None.

VIII. Public Hearing to consider a Day Care Application from Kassie Levesque d/b/a Kassie's Kids, 856 Sweden Street, Tax Map 13, Lot 35-F. –

Chairman Dan Bagley opened the Public Hearing at 6:24 pm.

CEO Ken Murchison stated that he had not received any public input and also there was no one from the public present to speak.

The applicant Kassie Levesque was present. Ms. Levesque stated that this would be a new daycare at the same location on Sweden Street where Miss Jordan's daycare was. Ms. Levesque is State licensed for 27 children; ages 2 months to 12 years old.

Amanda Jandreau questioned if the number of children is based on building occupancy or staffing limit. Ms. Levesque answered it is based on building occupancy. The State Fire Marshal said she could have 27 children. She already has Fire Marshall approval and DHHS approval. Just needs a Certificate of Occupancy from the City.

CEO Ken Murchison stated this is just a Use Permit because it is going to be in a location where there was a daycare before. There are no issues with the building. Lease option with Carl Soderberg. Building in great shape, plenty of parking. Good project.

Amanda Jandreau questioned if the building has not been occupied for over a year. CEO Ken Murchison stated yes over a year.

With no further comments, Chairman Dan Bagley closed the Public Hearing at 6:28 pm.

The Board reviewed the checklist criteria on the application.

Amanda Jandreau moved to approve the permit; seconded by Dave Corriveau.

Roll call vote.

Drew – yes; Christine – yes; Amanda – yes; Eric – yes; Frank – yes; Dave – yes; Dan – yes
Motion carried.

IX. Staff Report – CEO Ken Murchison

- a. Permit Report December 2020 –** Busy year.
- b. 2020 Notices of Violation (65) –** Reached out to several properties through the City's Blight Initiative. Working with Stake Holders Group on a State wide Land Bank. Another tool to fight blight. Trying to come up with legislation for municipalities.
- c. Final Payment 2020 Small Communities Grant –** Received payment. Enough for reimbursement and some left over for administration. Will be looking for a program in 2021.
- d. Caribou Trailer Park –** Moving people out of the Caribou Trailer Park. The City is offering them places and resources to help them in the transition. They will have to be out by November 2021. Chairman Bagley questioned if there are any plans for development there. Manager Marker said the property itself is included in the Airport Master Plan so any plans for development there would need to be submitted to FAA. It has to be aviation related uses. Solar arrays are an option. CEO Murchison commented that the airport hangars are full at the airport and perhaps more hangars and storage could be another option.

X. 2021 Planning Board Goals – CEO Ken Murchison

- a. Comprehensive Plan Update –** No discussion.
- b. Chapter 13, Zoning of Caribou Code –** No discussion.
- c. Blight/Economic Development Initiative –** Downtown and Riverfront Redevelopment Initiatives. Might be able to tie these two together and get funding for them. Need to look at what kind of projects we want to do and prioritize the list and move the projects forward.
- d. Planning Board Training –** Individual trainings are available through MMA. NMDC offers training, would like to put together a group training.

Chairman Dan Bagley commented that perhaps another goal should be to look at the different forms and update them. Need more flexibility as a Board. Would be worthwhile to look at processes.

Chairman Dan Bagley suggested working groups to work through some of these goals.

XI. Other Business – None.

XII. Adjournment – Amanda Jandreau moved to adjourn the meeting; seconded by Frank McElwain.

Roll call vote.

Drew – yes; Christine – yes; Amanda – yes; Eric – yes; Frank – yes; Dave – yes; Dan – yes.
Motion carried. Meeting adjourned at 6:51 pm.

Respectfully Submitted,

Amanda Jandreau
Planning Board Secretary

MEMO

[Date]



To: Planning Board
From: Joshua Smart
RE: Delta Defense Precision Arms Home Occupation
Address: 128 Ogren Road, Caribou, ME 04736

Zone: R-3

102112021

Notice: Home Occupation Notice of Public Hearing 02/11/2021

Planning Board Actions Needed

1. Review the proposed use.
2. Determine whether to approve, approve with conditions, or denial of the proposal.

Background

Delta Defense Precision Arms hopes to offer a broad range of professional gunsmithing services including but not limited to firearm inspections, professional gun cleaning, scope/optics mounting, sight installation, trigger tuning and general repair. Future plans are to offer sale and trading of firearms and sale of ammunition.

The Proposal

Mr. Smart is the property owner and the proposed use is a Retail and Service Use allowable in the R-3 zone with Planning Board Approval. The Shop/Store (23'x25') will be located within the primary dwelling on the first floor. Initially ours of operations will be part time and will vary according to need, off road parking is adequate, and customer traffic impact on the Ogren Road will be minimal.

Title 13 Standards

Title 13, Section 710-13 provides specific requirements that must be met for a Home Occupation to be approved. Staff concerns and recommendations relative to the requirements are listed as follows:

Requirement	Staff Concerns
The home occupation shall employ only residents of the dwelling unit.	No concerns
The home occupation shall be carried on wholly within the principal or accessory structure.	No concerns
The home occupation shall not occupy more than 50% of the total floor area of the principal dwelling structure. Accessory structures used for the Home Occupation may use up to 100% of the floor area.	No concerns
No client or customer shall be allowed on any floor level other than the first-floor ground floor level unless the structure is protected throughout with a State Fire Marshal approved sprinkler system.	No Concerns

Objectionable noise, vibrations, smoke, dust, electrical disturbance, odors, heat, glare, or other nuisance shall not be permitted.	No concerns
No on street parking is allowed for clients or customers.	No Concerns
All means of ingress and egress to and from all areas accessible to clients and customers shall be in full compliance with the requirements of the 2009 Edition of NFPA 101, Life Safety Code and the Americans with Disabilities Act.	No Concerns ADA requirements can be met with reasonable accommodations

In addition to those requirements to be “satisfactorily demonstrated to the Planning Board” the following standards also apply:

Requirement	Staff Concerns
There shall be no change in the outside appearance of the buildings or premise that shall cause the premise to differ from its residential character by use of colors, materials, construction, lighting, sounds, or noises.	No concerns
There shall be no exterior storage of materials, such as, but not limited to, trash and or any other materials used in the Home Occupation	No concerns

Staff Recommendation

Staff recommends the Planning Board [approve/deny] the requested Home Occupation permit for [Applicant's name] who resides at [Resident Address] based on the following findings and conditions:

Findings

1.

Conditions

1. The applicant shall obtain all necessary permits and inspections from the City code enforcement offices,
2. The applicant maintain compliance with all Home Occupation requirements during residency and use of the property including but not limited to signage and neighborhood impacts outlined in the Caribou Code of Ordinances that apply.

[Include the following exhibits: Applicant letter, aerial photo of property and neighborhood, street view picture of property]



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Caribou Planning Board Notice of Public Hearing

**Thursday, February 11, 2021 at 5:30 pm
Via Zoom**

To: Owner of Record within 500' of the Public Hearing Property

From: Caribou Planning Board

Date: January 27, 2021

Re: **The Caribou Planning Board will hold a Public Hearing on Thursday, February 11, 2021 at 5:30 pm via Zoom for a Home Occupation Application from Joshua Smart DBA Delta Defense Precision Arms at 128 Ogren Road, Tax Map 16, Lot 26.**

Any public comments must be submitted prior to the meeting and will be read at the meeting. Send comments to CEO Ken Murchison at kmurchison@cariboumaine.org or 493-5967 by 4:00 pm on February 11, 2021

Additional information about the Public Hearing may be posted at the City's website seven days prior to the meeting:

<http://www.cariboumaine.org/index.php/government/planning-board/planning-board-minutes-and-agendas/>

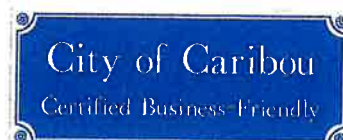
To view tax maps, zoning maps, the local ordinance or other information, please visit the Code Enforcement page at the City's website:

<http://www.cariboumaine.org/index.php/departments/code-enforcement/>

Interested individuals are encouraged to attend.

Best Regards,

Ken Murchison
Zoning Administrator/CEO



Building Inspections & Code Enforcement Permit Fee Payments

(please pay at the front counter on the first floor)

Date:

01/19/2021

Permit Number:

Customer Name:

Josha Smart

13 - Building Permit: Flat \$50 fee (\$100 if apply after construction begins) \$

14 - Plumbing permit: Internal: \$10 / fixture (\$40 minimum)
External: Complete disposal system is \$250
Refer to Fee Schedule 3A for partial 75% Caribou \$

25% State \$

Shellfish Surcharge: \$15 (full system – external only) 100% State \$

53 – Zoning Document fee: \$

54 – Site Design Application: \$90 + \$10 / 2000 sq ft \$ 90.00

Site Design Application: \$90 \$

City of Caribou \$25 \$

Receipt

\$250 (waived if apply in advance) \$

*** REPRINT *** \$50 / permit (not per sign) \$

2:21 PM 01/19/2021 #706 \$180 (first three) + \$10/each additional lot \$

Type Reference \$40 \$

Amount SITE DESIGN REVIEW \$100 \$

SITE DESIGN FEE 90.00 \$

90.00% Total: \$100 \$

Paid By: JOSHUA SMART

TOTAL: \$ 90.00

Remains Balance: 0.00

Please call Brandon Saucier 554-0654
Please call Tony Michaud 493-5966
Please call Ken Murchison 493-5967

Check : 90.00
0676 - 90.00

the department at (207) 493 – 3324 X 3 (Tony & Penny)



City of Caribou Home Occupation Application

Planning & Code Enforcement
25 High St.
Caribou, Maine 04736
(207) 493-3324, X 214
kmurchison@cariboumaine.org

Note to Applicant: Complete this application and return it with the required documents. In addition, the required fee must be returned along with this completed application. Make checks payable to: "City of Caribou", in the amount of \$90.00.

Please print or type all information

Name of Applicant: Joshua Smart
Business Name: Delta Defense Precision Arms
Location of Property (Street Locations): 128 Ogren Rd., Caribou
City of Caribou Tax Map: 16 Lot: 26 Zone: R-3

Applicant Information

Person and address to which all correspondence regarding this application should be sent to:

Joshua Smart Phone: 207-227-3689
128 Ogren Rd.
Caribou, ME 04736 E-mail: smart_sportsmedicine@hotmail.com

Name of Land Surveyor, Engineer, Architect or other Design Professionals.
(Attach list if needed, please write "N/A" if not applicable)

N/A Phone: _____
Phone: _____

What legal interest does the applicant have in property to be developed (ownership, owner's representative, option, purchase & sales contract, etc?)

Ownership (see Attached)
(Attach supportive legal documentation)

After Recording Return To:

THE BANK OF MAINE
190 WATER STREET, P.O. BOX 190
GARDINER, MAINE 04345

COPY

[Space Above This Line For Recording Data]

MORTGAGE

MIN: 100990100001071610

MERS Phone: 888-679-6377

WORDS USED OFTEN IN THIS DOCUMENT

Words used in multiple sections of this document are defined below. Other words are defined in Sections 3, 5, 8, 10, 11, 13, 18, 20 and 21. Certain rules about the usage of words used in this document are also provided in Section 16.

(A) "Security Instrument" means this document, which is dated NOVEMBER 26, 2012. The term "Security Instrument" includes any Riders recorded with the Security Instrument.

(B) "Borrower" means JOSHUA C SMART

who sometimes will be called "Borrower" and sometimes simply "I" or "me." "Borrower" is granting a mortgage under this Security Instrument. "Borrower" is not necessarily the same as the Person or Persons who signed the Note. The obligations of Borrowers who did not sign the Note are explained further in Section 13.

(C) "MERS" is Mortgage Electronic Registration Systems, Inc. MERS is a separate corporation that is acting solely as a nominee for Lender and Lender's successors and assigns. MERS is organized and existing under the laws of Delaware, and has an address and telephone number of P.O. Box 2026, Flint, MI 48501-2026, tel. (888) 679-MERS. **FOR PURPOSES OF RECORDING THIS MORTGAGE, MERS IS THE MORTGAGEE OF RECORD.**

(D) "Lender" means THE BANK OF MAINE

Lender is a corporation or association which exists under the laws of MAINE

Lender's address is 190 WATER STREET, P.O. BOX 190, GARDINER, MAINE 04345

Except as provided in Sections 13 and 20, the term "Lender" may include any Person who takes ownership of the Note and this Security Instrument.

(E) "Note" means the note signed by JOSHUA C SMART

[Space Below This Line For Acknowledgment]

State of MAINE

County of AROOSTOOK

The foregoing instrument was acknowledged before me this 26th Day of Nov. 2012
by JOSHUA C SMART


Signature of Person Taking Acknowledgment

A HOMEOWN # 2724
Title

RICHARD D. SOLMAN
Serial Number, if any

(Seal)

Please describe business, including services offered and estimated impacts on traffic, noise, and environmental impacts

See attached

General Information

Aroostook County Registry of Deeds: Book # 4522 Page # 148

What interest does the applicant have in any abutting property? none

Is any portion of the property within 250 feet of the normal high water line of a lake, pond, river, or wetland or within 75 feet of any stream? ☐ Yes ☒ No

Is any portion of the property within a Flood Hazard Zone? Some of land is in flood zone A, however all of home and garage is in zone C. ☒ Yes ☐ No

Total sq ft of residence: 2,532 Total sq ft of residence to be developed: 682

Has this land been part of a subdivision in the past five years? ☐ Yes ☒ No

Indicate any restrictive covenants currently in the deed: None

(Attach deed)

Anticipated start date for construction: n/a / / Anticipated Completion: n/a / /

Water Supply: Private Well: ☒ Public Water Supply: ☐

Sewerage Disposal: Private SSWD: ☒ Public Sewer: ☐

Estimated sewerage disposal gallons per day: (/ day)

No septic plan design available on record - was researched at assessing office with Penny Thompson. Note: There will be no remarkable change in sewage disposal per day or at all.

Summary of Business (**Delta Defense Precision Arms**) and Services :

Delta Defense Precision Arms' (DDPA) primary focus is to offer and provide a broad range of professional gunsmithing services. Some of the services offered include but are not limited to : Firearm inspection services, professional gun cleaning, scope/optics mounting, rifle/pistol/shotgun sight installation, trigger tuning and high performance trigger systems installation, rifle/pistol accurizing, rifle/pistol/shotgun repair work, rifle/pistol/shotgun refinishing and restoration services, and various types of custom rifle/pistol/shotgun work (e.g. installation of high performance parts to improve a firearms general function, reliability, safety and overall performance; installation of custom parts and/or components to improve a firearms function and performance for a specific type of hunting or shooting need).

DDPA also plans to provide services including the sale and trading of firearms and the sale of ammunition.

Finally, based on the location and general characteristics of the property layout as shown on the diagrams included in this application, there should be no adverse or remarkable impact from the business on traffic, noise, and/or environment.

Respectfully,

Joshua Smart DBA : Delta Defense Precision Arms

Does the building require plan review by the State Fire Marshal Office?
(Attach Barrier Free and Construction Permits from SFMO)

() Yes (☒) No

Have the plans been reviewed & approved by the Caribou Fire Chief?

() Yes (☒) No

Does the building have an automatic sprinkler system?

() Yes (☒) No

Does the building have an automatic fire detection system?

(☒) Yes () No

Plan Review Criteria Checklist

1. ☒ A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest in the property on the part of the applicant.
2. ☒ Names and addresses of all abutting landowners (from assessing office).
3. ☒ Copy of tax card and tax map for property with zoning designation (from assessing office)
4. ☒ 1 complete set of plans, showing the following:
 - ☒ a. Graphic scale and north arrow.
 - ☒ b. Location and dimensions of any existing or proposed easements (from deed)
 - ☒ c. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.
 - ☒ d. Access for Emergency Vehicles, location and layout design of vehicular parking, circulation areas, loading areas, and walkways including curb cuts, driveways, parking space and vehicle turn around areas.
 - ☒ e. Location and names of streets adjacent to the proposed development and rights-of-way (from deed).
 - ☒ f. Conceptual treatment of landscaping buffers, screens, and plantings.
 - ☒ g. Location of outdoor storage areas, fences, signage and accessory structures.
 - ☒ h. All proposed signage and exterior lighting including the location, size and wording of all signs and location and type of exterior lights.

To the best of my knowledge, all of the information submitted in this application is true and correct.

Signature of Applicant:



Date: Jan. 19, 2021

Planning Board Requirements Checklist

- ☐ The home occupation shall only employee residents of the dwelling unit.
- ☐ The home occupation shall be carried on entirely within the principle or accessory structure.
- ☐ The home occupation shall not occupy more than 50% of the total floor area of the principle dwelling structure. Accessory structures used for the home occupation may use up to 100%.
- ☐ No client or customer shall be allowed on any floor other than the first floor ground level unless the structure is protected throughout with a State Fire Marshal approved sprinkler system.
- ☐ Objectionable noise, vibrations, smoke, dust, electrical disturbance, odors, heat, glare or other nuisances are not permitted.
- ☐ No on-street parking is allowed for clients or customers.
- ☐ All means of egress/ingress are consistent with NFPA Life Safety Code 101 and the Americans with Disabilities Act.

Home Occupation Application for: Josh Smart

Address: 128 Ogren Rd., Caribou, ME 04736

Approved by the Caribou Planning Board

Date: ____/____/____

Signed:



Chairman, Caribou Planning Board

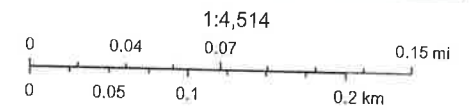
Conditions of Approval:

Maine Geoparcels Map



11/20/2020, 1:25:25 PM

-  Parcels
-  Parcel IDs



USDA FSA, GeoEye, Maxar

River mile

**Referenced to the National Geodetic Vertical Datum of 1929

*EXPLANATION OF ZONE DESIGNATIONS

ZONE	EXPLANATION
A	Areas of 100-year flood; base flood elevations and flood hazard factors not determined.
A0	Areas of 100-year shallow flooding where depths are between one (1) and three (3) feet; average depths of inundation are shown, but no flood hazard factors are determined.
AH	Areas of 100-year shallow flooding where depths are between one (1) and three (3) feet; base flood elevations are shown, but no flood hazard factors are determined.
A1-A30	Areas of 100-year flood; base flood elevations and flood hazard factors determined.
A99	Areas of 100-year flood to be protected by flood protection system under construction; base flood elevations and flood hazard factors not determined.
B	Areas between limits of the 100-year flood and 500-year flood; or certain areas subject to 100-year flooding with average depths less than one (1) foot or where the contributing drainage area is less than one square mile; or areas protected by levees from the base flood. (Medium shading)
C	Areas of minimal flooding. (No shading)
D	Areas of undetermined, but possible, flood hazards.
V	Areas of 100-year coastal flood with velocity (wave action); base flood elevations and flood hazard factors not determined.
V1-V30	Areas of 100-year coastal flood with velocity (wave action); base flood elevations and flood hazard factors determined.

NOTES TO USER

Certain areas not in the special flood hazard areas (zones A and V) may be protected by flood control structures.

This map is for flood insurance purposes only; it does not necessarily show all areas subject to flooding in the community or all planimetric features outside special flood hazard areas.

For adjoining map panels, see separately printed Index To Map Panels.

INITIAL IDENTIFICATION:
APRIL 12, 1974

FLOOD HAZARD BOUNDARY MAP REVISIONS:



APPROXIMATE SCALE

500 0 500 FEET

NATIONAL FLOOD INSURANCE PROGRAM

FIRM FLOOD INSURANCE RATE MAP

CITY OF
CARIBOU, MAINE
AROOSTOOK COUNTY

PANEL 7 OF 18
(SEE MAP INDEX FOR PANELS NOT PRINTED)

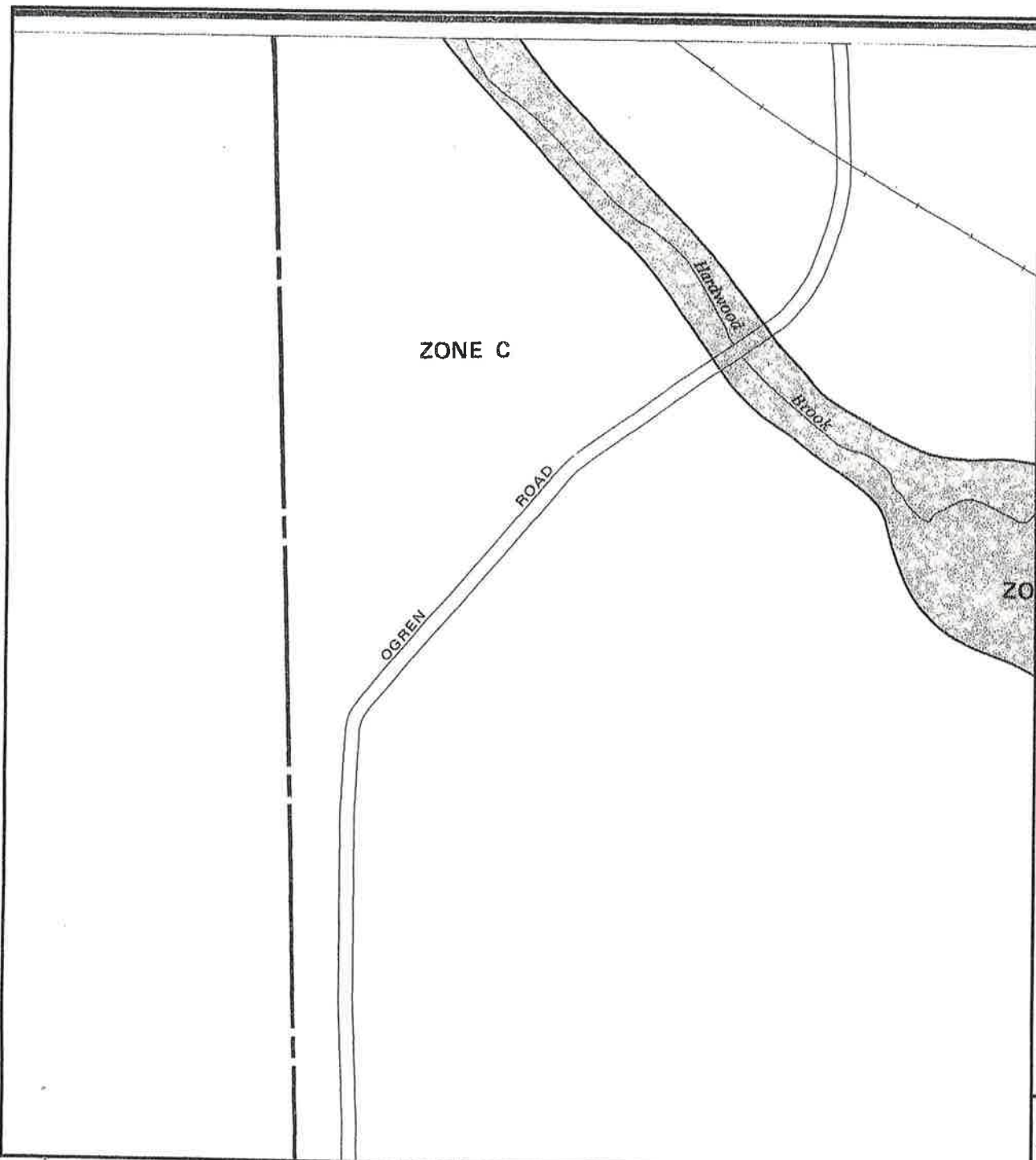
COMMUNITY-PANEL NUMBER
230014 0007 C

EFFECTIVE DATE:
AUGUST 1, 1980



U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT
FEDERAL INSURANCE ADMINISTRATION

This is an official copy of a portion of the above referenced flood map. It was extracted using F-MIT On-Line. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at www.msc.fema.gov



APPROXIMATE SCALE

500 0 500 FEET

NATIONAL FLOOD INSURANCE PROGRAM

FIRM
FLOOD INSURANCE RATE MAP

CITY OF
CARIBOU, MAINE
AROOSTOOK COUNTY

PANEL 7 OF 18
(SEE MAP INDEX FOR PANELS NOT PRINTED)

COMMUNITY-PANEL NUMBER
230014 0007 C

EFFECTIVE DATE:
AUGUST 1, 1980



U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT
FEDERAL INSURANCE ADMINISTRATION

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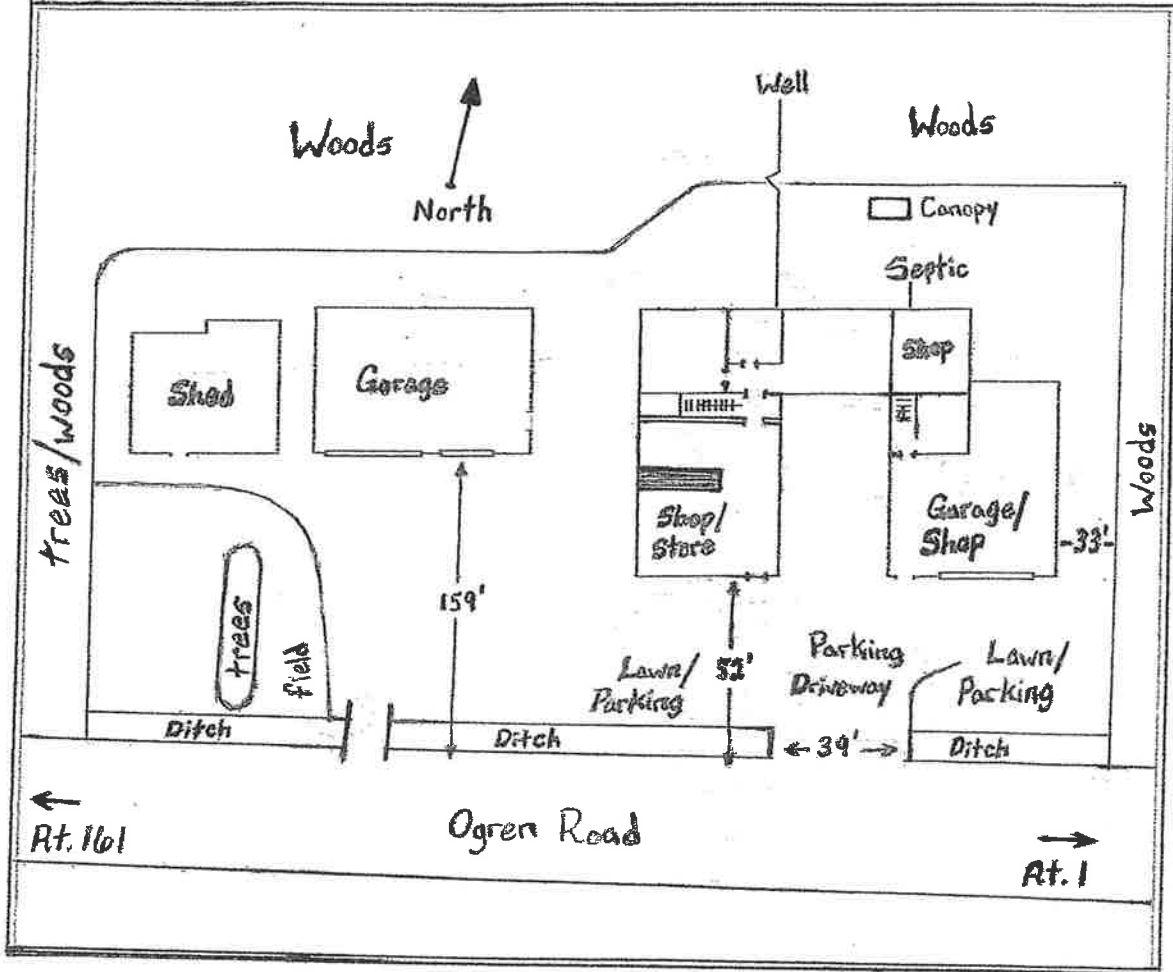
20

Property and Building Layout

Property Address: 128 Ogren Road
City: Caribou

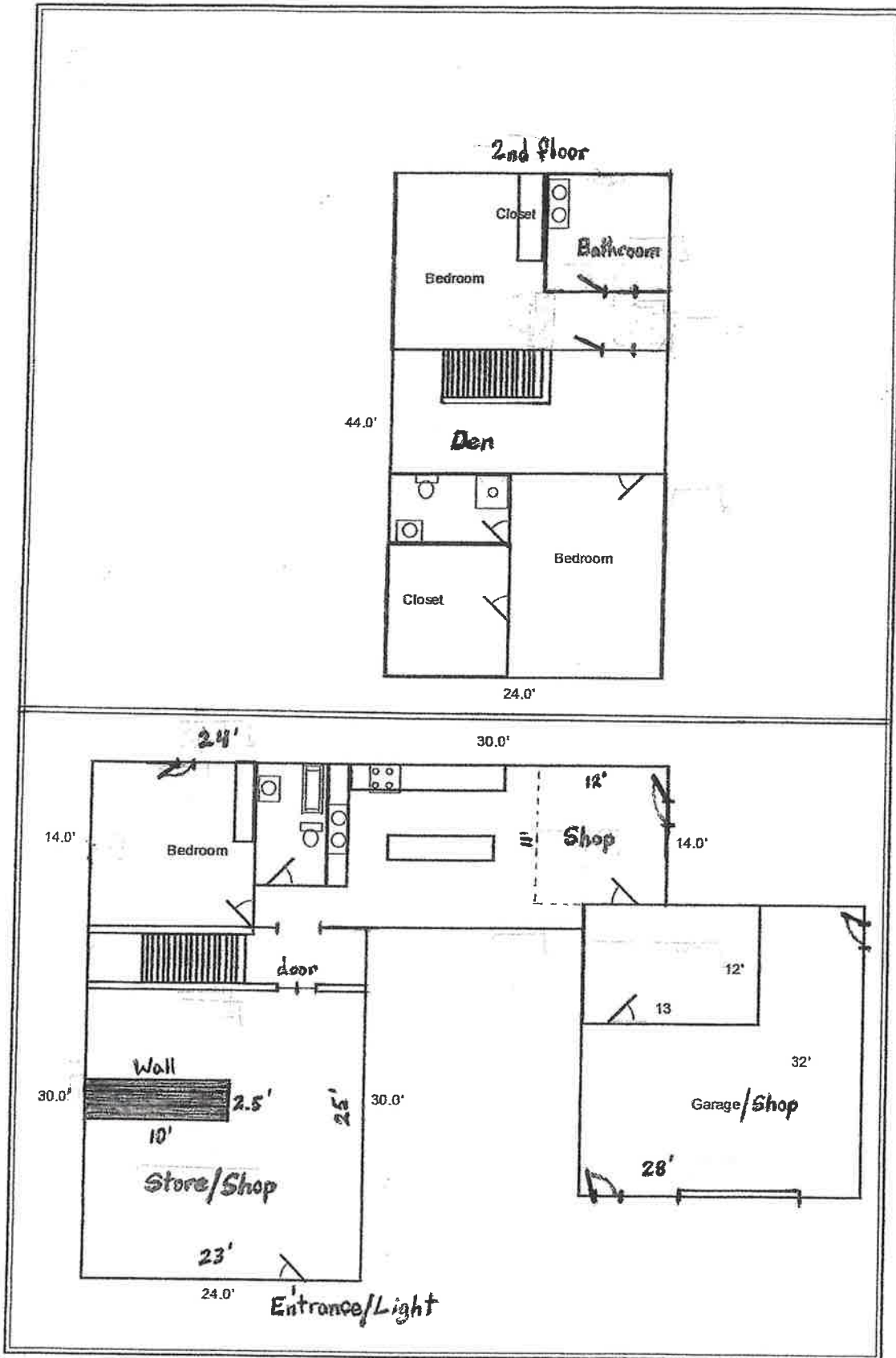
State: ME

Zip: 04736



Home/Business Layout showing Dimensions

Property Address 128 Ogren Road
 City Caribou County Aroostook State Me Zip Code 04736





City of Caribou Site Design Review Application

Planning & Code Enforcement
25 High St.
Caribou, Maine 04736
(207) 493 – 5967
kmurchison@cariboumaine.org

Note to Applicant: Complete this application and return it with the required documents. In addition, the required non-refundable fee must be returned along with this completed application. Make checks payable to: "City of Caribou", in the amount of \$90.00 plus \$10.00 per 2000 square feet of total gross floor area for commercial, industrial or other non residential applications. Please reference Section 13-300 Site Design Review.

Please print or type all information

Name of Property Owner / Developer: _____

Development Name: _____

Location of Property (Street Locations): _____

City of Caribou Tax Map: _____ Lot: _____ Zone: _____

Site Design Review Application – City of Caribou, Maine

Site Design Review will be scheduled only after the Code Enforcement Officer and/or Planning Board has determined that the application is complete, and all necessary information to review the proposal and render a decision has been provided by the applicant. Applicants are advised to meet with the Code Enforcement Officer prior to submitting the application for review. For applications that must be approved by the Planning Board, the review process includes at least one (1) presentation to the Planning Board, and possibly additional presentations, until all required information has been provided. Applicant may be required to tender a performance guarantee prior to, or as a condition of, project approval.

Applicant Information

Brief description of project.

Person and address to which all correspondence regarding this application should be sent:

Name: _____ Phone: _____

Address: _____ E-mail: _____

City, State, Zip: _____

If applicant is a corporation, check if licensed in Maine (☐) Yes (☐) No (☐) N/A
(Attach copy of Secretary of State Registration)

Name of Land Surveyor, Engineer, Architect or other Design Professionals. (attach list if needed)

_____ Phone: _____

_____ Phone: _____

What legal interest does the applicant have in property to be developed (ownership, owners representative, option, purchase & sales contract, etc?)

(Attach supportive legal documentation)

General Information

Aroostook County Registry Deeds: Book # _____ Page # _____ (attach copy of deed)

What interest does the applicant have in any abutting property? _____

Is any portion of the property within 250 feet of the normal high water line of a lake, pond, river, or wetland or within 75 feet of any stream? (☐) Yes (☐) No

Is any portion of the property within a Flood Hazard Zone? (☐) Yes (☐) No

Total area or acreage of parcel: _____ Total area or acreage to be developed: _____

Has this land been part of subdivision in the past five years? (☐) Yes (☐) No

Identify existing use(s) of land (farmland, woodlot, residential, etc.)

Are there restrictive covenants in the deed, or to be placed in the deed (attach list) (☐) Yes (☐) No

Does the applicant propose to dedicate any recreation area, or common lands? (☐) Yes (☐) No

Recreation area(s) Estimated Area & Description: _____

Common land(s) Estimated Area & Description: _____

Anticipated start date for construction: month / year ____ / ____ Completion: ____ / ____

Does any portion of the proposal cross or abut an adjoining municipal line? ☐ Yes ☐ No

Does this development require extension of public services? ☐ Yes ☐ No

Roads: ☐ Storm Drainage: ☐ Sidewalks: ☐ Sewer Lines: ☐ Other: ☐

Estimated cost for infrastructure improvements: \$ _____

Water Supply: Private Well: ☐ Public Water Supply: ☐

Sewerage Disposal: Private SSWD: ☐ Public Sewer: ☐

Estimated sewage disposal gallons per day: (_____/ day)

Does the building plan require review by the State Fire Marshal Office?
(Attach Barrier free and Construction Permits from SFMO) ☐ Yes ☐ No

Have the plans been reviewed & approved by the Caribou Fire Chief? ☐ Yes ☐ No

Does the building have an automatic sprinkler system? ☐ Yes ☐ No

Does the building have an automatic fire detection system? ☐ Yes ☐ No

Will the development require a hydrant or dry hydrant fire pond? ☐ Yes ☐ No

Concept Plan Review Requirements

At the request of the applicant, the Code Enforcement Officer or Planning Board may review the application first as a Concept Plan. Concept Plan Review is intended to ensure that the proposed plan is in conformance with the Caribou Comprehensive Plan and all City ordinances. If the application must be approved by the Planning Board, the completed application and Concept Plan must be delivered to the Code Enforcement Office no less than 21 days prior to the next scheduled meeting of the Planning Board, in order for it to be considered during that meeting. Concept Plan Review applications must include the following items:

1. _____ Name and address of the owner of record and applicant (if different).
2. _____ Name of the proposed development and location.
3. _____ Names and addresses of all property owners within 500 feet of the property.
4. _____ A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest in the property on the part of the applicant.
5. _____ Names and addresses of all consultants working on the project.

6. _____ 1 complete set of plans, delivered in Adobe Acrobat, high-resolution .pdf forms

Plans to be included:

Boundary Survey
Storm Water Management
Erosion and Sediment Control
Finish Grading Plan
Site Improvement Detail
Building Elevations and Structural Plans

7. **Plans to show the following elements for review:**

- _____ a. Graphic scale and north arrow.
- _____ b. Location and dimensions of any existing or proposed easements and copies of existing covenants or deed restrictions.
- _____ c. Name, registration number, and seal of the land surveyor, architect, engineer, and/or similar professional who prepared the Plan.
- _____ d. All property boundaries, land area, and zoning designations of the site, regardless of whether all or part is being developed at this time.
- _____ e. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.
- _____ f. Access for Emergency Vehicles, location and layout design of vehicular parking, circulation areas, loading areas, and walkways including curb cuts, driveways, parking space and vehicle turn around areas.
- _____ g. Location and names of streets and rights-of-way within 200' and adjacent to the proposed development.
- _____ h. Proposed finish grades and graphic arrows indicating the direction of storm water runoff.
- _____ i. Conceptual treatment of on and off site storm water management facilities.
- _____ j. Location and sizes of existing and proposed sewer and water services including connections.
- _____ k. Conceptual treatment of landscaping buffers, screens, and plantings.
- _____ l. Location of outdoor storage areas, fences, signage and accessory structures.
- _____ m. Context map illustrating the area surrounding the site which will be affected by the proposal including all streets, sidewalks, intersections, storm water drainage ways, sanitary sewer lines and pump stations, nearby properties and buildings, zoning Districts, and geographic features such as, but not limited to, wetlands, natural features, historic sites, flood plains, significant scenic areas, and significant wildlife habitats as provided in the Comprehensive Plan.
- _____ n. All proposed signage and exterior lighting including the location, size and wording of all signs, type of exterior lights, radius of light, manufacturer's specifications sheet, and the ground level intensity in foot- candles of all exterior lights.

Final Plan Review Requirements

Upon determination that the application is complete, the Code Enforcement Officer or Planning Board (by majority vote) will schedule a Final Plan Review. If additional information or changes are required by the Code Enforcement Officer or Planning Board following a Concept Plan Review (if applicable), a complete set of revised plans must be provided for the Final Plan Review. If the application must be approved by the Planning Board, plans must be delivered to the Code Enforcement Office at least 21 days prior to the next scheduled Planning Board meeting, in order to be considered during that meeting.

Final Plan Review requires three (3) 24" X 36" sets of plans. If the application must be approved by the Planning Board, an area designated for all seven (7) Planning Board Member signatures must be provided on the plans. Otherwise, an area designated for the Code Enforcement Officer signature must be provided.

If the Code Enforcement Officer or Planning Board determines that a third party review is necessary to make a sound decision, the applicant will be responsible for any fees incurred for the third party review.

During the Final Plan Review, the Code Enforcement Officer or Chairman of the Planning Board (or designee) ensures that all elements of review 7-a. through 7-n. above, and all criteria of the Final Plan Review A. through AA. below have been addressed. If the application must be approved by the Planning Board, then the Chairman may call for a motion to Approve, Approve With Conditions, Deny, or Table the application. Otherwise, the Code Enforcement Officer renders a decision, based on his/her review.

If the Final Plan is approved by the Code Enforcement Officer or Planning Board, no work may commence for a period of 30 days following the date of approval, to allow sufficient time for potential appeal(s) to the decision.

A request to the board to reconsider a decision must be filed within 10 days of the decision that is to be reconsidered. A vote to reconsider and the action taken on that reconsideration must occur and be completed within 45 days of the date of the vote on the original decision. The board may conduct additional hearings and receive additional evidence and testimony as provided in this subsection.

Applicant Signature:

To the best of my knowledge, all of the information submitted in this application is true and correct.

Signature of Applicant: _____ Date: _____

Final Plan Review

Date: _____	<u>Yes</u>	<u>No</u>	<u>N/A</u>
A. Conformance with Comprehensive Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Site Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Parking & Vehicle Circulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Pedestrian Circulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
F. Site Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Open Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Sanitary Sewage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Emergency Vehicle Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Waste Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Buffering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Natural Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. Exterior Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. Stormwater Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P. Erosion & Sediment Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q. Buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R. Existing Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T. Advertising Features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U. Design Relationship to Site & Surrounding Properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
V. Scenic Vistas & Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
W. Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X. Mineral Exploration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Y. Phosphorus Export	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Z. General Requirements (ref 13-700)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AA. Access Management, Off-Street Parking, Loading, and Road Design and Construction (ref 13-710)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**City of Caribou, Maine
Site Design Review**

Site Design Review for: _____

Address: _____

Decision by the Caribou Code Enforcement Officer

On _____ (date) the Code Enforcement Officer conducted the Final Plan Review for the property or project referenced above.

The application was: ☐ Denied ☐ Approved ☐ Approved with conditions

Signed: _____ Code Enforcement Officer

Decision by the Caribou Planning Board

On _____ (date) the members of the Caribou Planning Board conducted the Final Plan Review for the property or project referenced above.

The application was: ☐ Denied ☐ Approved ☐ Approved with conditions

Signed: _____ Planning Board Chairman

_____ Planning Board Member

_____ Planning Board Member

_____ Planning Board Member

_____ Planning Board Member

_____ Planning Board Member

_____ Planning Board Member

Condition(s) of Approval:

Reason(s) for Denial:

Caribou Site Plan Review Process

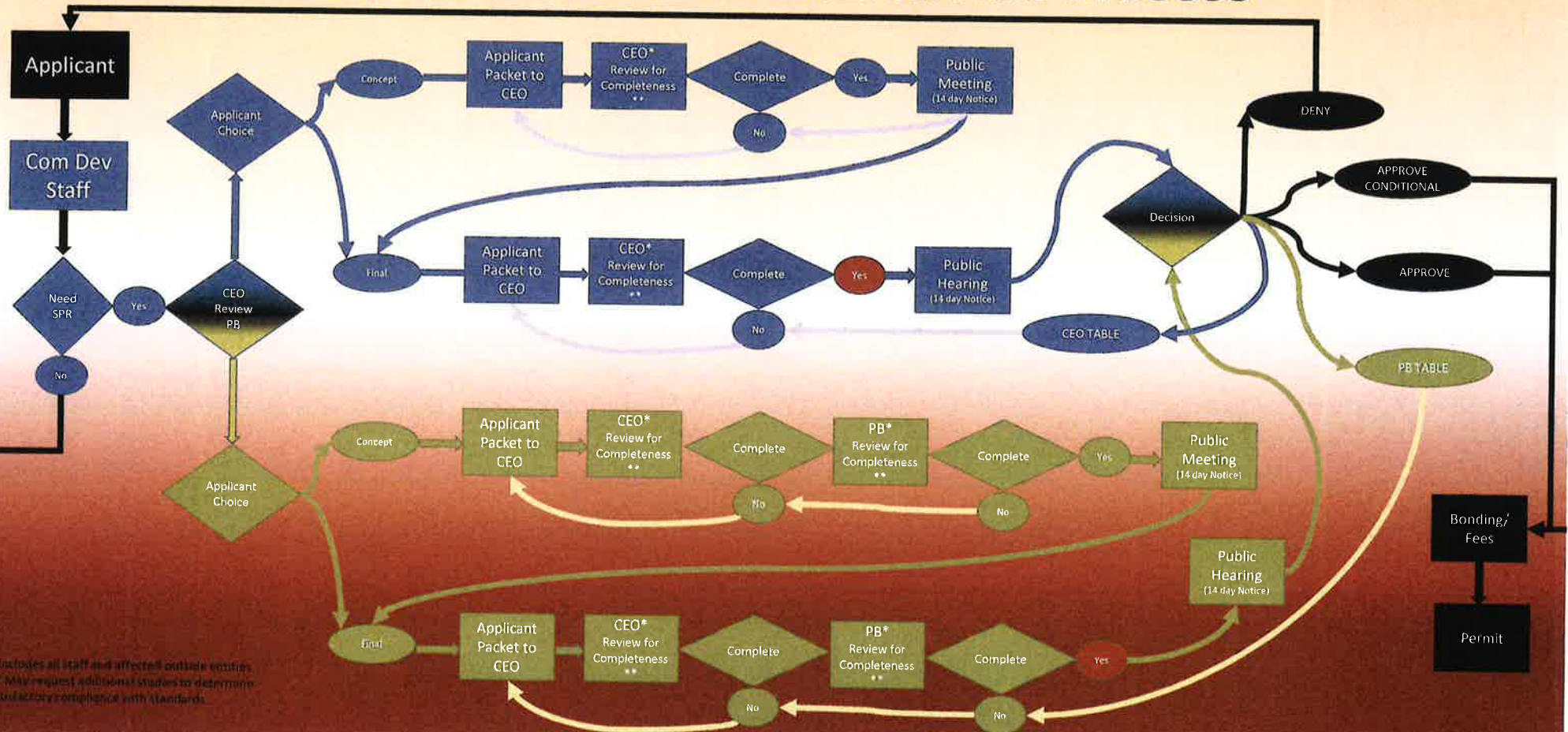
Levels of Review

- Cursory (Napkin Sketches/Big Ideas)
- Administrative
 - Ordinances Permit the Use
 - Staff Has Expertise to Review
 - Limited Public Impact Beyond Current Expected Conditions
- Elevated Review
 - Ordinances Permit the Use
 - Staff Has Expertise to Review with Some Outside Consultation
 - Impacts Other Public Entities/Utilities
 - Requires Other Public Entity Review Due to Areas or Anticipated Impacts
 - Some Public Impact Beyond Currently Expected Conditions
- Heightened Scrutiny
 - Ordinances May Need to Change
 - Staff has Some Expertise to Review and May Need Outside Consultation
 - Impacts Other Public Entities/Utilities
 - Requires Other Public Entity Review Due to Areas or Anticipated Impacts
 - Public Would not Anticipate the Proposed Use
 - Not Consistent with General Plan

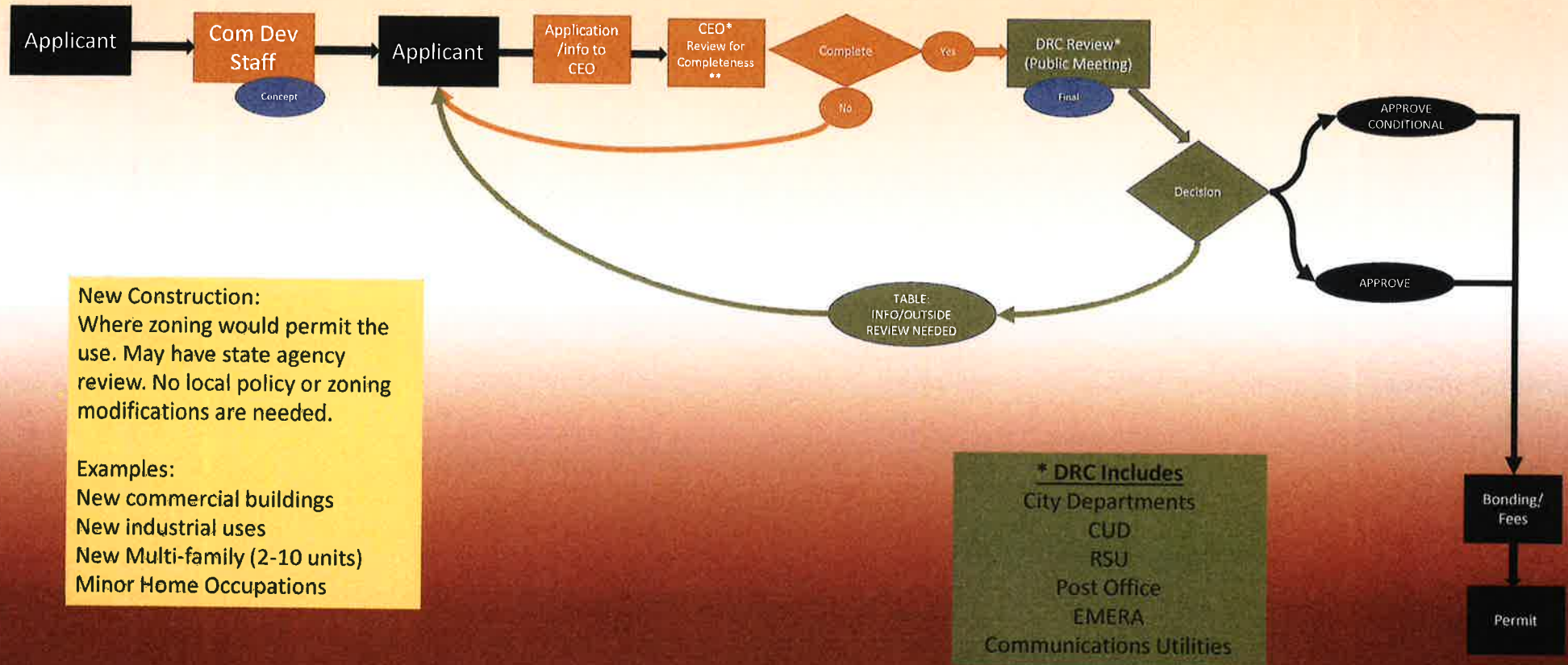
Examples

- Building Permit for New Home
- Building Permit for New Store in Commercial Zone
- New Small Scale Multi-family
- New Single lot Subdivisions
- New Subdivision
- New Multi-family Development with more than 10 units
- Rezoning Requests
- Waterfront Development
- Changing Use from Residential to Commercial/Industrial
- High traffic generator

Current Caribou Site Plan Review Process



Site Plan Review Process (DRAFT)



New Construction:
 Where zoning would permit the use. May have state agency review. No local policy or zoning modifications are needed.

Examples:

New commercial buildings
 New industrial uses
 New Multi-family (2-10 units)
 Minor Home Occupations

Figure 13-302.1 Caribou Site Plan Review Process (DRAFT)

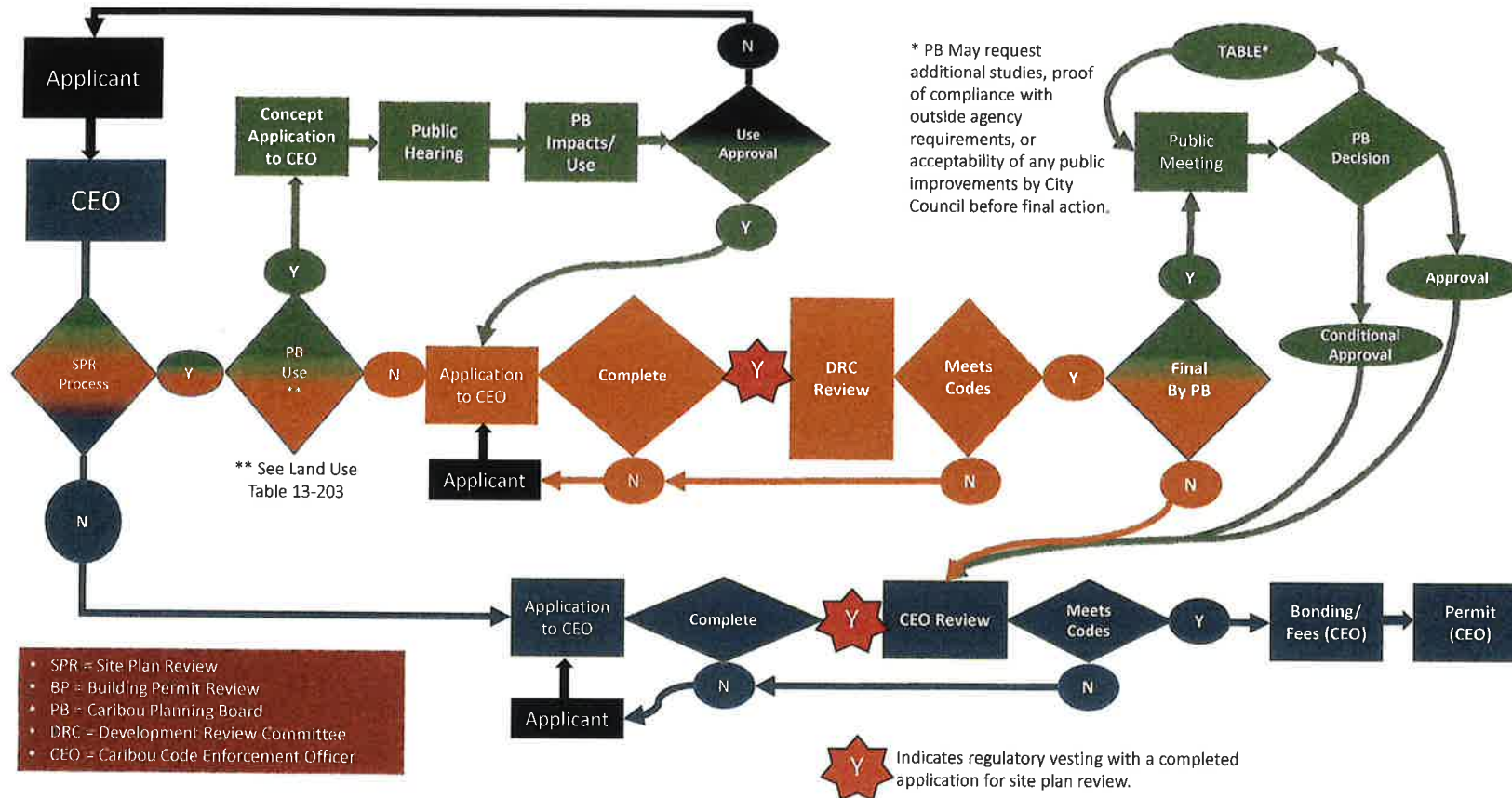


Figure 13-400 Subdivision Review Process (DRAFT)

