



## *City of Caribou, Maine*

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### **Caribou Planning Board Meeting Minutes Thursday, October 14, 2021 @ 5:30 pm City Council Chambers**

**Members in Attendance:** Dan Bagley, Frank McElwain, Eric Hitchcock and Dave Corriveau

**Members Absent:** Steve Wentworth, Amanda Jandreau and Christine Solman

**Others in Attendance:** Ken Murchison – CEO/Zoning Administrator; Denise Lausier – Executive Assistant to City Manager

Councilor Liaison – Tom Ayer, Absent

- I. **Call Meeting to Order, Determine Quorum** – Chairman Dan Bagley called the meeting to order at 5:39 pm., a quorum was present.
- II. **Public Hearings**
  - a. **Public Hearing on a Day Care Permit Application by Wayne and Lisha Wasson at 5 Lower Washington Street, Tax Map 27, Lot 10** – Chairman Bagley called the Public Hearing to order at 5:40 pm. Just purchased the property down on 5 Lower Washington Street.

CEO Murchison gave the Board members his staff review. Mr. Murchison explained that Ms. Wasson is not comfortable speaking in public so she decided to not attend the hearing.

Chairman Bagley questioned if it is a home occupation or daycare center. CEO Murchison stated 6-8 children in a home. Chairman Bagley commented that they need to look at developing a different application for home daycares. The Board will review this as a home occupation.

CEO Murchison explained that the applicant just bought this home on Lower Washington. They were a licensed daycare operator in Limestone and didn't realize they needed to be licensed for Caribou. The application was submitted in September, but not ready for the September meeting.

Dave Corriveau commented that the neighbor has a home based daycare and that the application would be almost identical to the neighbors.

Eric Hitchcock questioned the licensing with the State. Chairman Bagley stated that the State has licensed them already.

Chairman Bagley stated that the Fire Marshal report has been done and the fire rated door needs to be put in. This is the only item from the Fire Marshal report that is pending.

Betty Michaud from Lower Lyndon Street told the Board that this street runs down into her driveway. Ms. Michaud has concerns with traffic back to back on that corner. There is no place to

park, both sides of the road. Kids were running in the street, concerned for their safety. With winter coming, the streets are smaller with the snow. People park in the street, there is no driveway for dropping off children. With buses coming in and out and all the kids, she is concerned for the safety of the children.

Dave Corriveau asked if there are any vacant lots in that area. CEO Murchison said that there is a City owned lot right there. Mr. Corriveau mentioned that perhaps the two daycares could purchase that lot for parking. Mr. Corriveau said they will make an attempt to address that concern.

Eileen Guerrette, her neighbor also has concerns of the same as Ms. Michaud.

Mr. Corriveau asked if the City could put up no parking signs, so people would have to drive in. CEO Murchison said they could perhaps put up children signs.

Chairman Bagley questioned how much of the building are they using because there is a 50% limitation on the use. CEO Murchison answered that they are using only the first floor, not the second floor and the play area is fenced off.

CEO Murchison commented that there are no signs and no added exterior lighting.

The Public Hearing was closed at 5:55 pm.

Chairman Bagley stated that it's a complete application. A daycare is allowed in the R-2 zone, all criteria was met except circulation/loading area. Chairman Bagley commented he would prefer they use their driveway. CEO Murchison said they have only two parking spots.

Frank McElwain questioned if the police have the current traffic issues or any insights. Dave Corriveau commented that signage would go a long way being there are many kids on the street.

CEO Murchison stated that there is an established chain link fence, they have a fenced in play area.

Board reviewed the application criteria.

Discussion on the percentage of the home being used, only 50% can be used. Chairman Bagley stated that given the approximate measurements, he doesn't think they should make an issue out of 54% of the home being used. No objections from the Board.

Dave Corriveau moved to accept the application as submitted; seconded by Frank McElwain

Roll Call Vote.

Frank McElwain – yes; Dave Corriveau – yes; Eric Hitchcock – yes; Dan Bagley – yes.

Motion carried with all in favor.

### **III. Approval of Minutes –**

**a. Approval of Minutes of the August 26, 2021, Planning Board Special Meeting**

**b. Approval of Minutes of the September 9, 2021, Planning Board Meeting**

**c. Approval of Minutes of the September 23, 2021, Planning Board Work Session Meeting**

Eric Hitchcock moved to approve all three sets of minutes as written; seconded by Frank McElwain.

Roll Call Vote.

Frank McElwain – yes; Dave Corriveau – yes; Eric Hitchcock – yes; Dan Bagley – yes.

Motion carried with all in favor.

#### IV. **New Business –**

- a. **Continue proposed amendments to Sec. 13-700 (6) Campground and/or Recreational Vehicle Park and schedule Public Hearing.** – The Board reviewed the changes they had worked on at their last work session. Chairman Bagley believes the community would be pleased with the changes to get the standards closer to the State minimums. The Public Hearing will be at the next regular meeting. The next meeting date is on a holiday, Veterans Day, November 11<sup>th</sup>. The Board consensus was to meet on Wednesday, November 10<sup>th</sup> at 5:30 pm.
- b. **Continue proposed amendments to Sec 13-700 (13) Home Occupations and schedule Public Hearing.** – The Board reviewed the changes they had worked on prior.

Discussion on daycare standards. Eric Hitchcock would like to stay with DHHS standards for employees. CEO Murchison can reach out to the State on daycare standards to get verbiage.

Eric Hitchcock had concerns with the number of children allowed and wants to make sure those numbers haven't been changed at the State level.

Board consensus was to strike item B4 on maximum of 24 vehicular stops per day because there is no way to monitor it.

CEO Murchison will reach out for State standards to compare.

Dave Corriveau recommended striking child group activities because there is no way to monitor that. CEO Murchison stated that would be more of a commercial operation. Board will consider.

Eric Hitchcock asked if there was any way to get a comprehensive list of activities that may be in a home that is monitored by DHHS and what they regulate. Daycares, hair salons, etc. CEO Murchison will work on this.

Chairman Bagley wanted to revisit that on the land use table, identify a column with a checkmark or asterisk so they know if it is permissible as a home occupation and add verbiage at the beginning of the ordinance. Board discussion.

#### V. **Old Business -**

- a. **Continue Final Plan Review for Troy Haney for the Kacie's Place Campground on 154 Limestone Street Tax Map 38, Lots 105, 106 and 108. Review of Storm Water Plan.** – The Board reviewed the storm water plan and their consensus was that it is a good plan and it is in alignment with best practices. The Board consensus is they are satisfied with the plan.

#### VI. **Goals and Priorities -**

- a. **Schedule working session for Comprehensive Plan Update** – CEO Murchison stated that a lot of work has been done so far, will look at proposed land use that is still pending and proposed zoning, then it goes to NMDC to review. Chairman Bagley proposed a first work session as an organizational meeting to go through and come up with a plan. Chairman Bagley envisions a series of work sessions and stated there are several areas in the plan that others have contributed. The Board decided to meet in two weeks for a work session, October 28<sup>th</sup> @ 5:30 pm.

#### VII. **Staff Report – CEO Ken Murchison**

- a. **Dangerous and Nuisance Property Listings** – The City Council requested a list. The top five and alternate are dangerous buildings. The last two and alternate are nuisance properties. 2/3 of properties could be tax acquired. 71 dangerous buildings.

- b. **Demolition of 37 Home Farm Road** – By State statute this is a dangerous building, can demo and bill the homeowner. The owner is in California.
- c. **Riverfront Redevelopment Committee** – Contact list is up to fifteen, have had great responses. The City Council has made their appointments. The first official committee meeting is October 16<sup>th</sup>.
- d. **Caribou Trailer Park** – On a tight timeline for park closure, November 17<sup>th</sup> is the last day. Several trailers are still there. Working with some who want to stay and use squatters rights. City may have to dispose of 6-8 trailers at the end. Council Trailer Park Committee will meet on Monday. For the property that is left, the City will need to work with the aviation people. This property could have more hangar space on it or a solar array.

**VIII. Adjournment** – Frank McElwain moved to adjourn the meeting at 7:17 pm; seconded by Dave Corriveau.

Roll Call Vote.

Frank McElwain – yes; Dave Corriveau – yes; Eric Hitchcock – yes; Dan Bagley – yes.  
Motion carried with all in favor.

Respectfully Submitted,



Amanda Jandreau  
Planning Board Secretary

AJ/dl