



City of Caribou, Maine

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Caribou Planning Board Meeting Minutes Wednesday, November 10, 2021 @ 5:30 pm City Council Chambers

Members in Attendance: Dan Bagley, Christine Solman, Amanda Jandreau, Frank McElwain, Eric Hitchcock, Dave Corriveau and Steve Wentworth

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 5:30 pm., a quorum was present.

II. Public Hearings

a. Public Hearing on proposed amendments to Sec. 13-700 (6) Campground and/or Recreational Vehicle Park.

Chairman Bagley called the Public Hearing to order at 5:31 pm

CEO Ken Murchison stated that the Code has been relaxed a little bit to allow campgrounds in certain places in Caribou. No public comments have been submitted and no public was in attendance. CEO Murchison commented that with future land use and zoning there may still be changes or amendments, especially with the riverfront development district.

Chairman Bagley stated that this is ready to approve, the Board has been over this multiple times.

With no interested parties in attendance, Chairman Bagley closed the Public Hearing at 5:32 pm.

Steve Wentworth had a suggestion under Planning and Review, Section C to delete the last sentence. Discussion. The Board consensus was to remove the last sentence “Parking areas may be grassed, reinforced with open concrete blocks”.

Dave Corriveau moved to approve as amended; seconded by Steve Wentworth.

Roll Call Vote.

Steve Wentworth – Yes; Frank McElwain – Yes; Amanda Jandreau – Yes; Christine Solman – Yes; Dave Corriveau – Yes; Eric Hitchcock – Yes.

Motion carried with all in favor.

III. Approval of Minutes

a. Approval of Minutes of the October 14, 2021 Planning Board Meeting.

Chairman Bagley questioned on page seven of the minutes; “Mr. Corriveau said they will make an attempt to address that concern.” Discussion. Consensus was to leave the wording as is.

Amanda Jandreau moved to approve the minutes; seconded by Frank McElwain.

Roll Call Vote

Steve Wentworth – Abstained; Frank McElwain – Yes, Amanda Jandreau – Yes; Christine Solman – Abstained; Dave Corriveau – Yes; Eric Hitchcock – Yes.

Motion carried with all in favor.

III. New Business

a. Tiny Homes and Accessory Dwelling Units –

CEO Murchison explained that tiny homes pre-engineered are State approved. If it was the same tiny home with no wheels, it needs to be attached to a foundation, slab or concrete foundation and Code Enforcement can inspect. There are health & safety rules.

CEO Murchison explained that with accessory dwellings there can be one residence per lot in Caribou like Mother in law cottages or apartments. Mr. Murchison said a lady is proposing a tiny home on a tax acquired property.

Chairman Bagley questioned being treated differently if the tiny homes have wheels. If they are approved and titled under the State, then could be brought in with the wheels removed but have a different set of rules in the City. CEO Murchison said that legal checked into this for the City. Could treat tiny homes much the same way as mobile homes. Chairman Bagley stated that the State says that municipalities must allow tiny homes any place where mobile homes are allowed.

Amanda Jandreau asked if the tiny home is no longer on wheels but on a foundation, does the City classify it as a dwelling or tiny home. CEO Murchison stated that to be a dwelling it would need to be 900 square feet.

Steve Wentworth commented that the State is saying municipalities need to allow tiny homes, but the cities should be able to decide what zones they can be allowed in.

CEO Murchison stated that tiny homes need to be a MUBEC structure. Mr. Murchison believes it got pushed through because there are housing shortages across the State.

IV. Old Business

a. Continue proposed amendments to Sec 13-700 (13) Home Occupations Ordinance and, schedule Public Hearing

Chairman Bagley stated that the Board has already done a lot of work on this.

Discussion on daycares. Chairman Bagley recommended breaking daycares out into two categories, low impact and permissible by CEO and the more impactful ones would come to the Planning Board.

CEO Murchison noted that daycares are singled out in the home occupation ordinance. Steve Wentworth recommended not having daycares in the home occupation ordinance, but keep it separate. Mr. Wentworth also commented that the ordinance seems restrictive. Chairman Bagley stated they could remove the section on child daycare and just reference the child daycare section.

Discussion on dangerous and prohibited home occupations.

CEO Murchison will make changes recommended by the Board and they will discuss it further at the next meeting.

b. Comprehensive Plan Update, continue review.

Chairman Bagley stated that the Board had a work session two weeks ago that was very productive, they went through almost the whole Comprehensive Plan.

CEO Murchison stated that he reached out to departments and agencies for updated information and has heard back from some. CEO Murchison reviewed with the Board the information he has received and what is forthcoming.

The Board reviewed the section on the Future Land Use Plan. CEO Murchison commented that this points to proposed zoning.

Chairman Bagley would like for the Board to touch on this at each Planning Board meeting.

CEO Murchison commented that in 2024 there will be a complete re-write that will need public input.

V. Staff Report; CEO Murchison –

- a. Dangerous and Nuisance Property Listings** – prepared documents for priority list. 75% of dangerous and nuisance properties are subject to being tax acquired. Easily actionable if tax acquired.
- c. Demolition of 37 Home Farm Road** – waiting to have documents served by a Deputy Sherriff in California. Should be torn down this year.
- d. Riverfront Redevelopment Committee** – having the first official meeting later this month. Thinking about dividing up into committees as needed. Council appointments and volunteers as needed. Thinking on land use and zoning that can be in the Comprehensive Plan as well.
- e. Caribou Trailer Park Closure** – end date is November 17th. A couple of tenants were not initially contacted which could set things back an entire year. Some have moved their trailers, some have moved out and the last two have been served. Exploring when to clean up the park.
- f. GrowSmart Conference** – attended this conference. So far this will not be tacked onto the Comprehensive Plan. GrowSmart is a non-profit, along the same lines as the State Planning Office. Moving forward with climate change. Different climate change concerns downstate.

Dave Corriveau mentioned the Comprehensive Plan update and a concern he brought up at the last meeting about the City lacking a point man and stuff falling through the cracks over the last twenty years. Mr. Corriveau would like to have future discussion on having an Economic Development Specialist as a point man. He would like to have it mentioned in the Comprehensive Plan, so that it doesn't disappear.

Steve Wentworth questioned if there is any progress with the other Caribou mobile home parks. CEO Murchison stated that he has been in touch with Delwood Trailer Park & Caribou Stream Trailer Park on their septic systems. The lower part of Lazy Acres park is still closed. West Gate Road park is still abandoned.

III. Adjournment – Steve Wentworth moved to adjourn the meeting at 7:10 pm; seconded by Eric Hitchcock.

Roll Call Vote.

Steve Wentworth – Yes; Frank McElwain – Yes; Amanda Jandreau – Yes; Christine Solman – Yes;
Dave Corriveau – Yes; Eric Hitchcock – Yes.

Motion carried with all in favor.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Amanda Jandreau', with a long horizontal flourish extending to the right.

Amanda Jandreau
Planning Board Secretary

AJ/dl