



City of Caribou, Maine

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Caribou Planning Board Work Session Thursday, October 28, 2021 @ 5:30 pm City Council Chambers

In Attendance: Dan Bagley, Steve Wentworth, Eric Hitchcock, Dave Corriveau and Frank McElwain

Members Absent: Christine Solman and Amanda Jandreau

Others in Attendance: Ken Murchison –CEO/Zoning Administrator; Denise Lausier –Executive Assistant, City Manager’s Office

Councilor Liaison Tom Ayer was absent.

- I. Call Meeting to Order, Determine Quorum** – Chairman Dan Bagley called the meeting to order at 5:34 pm. A quorum was present.
- II. New Business –**
 - a. Comprehensive Plan Update –**

Chairman Bagley stated that the update of the Comprehensive Plan had a good start about a year ago but went on the back burner. This is an organizational meeting to get footing, figure out where things are and what they want to accomplish. Look at major objectives wanting to meet in updating the Plan. Chairman Bagley said the Board will look at overall content and organization of the Plan to see if all information is in there, how it relates to one another, does it flow naturally, etc. Need to come up with a plan and updates of data.

CEO Murchison stated this is an update, not a re-write. Certain sections need to be updated. Some goals have been met, can touch on things that have been completed.

Chairman Bagley questioned if there are specific standards at State level. CEO Murchison replied that there are. NMDC historically did the Comprehensive Plan for the City. The last one is the first one done in-house. Jay Kamm at NMDC will review the entire document when ready. Other departments will review their sections.

Chairman Bagley stated they need a road map to completion. Need some goals to achieve so it doesn’t linger. Chairman Bagley commented that the Comprehensive Plan starts out with establishing a vision, mission, then gets confusing. Goals don’t tie appropriately back to mission and vision.

Eric Hitchcock asked the CEO for a boiler plate for minimums approved by the State Planning Office. This is a selling point of what the City is known for. A lot will be the same, agriculture will probably be the same, in lieu of a big agricultural company coming to town.

Dave Corriveau commented that it is a lot of work to put this together. A lot of good information but it gets lost. Mr. Corriveau said that the City needs a person to oversee things that need to be followed through.

There are some things from thirty years ago that hasn't been accomplished yet. CEO Murchison stated that the primary responsibility of the Planning Board is that the Comprehensive Plan is met. An updated Comprehensive Plan may hinge on if the City gets grant funding.

Dave Corriveau recommends a section on the monthly Planning Board meeting agenda where the Board can look at the Comprehensive Plan.

Frank McElwain asked if the City is required to have this Comprehensive Plan. CEO Murchison answered that cities that have zoning are required.

Steve Wentworth commented that if we have a Comprehensive Plan that the State likes, it helps the City to get grant funding. This is only an update to change things that don't make sense etc.

Steve Wentworth also said that this is a very different Comprehensive Plan from what he remembers. Much less technically documented. Lot of information, but someone from away may not think it is Northern Maine welcoming.

Chairman Bagley questioned if there is anything that is wrong that needs to be corrected. CEO Murchison stated he will send out the guidelines to the Board. All items have been addressed, formatting changes, Mr. Murchison shortened up the history section on Micmacs and Loring Air Force Base and focused on Caribou centric history.

CEO Murchison said they need to look at goals & objectives, proposed land use and zoning. Look at what needs to be changed and what doesn't need to be.

Eric Hitchcock commented that if they had a boiler plate list of minimums from the State, they would be able to flush out items not needed.

The Board reviewed the content and order. Discussion.

- CEO Murchison:
 - Demographics and transportation are done by NMDC. Jay Kamm recommends redoing the transportation section.
 - There are buildings of historic nature or significance that are not mentioned - court house, library, locomotive station or garage and the bridge across the Aroostook River is a historic structure.
 - Cary, Caribou Utilities District, Fire Department, Police Department submitted updated info.
 - Water resources are not likely to change.
 - Public water supply needs a few updates.
- Chairman Bagley recommends removing assessments if no longer necessary.
- Steve Wentworth recommended taking out mobile home parks not in operation as well as removing Dr. Smith Dental Office that is no longer there.
- Natural Resources – a State requirement, something not likely to change.
- New Bird Species – contact Bill Sheehan, he is a bird specialist.
- Ag & Forest Resources – Steve Wentworth said this may be data that is sent out per town by the State. Will Barnham could help to gather data for this section.
- Frank McElwain mentioned that the riverfront section was not done. CEO Murchison will update.
- Agricultural Resources – source is USDA, it doesn't change.

- Tree Growth – Steve Wentworth stated that the data comes from the Assessor’s Office. Recommended to rename the section on Tree Growth to reflect the acreage dedicated to tree growth.
- Population & Demographics – provided by NMDC. Contact NMDC to update with 2020 census data if available and relevant.
- Local Economy – new section.
- Pg 68-69 and 71 – CEO Murchison will update these sections.
- Tax Increment Financing – CEO Murchison to do some research – now have Hilltop Heights, Warehouse, Napa Auto. Contact City Manager Penny Thompson.
- Chairman Bagley commented that Revenue Sharing needs to be updated. Contact City Manager Penny Thompson.
- Maine Military Authority is gone, needs to be removed. Add in DFAS.
- Labor Market & Outlook needs to be updated. Contact Cary Medical Center and RSU #39 for updated information.
- Steve Wentworth recommended to delete charts on travel time, etc. Board agreed.
- Frank McElwain recommended adding the evolution to working at home. Dave Corriveau said this ties in nicely with broadband.
- CEO Murchison – need to add trend towards tiny homes and accessory dwellings.
- CEO Murchison – no assisted healthcare type living. Independent living – Rose Acres and Willows. Hilltop Heights has services available. Shortage of housing stock and rentals, subsidized housing. Uprise in homelessness.
- Mentioned Section 8 Housing program. Steve Wentworth commented that Maine State Housing can help with statistics for the Housing section. Chairman Bagley – note the trends and challenges.
- Urban Renewal and Blight – great new info.
- Recreation – brand new park. Contact Gary Marquis.
- Transportation & Transportation Analysis – NMDC for update.
- Complete Streets – delete.
- Public Facility & Services – Police, Fire, Sanitation, Caribou Utilities District, Aroostook Waste Solutions – CEO Murchison already entered their updates.
- School Section – remove Hilltop, Teague, Middle School, Limestone School – add new K-8 School. Contact Mark Bouchard at the RSU to update the school section.
- Under Stormwater Management – Steve Wentworth recommended removing part of that section, washouts and culvert replacements are not common.
- Emergency Response – Chief Susi updated. Civil Emergency Preparedness (CERT Team) is now through the Police Chief.
- Solid Waste Management is done.
- Telecom & Energy – needs to be updated. Can mention broadband. Contact Steve Pelletier at the County to update this information.
- Municipal Facilities Growth and Investment – Dave Corriveau commented that it would be appropriate to mention existing solar facilities those that are operational and those that are planned. Steve Wentworth recommended to list solar arrays generating compacity.
- Municipal Facilities & Services – Fire and Ambulance as well as Police has been updated. Remove Emergency Management, it is in the upper section.
- Frank McElwain commented that the Caribou Ski Trails don’t exist anymore behind the golf course. CEO Murchison stated they are now behind the High School and behind Cary Medical Center.
- Add the Dog Park.
- The community pool is gone, add the Splash Pad.
- Physical Capacity and Capital Investment – needs to be updated.

- Chairman Bagley requested a copy of the Capital Investment Plan. Contact City Manager Penny Thompson.

III. Adjournment –

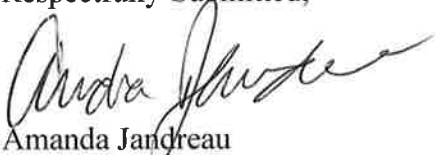
Frank McElwain moved to adjourn the meeting at 7:32 pm; seconded by Dave Corriveau.

Roll Call Vote.

Steve Wentworth – Yes; Frank McElwain – Yes; Dave Corriveau – Yes; Eric Hitchcock – Yes.

Motion carried with all in favor.

Respectfully Submitted,



Amanda Jandreau
Planning Board Secretary

AJ/dl