



## *City of Caribou, Maine*

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

### **AGENDA Caribou Planning Board Regular Meeting Thursday September 8, 2022, at 5:30 p.m.**

The meeting will be broadcast on Cable Channel 1301 and the City's YouTube Channel. Public Comments submitted prior to the meeting no later than 4:00 pm on Thursday, September 8, 2022, will be read during the meeting. Send comments to CEO Ken Murchison at [kmurchison@cariboumaine.org](mailto:kmurchison@cariboumaine.org) or call 493-5967.

- I. Call Meeting to Order, Determine Quorum
- II. Public Hearings
  - a. Day Care Application for Sonya's Kids Daycare 16 Dahlgren Street, Tax Map 032 Lot 111 in the R-1 District
- III. Approval of minutes
  - a. Approval of Minutes of the August 11, 2022, Planning Board Meeting
- IV. Council Liaison Updates
- V. New Business
  - a. 2022 Fall Façade Improvement Grant Planning Board representation.
  - b. Comprehensive Plan 2024
    - i. Impromptu Comprehensive Plan Workshop held August 25<sup>th</sup> in lieu of Land Use Table Workshop
    - ii. Comprehensive Plan 2024 Workgroups, designate group leaders and staff for each of the required sections of the Comp Plan as outlined in the Suggested Timeline and Work Plan.
- VI. Old Business
  - a. Land Use Table Workshop Next Work Session
- VII. Staff Report
  - a. Caribou Trailer Park Closure/West Gate Villa Clean Up
  - b. Riverfront Renaissance Meeting
  - c. Merlin One Power Plant
- VIII. Adjournment



## *City of Caribou, Maine*

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

### **Caribou Planning Board Meeting Minutes Thursday, August 11<sup>th</sup>, 2022 @ 5:30 pm City Council Chambers**

**Members Present:** Dan Bagley, Christine Solman, Frank McElwain, Steve Wentworth, Amanda Jandreau, Eric Hitchcock

**Members Absent:** David Corriveau

**Others in Attendance:** Ken Murchison, Council Liaison John Morrill, Blair Crawford

Chairman Dan Bagley called the meeting to order at 5:31 pm.

- I. Call Meeting to Order, Determine Quorum** – Chair Dan Bagley called the meeting to order at 5:31 pm. A quorum was present.
- a. Public Hearings:** Apartment Accessory to Commercial Use at 653 Main Street, Map 31 Lot 201 Final Review

Public Hearing Opened at 5:32 p.m.

Prospective landowner, Blair Crawford presented his proposed project, an apartment on the first floor of the building at 653 Main Street. This property has historically been commercial in nature housing a laundry mat and most recently office space. The proposal would be to develop an apartment approx. 700 square feet accessory to the remaining commercial space approx. 900 square feet. Mr. Crawford is currently a resident of South Carolina and will be moving to Caribou to be closer to family. A potential business has been approached to fill the commercial space and general improvements to the rest of the building will be done as needed.

CEO Murchison added that Graydon Mahoney inquired as to the nature of the project at 653 Main Street and commented that this is a good project.

No other public comment was given

Public Hearing closed at 5:45

Christine Solman asked Mr. Crawford about utilities for the new development. The utilities for the building are on the first floor and are adjacent to the proposed apartment.

Amanda Jandreau and Steve Wentworth asked about egress and Mr. Crawford was agreeable to altering his floor plan to ensure proper means of egress from the proposed bedroom.

Chair Dan Bagley offered an apology for documents included in the Planning Board Information Packet that should have remained confidential, the purchase and sales agreement. Sensitive materials will be redacted in future meetings.

The Planning Board considered the Site Design review Application for an apartment accessory to Commercial Use and compared to the staff review of this application for both concept review items 1 through 7 and final review items A through Z and AA.

Motion to approve the Site Design Review Application for 653 Main Street, Map 031 – Lot 201 an Apartment Accessory to Commercial Use by Amanda Jandreau and seconded by Christine Solman.

Discussion: Steve Wentworth was concerned about the means of egress issue form the proposed bedroom. After discussion Amada Jandreau withdrew the motion to approve.

Motion by Steve Wentworth to approve the Site Design Review Application for 653 Main Street, Map 031 – Lot 201 an Apartment Accessory to Commercial Use conditionally to include appropriate means of egress from the proposed bedroom area. Seconded by Frank McElwain.

**Roll Call Vote:**

Steve Wentworth – Yes; Frank McElwain – Yes; Amanda Jandreau – Yes; Christine Solman – Yes; - Eric Hitchcock - Yes

**Motion carried with 5 in favor, no opposed.**

**II. Approval of Minutes**

a. Approval of Minutes of the July 14<sup>th</sup>, 2022, Planning Board meeting.

Frank McElwain moved to approve the minutes for July 14<sup>th</sup>, 2002Christine Solman offered the following amendments to the Minutes of the July 14<sup>th</sup>, 2022, Planning Board meeting:

Dan Bagley was Chair and did not vote and should be reflected in the minutes. Section III  
Christine Solman's vote and should be reflected in the minutes Section VIII

Original Motion by Frank McElwain withdrawn.

Motion by Amanda to approve the Minutes of the July 14<sup>th</sup>, 2022 as amended  
Seconded by Frank McElwain

**Roll Call Vote:**

Steve Wentworth – Yes; Frank McElwain – Yes; Christine Solman –Yes; Amanda Jandreau – Yes

Eric Hitchcock - Abstained

**Motion carried with 4 in favor, no opposed**

**III. Council Liaison Update**

John Morrill Council Liaison informed the Planning Board of the initiatives being worked on by City Council:

- Councilor Morrill commented on the positive development at the 653 Main Street development discussed earlier in the agenda. He had once owned this property
- Caribou Cares About Kids this year's expanded program.
- Council Approved the 2022 budget and was able to hold the mil rate flat and still fund important Capital Improvement projects like improvement to the Fire and ambulance Building and Maintenance of the City Office Building.
- State program to fix property tax rates for long term residents over the age of 65
- Economic Development Conference, Manager Thompson. Tourism Marketing Brochure
- Community Outreach
- Economic Development and Tourism Grant
- Four New Businesses in town
  - Thrive Body Spa,
  - Rejuvenate Spa
  - Glass with Class

- Broadway Kids in the County
- ENGIE \$7000.00 donation for the Riverfront Renaissance Master Plan project
- Blight fight and Caribou's progress in 2022
- Transient and homeless people
- Affordable Housing
- Comprehensive Plan Kick Off

#### **IV. New Business**

- a. CEO Murchison and Chair Dan Bagley updated the Planning Board on the Comprehensive Plan Meeting held earlier in the week and outlined the Comp Plan process as determined at the earlier meeting.  
The Board reviewed the 2024 Caribou Comprehensive Plan Suggested Timeline and Work Plan offered by Karen Gorman and discussed the formation of workgroups for each section of the Comp Plan and associated staff.  
As the conversation continued, we explored the Planning Board's roll in the Comp Plan project as well as the role of City Staff, the City Council and of Special Projects Coordinator Karen Gorman. The group came to consensus to meeting with the City Manager and Ms. Gorman to map our way forward with a workshop scheduled at some future date.  
The Board did a quick review of the Historical and Archaeological Resources Section of the Comp Plan from the work originally done for the 2019 Update effort. This document was shared with the Caribou Historical Society and the Caribou Genealogy Society for review and comments.

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

- a. The next Land Use Table Workshop schedule for August 25<sup>th</sup>, 2022.

#### **VI. Staff Report**

- a. Dangerous Buildings  
CEO Murchison briefed the Board on the final tax acquired property at 28 Goldfrank Drive.
- b. Caribou Trailer Park Closure (three families remaining) and West Gate Villa Clean Up, the city is reaching out to the new property owners of record regarding the conditions at this property.
- c. Next Riverfront Renaissance Meeting Scheduled august 23<sup>rd</sup>, 6:00 pm at the City Council Chambers.

- VII. Adjournment** – Amanda Jandreau moved to adjourn the meeting at 7:05 pm; seconded by Frank McElwain.

#### **Roll Call Vote:**

Steve Wentworth – Yes; Frank McElwain – Yes; Christine Solman – Yes; - Eric Hitchcock – Yes; Amanda Jandreau – Yes

**Motion carried with 5 in favor no opposed.**

#### **VIII. Next Meeting September 8, 2022**

Respectfully Submitted,

Amanda Jandreau  
Planning Board Secretary

AJ/KM



## *City of Caribou, Maine*

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

### **Caribou Planning Board Notice of Public Hearings**

**Thursday, September 8, 2022, at 5:30 pm**  
**City Council Chambers at the City Office, 25 High Street**  
**The side door (nearest the bank) will be open to the public to attend the meeting.**

**To:** Owner of Record within 500' of the Public Hearing property

**From:** Caribou Planning Board

**Date:** August 25, 2022

**Re:** The Caribou Planning Board will hold a Public Hearing on Thursday, September 8, 2022, at 5:30 pm in City Council Chambers, 25 High Street for a Day Care Application request at 16 Dahlgren Street Street.

**Public Hearing:** Day Care Application request at 16 Dahlgren Street, Map 32 Lot 111 in the R-1 District for a Day Care business.

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

<http://www.cariboumaine.org/government/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:

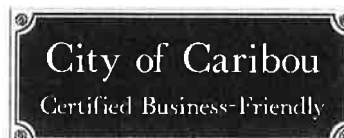
<http://www.cariboumaine.org/index.php/departments/code-enforcement/>

Interested individuals are encouraged to attend.

Best Regards,

Ken Murchison  
Zoning Administrator/CEO

KM/dl



## Legal Notices

# **Caribou Planning Board Notice of Public Hearing**

The Caribou Planning Board will hold a Public Hearing on **Thursday, September 8, 2022, at 5:30 pm** in City Council Chambers, 25 High Street for a Day Care Application from Sonya Richardson for 16 Dahlgren Street, Tax Map 32 Lot 11 in the R-1 District.

Copies of the map showing the area for the affected are available in the City Clerk's at City Hall, 25 High Street and on the City's website at [www.cariboumaine.org](http://www.cariboumaine.org).

Published Aug. 31, 2022

# Building Inspections & Code Enforcement Permit Fee Payments

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

Date:

08/10/2022

Permit Number:

Customer Name:

Sonya's Kids Daycare

Daycare Application

\$50

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 \$

55 - Board of Appeals Application: \$90 \$

56 - Certificate of Occupancy: \$25 \$

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

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

\$180 (first three) + \$10/each additional lot \$

\$40 \$

\$100 \$

\$100 \$

**TOTAL:** \$ 90.00

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

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

City of Caribou

Receipt

OFFICE WILL BE CLOSED 12/26 & 1/2

\*\*\* REPRINT \*\*\*

08/10/22 3:17 PM CLG #6673-1

TYPE----- REF----- AMOUNT

\*\*SONYA'S KIDS DAYCARE

SITE DESIGN RE DAYCARE AP

SITE DESIGN FEE 90.00

Total: 9 0.00%

Paid By: BRUCE RICHARDSON

Remaining Balance: 0.00

OFFICE CLOSING AT 1 PM ON 12/30

Check : 90.00

228 - 90.00



## City of Caribou Day Care 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.

Name of Property Owner / Developer: Sonya Richardson

Development Name: Sonya's Kid's Daycare

Location of Property (Street Locations): 16 Dahlgren Street

City of Caribou      Tax Map: 32      Lot: 111      Zone: R-1

### Applicant Information

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

Sonya Richardson  
16 Dahlgren St  
Caribou Me 04736

Day Time Phone: 999-6300

Night Time Phone: \_\_\_\_\_

E-mail: srbrich@hotmail.com

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

Ownership

(Attach supportive legal documentation)



### General Information

Date your State of Maine Day Care License was approved: \_\_\_\_\_  
(Attach a copy of License or DHHS pre-approval checklist)

Has the site been inspected by the State Fire Marshal's Office and approved?  
( ) Yes ( ☒ ) No  
(Attach Documentation)

Has the site been inspected by the Maine Department of Health & Human Services and approved?  
( ) Yes ( ☒ ) No  
(Attach Documentation)

### Structure & Site Plan Details

Does the building have a Carbon Monoxide Detector? ( ☒ ) Yes ( ) No

Does the building have a smoke detector? ( ☒ ) Yes ( ) No

Is the garage attached to the house/building? ( ) Yes ( ☒ ) No

If yes, is there a minimal of 1/2" sheet rock fire-rated wall between the garage and house/building?  
( ☒ ) Yes ( ) No

Do you have a basement? ( ☒ ) Yes ( ) No

Will the basement be accessible to children? ( ) Yes ( ☒ ) No

If yes, are there graspable handrails and guardrails on the staircase? ( ) Yes ( ) No  
The outdoor play area shall not be located near hazardous areas (such as streets, open wells, open water) unless protected by fencing?

Do you have fencing around the outdoor play area? ( ) Yes ( ☒ ) No

If yes, how tall and what type? \_\_\_\_\_  
\_\_\_\_\_

The fencing must be a minimum of four (4) feet high.

Subsurface Waste Water Disposal System – No person may expand the use of a structure using a private subsurface waste water disposal system until documentation is provided to the municipal officers and a notice of the documentation is recorded in the appropriate agency of deeds that, in the event of a future malfunction of the system, the disposal system can be replaced and enlarged to comply with the rules adopted under Title 22 M.R.S. § 42, and any municipal ordinances governing subsurface waste water disposal systems, No requirements of these rules and ordinances may be waived for an expanded structure.

Have you provided documentation showing that the current disposal system can be replaced and enlarged? ( ) Yes ( ) No  
Do you have an outdoor lighting system to support egress/ingress? ( ) Yes ( ) No

### 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.

Day Care Application for:

Address:

Sony's Kid's Daycare  
16 Dalharen St Caribou

Approved by the Caribou Planning Board

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed:

Chairman, Caribou Planning Board

Conditions of Approval:

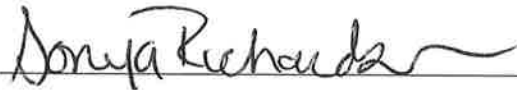
### Plan Review Criteria Checklist

Once a completed application is received the application will be scheduled for the next available Planning Board meeting.

1. \_\_\_\_\_ Name and address of the owner of record and applicant (if different).
2. \_\_\_\_\_ Name of the proposed development and location.
3. \_\_\_\_\_ A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest to operate a daycare in the property on the part of the applicant..
4. **Plans to show the following elements for review:**
  - \_\_\_\_\_ a. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.
  - \_\_\_\_\_ b. 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.
  - \_\_\_\_\_ 3. Location of outdoor play areas, fences, exterior lighting, signage and accessory structures.

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

Signature of Applicant:



Date: \_\_\_\_\_

COMPLIANCE WITH LOCAL ZONING AND BUILDING ORDINANCES

CHILD CARE PROVIDER:

Name: Sonya Richardson

Address: 16 Dalhousie St

Business Name/DBA: \_\_\_\_\_

Number and ages of children served: 12 - 6wk - 12 years

LOCAL CODE COMPLIANCE CONTACT INFORMATION:

Township or City: \_\_\_\_\_

Zoning or Compliance Officer (or other elected official): \_\_\_\_\_

Date: \_\_\_\_\_

The above-named business owner has contacted the appropriate individual with responsibility for assuring compliance with local codes and ordinances.

☐ This child care program is operating in compliance with all established with zoning laws, building, and plumbing, sanitation, electrical and other ordinances of the municipality in which the site is located.

Or

☐ There are no local codes or ordinances for child care facilities in the town/city.

\_\_\_\_\_  
Signature of Zoning or Compliance Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



STATE OF MAINE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Children's Licensing and Investigation Services  
Child Care Licensing Application

License #:

**SECTION 1: Provider/Facility Information**

<b>1. Facility Name:</b> <u>Sony's Kids Daycare</u>			
<b>2. Provider/Owner Name:</b> <u>Sonya Richardson</u>		<b>Date of Birth:</b> <u>6-12-66</u>	
Former Names (i.e. maiden name, aliases):		Driver's License #:	
<b>3. Director Name (Facility/Nursery School only):</b>		<b>Date of Birth:</b>	
Former Names (i.e. maiden name, aliases):		Driver's License #:	
<b>4. Physical Address of Child Care Program:</b>			
Street Address: <u>16 Dalhagen St</u>			
City: <u>Caribou</u>	State: <u>ME</u>	Zip: <u>04736</u>	County:
<b>5. Mailing Address of Child Care Program:</b>			
Street Address or Post Office Box: <u>16 Dalhagen St</u>			
City: <u>Caribou</u>	State: <u>ME</u>	Zip: <u>04736</u>	
Telephone No.: ( ) -	Cell No.: ( ) -	Fax No.: ( ) -	
Email Address: <u>srbrich@hotmail.com</u>			

**SECTION 2: Services**

What is the largest number of children to be in your care at any time:

☒ Family Child Care: ☐ 3-6 ☒ 7-12

☐ Child Care Facility / Nursery School / Occasional Care Program:

☐ 3-12 (Small Facility) ☐ 13-20 ☐ 21-49 ☐ 50 ☐ more than 50 (indicate requested capacity):

What age ranges of children do you intend to serve? Check all that apply:

☒ 6 weeks - 2 years ☒ 2 - 5 years of age ☒ 5-12 years of age

**Source of Water Supply:** ☒ Municipal ☐ Well - Private Water Source ☐ Other:

Reminder: Submit the results with your application

**Building Information:** Year the structure was built? 1960?

**Section 3: Fees**

Program Type: ☒ Family Child Care ☐ Child Care Facility ☐ Nursery School

NOTE: NO FEE REQUIRED for licenses that expire after July 1, 2020 through June 30, 2022.

Fee Calculation Section

Application Type:	Program Type:	Family Child Care	Child Care Facility	Nursery School	Total
<input type="checkbox"/> New application (May take 3 or more months)		\$160	\$120	\$10	\$ <del>120</del>
<input type="checkbox"/> Renewal (Due 60 days prior to expiration)		\$160	\$240	\$10	\$
<input type="checkbox"/> Change in Capacity		\$10			\$
<input type="checkbox"/> Change in Director (Facility/Nursery Only)		\$10			\$
Total check/money order enclosed:					\$

Make check or money order payable to "Treasurer, State of Maine". Do not send cash. Credit card payments are not accepted. Application fees are non-refundable.

**Type of Operation:**

☒ Sole Proprietorship      ☐ Partnership      ☐ For-profit Corporation      ☐ Non-profit Corporation  
☐ Limited Liability Company      ☐ Association      ☐ Trust  
Other (describe): \_\_\_\_\_

**SECTION 6: Declaration**

I/We have received, read and understand the Rules governing the type of child care program for which I am/we are applying:

- ☐ Rules for the Licensing of Child Care Facilities (effective 8.27.08)  
☐ Rules for the Licensing of Nursery Schools (effective 9.27.04)  
☒ Family Child Care Provider Licensing Rule (effective 7/05/18)

I/We understand that this application authorizes representatives of the Department of Health and Human Services and the State Fire Marshal's Office to make such visits and inspections as may be necessary to ensure that the facility is in compliance with the laws and rules pertaining to the operation of child care programs.

I/We also understand that the signing of this application effectively serves as a release of information and gives permission to the Department of Health and Human Services to obtain any criminal, child protective, Out of Home Investigation, and motor vehicle records for owner/operator/director which may be on file in any Country, State or Federal Office.

I/we understand that failure to disclose any criminal convictions, including operating under the influence (OUI), may result in denial of this application.

I/We certify that all information contained in this application is complete and accurate and understand any falsification of statement may be grounds for denial and may be Unsworn Falsification, a Class D crime under 17-A M.R.S. §453.

Sonya M Richardson  
Print name of Provider/Owner

Sonya Richardson  
Signature of Provider/Owner

6-13-22  
Date

\_\_\_\_\_  
Print name of Director/Co-Applicant

\_\_\_\_\_  
Signature of Director/Co-Applicant

\_\_\_\_\_  
Date

*For questions regarding this program and/or application, please contact the following:*

Department of Health and Human Services  
Office of Child and Family Services  
Children's Licensing and Investigation Services  
2 Anthony Avenue  
11 State House Station  
Augusta, ME 04333-0011

Tel: (207) 287-5020

Fax: (207) 287-9304

Toll Free: 1-800-791-4080 TTY users call Maine relay 711

Email: [info.dhhs@maine.gov](mailto:info.dhhs@maine.gov)

Web: <https://www.maine.gov/dhhs/childcare>

**Adult Household Members, Staff, and Volunteers:**

Full Name:  
Street Address:  
City, State & Zip:  
Telephone #:  
Date of Birth:  
Former/Maiden Name(s):  
Driver's License #:

Signature: \_\_\_\_\_

Full Name:  
Street Address:  
City, State & Zip:  
Telephone #:  
Date of Birth:  
Former/Maiden Name(s):  
Driver's License #:

Signature: \_\_\_\_\_

Full Name:  
Street Address:  
City, State & Zip:  
Telephone #:  
Date of Birth:  
Former/Maiden Name(s):  
Driver's License #:

Signature: \_\_\_\_\_

Full Name:  
Street Address:  
City, State & Zip:  
Telephone #:  
Date of Birth:  
Former/Maiden Name(s):  
Driver's License #:

Signature: \_\_\_\_\_

Full Name:  
Street Address:  
City, State & Zip:  
Telephone #:  
Date of Birth:  
Former/Maiden Name(s):  
Driver's License #:

Signature: \_\_\_\_\_

Full Name:  
Street Address:  
City, State & Zip:  
Telephone #:  
Date of Birth:  
Former/Maiden Name(s):  
Driver's License #:

Signature: \_\_\_\_\_

Full Name:  
Street Address:  
City, State & Zip:  
Telephone #:  
Date of Birth:  
Former/Maiden Name(s):  
Driver's License #:

Signature: \_\_\_\_\_

Full Name:  
Street Address:  
City, State & Zip:  
Telephone #:  
Date of Birth:  
Former/Maiden Name(s):  
Driver's License #:

Signature: \_\_\_\_\_

## FAMILY CHILD CARE LICENSING CHECKLIST

This checklist will help you navigate the process of obtaining a family child care license. This checklist is for your use only and should not be submitted. If you have any questions, please give your licensing specialist a call. To find out who is your licensing specialist is, please call 287-5020 or 1-800-791-4080 and ask for Child Care Licensing.

The following requirements may be completed in any order. However, the starred (\*) items should be given priority.



**\*Obtain landlord approval** in writing if you rent or lease.



**\*Complete Town/City permitting process** if required by your locality or obtain proof in writing that a permit is not required.



**\*Complete and submit application, fee and floor plan** along with Authorization for release of Personal History Information (listed on the back of the application). Be sure to include any legal history that may be revealed from background checks; inaccurate reporting may result in immediate denial of your application.

**\*Please Note: If your check is returned to us due to insufficient funds, the licensing process will be suspended until payment is received and processed.**



After you submit your application, **Children's Licensing and Investigation Services will contact the State Fire Marshal's Office (SFMO) to request an inspection of your home.** After his/her inspection, the Fire Marshal may send you a List of Deficiencies and ask you for a Plan of Corrections. **Licensing cannot proceed until your home has passed the Fire Marshal's inspection.** If you have questions the SFMO phone number is 207-626-3880. A guide to fire safety in childcare: <http://www.maine.gov/dps/fmo/inspections/nursery.html>



**\*Register for Infant, Child and Adult CPR and First Aid Training.** The Red Cross, American Heart Association, local hospitals and rescue organizations have information about trainings available in your area. The Maine Roads to Quality website listed below for Pre-Service Training also lists local CPR/First Aid trainings on its statewide training calendar. Provide proof of CPR/First Aid certification to the Licensing Specialist. **Courses that do not have a hands on skills assessment are not accepted.**



Proof of completion of a Department approved transportation training for staff who transport children (if applicable).



**\*Register for Pre-Service Training (Getting Started in Family Child Care).** Provide proof of completion of the course to your licensing specialist. It is offered at <https://www.earlycaremaine.org/>



**\*If you checked on your application that you use a private water source, Children's Licensing and Investigation Services will need a copy of a water test completed by one of the approved labs. A list of approved labs can be found at:** <https://www.maine.gov/dhhs/mecdc/environmental-health/dwp/consumers.shtml> once on that page select the following option: Certified Commercial Laboratories in Maine



**Read the "Family Child Care Provider Licensing Rule, Effective Date July 5, 2018".** The Rulebook can be found at <http://www.maine.gov/dhhs/childcare>



JAMES BACON  
173 WASHBURN STREET  
CARIBOU, ME 04736

JESSE G. & Heidi R. BELANGER  
21 DAHLGREN STREET CARIBOU, ME  
04736

RITA J ADAMS  
C/O MARK D ADAMS  
55 ROSE STREET  
CARIBOU, ME 04736

WILLIAM B. FLAGG  
1095 SOUTH SHORE ROAD  
STOCKHOLM, ME 04783

JOHN D. PELLETIER  
141 WASHBURN ROAD  
CARIBOU, ME 04736

NORMAN E & BARBARA J COLLINS  
31 DAHLGREN STREET  
CARIBOU, ME 04736

KIMBERLY J BOUCHER  
37 DAHLGREN STREET  
CARIBOU, ME 04736

GLENN D. DRINKALL  
97 WASHBURN STREET  
CARIBOU, ME 04736

LAMAR S. RIOLELLE  
103 WASHBURN STREET  
CARIBOU, ME 04736

RICK WILLEY  
33 LYNDON STREET  
CARIBOU, ME 04736

RONALD P. RAFFORD  
8 SPRING STREET  
CARIBOU, ME 04736

SCOTT H. LEAVITT ET AL  
5 DAHLGREN STREET  
CARIBOU, ME 04736

TAMMY J. CORRIVEAU  
7 DAHLGREN STREET  
CARIBOU, ME 04736

DIANNA L. WALTON  
12 SPRING STREET  
CARIBOU, ME 04736

ERICA L. HOLMES  
7 VINCENT WAY  
CARIBOU, ME 04736

CHRISTOPHER D MILLS  
26 DAHLGREN STREET  
CARIBOU, ME 04736

DAVID M & PHYLLIS L MCINTYRE  
P.O. BOX 360  
CARIBOU, ME 04736

BRUCE S & SONYA M RICHARDSON  
16 DAHLGREN STREET  
CARIBOU, ME 04736

DAVID A & SHEILA A BELYEA  
16 TRUMAN STREET  
CARIBOU, ME 04736

VIRGINIA SAUNDERS  
14 SPRING STREET  
CARIBOU, ME 04736

JOHN BELANGER  
699 ACCESS HIGHWAY  
CARIBOU, ME 04736

PATSY L RIDEOUT  
32 DAHLGREN STREET  
CARIBOU, ME 04736

KELSIE & NATHAN DEFELICE  
28 DAHLGREN STREET  
CARIBOU, ME 04736

GRAYDON M. MAHONEY  
P.O. BOX 38  
CARIBOU, ME 04736

CHERYL COTE  
8 VINCENT WAY  
CARIBOU, ME 04736

SALLIE ST. PIERRE  
121 BROWN ROAD  
WOODLAND, ME 04736

GERALD RUEST  
15 DAHLGREN STREET  
CARIBOU, ME 04736

NORMAN THIBODEAU  
19 DAHLGREN STREET  
CARIBOU ME, 04736

SHANE MCDUGALL  
22 SPRING STREET  
CARIBOU, ME 04736

JORDAN J POWERS  
39 MEADOWBROOK DRIVE  
CARIBOU, ME 04736

MICHAEL OUELLETTE  
24 SPRING STREET  
CARIBOU, ME 04736

LINDSAY A PARADIS  
47 MEADOWBROOK DRIVE  
CARIBOU, ME 04736

NAIDA M. PARKS  
C/O GAYLA DRAKE  
211 RANDALL ROAD APT 22  
LEWISTON, ME 04240

ALAN J. HEBERT  
28 SPRING STREET  
CARIBOU, ME 04736

JEFFERY L. MICHAUD  
34 SPRING STREET  
CARIBOU, ME 04736

VERNA A. LEVESQUE  
38 SPRING STREET  
CARIBOU, ME 04736

MICHAEL J. CYR  
3 HUSTON STREET  
CARIBOU, ME 04736

ARTHUR FORTIN  
7 HUSTON STREET  
CARIBOU, ME 04736

CHARLES M. ORSER  
5 HUSTON STREET  
CARIBOU, ME 04736

ZACHARY R. SMITH  
4 VIEW STREET  
CARIBOU, ME 04736

MORTGAGE MENDERS, LLC.  
5207 STONERIDGE COURT  
ROSENBERG, TX 77471

BRADLEY A. HOLABIRD  
40 FOLWLER ROAD  
WOODLAND, ME 04736

GALEN R. WEDBERG  
114 WASHBURN STREET  
CARIBOU, ME 04736

MILTON A. ALLEN, JR.  
116 WASHBURN STREET  
CARIBOU, ME 04736

CHARLES B. ORSER  
5 HUSTON STREET  
CARIBOU, ME 04736

JAMES A. THOMAS  
3 VIEW STREET  
CARIBOU, ME 04736

ROBERT AND YVETTE LAGASSE LIFE  
ESTATE  
134 WASHBURN STREET  
CARIBOU, ME 04736

JAMES MICHAUD, JR.  
39 BADLEY STREET  
CARIBOU, ME 04736

SHAWN MCLELLAN  
29 SPRING STREET  
CARIBOU, ME 04736

RICK WILLEY  
33 LYNDON STREET  
CARIBOU, ME 04736

AMY L. CASSIDY  
8 SHORT STREET  
CARIBOU, ME 04736

COREY SHAFFER  
112 WASHBURN STREET  
CARIBOU, ME 04736

DIANNA J. OUELLETTE  
108 WASHBURN STREET  
CARIBOU, ME 04736

GLORIA J. KIDNEY  
106 WASHBURN STREET  
CARIBOU, ME 04736

JEFFERY AKERSON  
104 WASHBURN STREET  
CARIBOU, ME 04736

DAVE JANDREAU  
102 WASHBURN STREET  
CARIBOU, ME 04736

KEVIN S. BURTT  
9 BRADLEY STREET  
CARIBOU, ME 04736

JOHN A. FRASER  
15 BRADLEY STREET  
CARIBOU, ME 04736

VINAL J. WILCOX  
12 WILLOW DRIVE  
CARIBOU, ME 04736

GALEN HATHAWAY  
9 SPRING STREET  
CARIBOU, ME 04736

RODNEY C. SMITH  
19 BRADLEY STREET  
CARIBOU, ME 04736

ROBERT F. WHITE  
98 WASHBURN ROAD  
CARIBOU, ME 04736

LORI MCCARTHY  
1 WRIGHT STREET  
CARIBOU, ME 04736

CURTIS RICHARDS  
P.O.BOX 1132  
CARIBOU, ME 04736

ELDON ESPLING  
24 DAHLGREN STREET  
CARIBOU, ME 04736

BRUCE S. AND SONYA RICHARDSON  
16 DAHLGREN STREET  
CARIBOU, ME 04736

MATTHEW J. DOODY  
12 DAHLGREN STREET  
CARIBOU, ME 04736

TIMOTHY E. MALM  
6 DAHLGREN STREET  
CARIBOU, ME 04736

MAINE HOMES AND LAND, LLC.  
40 EASTON VINER ROAD  
WESTFIELD, ME 04787

GORDON I. BEAUPRE  
113 WASHBURN STREET  
CARIBOU, ME 04736

SHERIL A. LAPOINTE  
119 WASHBURN STREET  
CARIBOU, ME 04736

DANA PIKE  
5 TRUMAN STREET  
CARIBOU, ME 04736

LARRY CYR  
19 FOREST AVENUE  
CARIBOU, ME 04736

PETER ST. JOHN  
1200 N. CHURCH STREET #19  
LAYTON, UT 84041

GORDON I. BEAUPRE  
113 WASHBURN STREET  
CARIBOU, ME 04736

BRANDON SMITH  
260 BROWN ROAD  
WOODLAND, ME 04736

PHILLIP GLEICHMAN  
133 WASHBURN STREET  
CARIBOU, ME 04736

PAGE, GAHAGAN, WEAVER & JONES  
RIGHT OF WAY  
DAHLGREN STREET  
CARIBOU, ME 04736

Janet T. Mills  
Governor

Jeanne M. Lambrew, Ph.D.  
Commissioner



Maine Department of Health and Human Services  
Office of Child and Family Services  
2 Anthony Avenue  
11 State House Station  
Augusta, Maine 04333-0011  
Tel.: (207) 287-5020  
TTY: Dial 711 (Maine Relay); Fax: (207) 287-9304

## MEMORANDUM

TO: Applicants for Child Care Licensing  
FROM: Children's Licensing and Investigation Services  
RE: Local Code Compliance  
CC: Maine Municipalities

Many municipalities have instituted new ordinances or are enforcing existing ordinances regarding the operation of child care facilities, nursery schools, or family child care homes. The ordinances are usually in the area of zoning and could have an effect upon the operation of these types of facilities in the community where you reside.

Children's Licensing and Investigation Services requires that you provide documentation, where code compliance is required by local authorities, that the building and grounds you plan to occupy for your child care program are in compliance with zoning laws, building, and plumbing, sanitation, electrical and other ordinances of the municipality in which the site is located.

It is required that providers check with their local municipal office to determine the need for a license, permit, or special exception to operate the type of facility that they may be interested in operating or may already be operating, especially when considering expansion in the number of children served. This will help prevent conflicts between local and state regulations, and will prevent later hardship to you in the event that you are found to be out of compliance with local ordinances.

You may use the attached document to demonstrate your compliance with child care rules by asking your local municipal representative to complete this form, should they not have their own document prepared.

Thank you for your expected cooperation.

COMPLIANCE WITH LOCAL ZONING AND BUILDING ORDINANCES

CHILD CARE PROVIDER:

Name: Sonya Richardson

Address: 16 Dalhousie St

Business Name/DBA: \_\_\_\_\_

Number and ages of children served: 12 - 6wk - 12 years

LOCAL CODE COMPLIANCE CONTACT INFORMATION:

Township or City: \_\_\_\_\_

Zoning or Compliance Officer (or other elected official): \_\_\_\_\_

Date: \_\_\_\_\_

The above-named business owner has contacted the appropriate individual with responsibility for assuring compliance with local codes and ordinances.

☐ This child care program is operating in compliance with all established with zoning laws, building, and plumbing, sanitation, electrical and other ordinances of the municipality in which the site is located.

Or

☐ There are no local codes or ordinances for child care facilities in the town/city.

\_\_\_\_\_  
Signature of Zoning or Compliance Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**City of Caribou**  
**Tax Information Sheet**  
**As of: 06/14/2022**

**Account:** 3392      **Name:** RICHARDSON, BRUCE S & RICHARDSON, SONYA M

**Location:** 16 DAHLGREN STREET

**Map and Lot:** 032-111

**Sale Date:**

**Deed Reference:** B4798P317 01/25/2010 B2711P230  
08/03/1994

**Sale Price:**

**Land:** 14,600

**Total Acres:** 0.61

**Building:** 52,700

**Tree Growth:** Soft : 0 Mixed : 0 Hard : 0

**Exempt** 25,000

**Farmland:**

**Total:** 42,300

**Open Space:**

**Exempt Codes:** Amount

**Zoning:** 11 - Residential

**SFLA:** 1148

98 - Homestead 25,000

**Last Billed : 2022-1**

**Amount Mill Rate**

**Previous Billed : 2021-1**

00.00

996.17

23.550

**There are no outstanding taxes.**

Information Given By: \_\_\_\_\_

Title: \_\_\_\_\_ 06/14/2022

All calculations are as of: 06/14/2022



## 2024 Caribou Comprehensive Plan

### Suggested Timeline and Work Plan July 2022-May 2024

Action	Who	Target Date
Planning Board discusses, establishes and adopts Workplan and Public Participation Plan	PB	August 11, 2022
Workgroups established**	PB Chairs, Council and stakeholders	September 11, 2022
Facilitated Town Hall Meeting (Momentum Aroostook?)	PB, Council, Dept. Heads, community, Momentum Aroostook	October/November 2022
Existing Land Use review for Plan	PB, staff (KM), Manager	Jan 2023
Workgroups meet regularly and revise sections, create new drafts	PB, staff, community stakeholders, Dept Heads, Manager	Oct 2022- Aug 2023
Transportation and Demographics complete	Jay Kamm	Sept. 2023
History and Natural Resources by Staff	Karen, Ken	March 2023
All Draft Plan sections reviewed by Planning Board members	PB	Sept-Oct 2023 (or as completed by workgroup)
Work on Future Land Use Plan		Oct-Dec 2023
Future Land Use Plan complete	PB, staff	Jan/Feb 2024
Draft Plan sections reviewed by Council	City Council	March 2024
Draft Plan Completed for review by Council and Public Hearing	All	May 2024

#### Work Plan Details:

Staff (Ken, Karen) will review and update the following plan sections: History/Archaeology and Natural Resources

Jay Kamm, NMDC, will complete Transportation and Demographics

Ken will write Existing Land Use section for discussion/review by Planning Board

\*\*At least one PB member will establish, recruit, and oversee a workgroup comprised of interested community stakeholders and staff to review and update the following plan sections, using the data sets, goals and strategies provided by DACF

Water Resources : (PB Member) (Staff)

Housing: Housing Authority



## Comprehensive Plan Required Sections

## Facilitator

## Staff

Historic and Archaeological Resources

\_\_\_\_\_

Ken M.

Water Resources

\_\_\_\_\_

Ken M.

Natural Resources

\_\_\_\_\_

Ken M.

Agricultural and Forest Resources

\_\_\_\_\_

Ken M.

Population and Demographics

Jay Kamm

Ken M.

Economy

\_\_\_\_\_

\_\_\_\_\_

Housing

\_\_\_\_\_

Ken M.

Recreation

\_\_\_\_\_

\_\_\_\_\_

Transportation

Jay Kamm

Ken M.

Public Facilities and Services

\_\_\_\_\_

\_\_\_\_\_

Fiscal Capacity and Capital Investment Plan

\_\_\_\_\_

\_\_\_\_\_

Existing Land Use

\_\_\_\_\_

Ken M.

Future Land Use Plan

\_\_\_\_\_

Ken M.

# Comprehensive Planning: Building Your Community's Future From Today's Vision

By Avery Share

<https://www.ibts.org/insight/comprehensive-planning-building-community-future/>

*Featured in the Missouri Municipal Review!*

*Learn what makes comprehensive planning so important – and how to make sure you develop the right plan for your community.*

As a local government official, you want to guide your community toward positive growth and expansion. But how do you ensure your government is driving this growth with a unified, citizen-driven vision for the future of your community? The answer is through comprehensive planning based on community input and thoughtful placemaking.

“Everybody wants your community to grow and succeed,” says Institute for Building Technology and Safety (IBTS), Development Manager Doug Moore. “A comprehensive plan helps your community figure out how to grow and expand while maintaining the character and values that are important to your citizens.”

## What Is A Comprehensive Plan?

A comprehensive plan provides a blueprint for future government action. They address compatibility issues between various uses of land, management, and preservation of natural resources; to identify and preserve historically significant sites and properties; and to adequately plan for infrastructure needs and improvements.

“Successful communities don’t just happen, they must be continually shaped and guided,” Moore explains. “A comprehensive plan is what builds the community for your community.”

The best comprehensive plans are based on community input and provide ample opportunities for community engagement throughout the planning process. “By understanding your entire community, your plan will embody its true values and visions,” says Moore. “It’s really about dreaming the future of your community together with your citizens.”

The plan should look and feel like your community, a living document that constantly evolves to address your community’s changing needs and priorities. You will likely want to revisit the plan to make minor tweaks throughout the year to keep moving it along as your community evolves.

When it comes to choosing a planning partner, you will want to find a planning firm that adequately meets your needs. You may need to look for a team that has planners, but also landscape architects, main street designers, housing study analysts, and code writing experience. You can even bring in specialists to help with just a specific aspect of the plan if needed – such as for corridor plans or bikeability components.

Although it may seem counterintuitive to ask for outside help identifying the core values of your community, an external, unbiased perspective can help bring out the true values of your citizenry and tie the various components of your community into a single overarching vision.

## Engaging Your Citizens

As an elected official, you are in the best position to spearhead communication efforts and bring the plan out to the community.

“You have to understand what the quality of life is that your citizens want in order to identify what to improve to move forward,” Moore says. “You can’t find out what’s important to your citizens without making community engagement central to your comprehensive planning process.”

This engagement could happen through community surveys, advisory committees, and bringing together groups from a wide variety of backgrounds. Consider meeting with student groups, senior citizens, hospitals, county representatives and more.

With a comprehensive plan as the blueprint for your community, you will have an easier time attracting grant funding and developers, better retain your citizens, and preserve the sense of place, history, and social ties that make your community the place where your citizens choose to work, live, and raise their families.