



City of Caribou, Maine

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

Caribou Planning Board Meeting Minutes Thursday, August 11th, 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 14th, 2022, Planning Board meeting.

Frank McElwain moved to approve the minutes for July 14th, 2002Christine Solman offered the following amendments to the Minutes of the July 14th, 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 14th, 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 25th, 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 23rd, 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

