



City of Caribou, Maine

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Caribou Planning Board Meeting Minutes Thursday, September 8th, 2022 @ 5:30 pm City Council Chambers

Members Present: Dan Bagley, Christine Solman, Frank McElwain, Steve Wentworth, David Corriveau, Eric Hitchcock

Members Absent: Amanda Jandreau

Others in Attendance: Ken Murchison, Council Liaison John Morrill, Sonya Richardson, Larry Cyr, Karen Gorman

Chairman Dan Bagley called the meeting to order at 5:32 pm.

- I. **Call Meeting to Order, Determine Quorum** – Chair Dan Bagley called the meeting to order at 5:32 pm. A quorum was present.

II. Public Hearings

Day Care Application for Sonya's Kids Daycare 16 Dahlgren Street, Tax Map 032 Lot 111 in the R-1 District

Prior to opening the Public Hearing Chair Bagley recognized that the application was still missing some information. CEO Murchison replied that we see this when we do Day Care Applications, and that the City is waiting for State information and the State is waiting for City information. Chair Bagley agreed and stated that typically we would approve of the application conditionally. The Chair went on to state that since the Planning Board had revised the Home Occupations Application that the Day Care Application Used for this project may be obsolete and would be the incorrect form. Given the use of an incorrect application form and information not provided, there was a question as to whether to continue on with the Public Hearing. David Corriveau suggested that since the applicant was present that we should proceed. CEO Murchison added that since that the form used was the form readily available on the City's Website that it would only be fair to move forward with the Public Hearing.

Public Hearing Opened at 5:35 p.m.

Sonya Richardson addressed the Planning Board with her plan to reopen a Day Care at her 16 Dahlgren Street Address. In 1994 Ms. Richardson ran a licensed Day care from her home but over time retired from her business. Due to the high demand for Day Care services she is seeking to become licensed once again.

Christine Solman asked Ms. Richardson if she would have any employees and Ms. Richards indicated that she would not have any employees. The issue of an exterior play (fenced) area would be decided by the DHSS Inspector and the number of children watched would be up to 12 depending on upon their age requirements.

There was no input from our Abutters Notice.

Public Hearing Closed at 5:45 p.m.

Further discussion from Frank McElwain suggesting that given that this applicant had been licensed in the past, running a successful day Care for years and had returned to become licensed once again that he had confidence that the applicant would complete the require paperwork. This sentiment was echoed by Eric Hitchcock.

Dave Corriveau Moved to Day Care Application for Sonya's Kids Daycare 16 Dahlgren Street, Tax Map 032 Lot 111 in the R-1 District conditionally upon the Applicant providing the missing information including deed to the property and the deed that resolved ownership of the vacated Truman Street property, completion of application checklist items 3 and 4, complete the DHHS checklist and provide a floor plan of the Day Care facility within the house and map showing the location of the project.

Second by Steve Wentworth

Roll Call Vote:

Steve Wentworth – Yes; Frank McElwain – Yes; Christine Solman – Yes; - Dave Corriveau – Yes; Eric Hitchcock – Yes

Motion carried with 5 in favor, no opposed.

III. Approval of Minutes

Approval of Minutes of the August 11th, 2022, Planning Board meeting.

Frank McElwain moved to approve the minutes for August 11th Caribou Planning Board Meeting.

Christine Solman Seconded the motion to approve.

Roll Call Vote:

Steve Wentworth – Yes; Frank McElwain – Yes; Christine Solman – Yes; - Dave Corriveau – Abstained; Eric Hitchcock – Yes

Motion carried with 4 in favor, 1 abstention, no opposed.

IV. Council Liaison Update

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

Although City Council Activity was quiet in this month there are initiatives being worked on and progress being made

- a. Councilor Morrill updated the City Council on the Comprehensive Plan project and the need for Council participation.
- b. The City has scheduled a Façade Improvement Committee meeting for October 3rd for the Fall Façade Grant round.
- c. Development id Caribou is alive and well and we await news on various projects and investments into our community.
- d. Caribou staff has begun an outreach to area businesses with a mailing of over 100 Business Surveys.
- e. Next Council Meeting October 13th

V. New Business

- a. The City will enter into a fall session of the Façade Improvement Grant Program Planning Board participation. CEO Murchison informed the Planning Board of the Fall session of the Façade Improvement Grant and the requirement that one the committee seats will be held by a Planning Board member and that we are seeking a volunteer to fill that seat.

- b. Dave Corriveau had served in this capacity last year and volunteered to participate in the Fall Session. Karen Gorman offered that the Spring session of the Façade Grant was successful, but we did have funding left in the program for 2022 and so are entering into the Fall Grant Session. John Morrill offered that his experience with this program was very positive getting to meet with young entrepreneurs as they develop and realize their business goals here in Caribou and would like to see this program expanded.

Chair Bagley thanked David Corriveau for accepting this role for the Planning Board.

- VI. Comprehensive Plan 2024, CEO Murchison and Chair Dan Bagley updated the Planning Board on the impromptu Comprehensive Plan Meeting held August 25th in lieu of the scheduled Land Use Table work session. The conversation centered around the timetable/workplan drafted up by Karen Gorman and adopted by the Planning Board earlier and the need to designate the required section workgroup leaders and assigned staff to stay on schedule.

After discussion section workgroup leaders were assigned as:

- a. Water Resources/Natural Resources/ Agricultural and Forest Resources
Eric Hitchcock and Staff Ken Murchison
- b. Population and Demographics
(NMDC) Jay Kamm and Staff Ken Murchison
- c. Economy
Christine Solman and Staff Karen Gorman
- d. Housing
Steve Wentworth and Staff Ken Murchison
- e. Recreation
Dan Bagley and Staff Karen Gorman and Gary Marquis
- f. Transportation
(NMDC) Jay Kamm and Staff Ken Murchison
- g. Public Facilities and Services
Amanda Jandreau and Staff Karen Gorman
- h. Fiscal Capacity and Capital Investment Plan
Dave Corriveau and Staff Ken Gorman
- i. Existing Land Use
Planning Board Staff Ken Murchison
- j. Future Land Use Plan
Planning Board Staff Ken Murchison
- k. Education*
Frank McElwain Staff Karen Gorman
- l. Riverfront Renaissance*
Riverfront Renaissance Committee Staff Ken Murchison
- m. Historic and Archaeological Resources
Updated from the 2014 Comprehensive Plan Staff Ken Murchison/Caribou Library

* Sections added to the State of Maine Required Sections

Proposed Public Forum October 20th or 27th 2022 hopefully facilitated by Momentum Aroostook.

Council Liaison Morrill offered to bring similar opportunity to participate to City Council.

Expectation of our section leaders is not to write the actual Comprehensive Plan document but rather to facilitate each work group and to focus on the Policies and Strategies (Goals) page. That is to help formulate our ten-year goals for each section.

CEO Murchison will distribute the State data for each section to the team leaders.

VII. Old Business

The next Land Use Table Workshop schedule for September 22nd, 2022.

VIII. Staff Report

- a. Dangerous Buildings/ Caribou Trailer Park, three remaining tenants, West Gate Villa outreach to new property landowners at a standstill. Steve Wentworth suggested sending the Notice via FedEx. Frost family properties clean up and demolition of collapsed barns is being addressed and progress of these projects will be followed closely.
- b. Progress on the riverfront, conducted a tour of Merlin One (Power Plant) with DEP representatives and immediately received response and will arrange for future DEP/EPA tour in hopes of more immediate action by these agencies, Climate Control Storage ready to open, Kacie's lace Campground has had no activity and is waiting for contractors, and the Otter Brook "Big Dig" has begun with the DEP/DOT working together with Soderberg Construction to remove the failed culverts and restore the natural flow of the brook.
- c. Next Riverfront Renaissance Meeting scheduled for September 20th, we will be discussing the Mater Plan.

Additional Discussion on Housing by Dave Corriveau possible Housing Workshop (Troy Haney, Karen Gorman (grants?) Caribou Housing) to talk about affordable housing and challenges to new housing development. Contact Trisha House from Senator Collins Office approach Caribou Housing for possible meeting dates.

IX. Next Meeting October 13, 2022

X. Adjournment

Motion by Dave Corriveau to adjourn

Seconded by Frank McElwain

Roll Call Vote:

Steve Wentworth – Yes; Frank McElwain – Yes; Christine Solman – Yes; - Dave Corriveau – Yes; Eric Hitchcock – Yes

Respectfully Submitted,



Amanda Jandreau

Planning Board Secretary

AJ/KM