



## *City of Caribou, Maine*

### **AGENDA Caribou Planning Board Regular Meeting**

**Thursday December 8, 2022, at 5:30 p.m.**

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

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, December 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
- III. Approval of minutes
  - a. Approval of Minutes of the October 13, 2022, Planning Board Meeting
  - b. Review and Approval of September 8, 2022, Planning Board Meeting
- IV. Council Liaison Updates
- V. New Business
  - a. Land Use Table Workshop Next Work Session extension
- VI. Old Business
  - a. Day Care Application for Sonya's Kids Daycare 16 Dahlgren Street, Tax Map 032 Lot 111 in the R-1 District Update
  - b. Proposed "City of Caribou Cannabis Business Ordinance" Council Guidance and set Council/Planning Board workshop Dates and updates TBA
  - c. Proposed Planning Board/Riverfront Renaissance Committee Meeting TBA
  - d. Scheduling for Comprehensive Plan Required Section Meetings TBA
- VII. Staff Report
  - a. MMA "Navigating the Legal Marijuana Landscape Webinar
  - b. Caribou Trailer Park Closure/West Gate Villa Clean Up
  - c. Riverfront Renaissance Meeting
  - d. Problem Properties/Inspection of 15 Prospect Street
  - e. Farewell and best wishes on Councilor Elect Dan Bagley's Council Career.
- VIII. Adjournment



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### **Caribou Planning Board Meeting Minutes Thursday, November 10, 2022 @ 5:30 pm City Council Chambers**

**Members Present:** Dan Bagley, Steve Wentworth, David Corriveau, Eric Hitchcock

**Members Absent:** Christine Solman, Frank McElwain, Amanda Jandreau

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

Chairman Dan Bagley called the meeting to order at 5:30 pm.

- I. Call Meeting to Order, Determine Quorum** – Chairman Dan Bagley called the meeting to order at 5:30 pm. A quorum was present.

Point of order, the Minutes from the September 8, 2022, Planning Board Meeting will be brought back for an official vote at the December 8, 2022 Planning Board Meeting due to lack of majority vote at the October 13, 2022, Planning Board Meeting.

- II. Public Hearings**  
None

- III. Approval of Minutes**  
Approval of Minutes of the November 10, 2022, Planning Board meeting.

Steve Wentworth moved to approve the minutes for November 10, 2022, Caribou Planning Board Meeting as presented.

David Corriveau Seconded the motion to approve.

**Roll Call Vote:**

Steve Wentworth – Yes; David Corriveau – Yes; Eric Hitchcock – Yes, Dan Bagley - Yes

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

**IV. Council Liaison Update**

- a. Congratulation Councilors Elect Bagley and Theriault
- b. Public Hearing set for 11/14/2022 for an EPA Brownfield Grant for the clean up at the Diesel Electric Plant at Lower Lyndon Street
- c. Public Hearing set for 11/14/2022 regarding a potential Nuisance Property at 15 Prospect Street
- d. Excellent and well attended Comprehensive Plan Kick Off Public Forum event was held on October 27, 2022
- e. MMA Navigating the Cannabis Legal Issues Webinar for Council and Planning Board and the scheduling of Office of Cannabis Policy workshop with the Caribou City Council and Planning Board.
- f. Liaison Morrill brought to our attention that there are many business development efforts currently active in Caribou
  - i. Evergreen Lanes to open soon
  - ii. Former Pizza Hut building was sold
  - iii. Former Reno's Pizza Property has been sold
  - iv. Skyway Plaza has been acquired by a local developer
  - v. The former Burger King property has been sold

- vii. There are now Three “Spas” in the city
- viii. Monica’s Gift Shop under new ownership
- ix. Sherry’s Hair Salon is under new ownership
- x. Caribou Motor Inn is under new ownership
- xi. The new Kenworth business on Route one is open for business

Caribou is an exciting place to be.

## V. New Business

- a. Comprehensive Plan 2024 Forum September 27<sup>th</sup>, 2022, Recap.  
Very well attended Forum, 100% Planning Board participation, data is now being quantified, additional interest in required section committees.

What do you love about Caribou,  
Family  
Community Spirit  
Warm and Welcoming

Town or Country Living,  
50% - 50%

Recreational Activities,  
Skiing  
Walking  
Snowshoeing  
Boating  
Biking  
ATV  
Snowmobiling

Information,  
Facebook  
Word of Mouth  
Conventional Media

Caribou Needs,  
Sporting Goods/Outdoor

Clothing Store  
Health Food  
Event Venue  
Neighborhood Watch  
Sidewalk Repair

Types of Housing,  
Retirement Community Housing  
Apartment buildings  
Subdivisions  
Mixed Use Zone

No Mobile Homes  
Tiny Homes

Caribou Bucks,  
Economic Development (New  
Businesses)  
Riverfront Development (Venue  
Center)  
Tourism  
Public Safety  
Downtown Revitalization  
Recreation

Dave Corriveau states that all of this positive energy eliminates the negativity that has been rampant.  
Something is being done!

End notes,  
Potential  
Opportunity  
Hopeful  
Future  
Teamwork  
Beautiful  
A river Runs Through It

Great positive comments on Caribou Citizens Outreach Page and from the Aroostook Republican

Schedule Require Section Committee Meetings, reach out to public and forum participants (One Meeting/month)

Dan sought input from Board, all in favor of monthly section meetings.

Karen Gorman and Ken will schedule meeting and reach out to Planning Board Section Leaders and interested participants/public. Subdivision Ordinance Techniques (housing)

b. Subdivision Ordinance Techniques (housing)

The Planning Board opened a conversation regarding Subdivision Review Law and different techniques to make development more attractive for developers. CEO Murchison related past discussions with area developers and their hesitation to enter into the rather onerous process for larger scale housing developments. Murchison went on to say that with a little research we were able to find municipalities that quantify subdivisions as “Minor” or Major” others that take a “fast-track” posture that favors development and at least one community in Northern Maine that is tackling Subdivisions as a function of the municipality assuming the responsibility of owning the subdivision property, facilitating the advanced engineering, surveying and planning of the subdivision and creation of the subdivision infrastructure using a revolving fund that is replenished when the subdivision properties are sold off and developed.

Chairman Bagley stated the problem actually lies with the legislations itself and attempts to partner with developers might actually slow down development with added hurdles of the City or possibly the Caribou Utilities District facilitating their portions of a project before the developer could move on with their plans.

Eric Hitchcock added that the state statute was made to slow development not to speed it up in a State “One size fits all” manner in comparing how subdivisions work in the southern (more populous) areas of the state as opposed to Northern or rural Maine.

Steve Wentworth added that the subdivision statute helps communities in Southern Maine safeguard against widespread development and stress on vital infrastructure like water and sewer and even schools and emergency dispatch.

Dave Corriveau liked the idea of being able to partner with developers and even the ability to restrict property taxes until the properties were developed and sold.

CEO Murchison will do further outreach and explore other municipal techniques to aid developers in Subdivision applications and housing. Great topic for further discussion.

## **VI. Old Business**

- a. Day Care Application for Sonya’s Kids Daycare 16 Dahlgren Street, Tax Map 032 Lot 111 in the R-1 District Update. To date the DHHS and Fire Marshall have not scheduled their inspections leaving our application incomplete.
- b. The next Land Use Table Workshop schedule.

Workshop set for December 1, 2022.

- c. Proposed “City of Caribou Cannabis Business Ordinance” Council Guidance and set Council/Planning Board workshop Dates and updates

CEO Murchison presented sample ordinance work for Medical Cannabis Retail Stores. Most models reviewed to date involve total opt-in to Maine Cannabis law, adult use recreational and medical retail sales of cannabis. We have reached out to the Maine Office of Cannabis Policy in this regard and have been assured that they will assist us in our quest for a Medical Cannabis Sales only ordinance.

CEO Murchison joined Chief Gahagan and Chief Susi for the annual inspection of the Safe Alternatives Dispensary and found everything to be in order. In follow-up conversations with the idea of amending our current ordinance to come up to the standard of this existing facility which are more stringent than our current code, would be a good solution to our Cannabis Ordinance project. Using t\Safe Alternatives standard operating procedures the Cit could then create an ordinance for this industry to fit Caribou’s needs and expectations.

The Caribou City Council would like to hold a joint meeting with the Planning Board and the Office of Cannabis Policy similar to the round table discussion held earlier. Additionally, there has been an announcement of a Maine Municipal Association Navigating the Maine Cannabis Law webinar

scheduled for November 30, 2022, and the Planning Board as well as the City Council have been invited to attend via Zoom. Our Council/Planning Board Cannabis Summit will be scheduled for some time following this webinar, Planning Board suggest holding this summit workshop at the next regular Planning Board Meeting, December 8, 2022, TBA.

CEO Murchison will continue research into Medical Marijuana Retailers ordinance language.

## **VII. Staff Report**

- a. Caribou Trailer Park, Lot 87 has been sent a 30-day Notice to quit for lot rent nonpayment in preparation for eviction from the park. Clean up at the Westgate Villa is at a standstill but the CEO has visited the Riverside Mobil Home Court and found the conditions to be horrible and will reach out to TBK Properties regarding the potential condemnation of the facility.
- b. CEO Murchison has assisted officials from EPA and DEP with Power Plant Inspections with a follow up inspection scheduled for November 14<sup>th</sup> related to asbestos abatement.
- c. Great news for the CRRC with a donation of \$2000.00 from Walmart. Added together with our ENGIE \$7000.00 gives the committee \$9000.00 matching funds for the Riverfront Renaissance Master Plan. Next Riverfront Renaissance Meeting postponed for December. City Staff have been working on possible development at the Otter Brook Overlook consisting of possible overlook deck and signage.

Additionally, the City is seeking Brownfield funding for the demolition of the Diesel Plant and meeting with the Atlantic Salmon folks regarding the potential for further development in this neighborhood and opening a conversation with the current owner of the former Colby Starch Plant property and considering Phase one environmental study of this property and outreach to DOT/Rail regarding the relationship with the rail bed to the Colby Starch Building.

Staff continues to work with problem properties and specifically a property that has been deemed nuisance has agreed to an inspection of the property. This can help us seek compliance.

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

## **IX. Adjournment**

Motion by Dave Corriveau to adjourn

Seconded by Eric Hitchcock

### **Roll Call Vote:**

Steve Wentworth – Yes; David Corriveau – Yes; Eric Hitchcock – Yes, Dan Bagley - Yes

Respectfully Submitted,

Amanda Jandreau  
Planning Board Secretary

AJ/KM



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### **Caribou Planning Board Meeting Minutes Thursday, September 8<sup>th</sup>, 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

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 11<sup>th</sup>, 2022, Planning Board meeting.

Frank McElwain moved to approve the minutes for August 11<sup>th</sup> 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 3<sup>rd</sup> 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 13<sup>th</sup>

**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. 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 25<sup>th</sup> in lieu of the scheduled Land Use Table work session. The conversation center 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 20<sup>th</sup> or 27<sup>th</sup> 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 22<sup>nd</sup>, 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.



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 20<sup>th</sup>, 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