



## *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, December 8, 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 5:56 pm.

- I. Call Meeting to Order, Determine Quorum** – Chairman Dan Bagley called the meeting to order at 5:56 pm. A quorum was present.

**II. Public Hearings**  
None

**III. Approval of Minutes**

Approval of Minutes of the October 13, 2022, Planning Board meeting.

Point of order, the Minutes from the October 13, 2022, Planning Board Meeting were returned 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.

Steve Wentworth moved to approve the minutes for the October 13, 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.**

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

Chair Bagley recommended amended language to section VI, second paragraph to strike “would be a good solution to our Cannabis Ordinance project”.

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

Liaison Jon Morrill offered the following updates from Caribou City Council:

1. On the Riverfront, Submittal of a Brownfield Grant for the Demolition of the Diesel Power Plant Building, part one of the Power Plant cleanup on Lower Lyndon Street.
2. Small Business Saturday had a great turn out and we welcomed Santa's Reindeer at Lyndon Square
3. Community Garden slated for the North end of the former Caribou Trailer Park site.
4. Caribou will participate in the Maine DOT Village Partnerships Grant Process
5. Continued progress on blight in the city, 15 Prospect Street Progress
6. A new 501C-3 organization has been formed to assist in the construction of or new Police/Public Safety Building.

Councilor Morrill wrapped up his Liaison experience for the year 2022 and extended the possibility that that he could return in 2023 depending on the wishes of the City Council.

Chair Bagley expressed the Boards appreciation for Councilor Morrill's unprecedented participation.

## **New Business**

### **a. Land Use Table Workshop Extension**

A Land Use Table Workshop was held on December 1, 2022. Further review of the Land Use table was conducted but a quorum was not present at that time so by consensus the work session was extended to the December 8, 2022 Planning Board Meeting.

After 9 workshop sessions a very thorough review of the Land Use Table has been completed and is ready to be applied to our Proposed Zoning Map complete with Proposed Land Use and Proposed Zoning for the Riverfront Development District. The Land Use and Zoning will be forwarded to the Caribou Riverfront Renaissance Committee for their review and comment.

Steve Wentworth commented that the Land Use definitions should be completed before we share to the CRRC and City Council.

Dan Bagley would like to bring the existing body of work to the CRRC for comment and that this could aid us in our definition work.

Steve Wentworth continued that the definitions would need to be complete before we could hold a Public Hearing for the acceptance of the Land Use Table.

Motion was made by Eric Hitchcock to forward the Proposed Land Use Table and Proposed Zoning Map to the Riverfront Renaissance Committee (CRRC) for their review. Seconded by David Corriveau.

### **Roll Call Vote:**

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

Remaining action items,

1. Dan Bagley will provide a clean copy of the Land Use Table and retain our working copy for future reference.
2. The Proposed Zoning Map will be perfected to reflect the Land Use Table work.
3. Schedule joint Planning Board/CRRC Land Use Workshop
4. Complete Land Use Definitions

The amendment of the Land Use and Zoning Maps will require an act of Ordinance.

1. Planning Board Public Hearing

2. Introduction of Ordinance to the caribou City Council
3. City Council Public Hearing
4. Ordinance Approval by Vote of City Council

## **V. 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. City Staff, Council members and Planning Board Members attended the November 30, 2022 MMA "Navigating the Legal Marijuana Landscape" webinar and as we continue to consider a proposed "City of Caribou Cannabis Business Ordinance" we will continue to seek Council Guidance for the continuation of this effort and if necessary set Council/Planning Board workshop Date TBA.
- c. Schedule joint Planning Board/CRRC Land Use Workshop TBA
- d. Scheduling of the required section meeting for the 2024 Caribou Comprehensive Plan TBA

## **VI. Staff Report**

- a. City Staff, Council members and Planning Board Members attended the November 30, 2022 MMA "Navigating the Legal Marijuana Landscape" webinar.
- b. Caribou Trailer Park, Lot 87 has been sent a 30-day Notice to quit for lot rent nonpayment in preparation form eviction from the park.
- c. Riverfront Renaissance Committee Meeting for December postponed until the first of the year.
- d. Problem properties/Inspection of 15 Prospect Street. An inspection of 15 Prospect Street was conducted on December 3, 2022 by CEO Kenneth Murchison and Caribou Fire and Ambulance Chief Scott Susi. We were welcomed into the House by the property owner and toured the building. There were many people present and several deficiencies were identified. A full report and subsequent actions are pending.
- e. A fond farewell was offered by all to Councilor Elect Dan Bagley who will relinquish his Planning Board seat to embark on his Caribou City Council Career. Good Luck and Best wishes on your latest endeavor, he will be missed at Planning Board.

Following the Staff report a conversation on blighted properties was conduct siting issues with out of town ownership, mortgage company property management and vacant buildings. This was a freewheeling exchange and enforcement techniques using city code and state statute were discussed. This will be an ongoing discussion.

## **VII. Next Meeting January 12, 2023**

## **VIII. 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

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

Respectfully Submitted,

Amanda Jandreau  
Planning Board Secretary

AJ/KM