



City of Caribou, Maine

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Caribou Planning Board Meeting Minutes Thursday, January 12, 2023 @ 5:30 pm City Council Chambers

Members Present: Steve Wentworth, Frank McElwain, Amanda Jandreau, Liz Mockler, David Corriveau,

Members Absent: Eric Hitchcock, Council Liaison Dan Bagley

Others in Attendance: Ken Murchison, Troy Haney, Jim Gamage, Melissa Lizotte

I. Welcome new and returning Board Members, The Board welcomed newly appointed member Francis Liz Mockler and returning reappointed members Frank McElwain and David Corriveau

- a. Swearing in of Appointed Officials, City Clerk Danielle Brissette Swore in our appointed Board Members Mockler, McElwain and Corriveau. Thank you, Danielle!

Acting Chairperson Jandreau called the meeting to order at 5:30 pm.

II. Election of Officers for 2022

a. Chairperson

- i. Dave Corriveau Nominated Amanda Jandreau to serve as Chairperson. Seconded by Steve Wentworth

Roll Call Vote: Steve Wentworth –Yes; Frank McElwain – Yes; Liz Mockler –Yes; David Corriveau – Yes
Nomination passed by majority vote.

b. Vice Chairperson

- i. Dave Corriveau Nominated Frank McElwain to serve as Vice Chairperson. Seconded by Steve Wentworth

Roll Call Vote: Steve Wentworth –Yes; Frank McElwain – Yes; Liz Mockler –Yes; David Corriveau – Yes
Nomination passed by majority vote.

c. Secretary

- i. Dave Corriveau Nominated Liz Mockler to serve as Secretary. Seconded by Frank McElwain

Roll Call Vote: Steve Wentworth –Yes; Frank McElwain – Yes; Liz Mockler –Yes; David Corriveau – Yes
Nomination passed by majority vote.

III. Setting Meeting Dates/Times for 2023

- a. Meeting time and days will remain the second Thursday each month, but the time will now be at 6:00 pm in the Caribou City Council Chambers with other workshop meetings as needed by consensus.
- b. Introductions were made among Planning Board Members.

IV. Call Meeting to Order, Determine Quorum

- a. Chairperson Jandreau called the meeting to order at 6:00 pm. A quorum was present.

V. Public Hearings

None

VI. Approval of minutes

a. Review and Approval of December 8, 2022, Planning Board Meeting

Steve Wentworth moved to approve the minutes for the December 8, 2022, Caribou Planning Board Meeting as presented, David Corriveau Seconded the motion to approve.

Roll Call Vote:

Steve Wentworth – Yes; Frank McElwain – Yes; David Corriveau – Yes; Amanda Jandreau – Yes, Liz Mockler – Abstained Passed by majority vote.

Point of order, CEO to verify that with a seven-person board that a passing (majority) vote of requires four votes to the affirmative. CEO did verify with the City Clerk that a four-person affirmative vote is appropriate to pass a motion.

VII. Council Liaison Update

None

VIII. New Business

a. Presentation of Reuse Proposal for the Caribou Trailer Park Property by Troy Haney and Jim Gamage.

- i. Troy Haney address the Planning Board with a proposal for the reuse of the Caribou Trailer Park which would entail placement of cabins, a common lodge and possibly RV parking and a short term rental development. Troy introduced Jim Gamage owner of 180 Seal Coating and partner in this venture and together they outlined the project. Initially there would be 40 lots (pads) constructed and 25 cabins placed. The remaining pads would be available for RV parking until such time as full build out could be accomplished.

The development would feature a common lodge at the Main Street side of the Property and up to 40 cabins that would be available for short term rental for travelers from the adjacent airport, traveling health care professionals, trail enthusiasts, and other seasonal and event tourists.

This site would offer:

- Its own water source.

- CUD sewer service available at Main Street

- Close trail access

- Location close in proximity to city center, CARY Hospital, and Airport

Challenges:

- FAA control of property

- City purchase and sales or lease agreement

- Rezoning

- Site Design Review

- Timing

The presentation was well received by the Planning Board and was taken under advisement for future action as the development advances.

- b. Introduction a Home Occupation Permit Application by Patrick Enright 808 Madawaska Road Map 21 Lot 6-A in the R-3 District.

Mr. Enright would like to do an Automotive Detailing business from his home at 808 Madawaska Road. His application was somewhat late to present in public hearing for January, but we should have all of the elements for his application ready for a public hearing scheduled for the February Planning Board Meeting 02/09/2023.

Frank McElwain moved to Schedule a Public Hearing for the Home Occupation Application from Patrick Enright 808 Madawaska Road for the February 9, 2023 Caribou Planning Board Meeting, Dave Corriveau Seconded the motion.

Roll Call Vote:

Steve Wentworth – Yes; Frank McElwain – Yes; David Corriveau – Yes, Liz Mockler – Yes
Motion passed.

IX. 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 Still unresolved, applicant is seeking legal assistance.
- b. Proposed "City of Caribou Cannabis Business Ordinance" Council Guidance and set Council/Planning Board workshop Dates. Write Letter to Council Requesting guidance on whether to proceed with Cannabis Ordinance process or remain with our current code.
- c. Proposed Planning Board/Riverfront Renaissance Committee Meeting, schedule for January 24th, 2023, at 6:00 in the Council Chambers.
- d. January Comprehensive Plan Required Section Meetings, Historic and Archaeological Resources scheduled for January 27th, 2023.
- e. Land Use Table (Clean Copy). Thank you, Dan Bagley. We will review with the CRRC at the 01/24/2023 joint meeting.
- f. Report on Problem Properties/15 Prospect Street.
 - i. Problem properties/Inspection of 15 Prospect Street. Since the inspection of 15 Prospect Street on December 3, 2022 by CEO Kenneth Murchison and Caribou Fire and Ambulance Chief Scott Susi staff has scheduled a meeting with City Legal Counsel to seek guidance on next steps for January 17th 2023.
 - ii. Notice of Violation was served by hand at 91 Collins Street property Maintenance violations, garbage.

X. Staff Report

- a. Caribou Trailer Park Closure/West Gate Villa Clean Up
 - i. A court date has been scheduled for February 7th for the nonpayment of lot rent from Lot 87. The roof was lost in a windstorm at the Peterson trailer at lot 82. Just three mobile home remain at the Caribou Trailer Park
- b. Final Inspection at 60 Access Highway, now home of Evergreen Lanes/Rendezvous Restaurant a certificate of occupancy has been issued by the city. The business is conducting a series of soft openings and will open to the public very soon. Also of interest, Diodo's Pizza is now open at the former Reno's Pizza location.
- c. Next Riverfront Renaissance Committee Meeting January 24, 2023.
- d. **Next Meeting January 12, 2023**

XI. 2023 Planning Board Goals

Discuss Next Meeting

XII. Next Meeting

- a. February 9, 2023, at 6:00 pm at the Caribou City Council Chambers

The Planning Board is currently not fully appointed, we would like to have one more volunteer appointed to be a full Board. If anyone knows or can think of someone that would be interested in serving, please contact the CEO.

Mandatory Freedom of Access training must be completed by all elected and appointed City Officials. Please review the "Frequently asked Questions and Answers" document provided and sign the certificate of completion and return to the CEO.

XIII. Adjournment

Motion by Dave Corriveau to adjourn, seconded by Frank McEwain

Roll Call Vote:

Steve Wentworth – Yes; Frank McElwain – Yes; David Corriveau – Yes, Liz Mockler – Yes

Motion passed.

Meeting Adjourned 7:20 pm.

Respectfully Submitted,



Francis Liz Mockler
Planning Board Secretary

AJ/KM