



City of Caribou, Maine

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Caribou Planning Board Meeting Minutes Thursday, February 9, 2023 @ 6:00 pm City Council Chambers

Members Present: Steve Wentworth, Frank McElwain, James Belanger, Amanda Jandreau, David Corriveau, Eric Hitchcock

Members Absent: Liz Mockler

Others in Attendance: Ken Murchison, Council Liaison Dan Bagley

I. Call Meeting to Order, Determine Quorum

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

CEO Murchison welcomed the newest member of the Planning Board James (JR) Belanger.

II. Public Hearings

None

III. Approval of minutes

Review and Approval of January 12, 2023, Planning Board Meeting Minutes

Frank McElwain moved to approve the minutes for the January 12, 2023, Caribou Planning Board Meeting as presented, David Corriveau Seconded the motion to approve.

Upon conversation there were amendments offered by Liaison Bagely for the cut and paste error on page 2, "move to schedule public hearing" not "to approve minutes" and a typo noticed by JR Belanger, change "hir" to "his".

Frank McElwain moved to approve the minutes for the January 12, 2023, Caribou Planning Board Meeting as amended, David Corriveau Seconded the motion to approve.

Roll Call Vote:

Steve Wentworth – Yes; Frank McElwain – Yes; James Belanger – Yes; David Corriveau – Yes, Eric Hitchcock – Yes. Passed by majority vote.

IV. Council Liaison Update

Dan Bagley introduced himself as Council Liaison for 2023 and briefed the Planning Board on recent Council activity.

- Proposed Caribou Development Committee to be made up of 5 community members, 1 Planning Board member, 1 CEGC member and 2 non-voting members (City Manager and a Councilor). To be introduced at the February 13th Council Meeting and Public Hearing held at the February 27, 2023, City Council Meeting.
- City Council seating a Broadband working committee.
- Airport Advisory Committee met on the 25 of January. Looking forward to a really active committee and year. Topics of interest,
 - Heat for hangers
 - Add taxiway.

- Fly-ins
- Designate/Hire Fixed base Operator.
- Offering a courtesy car
- Add jet fuel to our tank farm.
- STEM classes
- Flying Club in collaboration with Northern Maine Flying Club from Presque Ilse
- Acquire land to develop an “Air Park” fly in community complete with personal hangers and dwellings.
- Caribou Community Garden at the former Caribou Trailer Park
- Short term rental development at the Caribou Trailer Park (Cabins and RV parking)

Chair Jandreau asked about updates for the proposed Police Station project and potential funding for the Comprehensive Plan project.

V. New Business

- a. Introduction a Site Design Review Permit Application by Saré Damboise 808 West Presque Isle Road Map 1 Lot 7-B in the R-3 District. Ms. Dambois would like to create an event center from a converted storage building.

We are working with Ms. Dambois to have the Site Design Review Application completed. To date the basic application has been started with contact and property information, we have a deed showing interest in the property and an older subsurface waste water system application initially design for a single family residence.

Chair Jandreau was concerned with the change of occupancy and the Fire Marshall’s involvement.

Will continue to work with the applicant and keep the Planning Board apprised of our progress.

- b. Land Use Table, Proposed Zoning, Riverfront Development District next steps.
At the really productive Joint Planning Board/ Riverfront Renaissance Committee workshop the group discussed our Land Use and Zoning Goals. Ultimately the CRRC would like to see the Proposed Riverfront Development District approved along with unique zoning for that area, and the ever evolving zoning map with the introduction of at least three request (Rezoning for Caribou trailer Park, rezoning for Solman Street, and rezoning for an area on outer York Street. The Proposed Land Use Table was presented to the Riverfront Renaissance Committee and the CRRC has committed to conduct a more thorough review of the proposed Land Use Table at their February 14th meeting and return their suggestions to the Planning Board.
- c. Scheduling for February Comprehensive Plan Required Section Meetings, Natural Resources.

The Natural, Agricultural and Forestry Resources will be scheduled for later in February. Team Leader Eric Hitchcock and the CEO will schedule a time and assemble a workshop team. The goal is to review and formulate the Policies and Strategies table for those sections.

The Historic, Archaeological, Cultural and Arts Resources section workshop was held January 31, 2023. We had a very engaged group and were able to establish Policies and Strategies for that section. Present were Katherine Olmstead, Peter Baldwin, Christina Kane-Gibson, Lucas Lagasse and CEO Murchison.

Chair Amanda Jandreau suggested inviting representatives of the Atlantic Salmon for Northern Maine to participate in the Natural Resources workshop.

- d. Planning Board Goals for 2023
 - Joint Meeting with the Zoning Board of Appeals
Then ZBA has never met in its latest configuration, we will check with Danielle Brissette to see what the membership is currently and to see if we need to fulfill that board.
 - Finish Land Use Table and Zoning complete with Riverfront District
 - Comprehensive Plan

- Continue or work to eliminate blight.

VI. Old Business

- a. The Home Occupation Permit Application by Patrick Enright 808 Madawaska Road Map 21 Lot 6-A in the R-3 District was still not completed. Will reach out to see if the intent is to move forward.
- b. Day Care Application for Sonya's Kids Daycare 16 Dahlgren Street, Tax Map 032 Lot 111 in the R-1 District, update. No change. We will follow up to see if she still intends to run a Day Care in her home.
- c. Proposed "City of Caribou Cannabis Business Ordinance" Council Guidance. Propose a date of March 14, 2024.
- d. Report on Problem Properties/15 Prospect Street
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. Working on Legal Opinion for Public Hearing, or if not, get authority to summon the owner and have the Judge determine the property dangerous. We have spoken to the owner, but he came forward 10 days late and still has no real plan to come into compliance.

VII. Staff Report

- a. Caribou Trailer Park Closure/West Gate Villa Clean Up
 - A court date has been scheduled for February 7th for the nonpayment of lot rent from Lot 87. We won our day in court with the Court Ordering a writ of possession, but we agreed to not serve until the 30th of April 2023.
 - The Peterson Trailer is now vacant and abandoned.
 - The Pelletier trailer is still inhabited, their rent is paid, and their plans are to move to Sunny Slope Trailer Park
 - Final closure in July 2023.
 - Next CRRC meeting February 14th, 2023 (Review Land Use Table).

VIII. Next Meeting

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

IX. Adjournment

Motion by Dave Corriveau to adjourn, seconded by Steve Wentworth

Roll Call Vote:

Steve Wentworth – Yes; Frank McElwain – Yes; James Belanger – Yes; David Corriveau – Yes, Eric Hitchcock – Yes. Passed by majority vote. Meeting Adjourned 7:15 pm.

Respectfully Submitted,



James Belanger
Planning Board Secretary

AJ/KM