



## *City of Caribou, Maine*

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### **Caribou Planning Board Meeting Minutes Thursday, May 11, 2023 @ 6:00 pm City Council Chambers**

**Members Present:** Steve Wentworth, Frank McElwain, Amanda Jandreau, Justin Staples, David Corriveau

**Members Absent:** James Belanger, Eric Hitchcock

**Others in Attendance:** Ken Murchison, Liaison Dan Bagley, John Karst, Penny Thompson

#### **I. Call Meeting to Order, Determine Quorum**

Chairperson Amanda Jandreau called the meeting to order at 6:01 pm, a quorum was present.

Welcomed Justin Staples as the latest Planning Board Member.

#### **II. Public Hearings**

- a. Home Occupation Application by John Karst 461 Plante Road, Map 19 Lot 24-A, DBA Emery's Outpost, to do retail sales of sporting goods.

Public Hearing Opened at 6:04 pm. CEO Murchison introduced Mr. Karst's Home Occupation Application for a retail business for sporting supplies at his home at 461 Plante Road. The application is substantially complete and requires a Public Hearing for final approval.

Mr. Karst introduced himself and described his business plan. He plans on rolling out at a slow and measured pace and will feature sporting goods for hunting, fishing, and camping as well as a line of pet supplies and convenience items.

CEO Murchison added that there were no spoken or written concerns regarding this application and that there is a need for this type of retail application.

Public Hearing closed at 6:15 pm.

Motion by David Corriveau moved to approve the Home Occupation Application from John Karst 461 Plante Road, Map 19 Lot 24-A, DBA Emery's Outpost. Second by Frank McElwain

#### **Roll Call Vote:**

Steve Wentworth – Yes; Frank McElwain - Yes; Justin Staples – Yes, David Corriveau – Yes, Amanda Jandreau – Yes. Passed by majority vote.

#### **III. Approval of minutes**

Minutes were reviewed.

Amanda Jandreau noted that the copies note at the bottom of the minutes should reflect James Belanger, as Secretary of the Planning Board.

Motion by David Corriveau to approve minutes as amended, seconded by Steve Wentworth

#### **Roll Call Vote:**

Steve Wentworth – Yes; Frank McElwain - Yes; Justin Staples – Yes, David Corriveau – Yes, Amanda Jandreau – Yes. Passed by majority vote.

#### **IV. Council Liaison Update**

City Council Liaison update from Dan Bagley

- Caribou Development Committee Ordinance (Chapter 22) was approved at the March 13 Council Meeting but seating the committee has been table in order to review the ordinance in regards to voting privileges.
- Caribou Trailer Park redevelopment.  
Caribou Community Garden  
Short Term Rental Proposal in review will not be pursued at this site.
- Power Plant Clean up.  
Diesel Plant Brownfield Grant approval notice by May 26.  
May provide \$900,000.00 for demolition of that building.
- Summer City Council Schedule, one meeting per month.
- Thanks to Ken Murchison for your time with the City and with the Planning Board. Best wishes on your retirement.

#### **V. New Business**

- a. Scheduling for May Comprehensive Plan Elective Section Meeting, Riverfront Renaissance Section focus group, Planning Board/CRRC and stakeholders.

The Concept for May Comprehensive Plan Section Workshop is to conduct a “elective section” in a “Focus Group” format for the Caribou Riverfront Renaissance Section due to the need for public input for the 2024 Comprehensive Plan, the Riverfront Renaissance Master Plan, and the Northern Border Regional Commission Catalyst Grant.

Meeting Scheduled for May 25, 2023, at 6:00 pm at the Caribou Wellness Center in the Activities Room.

- b. Review “Practicable Difficulty” for possible incorporation into caribou Code.

As a follow up to a discussion during the April 13, 2023, Planning Board/ZBA workshop, CEO Murchison presented draft “Practicable Difficulty” language that could be incorporated into our Chapter 13 (Sec. 13-140 Appeals and Variances. 8. Variances E.) allowing the Zoning Board of Appeals some latitude in allowing for variances in certain circumstances and thus making Caribou Code a bit more user friendly.

The introduced language should be reviewed for completeness and compatibility with our code. A public hearing would be held at the Planning Board level and then recommendations would be sent to the City Council for review and a public hearing for final approval by act of ordinance. A workshop will be scheduled for the June 8, 2023, Planning Board Meeting.

#### **VI. Old Business**

- a. Proposed Zoning and Land Use Table.
  - Review Proposed Zoning Map and Mixed-Use Districts  
The Planning Board conducted a review of the Proposed Land Use Map focusing on recent concerns for rezoning and the proposed “Mixed Use” (MU) Zoning district. It was noted that the Mixed-Use concept would allow for the application of historical land uses and eliminate confusion in those areas of the City that have been traditionally a mix of primarily Commercial and Residential land use. Problem areas were sited on Main Street, High Street, Bennett Drive, and Sweden Street. The new Teague Park area on Bennett would remain Commercial while rezoning concerns were reviewed at York Street and Solman Street. Spot Zoning on Washburn Street that was inadvertently caused by the rezoning on York Street from I-1 to R-3 was observed and corrected. See the Updated Urban Area Proposed Zoning Map (attached).
- b. Planning Board Meeting Review Proposed Land Use Table
  - A workshop will be scheduled for June 8, 2023, for review of the Proposed Land Use Table to include the comment form the Riverfront Renaissance Committee Riverfront Development District land use table review workshop.

## **VII. Staff Report**

- a. Caribou Trailer Park Closure, eviction at Lot 87 April 30, 2023, ultimate Park closure July 2023.
- b. 15 Prospect Street
- c. Next Riverfront Renaissance Committee Meeting May25, 2023/Comprehensive Plan Focus Group
- d. Norther Border Regional Commission (NBRC) Catalyst Grant.
- e. Dangerous Buildings and Blight,
  - 24 Park Street
  - 7 Water Street

## **VIII. Next Meeting**

- a. June 8, 2023, at 6:00 pm at the Caribou City Council Chambers

Planning Board Chair Amanda Jandreau extended and Thank You and Best Wishes from the entire Planning Board on CEO Murchison's retirement.

## **IX. Adjournment**

Motion by Frank McElwain to adjourn, seconded by Steve Wentworth

### **Roll Call Vote:**

Steve Wentworth –Yes; Frank McElwain - Yes; Justin Staples – Yes, David Corriveau – Yes, Amanda Jandreau – Yes. Passed by majority vote.

Meeting Adjourned 7:40 pm.

Respectfully Submitted,

James Belanger  
Planning Board Secretary

JRB/KM