



City of Caribou, Maine

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

AGENDA Caribou Planning Board Regular Meeting Thursday November 9, 2023, at 6:00 p.m.

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, November 9, 2023, will be read during the meeting. Send comments to City Manager Penny Thompson at pthompson@cariboumaine.org.

- | | | <u>Pages</u> |
|-------|---|--------------|
| I. | Call Meeting to Order, Determine Quorum, disclosure of conflicts of interest | |
| II. | Public Hearings No public hearings | |
| III. | Approval of minutes | |
| | a. Review and approval of October 12, 2023, Planning Board Meeting Minutes | 002-003 |
| IV. | City Council Liaison Updates | |
| V. | New Business | |
| | a. Site Design Review Application – Riverside Kennels, LLC | 004-029 |
| | b. Site Design Review Application – Brandy Brook Outfitters | 030-038 |
| | c. NMDC – discussion of Comprehensive Plan | 039 |
| | d. NMDC – discussion of LD 2003 / LD 1706 | |
| | e. Open discussion on streamlining approval process | 040 |
| | f. Open discussion on city ordinance for abandoned/condemned or blighted buildings | |
| VI. | Old Business | |
| | a. Tabled from last meeting – Kip Griffin 960 Access Highway | 041-044 |
| | b. Postponed from last meeting - Exchange ideas to boost housing in Caribou | 045 |
| VII. | Staff Report | |
| VIII. | Adjournment | |



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Caribou Planning Board Meeting Minutes Thursday, October 12, 2023 @ 6:00 pm City Council Chambers

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

Dan Bagley, Council Liaison, Penny Thompson, Staff

Others in Attendance: Kip Griffin, Karen Gorman, Catherine Ingraham

Absent: Justin Staples, David Corriveau

I. Call Meeting to Order, Determine Quorum, disclosure of conflicts of interest

Chairperson Amanda Jandreau called the meeting to order at 6:00 pm, all were present.

II. Public Hearings

Site design review – Kip Griffin 960 Access Highway

The hearing began at 6:00pm.

No comments from the public.

Steve Wentworth stated: The city does not have any ordinance that addresses matters with a recycler, car dealers, gas stations, etc. He added that “our issues should be based on our ordinances.”

It was discussed that the site has been used for 5 years without any complaints and is not being used for an auto graveyard. It is more like a maintenance/ mechanic shop.

A motion to table the matter was made by James Belanger, and Eric Hitchcock seconded the motion. Passed by unanimous vote.

The hearing ended at 6:08 pm.

III. Approval of minutes

Minutes of September 7, 2023 were reviewed and approved.

Motion by Frank McElwain to approve the minutes, seconded by Eric Hitchcock.

Roll Call Vote:

. Passed by unanimous vote.

IV. Council Liaison Update

- Council liaison Dan Bagley – LD 2003.

V. New Business

- a. Community Conversation on Vision & Mission, 10.26.2023 – Comp Plan
 - Catherine Ingraham presented an outline for a community conversation on Vision & Mission. She has also worked with Ft. Fairfield.

- Dan Bagley – out of town
- JR – out of town

<u>Facilitator</u>	<u>Scribe</u>
- Recreation – Eric	Gary
- Quality of Life - Frank McElwain	Penny
- Health & Wellness - Amanda Jandreau	Karen
- Economy - David Corriveau	Steve

- b. Exchange ideas to boost housing in Caribou – next month because David Corriveau absent

VI. Old Business

- a. LD 2003 / LD 1706 update –
 - Steve – Caribou’s R1 to R2 zone requirements could help with LD 2003
 - NMDC - give update at November meeting
 - Jay – Comprehensive Plan too

- b. Update on grant funded projects
- c. Blight

VII. Staff Report – by Penny Thompson, City Manager

- a. Staff to request that Jay Kamm, NMDC report next week on LD 2003/ LD 1706 and 2024 Comprehensive Plan.

VIII. Next Meeting

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

IX. Adjournment

Motion by Frank McElwain to adjourn, seconded by Eric Hitchcock.
Passed by unanimous vote.

Meeting Adjourned 7:27 pm.

Respectfully Submitted,

James Belanger
Planning Board Secretary

JRB/JK

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

To: Planning Board members
From: Penny Thompson, City Manager
Date: November 9, 2023
Re: Site Design Review: Riverside Kennels, LLC

On the following pages, there is a Site Design Review Application for Riverside Kennels, LLC.

In the R-3 zone, a Boarding or Breeding Kennel requires Planning Board approval.

Suggestion:

Set a public hearing for the next meeting, December 14, 2023.



City of Caribou Site Design Review Application

Planning & Code Enforcement
25 High Street
Caribou, Maine 04736
(207) 493-5967
kmurchison@cariboumaine.org

Site Design Review will be scheduled only after the Code Enforcement Officer and/or Planning Board has determined that the application is complete, and all necessary information to review the proposal and render a decision has been provided by the applicant. Applicants are advised to meet with the Code Enforcement Officer prior to submitting the application for review. For applications that must be approved by the Planning Board, the review process includes at least one (1) presentation to the Planning Board, and possibly additional presentations, until all required information has been provided. Applicant may be required to tender a performance guarantee prior to, or as a condition of, project approval.

Note to Applicant: Complete this application and return it with the required documents. In addition, the required non-refundable fee must be returned along with this completed application. Make checks payable to: "City of Caribou", in the amount of \$90.00 plus \$10.00 per 2000 square feet of total gross floor area for commercial, industrial or other non residential applications. Please refer to Section 13-300 Site Design Review Ordinance for further details concerning requirements and submission/approval processes.

Please print or type all information

Name of Property Owner / Developer: Linda Richardson & Shelly Richardson

Development Name: Riverside Kennels, LLC

Location of Property (Street Address): 551 Grimes Road, Caribou, ME

City of Caribou Tax Map: 9 Lot: 59 Zone: R-3

Applicant Information

Brief description of project:

Construct building to house 10 dog kennels, one office, one bathroom, and one utility room. Each kennel will also include a "run," which consists of an open space for the dog to run and exercise. A driveway would also need to be installed extending access from house to new building. This proposed driveway would run over existing Bangor and Aroostook railbed.

Person and address to which all correspondence regarding this application should be sent:

Name: Shelly Richardson

Phone: 207-227-4752

Address: P.O. Box 424

E-mail: srichardson8@hotmail.com

City, State, Zip: Caribou, ME 04736

If applicant is a corporation, check if licensed in Maine (☐) Yes (☐) No (☒) N/A
(Attach copy of Secretary of State Registration)

Name of Land Surveyor, Engineer, Architect or other Design Professionals. (attach list if needed)

Alberic Cyr

Phone: Unknown

Phone: _____

What legal interest does the applicant have in property to be developed (ownership, owners representative, option, purchase & sales contract, etc?)

Joint ownership w/Linda Richardson

(Attach supportive legal documentation)

General Information

Aroostook County Registry Deeds: Book # 6476 Page # 325 (attach copy of deed)

What interest does the applicant have in any abutting property? None

Is any portion of the property within 250 feet of the normal high water line of a lake, pond, river, or wetland or within 75 feet of any stream? (☒) Yes (☐) No

Is any portion of the property within a Flood Hazard Zone? (☐) Yes (☒) No

Total area or acreage of parcel: 11.4 Total area or acreage to be developed: 2

Has this land been part of subdivision in the past five years? (☐) Yes (☒) No

Identify existing use(s) of land (farmland, woodlot, residential, etc.)

Residential

Are there restrictive covenants in the deed, or to be placed in the deed (attach list) (☐) Yes (☒) No

Does the applicant propose to dedicate any recreation area, or common lands? (☐) Yes (☒) No

Recreation area(s) Estimated Area & Description: N/A

Common land(s) Estimated Area & Description: N/A

Anticipated start date for construction: Month / Year 4 / 24 Completion: 8 / 24

Does any portion of the proposal cross or abut an adjoining municipal line? (☐) Yes (☒) No

Does this development require extension of public services? (☐) Yes (☒) No

Roads: ☐ Storm Drainage: ☐ Sidewalks: ☐ Sewer Lines: ☐ Other: ☐

Estimated cost for infrastructure improvements: \$ 220,000.00

Water Supply: Private Well: (☒) Public Water Supply: (☐) None: (☐)

Sewage Disposal: Private SSWD: (☒) Public Sewer: (☐) None: (☐)

Estimated sewage disposal gallons per day: (220 / day)

Do the plans require review by the State Fire Marshal Office? (☐) Yes (☒) No
(Attach Barrier Free and Construction Permits from SFMO)

Have the plans been reviewed & approved by the Caribou Fire Chief? (☐) Yes (☒) No

Does the building have an automatic sprinkler system? (☐) Yes (☐) No (☒) N/A

Does the building have an automatic fire detection system? (☐) Yes (☐) No (☒) N/A

Will the development require a hydrant or dry hydrant fire pond? (☐) Yes (☒) No

Concept Plan Review Requirements

At the request of the applicant, the Code Enforcement Officer or Planning Board may review the application first as a Concept Plan. Concept Plan Review is intended to ensure that the proposed plan is in conformance with the Caribou Comprehensive Plan and all City ordinances. If the application must be approved by the Planning Board, the completed application and Concept Plan must be delivered to the Code Enforcement Office no less than 21 days prior to the next scheduled meeting of the Planning Board, in order for it to be considered during that meeting. Concept Plan Review applications must include the following items:

1. _____ Name and address of the owner of record and applicant (if different).
2. _____ Name of the proposed development and location.
3. _____ Names and addresses of all property owners within 500 feet of the property.
4. _____ A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest in the property on the part of the applicant.
5. _____ Names and addresses of all consultants working on the project.

6. _____ 1 complete set of plans, delivered in Adobe Acrobat, high-resolution .pdf file(s)
- Plans to be included:
- Boundary Survey
 - Storm Water Management
 - Erosion and Sediment Control
 - Finish Grading Plan
 - Site Improvement Detail
 - Building Elevations and Structural Plans
7. _____ Plans to show the following elements for review:
- _____ a. Graphic scale and north arrow.
 - _____ b. Location and dimensions of any existing or proposed easements and copies of existing covenants or deed restrictions,
 - _____ c. Name, registration number, and seal of the land surveyor, architect, engineer, and/or similar professional who prepared the Plan.
 - _____ d. All property boundaries, land area, and zoning designations of the site, regardless of whether all or part is being developed at this time.
 - _____ e. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.
 - _____ f. Access for Emergency Vehicles, location and layout design of vehicular parking, circulation areas, loading areas, and walkways including curb cuts, driveways, parking space and vehicle turn around areas.
 - _____ g. Location and names of streets and rights-of-way within 200' and adjacent to the proposed development.
 - _____ h. Proposed finish grades and graphic arrows indicating the direction of storm water runoff.
 - _____ i. Conceptual treatment of on and off site storm water management facilities.
 - _____ j. Location and sizes of existing and proposed sewer and water services including connections.
 - _____ k. Conceptual treatment of landscaping buffers, screens, and plantings.
 - _____ l. Location of outdoor storage areas, fences, signage and accessory structures.
 - _____ m. Context map illustrating the area surrounding the site that will be affected by the proposal, including all streets, sidewalks, intersections, storm water drainage ways, sanitary sewer lines and pump stations, nearby properties and buildings, zoning districts, and geographic features such as, but not limited to, wetlands, natural features, historic sites, flood plains, significant scenic areas, and significant wildlife habitats as provided in the Comprehensive Plan.
 - _____ n. All proposed signage and exterior lighting, including the location, size and wording of all signs, type of exterior lights, radius of light, manufacturer's specifications sheet, and the ground level intensity in foot-candles of all exterior lights. If no signage or exterior lighting is proposed, state "n/a."

Final Plan Review Requirements

Upon determination that the application is complete, the Code Enforcement Officer or Planning Board (by majority vote) will schedule a Final Plan Review. If additional information or changes are required by the Code Enforcement Officer or Planning Board following a Concept Plan Review (if applicable), a complete set of revised plans must be provided for the Final Plan Review. If the application must be approved by the Planning Board, plans must be delivered to the Code Enforcement Office at least 21 days prior to the next scheduled Planning Board meeting, in order to be considered during that meeting.

Final Plan Review requires three (3) 24" X 36" sets of plans. If the application must be approved by the Planning Board, an area designated for all seven (7) Planning Board Member signatures must be provided on the plans. Otherwise, an area designated for the Code Enforcement Officer signature must be provided.

If the Code Enforcement Officer or Planning Board determines that a third party review is necessary to make a sound decision, the applicant will be responsible for any fees incurred for the third party review.

During the Final Plan Review, the Code Enforcement Officer or Chairman of the Planning Board (or designee) ensures that all elements of review 7-a. through 7-n. above, and all criteria of the Final Plan Review A. through AA. below have been addressed. If the application must be approved by the Planning Board, then the Chairman may call for a motion to Approve, Approve with Conditions, Deny, or Table the application. Otherwise, the Code Enforcement Officer renders a decision, based on his/her review.

If the Final Plan is approved by the Code Enforcement Officer or Planning Board, no work may commence for a period of 30 days following the date of approval, to allow sufficient time for potential appeal(s) to the decision.

A request to the Planning Board to reconsider a decision must be filed within 10 days of the decision that is to be reconsidered. A vote to reconsider and the action taken on that reconsideration must occur and be completed within 45 days of the date of the vote on the original decision. The Planning Board may conduct additional hearings and receive additional evidence and testimony, as provided.

To the best of my knowledge, all of the information submitted in this application is true and correct.

Signature of Applicant: Shelly Rulandson Date: 10/31/23

Final Plan Review application was determined to be complete on: _____ Date: _____

Final Plan Review	Date: _____	<u>Yes</u>	<u>No</u>	<u>N/A</u>
A. Conformance with Comprehensive Plan		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Traffic		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Site Access		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Parking & Vehicle Circulation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Pedestrian Circulation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
F. Site Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Open Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Sanitary Sewage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Emergency Vehicle Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Waste Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Buffering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Natural Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. Exterior Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. Stormwater Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P. Erosion & Sediment Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q. Buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R. Existing Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T. Advertising Features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U. Design Relationship to Site & Surrounding Properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
V. Scenic Vistas & Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
W. Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X. Mineral Exploration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Y. Phosphorus Export	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Z. General Requirements (ref 13-700)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AA. Access Management, Off-Street Parking, Loading, and Road Design and Construction (ref 13-710)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**City of Caribou, Maine
Site Design Review**

Site Design Review for: Riverside Kennels, LLC
Address: 551 Grimes Road, Caribou, ME

Decision by the Caribou Code Enforcement Officer

On _____ (date) the Code Enforcement Officer conducted the Final Plan Review for the property or project referenced above.

The application was: ☐ Denied ☐ Approved ☐ Approved with Conditions

Signed: _____ Code Enforcement Officer

Decision by the Caribou Planning Board

On _____ (date) the members of the Caribou Planning Board conducted the Final Plan Review for the property or project referenced above.

The application was: ☐ Denied ☐ Approved ☐ Approved with Conditions

Signed: _____ Planning Board Chairman

_____ Planning Board Member

_____ Planning Board Member

_____ Planning Board Member

_____ Planning Board Member

_____ Planning Board Member

_____ Planning Board Member

Condition(s) of Approval:

Reason(s) for Denial:

Names and Addresses of Property Owners within 500 feet of Property

1. Map 9, Lot 61 – State of Maine Department of Transportation. Mailing address: 16 State House Station, Augusta, ME 04333.
2. Map 9, Lot 62 – Paul Watson. Mailing address: P.O. Box 806, Caribou, ME 04736
3. Map 9, Lot 70 – Steve Rogeski and Nancy Rogeski. Mailing address: 519 N. Caribou Rd., Fort Fairfield, ME 04742

**WARRANTY DEED
MAINE STATUTORY SHORT FORM**

ELECTRONICALLY RECORDED
@ REGISTRY OF DEEDS
ORIGINAL EXECUTED
DOCUMENT ATTACHED

Linda D. Richardson of Caribou, County of Aroostook, State of Maine, for consideration paid, grants to **Linda D. Richardson** and **Shelly M. Richardson**, with a mailing address of P.O. Box 424, Caribou, ME 04736, with **Warranty Covenants**, as joint tenants, the following described real estate in Caribou, County of Aroostook, State of Maine, being more particularly described as follows:

The following described real estate with buildings thereon, situated in that part of Caribou, in the County of Aroostook and State of Maine, known as Eaton Grant and being a part of Lot numbered Twenty-seven (27) bounded as follows, to wit:

Beginning at the intersection of the bridge on the east bank of the Madawaska Stream and the south margin of the Caribou to Fort Fairfield Road; thence south fourteen degrees east (S 14° E), along the south margin of the Caribou to Fort Fairfield Road, 357 feet to an iron pin in the west edge of the Kelly Graveyard Road; thence south seventy-six degrees west (S 76° W) at right angles, 225.8 feet to an iron pin the south margin of the Bangor and Aroostook Railroad right-of-way; thence south twenty-two degrees fifty-five minutes east (S 22° 55' E), along the south margin of the Bangor and Aroostook Railroad right-of-way, 397.1 feet to an iron pin; thence south sixty-six degrees thirty-five minutes west (S 66° 35' W), 110 feet to an iron pin; thence north nineteen degrees twenty-five minutes west (N 19° 25' W), 293 feet to a point; thence south fifty-three degrees fifty-five minutes west (S 53° 55' W), 810 feet to the high water mark of the Aroostook River; thence northwesterly, along the Aroostook River to the east bank of the Madawaska Stream; thence northerly along the east bank of the Madawaska Stream at an approximate magnetic bearing of north fifty-three degrees fifty-five minutes east (N 53° 55' E) to the point of beginning.

Excepting and reserving, however, a four (4) rod wide strip of land running from the Madawaska Stream to the easterly line of the above-described premises as contained in the Warranty Deed from Thomas Pearce to The Aroostook Northern Railroad Company dated March 25, 1898, and recorded at the Southern Aroostook Registry of Deeds in Vol. 167, Page 204.

The above-described lot hereby conveyed contains eleven and four-tenths (11.4) acres, more or less.

Being all and the same premises as were conveyed to Linda D. Richardson by Warranty Deed of Edward H. Lester and Brenda L. Lester dated January 15, 1985 recorded at the Southern District Aroostook Registry of Deeds in Book 1788, Page 228.

Witness my hand and seal this 9th day of August, 2023

Lisa M. Brunette
Witness

Linda D. Richardson
Linda D. Richardson

State of Maine
County of Aroostook

August 9, 2023

Personally appeared the above named Linda D. Richardson and acknowledged the foregoing instrument to be her free act and deed.

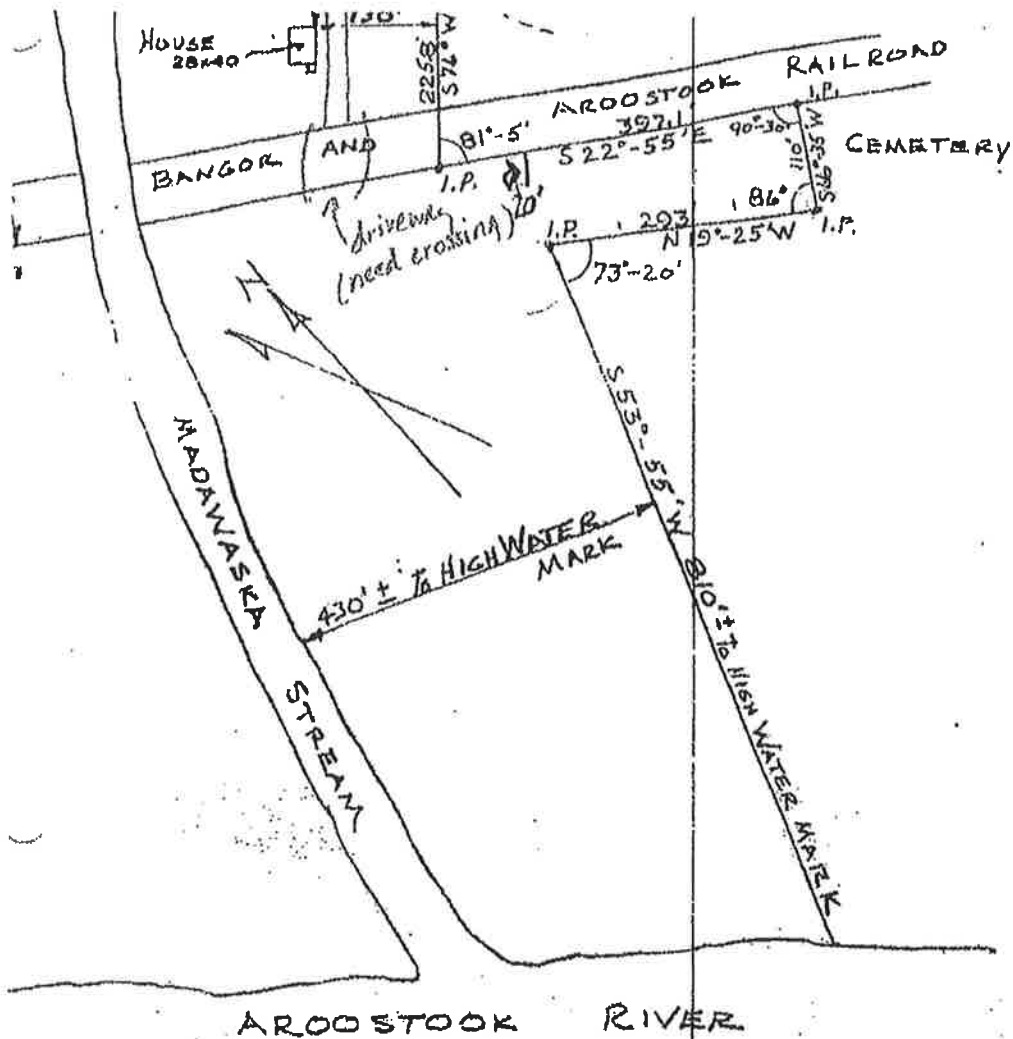
Before me,

Tiffany R. Curtis
Notary Public / Attorney at Law
Commission Expires:

Printed Name:

F:\RDS\Real Estate Files\Richardson Linda to Shelly\WARRANTY DEED FORM.wpd

TIFFANY R. CURTIS
NOTARY PUBLIC
State of Maine
My Commission Expires
May 3, 2025



X hunt



Verification Survey

Buyer: Linda Richardson

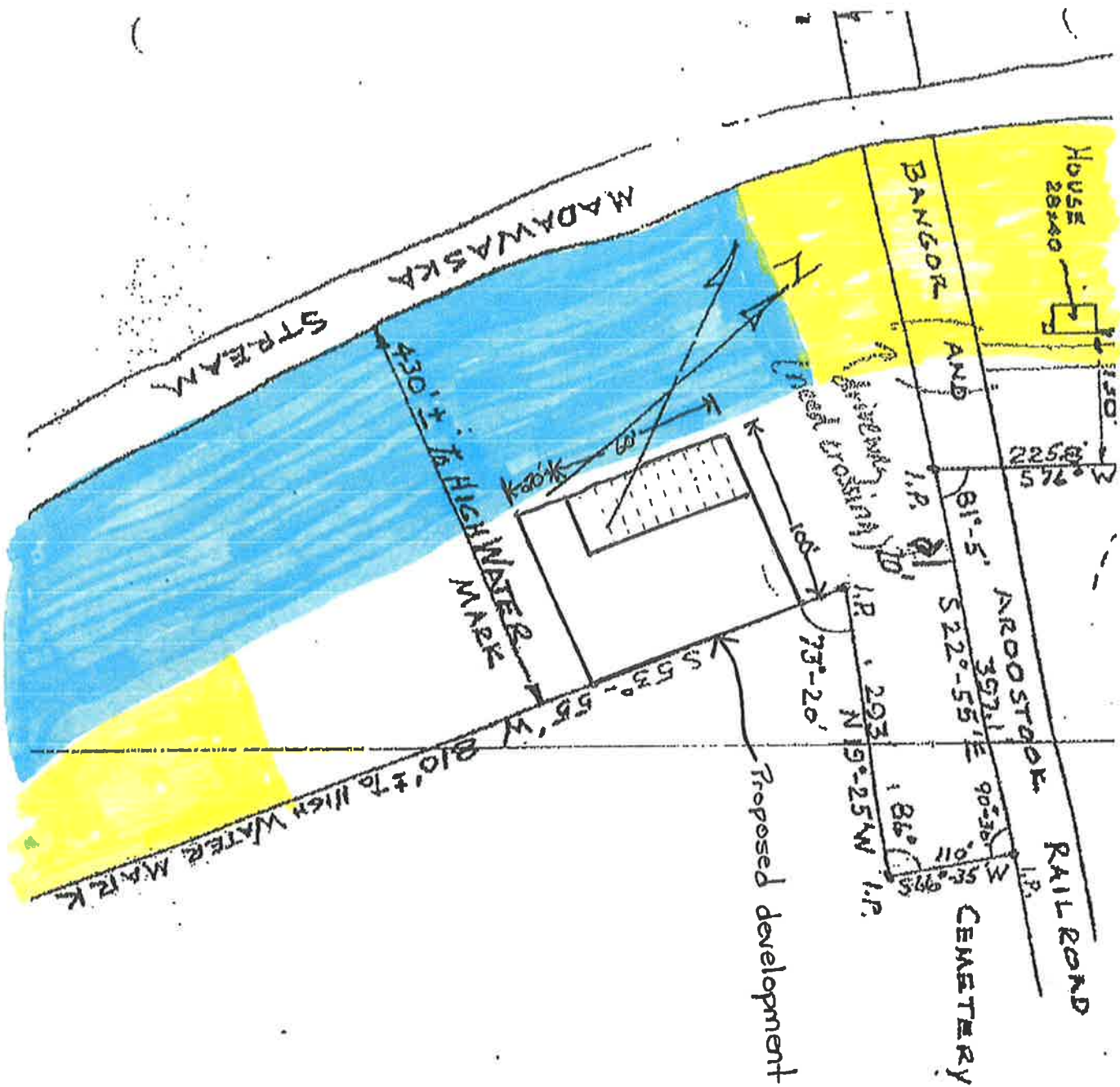
Part of Lot 27, Eaton Grant

Caribou, Aroostook County, Maine

January 12, 1985 Scale 1" = 200'

I hereby declare to COMFED Mortgage Company, Inc. and its mortgage title Insurer and Linda Richardson that this survey was actually made upon the ground October 1981 and the drawing hereon is an accurate representation of the survey made by the undersigned according to standard surveying practice, that the perimeter of the property was established by actual field measurements, that the monuments were set as shown hereon, and that there are no apparent easement or encroachment, except as shown, affecting this property from a careful inspection of the same.

Albert J. Cyr
Surveyor



■ Resource Protection District
■ Limited Residential District
 Source: City of Caribou, Maine
 Shoreland Zoning Map

SUBSURFACE WASTEWATER DISPOSAL SYSTEM APPLICATION

Maine Dept Health & Human Services
Div of Environmental Health - 11 SHS
(207) 287-5072 Fax: (207) 287-4172

PROPERTY LOCATION

>> CAUTION: LPI APPROVAL REQUIRED <<

City, Town, or Plantation **Caribou**

Street or Road **551 Grimes Road**

Subdivision, Lot # _____

Town/City _____ Permit # _____

Date Permit Issued ____/____/____ Fee: \$ _____ Double Fee Charged ☐

OWNER/APPLICANT INFORMATION

Name (last, first, MI) **Richardson, Shelly** ☒ Owner ☐ Applicant

Mailing Address of Owner/Applicant **PO Box 42**

Caribou, ME 04736

Daytime Tel. # **207-227-4752**

Local Plumbing Inspector Signature _____ L.P.I. # _____

Owner _____ Town _____ State _____

The Subsurface Wastewater Disposal System shall not be installed until a Permit is issued by the Local Plumbing Inspector. The Permit shall authorize the owner or installer to install the disposal system in accordance with this application and the Maine Subsurface Wastewater Disposal Rules.

Municipal Tax Map # _____ Lot # _____

OWNER OR APPLICANT STATEMENT

I state and acknowledge that the information submitted is correct to the best of my knowledge and understand that any falsification is reason for the Department and/or Local Plumbing Inspector to deny a Permit.

CAUTION: INSPECTION REQUIRED

I have inspected the installation authorized above and found it to be in compliance with the Subsurface Wastewater Disposal Rules Application.

(1st) date approved _____

Signature of Owner or Applicant _____ Date _____

Local Plumbing Inspector Signature _____ (2nd) date approved _____

PERMIT INFORMATION

TYPE OF APPLICATION	THIS APPLICATION REQUIRES	DISPOSAL SYSTEM COMPONENTS
<input checked="" type="checkbox"/> 1. First Time System <input type="checkbox"/> 2. Replacement System Type replaced: _____ Year installed: _____ <input type="checkbox"/> 3. Expanded System a. <25% expansion b. >25% expansion <input type="checkbox"/> 4. Experimental System <input type="checkbox"/> 5. Seasonal Conversion	<input checked="" type="checkbox"/> 1. No Rule Variance <input type="checkbox"/> 2. First Time System Variance a. Local Plumbing Inspector Approval b. State & Local Plumbing Inspector Approval <input type="checkbox"/> 3. Replacement System Variance a. Local Plumbing Inspector Approval b. State & Local Plumbing Inspector Approval <input type="checkbox"/> 4. Minimum Lot Size Variance <input type="checkbox"/> 5. Seasonal Conversion Permit	<input checked="" type="checkbox"/> 1. Complete Non-engineered System <input type="checkbox"/> 2. Primitive System (graywater & alt. toilet) <input type="checkbox"/> 3. Alternative Toilet, specify _____ <input type="checkbox"/> 4. Non-engineered Treatment Tank (only) <input type="checkbox"/> 5. Holding Tank _____ gallons <input type="checkbox"/> 6. Non-engineered Disposal Field (only) <input type="checkbox"/> 7. Separated Laundry System <input type="checkbox"/> 8. Complete Engineered System (2000 gpd or more) <input type="checkbox"/> 9. Engineered Treatment Tank (only) <input type="checkbox"/> 10. Engineered Disposal Field (only) <input type="checkbox"/> 11. Pre-treatment, specify _____ <input type="checkbox"/> 12. Miscellaneous Components _____
SIZE OF PROPERTY 11 +/- <input type="checkbox"/> SQ. FT. <input checked="" type="checkbox"/> ACRES	DISPOSAL SYSTEM TO SERVE <input type="checkbox"/> 1. Single Family Dwelling Unit, No. of Bedrooms: _____ <input type="checkbox"/> 2. Multiple Family Dwelling, No. of Units: _____ <input checked="" type="checkbox"/> 3. Other: Dog Kennel (specify) _____ Current Use <input type="checkbox"/> Seasonal <input type="checkbox"/> Year Round <input checked="" type="checkbox"/> Undeveloped	(Proposed) TYPE OF WATER SUPPLY <input checked="" type="checkbox"/> 1. Drilled Well <input type="checkbox"/> 2. Dug Well <input type="checkbox"/> 3. Private <input type="checkbox"/> 4. Public <input type="checkbox"/> 5. Other _____

DESIGN DETAILS (SYSTEM LAYOUT SHOWN ON PAGE 3)

TREATMENT TANK	DISPOSAL FIELD TYPE & SIZE	GARBAGE DISPOSAL UNIT	DESIGN FLOW
<input checked="" type="checkbox"/> 1. Concrete a. Regular b. Low Profile <input type="checkbox"/> 2. Plastic <input type="checkbox"/> 3. Other _____ CAPACITY 1000 (min) GAL.	<input checked="" type="checkbox"/> 1. Stone Bed <input type="checkbox"/> 2. Stone Trench <input type="checkbox"/> 3. Proprietary Device a. cluster array <input type="checkbox"/> c. Linear b. regular load <input type="checkbox"/> d. H-20 load <input type="checkbox"/> 4. Other: _____ SIZE: 1100 <input checked="" type="checkbox"/> sq. ft. <input type="checkbox"/> lin. ft.	<input checked="" type="checkbox"/> 1. No <input type="checkbox"/> 2. Yes <input type="checkbox"/> 3. Maybe If Yes or Maybe, specify one below: <input type="checkbox"/> a. multi-compartment tank <input type="checkbox"/> b. _____ tanks in series <input type="checkbox"/> c. increase in tank capacity <input type="checkbox"/> d. Filter on Tank Outlet	270 gallons per day BASED ON: <input type="checkbox"/> 1. Table 4A (dwelling unit(s)) <input checked="" type="checkbox"/> 2. Table 4C (other facilities) SHOW CALCULATIONS for other facilities: 15 runs @ 15 GPD + 3 baths @ 7 GPD + 2 Empl @ 12 GPD
SOIL DATA & DESIGN CLASS PROFILE CONDITION 3 / C at Observation Hole # TP-1 Depth 31 " of Most Limiting Soil Factor	DISPOSAL FIELD SIZING (Native soil silt loam) <input type="checkbox"/> 1. Medium---2.5 sq. ft. / gpd <input checked="" type="checkbox"/> 2. Medium---Large 3.3 sq. ft. / gpd <input type="checkbox"/> 3. Large---4.1 sq. ft. / gpd <input type="checkbox"/> 4. Extra Large---5.0 sq. ft. / gpd	EFFLUENT/EJECTOR PUMP <input checked="" type="checkbox"/> Not Required (Pending internal plumbing and tank elevation) <input type="checkbox"/> May Be Required <input type="checkbox"/> Required Specify only for engineered systems: DOSE _____ gallons	<input type="checkbox"/> 3. Section 4G (meter readings) ATTACH WATER METER DATA LATITUDE AND LONGITUDE at center of disposal area Lat. 44 00 00 N Long. 68 00 00 W if g.p.s. state margin of error: _____

SITE EVALUATOR STATEMENT

I certify that on **8/17/23** (date) I completed a site evaluation on this property and state that the data reported are accurate and that the proposed system is in compliance with the State of Maine Subsurface Wastewater Disposal Rules (10-144A CMR 241).

Site Evaluator Signature

Sarah Ashley

Site Evaluator Name Printed

#408

SE #

207-231-4349

Telephone Number

8/23/23

Date

sarah@sashengineering.com

E-mail Address

Note: Changes to or deviations from the design should be confirmed with the Site Evaluator

SUBSURFACE WASTEWATER DISPOSAL SYSTEM APPLICATION

Department of Human Services
Division of Health Engineering
(207) 287-5672 Fax: (207) 287-3165

Town, City, Plantation

Caribou

Street, Road, Subdivision

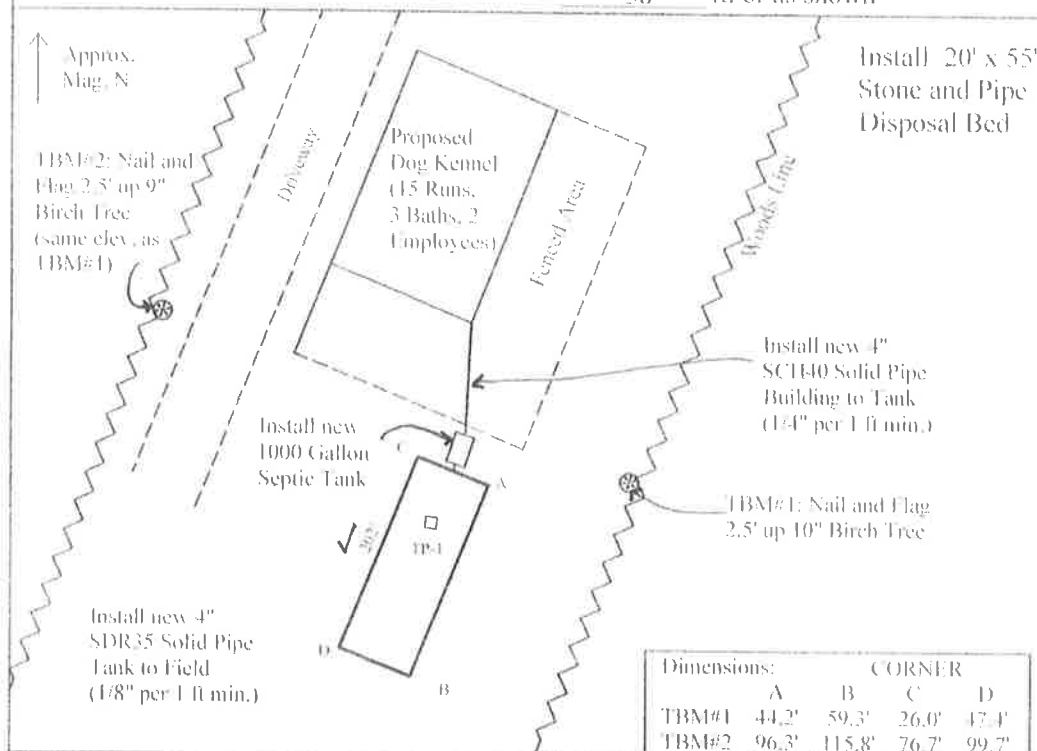
551 Grimes Road

Owner's Name

Shelly Richardson

SITE PLAN

Scale 1" = 50 ft. or as shown



SITE LOCATION PLAN



Notes:

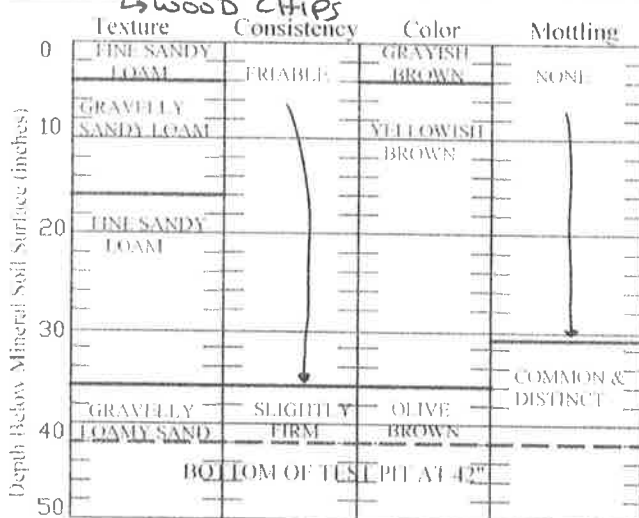
1- Review and comply with attached Septic System User & General Installation Notes.

2- Septic Tank to be field located in accordance with required setbacks. An Effluent Filter is recommended to protect the disposal field from dog hair.

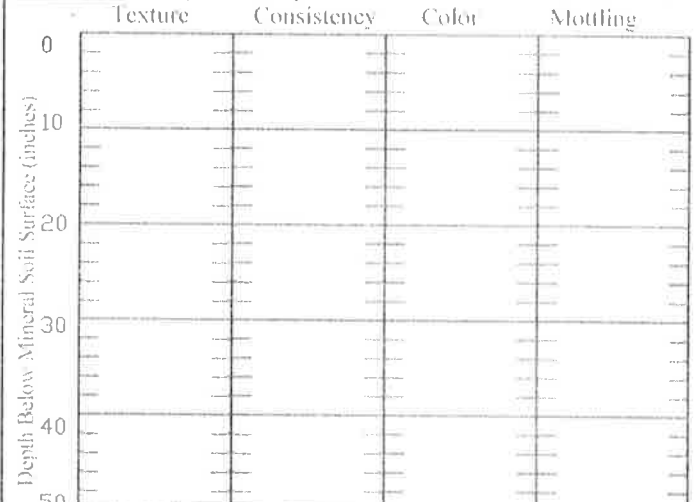
3 - Properly protect all pipes, and Septic Tank from freezing or crushing.

SOIL DESCRIPTION AND CLASSIFICATION (Location of Observation Holes Shown Above)

Observation Hole TP-1 (elev. -53') ☒ Test Pit ☐ Boring
3" Depth of Organic Horizon Above Mineral Soil



Observation Hole ☐ Test Pit ☐ Boring
" Depth of Organic Horizon Above Mineral Soil



Sarah Ashley
Site Evaluator Signature

#408

SE #

8/23/23

Date

Page 2 of 3
HHF-200 Rev. 8/01

SUBSURFACE WASTEWATER DISPOSAL SYSTEM APPLICATION

Department of Human Services
Division of Health Engineering
(207) 287-5672 Fax (207) 287-3165

Town, City, Plantation

Street, Road, Subdivision

Owner's Name

Caribou

551 Grimes Road

Shelly Richardson

SUBSURFACE WASTEWATER DISPOSAL PLAN

Approx.
Mag. N

Install 20' x 55'
Disposal Bed

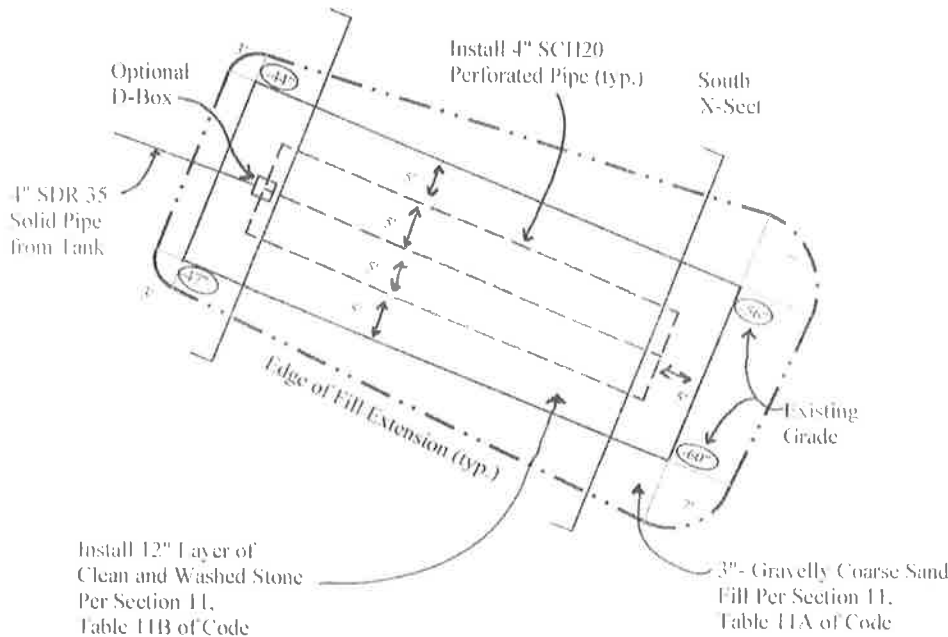
SCALE: 1" = 20 FT.

Notes:

1 - Remove sod, scarify soil surface, mix Gravelly Coarse Sand into native soil to create a 6" transition layer below disposal field and fill extensions. Add GCS to bottom of Disposal Area elevation as needed.

2 - Promote surface drainage away from Disposal Field. Lime, fertilize, seed and mulch all disturbed areas.

3 - No woody vegetation within 15' of the septic system.



FILL REQUIREMENTS

	N	S
Depth of Fill (Upslope)	0"	8"
Depth of Fill (Downslope)	1"	12"

CONSTRUCTION ELEVATIONS

Finished Grade Elevation	-48"
Top of Distribution Pipe	-61"
Bottom of Disposal Area	-72"

ELEVATION REFERENCE POINT

Location & Description: TBM#1: Nail and Flag
30" up 10" Birch
Reference Elevation: 0"

Notes:

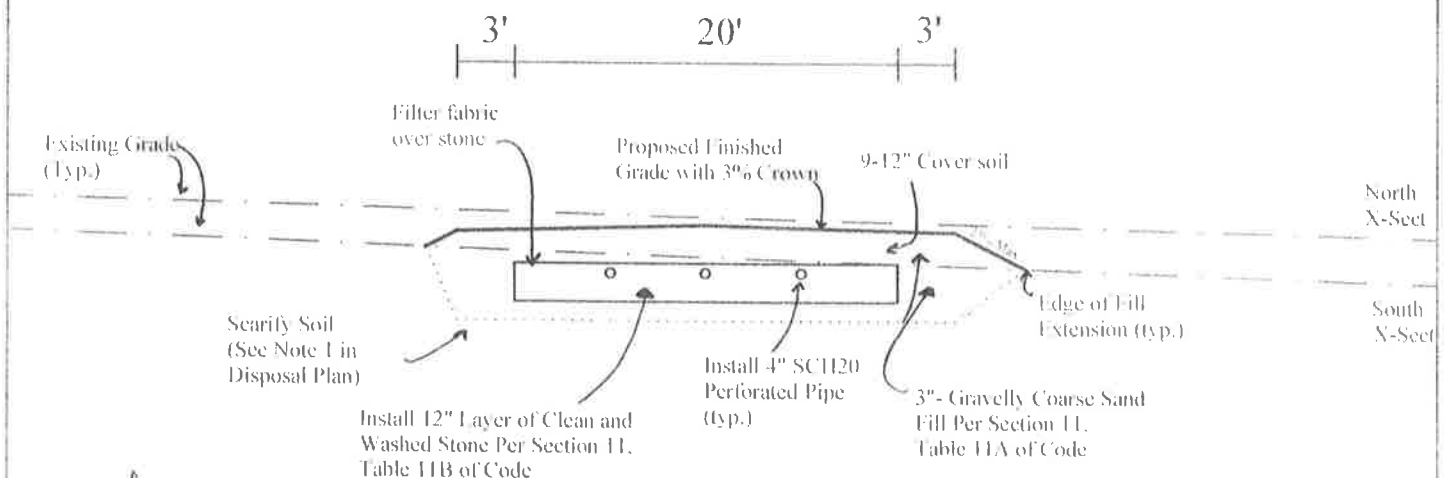
1- Cover soil includes 4" to 6" of loamy cap.

2- Distribution lines to be level.

DISPOSAL AREA CROSS SECTION

Scale

Horizontal 1" = 10 ft.
Vertical 1" = 5 ft.



Site Evaluator Signature

#408

SE #

8/23/23

Date

Page 3 of 3
HHE-200 Rev. 8/01

20



DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Janet T. Mills
GOVERNOR

Bruce A. Van Note
COMMISSIONER

March 15, 2023

Shelly Richardson
499 Atlantic Highway Unit 1
Waldoboro, ME 04572

Linda Richardson
PO Box 424
Caribou, ME 04736

Re: Crossing License Application

Dear Shelly and Linda:

For your files, I am enclosing an original executed Crossing License to Shelly.

If you have any questions, please contact me at (207) 624-3463 or via email at jean.stewart@maine.gov.

Sincerely,

Jean Stewart

Transportation Planning Analyst

/jas

Enclosure

STATE OF MAINE
DEPARTMENT OF TRANSPORTATION

CROSSING LICENSE

This License is made in duplicate this 27th day of February, 2023, by and between the STATE OF MAINE DEPARTMENT OF TRANSPORTATION (hereinafter called "DEPARTMENT") and SHELLY RICHARDSON and LINDA RICHARDSON (hereinafter collectively called "LICENSEE").

WITNESSETH

WHEREAS, LICENSEE herein acknowledges that the term DEPARTMENT, wherever used in this License shall include not only the Maine Department of Transportation, but also any Railroad Operator licensed by the Department of Transportation to provide rail service affected by this License;

WHEREAS, LICENSEE has a requested permission to maintain and use a private crossing for passage in Caribou, Maine over the portion of the DEPARTMENT's railroad right of way located within Valuation Station 195+50 and Valuation Station 203+06 as shown on a plan entitled "Right of Way and Track Map, Bangor & Aroostook R.R. Co.," Valuation Section V2t, Sheet 1, originally dated June 30, 1916, copy on file with the DEPARTMENT and as shown on a plan attached hereto as Exhibit A (hereinafter called the "Crossing"); and,

WHEREAS, the DEPARTMENT agrees to grant such permission subject to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the parties hereby agree as follows:

1. Grant of License

DEPARTMENT hereby grants to LICENSEE, subject to the terms and conditions hereof, permission to maintain and use the private crossing for pedestrian and vehicular traffic over the DEPARTMENT'S railroad right of way at the Crossing for purposes for which the Benefited Parcel are used as set forth in Section 2 below.

2. Benefited Parcel - Rights Not Transferable

The rights granted by this License are for purposes of access to and from the Benefited Parcel only. Such rights are personal to the LICENSEE and shall not be assigned or transferred either in whole or in part without the advanced written consent of DEPARTMENT. Any attempt to transfer or assign this License without such consent shall automatically terminate this License, provided that the obligations of the LICENSEE under Sections 8, 9 and 11(d) hereof shall survive termination.

3. Annual License Fees

LICENSEE shall pay to a one-time administrative fee of \$100.00 for the expenses in connection with the preparation and execution of this License and an annual fee to cover the cost of inspections and/or maintenance of the Crossing in the amount of Two Hundred Dollars (\$200.00) on or before the anniversary date of this License. Payments are non-refundable. Said annual license

4. Term of License

This License shall remain in force until suspended or terminated as provided herein.

5. Limitations on Scope

(a) Vehicle Type. Vehicular traffic shall be limited to rubber-tired automobiles or trucks. LICENSEE shall not use, nor allow any other person or persons to use crawler type tractors, off-road vehicles such as three-wheelers, four-wheelers, dirt bikes and snowmobiles and vehicles operating on lags.

(b) No Other Rights. Unless expressly stated elsewhere herein, this License does not include any other rights within the railroad right of way.

6. Construction

(a) LICENSEE agrees to cooperate with the operating railroad for the construction of a typical wood plank crossing that complies with all the requirements as determined by the DEPARTMENT.

(b) If required by DEPARTMENT, LICENSEE agrees to install, a private Crossing and stop signs on each approach of the Crossing and provide a locked gate to limit access when Crossing is not in use.

(c) LICENSEE agrees to furnish, install, and maintain any drainage facilities required by DEPARTMENT because of the Crossing.

(d) LICENSEE agrees to furnish, install, and maintain the roadway approaches to the Crossing to a maximum width of twenty feet.

(e) LICENSEE agrees to cooperate with the operating railroad with the removal of trees and brush from the quadrants of the Crossing to provide adequate views of approaching trains.

(f) LICENSEE agrees to remove ice, snow and debris from the Crossing surface and roadway approaches.

7. Maintenance

The LICENSEE shall bear all costs and expenses incurred in connection with the maintenance of approaches and all related appurtenances such as signs and gates.

8. Waiver of Claims

LICENSEE hereby waives any and all claims or demands for any injury, including death, or for loss of or damage to property suffered which arise out of, or are in any way related to, this License or the use of the Crossing (hereinafter "Claims") that LICENSEE now has or that may arise in the future against the DEPARTMENT and/or its Railroad Operator as defined in Section 12(a) below.

9. Indemnification

LICENSEE hereby indemnifies and holds harmless the DEPARTMENT and/or its Railroad Operator as defined in Section 12(a) below from and against any and all Claims by whomever made, and from and against any and all loss, cost, damages, harm, or expenses of any kind including reasonable attorneys' fees and other dispute resolution costs incurred by DEPARTMENT, excepting only Claims caused solely and directly by negligent acts of the DEPARTMENT and/or its Railroad Operator.

10. Insurance

LICENSEE shall, at its own expense, obtain and maintain at all times while this License is in effect, in a form and with a licensed insurance company satisfactory to DEPARTMENT, a comprehensive general liability insurance policy with a policy limit of not less than \$1,000,000 inclusive for bodily injury and property damage. This policy shall by its wording or by endorsement extend to insure the liabilities herein assumed by LICENSEE and the insurer will give the DEPARTMENT written notice of its desire to cancel, change or modify the coverage. Further, in the event the said insurance policy or policies are allowed to lapse during the term hereof or any renewal thereof, this License automatically shall terminate without any notice whatsoever being given to LICENSEE. The obligations of the LICENSEE under Sections 8, 9 and 11(d) shall survive termination. As a condition of the granting of this License, upon request by DEPARTMENT, LICENSEE shall furnish certified evidence of this insurance, provided that any insurance coverage acquired hereunder by LICENSEE shall in no manner restrict or limit the liabilities assumed by LICENSEE under this License. The DEPARTMENT may request proof of such insurance from the LICENSEE at any time during the term of this License.

11. Suspension/Termination/Cancellation

(a) Emergency Suspensions. In case of emergency situations which create a significant risk of bodily injury, the DEPARTMENT may suspend use of the Crossing immediately for up to ninety (90) days and will notify LICENSEE of any such emergency suspension.

(b) Termination Due to Default by LICENSEE. In addition to the automatic termination rights provided in Sections 2 and 10 above, if the LICENSEE fails to perform any of the other terms and conditions set forth herein, the DEPARTMENT may give LICENSEE a written notice of default setting forth the basic nature and extent of such default. If LICENSEE fails to cure such defaults within thirty (30) days of receipt of said notice of default, then this License shall terminate without further notice or action by the DEPARTMENT provided that the DEPARTMENT, in its

sole discretion, may extend said thirty (30) day cure period if LICENSEE shall have begun curing the default within the applicable period, and shall, with reasonable diligence and in good faith, proceed to remedy it within a prescribed period of time established by the DEPARTMENT.

(c) Termination Due to Safety/Public Interest. If the DEPARTMENT determines that safety considerations or the public interest require termination, then the DEPARTMENT may terminate this License after giving LICENSEE sixty (60) days advance written notice that sets forth the reasons therefore.

(d) Restoration. Upon the termination of this License for any reason, the LICENSEE shall, at its sole expense: (1) remove the Crossing surface, gates, signs, and any other structures from the railroad right of way; (2) fence across the openings with fence of the same style and character as the existing railroad right of way fences in the immediate vicinity; and (3) restore DEPARTMENT'S railroad right of way to a condition satisfactory to DEPARTMENT, being collectively referred to as "Restoration Work." The obligation of the LICENSEE to perform Restoration Work shall survive termination. If the Restoration Work is not performed within thirty (30) days after the date of termination, then the DEPARTMENT may perform or cause to be performed the Restoration Work and bill the LICENSEE for the cost of such work. LICENSEE agrees to pay such bills within 30 days of receipt of an invoice from the DEPARTMENT, with interest due upon unpaid balances after 30 days at a rate of 12% per annum.

12. General Provisions

(a) Definitions. The terms "Department" and "Railroad Operator" as used in this License include the employees, officers, agents, or other representatives of the DEPARTMENT and the Railroad Operator.

(b) Notices. All communications and notices required or permitted under this License shall be in writing and shall be deemed sufficiently served if served in hand or by certified mail addressed as follows or such other address as they may designate in writing from time to time:

TO DEPARTMENT: Attention: Director, Office of Freight and Passenger Services
 State of Maine Department of Transportation
 Office of Freight Transportation
 16 State House Station
 Augusta, Maine 04333-0016

TO LICENSEE: Shelly Richardson
 499 Atlantic Highway Unit 1
 Waldoboro, Maine 04572


(c) Entire Agreement / Modification. This License contains the entire agreement between the parties with respect to the Crossing and LICENSEE has no other rights therein except those

hereby granted. This License shall not be modified or altered except in writing, signed by both parties.

(d) No Warranty of Title. No warranty of title to any property is given hereunder, and the permission herein given to the LICENSEE is subject to all encumbrances, conditions and reservations upon or under which DEPARTMENT holds its property. The rights of LICENSEE are limited solely to the License herein granted, and LICENSEE shall not acquire by virtue of this License or otherwise any greater interest in the property of DEPARTMENT.

IN WITNESS WHEREFORE, the parties have executed this License on the date first written above.

STATE OF MAINE DEPARTMENT
OF TRANSPORTATION

By 
Nathan Moulton, Director
Office of Freight & Passenger Services

LICENSEE

By 
Shelly Richardson

LICENSEE

By 
Linda Richardson

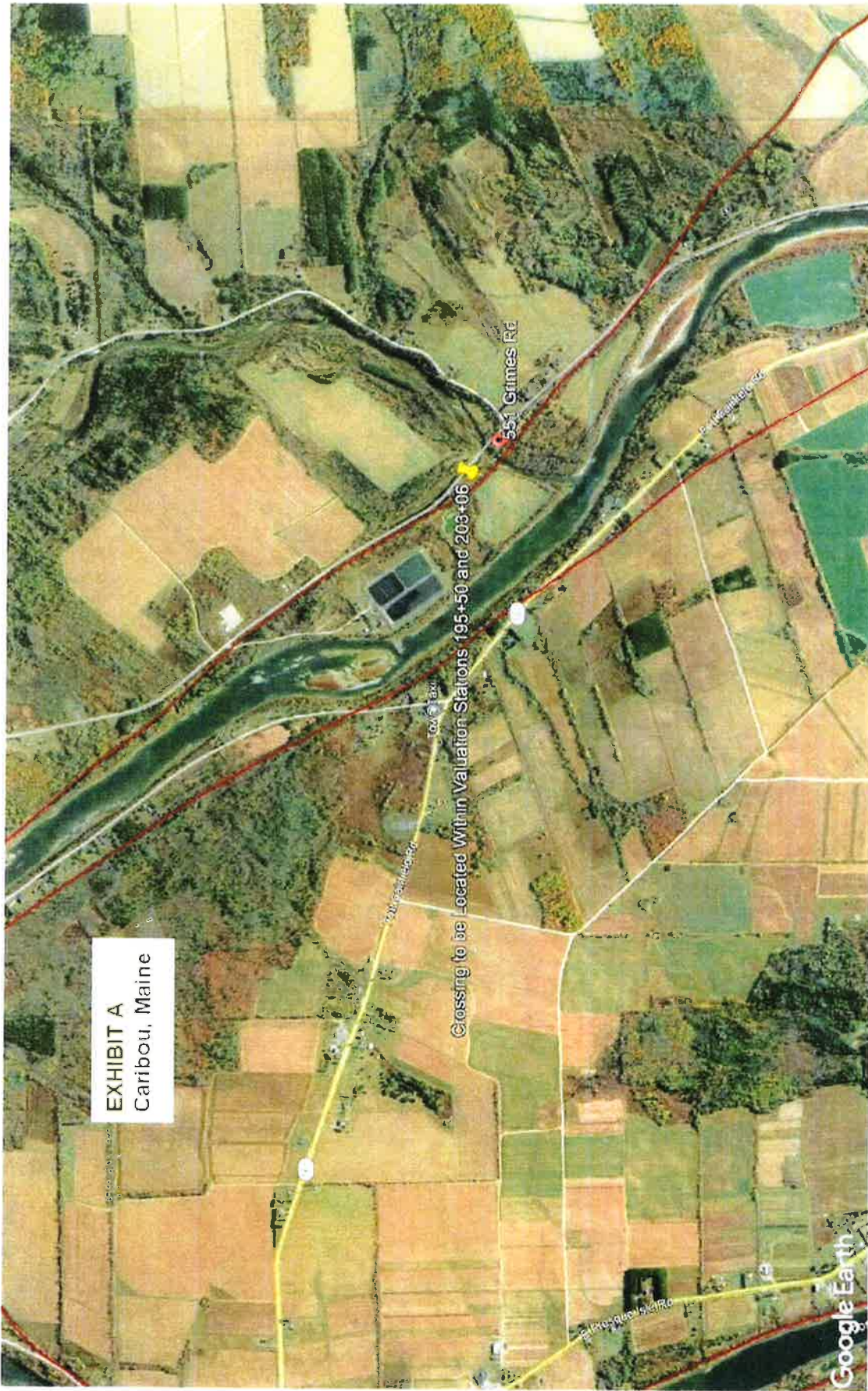


EXHIBIT A
Caribou, Maine



ACTION REQUIRED:
PLEASE REVIEW AND KEEP FOR YOUR RECORDS.

Policy Declarations

Total 12 Month Premium: \$1,379.00

LibertyGuard® Deluxe Homeowners Policy Declarations provided and underwritten by Liberty Mutual Personal Insurance Company (a stock insurance company), Boston, MA.

Reason for your new declarations page: Changes made to your policy
Please refer to the **Change Detail** section on page 3 for more information.

Effective date of this change: 02/11/2023

Your discounts and benefits have been applied. Includes state sales tax and local surcharge where applicable.
Through your affiliation with the Maine Association of Retirees your policy includes special group savings on your home insurance.

Insurance Information

Named Insured: Linda D Richardson	Policy Number: H3V-218-158611-40 2 0
Mailing Address: PO Box 424 Caribou ME 04736-0424	Policy Period: 10/31/2022-10/31/2023 12:01 a.m. standard time at the address of the Named Insured at Insured Location.
Insured Location: 551 Grimes Rd Caribou ME 04736-3837	Declarations Effective: 02/11/2023

DISCOUNTS AND BENEFITS SECTION

Your discounts and benefits have been applied to your total policy premium.

- Inflation Protection Discount
- Early Shopper Discount
- Multi Policy Discount - Auto
- Basic Home Safety
- Claims Free Discount
- New Roof Discount

this coverage and whether it meets your needs.

Coverage Information

Standard Policy with HomeProtector Plus™

SECTION I COVERAGES	LIMITS	PREMIUM
A. Dwelling with Expanded Replacement Cost	\$ 204,000	
B. Other Structures on Insured Location	\$ 20,400	
C. Personal Property with Replacement Cost	\$ 153,000	
D. Loss of Use of Insured Location	Actual Loss Sustained	

SECTION II COVERAGES	LIMITS	PREMIUM
E. Personal Liability (each occurrence)	\$ 1,000,000	
F. Medical Payments to Others (each person)	\$ 1,000	

POLICY DEDUCTIBLES

Losses covered under Section I are subject to a deductible of: \$1,000

Total Standard Policy with HomeProtector Plus™	\$ 1,379
--	----------

ADDITIONAL COVERAGES	DEDUCTIBLE	LIMITS	PREMIUM
Credit Card, Fund Transfer, Forgery	\$ 1,000	\$ 0	
Ordinance Or Law 10%			INCL
Coverage E increased limit			INCL
Total Additional Coverages		\$ 0	

Total 12 Month Policy Premium: \$1,379.00

Additional Coverages and Products Available*

We've reviewed your policy and have identified additional optional coverages and products that can add valuable protection. Talk to your agent about purchasing the following coverages and products and whether they meet your needs.

- **Home Computer and Smartphone:** If your smartphone or other devices are not insured, repairing or replacing them can be expensive. Did you know you can insure multiple devices for up to \$10,000 with a deductible of \$50.00?
- **Identity Fraud Expense:** A stolen identity can be scary and expensive. We'll provide counseling, and pay up to \$30,000 for expenses such as lost wages and attorney fees incurred to recover your identity.

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

To: Planning Board members
From: Penny Thompson, City Manager
Date: November 9, 2023
Re: Site Design Review: Brandy Brook Outfitters

On the following pages, there is a Site Design Review Application for Brandy Brook Outfitters

In the R-3 zone, a retail use requires Planning Board approval.

Suggestion:

Set a public hearing for the next meeting, December 14, 2023.



City of Caribou
Site Design Review Application
Home Occupation

Planning & Code Enforcement
25 High Street
Caribou, Maine 04736
(207) 493-5967
kmurchison@cariboumaine.org

Note to Applicant: Complete this application and return it with the required documents. In addition, the required fee must be returned along with this completed application. Make checks payable to: "City of Caribou," in the amount of \$90.00.

Please print or type all information

Name of Applicant: Jamie Huston

Business Name: Brandy Brook out ^{Fitters} ~~Fitters~~

Property Address: 446 Madawaska Road

Phone: 207-554-0466 E-mail: Jamie.huston 90@gmail.com

Tax Map: 018 Lot: 015 Zone: R-3 Residence Type: Res Single

Aroostook County Registry of Deeds: Book # 5668 Page # 73

Total sq ft of residence: 1140 Total sq ft used for business: Ø

Total sq ft of accessory structures: 1200 Total sq ft used for business: 200

Hours of operation: 24 Estimated customers/hr 1 Estimated customers/day 10

Describe proposed business, including products and services offered and estimated impacts on traffic, noise, and environmental impacts

Shouldn't Be any Traffic or more or less Traffic, no noise and see attached For proposal But to start I would like To start in my Garage and Then expand From There

Is any portion of the property within 250 feet of the normal high water line of a lake, pond, river, or wetland or within 75 feet of any stream? () Yes (X) No

Is any portion of the property within a Flood Hazard Zone? () Yes (X) No

Indicate any restrictive covenants currently in the deed or lease (or state "None"):

None

Water Supply: Private Well (X) Public Water Supply ()

Sewage Disposal: Private SSWD (X) Public Sewer: ()

Estimated sewage disposal gallons per day: (20) / day

Do the plans require review by the State Fire Marshal Office? () Yes (X) No
(Attach Barrier Free and Construction Permits from SFMO)

Have the plans been reviewed & approved by the Caribou Fire Chief? () Yes (X) No

Does the building have an automatic sprinkler system? () Yes (X) No

Does the building have an automatic fire detection system? (X) Yes () No

Will customers have access to levels above or below ground floor? () Yes (X) No

Will the business employ any persons who are not residents of the home? () Yes (X) No

If yes, how many employees? _____

Does the business require licensure from the State of Maine or other entity? (X) Yes () No
referral circuit

Are there any other home businesses operating from this residence? () Yes (X) No

If yes, provide description(s): _____

Will the business use explosives, incendiary products/devices, flammable materials, or hazardous chemicals in amounts greater than typical household quantities? () Yes (X) No

To the best of my knowledge, all of the information submitted in this application is true and correct.

Signature of Applicant: _____

Date: 11/2/23

Application Checklist (CEO completes)

Category I, Permitted Home Occupation (reviewed/approved by CEO)

Category II, Conditional Use Home Occupation (reviewed/approved by Planning Board)

1. ☐ A copy of the deed to the property, option to purchase the property, lease, or other documentation to demonstrate applicant's right, title, or interest in the property.
2. ☐ Names and addresses of all abutting landowners (from assessing office).
3. ☐ Copy of tax card and tax map for property with zoning designation (from assessing office)
4. ☐ 1 complete set of plans, provided in Adobe Acrobat high-resolution .pdf file(s), showing the following:
 - ☐ a. Graphic scale and north arrow.
 - ☐ b. Location and dimensions of any existing or proposed easements (from deed)
 - ☐ c. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.
 - ☐ d. Access for Emergency Vehicles, location and layout design of vehicular parking, circulation areas, loading areas, and walkways including curb cuts, driveways, parking space and vehicle turn around areas.
 - ☐ e. Location and names of streets adjacent to the proposed development and rights-of-way (from deed).
 - ☐ f. Scaled drawing of floor plan(s), showing dimensions of proposed customer areas, work/production areas, and storage areas, along with dedicated living spaces.
 - ☐ g. Conceptual treatment of landscaping buffers, screens, and plantings.
 - ☐ h. Location of outdoor storage areas, fences, signage and accessory structures.
 - ☐ i. All proposed signage and exterior lighting including the location, size and wording of all signs and location and type of exterior lights.

Date Application Determined to be Complete by CEO: _____

Category I Home Occupation Evaluation (CEO completes)

- ☐ The business shall employ only residents of the dwelling unit and up to one non-resident.
- ☐ The business shall be operated entirely within the principle and accessory structures.
- ☐ The business shall occupy no more than 50% of the total floor area of the principle dwelling structure and up to 100% of the total floor area of accessory structures.
- ☐ The business shall not permit customer access on any level other than the ground level of the principle and accessory structures, unless the structures are protected throughout with a State Fire Marshal approved sprinkler system.
- ☐ The business shall not produce any objectionable noise, vibrations, smoke, dust, electrical disturbance, odors, heat, glare or other nuisances.
- ☐ The business shall accommodate off-street parking for clients or customers.
- ☐ The business shall provide means of egress/ingress that are consistent with NFPA Life Safety Code 101 and the Americans with Disabilities Act.

Home Occupation Application for: _____

Address: _____

Decision by the Code Enforcement Officer

Date: _____

The application was: ☐ **Denied** ☐ **Approved** ☐ **Approved with Conditions**

Signed: _____
Caribou Code Enforcement Officer

Conditions of Approval:

Reason(s) for Denial:

Category II Home Occupation Evaluation (Planning Board completes)

- _____ The business shall employ only residents of the dwelling unit and up to one non-resident.
- _____ The business shall be operated entirely within the principle and accessory structures.
- _____ The business shall occupy no more than 50% of the total floor area of the principle dwelling structure and up to 100% of the total floor area of accessory structures.
- _____ The business shall not permit customer access on any level other than the ground level of the principle and accessory structures, unless the structures are protected throughout with a State Fire Marshal approved sprinkler system.
- _____ The business shall not produce any objectionable noise, vibrations, smoke, dust, electrical disturbance, odors, heat, glare or other nuisances.
- _____ The business shall accommodate off-street parking for clients or customers.
- _____ The business shall provide means of egress/ingress that are consistent with NFPA Life Safety Code 101 and the Americans with Disabilities Act.

Home Occupation Application for: _____

Address: _____

Decision by the Caribou Planning Board

Date: _____

The application was: ☐ **Denied** ☐ **Approved** ☐ **Approved with Conditions**

Signed: _____

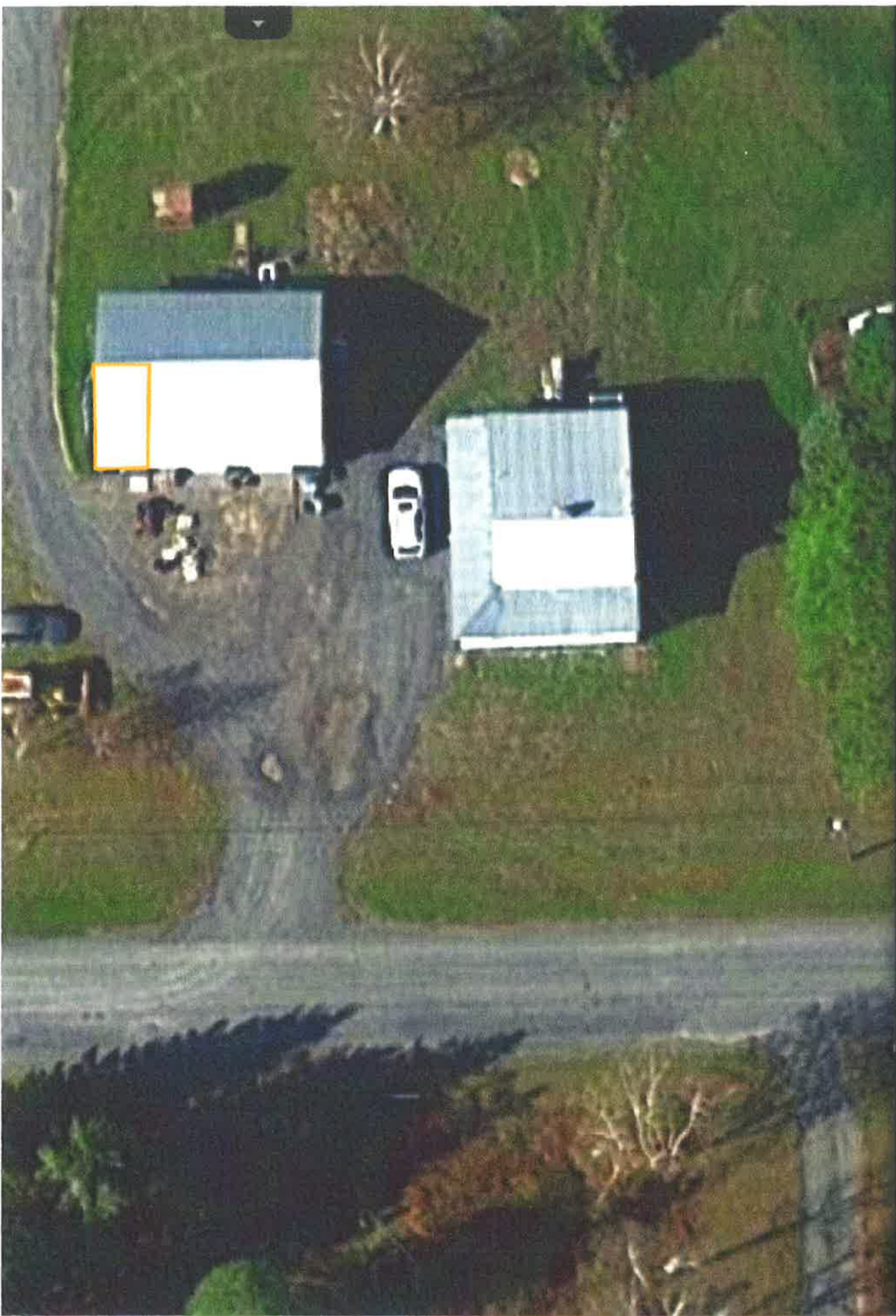
Chairman, Caribou Planning Board

Conditions of Approval:

Reason(s) for Denial:

File View Add Tools Help

Search Google Earth



Brandy Brook Outfitters

I would like introduce myself as Jamie Huston, I am planning on building my dream business as a Registered Maine Guide. I will provide guide services in hunting, trapping, fishing, and recreational activities. As well as retail and services provided below.

In planning I would like to start small out of my garage at home with an assortment of hunting, fishing, trapping, archery, outdoor gear and services to better help my fellow outdoorsman.

I am planning on offering fishing rod and reel repair as well as custom fishing rods and Lures, hand tied flies, firearm Boresighting and cleaning, trap repair and customization, custom archery equipment and many more services as things progress.

I would like to eventually build a retail space that offers more room and flexibility as I am a state certified safety course instructor and would eventually like to host courses for those and other in depth training courses if the need is there

In years to come I would like to have 6 sporting camps located on the property for guests of the guide service and general public as well as a lodge for communal events. In addition to everything else I would like to become an FFL firearm dealer and build an indoor firearm/archery range, an outdoor shooting house as well as an outdoor archery range/course set up on the property.

I have attached a map of my property with proposed plans and drawings of what I would like to see happen and will make adjustments as necessary to abide by all state and local laws and regulations.

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

To: Planning Board members
From: Penny Thompson, City Manager
Date: November 9, 2023
Re: NMDC Partnerships: Comprehensive Plan & LD 2003 / LD 1706 Compliance

Jay Kamm and Kristen Henry have been invited to talk to the Planning Board about the partnerships that the City has with NMDC with the 2024 – 2034 Comprehensive Plan and compliance with LD 2003 / LD 1706.

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

To: Planning Board Members
From: Penny Thompson, City Manager
Date: November 9, 2023
Re: Requested "open discussion" agenda items

There was a request to have an open discussion on these topics:

- Streamlining the approval process
- City ordinance for abandoned/condemned or blighted buildings

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

To: Planning Board members
From: Penny Thompson, City Manager
Date: November 9, 2023
Re: Kip Griffin Automobile Recycler License

Mr. Griffin operates an automotive business at 960 Access Highway and at 64 High Meadow Road in Perham.

History: In 2017, Mr. Griffin applied for a Recycler License in Caribou and the request was denied. Therefore, he worked with the town of Perham to operate an automobile recycler business to serve his used car lot in Caribou. State law requires that Mr. Griffin spend a minimum of five 6-hour days at both his primary (Perham) and secondary (Caribou) location to follow state law. He operates this as a single operator, so it is impossible to repair, sell and operate the business and be in full compliance.

Mr. Griffin is working with the state to make Caribou his primary location for the recycling business and then the Perham location would not need to be licensed as a secondary location and therefore there would be no minimum requirement for hours. Mr. Griffin would be able to work his hours in Caribou. Mr. Griffin will still store vehicles in Perham and bring the cars to Caribou for repair or disassembly. Disassembled vehicles are taken back to Perham.

The goal of this action is to allow Mr. Griffin to operate his business and comply with state law.

The City can approve with conditions. One condition would be that vehicles must be drained before transportation to the Caribou location.

At the last meeting, the Public Hearing was held with no comments. The advice to staff was to see if the State could provide some guidance or had some language that could be used to give an approval. The Bureau of Motor Vehicles came back with the response that, "as long as you have the language in there mentioning, 'there will be no storage or junk processing at the location,' this should cover the city. If something happens, it would be Mr. Griffin's responsibility, not the City of Caribou."

If you would like to work on the language, a copy of the form is on the next page of the packet.



SECRETARY OF STATE
BUREAU OF MOTOR VEHICLES
STATE HOUSE STATION 29
AUGUSTA, MAINE 04333

**VEHICLE SALVAGE DEALER AND RECYCLER LICENSE
BUILDING CODE, ZONING AND LAND USE REGULATORY ORDINANCE CLEARANCE**

Applicant's Name, Business Name and Business Address

Dear Sir:

As required by the Secretary of State, the above named applicant, at the location shown, is in compliance with all local building codes; zoning and land use regulatory ordinances and has the required permits issued by this municipality to conduct business as a vehicle salvage/recycler dealer.

This applicant's business is required to be issued a permit pursuant to Title 30-A, Section 3753 subchapter 1: Junkyards and automobile graveyards. This permit is a prerequisite to being licensed as a recycler.

- ☐ **Has been issued**
- ☐ **Will be issued**
- ☐ **Will not be issued**

Signature - Authorized City/Town Official

Title

NOTARIZATION REQUIRED

STATE OF MAINE - County of _____ Date, _____ 20____ Then personally
appeared the above authorized city/town official named _____ and
acknowledged the foregoing instrument under oath to be their free act and deed.

Notary Public or Attorney _____

My commission expires: _____

1/2 inch	30-65%
No. 200	7-12%

8. Guard Rails.

When and where required by either the Planning Board or the CEO, guard rails should be designed and constructed in accordance within Section 606-Guard Rails of the Maine Department of Transportation's, "*Standard Specifications, Highways and Bridges*", latest edition.

Sec. 13-720 Automobile Graveyards and Junkyards.

1. Applicability.

This Section shall apply to the Districts where automobile graveyards and junkyards are a permitted use. Automobile graveyards and junkyards area prohibited in the remaining Districts.

2. Administration.

- A. This Section shall be administered by the Planning Board and enforced by the CEO. No automobile graveyard or junkyard permit shall be issued unless the provisions of this Ordinance are complied with. The Planning Board may attach reasonable conditions to any permit issued to insure compliance with the performance standards and other requirements of this Ordinance.
- B. Permits shall be renewed annually to remain valid and expire on December 31st of each year. Once the site design is approved it does not have to be resubmitted unless there are to be changes to the site. The City Council shall annually inspect, or cause to be inspected, the site to ensure that the provisions of this Ordinance and state law are complied with.
- C. An annual fee established by the City of \$50 shall be submitted with the permit application, plus the cost of posting and publishing the notice of public hearing required below.
- D. The City may require that an escrow account of \$500 be established by the applicant in the name of the "*City of Caribou*" for the purposes of obtaining independent verification of application data, if necessary. If the balance in the account shall be drawn down by 75 percent, the City shall notify the applicant and require that the account balance be reestablished by the applicant to the escrow account's indicated amount. The City shall continue to notify the applicant and require additional payments into the account, as necessary. Any balance remaining in the account after final determination has been made, shall be returned to the applicant.
- E. Upon receipt of a final application, the Planning Board shall hold a public hearing in accordance with Title 30-A, MRSA, §3754.

3. Requirements for Automobile Graveyards and Junkyards.

- A. No person may establish, operate, or maintain an automobile graveyard or junkyard without first obtaining a non-transferable permit from the Planning Board. At the time of filing an application for a permit under this Ordinance, the applicant shall present either a permit from the Maine Department of Environmental Protection (DEP) or a letter from the DEP stating that a permit is not required.
- B. Any application for an automobile graveyard or junkyard permit shall contain the following information:
 1. The applicant shall submit a site design drawn to a scale not to exceed 1"=100', on which is shown:
 - a. The boundary lines of the property;
 - b. The exact location of any existing and proposed junkyard or automobile graveyard and their distances to nearby roads and property lines;
 - c. The soils as reflected from a high intensity soils survey;
 - d. The location of on-site septic system(s) and drinking water supplies;
 - e. Topographic contours at intervals of 10';
 - f. The location of any sand and gravel aquifer or aquifer recharge area, as mapped by the Maine Geological Survey, or a licensed geologist;
 - g. The location of any residences, schools, churches, cemeteries, public parks, beaches, and playgrounds within 500 feet of the area where cars or junk will be placed;

- h. The location of any waterbodies or inland wetlands areas on the property and/or within 200 feet of the property lines;
 - i. The boundaries of any 100-year floodplain; and
 - j. The location of all roads within 1000' of the site.
- 2. The names and addresses of all abutting or impacted property owners, as determined by the Planning Board.
 - 3. The name(s) and address(es) of the person(s) or entity(ies) who will operate the site.
 - 4. The height and material used in any existing and proposed screening.

4. Performance Standards for all Automobile Graveyards and Junkyards.

The following performance standards shall be required of all automobile graveyards and junkyards:

- A. The junkyard or automobile graveyard must be screened from ordinary view from any road, as required by statute. The site of the automobile graveyard or junkyard shall have an effective visual screen no less than six (6) feet in height, and be built in accordance to the Maine Department of Transportation's rules issued pursuant to Title 30-A, MRSA, §3759. A plan for visual screening shall be submitted to the Planning Board for approval in conjunction with the application for a permit.
- B. No vehicle or junk shall be stored within 300 feet of any waterbody or inland wetland.
- C. No vehicle or junk shall be stored within 500 feet of any (residences), private well, school, church, cemetery, public playground, public beach, or public park.
- D. No vehicles or junk shall be stored over a sand and gravel aquifer or aquifer recharge area as mapped by the Maine Geological Survey or by a licensed geologist.
- E. No vehicles or junk shall be stored within the 100-year flood plain.
- F. Upon receiving a motor vehicle, the battery shall be removed, and the engine lubricant, transmission fluid, brake fluid, and engine coolant shall be drained into watertight, covered containers and shall be recycled or disposed of according to all applicable Federal and State laws, rules, and regulations regarding disposal of waste oil and hazardous materials. No discharge of any fluids from any motor vehicle or junk shall be permitted into or onto the ground.
- G. There will be no disposal or release to the environment of any solid, special, or hazardous wastes;
- H. There will be no open burning of any substances;
- I. All vehicles or junk shall be located no closer than 100 feet from all property lines.
- J. To reduce noise, all dismantling, crushing, and other activities shall be done between 7 AM and 10 PM, Mondays through Saturdays.
- K. All federal and state hazardous waste laws and regulations shall be complied with.
- L. In all instances the burden of proof shall be upon the applicant for the permit.
- M. Any automobile graveyard or junkyard in existence on the date of adoption this Ordinance, may remain in operation on the current parcel of land, providing it meets all pertinent statutory and Ordinance requirements.
- N. Any automobile graveyard or junkyard shall not expand unless all statutory and requirements of this Ordinance are met.

Sec. 13-730 Mineral Exploration and Extraction.

The following standards are applicable to all mineral exploration and extraction activity within the City.

1. Mineral Exploration.

Mineral exploration to determine the nature or extent of mineral resources shall be accomplished by hand sampling, test boring, or other methods which create minimal disturbance of less than one hundred (100) square feet of ground surface. A permit from the CEO shall be required for mineral exploration which exceeds the above limitation. All excavations, including test pits and holes shall be immediately capped, filled, or secured by other equally effective measures, so as to restore disturbed areas and to protect the public health and safety.

2. Mineral Extraction.

- A. Any extraction operation that requires a permit from the Maine Department of Environmental Protection (MDEP) under the Site Location of Development Act shall obtain written approval from the MDEP and the Planning Board.

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

To: Planning Board Members
From: Penny Thompson, City Manager
Date: November 9, 2023
Re: Exchange ideas on boosting housing in Caribou

Planning Board member David Corriveau asked for an agenda item to have an exchange of ideas on boosting housing in Caribou.

Mr. Corriveau could not attend last month's meeting, so we have it on this month's agenda.