



## *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 December 14, 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, December 14, 2023,  
will be read during the meeting. Send comments to City Manager Penny Thompson at  
[pthompson@cariboumaine.org](mailto:pthompson@cariboumaine.org).

I.	Call Meeting to Order, Determine Quorum, disclosure of conflicts of interest	<u>Pages</u>
II.	Public Hearings            Public hearings	
	a.        Site Design Review Application – Riverside Kennels, LLC	02-41
	b.        Site Design Review Application – Brandy Brook Outfitters	42-58
III.	Approval of minutes	
	a.        Review & approval of November 9, 2023, Planning Board Meeting Minutes	59-61
IV.	City Council Liaison Updates	
V.	New Business	
VI.	Old Business	
	a.        Tabled from last meeting – Kip Griffin 960 Access Highway letter	62-63
VII.	Staff Report	
VIII.	Adjournment	

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



**MEMO**

**To: Planning Board members**  
**From: Penny Thompson, City Manager**  
**Date: December 14, 2023**  
**Re: Site Design Review: Riverside Kennels, LLC**

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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.

**Staff updates:**

Chief of Police, Fire Chief and Public Works Director have no issues with this application.

The Public Works Director reminded me that this is a State road, so I have reached out to them. They have provided a form for a driveway permit.

Two responses were received as input on the application. They are co-owners of the property at Map 9 Lots 47 and 48.

**Suggested Action:**

Open Public Hearing

Listen to any feedback

Ask any questions of the applicant

Close Public Hearing

At this juncture, the Planning Board can go through the application and make a decision, or ask the applicant and/or staff to resolve any issues with the application.

If ready to approve, please make a motion to approve the application.

Second – Discussion - Vote



## 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 railroad.

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 Richardson 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 9<sup>th</sup> day of August, 2023

Lisa M. Bissette  
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,

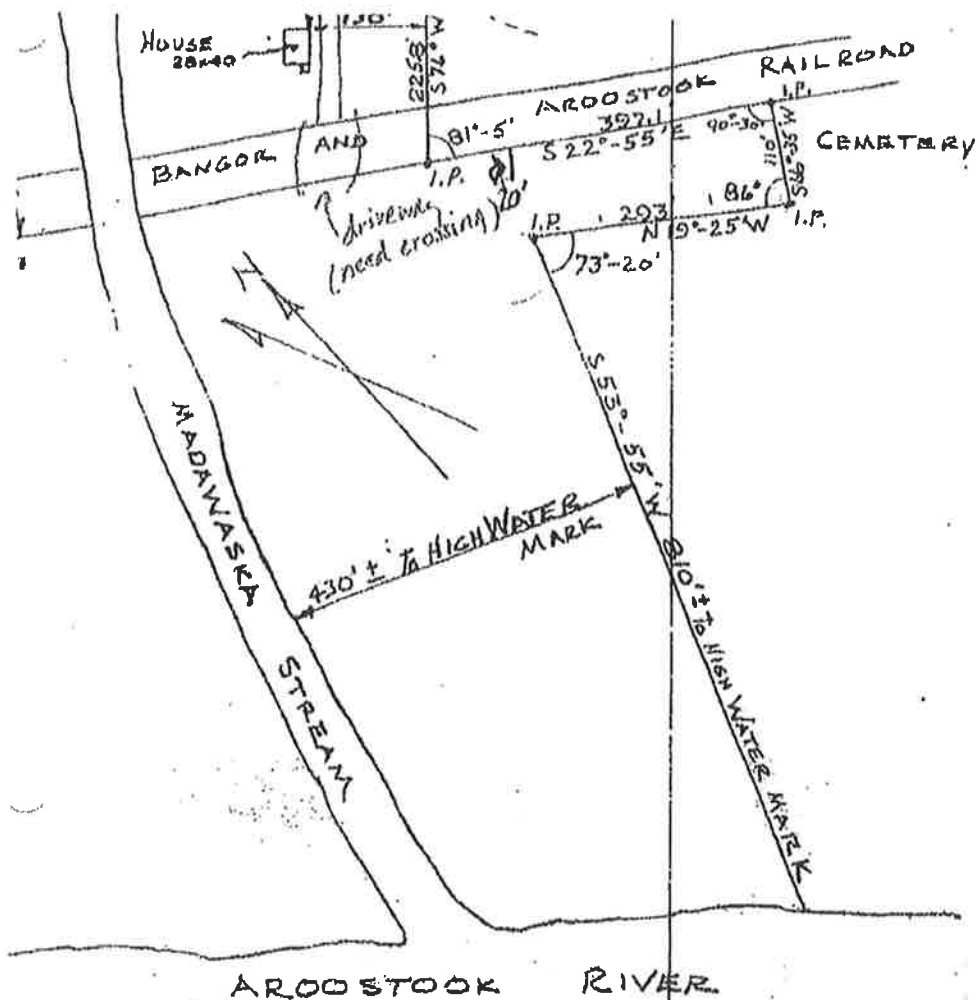
Tiffany R. Curtis  
Notary Public / Attorney at Law  
Commission Expires:

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





Verification Survey

Buyer: Linda Richardson

Part of Lot 27, Eaton Grant

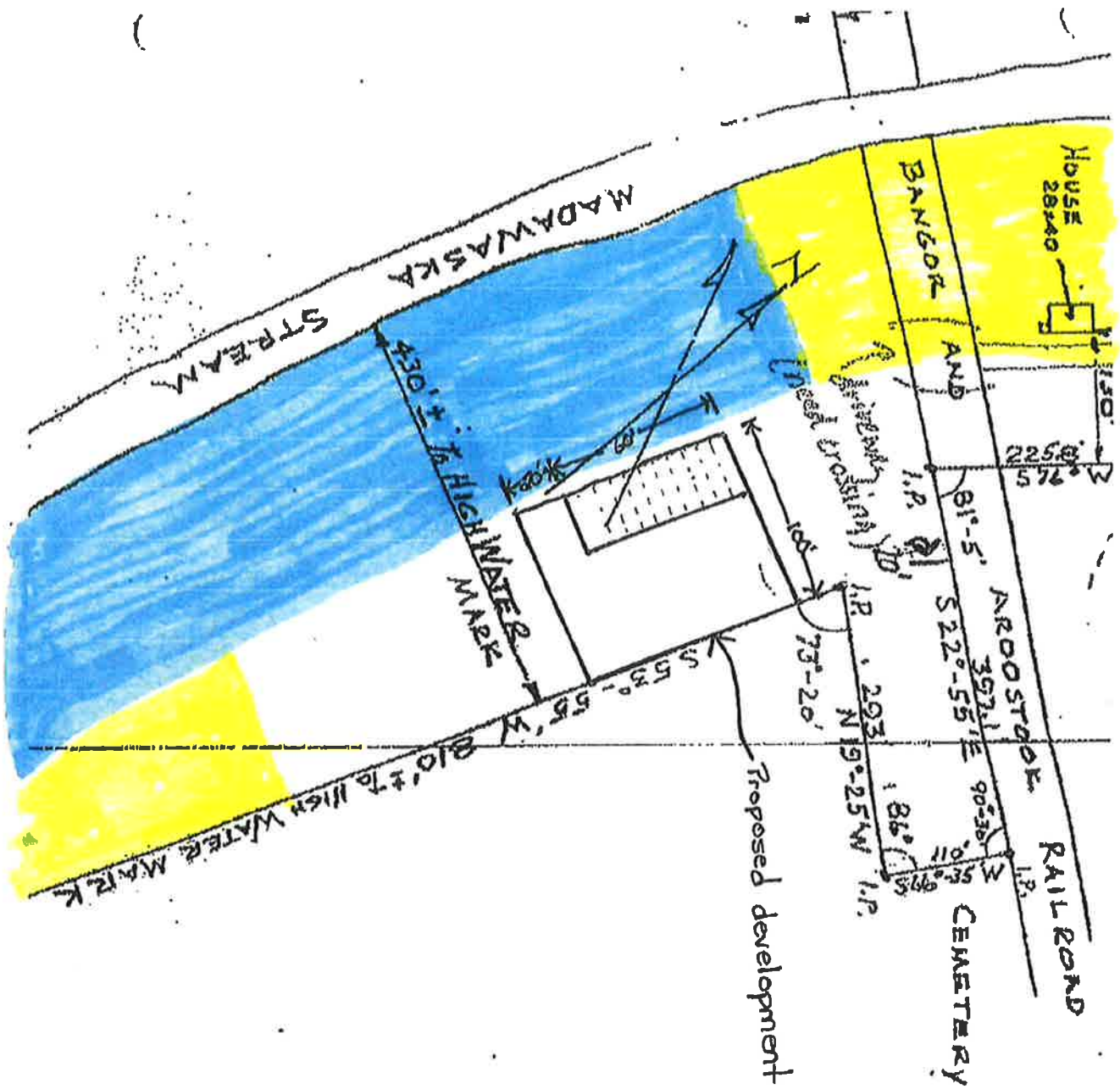
Caribou, Arcoostook County, Maine

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. Cyprian  
Surveyor



Source: City of Caribou, Maine  
Shoreland Zoning Map

Resource Protection District  
 Limited Residential District

# SUBSURFACE WASTEWATER DISPOSAL SYSTEM APPLICATION

Maine Dept. of Health, Example Township  
 1000 Commercial Road, Example, ME 04401  
 (207) 231-4349 Fax: (207) 231-4372

## PROPERTY LOCATION

City/Town or Plantation: **Caribou**  
 Street or Road: **551 Grimes Road**  
 Subdivision Lot #:

>> CAUTION: LPI APPROVAL REQUIRED <<

Town/City: \_\_\_\_\_ Permit # \_\_\_\_\_  
 Date Permit Issued: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Duplicate Fee (checked) \$ \_\_\_\_\_

## 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: \_\_\_\_\_  
 Town: \_\_\_\_\_ State: \_\_\_\_\_  
 This document is a Subsurface Wastewater Disposal System Permit for on public or private premises owned by the Local Planning Inspector. The Permittee must authorize the owner or installer to install the system in accordance with this application and the Maine Subsurface Wastewater Disposal Rules.  
 Municipal Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_

## OWNER OR APPLICANT STATEMENT

I declare and acknowledge that the information submitted is correct to the best of my knowledge, and understand that any falsification is a reason for this 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. Apply when:

Signature of Owner or Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Local Plumbing Inspector Signature: \_\_\_\_\_

Not for permit approval

## PERMIT INFORMATION

### TYPE OF APPLICATION

- ☒ 1. First Time System  
☐ 2. Replacement System  
 Type replaced: \_\_\_\_\_  
 Year installed: \_\_\_\_\_  
☐ 3. Expanded System  
     a. <25% expansion  
     b. >25% expansion  
☐ 4. Experimental System  
☐ 5. Seasonal Conversion

### THIS APPLICATION REQUIRES

- ☒ 1. No Rule Variance  
☐ 2. First Time System Variance  
     a. Local Plumbing Inspector Approval  
     b. State & Local Plumbing Inspector Approval  
☐ 3. Replacement System Variance  
     a. Local Plumbing Inspector Approval  
     b. State & Local Plumbing Inspector Approval  
☐ 4. Minimum Lot Size Variance  
☐ 5. Seasonal Conversion Permit

### DISPOSAL SYSTEM COMPONENTS

- ☒ 1. Complete Non-engineered System  
☐ 2. Primitive System (graywater & all toilet)  
☐ 3. Alternative Toilet, specify \_\_\_\_\_  
☐ 4. Non-engineered Treatment Tank (only)  
☐ 5. Holding Tank \_\_\_\_\_ gallons  
☐ 6. Non-engineered Disposal Field (only)  
☐ 7. Separated Laundry System  
☐ 8. Complete Engineered System (2000 gpd or more)  
☐ 9. Engineered Treatment Tank (only)  
☐ 10. Engineered Disposal Field (only)  
☐ 11. Pre-treatment, specify \_\_\_\_\_  
☐ 12. Miscellaneous components

### SIZE OF PROPERTY

**11 +/-** ☐ SQ. FT. ☒ ACRES

### DISPOSAL SYSTEM TO SERVE

- ☐ 1. Single Family Dwelling Unit, No. of Bedrooms: \_\_\_\_\_  
☐ 2. Multiple Family Dwelling, No. of Units: \_\_\_\_\_  
☒ 3. Other: **Dog Kennel** (specify)

### TYPE OF WATER SUPPLY

- (Proposed) ☒ 1. Drilled Well ☐ 2. Dug Well ☐ 3. Private  
☐ 4. Public ☐ 5. Other

### SHORELAND ZONING

☐ Yes ☒ No

Current Use ☐ Seasonal ☐ Year Round ☒ Undeveloped

## DESIGN DETAILS (SYSTEM LAYOUT SHOWN ON PAGE 3)

### TREATMENT TANK

- ☒ 1. Concrete  
☐ 2. Regular  
☐ 3. Low Profile  
☐ 4. Plastic  
☐ 5. Other  
 CAPACITY: **1000** GALL. GAL.

### DISPOSAL FIELD TYPE & SIZE

- ☒ 1. Stone Bed ☐ 2. Stone Trench  
☐ 3. Proprietary Device  
     a. cluster array ☐ c. Linear  
     b. regular load ☐ d. H-20 load  
☐ 4. Other \_\_\_\_\_  
 SIZE: **1100** sq. ft. ☐ lin. ft.

### GARBAGE DISPOSAL UNIT

- ☒ 1. No ☐ 2. Yes ☐ 3. Maybe  
 If Yes or Maybe, specify one below  
☐ a. multi-compartment tank  
☐ b. tanks in series  
☐ c. increase in tank capacity  
☐ d. Filter on Tank Outlet

### DESIGN FLOW

**250** gallons per day  
 BASED ON:  
☐ 1. Table 4A (dwelling units)  
☒ 2. Table 4B (other facilities)  
 SHOW TAG, CUA & CIONS for other facilities  
 15 mmpd 15' x 15' x 15' 15' x 15' x 15' 15' x 15' x 15'

### SOIL DATA & DESIGN CLASS

PROBE CONDITION: \_\_\_\_\_  
 at Observation Hole # **1P-1**  
 Depth: **31"**  
 of Most Limiting Soil Factor

### DISPOSAL FIELD SIZING

- (Native soil soil loam)  
☐ 1. Medium--2.5 sq. ft. / gpd  
☒ 2. Medium--Large 3.3 sq. ft. / gpd  
☐ 3. Large--4.1 sq. ft. / gpd  
☐ 4. Extra Large--5.0 sq. ft. / gpd

### EFFLUENTJECTOR PUMP

- ☒ Not Required (Pending internal  
☐ May Be Required (plumbing and  
☐ Required (tank elevation)  
 Specify only for engineered systems  
 DODGE \_\_\_\_\_ gallons

- ☐ 3. Section 4C (meter readings)  
 ATTACH WATER METER DATA

### LATITUDE AND LONGITUDE

at center of disposal area  
 Lat: \_\_\_\_\_ N \_\_\_\_\_ W \_\_\_\_\_ S \_\_\_\_\_ E  
 Lon: \_\_\_\_\_ N \_\_\_\_\_ S \_\_\_\_\_ E \_\_\_\_\_ W \_\_\_\_\_ W

## 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)

**Sarah Ashley**  
 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

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# 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

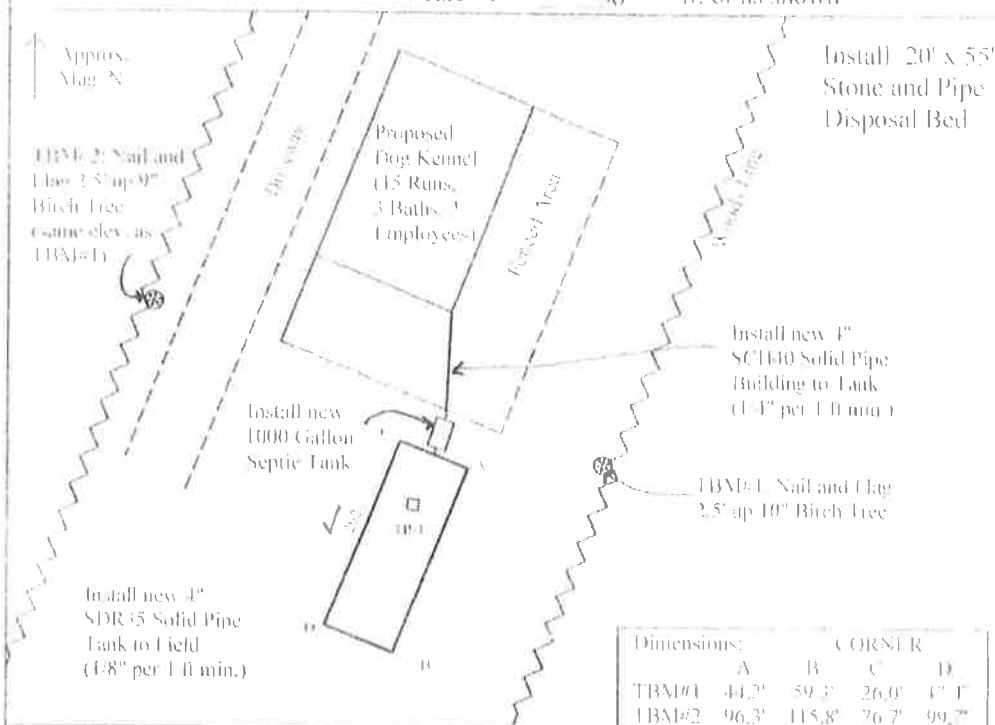
551 Grimes Road

Owner's Name

Shelly Richardson

## SITE PLAN

Scale 1" = 50' ft. or as shown



## SEE LOCATION PLAN



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 encasing.

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

Observation Hole TP-1 (see 517) ☒ Test Pit ☐ Boring  
3" Depth of Organic Horizon Above Mineral Soil

Texture	Consistency	Color	Mottling
0	FINE SANDY LOAM	GRAYISH BROWN	None
10	GRAVELLY SANDY LOAM	YELLOWISH BROWN	
20	LOOSE SANDY LOAM		
30			
40	GRAVELLY LOAMY SAND	OLIVE BROWN	COMMON & DISTINCT
50			

BOTTOM OF TEST PIT AT 42"

Soil Classification	Slope	Drainage Factor	Ground Water
3 C	1-2 %	31	<input checked="" type="checkbox"/> Restrictive Layer
Profile Condition			<input type="checkbox"/> Bedrock
			<input type="checkbox"/> Pit Depth

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

Texture	Consistency	Color	Mottling
0			
10			
20			
30			
40			
50			

Soil Classification	Slope	Drainage Factor	Ground Water
			<input type="checkbox"/> Restrictive Layer
Profile Condition			<input type="checkbox"/> Bedrock
			<input type="checkbox"/> Pit Depth

Sarah Ashley  
Site Evaluator Signature

#408

SP #

8/23/23

Date

Page 2 of 3  
HHL-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

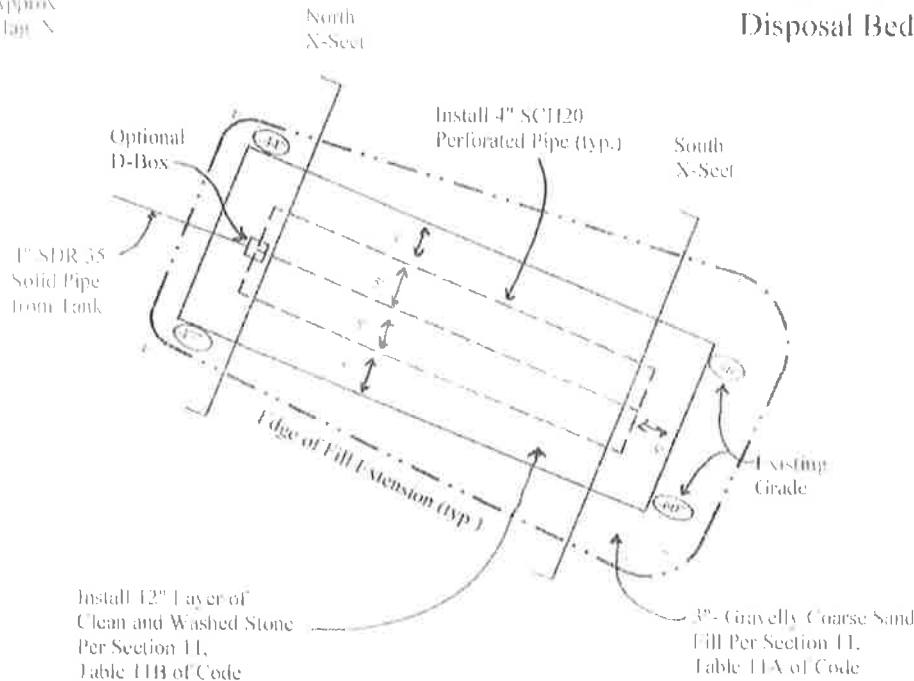
Install 20' x 55'  
Disposal Bed

SCALE: 1" = 10'

20

11

Approx  
Map N



### 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

Depth of Fill (Upslope)	N	S
	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: (BM) Nail and Flag 30" up 10" Bench  
Reference Elevation: 0"

### Notes:

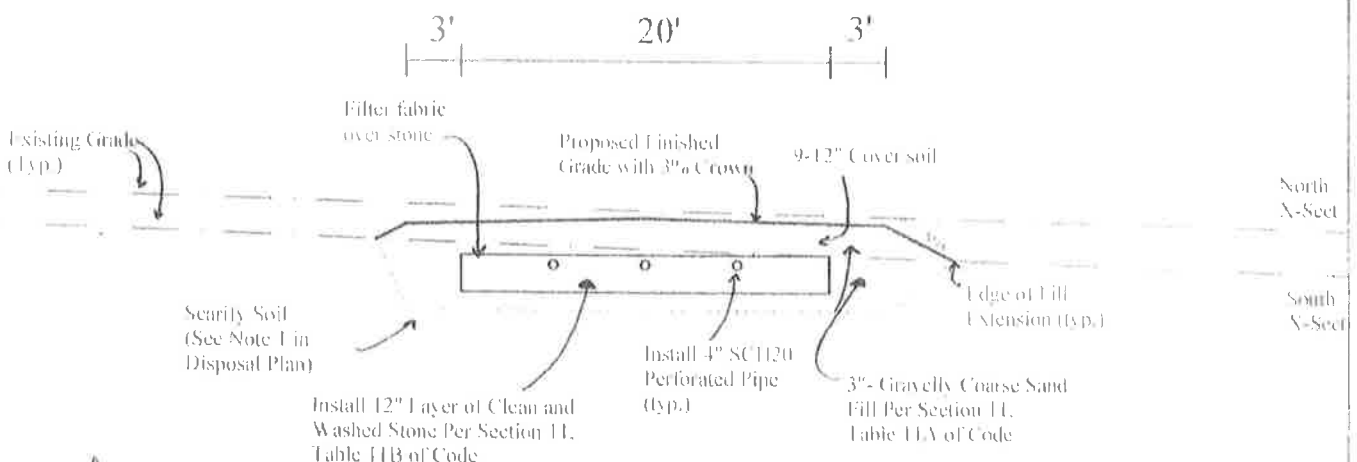
1- Cover soil includes 4" to 6" of loamy cap.

2- Distribution lines to be level

### DISPOSAL AREA CROSS SECTION

### Scale

Horizontal 1" = 10'  
Vertical 1" = 5'



*David Askey*  
Site Evaluator Signature

#408

SI #

8/23/23

Date

Page 3 of 3

HHH-200 Rev. 8/01



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](mailto: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 27<sup>th</sup> 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







**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.



**Inn:** A Building or group of Buildings, within which lodging, or meals and lodging is provided to the general public for compensation. An Inn contains a Dwelling Unit that is occupied by an owner or resident manager, along with six (6) to ten (10) lodging rooms, in which ingress and egress to and from the rooms are made primarily through an inside lobby, office, or other common room and interior or exterior hallways. Inns also are referred to as Guest Houses, Lodging Houses, and Tourist Houses or Hostels.

**Junkyard:** A yard, field, or other area used as place of storage for:

1. Discarded or worn-out, plumbing, heating supplies, household appliances, and furniture,
2. Discarded or scrap lumber and masonry materials,
3. Old or scrap copper, brass, rope, rags, batteries, paper trash, rubber debris, plastic debris, waste, and all scrap iron, steel, and other scrap ferrous or non-ferrous material, and
4. Garbage dumps, waste dumps, and sanitary landfills.

**Kennel - Boarding:** Any place, Building, tract of land or abode in or on which three (3) or more privately-owned companion animals are kept at any one time for their owners, in return for a fee or compensation. Kennel - Boarding includes facilities where three (3) or more companion animals are kept for training purposes.

**Kennel – Breeding:** Any place, Building, tract of land or abode in or on which 1) five (5) or more adult female dogs, wolf hybrids or cats capable of breeding are kept and some or all of the offspring are offered for sale, sold or exchanged for compensation; or 2) more than sixteen (16) dogs or cats raised on the premises are sold to the public in a 12-month period. Kennel-Breeding does not include kennels licensed by a municipality under Section 3923-C when the dogs are kept primarily for hunting, show, training, sledding, competition, field trails or exhibition purposes, and not more than 16 dogs are offered for sale, sold, or exchanged for value within a 12-month period.

**Land Use Permit:** Any permit or authorization documentation issued by the Community Development Department. This shall include but not be limited to Building Permits, Subdivision or Site Design Approvals, Sign Permits, etc.

**Laundry of Dry Cleaning:** A Retail Business that provides washing, drying, and/or ironing services or machines for hire, to be used by customers on the premises. Machines are typically coin-operated, and customers generally are responsible for loading and unloading their laundry independently, without the assistance of a staff member.

**Line of Sight:** The unobstructed view of an object, feature, or landscape from a designated vantage point or perspective.

**Litter:** Any garbage, solid waste, junk, rubbish, refuse, construction debris, demolition debris, and any other waste or materials.

**Livestock:** Domestic hooved animals kept or raised for use or profit, such as, but not limited to, cattle, horses, sheep, elk, deer, buffalo, goats, or pigs, that are typically kept outside of the home.

**Lodging House:** (See: Inn)

**Lot:** A parcel of land created by subdivision processes with close access to public utilities and which meets the minimum standards of the city's ordinances to be occupied or capable of being occupied by one building and the accessory buildings or uses customarily incidental to it, including such open spaces as are required by an ordinance, and having frontage upon a public street, right-of-way, or approved private way. Such includes corner lots, interior lots, irregular lots, cul-de-sac lots and flag lots (see Figure 1).

**Lot Area:** The land area enclosed within the legally described boundary lines of the lot or parcel

**Lot, Buildable Area:** The largest, contiguous land area on a lot or parcel that is within required setbacks, not encumbered by construction limiting easements,

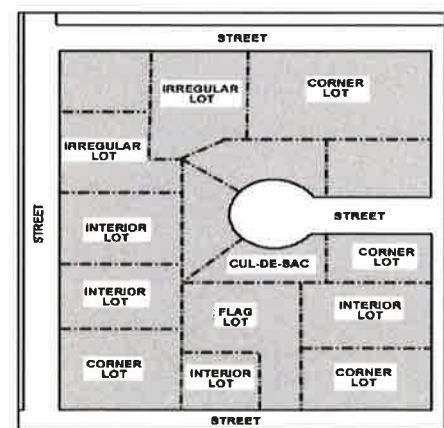


Figure 3: Illustration of various lot types

- d. Buffers shall not be used for all-terrain vehicles or other vehicular traffic.
- C. **Infiltration Systems.** Individual lot owners shall be responsible for maintenance of individual infiltration systems according to the standards specified in "*Phosphorus Control in Lake Watersheds: A Technical Guide for Evaluating New Development*", published by the Maine DEP, revised May, 1990. Requirements for maintenance shall be included in deed restrictions and as notes upon the final recording Plan. As an alternative to maintenance by individual lot owners, the applicant may designate some other entity to be contracted to take the responsibility, and shall include the above referenced maintenance provisions in any contractual agreement. Where infiltration systems serve more than one lot, a lot owners association shall be established and the above referenced maintenance provisions shall be referenced in the documentation establishing the association.
- D. **Wet Ponds.** A lot owners association shall be established to maintain wet ponds, unless the City or some other public entity agrees to assume inspection and maintenance duties. Documentation establishing the association or establishing an agreement with a public entity shall include the maintenance standards specified in the manual "*Phosphorus Control in Lake Watersheds: A Technical Guide for Evaluating New Development*", published by the Maine DEP, revised May, 1990.
- C. Cutting or removal of vegetation along water bodies shall not increase water temperature, result in shoreline erosion, or sedimentation of water bodies.

## 17. Kennels.

Including Animal Shelters, Boarding Kennels, Breeding Kennels and Rescue Group facilities. This ordinance does not regulate or limit the number of domesticated privately owned household pets.

***Animal Shelter***, "means a facility that houses animals and operates for the purpose of providing stray, abandoned, abuses or owner-surrendered animals with sanctuary or finding the animals temporary or permanent adoptive homes." Animal Shelters are not allowed in the R-1, R-2, C-1 & H-1 zones. Animal Shelters are allowed in RC-2, R-3, C-2, I-1 & I-2 zones with site design review and planning board approval.

***Boarding Kennel***, "means any place, building, tract of land or abode in or on which 3 or more privately owned companion animals are kept any one time for their owners in return for a fee or compensation and includes a facility where 3 or more companion animals are kept for training purposes for compensation." Boarding Kennels are not allowed in the R-1, R-2, C-1 & H-1 zones. Boarding Kennels are allowed in the RC-2, R-3, C-2, I-1 & I-2 zones with site design review and planning board approval.

***Breeding Kennel***, "means a location where 5 or more adult female dogs, wolf hybrids or cats capable of breeding are kept and some or all of the offspring are offered for sale, sold or exchanged for value or a location where more than 16 dogs or cats raised on the premises are sold to the public in a 12-month period. Breeding Kennel does not include a kennel licensed by a municipality under Section 3923-C when the dogs are kept primarily for hunting, show, training, sledding, competition, field trails or exhibition purposes and not more than 16 dogs are offered for sale, sold or exchanged for value within a 12-month period." Breeding Kennels are not allowed in the R-1, R-2, C-1, C-2 & H-1 zones. Breeding Kennels are allowed in the RC-2, R-3, I-1 & I-2 zones with site design review and planning board approval.

***Rescue Group***, "means an organization or individual that receives animals that have been abandoned, surrendered or removed from an animal facility or that take in homeless dogs or cats and sells, gives or otherwise places the animals in private homes. Rescue group does not include a facility licensed under chapter 723." Rescue Groups are not allowed in the R-1, R-2, C-1 & H-1 zones. Rescue Groups are allowed in the RC-2, R-3, C-2, I-1 & I-2 zones with site design review and planning board approval.

All buildings and or structures used as Kennels, Animal Shelters, Boarding Kennels, Breeding Kennels and Rescue Groups shall comply with A. through G. following:

- A. Structures or pens for housing or containing the animals shall be located not less than one hundred (100) feet from any residential property line existing at the time of permit.
- B. All pens, runs, or kennels, and other facilities shall be designed, constructed, and located on the site in a manner that will minimize the adverse effects upon the surrounding properties.
- C. The owner or operator of a kennel shall maintain the premises in a clean, orderly, and sanitary condition at all times.
- D. Temporary storage containers for any kennel wastes containing or including animal excrement, shall be kept tightly covered at all times.

- E. No owner of animals or operator of a kennel shall allow any animals to create objectionable noise disturbance, odors, or other nuisances.
- F. All other relevant standards of this ordinance shall also be observed.

**Historical Note:** Section 13-700 §17 Kennels was amended by the City Council on February 13, 2012.

**18. Lots and Density.**

- A. There shall be no more than one principal building and its accessory buildings erected on any one lot.
- B. Any lot containing a residential building shall abut on a public street for a distance of not less than 75 feet.
- C. Every lot that is to be offered for sale for development shall be such that any buyer, with or without knowledge of the lots physical characteristics, shall be able to have a principal structure, adequate access, adequate water supply and quality, and adequate sewage disposal on that lot.
- D. Lot dimensions and building setback dimensions shall meet the requirements of the Zoning District in which the development is located. Any lot intended for use as a year round residence shall be connected either to the City sewer system or to an approved subsurface wastewater disposal system. Any residential lot served by an approved subsurface wastewater disposal system shall be a minimum of one acre.
- E. Wherever possible, side lot lines shall be perpendicular to the road.
- F. Depth and width of lots shall be adequate to provide for the off-road service, loading, and parking facilities for vehicles required by the type of use and development.
- G. Corner lots shall be increased in size wherever necessary in order that any structure to be placed thereon shall conform to the minimum front setback line from each road. Any new corner lots should be encouraged to have access onto the road with the least amount of traffic volume or impact.
- H. The division of parcels into lots with more than twice the required minimum lot size required by the Zoning Ordinance should be laid out in such a manner as either to provide for future legal subdivision or to allow the opening of future roads. Deed restrictions and notes on the final recording Plan shall either prohibit future divisions of the lots or specify that any future division shall constitute a revision to the plan and require approval from the Planning Board, subject to all applicable federal, state, or local ordinances or regulations, and any conditions placed on the original approval.
- I. If a lot on one side of a stream, road, or other similar barrier fails to meet the minimum requirements for lot size, it should be combined with a lot on the other side of the stream, road, or other similar barrier to meet the minimum lot size requirement.
- J. In areas served by a postal carrier, lots shall be numbered in such a manner so as to facilitate mail delivery. Even numbers shall be assigned to lots on one side of the road and odd numbers on the opposite side. Where the proposed development contains the extension of an existing road approved by the Planning Board, but not yet constructed, the lot numbers shall correspond with the existing lot numbers. The lot numbering shall be reviewed by the Postmaster and City Tax Assessor and their comments considered by the Planning Board.
- K. Double frontage lots and reverse frontage lots shall be avoided except where essential to provide separation of residential development from traffic arteries or to overcome specific disadvantages of topography and orientation. A vegetative buffer strip of at least ten (10) feet wide, across which there shall be no right of access, shall be provided along each lot abutting such a traffic artery or other disadvantaged use.
- L. All lots must abut a public way, unless an access road meeting the following criteria has been constructed within a deeded right-of-way having a minimum width of fifty (50) feet. The access road shall be constructed to a minimum width of twelve (12) feet if serving one dwelling unit, and eighteen (18) feet if serving two (2) dwelling units. The access road shall contain a minimum depth of eighteen (18) inches of bank-run gravel and have drainage ditches and culverts at all appropriate points. Such an access road shall serve no more than two (2) dwelling units. Any access road serving between three (3) and five (5) dwelling units shall meet the "Private" road design and construction standards, but need not be paved. Any access road serving more than five (5) dwelling units shall meet the "Private" road design and construction standards and it shall be paved. All lots shall have adequate right-of-way access for emergency vehicles to enter, turn around, and exit.
- M. Land susceptible to flooding and land not suitable for housing or road development and land which may be hazardous to life, health, or property shall not be accepted as part of a development for residential purposes, but may be used, with the approval of the CEO or Planning Board, for parks, playgrounds, or other open-space uses.
- N. No lots created shall have a lot depth to frontage ratio of greater than 5 to 1.

## Penny Thompson

---

**From:** Mike Gahagan  
**Sent:** Monday, December 11, 2023 8:22 AM  
**To:** Penny Thompson; Brian Lajoie; Dave Ouellette  
**Subject:** RE: 551 Grimes Road - Riverside Kennels

The Police has no issue with this application.

*Chief Michael W. Gahagan*



25 High Street  
Caribou, ME 04736  
Ph# (207) 493-3301  
Fax# (207) 493-4201  
Email: [policechief@cariboumaine.org](mailto:policechief@cariboumaine.org)

**From:** Penny Thompson <[pthompson@cariboumaine.org](mailto:pthompson@cariboumaine.org)>  
**Sent:** Monday, December 11, 2023 7:54 AM  
**To:** Mike Gahagan <[michael.gahagan@cariboumaine.org](mailto:michael.gahagan@cariboumaine.org)>; Brian Lajoie <[firechief@cariboumaine.org](mailto:firechief@cariboumaine.org)>; Dave Ouellette <[daveo@cariboumaine.org](mailto:daveo@cariboumaine.org)>  
**Subject:** 551 Grimes Road - Riverside Kennels

Good morning –

## Penny Thompson

---

**From:** Brian Lajoie  
**Sent:** Monday, December 11, 2023 12:41 PM  
**To:** Penny Thompson; Mike Gahagan; Dave Ouellette  
**Subject:** Re: 551 Grimes Road - Riverside Kennels

Fire & Ambulance Dept. has no issues with the application.

**Brian P. Lajoie**  
Fire Chief, FO II

City of Caribou  
Caribou Fire & Ambulance Department  
121 High Street  
Caribou, ME 04736

Phone: (207)493-4205  
Fax: (207)493-4222  
Email: [firechief@cariboumaine.org](mailto:firechief@cariboumaine.org)



## **Penny Thompson**

---

**From:** Dave Ouellette  
**Sent:** Monday, December 11, 2023 11:04 AM  
**To:** Penny Thompson  
**Subject:** RE: 551 Grimes Road - Riverside Kennels

The Grimes Road does not belong to the city of Caribou. MDOT is the owners of the Grimes Road.

**From:** Penny Thompson <pthompson@cariboumaine.org>  
**Sent:** Monday, December 11, 2023 7:54 AM  
**To:** Mike Gahagan <michael.gahagan@cariboumaine.org>; Brian Lajoie <firechief@cariboumaine.org>; Dave Ouellette <daveo@cariboumaine.org>  
**Subject:** 551 Grimes Road - Riverside Kennels

Good morning –

At the Planning Board meeting on Thursday, they will hold a Public Hearing for the attached Site Design Review Application for a new kennel at 551 Grimes Road. This will be a new building so when it is built, it will be built according to MUBEC. The proposed driveway over the railroad tracks does have a permit to go over the railbed.

Could you please review the attached and let me know, as I said in the other email, I realize I have forgotten a lot in five years while not working on Planning Board issues!

1. Do you have any issues with the application?
2. Is there adequate access for Emergency Vehicles?
3. Dave – any concerns about access management, the road design or construction?

Any assistance you can provide would be appreciated.

Thanks.

*Penny Thompson*

## Penny Thompson

---

**From:** Demerchant, Raymond <Raymond.Demerchant@maine.gov>  
**Sent:** Monday, December 11, 2023 3:53 PM  
**To:** Penny Thompson  
**Subject:** RE: 551 Grimes Road Caribou  
**Attachments:** region5ep (2).pdf

Hi Penny,

Due to the planned increased use of the driveway, a driveway permit is required by MaineDOT. Going from a residential use to residential/commercial is considered a "change in use" by the MaineDOT Driveway Rules since the number of vehicle trips will increase. I've attached a copy of our driveway permit application. Hope this helps.

Ray E. DeMerchant, P.E.  
*Civil Engineer III, Traffic & Permitting*  
MaineDOT – Northern Region  
41 Rice Street  
Presque Isle, Maine 04769

Phone: 207-764-2218  
Cell: 207-592-6461  
Fax: 207-764-2204  
E-mail: [raymond.demerchant@maine.gov](mailto:raymond.demerchant@maine.gov)

**From:** Penny Thompson <pthompson@cariboumaine.org>  
**Sent:** Monday, December 11, 2023 12:10 PM  
**To:** Demerchant, Raymond <Raymond.Demerchant@maine.gov>  
**Subject:** 551 Grimes Road Caribou

**EXTERNAL: This email originated from outside of the State of Maine Mail System. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Good afternoon –

I just called and left a message about 551 Grimes Road.

The homeowner has presented a site design review application to the Planning Board for a Kennel. This may increase the traffic to the location on a state road so I wondered what would need to be done to receive permission from Maine DOT for this change in use or if any permission is required.

Thank you.

*Penny Thompson*

*City Manager*

*City of Caribou Maine*

*(207) 493 - 5961 (direct line)*

*[pthompson@cariboumaine.org](mailto:pthompson@cariboumaine.org)*

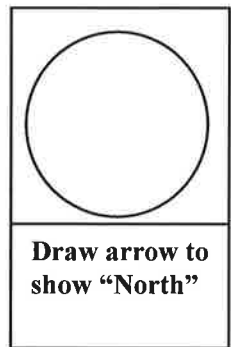
[This email comes from outside of your organization. Please be cautious opening or clicking on any attachments or links.]



Site Sketch or attach Site Plan

**THE OWNER HEREBY AGREES**

- 1) Provide, erect and maintain all necessary barricades, lights, warning signs and other devices to direct traffic safely while the work is in progress.
- 2) **At no time cause the highway to be closed to traffic.**
- 3) Where the drive/entrance is located within a curb, curb and gutter, and/or sidewalk section, completely remove the existing curb, curb and gutter, and/or sidewalk as may be required to create the drive/entrance and restore drainage. All driveways/entrances abutting sidewalk sections shall meet the requirements set forth in the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12132 et seq.
- 4) Obtain, deliver to site and install any culverts and/or drainage structures necessary for drainage; the size, type and length of such culverts or structures shall be as specified in the permit pursuant to 23 M.R.S.A. § 705. **All culverts and/or drainage structures shall be new.**
- 5) Complete construction of proposed driveway/entrance within twelve months of commencement of construction.
- 6) **COMPLY WITH ALL FEDERAL, STATE AND MUNICIPAL LAWS AND ORDINANCES.**
- 7) Not alter, without the express written consent of the MDOT, any culverts, drainage patterns or swales within MDOT right-of-way.
- 8) **File a copy of the approved driveway/entrance permit with the affected municipality or LURC, as appropriate, within 5 business days of receiving the MDOT approval.**
- 9) Shall construct and maintain the entrance side slopes to be no steeper than the adjacent roadway side slopes, but in no case to be steeper than 3 horizontal to 1 vertical, unless the side slope is behind existing roadway guardrail, in which case it shall be no steeper than 2 horizontal to 1 vertical.
- 10) **Notify the MeDOT(in writing) of a proposed change to use served by driveway/entrance when increase in traffic flow is expected to occur. This does not exempt the need for obtaining a Traffic Movement Permit (TMP) if trip generation meets or exceeds 100 passenger car equivalents (pce) during the peak hour of the day.**



**FURTHER CONDITION OF THE PERMIT:**

The owner shall assume the defense of, and pay all damages, fines, and penalties for which he/she shall become liable, and shall indemnify and safe harmless said Department, its representatives, agents and employees from liability, actions against all suite, claims, damages for wrongful death, personal injuries or property damage suffered by any person or association which results from the willful or negligent action or inaction of the owner/applicant/agent and in proceedings of every kind arising out of the construction and maintenance of said entrance(s), including snow removal. Nothing herein shall, nor is intended to, waive and defense, immunity or limitation of liability which may be available to the MDOT, their officers, agents or employees under the Maine Tort Claims Act or any other privileges and/or immunities provided by law.

The submission of false or misleading statements on or with this application, or the omission of information necessary to prevent statements submitted herein or herewith from being misleading, is a crime punishable under Chapter 19 of the Maine Criminal Code, and any permit issued in reliance thereon will be considered null and void without notice or further action by the Department.

Date Filed: \_\_\_\_\_

Signature of Owner \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

☐ By signing and checking this box I hereby certify that I have been granted permission from the property owner to act in their behalf.

12

P/O M12 - L5

CARIBOU UTILITIES DISTRICT

Letters came from owners of this property

J. GRIFFÉE & C. NEALON 48

J. GRIFFÉE & C. NEALON 47

T. & C. RAYMOND 58

STATE OF MAINE

P. WATSON

L. RICHARDSON 59

B. SOUTHERLAND - DEV

K. FREEMAN 562

B. & B. LINDSEY 574

M. MANCOS 578

D. & P. MCINTYRE 594

S. & N. ROGESKI 70

C. KELLEY 35

C. KELLEY ROAD 34A

R. & L. CARLOW 789

J. RINES 781

36A

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Subject  
Property

Part of  
Map 9

38

6 Arbor Drive  
Glens Falls, NY 12801  
December 7, 2023

City of Caribou  
City Manager and Interim Code Enforcement Officer  
25 High Street  
Caribou, Maine 04736

Attn: Penny Thompson and Caribou Planning Board,

My name is Constance Snow Nealon. Together with my sister, Jane Snow Griffie, we own the parcel of land 526 and 529 Grimes Road on the opposite side of the Little Madawaska River from the site of the proposed dog kennel business. I contacted City Manager and Interim Code Enforcement Officer Thompson with questions regarding the placement of a facility of this sort in this location. The information previously provided to us regarding this project contained little detail of the proposal. City Manager Thompson has now provided access to the site design application and background information on the planning board review process.

I understand that the application will have a hearing on December 14, 2023. I have reviewed the applicant's site design information and find it very informative. I would like to have the planning Board consider the following questions in this opportunity the hearing presents to obtain more information.

1) Since this parcel abuts both the Little Madawaska River and the Aroostook River, we are concerned about the extent of the shoreline cutting or other disruption or contamination along both water bodies. Does this proposal satisfy zoning restrictions embodied in City of Caribou zoning or within any Aroostook County or State of Maine shoreland zoning regulations which may apply? Will the applicants restrict development further from the water?

2) Is the proposed number of 10 dogs to be housed a maximum limit? In what way does the applicant propose to control noise? Will the building design mitigate noise to the outside? Will the dogs be inside at night? I raise these questions because the noise of barking dogs can be highly disruptive. The extent of this may be increased by the disturbing interaction, daytime and especially nights, between dogs and the substantial wildlife in the Grimes area.

3) What are the proposed sanitary and waste storage and disposal systems? Do they meet health and any other regulations for this kind of facility?

I thank the Planning Board for informing us of this proposal. I am writing to let you know that I appreciate the notice and support the City of Caribou review process. I am unable to attend the hearing on the 14<sup>th</sup>. I appreciate this opportunity to have the planning board consider my questions and the applicant's responses in their hearing /approval process.

Thank you.

Sincerely yours,

Constance Snow Nealon



9 Lawncrest Road  
Enfield, Ct 06082-2526  
December 8, 2023

City of Caribou  
Code Enforcement Office  
25 High Street  
Caribou, Maine 04736

Attn: Penny Thompson, City Manager

My name is Jane Snow Griffiee and along with my sister Constance Nealon we own the property at 526 and 529 Grimes Road, Caribou Maine.

I am writing with regard to Site Design Review Application for a dog kennel business for Riverside Kennels, LLC, 551 Grimes Road, Map 9 Lot 59.

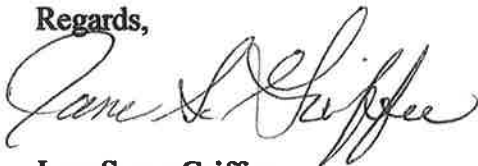
I have concerns about this proposed business, some of which were answered during your conversation with Constance on December 7, 2023.

As you know, the property proposed for the dog kennel abuts the Little Madawaska and Aroostook Rivers. My concerns are proper sanitation preventing any runoff into either river and for any additional forest harvesting along the rivers. I expect that Caribou, Aroostook and Maine regulations cover this. Will there be proper oversight to ensure regulations are met?

Will the 10 dogs proposed increase in any future plans? What are any noise projections from these animals. The kennel as proposed is in the middle of a wooded area and it will attract many wild animals at all times of the day and night. I fear that the noise from the kenneled animals and attracted wild animals might disturb the peace and quiet at my property. I am in Caribou at my property throughout the summer and am concerned about the noise and wild animals that will be attracted near my property.

I am unable to attend the public hearing on Thursday, December 14. I thank you and the Caribou Planning Board for notifying me regarding this proposed business and the public hearing. Along with Constance, I thank the Planning Board in advance for considering my concerns and look forward to hearing about the outcome of the public hearing.

Regards,

A handwritten signature in cursive script, appearing to read "Jane S. Griffiee".

Jane Snow Griffiee

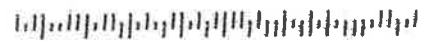


GRIFEE  
9 LAWNCREST ROAD  
ENFIELD, CT 06082-2526

HARTFORD CT 060  
8 DEC 2023 PM 2 L

City of Caribou, Maine  
Code Enforcement Office  
25 High Street  
Caribou, ME 04736

Attn: Penny Thompson, City Manager



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



**MEMO**

**To: Planning Board members**  
**From: Penny Thompson, City Manager**  
**Date: December 14, 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.

**Staff Notes:**

Police Chief, Fire Chief, and Public Works Director report no issues.

One letter of response from abutters has been received.

The letter was from the Caribou Utilities District which has no issues.

**Suggested Action:**

Open Public Hearing

Listen to any feedback

Ask any questions of the applicant

Close Public Hearing

At this juncture, the Planning Board can go through the application and make a decision, or ask the applicant and/or staff to resolve any issues with the application.

If ready to approve, please make a motion to approve the application.

Second – Discussion - Vote



**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: Samie Huston  
Business Name: Brandy Brook out <sup>Fitters</sup> ~~Fitters~~  
Property Address: 446 Madawaska Road  
Phone: 207-554-0466 E-mail: Samie.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: 0  
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 excess 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

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: \_\_\_\_\_

11/2/73

### 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:**

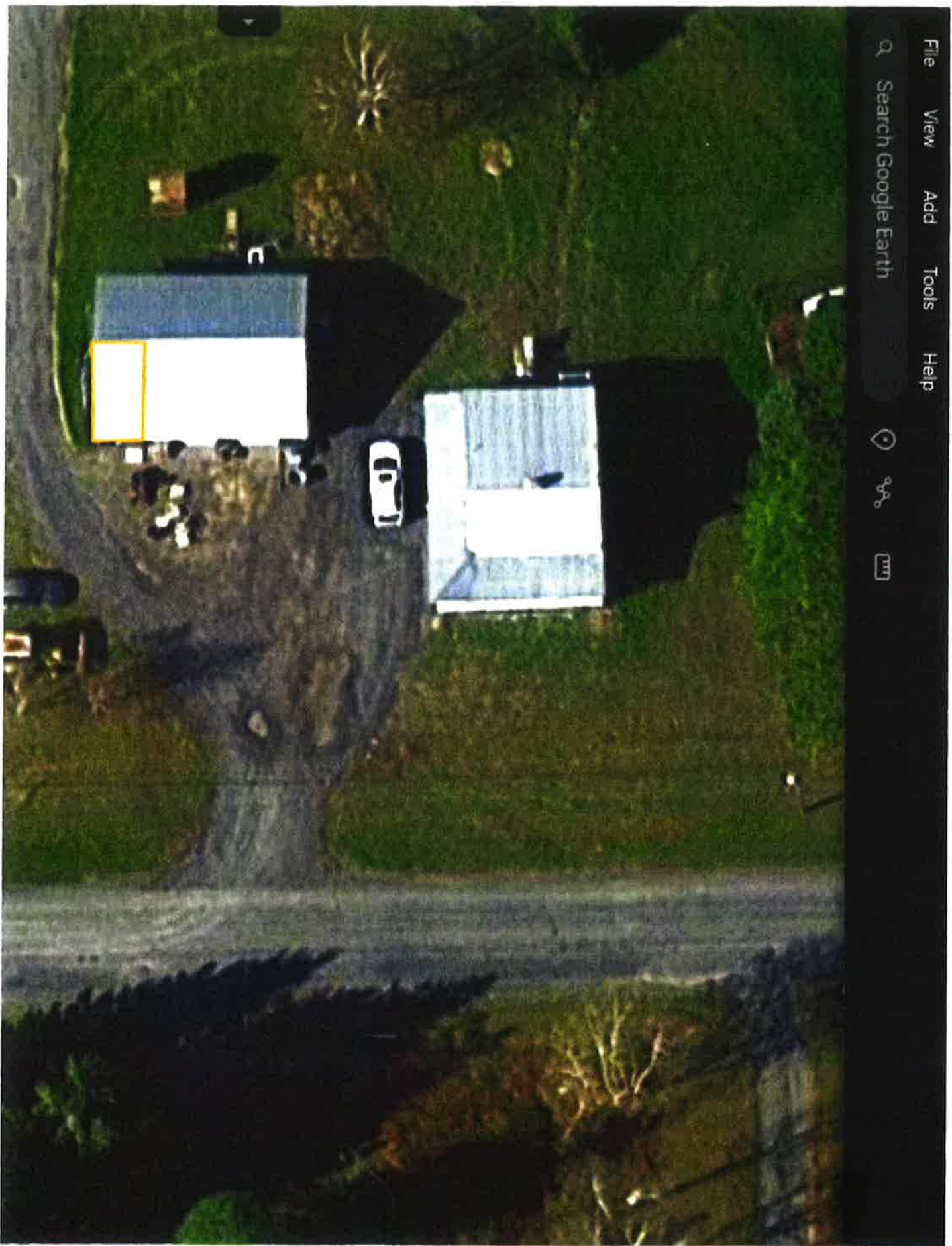
\_\_\_\_\_  
Chairman, Caribou Planning Board

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Conditions of Approval:**

**Reason(s) for Denial:**







## 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.

**13. Home Occupations.**

**A. Purpose.** The purposes of this section are to:

1. Provide an opportunity for Home Occupations to be conducted as an accessory use when they are compatible with the neighborhoods in which they are located.
2. Guide certain business activities that are not compatible with neighborhoods to other, more appropriate commercial zones.
3. Safeguard peace, quiet, and domestic tranquility within all residential neighborhoods. Protect residents from the adverse effects of noise, nuisance, traffic, fire hazards, and other possible business uses that create significant impacts on a neighborhood.
4. Provide a means to regulate and enforce Home Occupations.

**B. Scope.** All Home Occupations must adhere to the standards and qualifications listed in this section and those imposed under the authority of the Planning Board in accordance with this ordinance.

**C. Permit Required.** All Home Occupations shall obtain annually a Home Occupation Permit from the Code Enforcement Officer.

**D. Home Occupation General Standards.** All Home Occupations shall comply with the following standards at all times:

1. *Bona Fide Resident.* The Home Occupation business shall be owned and operated solely by a bona fide resident of the home. If the applicant for a Home Occupation license rents or leases the property wherein the Home Occupation is intended to be conducted, the applicant must provide a letter of acknowledgment and consent from the property owner as an attachment to the application for a Home Occupation permit.
2. *Employees.* No more than one full-time or full-time equivalent nonresident may be employed, volunteer, or work on the premises where the Home Occupation business is located.
3. *Accessory Use on the Property.*
  - a. For residential purposes, the Home Occupation shall be clearly secondary and incidental to the primary use of the dwelling unit.
  - b. The Home Occupation must maintain or improve the external residential appearance of the principal structure, attached or detached garage, or accessory structure.
  - c. The Home Occupation applicant must designate the portion of the home, accessory structure, or attached or detached garage to be used as the location for business activities.
  - d. The Home Occupation shall not involve the use of any open and publicly-visible yard space for storage or display of supplies, inventory, or equipment when such use is in conjunction with the sales, service, or production of goods, unless specifically stored within trailers or accessory structures as allowed herein.
4. *Business Vehicles and Parking*
  - a. All business-related vehicles that park at the location of the Home Occupation must use off-street parking. This provision excludes stops made by delivery vehicles. Customers or Clients may utilize on-street parking along the home frontage in accordance with street parking standards.
  - b. Business Vehicles exceeding a Gross Vehicle Weight (GVW) of 8,000 pounds, trailers, and related equipment must be stored to the side or rear of the home.
  - c. No parking is permitted on landscaped areas of the property.

5. *Signage.* A single sign is permitted, provided such sign is non-illuminated and does not exceed two feet in any dimension.
  6. *Conformity with Health and Safety Codes.* The Home Occupation shall conform to all fire, building, plumbing, electrical, and all other City, County, State, and Federal codes.
  7. *Neighborhood Disruptions Not Permitted.* The Home Occupation shall not interfere or disrupt the peace, quiet, and domestic tranquility of the neighborhood. The Home Occupation shall not create, be associated with, or produce odor, smoke, dust, heat, fumes, light, glare, noises or vibrations, excessive traffic, or other nuisances, including interferences with radio and television reception, or any other adverse effects within the neighborhood.
  8. *State Licenses.* Any business required to be licensed by the State of Maine, including but not limited to caregivers, day care facilities, food preparation services, etc. must provide the City with proof of current licensure through the appropriate State agency.
  9. *Maximum Floor Space.* No more than 50 percent of the dwelling unit shall be utilized for the Home Occupation, and up to 100 percent of any accessory structure on the same lot as the dwelling unit may be utilized for the Home Occupation.
- E. *Categories of Home Occupation Permits.* Home Occupation businesses are classified as Category I, Permitted Home Occupations, or Category II, Conditional Use Home Occupations. A Category I, Permitted Home Occupation requires review and approval by the Code Enforcement Officer. A Category II, Conditional Use Home Occupation requires review and approval by the Planning Board. All Home Occupations that require State of Maine Licensure are considered Category II, Conditional Use Home Occupations.
- F. *Category I Qualifications.* In addition to the general standards set forth in Paragraph D above, all Category I Home Occupation businesses must comply with the qualifications outlined below. If a business cannot comply fully with all of the Category I Qualifications set forth below, the applicant may pursue approval as a Category II, Conditional Use Home Occupation (see Paragraph G below).
1. *Hours.* No visitors in conjunction with the Home Occupation (clients, patrons, employees, volunteers, students, pupils, etc.) shall be permitted between the hours of 10:00 p.m. and 7:00 a.m.
  2. *Traffic.* Vehicular traffic from business-related visitors and customers shall not exceed that which normally and reasonably occurs in the neighborhood and shall not produce excessive noise or parking nuisances. Category I Home Occupations may be serviced by occasional delivery vehicles, limited to the shipment or receipt of merchandise, goods, or supplies, so long as the frequency of those deliveries do not create a nuisance to surrounding residents.
- G. *Category II, Conditional Use Permit Required.* If a Home Occupation is able to comply with all of the general standards in Paragraph D above but is unable to comply with all of the Category I qualifications established in Paragraph F, or if the Home Occupation requires State of Maine Licensure, the proposed business is subject to review by the Planning Board. In addition, any application proposing two or more Home Occupation permits, and associated with the same dwelling unit, shall be reviewed by the Planning Board, to ensure that the cumulative impacts of the proposed Home Occupations comply with city ordinances. The following standards or business types shall be reviewed by the Planning Board for approval.

1. *General.* In addition to any conditions established by the Planning Board at the time of its review, all Category II Home Occupations must comply with the following:
  - a. All Category II Home Occupations shall be conducted only from single-family dwellings.
  - b. Proposed uses may be determined to be appropriate as Home Occupations only if they are judged to be compatible with residential neighborhoods by the Planning Board conditional use review.
  - c. Vehicular traffic from business-related visitors and customers shall not exceed that which normally and reasonably occurs in the neighborhood, except as provided for in Item 2. "Child Day Care and Other Group Child Activities" below. Traffic from Category II Home Occupations shall not produce excessive noise or parking nuisances and may be serviced by occasional delivery vehicles, limited to the shipment or receipt of merchandise, goods, or supplies, so long as the frequency of those deliveries do not become a nuisance to surrounding residents.
2. *Child Day Care and Other Child Group Activities.* Refer to Section 13-760 "Daycare Facilities" of the City of Caribou Code and 10-148 CODE OF MAINE RULES CHAPTER 32 to comply with State of Maine licensing requirements. All home-based child day care and group activities licensed by the State of Maine are considered Category II, Conditional Use Home Occupations.
3. *Adult Day Care.* Refer to MRS Title 22 Chapter 1679 Adult Day Care Program Subsections 8601-8606. Any home-based Adult Day Care that exceeds two individuals 60 years of age or older, or more than 12 hours per day of operation requires State of Maine licensure, and is therefore considered a Category II, Conditional Use Home Occupation.
4. *Dangerous Home Occupations.* Any proposed Home Occupation that uses explosives, incendiary products and devices, flammable materials, or hazardous chemicals in amounts greater than typical household quantities is considered a Category II, Conditional Use Home Occupation.

*H. Prohibited Home Occupations.* The following uses, by nature of the occupation, substantially impair the use and value of residentially-zoned areas for residential purposes and are, therefore, prohibited:

1. Mortuary, crematorium, columbarium, or mausoleum.
2. Animal hospital or veterinary service, except in the R-3 zone with a Category II, Conditional Use Home Occupation permit.
3. Clinic, dental office, medical office, chiropractic office, or hospital, except in the R-3 zone with a Category II, Conditional Use Home Occupation permit.
4. Junkyard, auto wrecking yard, or salvage yard within the urban compact area. Any Junkyard, auto wrecking yard, or salvage yard outside of the urban compact area must comply with separate local and state licensing procedures.
5. Stable, kennel, pet store, or any other commercial animal breeding business or similar activity, except in the R-3 zone with a Category II, Conditional Use Home Occupation permit.
6. Storage, service, repair, or sales of ambulances, tow trucks, recreational vehicles, watercraft, automobiles, ATVs, or other motorized vehicles within the urban compact area. Home Occupations desiring to conduct these types of activities in the R-3 zone may be permitted, subject to a Site Design Review by the Planning Board and must be at least 300 feet from any neighboring dwelling.

7. Use of specified chemicals, pesticides and flammable/combustible materials, including any other process or business where current adopted Building and Fire Codes requires an operational permit.
8. Bed and breakfast facilities. (Regulated under separate rules – see Section 13-700.4)

### **Section 13-900 Definitions**

Home Occupation: An occupation or profession that is conducted for financial gain on a dwelling site or in the associated dwelling unit by a member of the family residing in the unit, and which is clearly incidental to and compatible with the primarily residential use of the property and surrounding residential uses. A Home Occupation shall not be construed to mean an employee working in his/her home in the service of an employer, whose principal place of business is at another location.

**Historical Note:** Section 13-700 §13 as amended May 9, 2022

### **14. Hotels, Motels, and Inns.**

For the purposes of these Ordinances, the terms hotel, motel, and inn are used interchangeably.

- A. A green space, not less than twenty (20) feet wide, shall be maintained open and green with grass, bushes, flowers, or trees all along each side lot line, the rear lot line, the front line of such lot, except for entrance and exit driveways. The green space shall not be used for automobile parking.
- B. If cooking or eating facilities are provided in any units, each unit shall be considered a dwelling unit and the development shall meet all applicable standards for multi-family development in these Ordinances, including the residential density requirements of the appropriate District. If three (3) or more multi-family units are to be constructed within a five (5) year period the development shall be considered a subdivision and shall also be reviewed through the Subdivision Ordinance.
- C. Each unit shall contain not less than two-hundred (200) square feet of habitable floor area enclosed by walls and roof, exclusive of any adjoining portions of roofed or covered walkways. Each sleeping room shall not be less than twelve by fifteen (12x15) feet horizontal dimensions, exclusive of bath. Each unit shall include private bathroom facilities.
- D. On each lot, one apartment may be provided for a resident owner, manager, or other responsible staff person.
- E. Building construction plans shall be reviewed and approved by the Fire Chief.
- F. Recreational vehicle parking stalls shall be designed to accommodate the traveling public with a minimum stall width of eleven (11) feet and stall depth of thirty-two (32) feet. Angled parking stall width and depths shall be increased by 10 percent and 25 percent above the parking standards contained in this Ordinance.
- G. All hotel, motel, and inn development shall be connected to the public sewer and water systems where provided. Where public sewer and water systems are not available, an adequate on-site septic system, in accordance with the *"State of Maine Subsurface Wastewater Disposal Rules"*, shall be provided to serve the maximum number of guests or customers who can be accommodated. Plans or written specifications, or both, for such systems shall be submitted to the Planning Board before final approval is granted by the Board. Where any doubt exists as to the adequacy of such proposed systems, the Board shall obtain the advice of a sanitary engineer or other qualified person and any cost of such service shall be paid by the applicant.
- H. No building shall be closer than fifty (50) feet from a property line.
- I. All other relevant standards of these Ordinances shall be observed.

## Penny Thompson

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**From:** Mike Gahagan  
**Sent:** Monday, December 11, 2023 8:22 AM  
**To:** Penny Thompson; Brian Lajoie; Dave Ouellette  
**Subject:** RE: 446 Madawaska Road Caribou

The police has no issue with this application.

*Chief Michael W. Gahagan*



25 High Street  
Caribou, ME 04736  
Ph# (207) 493-3301  
Fax# (207) 493-4201  
Email: [policechief@cariboumaine.org](mailto:policechief@cariboumaine.org)

**From:** Penny Thompson <[pthompson@cariboumaine.org](mailto:pthompson@cariboumaine.org)>  
**Sent:** Monday, December 11, 2023 7:54 AM  
**To:** Mike Gahagan <[michael.gahagan@cariboumaine.org](mailto:michael.gahagan@cariboumaine.org)>; Brian Lajoie <[firechief@cariboumaine.org](mailto:firechief@cariboumaine.org)>; Dave Ouellette <[daveo@cariboumaine.org](mailto:daveo@cariboumaine.org)>  
**Subject:** 446 Madawaska Road Caribou

Good morning –

I am attaching the Site Design Review Application Home Occupation for 446 Madawaska Road.

## Penny Thompson

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**From:** Brian Lajoie  
**Sent:** Monday, December 11, 2023 12:48 PM  
**To:** Penny Thompson; Mike Gahagan; Dave Ouellette  
**Subject:** Re: 446 Madawaska Road Caribou

Fire & Ambulance Dept. has no issues with the application.

NFPA states: A continuous and unobstructed way of egress travel from any *accessible* point in a *building* or facility to a public way.

AWDA states: Door widths shall be a minimum of 32" wide.

**Brian P. Lajoie**  
Fire Chief, FO II

City of Caribou  
Caribou Fire & Ambulance Department  
121 High Street  
Caribou, ME 04736

Phone: (207)493-4205  
Fax: (207)493-4222  
Email: [firechief@cariboumaine.org](mailto:firechief@cariboumaine.org)



## Penny Thompson

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**From:** Dave Ouellette  
**Sent:** Monday, December 11, 2023 12:10 PM  
**To:** Penny Thompson  
**Subject:** RE: 446 Madawaska Road Caribou

No problem for us on the madawaska Road

**From:** Penny Thompson <pthompson@cariboumaine.org>  
**Sent:** Monday, December 11, 2023 7:54 AM  
**To:** Mike Gahagan <michael.gahagan@cariboumaine.org>; Brian Lajoie <firechief@cariboumaine.org>; Dave Ouellette <daveo@cariboumaine.org>  
**Subject:** 446 Madawaska Road Caribou

Good morning –

I am attaching the Site Design Review Application Home Occupation for 446 Madawaska Road.

Could you please review the attached and let me know:

1. Do you have any issues with the application?
2. Is there adequate access for Emergency Vehicles?
3. The application requires a means of egress / ingress consistent with NFPA Life Safety Code 101 and the Americans with Disabilities Act. He is making the area for the business in the corner of his garage. I have not done the research on this so I am wondering if you (Brian) have a cheat sheet for me on this. I realize I have forgotten a lot in five years while not working on Planning Board issues!
4. Dave – any concerns about access management, the road design or construction?

Any assistance you can provide would be appreciated.

Thanks.

## **Penny Thompson**

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**From:** cud@gwi.net  
**Sent:** Monday, December 11, 2023 10:58 AM  
**To:** Penny Thompson; Penny Thompson  
**Cc:** dcorrivo@maine.rr.com  
**Subject:** 446 Madawaska Rd

Penny,  
This property is on the east side of the Madawaska Stream from the District's property on the Albair Rd.  
The District should have no issues with their Site Design Application.  
Please pass this along to the planning board.  
Thanks  
Hugh

Hugh A Kirkpatrick  
General Manager



**Caribou Utilities District**  
Water / Wastewater / Fiber  
176 Limestone Street  
PO Box 879  
Caribou ME 04736  
cud@gwi.net  
207-496-0911 o

[This email comes from outside of your organization. Please be cautious opening or clicking on any attachments or links.]



## *City of Caribou, Maine*

### **Meeting Minutes Caribou Planning Board Regular Meeting**

**Thursday November 9, 2023, at 6:00 p.m.**

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

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

Others in attendance: Dan Bagley, City Council liaison, Penny Thompson, staff, Jay Kamm, NMDC, Shelly Richardson, Jamie Huston.

Absent: Justin Staples.

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

Chairperson Amanda Jandreau called the meeting to order at 6:00 pm, Justin Staples was absent. There were no conflicts of interest to disclose.

II. Public Hearings No public hearings

III. Approval of minutes

- a. Review and approval of October 12, 2023, Planning Board Meeting Minutes; Motion by Frank McElwain, seconded by Eric Hitchcock to approve the minutes of the October 12, 2023 Planning Board meeting. There was no discussion. Passed by unanimous vote.

IV. City Council Liaison Updates, provided by Dan Bagley, City Council liaison  
LD 2003 – City Council is aware of that these changes are coming.  
Budget season is upon us. If Planning Board has funding requirements let Penny know.

V. New Business

- a. Site Design Review Application – Riverside Kennels, LLC  
Eric Hitchcock made a motion for a public hearing for Riverside Kennels, LLC. Dave Corriveau seconded. The vote was unanimous.
- b. Site Design Review Application – Brandy Brook Outfitters  
Steve Wentworth made a motion for a public hearing for Brandy Brook Outfitters. Dave Corriveau seconded. The vote was unanimous.
- c. Brief discussion of the 2024 – 2034 Caribou Comprehensive Plan by Jay Kamm of NMDC.
- d. NMDC – discussion of LD 2003 / LD 1706  
Jay Kamm said LD 2003 has caused a stir around the state.  
Caribou is poised to take advantage of this because the city is going through the Comprehensive Plan process.  
LD 2003 passed to provide more affordable housing.  
Mandates communities to look for where density of homes is possible.

Three things to keep in mind:

1. Density bonus
2. Look at lot sizes to increase density
3. Where should rental properties go

What they are doing now:

- \*Looking at number of rentals and availability
  - \*Housing affordability not as big an issue as rental affordability
- Jay asked – do we tweak growth areas to increase density?  
- Growth management laws are also changing

- e. **Open discussion on streamlining approval process-** Discussion: Site design review approval process
- f. **Open discussion on city ordinance for abandoned/condemned or blighted buildings –** Discussion: Blight. Why don't we have more teeth in our ordinance?  
Action: staff to work on Vacant Building Ordinance & regarding 273 Sweden Street – ask the City Council to advance this property to dangerous building status

#### VI. Old Business

- a. Tabled from last meeting – Kip Griffin 960 Access Highway  
Steve updated on what activities are taking place at the location.  
Leaning on code enforcement training, the City ordinance does not include review criteria, and as such, the Planning Board should, at the very least, submit a letter of 'no contest' because the city does not have a permit process.  
From the view of the Planning Board, the uses at the business are not changing and are in compliance.  
Motion by Steve Wentworth, seconded by James Belanger to offer a letter of support restating that he is in compliance with the uses regulated by the City of Caribou. The vote was unanimous.
- b. Postponed from last meeting - Exchange ideas to boost housing in Caribou  
There is a need for a large residential facility like Rose Acres project.  
Government funding can be difficult to navigate and incorporate into a development.  
Steve added that Maine State Housing Authority has additional specification codes so that the asset will still be very valuable after the mortgage is paid off.

#### VII. Staff Report

#### VIII. Adjournment

Motion by Frank McElwain to adjourn, seconded by James Belanger.  
Passed by unanimous vote.

Meeting Adjourned 8:16 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: December 13, 2023**  
**Re: Kip Griffin Automobile Recycler License**

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

At the November meeting, there was a discussion and a directive for staff to come back with a draft of a letter.

If you would like to work on the language, that can be done tonight.

**Suggested Action**

Once you have settled on language, the letter can be approved by the Planning Board with a motion.

**Second – Discussion – Vote**



# City of Caribou

## *Caribou Planning Board*

*Municipal Building*  
25 High Street  
Caribou, ME 04736  
*Telephone* (207) 493-5961  
*Fax* (207) 498-3954  
[www.cariboumaine.org](http://www.cariboumaine.org)

December 14, 2023

Kip Griffin  
D/B/A Griffin Auto  
64 High Meadow Road  
Perham, Maine 04766

Re: Griffin Auto  
960 Access Highway  
Caribou Maine 04736

Dear Mr. Griffin:

The Caribou Planning Board has met regarding your application as a automobile recycler for your location at 960 Access Highway in Caribou. The ordinances of the City of Caribou do not have review criteria for an automobile recycler business. In the opinion of the Planning Board, the activities taking place at the location are not changing and your business is currently in compliance.

Please let us know if you have any questions.

Thank you for investing in Caribou.

Sincerely,

The Caribou Planning Board

by Amanada Jandreau, Chair