



## *City of Caribou, Maine*

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

**Thursday January 18, 2024, 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, James E. Belanger, Jr., David Corriveau, Eric Hitchcock, Steve Wentworth, Frank McElwain.

Others in attendance: Penny Thompson, staff, Melissa Lizotte, Aroostook Republican.

- I. The meeting was called to order at 6:00.  
Welcome returning members to the Caribou Planning Board & notification of the change in City Council liaison.
- II. Election of Officers for 2024  
A motion was made by Eric Hitchcock to keep officers the same in 2024. The motion was seconded by David Corriveau. The vote was unanimous.
- III. Set meeting dates and time for 2024  
A motion was made by James E. Belanger, Jr. to adopt the dates as proposed for meetings in 2024. The motion was seconded by Frank McElwain. The vote was unanimous.  
A discussion was held to discuss if the city council can meet at additional times if needed. It was determined that the answer is “Yes”.
- IV. Call Meeting to Order, Determine Quorum, disclosure of conflicts of interest.
- V. Approval of minutes
  - a. Review & approval of December 14, 2023, Planning Board Meeting Minutes  
A motion was made by Steve Wentworth to approve the minutes. The motion was seconded by James E. Belanger, Jr. The vote was unanimous.
- VI. There were no City Council Liaison updates.
- VII. New Business
  - a. Site Design Review – Heidi Plourde / Salon 6, LLC  
This only needs CEO approval – FYI only
  - b. 2024 Goals for the Planning Board
    - Comprehensive Plan 2034
    - Land Use Table – look for minutes to see about when Spring 2023 site design review application
    - Permits – Speed up process – 45 days start to finish.
    - Sometimes meet 2 or 3 times in the 30-day time frame
    - Look up in MMA Legal when 30 days should commence
    - Are the days for comment in the statute?
    - Is the language about commence in the statute?

- Can we say “proceed at own risk”?
- Goal to come up with and follow through on a plan to increase affordable and accessible housing.
- Dave Corriveau – RE: “Home Rule” (see attached) regarding Dangerous Building Statute MRS title 17, §2851-2859s; Hearing by City Council ; enter into a consent agreement; use of placard to say “condemned/slated for Demolition”; look at Legal Issues Manual. Create ordinance and send to city council which says “This is how we deal with damaged buildings. Dave and Steve were the ones who worked on this.

#### VIII. Old Business

- a. Changes to the Land Use table –  
Dig back and look at the table (about 2022 – on Excel spreadsheet from Dan when was on planning board)

#### IX. Staff Report

- a. Daycare occupancy / forms  
Look into Planning Board minutes when Mr. Marker was here about “Home Occupations” for any potential change to daycare.
- b. Subdivisions  
The last one was Kelly Rioux on Bowles Road.
- c. LD 2003 update  
Dave – “In the hopper” MMA Bulletin RE: possible legislative action for big developers.
- d. 2024 – 2034 Comprehensive Plan  
Any more workshops?
- e. Dangerous buildings / blight  
Look in ordinance for what is considered “done”.  
Could see as 2 people Administrative & the Planner/CEO.

#### X. Adjournment

Motion by Frank McElwain to adjourn, seconded by Steve Wentworth.  
Passed by unanimous vote.  
Meeting Adjourned 7:22 pm.

Respectfully Submitted,  
James E. Belanger, Jr.  
Planning Board Secretary

JEB/JK

## **“Home Rule”**

This ordinance is in effect to streamline the process that Caribou follows when required to deal with dangerous, dilapidated, and abandoned buildings. As defined in Maine statute, MRS title 17, §2851-2859, a building must be described as one of the following:

- Structurally unsafe
- Unstable
- Unsanitary
- Constitutes a fire hazard
- Is unsuitable or improper for the use of occupancy to which it is put
- Constitutes a hazard to health or safety because of inadequate maintenance, dilapidation, obsolescence or abandonment or is otherwise dangerous to life or property.

During a regularly scheduled meeting, the City Council shall determine if a building meets the description above. If so, the council shall notify the owner of the property of the violation by certified mail informing them that they have 30 days to remedy the violation or to contact the City Council with an acceptable plan to correct the violation. If the owner does not correct the violation or contact the City Council within 30 days a placard shall be posted at the property stating that the building is considered dangerous and is scheduled for demolition.

Failure to correct the violation or provide an acceptable plan within the 30 days shall initiate action by the City to abate the violation or demolish the building. All demolition and clean-up costs shall be assessed against the property as a special tax.