

#### 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 August 14, 2025, 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, July 10, 2025, will be read during the meeting. Send comments to City Manager Penny Thompson at <a href="mailto:pthompson@cariboumaine.org">pthompson@cariboumaine.org</a>.

I. Call Meeting to Order, Determine Quorum, disclosure of conflicts of interest II. Acceptance of Minutes There are no minutes to approve III. Public Hearings & Possible Action – none this meeting **Pages** IV. **Unfinished Business** Resignation of Chair Amanda Jandreau 02-03 a. Ordinances 1, 2, & 3 statuses b. 04 V. **New Business** Irving Farms Site Design Review - Solar 05-40 VI. City Council Liaison Report VII. Staff Report VIII. Adjournment

# CARIBOU ADMINISTRATION 25 HIGH STREET CARIBOU, ME. 04736

#### **MEMO**

To: Planning Board Chair and Members From: Penny Thompson, City Manager

Date: August 14, 2025

Re: Resignation of Chair Amanda Jandreau



Chair Amanda Jandreau has resigned from her position as Planning Board Chair.

#### **Suggested Action**

This is for informational purposes only.

The Planning Board may decide to elect a new chair.

New members need to be recruited as the Planning Board is down to four members.

Penny Thompson, City of Caribou Manager 25 High Street Caribou, ME 04736 July 31, 2025

Dear Penny,

It is with regret that I submit my resignation from the Caribou Planning Board, effective immediately.

The City Council's recent decision to bypass the Planning Board and adopt the newly rewritten Chapter 13, Section 39, without our involvement, directly contradicts the City's Ordinances. This concern was clearly outlined by the City's attorney in a letter dated July 2, 2025. Despite my dedicated service on the Planning Board since 2019, and as Chair since 2023, I find this disregard for due process and the role of the Planning Board deeply troubling and disrespectful.

At the July 28th Council meeting, two Planning Board members, including myself, respectfully presented our position. We acknowledged the need for amendments to section 39 and requested that the matter be referred back to the Planning Board for proper review. These requests were ignored.

Furthermore, on Monday morning, a revised version of Chapter 13, Section 39 was distributed to Council and Planning Board members. During the meeting, it was stated that "10 hours is more than enough time to review," with another council member stating, "I haven't had time to review it, I've been working all day" and one Council member remarked, "I think right now it's a matter of just pushing through what we got." These comments reflect a concerning willingness to bypass thoughtful deliberation and proper procedure.

During the public hearing, I raised specific concerns about the impact of the new ordinance on the existing dispensary in the RC-2 zone, which would become a non-conforming use under the new language. This could jeopardize its operations if interrupted for 12 months. No amendment was made to address this issue, only a vague statement that it could be fixed later.

I have always believed in contributing to my community where my expertise could be of value. Unfortunately, I no longer feel that the current direction of Caribou's City Council aligns with that belief.

Sincerely,

Amanda Jandreau

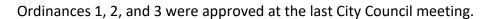
# CARIBOU ADMINISTRATION 25 HIGH STREET CARIBOU, ME. 04736

#### **MEMO**

To: Planning Board Chair and Members From: Penny Thompson, City Manager

Date: August 14, 2025

Re: Status of Ordinances 1, 2 & 3



All three ordinances are related to the Land Use Ordinances in Caribou.

#### **Suggested Action**

This is for informational purposes.



# CARIBOU ADMINISTRATION 25 HIGH STREET CARIBOU, ME. 04736

#### **MEMO**

To: Planning Board Chair and Members From: Penny Thompson, City Manager

Date: August 14, 2025

Re: Irving Farms Site Design Review - Solar



The City has received a site design review application from Irving Farms.

#### **Suggested Action**

If the Planning Board deems the attached application complete, it can be sent to a public hearing and final review for the next meeting.



### **Site Design Application**

Planning & Code Enforcement City of Caribou 25 High St. Caribou, Maine 04736

(207) 493 – 3324 option 3 pthompson@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 plus \$10.00 per 2000 square feet of total gross floor area for commercial, industrial or other non residential applications.

#### Please print or type all information

Name of Property O	wner / Developer:	Irvino	J farms In	C .		
Development Name	: Irving	Farm	S			
Location of Property	y (Street Locations):	17 B	uck Road,	Caribou.	ME 04	136
City of Caribou	Tax Map:5		Lot: <u>5</u> 4'	Zone:	R-3	

#### Site Design Review Application - City of Caribou, Maine

Site Design approval will not be considered complete until the Planning Board has determined it has all of the necessary information to review the proposal and render a decision. You are advised to meet with the Code Enforcement Officer prior to completing the application as it may not be necessary to comply with all of the items shown on the form. The review of your application shall consist of at least (2) two presentations to the Planning Board and possibly additional presentations until all required information has been provided. A "Performance Bond" may be required prior to approval of this project.

Applicant Information	· 表 " N - N - N - E -
Please provide a brief description of this project.	
Renewable energy solar farm	
Person and address to which all correspondence regarding this application should be	e sent to:
Jeff Irving Phone: 201.492-060	00
PO Box 667	
Caribou. ME 04736 E-mail: jeffeirving	spuds-com
If applicant is a corporation, check if licensed in Maine (Attach copy of Secretary of State Registration)  (Attach copy of Secretary of State Registration)	
Name of Land Surveyor, Engineer, Architect or other Design Professionals. (attach	n list if needed)
RLC Engineering Phone: 207.621.10 Blackstme Land Surveying Phone: 498.3321	<u>77</u>
Blackstone Land Surveying Phone: 498.3321	
What legal interest does the applicant have in property to be developed (ownership, option, purchase & sales contract, etc?)	owners representative,
Ownership	
(Attach supportive legal documentation)	
General Information	
Aroostook County Registry Deeds: Book # 4612 Page # 143 (a	attach copy of deed)
What interest does the applicant have in any abutting property?	)
Is any portion of the property within 250 feet of the normal high water line of a lake 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: Total area or acreage to be dev	
Has this land been part of subdivision in the past five years? () Yes	No

Identify existing use(s) of land (farmland, woodlot, residential, etc.) <u>farm</u>	land	
Indicate any restrictive covenants to be placed in the deed (Please attach list)		
Does the applicant propose to dedicate any recreation area, or common lands?		( No
Recreation area(s) Estimated Area & Description:		
Common land(s) Estimated Area & Description:		<del></del>
Anticipated start date for construction: month / year/ Comp	letion:/	
Does any portion of the proposal cross or abut an adjoining municipal line?	Yes	( No
Does this development require extension of public services?	() Yes	(V) No
Roads: Storm Drainage: Sidewalks: Sewer Lines:	Other	-
Estimated cost for infrastructure improvements: \$		
Water Supply: Private Well: () Public Water Supply: ()		
Sewerage Disposal: Private SSWD: () Public Sewer: () Ma	-	
Estimated sewerage disposal gallons per day: (/day) N(a		
Does the building require plan review by the State Fire Marshal Office?  (Attach Barrier free and Construction Permits from SFMO)	() Yes	( No
Have the plans been reviewed & approved by the Caribou Fire Chief? N (A	Yes	() No
Does the building have an automatic sprinkler system? $n \mid a$	() Yes	() No
Does the building have an automatic fire detection system? $\nu$	Yes	) No
Will the development require a hydrant or dry hydrant fire pond?	() Yes	( / No

#### **Concept Plan Review Criterion**

The Planning Board shall review applications first as a Concept Plan. Concept Plan Review is intended to insure the proposed plan is in conformance with the Caribou Comprehensive Plan and all City Ordinances. The completed application and concept plans shall be delivered to the Code Enforcement Office no less than 21 days prior to the first day of the next month. The

Chairman of the Planning Board shall determine the schedule and agenda of the next meeting when the application and plans will receive Concept Plan Review. At a minimum, Concept Plan applications shall include the following: Name and address of the owner of record and applicant (if different). Name of the proposed development and location. Names and addresses of all property owners within 500 feet of the property. 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. Names and addresses of all consultants working on the project. 1 complete set of plans, 24" X 36" & 10 complete sets of plans, 11" X 17" Plans to be included: **Boundary Survey** Storm Water Management **Erosion and Sediment Control** Finish Grading Plan Site Improvement Detail **Building Elevations and Structural Plans** Plans to show the following elements for review: Graphic scale and north arrow. a. Location and dimensions of any existing or proposed easements and copies of b. existing covenants or deed restrictions. Name, registration number, and seal of the land surveyor, architect, engineer, c. and/or similar professional who prepared the Plan. All property boundaries, land area, and zoning designations of the site, d. regardless of whether all or part is being developed at this time. Size, shape, and location of existing and proposed buildings on the site e. including dimensions of the buildings and setbacks from property lines. Access for Emergency Vehicles, location and layout design of vehicular f. parking, circulation areas, loading areas, and walkways including curb cuts, driveways, parking space and vehicle turn around areas. Location and names of streets and rights-of-way within 200' and adjacent to

Proposed finish grades and graphic arrows indicating the direction of storm

Conceptual treatment of on and off site storm water management facilities.

Location and sizes of existing and proposed sewer and water services

Conceptual treatment of landscaping buffers, screens, and plantings.

1.

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g.

h.

i.

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k.

the proposed development.

including connections.

water runoff.

	l. Location of outdoor storage areas, fences, signage and accessory structures.				
		m.	Context map illustrating the area surrounding the site which 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.		
Final Site	Design Pla	ın Requ	nirements		
Following approval of the Concept Plan Review, the Planning Board may by majority vote schedule the Site Design Application for Final Plan Review. Final Plan Review must be at least 30 days following Concept Plan Approval. If additional information is required by the Planning Board following the Concept Plan Review, a complete set of revised plans shall be provided for final review and approval. If additional information or a change of information is required, the revised plans shall be delivered to the Code Enforcement Office at least 21 days prior to the next scheduled meeting.					
Final Site Design Plan Review shall require three (3) 24" X 36" sets of plans for Board Signatures.					
If the Planning Board determines that third party review will be necessary to make a sound decision, the applicant will be responsible for any fees incurred for the third party review.					
During the Final Site Design Review the Chairman or designee shall determine that all of the elements of review 7-a., through 7-n. above have been addressed. The chair may then call for a motion.					
If the Final Plan is approved by the Planning Board, no work may commence for a period of 30 days following the date of approval.					
Final Site Design Plans shall provide an area designated for all seven Planning Board members signatures.					
Applicant Signature:					
To the best of my knowledge, all of the information submitted in this application is true and correct.					

Date:

Signature of Applicant:

### Final Site Design Review Criteria by Planning Board

	Date:	<u>Yes</u>	<u>No</u>	N/A
A:	Conformance with Comprehensive Plan			
В.	Traffic	_	<del></del>	
C.	Site Access		<u></u>	
D.	Parking & Vehicle Circulation	·		
		Yes	<u>No</u>	<u>N/A</u>
E.	Pedestrian Circulation	( <del>2</del>	\$ <del></del>	
F.	Site Conditions		-	
G.	Open Space			
H.	Sanitary Sewage		8 <del></del>	s <del></del>
I.	Water		s <del></del>	-
J.	Emergency Vehicle Access		·====	0
K.	Waste Disposal	-	0 <del></del>	-
L.	Buffering			
M.	Natural Areas			6:
N.	Exterior Lighting		re <del></del>	F
O.	Stormwater Management		5 <del></del>	-
P.	Erosion & Sediment Control		2	:====
Q.	Buildings	-	X <del></del>	(
R.	Existing Landscaping	-	8	
S.	Infrastructure			
T.	Advertising Features		(	
U.	Design Relationship to Site	·—	3 <del></del> 2	
	& Surrounding Properties			

V.	Scenic Vistas & Areas		-	-	-
W.	Utilities			-	8
X.	Mineral Exploration		5 <u>2</u>	_	
Y.	General Requirements	(Pg. 859)	£		
Z.	Phosphorus Export		_	_	ii <del></del>
	of Caribou, Maine ning Board				
Site 1	Design Review for:				<u>=</u>
	Address:				
	application was: Denied  roved by the Caribou Plans  ed:		Approved with con Chairman of the l		l
	ditions of Approval:				

Bk 4621 Ps141 \$10711 09-02-2008 & 12:26p

#### **AGREEMENT**

WITNESSETH!

WHEREAS, First Party has this day sold certain real estate located on the Buck Road in Caribou, Maine, to Second Party based upon the sale price which First Party acknowledges receiving, and based upon the promises of Second Party that it will build an eight thousand (8,000) square foot storage building at said Buck Road real estate on or before August 1, 2012, and

WHEREAS, the parties hereto have agreed that if Second Party fails to build an eight thousand (8,000) square foot storage building at said site before August 1, 2012, that Second Party will reconvey said real estate back to First Party for the same price that they have paid First Party for today.

NOW THEREFORE, in consideration of the acknowledgement and delivery of the aforesaid deed by First Party, Second Party promises and agrees that should it fail to build the said eight thousand (8,000) square foot storage building on the Buck Road real estate conveyed to it by First Party by August 1, 2012, that it will, on demand, reconvey

KIRKPATRICK & BENNETT LAW OFFICES, P.O. BOX 26. CARIBOU, MAINE 04736-0026

Bk 4621 Pg 142 #10711

the aforesaid Buck Road real estate in Caribou, Maine back to First Party, or its assigns, for consideration of the same purchase price as it is this paying for said real estate.

IN WITNESS WHEREOF, the parties have hereto and interchangeably set their hands and seals at Caribou, Maine, on the day and year first above mentioned.

CARIBOU CHAMBER OF COMMERCE

AND INDUSTRY

Wendy Landes, Executive Director

"First Party"

IRVING FARMS, INC.

Scott K. Irving, Presider

"Second Party"

This is not an STATE OF MAINE AROOSTOOK, SS.

Personally appeared the above-named WENDYLANDES, executive director of CARIBOU CHAMBER OF COMMERCE AND INDUSTRY as aforesaid, and acknowledged the foregoing instrument by her signed to be her free act and deed in her said capacity and the free act and deed of said corporation.

Before me,

Hugh S. Kirkpatrick Attorney at Law

STATE OF MAINE AROOSTOOK, SS.

Personally appeared the above-named \_\_\_

Scott K. Irving

of IRVING FARMS, INC. and acknowledged the

foregoing instrument by him signed to be his free act and deed in his said capacity and the free act and deed of said corporation.

Before me,

Received Aroostook s s Patricia F Brown Register (Printed Name

KIRKPATRICK & BENNETT LAW OFFICES, P.O. BOX 26, CARIBOU, MAINE 04736-0026

Bk 4769 Pa336 11-16-2009 à 11:51a

#### RELEASE DEED

(Maine Statutory Short Form)

KNOW ALL MEN BY THESE PRESENTS, THAT the Caribou Chamber of Commerce and Industry, a Maine corporation with a place of business in Caribou, County of Aroostook, State of Maine, RELEASES to Irving Farms, Inc., a Maine corporation with a place of business in Caribou, County of Aroostook, State of Maine, whose mailing address is P.O. Box 667, Caribou, ME 04736, the land in Caribou, County of Aroostook, State of Maine, described as follows:

> Real estate located on the Buck Road in Caribou, State of Maine as described in a Warranty Deed from the Caribou Chamber of Commerce and Industry to Irving Farms, Inc. recorded in Bk 4621, Page 143.

The grantor and grantee herein entered into an Agreement dated August 29, 2008 and recorded in Bk 4621, Page 131 in which Irving Farms, Inc. was granted real estate located on the Buck Road on the condition that it construct an Eight Thousand (8,000) square foot building on the premises before August 1, 2012

The purpose of this deed is to acknowledge that this condition has been satisfied and the Caribou Chamber of Commerce and Industry hereby terminates its rights to re-acquire the property as provided in the Agreement.

Caribou Chamber of Commerce and

Wendy Landes, Executive Director

State of Maine County of Aroostook, ss.

November 6, 2009

Before me.

Personally appeared the above named, Wendy Landes and acknowledged the foregoing instrument to be her free act and deed.

> Received ARUUSTUUK SS PATRICIA F BRUWN, REGISTER

Hugh S. Kirkpatrick, Esq.

[Printed/Typed Name]

F:\RDS\CORPORATIONS\Irving Farms\Release frm CCC&Lwpd

Bk 4621 Pg 144 #10712 STATE OF MAINE august 29 AROOSTOOK, SS. Personally appeared the above-named WENDY LANDES, Executive Director of CARIBOU CHAMBER OF COMMERCE AND INDUSTRY as aforesaid, and acknowledged the foregoing instrument by her signed to be her free act and deed. Before me, Phis is now an oracion countries. Received ARBOSTOOK SS PATRICIA F BROWN-REGISTER PATRICK & BENNET! LAW OFFICEG P.O. BOX 26 CARIBOU, MAINE

#### . Bk 4621 Pg143 @10713 \* 09-02-2008 & 12:26p

#### WARRANTY DEED

CARIBOU CHAMBER OF COMMERCE AND INDUSTRY, a corporation organized and existing under the laws of the State of Maine, with an office and place of business in Caribou, Aroostook County, Maine, whose mailing address is 24 Sweden Street, Suite 101, Caribou, Maine 04736, for consideration paid, grants to IRVING FARMS, INC., a Corporation organized and existing under the laws of the State of Maine, with an office and place of business in Caribou, Aroostook County, Maine, whose mailing address is P. O. Box 667, Caribou, Maine 04736, with WARRANTY COVENANTS, the land in Caribou, Aroostook County, Maine, as follows:

Thirty (30) acres from that part of Lot Numbered Fifty-four (54), in Caribou, in the County of Aroostook and State of Maine, formerly "H" Township, lying west of the main road from Caribou to Presque Isle as it existed in 1964. Said thirty (30) acres being bounded on the north by the north line of Lot numbered Fifty-four (54); on the east by real estate conveyed to Denis R. Mazerolle by Warranty Deed of Arnold Blackstone and Effie Blackstone dated October 12, 1971 and recorded at the Southern Aroostook Registry of Deeds in Vol. 1090, Page 515, the aforesaid main road, real estate conveyed to Harold E. Murphy and Josie Murphy by Warranty Deed of Charles D. Hatch dated May 24, 1963 and recorded in said Registry of Deeds in Vol. 881, Page 380, real estate conveyed to Herschel B. McEwen and Joan S. McEwen by Warranty Deed of Charles D. Hatch dated June 25, 1963, and recorded in said Registry of Deeds in Vol. 886, Page 113, real estate conveyed to Philip Mason by Warranty Deed of Charles D. Hatch dated August 1, 1960, and recorded in said Registry of Deeds in Vol. 807, Page 208; on the South by the Buck Road, so-called; and on the West by real estate of Maine Packers, Inc. The westerly line of the parcel conveyed herein running from the north line of Lot numbered Fiftyfour (54) to the Buck Road and parallel with the west line of Lot numbered Fifty-four (54), and located so as to enclose a thirty (30) acre parcel of real estate excluding the parcels west of said main road previously sold to Mazerolle, Murphy, McEwen and Mason as aforesaid, and excluding parcel sold to Everett W. Cary and Glady's G. Cary by Warranty Deed of Charles D. Hatch dated May 18, 1950 and recorded in said Registry of Deeds in Vol. 617, Page 431, and parcel sold to Harold E. Murphy and Josie Murphy by Warranty Deed of Charles D. Hatch dated May 27, 1957 and recorded in said Registry of Deeds in Vol. 721, Page 199.

Being the same premises conveyed to CARIBOU DEVELOPMENT CORPORATION by Warranty Deed of MAINE PACKERS, INC. dated November 3, 1989, and recorded at the Southern Aroostook Registry of Deeds in Vol. 2232, Page 23.

Being also part and only part of the premises conveyed to CARIBOU CHAMBER OF COMMERCE AND INDUSTRY by Warranty Deed of CARIBOU DEVELOPMENT CORPORATION dated September 20, 2000, and recorded at the Southern Aroostook Registry of Deeds in Vol. 3438, Page 128.

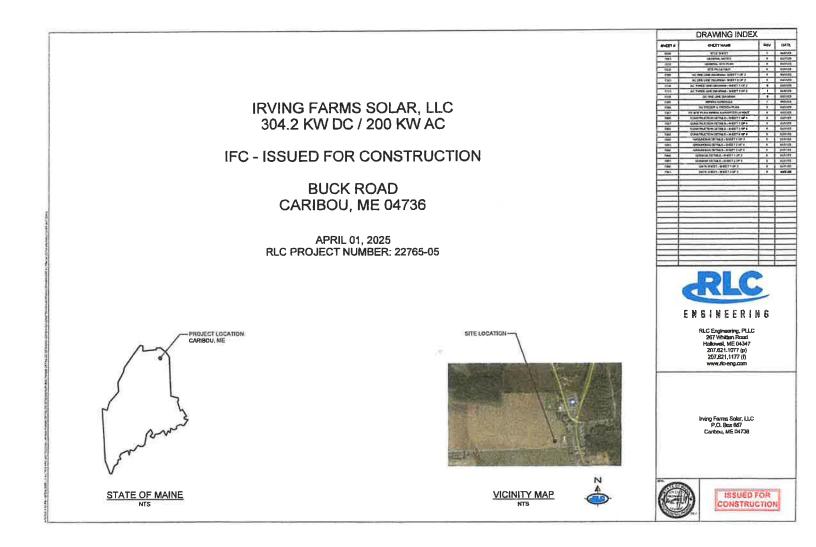
IN WITNESS WHEREOF, CARIBOU CHAMBER OF COMMERCE AND INDUSTRY has caused this instrument to be signed in its corporation name by <u>Wendy Landes</u>, its <u>executive director</u>, thereunto duly authorized, this <u>of</u> day of <u>carried</u>, 2008.

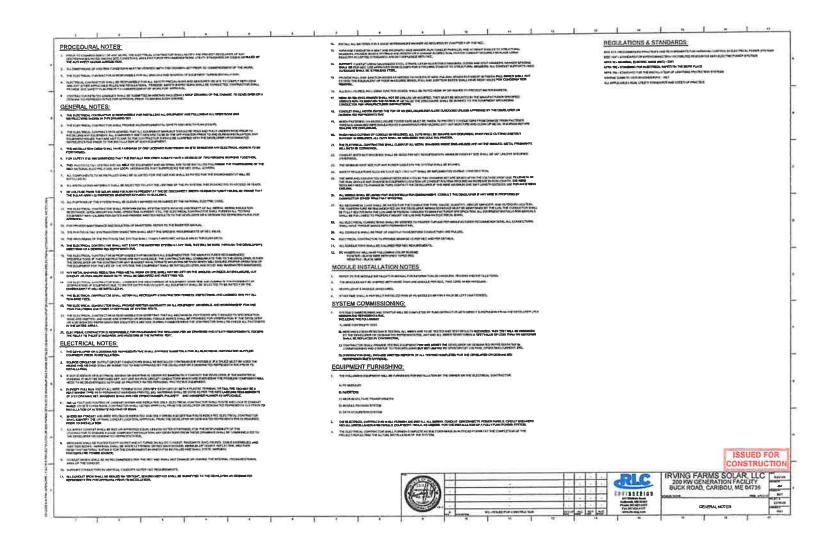
CARIBOU CHAMBER OF COMMERCE

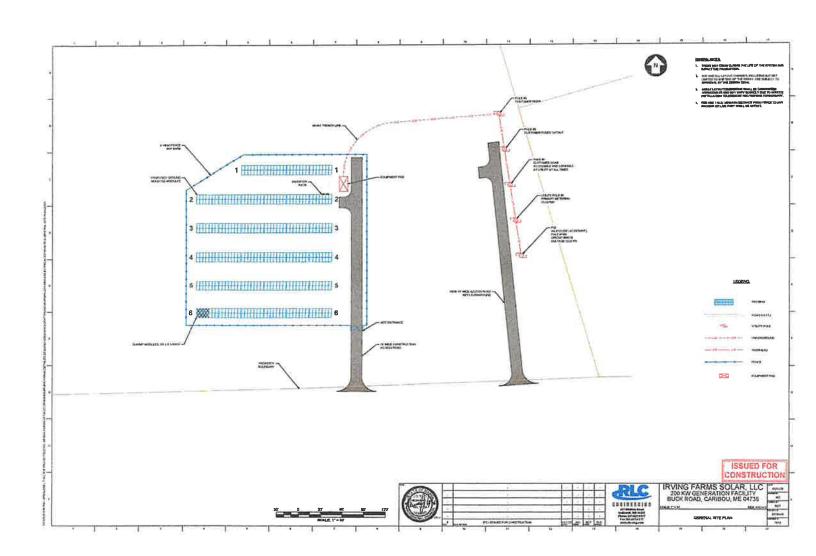
AND INDUSTRY

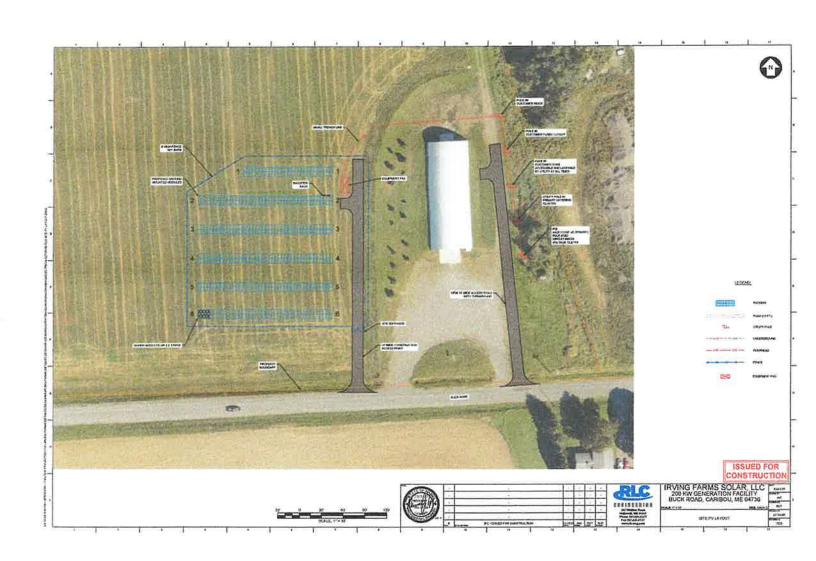
Wendy Landes Executive Director

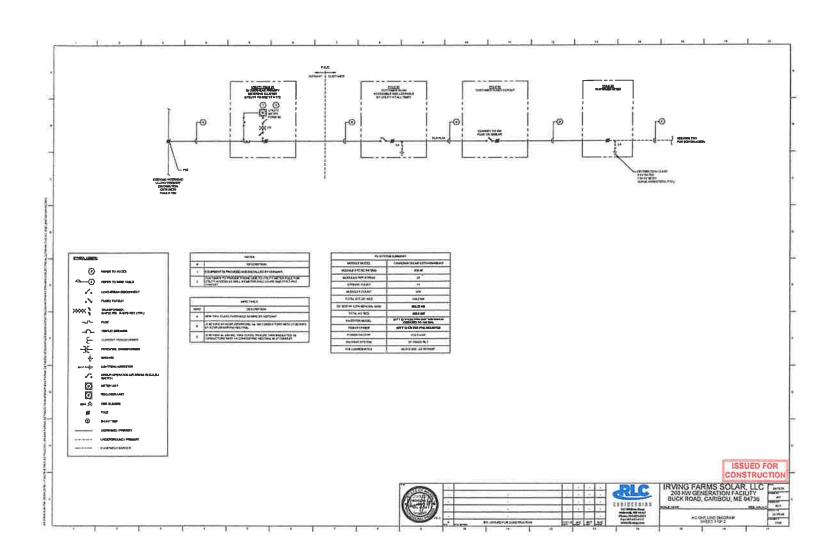
RKPATRICK & BENNET LAW OFFICES 9.0, BOX 26 CARIBOU, MAINE 04736,0026

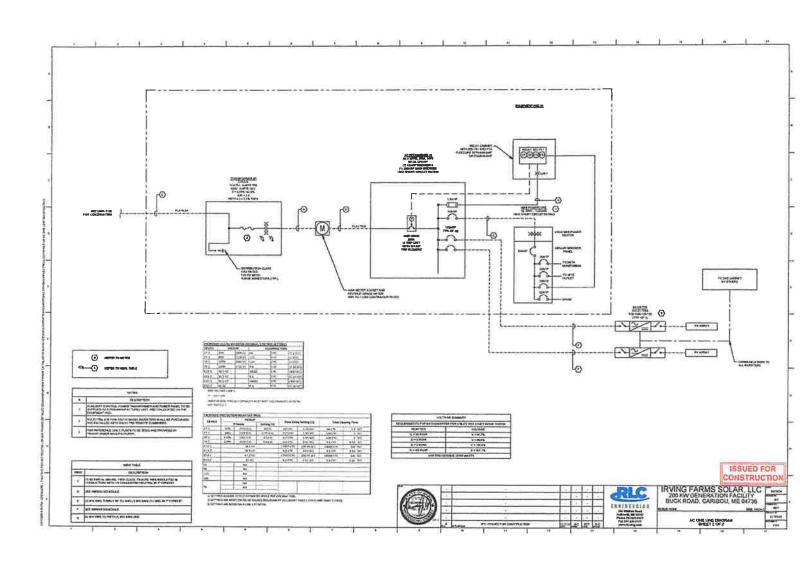


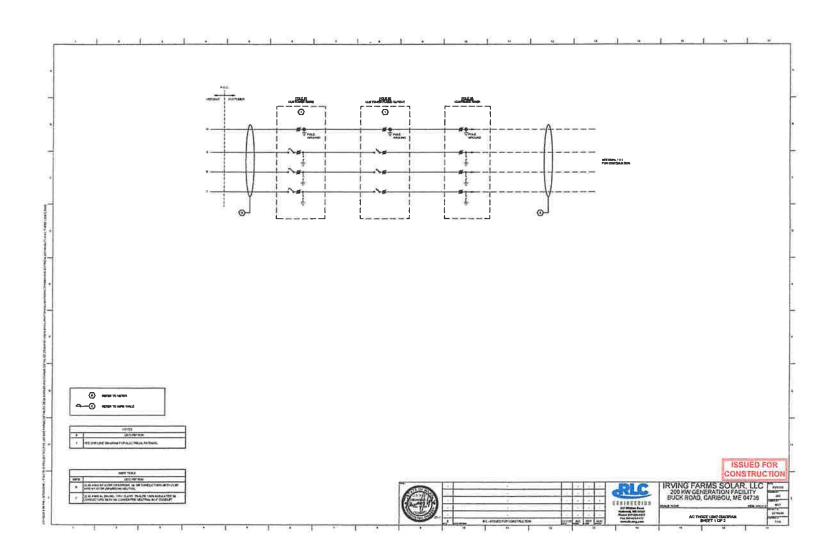


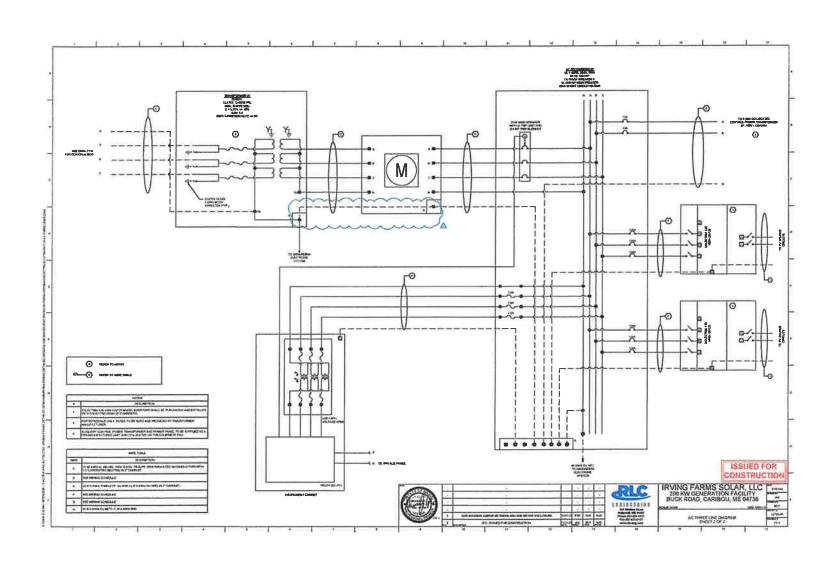


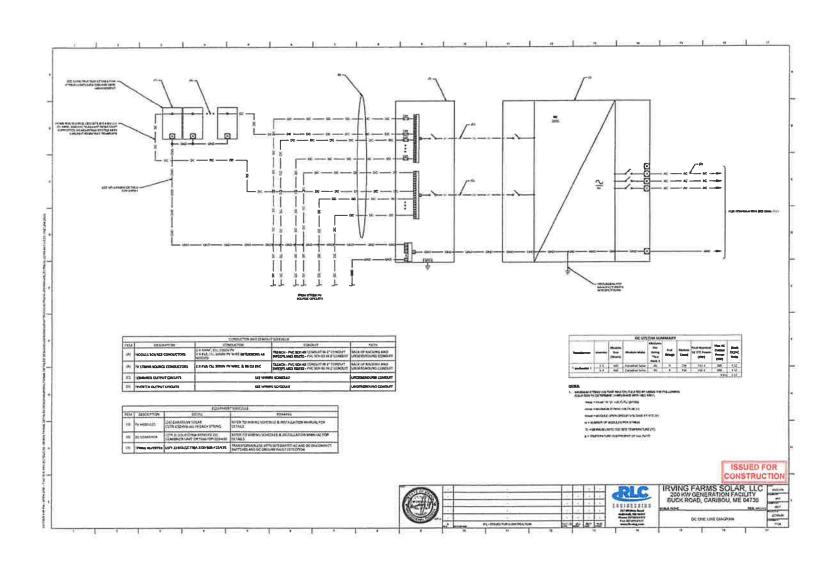


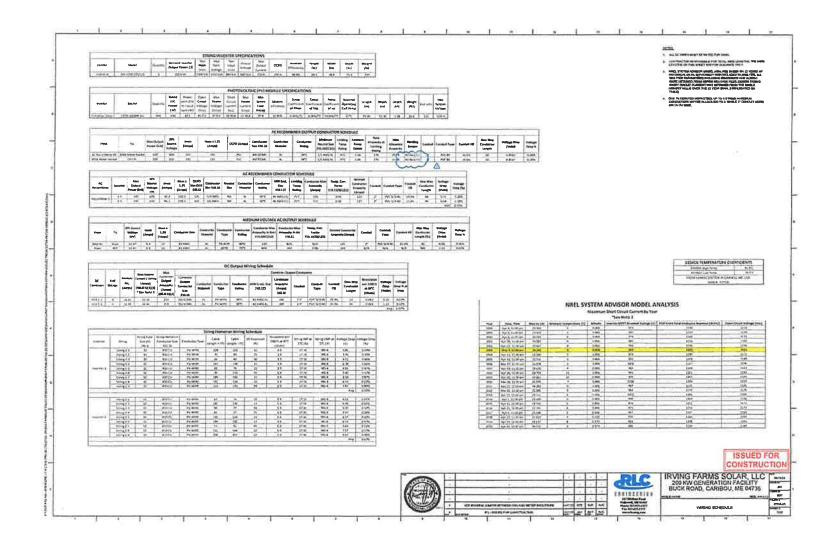


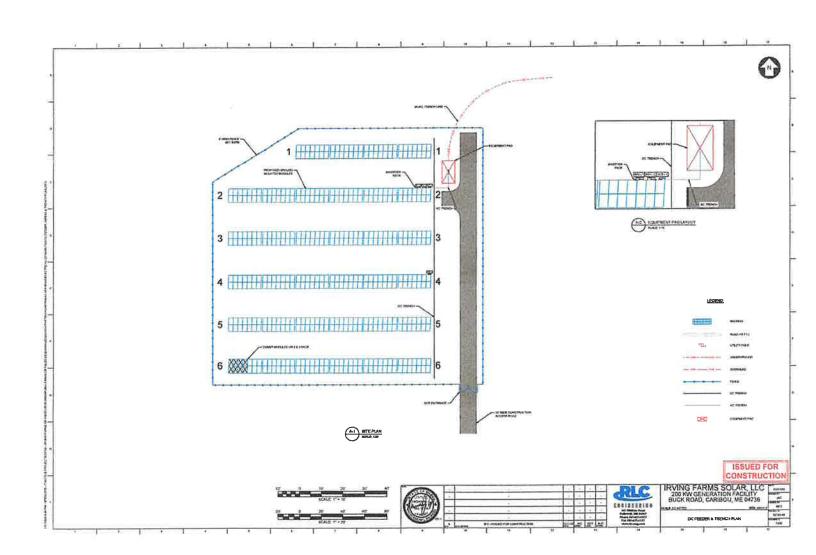


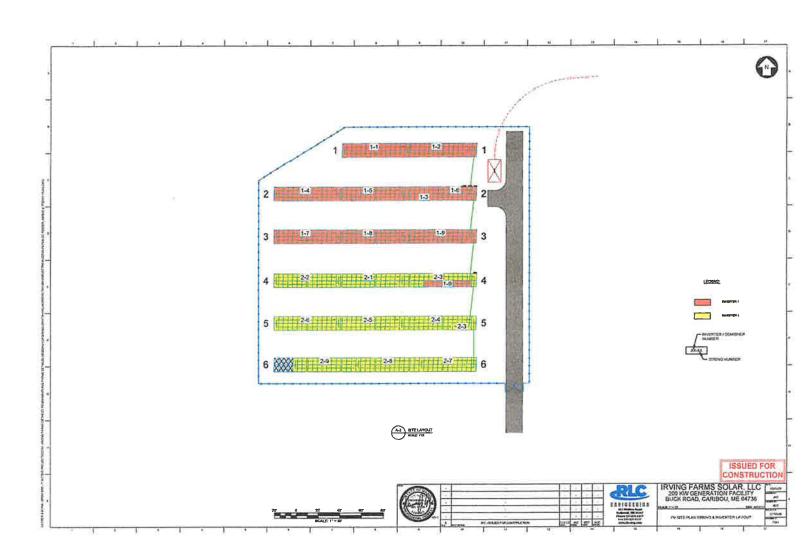


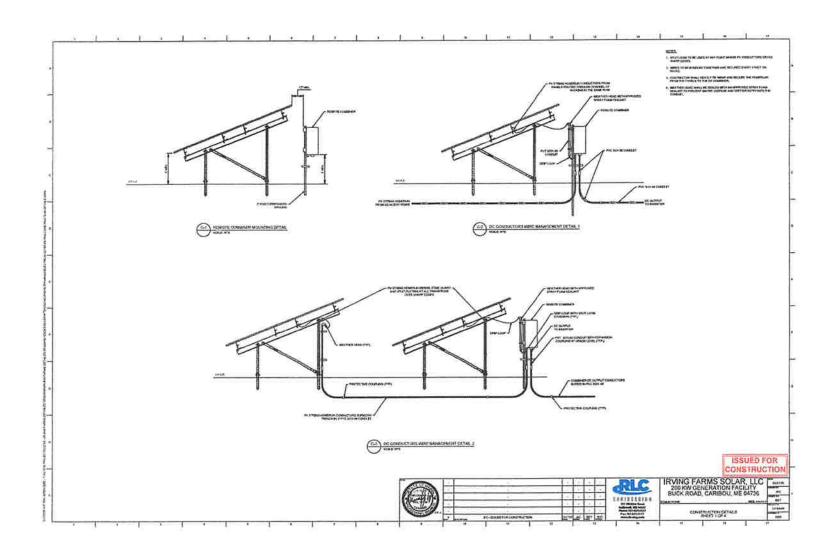


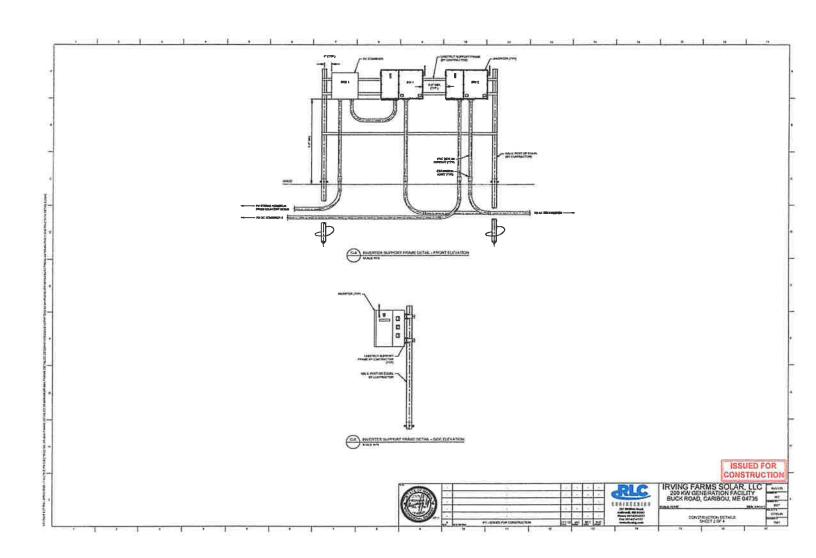


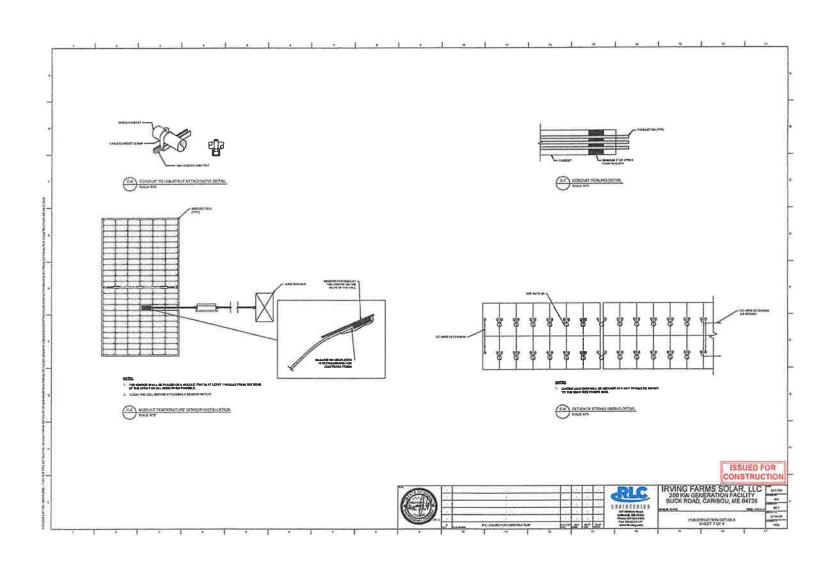


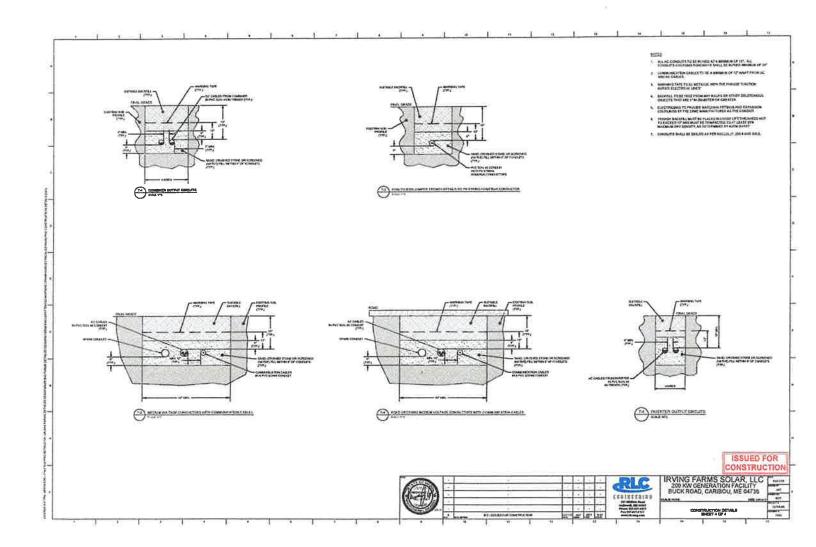


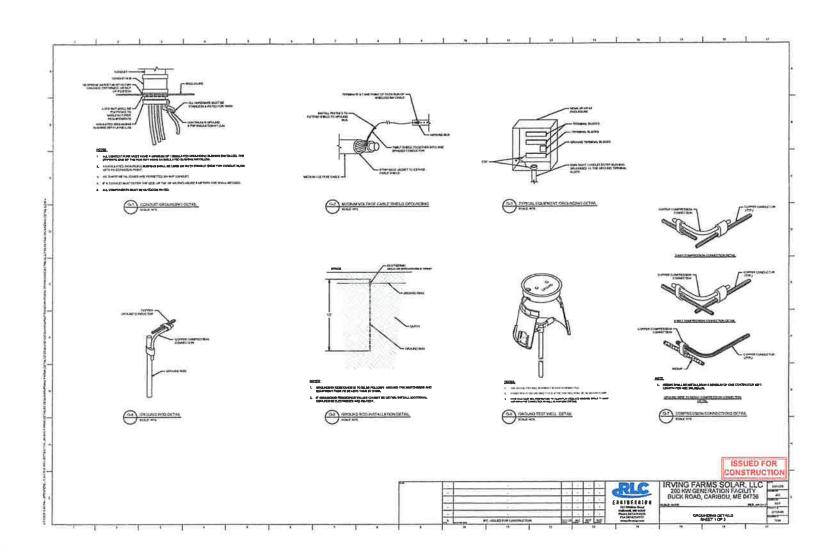


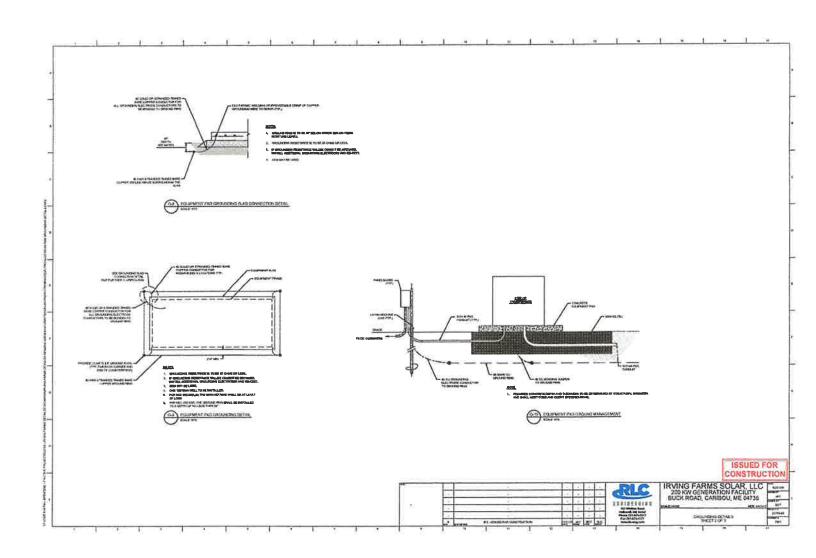


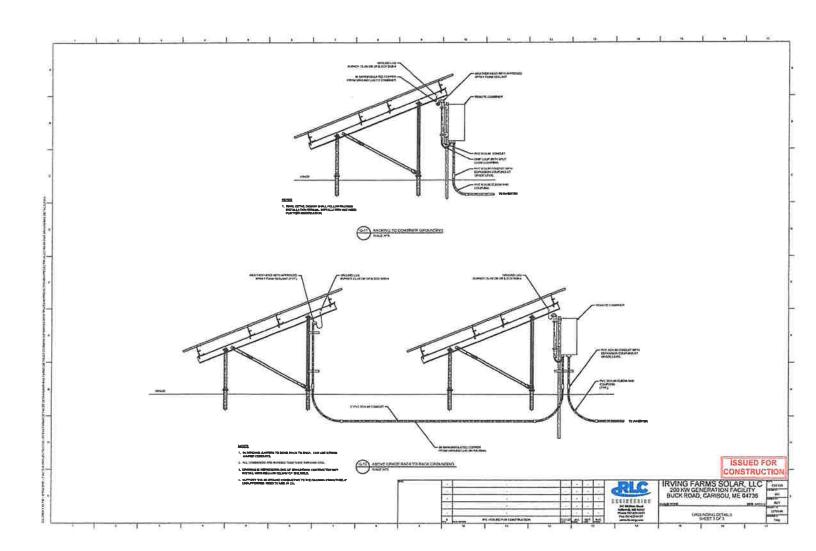


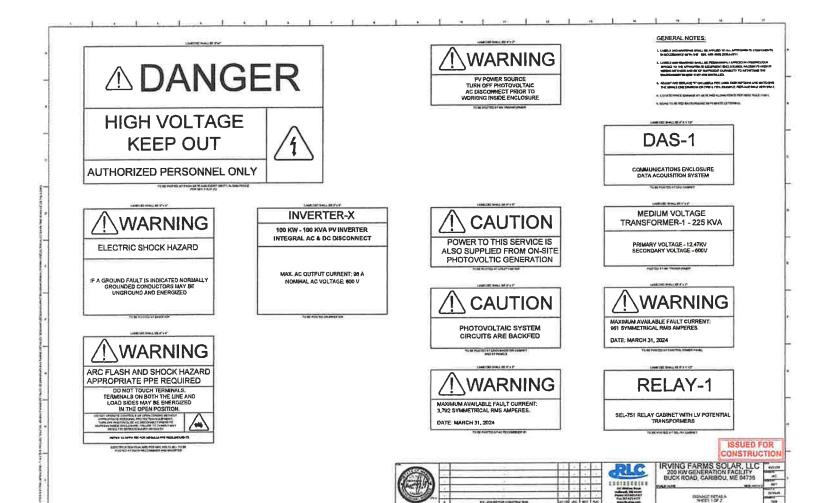


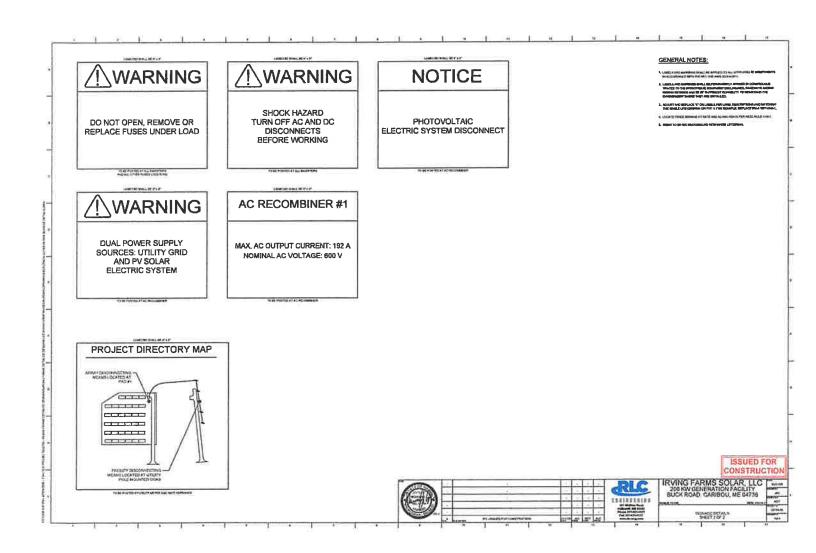












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THE CONTROL OF THE C