

From: [Shelly Lizotte](#)
To: [Penny Thompson](#)
Cc: [Ellen Angel](#)
Subject: RE: SITE PLAN
Date: Monday, February 17, 2025 11:35:02 AM
Attachments: [2023102 SITE PLAN 2-8-25-proposed site plan.pdf](#)

Thank you, Penny,

I took a quick run through of her comments and most technical comments have been addressed or will be addressed during the construction documents phase. All slabs adjacent to the building will be detailed in our structural drawings and utility connections will ultimately be approved/reviewed by your utility district. I have contacted them and met with them once via. zoom to get a few early comments, but haven't reached back out yet.

Attached is the site plan as was modified last week (still a progress plan). Since we are not in the "construction documents" phase officially yet, I'm not sending you the demolition plan or grading and erosion control plan or any details. We do have these in process already for our use as it is necessary to the plan development.

Currently, the Right of Way is shown as a separate parcel. This was shown this way so that the City could designate that as a new "street" to use for future access of the rest of the Birds Eye Lot. We have planned to provide the appropriate cross section so that it complies with the City Standards, however, the City will need to decide how they want to treat this access. Do we treat it like it's part of the PD and this is just an entrance with no actual name, or do we plan for this to be a new City street with a new name and City utilities? As it stands now, other than showing a right of way line on the plan, it's being considered part of the Police Department project so the cost to complete it and any utilities within will be included in this project.

I removed the sidewalk along the entrance drive, which also removed the curbing. The width of the drive is 24 feet. The one thing that I should know soon is whether we bring new utility poles in from Birdseye avenue with streetlights to light the entrance, or do we need to show streetlights coming from and controlled by the Police Station? I believe that the electrical for the station can be brought from Fort Street, so we aren't including anything along this entrance drive now. The water line will be extended and should be a city main regardless of how the entrance is treated.

I'm concerned about the snow storage for the fenced area. We don't have a lot of space between the pavement and the fence (we pushed it out further than it is now to be able to gain a bit of room) and for now its possibly ok to use the last few spaces for snow storage, but with the parking already quite reduced, it's not a great long-term solution. There is plenty of room on the east side for snow storage, but I'm not sure how this is handled in Caribou. Does the City move any of the snow from areas to a snow dump, or is it always stored on the site?

I do need to send the site plan to the utility district, so that they can review and comment, so it may be a good time to do that now.

Thanks
Shelly

Raysshelly Lizotte PE, LEED AP
Principal, Civil Engineer



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From: Penny Thompson <pthompson@cariboumaine.org>
Sent: Sunday, February 16, 2025 8:18 AM
To: Ellen Angel <eangel@artifexae.com>; Shelly Lizotte <rlizotte@artifexae.com>
Subject: FW: SITE PLAN

Good morning –

Here is the site plan that Jan was speaking about at the meeting that she added some notes to.

Penny

From: Janine Murchison <Janine.Murchison@sewall.com>
Sent: Friday, February 14, 2025 6:50 AM
To: Penny Thompson <pthompson@cariboumaine.org>; Courtney Boma <cboma@cariboumaine.org>; Joan Theriault <joan.theriault@cariboumaine.org>; Jennifer Kelley <jkelley@cariboumaine.org>
Cc: Corey Saucier <Corey.saucier@cariboumaine.org>; Philip J McDonough III <Philip.J.McDonough@cariboumaine.org>
Subject: RE: SITE PLAN

Hi All:

See attached for quickie review notes on site plan. I have also added some notes below (in red) to answer most of Shelly's questions.

See everyone this afternoon.

Thanks

Jan

Janine S. Murchison, PE

Project Manager

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From: Penny Thompson <pthompson@cariboumaine.org>

Sent: Saturday, February 8, 2025 2:39 PM

To: Courtney Boma <cboma@cariboumaine.org>; Joan Theriault <joan.theriault@cariboumaine.org>; Jennifer Kelley <jkelley@cariboumaine.org>

Cc: Janine Murchison <Janine.Murchison@sewall.com>; Corey Saucier <Corey.saucier@cariboumaine.org>; Philip J McDonough III <Philip.J.McDonough@cariboumaine.org>

Subject: FW: SITE PLAN

Importance: High

Good afternoon –

More information from Artifex.

Penny Thompson

City Manager

City of Caribou Maine

(207) 493 – 5961 (direct line)

pthompson@cariboumaine.org

From: Shelly Lizotte <rlizotte@artifexae.com>

Sent: Saturday, February 8, 2025 1:42 PM

To: Penny Thompson <pthompson@cariboumaine.org>

Cc: Ellen Angel <eangel@artifexae.com>

Subject: SITE PLAN

Importance: High

Hi Penny,

Here's a copy of the site plan with a few things updated.

This should answer some questions.

- Removed walkway from the parking area all the way to Birds Eye Avenue. **ok**
- Changed the walkway in front of the building to a concrete walk. This will be much better than bituminous and won't have the issues with plows peeling up the slip form. This will fit nicely in at the edge of the parking and will be formed with satisfactory base materials. **ok**
- The walkway on the police parking side is just striped pavement. **Add full concrete foundations under exterior concrete pads, see plans**
- I'm going to add some bollards along the walkway as is standard to prevent vehicles from rolling over the curb into the building – they will be on the front edge of the walk which is why it's 6' wide and it also makes it easier to set the bollards if it's concrete. **Suggest adding bollard to back side of sidewalk so sidewalk can be shoveled/plowed easier; see plans**
- The stair on the east side is shown as revised (1 direction exit). I did enlarge the gravel area there a bit, but I want to make sure that I provide the appropriate layout of the generator, propane tank and transformer so those may move pending input from MEP. **Understood; see suggested edits on plans**
- you need a hydrant at the end of the new water line, it's close to 600' from the one on Birdseye avenue. **Agree need hydrant to flush the line; see suggested edits on plan**

A couple of questions.

- Would you like to see the dumpster down in the back of the building? What we have done in the past is set a pad for the generator and the dumpster and enclose with a fence so that it's screened from the public. Keep in mind that someone will have to go down the stairs to throw the trash out. **Whatever Chief wants, but suggest keeping it more accessible at parking lot; see notes on plan**
- I currently am not showing the fence on the east side, but it may be a good idea. Can you let me know what the City would like to have there? It could be that it goes just around the lower stair area to keep people from going up the stairs. If we do that however, the propane delivery trucks will have to have someone let them in. Same issue for dumpster if we move it there, or in the "secure" parking. **Agree if add fence, will need to let everyone in; open to suggestion...**

I need to bring the site plan to the planning board, which I have not done in Caribou. Does it take a few weeks to get it in front of them once we submit it or is it quicker than that?

We're close to being ready for that, I just need to confirm some things regarding the electric services and get the above items taken care of.

If you can forward to the committee members, that would be very helpful.

Thanks

Shelly

Raysshelly Lizotte PE, LEED AP

Principal, Civil Engineer



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