

From: [Shelly Lizotte](#)
To: [Penny Thompson](#)
Subject: RE: SITE PLAN
Date: Tuesday, April 29, 2025 4:37:18 PM

Agreed, thanks

Raysshelly Lizotte PE, LEED AP

Principal, Civil Engineer



T. 207.974.3028

C. 207.745.7449

W. www.artifexae.com

175 Exchange Street
Bangor, ME 04401

From: Penny Thompson <pthompson@cariboumaine.org>
Sent: Tuesday, April 29, 2025 3:45 PM
To: Shelly Lizotte <rlizotte@artifexae.com>
Subject: RE: SITE PLAN

Digital is preferred. Easier to incorporate into the package.

From: Shelly Lizotte <rlizotte@artifexae.com>
Sent: Tuesday, April 29, 2025 3:45 PM
To: Penny Thompson <pthompson@cariboumaine.org>
Subject: RE: SITE PLAN

I'll be able to pull the application together later this week.
I can send the digital copies to you, do you need paper copies?
Shelly

Raysshelly Lizotte PE, LEED AP

Principal, Civil Engineer



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From: Penny Thompson <pthompson@cariboumaine.org>

Sent: Tuesday, April 29, 2025 3:37 PM

To: Shelly Lizotte <rlizotte@artifexae.com>; Ellen Angel <eangel@artifexae.com>

Subject: RE: SITE PLAN

I found this email in my box today. I am really behind:

1 – no new lot created.

2 – I don't know what the anticipated cost will be for water, sewer, road would be. The Planning Board would just be looking at what it will be for the police station lot.

3 – We do not have a boundary survey either.

Re: concept and final – it will depend on how the first meeting goes.

The 30-days after can not be waived.

Penny

From: Shelly Lizotte <rlizotte@artifexae.com>

Sent: Monday, April 14, 2025 12:48 PM

To: Penny Thompson <pthompson@cariboumaine.org>; Ellen Angel <eangel@artifexae.com>

Subject: RE: SITE PLAN

Going over the application, I've got a few questions.

1. Did the property set aside for the PD get officially recorded as a separate lot? Does it have a Deed book and Page? If not, what is the Book & Page number for this lot.
2. On Page 2, does the board expect a projected cost for the extension of the water, sewer and road or is the question related to the whole project?
3. Item 6 on the third page, we do not have a Boundary Survey for the property. If the City has one it will identify some of the items within #7 such as deed restrictions, easements, covenants, adjacent property owners, etc. We have the boundaries as identified during the survey but an official Boundary survey was not provided to me.

According to the application, the plan has to be reviewed first as a Concept plan and then a Final plan. Hopefully, there is a way to combine the two processes, since this is a City owned project and hopefully the board can waive the 30 day waiting period following approval.

I will pull the rest of the plan/information together that is requested along with a letter outlining the project and including communications with the Utility district.

Thanks
Shelly

Raysshelly Lizotte PE, LEED AP

Principal, Civil Engineer



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175 Exchange Street
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From: Penny Thompson <pthompson@cariboumaine.org>
Sent: Monday, April 14, 2025 10:19 AM
To: Shelly Lizotte <rlizotte@artifexae.com>; Ellen Angel <eangel@artifexae.com>
Subject: RE: SITE PLAN

Our technology is not great but we can try to do a zoom for the meeting.

From: Shelly Lizotte <rlizotte@artifexae.com>
Sent: Monday, April 14, 2025 10:16 AM
To: Penny Thompson <pthompson@cariboumaine.org>; Ellen Angel <eangel@artifexae.com>
Subject: RE: SITE PLAN

I will check out the application and see if we have everything.
Can we do a zoom for the meeting?
Shelly

Raysshelly Lizotte PE, LEED AP

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From: Penny Thompson <pthompson@cariboumaine.org>
Sent: Monday, April 14, 2025 10:06 AM
To: Ellen Angel <eangel@artifexae.com>; Shelly Lizotte <rlizotte@artifexae.com>

Subject: RE: SITE PLAN

Good morning –

No. I can add it to the May agenda if we have the information ready to present to them. It will not be an issue.

The site design review application is here so you can see what we would need to bring that forward:
<https://www.cariboumaine.org/wp-content/uploads/2024/12/2024-Site-Design-Review.pdf>

Penny Thompson

City Manager

City of Caribou Maine

(207) 493 – 5961 (direct line)

pthompson@cariboumaine.org

From: Ellen Angel <eangel@artifexae.com>

Sent: Monday, April 14, 2025 9:36 AM

To: Penny Thompson <pthompson@cariboumaine.org>; Shelly Lizotte <rlizotte@artifexae.com>

Subject: RE: SITE PLAN

Did we ever proceed with this? Do we have City approval?

Ellen

From: Penny Thompson <pthompson@cariboumaine.org>

Sent: Saturday, February 8, 2025 9:26 PM

To: Shelly Lizotte <rlizotte@artifexae.com>

Cc: Ellen Angel <eangel@artifexae.com>

Subject: RE: SITE PLAN

Good morning –

Planning Board is easy to set up.

Meeting on February 13, March 13, April 10 ... whatever works. I would need the materials about a week before the meeting.

Penny

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.
- 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.
- The walkway on the police parking side is just striped pavement.
- I'm gong 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.
- 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.
- you need a hydrant at the end of the new water line, it's close to 600' from the one on Birdseye avenue.

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.
- 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.

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

Rayshelly Lizotte PE, LEED AP

Principal, Civil Engineer



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