



City of Caribou, Maine

Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
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AGENDA Caribou Planning Board Regular Meeting Tuesday, April 21, 2026, 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 Tuesday, April 21, 2026, will be read during the meeting. Send comments to Economic & Community Development Specialist, Eric Sanderson at esanderson@cariboumaine.org.

To join the meeting via Microsoft Teams, please use the link below:

<https://teams.microsoft.com/meet/282604886930561?p=3uDuh8aNRR3NQEYxiN>

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a. Updates on Legislative Mandates (LD 1829 & LD 2173) Related to Zoning	38-40
b. Next Meeting – Thursday, May 14 th at 6PM. Possible Agenda Items:	
• Animal Control	
• Property Maintenance	
• Zoning Change considerations related to two possible housing projects on south Main Street	
VII. Adjournment	



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MINUTES Caribou Planning Board Regular Meeting

Thursday March 12, 2026, at 6:00 p.m.

In attendance: Frank McElwain, Stephen Wentworth, Dave Corriveau, Eric Hitchcock, Dan Bagley (City Council Liaison).

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

The meeting was called to order at 6:05PM

II. Acceptance of Minutes

a. February 12, 2025 Caribou Planning Board

Motion to accept the minutes made by Dave Corriveau. Seconded by Steve Wentworth. Motion passes unanimously 4-0-0.

III. Public Meeting – U.S. EPA Brownfields Cleanup of Caribou Power Steam Plant

The Public Meeting was opened at 6:07PM.

Sevee & Maher Engineers (SME) presented on the Brownfields cleanup of the Caribou Power Steam Plant. Jim Byrne of EPA, Ted Wolfertz of MaineDEP, and Aaron Martin and Nick Sabatine of SME presented. This is a \$4,000,000 cleanup grant, the maximum amount awarded by EPA.

Frank McElwain asked about guidelines for acceptable work to eliminate hazards, which will guide contractors to be hired in the cleanup. Aaron reviewed the cleanup alternatives analysis in the Analysis of Brownfields Cleanup Alternatives (ABCA) document. The “no cleanup” and building repair only was almost \$8,000,000, and the Building Demo with cleanup was estimated to cost \$5.5 million. He also asked about what happens if the bids come in over cost, with Nick noting that the bid requests will require costs per item, and then the scope of the project can be narrowed based on available funding. Nick added that additional funds have been granted in past cases through the Maine Department of Economic & Community Development’s Revolving Loan Fund (RLF), so there are other mechanisms for such fundings. The soils were discussed to have not had any cleanup required contamination by MaineDEP surveys. Dave asked about the Merlin one tanks, which the site boundaries run along the edge of the building, so anything outside of that is not touched by using this funding. Aaron stated SME will try to include it in the bid specs, to remove the oil so that all that is left is piping.

The Public Hearing was closed at 6:30PM

IV. Unfinished Business

a. Updates on New Planning Board Member Nominations

V. New Business

VI. City Council Liaison Report

Dan Bagley gave an update on the Airport Committee, stating that the security and camera systems need to be invested in as well as to upgrade the fixtures and furniture in the building. The next item to come to fruition will be “Jet A” fuel which will allow LifeFlight to serve and fuel up in Caribou, and opens the door into a lot of other types of aircraft to fly in and out of Caribou. Third, new hangar space is actively being pursued, with a first step to add on to the existing 6 bay hanger, with plans for additional buildings next to it near the trailer park to come in phases based on demand. The Airport will also be considering lighting to enhance the safety of the runway and allow pilots landing in Caribou better depth perception.

VII. Staff Report

Penny gave an update on the Steam Plant and Diesel Plant, noting the Diesel Plant is set to be demolished the week of March 16th, but additional asbestos remains at the Steam Plant. SME has been instrumental in this cleanup, and the “soft walk” ahead of the bids being issued was rescheduled to the week of 3/16 as well.

VIII. Adjournment

Motion by Steve Wentworth to adjourn, seconded by Dave Corriveau. Motion passes unanimously and the meeting was adjourned at 7:02PM



MEMO

TO: Caribou Planning Board

FROM: Eric Sanderson, Economic & Community Development Specialist

DATE: April 13, 2026

RE: Philip Trombley Site Design Review Application – 50 Plante Road

Introduction

On February 17, 2026, the Code Enforcement Department received a Site Design Review Application from Philip Trombley for a wilderness tent and recreational park/campground located at 50 Plante Road. The property is 4.75 acres in size, with the proposal covering the entire lot, no common areas, and no public infrastructure. The project is proposed to be served by private wells and septic sewer systems. As proposed, the project is for a wilderness tent and recreational park/campground with approximately 30 pad sites and a small office, as well as several outbuilding sheds. The parcel is further identified as Tax Map 16, Lot 8G

Zoning

The property is located in the R-3 Rural Mixed Housing district. Campgrounds or RV parks are permitted by Planning Board review in the Chapter 13 Land Use Table.

Ch. 13 Section 13-700 General Requirements for Land Uses, subsection 6(A) regulates Campgrounds and/or RV Parks. These standards require such parks have no less than 7 acres in the R-3 District.

With the property containing less than 7 acres, this standard cannot be met.

Considerations for Potential Site Design Review

Waivers

- As noted, waivers from requested standards must be submitted in writing by the applicant. The Site Design Review Ordinance gives the Planning Board or Code Enforcement Officer the authority to waive certain provisions of the Ordinance, including Section 13-303 Site Design Review Criteria relating to traffic, site access, etc. Standards outside of these (e.g. 7 acre minimum for Campgrounds) appear to not be waivable by the CEO or Planning Board as the definition of “Waiver” states “The CEO and Planning Board have no power to waive any statutory criteria”.
- Alternatively, Section 13-304 states for “General Requirements in Section 13-700”, which include the prohibition on Campgrounds on lots smaller than 7 acres, may be waived “where the CEO or Planning Board finds due to special circumstances of a particular plan, the provision of a technical standard...is not requisite in the interest of public health, safety, and general welfare”.

The Board should discuss how it has historically interpreted or granted such waivers for statutory criteria and technical standards if the applicant wishes to move forward to a full Site Design Review.

Code Enforcement Review of Project

- Tim St. Peter has provided the Board with a memo on the project, which notes buffering is recommended and includes reference to applicable Department of Health and Human Services requirements for campgrounds that the applicant would need to meet.

Ch. 13 Section 13-302 Site Design Review Procedure & Requirements

- 13-302(2)(A) requires the applicant to supply names and mailing addresses of abutting property owners within 500 feet so the City Clerk can notice all property owners within 500 feet of the property. This information was not furnished with the application materials and will be required to schedule a public hearing on the application.
- 13-302(5)(B) Concept Plan Requirements
 - A copy of the deed to the property is required. None was attached to the application, only the Book and Page number of the deed in the Aroostook County Registry of Deeds was given.
 - A complete set of plans 24"x36" and 10 complete sets of plans, 11"x 17", including a boundary survey, storm water management, erosion and sediment control, finish grading plan, site improvement detail, and building elevations and structural plans. It appears several of these, including the final grades, stormwater management plan, and location of existing facilities (sewer, water, sidewalks, stormwater, etc.). If a waiver for these items or Final Plan review requirements is sought, a formal waiver request must be submitted to the Code Enforcement Department.

Conclusion

It appears that the intended use is not permitted via the Site Design Review Ordinance unless a waiver to Sec. 13-700(6)(A) requiring 7 acres for the use is determined to be permissible, requested, and granted by the Planning Board. Additionally, the use will likely require greatly reduced density per HHS standards, as well as adequate septic design.

Ref: County Meadow Camping
Philip Trombey
50 Plante Rd

I have completed a review of the proposed development of a wilderness tent and recreational park / campground located at 50 Plante Rd. This is a 6.75-acre parcel, located in the R-3 Zone. From the information submitted, the owner proposes 38 sites, (32 RV sites and 6 tent sites). A well and septic tank are shown on the plan.

Review findings

The property is in the R-3 zones, Campground/RV parks a permitted use with Planning Board approval. The parcel is not subject to the shoreland or floodplain ordinances.

GIS list property size at 4.75 acres, and as provided, an additional .45 acres were purchased from a neighbor. Total land area is 5.20 acres. This is less than the required 7 acres required in the R-3 district. The plan did not provide a scale, setbacks from the property lines and from neighboring residences could not be verified. (Sec 13-700, 6, A, 1)

Screening is not required for this development as it is in the R-3 zone. Due to the location of the driveway into the campground, located between two residential properties, I would recommend screening. (Sec 13-700, 6, A, 2)

The current proposal of 38 sites meets the density requirements provided by the City. The plan did not provide a scale so determination of excluding roads could not be verified. (Sec 13-700, 6, A, 5) If proposal is an actual “wilderness recreational park” density will need to be adjusted per DHHS standards. (Ch 205)

Could not verify site sizes, parking area minimums or spaces between sites, no measurements listed, nor scale provided. (Sec 13-700, 6, B, 1 & 13-700, 6, C, 1)

Well and septic tank location noted on plan. No detail about site water and waste facilities. Wilderness parks are not allowed to provide water and sewer facilities for the sites. (Sec 13-700, 6, D, 1 & Ch 205)

Conclusion

More information will be needed to completely verify that all standards are being met. If development is intended to meet the definition of a “wilderness recreation park” as provided by DHHS, density requirements are greatly reduced (less lot allowed). If a standard RV park is the goal of the developer, sanitary facilities will need to be outlined in the site plan.

Chapter 205: RULES RELATING TO CAMPGROUNDS

SUMMARY: These rules outline the requirements for licensing Tent and Recreational Vehicle Parks, Wilderness Recreation Parks, Agricultural Fair Campgrounds, and Temporary Campgrounds.

1. GENERAL PROVISIONS

- 1.A. **License required:** No person, corporation, firm or partnership shall conduct, control, manage or operate, for compensation, directly or indirectly, any park, agricultural fair campground, or temporary campground unless the same shall be licensed by the Department.
- 1.B. **License posted:** Licenses issued must be displayed at the office of the park or in a place readily visible to customers and other persons using a licensed park.
- 1.C. **Applicant:** Any person, corporation, firm or partnership desiring a license shall submit satisfactory evidence of his, her or its ability to comply with the minimum standards of these rules.
- 1.D. **Exceptions:** Any park, licensed by the Department prior to the effective date of these rules, which may not comply with all design and construction standards of these rules, shall be deemed acceptable for licensing if capable of being maintained and operated in a sanitary condition.
- 1.E. **Existing parks:** Parks existing as of the date of enactment of these rules shall be licensed for the number of existing approved sites within the park available for lease and parks under development with plans submitted and approved by the Department or other Statutory Authority shall be licensed provided that the proposed developments do not include hazards to public health and safety.
- 1.F. **Number of sites:** Each application for new license and renewal of license shall include information specifying the number of approved sites within the park that shall be available for lease during the license year. The owner or person in charge of the park shall not permit the placement of any R.V.'s exceeding the number of sites approved on the issued license.
- 1.G. **License fees:** Each application for, or for renewal of, a license to operate a park shall be accompanied by the required fee. The following schedule of fees are required for licensing of parks: Base fee \$45.00 plus \$1.00 per site to a maximum of \$125.00.
- 1.G.1. **Fees for additional inspections:** All such fees are for the license, 2 licensure inspections and one follow-up inspection. When additional inspections are required to determine an applicant's eligibility for licensure, the Department may charge an additional fee of \$20 for costs for each additional inspection required.

- 1.G.2. **Failure to pay fees:** Failure to pay such charges within 30 days of the billing date shall constitute grounds for revocation of said license, unless an extension for a period not to exceed 60 days is granted in writing by the Commissioner.
- 1.G.3. **No refunds:** No fees shall be refunded.
- 1.H. **Issuance of license:** The Department shall, within 30 days following receipt of application and the appropriate license fee, issue a license to operate a park which is found to comply with Chapter 562 and these rules. No license shall be assignable or transferable.
- 1.H.1. **Conditional licenses:** When any applicant is found, based upon an inspection by the Department or by municipal inspection made according to 22 M.R.S.A. §2499, not in compliance with the requirements of Chapter 562 or these rules, the Department may refuse issuance of the initial license, but shall issue a conditional license, except when conditions are found which present a serious danger to the health and safety of the public. A conditional license shall not exceed 90 days. Failure by the conditional licensee to meet the conditions specified by the Department shall permit the Department to void the conditional license. The conditional license shall be void when the Department has delivered in hand or by certified mail a written notice to the conditional licensee or, if the licensee cannot be reached for service in hand or by certified mail, has left notice thereof at the facility.
- 1.H.2. **Term of license:** A full-year license shall be issued for one year from the date of issuance.
- 1.H.3. **Relicensure:** The Department shall notify license holders no less than 30 days prior to the expiration of their license and provide them with any necessary forms for relicensure.
- 1.H.4. **Issued in error:** Licenses erroneously issued by the Department shall be considered void and shall be returned to the Department on demand.
- 1.I. **Right of entry and inspection:** The Department and any duly designated officer or employee of the Department shall have the right, without an administrative inspection warrant, to enter upon and into the premises of any establishment licensed pursuant to Chapter 562 and these rules at any reasonable time in order to determine the state of compliance with this chapter and any rules in force pursuant thereto. Such right of entry and inspection shall extend to any premises which the Department has reason to believe is being operated or maintained without a license, but no such entry or inspection of any premises may be made without the permission of the owner or person in charge, unless an administrative search warrant authorizing entry and inspection is obtained.
- 1.J. **Right of appeal:** Any person aggrieved by any decision of the Department, including the promulgation of any rules, may, within 30 days of the decision or the publication of the rules, request an administrative hearing in accordance with Maine's *Administrative Procedure Act*.

- 1.K. **Rules:** The Department is authorized and empowered to make, revise and enforce all necessary rules for the administration of 22 M.R.S.A. ch. 562.
- 1.L. **Suspension or revocation; appeals:** When the Department believes a license should be suspended or revoked, it shall file a statement or complaint with the Administrative Court Judge and shall furnish a copy of the statement or complaint to the license holder. A person aggrieved by the refusal of the Department to issue a license may, within 30 days request an administrative hearing in accordance with Maine's *Administrative Procedure Act*.
- 1.M. **Penalties:** Any person, corporation, firm or partnership who shall operate any park without first obtaining a license as required by 22 M.R.S.A. §2492 shall, upon conviction thereof, be punished by fine of not less than \$10 nor more than \$100, and upon second or subsequent conviction, shall be punished by a fine of not less than \$100. Each day any such person, corporation, firm or partnership operates without obtaining a license shall constitute a separate offense. In the event of any violation of this section or any rule hereunder, the Attorney General may seek to enjoin further violation thereof, in addition to any other remedy.
- 1.N. **Severability:** The provisions of the rules are severable. If any provision of the rules is invalid, or if the application to any person or circumstance is invalid, such invalidity shall not affect other provisions or applications which can be given effect without the invalid provision or application.
- 1.O. **Variance:** The Department may, upon consideration, permit a modification or variance from these rules when compliance with the provisions of these rules would incur hardship out of proportion to the degree of public health protection secured thereby.
- 1.P. **Definitions**
- 1.P.1. **Approved:** In compliance with Department established rules and standards or alternatives approved by the Department which are consistent with minimum public health practices.
- 1.P.2. **Agricultural Fair Campground:** An Agricultural Fair Campground is a campground operated by an Agricultural Fair licensed by the Department of Agriculture, Conservation and Forestry.
- 1.P.3. **Campground:** A tent and recreational vehicle park or wilderness recreational park.
- 1.P.4. **Caravan:** An organized group of independent R.V.'s traveling together.
- 1.P.5. **Commissioner:** The Commissioner of Health and Human Services.
- 1.P.6. **Department:** The State of Maine Department of Health and Human Services.
- 1.P.7. **Dumping Station:** A facility used for removing and disposing of wastes from R.V. holding tanks.

- 1.P.8. **Non-water carried sewage disposal facilities:** Non-water carried sewage disposal facilities include pit privies, vault privies, chemical toilets, and composting toilets.
- 1.P.9. **Park:** Any tent, tent and R.V.'s, and wilderness recreational park.
- 1.P.10. **Primitive site:** A site which does not have access to water, sanitary buildings and is located in a wilderness recreational park.
- 1.P.11. **Proprietor:** Any person, corporation, firm, organization, municipality, or partnership who shall own or operate any park.
- 1.P.12. **Rallies:** Any organized assembly of R.V.'s.
- 1.P.13. **Recreational vehicle:** Any of the following:
- 1.P.13.a. **Travel R.V.:** A vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational and vacation uses, permanently identified travel R.V. by the manufacturer of the R.V.
 - 1.P.13.b. **Pick-up coach:** A structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation.
 - 1.P.13.c. **Motor home:** A portable, temporary dwelling to be used for travel, recreation and vacation, constructed as an integral part of a self-propelled vehicle.
 - 1.P.13.d. **Camping trailer:** A canvas, folding structure, mounted on wheels and designed for travel, recreation and vacation use.
 - 1.P.13.e. **Dependent R.V.:** An R.V. which is dependent upon a service building for toilet and lavatory facilities.
 - 1.P.13.f. **Self-contained/Independent R.V.:** An R.V. which can operate independent of connections to sewer, water and electric systems. It may contain water-flushed toilet, lavatory, shower and kitchen sink, all of which are connected to water storage and grey water and sewage holding tanks located within the R.V.
- 1.P.14. **R.V.:** A recreational vehicle.
- 1.P.15. **Safaris:** See Rallies.
- 1.P.16. **Service building:** A structure housing toilet, lavatory and such other facilities as may be required by these rules.
- 1.P.17. **Service sink:** A slop sink for the disposal of liquid wastes from R.V.

- 1.P.18. **Sewer connection:** The connection consisting of all pipes, fittings and appurtenances from the drain outlet of the R.V. to the inlet of the corresponding sewer riser pipe of the sewage system serving the park.
- 1.P.19. **Sewer riser pipe:** That portion of the sewer lateral which extends vertically to the ground elevation and terminates at a site.
- 1.P.20. **Site:** A parcel of land for placement of a R.V. and/or tent.
- 1.P.21. **Shall:** A term used to indicate that which is required, the only acceptable method under these rules.
- 1.P.22. **Should:** A term used to reflect the most preferable procedure, yet providing for use of effective alternatives.
- 1.P.23. **Temporary Campground:** A campground set up or run for a particular event or events not to exceed 12 days in calendar year.
- 1.P.24. **Water riser pipe:** That portion of the water supply system which extends vertically to the ground elevation and terminates at a point at a site.
- 1.P.25. **Watering station:** A facility for supplying water storage tanks of R.V.'s with potable water.
- 1.P.26. **Wilderness recreational park:** A park which contains only primitive sites.

2. REGISTERS

- 2.A. **Required:** The proprietor shall keep and maintain or cause to be kept and maintained therein, a register of guests renting or occupying sites. The register may be a book or separate registration form or card.
- 2.B. **Signed by guests:** Such register shall be signed by the person renting sites or by someone under their direction. The proprietor or their agent shall write opposite each name the number of sites assigned to and occupied by each guest, and the state and license number of any automobile then being used or operated by the registrant.
- 2.C. **Retention of registers:** The proprietor or their agent shall keep and preserve the record for 5 years showing the date of registration and duration of occupancy of each site. Said register shall be available to any agent of this Department upon request.

3. SANITARY FACILITIES

- 3.A. **Water supply:** The park's water supply shall conform to applicable laws and rules relating to water supplies.
 - 3.A.1. **Hot and cold water:** Warm and cold running water, under pressure, shall be provided to all sanitary buildings except when deemed impracticable by the Department.

- 3.A.2. **Water for ice:** Ice shall be made from water meeting the requirements of Section 3-A. The ice making machine shall be located, installed, operated and maintained so as to prevent contamination of ice. A license for ice making shall be obtained from the Department of Agriculture, Conservation and Forestry.
- 3.A.3. **Handling ice:** Ice shall be handled, transported and stored in such a manner as to be protected against contamination.
- 3.A.4. **Water analysis:** A copy of the current water analysis shall be at the park and in view of the public. A water sample shall be taken, tested and shown to be satisfactory before the campground opens for the season.
- 3.B. **Sewage disposal:** All water carried sewage shall be disposed of by means of: a public system; or an approved sewage disposal system which is constructed and operated in conformance with applicable state and local laws, ordinances and regulations.
 - 3.B.1. **Allowed systems:** Non-water-carried sewage disposal facilities shall not be used, except where specifically indicated. Under such conditions, only facilities which have been approved by the Department shall be used, and operation of these facilities shall be in conformance with the Maine Subsurface Wastewater Disposal Rules 144A CMR 241.
 - 3.B.2. **No surface discharges:** No liquid wastes from sinks shall be charged onto or allowed to accumulate on the ground surface. The sink waste shall be discharged into a suitable container which can then be emptied into a proper sewerage facility at the service building or sanitary station.
- 3.C. **Materials:** All materials used for sewer connections shall be semi-rigid, corrosion-resistant, non-absorbent and durable. All connections shall be water-tight. Sewer connections for seasonal campers shall be of rigid pipe.
- 3.D. **Dump station:** A dump station shall be provided consisting of at least a four inch (10 cm.) sewer riser pipe, connected to the R.V. sewage disposal system, surrounded at the inlet by a 3 foot by 3 foot concrete apron sloped to the drain, provided with a suitable hinged cover and/or screw cap; and a water outlet to permit periodic wash down of adjacent areas. This water outlet shall be protected with an anti-siphon backflow preventor. A sign shall be posted stating that the water from this outlet is not for drinking purposes.
 - 3.D.1. **Distance from sites:** Sanitary stations shall be separated from any site by a distance of at least 50 feet (15.1 m.).
- 3.E. **Individual sewer risers:** The sewer riser pipe shall have at least a three inch (7.6 cm.) diameter and shall be conveniently located. These risers may be cast iron, Schedule 40, PVC or ABS plastic and shall be capped when not in use.
- 3.F. **Sanitary building:** Service buildings containing the necessary toilet/privy and other plumbing fixtures specified shall be provided in all parks. Service buildings shall be conveniently located within a radius of 500 feet (151 m.) to the sites to be served.

- 3.F.4. **Lavatory water supplies:** Warm and cold water or a mixture of warm water shall be furnished to every lavatory, sink, bathtub, and shower, and cold water shall be furnished to every closet, urinal, flushing rim sink and laundry fixture.
- 3.F.5. **Building sanitation:** The floors, walls and ceiling of the sanitary building shall be kept clean and in good repair. The toilets, lavatories and showers shall be cleaned and disinfected daily. The fixtures shall be maintained in good repair.
- 3.F.6. **Odor control:** The building shall be free of objectionable odors.
- 3.G. **Sanitary facilities for primitive sites:** For every four (4) primitive sites, at least one (1) privy shall be constructed.
 - 3.G.1. **Accessible:** Privies shall be easily accessible from sites and be at least 75 feet from the sites. Pathways to privies shall be well marked.
 - 3.G.2. **Water protection:** Privies shall be located so as not to endanger water supply, surface and ground water.

4. NON-CONFORMING USAGE

- 4.A. **Requests:** Any property owner or lessee may request the Department for permission to use such property in a manner otherwise prohibited by these rules.
- 4.B. **Burden of proof:** The burden of proof shall be upon the applicant to demonstrate by substantial evidence, that:
 - 4.B.1. **Hardship:** Strict compliance with the rules and standards would, because of exceptional or unique conditions of topography, access, location, shape, size, or other physical features of the site, cause unusual hardship or extraordinary difficulties, provided that the unusual hardship or extraordinary difficulties claimed as a ground for variance have not been created by the owner or a predecessor in title;
 - 4.B.2. **Intent:** The proposed development is in keeping with the general spirit and intent of this chapter; and
 - 4.B.3. **Public interest:** The public interest is otherwise protected.
- 4.C. **Issuance:** The Department may issue a variance only after having made written findings of fact and conclusions indicating that the applicant has met the burden of proof of Section 4-B. The variance may be issued upon such terms and conditions as the Department deems appropriate. If the variance is not issued as requested, the Department shall provide the applicant with written notice of the reason therefor.

5. GARBAGE AND RUBBISH DISPOSAL

- 5.A. **Containers:** Garbage and rubbish shall be kept in durable insect proof containers that do not leak and do not absorb liquids. Plastic bags and wet-strength paper bags may be used to line these containers.
- 5.A.1. **Tight lids:** All containers shall be provided with tight-fitting lids.
- 5.A.2. **Adequate number:** There shall be a sufficient number of containers to hold all of the garbage and rubbish which accumulates between periods of removal from the premises.
- 5.B. **Garbage disposal:** All garbage and rubbish shall be disposed of on a regular basis so as not to create a health hazard.
- 5.B.1. **Approved disposal sites:** Where municipal or private disposal service is not available, the proprietor of any park shall dispose of the refuse by transportation to a disposal site approved by local community involved or by the State Solid Waste Program.

6. VERMIN CONTROL

- 6.A. **Insect and rodent control:** Grounds, buildings and structures shall be maintained free of insect and rodent harborage and infestation. Extermination methods and other measures to control insects and rodents shall conform with the requirements of the Department and other state or federal rules.
- 6.A.1. **General:** Parks shall be maintained free of accumulations of debris which may provide rodent harborage, or breeding places for flies, mosquitoes and other pests.
- 6.A.2. **Maintenance:** Storage areas shall be so maintained as to prevent rodent harborage.
- 6.A.3. **Screening:** Where the potential for insect and rodent infestation exists, all exterior openings in or beneath any structure shall be appropriately screened with wire mesh or other suitable materials.
- 6.B. **Screening:** All openings to the outer air shall be effectively protected against the entrance of flies and other flying insects by self-closing doors, closed windows, and screening.
- 6.B.1. **Mesh size:** Screening material shall be not less than 16-mesh to the inch or equivalent.
- 6.B.2. **Self-closing doors:** Screen doors to the outer air shall be self-closing; and screens for windows, doors, skylights, transoms, and other openings to the outer air shall be tight-fitting and free of breaks.
- 6.C. **Rodent proofing:** All openings to the outside shall be effectively protected against the entrance of rodents.

7. REQUIREMENTS FOR NEW CONSTRUCTION

- 7.A. **General requirements:** Condition of soil, ground water level drainage and topography shall not create hazards to the property or to the health or safety of the occupants. The site shall not be exposed to objectionable smoke, noise, odors or other adverse influences, and no portion subject to unpredictable and/or sudden flooding, subsidence or erosion shall be used for any purpose which would expose persons or property to hazards.
- 7.A.1. **Minimum lot sizes:** Sites shall contain a minimum of 1000 square feet (92-9 sq. m.) (not including roads and streets) for each R.V. and tent site, except that in areas subject to the 250-foot (76.2 m.) mandatory *Shoreland Zoning Act*, there shall be a minimum of 5,000 square feet (464.5 sq. m.) of suitable land, (not including roads and streets,) for each site.
- 7.A.2. **Primitive sites:** Primitive site shall contain a minimum of 10,000 square feet (929 sq. m.).
- 7.B. **Setback:** All R.V. and tents shall be located at least 25 feet (7.6 m.) from any park boundary line abutting upon a public street or highway and at least 15 feet (4.5 m.) from other park or area property boundary lines, and 100 feet (30.5 m.) from the normal high water mark of a great pond classified GPA or a river flowing to a great pond classified GPA, and 75 feet (22.9 m.) from the normal high-water line of other water bodies, tributary streams, or the upland edge of a wetland subject to the 250-foot (76.2 m.) Shoreland Zoning requirements.
- 7.C. **Roads and streets:** All parking areas shall be provided with safe and convenient vehicular access from abutting public streets or roads to each R.V. site. Alignment and gradient shall be properly adapted to topography.
- 7.C.1. **Surfacing and maintenance:** Surfacing and maintenance shall provide a smooth, hard and dense surface which shall be well drained.
- 7.C.2. **Access to sites:** Access to R.V. sites shall be designed to minimize congestion and hazards at the entrance or exit and allow free movement of traffic on adjacent streets.
- 7.D. **Water stations:** Each park, except wilderness recreational parks, shall be provided with one or more easily accessible water supply outlets for filling R.V. water storage tanks. Such supply outlets shall be protected against the hazards of backflow and back siphonage.
- 7.D.1. **Individual water services:** If facilities for individual water service connections are provided, the following requirements shall apply:
- 7.D.1.a. **Riser location:** Riser pipes provided for individual water-service connections shall be so located and constructed that they will not be damaged by the parking of R.V.'s.

- 7.D.1.b. **Riser size:** Water riser pipes shall extend at least four inches (10.2 cm.) above ground elevation. The pipe size shall be at least one half (1/2) inch (1.3 cm.).
- 7.D.1.c. **Frost protection:** Adequate provisions shall be made to prevent freezing of service lines, valves and riser pipes if operated during late fall or winter.
- 7.D.1.e. **Backflow protection:** The use of ordinary stop and waste valves where aspiration or backflow can occur into the potable water system is prohibited.
- 7.E. **Electrical distribution system:** Every park shall contain an electrical wiring system consisting of wiring, fixtures, equipment and appurtenances which shall be installed and maintained in accordance with applicable state and local codes and rules governing such systems. (Title 32 Chapter 17 M.R.S.A.)
- 7.F. **Swimming pools:** Where a swimming pool is provided, it shall be constructed and operated in accordance with all state rules applicable to swimming pools.
- 7.G. **Plumbing:** All plumbing shall comply with applicable state and local plumbing laws, ordinances and regulations.

8. SUBMISSION OF PLANS FOR NEW CONSTRUCTION

- 8.A. **Plan information:** A complete plan of any proposed new, expanded or altered park shall be submitted to the Department for approval before construction and licensing. The following information shall be included in any plans submitted to the Department:
 - 8.A.1. **Applicant:** Name and address of applicant.
 - 8.A.2. **Legal description:** Location and legal description of the park.
 - 8.A.3. **Engineering plans:** Complete engineering plans, drawn to scale, and specifications of the proposed park or area showing, when applicable:
 - 8.A.4. **Location of sites:** The number and location of R.V.'s and tenting sites.
 - 8.A.5. **Roads:** The location of roadways.
 - 8.A.6. **Water and sewer lines:** The location of water and sewer lines and riser pipes.
 - 8.A.7. **Buildings:** Plans, location and specifications of all buildings constructed or proposed within the park.
 - 8.A.8. **Lighting:** The location and details of lighting and electrical systems.
 - 8.A.9. **Type of park:** The type of park proposed, R.V. and tent or wilderness recreational park.

- 8.A.10. **Water supply:** The source of the drinking water supply and water test results along with a well approval form if source is a well.
- 8.A.11. **Wastewater disposal:** Design of wastewater disposal system on HHE-200 form.
- 8.A.12. **Date:** The date the plans were drawn up.
- 8.A.13. **Signature:** Signature of the preparer of the plan.

9. ADDITIONAL REQUIREMENTS FOR WILDERNESS RECREATIONAL AREAS

- 9.A. **Privies:** Privies shall be constructed to be fly tight and ventilated.
 - 9.A.1. **Seats:** Toilet seats shall be provided for privies.
 - 9.A.2. **Waste disposal:** Surface soil shall not be contaminated.
 - 9.A.3. **Vermin control:** Excreta shall not be accessible to flies and animals.
 - 9.A.4. **Odor control:** There shall be freedom from odors and unsightly conditions. Chlorinated lime or other approved chemicals shall be used to control odors.
 - 9.A.5. **Self-closing doors:** Privy doors shall be self-closing.

10. REQUIREMENTS FOR TEMPORARY CAMPGROUNDS

- 10.A. **Wastewater:** No wastewater shall be disposed of on the ground.
 - 10.A.1. **Disposal system:** Approved septic system or holding tank shall be provided.
 - 10.A.2. **Toilets:** Adequate number of portable toilets or non-water carried sewage disposal facilities shall be provided. At least one portable toilet shall be provided for every 150 campers.
- 10.B. **Tents and RV's:** All tents and RV's shall be removed from the site within 24 hours after a temporary event.
- 10.C. **Plans:** Plans indicating name, address, telephone number of person in charge, number of persons expected, name, date and duration of event, location of campground, type and number of toilet facilities, method of wastewater disposal and source of drinking water must be submitted to this office at least 30 days prior to each event.
- 10.D. **Application and Fee:** Application may be submitted by a licensed Park or Campground, or by an independent facility. The fee for a temporary campground license will be \$125.
- 10.E. If a temporary campground operates for more than 12 days in a calendar year, it will no longer be considered to be temporary and must meet all

requirements of a regular campground, including site size and number of sanitary facilities.

11. REQUIREMENTS FOR AGRICULTURAL FAIR CAMPGROUNDS

- 11.A. Agricultural fair campgrounds shall make application, pay a fee of \$125.00, and be licensed each year prior to the opening of the fair campground.
- 11.B. Agricultural fair campgrounds shall be in compliance with sections 1, 3, 5 and 6 of these regulations.
- 11.C. Agricultural fair campgrounds shall be licensed for all camping events permitted by the Fair prior to the effective date of these rules.
- 11.D. An Agricultural fair campground seeking licensure for expansion of camping facility capacity or use of new grounds shall be required to meet the requirements of these rules for a temporary campground for events totaling no more than 12 days per year, or the requirement for a regular campground for events totaling more than 12 days per year.

The provisions of this section (11) become effective January 1, 2001.

Appropriation 010-10A-2450-012

Non-Discrimination Notice

In accordance with Title VI of the *Civil Rights Act of 1964* (42 U.S.C. §1981, 2000d *et seq.*) Section 504 of the *Rehabilitation Act of 1973*, as amended (29 U.S.C. §794), the *Age Discrimination Act of 1975*, as amended (42 U.S.C. §6101 *et seq.*), Title II of the *Americans with Disabilities Act of 1990* (42 U.S.C. §12131 *et seq.*), and Title IX of the *Education Amendments of 1972*, (34 C.F.R. Parts 100, 104, 106 and 110), the Maine Department of Health and Human Services does not discriminate on the basis of sex, race, color, national origin, disability or age in admission or access to or treatment or employment in its programs and activities.

Kim Pierce, Civil Rights Compliance Coordinator, has been designated to coordinate our efforts to comply with the U.S. Department of Health and Human Services regulations (45 C.F.R. Parts 80, 84, and 91), the Department of Justice regulations (28 C.F.R. part 35), and the U.S. Department of Education regulations (34 C.F.R. Part 106) implementing these Federal laws. Inquiries concerning the application of these regulations and our grievance procedures for resolution of complaints alleging discrimination may be referred to Kim Pierce at 221 State Street, Augusta, ME 04333, telephone number: (207) 287-3488 (Voice) or (207) 287-4479 (TDD), or the Assistant Secretary of the Office of Civil Rights of the applicable department (e.g. the Department of Education), Washington, D.C.

STATUTORY AUTHORITY: 22 M.R.S.A. §§ 2491 to 2501

EFFECTIVE DATE:

December 15, 1979 - (as "Rules Related to Tent And Recreational Vehicle Parks and Wilderness Recreational Parks")

AMENDED:

November 4, 1981

October 1, 1982 - Section 1 G & G, subsec. 3

April 1, 1983

May 8, 1990 - Section G, H and I

EFFECTIVE DATE (ELECTRONIC CONVERSION):

May 5, 1996

AMENDED:

May 21, 2000 - except that Section 11 takes effect on January 1, 2001 (chapter renamed "Rules Relating to Campgrounds")

NON-SUBSTANTIVE CORRECTIONS:

January 2, 2001 - Section 3(F)

March 29, 2004 - character spacing, removal of stray underlines

May 5, 2014 - formatting, agency names



City of Caribou Site Design Review Application

Planning & Code Enforcement
25 High St.
Caribou, Maine 04736
(207) 493 - 3324 X 214
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 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 Owner / Developer: Philip Trombley
Development Name: County Meadow Camping
Location of Property (Street Locations): 50 Plante Road
City of Caribou Tax Map: 1B Lot: 8G Zone: R3

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.

Please provide a brief description of this project.

Wilderness tent and recreational park/campground

Person and address to which all correspondence regarding this application should be sent to:

Philip Trombley

Phone: 207-551-1138

E-mail: _____

If applicant is a corporation, check if licensed in Maine () Yes () No
(Attach copy of Secretary of State Registration)

Name of Land Surveyor, Engineer, Architect or other Design Professionals. (attach list if needed)

Dale Blackstone

Phone: 207-498-3321

1 Hatch Dr #200 Caribou

Phone: 207-

What legal interest does the applicant have in property to be developed (ownership, owners representative, option, purchase & sales contract, etc?)

Owner

(Attach supportive legal documentation)

Aroostook County Registry Deeds: Book # 6372 Page # 279 (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: 6.75 acres Total area or acreage to be developed: 6.75 acres

Has this land been part of subdivision in the past five years? () Yes () No

Identify existing use(s) of land (farmland, woodlot, residential, etc.) ALL OF ABOVE + CAMPSITES

Indicate any restrictive covenants to be placed in the deed -- (Please attach list) NO RESTRICTIVE COVENANTS

Does the applicant propose to dedicate any recreation area, or common lands? () Yes () No

Recreation area(s) Estimated Area & Description: TOTAL SITE USED FOR RECREATION

Common land(s) Estimated Area & Description: ONLY USED ONLY WITH COURTESY OK

Anticipated start date for construction: month / year 4 / 1 / 26 Completion: 11 / 30 / 26

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: \$ 200,000.00

Water Supply: Private Well: Public Water Supply:

Sewerage Disposal: Private SSWD: Public Sewer:

Estimated sewerage disposal gallons per day: 50 GAL / day

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? Yes No

Does the building have an automatic sprinkler system? Yes No

Does the building have an automatic fire detection system? Yes No

Will the development require a hydrant or dry hydrant fire pond? Yes No

CONSENT OF THE CITY OF CARIBOU

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:

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, 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

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 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.

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
D. Parking & Vehicle Circulation	_____	_____	_____
E. Pedestrian Circulation	_____	_____	_____
F. Site Conditions	_____	_____	_____
G. Open Space	_____	_____	_____
H. Sanitary Sewage	_____	_____	_____
I. Water	_____	_____	_____
J. Emergency Vehicle Access	_____	_____	_____
K. Waste Disposal	_____	_____	_____
L. Buffering	_____	_____	_____
M. Natural Areas	_____	_____	_____
N. Exterior Lighting	_____	_____	_____
O. Stormwater Management	_____	_____	_____
P. Erosion & Sediment Control	_____	_____	_____
Q. Buildings	_____	_____	_____
R. Existing Landscaping	_____	_____	_____
S. Infrastructure	_____	_____	_____
T. Advertising Features	_____	_____	_____
U. Design Relationship to Site & Surrounding Properties	_____	_____	_____
V. Scenic Vistas & Areas	_____	_____	_____
W. Utilities	_____	_____	_____
X. Mineral Exploration	_____	_____	_____
Y. General Requirements (Pg. 859)	_____	_____	_____

Z. Phosphorus Export

**City of Caribou, Maine
Planning Board**

Site Design Review for: _____

Address: _____

On _____ (date) the members of the Caribou Planning Board met to consider the application for Site Design Review on the property referenced above.

The application was: **Denied** / **Approved** / **Approved with conditions**

Approved by the Caribou Planning Board

Signed: _____ Chairman of the Planning Board

Date: ___ / ___ / ___

Conditions of Approval:



- 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.



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.

Signature of Applicant:  Date: 2-17-26

Final Site Design Review Criteria by Planning Board

Date: _____	<u>Yes</u>	<u>No</u>	<u>N/A</u>
A. Conformance with Comprehensive Plan	_____	_____	_____
B. Traffic	_____	_____	_____
C. Site Access	_____	_____	_____

Well 200 Ft From Septic Tank

Plante Road

EMERGENCY VEHICLES ACCESS

Drive way

Property Line

Teter's total site woods

16'x16' Garage

well

24'x16' Office

woods

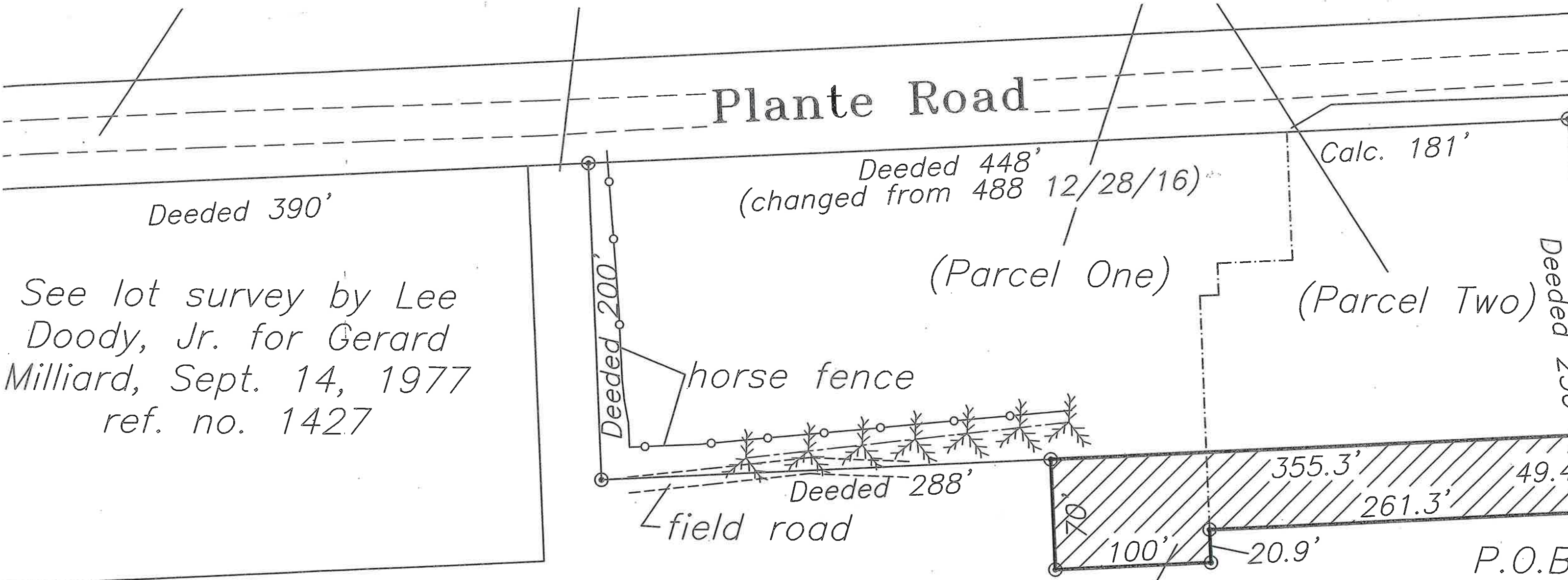
Supply Shed

8'x12' Garden Shed

Septic Tank

Road

Road



See lot survey by Lee Doody, Jr. for Gerard Milliard, Sept. 14, 1977 ref. no. 1427

Phillip E. Trombley Book 6372, page 279

Parcel being conveyed to Phillip E. Trombley by Carisa Grace Lovejoy 0.45 ac.



MEMO

TO: Caribou Planning Board

FROM: Eric Sanderson, Economic & Community Development Specialist

DATE: April 13, 2026

RE: Updates to Chapter 3, Article I – Animal Control Ordinance

Introduction

To date, staff has worked with the Police Department and volunteers from the Board to update the City Charter Chapter 3 – Animals and Fowl, Article I Dog Ordinance. As proposed, the title of the ordinance would be updated to “Article 1 Animal Control Ordinance”. The Ordinance explicitly states the existing authority of the Police Department as the Animal Control Officer for encounters and calls for animals in distress, whereas the previous ordinance spoke to the “Dog Constable” or “Police Officer”. Since the last review at the February Planning Board meeting, no former Animal Control Ordinance was found per the Board’s request. With this in mind, the standards are being brought back to the Board for consideration for a Public Hearing.

Updated Standards

The updated standards have been made after review of other communities with Animal Control Ordinances in Maine, including Presque Isle and Bangor. Included are definitions for an “owner”, “disturbance”, and “animal cruelty and abuse”. They address individuals with an unsafe number of dogs (currently limits to 3 dogs over six months old), so the Board should consider whether that limit is appropriate for personal use to maintain safe and healthful conditions in Caribou. Many of the existing standards such as dogs running at large are maintained, but expanded upon to more closely match language observed elsewhere in an effort to be as comprehensive as possible. Keeping animals outside in unsafe hot or cold conditions, animal waste, bites, and the procedure for Rabies diagnoses are also covered.

In speaking with the Police Department, Chief Saucier indicated to Economic & Community Development staff that the Police Department was supportive of these updated standards. The only concern by the Police Department was related to payment of fees to the City for an animal impounded under the Ordinance, as sometimes those are issued under varying circumstances. With this in mind, authority to waive those fees at the discretion of the Police Chief was added to Article II Section 3-201 under “Impoundment Fees”.

Suggested Action

If the Board is comfortable with the standards, a Public Hearing can be scheduled for the May meeting to consider making a recommendation to the City Council for adoption.

Second

Discussion

Chapter 3 – Animals and Fowl

ARTICLE I ~~DOG~~ ANIMAL CONTROL ORDINANCE

Section

- 3-101 ~~“Owner” and/or “Keeper” Defined~~ Purpose
3-102 ~~Disturbance~~ Owner
3-103 ~~Dogs Running at Large~~ Disturbance
3-104 ~~Impounding Dogs Found Running at Large~~ Not to Create a Nuisance
~~3-104 B Removal & Disposal of Fees~~
3-105 ~~Dogs Presenting an Immediate Threat~~ Animal Cruelty and Abuse
3-106 Violation
3-107 Right to Enforcement

ARTICLE II IMPOUNDMENT FEES

Section

- 3-201 Impoundment Fees

ARTICLE III NUMBER OF DOGS LIMITED

Section

- 3-301 Number of Dogs Limited

ARTICLE IV BARKING OR HOWLING DOGS

Section

- 3-401 Barking or Howling Dogs

ARTICLE V ANIMAL WASTE AND OTHER DISTURBANCES

Section

- 3-501 Animal Waste and Other Disturbances

ARTICLE VI DISPOSITION OF DOGS THAT HAVE BITTEN PERSONS

Section

- 3-601 Disposition of Dogs that Have Bitten Persons

ARTICLE VII RABIES

Section

- 3-701 Rabies

ARTICLE VIII WHEN DOGS MAY BE KILLED

Section

- 3-801 When Dogs May Be Killed

Chapter 3 Animal and Fowl

ARTICLE I ~~DOG~~ ANIMAL CONTROL ORDINANCE

Sec. 3-101 ~~“Owner” and/or “Keeper” Defined Purpose~~

~~The word “owner” when applied to the proprietorship of a dog shall include every person having a right of property in such dog, and every person who keeps or harbors such dog or has it in their care, and every person who permits such dog to remain on or about any premises occupied by them. The word “keeper” means a person in possession or control of a dog. A person becomes a “keeper” of a stray dog if the person feeds that animal for at least 10 consecutive days.~~

The purpose of this Ordinance is to control unreasonable noise disturbances created by domesticated animals or livestock living as domesticated animals and to control domesticated animals running at large. This Ordinance also assists a municipal officer of the City of Caribou to make a judgement call as to whether an animal is in distress due to cruelty or neglect as defined in Section 3-105.

Sec. 3-102 ~~Disturbance Owner~~

~~On complaint being made to the Dog Constable that any dog within the City has unreasonably disturbed the quiet of any persons whosoever by continued barking or howling, or in any manner, the Dog Constable shall issue notice to the “owner” and/or “keeper” of such dog ordering that such dog be kept under proper control.~~

The word “owner” when applied to the proprietorship of a domesticated pet shall include every person having a right of property in such animal, and every person who keeps or harbors such animal or has it in their care, and every person who permits such animal to remain on our about any premises they occupy.

Sec. 3-103 ~~Dogs Running At Large Disturbance~~

~~No person who is an “owner” and/or “keeper” of a dog, as defined by Section 3-101 of this Article, shall cause or permit any dog to run at large within the City, as herein defined. Dogs, while on any public way or public place shall be under restraint. The word “restraint” shall mean that a dog shall be controlled by a leash; or, at “heel”, beside the competent person and obedient to that person’s commands; or, on or within a vehicle being driven or parked on any public way. A leash shall not be more than eight (8) feet long. Nothing, within this Article shall be held to require the leashing of any dog while on the property of its “owner” and/or “keeper”.~~

On compliant being made to any City of Caribou Official that any domesticated animal within the City has unreasonably disturbed the quiet of any persons whosever by continued barking or howling, or in any manner, the Officer shall issue notice to the owner of such animal ordering that such animal shall be kept under proper control.

Sec. 3-104 Impounding Dogs Found Running At Large Not to Create a Nuisance

A domesticated animal shall be considered a nuisance if it soils, defiles or defecates on any public or private property, other than the owner's property; and the owner shall be obligated to remove and properly dispose of such waste promptly from any such public or private property.

No person who is an "owner" and/or "keeper" of an animal, as defined by Section 3-102 of this Article, shall cause or permit any animal to run at large within the City, as herein defined. Animals, while on any public way or public place shall be under restraint. The word "restraint" shall mean that a animal shall be controlled by a leash; or, at "heel", beside the competent person and obedient to that person's commands; or, on or within a vehicle being driven or parked on any public way. A leash shall not be more than eight (8) feet long. Nothing, within this Article shall be held to require the leashing of any animal while on the property of its "owner" and/or "keeper".

Any ~~Constable or Police~~ Caribou Official or Officer is hereby authorized and empowered to go upon any premises and enter any building other than a dwelling to seize and impound any ~~dog animal~~ or ~~dogs animals~~ which have been found running at large or which are in violation of any of the provisions of this Article or of any order issued hereunder when such ~~Constable or Police~~ Official or Officer is in immediate pursuit of such ~~dog animal~~ or ~~dogs animals~~. Upon seizing and impounding such ~~an dog animal~~, the ~~Constable or Police~~ Official or Officer shall collect a fee of \$25.00 from the "owner" and/or "keeper" upon releasing the ~~dog animal~~. In the alternative the ~~Constable or Police~~ Caribou Official or Officer may prosecute the "owner" and/or "keeper" of the ~~dog animal~~.

Sec. 3-104-B Removal & Disposal of Feces

~~It is a violation of this Section for any person who possesses or controls a dog, except guide dogs who fails to properly remove, dispose of any feces left by his or her dog on any publicly-owned property or upon the premises of any person other than the owner without that person's permission.~~

Sec. 3-105 Dogs Presenting an Immediate Threat Animal Cruelty and Abuse

~~After filing of complaint to the Dog Constable and/or Police Officer, if the dog poses an immediate threat to the public, the dog shall, at the discretion of the officer, be subject to muzzling, restraint and/or transported to the animal shelter for quarantine purposes at the "owner's" and/or "keeper's" expense for a period of ten (10) days.~~

Animals shall have the right to the five freedoms of animal welfare: freedom to turn around, get up, lie down, scratch, and stretch their limbs completely.

A. Definitions

- i. "Animal Cruelty" means any act of inflicting unnecessary physical or mental pain on a living creature.
- ii. "Animal Neglect" means any willful omission of lack of care for a living animal in a confined space.

Sec. 3-106 Violation

Any person found to be in violation of any provision of this Ordinance or any order issued

hereunder, shall be liable to punishment by fine not less than fifty dollars (\$50.00) but not to exceed one hundred dollars (\$100.00); and each day during which such violation continues shall constitute a new offense. Said fine to be payable to the City of Caribou.

Sec. 3-107 Right to Enforcement

It shall be the duty of any designated official under the authority of the City of Caribou City Manager to include, but not limited to the Chief of Police, the Code Enforcement Office, the City Health Officer or any other authorized designee to enforce the provisions of this section.

ARTICLE II IMPOUNDMENT FEES

Sec. 3-201 Impoundment Fees

Any animal impounded hereunder may be reclaimed during shelter business hours, as herein provided upon payment by the owner to City’s designated shelter provider, of impoundment fees and board charges, plus the price of any shots which the animal may have received while in the care of the shelter. If the City of Caribou has incurred these costs, the owner of the animal must pay the fees outlined above to the City. The Caribou Police Department may waive fees owed to the City under this section at its discretion, with the decision designated to the Chief of Police.

ARTICLE III NUMBER OF DOGS LIMITED

Sec. 3-301 Number of Dogs Limited

It shall be unlawful for any person or persons to keep or harbor within the City more than three dogs over six months old on any premises, house, barn, or other building or in or about all buildings occupied by any one family, and the keeping or harboring of dogs as aforesaid is hereby declared a nuisance pursuant to Article I of this Ordinance.

- A. The payment of a license or licenses on dogs shall not be construed to allow the keeping of more than three dogs, as aforesaid, on any one premises.
- B. This limitation shall not apply to any person, group of persons, or corporation engaged in the commercial business of racing, breeding, buying, selling or boarding of dogs or operating a veterinary establishment.

ARTICLE IV BARKING OR HOWLING DOGS

Sec. 3-401 Barking or Howling Dogs

- A. Nighttime.
 - i. It shall be unlawful for any person to confine a dog(s) in an open-air enclosure, including a fenced yard, where its barking may disturb the quiet of the neighborhood after 10:00 p.m. or before 6:00 a.m. Said dog(s) shall be confined within a reasonably soundproof building during those hours so that any barking will not annoy, disturb, injure or endanger the comfort, repose, peace or safety of any individual in the City. Said dog(s) shall be allowed outdoors, however, so long as it is accompanied by a person at all times and does not bark for longer than 30 seconds.

- ii. Notwithstanding the provisions of Subsection A(1) of this section, sled dogs covered by a valid kennel license issued by the municipality or a State authority may be confined in an open-air enclosure after 10:00 p.m. or before 6:00 a.m. so long as any barking does not annoy, disturb, injure or endanger the comfort, repose, peace or safety of any individual in the City.
- B. Daytime. It shall be unlawful for any owner or person responsible to said owner to permit the continual barking of any dog(s) between 6:00 a.m. and 10:00 p.m. Continued barking shall mean the barking of any dog or dogs for a period of 15 minutes or more, during which the dog or dogs do not fall silent for more than one minute.
- C. Warning. It shall be the policy of the City of Caribou to issue a written warning for a violation of this section and take no further enforcement action, provided that no complaint has been made of a previous violation of this section regarding the owner of the dog or the property in question within the 90 days prior to the violation date.
- D. This section does not apply to dogs engaged in herding livestock or to agricultural guard dogs engaged in protecting livestock or warning the owners of danger to the livestock.

ARTICLE V ANIMAL WASTE AND OTHER DISTURBANCES

Sec. 3-501 Animal Waste and Other Disturbances

- A. No person shall dispense, feed, or otherwise make available to any species of wildlife, including birds, either on such person's property or on the property of another or of the City, any type or amount of food in a manner that:
 - i. Creates an unclean, unsafe, or unsanitary condition;
 - ii. Results in the accumulation of droppings, feces, or feathers;
 - iii. Attracts other wildlife; vermin, or pests;
 - iv. Creates an unreasonable disturbance;
 - v. Constitutes a private or public nuisance; or
 - vi. Otherwise deleteriously affects the quiet enjoyment by others of any private or public property.

ARTICLE VI DISPOSITION OF DOGS THAT HAVE BITTEN PERSONS

Sec. 3-601 Disposition of Dogs that Have Bitten Persons

- A. It shall be unlawful for the owner or person keeping or harboring any dog, when notified that such dog has bitten any person or has so injured any persons as to cause abrasion of the skin, to sell or give away such dog or to permit or allow such dog to be taken beyond the limits of the City, except under the care of a licensed veterinarian. It shall be the duty of such owner or keeper, upon receiving notice of the character aforesaid, to immediately place such dog under confinement for a period of at least 10 days. The Caribou Animal Control Official or Officer shall be notified immediately by the person in charge of the death of any dog while under confinement.
- B. The City Animal Control Official or Officer shall investigate all dog bites referred to them.
- C. Any dog which shall have been bitten by another dog suspected of having rabies shall be immediately impounded for observation as provided in this section.

- D. It shall be unlawful for the owner or person keeping or harboring any dog, when notified that such dog has bitten any person or has so injured any person as to cause abrasion of the skin, to destroy such animal without permission from the City Animal Control Official or Officer.

ARTICLE VII RABIES

Sec. 3-701 Rabies

- A. Upon positive diagnosis of rabies in any animal within the City, the Chair of the Council shall proclaim and invoke a City-wide quarantine for a period of 30 days, and upon the invoking of such quarantine no animal shall be taken into the streets or be permitted to be in the streets during such period of quarantine.
- B. During such period of rabies quarantine as herein described, every animal bitten by an animal adjudged to be rabid shall be forthwith destroyed or, at the owner's expense and option, shall be treated for rabies infection by a licensed veterinarian or held 30 days under quarantine by the owner in the same manner as other animals are quarantined.
- C. In the event that there are additional positive cases of rabies occurring during the period of quarantine, such period of quarantine may be extended by the Chair of the Council for an additional six months.
- D. The carcass of any dead animal exposed to rabies shall, upon demand, be surrendered to the Animal Control Official or Officer.
- E. The Animal Control Official or Officer shall direct the disposition of any animal found to be infected with rabies.
- F. No person shall fail or refuse to surrender any animal for quarantine or destruction as required herein when demand is made therefor by the Animal Control Official or Officer.

ARTICLE VIII WHEN DOGS MAY BE KILLED

Sec. 3-801 When Dogs May Be Killed

If any dangerous, fierce or vicious dog cannot be safely taken up and impounded, such dog may be slain by any police officer of duly authorized animal control officer. In all cases where any dog which has bitten a person or caused an abrasion of the skin of any person is slain by any police officer, whether by order of the court or otherwise, and a period of less than 15 days has elapsed since the day on which such dog bit any person or caused an abrasion of the skin of any person, it shall be the duty of the police officer slaying such dog to forthwith deliver the carcass and brain to the Chief of Police.

Historical Note: Chapter 3, Section 110 of Caribou City Ordinances, as amended December 12, 1968 and June 4, 1980; Amended February 23, 1998, July 13, 1998 & May 12, 1999; Section 3-104 as amended by City Council April 8, 2013. Article I, Section 3 amended, and Articles II, III, IV, V, VI, VII and VIII added by City Council on MONTH, #, YEAR.
State Law Reference: 7 M.R.S.A. §3913; 7 M.R.S.A. §3

PLANNING BOARD BRIEFING REPORT

TO: Caribou Planning Board & City Council

FROM: Planning Department

DATE: April 14, 2026

SUBJECT: Summary of Legislative Mandates (LD 1829 and LD 2173) and Required Zoning Updates

1. Executive Summary

Following the passage of LD 1829 (2025) and subsequent refinements in the "fix-it" bill LD 2173 (2026), the State of Maine has established new mandates for municipal housing density and administrative procedures. These laws are intended to reduce regulatory barriers to housing production.

Crucial Update: Under the emergency provisions of LD 2173, the implementation deadline for council-governed municipalities has been extended to July 1, 2027.

2. Key Zoning & Density Mandates

Caribou must update its Land Use Ordinance to reflect the following mandatory density minimums and lot size caps:

A. Density Requirements

- Designated Growth Areas (with Public Water/Sewer): Must allow up to 4 units per lot.
- Outside Growth Areas (with Public Water/Sewer): Must allow up to 4 units per lot.
- All Other Residential Areas: Must allow at least 3 units per lot (inclusive of ADUs).
- Commercial Zones: Residential units must be permitted in areas zoned for commercial use (excluding industrial-only zones).

B. Dimensional Standard Caps (The "Lot Size" Rule)

- In Growth Areas: Minimum lot size requirements cannot exceed 5,000 sq. ft. for projects up to 4 units.
- Outside Growth Areas: LD 2173 adjusted this limit to 10,000 sq. ft. (increased from 5,000) to help municipalities manage rural sprawl.
- Parity Rule: Municipalities cannot impose stricter dimensional requirements (frontage, setbacks, etc.) on multi-unit structures than are required for single-family homes.

3. Procedural & Administrative Changes

- One of the most significant shifts is the removal of certain projects from Planning Board oversight to streamline approvals.
- Administrative Review Mandate: The City cannot require Planning Board approval for developments of 4 or fewer units. These must be reviewed at the staff level (Code Enforcement/Planning Director).
- Subdivision Definition: LD 2173 increases the threshold for "subdivision" review. The division of a structure into units now only triggers subdivision review at 5 or more units (previously 3).
- Training Requirement: All Planning Board and Board of Appeals members must complete state-approved land use training within 180 days of appointment or by the law's effective date.

4. Accessory Dwelling Units (ADUs)

- ADU regulations must be liberalized to meet the following state standards:
- Use Allowance: ADUs must be permitted on any lot with a single-family dwelling, and now also on lots with 2-unit or 3-unit structures.
- No Owner-Occupancy: The City may not require the owner to live on the property.
- Parking: No additional parking can be required for an ADU beyond what is required for the primary structure.
- Fire Safety: Fire sprinklers cannot be required for an ADU unless the total structure contains more than 2 units.

5. Affordable Housing Incentives

- Developments meeting state "affordability" criteria (based on Area Median Income) are entitled to:
- Density Bonus: 2.5 times the base density allowed in the zone.
- Height Bonus: An additional 14 feet or one story above the local limit.
- Height Cap: Per LD 2173, the City may cap the total height of these projects at 55 feet.

6. Rate of Growth (Growth Caps)

- If Caribou utilizes a "Rate of Growth" ordinance:
- Growth Area Prohibition: Growth caps cannot be applied to residential development within the designated growth area.
- Minimum Permit Allocation: Any growth cap must set the number of permits at 130% or more of the 5-year average of total residential permits issued.

7. Recommended Next Steps

- Grant Application: Apply for the \$15,000 Housing Opportunity Program grant through the Maine Office of Community Affairs to fund the legal drafting of these updates.
- Ordinance Audit: Review the "Residential" and "General Commercial" sections of the Caribou Code for conflicts with the 5,000/10,000 sq. ft. lot size mandates.
- Comprehensive Plan Check: Ensure the "Designated Growth Area" on the current future land use map aligns with where the City is prepared to support 4-unit density.
- This report is for informational purposes for the Planning Board and does not constitute legal advice. Final ordinance language should be reviewed by City Legal Counsel.