



TOWN OF FREEPORT
Staff Review Board Agenda
Tuesday, October 14, 2025
2:00pm

Freeport Town Hall Council Chambers – 30 Main Street, Freeport, Maine

ITEM I: Two Stonewood LLC – 2 Stonewood Drive – Site Plan Review

The applicant is seeking site plan amendment approval for 2 Stonewood Drive to change the use of the north half of the first floor from its previous designation as a business and professional office to a day care facility. Zoning District: Commercial 1 (C-1). Tax Assessor Map 23, Lot 70B. Two Stonewood LLC, Owner & Applicant.

ITEM II: Adjourn

Requesting Reasonable Accommodation (& ADA Notice)

Please contact the Town Clerk's Office at (207) 865-4743 or email swilson@freeportmaine.com prior to scheduled meetings or events to discuss auxiliary aids or services needed to participate in Town activities. The Town of Freeport is an equal opportunity employer and service provider that celebrates diversity and is committed to creating an inclusive environment for our employees and those we serve.



TOWN OF FREEPORT, MAINE
Planning Department
30 Main Street
Freeport, ME 04032
Phone: 207-865-4743
www.freeportmaine.com

TO:	FREEPORT STAFF REVIEW BOARD
FROM:	JESSICA CHADBOURNE, ASSISTANT TOWN PLANNER
RE:	STAFF REPORT
DATE:	TUESDAY, OCTOBER 14, 2025

Two Stonewood LLC – 2 Stonewood Drive – Site Plan Review

The applicant is seeking a site plan amendment for 2 Stonewood Drive to change the use of the north half of the first floor from its previous designation as a business and professional office to a day care facility. Zoning District: Commercial 1 (C-1). Tax Assessor Map 23, Lot 70B. Two Stonewood LLC, Owner & Applicant.

Project Location:



Background:

The applicant is seeking approval for a site plan amendment for a change of use for a portion of the existing building at 2 Stonewood Drive, which is located in the Commercial 1 (C-1) district. The north half

of the first floor of the building will be converted from its existing use as a professional office space into a new childcare facility. Both the existing use and the proposed use are allowable uses in the district, as listed in Section 409.B. of the Freeport Zoning Ordinance. The applicant has provided letters from Maine Water and the Freeport Sewer District attesting that they have the capacity to service the proposed new use at 2 Stonewood Drive. No exterior changes to the lot are proposed.

Previously, the building at 2 Stonewood Drive was utilized by LL Bean as an office space for 274 employees. Currently the building houses offices for Zachau Construction (20 employees), CORE fitness (4 employees), and Aucocisco (25 employees). The planned childcare facility, United for Childcare, will have 20 employees and provide childcare for up to 100 infants and children. This means that the total proposed occupancy is lower than the previous occupancy when the building was being used as offices by LL Bean.

The lot at 2 Stonewood Drive has an existing parking area containing approximately 200 parking spaces. Because of the lowered occupancy, the applicant anticipates that parking needs for the entire building will be about 50% of what was needed when LL Bean was using the building. As such, the proposed childcare facility, even when combined with the other existing businesses occupying the building, will not be as impactful, with regards to trip generation, as the previous use of the building..

Process:

Site plan amendments resulting in a change of use from one permitted use to another are eligible for review by the Staff Review Board.

Proposed Findings of Fact:

This project requires Site Plan Review. A draft version of proposed findings for each of those sets of standards is presented here for Board review, consideration, and deliberation. Since the findings of fact for any project are findings of the Board, these draft findings can be altered at the meeting as appropriate:

Findings of Fact - Section 602.F. of the Freeport Zoning Ordinance:

- a) **Preservation of Landscape:** The landscape shall be developed in such a manner as to be in keeping with the character of the surrounding neighborhoods and in accordance with good development practice by minimizing tree and soil removal, retaining existing vegetation where desirable, and keeping any grade changes in character with the general appearance of neighboring areas. If a site includes a ridge or ridges above the surrounding areas and provides scenic vistas for surrounding areas, special attempts shall be made to preserve the natural environment of the skyline of the ridge. Existing vegetation and buffering landscaping are potential methods of preserving the scenic vista.

No changes to the existing landscape are proposed as part of this project. Based upon this information, the Board finds that this standard has been met.

- b) **Relation of Proposed Buildings to the Environment:** The design and layout of the buildings and/or other development areas shall encourage safety, including fire protection. Proposed structures shall be related harmoniously to the terrain and to existing buildings and land uses in the vicinity which have a visual relationship to the proposed buildings. Visual compatibility, not uniformity with the surrounding area, shall be emphasized. Special attention shall be paid to the scale (mass), height and bulk, proportions of the proposed buildings, the nature of the open spaces (setbacks, landscaping) around the buildings, the design of the buildings (including roof

style, facade openings, architectural style and details), building materials and signs.

If the structure is in the Design Review District, the Project Review Board shall incorporate the findings of the standards of Chapter 22 - Design Review Ordinance in its Site Plan Review findings.

If the structure is located in a Commercial District (Commercial I, Commercial III and/or Commercial IV), the Staff Review and/or Project Review Board shall incorporate the findings of the standards of Section 527. Performance Standards for Commercial Districts in its Site Plan Review findings.

No changes to existing or new buildings are proposed as part of the project. Based upon this information, the Board finds that this standard has been met.

- c) **Vehicular Access:** The proposed layout of access points shall be designed so as to avoid unnecessary adverse impacts on existing vehicular and pedestrian traffic patterns. Special consideration shall be given to the location, number, and control of access points, adequacy of adjacent streets, traffic flow, sight distances, turning lanes, and existing or proposed traffic signalization and pedestrian-vehicular contacts. The entrance to the site shall meet the minimum sight distance according to any applicable State or municipal standards.

No changes to the existing vehicular access are proposed as part of this project. Based upon this information, the Board finds that this standard has been met.

- d) **Parking and Circulation:** The layout and design of all means of vehicular and pedestrian circulation, including walkways, interior drives, and parking areas shall be safe and convenient and, insofar as practical, shall not detract from the proposed buildings and neighboring properties. General interior circulation, separation of pedestrian and vehicular traffic, service traffic, drive-up facilities, loading areas, and the arrangement and use of parking areas shall be considered.

The site has an existing parking lot with approximately 200 parking spaces. Because of the overall lowered building occupancy from the previous office use, the applicant anticipates that parking needs for the entire building will be about 50% of what was needed when LL Bean was using the building. As such, the proposed childcare facility, even when combined with the other existing businesses occupying the building, will not be as impactful, with regards to trip generation, as the previous use of the building.

- e) **Surface Water Drainage:** Adequate provisions shall be made for surface drainage so that removal of surface waters will not adversely affect neighboring properties, down-stream conditions, or the public storm drainage system. The increase in rate of runoff in the post development condition shall be held to a zero or less percent of the predevelopment condition unless an engineering study has been performed as described in Section 529.2 of this Ordinance. On-site absorption shall be utilized to minimize discharges whenever possible. All drainage calculations shall be based on a two year, ten year and twenty-five year storm frequency. Emphasis shall be placed on the protection of floodplains; reservation of stream corridors; establishment of drainage rights-of-way and the adequacy of the existing system; and the need for improvements, both on-site and off-site, to adequately control the rate, volume and velocity of storm drainage and the quality of the stormwater leaving the site. Maintenance responsibilities shall be reviewed to determine their adequacy.

No changes to the existing surface water drainage features are proposed as part of this project. Based upon this information, the Board finds that this standard has been met.

- f) **Utilities:** All utilities included in the site plan shall be reviewed as to their adequacy, safety, and impact on the property under review and surrounding properties. The site plan shall show what provisions are being proposed for water supply, wastewater, solid waste disposal and storm drainage. Whenever feasible, as determined by the Project Review Board, all electric, telephone and other utility lines shall be installed underground. Any utility installations above ground shall be located so as to have a harmonious relationship with neighboring properties and the site.

The applicant has provided letters from Maine Water and the Freeport Sewer District attesting that they have the capacity to service the proposed new use at 2 Stonewood Drive. No changes to the existing electrical utility are being proposed as part of this project. Based upon this information, the Board finds that this standard has been met.

- g) **Advertising Features:** The size, location, texture and lighting of all exterior signs and outdoor advertising structures or features shall not detract from the layout of the property and the design of proposed buildings and structures and the surrounding properties and shall not constitute hazards to vehicles and pedestrians.

No signs or outside advertising structures or features are proposed as part of this project. Based upon this information, the Board finds that this standard has been met.

- h) **Special Features:** Exposed storage areas, exposed machinery installations, service areas, truck loading areas, utility buildings and structures, similar accessory areas and structures, shall be subject to such setbacks, screen plantings or other screening methods as shall reasonably be required to prevent their being incongruous with the existing or contemplated environment and the surrounding properties.

There are no special features proposed as part of this project. Based upon this information, the Board finds that this standard has been met.

- i) **Exterior Lighting:** All exterior lighting shall be designed to encourage energy efficiency, to ensure safe movement of people and vehicles, and to minimize adverse impact on neighboring properties and public ways. Adverse impact is to be judged in terms of hazards to people and vehicular traffic and potential damage to the value of adjacent properties. Lighting shall be arranged to minimize glare and reflection on adjacent properties and the traveling public. For all proposed lighting, the source of the light shall be shielded and the light should be directed to the ground, except in the case of ground sign lighting. In the Village Commercial 1 and 2 Districts, lighting for pedestrian walkways and adjacent public sidewalks shall also be provided.

There are no proposed changes to the existing exterior lighting as part of this project. Based upon this information, the Board finds that this standard has been met.

- j) **Emergency Vehicle Access:** Provisions shall be made for providing and maintaining convenient and safe emergency vehicle access to all buildings and structures at all times.

Emergency vehicle access to the existing building on the lot will remain unchanged. Based upon this information, the Board finds that this standard has been met.

- k) **Landscaping:** Landscaping shall be designed and installed to define, soften, or screen the appearance of off-street parking areas from the public right(s)-of-way and abutting properties, to enhance the physical design of the building(s) and site, and to minimize the encroachment of the proposed use on neighboring land uses. Particular attention should be paid to the use of planting to break up parking areas. The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal, retaining existing vegetation where desirable,

and keeping any grade changes in character with the general appearance of neighboring areas. Landscaping shall be provided as part of the overall site plan design and integrated into building arrangements, topography, parking and buffering requirements. Landscaping may include trees, bushes, shrubs, ground cover, perennials, annuals, plants, grading and the use of building and paving materials in an imaginative manner.

No changes to the existing landscaping are proposed as part of this project. Based upon this information, the Board finds that this standard has been met.

l) Environmental Considerations: A site plan shall not be approved unless it meets the following criteria:

- (1) Will maintain safe and healthful conditions;
- (2) Will not result in water pollution, erosion, or sedimentation to surface waters;
- (3) Will adequately provide for the disposal of all wastewater;
- (4) Will not have an adverse impact on spawning grounds, fish, aquatic life, bird or other wildlife habitat;
- (5) Will conserve shore cover and visual, as well as actual, points of access to inland and coastal waters;
- (6) Will protect archaeological and historic resources as designated in the Comprehensive Plan;
- (7) Will not adversely affect existing commercial fishing or maritime activities in the Marine Waterfront District;
- (8) Will avoid problems associated with floodplain development and use; and
- (9) Is in conformance with the standards of Section 306, Land Use Standards, of the Town of Freeport Shoreland Zoning Ordinance.

The scope of this project does not require a new stormwater management and erosion control plan. No letters from any state departments are required as part of this site plan amendment. No impacts to water quality, wildlife areas, shoreland areas, wetlands, or archaeological and historic resources are anticipated. The property is not located within the floodplain or shoreland zone. Based upon this information, the Board finds that this standard has been met.

m) Erosion and Sedimentation: The proposed site shall be constructed in accordance with the Maine Department of Environmental Protection's Best Management Practices and shall not cause unreasonable soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy situation results.

The scope of this project does not require a new stormwater management and erosion control plan. Based upon this information, the Board finds that this standard has been met.

Conclusion: Based on these facts the Board finds that this project meets the criteria and standards of the Freeport Zoning Ordinance.

Proposed Motion:

Be it ordered that the Freeport Staff Review Board approve the printed Findings of Fact and Site Plan Amendment for the change of use from a professional office to a childcare facility for a portion of the building at 2 Stonewood Drive (Tax Map 23, Lot 70B), to be built substantially as proposed, with the application dated 10/1/2025, finding that it meets the standards of the Freeport Zoning Ordinance, with the following Conditions of Approval:

- 1) This approval incorporates by reference all supporting plans that amend the previously approved plans submitted by the applicant and their representatives at Staff Review Board meetings and hearings on the subject application to the extent that they are not in conflict with other stated conditions.
- 2) Prior to construction, the applicant obtain any applicable permits or licenses from the State of Maine and from the Freeport Codes Enforcement Department.
- 3) The approval of a site plan shall become void if construction of site improvements is not initiated within two (2) years of the date of such approval unless such time limit is extended by the Board that granted the original approval.

**Town of Freeport
Planning Department**

Application for Review

Project Type: (check all applicable)

_____ Site Plan Review _____ Design Review Certificate _____ Subdivision
_____ Zoning Ordinance Amendment X Other (please explain) CHANGE OF USE
AMENDMENT TO SITE PLAN

Name of Project: UNITED 4 CHILD CARE (U4CC)

Proposed Use of Property: CHILDCARE - INFANT TO AGE 10

1) Applicant Information:

Name: UNITED 4 CHILDCARE - (If a Company, provide name of person also) TWO STONEWOOD DRIVE
Tel: 508 FORD REICHE
207.740.6099
Address: 50 FORD REICHE, 54 BARTOL ISLAND RD, FREEPORT, MAINE
04322
Email: FORD @ FORD REICHE. COM

2) Interest in Property: Please attach a copy of the recorded deed for the property. If the applicant is not the property owner, a purchase and sale agreement or a lease agreement shall also be submitted to show that the applicant has a serious interest in the project and sufficient title, right, and/or interest to complete the project. The amount being paid for the property may be blacked out. This application will not be processed without this information.

3) Do you own any abutting property?

Yes No

If yes, please explain: SUBDIVISION RECORDED CCRD PLATBOOK 219, PAGE 104

4) Property Information:

Present Use of Property VACANT, PREVIOUSLY WAS LL Bean OFFICES
Location: Street Address TWO STONEWOOD DRIVE, FREEPORT, MAINE 04322
Assessor's Office Map: 023-070-008-000 Lot: _____
Size of Parcel (acres): 4 ± AC Zoning District (s): _____

5) Design Review Information (please circle one from each category) NA

Design Review District: One Two Not in the Design Review District
Building Class, as designated on the Design Review District Map(s): A B C
Is this building in the Color Overlay District: Yes No

Please describe the proposed changes: _____

6) **Other Information:** CONVERSION OF OFFICE SPACE TO DAY CARE
NO EXTERIOR CHANGES.

Proposed # of Buildings: _____ Gross Square Footage of Non-Residential Buildings: _____

Is Zoning Board of Appeals Approval Required? Yes No

If YES, provide reason _____

7) **Subdivision Approval or a Subdivision Amendment: (if applicable)** NA

Proposed Number of Lots _____

Does the applicant intend to request any waivers of Subdivision or Site Review provisions?

NO _____ YES _____

If YES, list and give reasons why _____

8) **Applicant's Engineer, Land Surveyor, Landscape Architect and/or Planner:**

Name: KYLIE MASON, SEBAGO TECH Tel: 207-838-5578

Address: _____

Email: KMASON@SEBAGOTECHNICS.COM

9) **Billing Contact (If different than applicant information)**

Name: APPLICANTS Tel: _____

Address: _____

Email: _____

Application Fee: \$ 177.50 ^{Pa} Abutter Fee: \$ _____

Submission: This application form, along with required accompanying materials, must be submitted to the Town Planner at least 21 days prior to the meeting at which it is to be considered.

The undersigned, being the applicant, owner or legally authorized representative, states that all information in this application is true and correct to the best of his/her knowledge and hereby does submit the information for review by the town and in accordance with applicable ordinances, statutes and regulations of the Town, State and Federal governments.

10/1/25
DATE

Josh
SIGNATURE OF APPLICANT/OWNER/REPRESENTATIVE
FORD S. REICHER, MANAGER
TWO STONEWOOD, LLC

Two Stonewood, LLC

c/o Ford Reiche, 54 Bartol Island Rd, Freeport, Maine 04032

CHANGE OF USE APPLICATION

Kyle,

As part of our building permit application process for the improvements in the north half of the first floor of our building at Two Stonewood Drive, I am advised that you need to have a staff review of our change of use from the previous use (high-density office space for LLBean) to the new use (daycare facility). Following is a before and after description.

The previous use of this space was by LLBean for offices. The entire building housed 274 employees. See the attached office plans for both the first and second floors. There were 270 staffers on these floors, plus 4 in the basement. See attached LLBean cubicle plans.

The current and future total building count for occupants will be far below the prior LLBean use.

Zachau Construction: 20

CORE Fitness: 4

Aucocisco: 25

Planned childcare facility-United For Childcare (U4CC): 20 staff, plus up to 100 infants/children.

There is still a vacancy in about 40% of the second floor of the building, which will eventually house probably 25 or so people, much like the Zachau Construction office.

The U4CC facility will be in operated by 20 staffers, taking care of children from 6 weeks to 10 years old. The activities will be held inside the building with a possible play area immediately adjacent to the U4CC space.

The parking needs for the entire building are about 50% of when LLBean was in the space.

Please let me know if you need any further information.

Ford Reiche, manager

Ford Reiche
207.740.6099
FORD@FORDREICHE.COM

BLN 1001840022466

**QUITCLAIM DEED
WITH COVENANT
STATUTORY SHORT FORM
TITLE XX §775**

L. L. Bean, Inc., a Maine corporation, with a mailing address of 1 Casco Street, Freeport, Maine 04032, for consideration paid, grants to Two Seasons, LLC, with a mailing address of 54 Bartol Island Road, Freeport, Maine 04032, with Quitclaim Covenant, a certain lot or parcel of land situated in the Town of Freeport, County of Cumberland, and State of Maine, more fully described in Exhibit A, attached hereto and made a part hereof.

DATED March 8, 2018

L. L. Bean, Inc.

By: George A. Mayo
George A. Mayo
Vice President Facilities

March 8, 2018

STATE OF MAINE
COUNTY OF CUMBERLAND

Then personally appeared the above named George A. Mayo, Vice President Facilities, and acknowledged the foregoing instrument to be his free act and deed in his capacity and the free act and deed of said corporation.

Before me,

George A. Mayo
Notary Public/Attorney-at-Law
(Print Name)

RIGHT, TITLE + INTEREST

MAINE REAL ESTATE TAX PAID

EXHIBIT A

A certain lot or parcel of land together with the improvements thereon on Suncowood Drive, a/k/a Suncowood Road, in the Town of Freeport, County of Cumberland, and State of Maine, and being Lot 70B as shown on plan entitled "Third Amended Subdivision Plan of Suncowood Subdivision" dated February 9, 2018, made by Sebago Technics for L. L. Bean, Inc. and recorded in the Cumberland County Registry of Deeds in Plan Book 218, Page 41.

Meaning and intending to convey and hereby conveying the premises described in deeds from Forge Point Associates to L. L. Bean, Inc. dated October 27, 2004 and recorded in Book 21967, Page 52 and dated February 2, 2007 and recorded in Book 24813, Page 149.



SURACE BUILDING FIRST FLOOR

13 CASTLE STREET
FREETOWN MAINE

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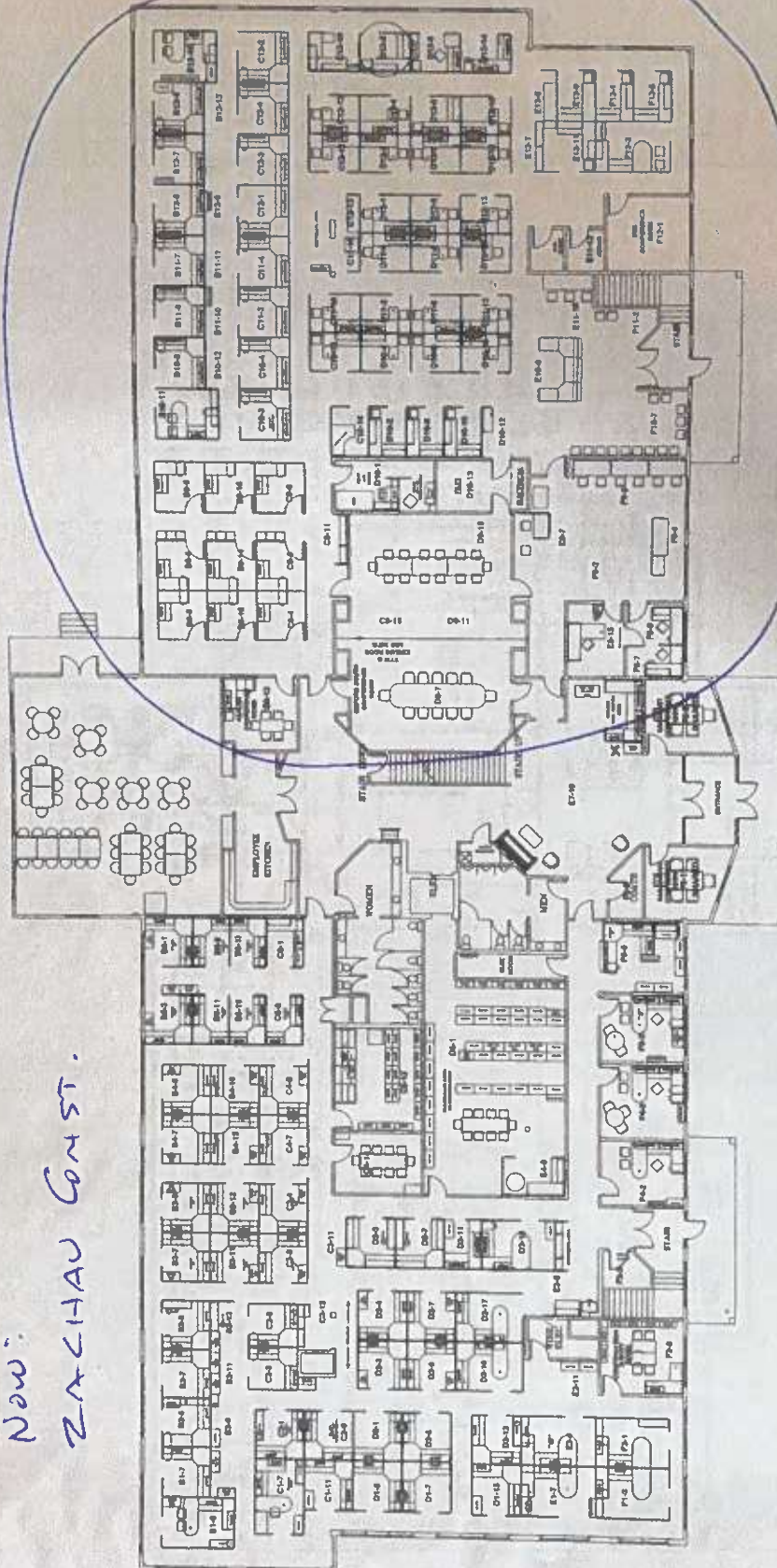
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New:
NACHAU Const.



L.L.Bean®
15 Casco Street
Freeport, Maine

TITLE	DATE	BY	REMARKS
CUSTODIAL GM WORKFLOW MAP			

NAME	A
SCALE	NOT TO SCALE

TE 07/30/2013

REVISIONS

Y	M	DATE
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
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vacant

Now Aveo C-1500

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October 2, 2025

Ford Reiche
Two Stonewood, LLC
54 Bartol Island Road
Freeport, ME 04032

Re: Ability to Serve Determination – 2 Stonewood Drive, Freeport

Greetings,

The Maine Water Company (MWC) has received your request for an Ability to Serve Determination for a proposed change of use at the existing building located at 2 Stonewood Drive, Freeport, Maine.

The request specifies a plan to convert existing office space to a daycare facility. The expected average domestic service demand is 2,660 gallons per day. The expected fire service demand for the project is unknown. Based on the criteria provided by the developer, the expected increase in water usage is within the water system's available capacity. The static pressure in the area is **±65 PSI**. The Freeport Division of MWC does have sufficient capacity from the existing 12-inch ductile iron water main in the Stonewood Drive right-of-way to serve this project. Additional infrastructure improvements may be required at the expense of the developer to meet the overall needs of this project.

Conditions of Service

- MWC has the understanding that fire service demand is unknown at this time, are not to be included in this request, or accounted for in this Ability to Serve Determination.
- If fire service is required, a hydrant flow test at the nearest available hydrant will need to be conducted and analyzed by the sprinkler designer to ensure that adequate flows can be met during a peak fire demand event.
- The developer is required to pay for the cost of any modification, renewal of impacted service lines, and retirement of unused or discontinued services to MWC standards of best practice.
- Additional plan approval, paperwork, and fees associated with this project will require proper coordination with MWC. MWC requires upfront payment for inspection and paperwork to be fully completed before any construction on waterworks materials.
- Service lines must comply with MWC Cross Connection Control Program.
- Allow up to 30 days for the MWC utility review process once final plans are ready to be completed before any construction on waterworks materials will be approved.

Should a request for service or completion of the project not be executed within one year of the date of this letter, MWC reserves the right to reevaluate its ability to serve this project. All work must be completed in accordance with MWC Terms and Conditions as well as material specifications. All appropriate paperwork must be completed, and deposit paid prior to the start of construction. Please forward all design plan revisions as the project develops to prevent construction delays. Water service will be provided in accordance with Maine Public Utility Commission rules. If you have any additional questions, please do not hesitate to contact our office at 1-800-287-1643 or by email at Patrick.Gere@mainewater.com. We look forward to working with you throughout design and construction.

Sincerely,
The Maine Water Company

A handwritten signature in blue ink, appearing to read "P. Gere".

Patrick Gere, PE
Project Engineer

Freeport Sewer District

43 South Freeport Road

PO Box 76

207-865-3540

October 01, 2025

Town of Freeport
Kyle Drexler, Town Planner
30 Main Street
Freeport, Maine 04320

RE: Willingness and Capacity to Serve
Change of Use Application
Two Stonewood LLC, 2 Stonewood Drive, Freeport, Maine

Dear Mr. Drexler:

We are pleased to provide this Willingness and Capacity to Serve letter to confirm our ability to provide wastewater collection and treatment services for the above referenced change of use. It is our understanding that the proposed change of use is from high density office space (former L.L. Bean) to a new use as a daycare facility for the United for Childcare (U4CC), which will add 20 staffers and up to 100 infants/children.

Based on our review we can confirm that the wastewater treatment facility and collection system have available capacity to accommodate this change of use as proposed. Based on the nature of the proposed wastewater to be discharged to District facilities, we are willing to accept the flows for treatment. The District's commitment to serving this proposed change of use is contingent upon the developer meeting the following conditions:

1. Only domestic wastewater flows are to be discharged to the public sewer system.
2. Personal Care products, even those noted as "flushable" are prohibited from being discharged (i.e. flushed) into the public sewer system.
3. Developer to accept and abide by all current provisions of the Rules and Regulations of the Freeport Sewer District, and of all other pertinent ordinances or regulations as they become adopted.

It is our understanding that the building at one time had a staffing population of 274 and that current occupation is 49. This proposed change of use will increase the occupation by as much as 120, for a total of 169. And that it is expected that current unoccupied space may allow for an additional occupation of 25. For a possible total of 194 people at full occupancy. As this occupancy rate is less than had previously been the case, there is no increase in the amount of wastewater proposed. As such, there is no connection fee assessed for this change of use.

If you have any questions or require further information, please do not hesitate to contact our office at 207-865-3540 or via email at lblankette@freeportsewer.org.

Sincerely,



Leonard Blanchette
Construction Manager

CC: Sara Randall, General Manager, Freeport Sewer District
Jon McCabe, Superintendent, Freeport Sewer District
Ford Reiche, Manager, Two Stonewood LLC