



TOWN OF FREEPORT, MAINE
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TO: FREEPORT PROJECT REVIEW BOARD
FROM: CAROLINE PELLETIER, TOWN PLANNER
RE: STAFF REPORT
DATE: WEDNESDAY, JUNE 16, 2021

LL Bean Corporate Headquarters – Site Plan Amendment	
Property Location:	Tax Assessor Map 8, Lots 13 ETC, 19 & 20 and Tax Assessor Map 20, Lots 98-ETC & 101 (1 Casco Street)
Zoning Information:	Commercial III, Industrial I, and Rural Residential I, Design Review District I – Class C.
Review Type(s):	Design Review
Waivers Requested:	None

Background: The applicant was before the Board in 2019 when they received approval for Phase 1 & 2 of renovations to their corporate campus on Casco Street. They are now returning to the Board presenting plans for Phase 3. As with the past phases, there is a significant amount of sitework with this project. This phase includes removal of the Taylor building, parking lot improvements and reconfiguration, grading, drainage and stormwater management improvements. A new landscaping plan is also proposed. A Design Review Certificate (for the portion of the property within 600 feet of the centerline of Route One) and Site Plan Amendment are required.

The applicant is presenting plans to the Board for general feedback at this meeting. The project requires an amendment to their Site Location of Development Permit from the Maine Department of Environmental Protection (DEP); this review is currently underway. One question for the Board is would they be comfortable making obtaining the amendment to the Site Location Permit a condition of any approval on the application? A Permit by Rule from the Maine DEP was also required; a copy has been included in the submission. The project also requires review for compliance with municipal stormwater management and erosion control plans. The applicant will continue to work with the Town Engineer to finalize these plans.

Design Review: The Taylor Building is Class C within the Design Review District. With the removal of this structure, the previously approved building facades will be visible (although limited view from the right-of-way). A new parking area will be installed in this area with new pedestrian improvements. Landscaping is also proposed in this area. Plans and photo simulations have been included in the packet. Does the Board have feedback for the applicant?

Site Features: Access to the site from Main Street will remain from existing access points and no changes are proposed. Although a building is being removed, there will not be a change to the number of employees on the site. The Maine Department of Transportation previously determined that a Traffic Movement Permit would not be required for this project. The applicant has included

information on the required parking for the site (see sheet 7 of the plan set). There will a decrease in the number of parking spaces on the site. A Traffic Impact Statement has been included as Exhibit 8.

A new lighting plan with full cut-off lights is proposed and photometrics plans have been included in the submission. Since no new building are proposed, there will be no new buildings being connect to public utilities. Other than wayfinding, no new signage is proposed. Does the Board have any feedback for the applicant on the proposed changes to the site?

Desert of Maine – Change of Use and Site Plan Amendment	
Property Location:	Tax Assessor Map 22, Lot 8
Zoning Information:	Rural Residential I (RRI), Nature Based and Art Overlay District (NBAOD)
Review Type(s):	Change of Use and Site Plan Amendment
Waivers Requested:	None

Background: The applicant is presenting conceptual plans for a Change of Use and Site Plan Amendment to add the use of Nature-Based Commercial Enterprise to the existing uses on the site. The parcel is in the Rural Residential I Zoning District and the new Nature-Based and Art Overlay District (Section 428 of the Freeport Zoning Ordinance). New proposed use and any associated space and bulk standards are permitted as part of the new Overlay District.

The proposal includes adding a miniature golf course on the property. Additional overflow parking is also proposed (two areas, approx. 72 spaces, with some to be built only if the need arises). The only new structure proposed is a small shed associated with the golf course. An existing mobile home (residential structure) will be removed.

The mini golf course will cover an area approximately 27,000 s.f. in size. Some existing camping/rv sites will be displaced. Regrading of the existing developed area will be required, but no additional clearing is proposed.

The golf course itself will include landscaping and water features.

Information on traffic, stormwater management, lighting and wastewater disposal will be forthcoming. A stormwater management and erosions control plan, in addition to a photometrics plan, should be included in a future submission.

Harraseeket Ridge – Residential Open Space Subdivision	
Property Location:	Tax Assessor Map 18, Lot 16 (0 US Route One)
Zoning Information:	Medium Density A (MD-A)
Review Type(s):	residential open space subdivision
Waivers Requested:	None

Background: The applicant is presenting conceptual plans for an 80-unit residential open space subdivision on a vacant parcel (approximately 90 acres) on US Route One North. Forty duplex structures and two new road entrances off US Route One are proposed. Approximately 43 acres of open space will be required.

The applicant is proposing duplex structures, which will be about 2,870 sf in size and will each have their own garage and partial basements. The units will all be on common land and condominium style and a homeowner's association will be established. This is designed to be a "middle-income" neighborhood.

The net residential acreage calculation has been included in the submission and would allow 80 units. Areas of wetlands, steep slopes and a significant vernal pool have been identified on the plan. The locations of streambeds have also been noted. Some of the units appear to encroach on the wetlands; this is something the applicant should reconsider (in accordance with the Four Step Design Process of the Freeport Subdivision Ordinance).

The project will require a Site Location of Development Permit from the Maine Department of Environmental Protection, a Maine Construction General Permit and permit(s) from the Maine Department of Transportation (partially due to US Route One being a State road).

The project would be phased; a detailed phasing plan would need to be part of the review later in the process.

There are no public utilities in this area, so units would be served by private wells and septic systems. Wells would be shared for each duplex and the septic systems would serve "cluster" of units. The units would also have residential sprinkler systems.

Two new road entrances of Route One are proposed. The road system has been designed to comply with Article 11.5 of the Freeport Subdivision Ordinance with regards to the number of units allowed on, and the maximum length of a dead-end road. The road will include a 4 foot paved shoulder with striping and crosswalks to provide designated spaces for pedestrian traffic.

The open space has been situated to abut other abutting vacant land. Details on the possible future ownership of the open space will need to be worked out.

Process: This is considered a Subdivision-Major (per Article III of the Freeport Subdivision Ordinance) and process would involve three levels of review – conceptual, preliminary and final. Since this is conceptual review, the Board shall review the submission to determine if the information provides a clear understanding of the site and identifies opportunities and constraints that help determine how it should be used, areas that are appropriate for conservation areas, and areas that are appropriate for development (refer to Article 5 of the Freeport Subdivision Ordinance). The Board shall also act on any requests for waivers at this time. This step is often completed in multiple meetings. Review of the Site Inventory Map and the Site Analysis and Conceptual Plan shall be considered complete upon a finding by the Project Review Board that the appropriate areas have been determined for development and for conservation or open space. One thing for the Board to consider is if they would like to hold a sitewalk.

Proposed Motion: Be it ordered that the Freeport Project Review Board table the review of the Site Inventory Map, Site Analysis and Conceptual Plan for Beta Zeta Properties LLC, for a proposed residential open space subdivision (Tax Assessor Map 18, Lot 16, 0 US Route One) until after the Board is able to conduct a sitewalk.

KLIF LLC – Exterior Alterations	
Property Location:	Tax Assessor Map 11, Lot 102.
Zoning Information:	Village Commercial I (VC-I), Design Review District I – Class C.
Review Type(s):	Design Review
Waivers Requested:	None

Background: The applicant is seeking approval of a Design Review Certificate for exterior alterations and signage at their property at 13 Bow Street. Signs and awnings will be replaced, some new signage is proposed and a small area of grass will be removed in front of the lower level storefront to provide area for outdoor seating. The building is currently classified as Class C in Design Review District I and per Section V of the Freeport Design Review Ordinance, a Design Review Certificate is required for new signage on the awnings and brick out front.

The awnings themselves were previously approved and are being replaced (historic colors). The applicant is proposing to add signs to three of the awnings which requires Board approval. The lettering will be white and as shown in the submission. The building and ground signs are all replacement of similar size, location and appearance and although included in the submission, do fall under the threshold for staff approvals. The applicant is proposing to remove the small areas of grass in front of the building and install brick. Although the use is retail, some outdoor seating and planters are proposed. The seating will be metal and painted a color from a historic color palette and the planters will be either wood or stone, similar to shown in the submission; both will be seasonal. With the addition of the brick, it appears that the property will still be compliant with the maximum impervious coverage to lot area ration of 90%.

Design Review Ordinance: Chapter 22 Section VII.C.

- 1. Scale of the Building.** The scale of a building depends on its overall size, the mass of it in relationship to the open space around it, and the sizes of its doors, windows, porches and balconies. The scale gives a building "presence"; that is, it makes it seem big or small, awkward or graceful, overpowering or unimportant. The scale of a building should be visually compatible with its site and with its neighborhood.

The scale of the building will not be altered. Based upon this information, the Board finds that this standard has been met.

- 2. Height.** A sudden dramatic change in building height can have a jarring effect on the streetscape, i.e., the way the whole street looks. A tall building can shade its neighbors and/or the street. The height or buildings should be visually compatible with the heights of the buildings in the neighborhood.

The height of the building will not be altered. Based upon this information, the Board finds that this standard has been met.

- 3. Proportion of Building's Front Facade.** The "first impression" a building gives is that of its front facade, the side of the building, which faces the most frequently used public way. The relationship of the width to the height of the front facade should be visually compatible with that of its neighbors.

The proportions of the building's front façade will not be altered. Based upon this information, the Board finds that this standard has been met.

- 4. Rhythm of Solids to Voids in Front Facades.** When you look at any facade of a building, you see openings such as doors or windows (voids) in the wall surface (solid). Usually the voids appear as dark areas, almost holes, in the solid and they are quite noticeable, setting up a pattern or rhythm. The pattern of solids and voids in the front facade of a new or altered building should be visually compatible with that of its neighbors.

The rhythm of solids to voids in the front facades will not be altered. Based upon this information, the Board finds that this standard has been met.

- 5. Proportions of Opening within the Facility.** Windows and doors come in a variety of shapes and sizes; even rectangular window and door openings can appear quite different depending on their dimensions. The relationship of the height of windows and doors to their width should be visually compatible with the architectural style of the building and with that of its neighbors.

The proportions of openings within the facility will not be altered. Based upon this information, the Board finds that this standard has been met.

- 6. Roof Shapes.** A roof can have a dramatic impact on the appearance of a building. The shape and proportion of the roof should be visually compatible with the architectural style of the building and with those of neighboring buildings.

The roof shape will not be altered. Based upon this information, the Board finds that this standard has been met.

- 7. Relationship of Facade Materials.** The facades of a building are what give it character, and the character varies depending on the materials of which the facades are made and their texture. In Freeport, many different materials are used on facades - clapboards, shingles, patterned shingles, brick - depending on the architectural style of the building. The facades of a building, particularly the front facade, should be visually compatible with those of other buildings around it.

The façade materials will not be altered. Existing awnings will be replaced with like materials and in the same locations. Based upon this information, the Board finds that this standard has been met.

- 8. Rhythm of Spaces to Building on Streets.** The building itself is not the only thing you see when you look at it; you are also aware of the space where the building is not, i.e., the open space which is around the building. Looking along a street, the buildings and open spaces set up a rhythm. The rhythm of spaces to buildings should be considered when determining visual compatibility, whether it is between buildings or between buildings and the street (setback).

Rhythm of spaces to buildings on the streets are not being altered. Based upon this information, the Board finds that this standard has been met.

9. Site Features. The size, placement and materials of walks, walls, fences, signs, driveways and parking areas may have a visual impact on a building. These features should be visually compatible with the building and neighboring buildings.

The applicant is proposing to remove the small areas of grass in front of the building and install brick. Although the use is retail, some outdoor seating and planters are proposed. The seating will be metal and painted a color from a historic color palette and the planters will be either wood or stone, similar to shown in the submission; both will be seasonal. With the addition of the brick, it appears that the property will still be compliant with the maximum impervious coverage to lot area ration of 90%. Based upon this information, the Board finds that this standard has been met.

10. In addition to the requirements of the Freeport Sign Ordinance, signs in the Freeport Design Review District shall be reviewed for the following: materials, illumination, colors, lettering style, location on site or building, size and scale. Minor changes that do not alter the dimensions or lettering style of an existing sign need not be reviewed, i.e. personal name changes for professional offices, or changes in hours of operation. See Special Publication: "Sign Application Requirements".

The applicant is proposing to add signs to three of the awnings which requires Board approval. The lettering will be white and as shown in the submission. The building and ground signs are all replacement of similar size, location and appearance and although included in the submission, do fall under the threshold for staff approvals. 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 Design Review Ordinance.

Proposed Motion: Be it ordered that the Freeport Project Review Board approve the printed Findings of Fact and Design Review Certificate for KLIF LLC for exterior alterations and new/replacement signage at 13 Bow Street (Tax Assessor Map 11, Lot 102), to be substantially as proposed, application dated 06/03/2021, finding that it meets the standards of 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 his/her representatives at Project 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 any installation, the applicant obtain a sign permit from the Freeport Codes Enforcement Officer.

Lighthouse Laundromat - Design Review Certificate, Site Plan Amendment and Change of Use	
Property Location:	Tax Assessor Map 12, Lot 33A (12 Mallet Drive)
Zoning Information:	Village Commercial II (VC-II), Freeport Village Overlay District, Design Review District I – Class C
Review Type(s):	Design Review Certificate, Site Plan Amendment and Change of Use
Waivers Requested:	No waivers have been requested.

Background: The applicant recently purchased the property at 12 Mallett Drive. The building is Class C in Design Review District I. The building is currently occupied by a laundromat and in 2020 the applicant

received previous approval from the Board for site and building improvements. The applicant is now seeking approval of a Design Review Certificate, Site Plan Amendment and Change of Use at the existing laundromat building located. The change of use is for a small vacant portion of the building from business and professional office to restaurant- carry out. Minor site alterations and new signage are proposed.

Exterior Alterations: The project consists of a new building mounted sign. This will be in addition to the previously approved building mounted signs. A privacy fence will be added in the rear. A walk-in cooler and outdoor seating (in the existing parking area) are proposed.

The privacy fence will be used to screen the cooler and dumpster from the outdoor seating area and Mallet Drive. The proposed fence will be white vinyl, eight (8) feet in height with an access gate to the dumpsters. The dumpsters and walk-in cooler will be on concrete pads and will need to comply with required setbacks.

Outdoor seating will be located to the right of the building and displace a few parking spaces. This area will be seasonal and enclosed with movable planters. Details on the style of seating and the planters will be forthcoming.

Site Improvements: The site plan shows the location of the fence, walk-in cooler and outdoor seating. The applicant will need to submit an updated parking calculation for the site to demonstrate they meet the parking requirements of Section 514 of the Freeport Zoning Ordinance. In addition, since this is a change of use, the applicant will be required to obtain a capacity letter from the Freeport Sewer District.

Section 414.E.2.c of the Freeport Zoning Ordinance has the following standard: "c. Buffering, consisting of natural features, plantings and/or fencing, shall be required to provide an effective visual and physical screen between residential and nonresidential uses at the lot boundaries and surrounding parking areas. During site review, the Project Review Board shall review and approve the type, size and quantity of materials which will provide the most harmonious transition between uses." This should be considered in regards to the addition of the walk-in cooler and outdoor seating. There is a previously approved buffer in place.

Since some information is forthcoming, draft findings of fact and a proposed motion will be provided to the Board prior to the meeting.