



TOWN OF FREEPORT, MAINE  
 Planning Department  
 30 Main Street  
 Freeport, ME 04032  
 Phone: 207-865-4743  
[www.freeportmaine.com](http://www.freeportmaine.com)

**TO: FREEPORT PROJECT REVIEW BOARD**  
**FROM: CAROLINE PELLETIER, TOWN PLANNER**  
**RE: STAFF REPORT**  
**DATE: WEDNESDAY, DECEMBER 21, 2022**

<b>American Eagle Signage – Design Review Certificate</b>	
Property Location:	Tax Assessor Map 11, Lot 22 (35 Main Street)
Zoning Information:	Village Commercial I (VC-I), Design Review District One – Class C & Color Overlay District
Review Type(s):	Design Review
Waivers Requested:	None

**Background:** This item was tabled at the last meeting as no one was present to represent the applicant. No changes to the submission are proposed.

The applicant is seeking approval of a Design Review Certificate for new and replacement signage for American Eagle (& aerie) at 35 Main Street. On the northern façade, the existing eagle sign will be removed and a new aerie sign (22.2 sf) will be installed and will consist of aluminum letters, black in color. Further down on the same façade, a new American Eagle sign (57.2 sf) will be installed with a different font style, but the same material and color. On the rear façade facing the middle school, one existing American Eagle sign (57.2 sf) will be replaced with a new version with the updated font, materials and color and a new aerie sign (22.2 sf) will be installed. All signs have been designed to comply with the Freeport Sign Ordinance and specifically in regard to quantity and square footage. All new signage will be externally illuminated with gooseneck lighting fixtures. There are no outstanding items with this application.

**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.

*No changes to the scale of the building are proposed. 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 overall structure will not be increased. 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 proportion 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.

*No changes to the rhythm of solids to voids in the front façades are proposed. 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.

*No changes to any proportions of openings within the facility are proposed. 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.

*No changes to the roof shape are proposed. 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.

*No changes to façade materials are proposed. 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).

*The rhythm of spaces to buildings on the street will not be 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.

*No changes to any site features are proposed. 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".**

*On the northern façade, the existing eagle sign will be removed and a new aerie sign (22.2 sf) will be installed and will consist of aluminum letters, black in color. Further down on the same façade, a new American Eagle sign (57.2 sf) will be installed with a different font style, but the same material and color. On the rear façade facing the middle school, one existing American Eagle sign (57.2 sf) will be replaced with a new version with the updated font, materials and color and a new aerie sign (22.2 sf) will be installed. All signs have been designed to comply with the Freeport Sign Ordinance and specifically in regard to quantity and square footage. All new signage will be externally illuminated with gooseneck lighting fixtures. 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 SB Signs, Courtney Boutin, at 35 Main Street (Tax Assessor Map 11, Lot 22), to be substantially as proposed, application dated 11/03/22, finding that it meets the standards of Freeport Design Review 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 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 construction, the applicant obtain any applicable permits from the Freeport Codes Enforcement Officer.

<b>4 Kendall Lane – Design Review Certificate</b>	
Property Location:	Tax Assessor Map 15, Lot 9 (4 Kendall Lane)
Zoning Information:	Resource Protection II (RP-II), Design Review District One – Class C
Review Type(s):	Design Review
Waivers Requested:	None

**Background:** The applicant is seeking approval of a Design Review Certificate for a new aluminum/steel ramp at the front entrance of an existing residential structure to provide accessible access to the dwelling. An existing concrete landing at the building entrance will be removed.

The ramp will be prefabricated from aluminum/steel. The ramp will extend nine feet off the dwelling (towards the road), then turn, and extend for a total length of 16 feet (parallel to the road). The portions that are ramp would be about 37 inches in width and the portions that are platform will be about five feet in width (as shown in the rendering in the submission). The ramp will connect to the existing walkway on the property. The ramp is designed to comply with code requirements, and details on the materials and appearance are included in the submission.

Based upon the information in the submission, it appears that the ramp does not comply with the space and bulk standards for the underlying zoning district. If Design Review approval is granted, the applicant then intends to apply for a Disability Structures Permit from the Codes Enforcement Officer, as allowed in Section 601 of the Freeport Zoning Ordinance. No action is needed from the Board on this, but it is noted to clarify how the issue with the setbacks could be resolved.

**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.

*No changes to the scale of the building are proposed. 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 overall structure will not be increased. 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 proportion 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 ramp will be incorporated into the existing building entrance and walkway. No changes to the rhythm of solids to voids in the front façades are proposed. 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.

*No changes to any proportions of openings within the facility are proposed. 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.

*No changes to the roof shape are proposed. 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 ramp will be prefabricated from aluminum/steel. The ramp is designed to comply with code requirements, and details on the materials and appearance are included in the submission. 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).

*An existing concrete landing at the building entrance will be removed. The ramp will extend nine feet*

*off the dwelling (towards the road), then turn, and extend for a total length of 16 feet parallel to the road. The portions that are ramp would be about 37 inches in width and the portions that are platform will be about five feet in width. The ramp system will connect with the existing walkway on the property. The ramp is designed to comply with code requirements, and details on the materials and appearance are included in the submission.*

*Based upon the information in the submission, it appears that the ramp does not comply with the space and bulk standards for the underlying zoning district. If Design Review approval is granted, the applicant then intends to apply for a Disability Structures Permit from the Codes Enforcement Officer, as allowed in Section 601 of the Freeport Zoning Ordinance. 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 ramp will extend nine feet off the dwelling (towards the road), then turn, and extend for a total length of 16 feet parallel to the road. The portions that are ramp would be about 37 inches in width and the portions that are platform will be about five feet in width. The ramp system will connect with the existing walkway on the property. 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".**

*No signs are proposed. 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 Goodwill of Northern New England at 4 Kendall Lane (Tax Assessor Map 9, Lot 15), for an accessible ramp at an existing residential structure, to be built substantially as proposed, application dated xx/xx/xx, finding that it meets the standards of Freeport Design Review 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 Project Review Board meetings and hearings on the subject application to the extent that they are not in conflict with other stated conditions.
- 2) The applicant obtain any applicable permits from the Freeport Codes Enforcement Officer.

<b>Castronovo – Merganser Way – Shoreland Stabilization</b>	
Property Location:	Tax Assessor Map 5A, Lot 19A (14 Merganser Way)
Zoning Information:	Medium Density Residential I (MDR-1) and Shoreland Area (SA)
Review Type(s):	Shoreland Zoning Permit
Waivers Requested:	None

**Background:** The applicant is seeking approval for a Shoreland Zoning Permit (for Shoreland Stabilization). An area of approximately sixty feet in length will be stabilized (including underneath the existing dock) and will result in an overall stabilized length of one-hundred feet of shoreline as a portion of the shoreline was previously stabilized in the 1990's.

The application includes details on the methods of stabilization including details on the type of rip rap and use of geotextile fabric and key stones and a plan showing the approximate location.

Review of the project is required by the Project Review Board, per Section 305, Table 1 (line 16) of the Town of Freeport Shoreland Zoning Ordinance. Section 306 of the Town of Freeport Shoreland Zoning Ordinance ([050322 chapter 65 shoreland zoning ordinance adopted.pdf \(freeportmaine.com\)](#)) has standards for the various allowable Shoreland Area land uses. These are the standards under which the Board must review the application.

Information on any vegetation removal and replacement was not noted in the submission and information on this will need to be provided. The applicant will also need to provide information on how the site will be accessed to complete the project and provide an erosion control plan. Providing this additional information will allow the Board to determine if the standards of Section 306 of the Town of Freeport Shoreland Zoning Ordinance have been met.

The Codes Enforcement Officer has reviewed the application with regards to Shoreland Zoning requirements. His comments are attached to the staff report.

Additional information will be forthcoming and draft Findings of Fact and a draft motion will be provided under separate cover before the meeting.

In addition to municipal review, permitting (Natural Resources Protection Act) from the Maine Department of Environmental Protection (DEP) and permitting from the Army Corps of Engineers is required. The applicant is aware of this and the applications have already been submitted to both agencies. Those agency reviews are independent of the Board's process with their own standards and should either of those agencies require substantial changes, the applicant may need to return to the Project Review Board for additional review and approval.

<b>1131 US Route One – After-the-Fact Change of Use</b>	
Property Location:	Tax Assessor Map 21, Lot 31 (1131 US Route One)
Zoning Information:	Medium Density B (MD-B)
Review Type(s):	After-the-Fact Change of Use
Waivers Requested:	Yes – Section 406.G.7, lighting, traffic and performance guarantee

**Background:** The applicant is presenting conceptual plans for an after-the-fact change of use from Single-family Residential to Single-Family Residential and Construction Services at 1131 US Route One. The site contains a residential structure, a 4,842 square foot barn and associated site improvements. Additional changes include the relocation of some accessory structures, removal of some impervious area and some new landscaping. The land previously existing at two parcels; the applicant intended to merge the two parcels, however questions have been raised with how this was done, and part of this proposal will be two correctly deed both previously existing parcels into one, to eliminate any internal property lines.

**Building** –The building was originally approved to be used in association with a residential dwelling, however the applicant uses the property to support their construction services operations which are primarily located in another municipality, but since equipment for the commercial operation is often stored/maintained on site, a change of use is required.

The main structure is a 4,842 sf barn. Three overhead doors are on the front façade facing US Route One. There are some temporary and/or other un-permitted structures on the site. An existing storage container will need to be relocated to comply with required setbacks. There is also an un-permitted “dome tent” on the property; it appears that the applicant is proposing to retain that structure.

Section 406.G (5, 6, & 7) of the Freeport Zoning Ordinance provides some standards regarding the building and/or entrance depending on the visibility of the building from Route One.

- “5. All buildings that are subject to Site Plan Review and that are plainly visible from a public road shall be required to meet the building design standards of this section. For the purposes of this section, buildings that are screened by a depth that is the same or more than the front setback requirement of natural, mature vegetation, and/ or another building, and/or a change in elevation or other method as approved by the Project Review Board are not considered to be visible from the road, These building may be seen from the road, but they are not considered to be in plain sight.
  - a. Designs that are characterized by long monotonous unrelieved shape or form or by the unbroken extension of line for any building are not permitted. Wall projections, recesses, windows, roof elevation variations and design features such as moldings, color changes, material changes, signs, awnings, dormers and so on can be used to break up the visual expanse of a building facing a public or private road.
  - b. Efforts should be made to vary the setback of the building on a parcel from the setback of adjacent buildings to avoid a monotonous, visual building line along a road. In situations where this is not possible landscaping, parking lot design and building design are some examples of site features which can be used to minimize the uniformity of the setback line.
6. Buildings that are subject to Site Plan Review that are not plainly visible as described in Sec.406.G.5 above shall provide extra attention to the entrance rather than the building. For example, signs for the business or a simple address sign might be made of a distinctive material, or decorative plantings, lighting, or art work may be included. The Project Review Board may base the appropriateness of an entrance design on the amount of customer recognition that is needed for a business.”

Does the Board feel that based upon the information submitted, these standards have been met?



Section 405.G.7 of the Freeport Zoning Ordinance has the following standards pertaining to overhead doors:

“7. Non-residential uses are allowed one overhead door on a side of the building visible from U.S. Route One. The Project Review Board may approve more than one overhead door on a side of a building visible from Route One if the size and shape of the lot are such that no other feasible alternative exists or if the building is not plainly visible from U.S. Route One as described in Sec. 406.G.5”

Based upon the information submitted, does the Board feel that this standard has been met?

**Vehicular Access & Parking** -Access from US Route One is existing and a commercial entrance permit was issued in 2012 and included with the submission. The beginning of the entrance from Route One appears to be paved before it converts to a gravel surface. Limited information on traffic was included in the submission and the cover letter estimated the number of trips per week; does the Board feel this information is sufficient, or is additional information regarding peak hour traffic required? The applicant will need to demonstrate that the parking requirements of Section 514 of the Freeport Zoning Ordinance in regard to required off-street parking can be met.

**Stormwater** - The property is within a watershed of an Urban Impaired Stream. Due to the amount of impervious area on the site, a Stormwater Permit will be required and the applicant will need to demonstrate that they comply with the requirements of Section 529 of the Freeport Zoning Ordinance. Initial comments from the Town Engineer are included in an email dated 12/14/22, attached.

The applicant has been contacted by Maine Department of Environmental Protection about some impacts to a stream and wetlands. The applicant is working to resolve any permitting issues (after-the-fact Permit by Rule) with the Maine DEP and additional information will be forthcoming. It appears that there has been about 2,079 sf of wetland impact due to clearing on the site. There also appears to be some impact within 75 feet of the stream.

**Utilities** - The building is not connected to water and/or sewer. There is underground electrical service to the site.

**Signage** - No signage is has been included with the submission.

**Solid Waste & Outdoor Storage** – Information on solid waste disposal, and outdoor storage (including machinery) will need to be included in the final submission.

**Lighting** - Information on lighting has not been included with the submission. The applicant did request a waiver from submitting information on lighting since the fixtures are existing; is this something the Board is willing to consider? At minimum, staff would suggest that the applicant demonstrate that all of the existing fixtures are full cut-off as required, and otherwise may need to be replaced.

**Landscaping & Buffering** - Section 406.G.2. of the Freeport Zoning Ordinance has the following requirement: “For all lots other than those with single and two-family uses, the following buffer requirements shall apply: Landscaping is required in all front, side and rear setbacks for a minimum depth of twenty-five (25) feet. The purpose of the landscaping is to provide a buffer between low

density residential uses and commercial/industrial uses. The Project Review Board shall determine the type of landscaping to be required and may use the applicable standards listed in Section 506 (Buffer Zones) below.” Limited information on landscaping was included in the submission. Does the Board have feedback for the applicant as to whether or not this standard appears to be met and/or what additional information would be required to make this determination?

Section 406.G.3. of the Freeport Zoning Ordinance has the following requirement: “Minimum outdoor storage standards for non-residential uses are: a. The storage area shall be fully fenced with an opaque material 5 to 6 feet high. b. Only materials and/or equipment used in the business shall be stored. c. Stored materials shall be no higher than the height of the fence. d. No outdoor storage shall be allowed in any setback areas.” The applicant will need to show any areas of outdoor storage on the plan and including information on screening to demonstrate that this standard will be met.

<b>Depot Square – Multiple Family Dwelling – Conceptual Presentation</b>	
Property Location:	Tax Assessor Map 10, Lot 24-2 (15 Depot Street)
Zoning Information:	Village Commercial I (VC-I), Design Review District One – Class C & Color Overlay District
Review Type(s):	Design Review, Site Plan Review and Subdivision Review
Waivers Requested:	None

**Background:** The applicant is presenting conceptual plans for a replacement structure at 15 Depot Street. A three-story multiple-family dwelling with eight residential units is proposed in a 2,144 square foot footprint (32’x67’) structure. The existing structure on the site (damaged by fire in July 2022) will be removed. Access to the site will remain from Depot Street and no new road is proposed. No open space is required.

Since this parcel is in the Village Commercial I Zoning District, and based upon the location and the proposed multiple-family dwelling use; Design Review, Site Plan Review and Subdivision Review are all required. Although subdivision review is required, in this District, an applicant is not required to provide any open space. The applicant still however needs to complete the Site Inventory Map, Site Analysis and Conceptual Plan and the Four-Step Design Process (Appendix A of the Freeport Subdivision Ordinance). The submission does include a land analysis calculation in Section 3 of the submission; there are no identified environmentally sensitive areas on the site. There is no land per dwelling unit requirement in this zoning district. The existing site is mostly covered by impervious area with a small landscaped area between the parking and sidewalk.

There are public utilities in this area and the applicant does intend to remain connect to the utilities. Capacity to serve letters from the applicable utilities will be required. The applicant is working on plans for stormwater treatment (most likely subsurface) and it is important to note that this parcel is located within the Urban Impaired Watershed for Concord Gully Brook. The water from the site currently drains to the abutting lot (owned by the Town of Freeport). Initial comments from the Town Engineer have been included in an email dated 12/14/2022 (attached).

Access to the site is from Depot Street over and existing access easement shared with abutting properties. Pedestrian connections to the building will be provided through existing sidewalks in the area.

The applicant is proposing five on-site parking spaces. Since the property is in the Village Commercial I Zoning District, they have the option to provide shared or non-shared parking. The parking calculation would be based upon which type of parking they choose to meet the parking requirement of Section 514. Off-street Parking of the Freeport Zoning Ordinance with. The applicant also owns some off-site parking that they could possibly use to comply with the off-street parking requirements. The on-site parking will need to be designed to comply with the dimensional standards of Section 514 of the Freeport Zoning Ordinance.

The submission shows the footprint of the building however conceptual building renderings are forthcoming. One thing to note, is the parcel is in the Color Overlay District so the applicant can use any paint colors from any paint manufacturer's historic color pallet without needing approval from the Board.

Parking lot lighting is existing and new building mounted lights are required to be full cut-off. Information on lighting should be included with a subsequent submission. An updated landscaping plan, capacity letters from utilities, stormwater management plans (reviewed and approved by the Town Engineer), and information on solid waste disposal should all be included with a subsequent submission.

**Process:** This is considered a Subdivision-Minor (per Article III of the Freeport Subdivision Ordinance) and process would involve two levels of review – conceptual 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. 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.

**Proposed Motion:** Be it ordered that the Project Review Board determines that based upon the information submitted by the applicant, application dated 11/30/2022, that the review of the Site Inventory Map, Site Analysis and Conceptual Plan for Charter Maine Properties, LLC for a proposed multiple-family dwelling/residential subdivision proposed at 15 Depot Street (Tax Map 10, Lot 24-2) is considered complete as the Board finds that the appropriate areas have been determined for development and no open space is required.

**From:** [Nick Adams](#)  
**To:** [Caroline Pelletier](#)  
**Subject:** 14 Merganser SZ Stabilization  
**Date:** Thursday, December 15, 2022 1:49:46 PM

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Caroline,

I have reviewed the proposed shoreline stabilization for 14 Merganser I have a few questions/concerns:

1. Will there be any vegetation removed? If so, site plan shall depict location, species, size, and reason for removal.
2. What type of vegetation is proposed to be planted, replanting plan needs to show location, species, etc. (All species shall be native)
3. How will you access the shoreline to conduct the stabilization? Or is this by barge? If by land the access path (No larger than 12') shall be shown on the plan and how, and if any vegetation is removed for access have the plans reflect 1 & 2 above
4. Erosion control plan
5. Who will be doing the work, they will have to be certified in erosion control by the state of Maine
6. Once approved by the PRB the applicant will be required to get a flood permit from my office

Let me know if you have any questions or concerns,

Nicholas L. Adams  
Freeport Codes Enforcement Officer  
Town of Freeport  
30 Main Street  
Freeport, ME 04032  
207-865-4743  
nadams@freeportmaine.com



**From:** [Adam Bliss](#)  
**To:** [Esther](#)  
**Cc:** [Caroline Pelletier](#); [Nick Adams](#)  
**Subject:** Davis Erector Group: Concept Plan Review  
**Date:** Wednesday, December 14, 2022 1:55:13 PM

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Hi Esther,

Thank you for the Site Plan application submittal. Below are my initial comments at the Concept Plan level. I will provide other detailed comments with your next submission.

1. I did not see an Agent Authorization form. The applicant can provide a signed form or sign the application himself.
2. Bearings and Distances should be shown on the Existing Conditions Plan.
3. Caroline and Nick can weigh in on what standards may be waived.
4. Please specify the size, type, and quantity of landscape materials proposed as buffering.
5. I note the project is located in Frost Gully Brook, an Urban Impaired Stream, per Maine DEP Chapter 502. The project will require a Stormwater Law Permit because the impervious area is greater than 20,000 square feet, and the site must be designed in compliance with state and local standards. The Town has Municipal Capacity to review Chapter 500 and 502 permit applications. I will write the Maine DEP Licensing Manager to determine if she wants the Town to review the application, given there are other potential Maine DEP compliance issues.
6. What is the date of the Permit-by-Rule application submitted to the Maine DEP?
7. Please specify the quantity and type of building-mounted lights.
8. What are the site distances at both driveway entrances? I realize they are existing entrances, but there has been a change of use, and they must meet local and state standards.
9. Please provide peak-hour traffic counts referencing the ITE manual.
10. Is any machinery going to be stored outdoors? If temporary storage is proposed, how long at any given time?
11. Commercial solid waste will need to be disposed of privately and may not be brought to the Transfer Station as residential waste.
12. Please provide a statement if any waste will be stored outdoors.
13. A double row of erosion control should be shown along the wetland edges.
14. Please provide a narrative of how the wetlands were delineated, given the site has already been developed. It would be helpful to understand the wetland's relationship to the topography, soil types, and vegetation in both pre- and post developed conditions.

Thank you,

Adam S. Bliss, P.E.  
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**From:** [Adam Bliss](#)  
**To:** [Caroline Pelletier](#); [Esther](#)  
**Cc:** [Adam Bliss](#)  
**Subject:** Depot Square Apartments: Concept Plan Submittal  
**Date:** Wednesday, December 14, 2022 3:23:33 PM

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Hi Caroline and Esther,

Below are my comments relative to the Site and Subdivision Concept Plan submittal.

1. The parking spaces should be shown as 18.5 feet long.
2. The Town's Zoning Ordinance requires a van-accessible space measuring 11 feet wide and 18.5 feet long. An adjoining access aisle is also required.
3. Please provide a narrative on how the site will be accessed. I assume easement(s) are already in place.
4. How much land area will be routed to the Storm Filter treatment system?
5. Please provide an estimate of peak hour and daily traffic by referencing the ITE manual.
6. Parking demand has become a challenge at the Train Station and on Depot Street due to transit demand of Amtrak's Downeaster service. The Town requests these public parking spaces not be used as parking for the development project.
7. Will the apartments be one-bedroom, two-bedroom, or a combination?

Thank you,

Adam

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