

**MINUTES**  
**FREEPORT PROJECT REVIEW BOARD**  
**WEDNESDAY, DECEMBER 9, 2020**  
**6 p.m.**

**This meeting was held online/virtually using Zoom teleconferencing**

**PRESENT:** Guy Blanchard, Chair, GERALYN Campanelli, Ford Reiche, Adam Troidl, Suzanne Watson, Tod Yankee and Caroline Pelletier, Town Planner

**EXCUSED:** Gordon Hamlin,

**CALL TO ORDER:** Chair Blanchard called the meeting to order at 6:02 p.m.

ITEM I: Information Exchange

Ms. Pelletier explained that the Planning Board had a meeting this month. They had a workshop with FEDC about some potential ideas to bring some multi-family residential development to the Village Districts. She believes it will be a continued discussion at the next Planning Board meeting if anyone is interested in joining. It is different than past discussions. It does not include the same components as the previous parking lot redevelopment Overlay District but it does have some of the same ideas like addressing building height and getting rid of some land per dwelling unit standards. She did not have anything else under Info Exchange.

Ms. Campanelli mentioned that regarding that, some of us went to the Planning Board meeting when the parking lot Overlay District came up. With this new proposal, she asked if this Board should not participate in any future discussion with the Planning Board. She is unclear where the boundaries are for us.

Ms. Pelletier mentioned there have been other recent items that have sparked interest for Board members at the Planning Board level. However, they have pertained to an application. In this case, it is just a planning idea being discussed and not tied to a specific application. If anyone wanted to participate on their own, she does not think that would be a conflict. We don't want anyone participating representing the thoughts of the Board unless the Board is able to discuss and come to some decision. At this point, she has not seen actual language so there is nothing to bring to the Board to discuss. If they were talking about altering things beyond space and bulk standards that came under the purview, she would definitely encourage them to reach out to this Board. At this point she does not feel there is any conflict because there is not an actual application associated with the discussion.

ITEM II: Review of Tabled Items

**Morse Street School - Site Plan Review**

The applicant is seeking approval of a Site Plan Amendment to add a portable classroom building near the Morse Street School. Minor associated site alterations are also proposed. Zoning District: Village 1 (V-1), Tax Assessor Map 11, Lot 24 (21 Morse Street). Regional School Unit # 5, applicant and owner; Dennis Ouellette, Director of Facilities and Transportation, representative.

Ms. Pelletier reminded the Board that Dennis was in a zoom meeting back in August looking to put a portable in an existing paved area on the site. Obviously, the school opened and the pandemic continued. The school altered the standard operations so the area that previously was going to house a portable structure is now space for outdoor classrooms. They have an area of their parking lot blocked off where they are proposing to put this new structure. At the end of the day, this one will replace the one the Board previously approved. It is not an addition. They are not proposing any changes to parking. They added parking on the site when they did

the Track and Field so they have extra parking there and they do take advantage of the shared parking in nearby parking lots. It is already impervious area that sheds and ties into the existing drainage system so they are not proposing any changes there. The one change from before is that this building will be connected to public utilities so they got a sign off from the Freeport Sewer District. She asked the Board to look at the plan in their packets. It shows they are displacing four parking spaces and one of them was ADA but that was an old aerial photo. They are replacing four parking spaces but none are ADA. There is nothing outstanding. No landscaping and only egress lighting. It is before the Board because it was over the threshold size wise for Staff Approval or Staff Review Board. Dennis is here if the Board has questions.

Dennis thanked the Board for meeting like this. It appeared to be a light agenda and he appreciated the Board meeting so quickly.

Mr. Troidl pointed out that Ms. Pelletier mentioned the building would be connected to utilities but in the Staff Report it says the building will not be connected to public water or public sewer so that needs to be corrected. Ms. Pelletier agreed that this needs to be corrected and thanked Mr. Troidl for catching that. The change should be made under Findings f. for Utilities and noted that the building will be connected to the public water and public sewer system. A capacity letter from the Freeport Sewer District has been included in this submission. Maine Water does not issue capacity letters for small changes in operations.

Mr. Yankee asked what is the expected lifespan for this building and are there any limitations code-wise that the Board needs to be aware of given its temporary nature. Dennis expects the lifespan to be 2 or 3 years at the very most. He did not know of any code issues. Ms. Pelletier advised that the only code issues for the building permit wise, the Codes Officer understands that the building will require approval from the State Fire Marshall so that is a suggested condition. Dennis agreed. Ms. Pelletier added that we look at these buildings like a permanent structure although they have a temporary use typically in a school facility. Typically, temporary structures are not permitted so they are constructed under some different codes where they are a portable created structure. He is going through the process of getting applicable sign-offs and will get applicable permits as with any other structure in Freeport. He is not exempt from anything because he may not be there forever. They have to meet whatever codes are applicable. We treat him like any other structure.

**Proposed 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 vistas.**

*The applicant is seeking approval for a Site Plan Amendment to add one temporary modular classroom at Morse Street School. The structure will be about 28' x 52' and located in an existing parking lot. Impacts to the site will be minimal. Landscaping will not be altered. 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 or the Design Review Ordinance in its Site Plan Review findings.

*The parcel is not within the Design Review District. The structure will be about 28' x 52' and will be located in an existing parking lot. Impacts to the site will be minimal. 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 MDOT standards to the greatest extent possible.

*Vehicular traffic to the site will not be altered and is existing. 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 structure will be about 28' x 52' and located in an existing parking lot. Four parking spaces will be displaced; none are ADA. No additional parking is proposed as the parking on-site was expanded when the track was installed. Based upon this information, the Board finds that this standard has been met.*

- 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 above. 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.

*Adam Bliss, Town Engineer has reviewed the plans and has not identified any issues (see email dated 11/12/20). Based upon this information, the Board finds that this standard.*

- 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 building will be connected to the public water and public sewer system. A capacity letter from the Freeport Sewer District has been included in this submission. *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 new signs are proposed. 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 associated with 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.

*Lighting will be installed at points of building egress and per code. The applicant is aware that fixtures must be shielded or full cutoff. 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.

*All public safety department heads have reviewed the plans. 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 landscaping are proposed. Based upon this information, the Board finds that this standard has been met.*

- i. **Environmental Considerations:** A site plan shall not be approved unless it meets the following criteria:

- (1) The project will not result in water pollution, erosion or sedimentation to surfacewaters;
- (2) The project will not result in damage to spawning grounds, fish, aquatic life, bird and other wildlife habitat;
- (3) The project will conserve shoreland vegetation;
- (4) The project will conserve points of public access to waters;
- (5) The project will adequately provide for the disposal of all wastewater;
- (6) The project will protect archaeological and historic resources;
- (7) The project will not adversely affect existing commercial fishing or maritime activities in the Marine Waterfront District.

*This parcel is not within the Marine Waterfront District or the Shoreland Zone. The building will be connected to public utilities. 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.

**MOVED AND SECONDED:** Be it ordered that the Freeport Project Review Board approve the printed Findings of Fact amended in Sub Paragraph F to state that the building will be connected to Public Sewer and Public Water and a Site Plan Amendment for Regional School Unit #5 for the installation of a

modular classroom building at Morse Street School, to be built substantially as proposed, plans dated November 2020, 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 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 the start of any site work for the project, the applicant obtain a building permit from the Freeport Codes Enforcement Officer and approval from the State Fire Marshal's office. (Reiche & Campanelli) **ROLL CALL VOTE:** (6 Yes) (1 Excused-Hamlin) (0 No)

ITEM III: Persons wishing to address the Board on non-agenda items.

Ms. Pelletier thanked the Board for having this special meeting. They had a notification error and the school has some funding they need to use by the end of the month so this was a time-sensitive application. She is aware she also threw in a site walk and an extra meeting this month. She thanked everyone for volunteering for a second Wednesday meeting.

She asked if everybody got the link for tonight's meeting. Ms. Campanelli had not received it last night. Chair Blanchard noted he got one at 4:45 p.m. for tonight. Mr. Troidl got two of them. Ms. Pelletier suggested that Board members reach out to her if they don't receive the links.

ITEM IV: Adjourn.

**MOVED AND SECONDED:** To adjourn at 6:17 p.m. (Reiche & Watson) **ROLL CALL VOTE:** (6 Yes) (1 Excused-Hamlin) (0 No)

Recorded by Sharon Coffin

