

**AGENDA**  
**FREEPORT TOWN COUNCIL MEETING #02-24**  
**TOWN COUNCIL CHAMBERS, 30 MAIN STREET, FREEPORT**  
**TUESDAY, JANUARY 16, 2024**  
**6:00 PM**

**ZOOM:** Please click the link below to join the webinar:  
<https://us02web.zoom.us/j/88133174269> Or One tap mobile : +16469313860; Or  
Telephone: +1 646 931 3860 US; Webinar ID: 881 3317 4269

**FROM:** Town Manager, Sophia Wilson

**TO:** Council Chair, John Egan, 38 Curtis Road  
Councilor Vice Chair Daniel Piltch, 25 Quarry Lane  
Councilor Matthew Pillsbury, 36 Todd Brook Rd  
Councilor Chip Lawrence, 93 Hunter Road  
Councilor Darrel Fournier, 3 Fournier Drive  
Councilor Joanna Benoit, 1038 US Route 1  
Councilor Eric C. Smith, 1464 US Route 1

**FIRST ORDER OF BUSINESS:** Pledge of Allegiance

**SECOND ORDER OF BUSINESS:** To waive the reading of the minutes of Meeting #01-24 held on January 2, 2024 and to accept the minutes as printed.

**THIRD ORDER OF BUSINESS:** Announcements (15 minutes)

**FOURTH ORDER OF BUSINESS:** Information Exchange (15 minutes)

**FIFTH ORDER OF BUSINESS:** Town Manager’s Report (15 minutes)

**SIXTH ORDER OF BUSINESS (PART I):** In person Public Comment Period – (30 Minutes)  
(Non-Agenda Items Only)

**SEVENTH ORDER OF BUSINESS:** To take action on the following items of business as read by the Council Chairperson:

---

ITEM # 11-24 To consider action relative to adopting the January 16, 2024, Consent Agenda.

**BE IT ORDERED:** That the January 16, 2024, Consent Agenda be adopted.

(Council Chair Egan) (5 minutes)

---

ITEM # 12-24 To consider action relative to proposed amendments to Chapter 21, Freeport Zoning Ordinance related to municipal compliance with 30-A M.R.S. §§ 4364 – 4364-C (including LD 2003, “An Act To Implement the Recommendations of the Commission To Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions”). PUBLIC HEARING

The Chair opens the Public Hearing  
The Chair closes the Public Hearing

**BE IT ORDAINED:** That the proposed amendments to Chapter 21, Freeport Zoning Ordinance related to municipal compliance with 30-A M.R.S. §§ 4364 – 4364-C. be approved.

*Note: The proposed amendments will potentially allow more housing in almost all zoning districts; add a new section, Section 536. Affordable Housing Density Bonus; and also include amendments to lower barriers to the development of Accessory Dwelling Units (Accessory Apartments). Additional non-substantive text amendments are also proposed.*

(Assistant Town Planner, Cecilia Smith) (15 minutes)

---

ITEM # 13-24

To consider action relative proposed amendments to Chapter 25, Freeport Subdivision Ordinance. The majority of the changes are related to municipal compliance with 30-A M.R.S.A. §§ 4364 – 4364-C (including LD 2003, “An Act to Implement the Recommendations of the Commission to Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions”). Additional proposed amendments include adding and/or amending standards to comply with State subdivision approval standards (M.R.S. 30-A § 4404) and as previously discussed by the Planning Board); several non-substantial text amendments to update reference documents used throughout the Ordinance; and non-substantial text amendments for clarification purposes. PUBLIC HEARING

The Chair opens the Public Hearing  
The Chair closes the Public Hearing

**BE IT ORDAINED:** That the proposed amendments to Chapter 25, Freeport Subdivision Ordinance. The majority of the changes are related to municipal compliance with 30-A M.R.S.A. §§ 4364 – 4364-C (including LD 2003, “An Act to Implement the Recommendations of the Commission to Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions”). Additional proposed amendments include adding and/or amending standards to comply with State subdivision approval standards (M.R.S. 30-A § 4404) and as previously discussed by the Planning Board); several non-substantial text amendments to update reference documents used throughout the Ordinance; and non-substantial text amendments for clarification purposes be approved.

(Assistant Town Planner, Cecilia Smith) (10 minutes)

---

ITEM # 14-24

To consider action relative to proposed amendments to Chapter 65, Freeport Shoreland Zoning Ordinance, related to municipal compliance with 30-A M.R.S. §§ 4364 – 4364-C (including LD 2003, “An Act to Implement the Recommendations of the Commission to Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions”). PUBLIC HEARING

The Chair opens the Public Hearing  
The Chair closes the Public Hearing

COUNCIL MEETING #02-24  
JANUARY 16, 2024

**BE IT ORDAINED:** That the proposed amendments to Chapter 65, Freeport Shoreland Zoning Ordinance, related to municipal compliance with 30-A M.R.S. §§ 4364 – 4364-C (including LD 2003, “An Act to Implement the Recommendations of the Commission to Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions”) be approved.

*Note: The intent of the proposed changes is to keep consistent with the proposed amendments in the Freeport Zoning Ordinance and to clarify that Accessory Dwelling Units are still subject to Shoreland Zoning Space Standards.*

(Assistant Town Planner, Cecilia Smith) (10 minutes)

---

ITEM # 15-24 To consider action relative to proposed amendments to Chapter 22, Design Review Ordinance. PUBLIC HEARING

**BE IT ORDAINED:** That the proposed amendments to Chapter 22, Design Review Ordinance be approved.

*Note: The purpose of the proposed amendments is to: clarify definitions, including adding new definitions for previously undefined terms; clarify review standards; change some of the thresholds for when review is required and what type of review is required; add exemptions for certain projects that will no longer require a Design Review Certificate, and thresholds for projects that will qualify for Administrative Approvals; clarify submission requirements; change the appeals process; eliminate the Color Overlay District; and, modify the Design Review District boundaries and update the District map(s). The draft amendments incorporate the recommendations for the Central Core Working Group (CCWG).*

(Town Planner, Caroline Pelletier) (15 minutes)

---

ITEM # 16-24 To consider action relative proposed amendments to Chapter 31-Coastal Waters Ordinance to require registration of moorings within the Anchorage. PUBLIC HEARING.

The Chair opens the Public Hearing  
The Chair closes the Public Hearing

**BE IT ORDAINED:** That proposed amendments to Chapter 31-Coastal Waters Ordinance to require registration of moorings within the Anchorage be approved.

(Harbor Master, Charles Tetreau) (10 minutes)

---

ITEM # 17-24 To consider action relative to setting a public hearing relative to proposed amendments to Chapter 21-Town of Freeport Zoning Ordinance pertaining to New Cannabis Uses.

**BE IT ORDERED:** That a Public Hearing be set for February 6, 2024, at the Town Council meeting starting at 6 pm in Freeport Council Chambers, 30 Main

COUNCIL MEETING #02-24  
JANUARY 16, 2024

Street relative to proposed amendments to Chapter 21-Town of Freeport Zoning Ordinance pertaining to New Cannabis Uses.

(Town Planner, Caroline Pelletier)(10 minutes)

---

ITEM # 18-24 To consider action relative to setting a public hearing regarding enactment of a proposed new Ordinance – Chapter 66 Cannabis Establishment Licensing Ordinance.

**BE IT ORDERED:** That a Public Hearing be set for February 6, 2024, at the Town Council meeting starting at 6 pm in Freeport Council Chambers, 30 Main Street relative to a proposed new Ordinance – Chapter 66 Cannabis Establishment Licensing Ordinance.

(Town Planner, Caroline Pelletier)(10 minutes)

---

ITEM # 19-24 To consider action relative to amending the Town Fee Schedule to include new fees for moorings outside the Harraseeket River Anchorage.

**BE IT ORDERED:** That the amended Town Fee Schedule to include new fees for moorings outside the Harraseeket River Anchorage be adopted.

(Harbor Master, Charles Tetreau) (15 minutes)

---

ITEM # 20-24 To consider action relative to the Fiscal Year 2025 tax due dates and interest rates.

**BE IT ORDERED:** That one-half of the fiscal year 2025 committed taxes for real estate be payable on November 18, 2024 with interest at the rate of .71 per month or 8.5% per annum, to be charged from November 19, 2024 and that the second half of the fiscal year's 2025 committed taxes for real estate be payable on May 15, 2025 with interest at the rate of .71 per month or 8.5% per annum, to be charged from May 16, 2025.

**BE IT FURTHER ORDERED:** That the fiscal year 2025 committed taxes for personal property be payable on November 18, 2024, with interest at the rate of .71 per month or 8.5% per annum, to be charged from November 19, 2024.

**BE IT FURTHER ORDERED:** That an interest rate of 0% per month or 0% per annum be established for overpayment and/or pre-payment of taxes.

(Town Manager, Sophia Wilson) (5 minutes)

---

ITEM # 21-24 To consider action relative to adopting the FY 2025 Budget Schedule.

**BE IT ORDERED:** That the following FY 2025 Budget Schedule be adopted.

<b>DRAFT FY 2025 Budget Schedule</b>	
Thursday, February 22, 2024	Manager Transmits 5-Year Capital Program to Council
Tuesday, February 27, 2024	Manager & Finance Director Present 5-Year Capital Program During Council Meeting
Tuesday, February 27, 2024	Council Sets Public Hearing for April 4
Tuesday, March 19, 2024	Council Workshop on 5-Year Capital Program
Tuesday, April 2, 2024	Public Hearing on Capital Program
Thursday, April 18, 2024	Manager Transmits Operating, Capital and TIF Budget to Council
Tuesday, April 23, 2024	Adoption of the 5-Year Capital Program
Tuesday, April 23, 2024	Manager and Finance Director Present Operating, Capital and TIF Budget
Tuesday, May 7, 2024	Council Workshop on Budget and Council Sets Public Hearing for June 4
Wednesday, May 8, 2024	7:30-8:30 AM Department Head Public Informal Q&A Session
Tuesday, May 21, 2024	Council Workshop on Operating, Capital, and TIF Budgets
Tuesday, June 4, 2024	Public Hearing on Operating, Capital, and TIF Budgets
Tuesday, June 18, 2024	Target Date for Budget Adoption-Capital, TIF, and Operating Budgets/Appropriation Made

(Town Manager, Sophie Wilson)(5 minutes)

ITEM # 22-24

To consider action relative to applying for State of Maine Emergency Medical Services Stabilization Program Funds in the amount of up to \$47,676.37 for training, including supplies and equipment, and departmental capacity building for the Freeport Fire Department.

**BE IT ORDERED:** That the Town Council authorizes the Town Manager to execute any and all documents necessary to apply for, accept, and expend up to \$47,676.37 of State of Maine Emergency Medical Services Stabilization Program Funds for training, including supplies and equipment, and departmental capacity building for the Freeport Fire Department.

(Fire Chief, Paul Conley) (10 minutes)

ITEM # 23-24

To consider action relative to the appointments to the 22 Main Street Advisory Committee.

**BE IT ORDERED:** That the following residents be appointed to the 22 Main Street Advisory Committee.

- District 1:
- District 2:
- District 3:
- District 4:
- Business Representatives (1):
- Town Councilors (2):

(Chair Egan)(10 minutes)

COUNCIL MEETING #02-24  
JANUARY 16, 2024

**TABLED:** *For information only (no action required) it is estimated to be taken up later in February, 2024.*

ITEM # 213-23 To consider action relative to setting a Public Hearing regarding a Consent Agreement between the Town of Freeport and Cleveland Kapala Revocable Trust for property located at 28 Cunningham Rd (Tax Assessor Map 5A, Lot 32A).

ITEM # 214-23 To consider action relative to setting a Public Hearing regarding a Consent Agreement between the Town of Freeport and Benjamin Willauer and Amanda Berry for property located at 90 Birch Point Rd (Tax Assessor Map 24, Lot 53C).

---

**OTHER BUSINESS:**

1. Discussion of Proposed Ordinance to Establish a Senior Property Tax Rebate Program (Town Manager, Sophia Wilson)(20 minutes)

---

**SIXTH ORDER OF BUSINESS (PART II):** Virtual Public Comment Period – (30 Minutes)  
(Non-Agenda Items Only)

EXECUTIVE SESSION

ITEM # 24-24 To consider action relative to an Executive Session pursuant to 1 M.R.S.A. § 405(6)(C) pertaining to a Real Estate matter dealing with town owned property at 55 Main Street, Freeport.

**MOTION:** That the Town Council enter Executive Session.

**MOTION:** That the Town Council exit Executive Session.  
(15 minutes)

EXECUTIVE SESSION

ITEM # 25-24 To consider action relative to an Executive Session pursuant to 1 M.R.S.A. § 405(6)(E) pertaining to a Legal matter dealing with town owned property known as Dunning Boatyard.

**MOTION:** That the Town Council enter Executive Session.

**MOTION:** That the Town Council exit Executive Session.  
(15 minutes)

**END OF AGENDA (Estimated time of adjournment 9:45 PM)**