

**AGENDA**  
**FREEPORT TOWN COUNCIL MEETING #11-21**  
**HELD REMOTELY USING ZOOM TELECONFERENCING TECHNOLOGY**  
**TUESDAY, APRIL 27, 2021**  
**6:30 PM (or immediately following the Town Council Workshop)**

**ZOOM:**

Please click the link below to join the webinar:

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**FROM:** Peter E. Joseph, Town Manager

**TO:** Council Chair, John Egan, 38 Curtis Road  
Council Vice Chair, Tawni Whitney, 56 Baldwin Road  
Councilor Chip Lawrence, 93 Hunter Road  
Councilor Daniel Piltch, 25 Quarry Lane  
Councilor Douglas Reighley, 2 Harbor Ridge Road  
Councilor Jake Daniele, 264 Pownal Road  
Councilor Edward Bradley, 242 Flying Point Road

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

**SECOND ORDER OF BUSINESS:** To waive the reading of the minutes of Meeting #10-21 held on April 6, 2021 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:** 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:

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[ITEM # 64-21](#) To consider action relative to adopting the April 27, 2021 Consent Agenda.

**BE IT ORDERED:** That the April 27, 2021 Consent Agenda be adopted.

(Council Chair Egan) (5 minutes)

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[ITEM # 65-21](#) To consider action relative to enactment of proposed Freeport Ordinance Chapter 61: Short-term Residential Rental Registration Ordinance. PUBLIC HEARING

**MOTION:** To open the public hearing

**MOTION:** To close the public hearing

**BE IT ORDAINED:** That Chapter 61: Short-term Residential Rental Registration Ordinance be enacted.

(Town Planner, Caroline Pelletier)(90 minutes)

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[ITEM # 66-21](#) To consider action relative to setting a public hearing to discuss proposed amendments to Village Commercial Districts- Freeport Zoning Ordinance. PUBLIC HEARING

**MOTION:** To open the public hearing

**MOTION:** To close the public hearing

**BE IT ORDAINED:** That the following amendments to the Freeport Zoning Ordinance be enacted:

- 1) Adding "Mixed Use Development" as a permitted use subject to Site Plan Review in Section 413. Village Commercial "VC-I"; Section 414. Village Commercial II "VC-II"; Section 415. Village Commercial III "VC-III"; and, Section 416. Village Commercial IV "VC-IV".
- 2) Changing the maximum building height to "up to three stories, with a maximum height of 45 feet" in Section 413. Village Commercial "VC-I"; Section 414. Village Commercial II "VC-II"; and, Section 415. Village Commercial III "VC-III".
- 3) Changing the minimum land area per dwelling unit requirement to zero in Section 413. Village Commercial "VC-I".

(Town Planner, Caroline Pelletier)(15 minutes)

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[ITEM # 67-21](#) To consider action relative to the reenactment of Freeport Ordinance Chapter 60, Emergency Ordinance: Temporary Suspension of Certain Ordinance Standards to Safely Accommodate Expanded Outdoor Business Activities due to COVID-

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19 to be effective April 27, 2021 until June 26, 2021, pursuant to the Freeport Town Charter, Section 2.14 “Emergency Ordinance”.

**BE IT ORDAINED:** That Chapter 60, Emergency Ordinance: Temporary Suspension of Certain Ordinance Standards to Safely Accommodate Expanded Outdoor Business Activities due to COVID-19 to be effective April 27, 2021 until June 26, 2021, pursuant to the Freeport Town Charter, Section 2.14 “Emergency Ordinance” be reenacted without amendments.

**WHEREAS,** the Governor of the State of Maine declared a Civil State of Emergency due to the spread of the Coronavirus Disease (“COVID-19”) on March 15, 2020, which remains in effect, and

**WHEREAS,** COVID-19 is a communicable disease that is easily contracted through personal contact with infected individual in the community, and

**WHEREAS,** the Governor has announced a phased reopening plan intended to reduce the spread of COVID-19, which will likely include restrictions on indoor activities at many of Freeport’s businesses such as shops offices, and restaurants, and

**WHEREAS,** these businesses may find it beneficial to make temporary changes to their traditional operations to allow outdoor business activities, such as outdoor seating, outdoor sales areas, outdoor meeting areas, and additional outdoor signage to communicate business changes due to COVID-19, and

**WHEREAS,** the Town of Freeport expects to continue to have a significantly reduced numbers of visitors, which would create a corresponding economic hardship to many of its businesses, and which could be mitigated to some extent by allowing expanded outdoor business activities, and

**WHEREAS,** expanded outdoor business activities may also help to promote the public health and welfare, by allowing patrons of these businesses to observe social distancing guidelines by avoiding shopping or dining in close proximity to other patrons, and

**WHEREAS,** there are several sections within Freeport’s municipal ordinances that may prevent, restrict or delay some of these expanded outdoor business activities and modifications – including sections within the Sign Ordinance (Chap. 23), Design Review Ordinance (Chap. 22), Zoning Ordinance (Chap. 21), and Building Code Ordinance (Chap. 11).

**WHEREAS,** Section 2.14 of the Freeport Town Charter authorizes the Town Council to adopt one or more emergency ordinances to meet a public emergency affecting the life, health, property or the public peace, and

**WHEREAS,** during this State of Emergency, the Town of Freeport must consider the welfare of its businesses while protecting the health and welfare of its citizens, and

**WHEREAS,** the temporary suspension of certain ordinance standards and restrictions governing outdoor business activities is immediately necessary to protect the health, safety and welfare of businesses and their employees, and the patrons of those businesses, in light of the Governor’s current phased reopening plans, and

**WHEREAS,** in light of the foregoing, the Town of Freeport Town Council deems it proper and necessary to temporarily suspend certain provisions of the Town’s code of ordinances relating to outdoor business

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activity for the purposes of allowing businesses to reopen or continue operating without undue hardship while also allowing for compliance with social distancing guidelines.

**NOW THEREFORE BE IT ORDAINED:**

That for the time period from April 27, 2021 until June 26, 2021, unless this ordinance is repealed by the Town Council prior to April 27, 2021, the following emergency exceptions to established ordinance provisions of the Town of Freeport shall be in effect, and shall apply to any existing business within the Town of Freeport, that is otherwise operating in compliance with all municipal ordinances and regulations in effect.

**I. Chapter 23 - Sign Ordinance**

- A) Temporary signs to support changes to the operations of business as a result of the COVID-19 pandemic shall be exempt from regulation under Chapter 23. This may also include additional signs needed for distance markers outside of establishments. Internally illuminated signs, signs with moving parts, and flag and/or feather style signs are not exempted from the regulations of Chapter 23. Signs must be located on private property and not project over the public right-of-way; unless permission is otherwise granted from the Town Council. No sign shall exceed 32 sf in size or 25 feet in height.
- B) To be exempted as described in section I (A) above, all signs must obtain a temporary activity permit from the Codes Office/Planning Department.

**II. Chapter 21 - Freeport Zoning Ordinance, Section 501 - Temporary Activity**

- A) Limits on number and length of outdoor sidewalk or tent sales described in this section shall be suspended for the duration of this Ordinance. In order to be exempted as described above, all merchandise and items used for the outdoor set-up (including but not limited to tables, tents, and retail fixtures) must be brought inside when the business is not open if they cannot be safely secured. This exception also applies to outdoor setups for tourist information centers.
- B) To be exempted as described above, all businesses conducting temporary outdoor sales must obtain a temporary activity permit from the Codes Office/Planning Department. No other land use approvals beyond a temporary activity permit shall be required for these uses.
- C) Section 501(D) shall be replaced with the following language for the duration of time while this ordinance is in effect: "Peddler activities and food trucks during events held by a Freeport business or organization, in compliance with current guidance from the Maine and US Centers for Disease Control, and which are reasonably expected to draw additional visitors to Freeport, are considered a temporary activity subject to the requirements of section 501(A)(2-4), section 526, and section 526A of this ordinance. Said events are not required to obtain a Special Event Permit unless they meet the criteria listed in Freeport Ordinance Chapter 10. Up to four temporary activity permits may be issued under this section per day, and shall be issued on a first-come, first-served basis."

**III. Chapter 21 – Freeport Zoning Ordinance, Section 526-A – Food Trucks**

- A) Section 526-A (B)(11) shall be replaced with the following language for the duration of time while this ordinance is in effect: "not have any furniture, umbrellas, or other objects or structures outside of the food truck. Generators may be used when the food truck is located on a parcel that does not abut a parcel with a current residential use."

**IV. Chapter 21 - Freeport Zoning Ordinance, Section 602 - Site Plan Review**

- A) Temporary modifications to an existing business/educational site required to conduct outdoor business/educational activities will not require an applicant to amend their existing site plan through the formal Site Plan Review process, so long as no new permanent impervious cover is created. Outdoor business activities for the purposes of this section shall include outdoor sales areas and tent sales, outdoor seating for existing restaurants, outdoor seating space for carryout establishments (such as coffee, ice cream, and carryout food), and outdoor meeting space for offices and exercise classes, outdoor space to support classroom educational instruction, along with minimal new lighting as required for safety and ambiance of these activities. The use of any temporary outdoor heating sources to support these modifications must comply with all applicable local and State codes and standards.
- B) Existing businesses/educational facilities may conduct any of the outdoor business/educational activities described in section III(A) above on the property owned by another so long as: 1) the underlying outdoor business activity (restaurant, retail, office, etc.) is allowed in that zone and, 2) the applicant for a temporary activity permit described in section III (C) below shall provide written authorization for any proposed activities from the property owner. Any use of public property (including sidewalks and streets) for outdoor business activities shall require prior approval of the Freeport Town Council.
- C) To be exempted as described above, all businesses/educational facilities conducting temporary outdoor business activities described in section III(A) and III(B) must obtain a temporary activity permit from the Codes Office/Planning Department. No other land use approvals beyond a temporary activity permit shall be required for these uses.
- D) Any outdoor business/educational activities conducted on a site abutting a residential site shall observe all building setbacks as required by the underlying zoning district.
- E) Any tents, awnings, or temporary shelters utilized for purposes described in section III (A) and III (B) shall comply with applicable regulations of the State of Maine Fire Marshall's Office and the Town of Freeport's Fire Prevention Code.
- F) The exemptions described in sections III (A) and III (B) shall apply to existing Freeport businesses/educational facilities only. New business locations and/or educational facilities must undergo all applicable land use reviews, including but not limited to site plan review, design review, building permit review, and sign permit review.

**V. Chapter 11 - Building Code Ordinance**

- A) In the event of any conflict between the Freeport Building Code Ordinance and directives issued under executive order by the Governor regarding the requirement or availability of public restroom facilities, the requirements issued by executive order of the Governor shall prevail.

**VI. Chapter 22 - Design Review Ordinance**

- A) A Design Review Certificate shall not be required for any of the temporary outdoor business activities described in Sections I, II, or III of this ordinance, so long as no permanent changes to the site or the building facades are proposed.

(Town Planner, Caroline Pelletier)(10 minutes)

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[ITEM # 68-21](#)

To consider action relative to amending the Town of Freeport Fee Schedule

**BE IT ORDERED:** That the fee schedule be adopted as amended to add Short Term Residential Rental Registration fee and late fee.

(Council Chair Egan)(5 minutes)

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[ITEM # 69-21](#)

To consider action relative to setting a public hearing for a new Liquor License for Sunrise Café, LLC located at 475 US Route One.

**BE IT ORDERED:** That a public hearing be set for May 4, 2021 to consider a liquor license request for June and Timothy Chambers d/b/a Sunrise Café, LLC located at 475 US Route One.

**BE IT FURTHER ORDERED:** That copies be distributed equally between the Town Clerk's Office, the Town Manager's Office and the Freeport Community Library for inspection by citizens during normal business hours and the notice be placed on Freeport's local cable channel 3 and the Town's website.

(Town Manager, Peter Joseph)(5 minutes)

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[ITEM # 70-21](#)

To consider action relative to a Liquor License Extension for Maine Beer Company, LLC at 525 US Route One.

**BE IT ORDERED:** That a request for Extension of License on Premise for Maine Beer Company, LLC at 525 US Route One be approved.

(Council Chair Egan)(5 minutes)

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[ITEM # 71-21](#)

To consider action relative to adopting the FY22 Capital Budget.

**BE IT ORDERED:** That the proposed Capital Program for FY2022 be approved, as amended.

(Finance Director Jessica Maloy)(60 minutes)

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[ITEM # 72-21](#)

To consider action relative to the annual appointment of Nicholas Adams as Freeport Code Enforcement Officer, Electrical Inspector, Plumbing Inspector and Building Inspector.

**BE IT ORDERED:** That the annual appointment of Nicholas Adams as Freeport Code Enforcement Officer, Electrical Inspector and Plumbing Inspector effective through June 30, 2022 be confirmed.

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**BE IT FURTHER ORDERED:** That the annual appointment of Nicholas Adams as Freeport Building Inspector effective through April 30, 2022 be confirmed.

(Town Manager, Peter Joseph)(5 minutes)

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[ITEM # 73-21](#)

To consider action relative to amending the Town Council meeting schedule.

**BE IT ORDERED:** That the meeting schedule be amended by rescheduling the April 27<sup>th</sup> District Workshop to October 5, 2021.

(Council Chair Egan)(5 minutes)

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[ITEM # 74-21](#)

To consider action relative to signing the RSU5 Budget Validation Election Warrant for June 8, 2021.

**BE IT ORDERED:** That the RSU5 Budget Validation Election Warrant be signed.

(Town Manager, Peter Joseph)(5 minutes)

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**OTHER BUSINESS:**

1. Update on Downtown Visioning Project (Vice Chair Whitney)(10 minutes)
2. [Discussion with Chrissy Adamowicz from Natural Resources Council of Maine in regards to Extended Producer Responsibility proposal](#)(Council Chair Egan)(15 minutes)
3. Discussion of future use of Bartol Library Building (Council Chair Egan)(30 minutes)

**END OF AGENDA (Estimated time of adjournment 12:10 PM)**