



TOWN OF FREEPORT, MAINE
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TO: FREEPORT PROJECT REVIEW BOARD
FROM: CAROLINE PELLETIER, INTERIM TOWN PLANNER
RE: STAFF REPORT
DATE: WEDNESDAY, OCTOBER 23, 2019

Doten's Construction – New Buildings	
Property Location:	392 US Route One, Tax Assessor Map 26, Lot 41.
Zoning Information:	Commercial I (C-I).
Review Type(s):	Site Plan Review
Waivers Requested:	None

Background: The site (392 US Route One) is currently developed with an existing house that is used as the office for Doten's Construction Company. There is also a garage on the rear of the property. The remainder of the property is a gravel parking lot.

The applicant is proposing to split the property into two parcels; one with the existing structures and the second parcel which is the application before the Board. They were before the Board in June and August meetings, and the plans have since been revised to reflect the comments that were made at those meetings. The proposed carwash will be located in the front of the site and the office will be located in the rear. The size of the office building will be 48'x70' (3,360 sf). The three bay carwash will be 2,560 s.f. of metal construction and with overhead doors.

Access: The applicant is proposing that the two existing curb cuts will remain and continue to provide access to the properties. The entrance for this parcel will be reduced from 110 feet in width to 40 feet in width. This will require an Entrance Permit from the Freeport Department of Public Works.

Parking and Circulation: The plan has been updated since the last meeting to reflect the dimensional requirements of Section 512: Access to Property and Section 514: Off-street Parking and Loading of the Freeport Zoning Ordinance. The pavement will be marked with arrows to direct the flow of traffic and entrance and exit signs are proposed. The Town Engineer has recommended that once the new buildings are constructed, both properties should share one entrance; this may require the applicant to return to the Board and amend the site plan for the current office building site in regards to the entrance and parking. This is something the Board should discuss and possible add a condition for.

Since this parcel is in the Commercial District, per Section 513.B.8.a of the Freeport Zoning Ordinance, the Project Review Board shall establish the parking requirement which "shall be based upon a parking analysis submitted by the applicant." The parking for the office shows 17 spaces; two of which will be ADA compliant. The plan show 17 parking spaces for the office; a parking analysis has been included in the submission and notes that the daily parking for the office would be 8 (one per employee), however

additional parking has been provided for times when there are on-site meetings. Other than the parking for the vacuum stations, no parking is proposed near the car wash building.

Stormwater: The project site is not located in an urban impaired stream watershed but is located in the MS4 regulated area. The site is not subject to the Town's Chapter 53 Post-Construction Stormwater Management Ordinance because the total disturbed area does not exceed the 1-acre threshold. It is recommended that the applicant sign a Maintenance Agreement for a Stormwater Management System; this has been added as a suggested condition of approval. The Town Engineer has reviewed the stormwater management and erosion control plans and has recommended some minor revisions to the plans; his comments are included in a memo dated 10/17/19 and attached to this document and his final review and approval of the plans has been added as a proposed condition of approval.

Utilities: The buildings will be connected to the public water and public sewer system. In a letter dated 05/30/19, Leland Arris of the Freeport Sewer District notes that they have the capacity to serve the car wash. Obtaining a letter of capacity to serve for the office building has been added as a proposed condition of the approval. In a letter dated 05/29/19, MaineWater stated that they can provide water service to the project at 392 US Route One. The location of a dumpster has been shown on the plan. The dumpsters will be screened with a 8-foot high fence; a cut-sheet has been included in the submission.

Signs: One ground sign is proposed for the three tenants in the office. Details have been included in the submission. The proposed sign is about 34 s.f. and within the size limitations permitted by the Freeport Sign Ordinance. Details on the carwash sign have not been included in the submission, so the applicant may need to return to the Board for review and approval of those signs in the future.

Lighting: Information on lighting has been included in the submission and all fixtures will be full cut-off.

Other Standards: The Town Council recently amended the Freeport Zoning Ordinance (Section 409.D) to remove the limitation on the number of overhead doors facing Route One and change the standard regarding visibility. Section 527.B.1.f now includes the following performance standard: "f. For buildings with overhead doors, the overhead doors should be designed to not unreasonably stand out; this may be accomplished through the use of color, material and/or form. Except if the overhead door is a prominent feature of the building, in which case the design must include architectural features such as trim or type of glass." The applicant has included a cut-sheet for the door and based upon the renderings included in the packet; the doors will be a combination of glass and material which will be painted gray to compliment the building colors. Does the Board feel the doors have been designed to "not reasonably stand out"?

Section 409.D.2 of the Freeport Zoning Ordinance has standards for buffering in the front and side setbacks. A landscaping plan has been included in the submission and reflects landscaping in the front and side setbacks in the developed areas.

Since this property is in a commercial zoning district, the standards of Section 527. Performance Standards for Commercial Districts is applicable. This Section does contain standards for building design, signage, access and landscaping. Does the Board feel that the standards of Section 527 have been addressed based upon the site plan and proposed building design?

Based upon discussions at the last meeting, the applicant has removed the previously shown pedestrian path in the right-of-way. Since neither of the abutting parcels have pedestrian connections, the applicant is not proposing one at this time, however has indicated that should the Town want to install sidewalks in the future, they are open to granting the Town an easement along the front property line, if needed. The applicant will revisit the issue of connectivity as such time that the remainder of the lot is proposed for development. A proposed condition of approval pertaining to pedestrian access has been added.

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 vista.

The site (392 US Route One) is currently developed with an existing house that is used as the office for Doten's Construction Company. There is also a garage on the rear of the property. The remainder of the property is a gravel parking lot. The applicant is proposing to split the property into two parcels; one with the existing structures and the second parcel which is the application before the Board. The proposed carwash will be located in the front of the site and the office will be located in the rear. 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 site (392 US Route One) is currently developed with an existing house that is used as the office for Doten's Construction Company. There is also a garage on the rear of the property. The remainder of the property is a gravel parking lot. The applicant is proposing to split the property into two parcels; one with the existing structures and the second parcel which is the application before the Board. The proposed carwash will be located in the front of the site and the office will be located in the rear. The size of the office building will be 48'x70' (3,360 sf). The three bay carwash will be 2,560 s.f. of metal construction and with overhead doors. The structures and site design comply with the setback and buffer requirements for the Commercial I District. 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

Two existing curb cuts will remain and continue to provide access to the properties. The entrance for this parcel will be reduced from 110 feet in width to 40 feet in width. This will require an Entrance Permit from the Freeport Department of Public Works. 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 plan has been updated since the last meeting to reflect the dimensional requirements of Section 512: Access to Property and Section 514: Off-street Parking and Loading of the Freeport Zoning Ordinance. The pavement will be marked with arrows to direct the flow of traffic and entrance and exit signs are proposed.

Since this parcel is in the Commercial District, per Section 513.B.8.a of the Freeport Zoning Ordinance, the Project Review Board shall establish the parking requirement which "shall be based upon a parking analysis submitted by the applicant." The parking for the office shows 17 spaces; two of which will be ADA compliant. The plan show 17 parking spaces for the office; a parking analysis has been included in the submission and notes that the daily parking for the office would be 8 (one per employee), however additional parking has been provided for times when there are on-site meetings. Other than the parking for the vacuum stations, no parking is proposed near the car wash building. 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.

The project site is not located in an urban impaired stream watershed but is located in the MS4 regulated area. The site is not subject to the Town's Chapter 53 Post-Construction Stormwater

Management Ordinance because the total disturbed area does not exceed the 1-acre threshold. It is recommended that the applicant sign a Maintenance Agreement for a Stormwater Management System; this has been added as a suggested condition of approval. The Town Engineer has reviewed the stormwater management and erosion control plans and has recommended some minor revisions to the plans; his comments are included in a memo dated 10/17/19 and attached to this document and his final review and approval of the plans has been added as a proposed condition of approval. Based upon this information, the Board finds that this standard has been met.

- 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 buildings will be connected to the public water and public sewer system. In a letter dated 05/30/19, Leland Arris of the Freeport Sewer District notes that they have the capacity to serve the car wash. Obtaining a letter of capacity to serve for the office building has been added as a proposed condition of the approval. In a letter dated 05/29/19, MaineWater stated that they can provide water service to the project at 392 US Route One. The location of a dumpster has been shown on the plan. The dumpsters will be screened with a 8-foot high fence; a cut-sheet has been included in the 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.

One ground sign is proposed for the three tenants in the office. Details have been included in the submission. The proposed sign is about 34 s.f. and within the size limitations permitted by the Freeport Sign Ordinance. Details on the carwash sign have not been included in the submission, so the applicant may need to return to the Board for review and approval of those signs in the future. 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.

The location of a dumpster has been shown on the plan. The dumpsters will be screened with a 8-foot high fence; a cut-sheet has been included in the submission. 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.

Information on lighting has been included in the submission and all fixtures will be full cut-off. 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.

Section 409.D.2 of the Freeport Zoning Ordinance has standards for buffering in the front and side setbacks. A landscaping plan has been included in the submission and reflects landscaping in the front and side setbacks in the developed areas. The Board finds that the proposed landscape/buffer plan complies with Section 527 of the Freeport Zoning Ordinance. Based upon this information, the Board finds that this standard has been met.

- l. **Environmental Considerations:** A site plan shall not be approved unless it meets the following criteria:
- a. The project will not result in water pollution, erosion or sedimentation to surface waters;
 - b. The project will not result in damage to spawning grounds, fish, aquatic life, bird and other wildlife habitat;
 - c. The project will conserve shoreland vegetation;
 - d. The project will conserve points of public access to waters;
 - e. The project will adequately provide for the disposal of all wastewater;
 - f. The project will protect archaeological and historic resources;
 - g. 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 lot will be connected to the public water and public sewer system. No known historic or archaeological resources have been identified on the site. 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.

Proposed Motion: Be it ordered that the Freeport Project Review Board approve the printed Findings of Fact and Site Plan for 392 Doten, LLC., for two new buildings and associated site improvements at 392 US Route One (Tax Assessor Map 26, Lot 41), to be substantially as proposed, site plan dated 09/25/19, 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 work on the building, the applicant obtain a building permit from the Freeport Codes Enforcement Officer.
- 3) Prior to any site work, or a building permit being applied for, the applicant do the following:
 - a. Enter into a Maintenance Agreement for a Stormwater Management System with the Town of Freeport, to be recorded in the Cumberland County Registry of Deeds, with yearly stormwater reporting to the Town of Freeport being required.
 - b. Establish a performance guarantee in the amount to cover the cost of all site work associated with the project, in the amount of \$TBD and in a form acceptable to the Town Attorney. The performance guarantee shall cover the cost of all site work, including the road, landscaping, erosion control, and stormwater management etc. Along with the performance guarantee, a non-refundable administrative fee of 2% of the performance guarantee, in the amount \$TBD, be paid.
 - c. Establish an inspection account, in the amount of \$TBD for inspection of the site improvements by the Town Engineer.
 - d. The developer have a pre-construction meeting with the Town Engineer.
 - e. At the time that building permits are applied for, the applicant pay a Pavement Maintenance Impact fee to the Town of Freeport based upon the size of the proposed structures and the impact fees effective at such time.
 - f. The applicant obtain a written capacity letter from the Freeport Sewer District for the office building, with a copy being forwarded to the Freeport Planning Department.
 - g. The applicant submit revised plans to address the comments included in a memo dated 10/17/19 from the Town Engineer, to be reviewed and approved by the Town Engineer.
- 4) The Board is not requiring the applicant to install a pedestrian connection at this time as neither of the abutting lots have such connections. The applicant will revisit the issue of

connectivity as such time that the remainder of the lot is proposed for development and has indicated that they would be willing to provide the Town of Freeport with an easement along the right of way, should the Town wish to install sidewalks in the future.

LL Bean – New Fence	
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 a new fence at their property on Morse Street (Whitetail Parking Lot). The fence will be wood, picket style and 4 feet in height. It will be installed along a small section of the property line between the existing parking lot and abutting residential property. The purpose is to limit pedestrian traffic to and from the parking lot from cutting through the yard of the abutting residential property. No other changes are proposed. Since the parcel is in the Design Review District, per Section V.A.5, a Design Review Certificate is required for the new fence.

Earl Gibson, Superintendent of Freeport Public Works, has requested that the applicant meet with him onsite, prior to installation, to confirm that the fence will not extend into the right-of-way. This has been added as a proposed condition of approval.

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 new buildings 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.

No new buildings are proposed. 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.

No new buildings are proposed. 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 new buildings 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 new buildings 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 new buildings 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 new buildings 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).

No new buildings are proposed. 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 fence will be wood, picket style (with space between the pickets) and 4 feet in height. It will be installed along a small section of the property line between the existing Whitetail parking lot and abutting residential property. The purpose is to limit pedestrian traffic to and from the parking lot from cutting through the yard of the abutting residential property. No other changes are proposed. Since the parcel is in the Design Review District, per Section V.A.5, a Design Review Certificate is required for the new fence. The fence will need to be installed entirely on private property and not encroach into the public right-of-way. 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 signage has been included with the submission. Any new signs will require review and approval by this Board as a separate application. 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 LL Bean for a new 4 foot high wood fence, to be installed at the Whitetail Parking Lot on Morse Street (Tax Assessor Map 11, Lot 102), to be substantially as proposed, application dated 09/24/19, 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.

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 at their property at 13 Bow Street. The building is currently classified as Class C in Design Review District I and per Section V.A of the Freeport Design Review Ordinance, a Design Review Certificate is required for the proposed changes.

The building currently has a combination of wood and vinyl windows and is seeking approval to replace all windows (that haven't been replaced) with vinyl, double hung, with a pane configuration of 2/2 and panes being on the inside. All sizes and exterior window trim will remain unchanged.

The proposal also includes replacement of the front door which is currently wood, with full-lite glass. The applicant will maintain the style of the full-lite, however a material change to vinyl is proposed.

The applicant is also proposing to remove one of the existing brick chimneys.

The applicant will be doing some other exterior maintenance such as repainting and wood trim repair. The parcel is in the Color Overlay District, so as long as colors are from a historical color pallet, approval to repaint will not be required. Approval will also not be required to replicate trim with trim of identical material and style.

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 building currently has a combination of wood and vinyl windows. The proposal is to replace all windows (that haven't been replaced) with vinyl, double hung, with a pane configuration of 2/2 and panes being on the inside. All sizes and exterior window trim will remain unchanged. The proposal also includes replacement of the front door which is currently wood, with full-lite glass. The applicant will maintain the style of the full lite, however a material change to vinyl is proposed. The applicant is also proposing to remove one of the existing brick chimneys. 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.

No change 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".

No new 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 KLIF LLC for exterior alterations at 13 Bow Street (Tax Assessor Map 11, Lot 102), to be substantially as proposed, application dated 09/24/19, 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 construction, the applicant obtain a building permit from the Freeport Codes Enforcement Officer.