

**TO: FREEPORT PROJECT REVIEW BOARD**

**FROM: CAROLINE PELLETIER, TOWN PLANNER**

**RE: STAFF REPORT**

**DATE: WEDNESDAY, DECEMBER 16, 2020**

<b>Freeport Conservation Trust – Parking Area for Open Space</b>	
Property Location:	Tax Assessor Map 18, Lot 16A
Zoning Information:	Medium Density A (MD-A)
Review Type(s):	Site Plan Review
Waivers Requested:	None

**Background:** The applicant is seeking Site Plan Approval for a new parking area for open space at 0 US Route One North. The applicant recently acquired the 5.13 acre parcel and it will be used for open space by the Freeport Conservation Trust. The parking area will be constructed of gravel and have parking space for two cars. Since this parcel is in the MD-A Zoning District, parking area for open space is a permitted use subject to Site Plan Review.

**Access:** Access to the parking area will be from a 22-foot-wide driveway; meeting the dimensional requirements of Section 512.D.10 of the Freeport Zoning Ordinance (for a non-residential, two-way driveway). Since this parcel is located on a portion of Route One under State jurisdiction, a driveway/entrance permit (for the new driveway) from the State of Maine is required and has been included in the submission (dated 06/30/2020).

**Parking / Engineering Review:** The area of the parcel was previously used as turnaround and the applicant is proposing the parking in the same general area. The parking area provides for the standard-length parking stalls (18.5 feet), however the aisle width behind is slightly shorter than the standard requirement of 24 feet. Section 514.B.9.b does have the following standard: “b. Parking areas for open spaces are exempt from the parking space dimensional standards of this section. Instead, the design of all parking areas must be reviewed and approved by the Freeport Town Engineer. In the case of parking areas that are owned by the Town of Freeport, the Town Engineer may also design the parking area. In addition, if parking spaces are proposed in a public right-of-way, the Freeport Traffic and Parking Committee must review and endorse the proposed parking plan.” In this case, the Town Engineer has reviewed and approved the dimensional design of the parking area and does not have any objections; his comments are included in an email dated 12/11/20. His email does note that the applicant will need to maximize setbacks to the stream and wetlands located further back on the property.

**Buffer:** Section 406.G.2. of the Freeport Zoning Ordinance has the following requirement for buffering: “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 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.” The

applicant is proposing to retain the existing wooded vegetation on-site and will only remove what is required for the parking area. No additional landscaping is proposed.

**Other:** No structures, signage or lighting are proposed.

**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.

*No structures are proposed. Tree removal will be minimized to the area needed for the installation of the new driveway. 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. No new structures are proposed. 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.

*Access to the parking area will be from a 22-foot-wide driveway; meeting the dimensional requirements of Section 512.D.10 of the Freeport Zoning Ordinance (for a non-residential, two way driveway). Since this parcel is located on a portion of Route One under State jurisdiction, a driveway/entrance permit (for the new driveway) from the State of Maine is required and has been included in the submission (dated 06/30/2020). 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.

*A gravel parking area for two vehicles is proposed. The parking area provides for the standard-length parking stalls (18.5 feet), however the aisle width behind is slightly shorter than the standard requirement of 24 feet. Section 514.B.9.b does have the following standard: "b. Parking areas for open spaces are exempt from the parking space dimensional standards of this section. Instead, the design of all parking areas must be reviewed and approved by the Freeport Town Engineer...". In this case, the Town Engineer has reviewed and approved the dimensional design of the parking area and does not have any objections; his comments are included in an email dated 12/11/20. 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.

*Based upon the size and nature of the development, and the natural drainage patterns on the site, detailed information on surface water drainage was not included in the submission. 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.

*No new utilities connections are proposed. 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.**

*No lighting is proposed. 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 406.G.2. of the Freeport Zoning Ordinance has requirements for buffering. The applicant is proposing to retain the existing wooded vegetation on-site and will only remove what is required for the parking area. No new landscaping is proposed. 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:

- (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. No structures 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 Freeport Zoning Ordinance.**

Proposed Motion: Be it ordered that the Freeport Project Review Board approve the printed Findings of Fact and a Site Plan for the Freeport Conservation Trust for a new gravel parking area for open space, at their property on 0 US Route One (Tax Assessor Map 18, Lot 16A), to be built substantially as proposed, site plan dated November 30, 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) The applicant establish an inspection account in the amount of \$300 for inspection of the proposed site improvements by the Town Engineer.

<b>Casco Bay Carwash LLC – New Ground Sign</b>	
Property Location:	Tax Assessor Map 26, Lot 41
Zoning Information:	Commercial I (C-I)
Review Type(s):	Site Plan Amendment
Waivers Requested:	None

**Background:** The applicant is seeking approval of a Site Plan Amendment to add a new ground sign at their property at 392 US Route One. One ground sign was previously approved with the original submission. That ground sign was about 32 square feet and was approved to be located towards the side of the property and closer to the rear building. Per Section 602 of the Zoning Ordinance, new ground signs required review and approval from the Project Review Board.

The applicant is now proposing a second ground sign. This new sign would be located towards the front of the site and between the front property line and the car wash building. No other changes are proposed. The new sign will be about 160 inches in height. The sign will be made out of metal and vinyl, be internally illuminated, and two-sided. The sign face will be about 84"x64" (approximately 37 sf); the colors and design are included in the submission. There will be a 28-inch-high stone wall installed surrounding the base of the sign.

Section 527 of the Freeport Zoning Ordinance (Performance Standards for Commercial Districts) does have standards for signage; does the Board feel those standards have been met?

**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.

*One ground sign was previously approved with the original submission. That ground sign was about 32 square feet and was approved to be located towards the side of the property and closer to the rear building. The applicant is now proposing a second ground sign which will be located towards the front of the site and between the front property line and the car wash building. 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. No new structures are proposed. 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.

*No changes to vehicular access are proposed. 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.

*No changes to parking and circulation are proposed. 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.

*No changes to surface water drainage are proposed. 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.

*No changes to utilities are proposed. 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 was previously approved with the original submission. That ground sign was about 32 square feet and was approved to be located towards the side of the property and closer to the rear building. The applicant is now proposing a second ground sign which will be located towards the front of the site and between the front property line and the car wash building. The new sign will be about 160 inches in height. The sign will be made out of metal and vinyl, internally illuminated and be two-sided. The sign face will be about 84"x64" (approximately 37 sf); the colors and design are included in the submission. There will be a 28-inch-high stone wall installed surrounding the base of the sign. The sign meets the standards of Section 527 of the Freeport Zoning Ordinance. 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.

*No lighting is proposed. 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 new landscaping is proposed. 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:
- (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. No buildings 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 Freeport Zoning Ordinance.**

Proposed Motion: Be it ordered that the Freeport Project Review Board approve the printed Findings of Fact and a Site Plan Amendment for Rebecca Lizotte, for the a new ground sign for the Casco Bay Car Wash at 392 US Route One (Tax Assessor Map 26, Lot 41), to be built substantially as proposed, application dated 12/03/20, 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 installation the applicant obtain a sign permit from the Freeport Codes Enforcement Officer.

<b>Kendall Tavern – Design Review Certificate</b>	
Property Location:	Tax Assessor Map 15, Lot 10
Zoning Information:	Village I (V-I), Freeport Village Overlay District, Design Review District I – Class B, & Design Review Color Overlay District
Review Type(s):	Design Review Certificate
Waivers Requested:	None

**Background:** The applicant is seeking approval of a Design Review Certificate for exterior alterations at their Bed and Breakfast Inn at 213 Main Street. Alterations include replacement windows, new windows on the side façade of the barn, a new garage door, and new building mounted lighting.

The applicant is going to convert the first floor of the garage into addition living space. (No approval for the interior changes is needed from this Board as no new unit is being created). The following changes are proposed to the barn:

- Garage door: The former garage door rotted and fell off. A temporary enclosure was added in this space. To provide access to the living space on the first floor, the applicant is proposing to add a 38” wide door in the existing opening. The area around the door will be filled in reusing wood from the inside of the barn. The wood will be installed vertically. The new door will be sliding (barn door style) and will be mounting on a metal slider rail. The applicant is working on finalizing the details on the appearance of the slider rail.
- Lighting: Two building mounted lighting fixtures will be installed. The applicant included a photo of the fixture, however, frosted glass will be used to meet the requirements of the Ordinance.
- Replacement Windows: The applicant would like to replace all windows on the barn. The

material would be vinyl exterior and wood interior. The mullion style will be 6/6 and the mullions will be in between the sheets of glass. (The windows on the main building are similar with the difference being that they are all vinyl). All trim will remain and be reused.

- New windows: The applicant is proposing to add five windows on the first floor, north façade of the barn building. The windows will match the replacement windows and will be the same size as the windows on the second level.

**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 overall 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 structures 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 former garage door rotted and fell off. To provide access to the living space on the first floor, the applicant is proposing to add a 38" wide door in the existing opening. The area around the door will be filled in reusing wood from the inside of the barn. The wood will be installed vertically. The new door will be sliding (barn door style) and will be mounting on a metal slider rail. The overall width to height of the 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.

*To provide access to the living space on the first floor, the applicant is proposing to add a 38" wide door in the existing opening. The area around the door will be filled in reusing wood from the inside of the barn. The wood will be installed vertically. The new door will be sliding (barn door style) and will be mounting on a metal slider rail. The rhythm of solids to voids on the second story will not be*

*altered and windows on the first level of the front façade will be replaced but retained in the same location. The applicant is proposing to add five windows on the first floor, north façade of the barn building. The windows will match the replacement windows and will be the same size as the windows on the second level. 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.

*All new openings are rectangular and will be standard residential sizes. 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 overall roof shape of the existing structures 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 new barn-style sliding door and the area if infill we be made of wood. All new and replacement windows will be vinyl exterior and wood interior. The mullion style will be 6/6 and the mullions will be in between the sheets of glass. 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 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".**

*No new signage is 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 & Design Review Certificate for Nancy Kieran, for exterior building alterations at 213 Main Street (Tax Assessor Map 15, Lot 10), to be substantially as proposed, finding that it meets the standards of the 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 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) The applicant obtain any applicable permits from the Freeport Codes Enforcement Officer.