

MINUTES
FREEPORT PROJECT FREEPORT BOARD
WEDNESDAY, JULY 15, 2020
6 P.M.

Attending: Chair Geralyn Campanelli, Guy Blanchard, Gordon Hamlin, Ford Reiche, Vice Chair Adam Troidl, Suzanne Watson, Tod Yankee and Planner, Caroline Pelletier

CALL TO ORDER: Chair Campanelli called the meeting to order at 6:03 p.m. and thanked everyone for their attendance. She noted that the Board has a full agenda tonight and explained the process that would be followed.

ITEM I: Information Exchange

Ms. Pelletier explained that the Town has gone forward with two weekends of trying out vehicular closure on Main Street. It will go on for one more weekend. The Council will discuss it next week and decide how to move forward. The Council did renew the Emergency Ordinance to allow people to do some temporary activities outside in association with businesses reopening.

1) Update on Staff Approvals

Ms. Pelletier explained that L.L. Bean has applied for a temporary activity permit. These permits allow things to happen on a temporary nature that otherwise might not be permitted under the Ordinance. The Code Enforcement Officer has the ability to issue these permits for three weeks. If an applicant wants longer than that, they need to get concurrence from the Project Review Board before the permit is issued. In this case L.L. Bean has submitted an application for a temporary activity permit for a 19' x 22' banner/sign to go on the side of their Flagship store facing the Hunt/Fish store. She displayed the yellow area it would cover. It is a backdrop so visitors can take a picture in front of it. It will be temporarily attached to the building. They are seeking to be able to do it starting the last week in July through Labor Day, September 7th. They made the request and concurrence is needed from the Board. We don't need an official vote but need to know if there are any objections from the Board in this permit being issued.

Mr. Troidl did not have any objection but noted for the times we are in, trying to do some interesting things like this make sense. They obviously want people to share that on social media and it will potentially get more people to come. Other Board members agreed. Hearing no objections, Ms. Pelletier advised that she would let the Code Enforcement Officer know that we have concurrence on the temporary activity permit being issued to allow the backdrop to be in place through Labor Day.

2) Update on Planning Board topics

Ms. Pelletier advised that the Planning Board has resumed meetings. Last month they had an application from a resident to consider allowing existing single-family dwellings in the village to be considered a conforming use. We have about a dozen or so single-family homes that are pretty modest but single-family homes are not a permitted use in the village so they can't add on without going to the Board of Appeals and proving they meet hardship to get a variance. The Board had a very positive discussion about that and they will be considering a formal application at their next meeting.

ITEM II: Approval of the minutes from the Wednesday, June 17, 2020 and Wednesday, June 24, 2020 Project Review Board meeting.

Chair Campanelli pointed out that the first meeting minutes are from June 17, 2020. Mr. Troidl was not there so he will not be voting on this.

MOVED AND SECONDED: To accept the Minutes of June 17, 2020 as printed. (Reiche & Watson)
ROLL CALL VOTE: (6 Ayes) (1 Recused-Troidl)

Chair Campanelli pointed out that the next meeting minutes are from June 24, 2020 and Mr. Yankee was not there so he will not be voting on this.

Mr. Troidl pointed out one correction on page 7 in the large paragraph at the top. It says Mr. Blanchard understands..... Those were his comments, not Mr. Blanchard's. Mr. Blanchard agreed and mentioned that he too made a note.

MOVED AND SECONDED: To accept the Minutes of June 24, 2020 as amended with one change. (Troidl & Blanchard) **ROLL CALL VOTE:** (6 Ayes) (1 Recused-Yankee)

ITEM III: Review of Tabled Items

Chair Campanelli advised that the first three items are from pre-COVID.

Arts and Cultural Alliance of Freeport – Demolition Request – PUBLIC HEARING

The applicant is seeking approval to demolish a portion of an existing Class A building at 40 Main Street in Design Review District I. An existing pressure treated ramp, pair of windows, wooden handrail and set of pressure treated steps at the entrance are all proposed to be demolished/removed. The four-month notice period for demolition is applicable. Zoning District: Village Commercial I (VC-I). Design Review District I – Class A. Tax Assessor Map 11, Lot 122. Arts & Cultural Alliance of Freeport, applicant; First Parish of Freeport, owner; James Cram, representative.

Ms. Pelletier explained that this application is for a Design Review Certificate for a demolition request for a portion of a Class A structure. They have complied with the four-month notification period which is why the Board tabled it back in January. They have since ran the public hearing ads but no one reached out wanting to save the pressure treated deck and ramp. The applicant is back before the Board tonight requesting that the Board take action. They do have a separate application tonight further on the agenda seeking approval for a new deck, ramp and other alterations in that place. The proposed motion before the Board is set up so that it can deem the process complete. However, just note that before they do any demo, they need to obtain a Design Review Certificate for the restoration of the remaining building façade which could potentially happen tonight with the later application on the agenda.

There were no questions from the Board.

MOVED AND SECONDED: To open the Public Hearing. (Blanchard & Watson) **ROLL CALL VOTE:** (7 Ayes) (0 Nays)

Ed Bradley mentioned that this is a great project and he hopes the Board approves it. There were no other public comments provided.

MOVED AND SECONDED: To close the Public Hearing. (Blanchard & Hamlin) **ROLL CALL VOTE:** (7 Ayes) (0 Nays)

“Section VIII Design Guidelines

A. Buildings Classified as A or B

1. A or B Buildings: Any building classified as A or B, or any part of appurtenance thereof, including but not

limited to walls, fences, light fixtures, steps, driveways, parking areas and paving shall only be moved, reconstructed, altered or maintained in a manner that will preserve its historical, architectural and neighborhood significance. When making that determination, recognition shall be given to the design and placement of buildings previously on the site and their past relationship with surrounding buildings.

2. Demolition or Removal of A or B Buildings: Should a property owner want to demolish or remove all or any portion of a building classified A or B, a four (4) month notice of the proposed demolition or removal shall be given before a demolition or removal permit is issued. The owner of the affected building shall cause notice to be published in a newspaper of general circulation at least three (3) times prior to demolition or removal. The first notice shall be published no later than fifteen (15) days after the application for a permit for demolition or removal is filed and the final notice shall be published approximately fifteen (15) days prior to the date of the Project Review Board meeting where action on the application is expected. The purpose of this section is to further the purposes of this Ordinance by preserving buildings classified A or B which are important to the architectural, historical and neighborhood significance of the Town, and to afford the Town, interested persons, historical societies or organizations the opportunity to acquire or to arrange for preservation of such buildings. The notice of the proposed removal shall be forwarded to the Freeport Historical Society, the Freeport Town Council and the Freeport Planning Board. The Project Review Board shall conduct a public hearing prior to its vote on an application to provide an opportunity for public comment of the proposed demolition or removal.

In addition, the property owner shall also submit a statement to the Board describing the need for demolition and why the building can't be saved or renovated for another use.

3. Negotiation to Avoid Demolition: During this four (4) month period, the Board may negotiate with the owner of the property and with any other parties in an effort to find a means of preserving the property. Such negotiations may include relocation to a new site, recommendation for a historic easement pursuant to Section XI of this Ordinance, adaptive re-use of the structure, or inducements to interested third parties to purchase the property for the purpose of preserving it. The Project Review Board may issue a permit to remove a building prior to the expiration of the four-month notice period if adequate provisions are made to move the building for the purpose of preserving it."

Due to the standards of the Ordinance, the applicant published ads in the Times Record advertising their intent to demolish. The ads ran in the paper on 3/6/20, 4/15/20 and 6/17/20. The ads did not result in anyone coming forward in interest of preserving the items proposed for demolition.

MOVED & SECONDED: Be it ordered that the Freeport Project Review Board issue a Design Review Certificate for Arts & Cultural Alliance of Freeport, for the demolition of a portion of the building at 40 Main Street, application dated 01/29/20, as the Board finds that the requirements of the four-month notice period have been met, with the condition that the demolition not occur until the applicant first obtains a Design Review Certificate for restoration of the remaining building façade. (Blanchard & Hamlin) **ROLL CALL VOTE:** (7 Ayes) (0 Nays)

Freeport Crossing – Design Review Certificate and Change of Use

The applicant is seeking a change of use from retail to artisan food and beverage and restaurant in one of the existing buildings at 200 Lower Main Street. Exterior building modifications are proposed. Zoning District: Commercial I (C-I), Design Review District I – Class C, & Color Overlay District. Tax Assessor Map 7, Lot 1. W/S Freeport Properties, applicant and owner. Katherine Wetherbee, W/S Freeport Properties, representative.

Ms. Pelletier advised that this item was before the Board for the tabled meeting back in March. This building is located on Lower Main Street where Shaw's is located. This change of use is requested in the building where Carter's was formerly located. The applicant is seeking a request to have an artisan food and beverage use or brewery in this one building. There is 1,000 sq. ft. of it that they were seeking restaurant approval. Due to the world changes in the past few months, they would like some flexibility with that 1,000 sq. ft. space to either have a restaurant in there or to allow the brewery use to be in that small portion. They are making some changes to the façade. Visibility is interesting at this site due to the grade and the way it fits in. You see it when you come off the ramp so they are doing some window and door replacement. They do have a stack they are putting on the back. They did get something today which the applicant can update the Board on regarding the traffic and that this wouldn't require a change for the existing traffic movement facility for the permit. They have a letter from Maine Water for capacity to serve as well as one from the Freeport Sewer District. Dumpsters are existing. This parcel is in the Commercial District so Section 527 is applicable. However, since they previously went through Site Plan Review, it was previously found to meet these standards so they are not proposing any additional changes to landscaping or buffering.

Katherine Wetherbee noted that Caroline provided a very thorough overview but explained that they are looking to occupy the former Carter's Building. They have been working with Mast Landing based out of Westbrook to have a second location for both a brewery and a restaurant where you can buy their beer and consume it offsite or enjoy inside. They are proposing minimal exterior changes. They are looking to add some operable architectural garage doors that face the interchange and will allow some natural air in the space. For traffic impacts it is a shopping center today and has a lot of capacity with the existing build out of the property and for parking as well. It operates under shared parking. They feel the brewery is complimentary with the existing uses on site today.

Mr. Troidl mentioned the deck and the ADA ramp and stairs so he assumes that patrons can use the lawn area, and there may be lawn games or something. Ms. Wetherbee noted that in the future there might be but they are not asking for approval for anything on the ground at this time. They will need to work with an engineer on that and they also need to have ADA access and then appropriate egress. They will not have people walk around through the back to get up to the brewery. The entrance will be in the front. Mr. Troidl added that if you came in the front entrance, it is accessible and then the garage doors will lead you out to the deck which then has the ADA ramp. Ms. Wetherbee agreed. Chair Campanelli noted that if you came around from the parking lot, you couldn't get through so that is definitely something the applicants will be thinking about. She asked how the food truck will interact with the circulation of pedestrian traffic. Ms. Wetherbee advised that there is a pretty large area they have blocked off that will offer accessibility for the food trucks. Sometimes they operate out of the back and sometimes they operate out of the side. Basically, they will pull up to the sidewalk and pedestrians could access that way but they needed to provide a larger area in case they need more room to maneuver. They anticipate all the foot traffic to come from the front, not the back patio. Chair Campanelli suggested that they consider a bike rack because she read an article on breweries and bikes, especially since we are working hard in getting more bike ped traffic through that area. Ms. Wetherbee noted she would make a note right now.

Chair Campanelli provided time for members of the public to weigh in. Mr. Yankee asked where the food truck would be located. Ms. Wetherbee advised that if you are looking at the building, it is on the left side near the loading dock.

No public comments were provided.

Exterior Building Alterations: A small deck and ADA ramp will be added to the rear of the existing building (on the façade facing the 295 off ramp). The deck surface will be Trex (composite material) with all other portions to be cedar (stained/sealed). Guard balusters will metal. A new door will be added to provide access to the deck

along with two aluminum framed overhead doors. In addition, four small existing windows on this rear façade will be removed and third egress door along with associated concrete steps will be added.

On the façade facing the parking lot, existing aluminum doors will be replaced with matching doors. One additional door will be added on the left side and providing access to the upstairs.

On the building façade facing the 295 North ramp, two existing vinyl windows will be removed and the façade will be repaired with matching clapboards.

On the façade facing Lower Main Street, alterations include removing some small existing windows and repairing the siding with matching clapboards.

Other site features: Signage and any associated lighting have not been included in the submission. The applicant is aware that this could require review and approval from the Project Review Board in the future.

Solid waste will be disposed of in existing dumpsters on the site; no changes to this area are proposed.

Traffic & Parking: Since this parcel is in the Commercial I Zoning District, the parking requirement is based upon a parking analysis submitted by the applicant. The applicant has submitted a parking analysis demonstrating that the peak demand for all uses on the property is anticipated to be 366 spaces; 381 spaces are existing (paved and striped) on the site, with 16 of those being accessible spaces.

The applicant has been asked to provide some additional information on any impacts this change will have to traffic; this information is forthcoming. There is already a Maine Department of Transportation Traffic Movement Permit in place for the development.

Utilities: The submission did include an ability to serve letter from Maine Water (02/24/20) with some conditions being noted and to be worked out between the two parties. The applicant has contacted the Freeport Sewer District and a capacity letter dated 03/10/2020 was issued.

Section 527: Since this parcel is in the Commercial I Zoning District, the standards of Section 527 of the Freeport Zoning Ordinance are applicable. The applicant has included a summary in their submission, demonstrating how the requirements of this section will still be met after the change of use. It is important to note, that the property has an existing paved sidewalk along the front of the property abutting Route One. No change to signage, lighting, landscaping or the flagpoles are proposed at this time.

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. A small deck will be added to the rear of one of the existing buildings on the property. 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 overall height of the structure 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 building has four facades of varying visibility. Minor exterior alterations are proposed and the changes will not significantly alter the proportions of the building's front facade. 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.**

There are some existing small windows on the side facades that will be removed and replaced with clapboard siding match the existing materials. Two new overhead doors will be added to the facade facing the 295 off-ramp. 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.**

Existing doors will be replaced with those of a similar size. Two new overhead doors will be added leading to the deck which will be located on facade of the building facing the 295 off ramp. 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 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.**

A small deck and ADA ramp will be added to the rear of the existing building (on the facade facing the 295 off ramp). The deck surface will be Trex (composite material) with all other portions to be cedar (stained/sealed). Guard balusters will metal. The two new overhead doors will be aluminum framed. An egress door along with associated concrete steps will be added to the rear facade. New and replacement doors on the front of the building will be aluminum to match the existing. Any areas with replacement

siding will match the existing material. 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).

The open spaces surrounding the existing structure will be retained. 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 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 is already developed with existing buildings. A small deck will be added to the rear of the structure, but otherwise no additional disturbance to the site is proposed. No landscaping is proposed to be removed or added. Existing buffering will be retained. 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 Class C in Design Review District I and is in the Color Overlay District. A small deck will be added to the rear of an existing structure, but otherwise no additional disturbance to the site is proposed. The project is in the Commercial I District (C-1) and complies with the space and bulk standards of Section 409 of the Freeport Zoning Ordinance. Minimal changes are proposed for the overall building facades and it will still comply to the standards of Section 527. Performance Standards for Commercial Districts (of the Freeport Zoning Ordinance). 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. The applicant has submitted a parking analysis demonstrating that the peak demand for all uses on the property is anticipated to be 366 spaces; 381 spaces are existing (paved and striped) on the site, with 16 of those being accessible spaces. 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 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.

No changes to utilities are proposed. The submission did include an ability to serve letter from Maine Water (02/24/20) with some conditions being noted and to be worked out between the two parties. The applicant has contacted the Freeport Sewer District and a capacity letter. 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 at this time. The applicant is aware that any future signage may require review and approval by the Board. 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.

Solid waste will be disposed of in existing dumpsters on the site; no changes to this area are proposed. 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 changes to any exterior 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 changes to landscaping are proposed. Existing vegetation and buffers will be retained. Based upon this information, the Board finds that this standard has been met.

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

The parcel is not within the Marine Waterfront District or the Shoreland Zone. The building will remain connected to public utilities. No historic or archaeological resources will be disturbed. The existing cemetery on the property will not be disturbed. No changes affecting environmental considerations 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.

MOVED AND SECONDED: Be it ordered that the Freeport Project Review Board approve the printed Findings of Fact, Change of Use, and Design Review Certificate for WS Development, for exterior building alterations and a change of use to artisan food and beverage and restaurant in Freeport Crossing at 200 Lower Main Street (Tax Assessor Map 7, Lot 1), to be substantially as proposed, application dated February 26, 2020, building renderings dated 9-18-19, revised through 01-28-2020, finding that it meets the standards of the Freeport Zoning Ordinance, with the following Conditions of Approval:

- 1) This approval incorporates by reference all supporting plans that amend the previously approved plans submitted by the applicant and his/her representatives at Project Review Board meetings and hearings on the subject application to the extent that they are not in conflict with other stated conditions.
- 2) Prior to the start of any construction, the applicant obtain any applicable permits from the Freeport Codes Enforcement Officer.
- 3) This approval includes the flexibility for the applicant to occupy the area shown as a 1,000 s.f. tenant space to be either a restaurant or artisan food and beverage. (Reiche & Troidl) **ROLL CALL VOTE:** (7 Ayes) (0 Nays)

Regional School Unit #5 – Site Plan Amendment

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

Ms. Pelletier pointed out that the School is looking to install a portable unit next to the Morse Street School. It will go in an existing area that is grassed. It will have two classrooms in it and will not result in the need for additional parking. They will not be increasing the staffing at this time. There is a little bit of drainage work proposed. There will be a drip edge around the building which the Town Engineer felt was adequate treatment for stormwater. Any water will then be funneled into the existing stormwater system on the site. There will be an entry ramp and a small area with steps leading into the building. There is no change to circulation for pedestrians or vehicular traffic. No change in landscaping. The building is not connected to water or sewer. Approval for site plan would be good for two years. They are uncertain if they are going to install it right away but again, they would have two years if approval is granted.

Dennis Ouellette explained that they are just trying to get their ducks in a roll in case they have a rise in enrollment.

There were no Board questions or comments and no public comments were provided.

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 applicant is seeking approval for a Site Plan Amendment to add one temporary modular classroom at Morse Street School. The structure will about 28' x 52' and located on the front lawn near the bus route that leads to Nathan Nye Street. Impacts to the site will be minimal. Other than the existing grass area, landscaping will not be altered. Based upon this information, the Board finds that this standard has been met.

- b. **Relation of Proposed Buildings to the Environment:** The design and layout of the buildings and/or other development areas shall encourage safety, including fire protection. Proposed structures shall be related harmoniously to the terrain and to existing buildings and land uses in the vicinity which have a visual relationship to the proposed buildings. Visual compatibility, not uniformity with the surrounding area, shall be emphasized. Special attention shall be paid to the scale (mass), height and bulk, proportions of the proposed buildings, the nature of the open spaces (setbacks, landscaping) around the buildings, the design of the buildings (including roof style, facade openings, architectural style and details), building materials and signs.

If the structure is in the Design Review District, the Project Review Board shall incorporate the findings of the standards or the Design Review Ordinance in its Site Plan Review findings.

The parcel is not within the Design Review District. The structure will about 28' x 52' and located on the front lawn near the bus route that leads to Nathan Nye Street. Impacts to the site will be minimal. Other than the existing grass area, landscaping will not be altered. Based upon this information, the Board finds that this standard has been met.

- c. **Vehicular Access:** The proposed layout of access points shall be designed so as to avoid unnecessary adverse impacts on existing vehicular and pedestrian traffic patterns. Special consideration shall be given

to the location, number, and control of access points, adequacy of adjacent streets, traffic flow, sight distances, turning lanes, and existing or proposed traffic signalization and pedestrian-vehicular contacts. The entrance to the site shall meet the minimum sight distance according to MDOT standards to the greatest extent possible

Vehicular traffic to the site will not be altered and is existing. Based upon this information, the Board finds that this standard has been met.

- d. **Parking and Circulation:** The layout and design of all means of vehicular and pedestrian circulation, including walkways, interior drives, and parking areas shall be safe and convenient and, insofar as practical, shall not detract from the proposed buildings and neighboring properties. General interior circulation, separation of pedestrian and vehicular traffic, service traffic, drive-up facilities, loading areas, and the arrangement and use of parking areas shall be considered.

The structure will about 28' x 52' and located on the front lawn near the bus route that leads to Nathan Nye Street. There will be wood steps and a wood ramp providing access to the building.

No parking will be displaced and pedestrian walkways will remain unchanged. No additional parking is 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.

The applicant is proposing to install a two foot wide stone drip edge along parts of the building. A new underdrain will be installed and tie into the existing stormwater system on the property. Adam Bliss, Town Engineer has reviewed the plans and stated "This proposal is de minimus relative to the overall development and approved Site Plans. I have no comments or issues with the proposal."

This work falls under the Site Law exemption for educational facilities, which allows up to 30,000sf of disturbance without submitting a formal permit amendment through Maine DEP. RSU#5 will need to send a letter before the end of the year to Maine DEP describing work that has been done on the site under the exemption. 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 building will not be connected to the public water or the public sewer system. Based upon this information, the Board finds that this standard has been met.

- g. Advertising Features: The size, location, texture and lighting of all exterior signs and outdoor advertising structures or features shall not detract from the layout of the property and the design of proposed buildings and structures and the surrounding properties, and shall not constitute hazards to vehicles and pedestrians.**

No new signs are proposed. Based upon this information, the Board finds that this standard has been met.

- h. Special Features: Exposed storage areas, exposed machinery installations, service areas, truck loading areas, utility buildings and structures, similar accessory areas and structures, shall be subject to such setbacks, screen plantings or other screening methods as shall reasonably be required to prevent their being incongruous with the existing or contemplated environment and the surrounding properties.**

There are no special features associated with this project. Based upon this information, the Board finds that this standard has been met.

- i. Exterior Lighting: All exterior lighting shall be designed to encourage energy efficiency, to ensure safe movement of people and vehicles, and to minimize adverse impact on neighboring properties and public ways. Adverse impact is to be judged in terms of hazards to people and vehicular traffic and potential damage to the value of adjacent properties. Lighting shall be arranged to minimize glare and reflection on adjacent properties and the traveling public. For all proposed lighting, the source of the light shall be shielded and the light should be directed to the ground, except in the case of ground sign lighting. In the Village Commercial 1 and 2 Districts, lighting for pedestrian walkways and adjacent public sidewalks shall also be provided.**

Lighting will be installed at points of building egress and per code. The applicant is aware that fixtures must be shielded or full cutoff. Based upon this information, the Board finds that this standard has been met.

- j. Emergency Vehicle Access: Provisions shall be made for providing and maintaining convenient and safe emergency vehicle access to all buildings and structures at all times.**

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

- k. Landscaping: Landscaping shall be designed and installed to define, soften, or screen the appearance of off-street parking areas from the public right(s)-of-way and abutting properties, to enhance the physical design of the building(s) and site, and to minimize the encroachment of the proposed use on neighboring land uses. Particular attention should be paid to the use of planting to break up parking areas. The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal, retaining existing vegetation where desirable, and keeping any grade changes in character with the general appearance of neighboring areas. Landscaping shall be provided as part of the overall site plan design and integrated into building arrangements, topography, parking and buffering requirements. Landscaping may include trees, bushes, shrubs, ground cover, perennials, annuals, plants, grading and the use of building and paving materials in an imaginative manner.**

No changes to landscaping are proposed. Based upon this information, the Board finds that this standard has been met.

- I. **Environmental Considerations:** A site plan shall not be approved unless it meets the following criteria:
- (1) The project will not result in water pollution, erosion or sedimentation to surface waters;
 - (2) The project will not result in damage to spawning grounds, fish, aquatic life, bird and other wildlife habitat;
 - (3) The project will conserve shoreland vegetation;
 - (4) The project will conserve points of public access to waters;
 - (5) The project will adequately provide for the disposal of all wastewater;
 - (6) The project will protect archaeological and historic resources;
 - (7) The project will not adversely affect existing commercial fishing or maritime activities in the Marine Waterfront District.

This parcel is not within the Marine Waterfront District or the Shoreland Zone. The building will not have water or sewer/septic connections as students will use the facilities in the main building. Based upon this information, the Board finds that this standard has been met.

Conclusion: Based on these facts the Board finds that this project meets the criteria and standards of the Freeport Zoning Ordinance.

MOVED AND SECONDED: Be it ordered that the Freeport Project Review Board approve the printed Findings of Fact and a Site Plan Amendment for Regional School Unit #5 for the installation of a modular classroom building at Morse Street School, to be built substantially as proposed, plans dated April 2020, finding that it meets the standards of the Freeport Zoning Ordinance, with the following Conditions of Approval:

- 1) This approval incorporates by reference all supporting plans that amend the previously approved plans submitted by the applicant and his/her representatives at Project Review Board meetings and hearings on the subject application to the extent that they are not in conflict with other stated conditions.
- 2) Prior to the start of any site work for the project, the applicant obtain a building permit from the Freeport Codes Enforcement Officer and approval from the State Fire Marshal's Office.
- 3) Prior to the start of any site work, establish an inspection account, in the amount of \$300 for inspection of the site improvements by the Town Engineer. (Blanchard & Hamlin) **ROLL CALL VOTE:** (7 Ayes) (0 Nays)

IV: Reviews

Habitat for Humanity Subdivision – US Route One / Old Brunswick Road – PUBLIC HEARING

The applicant is seeking final approval for a three-lot residential open space subdivision on US Route One / Old Brunswick Road. Access to the lots will be from new driveways on Old Brunswick Road. Approximately 3 acres of open space are proposed. Zoning District: Medium Density A (MD-A). Tax Assessor Map 18, Lot 15. Habitat for Humanity, applicant and owner; Travis Letellier, PE, Northeast Civil Solutions, representative.

Chair Campanelli advised that this is the final and also a public hearing. Ms. Pelletier explained that this is a minor subdivision. The Board has seen it twice before and attended a site walk. They are back for before the Board with final plans for three lots with individual driveways off Old Brunswick Road. Entrance permits need to be obtained from Freeport Public Works. There are stormwater improvements associated with the project and the Town Engineer has included a memo attached to the Staff Report signing off on the stormwater design. It is pretty minimal but there are some improvements that would be required. Each lot will be serviced by private utilities. The Board did grant a waiver at a previous meeting to allow overhead electric to the site. We had heard from one of the neighbors about the desire to have a fence but she did not see her here tonight. That may be

something the applicant can give an update on. This is really a straight-forward application. One of the unique things about this project is that we have a mylar that has to be signed if the Board approves the project tonight. The applicant typically has 90 days for that plan to be recorded in the Registry of Deeds. If the Board takes action tonight, we have a plan that needs to be signed and she will reach out to the Board tomorrow about getting that done so it will be a little bit of delay for the applicant to get everyone in with masks and social distance to sign the plan. She will find a way to get that done and again, it is a public hearing. The applicant and their representatives are here tonight.

Chair Campanelli noted that the Board has talked about this a lot. She asked if the Board has any questions. Since none were voiced, she suggested opening the public hearing.

MOVED AND SECONDED: To open the public hearing. (Troidl & Blanchard) **ROLL CALL VOTE:**
(7 Ayes) (0 Nays)

There were no public comments provided.

MOVED AND SECONDED: To close the public hearing. (Troidl & Blanchard) **ROLL CALL VOTE:**
(7 Ayes) (0 Nays)

Travis Letellier from Northeast Civil Solutions pointed out that Ms. Pelletier summarized this project pretty well. He looked through the proposed motion and they have no objections to anything in there and no questions.

Mr. Troidl volunteered to read the motion but first mentioned there is a TBD in 2-B. He asked if there is a dollar amount for that. Ms. Pelletier advised that they will have to submit a cost estimate for the site improvements which is pretty much all the stormwater work. It will be reviewed and approved by the Town Engineer so she suggested that he leave it as a TBD.

Proposed Findings of Fact:

11.1 Pollution

A. State Standard

Pollution. The proposed subdivision will not result in undue water or air pollution. In making the determination, the Board shall at least consider:

1. The elevation of the land above sea level and its relation to the floodplains;
2. The nature of soils and subsoils and their ability to adequately support waste disposal;
3. The slope of the land and its effect on effluents;
4. The availability of streams for disposal of effluents; and
5. The applicable state and local health and water resources rules and regulations.

This parcel is not within the Shoreland Zone. No streams or floodplain areas have been identified on the plan. The location of wetlands and vernal pools (non-significant) have been shown on the plan. Each lot will have a septic system and well which will be permitted and installed in accordance with municipal and state regulations. Based upon this information, the Board finds that this standard has been met.

11.2 Sufficient Water

A. State Standard

Sufficient water. The proposed subdivision has sufficient water available for the reasonably foreseeable needs of the subdivision.

Each lot will have a private well. In accordance with Article 11.2.C.1.b of the Freeport Subdivision Ordinance, "Within one (1) year of the date of purchase, each lot owner shall be guaranteed by the subdivider access to a supply of potable water of at least three hundred and fifty (350) gallons/day, or the purchase price shall be refunded." A note indicating such has been added to the plan. Based upon this information, the Board finds that this standard has been met.

11.3 Impact on Existing Water Supplies

A. State Standard

Municipal water supply. The proposed subdivision will not cause an unreasonable burden on an existing water supply, if one is to be used.

The lots will not be served by the Public Water System. Based upon this information, the Board finds that this standard has been met.

11.4 Soil Erosion.

A. State Standard

Erosion. The proposed subdivision will not cause unreasonable sedimentation a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results.

The submission did include an erosion control plan which has been reviewed and approved by the Town Engineer. His comments are included in a memo dated 07/08/2020. Based upon this information, the Board finds that this standard has been met.

11.5 Traffic Conditions

A. State Standards

Traffic. The proposed subdivision will not cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of the highways or public roads existing or proposed.

Minimal traffic is expected to be generated from the development. The applicant is proposing that access to the site would be from private individual driveways off Old Brunswick Road. Driveway locations appear to be placed in locations where the site distance can be met. Driveway Entrance Permits from the Freeport Department of Public Works Would be required. Based upon this information, the Board finds that this standard has been met.

11.6 Sewage Disposal

A. State Standards

Sewage disposal. The proposed subdivision will provide for adequate sewage waste disposal and will not cause an unreasonable burden on municipal services if they are utilized.

Each lot will have a septic system which will be permitted and installed in accordance with municipal and state regulations. The location of passing test pits have been shown on the plan; test pit information has been submitted in a report dated 02/18/20 and completed by Albert Frick Associates. Based upon this information, the Board finds that this standard has been met.

11.7 Solid Waste

A. State Standard

Municipal solid waste disposal. The proposed subdivision will not cause an unreasonable burden on the municipality's ability to dispose of solid waste, if municipal services are to be utilized.

Each lot owner will be required to contact with a private waste hauler in accordance with Freeport Solid Waste Disposal Ordinance. Based upon this information, the Board finds that this standard has been met.

11.8 *Impact on Natural Beauty, Aesthetics, Historic Sites, Wildlife Habitat, Rare Natural Areas, or Public Access to the Shoreline*

A. *State Standard*

Aesthetic, cultural, and natural values. The proposed subdivision will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife or the municipality, rare and irreplaceable natural areas, or any public rights for physical or visual access to the shoreline.

Wetland and vernal pool studies were completed by Albert Frick Associates, Inc.; a copy of this information was included in the submission and dated 05/04/2020. The locations of wetlands and vernal pools have been shown on the recording plan. None of the vernal pools identified were determined to be significant vernal pools (which would have required additional buffering).

Based upon this information, the Board finds that this standard has been met.

11.9 *Conformance with Zoning Ordinance and Other Land Use Ordinances.*

A. *State Standard*

Conformity with local ordinances and plans. The proposed subdivision conforms with a duly adopted subdivision ordinance, zoning ordinance, floodplain ordinance, the comprehensive plan, and other ordinances included in the municipal code as appropriate. In making this determination, the municipal reviewing authority may interpret these ordinances and plans.

The parcel is in the Medium Density A (MD-A) Zoning District. The proposed subdivision amendment complies with space and bulk standards of the Freeport Zoning Ordinance and the open space requirements of the Freeport Subdivision Ordinance. 122,737 sf of open space is proposed; 116,496 sf is required. The open space will be retained by the Homeowners Association. Based upon this information, the Board finds that this standard has been met.

11.10 *Financial and Technical Capacity*

A. *State Standard*

Financial and technical capacity. The subdivider has adequate financial and technical capacity to meet the standards of this section.

The plan set was prepared by Travis Letellier, PE with Northeast Civil Solutions, Inc. The recording plan was prepared by Troy McDonald, PLS. Wetlands were delineated most recently by Albert Frick Associates and shown on the plan. There is limited infrastructure with the development and information on financial capacity has been provided. Prior to any sitework for the project, the applicant will be required to establish a performance guarantee to cover the cost of site improvements. Based upon this information, the Board finds that this standard has been met.

11.11 *Impact on Water Quality or Shoreline*

A. *State Standard*

Surface waters; outstanding river segments. Whenever situated entirely or partially within the watershed of any pond or lake or within two hundred and fifty (250) feet of any wetland, great pond, or river as defined in Title 38, Chapter 3, Subchapter I, Article 2-B¹, the proposed subdivision will not adversely affect the quality of that body of water or unreasonably affect the shoreline of that body of water.

This parcel is not located within the watershed of a great pond or lake. The location of wetlands have been shown on the plans. The location of passing test pits have been shown on the plan; test pit information has been submitted in a report dated 02/18/20 and completed by Albert Frick Associates. Based upon this information, the Board finds that this standard has been met.

11.12 Impact on Ground Water Quality or Quantity

A. *State Standard*

Ground water. The proposed subdivision will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.

The submission did include stormwater management and erosion control plans which have been reviewed and approved by the Town Engineer. His comments are included in a memo dated 07/08/2020. Each lot will have a private well. Based upon this information, the Board finds that this standard has been met.

11.13 Floodplain Management

A. *State Standard*

Flood areas. Based on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps, Flood Insurance Rate Maps, and information presented by the applicant whether the subdivision is in a flood-prone area. If the subdivision, or any part of it, is in such an area, the subdivider shall determine the 100-year flood elevation and flood hazard boundaries within the subdivision. The proposed subdivision plan must include a condition of plan approval requiring that principal structures in the subdivision will be constructed with their lowest floor, including the basement at least one foot above the 100-year flood elevation.

No areas of flood plain have been identified on the site. Based upon this information, the Board finds that this standard has been met.

11.14 Identification of Freshwater Wetlands

A. *State Standard*

Freshwater wetlands. All freshwater wetlands within the proposed subdivision have been identified on any maps submitted as part of the application, regardless of the size of these wetlands. Any mapping of freshwater wetlands may be done with the help of the local soil and water conservation district.

Wetland and vernal pool studies were completed by Albert Frick Associates, Inc.; a copy of this information was included in the submission and dated 05/04/2020. The locations of wetlands and vernal pools have been shown on the recording plan. None of the vernal pools identified were determined to be significant vernal pools. Based upon this information, the Board finds that this standard has been met.

11.15 Rivers, Streams, and Brooks

A. *State Standard*

River, stream or brook. Any river, stream or brook within or abutting the proposed subdivision has been identified on any maps submitted as part of the application. For purposes of this section, "river, stream or brook" has the same meaning as in Title 38, Section 480-B, Subsection 9.

No rivers, streams or brooks have been identified on the site. Based upon this information, the Board finds that this standard has been met.

11.16 Storm Water Management

A. *State Standard*

Storm water. The proposed subdivision will provide for adequate storm water management.

The Town Engineer conducted the review and stormwater permitting for the project. His comments are included in a memo dated 07/08/2020 (attached). He concludes that the project has been designed in compliance with municipal ordinances. Based upon this information, the Board finds that this standard has been met.

11.17 Spaghetti Lots

A. State Standard

Spaghetti lots prohibited. If any lots in the proposed subdivision have shore frontage on a river, stream, brook, great pond, or coastal wetland as these features are defined in Title 38, Section 480-B, none of the lots created within the subdivision have a lot depth to shore frontage ratio greater than five (5) to one (1).

No spaghetti lots are proposed with this development. Based upon this information, the Board finds that this standard has been met.

11.18 Phosphorus Impacts on Great Ponds

A. State Standard

Lake phosphorus concentration. The long-term cumulative effects of the proposed subdivision will not unreasonably increase a great pond's phosphorus concentration during the construction phase and life of the proposed subdivision.

The development is not within the watershed of a great pond. Based upon this information, the Board finds that this standard has been met.

11.19 Impacts on Adjoining Municipalities

A. State Standard

Impact on adjoining municipality. For any proposed subdivision that crosses municipal boundaries, the proposed subdivision will not cause unreasonable traffic congestion or unsafe conditions with respect to the use of existing public ways in an adjoining municipality in which part of the subdivision is located.

This development is not within or does not border an adjoining municipality. 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 Subdivision Ordinance.

MOVED AND SECONDED: Be it ordered that the Freeport Project Review Board approve the printed Findings of Fact and subdivision plan for Habitat for Humanity for Freeport Woods Subdivision, a three lot residential open space subdivision on Old Brunswick Road / Route One (Tax Assessor Map 18, Lot 15), recording plan dated 06/24/20, revised through 07/08/2020, to be built substantially as proposed, finding that it meets the standards of the Freeport Subdivision 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 site work, including but not limited to clearing of the site, the applicant do the

following:

- A. Submit a revised copies of the Association Documents to the Freeport Planning Department to incorporate the required restriction pertaining to the use and ownership of the open space
 - B. Establish a performance guarantee in the amount to cover the cost of all site work associated with the project, in an amount to be reviewed and approved by the Town Engineer, in a form acceptable to the Town Attorney. The performance guarantee, in accordance with Article 12.9 of the Freeport Subdivision Ordinance, shall cover the cost of all site work, including the road, erosion control, stormwater management, landscaping and demarcation of property lines, etc., along with the performance guarantee, a non-refundable administrative fee, at the rate set by the Freeport Town Council, in the amount of \$TBD, be paid.
 - C. Establish an inspection account, in the amount of \$1000 for inspection of the site improvements by the Town Engineer.
 - D. The developer have a pre-construction meeting with the Town Engineer.
3. The final signed copy of the recording plan shall be recorded in the Cumberland County Registry of Deeds within ninety (90) days of the date upon which the plan is signed otherwise the plan shall become null and void.
 4. Prior to the sale of any lot, the applicant shall provide the Town Planner with a letter from a Registered Land Surveyor, stating that all monumentation shown on the plan has been installed.
 5. The applicant shall provide the Town with a file, in a format compatible with the Assessor's records, containing the information shown on the recording plan. (Troidl & Hamlin) **ROLL CALL VOTE:** (7 Ayes) (0 Nays)

Quarry Ridge Apartments – Subdivision Amendment – PUBLIC HEARING

The applicant is seeking approval for a lot line amendment of the previously approved Quarry Ridge Subdivision located at 60 Bow Street. The amendment involves a land swap with an abutting property. There will be no additional lots or units created and the overall lot sizes will remain the same. Zoning Districts: Village I and Medium Density Residential II. Design Review District II – Class C. Tax Assessor Map 20, Lot 74C and Tax Assessor Map 13, Lot 85. FHT Quarry Ridge LP and William Creighton, applicants; Maine State Housing Authority and William Creighton, owners; John Schwanda, Owen Haskell, representative.

Chair Campanelli noted that this is also a Public Hearing. Ms. Pelletier explained that one of these properties was in an approved subdivision and one was the abutter. Once you are in a subdivision after a certain date you always have to come back to the Board anytime you make a change to the plan. The neighboring property has a building that does not meet the setback so they need to alter the lot line. They did try to achieve this a few years ago but discovered recently through some more survey work that the existing property on the abutting property still does not meet the setbacks to the property line. The two properties have worked together and John Schwanda has done additional survey work and the Board has a new recording plan before it which is just altering the property line between the Creighton property and the Freeport Housing Trust property. There are no other changes other than that single lot line. It is pretty straight forward but again, it is a change to a subdivision plan and it is advertised as a public hearing. Mylars will need to be signed by the Board but it will be a paper plan now because the Registry changed their standards. If approved, it will be another plan for the Board to come by and sign. Chair Campanelli noted that the Board can get both of them done at the same time and Ms. Pelletier agreed.

John Schwanda pointed out that Ms. Pelletier spelled it out pretty simply and unless there are questions, he does not have any more to offer.

MOVED AND SECONDED: To open the public hearing. (Yankee & Hamlin) ROLL CALL VOTE: (7 Ayes) (0 Nays)

No public comments or questions were provided.

MOVED AND SECONDED: To close the public hearing. (Yankee & Blanchard) **ROLL CALL VOTE:**
(7 Ayes) (0 Nays)

Proposed Findings of Fact:

11.1 Pollution

A. State Standard

Pollution. The proposed subdivision will not result in undue water or air pollution. In making the determination, the Board shall at least consider:

1. The elevation of the land above sea level and its relation to the flood plains;
2. The nature of soils and subsoils and their ability to adequately support waste disposal;
3. The slope of the land and its effect on effluents;
4. The availability of streams for disposal of effluents; and
5. The applicable state and local health and water resources rules and regulations.

The plan involves a land swap between two abutting parcels that are already developed. No additional lots or units are being created. Based upon this information, the Board finds that this standard has been met.

11.2 Sufficient Water

A. State Standard

Sufficient water. The proposed subdivision has sufficient water available for the reasonably foreseeable needs of the subdivision.

The plan involves a land swap between two abutting parcels that are already developed. No additional lots or units are being created; the only change is the lot line between the two parcels. No new utility connections are proposed. Based upon this information, the Board finds that this standard has been met.

11.3 Impact on Existing Water Supplies

A. State Standard

Municipal water supply. The proposed subdivision will not cause an unreasonable burden on an existing water supply, if one is to be used.

The plan involves a land swap between two abutting parcels that are already developed. No additional lots or units are being created. No new utility connections are proposed. Based upon this information, the Board finds that this standard has been met.

11.4 Soil Erosion.

A. State Standard

Erosion. The proposed subdivision will not cause unreasonable sedimentation or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results.

The plan involves a land swap between two abutting parcels that are already developed. No additional development is proposed at this time. Based upon this information, the Board finds that this standard has been met.

11.5 Traffic Conditions

A. State Standards

Traffic. The proposed subdivision will not cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of the highways or public roads existing or proposed.

The plan involves a land swap between two abutting parcels that are already developed. No additional lots or units are being created. No changes to traffic conditions are proposed. Based upon this information, the Board finds that this standard has been met.

11.6 Sewage Disposal

A. State Standards

Sewage disposal. The proposed subdivision will provide for adequate sewage waste disposal and will not cause an unreasonable burden on municipal services if they are utilized.

The plan involves a land swap between two abutting parcels that are already developed. No additional lots or units are being created. No new utility connections are proposed. Based upon this information, the Board finds that this standard has been met.

11.7 Solid Waste

A. State Standard

Municipal solid waste disposal. The proposed subdivision will not cause an unreasonable burden on the municipality's ability to dispose of solid waste, if municipal services are to be utilized.

No changes affecting this standard are proposed. Based upon this information, the Board finds that this standard has been met.

11.8 Impact on Natural Beauty, Aesthetics, Historic Sites, Wildlife Habitat, Rare Natural Areas, or Public Access to the Shoreline

A. State Standard

Aesthetic, cultural, and natural values. The proposed subdivision will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife or the municipality, rare and irreplaceable natural areas, or any public rights for physical or visual access to the shoreline.

The plan involves a land swap between two abutting parcels that are already developed. No additional lots or units are being created. Based upon this information, the Board finds that this standard has been met.

11.8 Conformance with Zoning Ordinance and Other Land Use Ordinances.

A. State Standard

Conformity with local ordinances and plans. The proposed subdivision conforms with a duly adopted subdivision ordinance, zoning ordinance, floodplain ordinance, the comprehensive plan, and other ordinances included in the municipal code as appropriate. In making this determination, the municipal reviewing authority may interpret these ordinances and plans.

The plan involves a land swap between two abutting parcels that are already developed. No additional lots or units are being created; the only change is the lot line between the two parcels. Since there will be no additional lots or units created and the overall lot sizes will remain the same, the Net Residential Acreage was not calculated nor is any open space or an open space fee required. Based upon this information, the Board finds that this standard has been met.

11.9 Financial and Technical Capacity

A. State Standard

Financial and technical capacity. The subdivider has adequate financial and technical capacity to meet the standards of this section.

The subdivision plan was prepared by John Schwanda, licensed land surveyor with Owen Haskell. Based upon the size and nature of the development, information on financial capacity was not required. Based upon this information, the Board finds that this standard has been met.

11.10 Impact on Water Quality or Shoreline

A. State Standard

Surface waters; outstanding river segments. Whenever situated entirely or partially within the watershed of any pond or lake or within two hundred and fifty (250) feet of any wetland, great pond, or river as defined in Title 38, Chapter 3, Subchapter I, Article 2-B¹, the proposed subdivision will not adversely affect the quality of that body of water or unreasonably affect the shoreline of that body of water.

This parcel is not located within the watershed of a great pond or lake nor is it within the Shoreland Zone. Based upon this information, the Board finds that this standard has been met.

11.11 Impact on Ground Water Quality or Quantity

A. State Standard

Ground water. The proposed subdivision will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.

The plan involves a land swap between two abutting parcels that are already developed. No additional lots or units are being created. Based upon this information, the Board finds that this standard has been met.

11.12 Floodplain Management

A. State Standard

Flood areas. Based on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps, Flood Insurance Rate Maps, and information presented by the applicant whether the subdivision is in a flood-prone area. If the subdivision, or any part of it, is in such an area, the subdivider shall determine the 100-year flood elevation and flood hazard boundaries within the subdivision. The proposed subdivision plan must include a condition of plan approval requiring that principal structures in the subdivision will be constructed with their lowest floor, including the basement, at least one foot above the 100-year flood elevation.

The land is in Zone C, areas of minimal flooding, on the FEMA Flood Insurance Rate Maps (FIRM). Based upon this information, the Board finds that this standard has been met.

11.13 Identification of Freshwater Wetlands

A. State Standard

Freshwater wetlands. All freshwater wetlands within the proposed subdivision have been identified on any maps submitted as part of the application, regardless of the size of these wetlands. Any mapping of freshwater wetlands may be done with the help of the local soil and water conservation district.

The plan involves a land swap between two abutting parcels that are already developed. No additional lots or units are being created. Based upon the size and nature of the proposal, information on wetlands was not submitted. Based upon this information, the Board finds that this standard has been met.

11.14 Rivers, Streams, and Brooks

A. *State Standard*

River, stream or brook. Any river, stream or brook within or abutting the proposed subdivision has been identified on any maps submitted as part of the application. For purposes of this section, “river, stream or brook” has the same meaning as in Title 38, Section 480-B, Subsection 9.

The plan involves a land swap between two abutting parcels that are already developed. No additional lots or units are being created. No rivers, streams or brooks are shown on the plan. Based upon this information, the Board finds that this standard has been met.

11.15 Storm Water Management

A. *State Standard*

Storm water. The proposed subdivision will provide for adequate storm water management.

The plan involves a land swap between two abutting parcels that are already developed. No additional lots or units are being created. Based upon the size and nature of the proposal, information on stormwater management was not submitted. Based upon this information, the Board finds that this standard has been met.

11.16 Spaghetti Lots

A. *State Standard*

Spaghetti lots prohibited. If any lots in the proposed subdivision have shore frontage on a river, stream, brook, great pond, or coastal wetland as these features are defined in Title 38, Section 480-B, none of the lots created within the subdivision have a lot depth to shore frontage ratio greater than five (5) to one (1).

No spaghetti lots are proposed with this development. Based upon this information, the Board finds that this standard has been met.

11.17 Phosphorus Impacts on Great Ponds

A. *State Standard*

Lake phosphorus concentration. The long-term cumulative effects of the proposed subdivision will not unreasonably increase a great pond’s phosphorus concentration during the construction phase and life of the proposed subdivision.

The development is not within the watershed of a great pond. Based upon this information, the Board finds that this standard has been met.

11.18 Impacts on Adjoining Municipalities

A. *State Standard*

Impact on adjoining municipality. For any proposed subdivision that crosses municipal boundaries, the proposed subdivision will not cause unreasonable traffic congestion or unsafe conditions with respect to the use of existing public ways in an adjoining municipality in which part of the subdivision

is located.

The parcels do not abut or cross the municipal boundary. 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 Subdivision Ordinance.

MOVED AND SECONDED: Be it ordered that the Freeport Project Review Board approve the printed Findings of Fact and amended subdivision plan for FHT Quarry Ridge LP and William Creighton for an alteration to a lot line, subdivision recording plan dated 7/8/20, finding that it meets the standards of the Freeport Subdivision Ordinance, with the following Conditions of Approval:

- 1) This approval incorporates by reference all supporting plans that amend the previously approved plans submitted by the applicant and his/her representatives at Project Review Board meetings and hearings on the subject application to the extent that they are not in conflict with other stated conditions.
- 2) Prior to the sale of any lot, the applicant shall provide the Town Planner with a letter from a Registered Land Surveyor, stating that all monumentation shown on the plan has been installed.
- 3) The applicant shall provide the Town with a file, in a format compatible with the Assessor's records, containing the information shown on the recording plan. (Blanchard & Troidl) **ROLL CALL VOTE:** (7 Ayes) (0 Nays)

Meetinghouse Arts – Design Review Certificate and Change of Use – PUBLIC HEARING

The applicant is seeking approval of a Design Review Certificate and Change of Use at the existing First Parish Church at 40 Main Street. The change of use is from church to church and arts center – indoor. Exterior building modifications are proposed and include a new entrance and accessibility ramp. Minimal site changes are proposed. Zoning District: Village Commercial I (VC-I). Design Review District I – Class A. Tax Assessor Map 11, Lot 122. Arts & Cultural Alliance of Freeport, applicant; First Parish of Freeport, owner; James Cram, representative.

Ms. Pelletier explained that this is a public hearing and is an application for a change of use and a Design Review Certificate. This is a follow-up to the first application the Board had tonight for First Parish Church at 40 Main Street. The building is currently just used as a church. On the main level they are seeking approval to change it to the use of church and art center indoor. There will be some interior building modifications for the new use which will require some exterior building modifications which is why the applicant is here before the Board. It is a challenging site due to the location and the setback requirements of the Ordinance. The applicant has tried to design a new ADA compliant entrance that is compatible with the Class A historic structure yet also comply with the setbacks required in the Village Commercial I District. The applicant can go into some of the details on the construction of the ramp itself. Because it is a change of use, they need capacity letters from the Water and Sewer Districts. They have been received within the past few days so she e-mailed them to the Board today. They are not proposing any significant changes to lighting, just over points of egress. Full cut-off pictures were included in the Board's packets. This is in the Village Commercial I so they do need to provide parking. They can either provide it on site if it is available or they can provide it through the shared parking pool. There is a condition that the applicant needs to provide proof of parking prior to a certificate of occupancy being issued. That is something that needs to be worked out. They are not proposing any grading changes or any other stormwater management treatment on the site. They do not have a sign or landscaping included in this submission. There is a small area of landscaping that will have to come out to make way for the ramp. The drawings did show a small area where they could do some landscaping but details were not included in the submission. Since it is in Design Review, site changes will most likely come back to the Board as could potentially

new signage. The applicant is aware of that. As far as building changes, there is the new ADA ramp. They will have to take out a set of windows and a door and they are putting a new covered entrance over the new door that will be very similar but smaller in scale to the entrance in the front. They are not making other changes to the remaining façade of the building. The only other change the Board saw described in that drawing were replacement of the front steps to the main entrance of the church which will be similar in materials to the new ramp. The applicant and their representatives, Paul and Jim are here if the Board has questions.

Jim Cram wanted to do a small presentation since it is a very important building in the community and he wanted to provide some background and Paul Lewandowski, our architect will talk the Board through the set of plans. He will put up his screen at that time. Mr. Cram explained that the Freeport Arts Group which was FACA and a few years later changed to ACAF. They have been searching for a reasonable sized venue. FPAC is over 500 seats and if you have an event of 50-100 people, it is pretty cavernous. It is also busy with school activities. After a wide search throughout town, when this property became available, it seemed very obvious. They will still be performing church services here and happy that this church was the first meeting house for the town in 1789. This particular building was built in 1795. The interior has tremendous acoustics. In trying to bring the safety requirements up a couple of notches, they found that they needed a new egress point on the ell where they want to have the art gallery. They spent months working with the church and other members of the community to get to where they are.

Mr. Lewandowski shared his screen and displayed a design plan and pointed out the ramp that will be demolished and where the new entrance ramp will be located, the new deck and the new entrance canopy at the end. He walked the Board through the new floor plan. The new ramp will provide access to both the door into the church as well as the door to the gallery that will be ADA accessible. The main stairs to the building which they will be replacing will become the main entrance to the building. He showed renderings and elevation drawings.

Mr. Yankee asked if this affects any downstairs activities. Mr. Lewandowski advised that the answer is no, all of the work is on the main level of the church. Mr. Yankee mentioned that there are groups that use the church's lower level on a nightly basis and asked if this project will affect any of those. Mr. Cram advised that ACAF has a lease arrangement with the church to lease just the entry level. They do not have a lease arrangement for the lower level. Their lease agreement works through the issues of the times needed for church services such as weddings, funerals, etc.

Mr. Troidl advised that for him design wise, he is struggling with adding a solid wall out in front of the tower. He knows the stonewalls and setbacks and that the plan changed since last time he is sure for very good reasons. He asked Mr. Lewandowski to talk through that a bit more. Mr. Lewandowski advised that there isn't a precedent for a railing on this façade. The only precedent they had were the sidewalls of the existing entry which were solid walls. They decided to enclose the deck with a solid wall with a slight railing above it so it wouldn't be as high. For the ramp, in order to reduce the mass, they lowered the wall and added a railing which is based on what they are seeing across the street from the church. It was the closest reference that they had. They are trying to be respectful to what was there as possible.

Mr. Blanchard asked him to go back to the renderings and noted he is looking at the top right corner. It almost seems like that wall is blocking views toward that new entrance. He thinks in this situation if there is a way to do the shingles with the railing on top, it just might look lighter in that place and distinguish between what is being added and what is original. Mr. Lewandowski agreed that they could absolutely do that. It would not be a problem at all. Mr. Troidl explained that that is where he was going. It just feels like hiding the corner of the tower if you are coming from the north. It really does kind of change your experience of the building. He feels

transparent would be a better move there. Chair Campanelli added that it would look more welcoming. She feels it is a good suggestion.

Mr. Yankee asked what the railing will be made of. He believes the current railing that will be pulled out is just pressure treated. Mr. Lewandowski advised that the railing will be painted metal, most likely in a gloss black similar to what they are seeing across the street. Chair Campanelli asked where the accessibility parking is located. Mr. Lewandowski advised that it is right on the street in front. Mr. Cram advised that there are two existing spaces that have been there and a crosswalk. Chair Campanelli asked if there are spaces in the back that are accessible and if there is an elevator. Mr. Cram explained that there is no elevator but Mr. Lewandowski noted that there is a grade with a few steps that go up so he believes it is accessible but it is quite a grade into the lower level.

MOVED AND SECONDED: To open the Public Hearing. (Reiche & Blanchard) **ROLL CALL VOTE:** (7 Ayes) (0 Nays)

Chair Campanelli asked if any landscaping is being proposed. Mr. Lewandowski brought up his plan and explained that there is a small area in front of the wall where they will have a planting area. They are looking at planting something that will shield the mass of the wall. Other than that, the existing hardscape will be repaired. Chair Campanelli suggested plantings that can withstand the heat and hopefully provide enough drainage for the plat material. She asked about future signage. Mr. Cram noted that they have not finalized what the signs will be so they request to come back because they are still working on that with the church and the arts group.

Ms. Pelletier pointed out that three e-mails were forwarded to the Board today with letters of support. Eric Smith, Trustee of First Parish Church wanted to answer a few questions. The first is about accessibility. There are two existing 24/7 painted accessible parking spots on Main Street. The church also has permission from the Town to put out temporary handicap signs for two additional spaces so there is room between the sidewalk and the existing handicap spaces for two additional spaces should the Town be interested in making them more permanent and painting them, that certainly is an option the Town would have. The accessible spaces in the back are essentially accessible to the lower level from the back. There is no way to get accessibly from the rear parking lot to the front which is why they rely on those accessible spaces in the front on Sunday mornings.

As for the wall that has already been discussed, that was one of the hardest parts of this design switching the plan to be within the setbacks. It really pushed the ramp towards Main Street more than they wanted. They had hoped to have any addition behind the Main Street façade so it would be tucked within that corner and so the fact that they had to push it out and have that wall there was not their first choice but whatever we can do to blend it in more whether it is the railings or something else, it would certainly be appropriate. This has been around and around for well over a year now in conversations between the church and ACAF. There has been a lot of compromise and a lot of edits from Mr. Lewandowski. He thanked Mr. Cram and Mr. Lewandowski for their work in this and urged the Board to support the application.

Tom Seliba mentioned he is on the Board of ACAF and wanted to speak out about the importance of this project to the future of Freeport. The incredible cooperation they had from First Parish Church and from the public in their fundraising efforts is a demonstration of the amount of support they have. He hopes to get going and strongly encouraged the Board to help them move this along.

MOVED AND SECONDED: To close the public hearing. (Troidl & Reiche) **ROLL CALL VOTE:** (7 Ayes) (0 Nays)

Chair Campanelli pointed out to Ms. Pelletier that the Board needs to add to the motion what was discussed with the wall. Ms. Pelletier agreed and also suggested striking out No. 4 since the capacity letters were received from Water and Sewer. Mr. Hamlin suggested that Mr. Blanchard give the Board some language it can use regarding the half wall. Ms. Pelletier suggested that perhaps Mr. Lewandowski could give the Board a bit of detail as to what they would do such as how high would the wall be and what is the railing.

Mr. Lewandowski advised that on the lower drawing, the wall that is on the side of the ramp has the railing above a solid wall. His intention is to just match the upper part where it is flat so he would carry over the height of the railings and the wall however it would be with the grade. The top of the wall would be equal to the finished floor level of the first floor and above that would be a railing.

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 project requires the removal of an existing double set of windows and the existing wood ramp. A new ADA compliant ramp will be installed in the same general area, and a new entrance will be added. The overall scale of the main structure 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 project requires the removal of an existing double set of windows and the existing wood ramp. A new ADA compliant ramp will be installed in the same general area, and a new entrance will be added. The overall height of the main structure 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 area of openings on the front façade is being retained and the proportion 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 new door will be added in the same location as an existing set of windows which will help maintain the rhythm of solids to voids in the front facades. 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 new door and sidelight will be standard size and rectangular in shape. No changes to any other openings in the facades 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.**

The overall roof shape will not be altered. The new covered entry will be similar in style to that over the main entrance, however will be smaller in scale. 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 materials used in the construction of the ramp/entrance will include a painted metal railing system, wood shingles covering a knee wall, composite decking, new wood canopy and trim with asphalt shingles on the roof. The door will have a solid glass panel and aluminum clad surface. 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).**

The deck will be in the same general area and due to its design, will maintain the appearance of the rhythm of spaces to building in streets as the ramp will be much lower than other nearby structures. 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 change of use is from church to church and arts center – indoor. Exterior building modifications are proposed and include a new entrance and accessibility ramp. Minimal site changes are proposed. The project was first presented to the Board in January 2020 and has since been updated to comply with the

setbacks of the Village Commercial I (VC-I) Zoning District. An existing stone wall in the area of the proposed ramp will be removed. Some of the stones will be used to create a new garden in front of the ramp. Other existing vegetation in the area will be removed. 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 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 applicant is seeking approval of a Design Review Certificate and Change of Use at the existing First Parish Church at 40 Main Street. The change of use is from church to church and arts center – indoor. Exterior building modifications are proposed and include a new entrance and accessibility ramp. Minimal site changes are proposed. 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 property is in the Village Commercial I (VC-I) Zoning District. The building is Class A in Design Review District I; a Design Review Certificate will be required for the building modifications. The project requires the removal of an existing double set of windows and the existing wood ramp. A new ADA compliant ramp will be installed, and a new entrance will be added. Minimal site changes 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 site is existing and will remain unchanged. 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.

Since this property is in the Village Commercial I District, the parking requirement is set forth by Section 514 of the Freeport Zoning Ordinance. There is an existing parking lot on the site (43 spaces) which is leased to another property owner as part of the shared parking concept. Since it is part of shared parking, it can be used by anyone and other than ADA spaces, none of the parking can be restricted (signed) to one individual and or use. The applicant will be required to provide 9.7 parking spaces (based upon calculated parking square footage of 3,870) which they will need to provide through the leased parking pool; this has been added as a condition of approval, prior to the issuance of a Certificate of Occupancy for the change of use. 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, information on stormwater management and erosion control were not submitted. This has been reviewed by the Town Engineer and he has no concerns (see email dated 07/05/2020). 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 building is already connected to public utilities. The applicant has contacted the Freeport Sewer District and Maine Water for capacity letters. Those are forthcoming and obtaining the capacity letters

has been added as a condition of approval. 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 signage is 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.**

As for site features, an existing stone wall in the area of the proposed ramp will be removed. Some of the stones will be used to create a new garden in front of the ramp. Other existing vegetation in the area will be removed. 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.**

New lighting is proposed near points of building egress. Cut sheets of proposed fixtures have been included in the submission. 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.**

As for site features, an existing stone wall in the area of the proposed ramp will be removed. Some of the stones will be used to create a new garden in front of the ramp. Other existing vegetation in the area will be removed. No additional plantings are proposed at this time and the applicant is aware that any changes to landscaping in the future may require review and approval by the Board. Based upon this information, the Board finds that this standard has been met.

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

- (1) The project will not result in water pollution, erosion or sedimentation to surface waters;**
- (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.**

The parcel is not within the Shoreland Zone or the Marine Waterfront District. The building is connected to public utilities. Based upon this information, the Board finds that this standard has been met.

Conclusion: Based on these facts the Board finds that this project meets the criteria and standards of the Freeport Zoning Ordinance.

MOVED AND SECONDED: Be it ordered that the Freeport Project Review Board approve the printed Findings of Fact, Design Review Certificate and Change for Meetinghouse Arts at 40 Main Street (Tax Assessor Map 11, Lot 122), for exterior building and site alterations and a change of use to church and arts center indoor, to be built substantially as proposed, application dated 06/24/2020, finding that it meets the standards of the Freeport Design Review Ordinance and Section 602 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 any construction, the applicant obtain a building permit from the Freeport Codes Enforcement Officer for the change of use and building alterations.
- 3) Prior to obtaining a building permit from the Town of Freeport, the applicant obtain approval from the State Fire Marshal's Office.
- 4) The applicant will be required to provide parking in accordance with Section 514 of the Freeport Zoning Ordinance.
- 5) The proposed top of the wall on the façade elevation of the addition parallel to Main Street will equal the finished floor level of the first floor with a railing along the edge. (Blanchard & Hamlin)

ROLL CALL VOTE: (7 Ayes) (0 Nays)

Lighthouse Laundromat - Design Review Certificate and Site Plan Amendment

The applicant is seeking approval of a Design Review Certificate and Site Plan Amendment at the existing laundromat building located at 12 Mallet Drive. Exterior building alterations, additional landscaping, lighting, parking lot restriping and ADA walkway improvements are proposed. Zoning District: Village Commercial II (VC-II) Design Review District I – Class C. Tax Assessor Map 12, Lot 33A. Tim Mahoney, Land Development by Mahoney, applicant and representative; Jacqueline and Lewis Corliss, owners.

Ms. Pelletier advised that this application is before the Board for a Design Review Certificate. The Laundromat is currently in the existing building on the site and there is another space that was formerly a beauty salon that is about 600 sq. ft. which is vacant. The applicant is not proposing a change of use. They are proposing to rehabilitate the site. Detailed drawings were included in the submission including changes to the façade. They are proposing to re-side the building with a vinyl shake-style siding, some new windows, new doors, new lighting fixtures, some planters, some trim. They have some minor site alterations and since they were coming to the Board, she put them in as a site amendment. They are proposing to re-stripe the parking lot and will meet the dimensional standards of the Ordinance. The only landscaping change is the planters. The site is already paved but they are widening a sidewalk or ramp that provides ADA access around the building. It will be 72 inches and they are extending it to the westerly façade which has an emergency egress door. Tim Mahoney is here. He is the soon to be owner and applicant and can answer any questions for the Board.

Mr. Mahoney thanked Caroline for her help in getting him prepared to be here tonight. He pointed out that it is no secret that this building has been let go for many decades and is in pretty poor shape. His intent is to revitalize the exterior as well as the interior of the building. He understands that the purview tonight is to talk about the exterior but he wanted to mention that the entire interior of the building will be re-habbed with all new equipment on the inside. They do not have a tenant for the 600 sq. ft. space on the end of the building at this time but are open for discussion with anyone interested. He is not planning to change the physical size or shape of the building but will enhance the exterior with finishes he believes are appropriate for Freeport with the cedar-look siding. This is a vinyl product but is a premium product and everyone of the cedar shakes are individually applied. He feels the lighting fixtures and the columns really enhances the exterior of the building. They chose windows with grills because they provide more of a colonial style versus this 41-year old collection of left over materials they had over the years. The glass on the side of the building where the beauty shop was located are actually sliding glass doors, not windows. Their intentions are to be a good neighbor and someone who cares about the property and maintains the property moving forward. They will be removing the existing front sidewalk so they can install a traditional handicap accessible ramp with tactile strips to meet all ADA requirements. They plan to make it a little wider so there will be more elbow room. It will be extended out to 6 feet as opposed to its existing 3 feet. The parking lot will be either sealed or resurfaced. It will certainly be sealed and in the short term, whether that is this year or in the next year or two, it will be resurfaced and striped. It will be restriped this year once it is sealed but once again once it is repaved. They are asking to install a door on the west side so they will have an additional fire exit and a sidewalk to be installed there for accessibility. He welcomed any questions.

Mr. Blanchard pointed out that as much as he has a soft spot for late mid-century modernism, these are welcome improvements. Other Board members agreed. Chair Campanelli asked Mr. Mahoney if he has thought about the trash that is there. For new projects the Board requires that they be screened by an enclosure. Mr. Mahoney mentioned that he hasn't thought about it but agrees that it jumps right out at you. Chair Campanelli noted he will have this nice looking building and it might be something to think about. The Board is not requiring it at this point. Mr. Mahoney referred to that side of the building and while they are not proposing any landscaping changes, he would like to trim up that nice old Maple tree and in the grassy area put up a couple of park benches on that side and at that time they would like to relocate the dumpster and enclose it. Chair Campanelli mentioned signage and that Ms. Pelletier could probably do a staff approval. Ms. Pelletier noted that if the Board approves the signage and Mr. Mahoney tweaks to colors or materials and the changes are minor, she has Staff Approval capability. She does not have the Staff Approval ability for park benches or dumpster screening because it is in Design Review. If the Board wants to allow those things without him returning to the Board, they are things the Board would want to add conditions of approval on. Site plan wise they would probably be minor enough that she could sign off but in Design Review she does not have the authority.

Mr. Troidl referred to the west end and on the existing photo it looks like there are four small windows. He asked if they are being in filled or replaced? Mr. Mahoney advised that they will be an in fill.

There were no public comments or questions raised. Chair Campanelli asked Board members for comments or suggestions about the screening of the trash. Mr. Mahoney suggested looking at the proposed striping plan. It would seem like the dumpster may be more appropriate on the east side of the building. It gives direct access for the large truck to come straight in. He asked if it would make sense to put it in the most easterly rear corner and screen it in that corner? Ms. Pelletier advised that the applicant can figure out the location. It is really about the materials he will use to screen it. Chair Campanelli feels it is a fairly logical place. Ms. Pelletier asked the applicant what kind of fence he would use to screen it. Mr. Mahoney advised that he would propose using a 6' high good quality vinyl white fence surrounded on three sides and matching gates. Mr. Troidl added that the neighbor on the rear appears to have a long white fence that looks to be vinyl. Mr. Mahoney mentioned he could use the same product. Chair Campanelli feels that would be great.

Ms. Pelletier asked the Board if it wants to include a condition regarding benches and if so, would they want to hear what the applicant would envision for material or style. Chair Campanelli indicated that yes, she would. She feels we don't have enough benches in Freeport and is always hoping we will have more seating. Mr. Blanchard asked if the benches are located along the façade, we won't need site plan. Ms. Pelletier agreed that it would be small enough that she could just sign off. If the Board is not picky on what kind of benches and is just happy to see seating, they could say that the applicant has the ability to install benches in the side grassy area as they feel appropriate. Mr. Mahoney advised that he likes the idea of having them over by the Maple tree because it is a nice quiet place to be. Chair Campanelli agrees that that is a good idea.

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 proposal includes significant rehabilitation of the exterior building façade, however 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 overall 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 relationship of the width to the height of the 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 two doors on the front façade will be replaced in their current locations. Window replacement along the front façade will follow the existing pattern with two additional windows being added between columns. 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 new door with transom and sidelights will be standard size and rectangular in shape. New windows will be square, as are the existing windows on the front façade. 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 changes to the roof 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.

The applicant is proposing to reside the building with individual vinyl shakes. New PVC trim will be installed along with fiberglass columns on the front façade. Windows will be solid plate glass with interior grills and vinyl exterior. Doors will be aluminum with a sidelight and transom. The westerly façade will be repainted white. The four existing windows will be removed and a new steel egress door will be installed. A new full cut-off fixture will be installed over the door. The roof will remain unchanged. 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).

The rhythm of spaces to building on streets 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.

Changes to the site include restriping the existing parking lot; two of the spaces will be ADA accessible and signed and striped accordingly for a total of 30 spaces that meet the dimensional requirements of the Ordinance. An existing walkway along the building will be widened by 36" (72" total) and connect three sides of the building. There will be minimal increase to the amount of impervious area as most of the area where the walkway is being expanded is already paved. New planters will be added to the site, as shown in the rendering. 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".**

The applicant shows two signs over the front entrances. The signs will have a gray background with yellow lettering. The signs will most likely be made of PVC sign material. Each sign will be about 12 square feet. 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 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 is already developed and the applicant is proposing improvements to rehabilitate the exterior building façade and parking lot. No vegetation is being removed from the site. 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 property is in the Village Commercial II (VC-II) Zoning District. The building is Class C in Design Review District I; a Design Review Certificate will be required for the building modifications. The building is existing and the relation of the proposed building to the environment will not be altered. 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 site is existing and will remain unchanged. 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.

Changes to the site include restriping the existing parking lot; two of the spaces will be ADA accessible and signed and striped accordingly for a total of 30 spaces that meet the dimensional requirements of the Ordinance. An existing walkway along the building will be widened by 36" (72" total) and connect three sides of the building. There will be minimal increase to the amount of impervious area as most of the area where the walkway is being expanded is already paved. 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, information on stormwater management and erosion control were not submitted. The only area that will add impervious surface, is a small area of concrete walkway being added along the western façade of the building. 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.

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.

The applicant shows two signs over the front entrances. The signs will have a gray background with yellow lettering. The signs will most likely be made of PVC sign material. Each sign will be about 12 square feet. 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.

Dumpsters on site are existing and will remain. There are no other 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.

New LED full cut off lighting fixtures will be installed on the building façade. A new full cut-off fixture will be installed over the new door on the westerly façade. 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.

New planters will be added to the site, as shown in the rendering. No other vegetation is being removed and/or added. Based upon this information, the Board finds that this standard has been met.

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

The parcel is not within the Shoreland Zone or the Marine Waterfront District. The building is connected to public utilities. Based upon this information, the Board finds that this standard has been met.

Conclusion: Based on these facts the Board finds that this project meets the criteria and standards of the Freeport Zoning Ordinance.

MOVED AND SECONDED: Be it ordered that the Freeport Project Review Board approve the printed Findings of Fact, Design Review Certificate and minor site modifications for Lighthouse Laundry at 12 Mallett Drive (Tax Assessor Map 12, Lot 33A), for exterior building alterations and minor site alterations to be built substantially as proposed, application dated 07/02/2020, finding that it meets the standards of the Freeport Design Review Ordinance and Section 602 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 any construction, the applicant obtain any applicable permits from the Freeport Codes Enforcement Officer.
- 3) This approval includes permission for the applicant to install a 6' high white fence with gates, and vertical panels of vinyl material for enclosure of the dumpster on the site.
- 4) The applicant has approval to install benches for outdoor seating in the grassy area underneath the existing Maple tree. (Blanchard & Watson) **ROLL CALL VOTE:** (7 Ayes) (0 Nays)
- 5)

Mr. Mahoney advised that he purchased the property today.

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

Chair Campanelli reminded Board members about the two mylars that need to be signed. The Board is not having an August meeting so our next meeting is September 16. Ms. Pelletier noted that she has been contracted by a couple of applicants already so she anticipates that the Board will have a meeting on that date. The Board has one large application that has been tabled due to the pandemic so we may see that back. She will reach out to the Board about mylars. She is out of the office next week but will coordinate coverage to have

someone oversee the signing of the mylars. If not, we will do it the week after and she will have the Board swing by whenever it works.

ITEM VI: Adjourn.

MOVED AND SECONDED: To adjourn at 7:36 p.m. (Hamlin & Troidl) **ROLL CALL VOTE:** (7 Ayes) (0 Nays)

Recorded by Sharon Coffin