



TOWN OF FREEPORT, MAINE
 Planning Department
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TO: FREEPORT PROJECT REVIEW BOARD
FROM: CAROLINE PELLETIER, TOWN PLANNER
RE: STAFF REPORT
DATE: WEDNESDAY, March 17, 2021

304 Pownal Road Subdivision – Conceptual Subdivision	
Property Location:	Tax Assessor Map 21, Lot 89
Zoning Information:	Rural Residential I (RR-I)
Review Type(s):	Residential Open Space Subdivision
Waivers Requested:	None

Background: The applicant is presenting conceptual plans for a 6-lot residential Open Space Subdivision on Pownal Road. The initial presentation of the conceptual plan was at the 01/20/21 Project Review Board meeting. A sitewalk was held on 02/17/21.

Individual lots would be accessed by private driveways from Pownal Road. The plan has been updated so that some lots will now share driveways. Driveway Entrance Permits from the State of Maine will be required since this portion of the road is a State road. The entrances will also need to meet the requirements of the Freeport Zoning Ordinance and the Freeport Subdivision Ordinance.

The site is mostly wooded, with some pockets of forested wetlands and areas of steep slopes. The lot also contains a former (closed) municipal landfill. No alterations or construction within the closed landfill or buffer area are proposed.

Approximately 33 acres of open space are proposed; about 27 acres are required. The net residential acreage calculation will need to be corrected on the plan set.

Six lots are proposed; however, the initial net residential acreage calculations would allow for 14 lots. The areas of wetlands have been incorporated into the open space; the plans do show some steep slopes on the lots which would be deed protected. The wetlands report was not included in the submission. No information on vernal pools has been provided.

The applicant has been in contact with the Maine Department of Environmental Protection (DEP) regarding the closed landfill on the property. The DEP has indicated that they regulate any construction within 100 feet of the landfill boundaries. Both Town staff and the applicant’s representative have reviewed the records on file with the DEP. The applicant’s submission narrative does include some

history of the landfill and some past studies regarding the closure, hydrogeological and geophysical assessments and some information on monitoring.

Some basic background is that the landfill has been on private property and operated between 1958-1980. It accepted solid waste, sewage sludge, and industrial waste (from two local companies). The dump burned about once per week. Initially, there was a soil cap installed on the landfill; this was replaced with a clay cap in 1995. The landfill is unlined below. The landfill was formally closed in 1995. A closure plan is on file at the Freeport Town Office and there is reference in the chain of title, to the location of the closed landfill and the closure plan on file.

There has been some water quality monitoring done in the general area throughout the years. A review of records has not turned up any monitoring information about the well on the existing property; is this information the applicant has available? In addition, the applicant has noted that they have retained a geologist to review some past data, testing results and geology in the area. Additional information will be forthcoming if/when the application moves forward.

Each lot will be served by a well and septic system. Details on a high intensity Class B soil survey have been included in the submission. Information on test pits and suitable septic system locations will be forthcoming. Going forward, one of the questions staff will have is, how will the location and depth of wells relate to the landfill and how will the well placement and installation ensure adequate water quality and quantity?

The Town Engineer will be available at the meeting to answer any technical questions that the Board may have.

Process: This is considered a Subdivision-Major (per Article III of the Freeport Subdivision Ordinance) and process would involve three levels of review – conceptual, preliminary and final. Since this is conceptual review, the Board shall review the submission to determine if the information provides a clear understanding of the site and identifies opportunities and constraints that help determine how it should be used, areas that are appropriate for conservation areas, and areas that are appropriate for development (refer to Article 5 of the Freeport Subdivision Ordinance). The Board shall also act on any requests for waivers at this time. This step is often completed in multiple meetings. Review of the Site Inventory Map and the Site Analysis and Conceptual Plan shall be considered complete upon a finding by the Project Review Board that the appropriate areas have been determined for development and for conservation or open space.

Proposed Motion: Be it ordered that the Freeport Project Review Board finds the review of the Site Inventory Map, Site Analysis and Conceptual Plan for 304 Pownal Road LLC, for a 6 lot, residential open space subdivision (Tax Assessor Map 21, Lot 89) complete as the Board finds that the appropriate areas have been determined for development and for conservation of open space.

Desert of Maine – Parking Lot Renovations	
Property Location:	Tax Assessor Map 22, Lot 8
Zoning Information:	Rural Residential I (RRI), Nature Based and Art Overlay District (NBAOD)
Review Type(s):	Site Plan Amendment
Waivers Requested:	None

Background: The applicant is seeking approval of a Site Plan Amendment to erect four seasonal cabins at the existing Desert of Maine Campground. Proposed cabins will be a modified A-frame design and will be located on existing RV sites. Each cabin will have sleeping space and a bathroom; there will be no kitchens. One of the cabins will be accessible. Access to the sites will be from the existing road. No changes to the road are proposed.

Site Changes: Minimal regrading of the site is proposed. The cabins will be elevated using posts and beams which will improve visibility and minimize site disturbance. Each cabin will have rear and front decks. The front deck will be setback from the existing internal road. In that area, each will be room for a fire pit, septic systems for the cabins and a parking space.

Stormwater management and erosion control plans have been included in the submission and reviewed by the Town Engineer. His comments are included in an email dated 03/10/21.

Utilities: New septic systems will be installed at each of the cabins. Due to the location, the leach fields will be designed for vehicular loading. Applicable permits from the Codes Enforcement Officer will be required.

Each cabin will have water and will be connected to the existing water well on site. The Desert of Maine is a licensed Public Water Supplier through the State of Maine.

Electrical improvements are being done throughout the site and in some areas, power will be supplied underground. New lighting fixtures will be required at points of building egress and will need to be full cut-off.

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.

Proposed cabins will be a modified A-frame design and will be located on existing RV sites. Access to the sites will be from the existing road. No changes to the road are proposed. The cabins will be elevated using posts and beams which will improve visibility and minimize site disturbance. Tree removal will also be minimized. The 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. Proposed cabins will be a modified A-frame design and will be located on existing RV sites. Due to the reuse of the existing sites, site disturbance and tree removal will be minimized. No changes to the road are proposed. The 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 from the end of Desert Road. 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.

There will be a designated parking space available at each of the cabin sites. 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.

Minimal regrading of the site is proposed. Stormwater management and erosion control plans have been included in the submission and reviewed by the Town Engineer. His comments are included in an email dated 03/10/21. 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.

New septic systems will be installed at each of the cabins. Due to the location, the leach fields will be designed for vehicular loading. Applicable permits from the Codes Enforcement Officer will be required. Each cabin will have water and will be connected to the existing water well on site. The Desert of Maine is a licensed Public Water Supplier through the State of Maine. Electrical improvements are being done throughout the site and in some areas, power will be supplied underground. New lighting fixtures will be required at points of building egress and will need to be full cut-off. 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.

There will be a sign for identification at each of the cabins, otherwise, 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.

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.

New lighting fixtures will be required at points of building egress and will need to be full cut-off.

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

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

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

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

Existing vegetation will be retained to the greatest extent possible. Based upon this information, the Board finds that this standard has been met.

- l. **Environmental Considerations:** A site plan shall not be approved unless it meets the following criteria:
 - (1) The project will not result in water pollution, erosion or sedimentation to 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. No changes to the wastewater disposal system are proposed. Based upon this information, the Board finds that this standard has been met.

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

Proposed Motion: Be it ordered that the Freeport Project Review Board approve the printed Findings of Fact and a Site Plan Amendment for Heestand Family Holding, LLC for the replacement of four RV sites with four A-frame cabins and associated site alterations at the Desert of Maine (Tax Assessor Map 22, Lot 8), to be built substantially as proposed, plans dated 02/24/21, 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 any site work, including but not limited to clearing of the site, and prior to the issuance of any building permits, the applicant have a pre-construction meeting with the Town Engineer and establish an escrow account to cover the cost of the site improvements associated with the project.

207 Main Street –Design Review Certificate	
Property Location:	Tax Assessor Map 12, Lot 55
Zoning Information:	Village I (V-I); Design Review District One – Class A & Color Overlay District; Freeport Village Overlay District
Review Type(s):	Design Review Certificate
Waivers Requested:	None

Background: The applicants are seeking approval of a Design Review Certificate for their property at 207 Main Street. The proposal is to build a 32’x 48’x 10’ (1,536 s.f.) barn which will replace some existing temporary structures on the site. The new structure will be partially visible from Main Street and located to the rear of the existing dwelling.

The building will match the color scheme of the existing dwelling. The building will be sided in LP SmartSide (engineered wood), shiplap style, with an eight (8) inch reveal. Trim will also be SmartSide. There will be windows in the new barn that will be vinyl. On the front façade, they will be double-hung. There will be a 6/6 grille configuration and the grilles will be between the sheets of glass. The overhead doors on the new structure will have a flat panel style with a window panel on the top row. Roofing will be metal.

Based upon the survey included in the submission, the new structure appears to comply with the setback requirements for single family dwellings in both the Freeport Village Overlay District and the Village One Zoning District.

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 is to build a 32’x 48’x 10’ (1,536 s.f.) barn which will replace some existing temporary structures on the site. The new structure will be partially visible from Main Street and located to the rear of the existing dwelling. The building will be one-story in height and lower than the height of the existing dwelling. 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 new structure will be partially visible from Main Street and located to the rear of the existing dwelling. The building will be one-story in height (about 18 feet) and lower than the height of the existing dwelling. 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 front façade of the new barn will be set back from Main Street. There will be an overhead door and two double-hung windows. 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.

They rhythm of solids to voids in the front façade will be similar to other nearby residential structures. Based upon this information, the Board finds that this standard has been met.

- 5. Proportions of Opening within the Facility.** Windows and doors come in a variety of shapes and sizes; even rectangular window and door openings can appear quite different depending on their dimensions. The relationship of the height of windows and doors to their width should be visually compatible with the architectural style of the building and with that of its neighbors.

All openings will be of standard residential sizes. Based upon this information, the Board finds that this standard has been met.

- 6. Roof Shapes.** A roof can have a dramatic impact on the appearance of a building. The shape and proportion of the roof should be visually compatible with the architectural style of the building and with those of neighboring buildings.

The roof will be peaked with a 5/12 pitch. Based upon this information, the Board finds that this standard has been met.

- 7. Relationship of Facade Materials.** The facades of a building are what give it character, and the character varies depending on the materials of which the facades are made and their texture. In Freeport, many different materials are used on facades - clapboards, shingles, patterned shingles, brick - depending on the architectural style of the building. The facades of a building, particularly the front facade, should be visually compatible with those of other buildings around it.

The building will be sided in LP SmartSide (engineered wood), shiplap style, with an eight (8) inch reveal. Trim will also be SmartSide. There will be windows in the new barn that will be vinyl. On the front façade, they will be double-hung. There will be a 6/6 grille configuration and the grilles will be between the sheets of glass. The overhead doors on the new structure will have a flat panel style with a window panel on the top row. Roofing will be metal. 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).

Based upon the survey included in the submission, the new structure appears to comply with the setback requirements for single family dwellings in both the Freeport Village Overlay District and the Village One Zoning District. Based upon this information, the Board finds that this standard has been met.

- 9. Site Features.** The size, placement and materials of walks, walls, fences, signs, driveways and parking areas may have a visual impact on a building. These features should be visually compatible with the building and neighboring buildings.

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

- 10. In addition to the requirements of the Freeport Sign Ordinance, signs in the Freeport Design Review District shall be reviewed for the following: materials, illumination, colors, lettering style, location on site or building, size and scale. Minor changes that do not alter the dimensions or lettering style of an existing sign need not be reviewed, i.e. personal name changes for professional offices, or changes in hours of operation. See Special Publication: "Sign Application Requirements".**

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

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

Proposed Motion: Be it ordered that the Freeport Project Review Board approve the printed Findings of Fact, Design Standard Certificate for the Freeport Village Overlay District and Design Review Certificate for Richard and Frances Taisey, for a new barn at 207 Main Street (Tax Assessor Map 12, Lot 55), to be substantially as proposed, submission dated 02/23/21, finding that it meets the applicable standards of the Freeport Village Overlay District and the standards of the Freeport Design Review Ordinance, with the following Conditions of Approval:

- 1) This approval incorporates by reference all supporting plans that amend the previously approved plans submitted by the applicant and his/her representatives at Project Review Board meetings and hearings on the subject application to the extent that they are not in conflict with other stated conditions.

2) The applicant obtain any applicable permits from the Freeport Codes Enforcement Officer.

Freeport Historical Society –Site Plan Amendment & Design Review Certificate	
Property Location:	Tax Assessor Map 11, Lots 26, 26A & 29
Zoning Information:	Village Commercial I (VC-I), Design Review District I – Class A, & Color Overlay District
Review Type(s):	Design Review Certificate & Site Plan Amendment
Waivers Requested:	None

Background: The applicant is seeking approval of a Design Review Certificate and Site Plan Amendment at their property at 45 Main Street. The proposal includes a landscaping plan to integrate with recent building improvements and a 11’x22’ addition to the barn. An exterior lighting plan is also proposed.

The applicant was previously before the Board and was granted approval in October of 2020 for a new vault, ADA improvements, relocation of the Carriage House, Shed and Outhouse relocation and associated pedestrian, site and drainage improvements. A condition of that approval was that *“The applicant will need to return to the Board with a revised landscaping plan by March, 2021; this has been added as a suggested condition of approval, prior to a certificate of occupancy being issued for the carriage house and/or vault.”* The landscaping plan before the Board has been designed to enhance the previously approved building and site improvements and has been integrated into the new features. The primary areas for the new plantings will be near the new sections of brick walkway and along the rear building facades facing the parking lots.

Site Changes: Included in the submission is a new landscaping plan to supplement the previously approved site plans. A small addition to the carriage house (aka “Frosty’s”) is also proposed. The addition will allow room for kitchen space and an ADA restroom. The addition will be sided in wood shingles. The steps will be wood with a metal railing and the door will be wood (see cut-sheet included in the submission). A rendering of the addition is included in the packet; the updated building footprint will be added to landscaping plan prior to the meeting and an updated plan sheet will be provided to the Board.

Existing and new lighting will include new gooseneck barn style lighting fixtures. In accordance with the Freeport Zoning Ordinance, all lighting fixtures will be full cut-off. New lighting on the existing covered porch will include ceiling lighting and the fixture will not be visible.

Design Review Ordinance: Chapter 22 Section VII.C.

- 1. Scale of the Building. The scale of a building depends on its overall size, the mass of it in relationship to the open space around it, and the sizes of its doors, windows, porches and balconies. The scale gives a building "presence"; that is, it makes it seem big or small, awkward or graceful, overpowering or unimportant. The scale of a building should be visually compatible with its site and with its neighborhood.**

The overall scale of the existing buildings 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 of buildings should be visually compatible with the heights of the buildings in the neighborhood.

The overall height of the existing structures will not be altered. The new barn addition will be one story and lower in height than the barn itself, but similar in height to the abutting shed. 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 proportion of the buildings' front facades will not be altered and the addition of the shed will have minimal visibility from Main Street. Based upon this information, the Board finds that this standard has been met.

- 4. Rhythm of Solids to Voids in Front Facades.** When you look at any facade of a building, you see openings such as doors or windows (voids) in the wall surface (solid). Usually the voids appear as dark areas, almost holes, in the solid and they are quite noticeable, setting up a pattern or rhythm. The pattern of solids and voids in the front facade of a new or altered building should be visually compatible with that of its neighbors.

The rhythm of solids to voids in the front facades will not be altered. Based upon this information, the Board finds that this standard has been met.

- 5. Proportions of Opening within the Facility.** Windows and doors come in a variety of shapes and sizes; even rectangular window and door openings can appear quite different depending on their dimensions. The relationship of the height of windows and doors to their width should be visually compatible with the architectural style of the building and with that of its neighbors.

Due to the nature of the use of the addition, there will only be one door on the façade facing the parking lot. The door will be of standard shape and size. Based upon this information, the Board finds that this standard has been met.

- 6. Roof Shapes.** A roof can have a dramatic impact on the appearance of a building. The shape and proportion of the roof should be visually compatible with the architectural style of the building and with those of neighboring buildings.

The roof of the addition will be peaked with a 6/12 pitch. 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 addition will be sided with wood shingles to match the main structure. The roof will have asphalt shingles. The door will be made of wood and have a paneled appearance. 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 buildings on the streets will be minimally altered due to the location of the small addition. 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 proposal includes a landscaping plan to integrate with recent building improvements and a 11'x22' addition to the barn. The plan has been designed to enhance the previously approved building and site improvements and work with the new site features. The primary areas for the new plantings will be near the new sections of brick walkway and along the rear building facades facing the parking lots. Existing and new lighting will include new gooseneck barn style lighting fixtures. In accordance with the Freeport Zoning Ordinance, all lighting fixtures will be full cut-off. New lighting on the existing covered porch will include ceiling lighting and the fixture will not be visible. 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 proposal includes a landscaping plan to integrate with recent building improvements and a 11'x22' addition to the barn. The landscaping plan before the Board has been designed to enhance the previously approved building and site improvements and has been integrated into the new features. The primary areas for the new plantings will be near the new sections of brick walkway and along the rear building facades facing the parking lots. No additional site clearing will result from these changes. 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 A in Design Review District I and is in the Color Overlay District. There will be an 11'x22' addition to the side of the barn and the visibility will be minimal. Landscaping will be added to enhance the previously approved site improvements. Based upon this information, the Board finds that this standard has been met.

- c. Vehicular Access:** The proposed layout of access points shall be designed so as to avoid unnecessary adverse impacts on existing vehicular and pedestrian traffic patterns. Special consideration shall be given to the location, number, and control of access points, adequacy of adjacent streets, traffic flow, sight distances, turning lanes, and existing or proposed traffic signalization and pedestrian-vehicular contacts. The entrance to the site shall meet the minimum sight distance according to MDOT standards to the greatest extent possible.

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

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

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

- e. **Surface Water Drainage:** Adequate provisions shall be made for surface drainage so that removal of surface waters will not adversely affect neighboring properties, down-stream conditions, or the public storm drainage system. The increase in rate of runoff in the post development condition shall be held to a zero or less percent of the predevelopment condition unless an engineering study has been performed as described in Section 529.2 above. On-site absorption shall be utilized to minimize discharges whenever possible. All drainage calculations shall be based on a two year, ten year and twenty-five year storm frequency. Emphasis shall be placed on the protection of floodplains; reservation of stream corridors; establishment of drainage rights-of-way and the adequacy of the existing system; and the need for improvements, both on-site and off-site, to adequately control the rate, volume and velocity of storm drainage and the quality of the stormwater leaving the site. Maintenance responsibilities shall be reviewed to determine their adequacy.

The size of the addition is minimal and will have little impact on stormwater treatment or drainage. The proposed landscaping plan has been designed to be integrated into the previously approved site and grading plans. 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.

No new signs are proposed at this time. 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.

Existing and new lighting will include new gooseneck barn style lighting fixtures. In accordance with the Freeport Zoning Ordinance, all lighting fixtures will be full cut-off. New lighting on the existing covered porch will include ceiling lighting and the fixture will not be visible. 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.**

The landscaping plan before the Board has been designed to enhance the previously approved building and site improvements and has been integrated into the new features. The primary areas for the new plantings will be near the new sections of brick walkway and along the rear building facades facing the parking lots. Based upon this information, the Board finds that this standard has been met.

- l. Environmental Considerations: A site plan shall not be approved unless it meets the following criteria:**
- a. The project will not result in water pollution, erosion or sedimentation to surface waters;**
 - b. The project will not result in damage to spawning grounds, fish, aquatic life, bird and other wildlife habitat;**
 - c. The project will conserve shoreland vegetation;**
 - d. The project will conserve points of public access to waters;**
 - e. The project will adequately provide for the disposal of all wastewater;**
 - f. The project will protect archaeological and historic resources;**
 - g. The project will not adversely affect existing commercial fishing or maritime activities**

in the Marine Waterfront District.

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

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

Proposed Motion: Be it ordered that the Freeport Project Review Board approve the printed Findings of Fact, Design Review Certificate, and Site Plan Amendment for the Freeport Historical Society, for a 11'x22' addition to the barn and a landscaping plan at 45 Main Street (Tax Assessor Map 11, Lots 26, 26A & 29), to be substantially as proposed, application dated 02/24/24, finding that it meets the standards of the Freeport Design Review Ordinance and the Freeport Zoning Ordinance, with the following Conditions of Approval:

- 1) This approval incorporates by reference all supporting plans that amend the previously approved plans submitted by the applicant and his/her representatives at Project Review Board meetings and hearings on the subject application to the extent that they are not in conflict with other stated conditions.
- 2) The conditions from the October 2020 Project Review Board approval remain valid, as applicable.

<u>178 Main Street – Change of Use</u>	
Property Location:	Tax Assessor Map 13, Lot 5
Zoning Information:	Village I (V-I); Design Review District One – Class B & Color Overlay District; Freeport Village Overlay District
Review Type(s):	Change of Use
Waivers Requested:	None

Background: The applicant is seeking approval of a change of use from Bed and Breakfast with a single-family dwelling to three-unit multi-family residential dwelling. The parcel is in the Design Review District and the Freeport Village Overlay District. No changes to the site or exterior building façade are proposed.

Building: The applicant is currently not proposing any changes to the exterior of the building. The applicant is aware that the property is in one of the Design Review District and any future changes to the exterior of building (that are visible from any right-of-way) will require review and approval by the Board.

Utilities: The building is connected to public utilities. An “Ability to Serve” letter from MaineWater (dated 02/24/21) has been included in the submission. Obtaining a capacity letter from the Freeport Sewer District has been added as a condition of approval. Since this will still be considered a commercial use with regards to solid waste regulations, the applicant will be required to sort cardboard from other waste and contract with a private waste hauler. Since no dumpsters are shown on the plan, it is assumed that waste will be stored inside.

Access & Parking: Access to the site is exiting from Chapel Street. The unit types will consist of one four-bedroom unit and two two-bedroom units. Per Section 514 of the Freeport Zoning Ordinance, six parking spaces will be required; 8 are existing on site and were part of a previously approved Site Plan.

Buffering: Since this property is in the Freeport Village Overlay District and changing to a multi-family use, buffers are required abutting single-family properties. The property line opposite of Main Street abuts a single-family use. There is an existing buffer in place and no changes to the existing buffer area are proposed. The previously approved site plan and an as built plan have been included in the submission to do show the existing vegetation on the site.

Proposed Findings of Fact: (Section 602.F. of the Freeport Zoning Ordinance)

- a. **Preservation of Landscape:** The landscape shall be developed in such a manner as to be in keeping with the character of the surrounding neighborhoods and in accordance with good development practice by minimizing tree and soil removal, retaining existing vegetation where desirable, and keeping any grade changes in character with the general appearance of neighboring areas. If a site includes a ridge or ridges above the surrounding areas and provides scenic vistas for surrounding areas, special attempts shall be made to preserve the natural environment of the skyline of the ridge. Existing vegetation and buffering landscaping are potential methods of preserving the scenic vista.

No site changes are proposed. Existing vegetation will remain and previously approved landscaping plans are in and well established. 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 B in Design Review District I and is in the Freeport Village Overlay District. No new structures and no exterior building modifications are proposed. Based upon this information, the Board finds that this standard has been met.

- c. **Vehicular Access:** The proposed layout of access points shall be designed so as to avoid unnecessary adverse impacts on existing vehicular and pedestrian traffic patterns. Special consideration shall be given to the location, number, and control of access points, adequacy of adjacent streets, traffic flow, sight distances, turning lanes, and existing or proposed traffic signalization and pedestrian-vehicular contacts. The entrance to the site shall meet the minimum sight distance according to MDOT standards to the greatest extent possible.

No changes to vehicular access are proposed and access will remain from Chapel Street. 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 unit types will consist of one four-bedroom unit and two two-bedroom units. Per Section 514 of the Freeport Zoning Ordinance, six parking spaces will be required; 8 are existing on site and were part of a previously approved Site Plan. 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 site changes are proposed and therefore 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.

The building is connected to public utilities. An "Ability to Serve" letter from MaineWater (dated 02/24/21) has been included in the submission. Obtaining a capacity letter from the Freeport Sewer District has been added as a condition of approval. Since this will still be considered a commercial use with regards to solid waste regulations, the applicant will be required to sort cardboard from other waste and contract with a private waste hauler. Since no dumpsters are shown on the plan, it is assumed that waste will be stored inside. Based upon this information, the Board finds that this standard has been met.

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

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

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

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

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

No new 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. Since this property is in the Freeport Village Overlay District and changes to a multi-family use, buffers are required abutting single-family properties. The property line opposite of Main Street abuts a single-family use. There is an existing buffer in place and no changes to the existing buffer area are proposed. The previously approved site plan and an as built plan have been included in the submission to do show the existing vegetation on the site. 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. Based upon this information, the Board finds that this standard has been met.

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

Proposed Motion: Be it ordered that the Freeport Project Review Board approve the printed Findings of Fact, Design Standard Certificate for the Freeport Village Overlay District, and Change of Use for Paul and Liz Leonard, for a change of use from Bed and Breakfast with a single-family dwelling to three-unit multi-family residential dwelling at 178 Main Street (Tax Assessor Map 13, Lot 5), to be substantially as proposed, application dated 02/21/21, finding that it meets the standards of the applicable sections of the Freeport Village Overlay District and the Freeport Zoning Ordinance, with the following Conditions of Approval:

- 1) This approval incorporates by reference all supporting plans that amend the previously approved plans submitted by the applicant and his/her representatives at Project Review Board meetings and hearings on the subject application to the extent that they are not in conflict with other stated conditions.
- 2) The applicant obtain any applicable permits from the Freeport Codes Enforcement Officer.
- 3) The applicant obtain a written capacity letter from the Freeport Sewer District for the change of use, with a copy to be submitted to the Freeport Planning Department, prior to applying for a Building Permit.

<u>11 South Street—Design Review Certificate</u>	
Property Location:	Tax Assessor Map 13, Lot 99
Zoning Information:	Village Mixed Use II (VMU- 2); Design Review District Two – Class C.; Freeport Village Overlay District
Review Type(s):	Design Review Certificate
Waivers Requested:	None

Background: The applicant is seeking approval of a Design Review Certificate to build a single-family home and garage at their property at 11 South Street. In addition to being in the Design Review District, this parcel is also in the Freeport Village Overlay District.

Building: The building will be two stories with a 24’x60’ footprint. Three sides of the building will be visible from the road. The siding of the building will primarily be custom rough sawn board and batten (to reflect a traditional barn look) and painted with Benjamin Moore Arborcoat. The siding will have a

vertical appearance. The gable ends on the front and rear façade will use cedar shingles and will be different in color from the rest of the building façade. The front peaks will have some decorative detail. Trim will be wood.

There will be roof overhang on all sides of the structure. There will be an entrance on both the front and left side facades and a rectangular wood door is proposed. Three of the sides will include windows with a combination of casement and single hung styles. All windows will be vinyl with a 4/1 pane configuration (see cut-sheet for accurate style). Mullions will be on the inside. Wooden shutters will be used and will be custom made to reflect the board and batten style.

The roof pitch of the main structure and garage will be 10/12 and covered in gray asphalt shingles.

There will also be an awning style roof over the first level openings on the front façade and on one area of the north façade. A peaked roof will be provided over the left side entrance.

The garage will be similar in design and incorporate the same materials. There will be a garage door on the front (see cut-sheet in submission for actual style) and a standard door on the side with no other openings. The garage will be setback from the road and the house as required by the Freeport Village Overlay District standards.

Exterior lighting is shown on the garage, but not the house. Cut-sheets were not included in the submission. Additional information will need to be provided.

The building will be on a slab; additional clarification will need to be provided regarding its visibility. The standards of the Freeport Village Overlay District do have requirements regarding the appearance of a foundation.

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 house will be two stories in height and on a slab with a 24'x60' footprint. The garage will be single story and set back from the house and road. The visible sides of the house will incorporate openings which will minimize the appearance of the façade. 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 house will be two stories in height and on a slab. The garage will be single story and set back from the house and road. The heights will be comparable to other nearby residential structures. 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 gable end of the building will face the road. The width and height will be comparable to other nearby residential structures. The doors and windows on the front façade will contribute to the residential design of the structure. 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 will be an entrance on both the front and left side facades and a rectangular wood door is proposed. Three of the sides will include windows with a combination of casement and single hung styles. The rear of the structure will not have openings but will not be visible from the road. The garage will be single story, small in size, with an overhead door on front and single door on the side. 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.

Proposed windows will consist of a combination of casement and single hung styles. All doors and windows will be rectangular in shape and residential in scale. Based upon this information, the Board finds that this standard has been met.

- 6. Roof Shapes.** A roof can have a dramatic impact on the appearance of a building. The shape and proportion of the roof should be visually compatible with the architectural style of the building and with those of neighboring buildings.

The roof pitch of the main structure and garage will be 10/12 and covered in gray asphalt shingles. There will also be an awning style roof over the first level openings on the front façade and on one area of the north façade. A peaked roof will be provided over the left side entrance. 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 siding of the building will primarily be custom rough sawn board and batten (to reflect a traditional barn look) and painted with Benjamin Moore Arborcoat. The siding will have a vertical appearance. The gable ends on the front and rear façade will use cedar shingles and will be different

in color from the rest of the building façade. The front peaks will have some decorative detail. Trim will be wood. Three of the sides will include windows with a combination of casement and single hung styles. All windows will be vinyl with a 4/1 pane configuration (see cut-sheet for accurate style). Mullions will be on the inside. Wooden shutters will be used and will be custom made to reflect the board and batten style. 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 structure setbacks appear to comply with the standards of the Freeport Village Overlay District and the Village Mixed Use District. The garage has been set back from the house and road as required in the Overlay District. 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 new walkways are proposed. The driveway is existing. Based upon this information, the Board finds that this standard has been met.

- 10. In addition to the requirements of the Freeport Sign Ordinance, signs in the Freeport Design Review District shall be reviewed for the following: materials, illumination, colors, lettering style, location on site or building, size and scale. Minor changes that do not alter the dimensions or lettering style of an existing sign need not be reviewed, i.e. personal name changes for professional offices, or changes in hours of operation. See Special Publication: "Sign Application Requirements".**

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

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

Proposed Motion: Be it ordered that the Freeport Project Review Board approve the printed Findings of Fact, Design Standard Certificate for the Freeport Village Overlay District & Design Review Certificate for Jonathan Bates, for new residential structures at 11 South Street (Tax Assessor Map 13, Lot 99), to be substantially as proposed, submission dated 03/12/21, finding that it meets the applicable standards of the Freeport Village Overlay District and the standards of the Freeport Design Review Ordinance, with the following Conditions of Approval:

- 1) This approval incorporates by reference all supporting plans that amend the previously approved plans submitted by the applicant and his/her representatives at Project Review Board meetings and hearings on the subject application to the extent that they are not in conflict with other stated conditions.
- 2) Prior to the start of construction, the applicant obtain any applicable permits from the Freeport Codes Enforcement Officer.

From: [Adam Bliss](#)
To: [Caroline Pelletier](#)
Subject: 304 Pownal Road Subdivision
Date: Wednesday, March 10, 2021 12:26:33 PM

Hi Caroline,

I have reviewed the resubmittal package for 304 Pownal Road Subdivision. The applicant and agent have done an admirable job responding to my comments from the first submittal. Many of the original comments require detailed information, which will be provided during preliminary and final applications.

The agent's cover letter provides a nice summary that accurately represents my knowledge and research of the landfill's history. Of note, the "Old Landfill" is unlined at the bottom and has an engineered cover at the top. The applicant will retain a geologist for a review of previous groundwater studies and groundwater monitoring data. The applicant should be prepared to address whether they intend to conduct a hydrogeological (i.e. groundwater) study associated with future lot development.

I will be at the Project Review Board meeting to help answer questions.

Thank you,

Adam

Adam S. Bliss, P.E.
Freeport Town Engineer / Public Works Director
abliss@freeportmaine.com
207.865.4743 x106

Freeport Town Hall
30 Main Street
Freeport, Maine 04032

From: [Adam Bliss](#)
To: [Caroline Pelletier](#)
Subject: Desert of Maine
Date: Wednesday, March 10, 2021 1:14:56 PM

Hi Caroline,

I have reviewed the Site Plan application for the Desert of Maine and offer the following comments.

1. What are the existing road width and built-up sections (e.g., gravel types, depths, etc.)?
2. Please elaborate on how and where landscaping will provide stormwater quality treatment.
3. Can you quantify the approximate number of vehicles that may visit the facility during peak season demand?
4. Can you construct stone drip edges along the cabins' eave lines?
5. If buffering is to be used for stormwater treatment, please provide a calculation that demonstrates the available buffer width and slope are appropriate for the soil type.

Thank you,

Adam

Adam S. Bliss, P.E.
Freeport Town Engineer / Public Works Director
abliss@freeportmaine.com
207.865.4743 x106

Freeport Town Hall
30 Main Street
Freeport, Maine 04032

1. **Historic Property Name(s):** Daniel Lincoln House
2. **Street Address:** 207 Main Street
3. **Tax Parcel:** 12-55
4. **Survey Date:** 5/23/2019

Architectural Data

5. **Style and/or Form:** Vernacular with Federal-style elements, Hall and Parlor
6. **Stories:** 1
7. **Appendages and Additions (Porches, Ells, Dormers, etc.):** 2-story rear ell with bay window
8. **Windows:** 3/1 double-hung wood (historic, but not original)
9. **Roof Configuration and Materials:** Side gable, asphalt shingles
10. **Chimneys:** Brick, center (main house), interior (ell)
11. **Exterior Wall Materials:** Wood clapboards
12. **Foundation:** Granite
13. **Outbuildings and Barns:** c.1950 1-car garage
14. **Alterations:** Front door and windows replaced with Arts and Crafts-style ones. Second story added to ell post-1979 (roofline is lower than original structure, which allows the added story to blend in).
15. **Site Features:** Paved driveway south of house, granite markers on each side of driveway, flowerbeds along front elevation bordered by stones
16. **Significant Architectural Elements of Style:** Deep cornice with cornice returns, symmetrical façade, large central chimney

Historical Data

17. **Construction Date:** c.1820
18. **Architect/Builder (If Known):**
19. **Significant Person:** Built by Daniel Lincoln, a cordwainer.
20. **Historic Context:** Good example of a modest Federal-era house with minimal detailing. Garage is non-contributing.

1. **Historic Property Name(s):** Daniel Lincoln House
2. **Street Address:** 207 Main Street
3. **Tax Parcel:** 12-55
4. **Survey Date:** 5/23/2019

Photos



1. **Historic Property Name(s):** Harrington-Patterson-Randall House
2. **Street Address:** 45 Main Street
3. **Tax Parcel:** 11-26
4. **Survey Date:** 5/23/2019

Architectural Data

5. **Style and/or Form:** Federal, Side Hall
6. **Stories:** 2
7. **Appendages and Additions (Porches, Ells, Dormers, etc.):** Rear ell with porch
8. **Windows:** 6/6 double-hung wood (potentially original), 2/2 double-hung wood in third floor and ell (historic), wood sidelights at front entry
9. **Roof Configuration and Materials:** Side gable, asphalt shingles
10. **Chimneys:** Brick, interior ends
11. **Exterior Wall Materials:** Brick
12. **Foundation:** Granite
13. **Outbuildings and Barns:** Carriage barn (see 43 Main Street), shed attached to barn
14. **Alterations:** Porch on rear ell has Queen Anne-style railings and posts. Carriage barn has been converted into a retail store.
15. **Site Features:** Small park south of house, brick path from sidewalk to entry door, metal fence with granite posts along sidewalk, shade tree at north corner of lot, grass and flowering plants only other landscaping
16. **Significant Architectural Elements of Style:** Symmetrical façade, recessed arched entryway, entry door with filled fan light and side lights, granite lintels on windows, simple cornice

Historical Data

17. **Construction Date:** c.1830
18. **Architect/Builder (If Known):**
19. **Significant Person:** Enoch Harrington was a Freeport merchant and Town Treasurer. Levi Patterson was a State Representative from 1929-1935. Helen Randall was an artist and daughter of Captain Rufus Randall.

20. Historic Context: Excellent example of a simple Federal-style house. One of only a few brick constructed houses in Freeport. Contributing resource to the National Register-listed Freeport Main Street Historic District.

1. **Historic Property Name(s):** Harrington-Patterson-Randall House
2. **Street Address:** 45 Main Street
3. **Tax Parcel:** 11-26
4. **Survey Date:** 5/23/2019

Photos



1. **Historic Property Name(s):** Harrington-Patterson-Randall House
2. **Street Address:** 45 Main Street
3. **Tax Parcel:** 11-26
4. **Survey Date:** 5/23/2019



From: [Adam Bliss](#)
To: [Caroline Pelletier](#)
Subject: Historical Society
Date: Wednesday, March 10, 2021 1:20:36 PM

Hi Caroline,

I have reviewed the plans and application for the Historical Society and offer the following comments.

1. The Landscape Plan should show the building addition.
2. Is the dumpster temporary or permanent? If permanent, it should be enclosed, and its location conflicts with the Landscape Plan.
3. Are the proposed lights full cutoff fixtures?

Thank you,

Adam

Adam S. Bliss, P.E.
Freeport Town Engineer / Public Works Director
abliss@freeportmaine.com
207.865.4743 x106

Freeport Town Hall
30 Main Street
Freeport, Maine 04032

1. **Historic Property Name(s):** Winthrop C. Fogg House
2. **Street Address:** 178 Main Street
3. **Tax Parcel:** 13-5
4. **Survey Date:** 5/23/2019

Architectural Data

5. **Style and/or Form:** Vernacular with Queen Anne-style elements, Side Hall
6. **Stories:** 2
7. **Appendages and Additions (Porches, Ells, Dormers, etc.):** Front porch, bay window, rear ell
8. **Windows:** 2/2 double-hung wood (likely original)
9. **Roof Configuration and Materials:** Gable front, asphalt shingles
10. **Chimneys:** Brick, interior
11. **Exterior Wall Materials:** Vinyl siding, wood shingles
12. **Foundation:** Brick
13. **Outbuildings and Barns:** Attached New England carriage barn
14. **Alterations:** Replacement siding, fenestration in barn (windows added and use of vinyl casements and vinyl double-hung), barn door filled in with pedestrian door
15. **Site Features:** Paved parking area on the southeast, brick paths leading to from sidewalk to front door and side door, brick patio outside of ell and barn, large shade trees scattered across lot, low shrubs and small trees along house
16. **Significant Architectural Elements of Style:** Multiple siding types, squared bay window, non-symmetrical façade, decorative brackets on porch posts, turned porch posts and railings, belt course above 2nd and 3rd floor windows, deep eaves and cornice, brackets supporting eaves

Historical Data

17. **Construction Date:** c.1890
18. **Architect/Builder (If Known):**
19. **Significant Person:**
20. **Historic Context:** Some loss of detail with application of vinyl siding but house retains enough integrity to contribute to the Design Review District; attached barn suffers from significant changes to fenestration (multiple windows added, casement windows added) and therefore no longer represents the New England barn form and does not contribute to the property.

1. **Historic Property Name(s):** Winthrop C. Fogg House
2. **Street Address:** 178 Main Street
3. **Tax Parcel:** 13-5
4. **Survey Date:** 5/23/2019

Photos



1. **Historic Property Name(s):** Winthrop C. Fogg House
2. **Street Address:** 178 Main Street
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