

**Minutes**  
**Design Review Board**  
**February 11, 2021 — 4:00 PM**  
**Town Council Chambers – Municipal Building — 93 Cottage Street**

Meeting was conducted remotely, via video (Zoom), due to COVID-19 (as authorized under the provisions of MRSA §403-A, approved by the Maine Legislature on March 17, 2020 as part of LD 2167). Meeting was broadcast on Spectrum channel 7 in Bar Harbor and on <https://townhallstreams.com> (where it is also archived for future viewing)

**I. CALL TO ORDER**

*The meeting was called to order at 4:00 P.M. Members present: Barbara Sassaman, Chair; Andrew Geel, Vice Chair; Peter Bono, Secretary; and Pancho Cole, Member.*

*Also present: Angela Chamberlain, Code Enforcement Officer; Michael Gurtler, Deputy Code Enforcement Officer; and Steve Fuller, Assistant Planner.*

**II. EXCUSED ABSENCES**

*There were no absences.*

**III. ADOPTION OF THE AGENDA**

*Mr. Cole moved to adopt the agenda as proposed. Mr. Geel seconded the motion and the Board voted unanimously (4-0) on a roll-call vote to approve the motion.*

**IV. APPROVAL OF MINUTES**

- *January 14, 2021*

*Mr. Geel moved to approve the minutes as submitted. Mr. Cole seconded the motion and the Board voted unanimously (4-0) on a roll-call vote to approve the motion.*

**V. PUBLIC COMMENT**

*There was none.*

**VI. BUILDING PERMIT REMINDERS**

*The applicants were reminded that they would need to apply for and receive a building permit prior to commencing any of the activities approved at the meeting.*

**VII. REGULAR BUSINESS**

**a. Certificate of Appropriateness**

**Application:** DRB-2021-04 (116 Cottage Street dormers)  
**Applicant/Owner:** Sargent Properties, LLC  
**Project Location:** 116 Cottage Street (Tax Parcel 104-161-000)  
**Proposed Project:** Changes to exterior appearance of non-historic building (adding dormer to north roof, adding a dormer to south roof, enclose stairs from second to third floor, replace windows and doors)

Note: this application (DRB-2021-04) was moved up on the agenda as the first applicant (DRB-2021-03) was not yet in attendance when it was time for her application to be reviewed.

*Tom Sargent was present as the applicant and explained what he is proposing to do. He explained the third floor is not presently usable, and to make it so would require an exterior staircase. He said the way to do that is to extend a dormer back an additional eight feet. Discussion followed.*

*Mr. Sargent said he wants to replace all the exterior doors on the Maple Avenue side of the building with Craftsman-style doors. Other questions from the board followed, with answers from Mr. Sargent.*

*There was a question and discussion about continuing the roofline under the front dormer (Cottage Street side).*

*Mr. Cole made a motion to approve the application as submitted and Mr. Geel seconded. Chairman Sassaman noted Mr. Sargent would have to come back in a future application to get lighting for his exterior doors approved. There was discussion about lighting.*

*Assistant Planner Fuller asked if there needed to be a reference to the roofline continuing under the front dormer. Mr. Cole said the lower line of the main roof would continue across the face of the dormer. He added that to his motion as an amendment, and Mr. Geel was satisfied with that. Assistant Planner Fuller restated the motion: to approve the application as submitted, with the addition that the line of the main roof shall continue/be carried across the face of the dormer. The motion, as amended, then carried unanimously (4-0) on a roll-call vote.*

While the board waited for the applicant in DRB-2021-03 to join the meeting, Chairman Sassaman took the opportunity to move to other business and board member comments and suggestions for the next agenda.

*Chairman Sassaman asked that staff take a look at the various application forms on the Design Review Board website and make sure that they were up-to-date and not confusing for applicants. Assistant Planner Fuller said staff could do that.*

*Assistant Planner Fuller noted the proposed Land Use Amendment relating to signage was set for its public hearing at the Town Council on February 16. He said he did not expect any challenges there, but noted that he had received several calls from business owners who had read the proposed amendment and wanted to make sure they understood its implications.*

**b. Certificate of Appropriateness**

**Application:** DRB-2021-03 (Frost Farms portico)  
**Applicant/Owner:** Frost Farms, LLC  
**Project Location:** 1543 State Highway 102 (Tax Parcel 219-029-001)  
**Proposed Project:** Changes to exterior appearance of non-historic building (construct an 18' wide by 16' deep attached portico on north end of existing garage)

*Melissa "Frosty" Frost was present as the applicant. Chairman Sassaman asked Ms. Frost clarifying questions, to which Ms. Frost responded. Mr. Cole asked what would happen to the existing awning. Ms. Frost said it will "come off and go away."*

*Mr. Geel asked about the existing trim color, Ms. Frost said it matches the building color which she believed was Benjamin Moore Navajo White. Ms. Frost explained the need for this project.*

*There was a discussion about what types of wood would be used in the new project. Ms. Frost said if she could get away from visible pressure treated lumber, she would like to do so. Chairman Sassaman said either leaving it natural or painting it the color of the building or the garage doors would be acceptable. Mr. Geel asked about lighting, and Ms. Frost responded.*

*Mr. Geel moved to approve the application as submitted with the understanding that the roof [shingles] will be the same material, that no new lights will be added, and that if the applicant wishes they can paint the structure any existing color of the original building or leave it to weather. Mr. Cole seconded the motion, which carried unanimously (4-0) on a roll-call vote.*

## VIII. OTHER BUSINESS

*This section of the meeting was taken care of earlier in the meeting (see above on page 1).*

## IX. BOARD MEMBER COMMENTS AND SUGGESTIONS FOR THE NEXT AGENDA

*Mr. Cole suggested home delivery of cupcakes, while Mr. Geel suggested puppies.*

## X. ADJOURNMENT

*At 4:21 PM, Mr. Cole moved to adjourn the meeting. Mr. Geel seconded the motion and the Board voted unanimously (4-0) on a roll-call vote to approve the motion.*

Signed as approved:



4-22-2021

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Peter Bono, Secretary  
Design Review Board, Town of Bar Harbor

Date

### Workshop Notes Design Review Board — February 11, 2021 — 4:22 PM Town Council Chambers – Municipal Building — 93 Cottage Street (via Zoom)

Following the conclusion of the business meeting, the board transitioned into a workshop.

#### I. Pre-application discussion with pending project at 294 Main Street

Architect Mike Sealander and MDI Hospital President/CEO Chrissi Maguire met with the board to discuss a proposed new residential facility the hospital wants to build (a “medical education residence hall”) at 294 Main Street. Mr. Sealander and Ms. Maguire presented their plans to the board, and received feedback from the board members. They said they “know we [the hospital] exist in a neighborhood” and that the new building is “meant to blend in with that.” Board members expressed concern if the current design blends well, however, and offered suggestions to the hospital team as to how it might do so in a better way.

#### II. Design Review Board handbook

The board continued its ongoing discussion on updating/refreshing the Design Review Board handbook. Following this discussion, the workshop concluded.