

**Minutes — Design Review Board  
Thursday, March 9, 2023 at 4:00 PM  
Municipal Building  
93 Cottage Street  
Bar Harbor**

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Design Review Board members present were Chairperson Barbara Sassaman, Secretary Andrea Lepcio, and members Mike Rogers and Kate Macko.

Town staff in attendance included Planning Director Michele Gagnon, Code Enforcement Officer Angela Chamberlain and Administrative Assistant Tammy DesJardin.

**I. CALL TO ORDER**

Chairperson Sassaman called the meeting to order at 4:05 PM.

**II. EXCUSED ABSENCES**

Mr. Cole was excused.

**III. ADOPTION OF AGENDA**

Ms. Macko made a motion to adopt the agenda. Mr. Rogers seconded the motion, which passed (4-0) on a roll call vote.

**IV. APPROVAL OF MINUTES**

- a. November 10, 2022
- b. December 8, 2022
- c. February 9, 2023

Ms. Macko made the motion to approve all three sets of the minutes. Chairperson Sassaman seconded the motion, which passed (4-0) on a roll call vote.

**V. PUBLIC COMMENT**

There was none.

**VI. BUILDING PERMIT REMINDERS**

Chairperson Sassaman reminded the applicants to apply for a building permit once their applications are approved.

**VII. REGULAR BUSINESS**

**a. Certificate of Appropriateness**

**Application:** DRB-2023-03  
**Applicant:** MDI YMCA, Brad Stager  
**Owner:** Town of Bar Harbor  
**Project Location:** 21 Park Street (107-221-000)  
**Proposed Project:** Changes to exterior of non-historic building  
(place new sign above entrance door)

Ms. Macko made the motion to approve the application as submitted.

Mr. Rogers seconded the motion, which passed (4-0) on a roll call vote.

**b. Certificate of Appropriateness**

**Application:** DRB-2023-04  
**Applicant:** R.F.J. Caretaking  
**Owner:** Joan Mansfield  
**Project Location:** 6 Harbor Lane  
**Proposed Project:** Changes to exterior of historic building  
(replacing deck with materials: not changing footprint)

Chairperson Sassaman made the motion to approve the application as Submitted, with the same style cap rail which may be smaller if needed to meet Code requirements. Ms. Macko seconded the motion, which passed (4-0) on a roll call vote.

**VIII. OTHER BUSINESS**

Code Enforcement Officer Angie Chamberlain presented the proposed amendments to Chapter 125 Article XIII – Design Review to the board. Small changes were made. It was agreed that staff would download the properties that are presently on the National Register of Historic Places and at the next meeting the board would discuss the language in 125-112 D. (1)(a)[6]. The board showed interest in pulling language out of 125-111 and 125-113 and instead create separate Rules of Procedure and consider possible amendment to Ch. 31 Boards and Commissions. Staff informed the board that it would be prudent to keep a narrow focus on the task at hand and to work on the Rules of Procedure at a later time.

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

There were none.

**X. ADJOURNMENT**

Ms. Macko made the motion to adjourn at 5:06 PM. Chairperson Sassaman seconded the motion, which passed (4-0) on a roll call vote.

Signed as approved:

  
\_\_\_\_\_  
Andrea Lepcio, Secretary

3/23/23  
\_\_\_\_\_  
Date