

**DESIGN REVIEW BOARD**

**PACKET OF MATERIALS**

**MEETING July 14, 2016**

Cover page with date

Agenda

Minutes for approval

Applications

Supporting Documents

**Agenda**  
**Design Review Board**  
**July 14, 2016**  
**Council Chambers – Municipal Building**  
**93 Cottage Street**  
**4:00 P.M.**

- I. CALL TO ORDER**
- II. EXCUSED ABSENCES (Steve Demers)**
- III. ADOPTION OF THE AGENDA**
- IV. APPROVAL OF MINUTES (June 23, 2016)**
- V. BUILDING PERMIT REMINDERS**
- VI. REGULAR BUSINESS**
  - a. Certificate of Appropriateness**
    - Application:** DRB-2016-40
    - Applicant:** Patricia Ropp (The Barnacle)
    - Project Location:** 112 Main Street, Tax Map & Lot 104-510-000
    - Proposed Project:** Installation of Sign and Changes to Exterior Appearance of Non-historic Building.
  - b. Certificate of Appropriateness**
    - Application:** DRB-2016-41
    - Applicant:** Steve Parady
    - Project Location:** 195 Main Street, Tax Map & Lot 104-462-000
    - Proposed Project:** Changes to Exterior Appearance of Non-historic Building.
- VII. OTHER BUSINESS**
  - a. Handbook Discussion**
  - b. Submission Process discussion.**
- VIII. BOARD MEMBER COMMENTS AND SUGGESTIONS FOR THE NEXT AGENDA**
- IX. ADJOURNMENT**

*The Design Review Board strives to hold meetings that are accessible to all. Please contact Bar Harbor Planning Department, 93 Cottage Street, Bar Harbor, by calling 288-3329 or emailing [planner@barharbormaine.gov](mailto:planner@barharbormaine.gov) if you have any questions about this process or to let us know what accommodations you may require to facilitate your participation.*

**Minutes  
Design Review Board  
Thursday, June 26, 2016  
Council Chambers – Municipal Building  
93 Cottage Street  
4:00 P.M.**

**I. CALL TO ORDER**

*The meeting was called to order at 4:00 P.M. Members present: Barbara Sassaman, Chair; Steve Demers, Vice Chair; Erin Early Ward, Secretary; James Collier, Member and Pancho Cole, Member. Also in attendance was Bob Osborne, Planning Director.*

**II. EXCUSED ABSENCES (Emily Dwyer)**

**III. ADOPTION OF THE AGENDA**

*Mr. Cole moved to adopt the agenda without item d. Mr. Demers seconded the motion which passed five in favor and none against.*

**IV. APPROVAL OF MINUTES (June 9, 2016)**

*Mr. Cole moved to approve the June 9, 2016 minutes as presented. Mr. Collier seconded the motion which passed five in favor and none against.*

**V. 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.*

**VI. REGULAR BUSINESS**

**a. Certificate of Appropriateness**

**Application:** DRB-2016-32

**Applicant:** Witham Family Limited Partnership (Best Western Motel)

**Project Location:** 452 State Highway 3, Tax Map & Lot 208-089-000

**Proposed Project:** Installation of Sign.

*Michael Roix spoke in favor of the application. Mr. Roix explained the Best Western sign is a national rebranding effort. The plan is to install a new freestanding sign that has a smaller face and a lower profile and has a solid base. The sign face is going from 96 sq. ft. down to 31 sq. ft. in size.*

*The colors are generally dark blue, gray and white. While not necessarily compliant with the new LUO light limiting language the sign will generally be light limiting in nature. After some discussion Member Collier made a motion that the application be approved as submitted. Member Cole seconded the motion which was approved five in favor and none against.*

**b. Certificate of Appropriateness**

**Application:** DRB-2016-37

**Applicant:** Marc Dykstra (Every Day Joe's)

**Project Location:** 317 Main Street, Tax Map & Lot 108-074-000

**Proposed Project:** Installation of Awning with Signage.

*Marc Dykstra spoke in favor of the application. He indicated that the overall signage as presented is under the maximum allowed. The lighting was discussed. The incandescent bulbs are replaced with LED's that are 2,700K*

*Mr. Cole made a motion to approve the application as presented. Mr Collier seconded the motion which was approved five in favor and none against.*

**c. Certificate of Appropriateness**

**Application:** DRB-2016-38

**Applicant:** William Hanscom (Coffee Cup Diner)

**Project Location:** 23 Cottage Street, Tax Map & Lot 104-137-000

**Proposed Project:** Installation of Signage

*As Mr. Hanscom was not present at that time a motion was made by Mr. Cole to table the item for this or the next agenda. Mr. Collier seconded the motion which was approved unanimously.*

*Subsequent to discussion of other agenda items this item was removed from the table as Mr. Hanscom was available.*

*Chair Sassaman discussed the proposed new sign with Mr. Hanscom and the Board agreed that the sign was a direct replacement of a sign with like dimensions and did not require Board review or approval. (A building permit is required).*

*Mr. Collier moved that the Design Review Certificate of Appropriateness was not applicable in this case. Mr. Cole seconded the motion which was approved unanimously.*

*(NOTE: It had been previously determined that the lighting of the Peekytoe did not require design review and that is why the item was removed from the agenda).*

**VII. OTHER BUSINESS**

**a. Handbook Discussion**

*The Board discussed how the photos that are collected would be stored and shared. It was suggested to use Drop Box which Erin would set up.*

**b. Submission Process discussion.**

*The Board briefly discussed the completeness review. It was suggested that if an application is not complete that staff would let the applicant know, wait for the submission to be provided and then set a new date.*

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

*The Board discussed violations of the Land Use Ordinance. They noted that there are circumstances where the violator is able to last to the end of the season as a scofflaw. Chair Sassaman suggested that the Board does not need hard copies of violation notices and that they be emailed only.*

**IX. ADJOURNMENT**

*Mr. Collier moved to adjourn the meeting at 5:32 pm. Ms. Early-Ward seconded the motion which was approved four in favor and none against.*

*Signed as approved:*

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**Erin Early Ward, Secretary  
Design Review Board, Town of Bar Harbor**

**Date**



**Town of Bar Harbor  
Design Review Board Application  
Certificate of Appropriateness**

DRB Application Number: DRB-16-40

Date: 7-1-2016

Map & Lot: 104-510

**GENERAL INFORMATION:**

**RECEIVED**

JUL 01 2016

Project Location:  
street address

112 MAIN ST, BAR HARBOR

**TOWN OF BAR HARBOR  
PLANNING/CODE ENFORCEMENT**

**APPLICANT INFORMATION**

Name: Patricia Ropp Address: 19 Wilcomb Ln.  
 City: Bar Harbor State: ME  
 Email: trish.ropp@yahoo.com  
 Phone: 266-4248

**PROPERTY OWNER INFORMATION**

Name: Same Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**ARCHITECT / ENGINEER / SIGN MAKER INFORMATION**

Name: Same Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**TYPE OF PROJECT**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Demolition or Relocation of Historic Building                     | <input checked="" type="checkbox"/> Changes to Exterior Appearance of Nonhistoric Building | <input type="checkbox"/> Installation or Changes in Outdoor Storage/Display/Vending Machines |
| <input type="checkbox"/> Changes to Exterior of Appearance of Historic Building            | <input type="checkbox"/> Installation or Changes in fences and freestanding walls          | <input type="checkbox"/> Seasonal Closure  |
| <input type="checkbox"/> Construction of New Building or Expansion of Nonhistoric Building | <input checked="" type="checkbox"/> Installation or Changes in Sign or Awning              |  |

- The purpose of design review is to provide for the regulation of building and site design within designated areas of the Town of Bar Harbor as proposed in the Town's adopted Comprehensive Plan.
- If the applicant for the project is not the building owner, the applicant must submit a Letter of Authorization from the property owner which states the applicant is approved to seek permits for the project.
- **Applicant shall submit 10 copies of the application and \$26 for review fees.**

**PLEASE BE ADVISED:** A building permit must be obtained prior to the installation of DRB or CEO approved signage. Contact the Code Enforcement Office with any questions regarding the building permit process at (207) 288-3329

Patricia Ropp  
Signature of Applicant

**Changes to the Exterior Appearance of Non-Historic Building**  
**Town of Bar Harbor**  
**Design Review Board**  
**Required Application Materials**  
**Section 125-114**

Detailed Project Description:

*Attached*

CLOSURE:  SEASONAL

[ ] OPEN YEAR ROUND

A complete application to the Design Review Board shall contain the following information:

| Submittals Required   | Provided |
|---|----------|
| Color photographs or photo simulations of the existing building or site showing all façades to be altered as seen from a public street.   | [ ]      |
| Color photographs or photo simulations of the buildings adjacent to the subject property.   | [ ]      |
| Detailed building plans drawn to scale showing the exterior of any new building or addition including elevation drawings of all façades that can be seen from a public street together with plans for all portions of the exterior of any existing building seen from a public street that are proposed to be modified. The drawings shall provide information on the various building details covered in the standards, such as roofing materials, siding, windows, doorways, detailing and trim, etc. | [ ]      |
| Details of all exterior materials, including type, color, and composition. Paint chips or product samples shall be provided for each proposed use.  | [ ]      |
| Details on the design, color, and location of lighting fixtures together with information on proposed lighting levels shall be provided for new exterior lighting or changes in exterior lighting seen from a public street.  | [ ]      |
| A pictorial exhibit showing the neighboring buildings within the block face identifying the existing patterns and relationships, including setbacks from the street, building heights, building scales, front façade proportions, window proportions, building spacing, and materials.  | [ ]      |
| <b>NOTE:</b><br><b>Applications are due seven days in advance of the next regularly scheduled Design Review Board meeting.</b><br><b>Applicants are strongly encouraged to hold a pre-application meeting with Planning or Code Enforcement staff.</b>  |          |

Patricia Ropp, 19 Wilcomb Ln. Bar Harbor

**Design Review Board Application for 112 main St Bar Harbor.**

1. Installation of 2 outdoor signs.
2. Installation of 3 window boxes and one roof box
3. Change color of building from lilac to Benjamin Moore *Blue*.

**1. Installation of 2 outdoor signs:**

Road frontage: 12 ft.

Total square feet of signage: 20 sq. ft.

Sign #1 to be attached flat to the building façade. Sign size 72"X24" (12sq. ft.) using screws.

Sign #2 to hang from a metal bracket, perpendicular to the building and street.  
Metal bracket.

Sign size 24" X48" (8 sq. ft.)

Triangular metal bracket to be fabricated from 1" diameter steel pipe with chains and appropriate hardware for holding the sign.

Bracket to be attached to building façade with appropriate size lag bolts.

Materials:

2" thick high-density urethane sign foam. The material is very strong yet lightweight.

Designs and lettering will be painted and carved.

Paint colors: *Benjamin Moore Blue*, *Audubon Russet*, and *Cameo White*.

Carved letters: 18KT gold leaf.

**2. Installation of Window 3 Boxes and 1 roof box.**

Three window boxes 7" high by 7" deep by the width of the windows to be attached to the window frames with appropriate hardware.

One roof box 12" high by 12" deep by the width of the building. To sit on the 18" wide top ledge of the building façade and be attached with appropriate hardware.

**3. Change paint color of building.**

Entire building to be painted Benjamin Moore *Blue*.

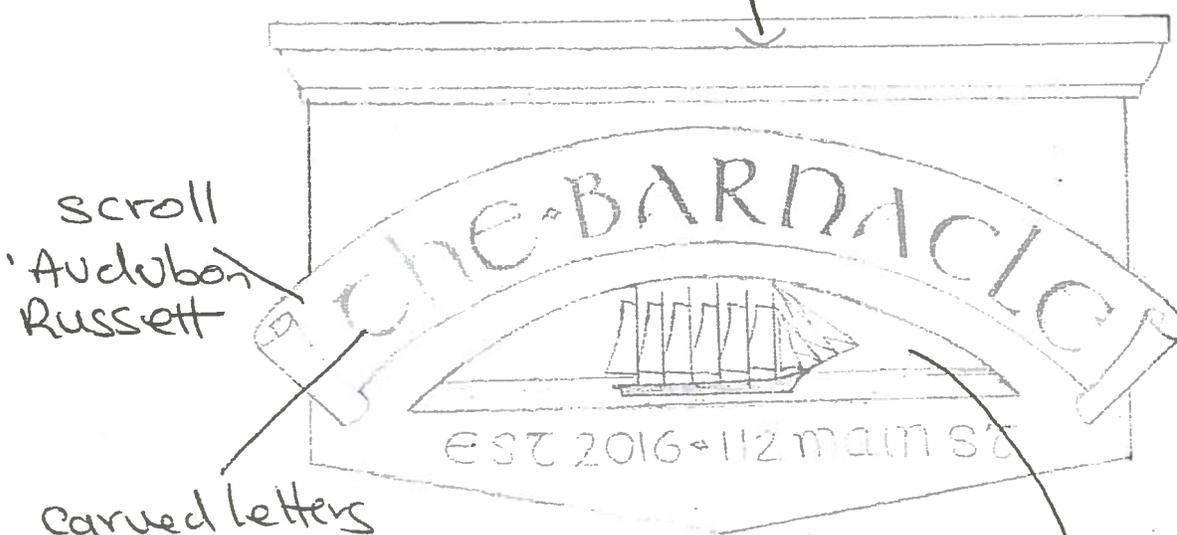
\* NOTE: Distance from curb to building is 8' 9"  
3 road road = 49.5'

Sign #1 - Benjamin Moore 'Audubon Russet'



carved letters 14K yellow gold leaf

Sign #2 - Benjamin Moore 'Blue'



scroll  
'Audubon  
Russett

carved letters  
14K yellow gold leaf

Benjamin Moore  
'Cameo white'  
'Audubon Russett  
Blue'



Roof Box

#2

Sign

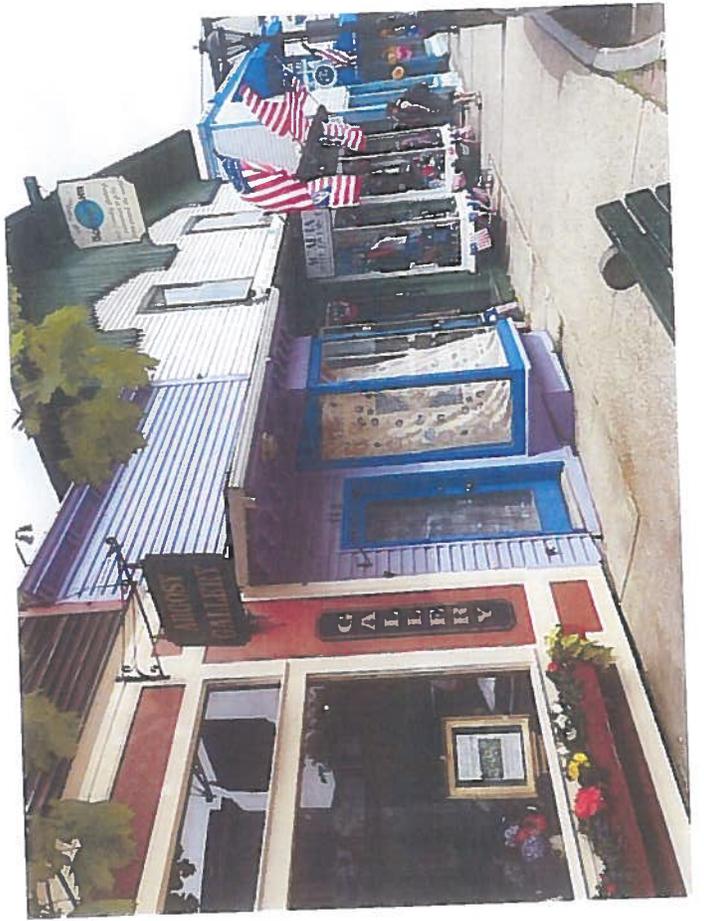
the  
BARNACLE

#1

Sign

Window boxes







**Town of Bar Harbor  
Design Review Board Application  
Certificate of Appropriateness**

DRB Application Number: DRB-16-41

Date: 7-6-2016

Map & Lot: 104-462

**RECEIVED**

JUL 06 2016

TOWN OF BAR HARBOR  
PLANNING/CODE ENFORCEMENT

**GENERAL INFORMATION:**

Project Location: 195 Main St.  
street address  
Bar Harbor, Me. 04609

**APPLICANT INFORMATION**

Name: Steve Parady Address: 195 Main St  
City: Bar Harbor State: Me  
Email: Steven.Parady@theFirst.com  
Phone: (207) 288-1275

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**ARCHITECT / ENGINEER / SIGN MAKER INFORMATION**

Name: Scott P. Craig Address: 103 Old Norway Dr.  
City: Bar Harbor State: Me.  
Email: Scott.Craig@jax.org  
Phone: (207) 356-1349

**TYPE OF PROJECT**

- |  |  |  |
|--|--|--|
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*Steve Parady*  
Signature of Applicant

Changes to the Exterior Appearance of Non-Historic Building  
 Town of Bar Harbor  
 Design Review Board  
 Required Application Materials  
 Section 125-114

Detailed Project Description: *We propose to construct a 3rd story 8'x12' pressure treated deck at 195 Main st. An existing window will be removed and a door installed. No other modifications are needed to existing buildings. There are no other buildings attached or directly adjacent to this building.*

CLOSURE:  SEASONAL                       OPEN YEAR ROUND

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Existing Building

3'-0"

NEW DOOR  
Replaces old  
window

11'-0" Existing Walkway  
in 2nd Floor

11'-0"

12'-0"

5'-0" Top Rail

2" x 6" Plywood

1/2" Plywood

2" x 6" Top Board

2" x 8" Double Beam

2" x 8" Triple Beam

2" x 8" Top Board



1/2"

Construction Notes

Pressure-treated wood

over all size 5' Deep 12' wide

ties into existing 2nd Floor Walkway

Uses triple-2"x6" vertical beam

with 2"x4" edge caps

One window removed, 3'-0"-6"

Door installed

Scale 1/4" = 1'





### Google Maps ME-3

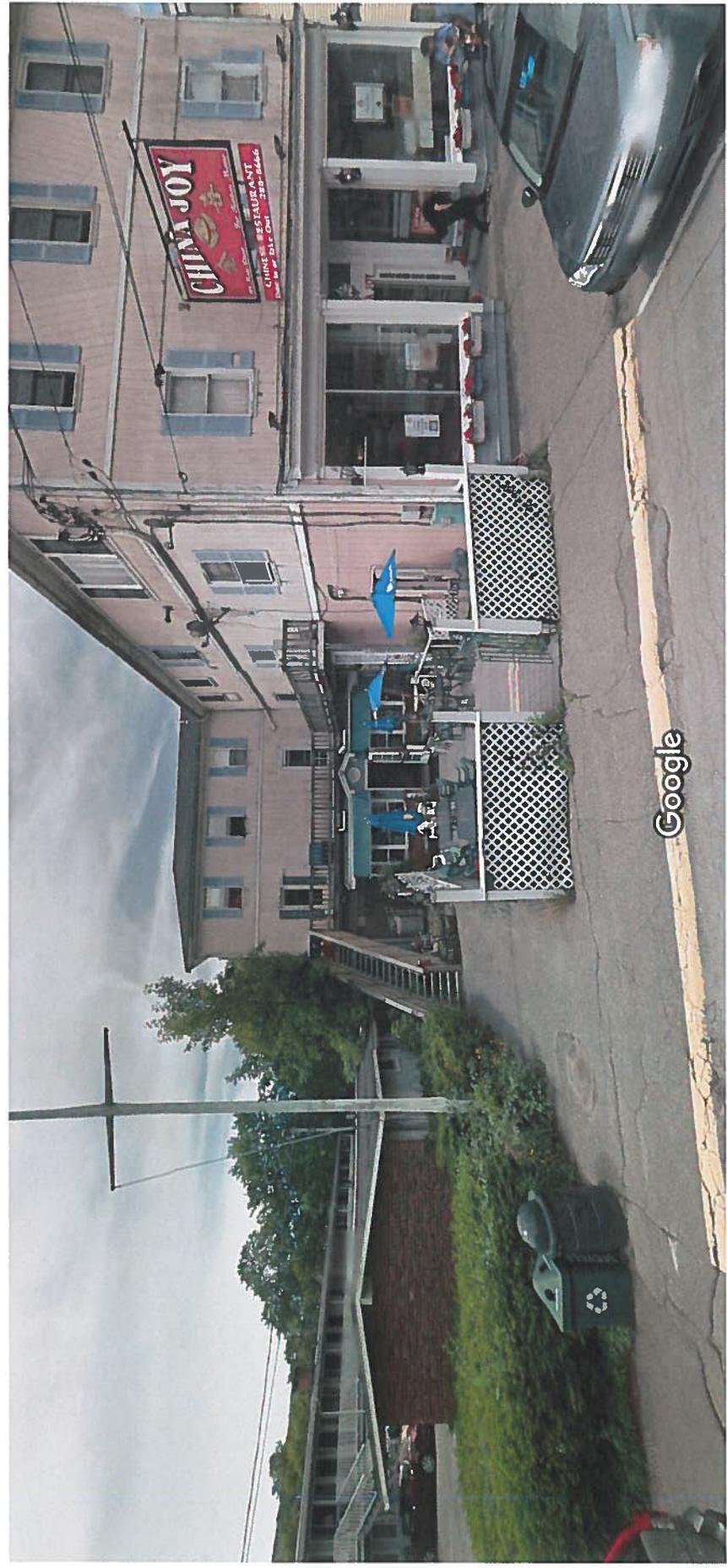


Image capture: Jul 2011 © 2016 Google

Bar Harbor, Maine

Street View - Jul 2011



# Google Maps ME-3

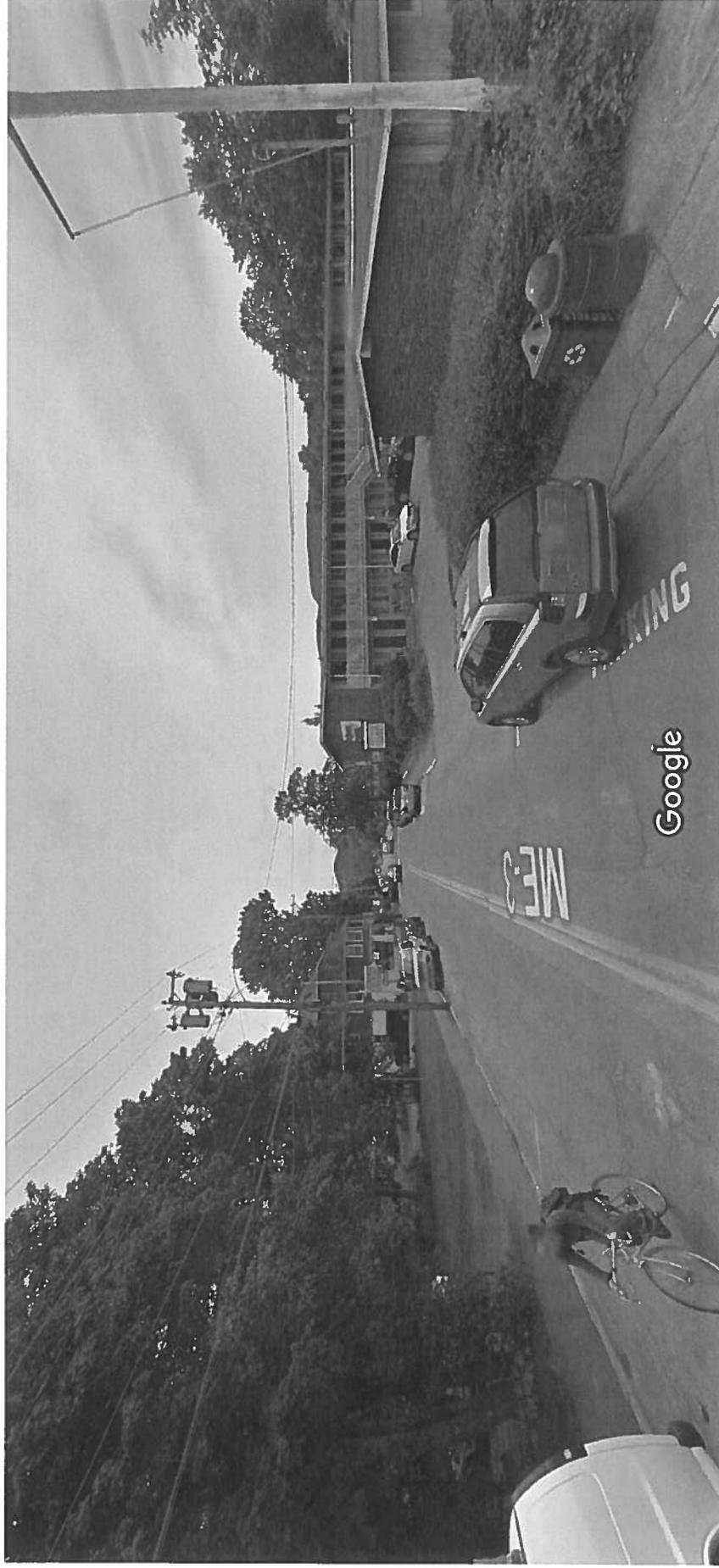
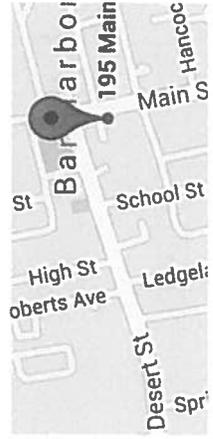


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Bar Harbor, Maine

Street View - Jul 2011



# Google Maps ME-3

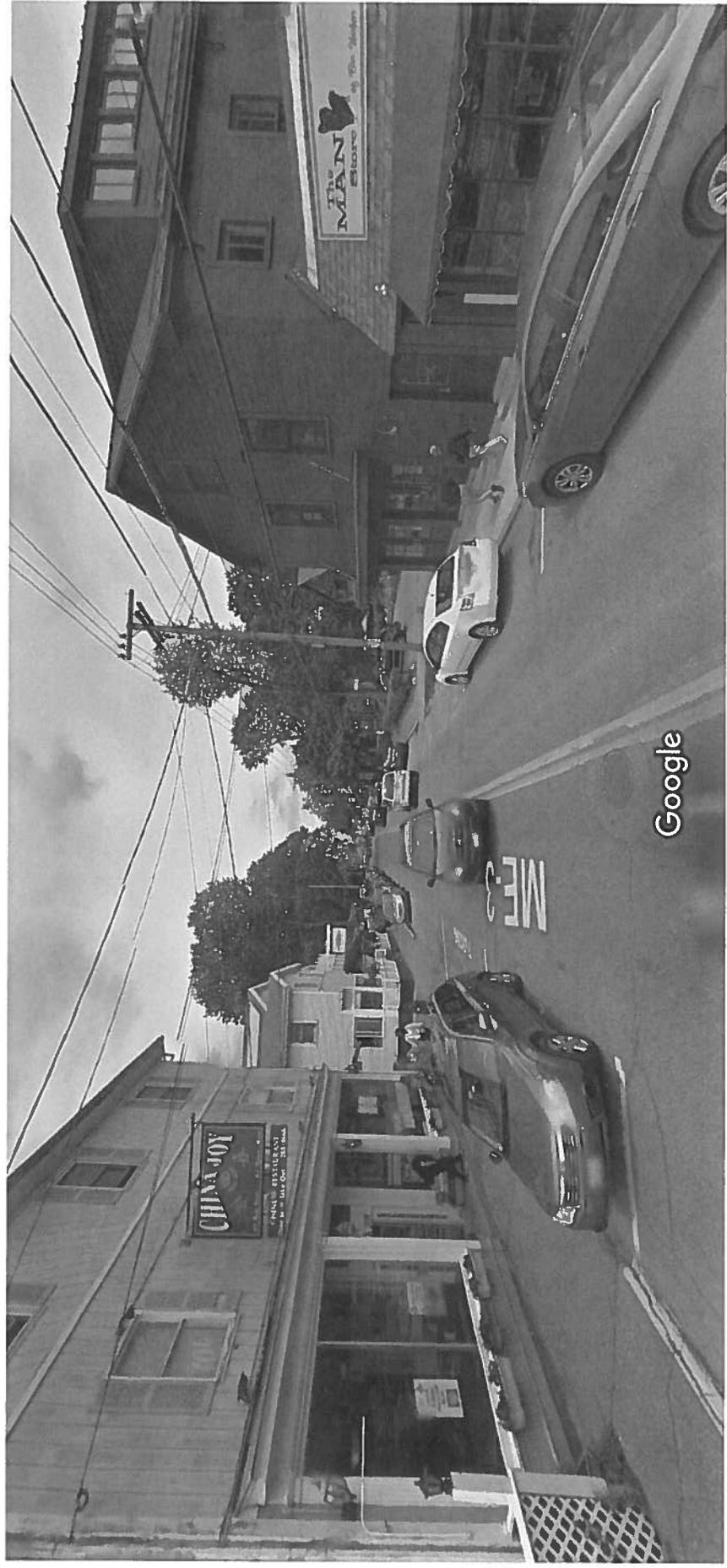


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Bar Harbor, Maine

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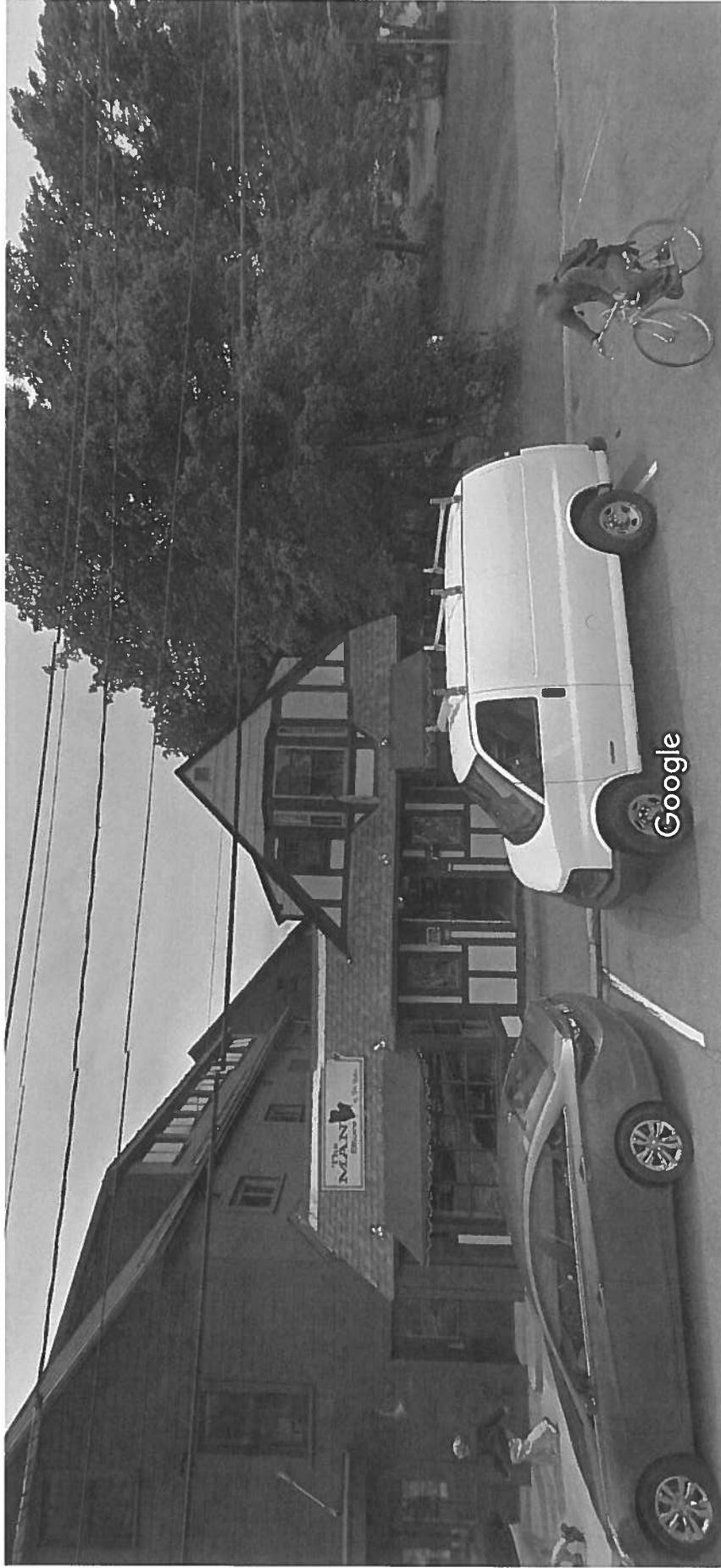


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Bar Harbor, Maine

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