Minutes
Design Review Board
Thursday, June 9, 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. Ms. Early-Ward seconded the motion which passed five in favor and none against.

IV. APPROVAL OF MINUTES (May 26, 2016)

Mr. Cole moved to approve the May 26, 2016 minutes. Mr. Demers 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

VII. Certificate of Appropriateness

a. **Application:** DRB-2016-32 (Previously Tabled)
Applicant: Cynthia Bridges (Peekytoe)
Project Location: 244 Main Street, Tax Map & Lot 104-484-000
Proposed Project: Landscaping, Lighting and Changes to exterior of Non-Historic Building.

Mr. Collier requested to be recused on this item.

Ms. Sassaman made a motion to recuse Member Collier and Mr. Cole seconded the motion which was passed four in favor and none against.

Chair Sassaman removed the item from the table and asked for the applicant to comment on the changes to the submission.

Cynthia Bridges and Perry Moore spoke in favor of the application. Mr. Moore explained the plan is to build a fence along the concrete wall that would serve as both a decorative and functional role. The fence would take design and color cues from the front of the restaurant. The stairs to the front of the building would be reconstructed and would be shorter in distance so that a landing can be established at the foot of the steps which will allow access to both sides of the front landscaped area. An iron pipe railing is proposed for the steps.

The steps would be about 4 feet wide. There would be lattice on the sides of the steps to hide the sides.

The Board discussed details about the proposed fence with regard to the height and materials proposed.

Lighting is proposed to be moved to the top of the sign with the same lights which was discussed.

Proposed plantings and hardscape was discussed.

Chair Sassaman discussed the amount of signage for approval noting that the it can all be approved after the fact as shown in the photos.

Mr. Cole moved to approve the application with the noted provision that the signage also be approved as it exists. Mr. Demers seconded the motion which was approved four in favor and none against.

VIII. OTHER BUSINESS

a. Handbook Discussion

The Board discussed the Handbook regarding photographs that should be taken. It was noted that after the meeting that the list of sites would be sent to the Board (attached).

b. Submission Process discussion.

The Board briefly discussed the submission process noting that Mr. Collier had made some comments in his email. Generally he was of the opinion that the there be a firm date at which either the application is considered by staff to be complete or the item not proceed to the Board.

IX. BOARD MEMBER COMMENTS AND SUGGESTIONS FOR THE NEXT AGENDA

None noted.

X. ADJOURNMENT

Mr. Demers moved to adjourn the meeting at 5:04 pm. Mr. Cole seconded the motion which was approved four in favor and none against.

Signed as approved:

6/23/2016

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