Minutes
Design Review Board
Thursday, June 23, 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:

7/14/2016

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