

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

**I. ELECTION OF OFFICERS**

*Planning Director Bob Osborne explained that the Charter requires election of officers at the first meeting in July. He asked the Board if there were nominations for Chair.*

*Emily Dwyer nominated Barbara Sassaman for Chair. There were no other nominations. The Board voted five in favor and none against the motion to move the nomination of Barbara Sassaman for Chair of the Design Review Board.*

*Chair Sassaman asked if there were nominations for Vice Chair. James Collier nominated Steve Demers for Vice Chair. There were no other nominations. The Board voted five in favor and none against the motion to move the nomination of Steve Demers for Vice Chair of the Design Review Board.*

*Chair Sassaman nominated Erin Early-Ward for Secretary. There were no other nominations. The Board voted five in favor and none against the motion to move the nomination of Erin Early-Ward for secretary of the Design Review Board.*

**II. CALL TO ORDER**

*The meeting was called to order at 4:03 P.M. Members present: Barbara Sassaman, Chair; Erin Early Ward, Secretary; James Collier, Member; Emily Dwyer, Member and Pancho Cole, Member. Also in attendance was Bob Osborne, Planning Director.*

**III. EXCUSED ABSENCES** *(Steve Demers)*

**IV. ADOPTION OF THE AGENDA**

*Mr. Collier moved to adopt the agenda. Mr. Cole seconded the motion which passed five in favor and none against.*

**V. APPROVAL OF MINUTES (June 26, 2016)**

*Mr. Cole moved to approve the June 26, 2016 minutes as presented. Mr. Collier seconded the motion which passed four in favor and none against with one abstention.*

**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-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.

*Patricia Ropp spoke in favor of the application. She explained that the building is located next door the Hemporium. There was some explanation about the colors selected for the building and the signs and flower boxes proposed. It was noted that the flower boxes would be taken in for the winter.*

*Mr. Cole moved that the application be approved as submitted. Member Dwyer seconded the motion which was approved five in favor and none against.*

**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.

*Scott Craig spoke representing the application. He explained that a new deck is proposed at a second story level to construct a 12 ft. by 8 ft. deck. The materials would be pressure treated per the drawing.*

*Chair Sassaman stated that the new door that serves the deck will require an exterior light and indicated that it must be less than 100 watts and downcast.*

*After some discussion it was suggested that the application be amended to allow both decks to be painted white in color.*

*There was some discussion that the railing must be fully code compliant.*

*Mr. Cole moved that the application be approved as submitted and the approval would allow that the decks can be painted white. Mr. Collier seconded the motion which was approved unanimously.*

**VIII. OTHER BUSINESS**

**a. Handbook Discussion**

*Ms. Early-Ward indicated that she has collected the photos on a CD and had it with her. She provided it to staff to have a copy at the Town Office.*

**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.*

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

*The Board discussed that at the next meeting they would discuss a draft letter to the Town Council that would exhort them to address violations to the Land Use Ordinance as they relate to Certificate of Appropriateness questions.*

*The Board also asked staff to contact the Town Attorney to see if he is aware of how municipalities address seasonal closings and minor violations. Is there an expedited process in other seasonal towns?*

**X. ADJOURNMENT**

*Ms. Early-Ward moved to adjourn the meeting at 5:22 pm. Mr. Cole seconded the motion which was approved five in favor and none against.*

*Signed as approved:*



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

8-4-2016

**Date**