

HOW TO PROCESS MINUTES

Once a set of minutes for any of the Boards or Committees have been approved, the following steps must be taken:

Once the minutes are signed:

- ___ Scan the signed original and save a PDF copy to the S drive in the preferred naming method. → Boards : Comm.
→ DRB
- ___ Give the original set of minutes to the Town Clerk for archiving. → 2019
→ Minutes
- ___ Copy the signed minutes to each relevant master binder/application. DRB-2019-01 DRB-2019-03
- ___ Post a copy of the signed minutes to the website in the appropriate Board/Committee section. DRB-2019-04

**Minutes
Design Review Board
February 14, 2019
Town Council Chambers – Municipal Building
93 Cottage Street
6:00 P.M.**

I. CALL TO ORDER

The meeting was called to order at 6:00 P.M. Members present: Barbara Sassaman, Chair; Peter Bono, Secretary; Andrew Geel, Member; and Steve Demers, Vice Chair.

Also present: Angela Chamberlain, Code Enforcement Officer.

II. EXCUSED ABSENCES

Mr. Cole was unexcused.

III. ADOPTION OF THE AGENDA

Mr. Demers moved to adopt the agenda as proposed. Mr. Geel seconded the motion and the Board voted 4-0 to approve the motion.

IV. APPROVAL OF MINUTES

a. January 10, 2019

Mr. Bono moved to approve the minutes of January 10, 2019 as prepared. Mr. Geel seconded the motion and the Board voted 4-0 to approve the motion.

V. PUBLIC COMMENT PERIOD

There was none.

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-2019-01

Applicant: Emily Damon for Island Star Take Away

Project Location: 1317 Route 102, 227-091-000

Proposed Project: Installation of New Signage

The applicant was not present. The Board requested that Staff contact the applicant and ask them to provide more information on the existing signage on the site. The Board noted that the signage plan appears to be outdated and lists signs and businesses that are not operating at this location anymore. They requested a map of the signs, an index of the signage, building names on the plan or some way to identify each building, and photos of the buildings from the street.

Ms. Sassaman moved to table the application to the February 28, 2019 meeting. Mr. Geel seconded the motion and the Board voted 4-0 to approve the motion.

b. Certificate of Appropriateness

Application: DRB-2019-02

Applicant: Diwas Thapa for Royal Spice, LLC

Project Location: 39 Rodick Street, 104-358-000

Proposed Project: Installation of New Signage, Changes in Fences, and Changes to the Exterior Façade of Nonhistoric Building

The applicant explained that the request was to install two new signs, replace the existing doors, add windows, install an awning, front deck, and add lighting.

The Board expressed concerns with the size and location of the hanging sign. They were concerned with how it would be installed and exactly where it would be placed and how the lights would illuminate it. The Board felt they needed more details. There were no concerns with the proposed wall sign.

Mr. Leo Doreika spoke as an abutter and expressed concerns with seating and lighting located in the rear of the building, adjacent to his home. The Board noted that they did not have jurisdiction over areas that are not visible from the public way.

Mr. Demers moved to approve the windows, door, fencing and deck railings, the deck, and the wall sign. The applicant would need to come back with another application for the hanging sign. Mr. Bono seconded the motion and the Board voted 4-0 to approve the motion.

c. Certificate of Appropriateness

Application: DRB-2019-03

Applicant: Sea Bags, LLC

Project Location: 119 Main Street, 104-402-000

Proposed Project: Installation of New Signage

The Board discussed the elevation of the sign from the sidewalk. The Board noted that all the existing signs were too low and did not meet the requirement that the signs be no less than 10' from the ground. It was noted that there was no lighting proposed and the sign would be installed on the existing bracket.

Mr. Geel moved to approve the application as proposed. Mr. Bono seconded the motion and the Board voted 4-0 to approve the motion.

d. Certificate of Appropriateness

Application: DRB-2019-04

Applicant: Will & Girl LLC, dba Salt and Steel

Project Location: 321 Main Street, 108-073-000

Proposed Project: Installation of New Signage

The applicant explained that the sign is going on the existing post where the prior sign was hanging. The lighting would remain the same. The Board discussed how the sign would be secured and if a safety wire was necessary.

Mr. Bono moved to approve the sign as submitted with the condition that the sign be securely mounted for safety with the option that the sign be removed in the winter, and any chains

must be removed as well, if any. The sign may have a steel surround on the edges. Mr. Geel seconded the motion and the Board voted 4-0 to approve the motion.

VIII. OTHER BUSINESS

a. Discussion of Appendix A

The consensus of the Board is to keep the boundaries of the Design Review Board overlay as proposed but to remove the Salisbury Cove Village and Halls Cove Village areas. The Board would like to include all historic buildings on Appendix A, and clarify the view from the water standard.

The Board would like to further discuss at the next meeting.

IX. BOARD MEMBER COMMENTS AND SUGGESTIONS FOR THE NEXT AGENDA

There was none.

X. ADJOURNMENT

Mr. Geel moved to adjourn the meeting at 7:26 P.M. Mr. Demers seconded the motion and the Board voted 4-0 to approve the motion.

Signed as approved:



Peter Bono, Secretary
Design Review Board, Town of Bar Harbor

2-28-19
Date