

**Minutes  
Design Review Board  
September 10, 2020 — 6:00 PM  
Town Council Chambers – Municipal Building  
93 Cottage Street**

Meeting was conducted remotely, via video (Zoom), due to COVID-19 (as authorized under the provisions of MRSA §403-A, approved by the Maine Legislature in March 2020 as part of LD 2167)

**I. CALL TO ORDER**

*The meeting was called to order at 6:01 P.M. Members present: Barbara Sassaman, Chairman; Andrew Geel, Vice-chairman; Peter Bono, Secretary; and Pancho Cole, Member. Three seats on the board are vacant at this time.*

*Staff present: Michele Gagnon, Planning Director; Angela Chamberlain, Code Enforcement Officer; and Steve Fuller, Assistant Planner.*

**II. EXCUSED ABSENCES**

*There were no absences.*

**III. ADOPTION OF THE AGENDA**

*Mr. Cole moved to adopt the agenda as presented. Vice-chairman Geel seconded the motion and the Board voted 4-0 on a roll-call vote to approve the motion.*

**IV. APPROVAL OF MINUTES**

- a. August 13, 2020 meeting*
- b. August 27, 2020 workshop*

*Assistant Planner Fuller apologized when he realized he had not sent these to the board members prior to the meeting. They will be moved forward to the next agenda, instead.*

**V. PUBLIC COMMENT**

*There was none. Assistant Planner Fuller noted for the record that his email address was included in the posted agenda as a means for any interested party to make comment.*

**VI. BUILDING PERMIT REMINDERS**

*Chairman Sassaman reminded applicants 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-2020-29 (Jesup Memorial Library)
  - Applicant:** Charles Saul
  - Owner:** Jesup Memorial Library
  - Project Location:** 34 Mount Desert Street (104-433-000)

**Proposed Project:** Changes to exterior appearance of historic building (install ramp from sidewalk to main building entrance to allow wheelchair access to building)

*Chairman Sassaman stated she was formerly a board member at the Jesup Memorial Library, and although she does not serve on the board any longer she still volunteers at the library. She asked the other board members if they felt she needed to recuse herself from reviewing this application.*

*Mr. Cole said there was no present conflict of interest and Vice-chairman Geel and Mr. Bono agreed — they had no objection to her participating in the review of the application.*

*Library Director Ruth Eveland and Chuck Saul, building maintenance, were present for the library. Ms. Eveland explained the old ramp, alongside the building, needed to be removed because it was contributing to a drainage problem. She said the library's expansion plan calls for handicap access to be through the planned addition, rather than through the historic part of the building. Therefore, she said, this will serve as a temporary ramp until such time as the addition and new, forever ramp are created.*

*She said there were several designs considered for this ramp. She apologized that this was coming to the board after the fact, as she was under the impression that someone else was going to be handling the permitting process.*

*Mr. Bono said he walked the ramp that afternoon and found it to be nice and wide and easy to use. He expressed concern that the adjacent steps were narrow, however. Ms. Eveland and Mr. Saul responded to his concern. Mr. Saul said there was some scaffolding in place at present, and that when that is removed the steps will be have a wider feeling.*

*Mr. Bono asked about the temporary nature of this ramp. Ms. Eveland said it will be used until the addition is built and ready for public access. She said if fundraising goals are met ground will be broken next year and the building ready the year after that (so in use for two years). Vice-chairman Geel said he would be inclined to approve the ramp for temporary use.*

*Ms. Eveland said when the ramp is complete there will be no ramp on the front of the building, which will be restored to its original design.*

*Mr. Bono moved to approve the application as submitted, which was seconded by Mr. Cole. The board then voted 3-1, on a roll-call vote, in favor of the motion (Vice-chairman Geel voted against the motion because he said he felt the word "temporary" should have been included somewhere).*

**b. Certificate of Appropriateness**

**Application:** DRB-2020-30 (116 Cottage Street dormer)

**Applicant:** Thomas Sargent

**Owner:** Sargent Properties, LLC

**Project Location:** 116 Cottage Street (104-161-000)

**Proposed Project:** Changes to exterior appearance of non-historic building (extend existing dormer 10', add egress window and replace asphalt shingles with metal roof)

*Thomas Sargent was present and explained what he is proposing to do as part of this application. He responded to specific questions from board members about directions and dimensions.*

*Mr. Bono said he had some questions. He asked about paneling on the existing dormer and the new dormer, and Mr. Sargent said he had limited options for depicting the siding clearly in his computer program. He said he would be coming back to the board at a later date for approval of siding and color choices on the building. Discussion continued.*

*Mr. Bono asked where the metal roof would be going. Mr. Sargent said it would be going on the dormer and the rest of the roof for the entire building, too. There was discussion on that point, too.*

*Chairman Sassaman asked about the windows, existing and proposed. Discussion followed.*

***Chairman Sassaman moved to approve the application as submitted with the following conditions: that the existing triple window, if it needs to be replaced, may be replaced by a triple unit of basically the same appearance; that the new window may be a double-hung window or a casement with a simulated double-hung look as required to meet egress code; and that the dormer will be sided with clapboard; and with metal roofing in the charcoal color that was shown on the application to cover the entire roof of the building. Mr. Cole seconded the motion, which then carried 4-0 on a roll-call vote.***

*Mr. Bono clarified that the clapboard siding was for the whole dormer, not just the newly expanded section. Chairman Sassaman confirmed that. Mr. Sargent promised he would not leave the old siding in place. Mr. Bono also clarified what portion of the building's roof would be covered by the metal roofing, and Chairman Sassaman said all of it. Mr. Geel asked about the color of the clapboard siding, and there was discussion about the hodgepodge of color and siding on the building. Mr. Sargent reiterated he intended to come back at a later date with an application and a plan for the whole building's exterior.*

#### **VIII. OTHER BUSINESS**

*None.*

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

*None..*

#### **X. ADJOURNMENT**

***At 6:24 PM, Chairman Sassaman moved to adjourn the meeting. Vice-chairman Geel seconded the motion, which then carried 4-0 on a roll-call vote.***

***Signed as approved:***



*10-9-20*

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

**Date**

***( Workshop notes follow on the next page → )***

**Workshop Notes  
Design Review Board  
September 10, 2020 — 6:25 PM  
Town Council Chambers – Municipal Building  
93 Cottage Street**

**Workshop was conducted remotely, via video (Zoom), due to COVID-19 (as authorized under the provisions of MRSA §403-A, approved by the Maine Legislature in March 2020 as part of LD 2167)**

**I. Discussion on lighting/sign requirements in Land Use Ordinance, with Phil Bolduc (president and owner of Neokraft Signs, Inc.)**

*Mr. Bolduc joined the board remotely, via Zoom, for its workshop session. Chairman Sassaman said he was invited because there were new types of lighting on the market that board members were not familiar with or well-versed on, and that the board wants Bar Harbor to keep its unique character and not look like "every other village in the United States."*

*Among the points raised during the workshop session that followed:*

- *Mr. Bolduc explained that halo lighting automatically involves making copy on the sign opaque, and further elaborated on the definition.*
- *Mr. Bolduc said he was concerned about the board's recommended 3,000K limit on lighting. He said it could "really mud up someone's colors," by putting the wrong hue on background colors. He said he likes between 4,500 and 6,000K.*
  - *Chairman Sassaman said the board is trying to maintain a uniform color in the village area, via the recommended 3,000K limit. She noted that limit is not in code at present.*
- *Mr. Bolduc noted that LED-lit signs today can have dimmable drivers, and brought down to a specific lumen level.*
- *Mr. Bolduc suggested putting a limit on the distance light can emit from the face of a sign. He said he would look to control the amount of lumens, and not necessarily the color.*
  - *He suggested looking at codes for parking lot lighting or banks, as a guide. He said that would strike a good balance between protecting public safety and preserving dark skies.*
  - *Chairman Sassaman recalled the board had obtained a light meter previously, and that that could be used for this effort. Mr. Bolduc encouraged this.*
- *There was a discussion about diffusing light and how that can be done (i.e., vinyl layers, etc.)*
- *Mr. Bolduc said the board should also be concerned about lux, the amount of light at the armature itself.*
- *Chairman Sassaman asked how the requirements of the dark-sky ordinance can be met when halo lighting is being used. He said such light really does not emit upwards, generally.*
- *Mr. Bolduc said requiring signs to be dimmable, to certain standards, would be a great approach. He said putting in a dimmable power source up front is cost-effective for applicants.*
- *There was a discussion about the specific dimensions and construction of The Jackson Lab sign.*
- *Mr. Bono asked about pedestrian vs. vehicle signage (who the type of signage is aimed at). Mr. Bolduc said he thought the downtown area was very tasteful. He said he thoughts signs in that area should be allowed dimensional signs with external illumination (tasteful and ped-friendly).*
- *Mr. Cole asked about requiring variable color emitters on LED signs. Mr. Bolduc said it would be difficult and expensive. He said illumination is purchased by color temperature, and that dimmable controls are the secret.*
- *There was a discussion of the MDI Bio Lab sign and concerns board members have about it.*
- *Mr. Bolduc directed board members to his company's website, [neokraft.com](http://neokraft.com), for a gallery of images of work they have done for ideas and visuals.*

- *There was a discussion of signage at different business establishments in town.*
- *Mr. Bolduc reiterated the goal should not be to control light temperature, but rather to control how much light is emitted (and using a light meter to gauge that). "I think you satisfy a lot by making signs dimmable," he said, "because then you can dial it back."*
  - *"I think that gives you your best balance," he said. "They can't argue with your meter."*
- *Mr. Bolduc referred to Joe Ries, with International Lighting out of Peabody, Mass., for guidance on further light questions. Cell phone for Mr. Ries is (617) 459-8322.*
  - *"He's dealt with a lot of municipalities on lighting," said Mr. Bolduc.*
- *Mr. Bolduc said RBGWs (Red Blue Green and White) are becoming very popular, where lighting color can be changed with a handheld remote.*
- *Mr. Bolduc said there are a lot of cool substitutes coming out for neon (LED lights that are formable into characters, etc.)*
- *Mr. Bolduc said light wash and lumens are what the board needs to focus on and find a cap for.*
- *Mr. Geel said he was struggling with internally illuminated signs, especially in the downtown area. Mr. Bolduc said the board could restrict the downtown area to external lighting only.*
  - *Chairman Sassaman said there are nice examples of internally illuminated signs, and said the board doesn't want to stifle creativity.*
- *Mr. Bolduc summarized: non-illuminated backgrounds are key (keep the backgrounds opaque) and dimmable lights.*

*After Mr. Bolduc left the workshop, a little after 7 PM, Chairman Sassaman shared a proposed definition for neon lighting that included signs intended to simulate the appearance of neon signage (i.e., so-called "faux neon" LED signs).*

*There was then a brief discussion of proposed work on the cell phone antenna at the fire station, relating to information shared with board members earlier that day by email (after the Planning Department received the information). Board members were also sent several photos from Google Maps for reference. Board members expressed general dissatisfaction with the antenna, ideas on how it might be improved and a belief that the project would eventually need to come to the Design Review Board.*

*Planning Director Gagnon noted the interest at this point is the potential impact on designated historic places and/or structures. She said review by the Design Review Board is a separate matter. Chairman Sassaman said the last time a modification was made to the tower it should have come to the Design Review Board. Mr. Bono said it is definitely not in the character of the downtown area.*

*Assistant Planner Fuller suggested board members send written comment to him, which would then be put into one document and sent to the person who had initially requested comment. Discussion continued. Planning Director Gagnon stressed this request for comment is different than a review by the Design Review Board under town ordinances and criteria. There was discussion about what is in place presently, and how what is proposed here compares with that. Mr. Geel asked what would happen next in the process, and Planning Director Gagnon responded.*

*There was discussion whether a response should come from the board as a whole, or from individual members. Eventually, there was agreement for board members to send comments to Assistant Planner Fuller and then the next step could be evaluated.*

*Mr. Bono had a question about the photographs that were provided. Assistant Planner Fuller responded.*

*There was brief discussion of proposed language relating to lighting in the ordinance.*

*The workshop concluded at 7:34 PM.*