

**Minutes  
Design Review Board  
September 27, 2018  
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; Steve Demers, Vice-Chair; Francis "Pancho" Cole, Member; Peter Bono, Secretary; and Andrew Geel, Member.*

*Town staff present: Janna Richards, Planning Director.*

**II. EXCUSED ABSENCES**

*There were no excused absences.*

**III. ADOPTION OF THE AGENDA**

*Mr. Cole moved to adopt the agenda as submitted. Mr. Demers seconded the motion and the Board voted 5-0 to approve the motion.*

**IV. APPROVAL OF MINUTES**

**a. September 13, 2018**

*Ms. Sassaman noted modifications to be made to the draft minutes. Mr. Geel moved to accept the minutes with the changes as recommended by Ms. Sassaman. Mr. Demers seconded the motion and the Board voted 4-0-1 to approve the minutes.*

**V. PUBLIC COMMENT PERIOD**

*There was none.*

**VI. BUILDING PERMIT REMINDERS**

*Since there were no applicants present, the Chair waited until the end of agenda item 7b to remind 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-2018-35

**Applicant:** Sign Services Inc

**Project Location:** 1513 State Highway 102

**Proposed Project:** Installation or changes in sign or awning

*The Board concluded that they could consider and act on this application without an applicant's representative present. The Board discussed the project and, with no questions*

for the applicant or concerns, Mr. Cole moved to accept the application as submitted. Mr. Demers seconded the motion and the Board voted 5-0 to approve the motion.

**b. Continuation - Certificate of Appropriateness**

**Application:** DRB-2018-32

**Applicant:** Brian Shaw for APTO Holding, LLC

**Project Location:** 67 Cottage Street, Tax Map 104, Lot 092

**Proposed Project:** Changes to exterior appearance of historic building & Installation of freestanding wall

*Ms. Parks, the owner of the building, was present to represent herself. She brought an updated set of drawings to the meeting; however, she realized one of the elevations was not correctly printed. The Board was still able to understand the proposed changes to the windows based on the updated floor plans. The Board and the applicant discussed the proposed changes to the windows on the north elevation and west elevation. Ms. Sassaman stated that the building is visually compatible and that the materials being used are similar to the existing building.*

*Mr. Bono raised concern about the width of the smaller windows in comparison to the width of the larger windows and the Board discussed this concern as well as other details of the proposed windows further. Mr. Bono raised concern that the updated north elevation was not provided for the Board to review and consider. Ms. Parks agreed to bring the updated north elevation to the Planning Department to be included in the record. Mr. Cole reiterated that the floor plans provided help to visualize the proposed windows. Mr. Geel stated that it appears the windows on the north elevation meet the wall to glass ratio required by the ordinance.*

*The Board reviewed the proposed retaining wall and determined that the grey color would be appropriate.*

*Mr. Demers moved to accept the application as submitted with the understanding that the two windows on the northwestern side of the north wall will be in alignment with each other and align at the top with the other windows on the same floor, that it is the owner's option to choose the two or the four-light smaller windows, and that the retaining wall be the grey color concrete. Mr. Cole seconded the motion and the Board voted 3-2 to approve the motion.*

*Mr. Geel made a comment for the record that the reason he voted opposed was because the north elevation schematic was not provided and that he could not vote on something that he did not have in front of him. Mr. Bono stated that was his reasoning as well as he viewed the application incomplete without the elevation submitted.*

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

*Ms. Richards indicated that she would make changes to the draft ordinance amendment based on the Board's workshop and provide that to the Board for further review. She also noted that she would provide the Board with the schedule and process for moving the draft ordinance to the June 2019 Town Meeting. Ms. Sassaman also mentioned that the Board would need to continue work on the Design Review Handbook. Mr. Geel asked to be informed about if the Planning Board chooses to make changes to definitions as they relate to bed and breakfasts and transient accommodations. Mr. Bono noted that he would not be able to attend the October 11, 2018 meeting.*

**IX. ADJOURNMENT**

*Mr. Cole moved to adjourn the meeting at 6:55 P.M. Mr. Bono seconded the motion and the Board voted 5-0 to approve the motion.*

**Signed as approved:**



*10-25-18*

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

**Date**