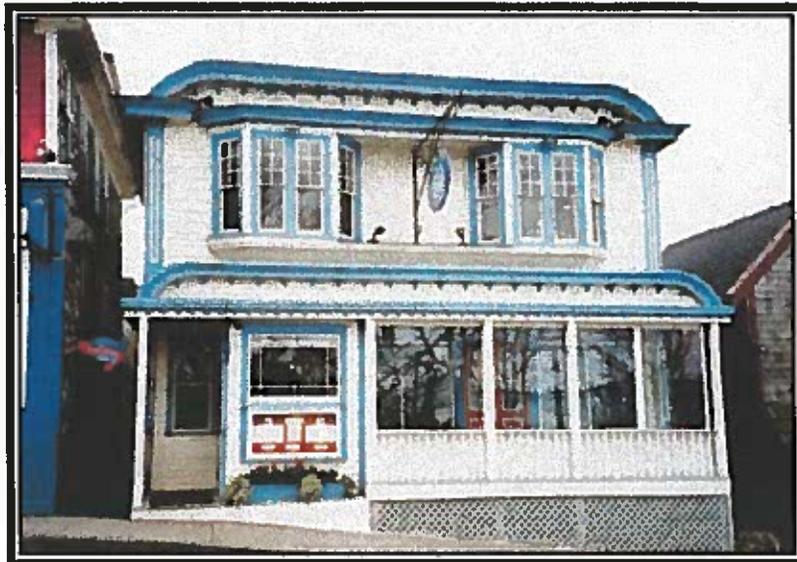


Draft May, 2000

**THE DESIGN REVIEW HANDBOOK
OF
THE TOWN OF BAR HARBOR, MAINE**



Prepared By:

The Design Review Board

Adopted:

THE DESIGN REVIEW HANDBOOK OF THE TOWN OF BAR HARBOR, MAINE

I. OVERVIEW OF THE HANDBOOK

Section 15.13 of the Land Use and Zoning Ordinance requires that projects that change the exterior appearance of a nonresidential building in the Design Review Overlay District and that can be seen from a public street not be undertaken until a "Certificate of Appropriateness" has been approved by the Design Review Board. Section 15.13 sets out the standards that must be met for the Board to approve a project.

The Design Review Board prepared this handbook to help Board members, applicants, and the general public understand the type of design that is appropriate within the Design Review Overlay District. The handbook is intended to be a guide; it does not replace the ordinance. Hopefully, it will allow people involved with design review to better understand the review process and what the Board and community believe is appropriate design within the designated area.

The following sections explain when design review is required, how design review fits in with the other requirements of the Town, the review process that the Board will follow, the materials that have to be submitted and the standards that must be met.

In addition, there is a series of pictures that shows examples of "good design" in Bar Harbor. These pictures are provided as examples of how the various standards can be met. The Town and the Board do not expect that proposals will imitate the examples or try to mimic the designs shown. Each location and building is unique and "appropriate" design elements must be selected for each situation. In addition to the examples included in this handbook, the Town Planner and Town Clerk maintain a file of examples of existing historic buildings and historical architectural styles that reflect the architectural and visual character that the Town is striving to retain and promote.

II. THE OBJECTIVE OF DESIGN REVIEW

It is the intention of the Town that the design standards will allow a variety of architectural styles and treatments to occur within the Overlay District but that the sum of the individual decisions will result in a visually harmonious environment that preserves and enhances the historic character of Bar Harbor Village. The examples provided in this handbook reflect the quality of design that the Board and community believes is consistent with the standards of the ordinance.

III. PROJECTS REQUIRING DESIGN REVIEW

In general, all projects that change the exterior appearance of a nonresidential building in the Design Review Overlay District and that can be seen from a public street require design review. This includes renovations, signs, lighting, outside storage or display, and seasonal closure activities. In addition, all exterior changes to historic buildings must be reviewed. Section 15.13.03.02 of the Land Use Ordinance spells out exactly what projects require design review. If you are uncertain as to whether design review is required, you should check with the Town Planner or Code Enforcement Officer before starting the project or making any commitments.

IV. COORDINATION WITH OTHER REQUIREMENTS, APPROVALS, AND PERMITS

Many of the activities for which a Certificate of Appropriateness is required also require other approvals and/or permits from the Town. Obtaining a Certificate of Appropriateness or approval from the Design Review Board does not relieve the applicant of the need to comply with the other regulations of the Town and State and to obtain all necessary permits and approvals. This section identifies some of the other permits or approvals that may be required and how they are coordinated with obtaining a Certificate of Appropriateness. The following listing is not exhaustive and an applicant is responsible for complying with all relevant requirements. Each applicant should review his/her individual situation with the Code Enforcement Officer or Town Planner to determine what permits and approvals are necessary.

A. Building, Electrical, Plumbing, and Fire Protection Codes and Permits

Many of the activities covered by design review are regulated by other codes including the BOCA Code, the National Electrical Code, the Maine State Plumbing Code, NFPA Life Safety 101 Code, and other NFPA fire protection codes. These codes will require that the applicant obtain building, electrical, plumbing and/or other permits and approvals prior to starting the work. Prior to preparing an application for a Certificate of Appropriateness, the applicant should meet with the Code Enforcement Officer to determine what requirements apply to his/her situation. The improvements proposed in the application should conform to these requirements. If the Board votes to issue a Certificate of Appropriateness, the applicant is responsible for obtaining the other necessary permits and approvals from the Code Enforcement Officer. The materials submitted for design review and any conditions imposed by the Board will be incorporated into the building permit for the project.

B. Zoning and Land Use Requirements

Other sections of the Town's Land Use Ordinance (Section 15 of the Code of Ordinances) regulate the use of property and development within the Town of Bar Harbor. The design review requirements are part of this section and impose additional requirements on activities within the

designated Design Review Overlay District. All activities subject to design review must be consistent with all of the requirements of the Land Use Code. Therefore, prior to preparing an application for a Certificate of Appropriateness, the applicant should review the Land Use Code and/or meet with the Town Planner or Code Enforcement Officer to determine the zoning requirements and other standards that apply to their situation. The improvements proposed in the application for a Certificate of Appropriateness should conform to the requirements of the Land Use Code including the design standards. The Design Review Board cannot approve applications that do not conform to the zoning and other requirements nor can the Board alter or waive these other requirements.

C. Site Plan Review

The Design Review and Site Plan Review requirements deal with different aspects of a project. Some of the activities subject to design review may also require that the applicant obtain site plan approval from the Planning Board. These include the construction of a new building, projects involving the expansion or renovation of an existing building, and situations in which the use of the building is being changed.

Prior to preparing an application for a Certificate of Appropriateness, the applicant should review the Land Use Code and/or meet with the Town Planner to determine if site plan approval is required in addition to design review. If site plan review is also required, the applicant may submit concurrent applications to the two Boards and may request that the two applications be reviewed concurrently.

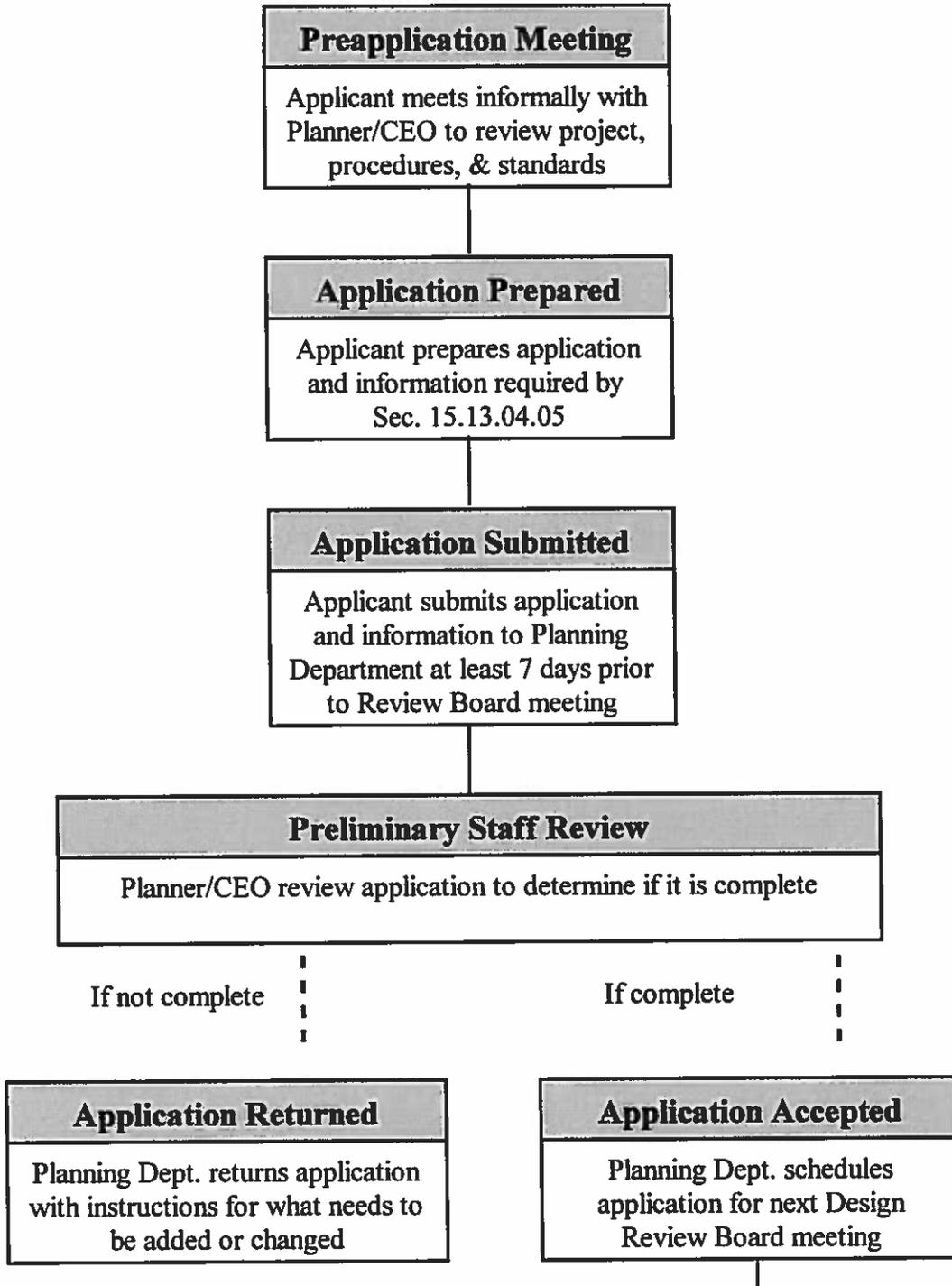
The application for design review must be consistent with the activities and design submitted as part of the site plan review application. If either Board's review and approval of the plan results in revisions or conditions which affect aspects of the project subject to the other board's review, both the applications must be modified accordingly. Projects subject to both design review and site plan review must comply with both approvals and any conditions imposed as part of the approvals.

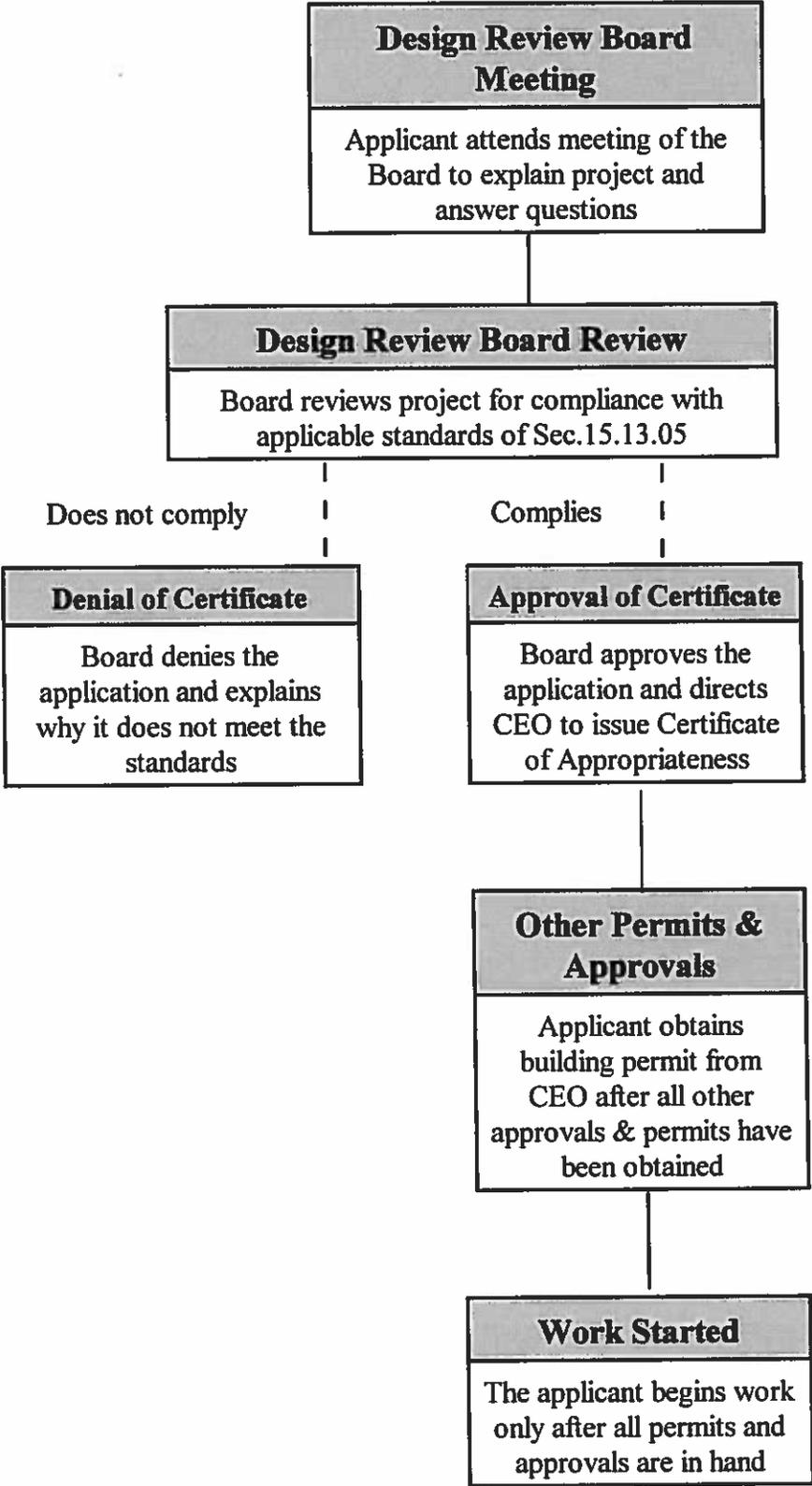
V. THE DESIGN REVIEW PROCESS

Section 15.13.04 of the Land Use Ordinance sets out the process for obtaining design review for a project. If you are uncertain about what you need to do, what is covered by the review, or what information is required, you should meet with the Town Planner or Code Enforcement Officer for a preapplication meeting. This is an informal meeting to review what you are planning to do and to determine if review is required and, if so, what you will need to do. The Planner and CEO can be reached at 288-3329 during regular business hours to schedule a meeting.

The following chart outlines the design review process:

OVERVIEW OF THE DESIGN REVIEW PROCESS





VI. APPLICATION MATERIALS

The information that needs to be submitted to the Board varies depending on what is being proposed. Section 15.13.04.05 of the Land Use Ordinance shows what information needs to be submitted for each different type of project.

All applications must include the following:

- A completed application form (the form can be obtained from the Planning Department)
- Color photographs or photo simulations of the existing building showing all facades that will be altered
- Color photographs or photo simulations of the buildings that are next to your project.

In addition, you must submit the additional information required for the type of project you are doing as shown in Table 15.13.04.05 of the Land Use Ordinance. For example, if you are proposing to install a sign, you would need to submit the following additional information:

- Details of the materials to be used (Item 10 of submission requirements)
- Details on the lighting (Item 11)
- A scaled drawing, photo, or photo simulation showing the location of the sign in relation to the building (Item 16)
- A scaled drawing of each face of the sign showing the size, color, materials, design, and lettering (Item 17)
- Details of the sign mounting provisions (Item 18)

If you are unsure as to what information you need to submit with your application, you should review your project with the Town Planner or CEO who can help you decide what information is required.

It is important that the information accurately and completely describe what you are planning to do. Incomplete or inaccurate information can slow down the review of your application.

VII. DESIGN REVIEW STANDARDS

Section 15.13.05 of the Land Use Code sets out the standards that a project must meet to receive a Certificate of Appropriateness. The standards are divided into five areas or categories:

- ***Standards Relating to Visual Compatibility***
 - Building height
 - Building scale and design
 - Proportionality of the front or street facade
 - Proportionality of windows
 - Building spacing
 - Relationship of the building to the street
 - Pedestrian relationships and facilities
 - Motor vehicle facilities and services

Most of these standards deal with projects involving the construction of a new building, renovation or expansion of an existing building, or changes in the parking or site design.

- ***Standards for Materials and Design Details for Structural Projects***

These standards deal with projects that involve the structure of a building and apply to new construction, expansion, and renovations. These standards cover:

- Construction standards for siding, exterior finishes, windows, doors and doorways, roofing, trim, and entrances
- The relocation or demolition of a building
- The seasonal closure of a building

- ***Standards for Materials and Design Details for Accessory Projects***

These standards deal with projects that involve elements that are accessory to the building. These include:

- Awnings, canopies, and umbrellas
- Lighting
- Landscaping

- **Standards for Signs**

These standards deal with signs. They address the design and material of the sign. You should review these requirements carefully.

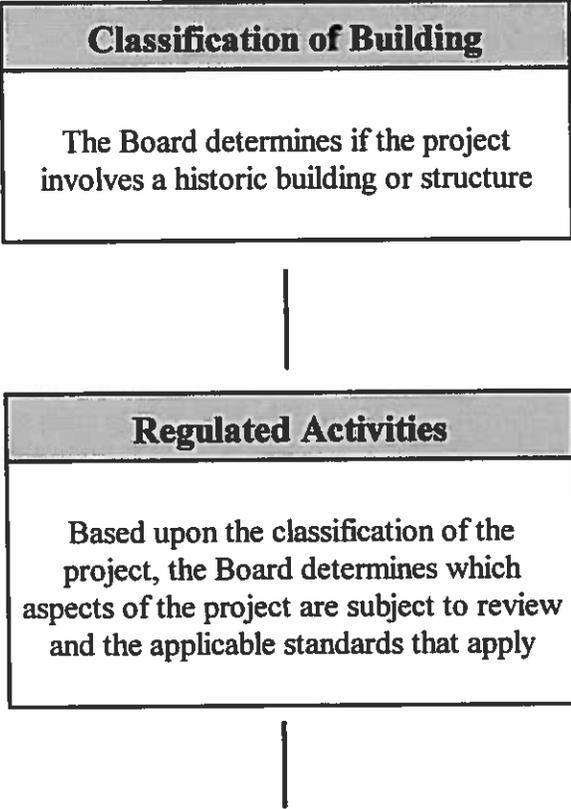
- **Standards for Historic Buildings**

These standards apply only to those buildings that are designated as historic. Appendix A of Chapter 15 of the Land Use Ordinance is a list of the designated historic buildings with the Design Review Overlay District.

Most projects that require design review will only have to address one or two of these areas. You should review the standards and determine which ones apply to your project. If you need help deciding what standards will apply, you should review your project with the Town Planner or CEO.

The following chart outlines the process the Design Review Board will use in determining if the project conforms to the design review standards:

**OVERVIEW OF BOARD REVIEW
FOR CONFORMANCE WITH STANDARDS**



Conformance with Visual Compatibility Standards

The Board determines if the project conforms to the applicable visual compatibility standards.

1. Building Height
2. Building Scale and Design
3. Proportionality of Front or Street Facade
4. Proportionality of Windows
5. Building Spacing
6. Relationship of Building to Street
7. Pedestrian Relationships and Facilities
8. Motor Vehicle Facilities and Services

Conformance with Materials and Design Standards for Structural Projects

If the project involves the actual structure of the building, the Board determines if the project conforms to the applicable material and design detail standards.

1. Construction
 - a. Siding
 - b. Exterior Finish
 - c. Windows
 - d. Doors & Doorways
 - e. Roofing
 - f. Trim
 - g. Entrances
2. Relocation / Demolition
3. Seasonal Closures

Conformance with Materials and Design Standards for Accessory Projects

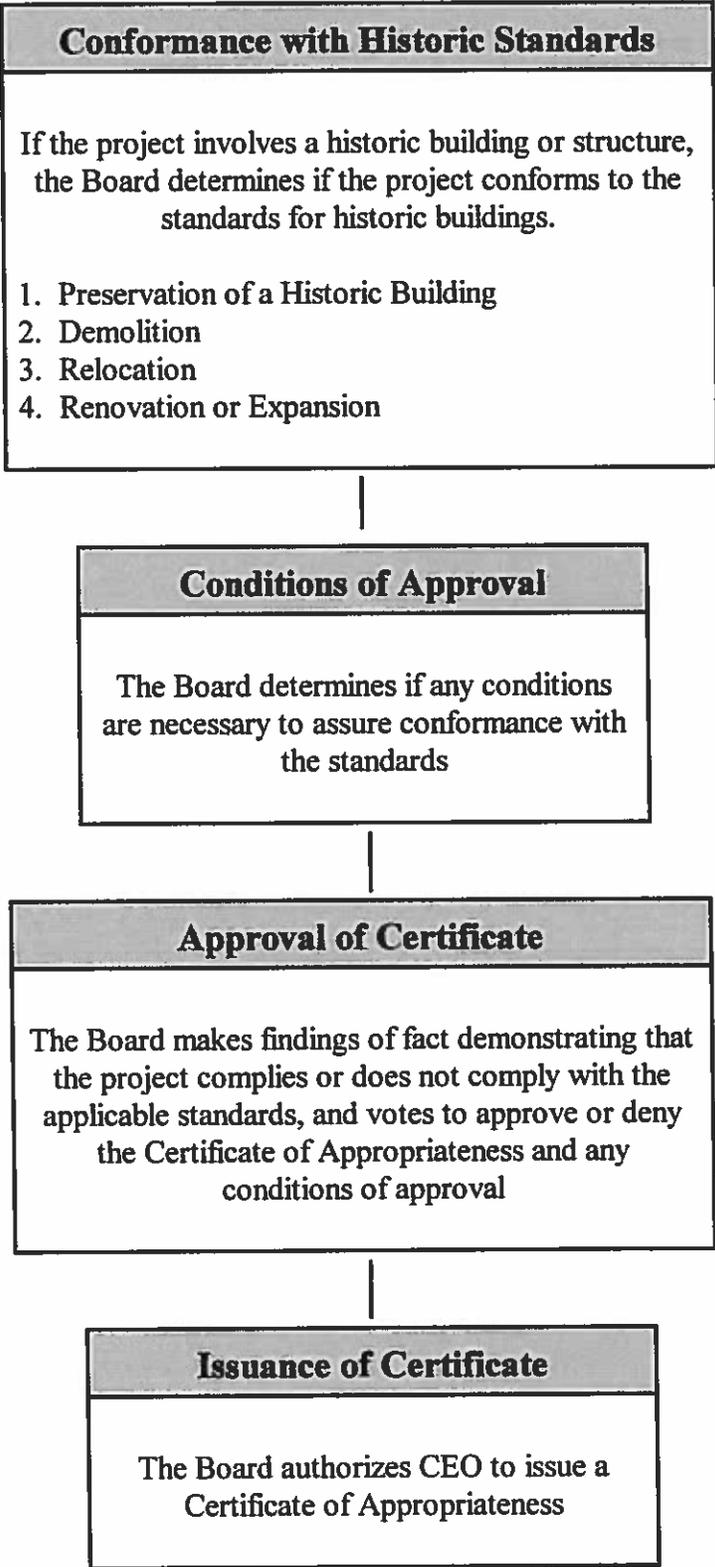
If the project involves accessory items the Board determines if the project conforms to the applicable material and design detail standards.

1. Awning, Canopies, Umbrellas
2. Outdoor Lighting
3. Landscaping

Conformance with Sign Standards

If the project involves the installation of a sign or changes to an existing sign, the Board determines if proposed sign or changes in existing sign conform to the additional standards for signs:

1. Maximum Sign Size
2. Sign Design
3. Sign Materials
4. Temporary Banners
5. Portable Signs
6. Sandwich Signs or Boards



VIII. EXAMPLES OF APPROPRIATE DESIGN

The following exhibits provide examples of the type of design that the Town and Design Review Board view as appropriate within the Design Review Overlay District. These examples are provided to help applicants understand the standards. They are not intended to be simply copied or replicated. Many types of design and many architectural styles are appropriate within the district. The keys to good design are assuring that the chosen style and design details are appropriate for the building and the site and are compatible with the overall visual environment of Bar Harbor Village.

For each exhibit, the positive features of the example are indicated. In some cases, it is a single feature; in others there are a number of positive features.

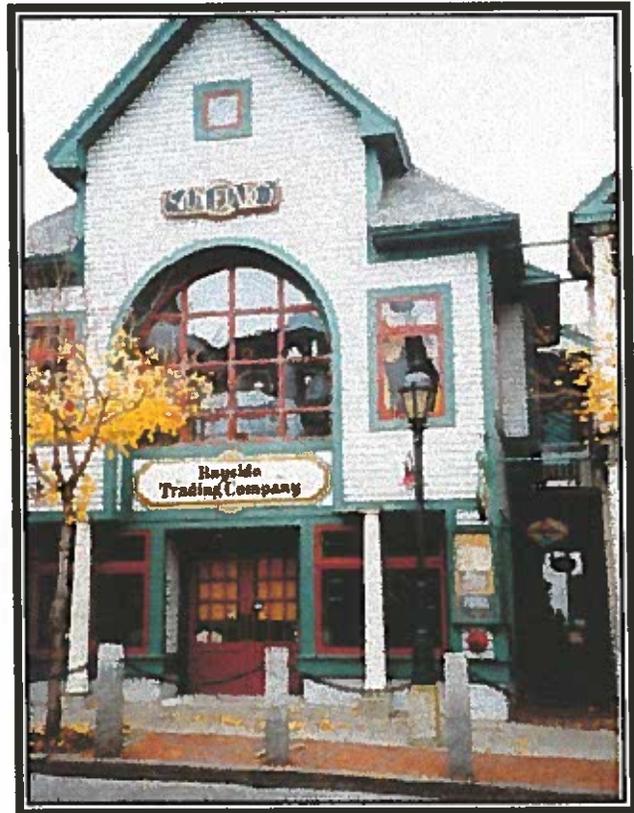
A. Overall Building Design and Treatment of Details

The examples in this section show buildings that exhibit a number of positive features that combine for an overall appropriate treatment.

Location: 53 Main Street
Map/Blk/Lot: 3-3-2 & 3-3-4

Positive Features:

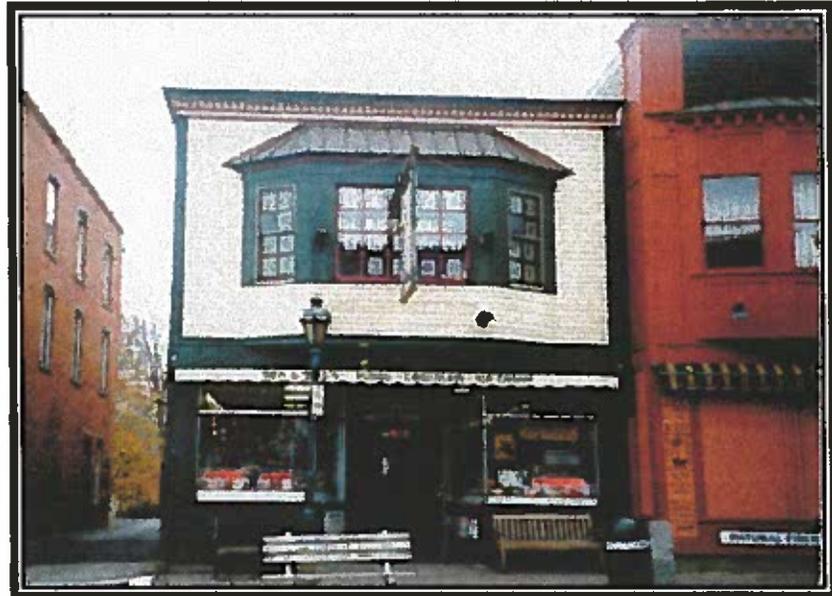
- Good example of a contemporary building / architecture that visually complements its Main Street location
- Design breaks up the facade into a number of small elements
- Appropriate use of color
- Coordination of signs of multiple tenants
- Appropriate lighting



Location: 66 Main Street
Map/Blk/Lot: 2-5-12

Positive Features:

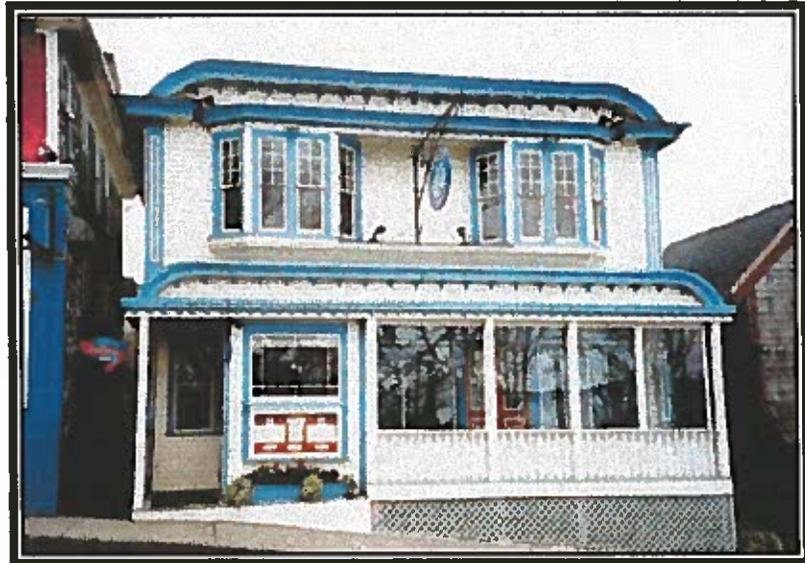
- Good example of the construction of a new building that is appropriate in scale and proportions
- Replicates the style of the building it replaced
- Appropriate architectural details



Location: 17 Main Street
Map/Blk/Lot: 3-3-8

Positive Features:

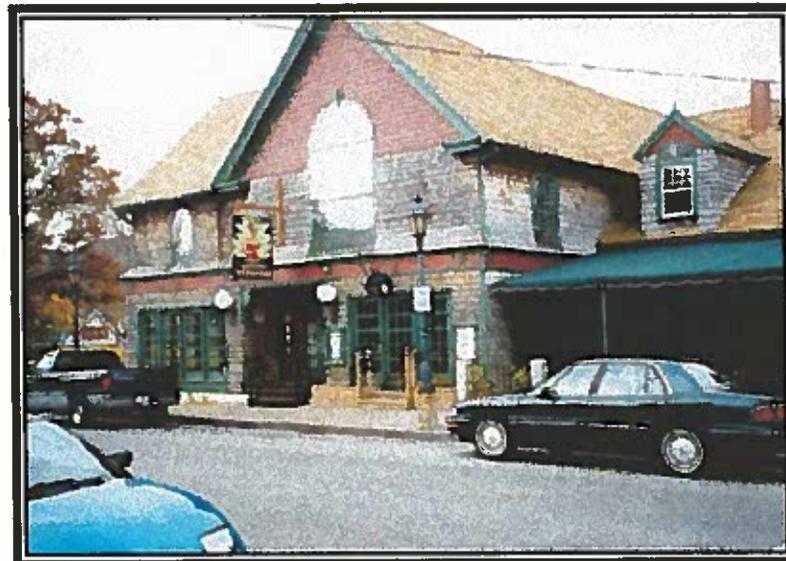
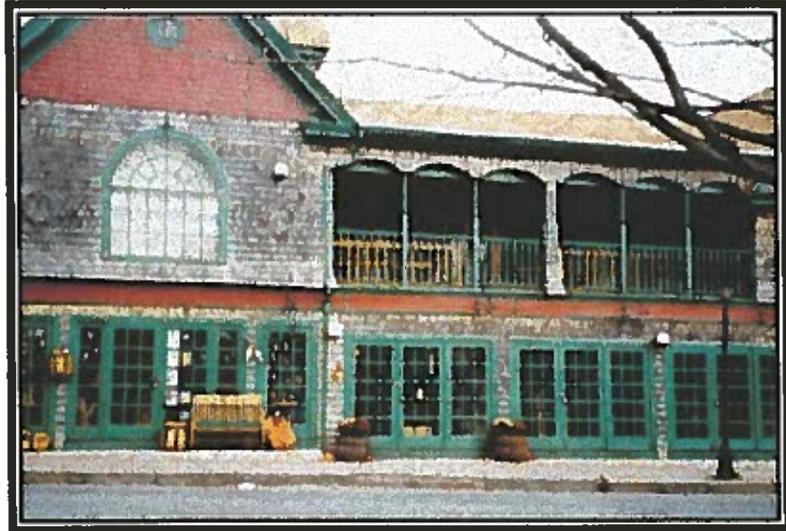
- Overall coordination of colors and details
- Appropriate colors
- Appropriate window treatment
- Appropriate exterior lighting
- Appropriate enclosure of porch
- Good example of menu display board



Location: 119 Main Street
Map/Blk/Lot: 3-2-1

Positive Features:

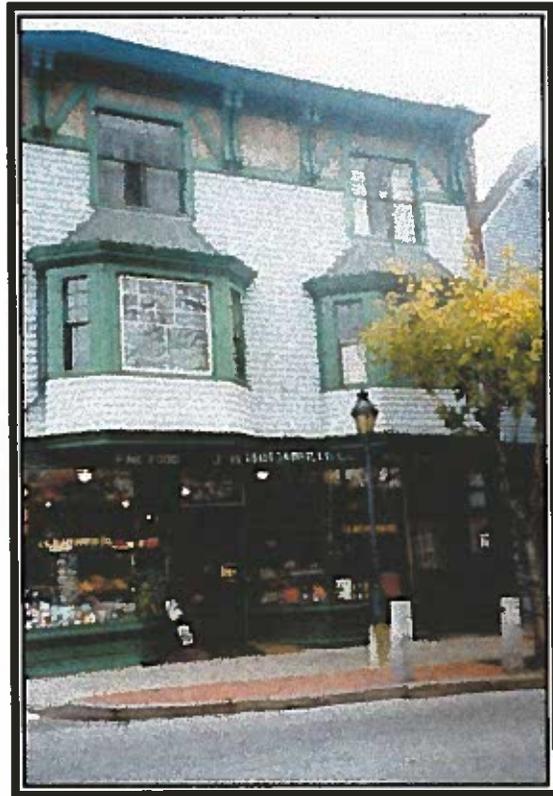
- Good example of appropriate architectural detailing
- Good example of appropriate renovation of older building
- Appropriate use of colors
- Appropriate outside lighting
- Good example of use of an awning that enhances the overall design
- Appropriate use of brick as a paving material
- Good treatment of windows



Location: 152 Main Street
Map/Blk/Lot: 2-3-13

Positive Features:

- Good historic architectural detailing
- Appropriate use of colors
- Good coordination of appropriate signs



Location: 29 Cottage Street
Map/Blk/Lot: 3-3-24

Positive Features:

- Good overall building design
- Appropriate architectural detailing
- Appropriate use of awning with lettering on valance



Location: 51 Rodick Street
Map/Blk/Lot: 3-12-2

Positive Features:

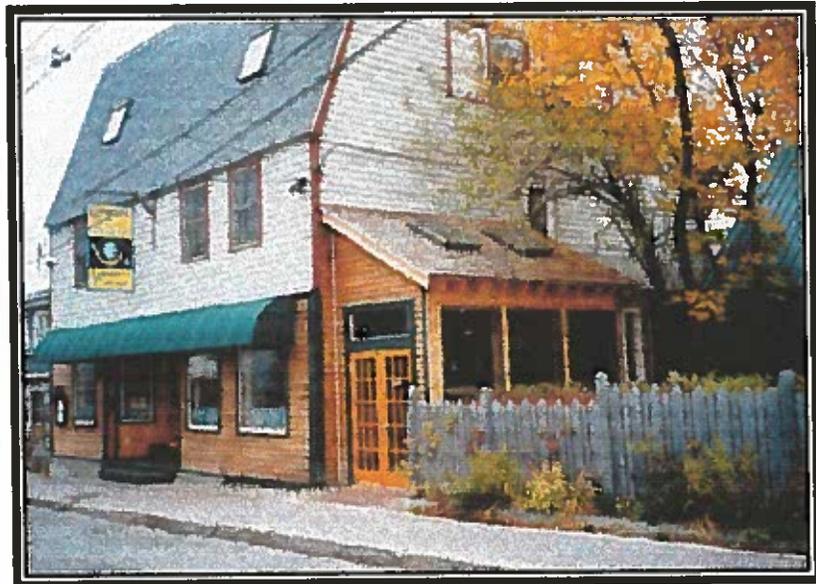
- Good renovation of two older buildings to combine into single structure
- Appropriate colors
- Maintains the architectural details
- Appropriate outside lighting



Location: 36 Rodick Street
Map/Blk/Lot: 3-2-14

Positive Features:

- Appropriate addition to older building
- Appropriate signage



Location: 43 Cottage Street
Map/Blk/Lot: 3-4-1

Positive Features:

- Appropriate use of architectural design to break up mass of large building
- Appropriate lighting
- Creation of pedestrian space between front of building and sidewalk
- Coordination of signage



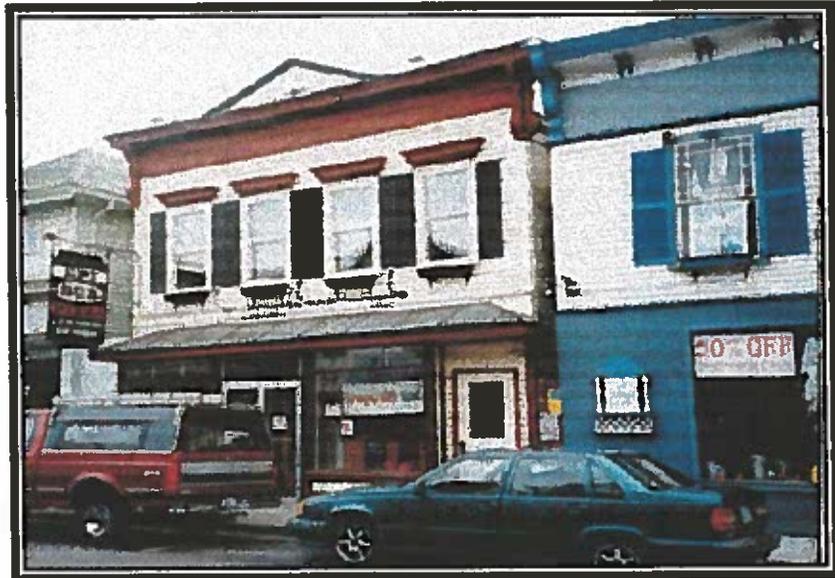
B. Structural Materials and Details

The following exhibits show good examples of a particular feature or treatment involving a building.

Location: 14 Cottage Street
Map/Blk/Lot: 3-2-23B

Positive Features:

- Appropriate colors
- Appropriate use of canopy on first floor
- Good details on second story windows



Location: 109 Cottage Street
Map/Blk/Lot: 3-8-19

Positive Features:

- Renovation that maintained the character of the building
- Handicapped access ramp that is compatible with the building



Location: 123 Cottage Street
Map/Blk/Lot: 3-8-15

Positive Features:

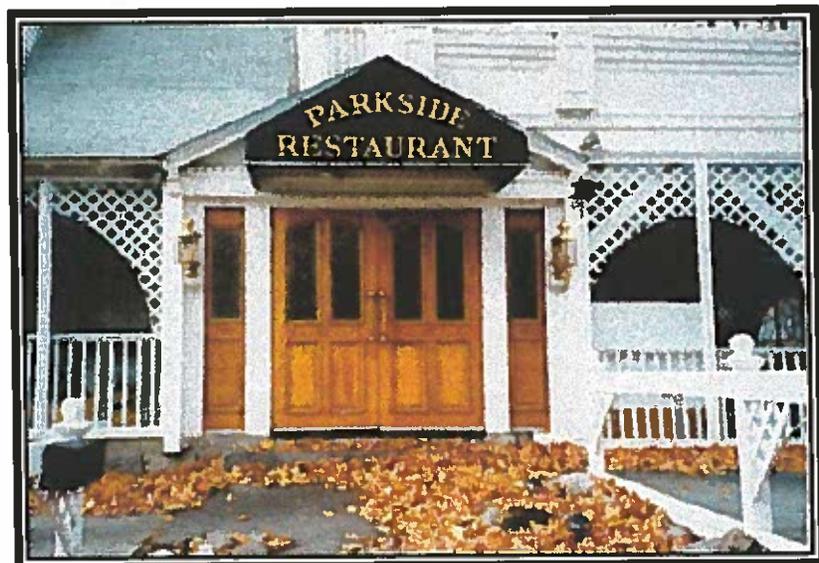
- Appropriate treatment of handicapped access
- Appropriate colors
- Appropriate door and entryway



Location: 185 Main Street
Map/Blk/Lot: 4-6-4

Positive Features:

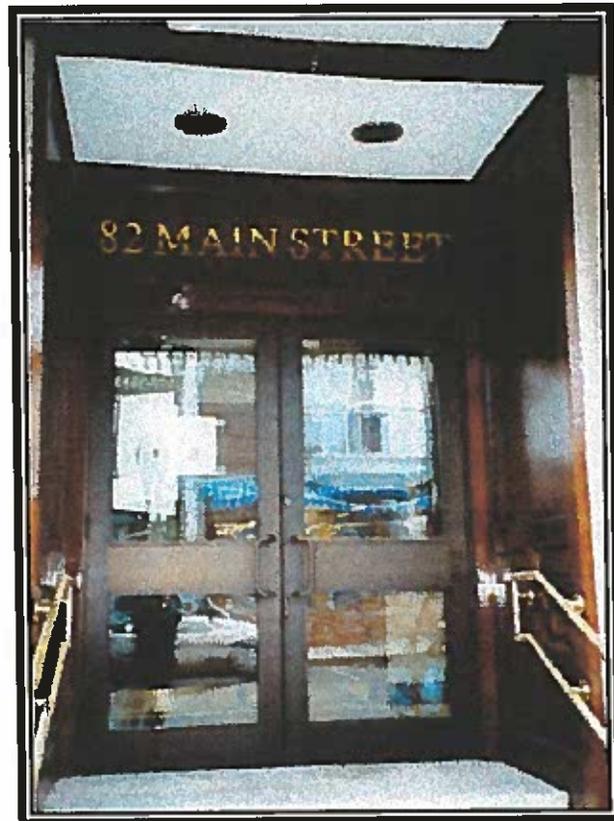
- Appropriate treatment of entryway
- Appropriate doors



Location: 82 Main Street
Map/Blk/Lot: 2-4-13

Positive Features:

- Appropriate treatment of entryway and doors



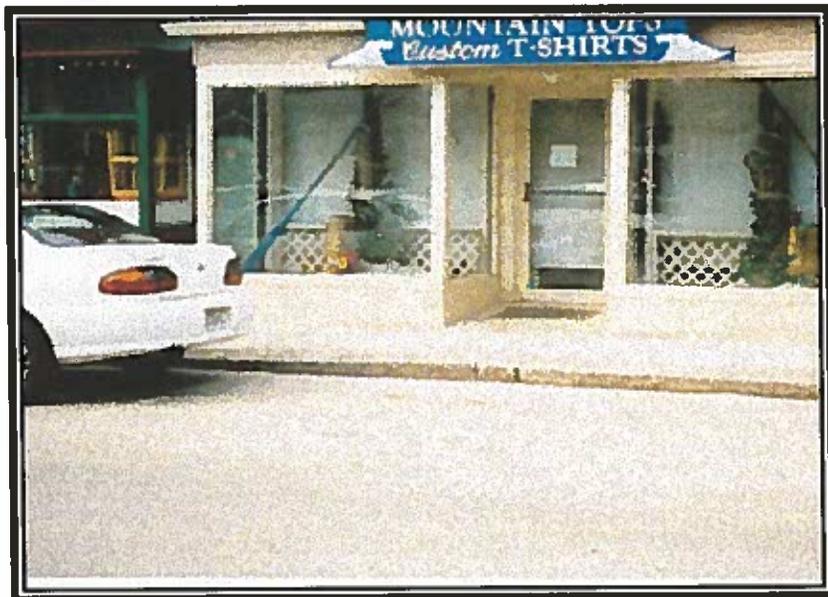
C. Seasonal Closures

The preferred approach is for seasonal closures to maintain a window display as shown in the following example:

Location: 19 Cottage Street
Map/Blk/Lot:

Positive Features:

- Appropriate window display during the off season when the business is closed



Covering of windows can be appropriate if done in accordance with the standards.

Location: 70 Main Street
Map/Blk/Lot: 2-5-13

Positive Features:

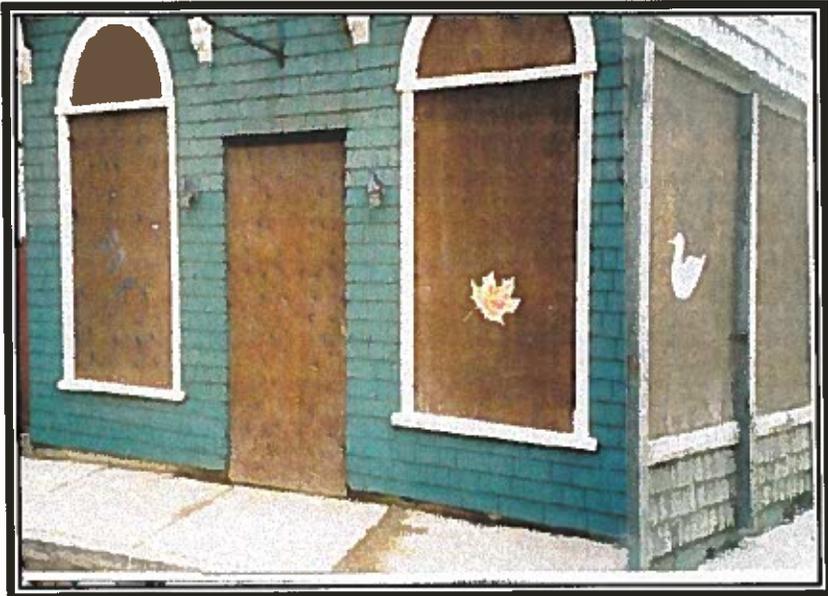
- Window coverings are well fitted and blend with building



Location: 14 Mt. Desert Street
Map/Blk/Lot: 4-6-5

Positive Features:

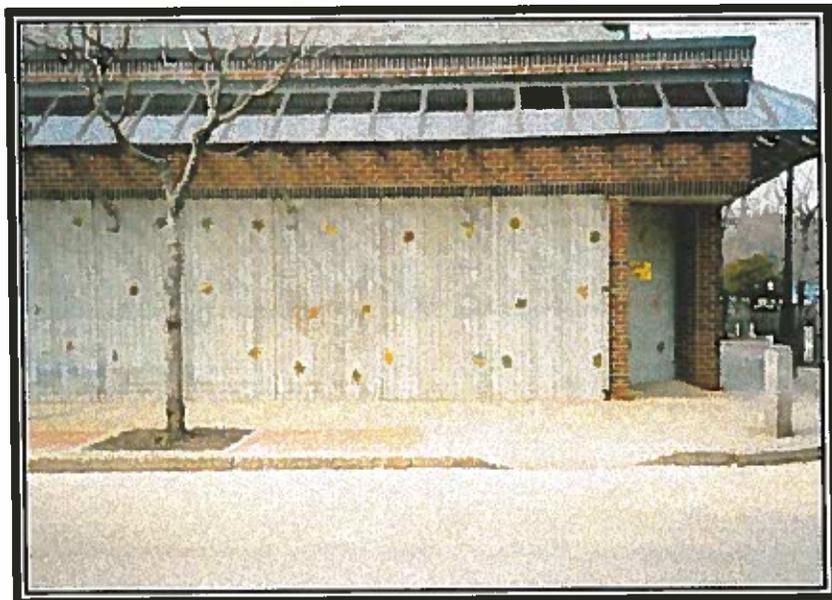
- Color of window covering is appropriate for the building
- Details on window covers



Location: 57 Main Street
Map/Blk/Lot: 3-3-1

Positive Features:

- Material for window covers compliments the building
- Covering is neat and well fitting



D. Accessory Materials and Details

The following exhibits provide positive examples of the treatment of ancillary features.

Location: 135 Cottage Street
Map/Blk/Lot: 3-8-12

Positive Features:

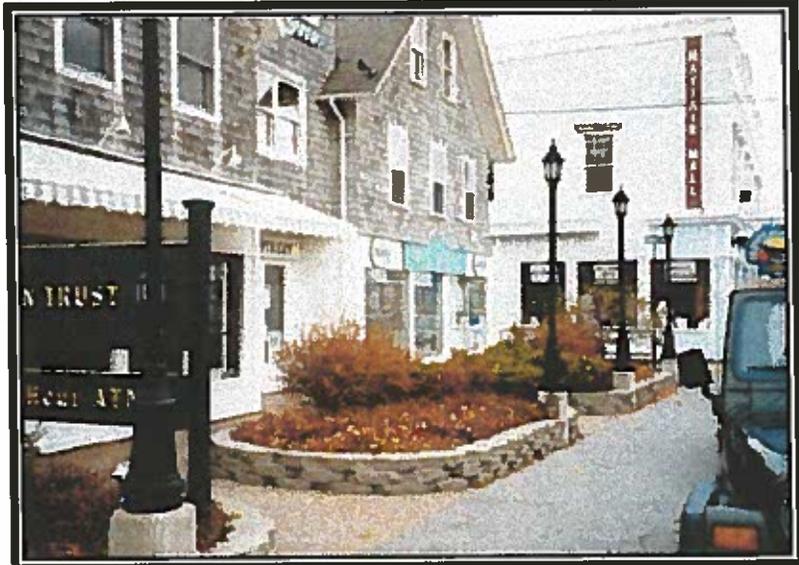
- Appropriate use of an awning



Location: 43 Cottage Street
Map/Blk/Lot: 3-4-1

Positive Features:

- Appropriate treatment of area between the building and street to create a pedestrian area



Location: 36 Rodick Street
Map/Blk/Lot: 3-2-14

Positive Features:

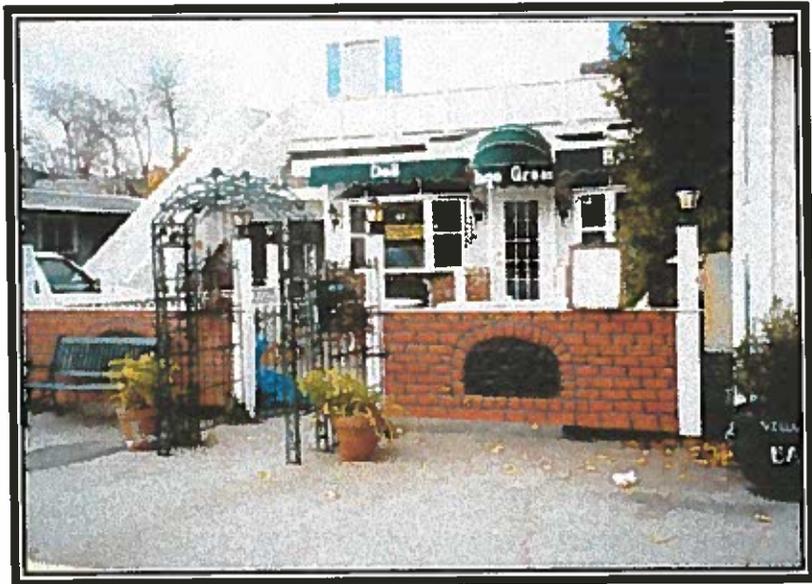
- Appropriate use of fencing along a public street



Location: 195 Main Street
Map/Blk/Lot: 4-6-3

Positive Features:

- Appropriate use of freestanding wall to separate private space from the public domain



E. Signs

Signs can take many forms. In buildings with multiple tenants, the coordination of signage is a key aspect. The following exhibits provide positive examples of the appropriate design and usage of signs.

Location: 43 Cottage Street
Map/Blk/Lot: 3-4-1

Positive Features:

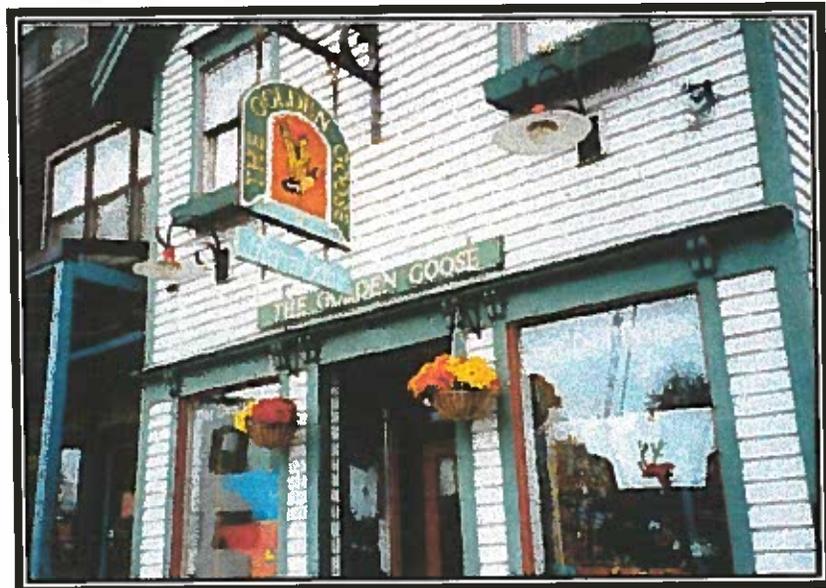
- Coordination of the placement of signs
- Treatment of individual signs
- Use of graphic element



Location: 53 Main Street
Map/Blk/Lot: 3-3-4

Positive Features:

- Coordination of design of attached and projecting sign
- Design of projecting sign
- Appropriate lighting



Location: 17 Main Street
Map/Blk/Lot: 3-3-8

Positive Features:

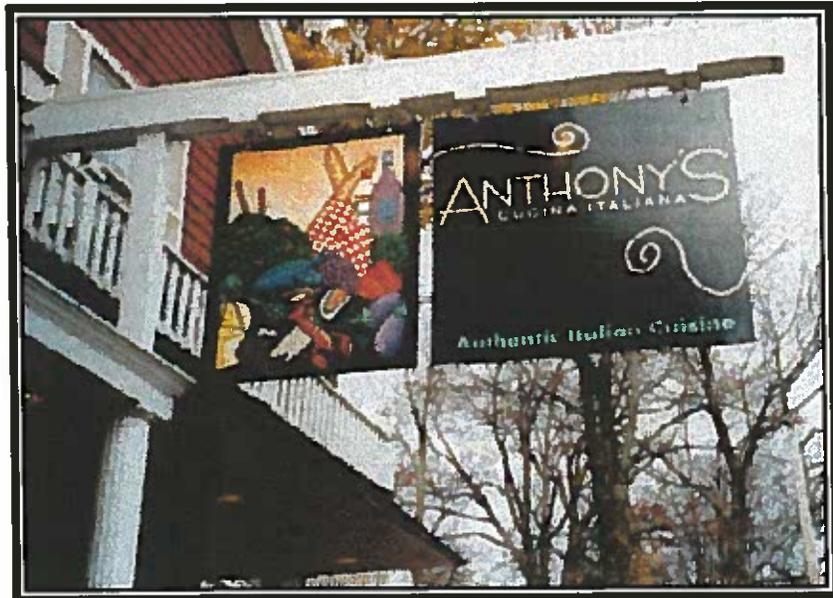
- Coordination of design and placement of two projecting signs



Location: 191 Main Street
Map/Blk/Lot: 4-6-4E

Positive Features:

- Appropriate design of projecting sign



Location: Newport Drive
Map/Blk/Lot: 2-5-6

Positive Features:

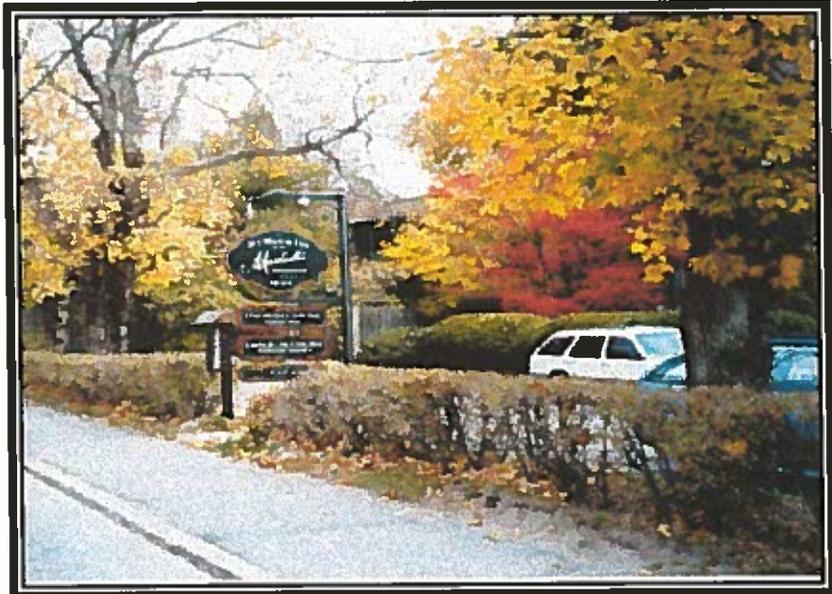
- Appropriate location for the use of a ground sign
- Good sign design



Location: 194 Main Street
Map/Blk/Lot: 2-3-1

Positive Features:

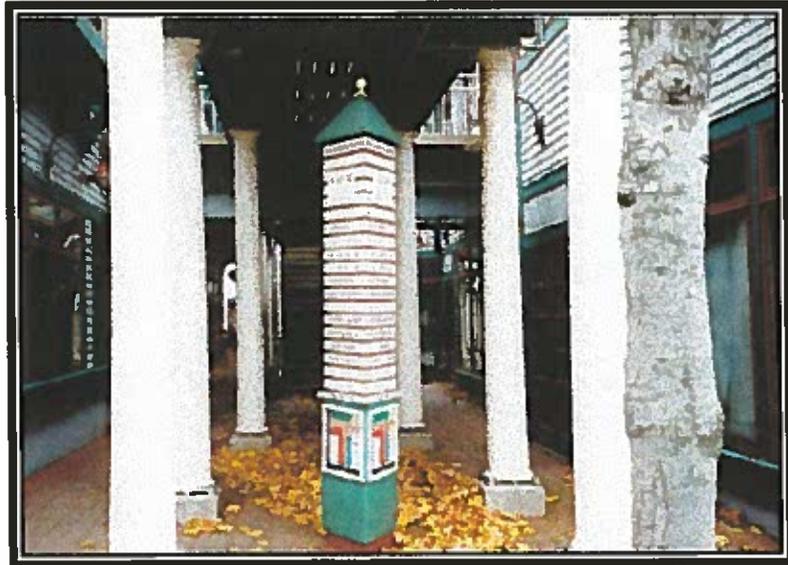
- Appropriate location for use of freestanding sign
- Good design
- Appropriate sign lighting



Location: 53 Main Street
Map/Blk/Lot: 3-3-2

Positive Features:

- Good use of cluster signboard to provide directory for multi-tenant building



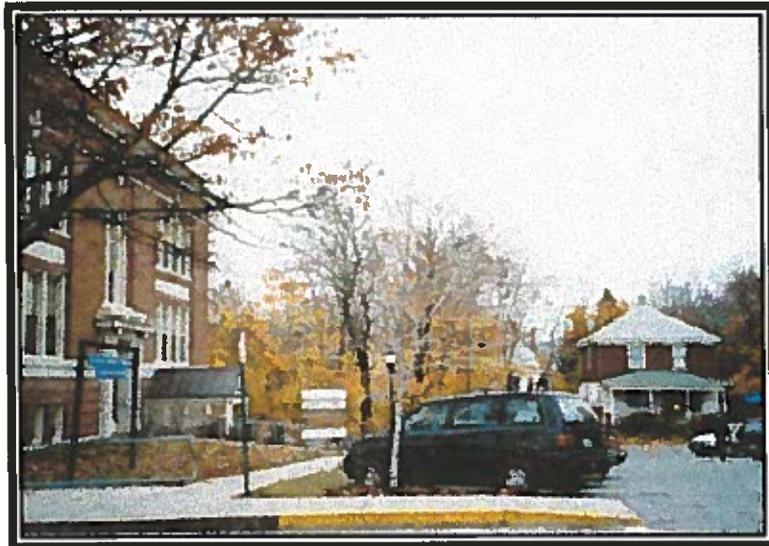
F. Parking

The design, location, and treatment of parking lots has a major impact on the visual environment. The following exhibits show appropriate treatment of parking areas.

Location: 93 Cottage Street
Municipal Office
Map/Blk/Lot: 3-7-23

Positive Features:

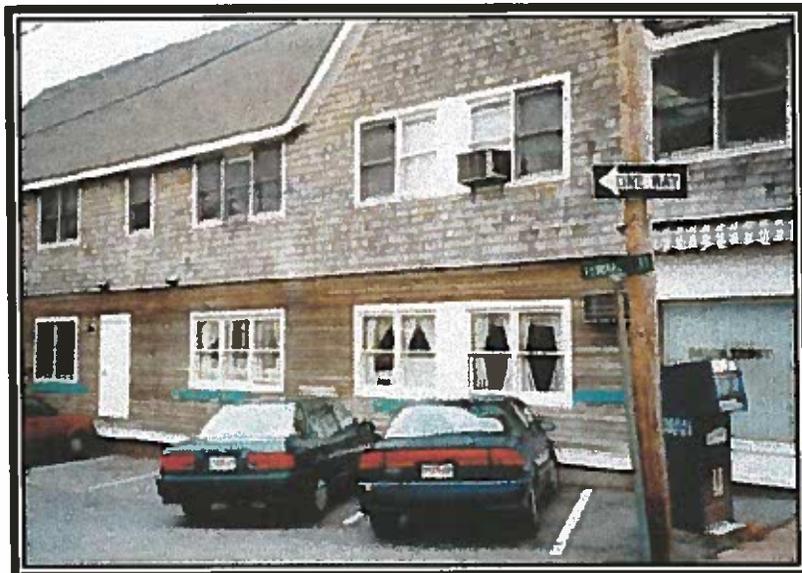
- Parking located at side of building
- Appropriate pedestrian facilities
- Appropriate landscaping



Location: 43 Cottage Street
Map/Blk/Lot: 3-4-1

Positive Features:

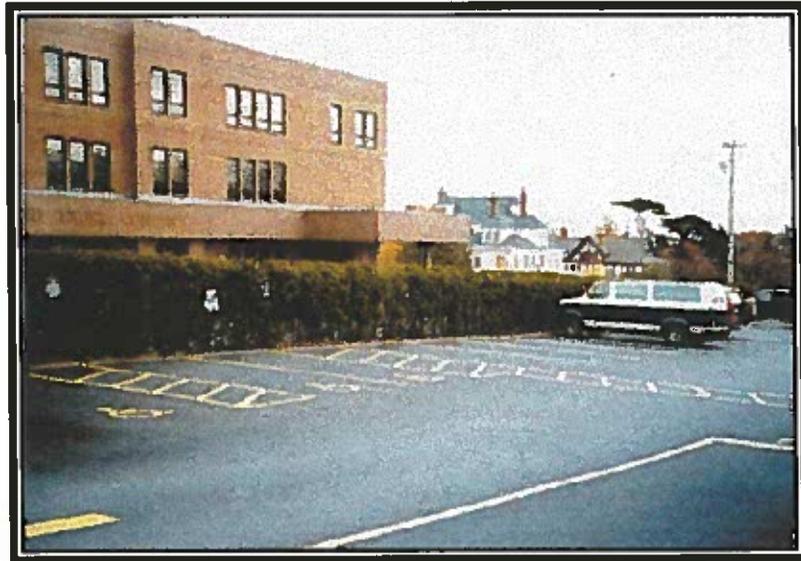
- Parking located at the side of the building



Location: 102 Main Street
Map/Blk/Lot: 2-4-13A

Positive Features:

- Landscaping used to separate and screen parking lot



Location: 109 Cottage Street
Map/Blk/Lot: 3-8-19

Positive Features:

- Large parking lot that cannot be seen from the street located at the rear of the building



IX. EXAMPLES OF TRADITIONAL AND HISTORIC DESIGN

The Town of Bar Harbor has a number of large older buildings that help establish the architectural and visual character of the Design Review Overlay District. The following exhibits are examples of some of the noteworthy design in the district. Commercial structures should complement the visual environment created by these buildings, but should not try to replicate these designs.

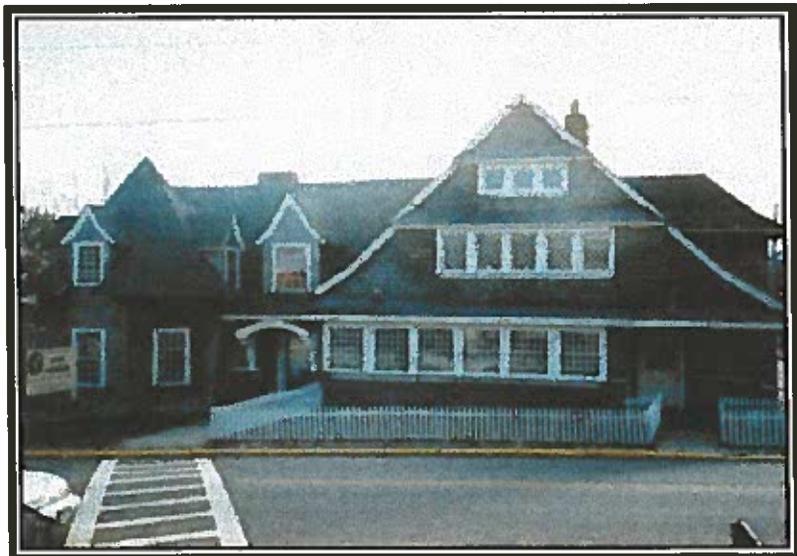
Location: 111 West Street
Map/Blk/Lot: 3-5-7

- **Bar Harbor Club**



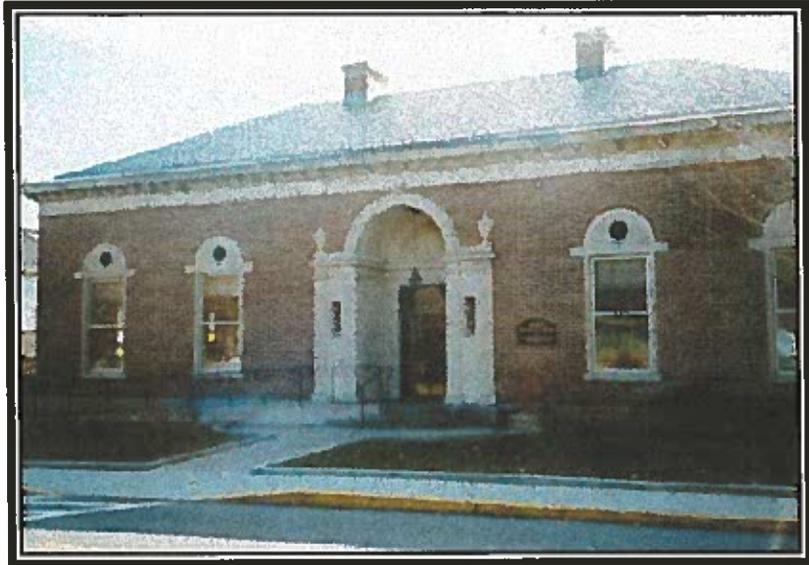
Location: 26 Mt. Desert Street
Map/Blk/Lot: 4-6-8

- **Old YMCA**



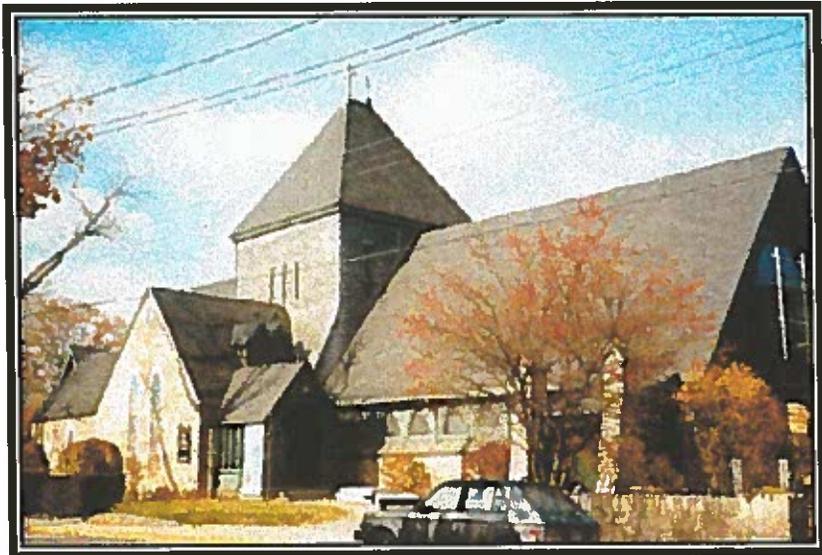
**Location: 34 Mt. Desert Street
Map/Blk/Lot: 4-7-30**

- **Public Library**



**Location: 41 Mt. Desert Street
Map/Blk/Lot: 3-12-41**

- **Episcopal Church**



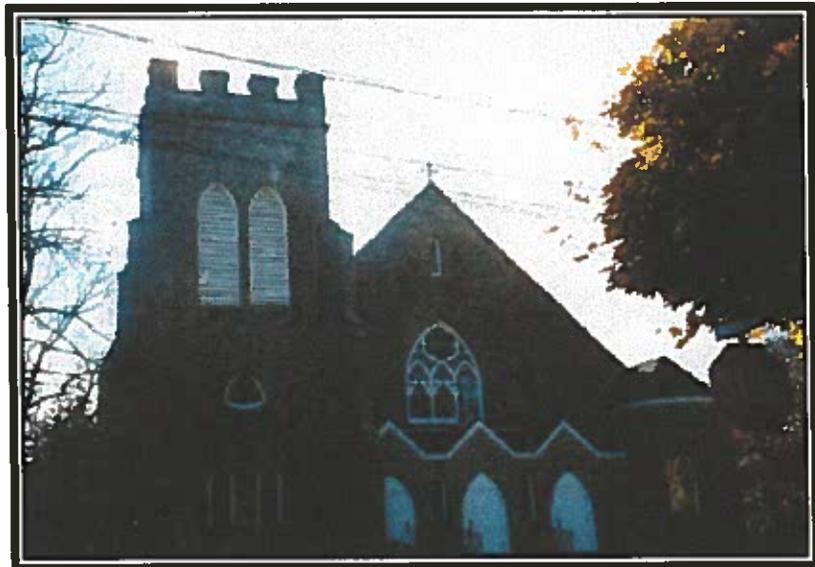
Location: 41 Mt. Desert Street
Map/Blk/Lot: 3-12-41

- **Episcopal Church Rectory**



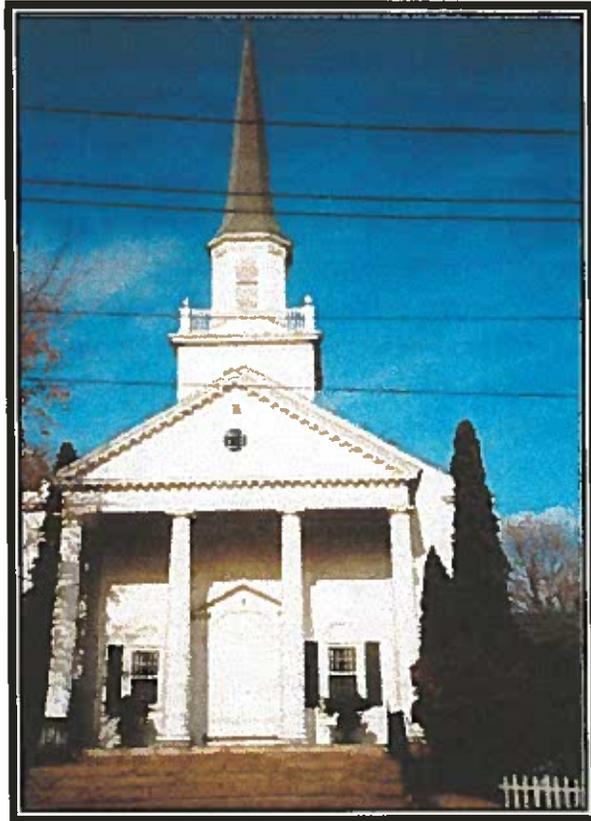
Location: Mt. Desert Street
Map/Blk/Lot: 4-9-1

- **Our Holy Redeemer Church**



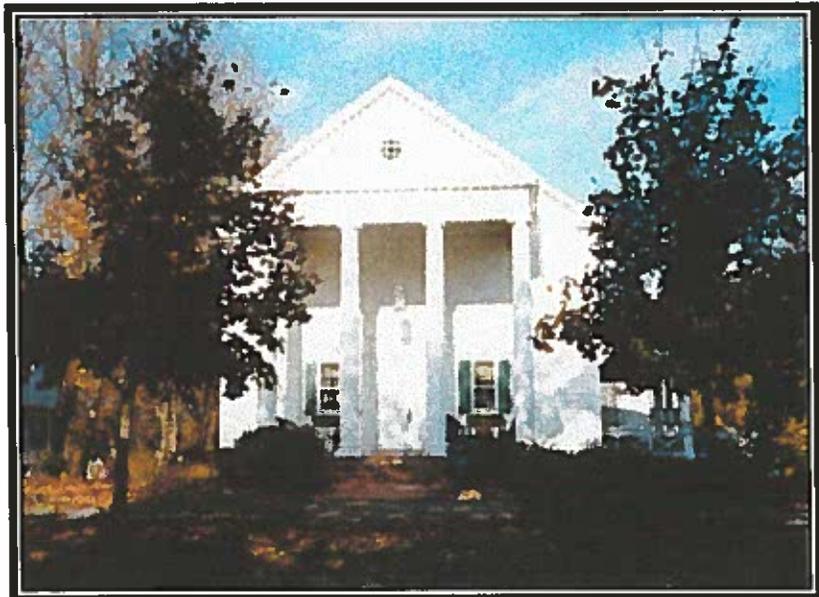
Location: 29 Mt. Desert Street
Map/Blk/Lot: 3-1-2

- **Congregational Church**



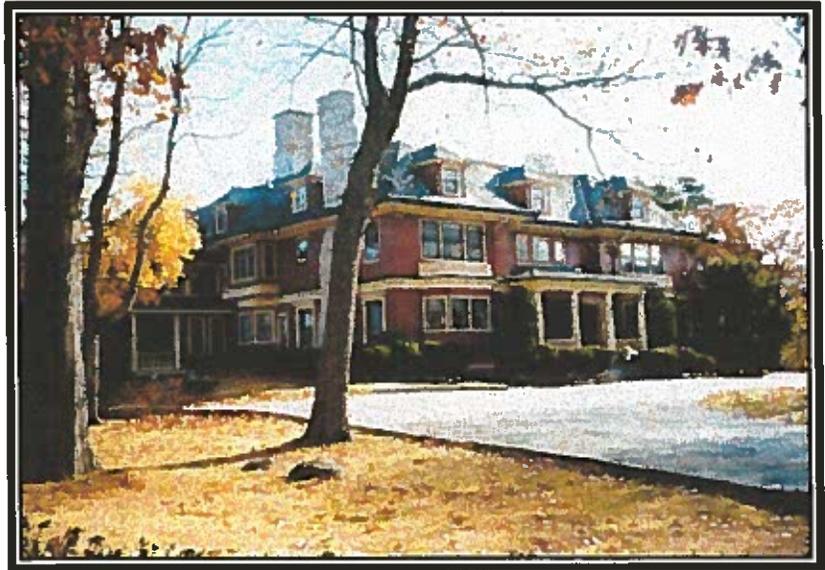
Location: 57 Mt. Desert Street
Map/Blk/Lot: 3-10-61

- **White Columns Inn**



Location: 66 Mt. Desert Street
Map/Blk/Lot: 4-11-01B

- **Ledgelawn Inn**



Location: 48 Mt. Desert Street
Map/Blk/Lot: 4-7-34

- **Historic Residence**



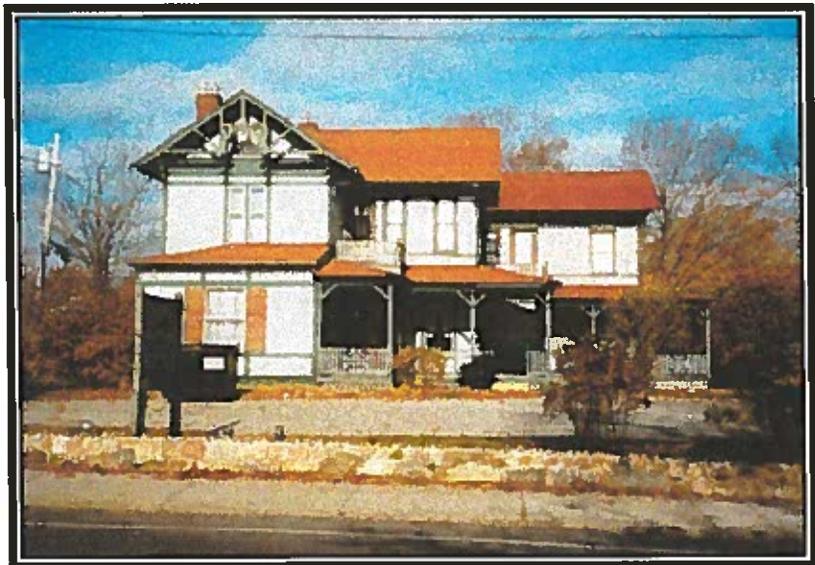
Location: 119 West Street
Map/Blk/Lot: 3-6-4

- **Tides**



Location: 73 Mt. Desert Street
Map/Blk/Lot: 3-10-57

- **Primrose Inn**



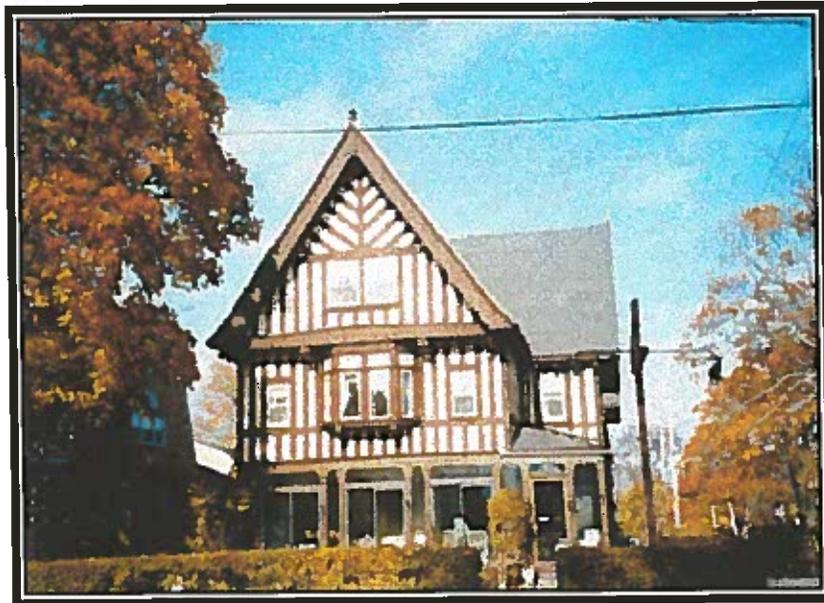
Location: 73 Mt. Desert Street
Map/Blk/Lot: 3-10-57

- **Primrose Inn**



Location: 45 Mt. Desert Street
Map/Blk/Lot: 3-11-1

- **Strattford House**



Location: 69 Mt. Desert
Street
Map/Blk/Lot: 3-10-59

- **Mira Monte**

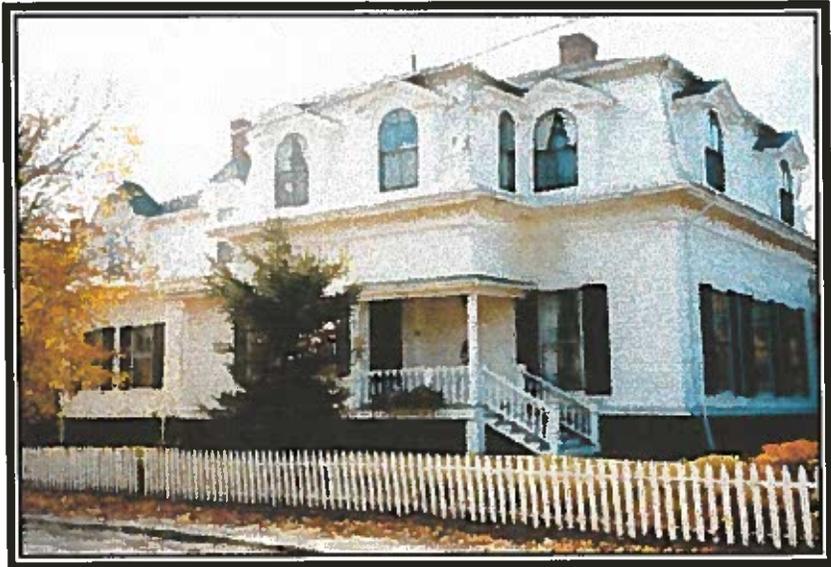


- **Mira Monte**



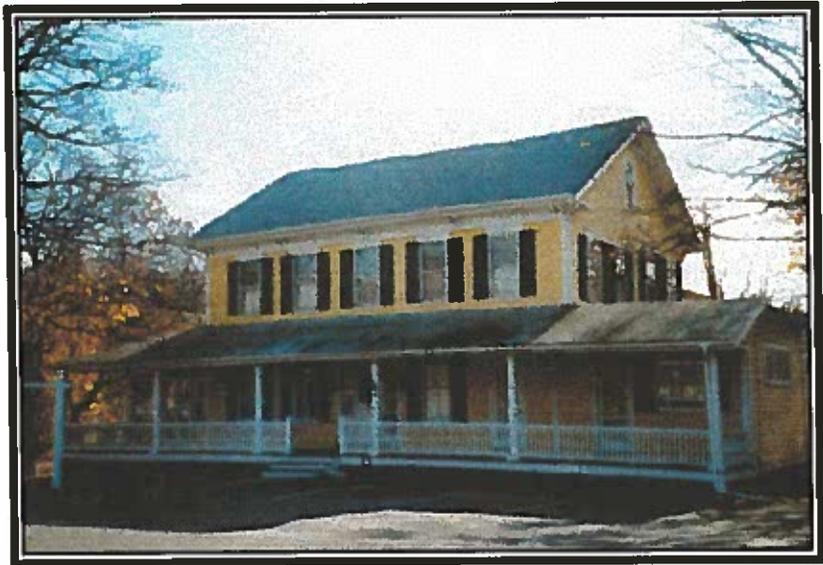
Location: 112 West Street
Map/Blk/Lot: 3-7-13

- **The Kedge**



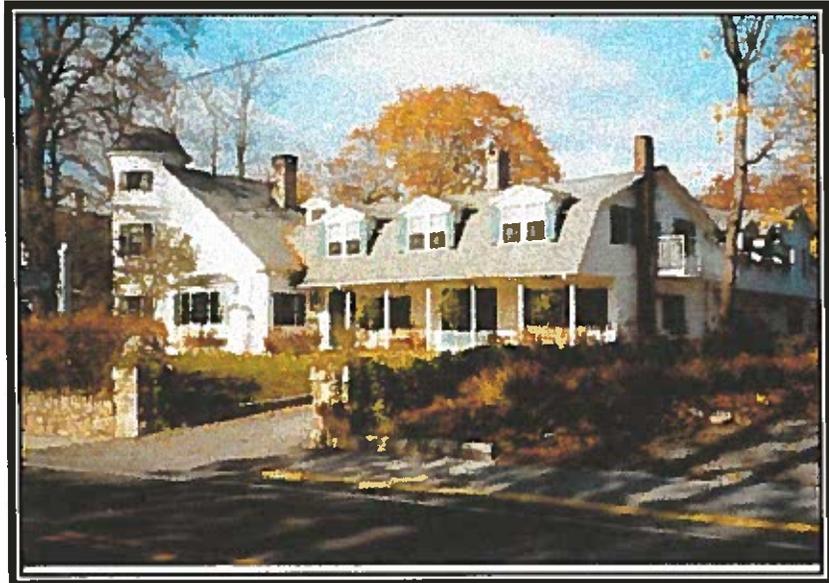
Location: 74 Mt. Desert Street
Map/Blk/Lot: 6-1-6A

- **Holbrook House**



Location: 67 Mt. Desert Street
Map/Blk/Lot: 3-10-60

- **Stonethrow Cottage**



Location: 47 Mt. Desert Street
Map/Blk/Lot: 3-11-23

- **Thornhedge Inn**

