

**Agenda -Design Review Board Thursday,  
February 9, 2023 at 4:00 pm  
Council Chambers–Municipal Building  
93 Cottage Street  
(In person meeting)**

I. CALL TO ORDER

II. EXCUSED ABSENCES

III. ADOPTION OF AGENDA

IV. APPROVAL OF MINUTES

a. April 28, 2022

b. June 9, 2022

V. PUBLIC COMMENT

To make public comment, please either email all board members at [designreview@barharbormaine.gov](mailto:designreview@barharbormaine.gov), or attend the meeting in person

VI. BUILDING PERMIT REMINDERS

VII. REGULAR BUSINESS

a. Certificate of Appropriateness

Application: DRB 2023-02

Applicant: Siam Orchard, Heather Pellegren

Owner: Hatsana, LLC.

Project Location: 34 Rodick Street (104-394-000)

Proposed Project: Installation or changes in sign.

To resemble neighboring sign at Royal Indian, remove one beam from the sign, then move the sign and remaining beam.

VIII. OTHER BUSINESS

IX. BOARD MEMBER COMMENTS AND SUGGESTIONS FOR THE NEXT AGENDA

X. ADJOURNMENT

**WORKSHOP AGENDA  
DESIGN REVIEW BOARD  
THURSDAY FEBRUARY 9, 2023  
IMMEDIATELY FOLLOWING THE 4 PM MEETING**

The Design Review will hold a workshop on Thursday February 9, 2023 immediately following the 4:00 PM meeting to discuss possible changes to Appendix A and other matters.

While this is a public meeting, the Design Review Board conducts no deliberations and does not take any action (vote).

Members of the public are welcome to attend. Public comment will only be taken at the discretion of the board.

For additional information, or if there are any questions, please contact Tammy DesJardin by calling the Planning Department at 288-3329 or by emailing [tdesjardin@barharbormaine.gov](mailto:tdesjardin@barharbormaine.gov).

**Town of Bar Harbor**  
**Design Review Board Workshop**  
**Thursday, January 27, 2023 at 2:00 PM**  
*(In person meeting)*

**NOTES**

Board members present were Chairperson Barbara Sassaman, Vice-chairperson Francis “Pancho” Cole, Secretary Andrea Lepcio, Mike Rogers and Kate Macko.

Staff present were Michele Gagnon, Angie Chamberlain, and Tammy DesJardin.

The board reviewed the proposed changes to the Overlay District and a few small errors were found. This included one block in the Downtown Area and one lot in the Town Hill area that needed to be shaded. It was also noted that the limit of the Hulls Cove Area detail map, in the area of the Visitor Center Road, needed to be described.

Section 125-112 was discussed and changes were proposed.

It was agreed, at this time, not to include all properties listed in the National Register of Places in Appendix A.

There was a consensus that signage could be reviewed and approved by the Code Enforcement Officer with the exception of internally illuminated signs which would remain under the purview of the Design Review Board.

The meeting was adjourned at 3:40 PM.

**Meeting Minutes — Design Review Board**  
**Thursday, April 28, 2022 at 4:00 PM**  
**Remote Meeting (via Zoom)**

*Under the Board's Remote Participation Policy, the April 28, 2022 meeting was conducted remotely, via Zoom, due to the urgent issue of the continuing COVID-19 pandemic and the declarations of a public health emergency by both the United States and Maine departments of Health and Human Services.*

*Members of the public were able to view the proceeding by visiting <https://www.townhallstreams.com> and selecting **Bar Harbor** from the dropdown menu. Instructions on how to attend the Zoom meeting and to offer comment during the public comment portion of the April 28, 2022 meeting were posted online in advance of the meeting at: <https://www.barharbormaine.gov/271/Design-Review-Board>.*

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*Board members present were Chairperson Barbara Sassaman, Vice-chairperson Andrew Geel, Secretary Pete Bono, and members Francis "Pancho" Cole and Andrea Lepcio. Member Maya Caines was on vacation and unable to attend the meeting, and the seventh seat on the Board is currently vacant. Town staff present*

**I. CALL TO ORDER**

*Chairperson Sassaman called the meeting to order at 4:00 PM.*

**II. EXCUSED ABSENCES**

*Chairperson Sassaman noted Ms. Caines was an excused absence, as Ms. Caine was on vacation.*

**III. ADOPTION OF AGENDA**

*Mr. Cole made a motion to adopt the agenda, which was seconded by Vice-chairperson Geel. The motion then carried unanimously (5-0) on a roll-call vote.*

**IV. APPROVAL OF MINUTES**

- i. February 10, 2022
- ii. April 14, 2022

*Minutes from February 10 were not available. Mr. Cole made a motion to approve the minutes from April 14, 2022, which was seconded by Ms. Lepcio. The motion then carried unanimously (5-0) on a roll-call vote.*

**V. PUBLIC COMMENT**

*No public comment was received via email, and no one from the public was present to speak.*

**VI. BUILDING PERMIT REMINDER**

*Chairperson Sassaman reminded applicants that they would need to apply for and receive a building permit for any activities approved (via Certificate of Appropriateness) by the DRB.*

**VII. REGULAR BUSINESS**

**i. Certificate of Appropriateness**

**Application:** DRB-2021-46 (Island Take Out signage)  
**Applicant:** Island Take Out  
**Owner:** H-Squared, Inc.  
**Project Location:** 1500 State Highway 3 (212-059-000)  
**Proposed Project:** Installation of signage (installation of new signage for Island Take Out)

Jonathan Parkinson was present as the applicant. Assistant Planner Fuller screenshared the application materials, and Mr. Parkinson explained what the application entailed. He explained that the original proposed sign was going to be reduced in size by approximately half. Mr. Parkinson measured the sign, and reported that it was. There was discussion about where other signs could go.

**Chairperson Sassaman moved to approve a 12- square foot sign in location # 6 on the condition it would be taken down at the end of the season. Mr. Cole seconded the motion which then passed 5-0 on a roll call vote.**

**ii. Certificate of Appropriateness**

**Application:** DRB-2022-16 (Villager Motel mural)  
**Applicant:** Rebecca Brann  
**Owner:** Witham Family, LLC  
**Project Location:** 207 Main Street (104-464-000)  
**Proposed Project:** Change to exterior appearance of non-historic building (adding a painted mural to brick wall facing Main St.)

**Mr. Cole made a motion to approve as submitted. Ms. Lepcio seconded the motion which then passed 5-0 on a roll call vote.**

**iii. Certificate of Appropriateness**

**Application:** DRB-2022-17 (Langosta signage)  
**Applicant:** Olivia Geandreau  
**Owner:** The 1932 Criterion Theatre  
**Project Location:** 35 Cottage Street (104-140-000)  
**Proposed Project:** Installation of new signage (installing new exterior, illuminated sign and new window signage)

**Mr. Geel made a motion to approve the application as submitted with the addition that the letters under the sign logo will be the same font and will say Tacos & Cantina and the bottom of the hanging sign will be no less than 12 feet from the sidewalk. Mr. Cole seconded the motion, which passes 5-0 on a roll call vote.**

**iv. Certificate of Appropriateness**

**Application:** DRB-2022-18 (Bangor Savings Bank)  
**Applicant/Owner:** Bangor Savings Bank

**Project Location:** 112 Cottage Street (104-180-000)  
**Proposed Project:** Construction of a new building, including signage

Ms. Lepcio made a motion to approve as submitted. Mr. Cole seconded with the understanding all LED lights to be used will be 3000K or warmer. Motion passed 5-0 on a roll call vote.

v. **Certificate of Appropriateness**

**Application:** DRB-2022-19 (Pink Pastry Shop hanging signage)  
**Applicant/Owner:** Robin Wright (Plan R Properties, LLC)  
**Project Location:** 14 Cottage Street (104-372-000)  
**Proposed Project:** Installation/changes in signage (adding a hanging sign)

Mr. Geel made the motion to approve the application as submitted with the conditions that the sign will be no less that ten feet above the sidewalk and the sign and chains will be removed during the winter months. Ms. Lepcio seconded the motion, which then passed 5-0 on a roll call vote.

vi. **Certificate of Appropriateness**

**Application:** DRB-2022-20 (Summer Salt)  
**Applicant/Owner:** SWH Realty Holdings, LLC  
**Project Location:** 20 State Highway Route 3 (216-053-000)  
**Proposed Project:** Change to exterior appearance of non-historic building, landscaping and signage (conversion of The Colony to Summer Salt)

Chairperson Sassaman made a motion to approve the application as submitted with the condition that 3000K or warmer bulbs would be used on outdoor fixtures. Mr. Cole seconded the motion, which then passed on a 5-0 roll call vote.

**VIII. OTHER BUSINESS**

i. **Review request from the Task Force on the Climate Emergency**

Chairperson. Sassaman stated she did not feel the board could add anything at this time.

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

Mr. Fuller stated he had the new maps of the overlay district and hoped to have them ready for the May meeting.

**X. ADJOURNMENT**

**Chairperson Sassaman made the motion to adjourn at 5:24 PM. The motion was seconded by Mr. Cole. The motion passed by a 5-0 roll call vote.**

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**Andrea Lepcio**  
**Secretary, Design Review Board**

**Date**

DRAFT

**Design Review Board Meeting Minutes**  
**Thursday June 9, 2022 at 4:00 PM**  
**Municipal Building**  
**93 Cottage Street**

**I. CALL TO ORDER**

**Chairperson Sassaman called the meeting to order at 4 PM.**

**II. EXCUSED ABSENCES**

No excused absence.

**III. ADOPTION OF AGENDA**

**Mr. Cole made a motion to approve the agenda. Mr. Geel seconded the motion, which passed 5-0 on a roll call vote.**

**IV. APPROVAL OF MINUTES**

- i. February 10, 2022
- ii. April 28, 2022
- iii. May 12, 2022
- iv. May 26, 2022

**Chairperson Sassaman made a motion to approve the May 26, 2022 minutes as they were the only set completed. Mr. Cole seconded the motion, which passed, 3-0 on a roll call vote. Mr. Geel and Mr. Bono abstained from the vote as they were not present for that meeting.**

**V. PUBLIC COMMENT**

There was none

**VI. BUILDING PERMIT REMINDERS**

Chairperson Sassaman reminded applicants that after approval they must apply for a building permit.

**VII. REGULAR BUSINESS**

- a. Certificate of Appropriateness
  - Application: DRB 2022-23 (Stratford House sign)
  - Owner: The Stratford House, LLC.
  - Applicant: Andrew Geel



Project Location: 39 High Street (104-317-000)  
Proposed Project: Installation of signage (installation of a free-standing sign along Mount Desert Street and an entrance sign on the building, to be used as a bed and breakfast)

**Chairperson Sassaman made the motion to recuse Mr. Geel as he is the applicant. Mr. Cole added that Mr. Geel was recused for voting but not as an applicant of the project. Ms. Caines seconded the motion, which passed 5-0, Mr. Geel abstained. Chairperson Sassaman made a motion to approve as submitted with the addition that the light fixture may not be the same but similar and lighting will be 3000k or under. Ms. Caines seconded the motion, which passed, 5-0 on a roll call vote. Mr. Geel abstained from voting and joined the meeting once the voting was completed.**

- b. Certificate of Appropriateness  
Application: DRB-2022-25 (Jesup sidewalk thermometer)  
Owner/Applicant: Jesup Memorial Library (Matt DeLaney)  
Project Location: 34 Mount Desert Street (104-434-000)  
Proposed Project: Installation of signage (painting a thermometer-style fundraising progress marker on the sidewalk running from public sidewalk to front of library itself)

**Mr. Geel made a motion to recuse Chairperson Sassaman as she is involved with the library. The motion was seconded by Mr. Cole and passed 5-0 on a roll call vote. Chairperson Sassaman left the Zoom meeting by turning off her audio and video feed.**

**Mr. Bono made a motion to approve only with the following changes,**

- 1. Do not paint the sidewalk running from the public walkway to the front of the library.**
- 2. Accept both signs as proposed.**
- 3. Insure both outdoor signs to the left and right of the entrance door do not move in the wind by framing in plexi glass or other means that will secure them in place.**
- 4. Remove both signs after fundraising has finished which will be approximately 18 months.**

**Ms. Lepcio seconded the motion, which passed, with a 5-0 rollcall vote. Chairperson Sassaman joined the meeting after the voting was finished.**

## VII. OTHER BUSINESS

- i. Discussion of Appendix A (annual review, per LUO)

After a discussion the Board directed Mr. Fuller to send letters to the property

owners who may be affected by Appendix A.

ii. Discussion of Design Review Board membership.

Mr. Geel informed the Board he would not seek another term. Other members have been inquiring to find new board members

iii. Discussion of Design Board overlay district

There was no discussion.

VIII. BOARD MEMBER COMMENTS AND SUGGESTIONS FOR THE NEXT AGENDA

There was none.

IX. ADJOURNMENT

**Chairperson Sassaman made the motion to adjourn at 5:48 PM. Mr. Cole seconded the motion, which passed 6-0 on a roll call vote.**

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**Andrea Lepcio**  
**Secretary, Design Review Board**

**Date**

DRAFT



Town of Bar Harbor  
Design Review Board Application  
Certificate of Appropriateness

DRB Application Number: 2023-02

Date: 2/1/2023

Map & Lot: 104-394



GENERAL INFORMATION:

Project Location: 314 Rodick St., Bar Harbor - Siam Orchard  
street address  
Current Signage changing Placement

APPLICANT INFORMATION

Name: Heather Pellegren Address: 362 Kelleyton Rd  
 City: Tremont State: ME 04612  
 Email: Ambha.11c@gmail.com  
 Phone: (207) 882-8808

PROPERTY OWNER INFORMATION

Name: Hatsana Phanthavong Address: PO Box 964  
 City: Bar Harbor State: ME  
 Email: hatsana@yahoo.com  
 Phone: (207) 939-4619

ARCHITECT / ENGINEER / SIGN MAKER INFORMATION

Name: on file original sign Address: n/a  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

TYPE OF PROJECT

- Demolition or Relocation of Historic Building
- Changes to Exterior Appearance of Nonhistoric Building
- Installation or Changes in Outdoor Storage/Display/Vending Machines
- Changes to Exterior of Appearance of Historic Building
- Installation or Changes in fences and freestanding walls
- Seasonal Closure
- Construction of New Building or Expansion of Nonhistoric Building
- Installation or Changes in Sign or Awning (moving)

- The purpose of design review is to provide for the regulation of building and site design within designated areas of the Town of Bar Harbor as proposed in the Town's adopted Comprehensive Plan.
- If the applicant for the project is not the building owner, the applicant must submit a Letter of Authorization from the property owner which states the applicant is approved to seek permits for the project.
- **Applicant shall submit 10 copies of the application and \$28.00 or review fees.**

PLEASE BE ADVISED: A building permit must be obtained prior to the installation of DRB or CEO approved signage. Contact the Code Enforcement Office with any questions regarding the building permit process at (207) 288-3329

Heather Pellegren  
Signature of Applicant

Signage Review  
Town of Bar Harbor  
Design Review Board  
Required Application Materials  
Section 125-67(BB)

**Detailed Project Description:** All signage is staying the same, front post will be removed and back post will move up that 4" created by removing front post.

A complete application to the Design Review Board shall contain the following information:

Submittals Required	Provided
Road Frontage Calculation – Length of Road in Front of Property in Linear feet.	
Signage Plan – Measurements of all existing signage and total square feet of signage	
A scaled drawing of each face of the sign showing the size, color, material, and design of the lettering. If the drawing is not in color, color samples for each principal color must be provided.	
A scaled drawing photo, or photo simulation showing the location of signs on the building or, if freestanding, the signs relationship to the building	
Details of all sign and mounting materials, including type, color, and composition. If a colored rendition of a sign is not submitted, paint chips or product samples must be provided for each proposed sign.	
A scaled drawing, photo or photo simulation of the building and the neighboring buildings showing color, materials, and relative scale of buildings.	
Cut sheets with a photometric chart demonstrating any proposed lighting for signage will comply with Section 125-67(Z).	
Letter of Authorization if applicant is different than the building owner.	
Multitenant Signage Plan as required. Please refer to Planning Department for copy of a Multitenant Signage Plan.	
Details of all seasonal closures for signs and buildings	
<p><b>NOTE:</b> Applications are due seven days in advance of the next regularly scheduled Design Review Board meeting.</p> <p>Applicants are strongly encouraged to hold a pre-application meeting with Planning or Code Enforcement staff.</p>	

**Tammy Desjardin**

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**From:** Hatsana Phanthavong <hatsana@yahoo.com>  
**Sent:** Thursday, February 2, 2023 5:59 PM  
**To:** Tammy Desjardin  
**Subject:** Permission

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Tammy. Give permission for Heather to sign paperwork for me Thanks

Sent from my iPhone

Purple business sign flush to where old post was

21"

36"

SIAM ORCHID  
THAI RESTAURANT

4" post to be removed

4" SUSHI BAR

Back post moves forward 4"



# ROYAL INDIAN





## Payment Receipt

Thank you for making your payment to the **Town of Bar Harbor** through the Maine PayPort service. Your payment has been successfully processed and the details of your transaction(s) are provided below.

### Payment Confirmation

- Order ID: **65351724**
- Transaction Date: **Feb. 2, 2023, 1:26 p.m.**
- Name on Credit Card: **HEATHER PELLEGRIN**
- Card Number: **\*\*\*\* \* \*\*\*\* \***

### Order Details

- **Review Board**
- Quantity: **1** | Price: **\$28.00**

Your account has been charged the following amount: **\$29.00**

**Signature:** \_\_\_\_\_

The disclosure statement has been read and agreed to by the customer.

The customer has been informed that PayPort is a service offered by a third party working in partnership with the State of Maine and this municipality. As part of our service to you, we will remit the designated portion of your payment to the municipality on your behalf. The balance funds the operation of this and other Maine.gov online services. Conducting business through Maine PayPort is voluntary and the final cost may be higher than using other forms of payment. This service is provided by the Information Resource of Maine (InforME) as designated in statute of (M.R.S.A. Title 1, Ch. 14).

Questions or refunds? Contact the Town of Bar Harbor at 2072883329 or [tdesjardin@barharbormaine.gov](mailto:tdesjardin@barharbormaine.gov)