

**Cover Page  
for Thursday May 8, 2025,  
Design Review Board Meeting**

<p><b>*Project Information is available at</b>  <a href="https://www.barharbormaine.gov/271/Design-Review-Board">https://www.barharbormaine.gov/271/Design-Review-Board</a></p>	<p><b>Material Issued</b></p>	<p><b>Issued on 4/29/2025</b></p>
<p><b>ITEMS</b></p>		
<p><b>Cover page with date May 8, 2025, Meeting Agenda</b></p>		
<p><b>Minutes for approval:</b></p> <ul style="list-style-type: none"> <li>• April 24, 2025</li> </ul>		
<p><b>Applications:</b></p> <ul style="list-style-type: none"> <li>• Certificate of Appropriateness Application: DRB-2025-14</li> </ul>		

**Town of Bar Harbor  
Agenda — Design Review Board  
Thursday, May 8 at 4:00 PM  
93 Cottage Street  
Bar Harbor, Maine**

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**I. CALL TO ORDER**

**II. EXCUSED ABSENCES**

**III. ADOPTION OF AGENDA**

**IV. APPROVAL OF MINUTES**

a. April 24, 2025

**V. PUBLIC COMMENT**

To make comment, please email [designreview@barharmoraine.gov](mailto:designreview@barharmoraine.gov) (goes to all board members and town staff)

**VI. BUILDING PERMIT REMINDERS**

**VII. REGULAR BUSINESS**

**a. Certificate of Appropriateness**

**Application:** 2025-14

**Applicant/Owner:** Diwas Thapa

**Project Location:** 8 Cottage Street, Bar Harbor, ME 04609, 104-373-000

**Proposed Project:** Replace the permanent glass with 2 horizontal sliding windows

**VIII. OTHER BUSINESS**

**a. Launch of Online Design Review Board Application Submittals**

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

**X. ADJOURNMENT**

**Town of Bar Harbor**  
**Minutes — Design Review Board**  
**Thursday, April 24 at 4:00 PM**  
**93 Cottage Street**  
**Bar Harbor, Maine**

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**I. CALL TO ORDER**

The meeting was called to order at 4:00 PM. Members present included Chair Barbara Sassman, Vice Chair Erin Cough, members Pancho Cole, and Bo Jennings. Secretary Andrea Lepcio was present via Zoom.

**II. EXCUSED ABSENCES**

Members Kate Macko and Mike Rogers were excused.

**III. ADOPTION OF AGENDA**

**Member Pancho Cole moved to adopt the agenda. Member Bo Jennings seconded, and the motion passed 5-0.**

**IV. APPROVAL OF MINUTES**

a. April 10, 2025

**Vice Chair Erin Cough moved to approve the minutes from April 10, 2025. Member Pancho Cole seconded, and the motion passed 5-0.**

**V. PUBLIC COMMENT**

There were 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:** 2025-11

**Applicant :** Brad Stager, MDI YMCA

**Owner:** Town of Bar Harbor, Maine

**Project Location:** 21 Park Street, Bar Harbor, ME 04609, 107-221-000

**Proposed Project:** Add awning, over the door on School St. side to block rain, snow and ice.

A representative for the applicant, Ann Tikkanen, was present. Ms. Tikkanen described the project to the board. The board did not have any questions regarding this application.

**Member Pancho Cole moved to approve the YMCA project DRB-2025-11. Member Bo Jennings seconded, and the motion passed 5-0.**

**b. Certificate of Appropriateness**

**Application:** 2025-12

**Applicant :** Steven Voitasek

**Owner:** Steven Voitasek

**Project Location:** 10 Summer Street, Bar Harbor, ME 04609, 104-052-000

**Proposed Project:** Add a temporary/removable wooden platform at ground level and pergola

The applicant, Steven Voitasek, was present. The applicant explained the proposed project, involving the installation of a temporary, removable 15' by 15' wooden platform at ground level for seasonal use. Initially, the proposal included a pergola; however, the applicant withdrew that component, citing plans to pursue a more extensive deck and landscaping project next year. Instead, the applicant proposed using a temporary awning, which would not be freestanding but rather fastened to both the platform and the building. The purpose of the platform is to provide an outdoor area equivalent in size and function to the picnic table space used in prior years, with no change to the overall square footage or seating capacity. The design preserves two parking spaces for large vehicles, which the applicant noted is a critical consideration for their operations.

Board members discussed the land use ordinance requirements for freestanding canopies and clarified that, per the ordinance, such structures must be attached to the building unless allowed for short-term health and safety uses. Since the awning will be secured and not located over a public way, it was determined to be acceptable.

**Member Pancho Cole moved to approve the 10 Summer Street project DRB-2025-12. Member Bo Jennings seconded, and the motion passed 5-0.**

**c. Certificate of Appropriateness**

**Application:** 2025-13

**Applicant :** James Mitchell

**Owner:** Irving Oil Terminals Inc.

**Project Location:** 99 Cottage Street, Bar Harbor, ME 04609, 104-034-000

**Proposed Project:** Demolish existing gas station and construct a new one (building with canopy)

The applicant, James Mitchell, was present. The project proposed to demolish the existing gas station and construct a new station, including gas pumps, a canopy, and a building. Mr. Mitchell provided an update noting minor modifications since his pre-application presentation. He reviewed selected materials and colors, including paint, roofing shingles, and brick.

One key change from the pre-application meeting was the addition of a step and handrail at the front entrance to comply with grade requirements, while maintaining ADA accessibility via a side entrance. A small retaining wall and a black aluminum fence, designed to resemble wrought iron, was proposed to be installed around the patio area. Mr. Mitchell clarified that while the plans refer to a "picket fence," the intent is to use a black wrought-iron-style aluminum material.

Other project elements addressed included the installation of a bike rack near the entrance, the use of thermoplastic material for crosswalks instead of paint for greater durability, and confirmation that all site lighting will be dark sky compliant, including 13-foot poles with shields and ARC-2 LED wall packs. Mr. Mitchell confirmed that the roof ridge vent would be extended as far as possible for aesthetic purposes and clarified that a heating element would be installed in the roof valleys to prevent ice dams.

Additional landscaping adjustments were made in response to Board feedback; red maples were proposed to replace honey locust trees. The applicant acknowledged concerns about deer damage to plants and stated that they would use protective measures such as burlap wrapping during the winter.

In regard to signage, the originally proposed internally illuminated Circle K sign was modified to be externally illuminated using soffit-mounted lighting, ensuring compliance with local ordinance limitations on internal illumination. Mr. Mitchell also confirmed that the building's facade meets the town's ordinance requirement that no wall visible from the public way lacks windows or architectural treatments.

**Member Bo Jennings moved to approve the 99 Cottage Street project DRB-2025-13 with the amendment of the sign not being internally eliminated. Member Pancho Cole seconded, and the motion passed 5-0.**

## **VIII. OTHER BUSINESS**

The Planning Department updated the board on their progress with edits for the proposed Design Review Board amendment. The Planning Department also announced the next joint Planning Board & Design Review Board workshop will be held on May 15 at 4 PM in the Council Chambers.

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

Member Bo Jennings emphasized the importance of marketing and public outreach as the Design Review Board amendment process moves forward. Mr. Jennings noted that detailed presentations often overwhelm voters, who prefer concise, easily digestible information. He suggested creating a clear, one-page summary explaining what the amendment is changing, why it is necessary, and its benefits, as this would be more effective in gaining public support.

**X. ADJOURNMENT**

**Chair Sassman moved to adjourn the meeting at 4:48 PM**

**Signed as approved:**

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**Andrea Lepcio, Secretary**  
**Design Review Board, Town of Bar Harbor**

**Date**



Town of Bar Harbor  
Design Review Board Application  
Certificate of Appropriateness

DRB Application Number:

2025-14

Date: 04/24/2025



Map & Lot:

104-373

Project Address: 8 Cottage St

Applicant Name: Diwas Thapa

Address: 27 Glen Mary Rd

City: Bar Harbor

State:

Email: diwthapa@gmail.com

Phone: 57-296-9294

Property Owner Name: Same as Applicant Address:

City: State:

Email:

Phone:

Architect/Designer Name: Address:

City: State:

Email:

Phone:

TYPE OF PROJECT

- Demolition or Relocation of Historic Building
- Changes to Exterior Appearance of Nonhistoric Building
- Changes to Exterior of Appearance of Historic Building
- Installation or Changes in Outdoor Storage/Display/Vending Machines
- Construction of New Building or Expansion of Nonhistoric Building
- Installation or Changes in fences and freestanding walls
- Installation or Changes in an internally illuminated sign or awning

FEE

Project Cost: \$ 3,000

- \$ 31.00 for Residential and Commercial projects less than 1 million.
- \$ 66.00 Commercial projects more than 1 million

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

NOTE: Applications are due 14 days in advance of the next regularly scheduled Design Review Board meeting.

Signature of Applicant

Signature of Owner (if different from Applicant)

**Town of Bar Harbor  
Design Review Board  
Required Application Materials  
Section 125-114**

**Brief Project Description:**

Please provide a brief description of the project.

Replace the permanent-glass with 2 horizontal sliding windows (72.5" x 59.5"),  
one on each side. Black Exterior

Road Frontage: 27.7'

Open Seasonally

Open Year Round

**ALL Applications must include:**

Please provide materials in the order listed below and check the "provided?" column.

Requirement	Provided?		Reserved for Planning Staff Review
	Y	N	
1 <b>NARRATIVE</b> —Description of the building's use, location, setbacks, adjacent structures, dimensions, materials, colors, etc.	✓		
2 <b>PHOTOS OF EXISTING BUILDING</b> —color photographs or simulations of the existing building, structure, or site showing all facades that can be seen from the public street.	✓		
3 <b>PHOTOS OF ADJACENT PROPERTIES</b> —color photographs or simulations of the adjacent buildings to the subject property, including those across the street and next door. These photos should depict setbacks from the street, building heights, front façade proportions, building scaping and materials, and existing patterns and relationships.	✓		
4 <b>DETAILED PLANS</b> —Drawings, photos, or simulations of proposed changes that are planned for the property. This should depict all sides of the new structure that will be visible from the road.	N/A		
5 <b>SCALED SITE PLAN</b> —Scaled drawing, photo, or simulation of the site showing all proposed and existing structures, including fences, buildings, storage areas, etc. This site plan should take required property setbacks into account.	N/A		
6 <b>MATERIALS</b> —Details of all external materials, including type, color and composition. Paint chips or product samples shall be provided for each addition.	✓		
7 <b>LIGHTING</b> —Details of any new or proposed changes to lighting and lighting levels.	N/A		

If NO was selected in the above table for any of the requirements, please describe why it was not included.

**Town of Bar Harbor  
Design Review Board  
Required Application Materials  
Section 125-114**

**Are you Demolishing or relocating a historic building?**

No

Yes

If no, you have completed the application.

If yes, please provide the documents requested in the table below.

**Required Submittals for Demolition or Relocation of a Historic Building ONLY:**

In addition to the table on page 2, please provide materials in the order listed below and check the "provided?" column

Requirement	Provided?		Reserved for Planning Staff Review
	Y	N	
1 <b>STATEMENT FROM DESIGN PROFESSIONAL</b> —Please provide a statement from an engineer or architect outlining the structural condition of the building, the condition of the building systems, and issues with the renovation or use of the building that affect the feasibility of renovation or relocating the building.			
2 <b>MSHP NOTIFICATION</b> —Please provide written evidence that the Maine State Historic Preservation Office and local historical organizations have been notified of the application for a Certificate of Appropriateness to demolish the building and copies of any correspondence with or from these groups.			

If NO was selected in the provided section for any of the requirements above, please describe why it was not included.

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**Permit #: 250019**

**Permit Type: Design Review Board**

**Address: 8 COTTAGE STREET**

**City: BAR HARBOR**

**State: ME**

**Zip: 04609**

**Owner: DIY HOLDINGS LLC**

**Owner Address: 39 RODICK STREET**

**Owner City: BAR HARBOR**

**Owner State: ME**

**Owner Zip: 04609**

**Owner Phone: 571-296-9794**

**Owner Email: DIWTHAPA@GMAIL.COM**

**Receipt #: 69**

**Date: 04/29/2025**

**Paid By: Diwas Thapa**

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**Description:**

**Payment Type: Check**

**Payment Type Description: Check number 8071**

**Accepted By: Tammy DesJardin**

**Fees Paid**

Fee Name	Fee Type	Description	Factor	Total Fee Amount	Amount Paid
Small Commercial	Design Review Board	Less than 1 million	0.00	31.00	31.00
				<b>Total:</b>	<b>\$31.00</b>

## **Narrative:**

8 Cottage St, previously Merchant & Frye will now be home to Jeannie's Great Maine Breakfast. The building has "Pink Pastry Shop" on one side and a retail/souvenir shop on the other side. The application is to replace the current permanent glass with a sliding horizontal window.

Current glass size: 76" X 68"

Window size: 72.5" X 59.5"

The window opening is slightly smaller than the current opening. The difference will be covered by trim matching the current trim color (black)

Current Setbacks on the building

Front: 0 ft

Side Setbacks: 0 ft

Rear Setback: 26 ft

Window to be Installed.



Mathews Brothers

Tel:  
Fax:  
Email:



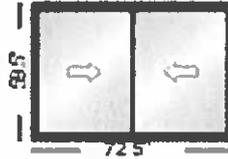
Customer  
QUOTATION

**BILL TO:**

**SHIP TO:**

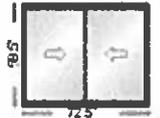
QUOTE #	STATUS	CUSTOMER PO#	DATE QUOTED
737303	Ordered		4/14/2025 9:09:52 AM
QUOTED BY	TERMS	PROJECT NAME	QUOTE NAME
Eric Fetha		Steve Rowley - Breakwater job	Steve Rowley - Breakwater job

LINE #	QTY	SUB-LINES
100	2	2



LINE #	DESCRIPTION	QTY
100-1		2

Walcott Replacement Horizontal Double Slider  
 72.5 X 59.5 Unit Size, Operating, White Interior, Black Exterior, Insul Low-E & Argon, 31.25 X 54.625  
 Clear Opening, 11.854 SQFT, White Dual Lock, No Window Opening Control Device, Insert Black Full  
 Screen Shipped Loose  
 w/Sill Extender  
 Unit 1: UFactor: 0.29, SHG: 0.28, VLT: 0.53, CR: 61



Opening: 72.75" X 59.75"  
 O.S.M.: 72.5" X 59.5"

Tag: None Assigned

LINE #	DESCRIPTION	QTY
100-2	Screen1	2

Insert Full Screen Shipped Loose

Opening: 0" X 0"  
 O.S.M.:

Tag: None Assigned

**Front View of  
the Building**





**Double Slider  
Horizontal  
Window**

**Double Slider  
Horizontal  
Window**

**Buildings across the sheet**

