

**Cover Page
for Thursday May 22, 2025,
Design Review Board Meeting**

*Project Information is available at https://www.barharbormaine.gov/271/Design-Review-Board	Material Issued	Issued on 5/16/2025
ITEMS		
Cover page with date		
May 22, 2025, Meeting Agenda		
Minutes for approval: <ul style="list-style-type: none"> • May 8, 2025 		
Applications: <ul style="list-style-type: none"> • Certificate of Appropriateness Application: DRB-2025-15 		

**Town of Bar Harbor
Agenda — Design Review Board
Thursday, May 22 at 4:00 PM
93 Cottage Street
Bar Harbor, Maine**

I. CALL TO ORDER

II. EXCUSED ABSENCES

III. ADOPTION OF AGENDA

IV. APPROVAL OF MINUTES

a. May 8, 2025

V. PUBLIC COMMENT

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

VI. BUILDING PERMIT REMINDERS

VII. REGULAR BUSINESS

a. Certificate of Appropriateness

Application: 2025-15

Applicant/Owner: Melissa Frost

Project Location: 1543 State Highway 102, Bar Harbor, ME 04609, 219-029-001

Proposed Project: Addition to existing non historic building

VIII. OTHER BUSINESS

IX. BOARD MEMBER COMMENTS AND SUGGESTIONS FOR THE NEXT AGENDA

X. ADJOURNMENT

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

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

IV. APPROVAL OF MINUTES

a. April 24, 2025

Member Pancho Cole moved to approve the minutes from April 24, 2025. Vice Chair Erin Cough 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: 2025-14

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

The applicant, Diwas Thapa, was present. Mr. Thapa presented a proposal to replace two large, fixed windows on either side of the front door with slightly smaller horizontal sliding windows. The new windows will feature black trim to match the existing exterior and will be made of tempered glass to comply with safety regulations. The window's style is similar to other local businesses.

The Board discussed the proposal's compatibility with the building and the surrounding historic district. Members agreed that the scale and proportion of the new windows are appropriate, the exterior trim and materials will be consistent with the existing design, and the window style aligns with others in the area. The applicant also confirmed that the business will operate year-round.

Vice Chair Erin Cough moved to approve the 8 Cottage Street project DRB-2025-14. Member Bo Jennings seconded, and the motion passed 5-0 in a roll call vote.

VIII. OTHER BUSINESS

a. Launch of Online Design Review Board Application Submittals

Staff Planner Sands announced that the Design Review Board online application portal is now live on the Town website. Instructions have been added to guide applicants through the online submission process. Applicants may still pay in person, or choose to pay online via invoice. Applications submitted online will be visible in the iWorQ system and will continue to be printed on paper for the Board's review.

IX. BOARD MEMBER COMMENTS AND SUGGESTIONS FOR THE NEXT AGENDA

There were none.

X. ADJOURNMENT

Chair Sassman moved to adjourn the meeting at 4:19 PM

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

Date



Design Review Board Application

Date: 05/08/2025

Project

Site Address:	1543 State Highway 102	Additional Type:	
Tax:	219-029-001	Project Cost:	130000
Map:		Open:	Seasonally
Project Type:	Construction of New Building or Expansion of Nonhistoric Building	Road Frontage:	200
		Historic Build:	No

Project Description: Addition

Applicant

Applicant Name:	Frost Farms LLC	City, State, Zip:	Bar Harbor
Address:	1543 State Highway 102	Phone:	2073809039
Applicant Map:		Email:	frostfarmsbarharbor@gmail.com
Applicant Lot:			

Owner

Owner Name:	Melissa Frost	Phone:	2073809039
Address:	440 Buttermilk Road	Email:	frostfarmsbarharbor@gmail.com
City, State, Zip:	Bar Harbor	If not building owner:	

Architect / Designer

Architect Name:	WMH Architects	Phone:	2073809039
Address:	10 Neighborhood Road	Email:	frostfarmsbarharbor@gmail.com
City, State, Zip:	Northeast Harbor, ME 04662		

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.

I do hereby certify that the information contained herein is true and correct.

Melissa Frost
Signature of Applicant

05/08/2025
Date

Signature of Owner (if different)

05/08/2025
Date

Permit #: 250022

Permit Type: Design Review Board

Address: 1543 STATE HWY 102

City: Bar Harbor

State: ME

Zip: 04609

Owner: FROST FARMS LLC

Owner Address: 1543 STATE HWY 102

Owner City: BAR HARBOR

Owner State: ME

Owner Zip: 04609-7145

Owner Phone:

Owner Email:

Receipt #: 71

Date: 05/16/2025

Paid By: FROST FARMS

Description: 219-029-001

Payment Type: Cash

Payment Type Description:

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
				Total:	\$31.00







① EXTENSIVE VIEW INN CORNER
SCALE: 1/4" = 1'-0"

ISSUED FOR REVIEW - NOT FOR CONSTRUCTION
SHEET NUMBER

A-04

PROJECT NAME AND LOCATION
FROST FARM
1543 STATE HWY 102 BAR HARBOR ME



NO.	BY	DATE	REVISIONS
7			
6			
5			
4			
3			
2			
1			

DATE: 4/29/18
SCALE: 1/4" = 1'-0"
DRAWN BY:

DATE: _____
DRAWING REVISIONS

DATE: _____
DRAWING REVISIONS