

**Town of Bar Harbor**  
**Minutes — Design Review Board**  
**Thursday, April 24 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 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.

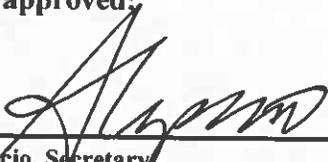
**IX. BOARD MEMBER COMMENTS AND SUGGESTIONS FOR THE NEXT AGENDA**

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:



---

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

6/12/25

---

Date