

**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

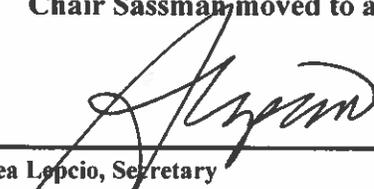
Staff Planner Sands announced that the Design Review Board online application portal is now live on the Town website. Instructions have been added to guide applicants through the online submission process. Applicants may still pay in person, or choose to pay online via invoice. Applications submitted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

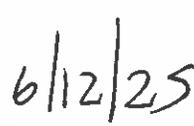
IX. BOARD MEMBER COMMENTS AND SUGGESTIONS FOR THE NEXT AGENDA

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