

**Town of Bar Harbor  
Minutes — Design Review  
Board Thursday, May 22 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 Sassaman and member Pancho Cole. Members Bo Jennings and Kate Macko were present via Zoom.

**II. EXCUSED ABSENCES**

Member Mike Rogers and Secretary Andrea Lepcio were excused. Vice-Chair Erin Cough was unexcused.

**III. ADOPTION OF AGENDA**

**Pancho Cole moved to adopt the agenda. Kate Macko seconded and the motion passed 4-0 in a roll call vote.**

**IV. APPROVAL OF MINUTES**

**a. May 8, 2025**

**Kate Macko moved to approve the minutes from May 8, 2025. Pancho Cole seconded and the motion passed 4-0 in a roll call vote.**

**V. PUBLIC COMMENT**

There were none.

**VI. BUILDING PERMIT REMINDERS**

The applicant was 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: 2025-15**

**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**

The applicant, Melissa Frost was present. She presented her application.

Board members did not have any questions.

**Bo Jennings moved to approve the application DRB-2025-15. Pancho Cole seconded and the motion passed 4-0 in a roll call vote.**

**VIII. OTHER BUSINESS**

Bo Jennings asked the Staff Planner about the status of comments on the proposed Design Review Board amendment. Staff Planner Hailey Bondy explained the Planning Staff was still working on incorporating comments and would have an update soon.

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

There were none.

**X. ADJOURNMENT**

**Chair Sassaman moved to adjourn the meeting at 4:05 PM. Pancho Cole seconded.**



6/12/25