

Town of Bar Harbor
Minutes — Design Review Board
Thursday, September 11 at 4:00 PM
93 Cottage Street
Bar Harbor, Maine

I. CALL TO ORDER

The meeting was called to order at 4:00PM. Present were Chair Erin Cough, Vice-chair Barbara Sassaman and member Bo Jennings.

There was discussion of the quorum needed to continue with the meeting as the board has seven members with only five current sitting members. Chair Cough made the motion to proceed with three members, Vice-chair Sassaman seconded, and the motion passed 3-0.

II. EXCUSED ABSENCES

Pancho Cole was excused, and Andrea Lepcio was granted an emergency excused absence.

III. ADOPTION OF AGENDA

Bo Jennings moved to adopt the agenda and Barbara Sassaman seconded, the motion passed 3-0.

IV. APPROVAL OF MINUTES

a. August 14, 2025

Vice-chair Sassaman made the motion to accept the minutes with corrections, Bo Jennings seconded, and the motion passed 3-0.

V. PUBLIC COMMENT

There was none.

VI. BUILDING PERMIT REMINDERS

Chair Cough reminded the applicant to apply for and receive a building permit for any of the activities approved at the meeting.

VII. REGULAR BUSINESS

a. Certificate of Appropriateness

Application: 2025-22

Applicant/Owner: Rick and Gail Leiser

Project Location: 65 Kebo Street, Bar Harbor, ME 04609. Map/Lot 104-400-000

Proposed Project: Renovation of existing building, including new windows and siding.

Member Bo Jennings informed the board that he is employed at neighboring businesses that abuts the applicant. After a brief discussion the board took no action as there was no conflict.

The board asked several questions relating to windows, siding and shingles.

Vice-chair Sassaman moved to approve application 2025-22 as submitted, Member Jennings seconded, and the motion passed 3-0.

VIII. OTHER BUSINESS

a. DRB Amendment Update

The Board received documents for the September 25, 2025 workshop.

IX. BOARD MEMBER COMMENTS AND SUGGESTIONS FOR THE NEXT AGENDA

There were none.

X. ADJOURNMENT

Vice-chair Sassaman move to adjourn the meeting at 4:12PM, member Jennings seconded, and the motion passed 3-0.



Andrea Lepcio, Secretary

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Date

Design Review Board, Town of Bar Harbor