

**Town of Bar Harbor
Minutes — Design Review Board
Thursday, October 9 at 4:00 PM
93 Cottage Street
Bar Harbor, Maine**

I. CALL TO ORDER

The meeting was called to order at 4:08PM. Present were Chair Erin Cough, Vice-chair Barbara Sassaman, and members Bo Jennings and Pancho Cole.

II. EXCUSED ABSENCES

Andrea Lepcio was excused.

III. ADOPTION OF AGENDA

Pancho Cole moved to adopt the agenda and Vice-chair Barbara Sassaman seconded, the motion passed 4-0.

IV. APPROVAL OF MINUTES

a. September 11, 2025

Member Bo Jennings made the motion to accept the minutes, Pancho Cole seconded, and the motion passed 3-1, with Pancho Cole abstaining.

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: 2025-23

Applicant/Owner: Bethany Leavitt / Town of Bar Harbor

Project Location: 138 West Street, Bar Harbor, ME 04609. Map/Lot 104-013-000

Proposed Project: Replacement of the existing West Street Pump Station and emergency generator within a Town easement, involving construction of a new building to house the municipal wastewater pumping station equipment.

Chair Erin Cough disclosed that she is the Executive Director of the Bar Harbor Historical Society and may need to recuse herself if the project is associated with the organization. The applicant confirmed that the proposed project is not associated with the Bar Harbor Historical Society, and after brief discussion, the Board took no action as there was no conflict.

The Board asked several questions relating to roof style, siding, and building height to width ratio. Vice-chair Barbara Sassaman recommended increasing length of roof eave

overhangs to compensate for tall, narrow structure, understanding the gambrel roof style is necessary to provide sufficient overhead space for interior equipment. Member Bo Jennings motioned to approve application 2025-23 as submitted, Vice-chair Sassaman seconded, and the motion passed 4-0.

VIII. OTHER BUSINESS

a. DRB Amendment Workshop to follow the meeting

The Board has a workshop to continue review of the proposed Article XIII amendment immediately following adjournment of the meeting.

IX. BOARD MEMBER COMMENTS AND SUGGESTIONS FOR THE NEXT AGENDA

There were none.

X. ADJOURNMENT

The meeting adjourned at 4:33PM, with the workshop beginning immediately following and adjourning at 5:45PM.


Andrea Lepcio, Secretary

11/26/25
Date

Design Review Board, Town of Bar Harbor