



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

[www.berlinmd.gov](http://www.berlinmd.gov)

Town of Berlin Historic District Commission

April 05, 2017 – 5:30 PM

Berlin Town Hall – Council Chambers



1. Call to Order
2. Agenda Adoption
3. Approval of Minutes: March 1, 2017
4. 101 William Street – Case # 3-1-17-05, Continuation - install two light fixtures
5. 110 North Main Street – Case # 4-5-17-07, Façade / Signage
6. 120 North Main Street – Case # 4-5-17-08, Lamp post lighting
7. Comments from the Public
8. Comments from Staff
9. Comments from the Commissioners
10. Comments from the Chairman
11. Adjournment

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*Any persons having questions about the above-referenced meeting or any persons needing special accommodations should contact Dave Engelhart at 410-641-4143. Written materials in alternate formats for persons with disabilities are made available upon request. TTY users dial 7-1-1 in the State of Maryland or 1-800-735-2258 outside Maryland.*

Town of Berlin  
Historic District Commission  
March 1, 2017

The Meeting for the Historic District Commission for March 1, 2017 was called to order by Chairman Carol Rose at 5:35PM. In attendance were Carol Rose, Robert Poli, Laura Stearns, Mary Moore and Betty Tustin. Staff Present were Town Administrator Laura Allen, Town Attorney David Gaskill and Permit Coordinator Carolyn Duffy. Planning Director Dave Engelhart was absent from meeting.

Chairman Carol Rose thanked Mrs. Laura Allen and Mr. David Gaskill for attending the meeting. Chairman Rose then called for a motion to approve the March 1, 2017 agenda. Mrs. Laura Stearns made the motion to approve the March 1, 2017 agenda. Mrs. Mary Moore seconded the motion and it was unanimously accepted by the commission.

Chairman Rose called for a motion to approve the minutes from the February 1, 2017 meeting. Mrs. Laura Stearns made the motion to approve the minutes from the February 1, 2017 meeting. Mrs. Mary Moore seconded the motion and it was unanimously accepted by the commission.

Chairman Rose called the first case on the agenda Case # 2-1-17-02 for 10 William Street requesting new signage. Mrs. Laura Allen Town Administrator was representing the Town of Berlin for Case# 2-1-17-02. The request was to remove the banner and the Town seal and replace with a "Welcome to Berlin" sign where the seal is above the center window, and add the Town seal and "America's Coolest Small Town" sign under the center window. Chairman Rose asked each member for their thoughts everyone agreed it looked great. Chairman Rose called for a motion. Mrs. Stearns made the motion to approve Case # 2-1-17-02 as submitted. Mrs. Moore seconded the motion and it was unanimously accepted by the commission.

Chairman Rose called Case # 3-1-17-03 120 North Main Street requesting replacement of existing concrete with a stamped concrete patio. Mrs. Yates was not present at the meeting but to represent her was Mr. Alex Luciano. Mr. Luciano stated that Mrs. Yates had not picked out the concrete pattern that she wanted yet. He stated she wanted to use two patterns Euro Fieldstone and Cobblestone two shades of gray. Mrs. Moore asked if she had seen it somewhere else. He replied she had seen it and wanted it to look like pavers had been taken up and put back. Mr. Luciano showed the commission the Belgian Block. Mrs. Stearns asked about the letter from EA Engineering referencing the drainage pipe between the buildings. Mr. David Gaskill stated that it didn't affect the Historic Commission. Mrs. Allen stated the applicant wanted it in just for information for the packet. Mr. Luciano said you can't tell anything about the concrete until you get it in. Mrs. Ivy Wells Economic Development Director was present to give support to Mrs. Yates. Chairman Rose called for a motion. Mr. Robert Poli made the motion to approve Case # 3-1-17-03 for 120 North Main Street, replacing of the pavement, with the owner to make the choice of Euro Fieldstone or Belgian Block, or both. Mrs. Mary Moore seconded the motion and it was unanously accepted by the commission. Mrs. Betty Tustin asked about the lighting that was on application were they voting on that. Chairman Rose stated Mrs. Yates was not ready for that yet and she would have to come back before the Commission. They would have to see the lights she wanted to put up.

Chairman Rose called Case # 3-1-17-04 Mr. Cory Cannon of 111 Artisans Way requesting signage. Chairman Rose asked if he was using the previous sign. Mr. Cory Cannon replied yes with vinyl letters. Originally he said they were going to use aluminum but that didn't work out. Chairman Rose asked if what they had presented was what would be on the sign. He replied yes. Mrs. Moore asked about the business. Mr. Cannon told them they would be using high quality paint and up grading furniture. Furniture from like Magnolia Homes, Joanna Gaines and Home Goods. Mrs. Moore was very pleased and said the Town had a variety of business including Mark Showell. Mr. Cannon told the Commission that there friends have another business called Savage and they are teaching him how to make furniture look good. They are planning on opening April 1<sup>st</sup>. Mrs. Moore thought it was wonderful that when a business leaves there is someone waiting to get in. Mrs. Allen stated they have a waiting list for businesses wanting to come to town. Chairman Rose called for a motion.

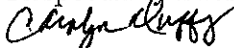
Mrs. Betty Tustin made the motion to approve Case # 3-1-17-04 with the vinyl letters on the existing background. Mrs. Laura Stearns seconded the motion and it was unanimously accepted by the Commission.

Chairman Rose called the next Case # 3-1-17-05, 101 William Street requesting to install two light fixtures on black bar to light the sign. Applicant was not present Chairman Rose went on to the next item on agenda and would come back to this item.

Chairman Rose called Case # 3-1-17-06 Mr. Dennis Smith representing Calvin B. Taylor Bank 24 North Main Street. Chairman Rose thanked Mr. Dennis for his packet. She asked if him if they would be the same windows they had approved for him when he came previously before them. He replied yes. Mr. Gaskill gave them the color swatches he had for his packet. Chairman stated they can't tell them about color. They went with the Marvin Windows because they are paintable and come factory finish. Chairman Rose asked Mr. Poli if he had any comments, he said as long as they have the mullions and the divided lights. Mrs. Moore said great presentation an excellent packet explained everything she needed to know. Mrs. Tustin also thought packet was good. Mrs. Moore asked how long the windows had been there he said it was built in 1949. Mrs. Tustin made the motion to approve Case # 3-1-17-06 to install the Marvin Integrity Windows as described in the application. Mr. Poli seconded the motion and it was unanously accepted by the Commission.

Chairman Rose called Case # 3-1-17-05, applicant still had not arrived. Chairman Rose said they would postpone till next month. Mr. Gaskill said they could postpone by consensus. They would need to see the lights. With there being no other questions from the public, staff or commissioners, Chairman Rose said she had a comment she had attended a workshop with Mrs. Ivy Wells at the Ward Museum. And was able to get information to help Mr. Taylor for grants it was very helpful. Motion to adjourn made by Mrs. Stearns. Seconded by Mrs. Moore.  
Adjourned 6:05PM

Respectfully Submitted,

  
Carolyn Duffy



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## HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>02-07-17</u>	Property Address: <u>101 William St.</u>
Property Owner: <u>Hale Harrison</u>	Phone: _____
Property Owner Address: <u>P.O. Box 60 Ocean City MD 21842</u>	Email: _____
Applicant: <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Phone: <u>443-614-6135</u>
Address: <u>302 ANN DR Berlin MD</u>	Email: <u>lisahallberlinmd@yahoo.com</u>

Type of Work:			
<input type="checkbox"/> Alterations	<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input checked="" type="checkbox"/> Other: <u>light sign on pole</u>
<input type="checkbox"/> Demolition	<input type="checkbox"/> Sign	<input type="checkbox"/> Awning	

DESCRIPTION OF WORK PROPOSED (Please be specific) Attach addition sheet if necessary. Type of material, color, dimensions, etc. must accompany application. If signs are proposed, indicate material, method of attachment, position on building, size and front lineal feet of building, size and position of all other signs on building, and a layout of the sign.

Install two light fixtures on black bar like on the sign at Fins Alehouse.

All required documents must be submitted to the Planning Director at least 21 days prior to the next meeting of the Historic District Commission. See below for documents required to be filed with application.

Failure to include all the required attachments and/or failure of the applicant or his/her authorized representative to appear at the scheduled meeting may result in postponement of the application until the next regularly scheduled meeting. If an application is denied, the same application cannot be resubmitted for one year from date of such action.

I hereby certify that the owner of the subject premises has been fully informed of the alterations and that said owner is in full agreement with this application.

Applicant/Agent Signature Lisa Hall

<input type="checkbox"/> Site Plan, if applicable
<input type="checkbox"/> Scaled and measured detailed drawings, including, but not limited to, plans and elevations of the proposed alterations or improvement, or in the alternative, a scale mock up.
<input type="checkbox"/> For an existing structure, color photographs* of the structure showing all elevations, the area to be altered, close-ups of architectural detail and the area in the immediate vicinity.
<input type="checkbox"/> For a proposed new structure, photographs* of the subject site and all buildings in the immediate vicinity.
<input type="checkbox"/> Samples of materials or copies of manufacturers product literature.
*Photographs shall be printed or mounted on 8 1/2 X 11 paper or cardboard, and labeled

Date Rec'd <u>2/7/17</u>	Initials <u>CO</u>	HDC Meeting <u>3-1-17</u>	Case # <u>3-1-17-05</u>
HDC Approval (signature)			



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## HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>2/8/17</u>	Property Address: <u>110 main st Berlin</u>
Property Owner: <u>Sony and KATIE LLC</u>	Phone: <u>(410) 726-8571</u>
Property Owner Address: <u>40 main st 6407 coastal Hwy O.C. MD 21842</u>	Email: <u>Duy.Nguyen4@vgnx.com</u>
Applicant: <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Phone: _____
Address: _____	Email: _____

Type of Work:			
<input type="checkbox"/> Alterations	<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input checked="" type="checkbox"/> Other: <u>Facade</u>
<input type="checkbox"/> Demolition	<input checked="" type="checkbox"/> Sign	<input type="checkbox"/> Awning	<u>Paint &amp; interior</u>

DESCRIPTION OF WORK PROPOSED (Please be specific) Attach addition sheet if necessary. Type of material, color, dimensions, etc. must accompany application. If signs are proposed, indicate material, method of attachment, position on building, size and front lineal feet of building, size and position of all other signs on building, and a layout of the sign.

change Front of Building

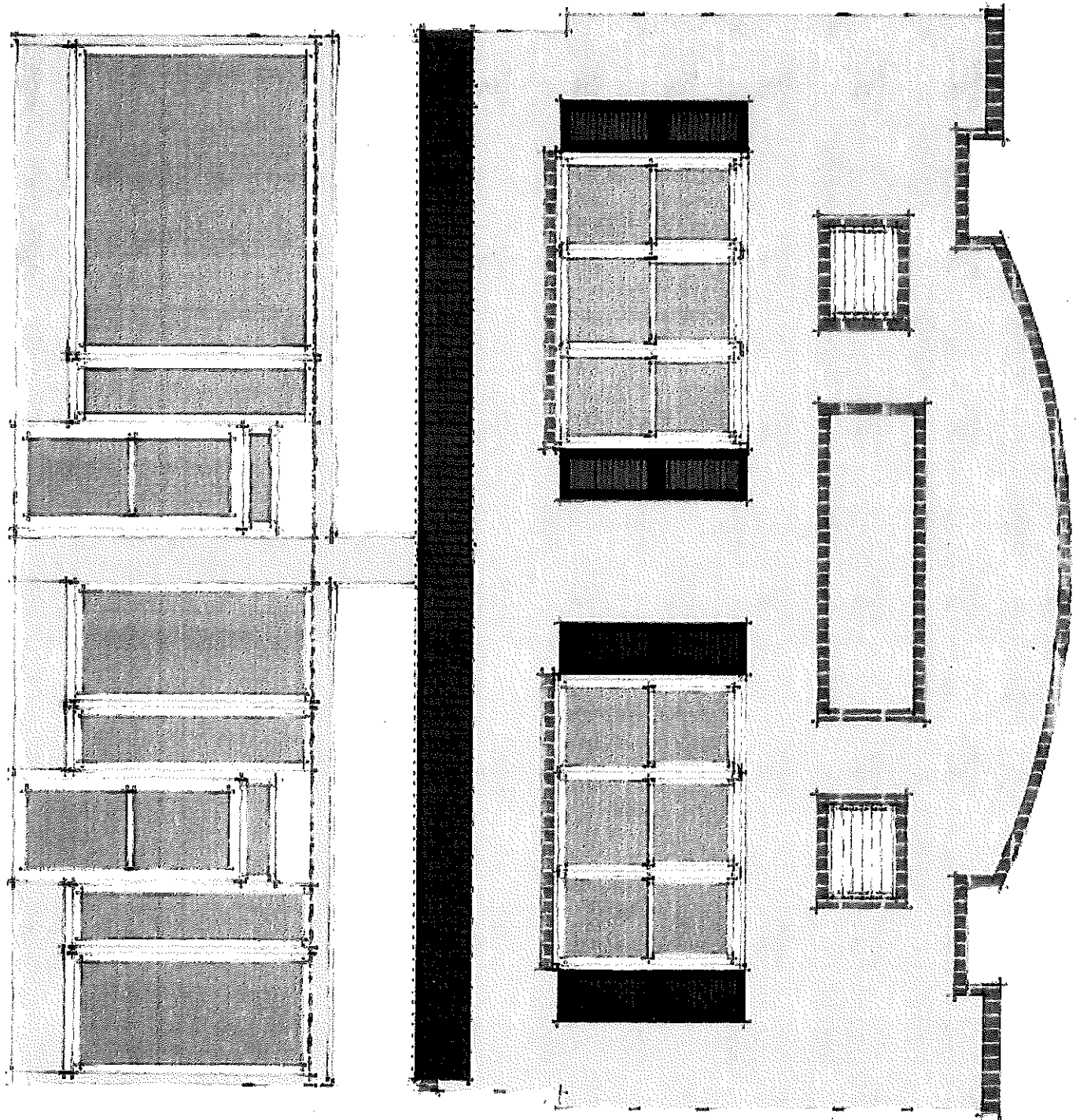
All required documents must be submitted to the Planning Director at least 21 days prior to the next meeting of the Historic District Commission. See below for documents required to be filed with application.

Failure to include all the required attachments and/or failure of the applicant or his/her authorized representative to appear at the scheduled meeting may result in postponement of the application until the next regularly scheduled meeting. If an application is denied, the same application cannot be resubmitted for one year from date of such action.

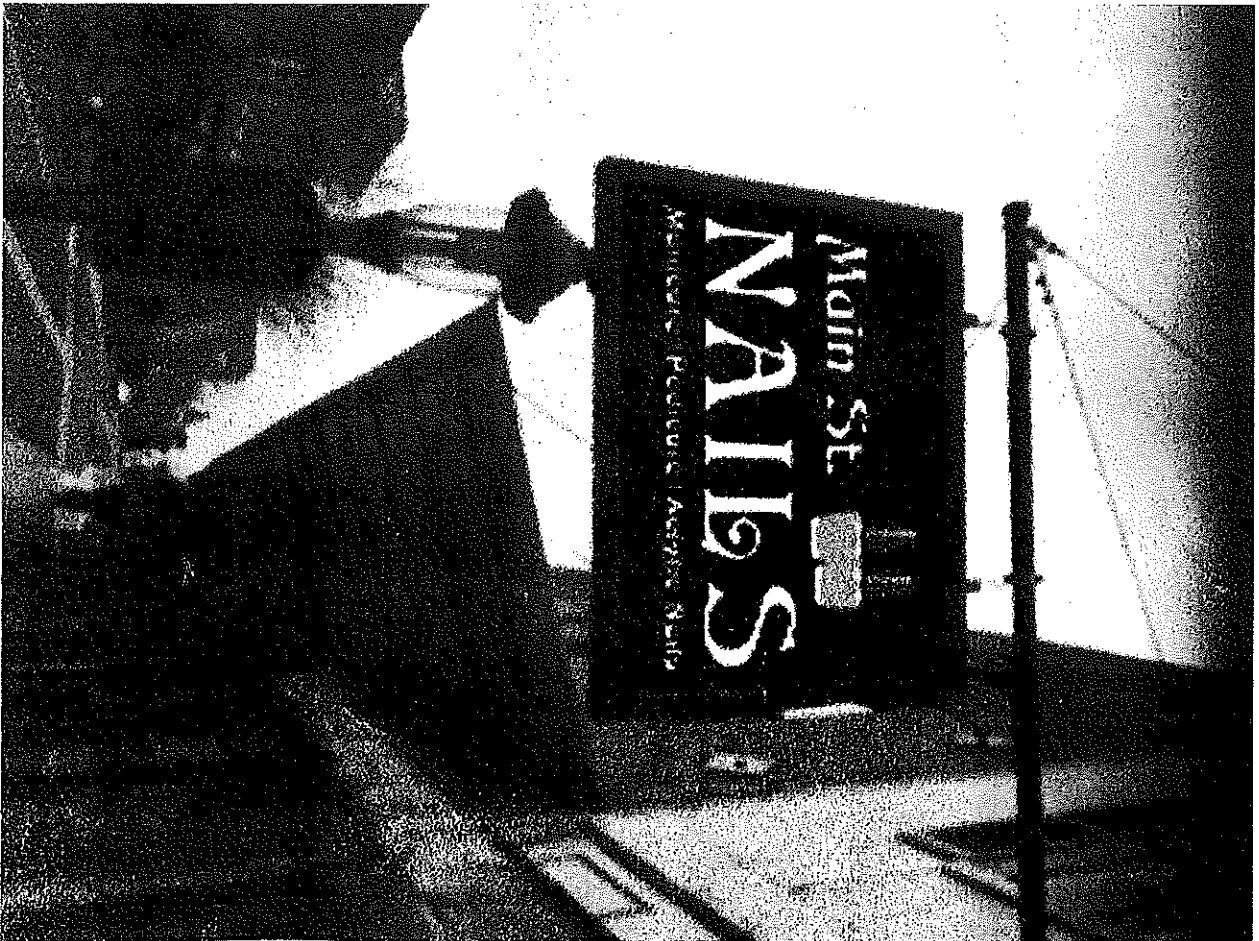
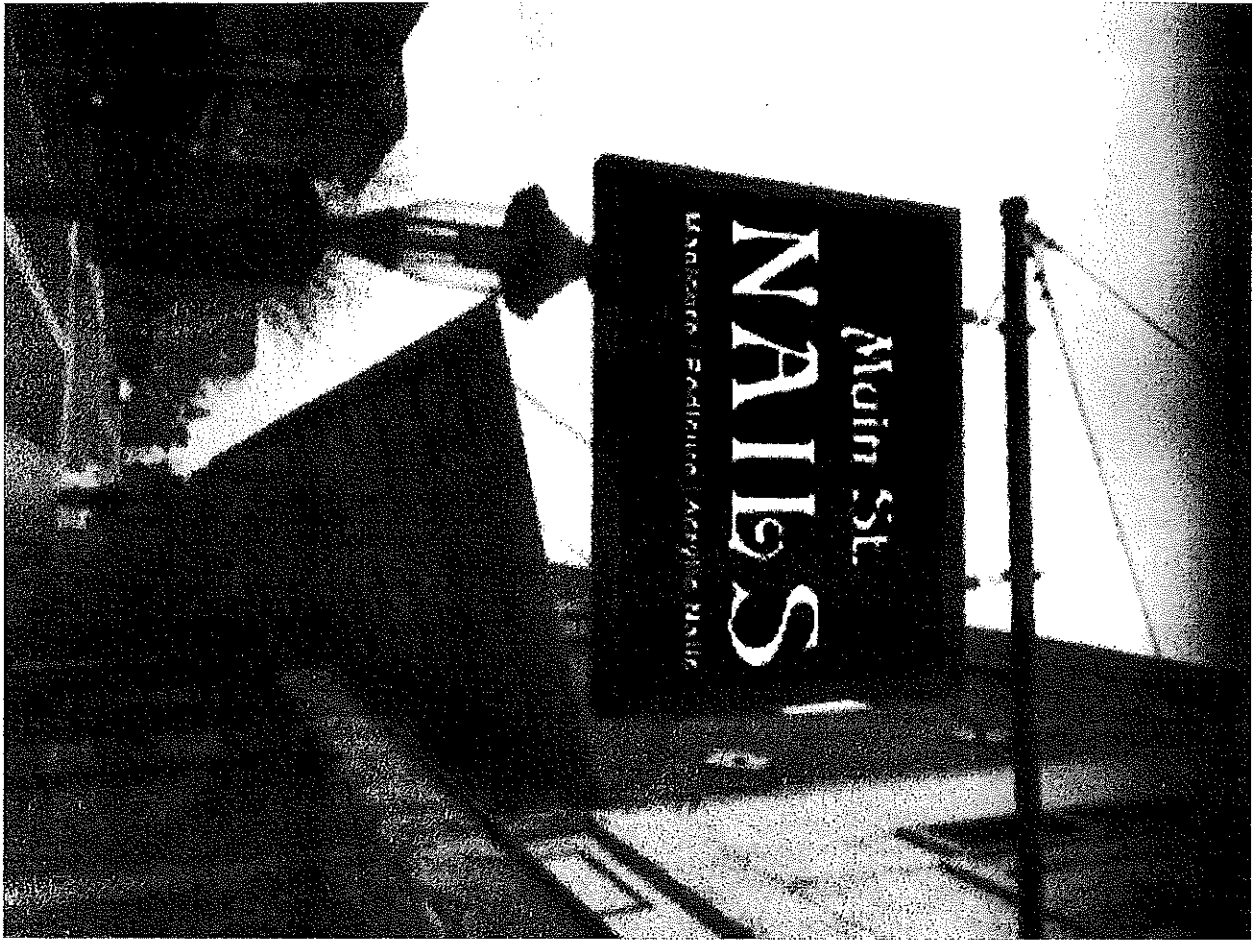
I hereby certify that the owner of the subject premises has been fully informed of the alterations and that said owner is in full agreement with this application.  
Applicant/Agent Signature [Signature]

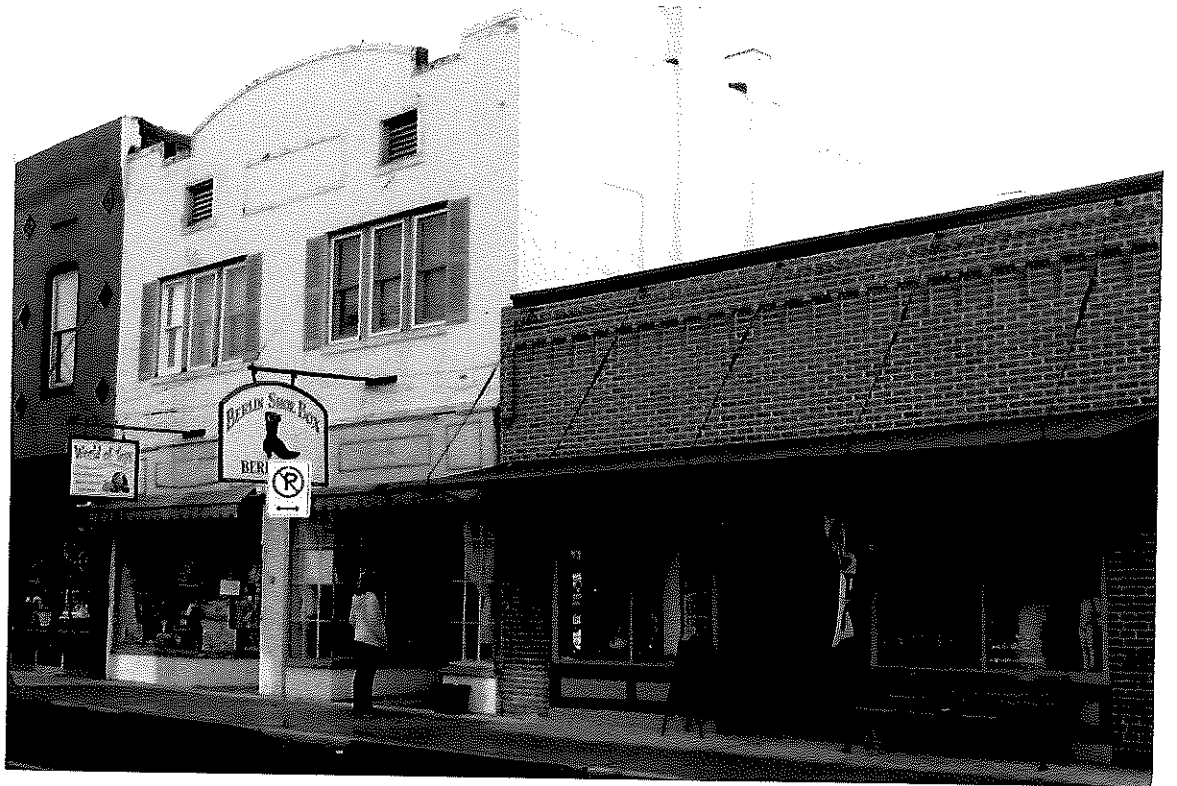
<input type="checkbox"/> Site Plan, if applicable
<input type="checkbox"/> Scaled and measured detailed drawings, including, but not limited to, plans and elevations of the proposed alterations or improvement, or in the alternative, a scale mock up.
<input type="checkbox"/> For an existing structure, color photographs* of the structure showing all elevations, the area to be altered, close-ups of architectural detail and the area in the immediate vicinity.
<input type="checkbox"/> For a proposed new structure, photographs* of the subject site and all buildings in the immediate vicinity.
<input type="checkbox"/> Samples of materials or copies of manufacturers product literature.
*Photographs shall be printed or mounted on 8 1/2 X 11 paper or cardboard, and labeled

Date Rec'd <u>2/8/17</u>	Initials <u>CO</u>	HDC Meeting <u>4-5-17</u>	Case # <u>4-5-17-07</u>
HDC Approval (signature)			



- Same style as Nest









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## HISTORIC DISTRICT COMMISSION APPLICATION

Date: 3/6/17 Subject Property Location: 120 N. Main Street Case #: 4-5-17-08

Property Owner: Yates or Mone Owner Phone #: 410 726 7987

Owner Address: 729 Laurel Ave Ocean City MD 21842 Owner Email: mark4hair@msn.com

Agent/Contractor: Robin Yates Agent Phone#: 410 726 7987

Work Involves:  Alterations  New Construction  Addition  Demolition  Sign  Other

DESCRIPTION OF WORK PROPOSED:
replace current battered and non working outdoor patio lamp posts w/ new posts and light fixtures
<i>see picture.</i>
I will submit pictures before meeting.

### DOCUMENTS REQUIRED TO BE FILED WITH APPLICATION

All required documents must be submitted to the Planning Department prior to at least three (3) weeks prior to the next regularly scheduled hearing. Failure to include all the required attachments and/or failure of the applicant or his/her authorized representative to appear at the scheduled meeting may result in postponement of the application until the next regular scheduled meeting. If an application is denied, the same application cannot be resubmitted for one year from date of such action. The Berlin Historic District Commission Rules and Regulations are available for review in the Town of Berlin Planning Department.

The following items, if applicable, must be provided to Town Staff in order for the proposal to be considered:

1. Site plan.
2. Scaled drawings of plans and/or elevations of the proposal, or in the alternative, a scale model.
3. Color photographs of the existing structure, the area to be altered and close-ups of architectural details.
4. For a proposed new structure, photographs of the subject site and all buildings in the immediate vicinity.
5. All photographs shall be printed on 8½ x 11 paper or provided in digital format, and shall be labeled with a description of the contents of the photographs.
6. Samples of materials or copies of manufacturers product literature.

The applicant, or an authorized representative, has been advised to appear at the meeting of the Berlin Historic District Commission scheduled for April 5, 2017 (date).

Applicant Signature [Signature] Date 3/6/17

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)