



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov



Town of Berlin Historic District Commission November 01, 2017– 5:30 PM Berlin Town Hall – Council Chambers

1. Call to Order
2. Agenda Adoption
3. Approval of Minutes: October 4, 2017
4. 18 North Main Street – Requesting Signage
5. 17 Jefferson Street – Requesting outdoor Freezer
6. 20 South Main Street- Requesting Signage
7. Comments from the Public
8. Comments from Staff
9. Comments from the Commissioners
10. Comments from the Chairman
11. Adjournment

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
October 4, 2017

The meeting for the Historic District Commission for October 4, 2017 was called to order by Chairman Carol Rose at 5:34PM. In attendance were Carol Rose, Mary Moore, Betty Tustin, Robert Poli and Laura Stearns. Staff present were Planning Director Dave Engelhart and Permit Coordinator Carolyn Duffy.

Chairman Carol Rose called for a motion to adopt the agenda. Mrs. Betty Tustin made the motion to adopt the agenda. Mrs. Laura Stearns seconded the motion and it was unanimously accepted by the commission. Chairman Rose then called for a motion to approve the minutes from the August 2nd, 2017 meeting. Mrs. Laura Stearns made the motion to approve the minutes from the August 2nd, 2017 meeting. Mrs. Betty Tustin seconded the motion and it was unanimously accepted by the commission.

Chairman Rose called the next Case # 10-4-17-28, 104 North Main Street. The applicant was not present for this case so Chairman Rose moved on to the next case. Chairman Rose called Case # 10-4-17-29, 16 South Main Street, Mr. Dana Helmuth present requesting signage for his business. Chairman Rose asked the members if they had looked at the sign and if they were okay with it. Mr. Poli made the motion to approve Case # 10-4-17 29 for signage. Mrs. Mary Moore seconded the motion and it was unanimously accepted by the commission. Mr. Heluth stated it was his art studio and a show gallery. He would have art work from other places to show case.

With no one present for the meeting Mr. Engelhart stated Ms. Carolyn Duffy was making a call to Mrs. Lisa Osias. Chairman Rose polled each member about the sign and decided to move forward with the vote for Case # 10-4-17-28. Mr. Poli made the motion to approve the signage for Difebo's Case # 10-4-17-28. Mrs. Laura Stearns seconded the motion and it was unanimously accepted by the commission. Ms. Duffy told the commission Mrs. Osias was in South Carolina moving her daughter into college. She apologized for the misunderstanding it had totally slipped her mind with getting her child into school.

Chairman Rose asked Mrs. Laura Allen Town Administrator if she had anything to bring up or was she just visiting for tonight's meeting. Mrs. Allen asked if they had any questions for her. Chairman Rose asked Ms. Carrie Dupuie if there was anything she wanted to bring up. Mr. Engelhart told Chairman Rose Ms. Dupuie was interested in the Historic Commission and he had suggested she come to the meeting because they do need an alternate.

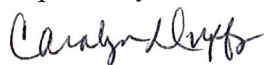
Mrs. Moore asked Mr. Engelhart was there anything going on they needed to know about. Mrs. Allen stated she could talk to them about some projects. She stated the William Street project was moving along. The Baker Street project would go before Mayor & Council on the following Tuesday. Mr. Poli asked if it would be shell and concrete mix. Ms. Allen stated it would be repaired but not with the shells and concrete. Mrs. Moore asked about the Library project when it would be completed. Mrs. Allen stated it was not a town project it is a county

project. Mr. Engelhart stated it may be around summer time when it is completed. Chairman said she was surprised it wasn't sitting back a little further. Mr. Engelhart stated there would be a turnaround up front for the buses. They were trying to keep the rear undisturbed for a nature trail. They wanted a show piece so they moved it to the right of the property. Mr. Engelhart told the commission that Mr. Pat Vorsteg on Gay Street had started working on his project and you will see that coming out of the ground. Mrs. Moore asked about Mr. Sonny Nguyen at the nail salon. He received his final approvals, and needs more staff before he opens. Mr. Poli asked was he going to replace the window. Mr. Engelhart replied no. Mr. Poli stated the board had asked him to do research and he had been doing a lot of research on Berlin. He stated that he learned the windows in the past had been plate glass windows. Mr. Poli continued to discuss what had occurred with the windows at 112 North Main and felt if he continued to work on guide lines for the commission nothing would get enforced.

Mr. Engelhart replied the commission had not specified to Mr. Nguyen what the window should look like. Chairman Rose explained he was going to put it back so it would look like Fathom. Not what it was before it was broken. Mr. Engelhart explained what he has there is similar to what was there as far as compatibility. Discussion continued. Mrs. Allen asked Mr. Engelhart if the commission had the authority to direct him to fine. He replied yes. Mrs. Allen told them they would have to take a vote but couldn't on this night because it was not on the agenda. Chairman Rose replied the commission has never fined anyone and stated she was not comfortable with that. Mrs. Moore thought this was what they needed, more strict guidelines.

Mrs. Allen stated you may need to put it on the agenda. Mr. Engelhart stated he understood the jagged edge, Mr. Nguyen told him he would fix it. Ms. Allen suggested if they had no more business to adjourn. Mrs. Tustin said they need to find a way to get together in cases of emergencies. Mr. Poli suggested letters be sent out. Chairman Rose expressed them as a commission do not have that authority. Mrs. Moore thought they should talk about it and it was a gray area. Mrs. Tustin thought they should have another work session after the holidays, maybe in the New Year. Mrs. Betty Tustin made the motion to adjourn. It was seconded by Mrs. Laura Stearns. Adjourned 5:59PM.

Respectfully Submitted,



Carolyn Duffy



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HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>10/10/17</u>	Property Address: <u>18 N Main</u>
Property Owner: <u>OC Law Offices</u>	Phone: _____
Property Owner Address: _____	Email: _____
Applicant: <u>Shelley Bruder</u>	Phone: <u>410-726-7762</u>
<input type="checkbox"/> Owner <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Email: <u>bruderhull@gmail.com</u>
Address: <u>25 Commerce St Berlin, MD 21811</u>	

Type of Work:			
<input type="checkbox"/> Alterations	<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Demolition	<input checked="" 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.

42x34 BRUDER HOME
Sign.

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>10/10/17</u>	Initials <u>CO</u>	HDC Meeting <u>11-1-17</u>	Case # <u>11-1-17-30</u>
HDC Approval (signature)			

SIZE: 42" X 34"

MATERIAL: DARK STAINED PLYWOOD

PLAK THAT
PRINT MOCKUP



**BRUDER
HOMIE**



*MOCKUP IS ONLY A REPRESENTATION
ACTUAL WOODGRAIN STYLE & COLOR MAY DIFFER



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HISTORIC DISTRICT COMMISSION APPLICATION

Date: 10/16/17 Subject Property Location: 17 JEFFERSON Case #: 11-1-17-31

Property Owner: JOHN FAGEE Owner Phone #: _____

Owner Address: _____ Owner Email: _____

Agent/Contractor: AL BEAULIEU Agent Phone#: (301) 602-9700

Work Involves: Alterations New Construction Addition Demolition Sign Other

DESCRIPTION OF WORK PROPOSED:

THE BURLEY CAFE INTENDS TO INSTALL A NON-PERMANENT WALK-IN REFRIGERATOR ALONG THE EXTERIOR OF THE BUILDING BETWEEN 17 JEFFERSON & JEFF AUREL'S STUDIO. FINS ON MAIN ST. IS A PRIME EXAMPLE OF AN EXTERIOR WALK-IN SITUATION.

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 Nov. 13th (date).

Applicant Signature: [Signature] Date: 10/16/17

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)

In order to expand our menu variety and better serve our customers, we hope to place a walk-in refrigerator outside of our building between Jeff Auxer's fence and the hotel storage. The walk-in would not be a permanent structure and it would be well disguised. We would then enclose the walk-in with a fence to match The Globe's dumpster area, and the side facing the street would be concealed by an exterior service area and foliage. We plan to use a faux boxwood paneling. We have used this material in our former shop on Main Street to cover a wall and currently we use it in our home as décor. It's all-weather, very realistic, and extremely effective in coverage. We've included an image as an example, and an actual panel of the faux boxwood will be presented at the meeting on November 1st.

Thank you for your consideration!



This is the area where the walk-in will go, more or less even with the white door and extending towards the rear of the building. It will do a great job of keeping the area clear and clutter-free.



A standard model of walk-in such as this one will be installed pending approval.



This greenery will not only conceal the walk-in from the street—it will look great too!



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HISTORIC DISTRICT COMMISSION APPLICATION

Date: 10/13/2017 Subject Property Location: 20 South Main St Case #: 11-1-17-32

Property Owner: Buckingham Presbyterian Church Owner Phone #: (410) 641-0234

Owner Address: 20 S. Main St, Berlin, MD 21811-0248 Owner Email: info@buckinghampcusa.org

Agent/Contractor: Jack Curry; Signs Illustrated Agent Phone#: (410) 726-6395

Work Involves: Alterations New Construction Addition Demolition Sign Other

DESCRIPTION OF WORK PROPOSED:

The present sign in front of the church is parallel to the street and requires traffic to slow down or stop to read the information. We wish to have a sign perpendicular to the street so it can easily be read by traffic approaching from either direction. The upper section would contain permanent info such as church name, service times, etc. The lower section would have slide-in sections informing of special events such as Candlelight Service, Easter Egg Hunt, etc.

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.

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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 _____ (date).

Applicant Signature: *Lynne J. Murray* Date: 10/13/2017
Church Trustee

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)



Mountnorris Congregation
The Presbyterian Church in Ireland
County Armagh, Northern Ireland, U.K.

Here is the sign I found when searching for historic churches. I referenced the design for Buckingham and added the bottom plate for future event plaques. Jack

This Irish design would be particularly meaningful to Buckingham's Congregation as they were founded by an Irishman, Reverend Francis Makemie, in 1683. *Known as The Father of American Presbyterianism*, Makemie organized several congregations along the Maryland and Virginia coastal areas.



48

34



BUCKINGHAM PRESBYTERIAN CHURCH

Organized 1683
by Rev. Francis Makemie

Sunday Services
9am and 11am

Reverend Matthew Trask

48

85

Easter Egg Hunt
Sunday, April 16-10am

15

All aluminum build...lightweight / strong / long lasting weather resistant ...
but still in the classic or historic style
Welded poles and frame and sign plate with 3D raised border... (by Ashton Welding)
... then powder coated black or white
1/8" thick routed alum. BPC letters and logo glued to alum surface.
All other smaller letters exterior black vinyl that can easily be removed
or changed.
Bottom info section could be custom panel inserts for events or custom messages.

4x4
alum poles
cemented in-ground

Signs Illustrated / Jack Curry
11355 St.Martins Neck Rd.
Bishopville, Md. 21813 [410-726-6395](tel:410-726-6395)

If you want to visit my web page.....
[*www.jackcurrysignsillustrated.com*](http://www.jackcurrysignsillustrated.com)

Enlargement of Specifications text from the sign drawing:

All aluminum build:

Lightweight / Strong / Long lasting & weather resistant,
but still in the classic or historic style.

Welded poles, frame, and sign plate with 3D raised border
by Ashton Welding.

Powder coated in white; more durable than painted aluminum.

1/8 inch thick routed aluminum B P Church letters and logo
glued to aluminum surface.

All other smaller letters exterior black vinyl that can easily be
removed or changed.

Bottom informational section will have custom panel inserts such
as Church Bazaar, Candlelight Service, etc.



Overhead View



Buckingham Presbyterian Church
20 S Main St, Berlin, MD



Traffic cones mark proposed location of
Buckingham Presbyterian Church Sign



View of Church sign location heading north.



View of church sign location heading south, located about 6 ft from town's sidewalk and about 45 ft to left of churches front sidewalk.