



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
February 06, 2019 – 5:30 PM
Berlin Town Hall – Council Chambers**

1. Call to Order
2. Agenda Adoption
3. Approval of Minutes- January 2, 2019
4. Election of Chairman & Vice Chairman
5. 8 Jefferson Street – Requesting expansion of shed / repositioning of fence and re-facing with pressure treated wood.
6. 14 South Main Street - Welcome Center requesting signage
7. 105 South Main – Requesting a pole building
8. 11 South Main Street – Requesting Signage
9. Comments from the Public
10. Comments from Staff
11. Comments from the Commissioners
12. Comments from the Chairman
13. 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
January 2, 2019

The meeting for the Historic District Commission was called to order by the Vice Chairman Dr. Robert Poli at 5:31PM. Members present were Dr. Robert Poli, Mary Moore, Allen Palmer, Norman Bunting and Laura Stearns. Absent from the meeting was Chairman Carol Rose. Staff present were Planning Director Dave Engelhart and Permit Coordinator Carolyn Duffy.

Dr. Robert Poli called for a motion to adopt the January 2, 2019 agenda. Mr. Norman Bunting made the motion to adopt the agenda. It was seconded by Mrs. Mary Moore and was unanimously accepted by the commission. Dr. Robert Poli then called for a motion to approve the December 5th, 2018 minutes. Dr. Poli then stated he wanted to make a slight change to the minutes. He stated on page 2 paragraph 2 line 3 should read with the clarification that any windows that require divided light have the muntin's be inside and outside with the grid in between. Dr. Poli then called for a motion. Mrs. Mary Moore made the motion to approve the minutes with the corrections. Mrs. Laura Stearns seconded the motion and it was unanimously accepted by the commission.

Dr. Robert Poli called Case # 1-2-19-01 for 101 South Main Street, Mr. Mark Harris requesting repair of his porch and replacing shingles on the roof. Planning Director Dave Engelhart asked Mr. Nate Reister to introduce himself to the commission. Mr. Nate Reister of Burley Building Company was also present with Mr. Harris. Mr. Reister stated that the porch was falling in and he was going to try to salvage the two-story porch. He wants to maintain the roof line and add a little architectural detail. He stated the house was built in 1836, he thought the original owners lived there before they built Burley Hill across the street in the 1850's. Mr. Reister told the commission that the porch was not original to the house. He thought it had been built later around the 40's or 50's. The first floor was original to the house he stated. Mrs. Moore asked if it was a Palladian window. Mr. Reister stated from the street you could see the rounded window it had been ply boarded off at the top. It also has a screen door that he would like to increase the size of. The second-floor porch window over the door he would like to expose the window, so light could come through. Mr. Reister stated he was not changing the details of the porch. Originally it would have looked like the Taylor House Museum. Mr. Reister explain that where now there is a door there once was a window. He stated it had been modified the window removed and a door placed there. Mr. Reister told the commission he would like to maintain it as is. Dr. Poli told Nate he had some information on the house that he wanted to share with him. He stated it talked about the windows and agreed that the porch had been added on later. Mrs. Laura Stearns asked if they were taking off the whole porch and rebuilding it. Mr. Reister stated he would be leaving the upper roof line and removing the rest. Mr. Reister told the commissioners he had been researching the style of columns and thought they can get what would have been similar. He thought the original columns would have been round and not square.

Mr. Reister told the commission the year that house was built it would have not had a second-floor porch. One asset he stated was that the boxwoods, they had been there for a long time. The second floor gives the view of Main Street and is very nice to have. Dr. Poli labeled Nate's

work proposal exhibit A. Mr. Reister told him he wanted to scale down some of the details on the porch and to add more historical details. Dr. Poli stated he liked the proposal and the details that were presented. Dr. Poli asked if he would be replacing any windows. Mr. Reister said he would not be replacing windows. He stated they have the roof repair in there. Keeping the same roof line, color, using architectural shingles. Mrs. Moore stated it would be nice to see that home come back to what it should look like. Mr. Engelhart asked Nate if the columns would be the round tapered look or have the stand. Mr. Reister told him it's a little over 10 feet on the first floor and six on the second floor. Mr. Engelhart asked about the railing. He stated you are so close to the grade you wouldn't need railing. Then he asked if he was going to put railing on. Mr. Reister told him the railings that were there had fallen off. Mr. Harris stated he would like to keep the bench on the porch for the seating area. He stated the railing may not have to be there, but it would look nicer. Mr. Engelhart stated just to make you aware if it's not 30' inches off the ground the top of the walking surface of the first-floor porch within 30' inches or lower you wouldn't need railing. Mr. Reister told them that the walkway was shattered and part of the reason why the porch was falling was because the walkway floods and gathers water and it breaks. He stated he was going to try to make it, so the water would drain away from that area and not to that sink hole. He stated part of this would include fixing the walkway. Dr. Poli asked should they include this now, so they don't have to come back with another application. Mr. Reister said for the timeliness of this.

Mrs. Moore asked if the picture was of Taylor House Museum. Mr. Reister replied yes. He told the commission he had a sample of the decking he would use. He then showed the commission members the sample and stated it would be tongue & groove, the color is like a battleship grey. He stated it was an Adkins Company product. Dr. Poli stated he had no issues with modern materials if they fit in with the original period. Dr. Poli asked what kind of sidewalk he would be putting in there. Mr. Reister replied going back with concrete. Mr. Reister told the commission that the concrete has some type of stamp in it. They are researching now for that pattern. Mr. Norman Bunting and Mrs. Laura Stearns were fine with the improvements to be made at 101 South Main Street. Dr. Poli then called for a motion for Case # 1-2-19-01.

Mrs. Laura Stearns made the motion to approve Case #1-2-19-01 to include exhibit A, optional railing, concrete sidewalk, round columns upstairs and down. Mrs. Mary Moore seconded the motion and it was unanimously accepted by the commission.

With their being no comments from the public, staff or commissioners. Dr. Poli wanted to discuss some of the previous cases that had come before the commission. He also wanted to set a date for a workshop meeting with commissioners and staff which would be held January 16, 2019 at the regular meeting time of 5:30PM. Dr. Poli then called for a motion to adjourn. Mrs. Laura Stearns made the motion to adjourn. Mrs. Mary Moore seconded the motion and meeting was adjourned at 6:07 PM.

Respectfully Submitted,



Carolyn Duffy



Mayor & Council of Berlin

10 William Street
Berlin, MD 21811
410-641-2770
www.berlinmd.gov



HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>4/9/19</u>	Property Address: <u>8 Jefferson St.</u>
Property Owner: <u>MATTHEW AMEY</u>	Phone: <u>302 462 5510</u>
Property Owner Address: <u>8 Jefferson St.</u>	Email: <u>matthewamey@mac.com</u>
Applicant: <u>SAME</u>	Phone: <u>↑</u>
<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Email: <u>↑</u>
Address: <u>8 Jefferson St.</u>	

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

Moving an existing 6' fence to accommodate previous approved alterations to the back of the house. Re-face fence with pressure treated

-ALSO ASKING FOR SHED APPROVAL TO EXPAND FOOTPRINT. Lumber

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.

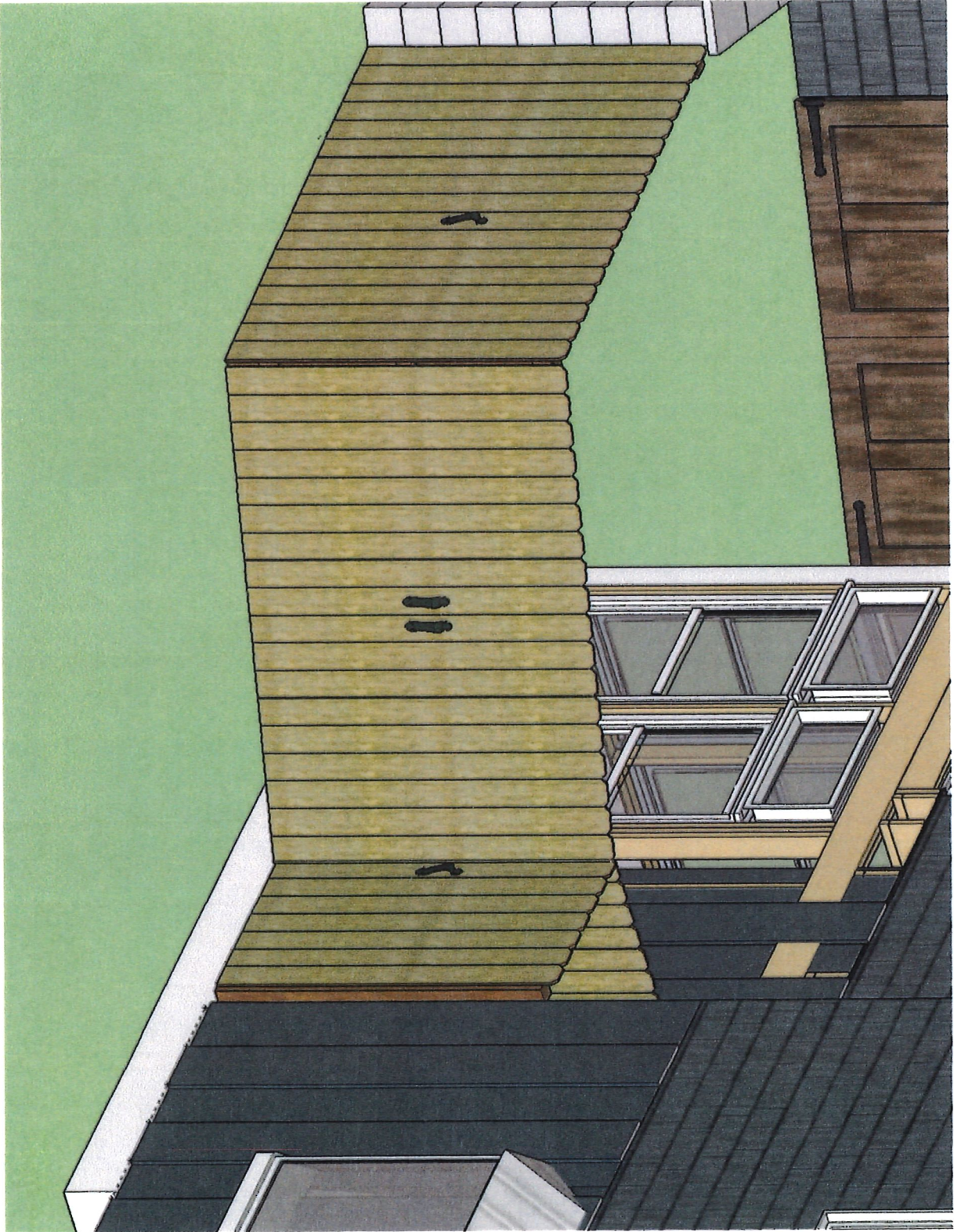
I hereby certify that the owner of the subject premises has been fully informed of the alterations and that said owner is in full agreement with this application.

Applicant/Agent Signature Matthew Amey

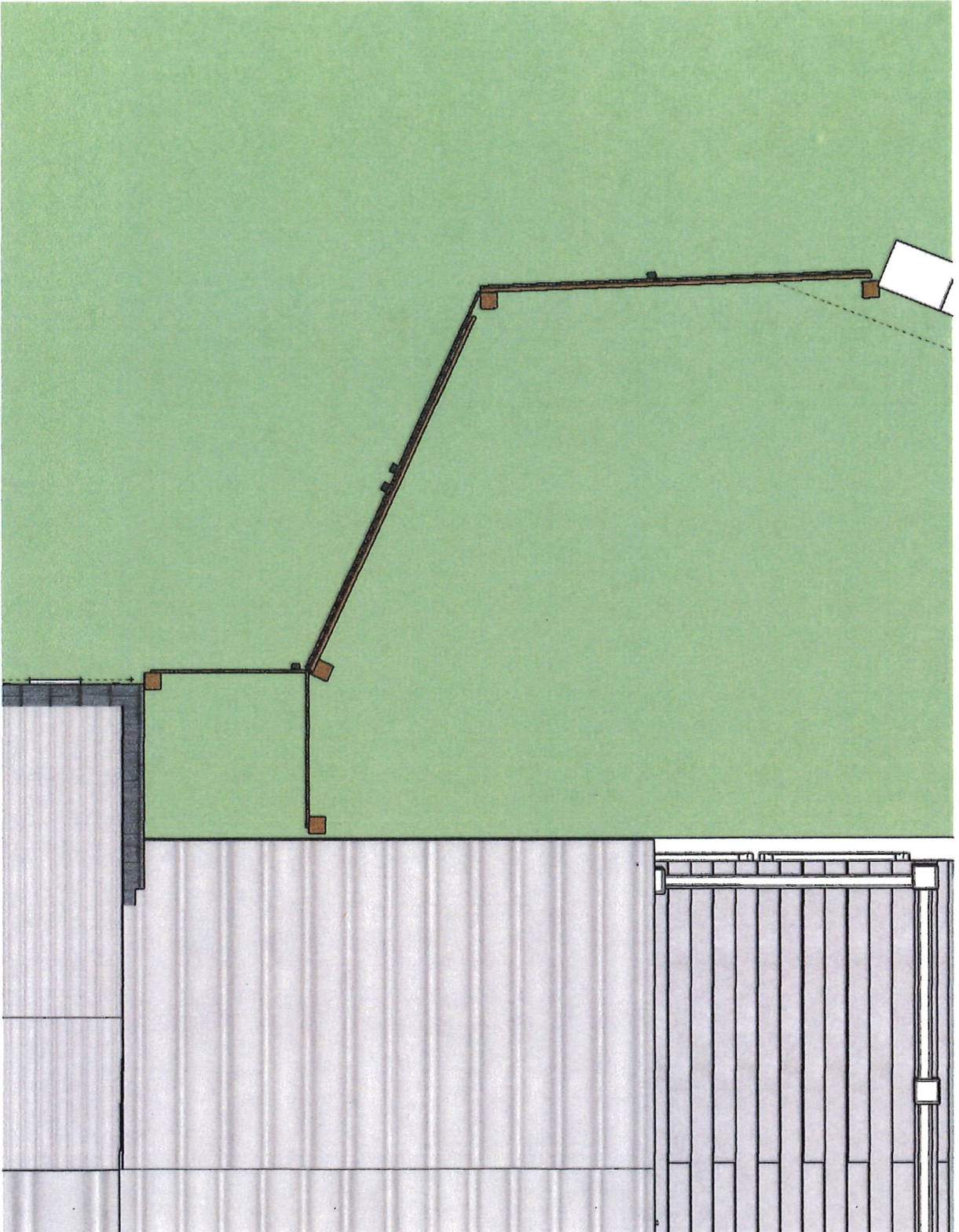
<input type="checkbox"/> Site Plan, if applicable
<input checked="" type="checkbox"/> Scaled and measured detailed drawings, including, but not limited to, plans and elevations of the proposed alterations or improvement, or in the alternative, a scale mock up.
<input type="checkbox"/> For an existing 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>1-9-19</u>	Initials <u>CD</u>	HDC Meeting <u>2-6-19</u>	Case # <u>2-6-19-02</u>
HDC Approval (signature)			

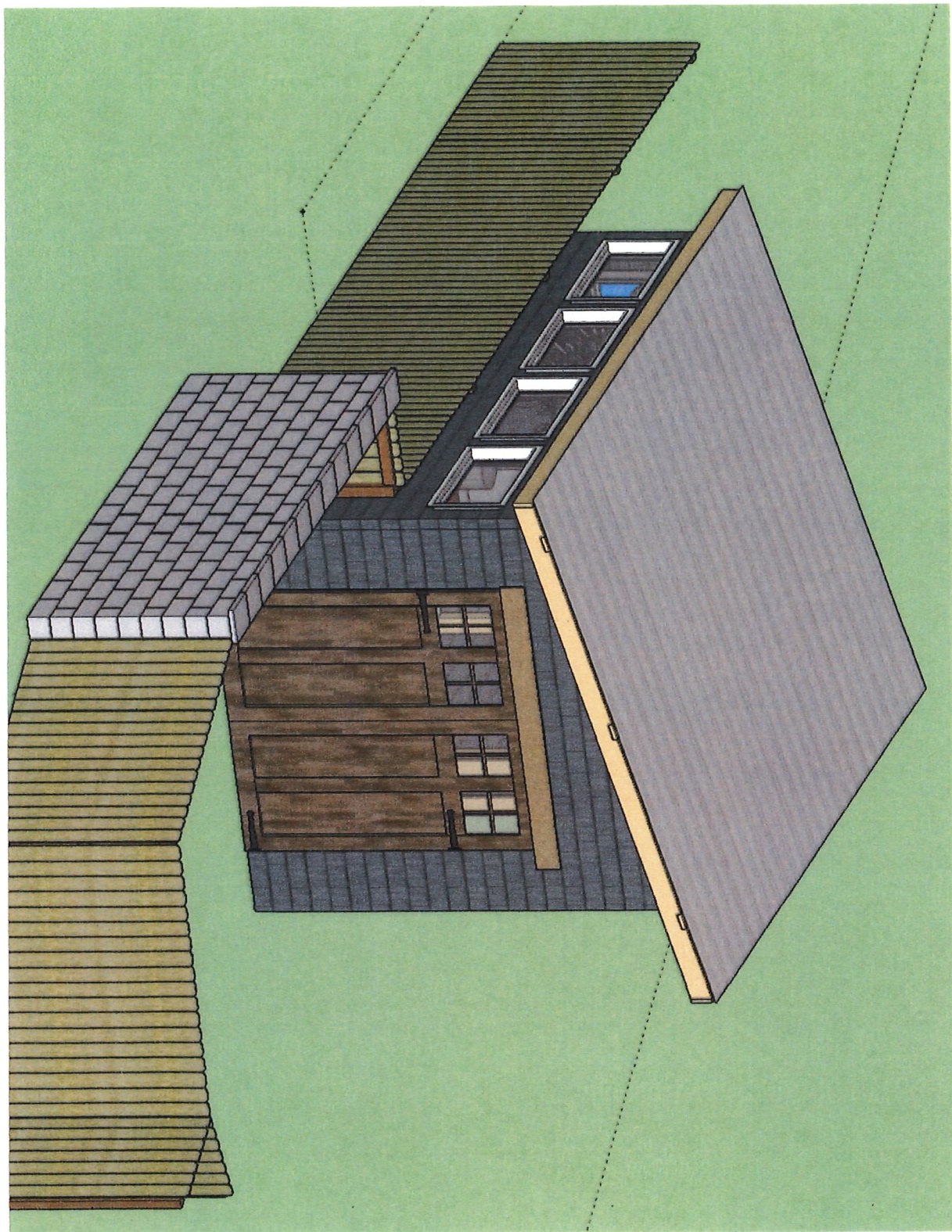
8 Jefferson Street
Fence rendering



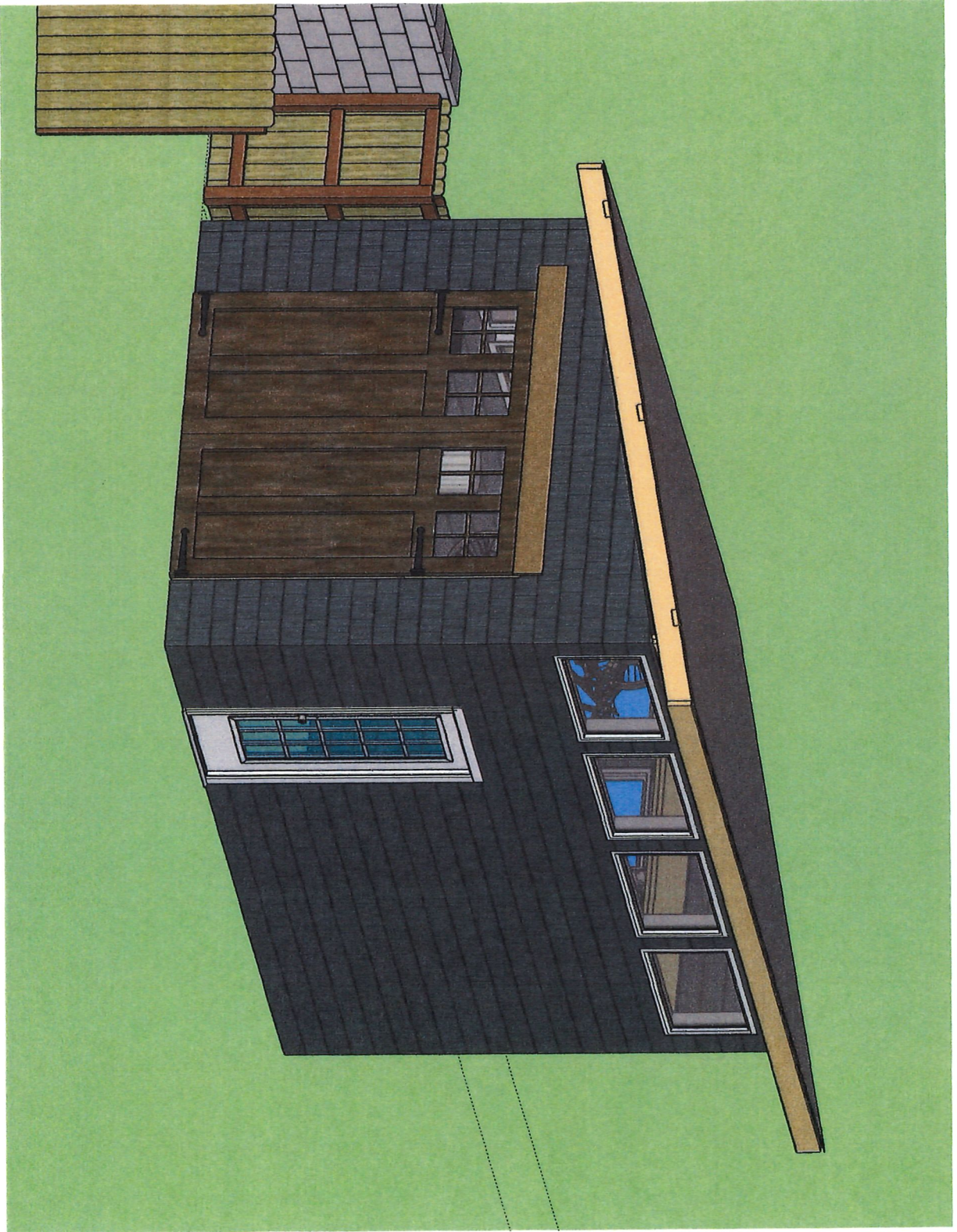
8 Jefferson Street
Fence footprint



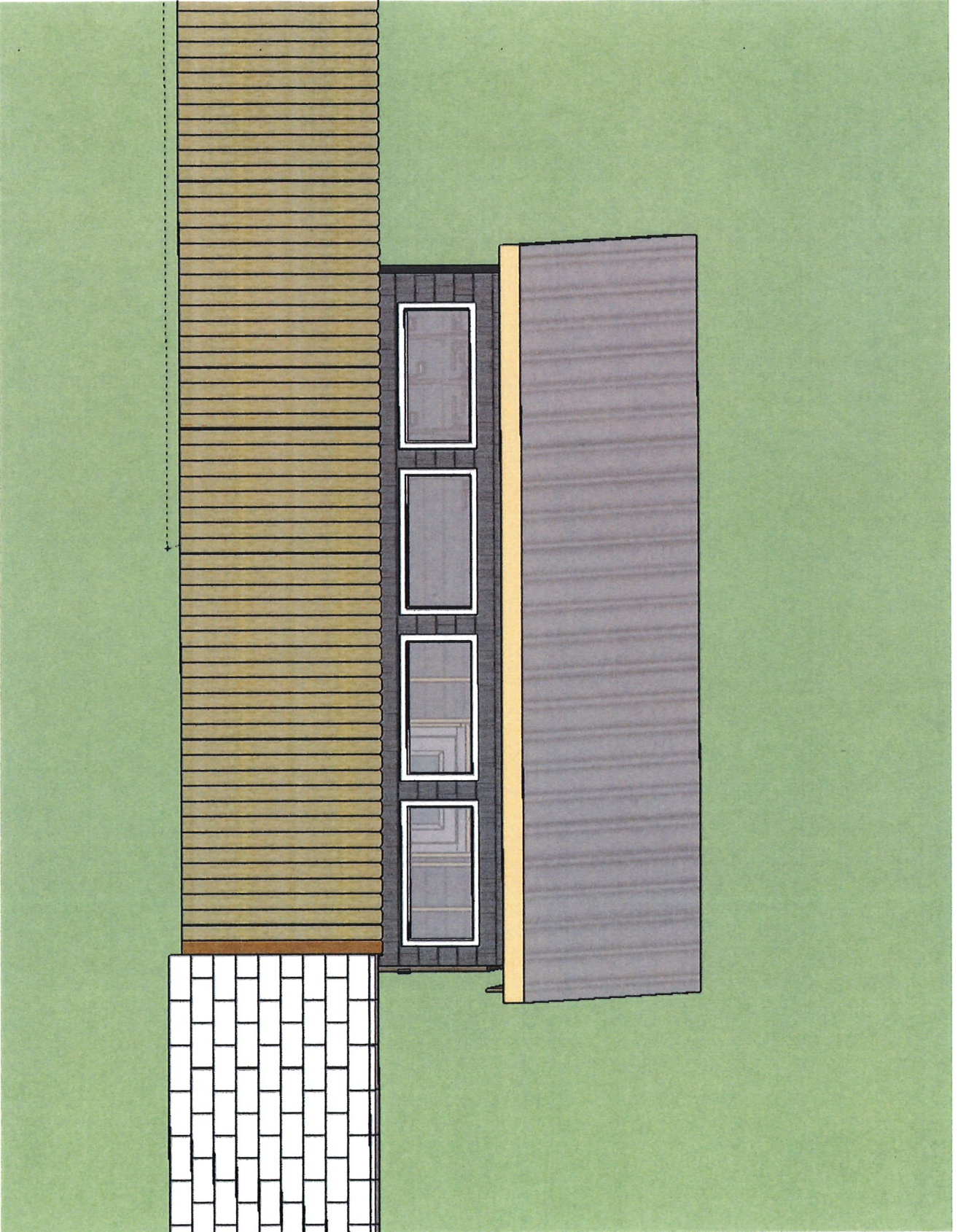
8 Jefferson Street
New Shed Rendering
12" x 20"



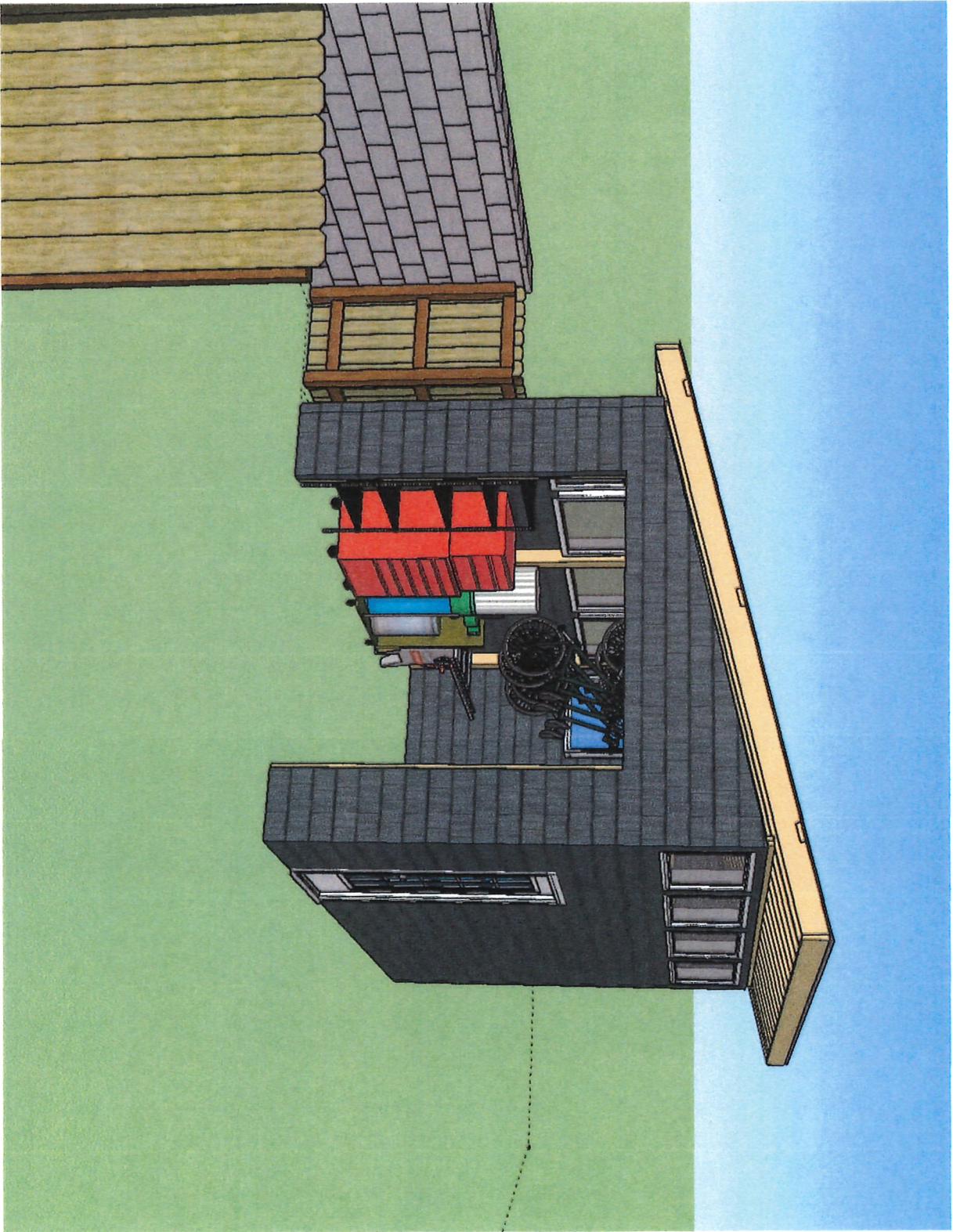
8 Jefferson Street
New Shed Rendering
12" x 20"



8 Jefferson Street
New Shed Rendering
View from parking lot behind deli.



8 Jefferson Street
New Shed Rendering
12" x 20"





Mayor & Council of Berlin

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Berlin, MD 21811
410-641-2770
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HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>1/23/19</u>	Property Address: <u>14 S. Main St</u>
Property Owner: <u>Town of Berlin</u>	Phone: <u>410 629 1722</u>
Property Owner Address: <u>10 William St Berlin MD 21811</u>	Email: <u>iwells@berlinmd.gov</u>
Applicant: <u>Fuy Wells / behalf of Town of Berlin</u>	Phone: <u>410-629-1722</u>
<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Email: <u>iwells@berlinmd.gov</u>
Address: <u>14 S Main St</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.

Adding \$2 new signs
① Same as on building but adding to other side
② Town of Berlin Economic & Community Sign

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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

- Site Plan, if applicable
 - 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.
 - 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.
 - For a proposed new structure, photographs* of the subject site and all buildings in the immediate vicinity.
 - 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>1-23-19</u>	Initials <u>CD</u>	HDC Meeting	Case # <u>2-6-19-03</u>
HDC Approval (signature)			

2



Town of
Berlin
MARYLAND

Planning & Zoning

Economic Development

& Community

A) SINGLE SIDED SIGN 3' X 6'



B) SINGLE SIDED SIGN 3' X 6'



C) SINGLE SIDED SIGN 2.5' X 5'



D) SINGLE SIDED SIGN 2.5' X 5'





② Location

Ivy Wells

From: Rose Johnson <rose@phillipssigns.biz>
Sent: Tuesday, May 10, 2016 4:10 PM
To: Ivy Wells
Subject: Welcome Center Wall Sign A-B-C-D
Attachments: berlin welcome center A-B-C-D.jpg

Good afternoon, Ivy

Please see the attached. We are showing 4 images. Please note the text in the ribbon (scroll) may vary because we did not want it to be redundant and also the sign sizes. Cost for the larger sign is \$1,764.00 / smaller size \$1,225.00

Add \$621.00 to either for installation. (Install requires 2 people)

3'x6' installed \$2,385.00

2.5'x5' installed \$1846.00

Let us know your thoughts

--
Rose / Graphics / 302.629.3550

Thank You for Choosing Phillips Signs.....



#2 Egg Sinner

14

THE GREAT OUTDOORS

JAN 14th packet here
 FEB 6th Meeting 5:30 PM

Mayor & Council of Berlin



10 William Street
 Berlin, MD 21811
 410-641-2770
 www.berlinmd.gov



HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>1-14-19</u>	Property Address: <u>105 S MAIN ST</u>
Property Owner: <u>DANIEL & NAQUËLLÉ JACOBS</u>	Phone: <u>412-401-3392</u>
Property Owner Address: <u>105 S MAIN ST BERLIN, MD 21811</u>	Email: <u>BIGJAKE8268@YAHOO.COM</u>
Applicant: <u>DANIEL JACOBS</u>	Phone: <u>412-401-3392</u>
<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Email: <u>BIGJAKE8268@YAHOO.COM</u>
Address: <u>105 S MAIN ST BERLIN, MD 21811</u>	

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

24x24x10 POLE BARN, WHITE STEEL SIDING, BLACK STEEL ROOF,
RESIDENTIAL GARAGE DOORS

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Applicant/Agent Signature [Signature]

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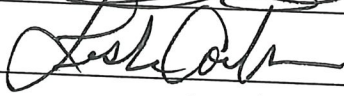

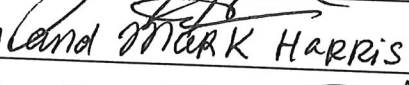

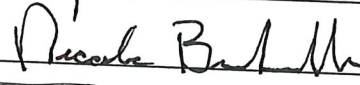
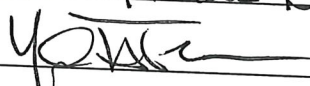

Date Rec'd <u>1/14/19</u>	Initials <u>CO</u>	HDC Meeting <u>2-6-19</u>	Case # <u>2/6/19-04</u>
HDC Approval (signature)			

9 January 2018

To whom it may concern,

This document is in reference to the construction of a new garage at 105 S. Main Street:

I, as identified below, have no objection to Daniel and Naquelle Jacobs building a new garage behind their home, located at 105 S. Main Street. Daniel and/or Naquelle has met with me personally, explained the purposed upgrade to their property, and have answered any questions I had about said project.

Printed Name	Signature	Address
1. Antonio M. Beirto		201 South Main St
2. Leslie Corbin		104 South Main St
3. John TUSTIN		104 Kenwood Ct.
4. Vladlena Hudson and MARK HARRIS		101 S main St
5. BRYAN Brushmiller		103 S. MAIN ST.
6. Nicole Brushmiller		103 S. MAIN ST.
7. MIGUEL TORRES		106 KENWOOD CT
8. Christine Torres		106 Kenwood Ct
9.		
10.		
11.		
12.		
13.		
14.		
15.		

9 January 2019

Daniel Jacobs
105 S Main Street
Berlin, MD 21811

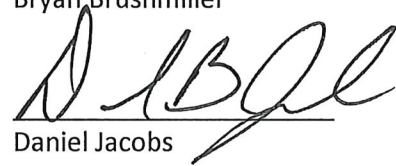
Bryan Brushmiller
103 S Main Street
Berlin, MD 21811

I, Bryan Brushmiller, have no objection to my neighbors, Daniel and Naquelle Jacobs, being granted a variance for a new garage on the property line we share. Daniel Jacobs is requesting to have the new garage built closer to the property line than the current zoning allows. Daniel Jacobs had gone over the plans with me and answered any questions that I had.

Sincerely,

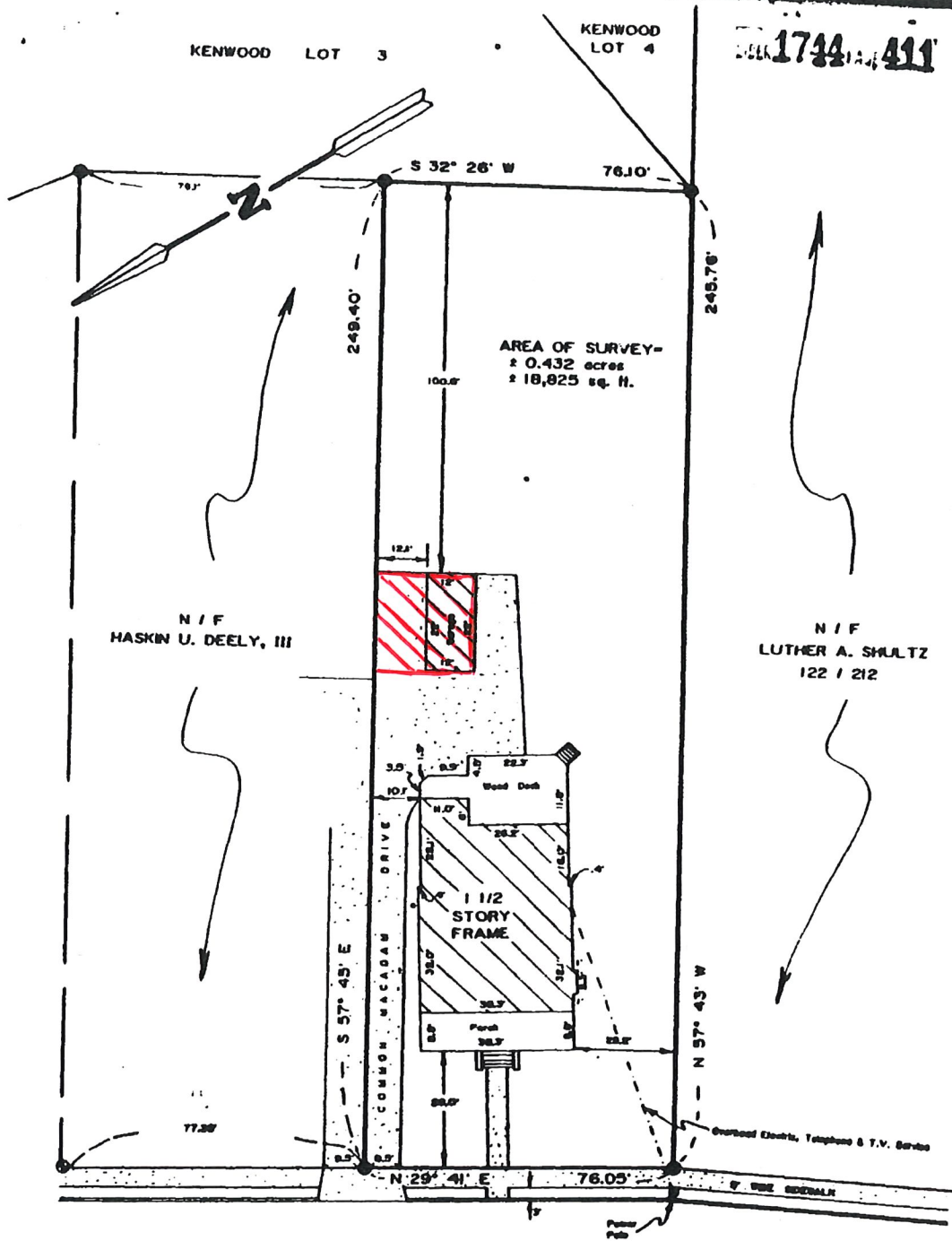
A handwritten signature in black ink, appearing to read 'Bryan Brushmiller', written over a horizontal line.

Bryan Brushmiller

A handwritten signature in black ink, appearing to read 'Daniel Jacobs', written over a horizontal line.

Daniel Jacobs

WORCESTER COUNTY CIRCUIT COURT (Land Records) RHO 1744, p. 0411, MSA_CE31_1891. Date available 06/20/2003. Printed 07/17/2019.



L. E. Bunling, Jr. 6/17/91
L. E. Bunling, Jr. Date

I certify the location survey shown hereon to be an accurate transit-tape survey, and there are no encroachments across the property lines other than those shown.

SOUTH MAIN STREET
40' R / W

UPDATED: 6 / 13 / 91

- Denotes Re-bar, found
 - Denotes Iron Pipe, found
 - Denotes Gas Meter
- ADDRESS: 105 South Main Street

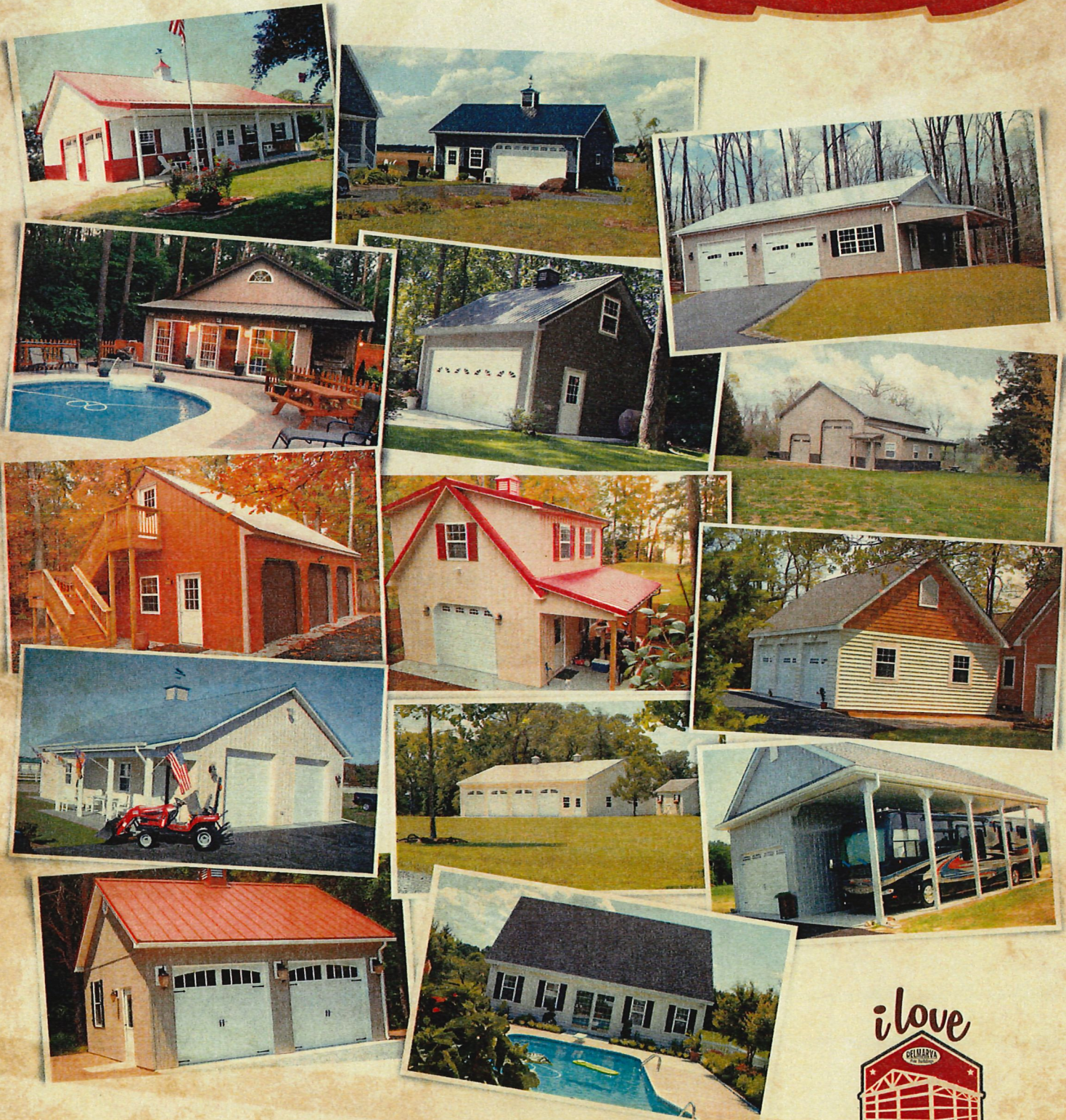
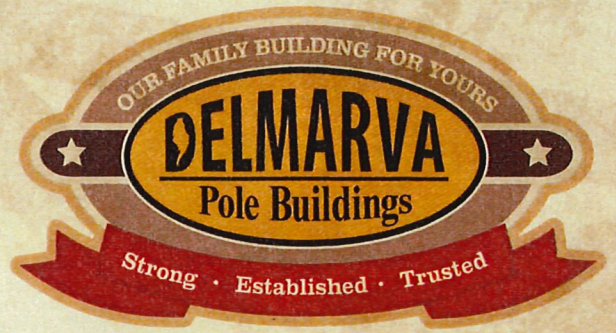
L. E. Bunling Surveys, Inc.
 MARYLAND & VIRGINIA
 LAND SURVEYS
 24 BROAD STREET
 BERLIN, MARYLAND 21811
 301-641-3313

PROPERTY ZONED H-1
 (Historic)
 DEED REFERENCE:
 649 / 483

LOCATION SURVEY
 SHOWING PROPERTY OF
GARY J. & ANN M. RUSSO
 TOWN OF BERLIN
 THIRD ELECTION DISTRICT
 WORCESTER COUNTY, MARYLAND
 SCALE: 1" = 30' DATE: 11 / 5 / 85
 JOB NO.: 2729 / 85

The foregoing *Agreement* filed for record and is accordingly recorded among the land records of Worcester County, Md. in Liber, R.H.O. No. *1744* folios *411*
Richard H. Dutton
 Clerk

Residential Pole Buildings



ilovePoleBuildings.com



POLE BUILDINGS



DELMARVA

★ DIFFERENCE ★

est.1999

delaware

STRONG

Delmarva Pole Buildings was founded in 1999 and from the beginning, the founder had a vision for a new pole building company that placed an emphasis on the customer, coupled quality pole buildings and superior service. For the last two decades, we have never wavered from that vision!

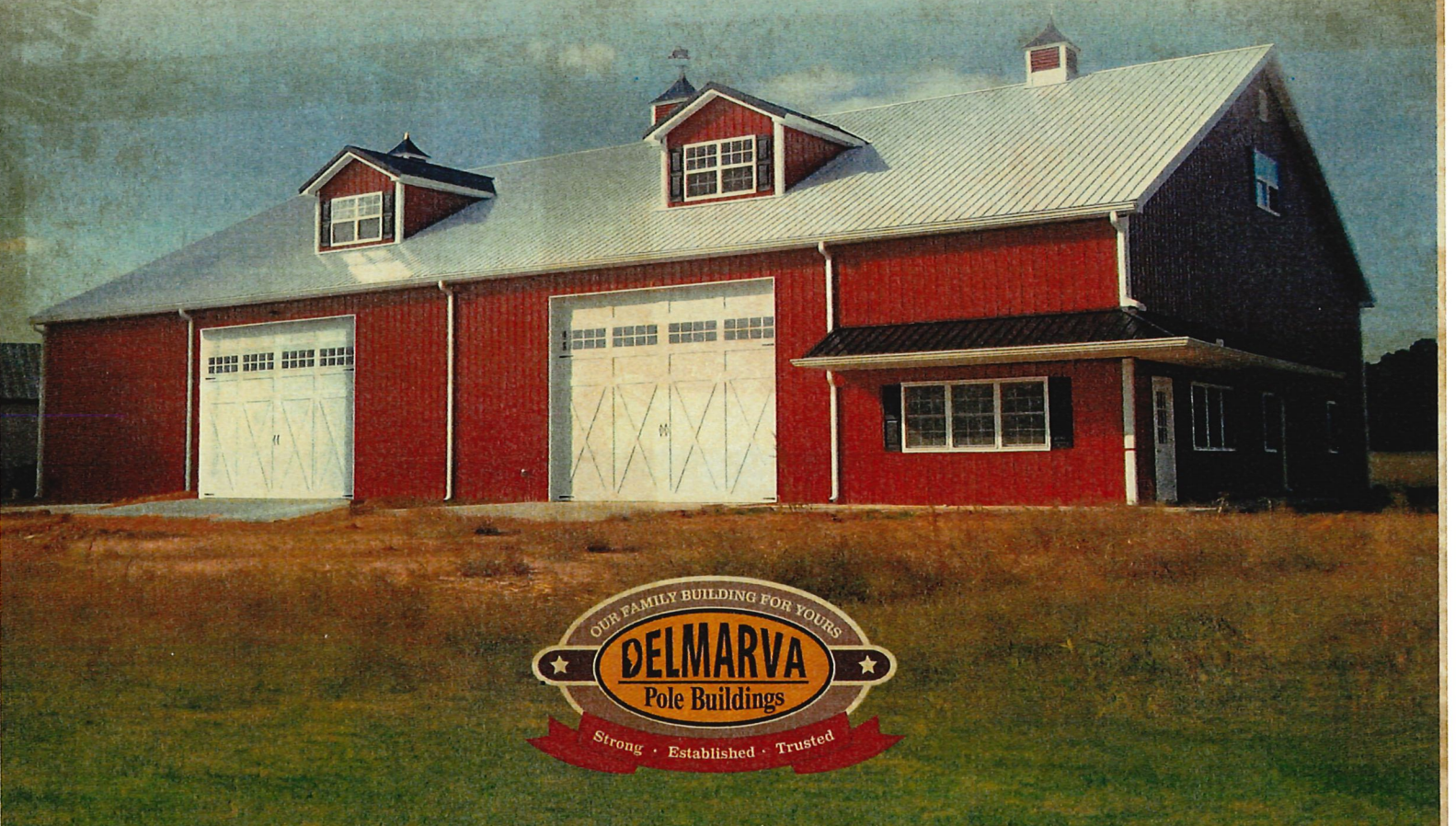
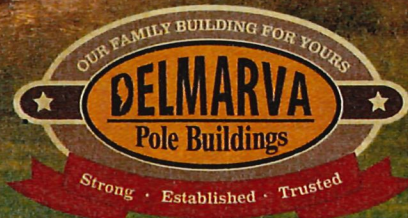
Because of this focus when the storms came with the ups and downs of the national economy, we remained steady and consistent, **always delivering on our promise.**

This mindset of **Quality, Dedication and Integrity** which is embedded into our culture has fueled the company's growth since its inception. These are the principles at the heart of our company and our employees. This is the way we do business and this is who we are!

ESTABLISHED

For nearly 20 years, clients have partnered with the Delmarva family, knowing and trusting that we stand behind our products and service, during and after their pole building experience. With Delmarva, the difference is the trust we instill and uphold with EVERY client relationship. We are not perfect but we always strive to do the right thing and to do better than the last time. Our goal is to exceed the customer's expectations...**EVERYTIME!**

With thousands of satisfied customers and thousands of buildings built, Delmarva's track record and reputation has stood the test of time! But we are not done yet! The next 20 years will be better than the last. When you work with Delmarva Pole Buildings, you work with family and we treat you like family. **Let our family build for yours!**

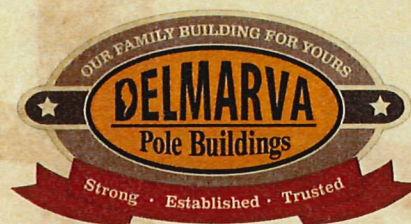
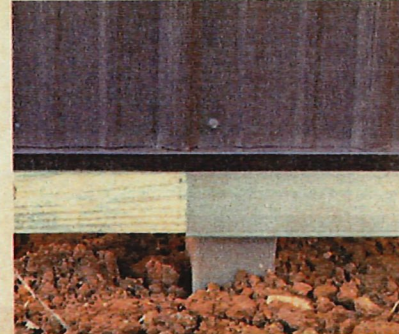




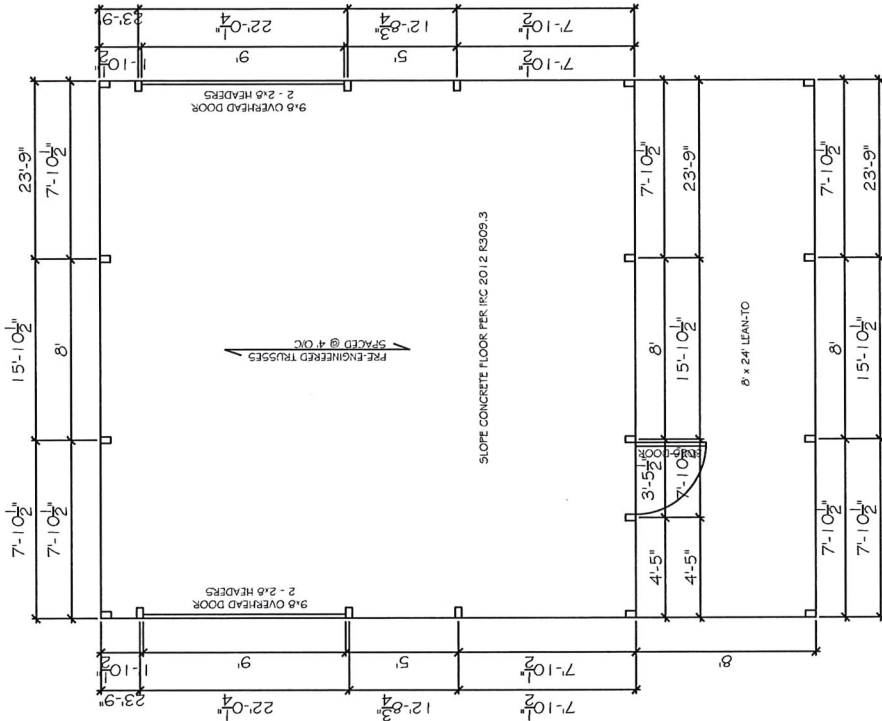
A Guarantee for the Structural Integrity of Your Delmarva Pole Building Forever!

If the “**Foundation Protection**” option is added to your building, Delmarva Pole Buildings will guarantee the structural integrity of your pole building **FOREVER!** Should any structural member fail it will be replaced at no cost or the original price of the failed member will be refunded.

Pole buildings rely on wood post foundations, posts and skirt boards which are pressure treated. Even though they are treated; soil contact, concrete contact, moisture, insects, etc. can lead to decay or rot. Our Foundation Protection option delivers a simple, affordable and effective “barrier system” for the posts and the skirt boards. By eliminating “soil-to-wood” contact, we eliminate anything potentially harmful from compromising those members.



iLovePoleBuildings.com



FLOOR PLAN



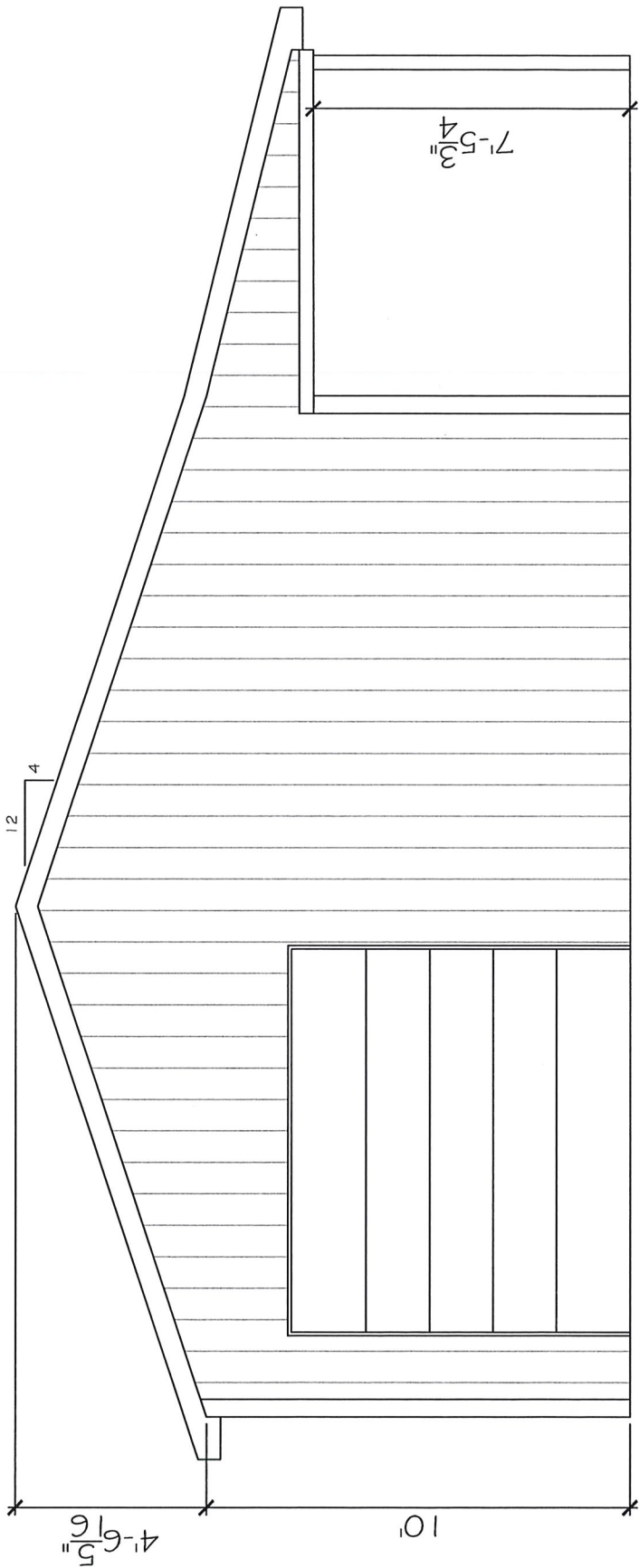
DELMARVA
 POLE BUILDING SUPPLY INC.
 317 N. LAYTON AVE
 WYOMING, DE 19934
 (302) 698-3636

Date: 01-04-2019
 Technician: J. Stubbs
 Reviewed By: J. Stubbs
 Scale: 3/16"=1'

Date: _____
 Modification: _____

DANIEL JACOBS
 105 SOUTH MAIN STREET
 BERLIN, MD 21811
 24" x 24" x 10'

Sheet
A1



GABLE ELEVATION

DELMARVA
 POLE BUILDING SUPPLY INC.
 317 N. LAYTON AVE
 WYOMING, DE 19834
 (302) 698-2636



Date: 01-04-2019
 Technician: J. Stubbs
 Reviewed By: J. Stubbs
 Scale:

Date: _____
 Modification: _____

DANIEL JACORS
 105 SOUTH MAIN STREET
 BERLIN, MD 21811
 24' x 24' x 10'

Sheet
A2



EAVE ELEVATION

DELMARVA
 POLE BUILDING SUPPLY INC.
 317 N. LAYTON AVE
 WYOMING, DE 19934
 (302) 698-3636



Date: 01-04-2019
 Technician: J. Stubbs
 Reviewed By: J. Stubbs
 Scale:

Date: _____
 Modification: _____

DANIEL JACORS
 105 SOUTH MAIN STREET
 BERLIN, MD 21811
 24' x 24' x 10'

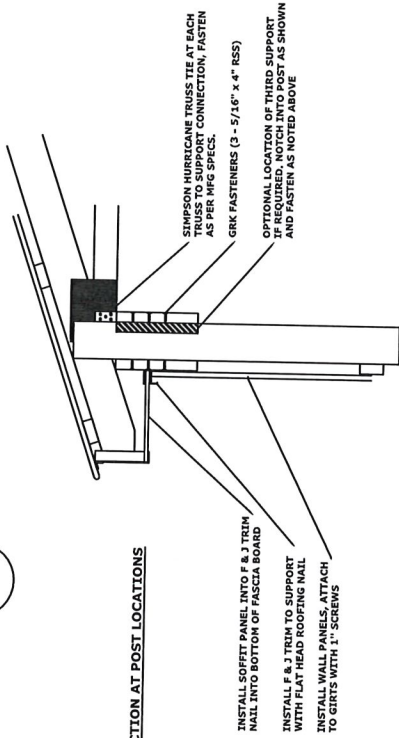
Sheet

A3

A TRUSS TO SUPPORT CONNECTION DETAILS

5

CONNECTION AT POST LOCATIONS

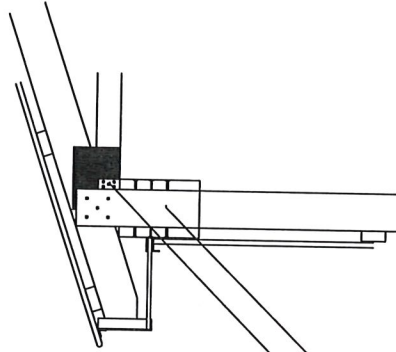


INSTALL SOFFIT PANEL INTO F & J TRIM
NAIL INTO BOTTOM OF FASCIA BOARD

INSTALL F & J TRIM TO SUPPORT
WITH FLAT HEAD ROOFING NAIL

INSTALL WALL PANELS. ATTACH
TO GIRTS WITH 1" SCREWS

CONNECTION AT INTERMEDIATE TRUSS



SIMPSON HURRICANE TRUSS TIE @ EACH
TRUSS TO SUPPORT CONNECTION, FASTEN
AS PER MFG SPECS.

2X6X18" TRUSS CONNECTION BLOCK
INSTALLED BETWEEN SUPPORTS

CONNECTION DETAILS

DELMARVA
POLE BUILDING SUPPLY INC.
317 N. LAYTON AVE
WYOMING, DE 19954
(302) 698-3656



Date: 01-04-2019
Technician: J. Stubbs
Reviewed By: J. Stubbs
Scale:

Date: Modification:

DANIEL JACOBS
105 SOUTH MAIN STREET
BERLIN, MD 21811
24' x 24' x 10'

Sheet

A5



Mayor & Council of Berlin

10 William Street
Berlin, MD 21811
410-641-2770
www.berlinmd.gov



HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>1/16/19</u>	Property Address: <u>11 S. Main Street Berlin MD</u>
Property Owner: <u>Decatur Investments</u>	Property mgr. <u>Sharon Chandler</u>
Property Owner Address: <u>NA</u>	Phone: <u>443-497-3094</u>
Applicant: <u>Jessica Tucker</u>	Email: <u>scgchandler@yahoo.com</u>
<input type="checkbox"/> Owner <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Phone: <u>443-235-2188</u>
Address: <u>11 S. Main Street Unit A</u>	Email: <u>madisonaveboutique@yahoo.com</u>
<u>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.

A bronze anchor (light in weight) with the business logo, on it to hang outside the boutique window.

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 Jessica Tucker

<input type="checkbox"/> Site Plan, if applicable
<input checked="" 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>1-16-2019/initials</u>	HDC Meeting <u>2/6/19 1:30 PM</u>	Case # <u>2-6-19-05</u>
HDC Approval (signature) <u>CD</u>		

