



# 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  
September 3, 2014 – 5:30 PM  
Berlin Town Hall – Council Chambers

1. Call to Order
2. Agenda Adoption
3. Approval of Minutes: August 6, 2014
4. Deborah Nicolle- Case # 9-3-14-14, 14 Broad Street- Signage
5. Planning & Zoning –Case # 9-3-14-15, 3 Bay Street- Exterior windows
6. Jack Burbage- Case # 9-3-14-16, 16 Pitts Street- Exterior windows
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  
August 6, 2014

The meeting for the Historic District for the August 6, 2014 was called to order by Chairman Carol Rose. In attendance were Carol Rose, Betty Tustin, Rick Stack, Ellen Lang and Joel Todd. Absent from the meeting was Mary Moore. Planning Director Dave Engelhart was also present.

Chairman Rose called for a motion to accept the agenda. Joel Todd made motion to accept the August 6, 2014 agenda. Rick Stack seconded the motion and it was unanimously accepted by the commission. Betty Tustin made motion to approve the minutes from the July 2, 2014 meeting. Joel Todd seconded the motion and it was unanimously accepted by the commission.

Megan Houston Main Street Coordinator and Patty Falck were present to represent the Visitors Center located at 14 S. Main St. Case # 8-6-14-3 requesting exterior painting of building all white and removal of brackets the door to be changed to green. Patty expressed several ideas for the Visitor Center that would be done in stages. Joel Todd made motion to approve request of the visitor's center to be painted white and the door green. Ellen Lang seconded and it was unanimously accepted by the commission.

Mike Vadella the new owner for Rainbow Florist Case # 8-6-14-10 requesting exterior change of color on the outside of building. He wants to paint it white the pink and black will be gone. Rick Stack made motion to approve painting of the window box's and the trim. Joel Todd seconded the motion and it was unanimously accepted by the commission.

Bill Outten Case# 8-6-14-11 requesting new signage for his properties located at 11 Pitts Street and Case # 8-6-14-12 property located at 3 Main Street. Mr. Engelhart told commission that the signs are already in place. Ellen Lang made motion to approve Case# 8-6-14-11 located 11 Pitts Street for new signage. Rick Stack seconded the motion. Rick Stack made motion to approve new signage for Case# 8-6-14-12 located at 3 Main Street. Ellen Lang seconded the motion and it was unanimously accepted by the commission.

Mr. Engelhart spoke with Mr. Burbage about his building on Pitts Street he has boarded up the windows because they were falling out. He also wants to put back the stucco that is coming off the building. Mr. Engelhart told them it is a safety issue. Carol asked if he was replacing or repairing. She asked that he bring samples of the material he wants to use. Chairman called for comments from the public being none meeting was adjourned.

Adjourned 6:18PM



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## HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>8/8/14</u>	Property Address: <u>14 Broad St.</u>
Property Owner: <u>Peter Patrick Properties</u> PO Box 320 Property Owner Address: <u>Berlin, MD 21811</u>	Phone: <u>410-713-2406</u> Email: _____
Applicant: <u>Deborah Nicolle</u> <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Contractor Address: <u>2537 Dividing Creek Rd.</u> <u>Pocomoke City, MD 21851</u>	Phone: <u>443-235-8130</u> Email: <u>unabella.salute@gmail.com</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.

Wood exterior sign 18" round to be hung from existing sign bracket over the main entrance to the store.

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 Deborah Nicolle

<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>8/8/14</u>	Initials <u>DE</u>	HDC Meeting <u>9-3-14</u>	Case # <u>9-3-14-14</u>
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## HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>8/14/2014</u>	Property Address: <u>3 BAY STREET, BERLIN, MD.</u>
Property Owner: <u>MAYOR &amp; COUNCIL TOWN OF BERLIN</u>	Phone: <u>(410) 641-4143</u>
Property Owner Address: <u>10 WILLIAM ST, BERLIN, MD</u>	Email: <u>dengehart@berlinmd.gov</u>
Applicant: <u>SAME</u>	Phone: _____
<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Email: _____
Address: _____	

Type of Work:			
<input checked="" type="checkbox"/> Alterations	<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Other: <u>NEW (2) WOOD WINDOW SASH TO REPLACE ROTTEN UNITS</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.

WOOD BARN SASH TO REPLACE SAME AT DORMER ON FRONT OF BUILDING.

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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 David H. Englehart 8/14/2014

<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 checked="" 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 checked="" 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>8-14-14-</u>	Initials <u>CD</u>	HDC Meeting <u>9-3-14</u>	Case # <u>9-3-14-15</u>
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## HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>8/15/14</u>	Property Address: <u>110 Pitts Street, Berlin</u>
Property Owner: <u>John H. Burbage, Jr</u>	Phone: <u>410-213-1900</u>
Property Owner Address: <u>9428 Stephen Decatur Hwy Berlin, MD 21811</u>	Email: <u>nbradford@burbage-properties.com</u>
Applicant: <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Phone: _____
Address: _____	Email: _____

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

Replace 7 windows and repair damaged stucco.

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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 [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 checked="" 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>8/15/14</u>	Initials <u>JD</u>	HDC Meeting <u>9/3/14</u>	Case # <u>9-3-14-16</u>
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