



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov



Mayor

Wm. Gee Williams, III

Vice President

Elroy Brittingham, Sr.

Council Members

Dean Burrell, Sr.

Lisa Hall

Troy Purnell

Thomas L. Gulyas

Town Attorney

David Gaskill

Town Administrator

Laura Allen

BERLIN, MARYLAND

MAYOR AND COUNCIL MEETING

MONDAY, OCTOBER 27, 2014

**COUNCIL CHAMBERS – BERLIN TOWN HALL
10 WILLIAM STREET
BERLIN, MD 21811**

EXECUTIVE SESSION.....6:30 PM

REGULAR SESSION7:00 PM

Anyone having questions about the meetings mentioned above or needing special accommodations should contact Laura Allen, Town Administrator at (410) 641-4144. 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.
TTY users outside Maryland dial 1-800-735-2258

**BERLIN MAYOR AND COUNCIL
COUNCIL MEETING
AGENDA
Monday, October 27, 2014**

6:30 PM EXECUTIVE SESSION - Berlin Conference Room

7:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers

SWEARING IN OF COUNCILMEMBERS

1. Approval of the Minutes for:
Regular Session of the Mayor and Council on October 14, 2014
Executive Session of the Mayor and Council on October 14, 2014
Statement of Closure for Mayor and Council on October 14, 2014
2. Comcast Business – Chris Comer
3. Request for Special One Day Permit – Berlin Fire Company
Saturday, November 15, 2014; 12 PM – 8:00 PM
4. Request for Special Event - Tree Lighting & Holiday Arts Night
Thursday, November 28, 2014; 5:30 PM – 9:00 PM
5. Request for Special One Day Permit – Lower Shore Land Trust
Saturday, December 6, 2014; 6:00 PM – 11:00 PM
6. Approval of Contract with EA Engineering, Science & Technology for On-Call Services.
7. Request for waiver of permit fees – Mary Bohlen
Henry Park Bleacher and Bench Installation
8. Motion to Approve – Rezoning Recommendation from Planning Commission of property located at intersection of Route 818 and US Route 50.
9. Motion to Approve – Recommendation from Planning Commission to add parcels 165 and 438 to Town of Berlin's Comprehensive Plan
10. Proclamation 2014-05; Recognizing November as Municipal Government Works Month
11. Town of Berlin Fall 2014 Special Trash & Yard Waste Collections Schedule

12. Departmental Reports
 - a. Finance – Natalie Saleh
 - b. Deputy Town Administrator – Mary Bohlen
 - c. Water Resources & Public Works – Jane Kreiter
 - d. Electric – Tim Lawrence
 - e. Police – Arnold Downing
 - f. Planning – Dave Engelhart
 - g. Human Resources – Jeff Fleetwood
 - h. Economic and Community Development – Michael Day
13. Town Administrator's Report
14. Comments from the Mayor
15. Comments from the Council
16. Comments from the Public
17. Comments from the Press
18. Adjournment

MAYOR AND COUNCIL OF BERLIN, MARYLAND
Regular Session Council Minutes
Tuesday, October 14, 2014

The meeting of the Mayor and Council for Tuesday, October 14, 2014 was called to order by Mayor Williams at approximately 7:04 p.m. Councilmembers Brittingham, Purnell, Hall and Lynch were present, as well as Town Attorney David Gaskill, Town Administrator Laura Allen, Deputy Town Administrator Mary Bohlen, Human Resources Director Jeff Fleetwood, Police Chief Arnold Downing, Water Resources and Public Works Director Jane Kreiter, Electric Utility Director Tim Lawrence, Planning Director Dave Engelhart and Administrative Assistant Sharon Timmons. Councilmember Dean Burrell and Finance Director Natalie Saleh and were absent.

Mayor Williams presented and read a Proclamation to Councilmember Paula Lynch for her 26 years of service on the council as this would be her last meeting.

Following the recitation of the Lord's Prayer and the Pledge of Allegiance, Mayor Williams asked for a motion to approve the Regular Session minutes of September 22, 2014. Councilmember Lynch made a motion to approve the Regular session minutes of September 22, 2014 and council voted unanimously to approve 4-0 with Councilmember Burrell absent. Mayor Williams asked for approval of the Part 1 Executive Session minutes of September 22, 2014. Councilmember Lynch made a motion to approve the Part 1 Executive Session minutes and council voted to approve 3-0 with Councilmember Purnell abstaining and Councilmember Burrell absent.

Mayor Williams stated that the Part 1 Executive Session was closed to consider the acquisition of real property for a public purpose and matters directly related and to consult with counsel to obtain legal advice on a legal matter. Part 2 of the Executive Session was closed to consult with counsel to obtain legal advice on a legal matter. Mayor Williams asked for approval of the Part 2 Executive Session minutes of September 22, 2014. Councilmember Lynch made the motion to approve the Part 2 Executive Session minutes and council voted to approve 3-0 with Councilmember Purnell abstaining and Councilmember Burrell absent.

Mayor Williams asked for a motion to approve the request from the Boggs Disharoon American Legion Post 123 for their application for a Special Sunday permit on November 23, 2014 in order to hold their annual South Eastern Shore District meeting. Councilmember Brittingham made a motion to approve the Special Sunday permit for the Boggs Disharoon American Legion on November 23, 2014 and council voted to approve 4-0.

Mr. Tom Kane of Worcester County Emergency Services and Human Resources Director Jeff Fleetwood came before the council to summarize the 2014 Worcester County Hazard Mitigation Plan and ask for approval of Resolution 2014-03 which accepts the Worcester County Plan as its own. Mr. Kane stated that the plan implements strategies to heighten awareness and prepare both individuals as well as agencies in the event of a disaster. The plan is required for Homeland Security funding and has been approved by both FEMA and MEMA and emphasized critical facilities and key infrastructure and will be updated every four years. Councilmember Hall made a motion to approve Resolution 2014-03 adopting the 2014 Worcester County Hazard Mitigation Plan as the Town's plan. Council voted to approve 4-0 with Councilmember Burrell absent.

Deputy Town Administrator Mary Bohlen explained that the motion to approve the Memorandum of Understanding between the Town and the Lower Shore Land Trust formalized the relationship in association with the \$30,000.00 grant received from the Department of Transportation Maryland Bikeways Program and expenditure of the funds. Councilmember Purnell made a motion to approve the MOU and council voted to approve 4-0 with Councilmember Burrell absent.

Public Works Director Jane Kreiter explained the motion to approve the contract with Worth Construction in the amount of \$61,402.60 for the construction of the Tripoli Street sidewalks. Ms. Kreiter reported that the work for the milling and overlay at Kenwood Court had been advertised and would be incorporated time wise with the sidewalk work. Councilmember Lynch made the motion to approve the contract with Worth Construction contingent on proper funding in the budget. Council voted to approve 4-0 with Councilmember Burrell absent.

Deputy Town Administrator Mary Bohlen explained that the 4 proposals received for the Mass Notification System had been reviewed by herself, Chief Downing and Sam Card of Cards Computer. The system would notify residents and businesses in the event of an emergency such as a power outage or water main break via text, phone or email. Ms. Bohlen requested that the council approve the contract with Emergency Communications Network in the amount of \$3,352.50 for the CodeRed Mass Notification System. Councilmember Hall made a motion to approve the contract with Emergency Communications Network for the CodeRed Mass Notification System and council voted to approve 4-0 with Councilmember Burrell absent.

Mayor Williams announced the motion to approve the hours of 5:00 p.m. to 7:00 p.m. for Friday, October 31st for Halloween trick or treating. Councilmember Hall also requested that Washington Street be allowed to be closed as in years past and voiced her concerns regarding traffic during this time on West Street between Broad and Main Streets. Councilmember Hall made a motion to approve the time of 5:00 p.m. to 7:00 p.m. for trick or treating on Friday, October 31, 2014 and council voted to approve 4-0 with Councilmember Burrell absent.

Deputy Town Administrator Mary Bohlen presented the motion to approve the schedule for the 2015 Mayor and Council meetings and Town holidays. Councilmember Brittingham made the motion to approve the schedule and holidays as submitted and council voted to approve 4-0 with Councilmember Burrell absent.

Having completed the items on the Regular Agenda, Mayor Williams asked for the Departmental Reports. Deputy Town Administrator Mary Bohlen presented pictures of the new fencing at the Stephen Decatur Park Tot Lot area.

Water Resources and Public Works Director Jane Kreiter reported on the Open House held at the new Spray Site in Newark. Ms. Kreiter also reported that she and Darl Kolar from EA Engineering would be meeting on remedies for the Showell Street area and that the advertising had been submitted for design work on the East Branch Street sidewalks.

Electric Utility Director Tim Lawrence reported that the installation of the lightning protection devices throughout town was almost complete. He also reported on the replacement of rotten poles on Franklin Ave, electric service to the new Dialysis center on North Main Street and energizing a new pedestal service at the Route 113 and Bay Street intersection.

Police Chief Arnold Downing reported on a successful Little League Parade and Fall Cruisers event. Chief Downing also presented pictures on the commendation service held for Officers Carmean and Bragg at the County.

Planning Director Dave Engelhart reported that the Planning Commission would be making recommendations to the Mayor and Council regarding the property located at the corner of Friendship Road and Route 50 and the property located at Route 818 and Route 50. Mr. Engelhart also reported that he would be attending ADA training in Salisbury later in the week.

Human Resources Director Jeff Fleetwood reported that he would be serving on jury duty for the next two weeks and would be attending the LGIT Annual conference in Annapolis. He also reported that Public Works and Water Resources employees would be attending Snow Plow training as a result of a grant received by the town.

Economic and Community Development Director Michael Day reported that Berlin had hosted Tourism in Downtown Arts last week and thanked all the departments for their assistance with the Little League Parade and Cruisers events last week.

Town Administrator Laura Allen stated that the Request for Financial Utility Billing System had been reissued with a new deadline of November 3rd. She then presented 9 purchase orders (201500863, 201500902, 201500899, 201500967, 201500961, 201501004, 201501021, 201501008 and 201501027) to the council for approval. Councilmember Lynch questioned the pricing regarding the refurbished bucket trucks on Purchase order 201501027 and recommended that \$5,000 be added to the not to exceed price. Councilmember Brittingham made a motion to approve the 9 purchase orders and to add \$5,000 to Purchase order 201501027 and council voted to approve 4-0.

Councilmember Hall summarized the proposed changes that the MML Legislative committee would be working on. Councilmembers Purnell and Brittingham both thanked Councilmember Lynch for her years of service.

Mayor Williams asked for comments from the press and the public. There being no comments, Councilmember Lynch made a motion to adjourn the meeting and the meeting ended at 8:10 p.m.

Respectfully submitted,



Sharon Timmons
Administrative Assistant

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO APPROVE THE RECOMMENDATION FROM THE PLANNING AND ZONING COMMISSION.

THE RECOMMENDATION ALLOWS FOR THE PARCELS (TAX MAP 25, PARCEL 145), (TAX MAP 25, PARCEL 460) OWNED BY PHILLIP AND MARIE HOUCK AND LOCATED AT ROUTE 818 EXTENDED AND US ROUTE 50 TO BE RE-ZONED FROM M-1A INDUSTRIAL TO B-2 SHOPPING.

ADOPTED THIS _____ DAY OF _____, 2014 BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF _____ TO _____ OPPOSED WITH _____ ABSTAINING.

Elroy Brittingham, Sr., Vice President

APPROVED THIS _____ DAY OF _____, 2014.

Wm. Gee Williams, III, Mayor

ATTEST: _____
Laura Allen
Town Administrator

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO APPROVE THE RECOMMENDATION FROM THE PLANNING AND ZONING COMMISSION.

THE RECOMMENDATION ALLOWS FOR THE PARCELS (MAP 25, GRID 5, PARCELS 165 & 438) OWNED BY MR. & MRS. STEVEN BLACK AND LOCATED AT THE NORTHWEST CORNER OF THE INTERSECTION OF FRIENDSHIP ROAD AND US ROUTE 50 TO BE ADDED TO THE GROWTH AREA OF THE TOWN OF BERLIN'S COMPREHENSIVE PLAN.

ADOPTED THIS ____ DAY OF ____, 2014 BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED WITH ____ ABSTAINING.

Elroy Brittingham, Sr., Vice President

APPROVED THIS ____ DAY OF ____, 2014.

Wm. Gee Williams, III, Mayor

ATTEST: _____
Laura Allen
Town Administrator



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov



Mayor
Wm. Gee Williams, III

Vice President
Elroy Brittingham, Sr.

Council Members
Dean Burrell, Sr.
Lisa Hall
Paula Lynch
Troy Purnell

Town Attorney
David Gaskill

Town Administrator
Laura Allen

PROCLAMATION 2014-05

A PROCLAMATION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND PROCLAIMING NOVEMBER TO BE MUNICIPAL GOVERNMENT WORKS MONTH.

The Mayor and Council of the Town of Berlin does hereby proclaim November to be Municipal Government Works Month.

WHEREAS, the Town of Berlin was incorporated in 1868; and

WHEREAS, Maryland is home to 156 other municipalities; and

WHEREAS, municipal government represents the most responsive level of government, allowing citizens to have direct access to elected officials; and

WHEREAS, in an effort to educate citizens about municipal government and the importance of their participation, the Town of Berlin is proud to promote municipal government awareness; and

WHEREAS, municipalities have enhanced the quality of life for their respective residents maintaining natural and historic sites and structures and helping to make Maryland a great place to live, work, play and explore.

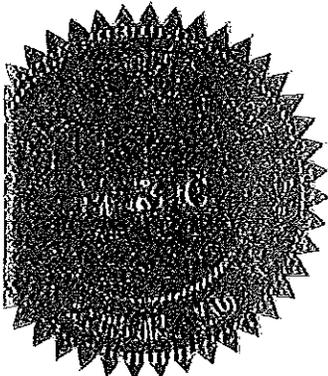
NOW, THEREFORE, BE IT PROCLAIMED that the Mayor and Council of the Town of Berlin, Maryland hereby joins the Maryland Municipal League in declaring November to be Municipal Government Works Month in the Town of Berlin.

WITNESS MY HAND AND SEAL, THIS 27TH DAY OF OCTOBER, 2014.

Wm. Gee Williams, III, Mayor

Elroy Brittingham, Sr.
Vice President

ATTEST: _____
Laura Allen
Town Administrator



***TOWN OF BERLIN FALL 2014 SPECIAL TRASH & YARD
WASTE COLLECTIONS***

Please see below for information about what will be collected and what dates apply to your neighborhood.

If your <u>NORMAL TRASH DAY</u> is	then your <u>BULK WASTE PICKUP DAY</u> will be	and your <u>YARD WASTE PICKUP DAY</u> will be
Tuesday or Wednesday	Wednesday, November 5	Wednesday, December 3
Thursdays	Wednesday, November 19	Wednesday, December 10

Regular household garbage is not part of these collections. Collection is for residential properties only; commercial and industrial properties are not included. Items must be at the curb by 7:00 AM; materials placed for pickup at any other time may not be collected.

BULK ITEM COLLECTION

DO:

Include items such as: Furniture - Toilets and Sinks – Carpet – Mattresses - Tables and Chairs – Refrigerators - Washers & Dryers - Small appliances – Televisions – Microwaves – Computer Components

Small items must be placed in a container at the curb and weigh no more than 100 lbs.

DON'T:

Include items such as: Hazardous Waste - Construction materials – Paint - Yard waste/brush - Propane tanks – Tires – Chemicals - Insecticides

YARD WASTE COLLECTION

DO:

Place leaves, grass clippings, pine needles and cones, and garden waste in a paper bag, plastic bag, or (maximum) 30 gallon container.

Cut brush into 4 ft. lengths and bundles no larger than 18 inches in diameter.

DON'T:

Mix in stones, rocks, metal, other inorganic matter, dirt, sod or other materials.

For more information about acceptable items for either collection, please call the Public Works Department at 410-641-4001.

TOWN ADMINISTRATOR'S REPORT

October 27, 2014

Purchase Orders

PO# 201501031 in the amount of \$3,400.00 to Food Lion for holiday gift cards for employees. (Distributed among all departments)

PO# 201500860 in the amount of \$1,158.00 to Wesco for fiberglass brackets. (10-4230-4053)

PO# 201501120 in the amount of \$3,322.08 to Maryland Unemployment Insurance Fund for unemployment insurance. (01-4310-4011, 10-4220-4011)

PO# 201501114 in the amount of \$1,120.00 to HD Supply Power Solutions for cable for Electric department. (10-4230-4053)

PO# 201501049 in the amount of \$6,000.00 to L-3 DPA for snow plow training. Grant received by Town from LGIT. (Distributed among most departments)

PO# 201501010 in the amount of \$3,018.00 to McEnroe Voice & Data for service contract for voice recording system. (01-4200-4060)



Mayor & Council of Berlin

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



Please Join Us!

Please join the Berlin Parks Commission at the official ribbon-cutting for the new
Stephen Decatur Park Mural
scheduled for Saturday, November 8, 20 14 at 11:00 AM.

The mural is located behind the tennis courts in Stephen Decatur Park
on Tripoli Street in Berlin.

The mural's design was inspired by the original images submitted by nine Stephen
Decatur High School students depicting what Berlin means to them.

The students were:

Trent Carpenter – class of 2014
Katie Collins – class of 2014
Jordan Kahl – class of 2014
Ian Postley – class of 2014
Daniela Romero – class of 2014
Teron Tatum – class of 2015
Brittney Thompson – class of 2017
Haley Trice – class of 2015
and Brian Yount – class of 2015

Designed and Painted by:
Ann Ashman

We hope to see you there!

Town of Berlin
Historic District Commission
September 3, 2014 *Approved 10-1-14*

The meeting for the Historic District for the September 3, 2014 was called to order by Chairman Carol Rose. In attendance were Carol Rose, Rick Stack, Ellen Lang and Betty Tustin. Absent from the meeting was Mary Moore and Joel Todd. Planning Director Dave Engelhart and Permit Coordinator Carolyn Duffy were also present.

Chairman Rose called the September 3, 2014 meeting to order at 5:30PM. Chairman Rose called for a motion to accept the agenda. Rick Stack made motion for approval of the September 3, 2014 agenda. Betty Tustin seconded the motion and it was unanimously accepted by the commission. Ellen Lang made motion to approve the minutes from the August 6, 2014 meeting. Rick Stack seconded the motion and it was unanimously accepted by the commission.

Chairman Rose called Deborah Nicolle, Case # 9-3-2014-14 requesting signage for new business located at 14 Broad Street. Deborah showed the commission pictures of the design for her sign. The name of the business would be "Una Bella Salute" she would sale oils & vinegar etc. Ellen Lang made motion to approve Case # 9-3-14-14 for signage. Rick Stack seconded the motion and it was unanimously accepted by the commission.

Mr. Dave Engelhart requesting wood windows for the planning & zoning office located at 3 Bay Street. The windows would be the same as what is there. They would be smaller in size, would not be double glass and it is not a useable window. He told the commission it couldn't be repaired because it was falling apart. Chairman Rose called for a motion. Rick Stack made a motion to approve the wood window replacements. Betty Tustin seconded the motion and it was unanimously accepted by the commission.

Mr. Jack Burbage applicant requesting exterior windows for 16 Pitts Street, Case # 9-3-14-16. Mrs. Betty Tustin recuses herself from the board. Mr. Burbage told the commission that he would like to re-stucco and paint the building. He discussed putting in vinyl windows and would like to do that right now because they would be redoing the building. Chairman Rose told applicant it had been about six or eight years ago that they were going to redo the building. She then suggested that he have a conversation with Mr. Gerardi about the brick work. Mr. Burbage told the commission that no one wanted to give him prices on what it would cost. Seven windows need to be replaced he told the commission. Chairman Rose asked that he look at the grass that was growing out of the gutters on the building.

Mr. Engelhart suggested that he talk to Michael Day about grants for the building. He told him it's a historic building built in 1904. Ms. Ellen Lang asked him about cost he replied \$350.00 dollars and for wooden about \$1000.00 dollars. Mr. Stack told him he restored his windows for about 450.00 a window and that it could be done by Marvin Windows. Mr. Stack read Chapter

59 of the Town of Berlin code to let Mr. Burbage know the purpose of why the Historic District exists. He told Mr. Burbage that in 1980 Berlin was called the commercial historic district. Since then they have adopted standards from Maryland Preservation Guidelines. Discussion continued on why Mr. Burbage should have to put in wood windows. He disagreed because vinyl windows were put in across the street on the second floor referring to the Atlantic Hotel. Commission member Ellen Lang told the commission that 16 Main Street and 18 Main Street have vinyl windows. Chairman Rose said she would love to see the brick also used more so then the stucco and wanted him to know she had nothing to do with the vinyl windows at the Atlantic Hotel. Ellen thought as long as it had the same look it was ok with her.

Chairman Rose decided to have a continuance of the application Mr. Burbage will come back on Tuesday 9/9/2014 at 5:00PM. Rick Stack opposed to the vinyl windows. Two members were not present to vote on the application.

There being no comments from the public, staff or commissioners the meeting was adjourned at 6:24PM.

Town of Berlin
Historic District Commission
September 9, 2014- Continuation

Approved 10-1-14

The meeting for the Historic District for September 9, 2014 was called to order by Chairman Carol Rose. In attendance were Carol Rose, Ellen Lang, Rick Stack and Mary Moore. Absent were Joel Todd and Betty Tustin. Staff present was Dave Engelhart and Carolyn Duffy.

Chairman called Case # 9-3-14-16 continuation meeting from 9-3-14 for Jack Burbage concerning exterior windows. Last week they discussed seven windows that needed to be replaced. The concern was that he wanted to use vinyl windows instead of wood windows. He was also concerned about the stucco on the wall of the building. The windows are located on the second floor of the building. Chairman Rose told the commissioners that there were numerous buildings that have vinyl windows and they don't know what year they were put in. Mr. Burbage was asked to come forward. Mary Moore was not present in last weeks meeting. She asked that he not use bright white because there would be a glare. She also explained that she loves wood windows and she has wooden windows in her home. She said she understood the meaning of the Historic District she said she had educated herself about it.

Mr. Rick Stack told the commission he was trying to do what the Historic District and the Maryland Preservation would do. He didn't think this was a hardship for Mr. Burbage. He told the commission that the wood windows were similar, energy efficient and had double panes. You would have to prep or check the vinyl windows also so why not do the same with the wood windows. Mr. Burbage said he had called John Barrett and spoke with him. Mary Moore discussed the ageing of wood over time. Mr. Stack told Mr. Burbage he had checked with some companies about prices and it was less then what he expected. Mr. Burbage said the only thing with wood you would have to keep painting it and the vinyl today has quality. He told the commission that people are not looking up when they are walking around town.

Chairman Rose told the commission if there was no building in the Town of Berlin that had vinyl windows she would be asking for wood windows. Ellen Lang made motion to approve Case # 9-3-14-16 seven windows made of vinyl and to allow repair of the stucco. Mary Moore seconded the motion. Rick Stack opposed the windows and approved the stucco. Mr. Engelhart asked for clarity on the motion. Ellen amended her motion to grant seven vinyl windows. Mary seconded. Rick Stack opposed the motion. Ellen made motion on Case # 9-3-14-16 to grant an investigative repair on the stucco at 16 Pitts Street. Rick seconded. Motion was passed in a 3-1 vote.

With there being no other comments from staff, public or commissioners meeting was adjourned at 5:29PM.



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov



NOTICE OF PUBLIC HEARING

Town of Berlin
Board of Appeals

Pursuant to the requirements of §108-191 of the Code of the Town of Berlin, notice is hereby given that a public hearing will be conducted by the Berlin Board of Appeals in the Mayor and Council Chambers of Berlin Town Hall, 10 William Street, Berlin, Maryland on

WEDNESDAY, November 5, 2014

6:30 PM

1. Approval of Minutes of September 3, 2013 Hearing
2. A request by Joyce James of 103 Burley Street, Berlin MD 21811, for a variance from the required rear yard setback specified for Accessory Structures in the R-1 Residential Zoning District of six feet from the lot line, as shown in Section 108-702 of the Code of the Town of Berlin. The request is to accommodate the installation of a 16 foot by 31 foot inground swimming pool and a 12 foot by 24 foot storage shed and deck combination, at 5.7 feet off the rear lot line.

Applicant: Joyce James

Any questions regarding the above agenda items shall be directed to the Berlin Department of Planning and Zoning at 410-641-4143.

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.



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 5, 2014 – 5:30 PM

Berlin Town Hall – Council Chambers



1. Call to Order
2. Agenda Adoption
3. Approval of Minutes: October 1, 2014
4. Kirk Burbage- Case # 11-5-14-18, 108 William Street- Privacy fence
5. Comments from the Public
6. Comments from Staff
7. Comments from the Commissioners
8. Comments from the Chairman
9. 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.

**BOARDS AND COMMISSION
MEETING SCHEDULE**

2015

	January	February	March
Parks Commission - 5:30 PM	Tue, Jan. 6, 2015	Tue., Feb. 3, 2015	Tue., Mar. 3, 2015
Historic District Commission - 5:30 PM	Wed., Jan. 7, 2015	Wed., Feb. 4, 2015	Wed., Mar. 4, 2015
Board of Zoning Appeals - 7:00 PM	Wed., Jan. 7, 2015	Wed., Feb. 4, 2015	Wed., Mar. 4, 2015
Planning and Zoning Commission - 6:00 PM	Wed., Jan. 14, 2015	Wed., Feb. 11, 2015	Wed., Mar. 11, 2015
	April	May	June
Parks Commission - 5:30 PM	Tue., Apr. 7, 2015	Tue., May 5, 2015	Tue., June 2, 2015
Historic District Commission - 5:30 PM	Wed., Apr. 1, 2015	Wed., May 6, 2015	Wed., June 3, 2015
Board of Zoning Appeals - 7:00 PM	Wed., Apr. 1, 2015	Wed., May 6, 2015	Wed., June 3, 2015
Planning and Zoning Commission - 6:00 PM	Wed., Apr., 8, 2015	Wed., May 13, 2015	Wed., June 10, 2015

	July	August	September
Parks Commission - 5:30 PM	Tue., Jul. 7, 2015	Tue., Aug. 4, 2015	Tue., Sept. 1, 2015
Historic District Commission - 5:30 PM	Wed., Jul. 1, 2015	Wed., Aug. 5, 2015	Wed., Sept. 2, 2015
Board of Zoning Appeals - 7:00 PM	Wed., Jul. 1, 2015	Wed., Aug. 5, 2015	Wed., Sept. 2, 2015
Planning and Zoning Commission - 6:00 PM	Wed., Jul. 8, 2015	Wed., Aug. 12, 2015	Wed., Sept. 9, 2015
	October	November	December
Parks Commission - 5:30 PM	Tue., Oct. 6, 2015	Tue., Nov. 3, 2015	Tue., Dec. 1, 2015
Historic District Commission - 5:30 PM	Wed., Oct.7, 2015	Wed., Nov. 4, 2015	Wed., Dec 2, 2015
Board of Zoning Appeals - 7:00 PM	Wed., Oct.7, 2015	Wed., Nov. 4, 2015	Wed., Dec 2, 2015
Planning and Zoning Commission - 6:00 PM	Wed., Oct. 14, 2015	Wed., Nov. 11, 2015*	Wed., Dec. 9, 2015
*Meeting Date subject to change/cancellation due to holiday or other event.			