



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.

Town of Berlin
Historic District Commission
October 1, 2014

The meeting for the Historic District for the October 1, 2014 was called to order by the Chairman Carol Rose. In attendance were Carol Rose, Rick Stack, Mary Moore, Ellen Lang and Betty Tustin. Absent from the meeting was Joel Todd. Planning Director Dave Engelhart and Permit Coordinator Carolyn Duffy were also present.

Chairman Rose called the meeting to order at 5:30PM. She then called for a motion to except the agenda. Rick Stack made the motion to accept the agenda. Ellen Lang seconded the motion and it was unanimously accepted by the commission.

Chairman Rose called for a motion to approve the September 3th and the September 9th special meeting. Carol made motion to approve minutes and asked Carolyn to amend the minutes to say that they had voted at last month's meeting. Ellen Lang made motion and Rick Stack seconded.

Worcester Youth & Family located at 124 North Main Street. Case # 10-1-14-17 represented by Steve Taylor was requesting a new sign for the building. Mr. Taylor told the commission they have rooms inside the building that that they dedicate the pictures on the wall which are called the Ray. Most of the pictures have been dedicated to someone for giving or doing something or supporting the organization. The sign they want to put outside is larger and at this time has not been dedicated to anyone but plan to do that in the future. They met with contractor All State Construction has come up with a way to mount it on the building not to scale but close to it. Chairman Rose told they commission that the building was built in 1950 and was the old Acme Market. She also told the members that the building was not a Historic Building. Mary Moore wanted to know if the sign would rust on the building. Mr. Taylor told them they would be using spacers behind the sign to hold it off the building about 3 inches. Discussion continued about the color of the sign and if they would be dedicating anymore signs. The sign had been purchased years ago and just getting around to putting it up. Ms. Lang asked if this was their logo. Steven said their thought and logo for the sign were rays of hope. They would like to later put a sign under the ray sign to acknowledge the organization. Betty Tustin asked if they had metal signs inside. He replied they have metal and plastic signs they try to make the signs look like the people they are trying to emulate for example the police he has a hat or if the person was a Ravens fan used purple. Mr. Stack was concerned about the birds that could rouse behind the sign and whether they could paint the building. Mr. Taylor told them they leased the

building and they could paint if needed. He told the commission that they were responsible for the old side of the building. Chairman Rose called for a motion. Ellen Lang made the motion to approve Case# 10-1-14-17. Mary Moore seconded the motion and it was unanimously accepted by the commission.

There were no comments from the public. Mr. Engelhart mentioned Michael's Day's retirement luncheon that was held that same day. Comments from the commissioners about the amount of visitors that were coming to town. Meeting was adjourned 5:50PM.

Respectfully Submitted

A handwritten signature in cursive script that reads "Carolyn Duffy". The signature is written in dark ink and is positioned above the printed name.

Carolyn Duffy



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HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>10/15/14</u>	Property Address: <u>108 William St.</u>
Property Owner: <u>William Kirk Burbage</u>	Phone: <u>410-641-2111</u>
Property Owner Address: <u>108 William St. Berlin, MD 21811</u>	Email: <u>k.burbage@burbagefuneralhome.com</u>
Applicant: <u>William K. Burbage</u>	Phone: _____
<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Email: _____
Address: _____	

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

Installing a white 6' vinyl privacy fencing

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 W. Kirk Burbage

<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>10/15/14</u>	Initials <u>CD</u>	HDC Meeting <u>11/5/14</u>	Case # <u>11-5-14-18</u>
HDC Approval (signature)			

