



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

July 01, 2015 – 5:30 PM

Berlin Town Hall – Council Chambers

1. Call to Order
2. Agenda Adoption
3. Approval of Minutes: June 3, 2015
4. 16 S. Main Street- Replacing flat roof membrane and deteriorated underlayment
5. 16 S. Main Street- Replacing roof shingles where needed
6. Jenny Sheppard- 17 N. Main Street – Signage for General Store
7. John Conley – 12 William Street - Signage
8. Comments from Public
9. Comments from Staff
10. Comments from the Commissioners
11. Comments from the Chairman
12. 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.



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811
Phone 410-641-2770 Fax 410-641-2316
www.berlinmd.gov



HISTORIC DISTRICT COMMISSION APPLICATION

Date: 6/5/15 Subject Property Location: 16 S. MAIN ST Case #: 7-1-15-12
Property Owner SKHM, LLC Owner Phone # 703-966-8867
Owner Address 8196 Brook Rd. McLean, VA, 22102 Owner Email: skunai@hotmail.com
Agent/Contractor: Azad Kunai Agent Phone# 202-355-3980

Work Involves: Alterations New Construction Addition Demolition Sign Other

DESCRIPTION OF WORK PROPOSED:

Replace Flat Roof membrane and replace in kind.
Also replace any deteriorated subsoil
and re-install fallen gutter & downspout.
see attached

(Urgent/Emergency Repair)

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 7/1/15 5:30 PM (date).

Applicant Signature Azad Kunai Date 6-5-2015

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811
Phone 410-641-2770 Fax 410-641-2316
www.berlinmd.gov



HISTORIC DISTRICT COMMISSION APPLICATION

Date: 6-5-2015 Subject Property Location: 16 South Main St Case #: 7-1-15-13
 Property Owner: SKHM, LLC Owner Phone #: 703-966-8867
 Owner Address: 3196 Brook Road - McLean, VA 22102 Owner Email: skunaish@hotmail.com
 Agent/Contractor: Azizul Kunaish Agent Phone#: 202-355-3480
 Work Involves: Alterations New Construction Addition Demolition Sign Other

DESCRIPTION OF WORK PROPOSED:

Replace roofing in areas where roofing is failing
see attached for Detail Description

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.

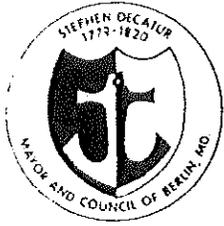
The applicant, or an authorized representative, has been advised to appear at the meeting of the Berlin Historic District Commission scheduled for 7/1/15 5:30 pm (date).

Applicant Signature: Azizul Kunaish Date: 6-5-2015

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811
Phone 410-641-2770 Fax 410-641-2316
www.berlinmd.gov



HISTORIC DISTRICT COMMISSION APPLICATION

Date: 6-10-15 Subject Property Location: 17N Main St Case #: 7-1-15-14
Property Owner: Jack Burbage / Jenny Sheppard tenant Owner Phone # 410-213-2600 Jack
Owner Address: Sheppard tenant Owner Email: 443-783-0299 Jenny
Agent/Contractor: Plak That Agent Phone# _____

Work Involves: Alterations New Construction Addition Demolition Sign Other

DESCRIPTION OF WORK PROPOSED:

- sign to hang under awning
- two small signs on front of building

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 7-1-15 (date).

Applicant Signature [Signature] Date 6/10/15
APPROVED: _____

Historic District Commission Chair (Date) Planning Director (Date)



Mayor & Council of Berlin

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



HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>6/12/15</u>	Property Address: <u>12 William St</u>
Property Owner: <u>John Rakowski</u> Tenant <u>Jonathan Conley / Uncle Jon's Soap</u> Property Owner Address: _____	Phone: <u>443-783-1829</u> Email: <u>unclejonssoap@gmail.com</u>
Applicant: <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Contractor Address: <u>12 William St.</u>	Phone: _____ Email: _____

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.

To repaint an existing plywood sign to reflect the new business in the store currently. Sign is 17 1/2" x 31" Tall.
The sign colors will be gray background with black and red teal accents,

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>6/12/15</u>	Initials <u>CD</u>	HDC Meeting <u>7-1-15</u>	Case # <u>7-1-15-15</u>
HDC Approval (signature)			