1. Call to Order
2. Agenda Adoption
3. Approval of Minutes: January 13, 2016
4. Election of Chairman & Vice Chairman
5. Ryan & Cathryn Nellans- 26 Broad Street, replacement windows
6. Comments from the Public
7. Comments from Staff
8. Comments from the Commissioners
9. Comments from the Chairman
10. 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.
HISTORIC DISTRICT COMMISSION APPLICATION

Date: 01/14/2016  Subject Property Location: 26 Broad Street  Case #: 2/3/16 -6

Property Owner: Ryan & Kate Nellans  Owner Phone #: (302) 290-9736
Owner Address: 4 Washington Street  Owner Email:
Agent/Contractor: Hammerhead Renovations  Agent Phone #: (443) 397-3736

Work Involves: [ ] Alterations  [ ] New Construction  [ ] Addition  [ ] Demolition  [ ] Sign  [ ] Other

DESCRIPTION OF WORK PROPOSED:
Replacing wood windows with wood-grain composite windows.

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 regularly 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 2/3/16 5:30 pm (date).

Applicant Signature: [Signature]  Date: 1/14/16

APPROVED:

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