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
October 02, 2019 – 5:30 PM
Berlin Town Hall – Council Chambers

1. Call to Order
2. Agenda Adoption
3. Approval of Minutes: September 4th, 2019
4. 313 South Main Street- exterior restoration of barn
5. 23 South Main Street requesting a fence & reconfiguration of driveway
6. Comments from the Public
7. Comments from the 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.
The meeting was called to order by Chairman Carol Rose at 5:32 PM. Members present were Chairman Mrs. Carol Rose, Vice Chairman Dr. Robert Poli, Mr. Norman Bunting, Mrs. Laura Stearns, and alternate Mr. Allen Palmer.

Chairman Carol Rose called for a motion to adopt the agenda. The motion was made by Mr. Norman Bunting to accept the September 4, 2019 agenda, it was seconded by Dr. Robert Poli, and unanimously approved by the Commission. Chairman Rose then called for a motion to approve the minutes of the August 7, 2019 meeting. Mr. Norman Bunting made the motion to accept the minutes, it was seconded by Mrs. Laura Stearns, and unanimously approved by the Commission.

Chairman Carol Rose called the first applicant of the evening, Joseph Pylypczuk, of 303 South Main Street, Case No. 9-4-19-20, seeking approval for the addition of rear porch Florida room to his existing residence. Discussion was brief, as all the Commission members liked the design. Chairman Carol Rose complimented Mr. Pylypczuk on the content and completeness of his submitted packet. Dr. Robert Poli made the motion to approve the porch addition, it was seconded by Mrs. Laura Stearns, and unanimously approved by the Commission.

Chairman Carol Rose called the next applicant, Ms. Erin Belinki for approval of commercial signage at Health Freedom, 112 Artisan’s Way, Case No. 9-4-19-21. Members liked the design and material, and after a brief discussion, Mr. Norman Bunting made a motion to approve the sign, it was seconded Dr. Robert Poli, and unanimously approved by the Commission.

Chairman Carol Rose next called Case No. 9-4-19-22, for façade renovations and replacement at 15 William Street for Bluewater Development, represented by Mrs. Samantha Pielstick. Chairman Carol Rose asked if a mason was to perform the new work. Mrs. Pielstick confirmed that a mason would rebuild the exterior wall using full size brick. Mrs. Laura Stearns loved the idea of the brick, but would like to see the window openings topped with the look of the transoms or arched top brick trim that were in place and that remain on the adjoining structure facing William Street. Dr. Robert Poli concurred. Mr. Norman Bunting and Mr. Allen Palmer also liked the use of brick. Mrs. Pielstick explained the building use once completed as a two room office or retail space. Dr. Robert Poli made the motion to approve contingent on the use of the authentic brick, with matching transom trim above, and the “nautical blue” entrance door (color optional), exterior lights, and door hardware as shown in the presentation materials. It was seconded by Mr. Norman Bunting, and unanimously approved by the Commission.

Brief discussion of ongoing projects at the Purnell Building and at 1-3 Main Street followed.

Dr. Robert Poli made the motion to adjourn, it was seconded by Mrs. Laura Stearns and Chairman Carol Rose adjourned the meeting at 6:10 PM.
Respectfully submitted,

David H. Engelhart
Planning Director
HISTORIC DISTRICT COMMISSION APPLICATION

Date: 3 Sept 2019  Subject Property Location: 313 S. Main  Case #: 10-2-19-23

Property Owner: Edward H. Hammond III  Owner Phone #: 325 347 2829
Owner Address: 313 S Main  Owner Email: manager@muskrat.farm
Agent/Contractor: Shawn Widgeon  Agent Phone #: classified

Work Involves: ☒ Alterations  ☒ New Construction  ☒ Addition  ☐ Demolition  ☒ Sign  ☐ Other

DESCRIPTION OF WORK PROPOSED: Burley Manor barn exterior restoration. No changes to original structure. No elements disassembled unless strictly necessary. All salvageable original materials to be reused. All new materials to be closest match to original presently available. Exposed fasteners to match original. Door and window hardware to be retained, any replacements necessary to be drawn from surplus originals. Contractor and owner to rely on personal knowledge of building and CWF elevations (attached). Brick foundation rebuilt circa 2015. Paul Touart to be consulted as necessary.

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 ________(date).

Applicant Signature ____________________________  Date 2 SEP 19

APPROVED:

__________________________  ____________________________
Historic District Commission Chair (Date)  Planning Director (Date)
HISTORIC DISTRICT COMMISSION APPLICATION

Date: 9/23/19  Subject Property Location: 23 S. Main Street  Case #: 10-2-19-24

Property Owner: Adam Davis  Owner Phone #: 410-908-3235
Owner Address: 23 S. Main Street  Owner Email: ADavis@smcm.edu
Agent/Contractor:  Agent Phone:

Work Involves: ☑ Alterations  ☐ New Construction  ☐ Addition  ☐ Demolition  ☐ Sign  ☐ Other

DESCRIPTION OF WORK PROPOSED:

1. Partial Removal of Existing Driveway
2. Seed and/or Soil Cleared Space
3. Construction of Perimeter Fence

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Applicant Signature: Date 9/23/19

APPROVED:

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