1. Call to Order
2. Agenda Adoption
3. Approval of Minutes: April 5, 2017
4. 101 William Street- Case # 5-3-17-09, Installing ATM in front façade of building
5. 17 Jefferson Street- Case # 5-3-17-10, Exterior alterations painting, new door, deck & fence
6. 17 Jefferson Street- Case # 5-3-17-11, Signage
7. Case # 5-3-17-12 – Placement of map kiosk at the intersection of Pitt Street & Main Street
8. Case # 5-3-17-13 – Placement of Sidewalk Directional Appliques
9. Case # 5-3-17-14 – Placement of pole mounted way finding signs in downtown area
10. Case # 5-3-17-15- 116 North Main Street – Façade Renovation
11. Comments from the Public
12. Comments from Staff
13. Comments from the Commissioners
14. Comments from the Chairman
15. 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 for the Historic District Commission for April 5, 2017 was called to order by Chairman Carol Rose at 5:30PM. In attendance were Carol Rose, Mary Moore, Robert Poli and Betty Tustin. Absent from the meeting was Laura Stearns. Staff Present were Dave Engelhart Planning Director, Carolyn Duffy Permit Coordinator and David Gaskill Town Attorney.

Chairman Carol Rose called for a motion to adopt the April 5, 2017 agenda. Mrs. Betty Tustin made the motion to approve the April 5, 2017 agenda. Mrs. Mary Moore seconded the motion and it was unanimously accepted by the Commission. Chairman Rose then called for a motion to approve the minutes from the March 1, 2017 meeting. Mrs. Betty Tustin made the motion to approve the minutes from March 1, 2017. Mr. Robert Poli seconded the motion and it was unanimously accepted by the commission.

Chairman Rose called the first case. Case # 3-1-17-05 Ms. Lisa Hall came forward she showed the Commission members the lights she wanted to put up on her sign. She stated she had taken pictures of Fins and Town Hall which have similar lights. She also stated she would be painting the lights black, and would have one light on each side. Ms. Hall stated that Bob Connors would be installing the lights on the sign. Mrs. Tustin asked if the lights would shine up. Ms. Hall stated they would shine into the sign from the bottom. Chairman Rose called for a motion. Mr. Poli made the motion to approve Case # 3-1-17-05 for the light fixtures as stated on the application and what was shown. Mrs. Mary Moore seconded the motion. Mrs. Betty Tustin opposed. The vote was 3/1 Approved.

Chairman Rose called Case # 4-5-17-07 for 110 North Main Street for Façade / Signage. Chairman Rose called the applicant Mr. Sonny Nguyen. Chairman Rose explained there were two items on the application they would proceed with one at a time starting with the signage. The Mr. Nguyen showed the commission members two styles for his sign. Mr. Poli stated not concerned with the sign questioned Mr. Nguyen about not having a canopy. Mr. Poli stated most of the buildings in Town have the canopies. Mr. Nguyen explained right now he was not able to do everything just wanted to have a sign. He stated that would be done in the future, next year when the facade grant money is available he would apply again. Chairman Rose stated right now he wants to do as much as possible to make the building look good.

Mr. Poli asked what his steps would be, putting up the sign, leaving the canopy sign going underneath canopy and painting. Mr. Sonny replied and fixing the rotten wood. Mrs. Ivy Wells Director of Economic Development told the commission that Mr. Sonny wants to fit into the downtown. Mrs. Wells stated they are awaiting grant money when it becomes available. Mrs. Moore asked how much grant money would be available. Mrs. Wells replied $10,000.00 dollars would be the grant.

Mrs. Betty Tustin made the motion to approve Case # 4-5-17-07 to make initial improvements to the front of the building, replace rotten wood and paint. Mr. Robert Poli seconded the motion and it was unanimously accepted by the Commission.
The Commission members wanted to know the size of the sign. Mr. Engelhart told the Commission members it was the same size as the Toy Store sign and wouldn't have the rounded top. Mrs. Moore had no problem with the nail polish bottle being pictured on the sign. Mr. David Gaskill told the Commission members they could approve the shape of the sign but had no authority to tell the applicant what could go on the sign. Mrs. Tustin made the motion regarding the sign to be the same size as the previous sign. Mr. Poli seconded the motion and it was unanimously accepted by the Commission.

Chairman Rose called the next case on the agenda Mrs. Robin Yates, 120 North Main Street. Mrs. Yates took her light fixture up to the Commission members so they could take a look at it. She stated she was trying to have the same style of lights that are on the streets. Mr. Poli made the motion to approve Case # 4-5-17-08 for the light fixture that was shown and the pole. Mrs. Tustin seconded the motion and it was unanimously accepted by the Commission.

Chairman Rose asked if there were any comments from the public. Mrs. Suzanne Parks, 7 Baker Street told the Commission she was there representing all the residents of Baker Street. She told the Commission that Baker Street was in terrible condition. Mrs. Parks shared that Baker Street has the oyster shells and black top. Mrs. Parks stated she had been to Mayor & Council about the condition of the road and thought the Historic Commission would have a little influence.

Mrs. Laura Allen, Town Administrator came follow she told the Commission members that the Mayor & Council were aware of the street. She encourage everyone to come to the Mayor & Council Meeting. She stated she was working on getting a resolution that would prohibit truck traffic on Baker Street. That would be a twostep process resolution and then a public meeting for the 24th of April. The contract with DBF she told them was pretty expensive. Working on initial part and design work that would be on the agenda for Mayor & Council Meeting. She told Mrs. Parks they are trying to find someone that can replicate the concrete mix and keep the historic integrity. Mrs. Parks said the black top was located on the sides of the street. Mrs. Allen told the Commission to use concrete on the whole street would be double the price. Discussion continued.

Mrs. Allen told the Commission that the sign was going to be attached to Town Hall on Friday. Mr. Engelhart discuss the spread sheet that was in the packets for the Commission members. The members thought it would be helpful when looking back on the cases and what approvals had been given to what properties. Mr. Poli inquired about the window that Mrs. Gail Lewis had replaced due to it being broken. He thought it should have been a little more balanced. With there being no other comments Mr. Poli made the motion to adjourn. Mrs. Tustin seconded the motion. Meeting was adjourned at 6:14PM.

Respectfully Submitted,

Carolyn Duffy
HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: 03-21-17  
Property Address: 4802 68 Ocean Ave  
Applicant: Lisa Hall  
Address: 307 Ann Dr  

Property Owner: Haley Harrison  
Property Address: 101 William St  
Phone: 410-726-0183  
Email: lisahall berlinmd@yahoo.com  

Type of Work:  
- Alterations  
- Demolition  
- New Construction  
- Sign  
- Addition  
- 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 ATM dimensions H 19.7" x W 26.8" x D 10.4" on front elevation of building first brick per next to entrance doors.

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: Lisa Hall

☐ Site Plan, if applicable  
☐ 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.

☐ 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.

☐ For a proposed new structure, photographs* of the subject site and all buildings in the immediate vicinity.

☐ Samples of materials or copies of manufacturers product literature.

*Photographs shall be printed or mounted on 8 ½ x 11 paper or cardboard, and labeled

Date Rec’d 3-21-17  
HDC Approval (signature)

Initials CA  
HDC Meeting 5-3-17  
Case # 5-3-17-09
Introducing the all new Onyx-W ATM. The Onyx-W can be installed securely as a Wall Mount or on a Counter Top. Your installation options are only limited by your imagination.

Featuring a high-resolution 10.1” LED screen and light-up touch function keys along with 2” receipt printer, the Onyx-W uses the same modules and software capabilities and functions found in existing Genmega ATMs.

Dispensing is handled via a 1,000-note removable cassette which is secured inside its own internal vault system which is available with electronic lock and various audit locks.
CPU
Coretex-A8 CPU (800MHz)
DDR2 256MB SRAM memory
256MB Flash Memory
Windows® CE 6.0

Integrated Illuminated Sign
High Visibility Integrated LED Sign
Attract Customers

LCD Screen
10.1 inch Wide TFT LCD Panel
1280 x 800 Resolution
Customizable Ad Screens
8 Lighted-Touch function keys

Printer
56mm (2" standard)

ADA
Voice Guidance
Lighted Transaction Guidance
Accessible Keypad Layout

Card Reader
EMV (Dip type)

PIN Entry Device
16-key alphanumeric keypad
PCI 3.0 certified EPP (Encrypting Pin Pad)
LED Illumination

Communication
56,000 bps dial-up modem
TCP/IP Ethernet connection - Onboard SSL

Security
Electronic Lock
A-series Lock
Cencon Lock

Cash Dispensers
1,000 Note Removable Cassette (WCDU)

Dimensions
Height = 19.7"
Width = 26.8"
Depth = 10.4"
Weight = 121 lbs

Power Requirements:
AC110/220V ±10%, 50/60 Hz, 145 Watts

www.genmega.com
HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: 3/27/2017

Property Address: 17 JEFFERSON ST.

Property Owner: John Fodor
Property Owner Address: 11831 Backwater Rd, Bisonsville, MD

Applicant: John Fodor
Owner [ ] Tenant [ ] Contractor [ ]

Phone: (410) 524-6565
Email:

Type of Work:  
[ ] Demolition [ ] Sign [ ] 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.

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]

[ ] Site Plan, if applicable
[ ] 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.
[ ] 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.
[ ] For a proposed new structure, photographs* of the subject site and all buildings in the immediate vicinity.
[ ] 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: 3/27/17  Initials: [ ]  HDC Meeting: 5-3-17  Case #: 5-3-17-10
HDC Approval (signature): [Signature]

HD Blg Permit July, 2014
HISTORIC DISTRICT COMMISSION APPLICATION

Date: 4.12.17 __________________ Subject Property Location: 17 Jefferson St. Case #: S-3-17-11

Property Owner: ______________________________ Owner Phone #: __________________________

Owner Address: __________________ Agent Email: burleyoak@gmail.com

Agent/Contractor: Burley Oak Brewing Co. Agent Phone#: 443-513-4647

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

DESCRIPTION OF WORK PROPOSED:

Rectangular sign labeled “The Burley Oak Café est. 2017 - Brewery Inspired Food & Drink”
Sign colors - Blue background with white text and decorative elements.
*Sign will be the same size as previous sign & hung the same way*

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 4.12.17

APPROVED:

__________________________________________
Historic District Commission Chair (Date)

__________________________________________
Planning Director (Date)
Proposed Signage For:
The Burley Oak Cafe

April, 12th, 2017
Brewery Inspired Food & Drink

Cafe - The Bury Oak

April 12th, 2017
Proposed Signage For:
## Historic District Building Permit Application

**Date Received:** 4/13/17

**Property Owner:** Town of Berlin

**Property Owner Address:** 10 William Street
Berlin, MD 21811

**Applicant:** Town of Berlin

- [ ] Owner
- [ ] Tenant
- [ ] Contractor

**Address:** 10 William Street
Berlin, MD 21811

**Phone:** (410) 688-1722

**Email:** rweiss@berlinmd.gov

**Type of Work:**
- [ ] Alterations
- [ ] New Construction
- [ ] Addition
- [ ] Sign
- [ ] Awning
- [ ] Other:

**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.

Placement of map kiosk - intersection of Pitt and Main St.

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.

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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:**

**Date Rec’d:** 4/13/2017

**Initials:** CD

**HDC Meeting:** 5-3-17

**Case #:** 5-3-17-12
Upright Bases & Kiosks:
TRIANGULAR KIOSK

Ideal for sharing abundant information in a limited amount of space, this three-sided design accommodates any combination of panels and Bulletin Cases and is a great "information hub."

---

Upright Bases & Kiosks:
WALL MOUNTED

These frames are easily mounted to walls with our unique, hidden mounting system. A sleek frame secures your fiberglass panel or Bulletin Case to virtually any vertical surface - brick, wood, concrete, or metal.

---

Upright Bases & Kiosks:
BULLETIN CASE

This case provides a secure, weatherproof space for information which is frequently changed and updated. Bulletin Cases can be mounted on a wall or with posts, depending on your need.

---

Upright Bases & Kiosks:
ARCH FRAME

Arch Frames are a custom solution - made to match the uniquenss of each exhibit. The upright design features two sturdy posts, fitted with an arch top (or bottom) frame. Also available as a Low Profile base.
**Mayor & Council of Berlin**  
10 William Street  
Berlin, MD 21811  
410-641-2770  
www.berlinmd.gov

**HISTORIC DISTRICT BUILDING PERMIT APPLICATION**

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<tr>
<th>Date Received: 4/13/17</th>
<th>Property Address:</th>
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<tr>
<td>Property Owner: Town of Berlin</td>
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</table>
| Property Owner Address: 10 WILLIAM STREET  
**Berlin, MD 21811** | |
| Applicant: Town of Berlin | |
| ☑ Owner □ Tenant □ Contractor | |
| Address: 10 WILLIAM STREET  
**Berlin, MD 21811** | |
| Phone: (410) 698-1722  
Email: iwells@berlinmd.gov | |

**Type of Work:**

- ☐ Alterations  
- ☐ New Construction  
- ☐ Addition  
- ☐ Sign  
- ☐ Awning  
- ☐ Other:  

**DESCRIPTION OF WORK PROPOSED** (Please be specific) Attach additional 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.

**Placement of Sidewalk Directional Arrows**

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.

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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]

☐ Site Plan, if applicable  
☐ Scaled and measured detailed drawings, including, but not limited to, plans and elevations of the proposed alterations or improvements, or in the alternative, a scale mock up.  
☐ 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.  
☐ For a proposed new structure, photographs* of the subject site and all buildings in the immediate vicinity.  
☐ Samples of materials or copies of manufacturers product literature.  
*Photographs shall be printed or mounted on 8 ½ X 11 paper or cardboard, and labeled

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HD Bldg Permit July, 2014
Give your safety messages real traction with anti-slip floor markers that help keep everyone safe and on their feet.

Anti-Slip Floor Markers have a grit texture to add traction and prevent slips and falls. Light-Duty Floor markers resist standard wear and tear. Cold Adhesion markers stick tight to cold surfaces down to -40° in freezers, unheated warehouses or outdoors. Heavy-Duty Markers are Lexan coated to stand up to the most extreme abuse including heavy foot and forklift traffic.

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Custom Anti-Slip Floor Markers are available in Yellow or White background and one print color (Purple, Red, Green, Blue, Brown, Orange or Black). For logo or special typetyles, supply artwork by electronic file. Minimum order quantity of 12 required.

Did you know?
Floor markers are easy to install. Simply peel off the backing and stick to your clean, dry floor.

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This is Way

MORE SHOPS

check out ALL OF

AMERICA'S COOLEST
SMALL TOWN
HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: 4/13/17

Property Owner: TOWN OF BERLIN

Property Owner Address: 10 WILLIAM STREET

Applicant: TOWN OF BERLIN

Owner □ Tenant □ Contractor

Address: 10 WILLIAM STREET

Phone: (410) 687-1722

Email: twells@berlinmd.gov

Type of Work:

- □ Alterations
- □ New Construction
- □ Addition
- □ Demolition
- □ Sign
- □ Awning
- □ Other: ________

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.

Placement of Pole Mounted Way Finding Signs in Downtown Area

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.

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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: ____________________________

Site Plan, if applicable

- □ 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.

- □ 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.

- □ For a proposed new structure, photographs* of the subject site and all buildings in the immediate vicinity.

- □ Samples of materials or copies of manufacturers product literature.

*Photographs shall be printed or mounted on 8 X 11 paper or cardboard, and labeled

Date Rec'd 4/13/2017 Initials: DO
HDC Meeting: 5-3-17 Case #: 5-3-17-14

HD Bldg Permit July, 2014
**Mayor & Council of Berlin**

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

**HISTORIC DISTRICT BUILDING PERMIT APPLICATION**

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<tbody>
<tr>
<td>Property Owner:</td>
<td>Purell Inc.</td>
</tr>
</tbody>
</table>
| Property Owner Address: | 166 Po Box 460  
San City, Md. 21893 |
| Phone: | 410-766-8043 |
| Email: | TroyPurell@aol.com |
| Property Address: | 116 W. Main St. |
| Phone: | 410-766-8043 |
| Email: | TroyPurell@qld.com |

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<th>Tenant</th>
<th>Contractor</th>
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<tr>
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Facade Renovations

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.

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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: Purell Inc.

- Site Plan, if applicable
- 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.
- 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.
- For a proposed new structure, photographs* of the subject site and all buildings in the immediate vicinity.
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HD Bldg Permit July, 2014