1. Call to Order
2. Agenda Adoption
3. Approval of Minutes: May 3rd, 2017 & May 8th, 2017
4. Election of Chairman & Vice Chairman
5. Case # 6-7-17-17 - 23 Commerce Street – Shelly Bruder – New Signage
6. Case # 6-7-17-18 - 110 North Main Street – Patty Jeans Boutique- New Signage
7. Case #6-7-17-19 - 404 South Main Street – Replacing Roof Shingles
8. Case # 6-7-17- 20 - 112 North Main Street – Exterior brackets & trim
9. Case # 6-7-17-21 – 16 Broad Street – New Signage
10. Items for review and Discussion- (A) Placement of Sidewalk Directional Appliques (B) Placement of Pole Mounted Way Finding Signs in Downtown Area (C) Painting of Utility Transformer Boxes – Ivy Wells
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.
HISTORIC DISTRICT COMMISSION APPLICATION

Date: 04/24/2017  Subject Property Location: 25 Commerce St  Case #: 6-7-17-17

Property Owner: Michele Bruder  Owner Phone #: (410) 629-1260
Owner Address: 25 Commerce St  Owner Email: bruderhill@gmail.com
Agent/Contractor: Sun Signs  Agent Phone#: (410) 641-9944

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

DESCRIPTION OF WORK PROPOSED:
replace sign on east side of the building and add the same sign on west side of the building

12 x 9.5

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, as an authorized representative, has been advised to appear at the meeting of the Berlin Historic District Commission on the date and time set forth above.
# Historic District Building Permit Application

**Date Received:** 5/1/2017  
**Property Address:** 110 N Main St.

**Property Owner:** Sonny Nayeenn  
**Phone:** 913-522-7410  
**Email:** info@pattyjeans.com

**Property Owner Address:**  
**Phone:** 913-522-7257  
**Email:** info@pattyjeans.com

**Applicant:**  
- [ ] Owner  
- [ ] Tenant  
- [ ] Contractor  

**Address:**  

<table>
<thead>
<tr>
<th>Type of Work</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>[ ] Alterations</td>
<td></td>
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<tr>
<td>[ ] New Construction</td>
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<tr>
<td>[ ] Addition</td>
<td></td>
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<tr>
<td>[ ] Demolition</td>
<td></td>
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<tr>
<td>[ ] Sign</td>
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<tr>
<td>[ ] Awning</td>
<td></td>
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<tr>
<td>[ ] Other:</td>
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</tbody>
</table>

**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.

**Signage - new**

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]

[Handwritten Note: Marked as a signature]
SIZE: 34" X 42"
MATERIAL: DARK STAINED OAK PLYWOOD

*Mockup is only a representation. Actual woodgrain style & color may differ.
Hi there was just touching base to see if you got the new logo image we sent over.

Megan Cosman

SIZE: 34" x 42"
MATERIAL: DARK STAINED OAK PLYWOOD

*Mockup is only a representation. Actual woodgrain style & color may differ.
**HISTORIC DISTRICT BUILDING PERMIT APPLICATION**

<table>
<thead>
<tr>
<th>Date Received:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Property Owner:</td>
<td>MARIL INCEY</td>
</tr>
<tr>
<td>Property Owner Address:</td>
<td>135 HPRV TNE</td>
</tr>
<tr>
<td>Property Address:</td>
<td>409 $MAIN ST</td>
</tr>
<tr>
<td>Phone:</td>
<td>410-208-8236</td>
</tr>
<tr>
<td>Email:</td>
<td>JOHNINSEY92@COM</td>
</tr>
<tr>
<td>Phone:</td>
<td>202-652-781919</td>
</tr>
<tr>
<td>Email:</td>
<td>JF003246</td>
</tr>
</tbody>
</table>

**Type of Work:**

- [ ] Alterations
- [ ] New Construction
- [ ] Addition
- [x] Other: ADDED OLD
- [ ] 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.

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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]

[Sign if applicable]
**Mayor & Council of Berlin**  
10 William Street  
Berlin, MD 21811  
410-641-2770  
www.berlinmd.gov

**HISTORIC DISTRICT BUILDING PERMIT APPLICATION**

<table>
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<tr>
<th>Date Received: 5/11/17</th>
<th>Property Address: ____________________________</th>
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<tbody>
<tr>
<td>Property Owner: Nguyen</td>
<td>Phone: (410) 726-5571</td>
</tr>
<tr>
<td>Property Owner Address: 112 N Main St, Berlin, MD 21811</td>
<td>Email: <a href="mailto:DuyNguyen44241@gmail.com">DuyNguyen44241@gmail.com</a></td>
</tr>
<tr>
<td>Applicant: Owner</td>
<td>Phone: ____________________________</td>
</tr>
<tr>
<td>Address: 6407 Crystal Hwy, Ocean City, MD 21842</td>
<td>Email: ____________________________</td>
</tr>
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</table>

**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 linear feet of building, size and position of all other signs on building, and a layout of the sign.

Signature: ____________________________

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Applicant/Agent Signature: ____________________________

City Plan (if applicable): ____________________________
**HISTORIC DISTRICT BUILDING PERMIT APPLICATION**

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<tr>
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<tbody>
<tr>
<td>Property Owner:</td>
<td>Brooks Davis</td>
</tr>
<tr>
<td>Property Owner Address:</td>
<td>18 Broad St.</td>
</tr>
<tr>
<td>Property Address:</td>
<td>16 Broad St. Berlin</td>
</tr>
<tr>
<td>Phone:</td>
<td>410-2641-2000</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:BrooksDavis@comcast.net">BrooksDavis@comcast.net</a></td>
</tr>
<tr>
<td>Phone:</td>
<td>443-735-4170</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:Rhandypilarskij@gmail.com">Rhandypilarskij@gmail.com</a></td>
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Metal sign attached to roof

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Applicant/Agent Signature: [Signature]

[Check boxes as applicable: City Plan, if applicable, etc.]