



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 05, 2017 – 5:30 PM

Berlin Town Hall – Council Chambers

1. Call to Order
2. Agenda Adoption
3. Approval of Minutes: June 7, 2017
4. Election of Chairman & Vice Chairman
5. Case # 7-5-17-22 – 105 South Main Street- Requesting a fence
6. Case # 7-5-17-23 – 318 South Main Street- Enclose exterior porch
7. Case # 7-5-17-24- 16 Broad Street- Exterior lighting
8. Comments from the 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.

Town of Berlin
Historic District Commission
June 7, 2017

The meeting for the Historic District Commission for June 7, 2017 was called to order by Chairman Carol Rose at 5:32PM. In attendance were Carol Rose, Robert Poli, Mary Moore and Laura Stearns. Member absent from meeting was Betty Tustin. Staff present were Planning Director Dave Engelhart and Permit Coordinator Carolyn Duffy.

Chairman Rose called for a motion to adopt the June 7th, 2017 agenda. Mr. Robert Poli made the motion to adopt the June 7th 2017 agenda. Mrs. Mary Moore seconded the motion and it was unanimously accepted by the commission. Next on the agenda was the election of the Chairman & Vice Chairman. Mrs. Mary Moore nominated the current Chairman Mrs. Carol Rose to remain seated in the position. Chairman Carol Rose declined the nomination. Mrs. Moore then nominated Mr. Robert Poli. With no decision made Mrs. Laura Stearns made the motion to move to July's meeting. Mrs. Moore seconded the motion.

Chairman Carol Rose called the first Case # 6-7-17-17-23 Shelly Bruder. Applicant was not present but the Chairman was assured she would be coming. Chairman Rose called the next Case # 6-7-17-18 Mrs. Megan Cosman. Mrs. Cosman was requesting new signage for her new location for Patty Jeans Boutique which is now located at 110 North Main Street. The commission members liked the new sign. Mrs. Cosman stated the sign would hang on the same brackets. Mr. Robert Poli made the motion to approve Case # 6-7-17-18 for the sign. Mrs. Mary Moore seconded the motion and it was unanously accepted by the commission.

Chairman Rose called Case # 6-7-17-17, 23 Commerce Street Mrs. Shelly Bruder. Mrs. Bruder told the commission the color was a hot pink with flowers at the top they may look a little different then what's shown. Mrs. Laura Stearns made the motion to approve Case # 6-7-17-17 the sign as presented in the packet. Mrs. Mary Moore seconded the motion and it was unanimously accepted by the commission.

Chairman Rose called Case # 6-7-17-19, 404 South Main Street Mrs. Insley. She told the commission that the roof that was on the house had been on for 30 years and needed to be replaced. She stated it would be as close to the original color as possible and would have a 50 year warranty. Mr. Poli made the motion to approve Case # 6-7-17-19. Mrs. Mary Moore seconded the motion and it was unanimously approved accepted by the commission.

Chairman Rose called Case # 6-7-17-20, 112 North Main Street for exterior brackets and trim. Mr. Sonny Nguyen stated he tried to do the same as Fathom. He had brought the bracket for the commission to see. Mr. Robert Poli asked if the awning was going back up. Mr. Nguyen replied when he could get the façade grant. Chairman Rose mentioned the glass window she stated it didn't look like Fathom. Mr. Nguyen said they had to have the piece in the middle for safety. Mr. Poli asked if there was a code for commercial use. Mr., Engelhart stated it was the glazing that is per the code not the frame. Mr. Poli stated that aluminum is unsightly for the Historic District. Mr. Engelhart stated that Siuculi's had the same thing done just painted. He said he didn't know the length of it. Mr. Nguyen stated he wants to get approval so he can get

finished. Mr. Engelhart stated that the trim Mr. Nguyen has put up has not been painted and he doesn't want to expose it to the elements. Chairman Rose asked if he would be painting both sides of the building. Mr. Nguyen told the commissioners he would get everything done. Mrs. Moore expressed her feeling for the town and hoped Mr. Nguyen would in time share the same sentiments. Mr. Robert Poli made the motion to approve Case # 6-7-17-20 for the brackets & trim for 112 Main Street. The mullions you put in to match Patty Jeans and match historic nature. Mrs. Laura Stearns seconded the motion. Mr. Nguyen told the commission about the new door he had put in to be compliant. They were understanding in reference to the door and the need to be compliant of regulations and safety.

Chairman Rose called the next Case # 6-7-17-21, 16 Broad Street for signage. Mr. Brook told the commission he was representing Mrs. Rhonda Pilarski. They are bringing a salon to town. Where you know now as Bustle will be changed to Salon Sixteen. They would have individual letters on the building. On the side of the building it would be painted on. Thinking of changing the color on the side of the building maybe a powder pink. Mrs. Moore thought if they used black it would disappear. She thought they would want a more polished look. Mrs. Stearns agreed with Mrs. Moore. Chairman Rose reiterated just be respectful. They have some scissors they wanted to hang on the sign in front of the building so people would know it was a Salon. Mr. Engelhart told the commission that was a new item he was showing them. Mrs. Ivy Wells Economic Development Director said she had spoken to Mrs. Rhonda Pilarski and she was going to wait to do the painting when there was grant money available. Chairman Rose called for a motion for case # 6-7-17-21. Mr. Poli made the motion to approve the sign and the addition sign with scissors. Mrs. Moore seconded the motion.

Next on the agenda was a discussion about sidewalk directional appliques, way finding signs and painting of utility transformer boxes. Mrs. Ivy Wells would be presenting the items. Mrs. Mary Berquist teacher at Stephen Decatur wanted to do the utility boxes. She thought the kids could do the project. She had also brought other designs for the commission to look at. Mrs. Wells asked if there was anything the commission wanted to see. Mr. Poli stated they are in the Historic District and to keep it historic they try to hide and maintain the look and curb appeal. He said the infrastructure or a box should remain invisible and should not be exposed. He said he didn't think that would look good in years to come. Mrs. Wells told them that being a Main Street Destination they would have to be involved. Mrs. Moore told them they needed a flow some locations are befitting and some were not. Mrs. Wells asked if you could think of where public art could go they would like to know. Robin Tomaselli owner of Baked Dessert said they would welcome the students to do art. Mrs. Bruder said she would welcome art on her building. Mr. Poli asked if a place in Berlin Falls could be an art project. Mrs. Moore thought that was a great idea. Mrs. Laura Allen told the commission it was her idea but they could pursue other ideas.

They then moved on to the pole mounted signs. Mrs. Wells states they were dated and weathered. She stated that people say they don't see the signs and they don't know where they are going. She thought color would help with locating shops. This would be replacing the current way finding signs. Mrs. Wells stated that Main Street Maryland has colors they can use and she could pick from. Mr. Poli suggested they offer the names on the signs to the shops. Mrs. Wells didn't know how many would fit on a sign. Robin stated if you took away her side

walk sign that would be 50% of her business gone. Discussion continued along the lines of planters. Mrs. Reed teaches at Buckingham Intermediate and thought that would be great. She was concerned about not having something on Main Street. They talked about having shingles for the different businesses they would have to talk with the business owners to see what they wanted. Mrs. Stearns asked where in town they would have sidewalk signs, stickers. Mr. Poli concerned with how many. Mrs. Wells told them they would be located on Pitt Street, Commerce Street and William Street. Mrs. Moore stated this is Berlin not Ocean City. Mrs. Wells said it would be 20x14 inches. Would be located Jefferson & Main, Commerce & Main, Pitt & Main both sides. Chairman Rose said the next step would be to talk to the businesses. Mrs. Stearns stated the Historic District Commission members didn't like the appliques on the sidewalk. Short discussion on the appliques the cost of \$90.00 dollars for each Robin didn't think they could afford it. With no other comments meeting was adjourned 7:02PM.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Carolyn Duffy', written in black ink.

Carolyn Duffy



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10 William Street
Berlin, MD 21811
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HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>6/2/17</u>	Property Address: <u>105 S. Main St.</u>
Property Owner: <u>Jason and Kelly Lazar</u>	Phone: <u>239-877-1220</u>
Property Owner Address: <u>105 S. Main St.</u>	Email: <u>jd.lazar21@gmail.com</u>
Applicant: <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Phone: <u>443-513-1510</u>
Address: _____	Email: <u>Kelly.lazar1@gmail.com</u>

Type of Work:			
<input type="checkbox"/> Alterations	<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input checked="" type="checkbox"/> Other: <u>Back yard fence</u>
<input type="checkbox"/> Demolition	<input 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.

Requesting permission to install a back yard fence. The fence is black aluminum. See attached pictures and drawings. Fence is not visible from sidewalk/road

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 J Lazar

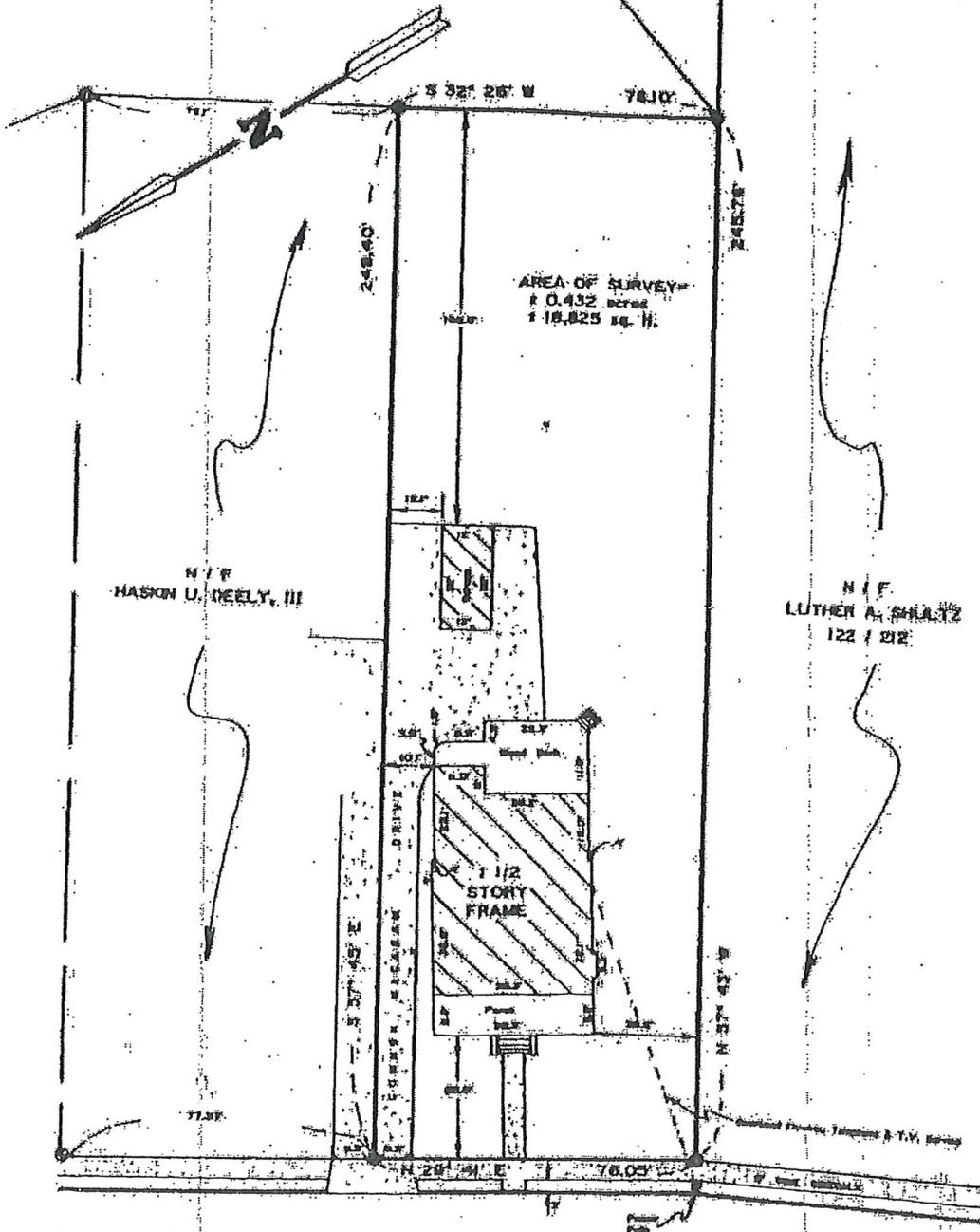
- Site Plan, if applicable
 - Scaled and measured detailed drawings, including, but not limited to, plans and elevations of the proposed alterations or improvement, or in the alternative, a scale mock up.
 - For an existing structure, color photographs* of the structure showing all elevations, the area 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 <u>6/2/17</u>	Initials <u>CO</u>	HDC Meeting <u>7/5/17</u>	Case # <u>7-5-17-22</u>
HDC Approval (signature)			

KENWOOD LOT 3

KENWOOD LOT 4

1744 411



AREA OF SURVEY =
± 0.432 acres
± 18,825 sq. ft.

H / F
HASKIN U. REELY, III

H / F
LUTHER A. SHALTZ
122 / 212

1 1/2
STORY
FRAME

SOUTH MAIN STREET

40' R I W

L. E. Bunling, Jr.
L. E. Bunling, Jr. Date

I certify the location survey shown herein to be an accurate branch-line survey, and there are no encroachments across the property lines other than those shown.

UPDATED 6 / 13 / 85

- Dashed Red-bar, found
- Dashed Red Pipe, found
- Dashed Red Mark

ADDRESS: 106 South Main Street

L. E. Bunling Surveys, Inc.
MARYLAND & VIRGINIA
LAND SURVEYORS
24 BROAD STREET
BERLIN, MARYLAND 21811
301-641-3313

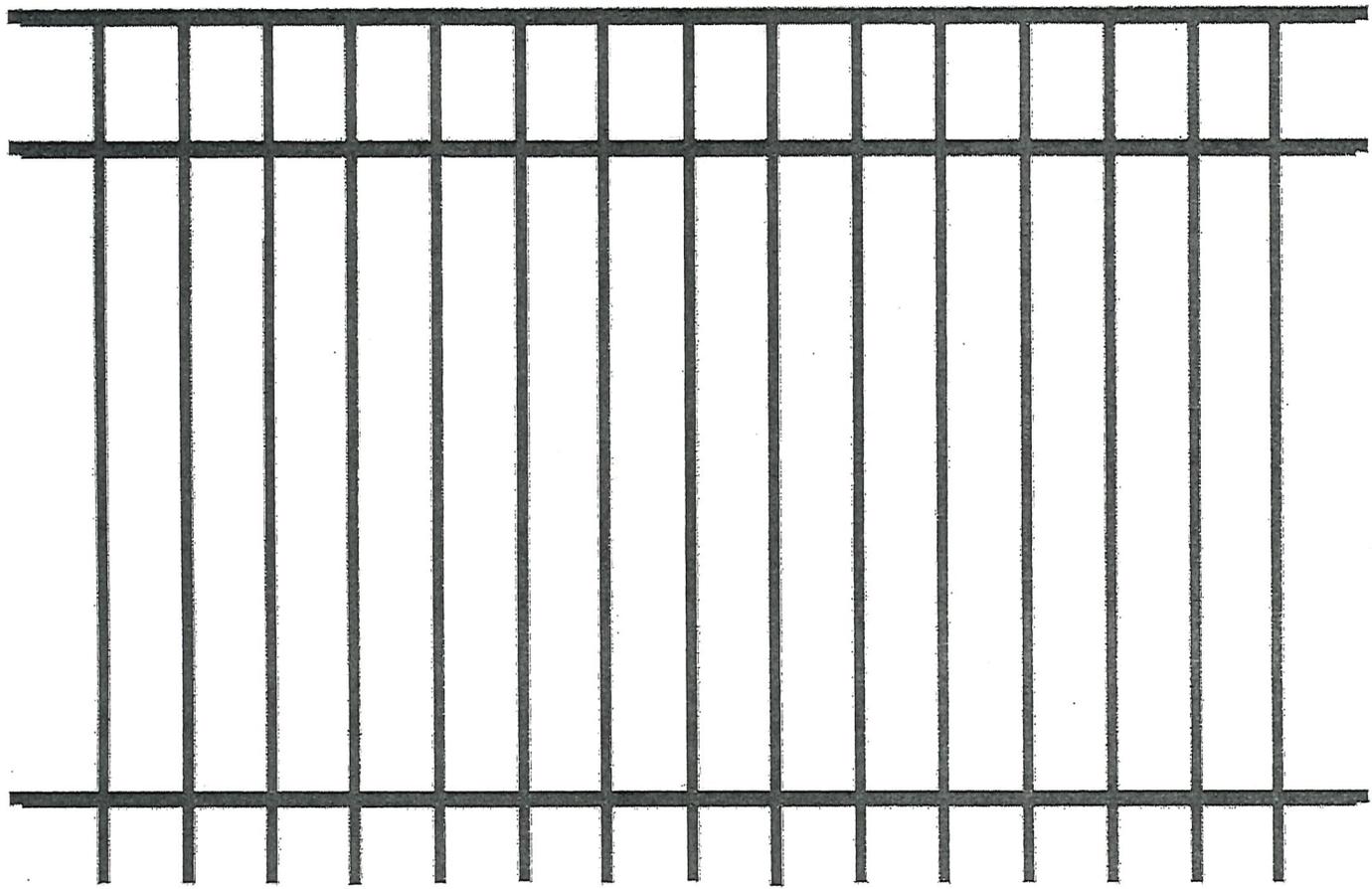
PROPERTY ZONED M-1
Historic
DEED REFERENCE:
#48 / 483

LOCATION SURVEY
SHOWING PROPERTY OF
GARY J. & ANN M. RUSSO
TOWN OF BERLIN
THIRD ELECTION DISTRICT
WORCESTER COUNTY, MARYLAND
SCALE: 1" = 30' DATE: 11 / 5 / 85
JOB NO.: E728 / 85

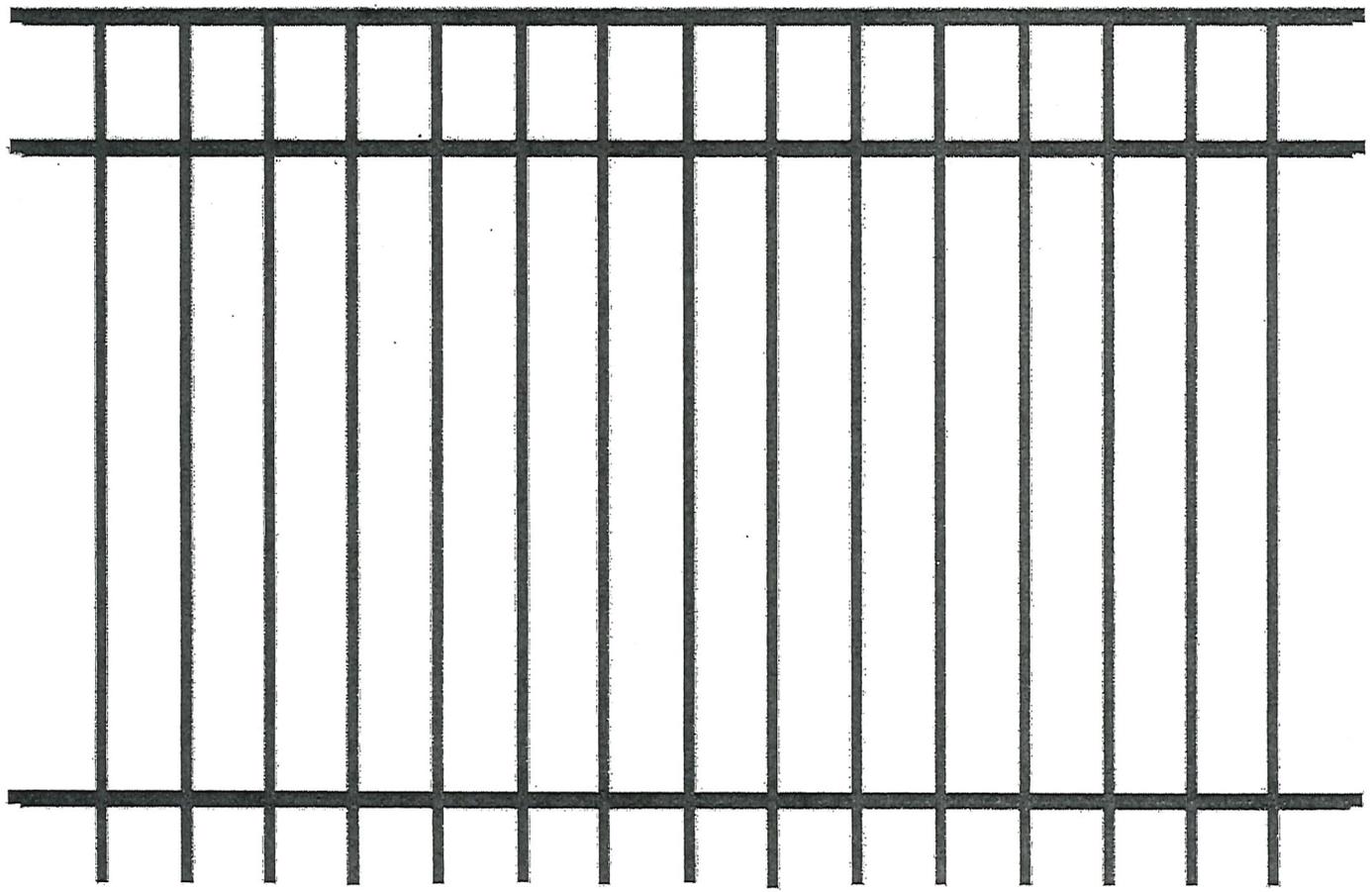
The foregoing document filed
for record and is accordingly recorded among the land records of
Worcester County, Md. in Liber, R.H.O. No. 1744 folios 411
Richard H. Carter
Clark

WORCESTER COUNTY CIRCUIT COURT (Land Records) RHO:1744, p. 0411, MSA, CE3, 1891. Data available 05/20/2004. File: 1744-411

3 x 6
towards deck



4x6
in far back





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HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>6/21/17</u>	Property Address: <u>318 S Main St</u>
Property Owner: <u>Susan Curtis</u>	Phone: <u>443-235-2654</u>
Property Owner Address: <u>6513 Hampton Rd Berlin MD 21811</u>	Email: <u>susanbcurtis@comcast.net</u>
Applicant: <u>Susan Curtis</u>	Phone: <u>443-235-2654</u>
<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Email: <u>susanbcurtis@comcast.net</u>
Address: <u>6513 Hampton Rd Berlin, MD 21811</u>	

Type of Work:			
<input checked="" type="checkbox"/> Alterations	<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Demolition	<input type="checkbox"/> Sign	<input checked="" type="checkbox"/> Awning porch	_____

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.

Enclose screened porch to be a 3 Season room
Add covered porch to front door
Add cover to back porch, expand porch + put ramp + reinforced concrete walkway

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 Susan Curtis

<input type="checkbox"/> Site Plan, if applicable
<input checked="" 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 checked="" 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 checked="" 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>6/21/17</u>	Initials <u>CD</u>	HDC Meeting <u>7-5-17</u>	Case # <u>7-517-23</u>
HDC Approval (signature)			

Thank you Berlin Historic Building Counsel for considering my application. I have purchased this adorable home for my Mother, and eventually me, to enjoy in the coolest small town in America.

Our desire is to clean up and make improvements in keeping with the town standards. Attached are some pictures of changes we would like to make to the exterior.

I look forward to meeting you next Wednesday to answer any questions that you may have.

Susan Curtis

A handwritten signature in cursive script, appearing to read "Susan", written in dark ink.

Before



Add front porch, Azak wood tone porch with white risers, just like this except without dental moulding straight pickets, same roof shingle as house
Concrete walk around house (around porch/street side) and to front walk, trim bushes



After

Extend shed roof to edge to create covered back porch. Remove concrete steps. Azalea deck like front, white vinyl straight pickets + rail, white square post

Change to screen porch next page.

Deck extends beyond roof line to have steps down on one side and gentle ramp on other toward garage, hidden by picket fence. Hand rail inside fence

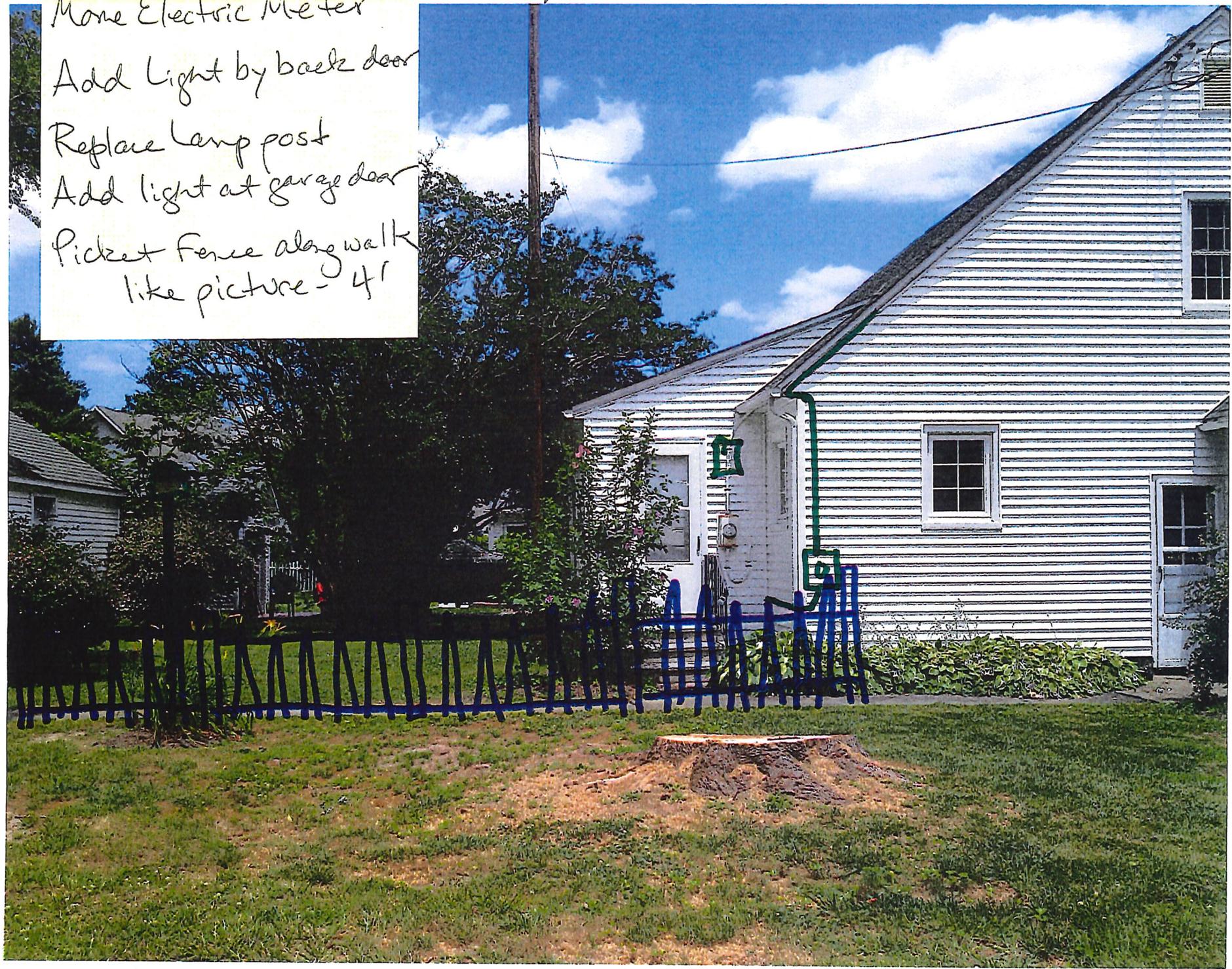


Screen porch to become 4 season room like below
except bottom picture windows will be 21" tall
and windows will have grids.



← Remove Pole

Move Electric Meter
Add Light by back door
Replace Lamp post
Add light at garage door
Picket Fence along walk
like picture - 41



Buried
Oil
Tank
Removed

This style fence - 4'





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HISTORIC DISTRICT COMMISSION APPLICATION

Date: 6/29/17 Subject Property Location: 16 Broad St. Case #: 7-5-17-24
Property Owner: Rhonda Pilarski Owner Phone #: 443-735-4170
Owner Address: 16 Broad St. Owner Email: Salon16.berlinmd@gmail.com
Agent/Contractor: _____ Agent Phone#: _____

Work Involves: Alterations New Construction Addition Demolition Sign Other Ext. Lighting

DESCRIPTION OF WORK PROPOSED: Exterior Lighting #1 light pack for back door and parking lot #20 (3) 1/2 inch recessed cans in soffit on the sidewall facing gay St. #3 4, 4 inch recessed cans in soffit on front walkway. #4 goose neck lighting to shine on sign

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 8 1/2 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 July 5th 5:30pm (date).

Applicant Signature: [Signature] Date: 6/29/17

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)