



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 03, 2018 – 5:30 PM
Berlin Town Hall – Council Chambers**

1. Call to Order
2. Agenda Adoption
3. Approval of Minutes: September 5, 2018
4. 116 North Main Street- Requesting New Signage
5. 1 South Main Street – Requesting New Signage
6. 12 Broad Street – Requesting Exterior Alterations
7. Comments from the Public
8. Comments from the Staff
9. Comments from the Commissioners
10. Comments from the Chairman
11. 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
September 5, 2018

The meeting for the Historic District Commission was called to order by Chairman Carol Rose at 5:32PM. Members present were Chairman Carol Rose, Mary Moore, Laura Stearns, Robert Poli and Norman Bunting. Staff present was Planning Director Dave Engelhart and Permit Coordinator Carolyn Duffy.

Chairman Carol Rose called for a motion to adopt the September 5th, 2018 agenda. Mr. Norman Bunting made the motion to adopt the September 5th, 2018 agenda. Mrs. Mary Moore seconded the motion and it was unanimously accepted by the commission. Chairman Rose stated that the minutes from the August meeting they would get at the next month's meeting.

Chairman Carol Rose then called Case # 9-5-18-23 for 410 South Main Street requesting roof repair of new shingles. Mr. Jackie Haggins came forward and stated he would be putting the new shingles on for Mrs. Virginia Gaul. He would be taking off a layer and putting on the new. Chairman Rose asked if he had brought a sample of what would be going on the roof. Mr. Haggins had brought a sample and proceeded to show the commission the sample of what would replace the old shingles. The commission members all took a look at the sample no one objected. Chairman Rose called for a motion. Mrs. Laura Stearns made the motion to approve Case # 9-5-18-23 as presented. Mr. Robert Poli seconded the motion and it was unanimously accepted by the commission.

Chairman Rose called Case # 9-5-18-24 for 114 North Main Street for Signage. Chairman Rose asked Mr. Bryan Brushmiller if David Lang was going to do his sign. She also asked would it be made of wood. She then asked about the bracket the sign would hang on. Mr. Brushmiller stated that there was a little lower so the bracket they would use would be shorter. He stated so when you look down the street it would be aesthetically pleasing. Mrs. Moore asked what type of store was this going to be. Mr. Brushmiller replied he thought this was needed and it would be for men, and more of a variety retail store. He told the commission that they like to travel a lot, for adventure and their business and they find a lot of neat stuff. He thought it would be nice to bring it back to Berlin to share with friends. Chairman Rose asked the commission members if they had any more questions. She then called for a motion. Mrs. Laura Stearns made the motion to approve Case # 9-5-18-24. Mrs. Mary Moore seconded the motion and it was unanimously accepted by the commission. Chairman Rose asked when he thought he would be open. Mr. Brushmiller stated hoping to be open by November 1st but really hoping for October 1st.

Chairman Rose called Case # 9-5-18-25, 414 South Main Street. Mr. Henry Koenig was requesting demolition of his lean-to shed and replacement with a prefab shed. Chairman Rose asked him how it was going with his renovations from a previous fire. He stated moving slow but was hopeful of more movement to come. Chairman Rose asked the members if they had any questions about taking down the old lean-to. Mr. Koenig thought it had been put up in the 60's. He stated he needed storage. Mr. Bunting asked if the shed that was shown would replace

the lean-to. Mr. Koenig replied yes. Mr. Koenig stated a few feet away from the other building. Mr. Engelhart iterated that the shed would have to be 6' away from the property line and any other structure. Mr. Poli asked if he would have enough room. Mr. Koenig thought he would have enough room. Mr. Poli asked if Mr. Koenig wanted to discuss something else with the commission. Mr. Koenig stated that he was able to find some period doors. He thought from the 1915's to the 1900's. He stated they have stained glass in them and he wanted to use them for his front doors. Chairman Rose thought it needed to be on the agenda for the next month's meeting. Chairman Rose called for a motion to approve Case # 9-5-18-25 for demolition of the lean - to and the placement of a new shed. Mr. Poli made the motion to approve Case # 9-5-18-25. Mrs. Moore seconded the motion and it was unanimously accepted by the commission.

Chairman Rose stated before they adjourned she wanted to give a large thanks to Jennifer Dawicki from the Globe for her landscaping located on Gay Street. There was a short discussion of other properties throughout town. Mr. Poli expressed interest in having another workshop. He told the commission members he had been working on a reference manual for the Historic District. Something they could use as a tool to help them and also new members as they join the board. Chairman Rose mentioned that the Briddelltown Sign dedication was held on Tuesday and she thought went very well.

Chairman Rose called for a motion to adjourn. Mr. Robert Poli made the motion to adjourn. Mrs. Mary Moore seconded the motion. Adjourned 6:20PM

Sincerely,


Carolyn Duffy



Mayor & Council of Berlin

10 William Street
Berlin, MD 21811
410-641-2770
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HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>9/14/18</u>	Property Address: <u>116 N MAIN ST.</u>
Property Owner: <u>TROY PURNELL</u>	Phone: <u>410.726.8043</u>
Property Owner Address: _____	Email: _____
Applicant: <u>TOBY GILBERT</u>	Phone: <u>410.603.6320</u>
<input type="checkbox"/> Owner <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Email: <u>TOBYGILBERT10@gmail</u>
Address: _____	

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 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.

SIGNAGE 1 VINYL DECALS

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]

<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 checked="" type="checkbox"/> For a proposed new structure, photographs* of the subject site and all buildings in the immediate vicinity.
<input 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>9/14/18</u>	Initials <u>CO</u>	HDC Meeting <u>10-9-18</u>	Case # <u>10-3-18-26</u>
HDC Approval (signature)			

GILBERT'S

PROVISIONS

**HISTORIC DISTRICT COMMISSION PACKET
116 NORTH MAIN STREET**

TOBY GILBERT
410.603.6320
tobygilbert10@gmail.com

HANGING SIGN W/CHEESE GUSSET



Exhibit #1



(24" BLACK W/ WHITE LETTERING)
CHEESE GUSSET IS OPTIONAL. OPTION B WOULD
BE A MORE TRADITIONAL BLACK GUSSET

Exhibit #2

MIDDLE WINDOW VINYL DECAL
(FROSTED GREY OR WHITE)



Exhibit #3

CURED & FERMENTED GOODS

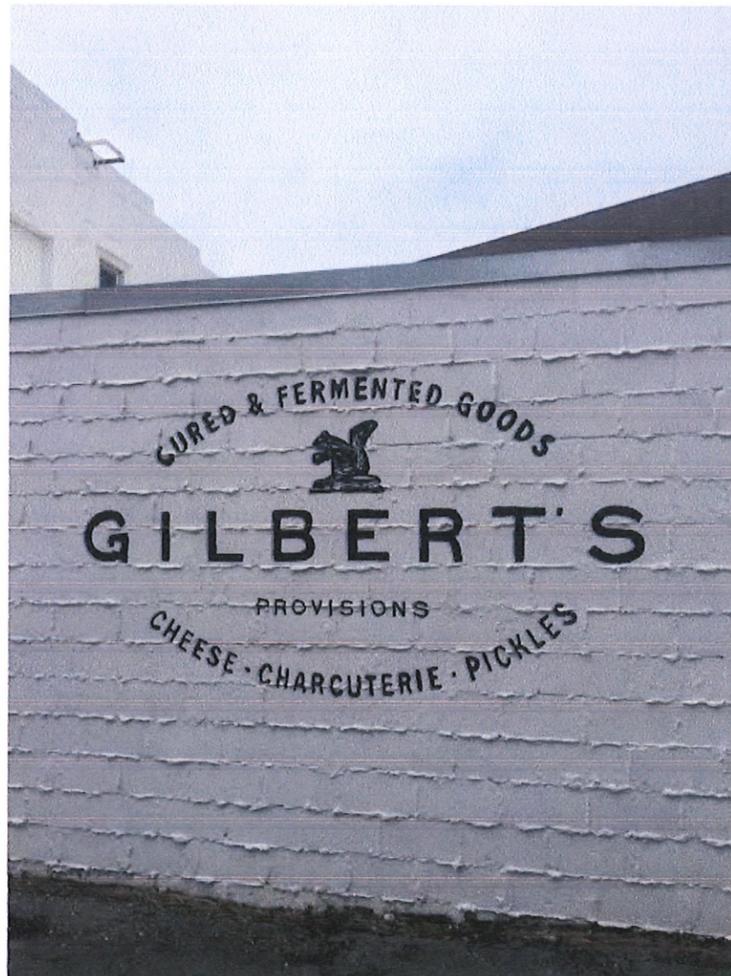
BERLIN · MD

GILBERT'S

PROVISIONS

CHEESE · CHARCUTERIE · PICKLES

(36' X 24'')



FRONT DOOR VINYL DECAL
(FROSTED GREY OR WHITE)



GILBERT'S

PROVISIONS

(24''X12'')

Exhibit # 4



Mayor & Council of Berlin

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HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>9/19/18</u>	Property Address: <u>1 S. Main St.</u>
Property Owner: <u>Brenda Trice</u>	Phone: <u>410-641-1080</u>
Property Owner Address: <u>8 Quincey Ct OP MOLAISII</u>	Email: <u>btrice@alittlebitshoop.com</u>
Applicant: <u>Brenda Trice</u>	Phone: <u>410-251-5880 (cell)</u>
<input type="checkbox"/> Owner <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Email: _____
Address: _____	

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

Sign above shop door

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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 Brenda S. Trice

<input type="checkbox"/> Site Plan, if applicable
<input 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 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 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>9/19/18</u>	Initials <u>CO</u>	HDC Meeting <u>10/3/18</u>	Case # <u>10/3/18-27</u>
HDC Approval (signature)			

A Little Bit Sheepish
Yarn  is Shop





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HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>9/19/18</u>	Property Address: <u>12 Broad Street</u>
Property Owner: <u>C+E Patton LLC</u>	Phone: <u>410 641 0784</u>
Property Owner Address: <u>Westhager Street Berlin Md 21811</u>	Email: <u>jane.gldbetheater.com</u>
Applicant: <u>Janita Dawicki 12 Broad Street</u>	Phone: _____
<input type="checkbox"/> Owner <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Email: _____
Address: <u>12 Broad Street Berlin Md 21811</u>	

Type of Work:			
<input type="checkbox"/> Alterations	<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Other: <u>Exterior Alteration</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.

Exterior Alteration on Gay Street to facilitate curbside pick up

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]

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<input 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>9/19/18</u>	Initials <u>CD</u>	HDC Meeting <u>10-3-18</u>	Case # <u>10-3-18-28</u>
HDC Approval (signature)			



12 Broad Street Inc.
T/A The Globe
12 Broad Street
Berlin, MD 21811

To the Berlin Historic Commission:

Thank you for the opportunity to present potential exterior alterations to accommodate the concept of Curbside Pick Up at The Globe at 12 Broad Street in historic downtown Berlin Md.

We invested in the technology and are currently building out the module to offer online ordering. As a compliment to that service, we would like to offer curbside pickup.

Most importantly we want this to be a safe and enjoyable service for our guests and our staff. The transaction will be complete and paid for online and an estimated pick up time issued with each order. Every single guest will be coached that this is pick up service only.

We would ask guests to approach via Gay Street, pull up to the side of building, giving us access to the passenger side window of the vehicle. The only transaction we need to complete is placing the carry out order safely in the passenger seat.

Guests do not need to exit the vehicle, staff do not need to step off the property.

With the proper methods in place, we feel as though this would be an excellent addition to our services, especially considering the parking challenges in the Town of Berlin at this time.

We would propose curbside pickup for limited menu items at limited times to get started and fine tune the process.

Please find pictures of proposed exterior alterations attached for your reference as suggested by the Planning Director. We are looking forward to your thoughts and input.

I am available for further questions if needed and appreciate your attention to this matter. Please feel free to reach me at 443 614 7049 for further questions or information.

Sincerely,

Jennifer Dawicki
Owner/Operator





Exhibit #2