



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 November 07, 2018– 5:30 PM Berlin Town Hall – Council Chambers

1. Call to Order
2. Agenda Adoption
3. Approval of Minutes: October 3, 2018
4. 8 Jefferson Street - requesting second story rear deck
5. 414 South Main - requesting exterior doors
6. 416 South Main Street - requesting a shed
7. 26 Broad Street - requesting metal roof over front porch and West St. side
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
October 3rd, 2018

The meeting for the Historic District Commission was called to order by Chairman Carol Rose at 5:30PM. Members present were Chairman Carol Rose, Mary Moore, Laura Stearns, Norman Bunting and Allen Palmer. Members absent was Robert Poli. Staff present was Planning Director Dave Engelhart and Permit Coordinator Carolyn Duffy.

Chairman Carol Rose called for a motion to adopt the October 3, 2018 agenda. Mr. Norman Bunting made the motion to adopt the October 3, 2018 agenda. It was seconded by Mrs. Mary Moore. Chairman Rose called for a motion to approve the minutes from the September 5th, 2018 meeting. Mrs. Mary Moore made the motion to approve the minutes from the September 5th, 2018 meeting. Mrs. Laura Stearns seconded the motion and it was unanimously accepted by the commission.

Chairman Rose called Case # 10-3-2018-26, 116 North Main Street requesting new signage. The applicant was Mr. Toby Gilbert. Mr. Gilbert stated he would be moving to 116 Main Street. He stated that Troy Purnell the owner would be doing the façade. Chairman Rose stated they had already approved his façade. Mr. Gilbert asked the commission about the cheese gusset and putting squirrels on the windows. They were fine with that. He stated he would have a cheese counter in front of the front window. Chairman Rose called for a motion for 116 North Main. Mrs. Mary Moore made the motion to approve Case # 10-3-18 for signage for 116 North Main Street. Mrs. Laura Stearns seconded the motion and it was unanimously accepted by the commission.

The next item on the agenda was Case # 10-3-18-27 1 South Main Street. Mrs. Brenda Trice was requesting new signage for her business Little Bit Sheepish. Mrs. Trice would be relocating to a new location at 1 South Main Street. Chairman Rose thought her sign looked great. She asked Mrs. Trice when she would open. Mrs. Trice stated when the renovations are completed. She said she would be out of 2 South Main on the 15th of October. She stated Mrs. Gail Lewis has it up for sale. Mrs. Trice told the commission Mrs. Lewis had leased the building to two different businesses. One of which is called the Dream Weaver and the top floor would be the studio. Mrs. Stearns made the motion to approve Case # 10-3-18-27 as presented. Mr. Norman Bunting seconded the motion and it was unanimously accepted by the commission.

Chairman Carol Rose called Case # 10-3-18-28 12 Broad Street requesting exterior alterations. Ms. Jenn Dawicki stated she could use some input in trying to design the space and the side door. Chairman Rose told her she had made a great effort to make Gay Street look good. Ms. Dawicki told the commission that this would be an experiment getting started having just a few items on the menu to start. Mrs. Mary Moore asked if the cars could pull off the street. Ms. Dawicki stated hoping for a Dutch door type pull up. The cars pull up to pick up the order they would be already paid for. She stated they do have a couple of spaces if they had to walk to take the food to the cars behind the building. Mr. Dave Engelhart stated when Ms. Dawicki approached him with her idea he took Jane Kreiter and the Chief Arnold Downing to look at the area. Chief Downing stated only if they are receiving the food from the passenger side of the vehicle, so no

one gets hit crossing Gay Street. They must be approaching going North towards Broad Street. If traveling in that direction they should be fine.

Mrs. Laura Stearns thought it was already too congested and a heavily traveled area for thru traffic and asked what happens when the food is not ready. She felt they needed designated parking spaces if Ms. Dawicki wanted to pursue this idea. Ms. Dawicki stated they would have to educate the customers on how this would work by not coming too early to make this work. Mrs. Moore stated those streets were made for horses and carriages. Chairman Rose asked how many designated parking spaces the Globe has. Ms. Dawicki said they Globe does not have any parking spaces. They have an area behind the building where they could have at least three maybe four. She stated she has no street parking.

Mr. Engelhart stated that people park on Gay Street just to run into the shops. For this in saving time the orders are paid for at the time of ordering. Ms. Dawicki said she would do her best to educate the guest. She stated she was looking for comments on how to do this. Mr. Norman Bunting asked if this is allowed here would it be allowed at any other restaurant in town. Mr. Engelhart said it would be handled on a case by case basis. Mr. Bunting said he did think it was a good idea, but they needed to think about the others. He thought one space would be fine and he did like the concept. Mrs. Stearns stated she had one more concern and that was they would be using the Atlantic Hotel parking lot to go through. Ms. Dawicki stated this was a way to grow her business because she had no outdoor seating. She stated she would not route the people thru the Atlantic Hotel parking lot. She stated her system or technology was being developed and would be ready in 30 days. Mrs. Moore stated it would be better for the fall to test it in. Mr. Engelhart told the commission their purview was the look of the building and not so much the other issues. They are valid and that's why he contacted the others from the town to get their opinion. Mrs. Moore stated she liked the building and they as a board were thinking from different points of view.

Chairman Rose asked if they had ever done a trial run on something like this before. Mr. Engelhart stated they could made a motion contingent on there not being a traffic situation or parking along that effect. Ms. Dawicki stated her technology in her computer system was already built her online ordering is now being built. Chairman Rose asked if she could use this either way. Mr. Bunting stated she could be doing this today. Mr. Allen Palmer stated if they had designated parking it would be better. Ms. Dawicki stated if she had a designated parking area she wouldn't need to build a space. She stated she didn't want to send her employees out and around the building in the weather. Mrs. Ivy Wells said they could text the buyer to let them know to come pick up the order. Mrs. Stearns said Outback and Carrabba's have the same online pickup, but they have parking spaces for the carryout. Mrs. Stearns told the commission once you do this you can't take it back and this was there one chance. Mr. Engelhart stated this would be the same issue on any street. Ms. Dawicki told the commission for her to do this she would need to do a lot of switching things around such as her deliveries and other things. Mr. Bunting liked the ideal but needed more details. Mrs. Moore suggested she come back next month. Chairman Rose told her they could do a continuance because if they voted and it didn't pass she couldn't come back for a year. Mr. Engelhart stated he would take a measurement to see if there was 3 feet.

Mr. Bunting made the motion to continue Case # 10-3-18-28 to the next month's meeting date of November 7th, 2018 with drawings. Mr. Allen Palmer seconded the motion and it was unanimously accepted by the commission. Chairman Rose commented on two sandwich boards located in town. With no other comments Chairman Rose called for a motion to adjourn. Mr. Norman Bunting made the motion to adjourn. Mrs. Moore seconded the motion and the meeting was adjourned at 6:19PM.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Carolyn Duffy".

Carolyn Duffy



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



HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>10/4/18</u>	Property Address: <u>AME</u>
Property Owner: <u>MATTHEW AMEY & LISA POSSEY</u>	Phone: <u>302 462 5510</u>
Property Owner Address: <u>8 Jefferson St.</u>	Email: <u>matthewamey@mac.com</u>
Applicant: <u>MATTHEW AMEY</u>	Phone: _____
<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Email: _____
Address: _____	

Type of Work:			
<input checked="" type="checkbox"/> Alterations	<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input checked="" type="checkbox"/> Other: <u>multiple exterior edits</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.

Adding wheelchair accessible ramp to entrance, changing retaining wall from wood to brick, siding & roof changes, adding deck & fire escape, increasing the size of the shed

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.

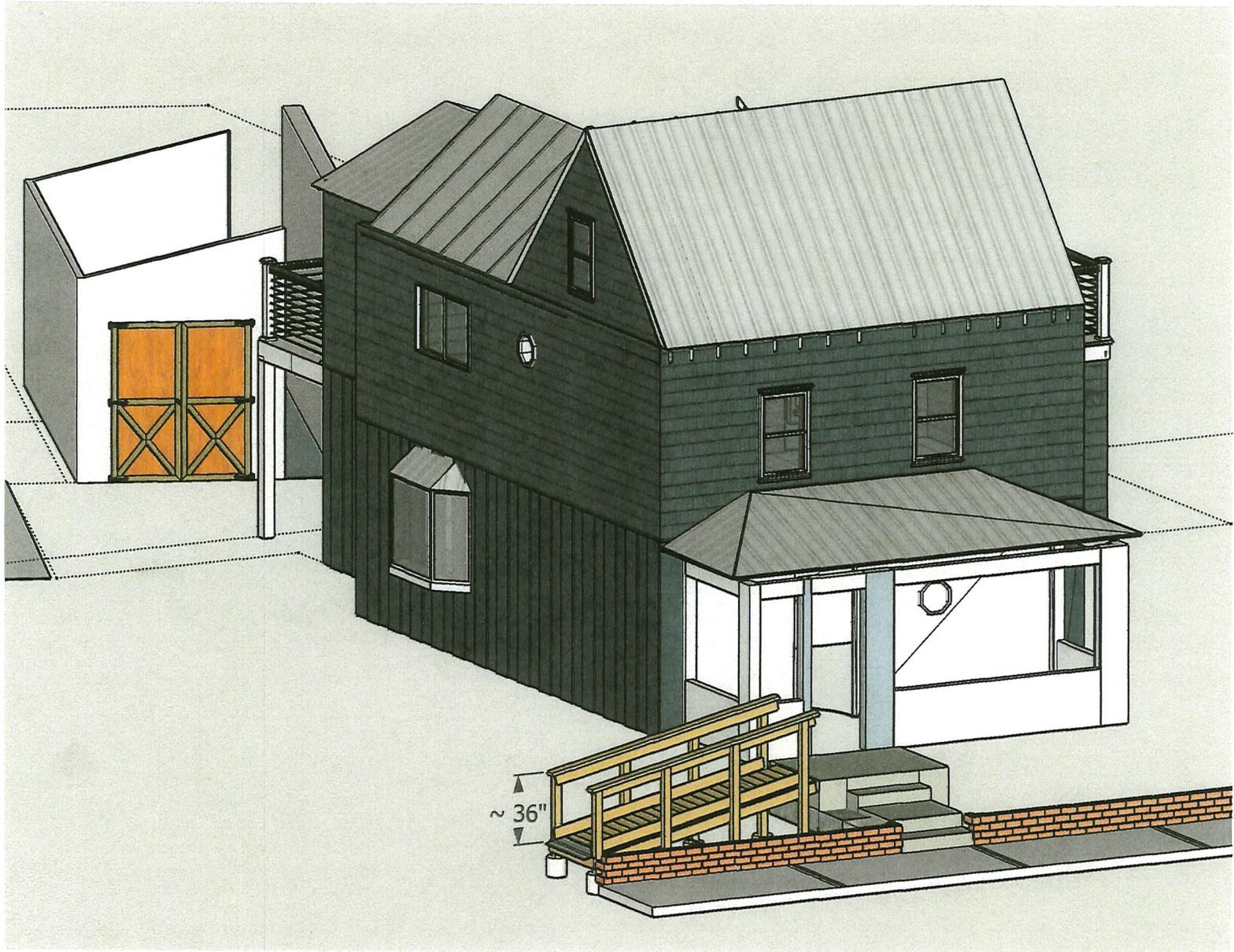
I hereby certify that the owner of the subject premises has been fully informed of the alterations and that said owner is in full agreement with this application.

Applicant/Agent Signature [Signature]

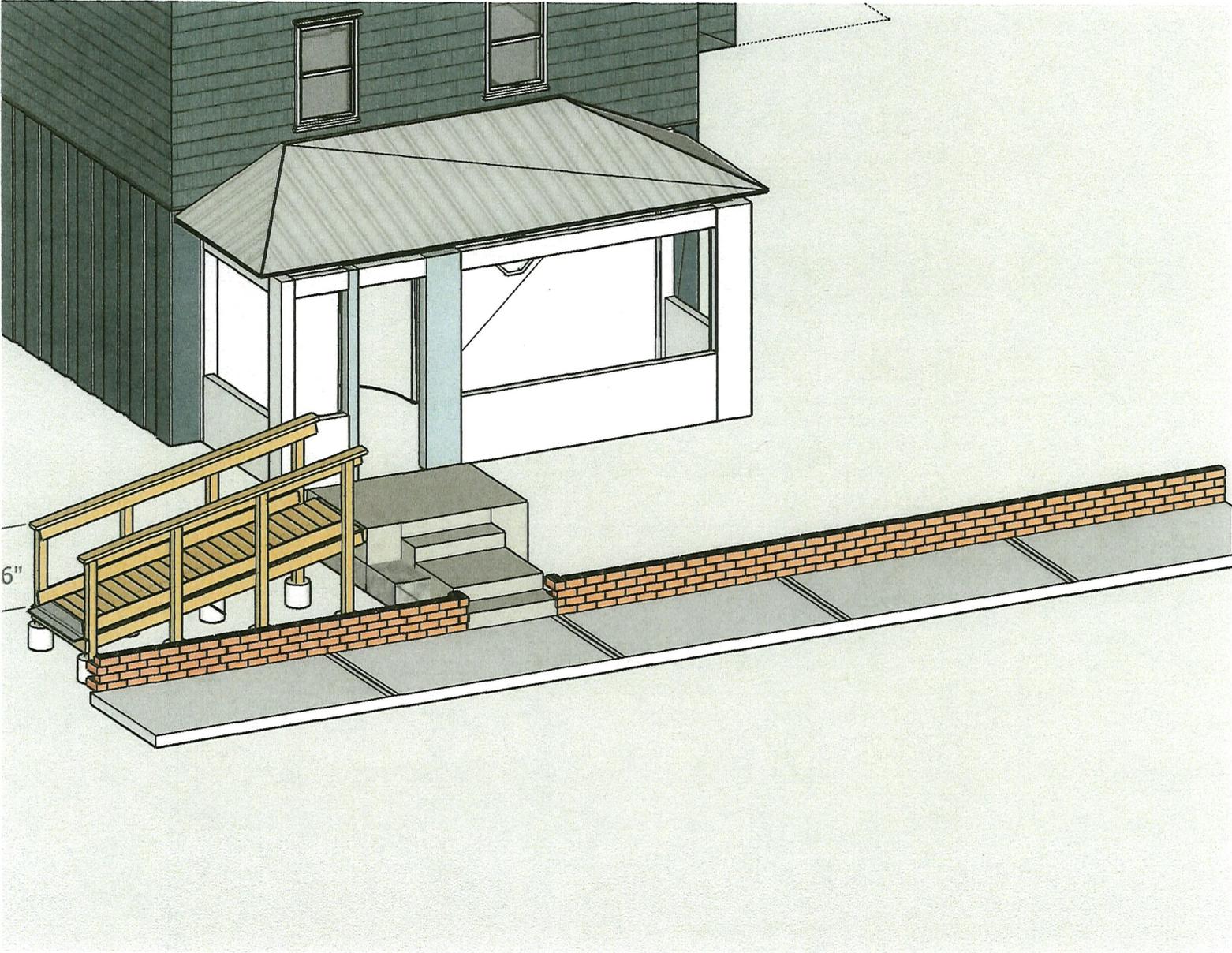
<input type="checkbox"/> Site Plan, if applicable
<input checked="" type="checkbox"/> Scaled and measured detailed drawings, including, but not limited to, plans and elevations of the proposed alterations or improvement, or in the alternative, a scale mock up.
<input type="checkbox"/> For an existing 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>10/4/18</u>	Initials <u>CO</u>	HDC Meeting <u>11-7-18</u>	Case # <u>11-7-18-29</u>
HDC Approval (signature)			

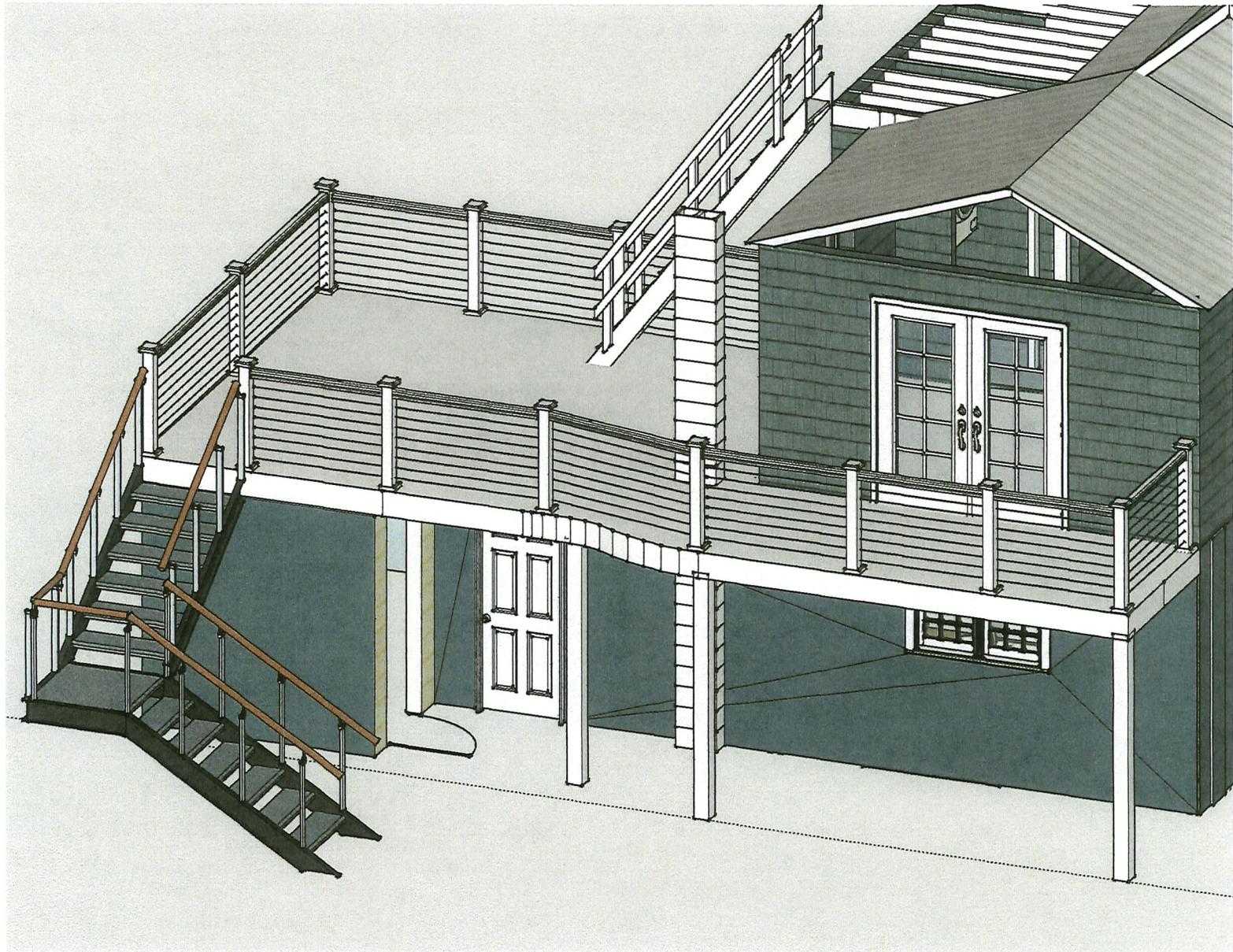
8 Jefferson Street
Siding and roof



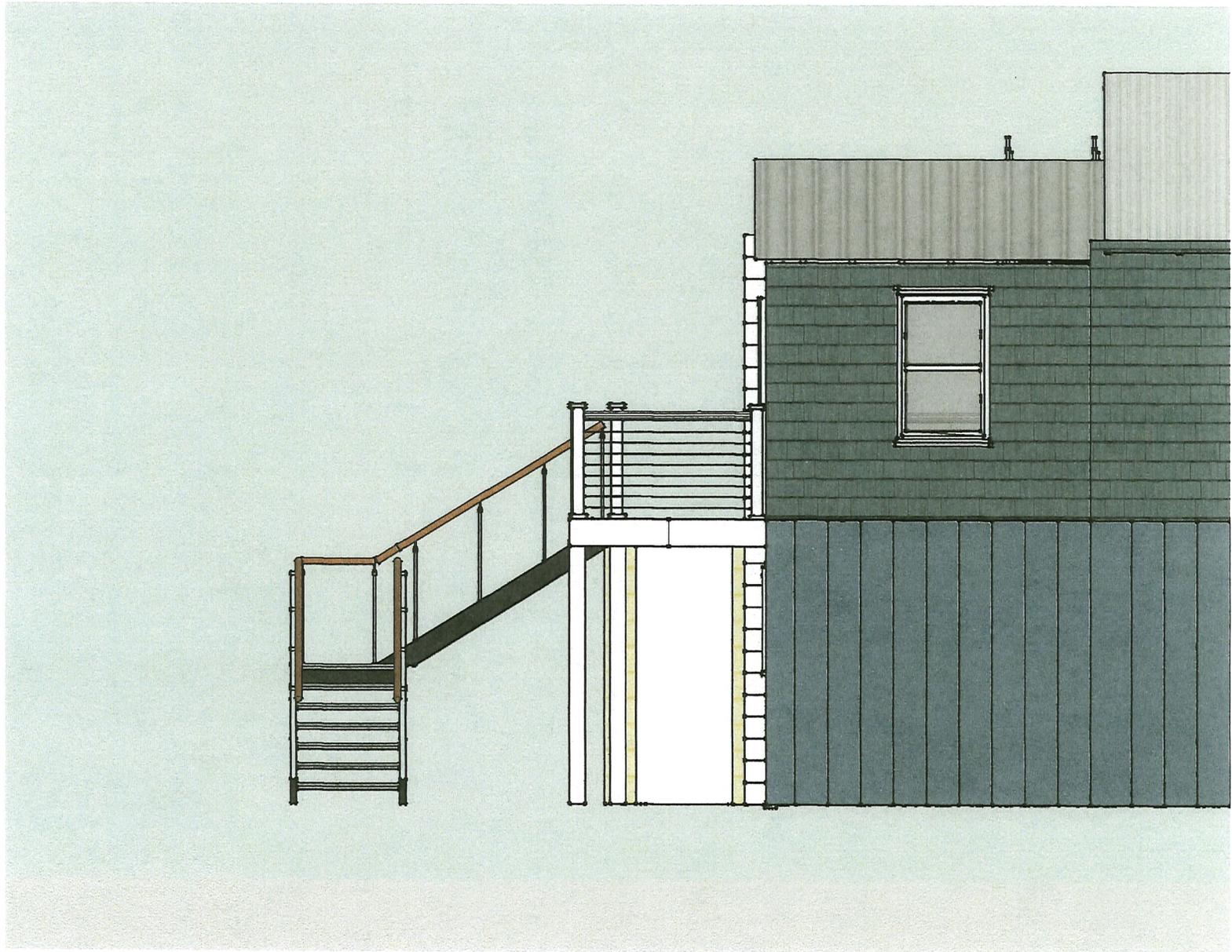
8 Jefferson Street
Siding and roof
Brick sidewalk edge



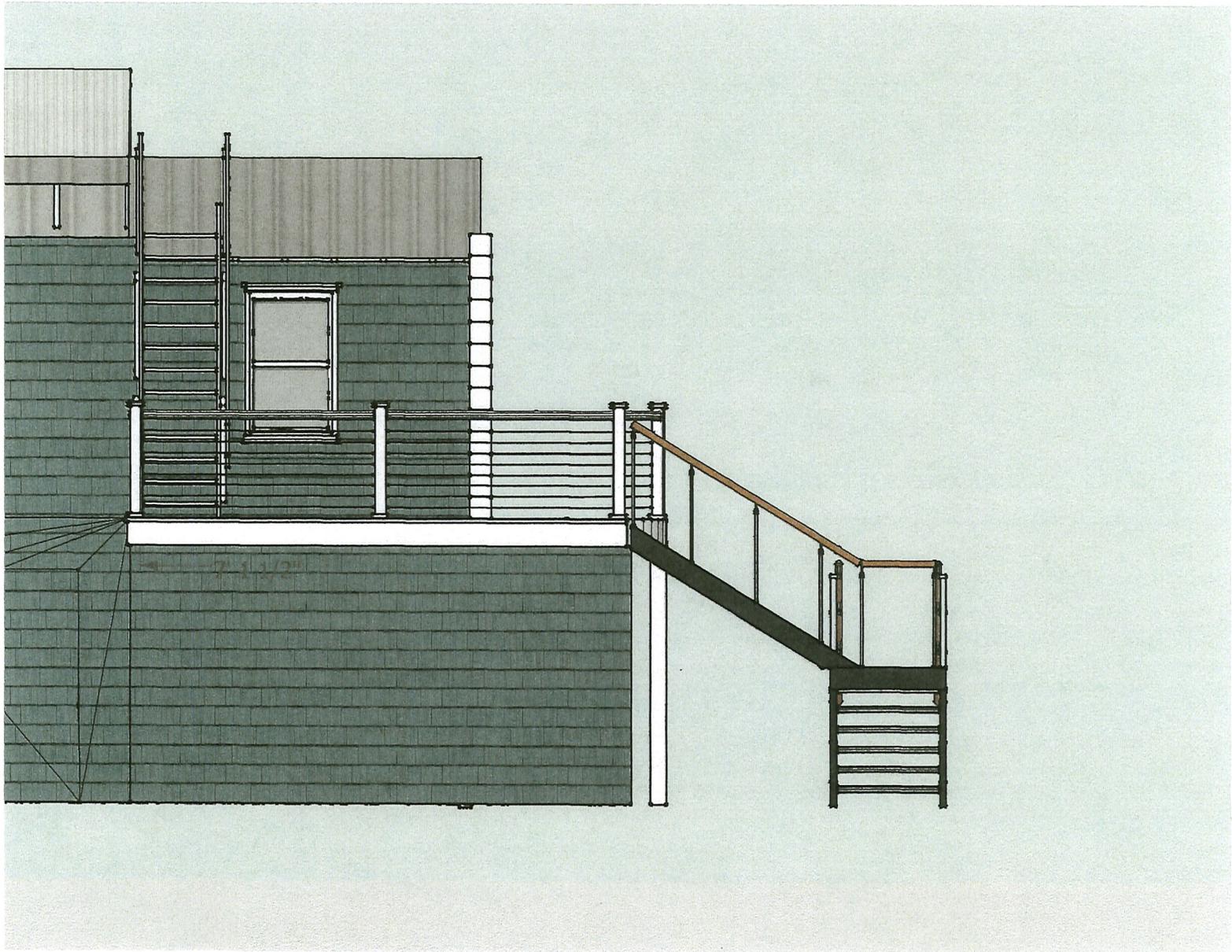
8 Jefferson Street
Siding and roof
Second Floor Access



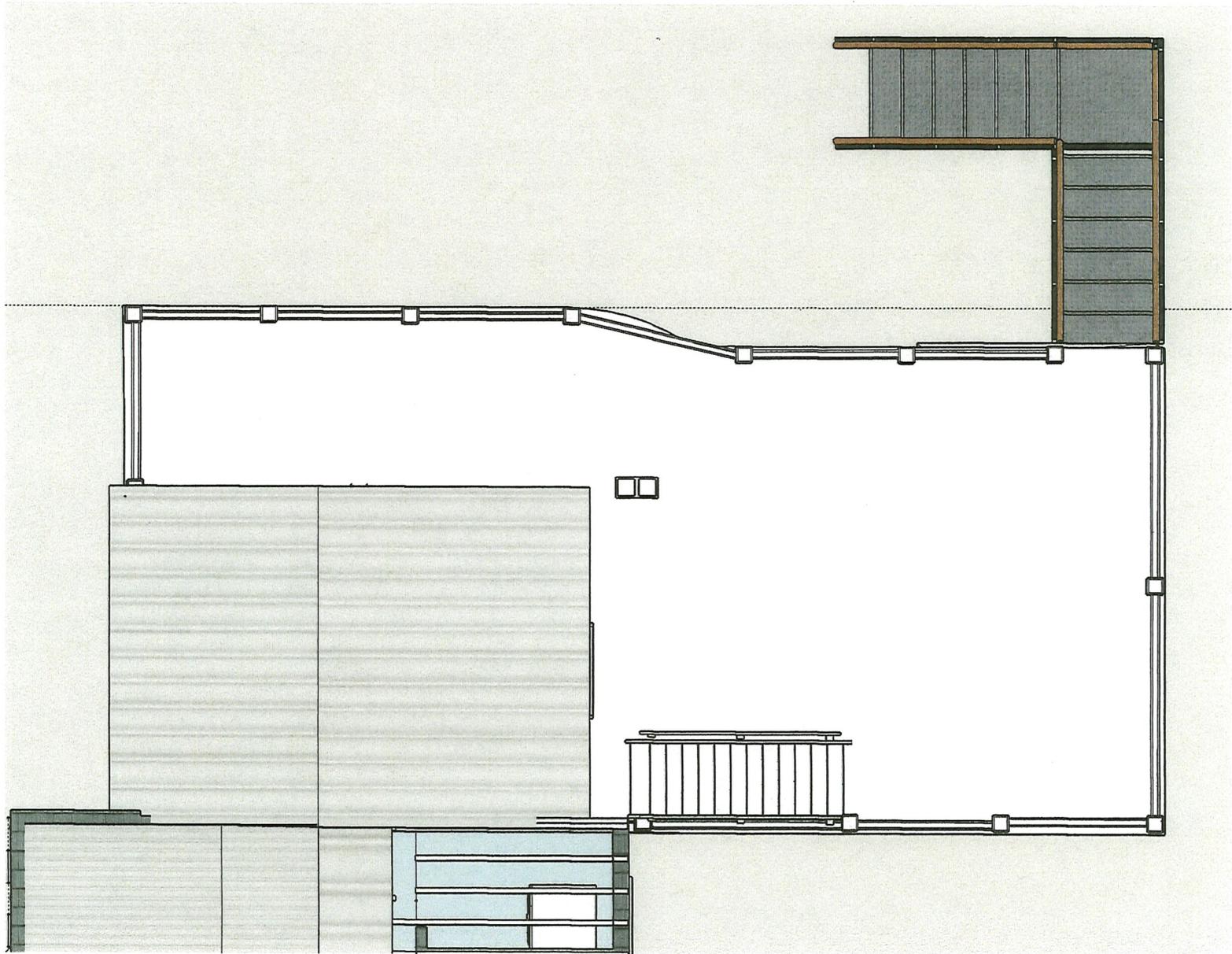
8 Jefferson Street
Siding and roof
Second Floor Access
East elevation



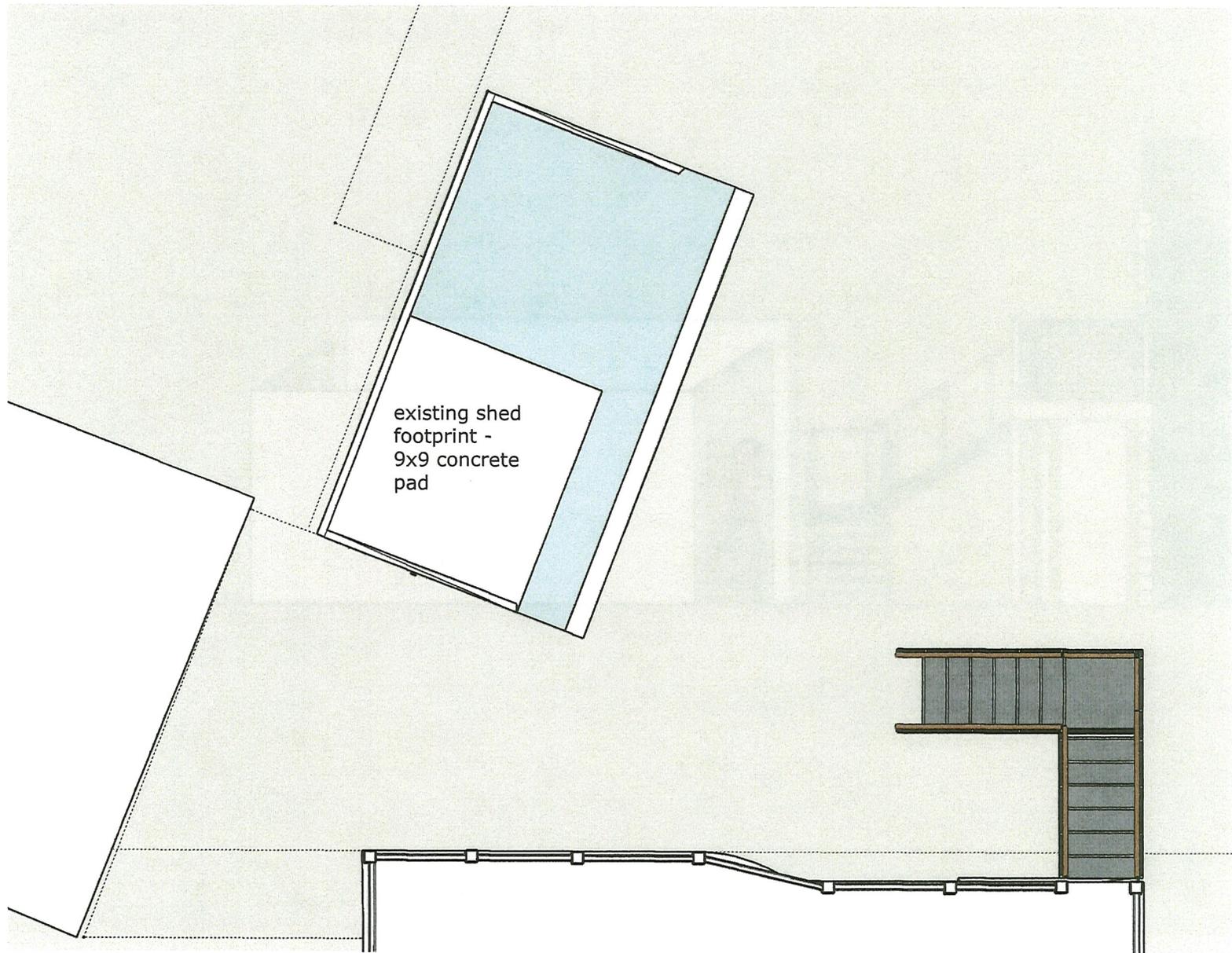
8 Jefferson Street
Siding and roof
Second Floor Access
West elevation



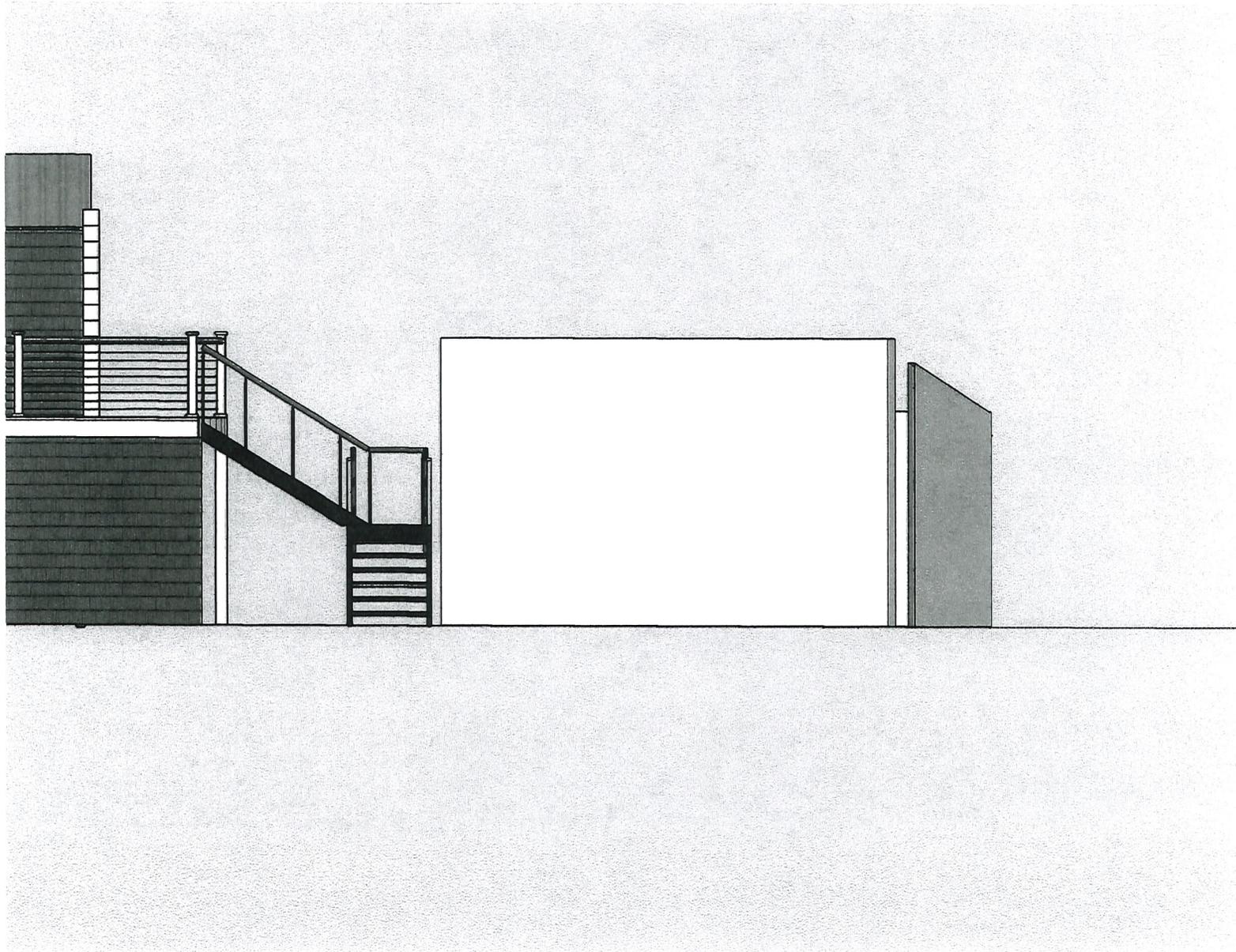
8 Jefferson Street
Siding and roof
Second Floor Access
Top View



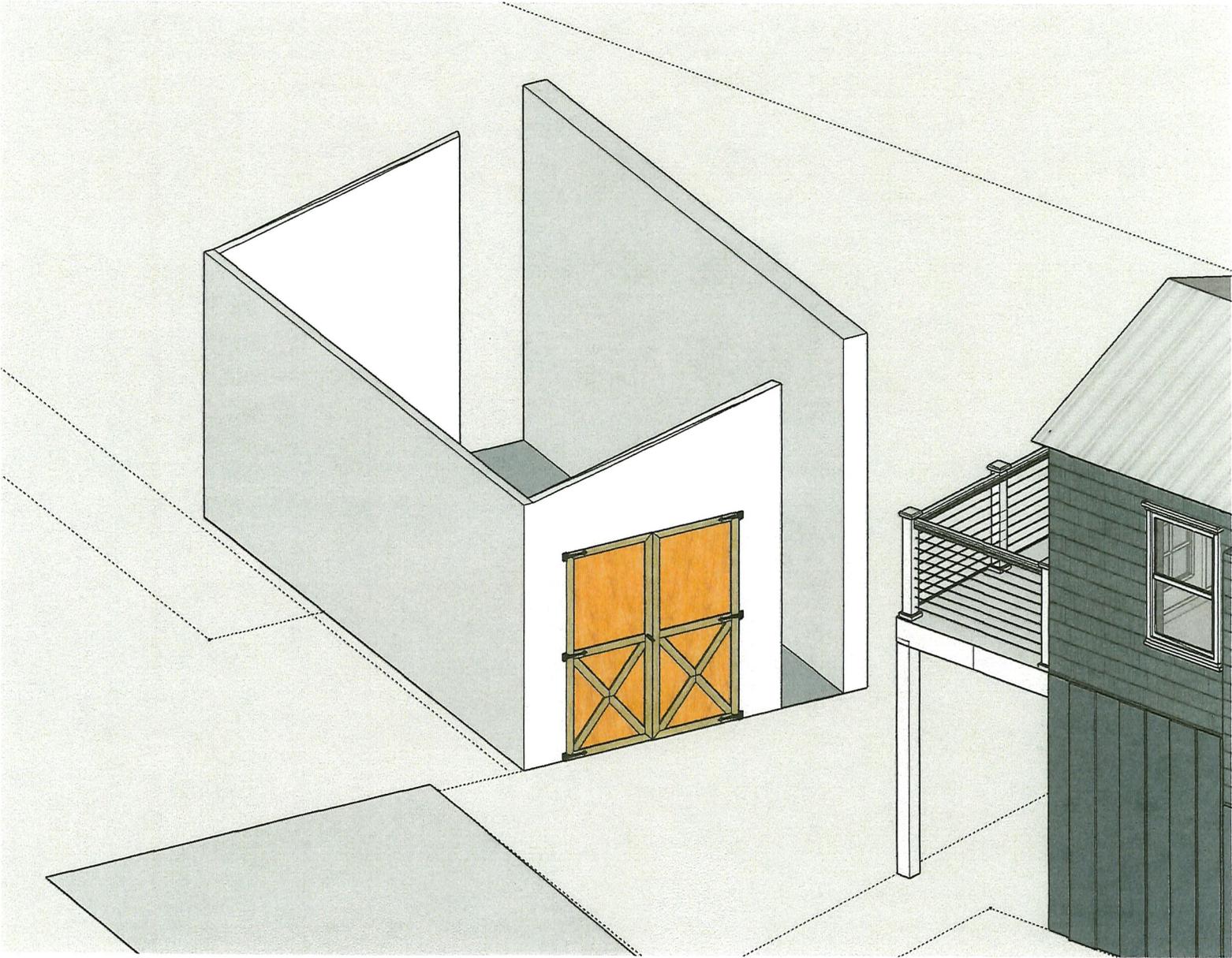
8 Jefferson Street
Siding and roof
Shed expansion
Top View



8 Jefferson Street
Siding and roof
Shed expansion
West elevation



8 Jefferson Street
Siding and roof
Shed expansion
arial view - sans roof





Mayor & Council of Berlin

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



HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>OCT 02 2018</u>	Property Address: <u>414 S. MAIN ST.</u>
Property Owner: <u>HENRY & JULIA KOENIG</u>	Phone: <u>410-603-4804</u>
Property Owner Address: <u>414 S. MAIN ST.</u>	Email: <u>koenigs.berlin.md@gmail.com</u>
Applicant: <u>HENRY A. KOENIG</u>	Phone: _____
<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Email: _____
Address: <u>414 S. MAIN ST</u>	
<u>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 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.

WISH TO HAVE ANTIQUE PERIOD CORRECT DOORS APPROVED

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 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>10-2-18</u>	Initials <u>CO</u>	HDC Meeting <u>11-7-18</u>	Case # <u>11-7-18-30</u>
HDC Approval (signature)			

www.americanportable.com





Mayor & Council of Berlin

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



HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>10/22/18</u>	Property Address: <u>416 S MAIN ST</u>
Property Owner: <u>PAUL D COOK</u>	Phone: <u>410 726 2695</u>
Property Owner Address: <u>SAME</u>	Email: <u>OC.106@AOL.COM</u>
Applicant: <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Phone: _____
Address: _____	Email: _____

Type of Work:			
<input type="checkbox"/> Alterations	<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input checked="" type="checkbox"/> Other: <u>ADD REAR SHED</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.

SEE ATTACHED.

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 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

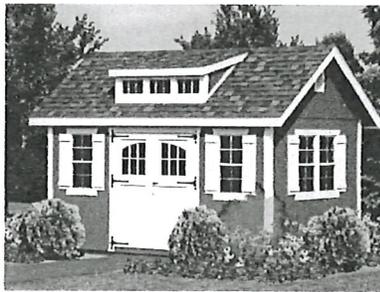
Date Rec'd <u>10/22/18</u>	Initials <u>CD</u>	HDC Meeting <u>11-7-18</u>	Case # <u>11-718-31</u>
HDC Approval (signature)			

Paul Cook
410 726 2695
416 S Main St.

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No high-pressure sales tactics or unnecessary up-selling here. Just an unbeatable value on a building or play set that will serve your needs for years to come.

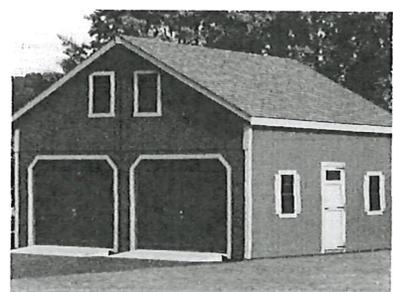
Our Products



SHEDS



GAZEBOS



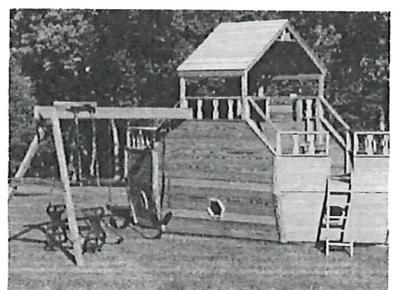
GARAGES



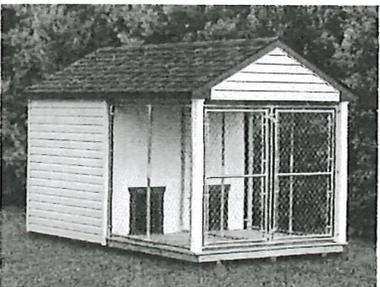
PERGOLAS



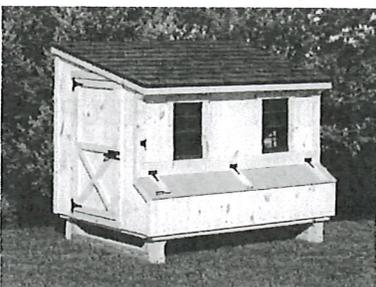
PAVILIONS



PLAYSETS

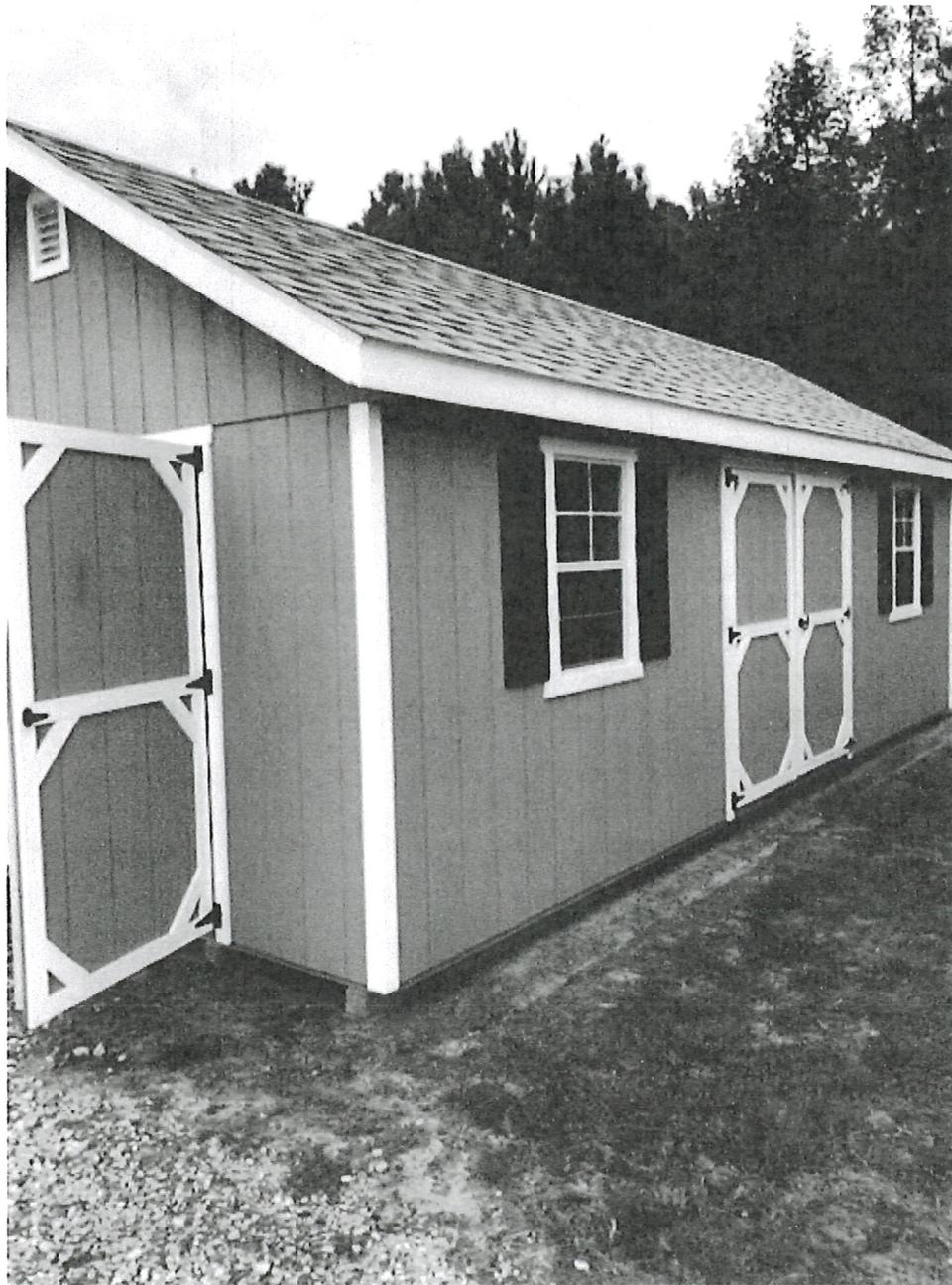


DOG KENNELS



**CHICKEN
COOPS**

* 12 x 26 SHED WITHOUT SHUTTERS OR SIDE DOOR
TO BE PLACED IN LEFT REAR CORNER OF PROPERTY
NEAR NEW TENNIS COURTS AND EXCAVATION. UNSEEN
FROM MAIN ST. (GRAY WITH WHITE TRIM)





Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811
Phone 410-641-2770 Fax 410-641-2316
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HISTORIC DISTRICT COMMISSION APPLICATION

Date: 10/22/2018 Subject Property Location: 26 Broad Street Case #: 11-7-18-32
Property Owner Ryan & Cate Nellans Owner Phone # (443) 365-7375
Owner Address 26 Broad Street Owner Email: RxCate@gmail.com
Agent/Contractor: Burley Contracting Agent Phone# (410) 430-3890

Work Involves: Alterations New Construction Addition Demolition Sign Other

DESCRIPTION OF WORK PROPOSED:

Metal roofing on front porch & over west street side bay window - standard charcoal architectural shingles on top peaks as previously presented to the board.

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 11-7-18 (date). 5:30 PM

Applicant Signature

Date 10/22/2018

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)



