1. Call to Order
2. Agenda Adoption
3. Approval of Minutes: August 7, 2019
4. 303 South Main Street - Requesting a porch addition at rear of house
5. 112 Artisans Way – New Signage
6. 15 William Street – Façade Renovations
7. Comments from the Public
8. Comments from 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.
The meeting was called to order by Chairman Carol Rose at 5:30 PM. Members present were Carol Rose, Dr. Robert Poli, Norman Bunting, Laura Stearns, and alternate Allen Palmer. Staff was represented by Planning Director Dave Engelhart.

Chairman Carol Rose called for a motion to adopt the agenda. Dr. Robert Poli made the motion to adopt the August 7, 2019 agenda, it was seconded by Mr. Norman Bunting, and unanimously accepted by the Commission. Chairman Carol Rose then called for a motion to approve the minutes of the June 26, 2019 meeting. Mr. Norman Bunting made the motion to approve the June 26, 2019 minutes, the motion was seconded by Mrs. Laura Stearns and unanimously accepted by the Commission.

Chairman Carol Rose called the first applicant of the evening, Ms. Michelle Krempa of Beach Memories at 106 North Main Street, Case No. 8-7-19-15, for under canopy signage. Discussion of the nature of Ms. Krempa’s jewelry business, classes to be available, and the sign material ensued. The design and colors were agreeable to all Commission members. Mr. Norman Bunting made the motion to approve the sign, it was seconded by Dr. Robert Poli, and unanimously approved by the Commission.

Chairman Carol Rose called the next case on the agenda, Sean and Tiffany Lackner, of Dream Weavers, 4 South Main Street, Case No. 8-7-19-16, for signage. Discussion of the design of the hand painted sign and the wood picture framing to surround it ensued. Mrs. Laura Stearns made the motion to approve the design and picture framing, it was seconded by Dr. Robert Poli, and unanimously approved by the Commission.

Chairman Carol Rose called the third case applicant, Ms. Brenda Malone, of Life’s Simple Pleasures of 10 South Main Street, Case No. 8-7-19-17, for an under canopy sign. Discussion included the wood material for the sign, and Mrs. Laura Stearns questioned the clearance of the sign over the sidewalk. Mrs. Stearns made the motion to approve, it was seconded by Dr. Robert Poli, and unanimously approved by the Commission.

Chairman Carol Rose called the fourth case applicant, Mrs. Heidi Johnson, for J&M Meat Market, 101 William Street, Case No. 8-7-19-19, seeking to repurpose an existing sign on the building with different verbiage, but the same lettering, size, and color as before. After brief discussion, Dr. Robert Poli made the motion to approve, it was seconded by Mr. Norman Bunting, and unanimously approved by the Commission.

Chairman Rose called the fifth case applicant, Mr. Bryan Brushmiller, of Viking Tree, 114 North Main Street, for signage to be painted on the brick façade of the building. The Commission all approved of the design, and Mr. Norman Bunting made the motion to approve the design, it was seconded by Dr. Robert Poli, and unanimously approved by the Commission.
Chairman Carol Rose called the sixth case applicant Mr. Ernest Gerardi, Case No. 8-7-19-20, for approval of the design of a mixed use three story building consisting of retail space(s) on the first floor and three two story apartments above, to be constructed at 2 Stevenson Lane. The Commission discussed their overall satisfaction with the architectural look of the building and Mr. Gerardi explained the exterior building materials to be utilized. His intention is to install black iron railings on the balconies on the front façade and wood railings on the rear. The first floor windows and trim will be similar to the treatment on his building at Di Febo’s on Main street with architectural store front glazing and Azek panel treatments below. Salt treated porch and railing posts will be boxed with Azek white trim also. The vinyl siding is to be “Cypress” color clapboard pattern with the gable ends of the building having cedar shake look and band board accents to break up the look. Window units will be white vinyl with vertical muntin bars. Mr. Palmer inquired on the decking material, and it is to be gray vinyl on decking and stair treads. Roof shingle is to be 50 year gray architectural shingles. Dr. Robert Poli inquired why the gable ends showed no windows on the drawing, Mr. Gerardi said he may still install windows on the east side of the building. Dr. Robert Poli made the motion to approve, it was seconded by Mr. Norman Bunting, and unanimously approved by the Commission.

There being no further comments from the public, press, or staff, Dr. Robert Poli made the motion to adjourn, it was seconded by Mr. Norman Bunting, and the meeting was adjourned at 6:10 PM.

Respectfully submitted,

[Signature]

Dave Engelhart, Planning Director
HISTORIC DISTRICT COMMISSION APPLICATION

Date: 8-19-19 Subject Property Location: 303 S. MAIN ST Case #: 9-4-19-20
Property Owner: JOE & PAT RYLYNCE Agent: LAUER BUILDERS
Owner Phone #: 410-641-0096 Agent Phone #: 443-880-0216
Owner Address: 303 S. MAIN ST

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

DESCRIPTION OF WORK PROPOSED:

Adding a porch to the front of existing house.

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 9/4/19 5:30 pm (date).

Applicant Signature: ___________________________ Date: 8/19/19

APPROVED:

______________________________ ___________________________
Historic District Commission Chair (Date) Planning Director (Date)
1x6 T&G.

LVL Ridges

Girder Plate

Roofers on 16"

Red Brick

8" Block

 brom & Board

3 1/2 Lath

LVL Beams

39' Long

Cement Floor

4' 6" S.G.
THIS LOT IS SITUATED WITHIN FLOOD HAZARD ZONE X, AS SHOWN ON FIRM MAP 24047C01153H, DATED 7-16-2015.

THIS LOT IS SITUATED WITHIN THE HISTORIC DISTRICT ZONING CLASSIFICATION: R-1

SVH 3403 / 0358
PARCEL #: 928
TAX MAP #: 302

AREA = ±1.49 Acres

N/F
CONSTANCE P. DUKE
RHO 1550 / 0522
PARCEL #: 928
TAX MAP #: 302
EXISTING DWELLING

PROPOSED ADDITION

EXISTING 2-ST DWELLING 35.8'

 Existing Garage

CONCRETE DRIVE

EXISTING DWELLING

MACADAM DRIVE

LARGE DITCH

3' SIDEWALK

S. MAIN STREET

BRICK PILLAR

CONC. SIDEWALK 198.28'

TO BERLIN BUSINESS

N 33
HISTORIC DISTRICT COMMISSION APPLICATION

Date: 8/16/19  Subject Property Location:  205 Artisans Way  Case #: 9-4-19-21
Property Owner: Erin Bilenski  Owner Phone #: 410-308-403
Owner Address: 11A Artisans Way  Owner Email: eebilenki@gmail.com
Agent/Contractor:  Agent Phone#
Work Involves: [ ] Alterations  [ ] New Construction  [ ] Addition  [ ] Demolition  [ ] Sign  [ ] Other

DESCRIPTION OF WORK PROPOSED:
Sign for new business

DOCUMENTS REQUIRED TO BE FILED WITH APPLICATION

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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 5:30 pm 9/4/19 (date).

Applicant Signature:  gil_e  Date:  8/16/19

APPROVED:

Historic District Commission Chair (Date)  Planning Director (Date)
HISTORIC DISTRICT COMMISSION APPLICATION

Date: August 16, 2019  Subject Property Location: 15 Williams Street  Case #: 94-19-22

Property Owner: John H. Burbage, Jr.  Owner Phone: (410) 213-1900
Owner Address: 9919 Stephen Decatur Highway  Owner Email: spielstick@bwdc.com
Agent/Contractor: Samantha Pielstick  Agent Phone: (573) 723-0146

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

DESCRIPTION OF WORK PROPOSED:

Please see attached.

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.

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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 September 4, 2019 (date).

Applicant Signature: [Signature]  Date: August 16, 2019

APPROVED:

Historic District Commission Chair (Date)  Planning Director (Date)