



# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

[www.berlinmd.gov](http://www.berlinmd.gov)

Town of Berlin Historic District Commission

September 01, 2021 – 5:30 PM

Berlin Town Hall – Council Chambers

## Mask Required for All in Attendance

1. Call to Order
2. Agenda Adoption
3. Approval of Minutes: July 7<sup>th</sup>, 2021 & July 14<sup>th</sup>, 2021
4. 18 North Main Street – Requesting to replace areas of rotten cornice on the building
5. 101 William Street – Signage
6. 26 Broad Street – Requesting 6ft. Pickett fence in rear yard
7. Comments from the Public
8. Comments from Staff
9. Comments from the Commissioners
10. Comments from the Chairman
11. Adjournment

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*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  
July 7, 2021

Chairman Carol Rose called the July 7<sup>th</sup>, 2021, meeting to order at 5:33PM. Members present were Carol Rose, Norman Bunting and Robert Poli. Members absent were Mary Moore and Laura Stearns. Staff present were Planning Director Dave Engelhart and Permit Coordinator Carolyn Duffy.

Chairman Carol Rose called for a motion to adopt the July 7<sup>th</sup>, 2021, agenda. Mr. Robert Poli made the motion to adopt the July 7<sup>th</sup>, 2021, agenda. Mr. Norman Bunting seconded the motion, and it was unanimously accepted by the commission. Chairman Carol Rose called for a motion to approve the minutes from the May 5<sup>th</sup>, 2021, meeting. Mr. Norman Bunting made the motion to approve the minutes from the May 5<sup>th</sup>, 2021, meeting. Mr. Robert Poli seconded the motion, and it was unanimously accepted by the commission.

Chairman Carol Rose called the first Case # 07-07-21-11 for 10 South Main Street, Mr. Mike Poole requesting new store front windows. Chairman Carol Rose asked Mr. Mike Poole about his windows and if he knew he was in the Historic District. Mr. Poole told the commission that he wanted to replicate what they had done to that building next door which is the Economic Development Building and the Welcome Center. Mr. Poole told the commission he was able to get some grant money so he could change those windows. Chairman Carol Rose stated they do look nice. She then reiterated that anything you do outside to check with the Planning Department. Mr. Robert Poli said you said you wanted to paint your brick white. Mr. Poole stated they are the same building and he wanted to paint the building white to make a cleaner look. He stated his business was in there and he rents the other side. Chairman Rose stated they could not speak on the colors but liked the idea. Chairman Rose told him the Welcome Center was once the old Post Office. Mr. Poole told them he found tags from the Western Auto. Planning Director Dave Engelhart told him when he gets ready to do the Deli windows make sure he comes in the office.

Chairman Carol Rose called for a motion to approve. Mr. Norman Bunting made the motion to approve Case # 07-07-21-11 for the windows. Mr. Robert Poli seconded the motion, and it was unanimously accepted by the commission.

Chairman Carol Rose called Case # 07-07-21-12, 21 Jefferson Street for The Berlin Commons. Mrs. Megan Hines requesting signage. Mr. Norman Bunting asked if there were three signs. Mrs. Hines replied right now two signs until they figure out what they want to do. They have two gates one on each side. Chairman Carol stated the material they wanted to use was hot. They want to use canvas it would come down everyday and even in high winds. Mr. Bunting stated the mesh would be better because the rain goes through it. Chairman Carol Rose called for a motion to approve Case # 07-07-21-12. Mr. Robert Poli made the motion to approve Case # 07-07-21-12 for the signs and the change for the Pergola. Mr. Norman Bunting seconded the motion, and it was unanimously accepted by the commission.

Chairman Carol Rose called Case # 07-07-21-13, Mr. Jonathan Selway. Chairman Carol Rose stated the house was in bad condition. She looked for information on the house. Mr. Selway is under contract for the sale of the house if he can get demolition approval. Mr. Norman Bunting asked if the house was livable. Planning Director Dave Engelhart told the commission it was borderline for livability. He stated the floors needed a lot of work. He said if you took up the floors the joists would probably need some work. Mr. Engelhart stated the house being historical is more your purview. Mr. Engelhart stated thought it was okay for him to take down. He would also have to get a demolition permit and a building permit when he wants to build on site. Mr. Bunting stated he had no issue with the house coming down. Mr. Selway told the commission he was an architect and had been in the house about five times. The floors are not level and are in really bad shape. He stated the value is in the lot and if they could redevelop it.

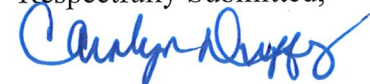
Mr. Poli read section 104 some of the reasons why you would keep the house would be to stabilize, beauty, local economy he said the best thing for this house was to be torn down. Mr. Engelhart stated it had been rezoned down to the stop sign to B-1. This would allow a mixed-use building retail and residential upstairs. Mr. Poli stated the whole street is being upgraded. That would clean up the whole neighborhood. Mr. Engelhart told the commission when it was rezoned John Barrett had asked to make it part of the Historic District. Chairman Rose stated she was excited. Mr. Engelhart stated it's an extension of the downtown.

Chairman Carol Rose asked if anyone in the public would like to make a comment before they voted. No response. Chairman Carol Rose called for a motion. Mr. Robert Poli made the motion to approve the demolition for Case # 07-07-21-13. Mr. Norman Bunting seconded the motion, and it was unanimously accepted by the commission.

Mr. Selway told the commission he would leave a copy of the design he was thinking about. Chairman Rose asked for comments from the public, staff, and commissioners. Mr. Poli stated the house on Washington Street looked good. Chairman Rose stated Jeff Auxer had painted the back of his building and placed planters with flowers that were really beautiful.

Chairman Rose told the commission they would have a special meeting on July 14<sup>th</sup>, 2021, working with the General Manager from the Globe on landscaping and fencing. Also 18 North Main for rotten Cornices and 2 Bay Street for the existing window to be replaced with a sliding window. Chairman Carol Rose called for motion to adjourn. Mr. Norman Bunting motion to adjourn. Mr. Robert Poli seconded. Adjourned 5:57PM

Respectfully Submitted,



Carolyn Duffy



Town of Berlin  
Historic District Commission  
July 14<sup>th</sup>, 2021

Chairman Carol Rose called the July 14<sup>th</sup>, 2021, Historic District Commission Meeting to order at 5:34PM. Members present were Carol Rose, Mary Moore, Laura Stearns, Robert Poli and Norman Bunting. Staff present were Town Administrator Jeff Fleetwood and Permit Coordinator Carolyn Duffy. Staff Member absent from meeting was Planning Director Dave Engelhart.

Chairman Carol Rose called for a motion to approve the July 14<sup>th</sup>, 2021, agenda. Mr. Robert Poli made the motion to approve the agenda for the July 14, 2021, meeting. Mrs. Mary Moore seconded the motion, and it was unanimously accepted by the commission.

Chairman Carol Rose called the first Case on the agenda for 18 North Main Street requesting replacement of the buildings rotten cornice due to rotten wood. Mr. Ed Reid not yet present Chairman move to push application back till later in meeting. Chairman Carol Rose called Case # 7-14-21-15, 12 Broad Street requesting a fence with a gate and an awning to go over the Ice Machine and HVAC unit. Chairman Carol Rose asked Mr. Norman Bunting to take the lead on this application. Mr. Bunting asked the applicant what he had in mind to do. Mr. Joe McElroy stated they used the back door a lot and the area was overgrown and has rotten wood due to the direct sun on it. He stated he wants to improve the look. He said he wanted to use the slotted fence look and just above the fence place an awning to cover that back area. The fence would go down Gay Street to the rear of Una Bella Salute. He stated he would construct a structure to hold the kegs. Chairman Carol Rose asked what type of awning he was suggesting, would it be like what is on Main Street. Mr. McElroy stated he was hoping the commission would tell him what type of awning he could have. Mr. Bunting asked if an awning was a necessity there. Mr. McElroy replied it is. He replied that the ice machine is located there and the HVAC machine.

Mr. Bunting stated if you needed it because of the amount of walking traffic going by they would have to determine the era of the building and what could go there. We have approved basic awning. He also stated you need air going through because of the ice machine. Mr. McElroy replied they need it because the machines are exposed to the elements. He stated he had no problem doing what they wanted him to do. He stated he was not concerned with what type of cover. Mrs. Mary Moore stated they were concerned about the Blacksmiths when they came before the board, but it turned out very well. Chairman Carol Rose stated that type of plastic collects the sun. Discussion continues about the covering of the ice machine. Mr. McElroy told them about the Bull on the Beach. Chairman Rose and Mr. Bunting told him they would like to see the material he would use for the awning. Chairman Rose asked about the trellis if he was planning on leaving it. Mr. McElroy stated one rose bush had died and its only one there and would like to take it out. Mrs. Laura Stearns asked if the fence would be natural. Mr. Robert Poli asked if it would be 6' high. Mr. McElroy showed where the awning would be located over the fence and told them the fence would go down to the Una Bella Salute building.

Mrs. Moore asked if Una Bella Salute would be torn down. Chairman Rose explained that was the reason Casandra had to move out of the building. Chairman Rose asked if he would paint the



fence. Mr. McElroy stated he wanted to keep the fence the natural color of the fence due to the surrounding fences being natural. Mrs. Stearns liked the idea the fences would look the same in the area. Mr. Bunting asked about the location of fence to understand. Mr. McElroy stated if he came out a foot, he would have a walkway around out there. Mr. Bunting liked the fence and said he liked it higher. Staff explained the fence could only be 6' high per the Town Code could not be 8 feet. Mr. McElroy explained that railroad ties would be placed there make it look higher so you can clean and power wash to keep it clean. Mr. Bunting liked the idea he said, and it could be removed at any given time. Chairman Carol Rose asked about the gate. Mr. McElroy stated the gate would go further down and would have two doors that would open and allow the utility guys to come in to read the meters and at nighttime it would be locked. Chairman Rose asked about the use of the brick. Mr. McElroy said they would pour concrete in back and would keep the brick to use for something else.

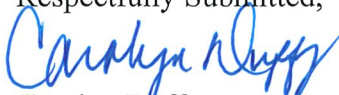
Mr. Poli asked if this application was just for the fence. Chairman Rose replied yes because they need to see the dimensions and the material for the awning. Mr. Bunting reiterated they need to see the material for the awning. Mr. McElroy asked was the awning what they wanted to see. Mr. Bunting you need to present to the board what you want.

Mr. Norman Bunting made the motion to approve Case # 7-14-21-15 just for the fence coming one foot off the building down to the next building. Mr. Robert Poli seconded the motion, and it was unanimously accepted by the commission.

Town Administrator Jeff Fleetwood told the Chairman the first case was not going to be there. Chairman Carol Rose replied he will be rescheduled. Chairman Carol Rose then called Case # 7-14-21-16 for 2 Bay Street Hunter Smith requesting to replace exterior window. Mrs. Smith had a sketch of the bank window that she stated has bullet proof glass. She wants to replace it with a sliding window with two panels. Mrs. Smith wants to use the space for garden supplies. She also wants to sell lemonade and tea from the window. Everyone loved the idea. Chairman Carol Rose called for a motion. Mr. Robert Poli made the motion to approve Case # 7-14-21- 16 for the sliding glass window. Mr. Norman Bunting seconded the motion, and it was unanimously accepted by the commission.

Mrs. Laura Stearns stated that the Atlantic Hotel had received grant money for up lighting but also wanted the board to know that the lights could be seen from the street. She asked if the board members wanted to look at them. Mrs. Stearns told them the trees hide them right now. They are along the roof line, four lights. Mr. Poli wanted to discuss the new building for Gay Street. Mrs. Moore stated its the quality of the building. Mr. Poli made the motion to adjourn. Mr. Bunting seconded. Meeting Adjourned 6:15PM.

Respectfully Submitted,



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>6/28/2021</u>	Property Address: <u>18 North Main St.</u>
Property Owner: <u>OCLaw Office Holding Co. LLC</u> <u>- Joe Moore, Ray Stockley, et al</u> Property Owner Address: <u>18 North Main St</u> <u>- Bruder Home</u>	Phone: <u>Joe Moore 410-430-1853</u> Email: _____
Applicant: <u>Ed Reid</u> <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Property Manager Address: <u>212 Broad St</u> <u>Berlin</u>	Phone: <u>443-513-0392</u> Email: <u>ereid57@hotmail.com</u>

Type of Work:			
<input type="checkbox"/> Alterations	<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input checked="" type="checkbox"/> Other: <u>replace</u>
<input type="checkbox"/> Demolition	<input type="checkbox"/> Sign	<input type="checkbox"/> Awning	<u>cornice - areas</u> <u>of rot</u>

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.

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 Sam 172

<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 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 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>6/28/2021</u>	Initials <u>CS</u>	HDC Meeting <u>9-1-2021</u>	Case # <u>9-1-21-16</u>
HDC Approval (signature)			





# ESTIMATE

## JACK ABELL

Home Improvement and Restoration,  
Proudly Serving the Tri-State area for 40 years.  
MHIC #4305 & 48121

28 Pintail Drive  
Ocean Pines, MD 21811  
410-641-6412  
EMAIL: [Dylan@jackabell.com](mailto:Dylan@jackabell.com)  
EMAIL: [Jackabell1225@gmail.com](mailto:Jackabell1225@gmail.com)

To: ED REID  
RE: 18 N. MAIN ST.  
BERLIN, MD 21811  
EREID57@HOTMAIL.COM

**DATE:** June 14, 2021

QTY	DESCRIPTION
1.	Detach metal roofing to facilitate work.
2.	Remove wood decorative molding from brick exterior.
3.	Furnish & install P.T. wood for nailer.
4.	Furnish & install wood trim to create existing decorative molding as close as possible.
5.	Caulk seams with white silicone.
6.	Paint trim (2) coats semi-gloss white.
7.	Reset metal roofing.
8.	Remove & dispose of all associated waste.

**GRAND TOTAL** **\$3,375.00**

**PLEASE NOTE:** THIS IS AN ESTIMATE ONLY. WE HAVE EXPERIENCED UNEXPECTED MATERIAL PRICE INCREASES ON A MONTHLY, AND SOMETIMES WEEKLY, BASIS FOR MANY BUILDING MATERIALS. FURTHERMORE, AVAILABILITY OF MANY ESSENTIAL BUILDING COMPONENTS IS LIMITED. THIS RESULTS IN LONGER THAN NORMAL LEAD TIMES TO FULFILL OUR MATERIAL NEEDS. FOR THESE REASONS, OUR ESTIMATE CAN ONLY BE HONORED FOR FIFTEEN (15) DAYS.

WITHIN OUR ESTIMATE, YOU WILL NOTICE MANY ITEMS WHICH SHOW ASSOCIATED MATERIAL ALLOWANCES. THESE MATERIALS ALLOWANCES ARE ACCURATE AT THE TIME THAT THESE ESTIMATE ARE WRITTEN. SHOULD MATERIAL COSTS INCREASE BY MORE THAN 5% FROM THE STATED MATERIAL ALLOWANCE BEFORE THESE ITEMS ARE RECEIVED, JACK ABELL, INC. MAY, AT ITS DISCRETION, INVOICE ITS CUSTOMERS FOR THESE PRICE INCREASES.

**NOTE:** PRICE QUOTED SHALL INCLUDE ALL LABOR, EQUIPMENT, INSURANCE, AND MATERIALS TO COMPLETE THE PROJECT IN A WORKMANLIKE MANNER. ALL DEBRIS AND CONSTRUCTION WASTE TO BE REMOVED FROM PREMISES. THE PROJECT WILL BE KEPT SAFE AND CLEAN AT ALL TIMES DURING CONSTRUCTION.

**ROOFS NOTE:** NOT TO INCLUDE REPAIRS TO ROOF SHEATHING, UNLESS OTHERWISE NOTED. IF THIS WOULD BE NECESSARY THE SHEATHING REPAIRS WILL BE BILLED IN ADDITION TO THE CONTRACT AMOUNT. IF PLYWOOD SHEATHING IS REPLACED THE COST IS \$4.00/SQ. FT. AND SHEATHING BOARDS ARE REPLACED AT A COST OF \$4.50/LINEAL FOOT. (WITH A MINIMUM CHARGE OF \$120.00)

WHEN ROOF VENTS ARE INSTALLED, THE OWNER IS RESPONSIBLE FOR PROTECTING THE ATTIC FOR WOOD CHIPS, ETC. UNLESS OTHERWISE SPECIFIED, THIS PRICE INCLUDES THE REMOVAL OF (1) LAYER OF ROOFING MATERIAL. THE REMOVAL OF ADDITIONAL LAYERS WOULD COST APPROXIMATELY \$40.00/SQ. FT.

**NOTE:** UPON COMPLETION OF ANY ROOF OR SIDING WORK, JACK ABELL IS NOT RESPONSIBLE FOR ANY NAIL POPS IN DRYWALL. THE GAF, LIMITED LIFETIME SHINGLES CARRY A 5-YEAR WORKMANSHIP WARRANTY. (SEE GAF.COM FOR MANUFACTURERS' WARRANTY)

**NOTE:** EACH CREDIT CARD PAYMENT WILL BE CHARGED AN ADDITIONAL 4% TO COVER PROCESSING FEES.











# Mayor & Council of Berlin

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www.berlinmd.gov



## HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>8/18/21</u>	Property Address: <u>101 Williams street</u>
Property Owner: <u>Hale Harrison</u>	Phone: <u>443-513-3194</u>
Property Owner Address: <u>101 Williams St</u>	Email: <u>heidjohnson4@gmail.com</u>
Applicant: <u>Berlin Md 21811</u>	Phone: _____
<input type="checkbox"/> Owner <input checked="" 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 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.

Wood Sign painted White, Black lettering  
36 x 24 double sided. \*existing sign used  
changing wording by the front door.

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.

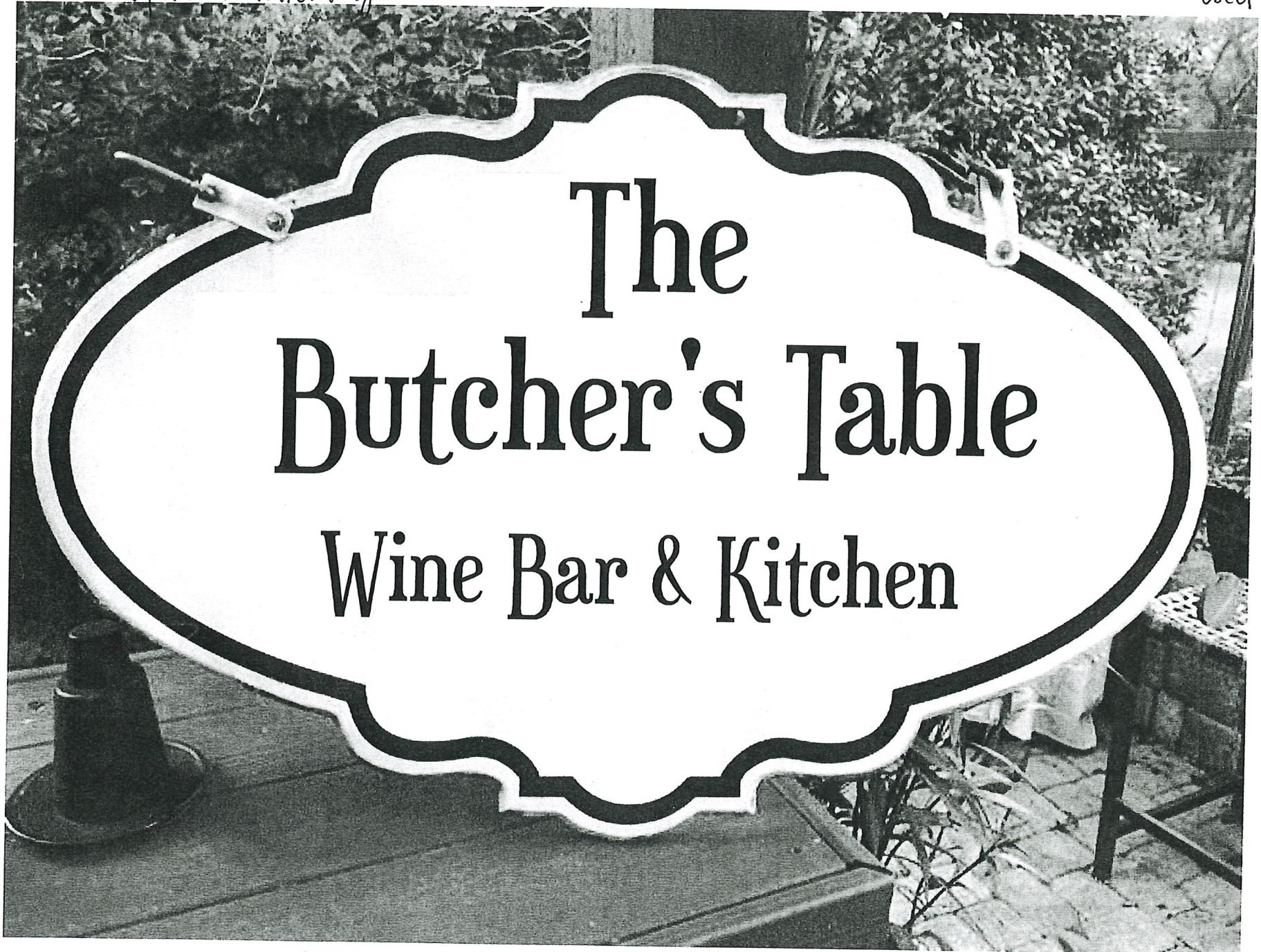
Applicant/Agent Signature Heidi Johnson

<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>8/18/2021</u>	Initials <u>CD</u>	HDC Meeting <u>9-1-2021</u>	Case # <u>9-1-21-17</u>
HDC Approval (signature) _____			



Wood Sign, painted white  
w/ black lettering 36" W x 24" H Double Sided \*\* previously  
used







# Mayor & Council of Berlin

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Berlin, MD 21811  
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www.berlinmd.gov



## HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>8/25/2021</u>	Property Address: _____
Property Owner: <u>Ryan + Cathryn Dellans</u>	Phone: _____
Property Owner Address: <u>26 Broad St</u> <u>Berlin, MD 21811</u>	Email: _____
Applicant: <u>Ryan Dellans</u>	Phone: _____
<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Email: _____
Address: <u>26 Broad St</u> <u>Berlin, MD 21811</u>	

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

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Installation of 6' privacy fence - wooden stockade -  
along back property line from USPS fence to rear  
of adjacent house (west st)

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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Date Rec'd <u>8/25/2021</u>	Initials <u>CD</u>	HDC Meeting <u>9-1-2021</u>	Case # <u>9-1-21-16</u>
HDC Approval (signature)			







