



## HISTORIC DISTRICT COMMISSION

**Wednesday, March 10, 2021**

**5:30 PM**

**Berlin Town Hall  
Council Chambers  
10 William Street  
Berlin, MD 21811**

SPECIAL NOTICE: This meeting of the Historic District Commission is scheduled to be held in-person and live-streamed to Facebook. At this time, it is expected that limited public attendance will be permitted as per the guidelines below.

PLEASE NOTE: In-person attendance is subject to change up to 5:00 PM on Tuesday, March 9, 2021 dependent on the Worcester County Covid-19 positivity rate. Should in-person attendance be prohibited by that time, the meeting will be scheduled to be held via Zoom. Notification will be sent via email and posted on the Town's website, public access channel (Comcast channel 4) and the Town's Facebook page.

Instructions for accessing the meeting via Zoom will be included in the notifications indicated above.

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### In-Person Meeting Guidelines:

1. In addition to Commission members and Town staff, a maximum of 16 seats will be available to presenters, members of the public and the press.
2. Doors will be opened 15 minutes before the designated start time of the meeting and seating will be first-come, first-served.
3. At the start of the meeting, or when capacity has been reached, the doors will be locked to entry from the outside.
4. Social distancing and face coverings will be required for all attendees.

Meeting packets will be posted by 5:00 p.m. on the Friday before the meeting:

- Advance questions will be accepted until 12:00 PM/NOON on the day of the meeting. Submit to:
  - Email: [info@berlinmd.gov](mailto:info@berlinmd.gov); please use Meeting Questions as your subject
  - Fax: 410-641-2316
  - Mail: Berlin Town Hall, Attn: Meeting Questions, 10 William St., Berlin, MD 21811. Mail should be posted no later close of business on the Friday before the meeting to help ensure delivery.
  - Drop boxes Town Hall – one is at the rear of the building on the parking lot, and the other is at the corner of Bay and Williams Street on the building.
- Questions and Comments will not be accepted via Facebook.

**To watch the Meeting on Facebook, please click on the blue Facebook icon at the top of any page on the Town website, [www.berlinmd.gov](http://www.berlinmd.gov), or type @berlinmd in the Facebook search bar.**

Your patience and understanding as we work to meet the restrictions on gatherings while still conducting Town business is truly appreciated.

To receive future meeting notifications directly to your email, please sign-up at the bottom of any page on [our website](http://www.berlinmd.gov).



# 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  
March 10, 2021– 5:30 PM  
Berlin Town Hall – Council Chambers**

1. Call to Order
2. Agenda Adoption
3. Approval of Minutes-
4. Election of Chairman & Vice Chairman
5. Alyssa Maloof - 4 Jefferson Street – Signage for “Mermaid Museum”
6. Barry Kruemmel - 8 Pitts Street – Signage for “Rusty Anchor Seafood Market”
7. Hunter Smith - 2 Bay Street – Portable Flower Cart
8. Ron Cascio – 200 South Main Street- House Exterior
9. Erin Bilenki- 201 William Street- Proposed New Food Building
10. Comments from the Public
11. Comments from the Chairman
12. Comments from Staff
13. Comments from the Commissioners
14. Adjourn

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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  
November 4, 2020

The Historic District Commission Meeting was called to order by Chairman Carol Rose at 5:33PM. In attendance were Carol Rose, Robert Poli, Norman Bunting, Alan Palmer and Laura Stearns. Member absent was Mary Moore. Staff present was Planning Director Dave Engelhart and Permit Coordinator Carolyn Duffy.

Chairman Carol Rose called for a motion to adopt the November 4<sup>th</sup>, 2020 agenda. Mr. Robert Poli made the motion to adopt the November 4<sup>th</sup>, 2020 agenda. Mr. Alan Palmer seconded the motion, and it was unanimously accepted by the commission. Chairman Carol Rose called for a motion to approve the minutes from the October 7<sup>th</sup>, 2020 meeting. Mrs. Laura Stearns made the motion to approve the October 7<sup>th</sup>, 2020 minutes. Mr. Norman Bunting seconded the motion, and it was unanimously accepted by the commission.

Chairman Carol Rose called Case # 11-4-20-21 Mr. Steven Diaz requesting a fence for his rear yard. Chairman Carol Rose polled each member for comments, and they all agreed that the fence for the rear yard was okay with them. Mr. Robert Poli made the motion to approve Case # 11-4-20-21 for the rear yard fence. Mrs. Laura Stearns seconded the motion, and it was unanimously accepted by the commission.

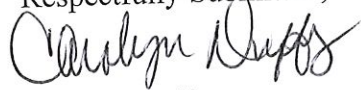
Chairman Carol Rose called Case # 11-4-20-22 Mr. John Fager requesting a fence for trash enclosure at 17 Jefferson Street. Mrs. Laura Stearns recused herself from this case. Mr. John Fager stated they have been forced to put in their own dumpster due to the change in the neighborhood. They put the dumpster behind 17 Jefferson Street which they use as a warehouse. The fence would come out from the building at a right angle to the street and come down so it would camouflage the dumpster. The only side that would be open would be for pickup. It would set at a 45-degree angle so the truck could pick it up and dump it. They would be building 8 foot of the same fencing the Globe has at their location. Mr. Fager stated it would hide the dumpster from the street side and parking lot. The side to the west would be the trucks entry for pickup. Mr. Fager stated it would protect the new stores across the street.

Chairman Carol Rose stated she felt the dumpster was far enough away from the outdoor eating area. Mr. Fager stated they would have trash pickup three days a week. Most of the trash in there is placed in bags. Mr. Fager stated they were trying to be sensitive to the neighborhood. Chairman Carol Rose asked Mr. Fager about the three wheeled trash cans and who they belonged to. Mrs. Laura Stearns replied they belong to Burley Café. Mr. Fager replied they belong to Brian. Mr. Fager stated the Café would be allowed to use the dumpster and there would be no need to keep the wheeled trash cans. Mr. Norman Bunting asked Mr. Fager the location of the dumpster. Mr. Fager stated where you see it on this picture is where it is located. He stated the picture was an actual photo, but the fence would come off the building and turn and come down the street. Mr. Engelhart stated the truck would be pulling in by the green doors. Mr. Fager replied right at a 45-degree angle. Mr. Fager then got up to show the direction of how the truck would pick up the dumpster at the 45-degree angle. Mr. Poli and Mr. Palmer were both okay with the fence. Chairman Carol Rose called for a motion for the dumpster and the placement of

hung windows. They would like to do as a pair of double hung windows. The discussion continued about the windows one being in a bedroom and needing egress. Mrs. Laura Stearns stated they were concerned about how it looks from the street and that it looked Victorian the post on it. Mr. Robert Purcell asked if anyone could help with locating old pictures would help. Chairman Rose said she would look though her old pictures. Mr. Robert stated that Joe Hill was helping them. Chairman Rose thought that was great. Mr. Robert Poli stated he would download the file from the Maryland Historic Trust for that house. Mr. Poli said it would give you a little history of the house. Mr. Engelhart stated the other thing the commission is tasked with is the carriage house whether it is being demolished or improved they must approve that also. Mr. Purcell stated the roofing would be replaced with architectural roofing. Mr. Engelhart stated bring them samples of the materials you are planning on using composite, railing, facia and trim.

Chairman Carol Rose asked if they were trying to make the December meeting he replied yes. Mr. Engelhart asked if Mr. Hill was doing the drawing now. He replied yes. Chairman Carol Rose thanked them for coming to the meeting. With no other comments meeting was adjourned at 6:15PM.

Respectfully Submitted,



Carolyn Duffy





# Mayor & Council of Berlin

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



## HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>3.3.21</u>	Property Address: <u>4 Jefferson St.</u>
Property Owner: <u>Gail Lewis</u>	Phone: <u>215-510-1770</u>
Property Owner Address: _____	Email: <u>alyssa@alyssamallod.com</u>
Applicant: _____	Phone: _____
<input type="checkbox"/> Owner <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Email: _____
Address: <u>25 Burley St.</u>	

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 on building using existing bolts.  
50 inches wide + 196 long.  
#2 choice simple Mermaid Museum horizontal.

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>3/3/2021</u>	Initials <u>CO</u>	HDC Meeting <u>3/10/2021</u>	Case # <u>3-10-21-01</u>
HDC Approval (signature)			





Exhibit # 1





Exhibit # 2





# Mayor & Council of Berlin

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



## HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>2/28/21</u>	Property Address: <u>8 Pitts St.</u>
Property Owner: <u>BUREAU DEVELOPMENT CORP</u>	Phone: <u>410-213-1900</u>
Property Owner Address: <u>994 Stephen Duxbury Hwy</u>	Email: <u>spielstuck@bwac.com</u>
Applicant: <u>BARRY KREMMEL</u>	Phone: <u>302-260-0273</u>
<input type="checkbox"/> Owner <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Email: <u>barrykremmel@yahoo.com</u>
Address: <u>19 S. MAIN ST</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.

- ① 60" X 60" WALL SIGN
- ① 24" X 24" HANGING UNDER-CANOPY 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

B. Kremmel

<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>3/3/2021</u>	Initials <u>CO</u>	HDC Meeting <u>3/10/21</u>	Case # <u>3-10-21-02</u>
HDC Approval (signature)			



60" x 60"  
3/4" MDO  
Primed & painted Both Sides  
Long Life Vinyl overlay, full color artwork  
\$1,025



Exhibit #1

24"x24"  
3/4" MDO  
Primed & painted Both Sides  
Long Life Vinyl overlay,  
full color artwork both sides  
Hardware for Hanging  
\$362.00



Exhibit #2





# Mayor & Council of Berlin

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



## HISTORIC DISTRICT BUILDING PERMIT APPLICATION

Date Received: <u>2/19/21</u>	Property Address: <u>2 Bay Street</u> <u>Berlin, MD 21811</u>
Property Owner: <u>Michael Queen</u>	Phone: <u>(301) 906-2907</u>
Property Owner Address:	Email:
Applicant: <u>Dexter Smith</u>	Phone: <u>(443) 614-4262</u>
<input type="checkbox"/> Owner <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Contractor	Email: <u>fathomberlin@gmail.com</u>
Address: <u>15 Bay Street</u> <u>Berlin, MD 21811</u>	

Type of Work:	<input type="checkbox"/> Alterations	<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input checked="" type="checkbox"/> Other: <u>Portable Flower CART</u>
<input type="checkbox"/> Demolition	<input checked="" type="checkbox"/> Sign	<input type="checkbox"/> Awning	<u>One wooden sign, one wooden A-frame sign</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.

We would like to place an enclosed portable retail space on the property of 2 Bay Street. Space will be on 4 wheels so that it may be removed if necessary. Material: Aluminum exterior, Wood (interior)

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]

<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>2/19/21</u>	Initials <u>MS</u>	HDC Meeting <u>3/10/2021</u> Case # <u>3-10-21-03</u>
HDC Approval (signature)		

MOTHER



FLOWERS



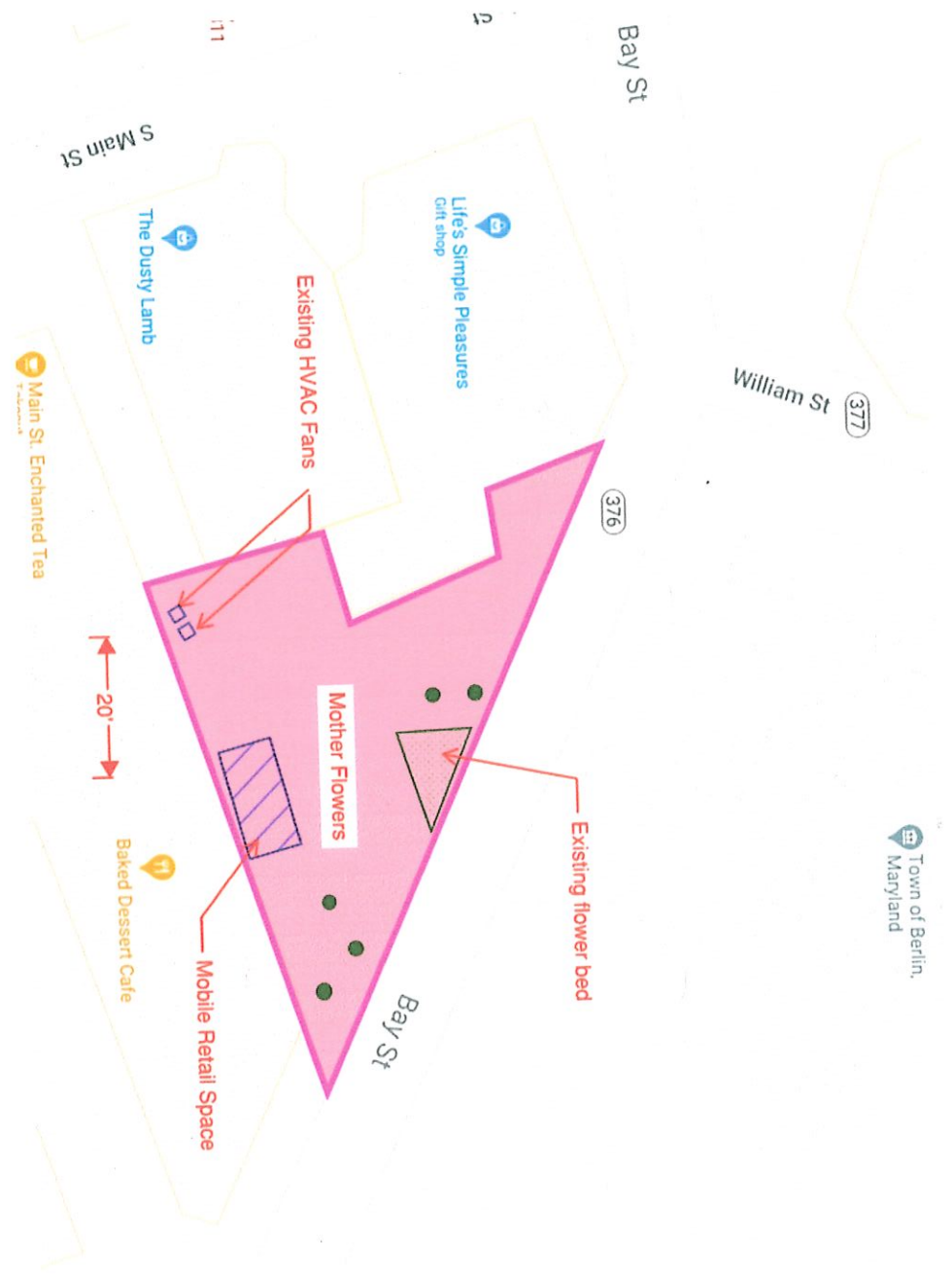


NOTHER  
FLOWERS



2 Bay Street  
Berlin, Maryland  
Plants + Flowers + Produce  
Community Patio Seating















**Mayor & Council of Berlin**  
10 William Street, Berlin, Maryland 21811  
Phone 410-641-2770 Fax 410-641-2316  
www.berlinmd.gov



### HISTORIC DISTRICT COMMISSION APPLICATION

Date: 3/31/21 Subject Property Location: 100 S. MAIN ST Case #: 3-10-21-04  
Property Owner: GLENN & CINDY DAVIS Owner Phone #: 410 905 7480  
Owner Address: 200 S MAIN ST BERLIN MD Owner Email: gclavis0618c@gmail.com  
Agent/Contractor: DEACHUXOR INC ROBERT FURCH Agent Phone#: 410 352 5681  
Work Involves: ☐ Alterations ☐ New Construction ☐ Addition ☐ Demolition ☐ Sign ☐ Other

#### DESCRIPTION OF WORK PROPOSED:

RENOVATE THE 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 3/10/2021 5:30pm (Date).

Applicant Signature Glenn Davis

Date 3/3/21

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)

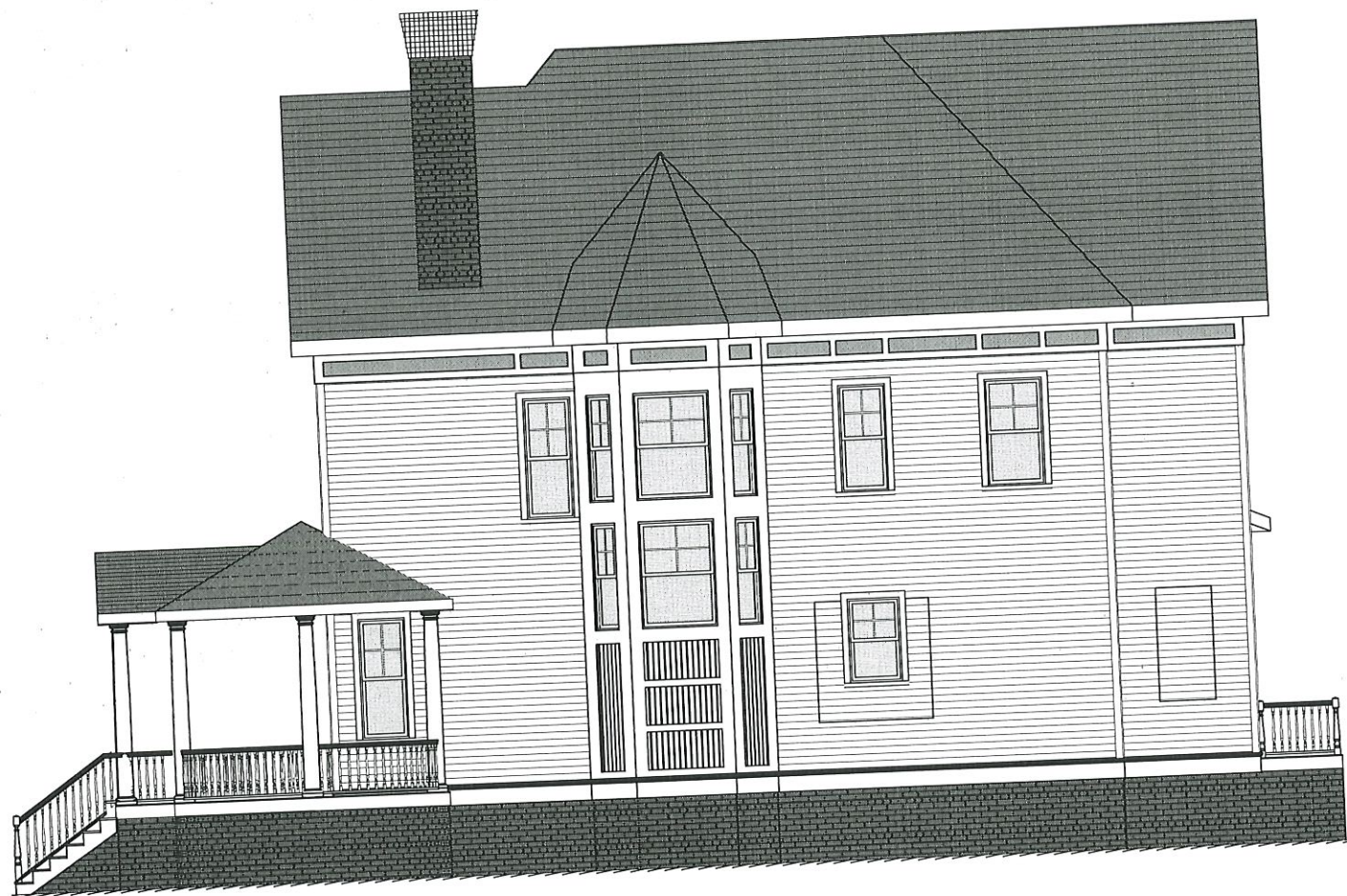


A-01  
A-01

East Elevation

SCALE: 1/4" = 1'-0"





1 North Elevation  
A-02 SCALE: 1/4" = 1'-0"



A-02  
A-01

West Elevation

SCALE: 1/4" = 1'-0"



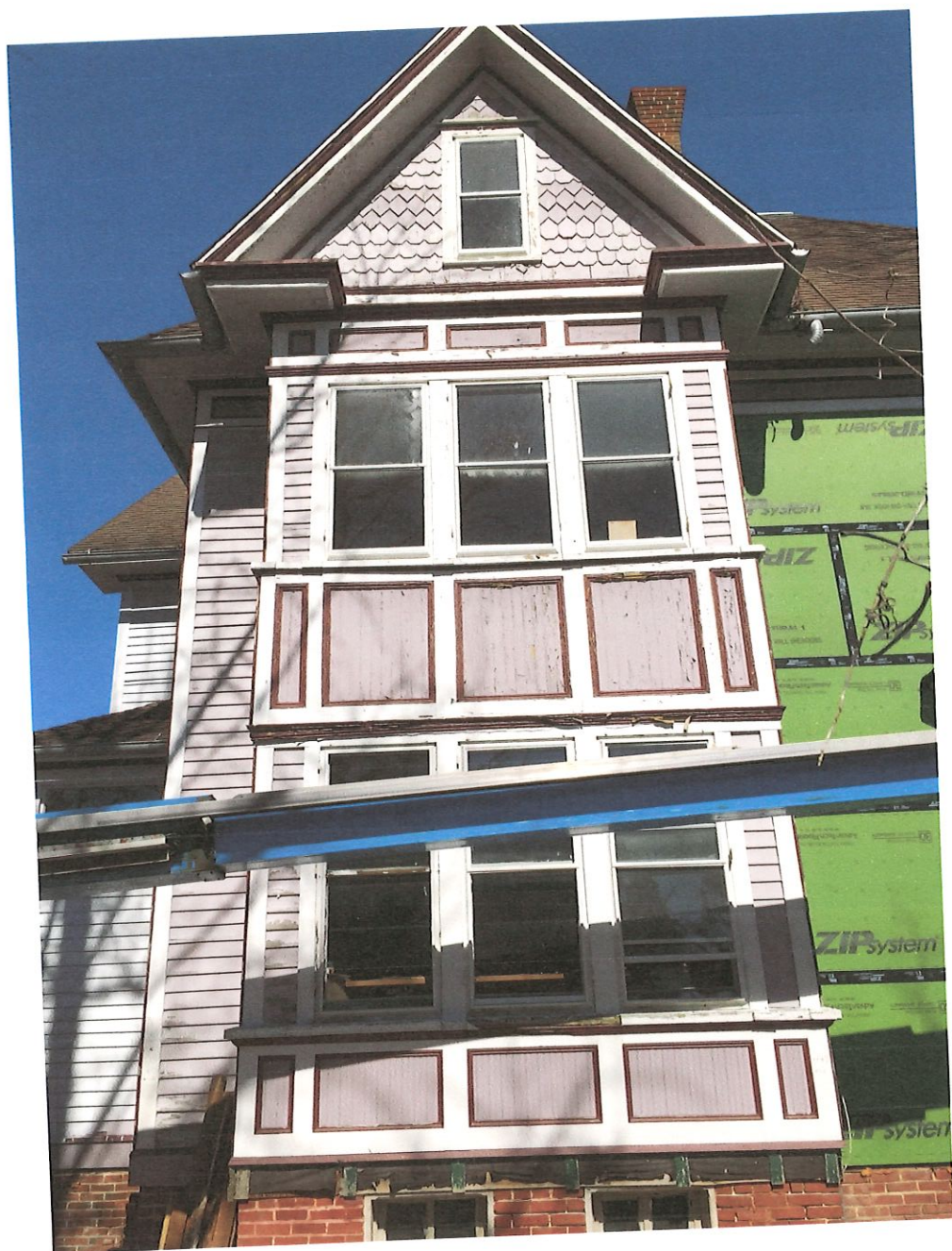


2 South Elevation  
A-02 SCALE: 1/4" = 1'-0"

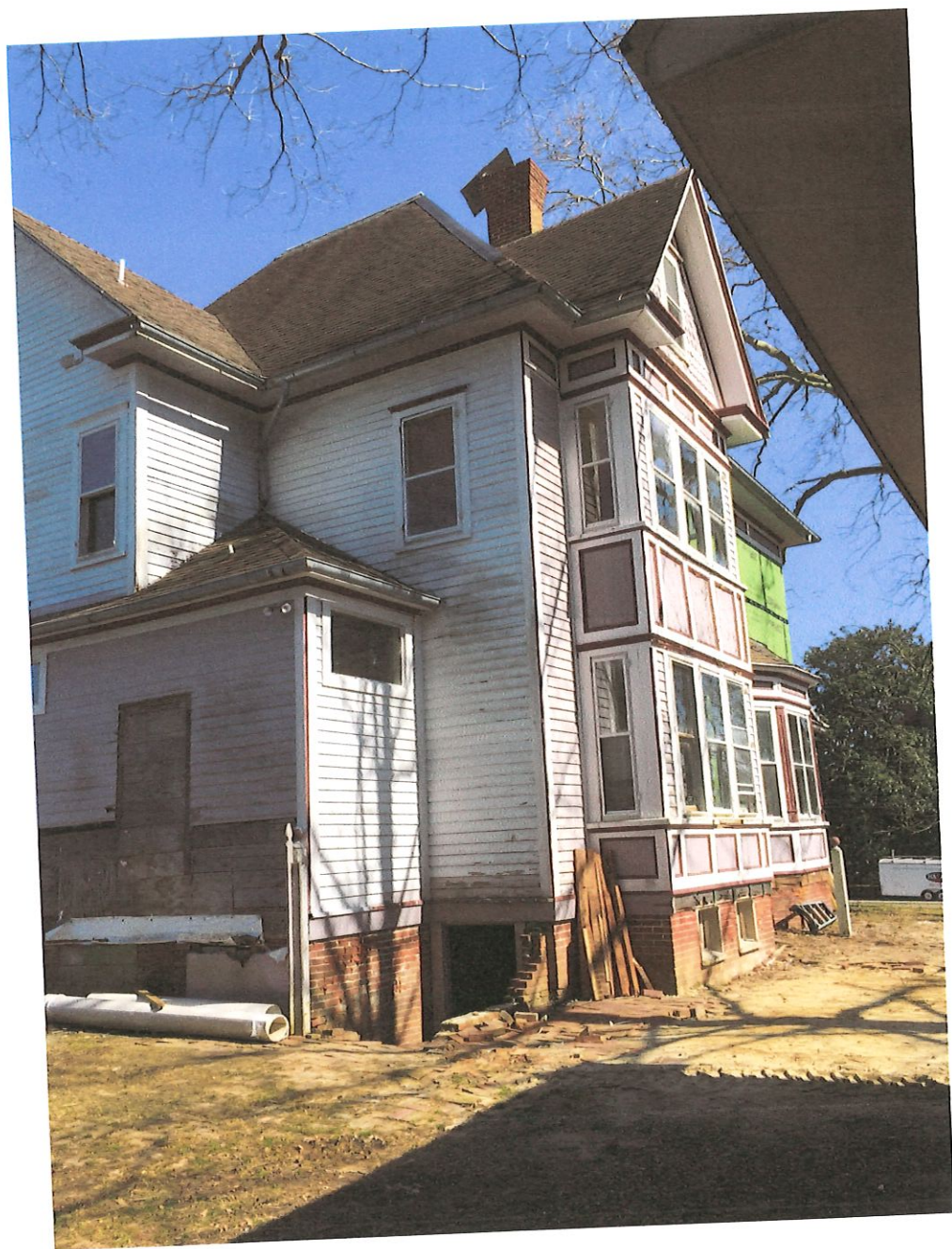


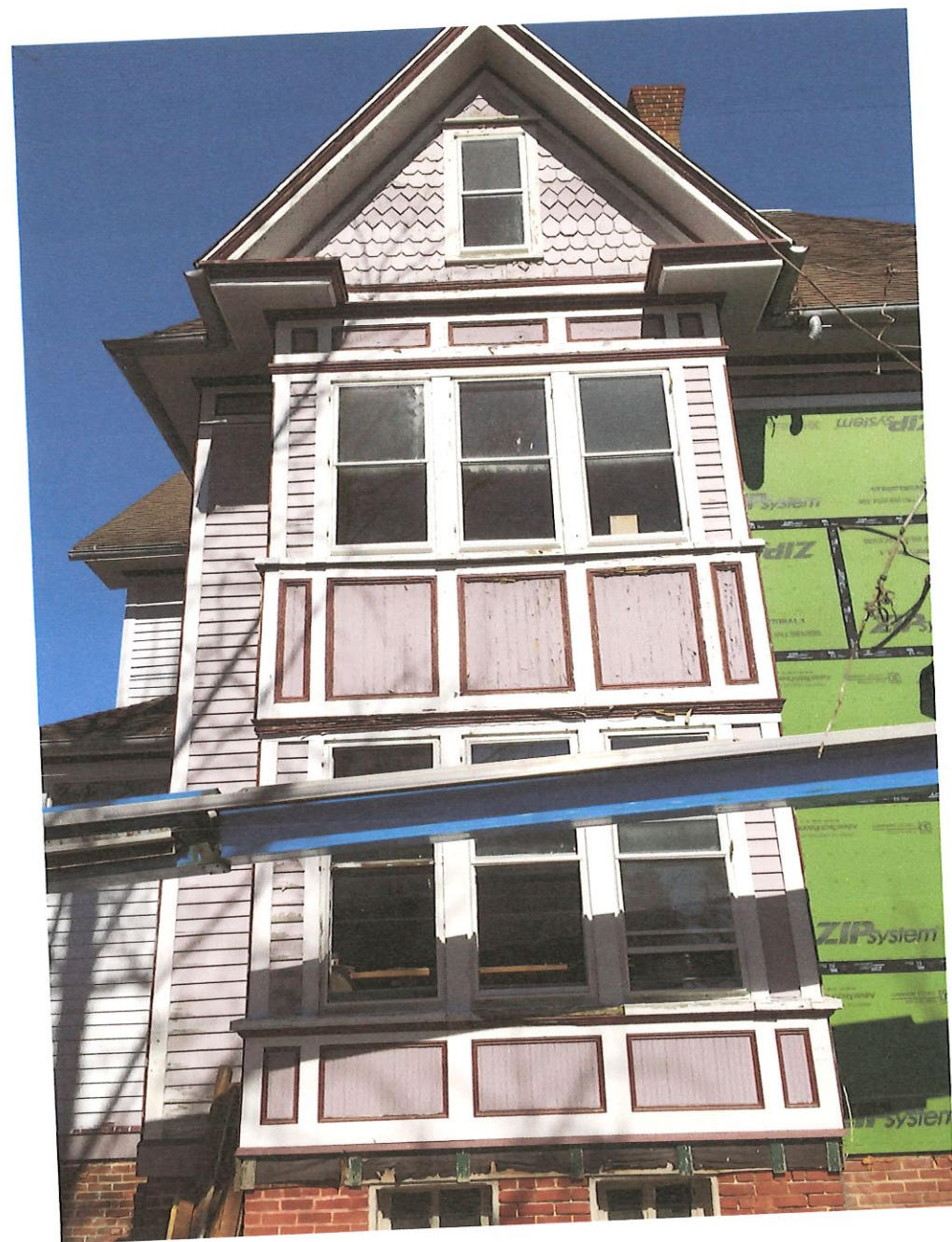










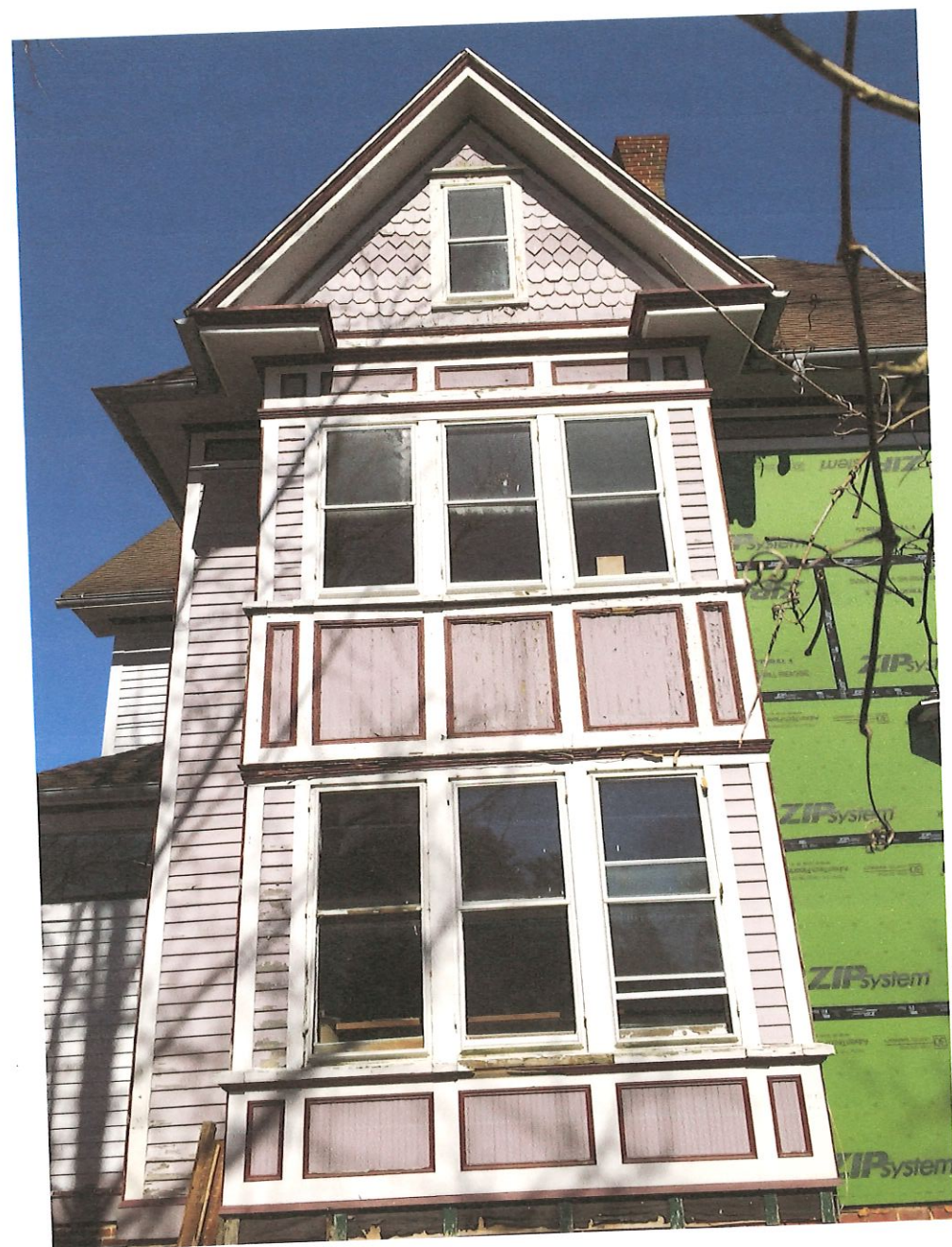






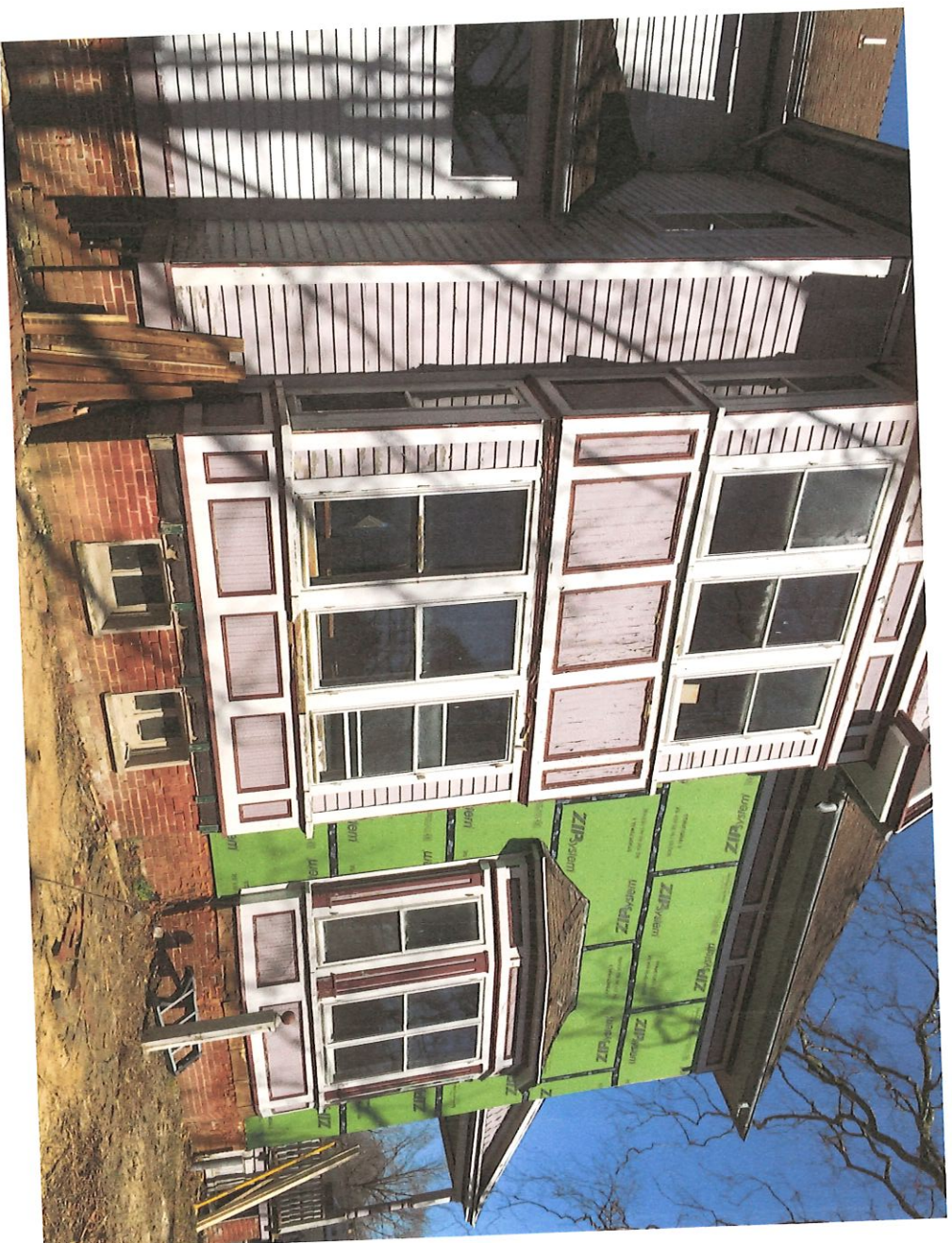


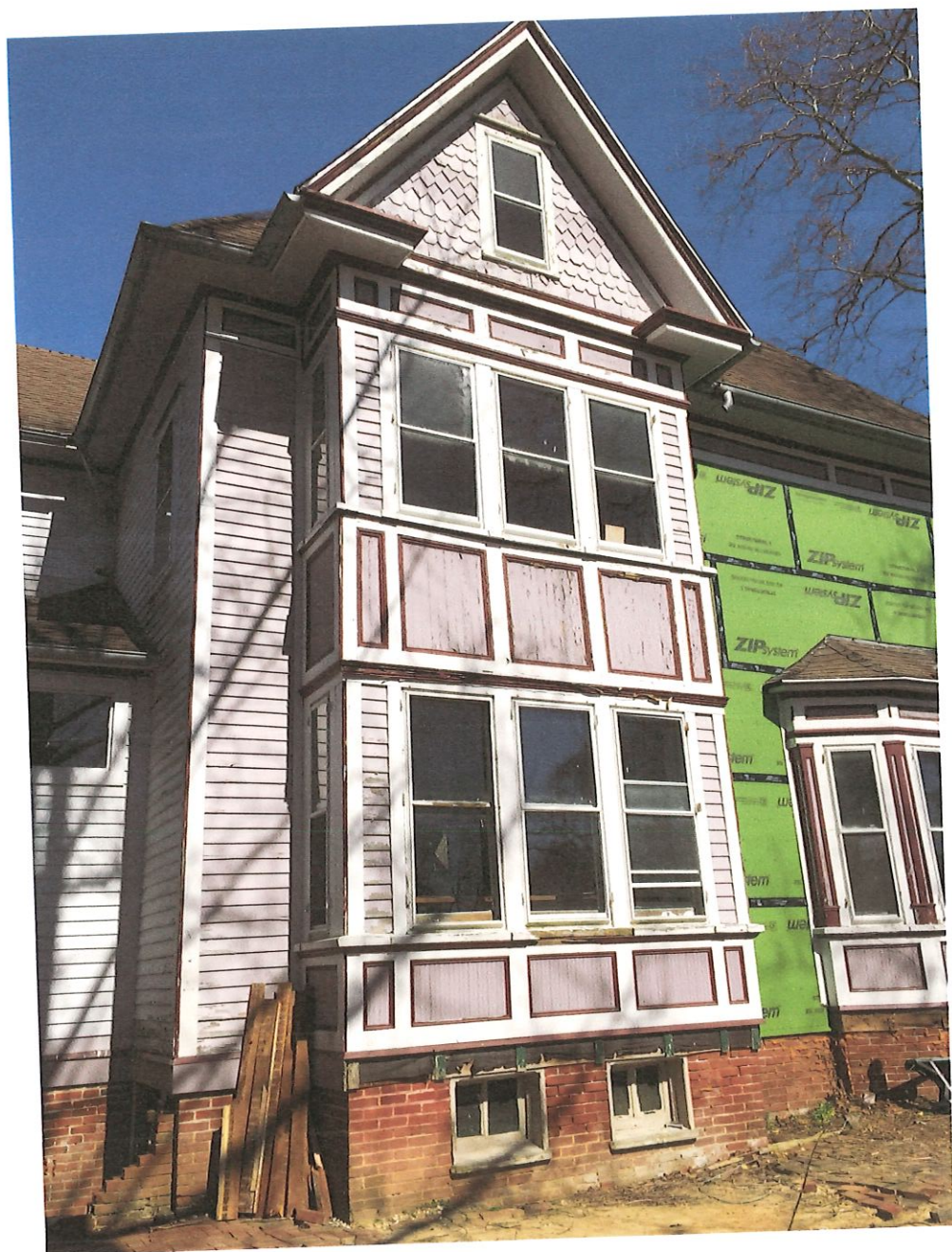






































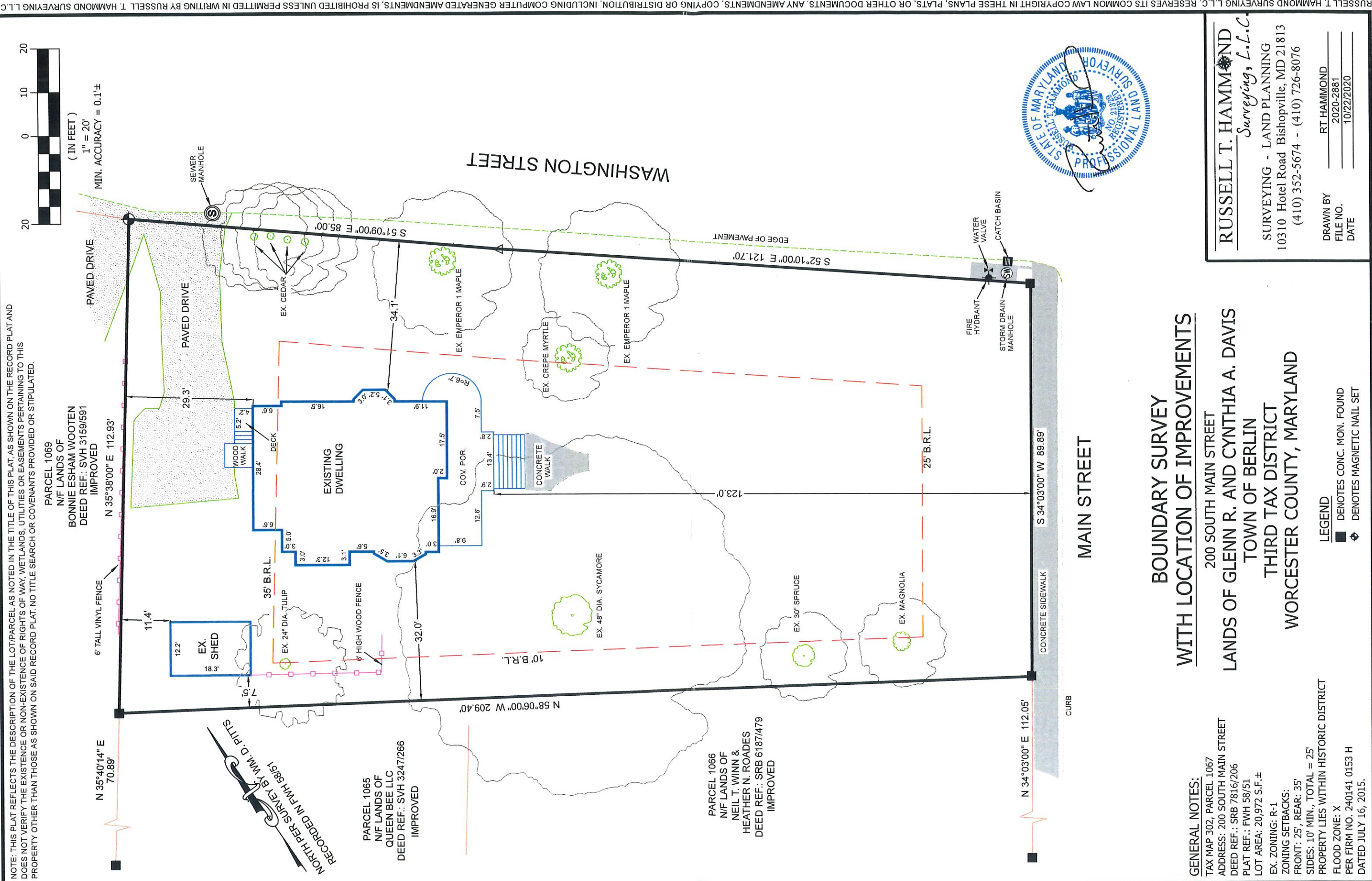








NOTE: THIS PLAT REFLECTS THE DESCRIPTION OF THE LOT/PARCEL AS NOTED IN THE TITLE OF THIS PLAT, AS SHOWN ON THE RECORD PLAT AND DOES NOT VERIFY THE EXISTENCE OR NON-EXISTENCE OF RIGHTS OF WAY, WETLANDS, UTILITIES OR EASEMENTS PERTAINING TO THIS PROPERTY OTHER THAN THOSE AS SHOWN ON SAID RECORD PLAT. NO TITLE SEARCH OR COVENANTS PROVIDED OR STIPULATED.







# Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811  
Phone 410-641-2770 Fax 410-641-2316  
www.berlinmd.gov



## HISTORIC DISTRICT COMMISSION APPLICATION

Date: 2/4/21 Subject Property Location: 201 Williams St Case #: 3-10-21-05  
Property Owner: Bay Four LLC Owner Phone #: 410 4308403  
Owner Address: 11341 Sinepuxent Rd, Berlin Owner Email: eebilenki@gmail.com  
Agent/Contractor: Erin Bilenki Agent Phone #: 410 4308403

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

### DESCRIPTION OF WORK PROPOSED:

Propose New Food Building. A 10' x 20' structure will be built off site and brought to sit on 8" Solid Blocks. This is designed to offer patrons a grab and go type food option. Patrons will be able to sit at picnic tables to eat.

### 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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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 3/10/2021 5:30pm (date).

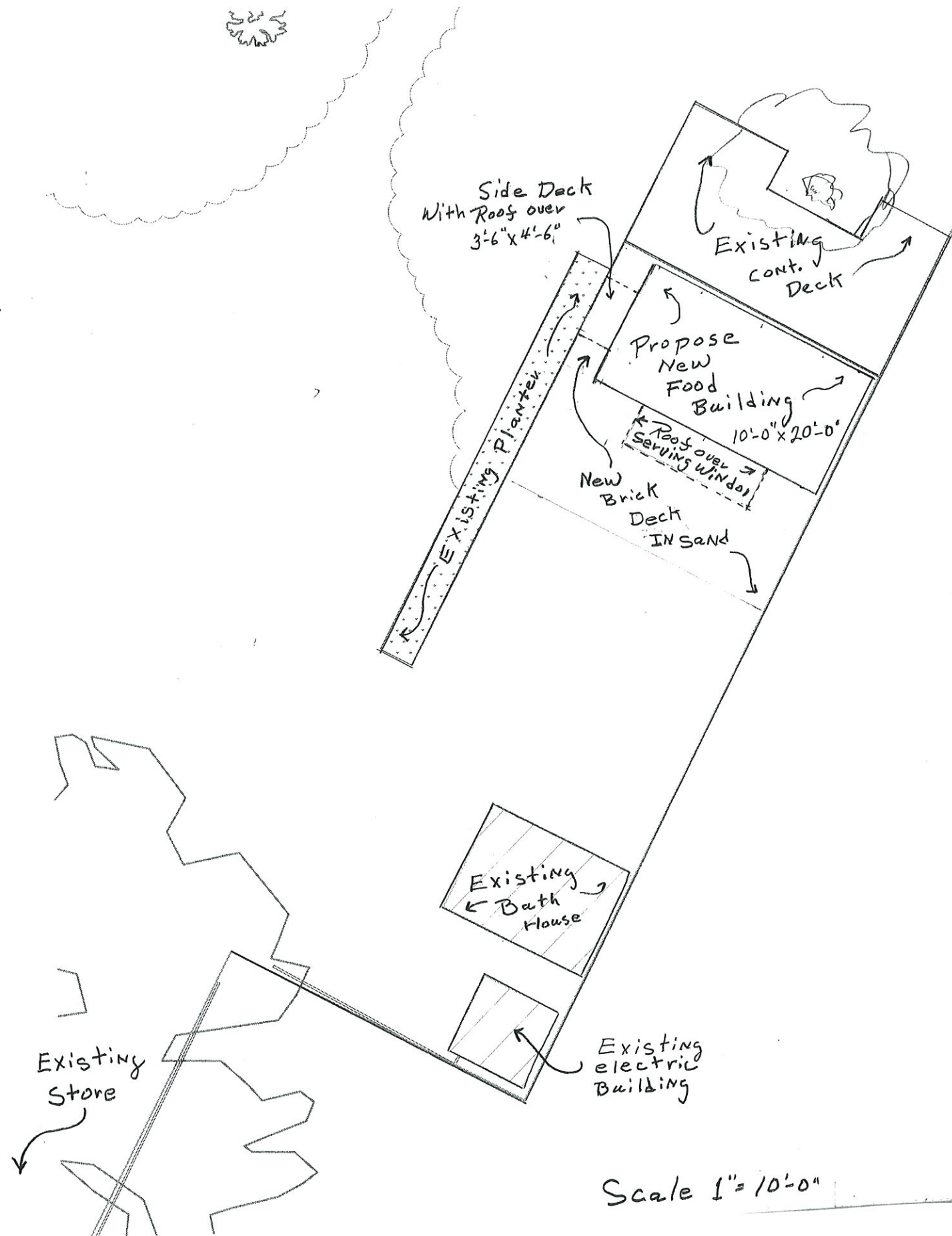
Applicant Signature [Signature] Date 2/4/21

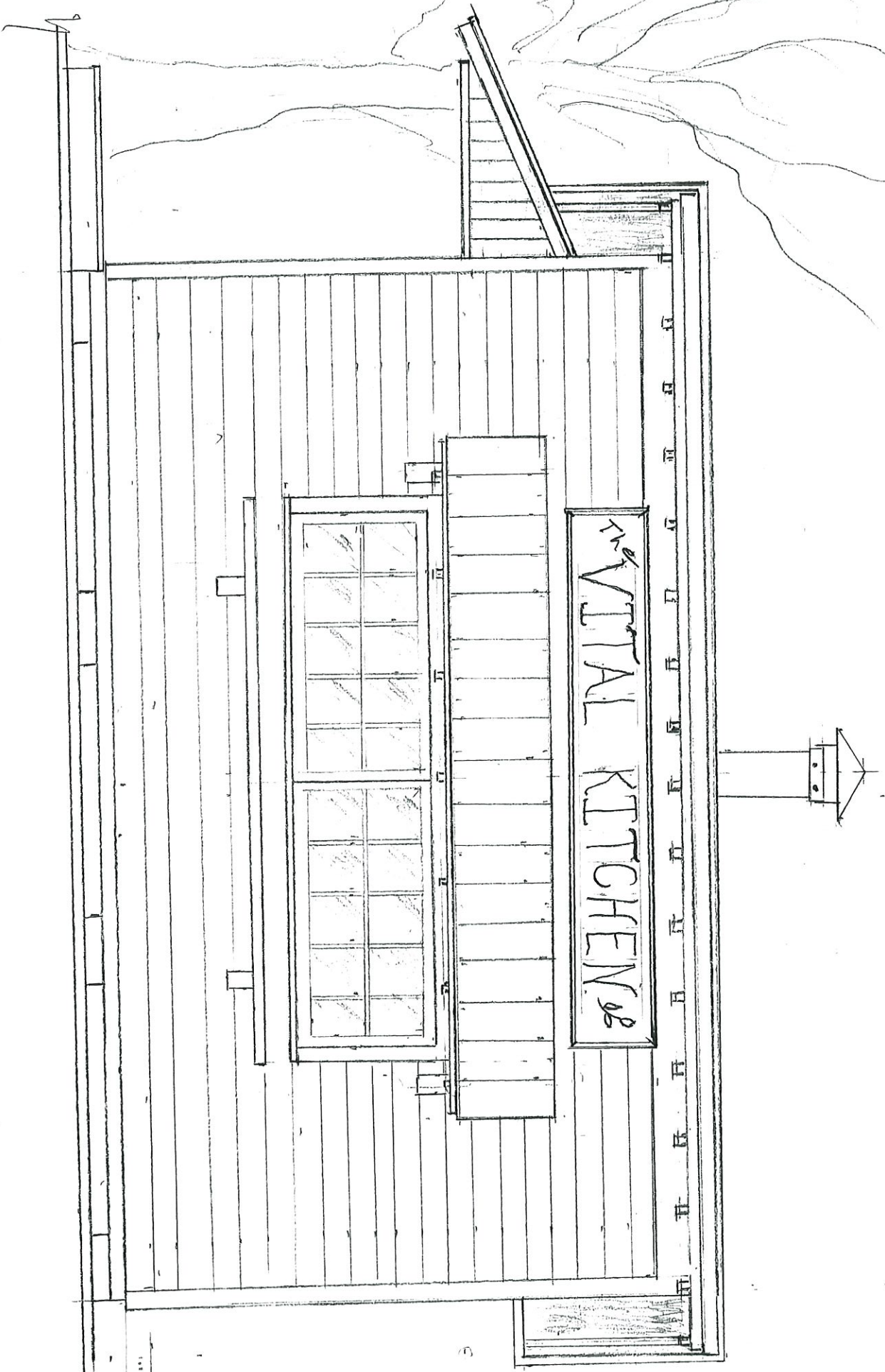
APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)

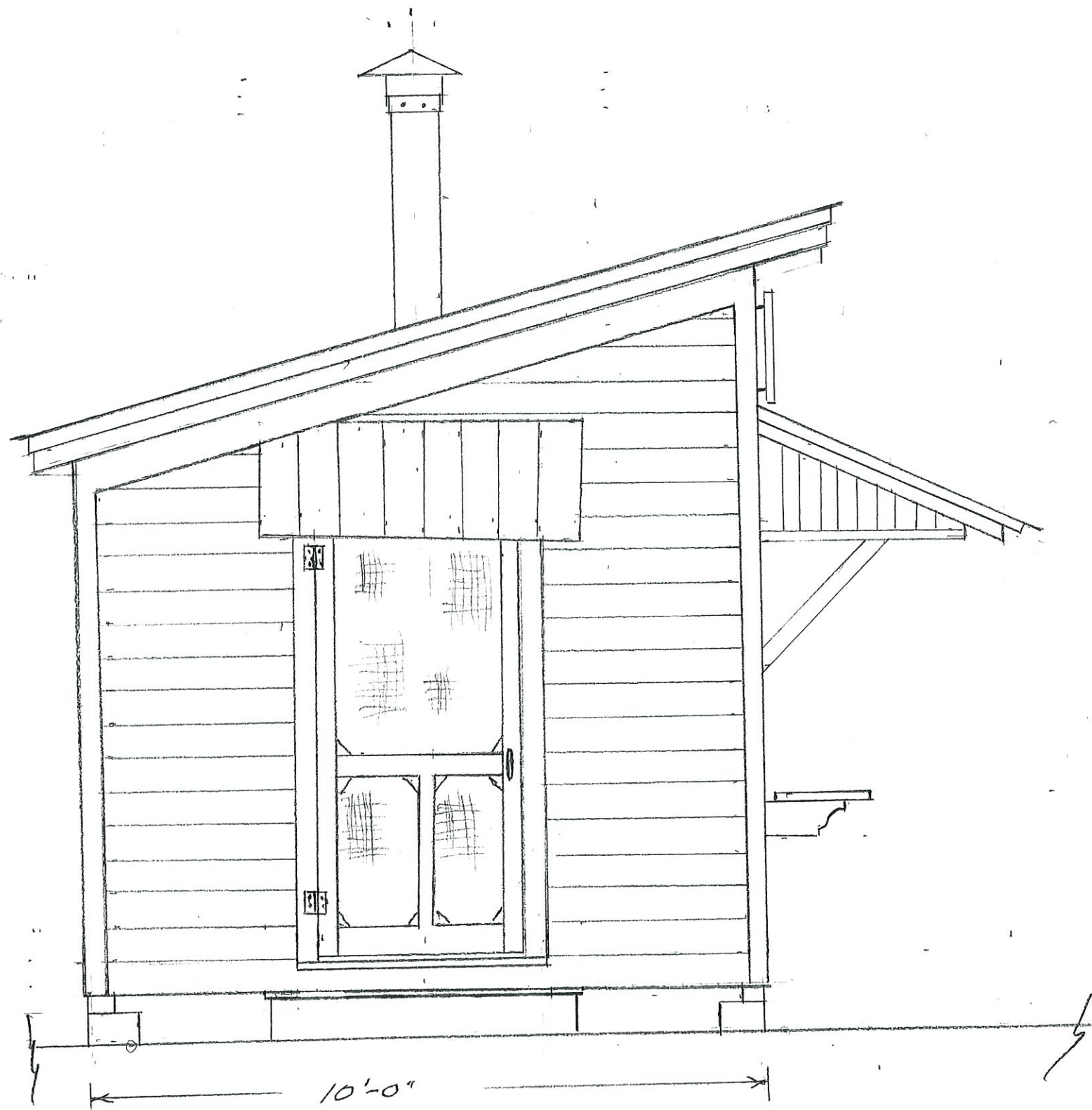






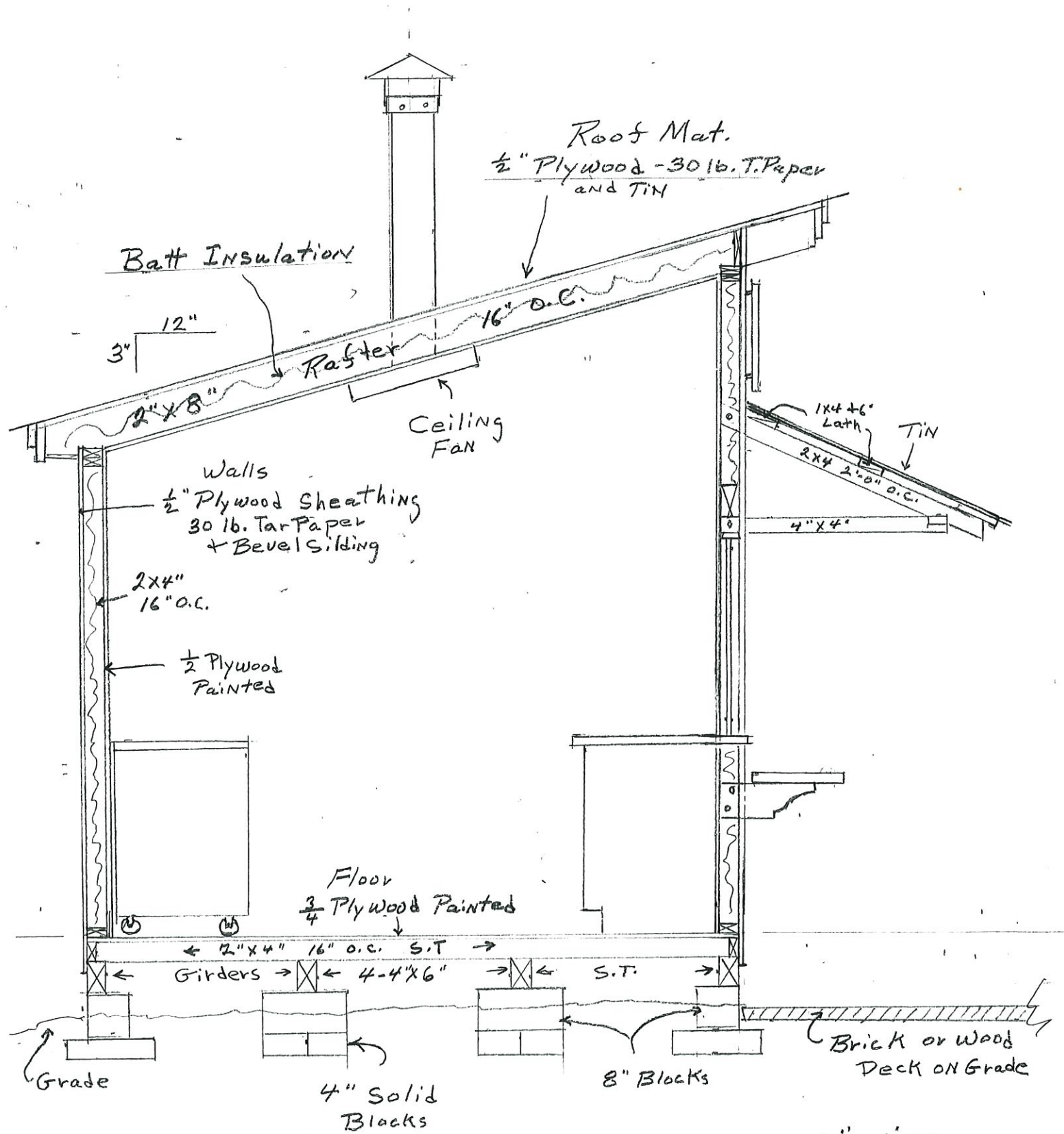
Scale  $\frac{3}{8} = 1'-0"$





END view Looking South

Scale  $\frac{1}{2}'' = 1'-0''$



Scale  $\frac{1}{2}" = 1'-0"$



