



# 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 7<sup>th</sup>, 2022– 5:30 PM  
Berlin Town Hall – Council Chambers**

- 1. Call to Order**
- 2. Agenda Adoption**
- 3. Approval of Minutes: August 3<sup>rd</sup>, 2022**
- 4. 204 South Main Street – Front Porch Extension**
- 5. 201 William Street – 6' fence along rear side yard of property**
- 6. Burbage Buildings- Pitts St. & William St. 8 – 14 Exterior Renovation**
- 7. Burbage Building – 17 William Street – Exterior repair, paint, New Windows & Door**
- 8. Comments from the Public**
- 9. Comments from the 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**

Town of Berlin  
Historic District Commission

August 3, 2022

Chairman Norman Bunting called the August 3, 2022 meeting to order at 5:30 PM. Members present were Norman Bunting, Mary Moore, Carol Rose, Brian Robertson, and Laura Stearns. Absent was Mr. John Holloway. Staff was represented by Planning Director Dave Engelhart.

Chairman Bunting called for a motion to adopt the August 3, 2022 meeting agenda. Mrs. Laura Stearns made a motion to adopt the agenda, seconded by Mrs. Mary Moore and unanimously accepted by the Commission. Chairman Bunting called for a motion to approve the minutes of the July 6, 2022 meeting. Mrs. Laura Stearns made the motion to approve the July 6, 2022 minutes, seconded by Mrs. Mary Moore, and unanimously accepted by the Commission.

Chairman Bunting called the first Case # 8-3-22-13, Mr. and Mrs. Kevin Ball, 204 South Main Street, requesting window and siding replacement. Discussion centered on the home's current muntin pattern of 9 over 6 panes remaining the same to complement the Federal style of the original home. The new siding is proposed to be smooth lap Hardie fiber cement siding. Discussion also ensued on whether the width of the existing front porch could be extended across the entire width of the front of the home.

Mrs. Carol Rose proposed a motion as follows: 1.) Hardie smooth lap siding is acceptable. 2.) The French style sliding doors off the kitchen should have muntin bars similar to the windows throughout, and be authentic divided lite with spacer bars between the glass and may be exterior applied grilles. 3.) The 6 windows on the first floor which currently have a 9/6 grille pattern shall remain with a 9/6 pattern with the new windows. This motion was made by Mrs. Laura Stearns and seconded by Mr. Brian Robertson, and passed by a unanimous vote of the Commission.

Chairman Bunting called Case # 8-3-22-16, Mr. Ray Shockley and Mr. Joe Moore, owners, 319 South Main Street, to replace a rotting 3 foot high fence with a new fence with a 3 foot high fence with colonial gothic pickets. Represented by Mr. Ed Reid who provided photos to illustrate the request. After brief discussion and concurrence from all members, Mrs. Carol Rose made a motion for approval as presented, seconded by Mrs. Mary Moore, and passed by a unanimous vote of the Commission.

Chairman Bunting called Case # 8-3-22-15, the Berlin Heritage Foundation, 208 North Main Street, the Taylor House Museum, for the demolition and replacement of two wooden porches and a handicap ramp on the southerly façade of the museum. Mrs. Carol Rose recused herself since she sits as a member of the Heritage Foundation's Board. Mrs. Melissa Reid and Contractor Mr. Nate Reister explained the replacement of the two failing porches were to be in keeping with the architectural look they currently have, and the wooden handicap access ramp was to be replaced with a brick and masonry ADA accessible ramp. After brief discussion and concurrence, Mr. Brian Robertson made the motion to approve as presented, seconded by Mrs. Mary Moore, and passed by a unanimous 4-0 vote of the Commission, with Commissioner Rose having recused herself.

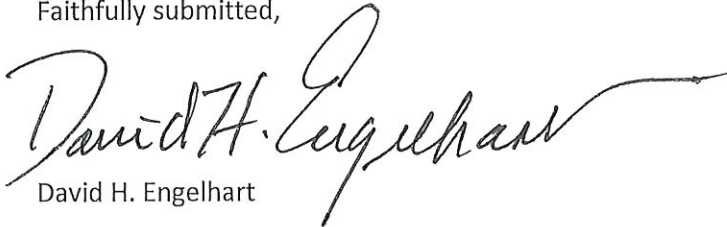
Chairman Bunting called Case # 8-3-22-14, Ms. Mary Del Puppo, 105 South Main Street, for the addition of an owner's suite for additional living space and the restoration of the front porch to the residence.

Ms. Del Puppo was joined by her daughter and son-in-law, Genna and Denny Murphy for her presentation. Mrs. Laura Stearns stated the provided drawings gave the impression of a "double wide" from the front elevation street view. Both Mrs. Stearns and Mr. Brian Robertson would like to see the currently enclosed front porch revert back to its original look to bring back the craftsman style that the home originally had. Discussion ensued and Chairman Bunting stated that better architectural drawings with more detail and showing greater depth perception would be appropriate. The Commission concurred and the Case was continued pending the applicant providing updated drawings to Planning Director Engelhart.

Discussion of delayed completion of previous cases at 15 South Main Street and at the Globe ensued.

With no further comments from the public or the press, Mrs. Laura Stearns made the motion to adjourn, seconded by Mrs. Mary Moore, and Chairman Bunting adjourned the meeting at 6:42 PM.

Faithfully submitted,

A handwritten signature in black ink, reading "David H. Engelhart". The signature is written in a cursive, flowing style with a long horizontal stroke extending to the right.

David H. Engelhart

Planning Director





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## HISTORIC DISTRICT COMMISSION APPLICATION

Date: 8/6/22 Subject Property Location: 204 S. Main St Case #: 9-7-22-17  
Property Owner: Jackie + Kevin Ball Owner Phone #: 443-880-6253  
Owner Address: 10314 Longview Ct. OC MD Owner Email: jackie94@comcast.net  
Agent/Contractor: Bob Purcell Agent Phone#: 443-783-4867  
Work Involves: ☒ Alterations ☐ New Construction ☐ Addition ☐ Demolition ☐ Sign ☐ Other

### DESCRIPTION OF WORK PROPOSED:

lengthen front porch

### 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 9/7/22 (date). 5:30 pm

Applicant Signature [Signature]

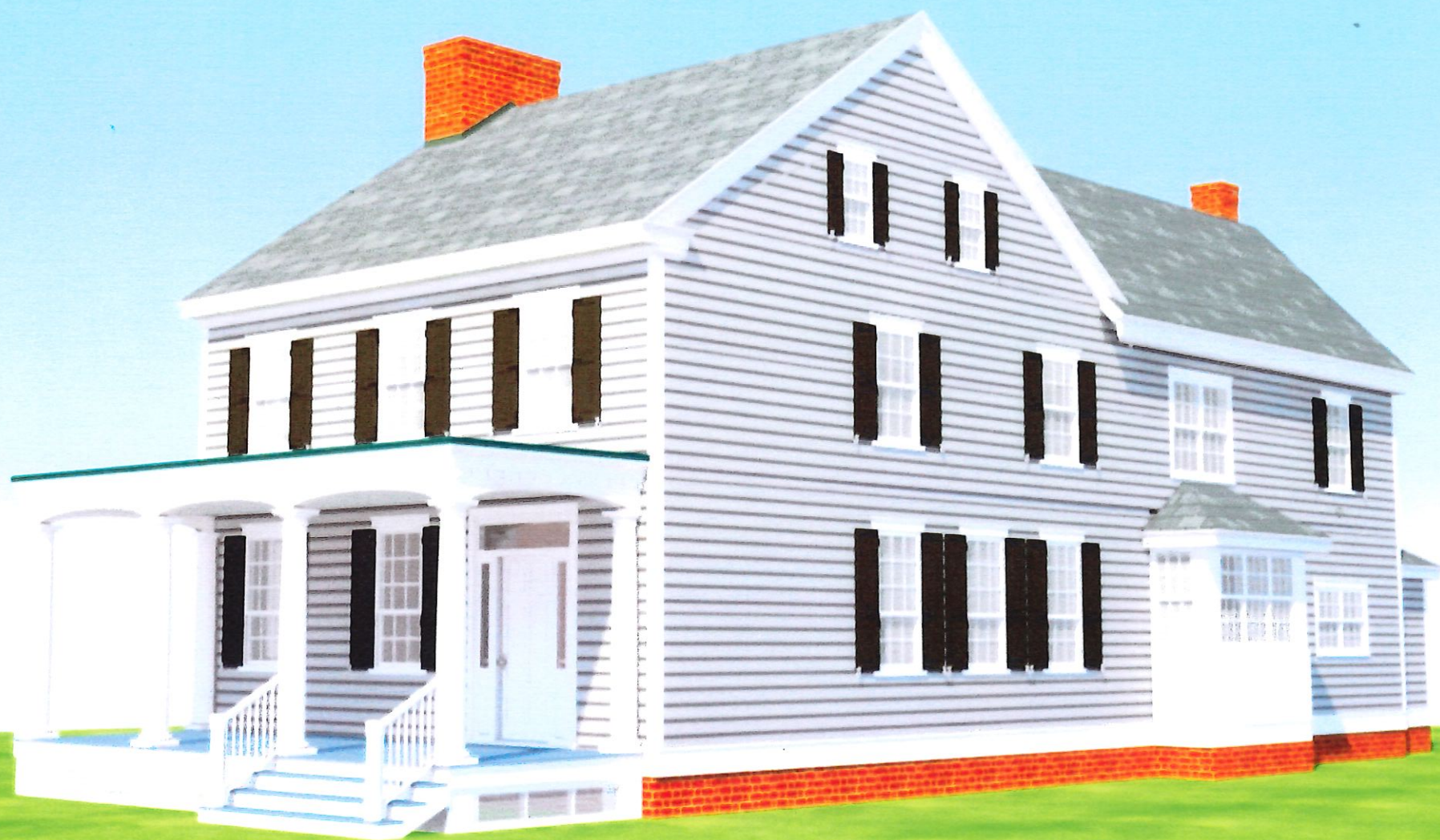
Date 8/6/22

APPROVED:

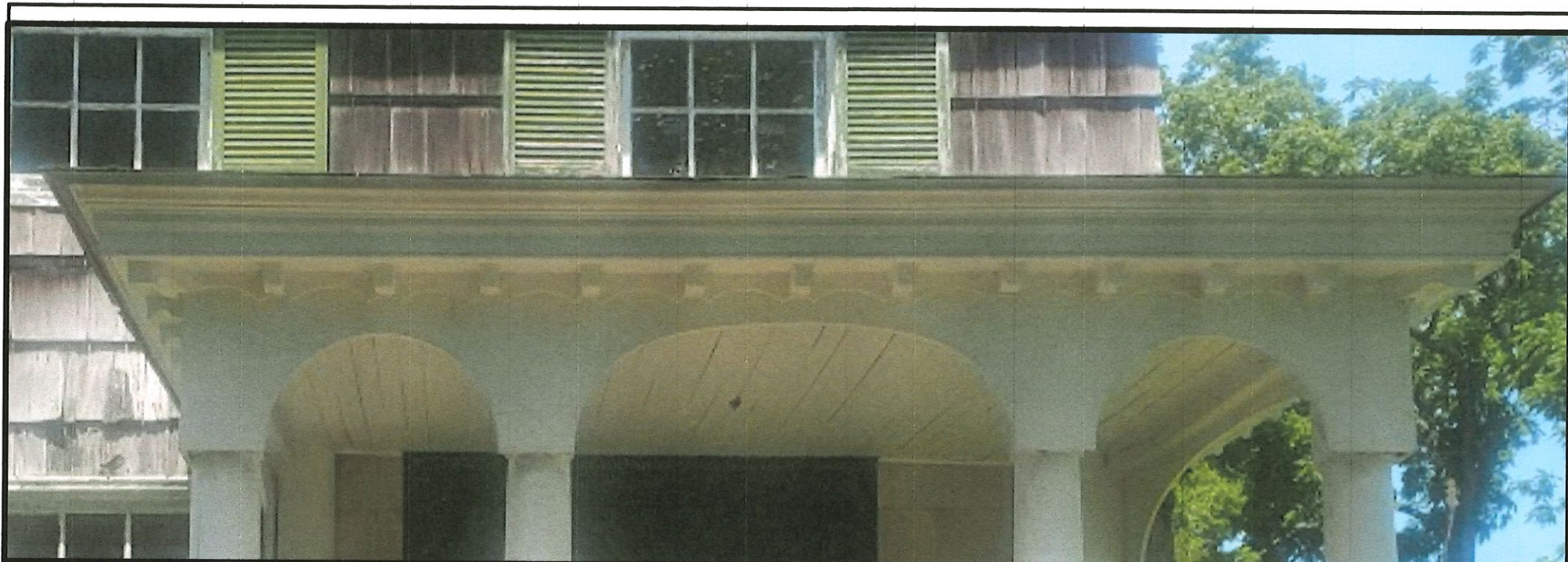
Historic District Commission Chair (Date)

Planning Director (Date)

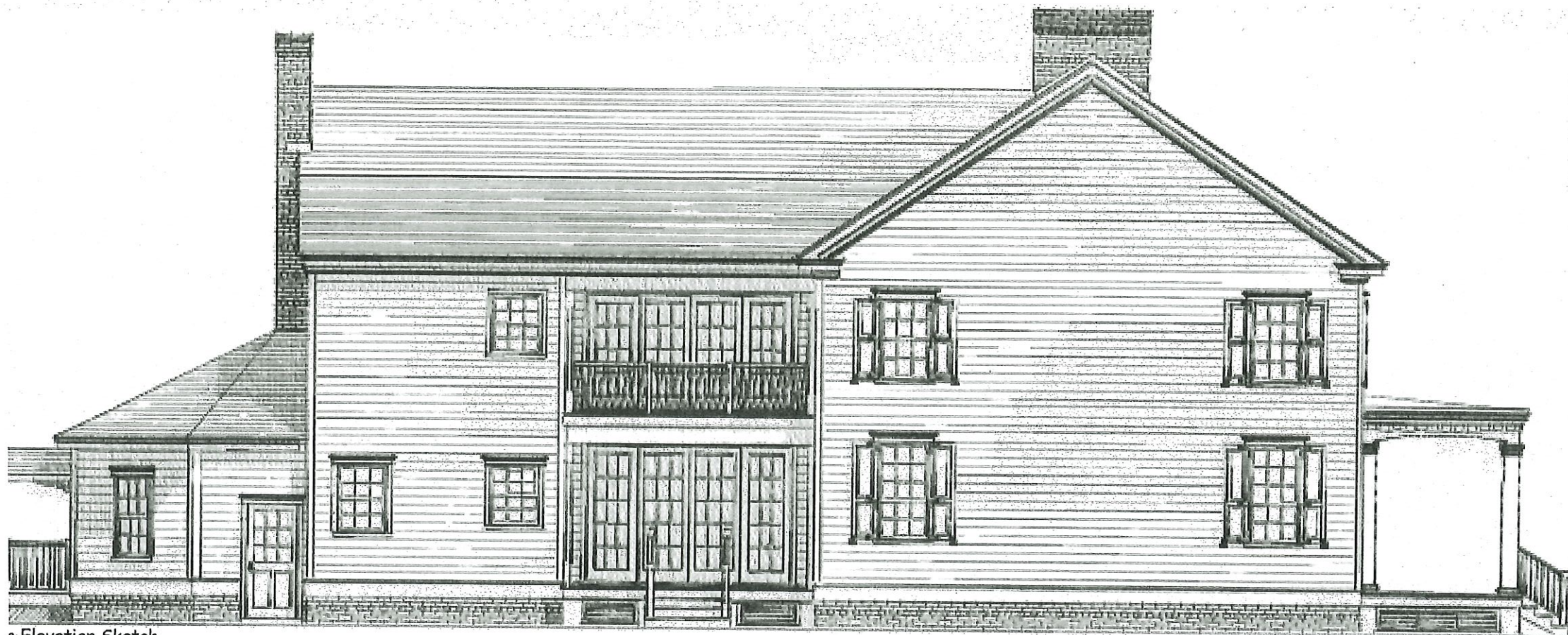




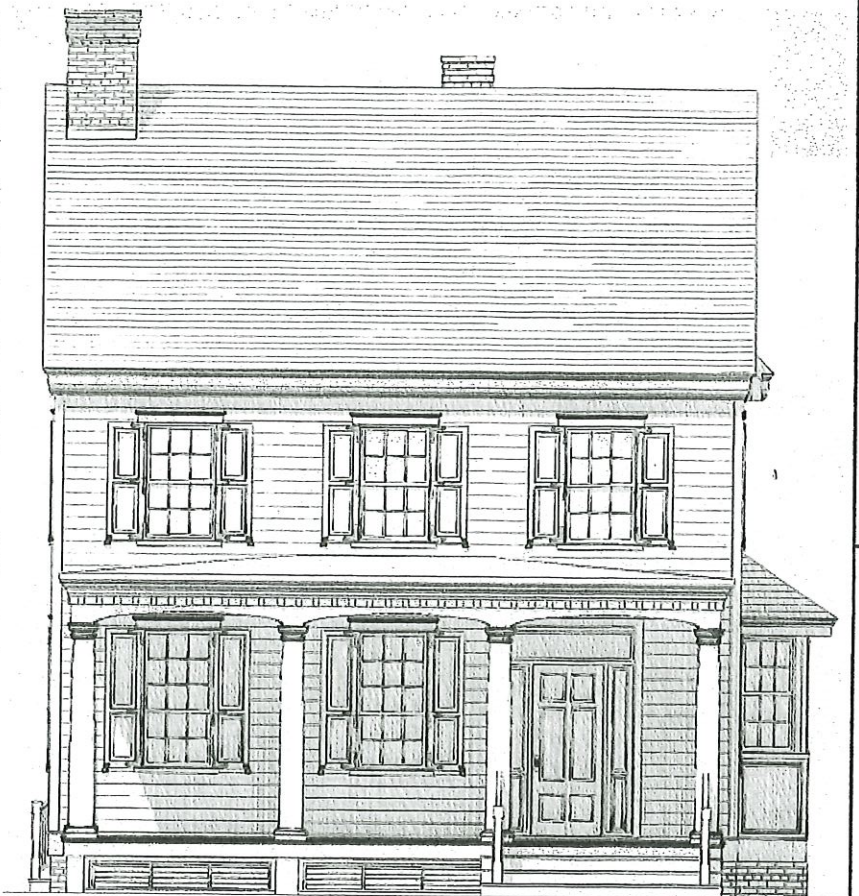




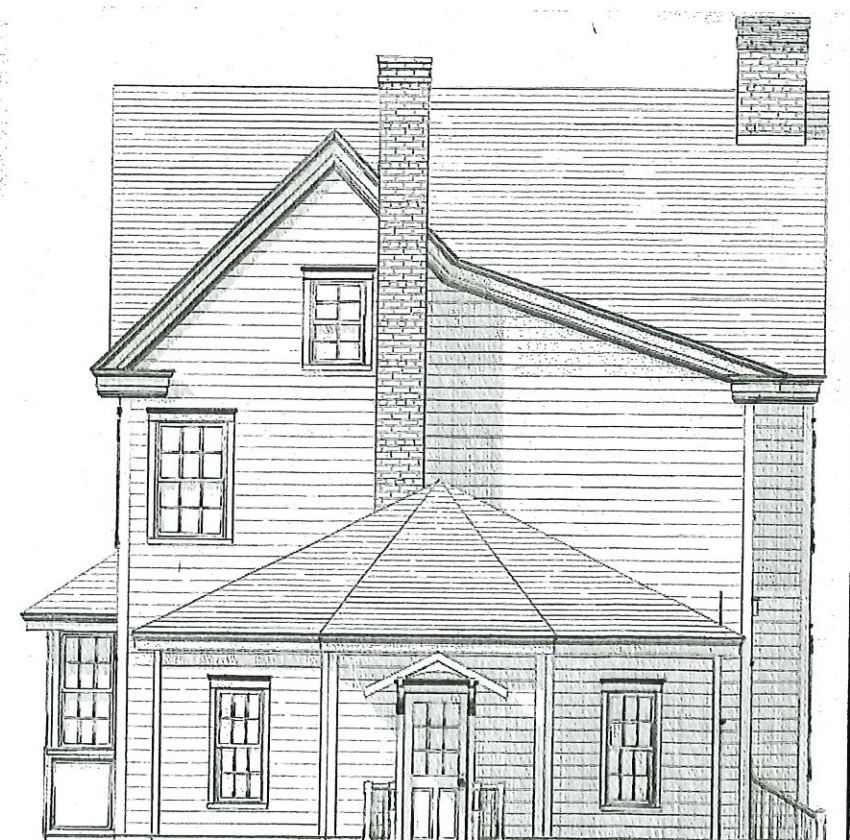
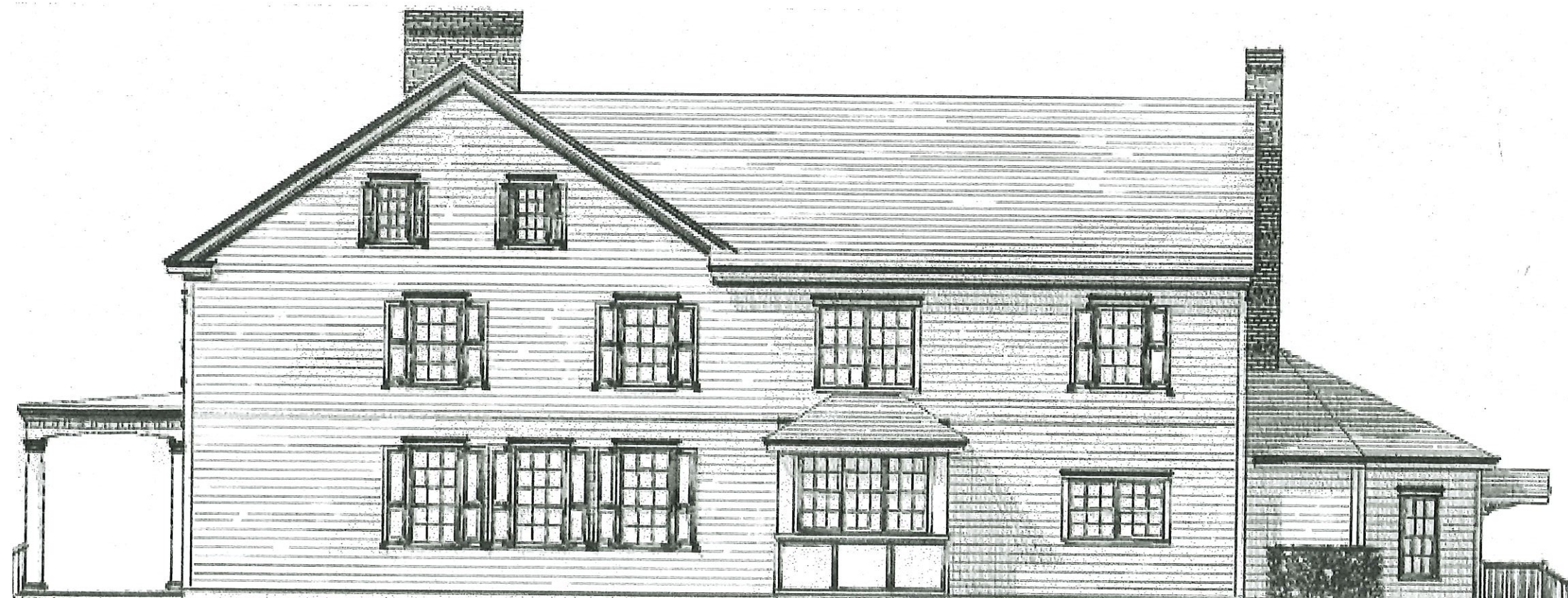




North Elevation Sketch



East Elevation Sketch



Traditional Design Services

#4 Pitts Street  
Berlin, Md. 21811  
(410) 641-4844



Kevin and Jackie Ball  
Ball Residence  
South Main St.  
Berlin, Md. 21811  
Email: kball81819@gmail.com  
Phone #: 443-880-4043

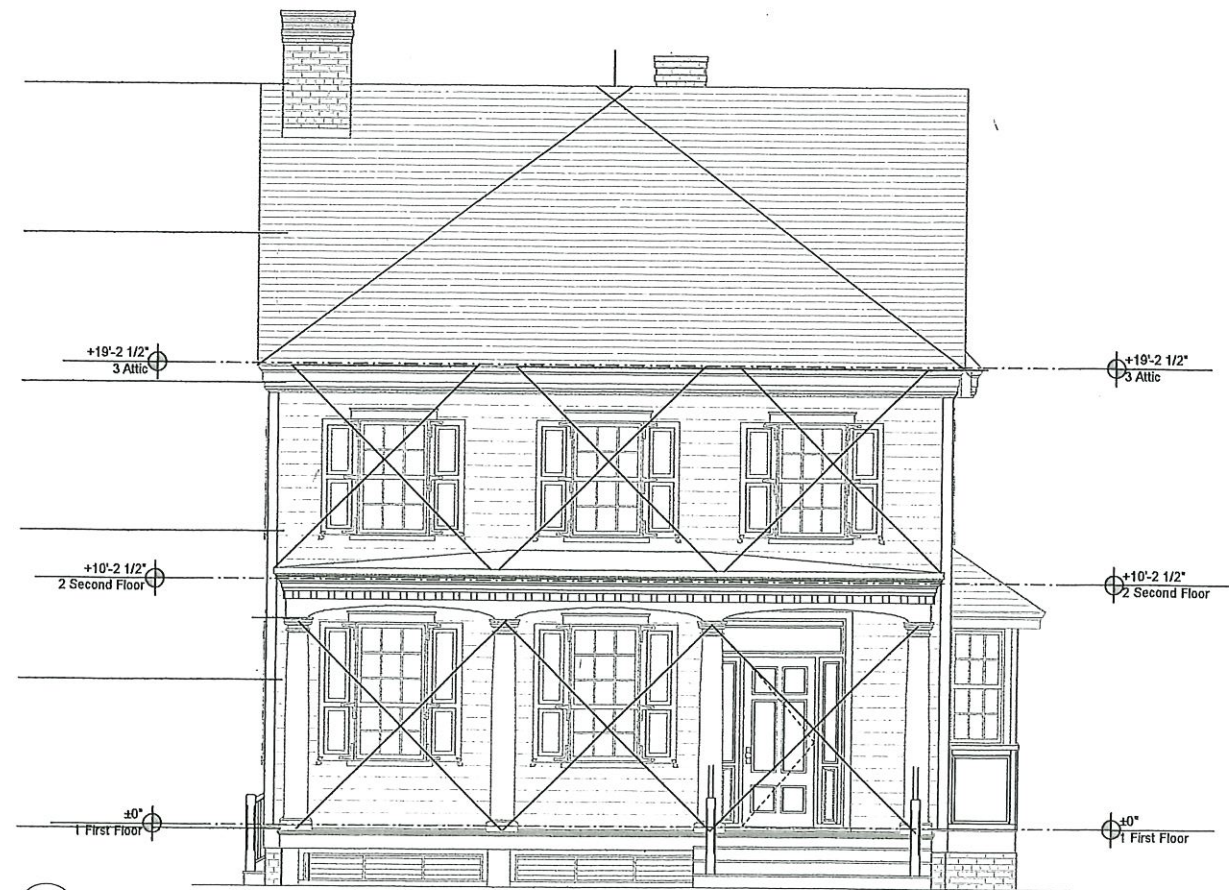
Date:  
Wednesday, August 31, 2022

Sheet Title:  
Sketch Elevations

Project #

Drawn By: Joe Hill





E-1 East Elevation  
A-01 SCALE: 1/4" = 1'-0"

Traditional Design Services  
#4 Pitts Street  
Berlin, Md. 21811  
(410) 641-4844



Kevin and Jackie Ball  
Ball Residence  
South Main St.  
Berlin, Md. 21811  
Email: kbball819@gmail.com  
Phone #: 410.641.4844

Date: Wednesday, August 31, 2022  
Drawn By: Joe Hill

Sheet Title:  
Elevations I

Project #





Traditional Design Services

#4 Pitts Street  
Berlin, Md. 21811

Kevin and Jackie Ball  
Ball Residence  
South Main St.  
Berlin, Md. 21811  
Email: kballa81819@gmail.com

Date:  
Wednesday, August 31, 2022

Sheet Title:  
Elevations II

Drawn By: Joe Hill





Traditional Design Services

#4 Pitts Street  
Berlin, Md. 21811  
(410) 641-4844



Kevin and Jackie Ball  
Ball Residence  
South Main St.  
Berlin, Md. 21811  
Email: kballas1819@gmail.com  
Phone #: 443-581-4143

Date:  
Wednesday, August 31, 2022

Drawn By: Joe Hill

Sheet Title:  
Elevations III

Project #





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## HISTORIC DISTRICT COMMISSION APPLICATION

Date: 08/10/2022 Subject Property Location: 201 William Street Case #: 9-7-22-18

Property Owner: Bay Four, LLC Owner Phone #: (443) 880-4567

Owner Address: 11341 Sinepuxent Road / Berlin, MD 21811 Owner Email: marinerfamilytrust@gmail.com

Agent/Contractor: Same Agent Phone#: \_\_\_\_\_

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

### DESCRIPTION OF WORK PROPOSED:

Fence Along Property Line

### DOCUMENTS REQUIRED TO BE FILED WITH APPLICATION

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The following items, if applicable, must be provided to Town Staff in order for the proposal to be considered:

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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 9/7/2022 5:30 pm (date).

Applicant Signature

Date

8/10/22

APPROVED:

\_\_\_\_\_  
Historic District Commission Chair (Date)

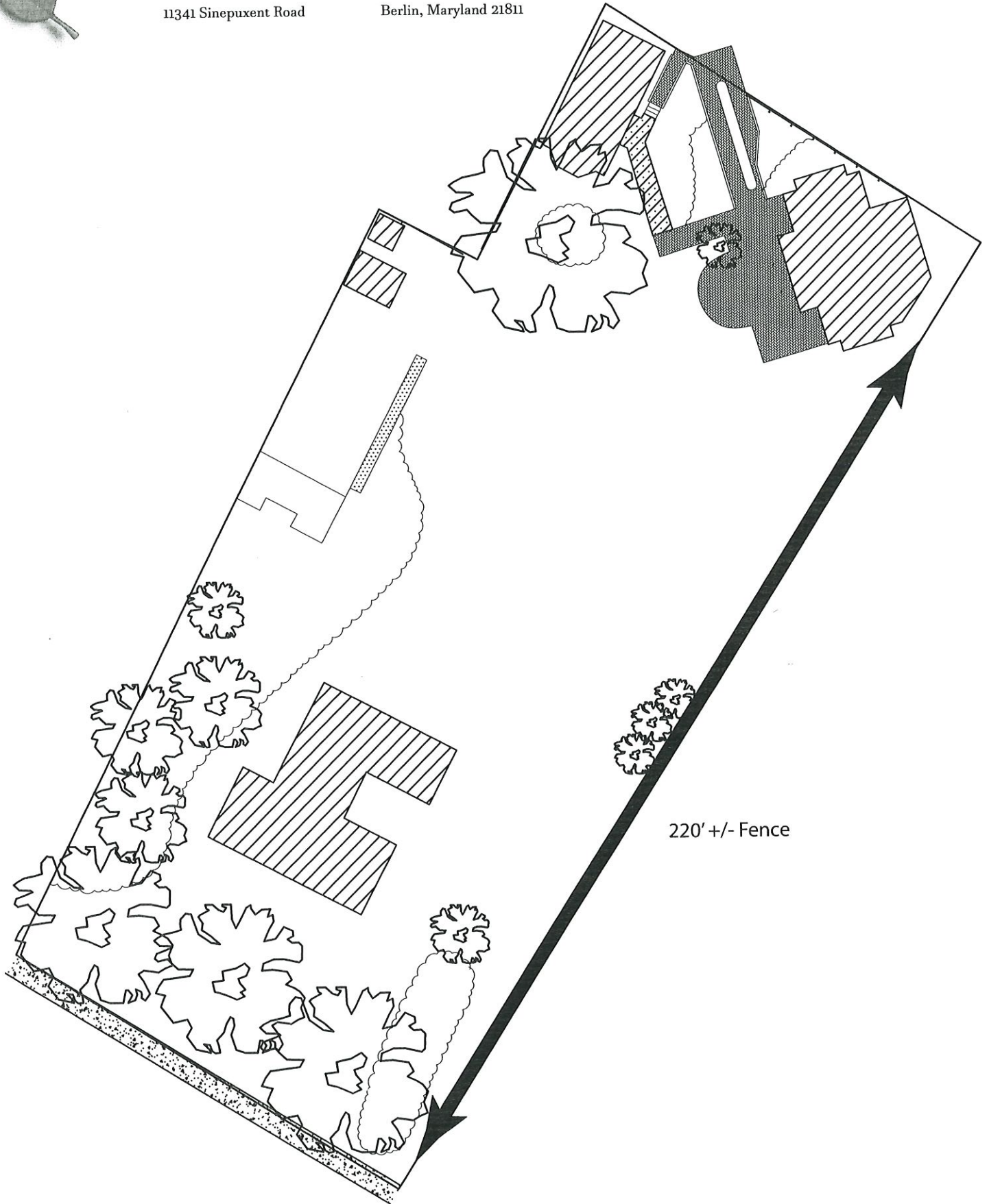
\_\_\_\_\_  
Planning Director (Date)



# BAY FOUR, LLC

11341 Sinepuxent Road

Berlin, Maryland 21811





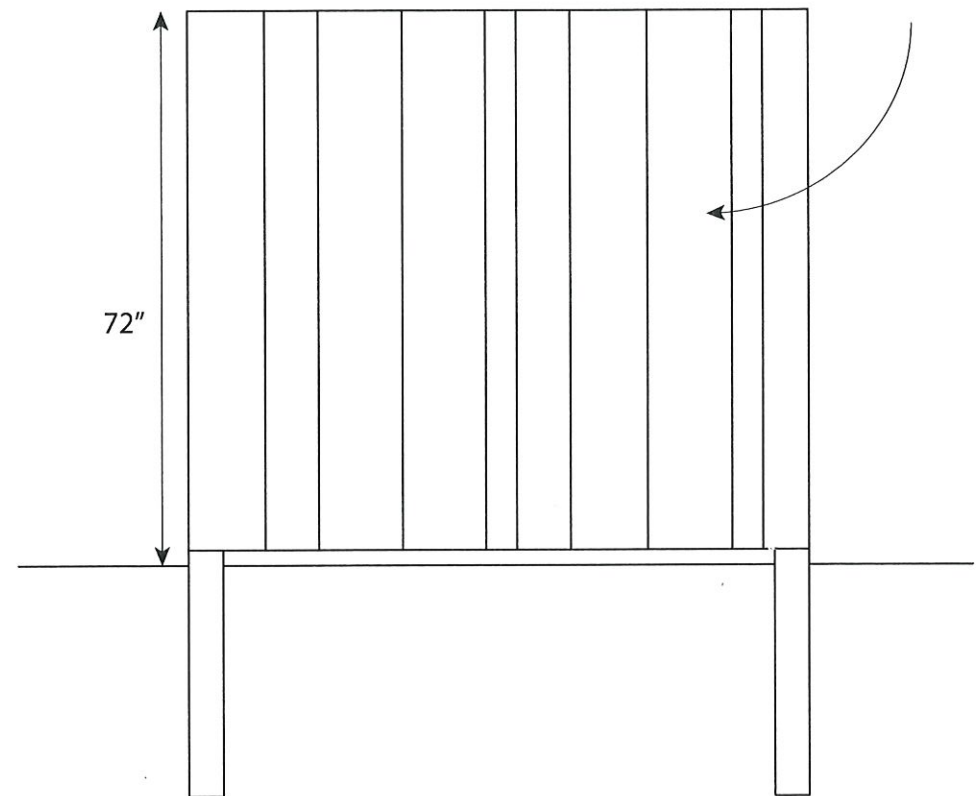
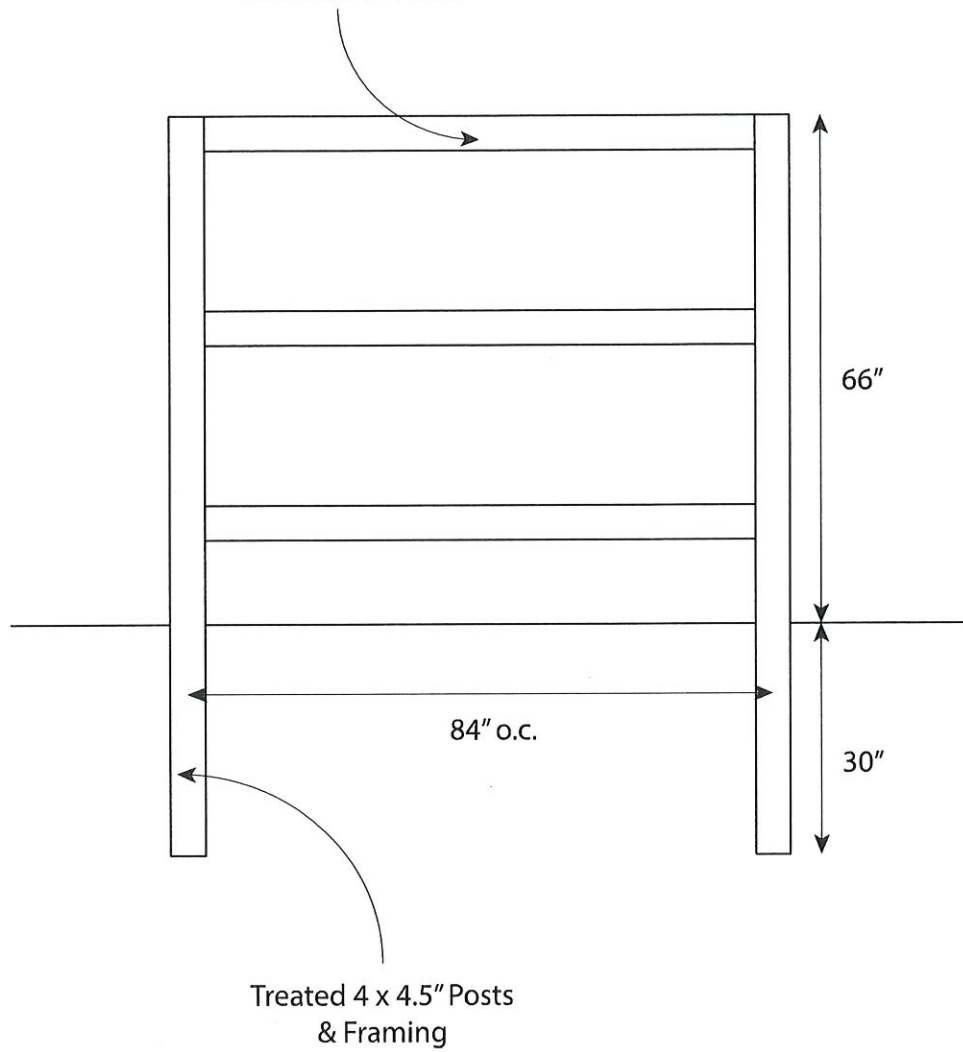
# BAY FOUR, LLC

11341 Sinepuxent Road

Berlin, Maryland 21811

Treated 3 x 4 Rails

1" Treated Boards of  
Varying Width







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## HISTORIC DISTRICT COMMISSION APPLICATION

Date: 08/09/2022 Subject Property Location: 14 Pitts Street Case #: 9-7-22-19  
Property Owner: Heart of Berlin & Jack Burbage Foundation Owner Phone #: (410) 213-1900  
Owner Address: 9919 Stephen Decatur Highway, OC MD 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:

Metal roof cleaned and painted, soffit lighting installed, brick painted, adding window trim - painting in accent color, accent color along brick/sidewalk.

### 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 9-7-22 5:30pm (date).

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Historic District Commission Chair (Date)

\_\_\_\_\_  
Planning Director (Date)

HR-8-300A  
(11/78)

UNITED STATES DEPARTMENT OF THE INTERIOR  
HERITAGE CONSERVATION AND RECREATION SERVICE

NATIONAL REGISTER OF HISTORIC PLACES  
INVENTORY -- NOMINATION FORM

FOR HCRS USE ONLY

RECEIVED

DATE ENTERED.

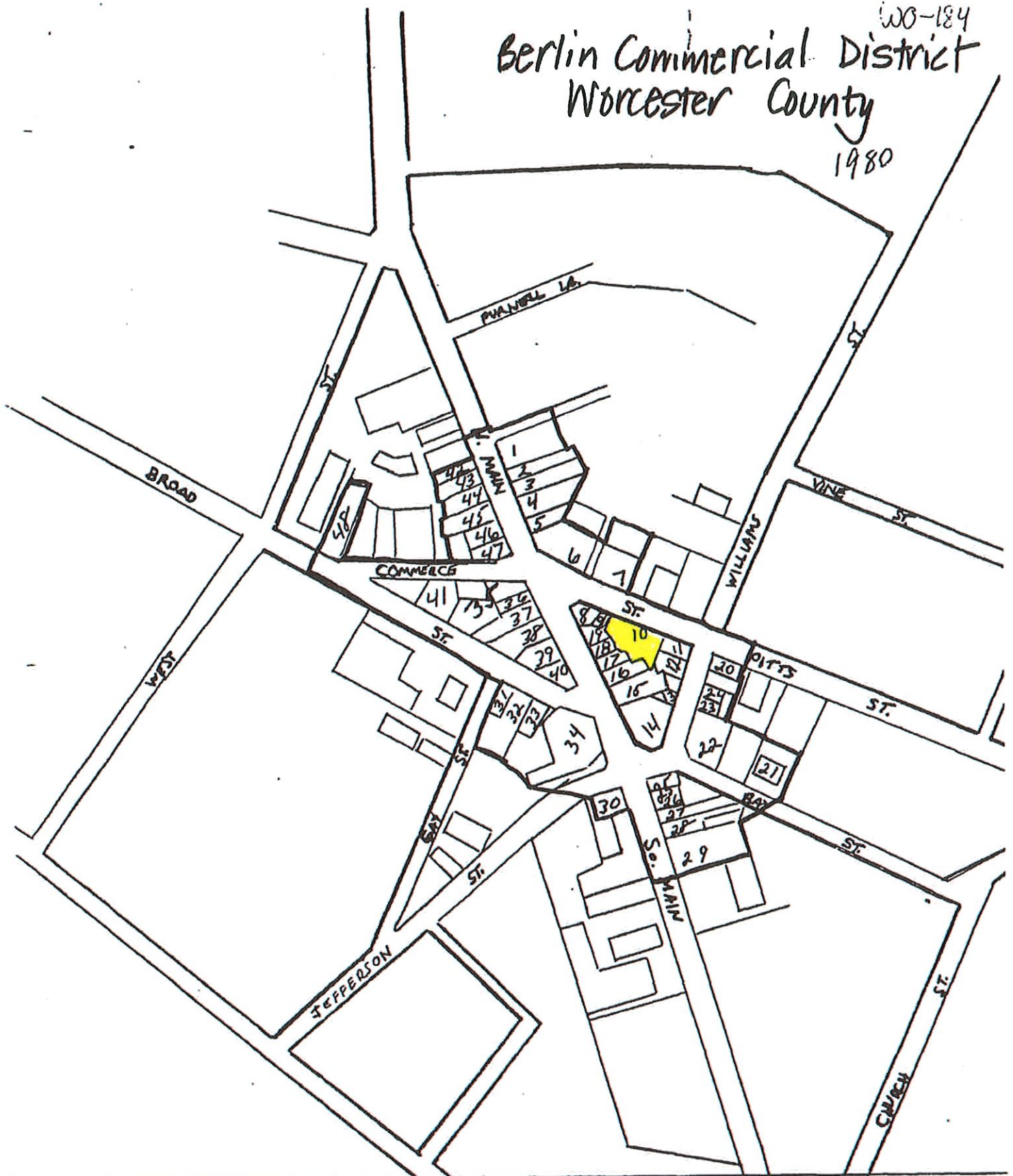
CONTINUATION SHEET

ITEM NUMBER 7 PAGE 1

Building #	Category	Photo #	Building	Address	Description
1	C	1	Dollar General	III N. Main	a one story block building with gable roof
2	C	1	Dollar General	"	two story flat roof brick building
3	C	1	Dollar General	"	two story flat roof brick building
** these three buildings combined through application of enameled metal panels and stucco to their facades, presently appear as one building					
4	C	2	Evergreen Lodge	109 N. Main	two story, perma-stone over brick, sheet metal cornice, plate glass window
5	I	2	Office Bldg.	103 N. Main	two story brick, modern windows, recent veneer of brick
6	P	3	Berlin Variety	N. Main at Pitts	two story, perma-stone over brick, 2 stamped metal cornices, wood vertical sided bay windows on second floor
7	C	5	Berlin Furniture	Pitts St.	two story brick, corbelled cornice, altered ground floor front
8	I	21	Smith-Cropper Insurance	27 N. Main	two story, recent brick veneer
9	C	6	Davis Ice & Coal	6 Pitts St.	one story, textured stucco over brick, decorative cornice obscured
10	C		Style Guide	Pitts St.	one story, elongated white brick, flat roof, plate glass windows
** this building constructed to expand a group fronting on Main St.					
11	C	7	Mary's Restaurant	Pitts St.	two story, stucco over brick, flat roof, decorative cornice exposed



WO-184  
 Berlin Commercial District  
 Worcester County  
 1980



IN COMMERCIAL DISTRICT

NO # \_\_\_\_\_

Building \_\_\_\_\_

Address \_\_\_\_\_

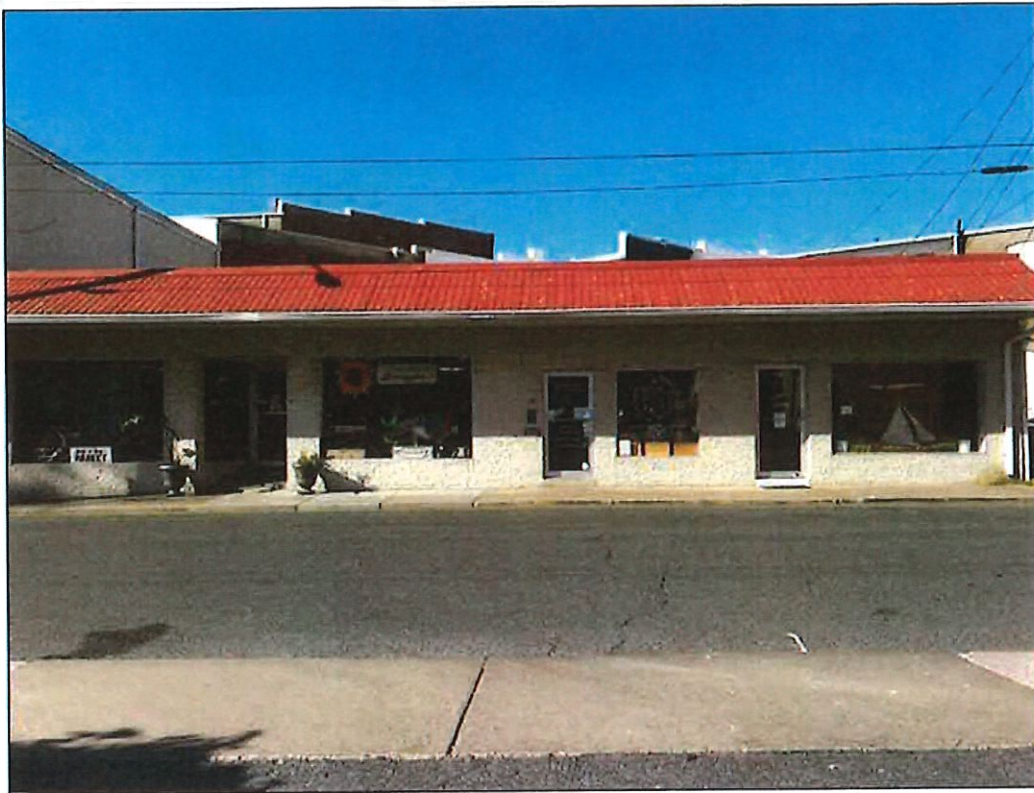




Google Maps 2008



8, 12 and 14 Pitts Street



Maintain current character of building with no architectural changes











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## HISTORIC DISTRICT COMMISSION APPLICATION

Date: 08/09/2022 Subject Property Location: 17 William Street Case #: 9-7-22-20

Property Owner: Heart of Berlin & Jack Burbage Foundation Owner Phone #: (410) 213-1900

Owner Address: 9919 Stephen Decatur Highway, OC MD 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:

Effis coating to be repaired (as needed) and recoated with accent color along sidewalk, on window trim top & bottom, new windows on ground level, new glass door,

Will be covering meters with box to be painted wall color and painting electric conduit to 2nd floor wall color. Will paint downspout to match wall color to help it blend in.

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Historic District Commission Chair (Date)

\_\_\_\_\_  
Planning Director (Date)

**NATIONAL REGISTER OF HISTORIC PLACES  
INVENTORY -- NOMINATION FORM**

WO-184

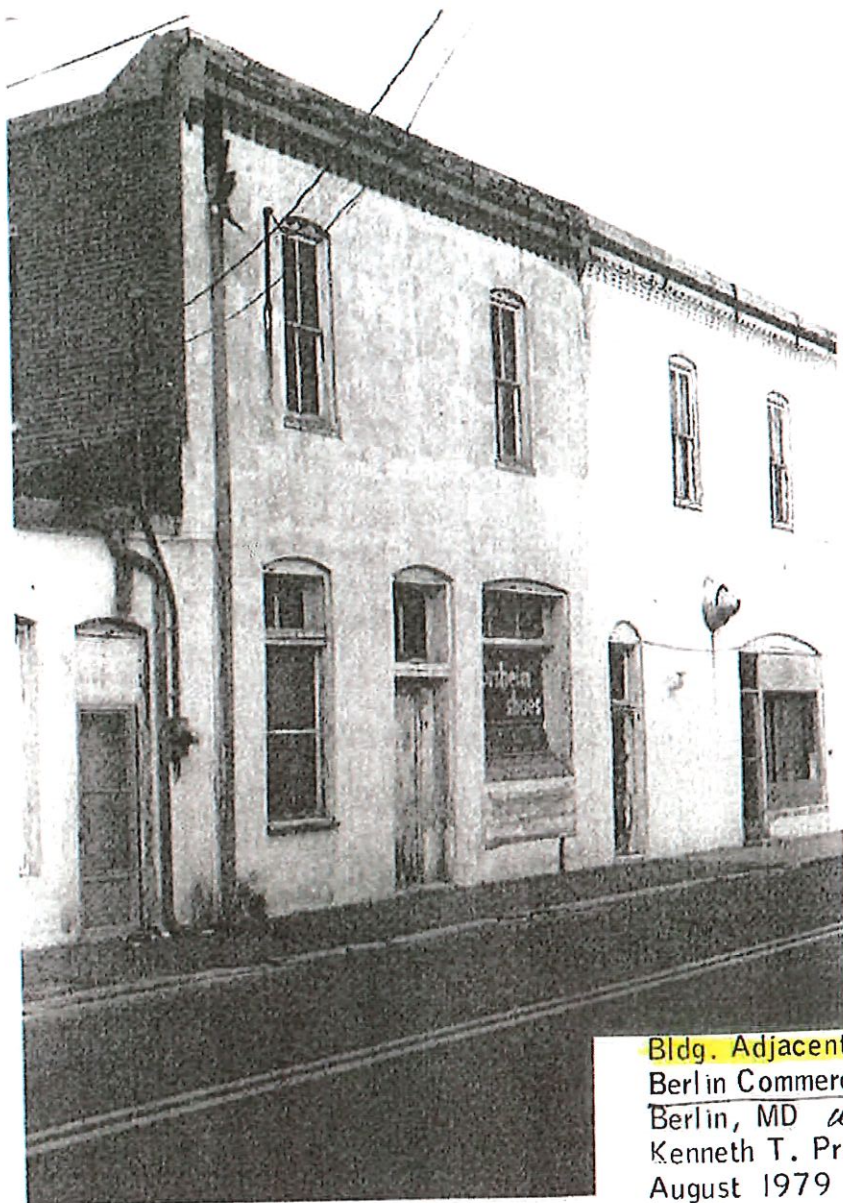
FOR HCRS USE ONLY

RECEIVED

DATE ENTERED.

CONTINUATION SHEET			ITEM NUMBER	7	PAGE 2
12	C	8	Bldg adjacent to Mary's	Williams St.	two story, painted stucco over brick, decorative brick cornice exposed
13	C	11	Building	Williams St.	one story, painted stucco over brick cornice profile apparent
14	C	12	Farlow's Pharmacy	N. Main	three story brick, decorative brick cornice, ground flr alterations
15	C	14	Style Guide	N. Main	two story brick, steel cladding applied, stamped metal cornice retained
16	C	15	Style Guide	"	two story brick, steel cladding applied, decorative brick cornice obscured
17	C	16	Barber Shop	17 N. Main	two story brick, steel cladding applied, decorative cornice obscured
** buildings 15 -17 combined through uniform treatment of facades, appears as single building; is front portion of bldg 10					
18	C	18	Building	21 N. Main	two story, painted stucco over brick, profile of corbelled cornice under stucco
19	C	20	Building	25 N. Main	two story, painted stucco over brick, decorative brick cornice obscured
** bldgs 18 and 19 combined through uniform treatment of facades					
20	C	23	Berlin Florist	102 Williams St.	two story stucco over brick, profile of decorative cornice apparent
21	C	28	Office Bldg	3 Bay St.	one and one-half story brick, formerly a carriage house, bracketed eaves
22	C	27	Mayor & Council	10 Williams	two story brick, cornice removed, alterations to door/window openings
23	I	26	Eastern Shore S&L	16 Williams	one story, brick facade, no windows
24	I	25	Walker Studio	18 Williams	one story brick with gable roof, vertical metal siding boom-town front, rear block addition





Bldg. Adjacent to Mary's  
Berlin Commercial Dist.  
Berlin, MD *Wardensville Co.*  
Kenneth T. Pribanic  
August 1979  
MD Hist. Trust  
Looking NE  
Photo 9, Bldg 2

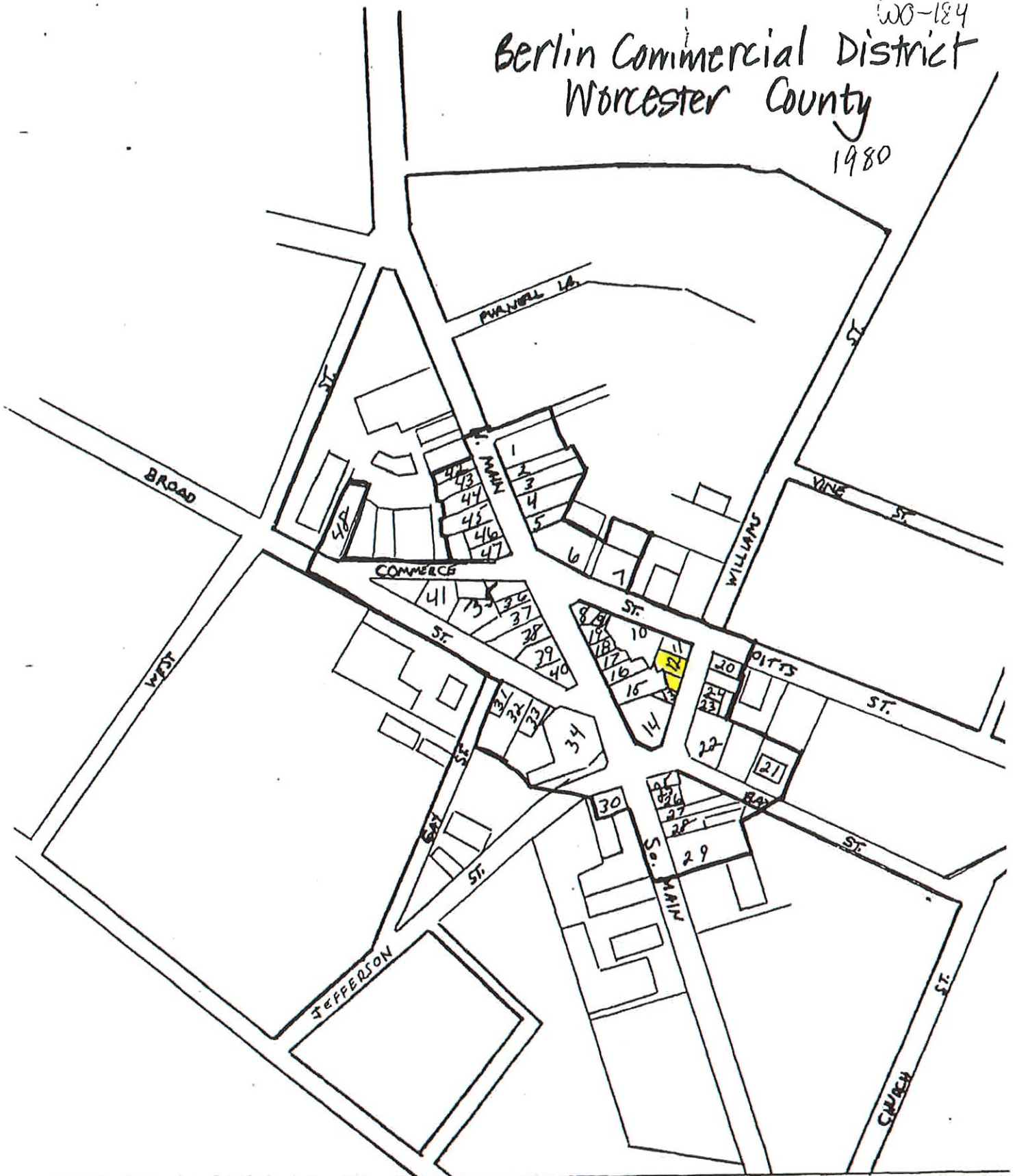
APR 11 1980

80104

JAN 23 1980



600-184  
 Berlin Commercial District  
 Worcester County  
 1980



IN COMMERCIAL DISTRICT

NO # \_\_\_\_\_  
 Building \_\_\_\_\_

Address \_\_\_\_\_





Google Maps 2008



**17 William Street**

Current Photo



Maintaining Cornice Trim and Window Arches on building

