



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
July 5th, 2023 – 5:30 PM
Berlin Town Hall – Council Chambers**

1. Call to Order
2. Agenda Adoption
3. Approval of Minutes: June 7th, 2023
4. 24 Broad Street – Roof Replacement
5. 24 North Main Street – Calvin B. Taylor Bank requesting to install a New ATM Machine
6. Comments from the Public
7. Comments from the Staff
8. Comments from the Commissioners
9. Comments from the Chairman
10. 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
June 7th, 2023

Chairman Norman Bunting called the June 7th, 2023, meeting to order at 5:32PM. The members present were Norman Bunting, Carol Rose, Mary Moore, and John Holloway. Absent were Laura Stearns and Brian Robertson (Alternate). Staff present were Planning Director Dave Engelhart and Permit Coordinator Carolyn Duffy.

Chairman Norman Bunting called for a motion to adopt the June 7th, 2023, agenda. Ms. Carol Rose made the motion to adopt the June 7th, 2023, agenda. Mrs. Mary Moore seconded the motion, and it was unanimously accepted by the commission. Chairman Norman Bunting called for a motion to approve the minutes from the May 3rd, 2023, meeting. Mr. John Holloway made the motion to approve the minutes from the May 3rd, 2023, meeting. Mrs. Mary Moore seconded the motion, and it was unanimously accepted by the commission.

Chairman Norman Bunting called Case # 6-7-20-12 for 6 South Main Street requesting new signage and two awnings. Mrs. Cassandra Brown stated she was the owner and operator of Una Bella Salute and was requesting three new signs and an awning for her building. The awnings she stated would be over the windows just like what is at the realtor's office. Chairman Bunting asked about the material being used for the awnings, would it be canvas. Mrs. Brown replied it would be just like the realtor's office. Ms. Carol Rose told her what they had done on the property looked nice. Mr. John Holloway agreed with her, and he also liked the signage. Mrs. Brown told the commission the only sign they have is the hanging sign. Chairman Bunting asked if the signs would be made of wood. Mrs. Brown replied as far as she knew they would be wood per Carey the sign guy she stated. Chairman Norman Bunting called for a motion. Ms. Carol Rose made the motion to approve Case # 6-7-23-12 for the signage and the awnings over the two windows. Mr. John Holloway seconded the motion, and it was accepted unanimously by the commission.

Chairman Norman Bunting called Case # 6-7-23-13 for Mr. Adam Davis 23 South Main Street. He asked Mr. Davis to explain what he wanted to do. Mr. Adam Davis stated that his backsteps were sinking on one corner. He stated he would like to repair it but didn't know if it was the footers. He said he didn't know what he would find once he got started. Chairman Bunting asked him if he thought he needed to replace it and if he would put it back with like materials. Mr. Davis stated the boards are made of composite. Chairman Norman Bunting called for a motion. Mr. John Holloway made the motion to approve Case # 6-7-2023-13 as presented to repair or replace with in kind materials. Mrs. Mary Moore seconded the motion, and it was unanimously accepted by the commission.

With no other comments from the public or staff there were comments from the commissioners about the Burbage Building and William Street project. Mrs. Moore asked if Mr. Engelhart knew of any tenants as of yet that would be going in the units. Mr. Engelhart replied no he had no information on any tenants yet. Chairman Bunting asked where were they with the Globe. Mr. Engelhart replied they have a fence permit application and one for the Tiki Bar enclosure in the

office getting signed. Ms. Rose asked if Mr. Dave Gaskill had been asked about the previous motion and if they could change the motion to negate the previous motion. Chairman Bunting asked Planning Director Dave Engelhart to check with Dave Gaskill and send an email to the members for clarification. Chairman Bunting called for a motion to adjourn. Mr. John Holloway made the motion to adjourn. Ms. Carol Rose seconded the motion. The meeting adjourned 6:02PM.

Respectfully Submitted,


Carolyn Duffy



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HISTORIC DISTRICT COMMISSION APPLICATION

Date: 6/21/23 Subject Property Location: #24 BROAD ST Case #: 75-23-14
Property Owner: LAYTON & COLLEEN BUNTING Owner Phone #: 410 713 2065
Owner Address: 201 ANN DR. BERLIN, MD 21811 Owner Email: CAMBUNTING@COMCAST.NET
Agent/Contractor: _____ Agent Phone#: _____

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

DESCRIPTION OF WORK PROPOSED:

RE-SHINGLE WEST & SOUTH SIDE OFFICE ROOF

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 7/5/2023 5:30pm (date).

Applicant Signature: Colleen "Cami" Bunting Date: 6/21/23

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)

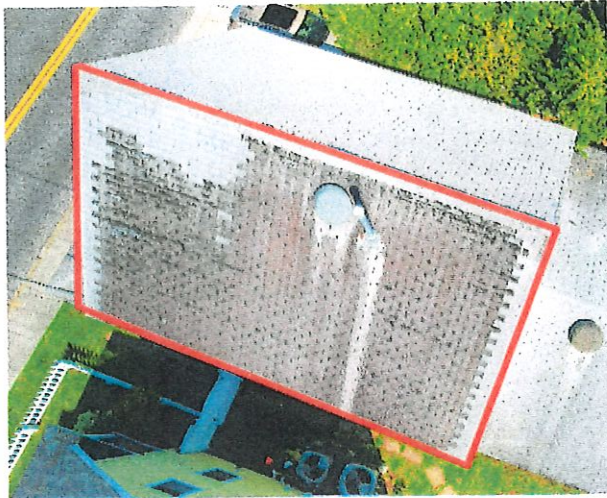


[Home](#) > GAF Timberline HDZ Lifetime Shingles 33.33 sq ft Fox Hollow Gray

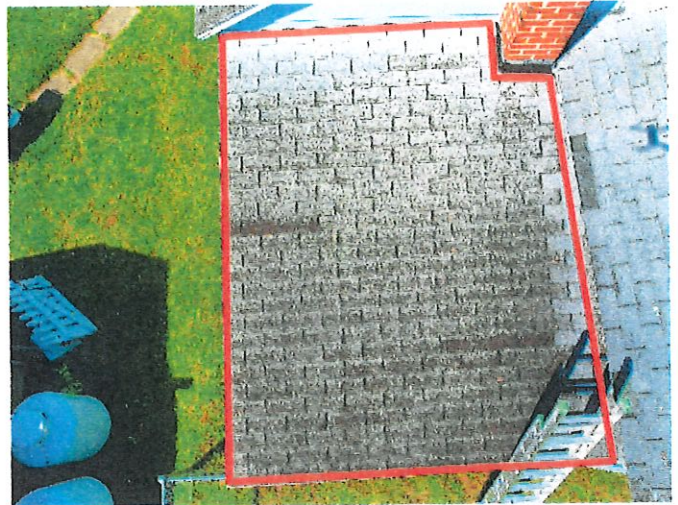
GAF Timberline HDZ Lifetime Shingles 33.33 sq ft Fox Hollow Gray



INSPECTION



Section 1: Replace the roofing system on this slope only



Section 2: Replace the roofing system in red. We will leave the existing flashing/step flashing along the siding. We will replace the counter flashing on the chimney. Double underlayment will be applied due to the low pitch of the slope.



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HISTORIC DISTRICT COMMISSION APPLICATION

Date: 6/20/2023 Subject Property Location: 24 N. Main Street Case #: 75-23-15

Property Owner Calvin B. Taylor Banking Co. Owner Phone # 410-641-1700

Owner Address 24 N. Main Street Berlin MD 21811 Owner Email: rrobinson@taylorbank.com

Agent/Contractor: Gillis Gilkerson Agent Phone# 410-749-4821

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

DESCRIPTION OF WORK PROPOSED:

Install new ATM.

DOCUMENTS REQUIRED TO BE FILED WITH APPLICATION

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Applicant Signature Ramell J. Sr. V.P. Date 6/20/23

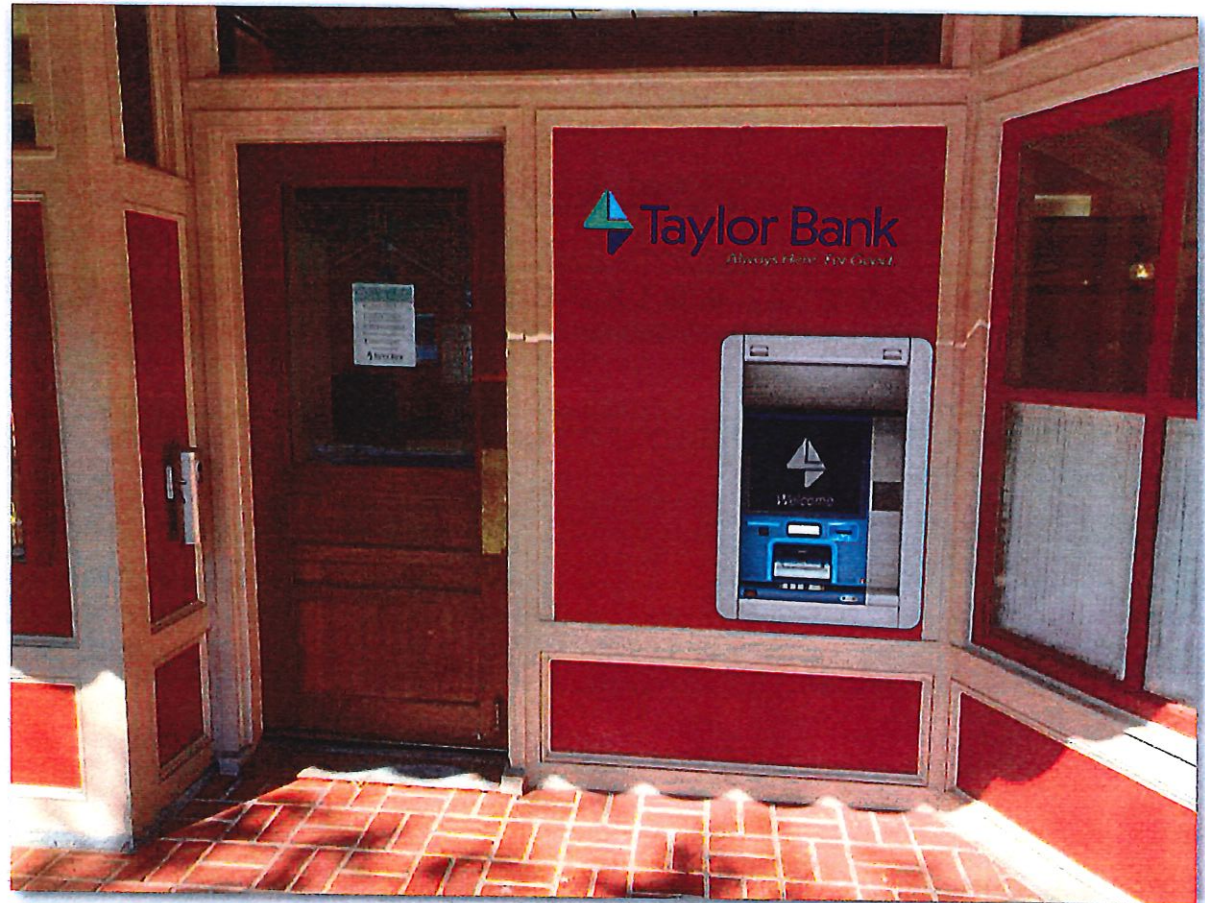
APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)



Existing



Proposed DN 450

H133.21R1 6-14-23

BRANCH DESIGN & DEPLOYMENT

Taylor Bank
Berlin, MD



