



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
January 3rd, 2024 - 5:30 PM
Berlin Town Hall – Council Chambers**

1. Call to Order
2. Agenda Adoption
3. Approval of Minutes: November 1st, 2023
4. 7 South Main Street – Requesting replacement of damaged awning
5. Comments from Public
6. Comments from Staff
7. Comments from the Commissioners
8. Comments from the Chairman
9. 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
November 1, 2023

Chairman Norman Bunting called the November 1st, 2023, meeting to order at 5:32PM. Members present were Norman Bunting, John Holloway, Mary Moore, Brian Robertson. Absent from the meeting was Carol Rose and Laura Stearns. Staff present were Planning Director Dave Engelhart and Permit Coordinator Carolyn Duffy.

Chairman Norman Bunting called for a motion to adopt the November 1st, 2023 agenda. Mr. John Holloway made the motion to adopt the November 1st, 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 October 4th, 2023, meeting. Mr. John Holloway made the motion to approve the October 4th, 2023, minutes. Mrs. Mary Moore seconded the motion, and it was unanimously accepted by the commission.

Chairman Norman Bunting called the next item on the agenda for Case # 11-1-23-22, Mrs. Patty Backer requesting signage. Mrs. Patty Backer stated her business was The Dusty Lamb. She stated she had moved from Main Street over to Bay Street and her operation would be by appointment only. Mrs. Patty Backer said she wanted a little sign so people would know where she is located. Mrs. Mary Moore asked if she does ceramics. Mrs. Backer replied she does not. Mrs. Moore asked if she posted her work. Mrs. Backer replied she does have a webpage. Chairman Norman Bunting asked Mrs. Backer was the sign going to the right of the door on the brick. Mrs. Backer stated she was hoping to. She stated it's smaller than what is shown. It would not go from end to end of the brick. She told the commission that Integral has a hanging sign. Mrs. Mary Moore asked if Mr. Ed Hammond had put his sign up yet. Mrs. Backer stated he wants to place his over the door. Planning Director Dave Engelhart reiterated he wants it above the door.

Chairman Norman Bunting asked how they would fasten on to the bricks. Mrs. Backer stated Sun Signs would be placing the signage on the building. She thought they would do the top of sign and the bottom. She thought they did a really good job with signage. They use a composite that is just like wood. Mrs. Mary Moore told her she was very talented. Chairman Norman Bunting called for a motion. Mr. Brian Robertson made the motion to approve Case # 11-1-23-22 for signage. Mrs. Mary Moore seconded the motion, and it was unanimously accepted by the commission.

Chairman Norman Bunting asked if there were any comments from staff. Planning Director Dave Engelhart stated he had met with Mr. Garrett Neeb about 201 William Street as Ms. Carol Rose had requested. Over time work had been done and it had deteriorated he instructed Mr. Neeb to repair the corner boards. Discussion continued on the new house going on South Main and the projects for Gay Street. Mr. Engelhart told the commission the coffee shop had opened on William Street. With no other comments, the meeting was adjourned.

Respectfully Submitted,


Carolyn Duffy



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HISTORIC DISTRICT COMMISSION APPLICATION

Date: 11/24/23 Subject Property Location: 7 South Main St. Case #: 01-03-24-01
Property Owner: Joseph Moore & Ray Shockley Owner Phone #: 410-430-1853
Owner Address: 319 South Main St. Owner Email: jmoore@whmsh.com
Agent/Contractor: Ed Reid Agent Phone#: 443-513-0392

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

DESCRIPTION OF WORK PROPOSED: replace metal awning that was damaged
by a delivery truck. Color will be matched as close as
possible.

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 January 3, 2024 (date). 5:30 pm

Applicant Signature: Ed Reid Date: 11/24/23

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)



Awning replacement

7 South Main St.

1-3/4" Roofing Nails

#12x1" Self Drilling

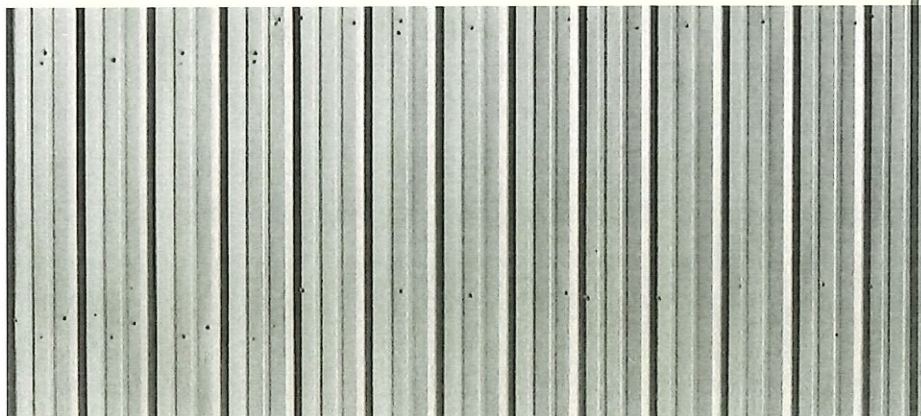
85 in a Lb

#12x1-1/4"

67 in a Lb

#14x2"

40 in a Lb



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