



# 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  
February 7<sup>th</sup>, 2024 – 5:30 PM  
Berlin Town Hall – Council Chambers**

- 1. Call to Order**
- 2. Agenda Adoption**
- 3. Approval of Minutes: January 3<sup>rd</sup>, 2024**
- 4. Signage – 14 Pitts Street**
- 5. Comments from the Public**
- 6. Comments from the 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  
January 3, 2024

Chairman Norman Bunting called the January 3, 2024, Historic District Commission meeting to order at 5:36PM. Members present were Norman Bunting, John Holloway, and Laura Stearns. Absent members were Carol Rose, Mary Moore, and Brian Robertson. Staff present were Planning Director Dave Engelhart and Permit Coordinator Carolyn Duffy.

Chairman Norman Bunting called for a motion to approve the agenda. Mr. John Holloway made the motion to approve the January 3, 2024, agenda. Mrs. Laura Stearns seconded the motion, and it was unanimously accepted by the commission. Chairman Norman Bunting called for a motion to approve the minutes from the November 1<sup>st</sup>, 2023, meeting. Mr. John Holloway made the motion to approve the minutes from the November 1<sup>st</sup>, 2023, meeting. Mrs. Laura Stearns seconded the motion, and it was unanimously accepted by the commission.

Chairman Norman Bunting called Case # 01-03-24-01 for 7 South Main Street. Mr. Ed Reed was present he stated that in October a delivery truck had hit the awning. He stated he worked with the insurance company, and they contacted Abell Construction Company and they have sent in a proposal to replace the awning. Mr. Ed Reed said the goal is to get it painted as close to the color that it is now like an olive green. Chairman Bunting asked if the hangers have to be replaced. Mr. Reed responded no they did not need to be replaced, just the sheet metal of the roof. He said they must replace the whole awning. Mrs. Laura Stearns asked would it look the same. Mr. Reed stated he had talked to the business owner next to where the awning would be going, Mrs. Wimbrow was okay with this. Mr. Reed stated the metal may be slightly different, but the color would be as close as they can get. Chairman Bunting called for a motion. Mrs. Laura Stearns made the motion to approve Case # 01-03-24-01 as presented. Mr. John Holloway seconded the motion, and it was unanimously accepted by the commission.

With no other comments the meeting was adjourned. Adjourned 5:41PM

Respectfully Submitted,

  
Carolyn Duffy



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## HISTORIC DISTRICT COMMISSION APPLICATION

Date: 1/23/24 Subject Property Location: 14 Pitts Street Case #: 02-07-24-02

Property Owner: Jack Burbage Owner Phone #: \_\_\_\_\_

Owner Address: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Agent/Contractor: Sun Signs Agent Phone#: \_\_\_\_\_

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

### DESCRIPTION OF WORK PROPOSED:

(2) window decals (1) wood-look sign

### 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 2/7/24 (date). 5:30 pm

Applicant Signature: [Signature] Date: 1/23/24

APPROVED:

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

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





2-SIDED  
CARVED SIGN  
28" DIAMETER



38" LOGO ON EACH WINDOW



38" LOGO ON EACH WINDOW