



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
May 7, 2025 – 5:30 PM
Berlin Town Hall – Council Chambers**

- 1. Call to Order**
- 2. Agenda Adoption**
- 3. Approval of Minutes:** April 2, 2025
- 4. Case # HDC-4-2-25-05:** 24 North Main Street – Request to replace seven (7) high windows
- 5. Case # HDC-5-7-25-08:** 310 South Main Street - Requesting a 3.5-foot vinyl fence
- 6. Case # HDC-5-7-25-09:** 103 N. Main Street, Suite B – Requesting renovation façade restoration, replacement of two (2) doors, restoration of brick exterior, installation of pediment & signage
- 7. Case # HDC-5-7-25-10:** 2 Bay Street – Requesting removal of lattice located at 1 South Main Street (Old PNC Bank) drive-thru window to be replaced with a slider window
- 8. Comments from the Public**
- 9. Comments from the Staff**
- 10. Comments from the Commissioners**
- 11. Comments from the Chairman**
- 12. Adjournment**

Any persons with questions about the above-referenced meeting or any persons needing special accommodations should contact Kate Daub at 410-641-4002. 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
Meeting Minutes
Wednesday, April 2, 2025

Chairman Bunting called the Historic District meeting to order on April 2, 2025, at 5:30 PM. Members present were John Holloway, Mary Moore, Brian Robertson, Carol Rose, and Laura Stearns. Staff members in attendance included Town Administrator Mary Bohlen, Acting Planning Director Ryan Hardesty, and Special Projects Administrator Kate Daub.

Chairman Bunting requested a motion to adopt the April 2, 2025, meeting agenda. Mr. Holloway made a motion to approve the agenda, which Ms. Stearns seconded, and the approval was unanimous.

Next, Chairman Bunting sought a motion to approve the meeting minutes from March 8, 2025. Ms. Rose made the motion, which was seconded by Mr. Robertson and passed unanimously.

The meeting then moved on to the annual election of officers, a topic that had been discussed in the previous session. Mr. John Holloway nominated Mr. Bunting for the position of chairman, and Ms. Carol Rose seconded this nomination. The motion passed without opposition. Mr. Bunting subsequently nominated Ms. Laura Stearns for the position of vice-chairman, which was seconded by Ms. Moore. This nomination also received unanimous approval.

The Commission next reviewed Case 4-2-25-03, submitted by the Taylor House Museum Heritage Foundation. Ms. Rose recused herself from participating in this case due to a conflict of interest stemming from her position on the Museum's Board of Directors.

Dr. Melissa Reid, the Executive Director of the Taylor House Museum, presented two requests. The first was for the installation of an additional interpretive sign on the Baker Street side of the museum. Dr. Reid explained that the new sign would be identical in design and frame to an existing sign created by Brian Robertson and would highlight the museum's designation as an arboretum named after Dr. Mary Humphreys. She emphasized that the purpose of the sign is educational and aims to inform the public about the arboretum's status, a designation shared only with Salisbury University on the Eastern Shore.

Dr. Reid's second request was to restore the museum's front porch, clarifying that it was the front porch, not the side porch, as initially indicated. She explained that the plan was to replace the deteriorating decking and steps with materials that matched the existing ones, in accordance with the regulations of the Maryland Historical Trust. Dr. Reid emphasized that no structural changes were intended, and the work would replicate the porch's original appearance. However, she acknowledged that additional issues could arise during construction. Mr. Bunting explained that if any replacements were needed beyond the decking, such as columns or parts of the upper porch, notification and possibly another review would be required to ensure historical accuracy. Dr. Reid assured the group that, in accordance with the Maryland Historical Trust's requirements, they would provide materials and samples if any changes became necessary.

Dr. Reid acknowledged that the contractor, Burley Builders, had previously completed quality restoration work on the Taylor House and was trusted to faithfully replicate its historic features. She also mentioned that Burley Builders had installed the porch roof in the past. The commission expressed support for the museum's designation as an arboretum and reminisced about a historic tree that had been mistakenly

removed by the town years ago. Dr. Reid explained that the museum now collaborates with a professional tree service for regular maintenance, especially since achieving official arboretum status. She stated that this designation requires them to maintain the trees in good condition and to plan responsibly for their care or replacement. Ms. Moore noted the importance of large trees to the aesthetic of historic homes and praised the museum for preserving the landscape.

Ms. Stearns initially expressed concern about the potential clutter of signage in natural spaces. However, after visiting the site, she noted that the existing sign was well-crafted, durable, and visually appealing. She then expressed her support for the new sign, which will be placed adjacent to the old one, creating a cohesive appearance rather than adding visual clutter.

Following the discussion, Mr. Holloway made a motion to approve case numbers 4-2-25-03 and 4-2-25-04, which include both the installation of the new sign and the repairs to the front porch. He added a condition that if any unforeseen issues arise during the porch work, the museum could proceed with the repairs, provided these changes do not affect the building's visual aesthetics. Mr. Robertson seconded the motion, and it passed unanimously.

As the next case was called, listed as 8 Jefferson Street, confusion arose among the commissioners regarding the correct property address associated with the case number under discussion. Special Projects Administrator Kate Daub explained that the error had been identified in the original meeting packet. She confirmed that the correct and updated version of the packet had been provided to each commission member at the dais before the meeting. After further review, Mr. Bunting verified that the next case was indeed for Taylor Bank.

Representatives Mr. Ray Robinson, Vice President of Taylor Bank, and Project Architect Mr. Jeff Schoellkopf introduced themselves and prepared to present the case. Mr. Bunting noted that this was not the bank's first appearance before the commission, as a previous proposal had been approved the prior year. Mr. Robinson began by providing context for the new application, explaining that while a similar plan had been approved in July 2023, construction had revealed hidden structural support issues, which had caused the bank to pause the project. He went on to explain that the bank had decided to shift directions and pursue an executive office renovation, and Mr. Schoellkopf had been brought in to help revise the plans.

In the updated plan, Mr. Robinson explained that the ATM had been repositioned to a more centralized location, and a doorway leading directly to the executive offices had been removed. He indicated that this new layout would reduce the number of entry points and address security concerns raised by local law enforcement, including Chief Arnold Downing of the Berlin Police Department. Ms. Rose expressed her support for the modifications by noting that the previous ATM location was not accessible for individuals with disabilities. Mr. Robinson also mentioned that alternative locations on the street had been considered but were found to be inadequate.

Additionally, Mr. Robinson explained that the bank planned to replace seven upper-floor windows, including old aluminum frames from the 1950s, with new, energy-efficient gridded windows. Mr. Schoellkopf stated that the windows would closely match the existing trim in color and better align with the building's character. He continued to provide historical context for the building's evolving appearance by mentioning that the 1980s facade, which he had designed, was once considered the "historic" look. Discussion followed, and commission members shared personal recollections of the building and the town.

Discussion about the architectural changes to the facade of Taylor Bank continued. Mr. Schoellkopf explained that preservation standards have changed significantly since the original renovations in the 1980s. He pointed out that the previous design incorporated modern interpretations of classic forms, such as arched windows, which reflected styles like constructivism and regional contextualism. While this design was deemed acceptable at that time, Mr. Schoellkopf emphasized that the current modifications are primarily driven by recent safety concerns rather than aesthetic preferences.

Mr. Schoellkopf assured the group that the transom window and other elements of the facade would be preserved exactly as previously approved. He explained that a door, which once provided direct access to an executive office, had been removed due to modern security concerns and changes in workplace dynamics, including a reduced need for in-person reception. As a result, he clarified that all visitors would be directed through the main lobbies. Ms. Rose commented that, in her opinion, the new layout is much better than before.

Ms. Stearns expressed her opposition to the relocation of the ATM. She praised the charm of the current setup, calling it one of the town's most delightful features. She mentioned that she frequently used the ATM and appreciated its aesthetics, safety, and practicality, especially during bad weather. She stated that removing it would be a loss to the town's unique character.

She further argued that placing the new ATM on the front of a prominent historic building was inappropriate. Traditionally, storefronts featured doorways that were welcoming and visually significant. She believed that even if the plan was technically sound, it conflicted with the commission's responsibility to preserve the charm and integrity of Berlin. While she acknowledged her respect for the bank and its team, she remained firm in her opposition.

Ms. Moore expressed her understanding of the challenges faced by Mr. Robinson and Mr. Holcomb. She recognized the emotional weight of the decisions that the commission must make, often without public support, and acknowledged the increasing criticism they encounter. She highlighted the importance of accountability and the need to maintain historical authenticity, particularly in relation to windows and doors. Ms. Stearns indicated that she seldom opposes proposals; however, she felt that the one presented compromised the town's identity.

Ms. Moore responded that, although the updated plan was an improvement over the previous version, the doors and windows remained the most critical elements according to preservation guidelines. She appreciated the bank's efforts but noted that she had previously suggested considering a drive-through window alternative, which had not been explored. Mr. Robinson clarified that the current ATM did not comply with the Americans with Disabilities Act (ADA). He acknowledged that the existing setup had its charm but emphasized that meeting ADA compliance was a legal requirement that the bank needed to fulfill.

Ms. Stearns inquired about the applicability of ADA requirements to restored buildings and questioned how the existing ATM had continued in operation. Mr. Robinson confirmed that these requirements indeed still apply, noting that any improvements made to a building trigger compliance obligations once certain spending thresholds are met. Mr. Robertson then asked if the ATM needed to be located on the exterior of the building for ADA compliance, to which Mr. Robinson confirmed that it does.

Mr. Schoellkopf discussed the security concerns related to the existing ATM, noting that placing it in a glass-walled area posed a risk during cash fill-ups. He emphasized that the new design would provide better protection for those handling the money. Mr. Holloway suggested preserving the door by transforming it into the entrance of a dedicated ATM vestibule, which would help maintain the visual integrity of the facade while addressing the bank's needs. However, Mr. Bunting pointed out that the bank's internal layout was being reconfigured, which could complicate the proposal.

Mr. Robinson responded that safety remained their top priority, adding that there were significant challenges in altering the layout while ensuring secure operations. Mr. Robertson expressed skepticism about the possibility of relocating the ATM to another part of the building. In response, Mr. Robinson explained that visibility and ADA accessibility were key factors influencing the current location decision. He added that although not all bank customers frequented nearby businesses, it was still important for the bank to offer an easily accessible ATM for the general public.

After the discussion, Ms. Rose formally moved to table case number 4-2-25-05 to allow the bank time to consider design modifications. Mr. Robinson inquired whether this continuation necessitated a 30-day filing deadline. However, Ms. Daub clarified that since this was not a new application, only a 14-day window was required for submitting revisions to ensure they were included in the next meeting packet for review. Mr. Robertson seconded the motion, and it passed unanimously.

Mr. Matthew Amey presented case 4-2-25-06 regarding 8 Jefferson Street. He explained that while implementing a previously approved ramp, he discovered that the accompanying stairs were no longer necessary. Consequently, he said he revised his proposal to include a full brick wall across the front, with landscaping behind it. He also mentioned that a new post might be added for additional protection.

The commission discussed these changes, during which Ms. Moore expressed her opinion that the new railing resembled one found at a marina rather than a farmhouse, suggesting it lacked historical charm. Mr. Amey defended his design by reminding the commission that it had been previously approved and emphasized that he had invested significant time into restoring what was once considered an "eyesore."

After the discussion, Ms. Rose motioned to approve case number 4-2-25-06, which included the updated brick wall and the removal of the steps at 8 Jefferson Street. Mr. Holloway seconded the motion, which passed four to one, with Ms. Moore opposing.

Mr. Michael Wilkinson and Ms. Suzanne McGinty attended the meeting on behalf of case 4-2-25-07, which involved a signage request for 101 North Main Street. Ms. Rose praised both the merchandise and the transformation. Mr. Wilkinson explained that he and his team did all the renovation work, which included repainting the ceilings, floors, and trim, and restoring the original back door. He proudly noted that nearly all the work and fixtures, aside from two historic general store pieces, were completed in-house.

With no additional comments or questions, Ms. Stearns moved to approve case number 4-2-25-07 as presented. Ms. Rose seconded, and approval was unanimous.

Attention shifted to a property on South Main Street, which Ms. Stearns said had become an eyesore. Ms. Rose noted that it has been a source of frustration, particularly because the construction appeared stalled and was highly visible from the street. Though not directly the commission's responsibility, Ms. Stearns shared concern over the property and questioned whether the owner intended to complete the house.

Acting Planning and Zoning Director Ryan Hardesty noted she had not heard from the property owner concerning any updates.

The meeting was adjourned at 5:43 PM after no further comments from the public, staff, or Commission members.

Respectfully submitted,

Kate Daub

Kate Daub
Special Projects Administrator



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov

received
2/27/2025



HISTORIC DISTRICT COMMISSION APPLICATION

Date: 02/15/2025 Subject Property Location: 24 N Main St Case #: 4-2-25-05
 Property Owner Calvin B. Taylor Banking Company Owner Phone # (410) 641-1700
 Owner Address 24 N Main Street Berlin MD 21811 Owner Email: rrobinson@taylorbank.com
 Agent/Contractor: Jeff Schoelkopf Agent Phone# (802) 777-1841

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

DESCRIPTION OF WORK PROPOSED:

~~Renovate existing executive office suite. Remove existing exterior entry door. Add ATM-facing sidewalk.~~

Replace 7 high windows. All colors and signage to remain as is.

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 4/12/2025 @ 3:30pm (date).

Applicant Signature Jeff Schoelkopf Date 02/26/2025

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)

Revised 4.8.25 - Keep existing first floor windows and door





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HISTORIC DISTRICT COMMISSION APPLICATION

Date: 3/24/25 Subject Property Location: 310 S Main Case #: 5-7-25-08
 Property Owner: William B Ingraham Owner Phone #: 410 422 1802
 Owner Address: 310 S Main St Berlin Owner Email: Wingraham@comcast.net
 Agent/Contractor: Self Agent Phone#: _____

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

DESCRIPTION OF WORK PROPOSED: Replace existing wood fence with vinyl

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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6. Samples of materials or copies of manufacturers product literature.

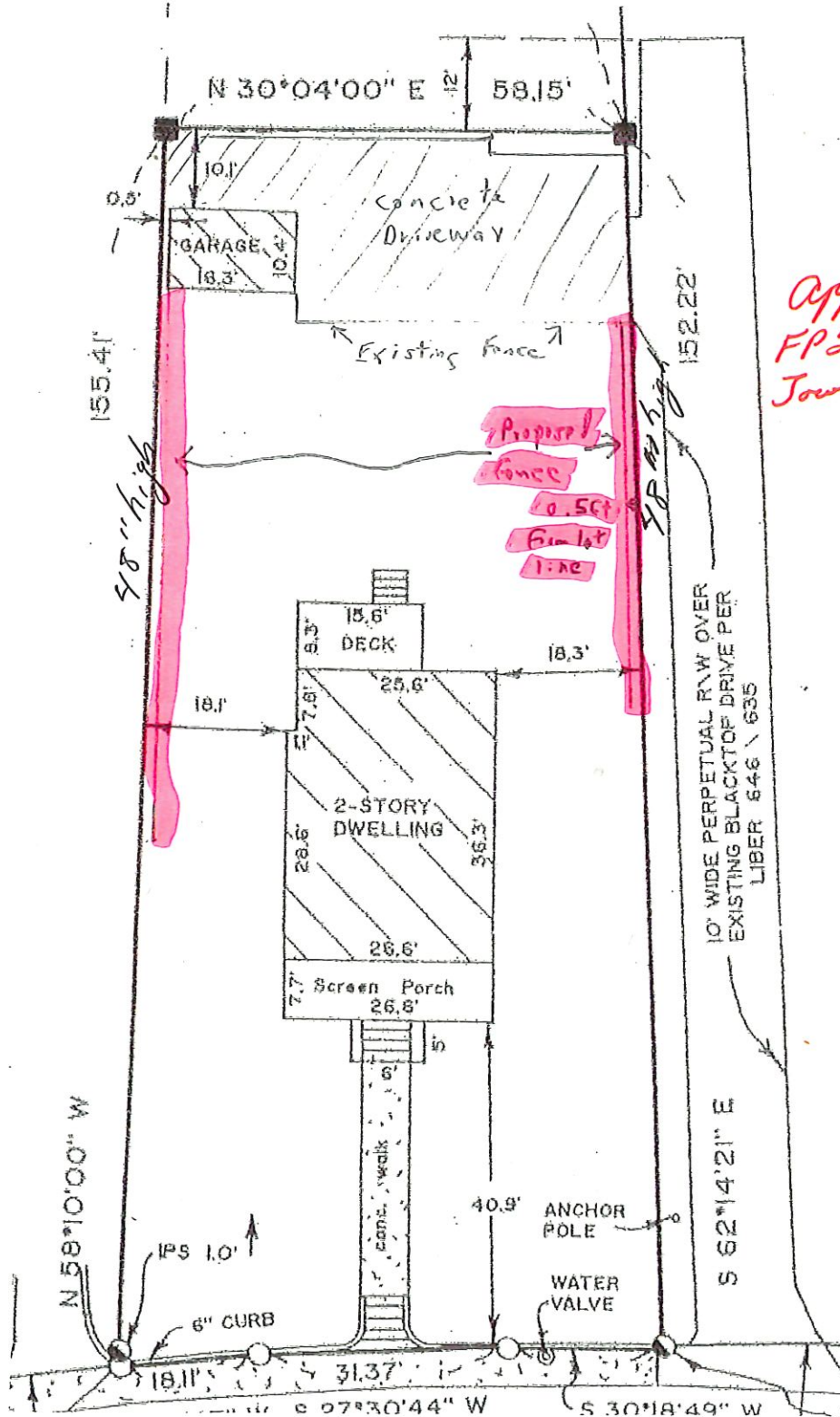
The applicant, or an authorized representative, has been advised to appear at the meeting of the Berlin Historic District Commission scheduled for 5/7/25 5:30pm (date).

Applicant Signature W B Ingraham Date 3/24/25

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)



*Approved
FP 2005-2
Town of Berlin*

TRADITIONAL PICKETED FENCE

Background Removed

Our traditional picketed fence will give you that classic look. Choose from our Virginia or Irvington with $\frac{7}{8}$ " x 3" pickets, or our Tidewater with a 2" x 6" bottom rail.

You can also choose our truly classic Talbot fence with $1\frac{3}{8}$ " picket and 2" x 6" bottom rails. All styles come straight, arched or dipped in heights of 36", 42", 48", 60". Virginia and Talbot come in 6' or 8' sections while Tidewater and Irvington come in 6' sections only. You can choose from sharp or dog ear picket caps.

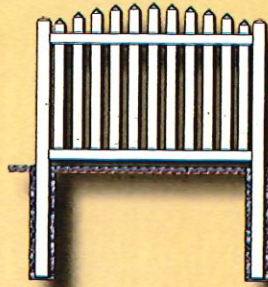
Virginia and Irvington Styles

Heights: 36", 42", 48", 60" sections
 Width: Virginia and Irvington styles come in 6' sections
 Posts: 4" x 4" Posts
 Colors: White and Tan
 Pickets: $\frac{7}{8}$ " x 3" Pickets
 Picket: Virginia 3"
 Spacing: Irvington 2 $\frac{5}{8}$ "
 Rails: 2" x 3 $\frac{1}{2}$ " ribbed bottom rail
 2" x 3 $\frac{1}{2}$ " open top rail

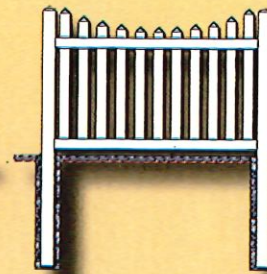
Tidewater Style

Heights: 36", 42" and 48" sections
 Width: Tidewater style comes in 6' sections
 Posts: 5" x 5" Posts
 Colors: White and Tan
 Pickets: $\frac{7}{8}$ " x 3" Pickets
 Picket
 Spacing: 1 $\frac{7}{8}$ "
 Rails: 2" x 6" ribbed bottom rail
 2" x 3 $\frac{1}{2}$ " open top rail

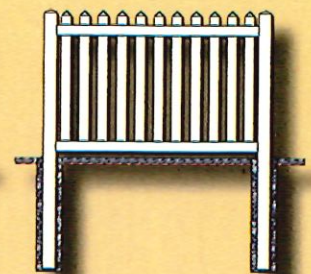
Virginia - Arch



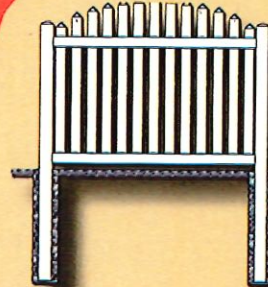
Virginia - Dip



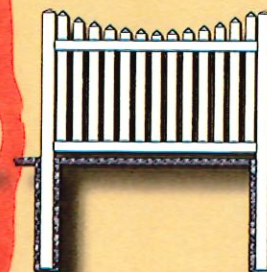
Virginia - Straight



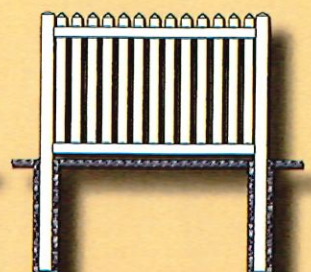
Irvington - Arch



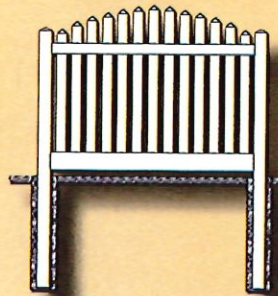
Irvington - Dip



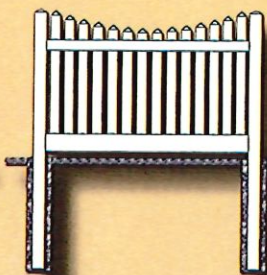
Irvington - Straight



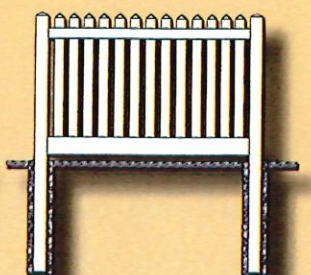
Tidewater - Arch



Tidewater - Dip



Tidewater - Straight



received
3/24/2025



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: 3/4/25 Subject Property Location: 103 N MAIN ST - SUITE B Case #: 5-7-25-09
Property Owner: MICHAEL EWING Owner Phone #: 410 303 0489
Owner Address: 12369 HIDDEN BAY DR, BERLIN. Owner Email: MEE320@GMAIL.COM
Agent/Contractor: BURLEY BUILDING Co. Agent Phone#: 410 430 3890
Work Involves: ☒ Alterations ☐ New Construction ☐ Addition ☐ Demolition ☒ Sign ☐ Other

DESCRIPTION OF WORK PROPOSED:

Renovation and restoration to facade: replacement of awning, replacement of both entry doors, restoration of brickwork (only where necessary), and installation of pediment and hanging 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.

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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 5-7-25 5:30pm (date).

Applicant Signature

[Signature]

Date 3/4/25

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)



Jack Curry / Signs Illustrated • 11355 St. Martins Neck Rd. Bishopville, Md. 21813 • 410-726-6395 • jackcurry57@gmail.com

Proposal: Cafe Berlin Hanging Sign

Jan 14th 2025 Attention: Christina Ewing

Design, manufacture and install
 (1) double sided hanging sign
 for underneath new awning.
 3D routed solid PVC Komacel
 with letters and graphic
 that would project from a routed
 recessed background
 Background will have a textured finished.
 Border and graphic would be raised.
 All surface would be painted full color
 with exterior grade acrylic latex paint.

Size: aprox: 18" h x 30" w

Sign would be 2 - 3/4" panels
 attached back to back with 1/4" flat alum.
 bar supports. Frame would be secured to
 awning with stainless steel or galv.
 hardware.



Materials \$ 800*
 Labor / Install \$ 700
 Sales Tax \$ 48*

Total Cost \$ 1548

Thanks for the opportunity
 Jack Curry

Please initial all categories / sign/ fax back to 410-352-3710

	OK as Is PROCEED	Change/ PROCEED	Change/ NEW PROOF
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature _____ Date _____

signsillustratedjackcurry.com

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 or could be obtained by Signs Illustrated at an additional cost.

5.07.25 HDC Packet Page 13 of 38



To:
Ivy Wells
Economic & Community Development Director
Town of Berlin
14 S. Main Street
Berlin, MD 21811

From:
Michael Ewing
12369 Hidden Bay Dr, Berlin, MD 21811

Dear Ivy,

We will be submitting grant requests for improvements needed for 103 N Main Street - Suite B.
Please accept this as our letter of intent.

This property, formally On What Grounds coffee shop, was originally built in 1900. We are planning to improve the building by renovation of the front exterior in a style consistent with the Main Street Berlin building façades. An improvement that will bring further vitality and preservation to Downtown Berlin and its history. While there are no historic photos of the original structure, we will restore the building's frontage with materials and fixtures common to the period and that of our neighbors in efforts to stay true to the original intent of the design.

Our grant request will be sent under Cafe Berlin LLC. (Berlin Macaron Company LLC)

The scope of the work will include:

↓
DBA

Front Elevation:

Removal of old awning.

Construction of new awning, painted, appropriate to Berlin Historic Society.

Exterior red brick cleaned and repaired.

Installment of historically appropriate pediment.

Replacement of both entry doors and jambs, with appropriate hardware for original structure.

Repair existing rot and restoration of original windows; primed and painted.

Installation of new hanging signage.

Thank you,

Michael Ewing
mee320@gmail.com
410 303 0489

BERLIN FAÇADE IMPROVEMENT GRANT

2025

GENERAL GUIDELINES

1. Preference may be given in the following situations:
 - a. Buildings that will keep its historical integrity
 - b. Buildings that contain retail/art/restaurants preferred
 - c. Coordinated efforts of contiguous properties over individual properties
 - d. Front façade projects over other parts of the building; rear of building acceptable
 - e. Renovation projects over new construction
 - f. Commercial/income-producing buildings over those owned by public agencies
2. New property owners are encouraged to apply.
3. New business tenants are encouraged to apply.
4. At the Matching Grant Committee's discretion, exceptions to any of the guidelines may be approved due to special conditions or situations.

PROJECTS ELIGIBLE FOR FUNDING

1. Exterior painting to include art and murals.
2. Removing inappropriate or incompatible exterior finishes/materials.
3. Restoring exterior finishes and materials; ADA Ramp additions; Chairlifts.
4. Recessing/reconfiguring of existing doors and entrances.
5. Repairing or replacing existing storefront window systems.
6. Signs (new, repairing, replacing and removing).
7. Exterior building and sign lighting, display area lighting.
8. Awnings; new, repairs or replacement of existing.
9. Window replacement; adding new windows

APPLICATION, APPROVAL AND REIMBURSEMENT PROCESS:

Matching grants of a minimum of \$5,000 and up to \$10,000 may be awarded, dependent upon the availability of budgeted funds through the Town of Berlin and the Maryland Department of Housing and Community Development. You pay for the project; the grant reimburses you for your qualified expenses. This is a 1-1 Matching Grant.

This program is a step process:

1. Applicants asking for consideration must own property or a business located within the Berlin Main Street Downtown Historic District. *Business owners MUST have property owner written approval.*
2. Applicant contacts the Economic and Community Development/Berlin Main Street office and requests an application & additional paperwork. The paperwork will include:
 - General Guidelines and Information for Property Owners
 - General Conditions and Contract for Applicants
 - Applicant must contact our Planning Department for Historic District Commission application, when required.
3. Applicant must read all guidelines, conditions, and forms prior to submission.
4. "Façade Improvement Program Matching Grant Application" must then be filled out and submitted to the Berlin Main Street office. With the application there should be pictures accompanying that show the current conditions of the building, as well as what the proposed renovation is to look like and estimated costs of the project.
5. After pictures and application are received, they are then turned over to the Main Street Design Committee for review. This committee either accepts proposal; rejects proposal; or make recommendations for change.
6. If the Design Committee accepts the proposal, they make a recommendation for final approval. **The Berlin Historic District Commission must also approve the project as well as the Maryland Historical Trust. Berlin Historic District Commission paperwork is available in the Planning Office.**
7. Applicants are contacted to advise them of the decision regarding their project and the amount of funding being made available to them.
8. The Design Committee must review any changes made to the construction plans. Any changes that are contrary to the original intent/proposal for historical restoration may result in the funding being rescinded.
9. Once the project has been completed, a financial report showing proof of expenses will be made to the Town of Berlin Department of Economic Development. Must include: Invoices, canceled checks, paid Invoices, Receipts, after photos, etc. Reimbursements will be based on actual project costs, not including "in-kind" labor or donated materials.
10. **Renovation projects must be started within three months of the time of approval and be completed within one year.**

Ineligible Expenses Include:

1. Expenses incurred prior to receipt of project approval may not qualify; dependent on the circumstances.
2. Improvements other than façade, such as site improvements, parking lot improvements, temporary furniture, landscaping work, etc.
3. Replacement or repair of any roof on the building.

Any questions regarding the Façade Matching Grant Program should be directed to the Town of Berlin, Department of Economic & Community Development:

**Ivy Wells
410-629-1722
lwells@berlinmd.gov**



Berlin Façade Improvement Program Grant

General Conditions

1. I, the applicant, have read the Façade Improvement Guidelines for Merchants and Property Owners in the Town of Berlin Commercial District and understand the criteria for approval of my application.

2. I further understand and agree that this is a "GRANT PROGRAM" and that this is not a guarantee of acceptance for funding. I further understand that the process for acceptance is in three (3) stages. These stages:

I. Reading and acknowledgement of all of the conditions\criteria as set out by the Berlin Main Street Program and the Town of Berlin.

II. Application, pictures, and concept are submitted to Main Street and reviewed by a designated Design committee. This committee either accepts or rejects the proposal. If rejection occurs, it does not become a debatable issue as they have authority to accept or reject OR make further recommendations.

III. If application is accepted by the Main Street Design Committee, recommendation is then given to the Berlin Historic District Commission and the Maryland Historical Trust for approval. The Town of Berlin is the Funding entity for this program.

3. It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.

A Berlin building permit is required from the Berlin Planning Department.

4. It is expressly understood and agreed that work completed prior to final approval may be ineligible for funding.

5. It is expressly understood and agreed that the applicant will not seek to hold the Berlin Main Street and/or the Town of Berlin, its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss related in any way to the Façade Improvement Program.

6. The applicant shall be responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating to the Façade Improvement Program.

7. The applicant agrees to maintain the property and improvements, including but not limited to promptly removing graffiti, sweeping and shoveling in front of the property. There shall be no material changes to or adding to the façade, front, or awning of such building without approval of the Main Street Design Committee and the Berlin Historic District Commission.

8. The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two (2) years.

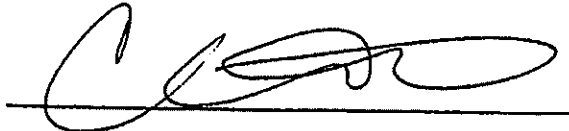
9. The applicant authorizes the Town of Berlin/Berlin Main Street to promote an approved project including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in Main Street's materials and press releases.

10. Berlin Main Street reserves the right to make changes in the guidelines of the Façade Improvement Program between projects.

Signature of Applicant

Date

3/4/25



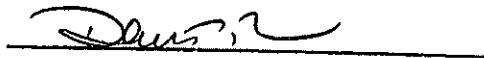
If the applicant is not the property owner, please have the property owner or an authorized representative review the application and sign below.

As owner of the property at 103 N Main St, I have reviewed the above application and authorize the operator of Cafe Berlin/Berlin Macaron Co. at said address to perform the façade improvements described above as part of the Berlin Main Street Façade Improvement Program.

Signature of Property Owner

Date

3/5/25



Berlin Main Street Program Application for Façade Improvement

A. General and Background Information

Name of Applicant: MICHAEL EWING

Address: 12369 HIDDEN BAY DR, BERLIN, MD.

Telephone (Cell): 410 303 0489
(Work): 443 513 3198

Address of work: 103 N. MAIN ST, SUITE B, BERLIN, MD.

Owner of address where work will be performed (if other than applicant):

Address of owner: _____

Telephone Number: _____

Type of work to be completed (Be Specific): _____

. RENOVATION AND RESTORATION TO FACADE: REPLACEMENT OF AWNING, REPLACEMENT OF BOTH ENTRY DOORS, RESTORATION OF BRICKWORK AND INSTALLATION OF PEDIMENT AND NEW SIGNAGE .

Cost of work to be completed: \$19,918.00

Amount of funding requested to complete work: \$9,959 (50% of cost of work)

Estimated date to start work: _____

Estimated completion date: _____ TBD by grant process

Current Use of Building

1st Floor CAFE (COFFEE SHOP)

2nd Floor RESIDENCE

3rd Floor /

Will uses change following completion of this project? Yes ___ No ☒

If yes please explain. N/A


C. If approved the applicant will be REQUIRED to submit detailed plans and drawings of the proposed project.

By his or her signature below, the applicant acknowledges his understanding that all local and state building codes and laws will apply.

I, the applicant, have read and understand the Berlin Main Street Façade Improvement Program and agree to abide by the conditions as set forth in this Program. I hereby affirm that all information included on this form is true and accurate to the best of my knowledge.

Signature of Applicant  Date: 3/4/25

Printed Name Christina Fwing Phone # 4436058363

Signature of Owner consenting to work to be performed on said property:  Date: 3/5/25

Printed Name Dawn P. Pruitt Phone # 443-523-0427

Approval of Berlin Main Street Program:

Signed: _____ Date: _____

Amount of funds approved by Berlin Main Street Program: _____

SIGNS

Jack Curry / Signs Illustrated • 11355 St. Martins Neck Rd. Bishopville, Md. 21013 • 410-726-6395 • Jackcurry57@gmail.com

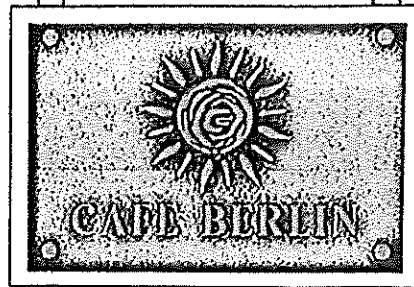
Proposal: Cafe Berlin Hanging Sign

Jan 14th 2025 Attention: Christina Ewing

Design, manufacture and install
(1) double sided hanging sign
for underneath new awning.
3D routed solid PVC Komacel
with letters and graphic
that would project from a routed
recessed background
Background will have a textured finished.
Border and graphic would be raised.
All surface would be painted full color
with exterior grade acrylic latex paint.

Size: aprox: 18" h x 30" w

Sign would be 2 - 3/4" panels
attached back to back with 1/4" flat alum.
bar supports. Frame would be secured to
awning with stainless steel or galv.
hardware.



Materials \$ 800*

Labor / Install \$ 700

Sales Tax \$ 48*

Total Cost \$ 1548

Thanks for the opportunity
Jack Curry

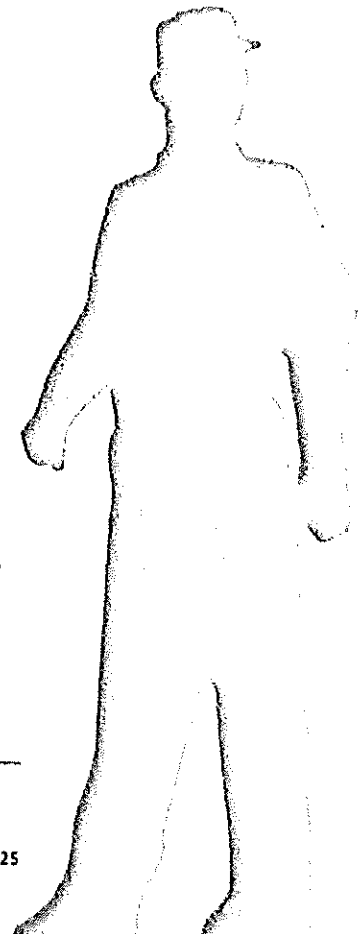
Please Initial all categories / sign/ fax back to 410-352-3710

	OK as is PROCEED	Change/ PROCEED	Change/ NEW PROOF
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature _____ Date _____

signsillustratedjackcurry.com

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All licenses, fees, permits etc. that may incur will be the responsibility of the customer
or could be obtained by Signs Illustrated at an additional cost.



Cafe Berlin, Frontage Proposal

	Description	Cost	Notes
			Many items chosen to be in compliance with/to match Historic Berlin guidelines
<input checked="" type="checkbox"/>	Agriculture Sheet Steel (155/sq approx)	\$550.00	
<input checked="" type="checkbox"/>	Painting for Awning	\$240.00	
<input checked="" type="checkbox"/>	Steel tubing (67/lin ft)	\$480.00	
<input checked="" type="checkbox"/>	Aluminum Flashing	\$65.00	
<input checked="" type="checkbox"/>	Hardward for awning	\$120.00	
<input checked="" type="checkbox"/>	Doors - Half Lite, Farmhouse Style[1450]	\$2,900.00	Pre-hung/New Jamb
<input checked="" type="checkbox"/>	Slow Closer x2	\$130.00	
<input checked="" type="checkbox"/>	Historic Hardware Knobs/Locksets	\$535.00	
<input checked="" type="checkbox"/>	Dentil Pediment Trim - option	\$1,535.00	
<input checked="" type="checkbox"/>	Paint for doors and Painter	\$600.00	3 coat,Ext and Int
<input checked="" type="checkbox"/>	Install of Awning (labor)	\$5,940.00	Care/Handling of Historic structure requires skilled labor
<input checked="" type="checkbox"/>	Install of Doors (labor)	\$800.00	
<input checked="" type="checkbox"/>	Reclamation of Windows(labor)	\$1,900.00	
<input checked="" type="checkbox"/>	Material for Windows	\$600.00	Ext wood putty/caulk/paint
<input checked="" type="checkbox"/>	Tidy brick veneer (Material/Labor)	\$350.00	Muriatic acid wash/Light Pressure wash
<input checked="" type="checkbox"/>	Fastners/Sealants	\$75.00	
<input checked="" type="checkbox"/>	Dump/Clean	\$500.00	
	Subtotal:	\$17,320.00	
	Contracting/Supervision of Labor @15%	\$2,598.00	
	Total:	\$19,918.00	

***This estimate is based on a Cost Plus 15% pricing model. Should a fixed-cost structure be required, the pricing will be subject to adjustment.
Valid for 14 days from the date issued. Prices and availability are subject to change after this period*

Carolyn Duffy

From: Christina Ewing <cewing328@gmail.com>
Sent: Tuesday, March 18, 2025 2:13 PM
To: Carolyn Duffy
Cc: Michael Ewing; Burley Building Co.
Subject: Cafe Berlin
Attachments: Sign Permit Application - Mar 15 2025 - 12-56 PM.pdf; Current Frontage Pic.jpeg; Cafe Berlin Sign Estimate.pdf; Supporting Photos - Cafe Berlin.pdf; Berlin Grant Application.pdf

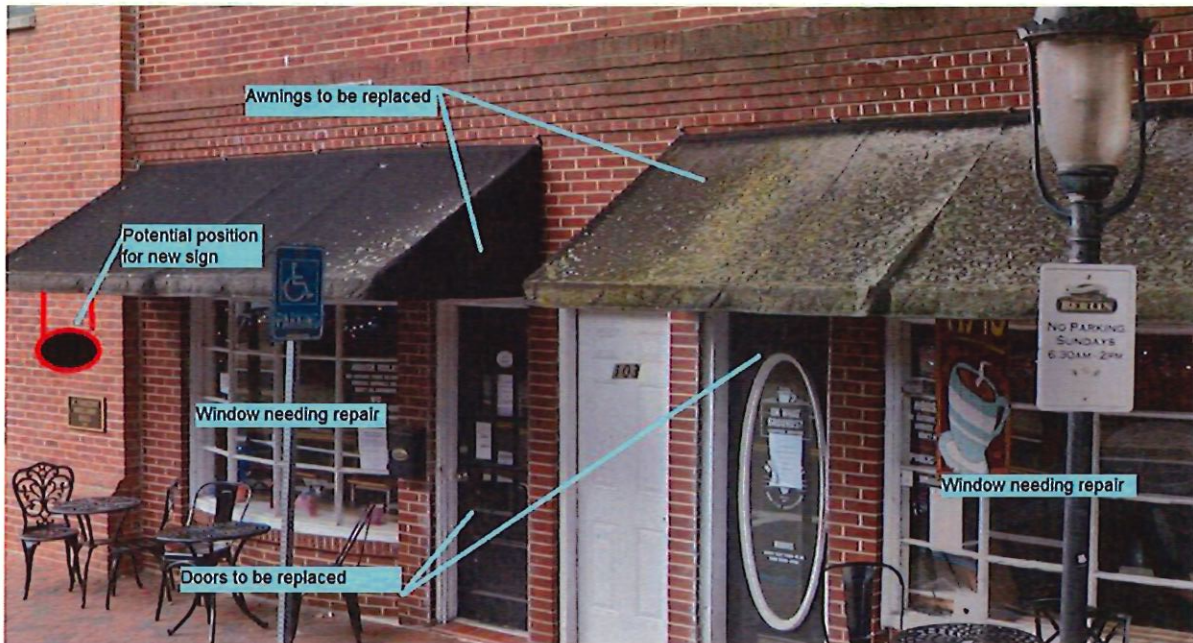
Hi Carolyn,

I am attaching the items for submission and cc'ing Nate from Burley Builders as he is doing the work and has been through the process before. From my understanding we are to provide 7 printed packets of this material. Do we drop it off at an office address?

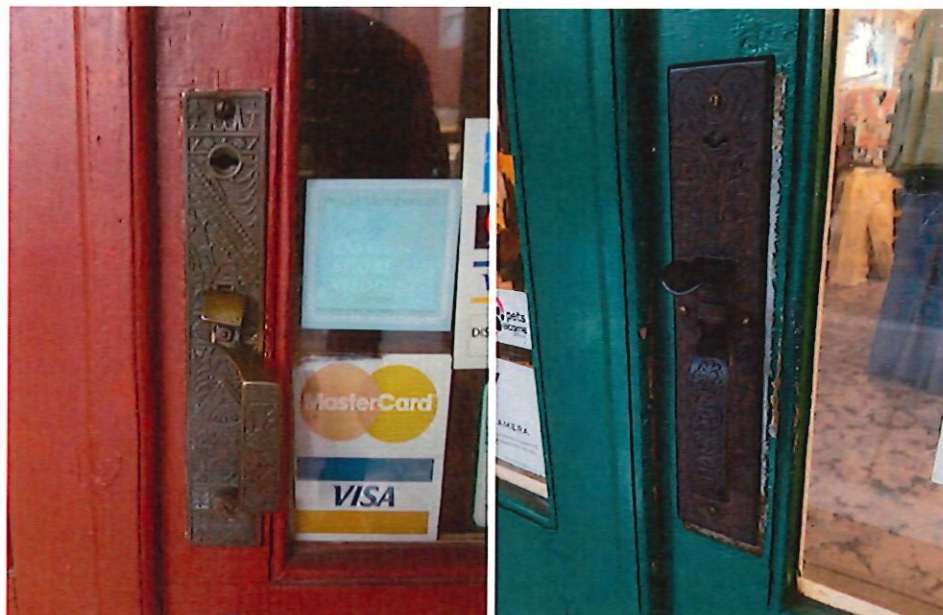
Thank you!

--

Christina Ewing
443-605-8363



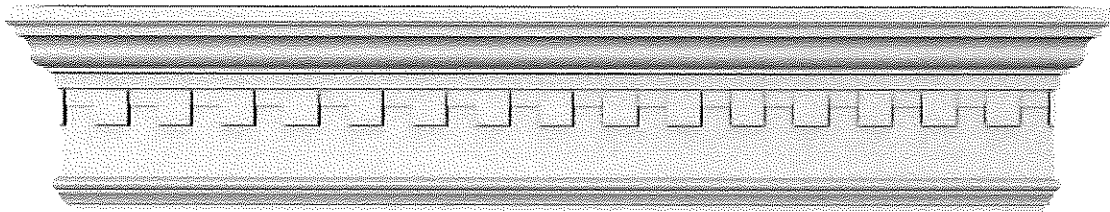
Current state of 103 N Main Street, Berlin - Proposed changes indicated



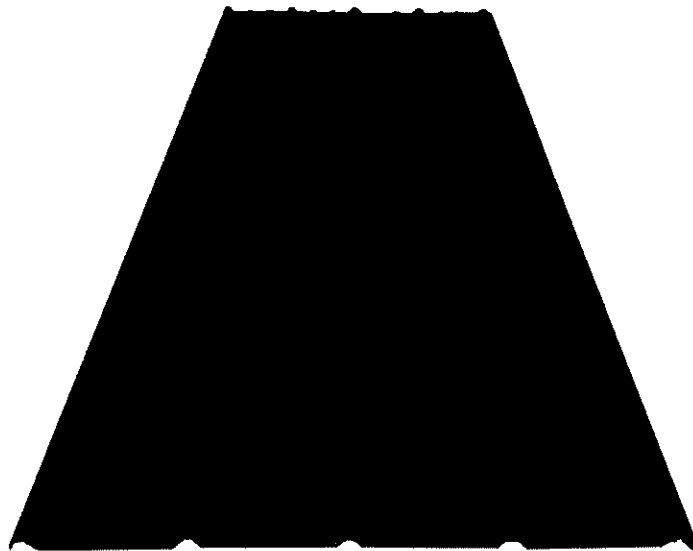
Existing Handlesets in Berlin



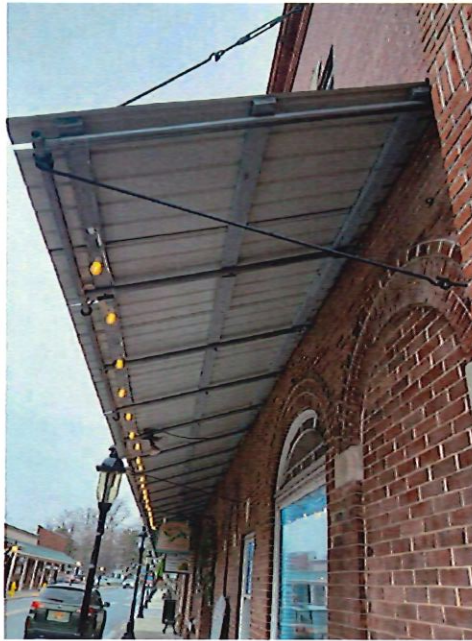
Concept Historic Handlesets



Painted White Pediment detail



Painted Black Agricultural Sheet Metal - for awning



Sheet metal and steel tubing of neighboring business - sisters



Awning over neighboring business - Church mouse Thrift



Example of Agriculture Sheet/Pediment on Main - opposite Cafe Berlin



received
4/4/2025

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: 4.4.2025 Subject Property Location: 2 Bay St, Berlin, MD 21811 Case #: 5/7/25-10
 Property Owner: Rosenblit Family LLC Owner Phone #: 410.430.0433
 Owner Address: 8415 Raccoon Lane, Berlin, MD 21811 Owner Email: rcrosenblit@comcast.net
 Agent/Contractor: Kevin Chmielewski Agent Phone#: 443.783.3711
 Work Involves: ☒ Alterations ☐ New Construction ☐ Addition ☐ Demolition ☐ Sign ☐ Other

DESCRIPTION OF WORK PROPOSED:

Removing lattice and drive-thru window and replacing with a slider window.

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 8 1/2 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 5/7/2025 5:30 pm.

Applicant Signature: Robert C Rosenblitdotloop verified
04/04/25 11:54 AM EDT
20XQKTN-6TX1-EKQDate: 04/04/2025

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)

1 South Main St. Unit C

Building Use - M
Building Type - 3B
Not Sprinkled
Allowable Height Feet - 55
Actual Height - 40'
Allowable Stories - 2
Actual Stories - 2

Allowable Square Footage - 12,500

Actual Square Footage - 163

Square Footage Net - 122

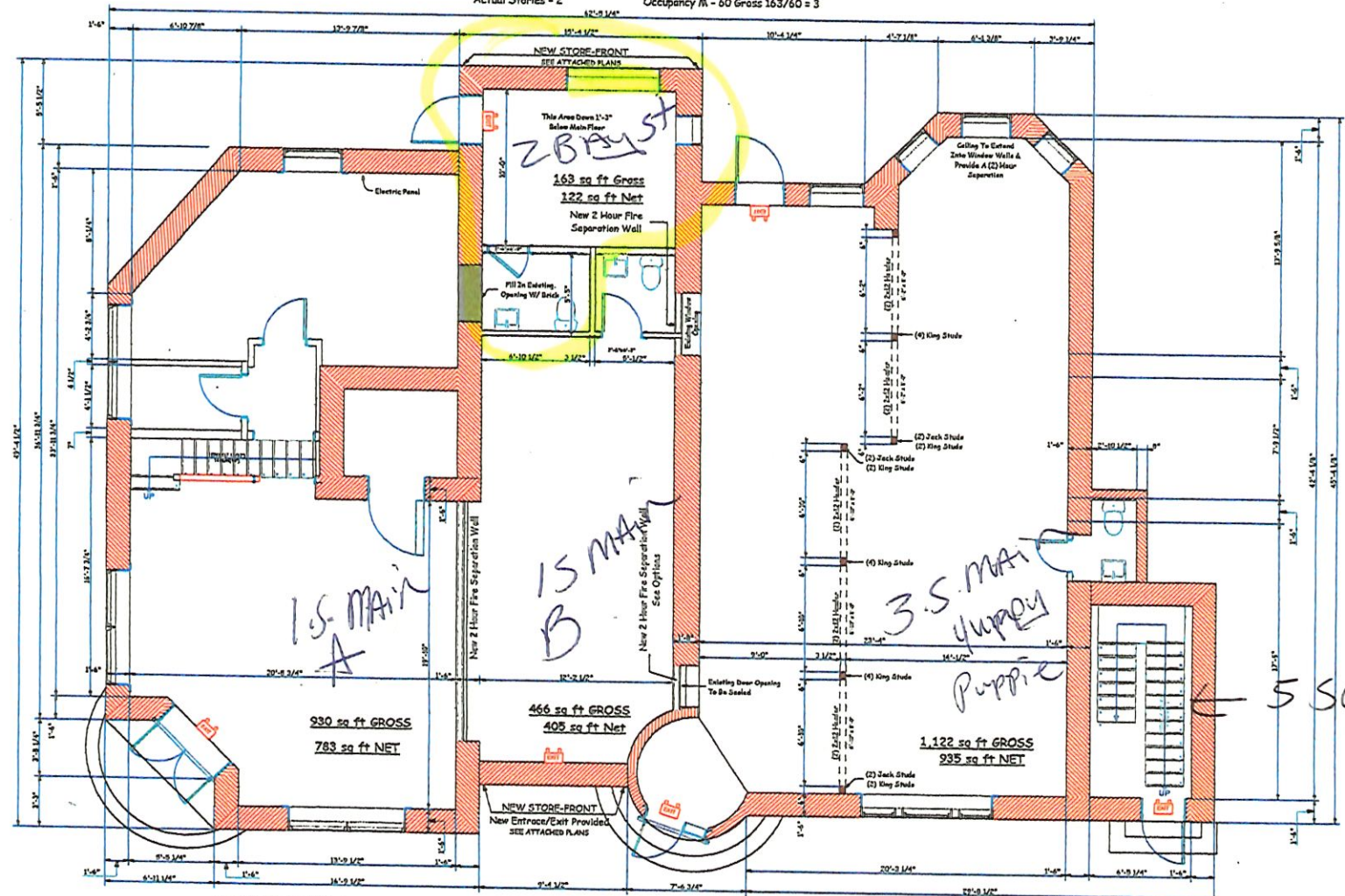
Building Exits - (1)

Stories - (1)

Cumulative Distance To Exit < 75'

Actual Cumulative Distance To Exit = 15' +/-

Occupancy M - 60 Gross 163/60 = 3



1 South Main St. Unit A

Building Use - M
Building Type - 3B
Not Sprinkled
Allowable Height Feet - 55
Actual Height - 40'
Allowable Stories - 2
Actual Stories - 2
Allowable Square Footage - 12,500
Actual Square Footage - 930 M
Actual Square Footage - 789 Light Storage
Net Square Footage - 783 M
Net Square Footage - 616 Light Storage
Building Exits - (1)
Stories - (2)
Cumulative Distance To Exit < 75'
Actual Cumulative Distance To Exit = 58' +/-
Occupancy M - 60 Gross 783/60 = 14

1 South Main St. Unit B

Building Use - M
Building Type - 3B
Not Sprinkled
Allowable Height Feet - 55
Actual Height - 40'
Allowable Stories - 2
Actual Stories - 2
Allowable Square Footage - 12,500
Actual Square Footage - 466
Net Square Footage - 405
Building Exits - (1)
Stories - (1)
Cumulative Distance To Exit < 75'
Actual Cumulative Distance To Exit = 35' +/-
Occupancy M - 60 Gross 466/60 = 8

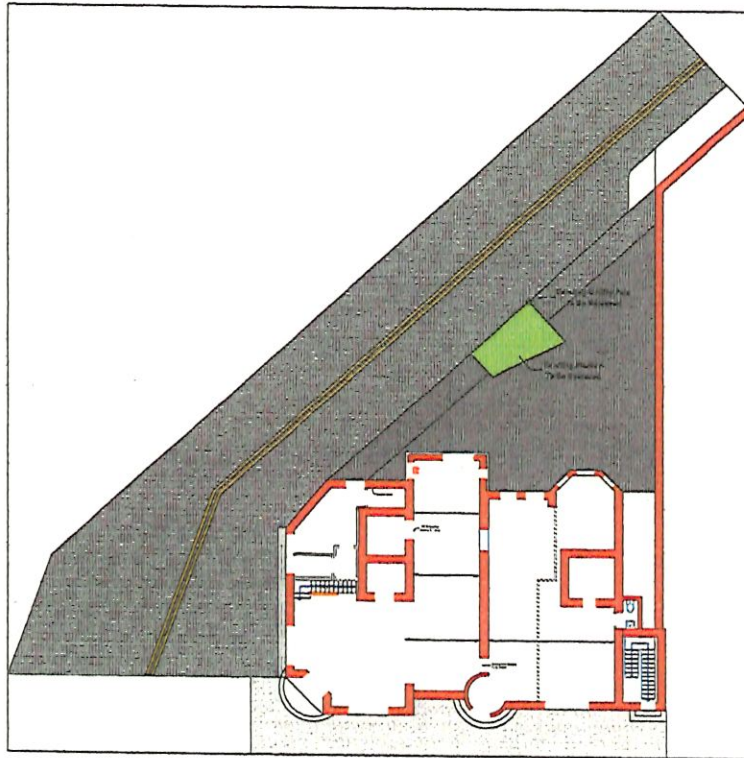
3 South Main St. Unit A

Building Use - M
Building Type - 3B
Not Sprinkled
Allowable Height Feet - 55
Actual Height - 40'
Allowable Stories - 2
Actual Stories - 2
Allowable Square Footage - 12,500
Actual Square Footage - 1122
Net Square Footage - 964
Building Exits - (2)
Stories - (1)
Cumulative Distance To Exit < 75'
Actual Cumulative Distance To Exit = 38' +/-
Occupancy M - 60 Gross 1122/60 = 18

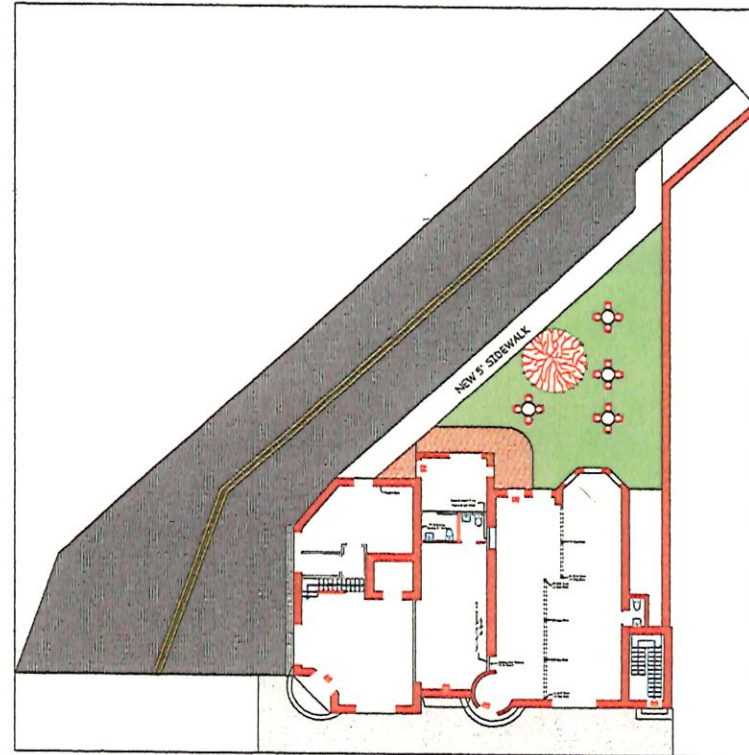
3 South Main St. Unit B

Building Use - B
Building Type - 3B
Not Sprinkled
Allowable Height Feet - 55
Actual Height - 40'
Allowable Stories - 3
Actual Stories - 2
Allowable Square Footage - 12,500
Actual Square Footage - 1190
Net Square Footage - 964
Building Exits - (1)
Stories - (1)
Cumulative Distance To Exit < 100'
Actual Cumulative Distance To Exit = 78' +/-
Occupancy B - 100 Gross 1190/100 = 12

not 11/20/2010



1 First Floor Plan EXISTING
A-05
SCALE: 1" = 10'



2 First Floor Plan Proposed
A-06
SCALE: 1" = 10'

Traditional Design Services
44 Elm Street
Burlington, MA 01803
(978) 644-4444

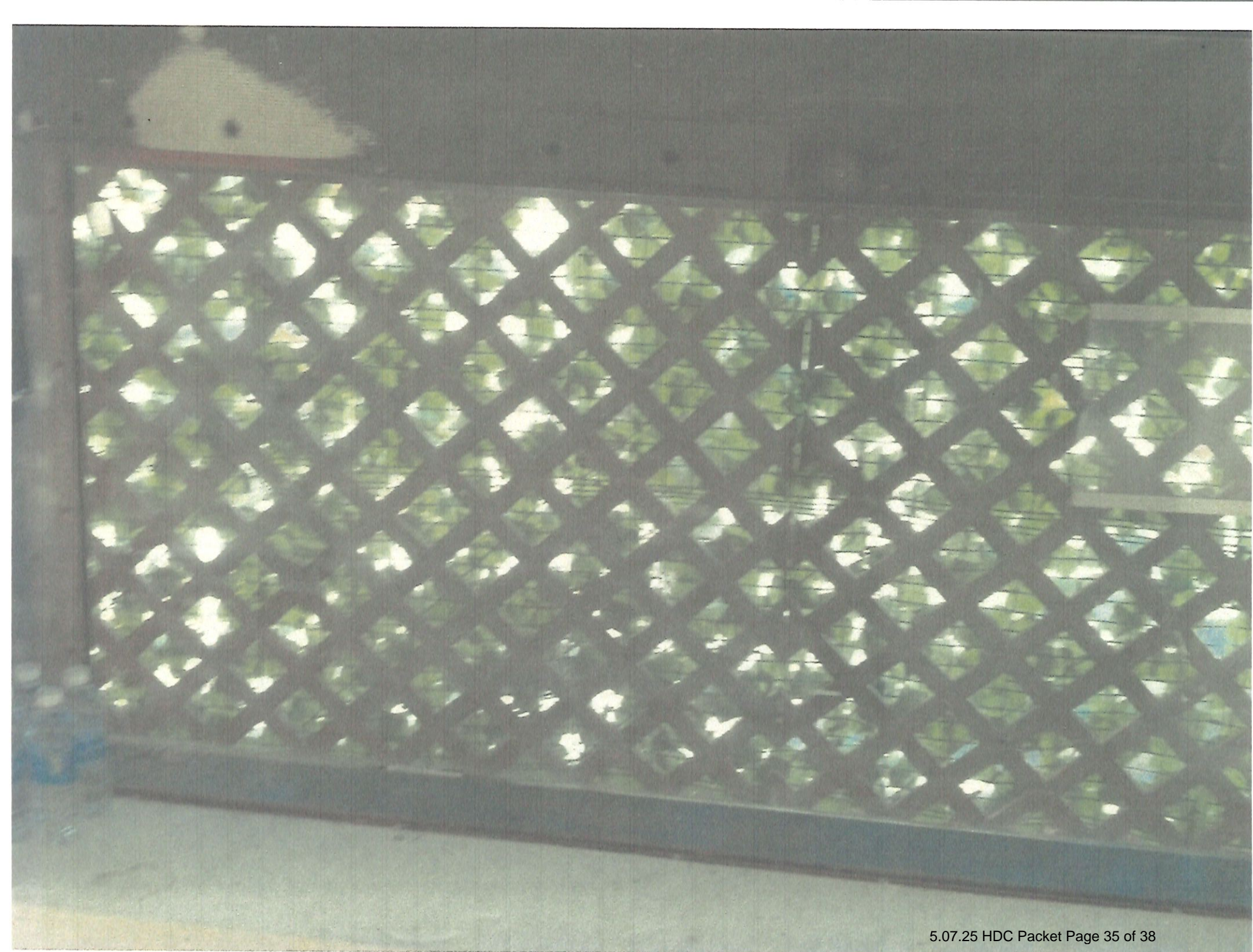
Client: Quamquam Inc.
Project: 1000 Main Street
Burlington, MA 01803

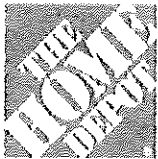
Date: July 23, 2014
Drawn By: J. Hill

Sheet Title: First Floor
Project #

A-05







The Home Depot Special Order Quote

Customer Agreement #: H2578-253250

Printed Date: 3/25/2025

Customer: KEVIN CHMIELEWSKI

Address: 11605 MASTERS LANE
BERLIN, MD 21811

Phone: 443-783-3711

Email: CAPTAINKEVIN2@HOTMAIL.COM

Store: 2578

Associate: TIMOTHY

Address: 11408 Ocean Gateway
Berlin, MD 21811

Phone: (410)629-1465

Pre-Savings Total: \$647.36

Total Savings: (\$97.12)

Pre-Tax Price: \$550.24

Price Valid Through:
4/2/2025

All prices are subject to change. Customer is responsible for verifying product selections. The Home Depot will not accept returns for the below products.

Item #	Item Description	Room Location	Unit Price	Qty	Total Price
--------	------------------	---------------	------------	-----	-------------

100-1

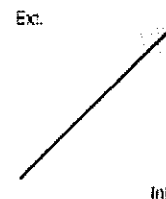
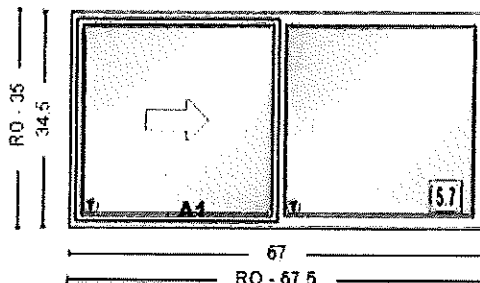
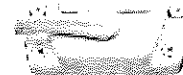
Contractor Single Slider
Left Opening (XO), 67 x 34.5
Overall Rough Opening Width = 67.5, Overall Rough
Opening Height = 35
Sash Split = Even
Exterior = White, Interior = White
Deluxe J-Channel, Frame Modification = J-Channel
Removed
Standard Glass Option
E,
Left Glass Strength =
Tempered, Glass Thickness
3/4", Intercept
Number of Locks = 2
Number of Air Latch
Device (WOCD) = No
Rollers = Corrosion Resistant
Screen = Half, Fiberglass
None
Jamb Extensions = None
None, Jamb Extension
Option = No
U-Factor = 0.31, SHG
Energy Star Zones =
AAMA, DP = 35
Room Location =
Interior Casing = None
Delivery Zone = M
Vendor Name = Simonton
(877) 789-4619, SKU
Client Group = THD S

Was: \$647.36
Now: \$550.24

Save \$97.12 (15%) until 4/2/2025
* S/O SIMONTON WINDOWS-
1003186330 Promotion until 4/2/2025



Catalog Version 172



Quote Summary:

Line#	Item Summary	Was Price	Now Price	Qty	Total Unit Savings	Total Price
100-1	Contractor Single Slider Left Opening (XO), 67 x 34.5 Overall Rough Opening Width = 67.5, Overall Rough Opening Height = 35 Sash Split = Even Exterior = White, Interior = White Deluxe J-Channel, Frame Modification = J-Channel Removed Standard Glass Options, Dual Pane, None, ProSolar Low E, Left Glass Strength = Tempered, Right Glass Strength = Tempered, Glass Tint = None, 1/8 in - 1/8 out, Argon, 3/4", Intercept Number of Locks = 2, Lock Type = Cam, Cam Position = 8, Number of Air Latches = None, Window Opening Control Device (WOCD) = No, Interior Hardware Finish = White, Rollers = Corrosion Resistant Roller/Glide Screen = Half, Fiberglass, Roll-Formed, None Jamb Extensions = No, Jamb Extensions- Finished Size = None, Jamb Extensions- Wood/Color = None, , Drywall Option = No U-Factor = 0.31, SHGC = 0.3, VT = 0.54, STC = 0, Meets Energy Star Zones = None AAMA, DP = 35 Room Location = Interior Casing = None, Interior Casing Finish = None Delivery Zone = M Vendor Name = Simonton Windows, Customer Service = (877) 789-4619, SKU Description = Contractor Series, THD Client Group = THD SO East Stores	\$647.36	\$550.24	1	(\$97.12)	\$550.24
	Base Price	\$366.25	\$311.30	1	(\$54.95)	\$311.30
	Glass Strength	\$269.76	\$229.29	1	(\$40.47)	\$229.29
	Reinforcement	\$10.17	\$8.65	1	(\$1.52)	\$8.65
	Frame Modification	\$1.18	\$1.00	1	(\$0.18)	\$1.00

Untitled Map

Write a description for your map.

Legend

 1 S Main St

 Feature 1

 Feature 2

