



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 2, 2025 – 5:30 PM
Berlin Town Hall – Council Chambers**

- 1. Call to Order**
- 2. Agenda Adoption**
- 3. Approval of Minutes:** June 4, 2025
- 4. Case # HDC-7-2-25-15:** 404 South Main Street – Requesting to turn a solarium into a sunroom
- 5. Case # HDC-7-2-25-16:** 17 Jefferson Street – Requesting new signage
- 6. Case # HDC-7-2-25-17:** 13 & 15 South Main Street – Requesting new signage
- 7. Case # HDC-7-2-25-18:** 2 Bay Street – Requesting new signage
- 8. Case # HDC-7-2-25-19:** 5 South Main Street – Request to replace five (5) windows, an exterior door, and painting trim
- 9. Case # HDC-7-2-25-20:** 6 Jefferson Street – Request to replace roof shingles and place wire inserts on existing ramp
- 10. Comments from the Public**
- 11. Comments from the Staff**
- 12. Comments from the Commissioners**
- 13. Comments from the Chairman**
- 14. 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, June 4, 2025

Chairman Bunting called the Historic District meeting to order on June 4, 2025, at 5:30 PM. Members present were Mary Moore, Brian Robertson, Carol Rose, and Laura Stearns. The absent member was John Holloway. 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 June 4, 2025, meeting agenda. Ms. Rose made a motion to approve the agenda, which Ms. Moore seconded, and the approval was unanimous.

Next, Chairman Bunting sought a motion to approve the meeting minutes from May 7, 2025. Ms. Stearns made the motion, which was seconded by Ms. Moore and passed unanimously.

The commission then moved on to the first agenda item, 6-2-25-11, concerning the property at 201 South Main Street, owned by Mr. Antonio Benito, who attended the meeting in person. He stated his intention to replace ten windows with colored windows.

Before moving forward with the application, Ms. Rose expressed several concerns about the current condition of the property. She specifically questioned Mr. Benito about a red trailer that had been parked at the front of the property. Mr. Benito explained that he had since relocated the trailer to the driveway by positioning it behind a tree. However, Ms. Rose noted that the trailer remained visible from the road and emphasized that it had been a recurring issue. In response, Mr. Benito stated that he had moved the trailer after receiving a notice from the Planning and Zoning Office and clarified that it was being used for temporary storage. He added that the trailer would be removed once it was emptied, though he was unable to provide a specific timeline for its removal.

Ms. Rose also raised concerns about unfinished painting on the house, which she noted had been part of a previously approved project tied to an earlier construction job. Mr. Benito disagreed, stating that the prior work did not include painting and that he had recently received a new notice regarding the issue. He indicated that he planned to apply for a permit to paint the house and noted that much of the property was obscured from public view by a century-old magnolia tree.

Ms. Moore countered that the house was clearly visible from Main Street and stressed that, as stewards of the town's historic district, the Commission is responsible for upholding aesthetic and maintenance standards. She added a personal note by referencing her familiarity with the house and underscoring its historical significance.

In response, Mr. Benito stated that he does intend to paint the house, but only after replacing the windows, as that work would affect the window frames. He assured the Commission that the painting would be completed within the year and reaffirmed his commitment when asked for a clear timeline.

Acting Planning and Zoning Director Ryan Hardesty noted that the town had recently received an anonymous complaint about the property's condition, which prompted a code enforcement review. She explained that the trailer was given a 48-hour removal deadline, and Mr. Benito was issued a 30-day timeframe to address the chipping and peeling paint. Mr. Benito acknowledged the concerns and

expressed his deep appreciation for the home by stating that he was committed to its upkeep despite the financial challenges involved. In response, Ms. Moore recognized the difficulties but emphasized that owning a property within the historic district carries certain responsibilities and standards that must be upheld.

Ms. Moore elaborated on the importance of visual cohesion along Main Street and noted that bold or unconventional colors could disrupt the uniformity and historic character of the district. She emphasized the importance of maintaining aesthetic consistency and urged Mr. Benito to fulfill his commitment to repainting the house. Ms. Hardesty added that the 30-day compliance period outlined in the notice could be extended, provided Mr. Benito demonstrated clear and genuine progress toward resolving the issues.

The discussion turned to the timeline and logistics of window replacement. Mr. Benito assured the Commission that, once approved, Pella would schedule final measurements and then begin manufacturing the custom-sized windows, all of which would be made from vinyl. Since each window was unique to the house, he did not have a definitive timeline but explained that Pella would proceed as soon as approval was granted.

The Commission asked for details regarding the features of the proposed replacement windows, with particular interest in whether mullions would be included. Mr. Benito responded that the new windows would closely resemble the existing ones in design but would be white, energy-efficient, and custom-built. He noted that he had not visited Pella's Roanoke showroom, opting instead to work directly with a company representative who visited his home and provided initial measurements and product information.

Chairman Bunting requested that Mr. Benito submit brochures or photographs to better illustrate the proposed window design for the Commission's reference and records. Mr. Benito explained that, due to the custom nature of the windows, each measuring approximately 4 feet by 6 feet, there was no standard model to reference. However, he agreed to provide any available materials that could assist in the review. Ms. Stearns underscored the importance of maintaining stylistic consistency, particularly in a historic district, noting that even seemingly minor exterior elements can significantly affect the overall visual integrity of a property.

The discussion continued with the Commission focusing on the architectural integrity of the home's windows. Ms. Rose stated that even windows located in closets or less visible areas were exposed to the weather and could still affect the overall appearance and preservation of the house. Mr. Benito responded that, according to his consultation, the small window in the closet was in good condition and did not require replacement. He insisted that the priority was addressing the more prominent windows at the front and sides of the house, which were in visible and functional areas, such as the bedrooms.

The Commission concluded its final deliberations on Mr. Benito's application. Chairman Bunting clarified that the attic window was not included in the proposal and would remain unchanged. Ms. Moore acknowledged that the window installation could extend well beyond the timeline allotted for painting. In light of this, she suggested that Mr. Benito could begin scraping the house in preparation for painting, as a gesture of good faith toward both the Commission and the neighbors who had submitted complaints.

Ms. Rose introduced a formal motion to approve Case No. 6-4-25-11, which permitted the replacement of ten windows with Pella-brand units at 201 South Main Street. She noted that the motion included two

conditions: Mr. Benito would return to the Commission to discuss paint color options, and he would provide documentation to the Planning Director confirming he had secured a painting contractor. She also clarified that the two attic-level windows and a small second-floor window were not included in the scope of replacement. Ms. Stearns seconded the motion, and it passed unanimously.

The Commission then discussed the possibility of pre-approving white paint to eliminate the need for Mr. Benito to return for color approval. Following a brief discussion, Ms. Stearns introduced a separate motion to approve white as the paint color for 201 South Main Street, with the understanding that any deviation from this color would require a new application. Ms. Moore seconded the motion, which also passed unanimously.

Chairman Bunting introduced Case No. 6-4-25-12, concerning 203 South Main Street. Property owner Mr. Gavin Bromell was present to represent the application. Mr. Bromell explained that he and his team intended to replace an outdated kitchen window with three Andersen 400 Series casement windows. He said the proposed replacements featured wood sashes and true divided lights in a cross pattern, designed to match the existing windows' architectural style. He emphasized that the new windows would increase natural light at the rear of the property while preserving the home's historic character.

Commission members responded positively and expressed general agreement that the design and intent of the project were appropriate. Ms. Rose noted the importance of enhancing natural light at the back of the house and voiced her support for the casement windows with cross mullions, affirming that the design aligned well with the property's existing features. Ms. Stearns praised the selection of Andersen 400 Series windows, calling them both high-quality and suitable for the historic nature of the neighborhood. Mr. Bromell confirmed that all three windows included cross-pattern detailing that was consistent with the design of those already located above the kitchen.

Ms. Moore inquired whether the home would serve as Mr. Bromell's permanent residence. Mr. Bromell responded that while he planned for it to become his primary home eventually, it would not serve as his full-time residence in the immediate future. Ms. Rose thanked him for his dedication to the property's upkeep and remarked on how beautiful the area would look once surrounding homes were restored.

Ms. Stearns made a motion to approve the window replacement as proposed in Case No. 6-4-25-12. Ms. Moore seconded the motion, and it was approved unanimously by the Commission.

Before proceeding with the next case, Ms. Moore took a moment to address a safety concern about house numbers. She emphasized the critical importance of clearly visible address numbers on all homes, especially during emergencies when EMTs or fire personnel need to locate a residence quickly. Ideally, she said, these numbers should be prominently displayed on a gate, sidewalk, or mailbox. Ms. Hardesty added that, according to the fire marshal's requirements, house numbers must be at least four inches tall.

The next case concerned 104 North Main Street and was presented by Ms. Patrice Ottey. She explained that the request was for a new exterior business sign, intended to replace the existing one by removing the green border to better align with the branding of their new business, CounterClox.

Ms. Ottey shared that three couples had partnered to launch the venture, aiming to create a space that embodies the spirit of Berlin. The restaurant will feature American-style cuisine, including pizza, burgers, and seafood, prepared by one of the partners, who brings over 30 years of experience in the restaurant industry. She added that the first-floor dining area will open first, followed in about two weeks by a second-

floor speakeasy-style space. The upstairs area, she noted, is designed to be cozy and casual, well-suited for small parties and gatherings.

Ms. Rose voiced her support for the concept but recused herself from the vote due to a close personal relationship with the applicants. She designated Mr. Robertson to vote in her place.

The Commission agreed that the proposed signage was tasteful and well-suited to the location. Mr. Robertson made a motion to approve the sign as presented under case number 6-4-25-13, which Ms. Moore seconded. The motion passed unanimously. The Commission welcomed the new business and expressed enthusiasm for its upcoming opening.

The next case, 6-4-25-14, involved Worcester Youth and Family Services, located at 124 North Main Street, and was presented by Executive Director Dr. Jennifer Leggour and Rachel Mitchell. Dr. Leggour introduced the proposal for a freestanding “free food pantry,” funded through a mini-grant from the Worcester County Health Department. She explained that the pantry would be accessible 24/7 and regularly stocked, offering support to anyone in need.

Ms. Mitchell added that students from Worcester Technical High School would construct the pantry structure. She presented the commission with a revised application that included three potential placement options on the property: the rear parking lot adjacent to 124 North Main Street, the interior parking lot beside the building, and the back of the building itself. Ms. Mitchell asked the Commission for feedback on which location(s) might be acceptable.

Ms. Rose expressed strong support for the initiative, underscoring the ongoing and very real need for food assistance in the community. She referenced the success of a similar pantry at her church, noting that it is frequently used, often during early morning hours. She also mentioned complementary community efforts, such as a nearby garden that provides fresh vegetables to those in need.

Ms. Mitchell echoed these sentiments, noting that their organization receives 30 to 35 food-related calls each month. She emphasized the value of offering a discreet, self-service resource for individuals who may feel uncomfortable asking for help directly.

Ms. Rose shared that a citizen had inquired about how the pantry would function during extreme heat. In response, Ms. Mitchell explained that the pantry would be restocked regularly and managed proactively. Dr. Leggour added that two of the proposed locations, options one and three, are well-shaded, which would help reduce concerns related to temperature.

Ms. Rose expressed appreciation for the project’s sensitive design, noting that the pantry’s placement on the side of the building would help maintain privacy for individuals using it. She emphasized that dignity was key, as many people in need of food would prefer not to be seen or feel embarrassed when accessing assistance. Having the pantry tucked away, yet still reachable, made it both functional and respectful.

Ms. Mitchell confirmed that the original plan had been to install the pantry where their existing free library stood along the front walkway. However, due to structural limitations and the preference for a freestanding unit, she said they had to revise the proposal. They hoped the new locations would better accommodate the pantry’s design and functionality.

With support from the Commission, Ms. Rose made a motion to approve case number 6-4-25-14-A, accepting the revised application for the freestanding food pantry and granting approval for all three

proposed locations at the discretion of the organization. The motion was seconded by Mr. Robertson and passed unanimously.

Following this, Chairman Bunting opened the floor to public and staff comments. Ms. Hardesty took the opportunity to make the commission aware that Ms. Chanita Lewis-Watson was hired as the town's code enforcement officer, who started in the role on May 19, 2025.

Following no further comments from the public, staff, or commission members, the meeting was adjourned at approximately 6:22 PM.

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



HISTORIC DISTRICT COMMISSION APPLICATION

Date: 6/2/2025 Subject Property Location: 404 S. Main St Case #: HDC-7-2-25-15
Property Owner: John Insley Owner Phone #: 410-258-8236
Owner Address: 404 S. Main St. Owner Email: johninsben60@aim.com
Agent/Contractor: Stewart Enterprises Inc. Agent Phone#: 410-255-6900
Work Involves: ☒ Alterations ☐ New Construction ☐ Addition ☐ Demolition ☐ Sign ☐ Other

DESCRIPTION OF WORK PROPOSED:

Remodel of Subvium, new windows & 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 7/2/2025 5:30 pm (date).

Applicant Signature

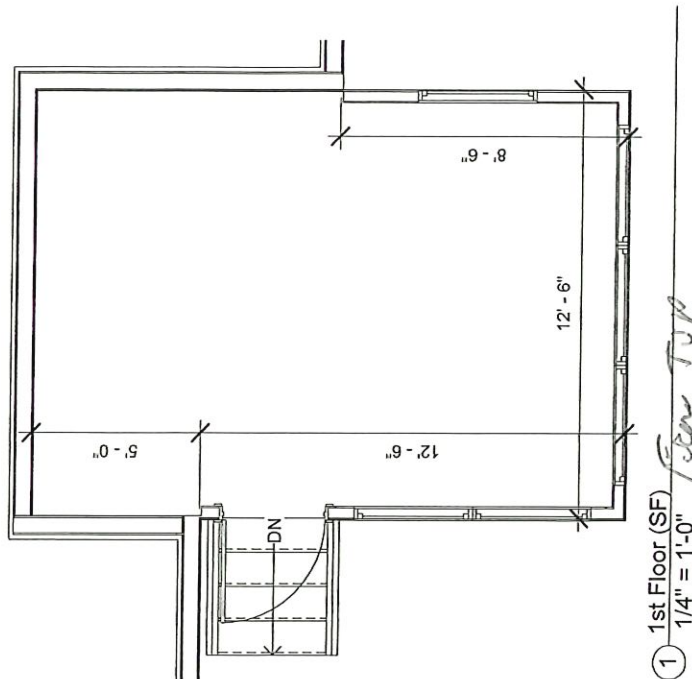
John Insley MHC-162668

Date 6-2-2025

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)



Tyler
Building
Company

Additions | Remodeling | Repairs
32421 Longridge Rd. | Parsonsburg, MD
www.Tylerbuildingcompany.com
Tel 410 - 546 - 4711

Project

Client Name
Insley

Address

Project Description
Sun Room

Drawn By
Gage Sabater

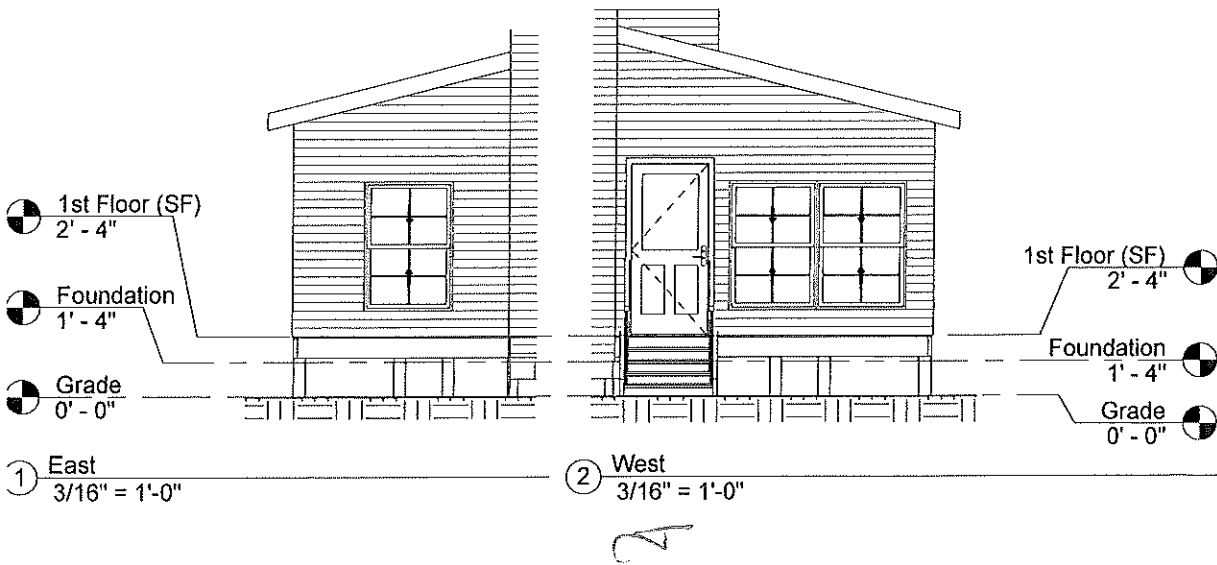
Notes

Sht. Title
Floor Plan

Date 3/10/2025 9:53:04
Sheet PM

A101

Mary Lou Insley



Tyler
Building
Company

Additions | Remodeling | Repairs
32421 Longridge Rd. | Parnassburg, MD
www.tylerbuildingcompany.com
Tel 410 - 546 - 4711

Project

Client Name
Insley

Address
-

Project Description
Sun Room

Drawn By
Gage Sabater

Notes

Sht. Title
**East & West
Elevation**

Date 3/10/2025 9:53:05
Sheet PM

A103

Tyler
Building
Company

Additions | Remodeling | Repairs
32421 Longridge Rd. | Parsonsburg, MD
www.tylerbuildingcompany.com
Tel 410 - 546 - 4711

Project

Client Name
Insley

Address
-

Project Description
Sun Room

Drawn By
Gage Sabater

Notes

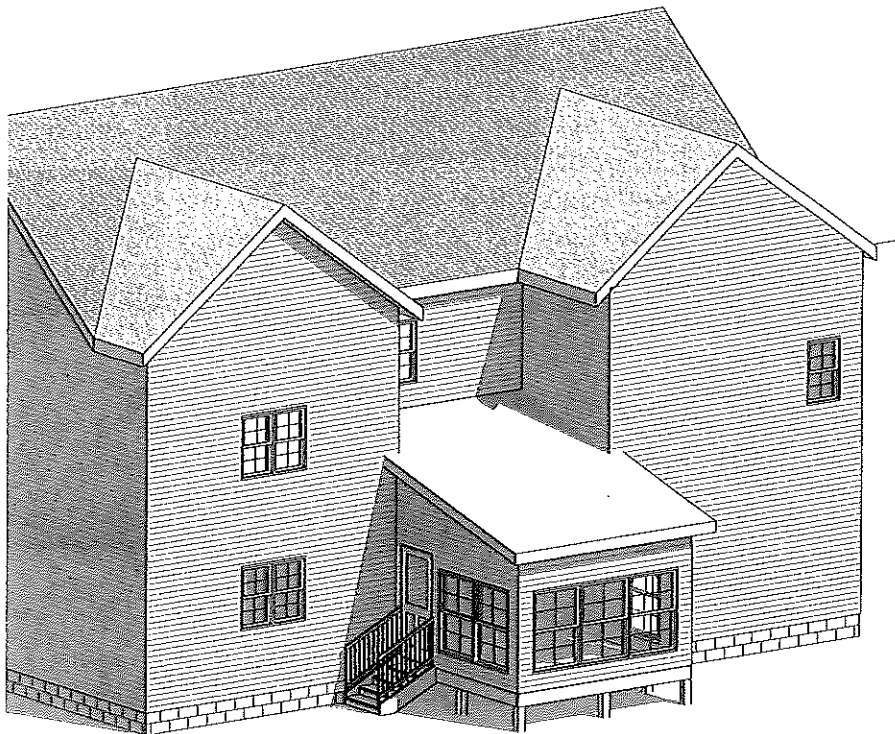
Sht. Title
South Elevation

Date **3/10/2025 9:53:04**
Sheet **PM**

A102

- 2nd Floor Wall Top
19' - 4"
- 2nd Floor
11' - 4"
- Wall Top
10' - 4"
- 1st Floor (SF)
2' - 4"
- Foundation
1' - 4"
- Grade
0' - 0"
- 1 South
1/8" = 1'-0"





① {3D}

Tyler
Building
Company

Additions | Remodeling | Repairs
32421 Longridge Rd | Pikesburg, MO
www.TylerBuildingCompany.com
Tel 410 - 548 - 4711

Project

Client Name
Insley

Address
-

Project Description
Sun Room

Drawn By
Gage Sabater

Notes

Shr. Title
3D View

Date 3/10/2025 9:53:05
Sheet PM

A104













Stewart Enterprises Inc

MHIC # 162668
32967 Lighthouse Road
Unit 3
Selbyville, DE 19975
410-255-6900

Client: John Insley
Property: 404 South Main
Berlin, MD 21811

Operator: INFO

Estimator: Tiffani Taylor

Type of Estimate: Other

Date Entered: 3/25/2025

Date Assigned:

Price List: MDSA8X_MAR25

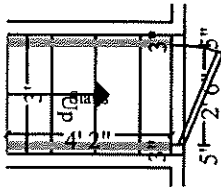
Labor Efficiency: Restoration/Service/Remodel

Estimate: INSLEY_JOHN



Stewart Enterprises Inc

MHIC # 162668
32967 Lighthouse Road
Unit 3
Selbyville, DE 19975
410-255-6900



Stairs

Height: 11' 1"

80.31 SF Walls	12.50 SF Ceiling
92.81 SF Walls & Ceiling	23.37 SF Floor
2.60 SY Flooring	9.53 LF Floor Perimeter
8.33 LF Ceil. Perimeter	

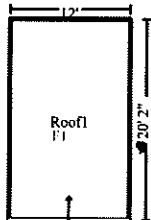
Missing Wall

3' X 11' 1 1/2"

Opens into Exterior

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
existing						
Totals: Stairs				0.00	0.00	0.00
Total: Main Level				285.32	2,866.07	13,681.20

roof



Roofl

242.41 Surface Area	2.42 Number of Squares
64.40 Total Perimeter Length	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
14. Remove Laminated - comp. shingle rfg. - w/ felt	1.00 SQ	66.62	0.00	0.00	17.65	84.27
15. R&R Sheathing - plywood - 1/2" CDX - fire-treated	200.00 SF	0.64	2.76	20.64	185.67	886.31
16. Metal roofing - corrugated - 26 gauge	266.00 SF	0.00	7.24	34.31	519.45	2,479.60
17. Gable trim for metal roofing - 29 gauge	20.00 LF	0.00	4.61	2.86	25.19	120.25
18. Eave trim for metal roofing - 29 gauge	14.00 LF	0.00	3.65	1.19	13.87	66.16
19. Gutter / downspout - aluminum - up to 5"	14.00 LF	0.00	7.52	3.35	28.79	137.42
Totals: Roofl				62.35	790.62	3,774.01
Total: roof				62.35	790.62	3,774.01



Stewart Enterprises Inc

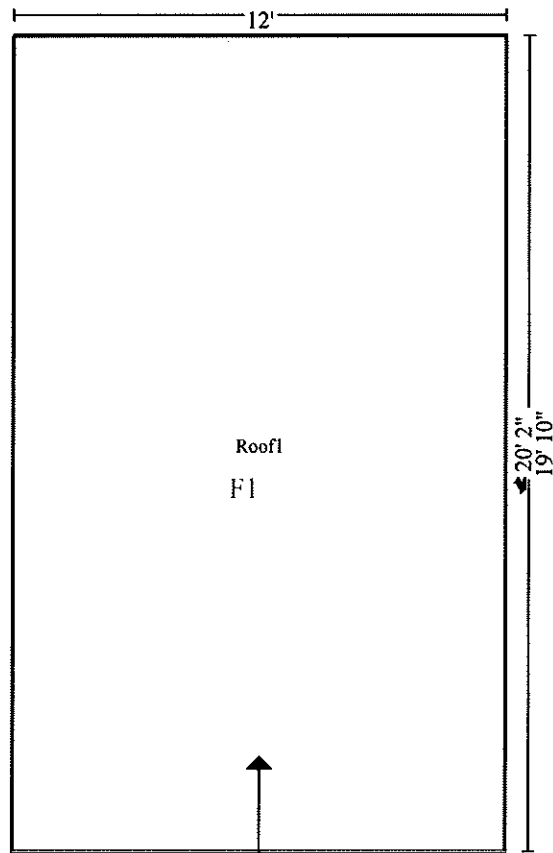
MHIC # 162668
32967 Lighthouse Road
Unit 3
Selbyville, DE 19975
410-255-6900

Summary

Line Item Total	13,891.23
Material Sales Tax	347.67
Subtotal	14,238.90
Overhead	2,135.87
Profit	1,637.52
Replacement Cost Value	\$18,012.29
Net Claim	\$18,012.29

Tiffani Taylor

roof



roof
Page: 7

INSLEY_JOHN

6/2/2025



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: May 29, 2025 Subject Property Location: 17 Jefferson St Case #: HDC-7-2-25-16
 Property Owner: Atlantic Hotel Partnership Owner Phone #: 410-641-3589
 Owner Address: 2 N. Main St. Berlin Owner Email: laura@fagers.com
 Agent/Contractor: Kelley Dean Agent Phone#: 443-521-4865

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

DESCRIPTION OF WORK PROPOSED:

Vinyl lettering/decal to be applied to existing sign structure

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:

1. Site plan. N/A
2. Scaled drawings of plans and/or elevations of the proposal, or in the alternative, a scale model. N/A
3. Color photographs of the existing structure, the area to be altered and close-ups of architectural details. Included
4. For a proposed new structure, photographs of the subject site and all buildings in the immediate vicinity. N/A
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. Included
6. Samples of materials or copies of manufacturers product literature. Included

The applicant, or an authorized representative, has been advised to appear at the meeting of the Berlin Historic District Commission scheduled for 7/2/25 5:30 pm (date).

Applicant Signature

Kelley Dean

Date

5/29/25

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)

Sylvie Rose LLC
17 Jefferson St
Berlin, MD 21811

To the Historic District Commission:

My name is Kelley Dean and I am the owner of Sylvie Rose LLC and the tenant at 17 Jefferson St. The business is a full service flower shop for retail, floral arrangements for pick up, as well as delivery and events through Worcester County.

The current sign structure and lighting attached to the roof of the building will remain as is. It is a wooden frame with a flat metal surface. My request is to just attach a vinyl decal to the surface of that structure. The decal is being professionally designed and printed by Bobby Deal with Sign Connection. The decal will utilize the entire space within the existing frame which is 108"Wx48inH. It is suitable for indoor/outdoor use and can be removed and replaced if needed. I have included pictures of the building, the sign and the proposed vinyl lettering. There is also a small sample of the type of material to be used (not professional grade but similar).

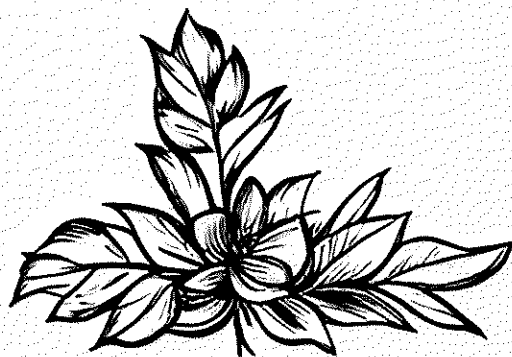
I thank you very much for your time,

Kelley Dean
Sylvie Rose LLC









SYLVIE ROSE

FLORAL DESIGNS



received
6/2/2025 40

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: 5/29/25 Subject Property Location: 13-15 Smith Main St Case #: HDC-7-2-25-17

Property Owner: Billy Esham Owner Phone #: 410-641-1556

Owner Address: 13-15 Main Street Owner Email: _____

Agent/Contractor: Sun Sign Agent Phone#: 410-641-9944

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

DESCRIPTION OF WORK PROPOSED: sign is made of m.d.o. plywood
A long green sign with white letters to go across
the front of the warehouse.

DOCUMENTS REQUIRED TO BE FILED WITH APPLICATION

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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 7/2/2025 5:30 pm (date).

Applicant Signature: William Outter Date: 6/1/25

APPROVED:

 Historic District Commission Chair (Date)

 Planning Director (Date)



Sign is 3' x 20' ft.

Received
6/2/2025



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: 6.2.2025 Subject Property Location: 2 Bay Street Case #: HDC-7-2-25-18
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:

• Install an outdoor sign with On Thin Ice logo attached to brick above window
~ 18" H x 48" L • Paint counter in front of window
• Attach Menu sign (29" H x 23" L) to old deposit box • Attach window cling
• Install 2 holders for flags w/ logo to door

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Applicant Signature: Brian

Date: 6.2.2025

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)



CITY ICE

SIZE

SMALL MEDIUM LARGE
\$2.75 \$3.75 \$4.75 PLUS TAX

FLAVORS

BLUE RASPBERRY
WATERMELON
COTTON CANDY
LIME CUSTARD
GRAPE
PINEAPPLE
ORANGE CREAM
PEACH

STRAWBERRY
TROPICAL BLOOD
WATERMELON
WILD CHERRY

TOPPINGS

\$0.50 EACH

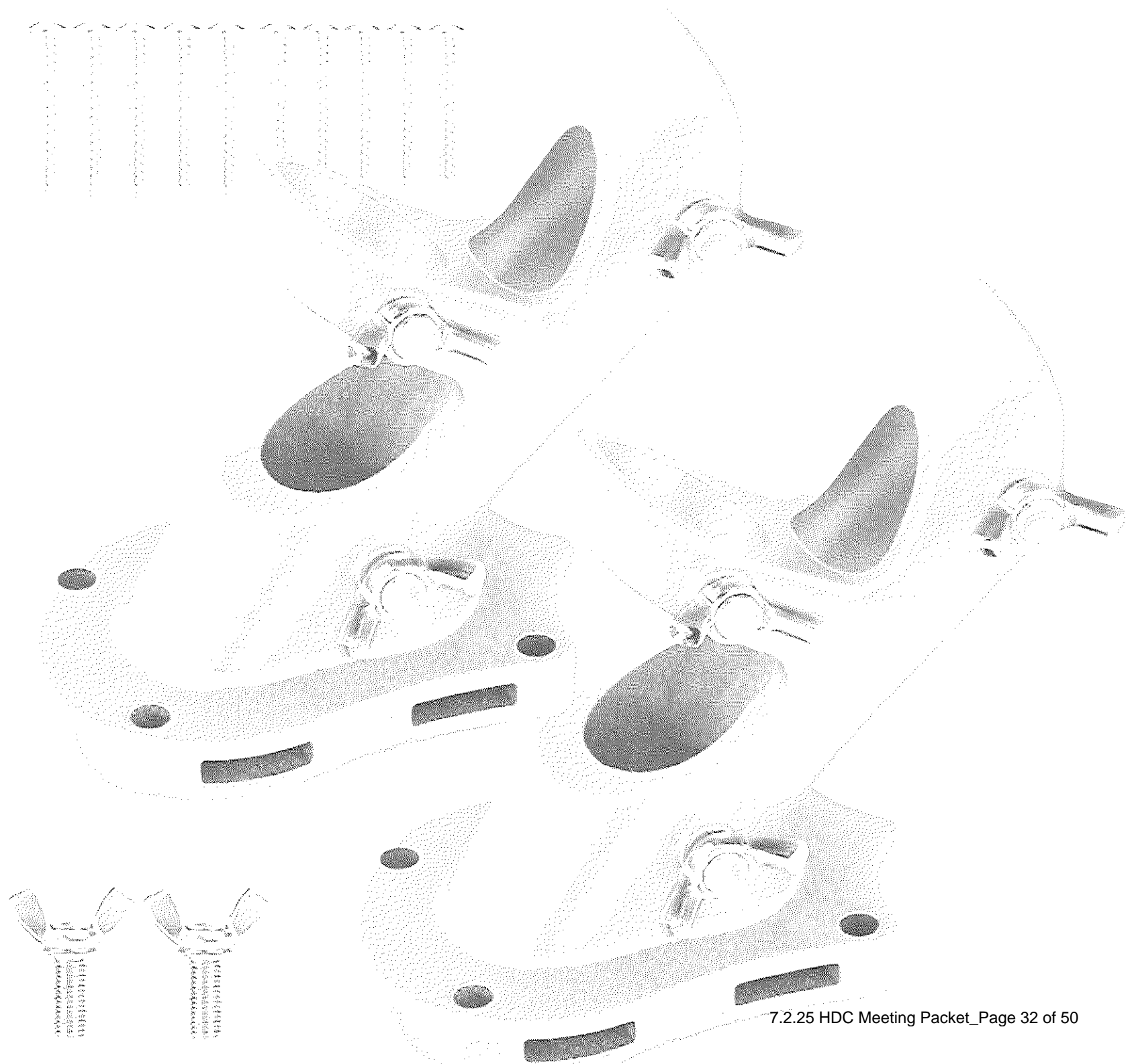
CARAMEL
CHOCOLATE
MARSHMALLOW
NUTS
SOFT CURRY ICE
SOFT PATCH KIDS



ON THIN ICE
SNOWBALLS

I

I



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

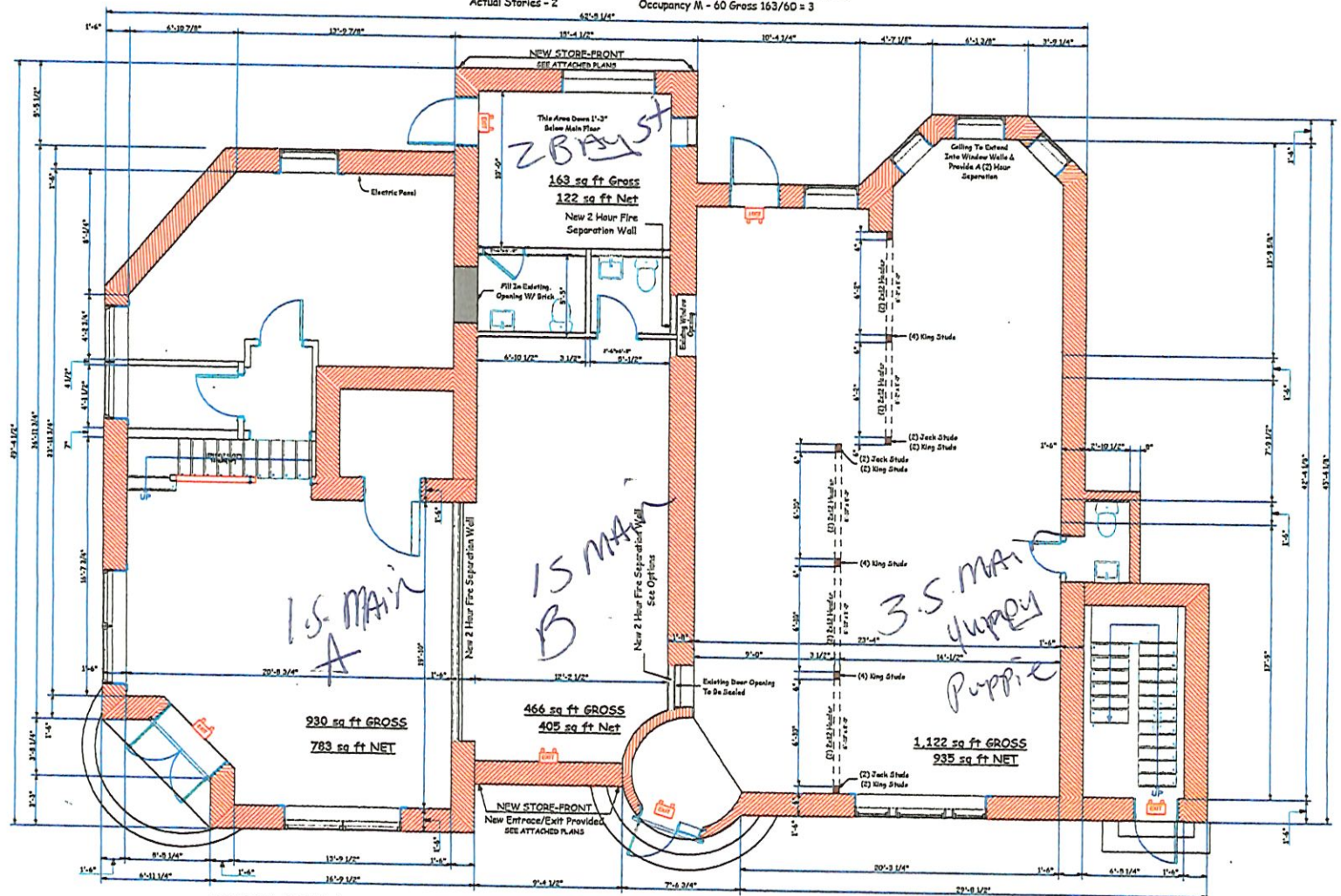
Building Exits - (1)

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 -

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



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: 5/29/25 Subject Property Location: 5 S. Main St. Case #: HDC-7-2-25-19
 Property Owner: Rosenblit Family, LLC Owner Phone # 410-430-0433
 Owner Address: 308C 14th St Ocean City, MD 21842 Owner Email: rcrosenblit@comcast.net
 Agent/Contractor: Sarah Nodine Agent Phone# 410-430-2036
 Work Involves: ☒ Alterations ☐ New Construction ☐ Addition ☐ Demolition ☐ Sign ☐ Other

DESCRIPTION OF WORK PROPOSED:

replace damaged windows (5x)
replace damaged door
paint building trim

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 7/2/2025 5:30pm (date).

Applicant Signature

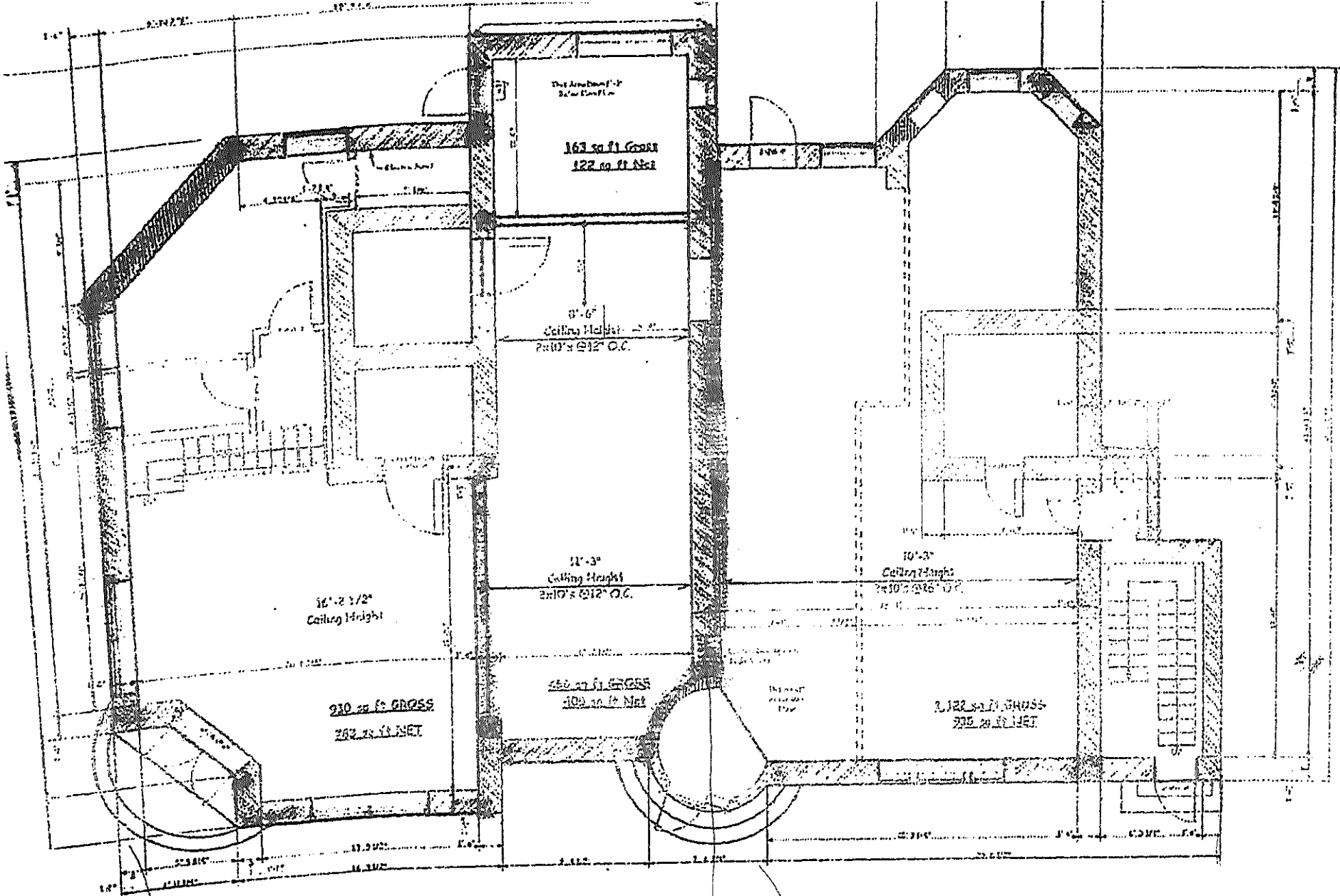
Date

5/29/25

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)



First Floor Plan EXISTING
 SCALE: 1/4" = 1'-0"

Project Name	Rich Schnelker
License No.	9180
Project No.	211710
Traditional Design Services	Traditional Design Services, Inc. 1000 1st St. N. Suite 100 Minneapolis, MN 55401
Client Name	City of Minneapolis
Client Address	1000 1st St. N. Suite 100 Minneapolis, MN 55401
Client Phone	612.673.1234
Client Email	info@cityofminneapolis.gov
Project Description	First Floor Plan Existing
Project Location	1000 1st St. N. Suite 100 Minneapolis, MN 55401
Project Status	Completed
Project Date	10/1/2018



Historic District Commission Berlin, MD

Application – 5 S. Main St
Rosenblit Family LLC

Second-Story Residential Apartment Street View



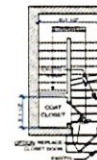
Second-Story Residential Apartment Building Plans



1 South Main a One-Bedroom Apartment

The 2nd Story Renovation of the
Historic PNC Bank Building
in Downtown Berlin, MD
The Proposed Project will Convert
the Existing Vacant Space
to a 1-Bedroom Apartment

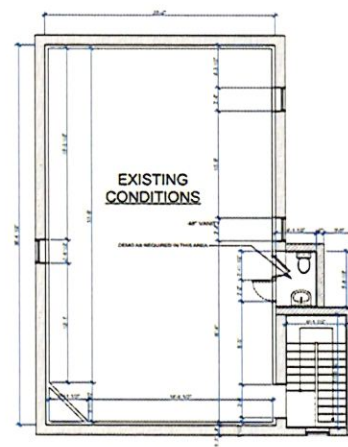
GENERAL NOTES:
1. FIELD VERIFY ALL CONDITIONS AND MEASUREMENTS AND
NOTIFY ARCHITECT OF ANY SIGNIFICANT DIFFERENCES.
2. IT APPEARS THAT A BUILDING PERMIT WAS ACQUIRED
PREVIOUSLY AND THAT SUCH ITEMS AS 2x4 FURRED OUT WALLS
(ALL AROUND PERIMETER), INSULATION, ROUGH-IN ELECTRIC
(OUTLETS & LIGHT FIXTURE BOXES & WIRING), A NEW HVAC
SYSTEM AND FLEXIBLE DUCTWORK HAVE ALL BEEN INSTALLED
BY A PREVIOUS OWNER. THE CURRENT OWNER INTENDS TO
USE THESE IMPROVEMENTS WHERE POSSIBLE AND ALTER OR
ELIMINATE WHERE NECESSARY TO ACHIEVE THE DESIGN
SHOWN ON THESE PLANS.



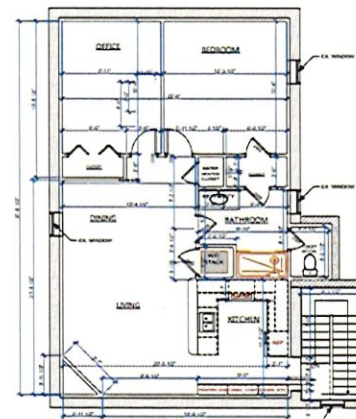
Prop. First Floor Plan
SCALE 1/4" = 1'-0"



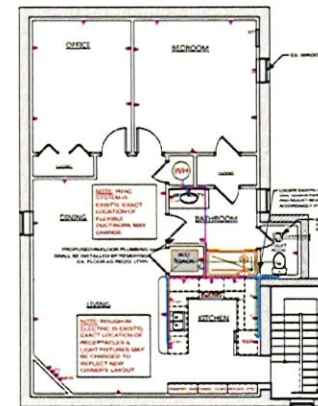
3D View into Renovated Apartment



Existing & Demolition Plan
SCALE 1/4" = 1'-0"



Proposed 2nd Floor Plan
SCALE 1/4" = 1'-0"



MEP Plan
SCALE 1/4" = 1'-0"

Atlantic Planning & Development
Rick Schoelkopf/Architect
5700 Coastal Highway, Suite 306
Ocean City, Maryland 21842

rick@atlanticpd.com
(443) 297-6265

COUNCIL TOWNS



Site/Location:

1 South Main Street
Berlin, MD 21811

Owner:

Rosenblit Family, LLC
308C 14th Street
Ocean City, MD 21811

Project:

Renovate Vacant
2nd Floor of the
Old PNC Bank
Building

PROJECT NO. 1001 Project No.

REVISIONS

1 South Main Street, Historical Apartment, 21-10-20

DATE: 03/05/2025

SHEET TITLE

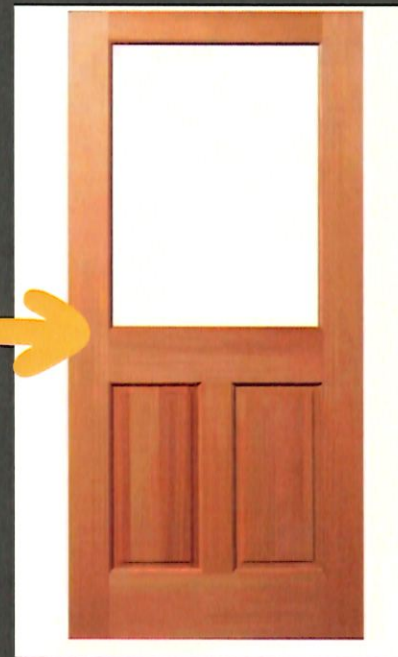
Floor Plans

A-102

Second-Story Residential Apartment Front Door Update

CURRENT

Front door is old and distressed, in need of updating for safety of residents, aesthetic appeal and efficiency purposes.



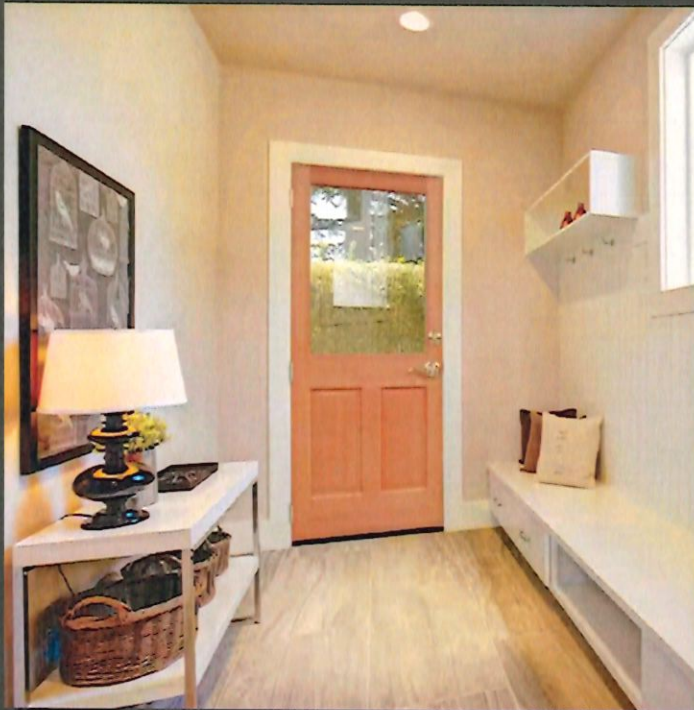
PROPOSED NEW

Updated front door to be same style and materials to maintain historic charm of the community and provide much needed update.

- *Door to be painted to match new trim (see later slide)
- *Door hardware to match existing

Second-Story Residential Apartment

Front Door Update



BUILDER'S CHOICE – The Home Depot
32 in. x 80 in. 2 Panel Universal 1-Lite Clear Glass Unfinished
Fir Wood Front Door Slab with Ovolo Sticking

Product Description:

Make a statement with the bold look of Builders Choice. Crafted with premium Douglas fir and built right here in the United States, these high-quality, handcrafted doors add style and character to any home. Regular maintenance will help improve the durability and longevity of these beautifully crafted doors.

Product Information:

Internet # 323793478
Model # IHDX219935
UPC Code # 096037219935
(Source: The Home Depot)

Product Link:

<https://www.homedepot.com/p/Builders-Choice-32-in-x-80-in-2-Panel-Universal-1-Lite-Clear-Glass-Unfinished-Fir-Wood-Front-Door-Slab-with-Ovolo-Sticking-IHDX219935-323793478-overlay>

Second-Story Residential Apartment Windows Needing Replacement

Interior View



Facing Main St



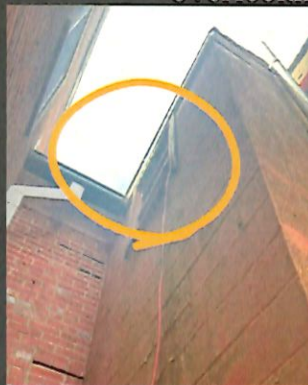
Overlooking Private Alley Behind Park Off 2 Bay St



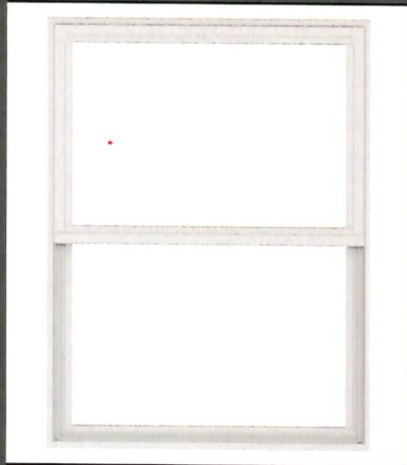
Overlooking Roof of 3 S. Main St

**No Interior Photo Could Be Taken –
Not Visible From Street**

Exterior View



Second-Story Residential Apartment Windows Replacement Proposal



ANDERSON WINDOWS & DOORS 100 Series Single-Hung Windows

Product Link: <https://www.andersenwindows.com/windows-and-doors/windows/single-hung-and-double-hung/windows/100-series-single-hung-window/>

Product Description:

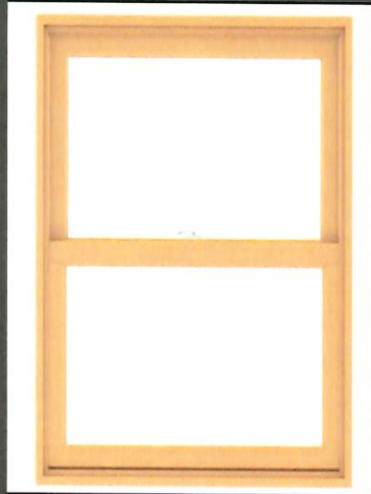
100 Series single-hung windows allow ventilation through a single operable lower sash that slides up and down. Made with our sustainable composite Fibrex® material, it's our budget-friendly single-hung window.

Product Material:

The Smart Alternative to Vinyl – We developed a material that is 2x as strong as vinyl, performs better when exposed to extreme temperatures and delivers exteriors that won't fade, flake, blister or peel. We call it Fibrex® material. It's made up of reclaimed wood fiber and thermoplastic polymer that is fused together and is unique to Andersen.

THESE WINDOW
REPLACEMENTS
FOR THE FOUR NOT
FACING MAIN ST

Second-Story Residential Apartment Windows Replacement Proposal



ANDERSON WINDOWS & DOORS 200 Series Double-Hung Window

Product Link: <https://www.andersenwindows.com/windows-and-doors/windows/single-hung-and-double-hung-windows/200-series-double-hung-window/>

Product Description:

Andersen® 200 Series double-hung windows have low-maintenance Perma-Shield® exteriors, clear pine interiors or a white interior finish. They come in our most popular sizes and our most requested options for easy selection.

- *Window will be painted to match front door and trim, to reflect how it is currently
- *Window pane trim will be ordered on these windows to match the existing frame



Second-Story Residential Apartment Mailbox Requested for Year-Round Tenant



Currently, there is no mailbox for this property. With a year-round tenant moving in, we will need to install a wall-mounted mailbox like the one pictured here. The property address, "5 S Main St", will be posted on the box.

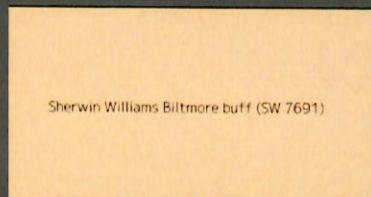
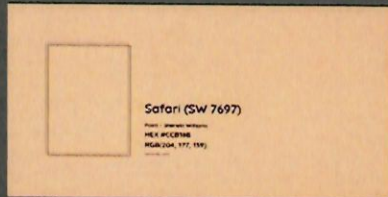
Facade Trim Paint Color Update 1, 3 & 5 S. Main St

CURRENT

Light and dark pink decorative trim currently present at property, primarily at 3 S. Main St. The colors are faded and don't necessarily match the surrounding properties.

PROPOSED UPDATE

The new color has been chosen from the approved color list managed by the Town of Berlin. The color chosen is a golden yellow with pale yellow accent. Door and window to be painted pale yellow.





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: 06/17/2025 Subject Property Location: 6 Jefferson Street, Berlin MD Case #: HDC-7-2-25-20
 Property Owner: Worcester County Arts Council Owner Phone #: (410) 641-0809
 Owner Address: 6 Jefferson Street, Berlin MD 21811 Owner Email: anna@worcestercountyartscouncil.org
 Agent/Contractor: Anna Mullis Agent Phone#: (410) 641-0809

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

DESCRIPTION OF WORK PROPOSED:

Roof replacement

Wire insert for ramp (existing ramp)

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 7/2/2025 5:30pm (date).

Applicant Signature

Anna Mullis

Date 06/17/2025

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)



**Worcester County Arts Council
building (front view)**

*The image shows the current condition of the
existing roof*



**6 Jefferson Street
Berlin, MD**



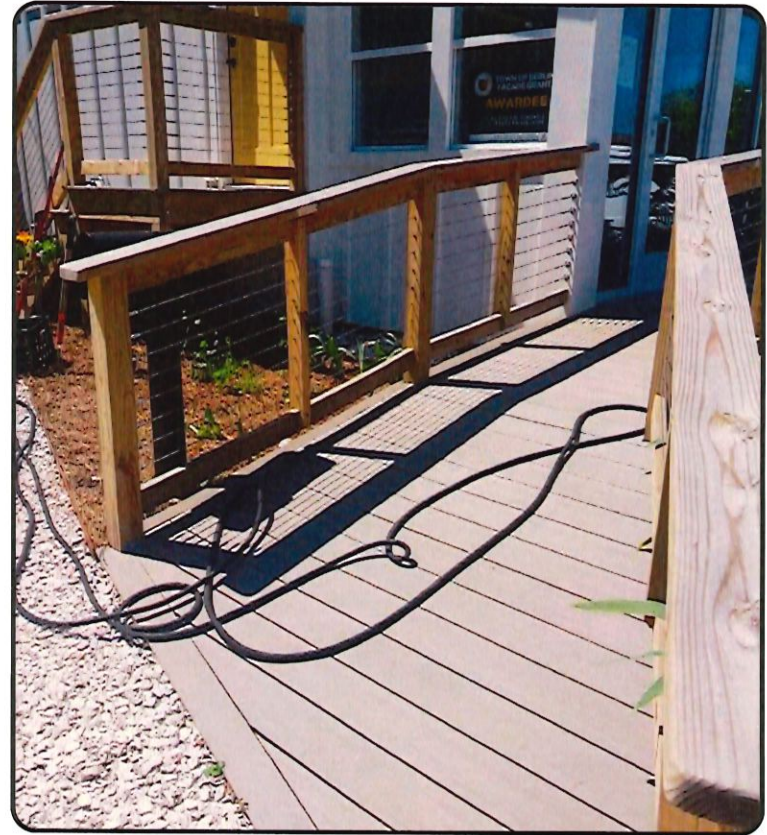
The proposed shingle material is a **GAF Timberline HDZ in Fox Hollow Gray**, featuring a high-definition architectural design with advanced protection and a cool-toned, dimensional gray color that complements traditional and coastal-style exteriors. Technical specifications of the material are included on the [manufacturer's website](#).

We are contracted with [Chesapeake Roofing](#), a local company, to complete the installation. An actual sample of the shingle will be provided for the committee's review at the meeting.



In addition to the roof project, we need to make some necessary improvements to our handicapped ramp, which currently features wooden pickets that are deteriorating and require frequent maintenance.

We propose replacing the pickets with stainless steel cable inserts on both sides of the ramp to ensure greater durability, safety, and reduced upkeep. The existing white graspable handrail will remain in place. Additionally, two new 4x4 posts will be installed at the end of the ramp near the front entrance, as the current posts are unstable. The stainless steel cable system will run continuously through the existing 4x4 posts for added support and a clean finish.



The above images, courtesy of our next-door neighbor, the Wooden Octopus, show the final appearance after installation is complete.