



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
June 4, 2025 – 5:30 PM
Berlin Town Hall – Council Chambers**

- 1. Call to Order**
- 2. Agenda Adoption**
- 3. Approval of Minutes: May 7, 2025**
- 4. Case # HDC-6-4-25-11:** 201 South Main Street – Requesting to replace ten (10) windows with Pella 250 Series Windows
- 5. Case # HDC-6-4-25-12:** 203 South Main Street – Requesting to remove single window and replace with a triple set of windows in rear of house on the kitchen wall exterior.
- 6. Case # HDC-6-4-25-13:** 104 North Main Street – New Signage
- 7. Case # HDC-6-4-25-14:** 124 North Main Street – Requesting a non-permanent structure for a Food Pantry in front of the building.
- 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, May 7, 2025

Chairman Bunting called the Historic District meeting to order on May 7, 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 May 7, 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 April 2, 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, Case 4-2-25-05. Mr. Ray Robinson, representing Taylor Bank, presented a proposal regarding the second-story windows of the Burbage and Powell buildings at 24 North Main Street. He explained that the seven windows in question were leaking, and as part of an ongoing interior renovation, it was an ideal time to replace them. Mr. Robinson added that the new windows would feature mullions, in keeping with the windows on the northeast side of the building, which both he and Chairman Bunting agreed were the more aesthetically appropriate choice.

In addition to the windows, Mr. Robinson noted that an exterior door would be modified to open outward instead of inward. He stated that the structure's appearance from the outside would remain largely unchanged. The commission briefly discussed the features and expressed support for the mullioned window design. Ms. Stearns made a motion to approve Case 4-2-25-05 as presented, which Ms. Moore seconded, and it was passed unanimously.

Mr. Bill Ingraham, a resident of 310 South Main Street, presented the next proposal. He explained that he intended to replace an old wooden fence with a vinyl one while maintaining the same footprint and a similar style. He acknowledged that the pickets might vary slightly due to the material change. Overall, the commission found the style to be appropriate and expressed little concern, given that the fence was located toward the back of the property. After a brief discussion, a motion to approve Case 5-7-25-08 was made by Ms. Stearns, seconded by Mr. Holloway, and passed unanimously.

Mr. Mike Ewing, co-owner of Café Berlin, presented a detailed plan to update the storefront of his café at 103 North Main Street. He explained that the proposed work would include installing a new tin awning to match others along Main Street, refurbishing the existing windows through re-caulking, repainting, and potentially repairing the framing, and removing outdated paneling above the doors to either expose or match the existing brick.

Additionally, Mr. Ewing proposed installing a new pendant sign to align with neighboring businesses and replacing two of the three front doors. He explained that the new doors, designed in a farmhouse style with historic hardware, were chosen for both their aesthetic appeal and

functionality. Along with the application, Mr. Ewing provided photos of the proposed hardware and clarified that the third door, which provides access to the apartments above, would remain unchanged. He also proposed adding a decorative pediment above the awning, made of PVC material and painted black sheet metal, as suggested by his contractor.

The discussion continued with Ms. Stearns praising the improvements that enhanced the charm of the Historic District. Mr. Ewing noted that his contractor was ready to begin work soon, although he acknowledged the renovations might require a brief closure of the business. The commission expressed support for the proposal, and a motion to approve Case 5-7-25-09, including the full list of updates as presented, was made by Ms. Rose, seconded by Mr. Holloway, and passed unanimously.

The next agenda item, Case 5-7-25-10, involved a team that included Kevin and Brianne Chmielewski, Sarah Nodine, and Robert Rosenblitt, who introduced themselves and presented their plan to convert an existing drive-thru window area into a snowball stand. The proposal included removing the current ballistic glass and replacing it with a sliding window.

Ms. Rose clarified that the application also included removing a lattice in front of the window, which the applicants confirmed. A discussion followed regarding the specifications of the new sliding window, with references made to supporting documentation. The conversation then shifted to the idea of transforming the drive-thru area into a snowball stand. Mr. Rosenblitt explained that the idea had initially come from a previous owner during a tour of the building, who suggested the location's potential for a snowball operation. He noted that the concept resonated and was ultimately embraced by the team, who saw great promise in the building's potential.

Ms. Stearns expressed excitement about the project, highlighting the high foot traffic and large number of children in the area, as well as the iconic nature of snowballs. Ms. Rose raised a question regarding the Main Street door of the building, which Mr. Rosenblitt confirmed would be addressed at the commission's meeting in July. He further noted that, in addition to the door, plans were in place to update the windows and change the trim paint color. Ms. Rose encouraged the team to collaborate closely with Chairman Bunting and other commission members before making any purchases to avoid potential complications.

The discussion then turned to aesthetics, particularly previous design choices, such as painting around a stained-glass window in chalk white. Ms. Moore pointed out the lack of visual harmony this created. She stated that charm stems from a continuous visual flow, and abrupt color changes draw unnecessary attention. In response, Mr. Rosenblitt explained that when he first acquired the property, he had not given much thought to the colors. However, after receiving feedback from local experts, he invited them to choose a new color scheme, which he said he agreed to implement.

Ms. Moore emphasized the commission's advisory role in guiding stylistic choices to preserve the charm of Main Street. While the commission does not have the authority to mandate color choices, she stressed that its primary goal is to educate and encourage cohesive, thoughtful design. Mr. Rosenblitt then shared some personal history, noting that he had lived on Bay Street in the early 1980s. He spoke about the history of the nearby houses, detailing who had built or owned them and their architectural significance.

The conversation then returned to the renovation, with a more detailed discussion of the challenge of removing the ballistic glass. Drawing on his expertise in ballistic materials, Mr. Chmielewski expressed confidence that the task would be manageable.

With no further questions, Mr. Holloway made a motion to approve Case 5-7-25-10 as presented. The motion was seconded by Ms. Moore and passed unanimously.

Next, Chairman Bunting opened the floor to comments from the commission. Ms. Rose voiced her ongoing concerns regarding unauthorized renovations occurring throughout the town. In response, Acting Planning Director Ryan Hardesty announced the hiring of a new code enforcement officer, who would begin their role on May 19, 2025. Ms. Moore expressed optimism that this new staff member would enhance oversight of local projects. She noted that the officer's lack of longstanding ties to the community could foster more impartial enforcement.

Ms. Stearns highlighted a property on South Main Street where unapproved Victorian-style spindles had been installed, which she believed compromised the historic appearance of the building. She noted that the alterations had not yet been painted and had bypassed the approval process. The commission discussed the importance of notifying staff when such incidents occur, suggesting that, for the time being, emails be sent to Ms. Hardesty until the new code enforcement officer begins.

The conversation briefly turned to the temporary electronic sign that had previously been located at the War Memorial. Town Administrator Mary Bohlen confirmed that the sign is mobile and strategically based on event needs in town, adding that it would not remain permanently in any one location.

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

Respectfully submitted,

Kate Daub

Kate Daub
Special Projects Administrator

received
5/1/2025



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: 4/22/25 Subject Property Location: 201 S. Main St., Berlin Case #: HDC-6-4-25-11
 Property Owner: Antonio & Deborah Beit Owner Phone #: (410) 725-0740
 Owner Address: 201 South Main Street Owner Email: AB16DB@GMAIL.COM
 Agent/Contractor: _____ Agent Phone#: _____

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

DESCRIPTION OF WORK PROPOSED:

Replace 10 windows with Pella

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 6/4/2025 5:30pm (date).

Applicant Signature

[Signature]

Date

5/1/25

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)



Contract -
Detailed

Pella Window and Door
Showroom of Rehoboth
Beach 37395 Oyster

House Rd
Rehoboth Beach, DE 19971

Sales Rep Name: Sales Rep Phone:
Sales Rep Fax: Sales Rep E-Mail:

Beatty, Derrick
301-957-7000

dbeatty@pellamidatlantic.com

Customer Information	Project/Delivery Address	Order Information
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Antonio Benito - 201 S Main St, Berlin, MD, US 218 Antonio Benito - 201 S Main St, Berlin, MD, US 710

Antonio Benito
201 S Main St
Berlin, MD 21811-1403
Primary
Phone: Mobile
Phone: Fax

201 S Main St Lot #
Quote Name:
Number:
(410) 7250740
Berl
in,
mefireman110@gmail.com
Tax Code:

Order Number: 218
Quote Number: 19312565

MD
218
11

Co
unt
y:
Owner Name:

Order Type:
Wall Depth:
Payment Terms:
Installed Sales

E-Mail:
Contact Name:
Owner Phone:
Great Plains #: 1008515422 Contracted Date:
Customer Number: 1012264901
Customer Account: 1008515422 Customer Notes:
AB16DB@gmail.com

Cust Delivery Date: Quoted Date: 3/25/2025
None
Booked Date:
Customer PO #:

Line #	Location: Attributes
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None Assigned RPSET203 - Replacement INSTALL for 1000+¹⁰

Qty
1

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com Printed on 3/26/2025 Contract - Detailed Page 1 of 8

Customer: Antonio Benito Project Name: Antonio Benito - 201 S Main St, Berlin, MD, US 218 Order Number: 710 Quote Number: 19312565

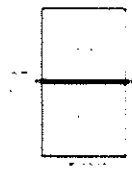
Location:AttributesLine #

Pella 250 Series, Double Hung, 40 X 73, White¹⁵

Living Rm

Qty

2



1: Non-Standard SizeNon-Standard Size Double Hung, Equal
Frame Size: 40 X 73

PK #
2193

Viewed From Exterior

General Information: Standard, Vinyl, Block / Box Frame, No Foam Insulated, 3 1/4", 3 1/4",
Sill Adapter Included, Head Expander Included **Exterior Color / Finish:** White

Interior Color / Finish: White

Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude

Hardware Options: Cam-Action Lock, White, Standard Vent Stop, No Limited Opening
Hardware

Screen: Full Screen, InView™

Performance Information: U-Factor 0.30, SHGC 0.28, VLT 0.53, CPD
PEL-N-211-00180-00001, Performance Class R, PG 20, Calculated Positive DP Rating 20,
Calculated Negative DP Rating 20, STC 26, OITC 22, Clear Opening Width 34.954, Clear
Opening Height 31.089, Clear Opening Area 7.546423, Egress Meets minimum clear opening
and 5.7 sq.ft

Grille: No Grille,

Wrapping Information: No Vinyl Flat Casing, Manufacturer Recommended Clearance,
Perimeter Length = 226".

RIW2215 - Standard Pocket Install Qty 1 RIW6211 - Additional Unit
within same opening over 96 united inches Qty 1

Rough Opening:
40 - 1/2" X 73 - 1/2"

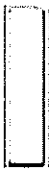
Location:AttributesLine #

Pella 250 Series, Direct Set, Fixed Frame, 18 X 73, White²⁰

Living Rm

Qty

1



1: Non-Standard SizeNon-Standard Size Fixed Frame Direct Set
Frame Size: 18 X 73

PK #
2193

Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
Performance Information: U-Factor 0.26, SHGC 0.31, VLT 0.59, CPD
PEL-N-209-00161-00004, Performance Class CW, PG 30, Calculated Positive DP Rating 30,
Calculated Negative DP Rating 30, STC 26, OITC 22
Grille: No Grille,
Wrapping Information: No Vinyl Flat Casing, Manufacturer Recommended Clearance,
Perimeter Length = 182".

Viewed From Exterior

General Information: Standard, Vinyl, Block / Box Frame, No Foam Insulated, 3 1/4", 3 1/4",
Sill Adapter Included, Head Expander Included Exterior Color / Finish: White
Interior Color / Finish: White

18 - 1/2" X 73 - 1/2"

RIW2215 - Standard Pocket Install Qty 1

Rough Opening:

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Detailed Page 2 of 8

Customer: Antonio Benito Project Name: Antonio Benito - 201 S Main St, Berlin, MD, US 218 Order Number: 710 Quote Number: 19312565

Location	Attributes	Line #
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Pella 250 Series, Double Hung, 32 X 65, White²⁵

Top Stairs

Qty

1



1: Non-Standard SizeNon-Standard Size Double Hung, Equal
Frame Size: 32 X 65

PK #
2193

Hardware
Screen: Full Screen, InView™
Performance Information: U-Factor 0.30, SHGC 0.28, VLT 0.53, CPD
PEL-N-211-00180-00001, Performance Class R, PG 30, Calculated Positive DP Rating 30,
Calculated Negative DP Rating 30, STC 26, OITC 22, Clear Opening Width 26.954, Clear
Opening Height 27.089, Clear Opening Area 5.070534, Egress Meets minimum clear opening
and 5.0 sq.ft
Grille: No Grille,
Wrapping Information: No Vinyl Flat Casing, Manufacturer Recommended Clearance,
Perimeter Length = 194".

Viewed From Exterior

General Information: Standard, Vinyl, Block / Box Frame, No Foam Insulated, 3 1/4", 3 1/4",
Sill Adapter Included, Head Expander Included Exterior Color / Finish: White
Interior Color / Finish: White
Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
Hardware Options: Cam-Action Lock, White, Standard Vent Stop, No Limited Opening

RIW2215 - Standard Pocket Install Qty 1 RIW6211 - Additional Unit
within same opening over 96 united inches Qty 1

Rough Opening:
32 - 1/2" X 65 - 1/2"

Location:AttributesLine #

Pella 250 Series, Double Hung, 40 X 73, White³⁰

Bed Rm 1

Qty

2



1: Non-Standard SizeNon-Standard Size Double Hung, Equal
Frame Size: 40 X 73

PK #
2193

Screen: Full Screen, InView™

Performance Information: U-Factor 0.30, SHGC 0.28, VLT 0.53, CPD
PEL-N-211-00180-00001, Performance Class R, PG 20, Calculated Positive DP Rating 20,
Calculated Negative DP Rating 20, STC 26, OITC 22, Clear Opening Width 34.954, Clear
Opening Height 31.089, Clear Opening Area 7.546423, Egress Meets minimum clear opening
and 5.7 sq.ft

Grille: No Grille,

Wrapping Information: No Vinyl Flat Casing, Manufacturer Recommended Clearance,
Perimeter Length = 226".

Viewed From Exterior

General Information: Standard, Vinyl, Block / Box Frame, No Foam Insulated, 3 1/4", 3 1/4",
Sill Adapter Included, Head Expander Included Exterior Color / Finish: White

Interior Color / Finish: White

Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude

Hardware Options: Cam-Action Lock, White, Standard Vent Stop, No Limited Opening
Hardware

RIW2215 - Standard Pocket Install Qty 1 RIW6211 - Additional Unit
within same opening over 96 united inches Qty 1

Rough Opening:
40 - 1/2" X 73 - 1/2"

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Detailed Page 3 of 8

Customer: Antonio Benito Project Name: Antonio Benito - 201 S Main St, Berlin, MD, US 218 Order Number: 710 Quote Number: 19312565

Location:AttributesLine #

Pella 250 Series, Direct Set, Fixed Frame, 18 X 73, White³⁵

Bed Rm 1

Qty

2



1: Non-Standard SizeNon-Standard Size Fixed Frame Direct Set
Frame Size: 18 X 73

PK #
2193

Viewed From Exterior

General Information: Standard, Vinyl, Block / Box Frame, No Foam Insulated, 3 1/4", 3 1/4",
Sill Adapter Included, Head Expander Included **Exterior Color / Finish:** White
Interior Color / Finish: White

18 - 1/2" X 73 - 1/2"

RIW2215 - Standard Pocket Install Qty 1

Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
Performance Information: U-Factor 0.26, SHGC 0.31, VLT 0.59, CPD
PEL-N-209-00161-00004, Performance Class CW, PG 30, Calculated Positive DP Rating 30,
Calculated Negative DP Rating 30, STC 26, OITC 22
Grille: No Grille,
Wrapping Information: No Vinyl Flat Casing, Manufacturer Recommended Clearance,
Perimeter Length = 182".

Rough Opening:

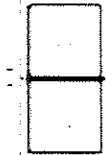
Location:AttributesLine #

Pella 250 Series, Double Hung, 32 X 65, White⁴⁰

Top Stairs

Qty

4



1: Non-Standard SizeNon-Standard Size Double Hung, Equal
Frame Size: 32 X 65

PK #
2193

Viewed From Exterior

General Information: Standard, Vinyl, Block / Box Frame, No Foam Insulated, 3 1/4", 3 1/4",
Sill Adapter Included, Head Expander Included **Exterior Color / Finish:** White
Interior Color / Finish: White

Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
Hardware Options: Cam-Action Lock, White, Standard Vent Stop, No Limited Opening
Hardware

Screen: Full Screen, InView™

Performance Information: U-Factor 0.30, SHGC 0.28, VLT 0.53, CPD
PEL-N-211-00180-00001, Performance Class R, PG 30, Calculated Positive DP Rating 30,
Calculated Negative DP Rating 30, STC 26, OITC 22, Clear Opening Width 26.954, Clear
Opening Height 27.089, Clear Opening Area 5.070534, Egress Meets minimum clear opening
and 5.0 sq.ft

Grille: No Grille,

Wrapping Information: No Vinyl Flat Casing, Manufacturer Recommended Clearance,
Perimeter Length = 194".

RIW2215 - Standard Pocket Install Qty 1 RIW6211 - Additional Unit

within same opening over 96 united inches Qty 1

Rough Opening:

32 - 1/2" X 65 - 1/2"

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Detailed Page 4 of 8

Customer: Antonio Benito Project Name: Antonio Benito - 201 S Main St, Berlin, MD, US 218 Order Number: 710 Quote Number: 19312565

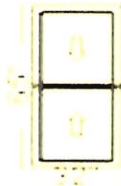
Location:AttributesLine #

Pella 250 Series, Double Hung, 32 X 65, White⁴⁵

Top Stairs

Qty

3



1: Non-Standard SizeNon-Standard Size Double Hung, Equal
Frame Size: 32 X 65

PK #
2193

Screen: Full Screen, InView™
Performance Information: U-Factor 0.30, SHGC 0.28, VLT 0.53, CPD
PEL-N-211-00180-00001, Performance Class R, PG 30, Calculated Positive DP Rating 30,
Calculated Negative DP Rating 30, STC 26, OITC 22, Clear Opening Width 26.954, Clear
Opening Height 27.089, Clear Opening Area 5.070534, Egress Meets minimum clear opening
and 5.0 sq.ft
Grille: No Grille,
Wrapping Information: No Vinyl Flat Casing, Manufacturer Recommended Clearance,
Perimeter Length = 194".

Viewed From Exterior
General Information: Standard, Vinyl, Block / Box Frame, No Foam Insulated, 3 1/4", 3 1/4",
Sill Adapter Included, Head Expander Included Exterior Color / Finish: White
Interior Color / Finish: White
Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
Hardware Options: Cam-Action Lock, White, Standard Vent Stop, No Limited Opening
Hardware

RIW2215 - Standard Pocket Install Qty 1 RIW6211 - Additional Unit
within same opening over 96 united inches Qty 1

Rough Opening:
32 - 1/2" X 65 - 1/2"

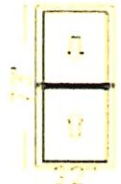
Location	Attributes	Line #
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Pella 250 Series, Double Hung, 32 X 73, White⁵⁰

Top Stairs

Qty

2



1: Non-Standard SizeNon-Standard Size Double Hung, Equal
Frame Size: 32 X 73

PK #
2193

Screen: Full Screen, InView™
Performance Information: U-Factor 0.30, SHGC 0.28, VLT 0.53, CPD
PEL-N-211-00180-00001, Performance Class R, PG 20, Calculated Positive DP Rating 20,
Calculated Negative DP Rating 20, STC 26, OITC 22, Clear Opening Width 26.954, Clear
Opening Height 31.089, Clear Opening Area 5.819256, Egress Meets minimum clear opening
and 5.7 sq.ft
Grille: No Grille,
Wrapping Information: No Vinyl Flat Casing, Manufacturer Recommended Clearance,
Perimeter Length = 210".

Viewed From Exterior
General Information: Standard, Vinyl, Block / Box Frame, No Foam Insulated, 3 1/4", 3 1/4",
Sill Adapter Included, Head Expander Included Exterior Color / Finish: White
Interior Color / Finish: White
Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
Hardware Options: Cam-Action Lock, White, Standard Vent Stop, No Limited Opening
Hardware

RIW2215 - Standard Pocket Install Qty 1 RIW6211 - Additional Unit
within same opening over 96 united inches Qty 1

Rough Opening:
32 - 1/2" X 73 - 1/2"

received
5/11/2025

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: 4-28-25 Subject Property Location: 203 S. Main St Case #: HDC-6-4-25-12Property Owner Gavin Bromell Owner Phone # 201-220-8696Owner Address 1116 Belknap St., Baltimore, MD 21210 Owner Email: _____Agent/Contractor: Lawrence Lauer Agent Phone# 443-880-0216Work Involves: ☒ Alterations ☐ New Construction ☐ Addition ☐ Demolition ☐ Sign ☐ Other

DESCRIPTION OF WORK PROPOSED:

To remove a single window and replace it with a Triple set
in the rear of the house - kitchen wall exterior

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 6/4/2025 5:30pm (date).

Applicant Signature [Signature] Date 4-28-25

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)



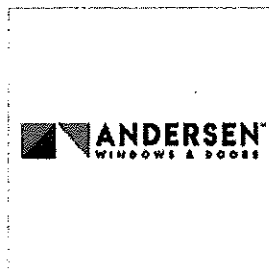
Exterior Frame Color = White
 Exterior Sash / Panel Color = White
 Interior Frame Wood Species = Pine
 Interior Frame Finish Color = White - Painted
 Glass Construction Type = Dual Pane
 Glass Option = Low-E4
 High Altitude Breather Tubes = No
 Glass Strength = Standard

Hardware Style = Traditional Folding
 Hardware Color/Finish = White
 Corrosion Resistant Hardware = Yes
 Window Opening Control Device = No
 Insect Screen Type = Full Screen

Vendor Name = S/O ANDERSEN LOGISTICS
 Vendor Number = 60509030
 Customer Service = (888) 888-7020
 Catalog Version Date = 02/24/2025
 SKU Description = S/O 400S CASEMENT/AWNING

---- Lines 100-2 to 100-3 have the same description as line 100-1 ----

End Line 100 Descriptions



Catalog Version 274



RO Size = 28 7/8" x 53 5/16"
 Unit Size = 28 3/8" x 52 13/16"

Line Number	Item Summary	Room Location	Was Price	Now Price	Quantity	Total Savings	Total Price
200-1	400 Series Casement, Right, 28.375 x 52.8125, White w/White Sash / Frame:Pine White - Painted, Hinge with Wash Mode		\$971.33	\$971.33	1	\$0.00	\$971.33
200-2	Hardware: PSC Traditional Folding White PN:1361560 Version:02/24/2025		\$16.18	\$16.18	1	\$0.00	\$16.18
200-3	Insect Screen 1: 400 Series Casement, CW145 Full Screen Aluminum White PN:1345058 Version:02/24/2025		\$45.59	\$45.59	1	\$0.00	\$45.59
Unit 200 Total:			\$1,033.10	\$1,033.10		\$0.00	\$1,033.10

Begin Line 200 Descriptions

---- Line 200-1 ----

400 Series Casement
 Overall Rough Opening = 28 7/8" x 53 3/8"
 Overall Unit = 28 3/8" x 52 13/16"
 Installation Zip Code = 21811
 U.S. ENERGY STAR® Climate Zone = North Central
 Search by Unit Code = No
 Standard Width = CW1XX - RO: 28 7/8" | UNIT: 28 3/8"
 Standard Height = XX45 - RO: 53 3/8" | UNIT: 52 13/16"
 Frame Width = 28 3/8"
 Frame Height = 52 13/16"
 Unit Code = CW145
 Frame Option = Installation Flange
 Venting / Handing = Right
 Hinge Style = Hinge with Wash Mode
 Trim Stop Profile = Traditional
 Exterior Frame Color = White
 Exterior Sash / Panel Color = White
 Interior Frame Wood Species = Pine
 Interior Frame Finish Color = White - Painted
 Glass Construction Type = Dual Pane
 Glass Option = Low-E4
 High Altitude Breather Tubes = No
 Glass Strength = Standard

Glass Tint = No Tint
 Specialty Glass = None
 Gas Fill = Argon
 Art Glass Series = None
 Glass / Grille Spacer Color = Stainless
 Full Divided Light (FDL)
 Specified Equal Light
 Grille Pattern = Specified Equal Light
 Exterior Grille Bar Profile = Chamfer
 Interior Grille Bar Profile = Chamfer
 Simulated Check Rail = No
 Grille Bar Width = 3/4"
 Exterior Grille Color = White
 Interior Grille Species = Pine
 Interior Grille Color = White
 2W2H
 DP/PG Upgrade = No
 Hardware Style = Traditional Folding
 Hardware Color/Finish = White
 Corrosion Resistant Hardware = Yes
 Window Opening Control Device = No
 Insect Screen Type = Full Screen

Insect Screen Material = Aluminum
 Insect Screen Color = White
 Exterior Trim Style = None
 Extension Jamb Type = None
 Installation Material Options = No
 Re-Order Item = No
 Room Location =
 Unit U-Factor = 0.29
 Unit Solar Heat Gain Coefficient (SHGC) = 0.29
 Unit CPD Number = AND-N-1-03579-00001
 U.S. ENERGY STAR® Certified = No
 Clear Opening Width = 20.0197
 Clear Opening Height = 47.961
 Clear Opening Area = 6.6678
 Hardware Part Number = 1361560
 Insect Screen 1 Part Number = 1345058
 SKU = 1008729628
 Vendor Name = S/O ANDERSEN LOGISTICS
 Vendor Number = 60509030
 Customer Service = (888) 888-7020
 Catalog Version Date = 02/24/2025
 SKU Description = S/O 400S CASEMENT/AWNING

---- Lines 200-2 to 200-3 have the same description as line 200-1 ----



Catalog Version 274



RO Size = 28 7/8" x 53 5/16"
Unit Size = 28 3/8" x 52 13/16"

Line Number	Item Summary	Room Location	Was Price	Now Price	Quantity	Total Savings	Total Price
300-1	400 Series Casement, Stationary, 28.375 x 52.8125, White w/White Sash / Frame:Pine White - Painted		\$861.80	\$861.80	1	\$0.00	\$861.80
Unit 300 Total:			\$861.80	\$861.80		\$0.00	\$861.80

Begin Line 300 Description

---- Line 300-1 ----

400 Series Casement
Overall Rough Opening = 28 7/8" x 53 3/8"
Overall Unit = 28 3/8" x 52 13/16"
Installation Zip Code = 21811
U.S. ENERGY STAR® Climate Zone = North Central
Search by Unit Code = No
Standard Width = CW1XX - RO: 28 7/8" | UNIT: 28 3/8"
Standard Height = XX45 - RO: 53 3/8" | UNIT: 52 13/16"
Frame Width = 28 3/8
Frame Height = 52 13/16
Unit Code = CW145
Frame Option = Installation Flange
Venting / Handing = Stationary
Trim Stop Profile = Traditional
Exterior Frame Color = White
Exterior Sash / Panel Color = White
Interior Frame Wood Species = Pine
Interior Frame Finish Color = White - Painted
Glass Construction Type = Dual Pane
Glass Option = Low-E4
High Altitude Breather Tubes = No

Glass Strength = Standard
Glass Tint = No Tint
Specialty Glass = None
Gas Fill = Argon
Art Glass Series = None
Glass / Grille Spacer Color = Stainless
Full Divided Light (FDL)
Specified Equal Light
Grille Pattern = Specified Equal Light
Exterior Grille Bar Profile = Chamfer
Interior Grille Bar Profile = Chamfer
Simulated Check Rail = No
Grille Bar Width = 3/4"
Exterior Grille Color = White
Interior Grille Species = Pine
Interior Grille Color = White
2W2H
DP/PG Upgrade = No
Exterior Trim Style = None
Extension Jamb Type = Interior Extension Jamb

Extension Jamb Profile = Standard
Overall Jamb Depth Range = 4 9/16" to 9"
Overall Jamb Depth = 5 1/2"
Extension Jamb Species = Pine
Extension Jamb Color = White - Painted
Extension Jamb Configuration = Complete Unit
Extension Jamb
Extension Jamb Application Location = Factory
Applied
Installation Material Options = No
Re-Order Item = No
Room Location =
Unit U-Factor = 0.29
Unit Solar Heat Gain Coefficient (SHGC) = 0.29
Unit CPD Number = AND-N-1-03579-00001
U.S. ENERGY STAR® Certified = No
SKU = 1008729628
Vendor Name = S/O ANDERSEN LOGISTICS
Vendor Number = 60509030
Customer Service = (888) 888-7020
Catalog Version Date = 02/24/2025
SKU Description = S/O 400S CASEMENT/AWNING

End Line 300 Description



The Home Depot Special Order Quote

Customer Agreement #: H2578-254891

Printed Date: 4/17/2025

Customer: GAVIN BROMELL

Address: 1116 BELLEMORE RD
BALTIMORE, MD 21210

Phone: 201-220-8696

Email: GAVIN.BROMELL@GMAIL.COM

Store: 2578

Associate: PETER

Address: 11408 Ocean Gateway
Berlin, MD 21811

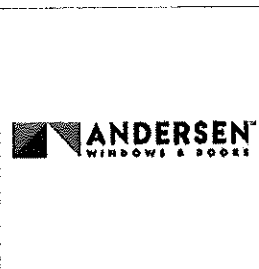
Phone: (410)629-1465

Pre-Savings Total: \$2,928.00

Total Savings: (\$0.00)

Pre-Tax Price: \$2,928.00

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



Catalog Version 274



RO Size = 28 7/8" x 53 5/16"
Unit Size = 28 3/8" x 52 13/16"

Line Number	Item Summary	Room Location	Was Price	Now Price	Quantity	Total Savings	Total Price
100-1	400 Series Casement, Left, 28.375 x 52.8125, White w/White Sash / Frame:Pine White - Painted, Hinge with Wash Mode		\$971.33	\$971.33	1	\$0.00	\$971.33
100-2	Hardware: PSC Traditional Folding White PN:1361560 Version:02/24/2025		\$16.18	\$16.18	1	\$0.00	\$16.18
100-3	Insect Screen 1: 400 Series Casement, CW145 Full Screen Aluminum White PN:1345058 Version:02/24/2025		\$45.59	\$45.59	1	\$0.00	\$45.59
Unit 100 Total:			\$1,033.10	\$1,033.10		\$0.00	\$1,033.10

Begin Line 100 Descriptions

---- Line 100-1 ----

400 Series Casement
Overall Rough Opening = 28 7/8" x 53 3/8"
Overall Unit = 28 3/8" x 52 13/16"
Installation Zip Code = 21811
U.S. ENERGY STAR® Climate Zone = North Central
Search by Unit Code = No
Standard Width = CW1XX - RO: 28 7/8" | UNIT: 28 3/8"
Standard Height = XX45 - RO: 53 3/8" | UNIT: 52 13/16"
Frame Width = 28 3/8
Frame Height = 52 13/16
Unit Code = CW145
Frame Option = Installation Flange
Venting / Handling = Left
Hinge Style = Hinge with Wash Mode
Trim Stop Profile = Traditional

Glass Tint = No Tint
Specialty Glass = None
Gas Fill = Argon
Art Glass Series = None
Glass / Grille Spacer Color = Stainless
Full Divided Light (FDL)
Specified Equal Light
Grille Pattern = Specified Equal Light
Exterior Grille Bar Profile = Chamfer
Interior Grille Bar Profile = Chamfer
Simulated Check Rail = No
Grille Bar Width = 3/4"
Exterior Grille Color = White
Interior Grille Species = Pine
Interior Grille Color = White
2W2H
DP/PG Upgrade = No

Insect Screen Material = Aluminum
Insect Screen Color = White
Exterior Trim Style = None
Extension Jamb Type = None
Installation Material Options = No
Re-Order Item = No
Room Location =
Unit U-Factor = 0.29
Unit Solar Heat Gain Coefficient (SHGC) = 0.29
Unit CPD Number = AND-N-1-03579-00001
U.S. ENERGY STAR® Certified = No
Clear Opening Width = 20.0197
Clear Opening Height = 47.961
Clear Opening Area = 6.6678
Hardware Part Number = 1361560
Insect Screen 1 Part Number = 1345058
SKU = 1008729628



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov

received
5/5/2025



HISTORIC DISTRICT COMMISSION APPLICATION

Date: 5/1/25 Subject Property Location: 104 N. Main St., Berlin Case #: HDC-6-4-25-13
 Property Owner: Craig Gerard Owner Phone #: 703-963-8204
 Owner Address: 104 N. Main St Owner Email: cagerardi@gmail.com
 Agent/Contractor: Brandon O'Brien Agent Phone#: 443-829-1686
 Work Involves: ☒ Alterations ☐ New Construction ☐ Addition ☐ Demolition ☒ Sign ☐ Other

DESCRIPTION OF WORK PROPOSED:

Replace the existing Bour Agave sign with new Counter
Clock sign - using the same sign, just changing the logo

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 6/4/2025 5:30 pm (date).

Applicant Signature _____

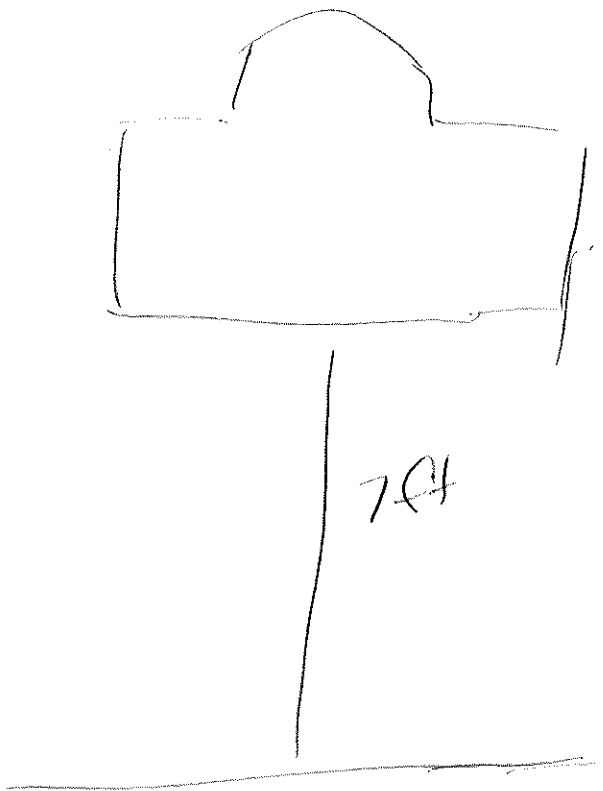
Date 5/2/25

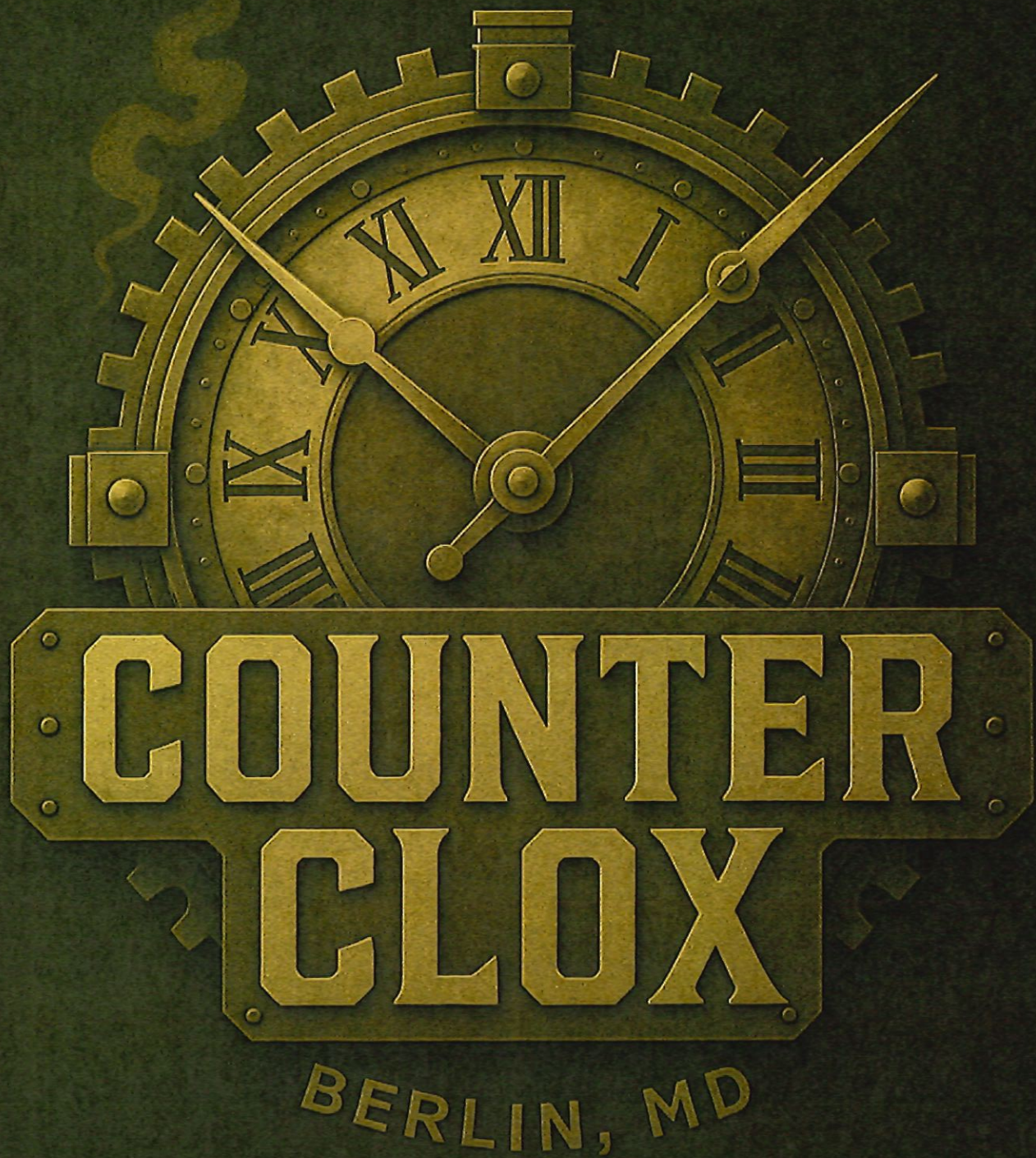
APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)

34 ↔ 43 ↑











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: 04/11/2025 Subject Property Location: 124 N. Main St., Suite C., Berlin Case #: HDC-6-4-25-14

Property Owner: Jay Bergey Owner Phone #: (410) 641-1101

Owner Address: 8938 Worcester Hwy, Berlin Owner Email: j@bergeycpa.com

Agent/Contractor: Worcester Youth and Family Counseling Services, INC. Agent Phone#: (410) 641-4598

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

DESCRIPTION OF WORK PROPOSED:

Worcester Youth and Family is looking to add a nonpermanent structure to the front of their building to create a Little Free Food Pantry for local citizens. This project will be funded under the Worcester County Health Department grant for food security in Worcester County and will be maintained and filled through WYFCS. The structure will be non-invasive to the flow of walking traffic (see attached).

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:

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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 6/14/2025 5:30pm (date).

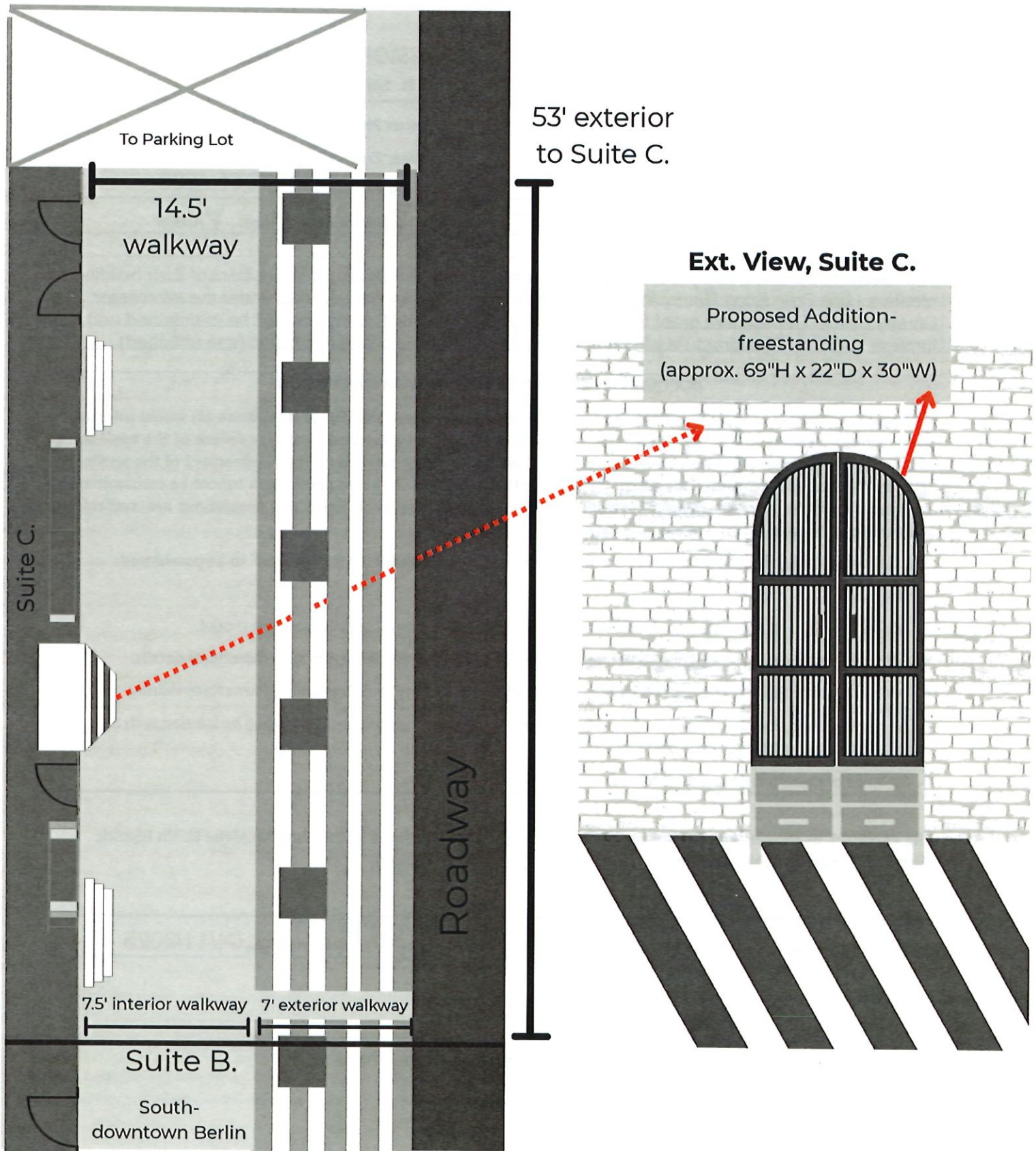
Applicant Signature Rachel Mitchell Date 04/11/2025

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)

Exterior Addition Project to 124 N. Main St. Worcester Youth and Family Counseling Services, Inc.



Proposed
addition-
Full-sized outdoor
cabinet as a
“Little Free Food
Pantry”



- digital tracker for traffic and metrics
- coloring contingent with guidelines of the historical district (design here is only for reference)
- thin depth to not impede foot traffic

Worcester Youth
and Family
Counseling
Services, Inc.
Site Map to scale
124 N. Main St.

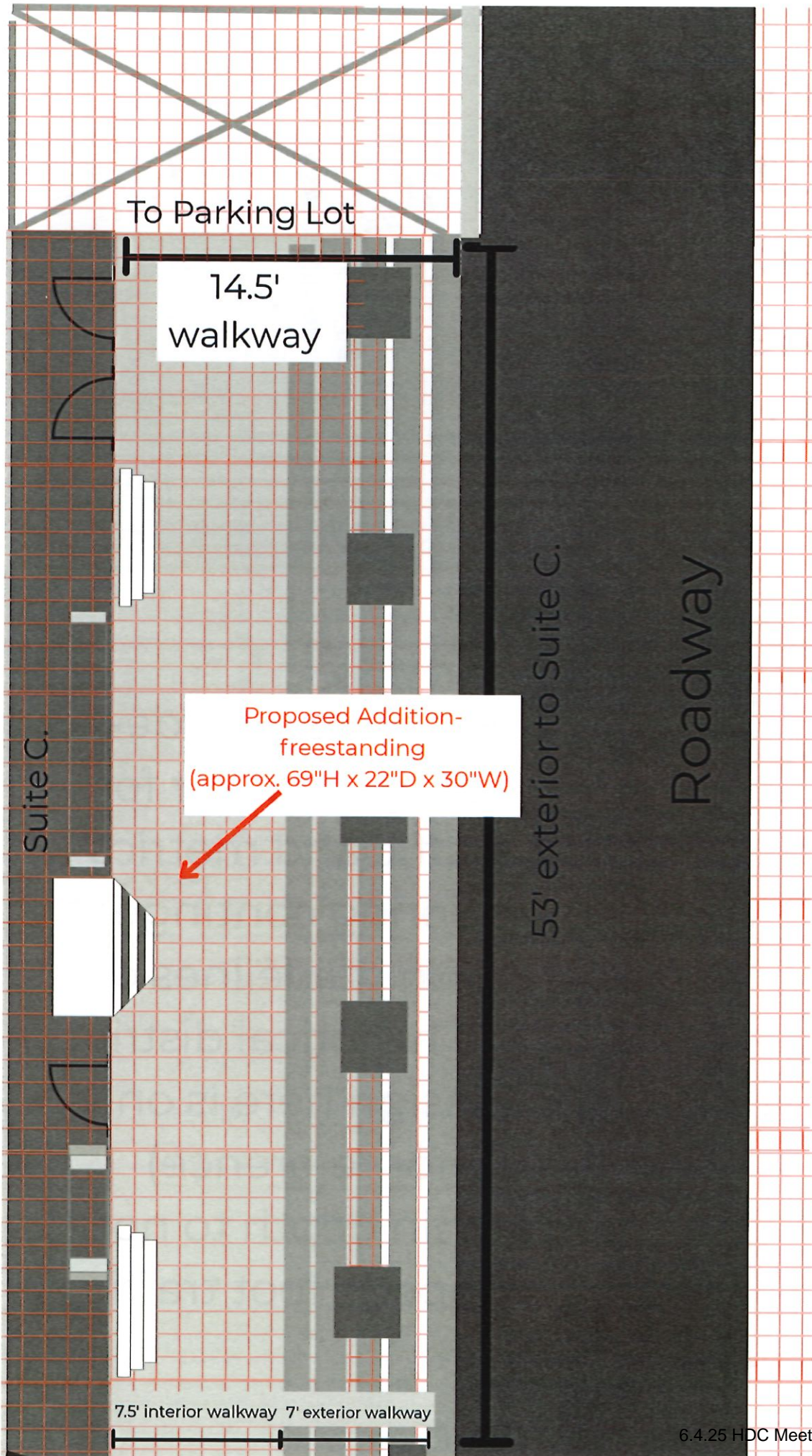


Photo A

Proposed addition will go on this wall (where bench is currently). The bench will be moved to photo B.

1240

ations
Center
Club

Distributor Notes

Name: AecoJoy

Product Specialty: Outdoor Storage, Patio, and Outdoor Buildings Product: Outdoor Storage Cabinet, Waterproof, Lockable

Direct Link: <https://aecojoyshop.com/products/aecojoy-white-outdoor-storage-cabinet-waterproof-lockable-metal-outdoor-garden-storage-sheds-organizer-versatile-for-garage-backyard-or-indoor-use>

Amazon Link (preferred by agency):

https://www.amazon.com/dp/B0DJT17VFS/?coliid=I3IX2RBNJ8830&colid=DQF55MW3X42Y&ref=lv_ov_lig_dp_it&th=1

Building/Contracting Needs: None (will be done in-house)

Price: varies from \$109.99-\$149.99 depending on location of purchase

Additional Needs: Additional sub-shelving needed. Looking for purchase of a clicker (to track usage of cabinet for demographic reasons).

Product Dimension

Each adjustable shelf has a height of 5.9"





Photo C

Placement of
proposed
addition here