



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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

www.berlinmd.gov

**Town of Berlin
Historic District Commission
January 7, 2026 – 5:30 PM
Berlin Town Hall – Council Chambers**

- 1. Call to Order**
- 2. Agenda Adoption**
- 3. Approval of Minutes:** December 3, 2025
- 4. Case # HDC-01-07-26-01:** 413 South Main Street - Alteration and Demolition Request
- 5. Case # HDC-01-07-26-02:** 4 South Main Street - Alterations and Signage Request
- 6. Case # HDC-01-07-26-03:** 18 Broad Street - New Signage Request
- 7. Comments from the Public**
- 8. Comments from the Staff**
- 9. Comments from the Commissioners**
- 10. Comments from the Chairman**
- 11. 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, December 3, 2025

Chairman Bunting called the Historic District meeting to order on December 3, 2025, at 5:33 PM. Members present were Vice Chair Laura Stearns, John Holloway, Mary Moore, Lisa Doyle, and Carol Rose. Staff in attendance were Mayor Zack Tyndall, Town Administrator Mary Bohlen, Special Projects Administrator Kate Daub, and Permits Coordinator Kaitlin Ahlers.

Chairman Bunting called for a motion to adopt the agenda for the December 3, 2025, meeting. Mr. Holloway moved to approve the agenda, and Ms. Stearns seconded the motion. The motion was approved unanimously.

Chairman Bunting called for a motion to approve the minutes from the November 5, 2025, meeting. Ms. Moore voiced concerns with the meeting minutes, specifically page 3 of 19, and asked for clarification on who the respected individuals were that Chairman Bunting discussed the mural with. Chairman Bunting stated that he spoke with local artist Mr. Pat Henry and Town of Berlin Attorney Mr. David Gaskill.

Ms. Moore expressed concerns regarding how the prior meeting unfolded. Ms. Bohlen reminded Ms. Moore that the agenda item under consideration was the approval or amendment of the meeting minutes and requested that comments on other matters be reserved until the end of the meeting. Ms. Moore acknowledged the reminder and redirected the discussion to the meeting minutes. She noted that there was substantial information to review in the twenty-six-page packet. Ms. Moore further stated her concern about how the previous Historic District Commission meeting concluded and the commission's perception that some town staff had negatively portrayed the commission.

Mayor Tyndall recognized the commission's concerns while also acknowledging staff's intentions. He stated that the Arts and Entertainment Advisory Board makes a recommendation to the Mayor and Council, adding that the recommendation would also be brought to the Historic District Commission if the project is located within the designated district. Mayor Tyndall reiterated that the Town appreciated all the work the Historic Commission does.

Ms. Moore thanked Mayor Tyndall for his comments. She stated that the commission represents several different points of view and expressed concern about the precedent it sets for other buildings in the historic district becoming what the Poole building is.

Mayor Tyndall also stated that, if the commission is concerned that they cannot speak on art-related matters, the code can be amended if appropriate parameters are established. Mayor Tyndall advised the commission that a vetting process would be needed to ensure that a new code proposal did not violate the existing code. Ms. Rose stated that she was not aware that the commission had the ability to amend the code, and that it may be something that the commission would be interested in.

Ms. Moore directed the commission's attention to Page 3 of 19 and informed staff that a correction was needed to the minutes. Ms. Moore stated that she had never lived in Montgomery County and had not served on any commission there.

Chairman Bunting asked the commission whether any other corrections were needed to the minutes from the last meeting.

Ms. Doyle noted that on Page 4, the minutes attributed the statement about the mural's rejection to Chairman Bunting, but it was Mr. Holloway who made it.

With the correction made, Chairman Bunting asked whether the commission was ready to adopt the minutes, and all were in favor.

Chairman Bunting introduced case HDC-12-3-25-31, regarding renovations to Town Hall and exterior façade changes to 10 William Street. The project was presented by Daniele Haley of Haley Architecture and Mayor Zack Tyndall. Mayor Tyndall addressed the commission, noting that the current timeline calls for the renovations to begin in mid-March 2026. Mayor Tyndall explained that the goal of the renovation is to restore Town Hall to its historic character while ensuring it fits well with downtown. Mayor Tyndall then turned the presentation over to Ms. Haley.

Ms. Haley addressed the commission, explaining that she grew up in Worcester County and had visited Berlin many times. Ms. Haley presented the proposed exterior renovations to Town Hall and the proposed interior floor plan. She noted that exterior renovations included double-entry doors, replacing a door with a window, filling in open areas with new brick, new signage, a suspended canopy, and a new cornice at the roof parapet.

Ms. Rose drew attention to the molding around the entry door, stating that it did not align with the overall design or the Historic District's standards. She asked whether the molding could be removed, and Ms. Haley responded that it could. Mayor Tyndall noted that there is an example of a Georgian-style entryway downtown. Ms. Rose replied that the referenced entryway was not original to the building and had been added during a renovation. The commission then asked whether removing the molding would allow space for a light fixture above the door. Ms. Haley stated that this could be considered, though space for a light might be limited.

Mayor Tyndall addressed the commission and expressed appreciation for all the recommendations, noting his desire to incorporate them. Ms. Haley added that she understands the Town's preference for a Victorian style and emphasized the importance of functional lighting. Mayor Tyndall asked the commission to keep in mind that the goal of the renovations is to present the building as Town Hall in its current form. Ms. Stearns commented on the suspended canopy, stating that she would prefer a design that is less contemporary. She also noted the visual appeal of the existing awning and its overhang above the sidewalk.

Ms. Haley stated that the vision for the new awning is to create a functional entrance rather than a street-facing façade. She also noted that she would be willing to explore alternative awning designs. Ms. Rose asked about the brick replacement and whether research had begun on what would be required. Ms. Haley responded that they have identified the appropriate type of brick and have two reputable vendors in mind, including Salisbury Brick and Potomac Valley Brick. Ms. Rose commented that this was encouraging and noted that both vendors offer excellent options.

Chairman Bunting asked about the cornice along the building's roofline, specifically why it did not extend the full length of the roofline. Ms. Haley stated that when she created the rendering of the proposed design, she followed the original footprint of the cornice. Chairman Bunting asked whether it would be possible to have the cornice extend the entire length of the roofline. Ms. Haley stated that it all depended on whether the budget would allow it.

Ms. Rose added to Chairman Bunting's discussion and noted that the Historic District Commission's approvals are expected to be completed as approved. She stated that if the budget did not allow for the proposed work, changes would have to be presented to the commission again. Mayor Tyndall stated that there would be no differentiation from the approvals, and they would either complete the façade renovations as approved or not.

Ms. Rose asked whether a façade grant was available to help fund the renovations. Mayor Tyndall stated that a façade grant was used to replace windows years ago, and the Town would like to reserve other funds for downtown businesses. Ms. Rose stated that she understood.

Ms. Haley confirmed that the commission's changes included removing the molding around the front entrance door and eliminating the contemporary awning. Chairman Bunting then asked whether any doors would be changed as part of the project. Ms. Haley responded that the customer service door would be converted into a window. She added that the new customer service entrance would become the primary public entry point for

Town Hall. Mayor Tyndall noted that the last renovation was entirely interior, and as a result, several exterior updates are now needed.

Chairman Bunting confirmed that the commission was prepared to approve the project with the following conditions: revisions to the awning, removal of the molding at the front entrance, updates to the brickwork, and modifications to the overhead canopy.

Ms. Stearns made a motion to approve HDC-12-03-25-31 with changes. Ms. Rose seconded the motion, and it was approved unanimously.

Mayor Tyndall and Ms. Haley thanked the commission for their time and input. Chairman Bunting asked when renovations were expected to begin. Mayor Zack responded that construction is tentatively planned for March 2026, with a more specific start date to be determined once a contractor's bid is accepted.

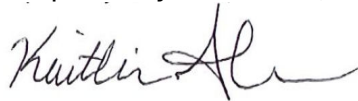
There were no comments from the public or staff.

Ms. Stearns raised the issue of the new elementary school's construction. She noted that the current design appears as several "black boxes" and does not fit well within the town's character. Ms. Stearns asked staff whether any proposed design changes would need to be presented to the Historic District Commission.

Mayor Tyndall responded that they would not, as the property is not located within the Historic District. Ms. Stearns stated that she understood this distinction but expressed a desire to see some design elements that reference downtown Berlin, noting that the school faces Main Street. Mayor Tyndall explained that the project is funded by the state, which limits the town's control over the design. He added that while suggestions may be offered, final decisions will rest with the state and be subject to budget constraints.

Ms. Stearns made a motion to adjourn the meeting at approximately 6:44 PM. Ms. Rose seconded the motion, and it was unanimously approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kaitlin Ahlers", written in a cursive style.

Kaitlin Ahlers, Permits Coordinator



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

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received
12/5/25



\$100 PAID 12/5/25

Agenda Item 4

HISTORIC DISTRICT COMMISSION APPLICATION

Date: 12-5-25 Subject Property Location: 413 South MAIN Case #: HDC-01-07-26-01
Property Owner: MATTHEW AMEY & LISA TUSSEY Owner Phone #: (302) 462-5510
Owner Address: 8 Jefferson St. Owner Email: matthewamey@nbc.com
Agent/Contractor: _____ Agent Phone#: _____

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

DESCRIPTION OF WORK PROPOSED: 4' FENCE AROUND A PORTION OF THE BACK
YARD. PUTTING SHELLS OR STONE DOWN FOR A DRIVEWAY/PARKING
- REQUESTING PERMISSION TO BEGIN DISASSEMBLING/ DEMO
OF EXISTING STRUCTURE WITH THE INTENT OF REBUILDING
THE STRUCTURE IN THE FUTURE WITH MODERN MATERIAL.
CURRENT STRUCTURE IS IN DISREPAIR.

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.

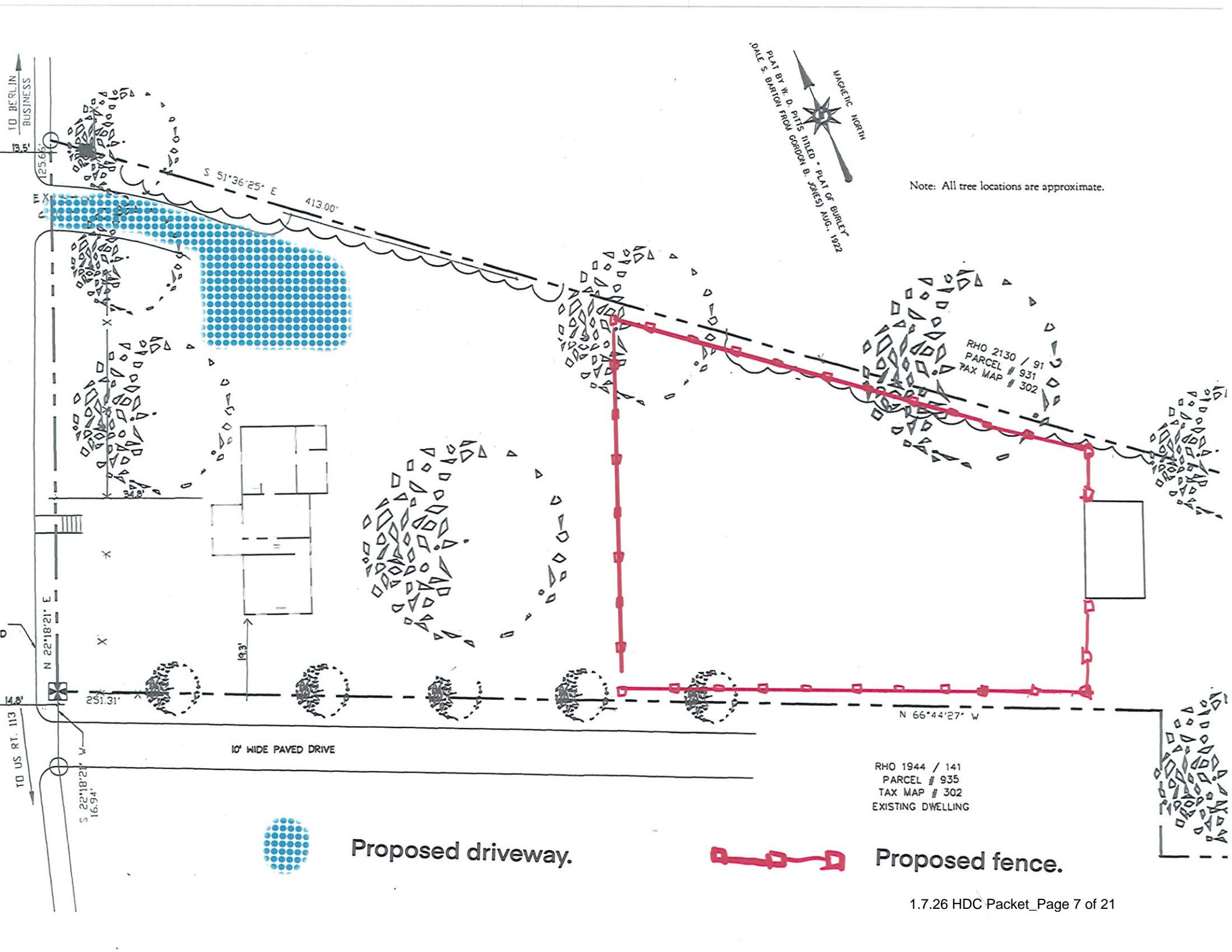
The applicant, or an authorized representative, has been advised to appear at the meeting of the Berlin Historic District Commission scheduled for Wed, January 7, 2026 (date).

Applicant Signature [Signature] Date 12-5-25

APPROVED:

Historic District Commission Chair (Date)

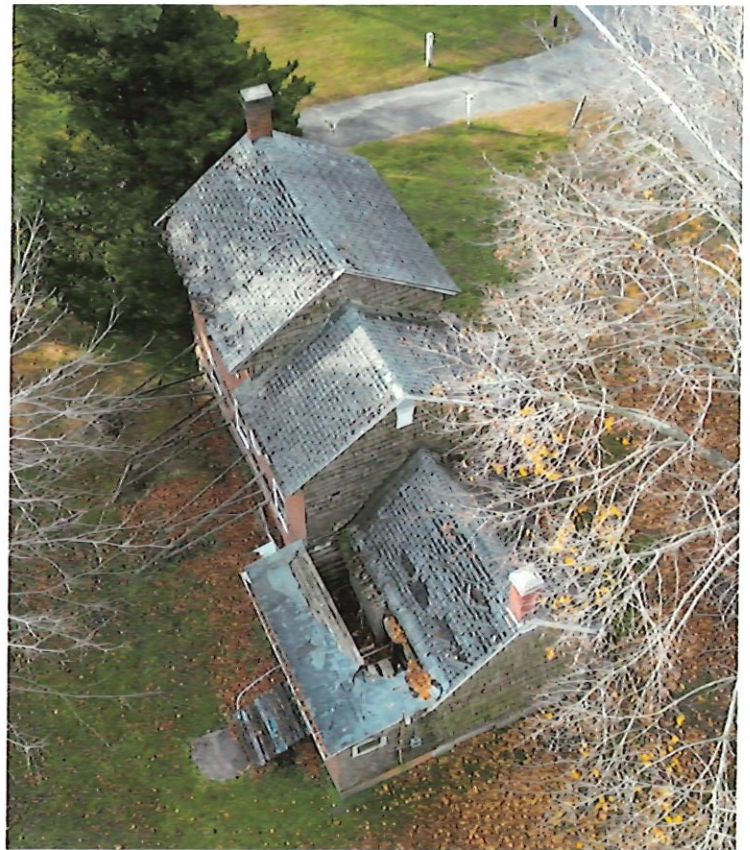
Planning Director (Date)

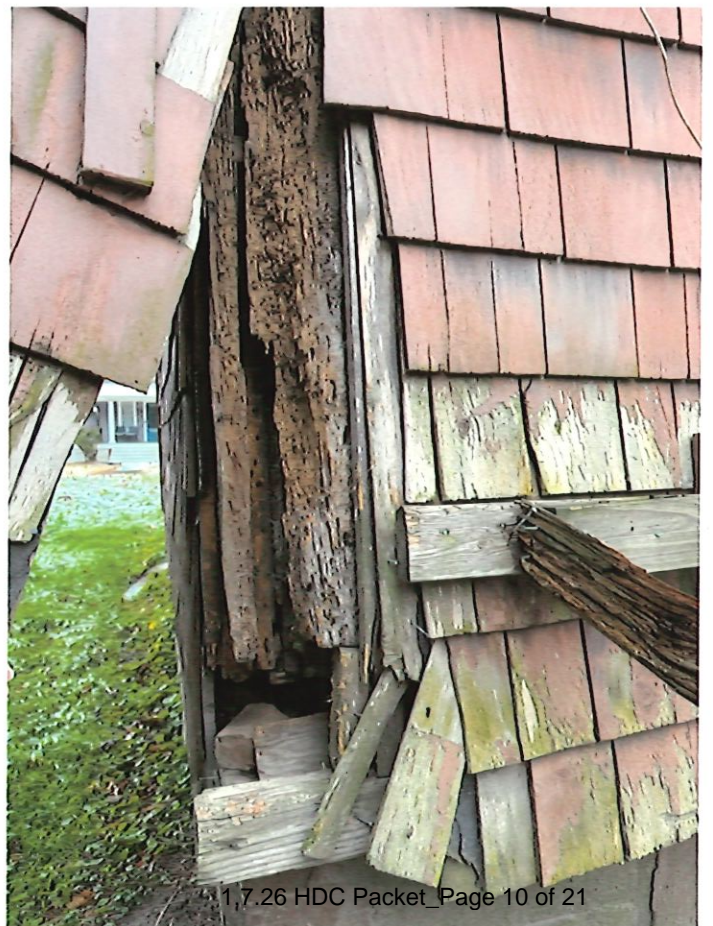






November 24
4:15 PM







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Agenda Item 5



HISTORIC DISTRICT COMMISSION APPLICATION

Date: Dec-8-2025 Subject Property Location: 4. S. Main St Case #: HDC-01-07-26-02
Property Owner: Turner's Way LLC Owner Phone #: 443-694-6901/410-213-0325
Owner Address: 9652 Stephen Decatur Hwy Owner Email: 4Talbot@msn.com
Agent/Contractor: Fifth Element Contracting Agent Phone#: 667-266-0209

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

DESCRIPTION OF WORK PROPOSED:

* hood system exhaust out transim glass above Jefferson St. door.
* Sign on Jefferson st wall and front Main St. above door.
* One small fence panel placed between 4 + 6 S. main st. frame is already there from previous.
* remove chipped and peeling paint and paint new color black.

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 January 7, 2026 (date).

Applicant Signature: Tiffany Lockman + Maggie Lockman Date: Dec 8 2025

APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)



















Mayor & Council of Berlin

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HISTORIC DISTRICT COMMISSION APPLICATION

Date: 12/12/2025 Subject Property Location: 18 Broad Street Case #: HDC-1-07-26-03
 Property Owner: WAINRIGHT'S TIRE - Brooks david Owner Phone #: (313) 520-4235
 Owner Address: 18 Broad St Berlin, MD 21811 Owner Email: ikrueger@fairmontsign.com
 Agent/Contractor: ian krueger Agent Phone#: (313) 520-4235

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

DESCRIPTION OF WORK PROPOSED:

Exchange outdated firestone signage for Continental signage. Dealer no longer sells or offers firestone tires.

DOCUMENTS REQUIRED TO BE FILED WITH APPLICATION

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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 1.7.2026 (date).

Applicant Signature *Chabouze* Date 12.23

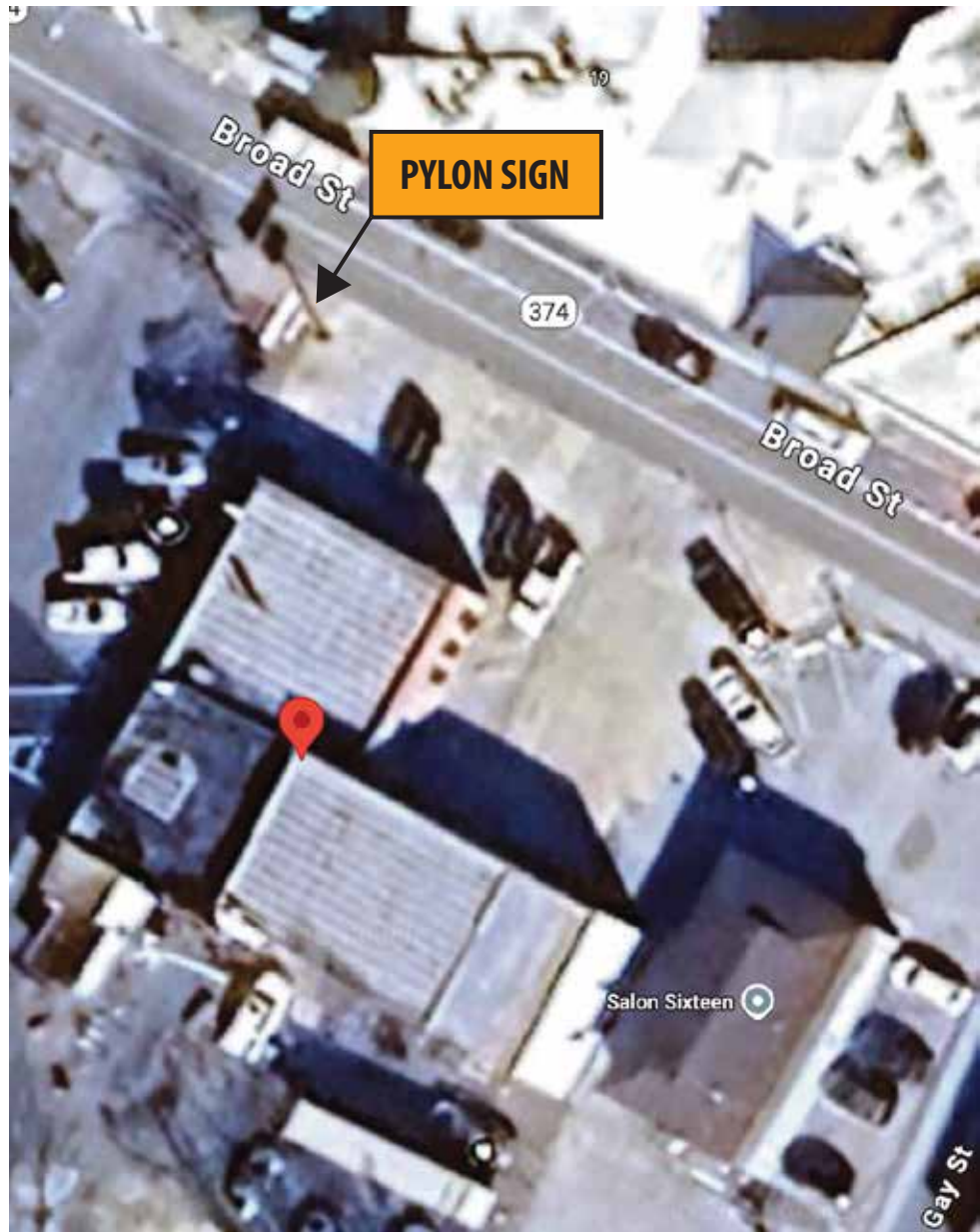
APPROVED:

Historic District Commission Chair (Date)

Planning Director (Date)

Continental Tire | Berlin, MD

NOTE: Renderings below utilize sample dimensions derived from client surveys.



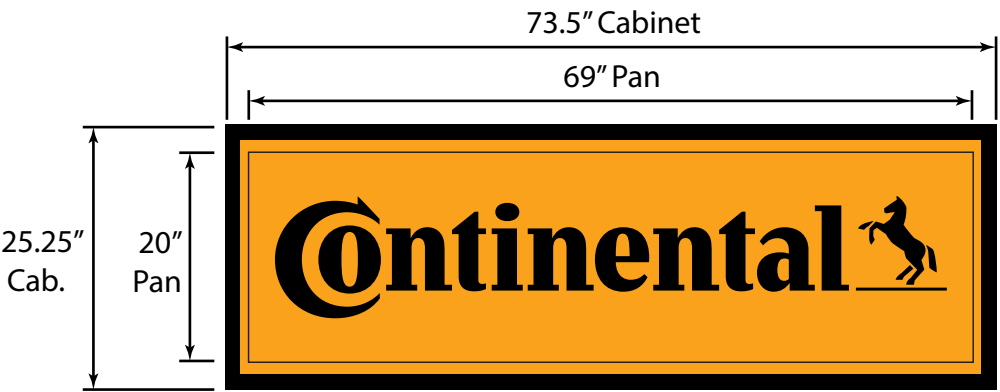
SITE



EXISTING SIGNAGE



PROPOSED SIGNAGE



QTY 2: Replacement Faces



FAIRMONT
SIGN COMPANY

3750 East Outer Drive
Detroit, MI 48234
t: 313.368.4000 f: 313.368.9335
www.fairmontsign.com

Client:

Continental 

18 Broad St
Berlin, MD 21811

Date:
11/10/25

File:
Accounts/Continental Tire/Berlin, MD

Designer:
RNB

Scale:
N/A

Job#	Sheet#
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Revision #	Date:
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Revision Description:

Customer Approval:

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