



Mayor & Council of Berlin

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**Town of Berlin
Planning Commission Agenda
March 8, 2017 6:00 PM
Berlin Town Hall – Council Chambers**

1. Call to Order
2. Agenda Adoption
3. Approval of Minutes – February 8, 2017
4. Steve Black- Site Plan Review
5. Discussion of Guidelines and Standards for Commercial Uses
6. Comments from the Commissioners
7. Comments from the Chairman
8. Comments from the Public
9. Adjournment

Town of Berlin
Planning Commission
February 8th 2017

The meeting for the Planning Commission for February 8th 2017 was called to order by Chairman Chris Denny at 6:05PM. In attendance were Chris Denny, Barb Stack, Ron Cascio, Pete Cosby and Phyllis Purnell. Members absent were Newt Chandler, John Barrett and Natasha Brittingham. Staff present were Planning Director Dave Engelhart and Permit Coordinator Carolyn Duffy.

Chairman Chris Denny called for a motion to approve the agenda. Mr. Ron Cascio made the motion to approve the February 8, 2017 agenda. Mrs. Barb Stack seconded the motion and it was unanimously accepted by the Commission. Chairman Denny called for a motion to approve the minutes from the November 9th 2016 meeting and the January 11th 2017 meeting. Mr. Pete Cosby made the motion to approve the minutes from both meeting dates. Mr. Ron Cascio seconded the motion and it was unanimously accepted by the Commission.

Next item on the agenda was the election of the Chairman and the Vice Chairman. Mr. Cosby nominated Mr. Chris Denny to remain seated as the Chairman. Mr. Ron Cascio seconded the nomination and it was unanimously accepted by the Commission. Mrs. Barb Stack nominated Mr. Ron Cascio for Vice Chairman for the Commission. Mr. Pete Cosby seconded the nomination and it was unanimously accepted by the Commission.

Continuation of the Discussion of Commercial Architectural Design Guidelines, Mr. Engelhart stated to the commission that they had gone through each document and he wanted to go over the items they wanted to revisit from the last meeting. He stated that at the county's last meeting they had adopted their guidelines. He stated he would give the page numbers they would go over as he had last meeting. On page 17, Mr. Engelhart asked if they were going to include the Seaside tradition. Upon discussion they decided that style should be implemented primarily on the corridors to Route 50 and Route 113. Mrs. Stack suggested they look at the OCDC guidelines. Mr. Cosby thought it would be a good idea to look at theirs because it resembles Berlin. Page 20, letter M, Mr. Engelhart asked if they would like to get involved in color. He stated that the Historic Commission does not decide on color they would encourage applicants to be comparable to the neighborhood. They decided to leave in colors.

Page 24, Setbacks this section would represent the Town of Berlin setbacks. Bottom Page of 28, Roof Pitch would be 6/12 minimum and they got rid of the maximum. If an applicant wanted to build higher they would submit to the Planning Commission. Also they would use the numeric numbers. Page 29, bottom 2A they suggested to get rid of the minimum. On page 30, Mr. Engelhart would get rid of the max. Top of page #4, requirement for a parapet if on Main Street. Mr. Engelhart replied parapet must be detailed like the existing downtown and shall be consistent with existing downtown. Page 31, page 8 they wanted to take out prohibited and flat canopies would be on a case by case basis. Page 33, item #5 Concrete or block foundation they decided last meeting to be parged and maybe painted. Discussion on brick work, brick veneer on foundations can be done inexpensively. And if it were exposed not to be more than 16 inches.

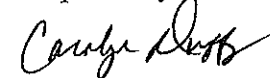
In 2A, fibercement siding, also 2 E, appropriate materials shall include the following using a combination of materials. Minimum uses of EIF's are acceptable and should be combined to cover 75%. Item E, utilized in small areas may be found acceptable in limited application. Page 33, item #5, should say may be painted in neutral color. Discussion continued about metal buildings. Page 44, item D to be taken out referencing berms. Page 45, Item # 3 Franchise Architecture is not prohibited but must however have local architectural traditions and be compatible with the guidelines and standards. Mrs. Stack suggested that the photos be close in range to the subject. Entries should be well defined. Page 52, parking encouraged in the rear in the guidelines for site plan approval. Mrs. Stack stated that traditionally the rear was the service entrance. Mr. Engelhart stated they talk about parking on page 47. The Commission wanted the language from the code book included about parking in the rear. Mrs. Stack asked if they could use numbers instead of the words. Mr. Cascio asked that the pictures on page 49 and 50 be taken out.

Page 57, Item #12, parking lots to be perviously paved whenever practicable. Mr. Engelhart would get language from MDE. Mr. Cascio asked about the maintenance and if there would be any. Mr. Engelhart replied there is. Mr. Cascio stated his concern was storm water being sized smaller when pervious paving gets clogged up and it's no longer any good. It works as long as it's maintained. Mr. Engelhart will get the language from EA. On page 64 was landscaping on page 69 the last sentence native species was put in. Page 70, exterior lighting must be avoided including no up lighting. Page 75 section 20 under A, generally for façade. Mr. Engelhart thought they may want a little more time to study this. He said these were all the changes so far.

Mr. Engelhart told the Commission he had a submittal from Mr. Steve Black about the car dealership for next month's meeting. Mr. Cosby asked if Mr. Engelhart would be doing a revised addition to what they went over he would read it over again then. Mr. Cascio wanted to look over it again also. Mr. Engelhart said he had not gotten into the pictures yet. Some pictures were not from our area and could get confusing the Commission thought. Mr. Dave Gaskill will recuse himself from the County, the Town asked that of the County because of the impact to the town referencing the Bay Club. Nothing has been submitted to the State Highway yet. They would be requesting a special exception for a camp ground. Mr. Cascio said he had met with two representatives from Freeman. He said they were aware of the intersection in town.

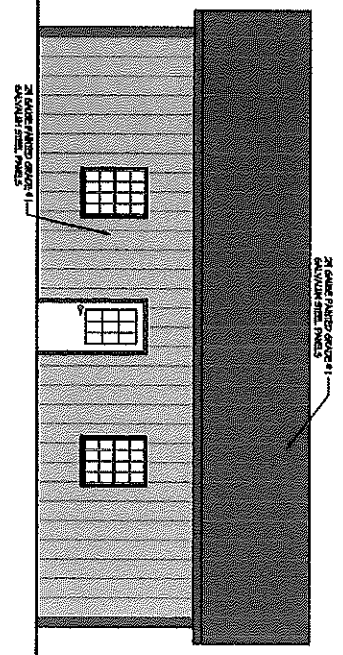
Motion to adjourn by Mr. Pete Cosby. Seconded by Mrs. Phyllis Purnell. With no other comments meeting was adjourned 7:40PM.

Respectfully Submitted,

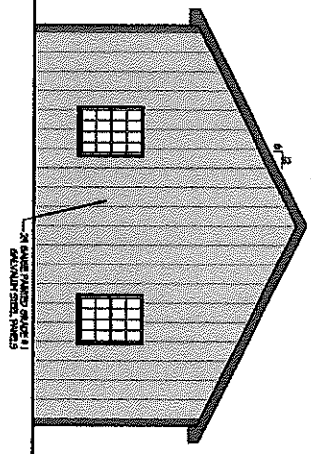


Carolyn Duffy

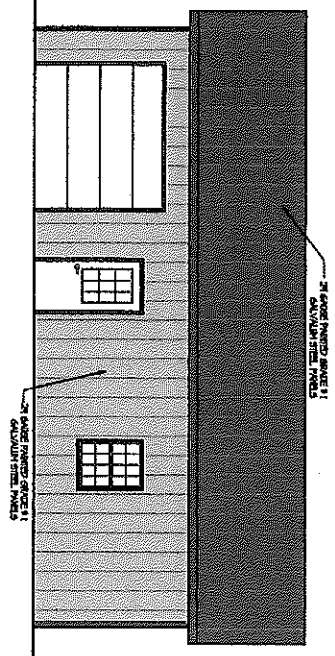
1 FRONT ELEVATION
1/4" = 1'-0"



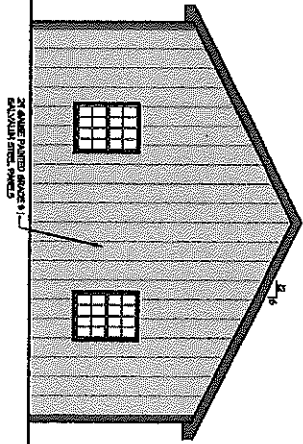
2 RIGHT SIDE ELEVATION
1/4" = 1'-0"



3 REAR ELEVATION
1/4" = 1'-0"



4 LEFT SIDE ELEVATION
1/4" = 1'-0"



PROFESSIONAL CERTIFICATION
 I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED ARCHITECT IN THE STATE OF MARYLAND, LICENSE NUMBER 12713, EXPIRATION DATE 10/31/18.
 THE PROFESSIONAL SERVICES OF THE ARCHITECT ARE UNDERWRITTEN FOR AND ARE PERFORMED IN THE INTEREST OF THE PUBLIC. NO CONTRACTUAL OBLIGATION IS ASSUMED BY THE ARCHITECT TO THE BENEFIT OF ANY OTHER PERSON INVOLVED IN THE PROJECT.

