CITY OF WESTMINSTER
HISTORIC DISTRICT COMMISSION
AGENDA

Wednesday, January 8, 2020, at 7 PM
City Hall, 1838 Emerald Hill Lane
Westminster, Maryland

I. Call to Order

Statement of Authority — The Westminster Historic District Commission derives its authority from Chapter 164, Article 9A of the City Code, which is authorized by Maryland Code Annotated, Land Use Article, Division 1, Single Jurisdiction Planning and Zoning, Title 8, Historic Preservation. The qualifications of the Westminster Historic District Commission are on file at the City Administration Building, 56 West Main Street; the file is open to the public – Acting Chair

II. Approval of Minutes

December 4, 2019

III. Old Business

None

IV. New Business

Review- Façade Improvement Tax Credit Applications

V. Historic District Commission and Public Comments

VI. Adjournment

Posted January 3, 2020

CITY OF WESTMINSTER
HISTORIC DISTRICT COMMISSION
MEETING SUMMARY

Wednesday, December 4, 2019, at 7:00 PM
City Hall, 1838 Emerald Hill Lane
Westminster, Maryland

A meeting of the City of Westminster Historic District Commission was held at City Hall, 1838 Emerald Hill Lane in Westminster, Maryland 21157, on December 4, 2019, at 7 PM.

I. Call to Order

Acting Chair Dean Camlin read the statement of authority into the record.

Acting Chair Dean Camlin, Commissioner Kevin Wagman, Commissioner Steve Colella, Commissioner Joshua Ambrose and Commissioner Aaron Burroughs were present. City staff Andrea Gerhard and Andrew Gray were also present.

II. Approval of Minutes

Commissioner Wagman moved to approve the meeting summary for October 21, 2019. Commissioner Colella seconded. The motion passed 3-0-2 (Commissioner Ambrose and Commissioner Burroughs abstaining).

III. Old Business

Acting Chair Camlin introduced Old Business Item A- Update on Section 106 Review of Modifications to Telecommunications Equipment at 2 College Hill Drive (Sprint). Ms. Gerhard provided the update to the Commission as well as explaining the request and process to the new Commission members.

IV. New Business

Acting Chair Camlin introduced New Business Item A- Application for Historic Rehabilitation Property Tax Credit TC #19-04. Ms. Gerhard explained that the agenda item should be revised to reflect that it is a Post-Construction Application that is being reviewed. The Commission discussed the Pres-Construction Application and compared it to the work that was completed in the Post-Construction Application. Commissioner Wagman moved for approval of the $1,380.00 tax credit application. Commissioner

Colella seconded. The motion passed unanimously. Discussion occurred about the process for Tax Credit applications and the Commission's role in approval.

V. Historic District Commission and Public Comments

No Commissioner comments.

No Public comments.

VI. Adjournment

Commissioner Colella made a motion to adjourn. Commission Burroughs seconded. The Commission adjourned at 8:00 PM.

_____

Dean Camlin, Acting Chair
Westminster Historic District Commission

General Information

Name of Applicant: Myers Building, LLC

Name of Business: Myers Building, LLC

Project/Business Address: 28 Liberty Street, Westminster, MD, 21157

Phone Number: 301.663.8383 x216 _____**Fax Number:** 800.663.0070

E-mail address: wzahler@sunshinemanagement.net

Type of Business: Retail/Apartments/Live Work

Applicant is the:

- X Property Owner
- ☐ Business Owner
- ☐ Other: _____

How long has the business been at the current location? 33 years

When does your current lease expire? N/A

Do you have the option to renew your lease and do you intend to do so? What are the terms?

N/A

Property owner's name (if different from applicant): Same

Property owner's address: 178 Thomas Johnson Drive, Suite 201, Frederick, MD 21702

Property owner's phone number/email: Same as applicant

Note: If you are not the property owner, the property owner or an authorized representative must co-sign this application where indicated in the "General Conditions" section of this application.

Project Details

Please describe below, or via a supplemental attachment, the proposed improvements to the property. The following required information must accompany this application:

- Minimum of two color photographs that show existing building conditions
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- Minimum of two bids on contractor letterhead detailing the proposed work

Description of proposed improvements (e.g., new doors/windows, signs, lighting, paint, etc.):

Properly clean, prepare, scrape and paint and caulk all exterior surfaces. Remove and Reinstall Awnings as required for work. Replace any rotten original wood storefront prior to painting. Replace bad white metal facia with new black matching facia.

Proposed Project Budget: $74,901.00

Describe how this project will enhance the downtown, including how it will:

- Improve your business or increase your chances for success
- Facilitate the retention or expansion of an existing business downtown
- Facilitate the establishment of a new business to downtown
- Improve public safety or access
- Enhance downtown Westminster (beautification, foot traffic, etc.)

We have lost our retail tenant Lux this past summer and some residential tenants. We believe this will help us attract a new street level retail tenant and bring life back to the Liberty/Green Street corner. We would love to see some new businesses come to our location to the downtown area. Additionally, we will be able to retain the new tenant once we hopefully sign a new lease. We also believe that some of the downtown residents in the building currently will want to stay downtown with the new and improved façade! This will allow us to continue to reinvest in the renovations of the structure and to continue to provide work force housing to the downtown area.

How much funding assistance are you requesting?* $37,450.00

* Please Note: This is a 50/50 matching grant program

Proposed start date: Within 30 days of approval by the City of Westminster, depending on weather.

Estimated completion date: Approximately 90 days from mobilization, depending on weather.

(Note: Any project submitted for funding should commence within two (2) months of the award and be completed within six (6) months of commencement.)

In conjunction with this project, are you completing any other renovation/rehabilitation work to the property (interior or exterior)?

- ☐ No
- X Yes

If answer is "yes" to above question, describe additional work:

Last year we completed the replacement of the awnings on the building despite being denied matching funds by the City of Westminster. We also invested well over $130,000 in a new roof and gutters. We have approved interior conversion of the common area lighting to energy efficient LED lighting which is scheduled for September/October of 2019. HVAC upgrades have been ongoing each year in order to convert to more

environmentally friendly refrigerant and systems that use less energy. Base on how this application is received we are also interested in replacing the exterior windows with new Low E/Argon filled windows to help the tenants with their monthly utility costs.

Estimated cost of additional work to the property: $175,000

Signature of Applicant: _____

Date: 9/1/16

City of Westminster use only:

Approval: _____

Date: _____

General Conditions

- It is expressly understood and agreed that grant proceeds are a matching grant at 50% by applicant and 50% from the Maryland Department of Housing and Community Development.
- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
- It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.
- It is expressly understood and agreed that the applicant will not seek to hold the City of Westminster, and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Façade Improvement Program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Façade Improvement Program.0
- The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti and trash, and sweeping and shoveling in front of the property.
- The applicant authorizes the City of Westminster to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in promotional materials and press releases.
- The applicant has read and understands the "City of Westminster Façade Improvement Program Overview" document outlining program guidelines and procedures.
- The applicant understands that the City of Westminster reserves the right to make changes in conditions of the Façade Improvement Program as warranted.

Signature of applicant: _____

Date: 9/17/19

If applicant is not the property owner, the property owner or an authorized representative must review and co-sign this application below.

Owner Authorization

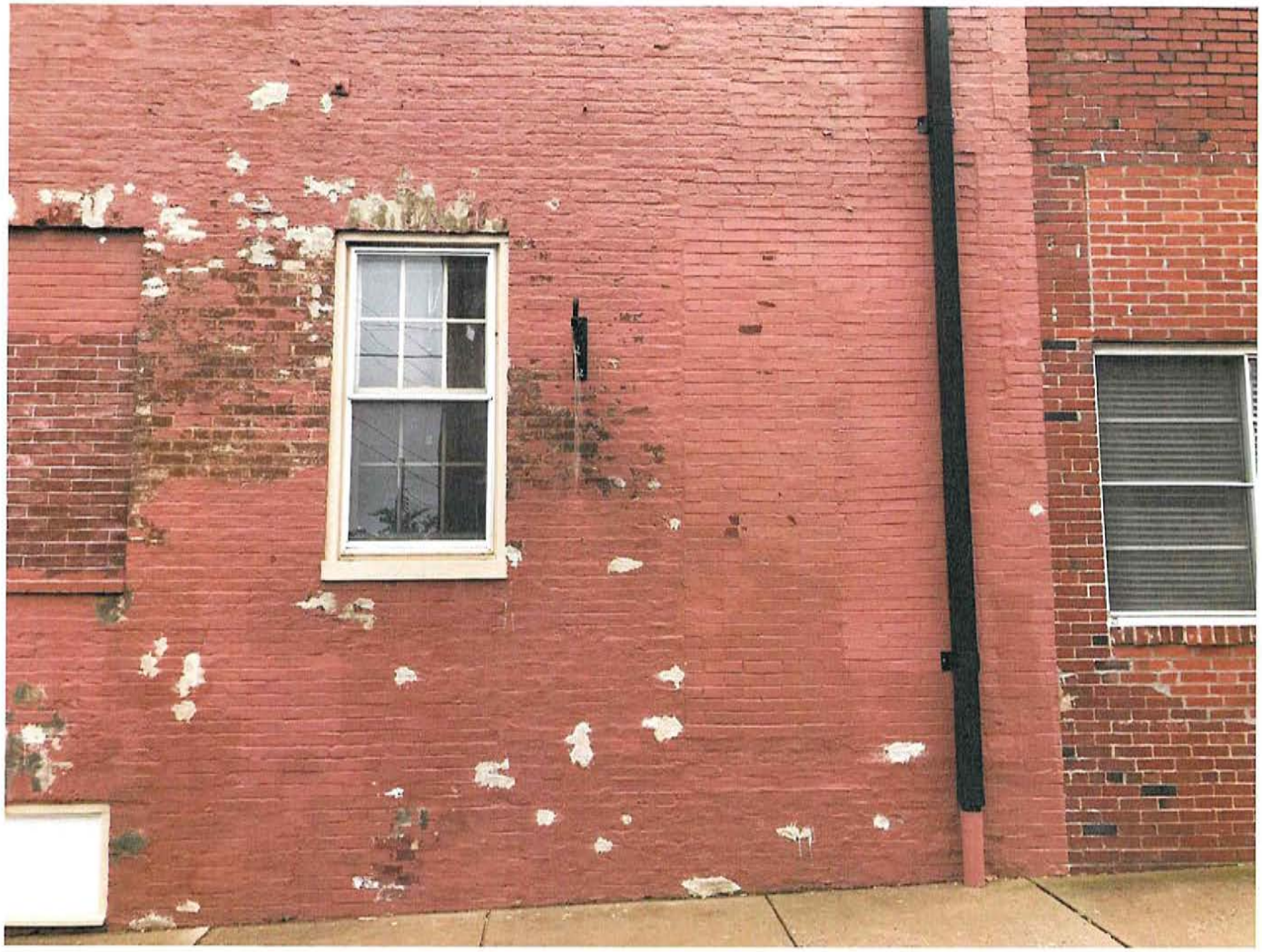
As owner of the property (insert address) 28 Liberty Street, Westminster, MD, 21157 I have reviewed the above application and authorize operator of Myers Building, LLC at said address to perform the improvements described above as part of the City of Westminster Façade Improvement Program.

Signature of property owner or authorized representative:

_____

Date: 9/17/19

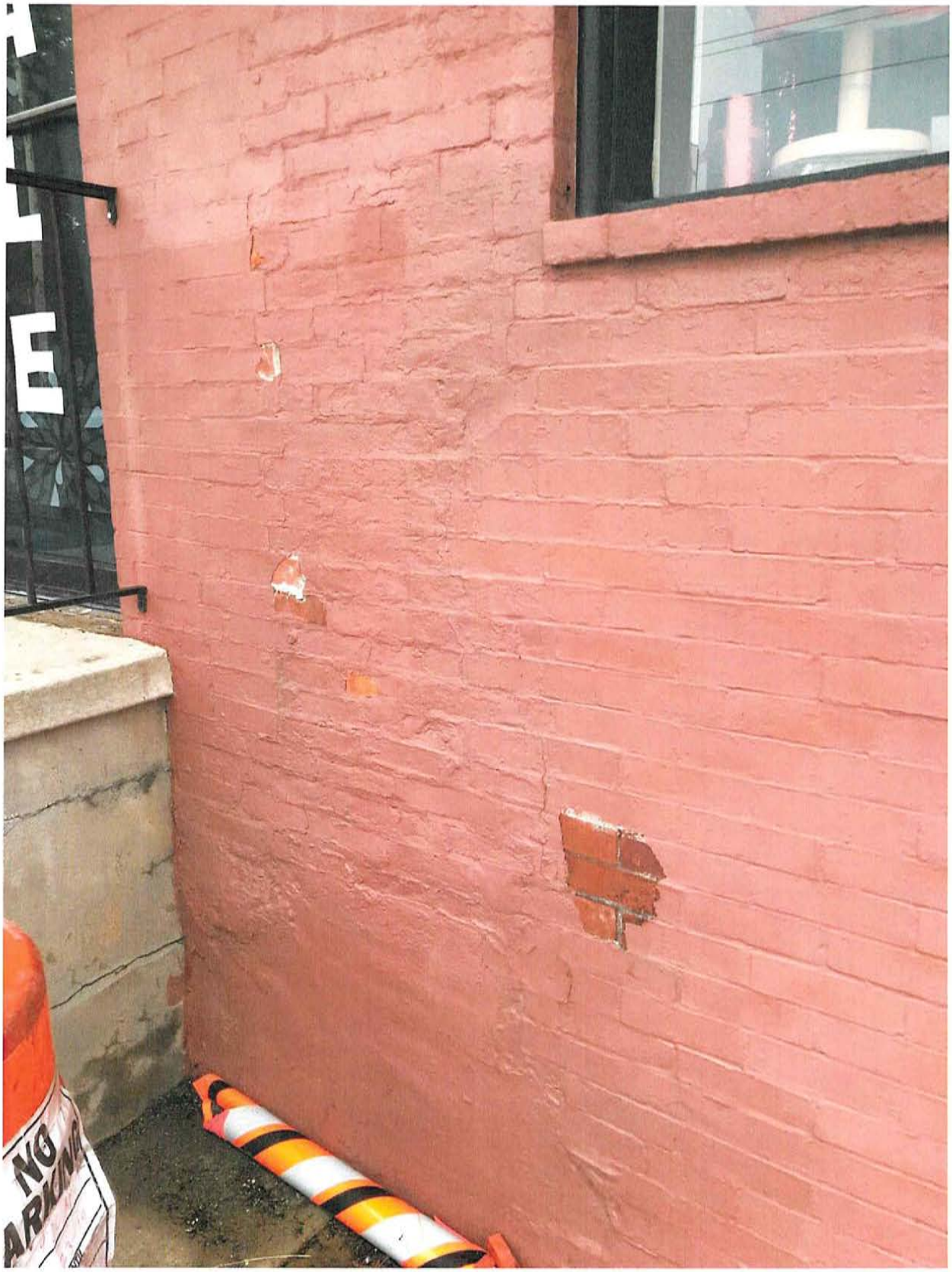
Building Photos Showing Existing Conditions



LUX
Boutique
THIS SIDE

X
e

LUX
Boutique
FOR RENT
800-963-4990



ZAHLER CONSTRUCTION
& DEVELOPMENT, LLC

BID PROPOSAL

Proposal For (Owner)			Job Name		
Myers Building, LLC			Façade Improvements		
Address			Job Address		
178 Thomas Johnson Drive, Suite 201			28 Liberty Street		
City,	State	Zip	City,	State	Zip
Frederick	MD	21702	Westminster	MD	21157
Contact Phone	Contact Email		Comments/Notes/Other	Proposal Date	Page X of Y
301.663.8383				09.01.19	

Architect	Date of Plans	Engineer	Construction to Begin (Estimated)	Estimated Completion Date
N/A	N/A	N/A	TBD	Approximately 90 days

We hereby propose to facilitate/furnish the following Work:

Properly prepare and clean entire exterior of all buildings. Remove and reinstall awnings, store in safe location on site if possible. Replace rotten wood and repair bad mortar joints as needed. Apply primer and two coats of paint to entire exterior of all buildings. Painting of metal is excluded. Remove old caulking and replace as needed. Install new black metal facia below black coping on building.

PROPOSED PAYMENT: Owner agrees to pay Contractor a PROPOSED total cash price of $74,901. Owner represents that this agreement is a CASH transaction wherein no financing is contemplated and Contractor acts in reliance on said representation. The payment schedule will be: (1) Non-refundable Down Payment of $24,901; and (2) Draws according to the schedule of values:

TBD

THIS IS A BID PROPOSAL WITH A GENERAL DESCRIPTION OF THE PROJECT AND COST. IF THE BID PROPOSAL IS ACCEPTED, A MORE FORMALIZED CONTRACT WILL BE PREPARED PROVIDING DETAILED TERMS AND CONDITIONS INCLUDING ALL YOUR RIGHTS AND YOUR RIGHT TO CANCEL.

Note: *This proposal may be withdrawn by us if not signed by all parties within _____ days.*

ACCEPTANCE OF BID PROPOSAL

Owner hereby accepts the above price, terms and conditions and authorizes Contractor to return a formal Contract for the Work.

OWNER: DO NOT SIGN THIS FORM BEFORE YOU READ IT OR IF IT CONTAINS ANY BLANK SPACES OR IF YOU DO NOT FULLY UNDERSTAND IT.

Owner Date

EQUAL HOUSING OPPORTUNITY

Contractor 9/16/19 Date

2405 Ken Oak Road ▪ Baltimore, MD 21209
410.424.0630 ▪ 888.763.2282 *fax* ▪ info@zahlerconstruction.com ▪ MHIC #127849

SUNSHINE MANAGEMENT

BID PROPOSAL

Date: September 10, 2019

Property: Myers Building, LLC

Description: Façade Improvements

- **Clean exterior of all buildings**
- **Prep all buildings for paint**
- **Remove awnings**
- **Store awnings on-site if space is available**
- **Replace any rotten wood**
- **Fill in mortar joints where it's missing**
- **Apply exterior primer to all surfaces**
- **Apply two coats of paint to all surfaces**
- **Remove old caulk where needed**
- **Install new caulk**
- **Install new metal facia below coping**
- **Reinstall awnings**
- **Clean up area**

Painting of metal is excluded from this proposal.

TOTAL **$80,605.00**

This estimate is for completing the job as described above. It is based on our evaluation of the above referenced property and does not include any material price increases or additional labor and materials which may be required should unforeseen problems or adverse weather conditions arise after the work has started. Pricing is exclusive of any permit that may be required. Work to be done during normal business hours. Estimated completion is 90 days.

Payment – A down payment of 30% is required at the time of proposal acceptance. Remaining balance will be due in full within 30 days of completion.

Authorized Signature: Kathryn Ray

Note: This proposal may be withdrawn by us if not accepted with 30 days.

Acceptance of Proposal – The prices, specifications and conditions of this contract are satisfactory and are hereby accepted, including the terms and conditions printed on the back of this proposal. You are authorized to do the work as specified. Payment will be made as outlined above.

Agreed and Accepted Date

178 Thomas Johnson Drive, Ste. 201 Frederick MD 21702 • www.sunshinemanagement.net

301-663-8383 • FAX: 301-663-0070 • Toll-free 800-663-4990 • MHIC# 51919

CITY OF WESTMINSTER
56 West Main Street, Suite 1
Westminster, Maryland 21157

TELEPHONE:
Local (410) 848-9000
Baltimore Line (410) 876-1313
www.westminstermd.gov

City of Westminster
Façade Improvement Program (FIP) Application

Checklist

Please assemble the application package in the sequence indicated below and label each item. Check off each item to ensure you are submitting the **required** material, including:

- ☐ Completed Application
- ☐ A minimum of two color photographs that show existing building conditions
- ☐ Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- ☐ A minimum of two bids on contractor letterhead detailing the proposed work
- ☐ Additional information (optional)

Prior to submitting an application, applicants can meet with the Main Street Manager in regards to the project.

General Information

Name of Applicant: Connie Lynn Jantz

Name of Business: Hollow Rock Ent. LLC

Project/Business Address: 39/41 N. Court St
Westminster MD 21157

Phone Number: 3158265226 **Fax Number:**

E-mail address: Connie jantz1@gmail.com

Type of Business:

Applicant is the:

- ☒ Property Owner
- ☐ Business Owner
- ☐ Other:

How long has the business been at the current location? 1ot years

When does your current lease expire?

Do you have the option to renew your lease and do you intend to do so? What are the terms?

Property owner's name (if different from applicant): Hollow Rock Ent. LLC
(Applicant is sole member)

Property owner's address: P.O. Box 26
Hoffmeister NY 13353

Property owner's phone number/email: 3158265226 connie jantz1@gmail.com

Note: If you are not the property owner, the property owner or an authorized representative must co-sign this application where indicated in the "General Conditions" section of this application.

Project Details

Please describe below, or via a supplemental attachment, the proposed improvements to the property. The following required information must accompany this application:

- Minimum of two color photographs that show existing building conditions
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- Minimum of two bids on contractor letterhead detailing the proposed work

How much funding assistance are you requesting?* 7500.00

* Please Note: This is a 50/50 matching grant program

Proposed start date: December 2019

Estimated completion date: January 2019

(Note: Any project submitted for funding should commence within two (2) months of the award and be completed within six (6) months of commencement.)

In conjunction with this project, are you completing any other renovation/rehabilitation work to the property (interior or exterior)?

- ☑ No
- ☐ Yes

If answer is "yes" to above question, describe additional work:

Estimated cost of additional work to the property:

Signature of Applicant: Connie L Jant sole member Hollow Rock Ent LLC

Date: October 24, 2019

City of Westminster use only:

Approval:

Date:

Description of proposed improvements (e.g., new doors/windows, signs, lighting, paint, etc.):

Repair rotted boards on facade of building, which dates to 1880 and faces the courthouse. Replace rusted top of curved windows to protect from further damage. Also replace basement door which was damaged by fire department when non-existant gas leak was reported, with a more appropriate door. (Currently Has 1950's era replacement door

Proposed Project Budget:

Describe how this project will enhance the downtown, including how it will:

- Improve your business or increase your chances for success
- Facilitate the retention or expansion of an existing business downtown
- Facilitate the establishment of a new business to downtown
- Improve public safety or access
- Enhance downtown Westminster (beautification, foot traffic, etc.)

The street is the ~~pla~~ spot for the re-inactment of the civil war battle in Westminster, and I have spent all I can making sure that the building was properly brought into Code compliance and maintained. I rent to a local attorney and other small business. Ensuring that these repairs helps maintain safety, as the building has lots of foot traffic around it due to the church and courts. Keeping this gorgeous historically significant buiding safe and beautiful is important.

General Conditions

- It is expressly understood and agreed that grant proceeds are a matching grant at 50% by applicant and 50% from the Maryland Department of Housing and Community Development.
- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
- It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.
- It is expressly understood and agreed that the applicant will not seek to hold the City of Westminster, and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Façade Improvement Program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Façade Improvement Program.0
- The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti and trash, and sweeping and shoveling in front of the property.
- The applicant authorizes the City of Westminster to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in promotional materials and press releases.
- The applicant has read and understands the "City of Westminster Façade Improvement Program Overview" document outlining program guidelines and procedures.
- The applicant understands that the City of Westminster reserves the right to make changes in conditions of the Façade Improvement Program as warranted.

Signature of applicant: Connie L Jantz

Date: Oct 24, 2019

If applicant is not the property owner, the property owner or an authorized representative must review and co-sign this application below.

Owner Authorization

As owner of the property (insert address)

I have reviewed the above application and authorize operator of at said address to perform the improvements described above as part of the City of Westminster Façade Improvement Program.

Signature of property owner or authorized representative:

Date:

5. DHCD will be forwarded approved applications to the Maryland Historic Trust for project approval, if necessary.

6. The applicant will be notified, in writing, whether their project will receive 50/50 matching funds, and to what level. The notification will outline the specified amount of the grant with information on any other requirements. The applicant can then proceed with the necessary permitting and review process.

What Happens After A Project Is Selected For Funding?

1. Renovation/rehabilitation work must begin within two (2) months and be completed within six (6) months of approval. Depending on the scope of the project, extensions may be requested. The City of Westminster reserves the right to cancel this agreement in the event of failure to comply with this schedule.

2. The applicant is responsible for obtaining all building permits and any other required permits for the work to be done. The applicant is responsible for conformance with all applicable safety standards and conditions.

3. The applicant agrees to maintain the property and improvements.

4. The City of Westminster Façade Improvement Program may promote an approved project, including but not limited to, displaying a Main Street sign at the site, during and after construction, and using photographs and descriptions of the project in Main Street's materials.

How Do I Get 50% Reimbursed For My Project?

Funds will be released to the applicant as quickly as possible upon satisfactory completion of the project and satisfactory submission of all required documentation. Other reimbursement requirements:

1. Submission of a financial summary report, including copies of paid invoices/cancelled checks and waivers of lien from contractors (and subcontractors, if applicable), and photos and/or drawings of the completed project.

2. A Design Committee member(s) will inspect the property for compliance.

3. Photos and drawings will be submitted to the Maryland Historic Trust to insure compliance of work, if necessary.

4. Funds will be dispersed only after verification that the work has been completed in accordance with the contract.

NOTE: The City of Westminster reserves the right to make changes in the conditions of the FIP as warranted.

- **Community Contribution (12.5%)**: – Is the applicant a good neighbor? Is the area around the business kept clean and free of debris on a consistent basis? Does the applicant actively promote downtown and their own business?

Are There Any Design Guidelines?

Yes, the Main Street Design Committee is looking for projects that protect the historic integrity of the building and improve the overall appearance of the downtown area, particularly as it relates to exterior façade projects. The goal is to return the building facades in the downtown area to their appearance following their initial construction. We also recognize that some buildings may have a different period of architectural significance that supersedes the original construction appearance.

Projects must consider the impact on the preservation of the historic fabric and character of the building; are original features being retained and repaired, are historic materials being used? For example, we would not support the installation of vinyl siding, but would support the repair and repainting of original wood siding.

Projects should draw upon the history and architecture of the building, but should reflect the current use. We are trying to draw upon the architectural and historic distinctiveness of the downtown area as a means to move Westminster into a vibrant future. We strongly encourage creative new uses for the existing building stock. We also encourage modern yet compatible awnings, signage, lighting and other fixtures to enhance the appearance of storefronts and downtown.

How Does The Application Process Work?

Grant funds are disbursed on a 50% reimbursement basis and cannot be issued until the proposed project has been fully and successfully completed in accordance with the contract. **WORK COMPLETED PRIOR TO LETTER OF COMMITMENT IS NOT ELIGIBLE FOR FUNDING.**

Application and Selection Process

1. Meet with the Main Street Manager prior to submitting the application. The Design Committee may also invite applicants to discuss their project plans at a Design Committee meeting.

2. Complete grant application in full, including:
- Illustrations of the proposed work or architectural drawings
- Color photos (minimum 2) of the site and its relationship to adjoining sites
- Color samples and texture of finish materials, where applicable
- Contractor proposals on contractor's letterhead.
- All building construction plans as may be required by the Planning and Zoning Administrator.

3. Deadlines. Completed applications must be received by the Main Street Manager at City Administrative offices by 4:30PM on Friday, _____. Applications received after this date may not be considered. If there are fewer applications than funding available, another round of opportunity will be offered.

4. The Main Street Design Committee will review and rank the applications, vote on approval, and submit its recommendations to the Maryland Department of Housing and Community Development (DHCD) within 30 days of receiving the applications. Every effort will be made to expedite the process.

What Types of Improvements Are Eligible For Funding?

- Exterior cleaning, painting and/or paint removal
- Masonry repair and repainting
- Repair and replacement of architectural details or materials
- Window repair or, in certain cases, replacement
- New awnings or the rehabilitation of existing awnings
- Rehabilitation or compatible reconstruction of storefronts
- Removal of metal siding and exterior slip covers (surfaces)
- Removal of inappropriate or out-of-date signage
- Repair or rehabilitation of signage
- New signage

Ineligible Expenditures:

- IMPROVEMENTS MADE PRIOR TO GRANT APPROVAL
- Refinancing of existing debt
- Inventory
- Sweat equity (payments for applicant's own labor)
- General business operations expenses (payroll, taxes, utilities, etc.)
- Interior renovations

How Are Projects Selected For Funding?

Applications will be ranked and selected based on a clear and documented set of evaluative criteria. Depending on the number of applications, the Main Street Design Committee may assign "waiting list" status to projects that qualify for selection, but do not rank as high as other applications selected for funding.

NOTE: It is important to note that this is a **50/50 reimbursement** grant program, meaning that the applicant (i.e., business/property owner) must have the improvements completed and fully paid for themselves, with 50% reimbursement made after successful completion of the work and satisfactory submission of all required documentation.

The evaluative criteria and their anticipated respective weights are as follows:

- **Impact (50%)**: – Overall impact of the project in the Westminster Downtown area. Are inappropriate design elements removed? Will the project eliminate what was previously a liability for the commercial district? Does the project seek to restore the historical or architectural significance of the building? Will the project contribute to the retention or addition of a business downtown? Will increased pedestrian traffic result?

- **Financial Leverage (25%)**: – Percentage of private investment will be used for this project? While we offer 50% matching grants, projects that leverage more private investment will be evaluated higher.

- **Sustainability/Permanence (12.5%)**: – How permanent are the improvements (signs are more changeable than new glazing, for example) and is there a maintenance plan for improvements? Does the business own the building? If not, how much time remains on the lease?

CITY OF WESTMINSTER
56 West Main Street, Suite 1
Westminster, Maryland 21157

TELEPHONE:
Local (410) 848-9000
Baltimore Line (410) 876-1313
www.westminstermd.gov

City of Westminster
Façade Improvement Program Overview

What Is The Façade Improvement Program (FIP)?

The program offers matching grant funds (and in certain cases design assistance) to businesses in the Westminster Main Street area in order to improve the appearance of individual building facades and/or signs and awnings. The goal of this program is to leverage private improvements while making revitalization efforts affordable, creative and community based.

The City of Westminster's Main Street Manager and the Main Street Design Committee administers the FIP. The Committee is made up of volunteers, including business and property owners, and residents, some of whom have design expertise and others who just want to improve the physical appearance of the community and facilitate economic revitalization of our downtown.

The goal is to assist as many qualified projects as funds allow. The grant will be offered on an ongoing basis as funding permits. The grant award amount is based on available funds, the number of qualified applicants and other evaluation criteria. Grant money will be allocated at the sole discretion of the Main Street Design Committee subject to approval of submitted applications, the Maryland Department of Housing and Community Development, and the Maryland Historic Trust.

Who Can Apply For the Matching Grant Funding?

Any building owner or store proprietor/tenant with lease authority or authorization from the building owner can apply for funding. Properties must be commercial properties (or residential properties turning commercial) and be located within Westminster's designated Main Street area. Tenants must have a minimum of two years remaining on their lease or an option to renew.

According to the State of Maryland's requirements for the matching grant, we cannot provide assistance to properties owned and/or occupied, in whole or in part, by any of the following businesses or uses: adult bookstore, adult video shop, or other adult entertainment facility; check cashing facility; church or other religious or sectarian organization or use; college or university; community hall; fire station; gambling facility; gun shop; hospital; liquor store; massage parlor; multifamily or single-family housing development including the development of rental properties; nursing home, assisted living facility, crisis care center, group home, transitional housing, homeless shelter, or transient living facility; pawn shop; tanning salon; or tattoo parlor.

Bid Memo

JOB: Restoration (Face lift)

ADDRESS: 3 N Court St Westminster

FIRM:

ADDRESS:

TYPE OF WORK:

JOB # 2019~~0~~

BID # 10

DATE 10/19/19

PREPARED BY Any 3 All Services LLC.

APPROVED BY

PHONE 443-340-3148

WORK INCLUDED	AMOUNT OF BID
Replace Front Basement Door custom with Period correct Solid Doort Molding	
Replace Front Basement light Period correct	
Replace Top 4 Dormer / Pop outs Molding / Tin Roofing / Rated wood 3 Point as needed -	
~~Paint Back Door + 3 windows (Peeling)~~	
~~Paint Rear Fire Escap Steps + Rails 2 Flights~~	
Repair Brick walk way 3 Front Steps to Basement	
Roof Metal Repair - Trim 3 Point custom	$15,000
TOTAL BID	[redacted]

EXCLUSIONS AND QUALIFICATIONS

Any additional work will be addressed before done if needed

ACKNOWLEDGMENT OF ADDENDA

DELIVERY

TAX	
EXCLUDED	
INCLUDED	

RECEIVED BY

adams D8120

11-12

DeRita Home Improvement
443-536-1078

INVOICE NO. 924181

Invoice

SOLD TO	SHIPPED TO	VIA
ADDRESS 39 North Court St.	ADDRESS	
CITY, STATE, ZIP Westminster 21157	CITY, STATE, ZIP	

CUSTOMER ORDER NO.	SOLD BY	TERMS	F.O.B.	DATE

Replace Brick Front steps to Basement

Replace Basement Door (Period Correct)

Repair Front & Dormer as needed

Repair Facia & eves as needed

Metal Repair - custom

Basement Door light

$17,500

Deposit $5,800

adams · D8740

01-11

39

39

General Information

Name of Applicant: Chetan Mehta

Name of Business: Westminster Firehouse, LLC

Project/Business Address: 66 E. Main Street, Westminster, MD 21157

Phone Number: 443-285-3802

E-mail address: cbm@cmehta.com

Type of Business: Office Building / Retail

Applicant is the:
x Property Owner

How long has the business been at the current location? Is property owner. Owned for 3 Years, 7 Months

When does your current lease expire? N/A

Do you have the option to renew your lease and do you intend to do so? What are the terms? N/A

Property owner's name (if different from applicant):WESTMINSTER FIREHOUSE, LLC

Property owner's address: 5192 Talbots Landing, Ellicott City, MD 21043

Property owner's phone number/email: 443-285-3802 / cbm@cmehta.com

Note: If you are not the property owner, the property owner or an authorized representative must co-sign this application where indicated in the "General Conditions" section of this application.

Project Details

Please describe below, or via a supplemental attachment, the proposed improvements to the property. The following required information must accompany this application:

- Minimum of two color photographs that show existing building conditions
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- Minimum of two bids on contractor letterhead detailing the proposed work

Description of proposed improvements (e.g., new doors/windows, signs, lighting, paint, etc.):

Powerwash brick facade. Prime brick and apply 2 coats of paint on façade including different colors to accent features of the building. Further details in bid.

Proposed Project Budget:

Cleaning & painting brick $21,375.00

Scrape, sand & peel then paint upper cornice $6,135.00

Total: $27,510

Describe how this project will enhance the downtown, including how it will:

- Improve your business or increase your chances for success
- Facilitate the retention or expansion of an existing business downtown
- Facilitate the establishment of a new business to downtown
- Improve public safety or access
- Enhance downtown Westminster (beautification, foot traffic, etc.)

By making the proposed enhancements, we will be enhancing the beauty of Main St. while preserving the historic aesthetic of the building (built in 1879). We hope that this project increases the appeal of Main St. to businesses and brings more businesses into downtown Westminster along with furthering business retention. The historic nature of Main St. makes it such a charming and appealing areas for business and consumers, and this project will add further to that appeal. Obviously, improving my building will also improve my business as building occupancy rises. My tenants have indicated that the improvements proposed would increase their retention in our building and their commercial success on Main St. The follow-on application that I will be submitting for lighting of the facade will increase public safety by illuminating the walkway in front of the building.

How much funding assistance are you requesting?*

$13,755

* Please Note: This is a 50/50 matching grant program

Proposed start date: January 1, 2019

Estimated completion date: May 31, 2019

(Note: Any project submitted for funding should commence within two (2) months of the award and be completed within six (6) months of commencement.)

In conjunction with this project, are you completing any other renovation/rehabilitation work to the property (interior or exterior)?

Yes

If answer is "yes" to above question, describe additional work:

We are extensively renovating the interior and exterior of the building. Additionally, we plan to submit a follow-on application to this one in order to request funds for lighting up the façade of the building. Improvements Include:

Main Stairwell:

- Replacing the carpet in the stairwell and all landings except the third floor elevator landing which is new
- Repainting the walls and trim in the stairwell (which is the main thoroughfare for people in the building)
- Repair damaged walls and repaint
- Install new lighting fixtures in common space
- Install electronic directory (in process, not yet completed)

Second Floor:

- Replace sink faucets, and lighting fixtures
- Acid wash and repaint grout of floor tiles
- Replace bowing ceiling tiles
- Repaint wall trim and some ceiling areas
- Repaint lady's bathroom
- Remove unnecessary conduits

Third Floor Bathroom and Common Space:

- Repair scratches in walls and repaint
- Repaint 3rd floor kitchen
- Retile the backsplash in the kitchen
- Fix toilet in lady's room
- Repaint ladies room
- Skim, prime and repaint two offices
- Replace ceiling tiles

Roof:

- Install silicone roof coating on seams and areas throughout lower room in order to reinforce.

Suite 103:

- Repair scratches in the walls
- Remove old carpet
- Resurface underlying concrete and paint the floor
- Replace ceiling tiles and insulation

- Repaint outside walls of suite
- Remove tile in bathroom and replace with wood laminate

Attic:

- Remove old materials and firehouse paraphernalia from attic
- Repair brick masonry on one wall

Suite 104:

- Clean floors and repaint concrete (in process, not yet completed)
- Repair and repaint walls (in process, not yet completed)

Incubator Space:

- Replace ceiling tiles (in process, not yet completed)
- Repair damaged walls and door (in process, not yet completed)
- Repaint (in process, not yet completed)

Estimated cost of additional work to the property:

~$30,000 (~$25,000 of which has been completed)

Signature of Applicant: Chetan Mehta

Date:10/29/2019 CHETAN MEHTA

City of Westminster use only:

Approval:

Date:

General Conditions

- It is expressly understood and agreed that grant proceeds are a matching grant at 50% by applicant and 50% from the Maryland Department of Housing and Community Development.
- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
- It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.
- It is expressly understood and agreed that the applicant will not seek to hold the City of Westminster, and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Façade Improvement Program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Façade Improvement Program.0
- The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti and trash, and sweeping and shoveling in front of the property.
- The applicant authorizes the City of Westminster to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in promotional materials and press releases.
- The applicant has read and understands the "City of Westminster Façade Improvement Program Overview" document outlining program guidelines and procedures.
- The applicant understands that the City of Westminster reserves the right to make changes in conditions of the Façade Improvement Program as warranted.

Signature of applicant: Chet Mehta

CHETAN MEHTA

Date:10/29/19

Signature of property owner or authorized representative: Chet Mehta

CHETAN MEHTA

Date: 10/29/19

Sketch of Proposed Improvements (colors specified below):

Main Color: Medium Gray

Eyebrows of the windows: Dark Gray

Ornamental Brick below window ledges and around windows on second and third floor: Light Gray

Cornice: White (Restored to same color)

Current Condition (1/2):

Current Condition (2/2):

SHELDON & SONS, INC.

Estimate

1910-1414-4819
2019-10-14

Sheldon and Sons, Inc. (MHIC# 51964)
3220 Hunting Tweed Drive
Owings Mills MD 21117
painting@sheldonandsons.com
410-654-6000

Chetan Mehta
66 E Main Street
Westminster MD 21157
mdservices1972@gmail.com
443-285-3802

66 E Main Street, Westminster, MD, 21157

Exterior

Description	*Total*
Exterior Work List	$21,375.00

Includes rental of 50-foot boom lift for approximately one (1) week for uppermost surfaces

SURFACES

- Entire 'brick' face of building (3 story and 1 story), facing Main Street; DOE NOT include upper metal cornice
- This bid also allows for accent painting of decorative around windows, perimeter of insets and below stone sills, and around lower entrance archways

PREP

- 'Soft Wash'/clean brick for dirt, soot, mildew
- Use cones and caution tape to section off the entire sidewalk area in front of building
- Apply one (1) full coat Sherwin Williams Loxon masonry primer to all brick surfaces

PAINT

- Apply two (2) full coats Sherwin Williams Loxon masonry paint to all surfaces
- *Application to be done by brush/roll method only; this project is not conducive to spray application method*
- ***NOTE: As a rule, estimator doesn't ever make color recommendations as that is something that is solely the customer's discretion and decision; however for the paperwork requirements for this project, we can suggest the use of SW6236 'Grays Harbor' for the dark gray; SW9143 'Cadet' for the medium gray; SW6232 'Misty' for the light gray***

WARRANTY

- Six (6) years labor and materials against flaking and peeling
- We will perform annual inspections while under warranty- **customer responsible to please call us in late winter/early spring to schedule your inspection

Cornice Painting

Description	*Total*
Cornice Painting	$6,135.00

Painted Metal Cornice at Top of Building on 66 E Main Street

- Scrape/sand peeling paint
- Collect debris from ground continually while scraping and dispose of properly
- Apply two (2) coats Sherwin Williams Direct-to-Metal paint
- Warranty: Six (6) years labor and materials, same as above

Estimator II Information

Description	*Total*
Submitted by Paul Robinson	$0.00
Please call Paul directly at 443-463-1717 for any questions regarding this proposal	

- **Under $5000- 1/3 deposit required, 2/3 upon completion**
- **$5000-$20,000- 1/3 deposit required, 1/3 progress payment, 1/3 upon completion**
- **Over $20,000- 30% deposit, 20% progress payment, 20% progress payment, 20% progress payment, 10% upon completion**
- **Deposit is due at acceptance of proposal**
- **Under 'right to rescind'- customer has three (3) business days from signature date to cancel contract**
- **Payment expected to be rendered at completion of project- checks payable to Sheldon & Sons or all major credit cards accepted, payable through the business office or online via invoice**

The above work to be performed in a timely manner, in accordance with the above description. All work will be completed in a workmanlike manner. All material is guaranteed to be as specified.

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above this proposal. All agreements are contingent upon strikes, accidents or other delays beyond our control.

Owner to carry homeowners insurance, and other necessary insurance upon the premises. Workman's Compensation and Public Liability insurance is the responsibility of Sheldon & Sons, Inc.

ACCEPTANCE OF PROPOSAL: The above prices and specifications are satisfactory and are hereby accepted. You are authorized to perform the work as specified.

Signature _____ **Date** _____

SHELD-2 OP ID: K2

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 03/20/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER 410-995-6611 The Jacobs Company, Inc. 7164 Columbia Gateway Drive Columbia, MD 21046-1448	CONTACT NAME: Kelly A Hess, CISR PHONE (A/C, No, Ext): 410-995-6611 FAX (A/C, No): 410-381-2105 E-MAIL ADDRESS: khess@jacobscompany.com
INSURED Sheldon & Sons, Inc. 10132 Liberty Road Randallstown, MD 21133	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Builders Mutual Insurance Co. — 10844 INSURER B : State Auto Property & Casualty — 25127 INSURER C : State Auto Mutual Ins Co — 25135 INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X P/Location/Projec GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:			BOP2932174	03/18/2019	03/18/2020	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY			BAP2468850	03/18/2019	03/18/2020	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
C	X UMBRELLA LIAB / X OCCUR EXCESS LIAB / CLAIMS-MADE DED X RETENTION $ 0			CXS2147405	03/18/2019	03/18/2020	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		PWC1012953	03/18/2019	03/18/2020	X PER STATUTE / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 500,000 $ 500,000 $ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Sample Certificate

CERTIFICATE HOLDER

SHELD-0

Sheldon & Sons, Inc.
10132 Liberty Rd.
Randallstown, MD 21133

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kelly Ann-Acs.

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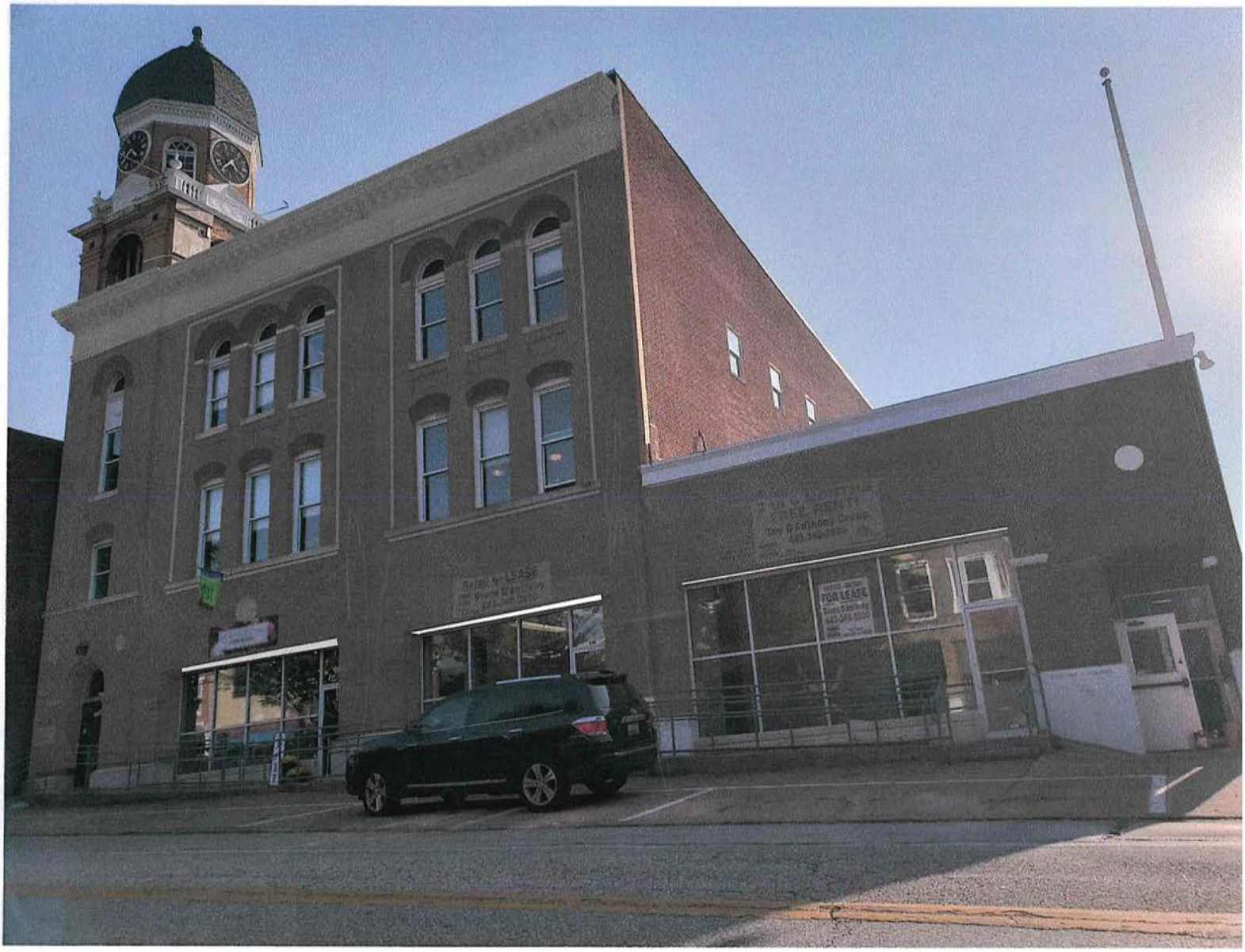

FOR LEASE

FOR LEASE

FOR LEASE

CITY OF WESTMINSTER
56 West Main Street, Suite 1
Westminster, Maryland 21157

TELEPHONE:
Local (410) 848-9000
Baltimore Line (410) 876-1313
www.westminstermd.gov

City of Westminster
Façade Improvement Program (FIP) Application

Checklist

Please assemble the application package in the sequence indicated below and label each item. Check off each item to ensure you are submitting the **required** material, including:

- ☐ Completed Application
- ☐ A minimum of two color photographs that show existing building conditions
- ☐ Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- ☐ A minimum of two bids on contractor letterhead detailing the proposed work
- ☐ Additional information (optional)

Prior to submitting an application, applicants can meet with the Main Street Manager in regards to the project.

General Information

Name of Applicant: Karen Byrd

Name of Business: Life Renewal Services, Inc.

Project/Business Address: 247-249 East Main Street Westminster, Md. 21157

Phone Number: (443) 289-8149 Fax Number: (443) 821-3280

E-mail address: kbyrd@liferenewalservices.com

Type of Business: Behavioral Health Outpatient Center

Applicant is the:

- ☐ Property Owner **X**
- ☐ Business Owner **X**
- ☐ Other: _____

How long has the business been at the current location? 6 ½ years

When does your current lease expire? Not applicable

Do you have the option to renew your lease and do you intend to do so? What are the terms?

Not applicable

Property owner's name (if different from applicant):

Property owner's address: Mailing address – P.O. Box 1254 Westminster, Md. 21158

Property owner's phone number/email: (443) 289-8149 kbyrd@liferenewalservices.com

Note: If you are not the property owner, the property owner or an authorized representative must co-sign this application where indicated in the "General Conditions" section of this application.

Project Details

Please describe below, or via a supplemental attachment, the proposed improvements to the property. The following required information must accompany this application:

- Minimum of two color photographs that show existing building conditions
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- Minimum of two bids on contractor letterhead detailing the proposed work

Description of proposed improvements (e.g., new doors/windows, signs, lighting, paint, etc.):
We are seeking to improve the overall appearance of the exterior of our building with a fresh coat of white paint on all preexisting white portions which would include all wood, shutters, doors, trim and cornices (please see accompanying pictures A through E). Loose and peeling paint (please see accompanying pictures F through L) needs to be scraped, cleaned, adequately prepared, and repainted using Sherwin-Williams Super Paint Satin Finish (white paint). Out of the two bids received from contractors, if awarded the necessary funding, we would choose Mike Rafferty to execute this proposal (please see accompanying proposal & agreement for details). _____

_____

_____

Proposed Project Budget: $9,850 to paint the whole exterior of building which includes the front façade **(this is the preferred option).** $4,100 for painting the building front façade only (second option). _____

Describe how this project will enhance the downtown, including how it will:

- Improve your business or increase your chances for success
- Facilitate the retention or expansion of an existing business downtown
- Facilitate the establishment of a new business to downtown
- Improve public safety or access
- Enhance downtown Westminster (beautification, foot traffic, etc.)

Life Renewal Services, Inc. (LRS) is a private, state-licensed, Outpatient Mental Health Center which provides comprehensive behavioral treatment interventions for children and adults ages 5 to 64 challenged by serious and persistent mental illness, co-occurring substance abuse disorders, and/or are in need of psychiatric support to cope with an emotional crisis. We are conveniently located to those we serve, and our building is very conspicuous to many who walk along the sidewalk and drive pass this well-travelled section of Westminster. The building we occupy at 247-249 East Main Street address is located in the historic district of Westminster and has an extremely unique and fascinating history which spans over 200 years. Please see the accompanying attachment of a posting obtained when LRS had purchased the building in 2013 titled "Rare Offering – Style and Significance in Westminster" for more information as to the history.

We are thrilled to be given the opportunity to receive much needed funding to help support painting the exterior design portions of our building. As you can see from the accompanying pictures (please see

attachments F through L) years of wear and tear have wreaked havoc on the exterior paint of our building creating an unsightly appearance. Given all the associated expenses with running a business that provides essential behavioral-health programs to the community we have been unable to finance the needed repair to improve the overall appearance of our building. Our preference would be to receive enough money to help finance half the cost of painting the entire building if this proposal is approved, however if the available funding isn't available, are willing to scale back this proposal to painting the front façade only. With the necessary funding in place to partially finance this proposal we believe this project would restore our building's natural beauty and elegance back to its original historic design significantly enhancing the downtown Westminster area. Thank you so much for your consideration to fund this proposal!

How much funding assistance are you requesting?* $4,925.00 to paint all exterior areas of the building identified above (preferred option). $2,050 for painting the building front façade only (second option).

Please see the 2 accompanying proposal/agreements (bids) from local contractors. _____

* Please Note: This is a 50/50 matching grant program

Proposed start date: March 28th, 2020 (This start date is flexible depending on date of award). ___

Estimated completion date: April 26, 2020 (Estimated total time to complete project is 1 month). _

(Note: Any project submitted for funding should commence within two (2) months of the award and be completed within six (6) months of commencement.)

In conjunction with this project, are you completing any other renovation/rehabilitation work to the property (interior or exterior)?

X No

If answer is "yes" to above question, describe additional work:

_____

_____

_____

Estimated cost of additional work to the property: No additional work needed is identified at this time.

_____

Signature of Applicant: Karen Byrd

Date: 9/18/19

City of Westminster use only:

Approval: _____

Date: _____

General Conditions

- It is expressly understood and agreed that grant proceeds are a matching grant at 50% by applicant and 50% from the Maryland Department of Housing and Community Development.
- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
- It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.
- It is expressly understood and agreed that the applicant will not seek to hold the City of Westminster, and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Façade Improvement Program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Façade Improvement Program.0
- The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti and trash, and sweeping and shoveling in front of the property.
- The applicant authorizes the City of Westminster to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in promotional materials and press releases.
- The applicant has read and understands the "City of Westminster Façade Improvement Program Overview" document outlining program guidelines and procedures.
- The applicant understands that the City of Westminster reserves the right to make changes in conditions of the Façade Improvement Program as warranted.

Signature of applicant: Karen Byrd

Date: 9/18/19

If applicant is not the property owner, the property owner or an authorized representative must review and co-sign this application below.

Owner Authorization

As owner of the property (insert address) _____

I have reviewed the above application and authorize operator of _____ at said address to perform the improvements described above as part of the City of Westminster Façade Improvement Program.

Signature of property owner or authorized representative:

Karen Byrd (owner)

Date: 9/18/19

CITY OF WESTMINSTER
56 West Main Street, Suite 1
Westminster, Maryland 21157

TELEPHONE:
Local (410) 848-9000
Baltimore Line (410) 876-1313
www.westminstermd.gov

City of Westminster
Façade Improvement Program (FIP) Application

Checklist

Please assemble the application package in the sequence indicated below and label each item. Check off each item to ensure you are submitting the **required** material, including:

- ☑ Completed Application
- ☑ A minimum of two color photographs that show existing building conditions
- ☑ Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials) (extra pictures provided in place of sketches/drawings)
- ☑ A minimum of two bids on contractor letterhead detailing the proposed work
- ☑ Additional information (optional)

Prior to submitting an application, applicants can meet with the Main Street Manager in regards to the project.

RARE OFFERING
Style and Significance in Westminster

For the first time in more than 125 years, the classically detailed building that comprises 247 and 249 East Main Street in Westminster is available for sale. Known for its fine architecture including the pediment door, north pediment gable, the crisp Flemish Bond and the corniced east and west gable ends, the property exemplifies an academicism style rarely found in the City of Westminster. The Main Street address, with a storied history that underscores its prominence in the social and commercial histories of north central Maryland, is certainly a rare purchase opportunity. With its classic 5-bay, two-story, L-shaped farmhouse style, the building incorporates both academic details and commercial functions with integrity.

Historical Significance

When the British threatened Baltimore in 1814, most of the city's bankers fled with whatever gold, silver, and paper they could carry. Baltimore's Commercial and Farmer's Bank sent an emissary by the name of John Walsh to Westminster to open a small office of "Discount and Deposit". When the war ended and most bankers returned to the city, Walsh remained in Westminster and incorporated the Bank of Westminster in 1816, and the original sections of the present buildings were erected. This became the first bank between Frederick, Baltimore, and Pennsylvania.

The bank was built along the route that wheat farmers took between Western Pennsylvania and the warehouses of Baltimore. During that time, each bank turned out its own paper money and it was strongly to the bank's advantage to have its bills travel as far from home as possible. So to induce thirsty farmers to cash their checks at the Westminster Bank for its paper, the bank kept a barrel of Maryland Rye on tap in the board room and offered its customers complimentary drinks. In 1865 the Bank was re-incorporated as a national bank, under the standards of the National Bank Act, as the Union National Bank. In 1885, the Mutual Fire Insurance Company, which was incorporated in 1869, purchased the property from Joshua Hering, its president from 1872-1913 and also cashier for the Bank. The property has not changed hands since then.

Bonded • Licensed • Insured
MHIC 107606
PA 111078

Mike Rafferty

Residential – Commercial – Farms
Fast Service • Free Estimates • Quality Work

9739 Dumbarton Dr.
Hagerstown, MD 21740

800.784.1314
301.524.8511

Please make all checks payable to Mike Rafferty.

Date: 9-11-19

Proposal & Agreement

Proposal submitted to:	Work to be performed at:
Name: Lucy Ambs	Address: Same
Address: 247-249 E. Main St	City, State:
City, State: Westminster, MD	Date of Plans:
Phone #:	Architect:

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

1.Scrape Loose And Peeling Paint

2.Paint All Wood Trim,Windows And Shutters

Sherwin-Williams SuperPaint Satin Finish

Total Cost For Front Of Building $4,100

Total Cost For Whole Building $9,850

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted, you are authorized to do the work as specified. Payments will be made as outlined above.

Signature_____

Date_____ Signature_____

Lama Painting and Drywall Co, Inc
10436 Baltimore Avenue
Belsville, MD 20705
Tel: 240 - 405 - 0124

Estimate
165

Customer	Mrs. Lucy Ambs
Name	Mrs. Lucy Ambs
Address	247 E. Main Street
City	Westminster, MD 21157
Phone	

Date	Estimate No.	Project
9/16/19	164	Exterior Painting

Item	Description	QTY	Cost	Total
	Exterior Painting Other part of Building			
	Supply labor and materials to cover and protect grass areas and concrete pad by using plastic and masking tape to prepare for painting			
	Supply labor and materials to apply power washing throught out the rest of the building to prepare for apinting.		$3,600.00	**$3,600.00**
	Supply labor and materials to caulk all wood trim joints as needed throught out the front of house to prepare for paitning. Supply labor and materials to apply spot prime as needed to prepare for painting			
	Supply labor and materials to materials to apply (2) two coats of paint by using Sherwim William exterior latex semigloss Super paint to cornice trim at rear and (2) side as needed. Color (White)			
	Supply labor and materials to materials to apply (2) two coats of paint by using Sherwim William exterior latex semigloss Super paint to rear building doors, and suround trim. Color (White)			
	Supply labor and materials to materials to apply (2) two coats of paint by using Sherwim William exterior latex semigloss Super paint to Shutters and windows frames. Color (White)			
	Supply labor to remove trash on daily basic		$14,710.00	**$14,710.00**
	Approve By **Date:**		**Total**	$18,310.00

Please Make Check Payable to Lama Painting and Drywall Co, Inc

Lama Painting and Drywall Co, Inc
10436 Baltimore Avenue
Belsville, MD 20705
Tel: 240 - 405 - 0124

Estimate
164

Customer	Mrs. Lucy Ambs
Name	Mrs. Lucy Ambs
Address	247 E. Main Street
City	Westminster, MD 21157
Phone	

Date	Estimate No.	Project
9/16/19	164	Exterior Painting

Item	Description	QTY	Cost	Total
	Exterior Painting Front Only			
	Supply labor and materials to cover and protect grass areas and concrete pad by using plastic and masking tape to prepare for painting			
	Supply labor and materials to apply power washing throught out the front of the house to prepare for apinting.		$2,100.00	**$2,100.00**
	Supply labor and materials to caulk all wood trim joints as needed throught out the front of house to prepare for paitning. Supply labor and materials to apply spot prime as needed to prepare for painting			
	Supply labor and materials to materials to apply (2) two coats of paint by using Sherwim William exterior latex semigloss Super paint to cornice trim as needed. Color (White)			
	Supply labor and materials to materials to apply (2) two coats of paint by using Sherwim William exterior latex semigloss Super paint to entry building doors, pillars and suround trim. Color (White)			
	Supply labor and materials to materials to apply (2) two coats of paint by using Sherwim William exterior latex semigloss Super paint to Shutters and vinyl windows. Color (White)			
	Supply labor to remove trash on daily basic		$11,000.00	**$11,000.00**
	Approve By **Date:**		**Total**	$13,100.00

Please Make Check Payable to Lama Painting and Drywall Co, Inc

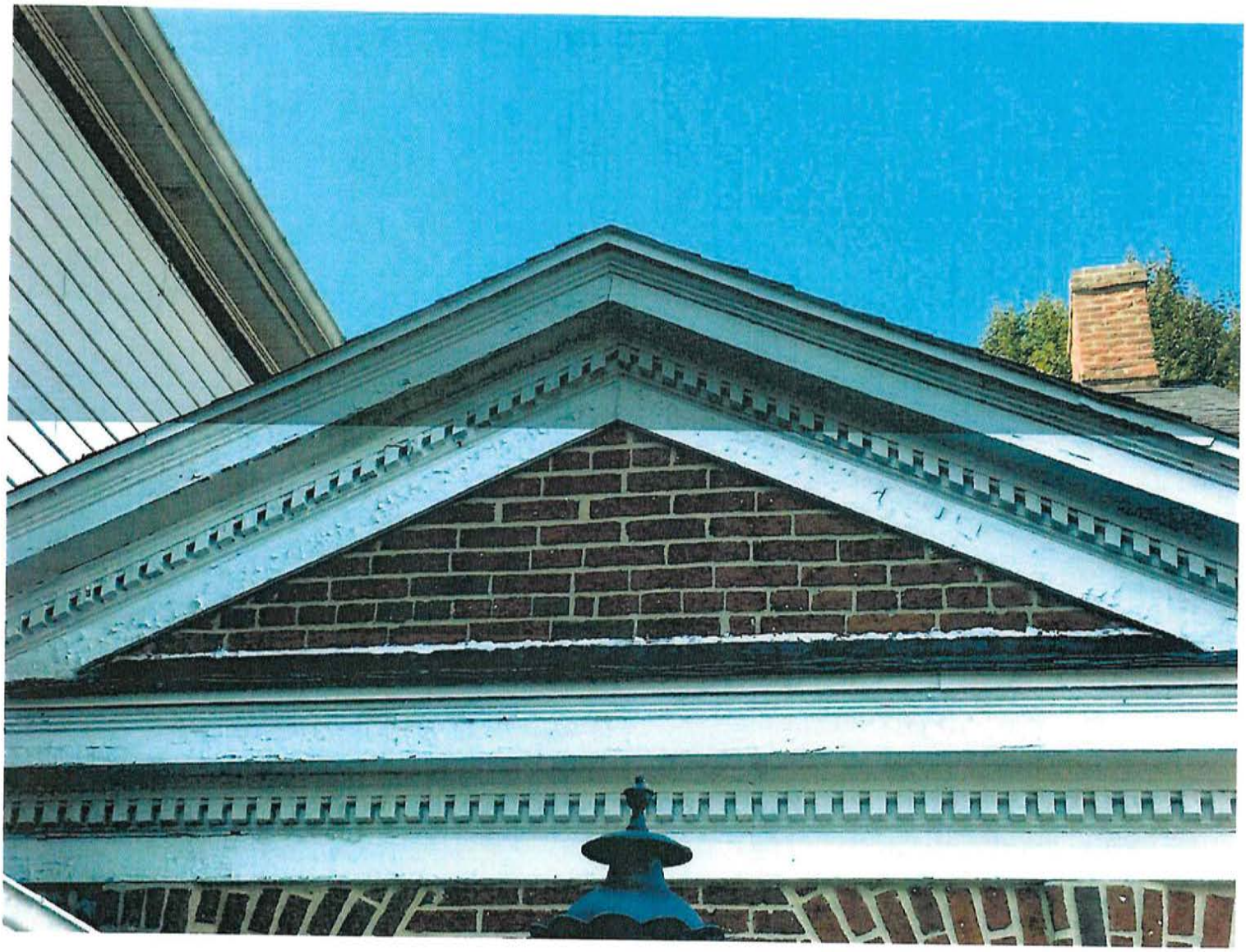
A

RENEWAL
VICES INC.
Behavioral
Health Services
-289-8149
EAST 247 MAIN
B

EAST 249 MAIN
PLEASE DO
NOT USE
THIS DOOR

D

LIFE
RENEWAL
SERVICES INC.
247



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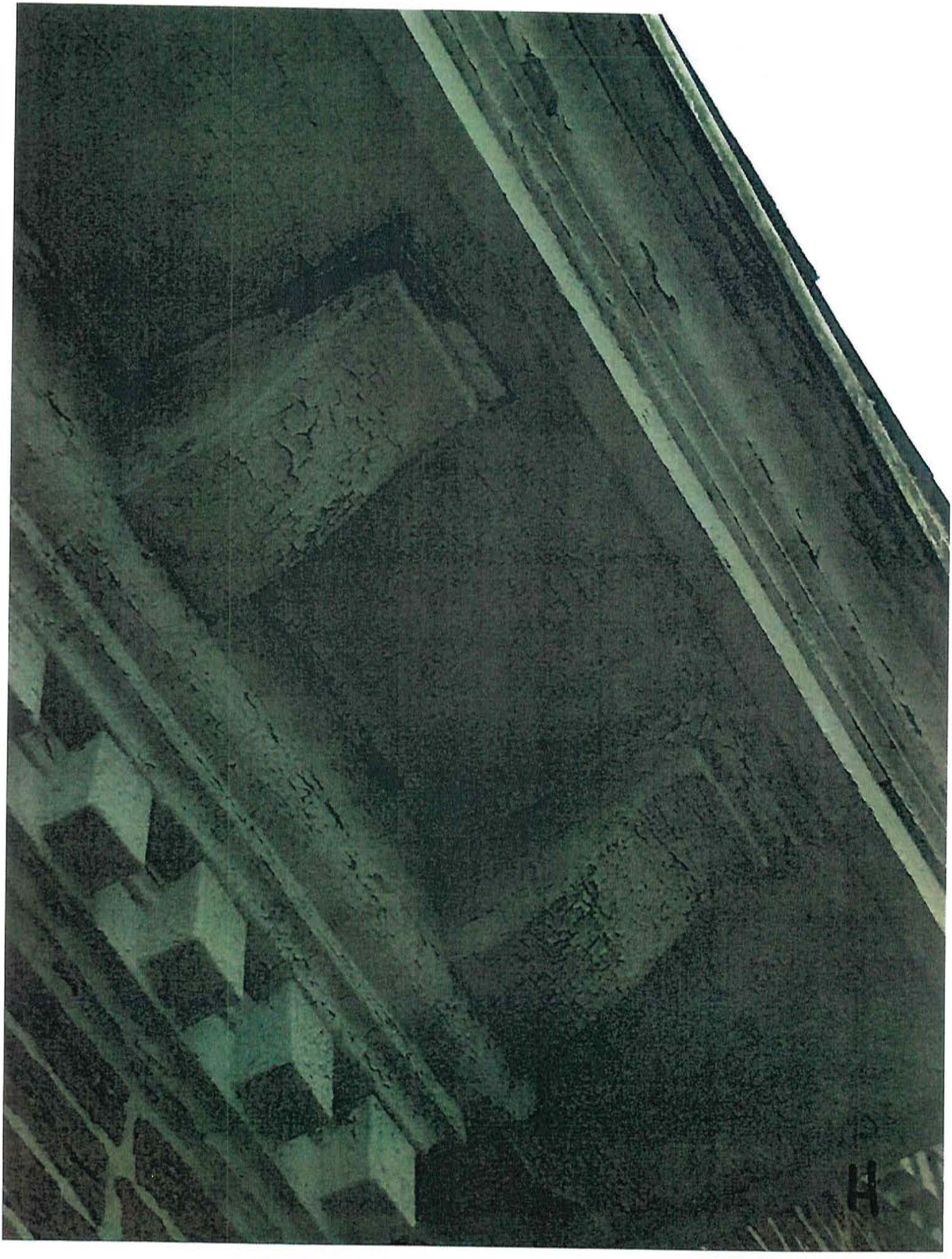
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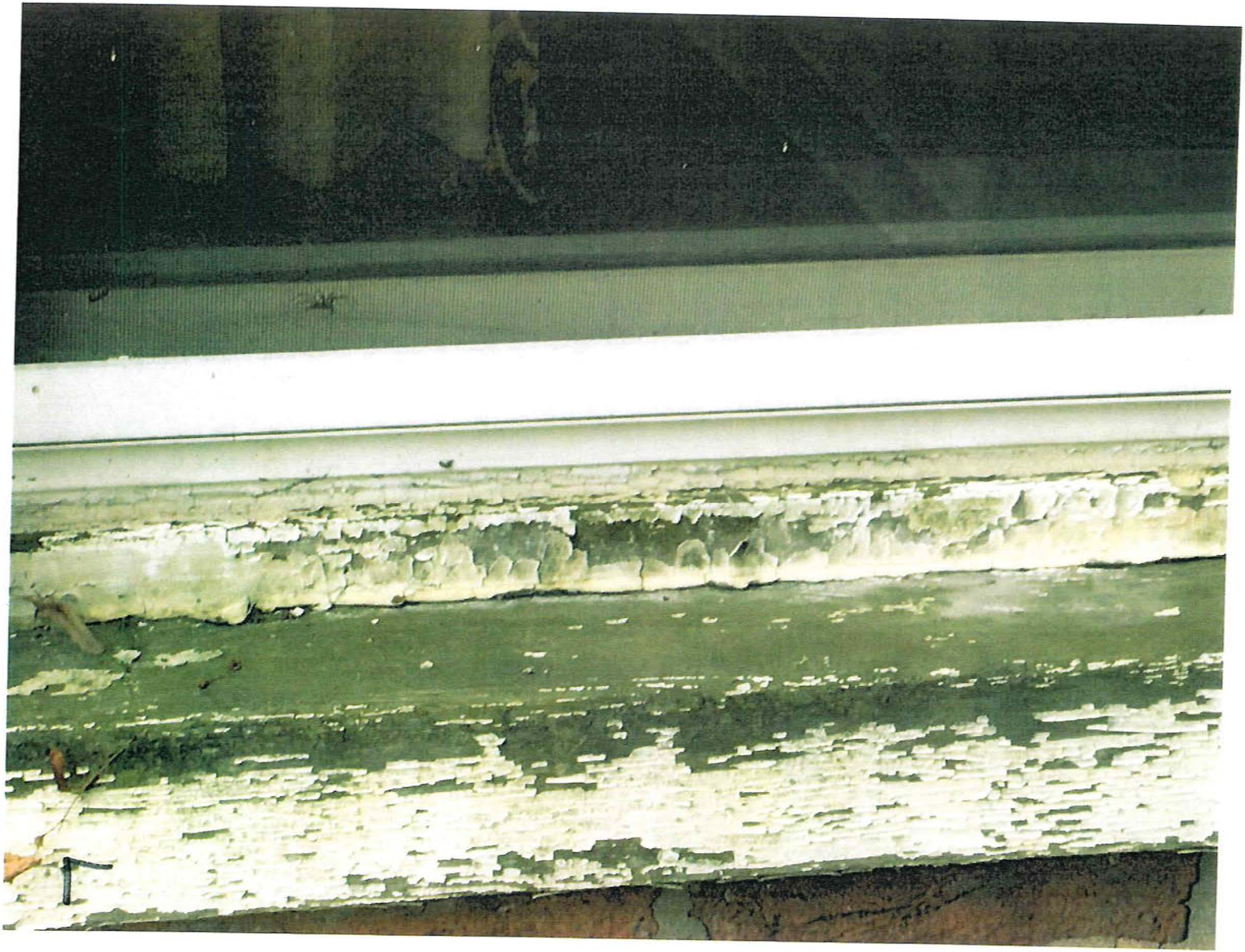


General Information

Name of Applicant: TIM HATFIELD

Name of Business: TIMOTHY HATFIELD BUILDING & REMODELING, INC

Project/Business Address: 280 EAST MAIN ST

Phone Number: 443.340 4868 **Fax Number:**

E-mail address: INFO@TIMOTHYHATFIELDREMODELING.COM

Type of Business: BUILDER

Applicant is the:

- ☑ Property Owner
- ☐ Business Owner
- ☐ Other:

How long has the business been at the current location? NA/OWNER

When does your current lease expire? NA OWNER

Do you have the option to renew your lease and do you intend to do so? What are the terms?
NA OWNER

Property owner's name (if different from applicant): PIERCED WOOD LLC.

Property owner's address: 289 EAST MAIN ST

Property owner's phone number/email: 443.340.4868

Note: If you are not the property owner, the property owner or an authorized representative must co-sign this application where indicated in the "General Conditions" section of this application.

Project Details

Please describe below, or via a supplemental attachment, the proposed improvements to the property. The following required information must accompany this application:

- Minimum of two color photographs that show existing building conditions
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- Minimum of two bids on contractor letterhead detailing the proposed work

Description of proposed improvements (e.g., new doors/windows, signs, lighting, paint, etc.):

REMOVE ALL METAL SIDING, CEAPAR ROOF ON FRONT PORCH INSTALL LARGER STORE FRONT WINDOWS, INSTALL NICHIHA ILLUMINATION SIDING/SOFFIT/STAND&SEAM METAL ROOF ON FRONT PORCH, NEW LED LIGHTS, COMPOSITE FIRE EXCAPE/STEPS

Proposed Project Budget: _____

Describe how this project will enhance the downtown, including how it will:

- Improve your business or increase your chances for success
- Facilitate the retention or expansion of an existing business downtown
- Facilitate the establishment of a new business to downtown
- Improve public safety or access
- Enhance downtown Westminster (beautification, foot traffic, etc.)

- TAKE A OFFICE BUILDING THAT WAS REMODELED IN THE 70's. TURN IT INTO A COOL, HIP LOOKING BUILDING.
- WITH THIS CHANGE OF LOOK WE CAN KEEP THE BUILDING FULL BY BRING NEW SMALL BUSINESS OWNERS INTO AND ON MAIN ST.
- WITH THE NEW LIGHTING PEOPLE WILL FEEL SAFE WALKING AT NIGHT.
- THIS REMODEL WILL BRING NEW LIFE TO EAST MAIN & HELP PUSH ALL BUILDINGS AROUND TO UP DATE & FIX THERE HOMES & BUSINESSES.

General Conditions

- It is expressly understood and agreed that grant proceeds are a matching grant at 50% by applicant and 50% from the Maryland Department of Housing and Community Development.
- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
- It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.
- It is expressly understood and agreed that the applicant will not seek to hold the City of Westminster, and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Façade Improvement Program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Façade Improvement Program.0
- The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti and trash, and sweeping and shoveling in front of the property.
- The applicant authorizes the City of Westminster to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in promotional materials and press releases.
- The applicant has read and understands the "City of Westminster Façade Improvement Program Overview" document outlining program guidelines and procedures.
- The applicant understands that the City of Westminster reserves the right to make changes in conditions of the Façade Improvement Program as warranted.

Signature of applicant: _____

Date: 7-19-19

If applicant is not the property owner, the property owner or an authorized representative must review and co-sign this application below.

Owner Authorization

As owner of the property (insert address) 280 EAST MAIN ST

I have reviewed the above application and authorize operator of TIMOTHY HATFIELD at said address to perform the improvements described above as part of the City of Westminster Façade Improvement Program.

Signature of property owner or authorized representative:

_____

Date: 7-19-19

How much funding assistance are you requesting?* _____

* Please Note: This is a 50/50 matching grant program

Proposed start date: 2020

Estimated completion date: DEC 2020

(Note: Any project submitted for funding should commence within two (2) months of the award and be completed within six (6) months of commencement.)

In conjunction with this project, are you completing any other renovation/rehabilitation work to the property (interior or exterior)?

- ☐ No
- ☑ Yes

If answer is "yes" to above question, describe additional work:
REMODEL OF WAITING ROOM & FIRST FLOOR/SECOND FLOOR HALLWAYS. 2ND FLOOR BATHROOM

Estimated cost of additional work to the property: $24,650.00

Signature of Applicant: _____

Date: 7-19-19

City of Westminster use only:

Approval: _____

Date: _____

Sandra L. Anderson

From: info <info@timothyhatfieldremodeling.com>
Sent: Thursday, October 10, 2019 5:22 AM
To: Sandra L. Anderson
Subject: RE: 280 east main pictures. Facade improvement

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Morning, no worries. have a great day! tim

Good morning,

Sorry I do not.

This link show the style of siding we will go with https://www.nichiha.com/product/illumination Colors TBD

Looking at the picture that shows front of building,
- roof over hang. The cedar roof with be replaced with stand and seam metal.
- Windows first floor, All three to be removed. Install two or three large store front windows.

Hope this will help.

Thanks tim

On October 8, 2019 at 8:07 AM "Sandra L. Anderson" <SAnderson@westgov.com> wrote:

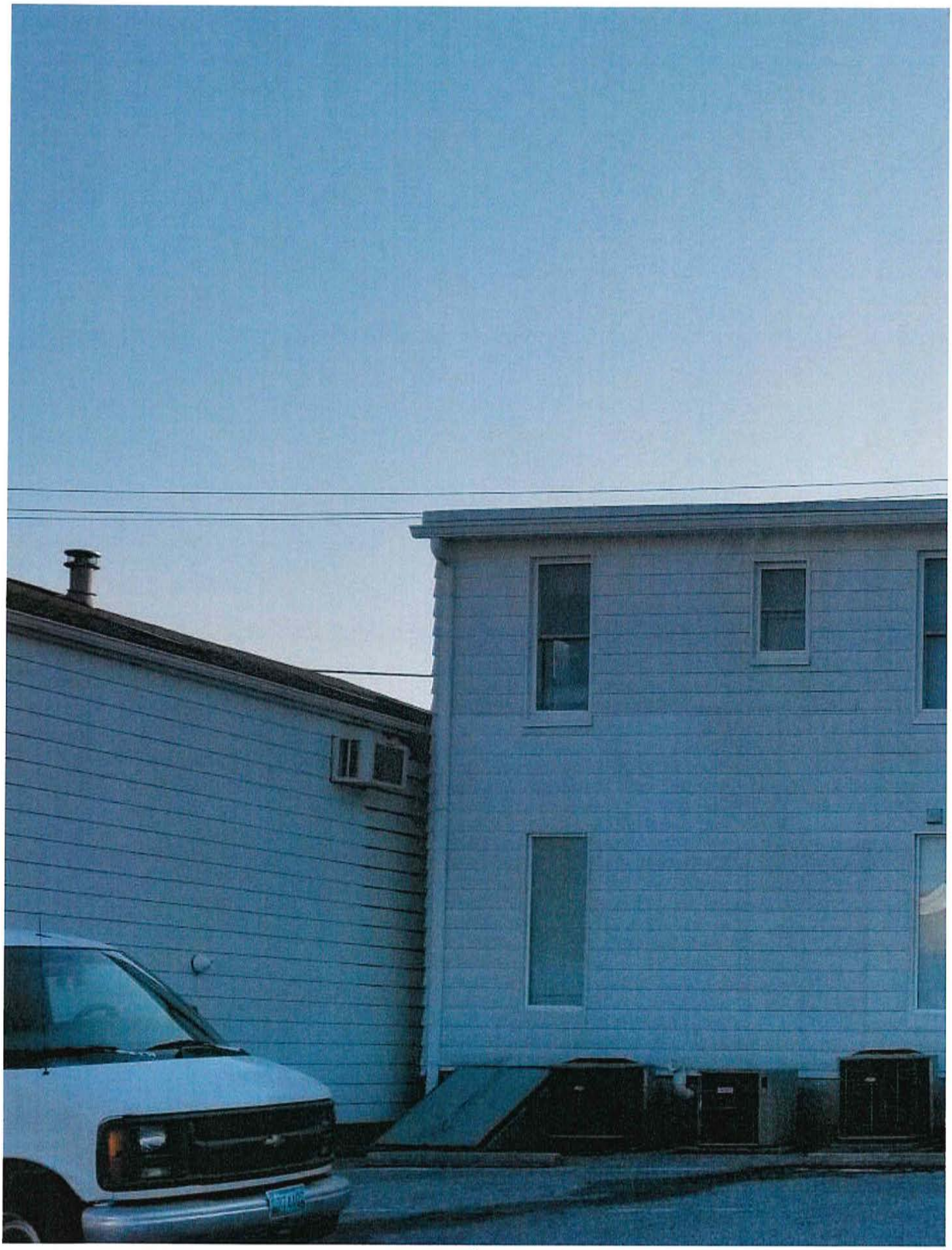
Do you have a drawing of what the final project will look like? Or a rendition?

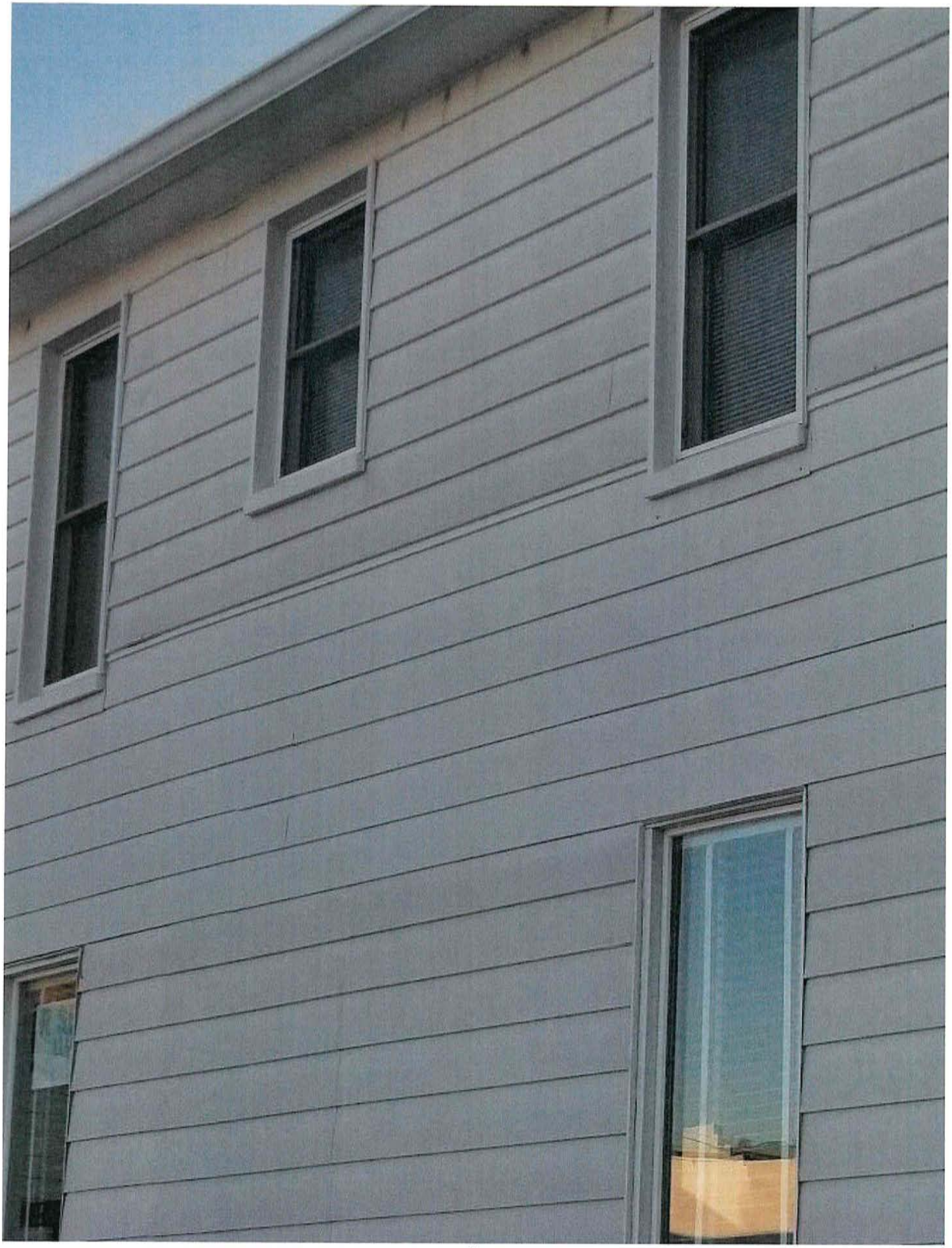
Thanks.

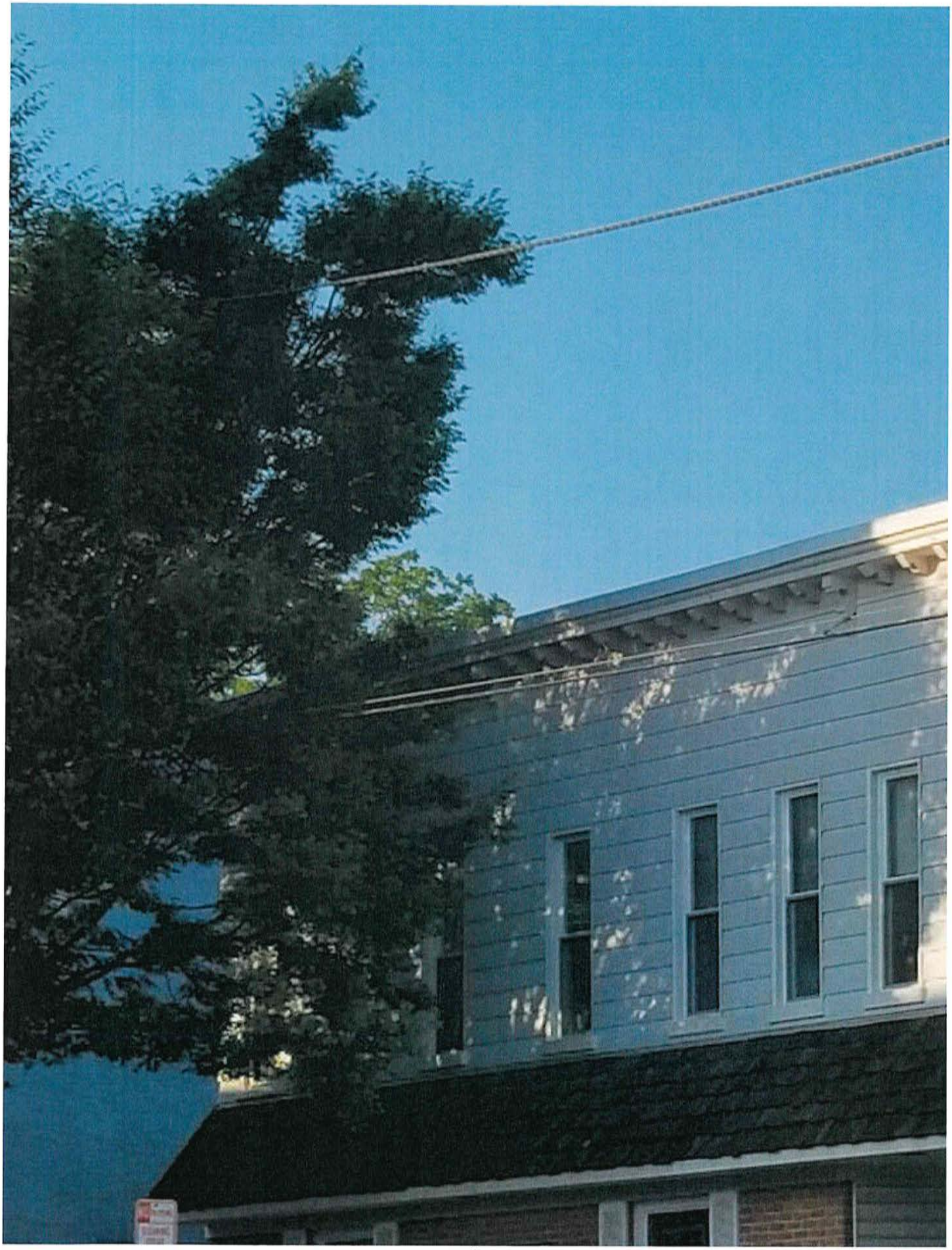
Sandy

From: info [mailto:info@timothyhatfieldremodeling.com]
Sent: Wednesday, July 31, 2019 6:09 AM
To: Sandra L. Anderson <SAnderson@westgov.com>
Subject: 280 east main pictures. Facade improvement

Morning Sandy, sorry I forgot I attach the pictures. thanks tim







Thank you,

Amanda Larkin

amandalarkin@live.com

443.683.1522

Timothy Hatfield
Building & Remodeling, INC.
289 East Main Street **MHBR 5584**
Westminster MD 21157 **MHIC 123257**
410.386.0522 443.340.4868

Estimate

Date

7/14/2019 2897

Peircedwood LLC
280 East Main Street
Westminster Md 21157

Description	Total
Rear 2nd floor fire escape steps and landings. Remove all wood decking and railing. Add wood framing as needed. Install Azek composite decking and band board trim. Install powder coated railing and hand rails. Cover the bottom side with a soffit material. Materials $14,650.00 Labor $ 11,300.00	25,950.00
Install 8 new 4" led recessed lights in the soffit on the front porch on a dusk to dawn switch.	976.00
Remove front porch cedar shingles and install stand and seam metal roofing. Labor $4,412.00 Materials $4,788.00	9,200.00
Remove all metal siding, soffit, fascia and trim. Install tyveck and flashing tape, new Nichiha illumination siding, soffit and fascia. 4712 total sf Labor $36,243.00 Materials $70,056.00	106,299.00
Install three store front windows 10' wide by 6' tall on the main street side of the building. Labor $12,000.00 Materials $11,501.00	23,501.00
Maryland sales tax	0.00

This estimate is approved and accepted. There are no oral agreements. The written terms, specifications,provisions, prices and [plans if any] are the entire agreement. This estimate is good for thirty days. Please sign and return to the address above. Please inclose a fifty dollar check to schedule your job on the books. Your invoice will be sent to you with a payment plan thanks for your business.

Total $165,926.00

Signature_____

Timothy Hatfield
Building & Remodeling, INC.
289 East Main Street **MHBR 5584**
Westminster MD 21157 **MHIC 123257**
410.386.0522 443.340.4868

Estimate

Date	
7/14/2019	2897

Peircedwood LLC
280 East Main Street
Westminster Md 21157

Description	Total
Rear 2nd floor fire escape steps and landings. Remove all wood decking and railing. Add wood framing as needed. Install Azek composite decking and band board trim. Install powder coated railing and hand rails. Cover the bottom side with a soffit material. Materials $14,650.00 Labor $ 11,300.00	25,950.00
Install 8 new 4" led recessed lights in the soffit on the front porch on a dusk to dawn switch.	976.00
Remove front porch cedar shingles and install stand and seam metal roofing. Labor $4,412.00 Materials $4,788.00	9,200.00
Remove all metal siding, soffit, fascia and trim. Install tyveck and flashing tape, new Nichiha illumination siding, soffit and fascia. 4712 total sf Labor $36,243.00 Materials $70,056.00	106,299.00
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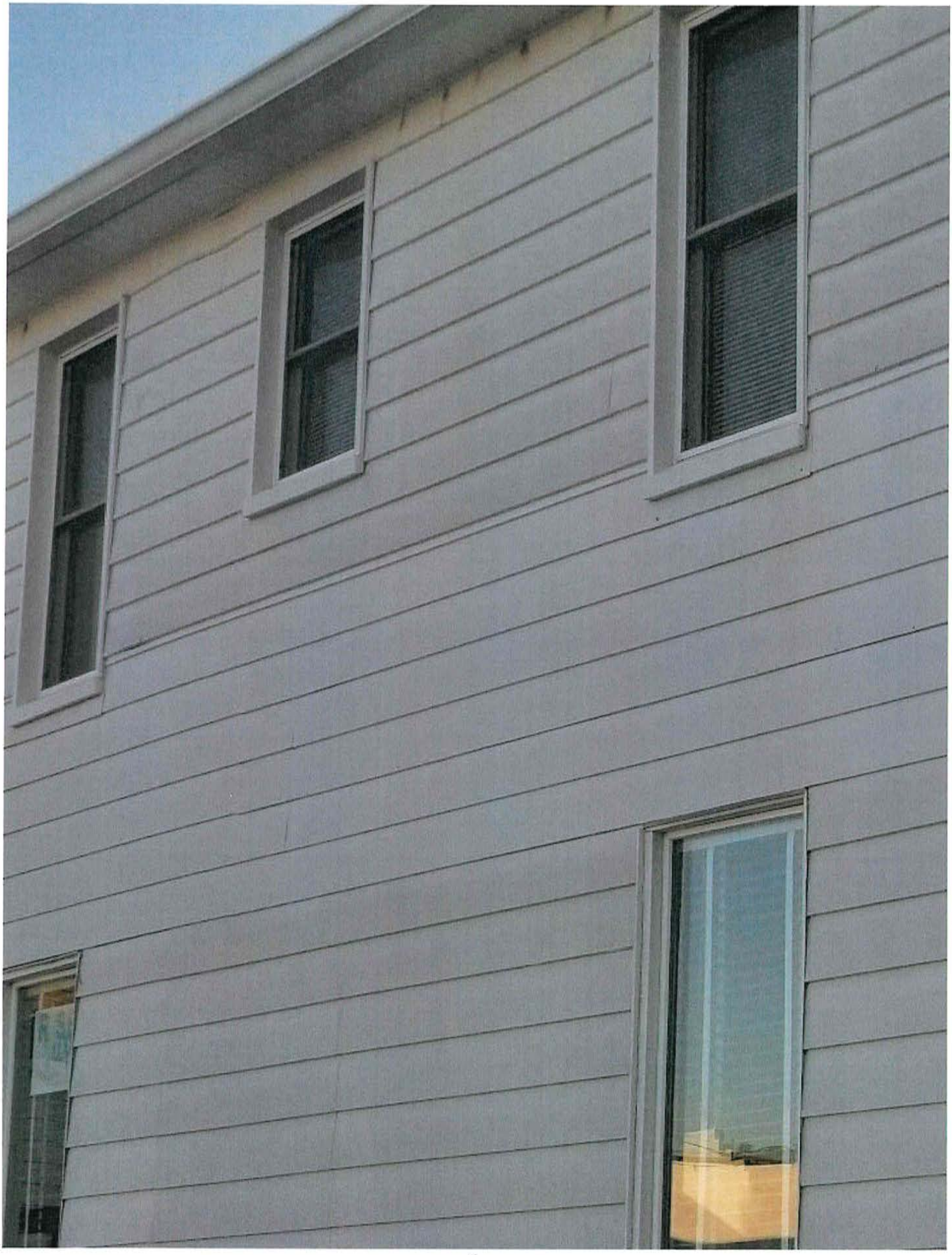
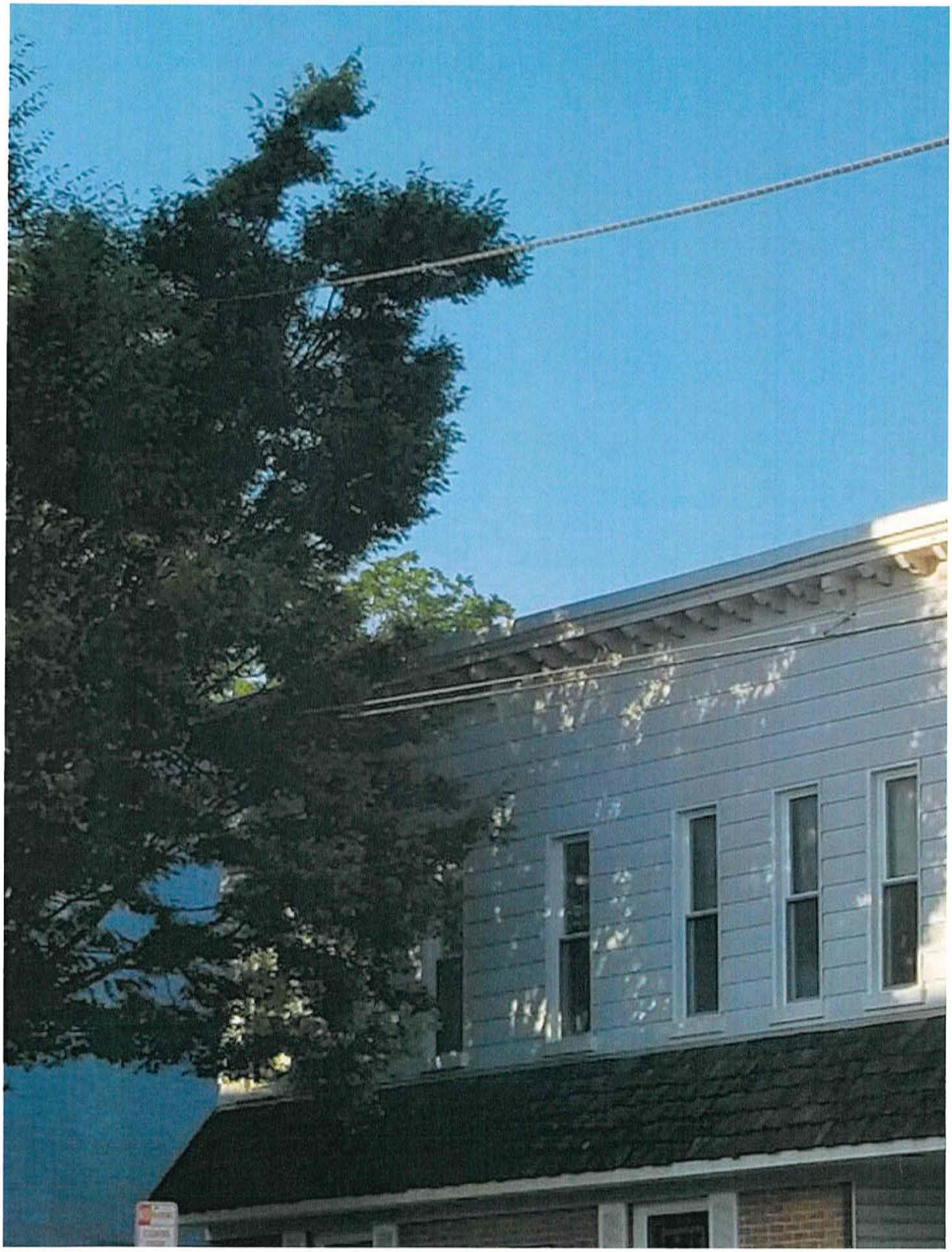
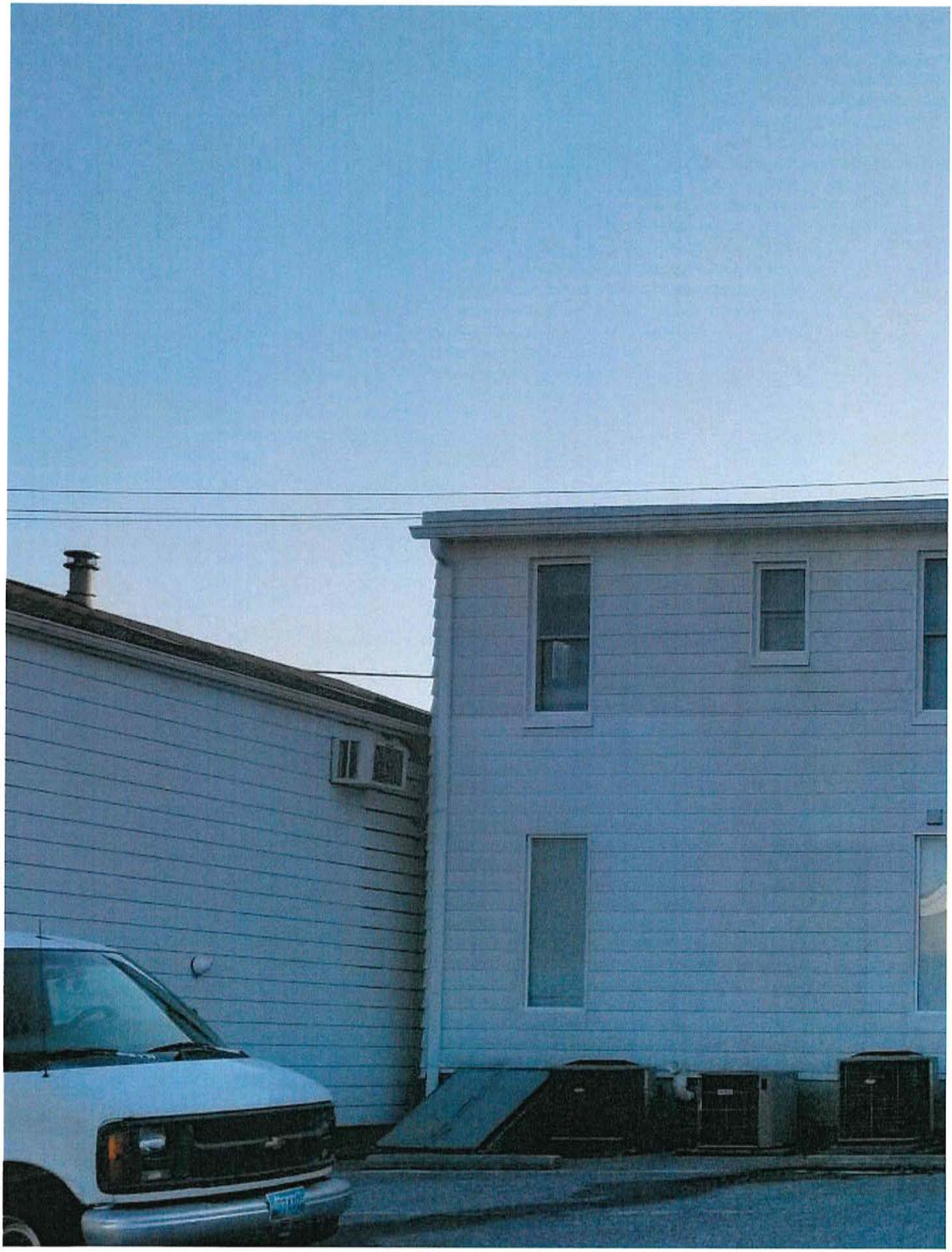
Total $165,926.00

Signature_____