



To: Westminster Historic District Commission

From: Andrea Gerhard, Comprehensive Planner

Cc: Mark Depo Planning Director  
Andrew Gray, Comprehensive Planner  
Sandy Anderson, Main Street Manager

Date: March 4, 2020

Subject: Application for Historic Rehabilitation Property Tax Credits TC #20-03

### **Overview**

On February 21, 2020, Myers Building LLC, owner of 28 Liberty Street submitted a pre-construction Application for Historic Rehabilitation Property Tax Credits TC #20-03 (attached). 28 Liberty Street is located in the Westminster Historic National Register District. According to the Maryland Department of Assessments and Taxation online records, the primary structure was built in 1900 (attached).

Pursuant to Section 143-5. A., the City Code states: "Establishment of historic tax credit program for qualified expenses. In accordance with § 9-204 of the Tax-Property Article of the Annotated Code of Maryland, there is hereby established a City of Westminster real property tax credit in the amount of 10% of the qualified expenses for the restoration and preservation of an eligible historic property, and 5% of the qualified expenses for the construction of an architecturally compatible new structure on an eligible historic property."

Pursuant to Section 143-5 B. Eligible Work includes:

- (a) The repair or replacement of exterior features of an existing structure;
- (b) Work that is necessary to maintain the physical integrity of an existing structure with regard to safety, durability or weatherproofing; or
- (c) Maintenance of the exterior of an existing structure, including routine maintenance;
- (d) New construction of an architecturally compatible structure; or
- (e) Interior restorations necessary to restore or maintain the historic integrity and efficient or safe functioning of an eligible property, excluding elective and/or cosmetic renovations.

The proposed project consists of properly clean, prepare, scrape, paint and caulk all exterior surfaces. Removing and reinstalling the awnings required for the work, replacing any rotten original storefront prior to painting and replacing bad white metal fascia with new black matching fascia. The total estimated cost of the proposed project is \$74,901.00. However, the applicant received a \$20,000.00 Façade Improvement Grant that was approved by the Historic District Commission at the January 2020 meeting, leaving the remaining balance of the project \$54,901.00. 10% of the remaining balance is \$5,490.10.

## **RECOMMENDATION**

Staff recommends the Commission consider approval of the proposed painting, consistent with Section 143-5.B.(a),(b), and (c), with an estimated cost of \$74,901.00 and an estimated tax credit of \$5,490.10, conditioned on whether the Commission finds that the proposed work to be historically compatible.

## **ATTACHMENTS**

1. Application for Historic Rehabilitation Property Tax Credits TC #20-03
2. Maryland State Department of Assessments and Taxation, Real Property information for 28 Liberty Street

City of Westminster, Maryland  
Application for Historic Rehabilitation Property Tax Credits

Questions? Please call the Westminster Department of Planning at 410-848-4628

Please check one:  pre-construction application Property tax account ID 07-063873  
 post-construction application\*

\*Post-Construction applications:  
(a) must include the approved pre-construction application plus photos, receipts, etc. to document completion and costs.  
(b) must be received within 60 days of the completion of the work described herein.

Property owner Myers Building, LLC daytime phone (301) 663-8383

Property co-owner \_\_\_\_\_ daytime phone (\_\_\_\_) \_\_\_\_\_

Property address 28 Liberty Street, Westminster, MD 21157

Mailing address 178 Thomas Johnson Drive, Suite 201, Frederick, MD 21702

(1) In accordance with Tax-Property Article 9-204 of the Maryland Annotated Code and Ordinances 667 and 668 of the City of Westminster, this application is based upon the historic rehabilitation work described by the enclosed narrative and photographs.

(2) Total cost of the project\*\* \$ 74,901 (estimated if pre-construction application)

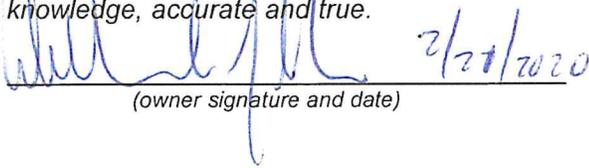
\*\*Minimum expenditure must be \$5,000 within 24 months to be eligible for the tax credits.

(3) Completion date June 2020 (estimated if pre-construction application)

(4) Attachments:  photographs (mandatory)  
 project narrative (mandatory)  
 drawings (optional, must be to scale if provided)

Please list any additional attachments: \_\_\_\_\_

I hereby declare that all information submitted on this application and attachments is, to the best of my knowledge, accurate and true.

  
(owner signature and date)

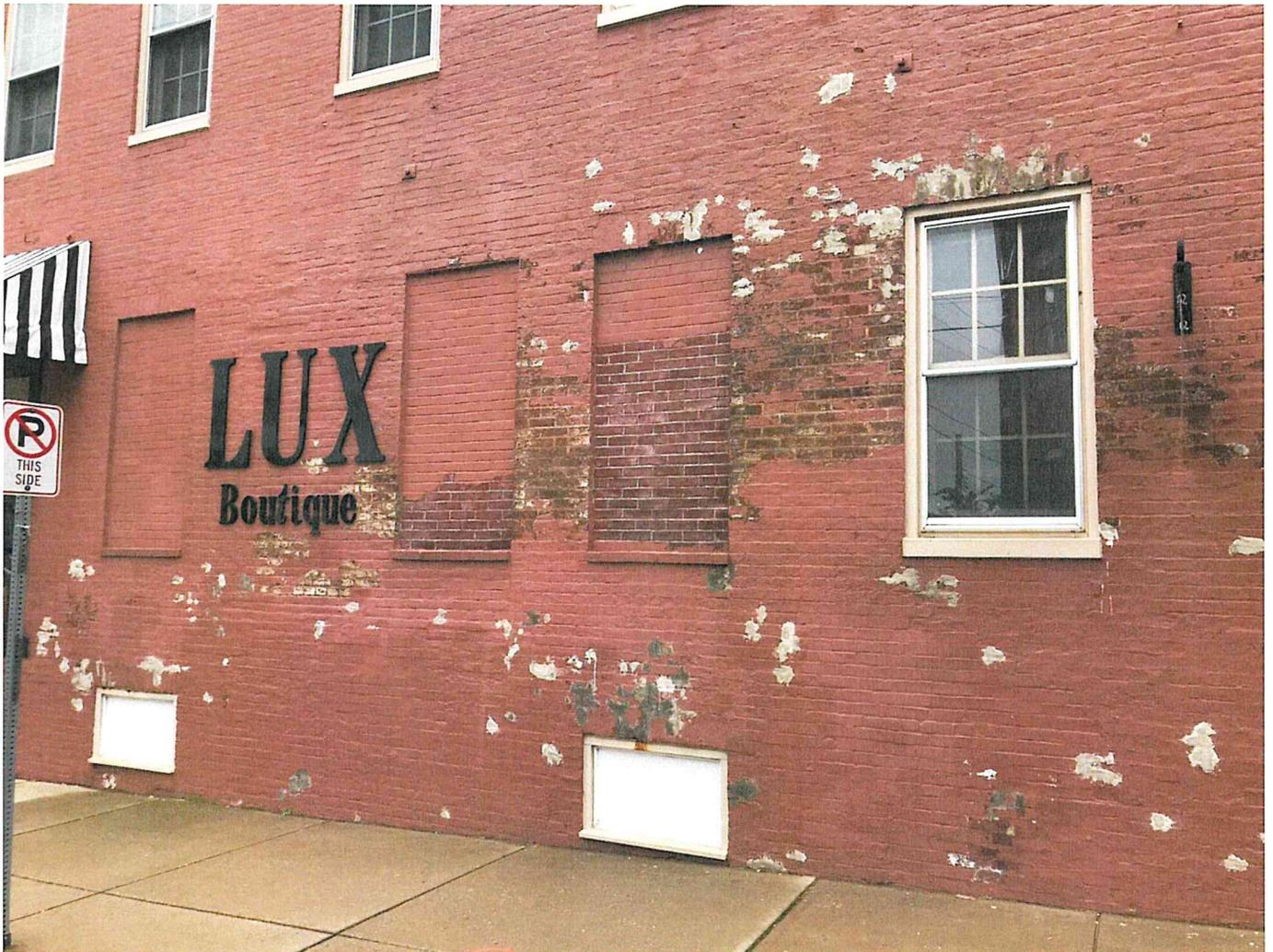
\_\_\_\_\_  
(co-owner signature and date)

\_\_\_\_\_  
(If incorporated, Corporate Officer's printed name, title, signature, and date)

<p>Application received by Historic District Commission on _____ by _____ <span style="float: right;">(signature and title)</span></p> <p>HDC decision: <input type="checkbox"/> Approved as submitted <input type="checkbox"/> Denied as submitted <input type="checkbox"/> Conditional Approval (see Comments, below)</p> <p>Comments by HDC: _____ _____ _____ _____</p>
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**Building Photos Showing Existing Conditions**











### 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](mailto:wzahler@sunshinemanagement.net)

**Type of Business:** Retail/Apartments/Live Work

#### Applicant is the:

- 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

*20,000 - maximum amount*

\* 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  
 Yes

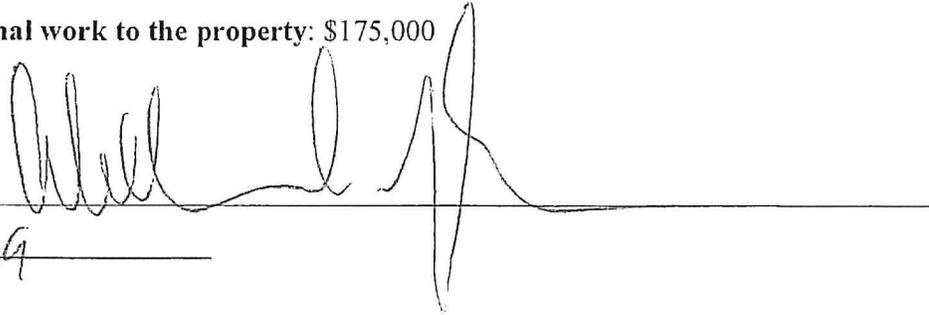
If answer is "yes" to above question, describe additional work:

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

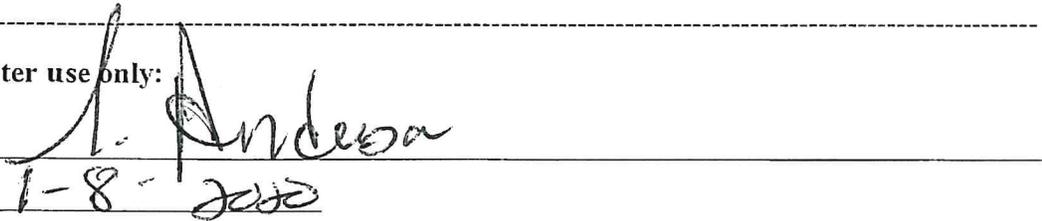
Signature of Applicant:



Date: 9/1-1/19

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**City of Westminster use only:**

Approval:



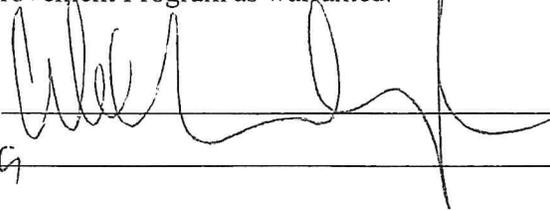
Date: 1-8-2020

**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.
- 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:**

  
\_\_\_\_\_

01/17/19  
\_\_\_\_\_

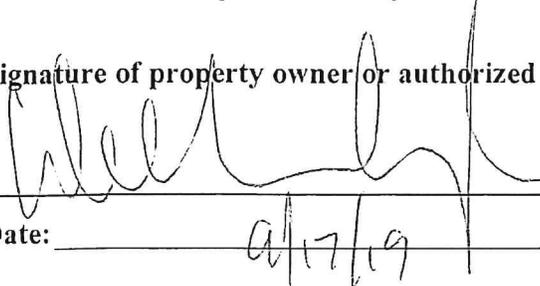
*If applicant is not the property owner, the property owner or an authorized representative must review and co-sign this application below.*

**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:**

  
\_\_\_\_\_

01/17/19  
\_\_\_\_\_



**BID PROPOSAL**

Proposal For (Owner) Myers Building, LLC			Job Name Façade Improvements		
Address 178 Thomas Johnson Drive, Suite 201			Job Address 28 Liberty Street		
City Frederick	State MD	Zip 21702	City Westminster	State MD	Zip 21157
Contact Phone 301.663.8383	Contact Email	Comments/Notes/Other		Proposal Date 09.01.19	Page X of Y
Architect N/A	Date of Plans N/A	Engineer N/A	Construction to Begin (Estimated) TBD	Estimated Completion Date 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 fascia 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



Contractor

Date

*[Handwritten Signature]*  
9/16/19

# 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 fascia below coping
- Reinstall awnings
- Clean up area

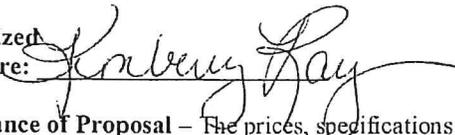
Painting of metal is excluded from this proposal.

**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:



**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

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178 Thomas Johnson Drive, Ste. 201 Frederick MD 21702 • [www.sunshinemanagement.net](http://www.sunshinemanagement.net)

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



## Real Property Data Search ( w1)

Search Result for CARROLL COUNTY

<a href="#">View Map</a>	<a href="#">View GroundRent Redemption</a>	<a href="#">View GroundRent Registration</a>
<b>Special Tax Recapture: None</b>		
<b>Account Identifier: District - 07 Account Number - 063873</b>		
Owner Information		
<b>Owner Name:</b>	MYERS BUILDING LLC	<b>Use:</b> COMMERCIAL <b>Principal Residence:</b> NO
<b>Mailing Address:</b>	178 THOMAS JOHNSON DR STE 201 FREDERICK MD 21702-4541	<b>Deed Reference:</b> /02129/ 00739
Location & Structure Information		
<b>Premises Address:</b>	28 LIBERTY ST WESTMINSTER 21157-0000	<b>Legal Description:</b> LT 1 - 25247 SF 28 LIBERTY ST 28-33 MYERS MEAT PKG PLT
<b>Map:</b>	<b>Grid:</b>	<b>Parcel:</b>
0104	0015	0309
<b>Neighborhood:</b>	<b>Subdivision:</b>	<b>Section:</b>
70000.07	0000	
<b>Block:</b>	<b>Lot:</b>	<b>Assessment Year:</b>
	1	2018
<b>Plat No:</b>	<b>Plat Ref:</b>	
	0028/ 0033	
<b>Town:</b> WESTMINSTER		
<b>Primary Structure Built</b>	<b>Above Grade Living Area</b>	<b>Finished Basement Area</b>
1900	21,105 SF	
<b>Property Land Area</b>	<b>County Use</b>	
25,247 SF		
<b>Stories</b>	<b>Basement</b>	<b>Type</b>
		MIXED RESIDENTIAL / RETAIL
<b>Exterior</b>	<b>Quality</b>	<b>Full/Half Bath</b>
/	C4	
<b>Garage</b>	<b>Last Notice of Major Improvements</b>	
Value Information		
	<b>Base Value</b>	<b>Value</b>
		As of
		01/01/2018
<b>Land:</b>	228,200	228,200
<b>Improvements</b>	676,800	725,000
<b>Total:</b>	905,000	953,200
<b>Preferential Land:</b>	0	
		<b>Phase-in Assessments</b>
		As of
		07/01/2019
		As of
		07/01/2020
		937,133
		953,200
		0
		0
Transfer Information		
<b>Seller:</b> MYERS BUILDING PARTNERSHIP	<b>Date:</b> 12/07/1998	<b>Price:</b> \$0
<b>Type:</b> NON-ARMS LENGTH OTHER	<b>Deed1:</b> /02129/ 00739	<b>Deed2:</b>
<b>Seller:</b> WILLIS RICHARD A ET AL	<b>Date:</b> 10/22/1986	<b>Price:</b> \$155,000
<b>Type:</b> NON-ARMS LENGTH OTHER	<b>Deed1:</b> /00978/ 00276	<b>Deed2:</b>
<b>Seller:</b> MYERS GEORGE E	<b>Date:</b> 05/15/1984	<b>Price:</b> \$128,600
<b>Type:</b> ARMS LENGTH IMPROVED	<b>Deed1:</b> /00866/ 00194	<b>Deed2:</b>
Exemption Information		
<b>Partial Exempt Assessments:</b>	<b>Class</b>	
<b>County:</b>	000	07/01/2019
<b>State:</b>	000	0.00
<b>Municipal:</b>	000	0.00
		0.00 0.00
		0.00 0.00
<b>Special Tax Recapture: None</b>		
Homestead Application Information		
<b>Homestead Application Status:</b> No Application		
Homeowners' Tax Credit Application Information		
<b>Homeowners' Tax Credit Application Status:</b> No Application		
<b>Date:</b>		

1. This screen allows you to search the Real Property database and display property records.

2. Click [here](#) for a glossary of terms.
3. Deleted accounts can only be selected by Property Account Identifier.
4. The following pages are for information purpose only. The data is not to be used for legal reports or documents. While we have confidence in the accuracy of these records, the Department makes no warranties, expressed or implied, regarding the information.