



Historic Preservation Commission

Members:

Mr. Larry Jackson – Chairperson
Mr. Tim Hoffman - Secretary
Dr. Lincoln Wilkins, Jr.
Dr. Brian Plitnik

Mr. Justin T. Paulman
Mr. Nathan C. Williams
Ms. Lynda Lambert
Councilman: Rock Cioni

Staff Liaison: Ruth Davis - Rogers, Historic Preservation Planner

AGENDA

Historic Preservation Commission
City Hall Council Chambers
September 17th, 2025, 4:00 P.M.

CALL TO ORDER

APPROVAL OF MINUTES

- Review and approval of July 2025 meeting minutes (the August HPC meeting was cancelled)

PUBLIC COMMENT

CERTIFICATE OF APPROPRIATENESS

Consent Agenda – these COA's received administrative approval

- 82 Baltimore St. COA25-000033 (*city seal placed on electrical box*)
Applicant: Melinda Kelleher/City of Cumberland
- 400 N. Mechanic St. COA25-000034 (*new sign on NTHP listed building*)
Applicant: Oxbow Cultural Research – Suzanne Trussell
- 6 Pershing St. and City Garage COA25-000036 (*temporary banners for heritage days*)
Applicant: Allegany Historical Society/DDC – Becky McClarran
- 203 N. Mechanic St. COA25-000037 (*exterior painting*)
Applicant: Reptilian Arts – Rohman Taylor
- 42 Baltimore St. COA25-000039 (public art on wall of CBIZ building)
Applicant: Allegany Arts Commission/Kaitlyn Wharton
- 511 Washington St. COA25-000040 (maintenance on house)
Applicant: Fielding Construction on behalf of Bob and Julie Courtney

Regular Agenda – to be reviewed by HPC

- 74 Baltimore St. COA25-000038 (*exterior painting and sign*)
Applicant: Brooke Hill

OTHER BUSINESS

ANNOUNCEMENTS

ADJOURNMENT `

MINUTES

HISTORIC PRESERVATION COMMISSION

July 9, 2025

The Cumberland Historic Preservation Commission held its regular meeting on July 9, 2025 within the Council Chambers of City Hall. Members present were Mr. Larry Jackson, Mr. Justin Paulman, Mr. Nathan Williams, and Councilman, Rock Cioni. Mr. Brian Plitnik and Ms. Lynda Lambert attended meeting virtually.

Others in attendance were, Ms. Ruth Davis-Rogers, Historic Preservation Planner/Grants Management, Ms. Chelsea Rexrode, Codes Technician, and City Administrator, Jeff Silka. Applicants present were Ed Mullaney, Dustin & Danny Malamis, Adam Sterne, Ryan Sawyers, and Lisa Claus.

Mr. Larry Jackson, called the meeting to order. He read the following statement into the record: "The Cumberland Historic Preservation Commission exists pursuant to Section 11 of the City of Cumberland Municipal Zoning Ordinance. Members are appointed by the Mayor and City Council and shall possess a demonstrated special knowledge or professional or academic training in such fields as history, architecture, architectural history, planning, archeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design, or related disciplines. The Commission strives to enhance quality of life by safeguarding the historical and cultural heritage of Cumberland. Preservation is shown to strengthen the local economy, stabilize and improve property values, and foster civic beauty. The Cumberland Historic Preservation Commission operates pursuant to State of Maryland 1977 Open Meetings Act and therefore no pending applications shall be discussed between or amongst Commissioners outside the public hearing to determine the disposition of the application."

APPROVAL OF MINUTES

1. Minutes from May 2025 were approved as written. **Mr. Justin Paulman made the motion to approve. Mr. Nathan Williams seconded the motion. All members were in favor. Motion approved.**

PUBLIC COMMENTS

- N/A

CONSENT AGENDA

- 82 Baltimore St COA25-000025 (replacement in kind materials for façade)
Applicant: Baltimore St Grill, Drew Knippenberg
- 164 N Centre St COA25-000027 (new sign)
Applicant: Allegany Garrett Titles and Settlements, Alex Rumgay
- 68 Baltimore St COA25-000028 (new sign)
Applicant: The Vintage Thrift Garden, Kameran Hayes

Chairman Larry Jackson read "based on these findings we move to approve COA25-000025, COA25-000027, and COA25-000028 in accordance with the presentation of information/staff report and the items on record placed before us."

REGULAR AGENDA

- 7-9-11 N Liberty St COA25-000024 (façade removal and reno)
Applicant: Carl Belt Inc, Adam Sterne & Ryan Sawyers, owner

Carl belt representative, Adam Sterne, spoke in regards to the project. They are proposing upgrading the façade to the property. They are proposing removing the façade in order to make structural repairs. Once the repairs are made, they will be placing new brick veneer on the façade. New windows and doors will be added. They are not completely set on what doors they want to choose. They will send that information to Ruth Davis- Rogers when that is decided. All windows will be removed and will be replaced with single hung pane glass windows. The windows will be white.

Mr. Nathan Williams made the motion to approve with conditions, COA25-000024, with conditions of white trim on all of the windows and once the door is chosen that the applicant will resubmit the proposed door for administrative approval. Mr. Justin Paulman seconded the motion. All members were in favor. Motion approved.

- 515 Washington St COA25-000026 (front porch renovations)
Applicant: Women's Civic Club, Lisa Claus

Representative of the Women's Civic Club, Lisa Claus, spoke on behalf of the project at this location. They are proposing removing the existing porch floor and pour new concrete columns for support. They will be raising the porch deck approximately 8" to elevate the porch to the bottom of the front door. Composite decking will be placed for the porch floor.

Mr. Justin Paulman made the motion to approve COA25-000026. Mr. Nathan Williams seconded the motion. All members were in favor. Motion approved.

- 320 S Mechanic St COA25-000029 (exterior remodel)
Applicant: Jersey Mike's Subs, Dustin & Danny Malamis

Owner, Danny Malamis, spoke on behalf their project. They are proposing an exterior remodel for the future location of "Jersey Mike's." They will be removing the façade and re-doing the parking lot. They will be adding a blue ribbed metal roof with a wooden synthetic material. The existing signage will be converted to the Jersey Mike's signage.

Mr. Nathan Williams made the motion to approve COA25-000029. Mr. Justin Paulman seconded the motion. All members were in favor. Motion approved.

- 12 S Mechanic St COA25-000030 (exterior lighting)
Applicant: Ed Mullaney

Owner, Ed Mullaney, spoke on behalf of his proposal. He is proposing adding 3 lights to uplight the building. They will be black metal and led lights. They will be dusk to dawn and soft white in color.

Mr. Justin Paulman made the motion to approve COA25-000030. Mr. Nathan Williams seconded the motion. All members were in favor. Motion approved.

Mr. Larry Jackson read the approval statement: We have studied the application in all other relevant documents and presentation related to the for-mention cases COA25-000024, COA25-000026, COA25-000029, and COA25-000030. We find the properties on the approve Certificate of Appropriateness contribute to the Historic Districts where they are located and the proposed changes are consisted with guidelines and criteria found in the Historic Preservation District designed guidelines for Cumberland Maryland.

OTHER BUSINESS/STAFF UPDATES

- Ruth Davis-Rogers has the draft of the Historic District update. She will email to the commission.
- MHT is trying to figure out their funding. There are some conditional grants that are available. The funding should be available by the fall.
- There was another application received for the Mid-town façade grant.
- There was some money from the roof replacement program awarded.

An audio of tonight's meeting is available upon request.

ADJOURNMENT

Mr. Larry Jackson adjourned the meeting.

Respectfully,

Mr. Tim Hoffman, Secretary



CITY OF
CUMBERLAND
MARYLAND

DEPARTMENT OF COMMUNITY DEVELOPMENT

57 N. LIBERTY STREET, CUMBERLAND, MD 21502 • PHONE 301-759-6442 • FAX 301-759-6432 • TDD 800-735-2258

www.cumberlandmd.gov

Permit Number: COA25-000033

Approval Date: 08/28/2025

Certificate of Appropriateness Permit

Permit issued as per plans and subject to all applicable Preservations Guidelines, City Codes and regulations.

Project Location:	40 N LIBERTY ST	Date applied:	08/13/2025
MD Prop. #:	14003533	Work expected to begin:	08/28/2025
Owner:	CUMBERLAND MAYOR & CITY COUNCIL		
Applicant:	Small Business Development & Main Street Manager	Contractor:	Commercial Press
Address:	57 North Liberty Street	Address:	109 S. George St.
City/State/Zip:	Cumberland MD 21502	City/State/Zip:	Cumberland MD 21502
Phone:	3017596443	Phone:	(301) 777-0570
Email:	melinda.kelleher@cumberlandmd.gov	Email:	troy.w@commercialpresscompany.com
		MD Master Plumber License #:	00000

Quantity Description Amount Total Cost

Project Description:
New city seal on a vinyl sign placed on utility box by CBIZ building

APPROVED with the following conditions:

Signature / Date

STATEMENT: I hereby agree to comply with all regulations which are applicable hereto, and further agree that the proposed work shall be faithfully carried out as described on this request and as shown on the plans accompanying same, and not otherwise. This application hereby expires six months following the file date if no action is taken to start specified work. Also, this application will expire six months following the file date if the applicant fails to provide additional information as requested by the HPC or its staff in order for the Commission to render a decision. The application is active for two years.

Signature



CERTIFICATE OF APPROPRIATENESS DECISION

Certificate of Appropriateness #COA25-000033

Agenda Item: COA25-000033

Project Address: 40 N LIBERTY ST

Meeting Date: 08/28/2025

Property Number: 14003533

Issued

Melinda Kelleher
57 N Liberty St
Cumberland, MD 21502

Dear Applicant:

The Historic Preservation Commission of the City of Cumberland on the above date, considered the application for construction at the above address as follows:

Exterior improvements are to include: New city seal on a vinyl sign placed on utility box by CBIZ building

The application was:

Issued

APPROVED with the following conditions: Administrative Approval made on 8/28/25 by Ruth Davis-Rogers

Sincerely,

Ruth Davis-Rogers

Cc: Planning and Zoning
COA File

NOTE: Please note that the approval listed above only constitutes the approval of the Historic Preservation Commission. You must still ensure that all other permits associated with this project, if required, have been applied for and approved by the Building and Zoning Officer.

EXPIRATION OF CERTIFICATES OF APPROPRIATENESS: This application hereby expires six months following the file date if no action is taken to start specified work. Also, the application will expire six months following the file date if the applicant fails to provide additional information as requested by the HPC or its staff in order for the Commission to render a decision.





ALL
MATERIALS
BY
CUMBERLAND

ALL
MATERIALS
BY
CUMBERLAND



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DEPARTMENT OF COMMUNITY DEVELOPMENT

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www.cumberlandmd.gov

Permit Number: COA25-000034

Approval Date: 08/28/2025

Certificate of Appropriateness Permit

Permit issued as per plans and subject to all applicable Preservations Guidelines, City Codes and regulations.

Project Location:	400 N MECHANIC ST	Date applied:	08/13/2025
MD Prop. #:	05007712	Work expected to begin:	08/28/2025
Owner:	ALLEGANY COUNTY HISTORICAL SOCIETY		
Applicant:	Oxbow Cultural Research	Contractor:	Commercial Press
Address:	14100 CANAL FERRY RD SE	Address:	109 S. George St.
City/State/Zip:	CUMBERLAND MD 21502-6425	City/State/Zip:	Cumberland MD 21502
Phone:	3017778978	Phone:	(301) 777-0570
Email:	trussell.suzanne@yahoo.com	Email:	troy.w@commercialpresscompany.com
		MD Master Plumber License #:	00000

Quantity	Description	Amount	Total Cost
1.0	Certificate of Appropriateness Review Fee	30.00	30.00

Project Description:
Sign hanging perpendicular to Mechanic St.

APPROVED

Signature / Date

STATEMENT: I hereby agree to comply with all regulations which are applicable hereto, and further agree that the proposed work shall be faithfully carried out as described on this request and as shown on the plans accompanying same, and not otherwise. This application hereby expires six months following the file date if no action is taken to start specified work. Also, this application will expire six months following the file date if the applicant fails to provide additional information as requested by the HPC or its staff in order for the Commission to render a decision. The application is active for two years.

Signature



CERTIFICATE OF APPROPRIATENESS DECISION

Certificate of Appropriateness #COA25-000034

Agenda Item: COA25-000034

Project Address: 400 N MECHANIC ST

Meeting Date: 08/28/2025

Property Number: 05007712

Issued

Suzanne Trussell
14100 CANAL FERRY RD SE
CUMBERLAND, MD 21502-6425

Dear Applicant:

The Historic Preservation Commission of the City of Cumberland on the above date, considered the application for construction at the above address as follows:

Exterior improvements are to include: Sign hanging perpendicular to Mechanic St.

The application was:

Issued

APPROVED with the following conditions: Due to the fact this project involves replacement-in-kind materials and no structural changes to the building was proposed, it was reviewed internally and received Administrative Approval by Ruth Davis-Rogers on 8/28/25. A Certificate of Appropriateness approval does not constitute approval of other required permits such as a sign permit. The applicant will need a sign permit is one has not already been applied for. RDR

Sincerely,

Ruth Davis-Rogers

Cc:Planning and Zoning
COA File

NOTE: Please note that the approval listed above only constitutes the approval of the Historic Preservation Commission. You must still ensure that all other permits associated with this project, if required, have been applied for and approved by the Building and Zoning Officer.
EXPIRATION OF CERTIFICATES OF APPROPRIATENESS: This application hereby expires six months following the file date if no action is taken to start specified work. Also, the application will expire six months following the file date if the applicant fails to provide additional information as requested by the HPC or its staff in order for the Commission to render a decision.

City of Cumberland - Dept. of Community Development

Internal Routing Sheet

Permit or Review #: **COA25-000034**

Permit or Review Type: Certificate of Appropriateness

Project Location: 400 N MECHANIC ST CUMBERLAND, MD 21502

Applicant Contact Information: Name: Oxbow Cultural Research
Address: 14100 CANAL FERRY RD SE
City/State/Zip: CUMBERLAND MD 21502-6425
Phone: 3017778978
Email: trussell.suzanne@yahoo.com

Contractor Contact Information: Company Name: Commercial Press
Contact: Troy Williams
Address: 109 S. George St.
City/State/Zip: Cumberland MD 21502
Phone: (301) 777-0570
Email: troy.w@commercialpresscompany.com

Date of Application: 08/13/2025

Work Description: (narrative box)

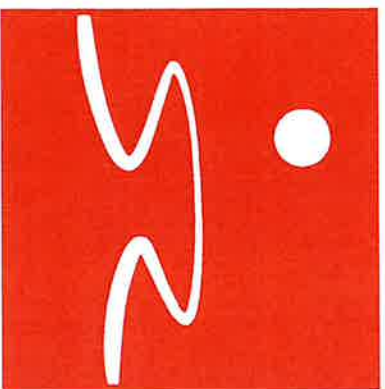
Sign hanging perpendicular to Mechanic St.

Amount Paid: 30.00

Amount Due: 0.00

2' x 3'





OXBOW
cultural Research

THE
OTTERY GROUP

ARCHEOLOGY AND HISTORIC PRESERVATION

**WESTERN
MARYLAND
CHAPTER**

ARCHEOLOGICAL
SOCIETY OF
MARYLAND, INC.

City of Cumberland - Dept. of Community Development

Internal Routing Sheet

Permit or Review #: **COA25-000036**

Permit or Review Type: Certificate of Appropriateness

Project Location: 60 PERSHING ST CUMBERLAND, MD 21502

Applicant Contact Information: Name: Downtown Development Commission

Address:

City/State/Zip:

Phone: (301) 697-6676

Email: becky@mcclarranwilliams.com

Contractor Contact Information: Company Name: Downtown Development Commission

Contact: Becky McClarran

Address:

City/State/Zip:

Phone: (301) 697-6676

Email: becky@mcclarranwilliams.com

Date of
Application: 08/20/2025

Work Description: (narrative box)

Install 5' x 14' vertical banners in three locations: the wide side of 60 Pershing St in the current approved location of the DelFest Banner, and the George St. city garage facing the Ramada and the Mechanic St side of the Frederick St. garage.

Amount Paid: 0.00

Amount Due: 30.00



City of Cumberland

Department of Community Development • 57 N. Liberty Street • Cumberland, MD 21502 • www.cumberlandmd.gov
Ruth Davis Rogers, Historic Preservation Planner • 301-759-6431 • ruth.davis-rogers@cumberlandmd.gov

☐ Administrative Review ☐ HP Commission Review

CERTIFICATE OF APPROPRIATENESS PERMIT APPLICATION

AND/OR REQUEST FOR CHANGE AMENDMENT RELATED TO AN EARLIER COA (WITHIN 2 YEARS)

This application is required for ALL exterior work on properties that are located within the Canal Place Preservation District (Cumberland's locally zoned historic district). The application will be reviewed by the Historic Preservation Commission. Examples include additions, alterations, awnings, roofs, doors, painting, porches, fences, siding, signage, window replacement, demolition, and new construction. Please note that you do not need to separately submit this form if you are entering your request through the City of Cumberland's Online Permit Portal - accessed at www.ci.cumberland.md.us/150/Community-Development. If you do not already have a portal account, you will need to create one and then please use the same account for any future permit/review applications, rental licenses, and pavilion reservations.

Locations: 60 Pershing Street, City Garage Facades Facing George Street and North Mechanic Street

COA # **25-000036**
RCA #

Application Date: 8/19/2025

Applicant Name Downtown Development Commission Phone: 301-697-6676 (Becky McClarran)

Applicant Address (if different than project address) City Hall Email: becky@mcclarranwilliams.com

Contractor Name (If applicable) McW 2.0 Phone 301-697-6676

Contractor Address PO Box 3125 LaVale MD 21502 Email becky@mcclarranwilliams.com

Summarized Description of Project (please add extra pages, if needed) The applicant wishes to install 5' x 14' vertical banners in three locations = the wide side of 60 Pershing Street in the current approved location of the DelFest Banner, and the George St. City Garage facing Ramada and the Mechanic St. side of the Frederick St. Garage.

Attach a full written scope of work, Attach photographs of the site and structure

As it pertains to the application/project scope of work, include the following and consult with HPC staff if you require assistance (please note that all of the following might not pertain to your application):

- Façade Elevations
- Sample of Proposed Materials
- Scaled Drawings
- Digital Renderings, when available
- Color Scheme/Paint Chips
- Manufacturer's Cut-Sheets or Product Specifications

Provide one (1) complete original copy of all supplementary materials (in hardcopy if applying in person; upload digitally if using the portal).

Pay a non-refundable Certificate of Appropriateness review fee of \$30.00 - payable at time of application either in person or online.

Apply for any relevant Building, Sign, and Occupancy Permits through the City (*fees apply*)

The HPC meets the second Wednesday of each month and complete applications are due the first Wednesday of each month before 4:00 p.m. You (or a representative) are required to attend the meeting scheduled for your COA review. Preservation Guidelines can be found on the City of Cumberland website at www.cumberlandmd.gov. Navigate to Historic Preservation Commission and then to Revised Guidelines.

To apply online go to citizenserve.com/Cumberland

An HPC brochure is available

Do not begin work until written approval is received from HPC Staff, and; if the project requires additional building, sign, or occupancy permits, all applicable permits must also have been applied for separately and then approved by the Code Compliance Manager or designated representative.





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www.cumberlandmd.gov

Permit Number: COA25-000037

Approval Date: 08/28/2025

Certificate of Appropriateness Permit

Permit issued as per plans and subject to all applicable Preservations Guidelines, City Codes and regulations.

Project Location:	203 N MECHANIC ST	Date applied:	08/21/2025
MD Prop. #:	14005250	Work expected to begin:	08/28/2025
Owner:	CRT PROPERTIES LLC		
Applicant:	Reptilian Arts	Contractor:	Reptilian Arts
Address:	205 N Mechanic St	Address:	205 N Mechanic St
City/State/Zip:	Cumberland MD 21502	City/State/Zip:	Cumberland MD 21502
Phone:	2407276040	Phone:	2407276040
Email:	rohman@reptilianarts.com	Email:	rohman@reptilianarts.com
		MD Master Plumber License #:	

Quantity	Description	Amount	Total Cost
1.0	Certificate of Appropriateness Review Fee	30.00	30.00
1.0	Convenience Fee	1.00	1.00

Project Description:
Painting the exterior front and side of 205 N Mechanic St

APPROVED

Signature / Date

STATEMENT: I hereby agree to comply with all regulations which are applicable hereto, and further agree that the proposed work shall be faithfully carried out as described on this request and as shown on the plans accompanying same, and not otherwise. This application hereby expires six months following the file date if no action is taken to start specified work. Also, this application will expire six months following the file date if the applicant fails to provide additional information as requested by the HPC or its staff in order for the Commission to render a decision. The application is active for two years.

Signature



CERTIFICATE OF APPROPRIATENESS DECISION

Certificate of Appropriateness #COA25-000037

Agenda Item: COA25-000037

Project Address: 203 N MECHANIC ST

Meeting Date: 08/28/2025

Property Number: 14005250

Issued

Rohman Taylor
205 N Mechanic St
Cumberland, MD 21502

Dear Applicant:

The Historic Preservation Commission of the City of Cumberland on the above date, considered the application for construction at the above address as follows:

Exterior improvements are to include: Painting the exterior front and side of 205 N Mechanic St

The application was:

Issued

APPROVED with the following conditions: Due to the fact this project involves replacement-in-kind materials and no structural changes or introduction of new materials to the building was proposed, it was reviewed internally and received Administrative Approval by Ruth Davis-Rogers on 8/28/25.

Sincerely,

Ruth Davis-Rogers

Cc:Planning and Zoning
COA File

NOTE: Please note that the approval listed above only constitutes the approval of the Historic Preservation Commission. You must still ensure that all other permits associated with this project, if required, have been applied for and approved by the Building and Zoning Officer.

EXPIRATION OF CERTIFICATES OF APPROPRIATENESS: This application hereby expires six months following the file date if no action is taken to start specified work. Also, the application will expire six months following the file date if the applicant fails to provide additional information as requested by the HPC or its staff in order for the Commission to render a decision.

City of Cumberland - Dept. of Community Development

Internal Routing Sheet

Permit or Review #: **COA25-000037**

Permit or Review Type: Certificate of Appropriateness

Project Location: 203 N MECHANIC ST CUMBERLAND, MD 21502

Applicant Contact Information: Name: Reptilian Arts
Address: 205 N Mechanic St
City/State/Zip: Cumberland MD 21502
Phone: 2407276040
Email: rohman@reptilianarts.com

Contractor Contact Information: Company Name: Reptilian Arts
Contact: Rohman Taylor
Address: 205 N Mechanic St
City/State/Zip: Cumberland MD 21502
Phone: 2407276040
Email: rohman@reptilianarts.com

Date of Application: 08/21/2025

Work Description: (narrative box)

Painting the exterior front and side of 205 N Mechanic St

Amount Paid: 31.00

Amount Due: 0.00

 SHERWIN-WILLIAMS
COLORSNAP® | VISUALIZER



SW 7674
Peppercorn
Locator Number: 236-C7

SW 6234
Uncertain Gray
Locator Number: 222-C3

SW 9500
UltraWhite



SHERWIN-WILLIAMS

Actual color may vary from on-screen representation. To confirm your color choices prior to purchase, please view a physical color chip, color card, or painted sample.

Sherwin-Williams is not responsible for the content and photos shared by users of their color selection tools.



Ruth Davis-Rogers <ruth.davis-rogers@cumberlandmd.gov>

205 N. Mechanic - Façade Improvement Program

Melissa Archer -DHCD- <melissa.archer2@maryland.gov>
To: Ruth Davis-Rogers <ruth.davis-rogers@cumberlandmd.gov>
Cc: Sara Jackson -DHCD- <sara.jackson@maryland.gov>

Mon, Aug 18, 2025 at 1:41 PM

Thanks, Ruth. This property is not historic, so you can proceed.

P.S. I have a few pet lizards, and Reptilian Arts is my favorite place to buy feeder bugs. They're great!

Melissa

[Quoted text hidden]

--



Melissa Archer

Preservation Officer

Division of Neighborhood Revitalization

melissa.archer2@maryland.gov

410-209-5820 (o)

410-746-5043 (c)

City of Cumberland - Dept. of Community Development

Internal Routing Sheet

Permit or Review #: **COA25-000039**

Permit or Review Type: Certificate of Appropriateness

Project Location: 42 BALTIMORE ST CUMBERLAND, MD 21502

Applicant Contact Information: Name: CBIZ Insurance Services, Inc.
Address: 44 Baltimore St
City/State/Zip: Cumberland MD 21502
Phone: 2405223891
Email: katwharton13@gmail.com

Contractor Contact Information: Company Name:
Contact: Kyle Claus
Address: 17610 Wagner Rd
City/State/Zip: Oldtown MD 21555
Phone: (201) 932-4069
Email: kclaus1990@gmail.com

Date of Application: 09/08/2025

Work Description: (narrative box)

Public art installation on the side of CBIZ building at 42 Baltimore St.

Amount Paid: 30.00

Amount Due: 0.00



City of Cumberland

☐ Administrative Review ☐ HP Commission Review

Department of Community Development • 57 N. Liberty Street • Cumberland, MD 21502 • www.cumberlandmd.gov
Ruth Davis Rogers, Historic Preservation Planner • 301-759-6431 • ruth.davis-rogers@cumberlandmd.gov

CERTIFICATE OF APPROPRIATENESS PERMIT APPLICATION

AND/OR REQUEST FOR CHANGE AMENDMENT RELATED TO AN EARLIER COA (WITHIN 2 YEARS)

This application is required for ALL exterior work on properties that are located within the Canal Place Preservation District (Cumberland's locally zoned historic district). The application will be reviewed by the Historic Preservation Commission. Examples include additions, alterations, awnings, roofs, doors, painting, porches, fences, siding, signage, window replacement, demolition, and new construction. Please note that you do not need to separately submit this form if you are entering your request through the City of Cumberland's Online Permit Portal - accessed at www.ci.cumberland.md.us/150/Community-Development If you do not already have a portal account, you will need to create one and then please use the same account for any future permit/review applications, rental licenses, and pavilion reservations.

Project Address: 44 Baltimore Street, Cumberland, MD 21502 Tax ID # D - 00060947

The Tax ID # can be found on your tax bill or by visiting www.dat.state.md.us / Real Property / Real Property Search. If you are using the permit portal, you may use the search function to select your property account number. When construction is being done and several property account numbers are involved, permit must be entered under the account of the main structure referencing other accounts (or a separate permit will be required per each property of record).

COA # 25-000039

RCA #

Application Date 09/04/2025

Applicant Name Kaitlyn Wharton Phone 240-522-3891

Applicant Address (if different than project address) 520 Beall St. Cumberland MD 21502

Fax _____ Email katwharton13@gmail.com

Contractor Name (If applicable) Kyle Claus Phone 2019324068

Contractor Address 17610 Wagner Rd Old Town MD 21555 Email kclaus1990@gmail.com

Summarized Description of Project (please add extra pages, if needed) See Attached

Attach a full written scope of work

Use reverse side or attach additional pages, if needed →

Attach photographs of the site and structure

As it pertains to the application/project scope of work, include the following and consult with HPC staff if you require assistance (please note that all of the following might not pertain to your application):

- Façade Elevations
- Sample of Proposed Materials
- Scaled Drawings
- Digital Renderings, when available
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CBIZ Public Art Project Submission Template

Name of Artist/Artist Team: Kaitlyn Wharton

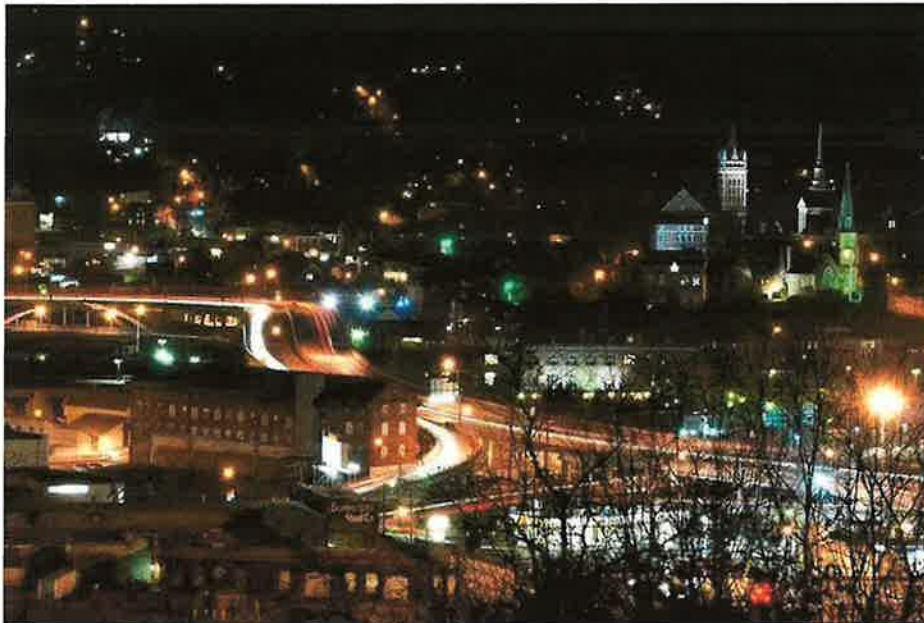
Project Description

- Provide a description of the design concept which includes the underlying vision, idea and intention behind the proposal.

I am a lifelong resident of Cumberland. I was born here, own a home here, and am investing my time into a career to educate and better prepare the next generations of this city for whatever life brings. As an art teacher, most of this preparation is challenging my students to observe the world around them with a critical eye, think creatively, and make things to express themselves. Most of my students' first exposures to art are not just from social media or television, but from the spaces we build around them in their communities. The visual statements we choose to present here are going to have lasting impacts on the memories, attitudes, and opinions of not only those children growing up here, but any tourist or passersby who comes across our quaint town. The aesthetic we craft should not just be based around the same old echoes of the past, but something bold, eye-catching, new, and fresh to represent and inspire the new generations here who want to revitalize this place they love.

The CBIZ building is at the gateway to our new downtown area, so it should grab the attention of people coming off the train across the street, cyclists along the trail, and any traffic moving through the newly paved streets. It should be something someone would want to stop and take photos of to share. We have a lot of traditional painted murals in town, but I love the idea of a three dimensional installation piece like those I have seen in DC, Baltimore, New Orleans (where public art is everywhere and defines entire districts of their city), and even San Jose, Costa Rica, where I remember the sidewalks being made of mosaics. However, it also has to balance being focal with being subtle enough to not clash with the architecture and the sculpture being planned for the parklette next to the building. Because of the requirement of an abstract piece, I have arranged shapes in Illustrator to create a fractured pattern across the building that is still subtle style to complement any other art pieces arranged with it, while also not stretching too far down the building that it would be eclipsed by the trees freshly

planted in the park. The shapes are intended to be reminiscent of deconstructed stained glass features as seen in our many historic churches around town, but also resemble a blueprint of a city or set of land plots from an aerial view, relating to the ever changing plans and layouts of Cumberland. The shapes are pale blue and green shades to complement the chocolate brown of the wall and imitate the colors seen on the mountains at a distance throughout the day, due to atmospheric perspective. This color scheme is also neutral enough to complement the varied tones of downtown and any other art installed nearby. The lighting effect at night is inspired by the view of the illuminated skyline of the city set against the mountains. The arrangement of shapes and lights is intended to draw the viewer's eye across the building toward the planned installation space of the sculpture. The shapes are more dispersed on this side, as not to distract from this sculpture. The eyeline of the piece is also achieved by the clustering of shapes and the dissipation at the edges to give the effect that it is perpetually coming apart and reassembling, much like our city and downtown spaces. Colors chosen for the gemstone/star shapes were inspired by the colors of the electric lights, street lights and reflections off of signs and windows in the city - Such as those seen in this image of the Queen City at night posted by Cindy Williams on Pinterest:



Project Timeline

- The timeline should provide a clear and realistic timeframe of the project's completion, accounting for weather-related issues impacting installation.

Addendum: This timeline is null. Contract received and signed March 5. Redesigns, meetings, and material orders took place for the remainder of spring and summer. Permits are being filed in September. Construction and installation will hopefully take place this September/October/November, weather permitting, to meet the original deadline.

Beginning in mid-April next year, after final snowfall - may be pushed to early May to accommodate for inclement weather. Project should not exceed 6 months, to allow time for manufacturing, shipping, preparation, and installation of materials. This period is also to account for any time needed for permits, rentals, and insurance queries. All graphic design mock-up work will be refined prior to this period to ensure quick ordering and streamline any requested modification of design. Consultation for further planning with contractors and engineers will also take place before this period during the interim between the panel's decision, and the start date that will be set closer to that time. Processing materials after receiving them (cutting and weather treating the plywood, drilling holes, etc.) should not exceed a month, weather permitting. A full five day work week is set aside for electrical installation projection, and another five day work week is planned for the physical contractor installation of the piece, with the need for extra hours/days allotted in the contingency budget. The project is projected to be finished by Fall 2025, ideally September, but potentially October, exactly one year after the projected completion of the downtown mall.

Installation Information

- Provide specific and detailed information about the installation process – i.e., weight load, method of affixing to building wall, lighting and electrical specifications)

(Straight-on view)



(Angled view to see other wall)

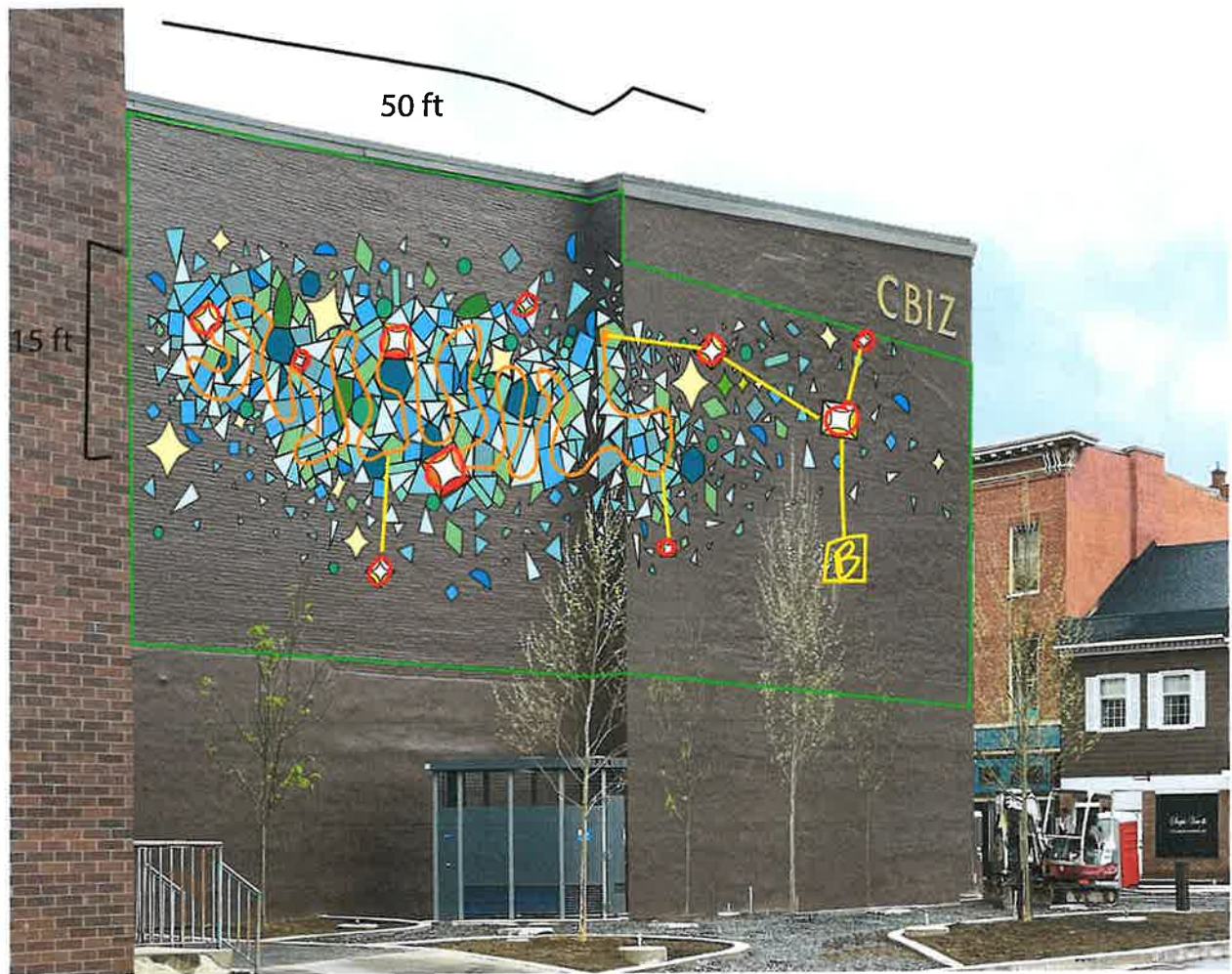


The shapes would not just be images painted on the wall, but would be color printed, die-cut aluminum composite material mosaicked together. The shapes will be installed across the two larger walls on the side of the building, as well as on the smaller 3 ft. wall between them, to create more visibility from different angles as people approach it from either direction of Mechanic Street or from across the bridge. The aluminum composite material has a rubberized center with aluminum plates on the front and back. The front would be printed with a UV resistant ink on the front and then be entirely weatherproofed (essentially powder-coated.) This would give them a flat matte finish, so as not to be metallic, for fear of sun reflection impacting driver visibility or wildlife. The sections of clustered shapes that will be screwed into the backboards will be cut so they are subtly connected in 4' x 8' panel sizes to add to the strength and stability of the pieces, and so they will be easier to install and not all have to be individually attached. All floating shapes will have small numbers printed on them that are barely visible, for the ease of the contractor to install them in a color-by-number system around the perimeter of the design. These plates will be manufactured by Worth Higgins and Associates out of Richmond, VA, who have provided printed mural panels for other projects locally for the Western Maryland Creative Alliance, who I have been working closely with during the planning stages of this project.

Below are images of the completed panels:



Behind the clustered pieces would be backboards of pressure-treated 2' x 4' boards that would be bolted to the wall with 6" long Sleeve Anchors. The boards would be held out from the wall using either stainless steel nuts and washers or cut spacers as used in the rest of the piece. This is to create a quarter-inch space between the board and the wall to ensure rain water flow behind the boards to prevent ice expansion in the



(These are photos of the junction box on the exterior of the building that the previous sign was plugged into that CBIZ has given permission to use again.)

Maintenance Information

- Provide information about lifespan, materials management, cleaning and conservation)

Every 3 years, a lift would need to be rented to remove any potential nests/debris that may or may not form on/be caught in the piece. This is also to gently wipe off dust from the street from the shapes with soft cloths or sponges so as not to scratch them, or damage them with a power washer. The ink on the aluminum is UV resistant and weather-proofed, and meant to stay color true (not fade) for upwards of 10 years. The marine grade pressure-treated plywood boards used in the backing is intended for use in aquatic exterior environments, and are very hearty, but by adding the exterior sealant primer and paint to the front, back, and sides, the life of the wood is extended to 20 years, as assured by the Sherwin Williams representatives consulted when researching effective exterior/industrial paint. After that time, it may need a new coat of paint to refresh the seal, but the color should stay nice due to the Rain Refresh formula where water cleans the surface. The panels are easily able to be unscrewed to access the lighting and wiring behind if anything needs repaired or replaced. There would simply need to be fresh silicone caulking reapplied to the hole when screwing the panels back in to ensure the weatherproof seal is not compromised.

Qube 2.0 Series

Flexible Sheet Panel : High efficacy : Static white

OMNII
LIGHT

Date:

Project:

Type:



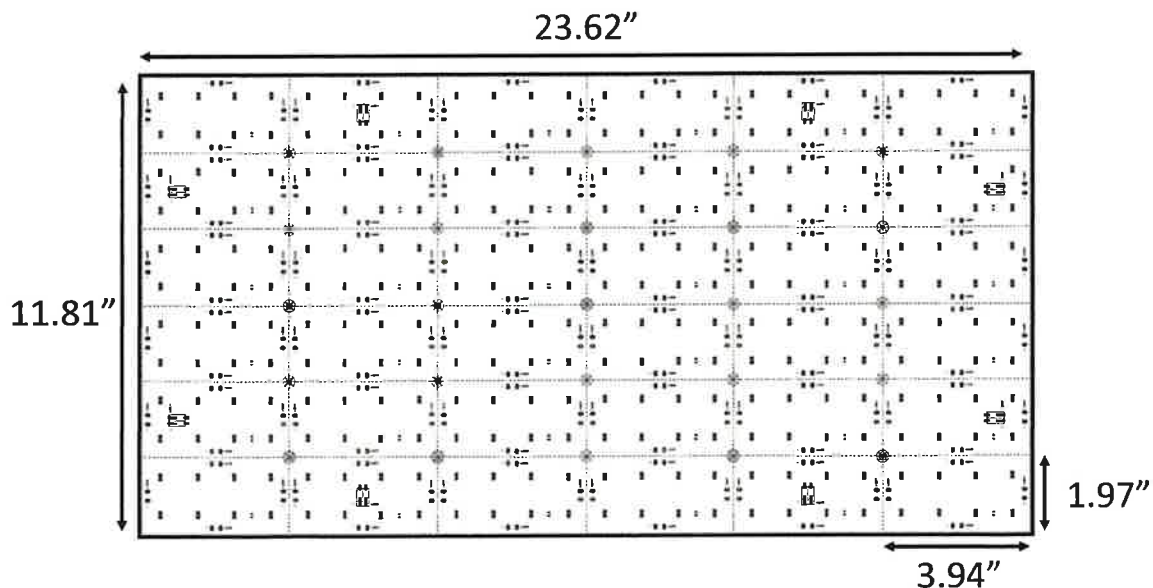
Qube 2.0 is a high-efficacy flexible sheet panel designed for large scale backlighting and signage applications.

- Flexible Sheet Panel
- IP20 Rated
- Ambient Operating Temp:
-4° F - 140° F
- LM80 Lifespan: 50,000 hrs
- Efficacy up to 150 Lumens per watt
- 1.5 Step MacAdam Ellipse
- JA8 Compliant

Model Number	QBE2-XX-SO	QBE2-XX-HO	QBE2-XX-SHO	QBE2-XX-UHO
Lumens/Sheet	2700K 460	805	1150	1725
	3000K 520	910	1300	1950
	3500K 540	945	1350	2025
	4100K 600	1050	1500	2250
Watts/Sheet	8	14	20	30
Watts/Square Feet	4	7	10	15
Cut Section Length	1.97" x 3.94"		1.97" x 3.94"	
Diode Spacing (Pitch) O.C.	1"		1"	
Diodes/Circuit	144		144	
Beam Angle	120°		120°	
Sheet Height	0.05" / 0.1" - Spray Coating		0.05" / 0.1" - Spray Coating	
Sheet Size (L x W)	12" x 24"		12" x 24"	



QUICK SHIP ITEM



All Omnilight products are tested and warrantied for use exclusively with Omnilight power supplies

Qube 2.0 Series

Flexible Sheet Panel : High efficacy : Static white

OMNII
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Specification Guide

Click on the boxes to choose from dropdown menu options.

Series	IP Rating ¹	CCT ²	Output (Watts/Foot) ³	Size
QBE2				12" x 24"
QBE2 (Flexible sheet panel; High Efficacy)	IP20 (Interior) IP54 (Spray Coating)	27 (2700K) 30 (3000K) 35 (3500K) 41 (4100K)	SO (8 watts) HO (1.4 watts) SHO (20 watts) UHO (30 watts)	

Ordering Guide Notes

1. Qube 2.0 IP54 is a made to order product. Allow up to 6 weeks for delivery.
2. Custom CCT (Kelvin temperature) can be ordered upon special request, if available. Speak with a representative for more information.
3. SHO & UHO are made to order outputs. Allow up to 6 weeks for delivery.

- Standard Wire Type - **RBW** (Red & Black Wire)
- Standard Lead Length - 4'

Qube 2.0 Series

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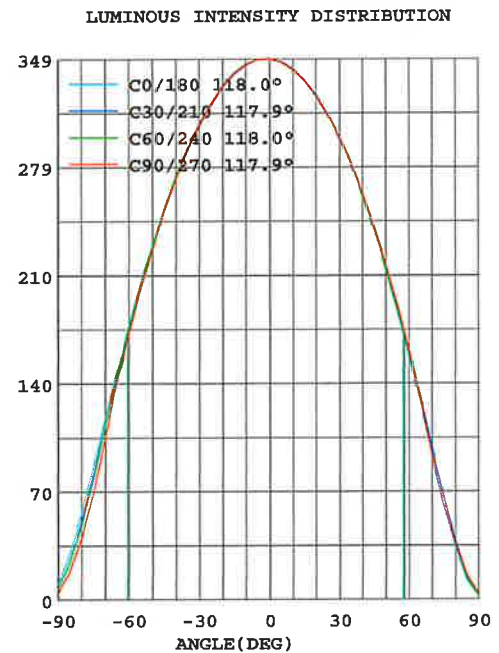
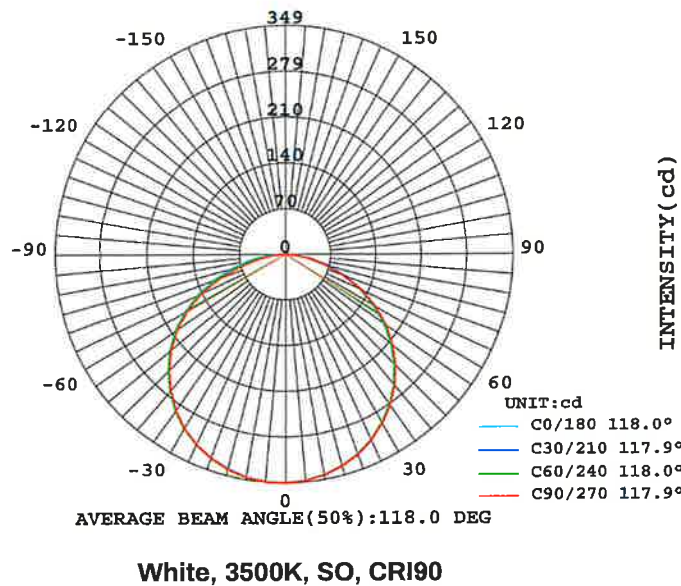
OMNILIGHT

Date:

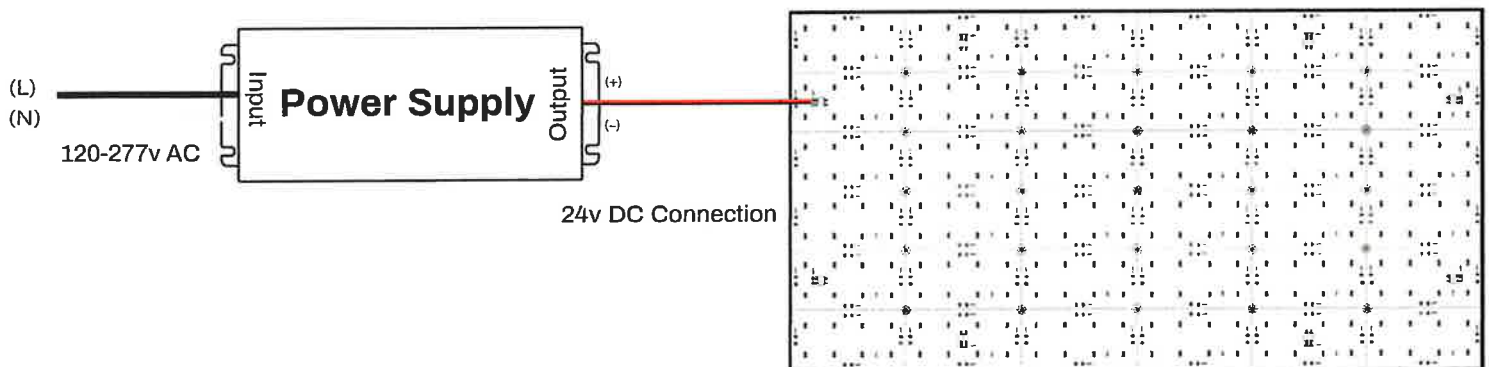
Project:

Type:

Light Diagram:

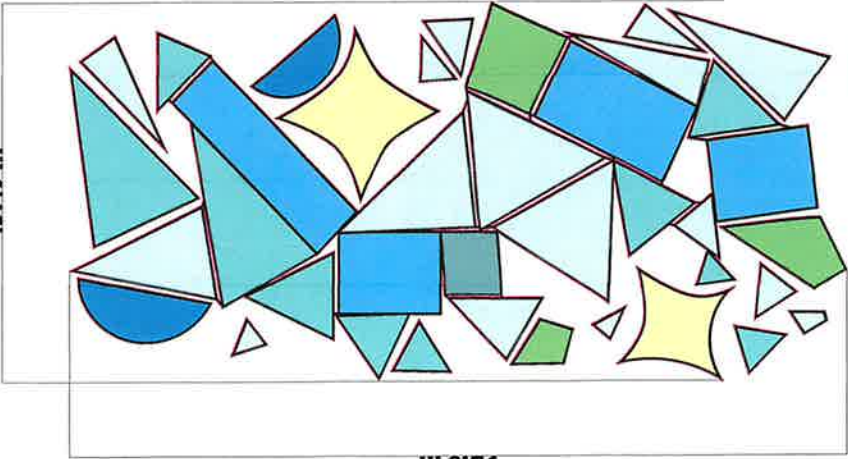


Wiring Diagram:



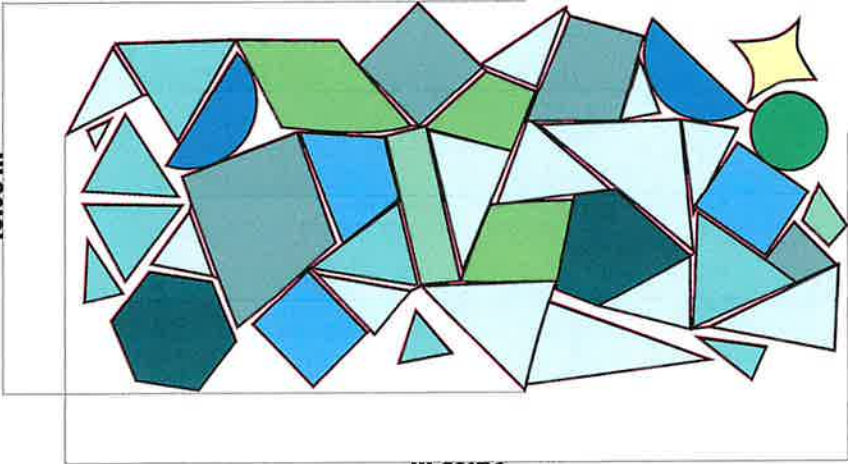
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CLIENT: MISSION EVOLUTION			
JOB NUMBER: M101312			
DATE: 08-12-25			
DRAWING BY: AW			
REVISED DATE:			
SIGN TYPE: CONTOUR CUT ACM PRINTS			
COLORS:			

92.8 in



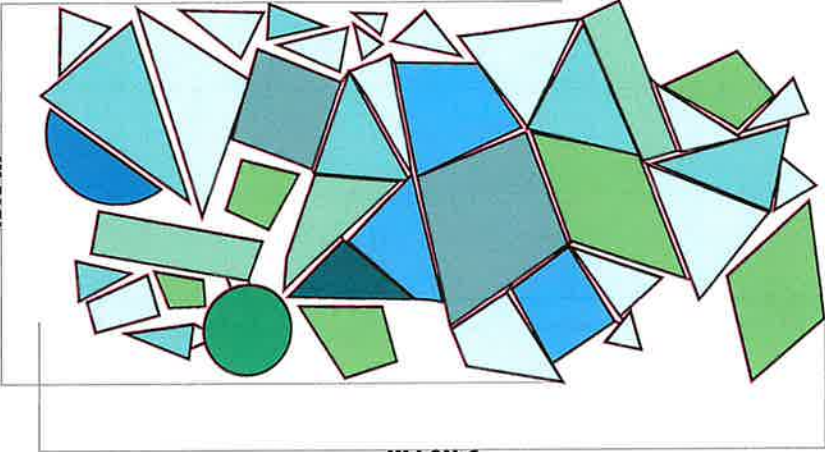
45.49 in

92.05 in



46.08 in

94.04 in



45.6 in

QTY 1

QTY 1

QTY 1

CONTOUR CUT ACM PRINTS

QTY: 14

SIZE: 48"X 96"

MATERIAL: 3MM WHITE ACM

SINGLE OR DOUBLE SIDED: SINGLE SIDED

ADDITIONAL DETAILS: EACH PANEL TO HAVE APPROXIMATELY 40 PIECES CONTOUR CUT

EACH PIECE TO BE PROPERLY IDENTIFIED AND PACKED PER SHEET

WALL MOUNTING: CLIENT IS INSTALLING

CUT LINE - WILL NOT PRINT

APPROVED AS DRAWN: ☐

APPROVED WITH NOTED CHANGES: ☐

REJECTED - REVISE AND RESUBMIT: ☐

APPROVED BY: _____

APPROVAL DATE: _____

NOTES:

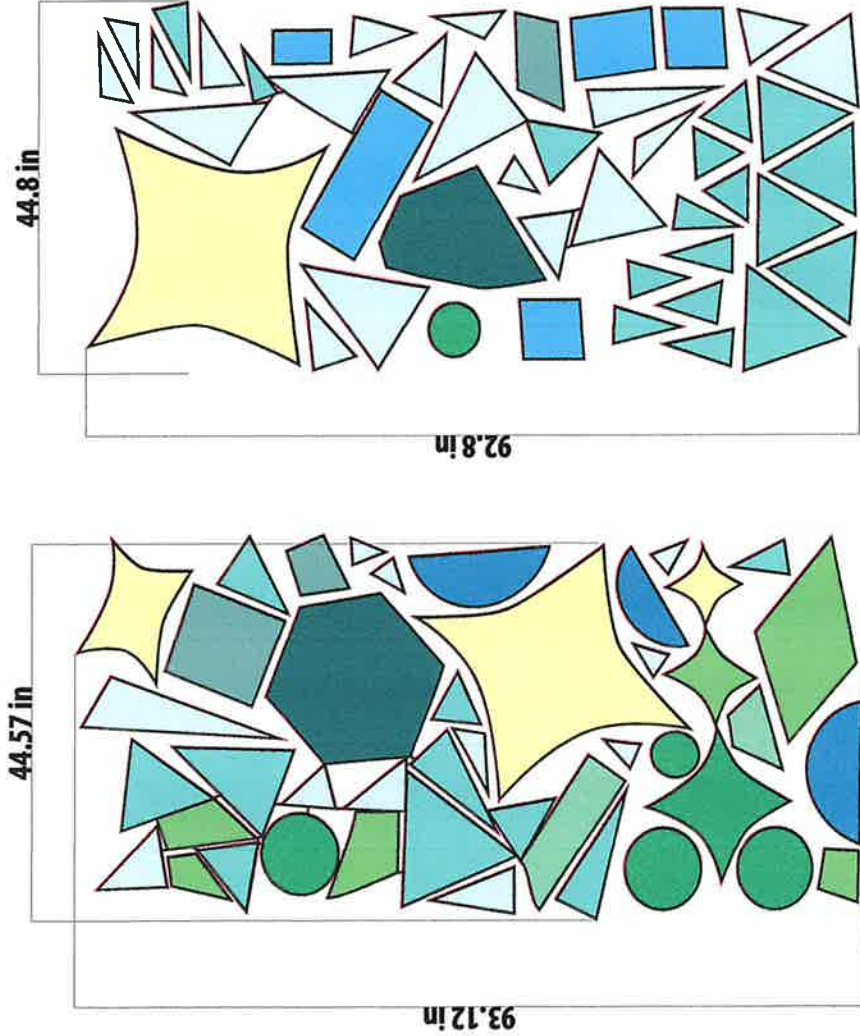
QTY: 14 DIFFERENT ACM SETS

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PROJECT NAME: CBIZ BUILDING MURAL	DATE: 08-12-25 DRAWING BY: AW REVISED DATE:	SIGN TYPE: CONTOUR CUT ACM PRINTS	COLORS:
CLIENT: MISSION EVOLUTION			
JOB NUMBER: M101312			



QTY 1

QTY 1

CONTOUR CUT ACM PRINTS
QTY: 14
SIZE: 48"X 96"
MATERIAL: 3MM WHITE ACM
SINGLE OR DOUBLE SIDED: SINGLE SIDED
ADDITIONAL DETAILS: EACH PANEL TO HAVE APPROXIMATELY 40 PIECES CONTOUR CUT
EACH PIECE TO BE PROPERLY IDENTIFIED AND PACKED PER SHEET

WIA WALL MOUNTING:
CLIENT IS INSTALLING

CUT LINE - WILL NOT PRINT

NOTES:

QTY: 14 DIFFERENT
ACM SETS

WORTH HIGGINS & ASSOCIATES

APPROVED AS DRAWN: _____
APPROVED WITH NOTED CHANGES: _____
REJECTED - REVISE AND RESUBMIT: _____
APPROVED BY: _____ APPROVAL DATE: _____

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C7 STRINGERS

E12 Candelabra Base Stringers & Reels

Our C7 stringers and reels are our most popular linear lighting option for most commercial and residential applications. Custom cut this stringer to the length you need and use snap-on male and female plugs (not included) to supply power to your lighting applications making it ideal for small and large outdoor seasonal displays.

FEATURES

- Compatible with most E12 candelabra base bulbs
- 25ft, 50ft, and 100ft stringers include factory installed fused plug and socket
- Up to 1200W maximum run lengths
- Available in 25ft, 50ft, and 100ft stringers as well as 1000ft bulk reels
- White, Green, and Brown stringer color options
- E12 socket type bulbs sold separately



WHITE



GREEN



BROWN



C7 STRINGER ORDERING INFORMATION

ITEM NUMBER	COLOR	LENGTH	SPACING	WIRE GAUGE	MAX RUN
XA-C72512-GR	Green	25ft	12"	SPT-1 / 20AWG	600W
XA-C72512-WH	White	25ft	12"	SPT-1 / 20AWG	600W
XA-C75012-GR	Green	50ft	12"	SPT-1 / 20AWG	600W
XA-C75012-WH	White	50ft	12"	SPT-1 / 20AWG	600W
XA-C710012-GR	Green	100ft	12"	SPT-2 / 18AWG	960W
XA-C710012-WH	White	100ft	12"	SPT-2 / 18AWG	960W
XA-C7-MG6	Green	1000ft	6"	SPT-2 / 18AWG	1200W
XA-C7-MW6	White	1000ft	6"	SPT-2 / 18AWG	1200W
XA-C7-MG12-SPT1	Green	1000ft	12"	SPT-1 / 18AWG	840W
XA-C7-MG12	Green	1000ft	12"	SPT-2 / 18AWG	1200W
XA-C7-MW12	White	1000ft	12"	SPT-2 / 18AWG	1200W
XA-C7-MG15	Green	1000ft	15"	SPT-2 / 18AWG	1200W
XA-C7-MG18	Green	1000ft	18"	SPT-2 / 18AWG	1200W
XA-C7-MG24	Green	1000ft	24"	SPT-2 / 18AWG	1200W
XA-C7-MG36	Green	1000ft	36"	SPT-2 / 18AWG	1200W

PREMIUM C7



Dimmable LED C7 Bulbs

Premium C7 bulbs feature SMD LED technology and are the perfect complement to your holiday lights! SMD technology produces bulbs that are bright and last longer while still maintaining exceptional durability and energy efficiency. Cast a vivid glow across your roof, along a fence or down the driveway to create a festive holiday light display.

FEATURES

- Premium SMD powered LED C7 Bulb
- E12 Candelabra base with durable plastic lens
- Available in Faceted, Transparent, and Opaque versions
- Dimmable with most CL and LED dimmers
- 120V AC Operation - 0.8W per bulb - 50,000 hour rating
- UL Listed and CSAus for indoor and outdoor locations

PREMIUM C7 BULB ORDERING INFORMATION

ITEM NUMBER	COLOR	STYLE	QTY
NC7D-LED-BL	Blue	Faceted	25
NC7D-LED-GR	Green	Faceted	25
NC7D-LED-LG	Lime Green	Faceted	25
NC7D-LED-OR	Orange	Faceted	25
NC7D-LED-PI	Pink	Faceted	25
NC7D-LED-LP	Light Pink	Faceted	25
NC7D-LED-PU	Purple	Faceted	25
NC7D-LED-PW	Pure White	Faceted	25
NC7D-LED-RE	Red	Faceted	25
NC7D-LED-TE	Teal	Faceted	25
* NC7D-LED-WW	Warm White	Faceted	25
NC7D-LED-YE	Yellow	Faceted	25
NC7D-LED-ASST	Assorted*	Faceted	25
NC7DT-LED-PW	Pure White	Twinkle Faceted	25
NC7DT-LED-WW	Warm White	Twinkle Faceted	25
NC7D-LED5-BL	Blue	Transparent	25
NC7D-LED5-GR	Green	Transparent	25
NC7D-LED5-OR	Orange	Transparent	25
NC7D-LED5-PI	Pink	Transparent	25
NC7D-LED5-PU	Purple	Transparent	25
NC7D-LED5-PW	Pure White	Transparent	25
NC7D-LED5-RE	Red	Transparent	25
NC7D-LED5-WW	Warm White	Transparent	25
NC7D-LED5-YE	Yellow	Transparent	25
NC7D-LED5-ASST	Assorted*	Transparent	25
NC7D-LEDCS-BL	Blue	Opaque	25
NC7D-LEDCS-GR	Green	Opaque	25
NC7D-LEDCS-OR	Orange	Opaque	25
NC7D-LEDCS-PW	Pure White	Opaque	25
NC7D-LEDCS-RE	Red	Opaque	25
NC7D-LEDCS-WW	Warm White	Opaque	25
NC7D-LEDCS-ASST	Assorted*	Opaque	25

*ASST) Assorted = (5) of each color: Blue, Green, Orange, Red, and Yellow



2.5/32\"/>



FACETED



TRANSPARENT

FACETED C7



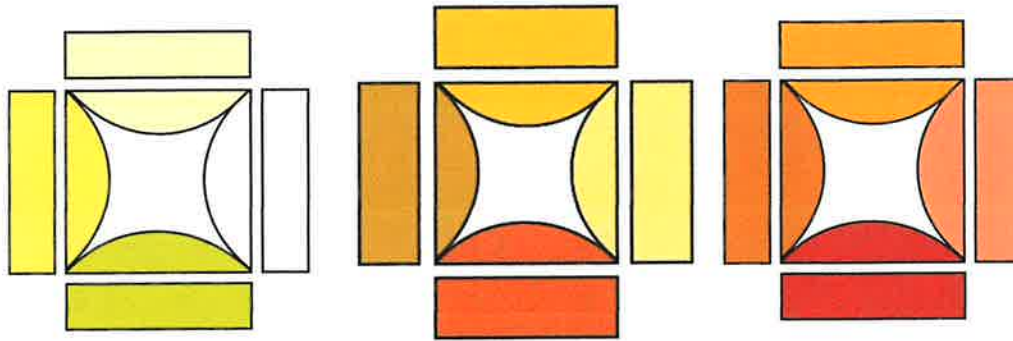
TRANSPARENT C7



OPAQUE C7

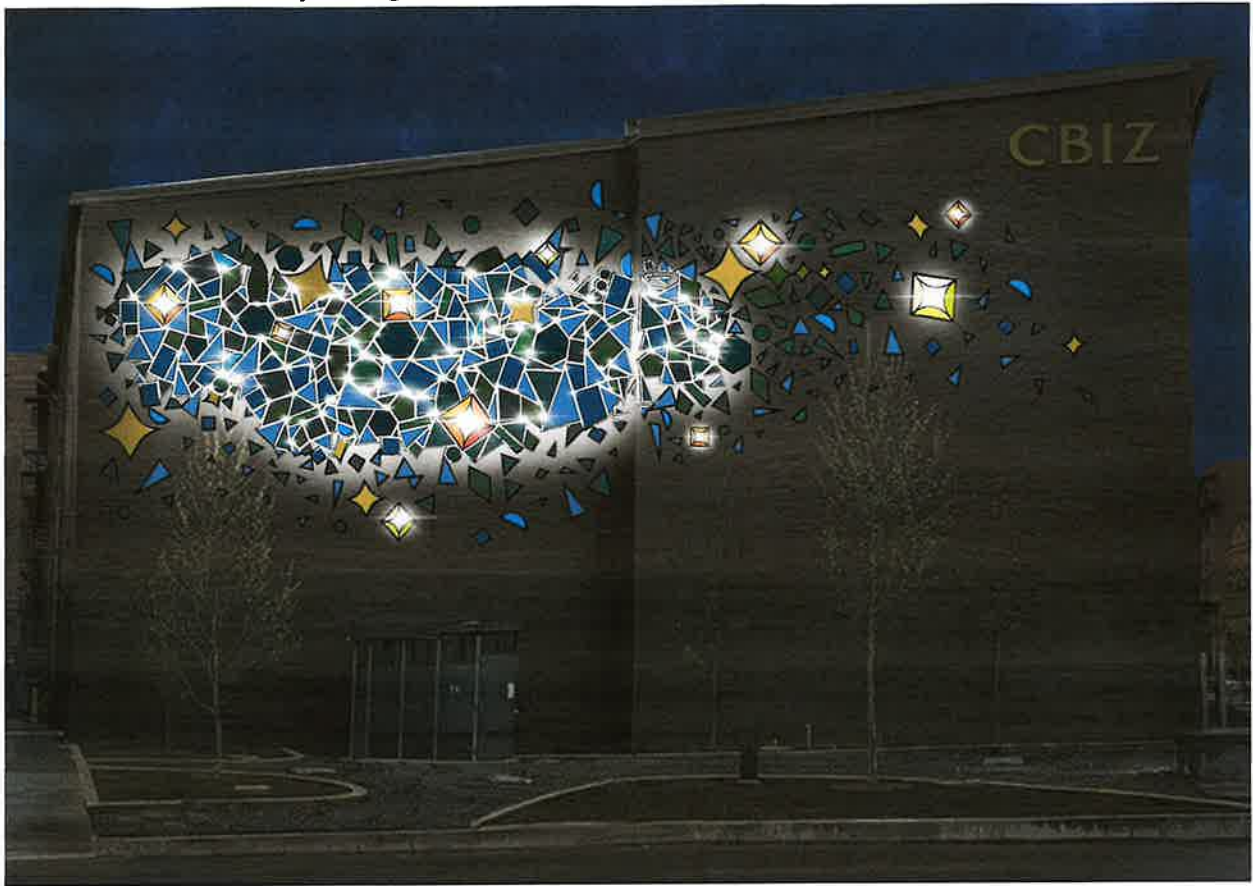


The stained glass color choices: *(They look different when illuminated and photo examples can be provided on request.)*



Below is the planned concept of the lighting installation; it has been color coded for simplicity. **LED lighting strings** (planned in **Orange**) would be attached to the boards instead of dealing with the brick and mortar of the facade of the building. The lights would be worked around where the predrilled holes would be before caulking and the screwing in the shapes. The **stained glass lights with LED panels** (in **Red**) would just need to be wired into the same **circuit network** (the potential wiring between these different sections of the design I drew in **Yellow** - the yellow box toward the bottom represents where the junction box is on the wall - more photos below.) Any other wiring that may be exposed will be hidden in color matched cable guards at the electrician's discretion based on how he would lay them out. I will be using Metz Electric, who work exclusively on commercial buildings now, and have been prevalent throughout the community.

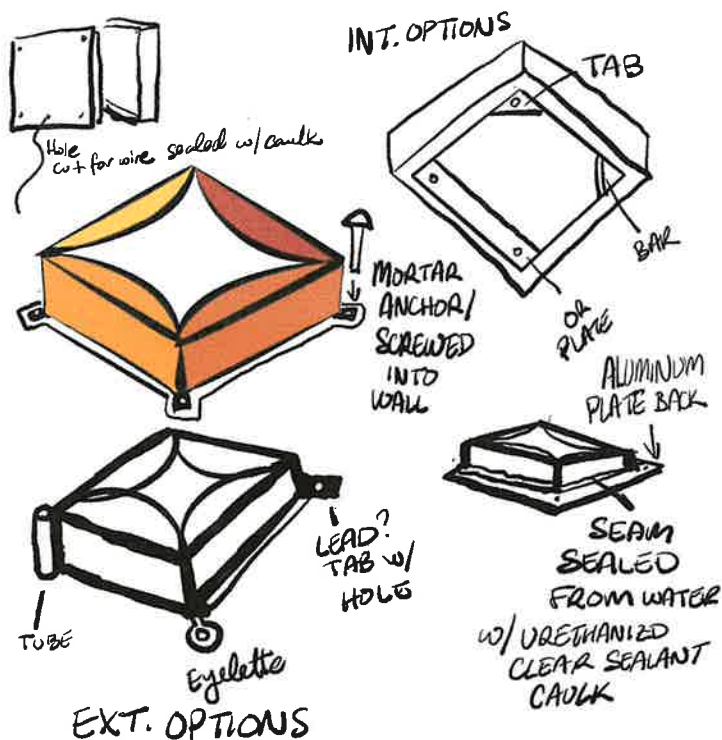
Below is the imagined lighting effect at night: the intended effect is supposed to be reminiscent of the city at night.



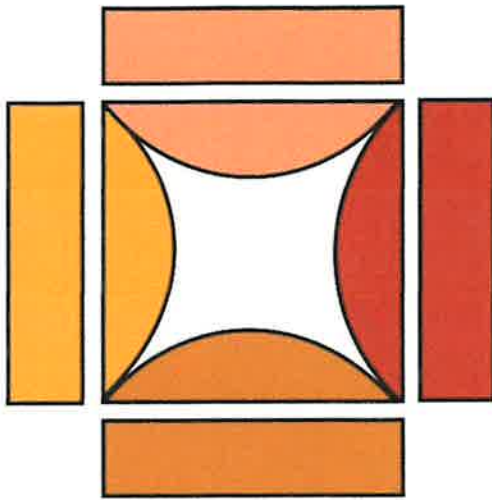
The warm-colored diamond-shaped star lights would be stained glass lamps to hook into the system to create some different colored focal points across the piece. These will be manufactured by Terreza Stained Glass out of Central City, PA. I would have the option of traveling there to choose the glass for the project, to maintain control over the design and ensure the colors are as closely color-matched to the design as possible, as well as to control the thickness of the glass to allow light to pass through it, but also ensure it is thick enough not to be cracked or damaged by an errant hail storm. The sides would also be short, at about 2 inches, so that they stick out past the panels and are visible from multiple angles, but also do not have too much clearance from the wall, making them less at risk for damage and less heavy, while still allowing the light to spill from the sides. I would have the chance to also learn the trade hands-on and build the lamps myself with their contractors at their facility. They will be constructed using the older lead-cane style of soldering between the panels of the glass, as seen in older Cathedral windows that have withstood the test of time and weather. The metal would also be shellacked inside and out to weatherproof it and prevent the lead from tarnishing or causing staining on the wall. Steel tabs would be attached to the corners of the lamps so that they may be anchored to the wall with ease, and allow easy

access and removal if light/wiring/or glass replacements are needed in the future. They would be attached to an aluminum plate fixture backing with pre-drilled holes for them to also be anchored to the walls using the same mortar anchors as mentioned above. For the inside backlighting, flat LED panels would be adhered to the inside of the backing plate of each lamp, each cut to size. These panels are 24 volt, so a low voltage wire would be required, which due to its small size, would simply need tied to a remote power supply using thin, low voltage wire through a small hole drilled in the backing plate with the same clear caulking from the wood installation applied to the hole and seams between the glass boxes and the backs to ensure the lights stay waterproofed with no water or snowmelt seeping in and developing algae/discoloring the opal of the glass. These lamps' power supplies will be connected into the second circuit of the existing junction box on the CBIZ wall.

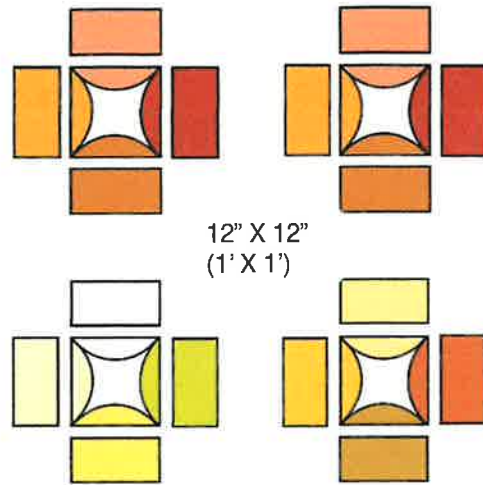
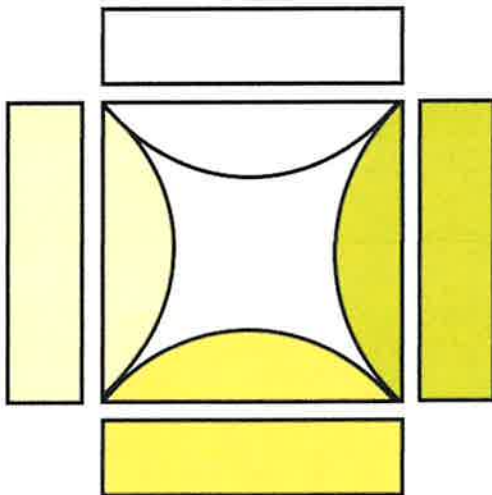
These are the plans for the stained glass lights thus far. They would be simple boxes to act as shades. They would also shift the color of the lighting to imitate the colors of light seen in the city from street lights, car lights, and reflecting from signs. There would be 10 total lamps of varying sizes: the two largest ones would be about 2ft X 2ft squared, the next three are 1 ft 9 inches squared, the next one is 1ft 6in squared, and the smallest four being 1ft X 1ft squared.



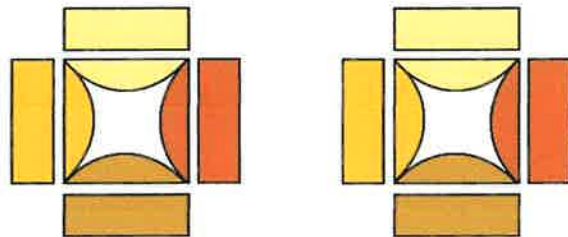
(Sample of glass panel layout, color schemes, and sizes.)



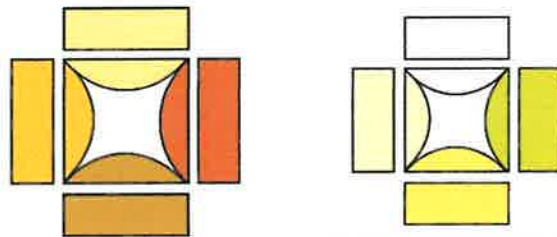
24" X 24" (2' X 2')



12" X 12"
(1' X 1')



18" X 18" (1.5' X 1.5')



15" X 15" (1.25' X 1.25')

winter and keep the boards from rotting. The wood will be painted with two coats of Sherwin Williams Exterior Wood Latex Primer, and then painted with two coats of Sherwin Williams Emerald Rain Refresh Exterior Latex paint that has been color matched to the wall so the boards are not noticeable through the gaps in the design. This paint is designed to be cleaned by weather to maintain appearance and reduce maintenance requirements. This paint and primer combo will be used to cover the front, back, and sides of the boards to ensure a weather-proof seal. The paint will be supplied by the local Sherwin Williams storefront in Cumberland. Then, 1/8" inch holes will be predrilled where each panel of shapes is intended to connect. To ensure watertight seal of the pre-drilled holes in the wood where the shapes will be screwed in, a Shermax Urethanized Clear Sealant caulking will be applied to the holes before the shapes are screwed in. The plates would be secured using #8 1 3/4" pan head wood screws. The plates would be attached to the end of the screws with Kansphy 1/4 inch X 5/8 inch stainless steel flat washers and spacers in one-inch lengths to cover the screws and hold the shapes out from the wall, to ensure the pieces are tightly secured to the backing, and to protect the screws from corrosion over time. The spacers will be cut to size out of Cantex 3/4" x 10' Gray Schedule 40 PVC Exterior Electrical Conduit Pipe. The scattered floating shapes would be anchored straight into the wall using the DeWalt 1/4" X 3" Zantac Nailin Hammer Drive Anchors. Some may be set off with the different length spacers and washers to add dimension to the piece.

The limited clearance behind the piece would hopefully dissuade birds or other creatures from building nests. The clearance of only an inch between the backboards and the aluminum plates is intended not only to allow the shapes to cast interesting shadows during the day, but for lighting to be woven throughout the clustered shapes. I consulted with Kevin White, of White Lighting Design in Lakewood, Colorado to plan the materials and layout of lighting for the piece. Exterior, weather-proof, commercial LED holiday string lighting developed and distributed by American Lighting, based in Denver, Colorado would be strung and wrapped throughout the pattern of screws in the wood, and then secured to the plywood backing with stainless steel staples, allowing for easily customizable, and dense distribution of lighting throughout the piece. These lights are 120 volt, and have 50 lamps each at 100ft in both 3000K (warm white); four 100ft strings would be required to light the piece. These strings would be hardwired to the existing junction box's 1st circuit. These lights have been used in permanent installations throughout Denver, Aspen, and other cities in Colorado and can withstand Rocky Mountain weather, while maintaining bright lumen output. The gaps between the shapes will allow the lights to shine through and silhouette the shapes, with a few pinpoints of light sparkling through as you change angles looking at the piece, creating a glittering effect as you pass by the piece by road or on foot.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is hereby made this 5th day of December, 2024, by and between **CBIZ** ("CBIZ") and the **Allegany Arts Council, Incorporated** ("Arts Council").

WHEREAS CBIZ owns the real property and improvements located at 44 Baltimore Street, Cumberland, MD 21502, which is more particularly described in the deed from Orville C. Shirey to Wolf Realty Associates, by deed dated October 15, 1975, and recorded among the Land Records of Allegany County, Maryland, in Deeds Liber 481, folio 905 (the "Property").

WHEREAS the Property is improved by a building which houses CBIZ offices (the "Building"). The western side of the building faces Mechanic Street.

WHEREAS the Arts Council seeks to place a public art project on the Mechanic Street side of the Building (the "Project") and has received A & E and private funding for the Project.

IT IS AGREED:

1. The Arts Council has presented a design concept for the Project to CBIZ, which has been accepted.
2. Upon execution of this Memorandum of Understanding and a Letter of Agreement between the Arts Council and selected artist, work may commence on the Project. The Project shall be strictly limited to the approved design concept. Any deviation or change in the design concept must be approved by CBIZ and the Arts Council prior to its application to the Project/Building.
3. The Arts Council will keep work on the project contained to CBIZ core business hours, which are 8:30 a.m. to 5:00 p.m. Monday to Friday. No work will be conducted outside of CBIZ office hours nor during CBIZ observed holidays, unless authorized by the CBIZ.
4. The Arts Council will be financially responsible for the entire cost of the Project and will maintain the Project during its installation and after its completion.
5. During the installation of the Project, Julie Westendorff shall serve as the primary contact for the Arts Council and can be reached at jwestendorff@alleganyarts.org, or at 301.777.2787. In the event of an emergency, she may be reached via mobile at 703.244.8018. Rhonda Robinson shall serve as the primary contact for CBIZ and can be reached at rrobinson@cbiz.com, or at 301.784.2461. In the event of an emergency, she may be reached via mobile at 301.697.7839.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding on the same date written above:

WITNESS

Rhonda K. Robinson

CBIZ

By: Douglas Martz
DOUGLAS S. MARTZ
SVP Finance and Operations

**ALLEGANY ARTS COUNCIL,
INCORPORATED**

Julie B. Westendorff By: Julie B. Westendorff
JULIE B. WESTENDORFF
Executive Director

- ORDER -
of the
Mayor and City Council of Cumberland
MARYLAND

ORDER NO. 26,042

DATE: October 4, 2016

ORDERED, By the Mayor and City Council of Cumberland, Maryland

THAT, the Mayor be and is hereby authorized to execute an Art Easement Agreement by and between the Mayor and City Council of Cumberland and CSB, LLC for the placement of artwork on the building located at 157 Baltimore Street for a period of five (5) years and shall automatically renew for additional five (5) year terms unless terminated by the provisions of the Agreement.



Mayor Brian K. Grim

OCT - 4 2016

ART EASEMENT AGREEMENT

THIS ART EASEMENT AGREEMENT ("Agreement"), effective 10-04-16, 2016, is made by and between CSB, LLC (the "Property Owner") and the Mayor and City Council of Cumberland, a Maryland municipal corporation (the "City").

Recitals:

WHEREAS, the Property Owner owns the real property and the improvements thereon located at 157 Baltimore Street, Cumberland, MD 21502 (the "Property") which is described in the deed from Sunset View Real Estate and Development Property to the Property Owner, dated July 11, 2003 and recorded among the Land Records of Allegany County, Maryland in Deed Liber 718, folio 844;

WHEREAS, the City desires to place a piece of publicly commissioned art described in the Exhibit A attached hereto (hereinafter referred to as the "Artwork") on the western wall of the structure on the Property in the approximate location shown on the said Exhibit A; and

WHEREAS, the Property Owner, in recognition of the aesthetic enhancement the Artwork will provide for its benefit as well as that of the citizens of the City of Cumberland and other passersby, is willing to allow the City an easement to display the Artwork on the Property and for the other purposes described hereinafter subject to the hereinafter set forth terms and conditions.

WITNESSETH:

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the City and the Property Owner agree as follows:

1. **Recitals.** The Recitals set forth above are not merely prefatory. They are incorporated by reference herein and form a part of this Agreement.

2. **Grant of Easement.** The Property Owner gives, grants and conveys to the City, its successors and assigns, an easement for the purpose of installing, repairing, maintaining, operating, exhibiting and removing the Artwork on the Property at the location described in the Recitals above or at such other locations on the Property as may be agreed upon by the Property Owner and the City in writing. For the purpose of agreeing to an alternate location, the City designates the Executive Director of the City of Cumberland Downtown Development Corporation as its agent for the purpose of agreeing to alternate locations for the Artwork.

3. **Term of Agreement.** This Agreement shall commence upon the effective date set forth in the introductory paragraph of this Agreement and shall continue for a period of five (5) years thereafter unless terminated sooner as provide in section 4. Unless terminated as provided section 4, this Agreement shall automatically renew for successive five (5) year terms.

RECEIVED
CIRCUIT COURT
ALLEGANY CO.

2016 DEC 22 A 11:18

4. **Termination.**

4.1. Either party may terminate this Agreement effective the end of the initial term or any renewal term by providing the other party with written notice of the termination no later than thirty (30) days prior to the end of the then-current term.

4.2. This Agreement may be terminated by the Property Owner with the City's written consent upon the Property Owner's showing of any of the following: (i) that the Property is to be sold and the buyer requires removal of the easement as a condition of the purchase and sale; (ii) that financing secured by the Property is to be refinanced and the lender requires removal of the easement as a condition of the refinancing; (iii) that the Property is to be substantially remodeled or altered in a way that precludes the continued display of the Artwork at the location shown on the Exhibit A attached hereto; or (iv) that circumstances have materially changed and the continued existence of the easement substantially impedes the Property Owner's reasonable use and enjoyment of the Property. The City shall not unreasonably withhold consent to termination upon the Property Owner's satisfactory demonstration of any of the foregoing conditions of termination.

4.3. The City may terminate the easement at any time at its sole discretion upon 30 days written notice to the Property Owner. Should the City elect to exercise this right of termination, City expressly agrees and warrants that the Artwork shall be removed and the Property restored to its prior condition. Such removal shall occur within 60 days of the termination of the easement, unless this period is extended in writing by the parties.

5. **Maintenance and Removal of Artwork.** The City shall be responsible for the maintenance and repair of the Artwork during the term of this Agreement. In the event the Artwork is damaged during the term of this Agreement, the City reserves the right to replace it. Upon the expiration or termination of this Agreement, at its expense, the City shall remove the Artwork from the Property and restore it to a reasonable facsimile of the condition it was in just prior to the placement of the Artwork thereon. Such removal and restoration shall be effected no later than sixty (60) days from the date of the expiration or termination of this Agreement unless the parties agree in writing the written extension of this time frame.

6. **Property Owner's Covenants.** The Property Owner covenants with the City and agrees that:

(a) It will not permit any other works of art, billboards or other media to be displayed on the wall where the Artwork is displayed without the prior written approval of the City; and

(b) It will not permit any shrubs, trees, vines, or other vegetation, or other signs or billboards to be planted or grow on the Property nor shall it permit any structures to be erected thereon which would obstruct or materially impair the visibility of the Artwork.

7. **Right of Entry.** The City shall have the right to enter onto the Property weekdays from between 8:00 a.m. and 5:00 p.m. for any and all of the purposes described in this Agreement.

It may enter onto the Property at such other times as the Property Owner may allow.

8. **Assignment.** This Agreement shall not be subject to assignment except upon the written consent of the Property Owner.

9. **Entire Agreement.** This Agreement contains the final and entire agreement between the parties, and neither they nor their agents shall be bound by any terms, conditions, statements, warranties or representations, oral or written, not herein contained.

10. **Maryland Law Applies.** This Agreement shall be governed and construed according to the laws of the State of Maryland without regard to principles of conflict of laws. Any litigation arising out of or concerning its terms shall be commenced in the Circuit Court for Allegany County, Maryland or the District Court of Maryland for Allegany County, and both parties waive the right to claim that such courts constitute inconvenient fora or improper venues.

11. **Binding Effect.** This Agreement shall be binding upon the parties hereto and, as applicable, each of their respective heirs, personal representatives, administrators, executors, successors and assigns as well as the Property Owner's successors in title. The covenants contained herein shall be deemed to touch, concern and run with the land of the Property.

12. **Gender/Tense/Conjugation.** The use of any gender, tense, or conjugation herein shall be applicable to all genders, tenses and conjugations. The use of the singular shall include the plural and the plural shall include the singular.

13. **Jury Trial Waiver.** THE PARTIES HERETO WAIVE TRIAL BY JURY IN ANY ACTION OR PROCEEDING TO WHICH ANY OF THEM MAY BE PARTIES ARISING OUT OF OR IN ANY WAY PERTAINING TO THIS AGREEMENT. IT IS AGREED AND UNDERSTOOD THAT THIS WAIVER CONSTITUTES A WAIVER OF TRIAL BY JURY OF ALL CLAIMS AGAINST ALL PARTIES TO SUCH ACTIONS OR PROCEEDINGS, INCLUDING CLAIMS AGAINST PARTIES WHO ARE NOT PARTIES TO THIS AGREEMENT.

14. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

15. **Notices.** All requests, approvals, consents, notices and other communications required to be given in writing under the terms hereof shall be properly given only if hand-delivered or delivered by United States Post Office or overnight courier and addressed as follows:

To the City:

City of Cumberland
57 N. Liberty Street
Cumberland, MD 21502
ATTN: City Administrator

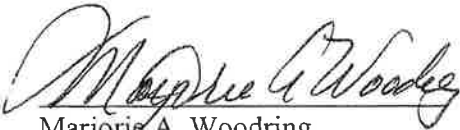
To the Property Owner:
CSB, LLC
157 Baltimore Street
Cumberland, MD 21502
ATTN: William E. Freas, CEO

Such requests, approvals, consents, notices and other communications shall be deemed to have been effected on the date of mailing if mailed or on the date of delivery if hand delivered.

16. **Recordation.** This Agreement may be recorded among the Land Records of Allegany County, Maryland. The party who records it shall bear the costs of recordation.

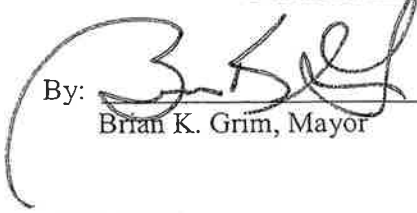
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above intending that it be an instrument under seal.

WITNESS/ATTEST:

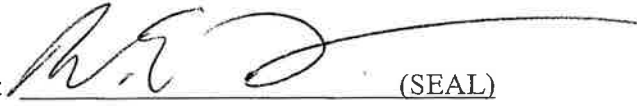

Marjorie A. Woodring,
City Clerk



**MAYOR AND CITY
COUNCIL OF CUMBERLAND**

By:  (SEAL)
Brian K. Grim, Mayor

CSB, LLC

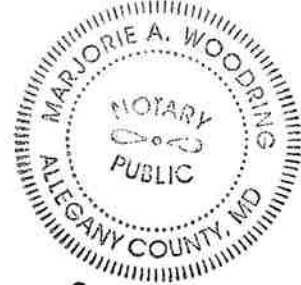
By:  (SEAL)
William E. Freas,
Chief Executive Officer

STATE OF MARYLAND,
ALLEGANY COUNTY, TO WIT:

I HEREBY CERTIFY, that on this 4th day of October, 2016, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared **Brian K. Grim**, known to me or satisfactorily identified to be the person whose name is subscribed to the within instrument, the Mayor of Mayor and City Council of Cumberland, a municipal corporation of the State of Maryland, and acknowledged the foregoing to be the act and deed of the said Mayor and City Council of Cumberland and made oath that he is duly authorized by it to make this acknowledgment.

WITNESS my hand and Notarial Seal.


NOTARY PUBLIC



My Commission Expires: 6/10/20

STATE OF MARYLAND,
ALLEGANY COUNTY, TO WIT:

I HEREBY CERTIFY, that on this 4th day of OCTOBER, 2016, before me, the subscriber, a Notary Public of the State and County aforesaid, personally appeared **William E. Freas**, known to me or satisfactorily identified to be the person whose name is subscribed to the within instrument, the Chief Executive Officer of CSB, LLC a Maryland limited liability company, and acknowledged the foregoing to be the act and deed of the said limited liability company and made oath that he/she is duly authorized by it to make this acknowledgment.

WITNESS my hand and Notarial Seal.


NOTARY PUBLIC

My Commission Expires: 12.09.19

I HEREBY CERTIFY that the within and foregoing document was prepared by, or under the supervision of, the undersigned, a Maryland attorney, and that no title search was performed in connection with its preparation.


MICHAEL SCOTT COHEN

EXHIBIT A



The within instrument recorded among
the Land Records of Allegany County,
Maryland, as noted on the face of said
instrument, and compared by
Dawne D. Lindsey, Clerk

CUMBERLAND



January 6, 2017

Mr. William E. Freas, CEO
CSB, LLC
157 Baltimore Street
Cumberland, MD 21502

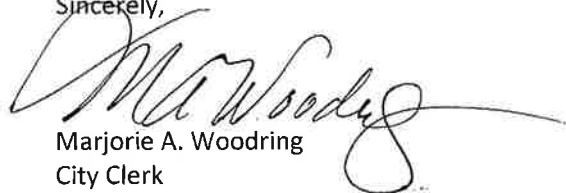
Dear Mr. Freas,

Enclosed is a fully executed and recorded copy of the Art Easement Agreement between your company and the City of Cumberland for placement of art at 157 Baltimore Street.

On behalf of the Mayor and City Council and the Downtown Development Commission, I'd like to thank you for your participation in this downtown improvement project.

Please contact me at 301-759-6447 if you should have any concerns or questions.

Sincerely,



Marjorie A. Woodring
City Clerk

MAYOR
BRIAN K. GRIM

COUNCIL
SETH D. BERNARD
DAVID J. CAPORALE
RICHARD J. CIONI, JR.
EUGENE T. FRAZIER

Cc: Sandi Saville, Chairwoman, DDC
Jennifer Light, Executive Director, DDC

Enc

CITY ADMINISTRATOR
JEFFREY D. RHODES

CITY SOLICITOR
MICHAEL SCOTT COHEN

CITY CLERK
MARJORIE A. WOODRING



MEMBER MARYLAND
MUNICIPAL LEAGUE (MML)

57 N. LIBERTY STREET, CUMBERLAND, MD 21502 www.cumberlandmd.gov
VOICE (301)722-2000 • FAX (301)759-6438 • TDD (800)735-2258

CITY OF CUMBERLAND MARYLAND

DEPARTMENT OF COMMUNITY DEVELOPMENT

57 N. LIBERTY STREET, CUMBERLAND, MD 21502 • PHONE 301-759-6442 • FAX 301-759-6432 • TDD 800-735-2258
www.cumberlandmd.gov

Permit Number: MP25-000067

Approval Date: 09/12/2025

Commercial Miscellaneous Permit

Permit issued as per plans and subject to all applicable codes and regulations.

Project Location: 42 BALTIMORE ST MD Prop. #: 14005900 Owner: BEALL GARNER SCREEN-GEARE INC	Date applied: 09/02/2025 Work expected to begin: 01/01/1900
Applicant: CBIZ Insurance Services, Inc. Address: 44 Baltimore St City/State/Zip: Cumberland MD 21502 Phone: 2405223891 Email: katwharton13@gmail.com	Contractor: 17610 Wagner Rd Address: Oldtown MD 21555 City/State/Zip: (201) 932-4069 Phone: kclaus1990@gmail.com Email: 00000 MD License #:

Description of Structure: Public Art
 Zone: B-CBD
 Use: Commercial
 Storm Water Management Approval: No
 Appeal Action: N/A

Estimated Cost of Project: \$40,000.00

Quantity	Description	Amount	Total Cost
1.0	Permit Filing Fee	15.00	15.00

Building Set Back - Front: 0	Left Side: 0	Right Side: 0	Rear: 0
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Work Description:
 Installation of wood, lights, and metal panels for public art project on side of building.

Note(s): The issuance of this building permit is subject to appeal within 30 days from date of posting of the building permit on the property. An appeal could result in the rescission of the building permit. Any construction work undertaken by the applicant or his/her designee within the appeal period or prior to resolution of any appeal that may be filed within the appeal period is undertaken at the sole risk of the applicant

SUBJECT: However to revocation by the Building Official if the construction is not in compliance with the requirements of the current applicable Chapter 25, Zoning, International Building Code and/or International Residential Code. Further, this permit is void if work is not started within six (6) months from issuance and expires two (2) years hence.



Community Development Manager or Representative's Signature

STATEMENT: I agree to comply with all regulations applicable, and that work will be carried out as described on the application and as show on the plans, that the provisions of the Laws and ordinances applying to the premises, and proposed work will be complied with, whether stated in the application and to plan or not; the buildings and structures affected by this application will not be used for any other purpose than stated.

Applicant's Signature

A final walk through is required, and must be scheduled when construction is complete and the property is in move-in condition.

APPROVED

2025 SEP 12 AM 11:05

CITY OF CUMBERLAND MARYLAND

DEPARTMENT OF COMMUNITY DEVELOPMENT

57 N. LIBERTY STREET, CUMBERLAND, MD 21502 • PHONE 301-759-6442 • FAX 301-759-6432 • TDD 800-735-2258
www.cumberlandmd.gov

Permit Number: ROW25-000063

Approval Date: 09/12/2025

Use Of Public Right-Of-Way Permit

Permit issued as per plans and subject to all applicable codes and regulations.

Project Location: 42 BALTIMORE ST MD Prop. #: 14005900 Owner: BEALL GARNER SCREEN-GEARE INC	Date applied: 09/02/2025
Applicant: CBIZ Insurance Services, Inc. Address: 44 Baltimore St City/State/Zip: Cumberland MD 21502 Phone: 2405223891 Email: katwharton13@gmail.com	R-O-W Use to begin: 09/15/2025 07:00 AM R-O-W Use to end: 10/31/2025 05:00 PM

No Filing Fee

Placement location at property: Plaza park next to building

What is being placed or blocking the Public Right-of-Way?:
Boom lift or bucket truck

Description: Placement of 3522A or 4527 A trailer mounted boom lift or contractor owned lift bucket truck in plaza park next to CBIZ building for installation of public art display on side of building.

**If needed, "No Parking" signs will be placed by the City 24 hours before placement date.
Applicant is to provide traffic safety cones (or some warning device) at both ends of any dumpster.**

SUBJECT: However to revocation by the building official in case the building or its use is not in compliance with City regulations relating to building privileges and as stated on this application.  City C.D. Manager or Representative's Signature	STATEMENT: I hereby agree to comply with all regulations which are applicable hereto and further agree that the proposed use shall be as described on this application and that this structure shall not be used for any other purpose. Applicant's Signature
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APPROVED

2025 SEP 12 PM 11:06

City of Cumberland - Dept. of Community Development

Internal Routing Sheet

Permit or Review #: **COA25-000040**

Permit or Review Type: Certificate of Appropriateness

Project Location: 511 WASHINGTON ST CUMBERLAND, MD 21502

Applicant Contact Information: Name: Fielding Construction *
Address: 400 Piedmont Ave.
City/State/Zip: Cumberland MD 21502
Phone: 2407274679
Email: fieldingconstruction01@gmail.com

Contractor Contact Information: Company Name: Fielding Construction *
Contact: Eliot Fielding
Address: 400 Piedmont Ave.
City/State/Zip: Cumberland MD 21502
Phone: 2407274679
Email: fieldingconstruction01@gmail.com

Date of
Application: 09/08/2025

Work Description: (narrative box)

Patch, putty, paint, and replace a few rotten boards. Paint east side.

Amount Paid: 30.00

Amount Due: 0.00



City of Cumberland

☐ Administrative Review ☐ HP Commission Review

Department of Community Development • 57 N. Liberty Street • Cumberland, MD 21502 • www.cumberlandmd.gov
Ruth Davis Rogers, Historic Preservation Planner • 301-759-6431 • ruth.davis-rogers@cumberlandmd.gov

CERTIFICATE OF APPROPRIATENESS PERMIT APPLICATION

AND/OR REQUEST FOR CHANGE AMENDMENT RELATED TO AN EARLIER COA (WITHIN 2 YEARS)

This application is required for ALL exterior work on properties that are located within the Canal Place Preservation District (Cumberland's locally zoned historic district). The application will be reviewed by the Historic Preservation Commission. Examples include additions, alterations, awnings, roofs, doors, painting, porches, fences, siding, signage, window replacement, demolition, and new construction. Please note that you do not need to separately submit this form if you are entering your request through the City of Cumberland's Online Permit Portal - accessed at www.ci.cumberland.md.us/150/Community-Development. If you do not already have a portal account, you will need to create one and then please use the same account for any future permit/review applications, rental licenses, and pavilion reservations.

Project Address: 511 Washington St. Tax ID # 06 - 009425

The Tax ID # can be found on your tax bill or by visiting www.dat.state.md.us/RealProperty/RealPropertySearch. If you are using the permit portal, you may use the search function to select your property account number. When construction is being done and several property account numbers are involved, permit must be entered under the account of the main structure referencing other accounts (or a separate permit will be required per each property of record).

Application Date 9/8/25 Bob / Julie Courtney 511 Washington St.
Applicant Name Eliot Fielding Phone (240) 727 4678
Applicant Address (if different than project address) 400 Piedmont Ave.
Fax _____ Email fieldingconstruction@gmail.com
Contractor Name (if applicable) ✓ Phone ✓
Contractor Address ✓ Email ✓

COA # 25-000040

RCA #

Summarized Description of Project (please add extra pages, if needed)

Patch putty, paint, replace a few rotten boards.
Paint East side - (in pictures)

Attach a full written scope of work

Use reverse side or attach additional pages, if needed →

Attach photographs of the site and structure

As it pertains to the application/project scope of work, include the following and consult with HPC staff if you require assistance (please note that all of the following might not pertain to your application):

- Façade Elevations
- Sample of Proposed Materials
- Scaled Drawings
- Digital Renderings, when available
- Color Scheme/Paint Chips
- Manufacturer's Cut-Sheets or Product Specifications

Provide one (1) complete original copy of all supplementary materials (in hardcopy if applying in person; upload digitally if using the portal).

Pay a non-refundable Certificate of Appropriateness review fee of \$30.00 - payable at time of application either in person or online.

Apply for any relevant Building, Sign, and Occupancy Permits through the City (fees apply)

The HPC meets the second Wednesday of each month and complete applications are due the first Wednesday of each month before 4:00 p.m. You (or a representative) are required to attend the meeting scheduled for your COA review. Preservation Guidelines can be found on the City of Cumberland website at www.cumberlandmd.gov. Navigate to Historic Preservation Commission and then to Revised Guidelines.

To apply online go to citizenserve.com/Cumberland

An HPC brochure is available

Do not begin work until written approval is received from HPC Staff, and; if the project requires additional building, sign, or occupancy permits, all applicable permits must also have been applied for separately and then approved by the Code Compliance Manager or designated representative.

RESPECT

FIELDING CONSTRUCTION

www.fieldingconstruct.com • MHIC# 105208

*On behalf of W+A Courtney 511 Washington St.**Bob and Julie Courtney**511 ~~Washington St.~~ Washington St.**Cumberland, Md.*I have worked up a great estimate for you. The work done includes:

1. **511 Washington St:** Rent a lift to work on the east side x13 windows, replace rotten soffit and fascia. Patch, putty, prime and paint all to match existing. Lower windows and the laundry room door. Rework downspout and replace leaky sections of downspout. Paint downspout to match. Inspect the upper section while I have the lift. **Total labor and materials cost = \$14,200.00**
2. I will get the HPC permits before we start.

Total labor and materials cost = \$14,200.00**½ payment the day we start construction:** _____**¼ payment at the beginning of the 2nd week of the project:** _____**Final remainder payment at completion:** _____

I propose hereby to furnish materials and labor – complete in accordance with above specifications, for the sum of: **Total Price:** _____

(Make checks payable to Fielding Construction)

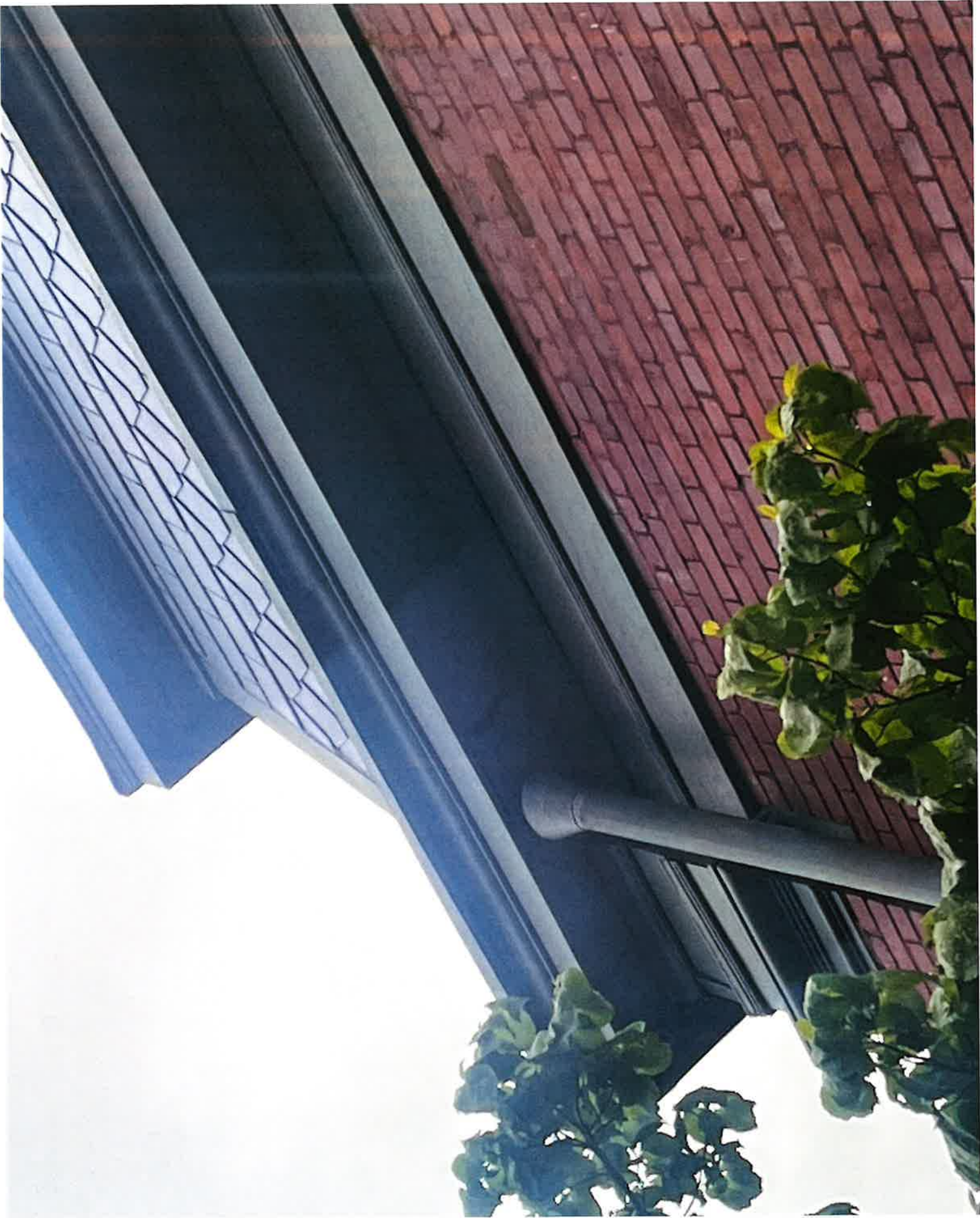
Above includes all taxes, labor and materials.

All materials are guaranteed to be specified. All work to be completed in workmanlike manner by licensed contractors according to standard practices. 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 the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. We have our own million dollar liability insurance through Livengood Devore & Co. Erie Insurance. In the event Fielding Construction is not paid according to the terms of the contract, the home owner will be liable for attorney fees and any other costs incurred by Fielding Construction in the collection process. Acceptance of Contract – The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do this work as specified. Payment will be made as outlined above.

Date of acceptance: Start Date 9/22/25**Buyer X** _____**Contractor X** 







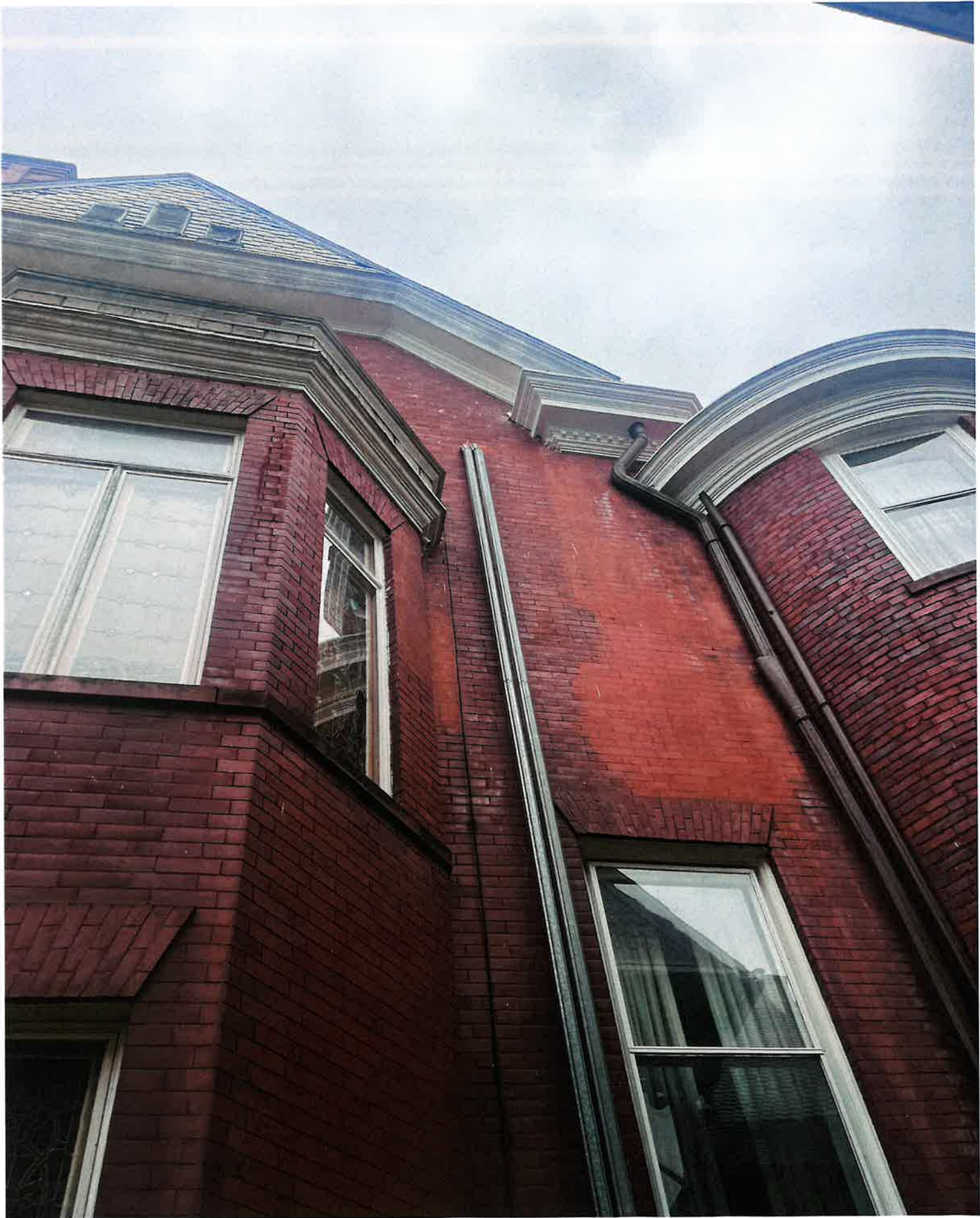


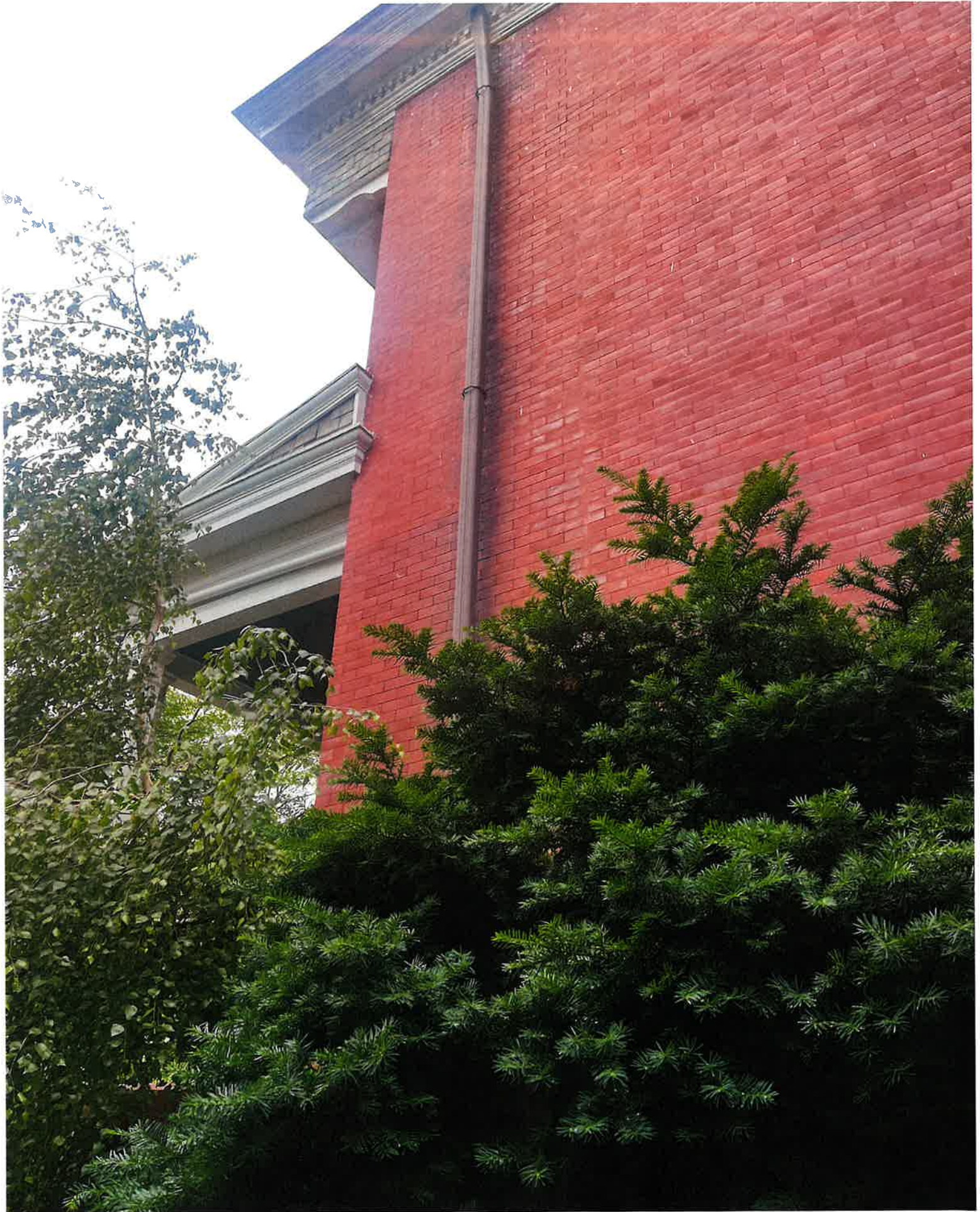


















City of Cumberland

Department of Community Development • 57 N. Liberty Street • Cumberland, MD 21502 • www.cumberlandmd.gov
Ruth Davis Rogers, Historic Preservation Planner • 301-759-6431 • ruth.davis-rogers@cumberlandmd.gov

☐ Administrative Review ☐ HP Commission Review

CERTIFICATE OF APPROPRIATENESS PERMIT APPLICATION

AND/OR REQUEST FOR CHANGE AMENDMENT RELATED TO AN EARLIER COA (WITHIN 2 YEARS)

This application is required for ALL exterior work on properties that are located within the Canal Place Preservation District (Cumberland's locally zoned historic district). The application will be reviewed by the Historic Preservation Commission. Examples include additions, alterations, awnings, roofs, doors, painting, porches, fences, siding, signage, window replacement, demolition, and new construction. Please note that you do not need to separately submit this form if you are entering your request through the City of Cumberland's Online Permit Portal - accessed at www.ci.cumberland.md.us/150/Community-Development. If you do not already have a portal account, you will need to create one and then please use the same account for any future permit/review applications, rental licenses, and pavilion reservations.

Project Address: 74 Baltimore St. Tax ID # 33 - 1570996

The Tax ID # can be found on your tax bill or by visiting www.dat.state.md.us/RealProperty/RealPropertySearch. If you are using the permit portal, you may use the search function to select your property account number. When construction is being done and several property account numbers are involved, permit must be entered under the account of the main structure referencing other accounts (or a separate permit will be required per each property of record).

COA # 25-000038
RCA #

Application Date 8-28-25

Applicant Name Brooke Hill Phone 240-727-7219

Applicant Address (if different than project address) _____

Fax _____ Email brookehill2008@hotmail.com

Contractor Name (if applicable) _____ Phone _____

Contractor Address _____ Email _____

Summarized Description of Project (please add extra pages, if needed) paint and add signage to exterior of building.

Attach a full written scope of work

Use reverse side or attach additional pages, if needed →

Attach photographs of the site and structure

As it pertains to the application/project scope of work, include the following and consult with HPC staff if you require assistance (please note that all of the following might not pertain to your application):

- Façade Elevations
- Sample of Proposed Materials
- Scaled Drawings
- Digital Renderings, when available
- Color Scheme/Paint Chips
- Manufacturer's Cut-Sheets or Product Specifications

Provide one (1) complete original copy of all supplementary materials (in hardcopy if applying in person; upload digitally if using the portal).

Pay a non-refundable Certificate of Appropriateness review fee of \$30.00 - payable at time of application either in person or online.

Apply for any relevant Building, Sign, and Occupancy Permits through the City (*fees apply*)

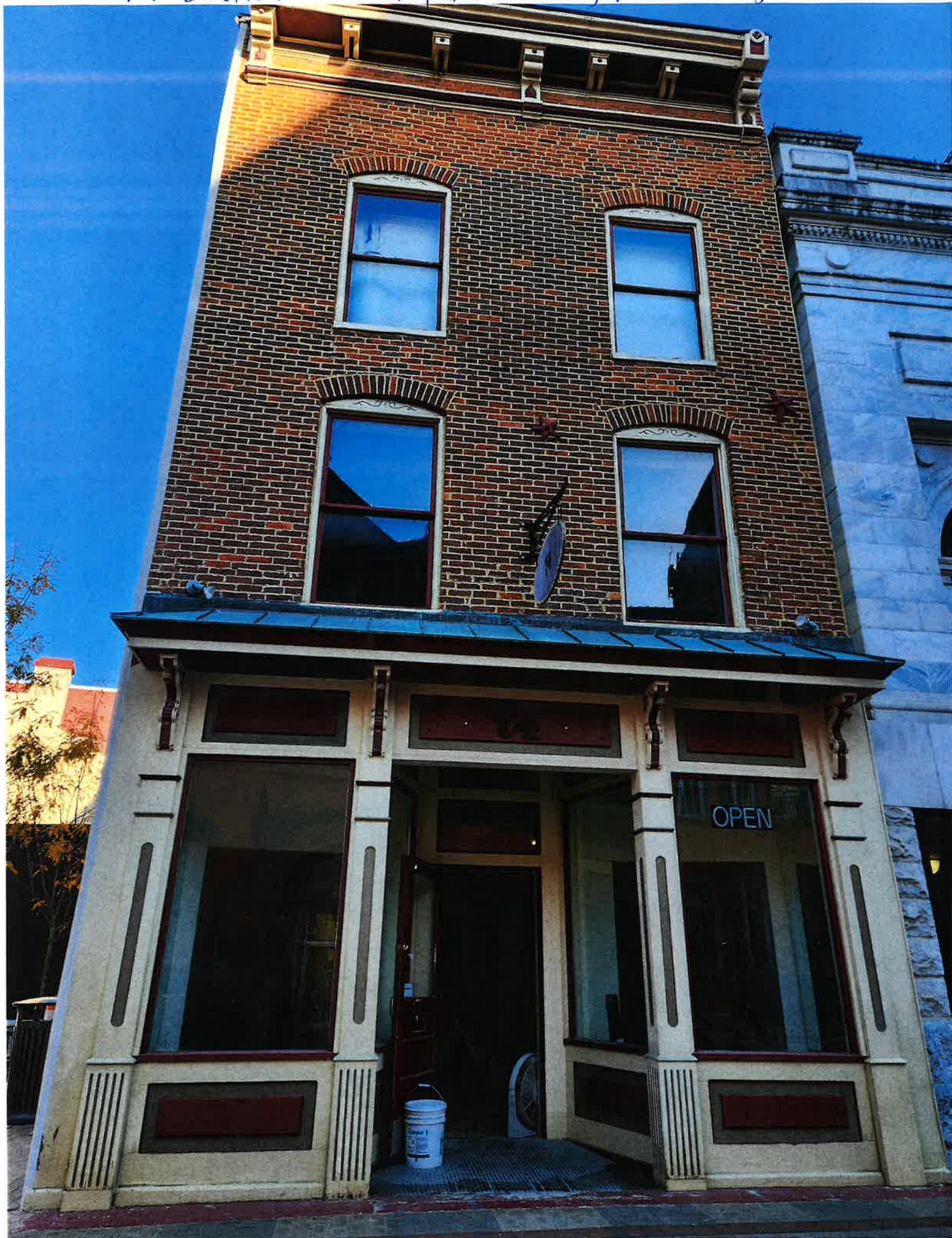
The HPC meets the second Wednesday of each month and complete applications are due the first Wednesday of each month before 4:00 p.m. You (or a representative) are required to attend the meeting scheduled for your COA review. Preservation Guidelines can be found on the City of Cumberland website at www.cumberlandmd.gov. Navigate to Historic Preservation Commission and then to Revised Guidelines.

To apply online go to citizenserve.com/Cumberland

An HPC brochure is available

Do not begin work until written approval is received from HPC Staff, and; if the project requires additional building, sign, or occupancy permits, all applicable permits must also have been applied for separately and then approved by the Code Compliance Manager or designated representative.

74 Baltimore St - repaint exsting paint / bldg.











Ruth Davis-Rogers <ruth.davis-rogers@cumberlandmd.gov>

Permits questions for 74 Baltimore Street

4 messages

Ruth Davis-Rogers <ruth.davis-rogers@cumberlandmd.gov>

Thu, Sep 4, 2025 at 2:16 PM

To: Brooke hill <Brookehill2008@hotmail.com>

Cc: Chelsea Rexrode <chelsea.rexrode@cumberlandmd.gov>

Hi Brooke,

Thank you for submitting permit applications we need so that you can move forward with the changes you would like to make on your building. I'm reviewing your permit right now and need just a little bit more information in order to process these. I don't want to assume anything!

- 1) I know you mentioned that you wanted to paint the wood trim on your building black. Is that still the case? I'm just asking because a paint color was not specified. If you go on the Sherwin Williams website you can pick out a color and email it to me.
- 2) What exactly are you painting? Will you be only painting the wood trim on the 1st floor as well as the trim around the windows? Will it all be black or will there be accent colors?
- 3) You mentioned that you wanted to add signage. Where will this be? When we spoke in person you mentioned that you wanted to add the name of your business inside the oval sign as well as inside of one of the wood boxes? (See picture below). Is this still the case?
- 4) I know you wanted gold lettering. Will this lettering be painted on to the wood or are you buying metal or wood letters and painting them and then gluing them on? What will the font be? Also, what will the wording be? The name of your business? If so please let me know what that will be because I don't know the name of your business.
- 5) Are you changing the front door? If so, what will the style of the new door be? If you aren't changing it, what color will you be painting it?
- 6) Are you adding signage or sticking on letters to the windows? If so, what will the size be and what will it look like? If you are having Commercial Press make the decals they can send me a cut sheet of what you want to do.
- 7) Are you changing any of the exterior lighting?
- 8) Lastly, because you are not the owner of the building I need an email from the owner of the building stating that he approves of these changes.

As soon as I have this information I can complete the review!

Thank you,

~Ruth

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Ruth Davis-Rogers
Historic Preservation Planner/Grants Management
57 N. Liberty Street
Cumberland, MD 21502
(301)759-6431

"There may have been a time when preservation was about saving an old building here and there, but those days are gone. Preservation is in the business of saving communities and the values they embody."
~Richard Moe

Ruth Davis-Rogers <ruth.davis-rogers@cumberlandmd.gov>
To: Melinda Kelleher <melinda.kelleher@cumberlandmd.gov>

Thu, Sep 4, 2025 at 2:22 PM

FYI
[Quoted text hidden]

Brooke hill <brookehill2008@hotmail.com>
To: Ruth Davis-Rogers <ruth.davis-rogers@cumberlandmd.gov>

Thu, Sep 4, 2025 at 4:56 PM

1. Yes that is still the case, it will be black exterior paint from Lowe's.
2. I am painting everything that is already painted. So fresh paint on existing painted areas.
3. The signage is going on the rectangle area and will say "Hill&Co" in brass lettering. The oval that currently says "74" will just be repainted and remain "74" in gold font for both will be American.
4. Door will remain and be painted black like the rest of the building. In the future I'd like to replace it. There will be no new sticker decals.
5. I'm not changing or added lights.
6. I left papers for the owner, James McKee, to sign with Melinda. That part should already be complete.

Sent from my iPhone

On Sep 4, 2025, at 2:17 PM, Ruth Davis-Rogers <ruth.davis-rogers@cumberlandmd.gov> wrote:

[Quoted text hidden]

2 attachments



image.png
198K



American	<i>Bustamalaka</i>	<i>Kauffman</i>	<i>Park Avenue</i>
<i>Amore</i>	<i>Carpenter</i>	Koch Antigua	Praxis
ANNA	Caslon	<i>Hunstler</i>	<i>Shelley</i>
<i>Aritus</i>	Chalkboard	Linascript	Skia
Arquitectura	Comic Sans	Linotext	<i>Snell</i>
Avande Garde	Eras	Louisianne	<i>Spring</i>
<i>Bailey</i>	Eurostile	Maraca	STENCIL
<i>Ballentine</i>	FAJITA	Marker	Stone
<i>Balmoral</i>	<i>Fine hand</i>	<i>Medici</i>	Tekton
Baskerville	Footlight	Middleton	Template
Bauhaus	Friz Quadra	<i>Mistral</i>	Tiffany
<i>Bellevue</i>	Futura	Novarese	Trebuchet
Belwe	Galahad	Nueva	Utopia
Berliner	Gatsby	<i>Nuptial</i>	<i>Van Dijk</i>
Bernadette	<i>Giddy Up</i>	Optima	<i>Vegoute</i>
<i>Bickham</i>	<i>Gigi</i>	<i>Ovidius</i>	Velveteen
<i>Bickley</i>	Hadfield	Palatino	<i>Vivante</i>
BINNER	Helvetica	Papyrus	Worstveld Sting
Braganza	Janson	Parisian	<i>Zapfino</i>
<i>Brush</i>	Kabel	<i>Phyllis</i>	