



Historic District Commission MEETING AGENDA

Monday, June 26, 2023 - 6:00 PM
Council Chambers, Easton Town Office
14 S Harrison Street

Call to Order

- 1) Approval of the Agenda for June 26, 2023.

Old Business

- 1) **Application Number:** 2022-787
Applicant: Alan Silverstein
Location: 18 & 20 West Street
Zoning District: GI
Request: Extension of Previous HDC Approvals for 2022-787. (10/24/2022)
- 2) **Application Number:** 2020-257 / 2023-957
Applicant: Sharon P. Williamson
Location: 522 August Street
Tax Map 104, Grid 000, Parcel 1027
Zoning District: CB
Request: Extension to Previously Approved Fence.
- 3) **Application Number:** 2022-669
Applicant: Joan Hoge-North
Location: 33 N. Harrison Street / 30
Goldsborough (Tax Address)
Tax Map 103, Grid 0EA, Parcel 1196, Lot 1
Zoning District: CB
Request: Amendment to Previously Approved Signage.
- 4) **Application Number:** 2023-863
Applicant: Andrew and Pamela Smith
Location: 203 S. Hanson Street
Tax Map 105, Grid 0EA, Parcel 2118
Zoning District: R-10A

Request: Amendment to Previously Approved Addition.

New Business

- 1) **Application Number:** 2023-956
Applicant: Asbury U.M. Church
Location: 18 S. Higgins Street
Tax Map 104, Grid 000, Parcel 1612, Lot 2
Zoning District: R-7A
Request: Fencing
- 2) **Application Number:** 2023-960
Applicant: Dover Station LLC
Location: 500 Dover Road
Tax Map 104, Grid 0EA, Parcel 1055
Zoning District: CB
Request: Facade Repair on Building 4

Discussion Item

- 1) 109 South Lane Demolition Project - Discussion regarding the possible demolition of the abandoned structure located at 109 South Lane.

Approval of Minutes.

- 1) Approval of the Draft Decision Summary from the June 12, 2023 meeting.

Administrative Approval

Consent Docket

Adjournment.



Town of Easton
Planning and Zoning
14 S. Harrison Street Easton, MD 21601 410-822-1943
HISTORIC DISTRICT COMMISSION
CERTIFICATE OF APPROPRIATENESS

Meeting Date: 10/24/2022
Application Number: 2022-0787
Location: 18 & 20 West Street
Applicant: Alan Silverstein
Request: In-Kind Roof Replacement

Alan Silverstein was present on behalf of the In-Kind Roof Replacement for 18 & 20 West Street, two contributing buildings in the Historic District.

It was discussed ...

- Fencing will be extended to meet the existing building once the canopy over the HVAC system is removed.
- Wooden shingles will be used.
- The gutters will be replaced with new half-round style gutters.
- The new HVAC will be located in the same location as the existing units.
- No work will be done on the chimney. If any extra work is required, a revision will be needed..
- The "cricket"/diverter on the roof will remain.

Upon motion by Vice Chair Demby, seconded by Mr. Harrington and carried 6 - 0, application 2022-787 was approved.

Historic District Guideline References:
65,70, 73, Demolitions

If the scope of work changes and or the materials and methods used are contrary to that understood by the application and any supplemental information provided, the work shall not continue until such time that the Commission is notified and said differences are considered and approved by the Commission.

"A Certificate of Appropriateness shall lapse upon the expiration of the corresponding Building Permit. For applications that require a building permit but for which none is issued, this Certificate of Appropriateness shall lapse six (6) months after issuance. In the event a building permit is not required, the Certificate of Appropriateness shall lapse six (6) months from its issuance if substantial work is not underway. For good cause shown, this period may be extended by the Commission".

Prior to start of work please contact the Building Inspection Department at 410 822 2525 to ensure all required building permits have been obtained.

Nicholas Johnson
Representative, Historic District Commission

11/15/2022
Date



TOWN OF EASTON
PLANNING AND ZONING
14 SOUTH HARRISON STREET, EASTON, MD 21601

RECEIVED
JUN 05 2023
TOWN OF EASTON

Application #: 20-257 / 23-957
Date Received: 06/05/2023
Fee Paid: \$75.00
HDC Meeting Date: 06/26/2023
Date Property Posted: 06/16/2023

HISTORIC DISTRICT COMMISSION HEARING APPLICATION

APPLICATION TYPE (PLEASE CIRCLE)

ROOFING DEMOLITION SIGNAGE FENCING OTHER
NEW CONSTRUCTION/ADDITION EXTERIOR ALTERATIONS
FOR TREE REMOVAL(S) - PLEASE USE THE TREE REMOVAL APPLICATION

PROPERTY INFORMATION

ADDRESS 522 August Street
☐ Contributing ☐ Non-Contributing YEAR BUILT: _____ NATIONAL REGISTAR # _____

PROPERTY INFORMATION

OWNER NAME Sharon P Williamson
TELEPHONE NO. 410-714-2660 EMAIL pastorshay@aol.com

Applicant or Agent

NAME Sharon P. Williamson
TELEPHONE NO. 410-714-2660 EMAIL pastorshay@aol.com

Description of Proposal (include additional sheets, as necessary)

To add extension of existing fence to enclose yard
with pressure treated wood, with same design as
current fence.
(See attached sheet for additional information)

Specific Requirements

- The payment of fees is due at the time of application submittal.
As of December 27, 2022, the fees are as follows:
Commercial - \$200 Residential - \$75 Signs - \$75 Staff Approval \$25
- Provide 3 hard copies plus 1 digital copy of the application and all supplemental information.
- Disclose any easements or deed restrictions pertaining to the property and any improvements including the details of said easements or restrictions.
- Disclose any tax credits and or grants being considered for the project.

The Historic District Commission (HDC) reserves the right to request reasonable additional information or design drawings that further clarify proposals. In cases where professional design services are warranted, the HDC may require the applicant to retain a licensed design consultant.
If the applicant or their designee is not present for the scheduled meeting the Commission may elect to refrain from discussing and voting on the scheduled agenda item.
Any modifications during review shall warrant an updated application.

I hereby certify that I have reviewed the Easton Historic District Guidelines as published

Signature of Applicant or Agent

Date

Printed Name of Applicant or Agent

Sharon P. Williamson
5 June 2023
Sharon P. Williamson

Revised 4.4.2022



Historic District Commission Application Checklist

Revised December 2022

Please complete the section that applies to your application. If a checklist item is not included or is non-applicable, please provide information supporting its omission for the Commission's consideration.

Requirements:

The payment of fees is due at the time of application submittal. As of December, 2022, the fees are as follows: **Commercial - \$200, Residential - \$75, Signs - \$75, Staff Approval - \$25.**

The application submitted shall include 2 copies plus 1 digital.

All Applications to Include:

- ☒ A narrative fully explaining the request
- ☒ Photographs of all existing conditions and that will be affected by the proposed project
- ☒ Description of all existing materials and a listing of all materials to be used for proposed project.
- ☐ Manufacturer cut-sheets and material specifications related to all proposed work.
- ☐ Any available and applicable historical photographs, sketches or other documentary evidence illustrating previous conditions and configurations of the building(s)

New Construction / Addition

- ☐ Dimensioned elevations drawn to an appropriate scale illustrating all sides of the proposed structure. Drawings shall include notations outlining roof pitches, trim details and the type of windows and doors to be used for the project
- ☐ Site plan drawn to an appropriate scale and including setbacks and neighboring structures. Site Plan should illustrate the footprint(s) of all proposed EXISTING AND PROPOSED construction.
- ☐ Construction schedule
- ☐ For new construction only, the Commission will require a three-dimensional rendering, superimposed photo, silhouette or model of the proposed structure, other structure(s) located on the subject property and neighboring structures when necessary to understand the visual impact of the new construction and its compliance with the Guidelines.

Landscaping & Trees

- ☐ Landscape plan where existing and proposed landscape features to be installed/planted, removed and/or relocated are identified including the location and species of existing and new trees

Fence

- ☒ Application must Include:
 - A Site plan :
 - Drawn to scale
 - Show and label the location of new and any existing fence. (this can be completed on two separate site plans for clarity)
 - Include location of neighboring structures
 - Identify height of proposed fence, location of gates and other openings
 - If the height or style of fence changes based on location, this must be clearly identified.
 - Proposed fence style and material
 - Include photograph, manufacturer cut-sheet of the fence, or detailed sketch of proposed fence.
 - other relevant construction and or material detail

Demolition

The Historic District Commission (HDC) reserves the right to request a professional inspection of the structure(s). Said request may include evaluation by a historic preservation specialist.

- ☐ Elevations and photographic documentation of all elevations of the structure(s) to be demolished including footprint dimensions, height dimensions and a site plan illustrating location of the structure(s) to be demolished
- ☐ Structural Analysis by Structural Engineer or Licensed Architect
- ☐ For Economic Hardship please provide documentation. Reference Guideline 13.9
- ☐ Attach replacement plan

Other

- ☐ Attach all documentation supporting request

The Historic District Commission (HDC) reserves the right to request reasonable additional information or design drawings that further clarify proposals. In cases where professional design services are warranted, the HDC may require the applicant to retain a licensed design consultant.

If the applicant or their designee is not present for the scheduled HDC meeting, the Commission may elect to refrain from discussing and voting on the scheduled agenda item.

This checklist shall be submitted along with the completed Historic District Commission Application and all additional supporting information.



Town of Easton
Engineering, Planning and Zoning
14 S. Harrison Street Easton, MD 21601 410-822-1943
HISTORIC DISTRICT COMMISSION
CERTIFICATE OF APPROPRIATENESS

Sharon P. Williamson
9401 Parsley Drive
Ellicott City, MD 21042

Meeting Date: June 22, 2020
Application Number: 2020-043 / 20-00257
Location: 522 August Street
Applicant: Sharon P. Williamson
Request: Fence with Lattice

Ms. Williamson was present on behalf of the proposed fence for 522 August Street, a contributing structure in the Historic District.

Ms. Williamson's application indicated a 5' fence with a 1' section of lattice on top for a total of 6 feet. However, it was reviewed in the meeting that the Park Street section of fence would need to be modified to meet the requirements of the Zoning Ordinance.

As outlined in the meeting, the Park Street section of fence will be a 4' solid fence with a 1-foot section of lattice. The remainder of the fence can be up to 6 feet tall, consisting of solid fencing, or solid with an optional lattice top. Additionally, it was noted that the front section of the fence will be set behind the plane of the front façade of the house.

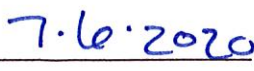
Upon motion by Mr. Gibson, seconded by Mr. Mayhew, the Commission voted 4- 0 to approve the application as submitted.

Historic District Guideline References:
Page 32 paragraph 4

If the scope of work changes and or the materials and methods used are contrary to that understood by the application and any supplemental information provided, the work shall not continue until such time that the Commission is notified and said differences are considered and approved by the Commission.

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Representative, Historic District Commission


Date

**Town of Easton
Historic District Motion Worksheet**

I. Applicant Information.

Date: 6/22/20 Application #: 2020-043/20-00257
Address: 522 AUGUST ST

II. Motion.

Motion Made by: GIBSON Motion 2nd by: MAYHEW
Vote: # For: 4 # Against: 0

I move to:

- ☐ Approve the Application as Submitted.
☒ Approve the Application with the Modifications listed below. (See Section III).
☐ Deny the Application.
☐ Continue the Application until _____ (decision within 45 days).
☐ Table the Application because it is Incomplete.

Because the application _____ (does or does not) meet the following criteria (guideline references):

P632 P4

III. Modifications (if necessary).

The following is a list of modifications agreed to by and between the Easton Historic District and the applicant or his/her agent:

- FENCING WILL BE 4' TALL WITH A 1' LATTICE ALONG THE PARK STREET SIDE.
- FRONT SECTION OF FENCING WILL BE SET BACK FROM THE FRONT FACADE.
- FULL 6' FENCE OKAY FOR THE REST OF THE FENCING

IV. Compatibility.

The proposed changes ☒ (are/are not) compatible with the neighborhood.

A Certificate of Appropriateness shall lapse upon the expiration of the corresponding Building Permit. For applications that do not require a Building Permit but for which none is issued, this Certificate of Appropriateness shall lapse six (6) months after its issuance. In the event a Building Permit is not required, the Certificate of Appropriateness shall lapse six (6) months from its issuance if substantial work is not underway. For good cause shown, this period may be extended by the Commission.



Town of Easton
Engineering, Planning and Zoning
14 S. Harrison Street Easton, MD 21601 410-822-1943
HISTORIC DISTRICT COMMISSION
CERTIFICATE OF APPROPRIATENESS

Meeting Date: 9/27/2021
Application Number: 2021-00542
Location: 522 August Street
Applicant: Lloyd Haller on behalf of Sherry Williamson
Request: One Story Addition to existing home & Fence

Lloyd Haller on behalf of Sherry Williamson was present on behalf of the One-story addition to the existing home & fence at 522 August Street, a **contributing** building in the Historic District.

It was discussed that the piers foundation should be covered with a curtain wall. The material included for the fence was sufficient.

Upon motion by Mr. Sebastian second by Mr. Mayhew and carried 6-0, **2021-00542 was approved with the modification that a curtain wall will be included between the piers and the material will be brick.**

Historic District Guideline References:

Foundation- PG 58, R 1

Fence- PG 32, R 1

Construction- Scale: Page 85, Paragraph 1

Proportion: Page 86, Paragraph 2

Materials: Page 90, Paragraph 1

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Prior to start of work please contact the Building Inspection Department at 410 822 2525 to ensure all required building permits have been obtained.



Representative, Historic District Commission

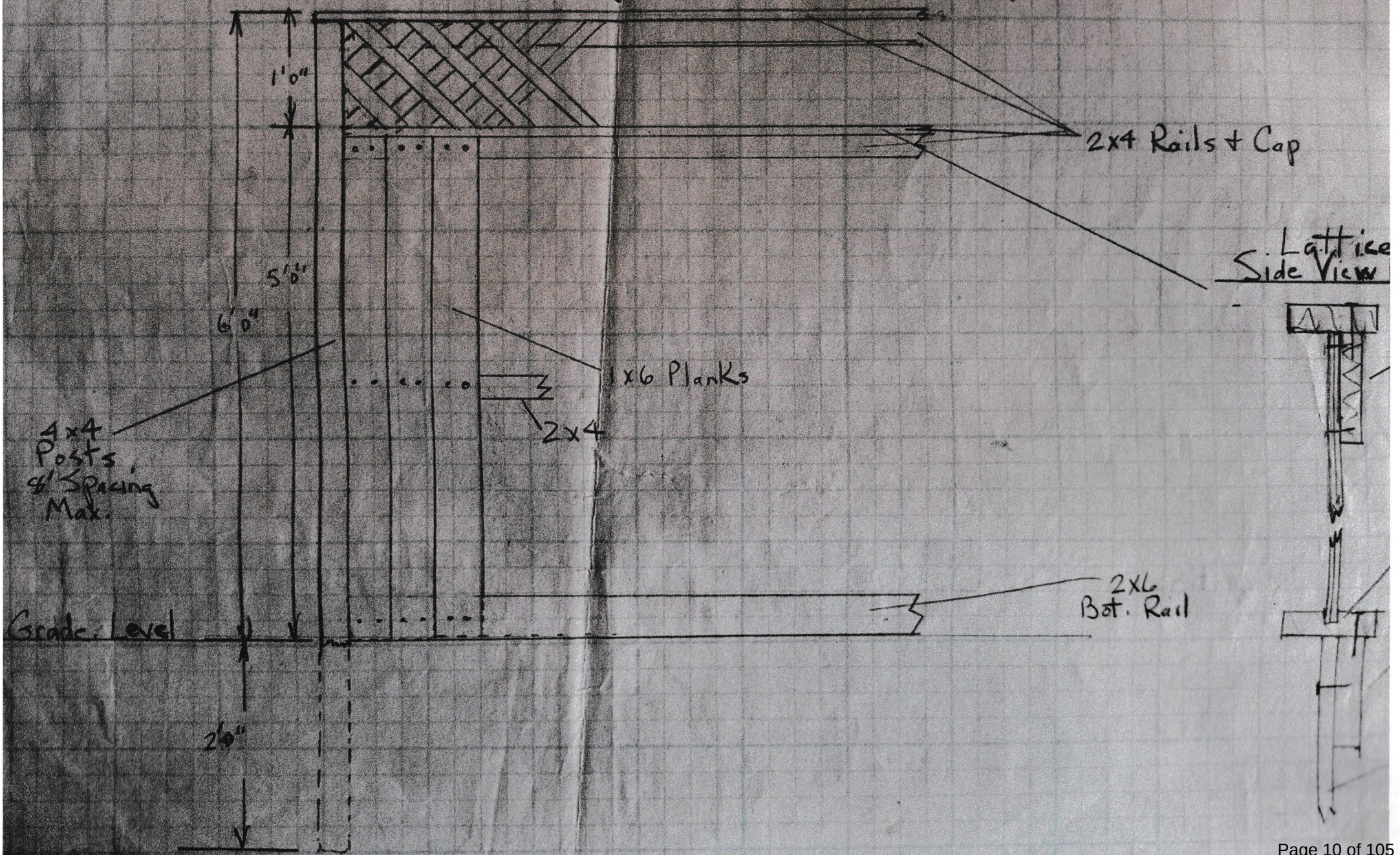
10/14/21

Date

Williamson Residence
522 August St. Easton Md.

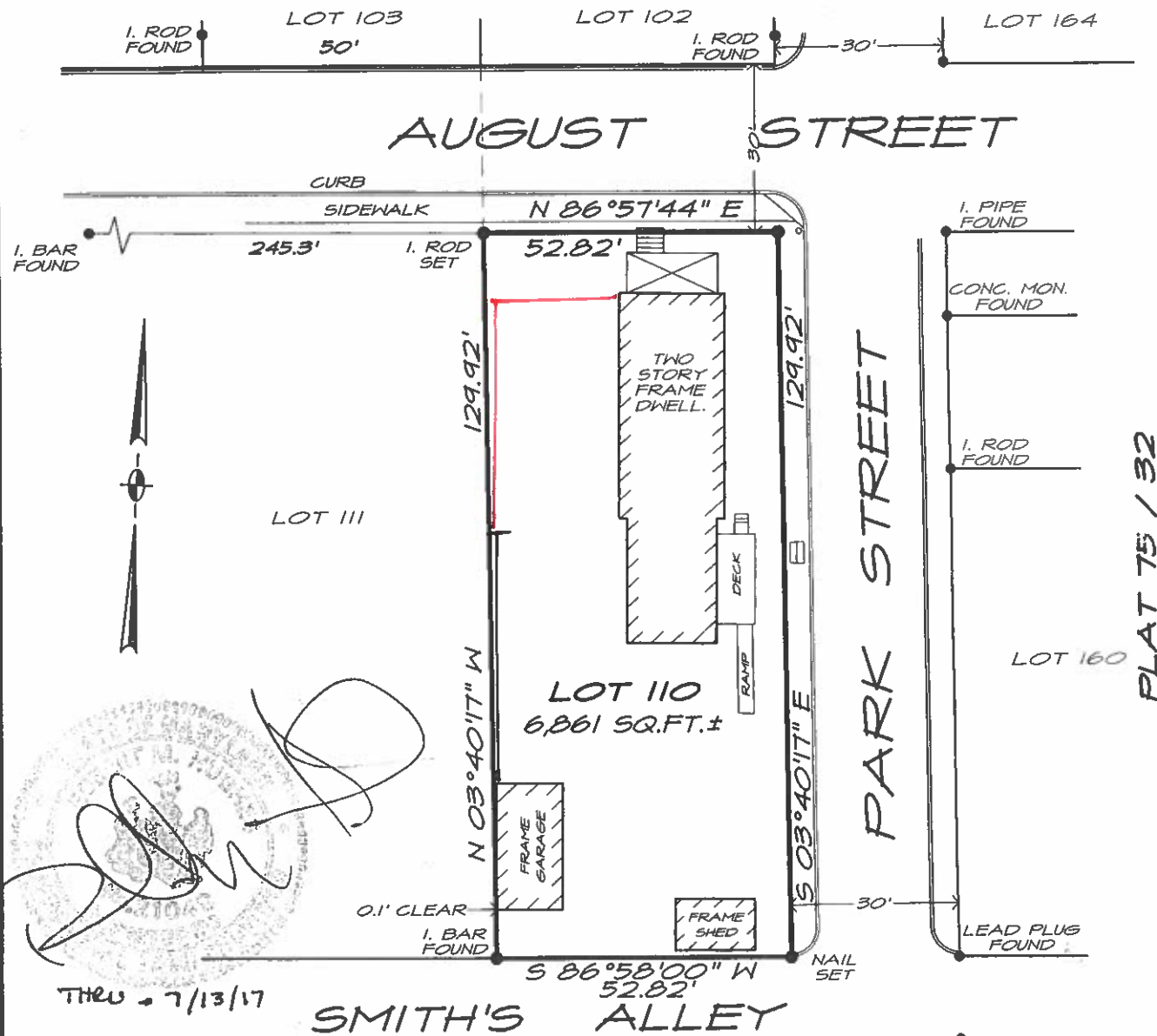
Proposed
Exterior Fence Elevation

All material - Pressure Trtd.
All connections - Ext. Grade Screws.
(Except - Lattice - Galv. Trim Nails)



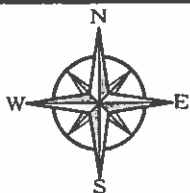
— Proposed Fence
— Existing Fence

PLAT SHOWING
THE LAND OF
SHARON P. WILLIAMSON
LAWRENCE A. WILLIAMSON
and
TRACY W. ROARK
IN THE TOWN OF EASTON
TALBOT COUNTY, MARYLAND



NOTES

1. PROPERTY: 522 AUGUST STREET
ADDRESS: EASTON, MD 21601
2. CURRENT DEED REF: 2087 / 250
3. PLAT: CALDWELLS ADDITION
4. TAX MAP: 104, PARCEL 1027



Robert M.
HUGHES
& Associates Inc.
PROFESSIONAL LAND SURVEYING
Subdivision - Boundary - Planning
410-476-3223 - Fax 410-476-9957

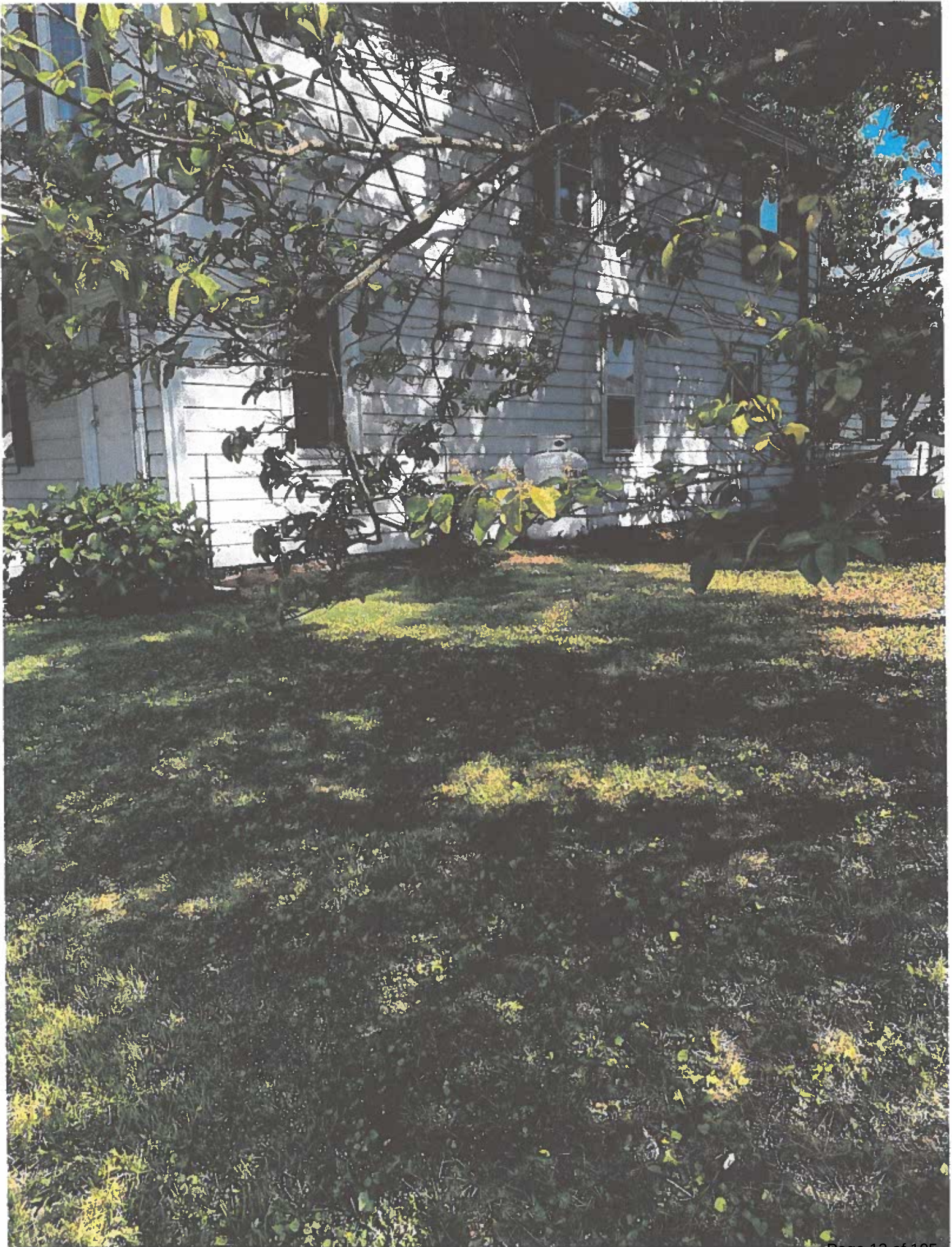
DATE: DEC. 2016

SCALE: 1" = 30'

DRAWN BY: RMH

JOB No. 16050









TOWN OF EASTON
PLANNING & ZONING
14 S Harrison Street, Easton MD 21601

Historic District Commission Staff Report

Meeting Date: 6/26/2023

Staff Contact: Nicholas Johnson, Planner, njohnson@eastonmd.gov

Property Address: 30 Goldsborough Street

Application Number: 2022-669

Request: Signage

Staff Recommendation: Approve ☒ Deny ☐ Table ☐

Staff Comments:

The applicant has submitted a revised signage exhibit for a hanging sign. The original hanging sign that was approved by the HDC on May 26, 2022 was approximately 3.5 square feet and was exclusively a metal boot silhouette (Figure 1). The sign that was installed is approximately 4.4 square feet and includes the name of the business in vinyl lettering.

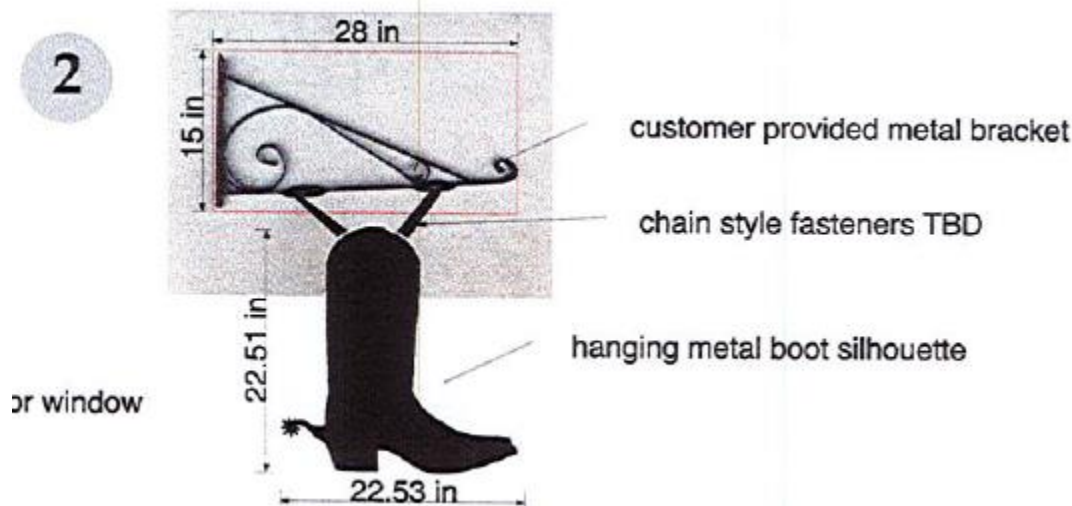


Figure 1: Previously Approved Signage

Historic District Guidelines:

Guideline 31: Hanging and Bracket Signs

- a. Utilize existing sign brackets where possible.



TOWN OF EASTON
PLANNING & ZONING
14 S Harrison Street, Easton MD 21601

- b. Mount hanging and projecting signs to a masonry building with connections through the mortar joints rather than through brick or stone units to the greatest extent possible.
- c. The bracket itself should contribute to the overall design of the hanging sign and may be decorative in character. Avoid overly ornate styles that are not in keeping with the historic features of the building.
- d. Hanging signs should be mounted perpendicular to the façade and should have a minimum clearance of 8'-0" above the sidewalk and be recessed a minimum of 1'-0" behind the plane of the curb.
- e. Hanging signs should have a maximum area of 8 square feet per face.
- f. Avoid nationally or regionally distributed signs, or vacuum formed signs that are not in keeping with the character of the building.

Analysis – The revised signage is still under the maximum area guideline for hanging signs of 8 square feet. The mounting appears appropriate as it is mounted perpendicular to the building with a clearance of more than 8'.

RECOMMENDED CONDITIONS

1. The applicant shall obtain a signage permit from the Building Inspection Department.

STAFF RECOMMENDATION:

Staff supports a HDC **approval** of this application conditioned upon the receipt of a building permit from the Town's Building Inspection Department.

DRAFT MOTIONS:

1. I move that the Historic District Commission **approve** the application with the recommended condition

OR
2. I move that the Historic District Commission deny the application based on the following findings...

OR
3. I move an alternate motion.

by June 12

previous Application
22-669

RECEIVED

JUN 12 2023



TOWN OF EASTON
PLANNING AND ZONING TOWN OF EASTON
14 SOUTH HARRISON STREET, EASTON, MD 21601

Application #: 22-669
Date Received: 06/12/2023
Fee Paid: \$75.00
HDC Meeting Date: 06/26/2023
Date Property Posted: 06/16/2023

HISTORIC DISTRICT COMMISSION HEARING APPLICATION

APPLICATION TYPE (PLEASE CIRCLE)

ROOFING DEMOLITION SIGNAGE FENCING OTHER
NEW CONSTRUCTION/ADDITION EXTERIOR ALTERATIONS
FOR TREE REMOVAL(S) - PLEASE USE THE TREE REMOVAL APPLICATION

PROPERTY INFORMATION

ADDRESS 33 N. Harrison / 30 Goldsborough
☐ Contributing ☒ Non-Contributing YEAR BUILT: 1920 NATIONAL REGISTAR # T-410

PROPERTY INFORMATION

OWNER NAME Legacy Real Estate, LLC
TELEPHONE NO. 410-770-9500 EMAIL hanna@bluepointhospitality.com

Applicant or Agent

NAME Joan Hoge - North
TELEPHONE NO. 302 588 1121 EMAIL Joan@mercantileeaston.com

Description of Proposal (include additional sheets, as necessary)

Sign was approved last year but fabrication was delayed. The new sign is larger than the one previously approved so I am re-submitting the application with the correct size.
Original size 22.5" x 22.5"; New size 31" H x 20.5" W

Specific Requirements

- The payment of fees is due at the time of application submittal.
As of December 27, 2022, the fees are as follows:
Commercial - \$200 Residential - \$75 Signs - \$75 Staff Approval \$25
- Provide 3 hard copies plus 1 digital copy of the application and all supplemental information.
- Disclose any easements or deed restrictions pertaining to the property and any improvements including the details of said easements or restrictions.
- Disclose any tax credits and or grants being considered for the project.

The Historic District Commission (HDC) reserves the right to request reasonable additional information or design drawings that further clarify proposals. In cases where professional design services are warranted, the HDC may require the applicant to retain a licensed design consultant. If the applicant or their designee is not present for the scheduled meeting the Commission may elect to refrain from discussing and voting on the scheduled agenda item. Any modifications during review shall warrant an updated application.

I hereby certify that I have reviewed the Easton Historic District Guidelines as published

Signature of Applicant or Agent

Date

Printed Name of Applicant or Agent

6/11/23
Joan Hoge - North

Revised 4.4.2022

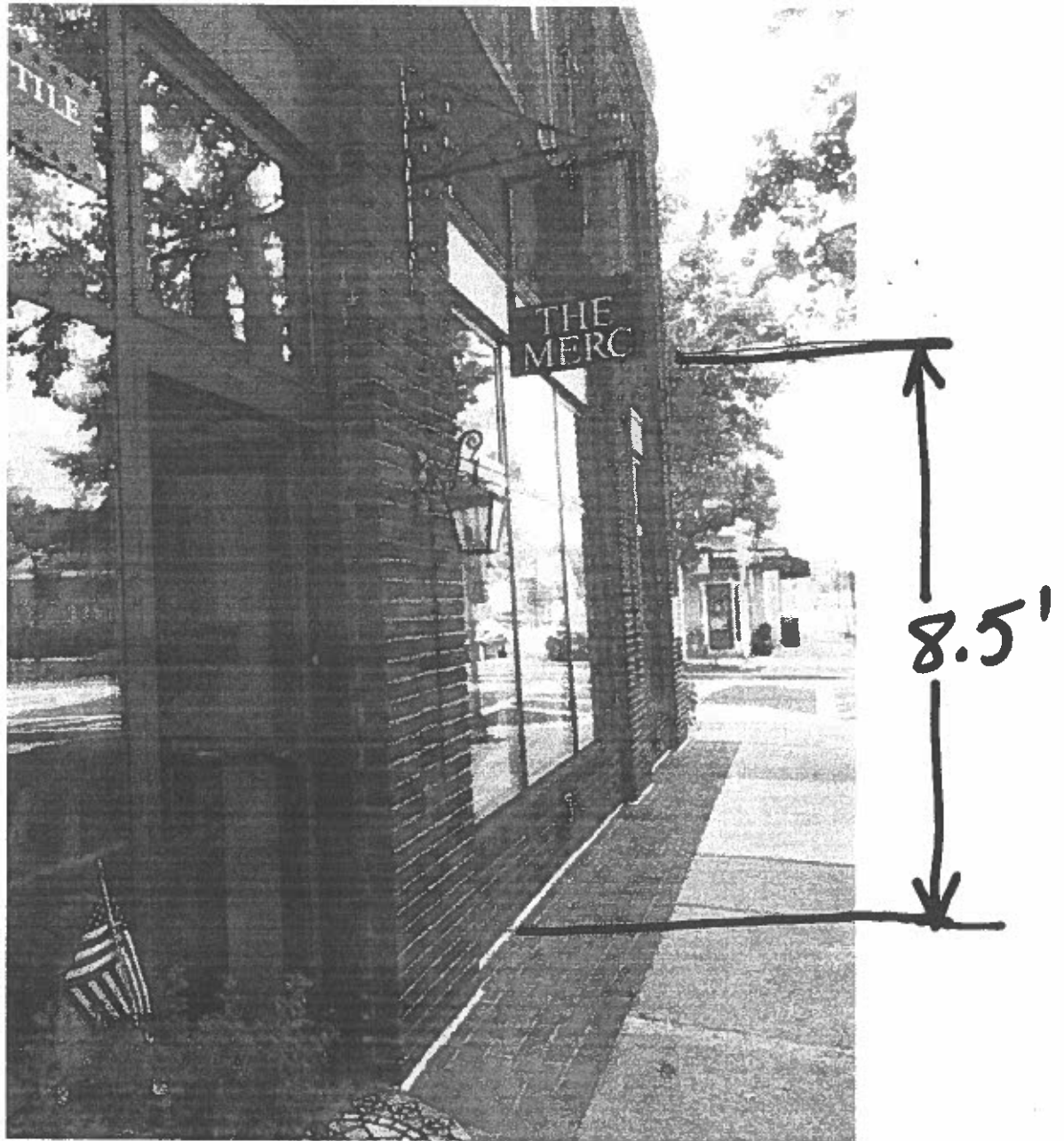
Site Map
33 N Harrison St. Easton, MD

location of proposed signage

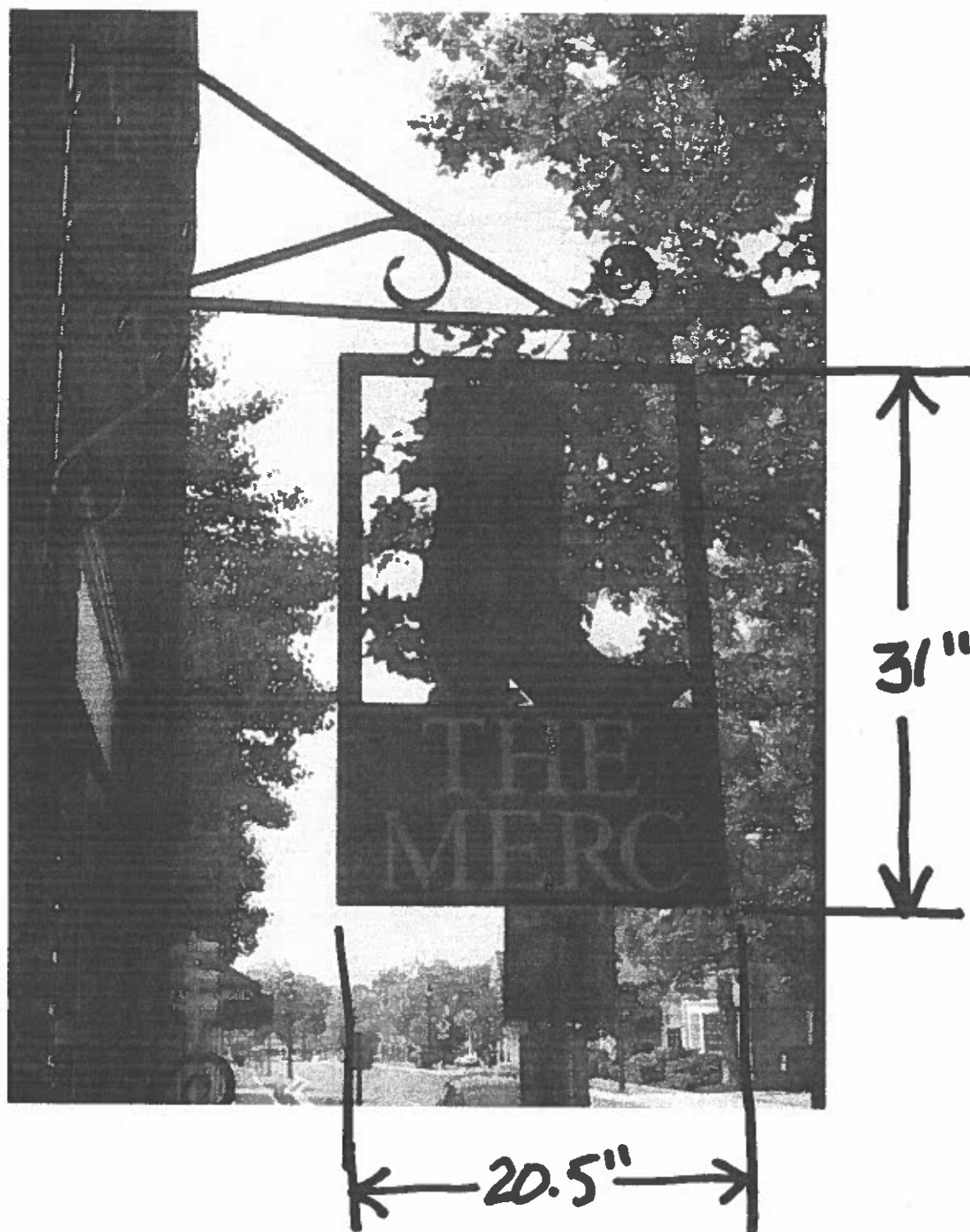
The Mercantile on Easton
33 N. Harrison St.
Existing storefront



The Mercantile in Easton
33 N. Harrison St.



The Mercantile in Easton
33 N. HAMMOND ST.



* Sign is powder coated steel with vinyl lettering



TOWN OF EASTON
PLANNING & ZONING
14 S Harrison Street, Easton MD 21601

Historic District Commission Staff Report

Meeting Date: 6/26/2023

Staff Contact: Nicholas Johnson, Planner, njohnson@eastonmd.gov

Property Address: 203 S Hanson Street

Application Number: 2023-863

Request: Revised Addition and Porch Renovation

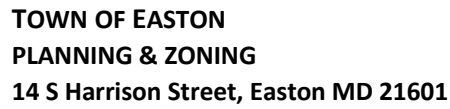
Staff Recommendation: Approve ☐ Deny ☐ Table ☐

Staff Comments:

An addition and renovation to the front porch was approved by the HDC on February 27, 2023. At this meeting, the HDC conditioned their approval upon the following:

- 1) first floor front side window will be wood;
- 2) the front porch decking will be wood;
- 3) the porch ceiling will be PVC tongue and groove boards;
- 4) the shutters will be wood or a heavy composite material to match;
- 5) the trim of the addition will match the existing structure;
- 6) the addition shall have Anderson doors
- 7) the addition shall have window grills and
- 8) the addition shall have a brick façade to match the existing structure.

A building permit was subsequently submitted on May 22, 2023. Staff noticed that the building permit proposed an entirely different footprint for the addition than what was originally approved by the HDC. The new footprint is approximately 154 square feet and is setback differently than the original proposal. The original submission (Figure 1) showed the addition being setback approximately 2 feet from the front façade of the existing structure. In the new



Guideline 101. Lateral Additions

- Page 23 of 105



**TOWN OF EASTON
PLANNING & ZONING
14 S Harrison Street, Easton MD 21601**

Analysis – The proposed addition is closer to the street than the front façade of the historic home. However, it is not closer to the street than the proposed front porch which mimics the footprint of a historic front porch. The Commission must decide whether the addition has a compatible massing and scale with the historic building and whether the original building would still be dominant.

RECOMMENDED CONDITIONS

1. The first floor front side window will be wood.
2. The front porch decking will be wood;
3. The porch ceiling will be PVC tongue and groove boards;
4. The shutters will be wood or a heavy composite material to match;
5. The trim of the addition will match the existing structure;
6. The addition shall have Anderson doors
7. The addition shall have window grills and
8. The addition shall have a brick façade to match the existing structure.

DRAFT MOTIONS:

1. I move that the Historic District Commission **approve** the application with the recommended condition

OR

2. I move that the Historic District Commission table the application pending the receipt of a revised floor plan.

OR

3. I move an alternate motion.



TOWN OF EASTON
PLANNING AND ZONING **TOWN OF EASTON**
 14 SOUTH HARRISON STREET, EASTON, MD 21601

RECEIVED

JUN 12 2023

Application #: 2023-863
Date Received: 06/12/2023
Fee Paid: -
HDC Meeting Date: 06/26/2023
Date Property Posted: 06/16/2023

HISTORIC DISTRICT COMMISSION HEARING APPLICATION

APPLICATION TYPE (PLEASE CIRCLE)

ROOFING DEMOLITION SIGNAGE FENCING OTHER

NEW CONSTRUCTION/ADDITION

EXTERIOR ALTERATIONS

FOR TREE REMOVAL(S) - PLEASE USE THE TREE REMOVAL APPLICATION

PROPERTY INFORMATION

ADDRESS 203 S. Hanson Street, Easton MD 21601
☐ Contributing ☐ Non-Contributing YEAR BUILT: 1920 NATIONAL REGISTAR # _____

PROPERTY INFORMATION

OWNER NAME Pamela Jo Luby & Andrew Crocker Smith Living Trust
 TELEPHONE NO. 202-369-5686 EMAIL acsmith@verizon.net

Applicant or Agent

NAME Andrew and Pam Smith
 TELEPHONE NO. 202-369-5686 EMAIL acsmith@verizon.net

Description of Proposal (include additional sheets, as necessary)

Modify approved addition and new porch to current structure. Will be of current materials, but match current structures appearance and maintain similar historical appearance. Basic block / poured concrete foundation with crawl space to support two floors each of approximately 154 sf. First floor will be primarily a family room and second floor will add Master bathroom and a large master bedroom closet. Windows will match current windows in appearance and have matching shutters. Siding will be same, as will trim, windows, and roofing. See attached for further details.

Specific Requirements

- The payment of fees is due at the time of application submittal.
 As of July 1, 2021, the fees are as follows:
 Commercial - \$200 Residential - \$75 Signs - \$75 Staff Approval \$25
- Provide 7 hard copies plus 1 digital copy of the application and all supplemental information.
- Disclose any easements or deed restrictions pertaining to the property and any improvements including the details of said easements or restrictions.
- Disclose any tax credits and or grants being considered for the project.

The Historic District Commission (HDC) reserves the right to request reasonable additional information or design drawings that further clarify proposals. In cases where professional design services are warranted, the HDC may require the applicant to retain a licensed design consultant. If the applicant or their designee is not present for the scheduled meeting the Commission may elect to refrain from discussing and voting on the scheduled agenda item. Any modifications during review shall warrant an updated application.

I hereby certify that I have reviewed the Easton Historic District Guidelines as published

Signature of Applicant or Agent

Date

Printed Name of Applicant or Agent

<i>Andrew C. Smith</i>
6/8/2023
ANDREW C. SMITH

Revised 4.4.2022



Historic District Commission Application Checklist

Revised April 2022

Please complete the section that applies to your application. If a checklist item is not included or is non-applicable, please provide information supporting its omission for the Commission's consideration.

Requirements:

The payment of fees is due at the time of application submittal. As of July 1, 2021, the fees are as follows:
Commercial - \$200, Residential - \$75, Signs - \$75, Staff Approval - \$25.

The application submitted shall include 4 copies plus 1 digital.

All Applications to Include:

- ☐ A narrative fully explaining the request
- ☐ Photographs of all existing conditions and that will be affected by the proposed project
- ☐ Description of all existing materials and a listing of all materials to be used for proposed project.
- ☐ Manufacturer cut-sheets and material specifications related to all proposed work.
- ☐ Any available and applicable historical photographs, sketches or other documentary evidence illustrating previous conditions and configurations of the building(s)

New Construction / Addition

- ☐ Dimensioned elevations drawn to an appropriate scale illustrating all sides of the proposed structure. Drawings shall include notations outlining roof pitches, trim details and the type of windows and doors to be used for the project
- ☐ Site plan drawn to an appropriate scale and including setbacks and neighboring structures. Site Plan should illustrate the footprint(s) of all proposed EXISTING AND PROPOSED construction.
- ☐ Construction schedule
- ☐ For new construction only, the Commission will require a three-dimensional rendering, superimposed photo, silhouette or model of the proposed structure, other structure(s) located on the subject property and neighboring structures when necessary to understand the visual impact of the new construction and its compliance with the Guidelines.

Renovations

- ☐ Elevations or photographs of the existing conditions
- ☐ Elevation of the proposed changes
- ☐ Cut sheet for all proposed materials – Be sure to include all of the following that apply and any other additional materials:
 - Windows
 - Doors
 - Trim, fascia, soffit, etc
 - Decking/ porch flooring materials
 - Roofing Materials, gutters

Windows

Restoration of existing windows is the Commissions first choice. However, the Commission recognizes it may not always be practical to replace windows. For contributing buildings the front façade and any other façade facing a primary right of way are required to be wood windows. Aluminum, or fiberglass clad wood windows may be approved by the Commission on side or rear façades of contributing buildings. For non-contributing buildings clad wood windows will be considered on all elevations. Note: National Register Buildings are held to the highest of standards.

- ☐ Photograph or scaled elevation of all elevations of the building with each window that is to be replaced clearly labeled.
- ☐ Manufacturers cut sheet for each window to be replaced. Clearly labeled where it will be installed on the building.
- ☐ Materials for the windows must be clearly identified on the cut sheet
- ☐ Please note if existing trim/shutters are to remain or if new are to be installed, please include list of all new materials and cut sheets.

Roofing

Note: National Register Buildings are held to the highest of standards.

- ☐ Photographs or scaled elevations showing the existing roofing material to be replaced.
- ☐ Manufacturers cut sheet for each type of roofing to be replaced. Clearly labeled where it will be installed on the building.
- ☐ Please note if existing trim, fascia, soffit, or gutters are to remain or if new are to be installed, please include list of all new materials and cut sheets.

Signs

- ☐ Dimensioned scale drawings of the sign. Identify all materials to be used, color(s), lettering (including size and font style) and wording
- ☐ Photograph depicting the proposed location for the signage
- ☐ Lighting detail
- ☐ Construction and or mounting details

Landscaping & Trees

- ☐ Landscape plan where existing and proposed landscape features to be installed/planted, removed and/or relocated are identified including the location and species of existing and new trees

Fence

- ☐ Application must Include:
 - A Site plan :
 - Drawn to scale
 - Show and label the location of new and any existing fence. (this can be completed on two separate site plans for clarity)
 - Include location of neighboring structures
 - Identify height of proposed fence, location of gates and other openings
 - If the height or style of fence changes based on location, this must be clearly identified.
 - Proposed fence style and material
 - Include photograph, manufacturer cut-sheet of the fence, or detailed sketch of proposed fence.
 - other relevant construction and or material detail

Demolition

The Historic District Commission (HDC) reserves the right to request a professional inspection of the structure(s). Said request may include evaluation by a historic preservation specialist.

- ☐ Elevations and photographic documentation of all elevations of the structure(s) to be demolished including footprint dimensions, height dimensions and a site plan illustrating location of the structure(s) to be demolished
- ☐ Structural Analysis by Structural Engineer or Licensed Architect
- ☐ For Economic Hardship please provide documentation. Reference Guideline 13.9
- ☐ Attach replacement plan

Other

- ☐ Attach all documentation supporting request

The Historic District Commission (HDC) reserves the right to request reasonable additional information or design drawings that further clarify proposals. In cases where professional design services are warranted, the HDC may require the applicant to retain a licensed design consultant.

If the applicant or their designee is not present for the scheduled HDC meeting, the Commission may elect to refrain from discussing and voting on the scheduled agenda item.

This checklist shall be submitted along with the completed Historic District Commission Application and all additional supporting information.

June 04, 2023

TO: Easton Historic District Commission
Town of Easton - Planning and Zoning
14 South Harrison Street, Easton MD 21601

FROM: Andrew Smith and Pam Luby
203 S. Hanson Street
Easton, MD 21601
c) 202-369-5686

SUBJECT: *Modification to Previously Approved* re: Additions to 203 S. Hanson
Street Property

NARRATIVE

This is presented as a modification to our original application approved during the February 27, 2023 meeting. We applied and were approved by the Historic District Commission to make two changes to our property at 203 S. Hanson Street - a two story enclosed addition on the left side of the property and a new covered front porch. Based on building costs, we are modifying our addition to decrease the size and have the addition situated more forward on the property to allow for more use of the backyard area. The front porch will stay the same as before, and all materials, styles and colors will remain the same as previously approved.

Modified New Smaller Enclosed Addition

On the South (left) side of the property (as viewed from the front on Hanson Street), we will construct a two-story enclosed space with a footprint of approximately 11' by 14' (154 SF). The foundation will create an accessible crawl space, built of poured concrete and/cinder block according to code and faced with brick to match the current property style. The first-floor interior will serve an open space family room (11' x 14'), while the second-floor interior will have a master bathroom (approximately 11' x 9'6") and have a master closet (approximately 11' x 4'6").

The addition's exterior will be consistent and match the current structure in material and appearance. The siding will be similar style cedar shakes painted matching grey, with white trim and fascia, and matching red shingle roof. The windows will be half colonial (6 over) style with a tilt sash double-hung mechanism, with white casing and hardware. Manufacturer is Anderson (400 series). At the rear a double French door with matching white casing, hardware, and grills will access the back yard down masonry brick wrapped steps to the current patio area.

The additions roof overhang dimension and style will match the original roof in style, character, and proportion, with similar rain gutters and spouts in white. The shingles will be matched to the current style, with the addition's hipped roof line mirroring but smaller than the current hipped roof.

New Covered Front Porch (Same as before)

The current brick front stoop (9' x 15') will be replaced with a covered porch to match the original style and size of the porch noted on the original plat. It will be approximately 10' x 25' across from of original structure. The steps and foundation will be poured concrete / cinder block with appropriate footings and faced with bricks to match the current structure. Steps will be brick or flagstone treads, have white railings to match the porches white trim, posts, and rails and styles (square to match craftsman style of house. The roof will be a hip to mirror the current primary structure's roof line, and have similar white trim, fascia, rain gutters and down spouts, and a matching red roof shingles. The posts will be round and white to match the current style. The decking material will be a composite decking material (Trex or other acceptable material brand), and will provide the appearance of original wood in a off-grey color to compliment the siding and trim.

PHOTOGRAPHS - Current 203 S. Hanson Street Property



Front of house (view looking West from Hanson Street). Brook Lane is to the left (South), and 112 Brookletts Avenue property can be seen to the right (North).



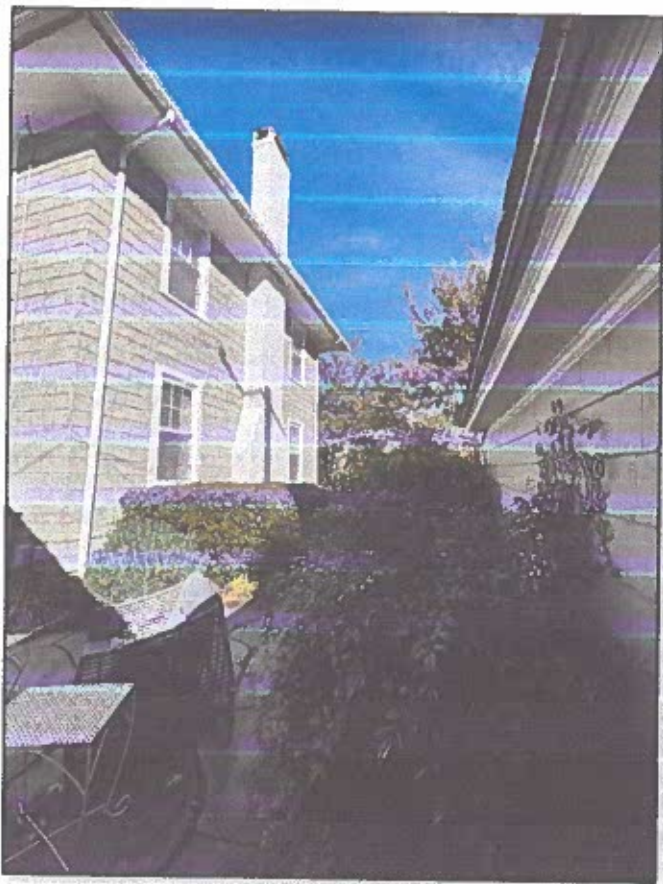
Detailed left-side (South lawn) of property where enclosed addition will go. Current garage out building will remain as is, and the trees will remain with the shrubbery saved and replanted as much as possible to fill in and compliment the addition.



View from corner of Hanson Street and Brook Lane (South-East corner of property).



View looking North from Brook Lane (Hanson Street is to the right). This is the current main structure's South wall where two-story addition will be constructed. The new structure will not impact or contact current garage (at front left of picture).



View from patio area in South-West Corner of the property. Current garage is at right of picture, and the current main structure's South-West corner and South wall are visible.

NEW SMALLER FOOTPRINT CONSTRUCTION SCHEDULE

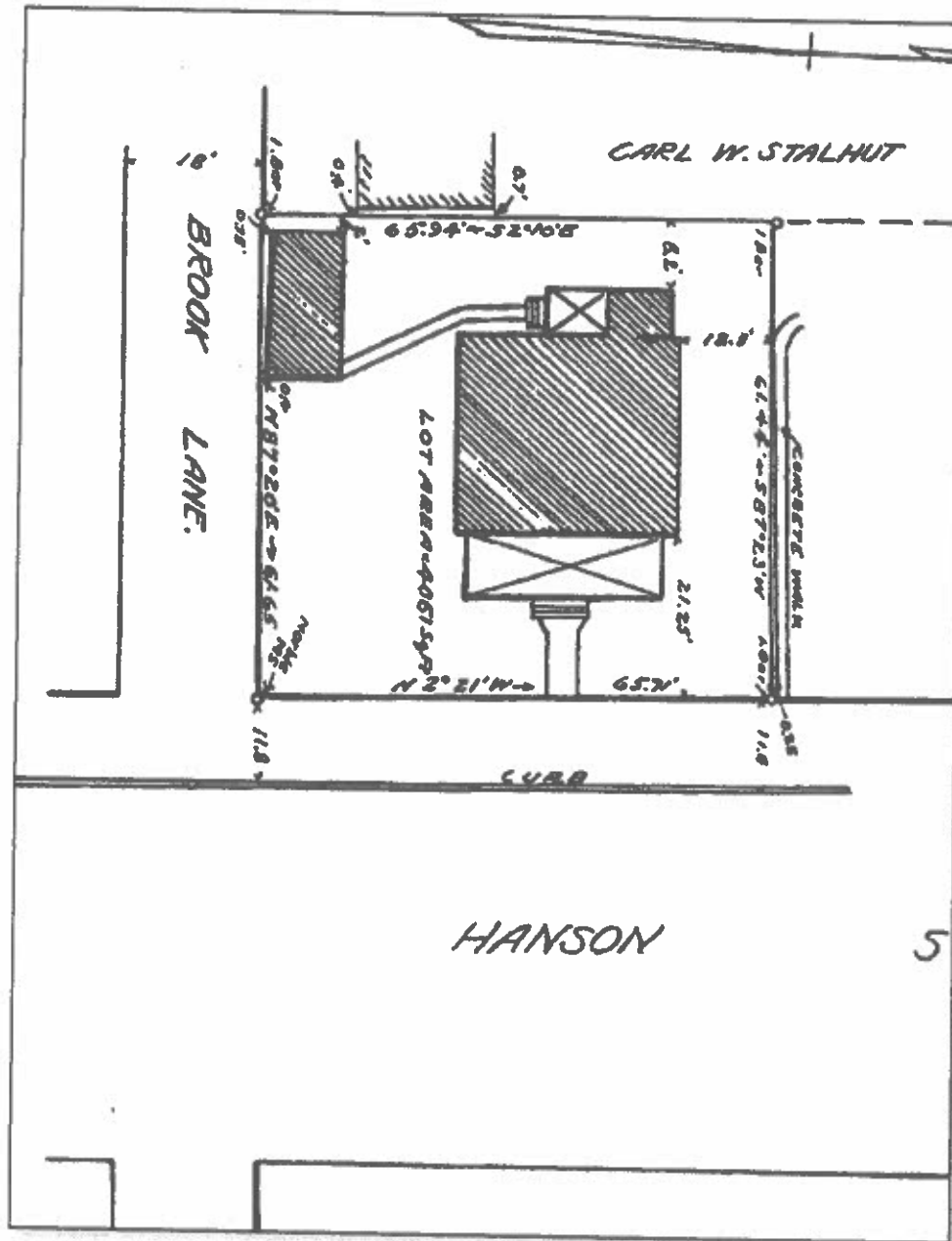
August 1, 2023	All Plans approved with HDC, Planning and Zoning, and Inspections; Begin Construction
September 1, 2023	Foundation - complete
October 1, 2023	Framing; Roof; Electrical; HVAC, Ruff Plumbing; Exterior Windows, Doors, Siding installed and painted - complete
November 1, 2023	Interior Drywall; Floors; Trim; Bathroom Fixtures, Shower, Sinks - complete
December 1, 2023	Interior Trim and Painting - complete Final Inspections - complete

EXISTING & PROPOSED EXTERIOR MATERIALS FOR ADDITION

	<u>EXISTING MATERIAL</u>	<u>PROPOSED MATERIALS</u>
Foundation	Cinder Block with brick face	Poured Cement and Cinder block with brick face (matching color and style)
Siding	Cedar shakes with 6' reveal; painted grey	Cedar shakes with 6' reveal; painted grey; either natural or Hardiplank cement that matches style and size
Windows	Cased Inserts (Colonial 6 over) with screens	Anderson 400 series - half colonial (6 over) style with a tilt sash double-hung mechanism, with white casing and hardware to match style and type of current windows.
Doors	Various wood with 4 pane grill glass uppers. Front and rear doors are dark red, and rear door has full reveal white storm/screen door.	Anderson 400 series - French door at rear of addition with white casing and hardware inside and out to match current windows.
Trim	White wood	White wood of matching style, size.
Soffits	White wood	White wood or exterior construction material of matching style, size and proportion.
Roofing	Red Asphalt Shingles	Matching Red Asphalt Shingles
Rain Spouts and Gutters	White Aluminum	Matching White Aluminum of similar style, size, and proportion.

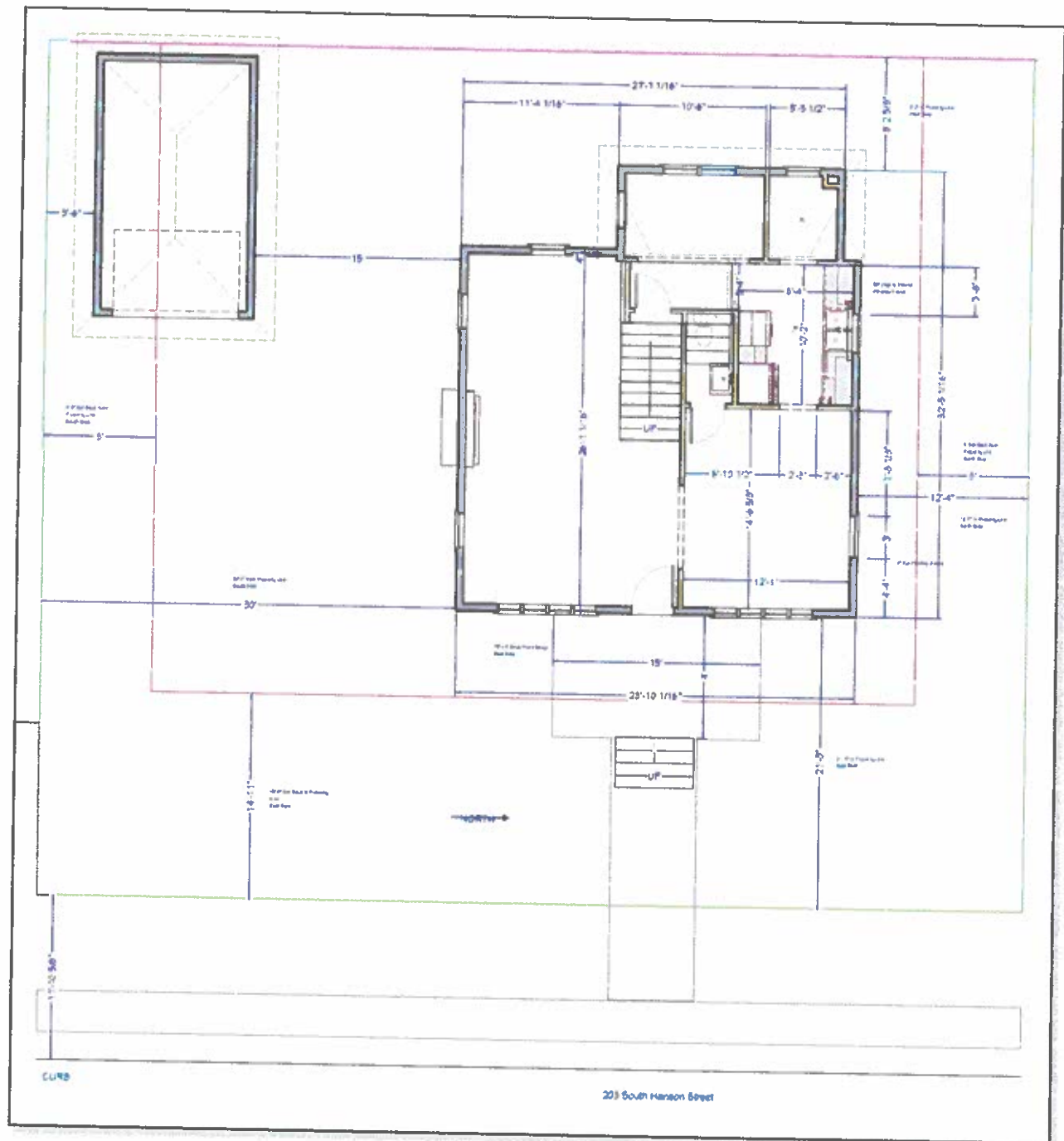
SITE PLANS FOR NEW CONSTRUCTION

Plat - Current

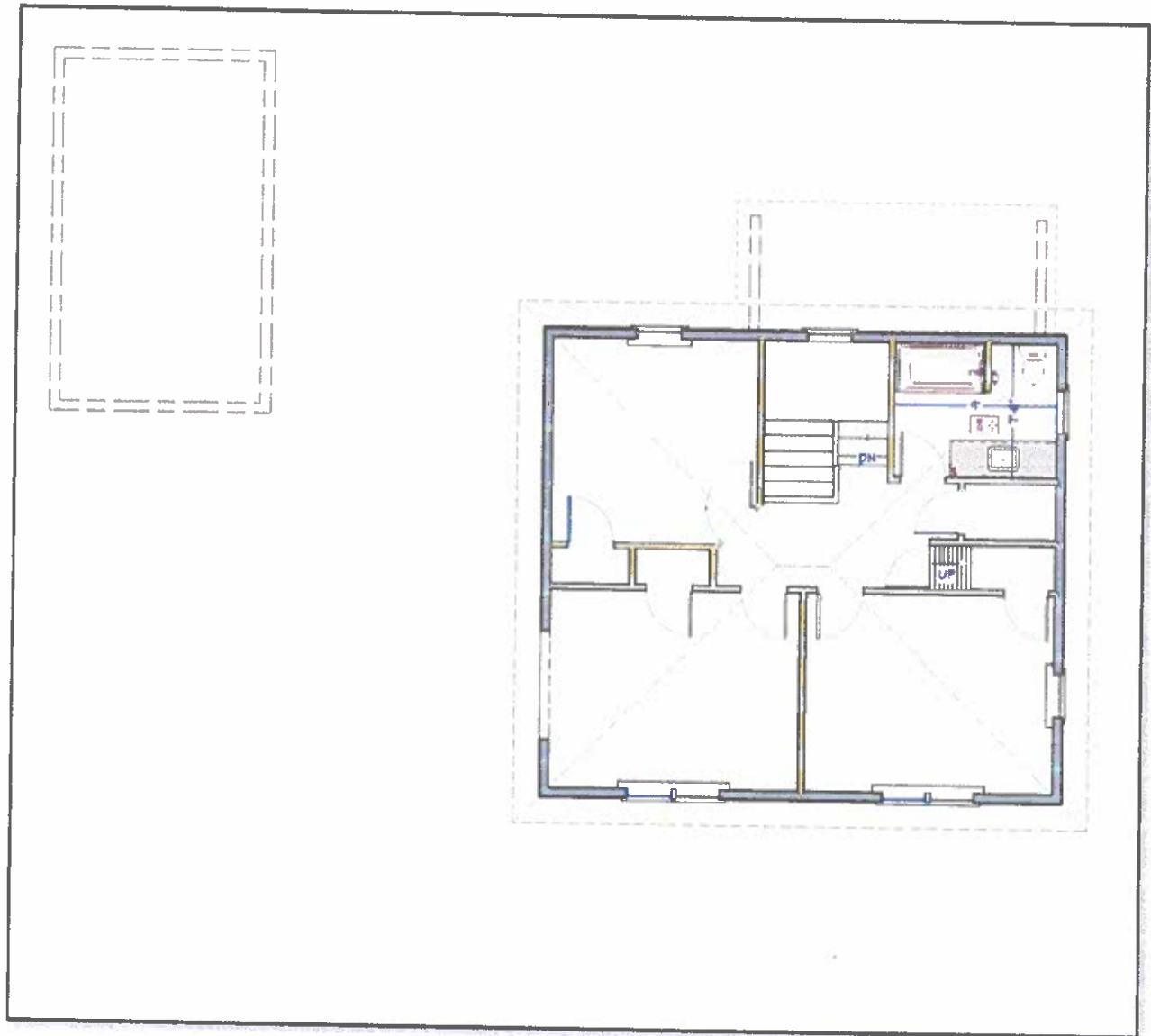


203 S. Hanson Street PLAT from Approximately 1950. This shows the most recent property lines used for determining appropriate setbacks based on current building requirements and based on meetings with Easton Planning and Zoning personnel. As well, this shows the original / historical front porch footprint which was larger than the current brick stoop version in place now. This original version of the porch would be what our current requested covered porch would be returned to in size and style.

CURRENT PROPERTY FOOTPRINT and First Floor

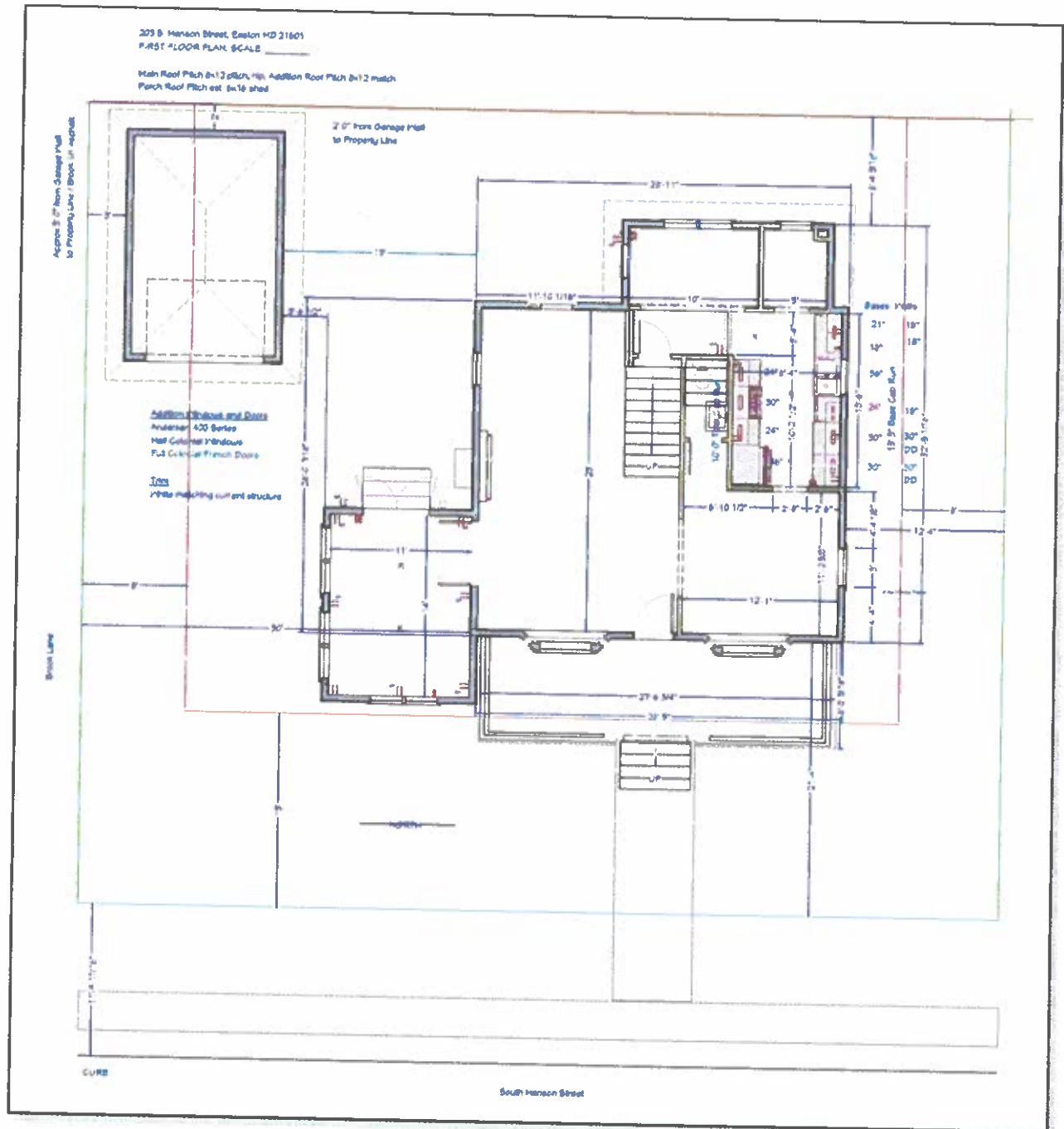


CURRENT FOOTPRINT - Second Floor



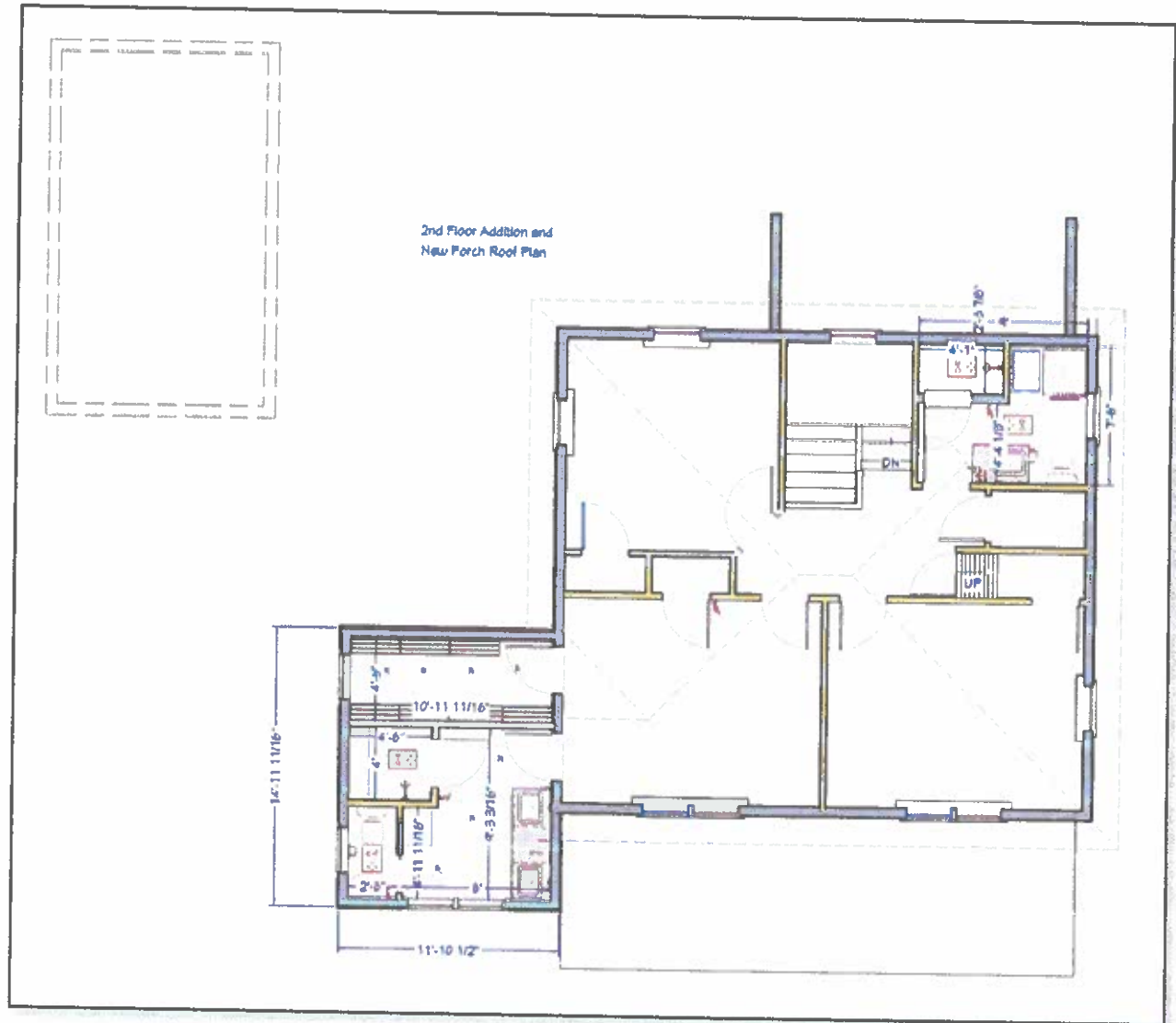
MODIFIED SMALLER Site Plan - Addition, New Porch, with Property Lines and Setbacks

First Floor



Modified plan by homeowner showing addition (11' x 14') on left (South) side of property coming forward approximately 6' from current front of house, and new porch (8' x 27') on front/bottom (East) side of property. Property lines are in light green and setback lines are in red. (This also shows remodeled kitchen plan previously approved by Easton Planning and Zoning.)

Modified Smaller Site Plan - Addition, New Porch Roof Footprint
Second Floor



Modified second floor plans showing addition details and porch roof footprint.

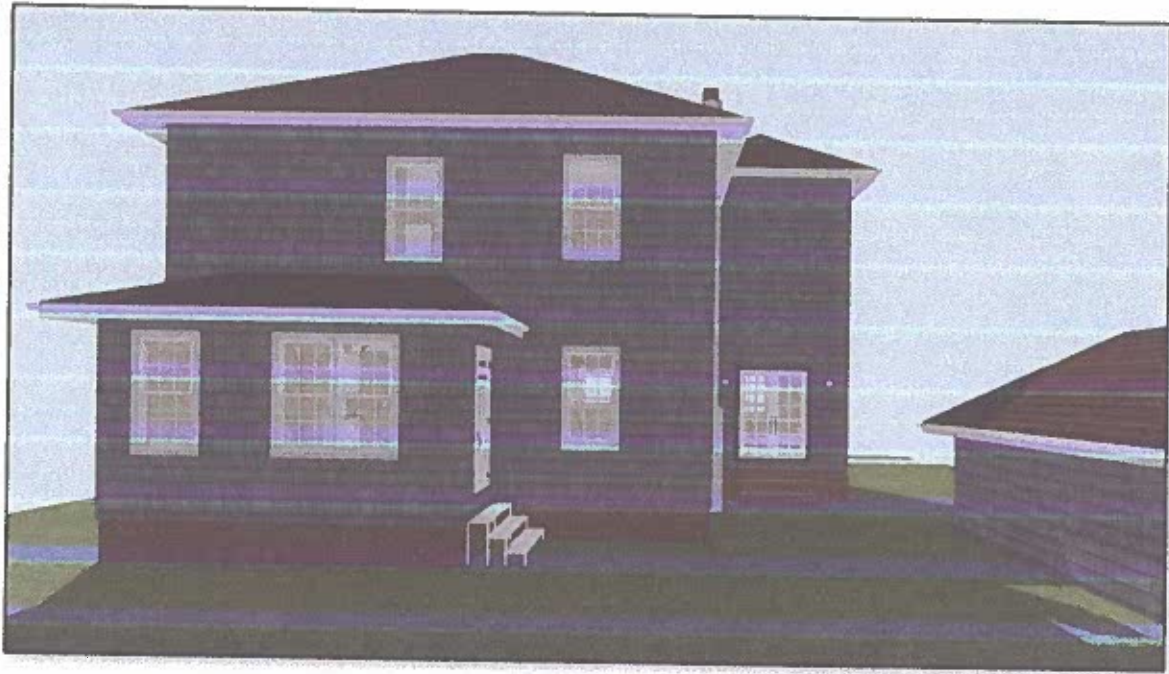
Modified Elevations showing all sides of future property



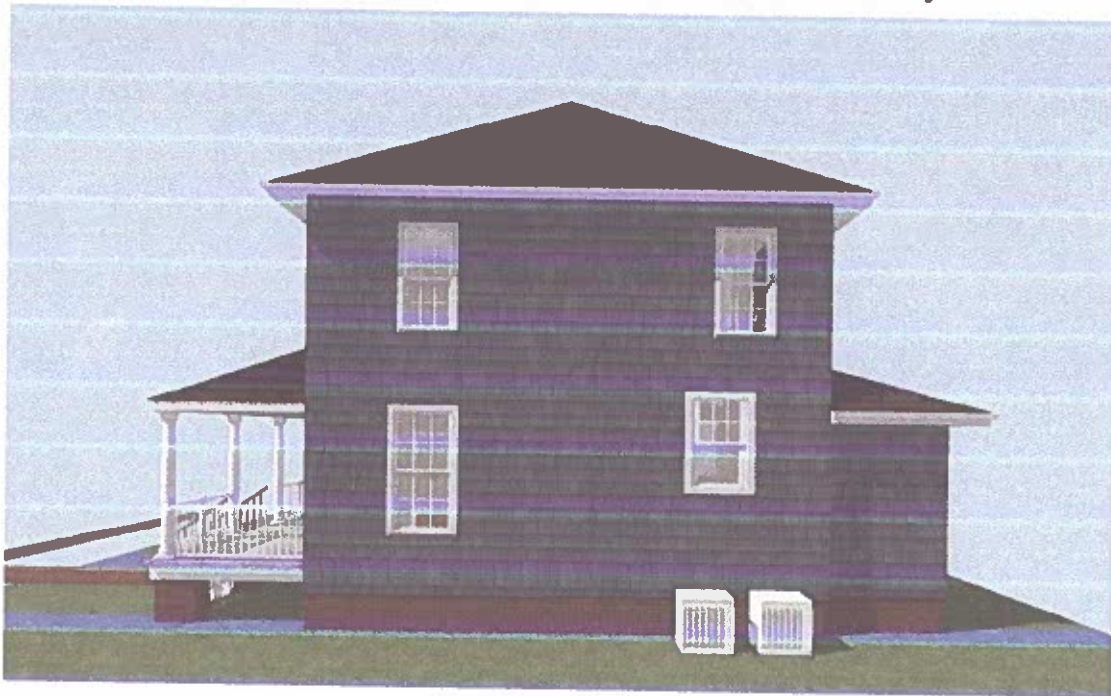
Front with Porch & *Modified* Addition (Left)- View West from S. Hanson Street



Left with *Modified* Addition & Porch (hidden) - View North from Brook Lane



Rear with Addition (Right of center) - View East from backyard



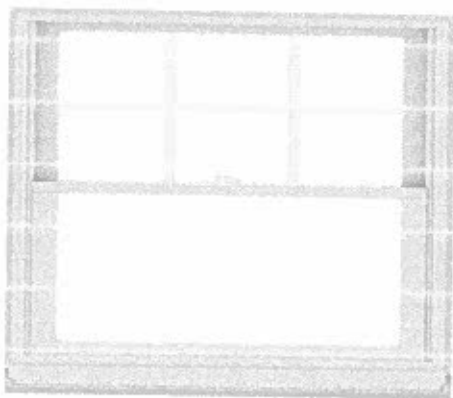
Right with New Porch (Left) - View South from 112 Brookletts Avenue rear of the property.



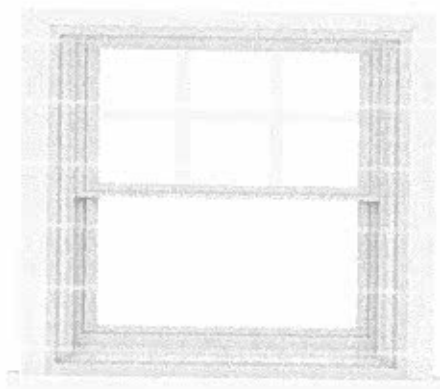
***Modified* Front-Left** with Addition and New Porch - View North-West from corner of Brook Lane and S. Hanson Street.

MANUFACTURER CUT SHEETS

400 SERIES TILT WASH DOUBLE-HUNG WINDOW



Interior



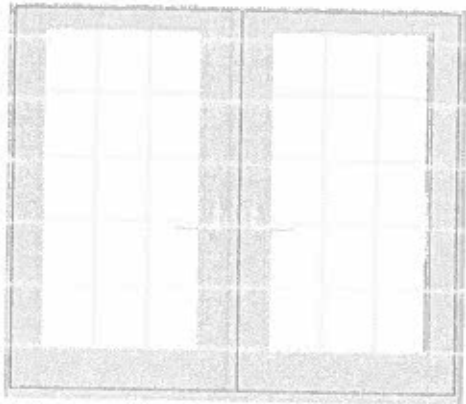
Exterior

Summary

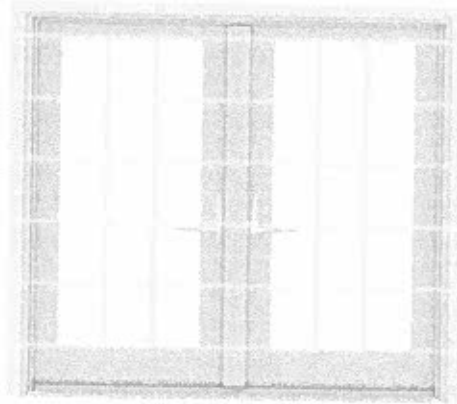
Product ID#	TW2636
Unit Width	31 5/8"
Unit Height	44 7/8"
Interior Color	White
Glass	Dual-Pane Glass
Hardware	Standard Lock and Keeper, White
Optional Hardware	None
Grille Pattern	Colonial - Top Sash Only
Grille Width	1"
Exterior Color	White
Exterior Trim Profile	2" Brick Mould w/ Sill Nose
Exterior Trim Color	White

Andersen Specs for Windows

400 SERIES HINGED PATIO DOOR



Interior



Exterior

Summary

Product ID#	FWO5468
Unit Width	63 1/4"
Unit Height	79 1/2"
Interior Color	White
Glass	Low-E4® Glass
Hardware	Tribeca®, White
Blinds Between Glass	None
Grille Pattern	Colonial
Grille Width	3/4"
Exterior Door Color	White
Exterior Trim Profile	2" Brick Mould
Exterior Trim Color	White

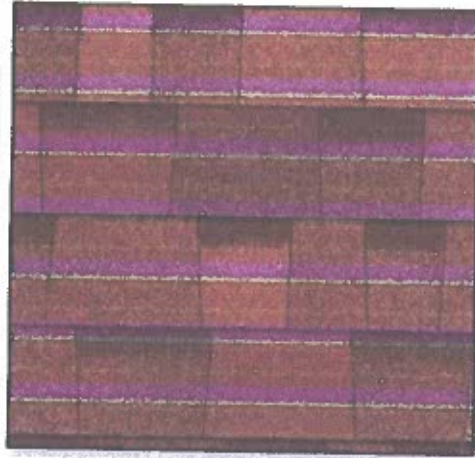
Andersen Spec for Doors

Owens Corning TruDefinition Duration 32.8-sq ft Terra Cotta Laminated Architectural Roof Shingles

Item #146960 Model #TD99

OVERVIEW

- Duration roofing shingles provide strength and durability to your roof thanks to patented SureNail technology
- TruDefinition is Owens Corning's color design platform specially formulated to capture bright, vibrant hues and dramatic shades
- 3 Bundles per 98.4 square feet
- The SureNail strip is a tough-engineered woven fabric on the nailing line, allowing for fast and accurate nailing
- The outstanding grip of the SureNail strip provides exceptional wind resistance – 130 MPH limited warranty
- StreakGuard Algae resistance protection helps inhibit the growth of blue-green algae to provide protection against ugly black streaks
- Features unique "triple layer" of reinforcement where the fabric overlays two shingle layers, called the common bond area
- Up to 200% wider common bond area in the nailing zone over standard shingles
- Limited lifetime warranty (for as long as you own your home)



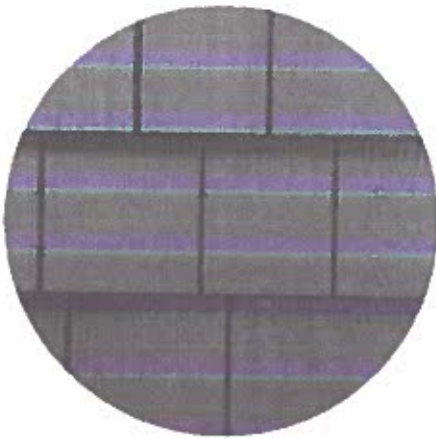
CA Residents: Prop 65 Warning(s)

SPECIFICATIONS

Color/Finish Family	Red	Shingle Width (metric) (Centimeters)	33.655
Approximate Surface Coverage	32.8-sq ft	Shingle Width (imperial) (Inches)	13.25
Shingle Length (metric) (Centimeters)	100.012	Shingle Length (imperial) (Inches)	39.375
Package Type	Bundle	ENERGY STAR Certified	X
Underlayment Required		Fire Rating	Class A
Type	Architectural	Warranty	Limited lifetime
Bundles per 100 Sq Feet	3	Impact Resistance	X
Coverage Area per Package Quantity	32.8	Algae Resistant	
Wind Rating (MPH)	130	Material	Asphalt
Manufacturer Color/Finish	Terra Cotta	Series Name	TruDefinition Duration
Coverage Area Unit of Measure	Square feet	UNSPSC	30151500
Laminated		CA Residents: Prop 65 Warning(s)	Prop 65 WARNING(s)

Owens Corning Specs for Roof Shingles

203 S. Hanson Street, Easton MD 21601

**Straight Edge Panel****Straight Edge Panel**

Length	48 in
Height	15.25 in
Exposure	7 in
Prime Pcs/Pallet	86
ColorPlus® Pcs/Pallet	86
Sq/Pallet	2
Pcs/Sq.	43.0
Statement Collection™	•
Dream Collection™	•
Prime	•

Hardie Specs for Shingle (or use natural cedar). Will paint to match current color of shingles on house at this time.

Hardie® Trim



4/4 Smooth

Thickness .75 in Length 12 ft boards

Width	3.5 in	5.5 in	7.25 in	9.25 in	11.25 in
Prime Pcs/Pallet	312	208	156	104	104
ColorPlus® Pcs/Pallet	312	208	156	104	104
Statement Collection™	*	*	*	AW	*
Dream Collection™	*	*	*	*	*
Prime	*	*	*	*	*

5/4 Smooth

Thickness 1 in Length 12 ft boards

Width	3.5 in	4.5 in	5.5 in	7.25 in	9.25 in	11.25 in
Prime Pcs/Pallet	240	200	160	120	80	80
ColorPlus® Pcs/Pallet	240	200	160	120	80	80
Statement Collection™	*	*	*	*	AW	*
Dream Collection™	*	*	*	*	*	*
Prime	*	*	*	*	*	*

Batten Boards

Thickness	.75 in
Length	12 ft
Width	2.5 in
Prime Pcs/Pallet	437
ColorPlus® Pcs/Pallet	190



Rustic Grain

Statement Collection™
Dream Collection™
Prime



Smooth

Statement Collection™
Dream Collection™
Prime

Hardie Specs for trim (will be painted white to match trim and facie).

Hardie® Soffit



Vented
Smooth



Vented
Select Cedarmill®



Non-Vented
Smooth



Non-Vented
Select Cedarmill®

Thickness 1/4 in

Length	12 ft	12 ft	8 ft	8 ft
Width	12 in	16 in	24 in	48 in
Prime Pcs/Pallet	200	150	100	50
ColorPlus® Pcs/Pallet	216	166	108	—

Vented Smooth

Size	12 ft x 12 in	12 ft x 16 in	8 ft x 24 in
Statement Collection™	•	•	•
Dream Collection™	•	•	•
Prime	•	•	•

Non-Vented Smooth

Size	12 ft x 12 in	12 ft x 16 in	8 ft x 24 in
Statement Collection™	•	•	•
Dream Collection™	•	•	•
Prime	•	•	•

Vented Select Cedarmill®

Size	12 ft x 12 in	12 ft x 16 in	8 ft x 24 in
Statement Collection™	•	•	•
Dream Collection™	•	•	•
Prime	•	•	•

Non-Vented Select Cedarmill®

Size	12 ft x 12 in	12 ft x 16 in	8 ft x 24 in
Statement Collection™	•	•	•
Dream Collection™	•	•	•
Prime	•	•	•

Hardie Specs for soffits



TOWN OF EASTON
PLANNING & ZONING
14 S Harrison Street, Easton MD 21601

Historic District Commission Staff Report

Meeting Date: 6/26/2023

Staff Contact: Nicholas Johnson, Planner, njohnson@eastonmd.gov

Property Address: 18 S Higgins Street

Application Number: 2023-956

Request: Fencing

Staff Recommendation: Approve ☐ Deny ☐ Table ☒

Staff Comments:

The applicant is proposing to install a chain link style fence along the front property line. The application states that the height of the fence will be between 4 and 6 feet. This property was most recently before the Commission in April of 2022 for a revision to an approval from 2020.

This structure is listed on the Maryland Registry of Historic Places and has an MHT preservation easement.

Historic District Guidelines:

Guideline 14. Perimeter Walls and Fences

- c. New walls and fences should be consistent with the setback of the subject building and adjacent properties.
- d. New walls and fences must adhere to the height, material, and replacement requirements outlined in Easton's zoning ordinances.
- e. New fences and perimeter walls should be appropriate to the character of the district. Concrete block and stucco finishes are not likely to be approved, particularly in locations visible from the public right-of-way. Simple, unobtrusive fences in traditional designs in powder coated steel or aluminum or wood picket fences are most appropriate. Note: Vinyl fences will not be approved.



**TOWN OF EASTON
PLANNING & ZONING
14 S Harrison Street, Easton MD 21601**

Analysis – While the proposed chain link fence is not explicitly prohibited by Guideline 14 as vinyl fences are, they are not the preferred style of fencing for the Historic District. Powder coated steel/aluminum and wood picket fences are considered the most appropriate per Guideline 14e. Given that this is a contributing structure and is listed on the MD register of historic places, a chain link style fence may not be appropriate for a highly visible front property line.

STAFF RECOMENDATION:

Staff supports a HDC **continuance** of this application pending approval from the MHT. The HDC may request a revised proposal using a more historically appropriate style of fencing such as wood pickets or powder coated steel/aluminum.

DRAFT MOTIONS:

1. I move that the Historic District Commission **continue** the application pending the submittal of a revised fencing style and approval by the MHT.

OR

2. I move that the Historic District Commission deny the application based on the following findings...

OR

3. I move an alternate motion.



TOWN OF EASTON
PLANNING & ZONING
14 S Harrison Street, Easton MD 21601

EASTON HISTORIC DISTRICT SURVEY

PROPERTY #:

Picture:



TAX ID		ADDRESS		OWNER NAME			
2101027425		18 S HIGGINS ST		TRUST ASBURY M E CHURCH			
YEAR BUILT		PHYSICAL CONDITION					
1876*		GOOD					
ARCHITECTURAL STYLE				ADDITION(S)			
GOTHIC REVIVAL INFLUENCE							
NHL DISTRICT	NR DISTRICT	NR LISTED	MEETS NR CRITERIA	1980 NR RATING	MD INVENTORY	CONTRIBUTING	NC CODE
				A	T-421	Y	
NOTES							
WOOD SASH + STAIN GLASS IN NEED OF REPAIR. CHIMNEY IN POOR CONDITION, MAIN STRUCTURE APPEARS OK							



TOWN OF EASTON
PLANNING AND ZONING TOWN OF EASTON
14 SOUTH HARRISON STREET, EASTON, MD 21601

RECEIVED

JUN 02 2023

Application #: 2023-956
Date Received: 06/02/2023
Fee Paid: \$200.00
HDC Meeting Date: 06/26/2023
Date Property Posted: 06/16/2023

HISTORIC DISTRICT COMMISSION HEARING APPLICATION

APPLICATION TYPE (PLEASE CIRCLE)

ROOFING DEMOLITION SIGNAGE **FENCING** OTHER
NEW CONSTRUCTION/ADDITION EXTERIOR ALTERATIONS
FOR TREE REMOVAL(S) - PLEASE USE THE TREE REMOVAL APPLICATION

PROPERTY INFORMATION

ADDRESS 18 S. Higgins St.
☒ Contributing ☐ Non-Contributing YEAR BUILT: 1876 NATIONAL REGISTAR #

PROPERTY INFORMATION

OWNER NAME Asbury U.M. Church
TELEPHONE NO. 410-822-3476 EMAIL Asbury@goeaston.net

Applicant or Agent

NAME George Wilson
TELEPHONE NO. 410-200-7272 EMAIL Billy.george1948@gmail.com

Description of Proposal (include additional sheets, as necessary)

PROPERTY LINE FENCE AS SHOWN IN PHOTO
No Higher than 6ft No Lower than 4ft, Wire

Specific Requirements

- The payment of fees is due at the time of application submittal.
As of July 1, 2021, the fees are as follows:
Commercial - \$200 Residential - \$75 Signs - \$75 Staff Approval \$25
- Provide 7 hard copies plus 1 digital copy of the application and all supplemental information.
- Disclose any easements or deed restrictions pertaining to the property and any improvements including the details of said easements or restrictions.
- Disclose any tax credits and or grants being considered for the project.

The Historic District Commission (HDC) reserves the right to request reasonable additional information or design drawings that further clarify proposals. In cases where professional design services are warranted, the HDC may require the applicant to retain a licensed design consultant.
If the applicant or their designee is not present for the scheduled meeting the Commission may elect to refrain from discussing and voting on the scheduled agenda item.
Any modifications during review shall warrant an updated application.

I hereby certify that I have reviewed the Easton Historic District Guidelines as published

Signature of Applicant or Agent

Date

Printed Name of Applicant or Agent

<u>George Wilson</u>
<u>9-13-2022</u>
<u>George Wilson</u>

Revised 4.4.2022

Type of fence



ASBURY UNITED METHODIST CHURCH – FENCE STYLES



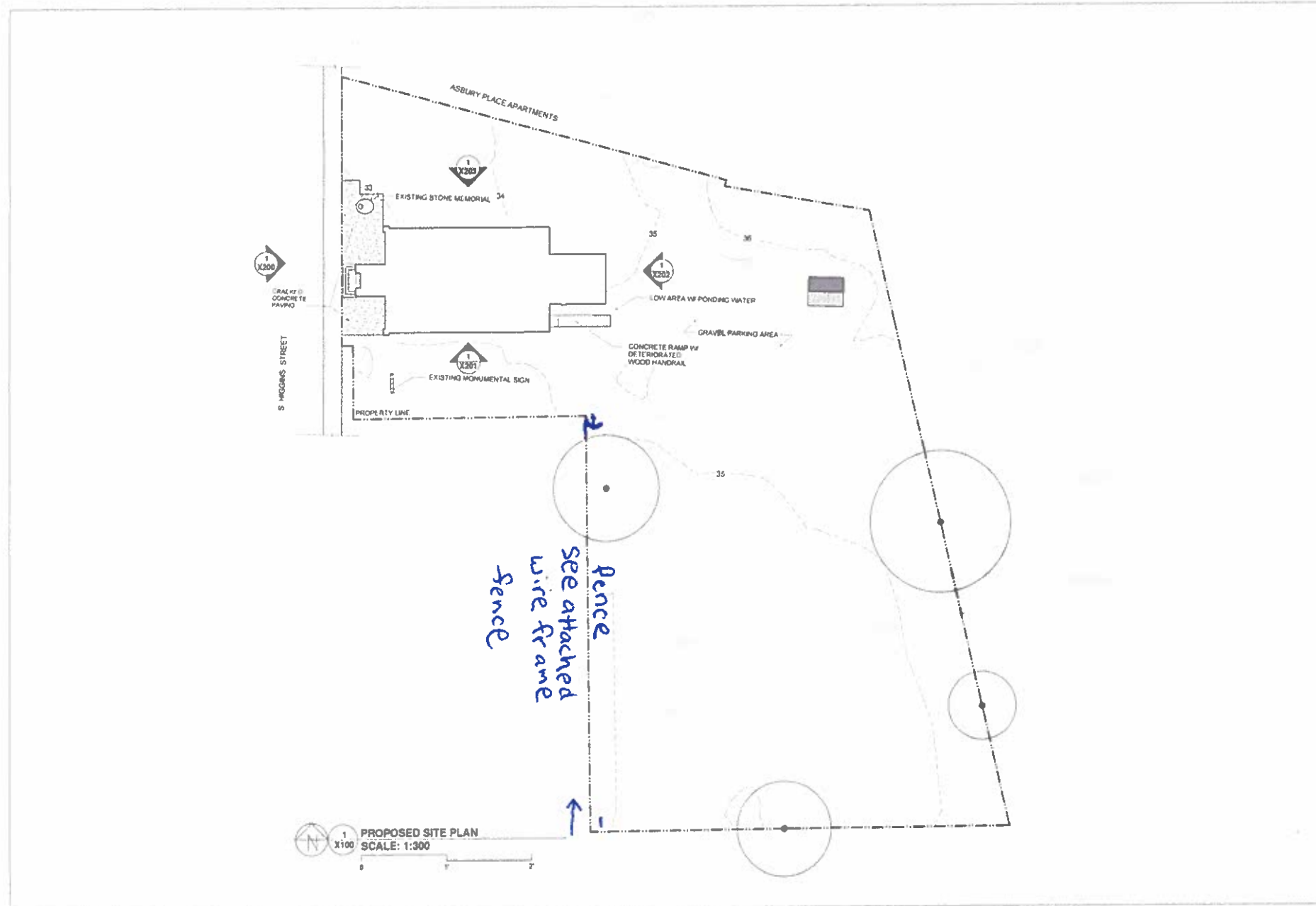
Straight board Fence



Post and Rail Fence



Picket Fence



ENCORE
SUSTAINABLE DESIGN
ARCHITECTURE / INTERIOR DESIGN
(410) 624-5401

**ASBURY
UNITED
METHODIST
CHURCH**

18 S HIGGINS STREET
EASTON, MD 21601

OWNER:
ASBURY M E
CHURCH
18 S HIGGINS ST
EASTON, MD 21601

OWNER'S REPRESENTATIVE:
HISTORIC
EASTON, INC
1000 N. 1ST STREET
EASTON, MD 21601

DESIGN TEAM

ARCHITECT:
ENCORE
SUSTAINABLE
DESIGN
1117 S. WASHINGTON ST
EASTON, MD 21601

STRUCTURAL ENGINEER:
BAKER, INGRAM &
ASSOCIATES
1000 N. 1ST STREET
DOVER, DE 19901

DRAWING ISSUE DATES

03/11/20 PER ABST

CONSTRUCTION

DOCUMENT

PROFESSIONAL

CERTIFICATION

I, THE UNDERSIGNED, IN

WITNESS, CERTIFY THAT

THESE DOCUMENTS WERE

PREPARED OR APPROVED BY

ME, AND THAT I AM A DULY

LICENSED ARCHITECT UNDER

THE LAWS OF THE STATE OF

MARYLAND

EXPIRATION DATE: 12/31/20

DATE: 03/11/2020

SCALE: 1:300

PROPOSED

SITE PLAN

A100



T-421

Asbury Methodist Episcopal Church

Architectural Survey File

This is the architectural survey file for this MIHP record. The survey file is organized reverse-chronological (that is, with the latest material on top). It contains all MIHP inventory forms, National Register nomination forms, determinations of eligibility (DOE) forms, and accompanying documentation such as photographs and maps.

Users should be aware that additional undigitized material about this property may be found in on-site architectural reports, copies of HABS/HAER or other documentation, drawings, and the “vertical files” at the MHT Library in Crownsville. The vertical files may include newspaper clippings, field notes, draft versions of forms and architectural reports, photographs, maps, and drawings. Researchers who need a thorough understanding of this property should plan to visit the MHT Library as part of their research project; look at the MHT web site (mht.maryland.gov) for details about how to make an appointment.

All material is property of the Maryland Historical Trust.

Last Updated: 04-05-2004

Asbury M. E. Church
18 South Higgins Street
Easton, Maryland 21601

421
T-427
1876

The Asbury M. E. Church is a modest Gothic revival church of brick. The rectangular building has an outstanding bell tower with lattice belfry and a pyramidal roof with flaring eaves. The second floor sacristy with an embossed tin ceiling and wainscoting is lighted with pointed arch windows. The congregation was founded in 1834; this building was dedicated in 1876.

Talbot - ~~421~~ 421
Asbury United Methodist Church
18 S. Higgins Street
Easton, MD 21061

1856

Asbury United Methodist Church stands eight feet from the east side of South Higgins Street in Easton. The building faces west. The structure is brick, two stories (offices below and church atop), and contains a great deal of decorative tin work. (Stamped tin ceilings and wainscoting abound.)

Asbury United Methodist Church was the home of a predominantly white congregation until after the Civil War. It became a black church in the 1870's. This church has already been designated an historic building by Historic Easton, Inc.

INVENTORY FORM FOR STATE HISTORIC SITES SURVEY

1 NAME

Asbury United Methodist Church

HISTORIC

AND/OR COMMON

2 LOCATION

STREET & NUMBER 18 S. Higgins Street

CITY, TOWN Easton

VICINITY OF

CONGRESSIONAL DISTRICT
First

STATE Maryland

COUNTY
Talbot**3 CLASSIFICATION**

CATEGORY

☐ DISTRICT
☒ BUILDING(S)
☒ STRUCTURE
☐ SITE
☐ OBJECT

OWNERSHIP

☐ PUBLIC
☒ PRIVATE
☐ BOTH

PUBLIC ACQUISITION

☐ IN PROCESS
☐ BEING CONSIDERED

STATUS

☒ OCCUPIED
☐ UNOCCUPIED
☐ WORK IN PROGRESS

ACCESSIBLE

☒ YES: RESTRICTED
☐ YES: UNRESTRICTED
☐ NO

PRESENT USE

☐ AGRICULTURE ☐ MUSEUM
☐ COMMERCIAL ☐ PARK
☒ EDUCATIONAL ☒ PRIVATE RESIDENCE
☐ ENTERTAINMENT ☐ RELIGIOUS
☒ GOVERNMENT ☐ SCIENTIFIC
☐ INDUSTRIAL ☐ TRANSPORTATION
☐ MILITARY ☐ OTHER:**4 OWNER OF PROPERTY**NAME Trustees, Asbury U.M. Church
c/o Rev. Gonzalee Matthews

Telephone #: 822-8654

STREET & NUMBER
Dover Road

CITY, TOWN Easton

VICINITY OF

STATE, zip code
Md. 21061**5 LOCATION OF LEGAL DESCRIPTION**COURTHOUSE,
REGISTRY OF DEEDS, ETC. Talbot County Court House

Liber #: WCH 12

Folio #: 326

STREET & NUMBER Court St.

CITY, TOWN Easton

STATE
Md.**6 REPRESENTATION IN EXISTING SURVEYS**

TITLE n/a

DATE

☐ FEDERAL ☐ STATE ☐ COUNTY ☐ LOCALDEPOSITORY FOR
SURVEY RECORDS

CITY, TOWN

STATE

T-421

7 DESCRIPTION

CONDITION		CHECK ONE	CHECK ONE
☐ EXCELLENT	☐ DETERIORATED	☐ UNALTERED	☒ ORIGINAL SITE
☒ GOOD	☐ RUINS	☒ ALTERED	☐ MOVED
☐ FAIR	☐ UNEXPOSED		DATE 1856

DESCRIBE THE PRESENT AND ORIGINAL (IF KNOWN) PHYSICAL APPEARANCE

Asbury U.M. Church stands eight feet from the east side of South Higgins Street in Easton. The Church faces west. The structure is brick. Asbury is two stories (offices and hall below-church atop). The Church is 48 feet across the front and 62 feet in depth. There is a tower in the middle of the front facade which rises to a pillared belfry with a short spire. The Church has double oak doors, four steps from street level at its entrance. There is a frontispiece Cathedral (12 foot) stained glass window in the second story above the entrance. There are six cathedral colored glass windows, three up and three down, on the north and south sides of the building. The interior is covered with stamped tin. Stamped tin ceilings and wainscoting abound. The main body of the church has oak pews as does the choir loft. This church has already been designated an historic building by Historic Easton, Inc.

CONTINUE ON SEPARATE SHEET IF NECESSARY

8 SIGNIFICANCE

T-421

PERIOD	AREAS OF SIGNIFICANCE -- CHECK AND JUSTIFY BELOW			
☐ PREHISTORIC	☐ ARCHEOLOGY-PREHISTORIC	☐ COMMUNITY PLANNING	☐ LANDSCAPE ARCHITECTURE	☒ RELIGION
☐ 1400-1499	☐ ARCHEOLOGY-HISTORIC	☐ CONSERVATION	☐ LAW	☐ SCIENCE
☐ 1500-1599	☐ AGRICULTURE	☐ ECONOMICS	☐ LITERATURE	☐ SCULPTURE
☐ 1600-1699	☒ ARCHITECTURE	☒ EDUCATION	☐ MILITARY	☒ SOCIAL/HUMANITARIAN
☐ 1700-1799	☐ ART	☐ ENGINEERING	☐ MUSIC	☐ THEATER
☒ 1800-1899	☐ COMMERCE	☐ EXPLORATION/SETTLEMENT	☐ PHILOSOPHY	☐ TRANSPORTATION
☐ 1900-	☐ COMMUNICATIONS	☐ INDUSTRY	☒ POLITICS/GOVERNMENT	☐ OTHER (SPECIFY)
		☐ INVENTION		

SPECIFIC DATES

BUILDER/ARCHITECT

STATEMENT OF SIGNIFICANCE

Asbury U. M. Church was the home of a predominately white congregation until after the Civil War. It became a black congregation in the 1870's. The structure contains a great deal of decorative tin work and is in a good state of preservation. It is definitely one of the most beautiful churches in Easton. It is presently being used for a number of government programs. The congregation is large and very active

CONTINUE ON SEPARATE SHEET IF NECESSARY

T-421

9 MAJOR BIBLIOGRAPHICAL REFERENCES

CONTINUE ON SEPARATE SHEET IF NECESSARY

10 GEOGRAPHICAL DATA

ACREAGE OF NOMINATED PROPERTY _____

VERBAL BOUNDARY DESCRIPTION

LIST ALL STATES AND COUNTIES FOR PROPERTIES OVERLAPPING STATE OR COUNTY BOUNDARIES

STATE

COUNTY

STATE

COUNTY

11 FORM PREPARED BY

NAME / TITLE James W. Clark Historic Sites Surveyor

ORGANIZATION

Maryland Commission on Afro-American
History and Culture

DATE

STREET & NUMBER

20 Dean Street

TELEPHONE

269-2895

CITY OR TOWN

Annapolis, MD 21401

STATE

The Maryland Historic Sites Inventory was officially created by an Act of the Maryland Legislature, to be found in the Annotated Code of Maryland, Article 41, Section 181 KA, 1974 Supplement.

The Survey and Inventory are being prepared for information and record purposes only and do not constitute any infringement of individual property rights.

RETURN TO: Maryland Historical Trust
The Shaw House, 21 State Circle
Annapolis, Maryland 21401
(301) 267-1438

MARYLAND HISTORICAL TRUST

210421 4608
421
T 437

Town of Easton

INVENTORY FORM FOR STATE HISTORIC SITES SURVEY

1 NAME

HISTORIC

Asbury M. E. Church

AND/OR COMMON

2 LOCATION

STREET & NUMBER

18 South Higgins Street

CITY, TOWN

Easton

VICINITY OF

CONGRESSIONAL DISTRICT

FIRST

STATE

Maryland 21601

COUNTY

Talbot

3 CLASSIFICATION

CATEGORY	OWNERSHIP	STATUS	PRESENT USE
☐ DISTRICT	☐ PUBLIC	☒ OCCUPIED	☐ AGRICULTURE ☐ MUSEUM
☒ BUILDING(S)	☒ PRIVATE	☐ UNOCCUPIED	☐ COMMERCIAL ☐ PARK
☐ STRUCTURE	☐ BOTH	☐ WORK IN PROGRESS	☐ EDUCATIONAL ☐ PRIVATE RESIDENCE
☐ SITE	PUBLIC ACQUISITION	ACCESSIBLE	☐ ENTERTAINMENT ☒ RELIGIOUS
☐ OBJECT	☐ IN PROCESS	☒ YES: RESTRICTED	☐ GOVERNMENT ☐ SCIENTIFIC
	☐ BEING CONSIDERED	☐ YES: UNRESTRICTED	☐ INDUSTRIAL ☐ TRANSPORTATION
		☐ NO	☐ MILITARY ☐ OTHER:

4 OWNER OF PROPERTY

NAME

Asbury M. E. Church, Reverend Frank Robinson

Telephone #: 301-822-6259

STREET & NUMBER

48 Glenwood Avenue

CITY, TOWN

Easton

VICINITY OF

STATE, zip code

Maryland 21601

5 LOCATION OF LEGAL DESCRIPTION

COURTHOUSE.

REGISTRY OF DEEDS, ETC.

Talbot County Court House

Liber #: 163

Folio #: 285

STREET & NUMBER

Washington Street

CITY, TOWN

Easton

STATE

Maryland 21601

6 REPRESENTATION IN EXISTING SURVEYS

TITLE

None

DATE

FEDERAL STATE COUNTY LOCAL

DEPOSITORY FOR
SURVEY RECORDS

CITY, TOWN

STATE

7 DESCRIPTION

T-421

CONDITION		CHECK ONE	CHECK ONE
☐ EXCELLENT	☐ DETERIORATED	☒ UNALTERED	☒ ORIGINAL SITE
☒ GOOD	☐ RUINS	☐ ALTERED	☐ MOVED DATE _____
☐ FAIR	☐ UNEXPOSED		

DESCRIBE THE PRESENT AND ORIGINAL (IF KNOWN) PHYSICAL APPEARANCE

This tall brick church stands at the end of Talbot Lane facing west. Its neighbors are mostly small frame dwellings built in the late nineteenth and twentieth centuries.

Two-stories in height, the rectangular building is three bays wide and four bays deep. The square bell tower, protruding from the center of the west facade, provides an anteroom at the main entrance. At the east alter end is a two-story, one bay addition. The building is covered with a gable roof which is finished in a classical cornice and return. The building is constructed of light red brick laid in one over seven English bond; there are brick pilasters at the corners.

The main entrance is located in the bell tower; it has double doors set in a pointed arch opening. Each door has four panels trimmed with deep, broad moldings; the transom light is of colored, pattern glass. There is a sandstone keystone at this opening as at the others in this facade; they are decorated with an incised fleur-de-lis design. Stone haunches terminate the arch.

Above the entrance is a tracery window with opalescent glass in green and yellow tones. A pent eave surrounds the tower above this window. A round opening window in the tower level with the roof ridge is filled with painted wood, although it was evidently intended to hold a colored window. A plaque in the tower below this window says "built 1846, rebuilt 1876", the later being the construction date of this structure.

The shingle-covered belfry is the building's chief ornament. Two lancet arch openings filled with lattice are found in each facade. The narrow pyramidal roof has flaring eaves supported by large brackets; an ornamental finial, resembling a pineapple surmounts the spire.

Other windows are found on both floors on the west facade; they are lancet arch window openings which flank the bell tower and contain opalescent glass. Those on the second floor are quite tall.

There is one window per bay on the sides of the building. The upper sashes have lights which are shaped to resemble a pointed arch; lower sashes have six lights. Plain, colored glass is used.

The sacristy on the second floor is a spacious room well lit by the side windows. There is a balcony at the rear (west) and a raised altar and choir in the east addition. A wainscoting of tin embossed in a lancet arch pattern is found on the walls and the balcony railing. The ceiling is also covered with elaborately patterned embossed tin which, like the wainscoting, was added c1920.

The stair hall leading to the sacristy has double stairs and embossed tin wainscoting. The stair is quite heavy with bold, turned balusters.

This church is still used by the congregation which built it, remaining a center of its community, both symbolically and geographically.

CONTINUE ON SEPARATE SHEET IF NECESSARY

8 SIGNIFICANCE

T-421

ERIOD	AREAS OF SIGNIFICANCE -- CHECK AND JUSTIFY BELOW			
☐ PREHISTORIC	☐ ARCHEOLOGY-PREHISTORIC	☐ COMMUNITY PLANNING	☐ LANDSCAPE ARCHITECTURE	☒ RELIGION
☐ 1400-1499	☐ ARCHEOLOGY-HISTORIC	☐ CONSERVATION	☐ LAW	☐ SCIENCE
☐ 1500-1599	☐ AGRICULTURE	☐ ECONOMICS	☐ LITERATURE	☐ SCULPTURE
☐ 1600-1699	☒ ARCHITECTURE	☐ EDUCATION	☐ MILITARY	☐ SOCIAL/HUMANITARIAN
☐ 1700-1799	☐ ART	☐ ENGINEERING	☐ MUSIC	☐ THEATER
☒ 1800-1899	☐ COMMERCE	☐ EXPLORATION/SETTLEMENT	☐ PHILOSOPHY	☐ TRANSPORTATION
☐ 1900-	☐ COMMUNICATIONS	☐ INDUSTRY	☐ POLITICS/GOVERNMENT	☐ OTHER (SPECIFY)
		☐ INVENTION		

SPECIFIC DATES 1876 BUILDER/ARCHITECT Asbury M. E. Church

STATEMENT OF SIGNIFICANCE

This building is significant for its architecture and for the part the Asbury M. E. Church has played in the life of the town of Easton.

According to a history of the church written to celebrate its 118th anniversary in 1954, the Asbury Methodist Church was organized in 1836 with both black and white members. For some years, the group met in a building called Old Carriage Shop. By the late 1840's there was a move to separate black and white members and in November 1849 the lot at Higgins and South Lane was purchased for the black congregation. The first house of worship was a frame structure used until the present building was constructed in 1876. The steeple and bell tower were built between 1893-1898. And the chancel, or tabernacle, was constructed in 1901-1903. After 1903 the building stood in its present form although improvements were made through the years: between 1907 and 1913 the choir loft was constructed and the metal ceiling was added between 1919-1923.

Asbury M. E. Church has served the community in various ways: as temporary high school classrooms in the 1930's and now as a community center for Senior Citizens group.

L58/F353 In 1844, James McNeal and his wife Elizabeth deeded a plat of ground to the Trustees of the Methodist Episcopal Church of Ebenezzer to "erect a house or place of worship for the use of colored members of the M. E. Church in the United States of America."

L84/F445 It wasn't until 1878 that they were able to get a loan of \$1100.00 from Joseph H. White. In 1879, their building was completed and the name was changed to the Asbury Methodist Episcopal Church of Easton. This was the first M. E. Church in the state of Maryland to be so named in honor of the great founder of the movement, Francis Asbury. The mortgage was paid in 1888 and a deed of correction was given the Trustees in 1912 by Mr. White.

L84/F443

L108/F383

L163/F285

CONTINUE ON SEPARATE SHEET IF NECESSARY

T-421

9 MAJOR BIBLIOGRAPHICAL REFERENCES

Deeds and Land Records, Talbot County Court House.
History of Asbury Methodist Church, 1954.
"History of Asbury Methodist Church" written to celebrate its 118th
Anniversary in 1954.

CONTINUE ON SEPARATE SHEET IF NECESSARY

10 GEOGRAPHICAL DATA

ACREAGE OF NOMINATED PROPERTY NA

VERBAL BOUNDARY DESCRIPTION
NA

LIST ALL STATES AND COUNTIES FOR PROPERTIES OVERLAPPING STATE OR COUNTY BOUNDARIES

STATE None COUNTY

STATE COUNTY

11 FORM PREPARED BY

NAME / TITLE

Marsha L. Fritz, Consultant Cynthia B. Ludlow, Research Historian

ORGANIZATION

Historic Easton, Incorporated

DATE

September 9, 1976

STREET & NUMBER

Box 1171

TELEPHONE Mr. Paul Parsons,
301-822-2706 President

CITY OR TOWN

Easton

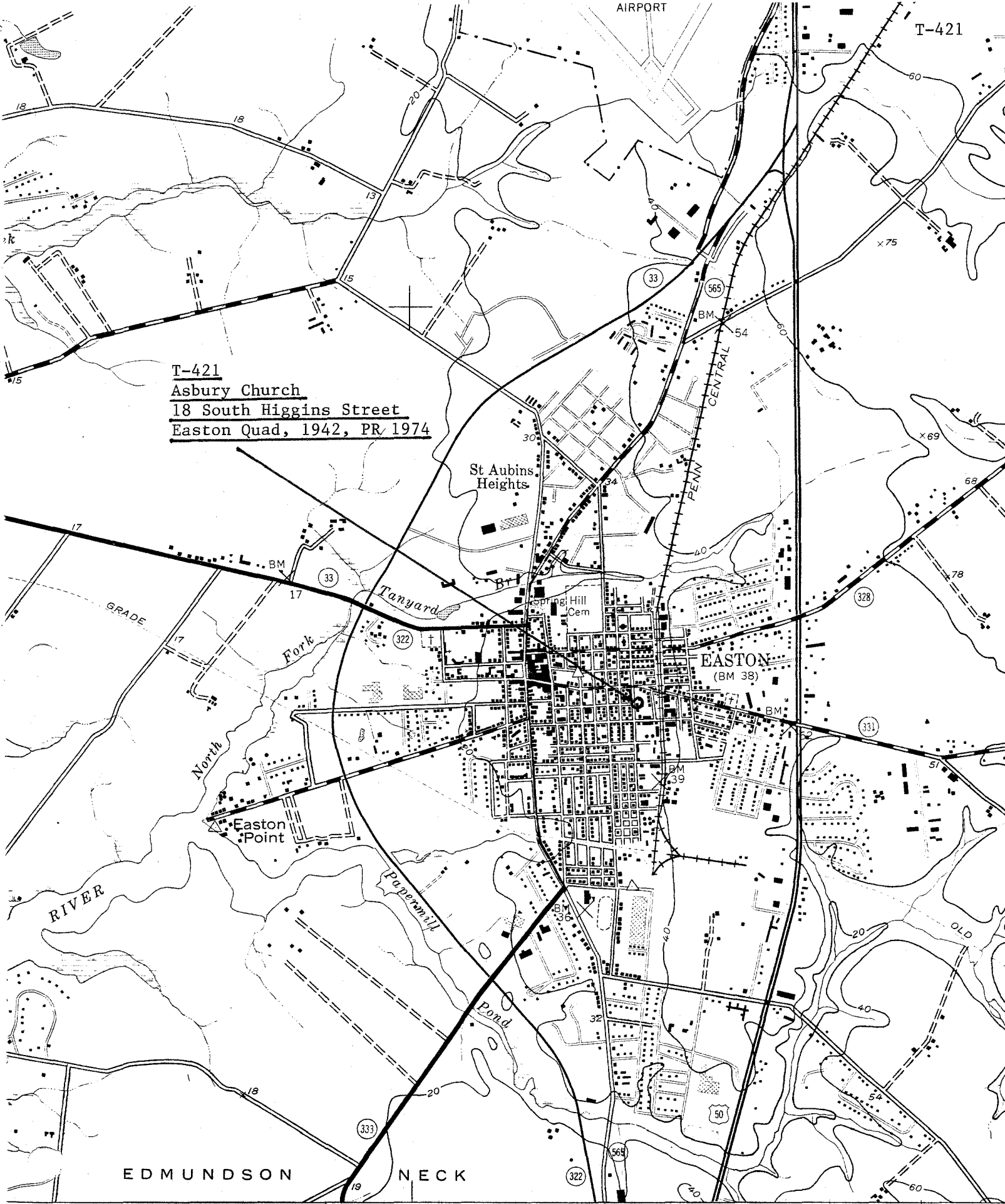
STATE

Maryland 21601

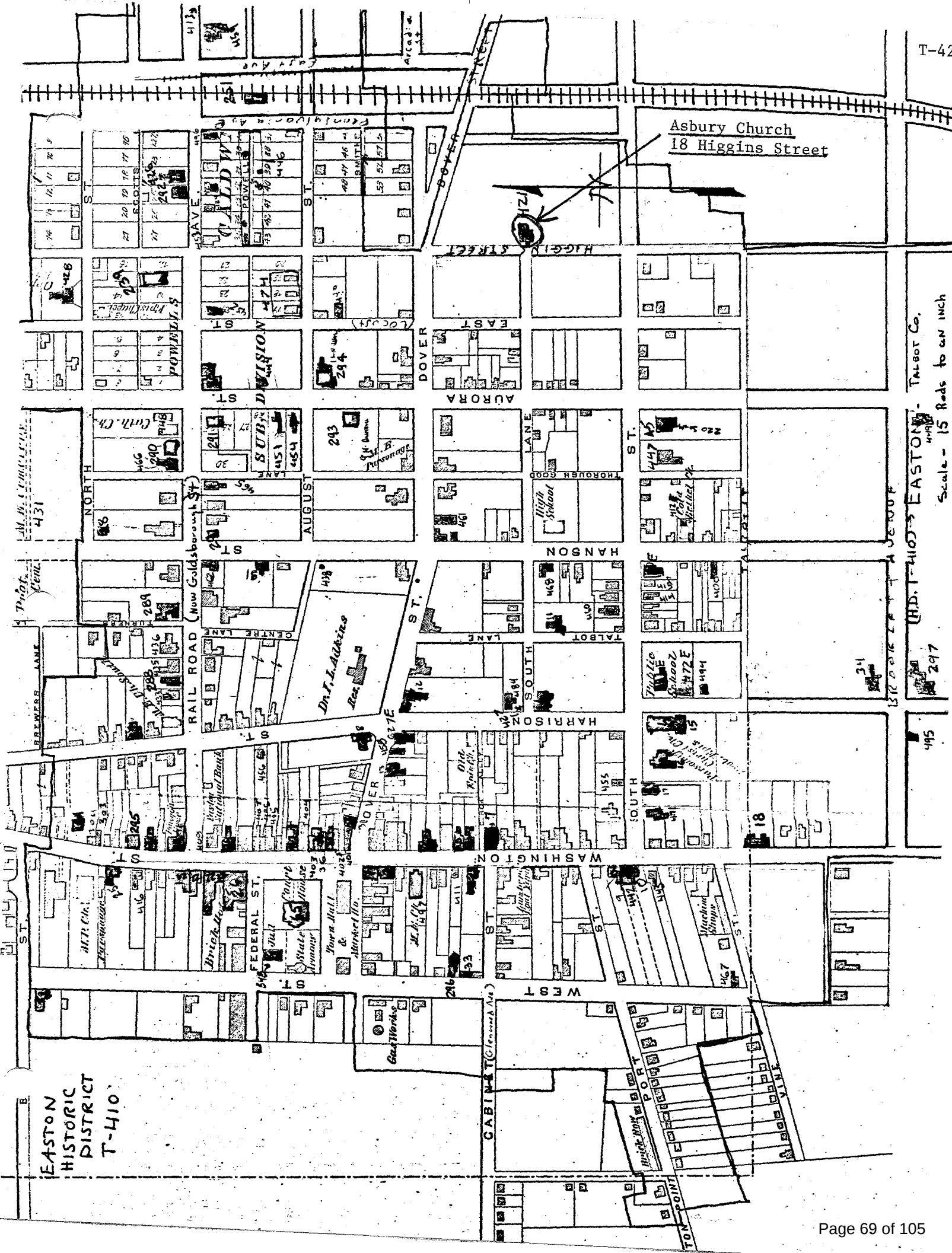
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The Shaw House, 21 State Circle
Annapolis, Maryland 21401
(301) 267-1438



T-421
Asbury Church
18 South Higgins Street
Easton Quad, 1942, PR 1974



Asbury Church
18 Higgins Street

Talbot Co.
Scale - 15 Rods to an inch

HD. T-410-5 EASTON

297
495



Asbury United Methodist Church
Easton, Talbot County, Maryland
Michael Hosford

T-~~11217~~
421

Maryland Historical Trust, Annapolis, MD
Southwest elevation
5/82



14 x 1.23

421

48%

Asbury United Methodist Church
Easton, Talbot County, Maryland
Michael Hosford

T-~~421~~
T-421

Maryland Historical Trust, Annapolis, MD
West elevation
5/82



T-421

ASEBURY METHODIST CHURCH
HIGGINS & SOUTH LANE
EASTON, MD.

WEST FAÇADE.

July 1976

ML FRITZ.

LEE VERNON - WILLIAMS, JR.
310 DIAMOND STREET
EASTON, MARYLAND 21601



TOWN OF EASTON
PLANNING & ZONING
14 S Harrison Street, Easton MD 21601

Historic District Commission Staff Report

Meeting Date: 6/26/2023

Staff Contact: Nicholas Johnson, Planner, njohnson@eastonmd.gov

Property Address: 500 Dover Road

Application Number: 2023-960

Request: Exterior Alterations

Staff Recommendation: Approve ☒ Deny ☐ Table ☐

Staff Comments:

The HDC found at its April 25th meeting, that the buildings labeled 2, 4, and 5 were non-contributing structures while the buildings marked 1 and 3 were contributing structures. At this meeting, the HDC approved partial demolition of building 2 and the installation of a corrugated metal roof on buildings 3, 4, and 5.

The applicant is not proposing exterior alterations to building 4 which was found to be non-contributing. The proposed scope of work includes an in-kind replacement of 2 garage doors, the installation of 2 steel doors, and the installation of corrugated metal siding.

Historic District Guidelines:

Guideline 44. Adding New Doors

- a. Avoid adding a new door to a front façade.
- b. Install additional doors, when needed, at the side or rear of the property. Avoid converting historic windows to door openings, especially where visible from the public-right-of-way.

Analysis – While Guideline 44a discourages the addition of new doors to front facades, it does not make sense in this scenario to prohibit the installation of additional doors. Given that this is an adaptive re-use of a vacant industrial building, it will be necessary to install additional entrances in front facades.



TOWN OF EASTON
PLANNING & ZONING
14 S Harrison Street, Easton MD 21601

Guideline 45. Screen, Storm, and Garage Doors

- e. Garage doors should be consistent with the architecture of the house and garage.

STAFF RECOMENDATION:

Staff supports a HDC **approval** of this application. Corrugated metal siding is consistent with the existing non-contributing warehouse style buildings. The proposed garage doors are consistent with the architectural style of the non-contributing portions of this property.

DRAFT MOTIONS:

1. I move that the Historic District Commission **approve** the application as submitted.

OR

2. I move that the Historic District Commission deny the application based on the following findings...

OR

3. I move an alternate motion.



TOWN OF EASTON
PLANNING AND ZONING
14 SOUTH HARRISON STREET, EASTON, MD 21601

RECEIVED

JUN 07 2023

TOWN OF EASTON

2023-960

Application #:	23940
Date Received:	06/07/2023
Fee Paid:	\$200.00
HDC Meeting Date:	06/26/2023
Date Property Posted:	06/16/2023

HISTORIC DISTRICT COMMISSION HEARING APPLICATION

APPLICATION TYPE (PLEASE CIRCLE)

ROOFING DEMOLITION SIGNAGE FENCING OTHER
NEW CONSTRUCTION/ADDITION EXTERIOR ALTERATIONS
FOR TREE REMOVAL(S) - PLEASE USE THE TREE REMOVAL APPLICATION

PROPERTY INFORMATION

ADDRESS 500 DOVER ROAD EASTON MD 21601
☐ Contributing ☒ Non-Contributing YEAR BUILT: NATIONAL REGISTAR #

PROPERTY INFORMATION

OWNER NAME DOVER STATION LLC
TELEPHONE NO. 410 829 6205 EMAIL Sevan@brooklandhomes.biz

Applicant or Agent

NAME Sevan Topjian
TELEPHONE NO. EMAIL

Description of Proposal (include additional sheets, as necessary)

<u>Building/Area 4 facade repairs.</u>
<u>Please see attached.</u>

Specific Requirements

- The payment of fees is due at the time of application submittal.
As of December 27, 2022, the fees are as follows:
Commercial - \$200 Residential - \$75 Signs - \$75 Staff Approval \$25
- Provide 3 hard copies plus 1 digital copy of the application and all supplemental information.
- Disclose any easements or deed restrictions pertaining to the property and any improvements including the details of said easements or restrictions.
- Disclose any tax credits and or grants being considered for the project.

The Historic District Commission (HDC) reserves the right to request reasonable additional information or design drawings that further clarify proposals. In cases where professional design services are warranted, the HDC may require the applicant to retain a licensed design consultant.

If the applicant or their designee is not present for the scheduled meeting the Commission may elect to refrain from discussing and voting on the scheduled agenda item.

Any modifications during review shall warrant an updated application.

I hereby certify that I have reviewed the Easton Historic District Guidelines as published

Signature of Applicant or Agent

Date

Printed Name of Applicant or Agent

<u>Sevan Topjian</u>
<u>6/7/23</u>
<u>Sevan Topjian</u>

Revised 4.4.2022



Historic District Commission Application Checklist

Revised December 2022

Please complete the section that applies to your application. If a checklist item is not included or is non-applicable, please provide information supporting its omission for the Commission's consideration.

Requirements:

The payment of fees is due at the time of application submittal. As of December, 2022, the fees are as follows:

Commercial - \$200, Residential - \$75, Signs - \$75, Staff Approval - \$25.

The application submitted shall include 4 copies plus 1 digital.

All Applications to Include:

- ☐ A narrative fully explaining the request
- ☐ Photographs of all existing conditions and that will be affected by the proposed project
- ☐ Description of all existing materials and a listing of all materials to be used for proposed project.
- ☐ Manufacturer cut-sheets and material specifications related to all proposed work.
- ☐ Any available and applicable historical photographs, sketches or other documentary evidence illustrating previous conditions and configurations of the building(s)

New Construction / Addition

- ☐ Dimensioned elevations drawn to an appropriate scale illustrating all sides of the proposed structure.
Drawings shall include notations outlining roof pitches, trim details and the type of windows and doors to be used for the project
- ☐ Site plan drawn to an appropriate scale and including setbacks and neighboring structures. Site Plan should illustrate the footprint(s) of all proposed EXISTING AND PROPOSED construction.
- ☐ Construction schedule
- ☐ For new construction only, the Commission will require a three-dimensional rendering, superimposed photo, silhouette or model of the proposed structure, other structure(s) located on the subject property and neighboring structures when necessary to understand the visual impact of the new construction and its compliance with the Guidelines.

Renovations

- ☐ Elevations or photographs of the existing conditions
- ☐ Elevation of the proposed changes
- ☐ Cut sheet for all proposed materials – Be sure to include all of the following that apply and any other additional materials:
 - ☐ Windows
 - ☐ Doors
 - ☐ Trim, fascia, soffit, etc
 - ☐ Decking/ porch flooring materials
 - ☐ Roofing Materials, gutters

Windows

Restoration of existing windows is the Commissions first choice. However, the Commission recognizes it may not always be practical to replace windows. For contributing buildings the front façade and any other façade facing a primary right of way are required to be wood windows. Aluminum, or fiberglass clad wood windows may be approved by the Commission on side or rear façades of contributing buildings. For non-contributing buildings clad wood windows will be considered on all elevations. Note: National Register Buildings are held to the highest of standards.

- ☐ Photograph or scaled elevation of all elevations of the building with each window that is to be replaced clearly labeled.
- ☐ Manufacturers cut sheet for each window to be replaced. Clearly labeled where it will be installed on the building.
- ☐ Materials for the windows must be clearly identified on the cut sheet
- ☐ Please note if existing trim/shutters are to remain or if new are to be installed, please include list of all new materials and cut sheets.

Roofing

Note: National Register Buildings are held to the highest of standards.

- ☐ Photographs or scaled elevations showing the existing roofing material to be replaced.
- ☐ Manufacturers cut sheet for each type of roofing to be replaced. Clearly labeled where it will be installed on the building.
- ☐ Please note if existing trim, fascia, soffit, or gutters are to remain or if new are to be installed, please include list of all new materials and cut sheets.

Signs

- ☐ Dimensioned scale drawings of the sign. Identify all materials to be used, color(s), lettering (including size and font style) and wording
- ☐ Photograph depicting the proposed location for the signage
- ☐ Lighting detail
- ☐ Construction and or mounting details

Landscaping & Trees

- ☐ Landscape plan where existing and proposed landscape features to be installed/planted, removed and/or relocated are identified including the location and species of existing and new trees

Fence

- ☐ Application must Include:
 - A Site plan :
 - Drawn to scale
 - Show and label the location of new and any existing fence. (this can be completed on two separate site plans for clarity)
 - Include location of neighboring structures
 - Identify height of proposed fence, location of gates and other openings
 - If the height or style of fence changes based on location, this must be clearly identified.
 - Proposed fence style and material
 - Include photograph, manufacturer cut-sheet of the fence, or detailed sketch of proposed fence.
 - other relevant construction and or material detail

Demolition

The Historic District Commission (HDC) reserves the right to request a professional inspection of the structure(s). Said request may include evaluation by a historic preservation specialist.

- ☐ Elevations and photographic documentation of all elevations of the structure(s) to be demolished including footprint dimensions, height dimensions and a site plan illustrating location of the structure(s) to be demolished
- ☐ Structural Analysis by Structural Engineer or Licensed Architect
- ☐ For Economic Hardship please provide documentation. Reference Guideline 13.9
- ☐ Attach replacement plan

Other

- ☐ Attach all documentation supporting request

The Historic District Commission (HDC) reserves the right to request reasonable additional information or design drawings that further clarify proposals. In cases where professional design services are warranted, the HDC may require the applicant to retain a licensed design consultant.

If the applicant or their designee is not present for the scheduled HDC meeting, the Commission may elect to refrain from discussing and voting on the scheduled agenda item.

This checklist shall be submitted along with the completed Historic District Commission Application and all additional supporting information.



To: Town of Easton Historic District Commission

Submittal Date: June 7, 2023

Property: 500 Dover Road Easton MD 21601

Subject: Proposed repairs for front façade Building 4

Summary: Dover Station LLC is proposing to repair the existing façade of Building 4 at 500 Dover Road in Easton, MD. Pursuant to the recent approval granted from the HDC regarding for the replacement of the roof, we respectfully request to also include repairs to the façade of Building 4, which has been identified as a non-contributing structure on the property. Materials and color shall match the previous approved products and are included in this application once again for your review.

Building 4 Location Area



EXISTING CONDITIONS EXTERIOR BUILDING 4



PROPOSED REPAIRS BUILDING 4



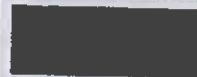
- A: Replace 2 existing garage doors with 12ftx12ft Commercial Solid White Garage Door**
- B: Install 2 Commercial Standard Security Entry Doors. 36"x80"**
- C: Replace existing aluminum siding with similar material to match recently approved corrugated metal roof
Color: Ash Gray (same as roof)**
- D. Cut sheets and product information attached**



**RIDGE
& VALLEY
METALS LLC**

Rolling for Your Business

Color Selections - 40 Year Paint Warranty



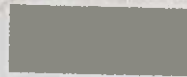
Brown

WXB1009L



Tan

WXD0049L



Ash Gray

WXA0092L

Panel Profile

36" Cover Width

Note: Flat sheets and special trim are available upon request.

 Corners (Specify Length)	 Residential Rake (10' 6")	 Inside Corner (10' 6")	 J-Trim (10' 6")	 Double Angle (10' 6")
 Ridge Cap (10' 6")	 W-Valley (10' 6")	 Rat Guard (10' 6")	 Drip Edge (10' 6")	 Eave Trim (10' 6")
 Upper Gambrel (10' 6")	 Lower Gambrel/Transition (10' 6")	 Round Track Cover (10' 6")	 Sidewall (10' 6")	 End Wall (10' 6")
 Fascia Trim (10' 6")	 Drip Cap (10' 6")	 Overhead Door Trim (10' 6")	 F & J Trim (10' 6")	 J & J Trim (10' 6")

Sliding Door Parts

Track & Trolley

Aluminum Door Frame

Skylight Panel

Tackyl Tape

Emseal

Closure Vent

Roll Materials

Insulation
(Single and Double Bubble)

Inside and Outside Closures

Metal to Wood Screws

Roof Boot
(Specify Size)

Caulk
(Available in all colors)

CLOPAY COMMERCIAL – MODELS 524, 524V, 524S industrial series

Clopay



RIBBED STEEL DOORS

Available non-insulated (524) or insulated (524V/524S) with polystyrene insulation. Ideal for commercial and industrial building applications. R-Value 6.6 available on models 524V and 524S.

- Polystyrene insulation available on 524V and 524S.
- Three-stage paint process delivers a virtually maintenance-free finish.
- Tog-L-Loc® joining system's advanced design eliminates the need for antiquated welds and rivet construction, improving rust and leak prevention.
- Injection-molded lite frames with integral weatherseal are durable and seal against the elements. Multiple glass options available providing visibility or privacy.



Steel skins are protected through a tough, layered coating system, including a hot-dipped galvanized layer, a protective metal oxide pretreatment and a baked-on primer and top coat. Ten-year warranty against rust-through.

clopaycommercial.com

EXTERIOR SKIN PATTERN



Deep Ribbed

COLOR OPTIONS



* Additional charges apply.
Due to the printing process,
colors may vary.

CUSTOM PAINT OPTION



COLOR BLAST®

Color Blast® finish offers more than 1,500 Sherwin-Williams® color options to complement your building design. This durable two-part paint system has been thoroughly tested and is backed by a five-year warranty.

Due to solar reflective formulation to meet greater than a 38 LRV, some colors may not be available.

FEATURES

STANDARD HARDWARE

- TPE astragal in corrosion-resistant retainer
- Commercial 10-ball steel rollers (nylon tires available)
- Steel step plate and lift handle
- Galvanized steel end stiles
- Inside slide lock for increased security
- 2" track
- 10,000 cycle springs
- Galvanized aircraft cable with minimum 7:1 safety factor
- Variety of track configurations to meet building specifications

MATERIALS AND CONSTRUCTION

Panel Thickness	2"
Insulation	1-3/8" polystyrene (Available on Models 524V and 524S)
R-value	6.6" (Available on Models 524V and 524S)
Joining System	Tog-L-Loc®
Exterior Steel	24 gauge (.58 mm)
Interior Cover	Vinyl backing (Available on Model 524V) Painted steel back cover (Available on Model 524S)
Exterior Steel Emboss	Smooth
Max Width	26'2"
Max Height	24'
Exterior Colors	Standard White, Commercial Tan, Chocolate, Gray and Trinar® White. Also available in Color Blast® finish
Interior Color	Standard White
Limited Warranties	10-year standard paint 5-year Color Blast® finish 1-year materials and workmanship

*Calculated door section R-value is in accordance with DASMA TDS-163.

For special sizes, applications and options, consult customer service at 1-800-526-4301.

ADDITIONAL OPTIONS

WINDOW OPTIONS



24" x 6"

24" x 12"



Full-View

Glazing options for 524 include DSB, plexiglass and wire glass. Double pane insulated windows are available for Models 524V and 524S. Prepainted full-view section with White or Chocolate finish available with DSB glass, plexiglass, wire glass or insulated glass.

HEAVY-DUTY HARDWARE (where not standard)



Double-end hinge



3" Track



High performance hardware features 10 gauge end hinges, heavy-duty top bracket and 3" sealed roller with 5/8" stem.

MULLIONS



Carry-away, roll-away or swing-up mullions are available on select sizes.

EXHAUST PORT



Can be cut into any type of sectional door. Available in select sizes.

SAFE-T-STOP™ CHAIN HOIST



Hand chain hoist with an integral braking system providing controlled descent for sectional doors.



WwoCode® design pressure (DP) up to 52 PSF depending on size. Models tested 50% greater than DP.



Upgrade your standard door with industrial-grade components.

HIGH CYCLE SPRINGS



25,000, 50,000 or 100,000 cycle springs available.

DISTRIBUTED BY:



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CMDC-0524-02_REV0423

STEELCRAFT

Falcon SZ Series

Steel doors

Overview

The Steelcraft SZ Series flush door is an affordable, square-edge solution for commercial applications. The construction combines the rigid stability of steel with the integrity of a laminate core. Steelcraft SZ Series square edge flush doors offer a solution that is simple to order and stock with quality you can depend on.

Features and benefits

- Square-edge with non-handed hinge preparation
- 4 1/2" universal hinge prep with reversible hinge filler plates included
- Variety of stock held at all locations and sold as bundled or individual units
- Expanded RAPID offering
 - Adds expanded sizes
 - Adds alternate hardware locations
 - Adds availability of 3/8" undercut

About Allegion

Allegion (NYSE: ALLE) is a global pioneer in seamless access, with leading brands like CISA®, Interflex®, LCN®, Schlage®, SimonsVoss® and Von Duprin®. Focusing on security around the door and adjacent areas, Allegion secures people and assets with a range of solutions for homes, businesses, schools and institutions. For more, visit www.allegion.com.

KRYPTONITE ■ LCN ■ SCHLAGE ■ STEELCRAFT ■ VON DUPRIN



Performance

- Honeycomb core system standard, optional polystyrene core available
- Specification requirements
 - Door construction meets the requirements of ANSI A250.8-2003 (SDI 100)
 - Hardware preparations and reinforcements are in accordance with ANSI A250.6-2003. Locations are in accordance with ANSI/DHI A115; alternate locations are available in the RAPID program only.

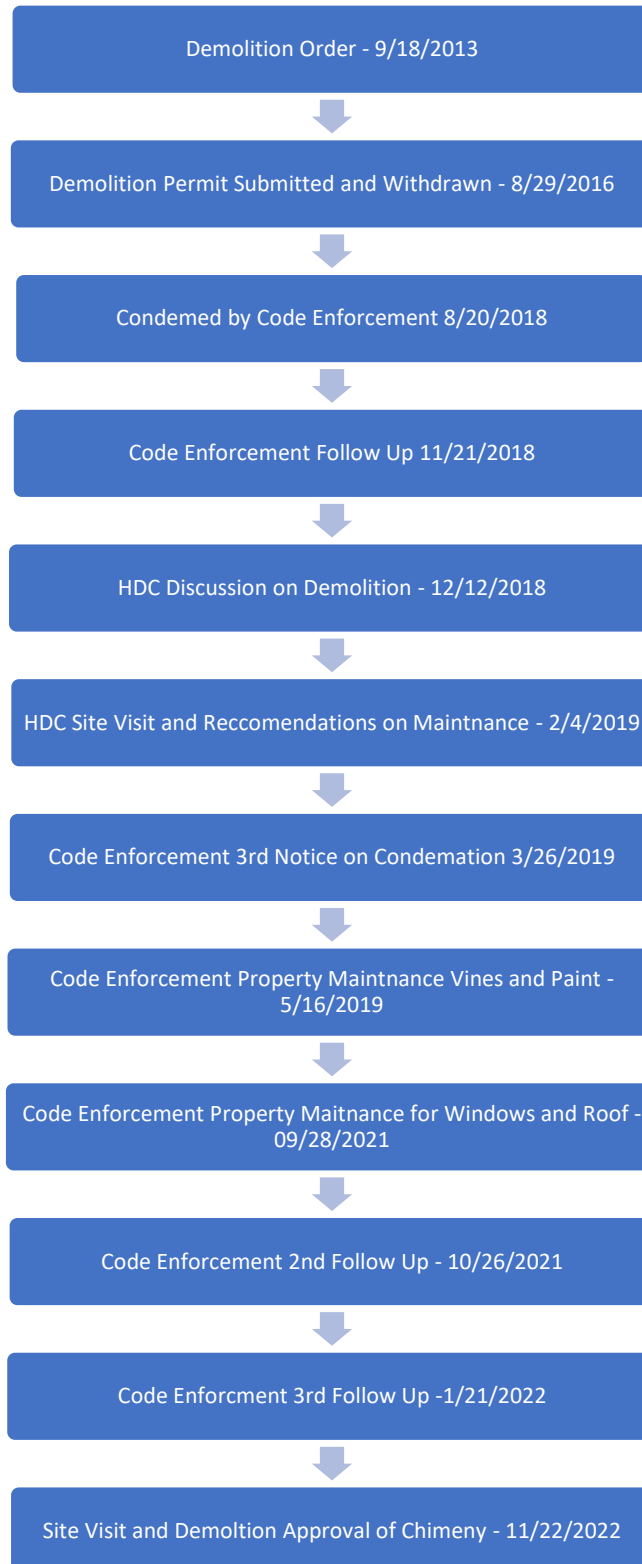
Ratings

- Doors are factory labeled with a Warnock Hersey / ITS 1 1/2 hour (90min) mylar label
- Doors can be modified under authorized distributor licensing programs

Durability

- Corrosion resistance
 - 18 gauge CRS face sheets standard with Galvannealed (A60) face sheets optional factory applied rust inhibiting primer standard
- Full height, visible mechanical interlock edges; polystyrene core doors come standard with a closed top
- Standard, 14 gauge closer reinforcement

109 South Lane Timeline



5/4/2007



4/14/2011



3/14/2013



10/2013



8/17/2018



5/10/2019



10/2019



10/13/2021



6/26/2023



§28- 601.F & §28-601.G

F. DEMOLITION BY NEGLECT

1. In the event of demolition by neglect, the Commission may request the Building Inspection Department to notify, in writing, the property owner of record, any person having a right, title, or interest therein, and the occupant or other person responsible for the maintenance of the property, of the deterioration. The notice shall specify the minimum items of repair or maintenance necessary to correct the deterioration or prevent further deterioration.
2. Prior to the issuance of a written notice, the Commission may request the Building Inspection Department to establish a record of demolition by neglect. Such a record may include dated materials such as photographs and written reports of the condition of the property so as to record or measure the deterioration.
3. The notice shall provide that corrective action shall commence within thirty (30) days of the receipt of said notice and be completed within a reasonable time thereafter. The notice shall state that the owner of record of the property, or any person of record with any right, title, or interest therein, may, within ten (10) days after the receipt of the notice, request a hearing on the necessity of the items and conditions contained in the notice. In the event a public hearing is requested, it shall be held by the Commission upon thirty (30) days written notice being mailed to all persons of record with any right, title, or interest in the property and to all citizens and organizations which the Commission determines may have an interest in the proceedings.
4. If, after the public hearing, the Commission determines that the corrective actions remain necessary, the Commission may request that the Zoning Inspector take corrective action to comply with the Final Notice within thirty (30) days of receipt of the Final Notice

- 1
2 5. Upon failure, neglect, or refusal of the property owner or other responsible
3 person, duly notified, to take the corrective action specified in the Final Notice
4 within the time required, the Commission may request that the Zoning Inspector
5 institute any of the remedies and penalties provided by law for such violations.

6 G. ORDER TO RESTORE
7

8 In the event that any type of intervention on a property or structure in the Historic
9 District has been conducted without a Certificate of Appropriateness or in violation of
10 a Certificate of Appropriateness, or, in cases of Demolition by Neglect, the Town may
11 issue the owner an Order to Restore. This order will require the property owner to
12 restore the property to the condition that existed prior to the intervention using material-
13 in-kind and design-in-kind, subject to all applicable building and life safety codes. The
14 Historic District Commission shall review the intended mitigation of any such
15 intervention for appropriateness, and establish a reasonable time limit for the
16 mitigation.
17



**Town of Easton Historic District Commission
Draft Decision Summary**

Monday, June 12, 2023 at 6:00 p.m.

Town Hall Chamber 2
14 S. Harrison Street, Easton

Archived video of the meeting is available at:

[Town of Easton Agenda and Minutes](https://www.eastonmd.gov/Agenda/Agenda%20and%20Minutes)
[\(eastonmd.gov\)](https://www.eastonmd.gov/)

Attendance:

Commission Members:

Ernest Demby, Chairperson
Maria Brophy, Vice Chairperson
Kevin Bateman
Dudley Greer
Kelly Pezor
Jim Sebastian
Michael Stuart

Staff:

Miguel Salinas, Planning and Zoning Director
Nicholas Johnson, Planner
Sharon VanEmburch, Town Attorney
Samantha Smith, Administrative Specialist

1. Call to Order— Chairperson Demby called the meeting to order at 6:10 pm.

2. Agenda Summary Review—

**Commissioner Sebastian moved to approve the June 12, 2023 Agenda Summary.
Commissioner Pezor seconded the motion.**

Vote	7-0
FOR:	7- Demby, Brophy, Bateman, Greer, Pezor, Sebastian, Stuart
AGAINST:	0
ABSTAIN:	0
ABSENT:	0

3. Old Business –

a. Applicant: DHW Landholding Inc.
File No.: 2022-773
Location: 124 S. Aurora Street, Easton, MD 21601
Tax Map 104, Grid 0EA, Parcel 1875
Zoning: CG

Request: On May 30, 2023 the Building Inspection Department noted during an inspection that the existing concrete patio at 124 S. Aurora Street had been replaced with a new stamped concrete patio. The Certificate of Appropriateness (COA) issued from the October 10, 2022 Historic District meeting stated that “The existing patio [shall] be kept.” The Commission is now tasked with determining whether the new stamped concrete patio may remain as installed, or if the patio must be restored to its original condition. This is a non contributing building to the Historic District.

Staff Presentation:

Nicholas Johnson, Planner

Miguel Salinas, Planning and Zoning Director

Applicant Presentation:

Dwight Miller, Gillis Gilkerson

Public Comment— None

Commissioner Pezor moved to approve the request for the newly stamped concrete patio to remain as is, and for the addition of planters along the walkway to deter traffic. Commissioner Sebastian seconded the motion.

<u>Vote</u>	<u>7-0</u>
FOR:	7- Demby, Brophy, Bateman, Greer, Pezor, Sebastian, Stuart
AGAINST:	0
ABSTAIN:	0
ABSENT:	0

- b. Applicant:** West and Callahan
File No.: 2022- 760
Location: 27 S. Harrison Street, Easton, MD 21601
Tax Map 104, Grid 0EA, Parcel 1522
Zoning: CB

Request: The applicant is appearing before the Commission after their request from the May 22, 2023 Historic District meeting was tabled. On May 9, 2023, it was brought to the staff’s attention that the window sills and trim at 27 S. Harrison Street had been inadvertently altered. The original wooden trim was removed from all of the windows (excluding the bay window) and replaced with smooth PVC trim and sills.

At the September 26, 2022 Historic District meeting, the property owner proposed replacing the existing window trim with 5 quarter by 4 PVC trim and a new PVC sill. However, the applicant modified their application and their proposed scope of work, and approval was granted under the condition that the existing trim would remain. The certificate of appropriateness provided to the contractors listed both

the proposed PVC window trim and sills; and the approved scope of work which required the existing trim to remain. The contractors misread a line on the COA that stated: “ [the] proposal is for a new PVC sill for the windows along with 5 quarter by 4 PVC trim.” and subsequently installed the trim on one side elevation of the building. Following an inspection, staff informed the contractor that the work appeared to be in accordance with the COA after misreading the same line. The contractor subsequently replaced all of the window trim with PVC and installed PVC sills.

The Commission shall determine whether the PVC trim and sills can remain as installed, or if the trim must be removed and installed to its original condition. This is a contributing building to the Historic District.

Staff Presentation:

Nicholas Johnson, Planner

Miguel Salinas, Planning and Zoning Director

Applicant Presentation:

Chuck Callahan, West and Callahan

James Dove, Elite Exteriors

Public Comment— None

Commissioner Sebastian moved to approve the application with the condition that all trim installed shall remain, and shall be painted. Vice Chairperson Brophy seconded the motion.

Vote	7-0
FOR:	7- Demby, Brophy, Bateman, Greer, Pezor, Sebastian, Stuart
AGAINST:	0
ABSTAIN:	0
ABSENT:	0

- c. Applicant:** Chesapeake Neighbors LLC
File No.: 2023-865
Location: 20 N. Aurora Street, Easton, MD 21601
Tax Map 103, Grid 000, Parcel 1130
Zoning: R-7A

Request: The applicant is appearing before the Commission after their request from the May 22, 2023 Historic District meeting was tabled due to a lack of detailed replacement plans. The applicant has now submitted a revised replacement plan that minimizes the proposed building footprint from 7,742 square feet to 3,840 square feet; decreased the proposed height from 36’7” to 30’; and has remodeled the architectural style. The Commission shall determine whether the two outbuildings and the rear addition may be demolished, and

whether the proposed new construction is appropriate. The demolition will not be fully approved until the Commission formally approves replacement plans. The Commission may approve replacement plans at this meeting or any subsequent meeting.

Historic District Guideline references:

- i. *Demolition Review*
- ii. *Guideline 10. Preserve Historic Outbuildings*
- iii. *Guideline 94. Style*
- iv. *Guideline 96. Orientation, Alignment, and Setback*
- v. *Guideline 97. Form, Massing, Height, and Scale*
- vi. *Guideline 100. Rear Additions*

Staff Presentation:

Nicholas Johnson, Planner
Miguel Salinas, Planning and Zoning Director

Applicant Presentation:

Virginia Richardson, Rauch Inc.
Lyndsey Ryan *Esq.*
Judi Olinger, Chesapeake Neighbors

Public Comment:

Dianne Laird-Ippolito
Noah Matten

Vice Chairperson Brophy moved to table the application. Commissioner Bateman seconded the motion.

<u>Vote</u>	<u>7-0</u>
FOR:	7- Demby, Brophy, Bateman, Greer, Pezor, Sebastian, Stuart
AGAINST:	0
ABSTAIN:	0
ABSENT:	0

4. New Business –

- a. **Applicant:** Gail Crisholm
David Piver, Davey Tree Expert Co.
MD LTE No.: 0572
- File No.:** 2023-951
- Location:** 111 Goldsborough Street, Easton, MD 21601
Tax Map 103, Grid 000, Parcel 0652
- Zoning:** CB

Request: The applicant is requesting the removal of two (2) healthy Holly trees on the left hand side of the property. A letter submitted by Maryland Licensed Tree Expert David Piver has found that as the roots mature, the trees will ultimately interfere with the foundation of the property. This is a contributing building to the Historic District.

Staff Presentation:

Nicholas Johnson, Planner

Miguel Salinas, Planning and Zoning Director

Applicant Presentation:

Gail Crisholm

Kara Chrissey

Public Comment— None

Commissioner Pezor moved to approve the application as submitted. Commissioner Bateman seconded the motion.

<u>Vote</u>	<u>7-0</u>
FOR:	7- Demby, Brophy, Bateman, Greer, Pezor, Sebastian, Stuart
AGAINST:	0
ABSTAIN:	0
ABSENT:	0

- b. Applicant:** Enid McKittrick
File No.: 2023-948
Location: 116 Goldsborough Street, Easton, MD 21601
Tax Map 103, Grid 0EA, Parcel 1141
Zoning: R-7A

Request: The applicant is proposing to install a new 10’x14’ prefabricated wooden shed in the backyard. This is a contributing building to the Historic District.

Historic District Guideline references:

- i. Guideline 11. Erect New Outbuildings Sensitive*

Staff Presentation:

Nicholas Johnson, Planner

Miguel Salinas, Planning and Zoning Director

Applicant Presentation:

Gretchen Wichlinski

Public Comment— None

**Commissioner Bateman moved to approve the application as submitted.
Commissioner Stuart seconded the motion.**

<u>Vote</u>	<u>7-0</u>
FOR:	7- Demby, Brophy, Bateman, Greer, Pezor, Sebastian, Stuart
AGAINST:	0
ABSTAIN:	0
ABSENT:	0

c. Applicant: Scott Patterson
File No.: 2023-949
Location: 211 Goldsborough Street, Easton, MD 21601
Tax Map 103, Grid 0EA, Parcel 0667
Zoning: R-7A

Request: The applicant is proposing to replace the existing standing seam metal roof over the front porch with a new standing seam metal roof with 17” wide panels and 1” rib heights. The asphalt shingle roof on the rear addition will be replaced with a new architectural asphalt shingle roof. This is a contributing building to the Historic District.

Historic District Guideline references:
i. Guideline 70. Rooftop Material

Staff Presentation:
Nicholas Johnson, Planner
Miguel Salinas, Planning and Zoning Director

Applicant Presentation:
Scott Patterson

Public Comment— None

Commissioner Sebastian moved to approve the application subject to the condition that the ridges or peaks of the metal front porch roof shall have single ribs, and not caps, in order to accurately replicate the existing roof. Commissioner Greer seconded the motion.

<u>Vote</u>	<u>7-0</u>
FOR:	7- Demby, Brophy, Bateman, Greer, Pezor, Sebastian, Stuart
AGAINST:	0
ABSTAIN:	0
ABSENT:	0

d. Applicant: Michael and Constance Pullen
File No.: 2023-943
Location: 36 S. Washington Street, Easton, MD 21601
Tax Map 104, Grid 000, Parcel 1460
Zoning: CB

Request: The applicant is proposing to replace the deteriorated T-11 siding with HardiPlank HZ10 smooth fiber cement siding. The applicant is also requesting an in-kind replacement to portions of deteriorated clinker style siding on the front façade. This is a contributing building to the Historic District.

Historic District Guideline references:

- i. *Guideline 77. Make Sensitive Replacements*
- ii. *Guideline 79. Fiber Cement Siding*

Staff Presentation:

Nicholas Johnson, Planner
Miguel Salinas, Planning and Zoning Director

Applicant Presentation:

Michael Pullen

Public Comment— None

Commissioner Sebastian moved to approve the application subject to the condition that all trims to be replaced shall be replaced as PVC and painted. Vice Chairperson Brophy seconded the motion.

<u>Vote</u>	<u>7-0</u>
FOR:	7- Demby, Brophy, Bateman, Greer, Pezor, Sebastian, Stuart
AGAINST:	0
ABSTAIN:	0
ABSENT:	0

e. Applicant: Maurice and Karen Schlesinger
File No.: 2023-944
Location: 304 Winton Avenue, Easton, MD 21601
Tax Map 105, Grid 0EA, Parcel 2158
Zoning: R-7A

Request: The applicant is proposing to replace the existing concrete steps with new brick steps; and to install a metal handrail on the existing front porch. This is a contributing building to the Historic District.

Historic District Guideline references:

- i. *Guideline 65. Make Sensitive Replacements (Porches)*

Staff Presentation:

Nicholas Johnson, Planner

Miguel Salinas, Planning and Zoning Director

Applicant Presentation:

Maurice Schlesinger

Public Comment— None

Commissioner Sebastian moved to approve the application subject to the condition that the railing shall be ferrous metal. Commissioner Bateman seconded the motion.

Vote	7-0
FOR:	7- Demby, Brophy, Bateman, Greer, Pezor, Sebastian, Stuart
AGAINST:	0
ABSTAIN:	0
ABSENT:	0

- f. Applicant:** Zachary A. Smith
File No.: 2023-945
Location: 216 E. Dover Street, Easton, MD 21601
Tax Map 104, Grid 0EA, Parcel 1177
Zoning: CB

Request: The applicant is proposing to replace four (4) existing vinyl windows with a combination of “fold up” aluminum clad windows, and motorized aluminum overhead “doors”. The applicant is also proposing to install two (2) round internally lit bracket signs on the Aurora Street and Dover Street frontages; and to install an outdoor walk-in cooler along the eastern property line. This is a non contributing building to the Historic District.

Outstanding Issues:

On May 11, 2023 the Building Inspection Department issued an inspection notice and a fine for installing new windows on the structure without a building permit or Certificate of Appropriateness. The window that was installed without a permit is shown in the applicant’s submittal as ‘Exhibit B’ and replaced the window labeled as window 1 in ‘Exhibit A’. The Building Inspection Department gave the contractor the option of replacing the existing opening with the old window, or installing plywood until a permit and HDC approval had been obtained.

Historic District Guideline references:

- i. Guideline 90. Make Sensitive Replacements (Windows)
- ii. Guideline 25. General Guidelines for Signage
- iii. Guideline 30. Lighting for Signs
- iv. Guideline 31. Hanging and Bracket Signs
- v. Guideline 11. Erect New Outbuildings Sensitively

Staff Presentation:

Nicholas Johnson, Planner

Miguel Salinas, Planning and Zoning Director

Applicant Presentation:

Zachary A. Smith

Public Comment— None

Commissioner Bateman moved to approve the application subject to a staff approval of the illumination and brightness level of the bracket signs. Commissioner Stuart seconded the motion.

<u>Vote</u>	<u>6-1</u>
FOR:	6- Demby, Bateman, Greer, Pezor, Sebastian, Stuart
AGAINST:	1- Brophy
ABSTAIN:	0
ABSENT:	0

5. Discussion Item –

- a. The Commission held a brief discussion in regard to conflicting height and massing limits for infill development within the Zoning Ordinance and Historic District Guidelines. Sharon VanEmburch referenced Article VI of the Zoning Code, which addresses procedures and regulations to preserve historic structures in Easton’s Historic District, and designation procedures within the limits of Easton’s Historic Zones.

6. Decision Summary Review –

Commissioner Bateman moved to approve the May 22, 2023 Decision Summary. Commissioner Greer seconded the motion.

<u>Vote</u>	<u>7-0</u>
FOR:	7- Demby, Brophy, Bateman, Greer, Pezor, Sebastian, Stuart
AGAINST:	0
ABSTAIN:	0
ABSENT:	0

7. Administrative Approval

- a. **Applicant:** Charles Gobel

File No.: 2023-946
Location: 308 S. Hanson Street, Easton, MD 21601
Tax Map 105, Grid 0EA, Parcel 2254
Zoning: R-10A

Request: The applicant is requesting approval to remove and replace in-kind the existing asphalt shingle roof. The existing soffit, fascia, and gutters shall be replaced in-kind. The request is also to perform routine maintenance to the front porch framing.

Historic District Guideline references:

- i. *Guideline 64. Preserve Historic Porches*
- ii. *Guideline 65. Make Sensitive Replacements*
- iii. *Guideline 70. Roof Material*
- iv. *Guideline 73. Replace Historic Gutters and Downspouts In-Kind*

b. Applicant: Hiram Navarrete and Emily Chandler
File No.: 2023-947
Location: 110 N. Aurora Street, Easton, MD 21601
Tax Map 103, Grid 0EA, Parcel 0739
Zoning: R-7A

Request: The applicant is requesting approval to remove and replace in-kind the existing half-round style gutters and downspouts.

Historic District Guideline references:

- i. *Guideline 73. Replace Historic Gutters and Downspouts In-Kind*

c. Applicant: Town of Easton
File No.: 2023-954
Location: 14 S. Harrison Street, Easton, MD 21601
Tax Map 104, Grid 000, Parcel 1528
Zoning: CB

Request: Trevor Newcomb on behalf of the Town of Easton is requesting approval to remove the existing aluminum letters and replace in-kind with new aluminum relief mounted letters.

Historic District Guideline references:

- i. *Guideline 25. General Guidelines for Signage*
- ii. *Guideline 35. Wall Signs*

8. Adjournment– Commissioner Bateman moved to adjourn. Commissioner Greer seconded the motion. The meeting was adjourned at 8:29 p.m.