



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

Monday, January 13, 2025 at 6:00 p.m.

Town Hall Chamber 2

14 S. Harrison Street, Easton, Maryland

**Archived video of the meeting is available at:**

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

**Attendance:**

**Commission Members:**

Ernest Demby, Chairperson  
Maria Brophy, Vice Chairperson  
Kevin Bateman  
Emily Carey  
Dudley Greer  
Michael Stuart

**Staff:**

Miguel Salinas, Planning and Zoning Director  
Nicholas Johnson AICP, Town Planner (Current)  
Samantha Smith, Administrative Specialist  
Tom Diem, Building Code Official  
Sharon Van Emburgh, *Esq.* Town Attorney

**1. Call to Order** — Chairperson Demby called the meeting to order at 6:00 pm.

**2. Agenda Summary Review** —

**Vice Chairperson Brophy moved to approve the January 13, 2025 Agenda Summary. Commissioner Bateman seconded the motion.**

|             |                                           |
|-------------|-------------------------------------------|
| <u>Vote</u> | <u>5 - 0 - 1</u>                          |
| FOR:        | 5 - Demby, Brophy, Bateman, Greer, Stuart |
| AGAINST:    | 0                                         |
| ABSTAIN:    | 0                                         |
| ABSENT:     | 1 - Carey                                 |

**3. Old Business** — None

**4. New Business** —

**a. File No.:** 2024 - 1367 / HD 24 - 146  
**Applicant:** Jennifer Read Van West  
**Location:** 23 N. Hanson Street, Easton, MD 21601

Tax Map 0103, Grid 00EA, Parcel 1149  
**Zoning:** CB

**Request:** The Applicant is proposing an in kind replacement of 181 linear feet of wooden picket fencing. The replacement fencing will be four (4) feet high, gothic picket fencing constructed of pressure treated wood. This structure in which the fence is associated is a contributing structure to the Historic District.

Historic District Guideline references:

- i. *Guideline 14. Perimeter Walls and Fences*

**Staff Presentation:**

Nicholas Johnson AICP, Town Planner - Current

**Applicant Presentation:**

Jennifer Read Van West

**Public Comment** — None

**Public Comment Written** — None

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

Vote 6 - 0

FOR: 6 - Demby, Brophy, Bateman, Carey, Greer, Stuart

AGAINST: 0

ABSTAIN: 0

ABSENT: 0

**b. File No.: 2024 - 1352 / HD 24 - 138**

**Applicant:** Yingling Renovations, LLC

**Location:** 516 August Street, Easton, MD 21601

Tax Map 0104, Grid 0000, Parcel 1045

**Zoning:** CB

**Request:** The Applicant is requesting to replace the flat portion of the roof with an EPDM roofing system and the sloped portions of the roof with asphalt shingles. The replacement of the capping above the windows is not a part of the scope of work. This is a contributing structure to the Historic District.

Historic District Guideline references:

- i. *Second Empire Style (1860 - 1900)*
- ii. *Guideline 68. Maintain Historic Roof Shape*
- iii. *Guideline 69. Perform Regular Roof Maintenance*
- iv. *Guideline 70. Roof Material*

**Staff Presentation:**  
Nicholas Johnson AICP, Town Planner - Current

**Applicant Presentation:**  
Chad Yingling, Yingling Renovations, LLC

**Public Comment** — None  
**Public Comment Written** — None

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

|             |                                                  |
|-------------|--------------------------------------------------|
| <u>Vote</u> | <u>6 - 0</u>                                     |
| FOR:        | 6 - Demby, Brophy, Bateman, Carey, Greer, Stuart |
| AGAINST:    | 0                                                |
| ABSTAIN:    | 0                                                |
| ABSENT:     | 0                                                |

- c. **File No.:** 2024 - 1368 / HD 24 - 147  
**Applicant:** Jay Corvan Architect, LLC  
**Location:** 5 South Street, Easton, MD 21601  
Tax Map 0104, Grid 00EA, Parcel 1512  
**Zoning:** CB

**Request:** The applicant is proposing to install two (2) emergency egress stairs from the second floor in order to comply with applicable building codes. These stairs are located on the rear of the structure and provide a path for emergency egress from the third-floor window to the ground. This structure is considered a contributing structure to the Easton Historic District.

Historic District Guideline references:  
i. *Guideline 6. Comply with Health and Safety Codes*  
ii. *Guideline 54. Fire Escapes and Exterior Stairs*

**Staff Presentation:**  
Nicholas Johnson AICP, Town Planner - Current  
Tom Diem, Building Code Official

**Applicant Presentation:**  
Jay Corvan AIA

**Public Comment** — None  
**Public Comment Written** — None

Vice Chairperson Brophy moved to approve the application with the condition that the stairs shall be painted to match the siding of the structure. Commissioner Carey seconded the motion.

|          |                                                  |
|----------|--------------------------------------------------|
| Vote     | 6 - 0                                            |
| FOR:     | 6 - Demby, Brophy, Bateman, Carey, Greer, Stuart |
| AGAINST: | 0                                                |
| ABSTAIN: | 0                                                |
| ABSENT:  | 0                                                |

**d. File No.:** 2024 - 1358 / HD 24 - 142  
**Applicant:** Chesapeake Community Development LLC  
**Location:** 521 August Street, Easton, MD 21601  
Tax Map 0103, Grid 00EA, Parcel 1039  
**Zoning:** CB

**Request:** The Applicant is seeking approval for the construction of a two-story mansion apartment on the corner of Park Street, August Street, and Powells Alley, and the removal of five (5) healthy trees within the Historic District. The proposed structure is approximately 3,330 square feet, with a height of 26 feet. A Certificate of Appropriateness for the exact scope of work lapsed on July 22, 2024 as no building permit was obtained within six (6) months of issuance.

**Background:** At their January 22, 2024 meeting, application 2024 - 007 / HD 24 - 05 was approved by the Historic District Commission via a 5-0 vote subject to the following conditions:

1. All trash and recycling receptacles shall be screened on three sides; and
2. Minor revisions to the proposed site and structure that are consistent with the Historic District Guidelines may be administratively approved by staff after consultation with the Chair of the Commission.

At their May 16, 2024 meeting, the Town of Easton Planning Commission granted Sketch Site Plan approval (application 2024 - 1178) via a 4-0 vote for the development of the two-story mansion apartment with associated site improvements.

Historic District Guideline references:

- i. Guideline 94. Style
- ii. Guideline 95. Siting
- iii. Guideline 96. Orientation, Alignment, and Setback
- iv. Guideline 97. Form, Massing, Height, and Scale
- v. Guideline 103. Materials
- vi. Guideline 105. Exterior color
- vii. Guideline 106. Details and Ornamentation
- viii. Guideline 107. Placement

- ix. *Guideline 109. Energy and Sustainability*  
x. *Guideline 110. Exterior Lighting*  
xi. *Guideline 112. Proportion*  
xii. *Guideline 115. Roof Form*  
xiii. *Guideline 116. Roof Material*  
xiv. *Guideline 117. Gutters and Downspouts*  
xv. *Guideline 121. General Guidelines for Utilities for New Construction*  
xvi. *Guideline 122. Trash and Refuse Containers*  
xvii. *Guideline 123. Mechanical Equipment*  
xviii. *Guideline 126. Arrangement*  
xix. *Guideline 127. Window Type*

**Staff Presentation:**

Nicholas Johnson AICP, Town Planner - Current  
Sharon Van Emburgh, Esq. Town Attorney

**Applicant Presentation:**

Ross Benincasa, Chesapeake Community Development  
Virginia Richardson, RAUCH Inc.

**Public Comment** — None

**Public Comment Written** — None

**Commissioner Stuart moved to approve the application subject to the following conditions:**

- 1. All trash and recycling receptacles shall be screened on three sides.**
- 2. Minor revisions to the proposed site and structure that are consistent with the Historic District Guidelines may be administratively approved by staff after consultation with the Chair of the Commission.**

**Vice Chairperson Brophy seconded the motion.**

|             |                                  |
|-------------|----------------------------------|
| <u>Vote</u> | <u>4 - 0 - 2</u>                 |
| FOR:        | 4 - Demby, Brophy, Greer, Stuart |
| AGAINST:    | 0                                |
| ABSTAIN:    | 2 - Bateman, Carey               |
| ABSENT:     | 0                                |

**e. File No.:** 2024 - 1360 / HD 24 - 143  
**Applicant:** Marasun LLC  
**Location:** 308 Needwood Avenue, Easton, MD 21601  
Tax Map 0105, Grid 00EA, Parcel 2221  
**Zoning:** R-7A

**Request:** The Applicant is requesting to replace the existing rear flat roof with a new walkable flat roofing material, and to replace the existing wooden railing with a new PVC railing. This is a contributing structure to the Historic District.

**Background:** Due to the presence of an active leak, an emergency approval (application 2024 - 1360 / HD 24 - 143) was granted by the Chairperson of the Commission for an in kind asphalt roof replacement. A building permit was subsequently issued on December 18, 2024.

- Historic District Guideline references:
- i. *Guideline 65. Make Sensitive Replacements (Porches)*
  - ii. *Guideline 68. Maintain Historic Roof Shape*
  - iii. *Guideline 69. Perform Regular Roof Maintenance*
  - iv. *Guideline 70. Roof Material*
  - v. *Appendix B - Porch and Deck Materials: Vinyl*

**Staff Presentation:**  
Nicholas Johnson AICP, Town Planner - Current  
Tom Diem, Building Code Official

**Applicant Presentation:**  
John Mara, Marsun LLC

**Public Comment** — None  
**Public Comment Written** — None

**Vice Chairperson Brophy moved to approve the application as submitted.  
Commissioner Stuart seconded the motion.**

|          |                                                  |
|----------|--------------------------------------------------|
| Vote     | 6 - 0                                            |
| FOR:     | 6 - Demby, Brophy, Bateman, Carey, Greer, Stuart |
| AGAINST: | 0                                                |
| ABSTAIN: | 0                                                |
| ABSENT:  | 0                                                |

- f. **File No.:** 2024 - 1365 / HD 24 -144  
**Applicant:** Pamela Gardner AIA, LLC  
**Location:** 30 N. Harrison Street, Easton, MD 21601  
Tax Map 0103, Grid 00EA, Parcel 1145  
**Zoning:** CB

**Request:** The Applicant is proposing to install two (2) 57.6 square foot wall signs and a freestanding monument sign. The Applicant is also proposing to install a four (4) foot tall decorative aluminum fence with brick pillars along the

northern and southern property lines surrounding the rear parking lot. This is a non contributing structure to the Historic District.

**Background:** On July 22, 2024, the Commission granted a Certificate of Appropriateness (application 2024 - 1248 / HD 24 - 84) for various exterior alterations including: the removal of the ATM infill, awning and landing from the western façade of the structure, the removal and relocation of an existing window from the southern façade to replace the ATM infill on the western façade, and the installation of a new metal door and ramp on the southern façade in place of the removed window. The application was approved by the Historic District Commission via a 4-0 vote subject to the following conditions:

1. The new window installed on the west façade shall be the existing window from the southern façade or a new window that matches in type, size, proportion, design, style and material.
2. The Applicant shall return to the Commission for any approvals regarding signage, lighting and modifications to the parking lot.

Historic District Guideline references:

- i. *Guideline 14. Perimeter Walls and Fences*
- ii. *Guideline 25. General Guidelines for Signage*
- iii. *Guideline 35. Wall Signs*
- iv. *Guideline 48. HVAC*

**Staff Presentation:**

Nicholas Johnson AICP, Town Planner - Current  
Tom Diem, Building Code Official

**Applicant Presentation:**

Pam Gardner AIA

**Public Comment** — None

**Public Comment Written** — None

**The Applicant amended their application to include the installation of an HVAC system at the rear southeast corner of the structure.**

**Vice Chairperson Brophy moved to approve the amended application subject to the following conditions:**

1. **The mini split system shall be screened by vegetation or fencing.**

- 326                   2. The illumination of the freestanding sign shall meet the Town’s standards for  
327                   external illumination.

328  
329       **Commissioner Bateman seconded the motion.**

330  
331                   Vote                   6 - 0  
332                   FOR:                   6 - Demby, Brophy, Bateman, Carey, Greer, Stuart  
333                   AGAINST:           0  
334                   ABSTAIN:           0  
335                   ABSENT:           0

336  
337       **g. File No.:**       **2024 - 1366 / HD 24 - 145**  
338                   **Applicant:**       **TLL LLC**  
339                   **Location:**       122 N. Harrison Street, Easton, MD 21601  
340                               Tax Map 0103, Grid 00EA, Parcel 0645  
341                   **Zoning:**       CB

342  
343       **Request:**       The Applicant is requesting to remove the existing wooden  
344       windows, and to install Anderson 100 Series composite windows. The proposed  
345       windows have a combination of one over one and two-over-two grill patterns This  
346       is a contributing structure to the Historic District.

347  
348       Historic District Guideline references:

- 349                   i. *Guideline 1. Preserve Significant Historic Features*  
350                   ii. *Guideline 2. Repair Rather than Replace*  
351                   iii. *Guideline 3. Make Sensitive Replacements*  
352                   iv. *Guideline 89. Maintain Historic Windows*  
353                   v. *Guideline 90. Make Sensitive Replacements*  
354                   vi. *Appendix B: Common Substitute Materials*

355  
356       **Staff Presentation:**

357       Nicholas Johnson AICP, Town Planner - Current

358  
359       **Applicant Presentation:**

360       Laurence Claggett

361  
362       **Public Comment —** None

363       **Public Comment Written —** None  
364

365       **Commissioner Bateman moved to approve the application subject to the following**  
366       **conditions:**

- 367  
368       1. The first floor, front facing windows shall be wood with simulated divided  
369       light matching the pattern of the existing windows.  
370

- 371 2. All other windows may be Anderson 100 Series composite windows with  
372 simulated divided light, and a two-over-two grill pattern.  
373

374 Commissioner Stuart seconded the motion.  
375

376 

|          |                                                  |
|----------|--------------------------------------------------|
| Vote     | 6 - 0                                            |
| FOR:     | 6 - Demby, Brophy, Bateman, Carey, Greer, Stuart |
| AGAINST: | 0                                                |
| ABSTAIN: | 0                                                |
| ABSENT:  | 0                                                |

- 381  
382 h. **File No.:** 2024 - 1351 / HD 24 - 137  
383 **Applicant:** Sandra C. Flores  
384 **Location:** 309 Brookletts Avenue, Easton, MD 21601  
385 Tax Map 0104, Grid 00EA, Parcel 1882  
386 **Zoning:** R-7A  
387

388 **Request:** The Applicant is requesting to replace twelve (12) vinyl windows  
389 that were installed without a Certificate of Appropriateness with aluminum clad  
390 wood windows. The Applicant is also requesting to install a pre-fabricated shed in  
391 the rear yard. This is a contributing structure to the Historic District, and the  
392 historic survey notes that most of the windows on this structure were likely  
393 original.  
394

395 **Background:** On March 11, 2024, the Commission granted a Certificate of  
396 Appropriateness (application 2024 - 1140) for the replacement of the three (3)  
397 first floor windows facing Brookletts Avenue with wood windows, and the  
398 remaining windows to be replaced with composite windows. The approval was  
399 conditioned upon the window trim being replaced in kind. The building permit  
400 application (24-19173) for this scope of work was rescinded by the contractor via  
401 a letter received on April 25, 2024. The Certificate of Appropriateness  
402 subsequently lapsed on September 11, 2024.  
403

404 **Outstanding Issue:** This application is part of an active Code Enforcement case  
405 (#24-0194) regarding vinyl windows that were installed without a building permit  
406 or Certificate of Appropriateness. In late 2023, the Planning and Zoning  
407 Department and Code Enforcement Department received an anonymous  
408 complaint that vinyl windows were being installed at 309 Brookletts Avenue. The  
409 Town records show that no Certificate of Appropriateness or building permit had  
410 been issued for window replacement at this property. A comparison of photos  
411 taken of this structure in 2013 with current photos clearly shows that 6/6 vinyl  
412 windows and new trim were installed on the structure without a Certificate of  
413 Appropriateness. On February 5, 2024, Code Enforcement sent a letter to the  
414 property owner instructing them to submit an application to replace the  
415 inappropriately installed vinyl windows.  
416

Historic District Guideline references:

- i. *Guideline 1. Preserve Significant Historic Features*
- ii. *Guideline 3. Make Sensitive Replacements*
- iii. *Guideline 11. Erect New Outbuildings Sensitive*
- iv. *Guideline 90. Make Sensitive Replacements (Windows)*
- v. *Appendix B: Windows (Vinyl-Clad)*

**Staff Presentation:**

Nicholas Johnson AICP, Town Planner - Current  
Tom Diem, Building Code Official

**Applicant Presentation:**

Ronald Newnam

**Public Comment** — None

**Public Comment Written** — None

**Commissioner Stuart moved to approve the application subject to the following conditions:**

- 1. The three (3) first floor facing windows shall be wood with a two-over-two grill pattern.**
- 2. All other windows may be aluminum-clad wood with a two-over-two grill pattern.**

**Commissioner Bateman seconded the motion.**

|             |                                                  |
|-------------|--------------------------------------------------|
| <u>Vote</u> | <u>6 - 0</u>                                     |
| FOR:        | 6 - Demby, Brophy, Bateman, Carey, Greer, Stuart |
| AGAINST:    | 0                                                |
| ABSTAIN:    | 0                                                |
| ABSENT:     | 0                                                |

**5. Annual Election for Chairperson and Vice Chairperson**

- a. Chairperson: Kevin Bateman nominated Kevin Bateman for Chairperson. Ernest Demby nominated Ernest Demby for Chairperson.  
**Ernest Demby was elected Chairperson by a 4 to 2 count.**
- b. Vice Chairperson: Dudley Greer nominated Maria Brophy for Vice Chairperson. Kevin Bateman seconded the nomination. Maria Brophy accepted the nomination.  
**Maria Brophy was elected Vice Chairperson by a 6 to 0 count.**

463 **6. Discussion Item —**

- 464
- 465 a. Enforcement of Demolition by Neglect — As an expansion to the ongoing
- 466 discussion on historic preservation, staff provided an educational overview of the
- 467 provisions for Demolition by Neglect. The Town of Easton Zoning Ordinance
- 468 defines Demolition by Neglect (*Section 28-114*) as: “ any willful neglect in the
- 469 maintenance and repair of an individually designated landmark, site, or
- 470 structure...that does not result from an owner’s financial inability to maintain and
- 471 repair such landmark, site, or structure.” The procedures for the review of
- 472 demolition applications within the historic district can also be found in *Chapter*
- 473 *6.6* of the Town of Easton Historic District Design Guidelines.

474

475 The Commission discussed willful violations of property maintenance, and the

476 appropriate circumstance to enforce Demolition by Neglect versus an Order to

477 Restore. An Order to Restore is defined as: “an order to require the property

478 owner to restore the property to the condition that existed prior to intervention”

479 (*Section 28-601.G*). The Commission acknowledged financial hardship as an

480 important consideration in enforcing any corrective action for property

481 maintenance violations, and favored strengthening the current design guidelines

482 with reference to the Property Maintenance Codes in Chapter 11 of the Town

483 Code.

484

485

486 **7. Decision Summary Review —**

487

488 **Vice Chairperson Brophy moved to approve the December 23, 2024 Decision**

489 **Summary. Commissioner Bateman seconded the motion.**

490

|          |                                   |
|----------|-----------------------------------|
| Vote     | 4 - 0 - 2                         |
| FOR:     | 4 - Demby, Brophy, Bateman, Carey |
| AGAINST: | 0                                 |
| ABSTAIN: | 2 - Greer, Stuart                 |
| ABSENT:  | 0                                 |

496

497

498 **8. Administrative Approval — None**

499

500

501 **9. Consent Docket — None**

502

503

504 **10. Adjournment —** Vice Chairperson Brophy moved to adjourn. Commissioner Carey

505 seconded the motion. The meeting was adjourned at 7:40 p.m.