



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

Monday, February 24, 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](http://eastonmd.gov)
 [\(eastonmd.gov\)](http://eastonmd.gov)

Attendance:

Commission Members:

Ernest Demby, Chairperson
Kevin Bateman
Emily Carey
Joshua Startt
Michael Stuart

Staff:

Nicholas Johnson AICP, Town Planner (Current)
Samantha Smith, Administrative Specialist
Tom Diem, Building Code Official
Susan Filbird, Code Enforcement Officer
Nicholas Ewing, Code Enforcement Officer

Absent:

Commission Members:

Maria Brophy, Vice Chairperson

Staff:

Miguel Salinas, Planning and Zoning Director

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

2. Agenda Summary Review —

**Commissioner Stuart moved to approve the February 24, 2025 Agenda Summary.
Commissioner Carey seconded the motion.**

Vote	5 - 0 - 1
FOR:	5 - Demby, Bateman, Carey, Startt, Stuart
AGAINST:	0
ABSTAIN:	0
ABSENT:	1 - Brophy

3. Old Business —

- a. **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 requesting an amendment to the previously approved scope of work to include the removal and replacement of the existing concrete steps, landing, and a portion of sidewalk located on the East side of the structure. The Applicant is also requesting to install a new handrail adjacent to the new concrete steps. This is a non contributing structure to the Historic District.

Background: On January 13, 2025, the Commission granted a Certificate of Appropriateness for application 2024 - 1365 / HD 24 -144 for the installation of two (2) 57.6 square foot wall signs and a freestanding monument sign, a four (4) foot tall decorative aluminum and brick fence along the rear northern and southern property lines, and the installation of HVAC equipment. This application was approved by the Historic District Commission via a 6-0 vote subject to the following conditions:

1. The mini split system shall be screened by vegetation or fencing.
2. The illumination of the freestanding sign shall meet the Town's standards for external illumination.

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 6. Comply with Health and Safety Codes*
- ii. *Guideline 15. Preserve Historic Sidewalk and Curb Materials*

Staff Presentation:

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

Applicant Presentation:
Pamela Gardner AIA

Public Comment — None
Public Comment Written — None

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

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

- b. File No.:** 2025 - 1386 / HD 25 - 08
Applicant: Town of Easton
Location: 14 S. Harrison Street, Easton, MD 21601
Tax Map 0104, Grid 0000, Parcel 1528
Zoning: CB

Request: This application first came before the Commission on February 10, 2025 with a request to replace four (4) existing exterior doors on the side and rear facades of the structure with new steel doors. The request was unanimously tabled by the Commission pending the submission of additional designs that included paneling. The Applicant has now returned with a set of 6-panel embossed designs. This is a contributing structure to the Historic District.

Historic District Guideline references:

- i. *Guideline 1. Preserve Significant Historic Features*
- ii. *Guideline 3. Make Sensitive Replacements*
- iii. *Guideline 41. Maintain Original and Historic Doors*
- iv. *Guideline 42. Make Sensitive Replacements (Doors)*
- v. *B.2. Common Substitute Materials (Metal Doors)*

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

Applicant Presentation:
Trevor Newcomb, Town of Easton

Public Comment — None
Public Comment Written — None

The Applicant amended their application to propose the style of door #4 (of the northern pedestrian alleyway) to be design E601. The transom and screen door shall remain as is.

Commissioner Stuart moved to approve the amended application subject to the condition that:

1. Door #1 (second floor, southern wall) shall be design E607.
2. Door #2 (first floor, eastern wall) shall be design E603.
3. Door #3 (first floor, northern pedestrian alleyway) shall be design E607
4. Door #4 (first floor, northern pedestrian alleyway) shall be design E601.

Commissioner Bateman seconded the motion.

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

4. New Business —

- a. **File No.:** 2025 - 1378 / HD 25 - 03
Applicant: Eric and Julie Vance
% Andrew Yetter
Location: 210 Brookletts Avenue, Easton, MD 21601
Tax Map 0105, Grid 00EA, Parcel 2141
Zoning: R-10A

Request: The Applicant is proposing to renovate and expand the existing garage with a 496 square foot addition extending into the northern and eastern façades. The proposed materials including cedar shake siding, cedar trim, wood windows and asphalt shingle roof will match those on the existing primary structure and garage. This is a contributing structure to the Historic District.

Background: The Easton Historic District Survey notes that the garage is historic.

Historic District Guideline references:

- i. *Guideline 1. Preserve Significant Historic Features*
- ii. *Guideline 7. Alleys*
- iii. *Guideline 10. Preserve Historic Outbuildings*

- iv. *Guideline 42. Make Sensitive Replacements (Doors)*
- v. *Guideline 45. Screen, Storm, and Garage Doors*
- vi. *Guideline 68. Maintain Historic Roof Shape*
- vii. *Guideline 70. Roof Material*
- viii. *Guideline 100. Rear Additions*
- ix. *Guideline 101. Lateral Additions*
- x. *Guideline 103. Materials*

Staff Presentation:

Nicholas Johnson AICP, Town Planner - Current

Applicant Presentation:

None

Public Comment — None

Public Comment Written — None

Chairperson Demby moved to table the application pending detail regarding the garage height and additional items of clarification. Commissioner Bateman seconded the motion.

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

5. Discussion Item —

- a. **Enforcement of Property Maintenance —** Mr. Tom Diem, Mrs. Susan Filbird and Mr. Nicholas Ewing were present on behalf of the Town of Easton Code Enforcement Department in the ongoing effort to enforce property maintenance, and the administration of demolition by neglect. Mr. Diem initiated the discussion by referring to the definition for routine maintenance in Section 28-601.E.6 of the Town of Easton Zoning Code, noting that the language which defines specific items of routine maintenance is rather vague. Mr. Diem referred the Commission to the procedures for corrective action in cases of demolition by neglect in Section 28-601.F; highlighting the Commission's authority to direct the Building Inspection Department to issue written notice to property owners specifying the minimum items of repair and/or maintenance necessary to correct or prevent further deterioration. Additionally, the Commission may request that a recorded timeline be established for cases of neglect prior to the issuance of a written notice (Section 28-601.F.2). Mr. Diem advocated for the administration of these procedures, and proposed a collaborative workshop in order to develop a list of enforceable items of routine maintenance that do not require a Certificate of

Appropriateness, and to identify properties within the Historic District that are at risk of deterioration.

6. Decision Summary Review —

Commissioner Bateman moved to approve the February 10, 2025 Decision Summary. Commissioner Stuart seconded the motion.

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

7. Administrative Approval

- a. File No.:** 2025 - 1395 / HD 25 - 10
Applicant: Service Today Inc.
Location: 405 S. Harrison Street, Easton, MD 21601
Tax Map 0105, Grid 00EA, Parcel 2308
Zoning: R-10A

Request: The Applicant is requesting to replace and install two (2) outdoor HVAC units. Given that the request complies with Section 28-601.E.4.d of the Town of Easton Zoning Ordinance and the Easton Historic District Design Guidelines, the application may be administratively approved subject to the following conditions:

1. Any exterior line sets shall be painted to match the surface to which they are attached.
2. The units shall be screened from view using plantings, fencing, or other lattice material.
3. The units shall be mounted in a way that does not damage the historic material.

This is a contributing structure to the Historic District.

Historic District Guideline references:

i. Guideline 48. HVAC

- b. File No.:** 2025 - 1397 / HD 25 - 11
Applicant: Real HVAC Services
Location: 212 Brookletts Avenue, Easton, MD 21601
Tax Map 0105, Grid 00EA, Parcel 2142
Zoning: R-10A

Request: The Applicant is requesting to replace and install two (2) HVAC units and to run new line sets. Given that the request complies with Section 28-601.E.4.d of the Town of Easton Zoning Ordinance and the Easton Historic District Design Guidelines, the application may be administratively approved subject to the following conditions:

1. Any exterior line sets shall be painted to match the surface to which they are attached.
2. The units shall be screened from view using plantings, fencing, or other lattice material.
3. The units shall be mounted in a way that does not damage the historic material.

This is a contributing structure to the Historic District.

Historic District Guideline references:

- i. Guideline 48. HVAC*

- c. File No.:** 2025 - 1401 / HD 25 - 12
Applicant: Andrew Becker
Location: 10 Thoroughgood Lane, Easton, MD 21601
Tax Map 0104, Grid 00EA, Parcel 1558
Zoning: R-7A

Request: The Applicant is requesting approval for an in-kind asphalt shingle roof replacement. Given that the request complies with §28-601.E.4.d of the Town of Easton Zoning Ordinance and the Easton Historic District Design Guidelines, the application may be administratively approved subject to the following condition:

1. Any existing trim, fascia, soffit, and gutters shall remain.

This is a contributing structure to the Historic District.

Historic District Guideline references:

- i. Guideline 68. Maintain Historic Roof Shape*
- ii. Guideline 70. Roof Material*

8. Consent Docket — None

9. Adjournment — Commissioner Carey moved to adjourn. Commissioner Bateman seconded the motion. The meeting was adjourned at 6:45 p.m.