



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

Monday, June 23, 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/Agenda/Agenda%20and%20Minutes)
[\(eastonmd.gov\)](https://www.eastonmd.gov/)

Attendance:

Commission Members:

Ernest Demby, Chairperson
Maria Brophy CFM, Vice Chairperson
Kevin Bateman
Emily Carey
Joshua Startt AIA
Michael Stuart

Staff:

Miguel Salinas, Planning and Zoning Director
Nicholas Johnson AICP, Town Planner (Current)
Tom Diem, Building Code Official
Samantha Smith, Administrative Specialist

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 June 23, 2025 Agenda Summary.
Commissioner Stuart seconded the motion.**

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

3. Old Business — None

4. New Business —

a. File No.: 2025 - 1486 / HD 25 - 51
Applicant: Marasun LLC

Location: 214 S. Washington Street, Easton, MD 21601
Tax Map 0105, Grid 00EA, Parcel 2091
Zoning: R-10A

Request: The Applicant is requesting the in-kind replacement of the asphalt shingle roof, and the replacement of a TPO membrane roof with standing seam metal. The proposed panels will be 16” wide with a 1.5” rib seam height. 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*

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

Applicant Presentation:
John Marrah, Marasun LLC
Mike Brock, Marasun LLC

Public Comment — None
Public Comment Written — None

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

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

b. File No.: 2025 - 1484 / HD 25 - 49
Applicant: C&C Architecture
Location: 201 E. Dover Street, Easton, MD 21601
Tax Map 0104, Grid 00EA, Parcel 1167
Zoning: CB

Request: The Applicant is proposing to replace four (4) vinyl double hung windows on the front and side facades of the structure with aluminum-clad wood windows. The casement style windows will have a 2” horizontal mullion and 7/8” vertical mullion to simulate the appearance of a double hung window. This is a contributing structure to the Historic District.

Historic District Guideline references:

- i. *Guideline 89. Maintain Historic Windows*
- ii. *Guideline 90. Make Sensitive Replacements (Windows)*
- iii. *Appendix B.2. Common Substitute Materials (Windows)*

Staff Presentation:

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

Applicant Presentation:

Jonathan Chute AIA, C&C Architecture

Public Comment — None

Public Comment Written — None

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

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

- c. File No.:** 2025 - 1485 / HD 25 - 50
Applicant: Crosby & Associates, LLC
Location: 52 S. Washington Street, Easton, MD 21601
Tax Map 0104, Grid 0000, Parcel 1463
Zoning: CB

Request: The Applicant is requesting approval for the construction of a new two-story, 5400 square foot structure on the vacant lot located on the corner of S. Washington Street and South Street. Proposed site improvements include the construction of an off-street parking area with seven (7) spaces, additional landscaping, and the addition of a small stormwater management feature. The materials proposed for this structure include Andrew 400 Series windows, fiberglass doors, a combination of brick and fiber cement siding, composite trim, PVC shutters, iron railings, standing seam metal roofing, and asphalt shingle roofing.

Background: On October 28, 2024, the Commission granted a Certificate of Appropriateness for this scope of work (application 2024-1318) subject to the following conditions:

1. A minimum landscape buffer of three (3) feet shall be installed between the edge of the parking lot and S. Washington Street. Planting shall be of a native species, and at least 42" in height.

2. All HVAC equipment shall be located on a non-visible rooftop location or within a side yard location that is not visible from a public right of way.
3. Trash receptacles shall be screened from view using opaque fencing.
4. Half-round gutters and downspouts shall be utilized.
5. 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 and/or Vice-Chair of the Commission.

The Certificate of Appropriateness for application 2024-1318 lapsed as no building permit was obtained within six (6) months from the date of issuance. This project is anticipated to appear before the Planning Commission on June 24, 2025 for Sketch Site Plan review and approval (application 2025-1454).

Historic District Guideline references:

- i. *Guideline 12. Universal Guidance for Parking Lots*
- ii. *Guideline 13. New Parking Lots*
- iii. *Guideline 19. Trees and Street Plantings*
- iv. *Guideline 23. Vacant Lots*
- v. *Guideline 94. Style*
- vi. *Guideline 95. Siting*
- vii. *Guideline 96. Orientation, Alignment, and Setback*
- viii. *Guideline 97. Form, Massing, Height, and Scale*
- ix. *Guideline 98. Street Rhythm*
- x. *Guideline 99. ADA Ramps for New Construction and Additions*
- xi. *Guideline 103. Materials*
- xii. *Guideline 105. Exterior Color*
- xiii. *Guideline 106. Details and Ornamentation*
- xiv. *Guideline 107. Placement*
- xv. *Guideline 108. Design*
- xvi. *Guideline 109. Energy and Sustainability*
- xvii. *Guideline 110. Exterior Lighting*
- xviii. *Guideline 112. Proportion*
- xix. *Guideline 113. Façade Rhythm*
- xx. *Guideline 114. Landscape Features*
- xxi. *Guideline 115. Roof Form*
- xxii. *Guideline 116. Roof Material*
- xxiii. *Guideline 117. Gutters and Downspouts*
- xxiv. *Guideline 121. General Guidelines for Utilities for New Construction*
- xxv. *Guideline 122. Trash and Refuse Containers*
- xxvi. *Guideline 123. Mechanical Equipment*
- xxvii. *Guideline 126. Arrangement*
- xxviii. *Guideline 127. Window Type*

Staff Presentation:

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

Applicant Presentation:

Alan Brock AIA, Crosby & Associates, LLC
Kesha Haithe, Foundation of Hope Inc.

Public Comment — None

Public Comment Written — None

Commissioner Bateman moved to approve the application subject to the following conditions:

- 1. A minimum landscape buffer of three (3) feet shall be installed between the edge of the parking lot and S. Washington Street. Planting shall be of a native species, and at least 42” in height.**
- 2. All HVAC equipment shall be located on a non-visible rooftop location or within a side yard location that is not visible from a public right of way.**
- 3. Trash receptacles shall be screened from view using opaque fencing.**
- 4. Half-round gutters and downspouts shall be utilized.**
- 5. 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 and/or Vice-Chair of the Commission.**

Commissioner Stuart seconded the motion.

<u>Vote</u>	<u>6 - 0</u>
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FOR:	6 - Demby, Brophy, Bateman, Carey, Startt, Stuart
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AGAINST:	0
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ABSTAIN:	0
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ABSENT:	0
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d. File No.: 2025 - 1483 / HD 25 - 48

Applicant: Atelier 11 Architecture

Location: 220 South Street, Easton, MD 21601
Tax Map 0104, Grid 0000, Parcel 1902

Zoning: R-7A

Request: The Applicant is proposing various exterior renovation and restoration work to the historic Trippe House. The restorative scope of work includes the repair and restoration of historic windows, doors, and wood trim,

masonry work such as the cleaning and repointing of the brickwork, and the removal of the existing asphalt shingle roof and installation of a Davinci composite slate roof. The scope of additional renovation work includes the demolition of the existing deck and construction of a new one-story sun room (featuring Marvin Ultimate Series windows and doors with Boral trim), the construction of a brick garage (with Marvin Ultimate Series windows) and a carriage-style overhead garage door, and the repair and reconstruction of the existing porches to be expanded into a wraparound porch facing Aurora Street using redwood or mahogany decking, tongue-and-groove yellow pine ceilings, and a standing seam copper roof with historically accurate detailing.

This is a contributing structure to the Historic District. The Easton Historic District Survey also notes a cottage outbuilding as a contributing structure.

Historic District Guideline references:

- i. *Guideline 1. Preserve Significant Historic Features*
- ii. *Guideline 2. Repair Rather than Replace*
- iii. *Guideline 3. Make Sensitive Replacements*
- iv. *Guideline 4. Restore Significant Historic Features*
- v. *Guideline 9. New Driveways*
- vi. *Guideline 11. Erect New Outbuildings Sensitively*
- vii. *Guideline 19. Trees and Street Plantings*
- viii. *Guideline 40. Details and Ornamentation*
- ix. *Guideline 41. Maintain Original and Historic Doors*
- x. *Guideline 42. Make Sensitive Replacements*
- xi. *Guideline 43. Restore Missing or Inappropriately Altered Doors*
- xii. *Guideline 45. Screen, Storm, and Garage Doors*
- xiii. *Guideline 46. Maintain Historic Windows for Energy Efficiency*
- xiv. *Guideline 47. Weatherization and Insulation*
- xv. *Guideline 48. HVAC*
- xvi. *Guideline 53. Façade Illumination*
- xvii. *Guideline 55. Maintain Historic Masonry*
- xviii. *Guideline 56. Cleaning Historic Masonry*
- xix. *Guideline 57. Repointing Masonry*
- xx. *Guideline 64. Preserve Historic Porches*
- xxi. *Guideline 65. Make Sensitive Replacements (Porches)*
- xxii. *Guideline 66. Adding New Porches*
- xxiii. *Guideline 68. Maintain Historic Roof Shape*
- xxiv. *Guideline 70. Roof Material*
- xxv. *Guideline 89. Maintain Historic Windows*
- xxvi. *Guideline 90. Make Sensitive Replacements (Windows)*
- xxvii. *Guideline 91. Shutters*
- xxviii. *Guideline 92. Storm Windows*
- xxix. *Guideline 93. Sills, Lintels, and Frames*
- xxx. *Guideline 101. Lateral Additions*
- xxxi. *Guideline 103. Materials*

Staff Presentation:

Miguel Salinas, Planning and Zoning Director
Nicholas Johnson AICP, Town Planner - Current

Applicant Presentation:

Jon E. Braithwaite AIA, Atelier 11 Architecture
John and Bridget Horner

Public Comment — None

Public Comment Written — None

Commissioner Bateman moved to approve the application subject to the following conditions:

- 1. Any repointing of the historic masonry shall be done in accordance with Guideline 57.**
- 2. All new shutters shall be sized to cover the window if closed even if not operable.**
- 3. Any new HVAC or utility equipment shall be located on a nonvisible façade.**
- 4. The dimensions of the new standing seam metal roof shall meet those specified in Guideline 70e.**

Commissioner Stuart seconded the motion.

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

5. Discussion Item —

- a. Possible Demolition by Neglect —** The Commission held an in-depth discussion regarding the potential demolition by neglect of an accessory structure located at 210 E. Dover Street. In a 2006 inspection letter from Code Enforcement Officer John T. Garlick, the accessory structure on this property was found to have severe structural damage, and was deemed hazardous to the surrounding area. The letter requested the former owner, Mr. Frank Saulsbury, to act promptly to prevent further damage or potential structural failure. The current owner, Walbridge Real Estate Investments LLC, has indicated that no preventative action will be taken at this time.

As per the Demolition by Neglect procedures of Section 28-601.F of the Town of Easton Zoning Ordinance, the Commission has the authority to request written notification from the Building Inspection Department regarding deterioration. This notice must clearly outline the minimum repair or maintenance actions required to rectify or prevent further deterioration, and shall provide that corrective action shall commence within thirty (30) days of the receipt of notice and be completed within a reasonable time thereafter. Within ten (10) days after the receipt of notice, the owner or responsible party may request a Hearing to determine that corrective action remains necessary.

The Commission considered the property’s contributing status, and indicated an interest in preserving the historic outbuilding. The Commission made a determination to pursue enforcement action using the Property Maintenance Code.

- b. Final Draft of the Historic District Routine Maintenance List — At their April 28, 2025 meeting, the Commission reviewed a draft list of routine maintenance items within the Historic District. Items found on this list may be considered routine maintenance, and would not require a Certificate of Appropriateness from the Historic District Commission. Staff has since revised the first draft of items, and is now seeking the Commission’s feedback on the final draft of the Historic District Routine Maintenance List.

The Commission made the following recommendation to the list of Routine Maintenance items:

- i. *Other Features (In-kind fence replacements): Add "excludes vinyl and chain link fencing".*

The Commission and staff held a discussion on the importance of establishing a recorded timeline for issuing property maintenance notices. The Commission also expressed their preference for pre-notification to the Planning and Zoning Department prior to the commencement of work within the Historic District. With the recommended amendment, the final draft of the Historic District Routine Maintenance List was approved by the Commission. The list of Historic District Routine Maintenance Items will be available on the Town of Easton website.

6. Decision Summary Review —

Commissioner Bateman moved to approve the June 9, 2025 Decision Summary. Vice Chairperson Brophy seconded the motion.

Vote 5 - 0 - 1
FOR: 5 - Demby, Brophy, Bateman, Carey, Startt

AGAINST: 0
ABSTAIN: 1 - Stuart
ABSENT: 0

7. Administrative Approval

- a. **File No.:** 2025 - 1488 / HD 25 - 52
Applicant: Karen M. Montgomery
Location: 412 August Street, Easton, MD 21601
Tax Map 0104, Grid 00EA, Parcel 1066
Zoning: R-7A

Request: The Applicant is requesting to install a ductless HVAC system on the side façade of the structure. 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 - 1492 / HD 25 - 53
Applicant: Marasun LLC
Location: 400 E. Dover Street, Easton, MD 21601
Tax Map 0104, Grid 0000, Parcel 1113
Zoning: CB

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 non 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 — Vice Chairperson Brophy moved to adjourn. Commissioner Bateman seconded the motion. The meeting was adjourned at 7:15 p.m.