



Historic District Commission MEETING AGENDA

Monday, November 10, 2025 - 6:00 PM
Council Chambers, Easton Town Office
14 S Harrison Street

Call to Order

- 1) Approval of the Agenda for November 10, 2025.

Old Business

- 1) **Application Number:** 2025 - 1502 / HD 25 - 60
Applicant: Gant & Associates
on behalf of Hank Warner
Location: 318 Goldsborough Street
Tax Map 0103, Grid 00EA, Parcel 1093
Zoning District: R-7A
Historic Status: Contributing
Request: Amendment to a previously approved site plan for the construction of a 28' x 24' garage.

On October 21, 2025 the Town of Easton Board of Zoning Appeals granted a variance (V-1522 / V 25-07) from Section 28-1001.2.K, the required three (3) foot setback for any parking or maneuvering space to any street line, sidewalk or property line for a residential use.

New Business

- 1) **Application Number:** 2025 - 1594 / HD 25 - 114
Applicant: Mid-Shore Exteriors
on behalf of Joyce Banks
Location: 32 S. Higgins Street
Tax Map 0104, Grid 00EA, Parcel 1622
Zoning District: R-7A
Historic Status: Non contributing
Request: In-kind replacement of the existing vinyl siding.

- 2) **Application Number:** 2025 - 1593 / HD 25 - 113
 Applicant: VF Builders
 on behalf of Victoria Walk
 Condominiums

 Location: 408A Goldsborough Street
 Tax Map 0103, Grid 00EA, Parcel 1091

 Zoning District: R-7A
 Historic Status: Contributing
 Request: **The request to replace the existing
wooden decking of the front porch
has been withdrawn from the
November 10, 2025 Historic District
Commission agenda.**
- 3) **Application Number:** 2025 - 1597 / HD 25 - 115
 Applicant: Helen Herman
 on behalf of Face to Faith Ministries
 33 S. West Street (Face to Faith
 Ministries)
 Tax Map 0104, Grid 00EA, Parcel 1439

 Zoning District: CB
 Historic Status: Non contributing
 Request: Construction of a 14' rear addition and
 additional exterior alterations including
 the addition of brick steps, a side egress
 ramp, and the addition of a new
 entryway on the front façade.
- On December 23, 2024, the
 Commission granted a Certificate of
 Appropriateness for a similar scope of
 work (application 2024 - 1357).
- 4) **Application Number:** 2025 - 1598 / HD 25 - 116
 Applicant: Chesapeake Green Building & Design
 on behalf of Kathleen Knezevich
 117 South Street
 Tax Map 0104, Grid 00EA, Parcel 1544

 Zoning District: R-7A
 Historic Status: Non contributing
 Request: Construction of a 2-story, 128 square
 foot rear addition and various exterior
 alterations.

Discussion Item

Approval of Minutes

- 1) Approval of the Draft Decision Summary from the October 27, 2025 meeting.

Administrative Approval

Consent Docket

Adjournment



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

Historic District Commission Staff Report

Meeting Date: 11/10/2025

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

Property Address: 318 Goldsborough Street

Applicant: Kurt Gant on behalf of Brainard Warner

Application Number: 2025-1502

Code Enforcement Case: Yes ☐ No ☒

Project Description:

The applicant is proposing to construct a new two-story garage located along the rear alley. The new structure will have a footprint of 27' by 24' and a height of 22'. Proposed materials for the new structure include the following:

- **Siding:** Hardie Plank Board and batten style siding
- **Roofing:** Architectural asphalt shingles on main roof and standing seam metal roofing on dormers and canopy.
- **Windows:** Two-over-two wooden windows with simulated divided light with grilles outside the glass
- **Doors:** Material to match rear door on primary structure

Background:

On July 28, 2025, the Commission granted a certificate of appropriateness for the construction of a 28' x 24' x 22' two story garage. At the time, the plan was to locate the garage in the center of the property flanked by two parking areas (*Figure 1*). Due to conflicts with the visibility triangle at the intersection of the alley and N Higgins Street and setback requirements for off-street parking areas, the site plan was revised. The footprint of the garage was shrunk by one-foot and its placement was altered to be closer to N Higgins Street and further away from the alley. (*Figure 2*).



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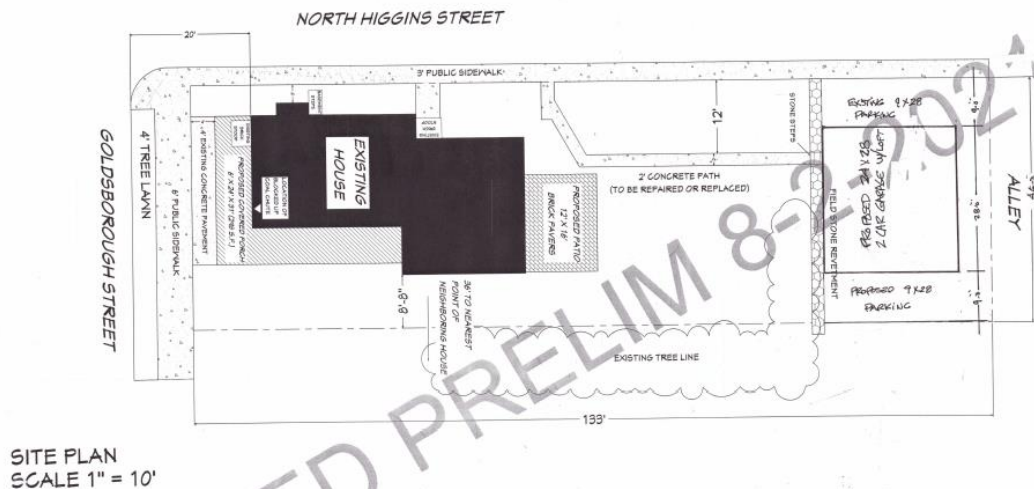


Figure 1 July 28, 2025 Site Plan

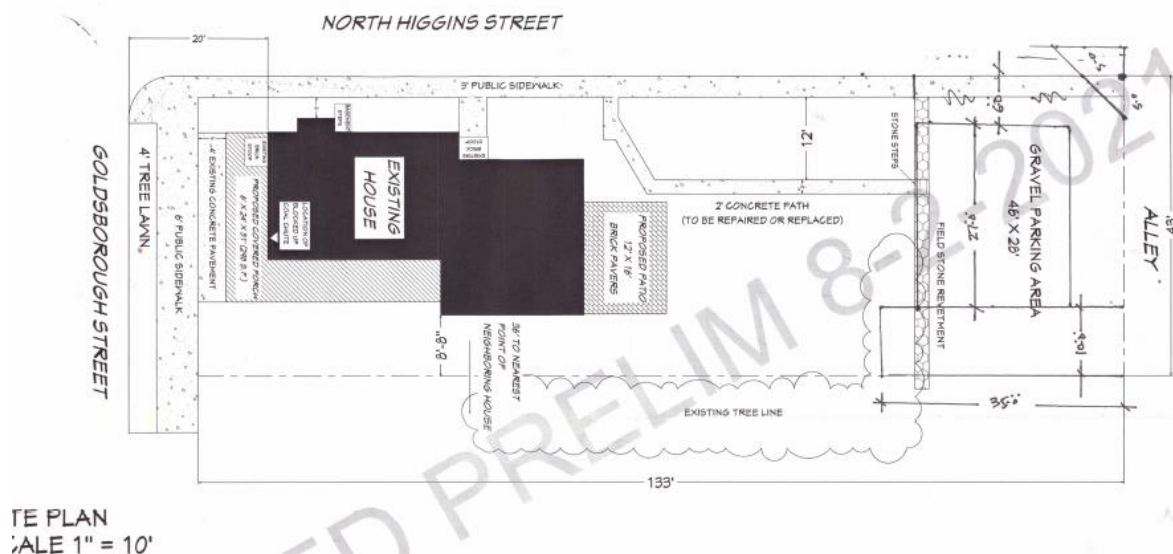


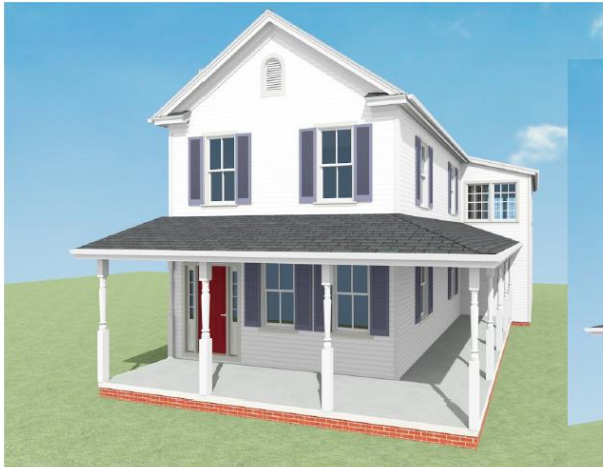
Figure 2 Proposed Site Plan

Extensive renovations to the primary structure on this property were approved by the Historic District Commission in 2021 (#21-515). A new wrap around front porch was proposed and approved by the Commission but was never constructed. Other alterations included replacing windows, exterior doors, roofing, and re-constructing the roof above the sun room. Other



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alterations approved by the Commission include the installation of a new fence and the construction of a rear deck. (#23-844).



FRONT FACADE



WEST FACADE

Figure 3 2021 HDC Application Elevations

Outstanding Issue(s):

1. When the HDC issued a certificate of appropriateness for this project on 7/28/2025, it was approved subject to the following condition:

The Applicant shall return to the Commission for approval of the garage doors and lighting material.

At this time, the Commission has not yet received additional information on the proposed garage doors or lighting materials.

Historic District Guidelines:

Guideline 9. New Driveways

- a. Locate new driveways so that minimum alterations are required to character-defining landscape and features such as walls, fences and buildings, and should respect the predominant alignments and locations of driveways in the neighborhood.
- b. New driveways should be finished in a material that is compatible with the existing private walkways and the architectural character of the building and the fabric of the overall neighborhood.



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

- c. New or replacement driveway aprons throughout the historic districts may be constructed of concrete.

Guideline 11. Erect New Outbuildings Sensitively

- a. Locate new auxiliary buildings to limit visibility from public rights-of-way when possible.
- b. If it is not possible to locate new buildings so that they are not visible from the primary public right-of-way, use landscaping or appropriate fencing to screen these features from view.
- c. **New outbuildings should be designed to be compatible with the architectural style, scale, form, and materials of the main building on the property. (See Figure 3)**

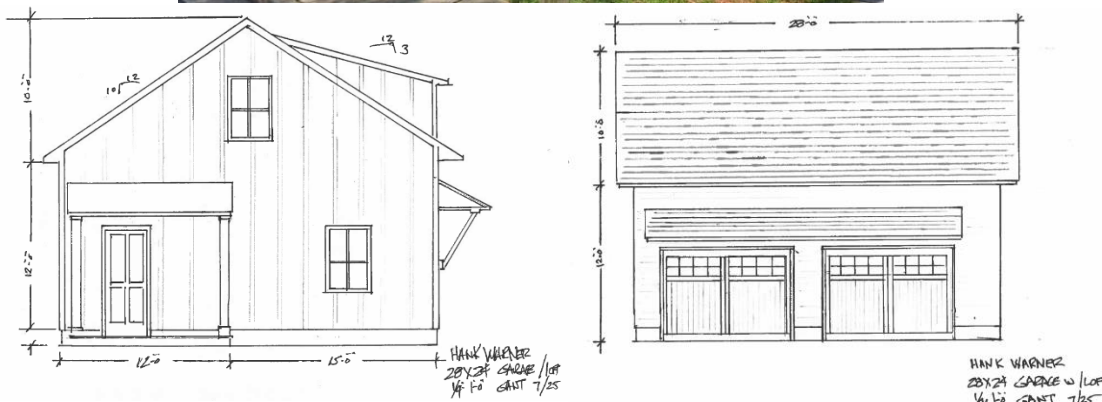


Figure 4: Primary Structure and Proposed Accessory Structure

Guideline 94. Style

- a. Avoid imitating earlier or historic architectural styles.



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

- b. Create a new design that compliments the existing historic surroundings through compatible scale, form, massing, height, color, and character.
- c. Architectural details of new infill buildings should relate to and be compatible with the architectural detailing of adjacent buildings. For example, matching cornice heights and referencing the façade rhythm of surrounding buildings.

Guideline 96. Orientation, Alignment, and Setback

- a. Orient new construction toward the major street. See Chapter 4.5 Design Principles for additional information.
- b. Align new buildings with the setback of surrounding buildings on the street. Avoid constructing new buildings which have setbacks that are significantly deeper or shallower than surrounding buildings.

Guideline 97. Form, Massing, Height, and Scale

- a. Respect the form and massing of adjacent and surrounding historic properties. New buildings should be compatible with surrounding property and generally should occupy the same visual volume.
- b. The massing of a façade of an addition should be compatible to the façade of the building to which it is attached.
- c. The width and proportion of infill buildings should be similar to or compatible with surrounding buildings. Where new buildings are significantly wider than surrounding buildings, their facades should be visually divided to maintain street rhythm.
- d. Construct new buildings to a height compatible with adjacent buildings. New buildings should have the same number of stories as surrounding buildings.
- e. Match cornice and window heights to neighboring buildings to achieve streetscape unity.
- g. The height of a new building should be within ten percent of the height of surrounding buildings.

Guideline 70. Roof Material

- b. Where total replacement of all roofing material is required, the new roofing should match the existing material or be a roofing material that is consistent with the building's architectural style.
- c. Heavy-weight architectural shingles are preferred when existing asphalt shingles are replaced.

Guideline 103. Materials



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

- a. Exterior materials of a new buildings or addition should be compatible with surrounding buildings or the building to which it is attached.
- b. Board siding, including wood and cementitious/fiber cement board, may be appropriate.
- c. Unpainted brick masonry is generally an appropriate material for exterior walls throughout the district.
- d. Stucco surfaces are generally most appropriate for rear or side elevations.
- e. Stone or pressed concrete block may be appropriate in some settings, or for some parts of façades.

Guideline 105. Exterior Color

- a. Exterior wall and detail color of new construction should harmonize with the colors of surrounding historic properties.
- b. Avoid flashy colors or patterns that overshadow architectural details and detract from the surrounding buildings.
- c. Consider whether the building is usually in shadow or bright light when choosing paint color. Darker colors are more appropriate on well-lit facades, and lighter colors on shadowed facades.
- d. Avoid using more than three exterior colors for a new building or addition.

Guideline 106. Details and Ornamentation

- a. The details and ornamentation of a new building should be compatible with those of neighboring buildings.
- c. Avoid introducing dramatically different details and ornamentation on a new building or addition.
- d. Avoid exactly copying details and ornamentation from existing buildings for a new building or addition.
- e. Simple and understated elements are preferred for new construction within the historic district.

Guideline 109. Energy and Sustainability

- d. Place energy efficient HVAC equipment on non-visible rooftop locations, in the rear of buildings, or in other locations that are not visible from the street.**
- h. Use permeable paving where appropriate to manage stormwater.

Guideline 110. Exterior Lighting



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- a. Exterior light fixtures should match the character of the building.
- c. Utilize accent lighting to highlight architectural elements. Accent light fixtures should be placed in inconspicuous locations and should generally not be visible from street-level.
- d. Exterior lighting design should be subordinate to the overall façade design.

Guideline 115. Roof Form

- a. Roof forms should be consistent with and similar to adjacent buildings.
- b. Avoid constructing new buildings with roofs that vary significantly in shape or pitch.
- c. In general, the heights of cornices and parapets on new buildings should match those of adjacent buildings.

Guideline 116 Roof Material

- a. Roof material should generally be consistent with that of surrounding buildings.
- b. Roof colors, where visible, should be compatible with the color scheme of the new building and the surrounding area.

Guideline 117. Gutters and Downspouts

- a. Where possible, locate gutters so that they are obscured by parapets.
- b. Locate downspouts in inconspicuous locations on the façade.
- c. Half-round gutters and round downspouts are generally more appropriate than corrugated or “K-Style” gutters.

Guideline 126. Arrangement (Windows)

- a. Windows should be present on all elevations that are visible from the street.
- b. Window heights and sizes on new buildings should generally be consistent with that of the surrounding buildings.
- c. The relationship of voids to solids should be similar to that of neighboring buildings.
- d. Window orientation should be consistent with the directional expression of surrounding buildings.

Guideline 127. Window Type

- a. Windows should match the character of the new building’s façade. Traditionally styled buildings should have traditional windows, while contemporary or modern style buildings should have modern windows.



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- b. Vinyl windows are generally not manufactured in historic proportions and are not appropriate for use in the historic district.
- c. Wood, aluminum, aluminum clad wood, and fiberglass may be appropriate materials.

Recommended Condition:

Should the Commission move to approve the application, staff supports the following condition:

- 1. HVAC units shall be placed on a non-visible façade and screened from view using appropriate fencing or landscaped plantings.
- 2. Utility meters shall be located on a non-visible façade from N Higgins Street.
- 3. Cut sheets for the garage doors and lighting fixtures shall be provided to staff for review and approval from the Chair or Vice Chair.

Draft Motions:

- 1. I move that the Historic District Commission **approve the application with staff's 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.



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

Appendix A: 2012 Easton Historic District Survey Sheet

EASTON HISTORIC DISTRICT SURVEY

PROPERTY #:

Picture:



TAX ID		ADDRESS		OWNER NAME			
2101008560		318 GOLDSBOROUGH ST		HALLIDAY, DOUGLAS O			
YEAR BUILT		PHYSICAL CONDITION					
1880*		GOOD					
ARCHITECTURAL STYLE				ADDITION(S)			
NATIONAL FOLK				NONE APPARENT			
NHL DISTRICT	NR DISTRICT	NR LISTED	MEETS NR CRITERIA	1980 NR RATING	MD INVENTORY	CONTRIBUTING	NC CODE
				B		Y	
NOTES							
ASBESTOS WALL SHINGLES ONLY OBVIOUS CHANGE. DWELLING PROBABLY HAD PORCH AT ONE TIME. ORIGINAL FABRIC INCLUDES NARROW DOOR TRANSOM + SURROUND, 2/2 WINDOWS + CORNICE. EXTERIOR STACK CHIMNEY ON LEFT SIDE. NO OUTBLDG							



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

Meeting Date: 7/28/2025
Application Number: 2025-1502
Location: 318 Goldsborough Street
Applicant: Gant and Associates

Request: : The Applicant is proposing to construct a 28' x 24' x 22' two-story garage with a second floor accessory dwelling unit (ADU). The proposed materials for the garage will consist of Hardie Plank vertical board and batten style siding, architectural asphalt shingles on the main roof, standing seam metal roofing on the dormers and canopy, two-over-two wooden windows with simulated divided light, a door that is consistent with the primary structure's rear door, and gutters of an unspecified material.

Commissioner Bateman moved to **approve the application as submitted.**
The Applicant shall return to the Commission for approval of the garage doors and lighting material.
Commissioner Stuart seconded the motion.

5 - Demby, Bateman, Carey, Startt, Stuart

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".

In the event that any party is aggrieved by a decision of the Commission, the party has the right of appeal to the Board of Zoning Appeals in accordance with Article XIII of the Zoning Code. Appeal requests must be filed within thirty (30) days from the date of the Commission decision. Further appeal may be taken to the Circuit Court for Talbot County.

Prior to start of work please contact the Building Inspection Department at 410 822 2525 to ensure all required building permits have been obtained. Also, please reach out to the Building Inspection department to ensure your project complies with the Town of Easton's building codes.

Nicholas Johnson
Representative, Historic District Commission

8/14/2025
Date



TOWN OF EASTON
Planning & Zoning Department
P.O. Box 520
Easton, Maryland 21601

October 23, 2025

Gant & Associates
% Kurt Gant
27040 Bunny Lane
Easton, Maryland 21601

Re: BOZA Application V - 1522 / V 25 - 07
318 Goldsborough Street
Tax Map 0103, Grid 00EA, Parcel 1093
Easton, Maryland, 21601

Mr. Gant,

At their regularly scheduled meeting on October 21, 2025, the Town of Easton Board of Zoning Appeals (Board) heard application **V - 1522 / V 25 - 07** for a Variance request pursuant to Section 28-1303.5 C of the Town of Easton Zoning Ordinance from Section 28-1001.2.K, the required three (3) foot setback for any parking or maneuvering space to any street line, sidewalk or property line for a residential use.

At the conclusion of the hearing, the Board voted (3 - 0) to approve the Variance request as submitted.

You will receive a written decision from the Board detailing the above. Any person or persons, or any board, taxpayer, or department of the Town aggrieved by any decision of the Board of Zoning Appeals may seek review by the Circuit Court of such decision, in the manner provided by the laws of Maryland and particularly by the Land Use Article, Annotated Code of Maryland and Title 7, Chapter 200 of the Maryland Rules of Procedure. Should you have questions concerning the above conditions, please contact this office at 410-822-1943.

Sincerely,

Samantha N. Smith

Samantha N. Smith, Administrative Specialist
Planning & Zoning Department
410-822-1943 ssmith@eastonMD.gov

RECEIVED

OCT 24 2025

HD 25 - 60



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

Application #:	2025 - 1502
Date Received:	10/24/2025
Fee Paid:	-
HDC Meeting Date:	11/10/2025
Date Property Posted:	11/03/2025

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 318 6th STREET
☐ Contributing ☐ Non-Contributing YEAR BUILT: _____ NATIONAL REGISTAR # _____

PROPERTY INFORMATION

OWNER NAME HANK CONARUE
TELEPHONE NO. _____ EMAIL _____

Applicant or Agent

NAME KURT GAUT
TELEPHONE NO. _____ EMAIL _____

Description of Proposal (include additional sheets, as necessary)

20x24 LOFT RAISED SIDE PLANK

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 2 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>[Signature]</u>
10/24/25
KURT GAUT

Revised 4.4.2022

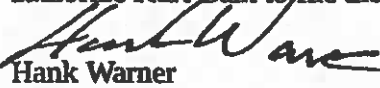
Hank Warner
318 Goldsborough Street
Easton, MD 21601

July 13, 2025

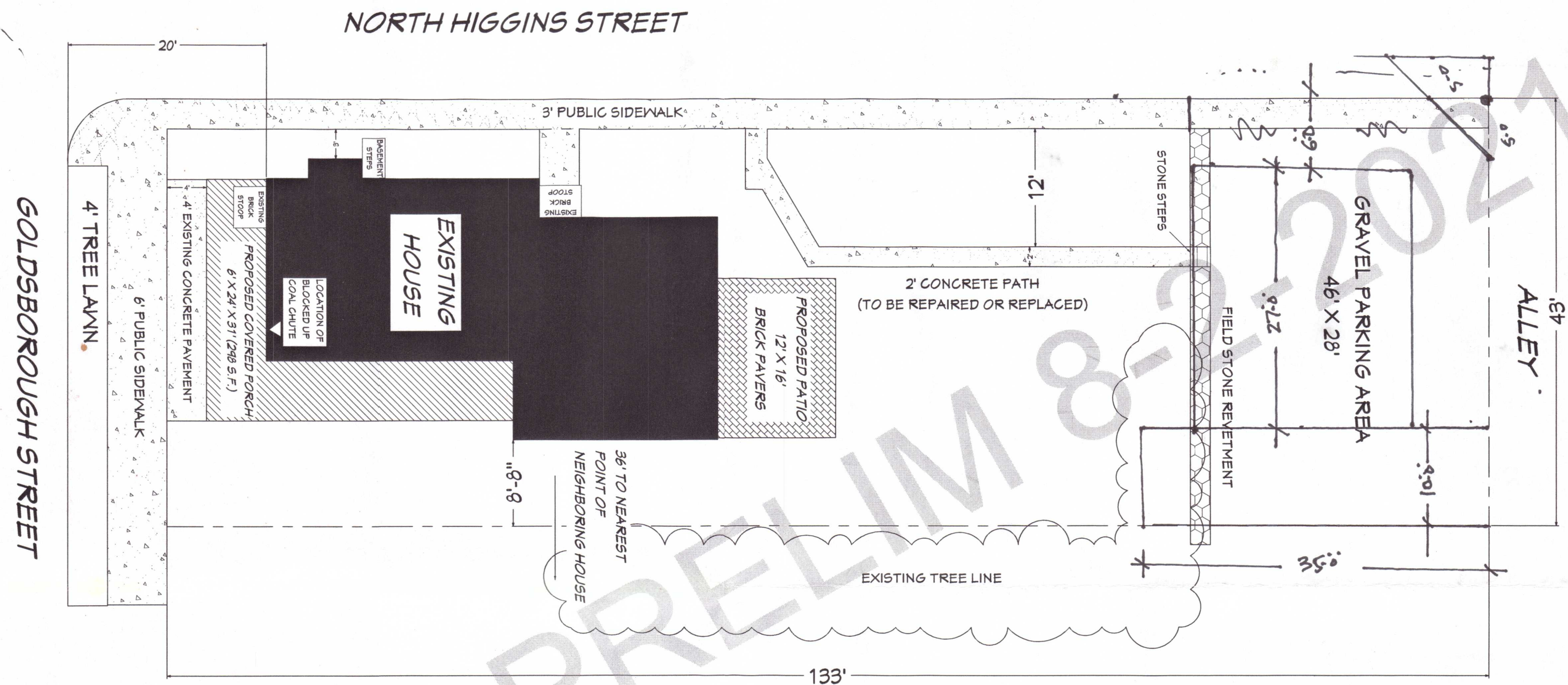
Re: Proposed Garage

Letter of Intent and Authorization

We are seeking a special exception from the Town of Easton Planning and Zoning for the new construction of a 24 x 28 garage with loft. The intended use is for parking our personal vehicles and a second floor loft ~~for storage~~; one open room with a bathroom ~~and a kitchen area~~. I authorize Kurt Gant to file the Zoning Appeals application on my behalf.

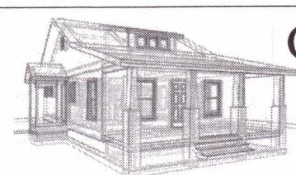

Hank Warner

SITE PLAN
SCALE 1" = 10'



GENERAL NOTE: FIELD VERIFY ALL DIMENSIONS
ALL DRAWINGS SCALE 1/4" = 1'0" UNLESS OTHERWISE NOTED
APPROVED PLANS FOR PERMITS AND CONSTRUCTION

Layout Page Table			
Label	Title	Description	Comments
CS	COVER SHEET		
SP1	SITE PLAN		
EC1	EXISTING CONDITIONS	DEMOLITION PLAN	
F1	FOUNDATION PLAN		
A1	FLOOR PLANS		
A2	SECOND FLOOR PLAN		
A3	ELEVATIONS		
A4	ELEVATIONS		
S1	CROSS SECTION	CONSTRUCTION DETAIL	
S2	CROSS SECTION	CONSTRUCTION DETAIL	



Chesapeake Green Building
and Design, Inc.

443-205-9104
www.chesapeakegreendesign.com

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BRAINARD H. WARNER Residence

INTERIOR REMODEL PLAN

318 GOLDSBOROUGH STREET
EASTON, MD 21601

SCALE:

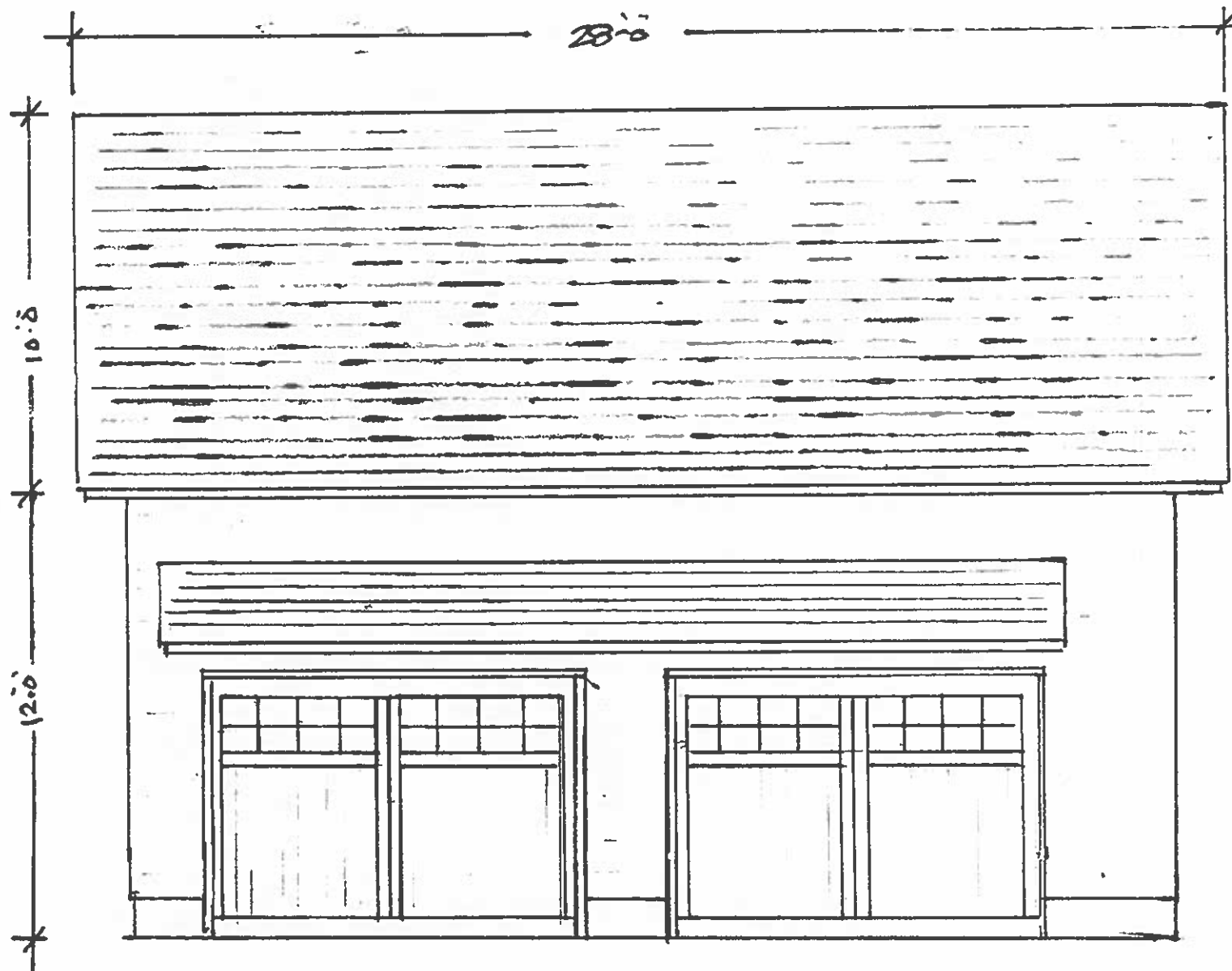
DATE:

8/18/2021

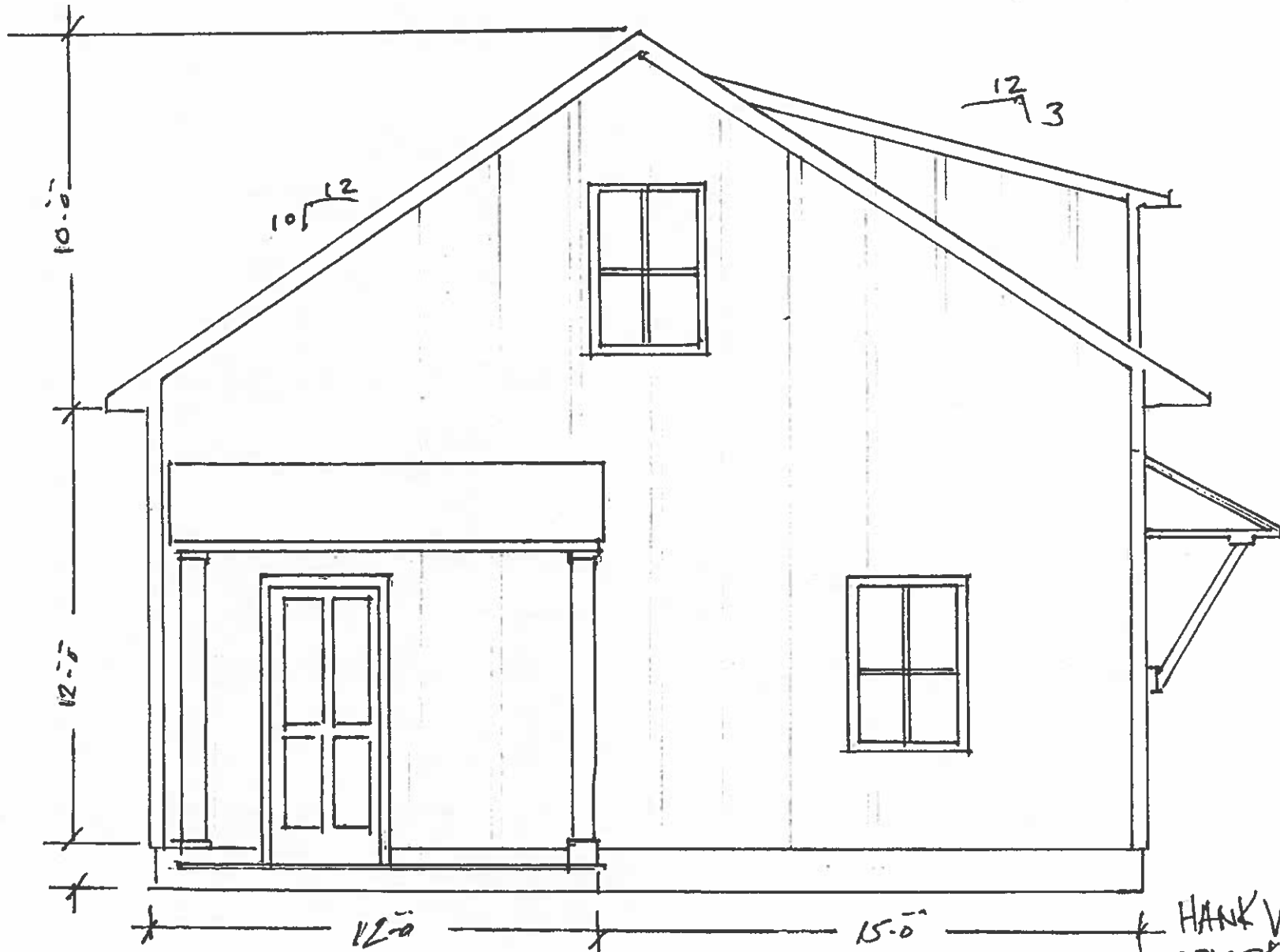
1/4" = 1'0"

SHEET:

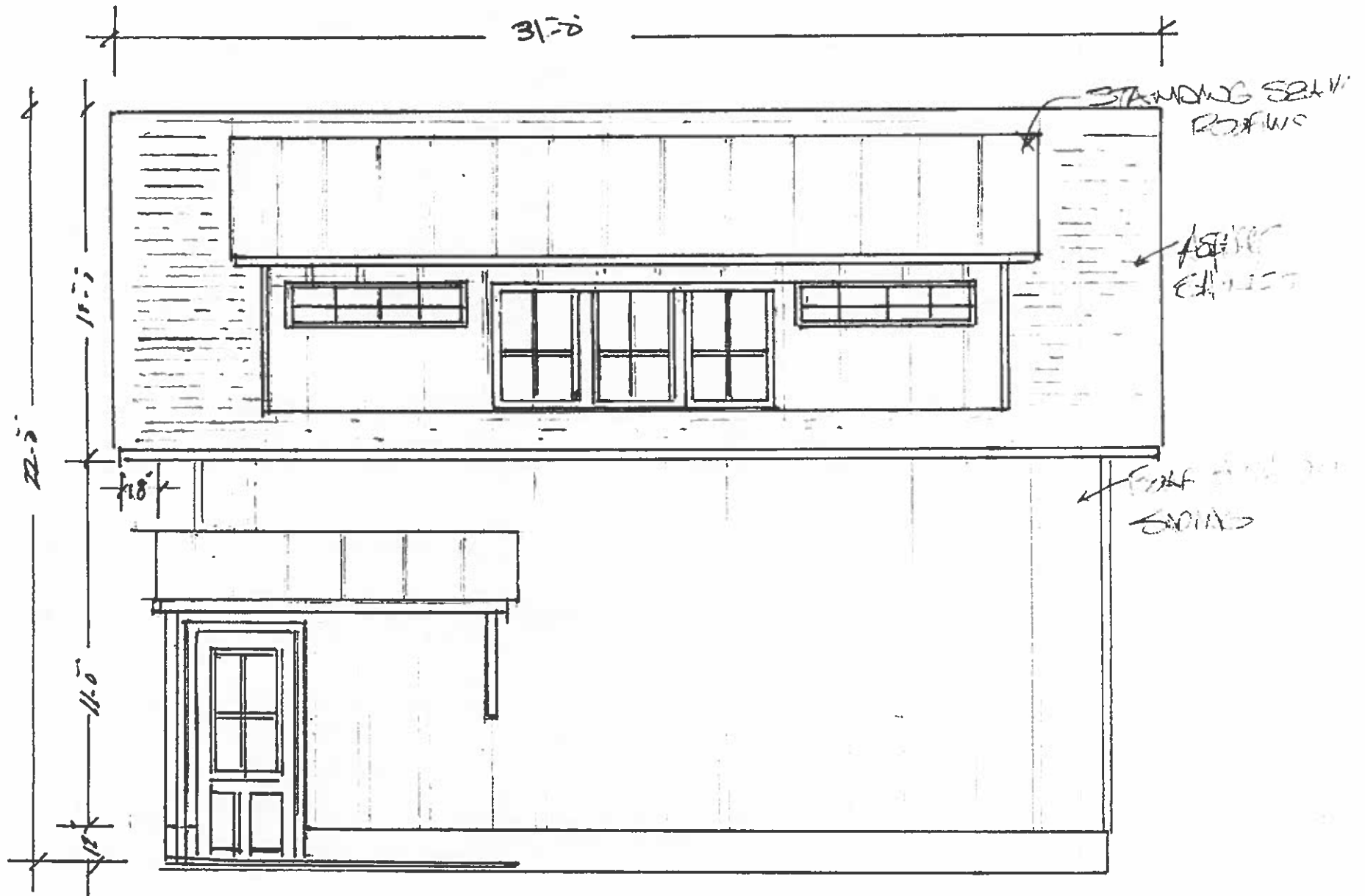
SP1



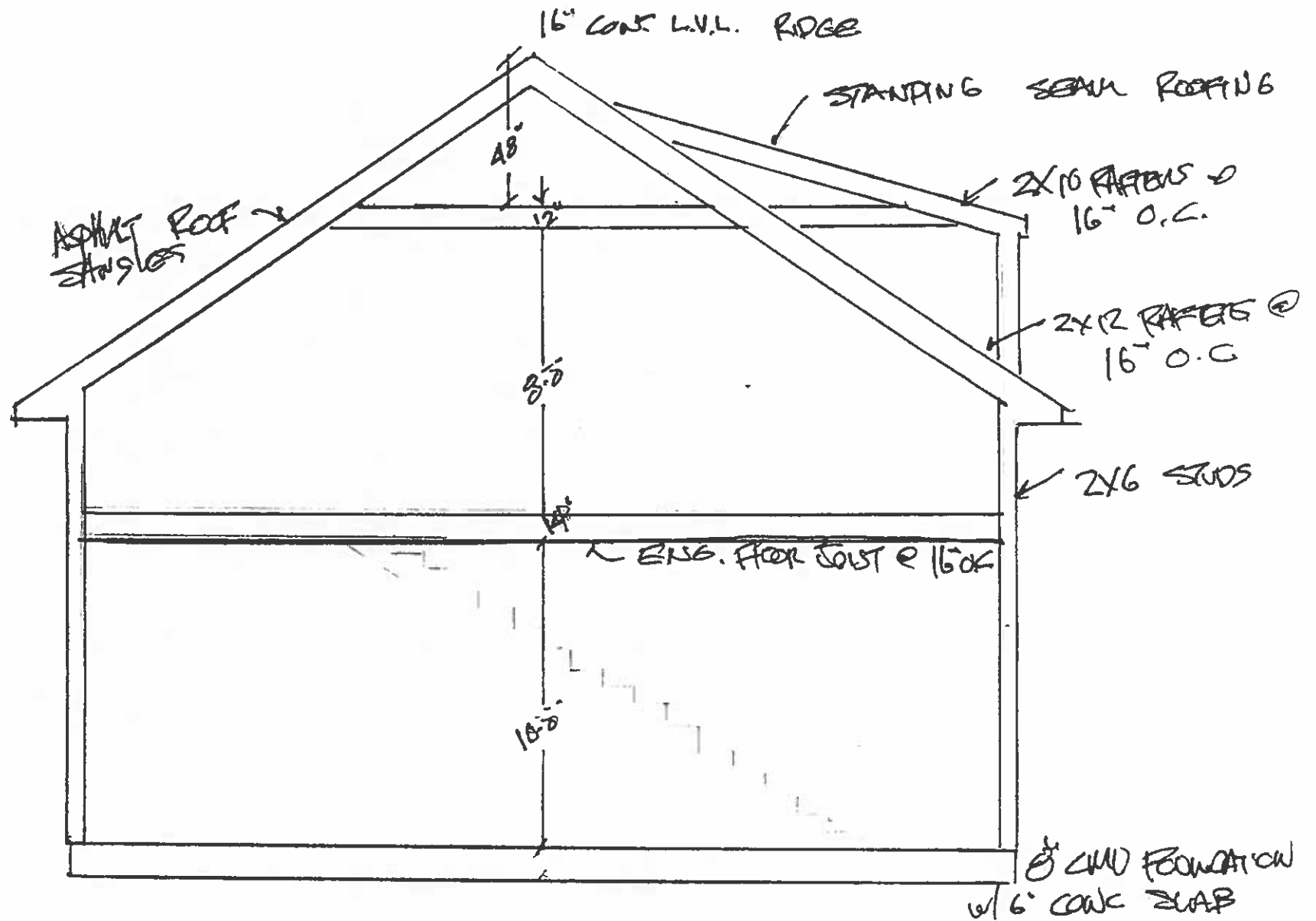
HANK WARNER
28X24 GARAGE W/LOFT
1/4-1-0 GANT 7/25



HANK WARNER
28X24 GARAGE / 10A
1/4 1-0 JUST 7/25



HANK WARNER
 28X24 GARAGE w/LOFT
 1/4:10 SANT 7/25



ANK WHATEVER
20'x24' GARAGE w/ 11' NET
1/4" to GAUT 9/12



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

Historic District Commission Staff Report

Meeting Date: 11/10/2025

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

Property Address: 32 S Higgins Street

Applicant: Mid-Shore Exteriors on behalf of Joyce Banks

Application Number: 2025-1594

Code Enforcement Case: Yes ☐ No ☒

Project Description:

The applicant is seeking approval to remove the existing vinyl siding and install new beaded vinyl siding and vinyl corners. According to the manufacturer, this product has a thickness of .044" and has a brushed, low gloss finish. This is considered a non-contributing structure to the Easton Historic District.

Historic District Guidelines:

Guideline 104. Vinyl Siding

- a. Vinyl siding will be at least 0.042 inches thick, with a smooth, matte surface. Siding with faux wood grain is not appropriate.
- b. Siding joints and seams are to be lapped toward the rear of the building, and joints must be staggered randomly to avoid a "stair step" appearance. Joints will be avoided in areas with spans of less than 12 feet in length.
- c. All trim will be done with solid PVC or plastic composite lumber trim, using counter sunk finishing nails. All inside and outside corners must be trimmed using hard, dimensional PVC or composite materials. Trim details will be such that the "J" channels are hidden behind the trim board.

Appendix B.2 Common Substitute Materials

Vinyl siding is not an appropriate replacement material for wood siding, but may be appropriate for replacing existing vinyl.

Recommended Condition(s):

Should the Commission move to approve the application, staff supports the following condition.



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PLANNING & ZONING
14 S Harrison Street, Easton MD 21601

1. Siding joints and seams are to be lapped toward the rear of the building, and joints must be staggered randomly to avoid a “stair step” appearance. Joints will be avoided in areas with spans of less than 12 feet in length.

Draft Motions:

1. I move that the Historic District Commission **approve** the application with staff’s 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.



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

Appendix A: 2012 Easton Historic District Survey Sheet

EASTON HISTORIC DISTRICT SURVEY

PROPERTY #:

Picture:



TAX ID		ADDRESS		OWNER NAME			
2101086022		32 S HIGGINS ST		BANKS, JOYCE			
YEAR BUILT		PHYSICAL CONDITION					
1999		GOOD					
ARCHITECTURAL STYLE				ADDITION(S)			
NONE APPARENT							
NHL DISTRICT	NR DISTRICT	NR LISTED	MEETS NR CRITERIA	1980 NR RATING	MD INVENTORY	CONTRIBUTING	NC CODE
				G		N	AGE
NOTES							
MODERN CONSTRUCTION							



TOWN OF EASTON
PLANNING AND ZONING

14 SOUTH HARRISON STREET, EASTON, MD 21601

RECEIVED

OCT 23 2025

TOWN OF EASTON

HD 25 - 114

Application #:	2025 - 1594
Date Received:	10/23/2025
Fee Paid:	\$75.00
HDC Meeting Date:	11/10/2025
Date Property Posted:	11/03/2025

HISTORIC DISTRICT COMMISSION HEARING APPLICATION

APPLICATION TYPE (PLEASE CIRCLE)

ROOFING

DEMOLITION

SIGNAGE

FENCING

OTHER - siding

NEW CONSTRUCTION/ADDITION

EXTERIOR ALTERATIONS

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

PROPERTY INFORMATION

ADDRESS

32 South Higgins St.

☐ Contributing

☒ Non-Contributing

YEAR BUILT:

NATIONAL REGISTAR #

PROPERTY INFORMATION

OWNER NAME

Joyce Banks

TELEPHONE NO.

EMAIL

Applicant or Agent (If other than property owner, written authorization from owner is required.)

NAME

Mid-Shore Exteriors / Julie Hauden

TELEPHONE NO.

EMAIL

Description of Proposal (include additional sheets, as necessary)

siding replacement like and same vinyl siding.
Remove existing vinyl siding, inspect existing sheathing
install house wrap, tape all seams. Install Certainteed
Carolina Beaded with T-channel and vinyl corners.
Existing shutters, soffit, fascia, and trims to stay as is.
Gutters to stay as is. Clean up + remove all job
related debris.

Specific Requirements

- The payment of fees is due at the time of application submittal.
As of July 1, 2025, the fees are as follows:
Commercial - \$200 Residential - \$75 Signs - \$75 Staff Approval \$25
- Provide 2 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>Julie Hauden / Julie Hauden</u>
<u>10/21/25</u>
<u>Julie Hauden / Mid-Shore Exteriors</u>

Revised 4.4.2022



Mid-Shore Exteriors
10/31/2024 09:29 am (EDT)
Joyce Banks / 2410-6287915-01
32 South Higgins Street Easton, MD 21601



Mid-Shore Exteriors
10/31/2024 09:29 am (EDT)
Joyce Banks / 2410-6287915-01
32 South Higgins Street Easton, MD 21601

Carolina Beaded™

Siding

Installing vinyl siding is a smart investment, with **one of the highest returns** of any major home remodeling project when it's time to sell.

97%

Return on investment
for vinyl siding

Source:
Journal of Light Construction
2025 Cost vs. Value Report

Life happens here.™



S

STUDfinder™ Technology

STUDfinder™ is an installation system with letters on the American Legend panel nail hem to ensure proper nailing to wood studs.



3/4" Panel Projection

For enhanced shadow lines for better aesthetics.

Deep "V" groove and rounded bead



Classic Style. Great features.

The deep "V" groove design of Carolina Beaded creates a distinct shadow line between the face of the panel and the rounded bead. Popular throughout the east coast, from New England to the deep south, it complements many architectural designs, including colonial, craftsman, bungalow and cottage styles. The low gloss, brushed finish looks like freshly painted wood.

Single 6-1/2" Brushed Beaded

6.5"

Carolina Beaded is better for peace of mind.

14 Long-Lasting Colors

PermaCOLOR™ System assures color performance, resistance and durability. Utilizing the newest technology and state-of-the-art formulations, CertainTeed backs their vinyl siding with PermaCOLOR Lifetime Fade Protection.



Warranty

Carolina Beaded has a lifetime limited warranty.

#1 Trusted Brand

CertainTeed siding is the brand preferred by building professionals and homeowners, from surveys conducted by national trade magazines. CertainTeed is an industry leader for over 100 years.

Sustainable

CertainTeed vinyl siding offers significantly lower environmental impact than other cladding options.*

*Based on life cycle assessment studies conducted through the National Institute of Standards and Technology (NIST)



When installed with Carolina Beaded siding, CertiWrap™ Weather Resistant Barrier is the added layer of protection against air and moisture damage.

NOTE: Colors throughout this brochure are simulated. Consult product samples before making final selection.

On Cover:
Siding: Carolina Beaded in Heritage Cream.
Trim: Vinyl Carpentry® & Restoration Millwork®.

Heritage Cream	Granite Gray
Castle Stone	Sterling Gray
Colonial White	Cypress
Sandstone Beige	Oxford Blue
Savannah Wicker	Desert Tan
Snow	Natural Clay
Seagrass	Herringbone

CertainTeed products are designed to work together and complement each other in color and style to give your home a beautiful finished look.

Polymer Shakes and Shingles

Roofing and
Ventilation



Vinyl Siding



Insulated
Siding



Vinyl &
Metal
Soffit



PVC Exterior Trim
and Beadboard



Metal Siding



Composite Siding



Vinyl
Carpentry®
Trim



Stone



Weather
Resistant
Barrier





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

Historic District Commission Staff Report

Meeting Date: 11/10/2025

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

Property Address: 33 S West Street

Applicant: Helen Herman on behalf of Face to Faith Ministries

Application Number: 2025-1597

Code Enforcement Case: Yes ☐ No ☒

Project Description:

The applicant is proposing to construct a fourteen (14) foot rear addition to a non-contributing structure. The applicant is also proposing extensive alterations including the construction of a new pitched roof, the creation of a new entryway with brick steps, the infill of existing window and door openings, and the installation of new signage. Proposed materials include the following:

- **Masonry:** Modular brick (*See Options A and B in application*)
- **Roofing:** Horizon-Loc standing seam metal roof (16" panel width, 1" rib height)
- **Windows:** Anderson 100 Series (Composite) and Anderson 400 Series (Vinyl-Clad Wood)
- **Doors:** Aluminum frame with glass
- **Gutters:** K-Style

Background:

At the Commission's February 26, 2024 meeting, a concept for renovations to this structure and the construction of an addition was presented for the Commission's feedback. The plans presented during this meeting were done by a different architect and differ significantly from what is currently proposed.

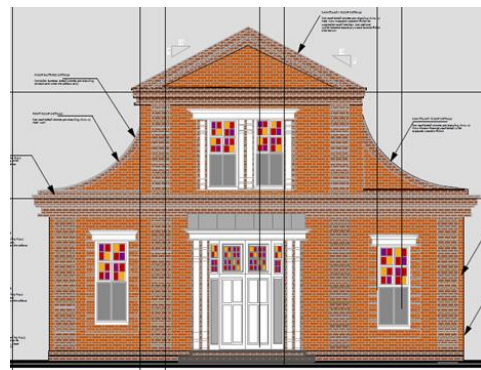


Figure 1 Discussion Item Front Elevation



TOWN OF EASTON
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14 S Harrison Street, Easton MD 21601

The Commission then reviewed and issued a certificate of appropriateness with conditions on December 23, 2024. This approval was for the construction of a 14-foot rear addition and extensive alterations including the construction of a new pitched roof, the creation of a new entryway on the front façade, the infill of existing window and door openings, and the installation of new signage (*Figures 2 - 4*).

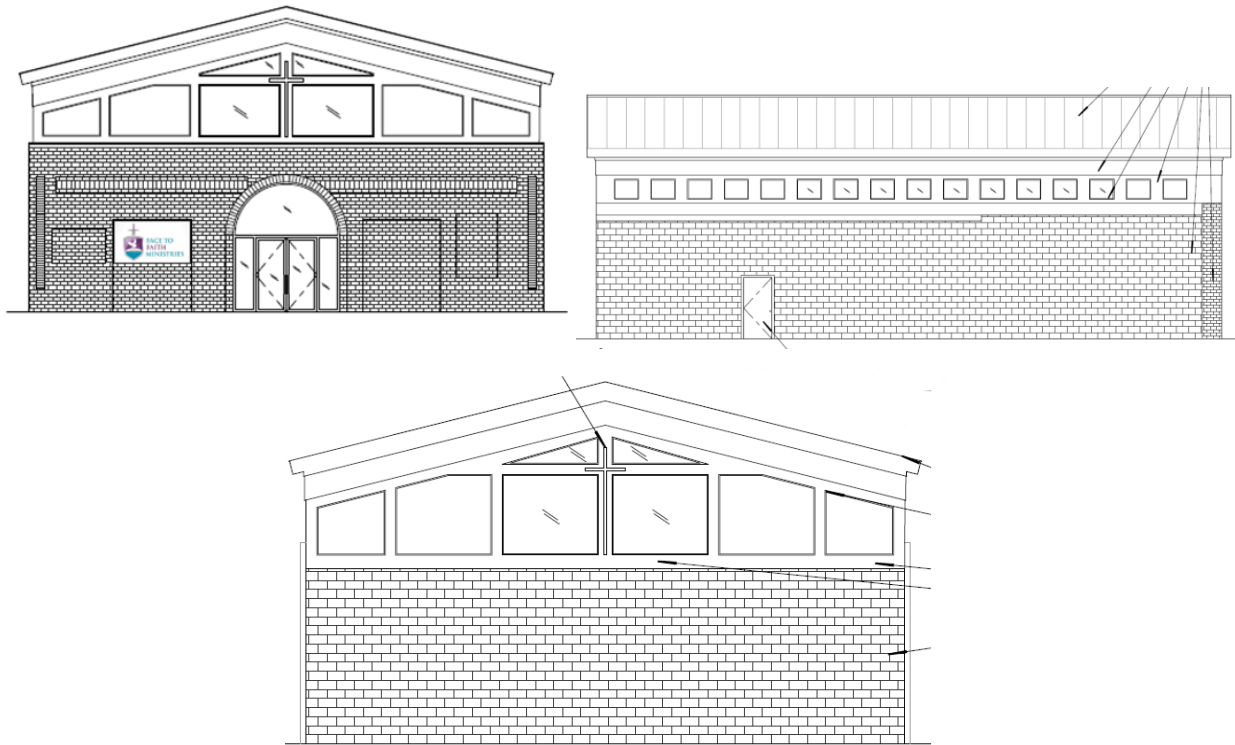


Figure 2-4: Previously Approved Elevations

The Commission approved this application by a 4-0 vote subject to the following conditions:

- 1) All signage shall be mounted through a mortar joint. The Applicant shall send the dimensions and design of the second proposed sign to staff for administrative review and approval;
- 2) Should the Applicant choose to install gutters, a spec sheet shall be submitted to staff for administrative review and approval. The Commission made a recommendation for K-style gutters;
- 3) the standing seam metal roof shall be 1.5" (inches) or less for the rib seam height, the maximum panel width shall be 16" (inches) or less, the panels shall be flat and the rib ends shall be closed; and
- 4) the windows shall be fiberglass-clad or metal.



As no building permit was issued for this project, the COA lapsed on July 14, 2025.

Historic District Guidelines:

Guideline 1. Preserve Significant Historic Features

Every historic building, from each style of architecture has a set of distinctive details that contribute to the overall character of the building.

- a. Avoid the removal of historic architectural features and materials. Historic architectural features include large scale characteristics including the building's overall shape, roof form, and fenestration patterns, as well as small-scale features like moldings, brackets, ornaments, and other examples of skilled craftsmanship.
- b. Retain existing historic building materials, including brick and stone masonry, wood shingles and siding, stucco, etc., to the greatest extent possible. Avoid removing historic materials that are in serviceable condition.
- c. Materials or additions which were added after the building's initial construction – for example a porch, or a kitchen addition – may have since achieved historic significance in their own right and should be preserved.

Guideline 2. Repair Rather than Replace

Where possible, repair historic materials and features rather than replacing them.

- a. Repair rather than replace historic features wherever possible.
- b. Use the recommended technical procedures for cleaning, refinishing, and repairing historic materials. See Appendix D for technical resources. Some cleaning methods, including chemical and abrasive methods, and repair techniques can cause or exacerbate damage to historic materials of the building, particularly masonry. Always use the gentlest methods available.

Guideline 3. Make Sensitive Replacements

When a historic element is deteriorated to the point that replacement is required, the replacement should replicate the element as closely as possible.

- a. Replace as little historic material as possible. This may include patching, splicing, or piecing-in replacement materials such as individual roofing tiles, shingles, or siding, masonry patches, or dutchman repairs for wood elements.
- b. Match the historic feature's size, shape, profile, texture, and color to the greatest extent possible. The new materials should match the old when possible. In some cases, replacement with features recreated in synthetic materials may be appropriate (for additional information on substituting historic materials, see Appendix B).



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14 S Harrison Street, Easton MD 21601**

- c. Avoid changing the character of historic features. For example, original horizontal board siding should not be replaced by vertically oriented siding or shingles, even of the same material.
- d. Substitute materials should only be used if they do not cause damage or change the character of the historic resource. The new material should match the form, color, and texture of the historic feature (for additional information on substituting historic materials, see Appendix B).

Guideline 4. Restore Significant Historic Features

- a. Remove non-historic materials that cover all or part of the façade. This may include inappropriate siding, cladding, or wrapping on façade elements such as cornices or storefronts.
- b. Restore or replace underlying historic materials with new elements that closely replicate the historic appearance.
- c. Take care to remove non-historic materials in a way that does not damage underlying historic materials.
- d. Replace missing features (such as cornices, storefronts, etc.) with historically appropriate replacement features. The design of replacement features should be based on its historical appearance and substantiated by documentary, physical, or pictorial evidence. This may be accomplished by locating historic photographs which show the original appearance of the element, replicating existing but incomplete elements, or by reproducing elements visible on neighboring buildings of the same style and date range.
- e. Where no evidence of the feature's original appearance exists, utilize a simple design consistent with the scale, massing, and style of the building and surrounding area.
- f. Historic additions that are in keeping with the overall design of the building and are over 50 years old have achieved significance in their own right and should be retained or restored.

Guideline 5. Adaptive Reuse

- a. Adhere to Easton's zoning code for permitted uses.
- b. It is preferable to retain a building's historic use whenever possible.
- c. Retain the building's historic character when adapting to a new use. A residential building converted to a commercial use should retain the building's residential character, and vice versa.

Guideline 6. Comply with Health and Safety Codes



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PLANNING & ZONING
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- a. Compliance with health and safety codes and handicapped access requirements must be carried out with minimum impact on the historic character of buildings.
- b. When permitted by law, fire escapes or fire towers shall be placed at the rear of buildings as a secondary means of egress.
- c. Provide barrier-free access that promotes independence for the disabled to the highest degree practicable, while preserving significant historic features.
- d. Construction of ramps, lifts, fire escapes, and similar accessibility features should be constructed in an area that is hidden from public view, such as on a rear or side elevation, when possible.
- e. Ramps should have little to no visual impact or should be designed to be as unobtrusive as possible.
- f. Install ramps and other accessibility features in a manner that is reversible where practical, and does not permanently impact the historic building.
- g. Access ramps shall be in scale and visually compatible in design and materials with the building.

Guideline 15. Preserve Historic Sidewalk and Curb Materials

- d. New private walkways should be designed to be compatible with the historic walkways and buildings on the property.

Guideline 37. ADA Ramps

- a. Ramps should be constructed of materials that blend in with the surrounding built environment. Ramp structures can be faced with brick, stone, or other materials as appropriate.
- b. Access ramps should be fabricated to avoid damaging or altering the contributing structure. Ramp design should be compatible with the style and materials of the existing porch and structure.
- c. Where possible, ramps should be installed on the side or rear elevation of a building.
- d. Avoid removing historic features in doorways, including stairs, porches, and railings to accommodate ramps. Consider building over or next to these features.

Guideline 41. Maintain Original and Historic Doors

- a. Maintain doors and entrances in their original location. Avoid relocating or removing historic doors by blocking-in existing door openings, especially on the front façade.



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- b. Maintain and repair doors, frames, sills, hardware, transoms, fanlights and sidelights on doors located on front façades and side and rear façades visible from a primary public right-of-way.
- c. Avoid adding details, surrounds, canopies, or ornamentation that have no historical basis and are not in keeping with the character of the original door.

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.

Guideline 52. Choose Appropriate New or Replacement Fixtures

- a. Replace missing or damaged light fixtures with replacements that replicate the originals or other similar examples appropriate to the architectural character of the building.
- b. Modern light fixtures may be appropriate as replacement or where light fixtures did not exist. They should be unobtrusive and not damage or obscure architectural features.

Guideline 55. Maintain Historic Masonry

- a. Maintain and repair character-defining brick, stone, and stucco.
- b. If replacement of all or some masonry material is necessary, use materials that match the original in size, texture, color, and profile.
- c. If a masonry wall has historically been painted, it should continue to be painted. Avoid painting or staining historically unpainted surfaces. Avoid applying waterproof coatings to masonry walls that change their appearance or that cause moisture to be trapped inside of a brick or other masonry cavity.
- d. Remove modern covering materials such as metal and vinyl siding applied over original masonry.
- e. Avoid covering original masonry walls.
- f. Avoid removing original masonry features.
- g. Avoid depositing rock salt where it may come into contact with historic masonry. Dissolved salts can penetrate porous masonry causing staining and accelerated deterioration.

Guideline 68. Maintain Historic Roof Shape



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PLANNING & ZONING
14 S Harrison Street, Easton MD 21601

- a. Preserve the historic shape and slope of the roof. If a roof will be replaced completely, it shall be replaced with the same roof form or a similar form complimentary to the architectural style.
- b. Details, ornamentation and other character-defining elements should be maintained.
- c. The addition of dormers should be undergone sensitively. If a dormer is added, its size, design, and placement should be in keeping with the character of the building and in scale with its size. Its siding and roofing should match the existing, and its windows should be consistent with the building's other windows in terms of style, type, and material.
- d. Do not increase the height or change the shape of parapets unless to restore an inappropriately altered condition to its historic appearance.
- e. Roofs on secondary structures should be consistent with the architectural style of the main building in terms of shape and slope.
- f. Missing or severely damaged roof towers, dormers, finials, cresting, chimneys and other character-defining elements should be replaced based on documentary or photographic evidence. If no evidence of the appearance of the element exists, a new element should be designed to be compatible with the overall character of the building.

Guideline 70. Roof Material

- a. Retain and repair visible historic roofing materials where feasible.
- b. Where total replacement of all roofing material is required, the new roofing should match the existing material or be a roofing material that is consistent with the building's architectural style.
- c. Heavy-weight architectural shingles are preferred when existing asphalt shingles are replaced.
- d. Repairs to isolated portions of visible roofing materials must match the existing in material, size, style, texture, and color.
- e. The specifications for a standing seam metal roof should be 1.5" (inches) or less for the rib seam height, the maximum panel width should be 16" (inches) or less, the panels should be flat, and the rib ends should be closed. Hip and ridge caps may be no wider than 6" (inches).

Guideline 71. Roof Appurtenances

- a. New skylights, vents, chimneys, or other projections should be located so that they are not visible from a primary public right-of-way. If this is not possible, they should be designed to be in character with the overall appearance of the roof.



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- b. Roof-mounted air conditioning units should be located so they are not visible from a primary right-of-way. If this is not possible, they should be screened from view. The design of the screen should be compatible with the character of the roof and building.

Guideline 80. Preserve Historic Storefronts

- a. Maintain original storefronts. Repair, rather than replace, deteriorated elements.
- b. Make necessary replacements in-kind. When replacement is necessary, the new unit should match the original element as closely as possible in size, shape, profile, color, and material.
- c. If using the original material is not economically or technically feasible, an alternative material that resembles the original in size, shape, profile, color, and other characteristics may be used. Avoid using inappropriate materials such as vinyl and aluminum siding, bare anodized aluminum, mirrored or tinted glass, artificial stone, and the like for a new storefront.
- d. Missing storefront elements should be replaced. The design of the replacement should be based on documentary or photographic evidence. If none exists, the replacement element should be designed to be compatible in size, shape, profile, color, and character of the storefront.
- e. If the use of the ground floor requires more privacy than allowed by the display windows, install privacy curtains or blinds. Avoid blocking in or otherwise removing or reducing storefront windows.
- f. If storefront security systems are to be added, choose an electronic system that does not alter the appearance of the storefront.
- g. Avoid adding details and ornamentation to existing storefronts that creates a false sense of history, or is incompatible with the overall design of the storefront

Guideline 82. General Guidelines for Utilities

- a. Locate electric, telephone, and cable services underground whenever possible.
- b. Where underground placement is not possible, utilize the rear or other non-visible façade.
- c. Locate exterior conduit and hosing in an inconspicuous area and paint housing to match the exterior surface to which it is applied.

Guideline 83. Trash and Refuse Containers

- a. Locate dumpsters and other trash receptacles in the rear or on a non-visible side elevation.
- b. Employ opaque fencing or screening to limit the view from public rights-of-way.



Guideline 84. Mechanical Equipment

- a. Rooftop mechanical systems should be positioned so as not to be visible from the street.
- b. Where rooftop location is not possible, mechanical systems should be located at a side or rear elevation and screened with fences or plantings.
- c. Avoid placing window or air conditioning units in first-story windows or through storefront walls or transoms.

Guideline 89. Maintain Historic Windows

- a. Maintain the historic shape, size, alignment, pattern, and details of existing historic windows. Where altered, consider restoring to its historic appearance based on physical or documentary evidence.
- b. Do not infill window openings or cover existing historic windows.
- c. Consider reopening windows that are presently blocked or boarded over.
- d. Repair damaged or deteriorated windows. This may include replacing broken panes, sanding and repainting, or oiling operable components such as locks and chains.
- e. Replace missing window elements, such as hardware or trim, in-kind.
- f. Do not cover or wrap window trim or sills. Metal and vinyl coverings retain moisture and accelerate deterioration of wood and masonry elements.
- g. Fix drafty windows by replacing weather stripping and ensuring that the window is well-fitted to the window opening. Add storm windows to provide a thermal break, if needed. Storm windows are a cost-effective alternative to replacing historic windows.

Guideline 90. Make Sensitive Replacements

- a. Replace windows that cannot be repaired in-kind. Replacement windows must match the original windows in size, proportion, design, and style. The number of windowpanes and the muntin and mullion profiles should match the historic window.
- b. Replacement units for historic divided light (multi-pane) windows must have the appearance of a true divided light. Simulated divided light windows with three dimensional muntins are usually appropriate. "Snap-in" or "between-the-glass" vinyl muntins do not simulate a historic appearance and will not be approved for windows within the historic district.
- c. Maintain the window type. For example, replacing a double-hung window with a casement window is not preferred.



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

- d. Maintain the historic window opening size and surrounding trim. Altering the window opening to accommodate larger or smaller windows is not preferred.
- e. Where inappropriate replacements were previously installed, and the original window appearance is unknown, neighboring buildings may provide clues to appropriate configurations. In general, a style of window that is in keeping with the architectural style of the building is most appropriate. Where the style of window cannot be determined, a one-over-one window configuration is usually most appropriate.
- f. Windows constructed of hollow core or extruded vinyl components should not be used. Other alternative materials, including fiberglass composite or aluminum-clad, may be appropriate in some circumstances. See Appendix B for additional information on substitute materials.
- g. Certain rare or unique windows should not be replaced or altered. This determination will be made by the HDC.

Guideline 100. Rear Additions

- a. Additions should be compatible with the massing and scale of the main building. In general, they should be the same or lower height as compared to the surrounding historic buildings.
- b. Additions should not imitate earlier architectural styles.
- c. Materials for the new addition should complement or otherwise harmonize with the historic materials.

Guideline 103. Materials

- a. Exterior materials of a new buildings or addition should be compatible with surrounding buildings or the building to which it is attached.
- b. Board siding, including wood and cementitious/fiber cement board, may be appropriate.
- c. Unpainted brick masonry is generally an appropriate material for exterior walls throughout the district.
- d. Stucco surfaces are generally most appropriate for rear or side elevations.
- e. Stone or pressed concrete block may be appropriate in some settings, or for some parts of façades.

Recommended Condition:

Should the Commission move to approve the application, staff supports the following condition:



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

1. All mechanical equipment including but not limited to HVAC units and utilities shall be located on the rear or the non-visible side façade.

Draft Motions:

1. I move that the Historic District Commission **approve the application with staff's 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.



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

Appendix A: 2012 Easton Historic District Survey Sheet

EASTON HISTORIC DISTRICT SURVEY

PROPERTY #:

Picture:



TAX ID		ADDRESS		OWNER NAME			
2101015753		33 S WEST ST		FACE TO FAITH MINISTRIES			
YEAR BUILT		PHYSICAL CONDITION					
1950s*		GOOD					
ARCHITECTURAL STYLE				ADDITION(S)			
NONE				NONE			
NHL DISTRICT	NR DISTRICT	NR LISTED	MEETS NR CRITERIA	1980 NR RATING	MD INVENTORY	CONTRIBUTING	NC CODE
				E		N	AGE
NOTES							
1 STORY, FLAT ROOFED BRICK AND CONCRETE BLOCK COMMERCIAL DUPLEX CONSTRUCT OUTSIDE OF NATIONAL REGISTER PERIOD OF SIGNIFICANCE MAY CONTRIBUTE IF PERIOD OF SIGNIFICANCE WERE EXTENDED OR IF FOUND TO HAVE BEEN BUILT BEFORE 1940							



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

Meeting Date: 12/23/2024
Application Number: 2024-1357
Location: 33 S West Street
Applicant: Helen Herman

Request: The applicant is proposing to construct a fourteen (14) foot rear addition with additional exterior alterations including the construction of a pitched roof, the installation of new signage, the addition of a new entryway on the front façade, and the infill of existing window and door openings.

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

- 1) **All signage shall be mounted through a mortar joint. The Applicant shall send the dimensions and design of the second proposed sign to staff for administrative review and approval;**
- 2) **Should the Applicant choose to install gutters, a spec sheet shall be submitted to staff for administrative review and approval. The Commission made a recommendation for K-style gutters;**
- 3) **the standing seam metal roof shall be 1.5" (inches) or less for the rib seam height, the maximum panel width shall be 16" (inches) or less, the panels shall be flat and the rib ends shall be closed; and**
- 4) **the windows shall be fiberglass-clad or metal.**

Commissioner Bateman seconded the motion.

FOR: 4 - Demby, Brophy, Bateman, Carey

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".

In the event than any party is aggrieved by a decision of the Commission, the party has the right of appeal to the Board of Zoning Appeals in accordance with Article XIII of the Zoning Code. Appeal requests must be filed within thirty (30) days from the date of the Commission decision. Further appeal may be taken to the Circuit Court for Talbot County.

Prior to start of work please contact the Building Inspection Department at 410 822 2525 to ensure all required building permits have been obtained. Also, please reach out to the Building Inspection department to ensure your project complies with the Town of Easton's building codes.

Nicholas Johnson

Representative, Historic District Commission

1/14/2025

Date



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

HD 25 - 115

Application #:	2025 - 1597
Date Received:	10/27/2025
Fee Paid:	\$200.00
HDC Meeting Date:	11/10/2025
Date Property Posted:	11/05/2025

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 S. West Street
☐ Contributing ☒ Non-Contributing YEAR BUILT: 1950's NATIONAL REGISTAR # _____

PROPERTY INFORMATION

OWNER NAME Face to Faith Ministries
TELEPHONE NO. _____ EMAIL _____

Applicant or Agent

NAME Helen Herman
TELEPHONE NO. _____ EMAIL _____

Description of Proposal (include additional sheets, as necessary)

Expand building footprint with a rear addition. Build a new pitched roof. Repair existing front brick facade and fill existing window and door openings with brick and new central doorway. Repair, patch and paint existing masonry secondary facades. Changes from the 2024 application include: adding brick front steps, side egress ramp & steps, minor revisions to the gable end window and trim proportions, revised window specifications.
New exterior signage for Face to Faith Ministries.

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 2 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, 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>Helen Herman</u>	
<u>10/27/25</u>	
<u>Helen Herman</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 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.

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.

Face To Faith Ministries
33 S. West Street, Easton, MD 21601
Historic District Commission Hearing Application

Helen Herman, Architect



Face To Faith Ministries requests Historic District Approval for the following work:

- Expand the building footprint with a rear addition.
- Replace existing flat roof with a 3:12 pitched roof.
- Elevate the entry experience with two brick front steps. This elevation also requires side egress ramp and steps.
- Repair existing brick primary facade. Fill existing window and door openings with brick. Add new central entryway.
- Repair, patch and paint secondary concrete block masonry facades.
- New exterior signage.

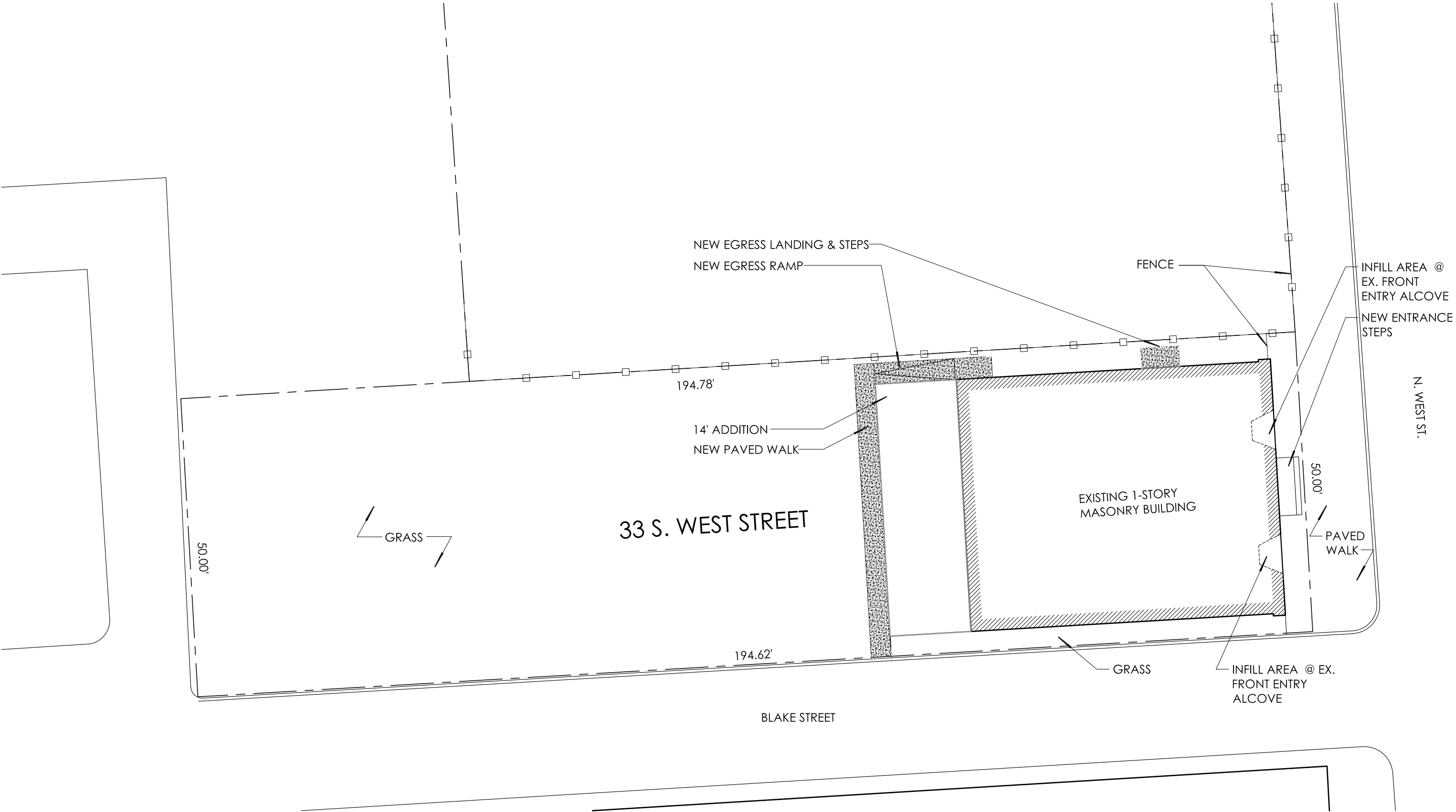
Construction shall begin as soon as building permit is issued and will take approximately 4-6 months.

EXISTING CONDITIONS

MATERIALS: Red Brick Principle Facade, Concrete Masonry Block Secondary Facades



SITE PLAN: SCALE: 1/16"=1'-0"



NEW CENTRAL STATES 26ga STANDING SEAM
METAL ROOF, 1" RIB SEAM HEIGHT, 16"
PANEL

NEW METAL SOFFIT FASCIA & RAKE, 6" ALUMINUM
K-STYLE GUTTER, COLOR TBD

NEW FIBERGLASS WINDOWS,
ANDERSON SERIES 100 & 400 OR
SIM., & WOOD WINDOW TRIM,
FINISH & COLOR TBD

NEW CEDAR HORIZONTAL SHIPLAP
SIDING, TRIM & WOOD FAUX
WINDOW SHAPED RELIEF, PTD,
COLOR TBD

NEW CENTRAL STATES 26ga STANDING SEAM
METAL ROOF, 1" RIB SEAM HEIGHT, 16"
PANEL

NEW WOODEN CROSS
NEW FIBERGLASS WINDOWS,
ANDERSON SERIES 100 & 400 OR
SIM., & WOOD WINDOW TRIM,
FINISH & COLOR TBD

NEW BRICK FACADE TO
MATCH EXISTING AT EXISTING
DOOR & WINDOW OPENINGS.
INFILL BRICKS TO BE INSTALLED
AS A RELIEF, 1 BRICK WIDTH
PLUS 1 GROUT WIDTH BEHIND
EXISTING BRICK

NEW WOODEN CROSS

11'-4 $\frac{3}{4}$ " NEW ROOF

26'-2"

14'-9 $\frac{1}{4}$ " EXISTING



1 FRONT ELEVATION
3/16"=1'-0"

NEW BRICK ARCHWAY & CENTERED, DOUBLE GLASS
DOOR W/ ALUMINUM FRAME & , CLEAR ANODIZED FINISH
BY YKK

NEW BRICK STEPS, 2 RISERS

NEW PRINTED SIGN ON WOOD
SUBSTRATE W/ DIRECTIONAL LIGHT
ABOVE. SIGN TO BE ATTACHED TO
BRICK FACADE THROUGH
MORTAR, NOT BRICK, IN ORDER TO
PRESERVE THE BRICK. SIGN TO BE
ILLUMINATED BY DIRECTIONAL
LIGHTING & SHALL NOT BE SELF
ILLUMINATED

NEW MASONRY FACADE, PTD,
COLOR TBD

HELEN HERMAN

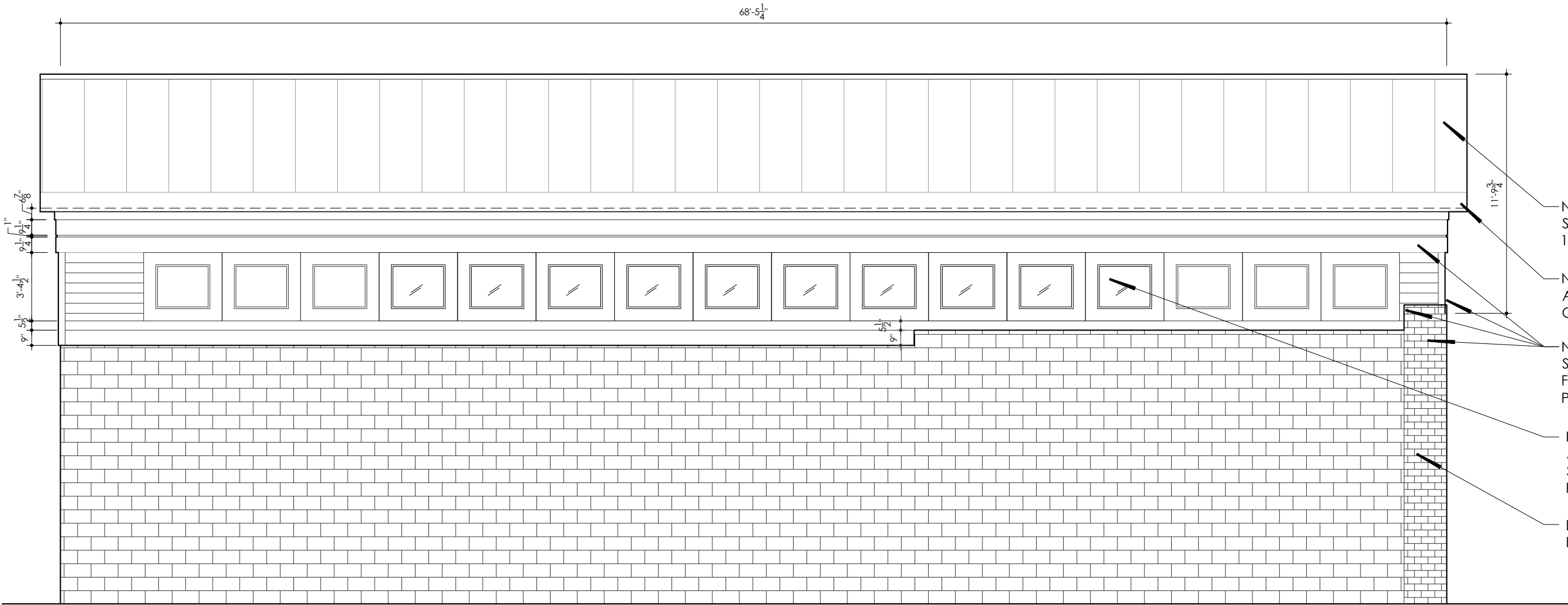
ARCHITECT 516.637.2983 HELEN@HELENHERMAN.ME PO BOX 683 ST. MICHAELS, MD 21163

Project | **FACE TO FAITH**
33 S. WEST ST.
EASTON, MD
Drawing | ELEVATIONS

Date | OCTOBER 27, 2025

Scale | 3/16" = 1'0"

Drawing # | SK-05



1 SIDE ELEVATION
1/4"=1'-0" - NORTH & SOUTH FACADES SIMILAR

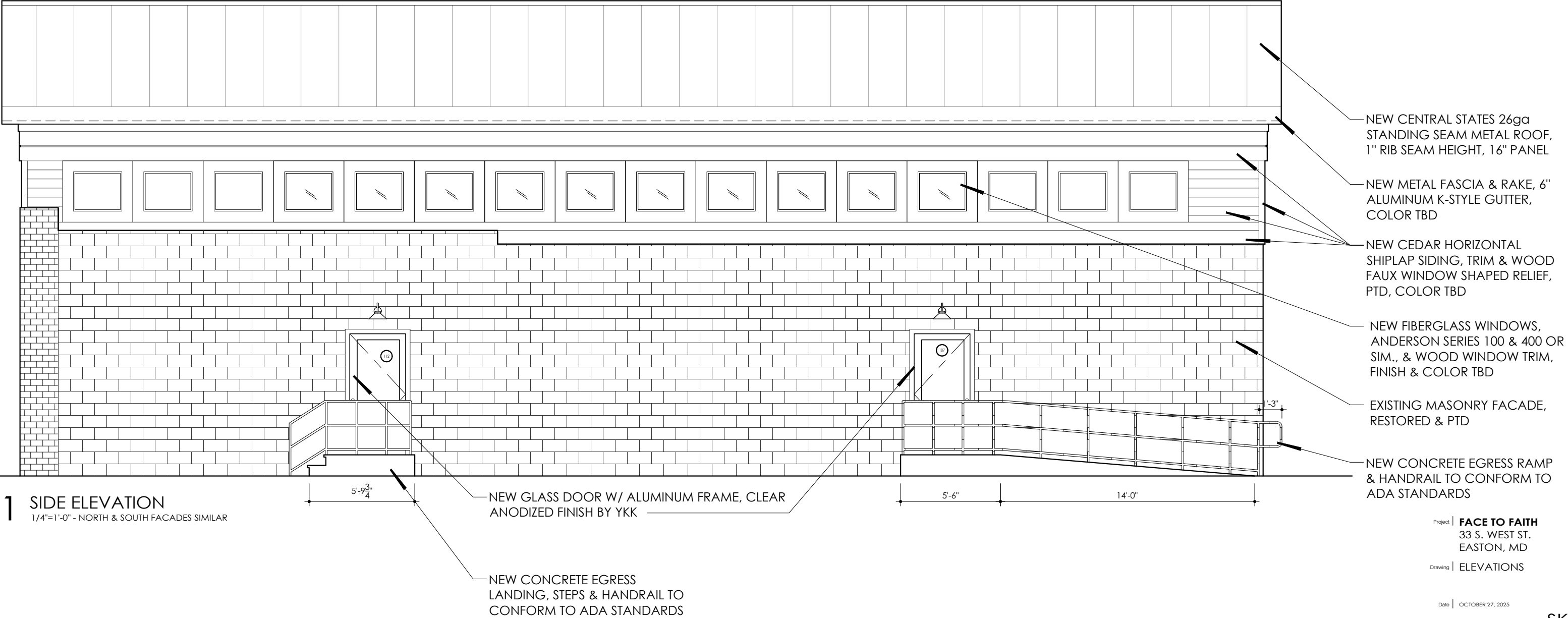
Project | **FACE TO FAITH**
33 S. WEST ST.
EASTON, MD
Drawing | ELEVATIONS

Date | OCTOBER 27, 2025

Scale | 3/16" = 1'0"

Drawing # | **SK-05**

NOTES:
SIDING:
RED CEDAR LAP SIDING, 1/2" A & BETTER GRADE
TRIM:
1/2 X 8 A & BETTER GRADE BEVELED CEDAR SIDING
3/4" 4 X 8 MDO PRIMED 2 SIDES
3/4" X 3/4" X 1/4" ROUND PVC 16'
5/4"X RED GRANDIS S4S



PROPOSED SIGNAGE
MATERIALS: Printed sign on wood substrate



SIGN A: BUILDING MOUNTED, 3'-10"W X 6'-10"H X 2"D, 26SF



SIGN B: PROJECTING SIGN, REUSING EXISTING HANGING BRACKET
2'-6W" X 2'-6H" X 2", 6SF

*Bracket to be relocated above new centered entryway. Sign to be hung 13'-6" above sidewalk with a head clearance of 11'-0" min.

FACE TO FAITH

BRICK OPTIONS FOR HDC APPROVAL



GLEN-GERY: ROSENEATH MODULAR (7-5/8")

BELDEN: COMMODORE FULL RANGE MODULAR (7-5/8" & 8")



**SOLD BY:**

Friel Lumber Company Queenstown
PO Box 10
Queenstown, MD 21658-0010
Fax: 410-827-9472

SOLD TO:**CREATED DATE**

8/12/2025

LATEST UPDATE

9/8/2025M

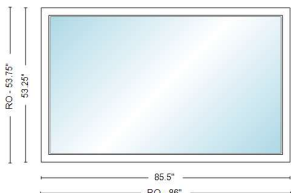
OWNER

VINNY PARRECO

Abbreviated Quote Report - Customer Pricing

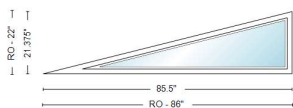
QUOTE NAME	PROJECT NAME	QUOTE NUMBER	CUSTOMER PO#	TRADE ID
HILL KIMMEL-FACE TO FAITH	FACE TO FAITH			

ORDER NOTES:**DELIVERY NOTES:**

	<u>Item</u>	<u>Qty</u>	<u>Operation</u>	<u>Location</u>	<u>Unit Price</u>	<u>Ext. Price</u>
	100	4	Fixed	101A/B/E/F		
	RO Size: 86" x 53 3/4"		Unit Size: 85 1/2" x 53 1/4"			
	100REC 7' 1 1/2"X4' 5 1/4", Unit, 100 Series Picture/Transom-PWTR, 1 3/8" Setback, White Exterior Frame, w/White Interior Frame, Fixed, Dual Pane Low-E Standard Argon Fill Stainless Glass / Grille Spacer					

Unit #	U-Factor	SHGC	ENERGY STAR
A1	0.27	0.32	NO

<u>Item</u>	<u>Qty</u>	<u>Operation</u>	<u>Location</u>	<u>Unit Price</u>	<u>Ext. Price</u>
200	2	Fixed	101C/G		



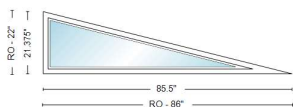
RO Size: 86" x 22"

Unit Size: 85 1/2" x 21 3/8"

FLX 7' 1 1/2"X1' 9 3/8", Unit, 400 Series Specialty Right Triangle, Left Facing, White Exterior Frame, Pine w/White - Painted Interior Frame, Fixed, Dual Pane Low-E4 Standard Argon Fill Traditional Trim Stop Profile Stainless Glass / Grille Spacer

<u>Unit #</u>	<u>U-Factor</u>	<u>SHGC</u>	<u>ENERGY STAR</u>
A1	0.26	0.33	NO

<u>Item</u>	<u>Qty</u>	<u>Operation</u>	<u>Location</u>	<u>Unit Price</u>	<u>Ext. Price</u>
300	2	Fixed	101D/H		



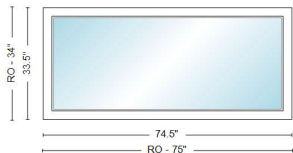
RO Size: 86" x 22"

Unit Size: 85 1/2" x 21 3/8"

FLX 7' 1 1/2"X1' 9 3/8", Unit, 400 Series Specialty Right Triangle, Right Facing, White Exterior Frame, Pine w/White - Painted Interior Frame, Fixed, Dual Pane Low-E4 Standard Argon Fill Traditional Trim Stop Profile Stainless Glass / Grille Spacer

<u>Unit #</u>	<u>U-Factor</u>	<u>SHGC</u>	<u>ENERGY STAR</u>
A1	0.26	0.33	NO

<u>Item</u>	<u>Qty</u>	<u>Operation</u>	<u>Location</u>	<u>Unit Price</u>	<u>Ext. Price</u>
400	1	Fixed	104A		



RO Size: 75" x 34"

Unit Size: 74 1/2" x 33 1/2"

100REC 6' 2 1/2"X2' 9 1/2", Unit, 100 Series Picture/Transom-PWTR, 1 3/8" Setback, White Exterior Frame, w/White Interior Frame, Fixed, Dual Pane Clear Dual Pane Standard Air Fill Stainless Glass / Grille Spacer

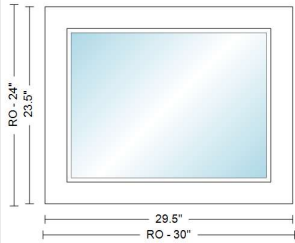
<u>Unit #</u>	<u>U-Factor</u>	<u>SHGC</u>	<u>ENERGY STAR</u>
A1	0.44	0.61	NO

Quote #:

Print Date: 9/8/2025 10:50:35 AM UTC

All Images Viewed from Exterior

Page 2 of 4



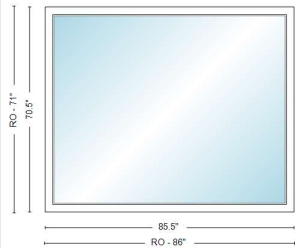
<u>Item</u>	<u>Qty</u>	<u>Operation</u>	<u>Location</u>	<u>Unit Price</u>	<u>Ext. Price</u>
500	20	Fixed	107A-T		

RO Size: 30" x 24"

Unit Size: 29 1/2" x 23 1/2"

100REC2620, Unit, 100 Series Picture/Transom-PWTR, 1 3/8" Setback, White Exterior Frame, w/White Interior Frame, Fixed, Dual Pane Low-E Standard Argon Fill Stainless Glass / Grille Spacer

<u>Unit #</u>	<u>U-Factor</u>	<u>SHGC</u>	<u>ENERGY STAR</u>
A1	0.28	0.33	NO



<u>Item</u>	<u>Qty</u>	<u>Operation</u>	<u>Location</u>	<u>Unit Price</u>	<u>Ext. Price</u>
600	2	Fixed	107 U/V		

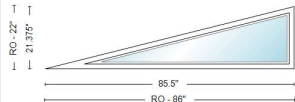
RO Size: 86" x 71"

Unit Size: 85 1/2" x 70 1/2"

100REC 7' 1 1/2"X5' 10 1/2", Unit, 100 Series Picture/Transom-PWTR, 1 3/8" Setback, White Exterior Frame, w/White Interior Frame, Fixed, Dual Pane Low-E Standard Argon Fill Stainless Glass / Grille Spacer

<u>Unit #</u>	<u>U-Factor</u>	<u>SHGC</u>	<u>ENERGY STAR</u>
A1	0.27	0.32	NO

<u>Item</u>	<u>Qty</u>	<u>Operation</u>	<u>Location</u>	<u>Unit Price</u>	<u>Ext. Price</u>
700	1	Fixed	107W		



RO Size: 86" x 22"

Unit Size: 85 1/2" x 21 3/8"

FLX 7' 1 1/2"X1' 9 3/8", Unit, 400 Series Specialty Right Triangle, Left Facing, White Exterior Frame, Pine w/White - Painted Interior Frame, Fixed, Dual Pane Low-E4 Standard Argon Fill Traditional Trim Stop Profile Stainless Glass / Grille Spacer

<u>Unit #</u>	<u>U-Factor</u>	<u>SHGC</u>	<u>ENERGY STAR</u>
A1	0.26	0.33	NO

Diagram of a right triangle with dimensions: vertical side 21.375', horizontal side 85.5', and hypotenuse RO = 86'.

Unit Size: 85 1/2" x 21 3/8"

FLX 7' 1 1/2"X1' 9 3/8", Unit, 400 Series Specialty Right Triangle, Right Facing, White Exterior Frame, Pine w/White - Painted Interior Frame, Fixed, Dual Pane Low-E4 Standard Argon Fill Traditional Trim Stop Profile Stainless Glass / Grille Spacer

Unit #	U-Factor	SHGC	ENERGY STAR
A1	0.26	0.33	NO

CUSTOMER SIGNATURE _____ DATE _____

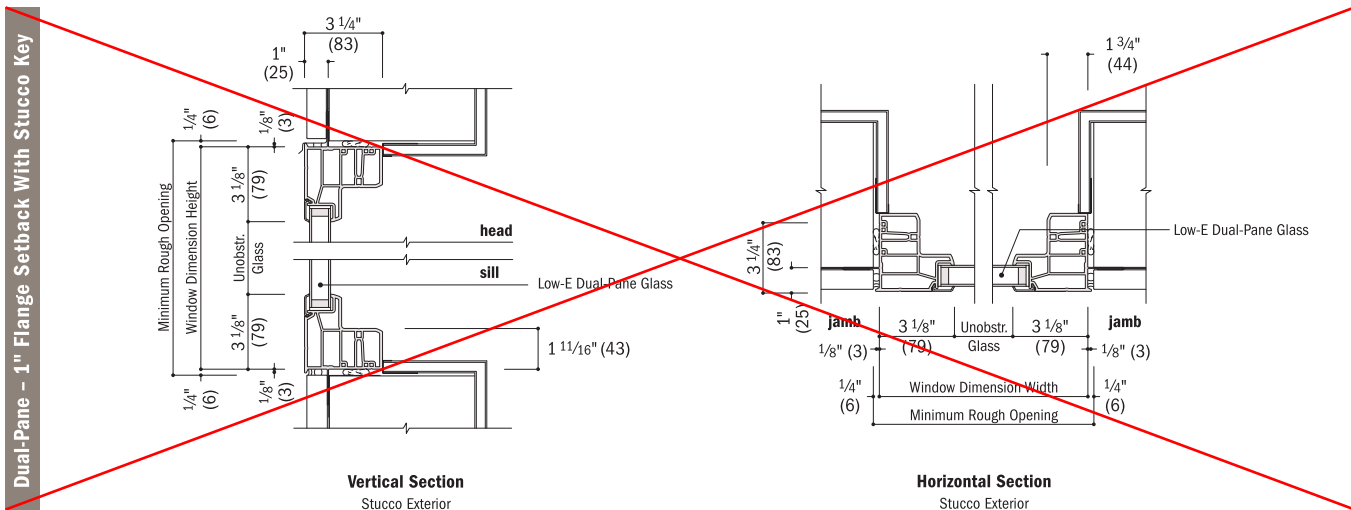
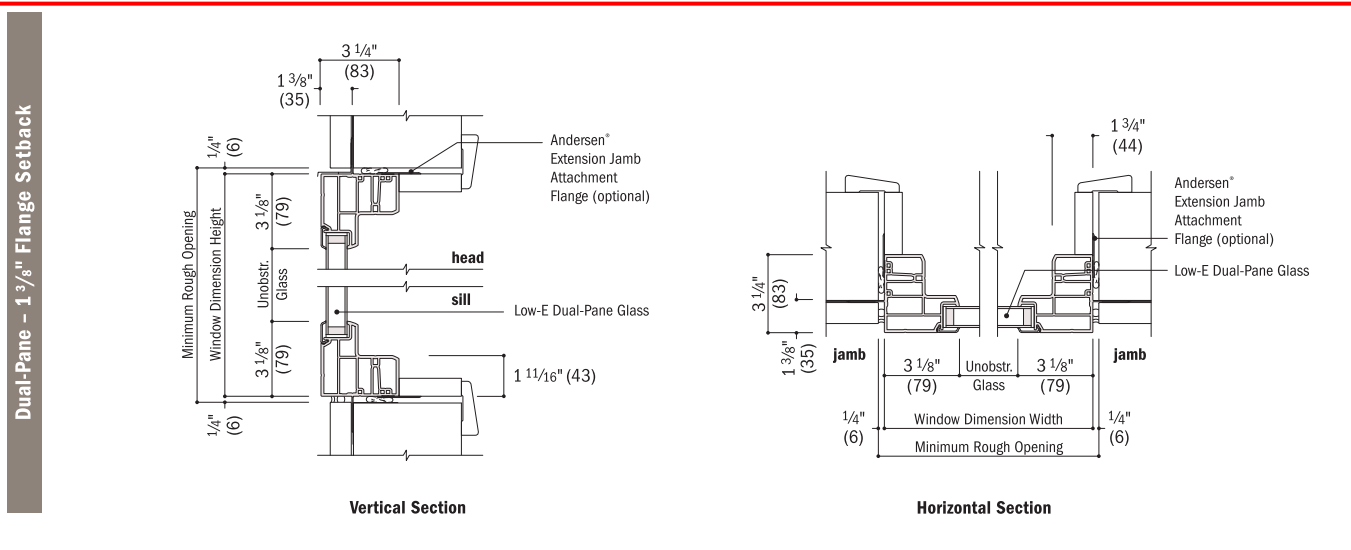
* All graphics as viewed from the exterior. ** Rough opening dimensions are minimums and may need to be increased to allow for use of building wraps or flashings or sill panning or brackets or fasteners or other items.

Thank you for choosing Andersen Windows & Doors

Details for Picture/Transom or Specialty Window With Dual-Pane Glass – New Construction

Scale 1 1/2" (38) = 1'-0" (305) – 1:8

WINDOWS: 101-A/B, 107-A-V



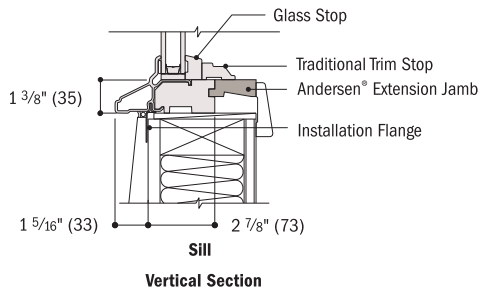
- Light-colored areas are parts included with window. Dark-colored areas are additional Andersen® parts required to complete window assembly as shown.
- **Minimum rough openings may need to be increased to allow for use of building wraps, flashing, sill panning, brackets, fasteners or other items.**
- Drip cap is required to complete window installation as shown but may not be included with window. Use of drip cap is recommended for proper installation.
- Details are for illustration only and are not intended to represent product installation methods or materials. Refer to product installation instructions at andersenwindows.com.
- Dimensions in parentheses are in millimeters.

400 SERIES SPECIALTY WINDOWS

WINDOWS: 101-C/D, 107-W/X

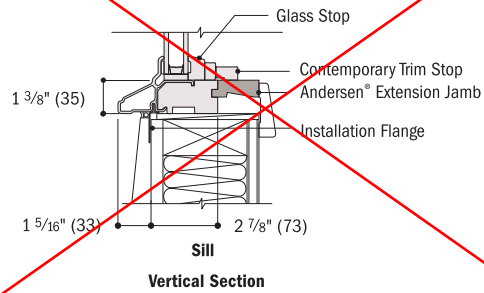
Detail for Flexiframe® Windows – Traditional Trim Stops

Scale 1 1/2" (38) = 1'-0" (305) – 1:8



Detail for Flexiframe® Windows – Contemporary Trim Stops

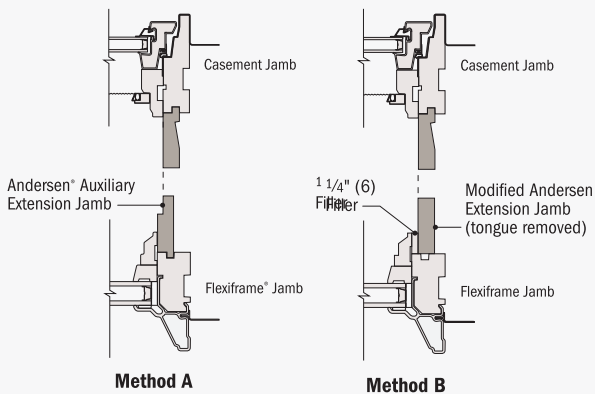
Scale 1 1/2" (38) = 1'-0" (305) – 1:8



Extension Jamb Alignment

For these joined 400 Series window combinations only:

- Arch, Springline™ or Flexiframe® over Casement
- Arch, Springline or Flexiframe alongside Awning



Method A: Individually Framed – Use optional Andersen auxiliary extension jambs for individual picture frame trimming.

Method B: Perimeter Framed – For continuous perimeter trimming, remove extension jamb tongue and use 1/4" (6)-thick filler between Arch, Springline or Flexiframe trim stop and extension jamb.

- Light-colored areas are parts included with window. Dark-colored areas are additional Andersen® parts required to complete window assembly as shown.
- **Minimum rough openings may need to be increased to allow for use of building wraps, flashing, sill panning, brackets, fasteners or other items.**
- Details are for illustration only and are not intended to represent product installation methods or materials. Refer to product installation guides at andersenwindows.com.
- Structural performance of any combination is only as high as the lowest structural performance of any individual product or join in the combination.
- Traditional trim stops shown in joining details. Details also apply to products with contemporary trim stops.
- Dimensions in parentheses are in millimeters.

Horizon-Loc™

Concealed Fastener Roof Panel



Prevents leaks with a hidden fastener design

Horizon-Loc gives you a beautiful roof without a single screw showing, providing the advantage of a standing seam roof for less. The panels snap together quickly with no hand-seaming required, so installation is less expensive than traditional standing seam. High durability ratings mean Horizon-Loc may also lower insurance rates.

Extra protection from leaks, no hand-seaming, and lower insurance rates make Horizon-Loc the perfect panel for both residential roofing and light commercial projects.

- Installs over solid decking with 30 lb. felt paper or equivalent.
- Available in painted AZ50 Galvalume® or AZ55 acrylic-coated Galvalume.
- Available in *texture* with a matte finish. Check with your sales rep for color availability.



RECOMMENDED
3:12
PITCH
AND ABOVE

26
GAUGE

16"
OVERALL
COVERAGE

1"
MAXIMUM
RIB HEIGHT



CENTRALSTATESCO.COM

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CentralGuard® is a trademark of Central States® Manufacturing, Inc.
Galvalume® is a registered trademark of BIEC International, Inc.

 FLYR_HLOC_240412

Upgrade to Horizon-Loc for the ultimate protection from rain and snow.

Horizon-Loc gives you the beauty and protection of a standing seam panel at an affordable price. It also features CentralGuard, our specific combination of everything that goes into making the highest-quality metal panels. The CentralGuard name is a guarantee that you have the best protection from fade, dent, and rust with a lifetime paint warranty.

	PANEL-LOC PLUS	BEST LEAK PREVENTION HORIZON-LOC
	PRIME CentralGuard	PRIME CentralGuard
LEAK PREVENTION		
Fasteners	Exposed	Hidden from elements
FADE PROTECTION		
Paint Warranty	LIFETIME	LIFETIME
Paint Thickness	1.0 mil	1.0 mil
Fade Warranty	30-YEAR	30-YEAR
Fade Protection	✓✓	✓✓
RUST BLOCKING		
Advanced Rust Blocking	✓	✓
Perforation Warranty	50-YEAR	50-YEAR
Substrate Thickness	1.60 mil	1.60 mil
DENT RESISTANCE		
Advanced Dent Resistance	✓	✓
Steel Thickness	THICK	THICKEST
Steel Gauge	29 ga.	26 ga.

Horizon-Loc features UL2218 approval for impact resistance and may qualify for a homeowners insurance discount. See your local insurance agent for qualifications.



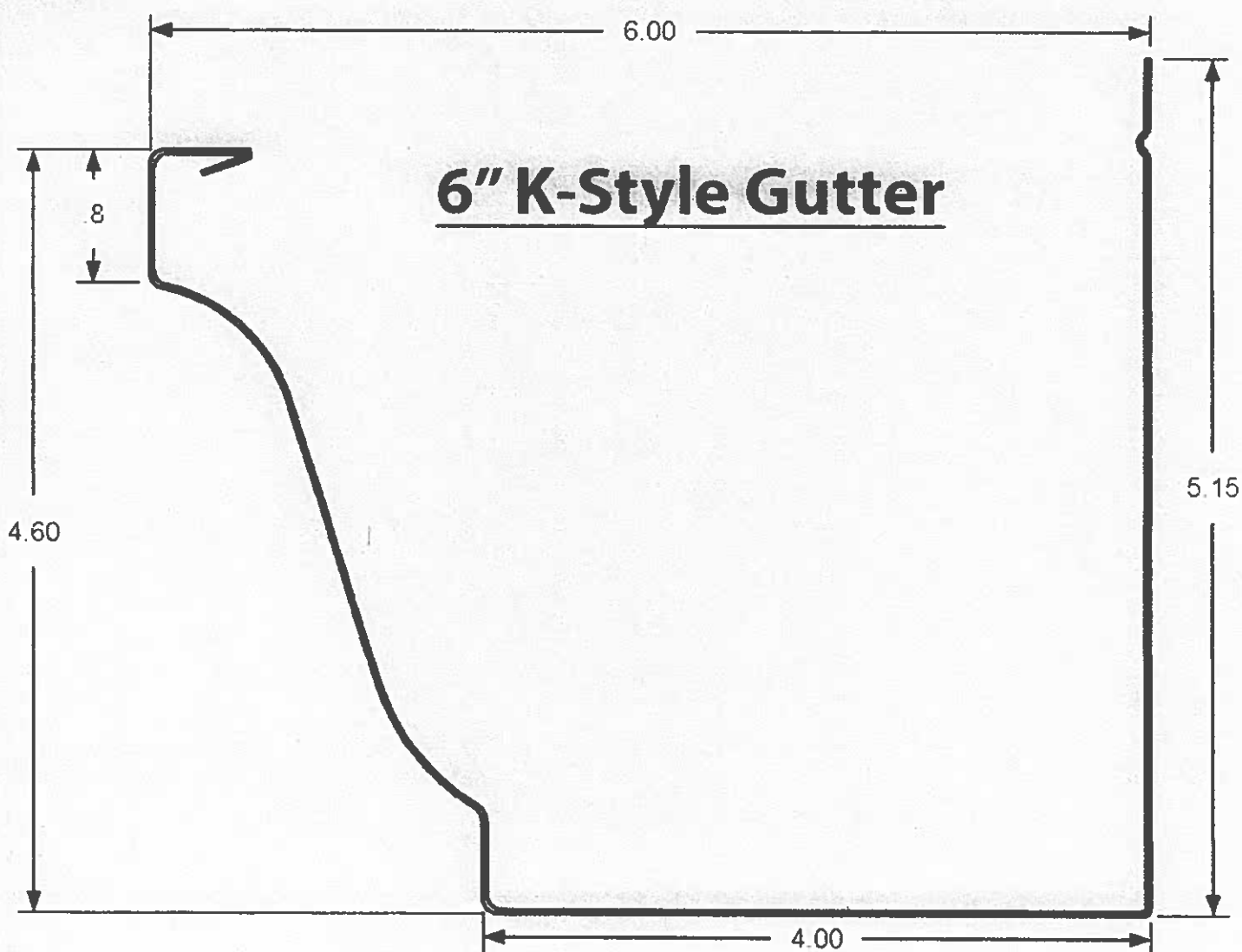
Find more information at centralstatesco.com

MINIMUM SPECIFICATIONS FOR PRIME PAINTED PANELS

- GAUGE**
26 ga.
- STEEL THICKNESS**
0.0185"
- PAINT THICKNESS**
Top coat paint: .70 mil
Top coat primer: .30 mil
Bottom coat backer: .35 mil
Bottom coat primer: .35 mil
- TOTAL THICKNESS**
0.0202"
- RUST PROTECTANT SUBSTRATE**
Galvalume® AZ50
- STEEL STRENGTH**
50,000 PSI min
- PAINT SYSTEM**
SMP
- WARRANTY**
Lifetime limited paint adhesion
30-yr. chalk and fade
50-yr. Galvalume perforation

TESTING & APPROVALS

- TESTING**
 - UL580 Uplift Resistance Test, 26 Gauge
 - UL2218 Impact Resistance Test, 26 Gauge
- APPROVALS**
 - UL2218 UL Approval, Impact Resistance, Class 4
 - UL790 UL Approval, Fire Resistance, Class A
 - RC-423 Texas Windstorm Approval, 26 ga. min. Over ½" Plywood
 - FL14026 Florida Approval, 26 ga. min. Roof Panel Over Solid Decking (NON-HVHZ)





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

Historic District Commission Staff Report

Meeting Date: 11/10/2025

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

Property Address: 117 South Street

Applicant: Laland Weldon on behalf of Kathleen Knezevich

Application Number: 2025-1594

Code Enforcement Case: Yes ☐ No ☒

Project Description:

The applicant is seeking approval to construct an approximately 16' x 8' two-story rear addition. Also, the existing windows on the home will be replaced with Anderson 400 Series (Vinyl-clad wood) double hung windows which match the proposed windows on the rear addition. This is considered a non-contributing structure to the Easton Historic District.

Historic District Guidelines:

Guideline 90. Make Sensitive Replacements (Windows)

- a. Replace windows that cannot be repaired in-kind. Replacement windows must match the original windows in size, proportion, design, and style. The number of windowpanes and the muntin and mullion profiles should match the historic window.
- b. Replacement units for historic divided light (multi-pane) windows must have the appearance of a true divided light. Simulated divided light windows with three dimensional muntins are usually appropriate. "Snap-in" or "between-the-glass" vinyl muntins do not simulate a historic appearance and will not be approved for windows within the historic district.
- c. Maintain the window type. For example, replacing a double-hung window with a casement window is not preferred.
- d. Maintain the historic window opening size and surrounding trim. Altering the window opening to accommodate larger or smaller windows is not preferred.
- e. Where inappropriate replacements were previously installed, and the original window appearance is unknown, neighboring buildings may provide clues to appropriate configurations. In general, a style of window that is in keeping with the architectural style of the building is most appropriate. Where the style of window cannot be determined, a one-over-one window configuration is usually most appropriate.



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

f. Windows constructed of hollow core or extruded vinyl components should not be used. Other alternative materials, including fiberglass composite or aluminum-clad, may be appropriate in some circumstances. See Appendix B for additional information on substitute materials.

g. Certain rare or unique windows should not be replaced or altered. This determination will be made by the HDC.

Appendix B.2 Common Substitute Materials - Vinyl-Clad

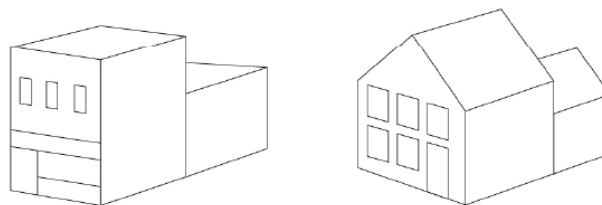
Vinyl clad windows are similar to aluminum- and fiberglass-clad windows, in that they are wood or composite windows with a vinyl facing. Vinyl-clad windows are not paintable and are not typically repairable.

Vinyl clad windows may be appropriate for use in some properties constructed in the mid-20th century, on noncontributing buildings, or on nonvisible elevations (such as the rear or obscured side) or contributing buildings.

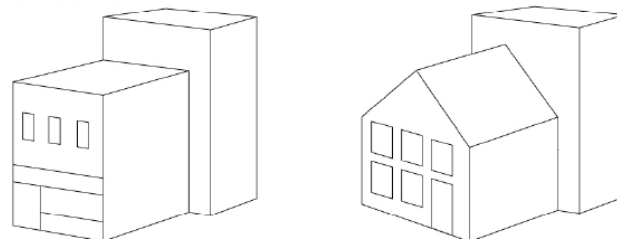
Guideline 100. Rear Additions

- a. Additions should be compatible with the massing and scale of the main building. In general, they should be the same or lower height as compared to the surrounding historic buildings.
- b. Additions should not imitate earlier architectural styles.
- c. Materials for the new addition should complement or otherwise harmonize with the historic materials.

APPROPRIATE
REAR ADDITIONS



INAPPROPRIATE
REAR ADDITIONS





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

Guideline 103. Materials

- a. Exterior materials of a new buildings or addition should be compatible with surrounding buildings or the building to which it is attached.
- b. Board siding, including wood and cementitious/fiber cement board, may be appropriate.
- c. Unpainted brick masonry is generally an appropriate material for exterior walls throughout the district.
- d. Stucco surfaces are generally most appropriate for rear or side elevations.
- e. Stone or pressed concrete block may be appropriate in some settings, or for some parts of façades.

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 & ZONING
14 S Harrison Street, Easton MD 21601

Appendix A: 2012 Easton Historic District Survey Sheet

EASTON HISTORIC DISTRICT SURVEY

PROPERTY #:

Picture:



TAX ID		ADDRESS		OWNER NAME			
2101016237		117 SOUTH ST		SATTERFIELD, DIANE			
YEAR BUILT		PHYSICAL CONDITION					
1994		GOOD					
ARCHITECTURAL STYLE				ADDITION(S)			
MODERN TRADITIONAL							
NHL DISTRICT	NR DISTRICT	NR LISTED	MEETS NR CRITERIA	1980 NR RATING	MD INVENTORY	CONTRIBUTING	NC CODE
				B		N	AGE
NOTES							
MODERN DOMESTIC INFILL MIMICKING TRADITIONAL FORM.							



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

Application #:	2025 - 1598
Date Received:	10/27/2025
Fee Paid:	\$75.00
HDC Meeting Date:	11/10/2025
Date Property Posted:	11/03/2025

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 117 SOUTH STREET
☐ Contributing ☒ Non-Contributing YEAR BUILT: 1994 NATIONAL REGISTAR # _____

PROPERTY INFORMATION

OWNER NAME KATHLEEN KNEZICH
 TELEPHONE NO. _____ EMAIL _____

Applicant or Agent

NAME LELAND WELDON
 TELEPHONE NO. _____ EMAIL _____

Description of Proposal (include additional sheets, as necessary)

<u>SMALL 2-STORY ADDITION AT REAR OF HOME</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 2 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, ~~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>[Signature]</u>
<u>10-27-2024</u>
<u>LELAND WELDON</u>



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) N/A

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 Commission's 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

N/A

Landscaping & Trees

- N/A ☐ 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

- N/A ☐ 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.

- N/A ☒ 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
- N/A ☐ Structural Analysis by Structural Engineer or Licensed Architect
- N/A ☐ For Economic Hardship please provide documentation. Reference Guideline 13.9
- N/A ☐ 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.

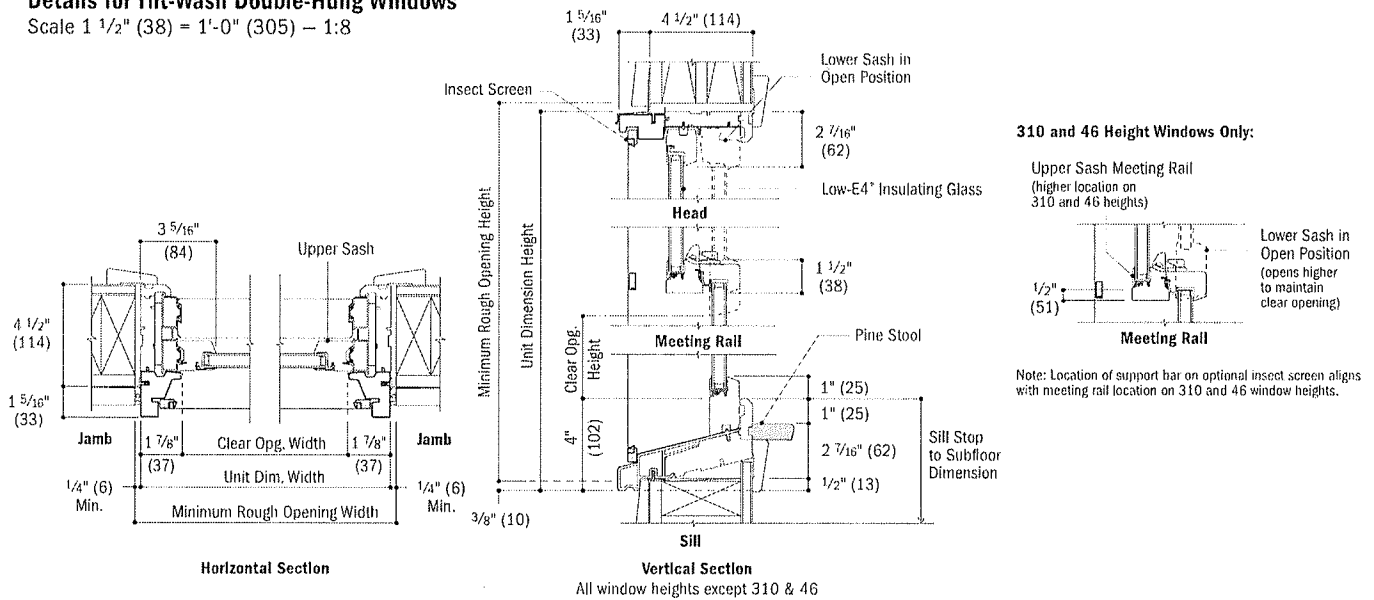
This checklist shall be submitted along with the completed Historic District Commission Application and all additional supporting information.

400 SERIES TILT-WASH FULL-FRAME WINDOWS



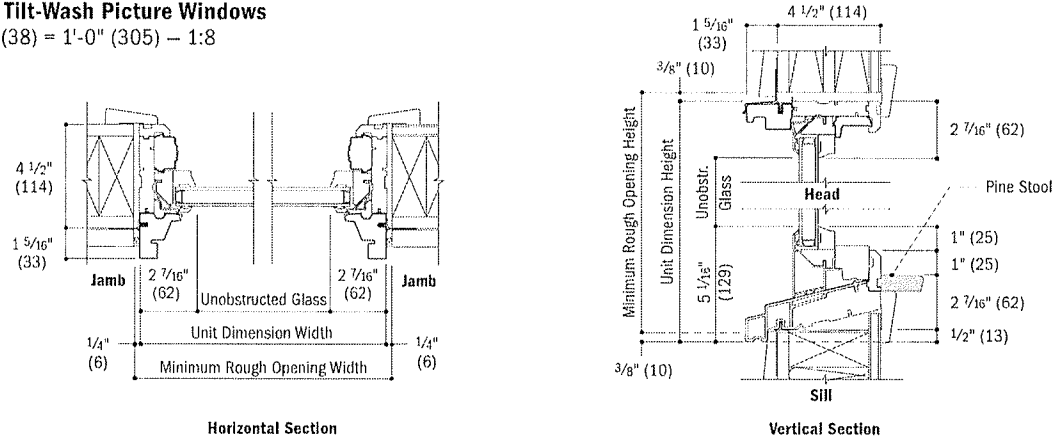
Details for Tilt-Wash Double-Hung Windows

Scale 1 1/2" (38) = 1'-0" (305) – 1:8



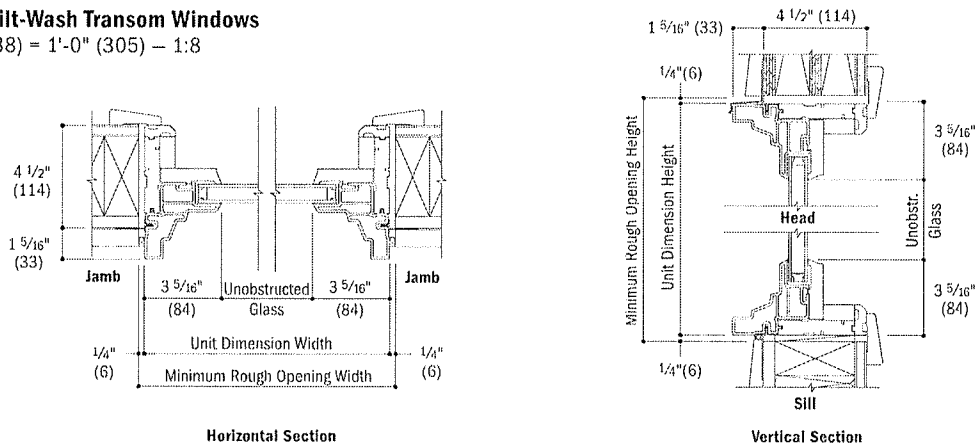
Details for Tilt-Wash Picture Windows

Scale 1 1/2" (38) = 1'-0" (305) – 1:8

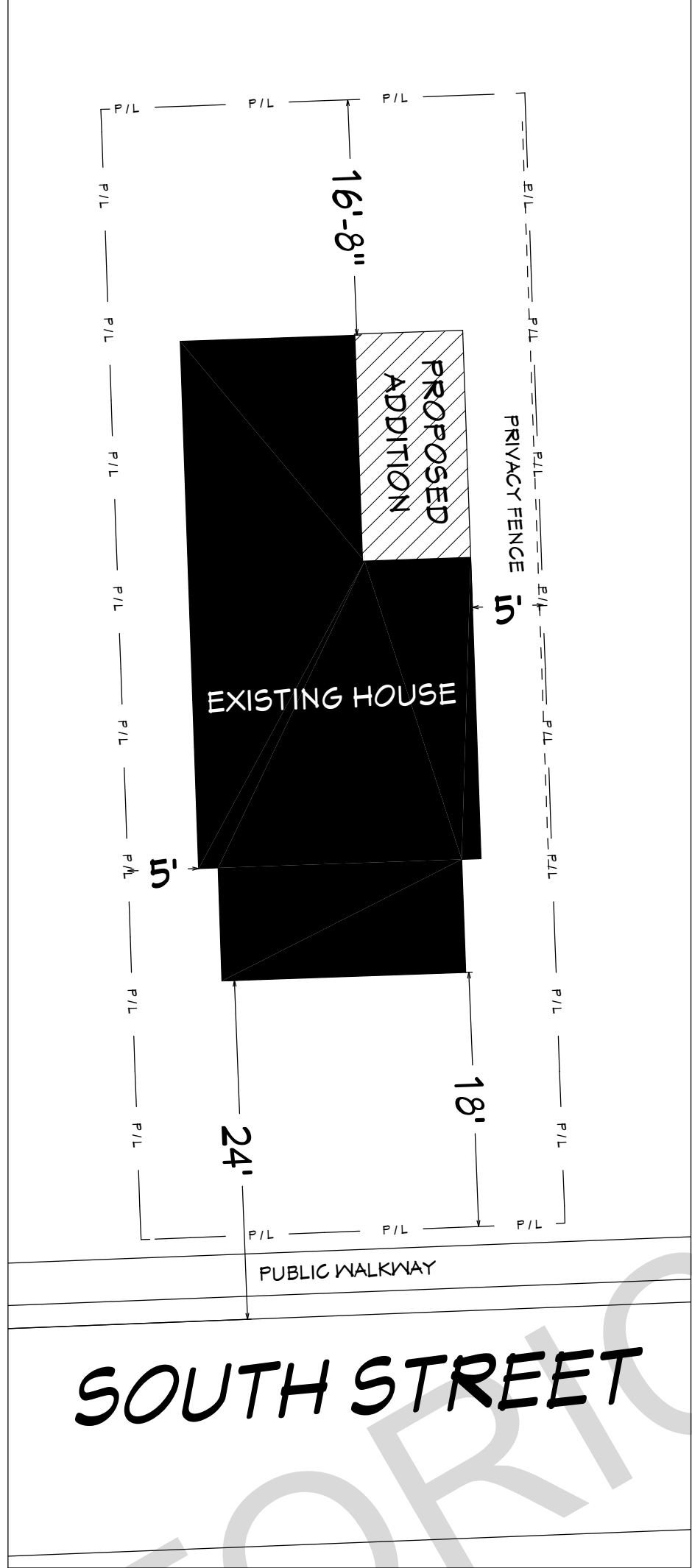


Details for Tilt-Wash Transom Windows

Scale 1 1/2" (38) = 1'-0" (305) – 1:8



- *Light-colored areas are parts included with window. Dark-colored areas are additional Andersen® parts required to complete window assembly as shown.
- *Minimum rough openings may need to be increased to allow for use of building wraps, flashing, sill panning, brackets, fasteners or other items.
- *Details are for illustration only and are not intended to represent product installation methods or materials. Refer to product installation guides at andersenwindows.com.
- *Dimensions in parentheses are in millimeters.



SITE PLAN
Scale 1" = 10'



Exterior Rear Corner 1



Rear View - Existing

KNEZEVICH RESIDENCE ADDITION PROJECT

EASTON HISTORIC PRESERVATION DISTRICT COMMISSION PRESENTATION

PROPOSED IMPROVEMENTS

1. Construct a new 2-story addition, approx. 8' x 16' that squares up the rear of the house.
2. Eliminate the existing 6 foot sliding glass door
3. Add a new rear door at the back of the addition.
4. Continue the existing window pattern on the addition.
5. Utilize in-kind modern materials for the exterior finishes.
6. Replace all windows with in-kind wood 1/1 windows by Andersen

PRELIMINARY ONLY - NOT FOR CONSTRUCTION
GENERAL NOTE: FIELD VERIFY ALL DIMENSIONS
ALL DRAWINGS SCALE 1/4" = 1'0" UNLESS OTHERWISE NOTED

Layout Page Table			
Label	Title	Description	Comments
CS-1	COVER SHEET		
EC-1	EXISTING CONDITIONS		
F1	FOUNDATION PLAN		
A1	FLOOR PLANS		
A2	ELEVATIONS		
S1	CROSS SECTION		

KATHLEEN KNEZEVICH RESIDENCE
PROPOSED ADDITION AND REMODEL
117 SOUTH STREET
EASTON, MD 21601

DATE:
10/27/2025

SHEET:

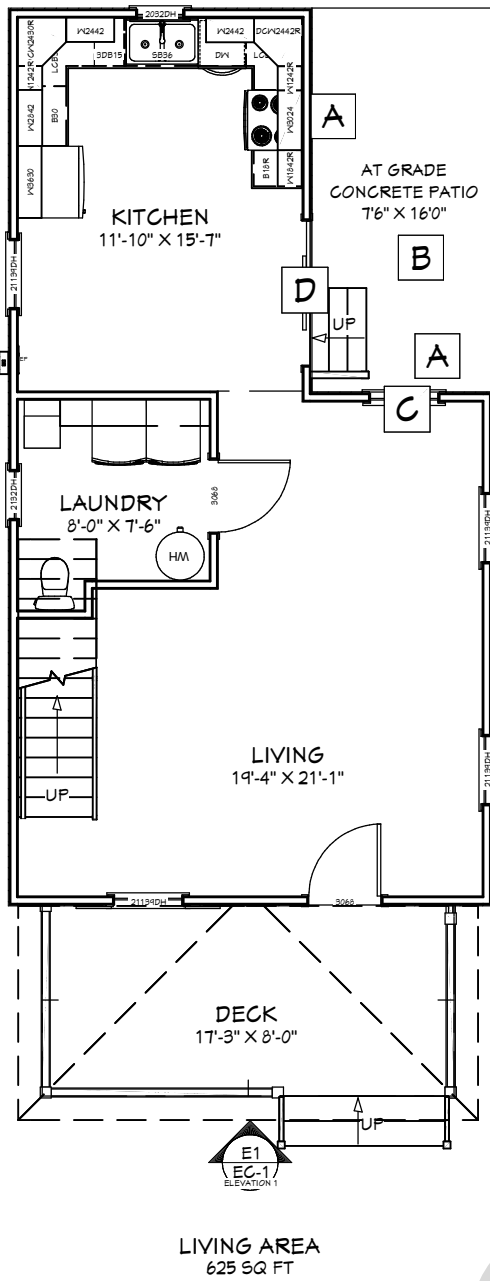
CS-1

EXISTING CONDITIONS AND DEMOLITION PLAN

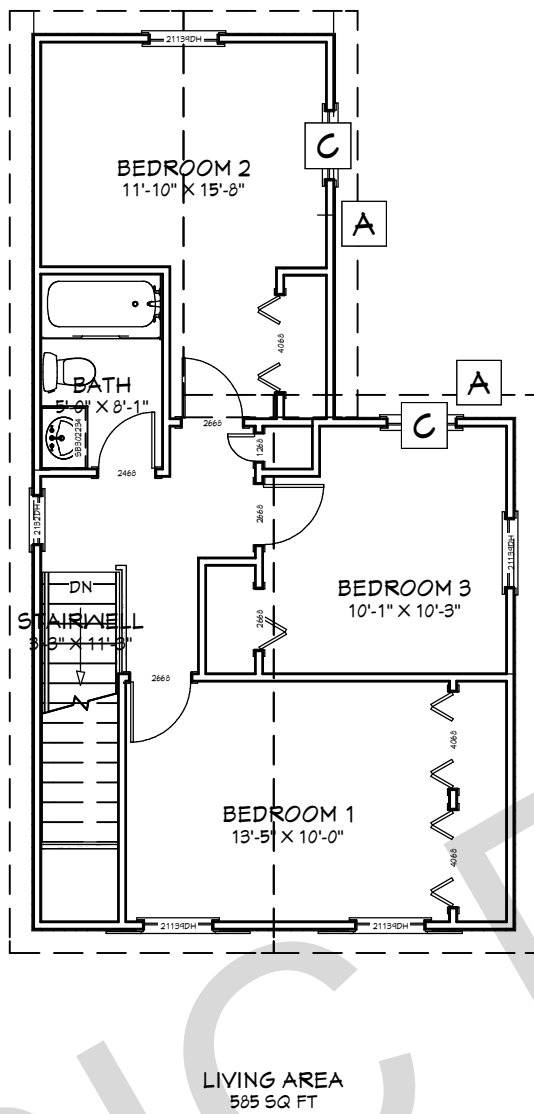
Scale 1/8" = 1'0"

DEMOLITION NOTES

- A. REMOVE SIDING FROM EXTERIOR AT CONNECTION
- B. DEMOLISH EXISTING PATIO SLAB
- C. REMOVE EXISTING WINDOWS
- D. REMOVE EXISTING SLIDER AND REFRAME
- E. STRIP BACK ROOFING IN AREA TO BE COVERED WITH NEW WORK.



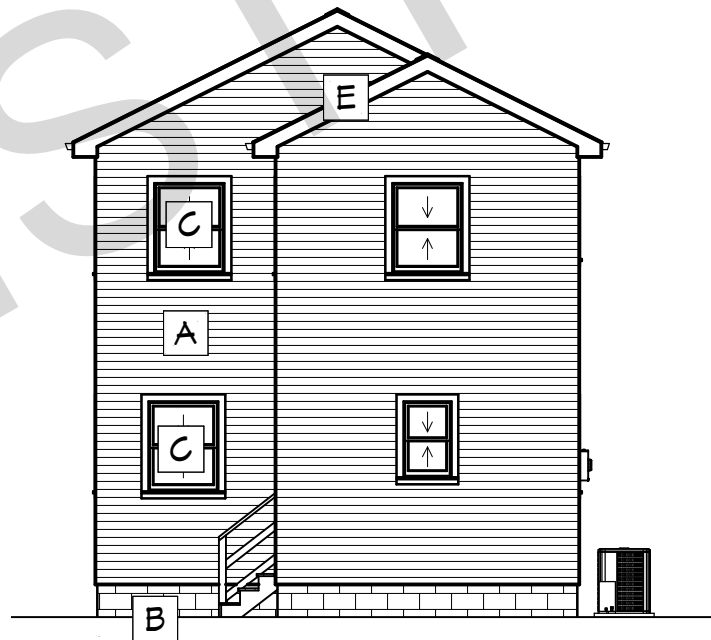
1st Floor



2nd Floor



E1 Elevation 1
1/8 in = 1 ft



E3 Elevation 3
1/8 in = 1 ft



E2 Elevation 2
1/8 in = 1 ft



E4 Elevation 4
1/8 in = 1 ft

Layout Page Table			
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443-205-9104
www.chesapeakegreendesign.com

PEAKE GREEN
BUILDING & DESIGN, INC.

KATHLEEN KNEZEVICH RESIDENCE
PROPOSED ADDITION AND REMODEL
117 SOUTH STREET
EASTON, MD 21601

DATE:

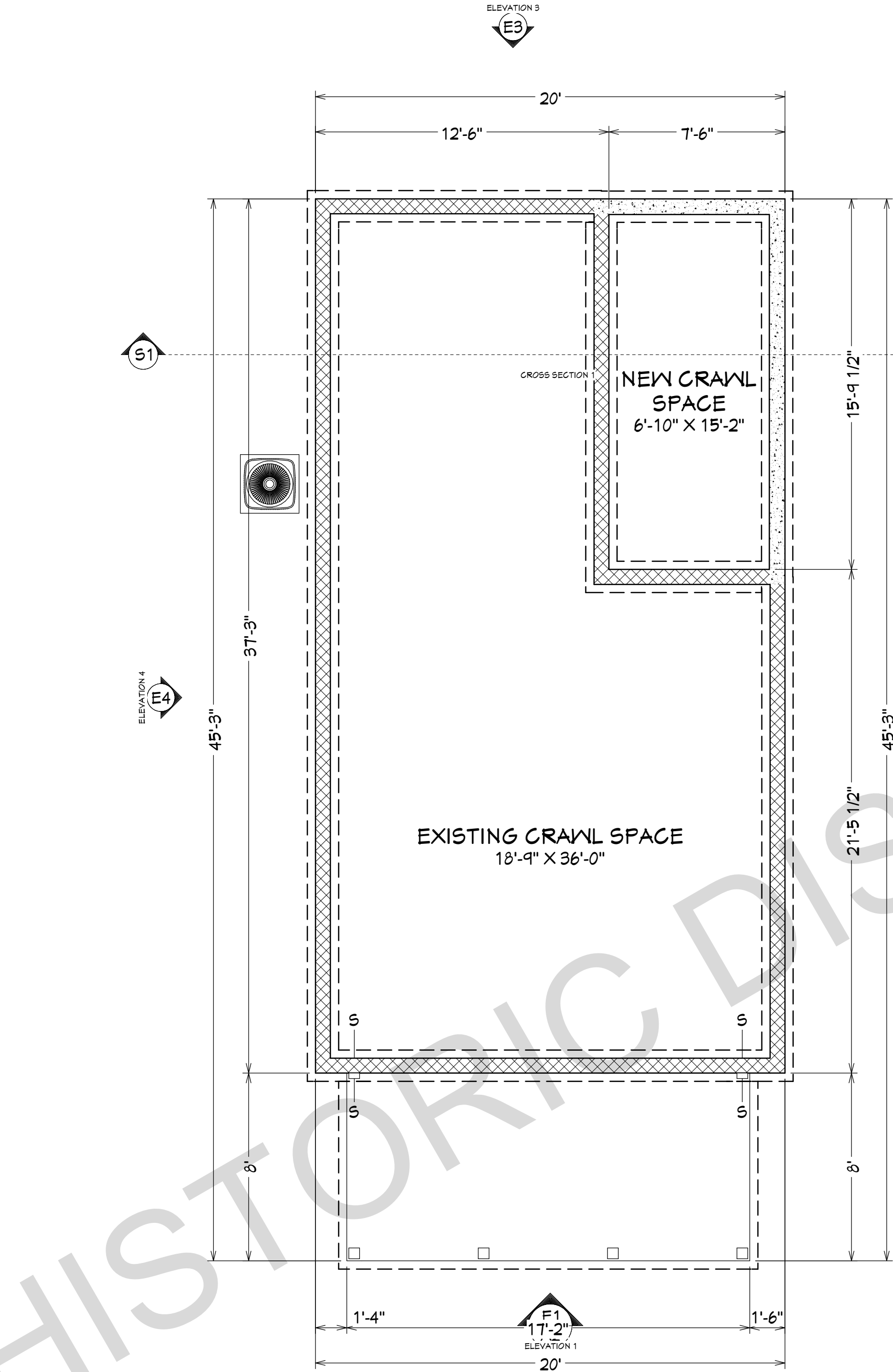
10/27/2025

SHEET:

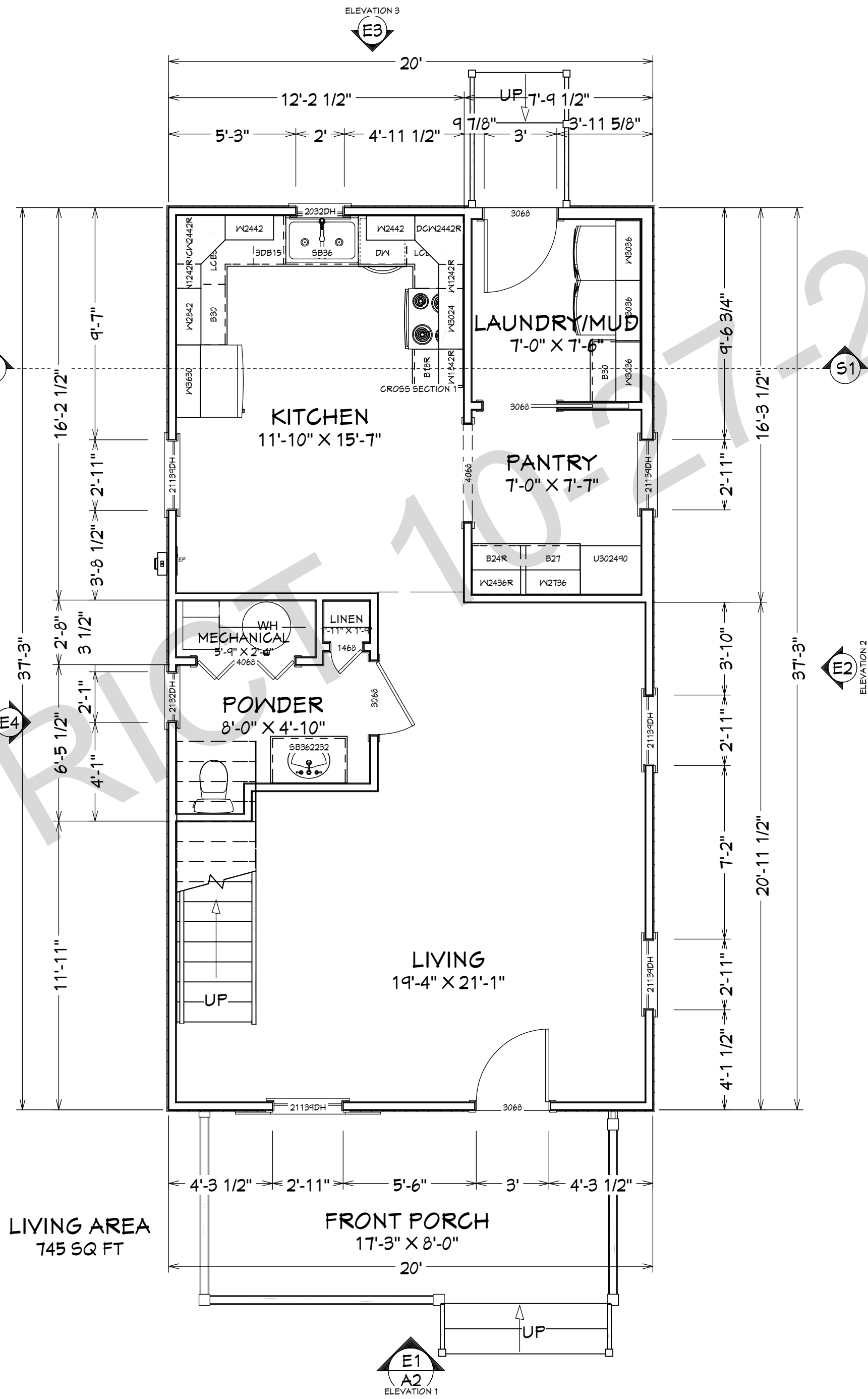
EC-1

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Foundation



1st Floor

PRELIMINARY ONLY - NOT FOR CONSTRUCTION

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KATHLEEN KNEZEVICH RESIDENCE
PROPOSED ADDITION AND REMODEL
117 SOUTH STREET
EASTON, MD 21601

DATE:

10/27/2025

SHEET:

F1

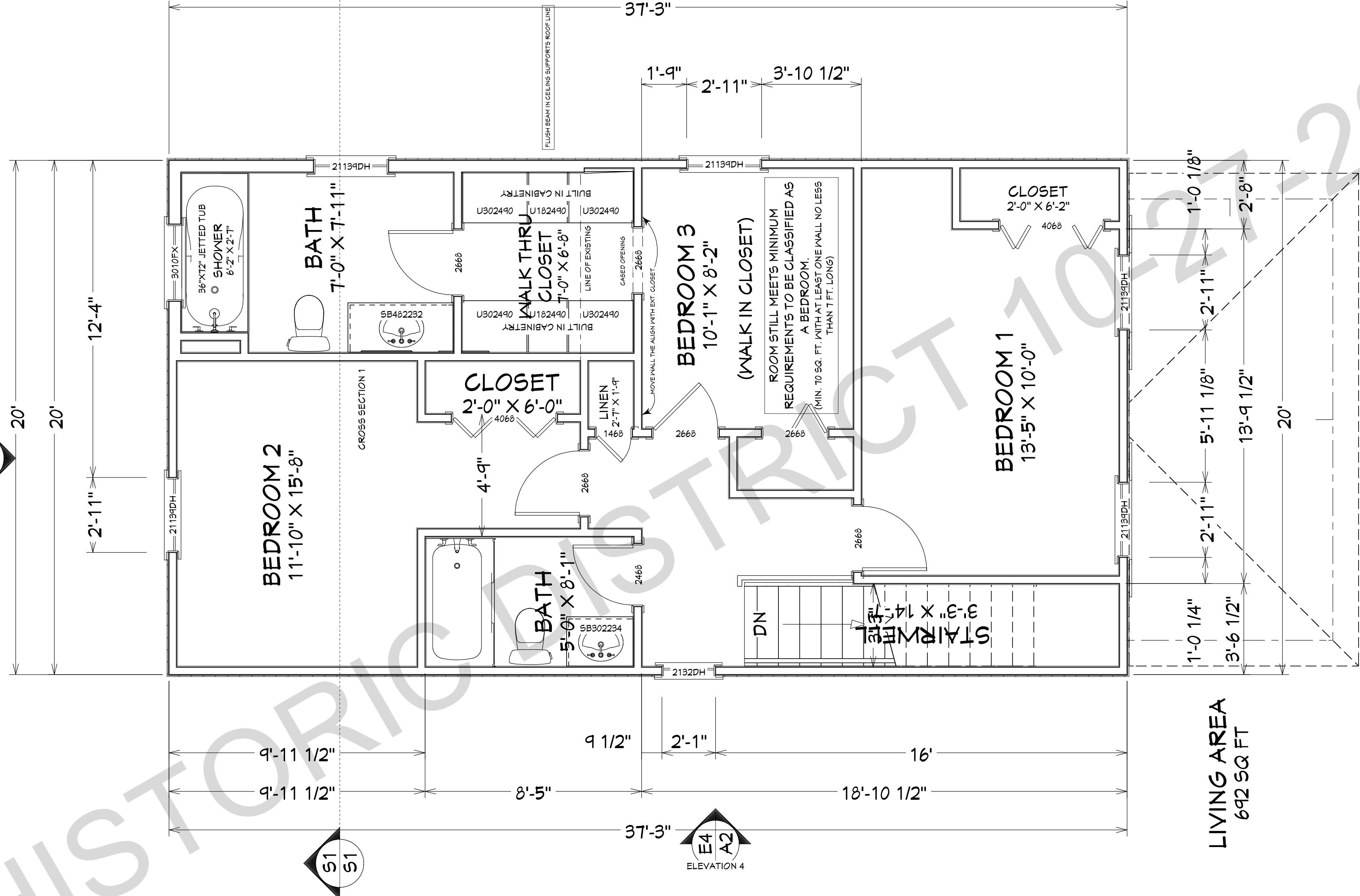
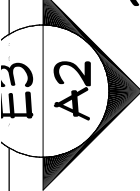
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ELEVATION 3



Layout Page Table			
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A2	ELEVATIONS		
S1	CROSS SECTION		

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2nd Floor
SCALE 3/8" = 1'0"

KATHLEEN KNEZEVICH RESIDENCE
PROPOSED ADDITION AND REMODEL

117 SOUTH STREET
EASTON, MD 21601

DATE:

10/27/2025

SHEET:

A1

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NEW FOUNDATION

EXISTING FOUNDATION IS PARGED

E1 Elevation 1
1/4 in = 1 ft

E2 Elevation 2
1/4 in = 1 ft

E3 Elevation 3
1/4 in = 1 ft

E4 Elevation 4
1/4 in = 1 ft

Layout Page Table			
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KATHLEEN KNEZEVICH RESIDENCE
PROPOSED ADDITION AND REMODEL
117 SOUTH STREET
EASTON, MD 21601

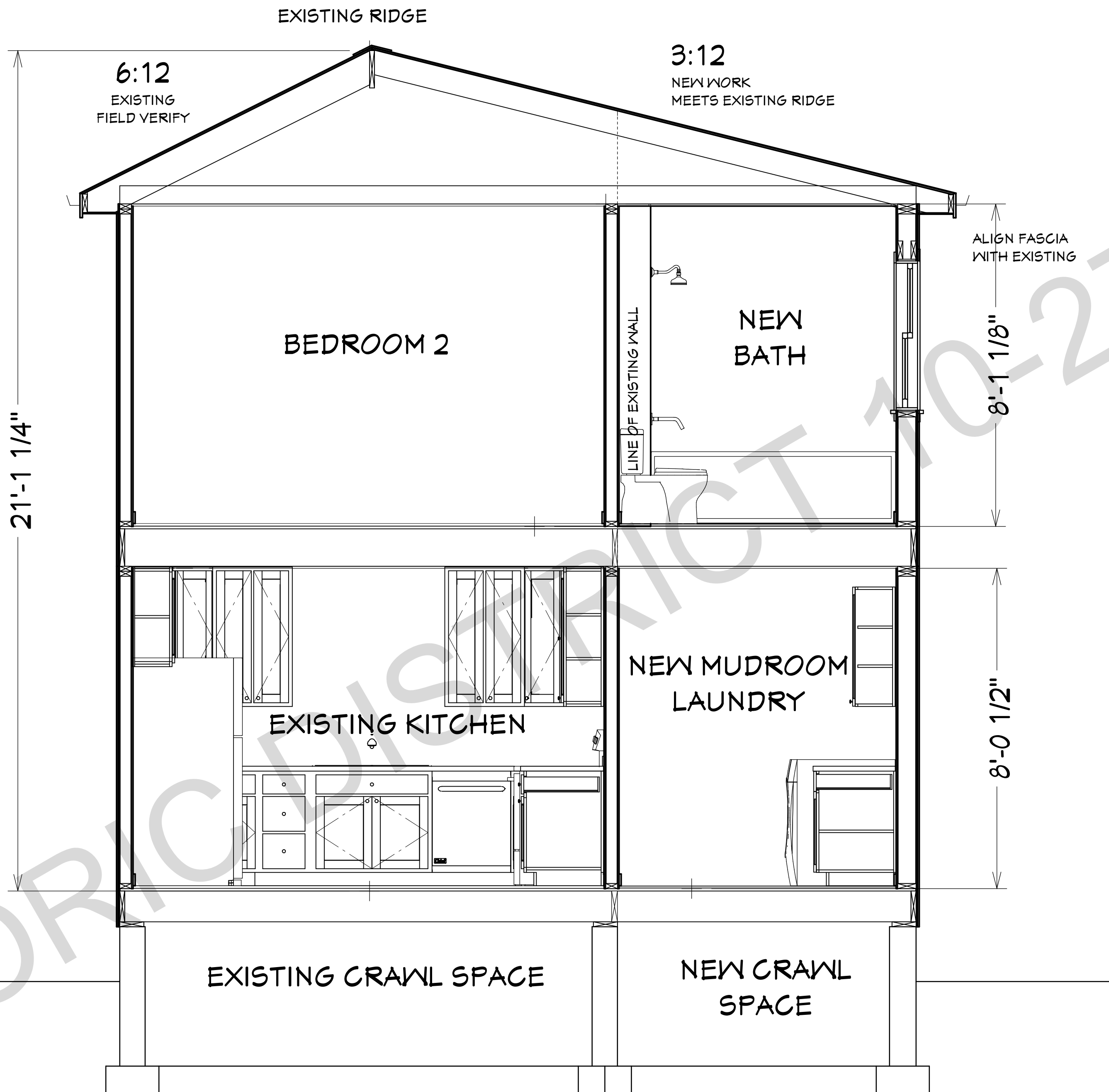
DATE:

10/27/2025

SHEET:

A2

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A2	ELEVATIONS		
S1	CROSS SECTION		

S1 Cross Section 1
1/2 in = 1 ft

PRELIMINARY ONLY - NOT FOR CONSTRUCTION

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KATHLEEN KNEZEVICH RESIDENCE
PROPOSED ADDITION AND REMODEL

117 SOUTH STREET
EASTON, MD 21601

DATE:

10/27/2025

SHEET:

S1

Chesapeake Green Building & Design

A Comprehensive Approach To Home Design and Performance

Lee Weldon
Residential Designer

443-205-9104

lweldon@chesapeakegreendesign.com

ChesapeakeGreenDesign.com



Knezevich Residence Proposed Rear Addition and Remodel

117 South Street
Easton, Maryland

Existing Conditions

Street View Front



Existing house was constructed in 1994, with vinyl finishes and windows, with a covered front porch finished with painted wood deck boards, and painted wood railings.

The new work will be at the rear of the house and not visible from the public way.

Existing Conditions

Rear Views



At the rear of the house, there is a roughly 8' x 16' concrete patio between the main body of the house and the rear annex. The owner proposes to expand the footprint of the house with an addition over that patio.



Proposed Improvements

1. Construct a new 2-story addition, approx. 8' x 16' that squares up the rear of the house.
2. Eliminate the existing 6 foot sliding glass door
3. Add a new rear door at the back of the addition.
4. Continue the existing window pattern on the addition.
5. Utilize in-kind modern materials for the exterior finishes.
6. Replace all windows with in-kind wood 1/1 windows by Andersen

Rear Corner View



Shed Roof ties into existing

New wood windows and
vinyl siding match existing

Addition at rear corner

New 9 light steel door
with wood jamb

Parged Block Foundation

Frame Steps to Grade

Materials Specified – Exterior Finishes

- Siding:
 - Double 4" Dutch Lap vinyl siding, light blue
 - Matching trims, soffit and fascia following existing detailing.
- Exterior Landing and Steps to Grade
 - Treated wood frame
 - Risers, skirtboard and railings, painted white
- Foundation
 - Concrete Block, parged to match existing
- Roofing
 - Asphalt Architectural shingles to match existing color and style.
- Windows
 - White Andersen 400 wood double hung, 1/1 (no grilles) to match existing
- Rear Door
 - Thermatru 9 light 2 panel steel door with wood frame

Materials Specified- Exteriors

- D-5 Blue vinyl siding to match existing
- Match existing roof trims:
- Vented 12" vinyl soffit
- White Aluminum fascia
- New roofing to match existing



Materials Specified- Roofing

- Certainteed Landmark architectural lifetime warranty asphalt shingles. Installed on new area only.
- Color to match existing as closely as possible.



Materials Specified- Windows

- Andersen 400 Series Wood Replacement windows with white exterior cladding in existing areas of the house.
 - Window pattern 1/1 cottage style double hung windows
 - Matching New Construction style in addition.



Materials Specified – Back Door



Traditions by Therma-Tru

Steel door panel, pre-hung in a wood frame.

Style No. TS262XE | Half Lite 2 Panel Flush |

Glass Name: Satin Etch 9 Lite 3Wx3H

Divided Lite

Features

Attractive designs

Strength of 25-gauge steel

Standard embossed smooth surface

Fire-rated options available

Cost-conscious alternative for entry or house-to garage

Materials Specified

Rear Landing and Steps



Rear landing and steps materials to match existing front porch.

Deck surface: 5/4 x 6

Treated decking, painted

Newels: 4x4 treated, painted

Railings, match existing profiles, railing and balustrades.

Trims – 1x pine painted.



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

Monday, October 27, 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:

Ernie Demby, Chairperson
Maria Brophy CFM, Vice Chairperson
Kevin Bateman
Jim Carr
Joshua Startt AIA
Michael Stuart

Staff:

Miguel Salinas, Planning and Zoning Director
Nicholas Johnson AICP, Town Planner (Current)
Rick Van Emburgh P.E., Town Engineer
Sierra Clem, Engineering Technician
Samantha Smith, Administrative Specialist

Absent:

Commission Members:

Emily Carey

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 October 27, 2025 Agenda Summary. Commissioner Stuart seconded the motion.

Vote	6 - 0 - 0 - 1
FOR:	6 - Demby, Brophy, Bateman, Carr, Startt, Stuart
AGAINST:	0
ABSTAIN:	0
ABSENT:	1 - Carey

3. Discussion Item —

- 52 **a. Town of Easton Engineering Department: Draft Complete Streets Study —**
53 Mr. Rick Van Emburgh of the Town Engineering Department and Mr. Lawrence
54 Marcus of Wallace, Montgomery & Associates was present before the
55 Commission to introduce the draft Complete Streets study. Complete Streets is a
56 transportation policy that focuses on designing, building, operating, and
57 maintaining streets to accommodate all users regardless of their age, ability, or
58 chosen mode of transportation. Pursuant to the ongoing discussion regarding
59 appropriate sidewalk material and the preservation of existing historic sidewalks,
60 Mr. Van Emburgh and Mr. Marcus sought the Commission’s feedback on the
61 recommendations of the draft Complete Streets manual. The draft manual focuses
62 on the key objectives of the Transportation section of the Town of Easton
63 Comprehensive Plan; prioritizing enhanced safety, and improving accessibility
64 that is more “street friendly” for pedestrians and cyclists.
65

66 The Commission suggested the development of a map that illustrates the Historic
67 District's street classifications, showing their transitions from the downtown
68 Historic District to historic residential areas. It was also recommended that this
69 map be cross-referenced with the Sanborn Map to identify the core of the historic
70 district from the district as a whole. The Commission favored integrating
71 additional bicycle racks that compliment the unique design of the existing bicycle
72 racks throughout the Historic District. While acknowledging their function, the
73 Commission was not in favor of implementing bicycle lanes in the downtown
74 Historic District due to concerns regarding traffic congestion, street space, and
75 street parking. The Commission suggested that bicycle lanes may be more
76 appropriate for historic residential streets, and street corridors leading to the Rails-
77 to-Trails. The Commission also expressed their opposition to creating additional
78 one-way streets within the Historic District, citing additional concerns for traffic,
79 space, and parking.
80

81 The ongoing dispute regarding the approved sidewalk material for the 521 August
82 Street redevelopment site was thoroughly discussed. The East End Area
83 Association along with other community members will coordinate with the
84 developer to find a mutually agreeable solution for the proposed sidewalk
85 material.
86

87 **Public Comment:**

88 Ian Williams, 517 August Street

89 Linda Redmond, President of the East-End Neighborhood Association
90

91 **Public Comment Written:**

92 Ian Williams, 517 August Street
93

- 94 **b. Rescheduling of the Monday, December 8, 2025 Historic District Commission**
95 **Meeting (Meeting 1) —** The Monday, December 8, 2025 Historic District
96 Commission meeting (Meeting 1) has been rescheduled for Monday, December 8,
97 2025 at 6:30 p.m. at the Easton Town Office 14 S. Harrison Street (2nd floor).

The meeting will be live streamed, and all agenda and application items will be available one week prior to the December 8th meeting date via the Town's website.

4. Old Business —

- a. **File No.:** 2025 - 1576 / HD 25 - 100
Applicant: Hallmark Dixon Construction LLC
on behalf of Kenneth S. Dederick and Rosa E. Sanchez
Location: 303 Goldsborough Street, Easton, MD 21601
Tax Map 0103, Grid 00EA, Parcel 0741
Zoning: R-7A

Request: The Applicant is seeking approval for various exterior alterations to the main structure and rear addition. Alterations to the first floor include the removal of a window on the front porch's side and the installation of a new fiberglass door. Additionally, a section of the side porch will be enclosed to create a mudroom. The new walls will feature wood siding, and a new door will be installed at the rear of the property. Alterations to the second floor include the removal of a side window and its enclosure with salvaged wood siding. The existing shutters will be restored and re-installed.

Modifications to the existing rear addition include the conversion of the rear addition into a one-car garage, and the installation of a new 10-foot wide garage door on the rear façade. The Applicant also proposes the construction of a new pergola over the garage door, new lights flanking the new garage door, the construction of a new trellis along the rear addition,, and the replacement of existing vinyl siding with wood siding. This is a contributing structure to the Historic District.

Background: This application was initially reviewed by the Commission at their October 14, 2025 meeting, where it was subsequently tabled. The Commission requested the Applicant's presence to elaborate on the proposed scope of work. Previously, the Commission granted a Certificate of Appropriateness (COA) on March 22, 2021 for the construction of a 27' by 16' one-story rear addition (2021-0021). Although a building permit was subsequently granted, the work was never finished, and the permit was closed on October 12, 2024.

Outstanding Issues: The wood siding specified in the 2021 building permit for the addition was not installed prior to the permit's expiration. In 2025 it was brought to staff's attention that vinyl siding was inappropriately installed without a COA. Many of the shutters that once appeared on the historic portion of this structure also appear to have been removed without a COA.

Historic District Guideline references:

- i. *Guideline 5. Secretary of the Interior's Standards for the Rehabilitation of Historic Properties*
- ii. *Guideline 1. Preserve Significant Historic Features*
- iii. *Guideline 4. Restore Significant Historic Features*
- iv. *Guideline 41. Maintain Original and Historic Doors*
- v. *Guideline 42. Make Sensitive Replacements (Doors)*
- vi. *Guideline 44. Adding New Doors*
- vii. *Guideline 45. Screen, Storm, and Garage Doors*
- viii. *Guideline 64. Preserve Historic Porches*
- ix. *Guideline 76. Preserve Historic Wood Siding*
- x. *Guideline 89. Maintain Historic Windows*
- xi. *Guideline 91. Shutters*

Staff Presentation:

Nicholas Johnson AICP, Town Planner - Current

Applicant Presentation:

Patrick Belzner, Hallmark Dixon Construction LLC

Kenneth Dedrick

Public Comment — None

Public Comment Written — None

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

<u>Vote</u>	<u>6 - 0 - 0 - 1</u>
FOR:	6 - Demby, Brophy, Bateman, Carr, Startt, Stuart
AGAINST:	0
ABSTAIN:	0
ABSENT:	1 - Carey

5. New Business —

a. File No.: 2025 - 1580 / HD 25 - 103
Applicant: Bluepoint Hospitality Group
Location: 113 N. Washington Street, Easton, MD 21601
 Tax Map 0104, Grid 00EA, Parcel 0628, Lot 1
Zoning: CB

Request: The Applicant is requesting the in-kind replacement of six (6) double hung, six-over-six wooden windows on the second and third floors of the front facing façade. The Applicant is also requesting a minor revision to the placement of a second-floor window on a non-visible side façade. This is a contributing structure to the Historic District, and is listed on the Maryland

Inventory of Historic Places (T-23).

Background: On May 22, 2023 the Commission granted a Certificate of Appropriateness for multiple exterior alterations including the removal of an existing front elevation door to reopen the historic alley, the installation of new Marvin Ultimate double hung windows on the side and rear facades, and the construction of a new rear addition for egress stairs (application 2023 - 0941). The existing building permit is actively undergoing a revision to incorporate both internal modifications and the proposed exterior alterations.

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 89. Maintain Historic Windows*
- v. *Guideline 90. Make Sensitive Replacements (Windows)*

Staff Presentation:

Nicholas Johnson AICP, Town Planner - Current

Applicant Presentation:

Brad Hutchison on behalf of Bluepoint Hospitality Group

Public Comment — None

Public Comment Written — None

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

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

b. File No.: 2025 - 1581 / HD 25 - 104

Applicant: Bluepoint Hospitality Group

Location: 17 S. Washington Street, Easton, MD 21601
Tax Map 0104, Grid 00EA, Parcel 1453, Lot 1

Zoning: CB

Request: The Applicant is proposing to demolish and rebuild the concrete steps at the rear entrance of the Ebenezer Theater. The new design will feature brick steps, wrought iron handrails, and a brick landing surface, replacing the existing concrete. An additional wrought iron railing will also be installed within

the brick archway opening. This is a contributing structure to the Historic District, and is listed on the Maryland Inventory of Historic Properties (T-4).

Historic District Guideline references:

- i. *Guideline 1. Preserve Significant Historic Features*
- ii. *Guideline 3. Make Sensitive Replacements*
- iii. *Guideline 65. Make Sensitive Replacements (Porches)*

Staff Presentation:

Nicholas Johnson AICP, Town Planner - Current

Applicant Presentation:

Joshua Startt, AIA

Brad Hutchison on behalf of Bluepoint Hospitality Group

Public Comment — None

Public Comment Written — None

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

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

- c. **File No.:** 2025 - 1582 / HD 25 - 105
Applicant: Peter J. Spencer
Location: 213 Davis Avenue, Easton, MD 21601
Tax Map 0105, Grid 00EA, Parcel 2200
Zoning: R-7A

Request: The Applicant is requesting to install approximately 83 linear feet of new 4-foot tall wooden fencing. The fence will extend along the rear property line, and a portion of the eastern side property line. This 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:

Peter J. Spencer

Public Comment — None
Public Comment Written — None

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

Vote	6 - 0 - 0 - 1
FOR:	6 - Demby, Brophy, Bateman, Carr, Startt, Stuart
AGAINST:	0
ABSTAIN:	0
ABSENT:	1 - Carey

d. File No.: 2025 - 1574 / HD 25 - 98
Applicant: Talbot County
Location: 11 N. Washington Street, Easton, MD 21601
Tax Map 0104, Grid 00EA, Parcel 1232
Zoning: GI

Request: The Applicant is seeking approval to replace the existing slate roof on the main portion of the Talbot County Courthouse with EcoStar Polymeric Slate Tile Roof System, a synthetic slate material. This is a contributing structure to the Historic District, and is listed on the Maryland Inventory of Historic Properties (T-65).

Background: In April and November of 2023, the Commission approved the replacement of the southern and northern wings of the Talbot County Courthouse with synthetic slate material (application 2023-0881).

Historic District Guideline references:

- i. *Guideline 1. Preserve Significant Historic Features*
- ii. *Guideline 68. Maintain Historic Roof Shape*
- iii. *Guideline 70. Roof Material*
- iv. *Guideline 73 Replace Historic Gutters and Downspouts In-Kind*

Staff Presentation:
Nicholas Johnson AICP, Town Planner - Current

Applicant Presentation:
Brian A. Moore, Talbot County Facilities Maintenance

Public Comment — None
Public Comment Written — None

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

Vote 6 - 0 - 0 - 1
FOR: 6 - Demby, Brophy, Bateman, Carr, Startt, Stuart
AGAINST: 0
ABSTAIN: 0
ABSENT: 1 - Carey

- e. **File No.:** 2025 - 1575 / HD 25 - 99
Applicant: Talbot County
Location: 20 N. West Street, Easton, MD 21601
Tax Map 0104, Grid 00EA, Parcel 1232
Zoning: GI

Request: The Applicant is seeking approval to replace the existing slate roof on the main portion of the State's Attorney's office with EcoStar Polymeric Slate Tile Roof System, a synthetic slate material. This is a contributing structure to the Historic District, and is listed on the Maryland Inventory of Historic Properties (T-65).

Historic District Guideline references:

- i. *Guideline 1. Preserve Significant Historic Features*
- ii. *Guideline 68. Maintain Historic Roof Shape*
- iii. *Guideline 70. Roof Material*
- iv. *Guideline 73. Replace Historic Gutters and Downspouts In-Kind*

Staff Presentation:

Nicholas Johnson AICP, Town Planner - Current

Applicant Presentation:

Brian A. Moore, Talbot County Facilities Maintenance

Public Comment — None

Public Comment Written — None

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

Vote 6 - 0 - 0 - 1
FOR: 6 - Demby, Brophy, Bateman, Carr, Startt, Stuart
AGAINST: 0
ABSTAIN: 0
ABSENT: 1 - Carey

- f. **File No.:** 2025 - 1590 / HD 25 - 110
Applicant: Academy Art Museum
Location: 106 South Street, Easton, MD 21601

Tax Map 0104, Grid 00EA, Parcel 1960
Zoning: CB

Request: The Applicant is requesting to install a 70 square foot wall mounted sign on the north facing side façade of the Academy Art Museum. The proposed sign will be a vinyl banner, and mounted to the wood siding using eye hooks. The building to which the sign will be mounted is a contributing structure to the Historic District, and is listed on the Maryland Inventory of Historic Properties (T-19).

Historic District Guideline references:
i. *Guideline 25. General Guidelines for Signage*
ii. *Guideline 35. Wall Signs*

Staff Presentation:
Nicholas Johnson AICP, Town Planner - Current

Applicant Presentation:
Charlotte Kasic, Academy Art Museum Director

Public Comment — None
Public Comment Written — None

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

<u>Vote</u>	<u>6 - 0 - 0 - 1</u>
FOR:	6 - Demby, Brophy, Bateman, Carr, Startt, Stuart
AGAINST:	0
ABSTAIN:	0
ABSENT:	1 - Carey

g. File No.: 2025 - 1584 / HD 25 - 106
Applicant: Bayrock Remodeling
Location: 313 Cherry Street, Easton, MD 21601
Tax Map 0103, Grid 00EA, Parcel 0717
Zoning: R-7A

Request: The Applicant is requesting the in-kind replacement of the existing three-tab asphalt shingle roof. The existing K-style gutters, downspouts, and fascia will also be replaced as needed.

Background: This structure sits on the site of the historic Children’s Home of the Eastern Shore (Orphan’s Home) and is listed on the Maryland Inventory of Historic Properties (T-428). However, this structure is not mentioned in the Maryland Historic Trust’s inventory form, and is not shown on the 1912

Sandborn Map. The exact date of its construction and its contributing status are unknown.

Historic District Guideline references:

- i. *Guideline 70. Roof Material*
- ii. *Guideline 73. Replace Historic Gutters and Downspouts In-Kind*
- iii. *Appendix B.2. Common Substitute Materials (Shingles)*

Staff Presentation:

Nicholas Johnson AICP, Town Planner - Current

Applicant Presentation:

David Ski

Dabanjan Bandyopadhyay

Public Comment — None

Public Comment Written — None

Commissioner Stuart moved to approve the application as submitted. Vice Chairperson Brophy seconded the motion. In accordance with Guideline 70c, the Commission determined that 3-tab style shingles were an appropriate replacement material in this circumstance considering the structure's undetermined historic status, and the minimal impact on the surrounding area.

Vote	6 - 0 - 0 - 1
FOR:	6 - Demby, Brophy, Bateman, Carr, Startt, Stuart
AGAINST:	0
ABSTAIN:	0
ABSENT:	1 - Carey

- h. File No.:** 2025 - 1591 / HD 25 - 111
- Applicant:** David Parkerson
- Location:** 11 N. Aurora Street, Easton, MD 21601
Tax Map 0104, Grid 00EA, Parcel 1156
- Zoning:** R-7A

Request: The Applicant is seeking an after-the-fact approval for the replacement of the landing and staircase on the structure's rear façade. The new decking, steps, and handrails will be constructed from pressure-treated lumber. This is a contributing structure to the Historic District.

Background: A stop work order was issued by the Building Inspection Department on October 14, 2025 after it was discovered that the construction of the new deck, footings and steps was being done without the required building permit or Certificate of Appropriateness.

Historic District Guideline references:

- i. *Guideline 65. Make Sensitive Replacements (Porches)*
- ii. *Guideline 67. New Rear Decks and Patios*

Staff Presentation:

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

Applicant Presentation:

David Parkerson
Marybeth Parkerson

Public Comment — None

Public Comment Written — None

**Commissioner Carr moved to approve the wooden decking material as submitted.
Commissioner Startt seconded the motion.**

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

6. Decision Summary Review —

**Vice Chairperson Brophy moved to approve the October 14, 2025 Decision
Summary. Commissioner Bateman seconded the motion.**

Vote	<u>6 - 0 - 0 - 1</u>
FOR:	6 - Demby, Brophy, Bateman, Carr, Startt, Stuart
AGAINST:	0
ABSTAIN:	0
ABSENT:	1 - Carey

7. Administrative Approval

- a. **File No.:** 2025 - 1592 / HD 25 - 112
- Applicant:** American Custom Contractors
- Location:** 301 S. Aurora Street, Easton, MD 21601
Tax Map 0105, Grid 00EA, Parcel 2244
- Zoning:** R-10A

Request: The Applicant is requesting administrative 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 2.5 Staff Approvals*
- ii. *Guideline 68. Maintain Historic Roof Shape*
- iii. *Guideline 70. Roof Material*

8. Consent Docket — None

- 9. Adjournment —** Commissioner Bateman moved to adjourn. Commissioner Stuart seconded the motion. The meeting was adjourned at 8:00 p.m.