



## Historic District Commission MEETING AGENDA

Monday, December 22, 2025 - 6:00 PM  
Council Chambers, Easton Town Office  
14 S Harrison Street

### Call to Order

- 1) Approval of the Agenda for December 22, 2025.

### Old Business

- 1) **Application Number:** 2025 - 1577 / HD 25 - 101  
**Applicant:** Anne Decker Architects  
on behalf of Caroline Dalton  
**Location:** 7 Brookletts Avenue  
Tax Map 0104, Grid 00EA, Parcel 1972  
**Zoning District:** R-10A  
**Historic Status:** Contributing  
**Request:** Amendment to a previously approved Certificate of Appropriateness (COA) for the replacement of all windows. The Applicant is now requesting a two over two window design.

On October 14, 2025 the Commission granted a COA for various exterior alterations including the replacement of all windows and shutters, the replacement of the front door, the replacement of the exterior access stairs, and the replacement of all asphalt shingle roofs with slate shingles.

### New Business

- 1) **Application Number:** 2025 - 1621 / HD 25 - 125  
**Applicant:** Church of Christ in Easton  
**Location:** 517 E. Dover Street  
Tax Map 0104, Grid 00EA, Parcel 1206  
**Zoning District:** CB  
**Historic Status:** Non contributing  
**Request:** Installation of a 10' x 16' shed.

## **Discussion Item**

### **Approval of Minutes**

- 1) Approval of the Draft Decision Summary from the December 8, 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: 12/22/2025

**Staff Contact:** Nicholas Johnson AICP, Town Planner, [njohnson@eastonmd.gov](mailto:njohnson@eastonmd.gov)

**Property Address:** 7 Brookletts Avenue

**Applicant:** Anne Decker Architects on behalf of Caroline Dalton

**Application Number:** 2025-1577

**Code Enforcement Case:** Yes  No

## Project Description:

The applicant is proposing revisions to a previously approved certificate of appropriateness (*See Background*). The proposal is to replace all the existing one over one windows with SDL wood windows configured as a two over two design.

## Background:

At the Commission’s October 14, 2025 meeting, a COA was issued for various site improvements and alterations to the contributing structure. The approved alterations to the structure included demolishing a rear deck/sunroom to construct a new addition, the in-kind replacement of the existing one over one windows, the installation of a new front door with sidelights, and the installation of a widow’s walk on the flat roof. This application was approved with a condition regarding the height and location of proposed fencing.

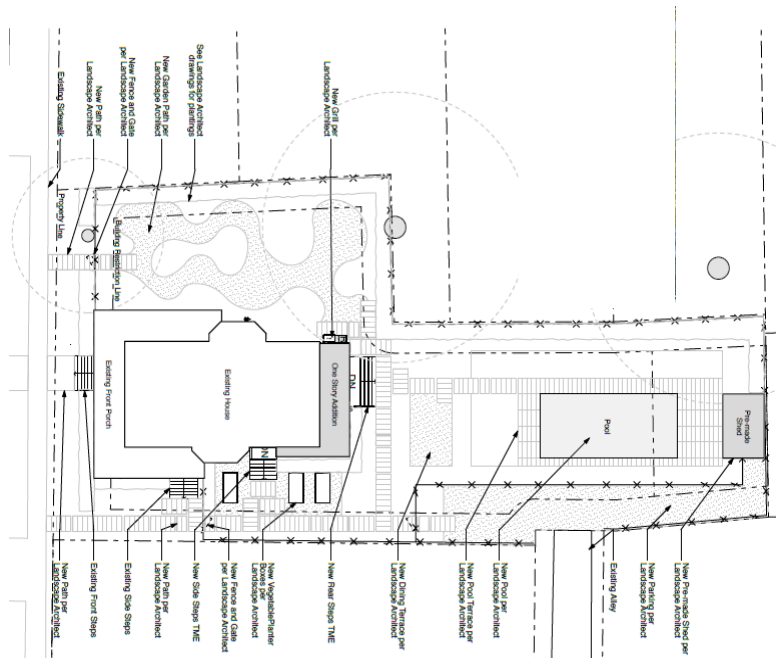


Figure 1 Approved Site Plan



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

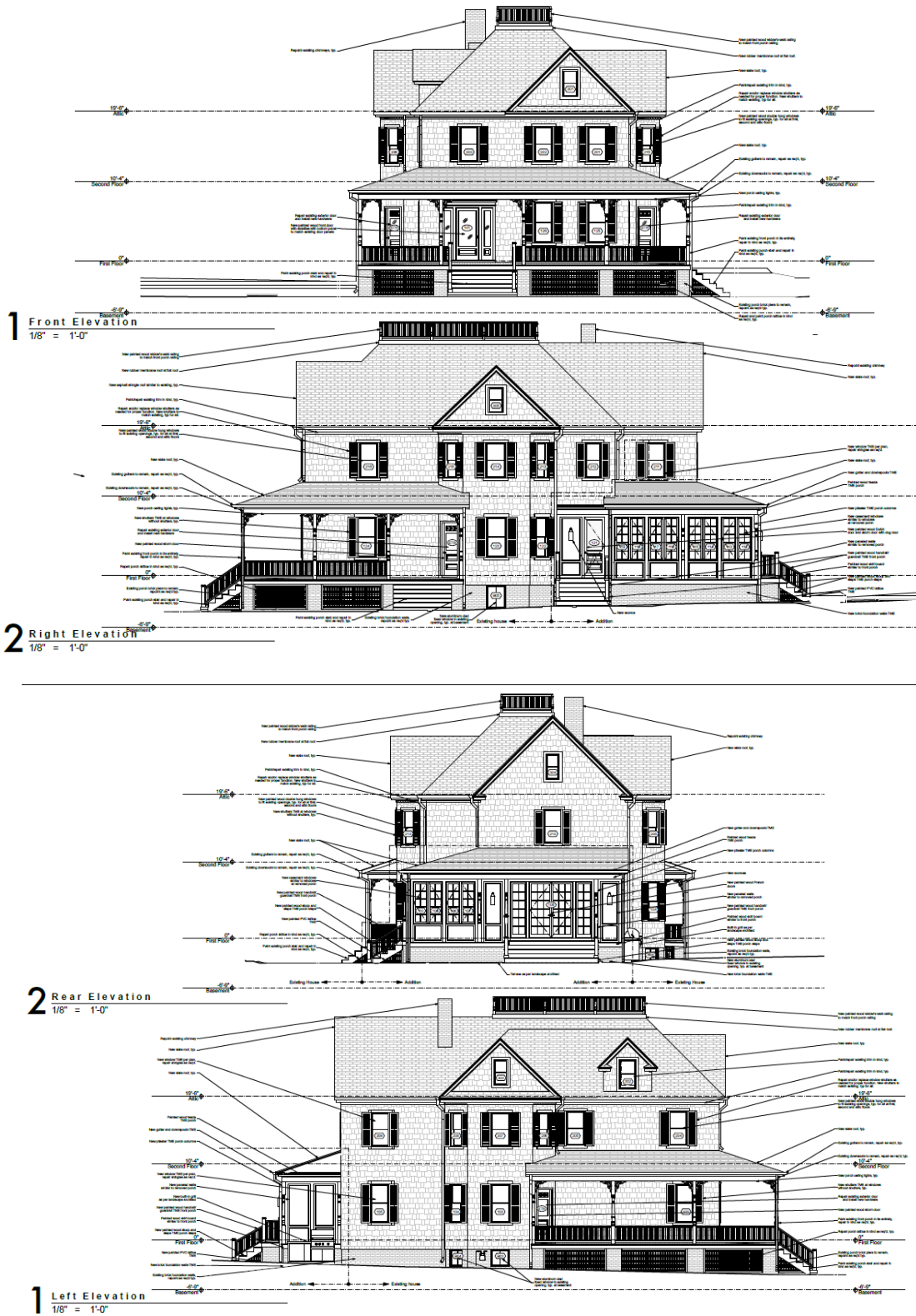


Figure 2-5: Approved Elevations



## **Historic District Guidelines (Structure):**

### **Guideline 1. Preserve Significant Historic Features**

- 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**

- 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**

- 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).



**TOWN OF EASTON  
PLANNING & ZONING  
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 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 (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



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

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.**

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 91. Shutters**

a. Shutters are appropriate for windows on some residential buildings, and in some cases, on the upper stories of commercial properties.

b. Restore or replace missing original shutters with appropriate replacement units based on physical or documentary evidence.

c. Shutters, even when non-operable, should be sized to cover the window if closed, and shall maintain accompanying, historically appropriate hardware (except for hinges).

d. Paintable, smooth-finished, composite materials and wood are appropriate materials for replacement shutters. Vinyl is not appropriate.

**Guideline 93. Sills, Lintels, and Frames**

a. Retain original sills, frames, lintels, and associated window trim and ornamentation.

b. Do not wrap sills or frames in any materials (sheet metal, vinyl, etc.).



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

- c. Avoid adding details, surrounds, shutters, ornamentation and other features that have no historical basis and are not in keeping with the character of the original window.
- d. When historic sills, lintels, surrounds, or trim requires replacement, it should be made in-kind using the same or similar material and replicating the form, profile, color, and texture of the original unit.

---

**Staff Analysis:**

---

The proposal to replace the existing one-over-one windows with two-over-two windows appears to conflict with Guideline 90a. If the existing windows have deteriorated beyond repair, this guideline calls for replacement with one-over-one windows of the same size, proportion, design, and style. Guideline 90e further notes that a one-over-one configuration is generally the most appropriate.

If the Commission determines that the existing windows are themselves inappropriate replacements, Guideline 90e indicates that neighboring buildings may help inform an appropriate window configuration. In this case, the building to the west (146 South Washington Street) features two-over-two windows, while the structure to the east (9 Brookletts Avenue) contains one-over-one windows.

---

**Draft Motions:**

---

1. I move that the Historic District Commission **approve** the application based on the finding that the proposed window style is appropriate given the architectural style of the structure and the surrounding context.

OR

2. I move that the Historic District Commission **deny** the application based on the finding that the proposal is inconsistent with Guidelines 90a and 90e.

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:



|   |                    |                           |                          |                       |                     |                     |                |
|---|--------------------|---------------------------|--------------------------|-----------------------|---------------------|---------------------|----------------|
| <b>TAX ID</b>   |                    | <b>ADDRESS</b>            |                          | <b>OWNER NAME</b>     |                     |                     |                |
| 2101015990  |                    | 7 BROOKLETTS AVE          |                          | MORRELL, IAN M.       |                     |                     |                |
| <b>YEAR BUILT</b>   |                    | <b>PHYSICAL CONDITION</b> |                          |                       |                     |                     |                |
| 1910  |                    | EXCELLENT                 |                          |                       |                     |                     |                |
| <b>ARCHITECTURAL STYLE</b>  |                    |                           |                          | <b>ADDITION(S)</b>    |                     |                     |                |
| QUEEN ANNE  |                    |                           |                          | NONE                  |                     |                     |                |
| <b>NHL DISTRICT</b>   | <b>NR DISTRICT</b> | <b>NR LISTED</b>          | <b>MEETS NR CRITERIA</b> | <b>1980 NR RATING</b> | <b>MD INVENTORY</b> | <b>CONTRIBUTING</b> | <b>NC CODE</b> |
|   |                    |                           |                          | B                     |                     | Y                   |                |
| <b>NOTES</b>  |                    |                           |                          |                       |                     |                     |                |
| TRAY ROOF FRONT BLOCK WITH SIDE GABLE REAR BLOCK. EAVES OF REAR BLOCK RETAINS DECORATIVE WOODWORK GLAZED AND PANEL FRONT DOOR APPEARS HISTORIC. WOODEN SHINGLES ON EXTERIOR WALLS. NO OUTBUILDINGS. |                    |                           |                          |                       |                     |                     |                |



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

**Meeting Date:** 10/14/2025  
**Application Number:** 2025-1577  
**Location:** 7 Brookletts Avenue  
**Applicant:** Anne Decker Architects on behalf of Caroline Dalton

**Request:** The Applicant is seeking approval for various exterior alterations. The proposed site improvements include the installation of new private walkways, a reconfigured parking area, and the addition of a swimming pool and a pre-fabricated shed. Other exterior alterations include new wood privacy fencing, the repair or replacement of all existing shutters, and the replacement of existing double-hung windows in-kind. The basement windows will be replaced with new aluminum-clad windows, and an exterior basement access will be removed. A new front door with sidelites will be installed, and the existing asphalt shingle roof will be replaced with slate. Additionally, a rear deck and sunroom will be demolished to construct a new one-story addition. A railing will be installed for a widow's walk on the flat roof, and the masonry will be repointed.

**The Applicant amended the application to state that the fence and shrubs will not exceed four (4) feet in height between the front facade of the house (not the porch as originally proposed) and Brookletts Avenue.**

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

4 - Demby, Brophy, Bateman, 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

10/28/2025  
 \_\_\_\_\_  
 Date



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

|                                  |
|----------------------------------|
| Application #: 2025 - 1577       |
| Date Received: 12/08/2025        |
| Fee Paid: -                      |
| HDC Meeting Date: 12/22/2025     |
| Date Property Posted: 12/15/2025 |

## 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 **7 Brookletts Avenue**

Contributing     Non-Contributing    YEAR BUILT: **1910**    NATIONAL REGISTAR # \_\_\_\_\_

**PROPERTY INFORMATION**

OWNER NAME **Caroline Dalton**

TELEPHONE NO. \_\_\_\_\_ EMAIL \_\_\_\_\_

**Applicant or Agent**

NAME **Anne Decker Architects**

TELEPHONE NO. \_\_\_\_\_ EMAIL \_\_\_\_\_

Description of Proposal (include additional sheets, as necessary)

|                            |
|----------------------------|
| <b>See attached sheet.</b> |
|                            |
|                            |
|                            |
|                            |
|                            |

**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

|   |  |
|---|--|
| <b>Signature of Applicant or Agent</b>    |  |
| <b>Date</b>                               |  |
| <b>Printed Name of Applicant or Agent</b> |  |



# 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 **Unknown until approved scope has been decided.**
- 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

## 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.***

September 29, 2025

7 Brookletts Avenue

Easton, MD

#### Historic Submission Project Description:

- Paint exterior of house, including trim and porches.
- New front porch ceiling lighting to replace existing.
- Repair / replace shutters at all windows and install with new shutter hardware.
- Replace all windows at first, second and attic floors with double paned SDL wood windows. Sizes and shapes to match existing unless otherwise noted on drawings.
- Replace leaking windows at basement level with new double paned clad windows.
- Remove all non-historic storm doors.
- Replace front door with new solid wood and glass door and sidelites.
- Remove basement exterior access stairs that are not secure and leak air and water into house.
- Replace all asphalt shingle roofs with slate shingles.
- Add widow's walk railing to flat roof with details to match existing front porch.
- Remove rear deck and sun porch and replace with new one-story addition using details similar to house.

Construction schedule are unknown at this time. Once approvals have been given, the project scope and timelines will be finalized.

December 8, 2025

7 Brookletts Avenue

Easton, MD

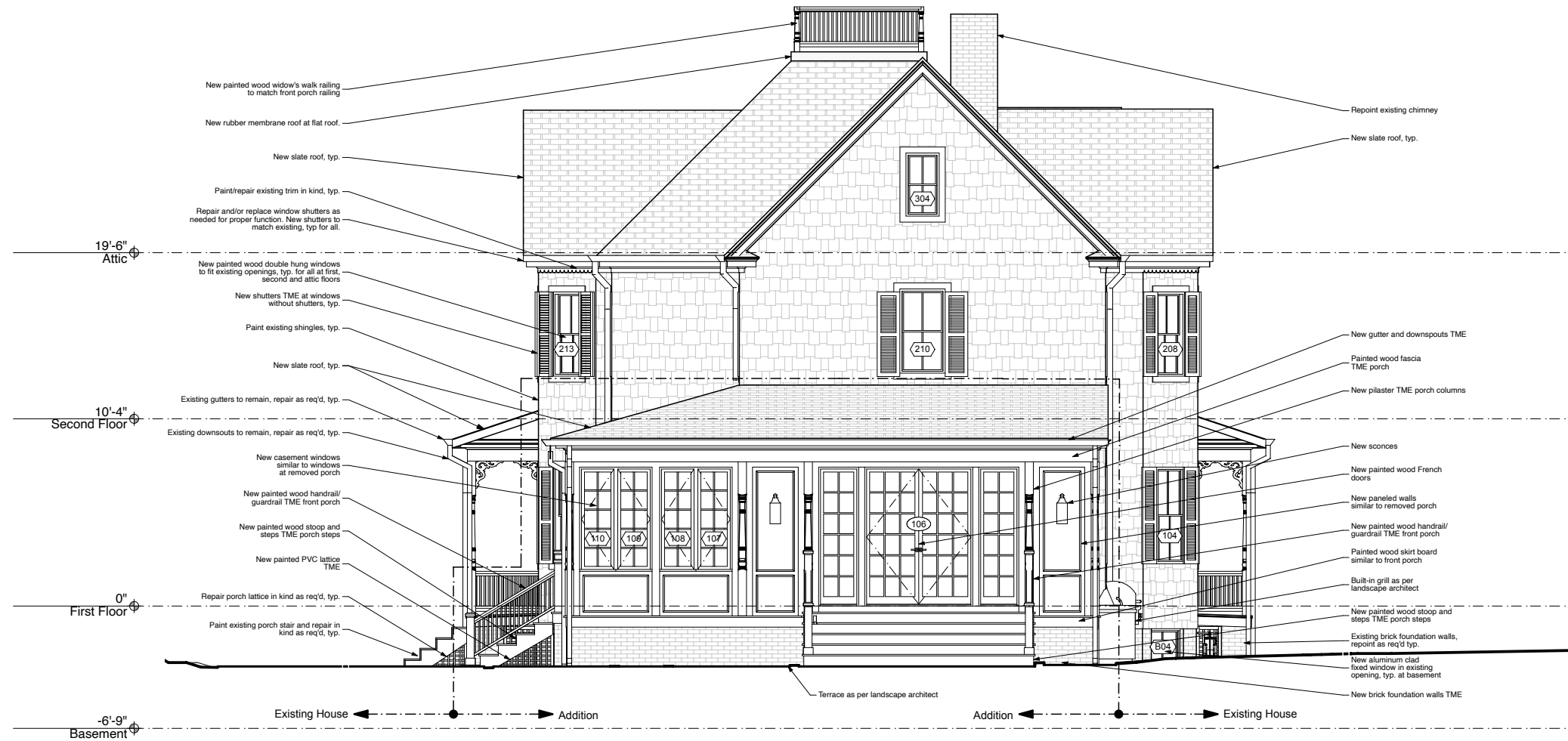
Historic Submission Project Description:

- Paint exterior of house, including trim and porches.
- New front porch ceiling lighting to replace existing.
- Repair / replace shutters at all windows and install with new shutter hardware.
- Replace all windows at first, second and attic floors with double paned SDL wood windows. Sizes and shapes to match existing unless otherwise noted on drawings.  
***New windows to be configured as two over two design.***
- Replace leaking windows at basement level with new double paned clad windows.
- Remove all non-historic storm doors.
- Replace front door with new solid wood and glass door and sidelites.
- Remove basement exterior access stairs that are not secure and leak air and water into house.
- Replace all asphalt shingle roofs with slate shingles.
- Add widow's walk railing to flat roof with details to match existing front porch.
- Remove rear deck and sun porch and replace with new one-story addition using details similar to house.

Construction schedule are unknown at this time. Once approvals have been given, the project scope and timelines will be finalized.

# 2 Rear Elevation

1/8" = 1'-0"



# 1 Left Elevation

1/8" = 1'-0"



ANNE DECKER ARCHITECTS

5019 Wilson Lane 2nd Floor Bethesda MD 20814  
301 652 0106 annedeckerarchitects.com  
©2025 Anne Decker Architects, LLC

DALTON RESIDENCE

7 Brooklets Avenue  
Eaton, MD 21601

Historic Amendment  
December 08, 2025

| Date     | Set             |
|----------|-----------------|
| 09/29/25 | Historic Review |
| 11/25/25 | Prelim. Pricing |



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

## Historic District Commission Staff Report

Meeting Date: 12/22/2025

**Staff Contact:** Nicholas Johnson AICP, Town Planner, [njohnson@eastonmd.gov](mailto:njohnson@eastonmd.gov)

**Property Address:** 517 E Dover Street

**Applicant:** Jerome Harris on behalf of Mt Pleasant Church of Christ Inc.

**Application Number:** 2025-1621

**Code Enforcement Case:** Yes  No

---

### Project Description:

The applicant is seeking approval to install a 10' wide by 16' long prefabricated shed. The shed will be placed on the north side of the property fronting Smith's Alley and will have a height of 8' 7". The primary structure on this property is considered a non-contributing structure and was built in 1980.

---

### Historic District Guidelines:

#### Guideline 11. Erect New Outbuildings Sensitive

- 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.

---

### Staff Analysis:

The subject property is best described as a corner lot, having frontage on two streets and a public alley. The principal structure is built directly on the side property line limiting the placement of any structures to a yard that is visible from a public right-of-way. The proposed placement of the shed limits visibility from the two street rights-of-way (Park Street and Dover Street) and is consistent with other outbuildings in the area. To meet the requirements of the Zoning Ordinance, the shed will need to be located at least 15-feet from the centerline of the alley.



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

**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                       |              |              |         |
| 2101023500          |             | 317 E DOVER ST     |                   | MT PLEASANT CHURCH OF CHRIST INC |              |              |         |
| YEAR BUILT          |             | PHYSICAL CONDITION |                   |                                  |              |              |         |
| 1980                |             |                    |                   |                                  |              |              |         |
| ARCHITECTURAL STYLE |             |                    |                   | ADDITION(S)                      |              |              |         |
|                     |             |                    |                   |                                  |              |              |         |
| NHL DISTRICT        | NR DISTRICT | NR LISTED          | MEETS NR CRITERIA | 1980 NR RATING                   | MD INVENTORY | CONTRIBUTING | NC CODE |
|                     |             |                    |                   | G                                |              | N            | AGE     |
| NOTES               |             |                    |                   |                                  |              |              |         |
| NEW CONSTRUCTION    |             |                    |                   |                                  |              |              |         |

RECEIVED

HD 25 - 125

DEC 04 2025



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

TOWN OF EASTON

|                                  |
|----------------------------------|
| Application #: 2025 - 1621       |
| Date Received: 12/04/2025        |
| Fee Paid: \$75.00                |
| HDC Meeting Date: 12/22/2025     |
| Date Property Posted: 12/15/2025 |

### 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: 517 Dover St Easton Md 21601  
 Contributing   
  Non-Contributing   
 YEAR BUILT: \_\_\_\_\_   
 NATIONAL REGISTAR # \_\_\_\_\_

#### PROPERTY INFORMATION

OWNER NAME: \_\_\_\_\_  
 TELEPHONE NO.: \_\_\_\_\_      EMAIL: \_\_\_\_\_

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

NAME: Jerome Harris  
 TELEPHONE NO.: \_\_\_\_\_      EMAIL: \_\_\_\_\_

Description of Proposal (include additional sheets, as necessary)

10 x 16 Shed behind church building

#### 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

Jerome Harris  
12-4-25

Revised 4.4.2022



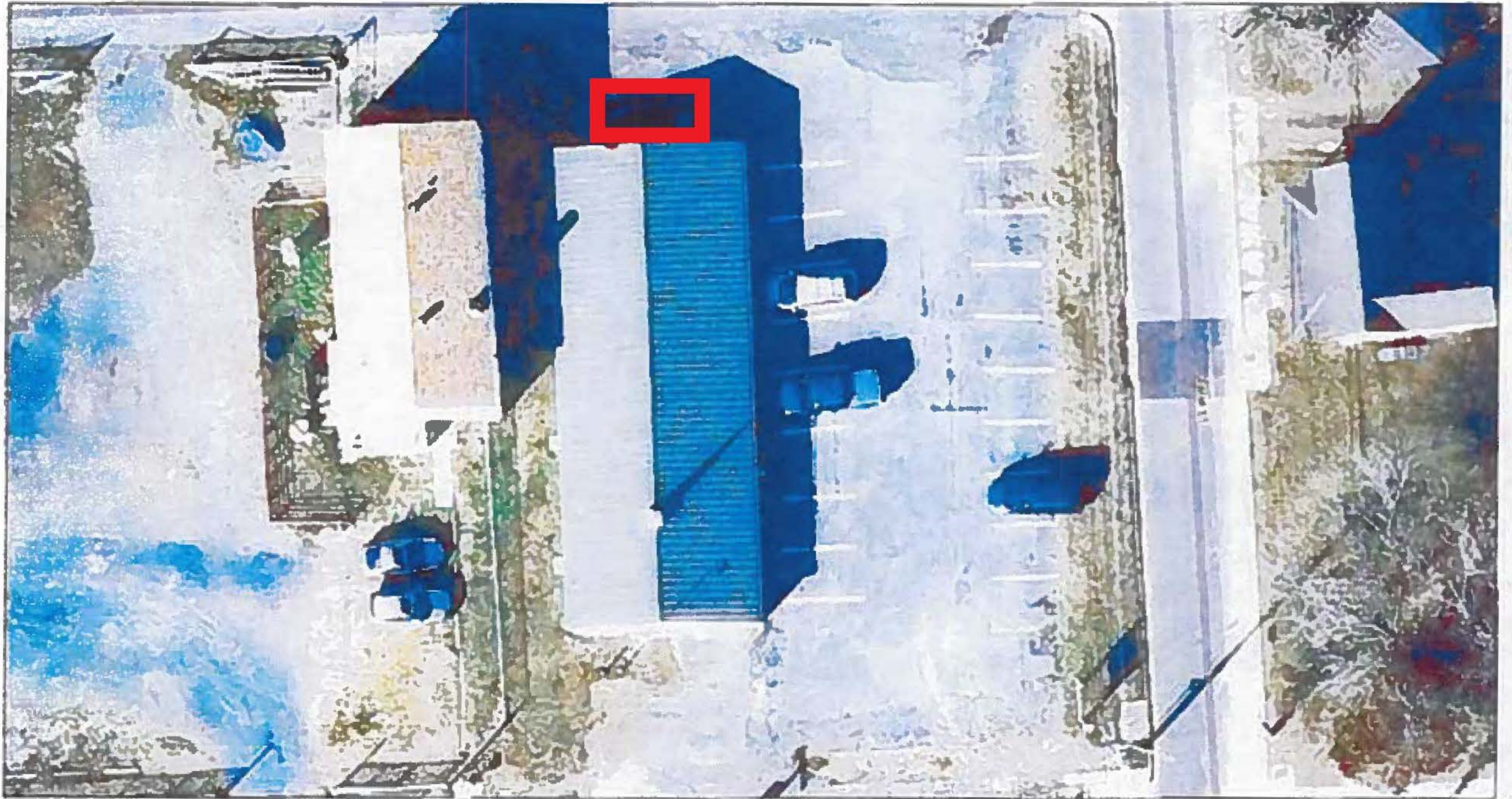
24106 Shore Hwy, Denton MD 21629

**Amish built mini barn specs include:**

1. **Foundation:** Pressure treated 4 x 4's- 5
2. **Floor Joist:** 2 x 4 16" on center
3. **Flooring:** 5/8" exterior grade plywood
4. **Walls:** 2 x 4 16" on center 4' tall side sub-walls, ½ inch painted Smartside exterior sheathing
5. **Rafters:** 2 x 4 16" on center notched with gussets
6. **Roof:** 1/2" sheathing with 30-year dimensional shingles
7. **Size:** 10'x16' exterior
8. **Height:** 8' 7"



# ArcGIS Web Map



12/8/2025, 10:40:53 AM

- Road Centerlines
- ▭ Municipal Boundary
- World Imagery

- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery

- Contours
- Light\_Gray\_Canvas\_Base

1267

0 12.5 25 50  
0 1 2 5 m

© 2025 Esri, All rights reserved. Esri, the Esri logo, ArcGIS, and the ArcGIS logo are either registered trademarks or trademarks of Esri in the United States and/or other countries.







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

Monday, December 8, 2025 at 6:30 p.m.  
Town Hall Chamber 2  
14 S. Harrison Street, Easton, Maryland

**Archived video of the meeting is available at:**  
[Town of Easton Agenda and Minutes](http://eastonmd.gov)  
[\(eastonmd.gov\)](http://eastonmd.gov)

**Attendance:**

Commission Members:

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

Staff:

Miguel Salinas, Planning and Zoning Director  
Nicholas Johnson AICP, Town Planner (Current)  
Samantha Smith, Administrative Specialist

**Absent:**

Commission Members:

Emily Carey  
Michael Stuart

1. **Call to Order** — Chairperson Demby called the meeting to order at 6:30 pm.
  
2. **Agenda Summary Review** —

**Vice Chairperson Brophy moved to approve the December 8, 2025 Agenda Summary. Commissioner Carr seconded the motion.**

|             |  |
|-------------|--|
| <u>Vote</u> | <u>5 - 0 - 0 - 2</u>                     |
| FOR:        | 5 - Demby, Brophy, Bateman, Carr, Startt |
| AGAINST:    | 0  |
| ABSTAIN:    | 0  |
| ABSENT:     | 2 - Carey, Stuart                        |

3. **Old Business** — None

#### 4. New Business —

- a. **File No.:** 2025 - 1616 / HD 25 - 121  
**Applicant:** C&C Architecture  
on behalf of Walbridge Real Estate Investments LLC  
**Location:** 210 E. Dover Street, Easton, MD 21601  
Tax Map 0104, Grid 00EA, Parcel 1182  
**Zoning:** CB

**Request:** The Applicant is requesting approval for the demolition of an existing outbuilding, and the construction of a new 15.5' x 20.5' trash enclosure. The materials for the new enclosure will consist of knotty cedar walls, and an architectural asphalt shingle roof. According to the Easton Historic District Survey, the outbuilding and the principal structure on this property are contributing structures to the Historic District.

**Background:** The Commission has thoroughly discussed the property maintenance of this outbuilding. A 2006 inspection letter issued to the previous owner of the outbuilding documented severe structural damage, and classified the structure as a hazard to the surrounding area. The letter mandated restorative action, but the former owner neglected to comply. At their June 23, 2025 meeting, the Commission made a determination to pursue enforcement action on this structure under the Property Maintenance Code, as the current owner had indicated no intention of undertaking preventative measures at that time. On July 2, 2025 the Building Inspection Division condemned the outbuilding to be “unsafe”, and the current owner was formally requested to make an application before the Commission for its restoration.

On August 11, 2025, the Applicant presented a preliminary plan for the demolition of the existing structure; indicating a financial hardship for the complete restoration of the outbuilding. The Commission expressed their concern for setting a precedent where property maintenance issues are addressed through Demolition by Neglect rather than a restorative action, and requested a replacement plan for the structure. On September 9, 2025 the Applicant presented a conceptual design for a new trash enclosure to be constructed following the demolition of the existing outbuilding. The Commission provided favorable feedback; recommending that the setback of the new construction be aligned with the façade of the main structure.

Historic District Guideline references:

- i. *Guideline 10. Preserve Historic Outbuildings*
- ii. *Guideline 11. Erect New Outbuildings Sensitive*
- iii. *Guideline 128. Avoid Demolition*

**Staff Presentation:**

Nicholas Johnson AICP, Town Planner - Current

**Applicant Presentation:**

Christian Chute AIA, C&C Architecture  
Randall Walbridge, Walbridge Real Estate Investments LLC

**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>5 - 0 - 0 - 2</u>                     |
| FOR:        | 5 - Demby, Brophy, Bateman, Carr, Startt |
| AGAINST:    | 0  |
| ABSTAIN:    | 0  |
| ABSENT:     | 2 - Carey, Stuart                        |

- b. File No.:** 2025 - 1617 / HD 25 - 112
- Applicant:** For All Seasons, Inc.
- Location:** 111 E. Dover Street, Easton, MD 21601  
Tax Map 0104, Grid 00EA, Parcel 1193
- Zoning:** CB

**Request:** The Applicant is proposing to install a total of four (4) new aluminum signs, including three (3) building mounted signs, and one (1) post mounted sign in the front yard. A hanging sign measuring 49” by 25.5” will be mounted beneath the front porch. A small plaque measuring 9” by 4” will be mounted onto the front door, and a sign measuring 42” by 16” will be mounted onto the parking lot façade of the rear addition. A new sign measuring 38.5” by 19” sign will be hung from the existing post located in the front yard. The structure to which the signs will be placed is a contributing structure to the Historic District.

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:**

Patti Cannon, For All Seasons, Inc.

**Public Comment** — None

**Public Comment Written** — None

The Applicant amended the application to substitute the material of the hanging sign with a composite plastic.

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

Vote 5 - 0 - 0 - 2  
FOR: 5 - Demby, Brophy, Bateman, Carr, Startt  
AGAINST: 0  
ABSTAIN: 0  
ABSENT: 2 - Carey, Stuart

- c. **File No.:** 2025 - 1618 / HD 25 - 123  
**Applicant:** Hector Argandona  
on behalf of Silvia Gonzalez-Diaz  
**Location:** 308 S. Harrison Street, Easton, MD 21601  
Tax Map 0105, Grid 00EA, Parcel 2266  
**Zoning:** R-10A

**Request:** The Applicant is requesting to remove the existing composite decking of the rear porch with Timber Tech composite porch decking. The porch's footprint will remain unchanged, and only minor structural modifications will be made. This is a contributing structure to the Historic District.

Historic District Guideline references:

- i. *Guideline 65. Make Sensitive Replacements (Porches)*
- ii. *Appendix B.2. Common Substitute Materials*

**Staff Presentation:**

Nicholas Johnson AICP, Town Planner - Current

**Applicant Presentation:**

Hector Argandona  
Robert Wenneson

**Public Comment** — None

**Public Comment Written** — None

Commissioner Carr moved to approve the application as submitted. Vice Chairperson Brophy seconded the motion. In accordance with Guideline 65c, the Commission determined that the proposed composite decking is an appropriate replacement material based on the findings that the existing porch material is composite, and that the porch is located in the rear of the property and not visible from the public right of way.

Vote 5 - 0 - 0 - 2

FOR: 5 - Demby, Brophy, Bateman, Carr, Startt  
AGAINST: 0  
ABSTAIN: 0  
ABSENT: 2 - Carey, Stuart

**5. Discussion Item — None**

**6. Decision Summary Review —**

**Commissioner Bateman moved to approve the November 24, 2025 Decision Summary. Commissioner Startt seconded the motion.**

Vote            5 - 0 - 0 - 2  
FOR: 5 - Demby, Brophy, Bateman, Carr, Startt  
AGAINST: 0  
ABSTAIN: 0  
ABSENT: 2 - Carey, Stuart

**7. Administrative Approval**

- a. File No.:** 2025 - 1620 / HD 25 - 124
- Applicant:** Marasun LLC  
on behalf of For All Seasons, Inc.
- Location:** 111 E. Dover Street, Easton, MD 21601  
Tax Map 0104, Grid 00EA, Parcel 1193
- Zoning:** CB

**Request:** The Applicant is requesting administrative approval for an in-kind asphalt shingle roof replacement, and a flat roof membrane 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 —** Vice Chairperson Brophy moved to adjourn. Commissioner Bateman seconded the motion. The meeting was adjourned at 6:49 p.m.