



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

Monday, December 22, 2025 at 6:00 p.m.

Town Hall Chamber 2

14 S. Harrison Street, Easton, Maryland

Archived video of the meeting is available at:

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

Attendance:

Commission Members:

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

Staff:

Samantha Smith, Administrative Specialist

Absent:

Commission Members:

Kevin Bateman
Emily Carey
Michael Stuart

Staff:

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

1. Call to Order — Chairperson Demby called the meeting to order at 6:01 pm.

2. Agenda Summary Review —

Vice Chairperson Brophy moved to approve the December 22, 2025 Agenda Summary. Commissioner Startt seconded the motion.

<u>Vote</u>	4 - 0 - 0 - 3
FOR:	4 - Demby, Brophy, Carr, Startt
AGAINST:	0
ABSTAIN:	0
ABSENT:	3 - Bateman, Carey, Stuart

3. Old Business —

- a. **File No.:** 2025 - 1577 / HD 25 - 101
Applicant: Anne Decker Architects
on behalf of Caroline Dalton
Location: 7 Brookletts Avenue, Easton, MD 21601
Tax Map 0104, Grid 00EA, Parcel 1972
Zoning: R-10A

Request: The Applicant is requesting to replace the current one over one windows with two over two simulated divided light (SDL) wood windows. This is a contributing structure to the Historic District.

Background: On October 14, 2025 the Commission granted a Certificate of Appropriateness for multiple exterior alterations to the structure including the installation of new private walkways, a reconfigured parking area, and the addition of a swimming pool and a pre-fabricated shed. Other approved alterations included new wood privacy fencing (the application was amended to state that the fence will not exceed four (4) feet in height between the front of the house and Brookletts Avenue), 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.

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)*
- vi. *Guideline 91. Shutters*
- vii. *Guideline 93. Sills, Lintels, and Frames*

Staff Presentation:

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

Applicant Presentation:

Caroline Dalton

Public Comment — None
Public Comment Written — None

Vice Chairperson Brophy moved to table the amended application. Commissioner Startt seconded the motion. The Commission requested additional information regarding the existing condition of the windows.

Vote 4 - 0 - 0 - 3
FOR: 4 - Demby, Brophy, Carr, Startt
AGAINST: 0
ABSTAIN: 0
ABSENT: 3 - Bateman, Carey, Stuart

4. New Business —

- a. File No.:** **2025 - 1621 / HD 25 - 125**
- Applicant:** **Church of Christ in Easton**
- Location:** 517 E. Dover Street, Easton, MD 21601
 Tax Map 0104, Grid 00EA, Parcel 1206
- Zoning:** CB

Request: The Applicant is seeking approval for the placement of a 10' by 16' by 8'7" prefabricated shed along the North side of the property fronting Smith's Alley. The principal structure on this property is a non contributing structure to the Historic District.

Historic District Guideline references:
i. Guideline 11. Erect New Outbuildings Sensitive

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

Applicant Presentation:
Jerome Harris

Public Comment — None
Public Comment Written — None

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

Vote 4 - 0 - 0 - 3
FOR: 4 - Demby, Brophy, Carr, Startt
AGAINST: 0

ABSTAIN: 0
ABSENT: 3 - Bateman, Carey, Stuart

5. Discussion Item —

- a. The Commission held an open dialogue weighing the importance of historic preservation against practical challenges faced by property owners such as financial hardship. The Commission generally agreed that the use of alternative materials and styles should be evaluated with more flexibility in appropriate circumstances.
- b. East End Small Area Plan — The final report for the East End Small Area Plan is now available for public review. The final report was formally presented at a joint Town Council and Planning Commission workshop on Monday, December 8, 2025. The Town of Easton Planning Commission will ultimately conduct a Public Hearing on the proposed new Plan, with at least 60 days public notice of the Hearing. The full report can be accessed online on the Town of Easton’s *Engage Easton* project page, and a physical copy is available for review at the Town of Easton Offices.

6. Decision Summary Review —

Vice Chairperson Brophy moved to approve the December 8, 2025 Decision Summary. Commissioner Startt seconded the motion.

Vote	<u>4 - 0 - 0 - 3</u>
FOR:	4 - Demby, Brophy, Carr, Startt
AGAINST:	0
ABSTAIN:	0
ABSENT:	3 - Bateman, Carey, Stuart

7. Administrative Approval — None

8. Consent Docket — None

9. Adjournment — Vice Chairperson Brophy moved to adjourn. Commissioner Carr seconded the motion. The meeting was adjourned at 6:44 p.m.