



Town Council AGENDA

Monday, November 6, 2023 - 5:30 PM
Council Chambers, Easton Town Office
14 S Harrison Street

5:30 PM: Call to Order by President Gunsallus.

Opening remarks and Pledge of Allegiance by Councilmember Abbatiello.

Approval of Minutes.

Minutes of the October 16, 2023 meetings.

Fire Board.

Presentations.

Operation Green Light Proclamation.

Municipal Official Items.

Items by Mayor Cook.

Request from EVFD to move the quarterly donation to Capital.

Town Sustainable Communities Renewal Application.

Items by Town Manager.

Items by Town Attorney.

Public Hearings.

(cont'd.) PUBLIC HEARING to discuss Ordinance No. 799, "AN ORDINANCE OF THE TOWN OF EASTON ADOPTING A TEMPORARY MORATORIUM ON THE APPLICATION FOR APPROVAL OF, CONSTRUCTION OF, EXPANSION OF, PROCESSING OF, OR ISSUANCE OF BUILDING PERMITS FOR THE OPERATION OF A BUSINESS ENGAGED IN THE GROWING, PROCESSING, AND/OR SELLING OF CANNABIS WITHIN THE TOWN OF EASTON FOR A PERIOD OF NINE (9) MONTHS PENDING CONSIDERATION AND ADOPTION OF REVISED ZONING ORDINANCE PROVISIONS AS THE TOWN COUNCIL MAY CONSIDER ADVISABLE TO PROMOTE THE PUBLIC HEALTH, SAFETY AND WELFARE."

5:35 PM PUBLIC HEARING to solicit public comment on various proposed amendments to Chapter 28 of the Town Code (Zoning).

5:40 PM PUBLIC HEARING to solicit public comment on a proposed comprehensive update to Chapter 25 of the Town Code (Subdivision).

5:45 PM PUBLIC HEARING to discuss the request of Zach Smith (The Applicant) on behalf of Rise Up Dover Road LLC, (The Owner) for a proposed Amendment

to a previously approved Planned Unit Development PUD located at 625 Dover Road.

Legislation.

Res. No. 6176, authorizing the Finance Officer to abate Talbot County taxes for Acct. 01-05510 as the property is part of the runway protection zone.

Ord. No. 799, "AN ORDINANCE OF THE TOWN OF EASTON ADOPTING A TEMPORARY MORATORIUM ON THE APPLICATION FOR, APPROVAL OF, CONSTRUCTION OF, EXPANSION OF, PROCESSING OF, OR ISSUANCE OF BUILDING PERMITS FOR THE OPERATION OF A BUSINESS ENGAGED IN THE GROWING, PROCESSING, AND/OR SELLING OF CANNABIS WITHIN THE TOWN OF EASTON FOR A PERIOD OF NINE (9) MONTHS PENDING CONSIDERATION AND ADOPTION OF REVISED ZONING ORDINANCE PROVISIONS AS THE TOWN COUNCIL MAY CONSIDER ADVISABLE TO PROMOTE THE PUBLIC HEALTH, SAFETY AND WELFARE."

Ord. 802, "AN ORDINANCE OF THE TOWN OF EASTON AMENDING CHAPTER 5 OF THE EASTON TOWN CODE REGARDING BICYCLES AND SIMILAR DEVICES."

Ord. No. 803, "AN ORDINANCE OF THE TOWN OF EASTON AMENDING CHAPTER 28 OF THE TOWN CODE (ZONING)."

Ord. No. 804, "AN ORDINANCE OF THE TOWN OF EASTON REPEALING AND REENACTING, WITH AMENDMENTS, CHAPTER 25 OF THE EASTON TOWN CODE (SUBDIVISIONS)."

Discussion of ARPA Funds for Doverbrook.

Review of Invoices.

Invoices from 10/4/23 - 10/31/23 totaling \$3,929,721.47.

Public Participation/Comments.

Items by Members of the Council:

Closed Session General Provisions Article 3-305(b)(1).

To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

Adjournment.

The public can access the meeting as follows:

<https://www.eastonmd.gov/129/Agendas-Minutes>

If you are an Easton Cable subscriber, you can view the meeting through TV-Channel 98.

Please note: There is a possibility of all or part of the meeting may be held in Closed Session.

Town of Easton

MARYLAND



Supporting Operation Green Light for Veterans

WHEREAS, the residents of Easton, Maryland have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, the Town of Easton seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, approximately 200,000 service members transition to civilian communities annually; and an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active military service members transitioning from military service are at a high risk for suicide during their first year after military service; and

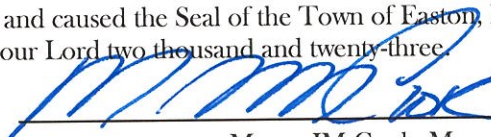
WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, the Town of Easton appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted; therefore we

PROCLAIM, that with designation as a Green Light for Veterans, the Town of Easton hereby declares from now through Veterans Day, November 11th 2023 a time to salute and honor the service and sacrifices of our men and women in uniform transitioning from active service; therefore, be it further

AND FURTHERMORE, that in observance of Operation Green Light, Easton, Maryland encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business or residence from November 6th through the 12th, 2023 in the Town of Easton.

In witness whereof, I have hereunto set my hand and caused the Seal of the Town of Easton, Maryland to be affixed this sixth day of November in the year of our Lord two thousand and twenty-three.



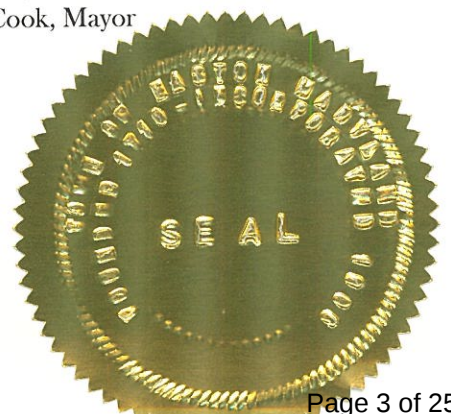
Megan JM Cook, Mayor

Attest



Kathy M. Ruf, Town Clerk

Seal:



Environment

This section describes projects involving the natural environment, our use of natural resources, and our relationships or access to the natural environment.

This category includes projects focusing on (but not limited to): the quality of land, water, and air; tree canopies and green spaces; green infrastructure; habitat improvement, climate change mitigation and adaptation; nuisance flooding; stormwater infrastructure and management; water and sewer capacity; energy conservation; recycling, pet waste, and organic waste programs; the mitigation of environmental hazards; and parks and recreation improvements.

<u>Strengths</u>	<u>Weaknesses</u>
- Easton has a separated Storm drain and Sewer system - The Town of Easton has completed 5 years under an MS4 permit providing education, outreach, training, and enforcement of Stormwater Management maintenance throughout Town on both Public and Private facilities. - Easton has completed 3 Stream restorations that significantly reduce nutrient loads to the Chesapeake Bay and protect existing floodplains. - The Town purchased roughly 180 acres of wooded forest to preserve in conservation - Easton is a recognized Tree City USA Town for the past 8 years - The Town of Easton has an annual budget to plant at least 150 trees each year - The Town of Easton Partners with as many Environmental Advocacy groups as possible including Shore Rivers, Envision the Choptank, Phillips Wharf and the Center for Watershed Protection Agency. - The Town worked with a consultant (RK&K) to model the Tanyard Branch Watershed to identify possible capital projects to increase storm drain capacity and reduce flooding	- Easton has areas that experience flooding and require storm drain and stormwater management improvements - A few of the Towns sanitary sewer pump stations are located within floodplains that need to be relocated. - The Tanyard Branch Watershed in the Town of Easton has numerous areas which routinely flood, causing us to require more strict regulatory requirements related to stormwater management for new construction. - Easton Point in the Town of Easton received a low water quality score in the 2018 NOAA Coastal Ecological Assessment to Support NOAA's Choptank River Complex Habitat Focus Area: Tred Avon River

<u>Desired Outcomes and Progress Measures</u>	<u>Strategies and Action Items</u>	<u>Implementation Partners</u>
Outcome 1: Additional Stream Restorations Progress Measures: Number of Streams Restored	Create a Request for Proposals (RFP) for a Design/Build contract with a consultant to complete the project.	Center for Watershed Protection Envision the Choptank Maryland Department of the Environment (MDE) Chesapeake Bay Foundation NOAA Shore Rivers
Outcome 2: Implement capital projects identified in Tanyard Branch Model Progress Measures: Number of projects installed or implemented	Work with RK&K to design improvements and complete construction drawings and documents to bid to construction contractors.	Engineering Design Firm RK&K Center for Watershed Protection Envision the Choptank Maryland Department of the Environment (MDE) Chesapeake Bay Foundation Shore Rivers

Economy

This section is centered on economic growth and management.

Strengths and weaknesses might focus on the following: business attraction & retention; improving and maintaining the health of business districts, downtowns, and main streets; commercial vacancy reduction; workforce attraction and retention; employment/job training; marketing, branding, and tourism; improving or creating economic impact of cultural and historic assets; providing technical and financial assistance to businesses; commercial building acquisition, rehabilitation and/or adaptive re-use; and creating a sense of place and vibrancy through streetscaping and beautification.

<u>Strengths</u>	<u>Weaknesses</u>
• Quality of Infrastructure (Town-owned Utility Company which supplies water, sewer, electricity, cable, high-speed internet, and natural gas) • Tax Rates • Political Leadership • Proximity of Easton Airport • General “Quality of Life” • County Seat and Regional Hub for employment, entertainment, government, health care, etc • Tourism, particularly heritage tourism • Nationally/internationally recognized Festivals (i.e., Waterfowl Festival, PLein-Air, Chesapeake Film Festival)	• With a fairly significant amount of retail space, we are particularly concerned about the rapidly evolving nature of real almond its future prospects, even more so in the post-COVID era. • Real or perceived lack of attractions/jobs for “young people” • Housing costs and inventory issues • (Lack of) Tracking of economic statistics/data/measures • Location in a region that is the last to recover from the Great Recession

Sustainable Communities Renewal Application - Section B

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
Outcome 1: Establish Easton as a more fully Year-Round Tourist Destination Progress Measures: Increased Tourism activity throughout the year, especially in the Winter “off-season”	Strategy A: Support the new Fire and Ice Festival as a new Event that occurs between the historically down time between New Year’s and Easter. Strategy B: Coordinate with the local hospitality industry to incentivize visits to Easton during the “off-season.”	Easton Economic Development Corporation, Talbot County Tourism, Maryland Office of Tourism
Outcome 2: Develop Tracking and Reporting of pertinent Economic Development Statistics Progress Measures: Consistent and reliable shared and readily available economic data	Strategy A: Identify who is collecting/maintaining what economic data and identify any gaps Strategy B: Identify sources of appropriate data that is lacking and share amongst all economic development entities	Various State and Federal Economic Development-related agencies. Easton Economic Development Corporation, Talbot County Office of Economic Development

Transportation

This section describes the way people in your community get from place to place.

Strengths, weaknesses and outcomes can focus on: access to transit corridors; pedestrian safety and accessibility; sidewalks; alternative modes of transportation, such as bikeways and trails; public transit, such as bus and rail; carpooling; proximity to transportation centers; parking; and road conditions.

Strengths	Weaknesses
- Adequate public parking Downtown within sustainable community boundary. - Robust (but incomplete) Sidewalk system - Multi-modal trail (but incomplete) system - Delmarva Community public transportation pickup location - Choptank Hub Group within Easton - Maryland's second busiest airport is within Easton - Easton Point Marina may see water transportation via tourist and boating - Public support	- Counter perceptions that there is too little parking Downtown. - Staffing and Asset Management Tracking concerns given the scope/scale of likely future projects - Bicycle lanes and paths could be more continuous and accessible throughout Town. - Highway User Revenue Fund - Speed Limits are a topic for discussion - Pedestrian access to cross US-50 at Dover/Goldsborough should be improved - Beach traffic - cross US-50 - Sidewalks and sidewalk repair has room for improvement - The topic of electric vehicles on the transportation spectrum

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
Outcome 1: Add sidewalk to streets that currently do not have sidewalk to increase/improve connectivity throughout Town and improve safety Progress Measures: Lineal Feet of Sidewalks Added	Identify and Prioritize locations to construct sidewalks. Create construction cost estimates for each location. Determine if funds can come from the Town Budget or if grant funding should be pursued.	Design Consultants SHA
Outcome 2: Add multi-modal trails to increase/improve connectivity throughout Town and improve safety Progress Measures: Lineal Feet of Trails Created	Identify and Prioritize locations to construct sidewalks. Create construction cost estimates for each location. Continue to work with SHA to secure grant funding for new trails	SHA Talbot Thrive Design Consultants
Outcome 3: Create bicycle maps that show streets with Share the Road, Dedicated bicycle lanes, and multi-modal trails		SHA Talbot Thrive Design Consultants
Outcome 4: Review/Revise Speed Limits throughout Town		SHA FHA Talbot Thrive Design Consultants State and Local Law Enforcement

Housing

This section focuses on the homes in which people in your community live and efforts which make it easier for them to find and stay in a place to call home.

Strengths, weaknesses and outcomes might focus on the following: affordability; increasing homeownership; increasing rental housing; diversifying the kinds of housing available; improving housing conditions (interior or exterior); housing programs; aging in place; preventing foreclosures; and reducing residential vacancies.

Strengths	Weaknesses
• Town utilizing grant funding to create affordable housing opportunities • The Town continues to work with Easton Housing Authority to Assist in its mission of providing low-and moderate-income rental housing • The Town continues to work with Habitat for Humanity to provide homes for sale to low-and-moderate income families • The Town has an Affordable Housing Renovation program which provides financial assistance for low to moderate income families to improve their homes for energy efficiency, safety, livability, and an opportunity to remain in their home. • The Town has a down payment assistance program to assist Town employees, Town police, Easton Utilities employees and Easton Volunteer Fire Department volunteers in good standing to purchase a home in Easton • The Town has a strong Code Enforcement division whose goal is to stop degradation of properties • Completed a total renovation of four homes in the Hill neighborhood with successful sale to moderate income families	• Continuing low inventory of for sale homes priced to be available to low-and moderate-income families • Insufficient inventory of rental homes and apartments available to low-and moderate-income families • Easton Affordable Housing Program home renovation program project requires much effort and time to complete • Total renovation projects of homes for resale require extensive time and expense to complete • Limited staff available for property maintenance enforcement of both homeowner and rental properties • Limited available land within the Town boundary for new development • Challenge with low to moderate income homeowners for renovation projects within the historic district for economical improvements

Sustainable Communities Renewal Application - Section B

- Two additional homes are proceeding through total renovation and will be sold to moderate income families
- Completed a total of 32 home renovations since inception of the program, 17 since 2019

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
Outcome 1: Develop Inclusionary/Density Bonus legislation related to Developers Progress Measures: Increased affordable/workforce housing for homeowners and renters	Strategy A: Develop Legislation acceptable to the Planning Commission and Town Council Strategy B: Utilize historic data from other municipal areas with similar programs. Strategy C: Utilize data from local focus groups involved in housing	Easton Affordable Housing Board Town Planning and Zoning Department
Outcome 2: Develop a Landlord Renovation Program Progress Measures: Improve weatherization, safety, and livability for single family rental homes that fit affordable/workforce housing for low-and moderate-income families	Strategy A: Develop a program for landlords with a financial need to improve their rental single-family homes Strategy B: Develop a program to assess financial need and a landlord agreement to maintain the individual single-family rental home as affordable based on annual HUD Fair Market Rent Documentation and a=maintained for a set number of future years	Easton Affordable Housing Board

Community Health and Quality of Life

This section is concerned with public health, community culture, and the day-to-day life of community residents.

This category includes projects focusing on (but not limited to): improvement of public health including improving community design to promote healthy behaviors such as walking and strengthening community support and connectedness through health and wellness programs and facilities that create inclusive communities. These projects may include built environment, indoor spaces, outdoor environments such as increasing community gardens and access to services including educational facilities and programs; health and wellness facilities and programs that serve multi-generations; senior facilities and programs; youth facilities and programs; facilities and programs for the disabled; civic amenities, access to quality food options; collaborations with faith-based organizations; arts and entertainment education; and homelessness prevention, services, and facilities. Projects should include community engagement that includes participation in the selection of strategies and outcomes, progress reports, and evaluation.

Strengths	Weaknesses
• Generally walkable community • Recently expanded Rail-Trail • More than a dozen public parks of various sizes and with a variety of amenities • A well-used Senior Center • Multiple Sports Fields and an expanding community center with indoor ice skating/hockey and curling • Multiple private gyms and exercise businesses as well as two non-profit YMCA locations • An established Arts & Entertainment District • Numerous organizations dedicated to various aspects of the Arts • Large and diverse collection of Houses of Worship • Presence of a Homeless Shelter and allied or related services in Downtown Easton	• Interruptions on the pedestrian (sidewalk) system • Poor bicycling circulation in and near Downtown • A lack of non-sports centric social activity centers and businesses for local youths • Demand for recreational sports facilities exceeds supply • Lack of space for informal, non-organized sports activity • Lack of a Public Waterfront Area • Access to groceries in/around Downtown • Families in need of services (such as Free Meals for School-Aged Children)

Sustainable Communities Renewal Application - Section B

• Access to Broadband • Multi-cultural Center • Quality of Life improvements resulting from recent Bonds	
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Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
Outcome 1: Develop an understanding of the extent of need for parks of all types Progress Measures: Meet or exceed recommended per capita measures for all parks and recreation types	Strategy A: Coordinate between Town and County Parks and Recreation Departments as well as organized sports leagues to gain broader understanding of the demand for formal/organized sports facilities (by sport) Strategy B: Survey the public to ascertain the demand for non-organized sports and recreational facilities or amenities	Talbot County Recreation and Parks; County Sports Leagues Representatives
Outcome 2: Expand the impact of the Arts in Easton Progress Measures: An increase in arts and public art throughout Easton	Strategy A: Explore incentives to compliment existing benefits of the arts & Entertainment District Strategy B: Produce a Public Arts Master Plan	State Arts Council
Outcome 3: Continue to develop/expand the Waterfront Park Progress Measure: Increased acreage and amenities in our Waterfront Park	Strategy A: Incentivize Annexation of properties on Easton Point so as to facilitate the provision of public amenities (particularly the waterfront promenade) Strategy B: Obtain additional grant funding for land acquisition and/or park improvements	MD DNR
Outcome 4: Affordable/Attainable Housing more widely available Progress Measure: Number of affordable/attainable housing units on the market	Strategy A: Adopt a form of Inclusionary Zoning Strategy B: Continue to promote the creation of Missing Middle Housing Types	

Sustainable Communities Renewal Application - Section B

Outcome 5: Add attractions for young adults Progress Measure: Increased number of young adults living in and visiting Easton	Strategy A: Survey this demographic to determine what attractions they would like to see in Easton	
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Local Planning and Staffing Capacity

This section is concerned with a local government's ability to plan for the community's future and to meet the current needs of residents.

Strengths, weaknesses and outcomes might focus on the following: updating zoning ordinances or land use; updating municipal/local policies, taxes, fees, etc.; increasing local government staff capacity; and updating planning documents like sector plans or comprehensive plans.

Strengths	Weaknesses
- Strong land use policies firmly rooted in Smart Growth Principles as specified in the Town's Comprehensive Plan and supported by an ongoing series of Small Area Plans - Support from, and coordination with, Talbot County concerning many of these principles - Elected and appointed officials who generally support forward-thinking, sustainable growth and economic development - Willingness to try innovative land use approaches to achieve growth and development objectives	- Staff capacity to simultaneously manage multiple long-range planning processes as well as conduct development review and daily administrative activities - A general lack of development activity over the last decade+ makes it difficult to evaluate the effectiveness of measures already adopted and intended to improve the quality of development in Easton. - General support for improvement in the quality of project design not supported by outdated/ineffective Design Guidelines (outside of the Historic District) - On occasion, there continues to remain an element of the greater community that generally opposes most growth and who is well-organized and twists Smart Growth to mean "no growth."

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
Outcome 1: Continued improvement of the quality of design of projects in Easton Progress Measures: A built-environment that is judged to be of a higher standard or quality	Strategy A: Revise and adopt new and effective Design Guidelines for properties outside the Historic District Strategy B: Continue to add and refine standards that improve design to Town Codes and regulations, such as the Zoning Code and Subdivision Regulations Strategy C: Continue investment in improvements/enhancements to the public realm	MDP/DHCD for technical assistance and/or funding. Private Consultants

Sustainable Communities Renewal Application - Section B

Outcome 2: Establish Dover Road as an inviting and vibrant corridor that supports innovative and resilient small businesses Progress Measure: Increased retail sales, new business openings	Strategy A: Complete and adopt a new Small Area Plan for the East End Neighborhood/Dover Street Corridor Strategy B: Assist Private sector business-owners in locating and obtaining State/Federal grant assistance for infill and redevelopment projects in the area Strategy C: Continue investment in improvements/enhancements to the public realm and in infrastructure that makes the Area more attractive to prospective investors/developers	MDP/DHCD for technical assistance and/or funding Any other State or Federal agency with grant funding available to assist with these strategies
Outcome 3: More widespread utilization of the Town's new Mixed Use Waterfront Zoning District (MXW) Progress Measure: Parcels developed/redeveloped on Easton Point and Port Street	Strategy 1: Continuously evaluate the effectiveness of the MXW Zoning in terms of (a) providing developers the incentive to use, and (b) creating the built environment that the Town desires Strategy 2: Promote the existence of this tool and the flexibility it provides	

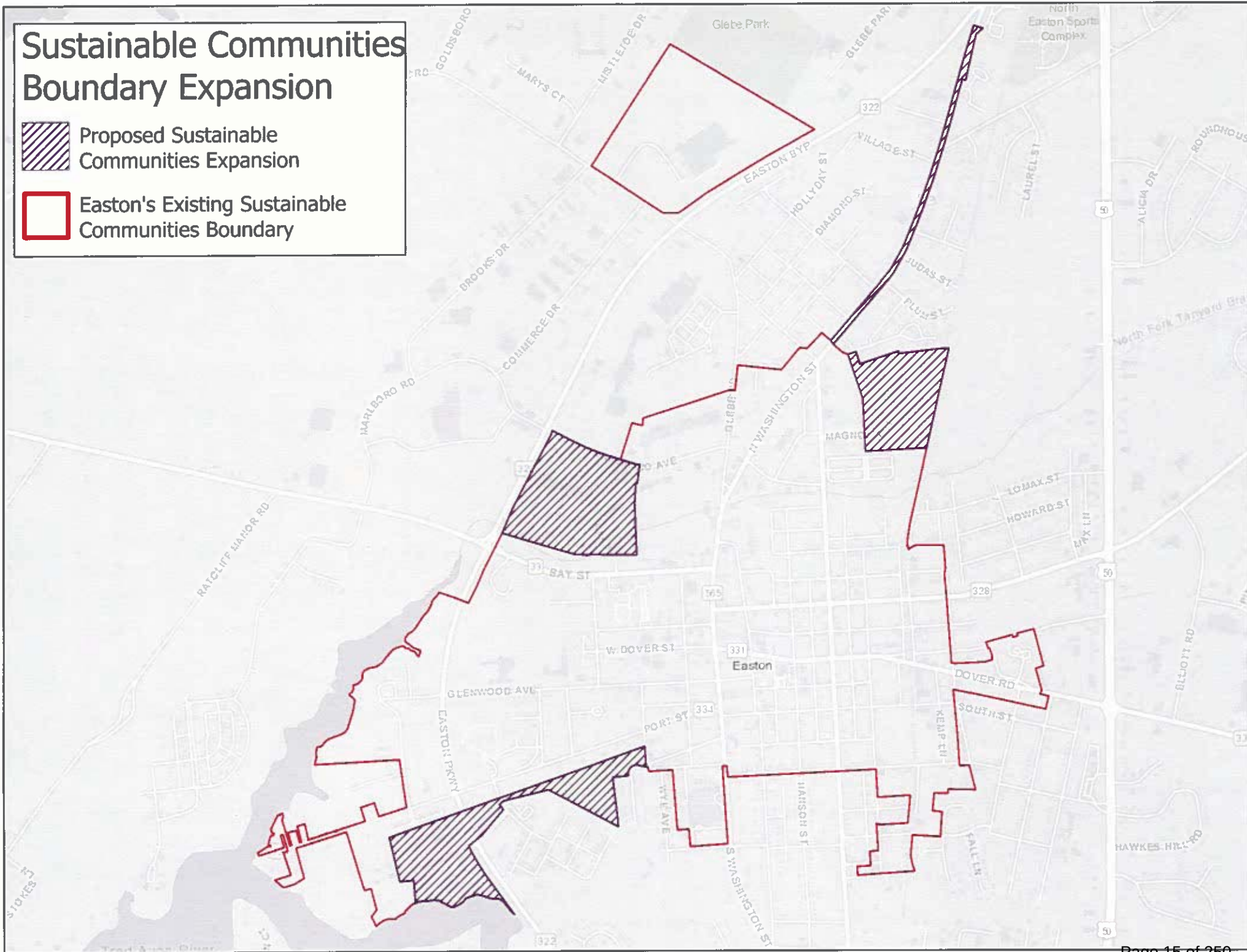
Sustainable Communities Boundary Expansion



Proposed Sustainable
Communities Expansion



Easton's Existing Sustainable
Communities Boundary





TOWN OF EASTON
Planning & Zoning Department
14 South Harrison Street
P.O. Box 520

STAFF MEMORANDUM

To: EASTON TOWN COUNCIL
From: LYNN B. THOMAS, JR., AICP, TOWN PLANNER
Date: OCTOBER 27, 2023
Subject: TOWN SUSTAINABLE COMMUNITIES RENEWAL APPLICATION ACTION PLAN

Council members may be aware that one of the tools available in the State of Maryland's revitalization toolbox is a program called Sustainable Communities. You may recall that we recently reviewed and submitted a request to slightly expand our Sustainable Communities Boundary to incorporate the Doverbrook property. The Sustainable Communities program is administered by the Department of Housing and Community Development and they describe this program as "...a place-based designation offering a comprehensive package of resources that support holistic strategies for community development, revitalization, and sustainability." Jurisdictions in the State must make application for designation of a portion of their community to be recognized as a Sustainable Community. The Town of Easton was among the first wave of communities to do so in 2013. Designations are effective for 5 years, at which time it is necessary to apply for renewal of the designation. We last applied for and received such renewal in 2018 (awarded in 2019) and it is now time to apply once again.

There are several components to the application and I will be happy to share any and all of it with anyone once the full application is completed. However, on behalf of the Sustainable Communities (SC) Work Group, I wanted to share with you now the actual meat of the application which consists of two parts; (1) the map of the proposed Sustainable Communities Area and (2) the Sustainable Communities Action Plan.

A multidisciplinary team comprises the SC Work Group. The members are:

- **Megan Cook**, Mayor
- **Don Richardson**, Town Manager
- **Rev. Elmer Davis**, Town Council Member
- **Lynn Thomas, Jr.**, AICP - Town Planner
- **Rick VanEmburch**, P.E. - Town Engineer
- **Holly DeKarski** - Director of Easton Economic Development Corporation
- **Jim Bent**, Chair, Eason Affordable Housing Board
- **Sierra Clem**, Town Engineering Department
- **Miguel Salinas**, Director of Planning and Zoning

The SC Action Plan consists of a multidisciplinary Plan presented in the form of a Table covering six topical areas. Each area describes desired outcomes and strategies and action items for achieving those outcomes for their respective area of focus. They are not intended to be comprehensive, but rather representative of the range of issues that we hope to address relative to the given topic.

The attached map indicates that we are proposing a few relatively minor revisions to our Sc Boundary. Along Port Street we are proposing to make the boundary consistent with property lines rather than a (seemingly) arbitrary set distance from Port Street. To the northeast of the area, we are recommending to add the Board of Education property so there potentially would be more tools available to facilitate the development of that site. To the west we are proposing to extend the boundary all the way down Marlboro rather than run it behind (i.e. south of) some of the properties. Finally, you will note the presence of a long handle or stem extending to the north. This is simply the Washington Street Right-of-Way and it has been included with an eye towards potentially obtaining funding assistance for the installation of sidewalks.

Attached with this memo are three documents: (1) A flier from the State describing the Program; (2) the map of our proposed SC Area described above; and (3) the proposed SC Action Plan. These are provided for your information. **There is no action required by the Council.** We are not required to conduct a public hearing and the Council does not even have to approve the Action Plan, although clearly if you have suggestions for additions or revisions, the Workgroup would welcome them. I will be happy to answer any questions you may have either at, or in advance of, your meeting on November 6th.



Sustainable Communities

Partnering to Revitalize Maryland Communities



16 Programs

The Sustainable Communities program encourages cross-governmental collaboration by providing designated Sustainable Communities with access to an interagency revitalization toolbox of financing programs and tax credit incentives. The Maryland Department of Housing and Community Development and its partners support the development and prosperity of Sustainable Communities by providing the following benefits.

Financing Programs - Dept. of Housing and Community Development

Community Legacy Program: This program provides local governments and community development organizations in Sustainable Communities with funding for projects aimed at strengthening communities through activities such as business retention and attraction, encouraging homeownership, and commercial revitalization. Some examples of eligible projects include mixed-use development consisting of residential, commercial and/or open space; streetscape improvements; and façade improvement programs.

Strategic Demolition Fund: This program provides grants and loans to local governments and community development organizations in Sustainable Communities for predevelopment activities including demolition and land assembly for housing and revitalization projects. The Fund catalyzes public and private investment in the reuse of vacant and underutilized sites. Awards will focus on those smart growth projects that will have a high economic and revitalization impact in their existing communities.

Neighborhood BusinessWorks: This loan program provides gap financing (i.e., subordinate financing) to new or expanding small businesses and nonprofit organizations located in Sustainable Communities and Priority Funding Areas. Projects must include first floor business or retail space that generates street-level activity in mixed-use projects and improve either a vacant or underutilized building or site.

Operating Assistance Grants: These grants support operating and technical assistance costs associated with local housing and community and economic revitalization projects that serve designated Sustainable Community areas. Eligible Applicants include nonprofit organizations, local governments, local development agencies and local development corporations involved in community and economic revitalization activities.

National Capital Strategic Economic Development Fund: The National Capital Strategic Economic Development Fund (NED) seeks to improve the economic viability of "grey field development," which often faces more barriers than sprawling "green field development." Funds from NED should primarily support commercial and

residential development projects. Most funds are allocated to Sustainable Communities between the District of Columbia and Interstate 495.

Seed Community Development Anchor Institution Program: The Seed Community Development Anchor Institution Fund provides competitive grants and loans to anchor institutions for community development projects in blighted areas of the state. Blighted areas are areas in which the majority of buildings have declined in productivity by reason of obsolescence, depreciation, or other causes to an extent that they no longer justify fundamental repairs and adequate maintenance. Eligible applicants are anchor institutions, defined as an institution of higher education or a hospital.

Baltimore Regional Neighborhood Initiative (BRNI): BRNI is an additional place-based designation that inner beltway Sustainable Communities within and surrounding Baltimore City can leverage to access even greater revitalization investments. The initiative uses strategic investment in local housing and business to create healthy communities with a growing tax base and enhanced quality of life. Like Sustainable Communities, applicants must submit a revitalization plan to become eligible for funding.

Main Street Maryland Program: This program strives to strengthen the economic potential of Maryland's traditional main streets and neighborhoods. The designation gives access to technical assistance, training, and other services. Benefits include planning assistance for future development, architectural design and historic preservation assistance, and specialized training on topics specific to commercial revitalization. Designated Main Streets must be within a Sustainable Community.



The Wharf in Leonardtown



Berlin Main Street



Brentwood Park



The Lustine Center in Hyattsville



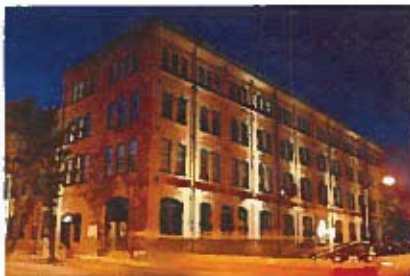
Carroll Creek Park in Frederick



Annapolis Main Street



The Greenbelt Theater



Miller's Court mixed-use rehabilitation in Baltimore



Snow Hill Historic District



Hagerstown Bicycle Parking



Public Art in Cambridge



The Armory in Bel Air

Financing Programs - Dept. of Transportation

Kim Lamphier Bikeways Network Program: This program supports projects that maximize bicycle access and fill missing links in the state's bike system. Additional points are awarded to projects located in or connecting to a Sustainable Communities area.

State Highway Administration (SHA) Programs: SHA has two competitive programs for which projects within Sustainable Communities are preferred. Its Transportation Alternatives Program is a reimbursable federal aid funding program for transportation-related community projects that strengthen the intermodal transportation system, and the Safe Routes to School program funds projects that enable and encourage children to safely walk, roll, or bike to school.

Sidewalk Retrofit Program: This program helps finance the construction and replacement of sidewalks along state highways. Eligible projects do not require any funding from the local jurisdiction, and projects within Sustainable Communities are given preference.

Financing Programs - Dept. of Environment

Water Quality Financing Administration Programs: Several of MDE's competitive funding programs give preference to projects within Sustainable Communities, including the Water Quality Revolving Loan Fund, the Bay Restoration Fund, and Overflow and Stormwater Grants (OSG). These programs provide below-market interest rate loans, loan-forgiveness, and grants to finance construction of publicly-owned wastewater treatment works, implementation of non-point source/estuary capital improvements, and/or implementation of U.S. EPA defined "green" projects.

Tax Credit Programs and Incentives

Low Income Housing Tax Credit: The Department of Housing and Community Development administers this credit that supports the development of multi-family affordable housing. Eight points are awarded to applications with projects located in a state-designated Transit Oriented Development area. For areas that are not state-designated Transit Oriented Development areas, but are Sustainable Communities, applications are awarded four additional points.

Maryland Economic Development Corporation/Dept. of Planning - Enhanced Local Tax Increment Financing (TIF) Authority: This program enables Sustainable Communities to issue bonds to finance public improvements and expands the permitted use of tax increment financing beyond traditional public infrastructure. The set of eligible uses of tax increment financing is broadened in Sustainable Communities to include historic preservation or rehabilitation; environmental remediation; demolition and site preparation; parking lots, facilities or structures of any type, public or private; highways; schools; and affordable or mixed-income housing. Local governments with Sustainable Communities may also pledge alternative local tax revenues generated within or attributed to the tax increment financing district to its associated special fund.

Job Creation Tax Credit: Administered by the Department of Commerce, this program provides an income tax credit to eligible businesses that locate or expand in Maryland. For a Sustainable Community, the maximum tax credit rises from \$3,000 to \$5,000 per new job, and the threshold to qualify drops from 60 to 25 jobs created.

Other Incentives

Sustainable Maryland Certified: A program administered by the University of Maryland Environmental Finance Center that supports sustainability efforts in Maryland municipalities. With the Sustainable Community designation, a municipality can receive 20 points towards the 150 points needed for certification.

ORDINANCE NO. 799

AN ORDINANCE OF THE TOWN OF EASTON ADOPTING A TEMPORARY MORATORIUM ON THE APPLICATION FOR, APPROVAL OF, CONSTRUCTION OF, EXPANSION OF, PROCESSING OF, OR ISSUANCE OF BUILDING PERMITS FOR THE OPERATION OF A BUSINESS ENGAGED IN THE GROWING, PROCESSING, AND/OR SELLING OF CANNABIS WITHIN THE TOWN OF EASTON FOR A PERIOD OF NINE (9) MONTHS PENDING CONSIDERATION AND ADOPTION OF REVISED ZONING ORDINANCE PROVISIONS AS THE TOWN COUNCIL MAY CONSIDER ADVISABLE TO PROMOTE THE PUBLIC HEALTH, SAFETY AND WELFARE

INTRODUCED BY _____

WHEREAS, the Town of Easton is authorized by Maryland Annotated Code, Local Government Article §5-202 to enact such ordinances as it deems necessary in order to assure the good government of the municipality, and to protect the health, comfort and convenience of the citizens of the municipality; and

WHEREAS, the Town of Easton is authorized by Maryland Annotated Code, Local Government Article §5-213 to enact and administer a zoning ordinance, which ordinance is Chapter 28 of the Easton Town Code (the “Zoning Ordinance”); and

WHEREAS, the Town of Easton is authorized by Maryland Annotated Code, Land Use Article §4-102 to develop and adopt zoning restrictions to promote the health, safety, morals or general welfare of the community, including the location and use of buildings, signs, structures and land; and

WHEREAS, by ballot referendum, Maryland voters approved making it legal for individuals aged 21 and older to possess and consume cannabis in Maryland; and

WHEREAS, the Maryland General Assembly passed the Cannabis Reform Act (HB556/SB516) which allowed for cannabis sales to adults 21 and older from licensed dispensaries and established the framework for adult-use cannabis sales beginning July 1, 2023; and

WHEREAS, the Cannabis Reform Act provides political subdivisions with the power to establish reasonable zoning requirements for cannabis facilities subject to certain limitations; and

WHEREAS, the Maryland Cannabis Administration is tasked under the Cannabis Reform Act with adopting various regulations relating to, but not omitted to, establishing: (1) operating requirements for cannabis licenses, (2) the maximum potency of cannabis products sold in the State, and (3) the packaging and labeling of cannabis products for sale. Not all of the regulations have been fully established at this time and/or are available for close study and consideration; and

WHEREAS, the Town's Code currently does not contain regulations regarding businesses engaged in the growing, processing and/or sale of recreational cannabis; and

WHEREAS, while the Town Code does have some provisions related to the growing, processing and/or sale of medical cannabis, those provisions need to be revisited in light of the Cannabis Reform Act; and

WHEREAS, the Town requires time to ensure that the appropriate study and desired public input can be obtained before establishing effective and enduring textual amendments to the Zoning Ordinance related to cannabis growing, processing and distribution; and

WHEREAS, the acceptance and processing of an application and/or site plan and/or issuance of other zoning approvals or business licenses for the operation of businesses engaged in the growing, processing and/or selling of cannabis, before appropriate study of the matter, obtaining desired public input, and consideration and approval of meaningful and effective Town ordinances and regulations governing the matter, would frustrate the Town's ability to protect the health, safety, and welfare of the residents and visitors to the Town and be adverse to the orderly business development of the Town; and

WHEREAS, the Town Council has determined that a temporary moratorium, for a term of nine (9) months, is a reasonable length of time to study, receive input and adopt any revisions to the Zoning Ordinance necessary; and

WHEREAS, the Easton Planning and Zoning Commission considered the matter at its August 17, 2023 meeting and has recommended that the Town Council approve this Ordinance.

NOW, THEREFORE, the Town of Easton hereby ordains that:

Section 1. A moratorium on the application for, consideration of, approval of, construction of, expansion of, processing of, or issuance of permits for businesses engaged in the growing, processing and/or selling of cannabis, is hereby imposed for a period of nine (9) months.

Section 2. During the moratorium, the Town (including the Town Planner's office, the Building Department, the Planning and Zoning Commission, the Board of Appeals, the Town staff, and the Town Council) shall not process, consider, review, or approve any

application, permit, license, or other approval under the Town Zoning Ordinance for businesses engaged in the growing, processing and/or selling of cannabis.

Section 3. The moratorium shall apply to applications currently pending before the Town, as well as, applications filed after the effective date of this Ordinance.

Section 4. This moratorium is adopted to allow sufficient time for the Town to accomplish the following:

- a. Receive public input;
- b. Consider any revisions to the Zoning Ordinance; and
- c. Consider all such other matters as the Town Council, Planning and Zoning Commission, and Town staff deem appropriate.

Section 5. The Town Council shall have and reserves the right to extend or modify this moratorium on businesses engaged in the growing, processing and/or selling of cannabis for such additional period or periods and on such terms and conditions as it deems necessary for the health, safety and welfare of the citizens of the Town of Easton.

Section 6. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance, which can be given effect without the invalid section, subsection, sentence, clause or phrase, and to that end, all provisions of this Ordinance are hereby declared to be severable.

Section 7. In accordance with Article II Section 9 of the Easton Town Charter, this ordinance shall become effective twenty (20) calendar days after approval by the Mayor or

passage of this ordinance by the Council over the Mayor's veto.

Curry	-
Abbatiello	-
Montgomery	-
Davis	-

I hereby certify that the above Ordinance was passed by a yea and nay vote of the Council this _____ day of _____, 2023.

Don Abbatiello, Acting Town Council President

Delivered to the Mayor by me this _____ day of _____, 2023.

Kathy M. Ruf, Town Clerk

APPROVED:

Date: _____
Megan J. M. Cook, Mayor

EFFECTIVE DATE: _____, 2023



October 26, 2023

Mayor and Town Council
14 South Harrison Street
Easton, MD 21601

RE: Potential Cannabis Use Zoning Regulations

Dear Council Members & Mayor Cook:

At the request of the Easton Town Council, The Easton Planning and Zoning Commission recently discussed issues associated with the refinement and/or addition of Zoning Regulations associated with various cannabis-related land uses. We understand that pursuant to the Council's consideration of whether or not to enact a moratorium on applications for such uses, and if so, what the appropriate duration should be, a proposed timeline for our work has been requested.

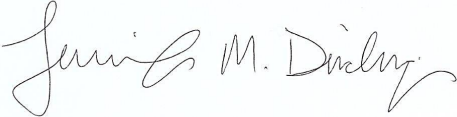
At our most recent meeting of October 19, 2023, the Commission discussed a process whereby the Town's Planning and Legal staff would provide us with recommended new and/or revised language regarding the various cannabis-related uses. We believe a conservative estimate involves us reviewing and discussing such language at our November meeting, potentially continuing this discussion to our December meeting, and formally voting on a set of Zoning Amendments at our January meeting (1/18/24). Thus, we believe our role in this process can be accomplished in approximately three months, concluding with the transmittal of recommended Zoning Code Amendments. These would then need to be finalized through the Council's legislative process. The total length of any moratorium, if deemed necessary, would need to be increased from the three months we think it will take us to do our work by however long it will take for the Council's legislative process to conclude.

Staff has already conducted some research as to how various jurisdictions regulate some of these uses and the Commission has had a preliminary discussion concerning issues we want to explore

in more detail. Given this work that has already occurred, we are confident that three months is a realistic time-frame for us to conclude our part of the process.

If you should have any questions concerning our recommendation, please do not hesitate to contact me or either the Town Planner or Town Attorney, both of whom were present and can speak to our actions in this matter.

Regards,

A handwritten signature in black ink, reading "Jennifer M. Dindinger". The signature is written in a cursive, flowing style. The first name "Jennifer" is written with a large, looped 'J'. The middle initial "M." is written in a smaller, simpler script. The last name "Dindinger" is written with a large, looped 'D' and a trailing flourish.

Easton Planning and Zoning Commission
Jennifer Dindinger, Chair



October 30, 2023

Mayor and Town Council
14 South Harrison Street
Easton, MD 21601

RE: Proposed Zoning Code Amendments

Dear Council Members & Mayor Cook:

At our Regular monthly meeting of October 19, 2023, the Easton Planning and Zoning Commission considered a request from the Easton Town Council for input on two potential revisions to the proposed Zoning Code Amendments that are the subject of a Public Hearing scheduled for November 6, 2023. Specifically, Town staff has asked us to opine on the following two suggested revisions to the proposed amendments that were previously forwarded to you:

- (1) ***Continuing to maintain the more intense Middle Housing types as Special Exception uses in some zoning districts. This would mean Cottage Courts, Townhouses, Mansion Apartments, and Courtyard Buildings would remain SE in the R-10A and R-7A zoning districts, but would be outright permitted in the CB District. Fourplex stacked and triplex stacked would become outright permitted uses in all zoning districts.***
- (2) ***Revising the language concerning the expiration of PUD approvals to allow for an initial approval of three years or a longer period if specifically requested and approved by the Town Council pursuant to their legislative approval (rather than the current two years).***

Following a great deal of discussion and deliberation, the Commission voted unanimously to respond by respectfully recommending no change to our original proposal regarding the Middle Housing types (item 1 above). We believe that the community has called for a greater variety of housing types and price points. Housing affordability is a significant issue that can, in part, be addressed by an increase in more diverse types of housing. We believe that adding additional

regulatory hurdles in the form of a Special Exception is contrary to effectively addressing these issues. Attached are some pictures of missing middle housing types from Easton and from other communities to help with visualizing how these housing types can blend into the community.

The Commission also voted unanimously to support the suggested revision to the expiration of PUD approvals, from two years to three.

If you should have any questions concerning our recommendation, please do not hesitate to contact me or either the Town Planner or Town Attorney, both of whom were present and can speak to our actions in this matter.

Regards,

A handwritten signature in cursive script, reading "Jennifer M. Dindinger". The signature is written in dark ink on a light background.

Easton Planning and Zoning Commission
Jennifer Dindinger, Chair

Attachment: Missing Middle Housing that blends into community



Mansion Apartment, Easton, MD. 10/19/23.



Mansion Apartment, Easton, MD. 10/27/23.



Exterior with Spanish Tile Roof

Mansion apartment, 4109 Roland Ave., Baltimore, MD.

Source: <https://www.apartments.com/4109-roland-ave-baltimore-md/rjebq82/>



2 br, 2 bath House - 1820 Perimeter Park

Condominium unit, Perimeter Park, Fernandina Beach, FL

Source:

<https://www.apartments.com/2-br-2-bath-house-1820-perimeter-park-fernandina-beach-fl/2xwvb1c/>

TOWN OF EASTON
NOTICE OF PUBLIC HEARING
PROPOSED AMENDMENTS TO CHAPTER 28
OF THE EASTON TOWN CODE (ZONING)

The Council of the Town of Easton will hold a public hearing on Monday, November 6, 2023 at 5:35 P.M. in the Council Meeting Room, 14 South Harrison Street. The purpose of this hearing is to solicit public comment on various proposed amendments to Chapter 28 of the Town Code (Zoning). Specifically, twelve amendments addressing a variety of issues are proposed. The purpose of the proposed amendments is to correct oversights/omissions resulting from the original enactment of the comprehensive update of the Zoning Code completed in November of 2021, based upon the Planning Commission and staff's experiences in working with this new document.

The public is hereby invited to comment on the proposed amendments. Such comments may be either submitted in writing at any time prior to the Hearing, or made in person at the Hearing. The complete packet of specific amendments is on file in the office of the Town Planner and is available for public inspection during normal business hours and may also be found on the Town of Easton's website (www.Eastonmd.gov). In general terms, the proposed amendments address the following issues:

- The addition of Short-Term Housing as a Use in Table 312 A, the MXW USe Table.
- Revisions to Table 2.1, the overall Table of Permissible Uses, with a focus on Uses 103.1 - 103.9, the "Middle Housing" use types.
- The deletion of the supplemental standard which requires a 1,000 foot separation of liquor stores (and other uses, by reference) from certain other uses.
- Revision to the examples of non-material changes to Planned Unit Development (PUD) projects.
- Revision of the wording of existing language regarding architectural styles associated with multi-family apartment complexes, and clarification that certain of the supplemental standards for this use are not applicable to projects in the Central Business Zoning District.
- The addition of a new supplemental standard applicable to all middle housing types intended to insure that any such use remains of an appropriate height in the context of the neighborhood in which it is proposed.
- Clarification that graphics included in the definitions of Middle Housing types are for illustrative purposes only.
- The addition of the use "Any Middle Housing Type or Variation not listed above", and associated supplemental standards, to enable consideration of a middle housing type not contemplated or described by the existing list of such uses.
- Revision to the language describing how expired or soon-expiring PUD projects may be treated.
- The correction of an inadvertent redundancy of the use "Live-Work Unit" in the Zoning Code.

- Revisions to the language prohibiting the enactment of negative use restrictions concerning grocery stores by exempting grocery stores of less than 15,000 square feet from any such use restrictions.

In addition, the Town Council solicits the public's input on two potential revisions to the draft amendments that the Planning Commission has forwarded. These are:

- Continuing to maintain the more intense Middle Housing types as Special Exception uses in some zoning districts. This would mean Cottage Courts, Townhouses, Mansion Apartments, and Courtyard Buildings would remain SE in the R-10A and R-7A zoning districts, but would be outright permitted in the CB District. Fourplex stacked and triplex stacked would become outright permitted uses in all zoning districts.
- Revising the language concerning the expiration of PUD approvals to allow for an initial approval of three years or a longer period if specifically requested and approved by the Town Council pursuant to their legislative approval (rather than the current two years).

Persons wishing to attend or participate in the public hearing who require special accommodations or assistance because of a disability should contact the Town Clerk, Kathy Ruf at the Town Office, telephone number (410) 822-2525 during normal business hours by October 30, 2023.

Kathy M. Ruf
Town Clerk

Note to Star Democrat: Please publish the above ad in the October 22, 2023 and November 3, 2023 issues of the Star Democrat and send a Certificate of Publication to: Town Clerk, Town of Easton, P.O. Box 520, Easton, MD 21601.

ORDINANCE NO. 804

AN ORDINANCE OF THE TOWN OF EASTON REPEALING AND
REENACTING, WITH AMENDMENTS, CHAPTER 25 OF THE
EASTON TOWN CODE (SUBDIVISIONS)

INTRODUCED BY _____

WHEREAS, the Town of Easton is authorized by § 5-102 of the Land Use Article of the Maryland Annotated Code (the “Code”) to enact and administer subdivision regulations, which regulations are codified as Chapter 25 of the Code of the Town of Easton;

WHEREAS, the Easton Planning and Zoning Commission considered the matter at a series of meetings and via a unanimous vote (4-0 with one member absent) at a Special Meeting held on March 2, 2023, the actions of which were transmitted to the Easton Town Council via a letter dated March 21, 2023, the Commission recommended that the Town Council adopt a comprehensively revised version of the Easton Subdivision Regulations (Chapter 25 of the Town Code) as contained in the document attached hereto as Exhibit A; and

WHEREAS, the Easton Town Council held a duly noticed public hearing on this Ordinance on November 6, 2023.

NOW, THEREFORE, the Town of Easton hereby ordains:

Section 1. Chapter 25 of the Easton Town Code is hereby repealed.

Section 2. Chapter 25 of the Easton Town Code is hereby reenacted, with amendments.

The text of Chapter 25 as amended is set forth in Exhibit A attached hereto.

Section 3. In accordance with Article II, Section 9 of the Easton Town Charter, this ordinance shall become effective on the later of twenty (20) calendar days after approval by the Mayor or passage of this ordinance by the Council over the Mayor’s veto.

Abbatiello -
Montgomery -
Davis -
Gunsallus -

I hereby certify that the above Ordinance was passed by a ye and nay vote of the Council this _____ day of _____, 2023.

Frank Gunsallus, Town Council President

Delivered to the Mayor by me this _____ day of _____, 2023.

Kathy M. Ruf, Town Clerk

APPROVED:

Date: _____, 2023

Megan J.M. Cook, Mayor

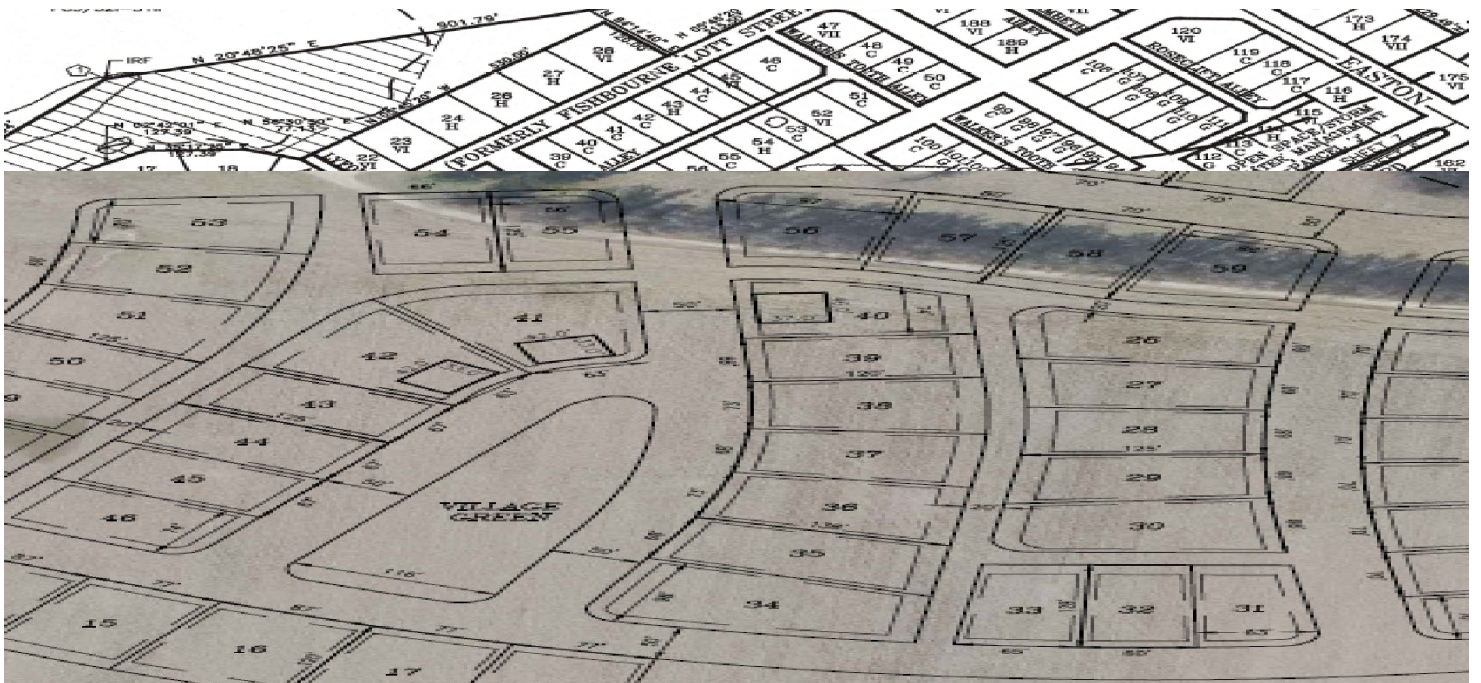
EFFECTIVE DATE: _____, 2023.

Exhibit A

TOWN OF EASTON



SUBDIVISION REGULATIONS



November ____, 2023

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ARTICLE I – INTRODUCTION

SECTION 100 PURPOSE

The purpose of these Regulations is to regulate and control the division of land within the corporate limits of the Town of Easton, in order to promote the public health, safety, morals and general welfare of the citizens of the Town of Easton.

SECTION 101 INTENT

It is the general intent of these Regulations to regulate the division of a land as to:

- (a) Assure sites suitable for building purposes and human habitation, and to provide for the harmonious development of the Town of Easton in accordance with the Comprehensive Development Plan and the Zoning Ordinance;
- (b) Implement the development goals and objectives and design characteristics specified in the Town of Easton Comprehensive Plan;
- (c) Coordinate streets within the subdivisions with other existing, planned, or recorded streets or with any street plan adopted or approved by the Town of Easton;
- (d) Insure adequate open space for recreation, light and air;
- (e) Further the orderly and appropriate development of land with a variety of design concepts;
- (f) Regulate the flow of traffic;
- (g) Facilitate adequate provisions for transportation, water, sewerage, schools, parks and other public facilities;
- (h) Establish minimum standards, and to provide for the necessary administrative procedures to implement these regulations;
- (i) Insure proper legal descriptions and monumenting of subdivided land and to aid Town and County officials in securing adequate records of land title.

SECTION 102 INTERPRETATION AND APPLICATION OF REGULATIONS

The provisions of these Regulations shall be held to be minimum requirements to meet the stated purpose and intent of these Regulations. Whenever the Regulations are at variance with the requirements of any other laws, rules, regulations, ordinances, deed restrictions, or covenants, the most restrictive or that imposing the higher standards, shall govern.

ARTICLE II – DEFINITIONS

SECTION 200 GENERAL

For the purpose of these Regulations, words and terms used herein shall be interpreted as follows:

- (a) Words used in the present tense include the future;
- (b) The singular includes the plural; the plural includes the singular;
- (c) The word "person" includes a corporation, institution, partnership and association as well as the individual;
- (d) The word "lot" includes the word "tract" or "parcel;"
- (e) The word "Commission" and the words "Planning and Zoning Commission" mean the Town of Easton Planning and Zoning Commission;
- (f) The word "Council" means the Town Council of Easton;
- (g) The words "Town Engineer" mean the officially appointed Town Engineer of Easton or his/her designated representative;
- (h) The words "Town Clerk" mean the officially appointed Town Clerk of Easton or his/her designated representative.
- (i) The words "Town Planner" shall mean the designee of the Town Manager charged with the responsibility for administering the Town's Planning and Zoning programs, or his/her their designee.
- (j) The word "shall" is mandatory; the word "may" is permissive;

SECTION 201 SPECIFIC

- (a) ALLEY: A public right-of-way affording a secondary means of vehicular access to the rear or sides of the lot.
- (b) APPLICANT: Any person who submits to the Planning and Zoning Commission subdivision plans for the purpose of obtaining approval thereof.
- (c) APPLICATION FEE: Fee collected on a per lot basis, collected at the time of Preliminary Plat submittal; established by resolution of the Easton Town Council.
- (d) AVERAGE DAILY TRAFFIC (ADT): Average Daily Traffic is the total volume during a given time period (in whole days greater than one day and less then one year) divided by the number of days in that time period. For new residential streets and

driveways, the expected ADT is determined by using the Trip Generation Rate table found in Section 702 (d).

(e) **BLOCK:** An area of land containing one or more lots and bounded by streets providing access to such lot or lots. Block boundaries may also include a railroad right-of-way, unsubdivided acreage, river, live stream or any other barrier to the continuity of development.

(f) **BUILDING:** Any structure which is designed built or occupied as a shelter or enclosure of persons, animals, or chattels including any tent, cabin, trailer, or mobile home.

(g) **BUILDING ENVELOPE:** The area of a lot in which the principle building shall be located. The building envelope is formed by the setback requirements of the applicable zoning district for the subject property.

(h) **CUL-DE-SAC (COURT):** A street having one end open to traffic and having the other end permanently terminated by a vehicle turnaround space.

(i) **CURB:** A raised edge along the side of a street or roadway, the rear of which defines its lateral boundary, ending with the face of the curb.

(j) **CURB CUT:** An opening in the curb created to allow a driveway or a right of way to enter from the street.

(k) **DEDICATION:** The deliberate setting aside or appropriation of land by its owner for any general and public uses, reserving to himself no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted.

(l) **DEVELOPER:** Any individual, partnership, public agency or corporation (or agent therefore) that undertakes the responsibility for any or all of the activities covered by these Regulations, particularly the preparation of the subdivision plat and improvement plans showing the layout of the land and the public improvements involved therein. Inasmuch as the subdivision plat is merely a necessary means to the end of assuring a satisfactory development, the term "developer" is intended to include the term "subdivider" even though the personnel involved in successive stages of the project may vary.

(m) **DRIVEWAY:** A driveway is a private minor vehicular access way between a street and a parking area within a lot or property.

(n) **EASEMENT:** A right granted for the purpose of limited private, public, or quasi-public use over, across, or, or under private land.

(o) **IMPROVEMENTS:** Those physical additions, installations and changes, such as streets, curbs, sidewalks, water mains, sewers, drainage facilities, public utilities, and other appropriate items required to render land suitable for the use proposed.

(p) **IMPROVEMENT PLANS:** Construction plans of the required improvements submitted upon approval of a Preliminary Plat.

(q) **LOT:** A piece or parcel of land occupied or intended to be occupied by a principal building or use or group of buildings and accessory buildings and uses, including all open spaces and yards required by the Zoning Ordinance and having access to a street, and legally recorded in the Land Records of Talbot County.

(r) **LOT LINE REVISION:** An adjustment or revision of a line, line of record, or lines on a recorded plat which does not require any improvements or create any new lots or parcels.

(s) **PARKING: ON-LOT.** The number of parking spaces required by the Town of Easton's Zoning Ordinance to be provided off-street. These spaces are intended to serve the normal daily parking needs of the dwelling unit occupants.

(t) **PLAT REVIEW FEE:** Review fee paid as prescribed in the Official Town of Easton Schedule of Fees established by resolution of the Easton Town Council.

(u) **PUBLIC WORKS AGREEMENT:** A contract, between the developer and the Town, to complete the necessary improvements in accordance with approved plans and specifications by a given date; such contract to be guaranteed by an approved surety bond or performance bond, a certified check, cash, irrevocable letter of credit or such other security as the Town deems appropriate.

(v) **RESUBDIVISION:** The revision of any plat of record for any purpose.

(w) **RIGHT-OF-WAY:** A strip of land taken or dedicated for use as a public way. In addition to the roadway, rights-of-way normally incorporate curbs, parkways, sidewalks, alleys, lighting, and drainage facilities.

(x) **SETBACK:** A line beyond which no building or structure is permitted to extend. All setbacks extend from property line to property line.

(y) **STREET:** A public way which provides a means of access to abutting property. The term shall include road, street, avenue, drive, circle, highway, or similar term.

(z) **STREETS CLASSIFICATION MAP:** A map, adopted by resolution of the Easton Town Council, classifying existing streets within the Town of Easton.

(aa) **STREET LINE:** The line dividing a street from a lot.

(bb) **STRUCTURE:** Anything constructed or erected with a fixed location on the ground, or anything attached to something having a fixed location on the ground. Structures may include, but are not limited to, buildings, mobile homes, walls, billboards, poster panel and fences in excess of forty-eight (48) inches in height.

(cc) SUBDIVISION: (1) The division of a single lot, tract, or parcel of land or part thereof into two (2) or more lots, tracts, or parcels of land for the purpose, whether immediate or future, of transfer of ownership or of building development; except, for purposes of these Regulations, the transfer or sale of land between owners of adjoining properties which does not involve the creation of any new buildable lots shall not constitute a subdivision. (2) The term "subdivision" includes "resubdivision" and when appropriate to the context shall relate to the process of subdividing or to the land subdivided.

(dd) SUBDIVISION, MINOR: The division of a single lot, tract or parcel of land into four (4) or fewer lots, tracts, or parcels of land for the purpose, whether immediate or future, of transfer of ownership or of building development. Provided the proposed lots, tracts, or parcels of land thereby created have frontage on an improved street or streets, and provided that there is not created by the subdivision any new street or streets.

ARTICLE III - CONTROL AND PENALTIES

SECTION 300 SUBDIVISION CONTROL

No land in a subdivision created after the adoption of these Regulations shall be transferred or sold until the Final Plat of such subdivision has been recorded in accordance with these Regulations and until the improvements required in connection with the subdivision have either been constructed or guaranteed as hereinafter provided. After approval of a Preliminary Plat shall have been obtained, an applicant may offer such land for sale provided that the contract of sale shall be conditioned upon the approval and recordation of the final plat and that this condition is stated upon the contract of sale.

SECTION 301 BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY

No building permit shall be issued for any lot within a subdivision until such time as the final plat of such subdivision has been recorded. No certificate of occupancy for any structure on a lot in a subdivision shall be issued until such time as the required improvements have been completed to an extent satisfactory to the Town Engineer.

SECTION 302 PLAT APPROVAL REQUIRED

No final plat of any subdivision shall be recorded until it has been approved by the Town Engineer and the Planning and Zoning Commission as provided herein. The plat shall not be approved unless it satisfies the requirements of these Regulations.

SECTION 303 PENALTIES FOR VIOLATION

Violations by a landowner or his agent of the provisions of Section 300 of these regulations or requirements and restrictions imposed by the Planning and Zoning Commission as conditions for approval of a subdivision plat shall constitute a misdemeanor. Upon conviction thereof, the offender shall be subject to a fine not to exceed \$1,000.00 or to imprisonment for a period of thirty days, or both, at the discretion of any Court of competent jurisdiction.

Any conveyance of a lot or parcel of land in violation of the provisions of these regulations shall be violable at the option of the purchaser.

SECTION 304 TIMING OF PAYMENT OF REQUIRED FEES AND CHARGES

In order to ensure that new development pays for the impacts associated with said development, there are a number of fees which the Town assesses to recoup said costs. These fees and the point at which they are payable are specified in the following table:

Town of Easton Development-related Fees

Fee	When Payable*
Plat Review Fees	With submission of the corresponding type of plat
Capital Charges (Easton Utilities)	Prior to Recordation of the Plat
Any approved Fees-in-Lieu Payments	Prior to Recordation of the Plat
Impact Fees	With Building Permit Submission

*- Unless otherwise provided through the Town Approved Schedule of Fees

ARTICLE IV - PROCEDURES AND REQUIREMENTS

SECTION 400 SKETCH PLAT PURPOSE

(a) The purpose of the sketch plat is to provide the applicant with an opportunity to resolve problems early in the proceedings and to make necessary modifications and revisions prior to incurring the expense of preparing a Development and final plat. The Sketch plat also allows an opportunity for other parties to comment on the subdivision. A sketch plan shall show those areas, which are best suited for development on the site. This includes delineation of areas not suitable for development such as floodways delineated on the FEMA Floodway maps; areas of high value forest cover; areas of non-tidal wetlands; areas located within the Chesapeake Bay Critical area buffer and any other areas not developable due to natural site conditions.

(b) The determination of street classification according to Section 702 shall be determined during the sketch plan review.

SECTION 401 SKETCH PLAT PROCEDURES

(a) Applicant prepares sketch plan and application and submits three (3) copies of the sketch plan, one digital file, the application and plat review fee (See Section 1002) to the Town Planner;

(b) The Town Planner shall check the submission and;

(1) if the submission is incomplete, return the submission to the applicant and/or indicate to the applicant the deficiencies therein.

(2) if the submission is complete, accept the sketch plan and application;

(3) schedule the application for review on the next available meeting of the Easton Development Staff Review Committee and distribute copies to ESDR staff; and

(4) deposit fees with the Town Finance Officer; and

(c) When the Town Planner has determined that the sketch plat is ready to proceed beyond the ESDR, they shall publish notice at least seven (7) days in advance for a public hearing to be held at the next scheduled Planning Commission's meeting and post notice of such hearing on the property. Notification of adjacent and nearby property owners shall be provided in accordance with the requirements of the Town of Easton Zoning Ordinance. Applicant shall provide five (5) copies of the plat as presented or revised as a result of ESDR review.

(d) The Town Planner shall, within a reasonable time:

(1) review the applicant's submission;

- (2) review reports by the Town Engineer, and Easton Utilities;
- (3) facilitate review of the submission via the Easton Staff Development Review process.
- (4) prepare staff report and forward said report to the Planning Commission for their consideration,

(e) The Planning and Zoning Commission shall;

- (1) hold a public hearing to receive public comment on the proposed subdivision.
- (2) evaluate the applicant's submission, presentation, discussion with the applicant, and agency reports;
- (3) determine whether the sketch plan meets the objectives and requirements of these Regulations and other regulations, ordinances and plans of the Town;
- (4) inform the applicant of their decision, including required changes in the sketch plan.

(f) The Planning and Zoning Commission shall not approve a sketch subdivision plan unless they determine that the proposed subdivision satisfies each of the following requirements. Failure to satisfy any single requirement shall be just cause to deny a subdivision application, even if all others are satisfied. For each subdivision, the Planning Commission shall make findings that:

- (1) The proposed subdivision provides against such scattered or premature subdivision of land as would involve danger or injury to health, safety, or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire protection, or other public services, or necessitate the excessive expenditure of public funds for the supply of such services;
- (2) The proposed subdivision provides for harmonious development of the municipality and its environs;
- (3) The proposed subdivision requires the proper arrangement and coordination of streets within subdivisions in relation to other existing or planned streets;
- (4) The proposed subdivision provides for open spaces of adequate proportions (or satisfies this requirement by other acceptable means, when and as specified herein);
- (5) The proposed subdivision provides suitably located streets of sufficient width to accommodate existing and prospective traffic and afford adequate light, air, and access for fire fighting apparatus and equipment to buildings, and is coordinated so as to compose a convenient system;
- (6) The proposed subdivision provides parks of reasonable size for neighborhood playgrounds or other recreational uses on land suitable for such uses (or satisfies this requirement by other acceptable means) in accordance with the standards of Section 708 of these Regulations;

(7) The land indicated on the plats submitted to the Planning Commission is of such character that it can be used for building purposes without danger to public health, safety, or general welfare;

(8) The proposed subdivision prescribes minimum areas of lots in conformance with the Town's Zoning Ordinance and such additional areas as may be needed for each lot for on-site sanitary facilities (if needed);

(10) The proposed subdivision promotes the orderly growth of the Town of Easton, providing for public and other open space and for proper development of land while preventing, through the Commission's discretion, such scattered, premature and undesirable subdivision and development of land as would involve danger, or injury to health, safety or property, by reason of lack of water supply, sewage, drainage, transportation, or other public services or would necessitate in the Commission's judgment an excessive expenditure of public funds for the supply of such services, or would be injurious to maintenance of the integrity of the adopted Town Comprehensive Plan;

(11) The proposed subdivision satisfies all technical requirements of these Regulations; and

(12) The proposed subdivision meets all design requirements of the Town of Easton, including those described in the Town's Comprehensive Plan, Zoning Code, and any Design Guidelines as may be adopted by the Town Council.

The Planning Commission may approve a sketch subdivision plat subject to conditions intended to insure compliance with these requirements.

SECTION 402 SKETCH PLAN REQUIREMENTS

Data furnished in the sketch plan shall include the following information:

- (a) name of the subdivision;
- (b) name and address of the owner;
- (c) tract boundaries;
- (d) north point and date;
- (e) streets on and adjacent to the tract;
- (f) significant topographical and physical features;
- (g) proposed general street layout indicating street classification;
- (h) proposed general lot layout;
- (i) delineation of Chesapeake Bay Critical Area, nontidal wetlands and FEMA Floodplain;
- (j) Stormwater Management sketch plan as specified in the Town of Easton Stormwater Management Ordinance (Chapter 6A of the Town Code);
- (k) Forest Stand Delineation as per Town of Easton Forest Conservation Ordinance;

- (l) where the subdivision plat covers only a portion of the owner's holdings, the sketch shall be submitted of the prospective street layout for the remainder of the tract;
- (m) physical features within 500' of the subdivision boundary and any other features which may affect the layout and design of the subdivision;
- (n) proposed phase lines, if applicable.
- (o) "sketch or "concept" landscape plan as per the Zoning Regulations. Sketch Landscape Plan must be on a separate sheet.

SECTION 403 PRELIMINARY SUBDIVISION PLAT PURPOSE

- (a) The purpose of the Preliminary Plat is to facilitate review and obtain conditional approval of the proposed subdivision in a detail such that the improvements can be designed and constructed.
- (b) A Preliminary Plat and all information and procedures relating to shall in all respects be in compliance with the provisions of these Regulations.
- (c) The approval of the Preliminary Plat shall constitute conditional approval of the subdivision but shall not constitute approval of the final plat.

SECTION 404 PRELIMINARY PLAT PROCEDURES

- (a) After receiving approval of the sketch plan the applicant prepares Preliminary Plat and application; and submits five (5) blue or black line copies of the Preliminary Plat, an application and appropriate fees (See Section 1002) to the Town Planner;
- (b) The Town Planner shall check the submission; and (1) if the submission is incomplete, return the submission to the applicant and/or indicate to the applicant the deficiencies therein; or (2) if the submission is complete, accept the Preliminary Plat, applicant form and fees.
- (c) The Town Planner shall distribute copies of the Preliminary Plat and application to:
 - (1) Town Engineer
 - (2) Easton Utilities Commission
 - (3) Any other utility company serving the subdivision
 - (4) Maryland Department of Transportation (if appropriate)
 - (5) Talbot County Health Department
- (d) The Town Planner shall, within a reasonable time:
 - (1) review the applicant's submission;
 - (2) review reports by the Town Engineer, Talbot County Health Department, Easton Utilities Commission Staff, and any other agency that may comment;
 - (3) determine whether the Preliminary Plat is in accordance with the approved sketch plat, meets objectives and requirements of these Regulations and other regulations, ordinances, and plans of the Town;

(4) inform the applicant in writing of required changes if necessary in the Preliminary Plat.

(e) As applicable, the submission will also be examined by the staff for conformity with the Town of Easton Critical Area Local Program, the requirements of the Zoning Ordinance and Subdivision Regulations of the Town and the recommendations of any authorized Federal, State and County agencies.

(f) After the applicant has received approval of the Preliminary Plat, the Town Planner shall review the plat to see that they are as approved and facilitate electronic signature by all required parties. Submittal of improvement plans shall include a copy of the approved Preliminary Plat.

SECTION 405 PRELIMINARY PLAT REQUIREMENTS

The Preliminary Plat shall meet the following standards and show or be accompanied by the following information:

(a) Drafting Standards

- (1) The plat shall be scaled to fit sheets no larger than twenty-four (24) by thirty-six (36) inches unless otherwise permitted.
- (2) Dimensions shall be in feet and decimals to the nearest hundredth of a foot and the bearings in degrees, minutes, and seconds.
- (3) Each sheet shall be numbered and shall show its relationship to the total number of sheets.
- (4) Where any revision is made, or when the plat is a revision of a previously approved plat, dotted lines shall be used to show features or locations to be abandoned and solid lines to show the presently proposed features.
- (5) The boundary line of the subdivision shall be shown as a solid heavy line.

(b) General Information

- (1) Name of the subdivision.
- (2) Name and address of the owner(s).
- (3) Name, address, and seal of the surveyor responsible for the plat.
- (4) Present zoning classification.
- (5) Date, meridian, scale, and direction of all lines by bearings and distances.
- (6) A location map for the purpose of locating the site to be subdivided showing the relation of the tract to adjoining property and streets.

(c) Existing Features

- (1) Complete Boundary survey of the property to be subdivided, showing all bearings, distances, area, and tie-ins to all adjacent street lines and adjacent Town Boundary lines.
- (2) The location, names, and widths of streets, the location of property lines and names of adjacent owners, the location of water courses and other natural features within two hundred (200) feet of any part of the land to be subdivided.

- (3) Location of all existing markers and monuments.
- (4) Location, size, purpose, and ownership of all underground utilities and rights-of-way and/or easements within the property.
- (5) Topography with contours on one (1) foot intervals, the location of existing buildings, the outline of all wooded areas, marshy areas, and areas subject to flooding.
- (6) Forest Conservation Plan with worksheets shall be submitted on a separate sheet drawn to the same scale as the subdivision plat.
- (7) Landscaping Plan in accordance with the provisions of LANDSCAPING AND BUFFERING Section of the Zoning Ordinance. Landscaping plans must be on a separate sheet. Native plants shall be used. Applicants should refer to the Talbot County Buffer Management Plan Guidelines & Plant List.

(d) Proposed Layout

- (1) Lot layout, including bearings, distances, and area and numbering of lots under such system as the Commission may designate.
- (2) The names, classification,, and widths of all proposed streets and alleys, in accordance with these Regulations and the Street Naming and Addressing Manual.
- (3) Sufficient data to readily determine the location, bearing and length of every street, lot, and boundary line. Data shall include total distances of all such street lines, tangent lengths and central angles for each total street curve and central angles for each lot corner around a cul-de-sac.
- (4) The building setback lines.
- (5) Accurate location of all monuments, markers and reference points.
- (6) The location, width, and purpose of all easements or rights-of-way and the boundaries by bearings and distances.
- (7) Land offered for dedication for parks, schools, and widening of streets, or other community uses.
- (8) When the subdivision is to be developed in two or more phases, the lines delineating such phases shall be shown.

(e) The words "PRELIMINARY PLAT - NOT TO BE RECORDED," shall be shown on the plat.

(f) For proposed subdivision located in the Critical Area Overlay District, the following additional information will be shown on the Preliminary Plat as applicable:

- (1) Critical Area and Buffer boundaries.
- (2) Location and area of all soils exhibiting the following characteristics as determined by the Soil Survey:
 - a. Septic Limitations, if applicable.
 - b. Wet soils.
 - c. Hydric Soils and soils with hydric properties, and
 - e. Highly erodible soils (soils on slope greater than 15 percent or soils on slope greater than 5 percent with "K" values greater than 0.35)

- (3) Location of all forested area located on the site;
- (4) Location of tidal and non-tidal wetlands on the site;
- (5) Known locations of the habitat of any threatened or endangered species or species in need of conservation on or adjacent to the site, or within 1/4 mile of the site in the case of bald eagle habitats;
- (6) Locations of plant and wildlife habitat as described in the Towns Critical Area Program;
- (7) Location of anadromous fish spawning streams(s) on or adjacent to the site and a delineation of the watershed area of the stream on the site;
- (8) In conjunction with submission of the Preliminary Plat, the applicant shall submit an Environmental Assessment prepared by a qualified person. The Environmental Assessment shall provide a coherent statement of the manner in which the proposed development addresses the goals and objectives of the Town of Easton's Chesapeake Bay Critical Area Local Program. At a minimum, the Environmental Assessment shall include:

- a. a statement of existing conditions found upon the property to be subdivided, including the amount and types of forest cover, the amount and type of wetlands, soil types, topography and, where applicable, a description of existing agricultural activities upon the parcel;
- b. a description of the proposed development, including number and type of residential units, amount of impervious surfaces, proposed sewer treatment and water supply, acreage devoted to development, proposed open space and habitat protection areas;
- c. a description of all of the proposed development impacts upon water quality, Habitat Protection Areas, and when applicable, wetlands; and
- d. adequate documentation of all correspondence and findings.

The Town Planner shall not approve a Preliminary subdivision application until such time as it finds that the application complies with the requirements of the Town of Easton's Chesapeake Bay Critical Area Program and the provisions of the Easton Zoning Ordinance specifically relating to the Critical Area Overlay Zone.

SECTION 406 IMPROVEMENT PLANS

(a) If required, upon approval of a Preliminary Plat the applicant shall submit two (2) paper sets of the Improvement plans to the Town Planner. The improvement plans shall include a copy of the approved Preliminary Plat and shall address all those improvements required in SECTION 601 herein.

(b) The Town Planner shall review the submittal and if complete he shall forward the plans to the Town Engineer and Easton Utilities' Manager of Engineering for their review.

(c) The Town Engineer shall review the Improvement plans and submit written comments to the Town Planner who will forward the comments on to the applicant.

(d) Once the Improvement Plans have been approved by the Town Engineer and Easton Utilities, the applicant shall submit one complete digital set of the approved improvement plans to the Town Planner. The Town Planner will have the Town Engineer and Easton Utilities' Manager of Engineering electronically sign the plans

(e) Upon approval of the improvement plans the Final plat can be submitted.

(f) Approval of Improvement plans expires after three (3) years from the date signed by the Town Engineer unless work has begun and diligently pursued; or the Town Engineer elects to extend the approval.

SECTION 407 FINAL PLAT PURPOSE

(a) The purpose of the final plat is to establish a public record of the property as it will become a part of the land records of Talbot County after final approval by the Planning and Zoning Commission.

(b) A final plat shall be submitted conforming to the changes recommended during the Preliminary Plat procedure. The final plat and all information and procedures relating thereto shall in all respects be in compliance with the provisions of these Regulations. Development and final plat procedures may be executed simultaneously.

SECTION 408 FINAL PLAT PROCEDURES

(a) Applicant shall submit to the Town Planner (not more than three years after receiving approval of the Preliminary Plat):

- (1) subdivision application;
- (2) three (3) black line copies;
- (3) appropriate fee (See Section 1002).

(b) The Town Planner shall check the submission and:

- (1) if the submission is incomplete, return the submission to the applicant and/or indicate to the applicant the deficiencies therein;
- (2) if the submission is complete, accept the final plat, application form and additional fees, if any.

(c) The Town Planner shall distribute copies of the final plat and application to the following agencies for review & comments:

- (1) Town Engineer

- (2) Easton Utilities Commission (Survey Division)
- (3) Talbot County Health Department Office of Environmental Health.

(d) Upon receipt of comments the Town Planner shall within a reasonable time:

- (1) Evaluate plat to determine whether plat is in conformance with approved Preliminary Plat,
- (2) Determine whether the final plat meets the objectives and requirements of these Regulations and other regulations, ordinances and plans of the Town,
- (3) Once it is determined that the plat is ready for recordation the Town Planner shall request the applicant to submit four (4) reproducible film copies and five (5) black line paper copies with original signatures.
- (4) Upon the receipt of the signed plats the Town Planner shall obtain the signature of the Chair of the Town of Easton Planning and Zoning Commission.

SECTION 409 FINAL PLAT REQUIREMENTS

The final plat shall meet the following standards and show the following information:

(a) Drafting Standards

- (1) The size of the sheet and scale shall be in accordance with the requirements of the Clerk of the Circuit Court of Talbot County.
- (2) The plat shall be drawn using black ink on transparent mylar (or linen) or black—line photo process comparable to original quality that will conform to archival standards.
- (3) A space or recording block shall be provided of not less than three (3) inches by four (4) inches located three inches from the top right corner of all pages of a final plat to accommodate the County Clerk's recording information and seal.
- (4) Dimensions shall be in feet and decimals to the nearest hundredth of a foot, and the bearings in degrees, minutes and seconds.
- (5) Each sheet shall be numbered and shall show its relationship to the total number of sheets.
- (6) Where any revision is made, or when the plat is a revision of a previously approved plat, dotted lines shall be used to show features or locations to be abandoned and solid lines to show the presently proposed features.
- (7) The boundary line of the subdivision shall be shown as a solid heavy line.

(b) General Information

- (1) Name of subdivision.
- (2) Name and address of the owner(s).
- (3) Name and address of the surveyor responsible for the plat.
- (4) Present zoning classification.
- (5) Date, meridian, scale, and direction of all lines by bearing and distances.
- (6) A location map for the purpose of locating the site to be subdivided showing the relation of the tract to adjoining property and to streets.
- (7) Tax Map, grid and parcel number of the parcel to be subdivided.

(c) Existing features

- (1) Complete boundary survey of the property to be subdivided, showing all bearings, distances, area, and tie-ins to and all adjacent street lines and adjacent Town Boundary lines.
- (2) The location, names, and widths of streets, the location of property lines and names of adjacent owners, the location of water courses, and other natural features where they constitute property boundaries.
- (3) Location of all existing markers and monuments.
- (4) Location, size, purpose and ownership of any rights-of-way and/or easements within the property.

(d) Proposed Layout

- (1) A complete survey of the subdivision including street and lot layout, showing bearings, distances, area, and numbering of lots under such system as the Commission may designate.
- (2) The names and widths of all proposed streets and alleys.
- (3) Sufficient data to readily determine the location, bearing and length of every street, lot, and boundary line. Data shall include total distances of all such street lines, tangent lengths and central angles for each total street curve and central angles for each lot corner around a cul-de-sac.

- (4) The building setback lines.
- (5) Accurate location of all monuments, markers and reference points.
- (6) The location, width, and purpose of all easements or rights-of-way and the boundaries by bearings and distances.
- (7) Land offered for dedication for parks, schools, widening of streets, or other community uses.

(e) Acknowledgements and Formal Notations

- (1) The following notations shall appear on all Final Plats and be certified by the subdivision owner(s):
 - a. ALL STREETS AND STREET WIDENINGS, PARKS AND OTHER LANDS INTENDED FOR PUBLIC USE ARE RESERVED BY THE OWNER FOR FUTURE CONVEYANCE TO THE TOWN OF EASTON.
 - b. ALL EASEMENTS SHOWN ARE HEREBY DEDICATED TO THE TOWN OF EASTON (UNLESS OTHERWISE NOTED) FOR PUBLIC USE.
 - c. THE PLANNING AND ZONING COMMISSION MAY WAIVE OR TERMINATE, UPON RESUBDIVISION, SUCH UTILITY EASEMENT WHICH HAS NOT BEEN ACCEPTED BY USE THEREOF. UPON RECEIVING APPROVAL FROM THE TOWN ENGINEER.
 - d. PLANS FOR COMMUNITY WATER SUPPLY AND COMMUNITY SEWERAGE SYSTEMS OF THIS SUBDIVISION HAVE BEEN APPROVED BY MARYLAND DEPARTMENT OF ENVIRONMENT AND WILL BE AVAILABLE TO ALL LOTS OFFERED FOR SALE.
 - e. WE, THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON, HEREBY ADOPT THIS PLAN OF SUBDIVISION.
 - f. THE RECORDING OF THIS PLAT DOES NOT CONSTITUTE OR IMPLY ACCEPTANCE BY THE TOWN OF EASTON OF ANY STREET, EASEMENT, PARK, OPEN SPACE OR OTHER PUBLIC AREA SHOWN ON THIS PLAT.
 - g. THIS PLAT MAY EXPIRE IN ACCORDANCE WITH THE PROVISIONS OF THE TOWN OF EASTON SUBDIVISION REGULATIONS, SECTION 414.

- h. THE RECORDING OF THIS PLAT DOES NOT GUARANTEE THE INSTALLATION OF STREETS OR UTILITIES BY THE TOWN OF EASTON.
- i. ANY FOREST CONSERVATION EASEMENT OR BUFFER EASEMENT SHOWN HEREON IS SUBJECT TO PROTECTIVE COVENANTS WHICH MAY BE FOUND IN THE LAND RECORDS OF TALBOT COUNTY AND WHICH RESTRICT DISTURBANCE AND USE OF SUCH AREAS.

(2) The following notation shall appear on all final plats and be certified by the County Health Officer:

THIS SUBDIVISION IS APPROVED FOR COMMUNITY WATER SUPPLY AND COMMUNITY SEWAGE AND THEIR USE IS IN ACCORDANCE WITH TALBOT COUNTY COMPREHENSIVE WATER AND SEWERAGE PLAN AND MDE REGULATION 26.04.03.

(3) Other notations shall appear on all final plats:

BUILDING PERMITS SHALL BE ISSUED ONLY IF SUFFICIENT CAPACITY IS AVAILABLE IN THE COMMUNITY WATER SUPPLY SYSTEM, SEWERAGE SYSTEM, AND SOLID WASTE ACCEPTANCE FACILITY SERVING THE SUBDIVISION.

LAND SHOWN UPON THIS PLAT MAY CONTAIN NON-TIDAL WETLANDS REGULATED UNDER COMAR 08.0504; THE FEDERAL WATER POLLUTION ACT SECTION 404; OR THE RIVERS HARBOR ACT SECTION 10. DEVELOPMENT AND CONSTRUCTION WITHIN WETLANDS ARE SUBJECT TO FEDERAL AND STATE REGULATIONS AND MAY BE PROHIBITED OR RESTRICTED BY SUCH REGULATIONS.

(f) Signatures

The following signatures shall be placed directly on the plat in black ink:

- (1) The owner or owners of the land. If the owner of the land is a corporation, the signatures of the duly authorized officers of the corporation shall appear.
- (2) Acknowledgement of owner's signature.
- (3) The licensed surveyor who prepared the plat.
- (4) Talbot County Health Officer.
- (5) Chairman of Planning and Zoning Commission.

(6) The Town Planner.

(g) Seals

(1) The seal of the licensed surveyor responsible for the plat.

(2) The corporation seal, if the applicant is a corporation.

(3) Notary signature and seal.

(h) Additional requirements for final plats for subdivisions located in the Critical Area Overlay Zone.

In addition to the requirements set forth in this section, the following additional information must be provided upon any final plat involving land located within the Critical Area Overlay Zone of the Town:

(1) Location of Critical Area Overlay Zone and Buffer boundaries;

(2) Location of any non-tidal wetlands and location of buffer areas around each wetland;

(3) Location of any other Habitat Protection Area; and

(4) Designation of any area designed to remain in open space or under forest cover.

(i) Notes regarding Requirements for Forest Conservation, if required, must be included.

SECTION 410 FINAL PLAT - RECORDING PROCEDURES

(a) At such time as the Planning Commission has approved the final plat and the required improvements have been constructed or guaranteed in accordance with Articles V, VI, and VII of these Regulations and any outstanding fees and/or capital charges have been paid, the Town Planner shall record the plat, and distribute copies as follows:

(1) The Clerk of the Circuit Court - two (2) reproducible film copies for the purpose of recording among the Land Records of Talbot County.

(2) The applicant - one (1) reproducible film copy for the applicant's future use.

(3) Town Office - two (2) copies.

(4) Maryland Department of Assessment and Taxation - one (1) copy.

(5) Easton Utilities Commission - one (1) reproducible film copy.

(b) Failure on the part of the owner or subdivider to construct or guarantee the construction of the required improvements within three (3) years from the date of approval of the final plat may, at the discretion of the Commission, cancel and make void its previous approval.

SECTION 411 EFFECT OF RECORDING FINAL PLAT

(a) Easements, and other public improvements shown on the final plat to be recorded shall be offered for dedication to the Town by formal notation thereof on the plat, or the owner must note on the plat those improvements which have not been offered for dedication to the Town.

(b) Recording of the final plat shall not be deemed to constitute or effect an acceptance by the Town of the dedication.

SECTION 412 MINOR SUBDIVISIONS

Minor subdivisions, lot line revisions or boundary adjustments shall be submitted in final plat form as per the requirements of Section 408 hereof. Lot line revisions and/or boundary adjustments need only show the lots affected by the change and shall refer to the subdivision being amended. A copy of a new deed must be recorded so that no remnant is created.

Applications shall be submitted to the Town Planner who will route the plat to the appropriate agencies for review and comments. Upon the finding of the staff that the plat is in compliance with these regulations and the payment of the appropriate fees the Town Planner shall present the plat to the Chairman of the Planning & Zoning Commission who shall be authorized to sign the plat. Should the Chairman AND Town Engineer feel it necessary for review of the entire Commission he may have it placed on the agenda of their next meeting.

SECTION 413 COMBINATION OF LOTS IN COMMON OWNERSHIP

Construction across lot lines of two (2) or more lots in common ownership shall be permitted pending the approval of the Town Planner and Town Engineer. If approved, said lots shall be considered one parcel until such time as the structures are removed/demolished.

SECTION 414 SUBDIVISION PLAT APPROVAL EXPIRATIONS

The various plats involved in the subdivision approval process shall be deemed to be valid upon their approval for the period of time specified below. Expired plats shall be of no

effect and applicants must begin the review process over again for any property that had an approved plat which expired. Approvals may be extended no more than twice by the appropriate approving agency provided that a written request to do so is received prior to the expiration of the plat.

Type of Plat	Approval Expires after:
Sketch Plat	3 years
Development Plat	3 years
Improvement Plans	3 years
Final Plat	3 years (to construct or guarantee the construction of the required improvements)

** - NOTE: Within six (6) months prior to the expiration of an approved plat, an applicant may request an extension of up to one year of said approval.

ARTICLE V – DESIGN REQUIREMENTS

SECTION 500 COMPLIANCE REQUIRED

- (a) All subdivisions submitted to the Easton Planning and Zoning Commission for approval shall comply with and will be reviewed against the design elements, policies, and standards as described in the Easton Comprehensive Plan, the following requirements of this Article, and any Design Guidelines that may be adopted by the Town of Easton.
- (b) The Planning Commission shall not approve any subdivision found to be not in compliance with the design standards specified herein, unless the standards provide for some measure of relief and said relief is satisfied.

SECTION 501 SUBDIVISION DESIGN REQUIREMENTS

(a) BLOCK STANDARDS

- (1) The maximum block length shall be 600 feet. The maximum block length may be increased by the Planning Commission upon a specific determination by the Commission that a longer block is desirable for a specific reason, such as topographic or physiographic characteristics of the land, to accommodate a specific design theme acceptable to the Commission but precluded by shorter blocks, etc.
- (2) Lot sizes within blocks shall be mixed to accommodate a variety of house types and sizes.

(b) ALLEYS

- (1) Alleys are encouraged as the primary means of access to garages and for services such as trash pick-up.
- (2) Alley right-of-way and pavement width shall be as specified in Section 702.5 of these Regulations.

(c) LOTTING PROVISIONS

- (1) No protected area or its associated buffer shall be located on any residential building lot. Such areas shall include, without limitation, nontidal wetlands and their associated buffer, Chesapeake Bay Critical Area Buffers, and Forest Conservation Protection Areas. The Planning Commission may modify this provision and allow such protected areas to be located on individual lots on non-residential building lots.

- (2) Landscaping Buffers adjacent to public streets shall be located outside building lots and shall be maintained by a Homeowner's Association or another means acceptable to the Town Engineer.
- (3) Stormwater Management features shall be designed as a site amenity. Environmental Site Design (ESD) features are not encouraged on individual lots.

ARTICLE VI - REQUIRED IMPROVEMENTS

SECTION 600 PURPOSE

- (a) The purpose of this article is to establish and define the community improvements which will be required to be guaranteed or constructed by the applicant prior to final plat approval.
- (b) All construction shall be completed in accordance with specific conditions of the commitment and approved plans and specifications (the improvement plans), and in the manner acceptable to the Town Engineer and the Easton Utilities Commission.
- (c) All proposed construction shall be coordinated in design and in construction scheduling with the existing improvements and the requirements or activities of other agencies.
- (d) All on-site infrastructure construction such as roadway and utility work shall be performed by The Town of Easton or a contractor that has been pre-approved by the Town Engineer.

SECTION 601 IMPROVEMENTS

- (a) The following improvements shall be designed and constructed by the developer in accordance with the standards and service tariffs of the Town of Easton and the Easton Utilities Commission and the approved plans and specifications:

- (1) Streets and alleys
- (2) Curb and gutter
- (3) Sidewalks
- (4) Storm water drainage and management systems
- (5) Sanitary sewerage system
- (6) Water supply system
- (7) Landscaping/Screening (in accordance with Landscaping requirements found in of the Town of Easton Zoning Code)
- (8) Parks

- (b) The following improvements will be provided for by the developer in accordance with the regulations, standards and service tariffs of the Easton Utilities Commission, the Telephone Company, and any other utility companies serving the subdivision, and the approved plans and specifications:

- (1) Gas service
- (2) Electric service
- (3) Telephone service
- (4) Cable service
- (5) Street lighting
- (6) Internet service

(C) Plans for the required improvements shall be prepared, submitted, revised, and approved in accordance with procedures and requirements established by Easton Utilities and the Town Engineer.

(D) Final grades for entire development including building lots and park areas must be shown.

(E) Off-site utility design and construction process shall be as follows:

(1) Utilities shall be designed to the site in Accordance with The STANDARD DETAILS FOR PUBLIC WORKS AND UTILITIES CONSTRUCTION IN THE TOWN OF EASTON and Easton Utilities Service Tariffs.

(2) Upon design completion and approval, Easton Utilities shall publicly bid the construction drawings and with the developers consent, shall award the bid in accordance with the bid procedures of Easton Utilities and the Town of Easton. The contract shall be between Easton Utilities and the contractor. The engineering, inspection, management fees and construction costs shall be borne entirely by the developer.

SECTION 602 INSPECTIONS

All improvements shall be inspected by the Town Engineer or appropriate agencies for compliance with approved plans, prior to final acceptance.

SECTION 603 REPAIR OF DAMAGED IMPROVEMENTS

The developer shall be required to repair damage to roads or streets, storm drainage systems, curb and gutter, sidewalks, utilities, survey markers, and any other required improvements as a result of grading or construction activities by the developer in the subdivision.

ARTICLE VII – STANDARDS

SECTION 700 APPLICATION

(a) The standards outlined herein shall be considered minimum standards for the promotion of the public health, safety, morals and general welfare.

(b) Where literal compliance with the standards herein specified is clearly impractical, the Planning Commission and/or the Town Engineer may modify or adjust the standards to permit reasonable utilization of property while securing substantial conformance with the objectives of these Regulations. The Planning Commission and/or the Town Engineer shall not have the authority to modify any provision of any other ordinance of the Town of Easton.

SECTION 701 GENERAL PROVISIONS

(a) All portions of a tract being subdivided shall be taken up in lots, streets, public lands, or other proposed uses, so that remnants and/or landlocked areas shall not be created.

(b) Where trees, waterways, scenic points, historic spots, graveyards, or other assets and landmarks are located within a proposed subdivision, every possible means shall be provided to preserve and provide access to these features.

(c) Land subject to flooding or property and land deemed to be topographically unsuitable shall not be subdivided or developed for residential occupancy or for such other uses as may endanger health, life, or property, or aggravate erosion or flood hazards until all such hazards have been eliminated or unless adequate safeguards against such hazards are provided by the final plats. Such land within a subdivision shall be set aside on the plat for uses that will not be endangered by periodic or occasional inundation or will not produce unsatisfactory living conditions.

(d) The subdivision shall conform to the Comprehensive Plan and the Zoning Code of the Town of Easton.

(e) The subdivision name approved by the Planning and Zoning Commission and recorded, shall constitute the subdivision's official and only name. No other name may be used unless an approved and amended plat is recorded bearing the revised name.

SECTION 702 STREETS

(a) The purpose of this Section is to establish appropriate standards for the design of streets in subdivisions.

(b) These provisions shall be applicable to the design and construction of all new residential streets. The design of streets in commercial and industrial subdivisions shall be in

accordance with the specifications of the Town of Easton and Easton Utilities Commission Standard Details.

(c) Amendments or additions to subdivisions established prior to the adoption of the street classification system (established July 1993), shall comply with these provisions in so far as possible. The Commission is hereby authorized to modify the provisions of this section as necessary in order to accomplish the purpose established herein.

(d) STREET CLASSIFICATIONS

- 1) Residential Street: This classification of street should provide the optimum environment for a residential neighborhood and include curb and sidewalks. Homes will front on this class of street.
- 2) Collector Street: This classification of street may be necessary to carry traffic from one neighborhood to another or from the neighborhood to streets connecting to other streets in the community. This classification of road does not have curbs, does have roadside ditches, and may include sidewalks. This classification of street is unsuitable for providing direct access to homes and such access should be avoided.
- 3) Commercial Urban Street: This classification of street is typically in a commercial retail subdivision and includes curbs and sidewalks.
- 4) Commercial Industrial Street: This classification of street is typically in an industrial subdivision with roadside ditches and no curb or sidewalk.

702.1 RESIDENTIAL STREET (e.g., Fir Street, Standish Street)

- (a) Street width shall be 36 feet as measured between flowlines of curb and shall accommodate two 10 foot wide travel lanes plus two 8 foot wide parking lanes.
- (b) When on-street parking is provided on both sides of the street and the total width is 36 feet, traffic calming shall be provided at intersections. Traffic calming examples include, but are not limited to:
 1. Taper curbs at intersections to provide 28 feet width between flowlines of curbs to eliminate on-street parking near intersections,
 2. Provide medians at legs entering intersection to eliminate on-street parking,
 3. Roundabout
- (c) If alleys are proposed, on-street parking may be eliminated and replaced with two 4 foot wide shoulders for a total width of 28 feet between flowlines of curb.
- (d) The road width may be reduced to 28 feet with on street parking on one side only in unique situations (e.g., age restricted communities, when alleys are provided, etc.)

on a case by case basis if approved by both the Planning Commission and Town Engineer.

702.2 COLLECTOR STREETS (e.g., Fisher Range Road, Seth Drive, Corbin Parkway from Dutchmans to Nancy)

- (a) Street width shall be 30 feet and shall accommodate two 11 foot wide travel lanes plus two 4 foot wide gravel shoulders.
- (b) Curbs should not be provided along Collector Streets unless required by the Town Engineer.

702.3 ALLEYS

- (a) Alley width shall be 16 feet as measured between flowlines of curb.
- (b) Mountable curb shall be provided on each side of alleys.

702.4 COMMERCIAL URBAN STREET (e.g. Waterside Village)

- (a) Total street width shall be 30 feet as measured between flowlines of curb and shall accommodate two 11 foot wide asphalt travel lanes plus two 4 foot wide shoulders.

702.5 COMMERCIAL SUBURBAN STREET (e.g. Mistletoe Hall Farm, Easton Technology Center)

- (a) Total street width shall be 30 feet and accommodate two 12 foot wide asphalt travel lanes plus two 3 foot wide gravel shoulders.
- (b) Curbs should not be provided along Commercial Suburban Streets unless required by the Town Engineer.

702.6 CUL-DE-SACS

The Town of Easton finds and determines that the use of cul-de-sacs and dead-end streets is inconsistent with the public policy of preserving an interconnected street system. Cul-de-sacs and dead-end streets do not promote street connectivity, and create inefficiencies in the distribution of traffic and water as well as inefficiencies and increased municipal expenses in the delivery of public services. In limited situations, cul-de-sacs can be used to avoid disturbing sensitive environmental features. Accordingly, this section restricts the use of cul-de-sacs to appropriate situations and establishes standards for development that utilize cul-de-sac streets.

(a) Applicability

A cul-de-sac is a street, or a system of streets, having only one end open to traffic and the other end being permanently terminated and a vehicular turn-around provided. However, in situations where cul-de-sacs are permitted, they shall comply with this section.

(b) Generally

An applicant seeking to propose cul-de-sacs in their subdivision shall demonstrate that not doing so will produce unnecessary hardship as the result of extreme topographic conditions. For purposes of this section, the following shall be considered “extreme topographic conditions”:

- (1) Slopes exceeding 20 percent;
- (2) Marshes, wetlands, rivers, lakes, streams, or ponds; or
- (3) Any environmentally protected area or its associated buffer.
- (4) A parcel with confined space.

(c) Right-of-Way and Pavement Design

- (1) Cul-de-sacs and dead-end streets shall terminate in circular rights-of-way having a minimum pavement width radius of 45 feet for residential uses and 60 feet for commercial/industrial uses.
- (2) In no event shall the cul-de-sac exceed 150 feet in length.

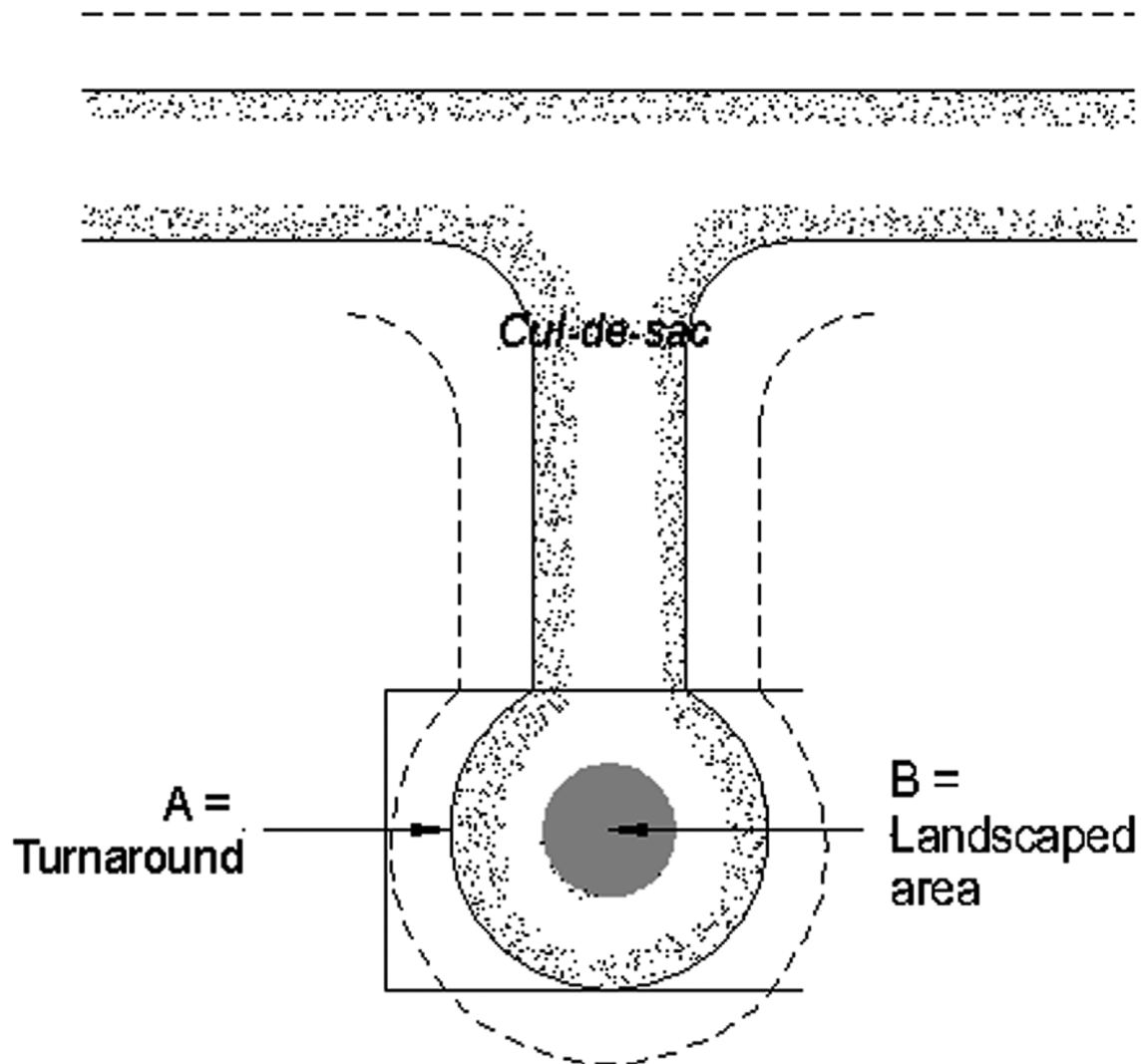
(d) Access Restriction

The site plan or subdivision plat shall show a stub connecting the cul-de-sac to adjoining areas or parcels where future roadways are delineated on the recorded subdivision or site plan. The stub shall be improved as a pedestrian walkway, trail, or bikeway.

(e) Landscaping

At least 40 percent of the bulb of the cul-de-sac shall be landscaped, utilizing native plants, in accordance with an approved landscaping plan. For cul-de-sacs with a radius exceeding 80 feet, at least 25 square feet of the area within the turnaround area shall be landscaped (see Figure 2).

- (f) Water mains located on Dead End Streets such as cul-de-sacs shall not be dead end lines. Water mains can be looped and connected back into the main or connected to another water main. All water mains must be located entirely within a Town of Easton ROW or easement dedicated to the Town of Easton.



702.7 RIGHTS-OF WAY

(a) RIGHTS-OF-WAY. Minimum rights-of-way shall be provided as follows:

Residential Collector - 60 feet
Residential Subcollector - 60 feet
Residential Access - 50 feet
Special Purpose Streets:
Alley - 20 feet

(b) INCREASE IN RIGHT-OF-WAY WIDTH

(1) If proposed lots are large enough for further subdivision which may change the street classification in the future to a higher order street, the municipality may require that the right-of-way width for the higher order street be provided.

(2) In unusual circumstances, the minimum widths listed in Section 702.6 (a) may be insufficient to accommodate all necessary improvements and therefore rights-of-way widths in excess of the minimum established in Section 702.6 (a) may be required.

702.8 DRIVEWAYS

(a) DRIVEWAYS TO SINGLE-FAMILY LOTS

(1) Driveways shall be located not less than 40 feet from the tangent point of the curb radius of any intersection. Driveways to corner lots shall gain access from the street of lower classification when a corner lot is bounded by streets of two different classifications.

(2) The following standards shall apply to the driveway apron at the edge of the pavement:

- a. Minimum curb cut or driveway width at the pavement edge: 12 feet
- b. Maximum curb cut or driveway width at the pavement edge: 20 feet.

(3) A single common driveway serving no more than four single family dwelling units is permitted provided a joint access easement has been recorded.

(b) SHARED RESIDENTIAL DRIVEWAYS FOR MULTI-FAMILY DEVELOPMENT

(1) All entrance drives serving 4 or less dwelling units may be designed to single family driveway standards above.

(2) All entrance drives serving more than 4 dwelling units, but which may be expected to convey less than 200 ADT, shall be laid out to conform to the design, service, and access standards established in this Ordinance for residential access streets.

(3) All entrance drives which may be expected to convey greater than 200 ADT, but less than 1000 ADT, shall be laid out to conform to the minimum design, service, and access standards specified in this Ordinance for residential subcollector streets.

(4) All entrance drives which may be expected to convey greater than 1000 ADT shall be laid out to conform to the minimum design, service, and access standards specified in this Ordinance for residential collector streets.

SECTION 703 STREET DESIGN AND LAYOUT

(a) Streets shall be laid out to avoid areas such as floodplains, cliffs, steep slopes or large ravines. A secondary means of access to a higher order street which does not go back through the same hazard area shall be provided when one of the access streets into a subdivision of more than twenty dwelling units crosses through a hazard area.

(b) All streets and alleys shall be designed and constructed in accordance with standards and regulations promulgated and administered by the Town Engineer.

(c) The developer shall provide all necessary roadway signs and traffic signalization as may be required by the Town, based upon Town standards, state standards and a traffic impact study if required

(d) TRIP GENERATION RATES

The following chart shall be used to determine the anticipated daily traffic levels of proposed residential development:

HOUSING TYPES AVERAGE WEEKDAY TRIP GENERATION RATES

Single-family detached	10.0 trips/du
Duplex (twin), Multiplex, Townhouse, etc.	8.1 trips/du
Apartment	5.4 trips/du
Mobile Homes	5.38 trips/du
Retirement Community	3.3 trips/du

(e) TRAFFIC IMPACT STUDY

A traffic impact study shall be prepared by a Maryland Licensed professional engineer and shall be submitted for any non-residential subdivision or for any residential subdivision proposing fifteen (15) or more dwelling units, or if for good cause the Planning Commission requests such a study to be completed regardless of the number of units proposed. Should the Planning Commission deem it appropriate, they may require that the developer fund a traffic impact study to be prepared by an engineer selected by the Town. At a minimum, the following information shall be included in the study:

- (1) Project Description – Provide a brief description of the proposed project and the limits of the traffic study. The limits of the study area shall be subject to revision by the Planning Commission. The total build-out of the project anticipated by the proponent should be clearly stated.
- (2) Existing Conditions – Provide physical characteristics of each roadway within the study area. Traffic volumes shall be examined for the study area. Average weekday volumes shall be shown for twenty-four (24) hours and the AM and PM peak hours in all cases. Accident diagrams summarizing

local police reports may be needed for problem locations. An existing conditions capacity and level of service analysis shall be provided in accordance with the Transportation Research Board's Highway Capacity Manual Report 209 (latest edition). The analysis shall include delay and queue length information. Weave, merge, diverge, and road segment analyses should be included where applicable.

- (3) **Project Site Traffic Projection** – Provide estimated peak hour and daily traffic generated by the project on roadways within the study area. Include an analysis of the distribution of off-site generated traffic as it relates to the existing street system. All traffic impact studies should include traffic generated by other developments within the study area that have received preliminary subdivision or development site plan approval. Saturday peak hour conditions should be included for retail projects. Any adjustment factors or growth rates used should be cited.
- (4) **Future Conditions** – Future conditions capacity analysis (five-year horizon) shall be computed for the no-build and build alternatives, with and without mitigation measures. This analysis shall include projected delays at all intersections, projected queues, and projected levels of service. All new intersections shall be reviewed relative to AASHTO standards, including sight distances for entering and merging traffic within the project area. A list should be provided of all other study area projects which could be completed within five years of the submittal date of the proponent's project and which could have impacts that would be relevant to the proponent's traffic impact study. Public as well as private projects should be included; projects awaiting approval should be included, as well as those which are already approved or do not require approval. Signal warrant analysis should be performed using the Manual on Uniform Traffic Control Devices (FHWA, latest edition), if applicable.
- (5) **Roadway Mitigation Measures** – Describe all proposed mitigation measures for the adverse impacts identified in the traffic impact study. Identify specific and expected benefits to be derived by these proposed mitigation measures. The individual costs of the proposed mitigation measures should be given, and the party responsible for the implementation of each measure clearly identified. A schedule of when, in relation to any project phasing, particular measures need to be implemented should be outlined. In addition to a schedule of construction, a description should be provided of any capacity constraints on the existing network that will occur, and of measures that will be taken to mitigate noise and dust pollution.
- (6) **Summary** - Traffic Impact Studies shall include a brief summary of the major or significant findings. This should be prepared and presented in a manner which anticipates it being reviewed by the general public. Such summary shall include a discussion of existing roadway/intersection Levels

of Service (LOS), any measures proposed to insure that said LOS does not degrade as a result of the proposed subdivision, and a tabulation of the percentage change in traffic volumes at the studied intersections.

If a connection of two or more existing roads is being proposed, the traffic report shall contain a detailed assessment of the traffic impacts on roadways in adjacent neighborhoods. Traffic impacts including projected splits in traffic, changes in levels of service, increases in daily and peak hour traffic conflicts with pedestrians and bicycles.

When the scope of a traffic study includes County, State, and/or Federal roads, the applicant shall be responsible for contacting the appropriate agencies before undertaking the study in order to obtain any input such agencies may have. The applicant shall also be responsible for forwarding a copy of the completed study to these same agencies at the time it is submitted to the Town.

(f) All streets and alleys shall be continuous in alignment and grade with existing, recorded, and planned streets.

(g) Streets shall be extended to the boundary lines of the proposed subdivision so that a connection can be made to all adjacent properties unless such extension is not feasible because of topography or other physical conditions, or unless, in the opinion of the Commission, such extension is not necessary or desirable for the coordination with existing streets or the most advantageous development of adjacent tracts. In any event, no subdivision shall be designed so as to create or perpetuate the landlocking of adjacent land.

(h) Dead end streets are prohibited except to permit future extensions to adjoining tracts. Such streets shall include a temporary turnaround until the street is extended.

(i) Street names shall be approved by the Commission. Such names shall not duplicate those elsewhere in the Town of Easton or within one mile of the corporate boundary. Streets that are in alignment with existing streets shall bear the names of existing streets.

(j) In subdivisions that adjoin or include existing streets that do not conform to widths established in these Regulations, the subdivider shall dedicate additional width along either one or both sides of such streets so as to bring them up to standards, provided the area to be used for widening is owned by the subdivider or under his control.

(k) Streets shall be laid out to intersect as close to right angles as possible. A proposed intersection of two streets at an angle of less than seventy (70) degrees will not be approved. Any change in street alignment to meet this requirements shall occur at least one hundred (100) feet from the intersection.

(l) Multiple intersections involving junctions of more than two (2) streets shall be avoided.

(m) Roadways entering opposite sides of another roadway shall be laid out either directly opposite one another or with a minimum offset of two hundred (200) feet between their centerlines.

(n) All streets shall have a total minimum width of not less than that prescribed for the street according to its classification in Section 702.

SECTION 704 STREET IMPROVEMENTS

(a) Street Construction: The developer shall provide for the complete construction of streets and curb and gutter, in accordance with the standards and specifications of the Town of Easton.

(b) Sidewalks: All subdivisions shall be required to provide sidewalks unless it is determined by the Planning and Zoning Commission that sidewalks are not necessary due to lot size, location of subdivision or anticipated usage. Sidewalks shall be designed and constructed in accordance with the standards and requirements established by the Town Engineer.

(c) Storm water management and sediment control: All storm water drainage systems shall be designed and constructed in accordance with the Stormwater Management Ordinance. A storm water management plan and sediment control plan approved by the appropriate State and Local Agencies must be provided. Natural shaped ponds are preferred.

(d) Street Lighting: Street lighting shall be designed and installed by the Town of Easton at the expense of the developer.

(e) Street trees: New trees which are indigenous to the area or other approved species shall be required to be planted as per requirements of Section 707 LANDSCAPING herein.

(f) Signs: Street name and traffic control signs shall be constructed by the Town of Easton at the expense of the subdivider or developer.

SECTION 705 SANITARY SEWERAGE SYSTEM AND WATER SUPPLY SYSTEM

All subdivisions shall be served by public sewer and water systems designed and constructed in accordance with the standards and service tariffs of the Easton Utilities Commission.

SECTION 706 GAS, ELECTRIC, CABLE, INTERNET, AND TELEPHONE SERVICE

Provisions for gas, electric, cable, internet, and telephone service shall be made in accordance with the standards and service tariffs of the Easton Utilities Commission, the Telephone Company, and any other utilities company serving the subdivision.

SECTION 707 LANDSCAPING

- (a) “Sketch” or “Concept” landscaping plan in accordance with Section 28-1014 of the Zoning Ordinance is required to be submitted with the Sketch Plat submittal.
- (b) Complete Landscaping Plans are required to be submitted with the Preliminary Plat.
- (c) Plans and designs shall be in accordance with Section 28-1014 of the Zoning Ordinance of the Town of Easton.

SECTION 708 PARKS

- (a) All residential subdivisions of ten (10) or more lots shall provide a minimum of 1,200 square feet per dwelling unit for parks. Required environmental protection areas and stormwater management areas may not be used to satisfy the minimum park requirements. The land to be dedicated for parks shall be of suitable size and shape, topography and geology, and offer proper location and adequate road access, as determined by the Planning & Zoning Commission.
- (b) For subdivisions of less than ten (10) lots, if the Planning & Zoning Commission determines that due to the size of proposed subdivision or other factors, suitable sites for parks cannot be dedicated, payment of a fee in lieu of land dedication shall be required. The fee shall be in the amount of the value of the land to be dedicated, as determined by the Commission on the average market value of the undeveloped land based on the entire tract.
- (c) Fees collected in lieu of land under the provisions of this section shall be paid to the Town prior to final plat recordation. Fees collected under these provisions shall be used for the purpose of acquiring developable land for parks.
- (d) Where private open space for parks and recreational purposes is provided in a proposed subdivision, and such open space is to be privately owned and maintained by the future residents of the subdivision, the acreage of such areas may be credited against the requirement for dedication of land or payment of fees in lieu of if the Commission concludes that it is in the interest of the public to do so.
- (e) Any lands dedicated hereunder shall be used only for the purposes stated herein.
- (f) All parks intended for public use shall be dedicated to the Town of Easton and shall be in a condition acceptable to the Town, including the provision of Park Improvements, at the time of said dedication.
- (g) All parks shall include stub-outs for the potential provision of water, sewer, and electrical service.

(h) Where the subdivision contains park areas, or other physical facilities necessary or desirable for the welfare of the area and which are of common use or benefit and are of such character that the Town or other public agency does not desire to maintain them, then provisions shall be made by trust agreements for the proper and continuous maintenance and supervision of such facilities by the lot owners in the subdivision. Such trust agreements shall be approved by the Planning Commission prior to the recording of the Final Plat and shall be a part of the deed covenants.

(i) The Easton Comprehensive Plan classifies parks into four categories, consistent with the practice/policies of the Easton Park Board. These are Mini-Parks (e.g., Thompson Park or Clifton Park), Neighborhood Parks (e.g., Chapel East Park or Matthewstown Run Park), Community Parks (e.g., Idlewild or Moton Parks) and Special Park Areas (e.g., the Rail-Trail or the former Skate Park). For the purposes of this Section, at least 50% of the area required to be provided for parks shall be satisfied in the form of one centrally located Neighborhood Park. Such parks may be active, passive, or natural, as approved by the Planning Commission.

SECTION 709 PARK DEVELOPMENT FEES

- (a) With respect to all residential development, a park development fee of \$199.70 per residential unit¹, as adjusted per subsection (c) below, shall be assessed, which fee shall be due and payable at the time of the approval of the final plat, or final site plan as the case may be, containing such dwelling units.
- (b) On January 2 of each year, the park development fee shall be automatically adjusted in accordance with any percentage change in the cost of park development. The park development fee shall be adjusted by the average percentage change, if any, in the Consumer Price Index, the Construction Cost Index, and the Building Cost Index, taken together and as established for the State of Maryland.
- (c) Such park development fee shall be used solely for the development and improvement of parks, trails, and recreation facilities within or reasonably proximate to the applicable residential development.

Subject to the express approval of the Town of Easton, the owner/developer of land involving applicable residential development may elect, in lieu of payment of park development fees, to develop and construct neighborhood park improvements on land within the development dedicated for such purposes or upon existing park land reasonably proximate to the development. Such development and construction shall comply with all applicable provisions of these Subdivision Regulations and any rules or regulations adopted pursuant thereto.

¹ This figure was established at \$133.33 per unit with the original adoption of this standard. It was adjusted as per subsection 709 (c) to \$199.70 in 2022 (reflecting the cumulative annual rates of inflation as determined by averaging the three indices cited).

SECTION 710 SURVEY MONUMENTS AND MARKERS

Monuments or markers, not less than five inches square at each end and thirty inches long, made from hard durable stone or good concrete, shall be placed in not less than four convenient places on the outside boundaries of the entire subdivision, at each change in direction of said boundary lines, at each change in direction of street and alley lines, and at all street and alley intersections. Not less than twenty-six (26) inches of the monuments or markers shall be placed in the ground with not more than four (4) inches extending above the surface of the ground. The corners of all lots not marked by stone or concrete monuments required above shall be marked by iron pins or iron pipes at least eighteen (18) inches long and not less than 5/8" in diameter.

SECTION 711 ENGINEERING AND SURVEYING

(a) All surveys, maps, plans, and designs shall be made by a Professional Engineer, Professional Surveyor, or other design professional who is licensed by the State of Maryland and is practicing within the scope of his license with respect to the services provided.

(b) All maps or plats shall be compiled from actual accurate field surveys made by the surveyor whose name appears thereon.

(c) All figures, lettering and symbols on the plan or map must be neatly and legibly drafted thereon and the Commission may refuse to receive for examination and approval a plan or map on which such details are blurred, unreasonably indistinct or difficult to read.

(d) On all subdivisions at least one (1) of the principal corners of the outline boundary of the whole tract shall be referred to the nearest officially established street intersection monument or marker.

(e) SURVEY CONTROL

(1) The meridian line upon which the bearings or azimuth of the survey is based shall be referenced to the Maryland State Plane Coordinate System (NAD83/91.)

(2) All plats shall show the position by coordinates of not less than four markers set in convenient places within the subdivision in a manner so that the position of one marker is visible from the position of one other marker.

(3) The U.S. survey foot (1 meter = 3.280833333 feet) shall be used in all conversions of Maryland State Plane Coordinates from meters to feet or feet to meters.

(f) All surveys of subdivisions shall be carefully and accurately executed. The boundaries of the entire tract shall be surveyed on the ground and all corners thereof established by the

accurate measurement of linear distances and precise observation of angles to the nearest twenty (20) seconds of circumference.

(g) All surveys shall be made with an accuracy of no less than one to fifteen thousand (1:15,000).

(h) The developer shall, upon request, furnish a certified copy of the surveyor's computation of the unbalanced traverse of the outside boundary of the entire tract.

ARTICLE VIII - IMPROVEMENT GUARANTEES

SECTION 800 CONTRACTS

The Planning and Zoning Commission shall not allow recording of any subdivision plat until:

(a) Required improvements have been completed, inspected and accepted by the Town Engineer, or other proper authorities; or

(b) The developer has entered into a written agreement with the Town in the manner and form set forth by the Town Attorney where the developer shall agree:

(1) to construct or cause to be constructed, at his own expense, all required improvements in strict accordance with the standards and specifications of the Town of Easton and the Easton Utilities Commission;

(2) to maintain, at his own cost, the improvements until the same are accepted by the Town of Easton and the Easton Utilities Commission;

(3) to obtain, at his own cost, any easement or release required for the construction or extension of any required improvement.

SECTION 801 GUARANTY

In order to assure the Town that the required improvements shall be constructed and installed at his own expense, in strict accordance with the standards, regulations, and specifications of the Town, and will be maintained until accepted by the Town, the developer shall furnish the Town, cash, bond, irrevocable letter of credit, or other such surety as the Town shall approve in an amount sufficient to cover cost, as estimated by the Town Engineer, of the construction and installation of the aforesaid improvements.

The improvement guaranty shall be conditioned upon:

(a) the developer constructing and installing, or causing to be constructed or installed, in strict accordance with the standards, regulations, and specifications of the Town, as finally approved, the required improvements;

(b) the developer in maintaining at his own cost the said improvements, until the same are accepted by the Town for community use;

(c) the faithful performance by the developer of the Public Works Agreement.

SECTION 802 ACCEPTANCE OF IMPROVEMENTS

(a) Development Inspection

(1) The applicant shall notify the Town of Easton and the Easton Utilities Commission of the completion of the required improvements.

(2) The appropriate agency shall inspect the completed required improvements and notify the developer of approval or specify those items of construction, material, and workmanship which do not comply with the specifications or the approved construction plans.

(3) The applicant, upon notification from the appropriate agency of items not approved shall:

a. proceed, at his own cost, to make such corrections as shall be required to comply with the specifications and approved construction plans; and

b. notify the appropriate agency upon completion, requesting final inspection.

(b) Final Inspection: The appropriate agencies shall make a final inspection with the applicant of all required improvements.

(c) Acceptance: At such time as the Town Engineer is satisfied that the applicant has complied with all standards, regulations, service tariffs and specifications of the Town of Easton and the Easton Utilities Commission an indenture prepared by the applicant in a form approved by the Town of Easton, conveying all streets, parks, and other public lands to the Town of Easton shall be recorded in the Land Records of Talbot County.

ARTICLE IX - CHANGES AND AMENDMENTS

SECTION 900 CHANGES AND AMENDMENTS

The Town Council may, from time to time amend, supplement or change, by ordinance, the regulations herein established. Any such amendment or change shall be accomplished in accordance with the provisions of the Town Charter and the laws of the State of Maryland.

ARTICLE X – ADMINISTRATION

SECTION 1000 HARDSHIP

Where the Planning and Zoning Commission finds that extraordinary hardships may result from strict compliance with these Regulations, it may modify the Regulations so that substantial justice may be done and the public interest secured, provided that such modification will not have the effect of nullifying the intent and purpose of these Regulations or of modifying any provision of any other ordinance of the Town of Easton.

SECTION 1001 CONDITIONS

In granting modifications, the Planning and Zoning Commission may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements so modified.

SECTION 1002 FEES

A plat review fee shall be collected upon the submittal and each subsequent submittal of a sketch plan. A subdivision application fee shall be collected at the time of filing of a Preliminary Plat. This fee shall be based on the number of lots in the subdivision and is a one time fee as long as the Preliminary Plat is based on the approved sketch plat. When a Preliminary Plat is submitted which is based on a revised sketch plat, a new subdivision application fee shall be collected. There shall be no fee for the initial review of a final plat. When a plat has to be reviewed more than once, a plat review fee shall be collected for each submittal of the final plat.

A plat review fee shall be collected for a boundary line amendment or a minor subdivision. All fees shall be in accordance with the fee schedule of charges adopted by resolution of the Town Council.

SECTION 1003 SEVERABILITY

It is hereby declared to be the legislative intent that:

(a) If the court declares any provisions of these Regulations to be invalid or ineffective in whole or in part, the effect of such decision shall be limited to those provisions which are expressly stated in the decision to be invalid or ineffective, and all other provisions of these Regulations shall continue to be separately and fully effective.

(b) If the court finds the application of any provision or provisions of these Regulations to any lot, building, or other structure, or tract of land, to be invalid or ineffective, in whole or in part, the effect of such decision shall be limited to the person, property, or situation immediately involved in the controversy, and the application of any such provision to other persons, property, or situations shall not be affected.

SECTION 1004 PUBLIC MEETING

The Planning Commission shall consider all Sketch Plats at a Public Meeting. Such meeting may be the Commission's Regular Monthly Meeting or when determined appropriate by the Commission, a Special Meeting. At such meeting, all parties in interest and citizens shall have the opportunity to be heard. The time, place, and location of said meeting along with the general location and a brief description of the subdivision shall be published in a paper of general circulation in Talbot County. In addition, the property shall be posted at least seven (7) days preceding the date on which the Planning Commission is scheduled to review said subdivision and notice to adjoining property owners shall be provided as specified for other development application types (e.g., site plans) in the Zoning Code. No notice shall be required for those subdivisions which do not require sketch plat review.

SECTION 1005 ENFORCEMENT OFFICER

The Town Engineer of Easton shall be the enforcement officer for these Regulations. If they find that any of the provisions of these Regulations are being violated, they shall notify in writing the person responsible for such violation and take such action as may be necessary to prevent the violation of these Regulations, including obtaining a court injunction to discontinue the transfer, sale, or negotiations for sale of illegal lots or parcels; or any action authorized herein.

SECTION 1006 APPEALS

Any person aggrieved by a decision of the Planning and Zoning Commission or the Town Engineer in approving or denying a subdivision under the terms of these Regulations shall have the right to appeal said decision to the Easton Board of Zoning Appeals under the terms and provisions set forth in Chapter 28 (Zoning) of the Code of the Town of Easton.

ARTICLE XI - SUBDIVISION ACTIVITY IN THE CHESAPEAKE BAY CRITICAL AREA

SECTION 1100

(a) All subdivisions of land located in whole or in part in that area of the Town of Easton which is part of the Chesapeake Bay Critical Area shall be subject to the provisions of the Easton Zoning Ordinance relating to the Critical Area Overlay Zone as well as to the provisions of these regulations. Where the provisions of the Zoning Ordinance relating to the Critical Area Overlay Zone conflict with the provisions of these Subdivision Regulations, the provision of the Critical Area Overlay Zone shall apply.

(b) No subdivision of any land located in whole or in part in that area of the Town of Easton which is part of the Chesapeake Bay Critical Area shall be permitted unless and until the Planning and Zoning Commission makes the following written findings with regard to the subdivision:

(1) The development or development activities have been designed in such a manner as to minimize adverse impacts on water quality that result from pollutants that are discharged from structures or conveyances or that have runoff from surrounding lands; and

(2) That the development or development activities have been planned in such a fashion as to conserve fish, wildlife and plant habitat.

TOWN OF EASTON
NOTICE OF PUBLIC HEARING
PROPOSED UPDATE OF CHAPTER 25
OF THE EASTON TOWN CODE (SUBDIVISION)

The Council of the Town of Easton will hold a public hearing on Monday, November 6, 2023 at 5:40 P.M. in the Council Meeting Room, 14 South Harrison Street. The purpose of this hearing is to solicit public comment on a proposed comprehensive update to Chapter 25 of the Town Code (Subdivision). If enacted, Article 25 of the Easton Town Code will be repealed and reenacted in its entirety.

The public is hereby invited to comment on the proposed new Subdivision Regulations. Such comments may be either submitted in writing at any time prior to the Hearing, or made in person at the Hearing. The complete proposed document is on file in the office of the Town Planner and is available for public inspection during normal business hours and may also be found on the Town of Easton's website (www.Eastonmd.gov).

Persons wishing to attend or participate in the public hearing who require special accommodations or assistance because of a disability should contact the Town Clerk, Kathy Ruf at the Town Office, telephone number (410) 822-2525 during normal business hours by October 30, 2023.

Kathy M. Ruf
Town Clerk

Note to Star Democrat: Please publish the above ad in the October 22, 2023 and November 3, 2023 issues of the Star Democrat and send a Certificate of Publication to: Town Clerk, Town of Easton, P.O. Box 520, Easton, MD 21601.



October 24, 2023

Mayor and Town Council
14 South Harrison Street
Easton, MD 21601

RE: Material Amendment to a Planned Unit Development - Rise Up Coffee Roasters

Dear Council Members & Mayor Cook:

The Easton Planning and Zoning Commission recently reviewed an application to amend the previously approved Planned Unit Development for Rise Up Coffee Roasters to include the addition of an 8' x 12' walk-in cooler and the addition of a 12' x 24' storage shed to the existing property.

At our regular monthly meeting of October 19, 2023, the Commission voted to recommend to the Council approval of the request (5-0), but respectfully suggest that the proposed amendment be conditioned per the following:

1. The applicant shall receive staff approval for a more modern shed design that conforms to the architecture of surrounding buildings.
2. The shade structure shall be erected seasonally during the period of March 1st through November 30th, and shall be taken down and stored offsite on December 1st.
3. Upon disassembling, all tripping hazards shall be removed as deemed necessary by the Building Inspection Division.
4. Music or other amplified sounds from the loudspeakers shall not play prior to 8 a.m. or after 7 p.m.
5. The restroom, tables and chairs shall all remain in place and ready for use.

6. The applicant shall obtain a building permit for the Mad-Eggs facility and walk-up cafe, and shall obtain additional approval from the Fire Marshal, Talbot County Health Department, and Easton Utilities Commission.
7. The applicant shall submit As-builts for review with the Town's Engineering Department to close out the grading permit.
8. Upon installation of the "Mad Eggs" kitchen facility, the Town Planner may determine that mechanical equipment screening at the top of the structure is necessary, and shall retain the right to seek approval/denial from the Planning Commission.
9. The applicant shall return to the Planning Commission after November 30th (December 21, 2023 Planning Commission meeting) to review and/or determine a redesign of the graphics and additional screening.

If you have any questions concerning our recommendation, please do not hesitate to contact me or either the Town Planner or Town Attorney, both of whom were present and can speak to our actions in this matter.

Regards,

A handwritten signature in black ink, reading "Jennifer M. Dindinger". The signature is written in a cursive style with a large initial "J" and "M".

Easton Planning and Zoning Commission
Jennifer Dindinger, Chair



September 8, 2023

Mayor and Town Council
14 South Harrison Street
Easton, MD 21601

RE: Material Amendment to a Planned Unit Development - Rise Up Coffee Roasters

Dear Council Members & Mayor Cook:

The Easton Planning and Zoning Commission recently reviewed an application to amend the previously approved Planned Unit Development request to permit a shade structure on a seasonal basis without having to seek a temporary use permit each year; and approval for the addition of a kitchen facility and walk-up cafe to the existing property.

At our regular monthly meeting on August 17, 2023, the Commission voted to recommend to the Council approval of the request (5-0), but respectfully suggest that the proposed amendment be conditioned per the following:

1. The shade structure shall be erected seasonally during the period of March 1st through November 30th, and shall be taken down and stored offsite by December 1st.
2. Upon disassembling, all tripping hazards shall be removed as deemed necessary by the Building Inspection Division.
3. Music or other amplified sounds from the loudspeakers shall not play prior to 8 a.m. or after 7 p.m.
4. The restroom, tables and chairs may all remain in place and ready for use.
5. The applicant shall obtain a building permit for the Mad-Eggs facility and walk-up cafe, and shall obtain additional approval from the Fire Marshal, Talbot County Health Department, and Easton Utilities Commission.

6. The applicant shall submit As-built plans for review with the Town's Engineering Department to close out the grading permit.
7. Upon installation of the "Mad Eggs" kitchen facility, the Town Planner may determine that mechanical equipment screening at the top of the structure is necessary, and shall retain the right to seek approval/denial from the Planning Commission.
8. The applicant shall return to the Planning Commission after November 30th (December 21, 2023 Planning Commission meeting) to review and/or determine a redesign of the graphics and additional screening.

If you should have any questions concerning our recommendation, please do not hesitate to contact me or either the Town Planner or Town Attorney, both of whom were present and can speak to our actions in this matter.

Regards,

A handwritten signature in black ink, appearing to read "Jennifer Dindinger", with a stylized, flowing script.

Easton Planning and Zoning Commission
Jennifer Dindinger, Chair



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

Date of Hearing: November 6, 2023

**TOWN COUNCIL
PUBLIC HEARING
STAFF REPORT**

SUBJECT: **Planned Unit Development Amendment to include a Walk-in Cooler, Storage Shed, Tent, Kitchen Facility, Walk-Up Cafe, Kiosk, and Bathrooms**

ELECTION WARD: Ward 4

CRITICAL ACTION DATE: At the pleasure of the Council

STAFF CONTACTS: Joseph Mayer, Plan Reviewer
Miguel Salinas, Director of Planning and Zoning

APPLICANT: Rise Up Coffee Roasters % Ozzie Jimenez

DOCUMENT CREATED ON: October 26, 2023

PURPOSE: Rise Up Coffee (Applicant) is requesting to amend their existing Planned Unit Development (PUD) to include a walk-in cooler, storage shed, tent, kitchen facility, walk-up Cafe, kiosk, and bathrooms.

RECOMMENDATIONS:

Planning Commission: At the Planning Commission Public Hearing on October 19, 2023 meeting, the Commission forwarded (5-0) the application to the Town Council with a recommendation of approval with recommended conditions.

Staff: Should the Town Council approve the PUD Amendment, staff recommends the proposed conditions (see below).

APPLICATION INFORMATION:	
APPLICANT: Armistead, Lee, Rust & Wright, P.A. % Zach Smith Rise Up Coffee Roasters % Ozzie Jimenez	REPRESENTATIVE: ALRW, P.A.: Zack Smith
PARCELS/ACREAGE:	
Parcel Information	Acreage
Map 103, Grid 0000, Parcels 0990	1.089
ACCEPTANCE DATE: September 28, 2023	LOCATION: 625 Dover Road
EXISTING ZONING PUD	EXISTING LAND USE: Commercial
HISTORIC DISTRICT: Not Applicable	FUTURE LAND USE MAP: Residential

CONTEXT:

Location/Site Access – The subject property is located on the north side of Dover Road.

Existing Conditions – The subject property is used for commercial purposes.

Surrounding Properties

- 705 Dover Road - R-7A
- 630 Dover Road - R-7A
- 628 Dover Road - R-7A
- 626 Dover Road - R-7A
- 624 Dover Road - R-7A
- 622 Dover Road - CB
- 618 Dover Road - CB
- 600 Dover Road - CB
- 615 Dover Road - R-7A
- Oswald Aley, Parcel 976 - R-7A
- 612 E. Dover Street - R-7A
- 614 E. Dover Street - R-7A



Figure 1: Vicinity Map

PROPOSAL: Rise Up Coffee (Applicant) is requesting to amend their existing Planned Unit Development (PUD) to include a shade structure (tent) that's approximately 39' x 58' on a seasonal basis, the permanent use of the "Mad Eggs" kitchen facility that's approximately 8' x 12', a similarly sized walk-up cafe, a dual drive thru coffee kiosk that's 8' x 12.5' and a restroom trailer that's approximately 6' x 24' on a site located at 625 Dover Road. Please note, the walk-up cafe has not been installed at this time. The applicant was required by the Talbot County Health Department to install a small walk-in cooler unit at the site to provide additional refrigeration for the Mad Eggs kitchen unit and the existing coffee kiosk. The walk-in will be approximately 8' x 12'. Additionally, Rise Up needs to add a small storage shed to the property, to store dry goods that are required for on-site operations. The storage shed will be approximately 12' x 24'. Rise Up Coffee's request is to amend their existing PUD to include all the items listed above.

BACKGROUND:

Ordinance No.715

On October 2, 2017, the Town Council approved Ordinance No 715 granting the application of Rise Up Dover Road LLC for a Planned Unit Development ("PUD") under the provisions of the Easton Zoning Ordinance. The ordinance authorized the construction of an 8,000 square foot building to include a cafe, offices and community meeting space for Rise Up Coffee. The property is owned by Rise Up Dover Road LLC and is located across from the existing Rise up Coffee establishment. Roasting functions would remain at the existing location. On July 20,

2017, the Planning Commission approved the sketch plan with some conditions and issued a favorable recommendation regarding the PUD Plan's consistency with the Town's 2010 Comprehensive Plan. The Council determined that the Applicant met the minimum criteria for granting a PUD application and approved the PUD subject to conditions that are binding to the Applicant and any successor developer(s) of the land located on the PUD. The Applicant was required to provide a visual buffer between the rooftop deck on the southern facade of the proposed building and the existing single family residence located at 615 Dover Road to mitigate the potential impact on privacy of the adjacent residence from occupants of the roof top deck. Required buffering could be accomplished by either: (i) planting evergreen trees (min. 8' tall at installation) along the portion of the property line adjacent to the residence, or (ii) by constructing a vertical wall (6' min) on the western edge of the proposed rooftop deck. The Town Council incorporated the conditions imposed by the Planning Commission. The compliance with these conditions were at the discretion of the Planning Commission, and the Planning Commission was provided the authority to approve minor amendments to these conditions should they determine it reasonable to do so. The additional conditions were as follows: (a) the dumpster were required to be relocated to the interior of the Property, (b) the applicant shall install a "green barrier" along the rear of the Property to minimize visual impacts of the parking area upon adjacent properties, and (c) the micro-bio-retention area shall incorporate landscaping.

Temporary Use Approvals

Section 28-1306 of the Town's Code (Zoning Ordinance) states that temporary uses not listed as permissible on a temporary basis may be reviewed and permitted by the Planning and Zoning Commission (Commission). In June of 2021, Rise Up requested the erection of a tent similar to the Avalon Pavilion and a portable restroom trailer on the future building pad site of the future Rise Up Coffee Roaster restaurant. This request occurred after the kiosk was previously approved by the Commission as a temporary use. At their June 17, 2021 meeting, the Commission voted (4-0) to approve the request with three conditions: 1) the tent could remain until November 30, 2021, 2) the restrooms would be required to connect to the onsite water and sewer system, and 3) a pedestrian walkway on Dover Road was to be in place before the tent is installed. However, the tent and restroom facilities were not installed as permitted temporarily by the Commission. According to the applicant, there were issues with obtaining the building permit and Health Department approvals.

On March 17, 2022, the Commission again approved (5-0) a request for the temporary installation of the tent (along with the kiosk and portable bathrooms) with the condition that the tent could remain until November 30, 2022.

Rise Up Coffee (Applicant) obtained another temporary use approval from the Town of Easton Planning Commission (4-0) on March 16, 2023 for the request to re-erect a tent and authorization for the tent to remain until November 30, 2023. The approval included three conditions: 1) all tripping hazards will be removed as deemed necessary by the Building Inspection Division, 2) music from the loudspeakers is not be played prior to 8:00 a.m., and 3) the tent may remain up through November 30, 2023.

The Applicant returned to the Planning Commission on April 20, 2023. The applicant requested to amend their March 16, 2023 temporary approval to add a new kitchen facility, fabricated from a shipping container, that would eventually replace the food service functions provided by their existing "Mad Eggs" trolley unit located at 618 Dover Road. The applicant noted that they planned on submitting a request for permanent approval of the structures through a PUD amendment application. At their April meeting, the Commission granted (5-0) temporary approval for the addition of the "Mad Eggs" kitchen facility with six conditions: 1) at the end of the temporary approval period, the tent and kitchen facility shall be taken down and store off-site, 2) All tripping hazards shall be removed as deemed necessary by the Building Inspection Division, 3) Music and other amplified sounds from the loudspeakers shall not play prior to 8:00 a.m. or after 7:00 p.m., 4) the restroom, tables, and chairs shall remain in place and ready for use, 5) the applicant shall obtain a building permit for the temporary structures and approvals from the Fire Marshall, Talbot County Health Department, and Easton Utilities are required, and 6) plans for mechanical equipment screening at the top of the structure shall be demonstrated as deemed appropriate by the Commission and staff.

The Applicant subsequently submitted a Zoning Certificate for a Temporary Use for a request to amend the approved April 20, 2023 temporary use approval to permit a walk-in cooler and storage shed and to also remain until November 30, 2023 (see attached document). The applicant stated the improvements were accessory to the "Mad Eggs" kitchen facility that had already been approved for a temporary use on April 20, 2023. The request was reviewed administratively and approved by the Planning and Zoning Department on September 22, 2023.

PUD Amendment

Separate from their temporary use approvals, the applicant submitted a request on July 26, 2023 to amend their existing PUD to include a seasonal tent, the "Mad Eggs" kitchen facility, and a walk-up cafe on the property along with the restrooms and kiosk. According to the applicant, the changes would allow Rise Up to better serve customers and free up needed space at its roasting facility located at 618 Dover Road. The kitchen facility and walk-up cafe would be made from repurposed shipping containers.

Planning Commission, at their August 17, 2023 meeting, recommended (5-0) to the Town Council approval for an amendment to Rise Up Coffee's existing PUD (Zoning Ordinance No. 715) to grant permanent approval for the shade structure (tent), the "Mad Eggs" kitchen facility, and the walk-up cafe with the following recommended conditions:

1. The shade structure shall be erected seasonally during the period of March 1st through November 30th, and shall be taken down and stored offsite on November 30th.
2. Upon disassembling, all tripping hazards shall be removed as deemed necessary by the Building Inspection Division.
3. Music or other amplified sounds from the loudspeakers shall not play prior to 8 a.m. or after 7 p.m.
4. The restroom, tables and chairs may all remain in place and ready for use.
5. The applicant shall obtain a building permit for the Mad-Eggs facility and walk-up cafe, and shall obtain additional approval from the Fire Marshal, Talbot County Health Department, and Easton Utilities Commission.

6. The applicant shall submit As-builts for review with the Town's Engineering Department to close out the grading permit.
7. Upon installation of the "Mad Eggs" kitchen facility, the Town Planner may determine that mechanical equipment screening at the top of the structure is necessary and shall retain the right to seek approval/denial from the Planning Commission.
8. The applicant shall return to the Planning Commission after November 30th (December 21, 2023 Planning Commission meeting) to review and/or determine if a redesign of the graphics and/or additional screening of mechanical components is necessary.

On September 21, 2023, the Applicant requested to amend their PUD for further revisions to also include a walk-in cooler and storage shed. The applicant stated that the Talbot County Health Department required the additional refrigeration unit for the kitchen and kiosk. In addition, the storage shed was needed to store dry goods for the required on-site operations.

At their September 18, 2023 meeting, the Town Council scheduled a public hearing for the PUD amendment request for November 6, 2023 but requested the Planning Commission provide another recommendation to the Council since the applicant added the refrigerated and dry storage units to the application since the Commission's previous recommendation.

The Planning Commission, at their October 19, 2023 meeting, recommended (5-0) to the Town Council approval to further amend the previously approved Planned Unit Development (PUD) with the addition of an 8' x 12' walk-in cooler to the existing kitchen unit, and the addition of a 12' x 24' storage shed to the existing property. The Commission voted to forward a positive recommendation to the Town Council with the following recommended conditions:

1. The applicant shall receive staff approval for a more modern shed design that conforms to the architecture of surrounding buildings.
2. The shade structure shall be erected seasonally during the period of March 1st through November 30th, and shall be taken down and stored offsite on November 30th.
3. Upon disassembling, all tripping hazards shall be removed as deemed necessary by the Building Inspection Division.
4. Music or other amplified sounds from the loudspeakers shall not play prior to 8 a.m. or after 7 p.m.
5. The restroom, tables and chairs may all remain in place and ready for use.
6. The applicant shall obtain a building permit for the Mad-Eggs facility and walk-up cafe, and shall obtain additional approval from the Fire Marshal, Talbot County Health Department, and Easton Utilities Commission.
7. The applicant shall submit As-builts for review with the Town's Engineering Department to close out the grading permit.
8. Upon installation of the "Mad Eggs" kitchen facility, the Town Planner may determine that mechanical equipment screening at the top of the structure is necessary and shall retain the right to seek approval/denial from the Planning Commission.

9. The applicant shall return to the Planning Commission after November 30th (December 21, 2023 Planning Commission meeting) to review and/or determine a redesign of the graphics and additional screening.

Following the Commission meeting, the Applicant submitted to the Planning & Zoning Staff on October 20, 2023 a description of the revised items for the shed:

- Removal of the garage door on the side with a solid wall
- Removal of shutters
- Removal of barn detailing from entry doors (i.e. removal of 'x' framing)
- Change color of shed to black with white trim, and
- Change roof to corrugated metal (black)

The Staff determined that the spirit and intent of the Planning Commission's discussion leans towards the shed needing to be a modern design/style. Therefore, the staff supports the design of the shed with a slanted roof with transom windows. This modern design would complement the architecture of the structures already on site. The staff has no objection to the Applicants color selection of the shed to black with white trim and the roof to corrugated metal (black). In addition, the Staff determined that a solid wall on the side of the garage is acceptable.

OUTSTANDING ISSUES:

There are no outstanding issues.

ZONING ANALYSIS:

A. Purpose and Intent

Section 28-701 A.

The purpose of a PUD District is to provide for carefully planned residential, mixed use and certain commercial developments at appropriate locations within the Town of Easton. It is the intent of this Section to allow all aspects of a PUD District to be subject to public review and control by the Town with specific provisions to be made on a case-by-case basis for adequate open space, architectural appearance, the height, bulk and location of buildings, required public facilities, and a variety of housing types, densities, and/or compatible commercial or industrial uses as a part of a detailed development plan.

Not all locations in the Town are suitable for PUD development and the nature, size, scale or intensity of proposed uses may cause a particular site not to be suitable for a specific PUD proposal. Therefore, there is no general presumption that an application for such a use at a particular location is valid, inures to the general benefit of the Town or is in compliance with the Town's Comprehensive Plan. Instead, each application will be evaluated according to its particular location and the degree to which the developer is willing or able to propose a development plan which furthers the goals and objectives of this Section and the Ordinance generally.

B. Location

Section 28-701 B. The PUD is a floating zone. That means that while provisions and regulations are made to govern development within any PUD District, no such District will be pre-mapped on the Zoning Map. A PUD District may be established in any parent zoning district provided the requirements outlined in this subsection are met.

Analysis - According to § 28-701.I of the Zoning Ordinance, any proposed change which alters a condition of the PUD approval to an approved PUD is a material amendment, which is subject to review by the Planning Commission and Town Council according to the procedures set forth in § 28-701. The process for reviewing a material amendment to a PUD Amendment is similar to that for a site plan except that it requires approval of the Town Council. The plan that you review basically serves as the sketch-level submission.

The current process of the Town of Easton Zoning Ordinance is for the Planning and Zoning Commission to review the material submitted and forward a recommendation to the Mayor and Town Council. The Commission may include recommended changes to the PUD sketch plan or recommended conditions of approval that the Commission deems necessary to better insure compliance with the Comprehensive Plan. In reaching its conclusion, the Commission shall make recommendations addressing the factors in § 28-701.H(2) (see below).

C. Off-Street Parking

Analysis- The site has a maximum required thirty-five (35) parking spaces. The existing site currently has forty-three (43) parking spaces available due to the higher parking needs of the former proposed restaurant, sit-down/carry-out and office land use.

D. DEVELOPMENT STANDARDS

Section 28-701.G.

Applications for any type of Planned Unit Development shall meet the following requirements:

(1) The area proposed for a planned unit development shall be in one (1) ownership, or, if in several ownerships, the proposal shall be filed jointly by all the owners of the property included in the development plan.

Analysis - The property is owned by a single entity.

(2) The site shall be of a configuration suitable for the development proposed.

Analysis - The site includes 1.089 acres and has direct access onto Dover Road. The planned layout and site design proposed provide for a functionally designed commercial site.

(3) Public water and sewerage shall be available, although it may be made available in conjunction with the development of the PUD.

Analysis - There's adequate water and sewer service on-site to serve the proposed project. The Applicant will provide the utility extensions that are necessary to connect the project to Town services and will work with Easton Utilities to ensure that all permits and approvals are granted.

(4) The site shall be located adjacent to adequate transportation facilities capable of serving existing traffic and that expected to be generated by the proposed development. Private roads may only be approved in commercial and multifamily projects or portions of projects. Such roads shall be internal to the development. Private roads shall comply with any standards developed and adopted for such roads by the Town Council. The Town shall bear no responsibility for construction or maintenance of private roads. Development on private roads may not be entitled to all Town services.

Analysis - The project has two existing access points from Dover Road, a Town-owned street.

(5) The owners or developers must indicate that they plan to begin construction of the development within two (2) years after final approval. If there is no action on the part of the applicant at any point in the process for a period of two (2) years, the zoning of the site shall revert to its previous classification unless a time extension is requested by the developer and granted by the Planning and Zoning Commission. For projects constructed in parts or phases, the PUD approval applicable to any portion not improved in accordance with said PUD approval, shall expire if no development activity occurs for a period of five years.

Analysis - The Applicant intends to commence construction upon approval from the Town Council, in light of the time incurred in obtaining all necessary building permits.

(6) The setback, lot size, lot coverage, height, minimum frontage, minimum open space, and yard requirements shall be established for each individual project by the Town Council in the ordinance granting the application. The Planning and Zoning Commission shall make recommendations to the Town Council with regard to these requirements. The Town recognizes that it is necessary and encourages such uniquely established standards.

Analysis - The minimum bulk requirements for the project will remain consistent with the previously approved Rise Up Coffee's existing PUD (Zoning Ordinance No. 715).

(7) Off-street parking shall be provided for each individual use in the planned unit development in accordance with the requirements of Section 1001. Mixed-use PUD's that integrate coordinated pedestrian and bicycle circulation systems throughout the development, shall be permitted to reduce the required off-street parking by 20% of the required standard without the need for a parking variance, waiver, or deferral.

Analysis - The existing parking lot is designed to accommodate the approved December 1, 2020 Phase 1 Site Plan. The current design has a maximum required thirty-five (35) on-site

parking spaces. Though the existing parking spaces exceed the maximum requirement by eight (8) parking spaces, staff recommends the existing spaces remain for the potential construction of the originally proposed building.

(8) No more than 50% of the off-street parking area for the entire property of a major retail or shopping center use, shall be located between the front façade of the principal building(s) and the primary abutting street.

Analysis - Not Applicable.

In addition, some development standards will vary according to the type of PUD in accordance with the following Table:

Standard	PUD Sub District	
	PUD- Infill	Rise Up Coffee
Minimum Size*	N/A	N/A
Maximum Size	5 acres	1.098 acres
Maximum Residential Density (per gross residential acre)**	60 du/acre****	N/A
Minimum Open Space Requirement***	Open space shall be that which is deemed adequate by the Town Council. In addition, landscaping shall be provided to enhance the project and advance the degree to which the infill project blends in with surrounding properties.	Required: 30% of total gross area = 0.327 acres. Proposed: 38.62% of total gross area = 0.420 acres.
Applicability	Lands within the area indicated on Map 7-1	Land qualifies as Infill

****Smaller sites may be permitted when it is found that the proposed PUD is compatible with existing development in the area and does not disrupt the orderly expansion of the transportation system of the Town.***

Analysis - Not Applicable.

*****The Town Council may consider projects with a density of up to 25% more than the maximum stated in this table upon a finding that such increased density is in keeping with the***

existing or intended character of the neighborhood (as expressed in the Comprehensive Plan or, if applicable, any adopted Small Area Plans) and that any potential detrimental impacts from such increased density are ameliorated to the satisfaction of the Council. Additionally, if residential use is part of a vertically-mixed use project (i.e., non-residential uses are present on the ground floor with residential units on non-ground floors), there shall be no limit on the residential density.

Analysis - Not Applicable.

****The Town Council may consider projects with less than the minimum open space required as specified in this Table, upon a finding that unique circumstances or conditions exist which warrant such a reduction and further provide that the applicant addresses the open space requirement in another acceptable means.*

Analysis - Applicant has designed the Project to provide significant open space. The Project will provide 0.42 acres of open space (38.62%, not including incidental parking lot areas).

*****In the PUD General sub district, for any residential units proposed in excess of the maximum residential density permitted in base residential zoning districts (3.5 du/ac), at least 25% must be devoted to affordable housing, or the developer may contribute a fee-in-lieu to an entity to be determined by the Town.*

Analysis - Not Applicable.

E. Forest Conservation

The Easton Forest Conservation Requirements of the Town Code, Article III, § 31-3.1, Forest Conservation Ordinance, Relevance, states that the requirements are applicable to any person making application for a subdivision, project plan, grading, or sediment and erosion control approval on units of land 40,000 square feet or greater after the effective date of the Ordinance.

Analysis - The Forest Conservation plan was approved on June 3, 2020. Required Afforestation was achieved on site for 0.17 acres or 7,405.2 square feet of credited landscape plantings and protection of two specimen trees.

POLICY ANALYSIS:

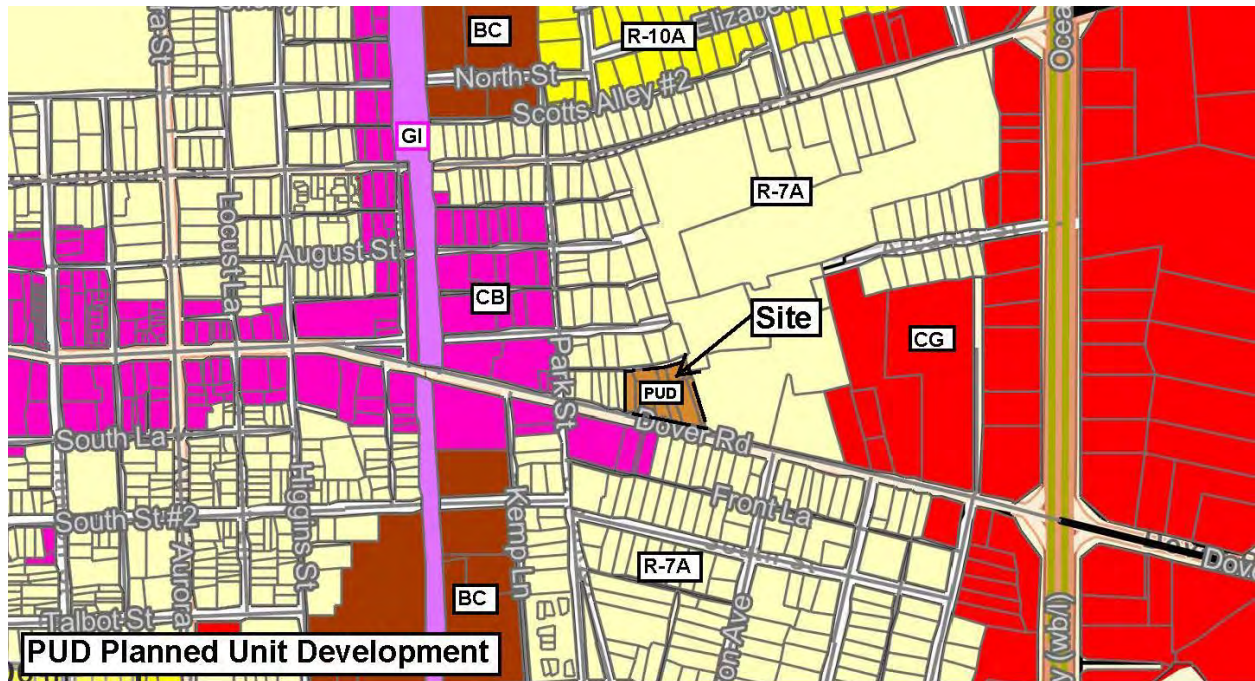


Figure 2: Zoning Map

Section 28-701.H.2

The Planning and Zoning Commission shall review the material submitted and following the presentation from the applicant, shall forward a recommendation to the Mayor and Town Council. The Planning and Zoning Commission’s transmittal to the Town Council may include recommended changes to the PUD Sketch Plan or recommended conditions of approval that the Commission deems necessary to better insure compliance with the Comprehensive Plan. In reaching its conclusion as to the merits of the project, the Commission shall make recommendations addressing the following:

- a. Whether the proposed PUD development conforms to the Town of Easton Comprehensive Plan;*

Analysis - The proposed PUD revisions, a walk-in cooler, storage shed, tent, kitchen facility, walk-up Cafe, kiosk, and bathrooms, conform to the Town’s Comprehensive Plan. The integrated use of this infill property offers a convenient commercial service to support the needs of the surrounding neighborhood. Natural features have been addressed with an approved Forest Conservation and Landscape Plan. There is adequate parking and dual drive-thru lanes to accommodate the kiosk. Open space has been provided. The architecture is compatible within the surrounding neighborhood in terms of size, scale, design and appearance. Though there are no monument signs that dominate the site, graphics are displayed on the “Mad-Eggs” kitchen facility and walk-up cafe. Neighborhood connectivity has been provided via sidewalk along Dover Road and internally onsite.

b. Whether the proposed PUD development conforms with all provisions of the Town of Easton Zoning Code which are not proposed for modification subject to the request;

Analysis - This PUD development conforms with all provisions of the Town of Easton Zoning Code which are not proposed for modification subject to the PUD request.

c. Whether the proposed PUD development complies with all Town engineering and design regulations and standards;

Analysis - The overall development conforms with Town engineering and design regulations and standards.

d. Whether the proposed PUD development complies with any other applicable Town, County, State, or Federal regulations, policies or plans, except those standards proposed for modification. If the standards of any jurisdiction other than the Town of Easton are proposed for modification, any PUD project approval, should it subsequently be granted by the Town Council, shall be subject to the applicant successfully obtaining approval of said modification and demonstrating proof of such approval to the Town's satisfaction.

Analysis - Currently, the proposed PUD amendment complies with the standards of any jurisdiction other than the Town of Easton.

e. Whether the proposed PUD will be superior to or more innovative than conventional development and how it will provide greater public benefit without additional probable significant adverse impacts to public health, safety or the environment, than would be available through the use of conventional zoning and/or development standards.

Analysis - The development's proximity to multiple use properties will provide greater public benefit without additional probable significant adverse impacts to public health, safety or the environment. The development provides a walkable design to support a pedestrian-oriented community, parking, landscaping, stormwater management and forest conservation.

RECOMMENDED CONDITIONS:

Staff believes the proposed PUD Amendment is consistent with the Town's Comprehensive Plan and recommends that you approve the PUD Amendment. If approved, staff recommends the following conditions:

- The shade structure shall be erected seasonally during the period of March 1st through November 30th, and shall be taken down and stored offsite on November 30th.
- Upon disassembling, all tripping hazards shall be removed as deemed necessary by the Building Inspection Division.
- Music or other amplified sounds from the loudspeakers shall not play prior to 8 a.m. or after 7 p.m.
- The restroom, tables and chairs may all remain in place and ready for use.

- The applicant shall obtain a building permit for the Mad-Eggs facility and walk-up cafe, walk-in cooler and storage shed and shall obtain additional approval from the Fire Marshal, Talbot County Health Department, and Easton Utilities Commission.
- The applicant shall submit As-Built for review with the Town's Engineering Department to close out the grading permit.
- Upon installation of the "Mad Eggs" kitchen facility, the Town Planner may determine that mechanical equipment screening at the top of the structure is necessary and shall retain the right to seek approval/denial from the Planning Commission.
- The applicant shall return to the Planning Commission after November 30th (December 21, 2023 Planning Commission meeting) to review and/or determine if a redesign of the graphics and/or additional screening of mechanical components is necessary.

DRAFT MOTIONS:

1. I move that the Town Council approve the sketch site plan and the PUD Amendment, subject to staff's Conditions of Approval.

OR

2. I move that the Town Council forward the application to the November 20th Council meeting for further discussion.

OR

3. I move an alternate motion.

ATTACHMENTS:

1. 2023.09.22 Rise Up - Transmittal Letter, paper copy & PDF
2. 2023.09.22 Rise Up - Updated Site Plan, paper copy & PDF
3. Smith Ltr re: Exhibits for Shed & Walk-in (10-10-23) & Exhibits, paper copy & PDF
4. Rise Up - Interior & Exterior Elevations, paper copy & PDF
5. Rise Up - PUD Amendment Application, paper copy & PDF
6. Rise Up - Shade Photo, paper copy & PDF
7. Rise Up - Exterior Graphics, paper copy & PDF
8. 2017.10.03 Ordinance 715, paper copy & PDF
9. Ordinance 715, Exhibit A Item#1 PUD Sketch Plan of Rise Up Coffee, paper copy & PDF
10. Ordinance 715, Exhibit A Item#2 Architecture and Floor Plans, paper copy & PDF



ARMISTEAD, LEE, RUST & WRIGHT, P.A.
ATTORNEYS AT LAW

114 Bay STREET, BUILDING C
EASTON, MARYLAND 21601

TELEPHONE: (410) 819-8989
FACSIMILE: (410) 822-4787

EMAIL ADDRESS
ZACHSMITH@ALRWLAW.COM

September 21, 2023

Planning and Zoning
Town of Easton
Attn: Joe Mayer
14 S. Harrison Street
Easton Maryland 21601

**Re: Updated Site Plan - PUD Amendment for Rise Up Coffee Roasters
625 Dover Road Easton, Maryland**

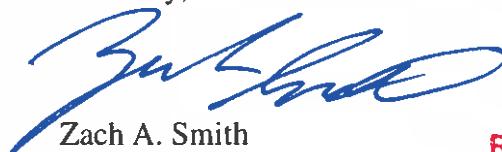
Dear Joe:

As discussed, the Talbot County Health Department will require Rise Up to install a small walk-in cooler unit at 625 Dover Road to provide additional refrigeration for the Mad Eggs kitchen unit and the existing coffee kiosk. The walk-in will be approximately 8' x 12', and will be identical to the walk-in that was recently installed at La Bodega. Additionally, Rise Up needs to add a small storage shed to the property, to store dry goods that are required for on-site operations. The storage shed will be approximately 12' x 24', and is similar to the storage shed at La Bodega.

Per your direction, we have updated the PUD site plan that is currently under review by the Town to show the proposed locations for both the walk-in and the storage shed. Enclosed please find ten (10) copies of the updated site plan. Please substitute the site plan in our original submittal (labeled "Exhibit A") with the updated plan that is enclosed. Please let me know if any additional information or material may be needed to facilitate this request.

Thank you for your continued support of Rise Up!

Sincerely,



Zach A. Smith

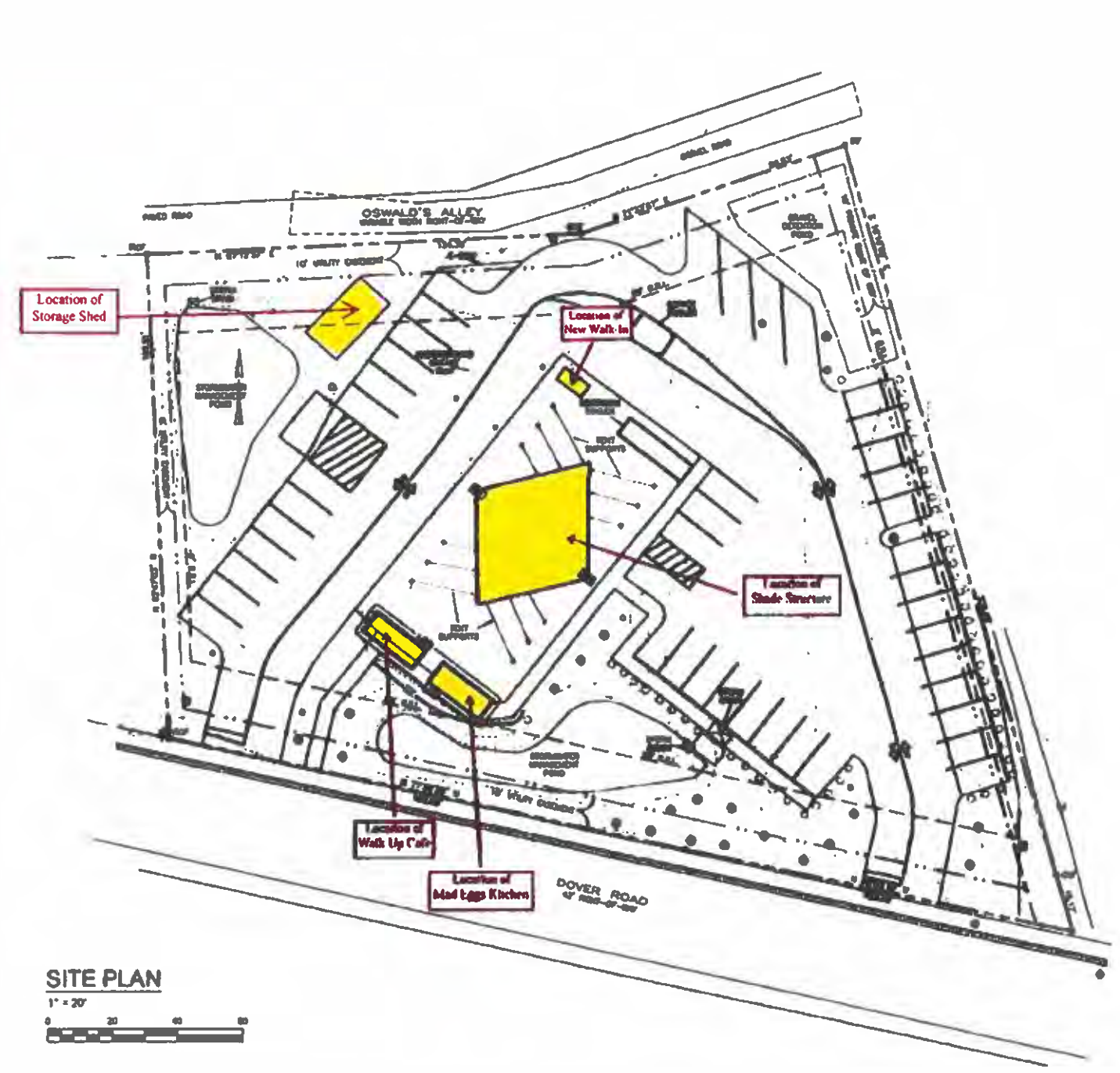
RECEIVED

SEP 22 2023

TOWN OF EASTON

Exhibit A

DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS • ENGINEERS • SURVEYORS



LEGEND

EXISTING

- PROPERTY LINE
- D & L AND BUTTORS
- CASEMENT
- PARKING LOTS
- OVERHEAD UTILITY LINES
- TRUCK
- EXISTING ELEVATION CONTOUR
- STRAKE

PROPOSED

- TELECOM PEDestal
- LIGHT POLE
- WATER METER
- MANHOLE
- SEWER MANHOLE
- SEWER VALVE
- UTILITY POLE
- SP-RUB
- TRUCK

PAVED AREA

GRAVEL AREA

LANDSCAPING

CONCRETE AREA

STORMWATER POND

BUILDING

ONE DENOTES CONCRETE VORWENT FOUND
RT DENOTES HIGH ROAD FOUND
BCF DENOTES HIGH ROAD WITH CAR FOUND

SITE PLAN
1" = 20'

--	--

Revision	

RISE UP COFFEE ROASTERS
818 DOVER ROAD
EASTON, MARYLAND 21801

SITE PLAN

Drawn by	AS NOTED	Check by
DATE	DATE	
CANB6	04/23/23	

C1



ARMISTEAD, LEE, RUST & WRIGHT, P.A.
ATTORNEYS AT LAW

114 Bay STREET, BUILDING C
EASTON, MARYLAND 21601

TELEPHONE: (410) 819-8989
FACSIMILE: (410) 822-4787

EMAIL ADDRESS
ZACHSMITH@ALRWLAW.COM

October 10, 2023

Planning and Zoning
Town of Easton
c/o Samantha Smith
14 S. Harrison Street
Easton Maryland 21601

**Re: Supplemental Application Materials for Rise Up Coffee Roasters
625 Dover Road Easton, Maryland**

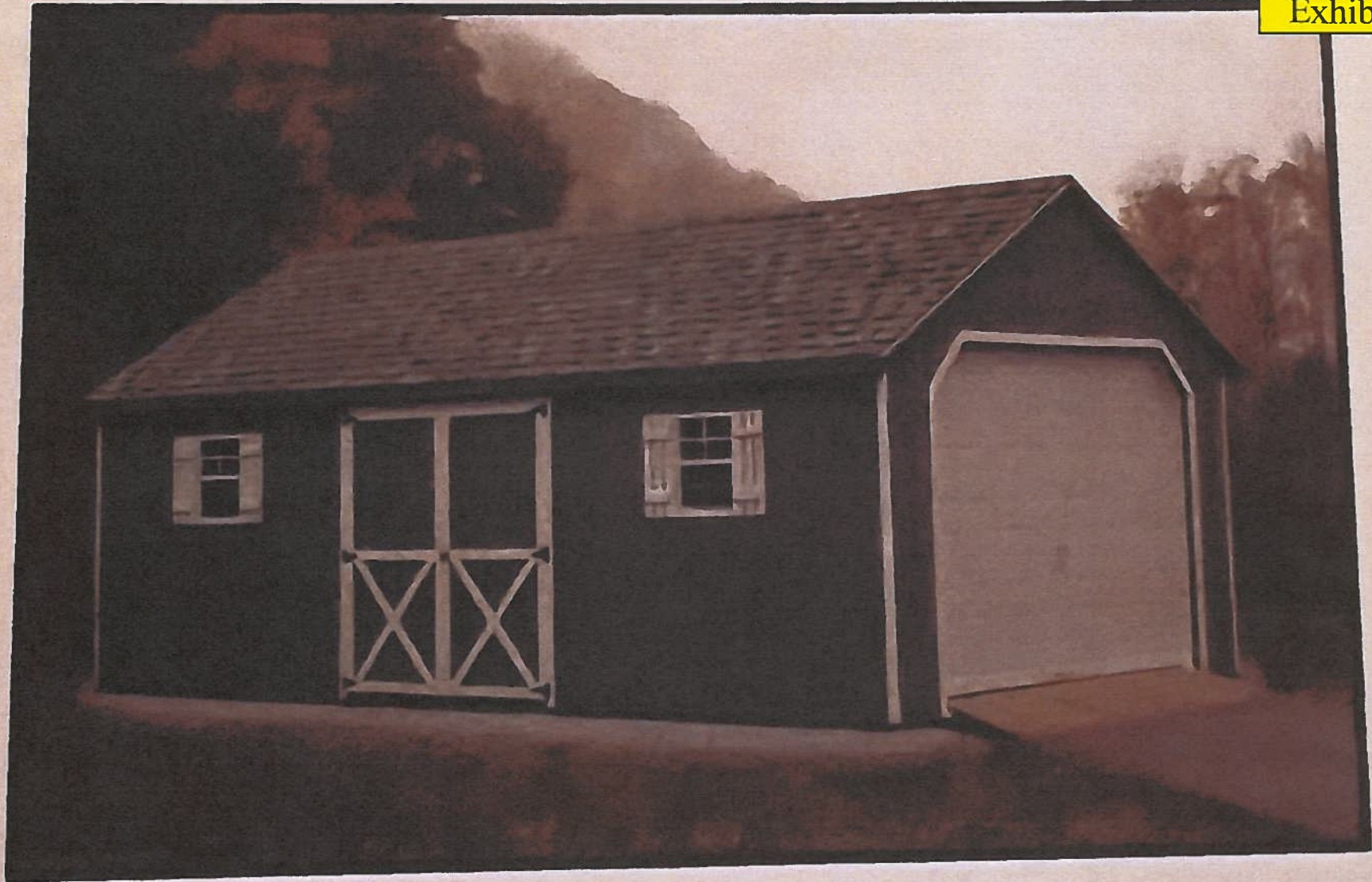
Dear Samantha:

Enclosed please find documents showing the proposed storage shed and walk-in cooler for the Rise Up Coffee Roasters site at 625 Dover Road. The proposed storage shed is shown on the attached Exhibit E. The proposed walk-in cooler will be identical to the walk-in cooler that is located at Rude Burger (without the Rude Burger logo), a photo of that unit is attached as Exhibit F. This information supplements the revised site plan that was submitted previously, which shows the proposed locations for both the storage shed and the walk-in cooler.

Please distribute these materials to the Planning Commission in advance of the October 19th meeting. If there are any questions, or if anything further may be required at this time, please contact me.

Sincerely,

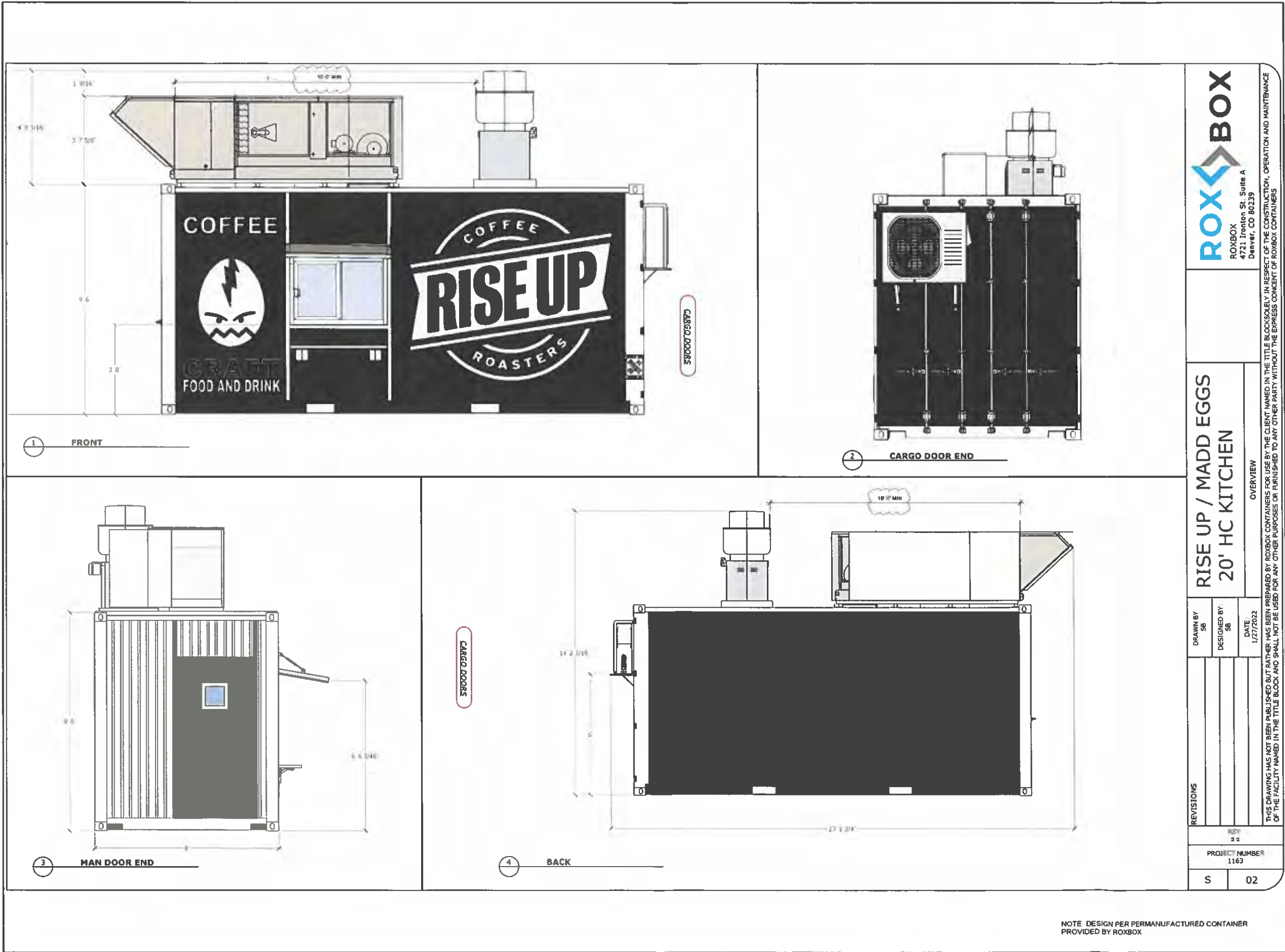
Zach A. Smith



Backyard A-Frame: 12' x 24'. Light Gray T-111. Dual Gray Shingles. White Trim. White Shutters

Options Shown: 9' x 6' 9" Overhead Door. 9' Heavy Duty Ramp. 8' x 16" Vents





Design Consultant:

ARCHITECTURE
INNOVATION & DESIGN
ARCHITECTURE, Inc.
15 PINE AVE. SUITE 250
Long Beach, CA 90802
www.ideaspaceinc.com

Architect:

GEOFFREY B. LIM
AIA, NCARB, LEED AP

Engineering Consultant:

Stamp:

NEW CONSTRUCTION
ROXBOX
4721 IRONTON ST. SUITE A
DENVER, CO 80239
Project Address
MAD EGGS
622 DOVER ROAD
EASTON, MD 21601

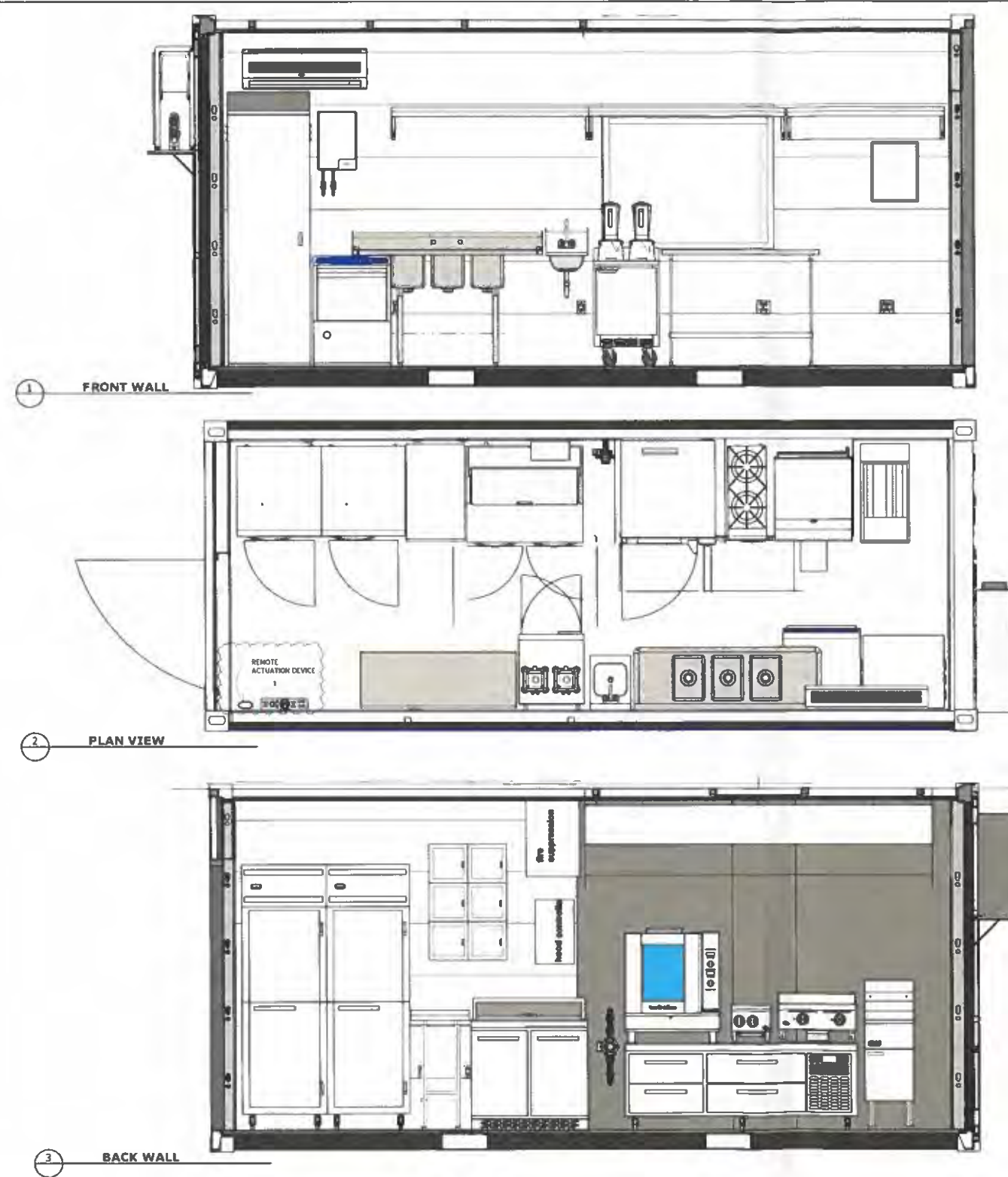
Issue For
PERMIT
Issue Date
04/15/2022
Revisions

NO.	REASON	DATE
1	PLAN CHECK CORRECTIONS	JUNE 16 2022

Principal in Charge
J.C.
Project Manager
J.C.
Drawn By:

Project Number
199-001-22
Sheet Title
OVERVIEW

APPROVED **RADCO** APPROVED
Aug 04, 2022
Sheet Number
S 02



RISE UP / MADD EGGS
20' HC KITCHEN

REVISIONS	DRAWN BY	SB	DATE	1/27/2022
	DESIGNED BY	SB		
	PROJECT NUMBER	1163		
	S	03		

THIS DRAWING HAS NOT BEEN PUBLISHED BUT RATHER HAS BEEN PREPARED BY ROXBOX CONTAINERS FOR USE BY THE CLIENT NAMED IN THE TITLE BLOCK SOLELY IN RESPECT OF THE CONSTRUCTION, OPERATION AND MAINTENANCE OF THE FACILITY NAMED IN THE TITLE BLOCK AND SHALL NOT BE USED FOR ANY OTHER PURPOSES OR FURNISHED TO ANY OTHER PARTY WITHOUT THE EXPRESS CONSENT OF ROXBOX CONTAINERS

NOTE: DESIGN PER PERMANUFACTURED CONTAINER PROVIDED BY ROXBOX

Design Consultant

INNOVATION & DESIGN
ARCHITECTURE, INC.
85 First Ave., Suite 230
Long Beach, CA 90801
www.innoperformance.com

Architect

GEOFFREY B. LIM
AIA, NCARB, LEED AP

Please note: specifications, schedules, and reports are prepared by the Architect and are subject to change without notice. The Architect is not responsible for the construction of the project. All information should be checked and verified by the professional of record. Copyright Reserved 2022

Engineering Consultant

Stamp

NEW CONSTRUCTION

ROXBOX
4721 Ironton St. Suite A
Denver, CO 80239

Project Address
MAD EGGS
625 DOVER ROAD
EASTON, MD 21801

Issue For
PERMIT

Issue Date
04/15/2022

NO.	REASON	DATE
1	PLAN CHECK CORRECTIONS	JUNE 30, 2022

Principal in Charge
JC

Project Manager
on

Drawn By

Project Number
199-001-22

Scale: Title

SECTION PLANS

APPROVED
Aug 04, 2022

Client Number
S 03

RECEIVED

JUL 26 2023

TOWN OF EASTON



Town of Easton
Engineering, Planning and Zoning
14 South Harrison Street, Easton, MD 21601

Site Plan, PUD, Planned Healthcare Application

Application Type

Planned Unit Development ☒ Amendment ☒ Health Care (HC) ☐ Site Plan ☐

Subdivision Information

Name
Original Property Size Acres Square Feet
Telephone No. Email

Site Plan Information

Property Size Acres Square Feet
Structure's Floor Area Structure's Square Feet (See Attached)
Area of Disturbance Number of Dwelling Units

Property Information

Address
Tax Map Grid Parcel Lot
Deed Reference: Liber Folio
Plat Reference: Liber Folio
Base Zoning District Historic Y ☐ N ☒ Planned Redevelopment Y ☒ N ☐
Source of Electricity

Owner

Name
Mailing Address
Telephone No. Email

Applicant or Agent

Name
Mailing Address
Telephone No. Email

Surveyor / Engineer

Name License No. Expiration Date
Mailing Address
Telephone No. Email

Any modifications during review shall warrant an updated application.

I hereby certify that I have reviewed and satisfied the Town of Easton Development Standards and that submission of an incomplete application will be returned for correction prior to processing.

Signature of Applicant or Agent

Date

Printed Name of Applicant or Agent


7/26/23

Zachary A. Smith

For Office Use Only

Planning Commission Required	Y ☒ N ☐	
Planning Commission Meeting Date	08/17/2023	
Sketch Approval Date		Project No. PUD 23-01
Prelim/Dev. Approval Date		Application No. 2023-870
Final Approval Date		Sketch Fee Paid
Recordation Date		Develop. Fee Paid

Revised 02-2019

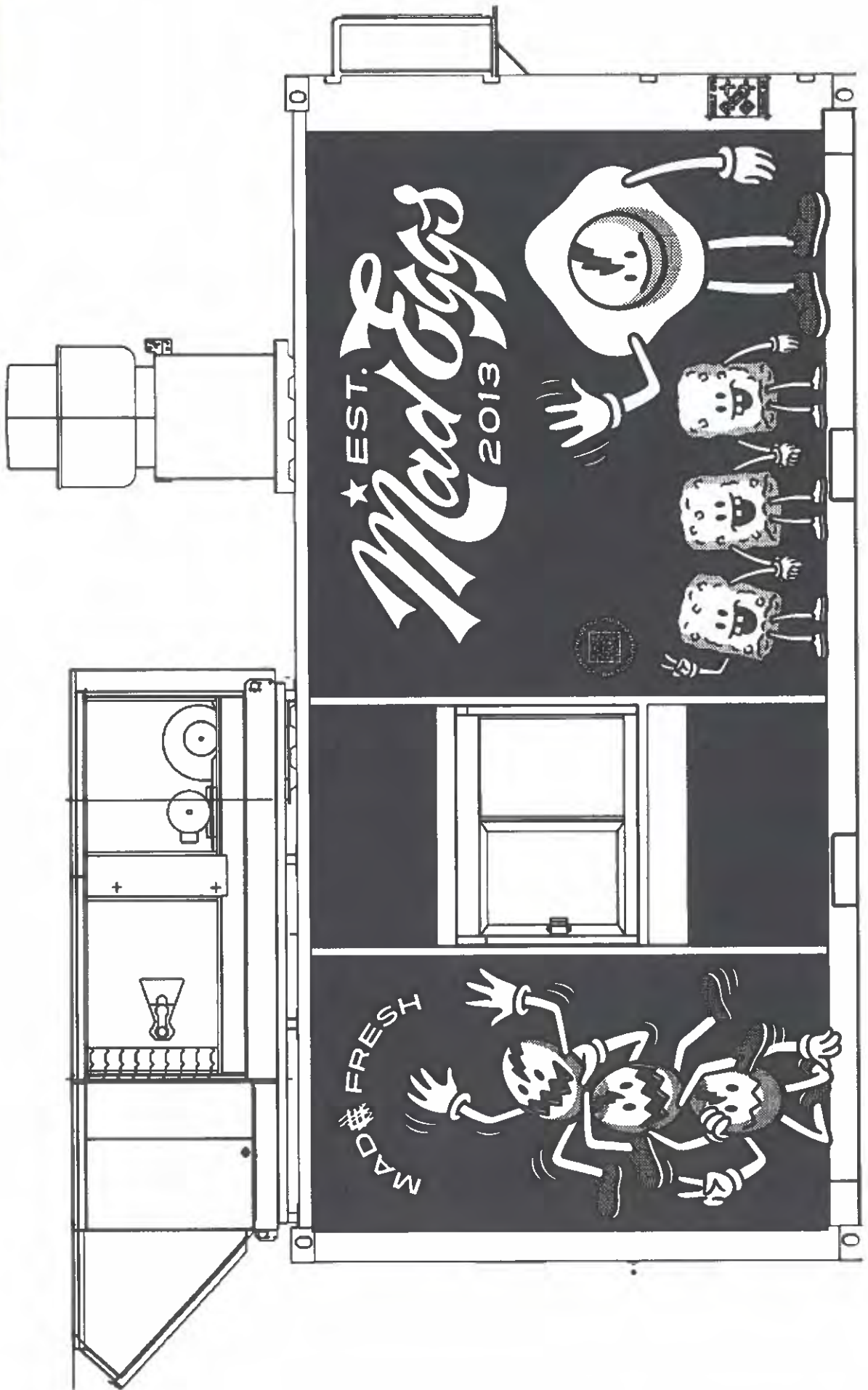
PURPOSE OF APPLICATION

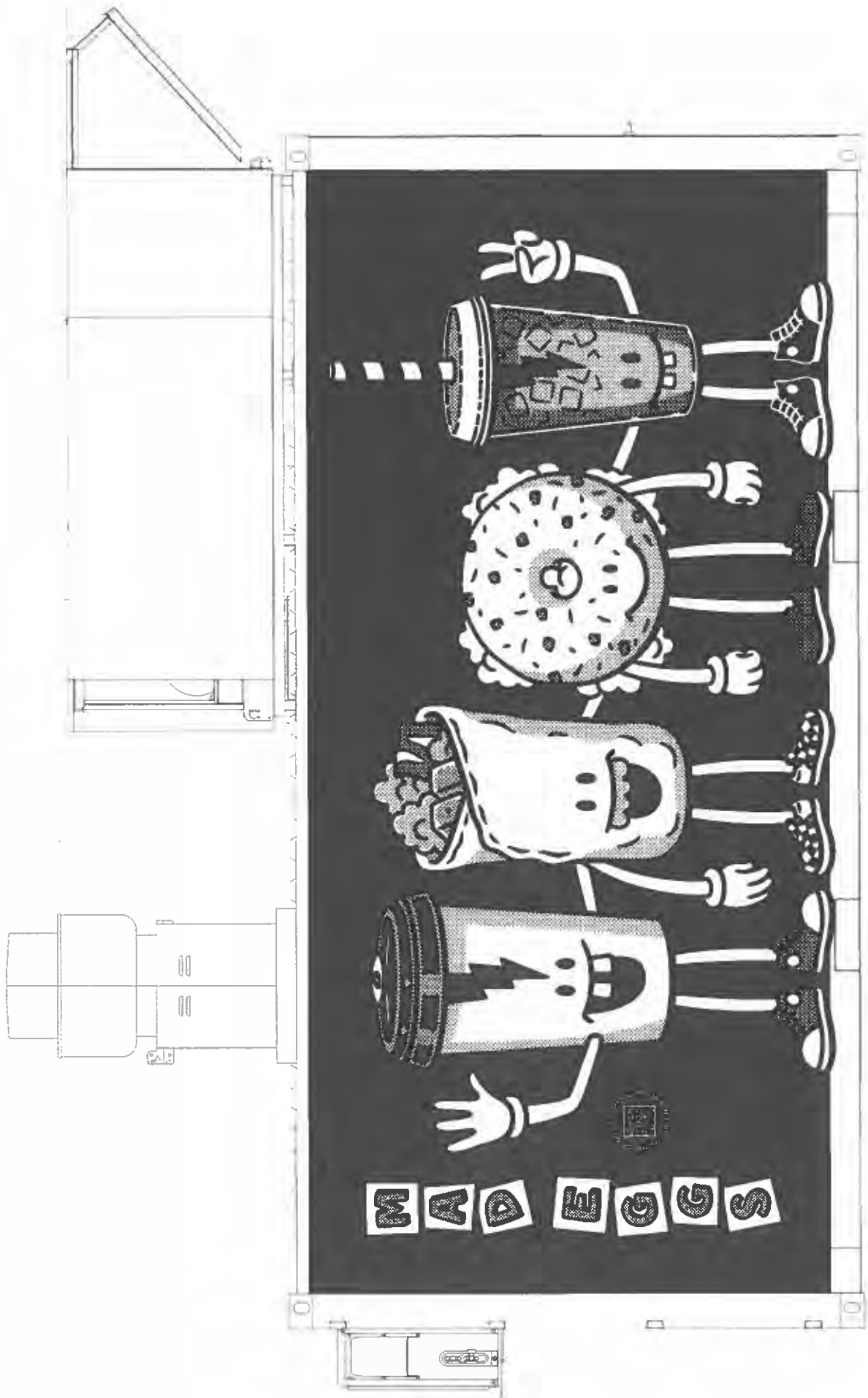
Rise Up Coffee Roasters ("Rise Up") seeks to amend the PUD zoning for 625 Dover Road ("Property"). The Property is improved with an outdoor seating area, drive-up coffee kiosk, restroom facility, commercial parking lot/maneuvering area, landscaping and stormwater management features. Over the last several years Rise Up has sought and obtained temporary approvals from the Planning Commission to seasonally cover the outdoor seating area with a shade structure. The covered outdoor seating area has been highly utilized and very well received by the community. Accordingly, Rise Up desires to continue with this set up for the foreseeable future. Also, to better serve its customers, Rise Up intends to add a "Mad Eggs" kitchen facility on the Property this year, and to then add a separate similarly sized facility for a walk-up café in the near future. The Mad Eggs kitchen facility has also received a temporary approval from the Planning Commission for this year, running concurrent with the temporary approval for the shade structure. The walk-up café has not yet been manufactured and therefore is not included in the temporary approval.

To avoid having to continue seeking temporary approvals each year for the above-described facilities, Rise Up seeks an amendment to the PUD that will grant a permanent approval for: (i) the shade structure, (ii) the Mad Eggs kitchen facility, and (iii) the walk-up café.

The above-described facilities are shown and labeled on the site plan attached hereto as **Exhibit A**. A photograph of the shade structure is included as **Exhibit B**. Interior and exterior elevations for the Mad Eggs kitchen facility are shown on **Exhibit C**. The exterior graphics for the Mad Eggs kitchen facility are included as **Exhibit D**. Specific plans for the walk-up café have not yet been finalized, but the size and configuration of the walk-up café unit will be very similar to the Mad Eggs unit.







ORDINANCE NO. 715

AN ORDINANCE OF THE TOWN OF EASTON GRANTING THE APPLICATION OF RISE UP DOVER ROAD LLC FOR A PLANNED UNIT DEVELOPMENT UNDER THE PROVISIONS OF THE EASTON ZONING ORDINANCE

INTRODUCED BY Mr. Silverstein

WHEREAS, the Town of Easton is authorized by the Land Use Article of the Maryland Annotated Code (the "Code") to enact and administer a zoning ordinance, which ordinance is Chapter 28 of the Easton Town Code; and

WHEREAS, the Town is authorized by Section 4-201 *et seq.* of the Land Use Article of the Code to divide land within the municipal boundaries into zoning districts in a manner it deems best suited to execute the purposes of the Land Use Article; and

WHEREAS, Section 28-801 of the Easton Zoning Ordinance authorizes the Easton Town Council to approve, deny and amend Planned Unit Development ("PUD") zoning districts in order to encourage the development of land in certain areas of the Town according to a total development concept incorporating a detailed development plan; and

WHEREAS, Rise Up Dover Road LLC submitted an application to establish a PUD as described in the Town Council's findings of fact supporting this Ordinance and shown in detail on the plans referenced and attached hereto as Exhibit "A" (collectively, the "PUD Plan"). The PUD Plan is attached hereto as Exhibit "A" and the Findings of Fact are attached hereto as Exhibit "B"; both are incorporated herein.

WHEREAS, the Easton Town Council held a duly noticed public hearing regarding the PUD application and this Ordinance on September 5, 2017; and

WHEREAS, for the reasons expressed in the findings of fact of the Town Council, which are attached to this Ordinance as Exhibit "B", the Town Council concludes that the request for the PUD should be granted.

NOW, THEREFORE, the Town of Easton hereby ordains:

Section 1. The Findings of Fact attached hereto as Exhibit "B" are hereby incorporated into this Ordinance by reference.

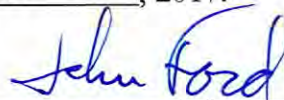
Section 2. The application of Rise Up Dover Road LLC to establish a new PUD as depicted by Exhibit "A" and described by Exhibit B is hereby approved subject to the conditions set forth in Exhibit "B".

Section 3. Severability. The Easton Town Council intends that, if a court of competent jurisdiction issues a final decision holding that any part of this ordinance is invalid, the remaining provisions hereof remain in full force and effect.

Section 4. In accordance with Article II, Section 9 of the Easton Town Charter, this ordinance shall become effective twenty (20) calendar days after approval by the Mayor or passage of this ordinance by the Council over the Mayor's veto.

Silverstein	-	Yea
Leshner	-	Yea
Engle	-	Yea
Cook	-	Yea
Ford	-	Yea

I hereby certify that the above Ordinance was passed by a yea and nay vote of the Council this second day of October, 2017.



John F. Ford, Town Council President

Delivered to the Mayor by me this third day of October, 2017.

Kathy M. Ruf
Kathy M. Ruf, Town Clerk

APPROVED: October 3, 2017

Date: October 3, 2017

Robert C. Willey
Robert C. Willey, Mayor

EFFECTIVE DATE: October 23,, 2017.

EXHIBIT "A"

The following materials are referred to collectively as the "PUD Plan":

1. PUD Sketch Plan entitled **"PUD SKETCH PLAN OF RISE UP COFFEE ROASTERS TAX MAP 0103, GRID 000EA, PARCELS 986, 987, 988, 989, 990, 991, 992, & 993 FIRST ELECTION DISTRICT, TALBOT COUNTY, MARYLAND PREPARED FOR RISE UP DOVER ROAD LLC"** prepared by Rauch Inc. originally dated July 17, 2017 and revised through July 21, 2017; and
2. Architecture and floor plan drawings (4 pages total) untitled and undated.

COPIES ARE ON FILE AT THE TOWN OFFICE

EXHIBIT "B" TO ORDINANCE NO. 715

IN THE MATTER OF : BEFORE THE
THE APPLICATION OF : EASTON TOWN COUNCIL
RISE UP DOVER ROAD LLC :

FINDINGS OF FACT

During a meeting of the Easton Town Council held on September 5, 2017, a public hearing was held on the application of Rise Up Dover Road LLC¹ (the "Applicant") to create a new planned unit development ("PUD") in the Town of Easton to authorize the construction of an 8,000 square foot building to include a café, offices, and community meeting space for Rise Up Coffee. The subject property consists of eight parcels of land which are Parcels 986, 987, 988, 989, 990, 991, 992, and 993 on Talbot County Tax Map 103 (collectively, the "Property"). The Property is owned by Rise Up Dover Road LLC and is located across from the existing Rise Up Coffee establishment.

A. The PUD Amendment Application and the Public Hearing.

The Property is 1.09 acres more or less and is currently zoned R-7A Residential under the Easton Zoning Ordinance. The Property is located on Dover Road east of its intersection with Park Street. The Property is bounded on the north and west by residential properties and on the east by the Doverbrook Apartments. Across Dover Road and to the South is the existing Rise Up Coffee establishment and Park Place, a multi-use business building with a variety of businesses such as a pizzeria, the Department of Juvenile Services, a website design company, etc. Further to the southeast are additional residential properties. The Applicant is proposing to build an 8,000 square foot building to include a café, offices, and community meeting space. Roasting functions will remain at the existing location. The sketch plan was reviewed by the Planning Commission, which approved the sketch plan with some conditions, found the proposed PUD to be consistent with the Comprehensive Plan and unanimously recommended approval of the PUD to the Town Council. At the Town Council public hearing, the sketch plan shown had been changed to incorporate some of the Planning Commission's conditions and comments. The PUD sketch plan, along with the floor plan drawings, are Exhibit "A" to the ordinance to which these findings relate (the "PUD Plan"). The details of the PUD and the Council's reasons for supporting the PUD are set forth below.

¹ Technically, the application listed Rauch, Inc. as the Applicant, but they are the agent for Rise Up Dover Road LLC.

The Applicant was represented by Timothy Cureton, part of the Owner entity, Casey Rauch of Rauch Inc., who presented both testimonial and documentary evidence in support of the application. Following the close of the public hearing, during its regularly scheduled meeting on September 18, 2017, the Town Council developed a consensus concerning the application. The Council instructed the Town Attorney to prepare findings of fact reflecting these opinions and comments. In so doing, the Town Attorney has reviewed the evidence presented to the Council solely in the context of this application in order to set out the basis for the Council's decision.

B. Legal Background.

The Town of Easton Zoning Ordinance (the "Ordinance"), which is Chapter 28 of the Easton Town Code, establishes the Planned Unit Development (PUD) Zoning District for "carefully planned residential, mixed use and certain commercial developments at appropriate locations" in Easton.

The standards and regulations for PUD districts are found in Article VIII of the Ordinance. Section 28-801.A of the Ordinance explains that the PUD regulations are intended:

. . . to allow all aspects of a PUD District to be subject to public review and control by the Town with specific provisions to be made on a case-by-case basis for adequate open space, architectural appearance, the height, bulk and location of buildings, required public facilities, and a variety of housing types, densities, and/or compatible commercial or industrial uses as a part of a detailed development plan.

Section 28-801 sets out various development standards and procedures and, finally, establishes the standards by which PUD applications are reviewed by the Town Council. Section 28-801.C sets forth the uses that are permitted in a PUD District. Specifically, Section 28-801.C(2) provides that commercial uses are permitted in a PUD District, but they should be "oriented to benefit the residents of the neighborhood." Section 28-801.G articulates ten specific development standards, and authorizes the Town Council to modify the standards upon a showing by the applicant that the standard would place an undue burden upon the applicant and that compensation is provided by another means in the proposed project.

The PUD application procedure is described by Section 28-801.H. Upon receipt of a written recommendation by the Planning and Zoning Commission, the Council shall conduct a public hearing on the application. The Council shall consider, but is not bound by, the recommendation of the Commission. The Ordinance establishes seven standards that must be met as precondition to granting an application. If the Council affirmatively

finds that all preconditions have been met, the Council is then authorized but not required to grant the application. In making its decision, the Council:

“may consider, in addition to the factors outlined above [i.e., the criteria set out in Section 28-801.H(3)B], other factors it deems appropriate including but not limited to the degree to which the proposed development:

1. helps accomplish the coordinated, adjusted, and harmonious development of the Town and its environs in accordance with present and future needs;

2. promotes health, safety, morals, order, convenience, prosperity, and general welfare; including among other things, adequate provisions for traffic, the promotion of public safety, adequate provisions for light and air, conservation of natural resources, the prevention of environmental pollution, the promotion of the healthful and convenient distribution of population;

3. exemplifies good civic design and arrangement and the stewardship of the Chesapeake Bay and the land as a universal ethic;

4. encourages the conservation of resources, including a reduction in resource consumption;

5. is located in a location suitable for it given existing and reasonably foreseeable development; and

6. encourages appropriate and sustainable economic growth.”

These six enumerated standards are paraphrases of the statement of intent of the Ordinance found in Section 28-103. In short, the Ordinance sets out a two-step decision-making process: first, the Council must determine whether or not an application satisfies certain minimum criteria and, if it does, then the Council considers whether to grant or deny the application based upon relevant factors including the degree to which the application satisfies the standards enunciated by the General Assembly as goals for land use planning in this State.

*C. Does the Proposed Development Meet the Minimum Criteria
Set Out in the Easton Zoning Ordinance for PUD Development?*

As required by Section 28-801.H(3)A of the Ordinance, the Town Council makes the following findings of fact with regard to the application:

1. The Town Council finds that the Property was properly posted and that adequate legal notice of the public hearing was published in the Easton Star-Democrat.

2. The Town Council finds that the proposed development conforms to applicable standards set forth in this Zoning Ordinance for planned unit developments. In particular, the Town Council finds that the development standards set forth in Section 28-801.G of the Ordinance are satisfied as follows:

- (1) The land comprising the Property is in one ownership. Specifically, the Property is owned by Rise Up Dover Road LLC.
- (2) The Property is of a configuration suitable for the development proposed. The size and configuration of the Property and the proposed site plan are suitable to accommodate the 8,000 proposed building in a manner consistent with applicable Town design guidelines and requirements.
- (3) Public water and sewer systems are available to the Property for service of the PUD.
- (4) The Property is adjacent to adequate transportation facilities capable of serving existing traffic and that expected to be generated by the proposed development. The PUD site has frontage on Dover Road. The Property is walkable to the downtown, and is very close to the Town's Rail-Trail network for pedestrian and bicycle access.
- (5) The Applicant confirmed that it intends to begin construction of the development within one (1) year after final approval of the PUD.
- (6) The Property has an area of 1.09 acres, which is below the 5 acre requirement. However, the Zoning Ordinance allows smaller sites if the PUD is compatible with existing development in the area and does not disrupt the orderly expansion of the transportation system of the Town. The PUD is compatible with the existing development in the area including the residential properties immediately surrounding it. It is merely an expansion of the existing use across the street. The PUD will not cause disruption of the orderly expansion of the transportation system.
- (7) No residential units are proposed, so the maximum permitted residential density is not applicable.
- (8) The proposed project does satisfy the 30% common open space requirement with a proposed common open space of 41.87%. The Applicant, or its successors in interest, will be responsible for the continued maintenance of the open space areas.

- (9) Bulk standards (setback, lot size, lot coverage, and yard requirements), are hereby established as depicted on the PUD Plan and are as follows:

The minimum front and rear setback shall be 25 feet. The minimum side setback shall be 8 feet. The maximum height shall be 40 feet. The parking setback shall be 8 feet.

- (10) Pursuant to Section 28-1001 of the Ordinance, 53 parking spaces are required. The Planning Commission granted a waiver for 3 spaces, so the sketch plan includes 50 parking spaces.

- (11) There is an existing sidewalk along Dover Road.

In summary, as is more specifically set forth above, the Town Council finds that the proposed PUD complies with applicable Development Standards in the Ordinance.

3. On July 20, 2017, the Easton Planning and Zoning Commission voted unanimously to approve the sketch site plan and to issue a favorable recommendation regarding the PUD Plan's consistency with the Town's 2010 Comprehensive Plan (the "Plan"). The Planning Commission's recommendation is reported by an August 2, 2017 letter to Mayor Willey and the Easton Town Council. Based upon the recommendation of the Planning Commission and information contained within the record, the Council finds that the proposed PUD amendment conforms to the Town's Comprehensive Plan.

The Plan is intended to serve as the guide for land use decisions of the Town and articulates many broad policy issues and objectives intended to apply on a town-scale. As is the case in many instances, there are statements that support the PUD Plan and also statements that do not. The Future Land Use Map recommends a residential use for this property. However, this area has the potential to establish a high design standard for what is a major gateway into Easton's Downtown and the Hill with a use that is compatible with and oriented to benefit the residents of the neighborhood. The Comprehensive Plan encourages "convenient, appropriately scaled commercial services to support neighborhood needs." (Plan p. 120) This is also infill and redevelopment, which is preferred and one of the fundamental tenants in the Comprehensive Plan over new "greenfield" development.

For these reasons, the Town Council finds that even though there are statements to the contrary, in general, this application is consistent with and supported by the Comprehensive Plan.

4. The proposed PUD, in conjunction with existing and reasonably anticipated development in the neighborhood surrounding the site for the proposed PUD, will not interfere with the adequate and orderly provision of public services to the area. Public utility systems already exist and serve the Property. Nothing proposed will interfere with the continued provisions for public services in the area.

5. The Town Council finds that the proposed PUD will not cause unacceptable traffic congestion or hazards either in or near the site for the proposed PUD development or elsewhere in the Town or Talbot County. The Property adjoins Dover Road. Many of the cars that will frequent the new Rise Up Coffee facility, are currently customers that frequent the existing facility across the street. While the capacity will be increased in the new facility, the additional traffic will not cause unacceptable congestion or hazards. The Property is also walkable to the downtown and other amenities, and is in close proximity to the Town's Rail-Trail.

6. The record contains no indication that there are any features of ecological, historical, or cultural significance on the Property, and the Council so finds. Ecologically, stormwater management techniques and practices that comply with State and local regulations and protect sensitive, downstream resources are proposed.

7. The Town Council finds that the proposed PUD is compatible with existing development in the surrounding neighborhood and with development reasonably anticipated to occur in the neighborhood in terms of size, scale, design, and appearance. While the proposed structure is larger than some of the surrounding houses, with the proposed PUD Plan and the conditions imposed, there will be sufficient buffering and distance between them to soften the impact. In addition, the size and scale is consistent with the commercial uses located across the street in the Park Place building.

8. The proposed PUD will not adversely affect the value of property in the neighborhood surrounding the site. The redevelopment of the existing Rise Up Coffee facility has been a positive boost to the neighborhood. It is expected that the new facility will continue that trend. The Council finds that the proposed PUD will not adversely affect, and may enhance, the values of other parcels in neighborhood surrounding the Property.

*D. Should the Town Council Exercise Its Legislative Discretion To
Grant The Application?*

The Council finds that the Applicant has met the minimum criteria for granting a PUD application. The Council has further concluded that it is appropriate for it to exercise its legislative discretion to grant the application.

The Council finds that the proposed PUD helps accomplish the coordinated, adjusted, and harmonious development of the Town and its environs in accordance with present and future needs and is located in a location suitable for its given existing and reasonably foreseeable development. This PUD provides infill development that adjoins an established street and infrastructure network. It provides the Town with a high quality design at a major gateway to the downtown. Based on the foregoing, the Town Council finds approval of the PUD to be in the public interest, subject to the conditions set forth below.

E. Conditions.

The following conditions are binding on the Applicant and any successor developer(s) of the land located within this PUD district:

1. The Applicant shall provide a visual buffer between the rooftop deck on the southern façade of the proposed building and the existing single family residence located at 615 Dover Road. The specific concern to be addressed is the potential impact on privacy in the adjacent residence from occupants of the roof top deck. Required buffering can be accomplished by either: (i) planting evergreen trees (min. 8' tall at installation) along the portion of the property line adjacent to the residence, or (ii) by constructing a vertical wall (6' min) on the western edge of the proposed rooftop deck.
2. The Town Council incorporates the conditions imposed by the Planning Commission. The compliance with these conditions shall be at the discretion of the Planning Commission, and the Planning Commission shall have the authority to approve minor amendments to these conditions should they determine it is reasonable to do so. The conditions are as follows:
 - (a) The dumpster is to be relocated to the interior of the Property.
 - (b) The Applicant shall install a "green barrier" along the rear of the Property to minimize visual impacts of the parking area upon adjacent properties.
 - (c) The micro-bio-retention area shall incorporate landscaping.

VOTING TO GRANT THE APPLICATION:


Alan I. Silverstein

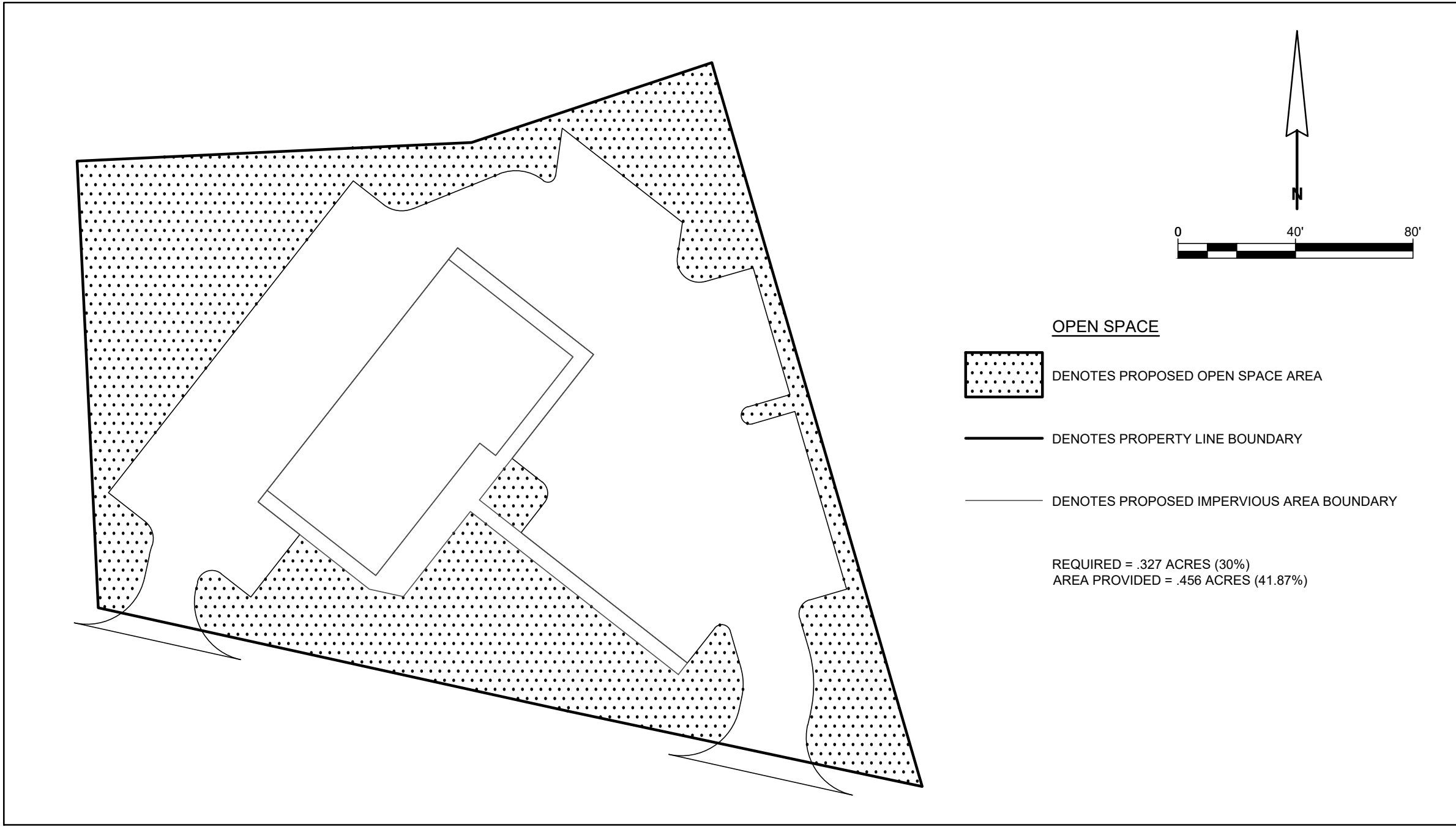
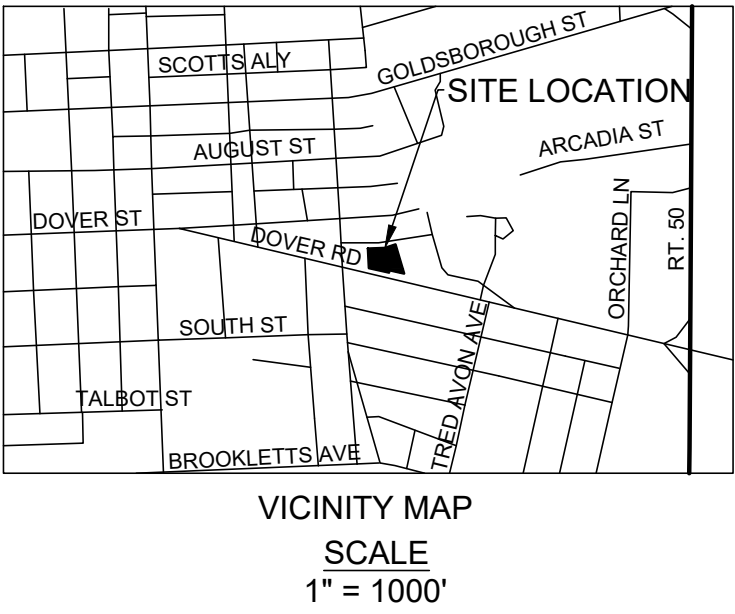
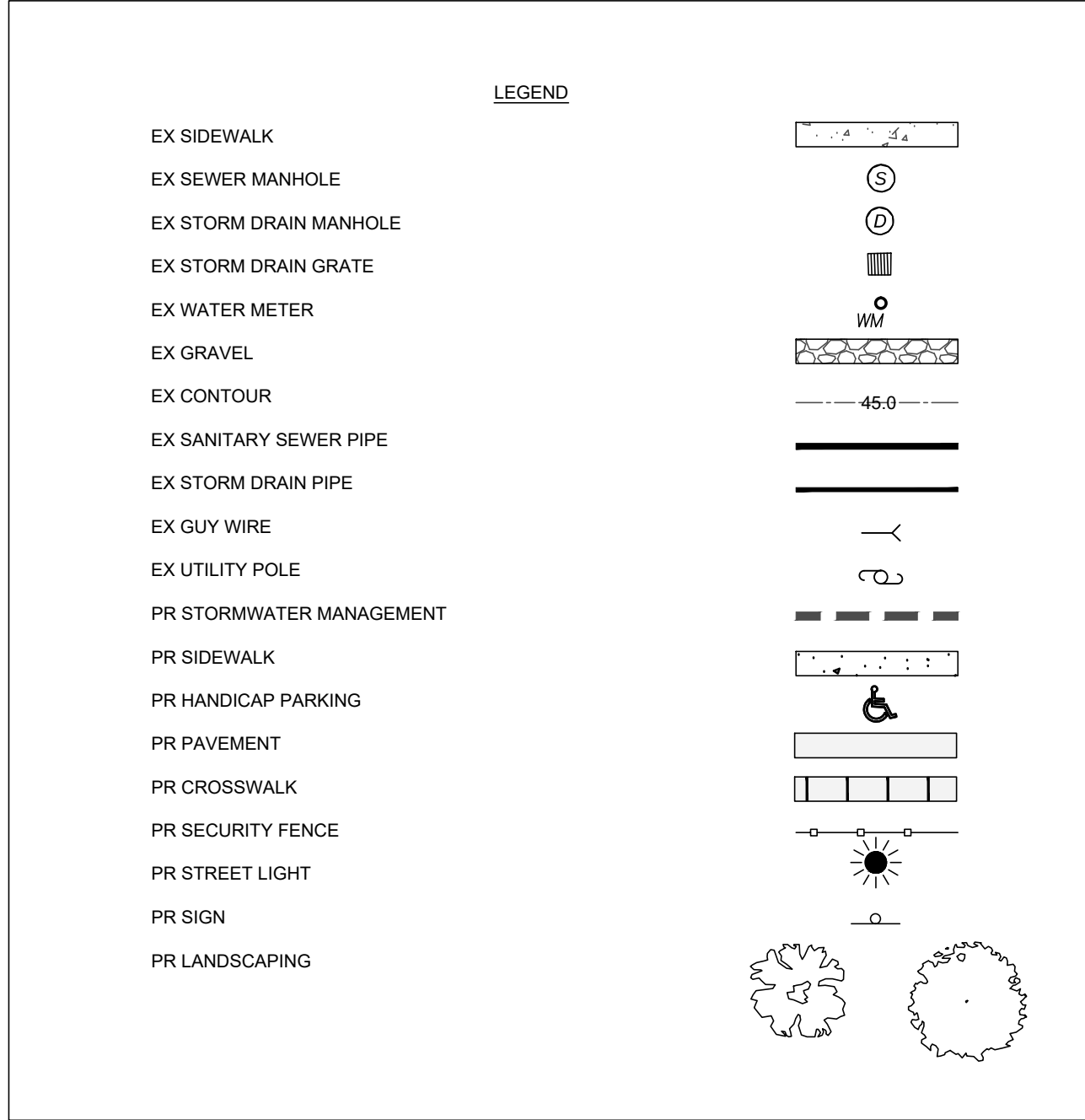
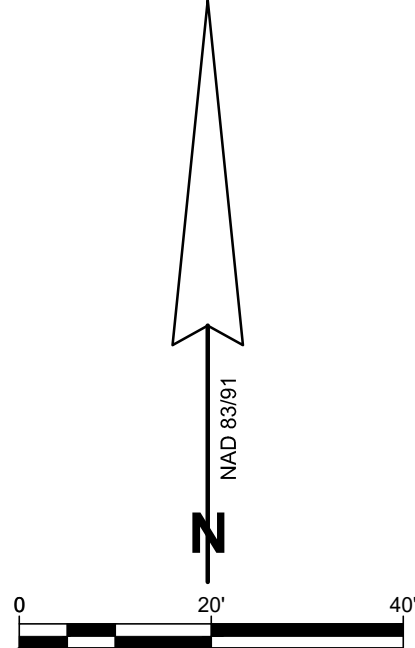
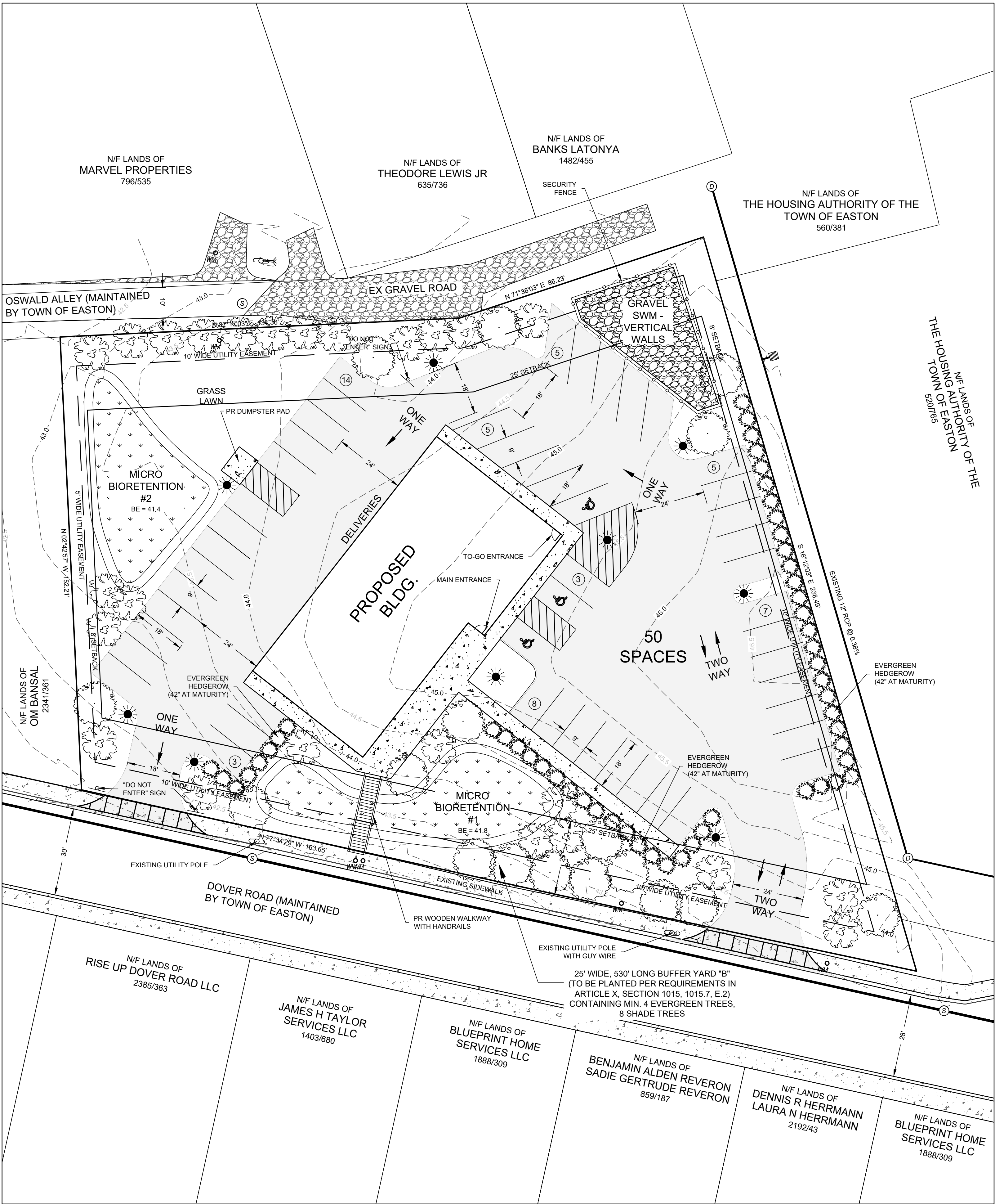

Pete Leshner


Ron E. Engle


Megan M. Cook




John Ford
John F. Ford, President



PROPOSED DEVELOPMENT

NEW RISE UP COFFEE ROASTERS LOCATION. USES WITHIN THE BUILDING TO INCLUDE: CAFE/RESTAURANT, GROUP MEETING SPACE, AND OFFICE SPACE.

AREA CALCULATIONS

TOTAL AREA OF LOT 1.09 ACRES ±
LIMITS OF DISTURBANCE 0.99 ACRES ±

PROPOSED BUILDING FOOTPRINT 4,992 SQ. FT. (10.52%)
SIDEWALK 1,903 SQ. FT. (4.01%)
ROAD/PARKING 21,227 SQ. FT. (44.71%)

PARKING

REQUIREMENTS:
RESTAURANT - CARRY OUT
1 SPACE PER 300 SF OF GROSS FLOOR AREA
RESTAURANT - SIT DOWN
1 SPACE PER 50 SF OF GROSS FLOOR AREA
OFFICE SPACE
1 SPACE PER 250 SF OF GROSS FLOOR AREA

DISTRIBUTION OF PROPOSED 8,000 SF BLDG.:

CARRY OUT GROSS FLOOR AREA: 610 SF
3 SPACES REQUIRED

SIT DOWN GROSS FLOOR AREA: 1,218 SF
25 SPACES REQUIRED

OFFICE SPACE GROSS FLOOR AREA: 6,172 SF
25 SPACES REQUIRED

TOTAL REQUIRED PER TOWN CODE- 53 PARKING SPACES
TOTAL PROVIDED - 50 PARKING SPACES (3 ADA)

*PARKING WAIVER GRANTED BY TOWN OF EASTON
PLANNING COMMISSION ON 7/20/17

UTILITY EASEMENTS (EXISTING & PROPOSED)

NORTH - 10'
SOUTH - 10'
WEST - 5'
EAST - 10'

SETBACKS

EXISTING PER R-7A
FRONT - 25'
SIDE - 8'
REAR - 25'

PROPOSED
FRONT - 25'
SIDE - 8'
REAR - 25'

STORMWATER MANAGEMENT

SITE DESIGN TO INCLUDE THE FOLLOWING STORMWATER MANAGEMENT MEASURES:
MICRO-BIOTENTION FOR QUALITY AND GRAVEL RETENTION FOR QUANTITY.
MICRO-BIOTENTION PLANTING PLANS WILL BE INCORPORATED INTO FINAL LANDSCAPE PLAN.
THE SITE IS LOCATED IN THE TANYARD BRANCH WATER SHED. THE SITE WILL BE DESIGNED TO DISCHARGE THE 10yr POST DEVELOPMENT STORM AT OR BELOW THE 2yr PRE DEVELOPMENT FLOW RATE.

FORESTATION REQUIREMENTS

ALL EXISTING TREES MUST BE CLEARED TO SUPPORT THE PROPOSED SITE DESIGN.
FORESTATION REQUIREMENTS WILL BE MET THROUGH A COMBINATION OF ON-SITE PLANTINGS AND FEE-IN-LIEU (IF REQUIRED). A DETAILED PLANTING PLAN WILL BE PREPARED IN CONJUNCTION WITH THE FINAL SITE DESIGN.

NOTES

- PROPERTY LOCATED ON TAX MAP 103, GRID EA, PARCELS 986, 987, 988, 989, 990, 991, 992, & 993.
- SITE PROPOSED TO BE SERVED BY PUBLIC WATER AND SEWER
- SITE IS ZONED R-7A.
- NON-TIDAL WETLANDS DO NOT EXIST ON THE SITE.
- FOR CURRENT DEED REFERENCE SEE DEED 2387/478.
- THE TOPOGRAPHY SHOWN HEREON IS TAKEN FROM DNR LIDAR DATA (VERTICAL DATUM NAVD 88).
- ALL ON-SITE LIGHTING SHALL BE LOW CUT-OFF SHIELDED LUMINARIES, WITH POLES NOT TO EXCEED 18' IN HEIGHT, AND LIGHT SHALL NOT SHINE OFF-SITE AT LEVELS GREATER THAN 1 FOOT CANDLE.

PUD SKETCH PLAN

OF
RISE UP COFFEE ROASTERS

TAX MAP 0103, GRID 000EA, PARCELS 986, 987, 988, 989, 990, 991, 992, & 993
FIRST ELECTION DISTRICT, TALBOT COUNTY, MARYLAND
PREPARED FOR RISE UP DOVER ROAD LLC

RAUCH
engineering design &
development services

office: 410.770.5081 | fax: 410.770.3657
email: design@raucheng.com | web: www.raucheng.com
address: 110 N. Washington St., Easton, MD 21601



SEAL MAY 16, 2017
DATE

REVISIONS

REV. #	DATE	DESCRIPTION
1	7/19/17	REVISED PER TOE COMMENTS DATED 6/21/17
2	7/21/17	REVISED PER PLANNING COMMISSION COMMENTS DATED 7/20/17

DATE: JULY 17, 2017

JOB NUMBER:

SCALE: 1" = 20'

DRAWN BY: JWL

DESIGNED BY: JWL

APPROVED BY:

FOLDER REF:

SHEET NO.:

1 OF 1

FILE NO.:



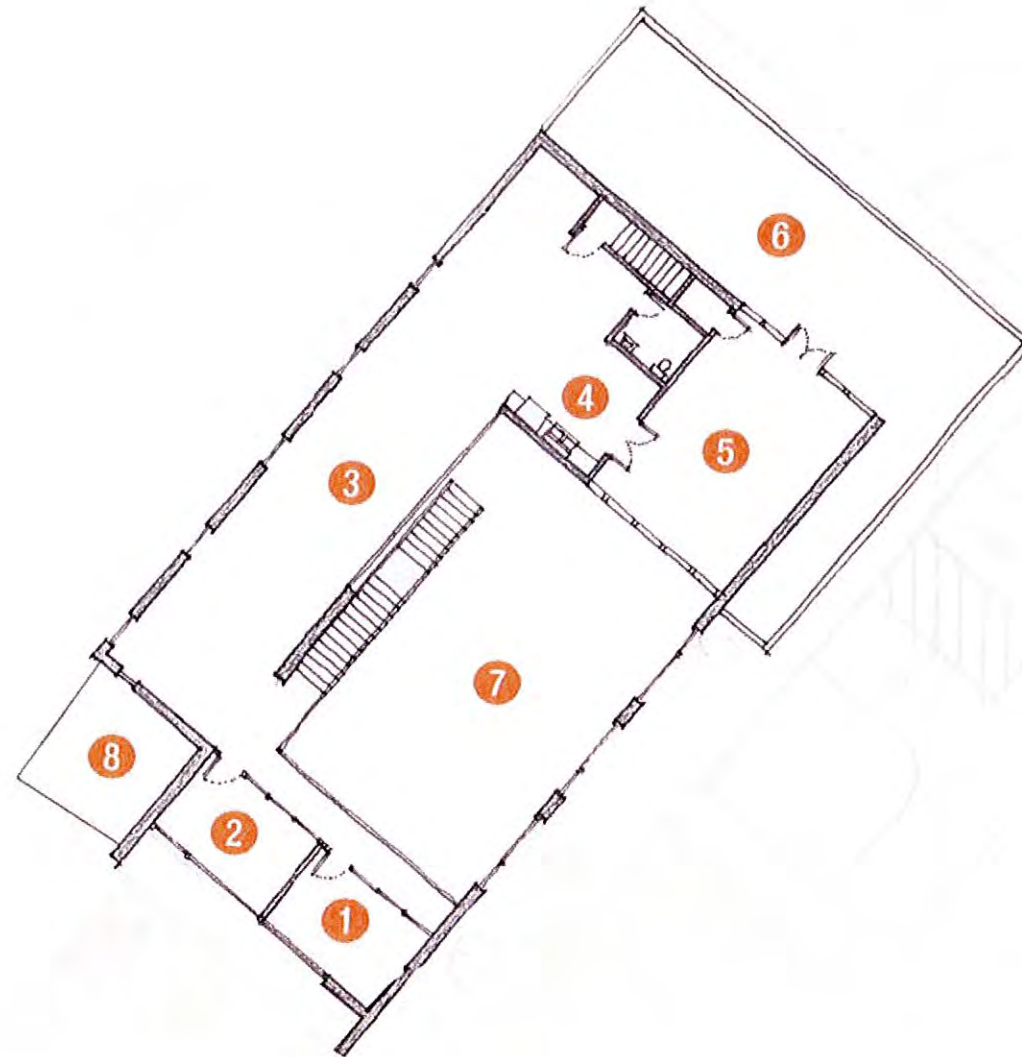




1. Coffee To-Go
2. Cafe / Bar
3. Small Group Space
4. Roasting Area
5. Test Cafe
6. Commercial Kitchen
7. Patio
8. Meeting Room

Proposed First Floor Level





- 1. Tim's Office
- 2. Noah's Office
- 3. Shared Work Space
- 4. Kitchenette
- 5. Conference Room
- 6. Roof Deck
- 7. Open to Below
- 8. Roof Deck

Proposed Second Level



TOWN OF EASTON
NOTICE OF PUBLIC HEARING
PLANNED UNIT DEVELOPMENT
RISE UP COFFEE ROASTERS
625 DOVER ROAD

The Council of the Town of Easton will hold a public hearing on Monday, November 6, 2023 at 5:45 P.M. in the Council Meeting Room, 14 South Harrison Street. The purpose of this hearing is to discuss the request of Zach Smith (The Applicant) on behalf of Rise Up Dover Road LLC, (The Owner) for a proposed Amendment to a previously approved Planned Unit Development (PUD) located at 625 Dover Road.

The previously approved PUD (approved pursuant to Ordinance 715) authorized the construction of an 8,000 square foot building to include a new cafe, offices, and community meeting space, along with the associated parking and site infrastructure. Subsequent to that approval the Applicant has obtained Temporary approval for the use of a shade structure to cover an outdoor seating area, as well as Temporary approval for a new Mad Eggs kitchen facility, and associated storage structures.

The proposed amendment seeks permanent approval for (1) the ongoing seasonal use of the shade structure, (2) the establishment of the Mad Eggs kitchen Facility, (3) a new Rise-Up walk-up cafe, and (4) other storage and site amenities as depicted on the site plan filed with the application.

The public is hereby invited to comment on this application. Such comments may be either submitted in writing at any time prior to the Hearing, or made in person at the Hearing. Copies of the application are on file in the office of the Town Planner and are available for public inspection during normal business hours.

Persons wishing to attend or participate in the public hearing who require special accommodations or assistance because of a disability should contact the Town Clerk, Kathy Ruf at the Town Office, telephone number (410) 822-2525 during normal business hours by October 30, 2023.

Kathy M. Ruf
Town Clerk

Note to Star Democrat: Please publish the above ad in the October 22, 2023 and November 3, 2023 issues of the Star Democrat and send a Certificate of Publication to: Town Clerk, Town of Easton, P.O. Box 520, Easton, MD 21601.

RESOLUTION NO. 6176

WHEREAS, Talbot County has requested property taxes be abated; and

WHEREAS, the Town Council believes that it is appropriate for the Real Property taxes to be abated; and

WHEREAS, there are no structures on 01-055100 as the property is part of the runway protection zone in Easton Airport’s Airfield Modernization Program.

2023-24 Talbot County, Maryland \$1,785.55

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF EASTON, that the Finance Officer is hereby authorized to make the above-mentioned abatement.

- Curry -
- Abbatiello -
- Montgomery -
- Davis -
- Gunsallus -

I hereby certify that the above Resolution was passed by a yea and nay vote of the Council this
_____ day of _____ A.D., 20 _____

President of the Council

Delivered to the Mayor by me this _____ *day of* _____ *, A.D., 20* _____

Town Clerk

Mayor of Easton



RECEIVED

OCT 18 2023

TALBOT COUNTY, MARYLAND TOWN OF EASTON

COURT HOUSE

FINANCE OFFICE
PHONE: 410-770-8020

11 N. WASHINGTON STREET, SUITE 9
EASTON, MARYLAND 21601

FAX: 410-770-8006
TTY: 410-822-8735

October 14, 2023

Donald J. Richardson Town Manager
Town Of Easton
P. O. Box 520
14 S. Harrison Street Easton, MD 21601

Dear Mr. Richardson,

Talbot County requests that the Town of Easton grant a tax credit on the municipal real property taxes for the 2023-2024 tax year for the following properties:

- 01-055100 2.28 acres, E/S Glebe Road

This property is part of the runway protection zone in Easton Airport's Airfield Modernization Program.

This request is being made pursuant to Section 9-322 of the Tax property Article of the Annotated Code of Maryland.

If any additional information is required to process this request, please contact me, and thank you for your consideration.

Sincerely,

Martha Darling Sparks

Martha Darling Sparks Finance Director

cc: County Council of Talbot County, Maryland Clay B. Stamp, County Manager

BIL DATE:

BLOCK	LOT	LIBER	FOLIO	TYPE	ASSESSMENT	RATE	AMOUNT
				TOTAL TAXES		▲	

1990

1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100	2101	2102	2103	2104	2105	2106	2107	2108	2109	2110	2111	2112	2113	2114	2115	2116	2117	2118	2119	2120	2121	2122	2123	2124	2125	2126	2127	2128	2129	2130	2131	2132	2133	2134	2135	2136	2137	2138	2139	2140	2141	2142	2143	2144	2145	2146	2147	2148	2149	2150	2151	2152	2153	2154	2155	2156	2157	2158	2159	2160	2161	2162	2163	2164	2165	2166	2167	2168	2169	2170	2171	2172	2173	2174	2175	2176	2177	2178	2179	2180	2181	2182	2183	2184	2185	2186	2187	2188	2189	2190	2191	2192	2193	2194	2195	2196	2197	2198	2199	2200	2201	2202	2203	2204	2205	2206	2207	2208	2209	2210	2211	2212	2213	2214	2215	2216	2217	2218	2219	2220	2221	2222	2223	2224	2225	2226	2227	2228	2229	2230	2231	2232	2233	2234	2235	2236	2237	2238	2239	2240	2241	2242	2243	2244	2245	2246	2247	2248	2249	2250	2251	2252	2253	2254	2255	2256	2257	2258	2259	2260	2261	2262	2263	2264	2265	2266	2267	2268	2269	2270	2271	2272	2273	2274	2275	2276	2277	2278	2279	2280	2281	2282	2283	2284	2285	2286	2287	2288	2289	2290	2291	2292	2293	2294	2295	2296	2297	2298	2299	2300	2301	2302	2303	2304	2305	2306	2307	2308	2309	2310	2311	2312	2313	2314	2315	2316	2317	2318	2319	2320	2321	2322	2323	2324	2325	2326	2327	2328	2329	2330	2331	2332	2333	2334	2335	2336	2337	2338	2339	2340	2341	2342	2343	2344	2345	2346	2347	2348	2349	2350	2351	2352	2353	2354	2355	2356	2357	2358	2359	2360	2361	2362	2363	2364	2365	2366	2367	2368	2369	2370	2371	2372	2373	2374	2375	2376	2377	2378	2379	2380	2381	2382	2383	2384	2385	2386	2387	2388	2389	2390	2391	2392	2393	2394	2395	2396	2397	2398	2399	2400	2401	2402	2403	2404	2405	2406	2407	2408	2409	2410	2411	2412	2413	2414	2415	2416	2417	2418	2419	2420	2421	2422	2423	2424	2425	2426	2427	2428	2429	2430	2431	2432	2433	2434	2435	2436	2437	2438	2439	2440	2441	2442	2443	2444	2445	2446	2447	2448	2449	2450	2451	2452	2453	2454	2455	2456	2457	2458	2459	2460	2461	2462	2463	2464	2465	2466	2467	2468	2469	2470	2471	2472	2473	2474	2475	2476	2477	2478	2479	2480	2481	2482	2483	2484	2485	2486	2487	2488	2489	2490	2491	2492	2493	2494	2495	2496	2497	2498	2499	2500	2501	2502	2503	2504	2505	2506	2507	2508	2509	2510	2511	2512	2513	2514	2515	2516	2517	2518	2519	2520	2521	2522	2523	2524	2525	2526	2527	2528	2529	2530	2531	2532	2533	2534	2535	2536	2537	2538	2539	2540	2541	2542	2543	2544	2545	2546	2547	2548	2549	2550	2551	2552	2553	2554	2555	2556	2557	2558	2559	2560	2561	2562	2563	2564	2565	2566	2567	2568	2569	2570	2571	2572	2573	2574	2575	2576	2577	2578	2579	2580	2581	2582	2583	2584	2585	2586	2587	2588	2589	2590	2591	2592	2593	2594	2595	2596	2597	2598	2599	2600	2601	2602	2603	2604	2605	2606	2607	2608	2609	2610	2611	2612	2613	2614	2615	2616	2617	2618	2619	2620	2621	2622	2623	2624	2625	2626	2627	2628	2629	2630	2631	2632	2633	2634	2635	2636	2637	2638	2639	2640	2641	2642	2643	2644	2645	2646	2647	2648	2649	2650	2651	2652	2653	2654	2655	2656	2657	2658	2659	2660	2661	2662	2663	2664	2665	2666	2667	2668	2669	2670	2671	2672	2673	2674	2675	2676	2677	2678	2679	2680	2681	2682	2683	2684	2685	2686	2687	2688	2689	2690	2691	2692	2693	2694	2695	2696	2697	2698	2699	2700	2701	2702	2703	2704	2705	2706	2707	2708	2709	2710	2711	2712	2713	2714	2715	2716	2717	2718	2719	2720	2721	2722	2723	2724	2725	2726	2727	2728	2729	2730	2731	2732	2733	2734	2735	2736	2737	2738	2739	2740	2741	2742	2743	2744	2745	2746	2747	2748	2749	2750	2751	2752	2753	2754	2755	2756	2757	2758	2759	2760	2761	2762	2763	2764	2765	2766	2767	2768	2769	2770	2771	2772	2773	2774	2775	2776	2777	2778	2779	2780	2781	2782	2783	2784	2785	2786	2787	2788	2789	2790	2791	2792	2793	2794	2795	2796	2797	2798	2799	2800	2801	2802	2803	2804	2805	2806	2807	2808	2809	2810	2811	2812	2813	2814	2815	2816	2817	2818	2819	2820	2821	2822	2823	2824	2825	2826	2827	2828	2829	2830	2831	2832	2833	2834	2835	2836	2837	2838	2839	2840	2841	2842	2843	2844	2845	2846	2847	2848	2849	2850	2851	2852	2853	2854	2855	2856	2857	2858	2859	2860	2861	2862	2863	2864	2865	2866	2867	2868	2869	2870	2871	2872	2873	2874	2875	2876	2877	2878	2879	2880	2881	2882	2883	2884	2885	2886	2887	2888	2889	2890	2891	2892	2893	2894	2895	2896	2897	2898	2899	2900	2901	2902	2903	2904	2905	2906	2907	2908	2909	2910	2911	2912	2913	2914	2915	2916	2917	2918	2919	2920	2921	2922	2923	2924	2925	2926	2927	2928	2929	2930	2931	2932	2933	2934	2935	2936	2937	2938	2939	2940	2941	2942	2943	2944	2945	2946	2947	2948	2949	2950	2951	2952	2953	2954	2955	2956	2957	2958	2959	2960	2961	2962	2963	2964	2965	2966	2967	2968	2969	2970	2971	2972	2973	2974	2975	2976	2977	2978	2979	2980	2981	2982	2983	2984	2985	2986	2987	2988	2989	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[illegible][illegible]

the 1990s, the number of people in the United States who are obese has increased by 50 percent, and the number of people who are overweight has increased by 100 percent. The increase in obesity is particularly alarming because it is now the leading cause of death in the United States, and it is the leading cause of disability. The increase in obesity is also a major public health problem because it is a major risk factor for heart disease, diabetes, and other chronic diseases. The increase in obesity is also a major public health problem because it is a major risk factor for heart disease, diabetes, and other chronic diseases.

BILLING QUESTIONS (410) 822-2525

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2

BILLED DATE:

BLOCK	LOT	LIBER	FOLIO	DATE	DESCRIPTION
	01			10/10/2010	USE FOR SECOND SEMI-ANNUAL PAYMENT ONLY
SEMI-ANNUAL AMOUNT INCLUDES A SERVICE CHARGE OF					

[illegible]

ORDINANCE NO. 799

AN ORDINANCE OF THE TOWN OF EASTON ADOPTING A TEMPORARY MORATORIUM ON THE APPLICATION FOR, APPROVAL OF, CONSTRUCTION OF, EXPANSION OF, PROCESSING OF, OR ISSUANCE OF BUILDING PERMITS FOR THE OPERATION OF A BUSINESS ENGAGED IN THE GROWING, PROCESSING, AND/OR SELLING OF CANNABIS WITHIN THE TOWN OF EASTON FOR A PERIOD OF NINE (9) MONTHS PENDING CONSIDERATION AND ADOPTION OF REVISED ZONING ORDINANCE PROVISIONS AS THE TOWN COUNCIL MAY CONSIDER ADVISABLE TO PROMOTE THE PUBLIC HEALTH, SAFETY AND WELFARE

INTRODUCED BY _____

WHEREAS, the Town of Easton is authorized by Maryland Annotated Code, Local Government Article §5-202 to enact such ordinances as it deems necessary in order to assure the good government of the municipality, and to protect the health, comfort and convenience of the citizens of the municipality; and

WHEREAS, the Town of Easton is authorized by Maryland Annotated Code, Local Government Article §5-213 to enact and administer a zoning ordinance, which ordinance is Chapter 28 of the Easton Town Code (the “Zoning Ordinance”); and

WHEREAS, the Town of Easton is authorized by Maryland Annotated Code, Land Use Article §4-102 to develop and adopt zoning restrictions to promote the health, safety, morals or general welfare of the community, including the location and use of buildings, signs, structures and land; and

WHEREAS, by ballot referendum, Maryland voters approved making it legal for individuals aged 21 and older to possess and consume cannabis in Maryland; and

WHEREAS, the Maryland General Assembly passed the Cannabis Reform Act (HB556/SB516) which allowed for cannabis sales to adults 21 and older from licensed dispensaries and established the framework for adult-use cannabis sales beginning July 1, 2023; and

WHEREAS, the Cannabis Reform Act provides political subdivisions with the power to establish reasonable zoning requirements for cannabis facilities subject to certain limitations; and

WHEREAS, the Maryland Cannabis Administration is tasked under the Cannabis Reform Act with adopting various regulations relating to, but not omitted to, establishing: (1) operating requirements for cannabis licenses, (2) the maximum potency of cannabis products sold in the State, and (3) the packaging and labeling of cannabis products for sale. Not all of the regulations have been fully established at this time and/or are available for close study and consideration; and

WHEREAS, the Town's Code currently does not contain regulations regarding businesses engaged in the growing, processing and/or sale of recreational cannabis; and

WHEREAS, while the Town Code does have some provisions related to the growing, processing and/or sale of medical cannabis, those provisions need to be revisited in light of the Cannabis Reform Act; and

WHEREAS, the Town requires time to ensure that the appropriate study and desired public input can be obtained before establishing effective and enduring textual amendments to the Zoning Ordinance related to cannabis growing, processing and distribution; and

WHEREAS, the acceptance and processing of an application and/or site plan and/or issuance of other zoning approvals or business licenses for the operation of businesses engaged in the growing, processing and/or selling of cannabis, before appropriate study of the matter, obtaining desired public input, and consideration and approval of meaningful and effective Town ordinances and regulations governing the matter, would frustrate the Town's ability to protect the health, safety, and welfare of the residents and visitors to the Town and be adverse to the orderly business development of the Town; and

WHEREAS, the Town Council has determined that a temporary moratorium, for a term of nine (9) months, is a reasonable length of time to study, receive input and adopt any revisions to the Zoning Ordinance necessary; and

WHEREAS, the Easton Planning and Zoning Commission considered the matter at its August 17, 2023 meeting and has recommended that the Town Council approve this Ordinance.

NOW, THEREFORE, the Town of Easton hereby ordains that:

Section 1. A moratorium on the application for, consideration of, approval of, construction of, expansion of, processing of, or issuance of permits for businesses engaged in the growing, processing and/or selling of cannabis, is hereby imposed for a period of nine (9) months.

Section 2. During the moratorium, the Town (including the Town Planner's office, the Building Department, the Planning and Zoning Commission, the Board of Appeals, the Town staff, and the Town Council) shall not process, consider, review, or approve any

application, permit, license, or other approval under the Town Zoning Ordinance for businesses engaged in the growing, processing and/or selling of cannabis.

Section 3. The moratorium shall apply to applications currently pending before the Town, as well as, applications filed after the effective date of this Ordinance.

Section 4. This moratorium is adopted to allow sufficient time for the Town to accomplish the following:

- a. Receive public input;
- b. Consider any revisions to the Zoning Ordinance; and
- c. Consider all such other matters as the Town Council, Planning and Zoning Commission, and Town staff deem appropriate.

Section 5. The Town Council shall have and reserves the right to extend or modify this moratorium on businesses engaged in the growing, processing and/or selling of cannabis for such additional period or periods and on such terms and conditions as it deems necessary for the health, safety and welfare of the citizens of the Town of Easton.

Section 6. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance, which can be given effect without the invalid section, subsection, sentence, clause or phrase, and to that end, all provisions of this Ordinance are hereby declared to be severable.

Section 7. In accordance with Article II Section 9 of the Easton Town Charter, this ordinance shall become effective twenty (20) calendar days after approval by the Mayor or

passage of this ordinance by the Council over the Mayor's veto.

Curry	-
Abbatiello	-
Montgomery	-
Davis	-

I hereby certify that the above Ordinance was passed by a yea and nay vote of the Council this _____ day of _____, 2023.

Don Abbatiello, Acting Town Council President

Delivered to the Mayor by me this _____ day of _____, 2023.

Kathy M. Ruf, Town Clerk

APPROVED:

Date: _____

Megan J. M. Cook, Mayor

EFFECTIVE DATE: _____, 2023



October 26, 2023

Mayor and Town Council
14 South Harrison Street
Easton, MD 21601

RE: Potential Cannabis Use Zoning Regulations

Dear Council Members & Mayor Cook:

At the request of the Easton Town Council, The Easton Planning and Zoning Commission recently discussed issues associated with the refinement and/or addition of Zoning Regulations associated with various cannabis-related land uses. We understand that pursuant to the Council's consideration of whether or not to enact a moratorium on applications for such uses, and if so, what the appropriate duration should be, a proposed timeline for our work has been requested.

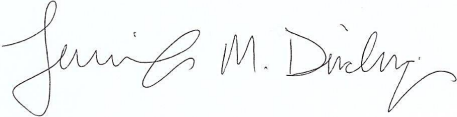
At our most recent meeting of October 19, 2023, the Commission discussed a process whereby the Town's Planning and Legal staff would provide us with recommended new and/or revised language regarding the various cannabis-related uses. We believe a conservative estimate involves us reviewing and discussing such language at our November meeting, potentially continuing this discussion to our December meeting, and formally voting on a set of Zoning Amendments at our January meeting (1/18/24). Thus, we believe our role in this process can be accomplished in approximately three months, concluding with the transmittal of recommended Zoning Code Amendments. These would then need to be finalized through the Council's legislative process. The total length of any moratorium, if deemed necessary, would need to be increased from the three months we think it will take us to do our work by however long it will take for the Council's legislative process to conclude.

Staff has already conducted some research as to how various jurisdictions regulate some of these uses and the Commission has had a preliminary discussion concerning issues we want to explore

in more detail. Given this work that has already occurred, we are confident that three months is a realistic time-frame for us to conclude our part of the process.

If you should have any questions concerning our recommendation, please do not hesitate to contact me or either the Town Planner or Town Attorney, both of whom were present and can speak to our actions in this matter.

Regards,

A handwritten signature in cursive script, reading "Jennifer M. Dindinger". The signature is written in dark ink on a light blue rectangular background.

Easton Planning and Zoning Commission
Jennifer Dindinger, Chair

ORDINANCE NO. 802

AN ORDINANCE OF THE TOWN OF EASTON AMENDING CHAPTER 5
OF THE EASTON TOWN CODE REGARDING BICYCLES AND SIMILAR
DEVICES

INTRODUCED BY _____

WHEREAS, Chapter 5 of the Easton Town Code contains provisions regarding bicycles,
skateboards and scooters; and

WHEREAS, many of the provisions are outdated and don't represent current practices;
and

WHEREAS, the Town Council wishes to amend the provisions of Chapter 5 of the Easton
Town Code.

NOW, THEREFORE, the Town of Easton hereby ordains that:

Section 1. The recitals set forth above are incorporated herein by reference and made a part
of this Ordinance.

Section 2. Chapter 5 of the Town Code is repealed and reenacted with amendments to read
as shown on the attached Exhibit A.

Section 3. In accordance with Article II Section 9 of the Easton Town Charter, this ordinance
shall become effective twenty (20) calendar days after approval by the Mayor or passage of
this ordinance by the Council over the Mayor's veto.

Curry	-
Abbatiello	-

Montgomery -
Davis -
Gunsallus -

I hereby certify that the above Ordinance was passed by a ye and nay vote of the Council
this _____ day of _____, 2023.

Frank Gunsallus, Town Council President

Delivered to the Mayor by me this _____ day of _____, 2023.

Kathy M. Ruf, Town Clerk

APPROVED:

Date: _____
Megan J. M. Cook, Mayor

EFFECTIVE DATE: _____, 2023

EXHIBIT A

Chapter 5 ~~Bicycles and other Similar Devices~~ *Skateboards and Scooters*

~~Section 5-1. Inspections, permit cards and license tags; fees; expiration.~~

~~Every operator of a bicycle within the corporate limits of the Town shall be required to submit his or her machine, on or before the first day of April of each year, for inspection as to brakes, tires, wheels, frame, handlebars, and such other inspection as may be required; said inspection shall be made under the supervision of the Police Department, and if said examination is satisfactory, said operator shall be given a Permit Card, bearing an identifying number, certifying that said bicycle has been satisfactorily inspected. All of said Permit Cards shall expire on the last day of March in each year, after which time all bicycles are subject to the annual examination and issuance of a new Permit Card. No person shall operate any bicycle in the Town without having first obtained such Permit Card. A License Tag, bearing the same number as the permit card, shall be attached to each bicycle, and shall remain thereon constantly. Such operator of a bicycle in the Town shall be required to pay a fee of Twenty-five Cents (\$.25) annually, at the time such Permit Card and License Tag are issued. (Ordinance 201, passed 6/24/91.)~~

~~Section 5-2. Suspension of registration; removal of license tags.~~

~~The Chief of police, or some reliable person or persons designated by him, shall have the authority to suspend the registration of and remove the license tag from any bicycle operated contrary to any applicable State law or town ordinance, such suspension and removal to continue for a period not to exceed ten days. (Ordinance 60 effective 3/1/1965)~~

~~Section 5-3. Manner or riding generally.~~

~~It shall be unlawful for any person riding on any bicycle on any of the streets of the town to coast upon such bicycle in a negligent manner, and the operator of any such bicycle is required to keep his feet on the pedals and his hands upon the handles of such vehicle so as to have the same under proper control and management to avoid accidents. (Ordinance 519 aka E-34, effective 5/7/1967)~~

~~Section 5-4. Riding on sidewalks prohibited.~~

~~It shall be unlawful for any person to ride a bicycle upon any of the sidewalks within the limits of the town. (Ordinance 10 effective 1/1/1941)~~

~~Section 5-5. Brakes and warning devices.~~

~~Every bicycle while in use on the streets of the town shall be provided with effective brakes and with a suitable bell, horn or other device capable of giving a signal audible for a distance of at least one hundred feet; except that no bicycle shall be equipped with any siren or whistle. (Ordinance 519 aka E-34, effective 5/7/1967)~~

~~Section 5-6. Lamps required.~~

~~(A) Every bicycle when in use at nighttime shall be equipped with a lamp on the front which shall emit a white light visible from a distance of at least five hundred feet to the front and with a red reflector on the rear of a type which shall be visible from all distances from fifty to three hundred feet to the rear when directly in front of lawful upper beams of headlamps on a motor vehicle. A lamp emitting a red light visible from a distance of five hundred feet to the rear may be used in addition to the red reflector. (Ordinance 519 aka E-34, effective 5/7/1967)~~

~~(B) It shall be unlawful for any person at nighttime to operate a bicycle along the streets of the town unless said bicycle is properly equipped with such lamps and reflectors as require herein. (Ordinance 60, effective 3/1/1965)~~

~~Section 5-7. Passengers~~

~~It shall be unlawful for the operator of any bicycle upon the streets of the town to carry any other person or persons upon the said bicycle. (Ordinance 60, effective 3/1/1965)~~

~~Section 5-8. Riding abreast.~~

~~It shall be unlawful for any person to proceed along the streets of the town abreast of more than one other bicycle proceeding in the same direction. (Ordinance 60, effective 3/1/1965)~~

~~Section 5-9. Clinging to Vehicles.~~

~~It shall be unlawful for any person while riding a bicycle to hand onto any other vehicle while the same is in motion. (Ordinance 60, effective 3/1/1965)~~

~~Section 5-10. Speeding.~~

~~No person shall operate a bicycle at a speed greater than is reasonable and prudent under the conditions then existing. (1967 Code by Ordinance 519, aka E-34, effective 5/7/1967)~~

~~Section 5-44 1. Operation of skateboards and scooters prohibited.~~

~~(A) Except as provided in subsection (D) hereof, it shall be unlawful for any person to ride, propel, push, or otherwise operate a skateboard or scooter on any public way, street, alley, sidewalk, parking lot, or other public property (except for public skateboard or scooter facilities and publicly sponsored or authorized skateboard or scooter events) within the corporate boundaries of the town.~~

~~(B) Any person violating the provisions of subsection (A) hereof shall be guilty of a municipal infraction and, any provision of this code to the contrary notwithstanding, shall be subject to a fine of Five Dollars (\$5.00) for a first offense and Ten Dollars (\$10.00) for each subsequent offense.~~

~~(C) In the event that any law enforcement officer of the Town of Easton observes any minor child operating a skateboard or scooter in **a manner that is unsafe and/or dangerous** violation of the provisions of this section, the law enforcement officer may confiscate the skateboard or scooter operated by that minor child and shall return the skateboard or scooter only to that minor's parent or guardian. The law enforcement officer shall be authorized to confiscate a skateboard or scooter under the provisions of this subsection whether or not he or she issues a citation for a violation of this section.~~

~~(D) Nothing in this section shall prohibit any person 12 years or under from operating a non-motorized scooter on the streets, alleys, or sidewalk of the town. (Ordinance 152 effective 7-31-88, historical reference 146)~~

(Language to be deleted from the existing Ordinance is indicated in ~~striketrough~~ format and language to added is indicated by ***bold italics*** text)

ORDINANCE NO. 803

AN ORDINANCE OF THE TOWN OF EASTON AMENDING
CHAPTER 28 OF THE TOWN CODE (ZONING)

INTRODUCED BY _____

WHEREAS, the Town of Easton is authorized by § 4-102 of the Land Use Article of the Maryland Annotated Code (the “Code”) to enact a comprehensive zoning ordinance, which ordinance is codified as Chapter 28 of the Code of the Town of Easton;

WHEREAS, the Town of Easton is authorized by § 4-204 of the Land Use Article of the Code and § 28-1401 of Chapter 28 of the Code of the Town of Easton to amend, supplement, change or repeal zoning regulations;

WHEREAS, the Easton Town Council approved and enacted a comprehensively revised new Zoning Code which became effective on December 5, 2021;

WHEREAS, in the due course of monitoring and evaluating this new Zoning Code for Easton, the Planning and Zoning Commission of the Town of Easton determined that certain amendments to the Code were appropriate to better insure that it guide and regulate development activities as originally intended;

WHEREAS, the Easton Planning and Zoning Commission considered the matter at a series of meetings and via a unanimous vote (4-0 with one member absent) at a Special Meeting held on March 2, 2023, the actions of which were transmitted to the Easton Town Council via a letter dated March 21, 2023, the Commission recommended that the Town Council adopt a number of amendments to the Zoning Code as contained in the document attached hereto as Exhibit A; and

WHEREAS, the Easton Town Council held a duly noticed public hearing on this Ordinance on November 6, 2023.

NOW, THEREFORE, the Town of Easton hereby ordains:

Section 1. The relevant sections of Chapter 28 of the Code of the Town of Easton are hereby repealed and reenacted with amendments to read as shown on the attached Exhibit A:

Section 2. In accordance with Article II, Section 9 of the Easton Town Charter, this ordinance shall become effective on the later of twenty (20) calendar days after approval by the Mayor or passage of this ordinance by the Council over the Mayor's veto.

Curry -
Abbatiello -
Montgomery -
Davis -
Gunsallus -

I hereby certify that the above Ordinance was passed by a yea and nay vote of the Council this _____ day of _____, 2023.

Frank Gunsallus, Town Council President

Delivered to the Mayor by me this _____ day of _____, 2023.

Kathy M. Ruf, Town Clerk

APPROVED:

Date: _____, 2023

Megan JM Cook, Mayor

EFFECTIVE DATE: _____, 2023.

EXHIBIT A

1. Amend the MXW Use Table to indicate that Short Term Housing is possible via Special Exception in the Water View, Inland, and Port Street sub-districts, and prohibited in the Water's Edge sub-district, and that the use is subject to the existing supplemental standards for short term housing.

TABLE 312 A						
		MXW Sub-Districts				Notes
		Water’s Edge	Water View	Inland	Port Street	
Residential Uses						
Bed & Breakfast*		--	P	--	P	
Middle Housing Types						
	Duplex, side-by-side*	--	P	P	P	
	Duplex, stacked*	--	P	P	P	
	Cottage Court*	--	P	P	P	
	Fourplex, stacked*	--	P	P	P	
	Townhouse*	--	P	P	P	
	Triplex, stacked*	--	P	P	P	
	Mansion Apartment*	--	P	P	P	
	Courtyard Building*	--	P	P	P	
	Live-Work Units*	--	P	P	P	
	Home Occupation*	--	A	A	A	
Multi-family Apartment Complex*		P	P	P	P	
Short-term housing*		--	SE	SE	SE	
Single Family Detached*		--	P	P	--	Max. house size of 2,500 sq. ft. & Max. lot size of 7,200 sq. ft. (Max lot size may be averaged for projects of 10 or more lots)

	Day Care (Family)*	--	SE	SE	--	
	Home Occupation*	--	A	A	--	
	Swimming Pools	--	A	A	--	

2. Amend the Table of Permissible Uses to indicate changes for how we regulate Manufactured Housing Subdivision or Parks, and some of the Middle Housing types, per the following revised section of the Table:

TABLE 2.1
TABLE OF PERMISSIBLE USES

USE		A-1	R-7A	R-10A	R-10M	CB	CG	CL	BC	I	G/I	NOTES
1. RESIDENTIAL USES												
Household Living												
101	Accessory Dwelling Unit *	SE	SE	SE	--	SE	--	--	--	-	--	
102	Manufactured Housing Subdivision or Parks *	--	--	--	SE P	--	--	--	--	-	--	Also possible via PUD in any zone.
103	Middle Housing											
103.1	Duplex, side-by-side*	P ■	P	P	SE ■	P	--	--	--	-	--	
103.2	Duplex, stacked*	P ■	P	P	SE ■	P	--	--	--	-	--	
103.3	Cottage court*	SE ■	P	SE P	--	SE P	--	--	--	-	--	

103.4	Fourplex, stacked*	--	SE P	SE P	--	SE P	--	--	--	- -	--	
103.5	Townhouse *	--	SE P	SE P	SE -	SE P						
103.6	Triplex, stacked*	--	SE P	SE P	--	SE P	--	--	--	- -	--	
103.7	Mansion Apartment*	--	SE P	SE P	--	SE P	--	--	--	- -	--	
103.8	Courtyard Building*	--	SE P	SE P	--	SE P	--	--	--	- -	--	
103.9	Live-work units*	P	P	P	P	P	S E	SE	--	- -	--	
104	Mobile Home	--	--	--	SE	--	--	--	--	- -	--	
105	Multifamily Apartment Complex*	--	SE	SE	SE	SE	--	--	--	- -	--	
106	Single Family Detached*	P	P	P	P	P	--	--	--	- -	--	
107	Tiny House*	SE	SE	SE	SE	--	--	--	--	- -	--	
108	Any Household Living Use Not listed above	SE	SE	SE	SE	SE	--	--	--	- -	--	

3. Delete the enhanced separation requirement of liquor stores from certain other uses as follows:

- a. ~~No liquor store shall be permitted within one thousand (1,000) feet (measured from the closest portion of the affected properties) of any of the following uses: Schools, Colleges and Universities, Houses of Worship, Family Day Care, Day Care Group, Day Care Small Group, and Park.~~

4. Revise the description of proposed changes to architectural elements of approved PUDs that may be processed as a non-material amendment. Also, add lot line adjustments between parcels when one of the parcels is non-buildable, as an example of nonmaterial PUD Amendments. These would be accomplished by revising and adding to Section 28-701 I, per the following:

Non-material changes may include the following:

- Proposed substitution of species provided for landscaping (provided the new species serves the same function the original species was intended to serve).
- Relocation of residential units provided there are no environmental, traffic, etc., impacts as a result of such action.
- Relocation of site infrastructure (e.g. utilities, stormwater management) provided said relocation creates no adverse impact.
- Proposed **Minor** change **of architectural elements that do not affect the** in architectural style or type from that which was indicated on approved PUD plans, subject to Planning Commission approval of said change (unless the PUD approval specifies a condition(s) concerning such architectural style or feature, in which case such a revision would constitute a material change).
- Addition of a park, open space or recreational amenity.
- Substitution of one project amenity with a comparable amenity.
- **Lot line adjustment that does not increase the number of lots in the approved PUD.**
- Other changes of a similar scope or magnitude.

5. Amend the Supplemental Standards applicable to the use “Multi-family Apartment Complex” (28-1007.1 14) as follows:

14. Multi-Family Apartment Complex

NOTE: Except where a standard is modified with regards to unique treatment in the CB Zoning District, only sub-items a, g, h, i, and j below shall apply to projects in the CB district.

a. Multi-family apartment complexes dwelling shall be constructed in accordance with an approved Site Plan prepared under the provisions of Section 28 – 901 of this Ordinance.

b. At least twenty-five (25%) percent of the gross development area shall be reserved as common open space, except for projects developed in the CBD Zoning District, in which case this standard shall not apply.

c. The setback requirements for multi-family apartment complexes shall be determined by the development standards for the zoning district in which the project is located except as hereby modified:

i. When more than one (1) apartment building is constructed, all buildings shall collectively adhere to the front setback requirements of the district in which they are located, plus five (5) feet per story over two (2) stories, or portion thereof.

ii. When more than one (1) apartment building is built, no building shall be closer than twenty-five (25) feet from any other apartment building that is part of the complex.

iii. No apartment structure shall be constructed at a distance of less than twenty (20) feet from any adjoining property lines;

.

d. When more than one apartment building is constructed, external walkways shall be paved and lighted.

e. In the event that swimming facilities are designed as a part of the project, these facilities shall be enclosed by a fence not less than six (6) feet high.

f. All areas not utilized for building or off-street parking shall be landscaped and maintained in accordance with Section 28 – 1014 of this Ordinance.

g. All buildings within the multi-family apartment complex shall be of

~~compatible architectural design~~ stylistically consistent, taking into account massing, scale, materials, colors, and detailing.

~~h. Architecture shall be compatible among the units within the development and harmonious with the existing architecture of the Town of Easton.~~ The overall architectural style of the complex shall be compatible and harmonious with the existing styles found in the Town of Easton.

i. Public water and sewerage systems must be available to serve the Project.

j. The maximum permitted density shall be as follows:

- i. In R-7A - 8 dwelling units per acre.
- ii. In R-10A and R-10M Districts - 5 dwelling units per acre.
- iii. In the CBD Zoning District – 30 dwelling units per acre.
- iv. In the MXW – See Article 3 (Table 312 B) for density provisions.

k. Side yard setback requirements for apartment buildings adjacent to a single family detached residence or vacant residential lot shall be fifty (50) feet. Parking setback is also fifty (50) feet.

l. Rear yard setback requirements for apartment buildings adjacent to a single family residence or vacant residential lot shall be seventy-five (75) feet. The setback for parking areas is also seventy-five (75) feet.

6. As an attempt to insure against infill projects that are incompatible with surrounding structures and the neighborhood, add the following provision to the beginning of the Supplemental Standards for all Missing Middle Housing Types (Section 28-1007.1 13:

13. Middle Housing Types

Except as provided herein, the maximum permitted height for any middle housing type shall be the lesser of the maximum height limit of the Zoning District in which the structure is located or twelve feet (12') more than the tallest building within 400 feet of the proposed structure. Exceptions may be allowed, in the CBD, for any middle housing type proposed adjacent to any street identified in this Code as a "Major Road" (See Section 28-1009) plus Dover, Washington, Goldsborough, Harrison, Hanson, or Aurora. Middle Housing Types adjacent to these roads may be proposed for up to the maximum height permitted in the applicable Zoning District(s) but shall require Planning Commission approval of the proposed structure(s).

7. Allow for fee-simple for sale attached units via a process other than the Planned Unit Development option, by allowing for 0' setbacks. This would be accomplished by adding the following language to the Supplemental Standards for Middle Housing Types, immediately following the proposed new language described in item 5 above, in Section 28-1007.1 13):

For Missing housing types that share a common wall, the side setback shall be zero (0) feet for the length of any such common walls. Detached garages built in association with such units may also be built with a zero foot setback. Areas of the lots outside of these two scenarios (common walls or detached garages), including from the primary structure of end units, shall adhere to the side setbacks applicable to the zoning district in which the structure is located.

8. Clarify the purpose of the illustrations of Missing Middle Housing Types by adding the following statement to the Definition section of the Code (28-114):

Middle Housing Units – Refers to a number of multi-unit or clustered housing types that bridge the gap of housing types between single-family detached and garden apartment building complexes. Such housing types are compatible in scale with single-family homes and help to meet the need for more housing choices at different price points. Definitions of specific types of middle housing units are as follows (NOTE: the graphics included in the definitions of each of the housing types are merely for illustrative purposes. They should not be relied upon to infer any dimensional or design requirements):

9. Create an additional use “Any Middle Housing Type or Variation not listed above” to allow for the possibility of a unique middle housing type not contemplated or accurately described by the existing list of such types. This would be simply accomplished by amending the Table of Permissible Uses and adding Supplemental Standards, as follows:

103	Middle Housing											
103.1	Duplex, side-by-side*	P	P	P	SE	P	--	--	--	-	--	
103.2	Duplex, stacked*	P	P	P	SE	P	--	--	--	-	--	

103.3	Cottage court*	SE	P	SE	--	SE	--	--	--	-	--	
103.4	Fourplex, stacked*	--	SE	SE	--	SE	--	--	--	-	--	
103.5	Townhouse *	--	SE	SE	SE	SE						
103.6	Triplex, stacked*	--	SE	SE	--	SE	--	--	--	-	--	
103.7	Mansion Apartment*	--	SE	SE	--	SE	--	--	--	-	--	
103.8	Courtyard Building*	--	SE	SE	--	SE	--	--	--	-	--	
103.9	Live-work units*	P	P	P	P	P	SE	SE	--	-	--	
103.10	Any Middle Housing Type Or Variation not Listed Above*	--	SE	SE	SE	SE	--	--	--	--	--	

13 Middle Housing Types

a. Duplex, side-by-side

1. One duplex shall be permitted on any legally recorded lot that complies with the development standards applicable to the zoning district, other than the density provisions. Multiple duplexes on a single lot may be considered, but must comply with density limits.

b. Duplex, stacked

1. One duplex shall be permitted on any legally recorded lot that complies with the development standards applicable to the zoning district, other than the density provisions. Multiple duplexes on a single lot may be considered, but must comply with density limits.

c. Cottage Court

1. The maximum height of a cottage court shall be one and one-half stories, except that if the rear building is parallel to the primary street, that building may be a maximum of two stories.
2. Any on-site parking shall be provided in a clustered parking area, detached from the homes. No units shall be designed such that a resident can drive into a garage and walk directly into their unit.
3. Side setbacks for single-story buildings may be reduced to no less than five feet from the side property line.
4. The rear setback may be reduced to zero (0') feet.
5. The minimum width and depth of the courtyard area shall be twenty-five feet (25').
6. The maximum density of a cottage court shall be the greater of the base zoning (or PR Zoning if applicable) or 30 du/ac.

d. Fourplex, stacked

1. One fourplex shall be permitted on any legally recorded lot that complies with the development standards applicable to the zoning district, other than the density provisions. Multiple fourplexes on a single lot may be considered, but must comply with density limits.
2. Minimum open space requirements shall not apply for this unit type.

e. Townhouse

1. In the R-7A, R-10A, and R-10M districts, no more than three (3) units may be constructed with the same front setback and no more than six (6) units may be constructed in one building at first floor level. In the CBD district, no more than nine (9) units may be constructed in one building at first floor level.
2. The maximum permitted density shall be as follows:

- i. In R-7A - 8 dwelling units per acre.
- ii. In R-10A and R-10M Districts - 5 dwelling units per acre.
- iii. In the CBD Zoning District – 12 dwelling units per acre.
- iv. In the MXW – the density shall be as specified in Article 3 (see Table 312 B).

f. Triplex, stacked

- 1. One triplex shall be permitted on any legally recorded lot that complies with the development standards applicable to the zoning district, other than the density provisions. Multiple triplexes on a single lot may be considered, but must comply with density limits.

g. Mansion Apartment

- 1. Mansion apartments shall have a maximum building width of seventy-five feet (75') and a maximum building depth of sixty feet (60').
- 2. One mansion apartment shall be permitted on any legally recorded lot that complies with the development standards applicable to the zoning district, other than the density provisions. Multiple mansion apartments on a single lot may be considered, but must comply with density limits.

h. Courtyard Building

- 1. One courtyard building shall be permitted on any legally recorded lot that complies with the development standards applicable to the zoning district, other than the density provisions. Multiple courtyard buildings on a single lot may be considered, but must comply with density limits.
- 2. Courtyards may be an L-shaped, C-shaped, or O-shaped configuration.
- 3. Wings projecting out from the main building shall be no wider than thirty-five feet (35').
- 4. All ground floor units shall have direct access to a courtyard.
- 5. The minimum width and depth of the courtyard shall be thirty feet (30').

i.. Live-work Units

1. The ground floor space may be occupied by any retail space or food and beverage establishment provided that it complies with any supplemental standards for such uses.
2. The ground floor and upper floor spaces shall establish the greater of a two hour fire separation or the requirement of the Town of Easton Building Code.
3. Additional parking for the ground floor unit shall not be required.
4. The ground floor unit shall have a minimum floor-to-ceiling height of ten feet (10').
5. The ground floor unit may subsequently be converted to a second residential unit provided the standards applicable to the use, duplex, stacked are achieved.

j. Any Middle Housing Type or Variation not otherwise listed

1. Any middle housing type not otherwise listed, or any variation of an identified building type that varies from the definition and/or supplemental standard for said type, shall require Planning Commission review and approval of a site plan and architectural renderings.
2. Any one structure may be built for single structure housing types without regard to density limitations of the zoning district. Housing types for multiple structures or multiple units of single structure housing types may be permitted, but shall adhere to the density requirements of the district.
3. The Planning Commission may require compliance with any of the supplemental standards for specific middle housing types listed above if they conclude that the proposed structure(s) is substantially similar to such housing type.

10. Revise the language governing the treatment of approved PUDs that do not start, or cease construction between phases in multi-phased projects, per the following:

- (5) The owners or developers must indicate that they plan to begin construction

of the development within ~~two (2)~~ **three (3)** years after final approval. If there is no action on the part of the applicant at any point in the process for a period of ~~two (2)~~, **three (3)** years the zoning of the site shall revert to its previous classification unless a time extension is requested by the developer and granted by the Planning and Zoning Commission. For projects constructed in parts or phases, the PUD approval applicable to any portion not improved in accordance with said PUD approval, shall expire if no development activity occurs for a period of five (5) years. **An extension of the PUD approval may be granted by the Planning and Zoning Commission provided such request is received by the Town Planner at least 60 days prior to the expiration date of the PUD. Expired PUDs may be considered for reinstatement by the Planning Commission upon request by the Applicant. Such a request shall include an analysis of the impacts to the layout of the site as depicted on the approved PUD site plan, based on any Regulations that have changed since the original PUD approval. If there are no such changes (or there are changes but they are of a nature that they do not significantly affect the layout of the previously approved PUD), the PUD approval may be reinstated by the Planning Commission. If changes do exist that would substantially affect the layout of the previously approved PUD, then the Applicant shall only proceed by either filing a new PUD application or requesting a Zoning Map Amendment for the property. Such reinstated PUDs shall expire two years from the date of the Planning Commission's approval of the reinstatement.**

11. Correct the redundancy of the use “Live-Work Unit” by maintaining the first incidence of said use (Use 103.9) as is, and renaming the second occurrence of the use (Use 608) as “Residential Use in a Commercial Building”. Also, revise the one of the Supplemental Standards associated with use 103.9 to allow for the possibility of service uses on the ground-floor of Live-Work Units, as follows:

i.. Live-work Units

1. The ground floor space may be occupied by any retail space, **business, personal or professional service use**, or food and beverage establishment provided that it complies with any supplemental standards for such uses.

12. Relax the prohibition of negative use restrictions concerning grocery stores, as found in Section 28-201 C by adding a definition of “Grocery Store” and amending 28-201 C, as follows:

Revise Section 28-201 C:

1. Prohibitions. A private agreement that purports to impose negative use restrictions and/or restrictive covenants upon real property in the Town of Easton so as to prohibit

or have the economic or practical effect of prohibiting the use of such real property for grocery store **less than 15,000 square feet gross floor area** purposes after a grocery store has terminated grocery store operations on such real property, when such use would otherwise be permitted (including as a special exception) under the Town's Zoning Code, shall be against public policy, void, and unenforceable. The foregoing prohibition shall apply whether the private agreement is incorporated in a deed restriction, restrictive covenant, a lease or memorandum of lease, or any other instrument. This prohibition applies to all such private agreements effective on or after September 18, 2017. This prohibition shall not apply to an owner or operator of a grocery store that terminates operations at a site for purposes of relocating the grocery store into a comparable or larger store located within the Town of Easton within a quarter mile of the site where the prior operation was terminated; provided that relocation and commencement of the operation of the new grocery store at the new site occurs within two (2) years of the sale, transfer, or lease of the prior site, and the negative use restriction or restrictive covenant does not have a term in excess of three (3) years. If the new grocery store is not relocated within the Town of Easton within a quarter mile of the prior site within two (2) years, then the negative use restriction or restrictive covenant shall not be enforceable. The fines that may be levied for violation of the Zoning Code pursuant to Section 28-1308 of the Zoning Code shall not apply to such private agreements entered into prior to the effective date of this section. However, all other available legal remedies, including but not limited to declaratory judgment and/or injunctive relief shall apply to all violations of this section including those entered into prior to the effective date of this section.

Add the following definition to Section 28-114:

Grocery Store - A commercial establishment for the sale of produce, dairy products, fresh meat and staples.

ORDINANCE NO. 804

AN ORDINANCE OF THE TOWN OF EASTON REPEALING AND
REENACTING, WITH AMENDMENTS, CHAPTER 25 OF THE
EASTON TOWN CODE (SUBDIVISIONS)

INTRODUCED BY _____

WHEREAS, the Town of Easton is authorized by § 5-102 of the Land Use Article of the Maryland Annotated Code (the “Code”) to enact and administer subdivision regulations, which regulations are codified as Chapter 25 of the Code of the Town of Easton;

WHEREAS, the Easton Planning and Zoning Commission considered the matter at a series of meetings and via a unanimous vote (4-0 with one member absent) at a Special Meeting held on March 2, 2023, the actions of which were transmitted to the Easton Town Council via a letter dated March 21, 2023, the Commission recommended that the Town Council adopt a comprehensively revised version of the Easton Subdivision Regulations (Chapter 25 of the Town Code) as contained in the document attached hereto as Exhibit A; and

WHEREAS, the Easton Town Council held a duly noticed public hearing on this Ordinance on November 6, 2023.

NOW, THEREFORE, the Town of Easton hereby ordains:

Section 1. Chapter 25 of the Easton Town Code is hereby repealed.

Section 2. Chapter 25 of the Easton Town Code is hereby reenacted, with amendments.

The text of Chapter 25 as amended is set forth in Exhibit A attached hereto.

Section 3. In accordance with Article II, Section 9 of the Easton Town Charter, this ordinance shall become effective on the later of twenty (20) calendar days after approval by the Mayor or passage of this ordinance by the Council over the Mayor’s veto.

Abbatiello -
Montgomery -
Davis -
Gunsallus -

I hereby certify that the above Ordinance was passed by a ye and nay vote of the Council this _____ day of _____, 2023.

Frank Gunsallus, Town Council President

Delivered to the Mayor by me this _____ day of _____, 2023.

Kathy M. Ruf, Town Clerk

APPROVED:

Date: _____, 2023

Megan J.M. Cook, Mayor

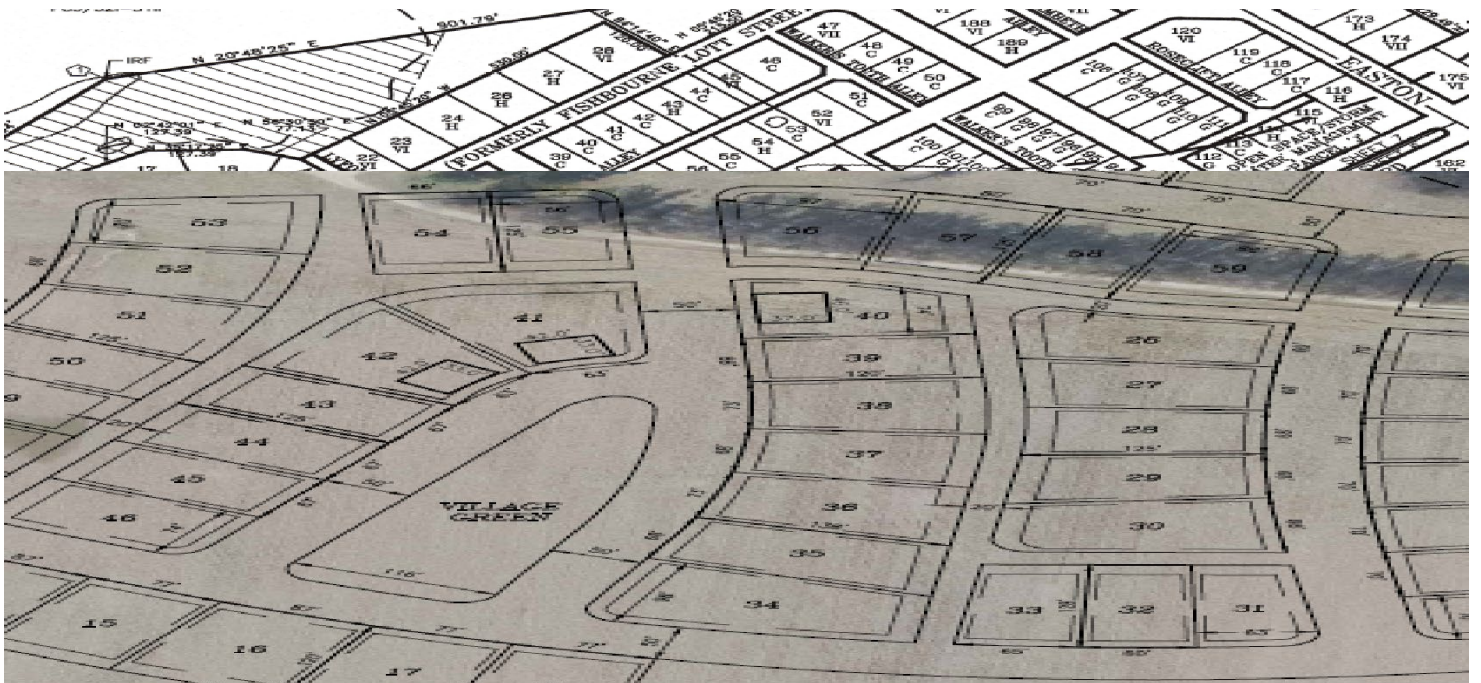
EFFECTIVE DATE: _____, 2023.

Exhibit A

TOWN OF EASTON



SUBDIVISION REGULATIONS



November ____, 2023

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ARTICLE I – INTRODUCTION

SECTION 100 PURPOSE

The purpose of these Regulations is to regulate and control the division of land within the corporate limits of the Town of Easton, in order to promote the public health, safety, morals and general welfare of the citizens of the Town of Easton.

SECTION 101 INTENT

It is the general intent of these Regulations to regulate the division of a land as to:

- (a) Assure sites suitable for building purposes and human habitation, and to provide for the harmonious development of the Town of Easton in accordance with the Comprehensive Development Plan and the Zoning Ordinance;
- (b) Implement the development goals and objectives and design characteristics specified in the Town of Easton Comprehensive Plan;
- (c) Coordinate streets within the subdivisions with other existing, planned, or recorded streets or with any street plan adopted or approved by the Town of Easton;
- (d) Insure adequate open space for recreation, light and air;
- (e) Further the orderly and appropriate development of land with a variety of design concepts;
- (f) Regulate the flow of traffic;
- (g) Facilitate adequate provisions for transportation, water, sewerage, schools, parks and other public facilities;
- (h) Establish minimum standards, and to provide for the necessary administrative procedures to implement these regulations;
- (i) Insure proper legal descriptions and monumenting of subdivided land and to aid Town and County officials in securing adequate records of land title.

SECTION 102 INTERPRETATION AND APPLICATION OF REGULATIONS

The provisions of these Regulations shall be held to be minimum requirements to meet the stated purpose and intent of these Regulations. Whenever the Regulations are at variance with the requirements of any other laws, rules, regulations, ordinances, deed restrictions, or covenants, the most restrictive or that imposing the higher standards, shall govern.

ARTICLE II – DEFINITIONS

SECTION 200 GENERAL

For the purpose of these Regulations, words and terms used herein shall be interpreted as follows:

- (a) Words used in the present tense include the future;
- (b) The singular includes the plural; the plural includes the singular;
- (c) The word "person" includes a corporation, institution, partnership and association as well as the individual;
- (d) The word "lot" includes the word "tract" or "parcel;"
- (e) The word "Commission" and the words "Planning and Zoning Commission" mean the Town of Easton Planning and Zoning Commission;
- (f) The word "Council" means the Town Council of Easton;
- (g) The words "Town Engineer" mean the officially appointed Town Engineer of Easton or his/her designated representative;
- (h) The words "Town Clerk" mean the officially appointed Town Clerk of Easton or his/her designated representative.
- (i) The words "Town Planner" shall mean the designee of the Town Manager charged with the responsibility for administering the Town's Planning and Zoning programs, or his/her their designee.
- (j) The word "shall" is mandatory; the word "may" is permissive;

SECTION 201 SPECIFIC

- (a) ALLEY: A public right-of-way affording a secondary means of vehicular access to the rear or sides of the lot.
- (b) APPLICANT: Any person who submits to the Planning and Zoning Commission subdivision plans for the purpose of obtaining approval thereof.
- (c) APPLICATION FEE: Fee collected on a per lot basis, collected at the time of Preliminary Plat submittal; established by resolution of the Easton Town Council.
- (d) AVERAGE DAILY TRAFFIC (ADT): Average Daily Traffic is the total volume during a given time period (in whole days greater than one day and less then one year) divided by the number of days in that time period. For new residential streets and

driveways, the expected ADT is determined by using the Trip Generation Rate table found in Section 702 (d).

(e) **BLOCK:** An area of land containing one or more lots and bounded by streets providing access to such lot or lots. Block boundaries may also include a railroad right-of-way, unsubdivided acreage, river, live stream or any other barrier to the continuity of development.

(f) **BUILDING:** Any structure which is designed built or occupied as a shelter or enclosure of persons, animals, or chattels including any tent, cabin, trailer, or mobile home.

(g) **BUILDING ENVELOPE:** The area of a lot in which the principle building shall be located. The building envelope is formed by the setback requirements of the applicable zoning district for the subject property.

(h) **CUL-DE-SAC (COURT):** A street having one end open to traffic and having the other end permanently terminated by a vehicle turnaround space.

(i) **CURB:** A raised edge along the side of a street or roadway, the rear of which defines its lateral boundary, ending with the face of the curb.

(j) **CURB CUT:** An opening in the curb created to allow a driveway or a right of way to enter from the street.

(k) **DEDICATION:** The deliberate setting aside or appropriation of land by its owner for any general and public uses, reserving to himself no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted.

(l) **DEVELOPER:** Any individual, partnership, public agency or corporation (or agent therefore) that undertakes the responsibility for any or all of the activities covered by these Regulations, particularly the preparation of the subdivision plat and improvement plans showing the layout of the land and the public improvements involved therein. Inasmuch as the subdivision plat is merely a necessary means to the end of assuring a satisfactory development, the term "developer" is intended to include the term "subdivider" even though the personnel involved in successive stages of the project may vary.

(m) **DRIVEWAY:** A driveway is a private minor vehicular access way between a street and a parking area within a lot or property.

(n) **EASEMENT:** A right granted for the purpose of limited private, public, or quasi-public use over, across, or, or under private land.

(o) **IMPROVEMENTS:** Those physical additions, installations and changes, such as streets, curbs, sidewalks, water mains, sewers, drainage facilities, public utilities, and other appropriate items required to render land suitable for the use proposed.

(p) **IMPROVEMENT PLANS:** Construction plans of the required improvements submitted upon approval of a Preliminary Plat.

(q) **LOT:** A piece or parcel of land occupied or intended to be occupied by a principal building or use or group of buildings and accessory buildings and uses, including all open spaces and yards required by the Zoning Ordinance and having access to a street, and legally recorded in the Land Records of Talbot County.

(r) **LOT LINE REVISION:** An adjustment or revision of a line, line of record, or lines on a recorded plat which does not require any improvements or create any new lots or parcels.

(s) **PARKING: ON-LOT.** The number of parking spaces required by the Town of Easton's Zoning Ordinance to be provided off-street. These spaces are intended to serve the normal daily parking needs of the dwelling unit occupants.

(t) **PLAT REVIEW FEE:** Review fee paid as prescribed in the Official Town of Easton Schedule of Fees established by resolution of the Easton Town Council.

(u) **PUBLIC WORKS AGREEMENT:** A contract, between the developer and the Town, to complete the necessary improvements in accordance with approved plans and specifications by a given date; such contract to be guaranteed by an approved surety bond or performance bond, a certified check, cash, irrevocable letter of credit or such other security as the Town deems appropriate.

(v) **RESUBDIVISION:** The revision of any plat of record for any purpose.

(w) **RIGHT-OF-WAY:** A strip of land taken or dedicated for use as a public way. In addition to the roadway, rights-of-way normally incorporate curbs, parkways, sidewalks, alleys, lighting, and drainage facilities.

(x) **SETBACK:** A line beyond which no building or structure is permitted to extend. All setbacks extend from property line to property line.

(y) **STREET:** A public way which provides a means of access to abutting property. The term shall include road, street, avenue, drive, circle, highway, or similar term.

(z) **STREETS CLASSIFICATION MAP:** A map, adopted by resolution of the Easton Town Council, classifying existing streets within the Town of Easton.

(aa) **STREET LINE:** The line dividing a street from a lot.

(bb) **STRUCTURE:** Anything constructed or erected with a fixed location on the ground, or anything attached to something having a fixed location on the ground. Structures may include, but are not limited to, buildings, mobile homes, walls, billboards, poster panel and fences in excess of forty-eight (48) inches in height.

(cc) SUBDIVISION: (1) The division of a single lot, tract, or parcel of land or part thereof into two (2) or more lots, tracts, or parcels of land for the purpose, whether immediate or future, of transfer of ownership or of building development; except, for purposes of these Regulations, the transfer or sale of land between owners of adjoining properties which does not involve the creation of any new buildable lots shall not constitute a subdivision. (2) The term "subdivision" includes "resubdivision" and when appropriate to the context shall relate to the process of subdividing or to the land subdivided.

(dd) SUBDIVISION, MINOR: The division of a single lot, tract or parcel of land into four (4) or fewer lots, tracts, or parcels of land for the purpose, whether immediate or future, of transfer of ownership or of building development. Provided the proposed lots, tracts, or parcels of land thereby created have frontage on an improved street or streets, and provided that there is not created by the subdivision any new street or streets.

ARTICLE III - CONTROL AND PENALTIES

SECTION 300 SUBDIVISION CONTROL

No land in a subdivision created after the adoption of these Regulations shall be transferred or sold until the Final Plat of such subdivision has been recorded in accordance with these Regulations and until the improvements required in connection with the subdivision have either been constructed or guaranteed as hereinafter provided. After approval of a Preliminary Plat shall have been obtained, an applicant may offer such land for sale provided that the contract of sale shall be conditioned upon the approval and recordation of the final plat and that this condition is stated upon the contract of sale.

SECTION 301 BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY

No building permit shall be issued for any lot within a subdivision until such time as the final plat of such subdivision has been recorded. No certificate of occupancy for any structure on a lot in a subdivision shall be issued until such time as the required improvements have been completed to an extent satisfactory to the Town Engineer.

SECTION 302 PLAT APPROVAL REQUIRED

No final plat of any subdivision shall be recorded until it has been approved by the Town Engineer and the Planning and Zoning Commission as provided herein. The plat shall not be approved unless it satisfies the requirements of these Regulations.

SECTION 303 PENALTIES FOR VIOLATION

Violations by a landowner or his agent of the provisions of Section 300 of these regulations or requirements and restrictions imposed by the Planning and Zoning Commission as conditions for approval of a subdivision plat shall constitute a misdemeanor. Upon conviction thereof, the offender shall be subject to a fine not to exceed \$1,000.00 or to imprisonment for a period of thirty days, or both, at the discretion of any Court of competent jurisdiction.

Any conveyance of a lot or parcel of land in violation of the provisions of these regulations shall be violable at the option of the purchaser.

SECTION 304 TIMING OF PAYMENT OF REQUIRED FEES AND CHARGES

In order to ensure that new development pays for the impacts associated with said development, there are a number of fees which the Town assesses to recoup said costs. These fees and the point at which they are payable are specified in the following table:

Town of Easton Development-related Fees

Fee	When Payable*
Plat Review Fees	With submission of the corresponding type of plat
Capital Charges (Easton Utilities)	Prior to Recordation of the Plat
Any approved Fees-in-Lieu Payments	Prior to Recordation of the Plat
Impact Fees	With Building Permit Submission

*- Unless otherwise provided through the Town Approved Schedule of Fees

ARTICLE IV - PROCEDURES AND REQUIREMENTS

SECTION 400 SKETCH PLAT PURPOSE

(a) The purpose of the sketch plat is to provide the applicant with an opportunity to resolve problems early in the proceedings and to make necessary modifications and revisions prior to incurring the expense of preparing a Development and final plat. The Sketch plat also allows an opportunity for other parties to comment on the subdivision. A sketch plan shall show those areas, which are best suited for development on the site. This includes delineation of areas not suitable for development such as floodways delineated on the FEMA Floodway maps; areas of high value forest cover; areas of non-tidal wetlands; areas located within the Chesapeake Bay Critical area buffer and any other areas not developable due to natural site conditions.

(b) The determination of street classification according to Section 702 shall be determined during the sketch plan review.

SECTION 401 SKETCH PLAT PROCEDURES

(a) Applicant prepares sketch plan and application and submits three (3) copies of the sketch plan, one digital file, the application and plat review fee (See Section 1002) to the Town Planner;

(b) The Town Planner shall check the submission and;

(1) if the submission is incomplete, return the submission to the applicant and/or indicate to the applicant the deficiencies therein.

(2) if the submission is complete, accept the sketch plan and application;

(3) schedule the application for review on the next available meeting of the Easton Development Staff Review Committee and distribute copies to ESDR staff; and

(4) deposit fees with the Town Finance Officer; and

(c) When the Town Planner has determined that the sketch plat is ready to proceed beyond the ESDR, they shall publish notice at least seven (7) days in advance for a public hearing to be held at the next scheduled Planning Commission's meeting and post notice of such hearing on the property. Notification of adjacent and nearby property owners shall be provided in accordance with the requirements of the Town of Easton Zoning Ordinance. Applicant shall provide five (5) copies of the plat as presented or revised as a result of ESDR review.

(d) The Town Planner shall, within a reasonable time:

(1) review the applicant's submission;

- (2) review reports by the Town Engineer, and Easton Utilities;
- (3) facilitate review of the submission via the Easton Staff Development Review process.
- (4) prepare staff report and forward said report to the Planning Commission for their consideration,

(e) The Planning and Zoning Commission shall;

- (1) hold a public hearing to receive public comment on the proposed subdivision.
- (2) evaluate the applicant's submission, presentation, discussion with the applicant, and agency reports;
- (3) determine whether the sketch plan meets the objectives and requirements of these Regulations and other regulations, ordinances and plans of the Town;
- (4) inform the applicant of their decision, including required changes in the sketch plan.

(f) The Planning and Zoning Commission shall not approve a sketch subdivision plan unless they determine that the proposed subdivision satisfies each of the following requirements. Failure to satisfy any single requirement shall be just cause to deny a subdivision application, even if all others are satisfied. For each subdivision, the Planning Commission shall make findings that:

- (1) The proposed subdivision provides against such scattered or premature subdivision of land as would involve danger or injury to health, safety, or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire protection, or other public services, or necessitate the excessive expenditure of public funds for the supply of such services;
- (2) The proposed subdivision provides for harmonious development of the municipality and its environs;
- (3) The proposed subdivision requires the proper arrangement and coordination of streets within subdivisions in relation to other existing or planned streets;
- (4) The proposed subdivision provides for open spaces of adequate proportions (or satisfies this requirement by other acceptable means, when and as specified herein);
- (5) The proposed subdivision provides suitably located streets of sufficient width to accommodate existing and prospective traffic and afford adequate light, air, and access for fire fighting apparatus and equipment to buildings, and is coordinated so as to compose a convenient system;
- (6) The proposed subdivision provides parks of reasonable size for neighborhood playgrounds or other recreational uses on land suitable for such uses (or satisfies this requirement by other acceptable means) in accordance with the standards of Section 708 of these Regulations;

(7) The land indicated on the plats submitted to the Planning Commission is of such character that it can be used for building purposes without danger to public health, safety, or general welfare;

(8) The proposed subdivision prescribes minimum areas of lots in conformance with the Town's Zoning Ordinance and such additional areas as may be needed for each lot for on-site sanitary facilities (if needed);

(10) The proposed subdivision promotes the orderly growth of the Town of Easton, providing for public and other open space and for proper development of land while preventing, through the Commission's discretion, such scattered, premature and undesirable subdivision and development of land as would involve danger, or injury to health, safety or property, by reason of lack of water supply, sewage, drainage, transportation, or other public services or would necessitate in the Commission's judgment an excessive expenditure of public funds for the supply of such services, or would be injurious to maintenance of the integrity of the adopted Town Comprehensive Plan;

(11) The proposed subdivision satisfies all technical requirements of these Regulations; and

(12) The proposed subdivision meets all design requirements of the Town of Easton, including those described in the Town's Comprehensive Plan, Zoning Code, and any Design Guidelines as may be adopted by the Town Council.

The Planning Commission may approve a sketch subdivision plat subject to conditions intended to insure compliance with these requirements.

SECTION 402 SKETCH PLAN REQUIREMENTS

Data furnished in the sketch plan shall include the following information:

- (a) name of the subdivision;
- (b) name and address of the owner;
- (c) tract boundaries;
- (d) north point and date;
- (e) streets on and adjacent to the tract;
- (f) significant topographical and physical features;
- (g) proposed general street layout indicating street classification;
- (h) proposed general lot layout;
- (i) delineation of Chesapeake Bay Critical Area, nontidal wetlands and FEMA Floodplain;
- (j) Stormwater Management sketch plan as specified in the Town of Easton Stormwater Management Ordinance (Chapter 6A of the Town Code);
- (k) Forest Stand Delineation as per Town of Easton Forest Conservation Ordinance;

- (l) where the subdivision plat covers only a portion of the owner's holdings, the sketch shall be submitted of the prospective street layout for the remainder of the tract;
- (m) physical features within 500' of the subdivision boundary and any other features which may affect the layout and design of the subdivision;
- (n) proposed phase lines, if applicable.
- (o) "sketch or "concept" landscape plan as per the Zoning Regulations. Sketch Landscape Plan must be on a separate sheet.

SECTION 403 PRELIMINARY SUBDIVISION PLAT PURPOSE

- (a) The purpose of the Preliminary Plat is to facilitate review and obtain conditional approval of the proposed subdivision in a detail such that the improvements can be designed and constructed.
- (b) A Preliminary Plat and all information and procedures relating to shall in all respects be in compliance with the provisions of these Regulations.
- (c) The approval of the Preliminary Plat shall constitute conditional approval of the subdivision but shall not constitute approval of the final plat.

SECTION 404 PRELIMINARY PLAT PROCEDURES

- (a) After receiving approval of the sketch plan the applicant prepares Preliminary Plat and application; and submits five (5) blue or black line copies of the Preliminary Plat, an application and appropriate fees (See Section 1002) to the Town Planner;
- (b) The Town Planner shall check the submission; and (1) if the submission is incomplete, return the submission to the applicant and/or indicate to the applicant the deficiencies therein; or (2) if the submission is complete, accept the Preliminary Plat, applicant form and fees.
- (c) The Town Planner shall distribute copies of the Preliminary Plat and application to:
 - (1) Town Engineer
 - (2) Easton Utilities Commission
 - (3) Any other utility company serving the subdivision
 - (4) Maryland Department of Transportation (if appropriate)
 - (5) Talbot County Health Department
- (d) The Town Planner shall, within a reasonable time:
 - (1) review the applicant's submission;
 - (2) review reports by the Town Engineer, Talbot County Health Department, Easton Utilities Commission Staff, and any other agency that may comment;
 - (3) determine whether the Preliminary Plat is in accordance with the approved sketch plat, meets objectives and requirements of these Regulations and other regulations, ordinances, and plans of the Town;

(4) inform the applicant in writing of required changes if necessary in the Preliminary Plat.

(e) As applicable, the submission will also be examined by the staff for conformity with the Town of Easton Critical Area Local Program, the requirements of the Zoning Ordinance and Subdivision Regulations of the Town and the recommendations of any authorized Federal, State and County agencies.

(f) After the applicant has received approval of the Preliminary Plat, the Town Planner shall review the plat to see that they are as approved and facilitate electronic signature by all required parties. Submittal of improvement plans shall include a copy of the approved Preliminary Plat.

SECTION 405 PRELIMINARY PLAT REQUIREMENTS

The Preliminary Plat shall meet the following standards and show or be accompanied by the following information:

(a) Drafting Standards

- (1) The plat shall be scaled to fit sheets no larger than twenty-four (24) by thirty-six (36) inches unless otherwise permitted.
- (2) Dimensions shall be in feet and decimals to the nearest hundredth of a foot and the bearings in degrees, minutes, and seconds.
- (3) Each sheet shall be numbered and shall show its relationship to the total number of sheets.
- (4) Where any revision is made, or when the plat is a revision of a previously approved plat, dotted lines shall be used to show features or locations to be abandoned and solid lines to show the presently proposed features.
- (5) The boundary line of the subdivision shall be shown as a solid heavy line.

(b) General Information

- (1) Name of the subdivision.
- (2) Name and address of the owner(s).
- (3) Name, address, and seal of the surveyor responsible for the plat.
- (4) Present zoning classification.
- (5) Date, meridian, scale, and direction of all lines by bearings and distances.
- (6) A location map for the purpose of locating the site to be subdivided showing the relation of the tract to adjoining property and streets.

(c) Existing Features

- (1) Complete Boundary survey of the property to be subdivided, showing all bearings, distances, area, and tie-ins to all adjacent street lines and adjacent Town Boundary lines.
- (2) The location, names, and widths of streets, the location of property lines and names of adjacent owners, the location of water courses and other natural features within two hundred (200) feet of any part of the land to be subdivided.

- (3) Location of all existing markers and monuments.
- (4) Location, size, purpose, and ownership of all underground utilities and rights-of-way and/or easements within the property.
- (5) Topography with contours on one (1) foot intervals, the location of existing buildings, the outline of all wooded areas, marshy areas, and areas subject to flooding.
- (6) Forest Conservation Plan with worksheets shall be submitted on a separate sheet drawn to the same scale as the subdivision plat.
- (7) Landscaping Plan in accordance with the provisions of LANDSCAPING AND BUFFERING Section of the Zoning Ordinance. Landscaping plans must be on a separate sheet. Native plants shall be used. Applicants should refer to the Talbot County Buffer Management Plan Guidelines & Plant List.

(d) Proposed Layout

- (1) Lot layout, including bearings, distances, and area and numbering of lots under such system as the Commission may designate.
- (2) The names, classification,, and widths of all proposed streets and alleys, in accordance with these Regulations and the Street Naming and Addressing Manual.
- (3) Sufficient data to readily determine the location, bearing and length of every street, lot, and boundary line. Data shall include total distances of all such street lines, tangent lengths and central angles for each total street curve and central angles for each lot corner around a cul-de-sac.
- (4) The building setback lines.
- (5) Accurate location of all monuments, markers and reference points.
- (6) The location, width, and purpose of all easements or rights-of-way and the boundaries by bearings and distances.
- (7) Land offered for dedication for parks, schools, and widening of streets, or other community uses.
- (8) When the subdivision is to be developed in two or more phases, the lines delineating such phases shall be shown.

(e) The words "PRELIMINARY PLAT - NOT TO BE RECORDED," shall be shown on the plat.

(f) For proposed subdivision located in the Critical Area Overlay District, the following additional information will be shown on the Preliminary Plat as applicable:

- (1) Critical Area and Buffer boundaries.
- (2) Location and area of all soils exhibiting the following characteristics as determined by the Soil Survey:
 - a. Septic Limitations, if applicable.
 - b. Wet soils.
 - c. Hydric Soils and soils with hydric properties, and
 - e. Highly erodible soils (soils on slope greater than 15 percent or soils on slope greater than 5 percent with "K" values greater than 0.35)

- (3) Location of all forested area located on the site;
- (4) Location of tidal and non-tidal wetlands on the site;
- (5) Known locations of the habitat of any threatened or endangered species or species in need of conservation on or adjacent to the site, or within 1/4 mile of the site in the case of bald eagle habitats;
- (6) Locations of plant and wildlife habitat as described in the Towns Critical Area Program;
- (7) Location of anadromous fish spawning streams(s) on or adjacent to the site and a delineation of the watershed area of the stream on the site;
- (8) In conjunction with submission of the Preliminary Plat, the applicant shall submit an Environmental Assessment prepared by a qualified person. The Environmental Assessment shall provide a coherent statement of the manner in which the proposed development addresses the goals and objectives of the Town of Easton's Chesapeake Bay Critical Area Local Program. At a minimum, the Environmental Assessment shall include:

- a. a statement of existing conditions found upon the property to be subdivided, including the amount and types of forest cover, the amount and type of wetlands, soil types, topography and, where applicable, a description of existing agricultural activities upon the parcel;
- b. a description of the proposed development, including number and type of residential units, amount of impervious surfaces, proposed sewer treatment and water supply, acreage devoted to development, proposed open space and habitat protection areas;
- c. a description of all of the proposed development impacts upon water quality, Habitat Protection Areas, and when applicable, wetlands; and
- d. adequate documentation of all correspondence and findings.

The Town Planner shall not approve a Preliminary subdivision application until such time as it finds that the application complies with the requirements of the Town of Easton's Chesapeake Bay Critical Area Program and the provisions of the Easton Zoning Ordinance specifically relating to the Critical Area Overlay Zone.

SECTION 406 IMPROVEMENT PLANS

(a) If required, upon approval of a Preliminary Plat the applicant shall submit two (2) paper sets of the Improvement plans to the Town Planner. The improvement plans shall include a copy of the approved Preliminary Plat and shall address all those improvements required in SECTION 601 herein.

(b) The Town Planner shall review the submittal and if complete he shall forward the plans to the Town Engineer and Easton Utilities' Manager of Engineering for their review.

(c) The Town Engineer shall review the Improvement plans and submit written comments to the Town Planner who will forward the comments on to the applicant.

(d) Once the Improvement Plans have been approved by the Town Engineer and Easton Utilities, the applicant shall submit one complete digital set of the approved improvement plans to the Town Planner. The Town Planner will have the Town Engineer and Easton Utilities' Manager of Engineering electronically sign the plans

(e) Upon approval of the improvement plans the Final plat can be submitted.

(f) Approval of Improvement plans expires after three (3) years from the date signed by the Town Engineer unless work has begun and diligently pursued; or the Town Engineer elects to extend the approval.

SECTION 407 FINAL PLAT PURPOSE

(a) The purpose of the final plat is to establish a public record of the property as it will become a part of the land records of Talbot County after final approval by the Planning and Zoning Commission.

(b) A final plat shall be submitted conforming to the changes recommended during the Preliminary Plat procedure. The final plat and all information and procedures relating thereto shall in all respects be in compliance with the provisions of these Regulations. Development and final plat procedures may be executed simultaneously.

SECTION 408 FINAL PLAT PROCEDURES

(a) Applicant shall submit to the Town Planner (not more than three years after receiving approval of the Preliminary Plat):

- (1) subdivision application;
- (2) three (3) black line copies;
- (3) appropriate fee (See Section 1002).

(b) The Town Planner shall check the submission and:

- (1) if the submission is incomplete, return the submission to the applicant and/or indicate to the applicant the deficiencies therein;
- (2) if the submission is complete, accept the final plat, application form and additional fees, if any.

(c) The Town Planner shall distribute copies of the final plat and application to the following agencies for review & comments:

- (1) Town Engineer

- (2) Easton Utilities Commission (Survey Division)
- (3) Talbot County Health Department Office of Environmental Health.

(d) Upon receipt of comments the Town Planner shall within a reasonable time:

- (1) Evaluate plat to determine whether plat is in conformance with approved Preliminary Plat,
- (2) Determine whether the final plat meets the objectives and requirements of these Regulations and other regulations, ordinances and plans of the Town,
- (3) Once it is determined that the plat is ready for recordation the Town Planner shall request the applicant to submit four (4) reproducible film copies and five (5) black line paper copies with original signatures.
- (4) Upon the receipt of the signed plats the Town Planner shall obtain the signature of the Chair of the Town of Easton Planning and Zoning Commission.

SECTION 409 FINAL PLAT REQUIREMENTS

The final plat shall meet the following standards and show the following information:

(a) Drafting Standards

- (1) The size of the sheet and scale shall be in accordance with the requirements of the Clerk of the Circuit Court of Talbot County.
- (2) The plat shall be drawn using black ink on transparent mylar (or linen) or black—line photo process comparable to original quality that will conform to archival standards.
- (3) A space or recording block shall be provided of not less than three (3) inches by four (4) inches located three inches from the top right corner of all pages of a final plat to accommodate the County Clerk's recording information and seal.
- (4) Dimensions shall be in feet and decimals to the nearest hundredth of a foot, and the bearings in degrees, minutes and seconds.
- (5) Each sheet shall be numbered and shall show its relationship to the total number of sheets.
- (6) Where any revision is made, or when the plat is a revision of a previously approved plat, dotted lines shall be used to show features or locations to be abandoned and solid lines to show the presently proposed features.
- (7) The boundary line of the subdivision shall be shown as a solid heavy line.

(b) General Information

- (1) Name of subdivision.
- (2) Name and address of the owner(s).
- (3) Name and address of the surveyor responsible for the plat.
- (4) Present zoning classification.
- (5) Date, meridian, scale, and direction of all lines by bearing and distances.
- (6) A location map for the purpose of locating the site to be subdivided showing the relation of the tract to adjoining property and to streets.
- (7) Tax Map, grid and parcel number of the parcel to be subdivided.

(c) Existing features

- (1) Complete boundary survey of the property to be subdivided, showing all bearings, distances, area, and tie-ins to and all adjacent street lines and adjacent Town Boundary lines.
- (2) The location, names, and widths of streets, the location of property lines and names of adjacent owners, the location of water courses, and other natural features where they constitute property boundaries.
- (3) Location of all existing markers and monuments.
- (4) Location, size, purpose and ownership of any rights-of-way and/or easements within the property.

(d) Proposed Layout

- (1) A complete survey of the subdivision including street and lot layout, showing bearings, distances, area, and numbering of lots under such system as the Commission may designate.
- (2) The names and widths of all proposed streets and alleys.
- (3) Sufficient data to readily determine the location, bearing and length of every street, lot, and boundary line. Data shall include total distances of all such street lines, tangent lengths and central angles for each total street curve and central angles for each lot corner around a cul-de-sac.

- (4) The building setback lines.
- (5) Accurate location of all monuments, markers and reference points.
- (6) The location, width, and purpose of all easements or rights-of-way and the boundaries by bearings and distances.
- (7) Land offered for dedication for parks, schools, widening of streets, or other community uses.

(e) Acknowledgements and Formal Notations

- (1) The following notations shall appear on all Final Plats and be certified by the subdivision owner(s):
 - a. ALL STREETS AND STREET WIDENINGS, PARKS AND OTHER LANDS INTENDED FOR PUBLIC USE ARE RESERVED BY THE OWNER FOR FUTURE CONVEYANCE TO THE TOWN OF EASTON.
 - b. ALL EASEMENTS SHOWN ARE HEREBY DEDICATED TO THE TOWN OF EASTON (UNLESS OTHERWISE NOTED) FOR PUBLIC USE.
 - c. THE PLANNING AND ZONING COMMISSION MAY WAIVE OR TERMINATE, UPON RESUBDIVISION, SUCH UTILITY EASEMENT WHICH HAS NOT BEEN ACCEPTED BY USE THEREOF. UPON RECEIVING APPROVAL FROM THE TOWN ENGINEER.
 - d. PLANS FOR COMMUNITY WATER SUPPLY AND COMMUNITY SEWERAGE SYSTEMS OF THIS SUBDIVISION HAVE BEEN APPROVED BY MARYLAND DEPARTMENT OF ENVIRONMENT AND WILL BE AVAILABLE TO ALL LOTS OFFERED FOR SALE.
 - e. WE, THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON, HEREBY ADOPT THIS PLAN OF SUBDIVISION.
 - f. THE RECORDING OF THIS PLAT DOES NOT CONSTITUTE OR IMPLY ACCEPTANCE BY THE TOWN OF EASTON OF ANY STREET, EASEMENT, PARK, OPEN SPACE OR OTHER PUBLIC AREA SHOWN ON THIS PLAT.
 - g. THIS PLAT MAY EXPIRE IN ACCORDANCE WITH THE PROVISIONS OF THE TOWN OF EASTON SUBDIVISION REGULATIONS, SECTION 414.

- h. THE RECORDING OF THIS PLAT DOES NOT GUARANTEE THE INSTALLATION OF STREETS OR UTILITIES BY THE TOWN OF EASTON.
- i. ANY FOREST CONSERVATION EASEMENT OR BUFFER EASEMENT SHOWN HEREON IS SUBJECT TO PROTECTIVE COVENANTS WHICH MAY BE FOUND IN THE LAND RECORDS OF TALBOT COUNTY AND WHICH RESTRICT DISTURBANCE AND USE OF SUCH AREAS.

(2) The following notation shall appear on all final plats and be certified by the County Health Officer:

THIS SUBDIVISION IS APPROVED FOR COMMUNITY WATER SUPPLY AND COMMUNITY SEWAGE AND THEIR USE IS IN ACCORDANCE WITH TALBOT COUNTY COMPREHENSIVE WATER AND SEWERAGE PLAN AND MDE REGULATION 26.04.03.

(3) Other notations shall appear on all final plats:

BUILDING PERMITS SHALL BE ISSUED ONLY IF SUFFICIENT CAPACITY IS AVAILABLE IN THE COMMUNITY WATER SUPPLY SYSTEM, SEWERAGE SYSTEM, AND SOLID WASTE ACCEPTANCE FACILITY SERVING THE SUBDIVISION.

LAND SHOWN UPON THIS PLAT MAY CONTAIN NON-TIDAL WETLANDS REGULATED UNDER COMAR 08.0504; THE FEDERAL WATER POLLUTION ACT SECTION 404; OR THE RIVERS HARBOR ACT SECTION 10. DEVELOPMENT AND CONSTRUCTION WITHIN WETLANDS ARE SUBJECT TO FEDERAL AND STATE REGULATIONS AND MAY BE PROHIBITED OR RESTRICTED BY SUCH REGULATIONS.

(f) Signatures

The following signatures shall be placed directly on the plat in black ink:

- (1) The owner or owners of the land. If the owner of the land is a corporation, the signatures of the duly authorized officers of the corporation shall appear.
- (2) Acknowledgement of owner's signature.
- (3) The licensed surveyor who prepared the plat.
- (4) Talbot County Health Officer.
- (5) Chairman of Planning and Zoning Commission.

(6) The Town Planner.

(g) Seals

(1) The seal of the licensed surveyor responsible for the plat.

(2) The corporation seal, if the applicant is a corporation.

(3) Notary signature and seal.

(h) Additional requirements for final plats for subdivisions located in the Critical Area Overlay Zone.

In addition to the requirements set forth in this section, the following additional information must be provided upon any final plat involving land located within the Critical Area Overlay Zone of the Town:

(1) Location of Critical Area Overlay Zone and Buffer boundaries;

(2) Location of any non-tidal wetlands and location of buffer areas around each wetland;

(3) Location of any other Habitat Protection Area; and

(4) Designation of any area designed to remain in open space or under forest cover.

(i) Notes regarding Requirements for Forest Conservation, if required, must be included.

SECTION 410 FINAL PLAT - RECORDING PROCEDURES

(a) At such time as the Planning Commission has approved the final plat and the required improvements have been constructed or guaranteed in accordance with Articles V, VI, and VII of these Regulations and any outstanding fees and/or capital charges have been paid, the Town Planner shall record the plat, and distribute copies as follows:

(1) The Clerk of the Circuit Court - two (2) reproducible film copies for the purpose of recording among the Land Records of Talbot County.

(2) The applicant - one (1) reproducible film copy for the applicant's future use.

(3) Town Office - two (2) copies.

(4) Maryland Department of Assessment and Taxation - one (1) copy.

(5) Easton Utilities Commission - one (1) reproducible film copy.

(b) Failure on the part of the owner or subdivider to construct or guarantee the construction of the required improvements within three (3) years from the date of approval of the final plat may, at the discretion of the Commission, cancel and make void its previous approval.

SECTION 411 EFFECT OF RECORDING FINAL PLAT

(a) Easements, and other public improvements shown on the final plat to be recorded shall be offered for dedication to the Town by formal notation thereof on the plat, or the owner must note on the plat those improvements which have not been offered for dedication to the Town.

(b) Recording of the final plat shall not be deemed to constitute or effect an acceptance by the Town of the dedication.

SECTION 412 MINOR SUBDIVISIONS

Minor subdivisions, lot line revisions or boundary adjustments shall be submitted in final plat form as per the requirements of Section 408 hereof. Lot line revisions and/or boundary adjustments need only show the lots affected by the change and shall refer to the subdivision being amended. A copy of a new deed must be recorded so that no remnant is created.

Applications shall be submitted to the Town Planner who will route the plat to the appropriate agencies for review and comments. Upon the finding of the staff that the plat is in compliance with these regulations and the payment of the appropriate fees the Town Planner shall present the plat to the Chairman of the Planning & Zoning Commission who shall be authorized to sign the plat. Should the Chairman AND Town Engineer feel it necessary for review of the entire Commission he may have it placed on the agenda of their next meeting.

SECTION 413 COMBINATION OF LOTS IN COMMON OWNERSHIP

Construction across lot lines of two (2) or more lots in common ownership shall be permitted pending the approval of the Town Planner and Town Engineer. If approved, said lots shall be considered one parcel until such time as the structures are removed/demolished.

SECTION 414 SUBDIVISION PLAT APPROVAL EXPIRATIONS

The various plats involved in the subdivision approval process shall be deemed to be valid upon their approval for the period of time specified below. Expired plats shall be of no

effect and applicants must begin the review process over again for any property that had an approved plat which expired. Approvals may be extended no more than twice by the appropriate approving agency provided that a written request to do so is received prior to the expiration of the plat.

Type of Plat	Approval Expires after:
Sketch Plat	3 years
Development Plat	3 years
Improvement Plans	3 years
Final Plat	3 years (to construct or guarantee the construction of the required improvements)

** - NOTE: Within six (6) months prior to the expiration of an approved plat, an applicant may request an extension of up to one year of said approval.

ARTICLE V – DESIGN REQUIREMENTS

SECTION 500 COMPLIANCE REQUIRED

- (a) All subdivisions submitted to the Easton Planning and Zoning Commission for approval shall comply with and will be reviewed against the design elements, policies, and standards as described in the Easton Comprehensive Plan, the following requirements of this Article, and any Design Guidelines that may be adopted by the Town of Easton.
- (b) The Planning Commission shall not approve any subdivision found to be not in compliance with the design standards specified herein, unless the standards provide for some measure of relief and said relief is satisfied.

SECTION 501 SUBDIVISION DESIGN REQUIREMENTS

(a) BLOCK STANDARDS

- (1) The maximum block length shall be 600 feet. The maximum block length may be increased by the Planning Commission upon a specific determination by the Commission that a longer block is desirable for a specific reason, such as topographic or physiographic characteristics of the land, to accommodate a specific design theme acceptable to the Commission but precluded by shorter blocks, etc.
- (2) Lot sizes within blocks shall be mixed to accommodate a variety of house types and sizes.

(b) ALLEYS

- (1) Alleys are encouraged as the primary means of access to garages and for services such as trash pick-up.
- (2) Alley right-of-way and pavement width shall be as specified in Section 702.5 of these Regulations.

(c) LOTTING PROVISIONS

- (1) No protected area or its associated buffer shall be located on any residential building lot. Such areas shall include, without limitation, nontidal wetlands and their associated buffer, Chesapeake Bay Critical Area Buffers, and Forest Conservation Protection Areas. The Planning Commission may modify this provision and allow such protected areas to be located on individual lots on non-residential building lots.

- (2) Landscaping Buffers adjacent to public streets shall be located outside building lots and shall be maintained by a Homeowner's Association or another means acceptable to the Town Engineer.
- (3) Stormwater Management features shall be designed as a site amenity. Environmental Site Design (ESD) features are not encouraged on individual lots.

ARTICLE VI - REQUIRED IMPROVEMENTS

SECTION 600 PURPOSE

- (a) The purpose of this article is to establish and define the community improvements which will be required to be guaranteed or constructed by the applicant prior to final plat approval.
- (b) All construction shall be completed in accordance with specific conditions of the commitment and approved plans and specifications (the improvement plans), and in the manner acceptable to the Town Engineer and the Easton Utilities Commission.
- (c) All proposed construction shall be coordinated in design and in construction scheduling with the existing improvements and the requirements or activities of other agencies.
- (d) All on-site infrastructure construction such as roadway and utility work shall be performed by The Town of Easton or a contractor that has been pre-approved by the Town Engineer.

SECTION 601 IMPROVEMENTS

- (a) The following improvements shall be designed and constructed by the developer in accordance with the standards and service tariffs of the Town of Easton and the Easton Utilities Commission and the approved plans and specifications:

- (1) Streets and alleys
- (2) Curb and gutter
- (3) Sidewalks
- (4) Storm water drainage and management systems
- (5) Sanitary sewerage system
- (6) Water supply system
- (7) Landscaping/Screening (in accordance with Landscaping requirements found in of the Town of Easton Zoning Code)
- (8) Parks

- (b) The following improvements will be provided for by the developer in accordance with the regulations, standards and service tariffs of the Easton Utilities Commission, the Telephone Company, and any other utility companies serving the subdivision, and the approved plans and specifications:

- (1) Gas service
- (2) Electric service
- (3) Telephone service
- (4) Cable service
- (5) Street lighting
- (6) Internet service

(C) Plans for the required improvements shall be prepared, submitted, revised, and approved in accordance with procedures and requirements established by Easton Utilities and the Town Engineer.

(D) Final grades for entire development including building lots and park areas must be shown.

(E) Off-site utility design and construction process shall be as follows:

(1) Utilities shall be designed to the site in Accordance with The STANDARD DETAILS FOR PUBLIC WORKS AND UTILITIES CONSTRUCTION IN THE TOWN OF EASTON and Easton Utilities Service Tariffs.

(2) Upon design completion and approval, Easton Utilities shall publicly bid the construction drawings and with the developers consent, shall award the bid in accordance with the bid procedures of Easton Utilities and the Town of Easton. The contract shall be between Easton Utilities and the contractor. The engineering, inspection, management fees and construction costs shall be borne entirely by the developer.

SECTION 602 INSPECTIONS

All improvements shall be inspected by the Town Engineer or appropriate agencies for compliance with approved plans, prior to final acceptance.

SECTION 603 REPAIR OF DAMAGED IMPROVEMENTS

The developer shall be required to repair damage to roads or streets, storm drainage systems, curb and gutter, sidewalks, utilities, survey markers, and any other required improvements as a result of grading or construction activities by the developer in the subdivision.

ARTICLE VII – STANDARDS

SECTION 700 APPLICATION

(a) The standards outlined herein shall be considered minimum standards for the promotion of the public health, safety, morals and general welfare.

(b) Where literal compliance with the standards herein specified is clearly impractical, the Planning Commission and/or the Town Engineer may modify or adjust the standards to permit reasonable utilization of property while securing substantial conformance with the objectives of these Regulations. The Planning Commission and/or the Town Engineer shall not have the authority to modify any provision of any other ordinance of the Town of Easton.

SECTION 701 GENERAL PROVISIONS

(a) All portions of a tract being subdivided shall be taken up in lots, streets, public lands, or other proposed uses, so that remnants and/or landlocked areas shall not be created.

(b) Where trees, waterways, scenic points, historic spots, graveyards, or other assets and landmarks are located within a proposed subdivision, every possible means shall be provided to preserve and provide access to these features.

(c) Land subject to flooding or property and land deemed to be topographically unsuitable shall not be subdivided or developed for residential occupancy or for such other uses as may endanger health, life, or property, or aggravate erosion or flood hazards until all such hazards have been eliminated or unless adequate safeguards against such hazards are provided by the final plats. Such land within a subdivision shall be set aside on the plat for uses that will not be endangered by periodic or occasional inundation or will not produce unsatisfactory living conditions.

(d) The subdivision shall conform to the Comprehensive Plan and the Zoning Code of the Town of Easton.

(e) The subdivision name approved by the Planning and Zoning Commission and recorded, shall constitute the subdivision's official and only name. No other name may be used unless an approved and amended plat is recorded bearing the revised name.

SECTION 702 STREETS

(a) The purpose of this Section is to establish appropriate standards for the design of streets in subdivisions.

(b) These provisions shall be applicable to the design and construction of all new residential streets. The design of streets in commercial and industrial subdivisions shall be in

accordance with the specifications of the Town of Easton and Easton Utilities Commission Standard Details.

(c) Amendments or additions to subdivisions established prior to the adoption of the street classification system (established July 1993), shall comply with these provisions in so far as possible. The Commission is hereby authorized to modify the provisions of this section as necessary in order to accomplish the purpose established herein.

(d) STREET CLASSIFICATIONS

- 1) Residential Street: This classification of street should provide the optimum environment for a residential neighborhood and include curb and sidewalks. Homes will front on this class of street.
- 2) Collector Street: This classification of street may be necessary to carry traffic from one neighborhood to another or from the neighborhood to streets connecting to other streets in the community. This classification of road does not have curbs, does have roadside ditches, and may include sidewalks. This classification of street is unsuitable for providing direct access to homes and such access should be avoided.
- 3) Commercial Urban Street: This classification of street is typically in a commercial retail subdivision and includes curbs and sidewalks.
- 4) Commercial Industrial Street: This classification of street is typically in an industrial subdivision with roadside ditches and no curb or sidewalk.

702.1 RESIDENTIAL STREET (e.g., Fir Street, Standish Street)

- (a) Street width shall be 36 feet as measured between flowlines of curb and shall accommodate two 10 foot wide travel lanes plus two 8 foot wide parking lanes.
- (b) When on-street parking is provided on both sides of the street and the total width is 36 feet, traffic calming shall be provided at intersections. Traffic calming examples include, but are not limited to:
 1. Taper curbs at intersections to provide 28 feet width between flowlines of curbs to eliminate on-street parking near intersections,
 2. Provide medians at legs entering intersection to eliminate on-street parking,
 3. Roundabout
- (c) If alleys are proposed, on-street parking may be eliminated and replaced with two 4 foot wide shoulders for a total width of 28 feet between flowlines of curb.
- (d) The road width may be reduced to 28 feet with on street parking on one side only in unique situations (e.g., age restricted communities, when alleys are provided, etc.)

on a case by case basis if approved by both the Planning Commission and Town Engineer.

702.2 COLLECTOR STREETS (e.g., Fisher Range Road, Seth Drive, Corbin Parkway from Dutchmans to Nancy)

- (a) Street width shall be 30 feet and shall accommodate two 11 foot wide travel lanes plus two 4 foot wide gravel shoulders.
- (b) Curbs should not be provided along Collector Streets unless required by the Town Engineer.

702.3 ALLEYS

- (a) Alley width shall be 16 feet as measured between flowlines of curb.
- (b) Mountable curb shall be provided on each side of alleys.

702.4 COMMERCIAL URBAN STREET (e.g. Waterside Village)

- (a) Total street width shall be 30 feet as measured between flowlines of curb and shall accommodate two 11 foot wide asphalt travel lanes plus two 4 foot wide shoulders.

702.5 COMMERCIAL SUBURBAN STREET (e.g. Mistletoe Hall Farm, Easton Technology Center)

- (a) Total street width shall be 30 feet and accommodate two 12 foot wide asphalt travel lanes plus two 3 foot wide gravel shoulders.
- (b) Curbs should not be provided along Commercial Suburban Streets unless required by the Town Engineer.

702.6 CUL-DE-SACS

The Town of Easton finds and determines that the use of cul-de-sacs and dead-end streets is inconsistent with the public policy of preserving an interconnected street system. Cul-de-sacs and dead-end streets do not promote street connectivity, and create inefficiencies in the distribution of traffic and water as well as inefficiencies and increased municipal expenses in the delivery of public services. In limited situations, cul-de-sacs can be used to avoid disturbing sensitive environmental features. Accordingly, this section restricts the use of cul-de-sacs to appropriate situations and establishes standards for development that utilize cul-de-sac streets.

(a) Applicability

A cul-de-sac is a street, or a system of streets, having only one end open to traffic and the other end being permanently terminated and a vehicular turn-around provided. However, in situations where cul-de-sacs are permitted, they shall comply with this section.

(b) Generally

An applicant seeking to propose cul-de-sacs in their subdivision shall demonstrate that not doing so will produce unnecessary hardship as the result of extreme topographic conditions. For purposes of this section, the following shall be considered “extreme topographic conditions”:

- (1) Slopes exceeding 20 percent;
- (2) Marshes, wetlands, rivers, lakes, streams, or ponds; or
- (3) Any environmentally protected area or its associated buffer.
- (4) A parcel with confined space.

(c) Right-of-Way and Pavement Design

- (1) Cul-de-sacs and dead-end streets shall terminate in circular rights-of-way having a minimum pavement width radius of 45 feet for residential uses and 60 feet for commercial/industrial uses.
- (2) In no event shall the cul-de-sac exceed 150 feet in length.

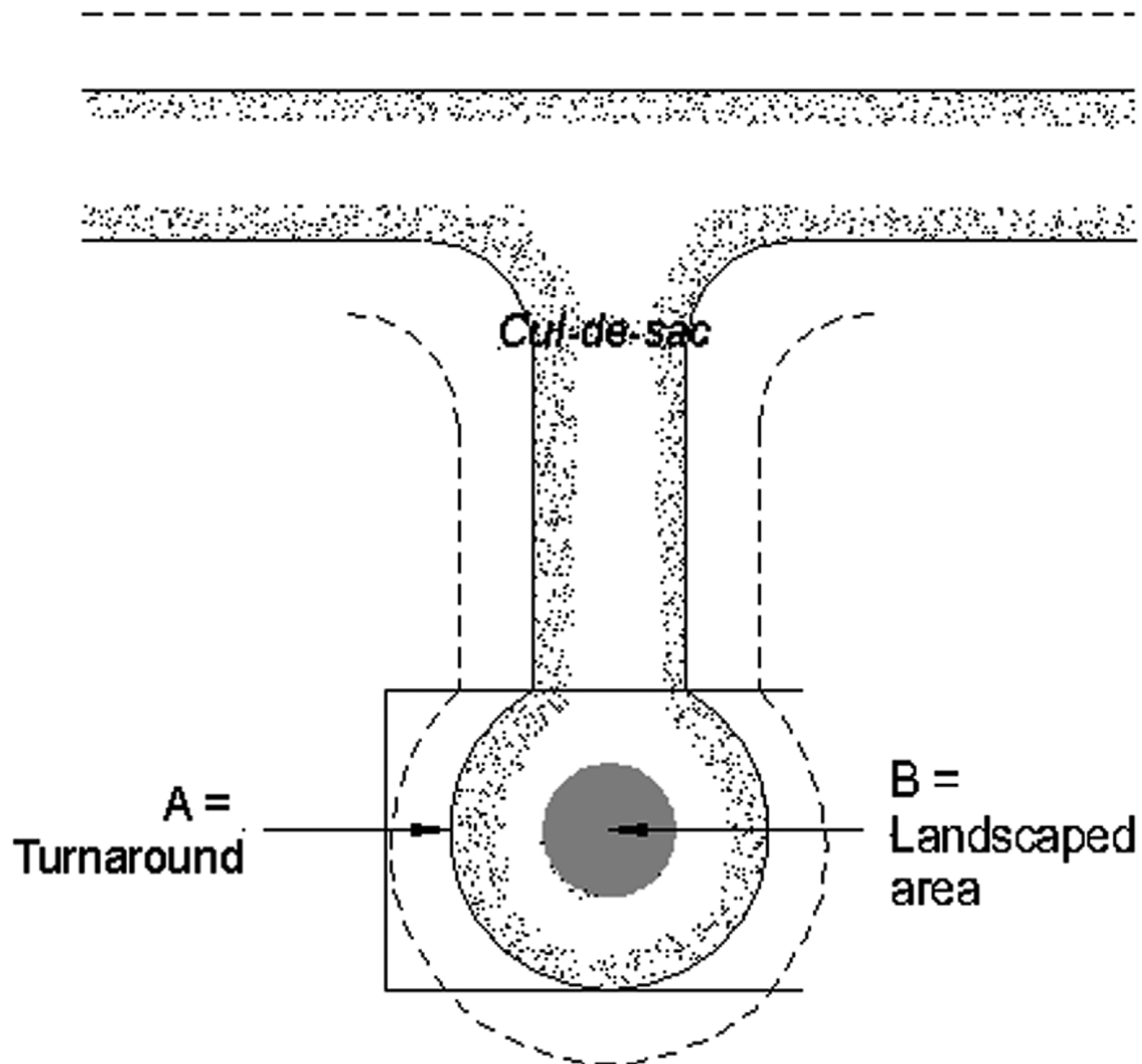
(d) Access Restriction

The site plan or subdivision plat shall show a stub connecting the cul-de-sac to adjoining areas or parcels where future roadways are delineated on the recorded subdivision or site plan. The stub shall be improved as a pedestrian walkway, trail, or bikeway.

(e) Landscaping

At least 40 percent of the bulb of the cul-de-sac shall be landscaped, utilizing native plants, in accordance with an approved landscaping plan. For cul-de-sacs with a radius exceeding 80 feet, at least 25 square feet of the area within the turnaround area shall be landscaped (see Figure 2).

- (f) Water mains located on Dead End Streets such as cul-de-sacs shall not be dead end lines. Water mains can be looped and connected back into the main or connected to another water main. All water mains must be located entirely within a Town of Easton ROW or easement dedicated to the Town of Easton.



702.7 RIGHTS-OF WAY

(a) RIGHTS-OF-WAY. Minimum rights-of-way shall be provided as follows:

Residential Collector - 60 feet
Residential Subcollector - 60 feet
Residential Access - 50 feet
Special Purpose Streets:
Alley - 20 feet

(b) INCREASE IN RIGHT-OF-WAY WIDTH

(1) If proposed lots are large enough for further subdivision which may change the street classification in the future to a higher order street, the municipality may require that the right-of-way width for the higher order street be provided.

(2) In unusual circumstances, the minimum widths listed in Section 702.6 (a) may be insufficient to accommodate all necessary improvements and therefore rights-of-way widths in excess of the minimum established in Section 702.6 (a) may be required.

702.8 DRIVEWAYS

(a) DRIVEWAYS TO SINGLE-FAMILY LOTS

(1) Driveways shall be located not less than 40 feet from the tangent point of the curb radius of any intersection. Driveways to corner lots shall gain access from the street of lower classification when a corner lot is bounded by streets of two different classifications.

(2) The following standards shall apply to the driveway apron at the edge of the pavement:

- a. Minimum curb cut or driveway width at the pavement edge: 12 feet
- b. Maximum curb cut or driveway width at the pavement edge: 20 feet.

(3) A single common driveway serving no more than four single family dwelling units is permitted provided a joint access easement has been recorded.

(b) SHARED RESIDENTIAL DRIVEWAYS FOR MULTI-FAMILY DEVELOPMENT

(1) All entrance drives serving 4 or less dwelling units may be designed to single family driveway standards above.

(2) All entrance drives serving more than 4 dwelling units, but which may be expected to convey less than 200 ADT, shall be laid out to conform to the design, service, and access standards established in this Ordinance for residential access streets.

(3) All entrance drives which may be expected to convey greater than 200 ADT, but less than 1000 ADT, shall be laid out to conform to the minimum design, service, and access standards specified in this Ordinance for residential subcollector streets.

(4) All entrance drives which may be expected to convey greater than 1000 ADT shall be laid out to conform to the minimum design, service, and access standards specified in this Ordinance for residential collector streets.

SECTION 703 STREET DESIGN AND LAYOUT

(a) Streets shall be laid out to avoid areas such as floodplains, cliffs, steep slopes or large ravines. A secondary means of access to a higher order street which does not go back through the same hazard area shall be provided when one of the access streets into a subdivision of more than twenty dwelling units crosses through a hazard area.

(b) All streets and alleys shall be designed and constructed in accordance with standards and regulations promulgated and administered by the Town Engineer.

(c) The developer shall provide all necessary roadway signs and traffic signalization as may be required by the Town, based upon Town standards, state standards and a traffic impact study if required

(d) TRIP GENERATION RATES

The following chart shall be used to determine the anticipated daily traffic levels of proposed residential development:

HOUSING TYPES AVERAGE WEEKDAY TRIP GENERATION RATES

Single-family detached	10.0 trips/du
Duplex (twin), Multiplex, Townhouse, etc.	8.1 trips/du
Apartment	5.4 trips/du
Mobile Homes	5.38 trips/du
Retirement Community	3.3 trips/du

(e) TRAFFIC IMPACT STUDY

A traffic impact study shall be prepared by a Maryland Licensed professional engineer and shall be submitted for any non-residential subdivision or for any residential subdivision proposing fifteen (15) or more dwelling units, or if for good cause the Planning Commission requests such a study to be completed regardless of the number of units proposed. Should the Planning Commission deem it appropriate, they may require that the developer fund a traffic impact study to be prepared by an engineer selected by the Town. At a minimum, the following information shall be included in the study:

- (1) Project Description – Provide a brief description of the proposed project and the limits of the traffic study. The limits of the study area shall be subject to revision by the Planning Commission. The total build-out of the project anticipated by the proponent should be clearly stated.
- (2) Existing Conditions – Provide physical characteristics of each roadway within the study area. Traffic volumes shall be examined for the study area. Average weekday volumes shall be shown for twenty-four (24) hours and the AM and PM peak hours in all cases. Accident diagrams summarizing

local police reports may be needed for problem locations. An existing conditions capacity and level of service analysis shall be provided in accordance with the Transportation Research Board's Highway Capacity Manual Report 209 (latest edition). The analysis shall include delay and queue length information. Weave, merge, diverge, and road segment analyses should be included where applicable.

- (3) **Project Site Traffic Projection** – Provide estimated peak hour and daily traffic generated by the project on roadways within the study area. Include an analysis of the distribution of off-site generated traffic as it relates to the existing street system. All traffic impact studies should include traffic generated by other developments within the study area that have received preliminary subdivision or development site plan approval. Saturday peak hour conditions should be included for retail projects. Any adjustment factors or growth rates used should be cited.
- (4) **Future Conditions** – Future conditions capacity analysis (five-year horizon) shall be computed for the no-build and build alternatives, with and without mitigation measures. This analysis shall include projected delays at all intersections, projected queues, and projected levels of service. All new intersections shall be reviewed relative to AASHTO standards, including sight distances for entering and merging traffic within the project area. A list should be provided of all other study area projects which could be completed within five years of the submittal date of the proponent's project and which could have impacts that would be relevant to the proponent's traffic impact study. Public as well as private projects should be included; projects awaiting approval should be included, as well as those which are already approved or do not require approval. Signal warrant analysis should be performed using the Manual on Uniform Traffic Control Devices (FHWA, latest edition), if applicable.
- (5) **Roadway Mitigation Measures** – Describe all proposed mitigation measures for the adverse impacts identified in the traffic impact study. Identify specific and expected benefits to be derived by these proposed mitigation measures. The individual costs of the proposed mitigation measures should be given, and the party responsible for the implementation of each measure clearly identified. A schedule of when, in relation to any project phasing, particular measures need to be implemented should be outlined. In addition to a schedule of construction, a description should be provided of any capacity constraints on the existing network that will occur, and of measures that will be taken to mitigate noise and dust pollution.
- (6) **Summary - Traffic Impact Studies** shall include a brief summary of the major or significant findings. This should be prepared and presented in a manner which anticipates it being reviewed by the general public. Such summary shall include a discussion of existing roadway/intersection Levels

of Service (LOS), any measures proposed to insure that said LOS does not degrade as a result of the proposed subdivision, and a tabulation of the percentage change in traffic volumes at the studied intersections.

If a connection of two or more existing roads is being proposed, the traffic report shall contain a detailed assessment of the traffic impacts on roadways in adjacent neighborhoods. Traffic impacts including projected splits in traffic, changes in levels of service, increases in daily and peak hour traffic conflicts with pedestrians and bicycles.

When the scope of a traffic study includes County, State, and/or Federal roads, the applicant shall be responsible for contacting the appropriate agencies before undertaking the study in order to obtain any input such agencies may have. The applicant shall also be responsible for forwarding a copy of the completed study to these same agencies at the time it is submitted to the Town.

(f) All streets and alleys shall be continuous in alignment and grade with existing, recorded, and planned streets.

(g) Streets shall be extended to the boundary lines of the proposed subdivision so that a connection can be made to all adjacent properties unless such extension is not feasible because of topography or other physical conditions, or unless, in the opinion of the Commission, such extension is not necessary or desirable for the coordination with existing streets or the most advantageous development of adjacent tracts. In any event, no subdivision shall be designed so as to create or perpetuate the landlocking of adjacent land.

(h) Dead end streets are prohibited except to permit future extensions to adjoining tracts. Such streets shall include a temporary turnaround until the street is extended.

(i) Street names shall be approved by the Commission. Such names shall not duplicate those elsewhere in the Town of Easton or within one mile of the corporate boundary. Streets that are in alignment with existing streets shall bear the names of existing streets.

(j) In subdivisions that adjoin or include existing streets that do not conform to widths established in these Regulations, the subdivider shall dedicate additional width along either one or both sides of such streets so as to bring them up to standards, provided the area to be used for widening is owned by the subdivider or under his control.

(k) Streets shall be laid out to intersect as close to right angles as possible. A proposed intersection of two streets at an angle of less than seventy (70) degrees will not be approved. Any change in street alignment to meet this requirements shall occur at least one hundred (100) feet from the intersection.

(l) Multiple intersections involving junctions of more than two (2) streets shall be avoided.

(m) Roadways entering opposite sides of another roadway shall be laid out either directly opposite one another or with a minimum offset of two hundred (200) feet between their centerlines.

(n) All streets shall have a total minimum width of not less than that prescribed for the street according to its classification in Section 702.

SECTION 704 STREET IMPROVEMENTS

(a) Street Construction: The developer shall provide for the complete construction of streets and curb and gutter, in accordance with the standards and specifications of the Town of Easton.

(b) Sidewalks: All subdivisions shall be required to provide sidewalks unless it is determined by the Planning and Zoning Commission that sidewalks are not necessary due to lot size, location of subdivision or anticipated usage. Sidewalks shall be designed and constructed in accordance with the standards and requirements established by the Town Engineer.

(c) Storm water management and sediment control: All storm water drainage systems shall be designed and constructed in accordance with the Stormwater Management Ordinance. A storm water management plan and sediment control plan approved by the appropriate State and Local Agencies must be provided. Natural shaped ponds are preferred.

(d) Street Lighting: Street lighting shall be designed and installed by the Town of Easton at the expense of the developer.

(e) Street trees: New trees which are indigenous to the area or other approved species shall be required to be planted as per requirements of Section 707 LANDSCAPING herein.

(f) Signs: Street name and traffic control signs shall be constructed by the Town of Easton at the expense of the subdivider or developer.

SECTION 705 SANITARY SEWERAGE SYSTEM AND WATER SUPPLY SYSTEM

All subdivisions shall be served by public sewer and water systems designed and constructed in accordance with the standards and service tariffs of the Easton Utilities Commission.

SECTION 706 GAS, ELECTRIC, CABLE, INTERNET, AND TELEPHONE SERVICE

Provisions for gas, electric, cable, internet, and telephone service shall be made in accordance with the standards and service tariffs of the Easton Utilities Commission, the Telephone Company, and any other utilities company serving the subdivision.

SECTION 707 LANDSCAPING

- (a) “Sketch” or “Concept” landscaping plan in accordance with Section 28-1014 of the Zoning Ordinance is required to be submitted with the Sketch Plat submittal.
- (b) Complete Landscaping Plans are required to be submitted with the Preliminary Plat.
- (c) Plans and designs shall be in accordance with Section 28-1014 of the Zoning Ordinance of the Town of Easton.

SECTION 708 PARKS

- (a) All residential subdivisions of ten (10) or more lots shall provide a minimum of 1,200 square feet per dwelling unit for parks. Required environmental protection areas and stormwater management areas may not be used to satisfy the minimum park requirements. The land to be dedicated for parks shall be of suitable size and shape, topography and geology, and offer proper location and adequate road access, as determined by the Planning & Zoning Commission.
- (b) For subdivisions of less than ten (10) lots, if the Planning & Zoning Commission determines that due to the size of proposed subdivision or other factors, suitable sites for parks cannot be dedicated, payment of a fee in lieu of land dedication shall be required. The fee shall be in the amount of the value of the land to be dedicated, as determined by the Commission on the average market value of the undeveloped land based on the entire tract.
- (c) Fees collected in lieu of land under the provisions of this section shall be paid to the Town prior to final plat recordation. Fees collected under these provisions shall be used for the purpose of acquiring developable land for parks.
- (d) Where private open space for parks and recreational purposes is provided in a proposed subdivision, and such open space is to be privately owned and maintained by the future residents of the subdivision, the acreage of such areas may be credited against the requirement for dedication of land or payment of fees in lieu of if the Commission concludes that it is in the interest of the public to do so.
- (e) Any lands dedicated hereunder shall be used only for the purposes stated herein.
- (f) All parks intended for public use shall be dedicated to the Town of Easton and shall be in a condition acceptable to the Town, including the provision of Park Improvements, at the time of said dedication.
- (g) All parks shall include stub-outs for the potential provision of water, sewer, and electrical service.

(h) Where the subdivision contains park areas, or other physical facilities necessary or desirable for the welfare of the area and which are of common use or benefit and are of such character that the Town or other public agency does not desire to maintain them, then provisions shall be made by trust agreements for the proper and continuous maintenance and supervision of such facilities by the lot owners in the subdivision. Such trust agreements shall be approved by the Planning Commission prior to the recording of the Final Plat and shall be a part of the deed covenants.

(i) The Easton Comprehensive Plan classifies parks into four categories, consistent with the practice/policies of the Easton Park Board. These are Mini-Parks (e.g., Thompson Park or Clifton Park), Neighborhood Parks (e.g., Chapel East Park or Matthewstown Run Park), Community Parks (e.g., Idlewild or Moton Parks) and Special Park Areas (e.g., the Rail-Trail or the former Skate Park). For the purposes of this Section, at least 50% of the area required to be provided for parks shall be satisfied in the form of one centrally located Neighborhood Park. Such parks may be active, passive, or natural, as approved by the Planning Commission.

SECTION 709 PARK DEVELOPMENT FEES

- (a) With respect to all residential development, a park development fee of \$199.70 per residential unit¹, as adjusted per subsection (c) below, shall be assessed, which fee shall be due and payable at the time of the approval of the final plat, or final site plan as the case may be, containing such dwelling units.
- (b) On January 2 of each year, the park development fee shall be automatically adjusted in accordance with any percentage change in the cost of park development. The park development fee shall be adjusted by the average percentage change, if any, in the Consumer Price Index, the Construction Cost Index, and the Building Cost Index, taken together and as established for the State of Maryland.
- (c) Such park development fee shall be used solely for the development and improvement of parks, trails, and recreation facilities within or reasonably proximate to the applicable residential development.

Subject to the express approval of the Town of Easton, the owner/developer of land involving applicable residential development may elect, in lieu of payment of park development fees, to develop and construct neighborhood park improvements on land within the development dedicated for such purposes or upon existing park land reasonably proximate to the development. Such development and construction shall comply with all applicable provisions of these Subdivision Regulations and any rules or regulations adopted pursuant thereto.

¹ This figure was established at \$133.33 per unit with the original adoption of this standard. It was adjusted as per subsection 709 (c) to \$199.70 in 2022 (reflecting the cumulative annual rates of inflation as determined by averaging the three indices cited).

SECTION 710 SURVEY MONUMENTS AND MARKERS

Monuments or markers, not less than five inches square at each end and thirty inches long, made from hard durable stone or good concrete, shall be placed in not less than four convenient places on the outside boundaries of the entire subdivision, at each change in direction of said boundary lines, at each change in direction of street and alley lines, and at all street and alley intersections. Not less than twenty-six (26) inches of the monuments or markers shall be placed in the ground with not more than four (4) inches extending above the surface of the ground. The corners of all lots not marked by stone or concrete monuments required above shall be marked by iron pins or iron pipes at least eighteen (18) inches long and not less than 5/8" in diameter.

SECTION 711 ENGINEERING AND SURVEYING

(a) All surveys, maps, plans, and designs shall be made by a Professional Engineer, Professional Surveyor, or other design professional who is licensed by the State of Maryland and is practicing within the scope of his license with respect to the services provided.

(b) All maps or plats shall be compiled from actual accurate field surveys made by the surveyor whose name appears thereon.

(c) All figures, lettering and symbols on the plan or map must be neatly and legibly drafted thereon and the Commission may refuse to receive for examination and approval a plan or map on which such details are blurred, unreasonably indistinct or difficult to read.

(d) On all subdivisions at least one (1) of the principal corners of the outline boundary of the whole tract shall be referred to the nearest officially established street intersection monument or marker.

(e) SURVEY CONTROL

(1) The meridian line upon which the bearings or azimuth of the survey is based shall be referenced to the Maryland State Plane Coordinate System (NAD83/91.)

(2) All plats shall show the position by coordinates of not less than four markers set in convenient places within the subdivision in a manner so that the position of one marker is visible from the position of one other marker.

(3) The U.S. survey foot (1 meter = 3.280833333 feet) shall be used in all conversions of Maryland State Plane Coordinates from meters to feet or feet to meters.

(f) All surveys of subdivisions shall be carefully and accurately executed. The boundaries of the entire tract shall be surveyed on the ground and all corners thereof established by the

accurate measurement of linear distances and precise observation of angles to the nearest twenty (20) seconds of circumference.

(g) All surveys shall be made with an accuracy of no less than one to fifteen thousand (1:15,000).

(h) The developer shall, upon request, furnish a certified copy of the surveyor's computation of the unbalanced traverse of the outside boundary of the entire tract.

ARTICLE VIII - IMPROVEMENT GUARANTEES

SECTION 800 CONTRACTS

The Planning and Zoning Commission shall not allow recording of any subdivision plat until:

(a) Required improvements have been completed, inspected and accepted by the Town Engineer, or other proper authorities; or

(b) The developer has entered into a written agreement with the Town in the manner and form set forth by the Town Attorney where the developer shall agree:

(1) to construct or cause to be constructed, at his own expense, all required improvements in strict accordance with the standards and specifications of the Town of Easton and the Easton Utilities Commission;

(2) to maintain, at his own cost, the improvements until the same are accepted by the Town of Easton and the Easton Utilities Commission;

(3) to obtain, at his own cost, any easement or release required for the construction or extension of any required improvement.

SECTION 801 GUARANTY

In order to assure the Town that the required improvements shall be constructed and installed at his own expense, in strict accordance with the standards, regulations, and specifications of the Town, and will be maintained until accepted by the Town, the developer shall furnish the Town, cash, bond, irrevocable letter of credit, or other such surety as the Town shall approve in an amount sufficient to cover cost, as estimated by the Town Engineer, of the construction and installation of the aforesaid improvements.

The improvement guaranty shall be conditioned upon:

(a) the developer constructing and installing, or causing to be constructed or installed, in strict accordance with the standards, regulations, and specifications of the Town, as finally approved, the required improvements;

(b) the developer in maintaining at his own cost the said improvements, until the same are accepted by the Town for community use;

(c) the faithful performance by the developer of the Public Works Agreement.

SECTION 802 ACCEPTANCE OF IMPROVEMENTS

(a) Development Inspection

(1) The applicant shall notify the Town of Easton and the Easton Utilities Commission of the completion of the required improvements.

(2) The appropriate agency shall inspect the completed required improvements and notify the developer of approval or specify those items of construction, material, and workmanship which do not comply with the specifications or the approved construction plans.

(3) The applicant, upon notification from the appropriate agency of items not approved shall:

a. proceed, at his own cost, to make such corrections as shall be required to comply with the specifications and approved construction plans; and

b. notify the appropriate agency upon completion, requesting final inspection.

(b) Final Inspection: The appropriate agencies shall make a final inspection with the applicant of all required improvements.

(c) Acceptance: At such time as the Town Engineer is satisfied that the applicant has complied with all standards, regulations, service tariffs and specifications of the Town of Easton and the Easton Utilities Commission an indenture prepared by the applicant in a form approved by the Town of Easton, conveying all streets, parks, and other public lands to the Town of Easton shall be recorded in the Land Records of Talbot County.

ARTICLE IX - CHANGES AND AMENDMENTS

SECTION 900 CHANGES AND AMENDMENTS

The Town Council may, from time to time amend, supplement or change, by ordinance, the regulations herein established. Any such amendment or change shall be accomplished in accordance with the provisions of the Town Charter and the laws of the State of Maryland.

ARTICLE X – ADMINISTRATION

SECTION 1000 HARDSHIP

Where the Planning and Zoning Commission finds that extraordinary hardships may result from strict compliance with these Regulations, it may modify the Regulations so that substantial justice may be done and the public interest secured, provided that such modification will not have the effect of nullifying the intent and purpose of these Regulations or of modifying any provision of any other ordinance of the Town of Easton.

SECTION 1001 CONDITIONS

In granting modifications, the Planning and Zoning Commission may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements so modified.

SECTION 1002 FEES

A plat review fee shall be collected upon the submittal and each subsequent submittal of a sketch plan. A subdivision application fee shall be collected at the time of filing of a Preliminary Plat. This fee shall be based on the number of lots in the subdivision and is a one time fee as long as the Preliminary Plat is based on the approved sketch plat. When a Preliminary Plat is submitted which is based on a revised sketch plat, a new subdivision application fee shall be collected. There shall be no fee for the initial review of a final plat. When a plat has to be reviewed more than once, a plat review fee shall be collected for each submittal of the final plat.

A plat review fee shall be collected for a boundary line amendment or a minor subdivision. All fees shall be in accordance with the fee schedule of charges adopted by resolution of the Town Council.

SECTION 1003 SEVERABILITY

It is hereby declared to be the legislative intent that:

(a) If the court declares any provisions of these Regulations to be invalid or ineffective in whole or in part, the effect of such decision shall be limited to those provisions which are expressly stated in the decision to be invalid or ineffective, and all other provisions of these Regulations shall continue to be separately and fully effective.

(b) If the court finds the application of any provision or provisions of these Regulations to any lot, building, or other structure, or tract of land, to be invalid or ineffective, in whole or in part, the effect of such decision shall be limited to the person, property, or situation immediately involved in the controversy, and the application of any such provision to other persons, property, or situations shall not be affected.

SECTION 1004 PUBLIC MEETING

The Planning Commission shall consider all Sketch Plats at a Public Meeting. Such meeting may be the Commission's Regular Monthly Meeting or when determined appropriate by the Commission, a Special Meeting. At such meeting, all parties in interest and citizens shall have the opportunity to be heard. The time, place, and location of said meeting along with the general location and a brief description of the subdivision shall be published in a paper of general circulation in Talbot County. In addition, the property shall be posted at least seven (7) days preceding the date on which the Planning Commission is scheduled to review said subdivision and notice to adjoining property owners shall be provided as specified for other development application types (e.g., site plans) in the Zoning Code. No notice shall be required for those subdivisions which do not require sketch plat review.

SECTION 1005 ENFORCEMENT OFFICER

The Town Engineer of Easton shall be the enforcement officer for these Regulations. If they find that any of the provisions of these Regulations are being violated, they shall notify in writing the person responsible for such violation and take such action as may be necessary to prevent the violation of these Regulations, including obtaining a court injunction to discontinue the transfer, sale, or negotiations for sale of illegal lots or parcels; or any action authorized herein.

SECTION 1006 APPEALS

Any person aggrieved by a decision of the Planning and Zoning Commission or the Town Engineer in approving or denying a subdivision under the terms of these Regulations shall have the right to appeal said decision to the Easton Board of Zoning Appeals under the terms and provisions set forth in Chapter 28 (Zoning) of the Code of the Town of Easton.

ARTICLE XI - SUBDIVISION ACTIVITY IN THE CHESAPEAKE BAY CRITICAL AREA

SECTION 1100

(a) All subdivisions of land located in whole or in part in that area of the Town of Easton which is part of the Chesapeake Bay Critical Area shall be subject to the provisions of the Easton Zoning Ordinance relating to the Critical Area Overlay Zone as well as to the provisions of these regulations. Where the provisions of the Zoning Ordinance relating to the Critical Area Overlay Zone conflict with the provisions of these Subdivision Regulations, the provision of the Critical Area Overlay Zone shall apply.

(b) No subdivision of any land located in whole or in part in that area of the Town of Easton which is part of the Chesapeake Bay Critical Area shall be permitted unless and until the Planning and Zoning Commission makes the following written findings with regard to the subdivision:

(1) The development or development activities have been designed in such a manner as to minimize adverse impacts on water quality that result from pollutants that are discharged from structures or conveyances or that have runoff from surrounding lands; and

(2) That the development or development activities have been planned in such a fashion as to conserve fish, wildlife and plant habitat.

TOWN OF EASTON
CHECK REGISTER BY FUND

Prepared: 10/31/2023, 13:04:52
Program: GM179L

Selection Criteria:

From Date . . . : 09/28/2023
To Date . . . : 10/31/2023
or
From Period . . . :
To Period . . . :
Bank Code . . . : 00
Page Break by Fund: Y
Include Vendor No.: Y
Print Recap Only .: N

CHECK DATE	CHECK NUMBER	CHECK VENDOR	CHECK NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
10/04/2023	2190	98	APG MEDIA OF CHESAPEAKE	093023	POLICE ADVERTISING	001-2010-520.30-48		3/2024 Total	12,600.00 12,600.00
10/04/2023	2191	3079	CARROLL INDEPENDENT FUE	108424-721342	8/16-31/23 FUEL PURCHASES	001-1400-514.30-55		3/2024	202.72
				108424-721342	8/16-31/23 FUEL PURCHASES	001-2010-520.30-55		3/2024	245.75
				108424-721342	8/16-31/23 FUEL PURCHASES	001-2020-520.30-55		3/2024	3,676.95
				108424-721342	8/16-31/23 FUEL PURCHASES	001-2040-520.30-55		3/2024	662.38
				108424-721342	8/16-31/23 FUEL PURCHASES	001-2210-522.30-55		3/2024	216.05
				108424-721342	8/16-31/23 FUEL PURCHASES	001-2220-522.30-55		3/2024	45.54
				108424-721342	8/16-31/23 FUEL PURCHASES	001-2310-523.30-55		3/2024	203.61
				108424-721342	8/16-31/23 FUEL PURCHASES	001-3010-530.30-55		3/2024	346.63
				108424-721342	8/16-31/23 FUEL PURCHASES	001-3025-530.30-55		3/2024	3,628.08
				108424-721342	8/16-31/23 FUEL PURCHASES	001-3040-530.30-55		3/2024	7,314.03
				108424-721342	8/16-31/23 FUEL PURCHASES	001-3045-530.30-55		3/2024	759.34
				108424-721342	8/16-31/23 FUEL PURCHASES	001-4010-540.30-55		3/2024 Total	465.12 17,766.20
10/04/2023	2192	943	COMMUNITY ANIMAL HOSPIT	259459	PATTON/EASTON POLICE	001-2020-520.30-49		3/2024 Total	364.45 364.45
10/04/2023	2193	129	DEPENDABLE SSR LLC	1812	BRUSH	001-3040-530.30-52		3/2024	253.65
				1812	BRUSH	001-3045-530.30-52		3/2024	90.98
				1812	BRUSH	001-4010-540.30-52		3/2024 Total	192.99 537.62
10/04/2023	2194	1269	FRATERNAL ORDER OF POLI	092923	SEPT '23 LODGE DEDUCTIONS	001-0000-217.17-00		3/2024 Total	1,500.00 1,500.00
10/04/2023	2195	2571	HILIYARD'S BUSINESS SOLU	INV265536	COPIER MAINT	001-1400-514.30-46		3/2024 Total	289.51 289.51
10/04/2023	2196	237	HOME PARAMOUNT PEST CON	6422860	MONTHLY PEST SVCS	001-1400-514.30-46		3/2024 Total	33.00 33.00
10/04/2023	2197	2609	IRVIN HAYES PLUMBING &	3400	IDLEWILD PK PLAYGROUND	001-4010-540.30-46		3/2024 Total	925.56 925.56
10/04/2023	2198	2248	MARSHALL PROPERTY MANAG	32252	8/29/23 MOWING SVCS	001-4010-540.30-34		3/2024	1,831.00
				32396	9/5/23 GRASS MOWING SVCS	001-3045-530.30-34		4/2024	440.00
				32396	9/5/23 GRASS MOWING SVCS	001-4010-540.30-34		4/2024 Total	1,756.00 4,027.00
10/04/2023	2199	2478	MUNICIPAL EMERGENCY SER	IN1933354	CLOTHING & APPAREL	001-2010-520.30-37		3/2024	242.05
				IN1933796	CLOTHING & APPAREL	001-2020-520.30-37		3/2024 Total	353.55 595.60
10/04/2023	2200	1641	PRECISION PRINTING & EM	13356	EMBROIDERY/EASTON POLICE	001-2010-520.30-37		3/2024	192.00
				13356	EMBROIDERY/EASTON POLICE	001-2020-520.30-37		3/2024 Total	2,247.20 2,439.20
10/04/2023	2201	1953	ULINE	168350491	MISCELLANEOUS PRODUCTS	001-3040-530.30-35		3/2024 Total	630.48 630.48

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
10/11/2023	2203	2689	AMAZON CAPITAL SERVICES	1DX7-H7DJ-17DW 1K9W-3P3P-HXRH 131T-PVNH-DQLV 16KL-GGTR-GPLC	COMPUTERS, DP & WORD PROC. MISCELLANEOUS PRODUCTS WHITE BOARD COMPUTERS, DP & WORD PROC.	001-1070-510.30-46 001-3040-530.30-56 001-3010-530.30-51 001-2310-523.30-35		3/2024 3/2024 3/2024 3/2024 Total	6,175.83 67.47 65.18 206.84 6,515.32
10/11/2023	2204	2603	AXON ENTERPRISE INC	INUS176603	TASER - CONTRACT	001-2010-520.30-46		4/2024 Total	6,900.00 6,900.00
10/11/2023	2205	2921	CANON FINANCIAL SERVICE	31266836	COPIER MAINT	001-2010-520.30-46		3/2024 Total	137.08 137.08
10/11/2023	2206	2869	DOURON INC	105281	FURNITURE, OFFICE	001-1060-510.30-35		3/2024 Total	826.20 826.20
10/11/2023	2207	159	EASTON CYCLE & SPORT	02012309235	MISC/EASTON POLICE	001-2040-520.30-35		3/2024 Total	1,936.94 1,936.94
10/11/2023	2208	2571	HILYARD'S BUSINESS SOLU	INV266543	COPIER MAINT	001-1400-514.30-46		3/2024 Total	97.25 97.25
10/11/2023	2209	239	HOPKINS SALES CO INC	469301 469544 469544	MISCELLANEOUS PRODUCTS PLASTICS PLASTICS	001-1400-514.30-52 001-3025-530.30-52 001-4010-540.30-52		3/2024 4/2024 4/2024 Total	241.87 91.36 274.08 607.31
10/11/2023	2210	262	KEY ONE INC	119654	KEYS	001-2010-520.30-50		3/2024 Total	12.00 12.00
10/11/2023	2211	269	LASER LETTERS INC	69500	PRINTING, SILK SCR, TYPSET	001-2210-522.30-47		3/2024 Total	554.57 554.57
10/11/2023	2212	2142	LIVING ECOSYSTEMS	092223	SVCS/8382 COLONY CIRCLE	001-2220-522.30-34		4/2024 Total	193.84 193.84
10/11/2023	2213	2478	MUNICIPAL EMERGENCY SER	IN1934398	CLOTHING & APPAREL	001-2020-520.30-37		4/2024 Total	20.04 20.04
10/11/2023	2214	2963	NATIONAL HVAC SERVICE	SRVCE163253 SRVCE163633 SRVCE163669	QUARTERLY CONTRACT SVCS SERVICES SERVICES	001-2010-520.30-46 001-2010-520.30-46 001-2010-520.30-46		3/2024 3/2024 3/2024 Total	3,481.25 588.00 252.00 4,321.25
10/11/2023	2215	413	R E MICHEL CO LLC	308162833 308297361 308300759		001-2110-521.30-52 001-1400-514.30-52 001-1400-514.30-52		3/2024 3/2024 3/2024 Total	21.64 50.88 17.96 90.48
10/11/2023	2217	461	SPURRY'S TIRE SERVICE I	432847 85722 86129 86824 87026	TIRES AND TUBES TIRES AND TUBES TIRES AND TUBES TIRES AND TUBES	001-3040-530.30-46 001-3025-530.30-56 001-3040-530.30-56 001-3025-530.30-46 001-3025-530.30-56		3/2024 3/2024 3/2024 4/2024 4/2024	1,241.20 832.80 377.40 885.60 982.00

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CHECK DATE	CHECK NUMBER	CHECK VENDOR	CHECK NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
10/18/2023	2228	2936	CIVIC PLUS LLC	269877	ANNUAL FEE	001-1010-510.30-46		4/2024	555.53
				269877	ANNUAL FEE	001-1050-510.30-46		4/2024	555.53
				269877	ANNUAL FEE	001-1060-510.30-46		4/2024	555.53
				269877	ANNUAL FEE	001-1065-510.30-46		4/2024	277.75
				269877	ANNUAL FEE	001-1070-510.30-46		4/2024	277.75
				269877	ANNUAL FEE	001-1075-510.30-46		4/2024	340.44
				269877	ANNUAL FEE	001-1200-512.30-46		4/2024	2,723.41
				269877	ANNUAL FEE	001-1310-513.30-46		4/2024	1,324.34
				269877	ANNUAL FEE	001-1400-514.30-46		4/2024	2,158.82
				269877	ANNUAL FEE	001-2010-520.30-46		4/2024	4,190.28
				269877	ANNUAL FEE	001-2110-521.30-46		4/2024	122.43
				269877	ANNUAL FEE	001-2210-522.30-46		4/2024	1,462.17
				269877	ANNUAL FEE	001-2220-522.30-46		4/2024	172.18
				269877	ANNUAL FEE	001-2310-523.30-46		4/2024	122.43
				269877	ANNUAL FEE	001-3010-530.30-46		4/2024	319.63
				269877	ANNUAL FEE	001-4010-540.30-46		4/2024	122.43
				269907	WEBSITE SVCS	001-1010-510.30-46		4/2024	200.41
				269907	WEBSITE SVCS	001-1050-510.30-46		4/2024	200.41
				269907	WEBSITE SVCS	001-1060-510.30-46		4/2024	100.20
				269907	WEBSITE SVCS	001-1070-510.30-46		4/2024	100.20
				269907	WEBSITE SVCS	001-1075-510.30-46		4/2024	122.81
				269907	WEBSITE SVCS	001-1200-512.30-46		4/2024	982.47
				269907	WEBSITE SVCS	001-1310-513.30-46		4/2024	477.76
				269907	WEBSITE SVCS	001-1400-514.30-46		4/2024	778.79
				269907	WEBSITE SVCS	001-2010-520.30-46		4/2024	1,511.64
				269907	WEBSITE SVCS	001-2110-521.30-46		4/2024	44.17
				269907	WEBSITE SVCS	001-2210-522.30-46		4/2024	527.48
				269907	WEBSITE SVCS	001-2220-522.30-46		4/2024	62.11
				269907	WEBSITE SVCS	001-2310-523.30-46		4/2024	44.17
				269907	WEBSITE SVCS	001-3010-530.30-46		4/2024	115.30
				269907	WEBSITE SVCS	001-4010-540.30-46		4/2024	44.17
						Total			20,793.15
10/18/2023	2229	1000	EASTERN SHORE COFFEE &	316138		001-3010-530.30-52		4/2024	8.95
				786788		001-3025-530.30-52		4/2024	71.27
				786788		001-3040-530.30-52		4/2024	71.27
						Total			151.49
10/18/2023	2230	257	EASTON TIMBER & MAT LLC	065384	LUMBER& RELATED PRODUCTS	001-3040-530.30-52		4/2024	280.00
						Total			280.00
10/18/2023	2231	2593	EASTON TRUCK CENTER	CM64773AUP	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		3/2024	181.92-
				64771AUP	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		3/2024	71.00
				64773AUP	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		3/2024	181.92
				64831AUP	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		3/2024	90.79
				64867AUP	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		3/2024	181.92
				64940AUP	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		3/2024	202.59
				65074AUP	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		4/2024	186.04
				9128AUS	ROAD/HGWY HEAVY EQUIPMENT	001-3025-530.30-46		3/2024	180.00
						Total			912.34
10/18/2023	2232	2948	EDSALL TURF MANAGEMENT	2831	SERVICES	001-4010-540.30-34		4/2024	4,912.00

CHECK DATE	CHECK NUMBER	CHECK VENDOR	CHECK NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
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10/18/2023	2234	179	EWING INC, PAUL T	505429	MISCELLANEOUS PRODUCTS	001-3040-530.30-52		Total	4,912.00
				505887	HAND TOOLS ,POW&NON POWER	001-3040-530.30-52		3/2024	338.60
				505977	PAINTS, COATINGS, WALLPAPER	001-3040-530.30-52		3/2024	110.00
				506042		001-3040-530.30-52		4/2024	17.85
				506121	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		4/2024	73.75
				506156	HAND TOOLS ,POW&NON POWER	001-3040-530.30-52		4/2024	219.00
				506174	HAND TOOLS ,POW&NON POWER	001-3040-530.30-52		4/2024	230.00
								Total	346.32
									1,335.52
10/18/2023	2235	595	FPC DISTRIBUTION	1050844	BLEACHED TOWELS	001-2110-521.30-52		4/2024	479.94
								Total	479.94
10/18/2023	2237	237	HOME PARAMOUNT PEST CON	6423083		001-1400-514.30-46		4/2024	70.00
								Total	70.00
10/18/2023	2238	239	HOPKINS SALES CO INC	469422		001-2110-521.30-52		3/2024	169.49
				469541		001-2110-521.30-52		3/2024	91.36
								Total	260.85
10/18/2023	2239	262	KEY ONE INC	119699	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-56		4/2024	25.00
								Total	25.00
10/18/2023	2240	333	MID-ATLANTIC WASTE SYST	ESA000354-1	MISCELLANEOUS PRODUCTS	001-4010-540.30-35		4/2024	1,564.00
				PSO005051		001-3025-530.30-52		4/2024	1,663.50
				PSO005051-1	ROAD/HGWY HEAVY EQUIPMENT	001-3025-530.30-52		3/2024	1,663.50
				PSO005634-1	ROAD/HGWY HEAVY EQUIPMENT	001-3025-530.30-56		4/2024	965.28
				PSO006055-1	ROAD/HGWY HEAVY EQUIPMENT	001-3025-530.30-56		4/2024	536.84
				PSO006361-1		001-3025-530.30-56		4/2024	76.08
				PSO006472-1		001-3025-530.30-56		4/2024	303.60
				PSO006681-1		001-3025-530.30-56		4/2024	536.84
								Total	3,982.64
10/18/2023	2242	826	MR ROOTER MID-SHORE	167154		001-1400-514.30-34		3/2024	1,077.50
				53280	PW CONSTRUCTION & RELATED	001-3040-530.30-34		3/2024	1,275.00
								Total	2,352.50
10/18/2023	2243	2963	NATIONAL HVAC SERVICE	SRVCE163948		001-2010-520.30-46		4/2024	112.00
				SRVCE164018		001-2010-520.30-46		4/2024	504.00
								Total	616.00
10/18/2023	2244	2214	NEWMAN SIGNS INC	TRFINV049596	SIGNS, SIGN MATERIAL	001-3040-530.30-52		4/2024	2,629.97
								Total	2,629.97
10/18/2023	2245	2404	NORTHEASTERN SUPPLY INC	3919600	PIPE AND TUBING	001-3040-530.30-52		3/2024	64.76
				3920296	JANITORIAL SUPPLIES	001-3040-530.30-52		3/2024	28.56
				3933037	ELECTRICAL EQUIP & SUPPLY	001-3040-530.30-52		3/2024	20.20
								Total	113.52
10/18/2023	2246	389	PIERSON COMFORT GROUP L	QB127658	SERVICES	001-4010-540.30-44		4/2024	210.00
				QB127659	SERVICES	001-4010-540.30-44		4/2024	157.00
								Total	367.00

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10/18/2023	2248	3166	REDYREF	47769 47777	COMPUTERS, DP & WORD PROCESSING FEES	001-3085-530.30-46 001-1070-510.30-34		4/2024 4/2024 Total	2,314.99 24.09 2,339.08
10/18/2023	2249	1029	SHORE JANITORIAL SERVIC	0407	MONTHLY SVCS	001-2010-520.30-46		4/2024 Total	3,200.00 3,200.00
10/18/2023	2250	461	SPURRY'S TIRE SERVICE I	86215 86531 86533 87243		001-2020-520.30-56 001-2020-520.30-56 001-2020-520.30-56 001-2040-520.30-56		3/2024 3/2024 3/2024 3/2024 Total	1,096.04 983.60 491.80 264.42 2,835.86
10/18/2023	2251	2067	UTILITY EASTERN SHORE T	2293391 2293621	AUTO & TRUCK ACCESSORIES ROAD/HGWY HEAVY EQUIPMENT	001-3025-530.30-56 001-3025-530.30-56		3/2024 3/2024 Total	57.10 173.00 230.10
10/25/2023	2252	3239	AUVIK NETWORKS INC	INV00152354 INV00152354 INV00152354 INV00152354 INV00152354 INV00152354 INV00152354 INV00152354 INV00152354 INV00152354 INV00152354 INV00152354 INV00152354 INV00152354 INV00152354 INV00152354 INV00152354	MONTHLY SERVICE MONTHLY SERVICE MONTHLY SERVICE MONTHLY SERVICE MONTHLY SERVICE MONTHLY SERVICE MONTHLY SERVICE MONTHLY SERVICE MONTHLY SERVICE MONTHLY SERVICE MONTHLY SERVICE MONTHLY SERVICE MONTHLY SERVICE MONTHLY SERVICE MONTHLY SERVICE MONTHLY SERVICE MONTHLY SERVICE	001-1010-510.30-46 001-1050-510.30-46 001-1060-510.30-46 001-1065-510.30-46 001-1070-510.30-46 001-1075-510.30-46 001-1200-512.30-46 001-1310-513.30-46 001-1400-514.30-46 001-2010-520.30-46 001-2110-521.30-46 001-2210-522.30-46 001-2220-522.30-46 001-2310-523.30-46 001-3010-530.30-46 001-4010-540.30-46		4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 Total	10.91 10.91 10.91 5.45 5.45 6.68 53.47 26.00 42.38 82.27 2.40 28.71 3.38 2.40 6.28 2.40 300.00
10/25/2023	2253	3115	CHESAPEAKE EMPLOYERS IN	100423 100423 100423 100423 100423 100423 100423 100423 100423 100423 100423 100423 100423 100423 100423 100423 100423	OCT 2023 WORKERS COMP OCT 2023 WORKERS COMP OCT 2023 WORKERS COMP OCT 2023 WORKERS COMP OCT 2023 WORKERS COMP OCT 2023 WORKERS COMP OCT 2023 WORKERS COMP OCT 2023 WORKERS COMP OCT 2023 WORKERS COMP OCT 2023 WORKERS COMP OCT 2023 WORKERS COMP OCT 2023 WORKERS COMP OCT 2023 WORKERS COMP OCT 2023 WORKERS COMP OCT 2023 WORKERS COMP OCT 2023 WORKERS COMP OCT 2023 WORKERS COMP	001-1010-510.10-24 001-1050-510.10-24 001-1060-510.10-24 001-1065-510.10-24 001-1070-510.10-24 001-1075-510.10-24 001-1200-512.10-24 001-1310-513.10-24 001-1400-514.10-24 001-2010-520.10-24 001-2020-520.10-24 001-2030-520.10-24 001-2040-520.10-24 001-2110-521.10-24 001-2210-522.10-24 001-2220-522.10-24 001-2310-523.10-24 001-3010-530.10-24		4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024	4.37 29.59 1.43 64.69 67.36 21.53 141.65 1,166.90 773.95 1,903.66 8,685.39 137.99 4,035.69 501.98 1,069.44 567.40 1,660.96 1,076.73

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10/25/2023	2253	3115	CHESAPEAKE EMPLOYERS IN	100423	OCT 2023 WORKERS COMP	001-3025-530.10-24		4/2024	1,746.28
				100423	OCT 2023 WORKERS COMP	001-3040-530.10-24		4/2024	2,757.90
				100423	OCT 2023 WORKERS COMP	001-3045-530.10-24		4/2024	1,501.16
				100423	OCT 2023 WORKERS COMP	001-4010-540.10-24		4/2024	696.86
								Total	28,612.91
10/25/2023	2259	213	GEORGE'S GREEN THUMB IN	100423	SVCS/EASTON POLICE DEPT	001-2010-520.30-46		4/2024	438.00
								Total	438.00
10/25/2023	2260	2930	GOOD LIFE LAWN CARE/IAN	6010	SEPT SVCS	001-3045-530.30-34		4/2024	11,040.00
								Total	11,040.00
10/25/2023	2261	2248	MARSHALL PROPERTY MANAG	32665	SEPT 12 MOWING SVCS	001-3045-530.30-34		4/2024	440.00
				32665	SEPT 12 MOWING SVCS	001-4010-540.30-34		4/2024	1,756.00
				32797	SEPT 19 MOWING SVCS	001-3045-530.30-34		4/2024	440.00
				32797	SEPT 19 MOWING SVCS	001-4010-540.30-34		4/2024	1,756.00
				32880	SEPT 25 MOWING SVCS	001-3045-530.30-34		4/2024	440.00
				32880	SEPT 25 MOWING SVCS	001-4010-540.30-34		4/2024	1,756.00
								Total	6,588.00
10/25/2023	2264	389	PIERSON COMFORT GROUP L	QB127311	SERVICES	001-4010-540.30-44		4/2024	125.00
				QB127353	SERVICES	001-4010-540.30-44	23-72	4/2024	165.00
				QB127660	SERVICES	001-4010-540.30-44	23-72	4/2024	130.00
								Total	420.00
10/25/2023	2265	2216	QUADIENNT LEASING USA IN	Q1008699		001-2010-520.30-46		4/2024	158.97
								Total	158.97
10/25/2023	2267	1390	SUPERION LLC	393175	IT MAINT	001-1070-510.30-46		4/2024	112.35
				393333	MAINTENANCE	001-1010-510.30-46		4/2024	460.86
				393333	MAINTENANCE	001-1050-510.30-46		4/2024	460.86
				393333	MAINTENANCE	001-1060-510.30-46		4/2024	460.86
				393333	MAINTENANCE	001-1065-510.30-46		4/2024	230.42
				393333	MAINTENANCE	001-1070-510.30-46		4/2024	230.42
				393333	MAINTENANCE	001-1075-510.30-46		4/2024	282.42
				393333	MAINTENANCE	001-1200-512.30-46		4/2024	2,259.28
				393333	MAINTENANCE	001-1310-513.30-46		4/2024	1,098.65
				393333	MAINTENANCE	001-1400-514.30-46		4/2024	1,790.91
				393333	MAINTENANCE	001-2010-520.30-46		4/2024	3,476.17
				393333	MAINTENANCE	001-2110-521.30-46		4/2024	101.56
				393333	MAINTENANCE	001-2210-522.30-46		4/2024	1,212.99
				393333	MAINTENANCE	001-2220-522.30-46		4/2024	142.84
				393333	MAINTENANCE	001-2310-523.30-46		4/2024	101.56
				393333	MAINTENANCE	001-3010-530.30-46		4/2024	265.15
				393333	MAINTENANCE	001-4010-540.30-46		4/2024	101.56
								Total	12,788.86
10/25/2023	2268	942	TRANSACT TECHNOLOGIES I	1412316		001-1200-512.30-52		4/2024	124.28
								Total	124.28
10/31/2023	2270	2923	ACME AUTO LEASING LLC	23100394	POLICE VEHICLE LEASES	001-8010-580.70-71		4/2024	625.00
				23100402	POLICE VEHICLE LEASES	001-8010-580.70-71		4/2024	1,250.00
								Total	1,875.00

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10/31/2023	2271	98	APG MEDIA OF CHESAPEAKE	3035725 3036238	APPLICATION SE-911 COMP PLAN	001-1310-513.30-48 001-1310-513.30-48		4/2024 4/2024 Total	140.00 148.75 288.75
10/31/2023	2272	3079	CARROLL INDEPENDENT FUE	108859-746104 108859-746104 108859-746104 108859-746104 108859-746104 108859-746104 108859-746104 108859-746104 108859-746104 108859-746104 108859-746104 108859-746104 108859-746104 108859-746104 108859-746104 108859-746104	9/16-30/23 FUEL PURCHASES 9/16-30/23 FUEL PURCHASES 9/16-30/23 FUEL PURCHASES 9/16-30/23 FUEL PURCHASES 9/16-30/23 FUEL PURCHASES 9/16-30/23 FUEL PURCHASES 9/16-30/23 FUEL PURCHASES 9/16-30/23 FUEL PURCHASES 9/16-30/23 FUEL PURCHASES 9/16-30/23 FUEL PURCHASES 9/16-30/23 FUEL PURCHASES 9/16-30/23 FUEL PURCHASES 9/16-30/23 FUEL PURCHASES 9/16-30/23 FUEL PURCHASES 9/16-30/23 FUEL PURCHASES 9/16-30/23 FUEL PURCHASES	001-1310-513.30-55 001-1400-514.30-55 001-2010-520.30-55 001-2020-520.30-55 001-2040-520.30-55 001-2210-522.30-55 001-2220-522.30-55 001-2310-523.30-55 001-3010-530.30-55 001-3025-530.30-55 001-3040-530.30-55 001-3045-530.30-55 001-4010-540.30-55		4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 Total	41.83 134.67 201.41 3,688.34 489.90 213.09 44.75 445.23 57.21 3,199.37 5,714.45 605.07 293.12 15,128.44
10/31/2023	2273	2936	CIVIC PLUS LLC	276989 276989 276989 276989 276989 276989 276989 276989 276989 276989 276989 276989 276989 276989 276989 276989	WEBSITE SVCS WEBSITE SVCS WEBSITE SVCS WEBSITE SVCS WEBSITE SVCS WEBSITE SVCS WEBSITE SVCS WEBSITE SVCS WEBSITE SVCS WEBSITE SVCS WEBSITE SVCS WEBSITE SVCS WEBSITE SVCS WEBSITE SVCS WEBSITE SVCS WEBSITE SVCS	001-1010-510.30-46 001-1050-510.30-46 001-1060-510.30-46 001-1065-510.30-46 001-1070-510.30-46 001-1075-510.30-46 001-1200-512.30-46 001-1310-513.30-46 001-1400-514.30-46 001-2010-520.30-46 001-2110-521.30-46 001-2210-522.30-46 001-2220-522.30-46 001-2310-523.30-46 001-3010-530.30-46 001-4010-540.30-46		4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 Total	236.67 236.67 236.67 118.33 118.33 145.04 1,160.25 564.21 919.72 1,785.18 52.16 622.93 73.35 52.16 136.17 52.16 6,510.00
10/31/2023	2274	943	COMMUNITY ANIMAL HOSPIT	100223		001-2020-520.30-49		4/2024 Total	802.27 802.27
10/31/2023	2275	994	DICARLO PRECISION INSTR	517762-IN	PAPER & PLASTIC-DISPOSABL	001-2220-522.30-52		4/2024 Total	121.50 121.50
10/31/2023	2276	2228	FIRST STATE INSPECTION	278228	MONTHLY INSP SVCS	001-2210-522.30-34		4/2024 Total	3,500.00 3,500.00
10/31/2023	2277	2794	GILLESPIE PRECAST LLC	116029	FOUNDRY CASTINGS,EQUIP.	001-3040-530.30-52		4/2024 Total	597.62 597.62
10/31/2023	2278	2248	MARSHALL PROPERTY MANAG	33133 33133	10/3/23 MOWING SVCS 10/3/23 MOWING SVCS	001-3045-530.30-34 001-4010-540.30-34		4/2024 4/2024 Total	75.00 1,756.00 1,831.00

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10/04/2023	83108	900	HUGHES, BRADLEY T	092923	TRAINING	001-2040-520.30-40		3/2024 Total	143.71 143.71
10/04/2023	83109	3237	JACKSON LEWIS P.C.	8342368	SERVICES	001-1060-510.30-31		3/2024 Total	10,124.60 10,124.60
10/04/2023	83110	1786	LOCAL GOVT INSURANCE TR	123156	AUTO	001-2010-520.30-45		3/2024 Total	597.00 597.00
10/04/2023	83111	322	MARYLAND ENVIRONMENTAL	335379 615214	9/1-15/23 WASTE SVCS 9/1-15/23 WASTE SVCS	001-3025-530.30-34 001-3025-530.30-34		3/2024 3/2024 Total	30,652.80 4,320.84 34,973.64
10/04/2023	83112	1597	MARYLAND POLICE & CORRE	ADP23467	TRAINING	001-2010-520.30-33		3/2024 Total	50.00 50.00
10/04/2023	83113	2468	MD POLICE SUPPLY LLC	27196 27202	MISC/EASTON POLICE MISC/EASTON POLICE	001-2010-520.30-58 001-2020-520.30-37		3/2024 3/2024 Total	122.39 242.32 364.71
10/04/2023	83114	2351	OPTUM BANK	092923		001-0000-217.21-00		3/2024 Total	963.64 963.64
10/04/2023	83115	375	PAPER PEOPLE, THE	109920 109920 109920 109920	ENVELOPES, PLAIN, PRINTED ENVELOPES, PLAIN, PRINTED ENVELOPES, PLAIN, PRINTED ENVELOPES, PLAIN, PRINTED	001-1200-512.30-52 001-1310-513.30-52 001-2210-522.30-52 001-2220-522.30-52		3/2024 3/2024 3/2024 3/2024 Total	173.00 34.60 34.60 69.20 346.00
10/04/2023	83116	388	PHOENIX, CARLENE T	092923	SVCS/SEP SPECIAL ELECTION	001-1010-510.30-34		3/2024 Total	2,800.00 2,800.00
10/04/2023	83117	2901	QUADIENT FINANCE USA IN	092023	POSTAGE	001-1400-514.30-41		3/2024 Total	1,000.00 1,000.00
10/04/2023	83118	9999999	RANDALL H HIERS 2 LLC	000106306	TAX REFUNDS	001-0000-201.00-00		3/2024 Total	27.00 27.00
10/04/2023	83122	2614	UNIFIRST CORPORATION	1430087771 1430087775 1430087775 1430087775 1430087777 1430087777 1430087780 1430087782 1430088801 1430088802 1430088802 1430088803 1430088803	PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS	001-3025-530.30-36 001-3025-530.30-36 001-3040-530.30-36 001-3045-530.30-36 001-3010-530.30-36 001-3010-530.30-46 001-3040-530.30-36 001-3010-530.30-36 001-3025-530.30-36 001-3025-530.30-36 001-3040-530.30-36 001-3045-530.30-36 001-3010-530.30-36		3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024	108.57 25.79 34.16 79.29 39.31 11.70 99.19 21.27 108.57 25.79 34.16 79.29 39.31 11.70

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
10/04/2023	83122	2614	UNIFIRST CORPORATION	1430088804 1430088805 1430089900 1430089901 1430089901 1430089901 1430089902 1430089902 1430089903 1430089904	PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS	001-3040-530.30-36 001-3010-530.30-36 001-3025-530.30-36 001-3025-530.30-36 001-3040-530.30-36 001-3045-530.30-36 001-3010-530.30-36 001-3010-530.30-46 001-3040-530.30-36 001-3010-530.30-36	3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024	99.19 21.27 108.57 43.79 34.16 79.29 39.31 11.70 99.19 21.27 1,275.84	
10/04/2023	83123	2251	VERIZON	091323 091323 091323 091323 091323 091323 091323 091323 091323 091323A	PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS	001-1010-510.30-41 001-1050-510.30-41 001-1060-510.30-41 001-1065-510.30-41 001-1200-512.30-41 001-1310-513.30-41 001-2210-522.30-41 001-2220-522.30-41 001-2310-523.30-41 001-3010-530.30-41 001-4010-540.30-41 001-2110-521.30-41	3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 Total	5.66 13.10 11.05 23.33 31.51 23.33 31.51 23.33 31.51 204.60 10.31 1,130.68 1,539.92	
10/04/2023	83124	2251	VERIZON	091323 091523 091523A	PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS	001-2010-520.30-41 001-2010-520.30-41 001-2010-520.30-41	3/2024 3/2024 3/2024	1,027.49 47.70 100.82 1,176.01	
10/04/2023	83125	714	VERIZON WIRELESS	9944665940 9944837744 9944837744 9944837744 9944837744 9944837744 9944837744 9944837744 9944837744 9944837744	PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS	001-1070-510.30-41 001-1010-510.30-41 001-1050-510.30-41 001-1065-510.30-41 001-1070-510.30-41 001-1075-510.30-41 001-1310-513.30-41 001-1400-514.30-41 001-2210-522.30-41 001-2310-523.30-41 001-3010-530.30-41 001-4010-540.30-41	3/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 Total	94.95 360.63 32.31 42.36 224.45 42.36 42.36 64.62 84.67 42.36 214.35 690.74 169.39 2,105.55	
10/11/2023	83126	2292	A-1 SANITATION SERVICE	423138	TAX REFUNDS	001-2020-520.30-44	4/2024	Total	115.00 115.00
10/11/2023	83127	9999999	ALLURE NAILS SPA LLC	000202729	TAX REFUNDS	001-0000-201.00-00	4/2024	Total	347.10 347.10
10/11/2023	83128	9999999	ANHAC, INC.	000201809	TAX REFUNDS	001-0000-201.00-00	4/2024	Total	67.99

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT

10/11/2023	83129	9999999	ANNE HUGHLETT KIRBY	ANNE HUGHLETT	REIMB/HIST DIST APP.	001-0000-341.01-00		Total	67.99
10/11/2023	83130	1584	ATLANTIC TACTICAL	SI-80812325				4/2024 Total	75.00 75.00
10/11/2023	83131	35	AVALON FOUNDATION INC	1001 4986	FY 2024 CARNIVAL/JULY 4TH FY 2024 FUNDING EVENTS	001-6000-560.80-82 001-6000-560.80-82		4/2024 Total	857.92 857.92
10/11/2023	83132	9999999	B&E MOTORSPORTS LLC	000202171	TAX REFUNDS	001-0000-201.00-00		4/2024 Total	2.08 2.08
10/11/2023	83133	2223	BINNIE, MICHAEL	20231013	BAGPIPING SVCS/HONOR GRD	001-2010-520.30-49	PD1001	3/2024 Total	275.00 275.00
10/11/2023	83134	9999999	BLUEPOINT HOSPITALITY	000202445	TAX REFUNDS	001-0000-201.00-00		4/2024 Total	73.06 73.06
10/11/2023	83135	9999999	BLUEPOINT HOSPITALITY G	000202452	TAX REFUNDS	001-0000-201.00-00		4/2024 Total	150.02 150.02
10/11/2023	83138	6	CARTER MACHINERY COMPAN	4739596	ROAD/HWY EQUIP EARTH, GRD	001-3040-530.30-56		3/2024 Total	693.58 693.58
10/11/2023	83139	2419	CHINCHECK SPORTS LOCKER	162-2023	MISC/EASTON POLICE	001-2020-520.30-37		3/2024 Total	40.00 40.00
10/11/2023	83140	1603	CINTAS FIRST AID & SAFE	5175957324 5175957324	SUPPLIES SUPPLIES	001-3025-530.30-52 001-3040-530.30-52		3/2024 3/2024 Total	56.12 112.25 168.37
10/11/2023	83141	2425	DISTRICT COURT OF MD WA	101023	CIVIL CITATION BOOKS	001-2220-522.30-52		4/2024 Total	16.00 16.00
10/11/2023	83142	2970	DYNAMIC DIESEL LLC	2417 2431	ENGINE 63 REPAIRS ENGINE 68 REPAIRS	001-2110-521.30-56 001-2110-521.30-56		4/2024 4/2024 Total	461.00 120.00 581.00
10/11/2023	83143	146	E D SUPPLY CO INC	6675-1282405 6675-1284867 6675-1285812 6675-1287153 6675-1287650 6675-1287742 6675-1288033		001-4010-540.30-52 001-2110-521.30-52 001-1400-514.30-52 001-2110-521.30-52 001-2110-521.30-52 001-3045-530.30-52 001-3045-530.30-52	23-76	3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 Total	80.25 23.77 10.49 23.77 23.74 31.34 164.69 358.05
10/11/2023	83144	9999999	EASTERN SHORE TITLE COM	000200107	TAX REFUNDS	001-0000-201.00-00		4/2024 Total	13.39 13.39

CHECK DATE	CHECK NUMBER	CHECK VENDOR	CHECK NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
10/11/2023	83145	2369	EASTON ECONOMIC DEVELOP	89	OCT-DEC '23 FUNDING	001-6000-560.80-82		4/2024 Total	108,150.00 108,150.00
10/11/2023	83146	170	EASTON UTILITIES	092523		001-1010-510.30-41		3/2024	71.14
				092523		001-1050-510.30-41		3/2024	94.85
				092523		001-1060-510.30-41		3/2024	118.55
				092523		001-1065-510.30-41		3/2024	142.26
				092523		001-1070-510.30-41		3/2024	118.55
				092523		001-1075-510.30-41		3/2024	118.55
				092523		001-1200-512.30-41		3/2024	284.52
				092523		001-1310-513.30-41		3/2024	189.68
				092523		001-1400-514.30-43		3/2024	1,909.54
				092523		001-2010-520.30-41		4/2024	2,015.23
				092523		001-2010-520.30-43		4/2024	7,100.92
				092523		001-2210-522.30-41		3/2024	284.52
				092523		001-2220-522.30-41		3/2024	142.26
				092523		001-2310-523.30-41		3/2024	284.52
				092523		001-3010-530.30-41		3/2024	284.52
				092523		001-3040-530.30-43		3/2024	10,370.02
				092523		001-4010-540.30-41		3/2024	71.13
				092523		001-4010-540.30-43		3/2024	365.52
				092523		001-6000-560.30-41	ED2401	3/2024 Total	165.97 24,132.25
10/11/2023	83148	171	EASTON VOL FIRE DEPT	IN 100623	REIMBURSE/PHONE SERVICE	001-2110-521.30-41		4/2024 Total	295.05 295.05
10/11/2023	83149	1475	ENNIS-FLINT INC	277514	TRAFFIC MARKING ITEMS	001-3040-530.30-52		3/2024 Total	4,958.76 4,958.76
10/11/2023	83150	2848	ENTERPRISE FM TRUST	FBN4867343	PUB WORKS VEHICLE LEASES	001-3010-530.30-44		4/2024 Total	12,961.35 12,961.35
10/11/2023	83151	1890	GAY'S SEAFOOD	122796	CRABS/PUBLIC WORKS EVENT	001-3010-530.10-26		4/2024 Total	570.00 570.00
10/11/2023	83152	9999999	GOLDEN EASTON I LLC	000202276	TAX REFUNDS	001-0000-201.00-00		4/2024 Total	446.16 446.16
10/11/2023	83153	9999999	GOLDEN EASTON II LLC	000202277	TAX REFUNDS	001-0000-201.00-00		4/2024 Total	298.61 298.61
10/11/2023	83154	2604	GPS INTERNATIONAL TECHN	F0472170-0001	TRACKER UNITS	001-1400-514.30-34		4/2024	248.33
				F0472170-0001	TRACKER UNITS	001-3040-530.30-34		4/2024	158.34
				F0472170-0001	TRACKER UNITS	001-4010-540.30-34		4/2024 Total	308.30 714.97
10/11/2023	83155	221	HAHN CO INC, IRVIN H	61192	MISC/EASTON POLICE	001-2020-520.30-37		4/2024 Total	102.75 102.75
10/11/2023	83156	226	HEALTH ENHANCEMENT CENT	59755	SERVICES	001-2210-522.30-31		4/2024	47.00
				59755	SERVICES	001-2310-523.30-31		4/2024	94.00
				59755	SERVICES	001-3040-530.30-31		4/2024	163.00

CHECK DATE	CHECK NUMBER	CHECK VENDOR	CHECK NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
10/11/2023	83156	226	HEALTH ENHANCEMENT CENT	59755	SERVICES	001-4010-540.30-31		4/2024	42.00
				59855	SERVICES	001-3025-530.30-31		4/2024	138.00
				59855	SERVICES	001-3040-530.30-31		4/2024	69.00
				59855	SERVICES	001-3045-530.30-31		4/2024	138.00
								Total	691.00
10/11/2023	83157	9999999	HEARTHSTONE HEALTH AND	000202065	TAX REFUNDS	001-0000-201.00-00		4/2024	429.52
								Total	429.52
10/11/2023	83158	3007	JIMENEZ TOWING LLC	1515	TOWING SVCS	001-2020-520.30-56		3/2024	275.00
								Total	275.00
10/11/2023	83159	9999999	KITCHEN CREATIONS, LLC	000200410	TAX REFUNDS	001-0000-201.00-00		4/2024	102.18
								Total	102.18
10/11/2023	83160	2916	KOMATSU AMERICA CORP	P17715		001-3040-530.30-56		3/2024	1,779.05
				P17745		001-3040-530.30-56		3/2024	904.50
				P17892		001-3040-530.30-56		4/2024	922.98-
								Total	1,760.57
10/11/2023	83164	278	LOWE'S	01090	LUMBER& RELATED PRODUCTS	001-3045-530.30-52		3/2024	175.92
				01162	ROAD/HWY MAT NONASPHALTIC	001-3040-530.30-52		3/2024	29.52
				01529		001-4010-540.30-50		3/2024	17.92
				01715	POISONS:AGRICUL & INDUSTR	001-3040-530.30-56		3/2024	6.64
				01880	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		3/2024	87.30
				01890	HAND TOOLS ,POW&NON POWER	001-3040-530.30-52		3/2024	28.49
				37126	LUMBER& RELATED PRODUCTS	001-3040-530.30-52		3/2024	74.09
				37537	PAINTS,COATINGS,WALLPAPER	001-3040-530.30-52		3/2024	15.19
				37548		001-2110-521.30-50		3/2024	19.94
				37698	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		4/2024	56.76
				37728	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-56		4/2024	61.67
				37908		001-4010-540.30-52		3/2024	9.28
				37926	ROAD/HWY MAT NONASPHALTIC	001-3045-530.30-52		3/2024	95.76
				61763	PIPE FITTINGS	001-3045-530.30-52		3/2024	14.05
				75128		001-3010-530.30-52	22-27	3/2024	126.53-
				76491		001-4010-540.30-52		4/2024	256.56
				78084	JANITORIAL SUPPLIES	001-3025-530.30-52		3/2024	10.91
				78218	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		3/2024	198.53
				78449		001-1400-514.30-52		3/2024	49.63
				78458	PIPE FITTINGS	001-3045-530.30-52		3/2024	244.96
				80826	HARDWARE,AND ALLIED ITEMS	001-3025-530.30-52		3/2024	32.55
				81326		001-2110-521.30-50		3/2024	281.63
				83450	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		3/2024	151.91
				84358		001-1400-514.30-50		3/2024	189.96
				84365		001-2110-521.30-50		3/2024	322.96
				87377	LUMBER& RELATED PRODUCTS	001-3010-530.30-52	22-27	3/2024	74.38
				88484	PAINTS,COATINGS,WALLPAPER	001-3040-530.30-56		3/2024	89.70
				89190	HARDWARE,AND ALLIED ITEMS	001-3010-530.30-52	22-27	3/2024	87.06
				89403	ROAD/HWY MAT NONASPHALTIC	001-3040-530.30-52		3/2024	29.52
				89543		001-1400-514.30-52		3/2024	39.84
				94490		001-4010-540.30-50		3/2024	102.48
				96776	HAND TOOLS ,POW&NON POWER	001-3025-530.30-52		3/2024	121.56
				995705		001-3040-530.30-52		4/2024	149.10

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10/11/2023	83164	278	LOWE'S	99697		001-4010-540.30-46		3/2024 Total	27.61 3,026.85
10/11/2023	83165	9999999	MARGRET BOWEN QUIMBY, D	000200659	TAX REFUNDS	001-0000-201.00-00		4/2024 Total	351.26 351.26
10/11/2023	83166	2781	MARYLAND TRANSPORTATION	B1531130738724	TOLL	001-2020-520.30-49		3/2024 Total	6.00 6.00
10/11/2023	83167	9999999	MATTRESS WAREHOUSE OF	000201662	TAX REFUNDS	001-0000-201.00-00		4/2024 Total	2.86 2.86
10/11/2023	83168	9999999	MAYOR'S PRAYER BREAKFAS	MAYOR'S PRAYER	TICKETS/PRAYER BREAKFAST	001-2010-520.30-52		4/2024 Total	200.00 200.00
10/11/2023	83169	2351	OPTUM BANK	100623		001-0000-217.21-00		4/2024 Total	963.64 963.64
10/11/2023	83170	372	P & M HYDRAULICS INC	38935	VEHICLE MAINT ITEMS	001-3040-530.30-56		4/2024 Total	208.56 208.56
10/11/2023	83172	9999999	PET HEALTH CLINIC, LLC	000201918	TAX REFUNDS	001-0000-201.00-00		4/2024 Total	114.92 114.92
10/11/2023	83173	2461	PETERBILT STORE - DELAW	15P215490	REPLACES CK #82847	001-3025-530.30-56		4/2024 Total	2,691.14 2,691.14
10/11/2023	83175	1811	RICHARDSON, DONALD J	092123	REIMB. BREAKFAST MEETING	001-1065-510.30-39		4/2024 Total	105.47 105.47
10/11/2023	83176	9999999	SCHAUBER - VAN SCHAIK	000200847	TAX REFUNDS	001-0000-201.00-00		4/2024 Total	421.46 421.46
10/11/2023	83177	9999999	SEYY, CO.	000202035	TAX REFUNDS	001-0000-201.00-00		4/2024 Total	105.43 105.43
10/11/2023	83178	448	SHERWIN-WILLIAMS CO, TH	3238-7		001-2110-521.30-50		3/2024	13.98
				3418-5		001-2110-521.30-50		3/2024	36.34
				3983-8		001-2110-521.30-50		3/2024	22.18
				4265-9		001-2010-520.30-50		3/2024	83.40
				4483-8		001-2010-520.30-50		4/2024	255.95
				8413-3		001-2110-521.30-50		3/2024	96.10
				8597-3		001-2010-520.30-50		3/2024	75.11
				8838-1		001-2110-521.30-50		3/2024 Total	63.09 646.15
10/11/2023	83179	9999999	UNIVERSITY IOF MARYLAND	000202705	TAX REFUNDS	001-0000-201.00-00		4/2024 Total	5,058.43 5,058.43
10/11/2023	83180	714	VERIZON WIRELESS	9945118188		001-2010-520.30-41		4/2024 Total	3,599.57 3,599.57
10/11/2023	83181	2536	VFIS	177516127	FIRE DEPT VEHICLE INS	001-2110-521.30-38		3/2024	9,144.00

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
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10/11/2023	83182	1810 VULCAN CONSTRUCTION MAT	42425727 42431293		STONE STONE	001-3040-530.30-52 001-3040-530.30-52		Total 3/2024 3/2024 Total	9,144.00 362.43 342.72 705.15
10/11/2023	83183	9999999 WARREN'S WOODWORKS INC.	000201041		TAX REFUNDS	001-0000-201.00-00		4/2024 Total	443.69 443.69
10/11/2023	83185	1560 4 GUYS FIRE TRUCKS	21735		MISC PART/FIRE TANKER 61	001-2110-521.30-56		4/2024 Total	338.00 338.00
10/18/2023	83187	3242 ATCO INTERNATIONAL	I0619631			001-3025-530.30-56		4/2024 Total	126.00 126.00
10/18/2023	83190	2821 BLUE PEAK LOGIC INC	2339 2340		COMPUTERS,DP & WORD PROC. COMPUTERS,DP & WORD PROC.	001-2010-520.30-46 001-2010-520.30-46		4/2024 4/2024 Total	1,162.50 412.50 1,575.00
10/18/2023	83191	65 BRINSFIELD FENCE CO INC	1603		FENCING	001-4010-540.30-46		4/2024 Total	2,834.00 2,834.00
10/18/2023	83193	1059 CHOPTANK ELECTRIC COOPE	100323		ST LIGHTS	001-3040-530.30-43		4/2024 Total	875.00 875.00
10/18/2023	83194	2735 CHOPTANK SUPPLY INC	04578934 525072 525072 527403 527408 528150		FUEL,OIL,GREASE, & LUBES FUEL,OIL,GREASE, & LUBES HAND TOOLS ,POW&NON POWER HAND TOOLS ,POW&NON POWER HAND TOOLS ,POW&NON POWER	001-3040-530.30-52 001-3040-530.30-52 001-3045-530.30-52 001-3040-530.30-52 001-3040-530.30-52 001-3040-530.30-52		4/2024 3/2024 3/2024 4/2024 4/2024 4/2024 Total	400.00- 469.90 469.90 1,250.98 227.93 399.88 2,418.59
10/18/2023	83195	1929 CONSUMER PROTECTION DIV	101123		SEP '23 HOME BLDG FUND	001-0000-201.03-00		4/2024 Total	400.00 400.00
10/18/2023	83196	2975 DELAWARE ELEVATOR SERVI	391291			001-1400-514.30-46		4/2024 Total	130.00 130.00
10/18/2023	83199	2680 EASTERN SHORE AUTO PART	507760 507777 507883 507899 507974 507998 508008 508082 508122 508275 508284 508907 509110 509117		AUTO & TRUCK ACCESSORIES AUTO & TRUCK MAINT. ITEMS AUTO & TRUCK ACCESSORIES AUTO & TRUCK MAINT. ITEMS AUTO & TRUCK MAINT. ITEMS FASTENERS, FASTENING DEVS AUTO & TRUCK MAINT. ITEMS FASTENERS, FASTENING DEVS AUTO & TRUCK MAINT. ITEMS FASTENERS, FASTENING DEVS AUTO & TRUCK MAINT. ITEMS FASTENERS, FASTENING DEVS AUTO & TRUCK MAINT. ITEMS AUTO & TRUCK MAINT. ITEMS AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56 001-3040-530.30-56 001-3025-530.30-56 001-3025-530.30-56 001-2020-520.30-56 001-3025-530.30-56 001-3025-530.30-56 001-2020-520.30-56 001-3025-530.30-56 001-2020-520.30-56 001-3040-530.30-56 001-3040-530.30-56 001-3025-530.30-56 001-3025-530.30-56 001-3025-530.30-56		3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024 3/2024	9.88 95.51 14.62 3.55 220.35 19.08 511.74 19.84 288.70 73.94 86.78 17.98 67.68 39.10

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10/18/2023	83199	2680	EASTERN SHORE AUTO PART	509254	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		3/2024	39.10
				509261	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		3/2024	41.96
				509277	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		3/2024	267.03
				509307	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		3/2024	30.45
				509430	AUTO & TRUCK MAINT. ITEMS	001-3010-530.30-56		4/2024	7.10
				509445	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		4/2024	52.08
				509454	FIRST AID & SAFETY EQUIP.	001-3025-530.30-56		4/2024	167.48
				509521	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		4/2024	3.55
				509745		001-3025-530.30-56		3/2024	27.14-
				509910		001-2310-523.30-56		4/2024	147.97
				509945	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		4/2024	9.54
				509963	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		4/2024	4.62
				509993		001-2310-523.30-56		4/2024	18.00-
				510006	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		4/2024	66.54
							Total		2,261.03
10/18/2023	83201	162	EASTON HARDWARE INC	215884		001-1400-514.30-52		4/2024	5.08
				216435	GASES CONT.EQUIP:LAB,WELD	001-3040-530.30-52		4/2024	85.38
				216637	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		4/2024	38.97
				216940		001-1400-514.30-52		4/2024	7.76
				217201		001-1400-514.30-52		4/2024	9.00
				217663		001-4010-540.30-52		4/2024	24.60
				218411		001-4010-540.30-52	23-76	4/2024	54.69
				218503	FASTENERS, FASTENING DEVS	001-3040-530.30-56		4/2024	9.36
				218761	FASTENERS, FASTENING DEVS	001-3040-530.30-52		4/2024	9.36
				218797	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		4/2024	26.28
				218807		001-3040-530.30-56		4/2024	5.40
				218896		001-1400-514.30-52		4/2024	2.70
				218900		001-3040-530.30-56		4/2024	3.60-
				219091		001-1400-514.30-52		4/2024	3.60
				219573	HAND TOOLS ,POW&NON POWER	001-3025-530.30-52		4/2024	21.99
				219650		001-2010-520.30-50		4/2024	5.40
				219784		001-3040-530.30-52		4/2024	55.41
				219895		001-2010-520.30-50		4/2024	3.60
				219967	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		4/2024	25.92
							Total		390.90
10/18/2023	83202	170	EASTON UTILITIES	092823		001-1400-514.30-43		3/2024	134.68
							Total		134.68
10/18/2023	83203	170	EASTON UTILITIES	101123	REIMB/WEELLNESS EVENT	001-1075-510.30-49		4/2024	250.00
							Total		250.00
10/18/2023	83204	170	EASTON UTILITIES	101123		001-0000-201.00-00		4/2024	2,205.56
							Total		2,205.56
10/18/2023	83206	190	FEDEX	8-273-70428		001-1310-513.30-41		4/2024	37.18
							Total		37.18
10/18/2023	83210	3245	HAYDEN, AUTUMN	101723	MEALS/TRAINING	001-2020-520.30-33		4/2024	1,120.00
							Total		1,120.00
10/18/2023	83211	2063	HERTRICH FORD OF EASTON	5051763	AUTO & TRUCK ACCESSORIES	001-3025-530.30-56		3/2024	957.56

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10/18/2023	83211	2063	HERTRICH FORD OF EASTON	6102590		001-4010-540.30-46		3/2024 Total	682.35 1,639.91
10/18/2023	83213	258	JONES PEST CONTROL	1181 1182	MONTHLY PEST SVCS MONTHLY PEST SVCS	001-2110-521.30-46 001-2110-521.30-46		4/2024 4/2024 Total	475.00 150.00 625.00
10/18/2023	83214	2990	KELLY BENEFITS	101023 101023 101023 101023	ACCT # 282459/NOV '23 INS ACCT # 282459/NOV '23 INS ACCT # 282459/NOV '23 INS ACCT # 282459/NOV '23 INS	001-0000-217.12-00 001-2110-521.10-23 001-7020-570.10-23 001-7030-570.10-23		4/2024 4/2024 4/2024 4/2024 Total	264,493.04 2,496.55 15,751.12 7,563.06 290,303.77
10/18/2023	83215	3243	LOMBARDO AYERS & CO LLC	5067	SERVICES	001-1200-512.30-32		4/2024 Total	1,355.00 1,355.00
10/18/2023	83216	322	MARYLAND ENVIRONMENTAL	335436 615272	WASTE SVCS WASTE SVCS	001-3025-530.30-34 001-3025-530.30-34		4/2024 4/2024 Total	31,087.80 724.89 31,812.69
10/18/2023	83220	2351	OPTUM BANK	101323		001-0000-217.21-00		4/2024 Total	963.64 963.64
10/18/2023	83221	2461	PETERBILT STORE - DELAW	15P217798 15P218424 159218371	AUTO & TRUCK MAINT. ITEMS AUTO & TRUCK MAINT. ITEMS AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56 001-3040-530.30-56 001-3040-530.30-56		3/2024 3/2024 3/2024 Total	2,119.75 85.56 70.36 2,275.67
10/18/2023	83222	3235	PRESTON LAWN & EQUIPMEN	20195	REPAIR KUBOTA	001-4010-540.30-46		4/2024 Total	500.00 500.00
10/18/2023	83224	680	SHARP ENERGY INC	22918	TANK RENTAL	001-1400-514.30-52		4/2024 Total	300.00 300.00
10/18/2023	83225	493	SHORE DISTRIBUTORS INC	S100965225.001		001-1400-514.30-52		3/2024 Total	36.71 36.71
10/18/2023	83227	2513	SITEONE LANDSCAPE SUPPL	134340094-001	SEED, SOD, SOIL&INOCULANT	001-3040-530.30-52		3/2024 Total	99.90 99.90
10/18/2023	83228	459	SPENCE, KAY H	100323	REIMB. NOTARY COMMISSION	001-2010-520.30-52		4/2024 Total	104.00 104.00
10/18/2023	83230	2998	TALBOT COUNTY REPURPOSI	23-10949 23-10949	SERVICES SERVICES	001-3040-530.30-52 001-3045-530.30-52	23-76	4/2024 4/2024 Total	732.00 3,755.73 4,487.73
10/18/2023	83231	2614	UNIFIRST CORPORATION	1430091003 1430091006 1430091006 1430091006 1430091008 1430091008	PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS	001-3025-530.30-36 001-3025-530.30-36 001-3040-530.30-36 001-3045-530.30-36 001-3010-530.30-36 001-3010-530.30-46		3/2024 3/2024 3/2024 3/2024 3/2024 3/2024	108.57 65.63 34.16 79.29 39.31 11.70

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10/18/2023	83231	2614	UNIFIRST CORPORATION	1430091010 1430091011	PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS	001-3040-530.30-36 001-3010-530.30-36		3/2024 3/2024 Total	99.19 21.27 459.12
10/25/2023	83237	2877	AMERICAN PUBLIC SAFETY	SI-112323	GLOVES/EASTON POLICE	001-2030-520.30-37		4/2024 Total	162.00 162.00
10/25/2023	83239	1575	B&H PHOTO-VIDEO	217612240	MISCELLANEOUS PRODUCTS	001-2220-522.30-52		4/2024 Total	24.10 24.10
10/25/2023	83243	9999999	CRYSTAL HUFFMAN	CRYSTAL HUFFMAN	LIFE INS/RHONDA THOMAS	001-7020-570.10-23		4/2024 Total	7,500.00 7,500.00
10/25/2023	83244	1224	DEAN'S JANITORIAL SERVI	22834 22854 22854	MONTHLY SERVICES MONTHLY SERVICES MONTHLY SERVICES	001-3010-530.30-34 001-1400-514.30-34 001-6000-560.30-34	ED2401	4/2024 4/2024 4/2024 Total	480.00 1,090.00 260.00 1,830.00
10/25/2023	83248	181	EWING DIETZ FOUNTAIN &	337	LEGAL SVCS/RETAINER	001-1010-510.30-31		4/2024	3,915.50
				337	LEGAL SVCS/RETAINER	001-1050-510.30-31		4/2024	61.50
				337	LEGAL SVCS/RETAINER	001-1060-510.30-31		4/2024	2,193.50
				337	LEGAL SVCS/RETAINER	001-1065-510.30-31		4/2024	553.50
				337	LEGAL SVCS/RETAINER	001-1150-511.30-31		4/2024	184.50
				337	LEGAL SVCS/RETAINER	001-1200-512.30-31		4/2024	594.50
				337	LEGAL SVCS/RETAINER	001-1310-513.30-31		4/2024	6,763.50
				337	LEGAL SVCS/RETAINER	001-2010-520.30-31		4/2024	143.50
				337	LEGAL SVCS/RETAINER	001-2310-523.30-31		4/2024	2,275.50
				337	LEGAL SVCS/RETAINER	001-3025-530.30-31		4/2024	41.00
				337	LEGAL SVCS/RETAINER	001-4010-540.30-31	19-76	4/2024	328.00
				337	LEGAL SVCS/RETAINER	001-6000-560.30-31		4/2024 Total	184.50 17,239.00
10/25/2023	83250	1933	GO GLASS - EASTON AUTO	99-143178 99-42786	VEHICLE REPAIRS REPAIR VEHICLE WINDOW	001-2220-522.30-56 001-3010-530.30-49		4/2024 4/2024 Total	1,050.00 265.00 1,315.00
10/25/2023	83251	3173	GRANT COUNTY MULCH	39498	MULCH	001-3040-530.30-52		4/2024 Total	220.00 220.00
10/25/2023	83252	3121	GRIFFITH ENERGY SVCS IN	093023 093023A		001-2110-521.30-55 001-2110-521.30-55		4/2024 4/2024 Total	1,241.80 253.47 1,495.27
10/25/2023	83253	1864	HANSON, HEATHER L	101223	REIMB/COLLEGE TUITION	001-2040-520.30-33		4/2024 Total	1,998.00 1,998.00
10/25/2023	83255	9999999	HUFFMAN, CRYSTAL	MR Refund	THOMAS, RHONDA	001-0000-202.01-00		4/2024 Total	54.56 54.56
10/25/2023	83256	9999999	JEFFERSON HECKLER	JEFFERSON HEC	MEALS/PRKING-CONFERENCE	001-2210-522.30-39		4/2024 Total	159.70 159.70
10/25/2023	83257	9999999	JOEY FAULKNER	JOEY FAULKNER	MILEAGE/SHORE LEADERSHIP	001-1075-510.30-40		4/2024	135.59

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10/25/2023	83261	323	MARYLAND MUNICIPAL LEAG	M381	CANCELLATION FEE	001-1010-510.30-39		Total	135.59
10/25/2023	83262	2351	OPTUM BANK	102023				4/2024 Total	75.00 75.00
10/25/2023	83263	1276	ORELLANA, MILTON	101923	REIMB/SERVICE AWARD	001-1060-510.10-26		4/2024 Total	963.64 963.64
10/25/2023	83264	372	P & M HYDRAULICS INC	41561	ROAD/HGWY HEAVY EQUIPMENT	001-3040-530.30-56		4/2024 Total	500.00 500.00
10/25/2023	83265	3005	RELIABLE CONCRETE SERVI	1466	CONCRETE CONSTR. SVCS	001-3040-530.30-34		4/2024 Total	960.42 960.42
10/25/2023	83266	1570	REPUBLIC SERVICES #426	426001047374 426001047374A	SEPT RECYCLING SVCS SEPT RECYCLING SVCS	001-3025-530.30-34 001-3025-530.30-34		4/2024 4/2024 Total	4,261.50 4,261.50
10/25/2023	83267	3246	ROJAS, JAMES	10-1	CONSULTANT SVCS EXPENSES	001-1310-513.30-34		4/2024 Total	43,501.39 5,568.28 49,069.67
10/25/2023	83268	1842	SALISBURY DOOR & HARDWA	76202	DOOR REPAIRS	001-2010-520.30-46		4/2024 Total	4,475.55 4,475.55
10/25/2023	83270	2207	SHANNAHAN ARTESIAN WELL	10054	SERVICE CALL	001-3010-530.30-50		4/2024 Total	1,495.00 1,495.00
10/25/2023	83271	9999999	SHELBY RUF	SHELBY RUF	REIMB/MEALS/UBER-CONF.	001-2210-522.30-39		4/2024 Total	1,356.18 1,356.18
10/25/2023	83273	3236	SMITH & DOWNEY	100523	SERVICES	001-1200-512.30-32		4/2024 Total	212.96 212.96
10/25/2023	83275	9999999	STUART A COLEMAN	STUART COLEMAN	REIMB/MEALS-CONFERENCE	001-2210-522.30-39		4/2024 Total	644.00 644.00
10/25/2023	83277	9999999	TIMOTHY LYONS	TIMOTHY LYONS	REIMB. STEEL TOE BOOTS	001-3045-530.30-37		4/2024 Total	118.74 118.74
10/25/2023	83279	2614	UNIFIRST CORPORATION	1430092153 1430092154 1430092154 1430092154 1430092155 1430092155 1430092156 1430092157 1430093149 1430093150 1430093150	PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS	001-3025-530.30-36 001-3025-530.30-36 001-3040-530.30-36 001-3045-530.30-36 001-3010-530.30-36 001-3010-530.30-46 001-3040-530.30-36 001-3010-530.30-36 001-3025-530.30-36 001-3025-530.30-36 001-3040-530.30-36	4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024	84.79 84.79	
10/25/2023	83279	2614	UNIFIRST CORPORATION	1430092153 1430092154 1430092154 1430092154 1430092155 1430092155 1430092156 1430092157 1430093149 1430093150 1430093150	PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS	001-3025-530.30-36 001-3025-530.30-36 001-3040-530.30-36 001-3045-530.30-36 001-3010-530.30-36 001-3010-530.30-46 001-3040-530.30-36 001-3010-530.30-36 001-3025-530.30-36 001-3025-530.30-36 001-3040-530.30-36	4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 4/2024	108.57 25.79 34.16 79.29 39.31 11.70 99.19 21.27 108.57 31.74 36.46	

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10/25/2023	83279	2614	UNIFIRST CORPORATION	1430093150 1430093151 1430093151 1430093152 1430093153	PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS	001-3045-530.30-36 001-3010-530.30-36 001-3010-530.30-46 001-3040-530.30-36 001-3010-530.30-36		4/2024 4/2024 4/2024 4/2024 4/2024 Total	86.04 39.31 11.70 99.19 27.27 859.56
10/25/2023	83280	2251	VERIZON	100123 100123 100123 100123		001-1200-512.30-41 001-2010-520.30-41 001-2210-522.30-41 001-3010-530.30-41		4/2024 4/2024 4/2024 4/2024 Total	199.66 66.13 73.43 66.13 405.35
10/25/2023	83283	1220	XEROX CORPORATION	019773906 019773907 019773914 019905381		001-1310-513.30-46 001-2010-520.30-46 001-2310-523.30-46 001-1200-512.30-46		4/2024 4/2024 4/2024 4/2024 Total	401.29 258.18 34.41 164.77 858.65
10/31/2023	83284	2305	AMERICAN ASSOCIATION OF	23001566	MEMBERSHIP RENEWAL	001-2040-520.30-54		4/2024 Total	125.00 125.00
10/31/2023	83285	2877	AMERICAN PUBLIC SAFETY	SI-112441	VESTS & GLOVES	001-2030-520.30-33		4/2024 Total	122.00 122.00
10/31/2023	83286	1584	ATLANTIC TACTICAL	SI-80812325 SI-80812799 SI-80812813	MISC/EASTON POLICE MISC/EASTON POLICE MISC/EASTON POLICE	001-2040-520.30-52 001-2040-520.30-52 001-2040-520.30-52		4/2024 4/2024 4/2024 Total	857.92 952.98 857.92 2,668.82
10/31/2023	83287	1002	BRAMBLE BODY SHOP INC	581BB	TOWING/EASTON POLICE	001-2020-520.30-56		4/2024 Total	925.00 925.00
10/31/2023	83288	2179	CATERING BY JAMIE	101223	CATERING SVCS	001-2010-520.30-49	PD1001	4/2024 Total	292.50 292.50
10/31/2023	83289	1224	DEAN'S JANITORIAL SERVI	22785	MONTHLY SVCS	001-4010-540.30-34		4/2024 Total	2,626.00 2,626.00
10/31/2023	83290	3006	DELMARVA DOCUMENT SOLUT	INV9194	COPIER MAINT	001-2210-522.30-46		4/2024 Total	6.00 6.00
10/31/2023	83291	191	DPSCS- - ITCD	AB3-09-324 AB3-09-324	SVCS/EASTON POLICE SVCS/EASTON POLICE	001-2010-520.30-46 001-2020-520.30-46		4/2024 4/2024 Total	7.00 14.00 21.00
10/31/2023	83292	2043	EASTON ELKS LODGE #1622	102623	DEPOSIT/EPD XMAS EVENT	001-2010-520.10-26		4/2024 Total	2,214.00 2,214.00
10/31/2023	83294	170	EASTON UTILITIES	101023 101023 101023 101623		001-2110-521.30-43 001-2310-523.30-43 001-4010-540.30-43 001-1400-514.30-43		4/2024 4/2024 4/2024 4/2024	1,165.75 87.05 1,638.72 109.62

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10/31/2023	83294	170	EASTON UTILITIES	101623		001-2010-520.30-43		4/2024	40.41
				101623		001-2310-523.30-43		4/2024	261.78
				101623		001-3010-530.30-43		4/2024	1,636.00
				101623		001-4010-540.30-43		4/2024	854.94
				101623		001-6000-560.30-43		4/2024	424.44
							Total		6,218.71
10/31/2023	83297	9999999	ELMER DAVIS	ELMER DAVIS	REIMB/MML EXPENSES	001-1010-510.30-39		4/2024	216.99
							Total		216.99
10/31/2023	83298	221	HAHN CO INC, IRVIN H	61514	MISC/EASTON PD	001-2020-520.30-37		4/2024	228.60
							Total		228.60
10/31/2023	83299	1864	HANSON, HEATHER L	102623	REIMB/MEALS - TRAINING	001-2040-520.30-40		4/2024	259.43
							Total		259.43
10/31/2023	83300	226	HEALTH ENHANCEMENT CENT	59927	SERVICES - POLICE	001-2010-520.30-31		4/2024	423.00
							Total		423.00
10/31/2023	83302	3194	JUST RIGHT AUTOMOTIVE	093023		001-2020-520.30-56		4/2024	250.00
							Total		250.00
10/31/2023	83303	3193	KELLEY INVESTIGATIVE SE	100923	SVCS/EASTON POLICE	001-2010-520.30-31		4/2024	300.00
							Total		300.00
10/31/2023	83304	322	MARYLAND ENVIRONMENTAL	335503	10/2-13/23 WASTE SVCS	001-3025-530.30-34		4/2024	27,951.63
							Total		27,951.63
10/31/2023	83305	1597	MARYLAND POLICE & CORRE	ADP23473		001-2020-520.30-40		4/2024	75.00
				ADP23482		001-2020-520.30-40		4/2024	35.00
				ADP23494		001-2020-520.30-33		4/2024	300.00
							Total		410.00
10/31/2023	83306	2381	MARYLAND POLYGRAPH ASSO	4124	2024 MEMBERSHIP DUES	001-2040-520.30-54		4/2024	30.00
							Total		30.00
10/31/2023	83307	2781	MARYLAND TRANSPORTATION	B1531131286262	TOLLS	001-1310-513.30-49		4/2024	12.00
							Total		12.00
10/31/2023	83308	2533	MCI	091923		001-2010-520.30-41		4/2024	.62
							Total		.62
10/31/2023	83309	2351	OPTUM BANK	102723		001-0000-217.21-00		4/2024	963.64
							Total		963.64
10/31/2023	83310	2118	PLUGGE, JESSICA PETTY C	102623	EPD PETTY CASH	001-2010-520.30-41		4/2024	34.75
				102623	EPD PETTY CASH	001-2040-520.30-40		4/2024	65.00
				102623	EPD PETTY CASH	001-2040-520.30-52		4/2024	43.18
							Total		142.93
10/31/2023	83311	2968	PRECISION MOBILE SERVIC	3316	ROAD/HGWY HEAVY EQUIPMENT	001-3025-530.30-46		4/2024	1,875.00
							Total		1,875.00

CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
10/31/2023	83312	1811 RICHARDSON, DONALD J	102723	RIMB/WML;SHORE LEADERSHIP	001-1065-510.30-39		4/2024 Total	314.16 314.16
10/31/2023	83313	726 TRANS UNION LLC	09305625		001-2040-520.30-31		4/2024 Total	127.14 127.14
10/31/2023	83315	2251 VERIZON	101323		001-1010-510.30-41		4/2024	5.66
			101323		001-1050-510.30-41		4/2024	13.54
			101323		001-1060-510.30-41		4/2024	11.42
			101323		001-1065-510.30-41		4/2024	24.11
			101323		001-1200-512.30-41		4/2024	32.57
			101323		001-1310-513.30-41		4/2024	24.11
			101323		001-2210-522.30-41		4/2024	32.57
			101323		001-2220-522.30-41		4/2024	24.11
			101323		001-2310-523.30-41		4/2024	32.57
			101323		001-3010-530.30-41		4/2024	211.46
			101323		001-4010-540.30-41		4/2024	10.86
			101323A		001-2110-521.30-41		4/2024 Total	1,149.09 1,572.07
10/31/2023	83316	2423 VERIZON BUSINESS	62388956		001-2010-520.30-41		4/2024 Total	44.23 44.23
10/31/2023	83317	3241 WINTERGREEN CORPORATION	7786645	WREATHS & LIGHTS	001-1060-510.30-48		4/2024 Total	2,361.95 2,361.95
10/31/2023	83318	1220 XEROX CORPORATION	019905377		001-2010-520.30-46		4/2024 Total	14.89 14.89
				234 Checks	** Fund Total			1,054,268.48

TOWN OF EASTON
CHECK REGISTER BY FUND

Prepared: 10/31/2023, 13:04:52
Program: GMI79L
Bank: 00 SHORE UNITED BANK

CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
10/25/2023	2263	3133 PAIGE INDUSTRIAL	SERVIC 2240-005 2241-005	SVCS/123 S LOCUST LN SVCS/125 S LOCUST LN	120-5000-550.60-65 120-5000-550.60-65	TC1703 TC1704	4/2024 4/2024 Total	13,276.50 23,963.28 37,239.78
10/31/2023	83295	170 EASTON UTILITIES	101623	SEWER SERVICES INSTALL	120-5000-550.60-62	TC1704	4/2024 Total	6,016.92 6,016.92
			2 Checks	** Fund Total				43,256.70

CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
10/25/2023	2269	2442 WILMINGTON TRUST	20230930-113526	FEES/PUB FAC BDS OF 2020	201-8000-580.30-31		4/2024	775.00
			20230930-63874A	FEES/PUB FAC BDS OF 2015	201-8000-580.30-31		4/2024	725.00
							Total	1,500.00
					1 Checks	** Fund Total		1,500.00

CHECK DATE	CHECK NUMBER	CHECK VENDOR	CHECK NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
10/04/2023	2202	529	WILLOW CONSTRUCTION LLC	C2329SS-001	CONSTR/COMFORT STATION	390-4010-540.60-63	23-76	3/2024 Total	25,091.21 25,091.21
10/11/2023	2203	2689	AMAZON CAPITAL SERVICES	1GW6-1VTF-31LQ	MISCELLANEOUS PRODUCTS	390-4010-540.60-62	23-76	3/2024 Total	383.13 383.13
10/11/2023	2216	2432	RAUCH INC	5962	SVCS/WOODLAND PARK	390-4010-540.60-63	23-63	3/2024 Total	19,650.00 19,650.00
10/18/2023	2227	2931	CHESAPEAKE TRENCHING IN	3409 3412	DRILL SVCS	390-4010-540.60-62	20-36	4/2024	21,600.00
						390-3010-530.60-63	22-27	4/2024 Total	3,200.00 24,800.00
10/18/2023	2233	180	EWING CONTRACTORS INC,	610 647	PAVING - DOG PARK PAVING	390-4010-540.60-63	23-76	4/2024	31,198.12
						390-3010-530.60-63	22-27	4/2024 Total	11,239.13 42,437.25
10/18/2023	2234	179	EWING INC, PAUL T	505821		390-4010-540.60-63	23-76	3/2024	252.00
				505953		390-4010-540.60-63	23-76	3/2024	874.90
				505984		390-4010-540.60-63	23-71	3/2024	200.00
				506013		390-4010-540.60-63	23-76	3/2024	16.90
				506014		390-4010-540.60-63	23-76	3/2024	25.00
				506287		390-4010-540.60-63	23-72	3/2024	841.50
				506343		390-4010-540.60-63	23-72	3/2024	124.00
				506497		390-4010-540.60-63	23-76	4/2024	567.00
				506501		390-4010-540.60-63	23-76	4/2024	567.00
				506507		390-4010-540.60-63	23-76	4/2024 Total	756.00 4,224.30
10/18/2023	2236	2794	GILLESPIE PRECAST LLC	115374	HATCHES	390-2310-523.60-63	22-23	3/2024	14,670.72
				115377	SLAB	390-2310-523.60-63	22-23	3/2024 Total	777.33 15,448.05
10/18/2023	2241	2867	MONTGOMERY IRRIGATION	093023	IRRIGATION RE-ROUTE	390-2310-523.60-63	20-36	4/2024 Total	1,522.50 1,522.50
10/18/2023	2245	2404	NORTHEASTERN SUPPLY INC	3920292		390-4010-540.60-63	23-71	3/2024	1,532.00
				3920293		390-4010-540.60-63	23-76	3/2024	341.72
				3920294		390-4010-540.60-63	23-74	3/2024	87.59
				3920295		390-4010-540.60-63	23-71	3/2024	466.40
				3921786		390-4010-540.60-63	23-76	3/2024	10.94
				3937096		390-4010-540.60-63	23-71	4/2024	186.22
				3937097		390-4010-540.60-63	23-71	4/2024 Total	263.59 2,888.46
10/18/2023	2247	2432	RAUCH INC	6073	SVCS/WOODLAND PARK	390-4010-540.60-63	23-63	4/2024 Total	42,575.00 42,575.00
10/25/2023	2254	2962	COASTAL RESOURCES INC	16	WINDMILL STREAM REST.	390-2310-523.60-63	ARP014	4/2024 Total	5,425.75 5,425.75
10/25/2023	2255	126	DELL MARKETING L. P.	10701787116	COMPUTERS, DP & WORD PROC.	390-1070-510.60-64	24-01	4/2024 Total	5,696.60 5,696.60

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10/25/2023	2256	179 EWING INC, PAUL T	506678		390-4010-540.60-63	23-72	4/2024	269.50
			506794		390-4010-540.60-63	23-71	4/2024	88.90
			507160		390-4010-540.60-63	23-71	4/2024	5,409.80
			507198		390-4010-540.60-63	23-71	4/2024	37.50
			507450		390-4010-540.60-63	23-81	4/2024	756.00
			507475		390-4010-540.60-63	23-81	4/2024	1,645.00
			507522		390-4010-540.60-63	23-71	4/2024	348.59
			507557	CONCRETE SEALER	390-4010-540.60-63	23-72	4/2024	380.00
							Total	8,935.29
10/25/2023	2257	2624 FLUHARTY'S ELECTRIC	A00112908	LOCATE LT POLE ELECTRIC	390-4010-540.60-62	20-36	4/2024	72.00
							Total	72.00
10/25/2023	2258	1614 GAME TIME	PJI-0219004	PLAYGROUND EQUIP/INSTALL	390-4010-540.60-63	23-74	4/2024	87,456.74
			167680-01-02	BLEACHERS - SKATE PARK	390-4010-540.60-63	23-71	4/2024	5,274.62
							Total	92,731.36
10/25/2023	2262	2556 MUSCO SPORTS LIGHTING L	415566	FIELD LIGHTS	390-4010-540.60-63	23-53	4/2024	38,791.50
			415567	FIELD LIGHTS	390-4010-540.60-63	23-53	4/2024	5,860.50
			415653	FIELD LIGHTS	390-4010-540.60-63	23-53	4/2024	5,076.00
							Total	49,728.00
10/25/2023	2266	2432 RAUCH INC	5213	SVCS/PORT ST	390-2310-523.60-63	22-23	4/2024	9,225.00
							Total	9,225.00
10/31/2023	2279	2478 MUNICIPAL EMERGENCY SER	IN1946189	POINT BLANK VESTS	390-2010-520.60-64	24-06	4/2024	2,520.00
							Total	2,520.00
10/04/2023	83101	144 DUVALL BROTHERS INC	23-09-22	BANK SAND/PLAYGROUND	390-4010-540.60-63	23-74	3/2024	14,434.00
							Total	14,434.00
10/04/2023	83104	3126 EDMUNDS GOVTECH	23-IN5693	SOFTWARE SUBSCRIPTION	390-1200-512.60-64	19-06	3/2024	50,986.00
							Total	50,986.00
10/04/2023	83119	3135 STABLE GROUND IN-SITU L	1080	SVCS/GEOTECHNICAL TESTING	390-3010-530.60-63	22-27	3/2024	4,430.00
							Total	4,430.00
10/04/2023	83120	2455 TALBOT SOIL CONSERVATIO	100323	APPLICATION FEE	390-4010-540.60-63	23-62	4/2024	200.00
							Total	200.00
10/11/2023	83136	65 BRINSFIELD FENCE CO INC	1595	INSTALL FENCE SECTIONS	390-3010-530.60-63	22-27	3/2024	4,975.00
							Total	4,975.00
10/11/2023	83137	2534 BUILDERS FIRST SOURCE	67523413	LUMBER& RELATED PRODUCTS	390-3010-530.60-63	22-27	3/2024	134.34
							Total	134.34
10/11/2023	83143	146 E D SUPPLY CO INC	6675-1287446		390-4010-540.60-63	23-76	3/2024	775.49
			6675-1287454		390-4010-540.60-63	23-76	3/2024	554.76
							Total	1,330.25
10/11/2023	83147	170 EASTON UTILITIES	16037	CAPITAL CHGS/STORAGE BLDG	390-4010-540.60-62	20-36	3/2024	7,050.00
							Total	7,050.00

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10/11/2023	83164	278	LOWE'S	37458		390-4010-540.60-62	23-76	3/2024	23.35
				61770		390-1400-514.60-62	20-04	3/2024	223.18
				81315		390-1400-514.60-62	20-04	3/2024	100.12
				83528		390-3010-530.60-63	22-27	3/2024	178.92
				83585		390-4010-540.60-62	23-76	3/2024	391.44
				87914		390-4010-540.60-63	23-76	3/2024	385.58
								Total	1,302.59
10/11/2023	83171	2702	PATUXENT MATERIALS INC	211061	STONE	390-4010-540.60-63	23-76	3/2024	328.77
				211772	STONE	390-4010-540.60-63	23-76	3/2024	87.53
				211773	STONE	390-4010-540.60-63	23-76	3/2024	205.31
				212798	BANK RUN GRAVEL	390-4010-540.60-63	23-76	4/2024	90.50
								Total	712.11
10/11/2023	83174	3005	RELIABLE CONCRETE SERVI	1461	CONCRETE CONSTR. SVCS	390-4010-540.60-63	23-76	3/2024	9,030.95
								Total	9,030.95
10/11/2023	83184	3170	1-800-BOLIARDS INC	AR001056	SHIPPING AND HANDLING	390-4010-540.60-63	24-23	4/2024	8,426.71
								Total	8,426.71
10/11/2023	83186	2951	PENCO CORPORATION	101123	PARK WATER FOUNTAINS	390-4010-540.60-63	23-78	4/2024	47,829.41
								Total	47,829.41
10/18/2023	83188	3232	AUI INC	232386	PORT ST UTILITY RELOCATE	390-2310-523.60-63	22-23	4/2024	187,281.35
								Total	187,281.35
10/18/2023	83189	2605	BARKER'S LANDING EXCAVA	180891		390-4010-540.60-63	23-72	4/2024	12,377.88
								Total	12,377.88
10/18/2023	83192	1522	CHANEY ENTERPRISES	123091503	CONCRETE	390-4010-540.60-63	23-76	4/2024	5,050.20
				123091504	CONCRETE	390-4010-540.60-63	23-72	4/2024	3,768.30
								Total	8,818.50
10/18/2023	83205	3169	ECOTONE ACQUISITION COR	2210018*04	WINDMILL STREAM REST.	390-2310-523.60-63	ARP014	4/2024	130,309.26
								Total	130,309.26
10/18/2023	83207	1614	GAME TIME	PJI-0219004	50% PLAYGROUND EQUIPMENT	390-4010-540.60-63	23-74	4/2024	109,320.93
				PJI-0219568	DOG PK AMENITIES	390-4010-540.60-63	23-76	4/2024	12,115.03
				110857- INVOICE	SHADE STRUCTURES	390-4010-540.60-63	23-76	4/2024	27,483.47
								Total	148,919.43
10/18/2023	83208	209	GANNON INC, CECIL H & S	036227	HAULING	390-3010-530.60-63	22-27	4/2024	337.50
								Total	337.50
10/18/2023	83209	1938	HARPER & SONS INC	2210-05	PUB WKS STORAGE BLDG	390-4010-540.60-62	23-60	4/2024	46,588.28
				2304-05	KITCHEN RENOVATIONS	390-2110-521.60-62	20-13	4/2024	38,502.88
								Total	85,091.16
10/18/2023	83212	3244	IN & OUT CONCRETE COATI	101023	COAT FLOOR/COMFORT STAT.	390-4010-540.60-62	23-76	4/2024	1,248.00
								Total	1,248.00
10/18/2023	83217	2556	MUSCO SPORTS LIGHTING L	414996	HATCHER FIELD LIGHTING	390-4010-540.60-63	23-53	4/2024	64,825.50
				414997	ACORN FIELD LIGHTING	390-4010-540.60-63	23-53	4/2024	64,825.50

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
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10/18/2023	83218	2903	NANTICOKE FENCE LLC	9571 9572	ENTRANCE GATE ENTRANCE FENCE	390-4010-540.60-63 390-4010-540.60-63	23-68 23-68	Total 4/2024 4/2024 Total	129,651.00 5,160.00 16,042.00 21,202.00
10/18/2023	83219	124	NEW BRICK & TILE CO	1402387	PAVERS	390-4010-540.60-63	23-76	4/2024 Total	2,124.54 2,124.54
10/18/2023	83223	2879	SCHUSTER CONCRETE READY	584398 585337	CONCRETE BLOCKS CONCRETE BLOCKS	390-3010-530.60-63 390-3010-530.60-63	22-27 23-27	4/2024 4/2024 Total	945.00 450.00 1,395.00
10/18/2023	83226	2650	SHORE REAL ESTATE INVES	2590	DEMO/CONCRETE SLAB AREAS	390-4010-540.60-63	23-62	4/2024 Total	29,410.00 29,410.00
10/18/2023	83229	3196	SPOHN RANCH INC	EM003 EM003B EM004 EM004B	CONSTRUCTION/PUMP TRACK SKATE PARK CONSTRUCTION PUMP TRACK CONSTRUCTION SKATE PARK CONSTRUCTION	390-4010-540.60-63 390-4010-540.60-63 390-4010-540.60-63 390-4010-540.60-63	23-81 23-71 23-81 23-71	4/2024 4/2024 4/2024 4/2024 Total	110,000.00 50,000.00 18,000.00 87,500.00 265,500.00
10/18/2023	83232	3240	VIGIL CONTRACTING INC	22300700001 22300700002 22300800001 22300800002	NE PARK NORTH BARN N EASTON PK STORAGE BLDG NE PARK SOUTH BARN N EASTON PK STORAGE BLDG	390-4010-540.60-62 390-4010-540.60-62 390-4010-540.60-62 390-4010-540.60-62	20-36 20-36 20-36 20-36	4/2024 4/2024 4/2024 4/2024 Total	77,922.36 50,096.01 77,836.79 14,842.35 220,697.51
10/18/2023	83233	1810	VULCAN CONSTRUCTION MAT	42431294 42434076 42434077 42436470 42436471 42438411 42443363	STONE STONE STONE STONE CR-8 STONE CR-8, GA BASE	390-4010-540.60-63 390-4010-540.60-63 390-4010-540.60-63 390-4010-540.60-63 390-4010-540.60-63 390-4010-540.60-63	23-71 23-76 23-72 23-76 23-72 23-72	4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 Total	692.16 264.60 2,051.51 391.13 723.62 637.83 2,962.69 7,723.54
10/18/2023	83234	529	WILLOW CONSTRUCTION LLC	C2329SS-003	BREWERS LN CONFORT STAT.	390-4010-540.60-63	23-76	4/2024 Total	104,080.13 104,080.13
10/18/2023	83235	3044	YORK BUILDING PRODUCTS	15394	STONE/NEP ENTRANCE WALL	390-4010-540.60-63	23-70	4/2024 Total	14,248.24 14,248.24
10/25/2023	83236	2737	ALARM ENGINEERING INC	688176 688177	ALARM SVCS/109 BREWERS LN ALARM SVCS/109 BREWERS LN	390-4010-540.60-62 390-4010-540.60-62	23-76 23-76	4/2024 4/2024 Total	5,546.85 357.57 5,904.42
10/25/2023	83238	3232	AUI INC	232436		390-2310-523.60-63	22-23	4/2024 Total	49,941.70 49,941.70
10/25/2023	83239	1575	B&H PHOTO-VIDEO	217612240	MISCELLANEOUS PRODUCTS	390-4010-540.60-62	20-36	4/2024 Total	5,253.02 5,253.02

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10/25/2023	83240	1522	CHANEY ENTERPRISES	123100437 123100438	CONCRETE CONCRETE	390-4010-540.60-63 390-4010-540.60-63	23-72 23-72	4/2024 4/2024 Total	3,177.36 15,704.12 18,881.48
10/25/2023	83241	2548	CHESTER RIVER LANDSCAPI	2023-4374 2023-5157 2023-5158 2023-5184	DOG PARK LANDSCAPING TURF - HUNTERS MILL DOG PARK SITE AMENITIES	390-4010-540.60-63 390-4010-540.60-63 390-4010-540.60-63 390-4010-540.60-63	23-76 23-76 23-74 23-76 Total	4/2024 4/2024 4/2024 4/2024 Total	61,949.33 6,850.00 5,083.35 34,072.14 107,954.82
10/25/2023	83242	3250	CONTROL TECHNOLOGIES IN	20230932 78930	RTT PEDESTRIAN SIGNALS RTT SIGNAGE	390-4010-540.60-63 390-4010-540.60-63	24-23 24-23	4/2024 4/2024 Total	44,437.20 13,951.62 58,388.82
10/25/2023	83245	170	EASTON UTILITIES	15920 15921	DOG PARK - UTILITY VAULT RTT VAULTS	390-4010-540.60-63 390-4010-540.60-63	23-76 19-76 Total	4/2024 4/2024 Total	174.40 4,876.65 5,051.05
10/25/2023	83246	1475	ENNIS-FLINT INC	278060 278306		390-4010-540.60-63 390-4010-540.60-63	24-23 24-23	4/2024 4/2024 Total	19,048.25 4,959.63 24,007.88
10/25/2023	83247	180	EWING CONTRACTORS INC,	651 652	MILL/PAVE RAILS TO TRAILS RAIL TRAIL PAVING	390-4010-540.60-63 390-2310-523.60-63	24-23 24-15 Total	4/2024 4/2024 Total	23,460.00 17,244.86 40,704.86
10/25/2023	83249	209	GANNON INC, CECIL H & S	36202	HAUL CONCRETE BARRIERS	390-3010-530.60-63	22-27	4/2024 Total	607.50 607.50
10/25/2023	83254	3249	HOBBS CONTRACTORS INC	18681	PIPE/SKATE PK DRAINAGE	390-4010-540.60-63	23-71	4/2024 Total	426.00 426.00
10/25/2023	83258	3226	KCI TECHNOLOGIES INC	1-990171 2-988735 2-988737 3-990150 3-990165 990156	NORRIS TAYLOR DR/UTILITY DESIGN SVCS DESIGN SVCS EAST WEST RTT DESIGN NORRIS TAYLOR DR DESIGN SPORTS COMPLEX DESIGN	390-4010-540.60-63 390-4010-540.60-63 390-2310-523.60-63 390-4010-540.60-63 390-4010-540.60-63 390-4010-540.60-62	23-33 23-69 23-33 23-69 23-33 23-75 Total	4/2024 4/2024 4/2024 4/2024 4/2024 4/2024 Total	53,600.00 91,110.50 37,737.00 75,065.00 44,925.00 94,658.55 397,096.05
10/25/2023	83259	1080	LANE ENGINEERING LLC	59645 60223	BOAT RAMP DESIGN BOAT RAMP DESIGN	390-4010-540.60-63 390-4010-540.60-63	23-61 23-61	4/2024 4/2024 Total	14,810.00 1,355.00 16,165.00
10/25/2023	83260	278	LOWE'S	01923 70132		390-4010-540.60-63 390-4010-540.60-63	23-76 23-71 Total	4/2024 4/2024 Total	54.09 272.87 326.96
10/25/2023	83265	3005	RELIABLE CONCRETE SERVI	1471 1472	CONCRETE SVCS CONCRETE SVCS	390-4010-540.60-63 390-4010-540.60-62	23-71 20-36 Total	4/2024 4/2024 Total	5,012.25 4,950.00 9,962.25
10/25/2023	83269	2879	SCHUSTER CONCRETE READY	585945	CONCRETE HALF BLOCKS	390-3010-530.60-63	22-27	4/2024	180.00

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
10/25/2023	83272	2513	SITEONE LANDSCAPE SUPPL	135719782-001 135720244-001		390-4010-540.60-63	23-72	Total	180.00
						390-4010-540.60-63	23-72	4/2024	199.80
						390-4010-540.60-63	23-72	4/2024	1,205.96
								Total	1,405.76
10/25/2023	83274	3196	SPOHN RANCH INC	EM005B EM006B	SKATE PARK CONSTRUCTION SKATE PARK CONSTRUCTION	390-4010-540.60-63	23-71	4/2024	25,000.00
						390-4010-540.60-63	23-71	4/2024	12,500.00
								Total	37,500.00
10/25/2023	83276	2654	TANKARD NURSERIES INC	135720244-001 135720244-001	LANDSCAPING MATERIALS LANDSCAPING MATERIALS	390-3010-530.60-63	22-27	4/2024	2,849.81
						390-4010-540.60-63	23-76	4/2024	2,023.00
								Total	4,872.81
10/25/2023	83278	3248	TRAPPE SAND & GRAVEL LL	2511	FILL DIRT	390-4010-540.60-63	23-72	4/2024	2,953.08
								Total	2,953.08
10/25/2023	83281	3240	VIGIL CONTRACTING INC	22300700003 22300800003	NE PK/ NORTH BARN NE PK/ SOUTH BARN	390-4010-540.60-62	20-36	4/2024	31,233.43
						390-4010-540.60-62	20-36	4/2024	21,014.82
								Total	52,248.25
10/25/2023	83282	1810	VULCAN CONSTRUCTION MAT	42448507 42448508	STONE STONE	390-4010-540.60-63	23-72	4/2024	3,507.60
						390-4010-540.60-63	23-72	4/2024	1,858.78
								Total	5,366.38
10/31/2023	83293	168	EASTON SIGN COMPANY	101123 101123A	LETTERILNG POLICE VEHICLE LETTERILNG POLICE VEHICLE	390-2010-520.60-64	ARP218	4/2024	1,209.00
						390-2010-520.60-64	ARP218	4/2024	1,115.00
								Total	2,324.00
10/31/2023	83296	3126	EDMUNDS GOVTECH	23-IN6019 23-IN6020 24-IN1146	SOFTWARE IMPLEMENTATION EQUIPMENT SOFTWARE IMPLEMENTATION	390-1200-512.60-64	19-06	4/2024	25,250.00
						390-1200-512.60-64	19-06	4/2024	3,260.00
						390-1200-512.60-64	19-06	4/2024	25,000.00
								Total	53,510.00
10/31/2023	83314	3209	USC CANTERBURY CORP	57010	MISC SUPPLIES/EASTON PD	390-2010-520.60-64	23-20	4/2024	50,176.00
								Total	50,176.00

74 Checks ** Fund Total 2,825,818.39

CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
10/18/2023	2249	1029 SHORE JANITORIAL SERVIC	0408	MONTHLY SVCS	601-6000-560.30-46	EDMY01	4/2024 Total	2,700.00 2,700.00
10/25/2023	2259	213 GEORGE'S GREEN THUMB IN	100423A	SVCS/DISTRICT CT BLDG	601-6000-560.30-46	EDMY01	4/2024 Total	448.00 448.00
10/11/2023	83146	170 EASTON UTILITIES	092523		601-6000-560.30-43	EDMY01	3/2024 Total	1,519.40 1,519.40
10/31/2023	83301	18 JOHNSON CONTROLS SECURI	39389564		601-6000-560.30-46	EDMY01	4/2024 Total	210.50 210.50
					4 Checks	** Fund Total		4,877.90
					315 Checks	*** Bank Total		3,929,721.47
					315 Checks	**** Grand Total		3,929,721.47

BANK		NAME		FUND	AMOUNT
00		SHORE UNITED BANK			
				001 GENERAL FUND	1,054,268.48
				120 CDBG	43,256.70
				201 DEBT SERVICE	1,500.00
				390 CAPITAL EQUIPMENT FUND	2,825,818.39
				601 LAND ENTERPRISE	4,877.90
				Total	3,929,721.47 *
				Grand Total	3,929,721.47 *