



Planning Commission MEETING AGENDA

Thursday, April 18, 2024 - 1:00 PM
Council Chambers, Easton Town Office
14 S Harrison Street

1. Call to Order

2. Approval of Minutes.

- a. Approval of the Decision Summary from the March 21, 2024 meeting.

3. Old Business

- a. **Applicant:** Four Sisters Halal Meat and Groceries
File No.: 2019 - 0070 / 2024 - 1166
Location: 600 Dover Road, Suite 105
Tax Map 105, Grid 0EA, Parcel 1053
Zoning District: CB
Nature of Request: Extension to a previously approved Planned Redevelopment (PR) Overlay application for the long-term use of an 8' wide by 20' long mobile food truck. In July of 2019, the applicant received temporary approval for the use for a five (5) year period with the condition that if the applicant ceases to operate on the property located at 600 Dover Road, the trailer shall be removed.

4. New Business

- a. **Applicant:** 128 S. West Street LLC
File No.: 2024 - 1148
Location: 128 S. West Street
Tax Map 104, Grid 0EA, Parcel 1990
Zoning District: CB
Nature of Request: Request to allow the use of a portable on demand storage (POD) to remain at 128 S. West Street on a long term basis.
- b. **Applicant:** Corrigan & Trippe Ventures, LLC
File No.: 2024 - 1115

Location:	East Side of Ocean Gateway, South of Dutchmans Lane Tax Map 0034, Grid 0024, Parcels 0128 & 0175
Current County Zoning District:	TC/TR
Requested Town Zoning District:	R-10A
Nature of Request:	Petition for the Annexation of 17.329 acres of property located on the easterly side of the public known as Ocean Gateway, and southern side of Dutchmans Lane, Easton, Maryland, Tax Map 0034, Parcels 0128 and 0175 with a formal recommendation to the Town Council which will include findings as to the request's consistency with the Comprehensive Plan, as well as a formal recommendation concerning the Annexation, and the appropriate zoning classification.

c. Applicant:	Fink, Whitten & Associates
File No.:	2024 - 1130
Location:	220 South Street Tax Map 104, Grid 0EA, Parcel 1902
Zoning District:	R-10A
Nature of Request:	Request for a supplemental waiver of the off-street parking requirements for a single-family detached unit. The applicant is seeking to subdivide the property located at 220 South Street.

5. Discussion Item

- a. Follow up from the April 17, 2024 Inclusionary Zoning Ordinance Workshop.

6. Adjournment.



**Town of Easton Planning Commission
Draft Decision Summary**

Thursday, March 21, 2024 at 1:00 p.m.
Town Hall Chamber 2
14 S. Harrison Street, Easton, Maryland

Archived video of the meeting is available at:

[Town of Easton Agendas and Minutes](https://www.eastonmd.gov/Agendas/Agendas%20and%20Minutes)
[\(eastonmd.gov\)](https://www.eastonmd.gov/)

Attendance:

Commission Members:

Jennifer Dindinger, Chairperson
Philip Toussaint, Vice Chairperson
Tom Klein
Michael Ports
William Ryall
Victoria McAndrews, Alternate

Staff:

Miguel Salinas, Planning and Zoning Director
Lynn B. Thomas, Town Planner
Joseph Mayer, Plan Reviewer
Nicholas Johnson, Planner
Sharon Van Emburgh Esq, Town Attorney
Rick Van Emburgh, Town Engineer
Samantha Smith, Administrative Specialist

1. Call to Order — Chairperson Dindinger called the meeting to order at 1:02 pm.

2. Decision Summary Review —

a. February 15, 2024 - The Commission noted the following correction to the draft decision summary:

- i. Line 96: Add to Motion: *“The Commission made a request for the applicant to explore the feasibility of providing a playground or tot lot within the Stormwater area with Staff during the Development Site Plan review phase.”*
- ii. Line 262: Add to Motion: *“The Commission made a request for the applicant to provide a landscape plan with appropriate plantings during the Building Inspection review phase.”*

Commissioner Klein moved to approve the February 15, 2024 Decision Summary with amendments. Commissioner Ryall seconded the motion.

Vote 5 - 0

FOR: 5 - Dindinger, Toussaint, Klein, Ports, Ryall

AGAINST: 0

ABSTAIN: 0
ABSENT: 0

3. Old Business — None

4. New Business

- a. Applicant:** John and Kimberly Wooters
File No.: 2024 - 1137
Location: 7365 Brett Road, Easton, MD 21601
Tax Map 0108, Grid 0000, Parcel 2777E, Lot 23
Zoning: R-10A
Request: The applicant is seeking a supplemental waiver for the construction of a 20' x 30' one-story pole building garage with a 2' x 12' concrete apron, and a 4' x 4' service pad. A portion of the structure will reside inside the 100' Perennial Stream Buffer Zone. The proposed alternative buffer would measure 86.4'.

Staff recommends the following condition:

1. The applicant is required to obtain a building permit for the installation of the garage.

Staff Presentation:

Joseph Mayer, Plan Reviewer
Lynn Thomas, Town Planner
Rick Van Emburgh, Town Engineer

Applicant Presentation:

John Wooters
Kimberly Wooters

Public Comment — None

Commissioner Ryall moved to approve the Supplemental Waiver Request subject to the condition that the applicant shall verify with the Town Engineer that the location of the pop-up emitters is outside the 100' stream buffer. Commissioner Ports seconded the motion.

Vote	5 - 0
FOR:	5 - Dindinger, Toussaint, Klein, Ports, Ryall
AGAINST:	0
ABSTAIN:	0
ABSENT:	0

b. **Applicant:** 128 S. West Street LLC
File No.: 2024 - 1148
Location: 128 S. West , Easton, MD 21601
Tax Map 0104, Grid 0EA, Parcel 1190
Zoning: CB
Request: The request to allow the use of a portable on demand storage (POD) to remain at 128 S. West Street on a long term basis has been withdrawn from the March 21, 2024 Planning Commission agenda.

c. **Applicant:** Blue Crab Self Storage LLC
File No.: 2022 - 780
Location: 28860 Fausley Wood Court, Easton, MD 21601
Tax Map 0025, Grid 0016, Parcel 0138, Lot 6C
Zoning: I
Request: The applicant is seeking sketch site plan approval to construct a 4,400 square foot (SF) one-story climate-controlled self-storage building (Building #1), and a 4,400 SF one-story office and storage building (Building #2) with associated stormwater management, parking and landscaping.

Staff recommend the following condition:

1. The applicant is required to adhere to the November 5, 2021 Declaration of Covenants for Mistletoe Hall Commerce-Business Park-Book: 2916, Page: 104, as approved by the Declarant.

Staff Presentation:

Joseph Mayer, Plan Reviewer
Lynn Thomas, Town Planner
Miguel Salinas, Director of Planning and Zoning
Sharon Van Emburgh Esq, Town Attorney

Applicant Presentation:

Joshua Startt AIA, Christine M. Dayton Architect, P.A.

Public Comment:

Ryan Showalter, *Esq.*
Steve Hershey, 8846 Mistletoe Drive

Vice Chairperson Toussaint moved to approve the sketch site plan subject to the condition that the applicant shall adhere to the November 5, 2021 Declaration of Covenants for Mistletoe Hall Commerce-Business park-Boo: 2916, Page: 104, as approved by the Declarant. Commissioner Ryall seconded the motion.

Vote 5 - 0

FOR: 5 - Dindinger, Toussaint, Klein, Ports, Ryall
AGAINST: 0
ABSTAIN: 0
ABSENT: 0

d. Applicant: Lane Engineering, LLC

File No.: 2024 - 1129

Location: 7872 Ocean Gateway, Easton, MD 21601
Tax Map 0105, Grid 0000, Parcel 2990

Zoning: CG

Request: The applicant is seeking sketch site plan approval for the redevelopment and construction of two (2) buildings and on what will eventually be two (2) lots. The redevelopment includes a 24,000 square foot (SF) two-story medical clinic (Lot 1), and a 19,250 SF retail store (Lot 2) with a 2,999 SF mezzanine office space and associated improvements located within the medical building.

Staff recommend the following condition:

1. The applicant is required to address the Engineering Department's conditions:
 - 1.1. Provide a sidewalk from the existing sidewalk on the east side of Purdy Street along the entire length of the west property line, within the existing Utility Easement, to connect to the proposed future Rail Trail on the Town of Easton parcel to the north (per Section 28-1016.C of the Town Zoning Code). This would be consistent with the Town of Easton Comprehensive Plan's Transportation section.
 - 1.2. A protective feature such as curb or bollards will need to be installed between stormwater management features and adjacent parking stalls.

Staff Presentation:

Joseph Mayer, Plan Reviewer
Lynn Thomas, Town Planner
Rick Van Emburgh, Town Engineer
Sharon Van Emburgh *Esq.*, Town Attorney

Applicant Presentation:

Brett Ewing, Lane Engineering LLC
Ryan D. Showalter *Esq.*
Keith Fisher, Fisher Architecture

Public Comment — None

Vice Chairperson Toussaint moved to approve the sketch site plan subject to the following conditions:

1. The applicant shall provide a sidewalk from the existing sidewalk on the East side of Purdy Street within the existing Utility Easement along the entire length of the West property line to connect the proposed Rail Trail on the Town of Easton parcel to the North (per Section 28-1016.C of the Town Zoning Code).
2. The applicant shall provide a protective feature such as curb, or bollards between the stormwater management features and adjacent parking stalls.

Commissioner Ryall seconded the motion.

The Commission made a request for the applicant to consider an alternative color scheme for the buildings.

Vote	5 - 0
FOR:	5 - Dindinger, Toussaint, Klein, Ports, Ryall
AGAINST:	0
ABSTAIN:	0
ABSENT:	0

5. Discussion Items

- a. Land Use — The Commission briefly deliberated over potential improvements in commercial land uses, more specifically industrial and business parks, and strategic ways to incentivize denser housing.
- b. Draft Review of the Inclusionary Zoning Ordinance — The Planning Commission scheduled a special workshop for Wednesday, April 17, 2024 at 11:00 a.m. for the purpose of reviewing and discussing the components of the draft Inclusionary Zoning Ordinance. The Commission is anticipated to make a formal recommendation of this draft to the Easton Town Council prior to the introduction of new legislation.
- c. Potential Revisions to the Zoning and Subdivision Text Amendments — In late 2022, the Commission finalized a proposed set of Zoning Code amendments to the Town Council (excluding the desired changes to the Table of Permissible Uses pursuant to developing Missing Middle Housing Types) that became effective on February 25, 2024. Considering that no revisions to the Zoning Code amendments were proposed in 2023, and recent circumstances in which specific applications would benefit from updated amendments, Staff has now presented a new set of potential revisions to the Zoning Code amendments to be revisited and

238 further discussed.

239
240 Of the proposed amendments listed in the March 13, 2024 staff memorandum, the
241 Commission will provide feedback on the language, and hold an expanded
242 discussion of the following issues at a later meeting and/or workshop:

- 243
244 i. Donation Centers
245 ii. Single Family Home Criteria
246 iii. Site Triangle Distance
247 iv. Minimum Parking Space Requirements
248 v. Parking Space Dimensions
249 vi. Article 12: Non-conformities
250 vii. Fuel Price Regulations for Freestanding Signs
251 viii. Driveway Materials (Impervious Surfaces)
252 ix. Corrections to the Zoning Map
253 x. MXW Standards
254 xi. Parking Standards
255

256 The Commission indicated that Staff may begin to draft language for issues such
257 as: revisions to the eave line language; definitions for sheds, swimming pools and
258 patios; restaurant use types; and clarifying intrusions into easements vs. setbacks.
259 The Commission also indicated that they would like to see the removal of the
260 language for “Tree of Heaven” as an appropriate street tree type; and parking
261 districts from the Zoning Code.
262

- 263 d. Continued discussion of New Town Design Guidelines — The ongoing
264 discussion of the New Town Design Guidelines was tabled to a future Planning
265 Commission meeting. Vice Chairperson Toussaint is in the process of creating a
266 draft version of language for fundamental design principles of the recently
267 developed categories in the design guidelines.
268

269
270 **6. Adjournment** — Chairperson Dindinger moved to adjourn. Vice Chairperson Toussaint
271 seconded the motion. The meeting was adjourned at 3:22 p.m.



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

Date of Hearing: April 18, 2024

3a

**PLANNING COMMISSION
SUPPLEMENTAL ITEM**

SUBJECT: Temporary use approval for a mobile food trailer at 600
Dover Road

ELECTION WARD: Ward 4

CRITICAL ACTION DATE: At the pleasure of the Commission

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

DOCUMENT CREATED ON: April 10, 2024

PURPOSE: Four Sisters Halal Meat and Groceries (Applicant), is seeking approval under the Planned Redevelopment Overlay District for the continuance of the long-term use of a mobile food trailer, 8.5' wide by 20' long, to remain on the west side of the building at a designated parking space with a no parking zone to provide pedestrian access.

RECOMMENDATION:

Planning Commission: The Commission, at their July 18, 2019 meeting, moved (4-1) to approve the project for a five-year period with a condition that if the applicant ceases to operate at this location, the trailer will be removed.

Staff: Should the Planning Commission (Commission) approve the continuance of the long-term use, staff recommends approval with conditions (see below).

ISSUES: There are no outstanding issues.

ZONING ANALYSIS:

A. Purpose

Section 28-501 A.

The purpose of the Planned Redevelopment Overlay District (PR) is to provide a mechanism for the redevelopment, rehabilitation, and general improvement of certain older areas within the Town of Easton that have fallen into a somewhat neglected or dilapidated state or have simply been used for a purpose that no longer serves the health, safety or general welfare of the neighborhood. PR applications may be submitted only if the project is located within the Planned Redevelopment Overlay District. However, this mechanism is optional and shall not be required of all projects located within this zone. Projects not being developed in accordance with PR District standards shall be developed in accordance with the development standards of the underlying base zoning district.

The nature, size, scale or intensity of a proposed use may cause a particular site not to be suitable for a specific PR 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, is compatible with surrounding uses, 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 ameliorates possible adverse impacts and furthers the goals and objectives of this Section and the Ordinance generally

Analysis - The current process of the Town of Easton Zoning Ordinance is for the Planning and Zoning Commission to review the material submitted as described in § 28-501.C of the Town Code and shall represent the initial step in the PR review process. Successful applications shall subsequently follow the appropriate steps for the type of project submitted and the applicant shall prepare and submit a development and a final site plan in accordance with the site plan requirements specified in § 28 – 901.3.B and C of the Town Code.

B. Off-Street Parking

Analysis- There are no minimum off-street parking spaces required within the PR Overlay Zoning District and Central Business Commercial District (the base zoning district), although the adequacy of parking may be a consideration of site plan review. The Applicant has five (5) off-street parking spaces on site. Further, Four Sisters Halal Meat and Groceries has had no complaints about the availability of parking.

C. DEVELOPMENT STANDARDS

Section 28-501.B.

Development within the Planned Redevelopment Overlay District shall meet the following requirements:

(1) The area proposed for a planned redevelopment 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.

Staff notes that the Property is owned by a single entity.

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

Staff notes that the mobile food trailer provides a functional addition to the existing business.

(3) Public water and sewerage shall be available.

Staff notes that adequate water and sewer services to serve the existing business do exist. The Applicant will work with Easton Utilities, Building Inspection Division and Talbot County Department of Health 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 are expected to be generated by the proposed development.

Staff notes that the Project will be accessed from Dover Road and Park Street.

(5) The overall residential density of a Planned Redevelopment project shall not exceed forty (40) units per gross residential acre. For the purposes of this subsection, the gross residential area shall include all land within the area intended to be used for residences, residential parking space, and reservation for community recreation and education facilities. Any land mapped as floodway by the Federal Emergency Management Agency, and non-residential uses shall be excluded in computing the gross area. The Planning and Zoning Commission may require a lower density if review of the proposed development indicates that the maximum allowable density is excessive for the surrounding area.

Staff notes that this item is not applicable. This is an existing commercial site.

(6) For new infill development projects, the setback, lot size, lot coverage, height, and yard requirements shall be established for each individual project by the Planning and Zoning Commission. In establishing these requirements, the Planning and Zoning Commission shall consider such factors as the proposed intensity of the project and the existing character of the neighborhood.

Staff notes that the Planning Commission can apply, in its discretion, bulk standards such as the location of the mobile food trailer. Other site constraints imposed, such as existing Park Street, sidewalks, and landscaping, dictate that the most reasonable location of the mobile food trailer is the one proposed for the Project.

(7) Off-street parking is not required for projects proposed in the Planned Redevelopment Overlay District, although adequacy of parking may be a consideration of site plan review.

Staff notes that despite the fact that the Code does not require any parking for the Project, the Applicant recognizes that it should not impose unnecessary parking congestion or burden on the Town and nearby residents. The Applicant is confident that the continuation of the mobile food trailer will not impact the current parking that's provided.

(8) Sidewalks shall be constructed along any public right-of-way (except for alleys) adjacent to the site along the entire frontage(s) of the property. To the extent practicable, walkways shall be constructed on the site to tie building entrances and/or pedestrian pathway systems into existing or proposed public sidewalk systems.

Staff notes that existing sidewalks are along the frontage of Dover Road and Park Street.

D. APPLICATION PROCEDURE

Section 28-501.C.6

Requests to operate a Mobile Food Use on a longer-term basis than otherwise permitted (i.e., as a Temporary Use) may be considered and approved by the Planning and Zoning Commission. Such requests shall only be permitted if the proposed use (i) is owned, operated or controlled by the entity that is entitled to the otherwise lawfully permitted use of the property where the mobile food use is located; and (ii) is operated as an expansion of or complement to a business operating an otherwise lawfully permitted use on said property. Any such request shall be made to the Planning and Zoning Commission and include a site plan indicating the proposed location of the mobile food use, a picture or sketch which accurately depicts the appearance of the proposed structure, a statement indicating the expected impact of the proposed addition in terms of parking (including the expected additional demand and the existing and proposed supply), neighborhood impacts (e.g. traffic, noise, odor, lighting, etc.), and any other such information which the Town Planner reasonably determines would be necessary for the Planning and Zoning Commission to reach an informed conclusion as to the merits and impacts of the proposed addition.

Analysis - The applicant has resubmitted a Planned Redevelopment Overlay Application for a mobile food trailer, 8.5' wide by 20' long, to remain on the west side of the building at a designated parking space with a no parking zone to provide pedestrian access. The continuation of the mobile food trailer will not impact the current parking that's provided. Since the July 18, 2019 Planning Commission's approval, there has been no adverse impacts to the surrounding

neighborhood, such as; traffic, noise, odor or lighting. The operation of a Mobile Food Use on a longer-term basis has no time limit within the Planned Redevelopment Overlay District; provided that the permitted use (i) is owned, operated or controlled by the entity that is entitled to the otherwise lawfully permitted use of the property where the mobile food use is located; and (ii) is operated as an expansion of or complement to a business operating an otherwise lawfully permitted use on said property.

RECOMMENDED CONDITIONS:

Staff recommends that you approve the request with conditions:

1. Any tripping hazards will be removed as deemed necessary by the Building Inspection Division. (See Image #1 below)
2. Add cross-hatching for the no parking zone to provide pedestrian access. (See Image #2 below)
3. The applicant is to address the Town's Building Inspection Division review comments:
 - The Town of Easton Building Department is requesting a Plumbing permit application be filled out and returned to the Building Inspection Division. We are asking for the owners to outline on the application everything plumbing related that deals with this food truck. The application should include exactly how clean and "dirty" water is being dealt with, including where and how these connections terminate, as well as how grease is being separated prior to disposal into the Town sanitary.
 - Based on the information presented to us, a plumbing permit may or may not be issued. We cannot say for certain until received. But by supplying us with that information on an official application you have allowed us the opportunity to make that determination.
4. The applicant is to address the Talbot County Health Department Office of Environmental Health review comment:
 - As a result of a meeting held between this office and Andleeb Khurshid on 2/18/20, Andleeb agreed to maintain and submit a record of each time the mobile unit was transported to another venue/event/location to demonstrate that the unit moves as part of its routine operation to change location for sales and stay within compliance of COMAR 10.15.03. This office has not received a record for the year 2023, therefore we cannot say whether the unit has moved as part of its routine operation within the last year.

Image #1



Image #2



DRAFT MOTIONS:

1. I move that the Planning Commission approve the application subject to staff's Conditions of Approval.

OR

2. I move that the Planning Commission forward the application to the May 16th Commission meeting for further discussion.

OR

3. I move an alternate motion.

ATTACHMENTS:

1. 2019.07.08 TCHD Documents, paper copy & PDF
2. 2019.07.18 PC Packet, paper copy & PDF
3. 2019.07.22 PC Outcome, paper copy & PDF
4. 2019.08.16 TOE Summary, paper copy & PDF
5. 2024.02.29 Planned Redevelopment Overlay Application, paper copy & PDF
6. 2024.04.04 April PC 400' Notice Letter & Sign Posting, paper copy & PDF
7. 2024.04.05 Review Letter-(Department of Engineering), paper copy & PDF
8. 2024.04.10 Review Letter (Building Inspection Division), paper copy & PDF
9. 2024.04.10 Review Letter (TCHD), paper copy & PDF
10. 2024.04.10 Town of Easton Mail - Owners consent, paper copy & PDF



TOWN OF
EASTON
ENGINEERING DEPARTMENT

DATE: April 5th, 2024
TO: Matthew and Peggy Fitzgerald – Applicant
Cc: Rick Van Emburgh – Town Engineer
Lynn Thomas – Town Planner
Aaron Goller – EUC
FROM: Sierra Clem – Engineering Department
SUBJECT: 600 Dover Road Suite 105 Four Sisters – Planning Commission
Request for Extension

Our office has reviewed the Application for the Subject project received on 4/4/2024. The information provided by Planning and Zoning describes the nature of the request as an extension of a temporary use for a food trailer.

The Engineering Department has no comments on this application.



TOWN OF EASTON
Building Inspection Division
14 South Harrison Street
P.O. Box 520
Easton, Maryland 21601
410-822-2526 / Fax 410-822-8738



April 10, 2024

Re: Planning Commission Comments for the 2024-04-18 Agenda
From: TOE Building Department

Project: Four Sisters Food Truck – 600 Dover Rd

- The Town of Easton Building Department is requesting a Plumbing permit application be filled out and returned to us. We are asking for the owners to outline on the application everything plumbing related that deals with this food truck. The application should include exactly how clean and “dirty” water is being dealt with, including where and how these connections terminate, as well as how grease is being separated prior to disposal into the Town sanitary.
- Based on the information presented to us, a plumbing permit may or may not be issued. We cannot say for certain until received. But by supplying us with that information on an official application you have allowed us the opportunity to make that determination.

Renee R. Levy -TCHD- <renee.levy@maryland.gov>
To: Joe Mayer <jmayer@eastonmd.gov>

Wed, Apr 10, 2024 at 10:35 AM

<https://mail.google.com/mail/u/0/?ik=159b999131&view=pt&search=all&permthid=thread-f:1795411637736874978&simpl=msg-f:17954116377368749...> 2/3

4/10/24, 10:41 AM

Town of Easton Mail - Quick Update: 600 Dover Street - April PC

Cc: Gail Kelley <gail.kelley@maryland.gov>, Robert Haase <rhaase@eastonmd.gov>, Ryan Heckler <rheckler@eastonmd.gov>, Thomas Diem <tdiem@eastonmd.gov>

A mobile food service facility is defined as:

(46) Mobile Food Service Facility.

(a) "Mobile food service facility" means a food service facility that is a mechanically, electrically, manually, or otherwise propelled vehicle operating on land or water that moves as part of its routine operation to:

- (i) Change location for sales;
- (ii) Obtain food and other supplies;
- (iii) Fill potable water supply holding tanks;
- (iv) Empty wastewater holding tanks; or
- (v) Provide for the cleaning and sanitization of equipment and utensils.

(b) "Mobile food service facility" does not include a food service facility that is able to be moved but does not move routinely for a purpose set forth in §B(46)(a) of this regulation.

As a result of a meeting held between this office and Andleeb Khurshid on 2/18/20, Andleed agreed to maintain and submit a record of each time the mobile unit was transported to another venue/event/location to demonstrate that the unit moves as part of its routine operation to change location for sales and stay within compliance of COMAR 10.15.03. This office has not received a record for the year 2023, therefore we cannot say whether the unit has moved as part of its routine operation within the last year.

[Quoted text hidden]

--
Renee Levy, REHS/RS, LEHS
Environmental Health Specialist
Talbot County Health Department
Office of Environmental Health
[215 Bay Street, Suite 4](#)
[Easton, MD 21601](#)
Tel: 410-770-6880
Fax: 410-770-6888
renee.levy@maryland.gov



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

RECEIVED
FEB 29 2024
TOWN OF EASTON

Planned Redevelopment Overlay Application

Application Type

Subdivision ☐

Site Plan ☐

Subdivision Information

Name Park Place
Original Property Size Acres Square Feet 30,450
Number of Lots Proposed

Site Plan Information

Property Size Acres Square Feet 30,450
Structure's Floor Area 12,934 Structure's Square Feet 12,934

Property Information

Address 600 Dover Road Easton MD 21601 Suite 105
Tax Map 0105 Grid 000 0 Parcel 1,053 Lot 28-35
Deed Reference: Liber Folio
Plat Reference: Liber Folio
Zoning District Historic District Y ☐ N ☐
Source of Electricity

Owner

Name Matthew and Reggy Fitzgerald
Mailing Address 26304 HESONWOOD ROAD EASTON MD 21601
Telephone No. 410-924-7216 Email

Surveyor / Engineer

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

Applicant or Agent

Name Andleeb Khurshid
Mailing Address 1121 OSprey Lane Denton MD 21629
Telephone No. 410-253-4074 Email Andleebkhan15@gmail.com

Request Details

Please describe the purpose of the request being including all information pertinent to said request.
Attach a formal letter detailing request.

- If the applicant is other than the owner, include a letter of certification from the owner.
- Attach five (5) copies of the recorded Deed conveying present ownership of the property.
- Attach seven (7) copies of scaled site plan with all dimensions of lot, setbacks, proposed improvements and the distances between improvements.
- Provide all information related to any restrictions imposed by Homeowner Associations, etc.
- Include any additional information related to the request being made..
- ESDR Review Letter
- \$150 Fee Payment

Any modifications during review shall warrant an updated application.

I do hereby solemnly declare and affirm that the information provided by this application and the documents attached hereto accurately represent the conditions of the request 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

Andres Khurshid
2/29/24
Andres Khurshid

For Office Use Only

Project Number	PR 24-03	Fee Received	04/03/2024
Application Number	2024-1166	Application Notification	04/03/2024
Filing Date	02/29/2024	Property Posting Date	04/03/2024
PC Meeting Date	04/18/2024	Notice(s) Published	04/03/2024
If ESDR, Date			
Final Approval Date			
Recordation Date			

Revised 2-2019



Town of Easton

Engineering, Planning and Zoning

14 S. Harrison Street Easton, MD 21601 410-822-1943

Planning Commission

Thursday, July 18th, 2019

12:00 P.M.

Lunch – Open to public, no business conducted.

1:00 P.M.

Call to Order

Approval of Minutes of previous meeting: 2019-06-20 Meeting Minutes

NEW BUSINESS:

1. Applicant: Andleeb Khurshid – Four Sisters Halal Meat and Groceries
Location: 600 Dover Road, Suite 105
Nature of Request: Approval for long-term use of mobile food trailer
2. Applicant: Warren Clem – Hansen Builders, LLC
Agent: Elizabeth Fink – Fink, Whitten & Associates
Location: Brooks Drive, Lot 11
Nature of Request: Construction of 11,000 sq. ft. building
3. Applicant: Doug James – Callahan, LLC
Agent: Brett Ewing – Lane Engineering
Location: 8911 Mistletoe Drive, Lot 5A
Nature of Request: Sketch Site Plan for two-story 2,250 sq. ft. office footprint and 9,000 sq. ft. warehouse building
4. Applicant: Steve Cahall
Agent: Brett Ewing – Lane Engineering
Location: 108 N. West Street
Nature of Request: Sketch Site Plan for 6,239 sq. ft. restaurant
5. Applicant: Peter D'Angli – REMCO Properties, LLC
Agent: Brett Ewing – Lane Engineering
Location: 28555 and 28579 Marlboro Avenue
Nature of Request: Minor Phase 1 PUD Amendment and Sketch Site Plan depicting the combining of the originally approved pad sites for Buildings C and D to create a single pad for 17,000 sq. ft. building for a Planet Fitness gym

MOTION TO ADJOURN:



Docket/Case/Application Number: 19-01
Applicant/Owner: Andleeb Khurshid–4 Sisters Halal Meat & Groceries Plus, Mini Mart/Mathew & Peggy Fitzgerald
Address/Location: 600 Dover Street, Suite 105
Tax Map: 0105 Parcel: 1053 Grid: 000 Deed Reference: 02364/00023 Plat Reference:
Public Hearing Date: July 18, 2019
Staff: Joseph A. Mayer

BRIEF SUMMARY OF REQUEST

The applicant is requesting approval for the long-term use of a mobile food trailer, 8' wide by 20' long, to be located on the west side of the building. An adjacent existing parking space would be designated as a no parking zone, to provide pedestrian access and site distance for the remaining parking spaces on Park Street.

This site is within the Planned Redevelopment area.



MAP SOURCE: Town of Easton Planning and Zoning



EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS	SIZE OF PROPERTY
CG	Retail/ Wholesale/ Mixed Residential	I1 R7A CG Retail/ Wholesale/ Mixed Residential	Operate Mobile Food Trailer on an existing parking space for long-term use.	Lot 28-35 0.70 Ac. Applicant occupies 1,000 SF of building

COMPATIBILITY with the COMPREHENSIVE PLAN

The applicant proposes to operate a mobile food trailer on an existing parking space along Park Street, west side of the building for long-term use. The integrated use is desirable as this site is located in the general commercial district. In addition, this site is within the Planned Redevelopment area. The natural features of the site remain based on the pre-existing development. There's ample parking utilizing existing spaces. Open spaces are not applicable because the site is located in the general commercial district. Architectural compatibility is not applicable. The site is compatible with the existing use in the area and is classified as a temporary use for zoning classification CG.

PROPERTY HISTORY

- Annexed in 1880
- 1999/07/14. Sign Application #99-00295
- 1999/11/19, Sign Application #99-00489
- 2003/06/19, Sign Application #03-03055
- 2016/02/16, Mechanical Work #16-11535
- 2019/01/25. Certificate of Occupancy #18-13855
- 2016/06/30, Current owner "Matthew & Peggy Fitzgerald" purchased building 600 Dover Road.

PROPERTY HISTORY WITH APPLICANT

- 2018/10/30, Certificate of Occupancy#18-13646
- 2018/10/30, Window sign permitted without application.

COMPATIBILITY with the ZONING ORDINANCE

The existing and proposed use qualifies as "Mobil Food Use" and is a temporary use in the CG Zone.

28-114 page 1-33

"Mobile Food Use – A food service operation that is vehicle-mounted or wheeled, a portable structure, or watercraft and is capable of being readily moved. Uses that are similar in nature but do not meet this definition, such as a trailer without wheels, are not considered a mobile food use and therefore would be subject to the applicable use and building regulations for the appropriate fixed structure."

28-201 table 2.1 (F) 6

CG

6. Mobil Food Use*	T	T	T	T	T	T	T
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The applicant will provide plumbing connections (water and sewer) to accommodate for long-term use. All necessary permits, plumbing and electrical, must be obtained by the applicant.

There's existing parking on site that uses some spaces on Dover Road and Park Street. Currently, the applicant's food orders are taken via telephone and are delivered to the customer. They expect the same scenario to occur with the mobile food trailer. Therefore, they don't anticipate an increase in parking.

STAFF COMMENTS

Topics for Consideration or Discussion:

- Provide location of existing utilities for proposed water and sewer connections.

Action Required by the Board/Commission:



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

Easton Staff Development Review

Property Information

Address 600 Dover Road, Easton MD 21601, Suite 105
Tax Map 0105 Grid 0000 Parcel 1053 Lot 28-35
Deed Reference: Liber 02364 Folio 00023
Plat Reference: Liber Folio
Base Zoning District CG Historic District Y ☐ N ☒ Planning Redevelopment Y ☒ N ☐
Purpose of Application / Description of Work:

Request to operate a Mobile Food use on a long-term basis.

Owner

Name Matthew and Peggy Fitzgerald
Mailing Address 26304 Heronwood Road
Telephone No. 410-924-746 Email garfitz2059@gmail.com

Applicant / Agent

Name Andleeb Khurshid
Mailing Address 600 Dover Road Easton MD 21601
Telephone No. 410-253-4074 Email andleebKhan15@gmail.com.

Surveyor / Engineer

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

Any modifications during review shall warrant an updated application.

I do hereby solemnly declare and affirm that the information provided by this application and the documents attached hereto accurately represent the conditions of the request 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

For Office Use Only

Easton Staff Development Review Meeting Required Y ☐ N ☐

Easton Staff Development Review Meeting Date 6/19/2019

Completeness Check Date

Revisions/Resubmissions Required Y ☐ N ☐

Resubmission Date

Documents Received Y ☐ N ☐

Staff Determination

Staff review at GSDR meeting. Applicant not required to attend. Applicant to schedule for July 18th Planning Commission

Planning Commission Required Y ☒ N ☐

BOZA Required Y ☐ N ☒

Historic District Commission Required Y ☐ N ☒

Resubmission for ESDR Required Y ☐ N ☐

Staff Signature [Signature]

Date 6/5/2019

Revised 02-2019



Town of Easton
Department of Planning & Zoning

14 South Harrison Street, Easton Maryland 21601

410.822.1943

www.eastonmd.gov

Planned Redevelopment Overlay District Application

Application Type			
Subdivision	☐	Site Plan	☐
Subdivision Information			
Name	Park Place		
Original Property Size	Acres		Square Feet
			30,450
Number of Lots Proposed			
Site Plan Information			
Property Size	Acres		Square Feet
			30450
Structure's Floor Area	12,934	Structure's Square Feet	12,934
Area of Disturbance	N/A	Number of Dwelling Units	11
Property Information			
Address	600 Dover Rd Easton md 21601 Suite 105		
Tax Map	0105	Grid	0000
		Parcel	1053
		Lot	28-35
Deed Reference:	Liber		Folio
Plat Reference:	Liber		Folio
Zoning District		Historic District	Y ☐ N ☒
Source of Electricity	Town of Easton		

Please See Reverse Side

Owner

Name Matthew and Peggy Fitzgerald

Mailing Address 26304 Hesonwood Road Easton, MD 21601

Telephone No. (410) 924-7216 E-mail gasfitz2059@gmail.com

Applicant or Agent

Name Andleeb Khurshid

Mailing Address 600 Dover Road Easton MD 21601

Telephone No. 410-253-4074 E-mail Andleebkhan15@gmail.com

Surveyor / Engineer

Name License No. Exp. Date

Mailing Address

Telephone No. E-mail

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

Signature of Landowner or Agent



Printed Name Garrett M. Fitzgerald

Date 5/30/2019

For Office Use Only

Planning Commission Required Y ☐ N ☐

Planning Commission Meeting Date

Sketch Approval Date

Project No.

Prelim/Dev. Approval Date

Application No.

Final Approval Date

Sketch Fee Paid

Recordation Date

Develop. Fee Paid

Revised 03-2017

4 Sisters Halal Meat & Groceries

Plus, Mini Mart

600 Dover Rd, Suite 105

Easton, MD 21601

June 3, 2019

Town of Easton Planning & Zoning Commission

Harrison St.

Easton, MD 21601

Ref: Request to operate a Mobile Food Use on a long-term basis

Dear Commission Members,

4 Sisters Halal Meat & Groceries Plus, Mini Mart would like to introduce themselves as the owners of a business located at 600 Dover Rd, Suite 105, Easton, MD. 4 Sisters is leasing the property from its owner, Mr. Garrett Fitzgerald and has been leasing the property for approximately the last four (4) months. The property consists of a building with typical space to rent fronting on Dover Rd and a portion of the building fronting on Park St. 4 Sisters has been leasing space fronting on Park St that has parking directly in front of it.

Currently the business is selling items normally associated with a mini mart, including prepared Middle Eastern ethnic foods that are sold to customers in a "carry out" atmosphere. The "carry out" is prepared offsite in an approved kitchen and brought to the site for sale or delivery. While the business is relatively new to Easton and Talbot County, the family has been doing catering of their ethnic food for over eight (8) years. With the location of the business on Dover Rd/ Park St. the business is looking to offer a diversity of food choice to the nearby residents as well as tourists and other visitors to the town of Easton.

The business is asking approval for use of a food trailer, to be located in one (1) of the existing parking spaces on the west side of the building. The trailer would be long term located such that "dirty water" take away and clean water provision would be piped to the trailer. These will both be regular plumbing connections.

Expected impact of the long term location of the trailer should not be detrimental to the parking for the building since the number of remaining parking spaces is adequate based on current usage (typical current parking at the site uses some spaces on Dover Rd and occasionally a space on Park St and appears adequate to handle the current and foreseeable need). Currently the vast majority of food

orders are taken via telephone (very convenient for customers to place phone order and have order delivered directly to them), made up and then delivered to the customer. The same is expected after the food trailer is located on the site.

The food trailer will allow on site prep and cooking but should not increase need for parking. Traffic for the site should remain as current since the food will be delivered to the customer rather than "eat in" and is expected to remain that way to make it more convenient for the purchasers. The catering portion of the business will have food taken to the customer site as well; there should be little if any interference in parking from the catering portion of the business.

Noise should not be changed since traffic, both vehicular and foot, will remain as now; special lighting is not required; odor will possibly be increased by the cooking but should be pleasant. (Good food cooking always has a positive impact)

Overall impact of the long term location of the food trailer should be minimal regarding traffic, noise, odor, lighting, etc. However, placement of the food trailer at the site should strengthen the relatively new business that has joined Easton's ranks of the business community and will provide another opportunity for residents to try another ethnic (Middle Eastern) food.

Thank you for the opportunity to make our presentation. We would be happy to answer any other questions.

4 Sisters Halal

BOUNDARY SURVEY

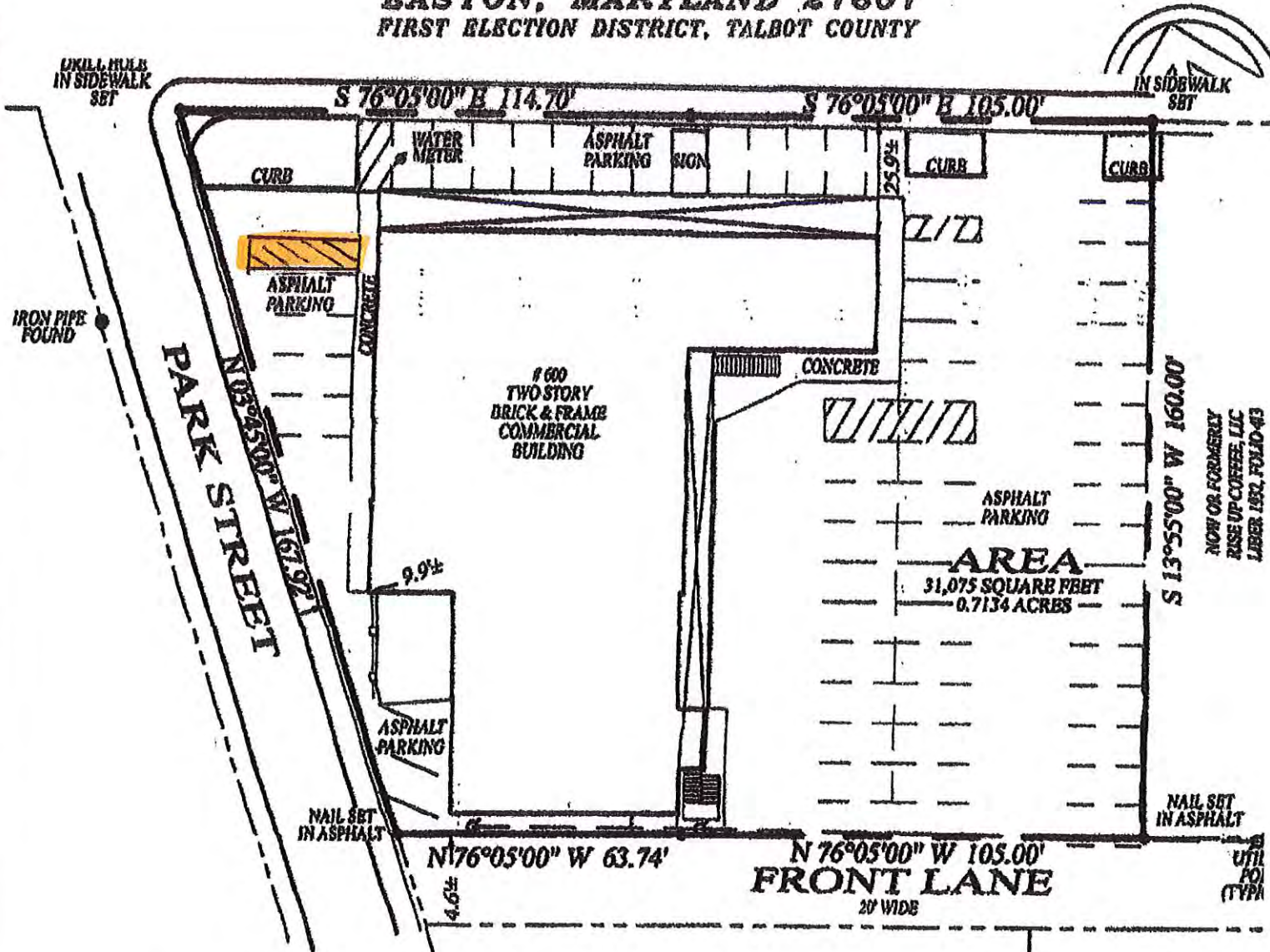
FOR THE BENEFIT OF

MATTHEW FITZGERALD

600 DOVER ROAD

EASTON, MARYLAND 21601

FIRST ELECTION DISTRICT, TALBOT COUNTY



EXPIRES 12-22-2017

SURVEYOR'S CERTIFICATE

I hereby certify that the plan is correct, this plat was prepared under my direct supervision in accordance with the requirements set forth in SECTION 09.13.06.12 of the annotated code of Maryland and is accurate to the best of my knowledge and belief. This survey was performed without the benefit of a title report.

STATE OF MARYLAND
Talbot County, TO WIT:
Recorded In the Land Records of Talbot County

Mary Ann Shortall

Mary Ann Shortall, Clerk
Circuit Court for Talbot County

MAS 84/41

LR - Plat Fee -
Subdivision
Subdivision Name:
Matthew Fitzgerald
Reference/Control
mas 84/41

Total: 14,
08/30/2016 03:10
C

#8445923 CC0205 -
Talbot
County/CC02.05.02
Register 02

NOTES:



Joe Mayer

From: Joe Mayer
Sent: Wednesday, July 10, 2019 1:20 PM
To: andleeb khan
Cc: Shaffer, Lloyd; Paul Moffett (pmoffett@eucmail.com); Katie Reedy
Subject: RE: Trailer

Thank you.

From: andleeb khan <andleebkhan15@gmail.com>
Sent: Wednesday, July 10, 2019 1:15 PM
To: Joe Mayer <jmayer@town-eastonmd.com>
Subject: Fwd: Trailer

----- Forwarded message -----

From: andleeb khan <andleebkhan15@gmail.com>
Date: Fri, May 31, 2019 at 9:43 AM
Subject: Fwd: Trailer
To: Loeffler, Richard <rloeffler@chesapeake.edu>

Let me know if you got it

----- Forwarded message -----

From: andleeb khan <andleebkhan15@gmail.com>
Date: Friday, April 5, 2019
Subject: Trailer
To: "Honeman, Christopher" <Choneman@mtb.com>

----- Forwarded message -----

From: Ryan Groll <itsgroll@gmail.com>
Date: Thursday, April 4, 2019
Subject: Trailer
To: andleeb khan <andleebkhan15@gmail.com>

Good morning below is the info on our truck:

CUSTOM 8.5 X 20 Enclosed Concession Food Trailer
\$70,000

CUSTOM BUILT WITH ALL NEW EVERYTHING in 2015. Extremely low use and low miles.

Equipment: 10 ft Captive Aire HOOD. 2 door Large fridge. Sandwich prep fridge. 3ft flat top grill. 3 ft char broiler. 6 burner with Double oven, convection oven. 1000Watt Microwave. ALL NSF approved.

Sanitation: Oversized 3 Comp sink (8 ft wide to be precise with two drainboards). Hand sink with splash guard. Propane tankless water heater. ALL water lines are wrapped and well insulated to work in the coldest of temperatures. 40 gal FRESH tank. 50 gal WASTE tank. Tanks are wrapped and insulated with a heater blanket to

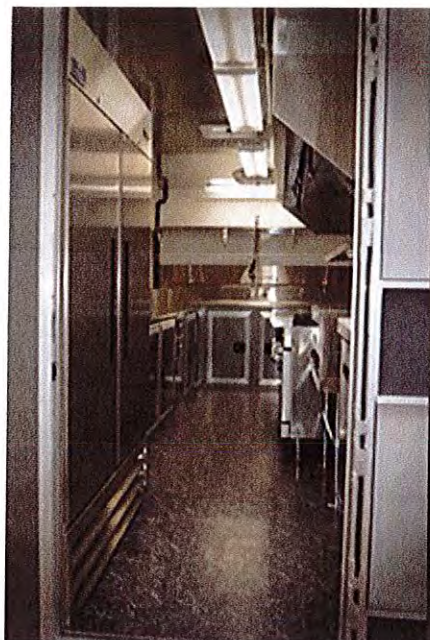
prevent freezing. External waste pump and disposal installed to drain tanks via garden hose 100 yards. ALL NSF approved.

Energy: Fully insulated; top, bottom, and sides. TWO 26 gal Propane tanks on the nose, fully enclosed in custom welded and finished locking cabinets. 50 AMP panel, with a dozen outlets and TWO 50 ft 50 AMP cords. Every outlet on a separate circuit. LED everything! AC & Heat. Additional heaters inside cabinets to keep equipment warm. This unit DOES NOT require a generator. It was wired to plug into a single 110 outlet when on the road. To fully use everything you would need a 30 or 50 amp hook-up.

Custom interior cabinets and shelving EVERYWHERE. Every inch is covered in stainless steel, including walls and ceiling. Sliding windows with screens. 8 ft wide window, 3 window serving station on the driver side. Rear entry door with self-closing and screen door. All opening have a secondary screen. LED lighting everywhere.

Many more extras. For more info and pics please contact asap. ryan@eatsprout.com

AFTER PURCHASE, WE WILL HAVE THE WRAP PROFESSIONALLY REMOVED. FLAWLESS CHARCOAL GREY PAINT IS UNDERNEATH. This unit was not on the road. It was parked in one location and used 2x/week only for TWO years. It doesn't get any better than this.



Eat Sprout.

Ryan Groll

Joe Mayer

From: Joe Mayer
Sent: Tuesday, July 09, 2019 4:51 PM
To: Jan Willis
Cc: Nancy Pinkney
Subject: RE: 600 Dover St Site plan

Yes. You can submit a letter to the Planning and Zoning Office. It will be noted in the files.
You can send via email.

Regards

Joseph A. Mayer

Plan Reviewer
Town of Easton
14 South Harrison Street
Easton, MD 21601
410-822-1943
jmayer@eastonMD.gov

From: Jan Willis <jan@janwillisacu.com>
Sent: Tuesday, July 09, 2019 4:45 PM
To: Joe Mayer <jmayer@town-eastonmd.com>
Subject: 600 Dover St Site plan

I am unable to attend the Planning meeting schedule on 7/18/19 in which the Site Plan application for the food truck at 600 Dover St, Suite 105 will be discussed. I am a partner in the business Healing Elements which is located at 7 S. Park St, which is directly across the street from this location. I have some concerns and was wondering if I could submit my issues in writing to the Commission since I will be out of town.

Thanks,
Jan

Jan Willis, LAc, LCSW-C
Healing Elements
410-310-5584

--

Jan Willis, LAc, LCSW-C
Healing Elements
7 S. Park St.
Easton, MD 21601
410-310-5584
jan@janwillisacu.com



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

Date: 2019-07-22

From: Joseph A. Mayer

Subject: 2019-07-18 Planning Commission – 600 Dover Road, Suite 105

On Thursday, July 18th, the Town of Easton's Planning Commission reviewed 600 Dover Road, Suite 105. At the conclusion of the meeting, the Commission voted 4-1, approving the project as a temporary approval use for a five-year period with a condition that if the applicant ceases to operate at this location, the trailer will be removed.

You may now proceed, as soon as you are ready to do so.

Joseph A. Mayer
Plan Reviewer
Town of Easton
14 South Harrison Street
Easton, MD 21601
410-822-1943
jmayer@eastonMD.gov



Crystal Ankenbrand -MDH- <crystaln.ankenbrand@maryland.gov>

Food trailer

2 messages

andleeb khan <andleebkhan15@gmail.com>

Thu, May 30, 2019 at 4:01 AM

To: Crystal Ankenbrand -MDH- <crystaln.ankenbrand@maryland.gov>

Good evening Crystal just following up from our conversation this morning. I wanted to talk more in detail on what we are planning do with the Sprout's commercial kitchen trailer. First, I think it's important to establish that this piece of equipment has already been approved by the Talbot County Health Department multiple times in the past to operate in the Town of Easton. We would like to purchase the commercial kitchen trailer and use it for serving our family's middle eastern food which will be operating at [600 Dover road Easton md 21601](#), our headquarters. We also intend to travel to different events that occur during the 12 month period in the year at different locations threw out Maryland. We would like to attend different festivals as well as farmers markets, flea markets and also use it for catering events at parties and wedding. All of the equipment contained in the trailer is certified for commercial use & should already be on file from Sprout. We are trying to grow I have faith in my mom which has worked really hard all her life to get to where she is today and I know cooking is her passion and I would like to get this commercial kitchen for her so she can make her passion a reality. Thank you for you time crystal and hope to hear back from you tomorrow. Have a great evening .

Crystal Ankenbrand -MDH- <crystaln.ankenbrand@maryland.gov>

Thu, May 30, 2019 at 1:23 PM

To: andleeb khan <andleebkhan15@gmail.com>

Received, thank you. We'll review and get back to you as soon as we can.

Thank you,

[Quoted text hidden]

--

Crystal Ankenbrand, L.E.H.S**Environmental Health Specialist, Food Protection Program**

Talbot County Health Department

Office of Environmental Health

215 Bay Street, Suite #4

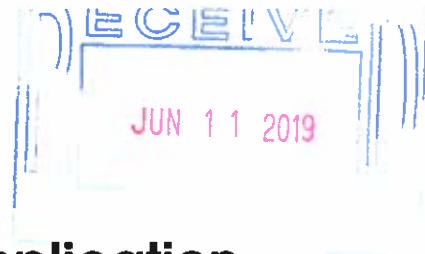
Easton, Md 21601

Department Phone: (410)770-6880

Department Fax: (410)770-6888

Crystaln.ankenbrand@maryland.gov

AS of 8/14/19 NO longer
going through w/
Semi-permanent fstf.
Wants to continue
with above mobile
food service plan



Talbot County

Food Service Plan Review Application

Please read carefully and submit all required information. Failure to do so will result in the rejection of your plans and delay the plan review process. Allow for a minimum of 30 days from the receipt of a completed application to be processed. Submittals are retained by this department as part of the permanent record. Please note that plans are not forwarded to this department by any other agency.

☐ New Construction ☐ Remodel ☐ Materially Altered (COMAR 10.15.03.33)

Proposed Facility Name: Four Sisters Kabob House

Former Facility Name: _____

Facility (911) Address: 600 Dover Road Easton MD 21601

Facility Phone: 410-443-0769

Applicant Name: Andleeb Khurshid

Mailing Address: 600 Dover Road Easton MD 21601

Daytime Phone: 410-253-4074

Email: Andleebkhan15@gmail.com

Fax: _____

☐ Property Owner Name: Gareth Fitzgerald Phone: 410-924-7216

Days and Hours of Operation: ~~Tuesday~~ M-F 10:30-10pm Sat: 10:30-10:30pm Sun: 10:30 to 7pm

Number of seats: None

Number of staff (total): 3 people

General Contractor: Chuck's Building/Remodeling

Plumber: Gary Baker

Electrician: Charlie Schwaniger

Maryland Health-General Code Annotated, §21-321, requires that properly prepared plans be submitted and approved before a person constructs a food establishment, remodels or alters a food establishment, or converts or remodels an existing building for use as a food establishment.

Plan Review Fee

The plan review fee is \$150.00

When submitting this application, include the following documents:

- ☐ Complete Plan Review Application
- ☐ \$150.00 plan review fee
- ☐ Scaled site plan showing location of building on site, dumpsters, well, and septic system
- ☐ Scaled floor plan showing location of equipment
- ☐ List of equipment
- ☐ Manufacturer specification sheets for each piece of equipment
(Provide make and model number if specification sheets are not available)
- ☐ Shop drawings for any custom built equipment
- ☐ Finish schedule (coverings and/or finishes for floors, walls & ceilings)
- ☐ Ventilation plans
- ☐ Proposed menu(s), including seasonal, off-site and catering menus
- ☐ Completed SOP Packet ☐ Copy of SOP signature page
- ☐ Copy of HACCP plan
- ☐ Mobile Unit: Waste disposal contract
- ☐ Mobile Unit and/or catering operation: Contract or letter from proposed base of operation

I have submitted plans/applications to (or obtained permits from) the necessary or appropriate authorities including zoning, planning, building, plumbing, incorporated towns, and fire marshal.

- ☒ Yes
☐ No

Submitting incomplete plans will delay the plan review process. Please address every item that applies to your food service operation.

Workers' Compensation Insurance or Certificate of Compliance

1. Workers' Compensation Insurance or a Certificate of Compliance is required prior to issuance of a food service facility permit.
2. Contact the Workers' Compensation Commission at 800-492-0479, TTY 800-735-2258 or at www.wwc.state.md.us if you need an application for a Certificate of Compliance or if you have any questions regarding workers' compensation.
3. Copies of the application for Certificate of Compliance are also available at the Talbot County Office of Environmental Health.

Utilities (COMAR 10.15.03.18)

1. Water Supply

☒ Public water supply

☐ Private water supply

- Private water must be sampled for bacterial and chemical analysis. The sampling frequency is dependant on the type of facility that is proposed and on an evaluation of the well. Results must be evaluated by this department for compliance. Depending on the type of facility proposed, the water supply may be required to be monitored under the Transient Non Community Public Water Supply program.
- Is there a treatment device proposed or present for the water supply? ☐ Yes ☐ No
- If yes, list type of treatment: _____

2. Sewage Disposal

☒ Public Sewer

☐ On Site Sewage Disposal (Septic System)

- Contact this department prior to submitting plans to discuss the appropriate course of action for evaluation of the sewage disposal. Please be aware that additional applications and fees may apply.

Menu (COMAR 10.15.03.11F &.33)

1. Submit proposed menu, including seasonal dishes, off-site and catering menus.
2. Refer to COMAR 10.15.03.11(F) for details regarding undercooked and raw animal food products.

Type of Service (COMAR 10.15.03.33)

1. Check all of the food processes that you propose to utilize:

☐ Cook, Cool, Reheat, Hold Hot and Serve

☐ Cook, Hold Hot and Serve

☐ Cook and Serve

☐ Cold Hold and Serve

☐ Commercially prepackaged foods

☐ Open foods including:

☐ Fountain soda machine

☐ Hand dipped ice cream

☐ Coffee

Hazard Analysis Critical Control Point (HACCP) Plan (COMAR 10.15.03.33&.34)

HACCP guidelines are available from this office, on our website at www.talbothealth.org

Required Format and Specifications for Scaled Floor Plans (COMAR 10.15.03.33)

The scaled drawing of the proposed facility must identify the layout and arrangement of work areas and the location of all equipment.

1. Accurately draw floor plan to a minimum scale of 1 inch = 4 feet.
2. Locate all seating.
3. Locate and label each piece of equipment with its common name.
4. Locate exterior doors.
5. Locate all shelving, including in any walk-in units, in dry storage areas, and in custodial areas.
6. Locate all hand sinks-including in the restroom, utensil wash areas, and food preparation areas.
7. Locate all food preparations sinks and 3 compartment sinks.
8. Locate toxic chemical storage area.
9. Locate personal storage area.

10. Locate mop sink & custodial storage areas.
11. Locate all open site drains and water heater. Indicate if open site drain is a floor drain.
12. Locate all indoor garbage & refuse storage containers.
13. Locate all restrooms.

Required Format and Specifications for Scaled Site Plans

1. Accurately draw site plan to a minimum scale of 1 inch = 40 feet.
2. If applicable, locate any private wells, septic systems, and grease traps.
3. Locate exterior garbage & refuse storage containers.
4. Locate building.
5. Locate driveways and parking areas.
6. Locate main road.

Interior Finishes/Surfaces (COMAR 10.15.03.21&.33)

1. Submit a finish schedule for all areas of the facility.
2. In general, all finishes must be smooth, durable, non-absorbent and easily cleanable.
3. Finishes must be grease resistant in grease producing areas.
5. All floor to wall junctures must be closed and sealed and/or provided with a coved base in all food preparation areas.
6. Drop ceiling panels should be non-perforated and not backed with fiberglass.
7. Sample materials may be required.
8. Piping, conduit and other similar construction that is located outside of the wall must be installed so that there is a minimum of 3/4 of an inch space between the piping, conduit or other similar construction and the wall.
9. If water cleaning is proposed for any floor, including walk-in units, the floor must be graded to a floor drain.

Lighting (COMAR 10.15.03.22 & .33)

1. All lights in food preparation areas and in utensil wash areas must be shielded.
2. Lighting in all food preparation areas must be a minimum of 50 foot candles at the work surface.
3. Lighting in all other areas must be a minimum of 20 foot candles at 30 inches above the floor.
4. Indicate the proposed type of lighting for each area (i.e. fluorescent, incandescent, strip, etc.).
5. Indicate the proposed type of light shields for each area.

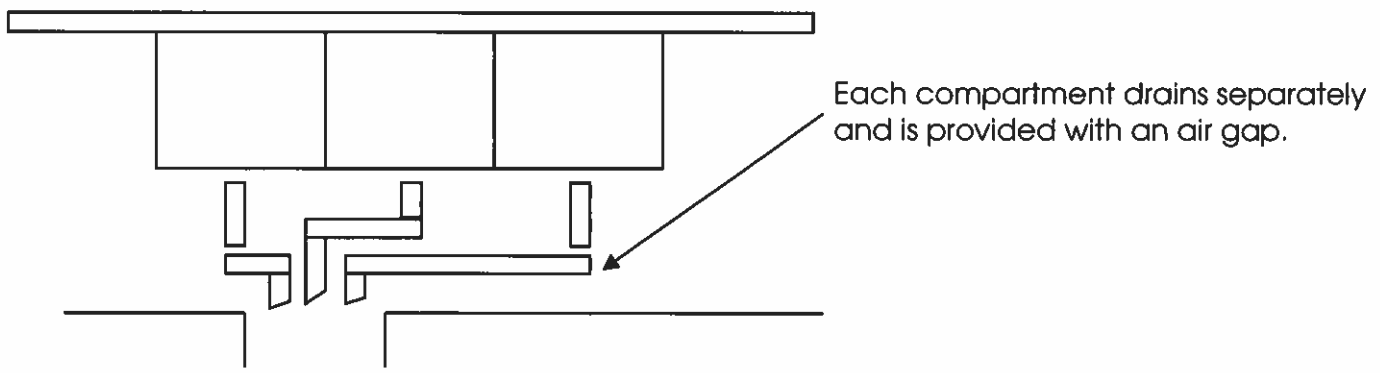
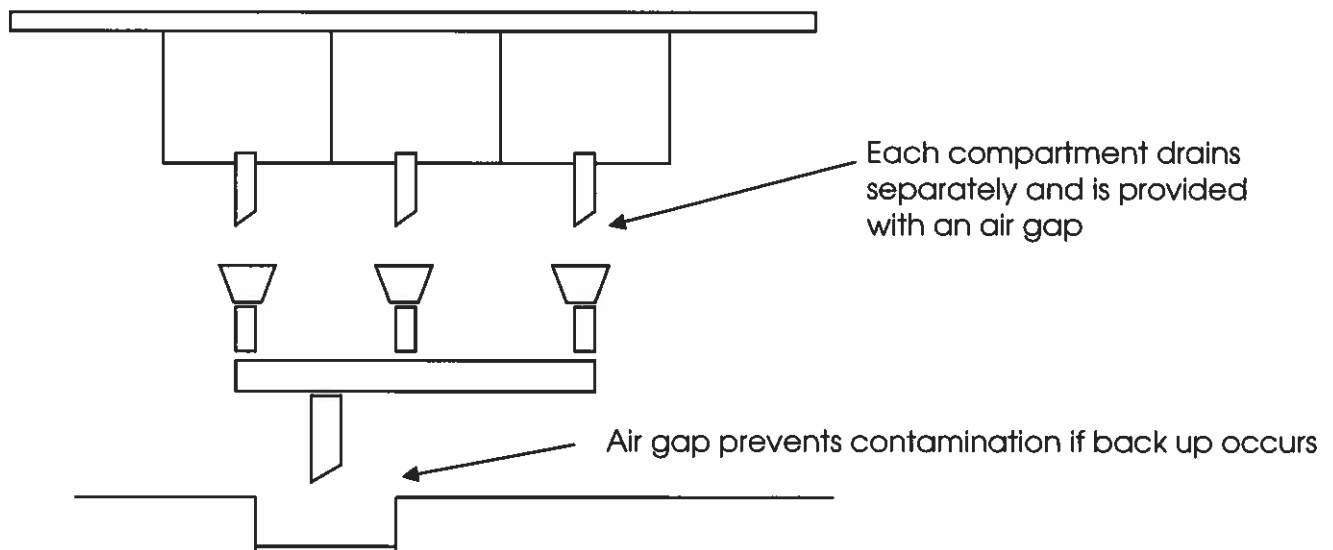
Ventilation (COMAR 10.15.03.22 & .33)

1. Submit shop drawings for all cooking ventilation.
2. Include filter placement type, plenum air chamber, duct openings, c.f.m. of fan, gauge of materials, etc.
3. Specify sources of make up air.
4. Specify the minimum overhang required for the proposed type of hood.
5. If a char-broiler surface is 5 square feet or greater, approval must be obtained from Air Management Administration.
6. A hood is required for any open cooking, high temperature sanitization dish machines, and for some heat producing equipment, such as a large pizza oven.
7. Grease hoods must be NSF approved and if UL tested, must provide at least the minimum exhaust according to the UL 710 listing.

Plumbing (COMAR 10.15.03.18)

1. All plumbing must meet the applicable Plumbing Code.
2. Overhead wastewater lines are prohibited in food preparation and storage areas.
3. The water heater must be sufficiently sized to accommodate the facility. Contact a Master Plumber for assistance in determining adequacy of the water heater.
4. All spigots, including outside spigots and mop sinks, must be installed in a manner that prevents back flow or backsiphonage.
5. Sewer lines are not approved over food preparation areas or over food storage areas.
6. An indirect waste line is required in any situation where foods or food contact equipment is placed. The following require indirect drains, 3 compartment sinks, preparation sinks, ice machines, steam kettles, potato peelers, condensate lines and hand sinks located in a food preparation counter
7. A grease trap is required when grease is generated. If proposed facility is on public sewer contact applicable jurisdiction for details regarding evaluation, installation and sizing. If proposed facility has a septic system, contact this department for evaluation and any further requirements.
8. Dishwashers require a pressure gauge immediately upstream from the final rinse control valve.

Examples of proper 3 Compartment sink plumbing:



Doors (COMAR 10.15.03.20)

1. All exterior doors must be self closing and tight fitting.
2. Any opening into the building must be less than ¼ inch.
3. Screens must be a minimum of 16-mesh to the inch.

Equipment (COMAR 10.15.03.15 & .33)

1. Identify each piece of equipment indicated on the corresponding floor plan.
2. All equipment must be NSF certified or equivalent.
3. Submit manufacturer and model number for each piece of equipment **or**
4. Submit corresponding manufacturer sheets for each piece of equipment.
5. Include shop drawings for custom built equipment.
6. Identify if equipment is new or used.
 - Used equipment must be inspected for compliance.
7. Identify if equipment is on NSF approved casters, 4 inch legs (table top equipment), 6 inch legs, or sealed to all adjacent surfaces.
8. Equipment which weighs in excess of 80 lbs or equipment that is not installed on casters must be spaced from adjacent surfaces as follows:

Equipment Length	Minimum Spacing
• <2 feet	6 inches
• 2-4 feet	8 inches
• 4-6 feet	12 inches
• >6 feet	18 inches

If the minimum spacing cannot be met, then the equipment must be sealed to all adjacent surfaces or installed on NSF approved casters.
10. Shelving must be constructed of a non-corrosive material in all moisture producing areas such as in walk-in units. It is recommended that a material such as vinyl coating is utilized.
11. Shelving intended to hold exposed foods or food contact items must be a minimum of 18 inches above the floor, all other shelving must be a minimum of 6 inches above the floor.
12. Over shelves or salamanders are not approved over cooking surfaces, unless a deflector is provided.

Toilet Facilities (COMAR 10.15.03.18)

1. Must provide public restrooms if facility prepares food and provides seating; or is a carry-out with indoor tables used for dining.
2. Public restrooms must be accessible without entering food preparation, storage, or utensil washing areas.
3. The amount of fixtures required is dependant on the number of seats proposed. Refer to the applicable Building or Plumbing Code for guidelines.
4. Restroom doors must be self closing.
5. Must provide mechanical ventilation (minimum of 2 c.f.m. per square foot area), that is exhausted directly to the outside of the building.
6. Must provide a covered trash receptacle for any women's or unisex restrooms.

Storage Areas

1. Must provide sufficient storage areas.
2. Must provide shelving in the storage areas.

Hand Washing Stations (COMAR 10.15.03.18)

1. Hand sinks are required in all restrooms, food preparation, and utensil washing areas.
2. All hand washing stations must be accessible at all times.
3. Must be located greater than 18 inches from any area of potential contamination or a splash guard must be installed.
4. Must provide soap, paper towels or other hand drying device, and trash receptacle at each hand sink.
5. Posting hand washing signs at all hand sinks is recommended.

Mop Sink (COMAR 10.15.03.23)

1. Must provide a mop sink or curbed cleaning facility.
2. Must provide a sufficient method to allow mops to thoroughly dry.
3. Must provide sufficient space to store all custodial equipment.

Chemical Storage (COMAR 10.15.03.13)

1. Toxic materials must be stored separate from areas used for food storage, food preparation or equipment and utensil washing or storage.

Personal Items & Dressing Rooms (COMAR 10.15.03.23)

1. Must provide sufficient area to store personal items.
2. Specify how personal items will be stored.

Utensil Washing (COMAR 10.15.03.16)

1. A NSF approved 3 compartment sink with coved basins and integral dual drain boards **or** a NSF approved dishwasher is required.
2. All discharge lines on a 3 compartment sink must be indirectly drained and provided with an air gap.
3. The 3 compartment sink must be adequately sized to accommodate the largest piece of equipment.
4. Is a dish machine proposed?

☐ Yes

☒ No

If yes, which type of sanitization is proposed?

☐ Chemical

☐ High temperature sanitization

- A ventilation hood is required for high temperature sanitization

Garbage & Refuse Storage (COMAR 10.15.03.19 & .33)

1. Must provide sufficient amount of containers to store refuse & garbage.
2. Exterior containers must be rodent proof.
3. Exterior containers must be located on a grease resistant, cleanable surface.
4. Containers cannot leak.

Additional Plan Requirements for Mobile Units Only

1. What is the size of the fresh water tank (gallons)? 40 gal Fresh Water tank

2. What is the size of the waste water tank (gallons)? 50 gal waste tank

3. Where will the waste water be disposed? in the sewer dragoon.

- Submit a copy of the waste disposal contract.

4. Note: All aspects of a food service facility operation are prohibited in a private residence. This includes the prohibition of storage, utensil washing, and preparation in a residence.

5. Will the entire operation of the facility take place in the mobile unit?

☒ Yes (Go to #6)

☐ No (Continue #5)

- What is the name of the proposed base of operation? Four Sisters Kabob house.

- What portion of the operation will be conducted at the proposed base of operation:

☒ Cook ☒ Preparation ☐ Dry Storage ☒ Cold Hold ☒ Utensil Wash ☐ Other (Describe)?

- What areas will you utilize in the base of operation: ☒ Kitchen ☐ Stock Room ☒ Dish Wash Area ☐ Other (Describe)?

- How will your operation be segregated from the existing base of operation?

- Submit a letter from the proposed base of operation's permit holder. The letter must include:

- The proposed facility has permission to utilize the base of operation.
- The proposed facility will notify this department if the proposed facility is no longer utilizing the base of operation.
- The base of operation's permit holder is aware that the base of operation's permit holder is responsible for any violations found in the base of operation regardless of the origin of the violation.

6. What is the proposed location that the unit will set up? Include days and times of operation.

600 Dover Road Easton MD 21631

MTF 10:30am - 9:30pm Sat 10:30 - 10pm

Sun 10:30 - 7pm

COMAR 10.15.03 Regulations Governing Food Service Facilities

You are responsible for all of the material covered under COMAR 10.15.03, Regulations governing "Food Service Facilities".

1. Do you have a copy of **COMAR 10.15.03, Regulations governing "Food Service Facilities"**?

☒ Yes

☐ No

2. COMAR 10.15.03, Regulations governing "Food Service Facilities," are also available on the web at:

<http://www.dsd.state.md.us/comar/comar.htm>

Click on the 3rd or bottom red circle on the main search page

Search by **Access through the table of contents structure**

Select **Title 10 "Department of Health & Mental Hygiene"**

Select **Subtitle 15, "Food"**

Select **10.15.03 "Food Service Facilities"**

At this point, you must select one of the 39 individual regulations you wish to view.

3. Do you know how to locate specific information in the regulations?

☒ Yes

☐ No

Statement: I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from Talbot County Health Department may nullify final approval.

Signature(s) of Owner(s) or responsible representative(s):

Shahid Khushid Date 6/10/19

Shahido Fawer Date 6/10/19

_____ Date _____

Approval of these plans and specifications by the Regulatory Authority does not indicate compliance with any other code, law or regulation that may be required -- federal, state or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with COMAR 10.15.03 Regulations Governing "Food Service Facilities".

Do not begin construction nor purchase any equipment until final approval is granted. Failure to comply may result in disapproval & removal of purchased equipment or materials.

Changes made after submitting the original plans will delay the plan review process. Changes made after an approval is granted may void the approval.

Upon approval of the final plans and a satisfactory final preopening inspection, you may apply for a food service facility permit.

APPLICATION FOR LICENSE TO OPERATE A FOOD SERVICE FACILITY IN TALBOT COUNTY

Authority: Health General Article §§21-305 through 21-311, COMAR 10.15.28 E

1. Trade Name of Business Four Sisters Kabob House Phone (410) 443-0769
Fax () _____
2. Mailing Address of Business 600 Dover Road Suite 105
City Easton State/Zip Maryland 21601
3. Exact Location (911 Address) of Business 600 Dover Road Easton MD 21601
4. Contact Person Name Andleeb Khurshid Email Address Andleebkhan15@gmail.com
5. Type of Ownership: () Individual ☒ Corporation [Incl. LLC] () Co-Ownership () Partnership () Other
6. For Individual or Co-Ownership, provide the following information:
Owner(s) of Business Andleeb Khurshid and Shahida Perveen Phone (410) 253-4074
Address 2 E Fisher Manor Grasonville MD 21638
7. If Business is part of a Corporation, provide the following information:
Corporation Name _____
Agents Name _____ Phone () _____
Address _____
8. Property Owner Charett Fitzgerald Phone (410) 924 7216
9. Number of Seats (including stools): _____ Indoor _____ Outdoor _____
10. Water Supply (Circle One): ☒ Public Private
11. Sewage Disposal (Circle One): ☒ Public Private
12. Facility Provides Catering (Circle One): Yes ☒ No
13. Seasonal Facility (Circle One) Yes ☒ No
14. Facility's Operating Days and Hours: _____

Applicant Statement: Application is hereby made for a permit to operate a Food Service Facility.

In accordance with COMAR 10.15.03 and Maryland Annotated Code Health General §21-307 (Qualifications of applicants; inspections), I, the applicant will:

- 1) Comply with the requirements adopted under this subtitle and the rules and regulations under this subtitle;
- 2) Agree to permit access to the food establishment for the purpose of any inspection permitted or required under this subtitle; and
- 3) Pay the license fee assessed under §21-308 of this subtitle, unless exempted from the fee under this subtitle.

I hereby certify that the information given in this application is correct.

15. Applicant's Name (Print clearly): Andleeb Khurshid Title: Owner
16. Applicant's Signature: [Signature]

Return Application to: Talbot County Environmental Health, 215 Bay Street, Suite 4, Easton, MD 21601.
Phone: 410.770.6880 Fax: 410.770.6888 www.talbothealth.org

For Health Dept Use only: ID # _____ Low priority-\$175 Moderate-\$400 High-\$450

Comments: _____



TALBOT COUNTY HEALTH DEPARTMENT
OFFICE OF ENVIRONMENTAL HEALTH

215 BAY STREET - SUITE 4
EASTON, MARYLAND 21601
TEL: (410) 770-6880
FAX: (410) 770-6888

STATEMENT OF WORKERS' COMPENSATION INSURANCE

Maryland Health-General Code Annotated Article, § 1-202 requires that before any license or permit be issued under the Health General Article to an employer to engage in an activity in which the employer may employ any individual, the employer must file with the issuing authority a certificate of compliance with Maryland State Workers Compensation Act or a workers' compensation insurance policy or binder number before any license or permit is issued.

Please circle the number of the option below which best applies to you, provide the requested information, sign, date the form, and return it with the attached application.

1. I have worker's compensation insurance.

Insurance Company _____

Policy or Binder Number _____

② I do not have any *covered employees* as defined by Maryland Code Annotated, Labor and Employment Article §9-202, and therefore, am exempt from having workers' compensation insurance.

3. I am self-insured. Approval of self-insurance has been received from the Worker's Compensation Commission. (ATTACH A COPY OF THE CERTIFICATE OF COMPLIANCE).

[Signature]
Signature

Owner
Title

Andeeb Khushid
Printed Name of Applicant

Four Sisters Kabob House
Business Name

6/10/19
Date

Maryland Mobile Food Establishment Plan Review Worksheet



Mobile food establishments must comply with the applicable requirements in the Maryland Food Regulations. These regulations may be obtained at:

<http://www.dsd.state.md.us/COMAR/SubtitleSearch.aspx?search=10.15.03>

Applicant is responsible for obtaining any required approvals from other agencies, such as zoning/planning, business license, building, city or county authorities, and the Motor Vehicle Administration registration/license as applicable.

Please complete the questions on this worksheet in their entirety that apply to your type of mobile food establishment. Be as specific as possible. Incomplete responses will delay the review process.

Date: 8/19/19

Mobile Food Establishment Type: ☒ Mobile unit ☐ Pushcart ☐
☐ Vending Truck (Pre-Packaged Non-Potentially Hazardous Foods)
☐ Vending Truck (Pre-Packaged Potentially Hazardous Foods)

Is Unit: ☒ New ☐ Remodeled

Requesting Reciprocity: ☐ Yes ☒ No

Proposed Business Name: 4 Sisters Habab and Curry

Owner/Operator:
Name Andleeb Khan / Shahida Perveen

Mailing Address 600 Dover Road Easton MD 21601

Phone: _____ Cell Phone: 410-253-4074 Fax: _____

E-mail: Andleebkhan15@gmail.com

Projected Food Operation Start Date: AS Soon as possible

Months of Operation (i.e. May – Sept.): 12 month period

Signature of Owner/Operator [Signature]

NOTE: If proposed commissary or base of operations is on private well and septic system, obtain written well and septic approval for use from Local Health Department (LHD) and/or Local Water and Septic Division. The LHD and/or Local Water and Septic Division will evaluate the proposed commissary or base of operation dump site to ensure the design of the septic system can handle the proposed volume and strength of the waste water from your unit. This will be based on your menu and an evaluation of the potential daily volume of wastewater generated. Additionally, if on a private well, a potable water test result must be submitted with this application.

AUG 19 2019

This serves to notify the *Talbot County Health Department* that:

I, Andleeb Khan the owner/operator of the food facility noted below, will allow my facility to serve as a commissary for the mobile food establishment noted below. I understand that as a commissary for the mobile food establishment, I must allow the mobile food establishment to return for servicing on a daily basis. I understand that by signing this form my facility will be inspected periodically by the local health department to ensure the requirements are met.

Attach a copy of the Food Service Facility License to this application

Name of Commissary or Base of Operation	4 Sisters Kabob and Curry		
Address of Commissary or Base of Operation	600 Dover Road Easton MD 21601		
Name of Owner/Licensee	Andleeb Khan		
Days/Hours of Operation	N/A		
Day Phone	410-253-4074	E-mail Address	andleebkhan15@gmail.com
Water Supply	☒ Public ☐ Private	Sewage Disposal	☒ Public ☐ Private
Name of Mobile Food Establishment	4 Sisters Kabob and Curry		
Name of Mobile Food Establishment Owner/Operator	Andleeb Khan		

The following services are provided for the Mobile Food Establishment by my *Talbot County Health Department* regulated food facility serving as commissary. *Note: If you answer 'No' to any of the below please explain.*

1. Adequate space for storage for food, utensils, and other supplies. Storage area shall be separated from the food facility's food, utensils, and other items. Storage areas for the mobile establishment will be clearly marked. (☒ Yes) (☐ No)	5. A food preparation area for mobile food establishment that conducts food preparation. Food preparation area shall be separated from that of food facility or preparation will be completed at alternate time of day. If Yes, describe. (☐ Yes) (☒ No)
2. Potable (drinking) water for filling water tanks. (☒ Yes) (☐ No)	6. Sanitary disposal of waste water and grease. (☒ Yes) (☐ No)
3. A three compartment sink for sanitizing utensils. (☒ Yes) (☒ No)	7. Disposal of garbage and refuse. (☒ Yes) (☐ No)
4. Hot and cold potable water under pressure for cleaning. (☒ Yes) (☐ No)	8. Storage of vehicle/cart. (☒ Yes) (☐ No)

no zone sink @ base

Signature of Commissary Operator: [Signature] Print Name: Andleeb Khan Date: 8/19/19

I, _____ (owner or operator) of the mobile food establishment noted above agree to use this food facility as a commissary for servicing on a daily basis. I will use the commissary for the requirements noted above. If I do not use the commissary, my *Talbot County Health Department* food-service license may be revoked, and I must stop operating until I obtain another commissary and provide a new commissary authorization document to the *Insert Health Department*.

Signature of Mobile Food Establishment Owner/Licensee: [Signature] Print Name: Andleeb Khan Date: 8/19/19

1. What is the source of potable (drinking) water for use on the unit? Describe methods of filling and refilling potable (drinking) water tanks. **Note: If the water is from a private source, water sample results must be submitted for approval.**

Source is town of easton. Filling would be to use potable drinking hose and same for refilling. Food grade water hose.

2. What is the size of the potable (drinking) water storage tank?

40 gallons.

3. Is a potable (drinking) water food grade water hose available for filling potable (drinking) water tank?

☒ Yes

☐ No

If Yes, where will this hose be stored? inside the business of operation

4. How will your water supply hose, water pipes and water storage tank(s) be disinfected? Describe the method and frequency of disinfection.

cleaning tablets. using appropriate grey water tank cleaner tablets

5. How will wastewater be removed from the unit? Describe how waste water will be transported from the unit to the approved wastewater disposal location.

it gets pumped into the sewer inside the building

6. What is the size of your wastewater storage tank? **Note: The waste water tank must be sized larger than potable water tank.**

50 gallons.

7. Obtain written agreement, signed by owner, of the proposed commissary for discharging liquid or solid wastes (see attached Commissary or Base of Operations Authorization Form).

8. List all menu items (including all beverages and condiments), attach a menu if needed. Additionally, provide a Hazard Analysis Critical Control Point Plan (HACCP).

9. List sources for all foods. All food items must come from approved sources.

10. How will you prevent cross contamination of equipment and between raw and ready to eat (RTE) foods during operation with the limited space available on the Mobile Food Unit?

11. Identify where all food items will be prepared (including foods requiring advance preparation).

12. Describe how foods will be transported to and from the unit.

all items but dry products will all be in the unit. all deliveries will go straight from the truck to the unit.

13. Indicate construction materials (quarry tile, stainless steel, plastic covered wall board, linoleum, etc.) that will be used in the unit in the following areas (as applicable):

Floor	Walls	Ceiling	Countertops

15. Provide complete plans of the unit drawn to scale, including placement of all equipment.

16. List all equipment on unit (i.e. refrigerators, freezers, grills, stoves, fryers, etc.) Provide cut sheets, manufacturer's specifications or photos of the unit and all equipment.

17. What is the power source for the mobile unit? Mobile units must operate independently and remain capable of being mobile at all times.

its plugged in to a outlet.

18. How will the water for handwashing achieve and be maintained at a minimum of 100° F on the unit?

We have hot water heater

NOTE: ALL HANDSINKS MUST BE SUPPLIED WITH HAND SOAP, PAPER TOWELS, AND A WASTE RECEPTACLE AT ALL TIMES.

19. Describe methods of preventing no bare hand contact of ready-to eat foods (i.e. utensils, gloves, etc.).

use gloves and utensils when handling food

20. Describe ware washing procedures. How and where will dishes and utensils be washed, rinsed, and sanitized?

inside the unit in the three compartment sink.

21. What type of chemical sanitizer will be used? At what concentration? Proper test strips must be available.

Type: Sanitizing Tablets

Concentration: _____

22. Describe how garbage will be stored and where it will be disposed. Additionally, if applicable, describe where cooking grease will be stored and disposed.

Keep a garbage closed container and when necessary will be removed to the side of building in trash can.

23. What method(s) of insect and rodent control will be used in your unit? Please note that all pesticide application must be conducted in accordance with Maryland Department of Agriculture - COMAR 15.05.01 – Pesticide Use Control.

Arenson Pest control.

24. For push carts, describe the type of overhead protection provided for the unit (i.e. awnings, umbrellas).

N/A

25. Describe how the mobile unit will be cleaned. Where? How? Frequency?

Cleaned daily each night after closing.

26. No person who has a communicable disease, infected wound or boil, or is experiencing diarrhea, vomiting, or persistent coughing or sneezing is allowed to work on a mobile unit.

NOTE: ANNUAL PERMIT WILL NOT BE ISSUED UNTIL THE FINAL PLAN REVIEW INSPECTION IS CONDUCTED SHOWING SUBSTANTIAL COMPLIANCE IS COMPLETED.

Commissary or Base of Operation Authorization Form

Annual Renewal Required
YEAR: 19-20



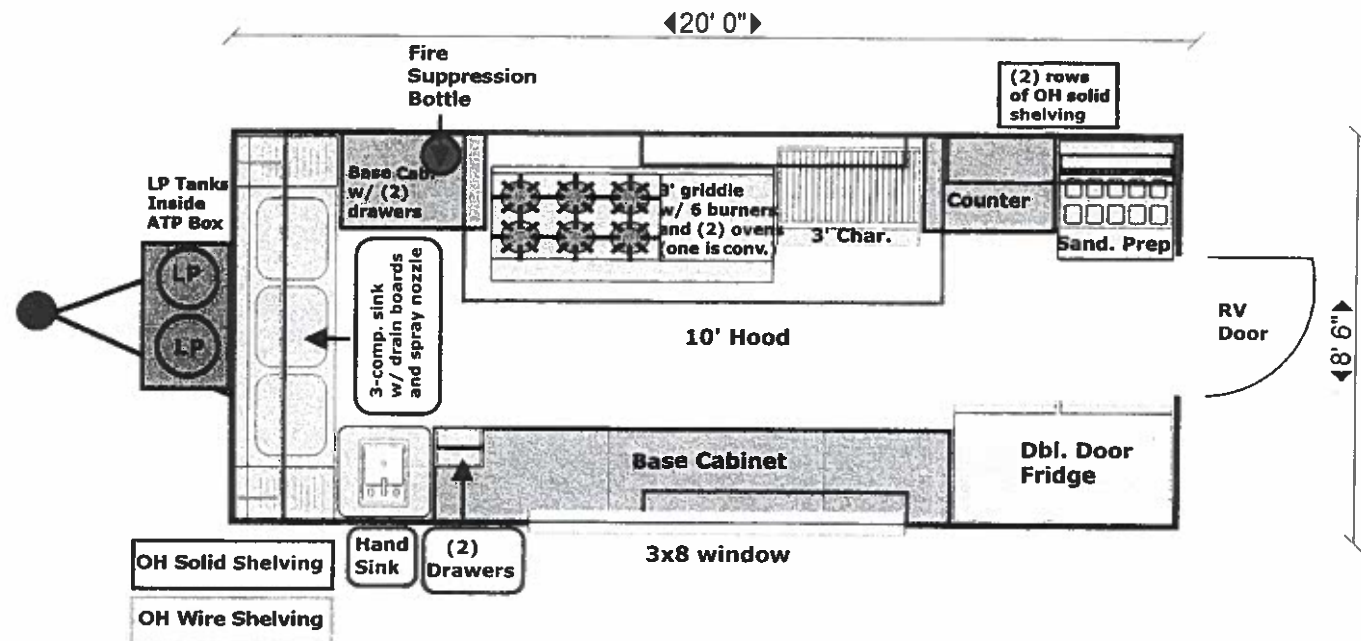
8.5 x 20' Trailer

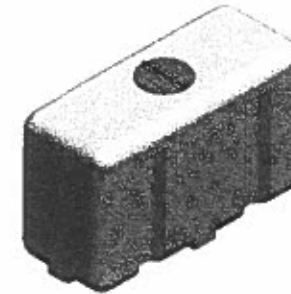
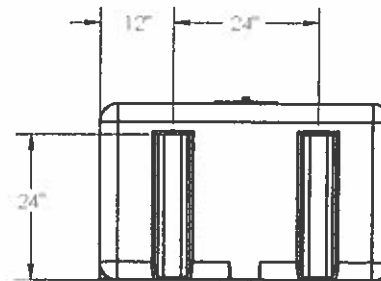
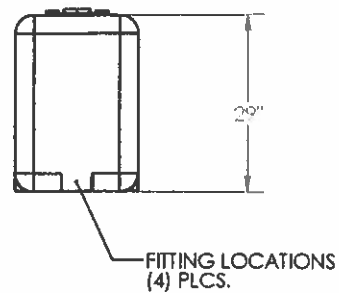
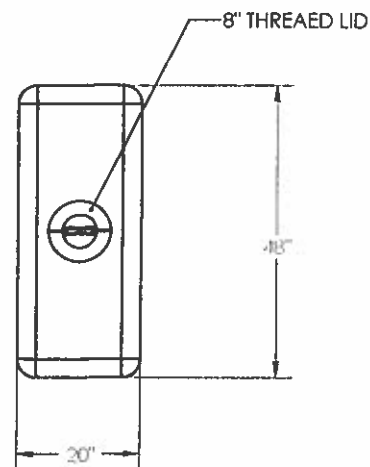
The floor plan shown here is considered conceptual at this time and can change once our design staff creates an official CAD shop drawing that is 100% to scale. Any/all changes that may occur during this actual design phase will be brought to your attention for review

Client: Groll
Date: 11/4/15

INVESTIGATION OF HEALTH, FIRE, ZONING IS TO BE COMPLETED BY CUSTOMER PRIOR TO ORDERING

- * 40 Gallon fresh water tank
- * 50 Gallon grey tank
- * Flooring: Vinyl - Marble design
- * Walls & ceiling: White Aluminum
- * Serving windows include screens





NOTES:

1. MATERIAL: POLYETHYLENE
2. CAPACITY: 100 GALLONS
3. WEIGHT: 50 LBS

PROPRIETARY AND CONFIDENTIAL
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NEXT ASSY

APPLICATION

USED ON

UNLESS OTHERWISE SPECIFIED:

DIMENSIONS ARE IN INCHES
TOLERANCES:
FRACTIONAL:
ANGULAR: MACHINE BEND #
TWO PLACE DECIMAL #
THREE PLACE DECIMAL #

INTERPRET GEOMETRIC
TOLERANCING PER:
MATERIAL

FINISH

DO NOT SCALE DRAWING

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CHECKED
ENG APPR.
MFG APPR.
Q.A.
COMMENTS:

NAME
EBW

DATE
11-24-09

CUSTOM ROTO-MOLDING, INC.

TITLE:
**100 GALLON
RECTANGULAR TANK**

SIZE DWG. NO. REV

B 100 RT

SCALE: 1:20.WEIGHT:

SHEET 1 OF 1



TOWN OF EASTON

14 South Harrison Street
Easton, Maryland 21601

April 3, 2024

Dear Resident,

The Easton Planning Commission (Commission) will hold a public meeting on **Thursday, April 18, 2024 at 1:00 p.m.** in the Easton Town Council Chambers located on the second floor of 14 South Harrison Street. The Town of Easton Zoning Ordinance requires that owners of property located within 400 feet of a parcel on which certain types of applications are pending be given notice of upcoming meetings or hearings. If you are a tenant in or an owner of a multi-unit building, please distribute or post this notice in a visible location for all other tenants or owners to view. If you are a tenant of a rental property, please notify the property owner that this notice letter has been distributed to their property. Notice has also been sent to the Star Democrat, a sign has been posted at the subject property and the hearing agenda has been posted on the Town of Easton website: <http://eastonmd.gov/>.

This letter is sent to inform you that Four Sisters Harel Meat and Groceries (Applicant) has filed application 2019-0070 / 2024 - 1166 for an extension to a previously approved Planned Redevelopment (PR) Overlay application for the long-term use of an 8' wide by 20' long mobile food truck. In July of 2019, the Applicant received temporary approval for the use for a five (5) year period with the condition that if the Applicant ceases to operate, the trailer shall be removed. The property is located at 600 Dover Road, also known as Tax Map 105, Grid 0EA, Parcel 1053.

Copies of the proposed application are on file and available for public review in the Town's Planning Office at 14 South Harrison Street between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday. **In addition, digital copies will be available for review one week prior to the scheduled meeting via the Town's website at <https://www.eastonmd.gov/129/Agendas-Minutes>.** If you have any questions regarding this application, please contact the Planning Office at (410) 822-1943 or via email at ssmith@eastonMD.gov.

Samantha N. Smith

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



Sign posted on April 3, 2024



Samantha Smith <ssmith@eastonmd.gov>

Four Sisters Halel

Joan Leanos

Fri, Apr 5, 2024 at 8:15 PM

To: Samantha Smith <ssmith@eastonmd.gov>

Ms. Smith and the Town:

I live at 634 Dover St. I am absolutely for extending the previously approved application. They are a great part of the neighborhood. Please extend and keep their business going.

Thanks

Joan

Joan Leanos CPA

Private Practice

cell 410-340-1067

Fax 877-897-6705

[Mailing Address and Easton Office](#)

634 Dover Road Apt 1

Easton, MD 21601

[Annapolis Office](#)

839 Bestgate Rd

Suite 400

Annapolis, MD 21401



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

Date of Hearing: April 18, 2024

4a

**PLANNING COMMISSION
PUBLIC HEARING
STAFF REPORT**

SUBJECT: 128 S. West Street - Request for the use of a portable on demand storage (POD) unit to remain on-site for a long term temporary basis.

ELECTION WARD: Ward 4

CRITICAL ACTION DATE: At the pleasure of the Commission

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

APPLICANT: 128 S. West Street, LLC % Noah Matten

DOCUMENT CREATED ON: April 9, 2024

PURPOSE: The applicant is seeking approval to allow the existing 8' x 20' portable on demand storage (POD) unit to remain on-site for a long term temporary basis.

RECOMMENDATION: Staff supports a Planning Commission approval with a condition (see below).

APPLICATION INFORMATION:	
APPLICANT: 128 S. West Street, LLC: Noah Matten	REPRESENTATIVE: 128 S. West Street, LLC: Noah Matten
PARCELS/ACREAGE:	
Parcel Information	Acreage
Map 104, Grid 00EA, Parcel 1990, Lot 2	0.046
ACCEPTANCE DATE: April 1, 2024	
LOCATION: 128 South West Street, Lot 2	
EXISTING ZONING CB, PRD & PUD Infill	EXISTING LAND USE: Vacant
HISTORIC DISTRICT: Applicable	FUTURE LAND USE MAP: Commercial

CONTEXT:

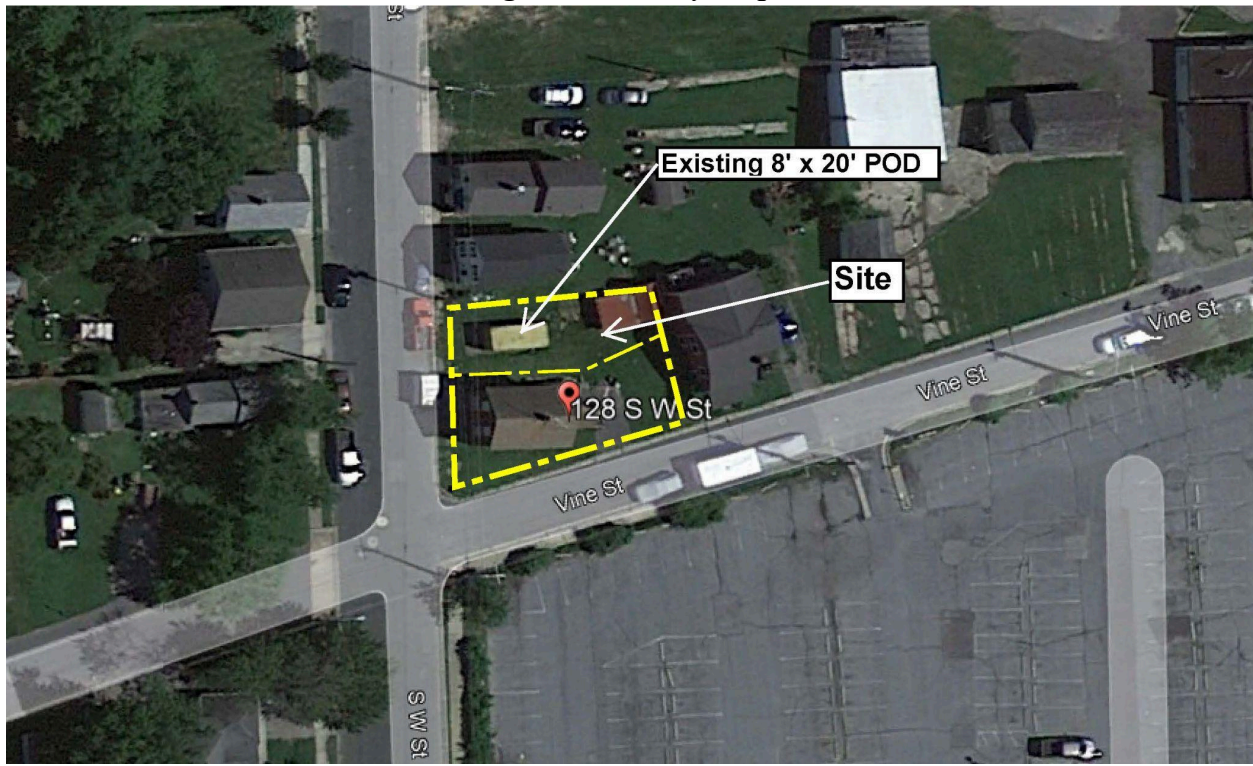
Location/Site Access – The subject property is located on the east side of South West Street.

Existing Conditions – The subject property is currently a vacant lot.

Surrounding Properties

- 20 Vine Street – CB
- S. Washington Street - R-7A
- 101 Biery Street - R-7A
- S. West Street – CB
- 121 S. West Street – CB
- 124 S. West Street - CB
- 125 S. West Street – CB

Figure 1: Vicinity Map



PROPOSAL: The applicant is requesting an existing 8'x 20' portable on demand storage (POD) to remain on-site for a long term temporary basis; possible twenty-four (24) months or until the issuance of an occupancy permit.

BACKGROUND: On January 11, 2021, the applicant received Historic District Commission Certificate of Appropriateness for the proposed addition and renovations of a dwelling and associated structure for 128 S. West Street, a contributing structure in the Historic District. On February 18, 2021, the Town of Easton Planning Commission reviewed a minor subdivision plat for 128 S. West Street submitted as a Discussion Item. The commission voted 5-0 to show support of the concept as presented with the setbacks as shown on the submission at the appropriate location. The vote was not a binding approval. On May 20, 2021, the Town of Easton Planning Commission reviewed the minor subdivision plat for approval. The commission voted 4-0 to approve the application as submitted. The minor subdivision plat, KMD 89-145 was recorded on September 13, 2021. On January 11, 2022, the applicant received a Historic District Commission Certificate of Appropriateness for the relocation of a shed for 128 S. West Street. On February 20, 2024, the applicant obtained a Zoning Certificate for Temporary Use of a portable on demand storage (POD) to remain on-site for a 30 day time limit. The use was extended on March 12, 2024 for an additional 30 day time period until the pending Planning

Commission review at their April 18, 2024 meeting for the use of the POD longer than sixty days.

OUTSTANDING ISSUES: None

ZONING ANALYSIS:

28-1007.4.A MISCELLANEOUS USE

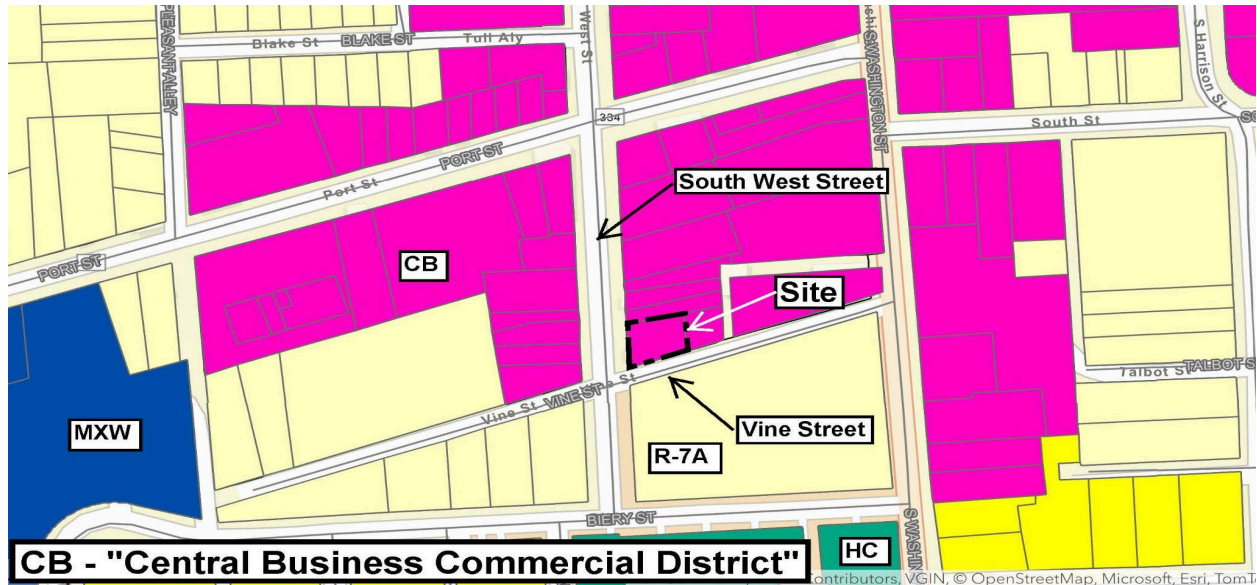
5. Portable On-Demand Storage (PODS)

- a. May not remain on-site for more than thirty (30) days.*
- b. Shall meet applicable setbacks.*
- c. The thirty (30) day time limit may be extended for an additional thirty (30) day period by the Town Planner, upon request of the applicant, for good cause. **PODS utilized as part of a longer term temporary use or construction project may be considered and approved by the Planning and Zoning Commission** in the course of the necessary approvals for said project.*

Analysis- Per the Section of the Zoning Code cited above, the Commission is charged with reviewing and approving the duration of temporary use for the POD, if it is desired to remain for more than 60 days. The existing POD is well within the building setbacks. Any relocation of the POD on-site to accommodate construction is applicable, provided the POD is within the building setbacks. In order to facilitate the staging of supplies, the long term use is necessary to coincide with the progress of the construction site.

POLICY ANALYSIS:

Figure 2: Zoning Map



RECOMMENDED CONDITION:

Staff recommends the Planning Commission approve the request with the following condition:

- Establish a time limit to remain through April 18, 2026.

DRAFT MOTIONS:

1. I move that the Planning Commission approve the request subject to staff's Conditions of Approval.

OR

2. I move that the Planning Commission table the application to the May 16th Commission meeting for further discussion.

OR

3. I move an alternate motion.

ATTACHMENTS:

1. 2024.04.04 - 128 S. West Street - April 400' Notice Letter & Sign Posting, paper copy & PDF
2. 2024.04.04 - 128 S. West Street - PC Concept, Use & Design Application, paper copy & PDF
3. 2024.04.04 - 128 S. West Street - Site Plan, paper copy & PDF
4. 2024.04.04 - 128 S. West Street - Zoning Certificate Applications, paper copy & PDF
5. 2024.04.05 - ReviewLetter-Department of Engineering, paper copy & PDF



TOWN OF
EASTON
ENGINEERING DEPARTMENT

DATE: April 5th, 2024
TO: Noah Matten – Applicant
Cc: Rick Van Emburgh – Town Engineer
Lynn Thomas – Town Planner
Aaron Goller – EUC
FROM: Sierra Clem – Engineering Department
SUBJECT: 128 S West St – PODS

Our office has reviewed the Application for the Subject project received on 04/04/2024. The subject request is for a POD to be located at 128 S West Street for one month. The POD is shown to be located entirely on the property. This does not impact Town ROW or permanently impact existing drainage. Our office does not have any comments on this request.

Please contact me if you have any questions. Thank you.



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

RECEIVED
MAR 12 2024
TOWN OF EASTON

Planning Commission Concept, Use, and Design Application

Site Information			
Structure's Floor Area		Structure's Square Feet	
Area of Disturbance		Number of Dwelling Units	
Property Size	Acres	Square Feet	
Address	126 S West St. Easton MD 21601		
Tax Map	Grid	Parcel	Lot
Zoning District	Historic District ☒ N ☐		PRD ☒ N ☐
Other Information			
Existing Use	Vacant Land		
Owner			
Name	128 S West St LLC		
Mailing Address	128 S West St Easton MD 21601		
Telephone No.		Email	metaholding@gmail.com
Applicant / Agent			
Name	Abek metah		
Mailing Address	128 S West St Easton MD 21601		
Telephone No.		Email	metaholding@gmail.com
General Information:			
Temp use of string curtains for staging of construction/Remo @ 128 S West St. 24 Month or less of UBO.			

Any modifications during review shall warrant an updated application.

I do hereby solemnly declare and affirm that the information provided by this application and the documents attached hereto accurately represent the conditions of the request 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

For Office Use Only

Planned Commission Meeting Date	04/18/2024	2024 -1148
Review Fee Amount	\$250.00	
Review Fee Paid Date	03/18/2024	
ESDR Y / N Date		

Revised 02-2019



NORTH
LIBER 1203, FOLIO 711

GENERAL NOTES:

1. PROPERTY OWNERS: 128 S WEST STREET, LLC
305 NORTH STREET
EASTON, MD 21601
2. PROPERTY SUBDIVIDERS: 128 S WEST STREET, LLC
305 NORTH STREET
EASTON, MD 21601
3. PROPERTY ADDRESS: 128 SOUTH WEST STREET
EASTON, MD 21601
4. PROFESSIONAL LAND SURVEYOR: KEITH W. ANDREWS AT
ANDREWS LAND SURVEYING, LLC
8133 ELLIOTT ROAD, SUITE 240
EASTON, MARYLAND 21601
5. TOTAL AREA TO BE SUBDIVIDED: 4,404 SQ. FT. / 0.1011 ACRES ±
6. WATER SUPPLY: TOWN OF EASTON
7. SEWAGE DISPOSAL: TOWN OF EASTON
8. ZONING: PRD - PLANNED REDEVELOPMENT DISTRICT
SETBACKS: TO BE DETERMINED
9. DEED REFERENCE: LIBER 2771, FOLIO 497
10. THE PROPERTY SHOWN HEREON IS LOCATED ENTIRELY OUTSIDE OF
THE CHESAPEAKE BAY CRITICAL AREA.
11. ALL FLOODPLAIN INFORMATION NOTED ON THIS PLAN REFLECTS THE
STATUS PER THE FEMA FIRM MAP THAT IS EFFECTIVE AT THE TIME
THIS PLAN IS RECORDED. FLOODPLAIN STATUS IS SUBJECT TO
CHANGE AS FEMA MAPS ARE UPDATED.

TAX PARCEL 1980 AS SHOWN HEREON IS IN FLOOD ZONE "X" PER
THE FLOOD INSURANCE RATE MAP COMMUNITY PANEL 24041C01890
FOR TALBOT COUNTY, MARYLAND, DATED JULY 20, 2016.

FLOODPLAIN LEGEND
AE - 1% ANNUAL CHANCE OF FLOODPLAIN
SHADED X - 0.2% ANNUAL CHANCE FLOODPLAIN
OTHER X - AREA OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN

ALL STREETS AND STREET MIDWAYS, PARKS AND OTHER LANDS
INTENDED FOR PUBLIC USE ARE RESERVED BY THE OWNER FOR
FUTURE CONVEYANCE TO THE TOWN OF EASTON.

ALL EASEMENTS SHOWN ARE HEREBY DEDICATED FOR PUBLIC USE.

A UTILITIES DISTRIBUTION RIGHT-OF-WAY AND EASEMENT IS HEREBY
DEDICATED TO THE TOWN OF EASTON IN AND OVER STRIPS OF LAND
TEN (10) FEET IN WIDTH ALONG THOSE BOUNDARY LINES CONTIGUOUS
TO ANY STREET OR ALLEY AND FIVE (5) FEET IN WIDTH ON EACH
SIDE OF SIDE LOT LINES.

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.

LAND SHOWN UPON THIS PLAN MAY CONTAIN NON-TIDAL WETLANDS
REGULATED UNDER RCN § 8-203(b), 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.

THE EXISTING 2-STORY BRICK DWELLING LOCATED ON LOT 1 IS
SERVED BY PUBLIC WATER AND PUBLIC SEWER.

TALBOT COUNTY HEALTH DEPARTMENT

THIS MINOR SUBDIVISION PLAN IS APPROVED BY THE TALBOT COUNTY
HEALTH DEPARTMENT, LOT 1 AND LOT 2 OF TAX PARCEL 1980 AS SHOWN
HEREON ARE APPROVED FOR COMMUNITY WATER SUPPLY AND COMMUNITY
SEWERAGE AND THEIR USE IS IN ACCORDANCE WITH THE TALBOT COUNTY
COMPREHENSIVE WATER AND SEWER PLAN AND MARYLAND DEPARTMENT OF
ENVIRONMENT REGULATION 26.04.03.

TALBOT COUNTY APPROVING AUTHORITY _____ DATE _____

SURVEYOR'S CERTIFICATE

I, KEITH W. ANDREWS, HEREBY CERTIFY THAT THE FINAL PLAN SHOWN HEREON IS
CORRECT, THAT IT IS A SUBDIVISION OF THE LAND CONVEYED BY MOUNT SINAI HOLY
CHURCH OF AMERICA, INC., A PENNSYLVANIA CORPORATION, TO 128 S WEST STREET,
LLC, A MARYLAND LIMITED LIABILITY COMPANY, BY DEED DATED NOVEMBER 10, 2020
AND RECORDED AMONG THE LAND RECORDS OF TALBOT COUNTY, MARYLAND IN LIBER
2771, FOLIO 497 AND THAT THE REQUIREMENTS OF THE TOWN OF EASTON SUBDIVISION
REQUIREMENTS IN SO FAR AS THEY MAY CONCERN THE MAKING OF THIS PLAN AND
THE SETTING OF MONUMENTS AND MARKERS HAVE BEEN COMPLIED WITH.

Keith W. Andrews
KEITH W. ANDREWS
REGISTERED PROFESSIONAL LAND SURVEYOR No. 21644 (EXPIRES 12-22-2021)
8133 ELLIOTT ROAD, SUITE 240
EASTON, MARYLAND 21601

DATE

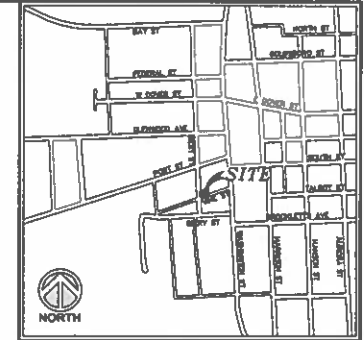
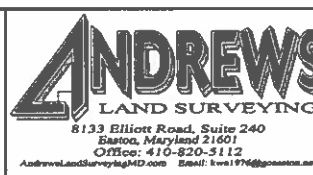
04-12-2021

DATE

REVISIONS			
NO.	DATE	DESCRIPTION	BY
1	5-25-21	addressed comments from health department & planning and zoning	HAR

JOB NUMBER 2103.107

SCALE: 1" = 10'



VICINITY MAP
1" = 1,000' ±

LEGEND

- IRON ROD & CAP FOUND
 - IRON ROD & CAP SET
 - IRON PIPE FOUND
 - CONCRETE MONUMENT FOUND
 - WATER METER
 - WATER VALVE
 - SEPTIC MANHOLE
 - SEPTIC CLEAN OUT
 - CAS PIPE
 - CAS VALVE
 - SATELLITE DISH
 - PVC PIPE
 - BUILDING RESTRICTION LINE
 - EXISTING PROPERTY LINE
 - PROPERTY LINE HEREBY ESTABLISHED
 - ADJOINER PROPERTY
 - UNDERGROUND SANITARY SEWER
 - OVERHEAD UTILITY
- IRCF ●
IRCS ●
IRPF ●
CMF ●
WM ●
WV ●
SM ●
SCO ●
CP ●
CV ●
SD ●
PP ●
B.R.L. ---
E.P.L. ---
P.L.E. ---
A.P. ---
U.S.S. ---
O.U. ---

OWNER CERTIFICATION

128 S WEST STREET, LLC, OWNER OF THE PROPERTY SHOWN AND DESCRIBED
HEREON, HEREBY ADOPT THIS PLAN OF SUBDIVISION.
PUBLIC WATER AND PUBLIC SEWER WILL BE AVAILABLE TO ALL LOTS OFFERED
FOR SALE.

128 S WEST STREET, LLC

NOAH MATTEI, MANAGING MEMBER _____ DATE _____

THE OWNERS HAVE SWORN TO AND SUBSCRIBED BEFORE ME THIS ____ DAY
OF ____ 20__

NOTARY

APPROVED

THE TOWN PLANNER _____ DATE _____

CHAIRMAN OF PLANNING AND ZONING COMMISSION _____ DATE _____

SHEET 1 OF 1

MINOR SUBDIVISION

ON THE LAND OF
128 S WEST, LLC
128 SOUTH WEST STREET
EASTON, MARYLAND 21601
TAX MAP 104 - PARCEL 1980
FIRST ELECTION DISTRICT, TALBOT COUNTY



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

RECEIVED
FEB 20 2024
TOWN OF EASTON

Zoning Certificate

Application Type			
Zoning Verification Letter	☐	Temporary Use - Special Events	☐
Temporary Banner(s)	☐	Liquor License	☐
Property Owner			
Name	128 S west st LLC		
Mailing Address	128 S west st easton MD, 21601g		
Telephone No.	410-443-8702	Email	Mattenholdings@gmail.com
Property Information			
Address	126 s west st easton MD, 21601		
Tax Map	Grid	Parcel	Lot
Deed Reference:	Liber	Folio	
Plat Reference:	Liber	Folio	
Existing Use	Residential		
Zoning District	CB	Planned Redevelopment	Y ☐ N ☐
Proposed Use	202 art gallery	Historic District	Y ☐ N ☐
Contractor (If Any)			
Name	owner	License No.	Expiration Date
Mailing Address	128 S. west st Easton MD, 21601		
Telephone No.	410-443-8702	Email	
Type of Business			
Applicant or Agent			
Name	Noah Matten		
Mailing Address	128 S west st		
Telephone No.	410-443-8702	Email	
Details of Request: Intended Use, Date(s), Event(s)			
request for ongoing use of portable stroage unit as staging space for porject at 128 s west st			

Liquor Class Requested

Structure Start Date

Event Start Date

Previous Approvals PC / BOZA

Structure End Date

Event End Date

Y ☐ N ☐

Please Attach Approvals

Any modifications during review shall warrant an updated application.

I do hereby solemnly declare and affirm that the information provided by this application and the documents attached hereto accurately represent the conditions of the request and that submission of an incomplete application will be returned for correction prior to processing.

Signature of Applicant or Agent

Date

1/31/24

Printed Name of Applicant or Agent

Noah Matten

Signature of Property Owner

For Office Use Only

Application Date	02/20/2024	Application No.	ZV 24-03	2024-1138
Approval Date	02/20/2024	Fee Amount Paid		\$50.00
		Date Fee Paid		02/21/2024
Revised 2-19-2019				

Any modifications during review shall warrant an updated application.

I do hereby solemnly declare and affirm that the information provided by this application and the documents attached hereto accurately represent the conditions of the request 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

Signature of Property Owner


3/12/24
Olivia Walker

For Office Use Only

Application Date	3/12/24	Application No.	zv 24-03	2024-1138
Approval Date	3/12/24	Fee Amount Paid	-	
		Date Fee Paid	-	
Revised 2-19-2019				

Approved until and pending Planning Commission Review at
their 4/18/24 Meeting.



TOWN OF EASTON

14 South Harrison Street
Easton, Maryland 21601

April 3, 2024

Dear Resident,

The Easton Planning Commission (Commission) will hold a public meeting on **Thursday, April 18, 2024 at 1:00 p.m.** in the Easton Town Council Chambers located on the second floor of 14 South Harrison Street. The Town of Easton Zoning Ordinance requires that owners of property located within 400 feet of a parcel on which certain types of applications are pending be given notice of upcoming meetings or hearings. If you are a tenant in or an owner of a multi-unit building, please distribute or post this notice in a visible location for all other tenants or owners to view. If you are a tenant of a rental property, please notify the property owner that this notice letter has been distributed to their property. Notice has also been sent to the Star Democrat, a sign has been posted at the subject property and the hearing agenda has been posted on the Town of Easton website: <http://eastonmd.gov/>.

This letter is sent to inform you that application 2024 - 1148 has been filed on behalf of 128 S. West Street LLC to request conceptual approval to allow the temporary use of a Portable On Demand Storage (PODS) structure to remain long term (more than 60 days) on the property located at 128 S. West Street, also known as Tax Map 104, Grid 0EA, Parcel 1990.

Copies of the proposed application are on file and available for public review in the Town's Planning Office at 14 South Harrison Street between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday. **In addition, digital copies will be available for review one week prior to the scheduled meeting via the Town's website at <https://www.eastonmd.gov/129/Agendas-Minutes>.** If you have any questions regarding this application, please contact the Planning Office at (410) 822-1943 or via email at ssmith@eastonMD.gov.

Samantha N. Smith

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



Sign posted April 3, 2024



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

Date of Meeting: April 18, 2024

4b

**PLANNING COMMISSION
PROPOSED ANNEXATION
STAFF REPORT**

SUBJECT: **PROPOSED ANNEXATION**

ELECTION WARD: Ward 3 (Upon Annexation)

CRITICAL ACTION DATE: Apr 18, 2024

STAFF CONTACTS: Lynn Thomas, Town Planner
Sharon VanEmburch , Town Attorney
Miguel Salinas, Director of Planning and Zoning

APPLICANT: Zachary A. Smith

PROPERTY OWNER: Corrigan & Trippe Ventures, LLC

DOCUMENT CREATED ON: April 10, 2024

PURPOSE: The applicant is seeking Annexation of the property into Town limits. Specifically, at this meeting, a recommendation to the Town Council is needed.

RECOMMENDATION: Staff recommends that the Commission recommends approval of the Annexation, finds the proposed annexation request consistent with the Comprehensive Plan, and recommends the assignment of the R-10A Zoning Classification to the property.

APPLICATION INFORMATION:	
APPLICANT: Zachary A. Smith	OWNER Corrigan & Trippe Ventures, LLC
PARCELS/ACREAGE:	
Address	East Side of Ocean Gateway
Parcel Information	Acreage
Map 034, Parcel 128 & 175	17.329 ac.
PROPOSED ZONING R-10A	LOCATION: East side of Ocean Gateway
EXISTING ZONING TC/TR (Talbot County)	EXISTING LAND USE: Vacant
GROWTH AREAS DESIGNATION: Priority 1 (Boundary Refinement)	FUTURE LAND USE MAP: Commercial

CONTEXT:

Location/Site Access – The subject property is located on the east side of US Route 50 (Ocean Gateway), south of Royal Farms and east of properties fronting Route 50. The proposed annexation includes Second and Third Streets.

Existing Conditions – Vacant and partially cleared, partially forested.

Surrounding Properties

- To the east are the rear of lots within the Stoney Ridge Subdivision. Included among these lots is a Park. These lots are zoned R-10A under Easton's Zoning Code.
- To the north is the Royal Farms Convenience Store and the vacant area that is approved for construction of climate-controlled storage. This property is zoned PUD (with an underlying classification of CL).
- To the west are a number of lots directly fronting Route 50. These are not within the jurisdiction of the Town of Easton and are zoned Town Residential, or TR, by Talbot County.
- To the south is the Unitarian Universalist Church. This parcel is zoned Town Conservation, or TC, by Talbot County.

PROPOSAL: The Applicant is seeking Annexation of the subject property into the Town, presumably so that it can be developed under Town rules and regulations as well as take advantage of Town infrastructure.

STAFF RECOMMENDATION & DISCUSSION:

Staff recommends that the Commission recommends approval of the Annexation, finds the proposed annexation request consistent with the Comprehensive Plan, and recommends the assignment of the General Commercial R-10A Zoning Classification to the property. It should be noted that this request is similar to a couple of recent requests whereby the proposed land use in our Comprehensive Plan is different from the requested zoning and the current zoning under Talbot County's jurisdiction. In this case, our Comprehensive Plan recommends that these parcels be zoned for commercial usage. The applicant is requesting R-10A Zoning and has indicated that they will likely file a PUD for a multifamily development project. In that scenario, the actual zoning assigned is virtually moot as they could propose such a PUD regardless of the assigned zoning. It would only matter should that proposal, for whatever reason, fail to move to fruition. Given the well documented need for more housing and the fact that the subject property does not actually front Route 50, there is a compelling argument to assign a residential zoning classification in this instance.

It is also worth noting that the proposed annexation boundary is, at best, quirky. This is, however, likely to increasingly be the case given that we have adopted a growth boundary, beyond which we will not entertain requests for annexation. There is only so much land available for potential development. Requests for annexation to accommodate our desired growth will potentially continue to face this issue, especially when, as is the case here, the area proposed for annexation is located adjacent to "legacy development" located outside of the Town limits. State Annexation laws prohibit the creation of "islands of unincorporated land surrounded by incorporated land", so applicants for annexation will likely need to be creative in satisfying this requirement, as is the case with this application which leaves a sliver of land paralleling a stream bed to satisfy the criteria.

DRAFT MOTIONS:

1. I move that the Planning Commission finds the proposed Annexation consistent with the Town's Comprehensive Plan and recommends that the Easton Town Council approve the Annexation request and assign the Town's R-10A Zoning classification to the Annexation properties.

OR

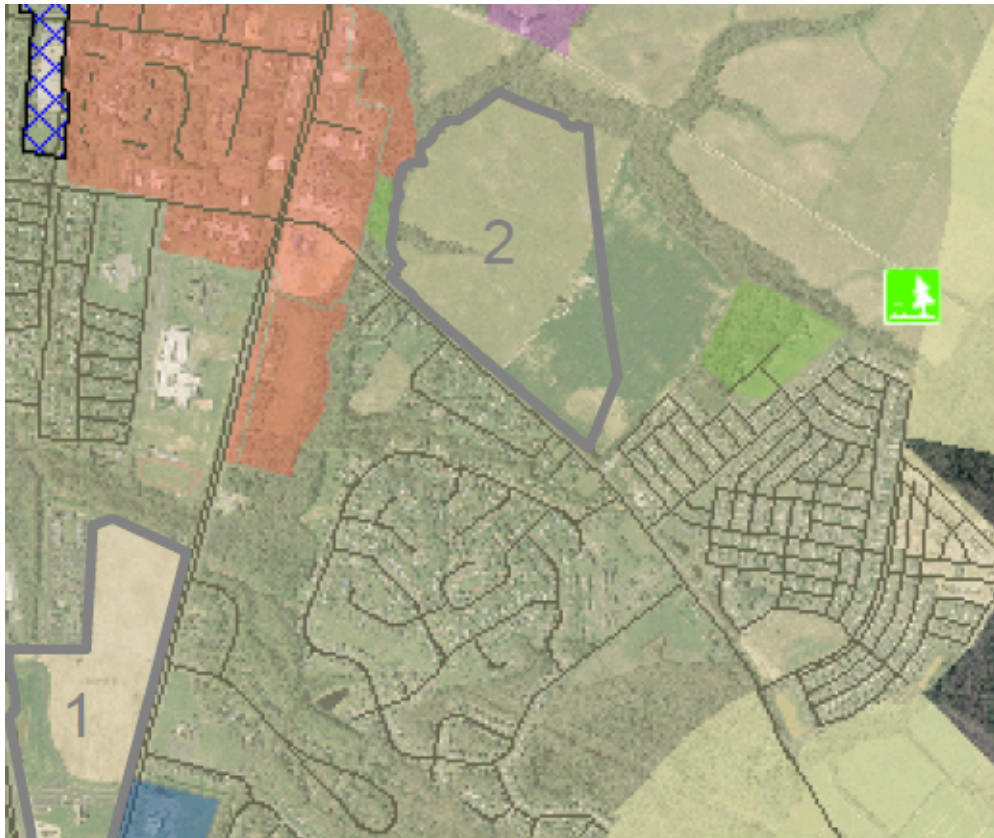
2. I move that the Planning Commission table the application to the October 19th Commission meeting for further discussion.

OR

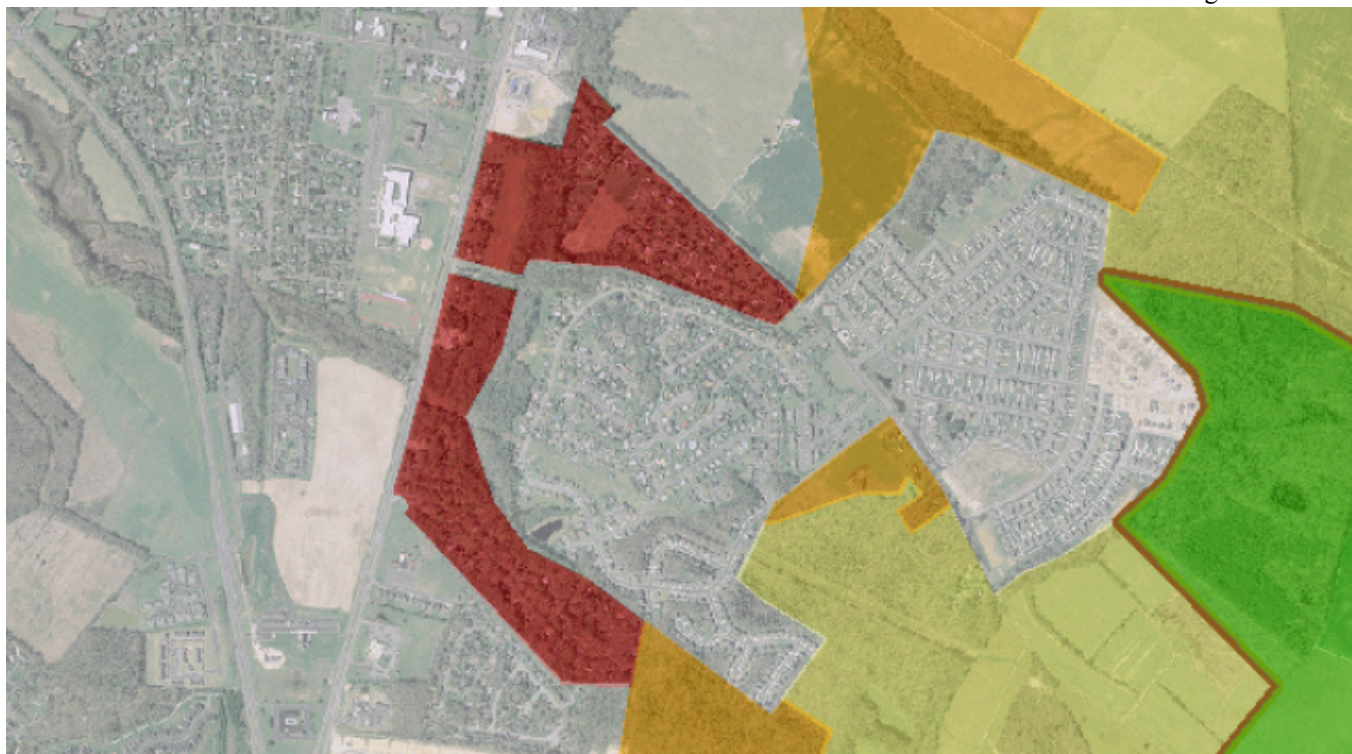
3. I move an alternate motion.

ATTACHMENTS:

1. Future Land Use Map
2. Growth Areas Map
3. Eye Over Easton Aerial Photo



Future Land Use Map



Growth Areas Map

ArcGIS Web Map



4/10/2024, 10:24:08 AM

Easton Parcels

Easton Municipal Boundary

1:11,888
0 0.1 0.2 0.4 mi
0 0.17 0.35 0.7 km

VTA, Esri, HERE, Garmin, Geotitles, Inc.,
Intermap, USGS, EPA, MD MAP, DoIT, Maxar



TOWN OF
EASTON
ENGINEERING DEPARTMENT

DATE: February 29th, 2024
TO: Zach Smith – Applicant
Cc: Rick Van Emburgh – Town Engineer
Aaron Goller – EUC
Lynn Thomas - Planning and Zoning
FROM: Sierra Clem – Engineering Department
SUBJECT: Petition for Annexation - Ocean Gateway and Dutchmans Lane
Sketch Site Plan Review - ESDR

Our office has reviewed the Application for the Subject annexation received on 1/22/2024. The request for annexation is acceptable to our Department with the following recommendations for the Planning Commission and Town Council:

1. Provide additional ROW width to meet Town standards for Third Street.
2. Label the Right-of-Ways indicating which Jurisdiction has authority.
3. Label all existing easements.
4. Please clarify if any existing ROW is being requested for abandonment.
5. If Annexed, future proposals should not include dead ends or cul-de-sacs.
6. If Annexed, future proposals should include a pedestrian connection to the Town Park to the east.
7. It is our recommendation to not have the proposed Town Boundary split a parcel. One parcel in two jurisdictions may cause confusion for public amenities and emergency services.

Please contact me if you have any questions. Thank you.



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

RECEIVED
JAN 22 2024
TOWN OF EASTON

Petition for Annexation Application

Property Information					
Property Size	Acres	17.329	Square Feet		
Current Land Use	Vacant		Proposed Land Use	Residential	
Address	East Side of Ocean Gateway, South of Dutchmans Lane				
Tax Map	34	Grid	24	Parcel	128 & 175 Lot(s)
Deed Reference:	Liber	2937	Folio	5	
Plat Reference:	Liber	23	Folio	46	(52/18)
Current Country Zoning District	TC/TR			Requested Town Zoning District	R10-A
Town of Easton Comprehensive Plan Priority Designation (circle) ① 2 3					
Property Owner					
Owner Name	Corrigan & Trippe Ventures, LLC				
Mailing Address	27849 Little Park Road, Easton				
Telephone No.		Email			
Agent Information					
Agent Name	Zachary A. Smith	License No.		Expiration Date	
Mailing Address	114 Bay Street, Building C, Easton, Maryland 21601				
Telephone No.	410-819-8989	Email	zachsmith@alrwlaw.com		

ALL OF THE ITEMS ARE REQUIRED TO BE FILED SIMULTANEOUSLY FOR A COMPLETED APPLICATION
(check if included)

- ☒ Petition for Annexation (Needs to be signed by 25% of person who reside in the area to be annexed and who are registered voters and owners of 25% of assessed value of area to be annexed. Can also do by ballot vote ahead of time and initiation of resolution by Town.)
- ☒ An application fee of \$15,000 shall be paid to the Town of Easton. Please Note that the fee collected is a deposit only and that additional fees may be required.
- ☐ The applicant must sign a Town Reimbursement Agreement to ensure all fees, costs, and expenses incurred by the Town in excess of the application fee amount will be reimbursed.
- ☒ Metes and bounds description for property
- ☐ Plats of property which shall include 2 mylar and 8 paper copies.
- ☐ Proposed Annexation Resolution, Proposed Ordinance for Zoning, Proposed Annexation Plan, and Proposed Annexation Agreement.
- NA ☐ If Special Tax District proposed a Resolution to Create Special Tax District shall be required.
-Need consent of owners of 2/3 of assessed value of area, plus 2/3 of number of different property owners.
Can also do by ballot vote ahead of time and initiation of resolution by Town.

Any modifications during review shall warrant an updated application.

I do hereby solemnly declare and affirm that the information provided by this application and the documents attached hereto accurately represent the conditions of the request and that submission of an incomplete application will be returned for correction prior to processing.

Signature of Applicant or Agent


Date 01-22-24

Printed Name of Applicant or Agent

Zachary A. Smith

For Office Use Only

ESDR 2024-02 / AX 24-02

Application No.	2024-1115	Fee Paid	01/23/2024
Date Resolution Introduced to Town Council			04/01/2024
Planning Commission Meeting	04/18/2024	Positive Recommendation to Council? Y ☐ N ☐	
Town Council Public Hearing	TBD	Is a Zoning Waiver Required? Y ☐ N ☐	
Resolution Enactment Date		Resolution Effective Date	
ESDR Y / N Date	02/28/2024	Revised 2-2020	

EXHIBIT C TO RESOLUTION 6185
ANNEXATION PLAN
2024 ANNEXATION TO THE TOWN OF EASTON OF CERTAIN LANDS LOCATED
ON THE EAST SIDE OF OCEAN GATEWAY/U.S. ROUTE 50 AND CONSISTING OF
17.329 ACRES OF LAND, MORE OR LESS

In accordance with § 4-415 of the Local Government Article of the Annotated Code of Maryland, the Town of Easton hereby sets forth the following Annexation Plan for Resolution No. 6185. Section 4-415 permits amendment of the Annexation Plan during the annexation process.

I. Property. The property proposed for annexation to which this Annexation Plan relates consists of 17.329± acres of land comprised of “TOTAL AREA OF ANNEXATION AREA: 17.329 AC ±” (the “Annexation Property”) on a plat titled “ANNEXATION PLAT ON THE LANDS OF CORRIGAN AND TRIPPE VENTURES, LLC IN THE FIRST ELECTION DISTRICT TALBOT COUNTY, MARYLAND TAX MAP 34, GRID 24 PARCEL 128”, prepared by Lane Engineering, LLC, dated December 21, 2023 (the “Annexation Plat”), which is Exhibit “A” to Resolution 6185.

II. Land Use Patterns and Plans – Existing and Proposed.

A. The 2016 Talbot County Comprehensive Plan identifies the Annexation Property as “Designated Growth Residential” and a “Tier II-B Secondary Mapped Growth Area, Planned for Sewage”.

The 2010 Town of Easton Comprehensive Plan, as amended (the “Easton Plan”), designates the Annexation Property as a Priority 1 Boundary Refinement Area. (Easton Plan Growth Areas Map). The Municipal Growth Element of the Comprehensive Plan defines Boundary Refinement Areas as areas that in most cases “are already developed in Talbot County and they are deemed appropriate for consideration for annexation during the life of this Plan.” (Easton Plan p. 49). The Easton Plan identifies Priority 1, Boundary Refinement Areas, including the Annexation Property, as areas that are “important to bring...into [the] Town.” (Easton Plan p. 257). The Easton Plan was amended in 2016 to incorporate a Sewer Tier Map, in accordance with State law and this map classifies the Property as “Tier II – Planned for Sewer, Municipal or Growth Area.”

B. The pre-annexation Talbot County zoning of the Annexation Property is Town Conservation (TC). The proposed R-10A Residential zoning district permits medium density residential uses. The Petitioner intends to submit a Planned Unit Development (“PUD”) for the property to construct multi-family housing on the property.

C. The R-10A Residential district permits a greater than 50% density than and permits land uses that are not authorized in the County’s Town Conservation (TC) zone. In accordance with § 4-416 of the Local Government Article of the Maryland Annotated Code, if the County expressly approves, the Town may place the annexed land in zoning classifications that permit land uses different from the land uses specified under the Talbot County Zoning Ordinance and/or permits a 50% greater density than that allowed under the Talbot County Zoning Ordinance. The Town intends

to seek Talbot County's express approval to apply the zoning district proposed. Any future development of the Annexation Property shall be in accordance with the Zoning Ordinance provisions applicable to the Annexation Property at the time of the development.

III. Availability of Land for Public Facilities. Following annexation, the Annexation Property will be served by the Easton public water and sewer systems, which will require extension of those public utility systems. Adequate water and sewer capacity exists within the Town's utility systems to serve existing and future uses of the Annexation Property without dedication of additional land. Fire and police protection will be provided by the Easton Volunteer Fire Company and the Town of Easton Police Department using existing facilities. The Town's existing public works, fire, police and emergency services facilities, equipment and personnel are adequate to accommodate the Annexation Property at this time. With the multi-family units there will be an impact on schools, libraries and other recreational services, but the applicant's share of that impact is adequately captured by impact fees. At this time, no additional land for public facilities on the Annexation Property is considered reasonably necessary.

IV. Extension of Municipal Services (Schedule and Financing).

A. Utility Service. Following annexation, all or portions of the Annexation Property may be served by Town water and sewer for facilities. All such extensions will be completed at the Owner's expense and in accordance with the standards and specifications of the Town.

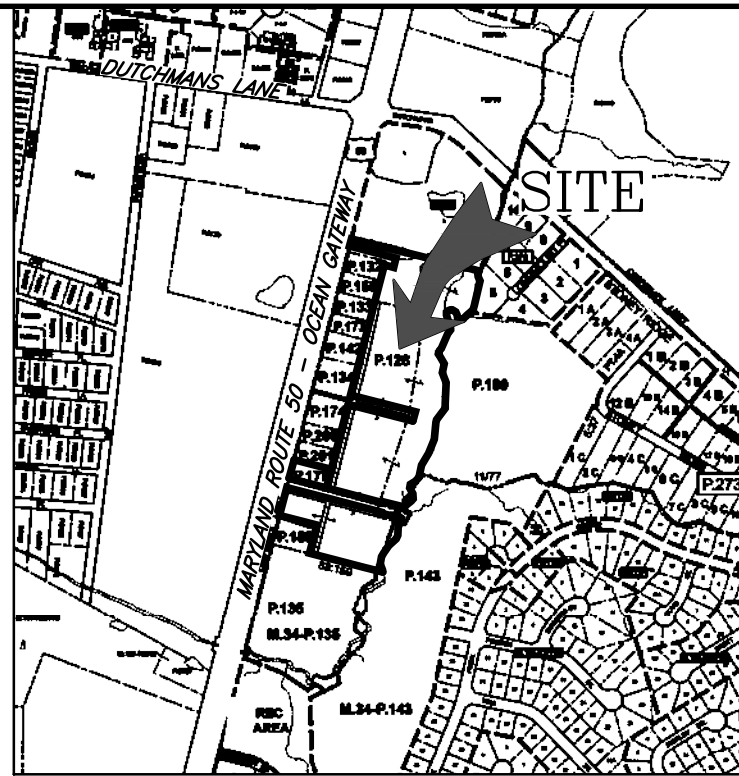
All applicable Town fees and user rates to cover the costs associated with usage- or consumption-based municipal services, such as water and sewer service shall be charged to the Annexation Property.

B. Roads. The Annexation Property has existing access off of Ocean Gateway/U.S. Route 50, which is a State Road.

C. Fire Protection. The Easton Volunteer Fire Company already provides service to the Annexation Property and will continue to provide such service at the same or similar level of service after annexation. The Fire Company receives substantial financial support from the Town.

D. Police Services. Police Services are currently provided by the Talbot County Sheriff's Department. Upon annexation, the Easton Police Department will extend service to the Annexation Property. Service will be provided using existing personnel and equipment. The costs of these services shall be paid out of the Town's general funds.

Pursuant to Section 4-415(g) of the Local Government Article, amendments to this Annexation Plan shall not be construed amendments to the Annexation Resolution, nor may they serve in any manner to cause a re-initiation of the annexation procedure related to the property described in Section I.



VICINITY MAP
SCALE: 1" = 1000'

[illegible]

PROPERTY OWNER: CORRIGAN AND TRIPPE VENTURES LLC
PROPERTY ADDRESS: OCEAN GATEWAY
EASTON, MARYLAND 21601
DEED REFERENCE: 2937/5
PLAT REFERENCE: 23/46 AND 52/18

AREA TO BE ANNEXED

TAX PARCEL 175 (DEED PARCEL ONE):	0.459 AC.±
TAX PARCEL 128 (DEED PARCEL TWO):	15.857 AC.±
FIRST STREET:	0.057
SECOND STREET:	0.401 AC.±
THIRD STREET:	0.555 AC.±
TOTAL AREA TO BE ANNEXED:	17.329 AC.±

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED BY ME OR UNDER MY RESPONSIBLE CHARGE, AND COMPLIES WITH THE REQUIREMENTS AS SET FORTH IN REGULATION 09.13.06.12, AND THAT I AM A DULY LICENSED PROPERTY LINE SURVEYOR UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 363, AND, SUBJECT TO BIENNIAL RENEWAL, MY CURRENT EXPIRATION DATE IS AUGUST 3, 2025.


JEFFERSON E WELL HUBBARD
REGISTERED PROPERTY LINE SURVEYOR
MARYLAND REGISTRATION No. 363
LANE ENGINEERING, LLC
117 BAY STREET
EASTON, MARYLAND 21601

1/5/24
DATE

Lane Engineering, LLC

Established 1986
Civil Engineers • Land Planning • Land Surveyors



E-mail: general@leinc.com
117 Bay St. Easton, MD 21601 (410) 822-8003
15 Washington St. Cambridge, MD 21613 (410) 221-0818
354 Pennsylvania Ave. Centreville, MD 21617 (410) 758-2095



INVESTURE 1/5/24
DATE

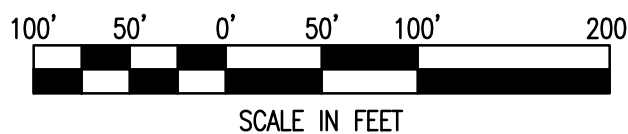
ANNEXATION
PLAT

ON THE LANDS OF
CORRIGAN
AND
TRIPPE VENTURES, LLC
IN THE FIRST ELECTION DISTRICT
TALBOT COUNTY, MARYLAND
TAX MAP 34, GRID 24, PARCEL 128

ISSUED FOR:	DATE:	BY:
DRAFT - CLIENT REVIEW	12-21-23	BCE
CLIENT REVIEW	01-02-24	BCE
AGENCY SUBMITTAL	01-05-24	BCE

SHEET No. 1 OF 1	DATE: 12-21-23
SCALE: AS NOTED	JOB No. 230265
	FILE No. 1110

LEGEND



NAD 83 (2011)
MD COORDINATE SYSTEM

Lane Engineering, LLC

Established 1986

Civil Engineers • Land Planning • Land Surveyors

15 Washington Street
Cambridge, Maryland 21613
Tel 410-221-0818

117 Bay Street
Easton, Maryland 21601
Tel 410-822-8003
Fax 410-822-2024

354 Pennsylvania Avenue
Centreville, Maryland 21617
Tel 410-758-2095

**ANNEXATION DESCRIPTION
ON THE LANDS OF
CORRIGAN AND TRIPPE VENTURES, LLC
IN THE FIRST ELECTION DISTRICT
TALBOT COUNTY, MARYLAND**

January 11, 2024

All that piece, parcel or tract of land situate, lying and being in the First Election District, Talbot County, Maryland, and being more particularly described as follows.

Beginning for the same at a point, said point also being on the easterly side of the public known as Ocean Gateway (150-foot-wide right-of-way) as delineated on a plat titled "Plat showing division of Lots 6 & 7, Mecklenburg Lots (Second Block – E Section" recorded among the Land Records of Talbot County, Maryland in Plat Book 24, Folio 36, said point also being on the easterly "Right-of-Way Line" as delineated on State Roads Commission of Maryland Plat Number 4951, said point also being at the southwest corner of the lands of Richard Burnette (Liber 2439, Folio 75), and from said point of beginning and running in the meridian of the Maryland State Coordinate System NAD 83 (2011), and by and with said southerly side of Richard Burnette lands following course and distance

(1) South 75 degrees 29 minutes 31 seconds East, 200.00 feet to a point and the rear property line of said Richard Burnette; thence by and with said rear property line and the extension thereof the following course and distance.

(2) North 14 degrees 32 minutes 45 seconds East, 1169.05 feet to a point 20-feet south of the lands of Dutchmans Land Investments, LLC (Liber 2879, Folio 359) as delineated on a plat of subdivision titled "Plat Showing Proposed Annexation to the Town of Easton" recorded among the aforesaid Land Records in Plat Book 78, Folio 47; thence running 20-feet south and parallel to said Dutchmans Land Investments, LLC lands the following course and distance

(3) South 75 degrees 58 minutes 28 seconds East, 484.72 feet more or less to a point and the center of Windmill Branch; thence by and with the center of the said Windmill Branch and many meanderings thereof generally the following seventeen courses and distances

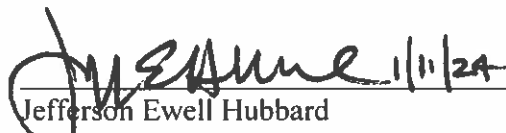
(4) South 04 degrees 02 minutes 10 seconds East, 11.12 feet to a point; thence

- (5) South 26 degrees 43 minutes 32 seconds East, 24.11 feet to a point; thence
- (6) South 13 degrees 50 minutes 49 seconds West, 156.48 feet to a point; thence
- (7) South 48 degrees 12 minutes 55 seconds West, 71.44 feet to a point; thence
- (8) North 78 degrees 18 minutes 07 seconds West, 26.34 feet to a point; thence
- (9) North 18 degrees 02 minutes 37 seconds West, 33.72 feet to a point; thence
- (10) North 59 degrees 47 minutes 37 seconds West, 25.96 feet to a point; thence
- (11) South 61 degrees 14 minutes 27 seconds West, 28.63 feet to a point; thence
- (12) South 13 degrees 51 minutes 40 seconds East, 87.37 feet to a point; thence
- (13) South 25 degrees 32 minutes 02 seconds West, 145.73 feet to a point; thence
- (14) South 14 degrees 53 minutes 22 seconds East, 155.44 feet to a point; thence
- (15) South 02 degrees 14 minutes 41 seconds West, 133.00 feet to a point; thence
- (15) South 36 degrees 22 minutes 55 seconds West, 75.30 feet to a point; thence
- (16) South 06 degrees 33 minutes 33 seconds West, 102.48 feet to a point; thence
- (17) South 22 degrees 23 minutes 04 seconds West, 78.50 feet to a point; thence
- (18) South 30 degrees 51 minutes 53 seconds West, 73.24 feet to a point; thence
- (19) South 11 degrees 23 minutes 18 seconds West, 32.00 feet to a point; thence leaving said Windmill Branch and running in, through, over and across Tax Parcel 128, Deed Parcel Two as to include a portion thereof the following twelve courses and distances
- (20) North 87 degrees 00 minutes 18 seconds West, 20.22 feet more or less to a point; thence
- (21) South 11 degrees 23 minutes 18 seconds West, 21.10 feet to a point; thence
- (22) South 50 degrees 15 minutes 51 seconds West, 64.49 feet to a point; thence
- (23) South 11 degrees 19 minutes 30 seconds East, 76.32 feet to a point; thence
- (24) South 45 degrees 20 minutes 03 seconds West, 40.95 feet to a point; thence
- (25) North 75 degrees 27 minutes 15 seconds West, 117.94 feet to a point; thence



- (26) South 19 degrees 46 minutes 31 seconds West, 100.42 feet to a point; thence
- (27) South 75 degrees 27 minutes 15 seconds East, 115.16 feet to a point; thence
- (28) South 18 degrees 43 minutes 12 seconds West, 32.10 feet to a point; thence
- (29) South 03 degrees 03 minutes 57 seconds West, 36.31 feet to a point; thence
- (30) South 38 degrees 38 minutes 21 seconds West, 114.12 feet to a point; thence
- (31) South 17 degrees 49 minutes 05 seconds West, 71.20 feet to a point; thence
- (32) South 17 degrees 24 minutes 05 seconds East, 38.51 feet to a point and the lands of The Unitarian Universalist Fellowship at Easton (Liber 1928, Folio 346); thence by and with said The Unitarian Universalist Fellowship at Easton lands
- (33) North 75 degrees 24 minutes 57 seconds West, 370.11 feet to a point and the lands of Walbridge Real Estate Investments, LLC (Liber 1840, Folio 398; thence by and with said Walbridge Real Estate Investments, LLC land the following two courses and distances
- (34) North 14 degrees 32 minutes 45 seconds East, 150.00 feet to a point; thence
- (35) North 75 degrees 24 minutes 45 seconds West, 200.00 feet to a point and the aforementioned easterly side of Ocean Gateway; thence by and with said easterly side of Ocean Gateway
- (36) North 14 degrees 32 minutes 45 seconds East, 299.64 feet to the Place of Beginning, containing 17.329 Acres of Land, more or less, and

The above parcel is intended to be all of the same land, as shown as Total Area of Annexation on a plan entitled "Annexation Plat on the lands of Corrigan and Trippe Ventures, LLC" as prepared by Lane Engineering, LLC, on January 5, 2024, I hereby certify that these documents were prepared by me or under my responsible charge and complies with requirements as set forth in regulation 09.13.06.12, and that I am a duly licensed property line surveyor under the laws of the State of Maryland, License No. 363, and, subject to biennial renewal, my current expiration date is August 3, 2025


Jefferson Ewell Hubbard
Registered Property Line Surveyor
Maryland Registration Number 363



www.leinc.com
general@leinc.com



**IN THE MATTER OF THE
ANNEXATION OF THE PROPERTY
OF CORRIGAN & TRIPPE
VENTURES, LLC**

*** BEFORE THE
TOWN COUNCIL OF EASTON,
* MARYLAND**

PETITION FOR ANNEXATION

A. THIS PETITION FOR ANNEXATION ("Petition") is submitted by Corrigan & Trippe Ventures, LLC, a Maryland limited liability company ("Petitioner"), the owner of certain real property shown and depicted on Exhibit "1" attached hereto and titled "ANNEXATION PLAT ON THE LANDS OF CORRIGAN AND TRIPPE VENTURES, LLC IN THE FIRST ELECTION DISTRICT, TALBOT COUNTY, MARYLAND TAX MAP 34 GRID 24, PARCEL128," and described in the metes and bounds description attached hereto as Exhibit "2" ("Annexation Property").

B. The Annexation Property consists of a total of 17.329 acres of land, more or less.

C. Petitioner hereby petitions the Town Council of Easton, Maryland to annex the Annexation Property by extending the municipal boundaries of the Town of Easton, Maryland to include the Annexation Property.

D. Petitioner owns all of the Annexation Property, and accordingly, constitutes at least twenty-five percent (25%) of the persons eligible to sign this Petition.

E. There are no registered voters residing within the boundaries of the Annexation Property.

F. The Annexation Property is contiguous and adjoining to the existing municipal boundaries of the Town of Easton, Maryland.

G. The expansion of the existing municipal boundaries of the Town of Easton, Maryland to include the Annexation Property will not create enclaves of unincorporated land bounded on all sides by real property located within the municipal boundaries of the Town of Easton, Maryland.

H. The Annexation Property is shown as a "*Priority 1 – Boundary Refinement Area*" on the "*Growth Areas Map*" included in the 2010 Easton Comprehensive Plan, which areas are described in the Comprehensive Plan as "*deemed appropriate for consideration for Annexation*" (2010 Town of Easton Comprehensive Plan, Municipal Growth Element, page 49).

NOW, THEREFORE, Petitioner hereby petitions the Town Council of Easton, Maryland to introduce a resolution to extend the municipal boundaries of the Town of Easton, Maryland to include the Annexation Property.

IN WITNESS WHEREOF, Petitioner has caused this Petition to be signed and sealed by its duly authorized representative this 8th day of January, 2024.

CORRIGAN & TRIPPE VENTURES, LLC,
a Maryland limited liability company

By: William Coyne
William Coyne, Authorized Member

RESOLUTION NO. 6185

A RESOLUTION TO ANNEX A PARCEL OF LAND OWNED BY CORRIGAN & TRIPPE VENTURES, LLC LOCATED ON THE EAST SIDE OF OCEAN GATEWAY/U.S. ROUTE 50, CONSISTING OF 17.329 ACRES OF LAND, MORE OR LESS, INTO THE TOWN OF EASTON AND TO PROVIDE FOR THE TERMS AND CONDITIONS OF THE ANNEXATION.

Introduced by: _____

WHEREAS, the Town of Easton (the “Town”) is authorized by the provisions of §4-401 *et seq.* of the Local Government Article of the Maryland Annotated Code (the “Code”) to expand its municipal boundaries by annexing lands adjacent to it, and wishes to annex a certain parcel of land owned by Corrigan & Trippe Ventures, LLC located on the east side of Ocean Gateway/U.S. Route 50, consisting of 17.329 acres of land, more or less, which parcel is shown and depicted as “TOTAL AREA OF ANNEXATION AREA: 17.329 AC ±” (the “Annexation Property”) on a plat titled “ANNEXATION PLAT ON THE LANDS OF CORRIGAN AND TRIPPE VENTURES, LLC IN THE FIRST ELECTION DISTRICT TALBOT COUNTY, MARYLAND TAX MAP 34, GRID 24 PARCEL 128”, prepared by Lane Engineering, LLC, dated December 21, 2023 (the “Annexation Plat”), which is Exhibit “A” to this Resolution and is also described in a metes and bounds description dated January 11, 2024 prepared by Lane Engineering, LLC entitled “ANNEXATION DESCRIPTION ON THE LANDS OF CORRIGAN AND TRIPPE VENTURES, LLC IN THE FIRST ELECTION DISTRICT TALBOT COUNTY, MARYLAND”, which is Exhibit “B” to this Resolution (“Annexation Description”).

Corrigan & Trippe Ventures, LLC is the owner of one hundred percent (100%) of the assessed value of the real property lying within the area to be annexed and has consented to the annexation. There are no registered voters in Talbot County who reside on the Annexation Property.

The Annexation Property is adjacent to existing Town boundaries. If the Annexation Property is incorporated into the Town boundaries, no enclaves of non-Town land will be created.

Now, therefore, the Town hereby resolves:

Section 1. Modification of Town Boundaries. The corporate boundaries of the Town are hereby amended to include the addition of the Annexation Property, which is described on the Annexation Plat and Annexation Description. The plat and metes and bounds description are subject to technical review and correction by the Town prior to the public hearing to be held on this Resolution.

Section 2. Application of Town Charter; Ordinances; and Taxes. Upon the effective date of this Resolution, the provisions of the Charter and Code of the Town of Easton, and any local public laws enacted or to be enacted affecting the Town, shall be effective within the Annexation Property except to the extent that this Resolution provides otherwise. The Annexation Property shall be included in the Third Election Ward of the Town for purposes of municipal elections until such time as the boundaries for election wards may be modified by the Town Council.

Section 3. Annexation Plan. The Petitioner has prepared an Annexation Plan with regard to the Annexation Property (the “Plan”). The Plan is Exhibit “C” to this Resolution but is not a part hereof, and the Town Council reserves the right to amend the Plan prior to the final enactment of this Resolution in the manner provided in §4-415 of the Local Government Article of the Code.

Section 4. Zoning Classification. Concurrently with the introduction of this Resolution, the Town Council has introduced Ordinance No. 811 to apply a zoning classification of R-10A Residential to the Annexation Property. The Talbot County zoning for the Annexation Property is Town Conservation (TC). The proposed R-10A Residential zoning classification permits land uses that are substantially different from the land uses allowed under the current Talbot County zoning classifications and/or permits development at a substantially higher density exceeding 50% of the density allowed under the current Talbot County zoning classification applicable to the Annexation Property. In accordance with §4-416 of the Local Government Article of the Code, if Talbot County

expressly approves, the Town can place the annexed land in zoning classifications that allow different land uses and/or allows a substantially higher density exceeding 50% of the density allowed under the current Talbot County zoning classification. The classification of the Annexation Property in the R-10A Residential zoning district is contingent upon the Town receiving the express consent of the County prior to the effective date of Ordinance 811. If Ordinance No. 811 is not enacted before the effective date of this Resolution, or, if as enacted, it contains provisions that are deemed unacceptable to the Petitioner, or, if the parties are unable to agree upon the terms of an Annexation Agreement, the Petitioner shall be free to withdraw this request for annexation by written notice delivered to the Town Clerk before the effective date of this Resolution, and this Resolution shall become null and void.

Section 5. Incorporation of Certain Exhibits. Exhibits A, and B are incorporated into this Resolution and made a part of it.

Section 6. Public Hearing and Public Notice. The Town Council shall conduct a public hearing on this Resolution and upon Ordinance No. 811 on _____, 2024 at 5:35 p.m. Prior to the hearing, the Town Clerk shall arrange for the publication of a legally sufficient notice of the hearing in *The Star Democrat* for the Town two times at not less than weekly intervals, the date of publication of the last such notice to be at least 15 days prior to the date of the hearing. In addition, on the date of the first publication of the notice of the hearing, the Town Clerk shall notify the following persons or agencies of the hearing and shall provide them with a photocopy of the legal notice and this Resolution, including Exhibits:

- (a) the Talbot County Council;
- (b) the Talbot County Planning and Zoning Commission;
- (c) the Maryland Department of Planning; and
- (d) the Critical Area Commission for the Chesapeake and Atlantic Coastal Bays.

Section 7. Registration of Boundaries. Within ten (10) days of the effective date of this Resolution, in accordance with the provisions of §4-414 of the Local Government Article of the Code, the Mayor or other Town designee, shall promptly cause a copy of the resolution with the new municipal boundaries to be sent to:

- (a) the Town Clerk;
- (b) the Clerk of the Circuit Court for Talbot County, Maryland; and
- (c) the Maryland Department of Legislative Services.

Pursuant to §4-414(b) of the Local Government Article of the Code, each such official or agency shall keep this Resolution with the new boundaries on record and make it available for public inspection during regular business hours.

Section 8. Effective Date. This Resolution shall become effective 45 days after final enactment unless a petition for referendum has been filed prior thereto in accordance with §4-408, §4-409, or §4-410 of the Local Government Article of the Code or if a petition for referendum is filed and a majority of the votes are in favor of the annexation resolution, the date upon which the Annexation Resolution becomes effective pursuant to §4-412 of the Local Government Article of the Code. This Resolution shall be deemed “finally enacted” on the date on which the Mayor of the Town of Easton indicates his approval of this Resolution by signing it or when the Town Council overrides the Mayor's veto hereof in the manner specified in the Town Charter.

Curry	-
Abbatiello	-
Montgomery	-
Davis	-
Gunsallus	-

I hereby certify that the above Resolution was passed by a yea and nay vote of the Town Council this _____ day of _____, 2024.

Frank Gunsallus, Town Council President

Delivered to the Mayor by me this _____ day of _____, 2024.

Kathy M. Ruf, Town Clerk

APPROVED:

Date: _____

Megan J. M. Cook, Mayor

EFFECTIVE DATE: _____, 2024.

ORDINANCE NO. 811

AN ORDINANCE OF THE TOWN OF EASTON AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF EASTON TO APPLY THE R-10A RESIDENTIAL ZONING DISTRICT TO CERTAIN LOTS OR PARCELS OF LAND ANNEXED TO THE TOWN OF EASTON BY RESOLUTION NO. 6185 LOCATED TO THE EAST OF OCEAN GATEWAY/U.S. ROUTE 50 CONSISTING, OF 17.329 ACRES OF LAND, MORE OR LESS

Introduced by: _____

WHEREAS, the Town of Easton (“Town”) is authorized by §§ 4-416 and 5-213 of the Local Government Article and § 4-102 of the Land Use Article of the Maryland Annotated Code (“Code”) to exercise planning and zoning jurisdiction in areas annexed by it and to enact and administer a zoning ordinance, which ordinance is Chapter 28 of the Easton Town Code; and

WHEREAS, the Town is authorized by § 4-201 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, the Town is authorized by § 4-204 of the Land Use Article of the Code to amend, supplement, modify or repeal sections of the zoning ordinance; and

WHEREAS, the Town has acted pursuant to its authority under §4-401 *et. seq.* of the Local Government Article of the Code to introduce Resolution No. 6185 (the “Resolution”) to expand its municipal boundaries by annexing lands adjacent to the present Town. The area proposed for annexation is generally located on the east side of Ocean Gateway/U.S. Route 50, consisting of 17.329 acres of land, more or less, which parcel is shown and depicted as “TOTAL AREA OF ANNEXATION AREA: 17.329 AC ±” (the “Annexation Property”) on a plat titled “ANNEXATION PLAT ON THE LANDS OF CORRIGAN AND TRIPPE VENTURES, LLC IN THE FIRST ELECTION DISTRICT TALBOT COUNTY, MARYLAND TAX MAP 34, GRID

24 PARCEL 128”, prepared by Lane Engineering, LLC, dated December 21, 2023 (the “Annexation Plat”), which is Exhibit “A” to this Ordinance ; and

WHEREAS, the Town Planning Commission considered the annexation and zoning requests during its public meeting on _____, 2024 and recommended that the Town annex the Annexation Property and zone such land as R-10A Residential for several reasons, including:

(1) While the Comprehensive Plan designates the property for future Commercial land use, the Commission believes that given that the current County zoning and the adjacent residential zoning, that R-10A Residential zoning is appropriate and

(2) Given the location and zoning of the property in Talbot County, it is highly likely to be developed regardless of the outcome of the annexation request. It is more appropriate to have this development occur where there is Town infrastructure and under the terms of the Town zoning code and associated design standards and guidelines.

WHEREAS, the Easton Town Council finds that it is in the best interest of the Town to amend the Official Zoning Map of the Town to include the Annexation Property and to establish the R-10A Residential zoning for the Property; and

WHEREAS, the Easton Town Council held a duly noticed public hearing on this Ordinance on Monday, _____, 2024.

Now, therefore, the Town of Easton hereby ordains as follows:

Section 1. Incorporation. The Annexation Plat attached hereto as Exhibit A is incorporated herein by reference.

Section 2. Modification of Official Zoning Map Boundaries and Designation of Zoning. The Official Zoning Map of the Town of Easton is hereby amended to add that certain parcels or tracts of land annexed pursuant to the Annexation Resolution and designated by the plat attached hereto as Exhibit A. The Property shall be assigned classification of R-10A Residential. In accordance

with Section 28-107 of the Zoning Ordinance, the amendment shall be made on the Official Zoning Map promptly after the effective date of this Ordinance by the Easton Town Council.

Section 3. County Zoning Consent. The County zoning for the property is Town Conservation (TC). If the proposed R-10A zoning classification permits land uses that are different from the land uses allowed under the current County zoning classifications applicable to the Annexation Property and/or allows a density greater than 50% of the density allowed under the current Talbot County zoning classification, then in accordance with §4-416 of the Local Government Article of the Code, if Talbot County expressly approves, the Town can place the annexed land in zoning classifications that allow different land uses and/or allows a density greater than 50% of the density allowed under the current Talbot County zoning classification applied to the Annexation Property. The classification of the Annexation Property in the R-10A Residential zoning district is contingent upon the Town receiving the express consent of the County prior to the effective date of this Ordinance. By majority vote on _____, 2024, the County Council of Talbot County, Maryland adopted Resolution No. ____ for the purpose of expressly approving establishment of the municipal zoning as provided by this Ordinance.

Section 4. Survival. Except as amended herein, the remainder of the Official Zoning Map and the remaining terms of existing ordinances shall remain in full force and effect.

Section 5. Effective Date. In accordance with § 4-416 of the Local Government Article of the Code, § 4-203 of the Land Use Article of the Code and Article II, Section 9 of the Easton Town Charter, this Ordinance shall become effective upon the later of: (a) the effective date of the Resolution pursuant to which the land area that is the subject of this Ordinance is annexed to the Town of Easton, (b) ten (10) days after the Town Council's public hearing on this Ordinance, or (c) twenty (20) calendar days after approval by the Mayor or passage of this Ordinance by the Council over the Mayor's veto.

Section 6. 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.

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 _____, 2024.

Frank Gunsallus, Town Council President

Delivered to the Mayor by me this _____ day of _____, 2024.

Kathy M. Ruf, Town Clerk

APPROVED:

Date: _____

Megan J. M Cook, Mayor

EFFECTIVE DATE: _____, 2024.



Good Neighbors

THE HOUSING COMMISSION Of Talbot County

900 Doverbrook ☐ Easton, MD 21601 ☐ phone: 410.822.5358 ☐ fax: 410.822.3213

Don E. Bibb, Executive Director

January 23, 2024

Easton Town Council
c/o Frank Gunsallus, Council President
14 South Harrison Street
P.O. Box 520
Easton, Maryland 21601

Re: Annexation of the Lands of Corrigan & Trippe Ventures, LLC

Dear President Gunsallus and Members of the Town Council:

The Housing Commission of Talbot has met recently with Zach Smith and Bill Coyne to discuss the potential development of affordable housing on the approximately 17 acres of land owned by Corrigan & Trippe Ventures, LLC and that is the subject of a pending Petition for Annexation into the Town of Easton. These discussions have centered on the prospect of building multi-family rental housing on this property that will be available to the populations that the Housing Authority of Talbot County serves, and the possibility of a public private partnership to develop and/or to operate such units. While there is no formal and/or final agreement between our organizations at this point, the discussions thus far have been very encouraging. As we all know there is a shortage of affordable housing units within our community, and the construction of multi-family residential on the subject property will certainly help to address this shortage.

The Housing Commission of Talbot supports the effort to annex this land into the Town, and hopes to continue collaborating with the property owner following its annexation to help create additional affordable units within our community. Please support the annexation.

Sincerely,

Don E. Bibb, PHM
Executive Director
Housing Commission of Talbot

RECEIVED
FEB 02 2024
TOWN OF EASTON





TOWN OF EASTON

14 South Harrison Street
Easton, Maryland 21601

April 3, 2024

Dear Resident,

The Easton Planning Commission (Commission) will hold a public meeting on **Thursday, April 18, 2024 at 1:00 p.m.** in the Easton Town Council Chambers located on the second floor of 14 South Harrison Street. The Town of Easton Zoning Ordinance requires that owners of property located within 400 feet of a parcel on which certain types of applications are pending be given notice of upcoming meetings or hearings. If you are a tenant in or an owner of a multi-unit building, please distribute or post this notice in a visible location for all other tenants or owners to view. If you are a tenant of a rental property, please notify the property owner that this notice letter has been distributed to their property. Notice has also been sent to the Star Democrat, a sign has been posted at the subject property and the hearing agenda has been posted on the Town of Easton website: <http://eastonmd.gov/>.

This letter is sent to inform you that the Easton Planning Commission will meet to discuss application 2021-1115, a Petition for the Annexation of 17.329 acres of property located on the easterly side of the public known as Ocean Gateway, and southern side of Dutchmans Lane, Easton Maryland, also known as Tax Map 0034, Parcels 0128 and 0175. The Commission will ultimately submit a recommendation to the Town Council which will include findings as to the request's consistency with the Comprehensive Plan, as well as a formal recommendation concerning the Annexation, and the appropriate zoning classification.

Copies of the proposed application are on file and available for public review in the Town's Planning Office at 14 South Harrison Street between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday. **In addition, digital copies will be available for review one week prior to the scheduled meeting via the Town's website at <https://www.eastonmd.gov/129/Agendas-Minutes>.** If you have any questions regarding this application, please contact the Planning Office at (410) 822-1943 or via email at ssmith@eastonMD.gov.

Samantha N. Smith

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



Sign posted on April 3, 2024



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

Date of Hearing: April 18, 2024

4b

**PLANNING COMMISSION
PUBLIC HEARING
STAFF REPORT**

SUBJECT: 220 South Street – Parking Waiver

ELECTION WARD: Ward 4

CRITICAL ACTION DATE: At the pleasure of the Commission

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

APPLICANT: Pamela Into

DOCUMENT CREATED ON: April 9, 2024

PURPOSE: The applicant is proposing to subdivide the existing property to create two lots (Lots 1 and 2) and is seeking a Supplemental Waiver Request of two (2) parking spaces for proposed Lot 2. The applicant proposes two on-street parking spaces along South Aurora Street for the single-family detached home proposed on future Lot 2.

On proposed Lot 1, there's an approved accessory dwelling unit (historic carriage house) adjacent to the main existing single-family dwelling, requiring a total of three parking spaces. However, proposed Lot 1's current driveway can only accommodate two parking spaces.

RECOMMENDATION: Staff supports a Planning Commission recommendation of the waiver request subject to the waiver being modified to request three parking spaces with conditions (see below).

APPLICATION INFORMATION:	
APPLICANT: Pamela Into, Owner Elizabeth Fink, Fink Whitten & Associates, Inc.	REPRESENTATIVE: Pamela Into, Owner Elizabeth Fink, Fink Whitten & Associates, Inc.
PARCELS/ACREAGE:	
Parcel Information	Acreage
Map 104, Grid 0000, Parcel 1902	0.46
ACCEPTANCE DATE: April 1, 2024	LOCATION: 220 South Street
EXISTING ZONING R-7A, HD & PUD Infill	EXISTING LAND USE: Residential-Single Family
HISTORIC DISTRICT: Applicable	FUTURE LAND USE MAP: Residential

CONTEXT:

Location/Site Access – The subject property is located at the corner of South Street and S. Aurora Street. The site is fronting along South Street. There's an existing curb cut on South Street providing access to the property's off-street parking and there are sidewalks on both South Street and S. Aurora Street.

Existing Conditions – The subject property is currently a historic two-story single-family home, a historic carriage house, a brick outbuilding currently being used as an accessory dwelling unit, a pergola structure and a large Magnolia tree.

Surrounding Properties

	Land Use	Zoning District(s)	Future Planned Land Use
South	Residential	R-7A	Residential
West	Residential	R-7A	Residential

Figure 1: Vicinity Map



PROPOSAL: The applicant is seeking a Supplemental Waiver Request of two (2) parking spaces.

BACKGROUND: The applicant submitted an application to the Easton Staff Development Review Committee for the February 28, 2024 meeting to subdivide a 21,622 square foot lot into two parcels. The proposed Lot 1 consists of a historic single-family dwelling with a historic carriage house; both currently vacant. Proposed lot 2 has a non-conforming brick structure where the current owner resides and which has not been approved with a Certificate of Occupancy as a residential dwelling unit.

The applicant is scheduled for the April 16, 2024 Board of Zoning Appeals meeting to request variances from §28-302.2.C(2) and §28-302.2.C(3). The newly formed lot known as Lot 2 will be 5,058 square feet and the revised lot will be 16,564 square feet. The existing non-conforming brick structure located along the southern property line will be located entirely on lot 2 and would violate the side and rear setback requirements of the R-7A Zoning District.

In addition, the applicant has expressed to staff her consideration of seeking Short-Term Housing approval for the carriage house. Staff notes that any use of Short-Term Housing for the accessory dwelling unit on proposed Lot 1 would require a Special Exception request from the Board of Zoning Appeals and an application and approval of a Rental License. The Town, via the Code

Enforcement Office, regulates Short-Term Housing (Ordinance 680, § 14-19.1 thru § 14-19.5 of the Town Code).

OUTSTANDING ISSUES:

There is no record of any permits or approvals allowing the structure on proposed Lot 2 to operate as a primary or accessory dwelling unit. A variance was granted by the Board of Zoning Appeals in November of 1985 permitting the larger accessory structure (the historic carriage house) on proposed Lot 1 to operate as an accessory dwelling unit. However, there is no record of any building permits or zoning approvals being issued for the carriage house. Furthermore, although the subject property has two accessory dwelling units, §28-1007.1(7) prohibits more than one granny flat (accessory dwelling unit) being created on a single lot. Given that there have been no building permits issued on these structures, it is uncertain whether it meets the minimum livability codes. There's no record of a Certificate of Occupancy for the main house..

ZONING ANALYSIS:

A. Permissible Land Uses

28-201 table 2.1 (1) 106

R-7A

106	Single Family Detached*	P	P	P	P	P	--	--	--	--	--	
-----	-------------------------	---	---	---	---	---	----	----	----	----	----	--

28-201 table 2.1 (1) 101

R-7A

101	Accessory Dwelling Unit *	SE	SE	SE	--	SE	--	--	--	--	--	
-----	---------------------------	----	----	----	----	----	----	----	----	----	----	--

Analysis – The existing use of the property as a single family detached home is permitted within Table 2.1 Table of Permissible Uses. Both the carriage house and the brick structure, currently being used as accessory dwelling units, will require building permits and certificates of occupancy. If the subdivision is approved, the use on proposed Lot 2, if approved as a livable dwelling, will cease to be an ADU and instead become an independent single family detached home negating the need for a Special Exception.

Please note, proposed Lot 1 consists of an existing single family detached dwelling and the carriage house. The applicant has expressed to staff her consideration of seeking Short-Term Housing approvals for the carriage house. Staff notes that any use of Short-Term Housing for the accessory dwelling unit on proposed Lot 1 would require a Special Exception request from the Board of Zoning Appeals and an application and approval of a Rental License. The Town, via the Code Enforcement Office, regulates Short-Term Housing (Ordinance 680, § 14-19.1 thru § 14-19.5 of the Town Code).

B. Off-Street Parking

28-1001.3 Parking Requirements

	Use/Activity	Minimum Vehicle Spaces	Maximum Vehicle Spaces	Minimum Bicycle Spaces	Notes
	Residential Buildings				
1	Single-Family Detached	2 per du	--	--	

PROPOSED LOT 1

Single-Family Detached: 2 Spaces per dwelling unit – Minimum
 No maximum paces required
 Accessory Dwelling Unit: 1 Space per dwelling unit

PROPOSED LOT 2

Single-Family Detached**.: 2 Spaces per dwelling unit – Minimum
 No maximum paces required

**(Currently being used as an existing accessory dwelling unit)

Analysis - There are five required parking spaces. Proposed Lot 1 consists of an existing single family detached dwelling and an accessory dwelling unit. The existing driveway on proposed Lot 1 can accommodate two parking spaces with ample on-street parking along South Street for the accessory dwelling unit. The applicant is requesting a waiver of two parking spaces for proposed Lot 2 due to the proximity of the existing utility pole and attached guy wire. On-street parking is also available along South Aurora Street for Lot 2's required parking spaces.

C. R-7A District Development Standards

Table 1. Development Standards		
R-7A Zoning District	Standard	Proposed
Setbacks	Front = 15 feet Side = 8 feet Rear = 25 feet	Lot 1(Corner Lot) 2 Fronts = 15 feet 2 Sides = 8 feet Lot 2 Front = 15 feet Sides = 8 feet (North Side) = 5.23 feet(South Side)* Rear = 21.71*
Lot Size (min.)	7,500 square feet Minimum lot sizes – Up to 50% of the lots within an R-7A subdivision may be less than the required	Lot 1 16,564 square feet Lot 2

	minimum lot size. Of these smaller lots, 75% must have a minimum lot size of at least 5,000 square feet.	5,058 square feet
Lot Frontage (min.)	Lot frontage – Each lot hereinafter established shall have a minimum frontage on a public street or way of thirty (30) feet. However, houses served by rear alleys may front directly onto parks or public open space, which shall have perimeter sidewalks.	Lot 1 109 feet Lot 2 46 feet
Building Envelope (min.)	60 feet x 30 feet	129 feet x 85 feet (Lot 1) 72 feet x 32 feet (Lot 2)
Lot Coverage (max.)	100% (Building Envelope) 50% (Rear Yard)	100% (Building Envelope) 0% (Rear Yard)
Height (max.)	35 feet	35 feet
Maximum Density for multi-family dwellings	8 dwelling units per acre	4.029 du per acre

* The applicant is seeking variances from §28-302.2.C(2) and §28-302.2.C(3). The newly formed lot known as Lot 2 will be 5,058 square feet and the revised lot will be 16,564 square feet. The existing brick structure located along the southern property line will be located entirely on Lot 2 and would become a primary dwelling unit that violates the side and rear setback requirements of the R-7A Zoning District. The applicant is scheduled for the April 16, 2024 Board of Zoning Appeals meeting. Staff supports a Board **denial** of the application based on the findings; 1) that there are no peculiar conditions associated with this property that necessitate the need for a variance. 2) the conditions associated with the need for the variance are the result of action taken by the applicant and, 3) a literal interpretation of the Zoning Ordinance will not result in a practical difficulty. The applicant's proposal to subdivide the property creates the necessity for an additional variance request that would not otherwise be required if the property was not subdivided.

§ 302.2 of the Zoning Ordinance states that development within the R-7A Residential District shall also meet these additional requirements:

- ***Off-street parking shall be provided for all uses in accordance with the standards of Section 28 – 1001.***

Analysis - The site falls under the R-7A Residential District Area and meets the § 28-302.2 Development Standards, excluding the variance request from §28-302.2.C(2) and §28-302.2.C(3). The applicant is requesting a waiver for the required number of off-street parking spaces for the

future dwelling unit on proposed Lot 2. However the applicant will require a waiver of one off-street parking space for proposed Lot 1.

D. Supplemental Development Standards

1. Easton Zoning Ordinance, Chapter 28 – 1001.2.J

A driveway ten (10) feet wide and thirty-five (35) feet long shall be deemed sufficient parking space, for single family or each unit in a duplex.

2. Easton Zoning Ordinance, Chapter 28 – 1007.1 (1)

Granny Flat/Accessory Dwelling Unit: One additional off-street parking space shall be provided for the granny flat.

Analysis- Five off-street parking spaces are required for the proposed minor subdivision. However, additional on-street parking is available along South Street and South Aurora Street. A staff site inspection demonstrates there is adequate parking along both streets.

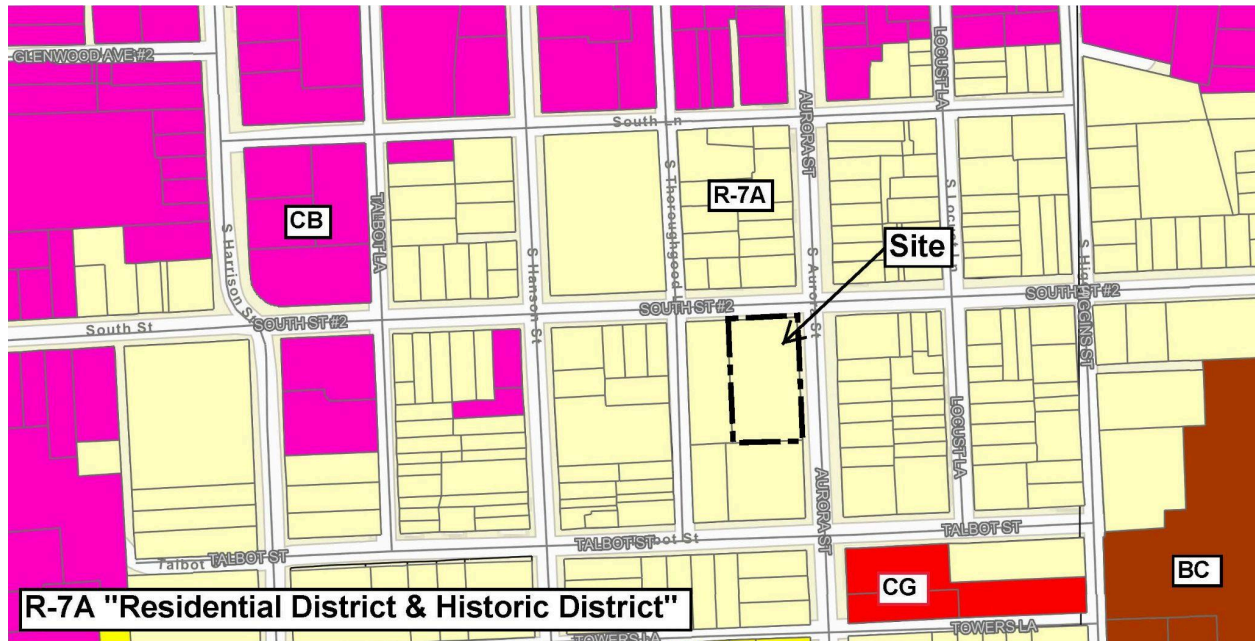
D. Forest Conservation

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 - This site is within a priority funding area and is within a residential area. The overall site area is 21,622 square feet and is under the required 40,000 square foot minimum. Therefore, Forest Conservation is not required.

POLICY ANALYSIS:

Figure 2: Zoning Map



RECOMMENDED CONDITION:

1. The staff recommends approval of the waiver with the following following conditions:
 - The waiver needs be modified to request three parking spaces
 - Approval of the parking waiver is contingent upon the Board of Zoning Appeals decision and the applicant obtaining all applicable building permits and a Certificate of Occupancy for the accessory dwelling on Lot 2.

DRAFT MOTIONS:

1. I move that the Planning Commission approve the parking waiver subject to the Conditions of Approval.

OR

2. I move that the Planning Commission forward the application to the May 16th Commission meeting for further discussion.

OR

1. I move an alternate motion.

ATTACHMENT:

1. 2024-02-29 ESDR Determination Letter & Application, paper copy & PDF
2. 2024-04-01 Parking waiver application, paper copy & PDF
3. 2024-04-01 Parking waiver Exhibit A, paper copy & PDF
4. 2024-04-01 Parking Waiver request, paper copy & PDF
5. 2024-04-01 Subdivision Application, paper copy & PDF
6. 2024-04-04 Parking waiver Exhibit B, paper copy & PDF
7. 2024-04-08 - April PC 400' Notice Letter & Sign Posting, paper copy & PDF
8. 2024-04-08 Document from owner, paper copy & PDF
9. 2024-02-12 ReviewLetter-Department of Engineering, paper copy & PDF



TOWN OF EASTON

Planning & Zoning Department

14 South Harrison Street

P.O. Box 520

Easton, Maryland 21601

Easton Staff Development Review Worksheet

Date: February 29, 2024

Project: 220 South Street - Minor Subdivision

To: Elizabeth Fink - Fink, Whitten & Associates, LLC.

CC: Ms. Pamela Into, Owner

The Easton Staff Development Review (ESDR) Committee meeting was held on February 28th at 11:00 am. Staff reviewed the Minor Subdivision Plat for the proposed two lots on the property located at 220 South Street, also known as Tax Map 104, Parcel 1902.

The Committee determined that the project will need to address all agency comments as specified in the attached review letters and at ESDR.

The Committee determined that the application may be scheduled for the Planning Commission to review a Supplemental Waiver Request Application for parking spaces. Additionally, the applicant may schedule for the Board of Zoning Appeals to obtain a Variance for side and rear setbacks for Lot 1.

The next Planning Commission meeting is scheduled for **Thursday, March 21, 2024 at 1:00 pm**. Submit all documentation to the Planning and Zoning Department no later than Monday, March 4th at 1:00 pm. Files for presentation at the Planning Commission need to be provided on a flash drive. In addition, provide a digital submittal (via email) of all supporting documents necessary for the Planning Commissions review, including **six paper copies**.

The next Board of Zoning Appeals meeting is scheduled for **Tuesday, April 16, 2024 at 10:00 am**. Submit all documentation to the Planning and Zoning Department no later than Tuesday, March 19th at 12:00 pm. Provide a digital submittal (via email) of all supporting documents necessary for the Board of Zoning Appeals review, including **four paper copies**.

Please contact the Planning & Zoning Department at 410 822-1943 with any questions.

Sincerely,

Joseph A. Mayer
Plan Reviewer



TOWN OF EASTON PLANNING & ZONING DEPARTMENT

P.O. Box 520
Easton, Maryland 21601
410-822-1943
www.EastonMD.gov

DATE: February 29, 2024
TO: Elizabeth Fink – Fink Whitten & Associates, LLC, (Agent)
Pamela Into - Owner
Cc: Miguel Salinas – Director of Planning & Zoning Department
Rick Van Emburgh – Town Engineer, Department of Engineering
FROM: Joseph A. Mayer - Plan Reviewer, Planning & Zoning Department
SUBJECT: 220 South Street – Minor Subdivision

We reviewed the **February 6, 2024** Minor Subdivision Submittal for the Subject Project and have the following comments:

PLANNING & ZONING COMMENTS

Minor-Subdivision Review #1

1. The existing masonry building on lot 1 is currently an accessory dwelling unit. Changing the use of the existing structure to a primary residence for proposed Lot 1 would require a side and rear yard setback variance. Please submit an application for a variance to the Board of Zoning Appeals for review.
2. Off-Street parking is required for all three dwelling units; the primary residence and two accessory dwelling units. The applicant may submit a Supplemental Waiver Request Application for parking spaces to the Planning Commission for review.
3. Label the proposed lot at the corner of South Street and S. Aurora Street as Lot 2.
4. The existing structure labeled as *"Frame Building"* needs to be revised to *"Existing Accessory Dwelling Unit"*. The existing masonry building on Lot 1 needs to be labeled as *"Existing Accessory Dwelling Unit to be used as Dwelling Unit."*
5. Add a note to the General Notes to read; *"The use of short-term housing for the accessory dwelling unit on Lot 2 would require a Special Exception request from the Board of Zoning Appeals and an Application for Rental License. The use adheres to Ordinance 680 effective 9/27/2016. The Town, via the Code Enforcement Office, regulates Short Term Housing. Ordinance 680, § 14-19.1 thru § 14-19.5 ."*
6. Add a note to the General Notes to reference all previous Board of Zoning Appeals decisions to application numbers SE-308, SE-707, V-332 and V-673.

7. Add a note to the General Notes to read; *“No proposed roof overhang or building foundation shall extend beyond any utility distribution right-of-way and easement.”*
8. Add note to the General Notes to read; *“The property shown hereon is located within the PUD Infill Boundary.”*
9. Verify any existing easements within the property.
10. Label adjacent property owners adjacent to South Street and S. Aurora Street.
11. A space or recording block shall be provided of not less than (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.
12. Upon approval from all agencies, please provide four (4) reproducible film copies, and three (3) paper copies for processing and recording of the record plat. We’ll forward all necessary copies to you.
13. All signatures on the plat shall be placed directly on the plat in black ink.
14. Prior to recording, please provide CAD/GIS compatible files.
15. Upon recording, have all plats Notarized with signature and seal.

Plan Review Status

Minor Subdivision Review			Comments
Plans Approved	☐ Y	☒ N	Please review the comments above. Revise and resubmit.

Forest Stand Delineation & Forest Conservation Plan		
☐ Required ☐ Submitted ☐ Approved		<i>The Easton Forest Conservation Requirements of the Town Code, Article III, § 31-3.1 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.</i> Analysis - This site is within a priority funding area and is within a residential area. The overall site area is 21,622 square feet and is under the required 40,000 square foot minimum. Therefore, Forest Conservation is not required.
Other		
☒ Required ☐ Submitted ☐ Approved		<u>IMPACT FEES</u> Please note, there will be a required Impact Fee for any proposed structures. The Town's Impact Fees and Inspection Fees are to be paid upon the time you pick up your Building Permit. Please provide building square footage with appropriate impact fee use category for calculation of Impact Fee. Talbot County Impact Fees are due prior to obtaining your Building Permit. Please provide receipt of payment to the Town's Building Inspection Division.

Please contact me if you have any questions. Thank you.



TOWN OF
EASTON
ENGINEERING DEPARTMENT

DATE: February 28th, 2024
TO: Pamela Into – Owner
Elizabeth Fink - Fink, Whitten & Associates
Cc: Rick Van Emburgh – Town Engineer
Lynn Thomas – Town Planner
Aaron Goller – EUC
FROM: Sierra Clem – Engineering Department
SUBJECT: 220 South Street – Subdivision Proposal for ESDR

Our office has reviewed the Application for the Subject project received on 2/7/2024 which is scheduled for the 2/28/2024 ESDR meeting. The subject application intends to subdivide parcel 1902 into two lots. Our office has no objection to the application as proposed.

Please be advised that access to the site and potential impacts to the utility pole will need to be addressed at the time of Grading Permit application.

Please contact me if you have any questions. Thank you.



EASTON UTILITIES

Life. Made better.™

Easton Utilities Commission

Plan Review Comments

Date: Monday, February 19, 2024

To: Joe Mayer; Nicholas Johnson; Sierra Clem

From: Kia Gibbs on behalf of Aaron Goller, PE

No. of Pages: 2

Regarding: 220 South Street

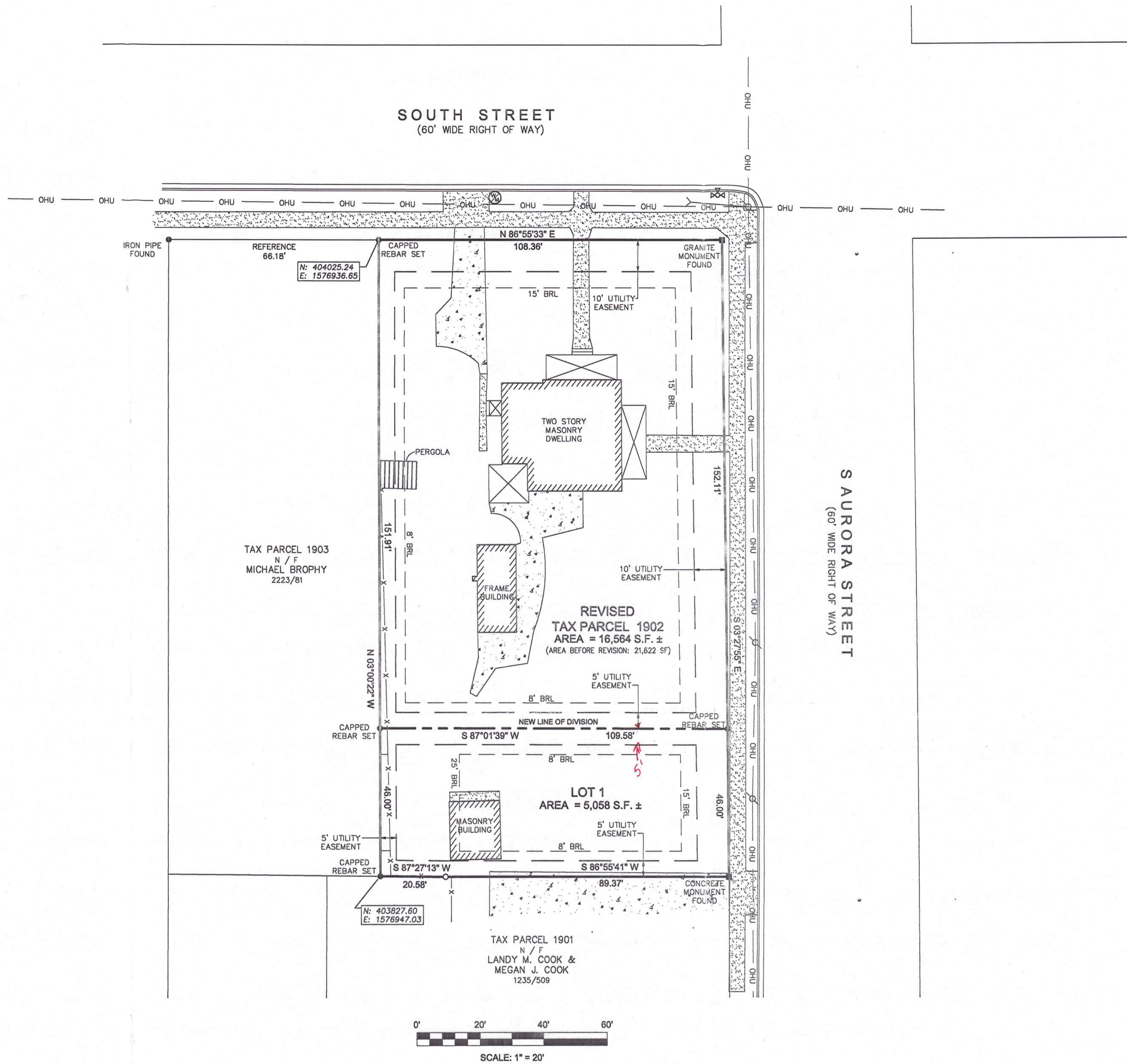
Phase: Lot Line Revision

SUBM: 1

Status: **Approved as Noted**

Easton Utilities Commission has reviewed the above referenced plans and have provided the following comments. Please provide your corrections as listed below. Additional reviews will be required to ensure comments have been addressed. Items or documents not provided on initial submission will be subject to further review. Please contact Kia Gibbs, Admin Support at kgibbs@eucmail.com should you have any questions.

ITEM:	DRAWING /	COMMENTS:
	PAGE	
1	General	Capital charges required for the creation of lot.



- LEGEND:**
- = CONCRETE SURFACE
 - = GRAVEL SURFACE
 - = FENCE
 - = BUILDING RESTRICTION LINE
 - = COMPUTED POINT
 - = WATER METER
 - = OVERHEAD UTILITY LINES
 - = UTILITY POLE
 - = GUY WIRE
 - = FIRE HYDRANT



VICINITY MAP
SCALE: 1" = 200'

GENERAL NOTES:

- OWNER: PAMELA INTO
220 SOUTH STREET
EASTON, MD 21601
PHONE: 530-306-5032

TAX MAP 104 GRID EA PARCEL 1902

DEED REF.: 2615 / 306
PLAT REF.: 4 / 50HH
- SITE ADDRESS: 220 SOUTH STREET
EASTON, MARYLAND 21601
- CURRENT ZONING INFORMATION:
DISTRICT: R-7A - RESIDENTIAL DISTRICT

MINIMUM LOT SIZE: 5,000 SQ.FT.
MINIMUM FRONTAGE: 30'
MAXIMUM LOT COVERAGE: 100% OF BUILDING ENVELOPE
MINIMUM SETBACKS:
FRONT 15'
SIDE 8'
REAR 25'
- THE PROPERTY SHOWN HEREON IS LOCATED WITH THE HISTORIC DISTRICT OVERLAY.
- THE PROPERTY SHOWN HEREON IS NOT LOCATED WITHIN THE COASTAL FLOOD PLAIN AS SHOWN ON THE FEDERAL FLOOD INSURANCE RATE MAPS COMMUNITY PANEL NO. 24041C0187C FOR TALBOT COUNTY, MARYLAND DATED JULY 20, 2016.
- THE PROPERTY SHOWN HEREON IS LOCATED ENTIRELY OUTSIDE OF THE CHESAPEAKE BAY CRITICAL AREA.
- SETBACK DIMENSIONS SHOWN HEREON ARE ROUNDED TO THE NEAREST 0.1'.
- WATER SUPPLY & SEWAGE DISPOSAL: TOWN OF EASTON
- 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.
- ALL EASEMENTS SHOWN HEREBY DEDICATED FOR PUBLIC USE.
- A UTILITIES DISTRIBUTION RIGHT-OF-WAY AND EASEMENT IS HEREBY DEDICATED TO THE TOWN OF EASTON IN AND OVER STRIPS OF LAND TEN (10) FEET IN WIDTH ALONG THOSE BOUNDARY LINES CONTIGUOUS TO ANY STREET OR ALLEY AND FIVE (5) FEET IN WIDTH IN EACH SIDE OF SIDE LOT LINES.
- 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.
- 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 NONTIDAL WETLANDS REGULATED UNDER COMAR 08.05.04; 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.
- THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE TAX PARCEL 1902 TO CREATE NEW LOT 1 AND REVISED TAX PARCEL 1902.

OWNER CERTIFICATION:

PAMELA INTO, OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, HEREBY ADOPTS THIS PLAN OF SUBDIVISION.

PAMELA INTO _____ DATE _____

THE OWNER HAS SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 2024.

NOTARY _____

THIS MINOR SUBDIVISION PLAT IS APPROVED BY THE TALBOT COUNTY HEALTH DEPARTMENT.

REVISED TAX PARCEL 1902 AND LOT 1 AS SHOWN HEREON ARE 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.

TALBOT COUNTY APPROVING AUTHORITY _____ DATE _____

APPROVALS:

APPROVED: _____

CHAIRMAN OF PLANNING AND ZONING COMMISSION _____ DATE _____

THE TOWN PLANNER _____ DATE _____

UNDERGROUND UTILITY WARNING:

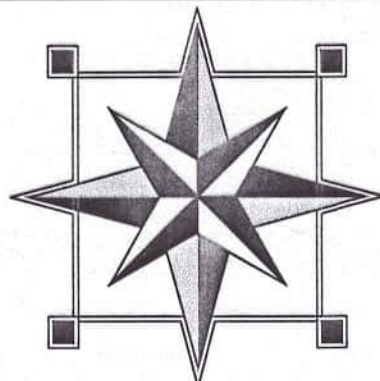
NO INVESTIGATION AS TO THE EXISTENCE OF ANY UNDERGROUND UTILITIES WAS CONDUCTED IN THE PREPARATION OF THIS PLAT. IT IS THE RESPONSIBILITY OF THE OWNER, SUCCESSORS, OR ASSIGNS, AND/OR ANY CONTRACTOR TO COMPLY WITH THE UNDERGROUND FACILITIES DAMAGE PREVENTION LAW AND THE REQUISITE PERMITS ARISING THEREFROM.

SURVEYOR'S CERTIFICATE:

I, STEVEN W. WHITTEN, HEREBY CERTIFY THAT THE FINAL PLAT HEREON IS CORRECT; THAT IT IS A SUBDIVISION OF THE LANDS CONVEYED BY JOHN N. INTO, TRUSTEE OF THE ELLEN C. INTO LIVING TRUST, DATED JULY 20, 1998, AS RESTATED IN FULL MAY 1, 2008 BY DEED DATED MAY 28, 2019 AND RECORDED AMONG THE LAND RECORDS OF TALBOT COUNTY, MARYLAND IN LIBER 2615, FOLIO 306, AND THAT THE REQUIREMENTS OF THE TOWN OF EASTON SUBDIVISION REQUIREMENTS IN SO FAR AS THEY MAY CONCERN THE MAKING OF THIS PLAT AND THE SETTING OF MONUMENTS AND MARKERS HAVE BEEN COMPLIED WITH. I ALSO CERTIFY THAT THIS PLAT WAS PREPARED UNDER MY DIRECT SUPERVISION AND COMPLIES WITH SECTION 09.13.06.12 OF THE ANNOTATED CODE OF MARYLAND TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF. THIS PLAT WAS PREPARED WITHOUT BENEFIT OF AN ABSTRACT OF TITLE.

STEVEN W. WHITTEN
PROFESSIONAL LAND SURVEYOR MD. NO. 21326
(CURRENT LICENSE EXPIRES/ RENEWS: 1 / 8 / 2025)

2/7/2024
DATE



FINK, WHITTEN & ASSOCIATES, LLC.

LAND SURVEYING
CIVIL ENGINEERING
ENVIRONMENTAL CONSULTING

EASTON
410-822-8484
8628 Brooks Drive Unit 103
Easton, Maryland 21601

CAMBRIDGE
410-223-8885
108 Dordcheur Avenue
Cambridge, Maryland 21601

www.FINKWHITTEN.com

DATE	REVISION

MINOR SUBDIVISION
OF THE LANDS OF

PAMELA INTO

TAX MAP 104, GRID EA, PARCEL 1920
IN THE TOWN OF EASTON
TALBOT COUNTY, MARYLAND

DRAWN
B.S.F.

CHECKED
S.W.W.

DATE
2/5/2024

SCALE
1" = 20'

JOB NO.
T-104-EA-1902

2/29/23

220 South St minor subdivision

Good afternoon Joe Mayer,

When my mother, Dr Ellen Into, purchased the property at 220 South St in Easton, from Joyce DeLaurentis, in December of 2012, it was presented to us as two parcels, with a plot plan & a survey, with two separate prices. Joyce had mentioned that she had offered the minor subdivision lot in question to both of her neighbors, the Cook's, & the Brophy's, in the past, which they declined. Both neighbors, since have also relayed that information to me.

Joyce DeLaurentis had rented both cottages, & rooms in the main house, prior to our purchasing the property, both as an Airbnb, & as long-term rentals. I still receive mail addressed to a couple of those long-term tenants.

I have been living in the cottage on the south side of my property for over 5 years. It has a living space, a separate full bathroom, & a kitchenette. I continue to use the living space in the main house, & slowly renovate, as my limited funds provide.

The middle cottage is being used as my artist studio, & storage.

This minor subdivision will hopefully open opportunities of providing extra income, as possible rental property, with proper permits & licenses of course, to help me, financially, through my last years.

Thank you for your time & consideration.

Kindly,

Pamela Into

A handwritten signature in dark ink, appearing to be 'P. Into', written over a light blue grid background.

Ps-

I believe Joyce had run the electric, to the back cottage, underground, from Thoroughgood, & the water & sewer from S Aurora. They are on separate meters from the main house.



EASTON BOARD OF ZONING APPEALS

P. O. Box 520
Easton, Maryland 21601

March 30, 1988

Ms. Joyce DeLaurentis
220 South Street
Easton, Maryland 21601

Re: Application No. SE-308
V-332

Dear Ms. DeLaurentis:

This is to advise you that March 30, 1988, the Easton Board of Zoning Appeals filed a decision regarding the above application. A copy of the decision is enclosed, and if any conditions or restrictions were imposed by the Board, you will find them stated at length therein.

An Appeal from said decision to the Circuit Court for Talbot County may be taken in accordance with law within thirty days from the date on which the decision was filed.

Very truly yours,

EASTON BOARD OF ZONING APPEALS

A handwritten signature in cursive script, reading "Janice H. Higgins".

Janice H. Higgins
Executive Secretary

IN THE MATTER OF : BEFORE THE EASTON
THE APPLICATION OF BOARD OF ZONING APPEALS
JOYCE DELAURENTIS : APPLICATION SE-308
V-332

The Easton Board of Zoning Appeals (the Board) met on March 23, 1988 to consider the application of Joyce DeLaurentis for a Special Exception and Variance pursuant to Sections 502-D(8) and 502-E(3) of the Zoning Ordinance of the Town of Easton (the Ordinance).

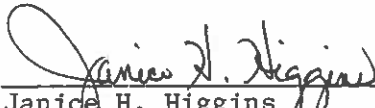
The Applicant is the owner of two adjoining properties known as 216 and 220 South Street. The Applicant seeks a Special Exception and Variance to utilize cottage located at 220 South Street in conjunction with her day care facility at 216 South Street as it would accommodate six additional children.

Members of the Board present at the hearing were Walter W. Claggett, Chairman, Norris L. Harrison, Member and Ian M. Morrell, Member. Mr. Howard H. Wooters, Jr., Town Building Inspector, was present and commented upon the application.

After reviewing the application and testimony at the hearing, it appears to the Board that either the boundary line should be moved to include the cottage as a part of 216 South Street, or the building should be moved onto property known as 216 South Street. When either of these two conditions have been accomplished, the Applicant may apply for an amendment to the existing Special Exception for the cottage. Section 502-E(2) of the Zoning Ordinance prohibits more than one principal use on an individual lot in the R-7A zoning district.

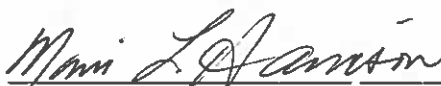
It is therefore this 30 day of March, 1988, by the Easton Board of Zoning Appeals, ordered that the Special Exception and Variance requested be, and the same hereby are DISMISSED without prejudice.

Filed in the Town Office of Easton,
Maryland on March 30, 1988.


Janice H. Higgins
Executive Secretary
Town of Easton


WALTER W. CLAGGETT, CHAIRMAN


IAN M. MORRELL, MEMBER


NORRIS L. HARRISON, MEMBER



TOWN OF EASTON

P.O. Box 520
Easton, Maryland 21601

May 21, 2008

Joyce DeLaurentis
220 South Street
Easton, MD. 21601

Re: Application No. SE-707

To Whom It May Concern:

This is to advise you that on May 21, 2008 the Easton Board of Zoning Appeals filed a Decision granting the above application. A copy of the Decision is enclosed, and if any conditions or restrictions were imposed by the Board, you will find them stated at length therein.

An appeal from said Decision to the Circuit Court for Talbot County may be taken in accordance with law within thirty days from the date on which the Decision was filed.

Sincerely,

✓ Stacie S. Rice
Planning Secretary

IN THE MATTER OF : BEFORE THE EASTON BOARD
THE APPLICATION OF : OF ZONING APPEALS
JOYCE DELAURENTIS : APPLICATION NO. SE-707 & V-673

The Easton Board of Zoning Appeals (the "Board") met on November 27, 2007 to consider the application of Michael Hicks, (the "Applicant") for a Special Exception and a Variance pursuant to the provisions of Sections 1303.5 B and 1303.5 C of the Zoning Ordinance of the Town of Easton (the "Ordinance"). The applicant seeks approval of the Special Exception in order to permit the operation of a Bed and Breakfast operation. The Variance is requested from the provisions of Section 1008 A (2) d, in order to permit the use of accessory structures as units in the Bed and Breakfast.

The subject property is located at 220 South Street, at the corner of South Street and Aurora Street. It is zoned R-7A (Residential). It also lies within both the Planned Redevelopment Overlay District (PR) and the Historic District.

Members of the Board present at the Hearing were Michael O'Connor, Alternate Member and Acting Chair, Brad Watts, Member, and Richard Tettlebaum, Member. Staff members present were Tom Hamilton, Town Planner, Zachary Smith, Current Planner, and Lynn Thomas, Long-Range Planner.

The applicant was present and represented herself at the Hearing. There were no others present to testify either in support of, or opposition to, the application.

The Hearing began with Ms. DeLaurentis explaining the history of her use of the property. She stated that she purchased the property 24 years ago when this was a neighborhood where not a lot of investment was occurring. She added that she had always had the thought that she would like to open a Bed and Breakfast (B&B) operation on the subject property.

Ms. DeLaurentis then presented the Board with photographs from a book prepared by Historic Easton, depicting the historic appearance of the subject property. She also showed the board contemporary photographs that she had recently taken herself. She then described the photos and what was shown on each as they related to this application.

The applicant continued by describing that the property consists of a two-story main house, a cottage which is a licensed rental unit, and a brick garage located towards the rear of the property. She stated that she would like to use the primary residence and the cottage as a four room B&B. She would start renting the two cottage units until she retires, at which time she would rent two rooms in

her primary residence.

The applicant then read through the Supplemental Standards for B&B's. She pointed out that item d represents a problem in that it requires the B&B units to be within the primary residence. The applicant has therefore requested a Variance from this provision.

Mr. Hamilton suggested that this is not legal because it is a use Variance. If you grant a Variance from this provision, you are changing the nature of the use; hence it is a "use variance" which is illegal. He suggested that perhaps following the Planned Redevelopment application process is a better, more legitimate option.

Mr. O'Connor asked about the outside units. The applicant explained that they would have their own bathrooms. They would also have a small refrigerator but no formal kitchen.

Mr. O'Connor then read through the required Special Exception Findings with the applicant. This was followed by a discussion of the required Variance findings.

DECISION AND FINDINGS OF THE BOARD

Upon consideration of the testimony given and upon motion by Mr. Tettlebaum, seconded by Mr. Watts, the Board recorded the following vote on whether the application of Joyce DeLaurnetis, for a Special Exception for a Bed and Breakfast in the R-7A Zoning District should be granted:

Mr. O'Connor - Yes

Mr. Tettlebaum – Yes

Mr. Watts - Yes

Pursuant to Section 1303.5-B of the Ordinance, the Board makes the following findings of fact relative to the application for Special Exception:

1. The Board finds that the subject property was properly posted and that requisite notice of the application was given in the *Easton Star Democrat*.
2. The Board finds that with the relief afforded under the provisions of the PR District the proposed use conforms in all respects to the minimum requirements of the R-7A Zoning District.
3. The Board finds that the proposed use will not adversely affect the health, safety, or general welfare of the residents of the area.
4. The Board finds that the proposed use will not interfere with the adequate and orderly provision of public facilities necessary to service the area or the proposed special exception.
5. The Board finds that the proposed use will not create congestion in the streets or undue traffic hazards, and that adequate ingress and egress are provided.
6. The Board finds that the proposed use will not adversely affect the area and surrounding property due to adverse environmental characteristics including undue smoke, odor,

noise, improper drainage, or inadequate access.

7. The Board finds that the proposed use will not adversely affect the established character of the area. The Board finds that a B&B is generally acknowledged to preserve residential character as opposed to a larger-scale hotel or inn.

8. The Board finds that the proposed use is in conformity with the provisions of the Easton Comprehensive Plan. Mr. Hamilton concurred with this finding.

9. The Board finds that it is empowered by Section 1303.5 B (5) of the Ordinance to grant the Special Exception, and that the granting of the Special Exception will not adversely affect the public health, safety, security, morals, or general welfare, nor will it result in dangerous traffic conditions, nor will it jeopardize the lives or property of the people living in the neighborhood. The Board further finds that it is empowered by Section 1303.5 B (5) of the Ordinance to prescribe appropriate conditions and safeguards when granting Special Exception applications.

In the matter of the Variance from the provisions of the Ordinance limiting a B&B to the primary residence of the owner and upon motion by Mr. Watts, seconded by Mr. Tettlebaum, the Board recorded the following vote on whether the application should be granted:

Mr. O'Connor - No

Mr. Tettlebaum - No

Mr. Watts - No

Pursuant to Section 1303.5-C of the Ordinance, the Board makes the following findings of fact relative to the application for a Variance:

1. The Board finds that the subject property was properly posted and that requisite notice of the application was given in the *Easton Star Democrat*.

2. The Board finds that the granting of this Variance would not be contrary to the public interest.

3. The Board finds that the granting of this Variance would not be in harmony with the purpose and intent of the Ordinance.

4. The Board finds that the granting of this Variance would not be injurious to the neighborhood or otherwise detrimental to the public welfare.

5. The Board determined that there are indeed many practical difficulties associated with this application, but provisions of the Ordinance preclude them from being presented.

In conclusion, the Board finds that the request as presented by the applicant is presently prohibited by the Ordinance. However, the Board is not opposed to what the applicant is requesting and therefore encourages her to work with the Planning staff to find another option by which this

request might be permitted. Furthermore, the Board will recommend to the Planning Commission and Town Council that the Ordinance be amended to allow the use of outbuildings in a B&B operation.

It is, therefore, this 27th day of November, 2007, by the Easton Board of Zoning Appeals, ordered that, subject to the following conditions, the Special Exception requested be, and the same hereby is, GRANTED and that the Variance requested be, and hereby is, DENIED:

- A) The Special Exception for the Bed and Breakfast is limited to three units in the main house (there are presently four bedrooms available and one must be dedicated to the owner).
- B) The Board recommends to the Easton Planning and Zoning Commission and the Easton Town Council that the Ordinance be amended to allow for the use of outbuildings as units in a B&B establishment. If such an amendment is approved, the Board supports and hereby approves the subject property for a four unit B&B.

*

MICHAEL O'CONNOR, ALT. MEMBER



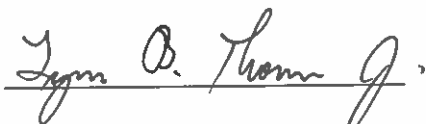
RICHARD TETTLEBAUM, MEMBER



BRAD WATTS, MEMBER

* Board member O'Connor participated in the hearing and deliberations on this matter but died before the written decision of the board was finalized.

Filed in the Town Office of Easton, Maryland on 5/21, 200⁰⁸~~7~~.



Lynn B. Thomas, Jr., AICP

Long-Range Planner



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

RECEIVED
FEB 07 2024
TOWN OF EASTON

Easton Staff Development Review

Property Information					
Address	220 South Street				
Tax Map	104	Grid	EA	Parcel	1902
Deed Reference:	Liber	2615	Folio	306	Lot
Plat Reference:	Liber	4	Folio	50 HH	
Base Zoning District	R-10A		Historic District	Y ☒ N ☐	
			Planning Redevelopment	Y ☐ N ☒	
Purpose of Application / Description of Work:					
Subdivision of existing parcel 1902 to create					
Revised parcel 1902 (horse lot) and new Lot 1					

Owner	
Name	Pamela Into
Mailing Address	220 South Street
Telephone No.	530 306 5032
Email	lesterbrophy@gmail.com
	pamelainto@yahoo.com

Applicant / Agent	
Name	Elizabeth Fink, Fink Whitten + Assoc, LLC
Mailing Address	113 E Dover St Unit C Easton 21601
Telephone No.	410 822 8484
Email	efink@finkwhitten.com

Surveyor / Engineer		
Name	Steve Whitten	License No.
		21326
		Expiration Date
		1-8-25
Mailing Address	504 Maryland Ave Cambridge md 21613	
Telephone No.	410 228 8885	Email
		sterewhitten15@gmail.com

Any modifications during review shall warrant an updated application.

I do hereby solemnly declare and affirm that the information provided by this application and the documents attached hereto accurately represent the conditions of the request 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

Elizabeth Fink, FWA
2-7-24
Elizabeth Fink

For Office Use Only

Easton Staff Development Review Meeting Required Y ☒ N ☐

Easton Staff Development Review Meeting Date

2024-1130/ ESDR 24-05/ V 24-03

Completeness Check Date

Revisions/Resubmissions Required Y ☐ N ☐

Resubmission Date

Documents Received Y ☐ N ☐

Staff Determination

Planning Commission Required Y ☐ N ☐

BOZA Required Y ☐ N ☐

Historic District Commission Required Y ☐ N ☐

Resubmission for ESDR Required Y ☐ N ☐

Staff Signature

Date

Revised 02-2019



FINK, WHITTEN & ASSOCIATES, LLC

Land Surveying • Land Planning • Environmental Consulting • Permitting
www.finkwhitten.com

504 Maryland Avenue
Cambridge, MD 21613
410-228-8885 phone
410-228-8845 fax

113 East Dover Street
Unit C, 1st Floor
Easton, MD 21601
410-822-8484

March 30, 2024

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

RE: Waiver Request – Parking, Pamela Into, owner and applicant
220 South Street, Easton
Map 104, Parcel 1902 – Zoned R-7A

Dear Members of the Planning Commission:

Ms. Pamela Into is the owner of property located at 220 South Street, which currently consists of a main dwelling and (2) existing accessory dwelling units. Ms. Into currently resides in the small cottage on proposed Lot 2, labeled as “existing accessory dwelling unit to be used as dwelling unit”. She is renovating the main dwelling as she can due to limited financial abilities and is using the “garage” as her artist studio and storage area. She intends to live in the cottage and eventually, pending approvals and licenses from the Town, operate the main dwelling as a rental. This will give her the additional income she needs in order to financially support herself for the rest of her natural life.

Currently, Ms. Into parks in the driveway of Revised Tax Parcel 1902 or on South Street. The frontage of Lot 2 is on South Aurora Street, with a length of 46 feet (see attached Exhibit “A”). There is an existing utility pole nearly in the middle of that frontage, at a distance of 21.72’ from the corner of Revised Tax Parcel 1902 (the existing dwelling) and 24.28’ from the adjacent property line Parcel 1901. Driveways are required to be 3’ from any property line and 10’ wide, 35’ in length for residential single family parking. Taking these requirements, a driveway on the northern side of the utility pole would leave 4.66’ between the utility pole and the 3’ requirement if centered ($21.72' - 3' - 10' = 8.72' / 2 = 4.36'$). On the southern side of the utility pole, holding 3’ off of the neighbor’s existing driveway (1.07’ over the property line), a driveway would leave 5.10’ between the utility pole and 3’ off the neighbor’s driveway, if centered ($24.28' - 1.07' - 3.0' - 10' = 10.21' / 2 = 5.10'$). Having the utility pole in its current location makes it extremely difficult to install a residential driveway. It makes it further difficult to navigate into and out of a driveway, while concentrating on the location of the utility pole and 2 way directional traffic on South Aurora Street. Lastly, there is existing vegetation on proposed Lot 2 that would need to be removed in order to accommodate any off-street parking (See Exhibit “B”).

While the Town Code requires off-street parking, there are cases in which existing conditions prohibit adequate and safe conditions to provide a residential driveway with parking; this is such as case. As there are other existing homes along South Aurora Street that do not have a driveway, as there is adequate street side parking along South Aurora in the vicinity of Proposed Lot 2 and as the installation of a residential driveway is pragmatically unfeasible for reasons mentioned above, we respectfully request a waiver of the installation of a residential driveway with parking spaces. We propose street parking along South Aurora Street as necessary. Thank you in advance of this consideration.

Sincerely,
Fink, Whitten & Associates, LLC

Elizabeth

Elizabeth Fink
Co-owner, Planner



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

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APR 01 2024
TOWN OF EASTON

Supplemental Waiver Request Application

Waiver Request Type

Sidewalk ☐ Parking Spaces ☒ Parking/Aisle Dimension ☐
Landscaping & Buffering ☐ Signage ☐ Other ☐

Project Information

Address 220 SOUTH STREET
Tax Map 104 Grid EA Parcel 1902 Lot —
Zoning District R-7A PC Meeting Date 4-18-24 Historic District Yes ☒ No ☐
Owner or Agent PAMELA INTO (owner), ELIZABETH FINK, FWA (agent)
Mailing Address 220 SOUTH STREET / 113 E DOVER ST UNIT C EASTON
Telephone No. 410 FWA 410 822 8484 Email pamela.into@yahoo.com / efink@finkwhitten.com

Request Details

Please attach a detailed description of the waiver request(s) being made and the justification(s) for requesting said waiver(s).

SEE ATTACHED

Ordinance Section Supporting Waiver Request.

28-1001.3

Any modifications during review shall warrant an updated application.

I do hereby solemnly declare and affirm that the information provided by this application and the documents attached hereto accurately represent the conditions of the request 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

Elizabeth Fink, agent FWA
3/29/24
ELIZABETH FINK, Fink, Whitten
+ Associates, LLC

Application No.: 2024-1130 / ESDR 24-05 / V 24-03



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

RECEIVED
FEB 07 2024
TOWN OF EASTON

Subdivision & Property Line Adjustment Application

Application Type

Subdivision ☐ Minor Subdivision ☒ Lot Line Revision ☐

Subdivision Information

Name Pamela Into
Property Size Acres .496 Square Feet 21,622 SF
Number of Lots Proposed 2

Property Information

Address 220 South Street
Tax Map 104 Grid EA Parcel 1902 Lot
Deed Reference: Liber 2615 Folio 306
Plat Reference: Liber 4 Folio 50HH
Zoning District R-10A Planned Redevelopment Y ☐ N ☒ Historic District Y ☒ N ☐
Source of Electricity Easton Utilities

Owner

Name Pamela Into
Mailing Address 220 South Street Easton md 21601
Telephone No. 530-306-5032 Email pamelainto@yahoo.com

Surveyor / Engineer

Name Stere Whitten License No. 21326 Expiration Date 1-8-25
Mailing Address 504 Maryland Avenue Cambridge md 21613
Telephone No. 410 228 8885 Email sterewhitten15@gmail.com

Applicant or Agent

Name Elizabeth Fink, Fink Whitten + Assoc
Mailing Address 113 E Dorer St Unit C Easton md 21601
Telephone No. 410 822 8484 Email efink@finkwhitten.com

Additional Comments:

Subdivision of existing parcel 1902 to create revised parcel 1902 (Morse lot) and new Lot 1

Minimum Lot Size
Minimum Lot Envelope

10,000 | 7,000
55' D x 30' W

Minimum Lot Frontage
Existing Lot Coverage
Proposed Lot Coverage

30'

0

- ☐ ESDR Letter
☐ \$200 Per Subdivided Lot Fee
☐ \$500 Lot Line Revision Fee

28.-303.2;
we may need a variance for this

Any modifications during review shall warrant an updated application.

I hereby certify that I have reviewed and satisfied the Town of Easton Subdivision Regulations Article 4, Procedures and Requirements and that submission of an incomplete application will be returned for correction prior to processing.

Signature of Applicant or Agent

Date

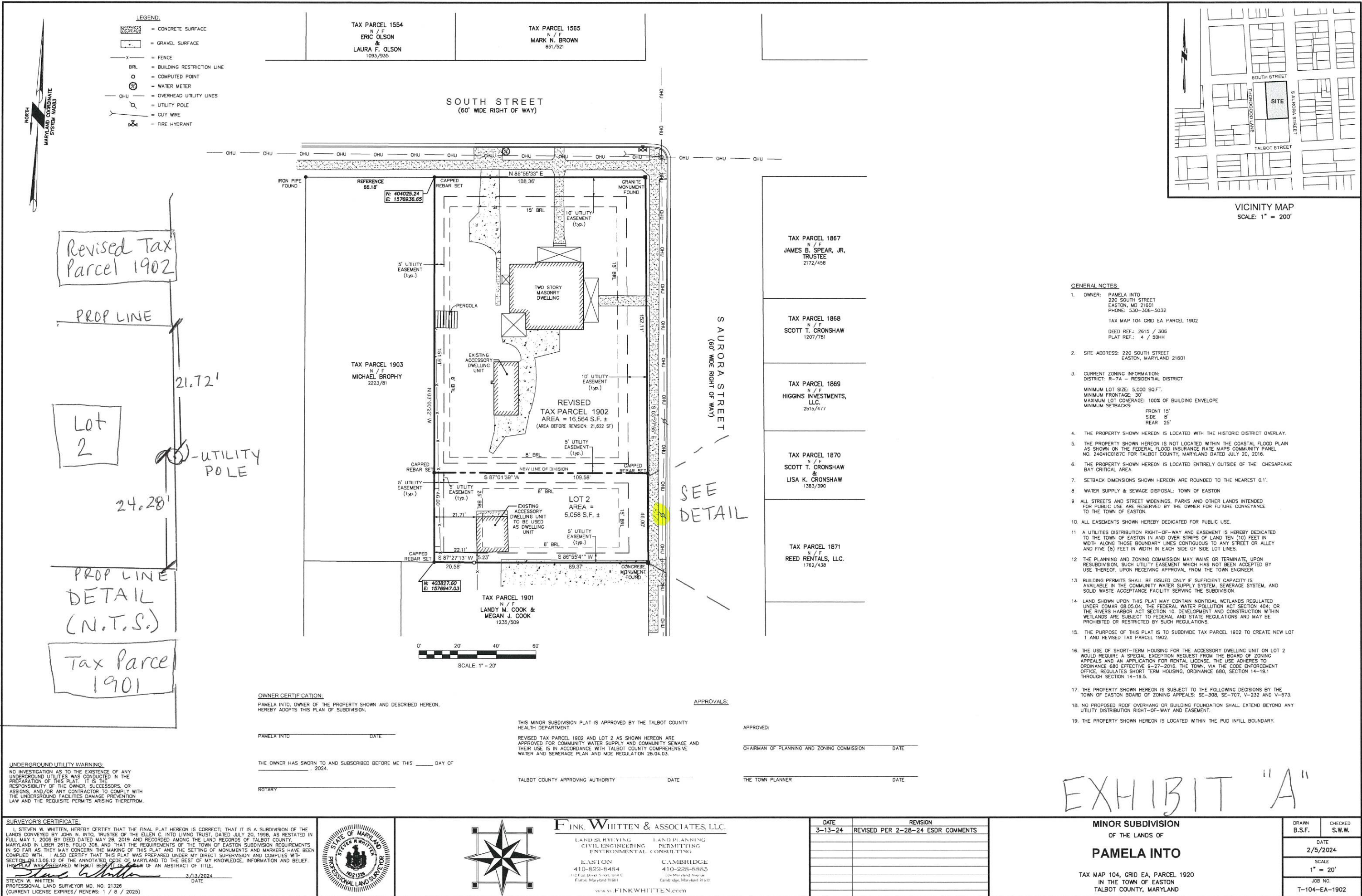
Elizabeth Fink
2/7/24
Elizabeth Fink, FWA

For Office Use Only

Planning Commission Y ☒ N ☐			
Planning Commission Meeting Date		04/18/2024	
PC Approval Date		Subdivision No.	
Conditions? Y / N		Application No.	2024 -1130
Recordation Date		Fee Amount	\$600.00
ESDR Y / N	Date	Review Fee Paid	02/07/2024
	02/28/2024		

ESDR 24-05/ V 24-03

Revised 02-2019





↑
UTILITY POLE (w/LIGHT)
NEAR CENTER
OF LOT 2

EXHIBIT "B"

NEIGHBOR DWELLING + DW OVER PROP. LINE



EXHIBIT "B"



TOWN OF EASTON

14 South Harrison Street
Easton, Maryland 21601

April 3, 2024

Dear Resident,

The Easton Planning Commission (Commission) will hold a public meeting on **Thursday, April 18, 2024 at 1:00 p.m.** in the Easton Town Council Chambers located on the second floor of 14 South Harrison Street. The Town of Easton Zoning Ordinance requires that owners of property located within 400 feet of a parcel on which certain types of applications are pending be given notice of upcoming meetings or hearings. If you are a tenant in or an owner of a multi-unit building, please distribute or post this notice in a visible location for all other tenants or owners to view. If you are a tenant of a rental property, please notify the property owner that this notice letter has been distributed to their property. Notice has also been sent to the Star Democrat, a sign has been posted at the subject property and the hearing agenda has been posted on the Town of Easton website: <http://eastonmd.gov/>.

This letter is sent to inform you that Waiver Request application 2024 - 1130 has been filed by Fink, Whitten & Associates LLC (Applicant) to request a supplemental waiver of the off-street parking requirements for a single-family detached unit. The applicant is seeking to subdivide the property located at 220 South Street, also known as Tax Map 104, Grid 000, Parcel 1902 into two separate lots. The Applicant is also scheduled to appear on the April 16, 2024 Board of Zoning Appeals agenda (Application V-1130/ V 24-03) pursuant to a variance request from Section 28-302.2.C.2 of the Zoning Ordinance for the minimum 25' rear setback for all uses and structures in the R-7A zoning district; and from Section 28-302.2.C.3 of the Zoning Ordinance for the minimum 8' side setback for all uses and structures in the R-7A zoning district.

Copies of the proposed application are on file and available for public review in the Town's Planning Office at 14 South Harrison Street between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday. **In addition, digital copies will be available for review one week prior to the scheduled meeting via the Town's website at <https://www.eastonmd.gov/129/Agendas-Minutes>.** If you have any questions regarding this application, please contact the Planning Office at (410) 822-1943 or via email at ssmith@eastonMD.gov.

Samantha N. Smith

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



Sign posted April 1, 2024

Joyce DeLaurentis
215 Talbot St.
Easton, MD 21601
410-253-7897
jd@goeaston.net

April 11, 2024

Easton Planning Commission
14 S. Harrison St.
Easton, MD 21601

Re: Parking Waiver Request 2024-1130 for 220 South St, Easton, MD – April 18 hearing

Dear Planning Commissioners:

Please accept my written comments regarding the above-cited application. I will be out of the country and unable to attend the meeting in person.

In regard to the supplemental waiver of off-street parking requirements, I believe that the waiver should not be granted. Off street parking should be provided.

There has been constantly increasing demand for off-street parking on this S. Aurora Street block. Many of the properties across the street have multiple units and most units have one to two vehicles that are currently parking on the street. I have lived either at 220 South St or 215 Talbot St since 1985 and have observed this trend since then.

I think the most sympathetic solution to provide a driveway for one or two vehicles (brick garage/cottage) plus the future single family structure, would be to require a parking solution to be created on the south side adjacent to the driveway/parking for the next-door neighbors' home at 113 S. Aurora Street.

The above solution would soften the impact of a house being very close to the home at 113 S. Aurora Street, most especially if the variance is granted from the 8" minimum side setback at the April 16 meeting.

Thank you very much for giving consideration to my input.

Sincerely,

Joyce DeLaurentis

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APR 12 2024
TOWN OF EASTON