Town of Easton Planning Commission
Final Decision Summary
Thursday, November 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 (eastonmd.gov)

Attendance:

Commission Members:
Philip Toussaint, Chairperson
Michael Ports, Vice Chairperson
Tom Klein
Victoria McAndrews
William Ryall

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
Sierra Clem, Engineering Technician
Susan Filbird, Code Enforcement Officer
Samantha Smith, Administrative Specialist

1. **Call to Order** — Chairperson Toussaint called the meeting to order at 1:00 pm.

2. **Decision Summary Review** —

   a. October 17, 2024 - The Commission noted the following correction to the draft decision summary:

      i. Line 244: Review discussion for the record regarding recommended time period for long term permits.

Commissioner Ryall moved to approve the October 17, 2024 Decision Summary with amendments. Vice Chairperson Ports seconded the motion.

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

3. Old Business

a. File No.: **2024 - 1335**
Applicant: **Lane Engineering LLC**
Location: 29311 Cecil Drive Easton, MD 21601
Tax Map 0025, Grid 0024, Parcel 0089, Lot 4
Zoning: CL
Request: The Applicant is seeking approval to allow an existing 40' x 8' storage container to remain on-site for a long term basis.

Background: At their August 17, 2023 meeting the Town of Easton Planning Commission unanimously approved a Sketch Site Plan for the construction of a 2,334 square foot building addition and storage space with the condition that the Applicant shall address all stormwater management procedures in the event that the Limit of Disturbance exceeds 5,000 square feet during construction. All on site construction for Phase One has since been completed, and a Certificate of Occupancy was issued on May 17, 2024 from the Town of Easton Building Inspection Division.

Staff recommends the following condition:

1. Establish a time limit to remain through November 21, 2026 and prior to the two year limit, the Applicant may return to the Planning Commission seeking a renewal of the temporary use.

Staff Presentation:
Joseph Mayer, Plan Reviewer
Lynn Thomas, Town Planner
Miguel Salinas, Director of Planning and Zoning

Applicant Presentation:
Donna Wolk, Austin Medical Supplies

Public Comment:
Michael Forster, Mulberry Station HOA
Lori Forster

Public Comment Written — None

Commissioner McAndrews moved to approve the placement of the storage container through November 21, 2026. If necessary, the Applicant shall submit any requests for an extension to staff with 60 days notice, and an administrative determination shall be made concerning whether that request can be reviewed by

staff or shall require the Applicant to return to the Planning Commission for review. Commissioner Klein seconded the motion.

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

b. File No.: 2021 - 0473
Applicant: Armistead, Lee, Rust & Wright, P.A.
% Zachary A. Smith, *Esq*.
Location: 29659 Matthewstown Road, Easton, MD 21601
Tax Map 0025, Grid 0020, Parcel 0045
Zoning: PUD with a base zoning district of A-1
Request: The request for architectural approval pursuant to Ordinance No. 773 has been withdrawn from the November 21, 2024 Planning Commission agenda.

4. New Business

a. File No.: 2024 - 1303
Applicant: Naima Ventures LLC
Location: 605 South Street, Easton, MD 21601
Tax Map 0105, Grid 0000, Parcel 1632
Current Zoning District: R-7A
Proposed Zoning District: CB
Request: The Applicant is requesting a recommendation from the Planning Commission (Commission) to the Town Council for the zoning reclassification of 0.327 screws of property located at 605 South Street, also known as Tax Map 0105, Grid 0000, Parcel 1632 from Residential zoning district (R-7A) to Commercial Business zoning district (CB).

Background: On September 17, 2020, the Commission reviewed a zoning reclassification request from 411 Needwood LLC for the zoning reclassification of the subject property from R-7A to Central Business Commercial District (CR). The Commission voted 4-0 recommending to the Town Council to continue the existing zoning of R-7A, with an additional recommendation to include the property in the Planned Redevelopment Overlay District. In 2021, the Town Council ultimately approved the request as suggested by the Commission's recommendation in a comprehensive revision of the Zoning Map in the Town of Easton Zoning Ordinance.

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:
Kendrick Daly, Naima Ventures LLC
Bill Ryan

Public Comment:
Derick Daly, Polaris Village Academy

Public Comment Written — None

Chairperson Toussaint moved to table a recommendation to the Town Council for their approval of the zoning reclassification from Residential (R-7A) to Commercial Business (CB). Commissioner McAndrews seconded the motion.

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

b. File No.: **2024 - 1328**
Applicant: **Town of Easton**
Location: 305 South Street, Easton, MD 21601
Tax Map 0104, Grid 0000, Parcel 1589
Zoning: R-7A
Request: The Planned Redevelopment (PR) Overlay application for side yard and rear yard setback relief has been withdrawn from the November 21, 2024 Planning Commission Agenda.

c. Applicant: **Town of Easton**
Request: The Town of Easton and the Friends of the Easton Volunteer Fire Department (Friends of EVFD) is requesting a recommendation from the Planning Commission to the Town Council on the naming and dedication of the Easton Volunteer Fire Department training facility. The A. James Clark Emergency Services Training Campus, and the Preston Automotive Group Building shall be dedicated in gratitude to the A. James Clark and Alice B. Clark Foundation and Preston Automotive Group for their significant contribution to the Easton Volunteer Fire Department and the Town of Easton.

Staff Presentation:
Miguel Salinas, Director of Planning and Zoning

Applicant Presentation:
Brett Whitehead, Friends of EVFD

Public Comment — None
Public Comment Written — None

Chairperson Toussaint moved to forward a favorable recommendation to the Town Council on the naming and dedication of the Easton Volunteer Fire Department training facility. Vice Chairperson Ports seconded the motion.

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

d. Applicant: Town of Easton (Planning Staff)
Request: The Town of Easton Planning Staff is requesting a recommendation from the Planning Commission to the Town Council for a draft Inclusionary Zoning Ordinance to require developers to include a certain percentage of residential dwelling units as affordable housing; for those households earning up to 100% of the Area Median Income for ownership housing and for those households earning up to 60% of the Area Median Income for rental housing.

Background: The original draft of the Inclusionary Zoning Ordinance was first considered by the Planning Commission (Commission) in April of 2007, and was supported by the Affordable Housing Board. A recommendation of this draft was forwarded to the Council, and no final action was taken at that time. In 2023, the original draft was discussed at three (3) Town Council Workshops. In their July 2023 workshop, the Council requisitioned for the establishment of a Housing Work group to revise the original draft.

A second draft of the Ordinance was reviewed by the Planning Commission at their February 15, 2024 meeting. The Commission held scheduled workshops on April 17, 2024 and May 23, 2024 for the purpose of reviewing the components of the draft ordinance, and to prepare a formal recommendation to the Town Council prior to the introduction of new legislation. In the duration of the May 23rd meeting, the Commission opted to postpone a formal recommendation to the Council until the Attainable Housing Task Force provided a proposal of their strategies.

The Attainable Housing Task Force was an accelerated Task Force established to provide strategies for the implementation of policies, regulations, programs, and incentives to further attainable housing in Easton. With the assistance of David Rosen and Associates (DRA), staff revised the second draft of

the Ordinance. A third draft was introduced, and through a prioritized list of housing strategies, the Attainable Housing Task Force supported the third draft at their October 10, 2024 meeting; indicating it to be of their highest priorities in their list of recommendations.

Staff Presentation:
Miguel Salinas, Director of Planning and Zoning

Public Comment — None
Public Comment Written — None

Chairperson Toussaint moved to forward a favorable recommendation of the draft Inclusionary Zoning Ordinance to the Town Council. Commissioner McAndrews seconded the motion.

Vote	4 - 0 - 1
FOR:	4 - Toussaint, Ports, McAndrews, Ryall
AGAINST:	1 - Klein
ABSTAIN:	0
ABSENT:	0

e. Applicant: **Town of Easton (Planning Staff)**
Request: The Town of Easton Planning Staff is requesting the Commission's consideration of potential Amendments to the Town Zoning Code and Map. Starting in May of 2024, the Commission has held expanded discussion on a number of potential Amendment topics including:

i. Donation Centers
ii. Single Family Home Criteria
iii. Revised Internal Illumination Standards for Signage
iv. Site Triangle Distance
v. Minimum Parking Space Requirements
vi. Parking Space Dimensions
vii. Article 12: Non-conformities
viii. Fuel Price Regulations for Freestanding Signs
ix. Driveway Materials (Impervious Surfaces)
x. Corrections to the Zoning Map
xi. MXW Standards
xii. Food Trucks
xiii. Parking Standards
xiv. Sheds
xv. Swimming Pools and Patios
xvi. Restaurant Use Types
xvii. Removal of Parking Districts and "Tree of Heaven" language

Staff has now presented a finalized proposal of these revisions for the Commission's consideration, and is seeking a formal recommendation to the Town Council for their adaptation.

The Commission furthered their discussion on Food Trucks. Considering public feedback, the Commission indicated that they wished to consider a separate Mobile Food Use that was potentially designated to a particular zoning district at a future time. The Commission added language that included Sawtooth Oaks to the list of prohibited trees types; and corrected the language for "for profit" Donation Bins for clarity. The Town Engineering Department recommended additional revisions to the visibility triangle requirements, Driveway Materials, and off street parking facilities. Staff introduced a new Amendment for the extension of Historic District Certificate of Appropriateness (COA) approvals for commercial and residential projects from six (6) months to three (3) years.

Staff Presentation:
Miguel Salinas, Director of Planning and Zoning
Sharon Van Emburgh, Esq. Town Attorney
Sierra Clem, Engineering Technician

Public Comment:
Holly DeKarske, Executive Director of Easton Economic Development Corporation

Public Comment Written — None

Commissioner Klein moved to forward a favorable recommendation to the Council for the adoption of the Subdivision and Zoning Code Amendments. Vice Chairperson Ports seconded the motion.

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

5. Discussion Items

a. Continued discussion of the Comprehensive Plan update — The Commission scheduled a special workshop for Thursday, December 12, 2024 at 1:00 p.m. for the purpose of reviewing six (6) new Draft Chapters of the Plan including: Municipal Growth, Historic Preservation, Sensitive Areas, Water Resources, Parks, Rec & Open Space, and Sustainability. The Commission is working toward the creation of an initial Draft version of the Plan, which will be made available for public review and comment. The Commission will ultimately conduct a

Public Hearing on a proposed new Plan, with at least 60 days public notice of the Hearing.

Public Comment:
Tom Alspach, 295 Bay Street

6. **Adjournment** — Commissioner McAndrews moved to adjourn. Chairperson Toussaint seconded the motion. The meeting was adjourned at 4:16 p.m.