



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

Thursday, August 21, 2025 at 1:00 p.m.  
Town Hall Chamber 2  
14 S. Harrison Street, Easton, Maryland

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**Archived video of the meeting is available at:**

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

**Attendance:**

Commission Members:

Philip Toussaint, Chairperson  
Michael Ports, Vice Chairperson  
Tom Klein  
William Ryall

Staff:

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

**Absent:**

Commission Members:

Victoria McAndrews  
Laurie Forster, Alternate

- 1. Call to Order** — Chairperson Toussaint called the meeting to order at 1:00 pm.
- 2. Decision Summary Review** —

**Chairperson Toussaint moved to approve the July 17, 2025 Decision Summary.  
Commissioner Ryall seconded the motion.**

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

- 3. Items From Staff**

- a. **File No.:** 2025 - 1469 / HD 25 - 40  
**Applicant:** Callahan Signs  
**Location:** 16 N. Washington Street, Easton, MD 21601  
Tax Map 0103, Grid 00EA, Parcel 1213, Lot 8  
**Zoning:** CB  
**Request:** The Applicant is seeking to install a 26” by 28” hanging PVC sign on the front facade of the structure. The sign will be mounted using an existing metal bracket. The Applicant is seeking approval to allow two (2) or more wall signs on a building with a common entrance.

**Background:** The sign bracket and two (2) additional hanging signs on this building appear to have been installed without permits after 2013. As per the sign regulations in Section 28-1101.7.C of the Zoning Ordinance, no more than one (1) projecting sign may be permitted in the CBD Zoning district in addition to the permitted building signage.

On June 9, 2025 the Town of Easton Historic District Commission granted a Certificate of Appropriateness for this application subject to the condition that the hanging sign is mounted with connection through a mortar joint, and that trimwork that is consistent to the character of the building’s surrounding signage is added to the hanging sign.

**Staff Presentation:**  
Joseph Mayer, Plan Reviewer  
Lynn B. Thomas AICP, Town Planner  
Nicholas Johnson AICP, Planner

**Public Comment** — None  
**Public Comment Written** — None

**Commissioner Klein moved to approve the signage plan subject to the following conditions:**

1. **The Applicant shall provide the required eight (8) feet of clearance between the sidewalk and the bottom of the proposed sign.**
2. **The Applicant shall obtain the appropriate building permits for the installation of the sign.**

**Chairperson Toussaint seconded the motion.**

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

#### 4. Discussion Items

- a. Potential Revisions to the Zoning and Subdivision Text Amendments: Pre Application Community Meetings** — In response to public feedback received during the July 17, 2025 Planning Commission meeting, the Commission is considering a potential amendment to Article XIII of the Zoning Code to expand the public notice requirements within the Zoning Code, and to mandate pre-application meetings between prospective developers or landowners and surrounding residents. Following prior discussion, staff and members of the public provided draft language for the proposed amendment for the Commission’s consideration.

Prior to submitting plans for preliminary site plan approval or other entitlements to the Town, the owner or developer shall be required to conduct a minimum of one (1) pre-submission community meeting. This meeting serves the purpose of public information, and soliciting public comments regarding the proposed plans. The proposed language requires pre-meetings to be held at a publicly accessible venue within the Town of Easton. These meetings must occur between 30 and 180 days before the owner/developer submits for entitlements or preliminary site plan review. The amendment also includes additional language regarding public notice requirements for these meetings; and specifies the procedure and content of the developer presentation including proof of compliance.

While the Commission expressed concern about financially and systemically overburdening developers, they indicated a preference for a pilot program for all future Planned Unit Development (PUD) and Planned Redevelopment Overlay District (PR) applications and project types within a certain threshold. In their deliberation, the Commission suggested mandatory pre-application meetings for the following project types:

- i. Subdivisions which create more than 12 lots
- ii. Sketch site plans exceeding 12 residential units or 10,000 sq ft non-residential gross square footage
- iii. Special exception applications
- iv. Chesapeake Bay Critical Area Overlay Growth Allocation applications
- v. Planned Redevelopment Overlay District (PR) applications with characteristics that include: multiple missing housing types, a building height which exceeds the maximum of the base zoning district, adaptive reuse with greater than 20% traffic increase, and non-residential development exceeding 5,000 sq ft
- vi. Planned Unit Development (PUD) applications
- vii. Zoning map amendments

An amendment incorporating the suggested language will be presented for formal review and discussion at a subsequent meeting.

**Staff Presentation:**

Miguel Salinas, Planning and Zoning Director  
Lynn B. Thomas AICP, Town Planner  
Sharon Van Emburgh, Esq., Town Attorney

**Public Comment:**

Maury Schlesinger, 304 Winton Avenue

**Public Comment Written:**

Maury Schlesinger, 304 Winton Avenue

**5. Old Business**

- a. **Recommendation to the Town Council for Potential Revisions to the Planned Redevelopment Overlay District (PRD) Standards** — At the request of the Town Council, the Commission continued their ongoing deliberation to potential changes to Article V of the Zoning Code, the Planned Redevelopment Overlay District (PRD) provisions. Following public feedback from their July 17, 2025 discussion, the Commission is evaluating a proposal for mandatory pre-application neighborhood meetings for projects exceeding a certain threshold. Staff has submitted preliminary language for consideration. After their discussion and input from pre-application community meetings, staff will formalize an amendment to the PRD standards for the Council.
- b. **Continued Discussion of the Comprehensive Plan Update** — The Commission reflected on the outcome of the August 5, 2025 Comprehensive Plan workshop. During this workshop, the Commission focused on the Economic Development and Implementation Chapters, and the updated Plan's overall flow and tone. The Commission noted the absence of the Design Principles section to be incorporated into the Implementation Chapter.

A joint workshop with the Town of Easton Council is scheduled for August 25, 2025, at 4:00 PM. The workshop will focus on the significant policy recommendations of the 2025 Comprehensive Plan, and highlighting “big picture” changes from the 2010 Plan.

**Staff Presentation:**

Miguel Salinas, Planning and Zoning Director  
Lynn B. Thomas AICP, Town Planner  
Sharon Van Emburgh, Esq., Town Attorney

**Public Comment:**

Tom Ledvina, 7585 Polly's Hill Lane

**6. New Business** — None

**7. Adjournment** — Chairperson Toussaint moved to adjourn. Vice Chairperson Ports seconded the motion. The meeting was adjourned at 2:19 p.m.