



Planning Commission MEETING AGENDA

Thursday, October 16, 2025 - 1:00 PM
Council Chambers, Easton Town Office
14 S Harrison Street

1. Call to Order

2. Approval of Minutes

- a. Approval of the Draft Decision Summary from the September 18, 2025 meeting.

3. Old Business

- a. **Application Number:** 2025 - 1468
Applicant: Otis and Deborah Sampson
Location: 322 Hopkins Place
Tax Map 0104, Grid 0000, Parcel 1294,
Lot 12
Zoning District: R-7A
Request: Request to allow the use of a portable on-demand storage container (POD) to remain at 322 Hopkins Place on a long term basis. This request was previously approved by the Commission at their June 24, 2025 meeting for a 90 day period.

4. New Business

- a. **Application Number:** 2025 - 1573
Applicant: HFA-AE
on behalf of Walmart Real Estate
Business Trust
Location: 8155 Elliott Road (Walmart Store
#1715)
Tax Map 0109, Grid 0000, Parcel 4582,
Lot 2
Zoning District: CG
Request: Concept, Use & Design approval of the proposed exterior alterations to a major retail structure. The Applicant is seeking changes to the predominant façade color, and the creation of an additional

53-foot accent area on the front elevation.

5. Discussion Item

- a. Draft Complete Streets Study: Discussion with the Town Engineering Department to review the draft "Complete Streets" study and its proposed recommendations.
- b. Potential Revisions to the Zoning and Subdivision Text Amendments — Pre Application Community Meetings.
- c. Continued Discussion of the Comprehensive Plan Update.

6. Adjournment



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

Thursday, September 18, 2025 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:

- 17 Philip Toussaint, Chairperson
- 18 Michael Ports, Vice Chairperson
- 19 Tom Klein
- 20 Victoria McAndrews
- 21 William Ryall

Staff:

- 29 Lynn B. Thomas AICP, Town Planner
- 30 Joseph Mayer, Plan Reviewer
- 31 Nicholas Johnson AICP, Planner
- 32 Sharon Van Emburgh, Esq., Town Attorney
- 33 Rick Van Emburgh P.E., Town Engineer
- 34 Samantha Smith, Administrative Specialist

Absent:

Commission Members:

- 25 Laurie Forster, Alternate

Staff:

- 35 Miguel Salinas, Planning and Zoning Director

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

2. Decision Summary Review —

a. August 21, 2025 - The Commission noted the following correction to the draft decision summary:

i. Line 95: Correction to the Roll Call Vote.

Chairperson Toussaint moved to approve the August 21, 2025 Decision Summary with amendments. Vice Chairperson Ports seconded the motion.

<u>Vote</u>	5 - 0
FOR:	5 - Toussaint, Ports, Klein, McAndrews, Ryall
AGAINST:	0

54 ABSTAIN: 0
55 ABSENT: 0

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57
58 **3. New Business**

- 59
60 **a. File No.: 2025 - 1526**
61 **Applicant: Rite Lite Signs Inc.**
62 **on behalf of Giant Food Stores (#323)**
63 **Location:** 8223 Elliott Road, Easton, MD 21601
64 Tax Map 0109, Grid 0000, Parcel 4582, Lot 3
65 **Zoning:** CG with a PUD Overlay
66 **Request:** The Applicant is seeking an amendment to a previously approved
67 master signage plan for The Shoppes at Easton. The Applicant is seeking approval
68 for the removal of the existing Giant wall sign, and for the addition of three (3)
69 separate wall mounted signs: the Giant sign (122.46 sq ft), the pharmacy sign
70 (24.8 sq ft), and the pickup service sign (16.3 sq ft). The Applicant is also
71 proposing to replace the tenant panels within the 52.7 square foot monument sign,
72 and to add additional parking and directional signs.

73
74 **Background:** Pursuant to the Commercial Shopping Center Uses in Section 28-
75 1007.2.A.25.c of the 2021 Zoning Code, the Applicant is required to develop a
76 general signage plan for Commission’s review and approval. Though not initially
77 required for the shopping center's approval, a master signage plan for the Shoppes
78 at Easton was approved following the adoption of PUD Ordinance No. 257 on
79 August 19, 1993. The initial approved signage plan is currently not on file with
80 the Town.

81
82 **Staff Presentation:**
83 Joseph Mayer, Plan Reviewer

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85 **Applicant Presentation:**
86 Bob Moore, Senior Management for Giant Construction

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88 **Public Comment:**
89 Maury Schlesinger, 304 Winton Avenue

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91 **Public Comment Written — None**

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93 **Commissioner McAndrews moved to approve the amended master signage plan**
94 **subject to the following condition:**

- 95
96 **1. The Applicant shall obtain the appropriate building permits for the**
97 **installation of the sign.**

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99 **Commissioner Klein seconded the motion.**

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

4. Old Business

- a. Recommendation to the Town Council for Potential Revisions to the Planned Redevelopment Overlay District (PRD) Standards** — The Commission continued to deliberate on potential modifications to the Planned Redevelopment Overlay District (PRD) provisions. This ongoing discussion stems from the Council's desire for a more prominent role in the development review and approval process. At their July 17, 2025 meeting, the Commission recommended a revision to the language in the Applicability section to increase the number of dwelling units in eligible projects from 20 to 25, and added additional clarifying language for administrative reviews and exemptions within the Review Process section.

The Commission favored the overall direction and intent of the revisions as they were presented; providing general suggestions to strengthen the language of the Purpose Section, and minor editorial changes throughout the amendment.

Staff Presentation:

Lynn B. Thomas AICP, Town Planner
Sharon Van Emburgh, Esq., Town Attorney

Public Comment — None
Public Comment Written — None

Vice Chairperson Ports moved for a favorable recommendation of the amended Planned Redevelopment Overlay District (PRD) Standards to the Town Council. Commissioner McAndrews seconded the motion.

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

- b. Recommendation to the Town Council for Potential Revisions to the Planned Redevelopment Overlay District (PRD) Standards: Pre Application Community Meetings** — In response to public feedback received during the July 17, 2025 Planning Commission meeting, the Commission is considering a

146 potential amendment to Article XIII of the Zoning Code to expand the public
147 notice requirements within the Zoning Code, and to mandate pre-application
148 meetings between prospective developers or landowners and surrounding
149 residents.

150
151 In their discussion, the Commission focused on establishing thresholds for
152 different project types to determine when a pre-application meeting would be
153 required. This included projects reviewed administratively, those needing
154 Planning Commission approval (now requiring pre-application public notice), and
155 those requiring Town Council approval (now requiring pre-application public
156 notice and neighborhood meetings). Expanding further into the Applicability
157 section, the Commission struck all Special Exception applications from the pre-
158 application meeting requirements. The Commission provided their general
159 feedback on the public notice language and content, using an example from the
160 city of Apex, North Carolina to supplement the proposed neighborhood
161 notification requirements. The Commission expressed their interest in gathering
162 feedback from potential developers and shareholders regarding the proposed pre-
163 application meeting requirement. An amendment incorporating the suggested
164 language will be presented for formal review and discussion at a subsequent
165 meeting.

166
167 **Staff Presentation:**

168 Lynn B. Thomas AICP, Town Planner
169 Sharon Van Emburgh, Esq., Town Attorney
170 Joseph Mayer, Plan Reviewer

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172 **Public Comment:**

173 Maury Schlesinger, 304 Winton Avenue

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175 **Public Comment Written:**

176 Jonathon Rondeau, President and CEO of Fello Communities

- 177
178 **c. Continued Discussion of the Comprehensive Plan Update** — The Commission
179 reflected on the outcome of the September 8, 2025 Comprehensive Plan
180 workshop. During this workshop, the Commission addressed key points raised by
181 the Council in the August 25, 2025 joint session, including maintaining the
182 "extraordinary circumstances" language for annexation, addressing traffic and
183 connectivity issues related to new growth, and incorporating a growth rate into the
184 Plan.

185
186 The Commission scheduled a special workshop for Monday, September 29, 2025
187 at 12:00 p.m. for the purpose of reviewing the Transportation Chapter of the Plan,
188 the Bike/Pedestrian Master Plan, and additional updated maps including the
189 Future Land Use Map.

192 **5. Discussion Items** — None

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195 **6. Adjournment** — Commissioner Klein moved to adjourn. Commissioner Ryall seconded
196 the motion. The meeting was adjourned at 2:58 p.m.



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

Date of Meeting: October 16, 2025

3a

**PLANNING COMMISSION
SUPPLEMENTAL ITEM**

SUBJECT: **322 Hopkins Place - Extended 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

DOCUMENT CREATED ON: September 30, 2025

PURPOSE: The applicant is seeking an extension to the June 24, 2025 approval to allow the existing 8' x 20' portable on demand storage (POD) unit to remain on-site for a long term temporary basis.

RECOMMENDATIONS:

Planning Commission: On June 24, 2025, the Town of Easton Planning Commission reviewed an application to request approval for the long term use of a portable on demand storage container (POD) at 322 Hopkins Place. The Commission voted 5-0 to approve the request for 90 days of use, extending until September 22, 2025 subject to the condition that the POD is relocated within the applicable building setbacks.

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

UPDATE: The POD was relocated onto the driveway.

ISSUES: There are no outstanding issues.

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 has been relocated onto the properties driveway. 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 applicant states that the long term use is necessary to coincide with the progress of the construction site.

RECOMMENDED CONDITION:

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

- Establish a time limit to remain through October 16, 2026. This approval is contingent upon maintaining an active Building permit.

DRAFT MOTIONS:

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

OR

2. I move that the Planning Commission table the application to the November 20th Commission meeting for further discussion.

OR

3. I move an alternate motion.

ATTACHMENTS:

1. 1984.12.12 Location Plan - 322 Hopkins Place, paper copy & PDF
2. 2025.05.22 Concept Use Design Application - 322 Hopkins Place, paper copy & PDF
3. 2025.06.24 TOE Staff Report 322 Hopkins Place, paper copy & PDF
4. 2025.06.26 PC Outcome Letter - 322 Hopkins Place, paper copy & PDF
5. 2025.09.30 POD Location - 322 Hopkins Place, paper copy & PDF
6. 2025.10.01 PC 400' Notice Letter, paper copy & PDF



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

RECEIVED
 SEP 25 2025
 TOWN OF EASTON

Planning Commission Concept, Use, and Design Application

Site Information

Structure's Floor Area	1872	Structure's Square Feet	1872
Area of Disturbance		Number of Dwelling Units	1
Property Size	Acres	Square Feet	
Address	322 Hopkins Place		
Tax Map	0104	Grid	0000
		Parcel	1294
		Lot	12
Zoning District	R-7A & PUD Infill	Historic District	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
		PRD	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
Other Information			
Existing Use	Residential		

Owner

Name	OTIS SAMPSON		
Mailing Address	322 Hopkins Pl Easton, Md, 21601		
Telephone No.		Email	

Applicant / Agent

Name	Deborah Sampson		
Mailing Address	322 Hopkins Pl Easton Md, 21601		
Telephone No.		Email	

General Information:

Water Heater cause damage to my floors Down stairs -Hallway Bed room Bath; Vanities Sewage Backup Damage up stairs Vanity Lot of water under tubs I need AN BASKET team to keep a portable storage unit on my property until my repairs to my house. thanks
The Applicant is requesting a duration of 6 - 8 months.

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	<i>OTIS SAMPSON</i>	
Date	9-25-25	
Printed Name of Applicant or Agent	OTIS SAMPSON	

For Office Use Only

Planned Commission Meeting Date	10/16/2025
Review Fee Amount	-
Review Fee Paid Date	-
ESDR Y / N Date	-
2025 - 1468	

Revised 02-2019

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

June 26, 2025

Mr. Steve Riedel
Roto-Rooter of Delmarva
P.O. Box 559
Easton, Maryland 21601

Re: Application 2025 - 1468 / ZV 25 - 25
322 Hopkins Place
Tax Map 0104, Grid 0000, Parcel 1294, Lot 12
Easton, Maryland 21601

Mr. Riedel,

At their regularly scheduled meeting on June 24, 2025, the Town of Easton Planning Commission (Commission) reviewed the above-referenced request for the long term use of a portable on demand storage container (POD) to remain at 322 Hopkins Place.

The Commission voted 5 - 0 to approve the request for 90 days of use, extending until September 22, 2025 subject to the condition that the POD is relocated within the applicable building setbacks.

Any person aggrieved by this decision may, within thirty (30) days of the Planning Commission's decision, file an appeal with the Town Planner and with the Board of Zoning Appeals specifying the grounds thereof. Should you have questions concerning the above finding, please contact this office at 410-822-1943.

Sincerely,

Samantha N. Smith

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

CC: Otis and Deborah Sampson



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

RECEIVED
 MAY 22 2025
 TOWN OF EASTON

Planning Commission Concept, Use, and Design Application

Site Information

Structure's Floor Area	1872	Structure's Square Feet	1872
Area of Disturbance	600	Number of Dwelling Units	1
Property Size	Acres 7143 SF	Square Feet	7143
Address	322 Hopkins Place Easton MD 21601		
Tax Map	104	Grid	0000
		Parcel	1294
		Lot	12
Zoning District	Historic District Y <input type="checkbox"/> N <input checked="" type="checkbox"/> PRD Y <input type="checkbox"/> N <input type="checkbox"/>		
Other Information			
Existing Use	S.F. Residential		

Owner

Name	Otis and Deborah Sampson		
Mailing Address	322 Hopkins Place Easton MD 21601		
Telephone No.	410.822.2388	Email	

Applicant / Agent

Name	Roto-Rooter "Steve Riedel"		
Mailing Address	PO Box 559 Easton MD 21601		
Telephone No.	410.463.5296	Email	steveR@EdsRoto.com

General Information:

Place 1 30' storage POD on street - "No Driveway"
 to place Personal contents while mitigation and repairs
 occur due to faulty expansion tank. Requested
 duration to completion 3 months

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	5/22/25
Printed Name of Applicant or Agent	Steve Riedel

For Office Use Only

Planned Commission Meeting Date	06/24/2025
Review Fee Amount	-
Review Fee Paid Date	-
ESDR Y / N	2025 - 1468
Date	-

Revised 02-2019



**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: 322 Hopkins Place - 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: Roto-Rooter % Steve Riedel

DOCUMENT CREATED ON: June 9, 2025

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: Otis & Deborah Sampson (Owner)	REPRESENTATIVE: Roto-Rooter: Steve Riedel
PARCELS/ACREAGE:	
Parcel Information	Acreage
Map 104, Grid 0000, Parcel 1294, Lot 12	0.164
ACCEPTANCE DATE: May 15, 2025	LOCATION: 322 Hopkins Place, Lot 12
EXISTING ZONING R-7A & PUD Infill	EXISTING LAND USE: Residential Lot
HISTORIC DISTRICT: Not applicable	FUTURE LAND USE MAP: Residential

CONTEXT:

Location/Site Access – The subject property is located at the corner of Hopkins Place and Hammond Street.

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

Surrounding Properties

- 221 West Dover Street – CB
- 222 West Dover Street – CB
- 300, 306, 308, 310, & 320 Hopkins Place - R-7A

Figure 1: Vicinity Map



PROPOSAL: The applicant is requesting an existing 8' x 20' portable on demand storage (POD) to remain on-street for a long term temporary basis; possible ninety (90) days.

BACKGROUND: On March 23, 2025, 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 April 23, 2025 for an additional 30 day time period until the pending Planning Commission review at their June 24, 2025 meeting for the use of the POD longer than sixty days.

OUTSTANDING ISSUES: None

ZONING ANALYSIS:

28-1007.4.A MISCELLANEOUS USE

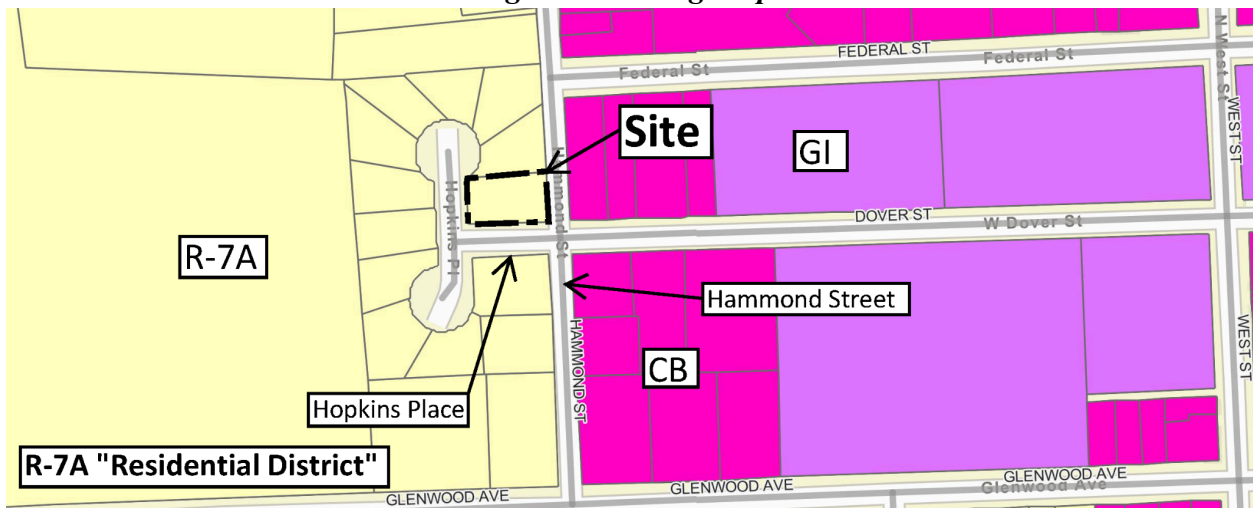
5. Portable On-Demand Storage (PODS)

- 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 within the right-of-way of Hopkins Place. The applicant needs to move the POD on-site. 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 applicant states that 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:

- Relocate the POD on-site within the building setbacks and establish a time limit to remain through June 24, 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 July 17th Commission meeting for further discussion.

OR

3. I move an alternate motion.

ATTACHMENTS:

1. 2025.04.21 Town of Easton Mail - Storage POD, paper copy & PDF
2. 2025.05.15 ZC Temporary Use Application - 322 Hopkins Place, paper copy & PDF
3. 2025-05-22 Concept Use Design Application - 322 Hopkins Place, paper copy & PDF
4. 2025.06.11 EUC Review 322 Hopkins Place, paper copy & PDF.



TOWN OF EASTON

14 South Harrison Street
Easton, Maryland 21601

October 1, 2025

Dear Resident,

The Easton Planning Commission (Commission) will hold a public meeting on **Thursday, October 16, 2025 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 2025 - 1468 has been filed by Otis and Deborah Sampson (Owner/Applicant) to request conceptual approval to allow the temporary use of a Portable On Demand Storage (PODS) container to remain long term (more than 60 days) on the property located at 322 Hopkins Place, also known as Tax Map 0104, Grid 0000, Parcel 1294. This request was previously approved by the Commission at their June 24, 2025 meeting for a 90 day period.

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 or comments regarding this application, please contact the Planning Office at (410) 822-1943 or via email at planningandzoning@eastonmd.gov.

Samantha N. Smith

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



Subject property posting pursuant to Section 28-901.2.H.2 of the Town of Easton Zoning Code - September 30, 2025



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

Date of Hearing: October 16, 2025

4a

**PLANNING COMMISSION
PUBLIC HEARING
STAFF REPORT**

SUBJECT: 8155 Elliott Road - Wal-Mart #323

ELECTION WARD: Ward 2

CRITICAL ACTION DATE: At the pleasure of the Commission

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

APPLICANT: HFA-AE, Ltd. % Christine Brooks

DOCUMENT CREATED ON: September 30, 2025

PURPOSE: The applicant is seeking approval of a Concept, Use & Design application requesting approval for proposed exterior alterations to a major retail structure. The requested changes include a new predominant façade color and the addition of a 53-foot accent area on the front elevation.

RECOMMENDATION: Should the Planning Commission approve the Concept, Use & Design application, staff recommends a proposed condition (see below).

APPLICATION INFORMATION:	
APPLICANT: Walmart Real Estate Business Trust (Owner) % Kirsten Hastings	REPRESENTATIVE: HFA-AE, Ltd. : Christine Brooks (Applicant)
PARCELS/ACREAGE:	
Parcel Information	Acreage
Map 109, Grid 00EA, Parcel 4582, Lot 2	12.02
ACCEPTANCE DATE: September 29, 2025	LOCATION: 8155 Elliott Road, Lot 2
EXISTING ZONING CG	EXISTING LAND USE: Retail-Grocery (also considered major retail)
HISTORIC DISTRICT: Not applicable	FUTURE LAND USE MAP: Commercial

CONTEXT:

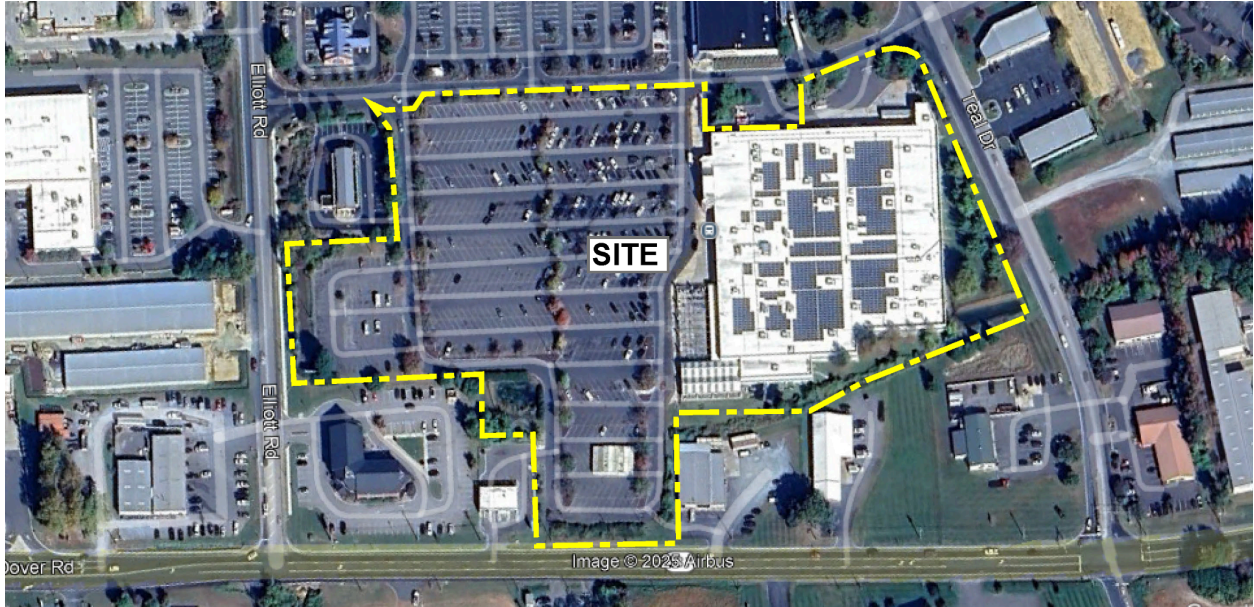
Location/Site Access – The subject property is located along the northeast corner of Elliott Road and Dover Drive. Wal Mart’s front entrance is located on the east side of Elliott Road.

Existing Conditions – The subject property is currently a retail/grocery store.

Surrounding Properties

- 8223 Elliott Road – PUD
- 8171, 8133 Elliott Road – CG District
- 29394, 29430, 29448, 29401, Parcel 210, Parcel 2844 Dover Road – CG District
- 8137, 8167 Teal Drive – CG District

Figure 1: Vicinity Map



PROPOSAL: The applicant has submitted a Concept, Use & Design application requesting approval for proposed exterior alterations to a major retail structure. The requested changes include a new predominant façade color and the addition of a 53-foot accent area on the front elevation.

BACKGROUND:

The Applicant, HFA-AE, Ltd., has submitted a Signage Application #25-20760 to the Easton Building Inspection Division on July 23, 2025 for review. Approval is pending the outcome of the Planning Commission Meeting.

ZONING ANALYSIS:

28-1007.2.A.16 (e) Commercial Uses

The predominant façade colors shall be low reflectance, subtle, neutral, or earth tone colors. The use of high intensity or fluorescent colors is discouraged.

28-1007.2.A.16 (f) i Commercial Uses

Entryways

Each principal building on a site shall have clearly 19 defined, highly visible customer entrances featuring at 20 least three (3) of the following:

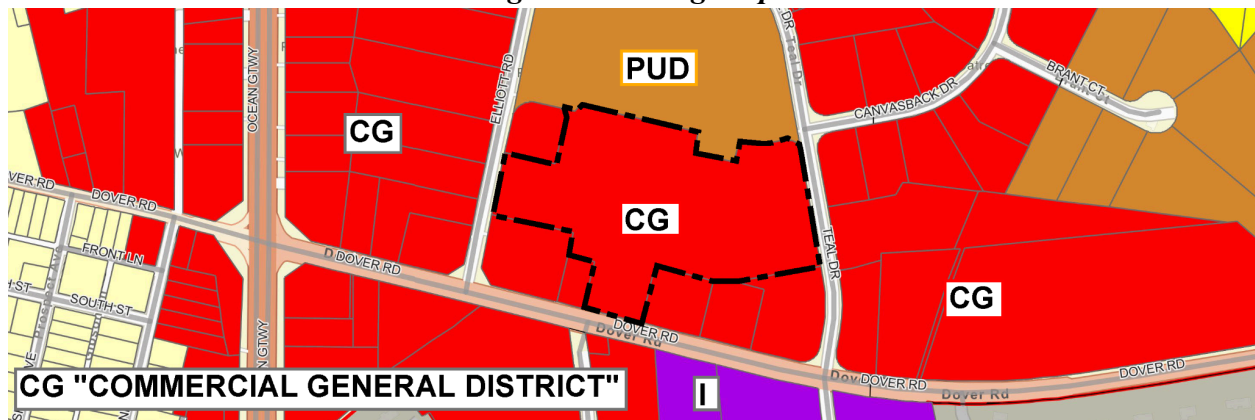
- **Canopies or porticos**
- **Overhangs**

- *Recesses/projections*
- *Arcades*
- *Raised corniced parapets over the door*
- *Peaked roof forms*
- *Arches*
- *Outdoor patios*
- *Display windows*
- *Architectural details such as tile work and moldings which are integrated into the building structure and design*
- *Integral planters or wing walls that incorporate landscaped areas and/or places for sitting*

Analysis - Per the Section of the Zoning Code cited above, the current shopping center standards require the Applicant to obtain approval from the Commission. What the applicant is requesting is contrary to the standards for major retail in regards to color. The pickup entrance, however, does not need to follow §Section 28-1007.2.A.16.f. of the Towns Zoning Ordinance because customers will not be using that as an entrance; it is only for the Walmart Associates. Planning Commission approval is needed for the proposed 1,064 sq ft accent area on the front elevation. However, if the proposed blue area was reduced to the existing 681 sq ft over the entrance, it can be approved administratively. When the Easton Walmart was approved, meeting minutes show that the approval was contingent on the building featuring muted, non-corporate colors. This design persisted until at least 2015, when the corporate color scheme was introduced. Originally, the building was entirely tan with unpainted brick and a green roof, consistent with the rest of the shopping center. The proposal to paint the facade must be revised to comply with the Town's major retail standards. This would entail changing the color scheme to align with the rest of the shopping center, utilizing low-reflectance, subtle, neutral, or earth-tone colors. The use of high intensity or fluorescent colors is discouraged.

POLICY ANALYSIS:

Figure 2: Zoning Map



RECOMMENDED CONDITION:

Staff recommends the proposed 1,064 sq ft accent area on the front elevation be reduced to the existing 681 sq ft over the entrance. Should the Planning Commission approve the Applicant's request staff recommends the following condition:

- The applicant completes the building permit process for the installation of the signs.

DRAFT MOTIONS:

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

OR

2. I move that the Planning Commission forward the applications to the November 20th Commission meeting for further discussion.

OR

3. I move an alternate motion.

ATTACHMENTS:

1. 2020.10.15 PC Outcome - 8155 Elliott Road - Walmart, paper copy & PDF
2. 2021.04.06 PC Outcome - 8155 Elliott Road - Walmart, paper copy & PDF
3. 2025.09.26 Concept Use Design Application - Walmart, paper copy & PDF
4. 2025.09.29 A2 EXTERIOR ELEVATIONS, paper copy & PDF
5. 2025.10.01 8155 Elliott Road (Walmart #1715) PC 400' Notice Letter, paper copy & PDF



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

RECEIVED
 SEP 26 2025
 TOWN OF EASTON

Planning Commission Concept, Use, and Design Application

Site Information

Structure's Floor Area	129,509	Structure's Square Feet	129,509
Area of Disturbance	NA	Number of Dwelling Units	1
Property Size	Acres 12.02	Square Feet	
Address	8155 Elliott Road, Easton, MD 21601		
Tax Map	0109	Grid 0000	Parcel 4582 Lot 2
Zoning District	CG	Historic District Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	PRD Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
Other Information	Walmart Store 1715 Remodel		
Existing Use	Mercantile store		

Owner

Name	Walmart Real Estate Business Trust - Kirsten Hastings		
Mailing Address	2608 SE J St., Bentonville, AR 72712		
Telephone No.	479-273-4000	Email	Kirsten.Hastings@walmart.com

Applicant / Agent

Name	Christine Brooks		
Mailing Address	1705 S Walton Blvd., Suite 3, Bentonville, AR 72712		
Telephone No.	479-644-0760	Email	Christine.Brooks@HFA-AE.com

General Information:

Painting existing Walmart Store 1715.

***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	Christine Brooks	<small>Digitally signed by Christine Brooks DN: c=US, E=christine.brooks@hfa-ae.com, O=HFA-AE, OU=Permit Admin II, CN=Christine Brooks *</small>
Date	9/26/2025	
Printed Name of Applicant or Agent	Christine Brooks	

For Office Use Only

Planned Commission Meeting Date	10/16/2025
Review Fee Amount	\$250.00
Review Fee Paid Date	
ESDR Y / N Date	-
2025 - 1573	

Revised 02-2019



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

Date: 2020-10-21

From: Joseph A. Mayer

Subject: 2020-10-15 Planning Commission – 8155 Elliott Road – Wal-Mart

On Thursday, October 15th, 2020, the Town of Easton's Planning Commission reviewed 8155 Elliott Road – Wal-Mart. At the conclusion of the meeting, the Commission voted 5-0, approving the amount of parking spaces and its location for temporary use for outside storage for seasonal items to remain for a period of three years. With the condition that the applicant submits a detailed Site Plan, for Staff level review, depicting the location of landscape and/or screening buffers.

You may now proceed with Site Plan submittal for location and screening, 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



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

Date: 2021-04-06

From: Joseph A. Mayer

Subject: 2021-03-18 Planning Commission – 8155 Elliott Road – Wal-Mart

On Thursday, March 18, 2021, the Town of Easton's Planning Commission reviewed 8155 Elliott Road – Wal-Mart. At the conclusion of the meeting, the Commission voted 5-0, approving the amount of parking spaces and its location for temporary use for outside storage for Spring seasonal items to remain from March 1st through July 1st, 2021, with the condition that the applicant return to the Planning Commission on August 19, 2021 to go through the new Zoning Ordinance (if approved by this date) to finalize locations and screening buffers. Upon that meeting, applicant may be required to submit a detailed Site Plan, for Staff level review, depicting the location of landscape and/or screening buffers.

You may now proceed with Site Plan submittal for location and screening, 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



TOWN OF EASTON

14 South Harrison Street
Easton, Maryland 21601

October 1, 2025

Dear Resident,

The Easton Planning Commission (Commission) will hold a public meeting on **Thursday, October 16, 2025 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 HFA-AE (Applicant) has filed application 2025 - 1573 on behalf of Walmart Real Estate Business Trust (Owner) to request conceptual approval for exterior alterations to a major retail structure. The Applicant is seeking changes to the predominant façade color, and the creation of an additional 53-foot accent area on the front elevation. The property is located at 8155 Elliott Road (Walmart Store #1715), also known as Tax Map 0109, Grid 0000, Parcel 4582, Lot 2, and is situated in the CG – Commercial General 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 or comments regarding this application, please contact the Planning Office at (410) 822-1943 or via email at planningandzoning@eastonmd.gov.

Samantha N. Smith

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



Subject property posting pursuant to Section 28-901.2.H.2 of the Town of Easton Zoning Code - September 30, 2025



MEMORANDUM

TO: EASTON PLANNING & ZONING COMMISSION

FROM: LYNN B. THOMAS, JR., AICP, TOWN PLANNER

DATE: OCTOBER 8, 2025

SUBJECT: PROPOSED REQUIREMENT FOR PRE-APPLICATION COMMUNITY MEETINGS

The attached proposed Zoning Amendment is intended to advance the discussion you have recently been having concerning the possibility of requiring pre-application notice and/or meetings, depending on the scope/scale of a proposed development project. This version builds on your discussion last month and distinguishes between projects which are reviewed administratively (no new requirements proposed), those which require Planning Commission approval (advanced preapplication Public Notice would now be required) and those which require Town Council approval (preapplication Notice and neighborhood meeting would now be required). If you would like to expand the scope of those types of projects (e.g., subdivisions of more than X lots) then we would need to modify this language to specifically call out any such types of projects.

Maury has supplied language concerning the proposed content of the public notices. If this is either too much or too little information in your view, then that section will also need to be adjusted accordingly. Also, FYI, Maury has supplied an information sheet from Apex, North Carolina outlining their Neighborhood Notification requirements. I have attached that document as well.

PRE-APPLICATION NEIGHBORHOOD MEETING REQUIREMENTS

Insert a new Section 28-1305 to Article XIII (Administration) of the Zoning Code, and renumber subsequent sections,, as follows:

SECTION 28-1305 PRE-APPLICATION NOTICE AND MEETINGS

A. Purpose

The pre-application neighborhood meeting and notice requirements are intended to inform owners and occupants of nearby lands about a proposed development application to be reviewed under this Ordinance, or the Town Subdivision Regulations, and, when meetings are required, to provide the applicant an opportunity to hear comments and concerns about the development proposal in order to resolve conflicts and outstanding issues, where possible. Pre-application neighborhood meetings are opportunities for informal communication between applicants and the landowners and occupants of nearby lands, and other residents affected by development proposals.

The intent of pre-application neighborhood notice and meetings is to foster informed citizen involvement, to alert prospective developers of legitimate neighborhood concerns as early in the design process as possible, and to facilitate a smoother review process upon official submission of applications subject to these requirements. Participation in any such pre-application neighborhood meeting is for informational purposes only. Any resultant participation and/or written summary of such meetings shall not be part of the administrative record for any development application that may be filed and accepted.

B. Applicability

(1) A pre-application notice shall be mailed to residents of property located within 400 feet of the property lines of any parcel subject to any type of Application that requires Planning Commission review and/or approval.

- (a) The Neighborhood Notice must be mailed between 150 days and 30 days prior to submission of the project's first application to the Town's Planning Office for entitlements or approvals, preferably during the Preliminary phase of the project's design.
- (b) The Notice shall be a letter mailed via USPS, certified delivery to each address provided by _____, and to local media (newspapers, radio and TV stations). A copy of the Notice shall be sent to the Town's Planning

Office, which will post the URL for the Applicant's online information repository in the Notice on the Town's website.

The Notice shall contain:

- The name and contact phone numbers and email addresses for the developer and owner of the property (the "Applicants")
- A general description of the planned project including:
 - The planned use of the site
 - Approximate number of structures,
 - if residential, the number of units; other uses, gross floor area
 - The type of approval(s) being sought
- A URL and QR code which links to an internet website or electronic file share ("online information repository") with additional information about the project as listed below.

(c) The developer / owner shall maintain from the date the Notice is sent, to the date of first public hearing an online source for information on the project. This "online information repository" may be a website, file share, downloadable document, or other electronic resource for distribution of information which is available to any internet user at any time without registration or log-in.

This online information repository shall contain:

- Name and contact information of the Applicant (developer and/or property owner) and design firm (architect and/or engineer)
- sketch site diagram
- massing diagram
- preliminary sketch renderings or elevations of the proposed structure(s)
- An explanation of (a) the proposed project's as-of-right parameters, or (b) approvals and entitlements which are being requested.
- An explanation of how the project meets the goals of Town's Comprehensive and Small Area Plan, if applicable.
- Anticipated date for submission of initial application to the Town's Planning Department.
- A form to submit comments to the developer.

(d) With its first application to the Town, the following shall be included:

- Copy of the mailed Notice
- Copies of delivery receipts
- Copies of all comments received by the applicant
- A description of any changes in the plans attributable to comments received from the public.

- (2) In addition to the pre-application notice, a pre-application neighborhood meeting is required before the formal submission of any development applications that requires Town Council action (e.g., Annexation, Zoning Map Amendment, PUD or HC, Critical Area Growth Allocation):
- (3) A pre-application neighborhood meeting *may* also be held at the applicant’s option before the submission of any development application not identified in Section 28-1305(B)(1) above.
- (4) The informational mailings and meetings required by this Subsection are in addition to all postings and notices required by this Ordinance, the Town’s Subdivision Regulations, or any other applicable Local or State law or regulation.
- (5) Only one (1) pre-application neighborhood meeting is required; however, Owners/Developers may choose to have more than one meeting prior to formal submission.
- (6) If a development application for the site/project for which one pre-application neighborhood meeting has been held, is not submitted or approved by the Town within one year; the applicant shall conduct a second pre-application neighborhood meeting in accordance with this Section.
- (7) The pre-submission meeting is the responsibility of, and is a function of, the Owner/Developer. They are not official meetings of any Town Board or Commission.

C. Procedure

Pre-application neighborhood meeting shall be conducted in accordance with the following requirements:

(1) Meeting Location and Time

Meetings shall be scheduled to occur between 6:00 pm and 8:00 pm on a Tuesday, Wednesday, Thursday or on Monday, except when Monday is a Federal holiday or when a Federal holiday falls on the prior Friday. In the event of a

weather emergency which causes the closure of Talbot County Schools on the scheduled date of the meeting, the Owner/Developer shall reschedule the meeting and issue new notices. Meetings should be held at a publicly accessible location (school, church, civic institution, or Owner/Developer's offices) within the Town of Easton, but shall not be held in the Town Hall.

(2) Meeting Notification

a. Informational Mailing

(i) The applicant shall mail notice of the meeting at least 30 days before the meeting.

(ii) Notice shall be mailed to:

(aa) The Town Planner;

(bb) The owners of all properties located within 400 feet of the potential subject property;

(cc) Residents of property located within 400 feet of the potential subject property; and

(dd) All civic associations registered in accordance with Section 27-3402(d), Civic Association or Resident Registration.

(iii) As to residents, an applicant complies with this Section by providing the Planning Department with an electronic version of the informational mailing more than thirty (30) days before the Planning Department accepts an application.

(iv) A civic association entitled to an informational mailing may waive the requirement, and an applicant's filing of a signed waiver constitutes its compliance with the mailing requirement, for the entity signing.

D. Posted Notification

The applicant shall also post notification of the pre-application neighborhood meeting on the land subject to the application at least 30 days before the date fixed for the meeting. Signage of at least 6 square feet, but no more than 32 square feet per sign shall be posted on all Public ways which abut the project site. The signage shall state the name and general description of proposed development, provide the date, time and location of the meeting as well as a contact telephone number for the Owner/Developer.

E. Notification Contents

The mailed and posted notifications shall state the time and place of the meeting, the purpose of the meeting, include a current zoning sketch map clearly identifying the land area associated with the development, summarize the general nature of the development proposal, and the type of development approval or permit sought. Additionally, the notice shall include contact information for the Town Planning Office for interested parties to obtain more information about the application after it is filed, an applicant telephone number and email address for persons wishing to meet, an explanation of the procedures and the necessity for becoming a person of record for the proposed application, and a statement that no government agency has reviewed the application. Developer or builder information shall be provided if different than the applicant.

F. Conduct of Meeting and Summary

(1) Generally

The pre-application neighborhood meeting shall be open to the public. At the meeting, the applicant shall explain the development proposal and application, inform attendees about the application review process, respond to reasonable questions or concerns neighbors raise about the proposed application, and discuss ways to resolve reasonable conflicts or concerns.

(2) Project Materials

The applicant shall ensure the following materials are available for review and discussion at the pre-application neighborhood meeting:

- a.** A map of the proposed development site clearly indicating the site location and streets in the vicinity;
- b.** Illustrations depicting the layout and design of the proposed development, existing conditions, and the neighborhood context;
- c.** A development fact sheet or summary that includes, but is not limited to, the size of the proposed project, proposed land uses, proposed number of dwelling units and/or amount of gross square footage, proposed density and intensity of the project, proposed building heights, and anticipated parking need;
- d.** Information explaining the development review process and how members of the public may participate; and
- e.** Sign-in sheets including the meeting date and time, meeting address, project address, property owner name, applicant name and contact information, and space for

participants to include their name, organization, address, phone number, and email address.

- f. Meeting content is flexible, but must include at least the following:
- Developer presents a project summary with visuals (site plan/renderings)
 - Identifies the location of the project
 - Public and Private roads and access to existing streets and highways
 - Number and types of buildings
 - Preliminary elevations and/or 3d renderings
 - Open space, parks, common areas, schematic storm water management, and other features of the development
 - Developer discusses the project's attributes and its positive elements for the town as well as potential impacts on the town's infrastructure (traffic, stormwater, aesthetics)
 - Cards for written comments are distributed to the attendees
 - At least 30 minutes is provided for attendees to ask questions and make comments.
 - Comment Cards are collected.
 - The developer ends the meeting with a summary of key issues raised from the Q&A and the comment cards.
 - If no members of the public are present for the meeting after 30 minutes of the scheduled start time, the Owner/Developer may immediately close the meeting. Proof of non-attendance by the public shall be submitted to the Town by including an affidavit stating that no members of the public attended the meeting, plus the blank sign-in sheet, and copies of all meeting notices as described in this Section.

(3) Written Summary of Meeting

- a. The applicant shall prepare a written summary of the pre-application neighborhood meeting that includes a list of those invited to the meeting, meeting attendees and/or a copy of the sign-in sheet, copies of the materials distributed or made available for review during the meeting, and any other information the applicant deems appropriate.

b. The applicant shall email a copy of the written summary of the pre-application neighborhood meeting to all attendees that have provided an email address.

c. Concurrent with the applicant's submission, the Owner or Developer or its representative shall submit to the Town Planning Office with its initial application, the following:

- Certificate or affidavit of mailed notice delivery, and copies of media advertisements.
- List of meeting attendees such as a sign-in sheet
- A summary of attendees' comments and/or a video recording of the meeting and copies of all comment cards
- A description of all project revisions, deletions or additions made in response to the public feedback at the meeting.



Town of Apex
Planning Dept
PO Box 250
Apex, NC 27502

T: 919-249-3426
F: 919-267-4987

Instruction Packet and Affidavit for Neighborhood Notification Letters

This packet consists of instructions and templates for sending a required Neighborhood Notification Letter. Planning staff are available to advise you in the preparation of these materials. Call the Planning Department at (919) 249-3426 for more information.

WHAT IS THE PURPOSE OF A NEIGHBORHOOD NOTIFICATION LETTER?

A neighborhood notification letter is a required form of community outreach to receive initial feedback regarding certain Minor Site Plans prior to submittal to the Planning Department per the standards found in UDO Sec. 2.2.7.A. The intention of the letter is to initiate neighbor communication to identify issues and concerns early on and provide the applicant an opportunity to address neighbor concerns about the potential impacts of the project.

WHEN IS A NEIGHBORHOOD NOTIFICATION LETTER REQUIRED?

Applicants for most Minor Site Plans that are located within 500 feet of a residential land use and have not had a rezoning approval in the previous two (2) years are required to send a letter to all property owners and tenants abutting and located within 500 feet of the land subject to the application, to any neighborhood association that represents citizens within that notification area, and to the Town of Apex Planning Department at least 14 days prior to the submittal of the Minor Site Plan.

Applicants for Minor Site Plans for the uses Day care facility; Government service; School, public or private; Restaurant, drive-through; and Convenience store with gas sales are required to hold a neighborhood meeting as outlined in Sec. 2.2.7.B *Neighborhood Meetings* and should follow the procedures outlined in the Neighborhood Meetings Packet.

INSTRUCTIONS

The Neighborhood Notification Letter must be prepared and mailed in accordance with the rules listed below.

Who to notice:

- The applicant is required to notify the Planning Department, all property owners and tenants abutting and within 500 feet of the subject property, and any neighborhood association that represents citizens in the notification area via first class mail a minimum of 14 days in advance of submitting the Minor Site Plan application, not including the day of mailing. The applicant shall send an email to addressing.team@apexnc.org to request the notification list *as early as possible* in order to receive the list in time for the mailing. The list will be provided within 5-10 business days of the initial request. The applicant shall use their own return address on the envelopes.

Timing of mailing:

- The letter must be sent at least 14 days in advance of submitting the Minor Site Plan, not including the day of mailing (use attached template).

Mailing requirements:

- A vicinity map and reduced copy of the preliminary site plan of the proposed development must be provided.
- Contact information for the applicant's representative and Town Staff must be provided on the attached "Project Contact Information" form.
- "Common Construction Issues & Who to Call" sheet (attached) must be included as part of the handout.

For accountability purposes, please submit the following with your application:

- A copy of the letter mailed to neighbors and neighborhood organizations (use attached template);
- The notification list provided by Town staff;
- The affidavit, signed, dated, and notarized (use attached affidavit template); and
- One (1) reduced copy of the maps and plans submitted with the letter.

NEIGHBORHOOD NOTIFICATION LETTER

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Date

Dear Neighbor:

You are receiving this neighborhood notification letter to inform you of a new development proposal at

Address(es) PIN(s)

in accordance with the Town of Apex Neighborhood Notice procedures. This letter is a required form of community outreach for certain Minor Site Plans to allow the applicant to receive initial feedback from neighbors prior to submittal to the Planning Department per the standards found in UDO Sec. 2.2.7.A.

The intention of the letter is to initiate neighbor communication to identify issues and concerns early on and provide the applicant an opportunity to address neighbor concerns about the potential impacts of the project.

Please refer to the Project Contact Information page for ways to contact the applicant. Once an application has been submitted to the Town, it may be tracked using the Interactive Development Map (<https://experience.arcgis.com/experience/41bf89a7c97d43a2934b0e823c8bfa45>) or the Apex Development Report (<http://www.apexnc.org/DocumentCenter/View/405/Apex-Development-Report-PDF?bidId=>) located on the Town of Apex website at <http://www.apexnc.org/180>.

The following is a description of the proposal (also see attached map(s) and plan sheet(s)):

Estimated submittal date: _____

If you have any concerns or questions about the proposed Minor Site Plan, please contact those listed on the Project Contact Information Sheet.

If you have questions about the general process for this application, please contact the Planning Department at 919-249-3426. You may also find information about the Apex Planning Department and on-going planning efforts at <http://www.apexnc.org/180>.

PROJECT CONTACT INFORMATION

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Development Contacts:

Project Name: _____ Zoning: _____

Location: _____

Property PIN(s): _____ Acreage/Square Feet: _____

Property Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Developer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Engineer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Builder (if known): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Please note that Town staff will not have complete information about a proposed development until the application is submitted for review. If you have a question about Town development standards and how they relate to the proposed development, please contact the appropriate staff person listed below.

Town of Apex Department Contacts	
Planning Department Main Number (Provide development name or location to be routed to correct planner)	(919) 249-3426
Parks, Recreation & Cultural Resources Department Angela Reincke, Parks Planning Project Manager	(919) 372-7468
Transportation & Infrastructure Development Russell Dalton, Traffic Engineering Manager	(919) 249-3358
Water Resources Department Jessica Bolin, Environmental Engineering Manager (Stormwater, Sedimentation & Erosion Control)	(919) 249-3537
Matt Reker, Utilities Engineer/FOG Program Manager (Water & Sewer)	(919) 946-4394
Electric Utilities Department Jared Harris, Electric Technical Services Manager	(919) 372-7466

Private Agreements and Easement Negotiation:

The Town of Apex cannot enforce private agreements between developers and neighbors and is not a party to the easement and right-of-way negotiation that occurs between developers and neighboring property owners for easements or rights-of-way that are necessary to build the project.

It is recommended that all private agreements be made in writing and that if a property owner feels it necessary, they should obtain private legal counsel in order to protect their interests in both private agreements and during easement negotiations.

The developer's site plan can be viewed any time after submittal on the Interactive Development Map at: <https://experience.arcgis.com/experience/41bf89a7c97d43a2934b0e823c8bfa45>.

Documentation:

Neighbors to a proposed new development are strongly encouraged to fully document (such as through dated photographs) the condition of their property before any work is initiated for the new development. Stormwater controls installed on developed property are not designed to and will likely not remove 100% of the soil particles transported by stormwater runoff. As a result, creeks and ponds could become cloudy for a period of time after rain events.

COMMON CONSTRUCTION ISSUES & WHO TO CALL

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Noise & Hours of Construction: Non-Emergency Police 919-362-8661

Noise from tree removal, grading, excavating, paving, and building structures is a routine part of the construction process. The Town generally limits construction hours from 7:00 am to 8:30 pm so that there are quiet times even during the construction process. Note that construction outside of these hours is allowed with special permission from the Town when it makes more sense to have the construction occur at night, often to avoid traffic issues. In addition, the Town limits hours of blasting rock to Monday-Friday from 8:00 am to 5:00 pm. Report violations of construction hours and other noise complaints to the Non-Emergency Police phone number at 919-362-8661.

Construction Traffic: Infrastructure Inspections 919-249-3386

Construction truck traffic will be heavy throughout the development process, including but not limited to removal of trees from site, loads of dirt coming in and/or out of the site, construction materials such as brick and wood brought to the site, asphalt and concrete trucks come in to pave, etc. The Town requires a construction entrance that is graveled to try to prevent as much dirt from leaving the site as possible. If dirt does get into the road, the Town can require they clean the street (see "Dirt in the Road" below).

Road Damage & Traffic Control: Infrastructure Inspections 919-249-3386

There can be issues with roadway damage, roadway improvements, and traffic control. Potholes, rutting, inadequate lanes/signing/stripping, poor traffic control, blocked sidewalks/paths are all common issues that should be reported to Transportation & Infrastructure Development – Infrastructure Inspections at 919-249-1109. The Town will get NCDOT involved if needed.

Parking Violations: Non-Emergency Police 919-362-8661

Unless a neighbor gives permission, there should be no construction parking in neighbors' driveways or on their property. Note that parking in the right-of-way is allowed, but Town regulations prohibit parking within 15 feet of driveways so as not to block sight triangles. Trespassing and parking complaints should be reported to the Non-Emergency Police phone number at 919-362-8661.

Dirt in the Road: Water Resources 919-362-8166

Sediment (dirt) and mud gets into the existing roads due to rain events and/or vehicle traffic. These incidents should be reported by visiting the Report a Concern page at <https://www.apexnc.org/1173/> or by calling the number listed. Staff will coordinate the cleaning of the roadways with the developer.

Dirt on Properties or in Streams: Water Resources 919-362-8166

Sediment (dirt) can leave the site and get onto adjacent properties or into streams and stream buffers; it is typically transported off-site by rain events. These incidents should be reported by visiting the Report a Concern page at <https://www.apexnc.org/1173/> or by calling the number listed so that staff can coordinate the appropriate repairs with the developer.

Dust: Water Resources 919-362-8166

During dry weather dust often becomes a problem blowing into existing neighborhoods or roadways. These incidents should be reported by visiting the Report a Concern page at <https://www.apexnc.org/1173/> or by calling the number listed so that staff can coordinate the use of water trucks onsite with the grading contractor to help control the dust.

Trash: Water Resources 919-362-8166

Excessive garbage and construction debris can blow around on a site or even off of the site. These incidents should be reported by visiting the Report a Concern page at <https://www.apexnc.org/1173/> or by calling the number listed. Staff will coordinate the cleanup and trash collection with the developer/home builder.

Temporary Sediment Basins: Water Resources 919-362-8166

Temporary sediment basins during construction (prior to the conversion to the final stormwater pond) are often quite unattractive. Concerns should be reported by visiting the Report a Concern page at <https://www.apexnc.org/1173/> or by calling the number listed so that he can coordinate the cleaning and/or mowing of the slopes and bottom of the pond with the developer.

Stormwater Control Measures: Water Resources 919-362-8166

Post-construction concerns related to Stormwater Control Measures (typically a stormwater pond) such as conversion and long-term maintenance should be reported by visiting the Report a Concern page at <https://www.apexnc.org/1173/> or by calling the number listed.

Electric Utility Installation: Electric Utilities 919-249-3531

Concerns with electric utility installation can be addressed by the Apex Electric Utilities Department.

AFFIDAVIT OF MAILING A NEIGHBORHOOD NOTIFICATION LETTER

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

I, _____, do hereby declare as follows:

Print Name

1. I have mailed a Neighborhood Notification Letter for the proposed Minor Site Plan in accordance with UDO Sec. 2.2.7.A *Notification Letter*.
2. The letters were mailed to the Apex Planning Department, all property owners and tenants abutting and within 500 feet of the subject property and any neighborhood association that represents citizens in the notification area via first class mail a minimum of 14 days in advance of the application submittal date.
3. I have included the mailing list, letter, and reduced plans with the application.
4. I have prepared these materials in good faith and to the best of my ability.

Date

By: _____

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, _____, a Notary Public for the above State and County, on this the _____ day of _____, 20_____.

SEAL

Notary Public

Print Name

My Commission Expires: _____