



Town Council AGENDA

Monday, November 3, 2025 - 4:30 PM
Council Chambers, Easton Town Office
14 S Harrison Street

4:30 PM Workshop.

Potential Zoning Text Amendments.

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

Opening remarks and Pledge of Allegiance by Councilmember Rev. Davis.

Approval of Minutes.

Meeting minutes from 10/20/25.

Legislative Priorities Meeting Minutes.

Municipal Official Items.

Items by Mayor Cook.

Items by Town Manager

Approval to award bid for Re-roofing of the Town's Railroad Station.

Items by Town Attorney.

Fire Board.

Easton Economic Development Corporation Quarterly Report.

Public Hearing.

5:35 PM PUBLIC HEARING to obtain the views of citizens regarding Ord. 845, "AN ORDINANCE OF THE TOWN OF EASTON TO AMEND THE TOWN OF EASTON CODE CHAPTER 17, ARTICLE X, SCHOOL ZONES, TO ESTABLISH A SCHOOL ZONE FOR ST. PETER AND PAUL HIGH SCHOOL WITHIN THE TOWN AND TO AMEND ARTICLE XI, SPEED MONITORING SYSTEMS, TO IMPLEMENT TIERED FINES IN ACCORDANCE WITH 2025 MARYLAND HOUSE BILL 182."

Legislation.

Ord. 845, "AN ORDINANCE OF THE TOWN OF EASTON TO AMEND THE TOWN OF EASTON CODE CHAPTER 17, ARTICLE X, SCHOOL ZONES, TO ESTABLISH A SCHOOL ZONE FOR ST. PETER AND PAUL HIGH SCHOOL WITHIN THE TOWN AND TO AMEND ARTICLE XI, SPEED MONITORING SYSTEMS, TO IMPLEMENT TIERED FINES IN ACCORDANCE WITH 2025 MARYLAND HOUSE BILL 182."

Public Participation/Comments.

Committee Reports by Members of the Council

Items by Members of the Council:

Adjournment.

The public can access the meeting as follows:

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

If you are an Easton Velocity Cable TV subscriber, you can view the meeting live on Channel 98.

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



August 27, 2025

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

RE: Potential Zoning Text Amendments

Dear Council Members & Mayor Cook:

The Easton Planning and Zoning Commission has been working on a series of Zoning Code text amendments for the past several months. You may recall that we discussed such potential amendments at a workshop in 2024. At that time it was decided to divide up the various amendments we were considering into three different classes; (1) those that were of such a “big-picture” nature that they would better be approached during the comprehensive update of the Zoning Code following Comprehensive Plan adoption, (2) those that are housing-related due to their potential duplication and/or conflict with recommendations pending from the Attainable Housing Task Force, and (3) those that were appropriate for consideration at any time prior to the comprehensive update.

The Commission continues working on the third of the aforementioned classes of proposed amendments and has formally voted to recommend your approval of the attached proposed amendments to the Zoning Code (and one to the Subdivision Regulations). We have since been very focused on the Comprehensive Plan, but although there is no particularly pressing issue amongst the proposed amendments, they are all appropriate for consideration now. We respectfully request that you do so and recommend your approval of each.

Please note that these are a package of what might be characterized as clean-up or housekeeping types of amendments. They do not include any proposed revisions to the Planned Redevelopment Overlay process that you requested us to consider. We have been actively working on that over our past two meetings and anticipate sending you something very soon. That effort has expanded somewhat based on the suggestion of a resident to introduce requirements for pre-submission neighborhood meetings for certain types of applications. Although not limited to PR applications, some threshold of such (PR) requests will likely be included amongst those that would be subject to these meetings. Thus, we have coupled both considerations and will be sending you recommendations on each issue via the same transmittal.

If you have any questions concerning our recommendation, or the current state of the PR District revisions, please do not hesitate to contact me or either the Director of Planning and Zoning, the Town Planner or the Town Attorney, all of whom can speak to our actions in this matter.

Regards,

LBT Jr.

Philip Toussaint

Easton Planning and Zoning Commission
Philip Toussaint, Chair

Zoning Code Amendments
Attachment 1

1. Amend Section 28-114 by adding the following definitions:

A. **Shed** - an accessory structure used to store items related to or used in connection with a residence, excluding portable storage units.

B. **Swimming pool** - any artificial structure, basin, chamber or tank, except a private spa, either above or below ground, which is used or intended to be used for the primary purpose of swimming, diving, wading or recreational bathing. A swimming pool includes all associated equipment, structures and facilities located within a common enclosure. A unit used in conjunction with the private practice of a physician or physical therapist is not a swimming pool.

C. **Patio** - an unenclosed horizontal structure with a surface height, at any point, greater than two feet (2') above grade, intended for use as an outdoor amenity space.

2. Also, in conjunction with item 1 A above, revise Section 28-1007.1 6 to add a new supplemental standard (d) for sheds, as follows:

d. The maximum footprint of any detached garage or shed shall be the lesser of 10% of the lot area or 1,000 square feet.

3. **Revise the exceptions to acceptable tree species list found in Section 28-1014.3 B as follows:**

A. **Species Selection:** Acceptable plant species shall include most plant material native to the region (consult the Chesapeake Bay Native Plant Center for Guidance), or successfully introduced and available in the Mid-Atlantic region with the following exceptions:

1.	Pyrus calleryana 'Bradfordi'	Bradford Pear	Not Suitable in any location
2.	Ginkgo biloba (female)		Not Suitable in any location
3.	Ailanthus altissima	Tree of Heaven	Suitable as street trees only Not Suitable in any location
4.	Sorbus acuparia	Mountain Ash	Suitable as street trees only
5.	Acer rubrum 'October Glory'	Red Maple	Suitable as street trees only
6.	Hybrid Poplar		Limit to buffers, open spaces
7.	Lombardy Poplar		Not suitable in any location
8.	White Birch		Suitable as street trees only
9.	Morus alba	Mulberry	Not Suitable in any location
10.	Osage Orange		Suitable as street trees only

11.	Black and Honey Locust(species only)	Not Suitable in any location
12.	Saw Toothed Oak (Quercus Accutisima	Not suitable in any location
		Not Suitable in any location

4. Replace Section 28-1008 (Visibility at Intersections) with the a new and more context-sensitive set of standards, as follows:

SECTION 28 – 1008 VISIBILITY AT INTERSECTIONS

28 – 1008.1 PURPOSE

As an aid to the safe movement of vehicles at and near street intersections and in order to promote adequate protection of pedestrians, the following provisions shall apply to all corner lots. On all such lots, there shall be limitations on the height of fences, walls, gateways, ornamental structures, hedges, shrubbery and other fixtures, construction and plantings.

28 – 1008.2 STANDARDS

~~Such barriers to clear unobstructed visions at intersecting streets shall be limited to a height of not over three feet above the established elevation of the nearest curb, for a distance of forty (40) feet along both flowlines of curb, measured from the point of intersection of the projected flowline of curb of said intersecting flowlines. No natural plantings or construction shall be permitted at a height over three (3) feet within the isosecles triangle formed by connecting the ends of the respective forty (40) foot distances. The unobstructed view shall be maintained for all spaces between three (3) and ten (10) feet in height. When curb and gutter is not present, all measurements shall be from edge of pavement, or edge of gravel when pavement is not present.~~

~~Within the said triangle, and in cases where front yards are terraced, the ground elevation of such front yards shall not exceed three (3) feet above the established curb elevation at the said intersecting streets.~~

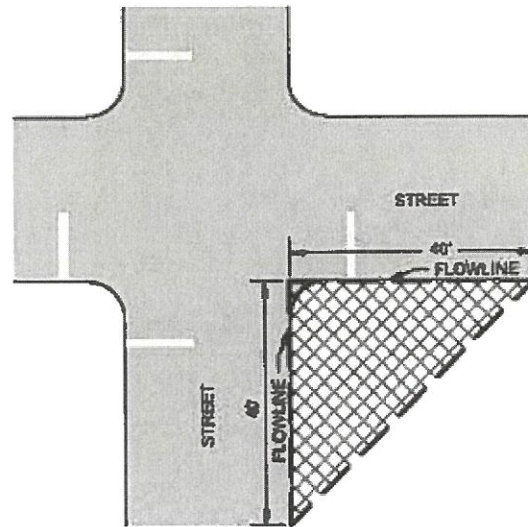
28-1008.3 VISIBILITY TRIANGLE DESCRIPTION AND DIAGRAMS

A. Street Intersection

The visibility triangle for a street intersection is a triangle with 40-foot sides, starting at the corner where two curb lines intersect and extending out away from this corner intersection, but still following curb lines, as illustrated in the Standard Detail below.

VISIBILITY TRIANGLE REQUIREMENTS:

1. NO STRUCTURES OR IMPROVEMENTS CAN BE PLACED IN THE VISIBILITY TRIANGLE EXCEPT FENCES, WALLS OR BERMS NOT HIGHER THAN 3 FEET
2. NO MOTOR VEHICLE, TRAILER OR OTHER EQUIPMENT IS ALLOWED TO PARK, STAND OR STOP IN THE VISIBILITY TRIANGLE.
3. NO VEGETATION CAN BE PLANTED OR ALLOWED TO GROW HIGHER THAN 3 FEET, EXCEPT FOR STREET TREES IN THE TOWN RIGHT OF WAY WITH BRANCHES NO LOWER THAN 8 FEET FROM GROUND LEVEL.
4. VISIBILITY TRIANGLE EXEMPTIONS INCLUDE.
 - TOWN OF EASTON SIGNS AND SIGN POSTS
 - TOWN OF EASTON TRAFFIC CONTROL DEVICES
 - UTILITY POLES
 - BENCHES
 - FIRE HYDRANTS

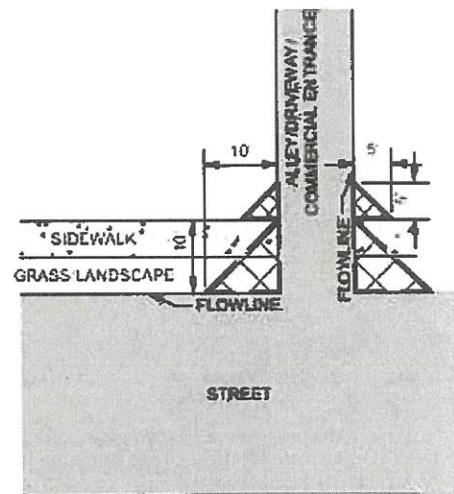


NOTES:

THE VISIBILITY TRIANGLE FOR A STREET INTERSECTION IS A TRIANGLE WITH 40' SIDES STARTING AT THE CORNER WHERE TWO FLOW LINES INTERSECT AND EXTENDING OUT AWAY FROM THIS CORNER INTERSECTION BUT STILL FOLLOWING THE FLOW/CURB LINES.

THE VISIBILITY TRIANGLE FOR INTERSECTIONS OF ALLEYS DRIVEWAYS, OR COMMERCIAL ENTRANCES WITH STREETS IS A TRIANGLE WITH 10' SIDES EXTENDING FROM THE INTERSECTION OF THE FLOW LINE BUT FOLLOWING THE EDGE OF THE ALLEY DRIVEWAY OR COMMERCIAL ENTRANCE

THE VISIBILITY TRIANGLE FOR INTERSECTIONS OF ALLEYS DRIVEWAYS OR COMMERCIAL ENTRANCES WITH SIDEWALKS IS A TRIANGLE WITH 5' SIDES EXTENDING FROM THE INTERSECTION FORMED USING THE EDGE OF THE SIDEWALK FURTHEST FROM THE STREET AND THE EDGE OF THE ALLEY DRIVEWAY OR COMMERCIAL ENTRANCES



INTERSECTION OF ALLEY, DRIVEWAY OR COMMERCIAL ENTRANCE W/ STREET OR SIDEWALK



APPROVED

Rick Van Emburgh
TOWN ENGINEER

TOWN OF EASTON STANDARD DETAILS

VISIBILITY TRIANGLE

ISSUED:

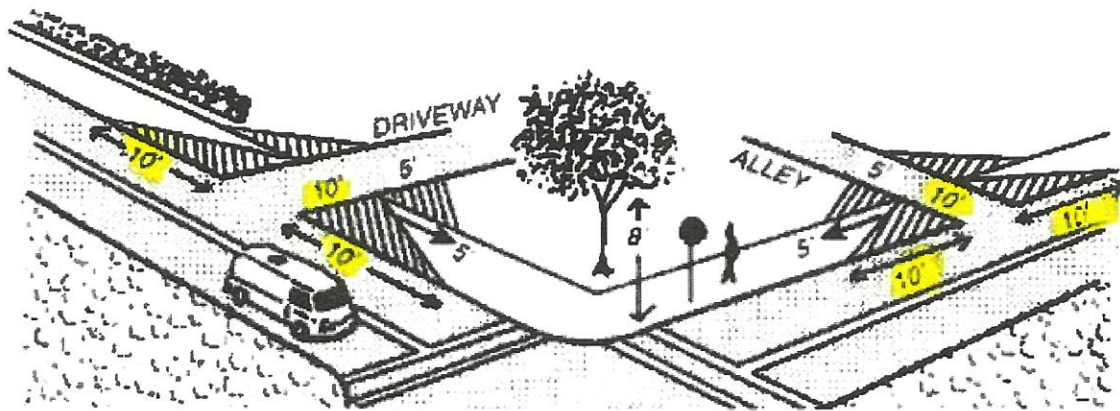
JANUARY, 2025

STANDARD NO: TOE-R-2.05

© 2025 Rick Van Emburgh Inc. TOE-R-2.05 Standard Details - Visibility Triangle - 1/2/25

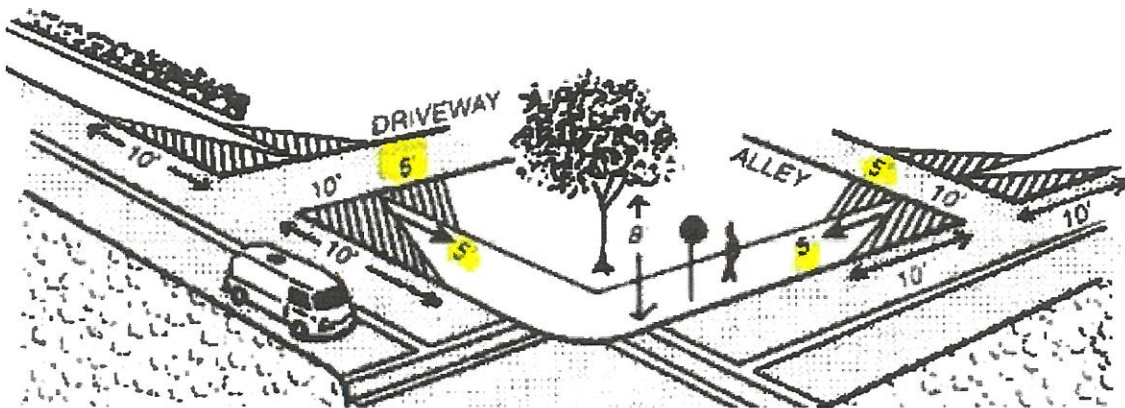
B. Intersection of Alleys or Driveways with Streets

The visibility triangle for intersections of alleys or driveways with streets is a triangle with ten foot sides extending from the intersection of the curb line but following the edge of the alley or driveway.



C. Intersection of Alleys or Driveways with Sidewalks

The visibility triangle for intersections of alleys or driveways with sidewalks is a triangle with five foot sides extending from the intersection formed using the edge of the sidewalk furthest from the street and the edge of the alley or driveway.



5. Delete all occurrences of the term "Parking District" from the Code (other than appropriate use of "Residential Parking Districts").

6. Revise certain aspects of Section 28-1001 (Off-Street Parking Requirements) as follows:

A. Revise the Parking Requirements as established in the Table in Section 28-1001.3 A, as follows:

	Use/Activity	Minimum Vehicle Spaces	Maximum Vehicle Spaces	Minimum Bicycle Spaces	Notes
Residential Buildings					
1	Single-Family Detached	2 per du	--	--	
2	Single-Family Attached	2 per du	--	--	Off-street parking areas may be grouped in bays, either adjacent to streets or in the interior of the lot.
3	Any Middle Housing Type (except single-family attached/Townhome)	0.75 per du	1.0 per du		
4	Multifamily	1 per du	2 per du	0.5 per du	
5	Retirement Community	1 per 3 du	1.5 per du	--	Plus 1 space for any facility vehicles and plus parking for any offices, community centers, etc., per schedule below
6	Nursing Home/Domiciliary Care	0.3 per room	1 per room	--	

B. Revise the Parking Dimensional Requirements as established in Table 10.1, as follows:

Table 10.1

Angle	Minimum Width (W)	Stall	Minimum Stall Length (L)	Minimum Aisle Width (Maneuvering Space) (A)
90°	9 feet		18 feet **	24 25 feet
60°	9 feet		18 feet **	18 feet one-way 22 feet two-way
45°	9 feet		18 feet **	16 feet one-way 22 feet two-way
30°	9 feet		18 feet **	14 feet one-way 22 feet two-way
Parallel	8 feet		22 feet	16 feet one-way 22 feet two-way

**** - Vehicle Overhang:** Up to two (2) feet of vehicle overhang into any planter area is allowed provided the planter is a minimum of six feet wide, in this situation the minimum required depth of the parking stall may be reduced by up to two 2 feet When utilizing this option, curbing shall be utilized at the edge of the paved area, rather than wheel stops.

7. Increase the length of time that a nonconforming use becomes abandoned unless said use is disrupted due to repair or remodeling, per the following revision to Section 28-1201 E:

E. Any non-conforming use, including the non-conforming use of a lot, parcel or structure that is discontinued or abandoned for a period of ~~six (6) months~~, **one (1) year**, shall not be resumed thereafter and any future use of lot, parcel, or structure shall conform to the provisions of this Ordinance. Any structure that is moved for any reason for any distance by the owner, shall be required to conform to the regulations for the zoning district in which it is located after it is moved. In the case of any dispute as to whether a non-conforming use is abandoned or discontinued, the burden of proof shall be upon the property owner.

8. Make the following updates/corrections to the Zoning Map:

- a. Waterside Village is indicated as CG rather than PUD
- b. Parcel on Creamery and another on Wrightson behind the Seafood Market/Deli are both shown as CG but should have been changed to CB in 2021 Update.
- c. Elliott Road Apartment site is now PUD
- d. Gannon Range site is now PUD

9. Fix confusing/conflicting language in one of the MW Architectural standards found in Section 28-312.4.4, as follows:

~~The~~ **Retail** uses on the ground floor shall be visible from and/or accessible to the street through the use of windows and doors on at least 50% of the length of the first floor street frontage. At least ~~650% or~~ **but not** more than 90% of the total surface area of the front elevation shall be in public entrances and windows (including retail display windows).

10. Update the reference in the MXW from the term LEED Bronze to LEED Certified, wherever it occurs.
11. Replace the term "Single-family attached" with the term "townhome."
12. Revise the internal illumination standards for signs as found in Section 28-1101.55 4 d, as follows:
 - d. Internally illuminated signs are permitted in certain circumstances as follows:

- i. Individual backlit letters which are silhouetted against a softly illuminated wall;
- ii. Individual letters with translucent faces, containing soft lighting elements inside each letter and/or the company's logo; and
- iii. Metal or faced box signs with cut-out letters and soft-glow fluorescent tubes.
- iv. Translucent panel signs that are non rectangular in shape.

13. Update the sign provision regarding fuel prices, as found in Section 28-1101.6 H per the following:

H. Signs affixed to the top or sides of an operable fuel dispensing pump ~~shall not exceed three (3) square feet in area~~, per the standards of MD Code Business Regulation Section 10-315, provided such sign and shall only display instructional or price information, and shall not include advertising copy pertaining to any product, sale or promotion.

14. Add provisions to allow for Donation Centers (in addition to the Donation Bins currently permitted) as follows:

A. Define Donation Centers in Section 28-114 as:

Donation Center – A variation of a Donation Bin that is larger, equipped with lights and monitored via security camera 24 hours per day, seven days per week.

B. Revise the Supplemental Standards for Donation Bins (section 28-1007.4 A 3) as follows:

a. No person or other legal entity shall place or maintain any Donation Bin on the premises open to the public except when issued a permit by the Building Inspection Division in accordance with this section.

b. All Donation Bins shall be appropriately located so as not to interfere with sight triangles, on-site circulation, required setbacks, landscaping, parking and any other requirements that have been imposed as part of the site plan approval for the property, and shall be placed on a concrete or paved surface.

c. The Donation Bin shall be of a type that is enclosed by use of a receiving door and locked so that the contents of the bin may not be accessed by anyone other than those

responsible for the retrieval of the contents.

d. The Donation Bin shall not cover a ground surface area in excess of thirty-one (31) square feet, nor be more than seven (7) feet in height.

e. Donation Bins must be maintained and kept in good repair. The Donation Bins area shall be maintained in a safe, orderly condition. Donation bins shall have no rust, peeling paint or graffiti. The areas around the Donation Bin must be kept clean and free of garbage and debris on the premises where the Donation Bin is located. Each Donation Bin shall be regularly emptied of its contents so that it does not overflow.

f. There shall be no more than two Donation Bins per property.

g. A permit for a Donation Bin shall be required. The permit shall be issued by the Building Inspection Division, but can only be granted in compliance with the following:

- i. The Donation Bin is owned by a duly registered organization in good standing in the State of Maryland. The applicant shall submit a statement of declaration of whether the organization is "for profit" or "not for profit". A "not for profit" must submit proof of the organization's 501 c (3) designation and a "for profit" must submit proof of the organization's tax ID as well as name and address of the owner;
- ii. Each **for profit or** duly registered non profit organization shall be permitted to have a maximum of eight (8) Donation Bins within the Town of Easton;
- iii. The type, size and location of the Donation Bin comply with this subsection;
- iv. The applicant submits a letter of authority/permission from the property owners upon which the Donation Bin is proposed to be located;
- v. The name, address and telephone number of the organization is displayed on each Donation Bin;
- vi. The general use of any donations or funds raised from the sale of the donations are displayed on each Donation Bin. If the organization is "for profit" the Donation Bin shall be labeled "For Profit" and "Not tax Deductible"; and
- vii. All information required to be displayed on the Donation Bin shall be in lettering not smaller than one and a half (1.5) inches tall and must be in contrasting color with the background.

h. Applications for donation bins shall include contact information for the individual or organization responsible for addressing any maintenance issues.

- C. Add Supplemental Standards for the newly created use, Donation Centers as Section 28-1007.4 A 4 (and renumber subsequent sections) as follows:

4. Donation Centers

- a. Except as hereby modified, Donation Centers shall comply with all Supplemental Standards applicable to Donation Bins.
 - b. Donation Centers shall not cover a ground surface area in excess of one hundred sixty (160) square feet, nor be more than eight (8) feet in height, exclusive of equipment installed on top of the Donation Center.
 - c. The Donation Center shall be equipped with lights to provide a safe environment for any citizen who wishes to donate items after dark.
 - d. The Donation Center shall be equipped and maintained in working condition with 24/7 video monitoring.
 - e. The Donation Center shall be attended and/or serviced by the organization operating the Donation Center at least three times per week.
 - f. The Donation Center may not occupy more than four off-street parking spaces.
 - g. Donation Centers shall be placed on the property of vacant businesses or the parking area of businesses with a clearly demonstrable excess of parking. Such Centers may also be located outside of parking lots on such sites. In either case, such Centers shall be located so as to not interfere with traffic and circulation of the establishment.
 - h. Donation Centers established at the site of vacant businesses shall cease to operate at said site within 30 days of the Application of a Use and Occupancy permit for the property, unless the new business owner agrees to the continuation of the Donation Center and can demonstrate that the locational criteria specified in item g above will continue to be satisfied.
 - i. There shall be no more than one (1) Donation Center within a one (1) mile radius.
 - j. Any given property may have one (1) Donation Center or two (2) Donation Bins.
- D. Amend the Table of Permissible Uses to add new use 604 (and renumber subsequent uses), Donation Center*, and specify that it is a use permitted via Special Exception in the CB, CG, CL, BC, and I Zoning Districts and prohibited in all remaining Zoning Districts.

15. Clarify acceptable driveway/parking materials by revising Section 28-1001.2 E,, as follows:

E. All off-street parking facilities shall be constructed of dust-free materials, have a surface resistant to erosion, drained so as to prevent damage to abutting properties or public streets, and maintained properly by the owner. Dust free material shall include concrete or bituminous surface.

Semi-pervious materials, such as permeable pavers, porous asphalt, porous concrete, grass-crete, or gravel-crete may be used for:

- residential driveways
- vehicle storage areas
- designated employee parking areas
- parking spaces provided in excess of the maximum parking requirement (subject to an approved Parking waiver).
- Any other parking or maneuvering space may utilize semi-pervious materials subject to Planning Commission approval.

All off-street parking areas shall be constructed in accordance with the construction specifications as may be developed and maintained by the Town Engineer. Surfaces in areas designated as accessible parking and/or accessible pedestrian paths shall meet all applicable federal and State of Maryland standards.

16. Change the effective length of approval of Historic District Certificates of Appropriateness from six months to two years, specified in Section 28-601 E 3 ii and iii as follows:
- ii. For applications that require a building permit but for which none is issued, this Certificate of Appropriateness shall lapse ~~six (6) months~~ two (2) years after its issuance.
 - iii. In the event a Building Permit is not required, the Certificate of Appropriateness shall lapse ~~six (6) months~~ two (2) years from its issuance if substantial work is not underway. For good cause shown, this period may be extended by the Commission.
17. Expand the options available for single family detached and duplex units to satisfy their off-street parking requirements by modifying Section 28-1001.2 J, as follows:

J. Single-family and duplex units may satisfy their off-street parking requirements utilizing any combination of the following options:

- (1) 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) Space within a structure (e.g., a garage or carport) may be used towards the satisfaction of the parking requirement provided that a parking apron that is at least as wide as the structure and extends a minimum of 20' away from the structure, is constructed immediately adjacent to said structure.
- (3) A parking pad of at least 9' x 18' per space is provided on-site.
- (4) Any other arrangement deemed acceptable by the Planning Commission and requested and approved by the applicant at the time of Site Plan or Subdivision approval.

18. Clarify the intent of Section 28-1001. 2 D that generally prohibits off-street parking which requires cars to back onto a public street, to indicate that it is based on the street type rather than the use, as follows:

D. All off-street parking spaces, ~~other than for a single family or duplex dwelling,~~ which requires vehicles to back into any public road, street or highway, other than a residential street (as classified by the Easton Subdivision Regulations) are prohibited.

19. Clarify that the exceptions to setback requirements are not permitted when such an exception would also permit an intrusion upon an easement by adding prefatory language to Section 28-1006, per:

SECTION 28 – 1006 OTHER EXCEPTIONS TO SETBACK REQUIREMENTS

Provided they do not encroach upon any recorded easements, the following features may project into required setbacks as hereinafter set forth.

20. **Provide additional differentiation criteria for single family homes** - Revise the current Supplemental Standards for Single Family Detached home differentiation (Section 28-1007.1 1 16 c and d) to allow for more options for satisfying the standard, as follows:

c. Calculations of Differences in Appearance

1. Differences in bulk and massing shall be reviewed for two (2) lots on either side of the proposed unit on the same side of the street.
2. Where lots are interrupted by an intervening street, parkland or similar feature of at least fifty (50) feet in width, no review shall be necessary.
3. The proposed unit shall be considered different from any vacant lot for which no building permit has been issued without requiring further documentation.

d. Differentiation

The proposed unit shall differ from each other house in at least ~~two (2) of the five~~ four (4) of the ten (10) criteria listed below, unless the units differ with respect to the number of full stories (#2) then only #2 is required.

1. The unit is a different housing type.
 - a. Single-family detached;
 - b. Zero lot line (where allowed);
 - c. Single-family attached; or
 - d. Single-family detached rotated ninety (90) degrees (i.e. the narrower façade fronts the street as opposed to the wider façade).
2. The unit differs in the number of full stories.
3. The unit is served by a different type of garage.
 - a. Front-load garage;
 - b. Side-load garage;
 - c. Rear-load garage;
 - d. Detached garage;
 - e. Carport; or

- f. No Garage.
4. The unit has a different roof type
- a. Gable
 - b. Hip;
 - c. Gambrel
 - d. Mansard;
 - e. Roof types a through d rotated ninety (90) degrees; or
 - f. Flat.

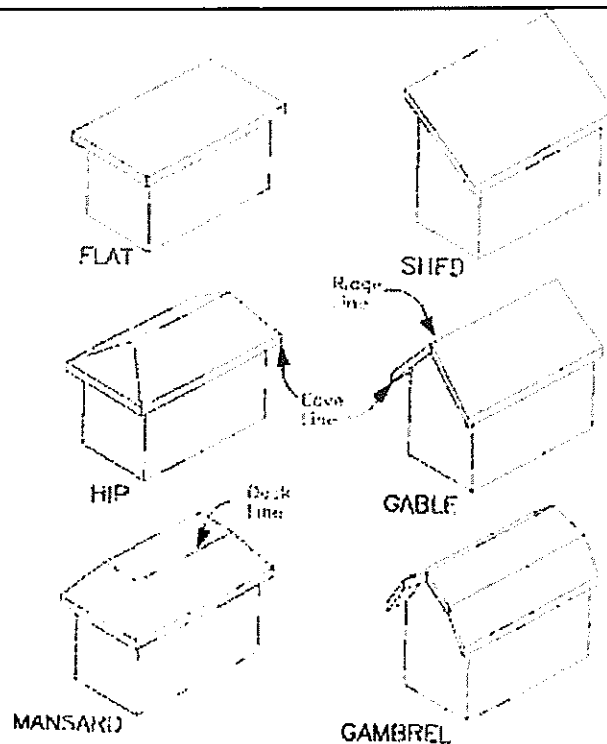


Figure 10.1 Sample Roof Types

5. The unit has variation in the articulation of the front façade.
- a. Garage setback from the front façade of at least four (4) feet;

- b. Covered, open walled porch of at least six (6) feet in depth extending at least thirty-three (33) percent of the width of the front façade; or
- c. Other articulation of the front façade at least four (4) feet in depth, extending at least thirty-three (33) percent of the width of the front façade.

- 6. The units have different cladding materials.
- 7. The units utilize different window sizing and groupings.
- 8. The units differ in the number of dormers.
- 9. The unit includes the addition of a bay window that projects a minimum of one foot from the front wall, as measured from the ground up.
- 10. There is a change of roof pitch of at least two units of change as measured by a roof's vertical rise over its horizontal span (e., 6/12 pitch to 8/12 pitch) between units.
- 11. Although not required, differentiation in color between adjacent homes is strongly encouraged.

- 21. Re-establish a required plat note that was inadvertently deleted from the most recently adopted Subdivision Regulations by adding the following provision to Section 409 (e) (1) of the Subdivision Regulations:

j. 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.



MEMORANDUM

To: Honorable Mayor, Town Manager, and Members of the Town Council

From: Director of Buildings & Facilities

Date: November 3, 2025

Re: Award of Contract for Roof Replacement at 46 Pennsylvania Avenue

This memorandum seeks Council approval to award a contract for the roof replacement at 46 Pennsylvania Avenue to Town and Country Roofing.

The Maryland Historic Trust has awarded the Town a matching grant to be used for the Railroad Station reroofing project, multiple proposals were received by the Town, and the Council has approved the reallocation of certain capital project funds for the project.

After project completion, any remaining Town funds will be reallocated and any unspent grant funds will be returned to the Maryland Historic Trust.

As this project is a critical preservation initiative for one of Easton's most historically significant assets, approval for the award of contract to Town and Country Roofing for the "Railroad Station Reroofing Project", is respectfully requested.

Respectfully submitted,

Trevor Newcomb
Director of Buildings & Facilities



TOWN OF EASTON

14 South Harrison Street
P.O. Box 520
Easton, Maryland 21601

RECOMMENDATION TO AWARD

DATE: November 3, 2025
TO: Andy Kitzrow
Cc: Mayor Megan Cook
FROM: Trevor Newcomb
SUBJECT: Project 26-24, Reroofing of the Town of Easton's Railroad Station

The Buildings and Facilities Department advertised for proposals for the replacement of the Railroad Station roof. The reroofing project is to replicate that which exists and has been approved by both the Maryland Historic Trust and the Town of Easton's Historic District Commission.

There were sixteen (16) contractors who were sent the Request for Proposal (RFP) and ten (10) contractors who requested the RFP. Of the contractors, there were five (5) respondents. The following are the responses:

C & D Waterproofing	\$368,850
Dynamic General	\$190,000
Tecta America East	\$176,000
Ruff Roofers	\$167,876
Town and Country Roofing, Inc.	\$65,060

This is a dollar cost matching Maryland Historic Trust grant funded project and no additional funding requests are anticipated for the completion of the project.

I recommend Town and Country Roofing, Inc. be awarded the contract for the roof replacement of the Town of Easton's Railroad Station for a total contract price of Sixty-five Thousand Sixty Dollars (\$65,060).

Thank you,

ORDINANCE NO. 845

AN ORDINANCE OF THE TOWN OF EASTON TO AMEND THE TOWN OF EASTON CODE CHAPTER 17, ARTICLE X, SCHOOL ZONES, TO ESTABLISH A SCHOOL ZONE FOR ST. PETER AND PAUL HIGH SCHOOL WITHIN THE TOWN AND TO AMEND ARTICLE XI, SPEED MONITORING SYSTEMS, TO IMPLEMENT TIERED FINES IN ACCORDANCE WITH 2025 MARYLAND HOUSE BILL 182.

INTRODUCED BY: _____

WHEREAS, the Town of Easton (the “Town”) is a municipal corporation of the State of Maryland;

WHEREAS, Article XI-E of the Maryland Constitution, Local Government Article of the Annotated Code of Maryland, and the Town Charter authorize the Town to enact ordinance for the protection and promotion of public safety, health, morals and welfare;

WHEREAS, Section 21-803.1 and Section 21-809 of the Transportation Article of the Annotated Code of Maryland authorize municipalities to establish school zones and to enact speed monitoring system enforcement programs;

WHEREAS, the Town believes that use of speed monitoring systems in school zones in the Town will help prevent speeding and will benefit the public’s health, safety, and welfare;

WHEREAS, Saints Peter and Paul High School has been relocated to 1212 South Washington Street, Easton, MD;

WHEREAS, the Maryland General Assembly in 2025 passed House Bill 182 and the

same was signed by Governor Wes Moore thus establishing a tiered fine structure for Speed Monitoring Systems within Maryland as codified in MD Code, Transportation, Section 21-809.

NOW, THEREFORE, be it ordained by the Easton Town Council that:

Section 1. The Town of Easton Code, Chapter 17, Article X, Section 17-64, School Zones, is hereby amended to add:

(H) Saints Peter and Paul High School Zone:
All public roads located within a half-mile radius of Saints Peter and Paul High School, which are located at 1212 South Washington Street, Easton, Maryland, the location and radius of which is depicted on Exhibit A attached hereto.

Language to be deleted is shown in strikethrough text
Language to be added is shown in bold italics

Section 2. The Town of Easton Code, Chapter 17, Article XI, Section 17-68, Civil Penalty is hereby amended to read as follows:

Section 17-68. Civil Penalty.

Unless the driver of the motor vehicle received a citation from a police officer at the time of the violation, the owner and/or driver of the motor vehicle is subject to a civil penalty in the amounts ~~of \$40~~ ***delineated below*** if the motor vehicle being driven is recorded by a Speed Monitoring System as being operated in a school zone in excess of the speed limit, with such penalty to be assessed in accordance with Section 21-809 of the Transportation Article of the Annotated Code of Maryland, as may be amended from time to time.

- 1. If the citation alleges that the driver of the motor vehicle exceeded the speed limit by between 12 and 15, inclusive, miles per hour, \$40;***
- 2. If the citation alleges that the driver of the motor vehicle exceeded the speed limit by between 16 and 19, inclusive, miles per hour, \$70;***
- 3. If the citation alleges that the driver of the motor vehicle exceeded the speed limit by between 20 and 29, inclusive, miles per hour, \$120;***
- 4. If the citation alleges that the driver of the motor vehicle exceeded the speed limit by between 30 and 39, inclusive, miles per hour, \$230; and***

5. If the citation alleges that the driver of the motor vehicle exceeded the speed limit by 40 miles per hour or more, \$425.

Language to be deleted is shown in strikethrough text

Language to be added is shown in ***bold italics***

Section 3. If any section, paragraph, clause or provision of this Ordinance shall be held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the remainder of the Ordinance.

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

Curry -
Rankin -
Montgomery -
Davis -
Abbatiello -

I hereby certify that the above Ordinance was passed by a ye and nay vote of the
Council this _____ day of _____, 2025.

Donald M. Abbatiello, Council President

Delivered to the Mayor by me this _____ day of _____, 2025.

Kathy M. Ruf, Town Clerk

APPROVED:

Date: _____

Megan JM Cook, Mayor

EFFECTIVE DATE: _____.