



Town Council AGENDA

Monday, December 1, 2025 - 4:30 PM
Council Chambers, Easton Town Office
14 S Harrison Street

4:30 PM Workshop: Parking Plan and Fee Schedule.

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

Opening remarks and Pledge of Allegiance by Councilmember Rankin.

Approval of Minutes.

Meeting Summary from Attainable Housing Task Force Workshop.

Meeting Summary from November 17 Council Meeting.

Municipal Official Items.

Items by Mayor Cook.

Presentation of Proclamation for Festival of Trees 40th Anniversary.

Recommendation regarding confirmation of re-appointments to Boards and Commissions.

Items by Town Manager.

Items by Town Attorney.

Presentation.

Ms. Nancy Andrew, Talbot Family Network to discuss services to children, youth and families in Talbot County.

Legislation.

Talbot Lane Residential Parking Recommendation.

Ord. No. 847, "AN ORDINANCE OF THE TOWN OF EASTON REVISING RESIDENTIAL PARKING DISTRICT 1 TO ADD TALBOT LANE FROM SOUTH STREET TO TALBOT STREET."

Ord. 848, "AN ORDINANCE OF THE TOWN OF EASTON REVISING THE PARKING PROVISIONS IN THE TOWN OF EASTON CODE"

Res. No. 6215, "A RESOLUTION OF THE TOWN OF EASTON REVISING THE TOWNS LICENSE, APPLICATION, PERMITS, INSPECTIONS, CERTIFICATE AND OTHER FEES."

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.



Town of Easton

14 S. HARRISON STREET, EASTON, MARYLAND 21601

410-822-2525

mcook@eastonmd.gov

MEGAN JM COOK

MAYOR

MEMORANDUM

TO: Don Abbatiello, President of the Council
Members of the Council

cc: Andy Kitzrow
Sharon VanEmburch

FROM: Mayor Megan JM Cook 

SUBJECT: Boards and Commissions Re-Appointments

DATE: December 1, 2025

I am asking for confirmation for the following re-appointments:

Gary Molchan, Board of Zoning Appeals 3-year term

Michael Ports, Planning and Zoning Commission 5-year term

Your confirmation for the appointments is appreciated.

**TOWN ENGINEER**

9030 Mistletoe Drive
Easton, MD 21601
410-820-8822
www.EastonMD.gov

DATE: November 24, 2025
TO: Andy Kitzrow - Town Manager
CC: Megan Cook - Mayor
Kody Cario - Director of Engineering
FROM: Rick Van Emburgh – Town Engineer
SUBJECT: Talbot Lane - Residential Parking Recommendation

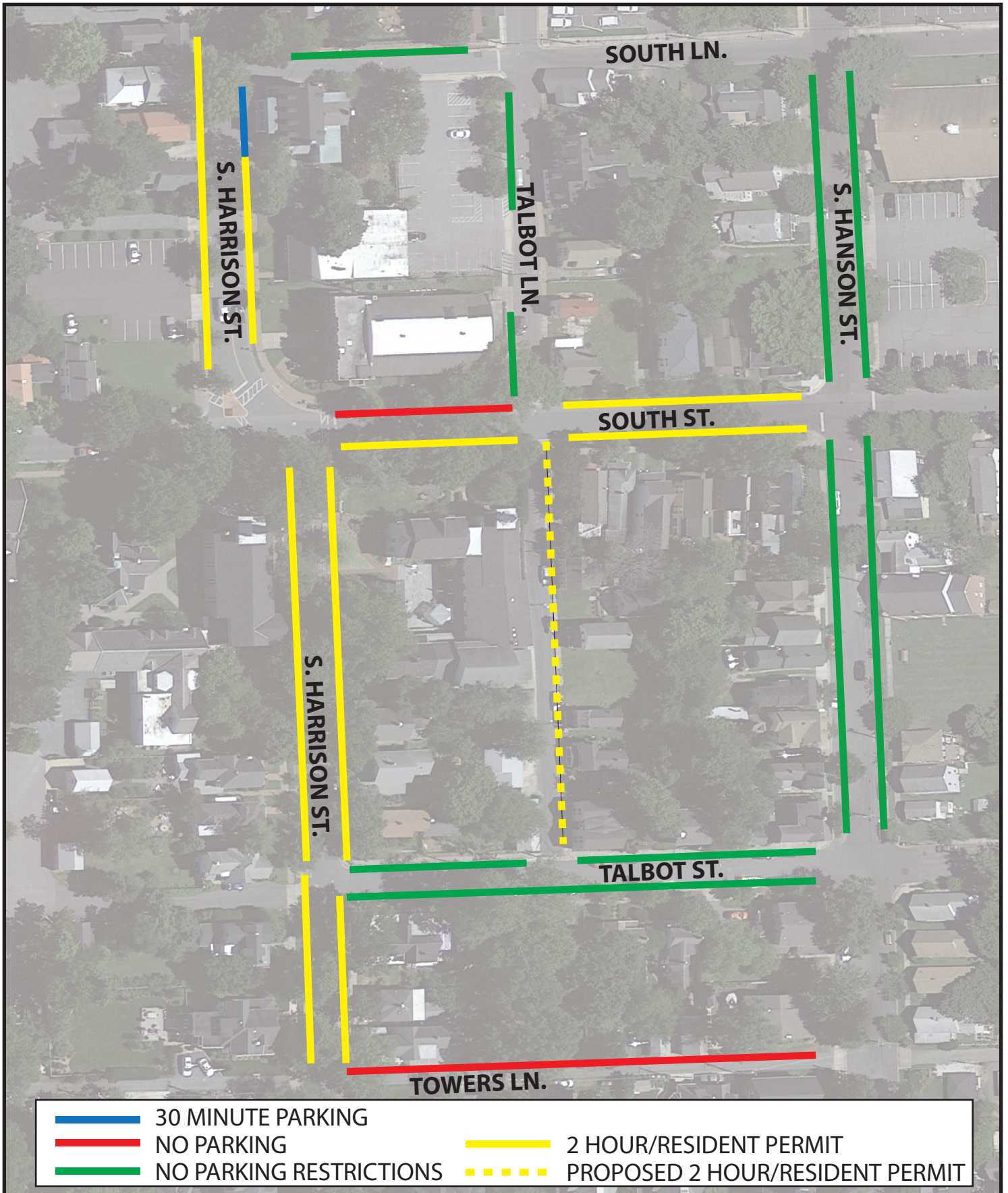
A resident on Talbot Lane, a one-way street, has requested a Residential Parking District on Talbot Lane from South Street to Talbot Street. I agree with this request. The expanding Academy Art Museum has created a larger parking need which competes with the residents.

Town Code Section 17-54 addresses Residential Parking Districts. Parking in these Districts is allowed for anyone with a valid Residential Parking Permit for that District, or a valid Residential Visitor Parking Permit for that District, or a 2 hour limit without a Permit. I believe Talbot Lane should be included with District No. 1, which is applicable from 8:00am to 6:00 pm Monday through Saturday.

If approved, we will install signage and monitor parking on this and the surrounding streets, specifically Talbot Street. If the proposed Residential Parking District creates parking issues on these surrounding streets, we will make additional recommendations in the future.

In conclusion, I recommend adding Talbot Lane from South Street to Talbot Street to Town Code Section 17-54 in Residential Parking District No. 1.

END OF RECOMMENDATION



TALBOT LANE ON-STREET PARKING LIMIT PROPOSED CHANGE



ORDINANCE NO. 847

AN ORDINANCE OF THE TOWN OF EASTON REVISING
RESIDENTIAL PARKING DISTRICT 1 TO ADD TALBOT LANE
FROM SOUTH STREET TO TALBOT STREET

INTRODUCED BY: _____

WHEREAS, Chapter 17, Article IX of the Town Code authorizes the Town to create Residential Parking Districts, and the Town has created four such Residential Parking Districts; and

WHEREAS, the Town Council wishes modify Residential Parking District 1 to add Talbot Lane from South Street to Talbot Street.

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

Section 1. The recitals set forth above are incorporated herein by reference and made a part of this Ordinance.

Section 2. Section 17-54 of the Code of the Town of Easton is hereby amended to modify Residential Parking District 1 as shown on the attached Exhibit to add the following:

Talbot Lane from South Street to Talbot Street

Language to be deleted is shown in ~~strike through~~ text
Language to be added is shown in ***bold italics***

Section 3. 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.

Don Abbatiello, Town Council President

Delivered to the Mayor by me this _____ day of _____, 2026.

Kathy M. Ruf, Town Clerk

APPROVED:

Date: _____
Megan J. M. Cook, Mayor

EFFECTIVE DATE: _____, 2026.

ORDINANCE NO. 848

AN ORDINANCE OF THE TOWN OF EASTON REVISING THE
PARKING PROVISIONS IN THE TOWN OF EASTON CODE

INTRODUCED BY: _____

WHEREAS, Chapter 17, Article IV of the Town Code contains parking provisions
applicable throughout the Town of Easton; and

WHEREAS, the Town Council wishes modify the parking provisions.

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

Section 1. The recitals set forth above are incorporated herein by reference and
made a part of this Ordinance.

Section 2. Section 17-24 of the Code of the Town of Easton is hereby amended to
modify the parking time limits:

Section 17-24. Parking time limits.

(a) Between the hours of ~~7:00~~ **8:00** A.M. and ~~7:00~~ **4:00** P.M. the parking of all vehicles shall
be limited in time on those streets as may be designated by the ~~t~~**Town** ~~e~~**Council**, by resolution,
and posted by signs *or a digital parking interface* setting forth the limits. (Ordinance 848,
effective_____, historical reference 3, 85, 460)

(b) No person shall park a vehicle for more than three cumulative hours in any one day in one
or more ~~free~~, time-controlled street parking spaces between the hours of ~~7:00~~ **8:00** A.M. and
~~7:00~~ **4:00** P.M. This regulation does not apply to ~~metered spaces or~~ spaces reserved for
permitted parking. (Ordinance 848, effective _____, historical reference 3, 460, 607)

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

Section 3. Section 17-26.1 of the Code of the Town of Easton is hereby amended

to modify the reference to meters:

Section 17-226.1. Parking ~~Meter~~ rates.

On-street and off-street parking ~~meter~~ rates for the Town of Easton shall be established from time to time by the Town Council by resolution. (Ordinance 848 effective _____, historical reference 52, 67, 77, 108, 109)

Language to be deleted is shown in ~~**bold strikethrough**~~ text

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

Section 4. Section 17-30 of the Code of the Town of Easton is hereby amended to modify the parking regulations:

Section 17-30. *Parking Regulations.*

(A) Parking in the lots shall be available to the public in accordance with the rules and regulations as may ~~not or~~ hereafter be promulgated by the ~~e~~**Council**, or by the police department. However, the ~~t~~**Town** shall not be responsible or liable for any loss, damage, or injury which may occur to any person or motor vehicle while on the lot.

(B) Parking in any municipally owned or operated parking lot shall be limited to 24 hours at any one time.

(C) Passenger vehicles and pickup trucks without overhanging loads are permitted, but no unlicensed motor vehicle and no trucks shall be parked in the lots.

(D) Motor vehicles permitted to park in the lots shall park within the marked lines and against the barriers with care.

(E) The speed limit in the municipally owned or operated parking lots shall be 10 miles per hour.

(F) All vehicles shall exit from the lots by the center lane only.

(G) All keys are to be removed from the locks of the vehicles while parked.

(H) Being rowdy, the throwing of bottles, cans, papers, or other trash is forbidden.

(I) All vehicles using the lots shall obey the traffic signs there placed and shall enter the lanes as directed. (Ordinance 39 effective 1/20/1953, historical reference 3, 31)

(J) Parking permits shall be available for purchase from the town ~~in those numbers, for these periods of time, and~~ at such fees as the Council shall by ~~motion~~ ***resolution*** provide. Said parking

permits ~~shall be permanently affixed and prominently displayed on the lower right corner of the rear window of the authorized vehicle and~~ shall authorize said vehicle to be parked at any municipally owned or operated parking lot without payment of *timed* parking ~~meter~~ charges. Use of Parking Permits is not authorized for on-street ~~metered~~ *paid* parking. Any vehicle having an Easton Parking Permit incurring three or more unpaid parking tickets during any six-month period shall result in revocation of said permit with no refund of fees paid. (Ordinance 848 effective _____, historical reference 69)

Upon the sale, transfer, or disposal of an authorized vehicle, *the payor of the Parking Permit is responsible for notifying the Town of cancellation of the permit.* ~~be surrendered to the Police Department or destroyed under their supervision. A nominal fee will be charged for the issuance of a replacement permit covering the unexpired term of the original.~~ (Ordinance 848 effective _____, historical reference 69)

(K) All motor vehicles parked in a lot owned by the ~~town~~ Town shall *be parked in a manner so that the license plate of the vehicle is visible from the travel lane of the parking lot.* ~~have the front end of the vehicle parked closest to the meter.~~ (Ordinance 848 effective _____, historical reference 265)

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

Section 5. 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 yea and nay vote of the Council this _____ day of _____, 2025.

Don Abbatiello, Town Council President

Delivered to the Mayor by me this _____ day of _____, 2026.

Kathy M. Ruf, Town Clerk

APPROVED:

Date: _____
Megan J. M. Cook, Mayor

EFFECTIVE DATE: _____, 2026.

RESOLUTION NO. 6215

A RESOLUTION OF THE TOWN OF EASTON REVISING THE TOWNS LICENSE, APPLICATION, PERMITS, INSPECTIONS, CERTIFICATE AND OTHER FEES

INTRODUCED BY: _____

WHEREAS, by Resolution 6188, the Town Council established a schedule for license, application, permits, inspection, certificates and other fees; and

WHEREAS, the Town Council wishes amend the schedule for licenses, applications, permits, inspections, certificates and other fees; and

NOW, THEREFORE, the Town of Easton hereby resolves as follows:

Section 1. The following amendments to the schedule of fees are hereby adopted:

TOWN OF EASTON – SCHEDULE OF FEES	
BUSINESS LICENSES The following enumerated license fees shall be paid to the Town person subject to the licensing provisions of this Code. Such license fee shall be paid annually unless otherwise specified herein.	
(a) Amusement Devices	\$10.00 per day (Including but not limited to carousels, merry-go-rounds, flying horses and gravity railroads)
(b) Billiards and Pool Parlors	
(i) First Table	\$5.00
(ii) Each Additional Table	\$2.50
(c) Bowling Alleys	
(i) One Alley	\$10.00
(ii) Two or More Alleys	\$20.00
(iii) One Box Ball Alley	\$5.00
(iv) Each Additional Box Ball Alley	\$2.50
(d) Circuses and Menagerie Show	\$75.00 per day
(e) Peddlers	
(i) Per Year	\$500.00 per person
(ii) Daily	\$100.00 per person
(f) Private Skating Rinks	
(i) Per Year	\$25.00
(ii) For Periods less than a Year	\$5.00 per month or fraction of a month
(g) Traveling Shows, Athletic Exhibitions, Concert Performances, Dramatic Performances, Motion Pictures and Vaudeville Shows	
(i) Non-Resident Performers	\$25.00 per performance
(ii) Performance is under management of regularly operating theater in Town or primarily for the benefit of and under the auspices of some local organization, business or charity	No Fee
(h) Transient Business	
(i) First two (2) Days	\$500.00 each day
(ii) Each Additional Day	\$150.00
OTHER LICENSES AND PERMITS	
(a) Cat and Dog Licenses	As prescribed by Talbot County
(b) Parking Permit	
(i.) Residential	No Charge
(ii.) Residential Additional Visitor	\$1.00
(c) Off Street Parking Permit	

(i) January—December Monthly	\$175.00 \$30.00
(ii) Replacement	\$15.00
(d) Blue Parking Permit Off-Street Parking Permit—premium (Lots 1 & 2 and all other Lots)	
(i) January—December Monthly	\$300.00 \$50.00
(e) Hourly Parking Meter Rates	\$0.25 in Lots 3, 4 and 6 and \$0.50 in Lots 1, 2 and 5 <i>(i) Parking Lots \$2.50 per hour/\$10.00 day pass</i> <i>(ii) Street Parking – Additional hour over free time limit \$8.00</i>
(f) Smart Parking Application, Minimum Charge-Failure to Activate Parking Session	\$10.00 <i>(i) First Violation \$30.00</i> <i>(ii) Second Violation within one calendar Year \$55.00</i> <i>(iii) Third or Subsequent Violation within one calendar year \$105.00</i>
(g) Parking Fines	
(i.) Expired Meter or Exceeding Posted Allowed Time Limit	
First Violation	\$25.00 \$30.00
Second Violation within one calendar year	\$50.00 \$55.00
Third or Subsequent Violation within one calendar year	\$100.00 \$105.00
(ii.) Vehicle Backed into Meter/Pole <i>Not Displaying License Plate to Center Lane of Parking Lot</i>	\$25.00
(iii) Parking Outside Designated Space	\$25.00
(iv) Other Violation (Resolution 6060)	\$25.00
(v) Fire Lane	\$50.00 \$100.00
(vi) Handicapped Parking	\$75.00 \$150.00
(vii) Fire Hydrant	\$50.00 \$100.00
(viii) Yellow Curb	\$50.00
(ix) Blocking/Obstructing Driveway	\$50.00
(x) Other Violation (Parking in Crosswalk, etc. - Resolution 6060)	\$50.00
(h) Sidewalk Cafes Permit	
(i) First time permit fee	\$75.00
(ii) Renewal fee	\$25.00
ZONING AND SUBDIVISION FEES Note items with an * and see information following the Schedule of Fees	
(a) Annexation*	\$15,000.00
(b) Zoning Map or Text Amendment*	\$5,000.00
(c) Subdivision*	
(i) Subdivisions Minor Review	\$400.00 Base fee plus \$200.00 per lot
(ii) Subdivision Major Review	\$600.00 Base fee plus \$400.00 per lot
(iii) Lot Line Revision	\$500.00
(d) Growth Allocation Review*	\$5,000.00
PLAN REVIEWS	
(a) Site Plan Review (5,000 Square Feet or greater GFA or addition of 10% or greater GFA)	\$2,700.00
(b) Planned Unit Development (PUD) - General or Planned Healthcare (HC)*	\$8,000.00
(i) Material Review	\$5,000.00
(ii) Non-Material Review	\$3,000.00
(c) PUD - Infill and Redevelopment	\$5,000.00
(i) Material Review	\$4,000.00

(ii) Non-Material Review	\$2,000.00
(d) MXW Zoning District Site Plan Review*	\$8,000.00
(e) Planned Redevelopment (PR) Review*	\$500.00 plus additional review fees as determined
(f) Forest Conservation Plan Review	
(i) Less than five (5) acre site	\$500.00
(ii) Greater than five (5) acre site	\$800.00
(iii) Fee-in-lieu	\$0.305 per square foot
(g) Critical Area Plan Review	
(i) Buffer Management Plan	\$150.00
(ii) Critical Area Vegetation Removal	\$100.00
(iii) Buffer Mitigation Fee-in-Lieu	\$1.50 per square foot
(iv) Outside the Buffer Fee-in-Lieu	\$0.30 per square foot
(h) Impact Fees	
(i) Residential Single Family	\$4,120.00
(ii) Multi Family	\$3,070.00
(iii) Retail - Commercial	\$2.48 per square foot
(iv) Office	\$1.49 per square foot
(v) Warehousing	\$0.42 per square foot
(vi) Industrial	\$0.68 per square foot
(vii) Institutional	\$1.57 per square foot
(viii) Medical	\$2.33 per square foot
(ix) Hotel	\$0.97 per square foot
MIXED-USE WATERFRONT DISTRICT	
(a) Bonus Provisions - Development Incentives	
(i) Residential	\$9.50 per square foot
(ii) Commercial or Mixed Use	\$7.60 per square foot
ADDITIONAL REVIEWS AND INSPECTIONS	
(a) Commercial As-Built Review and Inspection	\$300.00
(b) Critical Area Review and Inspection	\$125.00
(c) Pier or Shoreline Erosion Control Review and Inspection	\$150.00
(d) Traffic Impact Study Review*	\$500.00
(e) Signs	
(e) Tree Removal	\$75.00
(f) Waiver Request	\$50.00
(g) Family Day Care Review	\$100.00 (without Board of Appeals hearing)
(h) Zoning Verification, Temporary Use or Special Event	\$50.00
(i) Enterprise Zone	\$500.00
HISTORIC DISTRICT COMMISSION	
(a) Residential Applications	\$75.00
(b) Commercial Applications	\$200.00
(c) Commercial Sign Applications	\$75.00
(d) Consent Docket and Staff Approval Application	\$25.00
BOARD OF APPEALS FEES	
(a) Variances	\$250.00
(b) Special Exceptions	\$700.00
(c) Appeals	\$550.00 Refundable if appeal is successful
(d) Sign Replacement Fee (Non-Returned Signs)	\$40.00
PLANNING COMMISSION FEES	
(a) Concept, Use and Design Review	\$250.00

PUBLIC SAFETY LICENSES, PERMITS AND FEES	
(a) Bicycles, Permit-License	\$1.00 (Permanent)
(b) Public Assemblies Permit	\$100.00 (per each open air public meeting, rally, conference, assembly or similar gathering)
(c) Standard Billing Rate per Officer	\$65.00 per hour
(d) Standard Billing Rate per Meter Enforcement Officer	\$40.00 per hour
(e) Standard Billing Rate per Crossing Guard	\$35.00 per hour
(f) Standard Billing Rate	\$50.00 per hour per employee
ENGINEERING AND PUBLIC WORKS FEES	
(a) Curb Cuts	\$50.00 per linear foot
(b) Concrete Sidewalks	
(i.) 1-100 Square Feet	\$20.00 per square foot
(ii.) 101-500 Square Feet	\$17.00 per square foot
(iii.) >500 Square Feet	\$14.00 per square foot
(c) Driveway Apron Residential	\$20.00 per square foot
(d) Driveway Apron Commercial	\$20.00 per square foot
(e) Valley Gutter	\$65.00 per linear foot
(f) Pervious Paver Sidewalk	\$30.00 per square foot
(g) Brick Sidewalk	\$30.00 per square foot
(h) Street Patching (Asphalt)	\$24.00 per square foot
(i) Standard Billing Rate	\$50.00 per hour per employee
(j) Municipal Solid Waste Disposal	
(i.) Single Family Residence	\$240.00 per year
(ii.) Multi- Family	\$215.00 per unit per year
(iii.) Commercial	\$2,000.00 per existing 2 CY dumpster
(k) Municipal Recycling	
(i.) Single Family Residence	\$80.00 per unit per year
(ii.) Multi- Family	\$75.00 per unit per year
(iii.) Commercial	\$265.00 per existing unit per year
GRADING PERMITS	
Grading Permit fees are waived when a Building Permit is approved for the same project	
(a) Less than 5,000 sq. ft.	\$200.00
(b) 5,000 sq. ft. to 20,000 sq. ft.	\$250.00
(c) Over 20,000 sq. ft.	\$350.00
RIGHT OF WAY ACCESS (ROW) APPLICATIONS	
Town Legal Fees will be an additional expense to the Applicant when legal documents are required ROW Application Fees are waived when a Building Permit or Grading Permit is approved for the same project	
(a) Application Fee (Residential)	\$50.00
(b) Application Fee (Commercial/Industrial)	\$500.00
(c) Application Fee (Each Pole Mounted Device)	\$500.00
(d) Application Fee (Each New or Replacement Pole)	\$1,000.00
(e) Annual Fee per Pole Mounted Device	\$270.00
STORMWATER MANAGEMENT PLAN REVIEW	
(a) For projects up to one (1) acre	\$1,250.00
(b) For project over one (1) acre	\$3,000.00
ADDITIONAL REVIEWS AND INSPECTIONS	
(a) Commercial As-Built Review and Inspection	\$300.00

PARKS AND RECREATION FEES	
NORTH EASTON SPORT COMPLEX Nonrefundable, per field, per hour	
(a) Daytime use, without lights	
(i.) Easton/Talbot Recreational Organizations/Teams	\$0.00
(ii.) Out-of-Town/County Organizations/Teams	\$35.00
(iii) Travel Organization/Teams	\$35.00
(b) Evening use, with lights	
(i.) Easton/Talbot Recreational Organizations/Teams	\$0.00
(ii.) Out-of-Town/County Organizations/Teams	\$60.00
(iii) Travel Organization/Teams	\$60.00
CODE ENFORCEMENT & BUILDING INSPECTION LICENSES	
RENTAL HOUSING	
(a) Rental Housing License	\$25.00 per unit per year
BUILDING INSPECTION APPLICATIONS AND PERMITS	
APPLICATION REVIEW	
(a) Residential	\$125.00
(b) Commercial	\$225.00
(c) Residential Revision	\$60.00
(d) Commercial Revision	\$120.00
(e) Temporary Structures	\$50.00
BUILDING PERMITS** Building Permit fees are waived when less than the Application Review fee. Each Building Permit issued is inclusive of one non-refundable re-inspection. See endnote ** regarding fee waiver for affordable housing under certain circumstances.	
(a) New Construction and Additions	The Permit Fee is determined using the “Building Gross Area”, multiplied by the “Square Foot Construction Costs” (as published in the Building Safety Journal by the International Code Council, which is updated at six-month intervals), multiplied by a “Permit Fee Multiplier” of .0085
(b) Existing Buildings	
(i.) Repairs	20% of the Permit Fee for New Construction
(ii.) Alteration Level 1	40% of the Permit Fee for New Construction
(iii.) Alteration Level 1 – Reroofing	15% of the Permit Fee for New Construction (\$2,500 maximum)
(iv.) Alteration Level 1 – Residential Reroofing	\$200.00 (\$125.00 + \$75.00 Certificate of Completion)
(v) Alteration Level 2	60% of the Permit Fee for New Construction
(vi.) Alteration Level 3	80% of the Permit Fee for New Construction
(vii.) Change of Occupancy	80% of the Permit Fee for New Construction
(viii.) Historic Buildings	80% of the Permit Fee for New Construction
(ix) Relocated or Moved Buildings	60% of the Permit Fee for New Construction
(c) Temporary Structures	50% of the Application and Permit Fees
(d) Temporary Structures w/Building Permit	No Fee
MECHANICAL, PLUMBING/FUEL GAS AND ELECTRICAL TRADE PERMITS Each Trade Permit issued is per contractor and is inclusive of one non-refundable re-inspection.	
Commercial Trade Permit Fees are determined using the “Building Gross Area for New Construction and Additions and the Work Area for Existing Buildings and Site Systems”, multiplied by the “Square	

Foot Construction Costs” (as published in the Building Safety Journal by the International Code Council, which is updated at six-month intervals), multiplied by a “Permit Fee Multiplier” as indicated below;	
MECHANICAL PERMITS	
(a) Residential Mechanical Systems	\$125.00 per dwelling
(b) Residential Mechanical Systems	\$85.00 per dwelling (trade project only without building permits)
(c) Commercial Mechanical Systems	(\$125.00 minimum)
(i) New Construction and Additions	“Permit fee Multiplier” of .0010
(ii) Existing Buildings	“Permit fee Multiplier” of .0012
(iii) Temporary Structures	“Permit fee Multiplier” of .0008
(iv) Site Systems	“Permit fee Multiplier” of .0002
PLUMBING/FUEL GAS PERMITS	
(a) Residential Plumbing Systems	\$75.00 per dwelling
(b) Residential Fuel Gas Systems	\$75.00 per dwelling
(c) Residential Fuel Gas Systems	\$75.00 per dwelling (trade project only without building permits)
(d) Commercial Plumbing or Fuel Gas Systems	(\$125.00 minimum)
(i) New Construction and Additions	“Permit fee Multiplier” of .0010
(ii) Existing Buildings	“Permit fee Multiplier” of .0012
(iii) Temporary Structures	“Permit fee Multiplier” of .0008
(iv) Site Systems	“Permit fee Multiplier” of .0002
ELECTRICAL PERMITS	
(a) Residential Electrical Systems	\$125.00 per dwelling
(b) Residential Electrical Systems	\$75.00 per dwelling (trade project only without building permits)
(c) Residential Signaling Systems	\$75.00 per dwelling
(d) Swimming Pool, Spas & Hot Tub Electrical	\$95.00 each
(e) Commercial Electrical Systems	(\$125.00 minimum)
(i) New Construction and Additions	“Permit fee Multiplier” of .0010
(ii) Existing Buildings	“Permit fee Multiplier” of .0012
(iii) Temporary Structures	“Permit fee Multiplier” of .0008
(iv) Site Systems	“Permit fee Multiplier” of .0002
(v) Signaling Systems	“Permit fee Multiplier” of .0003
ADDITIONAL PERMITS	
(a) Decks	\$75.00 per permit
(b) Demolition	\$200.00 plus \$2,500.00 bond or letter of credit
(c) Fences	\$75.00 per permit
(d) Signs	\$150.00 per sign
(e) Swimming Pool, Spa and Hot Tub	\$180.00 per permit
CODE ENFORCEMENT, BUILDING INSPECTION & ZONING INSPECTIONS AND CERTIFICATES	
INSPECTIONS	
Each Rental Unit Inspection is inclusive of one non-refundable re-inspection.	
(a) Added Inspection	\$150.00
(b) Property Maintenance Inspection	\$80.00
(c) Rental Unit Inspection	\$100.00 per unit
(d) Re-Inspections	
(i) Residential Building Permits	\$150.00
(ii) Commercial Building Permits	\$250.00
(iii) Residential Mechanical, Plumbing, Fuel Gas, Electrical, Grading and Additional Permits	\$75.00
(iv) Commercial Mechanical, Plumbing, Fuel Gas, Electrical, Grading and Additional Permits	\$125.00
(iv) Rental Unit	\$35.00 per unit

(e) Inspection Violations	
(i) Certificate Violation	\$500.00
(ii) Permit Violation	\$500.00
(iii) Stop Work Order Violation	\$500.00
(iv) Life Safety Violation	\$250.00
CERTIFICATES	
(a) Use and Occupancy	\$125.00
(b) Use and Occupancy – Update	\$25.00
(c) Completion	\$75.00
(d) Furniture, Fixture, Equipment (Stocking)	\$150.00
(e) Temporary Use	\$250.00
(f) Temporary Structures	\$50.00
(g) Temporary Structure Renewal	\$25.00
MARYLAND PERMIT FEES	
(a) Home Builder Guaranty Fund	\$50.00
OTHER FEES	
(a) Dishonored of NSF Check Charge	\$25.00 per check
(i) By Mortgage Company	\$25.00 per each property tax id account impacted
(b) Copy Charge	\$0.50 per page if paper, \$25.00 if provided on USB thumb drive or equivalent
(c) Large Format Copy Charge	\$0.75 per square foot
(d) Audio Tape Duplication Fee	\$20.00 per tape or CD (if digital format)
(e) Easton Utilities Charges	See Easton Utilities Tariffs
(f) Written Report for Real Property Taxes	\$5.00 per Property ID Number
(g) Digital Record for Real Property Taxes	
(i) 0 to 50 Accounts	\$25.00
(ii) 51 to 250 Accounts	\$100.00
(iii) Over 251 Accounts	\$200.00
(h) Convenience Charge	
(i) Credit Card	2.50%
(ii) Debit Card	\$3.95
(iii) Electronic Check	\$3.00
(i) Fire Department Room Rental	See Resolution No. 5680 for Terms and Conditions
(i) Less than Four (4) Hours	\$400.00
(ii) Four (4) to Six (6) Hours	\$450.00
(iii) Six (6) to Eight (8) Hours	\$500.00
(iv) Over Eight (8) Hours	\$600.00
(v) Custodian Charge	\$25.00 per hour

* The fees designated with asterisks represent the minimum fees. The Applicant shall reimburse the Town for the reasonable costs incurred by the Town from third parties (including Easton Utilities) who invoice the Town for their services rendered to the Town. All billing rates, fees, and out-of-pocket costs of all such third-party costs shall be billed at their rates otherwise charged to the Town or as otherwise agreed upon by the Town and the entity providing the service. Third party costs include, but are not limited to, legal fees, engineering fees, consulting fees, inspection fees, court reporting fees, advertisement costs for publishing and posting of public notices, etc. In addition to the fees and expenses from third parties, the Applicant shall reimburse the Town for the reasonable time spent by Town employees relating to the consideration, analysis and/or evaluation of the issues relating to, and/or the processing of, the application on behalf of the Town. Town employees will log their time spent on the application, and the Applicant shall reimburse the Town for this time at the rate of seventy-five dollars (\$75.00) per hour or portion thereof. The minimum base fee collected will be applied to all outstanding bills and the Applicant will be billed for all fees, costs, and expenses in excess of the minimum base fee. No final action will be taken on any application with an outstanding balance. At any time during the processing of an application that the Applicant is more than thirty (30) days in arrears, all action on the application will cease until the Town’s costs are reimbursed in full.

****Waiver of Building Permit fees for certain affordable housing units. The Town will waive payment of Building Permit fees under the following circumstances:**

- 1. The applicant is a tax exempt “charitable organization” under Internal Revenue Service Code Section 501C(3). The applicant shall provide a copy of the IRS’s determination letter that it is a charitable organization and shall certify in writing that the determination of charitable status has not been revoked;
- 2. The property will be initially offered to sale only to persons meeting the eligibility standards for participation in the Town of Easton’s Affordable Housing Program as those standards are determined from time to time by the Easton Affordable Housing Board; and
- 3. The property will be sold subject to a covenant that it will be owner-occupied

The Town may request further documentation from the applicant as to any of these matters and before waiving the building permit fee.

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

Section 2. The list of fees set forth herein is not all-inclusive. There may be other fees which are in addition to the fees set forth above and which are included in other ordinances and resolutions of the Town.

Section 3. This Resolution shall become effective after adoption by the Town Council and approval by the Mayor.

Curry	-
Rankin	-
Montgomery	-
Davis	-
Abbatiello	-

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

Don Abbatiello, Town Council President

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

Kathy M. Ruf, Town Clerk

APPROVED:

Date: _____
Megan J. M. Cook, Mayor

EFFECTIVE DATE: _____, 2025