



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

Thursday, November 20, 2025 at 1:00 p.m.

Town Hall Chamber 2

14 S. Harrison Street, Easton, Maryland

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

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

**Attendance:**

Commission Members:

Philip Toussaint, Chairperson  
Michael Ports, Vice Chairperson  
Tom Klein  
Victoria McAndrews  
William Ryall  
Laurie Forster, Alternate

Staff:

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

**Absent:**

Staff:

Nicholas Johnson AICP, Planner

1. **Call to Order** — Chairperson Toussaint called the meeting to order at 1:00 pm.
  
2. **Decision Summary Review** —
  - a. October 16, 2025 - The Commission noted the following correction to the draft decision summary:
    - i. Line 47: Correction to motion.
    - ii. Line 141: Strike “*was*”, replace with “*were*”
    - iii. Line 145: Add: “*Phase I*”
    - iv. Line 154: Strike “*suburban*”, replace with “*urban*”
    - v. Line 159: Add: “*2025 draft Comprehensive Plan*”

**Commissioner Klein moved to approve the October 16, 2025 Decision Summary with amendments. Commissioner McAndrews seconded the motion.**

Vote                      5 - 0

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

**3. Old Business — None**

**4. New Business**

**a. File No.:** 2025 - 1568

**Applicant:** Kopen & Collison, LLP  
on behalf of Norris E. Taylor Contractors, Inc.

**Location:** East Kennedy Street, Nixon Drive, and Reagan Drive  
Easton, MD 21601  
Tax Map 0025, Grid 0012, Parcel 0052 and 0145

**Current** Limited Industrial (LI)

**County**

**Zoning:**

**Requested** Industrial (I)

**Town**

**Zoning:**

**Request:** The Applicant is seeking the Annexation of 36.520 acres of property on the lands located at East Kennedy Street, Nixon Drive, and Reagan Drive, Easton, Maryland, also known as Tax Map 0025, Grid 0012, Parcels 0052 and 0145 with a formal recommendation to the Town Council which will include findings as to the request's consistency with the Comprehensive Plan, as well as a formal recommendation concerning the Annexation and the proposed zoning classification of Industrial (I) to the property.

**Staff Presentation:**

Joseph Mayer, Plan Reviewer  
Miguel Salinas, Planning and Zoning Director  
Lynn B. Thomas AICP, Town Planner  
Sharon Van Emburgh, Esq., Town Attorney  
Rick Van Emburgh P.E., Town Engineer

**Applicant Presentation:**

Michael J. Kopen, Esq. on behalf of Norris E. Taylor Contractors, Inc.  
Tim Glass, Lane Engineering

**Public Comment:**

Thomas Alspach, 295 Bay Street

**Public Comment Written — None**

**Vice Chairperson Ports moved to forward a favorable recommendation to the Town Council that the proposed annexation request is consistent with the current Comprehensive Plan. Chairperson Toussaint seconded the motion.**

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

**Vice Chairperson Ports moved to forward a favorable recommendation to the Town Council for the assignment of the Industrial (I) zoning classification to the property. Commissioner Klein seconded the motion.**

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

**Vice Chairperson Ports moved to forward a negative recommendation to the Town Council for the annexation of 36.520 acres of property with the following findings:**

- 1. Future Land Use: The annexation request does not adequately demonstrate the potential development of the property or the intended use of the proposed Industrial (I) zoning classification.**
- 2. Traffic Impacts: The proposed annexation raises concerns regarding the undetermined extent of traffic and infrastructure impacts to US-50.**

**Should the Council grant approval for the Petition for Annexation application, the Commission respectfully recommends that the applicant provide additional detail that further addresses these findings.**

**Commissioner Ryall seconded the motion.**

<u>Vote</u>	<u>3 - 2</u>
FOR:	3 - Klein, McAndrews, Ryall
AGAINST:	2 - Toussaint, Ports
ABSTAIN:	0
ABSENT:	0

## **5. Discussion Items**

- a. Potential Revisions to the Zoning and Subdivision Text Amendments: Pre Application Community Meetings** — The Commission resumed their discussion regarding a potential amendment to Article XIII of the Zoning Code to expand public notice requirements within the Zoning Code, and mandate pre-application meetings between potential developers/landowners and adjacent residents.

In their discussion on August 21, 2025 the Commission expanded on the proposed language of the amendment's Applicability section, establishing a criteria for project types requiring pre-application notification:

- i. Administratively reviewed projects would be exempt from pre-application notice.
- ii. Projects requiring Planning Commission approval would mandate pre-application notice.
- iii. Projects requiring Town Council approval would mandate both pre-application notice and a neighborhood meeting.

The Commission expressed their concern that the broad applicability of the amendment could impose an undue burden on applicants under specific circumstances. The Commission amended the language of the Applicability section to exempt all waiver and temporary use requests from the pre-application notice requirement. Additionally, the criteria for projects requiring Planning Commission review was modified to incorporate "any major subdivision or site plan review that goes before the Planning Commission." The Commission noted the repetitive detail in the content of the Meeting Notification section and the Content of Meeting section, and language pertaining to the administrative record was stuck from the Purpose section. Considering the ambiguity of the Applicability language, the Commission requested the development of a matrix to establish consistent definitions and finalize an applicability threshold. The Commission also requested input from local developers on the proposed amendment.

**Staff Presentation:**

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

**Public Comment:**

Maury Schlesinger, 304 Winton Avenue

**Public Comment Written:**

Maury Schlesinger, 304 Winton Avenue

6. **Adjournment** — Commissioner McAndrews moved to adjourn. Chairperson Toussaint seconded the motion. The meeting was adjourned at 2:50 p.m.