



Planning Commission MEETING AGENDA

Thursday, August 20, 2026 - 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 July 16, 2026 Meeting.

3. Old Business

4. New Business

- a. **Application Number:** 2026 - 1771
Applicant: Neighborhood Service Center, Inc.
Location: 25 E. Dover Street
Tax Map 0103, Grid 00EA, Parcel 1221

Zoning District: CB
Request: Request to allow the Temporary Use of a Retail Thrift Store at 25 E. Dover Street. The Applicant is seeking approval to operate a retail thrift store at 25 E. Dover Street from April 30, 2026 to December 31, 2026.

5. Discussion Item

- a. Easton Comprehensive Master Transportation Plan: Larry Marcus (Forward Progress) will present the scope of work for the Easton Comprehensive Master Transportation Plan, detailing traffic assessments and strategies to align future development with a resilient transportation network.

6. Adjournment



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

Thursday, July 16, 2026 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](https://www.eastonmd.gov/Agendas/Agendas%20and%20Minutes)
[\(eastonmd.gov\)](https://www.eastonmd.gov/)

Attendance:

Commission Members:

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

Absent:

Commission Members:

Victoria McAndrews
Laurie Forster, Alternate

Staff:

Miguel Salinas, Planning and Zoning Director
Lynn B. Thomas AICP, Town Planner
Joseph Mayer, Plan Reviewer
Nicholas Johnson AICP, Planner
Sharon Van Emburgh, Esq., Town Attorney
Rick Van Emburgh P.E., Town Engineer
Samantha Smith, Planning Technician
Quinton Haddaway, Planning Intern

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

2. Decision Summary Review —

a. June 18, 2026 - The Commission requested the following addition to the draft decision summary:

i. Page 10: additional information regarding the Mobile Food Use location and duration requirements.

Chairperson Toussaint moved to approve the June 18, 2026 Decision Summary with amendments. Vice Chairperson Ports seconded the motion.

Vote _____ 4 - 0 - 0 - 1

FOR: 4 - Toussaint, Ports, Klein, McAndrews, Ryall

AGAINST: 0

ABSTAIN: 0

ABSENT: 1 - McAndrews

3. Old Business — None

4. New Business

a. File No.: 2026 - 1750

**Applicant: Lane Engineering LLC
on behalf of Talbot County Humane Society, Inc.**

**Location: 7894 & 7906 Ocean Gateway, Easton, MD 21601
Tax Map 0105, Grid 00EA, Parcels 1665 & 2987, Lots 1&2**

Zoning: CG

Request: The Applicant is seeking sketch site plan approval for the redevelopment of the existing Talbot County Humane Society facility, and the construction of a new 13,659 square foot main office with associated parking, stormwater management facilities, and landscaping. Parcels 1165 and 2987 will be consolidated to accommodate the proposed construction.

Background: On January 26, 1999, the Board of Zoning Appeals granted a Special Exception for a Commercial Kennel at 7894 Ocean Gateway, and a Variance from the 200 foot minimum setback from all property lines for buildings or runs associated with a kennel. This approval was subject to the condition that screening is provided from the view of adjacent parcels.

This project is anticipated to appear on the August 18, 2026 Board of Zoning Appeals agenda for a Special Exception pursuant to Section 28-201, use (2) 202 in Table 2.1 of the Zoning Ordinance to be utilized as an Animal Hospital or Veterinary Clinic* in the CG - Commercial General zoning district.

Staff Presentation:

Joseph Mayer, Plan Reviewer
Lynn B. Thomas AICP, Town Planner

Applicant Presentation:

Brett Ewing, Lane Engineering LLC

Public Comment — None

Public Comment Written — None

Vice Chairperson Ports moved to approve the sketch site plan as submitted, and for a positive recommendation to the Board of Zoning Appeals for a Special Exception pursuant to Section 28-201, use (2) 202 in Table 2.1 of the Zoning Ordinance to be utilized as an Animal Hospital or Veterinary Clinic* in the CG - Commercial General zoning district. Chairperson Toussaint seconded the motion.

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

b. File No.: 2026 - 1732

Applicant: Davis, Bowen, & Friedel, Inc.
on behalf of Talbot County Roads Department

Location: 605 Port Street, Easton, MD 21601
Tax Map 0034, Grid 0009, Parcel 0034

Zoning: GI

Request: The Applicant is seeking sketch site plan approval for the construction of a new 8,000 square foot pole building to be utilized as storage for the Talbot County Roads Department. The Applicant is also seeking a supplemental waiver from Section 28-1014.6.F.2.a-c, the minimum planting location requirements for Industrial/Business and Service uses, Section 28-1014.7.E.2, the minimum bufferyard standards to buffer major roads, Section 28-1014.7.E.5, the minimum bufferyard standards for intense surrounding land uses, and landscape and buffering waivers from Section 28-1014.7 E.4.b.

Staff Presentation:

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

Applicant Presentation:

Bill Stagg on behalf of Talbot County Roads Department
Robert J. Duma P.E., Davis, Bowen, & Friedel, Inc.
Brian Moore, Talbot County Roads Department

Public Comment — None

Public Comment Written — None

Vice Chairperson Ports moved to approve the sketch site plan and supplemental waiver request subject to the following condition:

- 1. The Applicant shall collaborate with the Town to establish the location of a designated access area or easement for a future sidewalk or multi-use pathway.**

Commissioner Ryall seconded the motion.

Vote 4 - 0 - 0 - 1

FOR: 4 - Toussaint, Ports, Klein, Ryall
AGAINST: 0
ABSTAIN: 0
ABSENT: 1 - McAndrews

c. File No.: 2026 - 1751

Applicant: Davis Bowen & Friedel, Inc.
on behalf of Easton Utilities Commission

Location: 1 Medical Center Drive, Easton, MD 21601
Tax Map 0023, Grid 0129, Lot 3

Zoning: RH

Request: The Applicant is requesting a supplemental waiver request from Section 28-1014.6 F.1, the minimum overall tree planting requirement for Industrial/Business and Service Uses, the minimum bufferyard requirements for major roads for non-residentially zoned land uses in Section 28-1014.7.E.2.a-c, and Section 28-1014.7.E.5.a-c, the minimum bufferyard standards for more or intense surrounding zoning or land uses. The Applicant is seeking to install water and wastewater infrastructure for the UM Shore Regional Medical Center.

Staff Presentation:

Joseph Mayer, Plan Reviewer

Miguel Salinas, Planning and Zoning Director

Applicant Presentation:

Robert J. Duma P.E., Davis, Bowen, & Friedel, Inc.

Aaron Goller, Easton Utilities Commission

Public Comment — None

Public Comment Written — None

Chairperson Toussaint moved to approve the supplemental waiver requests subject to the following condition:

- 1. The Applicant shall submit a comprehensive landscape plan for bufferyard 'B' detailing shrub plantings to mitigate the visibility of the chain link fence from the roadway, subject to staff review and approval.**

Commissioner Klein seconded the motion.

Vote 4 - 0 - 0 - 1

FOR: 4 - Toussaint, Ports, Klein, Ryall
AGAINST: 0
ABSTAIN: 0
ABSENT: 1 - McAndrews

- d. **Recommendation to the Town Council for a Proposed Text Amendment for Accessory Dwelling Units (ADUs)** — In the 2025 Legislative Session, the State of Maryland enacted House Bill No. 1446 (HB1446), which imposes new requirements on local governments on the regulation of Accessory Dwelling Units (ADUs). Effective October 1, 2026, HB1446 mandates the creation of ADU laws, and prohibits local governments from imposing unreasonable restrictions on ADU development.

Continuing their review from the June 18, 2026 meeting, the Commission reviewed a revised draft of the proposed zoning text amendment. The ADU definition was revised to mirror the definition established by the State. The term “Granny Flat” was stricken from the language of the current Supplemental Standards, and three (3) new Supplemental Standards were added to uphold the existing requirement for owner-occupancy of the primary dwelling unit, and to allow no more than one (1) ADU on a given lot. Additionally, the previously proposed concept of a “Junior ADU” was stricken from the draft, as the language of the State legislation limits an ADU's floor area to a maximum of 75% of the principal structure.

The Commission revisited a possible framework for permitting ADUs per the requirements of the State law, and the recommendation of the Maryland Association of Realtors. The Commission was generally in favor of an amendment to the Table of Permissible Uses (Table 2.1) to outright permit ADUs (subject to Supplemental Standards) in the A-1, R-7A, R-10A, R-10M, and CB zoning districts, and to be outright prohibited in all remaining zoning districts.

Staff Presentation:

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

Public Comment — None

Public Comment Written — None

Vice Chairperson Ports moved to forward a favorable recommendation to the Council for the adoption of the Zoning Code Amendment. Chairperson Toussaint seconded the motion.

Vote	3 - 1 - 0 - 1
FOR:	3 - Toussaint, Ports, Ryall
AGAINST:	1 - Klein
ABSTAIN:	0
ABSENT:	1 - McAndrews

239 **5. Discussion Items** — None

240

241

242 **6. Adjournment** — Chairperson Toussaint moved to adjourn. Commissioner Klein
243 seconded the motion. The meeting was adjourned at 2:44 p.m.



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

Date of Hearing: August 20, 2026

4a

**PLANNING COMMISSION
PUBLIC HEARING
STAFF REPORT**

SUBJECT: 25 East Dover Street - Application for a temporary use permit allowing a non-profit organization to run a retail thrift shop in the Central Business Zoning District.

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: Neighborhood Service Center, Inc.% R.Andrew Hollis

DOCUMENT CREATED ON: July 27, 2026

PURPOSE: The applicant, a non-profit organization, is requesting temporary use authorization to operate a retail thrift store within the Central Business (CB) Zoning District. The purpose of this request is to allow the sale of donated furniture and household items for a temporary duration spanning from April 30, 2026, through December 31, 2026.

RECOMMENDATION: Should the Planning Commission (Commission) approve the sketch site plan, staff recommends approval as submitted.

APPLICATION INFORMATION:	
APPLICANT: Neighborhood Service Center, Inc. % R. Andrew Hollis Dover Soul, LLC % Richard Marks (Owner)	REPRESENTATIVE: Neighborhood Service Center, Inc. % R. Andrew Hollis
PARCELS/ACREAGE:	
Parcel Information	Acreage
Map 103, Grid 00EA, Parcel 1221	0.112
ACCEPTANCE DATE: July 15, 2026	
LOCATION: 25 East Dover Street	
EXISTING ZONING CB, PUD Infill	EXISTING LAND USE: Retail Thrift Store
HISTORIC DISTRICT: Applicable	FUTURE LAND USE MAP: Commercial

CONTEXT:

Location/Site Access – The subject property is located on the north side of East Dover Street.

Existing Conditions – The subject property is currently a retail thrift store operated by a non-profit organization.

Surrounding Properties

- 18, 23, 29, & 30 East Dover Street – CB
- 8 North Washington Street - CB
- 9 & 13 North Harrison Street - CB



Figure 1: Vicinity Map

PROPOSAL: The applicant, Neighborhood Service Center, Inc., is a non-profit organization requesting a temporary use authorization to operate a retail thrift store within the CB Zoning District. The purpose of this request is to allow the sale of donated furniture and household items for a temporary duration spanning from April 30, 2026, through December 31, 2026. The applicant will be relocating the organization to another location prior to the temporary use deadline.

BACKGROUND: The applicant submitted a Zoning Certificate on July 15, 2026 for a Temporary Use Application to operate a retail thrift store within the CB Zoning District as a non-profit organization. The Town Zoning Ordinance §28-114 defines a *retail thrift or outlet store operated by a non-profit organization* as selling donated new or used goods to the public at reduced prices, aiming to produce revenue that supports the non-profit organization's activities. Since this specific use is prohibited in the CB Zoning District, the applicant must obtain temporary use authorization from the Commission.

ZONING ANALYSIS:

28-1306 TEMPORARY USE PERMITS

Temporary use permits may be approved by the Town Planner for specific uses identified in Article II of this Ordinance. Uses not listed as permissible on a temporary basis may be reviewed and permitted by the Planning and Zoning Commission. Application for the permit must be made at least ten (10) days prior to the event. Applicants shall furnish all information required by the Planner in order to make determination on the application.

Analysis- Per the Section of the Zoning Code cited above, the Commission is charged with reviewing and approving the duration of a temporary use for a retail thrift store selling donated furniture and household goods operating between April 30, 2026 through December 31, 2026. Any alteration to the request, such as the extension of the planned operation would require the applicant to return to the Commission for approval.

POLICY ANALYSIS:

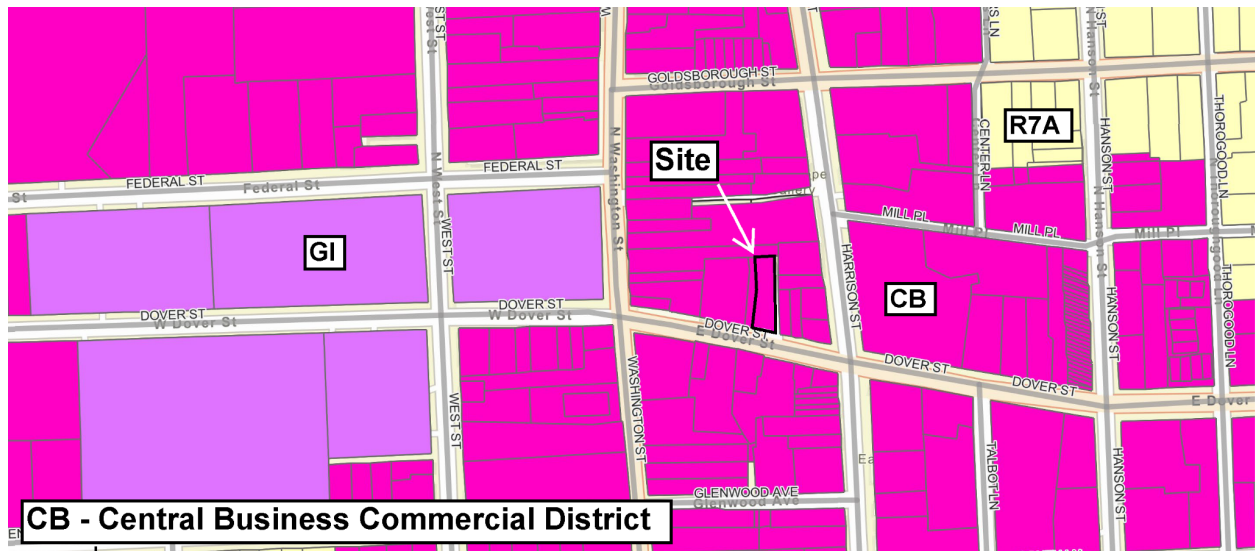


Figure 2: Zoning Map

RECOMMENDED CONDITION:

Staff has no recommended conditions.

DRAFT MOTIONS:

1. I move that the Planning Commission approve the request as submitted.

OR

2. I move that the Planning Commission table the application to the September 17th Commission meeting for further discussion.

OR

3. I move an alternate motion.

ATTACHMENTS:

1. 2026.07.15 ZC Temporary Use Application 2026-1771, paper copy & PDF



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

RECEIVED
JUL 15 2026
TOWN OF EASTON

Zoning Certificate

Application Type	
Zoning Verification Letter ☐	Temporary Use - Special Events ☒
Temporary Banner(s) ☐	Liquor License ☐

Property Owner	
Name	DOVER SOUL, LLC.
Mailing Address	205 GOLDSBOROUGH STREET, EASTON, MD. 21601
Telephone No.	[REDACTED] Email [REDACTED]

Property Information	
Address	25 E. DOVER STREET, EASTON, MD. 21601
Tax Map	0103 Grid 00EA Parcel 1221 Lot -
Deed Reference:	Liber 03223 Folio 00464
Plat Reference:	Liber 2 Folio 52
Existing Use	RETAIL THRIFT STORE
Zoning District	CB
Proposed Use	RETAIL THRIFT STORE
Planned Redevelopment	Y ☐ N ☐
Historic District	Y ☒ N ☐

Contractor (If Any)	
Name	N/A
License No.	
Expiration Date	
Mailing Address	
Telephone No.	
Email	
Type of Business	

Applicant or Agent	
Name	NEIGHBORHOOD SERVICE CENTER, INC.
Mailing Address	126 PORT STREET, EASTON, MD. 21601
Telephone No.	[REDACTED] Email [REDACTED]

Details of Request: Intended Use, Date(s), Event(s)

RETAIL THRIFT STORE SELLING DONATED FURNITURE AND HOUSEHOLD GOODS.
PLANNED OPERATION APRIL 30, 2026 -> DECEMBER 31, 2026

Liquor Class Requested	
Structure Start Date	
Event Start Date	
Previous Approvals PC / BOZA	Y ☐ N ☐

Please Attach Approvals

Any modifications during review shall warrant an updated application.

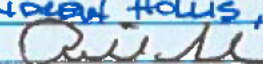
I do hereby solemnly declare and affirm that the information provided by this application and the documents attached hereto accurately represent the conditions of the request and that submission of an incomplete application will be returned for correction prior to processing.

Signature of Applicant or Agent

Date

Printed Name of Applicant or Agent

Signature of Property Owner

	NEIGHBORHOOD SERVICE CENTERS, INC.
14 July 26	
R. ANDREW HOLLIS, EX. DIRECTOR	
	Richard Marks

For Office Use Only

ZV 26 - 27

Application Date	07/15/2026	Application No.	2026-1771
Approval Date		Fee Amount Paid	\$50.00
		Date Fee Paid	07/15/2026

Revised 2-19-2019



TOWN OF EASTON

14 South Harrison Street
Easton, Maryland 21601

August 5, 2026

Dear Resident,

The Easton Planning Commission (Commission) will hold a public meeting on **Thursday, August 20, 2026 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 2026 - 1771 has been filed on behalf of Neighborhood Service Center, Inc. (Applicant) to request approval for the temporary use of a Retail Thrift Store Operated by a Non-Profit Organization at 25 E. Dover Street. The Applicant is requesting approval to temporarily operate a retail thrift store to sell donated furniture and household items at 25 E. Dover Street from April 30, 2026, to December 31, 2026. The property is located at 25 E. Dover Street, also known as Tax Map 0103, Grid 00EA, Parcel 1221, and is situated in the CB – Central Business District. The property is owned by Dover Soul LLC.

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
August 5, 2026**