

1 MINUTES OF THE  
2  
3 April 17, 2008 Meeting of the  
4

5 Easton Planning & Zoning Commission  
6

7 Members Present: John Atwood, Chairman, and members Dan Swann, Tom Moore, and  
8 Steve Periconi.  
9

10 Members Absent: Linda Cheezum.  
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12 Staff Present: Tom Hamilton, Town Planner and Lynn Thomas, Long Range Planner.  
13 Zach Smith, Current Planner.  
14

15 Staff Absent: Stacie Rice, Planning Secretary.  
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17 Mr. Atwood called the meeting of the Planning & Zoning Commission to order at  
18 1:00 p.m. The first order of business was the approval of the minutes of the  
19 Commission's meeting of March 21, 2008. Upon motion of Mr. Moore, seconded by Mr.  
20 Swann, the Commission voted 4-0 to approve the March minutes.  
21

22 The first item discussed was **Lot 1 & 2 Glebe Business Park** requesting sketch  
23 site plan review for a 26,000 square foot warehouse building to be used in conjunction  
24 with Warren's Woodworks Business. This building will be used as part of the existing  
25 business. The plan proposes a large metal warehouse building. The building will have  
26 roll up and entry doors as well as windows around the top section of the building. The  
27 building will also have an overhang along the north side to provide covering for vehicles  
28 while they are being loaded with materials. The plan proposes additional landscaping for  
29 the site in accordance with the landscaping requirements. The plan proposes 13 parking  
30 spaces. The requirement for warehouse space is 1 parking space per 2,000 square feet of  
31 space.  $26,000 / 2,000 = 13$  Parking Spaces required. The application does not propose  
32 any additional signage for the property. Upon motion of Mr. Periconi, seconded by Mr.  
33 Moore the Commission voted 4-0 to approve the sketch site plan.  
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35 The next item was from staff concerning a temporary use for outside storage of  
36 mulch/patio blocks at **Walmart**. Mr. Hamilton explained that the Commission had  
37 approved an enlarged garden center to avoid the storage of materials each spring in the  
38 parking lot. The manager has again requested they be allowed to store landscaping  
39 blocks/mulch in the parking lot. The commission after discussion voted to deny the  
40 request. The Motion was from Mr. Periconi seconded by Mr. Swann.  
41

42 The next item was from staff concerning **817 Arcadia Street**. The property is  
43 located directly behind the new Starbucks on Route 50. The property fronts onto Arcadia  
44 Street and until recently has been used as a single family detached home. Even though  
45 the home has been used residentially the property is zoned CG (general commercial).  
46 The owner, Joe Cooper has begun converting the building from a home into a space  
47 suitable for commercial use. Mr. Smith explained that this is a permitted use provided  
48 Mr. Cooper follows the proper process. Mr. Smith stated that Mr. Cooper did not follow  
49 the correct process in that he did not obtain all of the required permits and approval prior  
50 to beginning this "change of use" project.  
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6 The Building Inspection Department stopped the work being performed and now the  
7 property owner is seeking the required approvals. Mr. Cooper's scope of work for this  
8 project includes removing the vinyl siding from the building and replacing it with stucco  
9 siding. To date all the vinyl siding has been removed and stucco has been installed on 2  
10 of the 4 walls. Mr. Cooper has also removed the asphalt shingle roof and replaced it with  
11 a prefabricated standing seam metal roof. Mr. Smith explained that the design guidelines  
12 for New Construction state: "*Non-traditional materials such as stucco ...should not be*  
13 *used for primary facades of new buildings*". After discussion the Commission voted 4-0  
14 to approve the use of stucco on the exterior of the building.  
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16 The next item discussed was Lots **58 & 59 Carlton Business Park**. The  
17 Planning Commission reviewed and approved a site plan for these 2 properties in January  
18 of 2005. The property went on to receive development site plan approval in October of  
19 2005. Site plans expire 2 years after they are approved. The Ordinance provides a  
20 process for requesting an extension before the plans expire, however, the applicant failed  
21 to do so therefore the approved development site plan for this site has expired. The  
22 applicant's agent, Bill Stagg, explained they would like for the Planning Commission to  
23 re-approve the previously approved site plan (now expired) for lots 58 & 59 Carlton  
24 Business Park. Mr. Stagg stated there are non-tidal wetlands on the site. The Maryland  
25 Department of the Environment (MDE) has jurisdiction over these areas and accordingly  
26 in October of 2005 the developer received the required permits from MDE for the  
27 project. The MDE approvals are still valid and are effective thru October 6, 2008. Upon  
28 motion of Mr. Swann seconded by Mr. Periconi the Commission voted 4-0 to approve  
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30 The next item was a discussion of the MD Department of Planning's Report, "**A**  
31 **Shore for Tomorrow**". Mr. Thomas presented a Maryland Department of Planning  
32 publication, *A Shore for Tomorrow*. He stated that this has been reported on by various  
33 newspapers including the *Star-Democrat* and *Baltimore Sun*. It is basically a report of  
34 recent growth trends for the Eastern Shore as a whole, and it also provides growth  
35 projections for the Shore to the year 2030. It indicates that approximately 160,000 people  
36 will be added to the Shore's population in the next 25 years and suggests that if we don't  
37 take steps now to ensure that the majority of those people locate in existing communities,  
38 the Shore is in danger of becoming just another suburban area. Mr. Thomas stated that  
39 while the Report may be startling to some, it should not be news to us here in Easton.  
40 We are actually expecting about the same population increase that they are projection for  
41 Talbot County, if not slightly more, and we have been working cooperatively with Talbot  
42 County to take the steps advocated by MDP in the Report for several years now. In short,  
43 Easton and Talbot County have practiced what has some to be known as Smart Growth  
44 before it even became in vogue at the State-level.  
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46 The next item was from Mr. Smith regarding **Easton Village Design Guidelines**  
47 **Implementation and Administration**. Easton Village is a 250 unit residential PUD  
48 development currently under construction. The Town Council approved the project in  
49 September of 2003 (Ordinance 461). One of the conditions of the Council's approval  
50 was a requirement that the developer create design guidelines for the project. The  
51 Council further directed the developer to have these guidelines reviewed and approved by  
52 the Planning Commission. The developer contracted with Urban Design Associates to  
53 create the required design guidelines in 2004 and later presented to the Planning  
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5 Commission a document titled "Easton Village on the Tred Avon Pattern Book"  
6 dated October 2004. The Planning Commission reviewed and approved this document  
7 and the developer proceeded forward designing and constructing homes based on the  
8 approved pattern book. The developer is coming before you to discuss the future  
9 implementation and administration of the approved Pattern Book and specifically the lot  
10 matrix contained within the Pattern Book. The developer is coming before you to discuss  
11 the future implementation and administration of the approved Pattern Book and  
12 specifically the lot matrix contained within the Pattern Book. Upon motion of Mr.  
13 Moore, seconded by Mr. Periconi the Commission voted 3-1 (Mr. Swann opposed) to  
14 approve the request with the following conditions.

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- 16 1.) Add a section to the Guidelines to include renovations.
- 17 2.) Sharon VanEmburch, Town Attorney should draft a document to clarify.
- 18 3.) Waive the application of the Design Guidelines relative to this request  
19 because of ambiguity.

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21 There being no further business the meeting was adjourned at 2:45 p.m. by  
22 motion of Mr. Periconi, seconded by Mr. Moore.

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Respectfully submitted,

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Stacie S. Rice

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Planning & Zoning Secretary

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