



THE COMMISSIONERS OF ST. MICHAELS

SETTLED 1670-1680

INCORPORATED 1804

PLANNING COMMISSION
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St. Michaels Planning Commission
Edgar M. Bosley, Jr. Municipal Building
Thursday, August 23, 2018
Regular Meeting - 6 pm

1. Meeting called to order
2. Approval of minutes
 - a. August 7, 2018
3. Preliminary Plan Review for proposed 2 story building for workshop and apartment uses at 103 N. Fremont St.
4. Sketch Plan Review for proposed library addition at 106 S. Fremont St.
5. **Special Exception recommendation for mixed use of retail, office and motel at 114 S Talbot Street.**
6. Matters from Commission and Staff
 - a. Zoning Code Rewrite – Community Engagement Plan
 - b. Holiday Meeting Dates
7. Adjournment

Announcement of future meetings
Thursday, September 27, 2018 at 6pm - Regular Meeting

St. Michaels Planning Commission
Thursday, August 23, 2018
Regular Meeting - 6 pm

1. Call to Order

Chairman Dennis Glackin called to order the regular meeting of the Planning Commission at 6:00 p.m. Present were Commission members Paulette Florio, Carol Parlett, and Jeff Knapp, and Zoning Officer Sarah Abel. Member Helen Levin-Herman was absent.

2. Approval of Minutes – August 7, 2018

Meeting minutes for the June meeting were distributed in advance. Member Knapp noted a minor typographical error, after which Chairman Glackin called for comments from the public. Susan Reisweg of E. Chew requested that 26 letters of concern submitted by Jim Gallagher of Perry Cabin Drive at the August 7th meeting be included in the minutes and made a part of the record. Member Carol Parlett then made a motion to approve the minutes with an amendment to include as part of the record the 26 letters of concern delivered to the Commission at the August 7th meeting. Chairman Glackin added that the Commission members were not able to read the letters in advance of delivery. Member Paulette Florio seconded the motion, which then passed on a voice vote of 4-0 in favor.

3. Chesapeake Bay Maritime Museum (CBMM) – Sketch Plan Review for 106 S. Fremont Street

Elizabeth Fink of Fink, Whitton and Associates, and Brandon Davis of DMS & Associates Engineers, introduced themselves, representing the CBMM. Ms. Fink provided an overview of the project, noting that the building's purpose was to support the Rising Tide apprentice program with a workshop and living space for five apprentices, and reviewing the structural details and parking. Mr. Davis addressed the storm water management and critical area requirements. Zoning Officer Sarah Abel presented the staff report and recommendations, and noted Commission members also had the report of the Technical Advisory Committee's (TAC) review of the project. Ms. Abel said the Planning Commission must determine when the applicant needed to go before the Historic District Commission (HDC), but encouraged HDC review sooner rather than later. Ms. Abel said the TAC comments were focused on water and sewer issues and impact fees. Ms. Abel briefly noted comments of other reviewing bodies. Chairman Glackin asked how street tree requirement would be addressed by the applicants. Mr. Davis said there were some challenges with regard to trees and space but that the issues could be worked out. Chairman Glackin also asked about parking, whether there will be bike racks, and how the storage unit would be used. The applicant noted that there would be bike racks, and that the storage was for the apprentices, not for workshop materials. Bill Gilmore of the Museum said the applicant would look at moving the utility pole to another location to allow for a street tree. Ms. Able said that the Planning Commission would need to make a decision on the proposed parking plan, and read Code section 340-11 to assist with that decision.

Chairman Glackin also asked about soundproofing. Mr. Gilmore said that while not resolved in the design as yet, the applicant is moving the noisemaking equipment to the other side of the building. Chairman Glackin urged the applicants to look at sections 110-12 and 110-17 regarding landscaping parameters. Chairman Glackin then called for public comment on the project. As there were none, the Chairman called for comments from the Commission members

and asked about signage. Museum Board Member Libby Moose said there would be signage, designed by the architects, and ready for submission to the HDC next week. The applicants were asked about workshop materials and hours of operation. Mr. Gilmore explained that the workshop is not a production facility but rather a classroom with hours of operation being 3:30 to 5:30 Monday-Friday. Materials will come in from the museum daily to be incorporated into the boat the apprentices will be building. The Commission members then discussed the parking issue at length, and decided that the applicants should come back with their parking solutions and other changes as part of final review. The Commission members agreed to move the project forward to final review and suggested the following conditions:

1. Applicant must confirm single occupancy and ensure that the office remains an office.
2. Storm water planter height be limited to 30" to be allowed in setback
3. Other structures included in lot coverage
4. Applicant shall go before the HDC prior to final approval
5. Applicant will provide parking calculations on the plan per 340-34
6. Recommend addition of bike rack on property
7. Applicant to provide more information on soundproofing of the building related to neighbor at 101 Talbot Street
8. Applicant will meet the landscaping requirements of 110-12 and 110-17
9. Applicant to use best effort to require street tree requirement on Fremont Street
10. Applicant to enclose balcony facing south toward 101 N Fremont
11. Applicant will respond to all TAC comments
12. Applicant to conform to parking requirements under 340-34 and 340-11 recognizing the applicant will need to provide an ADA parking space under building code

As there were no other recommendations, member Knapp made a motion to move the project forward to final review, noting that the project supports the general intent of the Comprehensive Plan, in that it improves the quality of life, is sustainable, promotes growth, and contributes to affordable housing in St. Michaels under Chapter 10, but with the following recommendations. Member Parlett read the recommendations into the record as listed above. Member Florio seconded the motion, which carried on a voice vote of 4-0 in favor.

4. 106 S. Fremont Street – Library Addition/Sketch Plan Review

Representatives of the Talbot County Free Library introduced themselves – Dana Newman, Director, Elizabeth Fink of Fink Whitton & Associates, and Shauna Beulah, Library Manager, St. Michaels Branch. Dana Newman provided background and history on the current library. Ms. Newman said that technology advances over the past ten years have created the need for additional services and space, with emphasis on expanding facilities and programs for children and young adults and accommodating increasing community use in general. Ms. Newman said the minimum requirement to meet current and future needs was an additional 3,000 square feet. Ms. Abel then read highlights of her staff report and recommended a simplified site plan. Chairman Glackin called for public comment. Susan Reisweg of E. Chew Avenue and Kristin Greenaway of the Chesapeake Bay Maritime Museum spoke in support of the library expansion. Chairman Glackin closed the public session and called for comments from members. Member Knapp said his only questions were in regard to potential pervious surface and parking issues, but he totally supported the expansion project. Ms. Abel outlined the applicants' options, and the

applicants said they preferred to proceed with the full site plan review. Ms. Abel then read her staff report into the record. Chairman Glackin noted his concern for the parking requirement of an additional 12 spaces and suggested the applicants come back with parking options. Chairman Glackin then made a motion for the applicants to proceed to preliminary site plan review, recognizing that the plan is consistent with the general intent of the Town's Zoning Code, Chapter 340, and the Comprehensive Plan, Chapter 5, page 3, library services, and recommending that the applicants submit parking options and address requirements of the staff report. Member Knapp seconded the motion, which then passed on a voice vote of 4-0 in favor.

5. 114 S. Talbot – Special Exception Application for mixed use of retail, office and motel

Ms. Abel noted that this application was a late edition to tonight's agenda. Ms. Abel said members had received related materials and the applicants are present to answer questions. Ms. Abel said the Commission needs to make a recommendation to the Board of Zoning Appeals indicating whether the application is consistent with the Comprehensive Plan and Code and would then follow up with a letter of recommendation to the Board.

Bob Hockaday, property owner, and Tim Crosby, architect introduced themselves, and Mr. Crosby provided an overview of the reasons for their request. Mr. Crosby said the three components - market, office space, and six motel units – were consistent with the Town's Comprehensive Plan and Zoning regulations, was unanimously approved by the Historic District Commission, and would be consistent with the Town's goal to encourage mixed use buildings.

Mr. Hockaday said he had developed four other mixed use properties in other municipalities, and that mixed uses buildings were historically common in St. Michaels. Mr. Hockaday believed this mixed use project would encourage walkability in the Town. Member Florio asked why the change from apartments to temporary lodging units. Mr. Hockaday said that he could not make the apartments work financially, and added that he is considering three potential lodging operators, but had no further information at this time. Chairman Glackin asked if there would be kitchens in the units. Mr. Hockaday said there would be kitchenettes only (sink, microwave), and added that the units would be high end luxury units. Mr. Hockaday said the grocery space would accommodate a boutique grocery store which should fit with Town's demographic. Member Parlett asked how many offices were planned. Mr. Hockaday said he would prefer one class A office tenant, but was still working the financials. As there were no additional questions, Chairman Glackin made a motion to recommend BOZA-585-18 for a mixed use building at 114 South Talbot Street to the Board of Zoning Appeals, and that the mixed use is consistent with the intent of the Zoning Code and Comprehensive Plan in that it:

1. Encourages mixed use buildings, under Chapter 10.3
2. Enhances commercial services to residents under Chapter 7, page 1
3. Provides new office space in the center of Town, under Chapter 7.1.2
4. Supports and encourages tourism, under Chapter 7.4
5. Supports the general intent of the Zoning Code

Member Jeff Knapp seconded the motion, which then passed on a voice vote of 4-0 in favor.

6. Matters from Commission and Staff

Ms. Abel and the members discussed and re-arranged meeting dates for November and December 2018. Ms. Abel also provided an update on the progress of the Zoning Code rewrite, and asked for member input on what should be included in the community engagement phase.

7. Adjournment

The meeting was adjourned at 8:07 p.m.

Minutes approved by 5:0 vote in favor on 27th day of September, 2018.



Dennis Glackin, Chair