

MINUTES

COSM

Commissioners

COSM Special Work Session

Thursday, August 30, 2018, 11:00 am - 1:00 pm

Edgar M Bosley Jr. Municipal Admin Building

300 Mill Street; PO Box 206

St. Michaels, MD 21663

- I.

Call to Order

President Boos called to order the special working session of the Commissioners of St. Michaels in the meeting room of the Edgar M. Bosley, Jr. Municipal Building, 300 Mill Street, St. Michaels, Maryland at 11:00 a.m. Present were Commissioners Bill Boos, Joyce Harrod, Michael Gorman, and Michael Bibb, Planning Commission Chairman Dennis Glackin, chairman of the St. Michaels Planning Commission, Town Manager Jean Weisman, Legislative Clerk Suzanna Warnick, representatives of the Manns Woodward Studios Inc. of Baltimore, Maryland, and four members of the public.

- II.

Pledge of Allegiance

The Pledge of Allegiance was recited.

- III.

Consent Agenda

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Minutes from August 14, 2018 by Manns Woodward Studios - Meeting No. 1

- for approval by COSM

Minutes were not discussed at this meeting.

- IV.

Items for Discussion

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Discuss Architectural and Engineering Services for New Town Hall - Meeting No. 2

- Robert Manns, Jr. and team from Manns Woodward Studios Inc.

President Boos said today's meeting was the second working session on the plans for the new town office and introduced Robert Manns, Jr. and two other members of the Manns Woodward Studios Inc. team for a discussion of the architectural and engineering services for the new town hall. Mr. Manns said the group would also like to discuss open vs. closed spaces in the structure, as well as details of the meeting room space. Mr. Manns added that his agenda included ample time for open discussion. Mr. Manns presented preliminary drawings of the building spaces on the first and second floors, and Town staff offered ideas and information on workflow and how spaces are currently used. Mr. Manns said the preliminary drawings would be adjusted with each meeting as they received additional input from staff. There was a more protracted discussion of space for files and how zoning and administrative files would be organized. Mr. Manns suggested that staff measure existing files to provide his firm with initial numbers for the planning process. Mr. Manns also said that his firm would have another iteration of the space for the next meeting. The group next discussed at length preliminary meeting room options 1 and 2, with approximately 100 seats in each scheme, and considered a scaled back room accommodating perhaps 70 to 75 seats. Mrs. Weisman said she would contact Oxford, Easton, and the County concerning the size of their meeting rooms. Mr. Manns then passed out copies of preliminary site plans. Discussion centered upon vehicular access, traffic and pedestrian flows, parking, and whether a one-story building, a one and a half-story building, or a full two-story building was necessary. The presentation was concluded and President Boos then invited comments and questions.

- V.

Comments from the Public

Douglas Rollow of Water Street said he thought the key issues were lot coverage and parking, and suggested sound amplification and graphics technology be included in the design of the meeting room, along with some conversation area outside the meeting room.

As there were no additional comments, President Boos confirmed that the architectural group would update its designs based on tonight's comments, and present them at the next meeting in two weeks.

- VI.

Comments from the Commissioners

There were no additional comments

- VII.

Adjournment

- The meeting was adjourned at 1:35 p.m.