

St. Michaels Planning Commission Workshop  
St. Michaels Town Office  
300 Mill Street

September 5, 2019  
1:30 P.M.

**Present:** Planning Commission Chairman Jefferson Knapp and members Helen Herman, Paulette Florio, Chris Thomas, and Carol Parlett., Town Manager Jean Weisman, Zoning Officer Kymberly Kudla, and Zoning Consultant Peter Johnston.

**I. Call to Order:**

Chairman Knapp called the zoning re-write workshop to order at 1:30 p.m. in the meeting room of the Edgar M. Bosley, Jr. Municipal Building, 300 Mill Street, St. Michaels, Maryland.

**II. Zoning Re-write (Con't)**

Chairman Knapp said the goal for today's meeting was to wrap up the re-write workshops with Consultant Peter Johnston and work on dates for the public meetings on the draft. Mr. Johnston said that all the sections had been reviewed except administration and amendments to the legislative portions, but that he had three areas he wanted to revisit, the first being the PRA Zone. Mr. Johnston said he was suggesting that this section should be modified to give the Planning Commission more flexibility in terms of density, lot size and unit types to allow a cottage or pocket-type development if a request came forward. The members discussed the suggestion and agreed that smaller lots and smaller developments would be more economical to build and suited to smaller spaces. Mr. Johnston said he would circulate a draft for consensus. Mr. Johnston said he also wanted to talk about the concept of administrative variance, noting he had added new provisions in the code allowing an applicant to request an administrative variance for relief from requirements such as setbacks, lot size, etc. rather than having to go to the Board of Zoning Appeals for a simple change. Mr. Johnston asked if there was consensus to leave this provision in. Mr. Johnston added that the applicant would have to demonstrate hardship just as they would for the Board of Appeals process. The members discussed the matter and wanted to look at the draft before deciding.

Mr. Johnston also revisited allowable signage in windows in the Central Commercial zone. The members agreed to add language back into the code to have a percentage limitation for temporary sign coverage in windows.

The members then tested the administrative variance concept, using actual recent requests as examples. After a discussion of some length, the members agreed that the administrative variance process should remain in the code for accessory structures.

Mr. Johnston said the above were the extent of his outstanding issues. He said he would now pull together a complete draft with changes and cross references, plus a draft of a public slide presentation for the members' review and approval. He speculated this process would take approximately 2-3 weeks, so that public meetings could be scheduled beginning in October. He suggested that the scheduling should wait until he determined how the final draft would come together, and after public comment on the draft and posting of the draft on the website. The members agreed to schedule another meeting to discuss the PRA zone changes on Tuesday, September 24<sup>th</sup> at 1:30 p.m.

**III. Approval of Minutes**

Chairman Knapp called for comment on minutes from the March 28, 2019 regular meeting of the Planning Commission. Minor changes were made. Member Parlett made the motion to approve the minutes as amended, which was seconded by Member Florio, and which passed on a voice vote of 3-0 in favor.

The members reviewed minutes for April 9, 2019 re-write meeting. There were minor changes. Member Florio made the motion to approve as amended, which was seconded by Member Knapp, and which then passed on a voice vote of 3-0 in favor.

The members reviewed minutes for April 23, 2019 and corrections to attendance were made. Member Florio made the motion to approve the minutes as corrected. Member Knapp seconded it, and the motion passed on a voice vote of 2-0 in favor.

The members then reviewed minutes from the May 21, 2019 re-write meeting. Changes were made to attendance. Member Florio made a motion to approve the minutes as amended. Member Parlett seconded it and the motion passed on a voice vote of 3-0 in favor.

The members reviewed minutes for the May 23<sup>rd</sup> regular Planning Commission meeting. Corrections were made. Member Helen Herman made the motion to approve the minutes as amended. Member Florio seconded it, and the motion passed on a voice vote of 4-0 in favor.

The members next reviewed minutes for the June 18, 2019 re-write workshop. There were no changes. Member Florio made the motion to approve the minutes as presented. Member Herman seconded it and the motion passed on a voice vote of 3-0 in favor.

The members reviewed the minutes for the June 27, 2019 regular meeting of the Planning Commission. Member Chris Thomas made the motion to approve the minutes as presented. Member Herman seconded it and the motion passed on a voice vote of 4-0 in favor

The members reviewed minutes from the July 9, 2019 zoning re-write workshop. There was an attendance change. Member Thomas made the motion to approve the minutes as amended. Member Herman seconded it, and the motion passed on a voice vote of 4-0 in favor.

#### **IV. Adjournment**

The meeting was adjourned at 3:00 p.m.

Minutes approved by a 4:0 vote in favor on the 24<sup>th</sup> day of October 2019

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Jefferson Knapp, Chairman