

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

Remote Workshop  
November 10, 2020 - 2:00 P.M.

**Present:** Planning Commission Chairman Jefferson Knapp and members, Helen Herman, Carol Parlett, and Paulette Florio, Zoning Officer Kymberly Kudla, Zoning Consultant Peter Johnston, former Planning Commission Chairman Dennis Glackin, and Meeting Coordinator Kimberley Weller. Member Chris Thomas joined the meeting at approximately 2:30 p.m.

### **1. Call to Order:**

Chairman Knapp called the remote workshop to order at 2:00 p.m. in St. Michaels, Maryland.

### **II. Approval of Minutes**

- October 6, 2020
- October 20, 2020

Chairman Knapp asked if there were any comments or changes to the minutes of October 6, 2020. There were none. Member Carol Parlett made a motion to approve the October 6<sup>th</sup> minutes. Member Paulette Florio seconded it, and the motion passed on a voice vote of 4-0 in favor. Chairman Knapp asked if there were any changes to the minutes of October 20, 2020. The members agreed that they had approved a base requirement of brick, rather than concrete, for sidewalks. Ms. Kudla said she would make that correction in the minutes. Member Parlett made the motion to approve the October 20<sup>th</sup> minutes as corrected. Member Florio seconded it, and the motion passed on a voice vote of 4-0 in favor.

### **III. Discussion Items**

- Revisions to Chapter 340

Chairman Knapp said he was comfortable with the revisions Peter Johnston had made to Chapter 340 based on the last discussion, but suggested a word insert in the revisions dictated by the Critical Area Commission. Peter Johnston said he had also made a reference correction brought to his attention by the Zoning Officer, and Ms. Kudla said she was suggesting the inclusion of the HR Zone in the outdoor dining regulations, an adjustment to the parking regulations, and the addition of the word “motel” in the hotel/motel requirements. The members and Peter Johnston agreed with the changes.

Chairman Knapp opened a discussion of 340-105 (table of coverage limits) and the members reviewed three alternatives provided by Peter Johnston. Mr. Johnston suggested eliminating the coverage limit in the CC Zone and adjusting lot coverage limits in the R2 Zone for smaller lots. The members accepted Mr. Johnston’s third alternative. Member Chris Thomas made the motion to approve the table as amended, which was seconded by Member Parlett, and which passed on a voice vote of 5-0 in favor.

- Subdivision/Site Plan revisions (Chapter 110)

The members discussed subdivision revisions and what the standard for curbs and sidewalks should be. After a discussion of some length, it was agreed to leave the draft as is with concrete being the standard for curbs and gutters except where it was decided otherwise based on context.

In a discussion of changes to the site plan requirement, Ms. Kudla suggested a threshold of square footage to determine whether a project was required to go before the Planning Commission or could be reviewed by the Zoning Officer. Peter Johnston suggested anything 400 sq. feet or less. The members agreed and added safeguards for additional applications under 400 sq. ft. by the same applicant. The members reviewed the remainder of questions raised by Mr. Glackin regarding subdivision, determining that no further changes were necessary.

- Parking update

Chairman Knapp said the Boundary Lane parking lot was complete, noting that the remainder of the property was reserved for a possible memorial park. Chairman Knapp provided a sectioned Town map for the members to pick a section and do a walk-through to note where curbs needed to be marked and parking signs added. Chris Thomas volunteered for Section 4. Member Florio and Carol Parlett volunteered for Sections 2 and 3, and Jeff Knapp and Helen Herman said they would split Section 1. Chairman Knapp also asked the members to determine how many signs will be needed to submit to Callahan Signs for production, and he estimated that each sign will be about \$300.00. Chairman Knapp said he would clarify the project in an e-mail to the members.

#### **IV. Matters from Staff**

The members set November 24, 2020 at 2:00 p.m. as their next meeting. Mr. Johnston said he would make any zoning changes for that meeting.

#### **V. Adjournment**

The meeting was adjourned at 3:40 p.m.

Minutes approved by 4-0 vote in favor on 24<sup>th</sup> day of November, 2020.

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Jefferson Knapp, Chairman