



## THE COMMISSIONERS OF ST. MICHAELS

PLANNING COMMISSION  
300 MILL STREET  
P.O. BOX 206  
ST. MICHAELS, MD 21663

SETTLED 1670-1680

INCORPORATED 1804

TELEPHONE: 410.745.9535

FACSIMILE: 410.745.3463

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**St. Michaels Planning Commission  
Tuesday, October 20, 2020  
2pm Virtual Work Session  
Subject to Change**

1. Meeting called to order
2. Approval of minutes
  - *October 6, 2020*
3. Items from Planning Commission for discussion
  - *Revisions to Chapter 340*
  - *Subdivision/Site Plan ordinance revisions*
  - *Parking update*
4. Adjournment

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

Remote Workshop  
October 20, 2020 - 2:00 P.M.

**Present:** Planning Commission Chairman Jefferson Knapp and members, Helen Herman, Chris Thomas and Carol Parlett, Zoning Officer Kymberly Kudla, Zoning Consultant Peter Johnston, former Planning Commission Chairman Dennis Glackin, and Meeting Coordinator Kimberley Weller.

**1. Call to Order:**

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

**II. Discussion Items**

- Revisions to Chapter 340
  - Subdivision/Site Plan ordinance revisions

Chairman Knapp called upon Peter Johnston to review changes he had made to the updated zoning code. Mr. Johnston said that as requested, he had combined Chapter 110 (site plan) and Chapter 290 (subdivision) into a single streamlined chapter, provided an appendix for TAC and an appendix for regulations for sketch, preliminary and final site plans. Mr. Johnston, Mr. Glackin and the members discussed whether a sketch plan should be required or optional and concluded that it should be optional. Mr. Johnston said he had questions about the requirements for rolled vs. brick vs. granite curbs and brick vs. concrete sidewalks. The members opted to have a base requirement of granite for curbs and a base requirement of brick for sidewalks, with the flexibility to offer other options depending on circumstances and adjudicated by the Planning Commission. Mr. Johnston said he would make the changes discussed and prepare for an amendment to the zoning code.

The members also discussed refinements and recommended changes made by the Critical Area Commission (CAC) and other potential issues arising with Chapter 340. Mr. Johnston said the changes suggested by the CAC would be incorporated and resubmitted within 120 days.

Ms. Kudla then outlined issues she had encountered in trying to apply the updated code requirements for lot coverage and pervious surface in the R1 and CC zones. After some discussion, the members agreed that applying a percentage across the board was more equitable. Peter Johnston said he would work with Ms. Kudla to produce draft language for the next meeting. Ms. Kudla also had questions about the regulations for real estate signage in town, but no changes were considered necessary.

Peter Johnston suggested that the Planning Commission members review the Maryland Planning Commission Association's (MPCA) September virtual workshop on the MPCA website. He noted that their YouTube video beginning at minute 58 had an excellent presentation on things municipalities can do to recover from the pandemic.

- Parking update

Chairman Knapp said the meeting had run long so he was postponing the parking update to the next workshop on November 10th. Member Helen Herman asked about the resumption of in person meetings. Chairman Knapp said the Commissioners were planning to have the in-person option by their November

meeting and the Planning Commission could resume in-person meetings if they wished. As a final note Chairman Knapp said that the Commissioners had approved the parking sign design - Member Chris Thomas' choice but with the larger arrow - at their last meeting.

### III. Matters from Staff

Ms. Kudla said that General Code had sent the codified version of the new Chapter 340 and that copies were available for the members on the lobby table in the Town Office.

### IV. Adjournment

The meeting was adjourned at 3:21 p.m.

Minutes approved by 4-0 vote in favor on 10<sup>th</sup> day of November, 2020.



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Jefferson Knapp, Chairman