

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

Remote Workshop  
April 6, 2021 - 2:00 P.M.

**Present:** Planning Commission Chairman Jefferson Knapp and Commission Members Helen Herman, Carol Parlett, and Cynthia Allen, Zoning Officer Kymberly Kudla, Town Manager Jean Weisman, Meeting Coordinator Kimberly Weller, and members of the public. Member Chris Thomas joined the meeting later.

**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**

- March 16, 2021

Chairman Knapp said the minutes for March 16, 2021 required a name correction. Member Carol Parlett made the motion to approve the minutes of March 16<sup>th</sup> with correction. Member Helen Herman seconded it, and the motion passed on a voice vote of 4-0 in favor.

**III. Inn At Perry Cabin – Request for extension of Site Plan approval**

Chairman Knapp noted that the Town's site plan approval process allowed an applicant three extensions for a period of one year each, and that this would be applicant's 2<sup>nd</sup> extension request. There were no comments or questions from the members. Chairman Knapp said he believed the request was reasonable and made a motion to approve the extension to May 8, 2022. Member Parlett seconded it, and the motion passed on a voice vote of 4-0 in favor.

**IV. Items for Discussion**

- Parking Update
- Wayfaring Signage

Chairman Knapp said he had briefly looked at some of the wayfaring proposals provided to the Planning Commission by Kim Weller from the last RFP and did not think the designs were appropriate for St. Michaels. Member Parlett said she would like to look at a hard copy of the proposals. Chairman Knapp noted that it was likely there would not be money in this year's budget for the wayfaring project but that next year might be better, allowing members time to collect examples of appropriate signage for St. Michaels.

The members said they had looked at the examples of the Parking signage that had been put up for the Commissioners to review and agreed the signs looked great. The members congratulated Helen Herman for her work on the project and the design.

Chairman Knapp said the parking signage would be an agenda item for an upcoming Commissioners' meeting. Member Parlett requested that a do not enter sign be added to the Post Office parking lot. She noted at least three incidents of vehicles trying to enter the lot from Talbot Street and other members said they had witnessed similar attempts which barely avoided accidents. Chairman Knapp said he would add the request to the proposal to be presented to the Commissioners.

Chairman Knapp questioned whether any of the parking funds could be used for signage. Town Manager Jean Weisman said the Code was explicit regarding what that money could be used for. Member Herman

asked if possibly part of the marketing budget could be used, as the signage was directed at visitors. Mrs. Weisman suggested obtaining approval from the Commissioners to move forward with putting out a new RFP. Chairman Knapp urged members in the meantime to review the various proposals from the first RFP and consider and new modified or scaled back RFP that would be tailored to the current needs of the Town.

The members then discussed the Railroad Avenue sidewalk project, including potential grants, engineering costs, and public safety issues. Mrs. Weisman said a goal of next year's budget would give the Planning Commission time to apply for grants and develop a proposal for the Commissioners.

The members also discussed the extension of the nature trail and Mrs. Weisman said she would check with the Rotary Club regarding its plans for the extension. Member Cynthia Allen, who noted that both projects qualify for grant funding in different categories and Mrs. Weisman added that perhaps the projects could be combined. Mrs. Weisman also offered the original trail files and grant documents for a TEP grant to Member Allen for her review.

The members returned to the topic of parking signage. The members agreed to finalize maps and make any necessary updates to the power point presentation in anticipation of the Commissioners' meeting on April 14<sup>th</sup>. Chairman Knapp said he would continue to work with Public Works to install parking signage in the temporary lots on Boundary Lane and Mill Street.

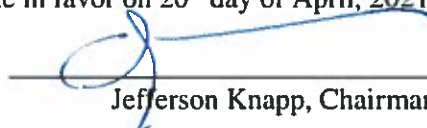
The members then discussed the request for permanent signage for the Farmers' Market. Chairman Knapp said the Farmers' Market had been informed that the Planning Commission was working on their request but that they would need to continue with their sidewalk sign for this year. The members looked at the original design suggested by the market but all agreed that the scale was too large and they would continue to research an appropriate design and location. Mrs. Weisman and the members discussed an amendment to the Zoning Code to allow for a permanent sign. Member Thomas agreed that a code change was the cleanest way to get a permanent sign for the market's unique circumstances. Ms. Kudla said she would check with other towns about their signage regulations.

Chairman Knapp said the next meeting would be on Tuesday, April 20, 2021 at 2:00 p.m. The members also decided to change the time of their meetings to begin at 1:00 p.m. beginning with the May 4<sup>th</sup> meeting.

#### **V. Adjournment**

The meeting was adjourned at 3:30 p.m.

Minutes approved by 5-0 vote in favor on 20<sup>th</sup> day of April, 2021.

  
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Jefferson Knapp, Chairman