

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

Virtual Session

March 1, 2022 - 1:00 P.M.

**Present:** Planning Commission Chairman Jefferson Knapp and Members Chris Thomas, John Novak, Helen Herman and Cynthia Allen, Zoning Officer Kym Kudla, and members of the public.

**I. Call to Order**

Chairman Knapp called the Planning Commission’s remote regular meeting to order at 1:00 p.m. in the meeting room of the Edgar M. Bosley, Jr. Municipal Building, 300 Mill Street, St. Michaels, Maryland. Chairman Knapp announced that Planning Commission meetings from this one forward would be in-person meetings in the Town Office meeting room.

**II. Minutes**

- February 15, 2022

Chairman Knapp said he had no issues with the draft minutes and called for comments and a motion to approve the February 15<sup>th</sup> minutes as presented. Member Herman made the motion. Member Novak seconded it and the motion passed on a voice vote of 5-0 in favor.

**III. New Business**

- **702 Meadow Street – Minor Subdivision and Lot Line revision, Preliminary/final plan review**

Chairman Knapp introduced Tim Marshall from Rauch Inc. Ms. Kudla said that her comments included that the plans should indicate that the property is in the flood plain. Chairman Knapp said it was an irregular lot but it meets all setback and other requirements to allow for a lot line revision. Ms. Kudla said she would include any conditions for the subdivision on the final plan. Chairman Knapp invited public comment. There were no comments on the application.

Chairman Knapp then called for a motion to approve the final plan for the minor subdivision and lot line revision of 702 Meadow Street with the caveat that any changes as discussed are submitted to Ms. Kudla for her approval. Member Thomas seconded it and the motion passed on a voice vote of 5-0 in favor.

**IV. Items for Discussion**

- Knox Boxes

Member Chris Thomas explained that Knox Boxes are boxes located on commercial or residential properties that would contain information – keys or other access information - that owners would want the Fire Department to have in case of emergency. Member Thomas said there were some boxes in use but there was no legislation. The Fire Chief said he favored the boxes and only the Fire Department would have access to them. The Chief asked the Town’s assistance in promoting the use of the boxes on a volunteer basis. Chairman Knapp suggested that a constant contact be issued by the Town as a public service in conjunction with the Fire Department.

- **Grants**

Member Herman said the Planning Commission was resubmitting a revised grant application for the feasibility study grant available for the nature trail extension. Town Engineer Rauch Inc. would be assessing the initial plans and providing an estimate of the cost of the feasibility study. The estimate would then be used to calculate the Town's financial responsibility. Member Herman continued that the Planning Commission would then need a letter of commitment from the Commissioners to submit with the grant re-application. Ms. Herman said she was also working with Rotary on a letter of intent to be signed by all parties. Chairman Knapp provided an update on the Railroad Avenue sidewalk project and said he would pursue letters of support from residents to help move the project forward.

- **Site Plan Review Notification**

Member Chris Thomas opened the discussion of a letter sent to his home from Planning Commission member John Novak and suggested that future letters to the Planning Commission members be sent to the Zoning Officer, who would then disseminate to all the Planning Commission members. Mr. Novak said he would avail himself of the normal procedure in future, but noted he had concerns that there needed to be better advance public notification of any major development projects in the Town. Member Thomas suggested a website location for all projects in the zoning pipeline. Ms. Kudla said she would talk to Kim Weller about the positioning of such information on the site.

- **Tents**

Chairman Knapp said the Commissioners wanted to regulate the tents used in the Town and did not accept the Planning Commission's first round of recommendations. Zoning Officer Kudla and the members discussed the current zoning regulations for tents and possible changes that might satisfy the Commissioners' concerns. Codes Enforcement Officer Bill Gilmore said there would be an inspection fee for the use of tents based on tent size. Chairman Knapp called for any additional comments from the members and the public. He then made a motion to amend Section 340-83 of the Town's Code to include the changes and fee schedule as discussed. Member Novak seconded it. The motion passed on a voice vote of 3-1 in favor, with Member Helen Herman voting nay.

Chairman Knapp said he would write up the changes and submit to Ms. Kudla.

## **V. Adjournment**

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

Minutes approved by 4:0 vote in favor on 15<sup>th</sup> day of March, 2022.

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Jefferson Knapp, Chairman