

MINUTES

COSM

Commissioners

**COSM Working Session - Virtual and In-Person
Wednesday, January 12, 2022, 6:00 pm - 8:00 pm
Edgar M Bosley Jr. Municipal Admin Building
300 Mill Street; PO Box 206
St. Michaels, MD 21663**

I. 6:00 - Call to Order for Working Session - Pledge of Allegiance

- President Bibb called to order a live and remote working session of the Commissioners of St. Michaels at 6:00 p.m. in the meeting room of the Edgar M. Bosley Jr. Municipal Building, 300 Mill Street, St. Michaels, Maryland, and the Pledge of Allegiance was recited. Also present were Commissioners David Breimhurst, Joyce Harrod, Aida Khalil and Tad duPont, Zoning Officer Kymberly Kudla, Police Chief Anthony Smith, Legislative Clerk Suzanna Warnick, Meeting Coordinator Kimberly Weller, and members of the public.

II. Agenda Amendments

- There were no agenda amendments.

III. Announcements from COSM and Staff

- Commissioner Harrod noted a new development project for low-income housing in Easton on Port Street that was scheduled to break ground in July 2022. Jeff Rhodes thanked the public works crew for their outstanding snow removal work during the recent storm. President Bibb reported on the opening of the legislative session in Annapolis and the various bills that might affect municipalities. He said he would provide a progress update at each meeting going forward. President Bibb also announced the upcoming Eastern Shore Association of Municipalities dinner and to let him know if any of the Commissioners wished to attend.

IV. Comments from the Public

- Marion Brown of Water Street had concerns about the transition to the new trash system and the size of the trash cans. Doug Seri of the Restaurant Association said the association would like to meet with Commissioner Bibb. President Bibb said he would happily arrange his schedule to accommodate a meeting. Kim Weller read some additional public comments on the trash service changeover and the recent storm. Mike Estrella of E. Chew Avenue praised the Town's public works crew for their work during the last storm. Kristin Greenaway, president of the Maritime Museum, had questions about the applicant requirements for the Planning Commission and the choices for membership on the Historic District Commission.

V. Ordinance for Public Hearing

- Ordinance No. 528 - Introduced on Nov 10, 2021 by Commissioners Breimhurst and duPont
 - •
 - Ordinance No. 528 - Chpt 340-56 Zoning Amendments
 - **AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF ST. MICHAELS; CHAPTER 340 ZONING, SECTION 340-56 TABLE OF PERMITTED USES, TO ALLOW FOR NON-ACCESSORY PARKING LOTS IN ALL ZONES AND BY SPECIAL EXCEPTION IN RESIDENTIAL ZONES**
 - President Bibb opened the public hearing on Ordinance No. 528 - Chapter 340-56, an amendment of the table of permitted uses, non-accessory parking. Legislative Clerk Suzanna Warnick said Commissioners Breimhurst and duPont had introduced the ordinance on November 10th. She then read the title of the ordinance as noted above and exhibits as follows:

Exhibit 1 Recommendation for a Zoning Code text amendment from the Planning Commission dated November 2, 2021.

Exhibit 2 Copy of draft Ordinance No. 528 dated November 10, 2021

Exhibit 3 Copy of Notice of Public Hearing to be held on January 12, 2022 and posted on the Town's bulletin board, in the Post Office and on the Town website and published in the *Star Democrat* and the Chesapeake Internet on December 29, 2021 and January 5, 2022.

Exhibit 4 Affidavit of publication in the *Star Democrat* of the Notice of Public Hearing

President Bibb called for a vote on Ordinance No. 528. Commissioner duPont made a motion to accept Ordinance No. 528 as written. Commissioner Briemhurst seconded it and the motion passed on a roll call vote of 5-0 in favor. Commissioner Breimhurst explained the ordinance was necessary to correct an oversight in the Code that would have outlawed some of the Town's public parking lots.

VI. Special Presentations and Discussion

- •
- Talbot Housing Commission
- Don Bibb, Executive Director
- President Bibb introduced Don Bibb, the Executive Director of the Talbot County Housing Authority. Mr. Bibb provided an update on the activities of the County Housing Authority and the upgrading of low-income housing projects in Easton and St. Michaels. President Bibb thanked Mr. Bibb for his presentation.

- •
Climate Change / Sea Level Rise update
- DNR Grant requests
Current plans for first half of '22
Presented by: Roy Myers, Chairman
- Roy Myers, Chairman of the Sea Level Rise/Climate Change Committee, provided an update on the group's grant requests submitted in December 2021, and highlights of other progress. Mr. Myers said he would work with Kim Weller on a Constant Contact update on the Committee's activities. Mr. Myers praised Zoning Officer Kudla for her able assistance in obtaining information and getting the grant requests submitted on time. Mr. Myers answered questions from the Commissioners.

VII. Consent Agenda for Minutes, Department Reports and Special Requests

Minutes

December 2, 2021 - Closed Executive Session

December 8, 2021 - COSM Working and Legislative Session

Departmental Reports

Police

Disbursements

Year to Date

Profit and Loss

Planning and Zoning

Public Works

Administrative

Marketing and Communication

- President Bibb said the Consent Agenda consisted of meeting minutes and departmental reports for the month of December 2021 and asked if there were any questions or comments from the Commissioners. Commissioner Breimhurst questioned the legal costs for the month. After a brief discussion, Commissioner Harrod made a motion to accept the Consent Agenda as presented. Commissioner Khalil seconded it and the motion passed on a roll call vote of 5-0.

- •
Historic Sign request

VIII. Items for Discussion

- •
Holiday Calendar for 2022
- The Commissioners then discussed the Town's holiday calendar with a view toward reducing the number of holidays. The Commissioners

agreed to eliminate Good Friday, December 24th and December 31st from the holiday schedule, generally following the State designated holidays. President Bibb said if a holiday falls on Saturday, employees get the prior Friday and if the holiday falls on a Sunday, employees get the next Monday. After some additional discussion Commissioner Khalil made a motion to accept 12 holidays for the Town of St. Michaels, following the State calendar. Commissioner Harrod seconded it and the motion passed on a vote of 5-0 in favor.

• •

Trash Service

- Planning Commission proposed recommendations
- Mr. Rhodes provided an update on the rollout of the new trash service, which begins this Monday, January 17th. He called for patience as the Town makes the transition.

• •

Long and Foster Lease Agreement

- The Commissioners agreed to a 2 percent increase in the rent for the 109 S. Talbot Street property. The tenant, Long & Foster, had agreed to the increase for the renewal of their lease. Commissioner Khalil made a motion to accept the Long & Foster lease with a two percent increase. Commissioner Breimhurst seconded it and the motion passed on a roll call vote of 5-0 in favor.

• •

Donated Playground Equipment

- The Commissioners agreed not to take the playground equipment offered by St. Luke's church. Commissioner Breimhurst made a motion to write a letter to the church thanking them but declining the offer and offering to help them find an alternative organization or place for it. Commissioner Khalil seconded it and the motion passed on a roll call vote of 5-0 in favor.

IX. Comments from the Public

- Meeting Coordinator Kim Weller read a suggestion from Roy Myers of E. Chestnut Street that updating for a vice chairman was a simple language change to a paragraph already in the Code. Jefferson Knapp called the Commissioner's attention to the recommendations on the trash service submitted by the Planning Commission. Mr. Knapp also said the Planning Commission would be submitting its recommendations for changes to the Code chapter dealing with tents and membranes, as well as changes to a section dealing with the identify and responsibilities of a building inspector. Mr. Knapp also asked for a decision on whether to confirm the commitment of money for an engineering study for the trail extension

project. Commissioner duPont suggested a conversation with the Rotary Club to clarify commitments.

Commissioner Khalil made a motion to permit the Planning Commission to apply for the grants necessary to fund an engineering study and to move forward with the Nature Trail extension project. Commissioner Harrod seconded it, and the motion passed on a roll call vote of 5-0 in favor.

Jim Fulton of Cherry Street thanked the Commission for acting promptly on the requirement of a vice chair for all Town Boards. Kim Weller also read a comment from Paulette Florio regarding the next Comprehensive Plan update.

X. Comments from the Commissioners

- Commissioner Khalil said she had had a discussion with Jim Fulton, who sits on the Historic District Commission, and with the Town's Zoning Officer concerning having a vice chairman for all the Town boards to ensure that meetings could go forward should a board chairman be absent. Commissioner Khalil suggested that the Commissioners add the issue to an agenda for discussion. The Commissioners also briefly discussed whether the entirety of the Town's Code needed review as was recently done for the Zoning section (Chapter 340).

Commissioner duPont called for a vote on the addition of a vice chairman to each board.

Commissioner Khalil made a motion to ensure that all Town boards have a Chairman and Vice Chairman to ensure the smooth running of meetings in the absence of a board chairman. Commissioner Harrod seconded it and the motion passed on a roll call vote of 5-0 in favor.

Commissioner Harrod asked the status of the Boy Scout Agreement. President Bibb said the agreement will be signed when the Boy Scout organization can obtain a copy of their insurance coverage, probably in the next week or so. Commissioner Harrod also asked about reviving an inexpensive shuttle or transportation program for the Town.

Commissioner duPont voiced his concerns about maintaining historic integrity in Town and the Commissioners discussed better adherence to the existing historic guidelines. Jim Fulton of Cherry Street and a member of the Historic District Commission (HDC) contributed background on the HDC's parameters in reviewing structures and projects. Mr. Fulton said the Commission follows their recently updated guidelines and tries to ground its decisions with the best interests of the Town in mind.

President Bibb provided an update on the State Highway's sidewalk project.

There were no other public comments.

XI. Commissioners Calendar

- The Commissioners discussed agenda items for their meeting on January 26th and the February meetings.

XII. Announcement of Future Meetings

January 17 2022 - Office closed for Martin Luther King Jr. Day

January 26 2022 - Legislative Session

President Bibb announced future meetings as noted above.

XIII. Adjournment

- The meeting was adjourned at 8:50 p.m.