

MINUTES



**Commissioners of
St Michaels
Minutes Working Session
Wednesday, March 13, 2024, 5:00 pm - 8:00 pm
Etherton Hall, Christ Church
103 Willow Street
St. Michaels, MD 21663**

1. 5:00 pm - Call to Order for Legislative Session - Pledge of Allegiance

Commissioner Breimhurst, President, called to order a live and remote Legislative Session of the Commissioners of St. Michaels at 5:00 p.m. in St. Michaels, Maryland and the Pledge of Allegiance was recited. Present at the meeting were Commissioners Joyce Harrod, Katrina Whittington and Al Mercier via Zoom. Other Representatives included Town Administrator - Rob Straebel, Town Clerk - Kristen Payne, Town Planner - Steve Ball, and Chief Oswald. With approximately 35 members of the public and Zoom present as well.

2. Announcements from COSM and Staff

Commissioner Harrod reported that the Semiquicentennial, the 250th anniversary of the Declaration of Independence, celebration will be held in 2026. Commissioner Breimhurst stated that he wanted to thank the members of Christ Church for allowing the Town to use Etherton Hall for their meeting space. Commissioner Breimhurst also thanked the Talbot County Library, St. Michaels Branch, for allowing the Town to use their space for meetings as well.

Rob stated that progress was being made at the Marengo Street Water Treatment and Pump Station. Rob stated the well pump has been tested and is functioning properly. Hoping to manually produce water by sometime next week. Rob stated that the Highway Improvement Project is making great progress as well. Rob stated Tuesday, March 19 is the BZA meeting to ask for a special exception for government facilities and recreational park uses. Rob stated he and Steve will be attending along with Commissioner Breimhurst. Rob stated that on Thursday, March 21 they have scheduled a meeting with the Talbot County Parks and Recreation Advisory Board for them to reconsider a local Open Space Grant that was funded through Talbot County. Rob stated he and Commissioner Breimhurst will be attending. Rob stated that we are continuing on the development of the new town website. Rob stated staff will be meeting with CivicPlus on Thursday, March 14. Rob stated we have started recruitment for a new Finance Director for the Town. Vickie Sharp, current Finance Director has resigned effective April 5. Rob stated our second Budget Workshop will be Monday, March 18 at the Boy Scout Cabin from 5-7pm. Rob stated that both contracts for the window replacement and bathroom remodel have been signed. Rob stated that lastly, the Town had another broken water main, the third broken water main in a three week period. However, this one is on a much smaller scale. Rob stated that this is a two inch service line in the right-of-way and should be corrected by tomorrow.

Steve Ball stated that he has been working on the Comprehensive Plan with the Planning Commission and presented a schedule to them at their last meeting and will bring the schedule to the Commissioners for review on March 27, 2024. Steve stated that he has been getting technical assistance from the County GIS Department for the Comprehensive Plan.

Chief Oswald stated that crime continues to be low. Chief Oswald stated that the bathroom

design in the jail cell has been completed. Chief Oswald wanted to remind everyone with the upcoming season, to please remember to lock car doors.

3. Comments from the Public

4. Proclamation

a. Saint Michaels Days

Commissioner Breimhurst read the Proclamation to the public. Mr. JoN Nelson was present as well as the St. Michaels Business Association who wrote in a letter of support to adopt "Saint Michaels Days" as a date of historical significance. Talbot Historical Society also submitted a letter of support. Commissioner Harrod made a motion to approve the Proclamation for Saint Michaels Days, seconded by Commissioner Whittington. Passed on roll call vote, 4-0 in favor.

5. Consent Agenda for Minutes, Events and Department Reports

a. Meeting Minutes 2.28.2024

Commissioner Whittington made motion to pass meeting minutes from 2.28.2024, seconded by Commissioner Mercier. Passed on roll call vote, 4-0 in favor.

b. Event -Makers Market, Bayside Friends

Commissioner Breimhurst made a motion to approve event permit on a trial basis for the months of April and May. Makers Market will come back before the Commissioners in May to discuss whether or not the Makers Market can proceed with the rest of their requested dates for their event. Seconded by Commissioner Whittington. Passed on roll call vote, 4-0 in favor.

c. Event - St. Michaels Brewfest

Commissioner Whittington made motion to approve St. Michaels Brewfest, seconded by Commissioner Harrod. Passed on roll call vote, 4-0 in favor.

d. Event - Memorial Day Parade, Classic Motor Car

Commissioner Whittington made motion to approve Memorial Day Parade, Classic Motor Car, seconded by Commissioner Harrod. Passed on roll call vote, 4-0 in favor.

e. Department Reports

Commissioner Harrod made motion to approve Department Reports, seconded by Commissioner Whittington. Passed by roll call vote, 4-0 on favor.

6. Ordinance for Introduction

a. Ordinance No. 555 - Zoning Amendment - **AN ORDINANCE OF THE TOWN OF ST. MICHAELS AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF ST. MICHAELS TO APPLY AN ORIGINAL ZONING CLASSIFICATION OF R1 - RESIDENTIAL TO CERTAIN LAND ANNEXED TO THE TOWN OF ST. MICHAELS BY RESOLUTION NO. 2024-01.**

Steve Ball presented the introduction of the ordinance to rezone the property on San Domingo Creek Park to be annexed into the Town. Steve stated that they have initiated the annexation petition which is currently under review at this time. Steve stated that the Planning Commission reviewed the request at their meeting on March 7, 2024 and recommended approval. Steve is asking Commissioners to direct staff to advertise and hold a public hearing on April 24, 2024. Commissioner Breimhurst introduced Ordinance No. 555 by consensus and approved to move to public hearing on April 24, 2024. 4-0 in

favor.

- b. Ordinance No. 556 - Short Term Rentals - **AN ORDINANCE AMENDING THE CODE OF THE TOWN OF ST. MICHAELS; CHAPTER 340, "ZONING," ARTICLE VIII, "SUPPLEMENTAL USE REGULATIONS", §340-70, "BED AND BREAKFASTS; §340-72 "HISTORIC VACATION COTTAGES IN THE R-2 DISTRICT" AND §340-73, "SHORT TERM RENTALS (STR)" FOR PURPOSES OF CLARIFICATION AND ADDITION OF CERTAIN OPERATIONAL AND LICENSING CRITERIA.**

Steve Ball stated that this was our second meeting as a discussion item for Short Term Rentals. Steve stated that there are 29 Short Term Rentals in Town and that there are 3 different types: Bed and Breakfast, Vacation Cottages in the Historic District and Short Term Rentals in commercial and residential zones. Steve stated that staff have identified three changes that they think would be beneficial. Steve asked Commissioners to direct staff to send amendments to the Planning Commission for their consideration of consistency with the Comprehensive Plan and their comments. Return to the Town Commissioners for final consideration of changes. Commissioner Breimhurst asked for consensus to send Ordinance No. 556 to the Planning Commission for review and bring back to Commissioners. 4-0 in favor.

7. Resolution for Introduction

- a. Resolution 2024-01 - Zoning Map Amendment - **A RESOLUTION TO ANNEX CERTAIN LANDS OWNED BY THE COMMISSIONERS OF ST. MICHAELS, LOCATED ON BOUNDARY LANE, TOGETHER WITH A PORTION OF CERTAIN REAL PROPERTY OWNED BY THE STATE OF MARYLAND ABUTTING THE TOWN-OWNED PROPERTY TO THE EAST, AND A PORTION OF THE RIGHT OF WAY OF BOUNDARY LANE ABUTTING SAID TOWN-OWNED PROPERTY TO THE SOUTH, COLLECTIVELY COMPROMISING 4.633 ACRES OF LAND, MORE OR LESS, INTO THE TOWN OF ST. MICHAELS.**

Steve Ball stated that this resolution is required by the State of Maryland to bring the annexation into the Town boundary. Steve stated that this was brought before the Planning Commission on March 7, 2024 and they supported it. Steve asked Commissioners to direct staff to advertise and hold public hearing on April 24, 2024. Commissioner Harrod made a motion to introduce the Resolution 2024-01 and to hold a Public Hearing on April 24, 2024, seconded by Commissioner Whittington. Passed on roll call vote, 4-0 in favor.

8. Old Business

- a. Mill Street Parking

SMBA presented Lease Agreement to Commissioners for Mill Street Parking. SMBA members stated that revenues would be used to market St. Michaels businesses. Commissioners agreed to have Town Attorney review the Lease and come back to SMBA with an agreement to charge for parking at the Town owned Mill Street Parking lot during events in Town. Commissioner Breimhurst asks Commissioners for a consensus to agree that SMBA can use the Mill Street Parking lot during events. Once Lease terms are reviewed by Town Attorney and Lease is signed, SMBA can begin to use the Mill Street Parking, 4-0 in favor.

9. New Business

- a. Annexation Plan

Steve Ball stated that per Maryland Code requiring local governing body to adopt and make available an annexation plan for the subject property. Steve stated the plan must be

provided to the County and State Department of Planning at least 30 days prior to holding the public hearing for annexation. Steve asked Commissioners to approve the annexation plan and direct staff to send to the County and Maryland Department of Planning. Commissioner Harrod made a motion to approve annexation plan and send to County and Maryland Department of Planning, seconded by Commissioner Whittington. Passed by roll call vote, 4-0 in favor.

b. Temporary Employment Agreement for Finance Department

Rob Straebel stated that with the recent resignation of Finance Director Vickie Sharp, he has been looking for a part-time, temporary replacement for Vickie to keep up with the workload. Rob stated he recently spoke with the Town's auditing firm and they highly recommended Ms. Sonya Hearn. Ms. Hearn is excited about the opportunity. Commissioner Harrod made motion to approve Employment Agreement, seconded by Commissioner Mercier. Passed on roll call vote, 4-0 in favor.

10. Comments from the Public

11. Comments from the Commissioners

12. Commissioners Proposed Calendar 2024

Commissioner Harrod made motion to approve proposed calendar, seconded by Commissioner Whittington. Passed on roll call vote, 4-0 in favor.

13. Announcement of Future Meetings

The following will be held at Etherton Hall moving forward:

March 13, 2024 - COSM Working Session

March 27, 2024 - COSM Legislative Session

April 10, 2024 - COSM Working Session

April 24, 2024 - COSM Legislative Session

May 8, 2024 - COSM Working Session

May 22, 2024 - COSM Legislative Session

May 27, 2024 - Memorial Day Town Office Closed

14. Adjournment of Open Session

Public Participation: All comments from the public will be taken during the period set aside for "Comments from the Public." The "Comments from the Public" portion of the Commission agenda shall have a limited time period as determined by the Commissioners, and shall be at the beginning and at the end of each agenda. To be recognized, a member of the public should raise his or her hand and wait to be recognized by the President. Comments and questions should be kept brief and to the point, and be directed to the President.