



**Commissioners of
St Michaels
Legislative Session - Closed Session
April 24, 2024, 5:00 pm - 8:00 pm
Etherton Hall, Christ Church
103 Willow Street
St. Michaels, MD 21663**

AGENDA and DOCUMENTS

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AGENDA

**Commissioners of
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Legislative Session - Closed Session
Wednesday, April 24, 2024, 5:00 pm - 8:00 pm
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103 Willow Street
St. Michaels, MD 21663**

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

2. Announcement of Closed Session

The Commissioners will vote to go into Closed Session following this open session on this 24th day of April 2024 under the General Provisions Art. Sub-Section 3-305(b) - 1- To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matters that affects one or more specific individuals.

3. Announcements from COSM and Staff

4. Comments from the Public

5. Special Presentation and Proclamations

- a. HDC - Signs
- b. Certificate of Achievement - Eagle Scout

6. Consent Agenda for Minutes and Events

- a. Meeting Minutes 4.10.2024

7. Resolution for Public Hearing

- a. Resolution 2024-01 - Annexation Resolution - Boundary Lane - 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

8. Ordinance for Public Hearing

- a. Ordinance No. 555 - Zoning Map Amendment - Boundary Lane - 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

9. New Business

- a. Perry Cabin - Zoning Ordinance Text Amendment

b. Approve Water Utility Supervisor Job Description

10. Comments from the Commissioners
11. Commissioners Proposed Calendar 2024
12. Closed Session Statement

The Commissioners will now vote to go into Closed Session. This meeting will be closed under General Provisions Art. Sub-Section 3-305(b) - 1- To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matters that affects one or more specific individuals.

13. Announcement of Future Meetings

The following will be held at Etherton Hall:

ELECTION!!! MAY 6, 2024 7a - 7p
May 8, 2024 - COSM Working Session
May 22, 2024 - COSM Legislative Session
May 27, 2024 - Memorial Day Town Office Closed
June 12, 2024 - COSM Working & Legislative Session
July 4, 2024 - HOLIDAY - Town Office Closed
July 10, 2024 - COSM Working & Legislative Session
August 14, 2024 - COSM Working & Legislative Session
September 2, 2024 - HOLIDAY - Town Office Closed
September 11, 2024 - COSM Working Session
September 25, 2024 - COSM Legislative Session

14. Adjournment of Open Session
15. Adjournment of Closed 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.

Saint Michael's Historic District Boundary Markers

- History is an essential aspect of Saint Michael's identity. The Historic District was established in 1972 to protect and preserve the Town's historic heritage.
- Unlike other towns with historic districts, Saint Michaels does not let visitors know when they are entering the historic area.
- The Saint Michaels Historic District—which the Historic District Commission administers—is a subset of the National Register Historic District.
- The proposed marker will be printed on heavy-gauge aluminum, similar to a traffic sign and can be mounted on the same kind of post.
- There are four road entrances to the Historic District:
 1. Talbot St. northbound at Harrison's Alley
 2. New St. northbound at Harrison's Alley
 3. Talbot St. southbound at Dodson St.
 4. West end of Chestnut St.
- Estimated cost of the signs is in the neighborhood of \$100 apiece.

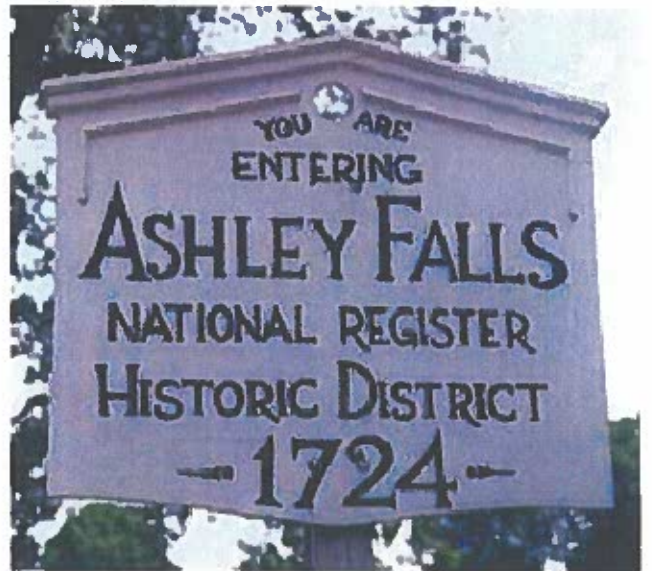
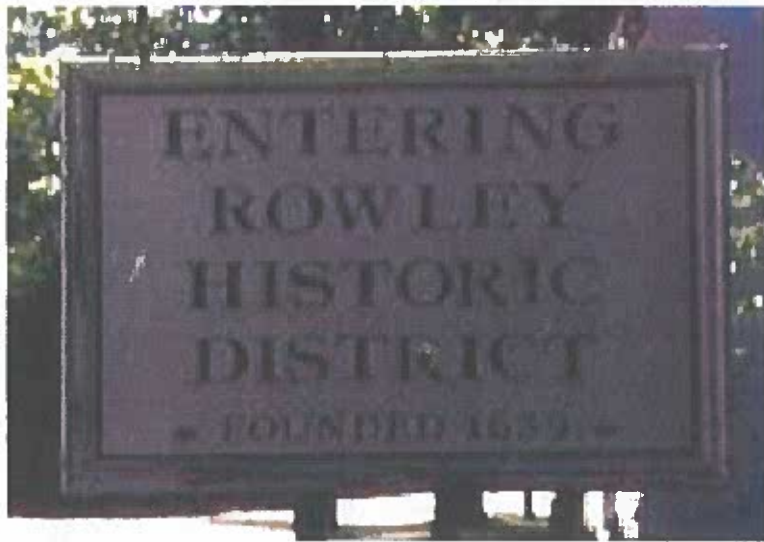
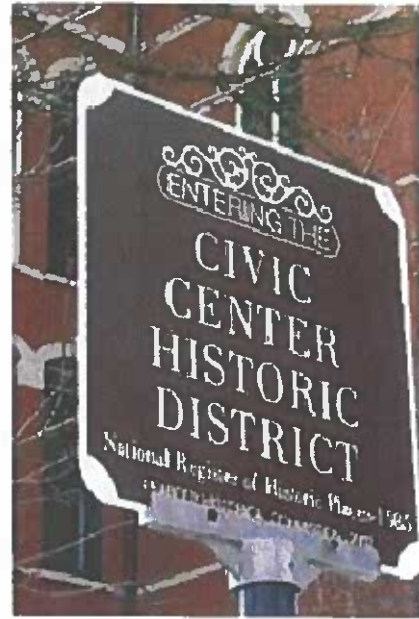
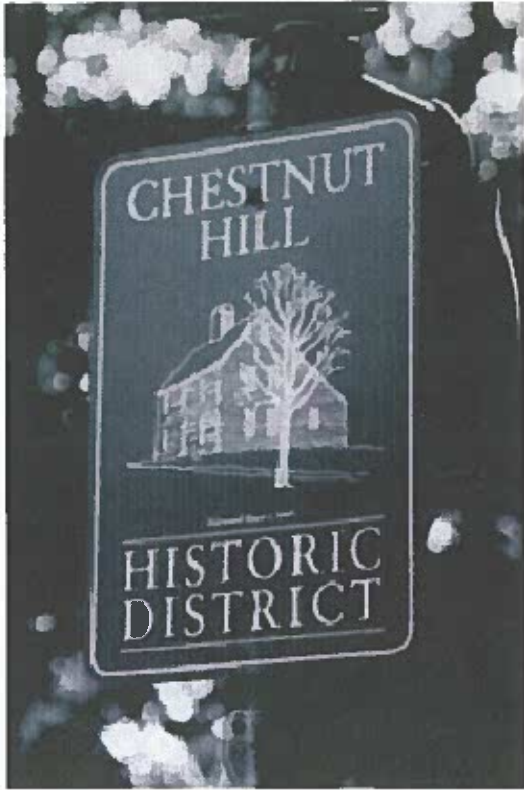


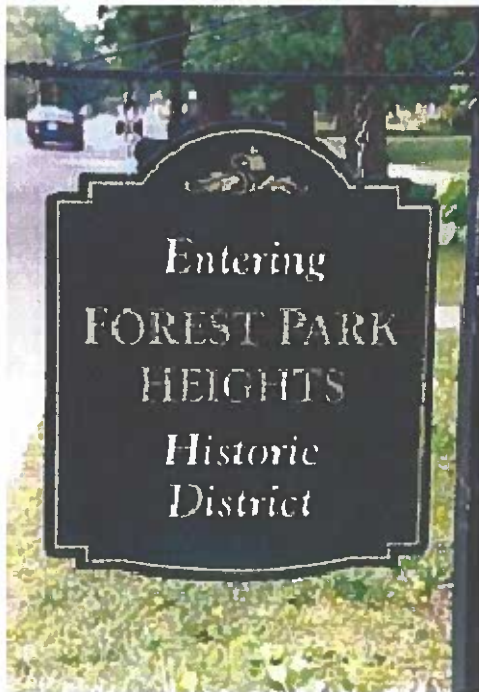
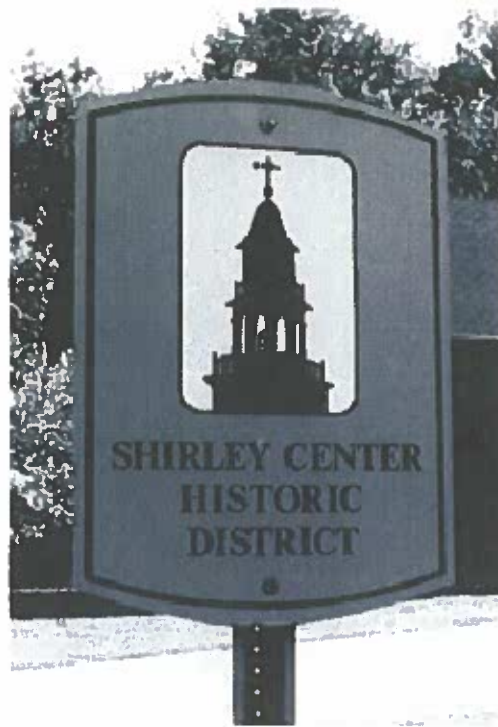
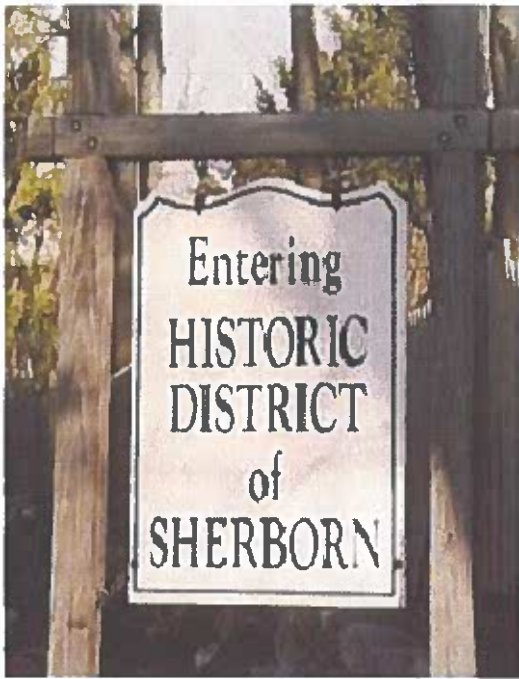
WELCOME TO

ST. MICHAELS

HISTORIC

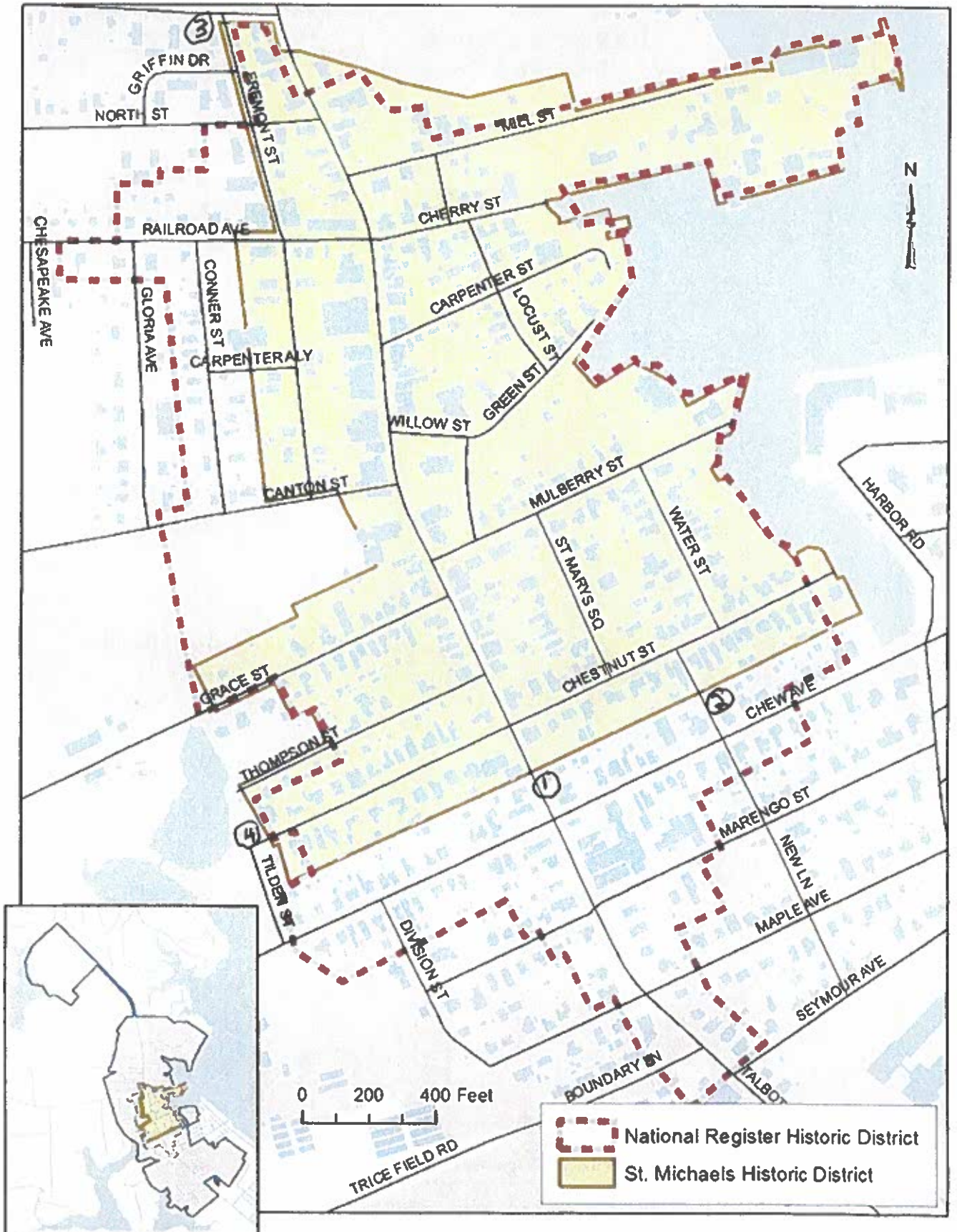
DISTRICT





**St. Michaels Historic Area
and National Register District**

2015 Comprehensive Plan
St. Michaels, Maryland



Map 8-1

CERTIFICATE OF ACHIEVEMENT

*THE COMMISSIONERS OF ST. MICHAELS PRESENT THIS
CERTIFICATE OF ACHIEVEMENT TO*

***JACOB JAMES BEALEFELD
EAGLE SCOUT***

BSA SCOUT TROOP 741, ST. MICHAELS, MARYLAND

*THE COMMISSIONERS CONGRATULATE HIM ON HIS DEDICATED
PURSUIT AND SUCCESSFUL COMPLETION OF ALL OF THE ESSENTIAL
REQUIREMENTS TO BECOME AN EAGLE SCOUT*

THE COMMISSIONERS OF ST. MICHAELS

David H. Breimhurst, President

Date: _____

**THE COMMISSIONERS OF ST. MICHAELS
PROCLAMATION OF ACHIEVEMENT TO THE RANK OF
EAGLE SCOUT**

WHEREAS, Jacob James Bealefeld joined Scouting in 2012 as a member of Cub Scout Pack 741 in St. Michaels, Maryland; and

WHEREAS, Bealefeld began his 12-year journey in scouting as a Tiger Scout and continued working through all the ranks of Cub Scouts and Webelos; and

WHEREAS, Bealefeld earned his Arrow of Light on February 10, 2017 and crossed over to Boy Scout Troop 741, ultimately earning his Eagle Scout ranking on January 8, 2024; and

WHEREAS, Bealefeld earned a total of 23 Merit Badges and held the following leadership positions – Patrol Leader, Quartermaster, and Assistant Senior Patrol Leader in Troop 741, St. Michaels, MD; and

WHEREAS, Bealefeld completed his Eagle Scout Project: Asbury and Green Chapel Restoration in Bozman, Maryland. The revitalization project of an abandoned Bozman cemetery included: backfilling graves, general cleanup, installing a walking path and garden bench for visitors to experience a moment of serenity.

NOW THEREFORE, The Commissioners of the Town of St. Michaels, on behalf of the citizens, do hereby bestow upon Jacob James Bealefeld this Proclamation in honor of him earning the prestigious rank of Eagle Scout on January 8, 2024.

IN WITNESS WHEREOF, I have hereunto set my hand and Seal on behalf of the Town of St. Michaels, Maryland, to be affixed this Twenty-Fourth Day of April 2024.

*David H. Breimhurst, President
The Commissioners of St. Michaels*

MINUTES



**Commissioners of
St Michaels
Minutes Working Session - Closed Session
Wednesday, April 10, 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 Working Session - Pledge of Allegiance

Commissioner Breimhurst, President, called to order a live and remote Working 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. Other Representatives included Town Administrator - Rob Straebel, Town Clerk - Kristen Payne, Public Works Operations Manager - Brian Thompson and Chief - Jeff Oswald. With approximately 10 members of the public and Zoom present as well.

2. Announcement of Closed Session

The Commissioners will vote to go into Closed Session following this open session on this 10th day of April 2024 under the General Provisions Art. Sub-Section 3-305(b) - 1- To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matters that affects one or more specific individuals.

Commissioner Breimhurst stated that the Commissioners would be going into closed session following the open session.

3. Announcements from COSM and Staff

Commissioner Breimhurst stated that the public may have noticed large orange hoses on reels. Easton Utilities will be working on laying fiberoptic lines through the Town for internet service. Commissioner Mercier stated that Friday, April 12, 2024 there will be a group gathering to do a Town clean-up event. Brian Thompson and his crew will be out helping also.

Rob Straebel stated that on North Street drainage work, Public Works was out last week cleaning out some of the drainage ditches and culverts. Regarding the stormwater management on that street, Tyler's Contracting will be out this Friday, April 12, jetting the culverts and removing debris in hopes of getting the water flowing where it should be. Rob states that it will take an engineering approach and a comprehensive look at the public Right of Way and the private lands and regrading for proper stormwater management. Rob stated that we have finalist interviews for the Financial Director position tomorrow, Thursday, April 11th. Commissioner Mercier has offered to assist. We have three finalists, six candidates all together. Rob stated that our website development is progressing. We have a basic homepage structure and the basic layout completed. The San Domingo Creek Administrative Building ADA Compliant Bathroom that Bathroom Recovery has been working on, should be completed in the next 7-10 business days. Rob stated that the windows for the Administrative Building will be shipped this week and installed sometime in April. Rob stated that the exterior painting will not start along with the carpet being completed until all of the windows have been fully installed. Rob stated that ICSI will begin

the network setup sometime in April.

Kristen Payne announced the candidates for the upcoming Election that is taking place Monday, May 6 at Etherton Hall, Christ Church from 7am - 7pm. Kristen also stated who would be assigned to be Judges for the Election as well as how to apply for Absentee Ballots.

4. Comments from the Public

5. Consent Agenda for Minutes Events and Department Reports

a. Meeting Minutes 3.27.2024 & Department Reports

Commissioner Harrod made a motion to approve Meeting Minutes from 3.27.2024 and Department Reports, seconded by Commissioner Mercier. Passed on roll call vote, 4-0 in favor.

b. Event - SMCC Concerts in the Park

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

c. Event - SMCC Block Party

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

d. Pole Sign Event - SMMHS Senior Portraits

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

6. Ordinance for Introduction

a. Ordinance No. 557 - Budget and Mill Levy - AN ORDINANCE OF THE COMMISSIONERS OF ST. MICHAELS TO SET THE TAX RATE AND ADOPT THE BUDGET FOR FISCAL YEAR 2024-25

Rob Straebel introduced Ordinance No. 557 to adopt Budget and set the Tax Rate for the 2024-25 Fiscal year. Rob stated that staff recommends Commissioners schedule two Public Hearings for May 8th to solicit input on the proposed tax rates and input on the proposed 2024-2025 fiscal Year Budget. Commissioner Breimhurst made a motion for a Public Hearing to be held on May 8, 2024 to adopt the Budget, seconded by Commissioner Whittington. Passed by roll call vote, 4-0 in favor. Commissioner Mercier made a motion for a Public Hearing to be held on May 8, 2024 to set the Tax Rate, seconded by Commissioner Harrod. Passed on roll call vote 4-0 in favor.

7. New Business

a. SMBA RFP Marketing Discussion

Rob introduced Jenn Smith from the SMBA who would like the Town to consider an RFP for marketing agency services. Jenn Smith presented a draft RFP that she created to the Commissioners for their approval to move forward in seeking bids. There are \$25,000 in the 2023-24 Budget for Tourism and Communication, of which, \$5,000 has been earmarked for the 2024 July 4th fireworks. Rob stated that there is \$25,000 budgeted for the Tourism and Marketing in the proposed 2024-25 Budget. Commissioners approve to move forward with sending the RFP for marketing agency services.

b. Shelving Repurpose Bid

Rob stated that staff had advertised for bids for a new shelving system at the San Domingo Creek Administration Building. Two bids were received for \$8,720 and

\$14,972 to install new shelving. The current filing system in the Mill Street Administration Office includes shelving on a floor track system that was previously installed by StorageLogic. Rob states that this is too heavy to install over the crawl space in the new administration office. Rob states that staff recommends we take a different approach and to move all wall-mounted shelving and the tracked shelving system in the current Town Office archive room to the building adjacent to the San Domingo Creek Administrative Building. This building is on a concrete slab which will support the weight of the tracked system. Rob stated we requested a quote from StorageLogic to disassemble and reassemble the track shelving system and relocate the wall-mounted shelves. Their proposal was \$9,450 which included moving all the files. Rob states staff and Public Works are able to relocate the files which results in a \$3,600 deduction from the original proposal. Total costs would be \$5,850. By consensus Commissioners approve to move forward with StorageLogic for \$5,850 to repurpose the existing shelving.

8. Comments from the Public
9. Comments from the Commissioners
10. Commissioners Proposed Calendar 2024
11. 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

12. Closed Session Statement

The Commissioners will now vote to go into Closed Session. This meeting will be closed under General Provisions Art. Sub-Section 3-305(b) - 1- To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matters that affects one or more specific individuals.

Commissioner Harrod made a motion to go into closed session, seconded by Commissioner Whittington. Passed on roll call vote, 4-0 in favor.

13. Adjournment of Open Session
14. Adjournment of Closed 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.



Board: Town Commission
Meeting Date: April 24, 2024
Agenda Subject: Public Hearing on an Annexation Resolution - Annexation of Boundary Lane & a part of San Domingo Creek Park
Recommendation: Approve the Annexation Resolution

Background Information:

The Town Commissioners have initiated an annexation petition related to 4.633 acres for a portion of Boundary Lane and San Domingo Creek Park. Once completed, this action will unify the park property as being within the Town’s jurisdiction.

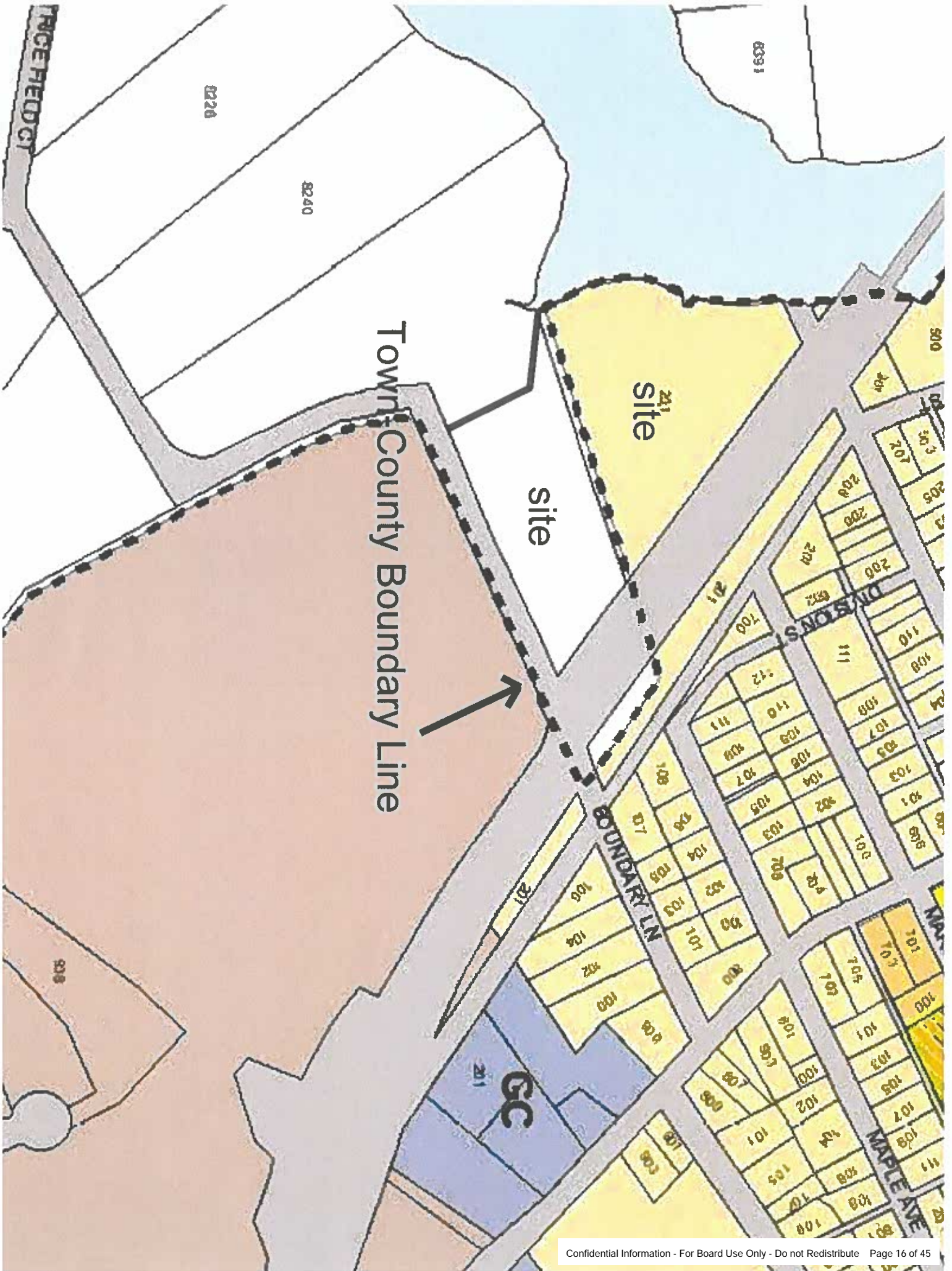
Parcel Size (San Domingo Creek Park) Commissioners of St. Michaels owner = 7.610 acres
Town’s Jurisdiction of parcel = 4.630 acres
County’s Jurisdiction of parcel (to be annexed) = 2.983 acres
Additional County & DOT Jurisdiction Road Right of Way (to be annexed) = 1.650
Total Annexation Area = 4.633 acres

Planning Commission:

On March 7, 2024, the Planning Commission reviewed the request and recommended that the Town Commission approve the Resolution for annexation of the property.

Action:

Approve the Resolution for annexation.



Discussion – March 13, 2024
Introduced – March 13, 2024
Public Hearing – April 24, 2024
Adopted –
Enacted -

RESOLUTION NO. 2024-01

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 COMPRISING 4.633 ACRES OF LAND, MORE OR LESS, INTO THE TOWN OF ST. MICHAELS.

WHEREAS, the Commissioners of St. Michaels (“the Town”) is authorized by the provisions of §4-401 *et. seq.* of the Local Government Article of the Maryland Annotated Code to expand the municipal boundary of the Town by annexing lands contiguous to and adjoining it, and

WHEREAS, by virtue of a deed from Environmental Concern Inc. to the Town, dated September 28, 2023 and recorded among the Land Records of Talbot County at Liber 3076, Folio 201, the Town owns the real property known as 201 Boundary Lane (“the Property”), more particularly described as Parcel 1952, Grid SM, Tax Map 201; and

WHEREAS, the Town wishes to annex that portion of the Property not heretofore within its boundaries, together with a portion of the Boundary Lane right-of-way and a portion of certain property belonging to the State of Maryland, collectively comprising 4.633 acres, (the “Annexation Area”), shown on a plat titled “ANNEXATION PLAT OF A PORTION OF THE LAND OF THE COMMISSIONERS OF ST. MICHAELS, TAX MAP 201, 1952, AND A PORTION OF THE LAND OF STATE OF MARYLAND AND A PORTION OF BOUNDARY LANE, IN THE SECOND ELECTION DISTRICT TALBOT COUNTY, MARYLAND” (the “Annexation Plat”), prepared by Fink, Whitten & Associates, LLC, dated December 7, 2023, Exhibit A to this Resolution; and

WHEREAS, the Annexation Area is described by metes and bounds in a description prepared by Fink, Whitten & Associates, LLC entitled “DESCRIPTION OF ANNEXATION 2024 THE COMMISSIONERS OF ST. MICHAELS AND A PORTION OF THE LAND OF STATE OF MARYLAND AND A PORTION OF BOUNDARY LANE IN THE SECOND ELECTION DISTRICT TALBOT COUNTY, MARYLAND”, dated December 7, 2023, Exhibit B to this Resolution.

WHEREAS, the Town is the owner of one hundred percent (100%) of the parcels with assessed value within the Annexation Area and there are no persons residing on the Annexation Area; and

WHEREAS, the Annexation Area is contiguous to and adjoining the Town’s existing boundaries and the annexation thereof will not create an enclave of unincorporated land.

NOW, THEREFORE, be it **RESOLVED**, by the Commissioners of St. Michaels:

Section 1. Modification of Town Boundaries. The corporate boundaries of the Town are hereby amended to include the Annexation Area.

Section 2. Zoning Classification. Concurrently with the introduction of this Resolution, the Town has introduced Ordinance No. 555 to apply a zoning classification of R-1 Residential to the Annexation Area, consistent with the current zoning of the portion of Boundary Lane Property that is already within the Town. The proposed R-1 Residential zoning classification permits land uses that are substantially different from the land uses allowed under the current Talbot County zoning classification and/or permits development in a substantially higher density exceeding 50% of the density allowed under the current Talbot County zoning classification applicable to the Annexation Property and therefore, pursuant to §4-416 of the Local Government Article of the Code, the classification of the Annexation Property in the R-1 Residential zoning district is contingent upon the consent of Talbot County prior to the effective date of Ordinance No. 555.

Section 3. Public Hearing and Public Notice. The Town has conducted a public hearing on this Resolution No. 2024-01 on April 24, 2024. Prior to the hearing, legally sufficient notice was published twice in *The Star Democrat* at intervals greater than one week, with the last publication occurring at least 15 days prior to the date of the hearing. In addition, the Town notified the following entities of the hearing and provided them with a copy of the legal notice and this Resolution, including its Exhibits:

- (a) the Talbot County Council;
- (b) the Talbot County Planning and Zoning Commission;
- (c) the Department of State Planning; and
- (d) the Critical Area Commission for the Chesapeake and Atlantic Coastal Bays.

Section 4. Annexation Plan. The Town has by vote, approved an annexation plan for the Annexation Area and has provided the Maryland Department of Planning at least thirty days prior to the hearing on this Resolution.

Section 5. Registration of Boundaries. Within ten (10) days of the effective date of this Resolution, in accordance with the provisions of §4-414 of the Local Government Article of the Code, the Town shall promptly cause a copy of the Resolution with the new municipal boundaries to be sent to the Clerk of the Circuit Court for Talbot County, Maryland and the Maryland Department of Legislative Services.

Section 6. Effective Date. This Resolution shall become effective 45 days after final enactment unless a petition for referendum has been filed prior thereto in accordance with §4-408 of the Local Government Article of the Code. In the event of such a petition, the Resolution shall become effective as of the date on which the results of a referendum election decided in favor of the annexation are certified. Should the voters in a referendum election reject the annexation, this Resolution shall be null and void upon the certification of said results. This Resolution shall be deemed “finally enacted” on the date on which the President of the Commissioners of St. Michaels signs it.

THIS RESOLUTION 2024-01 WAS PASSED by the following vote of the Commissioners of St. Michaels on the ____ day of _____, 2024.

Breimhurst ___ yea ___ nay

Mercier ___ yea ___ nay

Harrod ___ yea ___ nay

Whittington ___ yea ___ nay

I HEREBY CERTIFY that the above Resolution was passed by a yea and nay vote of the Commissioners of St. Michaels on this ____ day of _____, 2024.

ATTEST:

THE COMMISSIONERS OF ST.
MICHAELS

Kristen Payne , Town Clerk

By _____
David H. Breimhurst, President



FINK, WHITTEN & ASSOCIATES, LLC

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504 Maryland Avenue
Cambridge, MD 21613
410-228-8885 phone
410-228-8845 fax

113 E. Dover Street
Unit C
Easton, MD 21601
410-822-8484 phone

December 20, 2023

LEGAL DESCRIPTION

of a portion of the lands of

THE COMMISSIONERS OF ST. MICHAELS

BEING KNOWN AS TAX MAP 201, PARCEL 1952

AND

STATE OF MARYLAND

AND

BOUNDARY LANE

FOR ANNEXATION TO THE TOWN OF ST. MICHAELS

in the second Election District, Talbot County, Maryland

BEGINNING AT A CONCRETE MONUMENT FOUND, SAID CONCRETE MONUMENT BEING THE NORTHEASTERN CORNER OF THE HEREIN DESCRIBED LAND; SAID CONCRETE MONUMENT ALSO BEING ON THE EXISTING TOWN OF ST. MICHAELS CORPORATE BOUNDARY AS SHOWN ON A PLAT ENTITLED "MAP OF TRICEFIELDS", PREPARED BY KASTENHUBER & ANDERSON, DATED NOVEMBER 1961, SUBDIVIDED JANUARY-FEBRUARY 1962, AND RECORDED AMONG THE LAND RECORDS OF TALBOT COUNTY IN PLAT BOOK 15, PAGE 87; SAID CONCRETE MONUMENT BEING ON THE LAND OF THE STATE OF MARYLAND (DEED REF.: LIBER 876, FOLIO 873); THENCE RUNNING AND BINDING ON THE SAID EXISTING TOWN OF ST. MICHAELS CORPORATE BOUNDARY:

(1) S 56°21'40" E A DISTANCE OF 201.20' TO A POINT, SAID POINT BEING ON THE NORTHWESTERN RIGHT OF WAY LINE OF BOUNDARY LANE, THE SAID BOUNDARY LANE HAVING A 50' WIDE RIGHT OF WAY; THENCE CONTINUING WITH THE SAID EXISTING TOWN OF ST. MICHAELS CORPORATE BOUNDARY AND RUNNING ACROSS THE SAID RIGHT OF WAY OF BOUNDARY LANE:

(2) S 56°21'40" E A DISTANCE OF 58.87' TO A POINT, SAID POINT BEING ON THE SOUTHEASTERN RIGHT OF WAY LINE OF THE SAID BOUNDARY LANE; THENCE LEAVING THE SAID EXISTING TOWN OF ST. MICHAELS CORPORATE BOUNDARY AND RUNNING AND BINDING ON THE SAID SOUTHEASTERN RIGHT OF WAY LINE OF BOUNDARY LANE:

(3) S 65°28'28" W A DISTANCE OF 875.29' TO A POINT; THENCE LEAVING THE SAID SOUTHEASTERN RIGHT OF WAY LINE OF BOUNDARY LANE AND RUNNING ACROSS THE SAID RIGHT OF WAY OF BOUNDARY LANE:

(4) N 07°48'52" W A DISTANCE OF 52.19' TO A CAPPED REBAR SET, SAID CAPPED REBAR BEING ON THE SAID NORTHWESTERN RIGHT OF WAY LINE OF BOUNDARY LANE, SAID CAPPED REBAR ALSO BEING ON THE EASTERN BOUNDARY LINE OF THE LAND OF MICHAEL PRIDDY AND SHANNON PRIDDY (DEED REF.: LIBER 2730, FOLIO 152; THENCE LEAVING THE SAID NORTHERN RIGHT OF WAY LINE OF BOUNDARY LANE AND RUNNING AND BINDING ON THE EASTERN BOUNDARY LINE OF THE SAID LAND OF MICHAEL PRIDDY AND SHANNON PRIDDY THE FOLLOWING TWO (2) COURSES AND DISTANCES:

(5) N 09°06'15" W A DISTANCE OF 215.96' TO A CAPPED REBAR FOUND; THENCE

(6) S 88°13'45" W A DISTANCE OF 161.19' TO A POINT, SAID POINT BEING ON THE AFORESAID EXISTING TOWN OF ST. MICHAELS CORPORATE BOUNDARY; THENCE LEAVING THE SAID LAND OF MICHAEL PRIDDY AND SHANNON PRIDDY AND RUNNING AND BINDING ON THE SAID EXISTING TOWN OF ST. MICHAELS CORPORATE BOUNDARY AND THROUGH THE LAND OF THE COMMISSIONERS OF ST. MICHAELS.:

(7) N 88°13'45" E A DISTANCE OF 650.15' TO A POINT, SAID POINT BEING ON THE SOUTHWESTERN BOUNDARY LINE OF THE AFORESAID STATE OF MARYLAND; THENCE LEAVING THE SAID LAND OF THE COMMISSIONERS OF ST. MICHAELS AND RUNNING THROUGH THE SAID LAND OF THE STATE OF MARYLAND:

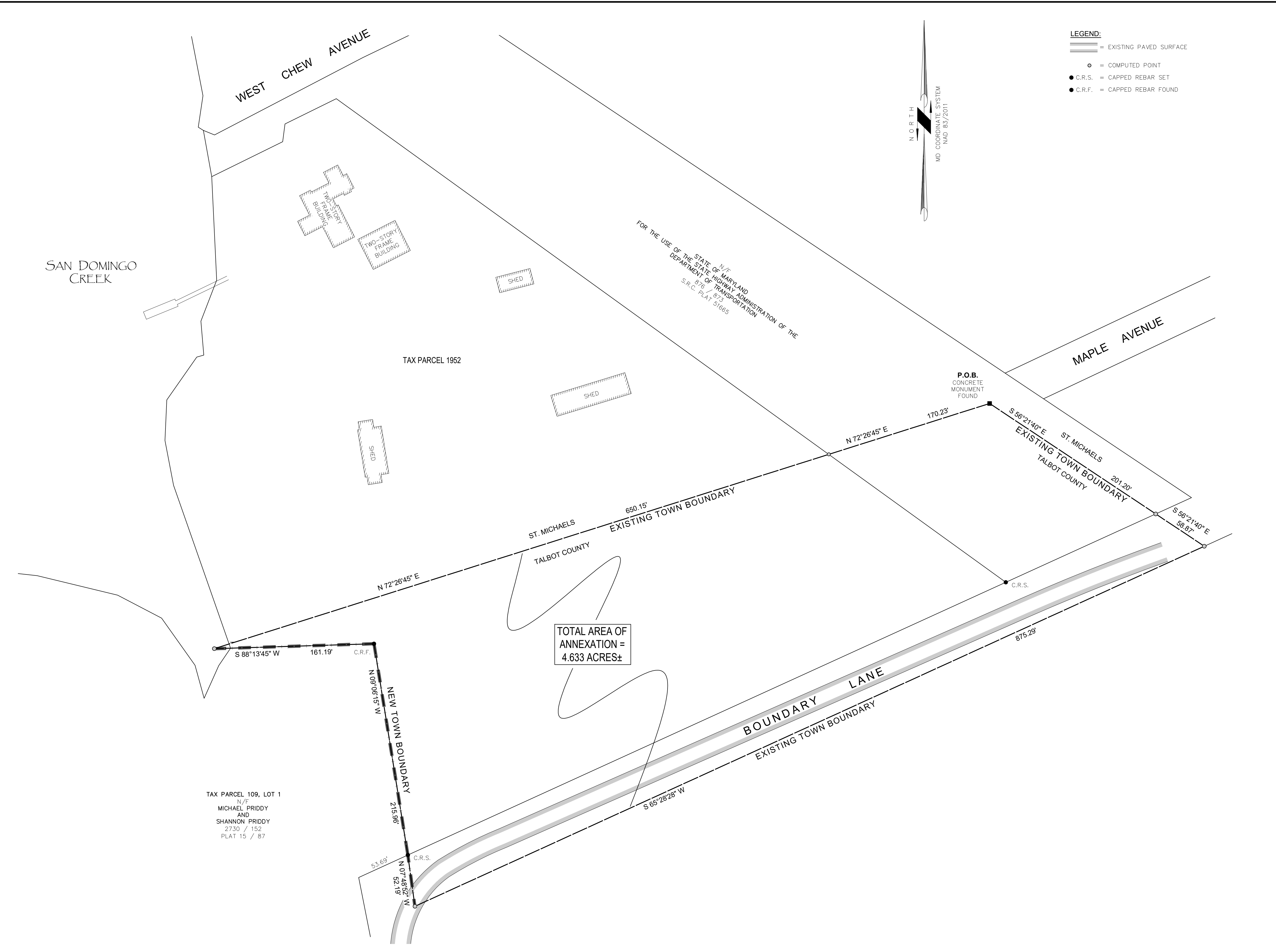
(8) N 72°26'45" E A DISTANCE OF 170.23' TO THE POINT OF BEGINNING, SAID HEREIN DESCRIBED LAND CONTAINING AN AREA OF 4.633 ACRES, MORE OR LESS.

Prepared under my direct supervision in accordance with 09.13.03.08 and 09.13.03.12 of the Annotated Code of Maryland.



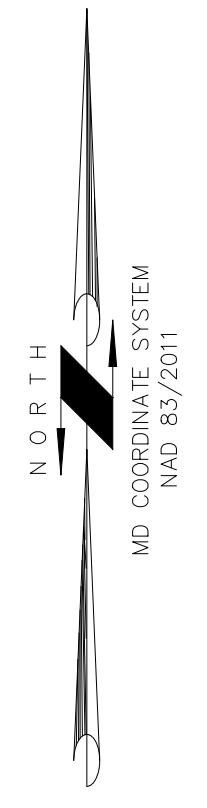
Steven W. Whitten
Professional Land Surveyor MD. 21326
Current License Expires / Renews: 1/8/2025





VICINITY MAP
SCALE: 1" = 500'

- LEGEND:**
- = EXISTING PAVED SURFACE
 - = COMPUTED POINT
 - C.R.S. = CAPPED REBAR SET
 - C.R.F. = CAPPED REBAR FOUND



TOTAL AREA OF ANNEXATION = 4.633 ACRES±

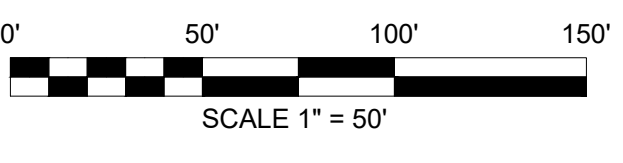
GENERAL NOTES:

1. ADDRESS: 201 BOUNDARY LANE
ST. MICHAELS, MARYLAND 21663
TAX MAP 201, PARCEL 1952
TAX ACCOUNT: #02-061759
2. DEED REFERENCE: 3076/241
3. CURRENT ZONING INFORMATION:
TOWN OF ST. MICHAELS: R1 - RESIDENTIAL ZONE
MINIMUM SETBACKS:
FRONT 6'
SIDE 8' MIN. / 20' TOTAL
REAR 25'
MINIMUM LOT SIZE: 6,000 SQ.FT. (SINGLE FAMILY DWELLING)
CRITICAL AREA DESIGNATION: IDA

TALBOT COUNTY: RC - RURAL CONSERVATION
MINIMUM SETBACKS:
FRONT 50'
SIDE 25'
REAR 25'
MINIMUM LOT SIZE: 2 ACRES
CRITICAL AREA DESIGNATION: RCA

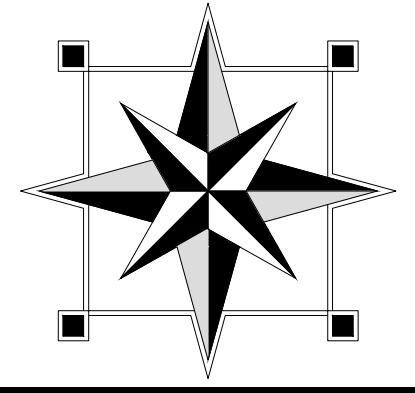
COMMON:
TIDAL WATER/WETLANDS 100' MIN.
NON-TIDAL WETLANDS 25' MIN.
4. THE PROPERTY SHOWN HEREON IS LOCATED WITHIN THE COASTAL FLOOD PLAIN ZONES "AE (EL6)", "AE (EL5)", "X (SHADED)" AND "X" AS SHOWN ON THE FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 24041C0163D FOR TALBOT COUNTY, MARYLAND DATED JULY 20, 2016.

UNDERGROUND UTILITY WARNING:
NO INVESTIGATION AS TO THE EXISTENCE OF ANY UNDERGROUND UTILITIES WAS CONDUCTED IN THE PREPARATION OF THIS PLAT. IT IS THE RESPONSIBILITY OF THE OWNER, SUCCESSORS, OR ASSIGNS, AND/OR ANY CONTRACTOR TO COMPLY WITH THE UNDERGROUND FACILITIES DAMAGE PREVENTION LAW AND THE REQUISITE PERMITS ARISING THEREFROM.



SURVEYOR'S CERTIFICATION
I DO HEREBY CERTIFY TO THE COMMISSIONERS OF ST. MICHAELS THAT THIS PLAT WAS PREPARED UNDER MY DIRECT SUPERVISION, IN ACCORDANCE WITH THE REQUIREMENTS SET FORTH IN 09.13.06.03 AND 09.13.06.12 OF THE ANNOTATED CODE OF MARYLAND, WITHOUT REVIEW OF AN ABSTRACT OF TITLE AND IS ACCURATE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

Steven W. Whitten
STEVEN W. WHITTEN
PROFESSIONAL LAND SURVEYOR MD. NO. 21326
CURRENT LICENSE EXPIRES/RENEWS: 1 / 8 / 2025
DATE 12/22/2023



FINK, WHITTEN & ASSOCIATES, LLC.
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113 E. Dover St., Unit C
Easton, Maryland 21601
CAMBRIDGE 410-228-8885
304 Maryland Avenue
Cambridge, Maryland 21613
www.FINKWHITTEN.com

DATE	REVISION

ANNEXATION PLAT
OF A PORTION OF THE LAND OF
THE COMMISSIONERS OF ST. MICHAELS
TAX MAP 201, 1952
AND A PORTION OF THE LAND OF
STATE OF MARYLAND
AND A PORTION OF
BOUNDARY LANE
IN THE SECOND ELECTION DISTRICT
TALBOT COUNTY, MARYLAND

DRAWN	CHECKED
B.S.F.	S.W.W.
DATE 12 / 07 / 2020	
SCALE 1" = 50'	
JOB NO. T-201-SM-1952	
SHEET NO. 1 of 1	



Board: Town Commission
Meeting Date: April 24, 2024
Agenda Subject: Ordinance – Rezoning Boundary Lane & a part of San Domingo Creek Park
Recommendation: Approve the Ordinance to establish the zoning on the annexed property

Background Information:

OWNER/APPLICANT: Commissioners of St. Michaels. Formerly owned by Environmental Concern, Inc.

REQUEST: Application is to annex 4.633 acres which are located in the Talbot County jurisdiction into Town limits. This includes a part of Boundary Lane Road right of way so that is within the Town’s jurisdiction and we can have Police patrol and maintenance service over the annexed area road.

LOCATION: 201 Boundary Lane

EXISTING LAND USE: Agriculture – Nursery, office and storage building and the adjacent road right of way

UTILITIES: The portion within town limits is currently served by Municipal water and County Sewer. The portion outside of town limits is mapped as an S-1 sewer service area.

FACILITIES AND SERVICES: The St. Michaels Volunteer Fire Department and the St. Michaels Police Department currently provide emergency services and will continue to do so.

The Town provides trash and recycling at a standard level to all properties.

The Town Commissioners have initiated an annexation petition related to 4.63 acres for a portion of Boundary Lane and San Domingo Creek Park. Once completed, this action will unify the park property as being within the Town's jurisdiction.

All park properties within the Town are included in residential zoning. The property will need to be assigned a zoning district designation. The proposed zoning is to assign it the zone of R-1 Residential.

The site will only be developed in accordance with the approved master plan. The residential zoning will enable the property to be included in a State "Priority Funding Area" which will help to qualify for various grant funding opportunities.

Parcel Size (San Domingo Creek Park) Commissioners of St. Michaels owner = 7.610 acres
Town's Jurisdiction of parcel = 4.630 acres (already zoned R-1, Residential)
County's Jurisdiction of parcel (to be rezoned) = 2.983 acres
Additional County & DOT Jurisdiction Road Right of Way (to be rezoned) = 1.650
Total Rezoning Area = 4.633 acres

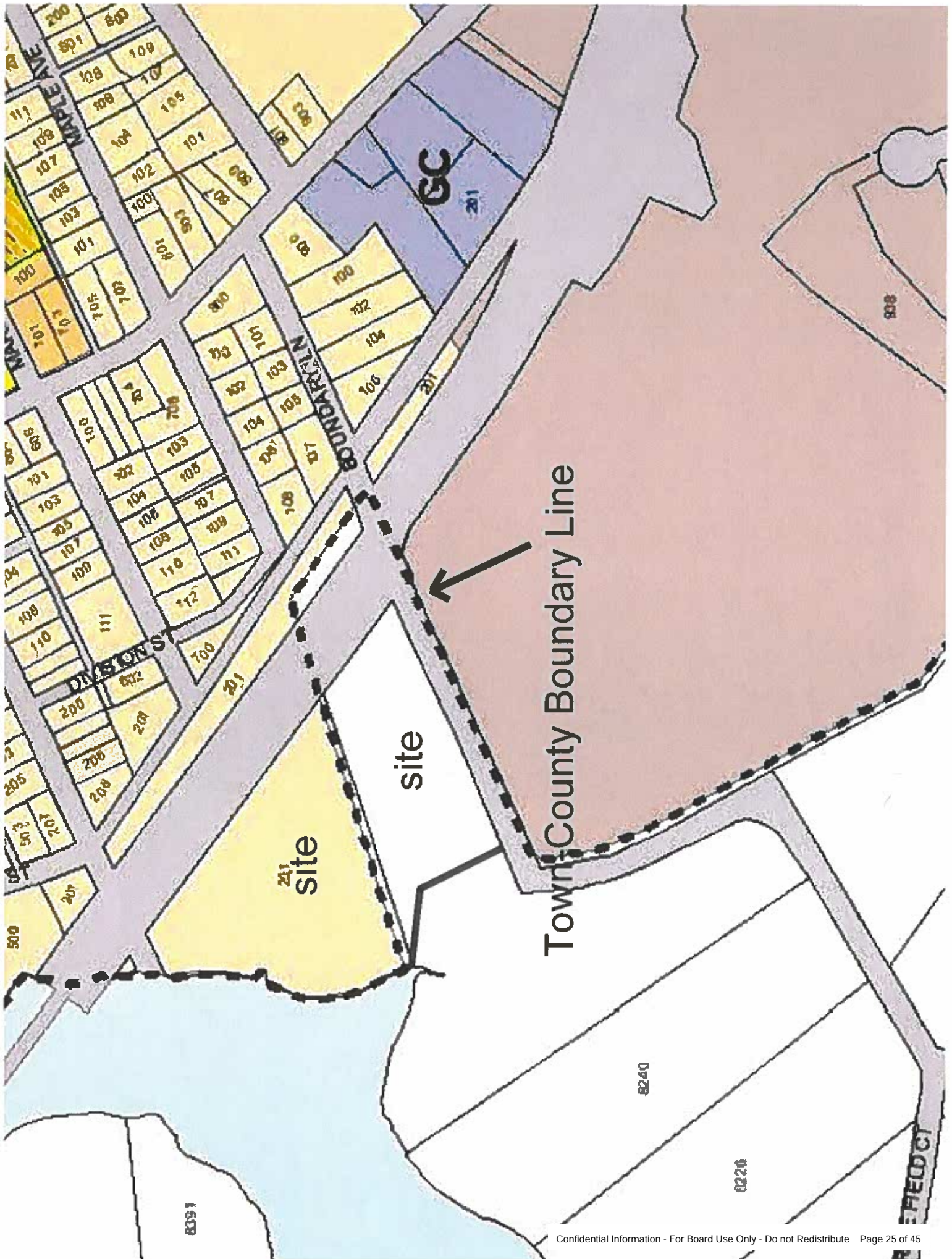
Findings:

The Town Commissioners are also required to make the following findings in association for changing the zoning from county designation to the Town's R-1 zoning:

- The population has not changed as a result of this zoning amendment;
- Public facilities will be available to the site;
- Transportation patterns will include future access from W. Chew Avenue (for the Town's Administrative Offices, and from Boundary Lane for San Domingo Creek Park);
- The use has been found to be consistent with development in the area;
- The acquisition of the site to be used for a park and town offices constitute a substantial change in the neighborhood where the property is located to justify the rezoning;

Action:

Approve the findings as noted above and approve the Ordinance to rezone the property from a Talbot County zoning designation of Resource Conservation (RC) to a Town of St. Michaels zoning designation of Residential (R-1).



Discussion – March 13, 2024
Introduction – March 13, 2024
Public Hearing – April 24, 2024
Adopted -
Enacted –

ORDINANCE NO. 555

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.

WHEREAS, the Commissioners of St. Michaels (“COSM”) are authorized by § 4-416 of the Local Government Article of the Maryland Annotated Code (the “Code”), to exercise planning and zoning jurisdiction in any area annexed into the Town of St. Michaels (the “Town”); and

WHEREAS, the COSM are authorized by § 4-101 *et seq.* of the Land Use Article of the Code to enact and administer a zoning ordinance, and they have done so, which ordinance has been codified as Chapter 340 of the Town Code; and

WHEREAS, the COSM are authorized by § 4-201 of the Land Use Article of the Code to divide land within the municipal boundaries into zoning districts in a manner it deems best suited to execute the purposes of the Land Use Article; and

WHEREAS, the COSM are authorized by § 4-204 of the Land Use Article of the Code to amend, supplement, modify or repeal sections of the Town zoning ordinance; and

WHEREAS, the Town has acted pursuant to the authority of §4-401 *et. seq.* of the Local Government Article of the Code to introduce Resolution No. 2024-01 (the “Resolution”) to expand the Town’s municipal boundaries by annexing lands contiguous to and adjoining the present Town boundaries; and

WHEREAS, the area proposed for annexation includes certain land comprising a portion of the real property commonly known as 201 Boundary Lane, together with a portion of the right-of-way of Boundary Lane abutting said property, and comprising collectively 4.633 acres, more or less (“the Annexation Area”); and

WHEREAS, 201 Boundary Lane is owned in its entirety by The Commissioners of St. Michaels pursuant to a deed from Environmental Concern Inc. to the Town, dated September 28, 2023 and recorded among the Land Records of Talbot County at Liber 3076, Folio 201; and

WHEREAS, the Annexation Area is shown on a plat titled “ANNEXATION PLAT OF A PORTION OF THE LAND OF THE COMMISSIONERS OF ST. MICHAELS, TAX MAP 201, 1952, AND A PORTION OF THE LAND OF STATE OF MARYLAND AND A PORTION OF BOUNDARY LANE, IN THE SECOND ELECTION DISTRICT TALBOT COUNTY, MARYLAND” (the “Annexation Plat”), prepared by Fink, Whitten & Associates, LLC, dated December 20, 2023, which is Exhibit A to this Ordinance; and

Discussion – March 13, 2024
Introduction – March 13, 2024
Public Hearing – April 24, 2024
Adopted -
Enacted –

WHEREAS, the Annexation Area is described by a metes and bounds in a description prepared by Fink, Whitten & Associates, LLC entitled “DESCRIPTION OF ANNEXATION 2024 THE COMMISSIONERS OF ST. MICHAELS AND A PORTION OF THE LAND OF STATE OF MARYLAND AND A PORTION OF BOUNDARY LANE IN THE SECOND ELECTION DISTRICT TALBOT COUNTY, MARYLAND”, dated December 7, 2023, which is Exhibit B to this Ordinance.

WHEREAS, the Town Planning Commission considered the annexation and zoning requests during its public meeting on March 7, 2024 and recommended that the COSM annex the Annexation Area and zone such land as R-1 Residential as indicated herein; and

WHEREAS, the COSM have determined that R-1 Residential zoning is consistent with relevant provisions of the Town Comprehensive Plan and with the current zoning of the portion of Parcel 1952 that is already within the Town; and

WHEREAS, the COSM finds that it is in the best interest of the Town to amend the Official Zoning Map of the Town to include the Annexation Area and to establish R-1 Residential zoning for said Annexation Area; and

WHEREAS, the proposed R-1 Residential zoning classification permits land uses that are different from the land uses allowed under the current Talbot County zoning classification and/or permits development at a density that exceeds the density allowed under the current Talbot County zoning classification applicable to the Annexation Property by 50%. In accordance with §4-416 of the Local Government Article of the Code, the Town may place the annexed land in zoning classification that allows different land uses and/or a density greater than 50% than the current Talbot County zoning classification applied to the property only with the consent of the County; and

WHEREAS, the COSM held a duly-noticed public hearing on this Ordinance on April 24, 2024.

NOW, THEREFORE, the COSM hereby ordains as follows:

Section 1. Incorporation. The Annexation Plat attached hereto as Exhibit A and the Metes and Bounds Description attached hereto as Exhibit B are incorporated herein by reference.

Section 2. Modification of Official Zoning Map Boundaries. The Official Zoning Map of the Town is hereby amended to add the Annexation Area.

Section 3. Designation of Zoning for Annexation Property. The Annexation Area shall be assigned the classification of R-1 Residential. In accordance with Section 340-5 of the Town’s Zoning Ordinance, the amendment shall be made on the Official Zoning Map of the Town promptly upon the effective date of this Ordinance with an entry on the Official Zoning Map of the Town as follows: “On April 24, 2024, by official action of the Town Commissioners, the

Discussion – March 13, 2024
Introduction – March 13, 2024
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Adopted -
Enacted –

following change was made in the Official Zoning Map: 4.633 ± acres, comprising a portion of the parcel known as 201 Boundary Lane, a portion of a parcel owned by the State of Maryland abutting 201 Boundary Lane to the east, and a portion of the right-of-way of Boundary Lane abutting 201 Boundary Lane to the south, all lying contiguous to and adjoining the corporate boundaries of the Town, are added hereto,” which entry shall be signed by the COSM and attested to by the Town Clerk.

Section 4. County Zoning Consent. The classification of the Annexation Area as R-1 Residential is contingent upon the Town receiving the consent of Talbot County prior to the effective date of this Ordinance. Should such consent not be granted, this Ordinance will be null and void as of the date that would otherwise be the effective date

Section 5. Survival. Except as amended herein, the remainder of the Official Zoning Map of the Town and the remaining terms of existing ordinances shall remain in full force and effect.

Section 6. Effective Date. This Ordinance shall become effective upon the effective date of the Annexation Resolution pursuant to which the Annexation Property that is the subject of this Ordinance is annexed to the Town.

AND BE IT FURTHER ORDAINED AND ENACTED, that this Ordinance shall take effect concurrent with the effective date of Resolution No 2024-01, having been read at two (2) meetings of The Commissioners of St. Michaels and having been passed by a yea and nay vote of The Commissioners of St. Michaels

HAVING BEEN READ for the second time and passed by the following vote of The Commissioners of St. Michaels at a Public Meeting of the Commissioners of St. Michaels held on this 24 day of April, 2024.

MERCIER _____
BREIMHURST _____
HARROD _____
WHITTINGTON _____

I HEREBY CERTIFY that the above Ordinance No. 555 was passed by a yea and nay vote of The Commissioners of St. Michaels on this 24th day of April, 2024.

ATTEST THE COMMISSIONERS OF ST. MICHAELS
_____(Seal) By: _____

Robert Straebel,
Town Administrator

David Breimhurst, President

Discussion – March 13, 2024
Introduction – March 13, 2024
Public Hearing – April 24, 2024
Adopted -
Enacted –

I HEREBY CERTIFY that an exact copy of this Ordinance was posted from the ___ day of _____, 2024, at 8:30 o'clock a.m. on this ___ day of _____, 2024, at 4:30 o'clock p.m., on the bulletin board at the Town Office in St. Michaels, Maryland, and that a summary of the aforesaid Ordinance No ___, the date of its passage, its effective date and the fact that the entire text of the Ordinance may be read on the website of the Town Office, St. Michaels, Maryland, for at least twenty (20) days following the passage, has been published at least once each week for two (2) consecutive weeks following the passage of said Ordinance in a newspaper having general circulation in the Town of St. Michaels.

Robert Straebel,
Town Administrator



FINK, WHITTEN & ASSOCIATES, LLC

Land Surveying • Land Planning • Environmental Consulting • Permitting
www.finkwhitten.com

504 Maryland Avenue
Cambridge, MD 21613
410-228-8885 phone
410-228-8845 fax

113 E. Dover Street
Unit C
Easton, MD 21601
410-822-8484 phone

December 20, 2023

LEGAL DESCRIPTION

of a portion of the lands of

THE COMMISSIONERS OF ST. MICHAELS

BEING KNOWN AS TAX MAP 201, PARCEL 1952

AND

STATE OF MARYLAND

AND

BOUNDARY LANE

FOR ANNEXATION TO THE TOWN OF ST. MICHAELS

in the second Election District, Talbot County, Maryland

BEGINNING AT A CONCRETE MONUMENT FOUND, SAID CONCRETE MONUMENT BEING THE NORTHEASTERN CORNER OF THE HEREIN DESCRIBED LAND; SAID CONCRETE MONUMENT ALSO BEING ON THE EXISTING TOWN OF ST. MICHAELS CORPORATE BOUNDARY AS SHOWN ON A PLAT ENTITLED "MAP OF TRICEFIELDS", PREPARED BY KASTENHUBER & ANDERSON, DATED NOVEMBER 1961, SUBDIVIDED JANUARY-FEBRUARY 1962, AND RECORDED AMONG THE LAND RECORDS OF TALBOT COUNTY IN PLAT BOOK 15, PAGE 87; SAID CONCRETE MONUMENT BEING ON THE LAND OF THE STATE OF MARYLAND (DEED REF.: LIBER 876, FOLIO 873); THENCE RUNNING AND BINDING ON THE SAID EXISTING TOWN OF ST. MICHAELS CORPORATE BOUNDARY:

(1) S 56°21'40" E A DISTANCE OF 201.20' TO A POINT, SAID POINT BEING ON THE NORTHWESTERN RIGHT OF WAY LINE OF BOUNDARY LANE, THE SAID BOUNDARY LANE HAVING A 50' WIDE RIGHT OF WAY; THENCE CONTINUING WITH THE SAID EXISTING TOWN OF ST. MICHAELS CORPORATE BOUNDARY AND RUNNING ACROSS THE SAID RIGHT OF WAY OF BOUNDARY LANE:

(2) S 56°21'40" E A DISTANCE OF 58.87' TO A POINT, SAID POINT BEING ON THE SOUTHEASTERN RIGHT OF WAY LINE OF THE SAID BOUNDARY LANE; THENCE LEAVING THE SAID EXISTING TOWN OF ST. MICHAELS CORPORATE BOUNDARY AND RUNNING AND BINDING ON THE SAID SOUTHEASTERN RIGHT OF WAY LINE OF BOUNDARY LANE:

(3) S 65°28'28" W A DISTANCE OF 875.29' TO A POINT; THENCE LEAVING THE SAID SOUTHEASTERN RIGHT OF WAY LINE OF BOUNDARY LANE AND RUNNING ACROSS THE SAID RIGHT OF WAY OF BOUNDARY LANE:

(4) N 07°48'52" W A DISTANCE OF 52.19' TO A CAPPED REBAR SET, SAID CAPPED REBAR BEING ON THE SAID NORTHWESTERN RIGHT OF WAY LINE OF BOUNDARY LANE, SAID CAPPED REBAR ALSO BEING ON THE EASTERN BOUNDARY LINE OF THE LAND OF MICHAEL PRIDDY AND SHANNON PRIDDY (DEED REF.: LIBER 2730, FOLIO 152; THENCE LEAVING THE SAID NORTHERN RIGHT OF WAY LINE OF BOUNDARY LANE AND RUNNING AND BINDING ON THE EASTERN BOUNDARY LINE OF THE SAID LAND OF MICHAEL PRIDDY AND SHANNON PRIDDY THE FOLLOWING TWO (2) COURSES AND DISTANCES:

(5) N 09°06'15" W A DISTANCE OF 215.96' TO A CAPPED REBAR FOUND; THENCE

(6) S 88°13'45" W A DISTANCE OF 161.19' TO A POINT, SAID POINT BEING ON THE AFORESAID EXISTING TOWN OF ST. MICHAELS CORPORATE BOUNDARY; THENCE LEAVING THE SAID LAND OF MICHAEL PRIDDY AND SHANNON PRIDDY AND RUNNING AND BINDING ON THE SAID EXISTING TOWN OF ST. MICHAELS CORPORATE BOUNDARY AND THROUGH THE LAND OF THE COMMISSIONERS OF ST. MICHAELS.:

(7) N 88°13'45" E A DISTANCE OF 650.15' TO A POINT, SAID POINT BEING ON THE SOUTHWESTERN BOUNDARY LINE OF THE AFORESAID STATE OF MARYLAND; THENCE LEAVING THE SAID LAND OF THE COMMISSIONERS OF ST. MICHAELS AND RUNNING THROUGH THE SAID LAND OF THE STATE OF MARYLAND:

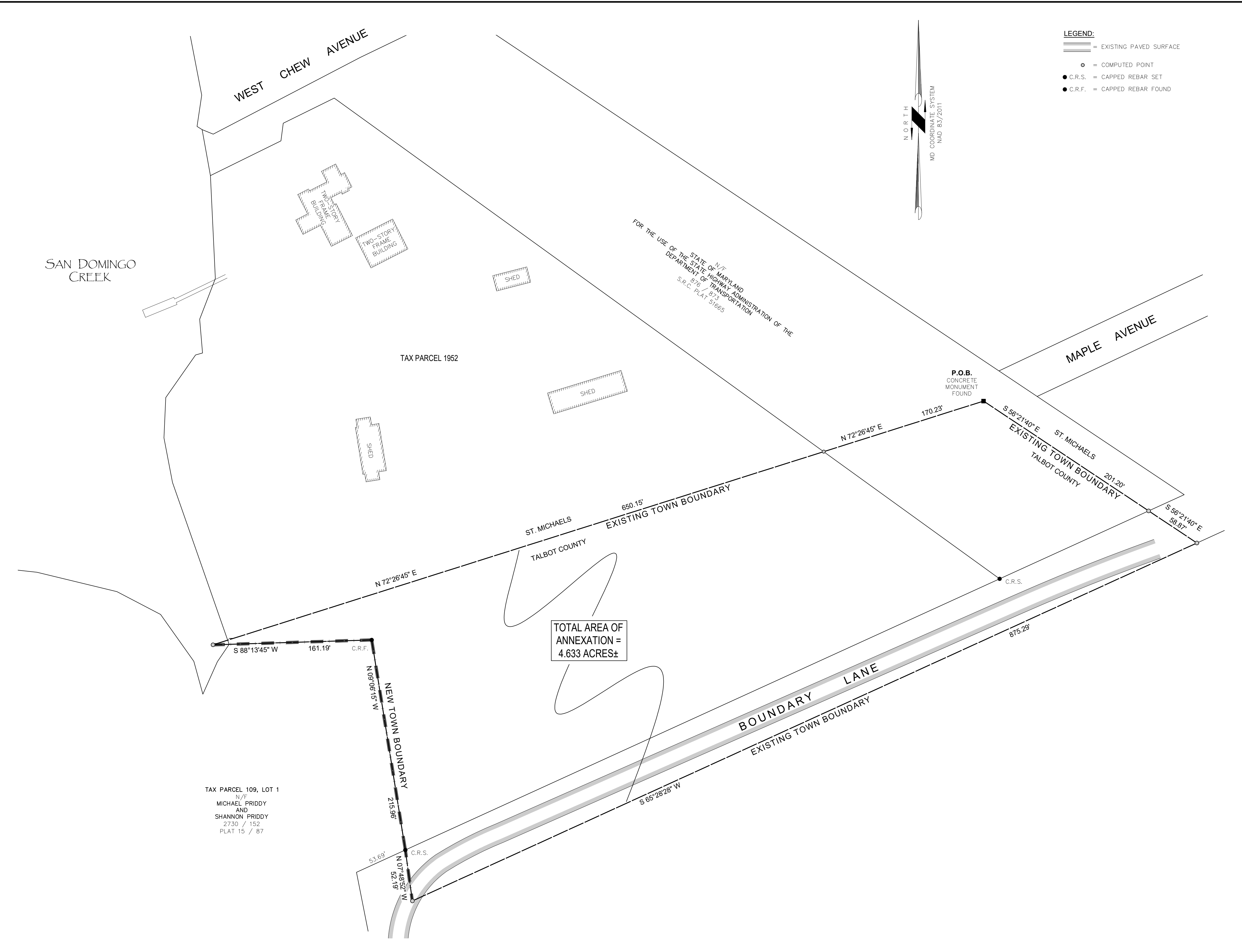
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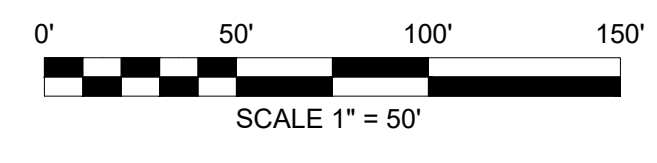
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TALBOT COUNTY: RC - RURAL CONSERVATION
MINIMUM SETBACKS:
FRONT 50'
SIDE 25'
REAR 25'
MINIMUM LOT SIZE: 2 ACRES
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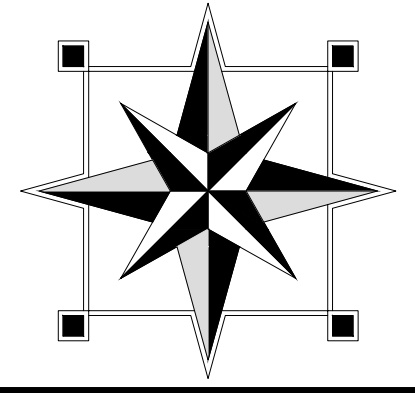
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SURVEYOR'S CERTIFICATION
I DO HEREBY CERTIFY TO THE COMMISSIONERS OF ST. MICHAELS THAT THIS PLAT WAS PREPARED UNDER MY DIRECT SUPERVISION, IN ACCORDANCE WITH THE REQUIREMENTS SET FORTH IN 09.13.06.03 AND 09.13.06.12 OF THE ANNOTATED CODE OF MARYLAND, WITHOUT REVIEW OF AN ABSTRACT OF TITLE AND IS ACCURATE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

Steven W. Whitten
STEVEN W. WHITTEN
PROFESSIONAL LAND SURVEYOR MD. NO. 21326
CURRENT LICENSE EXPIRES/RENEWS: 1 / 8 / 2025
DATE: 12/22/2023



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DATE	REVISION

ANNEXATION PLAT
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DRAWN	CHECKED
B.S.F.	S.W.W.
DATE 12 / 07 / 2020	
SCALE 1" = 50'	
JOB NO. T-201-SM-1952	
SHEET NO. 1 of 1	



Board: Town Commission
Meeting Date: April 24, 2024
Agenda Subject: Zoning Ordinance Text Amendment – Discussion Item
Recommendation: Review the proposal and forward it to the Planning Commission

Background Information:

Application: To amend §340-11, definitions of the zoning code to allow for “Hotel- Condominium; and to amend §340-56 Table of Permitted Use to allow Hotel-Condominiums in the WD, Waterfront Development Zoning District; and to amend §340-71, to add supplemental use regulations that are specific to the use and operation of such units.

Applicant: RDC Inn at Perry Cabin, LLC, Zach A. Smith, Representative

Location: The Inn at Perry Cabin (All of the WD zoning District)

History: This proposal is submitted by RDC Inn at Perry Cabin LLC (“RDC LLC”). They were previously approved to permit the expansion of the hotel complex known as the Inn at Perry Cabin. the approved expansion of the Inn will add fifty-four (54) additional rooms or suites to the Inn property. They are not built at this time. The Inn is situated on property located in the “WD” zoning district and the Inn property is the only property in the Town classified as “WD”. The “WD” district permits both hotel and residential uses. RDC LLC proposes to subject the fifty-four (54) room expansion (but not the existing hotel) to a condominium regime under which each individual room may be sold to investors or potential occupants. The owner of each unit shall have the option to make his or her unit available for use as a hotel room for transient guests. The owner of each unit will be prohibited from independently leasing his or her unit for transient hotel stays or short term rentals. The owner may exercise the option to make his or her unit available for transient lodging through the “pool” of hotel rooms offered by the Inn. Their submittal (attached) describes in detail how the “pool of rooms” would be managed.

Review Process: Please review the attached submittal. This is a policy issue for the Town Commission to consider allowing this modification and merger of residential-hotel units in this zoning district.

Action:

Consider the request and discuss it with the applicant. Send it to the Planning Commission for review of consistency with the Comprehensive Plan and for them to provide other pertinent comments for your consideration.



ARMISTEAD, LEE, RUST & WRIGHT, P.A.
ATTORNEYS AT LAW

114 Bay STREET, BUILDING C
EASTON, MARYLAND 21601

TELEPHONE: (410) 819-8989
FACSIMILE: (410) 822-4787

EMAIL ADDRESS
ZACHSMITH@ALRWLAW.COM

April 4, 2024

FOR HAND-DELIVERY

Steven Ball, AICP
Planning and Zoning Officer
Commissioners of St. Michaels
300 Mill Street
St. Michaels, Maryland 21663

**Re: The Inn at Perry Cabin – Request for a Text Amendment
to permit a “Hotel Condominium” in the WD Zone**

Dear Steve:

On behalf of RDC Inn at Perry Cabin LLC and as previously discussed, enclosed please find a request for a text amendment that, if adopted, will permit the approved expansion of the Inn at Perry Cabin (“IPC”) to be completed as a “hotel condominium,” whereby the fifty-four (54) additional units that have been approved for construction at IPC can be sold as condo units and either (i) offered as transient accommodations through the hotel pool, or (ii) occupied by the condo owner(s) as a residence. The owner of IPC believes that the hotel condominium structure will allow the previously approved expansion project to move forward at this time. The enclosed request includes a narrative explaining the proposal as well as proposed revisions to the Town Code that will permit a hotel condominium in the WD Zone.

Along with the proposed text amendment, enclosed please also find a check for \$4,000, representing the application fee and the required deposit against expenses.

Please process this request and forward it to the COSM and the Planning Commission for consideration. Please let me know if there are any questions, and please provide the dates and times for any meetings related to the proposed text amendment.

Steven Ball, AICP
Planning and Zoning Officer
April 4, 2024
Page 2

Thank you in advance for your assistance with this matter.

Sincerely,



Zach A. Smith

1. Amend Section 340-11 to add the following definition:

HOTEL-CONDOMINIUM

A hotel-condominium is a building, series of buildings or portions thereof containing units that may be individually owned and either occupied by the owner(s) or rented as hotel accommodations for transient guests. At the option of the owner of a hotel-condominium unit, such units shall be made available for transient lodging as hotel rooms or suites through the applicable hotel rental pool. All units within a hotel-condominium and utilized as part of the pool of rooms offered by the hotel to transient guests shall be served by the hotel's central lobby with an onsite registration station (including night-call availability), and shall have access to customary hotel amenities and services including concierge and housekeeping services, on-site dining, and food and beverage room service. Rentals of hotel-condominium units are subject to accommodation taxes when occupied by any person(s) other than the individual unit owner(s).

2. Amend Section 340-56 Table of Permitted Uses to add the highlighted text:

§ 340-56. Table of Permitted Uses Use Description	Zoning District												
	A	R-1	R-2	R-3	RG	WD	CC	HR	SLC	GC	MC	MM	PE
.....													
Lodging													
Bed-and-Breakfast	N	N	SE	N	N	N	P	N	N	N	P	N	N
Hotel, motel	N	N	N	N	N	P	P	N	N	P	P	N	N
Hotel-Condominium	N	N	N	N	N	P	N	N	N	N	N	N	N
Vacation cottages	N	N	P	N	N	N	N	N	N	N	N	N	N
Short-term rentals	N	N	N	N	N	N	P	N	N	N	N	N	N
.....													

3. Amend Section 340-71 to add the highlighted text.

§ 340-71

A. Hotel, motel. A hotel or motel is permitted in the WD, CC, MC, and GC Districts subject to the following conditions:

- A(1).** The owner shall comply with the licensing, food storage, and preparation guidelines outlined in COMAR 10.15.03.
- B(2).** The length of stay shall not exceed 30 days within any 90 days.
- C(3).** The facility shall contain a registration area. It shall be staffed 24 hours a day with at least one individual who has the authority to accept, reject, oversee the conduct of, and expel guests to maintain order.
- D(4).** If the facility offers package services for weddings, wedding receptions, family reunions, business activities, conferences, and other events similar in nature (hereinafter, "event packages") as accessory uses:

(a)~~(1)~~ Events resulting from the sale of event packages shall be contracted by a guest of the facility and shall include, at a minimum, the rental of at least one sleeping room in the hotel;

(b)~~(2)~~ Attendance at events shall be limited to the maximum occupancy numbers permitted by the Talbot County Fire Marshal; and

(c)~~(3)~~ Food and beverages shall be consumed on the premises during the event.

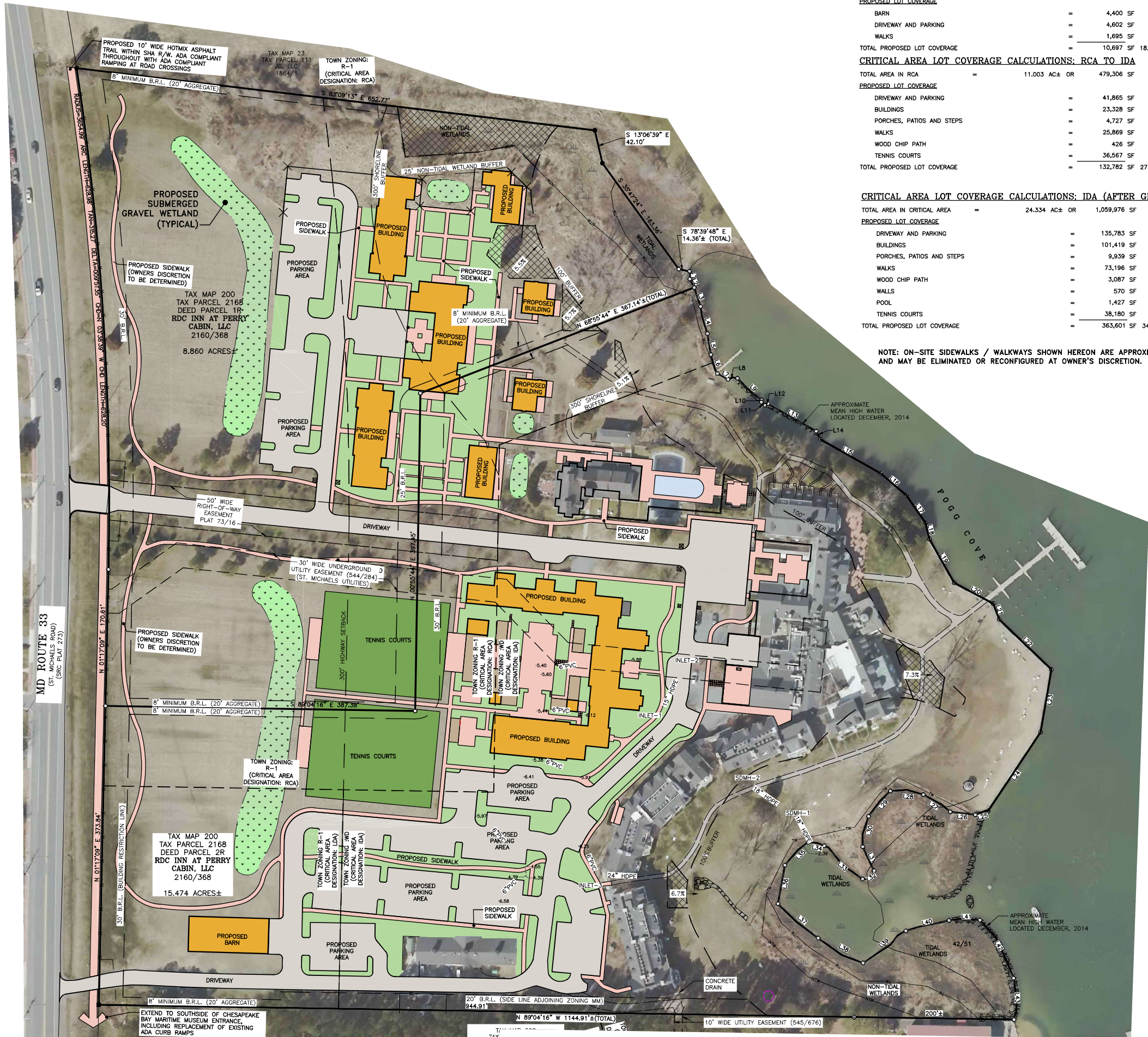
¶(5). Establishments may include a restaurant open to the public.

B. A hotel-condominium is permitted in the WD District subject to the following conditions:

(1). All units within a hotel-condominium and utilized as part of the pool of rooms offered by the hotel to transient guests shall be served by the hotel's central lobby with an onsite registration station (including night-call availability), and shall have access to customary hotel amenities and services including concierge and housekeeping services, on-site dining and food and beverage room service.

(2). The owner of each unit in the hotel-condominium shall have the option to make his or her unit available for transient lodging as hotel rooms or suites through the applicable hotel rental pool and upon the exercise of that option by a unit owner, the hotel-condominium shall be obligated to accept the unit into the pool of rooms offered by the hotel to transient guests and shall make available to such guests the customary hotel amenities as described in subparagraph B.1. above.

Date: 10/05/2015 10:25am User: jjarrell Project Manager: JSC
 XREF File(s): CSK-BASE-140374/RES-BASE-140374/VD-BASE-140374/RR-BASE-140374/RSF-BASE-140374/VRN-BASE-140374



CRITICAL AREA LOT COVERAGE CALCULATIONS: LDA TO IDA

TOTAL AREA IN LDA	=	1.319 AC± OR	57,438 SF
PROPOSED LOT COVERAGE			
BARN	=	4,400 SF	
DRIVEWAY AND PARKING	=	4,602 SF	
WALKS	=	1,695 SF	
TOTAL PROPOSED LOT COVERAGE	=	10,697 SF	18.6%

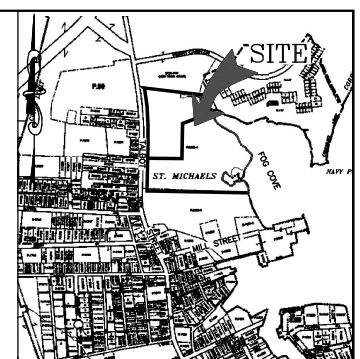
CRITICAL AREA LOT COVERAGE CALCULATIONS: RCA TO IDA

TOTAL AREA IN RCA	=	11.003 AC± OR	479,306 SF
PROPOSED LOT COVERAGE			
DRIVEWAY AND PARKING	=	41,865 SF	
BUILDINGS	=	23,328 SF	
PORCHES, PATIOS AND STEPS	=	4,727 SF	
WALKS	=	25,869 SF	
WOOD CHIP PATH	=	426 SF	
TENNIS COURTS	=	36,567 SF	
TOTAL PROPOSED LOT COVERAGE	=	132,782 SF	27.7%

CRITICAL AREA LOT COVERAGE CALCULATIONS: IDA (AFTER GROWTH ALLOCATION)

TOTAL AREA IN CRITICAL AREA	=	24.334 AC± OR	1,059,976 SF
PROPOSED LOT COVERAGE			
DRIVEWAY AND PARKING	=	135,783 SF	
BUILDINGS	=	101,419 SF	
PORCHES, PATIOS AND STEPS	=	9,939 SF	
WALKS	=	73,196 SF	
WOOD CHIP PATH	=	3,087 SF	
WALLS	=	570 SF	
POOL	=	1,427 SF	
TENNIS COURTS	=	38,180 SF	
TOTAL PROPOSED LOT COVERAGE	=	363,601 SF	34.3%

NOTE: ON-SITE SIDEWALKS / WALKWAYS SHOWN HEREON ARE APPROXIMATE AND MAY BE ELIMINATED OR RECONFIGURED AT OWNER'S DISCRETION.



VICINITY MAP
SCALE: 1" = 1000'

REVISIONS

No.	DATE	DESCRIPTION	BY
1	07-30-15	ADDED BARN TO CORRECT PREVIOUS OMISSION. ADDED TRAIL ALONG MD 33	WBS
2	10-02-15	REVISED TO REFLECT AMENDED TOWN DETERMINATION OF CRITICAL AREA LAND USE CLASSIFICATION BOUNDARIES	WBS

Lane Engineering, LLC
 Established 1986
 Civil Engineers • Land Planning • Land Surveyors

117 Bay St., Easton, MD 21601 (410) 822-8003
 15 Washington St., Cambridge, MD 21613 (410) 221-0818
 354 Pennsylvania Ave., Centreville, MD 21617 (410) 728-2095

LEGEND

- CONIFEROUS TREE
- DECIDUOUS TREE
- APPROXIMATE TREE LINE
- NON-TIDAL WETLAND
- NON TIDAL WETLAND
- TIDAL WETLAND
- TIDAL WETLAND
- IRON ROD FOUND
- IRON ROD SET
- COMPUTED POINT
- CONCRETE MONUMENT FOUND
- PK NAIL FOUND
- EXPANDED BUFFERS FOR WETLANDS AND STEEP SLOPES

NOT VALID FOR CONSTRUCTION
UNLESS SIGNED AND DATED HERE:

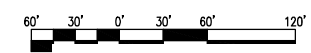
SEAL	DATE

**EXHIBIT
PROPOSED CONDITIONS
GROWTH ALLOCATION
ON THE LANDS OF
RDC INN AT
PERRY CABIN, LLC**

TOWN OF SAINT MICHAELS, SECOND ELECTION DISTRICT
TALBOT COUNTY, MARYLAND
TAX MAP 200, PARCEL 2168, LOT 16

ISSUED FOR:	DATE:	BY:
GROWTH ALLOCATION SUBMITTAL	04-09-15	JSC
GROWTH ALLOCATION SUBMITTAL	07-30-15	WBS
CAC GROWTH ALLOCATION SUBMITTAL	10-02-15	WBS

SHEET No.	04-09-15
1 OF 1	140774





Board: Town Commission

Meeting Date: April 24, 2024

Agenda Subject: Consideration to Approve Water Utility Supervisor Job Description

Recommendation: Motion to Approve the Job Description

Background Information:

In a closed session at the last meeting, the Commissioners discussed development of a new job title and job description, Water Utility Superintendent. The position will be filled by Town employee Craig Parks who currently has the water licensing requirements to manage a municipal water system. Mr. Parks will receive an increase in pay starting July 1, 2024 that will be included in the 2025 Budget.

Action:

Motion to approve the Water Utility Supervisor job description.



Water Utility Supervisor

Reports To:

The Water Utility Supervisor position is a non-exempt position reporting to the Public Works Operation Manager (Manager).

General Definition of Work:

The Water Utility Supervisor manages and participates in the operation, direction, adjustment, repair, and maintenance of two water treatment plants and water distribution system including two storage tanks within the community. The Supervisor plans, organizes, schedules, and works at the treatment plants and performs related work on the water distribution system as required.

Purpose:

The primary purpose of this role is to maintain and operate the Town's water plants and water infrastructure system.

Essential Tasks:

- Oversees and participates in the operation and maintenance of two municipal water treatment plants involving complete treatment processes to ensure compliance with all federal, state and local health codes.
- Establishes regular servicing of equipment and prepares operation and preventative maintenance work schedules.
- Instructs and trains co-workers assisting employees to achieve water certification licenses.
- Determines daily water requirement needs of the distribution system and amounts required for treatment to meet needs of current and future water customers.
- Plans and assists in the repair and replacement of plant equipment.
- Tracks orders and maintains records of water treatment plant operations and maintenance.
- Recommends improvements and modifications and assists in the development of the Water Enterprise Fund Budget.

- Revises and updates Operation/Maintenance Manuals and Operation Plans for water treatment plants.
- Interprets meter and gauge readings.
- Oversees water meter readings and reports usage to Finance Director in a timely fashion.
- Performs general labor tasks.
- Performs water testing and water monitor reports.
- Performs other Public Works related duties as assigned by the Manager.

Knowledge, Skills and Abilities:

- Required to test, obtain and maintain a Water Treatment T-3 and T-5 Arsenic License.
- Must be able to operate power equipment.
- Must have and maintain a valid Maryland driver's license.

Education and Experience:

- Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. High school diploma or equivalent required.

Physical Requirements:

- Must have the use of sensory skills as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls to effectively communicate and interact with other employees, elected officials, and the public using the telephone and personal contact.
- Physical capability to lift 80 pounds.
- Moderate levels of walking, standing, sitting, and lifting.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

The Town of St. Michaels does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.

Employee Signature

Date

4/18/24				Notes
April 24, 2024 Legislative Session				
			PH - Ordinance No. 555 - Zoning Map Amendment	
			PH - Resolution 2024-01 - Boundary Lane Park 2024	
			HDC Sign Design and Location	Special Presentation
			HDC Applications for review - Closed Session	Closed Session
			Perry Cabin Zoning Amendment	NB
			Water Utility Supervisor Job Duty	NB
May 8, 2024 Working Session			Reports / Minutes / Events / Consent Agenda Calendar discussion/Department Reports	
			PH - Budget Ordinance No. 557	
			PH - Tax Rate Ordinance No. 557	
May 22, 2024 Legislative Session				
			PH - Ordinance No. 555 - Zoning Map Amendment	
			PH - Resolution 2024-01 - Boundary Lane Park	
June 12, 2024 Working Session			Reports / Minutes / Events / Consent Agenda Calendar discussion/Department Reports	
			New Commissioners appointment	
Misc. Followup:				

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This form has two sides. Complete items 1 – 4:

1. Recorded vote to close the meeting: Date: 4.24.2024; Time: 5:00 pm; Location: Etherton Hall:

Motion to close meeting made by: _____ Seconded by _____;
Members in favor: _____; Opposed: _____;
Abstaining: _____; Absent: _____;

Statutory authority to close session (check all provisions that apply):

This meeting will be closed under General Provisions Art. § 3-305(b) only:

- (1) "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals";
- (2) "To protect the privacy or reputation of individuals concerning a matter not related to public business";
- (3) "To consider the acquisition of real property for a public purpose and matters directly related thereto";
- (4) "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State";
- (5) "To consider the investment of public funds";
- (6) "To consider the marketing of public securities";
- (7) "To consult with counsel to obtain legal advice";
- (8) "To consult with staff, consultants, or other individuals about pending or potential litigation";
- (9) "To conduct collective bargaining negotiations or consider matters that relate to the negotiations";
- (10) "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans";
- (11) "To prepare, administer, or grade a scholastic, licensing, or qualifying examination";
- (12) "To conduct or discuss an investigative proceeding on actual or possible criminal conduct";

(13) “To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter”;

(14) “Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.”

2. For each provision checked above, disclosure of the topic to be discussed and the public body’s reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic (do not merely cite exception listed above – be specific enough so that the public understands why the closed session is necessary but not so specific as to undermine the confidentiality of the closed session)
§3-305(b) (1)		“To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals”
§3-305(b) ()		
§3-305(b) ()		
§3-305(b) ()		
§3-305(b) ()		

1. This statement is made by

Presiding Officer.

WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION THAT MUST BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING OR UPON CONVENING IN OPEN SESSION AFTER THE CLOSED SESSION:

Time of closed session: _____ Place: _____

Purpose(s): _____

Members who voted to meet in closed session: _____

Persons attending closed session: _____

Authority under § 3-305 for the closed session: _____

Topics actually discussed: _____

Actions taken: _____ Each recorded vote: _____

For a meeting recessed to perform an administrative function (§ 3-104): Time: _____

Place: _____ Persons present: _____

Subject matter discussed: _____