

## Section 7. Consent Calendar

7.1 For the purposes of time and efficient conduct of meetings, certain applications may be placed on a consent calendar prepared by the Commission Clerk. Application must have complete information as required in the St. Michaels Historic District Commission Review Procedures and the proposed work on a property is in accordance with the Guidelines adopted by the Commission. Items may be removed for more detailed discussion by the Commission. Applicants should assume that their application will receive a full discussion and prepare accordingly.

7.2 These applications will be shown on the Agenda under “consent Agenda”. Chairman will identify each Consent item and offer an opportunity for public comment or Commission discussion. If there is no objection, the Chairman will accept a single motion for the approval of all the applications “as submitted” (subject to any conditions which are suggested by the staff in written recommendations attached to the application and announced by the Chairman). By a single vote, the Commission can approval all the applications on the Consent Calendar at the same time without needing to take time for individual discussions and votes.

7.3 **Applicability**  
Consent Calendar classifications (with any change) authorized by the Commission are:

- Material-in-kind awning replacement
- Material-in-kind fence replacement with changes in ht., design, style, materials or location
- Material-in-kind porch decking replacement with changes
- Relocation of previously approved sign

7.4 Material -In-Kind is defined as a material that matches the existing material, as much as possible, in material type, species, cut and design, grain, and finish.

## Section 9 STAFF APPROVAL

9.1 For the purposes of time and efficient conduct of meetings certain applications may be approved by the Commission staff. Applications must have complete information as required in the St. Michaels Historic District Commission Review Procedures and the proposed work on a property is in accordance with the Guidelines adopted by the Commission.

9.2 These applications will be shown on the Agenda under “Staff Approvals” for the purpose of informing the public and the Commission of the staff action.

9.3 **Applicability**  
Staff Approval classifications authorized by the Commission are:

- In-kind asphalt or fiberglass composition shingle re-roofing
- Material-in-kind roof drainage system replacement
- Sign text only changes
- Material-in-kind fence replacement with no change in location, design, or height
- Material-in-kind membrane re-roofing with no changes

- Replacement of storm windows
- Replacement of storm doors

Approved 10.1.09ks