1. **Call to Order**

Chairman Jeff Knapp called to order the regular meeting of the Planning Commission at 6:00 p.m. in the meeting room of the Edgar M. Bosley, Jr. Municipal Building, 300 Mill Street, St. Michaels, Maryland. Also present were Commission members Paulette Florio, Carol Parlett and Helen Herman, Zoning Officer Kymberly Kudla, Zoning Consultant Peter Johnston, and five members of the public, including Commissioner Dennis Glackin.

2. Approval of Minutes

Chairman Knapp said the members had before them six sets of draft minutes from zoning re-write workshops for review and approval.

Chairman Knapp called for any comments or changes to minutes from July 23, 2019. Chairman Knapp noted a typographical error, and then called for a motion to approve the minutes as corrected. Member Parlett made the motion, Member Florio seconded it, and the motion passed on a voice vote of 3-0 in favor.

There were no changes to the minutes of August 6, 2019. Member Helen Herman made a motion to approve the minutes of August 6, 2019 as presented. Member Jeff Knapp seconded the motion, which then passed on a voice vote of 2-0 in favor.

Member Carol Parlett made a motion to approve the minutes of August 20, 2019 as presented. Member Paulette Florio seconded it, and the motion passed on a voice vote of 3-0 in favor.

As there were no changes to the minutes of September 5, 2019, Chairman Knapp called for a motion to approve the minutes as presented. Member Florio made the motion, which was seconded by Member Parlett, and which then passed on a voice vote of 3-0 in favor.

Chairman Knapp made a motion to approve the minutes of September 24, 2019 as presented. Member Herman seconded it, and the motion passed on a voice vote of 2-0 in favor.

Chairman Knapp called for a motion to approve the minutes of October 2, 2019 as presented. Member Parlett made the motion, which was seconded by Member Florio and which passed on a voice vote of 4-0 in favor.

3. Release of the draft Zoning Ordinance for public review

Chairman Knapp then announced the formal release of the draft of the updated zoning ordinance, Section 340, of the St. Michaels Codes. Chairman Knapp said that meetings for public review of the draft are scheduled for Thursday, November 14, 2019 at 6:00 p.m. and Saturday, November 23, 2019 at 9:00 a.m. in the Town Office meeting room. Chairman Knapp encouraged the public to attend, to ask questions and make suggestions for changes. Consultant Peter Johnston said the

draft would be available on the Town's website for review and downloading in advance of the public meetings. Mr. Johnston said there would also be a power point presentation at the meetings to explain the updating process and its goals and highlight some of the more significant changes.   Mr. Johnston added that the power point presentation would also be available on the website. The members then took public comment and questions about the draft.

4. Matters from Commission or Staff
There were no additional issues for discussion.

5. Adjournment
The meeting was adjourned at 6:45 p.m.

Minutes approved by a 4-0 vote in favor on the 21st day of November 2019

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Jefferson Knapp, Chairman