

**Town of Brookeville**  
**Planning Commission Meeting Minutes**  
**Tuesday, September 11, 2018**  
**7:30 PM**

**Planning Commission Members:**

*Present:* Harper Pryor, Chris Scanlon, Stefan Syski, Miche Booz, Garrett Anderson

*Absent:* None

*Quorum:* Yes

**Additional Attendees:**

*Town Residents:* None

*Others:* None

**Proceedings**

**Call to Order:** Meeting opened by Chair, Harper Pryor.

**Minutes:** August 7, 2018 meeting minutes were discussed but neglected to officially approve.

**Permit Approvals:** 1 South Street – Garage

Applicant previously submitted TBBP to demolish the existing non-historic one-story garage and construct a new two-story garage with attached tool shed in the same location. BPC will finalize review when applicant provides the previously identified items:

- Submit a site plan showing set-backs a minimum of 2 (two) feet from the property line
- The windows on the upper level to have divided light to be consistent across the structure
- Submit a HAWP with signatures when approved

**Preliminary Consultations:** Parcel 770

BPC reviewed the history of this project, including the BPC parcel walk with HPC staff and the 8/7/18 BPC meeting with the property owner and architect. On 8/21/18, a revised conceptual plan for the Parcel 770 subdivision was submitted to the BPC via email by Luke Olson (GTM, Architect). These revised plans were also submitted to the Montgomery County Historic Preservation Commission (HPC) and are on the 9/19/18 HPC agenda for preliminary consultation. BPC anticipates an HPC Staff Report will be posted soon.

BPC reviewed the 8/21/18 revised subdivision plans. In terms of scale with proximate homes, BPC discussed homes facing High Street should have reduced footprint and square footage. Potentially, homes in rear of parcel could take advantage of distance from High Street, as well as changes in elevation, to achieve similar low profile but slightly larger square footage. In terms of profile to reduce impact of expansive side views when entering the historic Town, BPC discussed dual façade architecture in addition to the proposed natural screening. Additionally, and as option for continued walkability in Brookeville, BPC discussed option of a shared driveway with pedestrian access easement.

Several BPC members plan to attend the 9/19/18 HPC meeting. BPC Chair will chronicle a range of BPC discussions and identify challenges for establishing harmony of new construction within the historic Town of Brookeville.

**Comprehensive Plan:**

- BPC has received no updated information regarding the Certified Local Government (CLG) grant application schedule from Rebeccah Ballo, Supervisor of the Historic Preservation Office, in effort to fund historic planner.

**Other Business:**

- Brookeville Bypass – anticipate official notification to proceed later this month, September 2018
- Montgomery County Hazard Plan – by request of the Brookeville Town Commissioners and in support of the Montgomery County Hazard Plan update process, the BPC provided recommended updates to the Montgomery County Hazard Plan pertinent to Brookeville.
- 1 High Street – property listed for sale, no updated information
- 15 High Street – no updated information regarding designated use
- TBBP - Brookeville Town Commissioners increased building permit fees for new buildings or additions. The application fee for all work other than new buildings is unchanged. Brookeville Town Commissioners are also pursuing a fee amendment to the subdivision ordinance.

Meeting adjourned at 9:22pm  
Cate McDonald, Town Clerk