

Town of Brookeville
Planning Commission Meeting Minutes
Tuesday, December 4, 2018
7:30 PM

Planning Commission Members:

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

Absent: None

Quorum: Yes

Other Attendees: None

Proceedings: Meeting called to order at 7:30 p.m. by Chair, Harper Pryor

Minutes: November meeting minutes approved.

Permit Approvals:

- Discussed an expedited TBBP tree removal permit process. If a resident submits a TBBP with an approved HAWP for removing a tree that presents imminent danger to life or property, then the clerk will forward the information to the BPC for out-of-cycle administrative approval. Clerk will forward TBBP to the Town Commissioners to avoid delays associated with regular meeting schedules.
- Pepco submitted five TBBPs to remove trees that interfere with power lines. BPC approved Pepco TBBP tree removal requests for: 207 Market, 211 Market, 301 Market, 313 Market, and within the Town's right-of-way (ROW) along North & Market Streets.
- Based on Town sponsored inspection, received two additional TSSBs for tree removal for: 301 Market and Town ROW abutting 301 Market. In an effort to expedite the tree removal process, BPC approved permits – pending HPC approval.
- Residents that have recently taken down tree(s) without a permit will be asked by the Town's Property Manager to submit a TBBP permit retroactively.

Preliminary Consultants:

- **Brookeville Parcel 770** a 2nd preliminary consultation with HPC was heard on 11/14/18. HPC requested the owner submit a revised proposal for a 3rd preliminary consultation where the design, style, and materials of the proposed houses will be discussed. Miche Booz represented the BPC at the meeting.

Comprehensive Plan:

- Extensive removal of dead trees is being planned. While necessary to protect life and property, Brookeville will lose a characteristic element of the Town. BPC discussed potential options, including identification of a "Brookeville tree" whose planting could support Town cohesion in the post-bypass era.
- Certified Local Government (CLG) grant application: BPC Chair to reach out to Rebeccah Ballo, Supervisor of the Historic Preservation Office, and Sandy Heiler, to review status and expectations of using the a CLG grant to fund a historic planner for the Comprehensive Plan update.
- BPC members to review the 1994 and 2010 Comprehensive Plans and bring recommendations about what to include in the new Comprehensive Plan.

Other Business:

- BPC Schedule: to accommodate attendance, BPC will meet the 3rd Tuesday in January – January 15, 2019
- HPC Schedule: 15 High Street is on the 12/5/18 HPC agenda for windows and siding review

Meeting adjourned at 9:25 pm.
Cate McDonald, Town Clerk