

**Town of Brookeville**  
**Planning Commission Meeting Minutes**  
**Tuesday, June 4, 2019**  
**7:30 PM**

**Planning Commission Members:**

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

*Absent:* Miche Booz

*Quorum:* Yes

*Other Attendees:* None

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

**Minutes:** May meeting minutes approved.

**Permit Approvals:** None

**Brookeville Parcel 770 - Status:**

- No design updates submitted for review since 2/17/19. GTM reports the project is waiting for SHA approval before submittal to HPC.
- Discussed 4/22/19 email from CAS Engineering regarding the submittal of Forest Stand Delineation Plan for Parcel 770 in advance of an approved HAWP. An application form for the NRI/FSD process with the fee structure will be created.
- At BPC request, Doug Lohmeyer, Montgomery Consulting, updated the Brookeville Development Process guideline and provided a proposal from Benning Associates to review the Natural Resources Inventory / Forest Stand Delineation Plan (NRI/FSD) and Preliminary or Final Forest Conservation Plan plans per the Town's Forest Conservation Ordinance. Both items were reviewed and discussed. Mr. Lohmeyer will be invited to the July BPC (or Town Commissioner's Meeting, schedules permitting) to walk through the subdivision process.

**Comprehensive Plan:**

- MoCo Planning Dept (MCPD) Transportation Planners returned to Brookeville to collect additional measurements in late May. BPC Chair working with MCPD to develop an outline and schedule to support the Comprehensive Plan. Outline will be shared with BPC for review and feedback. After feedback from the BPC is received, the Transportation Planners will develop visual plans. Once all feedback and BPC revisions are complete, the Transportation Planners will estimate the cost of the project and identify possible funding sources.

**Other Business:**

- Discussed need to fill BPC open position vacated by Garrett Anderson as he joins the Town Commissions. BPC Chair communicated with Commissioners to initiate search.
- Brookeville Town Meeting will be June 10, 2019.
- Next BPC meetings will be **July 2, 2019.**

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