

Town of Brookeville
Planning Commission Meeting Minutes
Tuesday, August 6, 2019
7:30 PM

Planning Commission Members:

Present: Harper Pryor, Chris Scanlon, Miche Booz, Stefan Syski, Margaret Kay

Absent: None

Quorum: Yes

Other Attendees: Bill Gaskill, Town Commission President

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

New Planning Commission Member: Margaret Kay was sworn in as new member of the Brookeville Planning Commission by the President of the Town Commissioners, Bill Gaskill.

Minutes: July meeting minutes approved.

Permit Approvals:

- **20 High Street:** Applicant submitted TBBP, with an approved HAWP dated 7/24/19, for replacement of five exterior doors and a garage door. BPC reviewed and approved TBBP.
- **TBBP Update:** BPC discussed updates to the Town of Brookeville Building Permit (TBBP) application to specify that building permits are valid for a 2-year period following BPC approval. Residents could resubmit a TBBP, if needed. Additionally, the application would stipulate that TBBPs are non-transferrable. BPC Chair will forward this request to the Commissioners for approval.

Brookeville Parcel 770 - Status:

- Parcel 770 is on the 8/14/19 HPC agenda for HAWP approval. When posted, BPC members will review HPC Staff report. BPC members will attend 8/14/19 HPC meeting.
- The updated Natural Resources Inventory / Forest Stand Delineation Plan (NRI/FSD) application form is under review by Doug Lohmeyer before submission to the Commissioners for approval.

Comprehensive Plan:

- Discussed status of MoCo Transportation Planners efforts, per 7/5/19 communication and discussed specific suggestions related for improved walkability and traffic calming.
- To advance conceptual plans, BPC Chair will coordinate a face-to-face meeting with BPC members and MoCo Transportation Planners in August.

Other Business:

- BPC members to complete any outstanding **Planning Commission Training** modules.
- Next BPC meetings will be **September 3, 2019**.

Meeting adjourned at 9:40 pm.
Cate McDonald, Town Clerk