

**Town of Brookeville**  
**Planning Commission Meeting Minutes**  
**Tuesday, October 1, 2019**  
**7:30 PM**

**Planning Commission Members:**

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

*Absent:* None

*Quorum:* Yes

*Other Attendees:* Commissioner President Bill Gaskill; Stephen Aldrich, Transportation Planner

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

**Minutes:** September meeting minutes approved.

**Permit Approvals:**

- **313 Market:** Retroactive tree removal permit approved.
- **School House:** Received preliminary TBBP for porta potty enclosure, as required for property rentals. BPC requested additional information.

**Brookeville Parcel 770 - Status:**

- No updated plans submitted for review.
- Subdivision submittal form updated by BPC to be forwarded to the Town Commissioners for review/approval. For consistency of information and ease of updates, the BPC will consider drafting text amendment to Section 11-303 – Fees of the Subdivision Ordinance.

**Comprehensive Plan:**

- Stephen Aldrich, Transportation Planner with MoCo Dept of Planning, presented 9/25/19 draft of transportation elements to assist with updating the Comprehensive Plan. The draft describes the existing condition of current roadways and walkways, and identifies improvement opportunities for vehicular and pedestrian traffic.
- Discussion topics included: Market-High-Water Streets intersection; On-street parking; Bicycle traffic, Road ownership; DOT plans; and Sidewalks.
- Mr. Aldrich will take feedback received and revise the plan and re-submit to the BPC. Plans for east Market Street are a priority due to the grant funding. An enlargement of the graphics used in the reports will be sought to help with the visual perception of the plans.

**Other Business:**

- BPC members to complete any outstanding Planning Commission **Training** modules.
- Next BPC meeting will be **November 5, 2019**.

Meeting adjourned at 9:43 pm.  
Cate McDonald, Town Clerk