

**Town of Brookeville**  
**Planning Commission Meeting Minutes**  
**Tuesday, February 11, 2020**  
**7:30 PM**

**Planning Commission Members:**

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

*Absent:* None

*Quorum:* Yes

*Other Attendees:* Town Commissioners Bill Gaskill and Mark Davis

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

**Minutes:** January meeting minutes approved.

**Permit Approvals:** None

Discussed permit enforcement activities by the Town Commissions and what, if any, steps may be needed from the BPC after TBBP issuance by the Town. No steps identified by Town Commissioners.

**Brookeville Parcel 770 - Status:**

- No submissions from applicant for BPC review. Concern that BPC will need to re-prioritize efforts to subdivision planning once application submitted.
- To support schedule awareness, Town Clerk to reach out to applicant to determine if/when BPC might expect submission.

**Comprehensive Plan:**

- BPC made limited progress in developing comments for recommended updates to the Comprehensive Plan. Per January meeting assignment, BPC Chair developed significant new material to correct and improve the historical sections; updated and extended the community goals; modified and augmented the cultural landscape and characteristic features section; updated the Schoolhouse, Thomas Mill, Newlin Mill and Mill Race site sections to reflect work accomplished since 2010; and provided recommendations throughout the document for updating to reflect BPC efforts and/or removing sections no longer relevant since 2010 document.
- Discussed BPC workload and competing schedules that may impact activities for advancing the Comprehensive Plan including:
  - **East Market Street** - As discussed in December 2019 BPC meeting, BPC recommended that Commissioners move forward to hire an engineer to advance East Market Street plans using grant funds. No update from the Commissioners.
  - **Town Planning Support** – Miche Booz reached out to 3 firms for town planning support to advance concepts developed in consultation with the MoCo Park & Planning Transportation planners. No responses received.
  - **Comprehensive Plan** – Town Commissioner President identified 5/30/20 for completion of the Comprehensive Plan in order to schedule required public hearings. BPC Chair identified schedule relief could be requested from the State of Maryland.

- **Subdivision Planning** – Chris Scanlon identified that subdivision planning takes priority if/when the applicant provides their submission.
- Town Commissioners offered to assist in developing the Comprehensive Plan as effort to advance the document. BPC Chair expressed concern with this approach, as it would violate the Town charter and compromise the Commissioner’s objectivity when eliciting inputs during public hearings.

**Other Business:**

- Stefan Syski’s term expired on December 31, 2019. BPC has requested the Town Commissioners make a new appointment. No updates provided.
- Next BPC meeting will be **March 3, 2020**.

Meeting adjourned at 9:17 pm.  
Cate McDonald, Town Clerk