

Town of Brookeville
Planning Commission Meeting Minutes
Tuesday, April 7, 2020
7:30 pm

Planning Commission Members:

Present: Chris Scanlon, Margaret Kay, Miche Booz, Allison Moffett, and Buck Bartley

Absent: none

Quorum: Yes

Other Attendees: Commissioners Gaskill

Proceedings: Meeting called to order at 7:30 pm via video conference.

BPC Staffing:

- Buck Bartley and Allison Moffett were sworn in as members of the Planning Commission

Minutes: The March meeting were approved

Permit Approvals:

- Schoolhouse HVAC: this permit was expedited and signed out of session by Chris Scanlon and Bill Gaskill.

Brookeville Parcel 770 - Status: no updates.

Comprehensive Plan:

- Steps to update the Comprehensive Plan were discussed. The BPC will need to define their ideas and visions so a consultant can be hired
- Susan Llareus, MD Dept. of Planning, will attend the May meeting,
 - BPC members will review the current Comprehensive Plan and develop priority items to be discussed with Ms. Llareus
- Post-ByPass ownership of MD 97 was discussed.
- The eastern portion of Market Street improvements is a priority due to the grant deadline from the State

Action Items:

- Develop priority items within the next two weeks to prepare for the May meeting with MDP
- Budget: The Town Commissioners will discuss funding to update the Comprehensive Plan.
- A consultant will be sought and interviewed.

Town Roads:

Commissioner Gaskill shared that the Town Commissioners asked the HPC for preliminary review to change the side streets surface to a more durable surface. The goal of this preliminary review was to help the Town in its decision making regarding the side streets. On March 25, the HPC opinion was Tar and Chip/Double Chip Seal for Town's side streets "to be compatible with the character of the streetscape and historic district as a whole." HPC also shared several documents the Town should use as guidelines to assist the Town in developing its decision.

Ideas discussed:

- The width of the streets needs to be reviewed
- The gravel roads should look like "country lanes"
- A cost comparison needs to be developed to look at the cost of maintaining the gravel roads vs. the cost of paving

Next Steps

- The BPC will discuss gravel vs. Tar and Chip/Double Chip Seal for Town's side streets. After discussion, the BPC will send the Commissioner their opinion
- BPC members will review and measure the Town's gravel roads.

Other Business: none

Meeting adjourned at 8:53 pm.
Cate McDonald, Town Clerk