

**Town of Brookeville**  
**Planning Commission Meeting Minutes**  
**Tuesday, July 7, 2020**  
**7:30 pm via Zoom**

**Planning Commission Members:**

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

*Absent:* none

*Quorum:* Yes

*Other Attendees:* Commissioner Gaskill; Beth and Garrett Anderson

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

**Approval of Meeting Minutes:** the June 2, 2020 minutes were approved.

**Permits:**

- Permits for Approval: none
- Preliminary Consultations: 104 Water - roof replacement

The owners of 104 Water (circa 2003), Beth and Garrett Anderson, submitted an HPC application to change the roofing material from cedar shakes to architectural shingles on the house and garage and installation of solar panels. HPC staff proposed approval, but the HPC Commission asked that the LAP review and advise.

BPC member, Chris Scanlon, provided an overview:

Since 1985, when the Town became a Historic District, 12 new homes have been built within the Town:

1. 104 Water – Cedar
2. 106 Water - Metal
3. 108 Water - Cedar
4. 200 Market – Metal
5. 203 Market St - Cedar main house, metal on outbuildings
6. 209 Market St. – Cedar
7. 4 North St asphalt shingle
8. 2 North – Metal
9. 9 North St. asphalt shingle
10. 13 North - Metal
11. 17 North Metal
12. 7 Church St asphalt shingle

The request to change from cedar to architectural shingles would be considered a downgrade in materials, and the first time the BPC has been asked to review/approve a change in materials on a non-historic property from metal/cedar to architectural shingles. This decision is likely to set a precedent in the Town for future material change requests.

The applicants' desire to install solar panels was discussed – to have a solar panel installed on cedar shakes is not advisable unless you have asphalt under the panels. The pros and cons of metal vs. architectural shingles and allowing a degrade in materials was debated among the BPC members. 104 Water has a gabled roof, and a metal roof is not historically appropriate or aesthetically pleasing. Different styles of architectural shingles were reviewed, and a scalloped architectural shingle was considered a more traditional style of asphalt shingle, similar to cedar shakes. The house has a metal roof on the porch, and the applicant wants to change all cedar shakes on the house and garage to architectural shingles.

At the end of the discussion, two members were in favor of architectural shingles, one member who prefers metal but not opposed to architectural shingles, and two members in favor of metal or cedar.

Chris Scanlon will summarize the options and draft a letter to HPC. The draft will be sent to the BPC to review before being sent to the HPC. Members of the BPC can send their own individual message to the HPC as well.

## **Design Firms Update**

BPC Allison Moffett reports: She reached out to several firms and three firms are interested in the streetscape project:

1. Alta Planning- contact Jennifer Baldwin
2. GLW – contact Kevin Foster
3. Lardner/Klein Landscape Architects – contact Jim Klein

Next Steps:

- RFP to be drafted – outline to be reviewed at the August 2 meeting. RFP to be a simple, clear, and concise vision for the project.
- Put together a packet
- Schedule Zoom interviews – most likely in September, after the RFP is sent.

The next BPC meeting is August 2, 2020, via Zoom.

Meeting adjourned at 8:47 pm.  
Cate McDonald, Town Clerk