

**Town of Brookeville**  
**Planning Commission Meeting Minutes**  
**Tuesday, August 4, 2020**  
**7:30 pm via Zoom**

**Planning Commission Members:**

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

*Absent:* Allison Moffett

*Quorum:* Yes

*Other Attendees:* Mark Davis; Dr. Eric Levin, Olney Dental Center; Jody Kline, Miller, Miller & Canby

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

**New Business:**

- **1 High:** Miche Booz with an introduction of a potential buyer interested in purchasing and adding on and rehabilitate the building.

Dr. Levine gave an overview of his potential project if he purchases the building. Dr. Levine would add a 750 sq. ft. addition to the building in the existing parking lot and would like to have a mixed-use structure with an apartment on the top floor if possible. The building lot is .16 of an acre.

There was a discussion of a mixed-used building is allowed with the Town's current zoning and if MoCo DPS would allow a mixed-used building.

Dr. Levine would use the proposed addition as the main entrance for the business and would not utilize the entrance that fronts High Street. There would at least five employees in the building during business hours, which would be M-F 8am-4pm, with approximately 21 patients a day. There was a discussion about parking, and Dr. Levine will approach SUMC to see he could use the Church's parking lot for staff parking.

Chris Scanlon asked Dr. Levine to submit a Use Permit from the Town before purchasing the building and then submit a preliminary HAWP to HPC.

**Approval of Meeting Minutes:** the July 7, 2020 minutes were approved.

**Permits:**

**Permits for Approval:**

- **Brookeville Academy** - change of roofing materials

MHT and HAWP have been approved. The cedar shakes would be replaced with a painted metal roof (color not determined as of yet), and the gutters will be replaced in kind.

- Project approved

- **13 North** - patio

There was a discussion if a Town permit was required for a patio since a Town permit has never been required in the past. Application to install a 12 x 13 patio with brick pavers and sand.

- Project approved

- **313 Market** - heat pump installation

HAWP is in progress. The applicant wants to install two mini-split heat pumps and remove the oil tank.

- Project approved

**Preliminary Consultations:** none

**Old Business**

- RFP – update to the Transportation Portion of the Comprehensive Plan

The Scope of the RFP should be narrowed to Transportation, Pedestrian Pathways, and Streetscape

The BPC will review if the Commercial Zone needs to be updated.  
More on-street parking is needed for calming traffic.

Proposed Timeline:

August 15, 2020	Issue RFP
August 28, 2020	Questions Due
September 4, 2020	Response to Questions
September 11, 2020	Deadline to Submit Proposal
September 14th – 28th	Interviews with Qualified Firms
October 2020	Contract Awarded
November 2020	Town Input
January 29, 2020	Final Deliverables Complete

The timeline may need to be revised.  
Budget: \$15K - \$20K for up to 200 hours work

Proposed selection criteria for the Design Firm:

- chemistry
- Demonstration of the Town's needs
- a good listener
- price
- Demonstration of master planning in a historic district
- Used to working with a village scales / tiny town

After RFP is finalized, Chris Scanlon will send it to Rebecca Ballo and Sandy Heiler for review.

**Other Business:**

**104 Water** – Chris Scanlon listened to the HPC review of 104 Water's preliminary HAWP for change of roofing materials and reports that the applicant was asked to send the HPC specific roofing samples for approval.

The next BPC meeting is September 1, 2020, via Zoom.

Meeting adjourned at 9:01 pm.  
Cate McDonald, Town Clerk