

**Town of Brookeville**  
**Planning Commission Meeting Minutes**  
**Tuesday, November 10, 2020**  
**7:30 pm via Zoom**

**Planning Commission Members:**

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

*Absent:* none

*Quorum:* Yes

*Other Attendees:* Bill Gaskill

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

**Approval of Meeting Minutes:** the October 6, 2020 meeting minutes were approved.

**Permits:**

- Preliminary Consultations: none
- Permits for Approval: none

**Old Business**

- RFP – update to the Transportation Portion of the Comprehensive Plan
  - Allison Moffett reports that Sandy Heiler gave input to the RFP
  - RFP was released and will be added to the Town’s website
  - Questions were requested for clarification to Section 3, Questions A & B. A clarification document will be developed and released for all bidders to answer any questions received.
  - RFP timeline was discussed:

November 2, 2020	Issue RFP
November 9, 2020	Questions Due
November 16, 2020	Response to Questions
December 14, 2020	Deadline to Submit Proposal
November 2020- Jan, 2021	Interviews with Qualified Firms
January, 2021	Contract Awarded
February, 2021	Town Input
May 25, 2021	Final Deliverables Complete

**Other Business:**

- Silo Falls: noise and parking issues – ways to monitor noise coming from the Silo Falls were discussed. Parking on the 4 acres within the Town’s boundaries is a zoning violation.

The next BPC meeting is Tuesday, December 1, 2020, via Zoom

Meeting adjourned at 8:37 pm.

Cate McDonald, Town Clerk