

**APPROVED 7/20/16**  
**MINUTES**  
**PLANNING COMMISSION OF POOLESVILLE**  
**June 15, 2016**

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**CALL TO ORDER:**

Commissioner Sneed called the meeting to order. In attendance was Commissioner Stump, Schramm, Tims, Bupp, Town Engineer Strong and Town Manager Yost.

**ANNOUNCEMENTS:**

Election of Officers - Commissioner Stump nominated Commissioner Sneed for Chairman and Commissioner Schramm for Vice-Chairman. Seconded by Commissioner Bupp. All Aye.

**CITIZEN COMMENT ON AGENDA ITEMS:**

Delores Milmo commented on the forest conservation area for the Highfill Preliminary Plan.

**APPROVAL OF MINUTES:**

Commissioner Schramm moved to approve minutes of May 18, 2016. Seconded by Commissioner Bupp. Motion carried 5-0.

**NEW BUSINESS:**

**Highfill Preliminary Plan**

Mr. Highfill and Charles Grimsely, Engineer, presented the proposed subdivision. A 15 acre parcel located off of Hughes Road, zoned PTR2+. The applicant proposed to subdivide into 3, 2 acre lots and one 8 acre lot for construction of his home. The plan indicated that 3.25 acres would be set aside in a forest conservation easement and the additional forest requirements would be met through a fee-lieu payment.

Town Engineer Strong reviewed some details that would need to be addressed prior to the next meeting and any approval.

The board had a lengthy discussion and allowed the audience to participate and advised the applicant to address the engineer's review prior to returning.

**OLD BUSINESS:**

**Streetscape**

The Board discussed the streetscape design proposals and interviews with the two finalists, ARRO and Floura Teeter.

After some discussion Commissioner Bupp motioned to recommend awarding the contract to ARRO in the amount of \$37,500. Seconded by Commissioner Schramm. Motioned carried 5-0.

**ADJOURNMENT**

A motion to adjourn was made by Commissioner Bupp, seconded by Commissioner Schramm. Motion passed 5-0.