

**APPROVED 9/14/16**  
**MINUTES**  
**PLANNING COMMISSION OF POOLESVILLE**  
**July 20, 2016**

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**CALL TO ORDER:**

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

**ANNOUNCEMENTS:**

Manager Yost announced that the streetscape contract award had been tabled by the Commissioners at Monday's meeting. The new direction would be to focus on Fisher Avenue road take-over and use the State's Community Safety and Enhancement Program to fully fund the design and construction of the streetscape plan.

**CITIZEN COMMENT ON AGENDA ITEMS:**

**APPROVAL OF MINUTES:**

Commissioner Bupp moved to approve minutes of June 15, 2016. Seconded by Commissioner Stump. 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, 2acre 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 the plan and recommended approval of the Forest Conservation Plan and Conditional Approval of the Preliminary Site Plan.

The Board had a lengthy discussion and allowed the audience to participate. Commissioner Stump motioned to approve the Forest Conservation Plan and conditionally approve the Preliminary Site Plan. Seconded by Commissioner Bupp. Motion carried 5-0.

**Willshire Development Discussion** - The discussion, which included public input, focused on the subject site as well as other lots in the commercial zone that could be eligible for the Overlay Zone designation. The discussions described several key elements developed within the last five years of planning that facilitated the desire for the Commission to develop the zone and focus the last bit of Poolesville's development within the Commercial Zone.

**OLD BUSINESS:**

**ADJOURNMENT**

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