



Memorandum:

To: Cate McDonald, Clerk, Town of Brookeville
From: Jim Klein, Cara Smith
Cc: Attendees
BPC (Brookeville Planning Commission)
Chris Scanlon, Miche Booz, Buck Bartley, Maggie Kay, Allison Moffet
Town Commissioners
Bill Gaskill, Mark Davis, Garrett Anderson
Town Staff
Cate McDonald, Andrea Scanlon
Date: April 6, 2021
Subject: Brookeville – Transportation Plan Update 04/01/21
Kickoff Meeting Notes

A walking tour was conducted on Thursday April 1st with members of the Planning Commission, Town Commission and Town Staff. The following areas were identified and discussed on the walking tour:

1. Priority areas

- 1.1. The Town needs some immediate guidance on sidewalk configuration on High Street (Georgia Avenue) where four house lots are being subdivided. Issues discussed were:
 - Which side of the street the sidewalk should be on (general preference was for the east, NB) side
 - Distance from back of curb/planting strip?
 - Paver material
 - Where to locate/extend sidewalk in relation to the logical transition into Town. SHA developed plans for a sidewalk on the west (SB) side. If travel lanes are reduced in width, then would there be enough room for the sidewalk in front of the cemetery (tree impact, drainage issues)
- 1.2. Market Street reconfiguration – As part of planned street reconstruction the Town would like to:
 - Reduce the width of the travel lanes (30' of space available from curb to curb as measured during site walk)
 - Delineate on-street parking with paver to narrow the look of the road
 - Retain sidewalks on both sides
 - Noted historic stone walls on both sides, some buried on WB side.
 - Connect sidewalks down to town-owned street in front of Bentley House and Scanlon properties (**Question: there was further discussion regarding connections beyond the steep slope and stone walls that we did not pick up in our notes**)
 - Discussion of the end of on-street parking being at first speed hump
 - Discussion regarding traffic coming from the east that may not be reduced on Market St. as a result of the bypass

2. Additional Notes and Ideas (not priority order)

- 2.1. "Civic" section of Town - Brookeville Academy open/green space – needs:
 - Simply organized plan to increase function of multi-use site for group activities, town meetings, organization meetings, community meetings, rental for private events/weddings etc.
 - Overflow parking from Church lot across the street (need a highly visible mid-block crosswalk)
 - The adjoining lot next to the Academy may be subdivided and put up for sale in the near future
- 2.2. High Street
 - Sidewalk extending on east side as the primary walking route (see above).
 - Consider incorporating historic streetscape features such as the hitching posts in design (discussion if it could be incorporated as traffic calming element?)
 - Town welcome sign is not currently located at town entry – would like to move to actual town entry south of new lots being created and coordinate with MDOT Brookeville sign
 - Plans for roundabout on MDOT website (**need to confirm where latest plans are located**)?
- 2.3. "Intersection Zone" of Georgia (High Street) and Market
 - Discussion about the idea of "keep things flowing;" need to compare benefits of all way stop versus something like a mini-roundabout or a center island with a focal point that functions like a roundabout but looks more in keeping with historic character
 - Need to consider alignment of water street slightly offset (check ROW of brick home on northwest corner of Market/Water/High)
 - Reduce turning radii of all corners, but particularly SB Georgia; reduce width of High St. northbound lane (16' wide) to accommodate a wider sidewalk in front of the vacant building at the corner of High St. and Market St.
- 2.4. Georgia Avenue/Market Street west and north of intersection
 - Residents call this segment of road "Market St.," but those outside of Town mostly refer to it as "Georgia Ave."
 - Sidewalk ends at curve and embankment on NB side, could extend by eliminating the earthen embankment and rebuilding stone wall
 - Width of street is 27' curb to curb; with lower traffic volume could reduce lane width to 10' and curb and gutter pan of 18" leaving 4' for a sidewalk on NB side extending around curve
 - Alternatively could cross at the high point of the curve and rebuild curb on SB side with same dimensions above; crosswalk could be part of traffic calming as pinch point
- 2.5. Additional Discussion items
 - Preferred maintenance/ownership of new streetscape elements should be major consideration in plan update (design criteria different if State retains ownership versus County or Town)
 - Project [Vision] Zero - tap into this as a funding source for implementing the incremental pieces/improvements, especially intersection modifications and sidewalk extensions
 - Town-wide pathway/sidewalk network - Chris Scanlon has GPS of route (some parts over private property by informal agreement so best to show only trail/sidewalk network on public land and ROW)

- North St. and Water St. will be reduced in width to 11 or 12 feet and paved in the future.
3. Additional data requests
 - 3.1. GPS of walking route around Town
 - 3.2. SHA plans for sidewalk (received)
 - 3.3. 23 High St - subdivision HPC approved design for the homes (received)
 - 3.4. CADD files for existing Town Topographic Survey (portions of Town)?
 - 3.5. Photos or images of historic streetscape features such as the hitching posts that used to be on Market St. (received)
 4. Next steps
 - 4.1. Virtual public meeting in early May – send draft questionnaire with links to storymap and public input map along with public meeting notice for review; turnaround of 5-7 days if possible, then send out public notice of virtual meeting (will need to coordinate with Cate how to run that)
 - 4.2. Best dates for meeting that do not conflict with Town meetings (avoid 2nd Monday for Town Commission, and 1st Tuesday for Planning Commission) - suggest Thursday May 6th or Monday, May 10th
 - 4.3. Invite County, MDOT, other key individuals who should be included in the meetings