

Meeting minutes of Special Meeting of Planning Commission  
December 8, 2011

Chair Wenger called the special meeting of the Planning Commission to order at 7:30 pm. Members David Preusch, Pete Stadler, and Brendan Deyo were present. Mayor Dan Prats and Secretary Charlene Dillingham were present. The purpose of the meeting is for the Planning Commission to discuss their desire to hire someone to write the Comprehensive Plan for the Town. Doug Lohmeyer, an engineer and consultant, was present to discuss his experience with writing Comprehensive Plans for other municipalities.

Mr. Lohmeyer stated that he is a professional engineer and has worked in Montgomery County for 10 years as a consultant and for Loederman Soltesz Associates for 15 years. He holds a PE license in MD and the District of Columbia. He has worked with Brookeville, the Town of Chevy Chase, Barnesville and Somerset in completing their comprehensive plans.

Mr. Lohmeyer commented that the plan for Brookeville took 8-10 months to write, 2-3 months to get into the state, 3 months to get back comments from the state, and an additional 2 months to address the comments. Based on the fact that Laytonsville has already done much of the work, he estimated a 2-3 month effort to get it ready to go to the state.

Mr. Lohmeyer shared that Comprehensive plan elements that require the most effort are the land use element, the transportation element and the municipal growth element. He indicated that in his experience, convincing the state of zoning within historic districts can take time to resolve.

Mr. Lohmeyer indicated that he is not currently working on other comprehensive plans at this time and would be available to work with Laytonsville. He charges \$100/hour plus travel time. Invoicing is done at the first of every month. Progress reports are sent as sections are finished. Mr. Lohmeyer suggested a single point of contact be designated to get updates on a regular basis. Mr. Lohmeyer will send a sample of the terms and conditions agreement he uses for the Commission's review. Regarding references, Member Preusch has talked with the Town of Brookeville, and will pursue a reference with the Planning Commission chair of Barnesville.

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Chair Wenger made the motion to adjourn the meeting at 8:50 p.m. Member Dave Preusch seconded. **Unanimously approved.**

Respectfully submitted,

Charlene Dillingham  
Secretary  
December 5, 2011