

## Meeting Information

Date: 6/14/21

Location: Online - Zoom

Time: 7:00PM

Note Taker: Rachel Carballo

Meeting Type: Burkittsville Planning and Zoning

Attendees: Jayme Marshall, Kevin Cromer, Rachel Carballo, Jillian Savage, Paul Goldstein

## Agenda Items, Decisions, and Details

Meeting called to order 7:07pm.

Agenda approved

May minutes approved – Jillian made the motion to approve. Kevin seconded.

Election of Chair – Rachel nominated Jayme Marshall. Jayme accepted the chair position for 2 years, as she has already served one year, which will make the total of three years. Rachel, Kevin and Jillian voted Jayme as the chair.

Zoning Administrator Report Paul Goldstein – The first round of letters reached the recipients. Paul noticed that the 2003 version he was using was different from the version sent by Jayme.

If warnings need to be elevated to an infraction, the ordinances must be on website and be enforceable, so Jayme will ask the council to reauthorize it to make sure we have the right version up and being enforced. Be careful with renumbering because Municode may have a different numbering system. We will leave the numbering screwed up for now and fix it when we edit the code, so what will be put on the website, for now, will have wonky numbering.

14 E. Main: Porch proposal David Myers – application is expected to be given to P&Z after the meeting. That will serve as the record for the permit.

Remove the current porch and add a new porch which will have the same depth as the original porch and it will be 24 feet across the front of the house, so wider. Pressure treated posts, covered with LP smart trim. Wood railing. Girder, header, ceiling, covered with LP smartsiding, a metal room. Everything will have the same colors as the rest of the house. LP smartsiding, fiber cement siding. It's a hardwood product with a pre-finished surface. Yellow siding and white trim. LP Smartsiding is what is already being put on the siding of the house – the new yellow siding. Jayme asked David to complete the application, so we have a record. David agreed to complete the application by the end of the week. Jayme said that one electronic copy of drawings would be fine.

Jillian made a motion to approve and Rachel seconded. Kevin and Jayme also voted yes.

Once the application has been received, Paul will issue the zoning permit, or Jayme, on behalf of Paul, during Paul's absence while on vacation.

Website progress – we can get burkittsville-md.gov email addresses. Commissioners were OK with keeping their gmail accounts.

-we can go door to door or send out a flyer to get people to sign up for P&Z updates, an intro to Paul, etc, so we don't have to wait for a quarterly update in the town newsletter. This will also include town event updates, like farmer's market, fair, etc.

-Rachel will create a flyer.

Municode status Kevin – Municode has 10 short videos 1-1.5 minutes long illustrating their publishing software. Kevin emailed the links to Todd and he will send them to the group. Jillian will talk to Todd about getting more involved in the Municode meeting. We must get permission from the council to fund the Municode software. Kevin will reschedule the zoom meeting again. It will be set up around 7pm, so people can join in the evening hours.

Ordinances Jayme Marshall – The ordinances have to be up on the website, even before we start making changes, which would support the enforcement of the regulations.

Perhaps, we can pay someone to do the cleanup – merging all of the word documents and make it look cohesive and decent, and make sure that we have the right versions. Kevin said that he would merge the documents.

Council will re-authorize the ordinances that we currently have before any changes are made.

Finalization of Online Version

Workshop #2 - July 11<sup>th</sup>, 2021 at 3pm at Jayme's house. This will replace the P&Z meeting for July.

A discussion on property maintenance issues occurred. The Zoning Administrator indicated that his overall philosophy is one to obtain compliance rather than fines, and that he will continue to review how to best accomplish that goal.

Jillian made a motion to adjourn and Kevin seconded. 8:17pm.

#### New Action Items

Jayme and Paul will meet to review the demolition ordinances because there are steps that residents must follow before they come to P&Z to receive permission to demolish.

Rachel will make a flyer for the email subscriber list for Burkittsville updates

Kevin will reschedule the municode meeting

Kevin will merge the ordinance documents

Jayme will have the ordinances posted online, after council re-authorizes them

All commissioners will read through the ordinances prior to the July 11<sup>th</sup> workshop.

#### Other Notes and Information

Paul and Shelby dropped off a plat for the house they want to tear down – 202 East Main. Jayme gave them the application.

Updates that were delivered via email

The owner of the home with the extensive septic issues is going resolve the issues.