



TOWN OF BURKITTSVILLE

P.O. Box 485
Burkittsville, MD 21718

Office of the Secretary
Maryland Department of Planning
Attn: David Dahlstrom, AICP
301 W. Preston St.
Baltimore, Maryland 21201-2305

Re: Annual Report Calendar Year 2020

Dear Mr. Dahlstrom:

The Town of Burkittsville Planning and Zoning Commission approved the following Annual Report for the Reporting Year 2020 as required under §1-207(b) of the Land Use Article on April 5, 2021. In addition, this report has been filed with the local legislative body.

1. Number of new Residential Permits Issued inside and outside of the Priority Funding Area (PFA), §1-208(c)(1)(i) and (c)(3)(ii):

**Table 1: New Residential Permits Issued
Inside and Outside the Priority Funding Area (PFA)**

Residential – Calendar Year 2020	PFA	Non - PFA	Total
# New Residential Permits Issued	2	0	2

2. Is your jurisdiction scheduled to complete and submit to Planning a 5-Year Mid-Cycle comprehensive plan implementation review report this year, as required under §1-207(c)(6) of the Land Use Article? If yes, please submit the 5-Year Report as an attachment. Y N

Note: To find out if your jurisdiction is scheduled to submit this report, please consult the Transition Schedule section located at: <https://planning.maryland.gov/pages/OurWork/compPlans/ten-year.aspx>

3. Were there any growth related changes, including Land Use Changes, Annexations, Zoning Ordinance Changes, Rezoning, New Schools, Changes in Water or Sewer Service Area, etc., pursuant to §1-207(c)(1) of the Land Use Article? If yes, please list or map. Y N

- In response to a request from Frederick County, the Commission gave approval for the development of a sliver of land that fell within the city limits and agreed to allow one lot of the Guyton Farm subdivision (3 lots) to be developed immediately and a second to be developed in the future. This decision was made in accordance with the terms of the contract the land owners possessed with the Rural Legacy Program.
4. Did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction? If yes, please list. Y N
- The zoning ordinances need to be updated and revised.
 - The permit process needs to be advertised on the website and inked to the county portal.
5. Are there any issues that Planning can assist you with in 2021? If yes, please list. Y N
- Septic and well safety
 - Managing a hoarding situation
6. Have all members of the Planning Commission/Board and Board of Appeals completed an educational training course as required under §1-206(a)(2) of the Land Use Article? Y N
- One Commissioner out of the four still needs to complete the training course.

Sincerely,

Jayne

Jayne S. Marshall, Chair
Burkittsville Planning & Zoning Commission

**Submitting Annual Reports and Technical Assistance
(Please do not return this form)**

- (A)** Please scan and email a copy of the Annual Report to david.dahlstrom@maryland.gov
Alternatively, one copy may be mailed to:

Office of the Secretary
Maryland Department of Planning
301 W. Preston Street, Suite 1101
Baltimore, Maryland 21201-2305
Attn: David Dahlstrom, AICP

- (B)** Annual Reports should include a cover letter indicating that the Planning Commission has approved the Annual Report and acknowledging that a copy of the Annual Report has been filed with the local legislative body. The cover letter should indicate a point of contact(s) if there are technical questions about your Annual Report. Before emailing the Annual Report:

1. Was this Annual Report approved by the planning commission/board? Y N
2. Was this Annual Report filed with the local legislative body? Y N



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3. Does the cover letter:

a. Acknowledge that the planning commission/board has approved the Annual Report.

Y N

b. Acknowledge that the Annual Report has been filed with the local legislative body?

Y N

c. Answer if all members of the Planning Commission/Board and Board of Appeals have completed an educational training course as required under [§1-206\(a\)\(2\)](#) of the Land Use Article? (See <https://planning.maryland.gov/Pages/YourPart/MPCA/pcbzacompleteded.aspx> for a list having completed the course.)

Y N

d. Indicate a point of contact(s)?

Y N

(C) You may wish to send an additional copy of your Annual Report directly to your Maryland Department of Planning Regional Office via email or hardcopy.

(D) If you need any technical assistance in preparing or submitting your reports, our Regional Planners are available to assist you. Regional Planner contact information can be found at: <https://planning.maryland.gov/Pages/OurWork/local-planning-staff.aspx>

(E) Copies of this Annual Report worksheet and links to legislation creating these Annual Report requirements can be found on the Maryland Department of Planning website: <https://planning.maryland.gov/pages/OurWork/compPlans/ten-year.aspx>

(F) If you have any suggestions to improve this worksheet or any of the annual report materials, please list or contact David Dahlstrom at david.dahlstrom@maryland.gov.