

# Burkittsville Planning and Zoning Commission Meeting

Monday, March 2, 2020

7:00 – 8:30 pm

South Mountain Heritage Society

## Meeting Notes

### I. Approval of Agenda

- The meeting was called to order at 7:00 pm by Chair, Jayme Marshall. The following Commissioners were in attendance: Andrew Burgoyne and Rick Poloway.
- The agenda was approved with no additions.

### II. Approval of Minutes

- No minutes were prepared from the previous meeting held on 2/3/2020 where the meeting was almost entirely focused on a review of 8 and 10 E. Main Street restoration plans with Susan and Kurt Brown.

### III. New Business

- *March Town Meeting:* Jayme shared that she will be out of town when the March Town meeting takes place on March 9. She asked if anyone was available to attend and they were not. Jayme will inform the Mayor and will ensure she is available for the June Town meeting.
- *Commission Norms & Operating Procedures:* Jayme shared that she had just reread the Commission By-Laws. Rick did not have a copy and was provided with one. She asked the group to review before the next meeting.
- Jayme requested that the Commission develop group norms to guide operations. She provided several examples and asked the members to brainstorm norms. The following ideas were generated (additional items may be added at any time):
  - Transparency
  - Responsive
  - Collaborative
  - Organized
  - Diversified leadership on topics
  - Meeting limited to 1 hour (7:00 – 8:00 pm every other month/1st Monday)
- *Planning Commission Roles, Duties & Responsibilities:* Jayme distributed a hard-copy of the document she and Rick received when from MD Planning Association meeting last year. This document is for jurisdictions governed by Article 66B of the Maryland Annotated Code. It is the law that governs planning and zoning commissions. The parameters of this document will be discussed in more depth at a future meeting. Members are asked to read it in preparation.

- *Commission Budget:* The Commission has a budget. Jayme will find out how much it is and report back at the next meeting.
- *MML Conference:* The MML conference is coming up in early July and Commissioners discussed the benefits of attending. Jayme and Andrew expressed interest.
- *Recruitment*
  - New Commissioner: The group discussed that a new Commissioner needs to be recruited due to the passing of Keith Murray. It was recommended to put an ad on the Bugle and in the Town newsletter. Jayme will follow up.
  - Town Zoning Administrator: The need for a part-time Zoning Commissioner was discussed, the duties were outlined, and the salary was shared as \$200 per month. Andrew mentioned that the Chair send letters in the absence of a paid employee. It was agreed that Jayme would develop an ad and put up at the MML conference to recruit.
- A motion was made and adopted that the Mayor and Council to manage the Corona virus should the epidemic spread.

#### IV. Old Business

- *Burkittsville Codes & Ordinances:* All of the found ordinances were arranged in chronological order starting with 1966 through the two unsigned ordinance that are currently on the Town website. Andrew explained that the 1993 document supersedes the 1966 document, representing Articles 1-8 and the 2003 document is Article 9. The current Ordinances on the website are Pet Waste 2017-1 and Property Regulations 1.0. The Demo by Neglect Ordinance link does not work. It is all very confusing and needs to be straightened, reordered and properly numbered. The big question is where are the remaining signed ordinances and if they have been lost what needs to be redone. Research is needed.
- *Small Cell Wireless & Telecommunications Ordinance & Wireless Facilities Design:* The final documents approved by the Commission were presented to the Mayor and Council in November. Thus far, no questions have come forth nor has any action been taken.
- *Property Maintenance:* Several properties in Town were discussed. Rick shared that her had trimmed trees overhanging the alley. Everyone agreed that several properties need to be notified including:
  - 201 E. Main
  - 1 W. Main
  - 1 E. Main
  - W. Main house with tires stacked in front

Everyone agreed that after the fires might be an opportune time to notify residents about trimming alleyways because the fire department had some issues with overhanging branches.

Finally, it was reinforced that it is beneficial for Commissioners to walk the town, observe and be aware. However, taking action before the ordinances are in good order does not make sense in some instances. Further discussion is needed.

- *Newsletter/ Website Listing: Both the newsletter and website need to have the Chair and membership information updated.*

**VI. Next Meeting**

- April 6, 2020, 7:00 pm
- Proposed Topics
  - Ordinances: Putting together a new ordered document and discussing where the gaps exist.
  - Finalize norms
  - Review draft recruitment ads

**VII. Adjournment**

**VIII. Next Steps/Follow up**

Task	Responsible Party	Due Date	Date Completed
Read <i>Planning Commission Roles, Duties &amp; Responsibilities</i>	All	4/6/2020	
Review <i>Planning &amp; Zoning Commission By-Laws</i>	All	4/6/2020	
Transfer flash-drive from Andrew to Jayme.	Andrew	3/4/2020	
Obtain password to <a href="mailto:PZCTofBurkittsville@outlook.com">PZCTofBurkittsville@outlook.com</a> .	Andrew	3/4/2020	
Inform the Mayor that no Commissioners are available be to attend the March town meeting and will ensure she is available for the June Town meeting. The meeting minutes will serve as the report regarding the P & Z Commission priorities.	Jayme	3/7/2020	3/7/2020
Obtain the Commission budget.	Jayme	4/1/2020	
Inform Mayor that the Commission passed a motion that the Mayor and Council enact a plan to manage the Corona virus should the epidemic spread.	Jayme	3/7/2020	3/7/2020
Request to register for MML	Jayme	3/9/2020	3/9/2020
Request that the newsletter be updated with new membership information.			

Request that the website be updated with new membership information and meeting schedule.	Jayne	3/9/2020	
Develop and submit notice of a Commissioner notice to the newsletter editor.	Alex	3/15/2020	
Reorder ordinances for review at next meeting	Jayne	4/6/2020	
Draft ad for a Zoning Administrator for MML	Jayne	4/6/2020	