



TOWN OF BURKITTVILLE

Planning and Zoning Commission Meeting

March 5, 2024

7:00 – 8:00 pm

Present: Jamee Robinson, Debbie Burgoyne, Paul Gilligan, and Rachel Carballo

Notetaker: Rachel Carballo

Meeting called to order at 7:02pm.

Rachel made a motion to approve the agenda. Debbie asked to discuss an issue with 102 and Jamee explained that P&Z is not handling those issues right now. Complaints go through the mayor and then on to Jeanette.

Paul made a motion to approve the [October 2023](#) meeting minutes and Debbie seconded.

Debbie made a motion to approve the February 2024 meeting minutes and Rachel seconded.

Comprehensive Plan

[Community Survey](#) – showed that residents want to fix the roads, maintain the historic character of the town, and maintain the septic systems

Debbie is going to send a digital copy of the comprehensive plan to Jamee.

Next steps - updating the plan. Rachel offered to help. Jamee said it may need to be broken up.

Process of zoning for single family vs. multifamily residential – this will be tabled until the April meeting when Jeanette is present. Jeanette sent Jamee a sample zoning map of a small town to demonstrate how zoning can be used to address limitations on single vs. multi-family residential properties

[Rental Draft Ordinance](#)

Add to preamble that we are on the national historic register

d). We will remove short-term

e). Strike the additional “property owner”

There was debate about who will enforce the ordinances and the importance of having a zoning administrator who lives outside of the town, so P&Z enforcement is not impartial and no single person is being targeted – the ordinances are being enforced equally.

There was debate about the roles of P&Z vs Council and who will issue the licenses. The vision is that the licenses will be issued by the Mayor and Council. It was discussed that the office of the mayor might be the proper verbiage. The group voted and decided to use Mayor and Council.

There was debate, once again, pertaining to the \$1,000 fine. Three of the four commissioners present agreed \$1,000 should remain.

Add I). There will not be a fee for the rental license.

The [Septic Draft Ordinance](#) was tabled. Jamee noted that there are about 15 ordinances in the current ordinances that we will need to review at the next meeting.

- Survey of current septic systems

Upcoming Meetings

- Planning and Zoning meeting: Tuesday, April 1, 7:00 pm
- Town Meeting: Monday, March 11, 2023, 7:00 PM

*Members of the public are encouraged and welcome to attend any Commission meeting.