

Meeting Information

Date: 11/02/2020

Location: Online - Zoom

Time: 7:00PM

Note Taker: Rachel Carballo

Meeting Type: Burkittsville Planning and Zoning

Attendees: Jayme Marshall, Kevin Cromer, Rachel Carballo, and Jillian Savage

Agenda Items

The agenda and October minutes were approved. Kevin made the motion to approve the October minutes.

1. Draft By-laws
2. Ordinance Committee
3. Website Committee
4. Sidewalk Ordinance
5. Zoning Administrator
6. Fee Schedule

Decisions and Details

1. Jayme put Draft by-laws in Google Docs and sent them to all of the commissioners
Election of officers takes place annually in June – consistent with town charter
Jayme replaced the term chairman with chair, to remove gender identity
We changed the voting section to allow people to vote virtually at the meeting
Ex-parte – we're not supposed to have a discussion on P&Z matters between two people outside of the meeting. Everything is within the confines of the meeting. We added that we may not discuss matters outside of the commission to allow commissioners to make progress on action items between meetings. In other, words commissioners may discuss things with one another outside of meetings, but not with people who are not commissioners.
Rachel made a motion to approve the bylaws and Kevin seconded.
2. Kevin is chairing the ordinance committee, since he is scanning in the documents.
Jayme is trying to get access to shorescan. Erica will have to see if she can get it to Jayme.
3. Jillian is chairing the website committee.
4. Language from the town charter was incorporated into the sidewalk ordinance.
5. Jayme created the job description for the zoning administrator. Jillian made a motion to approve it, which was seconded by Rachel with the two suggested changes. The changes include: Add to

duties that the ZA must attend the P&Z and town council meetings and add a monthly report to the tasks.

Mayor and Council will interview and hire

The Zoning Administrator will work directly with P&Z and the mayor and council.

There's an online building permit website available that we will need

Zoning administrator – there's an association (COSAR) through the MD Municipal league where we can potentially post an announcement

6. When you get to fining people, there is a citation form, a district court form 28, Jayme needs a DC booklet so she can make citations. Fine letters do not hold up in court, it has to be a citation.

To lookup who owns a property – go to sdat.dat.maryland.gov Dept. of Taxation and Assessments

Jayme found a 33-page section that addresses fees from Frederick County that we can use

New Action Items

1. N/A
2. Jayme, Kevin, and Jillian will go to the next town council meeting and ask for access to shorescan.
3. Jayme, Jillian, and Kelly Smith will meet this week to discuss the website.
4. The sidewalk ordinance will be sent to all commissioners, who will suggest edits and we will review or perhaps approve it at the next meeting.
5. Jayme will make the two changes to the job description and bring it to the mayor and council
6. Mayor Deb will get the town lawyer to get a citation book for P&Z

Other Notes and Information

The town charter was re-printed in 2008 – Rachel added it to the task list

Livestock Ordinance needs to be completed. May need to be reassigned.

6W Main – a company came and removed debris. It's all dirt, does not appear to have grass seed or straw, may cause problems for neighbors in the event of a flood/heavy rain. The company damaged the lot they parked their machinery on (the seminary – Dwayne Weber's lot). The vacant vehicles are still parked on the seminary property. Chuck's mother said he is going to deal with the vehicles.

Jayme may call sheriff's office if Dwayne Weber doesn't, so the police can write a citation for the vacant vehicles.

Jayne attended the County Meeting – there are more public ethics courses coming up. PPM webpage is a good resource that came from that meeting. Jayme will attend the MPCA annual conference.

The comprehensive plan needs to be updated every 10 years, which is our chance to include things like a viewshed. Rachel will take the lead on the comprehensive/master plan. – added to task list

Guyton Farm is under negotiations. County asked Jayme to sign off on the plat for Byron to build. She signed off.