

Meeting Information

Date: 10/05/2020

Location: South Mountain Heritage Society

Time: 7:00PM

Note Taker: Rachel Carballo

Meeting Type: Burkittsville Planning and Zoning

Attendees: Jayme Marshall, Kevin Cromer, Andrew Burgoyne, Alex Bird, Rachel Carballo, Jillian Savage

Agenda Items

1. Approval of Agenda
2. Approval of Minutes
3. Draft Bylaws
4. Scanned ordinances
5. Sidewalks and gutters ordinance
6. Follow-up 6 W Main and Guyton Farm
7. Fee Schedule
8. Enforcement/Town Administrator
9. Website
10. MPCA
11. New ordinances

Decisions and Details

1. Alex made a motion to approve the agenda.
2. Minutes for last meeting will be approved at November meeting.
3. Draft Bylaws -we will discuss at the next meeting
4. We will take the 1966 and 2006 codes and update them, rather than starting from scratch or modifying another town's codes to meet our town's needs
5. Rachel will make the agreed upon changes to the sidewalk ordinances, including adding a section on keeping stormwater drains clear of debris
6. Mayor Deb decided Jayme will sign off on the Guyton Farm plat. Jayme is currently waiting to be contacted by Terry Craig, in order to do so.

A letter was sent to the mother of Charles Langley by Jayme.

Dwayne Weber will receive a letter next because he owns the property the vacant vehicles are parked on, but he is fearful to have them towed

Jillian suggested that perhaps we should ask law enforcement to serve the letters, perhaps we could do a private pay.

7. Jayme will bring an updated fee schedule to the next meeting.
8. Enforcement- Mayor Deb said to find a town administrator.
We can pay \$250 per month
Andrew made a motion to table zoning administrator until next meeting

9. Town website- Kevin is developing it. Mayor and Council approved it. Carl Snook will no longer work on it. Jillian would like to help Kevin by giving opinions, thoughts, and photos. Perhaps, our website could be like the town of Waterford's website, including headshots of town leaders with little bios and their information.

10. MPCA- all commissioners need to register.

The conference is on November 9th. Jayme and Andrew are planning to go.

11. N/A

New Action Items

1. Andrew added to new business on agenda– has information regarding weight restrictions for our road.
2. N/A
3. Andrew will compare the draft bylaws to the Maryland Code before we discuss/vote on it at the next meeting.
4. Kevin will go to the Ruritan basement to look for the misplaced, more recent code that was created, though it's possible it was stored in a former clerk's home, maybe Micky Beller.

Andrew - 1966 code contains articles 1-8 and 2006 code contains article 9, so articles 1-8 have to be scanned in because that is what we're working from (in addition to article 9). Kevin will scan the 1966 code.

All of the commissioners will read the 1966 codes. We will then dedicate meetings to going through the sections together. Commissioners will come to the next meeting with proposals, regarding changes that need to be made to the codes.

5. Rachel will share the updated sidewalk ordinance with the group
6. Jayme will talk to mayor about talking to Sheriff's department.
7. The Fee schedule will be discussed at the next meeting
8. Make a job description and list of duties

-required to advertise in newspaper? (Andrew)

-we can find a volunteer

-we can recruit within town

-no knocking on doors, just sending letters

-use a couple of ways to advertise like indeed.com or find a college student with a relevant major who may want to volunteer/do an internship

9. N/A

10. Those who have not completed the classes need to do so. They must be completed within six months of becoming a commissioner.

11. Ordinance research – see task list (distributed at meeting)

Other Notes and Information

Jillian wants to be sure we have specific codes that pertain to historic properties versus new properties

Alex - In the past the county or state blocked businesses in Burkittsville, due to septic systems and breeze traps. Doors must have to be a certain width etc., so it's beneficial to get more of our properties in town registered as historic with an organization like Frederick Landmark Trust.

We could educate the town on how and why registering as historic could be beneficial.

Andrew- Severability is missing from our current 1966 code, if a particular section or article is found to be against state or federal law it's possible that the whole section is against the law. So, you want to chop it into subsections and clauses to protect it.

Jayme- we need to take at least the titles from the 1966 code and clean it up. Remove old sections and update language – propose new language.

Andrew- The language needs to be more vague, so planning and zoning can use their discretion.

Alex prefers something narrower – more restrictive

Kevin- The county is investigating rural legacy and AG's office looking into Frederick County whether they are reviewing their rural legacy, so the county is taking public comments regarding the Guyton Farm. Existing lot was re-listed and there is one more subdivision lot within the farm. 3 total. 2 have been claimed and 1 has not, so the 1 is being sold with the farm. The person who buys the farm has one subdivision right. Alex is asking American Battlefield Trust if they would bid on the third subdivision. Kevin feels like there were opportunities we could have investigated before we approved the Guyton's request. Like having their home built over the berm, so they could see the town, but we couldn't see their whole house. An issue is the home will be so close to the road and the driveway is just over the hill where it might cause a car accident.

Kevin wants to coordinate with others in town to give public comments until the end of this month. He may place flyers on doors with neutral information.

Document sharing – use Google docs

Jillian proposed – apple share.

Kevin - We should be platform neutral – so maybe google docs preferred

Rachel made a motion to adjourn

