

## Meeting Information

Date: 2/3/21

Location: Online - Zoom

Time: 7:00PM

Note Taker: Rachel Carballo

Meeting Type: Burkittsville Planning and Zoning

Attendees: Jayme Marshall, Kevin Cromer, Rachel Carballo, and guest speaker Kelly Fowler

## Agenda Items and Decisions and Details

1. Minutes and Agenda: January meeting agenda approved. November and January minutes approved. Rachel made the motion to approve. Kevin seconded.
2. Website: Kelly will continue to be the webmaster. From now on, once the meeting minutes are approved, they will be sent to Kelly to be posted to the website. If another person would like to be an administrator or an editor, or an author, Kelly can set them up with WordPress. Kevin will be the backup.

Agenda and Minutes will be a drop down under the government tab.

Folders: pdf files, docs, points of interest, agenda, minutes,

We can add recycling days, garbage pickup etc. Code, ordinances,

Kelly could set up a page that only those with a password (P&Z commissioners) or that those with editing can access, if there will be private information, Kelly recommends that we pay for more security, this may be the place to keep ongoing cases, etc., can be as cheap as \$20/year. Kelly recommends that we get the SSL. Jayme said no private information would be put on the website.

Add a link to the county permit portal.

(The following information was added 2/26/21 from email correspondence from Jayme to the group) I just got the town credit card to Kelly for the website upgrade. This will allow an unlimited number of sub-folders and other features.

3. Comprehensive Plan: Other towns break the comp plan into sections and updates it a few years in advance. Rachel will begin thinking about how to go about updating it.
4. Commissioner Recruitment: Kevin will ask Paul if he wants to serve on P&Z.
5. To go over ordinances: Break into sections, meet monthly, separate meeting to go over it,

We will all need to read the entire document because there is some crossover/redundance, so to revise one section, we need to know what is in another section that addresses the same topic.

If we restrict building materials, we have to include public comment. We also need to include the council members in this process, so we don't do all of this work and then just have them say

no we're not going to approve it. We will check with the town lawyer to find out if county laws supersede ours, we need to understand that before we start revising the ordinances.

There are already county ordinances on beehives and chickens.

Jayne will get in touch with lawyer and MD Municipal League to find out what laws apply county vs. Town etc.

We need to figure out what we want to weed out and add.

Bring it up at Town Council meeting in March to ask one of the council members to be a representative.

(The following information was added 2/26/21 from email correspondence from Jayme to the group) I agree subheadings will be of help to the reader and am all for any organizing strategies that will make the document more user-friendly. Also, track changes is absolutely needed to manage all the changes ahead.

As for where to house the document while we are working on it, I am not a fan of Google docs, can use if I must, but not my preference. I'm hoping we can house it in an area of our website.

I'm going to devote our March meeting to this topic so we can organize our next steps. I am also thinking of requesting a council member be a liaison to us on this project so they can ease the way towards final approval.

6. Jayme is advertising the zoning admin, on the MD and Capital planning groups and will get it on the MD Municipal League.

#### New Action Items

1. N/A
2. Kevin will be the back-up for Kelly. Rachel and Jayme will also be added to allow them to make changes to the website.
3. N/A
4. N/A
5. Jayme will get in touch with lawyer and MD Municipal League to find out what laws apply county vs. Town etc.  
Bring up ordinances at the Town Council meeting in March to ask one of the council members to be a representative, to attend the ordinance revision meetings.

#### Other Notes and Information

### Updates that were delivered via email

1. Update on Master Plan date: Rachel checked with Chuck Rounds, as he was the former Town Clerk to see what he recalled regarding the accuracy of the dates printed on Frederick County's version of Burkittsville's Master Plan. Rachel said, I realize now that what was passed when Rebecca and I were on council was the Green Street Master Plan. But it was being referred to as the Comprehensive Plan and the Master Plan, which was the source of the current confusion. Chuck said, "According to my recollection, the council passed an ordinance in maybe October, 2015. It seems to me there was a town meeting in August of that year approving the plan. It's sketchy in my memory. I was no longer involved with P&Z after initially leading the effort to produce the document it seems like another lifetime ago. The town hired Brian Boldyga, officially for environmental management administration and code enforcement, but basically to handle all things P&Z for a while. I was involved with an update I think leading up to and in 2010. I can't recall the mandated time frames for updating the document. Probably 5 years makes sense. By the way, Tammy Drake was the Clerk in 2015, she might be more helpful. Bottom line though is the most recent update was 2015." Essentially, Chuck confirmed that the County website's date was accurate and the Master Plan was finalized in 2015. The county website says it is in effect until 2035.
2. Alex has stepped down from the Commission to chair the Board of Appeals.
3. We now have 1-2 vacancies on the Commission. Please think about good people we might want to recruit. Rachel and I met yesterday and brainstormed a few names and I will mention it at the Town meeting tonight. I think the personal touch has the best chance for success, so feel free to reach out to anyone that you think might like to join us.
4. After my initial flurry of activity around 104 W. Main Street, I obtained the well and septic documents from the county. No upgrades to the septic are recorded since it was put in pre-1950's. I spoke to the Mayor about our concerns regarding the owner renting this property with a failing septic system. She wanted to know how I knew it was failing. I shared that neighboring residents had gotten to know the previous tenant who shared the many problems. She did not think there were enough facts to send a letter of concern. She said she would talk to the owner and as of 1/16 she had not done so. I heard that someone moved in last week.