

## Meeting Information

Date: 2/7/22

Time: 7:00PM

Location: Online - Zoom

Note Taker: Rachel Carballo

Meeting Type: Burkittsville Planning and Zoning

Attendees: Jayme Marshall, Kevin Cromer, Rachel Carballo, Jillian Savage, Paul Goldstein

## Agenda Items, Decisions, and Details

Meeting called to order at 7:03pm.

No additions to the agenda.

The commissioners decided to postponed approval of the January minutes.

Announcement: Rachel will send out the agenda and zoom meetings from now on.

## Zoning Administrator Report: Paul Goldstein

1. Guyton Farm Update: SMC got back to Paul at the end of January. Paul explained the process to them. They are working on the application now. Paul asked if they would like a meeting. They have not responded yet, regarding the meeting. The rules require that the filing be made 30 days before the P&Z meeting. This is a minimum two hearing process. The second meeting will be to finalize the plat that we reviewed at the first meeting.
2. Code enforcement: One property is progressing with the code enforcement process. Two others may receive initial letters soon.
3. Demolition: Landmarks of Frederick County issued an assessment on the house and its historic nature. The assessment is a non-binding recommendation. The applicant is preparing their application. They must submit the application prior to the Council meeting. The next possible meeting that will deliberate this issue will be in May. We don't yet know if a subdivision will be needed, that is the only circumstance in which it will come to P&Z.
4. Clarification: P&Z does not follow-up on enforcement. If we have something to report, we give it to Paul to enforce.

## Old Business

1. Municode- Kevin Cromer approved the \$300 fee for Municode to re-index some of our items. They will catch cross-references. There were about 20 action items that Municode gave to Kevin, all of which were minor things, such as spelling errors. The final product will have to be approved by the Council again, even though most of the changes were synchronizing the formatting. A Municode member is going to give us a quote for a legal review. Kevin will find out how much it will cost to make changes, once the code is posted to Municode.
2. Revisions sub-committee – Rachel, Paul, and Jayme met to work on the old ordinances in January. We need to get a legal opinion about us cutting a lot of the codes. We discussed removing the

housing and building codes and referring people to the Frederick County codes, instead. We also want to clarify what duties belong to the zoning administrator, Council, and Planning and Zoning. Our next step is to have Paul consult the Town Attorney. Once that happens, we will have another meeting to work on it. We also need to know how we will be charged for changes, to determine how we should go about it. (For example: page by page, grammatical errors, removing redundancies, etc.)

#### New Business

1. New ordinances – Jayme found an AirBnB ordinance in Anne Arundel County, but that seems too restrictive. There was a lot of discussion pertaining to Frederick County, but it appears that Frederick County did not make an ordinance. Next steps: Commissioners will look at the AirBnB draft ordinance from the previous commission to decide what is missing before Jayme proceeds. Commissioners will also look at the Anne Arundel ordinance.

#### Additional Information

Town Council Workshop on Website: February 14, 2022

Next P&Z Meeting: Monday, March 7, 2022

Jillian motioned to adjourn and Rachel seconded.