

Meeting Information

Date: 1/3/22

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, Jamee Robinson

Agenda Items, Decisions, and Details

Meeting called to order at 7:10pm

Kevin made a motion to approve the December minutes. Jamee seconded.

Zoning Administrator Report Paul Goldstein

1. Guyton Farm Update: The subdivision application was sent to the Sowers on December 21st. They haven't responded yet.
2. Revisions to current ordinances that should be considered: We may want to edit the demolition ordinance to allow more organizations to review properties for historical preservation. Best to amend it, so no one can challenge it in the future, rather than interpret it in that way. The current organization does not charge for this service. That will be something to consider, if other organizations charge, who pays for that?

There is a whole section in the zoning regulations on the zoning certificate process and another on the building permit process (article 4). There may not be a need for a building permit in Burkittsville, usually the county gives building permits and the town gives zoning certificates. We may want to remove that from our ordinances. It could lead to confusion.

We need to have clear rules about curb cuts/ creating a driveway. This is something that should be addressed in the ordinance review.

Section 7.2 addresses things like a drain and the town doesn't have resources for things like a town engineer. We need to have clear rules that outline what the process is to get permits for things like drains. We don't have a permit application for something like that yet. It is unclear if something like this would go to the Mayor and Council or if it would just be P&Z reviewing their application.

3. Paul added another page to the broader application for zoning certificates.

Old Business

1. Old Ordinances/Municode- Kevin Cromer will schedule a primer and invite the mayor and council
2. Revisions sub-committee – Rachel, Paul, and Jayme will schedule a date to work on this
3. New ordinances – each commissioner will look at the list of the new ordinances and set a goal completion date

Rachel will do the alley maintenance ordinance

Kevin started to look into historical preservation ordinances. He has found that it is hard to find materials that meet certain historical regulations he has read that are in place in other towns. Jayme likes how Waterford addresses preservation. Brookeville, MD has historical ordinances that would be worth looking into.

New Business

1. MD Commissioner course- Jillian and Jamee still need to complete the course.
2. Website – Jayme sent an email to the Mayor and Council asking that this issue be addressed at the next town meeting. There is an issue of content not being provided to the website, like recent newsletters, council minutes and agendas, etc. Our website uses WordPress. It is a tool for laypeople. *See Additional Information below

Additional Information

1. Mayor Deb had some demo by neglect complaints and Jayme told her that those complaints need to go to Paul.
2. The Mayor responded to P&Z's request to add the website to the agenda of the January 10th town meeting.

Mayor Debby Burgoyne

Wed, Jan 5, 2:31 PM (2 days ago)

to Michelle, Jayme, TKR0200@gmail.com, crafteelandscaping@hotmail.com, kjahalt@comcast.net, me, Kevin, Jillian, Jamee, Jayme, Paul

Thank you for the recommendations, they are encouraging. First things first: The suggestions are all valid and some necessary. Charter amendments and Council approval will be needed, I have three things on the back burner that require charter amendments. Amending the Charter is at Minimum a two month process.

Due to scheduling and time constraints we are unable to include something this important and complicated on the agenda for the January 10, 2022 Town Meeting. Therefore, we will be holding a workshop on the 2nd Monday in February to discuss the future of the Town Website. This is Valentine's day if anyone has a problem with that let me know. I am excited about the interest and support that your email expresses. In regard to your suggestions perhaps it would help people to know that the Website Liaison post has never been a paid position. Previous Town Councils turned down funding requests for any type of staffing position including the Webmaster. The only thing paid for is the platform. Everything else has been done on a volunteer basis for the love of Burkittsville. I share everyone's frustration about communication issues as none of the seven people who would have helped get P&Z information posted (Mayor, Council Members, Clerk, PIO, Liaison or Webmaster) were contacted in writing or otherwise presented with anything concrete to be put up on the website. Kevin Cromer and Jillian Savage critiqued our "antiquated" Website on several occasions so I was happy when they volunteered 16 months ago to take over. Kevin received what he needed from our previous Webmaster 14 months ago and in late October 2020 Kelly Fowler took over.

Thank you for including the Open Meetings Act information. I am aware of the OMA, have attended numerous workshops and have a copy of it with me at every Town Meeting. It might help all to know

that, with the exception of the Sunshine Law, not everything applies to very small municipalities such as Burkittsville. The State understands that very small municipalities do not have paid professionals. If you recall, at the November 2021 meeting I brought up the very real possibility of working with the Circuit Rider program, which provides professional services to small Municipalities for a fee. Until now this service has only been available to small municipalities on the Eastern Shore. At the fall MML Conference I approached members of the organization and asked that with Zoom, Microsoft meetings becoming normal, if Burkittsville might be able to take advantage of their services and the answer was yes. All opportunities are being vigorously pursued.

Next Town Meeting – January 17th, 2022 at 7pm

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

Rachel motioned to adjourn and Kevin seconded.