



## Burkittsville Planning and Zoning Report

September 2020

1. Guyton Farm Subdivision
  - a. Family members, neighbors, and attorney Bruce Dean attended the September 8 Commission meeting.
  - b. Request was made for the Commission to send a letter of recommendation to Frederick County to approve of their building on the two lots located off Route 17, just north of town. They stated that only 3 feet of one lot was located within the town limits and that that section would remain part of the yard.
  - c. The lot furthest from town will have a single-story home built on it by Byron Guyton. The lot closest to town owned by Denise will not be built on for the foreseeable future, however a well and septic system will be installed and it has been residentially zoned, so at some point a home may be built. Until a home is built on it, grass will be planted and maintained.
  - d. The Commission voted to draft and forward a letter of recommendation to the Mayor and Council.
  
2. Town Website
  - a. The Commission requests to update the Town website so that accurate planning and zoning information can easily be provided to residents.
  - b. The Annotated Code of Maryland requires meeting information and ordinances be kept up-to-date and readily available to residents.
  - c. Kevin Cromer has volunteered to build and maintain a new website for the Town.

### 3. Codes & Ordinances

- a. The 2003 ordinances (bound document) have been scanned and will be cleaned up.
- b. The additional, current ordinances will be added to the document.
- c. The revised ordinance document will be renumbered (codified), indexed, and will include a table of contents.
- d. The intention is to make it easily readable and accessible to all residents and housed on the Town website.
- e. New ordinances are being researched by members, including:
  - i. Airbnb
  - ii. Alley maintenance
  - iii. Road weight limits
  - iv. Stream maintenance
  - v. Hoarding
  - vi. Livestock (including chickens and beekeeping)
  - vii. Sidewalk and gutter maintenance
  - viii. Updated fees
  - ix. Noise

### 4. Enforcement

- a. A Zoning Administrator (ZA) is required to enforce town ordinances.
- b. To meet MD Code, the ZA may be a volunteer or a paid position, but it may not be someone that currently holds a decision-making position (e.g., Mayor, Council, Commissioners, etc.)
- c. The ZA role may also be contracted from or shared with another municipality.
- d. The Commission requests that the Council discuss options and provide direction on recruiting for this part-time enforcement role.

### 5. Property Maintenance Updates

- a. The 6 W. Main Street property (Charles Langley) was issued a letter on July 6. The property is in violation of the Town's property regulations ordinance. The occupant was asked to bring the property into compliance with 30 days.
- b. The state of the property imposes a general nuisance to adjacent property owners and other members of the community. As per Town Code property owners are required to maintain their yards free of rubbish, garbage, tires, and refuse. In addition, it is unlawful to fail to cut down and remove any weeds or lawn grass exceeding a height of twelve (12) inches.
- c. Since the issuance of the July 6 letter there has been no response from the resident, Charles Langley.
- d. The property has deteriorated further. The grass has not been mowed in months, the rubbish continues to accumulate, and a third untagged vehicle has been parked in back with the previous ones (may be on adjoining property).
- e. A letter has been prepared for the owner of record, Shirley Langley, Frederick, MD.
- f. It is recommended that fines be levied in accordance with the Frederick County fee structure.



- g. The Commission requests guidance on who should issue this letter given that there is currently not a ZA.
- 6. Upcoming Meetings
  - a. Commission meeting: October 5, 7:00 pm, South Mountain Heritage Society

Respectfully prepared and submitted by:  
Jayme S. Marshall, Chair, Burkittsville Planning & Zoning Commission  
September 14, 2020