

## Meeting Information

Date: 09/08/2020

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

### Agenda Items:

1. The Guyton Family came to the meeting to implore the committee to send a letter of recommendation to Frederick County, suggesting that we approve of their building on the two lots located off from Route 17, just north of town. They said that only 3 feet of one lot was located within the town limits and that that section would remain part of the yard. The lot furthest from town will have a single-story home built on it soon. The lot closest to town will not be built on by the current owner, however a well and septic system will be installed and it has been residentially zoned, so at some point a home will be built on it. Until a home is built on it, grass will be planted and maintained.
2. A Zoning Administrator (ZA) is required to enforce town ordinances. Jayme had a conversation with Burkittsville's previous ZA, Brandon, which was very informative. If a person is in a decision-making position, they may not serve in a second decision-making position; for example, a member of P&Z, cannot serve as the ZA.
3. P&Z needs a Vice Chair.
4. The town ordinances need to be posted on the website. Kevin scanned the codes from 2003. 1.5 pages are missing from one of the ordinances. It was suggested that less specific ordinances may be preferable, in terms of legality.
5. MPCA
6. Commission communication preferences.
7. Proposed Draft Bylaws
8. 6 W Main has 3 vacant vehicles and overgrowth in the backyard.

### Decisions:

1. The committee decided to grant the Guyton's request to send a letter of recommendation to Frederick County.
2. We will attempt to recruit a Zoning Administrator, preferably a non-Burkittsville resident.
3. Rachel Carballo volunteered to serve as the Vice Chair, P&Z members unanimously voted to approve her as the new Vice Chair.
4. Kevin will head up a website committee.
5. Those members who have not registered with MPCA will register.
6. Email will be used to communicate. All members have a secondary email. They have the option to forward that email to their primary email or check their secondary email at least once a week.
7. Members asked for more time to review the proposed draft bylaws.

8. A ZA must be in place before we can move forward on this in an actionable way. However, attempts will be made.

#### New Action Items:

1. Alex is going to contact the Battlefield Trust to see if they would be interested in purchasing the 3 feet of land within town limits. The Agricultural Preservation/Easement Body will also be contacted to see if they would be interested in purchasing the property closest to town, in order to prevent it being built on.
1. Jayme will send a letter to the council with our recommendation and the council will send the approval to Frederick County.
2. Jayme will place an ad for the zoning administrator position in the Burkittsville newsletter and the Frederick News Post. (Perhaps, we should try to post the job to a site like Indeed).
3. No action required.
4. Members will read through the scanned pages, which Kevin emailed to them, to look for errors. Kevin will set up the P&Z website, so ordinances can be posted online promptly. The ordinances will also be codified and the new ordinances will be synchronized with the 2003 ordinances. Members will review the International Property Maintenance Code to consider adopting it, with adjustments to make it applicable to our town.
5. Those members who have not registered with MPCA will register.
6. No action required.
7. Members will review the proposed draft bylaws and be prepared to discuss them at the next meeting.
8. Alex will contact Paul Gilligan to attempt to determine who owns the property the vehicles are parked on. It is thought that the owner of the apartment building adjacent to 6W owns the property behind 6W where the vehicles are parked. Kevin will send members the address of the owner of 6W, Charles Langley's mother, so a letter can be sent directly to her. Jayme will forward her "the letter" by registered mail September 9<sup>th</sup>.

#### Other Notes and Information:

Alex has been looking into ordinances related to the stream. He found that it is largely affected by stormwater management and MD state regulations.

At a later meeting, once ordinances are sorted out, Rachel will give a briefing on the Master Plan.

Kevin will attend the next town council meeting to provide a report from P&Z.

The next meeting will take place on Monday, October 5<sup>th</sup>, 2020 at 7:00PM.

Andrew will present his findings on weight limits at the next meeting.

