

TOWN OF BURKITTSVILLE

Planning and Zoning Commission
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July 13, 2026

Korey Layman, Regional Planner

Maryland Department of Planning
301 West Preston Street, Suite 1101
Baltimore, Maryland 21201

cc: Joseph Griffiths, Local Assistance and Training Manager, MDP
David Dahlstrom, MDP
Chuck Boyd, MDP
Eric Carter Martin, Contract Zoning Administrator, Town of Burkittsville
Kimberly Gaines, Frederick County Division of Planning and Permitting

Re: Town of Burkittsville — Housing Element, Single-Element Amendment to the Burkittsville Comprehensive Plan (2015–2035) — Submission for 60-Day Review Pursuant to Land Use Article §§3-301 and 3-302

Dear Mr. Layman:

On behalf of the Burkittsville Planning and Zoning Commission, I am pleased to transmit the enclosed Housing Element for the Town's Comprehensive Plan (2015–2035) for the required 60-day review by the Maryland Department of Planning (MDP) and adjacent jurisdictions, pursuant to Land Use Article §§3-301 and 3-302. This submission initiates the 60-day review period required prior to the Planning Commission's public hearing. Following MDP's review, the Planning Commission will hold its public hearing, address relevant comments, and forward it to the Mayor and Town Council of Burkittsville for ratification in accordance with the statutory sequence.

Background

As you are aware, the Town of Burkittsville completed its required 10-year review of the Burkittsville Comprehensive Plan (2015–2035) in 2026. Following that review, the Planning Commission determined that the substantive land use policies and frameworks of the 2015 Plan

remain valid and that no revisions to those elements are necessary at this time. The Commission's decision and findings were presented to Town residents at a public workshop held on June 9, 2026.

The 2015 Plan pre-dates the enactment of House Bill 1045 (2019) and House Bill 90 (2021), which for the first time required Maryland local jurisdictions to include a housing element in their comprehensive plans. The Town therefore submits this Housing Element as a targeted single-element amendment to bring the Plan into compliance with current state law. This amendment does not alter or supersede any other element of the 2015 Plan.

Description of the Amendment

The Housing Element addresses all requirements established under HB 1045 (2019) and HB 90 (2021), including:

- An inventory and analysis of the Town's existing housing stock;
- An assessment of the need for low-income housing (households earning below 60% of Area Median Income) and workforce housing (households earning 60–120% of AMI);
- A documentation of the significant physical and regulatory constraints on housing development in Burkittsville, including the Town's designation as a National Register Historic District and the agricultural preservation easements surrounding the Town;
- A fair housing assessment, as required for plans amended on or after January 1, 2023, under HB 90 (2021); and
- Goals, objectives, and policies tailored to the Town's size, capacity, and development constraints.

As discussed in prior correspondence, the Town's unique characteristics — a population of approximately 146 residents, an entirely historic housing stock listed on the National Register, surrounding agricultural preservation easements, and the absence of public water and sewer infrastructure — mean that new residential construction within the Town is not feasible. The Housing Element reflects this reality honestly and in good faith, and focuses the Town's housing strategy on preservation of the existing stock, support for aging-in-place, and coordination with Frederick County on regional housing needs.

Adoption Process and Sequence

The Housing Element was prepared by the Burkittsville Planning and Zoning Commission in accordance with MDP's Models and Guidelines for housing elements. The Commission reviewed the draft and approved the resolution at its meeting on July 13, 2026 and authorized its submission to MDP and adjacent jurisdictions for 60-day review.

Following the close of the 60-day review period and receipt of MDP's comments, the Planning Commission will:

1. Consider any comments received from MDP and adjacent jurisdictions;
2. Hold at least one public hearing with adequate public notice;

3. Forward the Housing Element to the Mayor and Town Council of Burkittsville with a recommendation for ratification; and
4. The Mayor and Town Council will then act on the element within the 90-day period required under Land Use Article §3-302.

The Town understands that MDP reviews the Planning Commission's submitted draft and that any subsequent amendments made by either the Planning Commission or the Mayor and Council are not subject to further review by MDP.

Note Regarding SB0197 (2026)

The Town is aware that Senate Bill 197 (2026) restructures the required elements of Maryland comprehensive plans and takes effect October 1, 2026. The Town submits this amendment under the existing statutory framework and respectfully requests that MDP complete its review prior to that effective date. The Town understands that the Housing Element, upon final adoption, will satisfy the housing element requirements of the new framework under SB0197 §3-105 upon its effective date.

Enclosures

1. Town of Burkittsville Housing Element (Single-Element Amendment to the Burkittsville Comprehensive Plan, 2015–2035)
2. Planning Commission Resolution Authorizing Submission for 60-Day Review [Resolution No. 2026-01]
3. Draft Public Hearing Notice (for informational purposes)

The Town appreciates the ongoing guidance and assistance MDP has provided throughout this process, and we look forward to your comments. Please do not hesitate to contact me with any questions.

Respectfully submitted,



Amanda Grev
Chair, Burkittsville Planning and Zoning Commission
Town of Burkittsville
planningandzoning@burkittsville-md.gov

This letter and enclosures are also being transmitted simultaneously to Frederick County Division of Planning and Permitting as an adjacent jurisdiction pursuant to Land Use Article §3-302.