



# Howard County Board of Appeals

George Howard Building  
3430 Court House Drive  
Ellicott City, Maryland 21043-4392

## MINUTES August 15, 2024 WORK SESSION Hybrid Hearing (CVG Room and Webex)

### **Board Members Present:**

Gene Ryan, Chair  
Felita Phillips, Vice Chair  
Lynn Foehrkolb (left early)  
Robbyn Harris  
Jean Xu

### **Staff:**

Kel Berg  
Amankaya Montero Carranza  
Barry Sanders

Call to order at: 10:02 a.m.

### **Administrative Matters**

Approval of Minutes – August 1, 2024  
Motion – Lynn Foehrkolb, 2<sup>nd</sup> Felita Phillips  
*Unanimously approved. The motion passed.*

### **Meeting Overview**

This Work Session is a continuation from the Board of Appeals Work Session held on August 1, 2024, at which time the Board convened to discuss the Board's administrative practices, procedures, and policies consistent with the Howard County Charter, Article V.

### **Presentation and Proposed Plan by the Chair**

Chair Ryan provided a brief overview of the history of the establishment of the Board of Appeals, including authority, rules and procedures.

Ms. Harris asked if the Howard County Charter was considered law and Mr. Ryan replied that it was.

Chair Ryan reviewed his proposed timeline with the Board and clarified that the Board will work from the existing code and not from the redline revisions.

Ms. Xu suggested that 1 week before each meeting each Board member should submit their priorities and reasoning for changes, allowing 3 days to review before each meeting.

Mr. Ryan agreed that the timeline should have due dates for Board Members to submit changes and for staff members to compile the language changes into a document for review. Mr. Ryan suggested that Board members not submit to staff their documents containing reasoning to support their changes, but instead discuss their recommendations at the meetings.

Ms. Harrod stated that the best way to make the document easily readable for viewing purposes was to have the changes and language side by side in a chart, and to have the reasoning for the changes in a separate reference document.

**Recess** (due to technical difficulties)

The Board agreed to the proposed timeline, with the addition of 14 days for Board members to submit to staff written suggestions for rules expected to be discussed, and 7 days before a meeting for staff to provide Board members with a chart compiling all submitted rule suggestions.

### **Administrative Matters**

Regarding BA 22-023C&V (Maryland International School, Inc) and BA 23-012V (Alejandro Rodriguez). Due to the complexity of the cases and significant legal issues, extra time will be needed to render the Decision and Orders for both cases.

### **Motion and Vote:**

Move to approve and extend the time period of issuance of Decision and Order for BA 22-023C&V (Maryland International School, Inc) and for BA 23-012V (Alejandro Rodriguez) to 30 days.

Motion – Gene Ryan, 2<sup>nd</sup> Felita Phillips

*Unanimously approved. The motion passed.*

The Board adjourned 11:12 a.m.

**MINUTES APPROVED**

*Kel L. Berg 8/23/24*