



# Howard County Board of Appeals

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

## MINUTES December 19, 2024 WORK SESSION Hybrid Hearing (CVG Room and Webex)

### **Board Members Present:**

Gene Ryan, Chair  
Felita Phillips, Vice Chair  
Lynn Foehrkolb  
Robbyn Harris  
Jean Xu

### **Staff:**

Kel Berg  
Michelle Harrod  
Barry Sanders  
Nick Rinehart  
Kiasten Miller

Call to order at: 9:01 a.m.

### **Administrative Matters**

Approval of Minutes – December 5, 2024  
Motion – Lynn Foehrkolb, 2<sup>nd</sup> Felita Phillips  
*Unanimously approved. The motion passed.*

## **Preliminary Matters**

- Ms. Harris asked if Howard County had a style guide, and Ms. Harrod replied that they did not, but that the Maryland legislature's was followed for drafting legislation.
- Chair Ryan asked about the ROP formatting and Ms. Harrod replied that the numbering would be reviewed and the document would be formatted appropriately.
- Ms. Foehrkolb suggested approving a rule of changes in each section to save time and the Board agreed.

## **Meeting Overview**

This Work Session is a continuation from the Board of Appeals Work Session held on November 14, 2024, at which time the Board convened to discuss the Board of Appeals administrative practices, procedures, and policies consistent with the Howard County Charter, Article V.

## **Discussion – ROP Section I, II & III Rough Draft – Review of Proposed Changes**

### *Introduction – First Paragraph*

Decision: Board Approved correcting sentence.

### *Applicability – Beginning paragraph of Applicability section*

Decision: Board Approved.

### *Rule 1.0 Organization – Paragraph 2 Section 2.1.1*

Decision: Board Approved changing sentence.

### *Rule 1.0 Organization – Paragraph 3*

Decision: Board Approved with additional revisions.

### *Rule 2.0 Administrative Operations*

Decision: Board Approved with additional revisions.

### *Rule 3.0 Petition Process*

Decision: Board Approved with additional revisions.

### *Rule 4.0 Public Notice*

Decision: Board Approved with additional revisions.

### *Rule 5.0 Meetings and Hearings*

Decision: Board Approved with additional revisions.

### *Rule 6.0 Cases*

Decision: Board Approved with additional revisions.

*Rule 7.0 Ethical Service*

Decision: Board Approved.

*Rule 9.0 Evidence*

Decision: Board Approved with additional revisions.

*Rule 10.0 Admission of Evidence*

Decision: Board Approved.

*Rule 12.0 Appearances before Board of Appeals*

Decision: Board Approved.

*Rule 13.0 Subpoenas*

Decision: Board Approved.

*Rule 14.0 Proceedings*

Decision: Board Approved with additional revisions.

*Rule 15.0 De Novo Hearing Procedures*

Decision: Board Approved with additional revisions.

*Rule 16.0 Administrative Appeal Hearing Procedures*

Decision: Board Approved.

*Rule 17.0 Decision and Order; Process and Issuance*

Decision: Board Approved with additional revisions.

*Rule 18.0 Revisory Power of the Board*

Decision: Board Approved.

*Rule 20.0 Required Training*

Decision: Board Approved.

*Rule 21.0 Required Education*

Decision: Board Approved.

*Rule 22.0 Electronic Submission*

Decision: Board Approved.

*Appendix A: Definitions*

Decision: Board Approved.

### **Next Steps**

On January 30, 2025 the Board will hold a Public Hearing on the proposed changes to the Rules of Procedure. The Board will send the proposed changes to the Rules of Procedure to the Office of Law for legal sufficiency review, with a requested return due date of January 30, 2025.

The Board adjourned 10:10 a.m.

**MINUTES APPROVED**

Kel Berg 1/16/2024