



Howard County Board of Appeals

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

MINUTES

May 1, 2025

BA 24-022C – Charles Siperko + Work Session Hybrid Hearing (Banneker Room and Webex)

Board Members Present:

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

Staff:

Kel Berg
Barry Sanders
Kiasten Miller
Nick Rinehart

Call to order at: 9:02 a.m.

Administrative Matters

Approval of Minutes – April 10, 2025
Motion – Lynn Foehrkolb, 2nd Felita Phillips
Unanimously approved. The motion passed.

BA 24-022C – Charles Siperko

Appeal of Hearing Examiner's Decision and Order dated March 3, 2025 (6717 Mink Hollow Road, Highland, MD 20777).

All members present confirmed that they completed a site visit of the subject property.

This hearing will be continued to June 5, 2025 at 9 a.m.

Work Session - Rules of Procedure

Proposed Rule Additions/Corrections (stylistic changes)

Page 8, line 5 – change “tell” to “present” and add “with an oral summary”

Decision: Accept

Page 24, line 4 – Capitalize “presiding”

Decision: Accept

Page 31, line 12 – after “Inactive” add “(alternatively referred to as the unscheduled docket)” from line 16

Decision: Accept

Page 32, line 14 – change to “be called up to participate”

Decision: Reject

Page 39, line 11 – remove (;) after “provided”

Decision: Accept

Page 43, lines 16-23 and Page 44, lines 1-6 – changes letters to numbers without indentation. Remove “The” from page 43 line 16

Decision: Accept

Page 47, line 13 – Change (;) to (:))

Decision: Accept

Page 48, line 12 – spell out “Administrator”

Decision: Accept

Page 51, line 6 – after “shall” add (:) and delete “complete the following”

Decision: Accept

Page 52, line 5 – place (.) at end of sentence

Decision: Accept

Page 52, line 17 – replace “BOA” with “Boards”

Decision: Accept

Page 2, line 8 – add “(The Board)” after “Board of Appeals”

Decision: Accept

Page 16, line 17 – delete (.)

Decision: Accept

Alternate members would be additions to the Board, and excused absentee members need to be distinguished from non-excused absentee members.

Decision: Reject

Collateral materials such as the user guide, petitions, and affidavits will be developed by the Board following the enactment of the Rules by the Council.

Decision: Accept

Correct the pdf version formatting on the following:

Page 3, line 7

Page 31, line 18

Page 35, line 1

Page 51, line 5

Page 53, line 16

Decision: Accept

Page 14, line 12 – Strike “from the County Solicitor”

Decision: Accept

Change “County Solicitor” to “Board’s legal advisor” on the following:

Page 36, line 21

Page 43, line 16

Page 43, line 21

Page 44, line 4

Page 49, line 3

Decision: Accept

Page 25, line 20 –After “scheduling” add “their cases.” Strike “that they will hear.”

Decision: Accept

Page 52, lines 17-18 – Strike “or in the appendix of these rules”

Decision: Accept

Page 54, line 10 – Correct capitalization of “County Land Use Law” to lower case

Decision: Accept

Page 54, line 11 – Correct capitalization of “Local Redevelopment and Housing Law” to lower case

Decision: Accept

Page 55, line 10 – Strike the sentence “Appendix C of these rules shows an approved list of filing codes” and replace with “A list of approved filing codes may be found online at <https://cc.howardcountymd.gov/zoning-land-use/board-appeals>”

Decision: Accept

Page 55, lines 21-22 and Page 56, lines 1-2 – Strike text and replace with “2) An electronic submission received without any attachment shall be rejected and the Administrator shall enter a no-document included notation in the online record.”

Decision: Accept

Page 57, line 4 – Strike “procedural review” and replace with “reconsideration”.

Decision: Accept

Page 14 – align numbers

Decision: Accept

Next Steps

The proposed Rules of Procedure will be prefiled on a date to be determined.

The Board adjourned at 10:21 a.m.

MINUTES APPROVED

Kel L. Berg 6/5/2025
