



Howard County

Internal Memorandum

Subject: *Request for Updates to BA-18-016N*

To: *Michele LeFaivre, Howard County Board of Appeals Hearing Examiner*

From: *Geoff Goins, Chief, Public Service and Zoning Administration Division*

Date: *4/2/2019*

This memo is in response to your request for updates to the technical staff report for BA-18-016N.

The Department has reviewed the request and has determined that updates are not required by the County Code.

Pursuant to Sec. 16.801, the Department “shall prepare findings and recommendations in a technical staff report and shall submit the petitions, findings and recommendations to the Hearing Examiner for the Board of Appeals”.

(7) *Other zoning changes.* The Department of Planning and Zoning shall receive all petitions related to zoning matters, such as conditional uses, variances, and nonconforming uses. The Department shall accept and review these applications and petitions and shall transmit them to the Hearing Examiner for the Board of Appeals. For all petitions related to variances in nonresidential districts, conditional uses, and extension, enlargement, or alteration of nonconforming uses, the Department shall prepare findings and recommendations in a technical staff report and shall submit the petitions, findings and recommendations to the Hearing Examiner for the Board of Appeals. The technical staff report shall be made available to the Hearing Examiner and the general public at least two weeks prior to any required public meeting or hearing. If the Hearing Examiner approves a petition subject to an amendment or modification of the petition and the approval is appealed to the Board of Appeals, the Department will prepare and submit to the Board its findings and recommendations concerning the amendment or modification in a technical staff report.

The technical staff report for BA-18-016N contains the Department’s findings and recommendations and meets the legal requirements prescribed by the Howard County Zoning Regulations. Therefore, we do not have any further comments.

Cc: Valdis Lazdins, Director, Department of Planning and Zoning
Amy Gowan, Deputy Director, Department of Planning and Zoning