

FREDERICK COUNTY BOARD OF APPEALS MEETING MINUTES FOR THURSDAY, JULY 23, 2009.

Lara Roholt Westdorp, Chair, called to order a meeting of the Frederick County Board of Appeals ("Board") for Thursday, July 23, 2009 at 7:00 p.m. Present were Ronald Peppe, Sr., John Clapp, Sean Michalski, and Alan Duke. Also present were Michael Chomel, Senior Assistant County Attorney, and Planning Division staff Larry Smith, Zoning Administrator, Rick Brace, Principal Planner II, and Erica Cooke, Recording Secretary.

Official Minutes of the Board of Appeals' meetings are kept on file in the Planning Division.

Announcements

Ms. Roholt Westdorp announced that the Board was meeting to address administrative issues and no cases would be heard this evening.

The Chair also announced that the Board of County Commissioners had reappointed Ms. Roholt Westdorp and Mr. Duke to each serve another three (3) year term.

Annual Election of Officers

The Chair turned the meeting over to the Mr. Brace to conduct the annual election of officers in accordance with the Bylaws of the Board.

Mr. Brace called for nominations for Chair. Mr. Peppe, Sr., nominated Ms. Roholt Westdorp, seconded by Mr. Clapp. Hearing no others, the call for nominations was closed. Ms. Roholt Westdorp was unanimously reappointed Chair of the Board.

The meeting was turned back over to Ms. Roholt Westdorp.

Ms. Roholt Westdorp called for nominations for Vice Chair. Mr. Clapp nominated Mr. Peppe, Sr., seconded by Mr. Duke. Hearing no others, the call for nominations was closed. Mr. Peppe, Sr., was unanimously reappointed Vice Chair.

Ms. Roholt Westdorp called for nominations for Secretary. Ms. Roholt Westdorp nominated Mr. Brace as Secretary, seconded by Mr. Michalski. Hearing no others, the call for nominations was closed. Mr. Brace was unanimously appointed Secretary.

Changes to Administrative Error Bylaws

The Board discussed proposed revisions to the Administrative Error Procedure section of the Bylaws regarding submission of materials in a timely manner. There was consensus among the Board regarding the revised language and placement.

The Board directed Staff to make all of the language and typographical edits as discussed and bring a clean revised copy back to formally consider and adopt at the next scheduled meeting.

Changes to Bylaws regarding Submission of Digital Materials for Commercial and industrial Cases & Open Meetings Act Compliance and Paperless Submissions

The Board discussed revisions to the Filing of Applications section of the Bylaws related to submission of digital materials for commercial and industrial cases. There was consensus among the Board regarding the revised language and placement.

The Board directed Staff to make all of the language and typographical edits as discussed and bring a clean revised copy back to formally consider and adopt at the next scheduled meeting.

Proposed Changes to Field Site Visit Dates

The Board considered a proposal to revise the monthly Field Site Visit, starting in September 2009, from Monday to the Wednesday, 8 days prior to the hearing, with the exception of October and November of this year.

The Board unanimously approved the revised Field Site Visit schedule with the correction made to the January date to reflect the correct year, on a motion from Mr. Clapp, seconded by Mr. Duke.

Cost Saving Issue

The Board readdressed the issue of forfeiting or returning their monthly stipends to the County. There was consensus among the Board to leave the decision to each individual member as opposed to deciding as a Board.

The Board also discussed the revising the method of distribution of monthly packet materials. The Board agreed to limit paper distribution to applicant submitted materials only, and whenever possible, Board members will pick up their packets, to save printing and mailing costs.

Being no further business, the meeting was adjourned at 7:39 p.m.

Respectfully Submitted,

Erica Cooke
Recording Secretary

Lara Roholt Westdorp, Chair