



# PLANNING AND DEVELOPMENT REVIEW OUTREACH FREDERICK COUNTY, MARYLAND

30 North Market Street • Frederick, Maryland 21701  
301-600-1138 • FAX 301-600-2054 • TTY Use Maryland Relay  
<http://www.frederickcountymd.gov>

## OUTREACH AGENDA Wednesday March 7, 2012

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Meeting – 30 N. Market Street, Basement meeting room

ITEM	TIME	TIME PER ITEM
<b>9:00 A.M. –30N. Market Street</b>		
<b>1. <u>INTRODUCTION</u></b>		5 min
2012 updates for Surveyors List and Forest Consultants		
<a href="#">Surveyors List</a>		
<a href="#">Forest Consultants</a>		
Please email Corrections / Additions to <a href="mailto:Lwilliamson@frederickcountymd.gov">Lwilliamson@frederickcountymd.gov</a>		
<b>2. <u>PLANNING COMMENTS</u></b>		15 min
• Plan Maryland		
• State Legislation (i.e. SB 236 Septics Bill)		
• Zoning Text Amendments		
• Comprehensive Plan and Zoning Process		
Eric Soter		
<b>3. <u>SUBDIVISION ORDINANCE</u></b>		10 min
Mike Wilkins		
<b>4. <u>Listserve- directions to signup</u></b>		

### General Instructions

To subscribe to a county distribution list/listserve:

- 1: Open Internet Explorer and in the address bar type "lists.frederickcountymd.gov" and hit <ENTER>, or go to "Start->Run" type in 'lists.frederickcountymd.gov' and hit <ENTER>.
- 2: Click on the list you wish to subscribe to.



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- 3: Fill in your email address, such as [jdoe@frederickcountymd.gov](mailto:jdoe@frederickcountymd.gov)
- 4: Enter a password that you can use to remove yourself from the list in the future.
- 5: Click on the "Subscribe" button.

You will then receive an email in your inbox confirming that you want to join the list. To confirm, simply hit 'Reply' and 'Send'. You will then get a congratulatory email stating you are now a member of the list, as well as telling you what email address to send to, to broadcast mail to the rest of the list members.

The purpose of the confirmation is to ensure that you really want to join, thus not allowing any other person to subscribe your email account to the list against your wishes.

To unsubscribe, simply:

- 1: Same as step 1 above.
- 2: At the bottom of the web page, in the unsubscribe section, type in the email address you wish to unsubscribe and click "Unsubscribe".
- 3: When you get the message that you attempted to unsubscribe, simply hit 'Reply' and send. You should then get a return message stating that you have been unsubscribed.

How most listserve's work:

When a list member sends an email to the distribution list, it is then forwarded to everyone on the list. This will come in handy for such purposes as county equipment swapping. This way, only people who want to see equipment available in their mailbox, will be a member of that list. Everyone else will be spared these rather large emails.

Some lists serve restrict who can join by making subscription requests require the list administrator's approval before they can join. This keeps inappropriate parties from seeing list messages.

Some may be configured to only allow the administrator to send to the list, thus everyone else will just get the sent emails. An example of when this would be applicable would be regular newsletters, where replies to everyone on the list would not be appropriate.