



## **PUBLIC NOTICE**

### **Re: Frederick County Board of Appeals**

The Frederick County Council is soliciting letters of interest from individuals to fill two (2) full-time member seats and one (1) alternate member seat on the five-member Frederick County Board of Appeals. These terms are to expire on June 30, 2027.

The Board of Appeals hears requests for special exceptions and variances, applying existing law to the facts presented with guidance from the County Attorney and Planning and Permitting Division staff. The Board also hears appeals from certain decisions of the Zoning Administrator, Frederick County Planning Commission, and other administrative staff.

The Board of Appeals meets the fourth Thursday of each month at 7:00 p.m. in the first floor hearing room of Winchester Hall, 12 East Church Street, Frederick, Maryland. The alternative day is the Monday following the Thursday evening meeting. Each member receives \$150.00 per meeting.

The Board of Appeals members are required to visit each applicant's site that is to be considered at the monthly meeting, prior to the Thursday night monthly BOA meeting.

#### **Other Qualifications and Requirements include:**

- Ability to effectively read and interpret maps and plans;
- Ability to analyze reports and applicant data;
- Perform field inspections and review of applicants submitted material; and
- Ability to follow and apply codes and ordinances governing development and zoning regulations.

To apply please send a letter of interest and a current resume by regular mail or e-mail (no facsimiles) to the attention of:

Sarah Grabowski  
12 East Church Street - Frederick, Maryland 21701  
301-600-1101- [sgrabowski@FrederickCountyMD.gov](mailto:sgrabowski@FrederickCountyMD.gov)

Remember to include current contact information in the documentation submitted, i.e. home, work, and cell telephone numbers, home mailing address, and e-mail address.

The deadline date to apply for the Frederick County Board of Appeals is **4 p.m. on Friday, June 7, 2024.**

Frederick County Government does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, disability, familial status, gender identity, sexual orientation, or source of income.