

Introduced \_\_\_\_\_  
Public hearing \_\_\_\_\_  
Council action \_\_\_\_\_  
Executive action \_\_\_\_\_  
Effective date \_\_\_\_\_

## County Council of Howard County, Maryland

2018 Legislative Session

Legislative day # 12

### BILL NO. 71 – 2018

**Introduced by:** Jennifer Terrasa and Calvin Ball

**AN ACT** requiring that Department of Planning and Zoning designees appear at quasi-judicial Planning Board hearings under oath, under certain circumstances; and generally relating to the Department of Planning and Zoning.

---

Introduced and read first time \_\_\_\_\_, 2018. Ordered posted and hearing scheduled.

By order \_\_\_\_\_  
Jessica Feldmark, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to Charter, the Bill was read for a second time at a public hearing on \_\_\_\_\_, 2018.

By order \_\_\_\_\_  
Jessica Feldmark, Administrator

This Bill was read the third time on \_\_\_\_\_, 2018 and Passed \_\_\_\_, Passed with amendments \_\_\_\_\_, Failed \_\_\_\_\_.

By order \_\_\_\_\_  
Jessica Feldmark, Administrator

Sealed with the County Seal and presented to the County Executive for approval this \_\_\_ day of \_\_\_\_\_, 2018 at \_\_\_ a.m./p.m.

By order \_\_\_\_\_  
Jessica Feldmark, Administrator

Approved/Vetoed by the County Executive \_\_\_\_\_, 2018

\_\_\_\_\_  
Allan H. Kittleman, County Executive

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; ~~Strike-out~~ indicates material deleted by amendment; Underlining indicates material added by amendment.

1 **Section 1. Be it enacted** by the County Council of Howard County, Maryland, that the Howard County  
2 Code is hereby amended as follows:

3  
4 *By Amending:*

5  
6 Title 16. “Planning, Zoning and Subdivisions and Land Development Regulations”

7  
8 Subtitle 8. “Department of Planning and Zoning”

9 Section 16.801. “The Department of Planning and Zoning.”  
10  
11

## 12 HOWARD COUNTY CODE

### 13 14 **Title 16. PLANNING, ZONING AND SUBDIVISIONS AND LAND DEVELOPMENT** 15 **REGULATIONS**

#### 16 17 **Subtitle 8. Department of Planning and Zoning.** 18

#### 19 **Section 16.801. The Department of Planning and Zoning.**

20 (a) *Head.* The Director of Planning and Zoning shall be the head of the Department of Planning  
21 and Zoning (formerly known as the Office of Planning and Zoning).

22 (b) *Qualifications of Director of Planning and Zoning.* The Director of Planning and Zoning  
23 shall be a trained planner with wide and varied experience in the fields of Planning and  
24 Zoning. The Director shall have ten years of experience in urban and regional planning and  
25 shall have held a position of administrative leadership and responsibility for at least five years.

26 (c) *Duties and Responsibilities.* The Department of Planning and Zoning shall comprehensively  
27 plan for the growth and development of the County, including but not limited to the functions  
28 set forth in this subsection.

29 (1) *Comprehensive general plan.* Within five years from the adoption of the comprehensive  
30 rezoning plan, the Department of Planning and Zoning shall coordinate the preparation  
31 and revision of a general plan for the County, including but not limited to a plan for land  
32 use and land conservation and multiyear development plans for transportation, public  
33 facilities, water, sewerage, parkland, housing, human services and environmental

1 protection. The general plan shall follow general guidelines promulgated by the Planning  
2 Board and adopted by the County Council.

3 (2) *Subdivision rules and regulations:*

4 (i) *Preparation.* The Department of Planning and Zoning shall prepare and periodically  
5 revise procedures governing the subdivision of land and land development.

6 (ii) The Department of Planning and Zoning shall prepare recommended language for  
7 legislation governing development and the subdivision of land and shall forward this  
8 to the County Executive for submission to the County Council.

9 (iii) The Department of Planning and Zoning shall administer and enforce laws and  
10 procedures governing the subdivision of land and land development.

11 (3) *Zoning map; zoning regulations:*

12 (i) *Preparation.* The Department of Planning and Zoning shall prepare a  
13 comprehensive zoning plan, including a zoning map and zoning regulations. The  
14 Department shall submit these to the Planning Board for its recommendations and  
15 then to the County Council. The County Council, after public notice, shall hold a  
16 public hearing on the comprehensive zoning plan prior to taking final action on it.

17 (ii) *Enforcement.* The Department of Planning and Zoning shall administer and enforce  
18 regulations governing zoning, except as otherwise provided by law.

19 (4) *Amendments to comprehensive zoning plan:*

20 (i) *Piecemeal map amendments.* The Department of Planning and Zoning shall receive  
21 all petitions for piecemeal amendments to the zoning map. The Department shall  
22 accept and review these petitions and prepare findings and recommendations. The  
23 Department shall submit these petitions, recommendations and findings to the  
24 Planning Board for its recommendations after public notice and then to the Zoning  
25 Board. The Zoning Board, after public notice, shall hold a public hearing on the  
26 proposed reclassification or amendment prior to taking action.

27 (ii) *Text amendments.* The County Council shall receive all petitions for text  
28 amendments to the zoning regulations. The County Council shall submit these

1 petitions to the Department of Planning and Zoning and to the Planning Board for  
2 their review and recommendations.

3 (5) *Deadline for traffic studies and all other technical reports for petitions to be considered*  
4 *by the Zoning Board, County Council, and the Planning Board.* Any petitioner seeking  
5 approval from the Zoning Board, County Council, or the Planning Board in a public  
6 hearing shall submit other technical reports to the Department of Planning and Zoning at  
7 least two weeks prior to the Planning Board meeting or hearing concerning the petition.  
8 Within two weeks of the public hearing, no additional information shall be accepted by  
9 the Department of Planning and Zoning. Any other technical reports submitted during  
10 Planning Board or Zoning Board deliberations shall result in the granting of at least a two  
11 week postponement for the opposing party, upon request. The Zoning Board, County  
12 Council, or Planning Board may request any additional information during its  
13 deliberation process and grant the parties at least a two-week postponement, upon request.

14 (6) *Deadline for technical staff reports for petitions to be considered by the Zoning Board,*  
15 *County Council, and Planning Board.* The Department of Planning and Zoning shall  
16 transmit its findings and recommendations concerning petitions to be considered by the  
17 Zoning Board, County Council, or the Planning Board to the Planning Board and the  
18 general public at least two weeks prior to any required public meeting or hearing. Any  
19 initial meeting or hearing shall not be scheduled until all questions raised by the  
20 Department of Planning and Zoning in their technical staff report are answered by the  
21 petitioner, as determined by the Department of Planning and Zoning. Failure to adhere to  
22 this provision will result in a postponement in consideration of the report until the next  
23 meeting or hearing.

24 (7) *Other zoning changes.* The Department of Planning and Zoning shall receive all  
25 petitions related to zoning matters, such as conditional uses, variances, and  
26 nonconforming uses. The Department shall accept and review these applications and  
27 petitions and shall transmit them to the Hearing Examiner for the Board of Appeals. For  
28 all petitions related to variances in nonresidential districts, conditional uses, and  
29 extension, enlargement, or alteration of nonconforming uses, the Department shall  
30 prepare findings and recommendations in a technical staff report and shall submit the  
31 petitions, findings and recommendations to the Hearing Examiner for the Board of

1 Appeals. The technical staff report shall be made available to the Hearing Examiner and  
2 the general public at least two weeks prior to any required public meeting or hearing. If  
3 the Hearing Examiner approves a petition subject to an amendment or modification of the  
4 petition and the approval is appealed to the Board of Appeals, the Department will prepare  
5 and submit to the Board its findings and recommendations concerning the amendment or  
6 modification in a technical staff report. The technical staff report shall be made available  
7 to the Board of Appeals and the general public at least two weeks prior to any required  
8 public meeting or hearing.

9 (8) *Sites for public facilities.* The Department of Planning and Zoning shall assist in the  
10 preparation of comprehensive multiyear plans for the siting and development of public  
11 facilities, including but not limited to schools, police and fire stations, parks, facilities for  
12 the provision of water and the handling of sewage and solid waste, libraries, and  
13 government offices.

14 (9) *Historic preservation.* The Department of Planning and Zoning shall be responsible for  
15 the administration and enforcement of the County's laws and regulations governing  
16 historic preservation.

17 (10) *Capital program.* Each year the Department of Planning and Zoning shall review the  
18 proposed capital program. The Department shall prepare comments and  
19 recommendations on the impact of the proposed capital program on the County general  
20 plan and the growth of the County and submit these comments and recommendations to  
21 the County Executive.

22 (11) *Planning Board.* The Director of Planning and Zoning or the Director's designee shall serve  
23 as Executive Secretary of the Planning Board and shall attend all meetings of that board. FOR  
24 QUASI-JUDICIAL HEARINGS ON MATTERS THAT REQUIRE PLANNING BOARD APPROVAL, THE  
25 DIRECTOR OF THE DEPARTMENT OF PLANNING AND ZONING OR THE DIRECTOR'S DESIGNEE  
26 SHALL, UNDER OATH AND SUBJECT TO CROSS-EXAMINATION, SUMMARIZE THE DEPARTMENT'S  
27 FINDINGS, EXPLAIN THE DEVELOPMENT PROCESS, AND ANSWER ANY RELATED QUESTIONS.

28 (12) *Agricultural preservation.* The Department of Planning and Zoning is responsible for  
29 the operation of the County's agricultural land preservation program, pursuant to subtitle  
30 5 of title 15 of the Howard County Code.

1       (13) *Other duties and responsibilities.* The Director of Planning and Zoning may assign  
2           any administrative and/or supervisory duties and responsibilities to the Deputy Director  
3           of Planning and Zoning. The Department of Planning and Zoning is responsible for  
4           other functions prescribed by directive of the County Executive or by law.

5

6       ***Section 2. Be it further enacted*** by the County Council of Howard County, Maryland, that this Act shall  
7           *become effective 61 days after its enactment.*