Introduced
Public hearing
Council action
Executive action
Effective date

County Council of Howard County, Maryland

2014 Legislative Session

Legislative day #7

BILL NO. <u>33 – 2014</u>

Introduced by:

Jennifer Terrasa, Councilmember

AN ACT amending the Howard County Code to revise the requirements that developers of residential property hold community meetings before submitting their development plans for County approval; and generally relating to presubmission community meetings.

Introduced and read first time, 2014. Ordered posted and hearing scheduled.
By order Sheila Tolliver, Administrator to the County Council
Having been posted & notice of time & place of hearing and title of Bill having been published according to Charter, the Bill was read for a second time at a
public hearing on, 2014 and concluded on, 2014.
By orderSheila Tolliver, Administrator to the County Council This Bill was read the third time, 2014 and Passed, Passed with amendments, Failed
By order Sheila Tolliver, Administrator to the County Council
Sealed with the County Seal and presented to the County Executive for approval this day of, 2014 at a.m./p.m.
By order Sheila Tolliver, Administrator to the County Council Approved/vetoed by the County Executive on , 2014.
Ken Ulman , County Executive

NOTE; [[text in brackets]] indicates deletions from existing law; TEXT IN ALL CAPITALS indicates additions to existing law. Strikeout indicates material deleted by amendment; <u>Underlining</u> indicates material added by amendment.

1	Section 1. Be it enac	ted by th	he County Council of Howard County, Maryland, that the Howard
2	County Zoning Regul	ations a	re hereby amended to read as follows:
3			
4	1. By repealing	and reei	nacting:
5	Section 16.12	28. Pre-s	submission community meetings; exceptions.
6	Article II. De	esign Sta	andards and Requirements
7	Subtitle 1. Si	ubdivisio	on and Land Development Regulations
8	Title 16. Pla	nning, Z	oning and Subdivisions and Land Development Regulations
9			
10	2. By amending	:	
11	Section 16.20)5. Proce	edure
12	Subtitle 2. Zo	ning.	
13	Title 16. Pla	nning, Z	oning and Subdivisions and Land Development Regulations
14			
15			
16	Title 16. P	[,] lanninş	g, Zoning and Subdivisions and Land Development Regulations
17	Sub	title 1.	Subdivision and Land Development Regulations
18		Artic	ele II. Design Standards and Requirements
19			
20	Sec. 16.128. Pre-su	bmissio	on community meetings; exceptions.
21	ΠPre	esubmiss	ion Community Meeting. The following procedures are required for a
22			unity meeting:
	presucinissis		unity intering.
23	(a)	The i	nitial plan submittal shall be as defined in section 16.108 of this subtitle.
24			
25	(b)	The r	meeting shall be:
26		(1)	Held at a location within the community, in a public or institutional
27			building located within approximately five miles of the subject
28			property; and
29			
30		(2)	Scheduled to start between 6:00 p.m. and 8:00 p.m. on a weekday
31			evening, or to be held between 9:00 a.m. and 5:00 p.m. on a Saturday,
32			excluding all official County holidays and Rosh Hashanah, Yom
33			Kippur, Eid Ul Fitr, Eid Ul Adha, or Chinese New Year.
34			
35	(c)	The c	developer shall provide three weeks advance notice regarding the date,
36		time,	and location of the presubmission community meeting to be held for a
37		devel	lopment project as follows:

1			
2	(1)	Notice	shall be sent by first class mail with delivery confirmation
3		notice	to:
4		(i)	All adjoining property owners identified in the records of the
5			State Department of Assessments and Taxation; and
6			
7		(ii)	Any community association that represents the geographic
8			area of the subject property or any adjoining properties; and
9			
10	(2)	Notice	shall be sent electronically to:
11			
12		(i)	Any community association registered with the County to be
13			notified about projects in a certain geographic area;
14			
15		(ii)	The Howard County Council; and
16			
17		(iii)	The Department of Planning and Zoning, which shall place
18		the	meeting notice on the Department's web site.
19			
20	The pro	perty in	volved shall be posted with the time, date and place of the
21	initial r	neeting.	The sign shall include the address of Department of Planning
22	and Zo	ning's w	ebsite. The property shall be posted for at least two weeks
23	immedi	ately be	fore the meeting. The poster shall be double-sided and at least
24	30 inch	es by 36	inches in size. The poster shall include a three digit
25	alphanu	imeric c	ode, which would be used to identify the case. The
26	alphanu	imeric c	ode shall be posted by the Department of Planning and Zoning
27	in at lea	ast five-i	inch lettering in the top left corner of the poster. The
28	Departi	ment of l	Planning and Zoning shall determine the number of posters
29	require	d and the	eir location and the petitioner shall bear the expense of
30	posting	. The po	sters shall be erected perpendicular to the road which serves as
31	the mai	ling add	ress of the subject property. The Department of Planning and
32	Zoning	shall su	pply the posters. The petitioner shall properly erect and
33	maintai	n the po	sters.
34			

1	(d)	The presubmission con	nmunity meeting is for the developer to provide
2		information to the com-	munity regarding the proposed development and to
3		allow community resid	ents to ask questions and make comments. While the
4		developer is encourage	d to work with the community to achieve a mutually
5		acceptable solution to a	any concerns, unless a change is required by this
6	subtitle	or the zoning re	egulations, the developer is not required to change th
7	proposed	develo	pment in response to comments made at the
8	presubm	ission community	meeting.
9			
10	(e)	The developer shall dis	stribute at the presubmission community meeting a
11		summary of the	e County's subdivision and development review
12	process	prepare	ed by the Department of Planning and Zoning.
13			
14	(f)	Developers shall maint	ain a record of the names, addresses and electronic
15	mail	addresses, if av	vailable for all attendees to the presubmission
16	commun	ity	meetings, and shall compile comprehensive minute
17	of these	meetings which	include a written response to all questions not
18	verbally	answered at the	meeting. The minutes shall be sent to all
19	meeting	attendees within 60 day	s of the meeting either electronically or
20	by first c	class mail.	
21			
22	(g)	Certification by the dev	veloper that the meeting notices and minutes, which
23		include written respons	ses to questions not answered verbally at the meeting
24		were sent, together with	h attendees' contact information, shall be transmitted
25		the Department of Plan	ning and Zoning when initial plans are filed and shal
26		become part of the office	cial record.
27			
28	(h)	Another presubmission	community meeting may be required, at the discretic
29		of the Director of the D	Department of Planning and Zoning, if the developer
30		fails to comply with the	e requirements in (f) above, or plans are submitted th
31		are significantly differe	ent from what was presented at the presubmission
32		community meeting, ur	nless the changes are in response to community input
33			
34	(i)	Citizens may request a	meeting with a staff member of the Department of
35		Planning and Z	Coning to review the development proposal after the
36	initial pl	an has bee	en formally submitted to the Department.

1		
2	(j) If the	e developer does not submit plans to the Department of Planning and
3		Zoning within one year of the presubmission community meeting,
4	another	presubmission community meeting and notification in accordance
5	with this	section shall be required.]]
6		
7	Presubmissi	ON COMMUNITY MEETING. THE FOLLOWING PROCEDURES ARE REQUIRED
8	FOR A PRESU	BMISSION COMMUNITY MEETING:
9	(A) DEFI	NITIONS: THE INITIAL PLAN SUBMITTAL SHALL BE AS DEFINED IN
10	SECT	TION 16.108 OF THIS SUBTITLE.
11		
12	(B) PURI	POSE: THE PRESUBMISSION COMMUNITY MEETING IS FOR THE
13	DEVI	ELOPER/PETITIONER TO PROVIDE INFORMATION TO THE COMMUNITY
14	REGA	ARDING THE PROPOSED INITIAL PLAN SUBMITTAL AND TO ALLOW
15	COM	MUNITY RESIDENTS TO ASK QUESTIONS AND MAKE COMMENTS BEFORE
16	THE	INITIAL PLAN SUBMITTAL FOR THE SUBJECT PROPERTY. WHILE THE
17	DEVI	ELOPER/PETITIONER IS ENCOURAGED TO WORK WITH THE COMMUNITY TO
18	ACHI	EVE A MUTUALLY ACCEPTABLE SOLUTION TO ANY CONCERNS, UNLESS A
19	CHAI	NGE IS REQUIRED BY THIS SUBTITLE OR THE ZONING REGULATIONS, THE
20	DEVI	ELOPER/PETITIONER IS NOT REQUIRED TO CHANGE THE PROPOSED
21	DEVI	ELOPMENT IN RESPONSE TO COMMENTS MADE AT THE PRESUBMISSION
22	COM	MUNITY MEETING.
23		
24	(C) MEE	TING LOCATIONS, DATES AND TIMES:
25		
26	Тне	MEETING SHALL BE:
27		
28	(1)	HELD AT A LOCATION WITHIN THE COMMUNITY OF THE PROPOSED
29		DEVELOPMENT, IN A PUBLIC OR INSTITUTIONAL BUILDING LOCATED
30		WITHIN APPROXIMATELY FIVE MILES OF THE SUBJECT PROPERTY; AND
31		
32	(2)	Scheduled to start between $6:00\ \text{p.m.}$ and $8:00\ \text{p.m.}$ on a
33		WEEKDAY EVENING, OR TO BE HELD BETWEEN $9:00$ A.M. AND $5:00$
3/1		P.M. ON A SATURDAY EYELLIDING ALL OFFICIAL COUNTY HOLIDAYS

1			Rosh	HASHANAH, YOM KIPPUR, EID UL FITR, EID UL ADHA, AND
2			CHIN	ESE NEW YEAR.
3				
4	(D)	TYPE	S OF NO	TICE; TIMING OF NOTICE; WHO MUST BE NOTIFIED
5				
6		(1)	Notio	CE SHALL BE SENT, THREE WEEKS PRIOR TO THE PRESUBMISSION
7			COMN	MUNITY MEETING, BY FIRST CLASS MAIL TO:
8				
9			(A)	ALL ADJOINING PROPERTY OWNERS IDENTIFIED IN THE
10				RECORDS OF THE STATE DEPARTMENT OF ASSESSMENTS AND
11				TAXATION;
12				
13			(B)	ANY COMMUNITY ASSOCIATION THAT REPRESENTS EITHER
14				THE GEOGRAPHIC AREA OF THE SUBJECT PROPERTY OR ANY
15				ADJOINING PROPERTIES; AND
16				
17			(C)	THE "PRINCIPALS" AND "PARENT TEACHER ASSOCIATION
18				PRESIDENTS" OF ALL SCHOOLS WITHIN THE ATTENDANCE
19				AREA OF THE SUBJECT PROPERTY THROUGH A MAILING TO
20				EACH SCHOOL WITH AN ATTENDANCE AREA THAT
21				INCLUDES THE SUBJECT PROPERTY.
22				
23		(2)	Notio	CE SHALL BE SENT, THREE WEEKS PRIOR TO THE PRESUBMISSION
24		, ,		MUNITY MEETING, ELECTRONICALLY TO:
25				
26			(A)	ANY COMMUNITY ASSOCIATION, PERSON, OR ORGANIZATION
27				REGISTERED WITH THE COUNTY TO BE NOTIFIED ABOUT
28				PROJECTS IN A CERTAIN AREA.
29				
30			(B)	THE HOWARD COUNTY COUNCIL; AND
31				
32			(C)	THE DEPARTMENT OF PLANNING AND ZONING, WHICH SHALL
33				PLACE THE MEETING NOTICE PROMINENTLY ON THE
34				DEPARTMENT'S WEB SITE.
35				

1		(3)	POSTING: IN AC	CORDANCE WITH THE CONTENT REQUIREMENTS LISTED
2			IN SUBSECTION	(E) OF THIS SECTION, THE PROPERTY SHALL BE POSTED
3			FOR AT LEAST T	HREE WEEKS IMMEDIATELY BEFORE THE MEETING.
4			THE DEPARTME	ENT OF PLANNING AND ZONING SHALL DETERMINE THE
5			NUMBER OF POS	TERS REQUIRED AND THEIR LOCATION AND THE
6			PETITIONER SHA	ALL BEAR THE EXPENSE OF POSTING.
7				
8			THE POSTERS S	SHALL BE ERECTED IN A PROMINENT LOCATION THAT IS
9			VISIBLE TO THI	E GENERAL PUBLIC AND <u>THAT IS AS CLOSE AS</u>
10			POSSIBLE AND	PERPENDICULAR TO THE ROAD WHICH SERVES <u>OR</u>
11			WILL SERVE A	S THE MAILING ADDRESS OF THE SUBJECT PROPERTY.
12			IF THE PROPER	TY IS ADJACENT TO PARKLAND AND/OR A COMMUNITY
13			CENTER OR OT	HER COUNTY-OWNED BUILDINGS, A POSTER SHALL BE
14			ERECTED SO TI	HAT IT IS VISIBLE TO THE GENERAL PUBLIC IN THE
15			CLOSEST USEA	BLE PORTION OF THE PARK, COMMUNITY CENTER OR IF
16			THE PROPERTY	Y IS ADJOINING PARKLAND, A COMMUNITY CENTER,
17			OR OTHER CO	UNTY-OWNED BUILDINGS THAT ARE FREQUENTLY
18			VISITED BY CI	TIZENS TO OBTAIN SERVICES INCLUDING, WITHOUT
19			LIMITATION, C	COUNTY OFFICES, SCHOOLS, OR LIBRARIES, THE
20			DEPARTMENT	OF PLANNING AND ZONING MAY REQUIRE AN
21			ADDITIONAL F	OSTER THAT IT IS VISIBLE TO THE GENERAL PUBLIC
22			IN THE CLOSES	ST USEABLE PORTION OF THE PARK, COMMUNITY
23			CENTER, OR FA	ACILITY. THE DEPARTMENT OF PLANNING AND ZONING
24			SHALL SUPPLY	THE POSTERS. THE PETITIONER SHALL PROPERLY
25			ERECT AND MA	INTAIN THE POSTERS FOR AT LEAST THREE WEEKS
26			FOLLOWING TH	IE INITIAL PRESUBMISSION COMMUNITY MEETING.
27				
28	(E)	Con	TENT OF NOTICE:	THE DEVELOPER/PETITIONER SHALL PROVIDE THREE
29				WEEKS ADVANCE NOTICE REGARDING THE DATE,
30				TIME, AND LOCATION OF THE PRESUBMISSION
31				COMMUNITY MEETING TO BE HELD FOR AN INITIAL
32				PLAN SUBMITTAL. EACH NOTICE SHALL CONTAIN THE
33				FOLLOWING:
34				

1	(1)		CLASS MAIL AND MAIL SENT ELECTRONICALLY SHALL
2		CONTA	IN:
3			
4			E, DATE AND PLACE OF INITIAL PRESUBMISSION COMMUNITY
5		ME	ETING;
6			
7		(II) Ad	DRESS AND A MAP OF THE LOCATION OF THE SUBJECT
8		PRO	OPERTY , IF AVAILABLE ;
9			
10		(II) TYI	PE OF INITIAL PLAN SUBMITTAL;
11			
12		(III) TY	PE AND AMOUNT OF DEVELOPMENT, INCLUDING NUMBER OF
13		RE	SIDENTIAL UNITS PROPOSED, IF APPLICABLE;
14			
15		(IV) WI	EBSITE ADDRESS OF THE DEPARTMENT OF PLANNING AND
16		Z	ONING PLANS IN PROCESS WEBPAGE; AND
17			
18		(V) INI	FORMATION ABOUT HOW TO SIGN-UP TO RECEIVE MINUTES
19		AN	D SUBSEQUENT CORRESPONDENCE IF UNABLE TO ATTEND THE
20		PRI	E-SUBMISSION COMMUNITY MEETING.
21			
22	(2)	THE PC	STER SHALL:
23			
24		(I)	BE DOUBLE-SIDED AND AT LEAST 30 INCHES BY 36 INCHES
25			IN SIZE;
26			
27		(II)	INCLUDE A THREE DIGIT ALPHANUMERIC CODE, WHICH
28			WOULD BE USED TO IDENTIFY THE CASE. THE ALPHANUMERIC
29			CODE SHALL BE ATTACHED BY THE DEPARTMENT OF
30			PLANNING AND ZONING IN AT LEAST FIVE-INCH LETTERING
31			IN THE TOP LEFT CORNER OF THE POSTER; AND
32			
33		(III)	CONTAIN:
34			
35		(A)	TIME, DATE AND PLACE OF INITIAL PRESUBMISSION
36			COMMUNITY MEETING;

1					
2			(B) Addr	RESS OF THE SUBJECT PROPERTY, IF AVAILABLE;
3					
4			(C)	ТүрЕ	OF INITIAL PLAN SUBMITTAL;
5					
6			(D)	Type	AND AMOUNT OF DEVELOPMENT, INCLUDING NUMBER
7			(D)		SIDENTIAL UNITS PROPOSED, IF APPLICABLE;
8				OF KE	SIDENTIAL UNITS PROPOSED, IF AFFLICABLE,
0					
9			(E)	WEBS	SITE ADDRESS OF THE DEPARTMENT OF PLANNING AND
10				Zonii	NG PLANS IN PROCESS WEBPAGE; AND
11					
12	(F)	Proc	EDURE DI	URING A	AND FOLLOWING THE PRESUBMISSION COMMUNITY
13	, ,	MEET	ING:		
14					
15		(1)	THE DI	EVELOF	PER/PETITIONER SHALL DISTRIBUTE AT THE
16		. ,	PRESU	BMISSIC	ON COMMUNITY MEETING A SUMMARY OF THE
17			Coun	ry's sul	BDIVISION AND DEVELOPMENT REVIEW PROCESS,
18					ONDITIONAL USE PROCESS, IF APPLICABLE, PREPARED
19					RTMENT OF PLANNING AND ZONING.
20			DI IIII		KIND OF LEAVING AND ZONING.
21		(2)	DEVEL	OPERS/	PETITIONERS SHALL:
22		· /		(I)	SEND A REPRESENTATIVE WHO IS KNOWLEDGEABLE
23				()	OF THE PROJECT;
24				(II)	MAINTAIN A RECORD OF THE NAMES, ADDRESSES
25				` /	AND ELECTRONIC MAIL ADDRESSES, IF AVAILABLE,
26					FOR ALL ATTENDEES TO THE PRESUBMISSION
27					COMMUNITY MEETINGS AND ANYONE UNABLE TO
28					ATTEND THE MEETING WHO CONTACTS THE
29					DEVELOPER/PETITIONER REQUESTING TO BE ADDED
30					TO THE LIST;
31				(III)	COMPILE COMPREHENSIVE MINUTES OF THESE
32				` /	MEETINGS WHICH INCLUDE A WRITTEN RESPONSE TO
33					ALL QUESTIONS NOT VERBALLY ANSWERED AT THE
34					MEETING;
					· - y

I	(IV)	SEND THE MINUTES TO ALL MEETING ATTENDEES
2		WITHIN 30 DAYS OF THE MEETING EITHER
3		ELECTRONICALLY OR BY FIRST CLASS MAIL. UPON
4		SUBMISSION OF THE PLAN, THIS LIST MUST BE
5		INCLUDED.; AND
6	(V)	SEND NOTICE OF THE INITIAL PLAN SUBMITTAL
7		WHICH INCLUDES INSTRUCTION ON HOW TO RECEIVE
8		FUTURE NOTICES ABOUT FUTURE ACTIONS OF THE
9		CASE TO THE DEPARTMENT OF PLANNING AND
10		ZONING TO THE NAMES, ADDRESSES AND
11		ELECTRONIC MAIL ADDRESSES, IF AVAILABLE FOR
12		ALL ATTENDEES TO THE PRESUBMISSION
13		COMMUNITY MEETINGS AND ANYONE UNABLE TO
14		ATTEND THE MEETING WHO CONTACTS THE
15		DEVELOPER/PETITIONER REQUESTING TO BE ADDED
16		TO THE LIST.
17	<u>(v)</u>	WITHIN 7 DAYS AFTER FILING THE INITIAL PLAN
18		SUBMITTAL FOR THE PROJECT WITH THE
19		DEPARTMENT OF PLANNING AND ZONING, SEND
20		NOTICE OF THE SUBMITTAL TO EACH PERSON WHO
21		ATTENDED THE PROJECT'S PRESUBMISSION
22		COMMUNITY MEETING, AND TO ANY OTHER
23		PERSON WHO HAS REQUESTED THAT THE
24		DEVELOPER/PETITIONER PROVIDE SUCH NOTICE.
25		THE NOTICE SHALL BE SENT TO EACH ADDRESS
26		AND ELECTRONIC MAIL ADDRESS SUBMITTED AT
27		THE PROJECT'S PRESUBMISSION COMMUNITY
28		$\underline{\text{MEETING, AND SHALL INCLUDE INSTRUCTIONS ON}}$
29		HOW TO BE NOTIFIED WHEN FUTURE SUBMISSIONS
30		FOR THE PROJECT ARE FILED OR WHEN THE
31		DEPARTMENT OF PLANNING AND ZONING ACTS
32		ON ANY SUBMITTAL FOR THE PROJECT.
33		

1		(3)	CERTIFICATION BY THE DEVELOPER/PETITIONER THAT THE MEETING
2			NOTICES AND MINUTES, WHICH INCLUDE WRITTEN RESPONSES TO
3			QUESTIONS NOT ANSWERED VERBALLY AT THE MEETING, WERE SENT,
4			TOGETHER WITH ATTENDEES' CONTACT INFORMATION, SHALL BE
5			TRANSMITTED TO THE DEPARTMENT OF PLANNING AND ZONING
6			WHEN INITIAL PLANS ARE FILED AND SHALL BECOME PART OF THE
7			OFFICIAL RECORD.
8			
9		(4)	CITIZENS MAY REQUEST A MEETING WITH A STAFF MEMBER OF THE
10			DEPARTMENT OF PLANNING AND ZONING TO REVIEW THE INITIAL
11			PLAN SUBMITTAL AFTER THE INITIAL PLAN HAS BEEN FORMALLY
12			SUBMITTED TO THE DEPARTMENT.
13			
14		(5)	ADDITIONAL PRESUBMISSION MEETINGS: ANOTHER PRESUBMISSION
15			COMMUNITY MEETING MAY BE REQUIRED, AT THE DISCRETION OF
16			THE DIRECTOR OF THE DEPARTMENT OF PLANNING AND ZONING, IF
17			THE DEVELOPER/PETITIONER FAILS TO COMPLY WITH THE
18			REQUIREMENTS IN (2) AND (3) ABOVE, OR IF PLANS ARE SUBMITTED
19			THAT ARE SIGNIFICANTLY DIFFERENT FROM WHAT WAS PRESENTED
20			AT THE PRESUBMISSION COMMUNITY MEETING, UNLESS THE
21			CHANGES ARE IN RESPONSE TO COMMUNITY INPUT.
22			
23		(6)	IF THE DEVELOPER/PETITIONER DOES NOT SUBMIT PLANS TO THE
24			DEPARTMENT OF PLANNING AND ZONING WITHIN ONE YEAR OF THE
25			PRESUBMISSION COMMUNITY MEETING, ANOTHER PRESUBMISSION
26			COMMUNITY MEETING AND NOTIFICATION IN ACCORDANCE WITH
27			THIS SECTION SHALL BE REQUIRED.
28			
•	G 4600	.	
29	Sec. 16.205.	Procedure.	
30			
31	(a)	Any person ov	wning an interest in the property affected may petition the Zoning Board
32		for approval o	f a development plan, and a person owning an interest in the property
33		affected, the D	Director of the Department of Planning and Zoning or members of the
34		Zoning Board	may petition the Zoning Board for piecemeal map amendment. The

1 form and number of copies of the petition shall be as prescribed by law or by the Zoning 2 Board's rules of procedure. 3 4 (b) PRESUBMISSION COMMUNITY MEETING: Prior to the initial submittal of a petition, 5 the petitioner shall hold a presubmission community meeting that provides 6 information to the community regarding the petition and allows community residents 7 to ask questions and discuss any issues. The meeting must be held in accordance with 8 the [[following procedures:]] PROCEDURES IN SECTION 16.128. 9 10 [[(1)]At least three weeks in advance, the petitioner shall send written notice 11 regarding the date, time and location of the meeting to: 12 13 a. All adjoining property owners as identified in the records of the 14 Maryland Department of Assessments and Taxation, via mail; 15 16 b. The Department of Planning and Zoning, which will place this 17 meeting notice on the Department's web site; 18 19 The County Council; and c. 20 Any community association that represents the area of the subject 21 d. 22 property or any adjacent properties. 23 24 The property involved shall be posted with the time, date and place of the 25 initial meeting. The sign shall include the address of Department of Planning and Zoning's website. The property shall be posted for at least three weeks 26 immediately before the hearing. The poster shall be double-sided. At least 48 27 inches by 48 inches in size and the typeface shall be at least two inches in 28 height. The Department of Planning and Zoning shall determine the number 29 of posters required and their location and the petitioner shall bear the expense 30 31 of posting. The posters shall be erected perpendicular to the road which serves 32 as the mailing address of the subject property. The Department of Planning and Zoning shall supply the posters. The petitioner shall properly erect and 33

maintain the posters.

34

35

1		(2)	The me	eting shall be:
2				
3			a.	Held at a location within the community, in a public or institutional
4				building located within approximately five miles of the subject
5				property; and
6				
7			b.	Scheduled to start between 6:00 p.m. and 8:00 p.m. on a weekday
8				evening, or to be held between 9:00 a.m. and 5:00 p.m. on a Saturday,
9				excluding County holidays and other holidays determined in
10				subsection (d) of this section.
11				
12		(3)	A certif	ication of notice and posting and a summary of the issues expressed
13		by		residents at the presubmission community meeting shall be written
14		and		transmitted by the petitioner to the Department of Planning
15		and Zon	ing wher	the initial petition is filed for County review.
16				
17		(4)	If the pe	etitioner does not submit the petition within one year of the
18			presubn	nission community meeting, another presubmission community
19			meeting	and notification in accordance with subsection (b) of this section
20			shall be	required.]]
21				
22	(c)	The pe	tition sha	all be filed with the Department of Planning and Zoning, which shall
23		check t	the same	for form, check that notice has been provided, as required by law or
24	by	the Zo	ning Boar	rd's rules of procedure, collect the proper fees, and refer the petition to
25		the Pla	nning Bo	ard for its report.
26				
27	(d)	Citizer	is may re	quest a meeting with a staff member of the Department of Planning
28	and	Zoning	to review	w the development proposal after the petition has been formally
29		submit	ted to the	Department.
30				
31	(e)	No late	er than tw	to days following the release of the report of the Planning Board on the
32		petition	n, the Dej	partment of Planning and Zoning shall submit the petition with all of
33	its	suppor	ting docu	ments to the administrative assistant to the Zoning Board, who shall
34	set	a heari	ng date. T	The Zoning Board shall be prohibited from holding meetings which
35		include	an oppo	ortunity for public testimony on any County holiday, Rosh Hashanah,
36		Yom K	innur Ei	d UI Fitr. Eid UI Adha, and Chinese New Year is observed.

1		
2	(f)	Notice of the place, time and date of the beginning of the hearing shall be published as
3		required by law or the Zoning Board's rules of procedure.
4		
5		
6	Section 2. Be	it further enacted by the County Council of Howard County, Maryland, that this Act
7	shall become	effective 61 days after its enactment.
8		
9		
10		
11		
12		