



To: Board of Zoning Appeals

From: Andrew R. Gray, Comprehensive Planner

cc: Mark A. Depo, Director of Community Planning and Development

Date: July 30, 2021

Subject: **Case No. 21-06 Supplemental Report**

BACKGROUND

Pursuant to Section 164-166F. of the City Zoning Ordinance (Zoning Ordinance), *"The Board shall refer all petitions for special exceptions to the Commission for its report and recommendation. Thereafter, the Commission may, in its discretion, issue a report and recommendation."* Due to this requirement, Department of Community Planning and Development Staff sent the staff report to the Planning and Zoning Commission on July 9, 2021, for their meeting on July 15, 2021. At that time the required notice was not completed.

REQUIRED NOTICE

On July 11, 2021, a Notice of Hearing appeared in the Carroll County Times. On July 11, 2021, a copy of the agenda, was posted on the City website. On July 12, 2021 the application was posted on the City's website. On July 13, 2021, a Notice of Hearing was sent via certified mail to the subject adjoining property owners and property owner. On July 18, 2021, a second Notice of Hearing appeared in the Carroll County Times. On July 19, 2021, the Pre-Hearing Statement was posted to the City's website. On July 20, 2021, the Property was posted with a Zoning Notice sign. These notices were provided to meet the notification requirements set forth in Zoning Ordinance Section 164-166 and the Maryland Open Meeting Act. As of the date of this staff report, the City has not received a written request for BZA inspection of the Property, pursuant to Zoning Ordinance Section 164-166.E.