

VIRTUAL HEARINGS INSTRUCTIONS AND PROCEDURES

E-mail: BoardofAppeals@co.pg.md.us

Website: <http://pgccouncil.us/BOA>

Phone: 301-952-3220

The Board of Appeals (the Board) is closely monitoring the novel coronavirus, known as COVID-19, and is following all recommended guidelines provided by the Centers for Disease Control and Prevention and the State and County Departments of Health. Pursuant to County Emergency Resolutions, including but not limited to CR-35-2020 (DR-2), the Board is operating under emergency procedures. Under certain circumstances, the Board meetings and hearings may be conducted virtually in accordance with District Council Rules of Procedure set forth in CR-57-2020 (DR-2).

The Board will begin holding Virtual Hearings on September 9, 2020.

Hearings which have been postponed due to CR-10-2020 will be heard prior to any new variance requests. Below are instructions on the Board's new procedures.

To ensure a timely acceptance of an application, a valid e-mail address must be provided for the applicant and/or legal representative. The Board will generally communicate with applicants and/or legal representatives through e-mail and will notify the applicant and/or legal representative on the date of acceptance of an application.

To object to having a virtual hearing, the applicant and/or legal representative must submit an objection in writing within five (5) business days of the notification of acceptance of an application. Upon receipt of a timely objection, the hearing will be rescheduled.

SUBMISSION OF NEW APPLICATION AND DOCUMENTS

- A "signed" application (signed by property owner listed on the deed or legal representative) and all documents may be submitted through e-mail at BoardofAppeals@co.pg.md.us.
- If submitting an application and documents through e-mail, the burden for the accuracy of the documents, including the site plan, rests with the applicant. In the process of e-mailing, the scale of the drawing may be altered. In order for staff to accurately review the site plan, ALL building setbacks (front, sides and rear) and dimensions of ALL structures MUST be accurately labeled on the site plan. Failure to provide accurately completed documents may result in postponement of the scheduled hearing.
- Hard copy submissions may be left in the Board's drop box located outside of the County Administration Building.
- Once the Board of Appeals has received the application, including all required documents and payment, the file will be accepted and assigned a Variance Identification Number and scheduled for a Hearing.

- Payment of Filing Fee, Sign Posting Fee and requested Language Interpreter Fee may be made by online payment with E-Check, Credit or Debit Card. (Visa, Mastercard, American Express and Discover). Payment may be made online via electronic portal or by a physical Check or Money Order included with the variance application submission by contacting the Board of Appeals staff at 301-952-3220.
- A full review of the site plan and all documents will be performed by staff. Any comments will be forwarded in writing to the applicant and/or legal representative through e-mail or first-class mail.
- Applicants will receive a Hearing Notice fifteen (15) calendar days prior to the scheduled hearing through e-mail. Persons of record and registered speakers will receive a Hearing Notice fifteen (15) calendar days prior to the hearing through first-class mail.
- Notice of Hearing Signs will only be available for pick-up by appointment. Signs will be delivered outside of the County Administration Building (14741 Governor Oden Bowie Drive, Upper Marlboro, MD 20772) Lower Level curbside. Upon arrival for curbside pick-up, please call 301-952-3220. Certificate of Posting, photographs of posted sign and Affidavit of Posting documents must be e-mailed to the Board five (5) business days prior to the scheduled hearing. Failure to pick up and/or post signs in a timely manner will result in the hearing being rescheduled.
- Any individual wishing to give testimony must contact the Board at least five (5) business days prior to the hearing and register to speak by contacting the Board or access the online speaker's registration form. In addition to verbal testimony exhibits may be provided and must be submitted at least five (5) business s prior to the hearing. *No additional speakers will be allowed to register after commencement of the meeting.*
- Any revised documents or additional documents provided by the applicant and/or legal representative must be received by the Board five (5) business days prior to the hearing. *No new exhibits will be allowed to be presented the day of the hearing.*

VIRTUAL HEARING PROCEDURES

- For all virtual meetings, a link will be provided through an e-mail invitation for petitioners and registered speakers. All others wishing to observe may view the meeting via live-stream at the following link: <https://pgccouncil.us/LIVE>.
- Meetings will begin at 6:00 p.m.
- If an applicant and/or legal representative is not logged into the meeting when the scheduled case is called, the case will be moved to the end of the meeting. Failure to appear will result in the case being rescheduled.
- Participants should remain muted until acknowledged to speak.
- Upon hearing a case, the Board may vote or hold the case open for further information or revised plans. If a case is held open the applicant and/or legal representative should contact the Board staff the next business day at 301-952-3220 for next steps.
- In accordance with ADA requirements, accommodations for hearing impaired, disabled persons, and visually impaired persons can be provided upon reasonable notice to the Board of Appeals Administrator. Sign language and interpreters for non-english speakers are available with reasonable advance notice by emailing BoardofAppeals@co.pg.md.us or calling 301-952-3220.

Additional questions or concerns may be addressed to the Board of Appeals staff at 301-952-3220.