

# Board of Appeals

## MISSION STATEMENT

The mission of the Board of Appeals is to implement the flexibility provided in the Zoning Ordinance as approved by the County Council and to assist County residents in understanding and participating in the special exception, variance, and administrative appeal process.

## BUDGET OVERVIEW

The total approved FY15 Operating Budget for the Board of Appeals is \$566,596, a decrease of \$25,962 or 4.4 percent from the FY14 Approved Budget of \$592,558. Personnel Costs comprise 89.9 percent of the budget for three full-time positions, and a total of 3.50 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 10.1 percent of the FY15 budget.

## LINKAGE TO COUNTY RESULT AREAS

While this program area supports all eight of the County Result Areas, the following are emphasized:

- ❖ **A Responsive, Accountable County Government**

## DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below. The FY14 estimates reflect funding based on the FY14 approved budget. The FY15 and FY16 figures are performance targets based on the FY15 approved budget and funding for comparable service levels in FY16.

Measure	Actual FY12	Actual FY13	Estimated FY14	Target FY15	Target FY16
<b>Program Measures</b>					
Number of administrative appeals decided	12	11	6	6	6
Number of administrative appeals heard	12	12	12	12	12
Number of administrative appeals filed	9	9	9	9	9
Number of variances decided	16	16	16	16	16
Average days to issue written Special Exceptions <sup>1</sup>	27	15	15	15	15
Average days to issue Notices of Special Exception hearings <sup>2</sup>	14	19	10	7	7
Number of work sessions held	30	24	27	27	27
Average days to issue Notices of Variances hearings	7	11	12	7	7
Number of special exceptions decided	30	34	6	6	6
Number of special exceptions heard	50	32	9	9	9
Number of variances filed	20	13	32	32	32
Number of variances heard	20	10	25	25	25
Average days to Variances hearing	83	64	45	45	45
Number of special exceptions filed	44	21	9	9	9
Average days to issue Notices of Administrative Appeals hearings	14	11	5	5	5
Average days to issue written administrative appeals <sup>3</sup>	36	45	45	45	45
Average days to issue written variances <sup>4</sup>	30	18	23	23	23
Average days to Administrative Appeals hearing <sup>5</sup>	103	74	52	52	52
Average days to Special Exceptions hearing <sup>6</sup>	130	149	120	120	120
Number of administrative actions taken	300	259	250	250	250
Number of walk-in clients assisted	500	206	200	200	200
Number of telephone inquiries answered	1,500	500	600	600	600

<sup>1</sup> Board of Appeals Rule 9.1 requires issuance of special exception opinions within 30 days of close of record.

<sup>2</sup> County Code requires mailing of written notices of hearings within 7 days after the filing of any appeal, petition for special exception, request for a variance, or other matter within the Board's jurisdiction.

<sup>3</sup> Board of Appeals Rule 9.1 requires issuance of administrative appeal opinions within 45 days of close of record.

<sup>4</sup> Board of Appeals Rule 9.1 requires issuance of variance opinions within 30 days of close of record.

<sup>5</sup> County Code requires that the hearing on an administrative appeal be held not fewer than 30 days following the issuance of the written notice of the hearing.

<sup>6</sup> County Code requires that the hearings for special exceptions be held not fewer than 60 days following the issuance of the written notice of hearing, and that the hearing on any other matter within the Board's jurisdiction be held not fewer than 30 days.

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## **ACCOMPLISHMENTS AND INITIATIVES**

- ❖ *The Board utilizes volunteer office help to try to meet statutory deadlines.*
- ❖ *Office paper is recycled for use as scratch pads and notepads.*
- ❖ *Correspondence and information are transmitted electronically.*

## **PROGRAM CONTACTS**

Contact Katherine Freeman of the Board of Appeals at 240.777.6600 or Crystal B. Sallee of the Office of Management and Budget at 240.777.2778 for more information regarding this department's operating budget.

## **PROGRAM DESCRIPTIONS**

### ***Zoning Related Hearings and Administrative Appeals***

The Board of Appeals hears requests for special exceptions and variances as provided in the Zoning Ordinance. The Zoning Ordinance requires that requests for certain uses (special exceptions) be considered for approval by the Board. Development standards for each zone are also set by the Zoning Ordinance. Variances from these standards require approval by the Board. The Board of Appeals also holds hearings and rules on appeals from administrative actions of certain governmental departments and agencies, as provided in the County Code.

## BUDGET SUMMARY

	Actual FY13	Budget FY14	Estimated FY14	Approved FY15	% Chg Bud/App
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	378,110	387,405	366,314	382,027	-1.4%
Employee Benefits	126,089	148,170	124,945	127,462	-14.0%
<b>County General Fund Personnel Costs</b>	<b>504,199</b>	<b>535,575</b>	<b>491,259</b>	<b>509,489</b>	<b>-4.9%</b>
Operating Expenses	51,439	56,983	53,087	57,107	0.2%
Capital Outlay	0	0	0	0	—
<b>County General Fund Expenditures</b>	<b>555,638</b>	<b>592,558</b>	<b>544,346</b>	<b>566,596</b>	<b>-4.4%</b>
<b>PERSONNEL</b>					
Full-Time	3	3	3	3	—
Part-Time	0	0	0	0	—
FTEs	3.50	3.50	3.50	3.50	—
<b>REVENUES</b>					
Board of Appeals Fees	202,687	306,334	306,334	306,334	—
Other Charges/Fees	1,485	0	0	0	—
<b>County General Fund Revenues</b>	<b>204,172</b>	<b>306,334</b>	<b>306,334</b>	<b>306,334</b>	—

## FY15 APPROVED CHANGES

	Expenditures	FTEs
<b>COUNTY GENERAL FUND</b>		
<b>FY14 ORIGINAL APPROPRIATION</b>	<b>592,558</b>	<b>3.50</b>
<b>Other Adjustments (with no service impacts)</b>		
Increase Cost: FY15 Compensation Adjustment	14,312	0.00
Increase Cost: Retirement Adjustment	1,226	0.00
Increase Cost: Group Insurance Adjustment	760	0.00
Increase Cost: Board Member Stipends	646	0.00
Increase Cost: Printing and Mail	124	0.00
Decrease Cost: Annualization of FY14 Personnel Costs	-43,030	0.00
<b>FY15 APPROVED:</b>	<b>566,596</b>	<b>3.50</b>

## FUTURE FISCAL IMPACTS

Title	APPR. FY15	FY16	FY17	((\$000's) FY18	FY19	FY20
This table is intended to present significant future fiscal impacts of the department's programs.						
<b>COUNTY GENERAL FUND</b>						
<b>Expenditures</b>						
<b>FY15 Approved</b>	<b>567</b>	<b>567</b>	<b>567</b>	<b>567</b>	<b>567</b>	<b>567</b>
No inflation or compensation change is included in outyear projections.						
<b>Labor Contracts</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and associated benefits.						
<b>Subtotal Expenditures</b>	<b>567</b>	<b>570</b>	<b>570</b>	<b>570</b>	<b>570</b>	<b>570</b>

