



Board of Appeals

APPROVED FY26 BUDGET

\$608,334

FULL TIME EQUIVALENTS

3.00

 BARBARA JAY, EXECUTIVE DIRECTOR

MISSION STATEMENT

The mission of the Board of Appeals is to implement the flexibility provided by the Zoning Ordinance, as approved by the County Council, in a fair and equitable manner, and to assist County residents, irrespective of race, ethnicity, nativity, gender, disability, or other relevant demographic or socioeconomic characteristics, in understanding and participating in the variance, administrative appeal, special exception modification, and conditional use appeal processes.

BUDGET OVERVIEW

The total approved FY26 Operating Budget for the Board of Appeals is \$608,334, an increase of \$19,692 or 3.35 percent from the FY25 Approved Budget of \$588,642. Personnel Costs comprise 95.74 percent of the budget for three full-time position(s) and no part-time position(s), and a total of 3.00 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 4.26 percent of the FY26 budget.

Consistent with the County Charter, the County Executive makes recommendations on the operating budget for all County departments, offices and agencies. However, recognizing the Charter-designed roles, the Executive defers significantly to the Legislative and Judicial Branch agencies. Questions regarding the approved budgets for Legislative Branch departments should be directed to Sandra Marin, 240-777-7923.

COUNTY PRIORITY OUTCOMES

While this program area supports all seven of the County Executive's Priority Outcomes, the following is emphasized:



Effective, Sustainable Government

PROGRAM CONTACTS

Contact Barbara Jay of the Board of Appeals at 240-777-6604 or Hamza Ahmed of the Office of Management and Budget at 240-777-2783 for more information regarding this department's operating budget.

PROGRAM PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable). The FY25 estimates reflect funding based on the FY25 Approved Budget. The FY26 and FY27 figures are performance targets based on the FY26 Approved Budget and funding for comparable service levels in FY27.

Measure	Actual FY23	Actual FY24	Estimated FY25	Target FY26	Target FY27
Program Measures					
Number of administrative appeals decided	11	9	9	9	9
Average days to issue written administrative appeals decisions (within 45 days of close of record unless extended) ¹	25	19	19	19	19
Number of variances decided ²	52	44	44	44	44
Average days to issue variance decision (within 30 days of close of record unless extended) ³	11	11	11	11	11
Number of conditional use cases decided ⁴	2	3	3	3	3
Average days to issue conditional use decision (must issue within 30 days of voting on the matter unless extended)	15	18	18	18	18
Number of Circuit Court appeals processed	4	5	5	5	5
Number of administrative actions taken ⁵	86	85	85	85	85

¹ Board of Appeals Rule 9.1 requires issuance of administrative appeal opinions within 45 days of close of record.

² The Board continues to see a large number of variances relative to past years.

³ Board of Appeals Rule 9.1 requires issuance of variance opinions within 30 days of close of record.

⁴ Outyear projections are based on FY24 actuals.

⁵ Matters considered and/or decided at work sessions include, but are not limited to: preliminary motions in administrative appeals, requests for major modifications (following the issuance of a report and recommendation by the Office of Zoning and Administrative Hearings) and administrative modifications of existing special exceptions, requests for by-right hearings, requests for oral argument regarding appeals of conditional use decisions, requests for the revocation of special exceptions, requests for the reconsideration of earlier Board decisions, requests for show cause hearings, complaints regarding the operation of special exceptions, inspection reports from the Department of Permitting Services and the Department of Housing and Community Affairs regarding such complaints, and the submission of documents fulfilling various Board-imposed reporting requirements.

PROGRAM DESCRIPTIONS

☀ Zoning Related Hearings and Administrative Appeals

The Board of Appeals hears requests for variances as provided in the Zoning Ordinance. Development standards for each zone are set by the Zoning Ordinance. Variances from these standards require approval by the Board. In addition, the Board hears appeals of conditional uses decided by the Hearing Examiner, as provided in the Zoning Ordinance. 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. Finally, the Board considers modifications to those special exceptions that were filed or approved before the October 30, 2014 changes to the Zoning Ordinance.

BUDGET SUMMARY

	Actual FY24	Budget FY25	Estimate FY25	Approved FY26	%Chg Bud/App
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COUNTY GENERAL FUND

BUDGET SUMMARY

	Actual FY24	Budget FY25	Estimate FY25	Approved FY26	%Chg Bud/App
EXPENDITURES					
Salaries and Wages	495,507	444,849	453,016	465,629	4.7 %
Employee Benefits	118,609	107,413	108,702	116,789	8.7 %
County General Fund Personnel Costs	614,116	552,262	561,718	582,418	5.5 %
Operating Expenses	21,782	36,380	22,674	25,916	-28.8 %
County General Fund Expenditures	635,898	588,642	584,392	608,334	3.3 %
PERSONNEL					
Full-Time	3	3	3	3	—
Part-Time	0	0	0	0	—
FTEs	3.50	3.00	3.00	3.00	—
REVENUES					
Board of Appeals Fees	189,710	158,064	158,064	158,064	—
Other Charges/Fees	4,380	0	0	0	—
County General Fund Revenues	194,090	158,064	158,064	158,064	—

FY26 APPROVED CHANGES

	Expenditures	FTEs
COUNTY GENERAL FUND		
	FY25 ORIGINAL APPROPRIATION	588,642 3.00
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: FY26 Compensation Adjustment	20,439	0.00
Increase Cost: Annualization of FY25 Compensation Increases	10,312	0.00
Increase Cost: Board Member Stipend Adjustments [Zoning Related Hearings and Administrative Appeals]	1,752	0.00
Increase Cost: Retirement Adjustment	855	0.00
Decrease Cost: Annualization of FY25 Personnel Costs	(3,202)	0.00
Decrease Cost: Printing and Mail Adjustment	(10,464)	0.00
	FY26 APPROVED	608,334 3.00

FUNDING PARAMETER ITEMS

CC APPROVED (\$000S)

Title	FY26	FY27	FY28	FY29	FY30	FY31
COUNTY GENERAL FUND						
EXPENDITURES						
FY26 Approved	608	608	608	608	608	608
No inflation or compensation change is included in outyear projections.						
Labor Contracts	0	1	1	1	1	1

FUNDING PARAMETER ITEMS

CC APPROVED (\$000S)

Title	FY26	FY27	FY28	FY29	FY30	FY31
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
Subtotal Expenditures	608	609	609	609	609	609