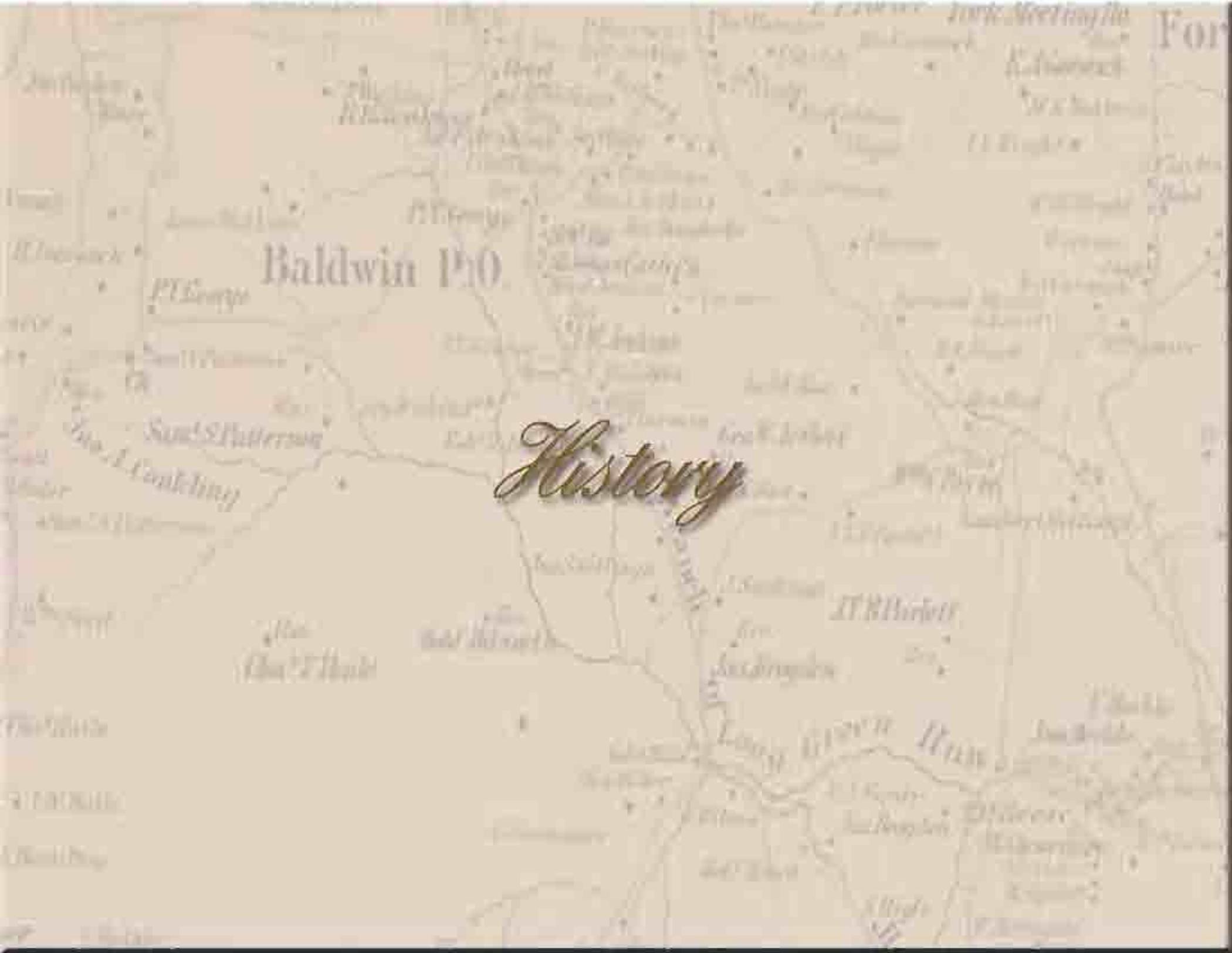


*Baltimore County  
Planning Board*

*Established 1947*



Baldwin P.O.

# History

St. Shutterton

Long Grove

Hann

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*On May 1, 1947*, the County Commissioners, under the authority of Chapter 599 of the Acts of 1933 of the General Assembly, appointed the first Planning Commission, consisting of five members, one of whom was a County Commissioner (Christian H. Kahl).

The first meeting was held Friday, May 16, 1947, in the Office of the County Commissioner in the Court House. Among other things, funds for Calendar year 1947 for the activities of the Commission were to come from the County's "Contingent" fund of "\$20,000 to \$25,000."

September 15, 1947 - the Commission approved a budget request for 1948 of \$34,000.

September 29, 1947 - Malcolm H. Dill accepted the position as Director of the Baltimore County Planning Commission, to begin on October 1, 1947, at a salary of \$8,500. The commission also decided to meet the second Monday of each month.

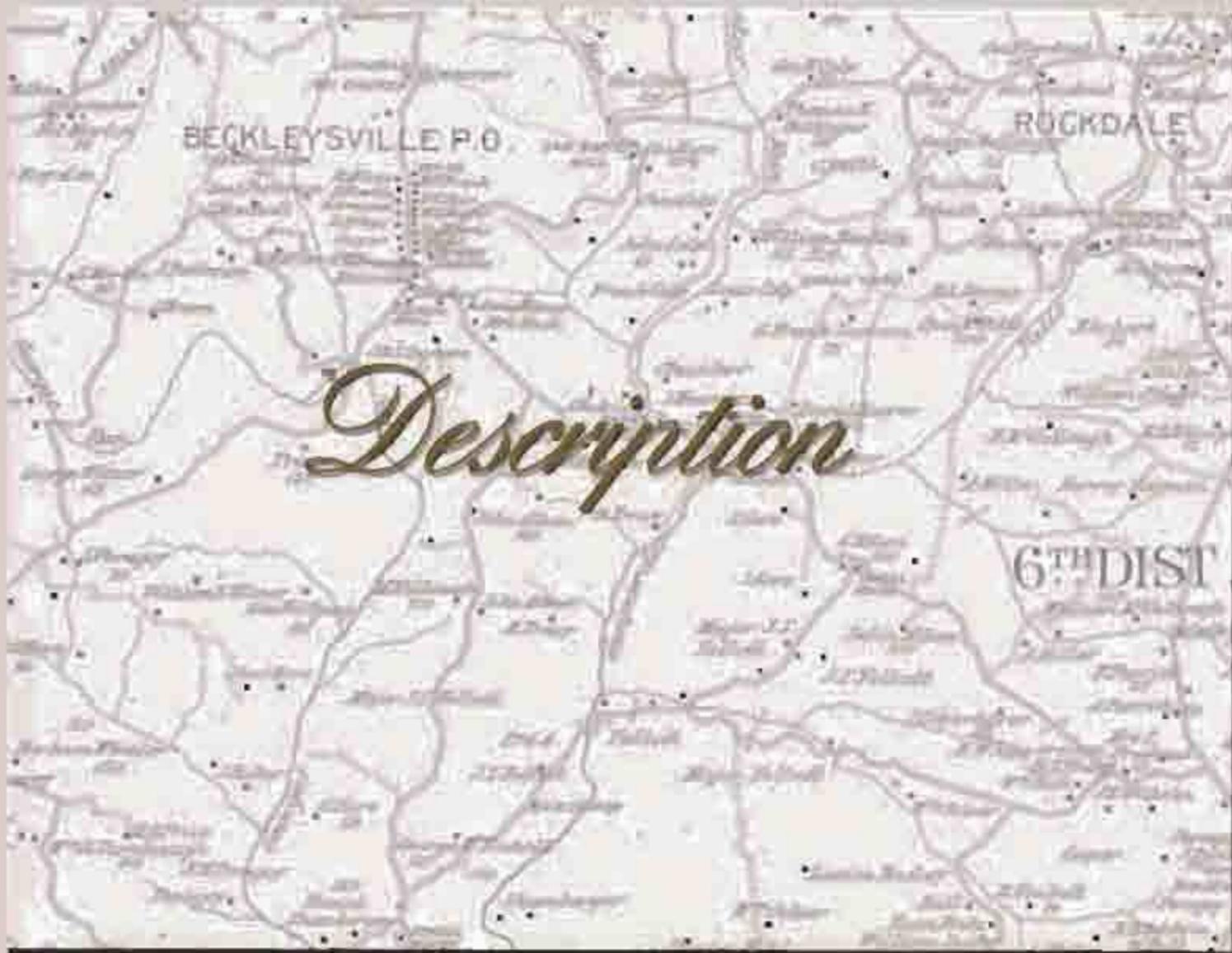
December 11, 1947 – "Mr. Dill presented some tentative studies for community outlines and future major highways, including alignments for a new York Road and a circumferential route connecting suburban communities."

June 7, 1955 – The County Commissioners appointed a nine-member Planning Board, under the provisions of Chapter 610 of the Acts of the General Assembly of Maryland of 1955; initial terms were staggered from one to six years, with subsequent appointments to be for six-year terms.

The first meeting of the new Board was held on June 1, 1955; they agreed to meet the first and third Wednesdays. The Board reviewed and approved or disapproved subdivision plans – reviewed and forwarded them to the County Commissioners, and proposed zoning maps.

The Baltimore County Charter, as approved by the voters in 1956 and amended in 1978, established the Planning Board as a component in the Office of Planning (originally Planning and Zoning).





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*Today, the Baltimore County Planning Board consists of 15 members, serving for three-year terms staggered so that one-third of the terms expire each year; there are no restrictions on reappointment. Board members cannot concurrently hold a salaried position in County government, nor do they receive any salary as members.*

Until 1992, the County Executive had sole authority to appoint the Planning Board members, but with the Chairman and Vice-Chairman being subject to confirmation by the County Council. An amendment to the Charter gives each of the seven County Council members the right to appoint a Board member from among the residents of the respective Council district.

There are no other limitations on appointment to the Planning Board. Typically, the Board members are civic-minded volunteers who contribute many hours of service in conducting the Board's business.

No specific responsibilities are assigned to the Planning Board in the County Charter except for annual "consideration" of the capital budget and program. This role, in fact, gives the Board substantial influence over the County's investments in capital facilities.

Many particular responsibilities have, however, been conferred on the Board. In one case this was by the County Executive through an Executive Order (the annual review of amendments to the Water & Sewerage Plan). In the many other situations, the responsibility has been assigned by the County Council through enacted local laws. The latter are found mostly in the County Code, which includes the Development Regulations and the Zoning Regulations.

In almost every case, the Planning Board's role is solely advisory. County law specifies the procedural steps between the initiation of a proposal (the filing of an application or petition, or the passage of a County Council Resolution) and the ultimate approval decision by an entity in County government (County Executive, County Council, Zoning Commissioner, Hearing Officer or County Board of Appeals). Typically, in each of these procedures, one of the steps involves referral to the Planning Board to give the opportunity for the Board to make recommendations to the decision-making authority.

In many cases, the Board must respond within a specified time (usually 30 or 45 days). In some cases, the Board is required to conduct a public hearing before reaching its conclusions; in the others, the Board exercises its own discretion on whether to hold a hearing. In every case, however, the matter is first discussed in at least one meeting of the Board, with opportunity for comment verbal or written by the public. All of the Board's meetings are fully open for attendance by the public.

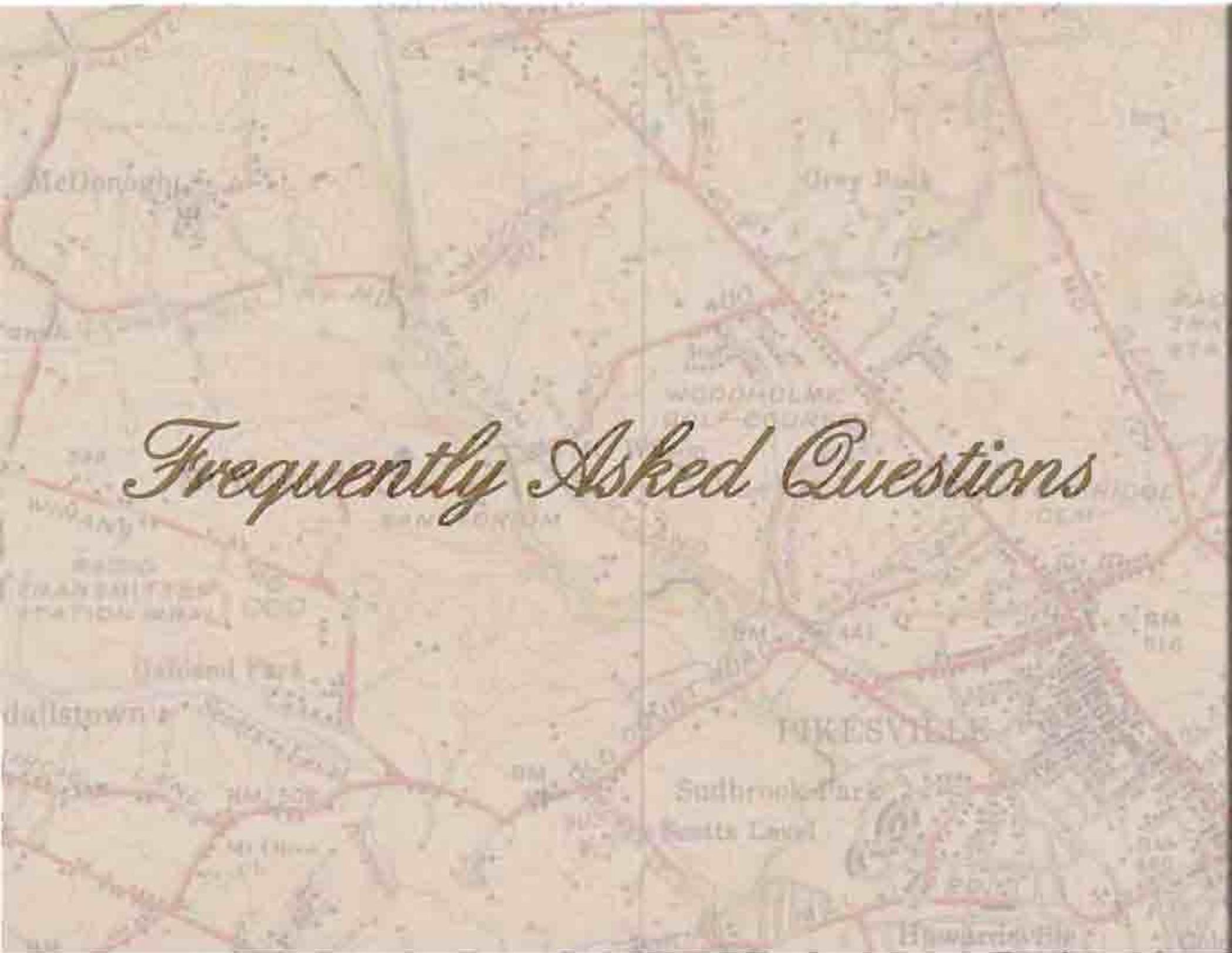
The major topics subject to this typical advisory procedure include:

- The County-wide Master Plan, and amendments to the Plan, such as community plans
- Amendments to the Zoning Regulations
- Amendments to the Zoning Maps, either through the quadrennial "comprehensive" zoning map process (CZMP) or the semi-annual "cycle" process and its "out-of-cycle" alternative

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- The annual reviews of the capital budget and program, the Basic Services Maps, and the Water & Sewerage Plan
  - Review of proposed developments in certain situations (Planned Unit Developments; certain proposed waivers; “conflicts” with the Master Plan; “involvement” of proposed development with certain historic buildings or structures; “compatibility” of certain “cluster” development; “variations” from Chesapeake Bay Critical Area standards)

*Kingsley Park  
Renaissance Pilot Project  
2005*





*Frequently Asked Questions*

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### *Who established the Planning Board?*

- The voters of Baltimore County, in the Charter enacted in 1956
- The 15-member Board is, technically, a separate part of the Office of Planning; in practice, the Board receives staff support from Planning and functions as an independent body

### *What are the qualifications for membership?*

- In the Charter, only that at least one member shall reside in each Councilmanic district, and that no member can simultaneously hold a salaried position in County government
- In practice, a willingness to serve for a three-year term, which includes volunteering a very large amount of time preparing for and participating in meetings and hearings

### *How are members appointed?*

- Under a Charter amendment enacted in 1992, each of the seven County Council members appoints a Board member from among the residents of the respective Council district
- The other eight members are appointed by the County Executive, with the Chairman and Vice-Chairman being subject to confirmation by the County Council

### *What is the Board's basic function?*

- To advise the County Executive, the County Council and/or other County officials on a very wide range of plans, laws and projects dealing with the current and future development of Baltimore County

### *What are the Board's specific responsibilities?*

- In the Charter, only one: to recommend, each year, a capital budget and capital program; note that the County Executive is required to explain to the Council any changes made by the Executive from the capital budget as recommended by the board
- In the County Code and in other regulations separately enacted by the County Council, many duties are assigned, including, especially, the following major ones:
  - Preparing and adopting a County-wide Master Plan, and recommending it for adoption by the Council, which,
  - Must be prepared or revised "at least every ten years," and
  - May include the entire County "or any logical unit for planning therein" (e.g., plans for communities such as Hereford, Pikesville, Catonsville, Liberty Road, Towson, etc.), and

- Includes functional plans such as the Master Water & Sewerage Plan
- Recommending amendments to County-wide:
  - Zoning maps, “at least every six years” (actually, every four years through the “comprehensive” process), and
  - Zoning regulations, when requested by the Executive or Council, or at the Board’s own initiative
- Recommending approval, conditional approval or denial on a variety of subjects, including:
  - Planned unit developments (P.U.D.)
  - Basic Services maps
  - Waivers from development regulations
  - Conflict with the Master Plan
  - “Compatibility” of “cluster” development
  - “Variations” from Critical Area standards
  - Involvement of development with an historic structure, etc.



*Hunt Valley Towne Centre  
Grand Opening 2005*



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## Article I - *Officers*

Section 1. In the absence of the chairman, the vice-chairman shall assume the chair<sup>1</sup>. In the absence of both, and failing appointment of an acting chairman by the County Executive, the Planning Board shall elect a chairman pro tempore.

Section 2. The secretary of the Planning Board is the Director of Planning and Zoning. In the Director's absence, the chairman may designate the Deputy Director to act as secretary.

## Article II. - *Meetings*

Section 1. A meeting of the Board must be held on the third Thursday of each month except August and December, or when Thursday is a holiday, on the day before. Each meeting thus required is a regular meeting; all other meetings of the Board are special meetings.

Section 2. Special meetings will be held at the call of the chairman or at the request of at least three members of the Board.

Section 3. A majority of the appointed members constitutes a quorum. In the event there are less than fifteen appointed members on the Board, a quorum shall in no case be less than five members.

Section 4. The secretary will prepare an advance tentative agenda for each regular meeting and will mail it to Board members, members of the press, and other interested parties, no later than seven calendar days preceding the regular meeting. When a resolution pertaining to an administrative project-design, or planning policy or procedure is entered on and appended to the advance tentative agenda, the agenda and accompanying appendices will be forwarded to the Board members by mail, or by courier, seven days before the date of the meetings.

Section 5. The secretary will compile the minutes of meetings and will disseminate them to Board members and other interested parties.

Section 6. The minutes of a regular or special meeting will be approved by the Board at a subsequent regular meeting, as soon thereafter as possible; changes will appear in the minutes of the meeting whereat such changes were made and in the record copy of the minutes changed.

Section 7. Individuals and groups who wish to address the Board at a regular or special meeting shall register with the secretary before the meeting begins. Anyone addressing the Board shall first state their name and address, the name of the organization that is being represented, if any, and their office or position in that organization. A representative of an organization shall provide a brief description of the nature of the organization, its boundaries or membership requirements, and the number of its members or the number of households represented by its membership; the speaker

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<sup>1</sup>The chairman and vice-chairman are appointed by the County Executive, subject to confirmation by the County Council (Section 522, Baltimore County Charter).

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shall further identify the authorization to represent the organization – that the speaker is authorized to speak for it on any occasion, that the particular opinion being expressed has been specifically endorsed by its Board of Governors or similar body, or that the issue has been discussed at some level of organization. Such a representative may be requested to furnish certification of the nature of his authorization, and he may be allowed to submit other required information in writing. Nothing above shall be so construed as to bar or discourage any citizen from testifying as an individual. The chairman may limit the amount of time allocated to an individual or group and may decline to hear repetitions of comments previously heard at a committee meeting, if he believes the members of the Board have been adequately apprised of the concerns expressed in those comments.

Section 8. The chairman of the Planning Board may, upon relinquishing the chair, participate in discussions of any issues brought before the Board. Brief comments may be made by the chairman without relinquishing the chair.

Section 9. The chairman shall vote on all matters under consideration whether or not this vote determines the outcome. The chairman shall be the last person to vote on a motion.

### Article III - *Committees*

Section 1. Ad hoc committees may be appointed by the Chairman of the Planning Board at any time.

Section 2. All members of the Board are members of all ad hoc committees.

Section 3. Members designated as chairman and vice-chairman of a Planning Board ad hoc committee may, upon relinquishing the chair, participate in discussions of any issues brought before the committee. Brief comments may be made by the chairman without relinquishing the chair.

Section 4. The ad hoc committee chairman shall vote on all matters under consideration whether or not this vote determines the outcome. The chairman shall be the last person to vote on a motion.

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#### Article IV – *Public Hearings*

Section 1. Unless special rules are established pursuant to Section 2, below, the Planning Board shall conduct public hearings according to the following standard rules:

- a. Comment will be invited on any aspect of the subject matter of the hearing.
- b. Those desiring to address the Board will register with the secretary and may do so either prior to or during the first ten minutes of the hearing.
- c. Upon recognition by the chairman, the person addressing the Board shall state their name and the address of the organization being represented, if any.
- d. The maximum time each speaker will be allowed to comment will be five minutes unless the chairman allows the speaker to speak for a longer period of time.
- e. Subsection (d) notwithstanding, repetitive comment on the same issue by more than two persons may be disallowed by the chairman, at the chairman's discretion.
- f. Comment will be made only from the place provided for that purpose.

Section 2. The Planning Board may establish special hearing rules when the standard rules set forth above are found to be unsuitable in some respect because of unusual circumstances.

Section 3. In addition to publishing notices of public hearings as required by law, the secretary shall make reasonable efforts to publicize forthcoming public hearings by other feasible and convenient means.

#### Article V – *Other Matters*

Section 1. Administrative, project-design, or planning policies or procedures formulated pursuant to Section 504 of the Baltimore County Zoning Regulations will be submitted to the County Solicitor for review before adoption by the Board. The compilation of such policies will be known as the Comprehensive Manual of Development Policies.

Section 2. The secretary or a designee is authorized to testify on the Board's behalf in hearings relative to matters previously before the Board.

Section 3. Meetings of the Planning Board and its committees will be conducted according to the provisions of Robert's Rules of Order except where the Planning Board's Rules of Procedure provide otherwise.

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## Article VI – *Amendment of Rules of Procedure*

These rules may be amended only as follows:

Section 1. An amendment must first be introduced, in the form of a draft resolution, during a regular meeting of the Planning Board.

Section 2. The draft resolution must be mailed to all members not present at the meeting during which it is introduced, within five days thereafter.

Section 3. The resolution may be adopted, with or without revision, only at the next regular meeting of the Board, by at least two-thirds of the members present at the meeting.

Section 4. Any revision of the draft resolution must be limited to changes in the provisions originally set forth therein; provisions of these Rules not originally treated in the draft resolution and other matters not covered thereby may be treated only after introduction and consideration of a new draft resolution specifically addressing them, in accordance with the procedures set forth above.

### Article VII – *Initial Adoption of Rules and Time They Become Effective*

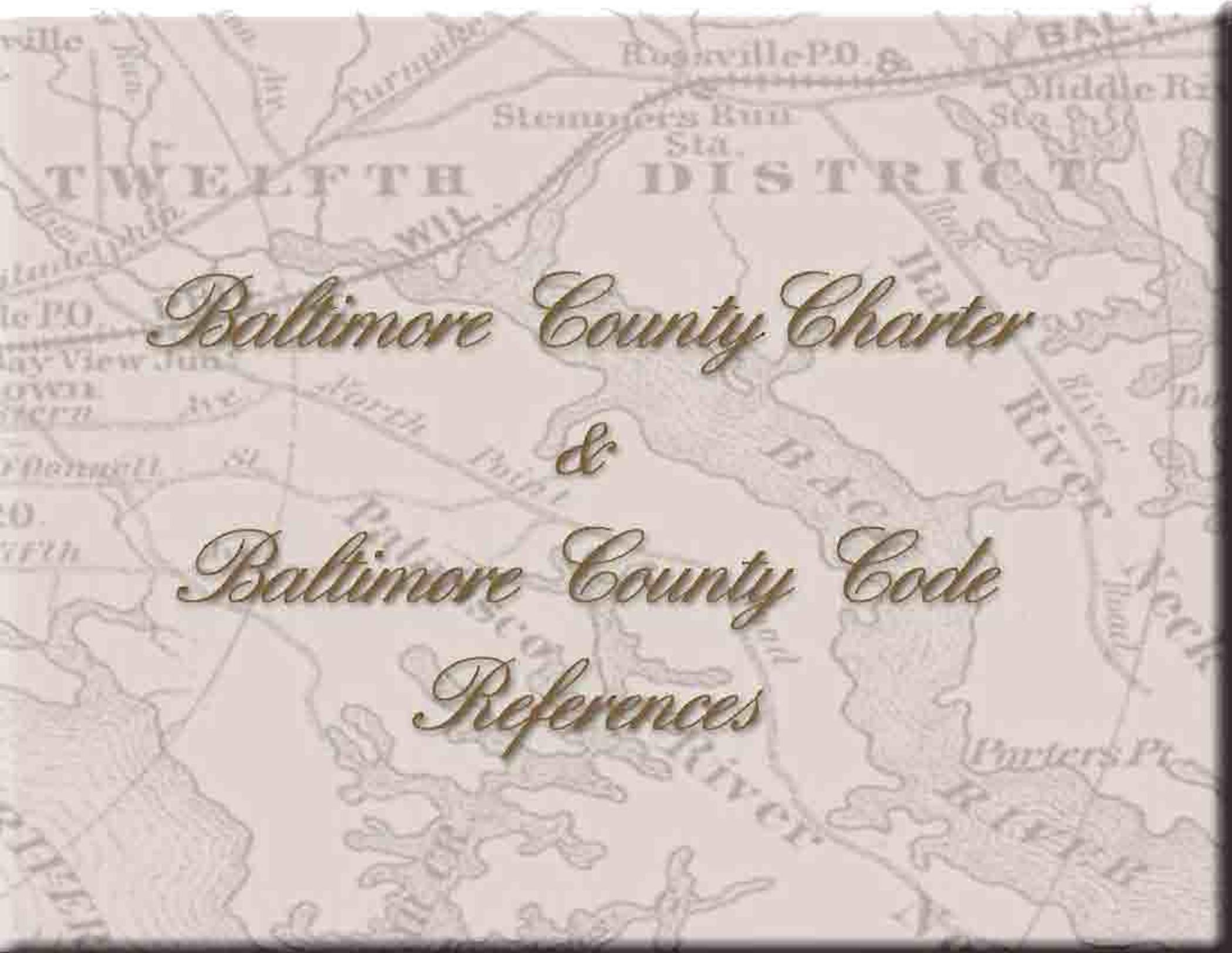
These Rules shall become effective immediately upon their approval by a simple majority of the members present at the meeting at which they are introduced.

“SEQUESTERING” is a procedure used by the Planning Board to conserve time when voting on a multi-item report such as the log of zoning issues. It is used most often in committee meetings, and only occasionally in meetings of the full board.

Use of the sequester procedure presupposes two things: that a report with the staff’s separate recommendation on each item has previously been sent to the members (and made available to the public); and that a majority of the members are likely to agree with most – but not necessarily all – of the staff’s recommendations.

The sequence of actions normally is:

1. The chairman asks whether any member wishes to sequester items for further discussion.
2. Members identify items, if any, by the reference number(s) in the report (e.g., the CZMP Issue number). Sequestering does not necessarily mean that the member is opposed to the recommendation; often, this is done simply for the opportunity to have questions answered or additional information presented or discussed.
3. The chairman then entertains a motion “to accept the staff’s recommendations on all items except numbers(s)...” Passage of such a motion records the Board’s approval on each of the non-sequestered items, but without taking the time necessary for a separate motion, second and vote on each item, individually.
4. In numerical sequence, the committee then considers and votes separately on each of the sequestered items. The chairman calls upon the member who asked for the sequester to begin the discussion; that member is also expected to make the motion, at the end of the discussion, to dispose of the item either by accepting staff’s recommendation or taking a different action.



*Baltimore County Charter*

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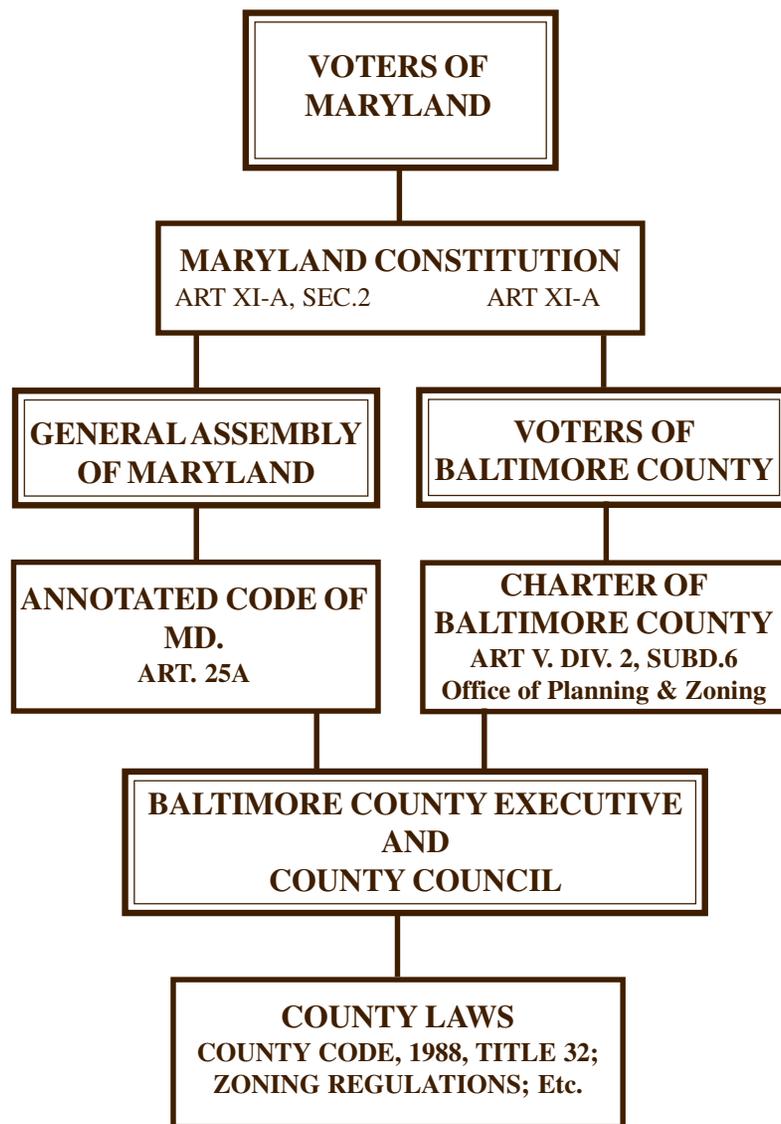
*Baltimore County Code*

*References*

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*Authority for Planning & Zoning in Baltimore County, 2006*



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*Subtitle 14: Planning Board*

**Charter references:**

*Composition, terms and appointment of planning board, § 522*

**§ 3-3-1401. ESTABLISHED.**

There is a Planning Board as established in Article V of the Charter.  
(Bill No. 31-99, § 3, 7-1-2004)

**§ 3-3-1402. MEETINGS AND HEARINGS; COMPENSATION.**

(a) *Meetings and hearings.* The Planning Board shall hold:

- (1) At least 10 regular monthly meetings each year;
- (2) At the discretion of the chairman, specially called meetings at any time; and
- (3) Public hearings:
  - (i) In accordance with its rules of procedure;
  - (ii) On written request of the County Executive; or
  - (iii) In accordance with a resolution of the County Council.

(b) *Compensation.* A member of the Planning Board:

- (1) May not receive compensation as a member of the Board; but
- (2) Is entitled to reimbursement for expenses necessarily incurred, if approved by the Board and provided for in the county operating budget.

(1988 Code, §§ 26-31, 26-32) (Bill No. 18, 1990, § 1; Bill No. 31-99, § 3, 7-1-2004)

**§ 3-3-1403. MISCELLANEOUS POWERS AND DUTIES.**

(a) *Powers.* The Planning Board may:

- (1) Exercise all powers and functions granted to it in the Charter, this subtitle, and Article 32 of the Code; and
- (2) Do all acts necessary to carry out the provisions of this subtitle and Article 32 of the Code.

(b) *Duties.*

- (1) The Planning Board shall:
  - (i) Adopt rules for the transaction of its business; and
  - (ii) File in the Office of Planning the minutes of its proceedings and a record of its resolutions, transactions, findings, determinations, and decisions.
- (2) The minutes and records are public record.

(1988 Code, §§ 26-31, 26-32) (Bill No. 18, 1990, § 1; Bill No. 31-99, § 3, 7-1-2004)

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*Sec. 522. Organization of office and selection of its components.*

The office of planning and zoning shall be composed of a director of planning and zoning who shall administer the office, a planning board, a zoning commissioner and one or more deputy zoning commissioners. The county executive shall appoint the director of planning and zoning, the zoning commissioner, and one or more deputy zoning commissioners, subject to confirmation by the county council. The director of planning and zoning shall serve until he shall resign or be removed upon the recommendation of the county executive approved by a majority plus one of the total number of county council members established by this Charter. The zoning commissioner and each deputy zoning commissioner shall serve terms expiring June 1 of the year following the election of a county executive provided by this Charter or until their successors are appointed and confirmed, but they may be removed at any time upon the recommendation of the county executive approved by a majority plus one of the total number of county council members established by this Charter.

The planning board shall consist of 15 members serving three-year terms, subject, however, to the requirement that the terms of five members shall end each year. Eight (8) members of the planning board shall be appointed by the county executive, and each member of the county council shall appoint one member who shall be a resident of the councilman's district. The county executive shall appoint the chairman and vice-chairman subject to confirmation by the county council. At least one planning board member shall reside in each councilmanic district. No member of the planning board shall hold any other salaried position in the county government while a member of the planning board.

(Bill No. 83, 1978, § 1; approved by voters Nov. 7, 1978; effective Dec. 8, 1978; Bill No. 128, 1990, § 1; approved by voters Nov. 6, 1990; effective Dec. 7, 1990; Bill No. 23-92, § 1, approved by voters Nov. 3, 1992; effective Dec. 7, 1992)

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## *Baltimore County Public Ethics Law*

Article 7, Title 1 of the Baltimore County Code

*- Overview -*

### *Policy Statement*

To assure the impartiality and independent judgement of public officials and employees by avoiding even the appearance of improper influence. Every Board Member is required to file a financial disclosure statement with the Baltimore County Ethics Commission.

### *Prohibited Conduct Provisions*

A Board Member may not participate in:

- Any matter that the member, a spouse, or a dependent child has an interest in

A Board member may not participate in any matter involving a business entity:

- Including a non-profit, in which he is an officer, director, trustee, partner, or employee
- In which he or his immediate family has a financial interest
- Hold any other employment relationship which would impair the impartiality of the member

*What do you do when faced with a prohibited conduct scenario?*

- Disqualify yourself
- Disclose your action to the Board
- Request an advisory opinion



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*Zoning is a legal mechanism* by which County government is able, for the sake of protecting the public health, safety, morals, and/or general welfare, limit an owner's right to use privately-owned land. Zoning consist of maps and written regulations.

The Official Zoning Map of Baltimore County was 841 sheets (at a scale of 1"=200') on which the entire County is divided among the 33 different kinds of "zones"; in certain business and manufacturing areas, one of the 5 kinds of "districts" may be superimposed onto part of a zone to provide additional detailed regulation. As of August 2004 the Official Maps have been converted to a Geodatabase easily accessible on-line.

#### *Zoning Regulations*

The written standards are contained in loose-leaf volume of more than 200 pages, entitled Baltimore County Zoning Regulations (B.C.Z.R.). Although there are similarities among related zones and districts, each one is governed by a different set of regulations. Typically, the regulations specify, usually in great detail, the kinds of uses allowed (residences, businesses, manufacturintg, etc.); the maximum intensity of use (number of dwellings per acre; maximum floor area per business, etc.); height limits for structures; minimum setbacks from roads and other property lines; minimum number of off-street parking spaces; etc.

The zoning regulations are enacted by the County Council and can be amended at any time. Before doing so, however, the Council must first request recommendations from the Planning Board and must hold a public hearing.

#### *Changing the Zoning Map*

The Official Zoning Map also is enacted by the County Council but there are several ways by which it can be changed. Every fourth year, on an exact schedule specified in County law, the County engages in a process called "comprehensive" zoning. The participants in the process include individual landowners, contract purchasers, community organizations, County staff, the Planning Board and the County Council.

The comprehensive zoning map process (CZMP) covers a period of 14 1/2 months and results in a "log of issues". Ultimately, the County Council decides, on each "issue," whether to retain the existing zoning already on the Official Map or the enact a different zone(s) or district(s). Generally, each "issue" is a single property, but an issue may cover many adjoining properties and might even cover many hundreds of acres. The zoning on all other properties (which were not issues) is re-enacted without change.

During the years between the quadrennial "comprehensive" processes, the zoning maps might also be changed through the "cycle" process. This opportunity arises twice a year, on a specified schedule, with the ultimate decision made by the County Board of Appeals instead of the County Council. Only the property's owner is entitled to petition in the cycle process whereas any of the possible participants in the comprehensive process can raise an "issue" on any property.

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There are two additional major differences between comprehensive and cycle zoning. The County has essentially an unlimited legislative authority to place whatever zone it deems to be appropriate on a particular piece of land, but the Board of Appeals is exercising delegated authority and is much more limited in the scope of its decision-making discretion. In particular, the Board cannot grant a change in zoning unless the record shows that there has been either a “substantial change in the character of the neighborhood” since the last comprehensive process, or an “error” in the mapping; as a legal matter, either of these conditions is usually very difficult to prove.

The other principal difference is that, when the Council grants a map change on a zoning “issue,” it is not allowed to impose any accompanying limitations on the use of the property; the owner is allowed to use the land in any of the ways already permitted by the regulations pertaining to that kind of zone. In the cycle process, the owner can simply request the same unrestrained type of decision (called an “open” filing). Alternatively, the owner has the option to submit a “documented site plan” specifying in great detail the manner in which the property is to be developed and used. If the zoning map change is approved by the Board of Appeals, compliance with the documented site plan is mandatory even if the property subsequently changes ownership; if the planned use is not developed within three years, the zoning automatically reverts to its prior classification. By improving the predictability of the actual results of a zoning map change, the documented site plan alternative makes it easier for the petitioner to garner support for the request, but this alternative cannot legally be used in the “comprehensive” process.

The standard “cycle” process operates on a set schedule, twice a year, including periods for filing of petitions, recommendations by the Planning Board, and hearings by the Board of Appeals. The “out-of-cycle” variation provides for expedited scheduling of the Board of Appeals’ hearing and decision. This option is set in motion if the Planning Board agrees to certify that a quicker decision “is manifestly required in the public interest or because of emergency” and if the County Council also approves the certification.

Finally, under a new procedure enacted in 1990, it is possible to correct technical drafting errors on the Official Zoning Map. This process is contingent upon a certification by the Director of Planning that the map “does not accurately reflect the final zoning classification imposed by the Council...during the last or prior comprehensive zoning process.”

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*Process of Making Changes to the Baltimore County  
Zoning Regulations (BCZR)*

INITIATION OF NEED TO CHANGE BCZR

- A. Master Plan Implementation
- B. Comprehensive Revision
- C. Council Resolution
- D. Request by Administration to consider an amendment
- E. Planning Board Request

PLANNING BOARD ACTIONS

- A. Staff Report to Planning Board's ad hoc Committee on Regulations and Standards
  - 1. Introduction
  - 2. Discussion
  - 3. Public Hearing (at discretion of Planning Board unless required by resolution)
  - 4. Committee makes recommendation to full Planning Board
- B. Planning Board acts on committee's recommendations. Sends Final Report to County Council

COUNTY COUNCIL ACTIONS

- A. Public Hearing (legal advertisement in newspaper with 20 days notice)
- B. Introduction of Bill (Council has 2 years to act on Planning Board recommendation)
- C. Council Work Session
- D. Final Vote by Council

Source: Article 32, 2003 Baltimore County Code

# BALTIMORE COUNTY ZONING INFORMATION

Note: For detailed information, see Baltimore County Zoning Regulations, 1998 Edition, as amended

| Zoning Terms and Classifications  | Summary  | Approximate Calculations   |                              |
|---|--|--|------------------------------|
| R.C. 2  | Resource Conservation Agricultural   | 1 house per 50 acres   |                              |
| R.C. 3  | Deferral of Planning and Development   | 1 house per 3 acres  |                              |
| R.C. 4  | Watershed Protection   | 1 house per 5 acres clustered  |                              |
| R.C. 5  | Rural Residential  | 1 house per 2 acres (multiply by .5)   |                              |
| R.C. 6  | Rural Conservation and Residential   | 1 house per 5 net buildable acres  |                              |
| R.C. 7  | Resource Preservation  | 1 house per 25 acres (multiply by .04)   |                              |
| R.C. 8  | Environmental Enhancement  | 1 house per 1-10 acres, 2 houses per 10-30 acres, 3 houses per 31-50 acres, 1 house per 50 acres add 1 acres |                              |
| R.C. 20, R.C. 50  | Resource Conservation Critical Area  | 1 house per 20 acres, 1 house per 50 acres   |                              |
| <b>Density Residential</b>  |  |  |                              |
| D.R.1, 2, 3.5, 5.5, 10.5, & 16  | Density Residential - permits low, medium and high density urban residential development. Numeral in each classification indicates maximum number of units per acre. No standard minimum lot size is required except for small tracts. |  |                              |
| Residential Transition Areas  | Residential areas where dwelling type and lot size requirements must be compatible with existing residences or subdivision lots.   |  |                              |
| <b>Elevator Apartment</b>   |  |  |                              |
| R.A.E. 1  | Residence, Apartment, Elevator permits mid-rise elevator apartment buildings within designated town and community centers. Forty density units per acre.   |  |                              |
| R.A.E. 2  | Residence, Apartment, Elevator -- permits high-rise elevator apartment buildings within designated town centers only. Eighty density units per acre.   |  |                              |
| <b>Office</b>   |  |  |                              |
| R.O.A.  | Residential Office -- [Class A] permits house conversions to office buildings as of right.   |  |                              |
| R.O.  | Residential Office -- permits house conversions to office buildings as of right; small conventional office buildings permitted by special exception.   |  |                              |
| OR-1  | Office / Residential -- permits development or limited enlargement of a single medium-size office building or residential development potential to D.R. 5.5.   |  |                              |
| OR-2  | Office / Residential -- permits development of office buildings with supportive accessory commercial uses or residential development potential to D.R. 10.5.   |  |                              |
| O-3   | Office Park Zone -- a zone to be used exclusively for office development.  |  |                              |
| O.T.  | Office and Technology -- permits employment-intensive office development in combination with certain high technology and residential development.  |  |                              |
| S.E.  | Service Employment -- permits and encourages the development of offices, related business service uses and small, low impact, light industrial uses; stresses compatibility with residential uses.                                     |  |                              |
| R.C.C.  | Resource Conservation Commercial - provides commercial development at a scale appropriate to rural areas.  |  |                              |
| C.B.  | Community Business -- provides for daily shopping and service needs of nearby residents through small businesses which do not generate large amounts of traffic; stresses compatibility with residential uses.                         |  |                              |
| B.L.R.  | Business Local Restricted -- permits a range of retail and service uses; performance standards are required to protect adjacent residential communities.   |  |                              |
| B.L.  | Business Local -- small to medium scale commercial   |  |                              |
| B.M.  | Business Major -- large scale commercial.  |  |                              |
| B.R.  | Business Roadside -- the most permissive commercial classification.  |  |                              |
| B.M.M.  | Business Maritime Marina -- permits water-dependent facilities and associated uses at a scale in keeping with the surrounding residential community.   |  |                              |
| B.M.B.  | Business Maritime Boatyard -- permits water-dependent facilities and includes more intense uses than those permitted in the B.M.M. zones.  |  |                              |
| B.M.Y.C.  | Business Maritime Yacht Club -- permits water- dependent yacht club facilities and associated uses.  |  |                              |
| <b>Manufacturing</b>  |  |  |                              |
| M.R.  | Manufacturing Restricted -- the most restrictive industrial classification.  |  |                              |
| M.L.R.  | Manufacturing Light Restricted -- permits industrial plants and offices with convenient access to expressways to serve as industrial employment centers.   |  |                              |
| M.L.  | Manufacturing Light -- permits light industrial uses such as assembly plants, processing, etc.   |  |                              |
| M.H.  | Manufacturing Heavy -- the most permissive industrial classification.  |  |                              |
| Districts -- to further the purpose of zones; they provide greater refinement in land use regulation. |  |  |                              |
| A.S.  | Automotive Service   | C.T.   | Commercial, Town-Center Core |
| C.R.  | Commercial, Rural  | I.M.   | Industrial, Major            |
| C.C.C.  | Commercial, Community Core   | H,H1   | Honeygo Area                 |

18

Zoning Issues

## REZONING IN BALTIMORE COUNTY

Baltimore County law provides essentially two alternative processes by which a property's zoning classification may be changed. Other than the requirement that there be a recommendation from the Planning Board during each of the processes, the two differ in every other fundamental aspect, as summarized below:

### COMPREHENSIVE ZONING MAP PROCESS

#### FREQUENCY

Occurs every fourth year, beginning in the year immediately after a Councilmanic election. \*

#### SCHEDULE

Follows a schedule of fixed dates for filing and reviews, beginning on August 1st and ending with final action by October 16th of the following year.

#### PETITIONERS

Issues may be raised by any person(s) or organization(s), with or without the property owner's knowledge or consent; the owner, however, is notified.

#### SCOPE

Scope is countywide, i.e., every property is potentially an issue. Neighboring properties may be raised (before the end of the filing period) as additional issues to provide for comprehensive analyzes and decisions.

#### DECISION

Final decision is made by the County Council, as a legislative action which is not ordinarily appealable to the Courts.

#### CRITERIA

No party to the process has a formal "burden of proof." Applicants usually attempt to persuade the Council (and other participants) that the change would be reasonable, appropriate, etc.; opponents attempt to persuade otherwise.

#### DOCUMENTED PLANS

Applicants may submit plans or make other statements about future use, but these cannot be part of a rezoning granted by the Council, and are not enforceable by the County. Covenants may be recorded to bind the use of the property, but the County cannot be a party to the covenants.

#### PUBLIC HEARINGS

Public Hearings are conducted by the Planning Board and by the County Council, but speakers usually are given only about three minutes each. Written comments may also be submitted.

#### PUBLIC NOTICE

Legal notices in newspapers advise of the general opportunity to speak at the public hearing covering all issues in that particular Councilmanic District; no signs are posted on the individual properties.

### CYCLE ZONING PROCESS

#### FREQUENCY

Occurs every six months, except during the period of the "comprehensive" process.

#### SCHEDULE

Follows a schedule of fixed periods for filing (March 1 and August 31) and reviews, but is open-ended on the time for a final decision.

#### PETITIONERS

Petition may be filed only by the property owner (or owner's agent, including contract purchaser).

#### SCOPE

Decision pertains solely to the property covered by the Petition; neighboring properties can be considered for rezoning only during a subsequent cycle or comprehensive process.

#### DECISION

Decision is made by the County Board of Appeals, as a quasi-judicial action appealable through the Circuit Court, etc.

#### CRITERIA

The County Board of Appeals must consider a specified list of criteria, and can only grant a rezoning upon a formal finding that "there has occurred a substantial change in the character of the neighborhood in which the property was last classified (i.e., the preceding comprehensive process), or that the last classification . . . was established in error."

#### DOCUMENTED PLANS

If a Petitioner volunteers to submit a "documented site plan," and the rezoning is granted, the plan is binding on the property and is enforceable by the County.

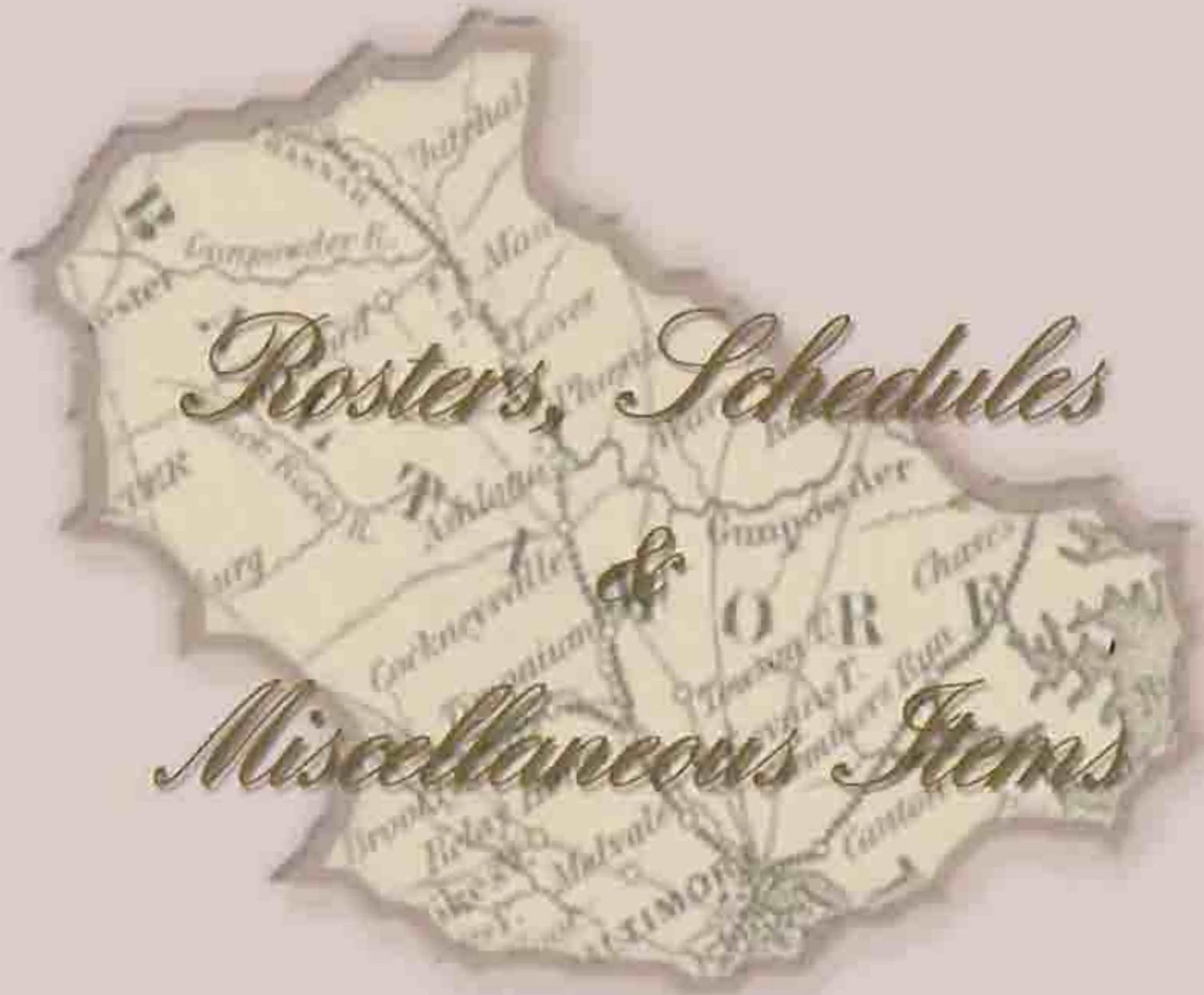
#### PUBLIC HEARINGS

The Board of Appeals conducts formal, quasi-judicial hearings, with testimony and cross-examination under oath, and sufficient time for each party to make its case.

#### PUBLIC NOTICE

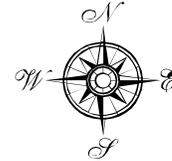
A sign is posted on each property under Petition, advising of the Board's hearing and the opportunity for aggrieved persons to become parties to the proceedings.

\* Section 26-123 (b) of the Baltimore County Code also provides an opportunity to permit comprehensive zoning at any time in designated areas of the County within the URDL in conjunction with revisions or updates to the Master Plan.





# Community Planners by Councilmanic District



Baltimore County Office of Planning  
Arnold F. "Pat" Keller, Director  
Jeff Long, Deputy Director

For information contact:  
Jeff Mayhew, Div. Chief, Community Planning  
(410) 887-3480

**3**  
Bill Hughey

**2**  
Diana Itter

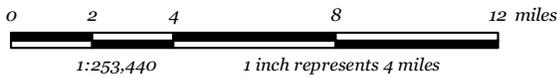
**5**  
Kevin Gambrill

**4**  
David Green

**6**  
Laurie Hay

**1**  
Dennis Wertz

**7**  
Amy Mantay

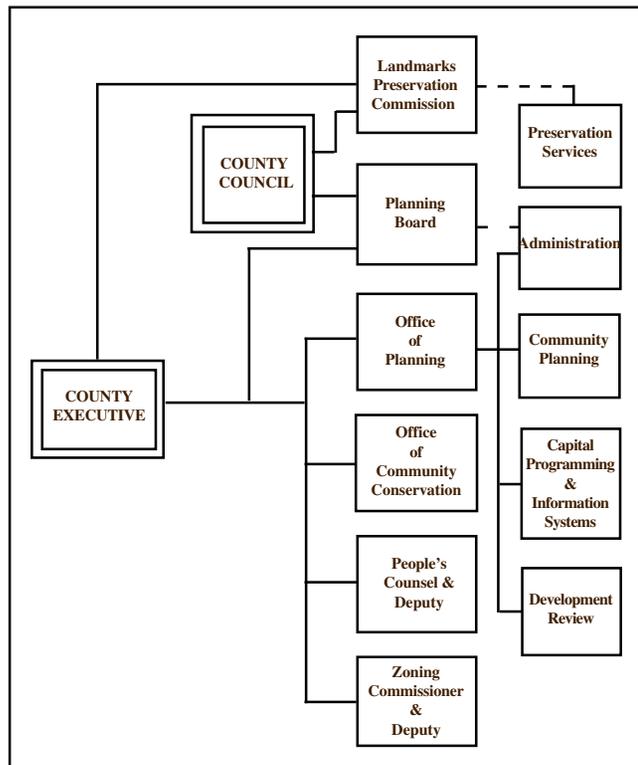


## County Executive

James T. Smith, Jr., County Executive

## County Council

S. G. Samuel Moxley, First District  
Kevin Kamenetz, Second District  
T. Bryan McIntire, Third District  
Kenneth N. Oliver, Fourth District  
Vincent J. Gardina, Fifth District  
Joseph Bartenfelder, Sixth District  
John Olszewski, Sr., Seventh District



## Planning In Baltimore County

Office of Planning

401 Bosley Avenue

Towson, Maryland 21204

410-887-3211

410-887-5862 (Fax)

<http://www.baltimorecountymd.gov/go/planning>

### The Office of Planning

**Arnold F. 'Pat' Keller, III, AICP, Director**

**Jeffrey W. Long, Deputy Director**

**Phone: 410-887-3211**

**Fax: 410-887-5862**

The Baltimore County Charter gives the Office of Planning broad responsibility for the Master Plan and the Zoning Regulations. The Charter requires that the Office of Planning prepare a revised Master Plan at least every ten years, monitor its implementation, and prepare a progress report every two years. County law requires that the Office prepare a recommended zoning map every four years known as the Comprehensive Zoning Map Process (CZMP), as well as review amendments to zoning and other regulations on a periodic basis. Many other duties of the office are related to its role as staff to the Planning Board, Landmarks Preservation Commission and the Design Review Panel.

For budgetary purposes, the Office of Planning includes the Office of Community Conservation, the People's Counsel, and the Zoning Commissioner. However, each of these offices is headed by a County Executive's appointee whose authority is independent of the Planning Director.

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*Office of Planning's Divisions*

**Community Planning**

**Jeff Mayhew, AICP, Chief**

**410-887-3480**

The Community Planning Division serves as liaison between citizens and County government in matters related to planning. The staff is organized by geographic areas of the County. Each County Council District has an assigned community planner who works with neighborhood and business leaders, keeping them informed and seeking their input on local plans and projects. The Community Planning Division also develops community plans, administers the Comprehensive Zoning Map Process (CZMP) every four years, drafts legislative reports in response to Council resolutions and prepares County Executive reports and Master Plan recommendations, as well as comments on variance and special exception petitions.

**Preservation Services**

**Tim Dugan, AICP, Chief**

**410-887-3495**

The Preservation Services Division provides administrative and technical support to the Landmarks Preservation Commission and leads the effort in historic preservation initiatives.

**Information and Planning Services**

**Kathy Schlabach, Chief**

**410-887-3521**

The Information and Planning Services Division provides technical planning data and analyses. Division staff are responsible for maintaining a number of planning databases and generating computer mapping of planning information such as land use, zoning, and historic properties. Additionally, staff monitors subdivision plans and building permits to prepare population forecasts and growth management analyses. The division is also responsible for assisting the Planning Board in the preparation of its recommended Capital Budget and Program. This is a six-year plan, updated annually, guiding the construction and maintenance of public facilities such as roads, parks, and schools.

**Development Review**

**Lynn Lanham, Chief**

**410-887-3480**

The Development Review Division coordinates the Office's review of residential, commercial and industrial development, including concept and development plans, planned unit developments, minor subdivisions, waivers, limited exemptions, undersized lots and assisted living facilities, variance and special exception petitions and the cycle zoning process. The division develops guidelines and manuals to be used in the review of development plans. This division also assists in the preparation of community plans by identifying community design problems and opportunities, and initiates community design studies and plans to address specific needs. The Design Review Panel is coordinated by this division.

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### **Advisory Groups**

The Planning Office convenes informal, ad hoc advisory committees to provide opportunities for discussing plans or legislative projects before making recommendations to the Planning Board, Landmarks Preservation Commission, or the Design Review Panel. If you would like to participate, call the appropriate Office of Planning Division.

**Planning Board**  
**Caren B. Hoffberger, Staff**  
**Barbara Weaver, Administrative Assistant**  
**410-887-3495**

The Planning Board usually meets on the first and third Thursday of each month, excluding August and December. Special meetings of the Board or committees are scheduled as necessary. All meetings are open to the public. Unless otherwise noted, the meetings are in Room 407 of the County Courts Building, 401 Bosley Avenue, Towson, beginning at 4:00 p.m. The tentative agenda for each meeting is available, by the Thursday of the preceding week, at the Planning Office, at the main County library - Towson, and on the office's Internet home page at [www.baltimorecountymd.gov](http://www.baltimorecountymd.gov). The Board may conduct a duly advertised public hearing before voting its decisions or recommendations. Either through the hearings or through scheduled opportunities in the meetings, citizens can participate by offering verbal or written testimony.

**Landmarks Preservation Commission**  
**Tim Dugan, AICP, Staff**  
**Vicki Nevy, Administrative Secretary**  
**410-887-3495**

The Landmarks Preservation Commission (LPC) consists of 15 citizens, eight of whom are appointed by the County Executive. The other seven are appointed by the County Council, the Planning Board and the Recreation and Parks Board. By vote of the Commission, structures are placed on the Preliminary Landmarks List and County Historic Districts are designated. Sites on the Landmarks List must have significant historical, architectural, archeological or cultural value. An area may be considered for Historic District designation upon petition by the owners of 75% of the area. A public hearing and County Council action are required to approve districts or sites for the Final List. The LPC reviews building or demolition proposals affecting any site on the Preliminary and Final List and all developments within County Historic Districts.

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**Zoning Commissioner**  
**William J. Wiseman III, Zoning Commissioner**  
**John V. Murphy, Deputy Zoning Commissioner**  
**401 Bosley Avenue, Room 405**  
**410-887-3868**

The Zoning Commissioner has two roles: to hear zoning cases, including variance, special exception, nonconforming use, and special hearing cases; and to act as Hearing Officer, conducting public hearings and acting as the approval authority on proposed development plans. The Zoning Commissioner and Deputy are nominated by the County Executive, for approval by the County Council. Anyone planning to attend a hearing is advised to call 410-887-3391 the day before to confirm the schedule.

**People's Counsel**  
**Peter Max Zimmerman, People's Counsel**  
**Carole S. DeMilio, Deputy People's Counsel**  
**County Courthouse, 400 Washington Ave., Room 47**  
**410-887-2188**

The People's Counsel and Deputy, appointed by the County Executive, subject to County Council confirmation, may appear before local, state and federal administrative agencies and courts on behalf of the general public in land use and environmental cases. The People's Counsel has the responsibility under the Charter, "to defend any duly enacted Master Plan and/or comprehensive zoning maps."

**Board of Appeals**  
**Lawrence S. Wescott, Chairman**  
**County Courthouse, 400 Washington Ave., Room 49**  
**410-887-3180**

If requested within 30 days, the Board of Appeals hears appeals from administrative decisions of the Zoning Commissioner, Hearing Officer, and other County Boards and agencies. The Board has original and exclusive jurisdiction over all petitions for zone and district reclassification under the cycle and out-of-cycle zoning processes. Each County Council member appoints one member to the Board of Appeals.

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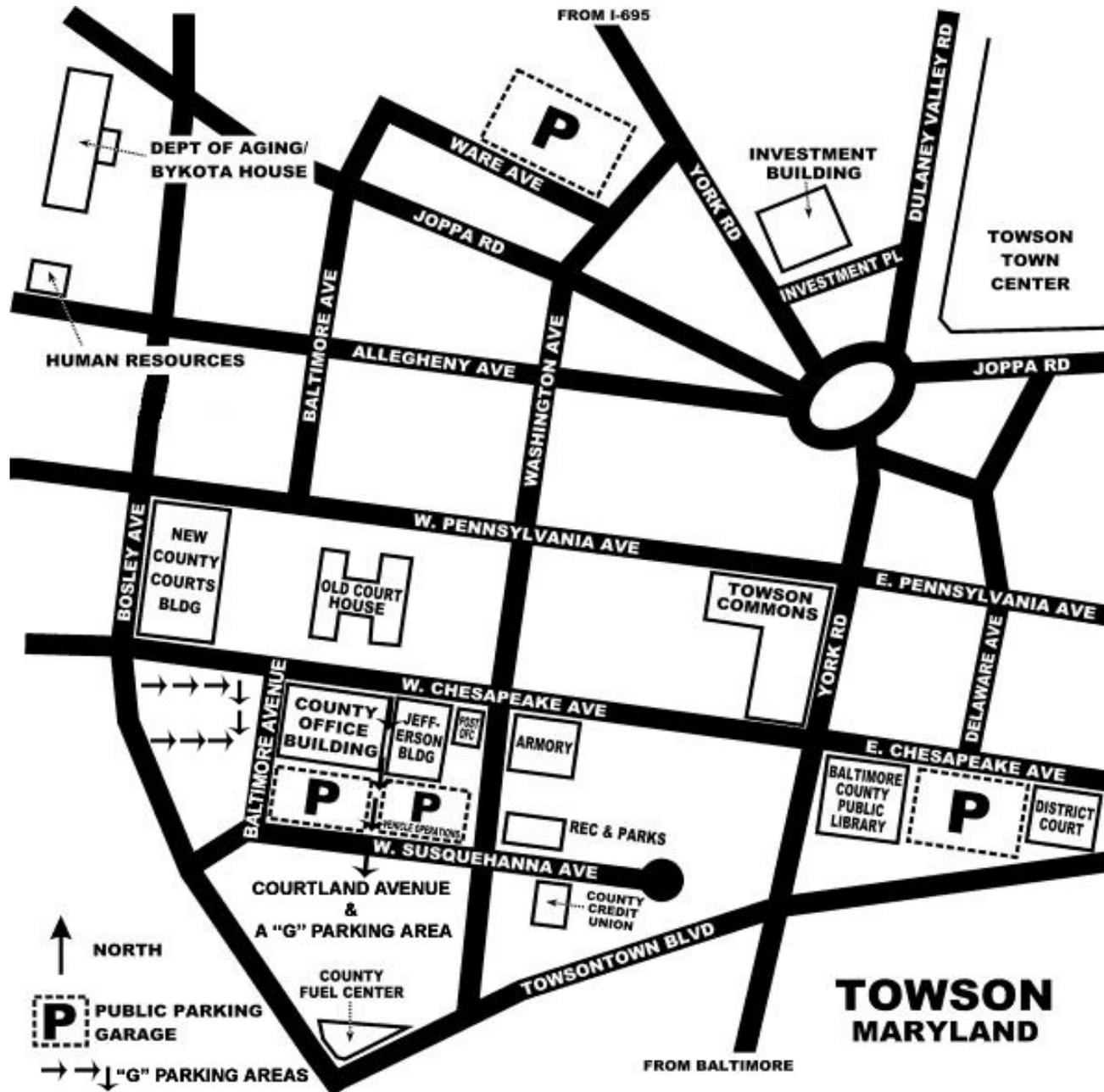
## *Helpful References*

**Access to the Baltimore County Code and Zoning Regulations**  
<http://www.baltimorecountymd.gov/Agencies/law/countycode.html>

**The Office of Planning Website has many helpful maps and publications.**  
<http://www.baltimorecountymd.gov/go/planning>



*Baltimore County Planning Board*  
*401 Bosley Avenue*  
*Hearing Room 407*  
*Towson, MD 21204*



**TOWSON  
MARYLAND**

*Baltimore County Planning Board Members, 2006*

| NAME                           | MAILING ADDRESS   | OCCUPATION<br>OR INTEREST | TERM<br>EXPIRES | APPOINTED<br>BY           |
|--------------------------------|---|---------------------------|-----------------|---------------------------|
| Frank O. Heintz<br>CHAIRMAN    | 18 Charles Lane<br>Towson, MD 21204   | Retired<br>Businessperson | 12/07           | Executive<br>(At Large)   |
| Randall Cogar<br>VICE CHAIRMAN | Cogar Printing<br>Martin Blvd. Prof. Center<br>1515 Martin Blvd.<br>Baltimore, MD 21220 | Printer                   | 12/06           | Executive<br>(At Large)   |
| Aaron E. Dock, Sr.             | 3904 Grierson Road<br>Randallstown, MD 21133  | Businessperson            | 12/06           | Council<br>(4th District) |
| Donna G. Flynn                 | 12 Osborne Avenue<br>Catonsville, Md 21228  | Educator                  | 12/08           | Executive<br>(At Large)   |
| Dorothy Foos                   | 6403 Lewis Road<br>Baldwin, MD 21013  | Community Activist        | 12/04           | Council<br>(6th District) |
| Dr. Robert Gregory             | 122 Allgate Road<br>Owings Mills, MD 21117  | Financial Advisor         | 12/08           | Executive<br>(At Large)   |
| Gordon K. Harden, Jr.          | 8 Greenspring Valley Rd. #104<br>Owings Mills, MD 21117                                 | Insurance                 | 12/08           | Executive<br>(At Large)   |
| Dennis P. Hoover               | 2 Steve Way<br>Baltimore, MD 21236  | Computer Consultant       | 12/08           | Council<br>(5th District) |

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| <b>NAME</b>          | <b>MAILING ADDRESS</b>   | <b>OCCUPATION<br/>OR INTEREST</b> | <b>TERM<br/>EXPIRES</b> | <b>APPOINTED<br/>BY</b>               |
|----------------------|--|-----------------------------------|-------------------------|---------------------------------------|
| Wayne C. McGinnis    | 19524 Gray Stone Road<br>White Hall, MD 21161                                | Farmer                            | 12/06                   | Council<br>(3rd District)             |
| Paul G. Miller       | P.O. Box 725<br>Brooklandville, MD 21022                                     | Retired<br>Businessperson         | 12/07                   | Council<br>(2 <sup>nd</sup> District) |
| H. Edward Parker     | 1902 Willow Spring Road<br>Baltimore, MD 21222                               | Education                         | 12/06                   | Council<br>(7th District)             |
| Robert J. Palmer     | 415 Armstrong Road<br>Middle River, MD 21220                                 | Businessperson                    | 12/07                   | Executive<br>(At Large)               |
| Ellwood A. Sinsky    | Ellwood Building Corp.<br>2416 Velvet Valley Way<br>Owings Mills, MD 21117   | Businessperson                    | 12/06                   | Executive<br>(At Large)               |
| Edward A. St. John   | St. John Properties, Inc.<br>2560 Lord Baltimore Drive<br>Woodlawn, MD 21244 | Businessperson                    | 12/07                   | Executive<br>(At Large)               |
| R. Craig Witzke, Jr. | 1011 Frederick Road<br>Lower Level<br>Catonsville, MD 21228                  | Businessperson                    | 12/08                   | Council<br>(1st District)             |

## *Member Biographies*

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*Frank C. Heintz*, a 27-year resident of Baltimore County, retired in 2004 as President and CEO of Baltimore Gas and Electric Company, the utility subsidiary of Constellation Energy. Before joining BGE, he had an extensive career of public service in Maryland government. Mr. Heintz holds a BA degree in economics from Yale University and a law degree from the University of Maryland. His two children were educated in County public schools and his wife retired several years ago as a County teacher.

Mr. Heintz 's service began in 2005 and continues on through December 31, 2007.

*Randall P. Cogar*, a resident of Baltimore County for 40 years, graduated from Baltimore City College in 1964. He worked for International Paper Company for 16 years, and after the plant closed in 1980, started Cogar Printing Inc., a family owned business. Mr. Cogar finds it important to be involved in the community and has served on the Essex Middle River Civic Council, Hart-Miller Island Citizens' Oversight Committee, Essex Middle River White Marsh Chamber of Commerce, current Chairman of Printing & Graphics Association Mid Atlantic, Baltimore County Workforce Development Council and his favorite, the Baltimore County Planning Board.

Mr. Cogar's service began in 1998 and continues on through December 31, 2006.

*Aaron E. Dock, Sr.*, an 8-year resident of Baltimore County and a native of Lexington, Virginia, received his B.S. degree from Morgan State University and is currently attending Graduate School at the University of Baltimore in pursuit of an MBA in Finance. At present, Mr. Dock has his own consulting business and is President of Small Business Capital. He has spent over 20 years in the banking industry as a commercial loan officer with both Allfirst Bank (now M & T Bank) and K-Bank (formerly Key Bank and Trust).

Mr. Dock has three children. His wife is a manager with CareFirst Blue Cross Blue Shield of Maryland.

Mr. Dock's service began in 2002 and continues on through December 31, 2006.

*Donna G. Flynn* received her B.A. in English from Washington College, in Chestertown, Maryland, and earned her M.A. in English and American Literature at the University of Maryland. Ms. Flynn is currently the Coordinator of Assessment and Accreditation for the College of Education at Towson University. She retired from the Baltimore County Public Schools where she served as a teacher, principal, area superintendent, and Executive Director of Assessment and Student Data. Her two children are graduates of Catonsville High School, and she has lived for 30 years in Catonsville with her husband, who works for the federal government.

Ms. Flynn's service began in 2005 and continues on through December 31, 2008.

## *Member Biographies*

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*Dorothy Foos*, a retiree from the Baltimore Gas & Electric Company, is a 50-year resident of Baltimore County. Mrs. Foos attended Baltimore County Public Schools and holds a B.A. degree from the University of Maryland, College Park. She taught in the Baltimore City Public Schools for 5 years before the birth of her two children. In addition to the Baltimore County Planning Board, she is State Chairman for the Association of Community College Trustees (ACCT) and holds offices on several other community and state boards and committees. Mrs. Foos and her husband reside in Baldwin, Maryland.

Ms. Foos began serving in 1989 and continues today.

*Robert Gregory, Jr.*, Ph.D., M.B.A., a 25-year Baltimore County resident, is a Financial Advisor for AXA/Equitable Advisors, LLC where he offers retirement planning, insurance and investment services to his clients in three states. Prior to AXA Advisors, Dr. Gregory spent 27 years in Corporate America holding various executive positions from Internal Audit Manager, Chief Financial Officer to Senior Vice President in three different industries: Insurance, Banking and Health Care. Dr. Gregory holds a BA degree in Accounting from Loyola College of Baltimore, an MBA in Finance and a PhD in Health Services Management from LaSalle University.

Dr. Gregory's service began in 2003 and continues on through December 31, 2008.

*Gordon H. Harden, Jr.* has been an insurance agency owner for 35 years in Owings Mills. A 4th generation resident of the Owings Mills area, he has worked with the County to help guide the changes over the past 25 years as President of the Reisterstown-Owings Mills-Glyndon Chamber of Commerce and a member of the Owings Mills Growth Area Master Plan Committee. He's the proud father of three children.

Mr. Harden's service to the Planning Board began in 1996 and continues through December 31, 2008.

*Dennis P. Hoover*, a lifetime resident of Baltimore County, received a degree in Computer Technology from Catonsville Community College in 1986 and his degree in Business Administration with a Management concentration from Towson University in 1989. Currently residing in Perry Hall, Mr. Hoover is married with two children. He is an Information Technology Supervisor at Constellation Energy. Mr. Hoover is also a board member of the Colonial Manor Homeowner's Association. His wife works at St. Joseph's Medical Center in Towson. Together they have volunteered in the community. Mr. Hoover has participated on several Planning Board task forces and sub-committees.

Mr. Hoover's service began in 2001 and continues through December 31, 2008.

## *Member Biographies*

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*Wayne McGinnis* and his wife Harriet are graduates of the University of Maryland and past teachers in the Baltimore County School system. They, along with son Jay, operate an 1800-acre corn, soybean and beef farm in northern Baltimore Co. Mr. McGinnis is past chairman of Maryland Agriculture Land Preservation Foundation.

In 1997, the family received a national “Steward of the Land” award from The American Farmland Trust. Other honors include being selected to the prestigious Mid-Atlantic Master Farmer Association.

Mr. McGinnis’ service began in 1998 and continues on through December 31, 2006.

*Paul G. Miller* moved to Lutherville from Annapolis in 1988. A graduate of the US Naval Academy, a Naval Aviator and engineering test pilot, in 1957 he entered the computer business and became President of Control Data Marketing, then CEO of Commercial Credit Company in Baltimore. He retired in 1983, and continued to work as a business consultant. He is currently active as a member of the Board of the Falls Road Community Association and the Valleys Planning Council.

Mr. Miller’s service began in January 2005 and continues on through December 31, 2007.

*H. Edward Parker*, a 65-year resident of Baltimore County retired in 2001 as a High School Principal. He holds a B.A. from the University of Baltimore in Business Management and a M.S. from the Johns Hopkins University in Educational Administration. Mr. Parker left a manufacturing career after 11 years to become an educator in Baltimore County. During thirty years with BCPS he also served as Supervisor of Vocational-Technical Education. Mr. Parker serves as a Community College of Baltimore County Trustee, and the Bayview Medical Center Community Advisory Board.

Mr. Parker’s service began in 2001 and continues on through December 31, 2006.

*Robert J. Palmer*, a 23-year resident of Bowley’s Quarters in Middle River, is President of Tradewinds Marina and Cobalt Boat Sales. He retired after more than 20 years as a Principal of Peat, Marwick, Mitchell and Company’s aerospace defense consulting service and 8 years with the Boeing Company. Mr. Palmer holds a B.S. degree in engineering from Iowa State University and an M.B.A. degree from Loyola of New Orleans. He is a member of Bowley’s Quarters Improvement Association, Millers Island Edgemere Business Association, Essex-Middle River-White Marsh Chamber of Commerce, the Marine Trades Association of Baltimore County, as well as the Marine Trades Association of Maryland.

Mr. Palmer’s service began in 2005 and continues on through December 31, 2007.

## *Member Biographies*

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*Ellwood A. Sinsky* and his wife are 42-year residents of Baltimore County. Both of their children attended, and are graduates of, the Baltimore County Public School System. Since 1964, Mr. Sinsky has been continuously and actively engaged as an owner and executive officer of several home building, land development and rental real estate companies doing business in the Baltimore Metropolitan Area with emphasis in Baltimore County. He is a 1952 graduate of the University of Maryland School of Business and a 1955 graduate of the University of Maryland School of Law. Prior to entering the real estate industry on a full-time schedule, he practiced as a Certified Public Accountant and Attorney at Law with offices in Baltimore City.

Mr. Sinsky's service began in 1993 and continues on through December 31, 2006.

*Edward A. St. John*, founder and President of St. John Properties, Inc., since 1971, has designed, constructed, owned and managed over 11,000,000 square feet of office, industrial and retail space as well as residential projects.

Mr. St. John, who earned his Bachelor of Science degree in Electrical Engineering in 1961 from the University of Maryland and pursued advanced studies in Management and Business Law, is an active member of the community and serves on many Boards. He was a charter-founding member of the Maryland Chapter of the National Association of Industrial and Office Parks and has received many awards and honors based on his Real Estate development accomplishments.

Mr. St. John's service began in 2002 and continues on through December 31, 2006.

*R. Craig Witzke, Jr.*, a life-long resident of Catonsville, graduated from Mt. Saint Joseph High School and Catonsville Community College. Mr. Witzke, who currently manages real estate, also continues with several entrepreneurial endeavors, after having worked for 27 years as a funeral director. Active on many boards and community groups throughout the years, he is now mainly involved with the Baltimore County Planning Board. He lives in Catonsville with his wife and two daughters.

Mr. Witzke's service began in 2004 and continues on through December 31, 2008.

| Baltimore County Planning Board         |            |             |           |  |                                   |      |                  |                              |                 |
|---|------------|-------------|-----------|--|-----------------------------------|------|------------------|------------------------------|-----------------|
| Meeting & Hearing Schedule 2005-2006    |            |             |           |  |                                   |      |                  |                              |                 |
| Day                                     | Date       |             | Meeting   | Hearing  | CIP                               | CZMP | Water/Sewer      | Notes &/or Comm. Plns. Info. |                 |
| <b>September</b>                        |            |             |           |  |                                   |      |                  |                              |                 |
| Thursday                                | 9/1/2005   |             | 4:00 p.m. |  |                                   |      | Vote - 4:00 p.m. |                              |                 |
| Thursday                                | 9/15/2005  |             | 4:00 p.m. |  |                                   |      |                  |                              |                 |
| <b>October</b>                          |            |             |           |  |                                   |      |                  |                              |                 |
| Thursday                                | 10/6/2005  |             | 4:00 p.m. |  | 6:00 p.m. Community Input Meeting |      |                  |                              |                 |
| Friday                                  | 10/14/2005 | All Day     |           |  |                                   |      |                  | Retreat                      |                 |
| Thursday                                | 10/20/2005 |             | 4:00 p.m. |  |                                   |      |                  |                              |                 |
| <b>November</b>                         |            |             |           |  |                                   |      |                  |                              |                 |
| Thursday                                | 11/3/2005  |             | 4:00 p.m. |  |                                   |      |                  |                              |                 |
| Thursday                                | 11/17/2005 |             | 4:00 p.m. |  |                                   |      |                  |                              |                 |
| <b>December - No meetings scheduled</b> |            |             |           |  |                                   |      |                  |                              |                 |
|   |            |             | Possible  | Holiday  | Event                             |      |                  |                              |                 |
| <b>January</b>                          |            |             |           |  |                                   |      |                  |                              |                 |
| Thursday                                | 1/5/2006   |             | 4:00 p.m. |  |                                   |      |                  |                              |                 |
| Thursday                                | 1/19/2006  | Dinner 5:30 | 4:00 p.m. | <i>County Executive Presents Capital Improvement Program &amp;</i> |                                   |      |                  |                              | Agency Present. |
| Tuesday                                 | 1/24/2006  | Dinner 5:30 |           |  | 6:00 p.m. Worksession             |      |                  | Agency Present.              |                 |
| Thursday                                | 1/26/2005  | Dinner 5:30 |           |  | 6:00 Worksession                  |      |                  | Agency Present.              |                 |
| Tuesday                                 | 1/31/2006  | Dinner 5:30 |           |  | 6:00 Worksession                  |      |                  | Agency Present.- Alt. Date   |                 |
| <b>February</b>                         |            |             |           |  |                                   |      |                  |                              |                 |
| Thursday                                | 2/2/2006   | Dinner 5:30 | 4:00 p.m. | 5:00 p.m.  | 6:00 p.m. Worksession             |      |                  | Agency Present.              |                 |
| Tuesday                                 | 2/7/2006   | Dinner 5:30 |           |  | 6:00 Worksession                  |      |                  | Agency Present.- Alt. Date   |                 |

| Baltimore County Planning Board      |           |             |           |         |                       |      |             |                               |
|--------------------------------------|-----------|-------------|-----------|---------|-----------------------|------|-------------|-------------------------------|
| Meeting & Hearing Schedule 2005-2006 |           |             |           |         |                       |      |             |                               |
| Day                                  | Date      |             | Meeting   | Hearing | CIP                   | CZMP | Water/Sewer | Notes &/or Comm. Plns. Info.  |
| Tuesday                              | 2/14/2006 | Dinner 5:30 |           |         | 6:00 Worksession      |      |             | Agency Present. Altern. Date  |
| Thursday                             | 2/16/2006 | Dinner 5:30 | 4:00 p.m  |         | 6:00 p.m. Worksession |      |             | Staff Rec.                    |
| Tuesday                              | 2/21/2006 | Dinner 5:30 |           |         | 6:00 p.m. Worksession |      |             | Alternate date for Staff Rec. |
| Thursday                             | 2/23/2006 | Dinner 5:30 |           |         | 6:00 p.m. Worksession |      |             | Staff Recomm                  |
| Tuesday                              | 2/28/2006 | Dinner 5:30 |           |         | 6:00 Worksession      |      |             | Altern. Date                  |
| <b>March</b>                         |           |             |           |         |                       |      |             |                               |
| Thursday                             | 3/2/2006  | Dinner 5:30 | 4:00 p.m. |         | Comm. Vote            |      |             |                               |
| Tuesday                              | 3/7/2006  | Dinner 5:30 |           |         | 6:00 p.m.             |      |             | Alt. Date                     |
| Tuesday                              | 3/14/2006 | Dinner 5:30 |           |         | 6:00 Worksession      |      |             | Alt. Date                     |
| Thursday                             | 3/16/2006 | Dinner 5:30 | 4:00 p.m. |         | Final Vote            |      |             |                               |
| <b>April</b>                         |           |             |           |         |                       |      |             |                               |
| Thursday                             | 4/6/2006  |             | 4:00 p.m. |         |                       |      |             |                               |
| Thursday                             | 4/20/2006 |             | 4:00 p.m. |         |                       |      |             |                               |
| <b>May</b>                           |           |             |           |         |                       |      |             |                               |
| Thursday                             | 5/4/2006  |             | 4:00 p.m. |         |                       |      |             |                               |
| Thursday                             | 5/18/2006 |             | 4:00 p.m. |         |                       |      |             |                               |
| <b>June</b>                          |           |             |           |         |                       |      |             |                               |
| Thursday                             | 6/1/2006  |             | 4:00 p.m. |         |                       |      |             |                               |
| Thursday                             | 6/15/2006 |             | 4:00 p.m. |         |                       |      |             |                               |
| <b>July</b>                          |           |             |           |         |                       |      |             |                               |
| Thursday                             | 7/6/2006  |             | 4:00 p.m. |         |                       |      |             |                               |

**Baltimore County Planning Board**

**Meeting & Hearing Schedule 2005-2006**

| <b>Day</b> | <b>Date</b> |  | <b>Meeting</b> | <b>Hearing</b> | <b>CIP</b> | <b>CZMP</b> | <b>Water/Sewer</b>          | <b>Notes &amp;/or Comm. Plns. Info.</b> |
|------------|-------------|--|----------------|----------------|------------|-------------|-----------------------------|---|
| Thursday   | 7/20/2006   |  | 4:00 p.m.      |                |            |             | 5:00 p.m.<br>Public Hearing |   |
|            |             |  |                |                |            |             |                             |   |
|            |             |  |                |                |            |             |                             |   |