



Board of Appeals

APPROVED FY27 BUDGET

\$626,130

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 FY27 Operating Budget for the Board of Appeals is \$626,130, an increase of \$17,796 or 2.93 percent from the FY26 Approved Budget of \$608,334. Personnel Costs comprise 95.76 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 4.24 percent of the FY27 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 Payne Tarkenton of the Office of Management and Budget at 240-777-2758 for more information regarding this department's operating budget.

PROGRAM PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable). The FY26 estimates reflect funding based on the FY26 Approved Budget. The FY27 and FY28 figures are performance targets based on the FY27 Approved Budget and funding for comparable service levels in FY28.

Measure	Actual FY24	Actual FY25	Estimated FY26	Target FY27	Target FY28
Program Measures					
Number of administrative appeals decided	9	4	4	4	4
Average days to issue written administrative appeals decisions (within 45 days of close of record unless extended) ¹	19	11	11	11	11
Number of variances decided ²	44	45	45	45	45
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	3	1	1	1	1
Average days to issue conditional use decision (must issue within 30 days of voting on the matter unless extended)	18	9	9	9	9
Number of Circuit Court appeals processed	5	2	2	2	2
Number of administrative actions taken ⁵	85	99	99	99	99

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 FY25 actuals.

⁵ Matters considered and/or decided at worksessions 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 FY25	Budget FY26	Estimated FY26	Approved FY27	%Chg Bud/App
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COUNTY GENERAL FUND

BUDGET SUMMARY

	Actual FY25	Budget FY26	Estimated FY26	Approved FY27	%Chg Bud/App
EXPENDITURES					
Salaries and Wages	453,825	465,629	466,135	477,368	2.5 %
Employee Benefits	108,467	116,789	111,993	122,185	4.6 %
County General Fund Personnel Costs	562,292	582,418	578,128	599,553	2.9 %
Operating Expenses	24,036	25,916	18,597	26,577	2.6 %
County General Fund Expenditures	586,328	608,334	596,725	626,130	2.9 %
PERSONNEL					
Full-Time	3	3	3	3	—
Part-Time	0	0	0	0	—
FTEs	3.00	3.00	3.00	3.00	—
REVENUES					
Board of Appeals Fees	186,361	158,064	158,064	158,064	—
Other Charges/Fees	4,664	0	0	0	—
County General Fund Revenues	191,025	158,064	158,064	158,064	—

FY27 APPROVED CHANGES

	Expenditures	FTEs
COUNTY GENERAL FUND		
	FY26 ORIGINAL APPROPRIATION	608,334 3.00
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: FY27 Compensation Adjustment	14,794	0.00
Increase Cost: Annualization of FY26 Compensation Increases	1,221	0.00
Increase Cost: Board Member Stipend Adjustments [Zoning Related Hearings and Administrative Appeals]	1,090	0.00
Increase Cost: Annualization of FY26 Personnel Costs	680	0.00
Increase Cost: Printing and Mail	661	0.00
Decrease Cost: Retirement Adjustment	(650)	0.00
	FY27 APPROVED	626,130 3.00

FUNDING PARAMETER ITEMS

CC APPROVED (\$000S)

Title	FY27	FY28	FY29	FY30	FY31	FY32
COUNTY GENERAL FUND						
EXPENDITURES						
FY27 Approved	626	626	626	626	626	626
No inflation or compensation change is included in outyear projections.						

FUNDING PARAMETER ITEMS

CC APPROVED (\$000S)

Title	FY27	FY28	FY29	FY30	FY31	FY32
Subtotal Expenditures	626	626	626	626	626	626