

**GUIDE TO THE RECORDS OF
MONTGOMERY COUNTY
BOARD OF APPEALS
1972, 1994-1996**

Record Group 15: Boards, Committees and Commissions

**November 2, 2015
Updated February 27, 2017
Updated 2018**

Montgomery County Archives
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ADMINISTRATIVE HISTORY

The Board of Appeals is a five member quasi-judicial body. Its members are Montgomery County citizens appointed by the County Council for staggered four-year terms. Not more than three of the five members can be from the same political party. The Mission of the Board of Appeals is to assist the public in understanding, and to hear and decide, in a quasi-judicial setting, inquiries and applications that arise mainly under Chapter 59 of the Montgomery County Code (Zoning-Regulations), but also under various other Code Sections, for variances, administrative appeals of certain decisions of county agencies, and for oral argument on conditional use decisions or modification of special exceptions.

The Board of Appeals has authority to hear and decide cases involving certain land use issues, including modification of special exceptions filed or decided before October 30, 2014, and variances from the development standards or other requirements of the Zoning Ordinance. The Board also hears and decides Administrative Appeals from actions by the County government (as specified by the county Code). The Board applies the Zoning Ordinance Standards applicable to all such cases. The Board has countywide jurisdiction, except for the municipal corporations of Brookeville, Poolesville, Laytonsville, Rockville, Barnesville, Gaithersburg and Washington Grove.

EXTENT

0.45 cubic feet: 1 letter-size Hollinger box, 1 half-size letter-size Hollinger box.

SCOPE AND CONTENT

These records comprise 7 folders of minutes from 1994 to 1996. Minutes are arranged chronologically.

SERIES DESCRIPTIONS

Series I: Minutes, 1994-1996

Series II: Printed Material, 1972

CONDITIONS GOVERNING ACCESS

This collection is open for research.

LANGUAGE

English.

PROVENANCE

The records were transferred to the Department of Public Libraries in 1996. These records were transferred to the Montgomery County Archives in Accession #1999-15.

USING THESE RECORDS

To request records listed in this finding aid, the following information should be given to the archivist:

Record Group 15, **Records of the Montgomery County Board of Appeals**, Series Number and Name, Box Number and Folder Title(s).

The preferred citation for materials from these records is:

Montgomery County Archives; Gaithersburg, Maryland. Record Group 15: Boards and Commissions. Records Title: The Records of the Montgomery County Board of Appeals. Series number and series name. Box number and folder title, if appropriate.

PROCESSING PROCEDURES

General processing procedures consisted of discarding duplicates, unnecessary binders, and routine transmittals. If records contained oversized documents and photographs, they were removed from the original location in their assigned series and placed in separate containers. Separation sheets would then be inserted in the original location within the folder to indicate the new location of any records placed elsewhere.

PROCESSING STAFF/ FINDING AID AUTHORS

Linda Kennedy

BOX INVENTORY

Series I: Minutes

Box 1

Minutes, June 1994-January 1995

Minutes, February-March 1995

Minutes, April-June 1995

Minutes, 1995-1996

Minutes, May-September 1996 (2 folders)

Box 2

Minutes, August-November 1996

Series II Printed Material

(Box 2, Cont.)

Study Committee Recommendations on Rules and Procedures, 1972 June 20

Study Committee Recommendations on Uses, 1972 August 15