



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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www.berlinmd.gov

June 17, 2024

From: Mary Bohlen, Town Administrator

Re: Filing Deadlines for applications and/or requests to appear before Boards or Commissions

Effective immediately, individuals or others wishing to appear before Boards and Commissions of the Town of Berlin must file their application or submit their request to appear before the appropriate board/commission no less than 30-days prior to the next regularly scheduled meeting of that group. This will apply to meetings scheduled for August, 2024 and going forward.

Upon submission or request, staff or consultants will review the submission to determine if it is complete and adequate for consideration and will inform the applicant of the findings of that initial review, at which time the applicant may withdraw their application or request, or request to proceed with appearing before the relevant board/commission, with the understanding that staff will be providing the Board or Commission of their review and recommendations.

Submission of an application or request by the deadline will not be construed to be approval for placement on the agenda, but placement on the agenda will NOT occur if the complete submission is NOT received by the dates indicated on the attached schedule.

The Boards and Commissions to which this policy applies are as follows, but not necessarily limited to:

- Board of Appeals
- Historic District Commission
- Parks Commission
- Planning Commission

The filing deadline policy described above is effective immediately and until further notice and may be amended from time to time.

IMPORTANT NOTICE: In addition to the filing deadline policy described above, it is the intent of staff to make recommendation to the Mayor and Council at their July 8, 2024 Regular Meeting to impose a moratorium on activities subject to review by the Planning Department and the Boards and Commissions listed above as applicable. Such moratorium will be further defined by Resolution as to applicable conditions and time limits. If such moratorium is approved and enacted by the Mayor and Council, applicable requests, applications and other matters will not be accepted by the Planning Office until such time as the moratorium is canceled or expires.

Town of Berlin

Meeting Schedule

*Effective 6/13/2024, there will be a 30-day filing deadline prior to regularly scheduled meeting dates, on applications. See dates below.

(Updated 7/15/2024)

Historic District Commission	Meeting Date	Filing Deadline Date
5:30 PM	8/7/2024	7/8/2024
(1st Wednesday of Each Month)	9/4/2024	8/5/2024
	10/2/2024	9/3/2024
	11/6/2024	10/7/2024
	12/4/2024	11/4/2024

* * Board of Appeals	Meeting Date	Filing Deadline Date
6:30 PM	8/7/2024	7/8/2024
(1st Wednesday of Each Month)	9/4/2024	8/5/2024
**Meets only when case is filed.	10/2/2024	9/3/2024
	11/6/2024	10/7/2024
	12/4/2024	11/4/2024

Planning Commission	Meeting Date	Filing Deadline Date
5:30 PM	8/14/2024	7/15/2024
(2nd Wednesday of Each Month)	9/11/2024	8/12/2024
	10/9/2024	9/9/2024
	11/13/2024	10/15/2024
	12/11/2024	11/12/2024

Parks Commission	Meeting Date	Filing Deadline Date
4:30 PM	9/3/2024	8/1/2024
(1st Tuesday Every <u>Other</u> Month)	11/5/2024	10/2/2024