



Town of Sykesville

7547 Main Street, Sykesville, MD 21784

p: 410.795.8959 f: 410.795.3818

townofsykesville.org

Town House

Stacy Link, Mayor

Joseph Cosentini, Town Manager

Jennifer Livesay, Town Treasurer

Kerry G. Kavaloski, Town Clerk

OFFICIAL MINUTES MARCH 19, 2025 BOARD OF ZONING APPEALS MEETING

The Sykesville Board of Zoning Appeals (BZA) meeting was held on Wednesday, March 19, 2025. Chairperson McEvoy called the meeting to order at 1:16 P.M. in the Town House Conference Room.

PRESENT: Chairperson Al McEvoy and Board Member Paul Mueller

STAFF: Joe Cosentini, Town Manager
Kerry Kavaloski, Town Clerk
Kevin Rubenstein, Town Planner
Lynn Board, esq, Levan and Ruff

BUSINESS AGENDA

- **Presentation – Board of Appeals Training**
Lynn Board, counsel with Levan and Ruff, gave a Board of Appeals training.
- **Consider/Discuss/Act on proposed Board of Appeals Rules of Procedure**
The Board of Appeals reviewed the draft rules of procedure. The BZA asked for a removal of the language on page 3, until section 7 starting with the third paragraph, “The following prehearing requirements shall apply to all applications for a special exception, variance, or administrative review:...” and continuing through the end of section 7c. The BZA asked for item A on page four to be rewritten to be 20 days before a meeting. There was discussion regarding a time limit for comments. It was determined to leave the time limitations up to the discretion of the Chairperson of the BZA. There was a discussion about swearing in those who give testimony during a public hearing. The Town Clerk will be responsible for administering an oath to such people. This is a change from what was proposed in the draft rules of procedure.

MOTION: Board Member Mueller motioned to approve the Board of Zoning Appeals Rules of Procedure with the removal of section 7a-7c, the change to 20 days before a meeting on page four, and for the Town Clerk to be responsible for administering an oath for testimony. Chairperson McEvoy seconded the motion.

The motion carried unanimously.

ADJOURN: There being no further business to come before the BZA, Chairperson McEvoy motioned, and Board Member Mueller seconded to adjourn the meeting at 2:41 P.M.

The motion carried unanimously.

**Respectfully submitted
Town Clerk Kerry Kavaloski**