

# NOTICE

Issued by:

## Office of Planning & Zoning

### COVID-19 Operations

Notice #:

OPZ-20-07-Rev

Release Date:

Original: 04/20/20  
Revised: 11/1/21

Contact:

Please use the  
Contact Us form  
available on  
[aacounty.org/opz](http://aacounty.org/opz)

Phone #:

410-222-7450

As a precaution, Anne Arundel County Executive Stewart Pittman closed County buildings to the public on March 18, 2020. To safeguard staff and continue to provide the best possible service, the Office of Planning and Zoning is enacting temporary operational changes during the coronavirus public health emergency.

While County office buildings remain open to staff only, the Office of Planning and Zoning will perform regular activities to the extent possible. Please continue reading to learn about changes in regular operations.

Please direct any questions to the department via the Contact Us form on the department's website: [aacounty.org/opz](http://aacounty.org/opz).

Steve Kaii-Ziegler,  
AICP

*Planning & Zoning  
Officer*



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Office of Planning and Zoning



M A R Y L A N D

Office of Planning and Zoning

Steve Kaii-Ziegler AICP, Planning and Zoning Officer

**MEMORANDUM**

TO: MBIA, Review Agencies, and the General Public

FROM: Steve Kaii-Ziegler AICP, Planning and Zoning Officer

SUBJECT: Operations During COVID-19

DATE: April 20, 2020

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Anne Arundel County Executive Stuart Pittman signed Executive Order 17, Suspension of Legal Time Requirements, on March 16, 2020. This Executive Order immediately suspends all deadlines, dates, and expirations until the end or termination of the County civil emergency. On March 18, 2020, County buildings closed to the public. On April 14, 2020, County Executive Pittman signed Executive Order 19, Community Meetings, Development Applications, and Boards and Commissions. Executive Order 19 offers instructions on community engagement during the “stay at home” order given by Governor Hogan on March 30, 2020. Extending from these directives, the Office of Planning and Zoning amended operations with staff and resident health in mind. The following measures are effective immediately and conclude following the end of the coronavirus public health emergency and related time extensions.

**Meeting Cancellations**

All public meetings for Planning and Zoning activities, including project-specific community meetings, are currently suspended through May 13, 2020. Further scheduling changes will be assessed on an ongoing basis, and will comply with state and local directives. Stay updated by visiting Anne Arundel County’s Cancellations and Closures list:

<https://www.aacounty.org/coronavirus/cancellations/index.html>.

Boards and commissions will conduct meetings, as feasible, via virtual platforms. Future virtual public meetings will be advertised on the Office of Planning and Zoning website and appropriate County calendars.

## Development

Planting plans, bonds, agreements, lot merger agreements, recordation fees, and other related materials can be submitted by mail or through the drop off process, as outlined here:

<https://www.aacounty.org/departments/inspections-and-permits/blue-notice/?urlTitle=the-department-introduces-a-dropbox-to-receive-plan-submittals-while-government-offices-are-closed-to-the-public-during-the-covid-19-pandemic>.

### *Pre-Submittal Community Meetings*

As relayed in Executive Order 19, developers may temporarily forego pre-submittal community meetings and submit new applications for review. After the ban on public gatherings is lifted, developers must conduct community meetings and submit notes to the Office of Planning and Zoning. County planners will release comments and decisions following receipt and review of community meeting notes.

### *Post-Submittal Community Meetings*

Applications may be submitted via mail or in the drop box. County planners will provide a formal comment letter for the first submission of a site development plan or final plan. After the ban on public gatherings is lifted, developers must conduct community meetings and submit notes to the Office of Planning and Zoning. Additional comments and final decisions will be held until meeting requirements are met.

## Zoning

Zoning is accepting applications both by mail and in the drop box. Please clearly mark and securely close all packages. Applicants will be emailed when the application is received. Complete applications will be given a number. When Zoning is notified the Administrative Hearing Office is ready to schedule hearings, we will proceed with the codified process and transmit the application to the Hearing Office and commenting agencies. If the application is incomplete, applicants will be notified and additional information requested. Mail zoning verification letters with the \$50.00 fee, payable to Anne Arundel County, to 2664 Riva Road, MS 6301, Annapolis, Maryland, 21401.

## Zoning Enforcement

Zoning Enforcement continues to accept complaints by mail, email, 311 (SeeClickFix), and online; complaints may not be filed in person. Inspectors are available by phone and email for questions. There are no in-person meetings until further notice.

Zoning Certificates of Use may be filed by mail or placed in the drop box outside 2664 Riva Road with payment by check or money order included. Certificates of Use are being processed and issued; please expect delays.

Zoning Enforcement activities and deadlines, including on-site inspections, fine payments, and compliance dates, are generally postponed until 30 days after the public health emergency concludes. Court dates are cancelled through at least the first week of May.