IN RE: PETITION FOR VARIANCE S/S Carroll Avenue, 1070' E centerline Garrison Forest Road 4th Election District 3rd Councilmanic District

(3309 Carroll Avenue)

Paul and Mary Pinkas Petitioners * BEFORE THE

* DEPUTY ZONING COMMISSIONER

* OF BALTIMORE COUNTY

* CASE NO. 00-461-A

FINDINGS OF FACT AND CONCLUSIONS OF LAW

This matter comes before this Deputy Zoning Commissioner as a Petition for Variance filed by the legal owners of the subject property, Paul and Mary Pinkas. The variance request is for property located at 3309 Carroll Avenue, in the Owings Mills area of Baltimore County. The variance request is from Section 1A01.3.B.3 of the Baltimore County Zoning Regulations (B.C.Z.R.), to permit a side yard setback of 5.80 ft. in lieu of the required 35 ft. for the required 20 ft. wide panhandle from their daughter's building site to the county road. The subject property and requested relief are more particularly described on Petitioners' Exhibit No. 1, the plat to accompany the Petition for Variance.

The Petitioners having filed a Petition for Administrative Variance and the subject property having been posted, and there being no request for a public hearing, a decision shall be rendered based upon the documentation presented.

The Petitioners have filed the supporting affidavits as required by Section 26-127 (b)(1) of the Baltimore County Code. Based upon the information available, there is no evidence in the file to indicate that the requested variance would adversely affect the health, safety or general welfare of the public and should therefore be granted. In the opinion of the Deputy Zoning Commissioner, the information, photographs, and affidavits submitted provide sufficient facts that comply with the requirements of Section 307.1 of the B.C.Z.R. Furthermore, strict compliance with the B.C.Z.R. would result in practical difficulty and/or unreasonable hardship upon the Petitioners.

ORDER RESERVED FOR FILING
Deta 6/25/00
By 76. January

Pursuant to the posting of the property and the provisions of both the Baltimore County Code and the Baltimore County Zoning Regulations, and for the reasons given above, the requested variance should be granted.

THEREFORE, IT IS ORDERED by the Deputy Zoning Commissioner for Baltimore County this day of June, 2000, that a variance from Section 1A01.3.B.3 of the Baltimore County Zoning Regulations (B.C.Z.R.), to permit a side yard setback of 5.80 ft. in lieu of the required 35 ft. for the required 20 ft. wide panhandle from their daughter's building site to the county road, be and is hereby GRANTED, subject, however, to the following restriction which is a condition precedent to the relief granted herein:

- 1) The Petitioners may apply for their building permit and be granted same upon receipt of this Order; however, Petitioners are hereby made aware that proceeding at this time is at their own risk until such time as the 30 day appellate process from this Order has expired. If, for whatever reason, this Order is reversed, the Petitioners would be required to return, and be responsible for returning, said property to its original condition.
- 2) Compliance with the Zoning Advisory Committee (ZAC) comment submitted by the Department of Environmental Protection and Resource Management (DEPRM), dated June 27, 2000, a copy of which is attached hereto and made a part hereof.
- 3) When applying for a building permit, the site plan filed must reference this case and set forth and address the restrictions of this Order.

TIMOTHY M. KOTROCO

DEPUTY ZONING COMMISSIONER

FOR BALTIMORE COUNTY

TMK:raj



Suite 405, County Courts Bldg. 401 Bosley Avenue Towson, Maryland 21204 410-887-4386

Fax: 410-887-3468

June 28, 2000

Mr. & Mrs. Paul Pinkas 3309 Carroll Avenue Owings Mills, Maryland 21117

> Re: Petition for Administrative Variance Case No. 00-461-A

Property: 3309 Carroll Avenue

Dear Mr. & Mrs. Pinkas:

Enclosed please find the decision rendered in the above-captioned case. The Petition for Administrative Variance has been granted in accordance with the enclosed Order.

In the event the decision rendered is unfavorable to any party, please be advised that any party may file an appeal within thirty (30) days from the date of the Order to the Department of Permits and Development Management. If you require additional information concerning filing an appeal, please feel free to contact our appeals clerk at 410-887-3391.

Very truly yours,

Timothy M. Kotroco

Deputy Zoning Commissioner

Muthy Kotroco

TMK:rai Enclosure

Mr. Douglas C. Myers 5732 Emory Road Upperco, Maryland 21115







For You, For Baltimore County







REU 9/15/98

Petition for Administrative Variance

to the Zoning Commissioner of Baltimore County

21117

for the property located at 3309 Carroll Ave./Owings Mills., Md. which is presently zoned RC 2

This Petition shall be filed with the Department of Permits and Development Management. The undersigned, legal owner(s) of the property situate in Baltimore County and which is described in the description and plat attached hereto and made a part hereof, hereby petition for a Variance from Section(s)

Yard setback of 5,80 ft. in lieu of the required 35 ft.

of the zoning regulations of Baltimore County, to the zoning law of Baltimore County, for the reasons indicated on the back of this petition form.

Property is to be posted and advertised as prescribed by the zoning regulations.

I, or we, agree to pay expenses of above Variance, advertising, posting, etc. and further agree to and are to be bounded by the zoning regulations and restrictions of Baltimore County adopted pursuant to the zoning law for Baltimore County.

			I/We do solemnly decl perjury, that I/we are the is the subject of this Po	are and affirm, under the legal owner(s) of the etition.	e penalties of property which
Contract Purchaser/L	essee:		Legal Owner(s):		
Name - Type or Print	 ,		Paul P, Pink.	as	
Signature			Signature Cul	Tinker.	S
Address		Telephone No.	Mary M. Pink	as Q	
City	State	Zip Code	Signature	- xungar	/
Attorney For Petitions	<u>er:</u>		3309 Carroll	Avenue 410	-356 - 7970 Telephone No.
1-1-1			Owings Mills	·	21117
Name - Type or Print			City	State	Zip Code
Signature 🔏			Representative to	be Contacted:	
Y 3			Douglas C. M	yers	
Company 2			Name	1 /40	day
Add J		Telephone No.	5732 Emory R	oad 410-	363-9416 Telephone No. Poeni
		relephone rio.		Maryland	21155
800	State	Zip Code	City	State	Zip Code
Public Hearing having been his laylof regulations of Baltimore County	formally deman that the prope	ded and/or found to be at the subject matter of the ty be reposted.	required, it is ordered by the is petition be set for a public h	e Zoning Commissioner o earing, advertised, as req	f Baltimore County, uired by the zoning
5 5 5			Zoning Commis	sioner of Baltimore Count	у
_	461-A	_	iewed By	Date	5/5/00

Estimated Posting Date

Affidavit in Support of Administrative Variance

The undersigned hereby affirms under the penalties of perjury to the Zoning Commissioner of Baltimore County, as follows: That the information herein given is within the personal knowledge of the Affiant(s) and that Affiant(s) is/are competent to testify thereto in the event that a public hearing is scheduled in the future with regard thereto.

That the Affiant(s) does/do presently reside at

3309 Carroll Avenue

Address

Owings Mills, Maryland 21117

City State Zip Code

My Commission Expires MARCH 3, 2001

That based upon personal knowledge, the following are the facts upon which I/we base the request for an Administrative Variance at the above address (indicate hardship or practical difficulty):

In order to convey a parcel of land to our daughter so that she can build her home, Baltimore County now requires her to own a panhandle, 20 feet wide, from her building site to the County Road, even though she will be using the 20 foot Use in Common Right of Way, which adjoins our property. This will require a Variance of the side yard setback.

That the Affiant(s) acknowledge(s) that if a formal advertising fee and may be required to provide addition	demand is filed, Affiant(s) will be required to pay a reposting and onal information.
Signature Denkas J	Signature M. Pinkas
Paul P. Pinkas	Mary M. Pinkas
Name - Type or Print	Name - Type or Print
STATE OF MARYLAND, COUNTY OF BALTIMORE	t, to wit:
I HEREBY CERTIFY, this 47th day of MAY of Maryland, in and for the County aforesaid, personal	2,000 hefore me, a Notary Public of the State
PAUL P. PINKAS & MARY M. F	PINKAS
the Affiant(s) herein, personally known or satisfactor	rily identified to me as such Affiant(s), and made oath in due form of are true and correct to the best of his/her/their knowledge and belief.
AS WITNESS my hand and Notarial Seal	Bennalette D Hogen
Deta 14, 2000	Notary Public Notary Public
Date	NOTAL TUDIE //

Affidavit in Support of Administrative Variance

The undersigned hereby affirms under the penalties of perjury to the Zoning Commissioner of Baltimore County, as follows: That the information herein given is within the personal knowledge of the Affiant(s) and that Affiant(s) is/are competent to testify thereto in the event that a public hearing is scheduled in the future with regard thereto.

That the Affiant(s) does/do presently reside at

3309 Carroll Avenue

	Owings	Mills,	Maryland	21117
	City		State	Zip Code
That based upon personal knowledge, the followariance at the above address (indicate hardship)	wing are the p or practical	facts upon w difficulty):	hich I/we base the re	quest for an Administrative
In order to convey a parce ${f l}$	of land	d to our	daughter so t	hat she can
build her home, Baltimore Cour	ity now 1	requires	her to own a	panhandle,
20 feet wide, from her buildir	ng site	to the Co	ounty Road, ev	en though she
will be using the 20 foot Use	in Commo	on Right	of Way, which	adjoins our
property. This will require a	Variance	e of the	side yard set	back.
That the Affiant(s) acknowledge(s) that if a fo advertising fee and may be required to provide a	rmal demano additional info	d is filed, Afl ormation.	iant(s) will be require	ed to pay a reposting and
Saul Pinkas Is	<u> </u>	Omo	Din Pin	kas
Signature		Signature	$ egthinspace{1.5em} egthinspac$	
Paul P. Pinkas		*	M. Pinkas	
Name - Type or Print		Name - 1y	pe or Print	
STATE OF MARYLAND, COUNTY OF BALTIM	ORE. to wit:			
	•		7000 hefore me	Notary Public of the State
of Maryland, in and for the County aforesaid, per				ritotaly rubilo of the olde
PAUL P. PINKAS & M	ARY N	1. PINR	I S	
the Affiant(s) herein, personally known or satisf law that the matters and facts hereinabove set for	actorily ident orth are true	tified to me a and correct to	s such Affiant(s), and the best of his/her/th	made oath in due form of eir knowledge and belief.
AS WITNESS my hand and Notarial Seal		1		,

My Commission Expires MARCIA



REU 9/15/98

Petition for Administrative Variance

to the Zoning Commissioner of Baltimore County

Estimated Posting Date ______ 5/14/00

ty located at 3309 Cartoll Ave.
which is presently zoned <u>RC-2</u>
nits and Development Management. The undersigned, legalich is described in the description and plat attached hereto and tion(s)
of the required 35 ft.
·
law of Baltimore County, for the reasons indicated on the back
e zoning regulations. Osting, etc. and further agree to and are to be bounded by the zoning to the zoning law for Baltimore County.
I/We do solemnly declare and affirm, under the penalties of perjury, that I/we are the legal owner(s) of the property which is the subject of this Petition.
Legal Owner(s):
Paul P. Pinkas Name - Type or Print
Signature
Mary M. Pinkas Name - Type of Print Mary M. Pinkas
Signature
3309 Carroll Avenue 410-356-7970 Address Telephone No.
Owings Mills, Maryland 21117 City State Zip Code
Representative to be Contacted:
Name 5732 Emory Road 410-363-9416
Address Telephone No. Upperco, Maryland 21155
! !

ZONING DESCRIPTION FOR: 3309 CARROLL AVE., OWINGS MILLS, MD.21117

Beginning at a point on the south side of Carroll Avenue which is 30 feet wide at a distance of 1070 feet East of the centerline of Garrison Forest Road, which is 60 feet wide, thence binding on the outlines as described in a Deed as recorded in Liber No. 4022 folio 396 etc., N. 13° 45' 00" W. 15.00 feet, N. 89° 45' 00" E 103.00 feet, S. 13° 45' 00" E. 874.50 feet, N. 76° 15' 00" E. 100.21 feet, S. 13° 45' 00" E. 1307.63 feet, S. 75° 45' 00" W 255.75 feet, N. 21° 00' 00" W. 1320.00 feet, N. 76° 15' 00" E. 220.54 feet, and, N. 13° 45' 00" W. 885.00 feet to the place of beginning, containing 12.130 acres.

00-461-A

OFFICE OF	RE COUNTY, M BUDGET & FINAN ANEOUS RECEI	ce No. 081321	MI ACTI
DATE	5/5/00	ACCOUNT	SANSATORO SANSATORO ITALIA PLE MADO CHEMICO DIMENTANO EL MADO CHEMICO EL SENO EMPRESENTANO
		AMOUNT \$ 50,00	Raceist 1 134916 (CLA CR MA (MAZCI Pacol Tel, Sc.)(C
RECEIVED FROM:	Relacy	Dial	ed G. Standard Franklind Grant
FOR:	culs c	1: Zoning Various	00-461-A
<u>DISTRIBUTION</u> WHITE - CASHIE	R PINK - AGENCY	YELLOW-CUSTOMER Itam #146!	CASHIER'S VALIDATION

CERTIFICATE OF POSTING

Towson, MD 21204

Ladies and Gentlemen:

RE: Case No.: 00-461-A Petitioner/Developer: DIEHL, ETAL Date of Hearing/Closing: Baltimore County Department of Permits and Development Management County Office Building, Room 111 111 West Chesapeake Avenue Attention: Ms. Gwendolyn Stephens This letter is to certify under the penalties of perjury that the necessary sign(s) required by law were posted conspicuously on the property located at #3309 CARPOLL AVE The sign(s) were posted on

(Signature of Sign Poster and Date) PATRICK M. O'KEEFE (Printed Name) PENNY LANE

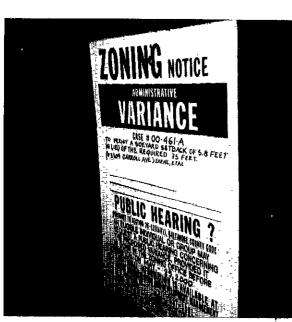
HUNT VALLEY, MD. 21030

(City, State, Zip Code)

(Address)

410-666:5366 ; CELL-410-905-8571

(Telephone Number)



00-161-A 9 CARROLL AVE (DIEHL)

BALTIMORE COUNTY DEPARTMENT OF PERMITS AND DEVELOPMENT MANAGEMENT ZONING REVIEW

ADMINISTRATIVE VARIANCE INFORMATION SHEET AND DATES

Case Number 00- 40	·	•	og Cartoll Ave	
Contact Person:	Bruno Ruda Planner, Please Print Your N	its.	_ Phone Number: 4	110-887-3391
Filing Date: <i>5 5 </i> 0	o Posti	ng Date: <u>5//4/</u> 0	Closing Date	: 5/29/80
Any contact made with through the contact person	this office regarding on (planner) using the	the status of the case number.	administrative variand	ce should be
reverse side of the reposting must be is again responsible.	s form) and the petil done only by one of le for all associated	tioner is responsible the sign posters on costs. The zoning	posters on the approver for all printing/posting the approved list and notice sign must be lid remain there through	g costs. Any the petitioner visible on the
a formal request	closing date is the de for a public hearing c hearing, the proces	. Please understar	nt or owner within 1,0 Id that even if there the closing date.	000 feet to file is no formal
commissioner. He order that the ma	e may: (a) grant the atter be set in for a so 10 days of the clos	e requested relief; (b public hearing. Yo sing date) as to whe	I by the zoning or on the control of	d relief; or (c) en notification been granted,
(whether due to a commissioner), no changed giving no	a neighbor's formal otification will be for tice of the hearing da	request or by orde warded to you. Th ate, time and location	es that must go to a performer of the zoning or done sign on the propens. As when the sign altered sign must be	leputy zoning erty must be was originally
	(Detac	h Along Dotted Line)		
Petitioner: This Part of	the Form is for the	Sign Poster Only		
USI	E THE ADMINISTRA			
Case Number 00- 461	-A Addre	ess <u>3309</u> (arroll Ave.	
Petitioner's Name <u> </u>			Telephone 4/0 - 3	56-7970
-	4/00	Closing Dat	e: <u>5/29/00</u>	
Wording for Sign: <u>To P</u>	ermit a sike	yard setback	of 5.8 ft.	in lieu
of the required	35 ft,			

DEPARTMENT OF PERMITS AND DEVELOPMENT MANAGEMENT ZONING REVIEW

ADVERTISING REQUIREMENTS AND PROCEDURES FOR ZONING HEARINGS

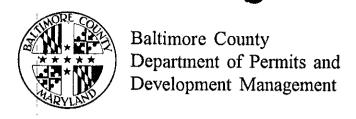
The <u>Baltimore County Zoning Regulations</u> (BCZR) require that notice be given to the general public/neighboring property owners relative to property which is the subject of an upcoming zoning hearing. For those petitions which require a public hearing, this notice is accomplished by posting a sign on the property (responsibility of the petitioner) and placement of a notice in a newspaper of general circulation in the County, both at least fifteen (15) days before the hearing.

Zoning Review will ensure that the legal requirements for advertising are satisfied. However, the petitioner is responsible for the costs associated with these requirements. The newspaper will bill the person listed below for the advertising. This advertising is due upon receipt and should be remitted directly to the newspaper.

OPINIONS MAY NOT BE ISSUED UNTIL ALL ADVERTISING COSTS ARE PAID.

For Newspaper Advertising:
Item Number or Case Number: 00-461- A
Petitioner: Mr. Paul P. Pinkas and Mrs. Mary M. Pinkas
Address or Location: 3309 Carroll Avenue / Owings Mills, Md., 21117
PLEASE FORWARD ADVERTISING BILL TO:
Name: Mrs. Elizabeth F. Diehl
Address: 1821 Conowingo Road
Bel Air, Maryland 21014
Telephone Number: (410) 893-2158

Revised 2/20/98 - SCJ



Development Processing County Office Building 111 West Chesapeake Avenue Towson, Maryland 21204 pdmlandacq@co.ba.md.us

June 2, 2000

Mr. Douglas C. Myers 5732 Emory Road Upperco MD 21155

Dear Mr. Myers:

RE: Case Number 00-461-A, 3309 Carroll Avenue

The above referenced petition was accepted for processing by the Bureau of Zoning Review, Department of Permits and Development Management (PDM) on May 5, 2000.

The Zoning Advisory Committee (ZAC), which consists of representatives from several Baltimore County approval agencies, has reviewed the plans that were submitted with your petition. All comments submitted thus far from the members of the ZAC are attached. These comments are not intended to indicate the appropriateness of the zoning action requested, but to ensure that all parties (zoning commissioner, attorney, petitioner, etc.) are made aware of plans or problems with regard to the proposed improvements that may have a bearing on this case. All comments will be placed in the permanent case file.

If you need further information or have any questions, please do not hesitate to contact the commenting agency.

Sincerely,

W. Carl Richards, Jr. Zoning Supervisor Zoning Review

WCR:ggs

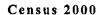
Enclosures













BALTIMORE COUNTY, MARYLAND DEPARTMENT OF ENVIRONMENTAL PROTECTION & RESOURCE MANAGEMENT

TO:

Timothy M. Kotroco

FROM:

R. Bruce Seeley RBS/AC

DATE:

June 27, 2000

JIN 27

SUBJECT:

3309 Carroll Avenue

Paul Pinkas Property Zoning Item #461

The petition for zoning variance for the aforementioned property is approved by DEPRM. However, this property is subject to satisfactory soil evaluation tests being conducted on the revised septic reserve area for the proposed house.

If you have any questions concerning this correspondence, please contact me at extension 5859.



BALTIMORE COUNTY, MARYLAND

INTEROFFICE CORRESPONDENCE .

TO:

Arnold Jablon, Director

DATE: July 14, 2000

ļ

Department of Permits & Development Mgmt.

FROM:

Robert W. Bowling, Supervisor Bureau of Development Plans Review

SUBJECT:

Zoning Advisory Committee Meeting

For May 22, 2000

Item Nos. 446, 447, 448, 449, 450, 451, 452, 453, 456, 457, 459, 460, 461

and

Case #99-320-SPHXA

The Bureau of Development Plans Review has reviewed the subject zoning items, and we have no comments.

RWB:HJO:jrb

cc: File



Office of the Fire Marshal 700 East Joppa Road Towson, Maryland 21286-5500 410-887-4880

May 16, 2000

Department of Permits and
Development Management (PDM)
County Office Building, Room 111
Mail Stop #1105
111 West Chesapeake Avenue
Towson, Maryland 21204

ATTENTION: Gwen Stephens

RE: Property Owner: SEE BELOW

Location: DISTRIBUTION MEETING OF May 15, 2000

Item No.: See Below

Dear Ms. Stephens:

Pursuant to your request, the referenced property has been surveyed by this Bureau and the comments below are applicable and required to be corrected or incorporated into the final plans for the property.

8. The Fire Marshal's Office has no comments at this time, IN REFERENCE TO THE FOLLOWING ITEM NUMBERS:

447, 449, 450, 451, 452, 454, 455, 456, 459, 460, 461, 446

REVIEWER: LIEUTENANT HERB TAYLOR, Fire Marshal's Office PHONE 887-4881, MS-1102F

cc: File

BALTIMORE COUNTY, MARYLAND DEPARTMENT OF ENVIRONMENTAL PROTECTION & RESOURCE MANAGEMENT

TO:	Arnold Jablon
FROM:	R. Bruce Seeley 45
DATE:	May 19, 2000
SUBJECT:	Zoning Item #461 3309 Carroll Avenue
Zoning	g Advisory Committee Meeting of May 15, 2000
	epartment of Environmental Protection and Resource Management has no ents on the above-referenced zoning item.
aņ exte	epartment of Environmental Protection and Resource Management requests ension for the review of the above-referenced zoning item to determine the to which environmental regulations apply to the site.
	epartment of Environmental Protection and Resource Management offers lowing comments on the above-referenced zoning item:
	Development of the property must comply with the Regulations for the Protection of Water Quality, Streams, Wetlands and Floodplains (Sections 14-331 through 14-350 of the Baltimore County Code).
	Development of this property must comply with the Forest Conservation Regulations (Section 14-401 through 14-422 of the Baltimore County Code).
	Development of this property must comply with the Chesapeake Bay Critical Area Regulations (Sections 26-436 through 26-461, and other Sections, of the Baltimore County Code).
X	Groundwater Management: The minor subdivision plan cannot be approved with a 20 foot panhandle due to the impact of the panhandle on the septic reserve area for the existing house. A 10,000 ft ² septic reserve area must be provided, maintaining all setbacks.

Reviewer: Sue Farinetti Date: May 18, 2000

PN 5/29

BALTIMORE COUNTY, MARYLAND

INTER-OFFICE CORRESPONDENCE

DATE: May 17, 2000

TO:

Arnold Jablon, Director

Department of Permits and

Development Management

FROM:

Arnold F. 'Pat' Keller, III

Director, Office of Planning

SUBJECT:

Zoning Advisory Petition(s): Case 446 and 461

The Office of Planning has reviewed the above referenced case and has no comments to offer.

For any further questions or additional information concerning the matters stated herein, please contact Mark A. Cunningham in the Office of Planning at 410-887-3480.

Prepared by:

Section Chief:

AFK/JL:MAC



Parris N. Glendening Governor John D. Porcari Secretary Parker F. Williams Administrator

Date: 5.15.00

Ms. Ronnay Jackson
Baltimore County Office of
Permits and Development Management
County Office Building, Room 109
Towson, Maryland 21204

RE: Baltimore County

Item No. 461

BR

Dear. Ms. Jackson:

This office has reviewed the referenced item and we have no objection to approval as it does not access a State roadway and is not affected by any State Highway Administration projects.

Should you have any questions regarding this matter, please contact Larry Gredlein at 410-545-5606 or by E-mail at (lgredlein@sha.state.tnd.us).

Very truly yours,

1. 1. Inch

10

Kenneth A. McDonald Jr., Chief Engineering Access Permits Division

ZONING REARING FILE INTERNAL HECKLIST

Date Completed/Initials	
5/17/00 SCJ	PREPARE HEARING FILE (put case number on all papers; hole punch and place appropriately; put label and case number on folder; complete information on stamp of front of folder)
NA	DETERMINE HEARING DATE (schedule within 45 days of filing; post and advertise at least 15 days prior to hearing)
NIA	TYPE HEARING NOTICE AND ADVERTISING NOTICE (type according to sample, taking billing information for advertising from advertising form in file; make appropriate copies; mail original and copies of hearing notice; place original advertising notice in Patuxent's box; file copies of both notices in hearing file; update ZAC in computer for hearing date, time and place)
N/A 5/17/00 scj	UPDATE ZONING COMMISSIONER'S HEARING CALENDAR (keep original in "red" folder; mail copy to zoning commissioner's office)
5/17/00 50	COMPLETE FILE (write hearing date, time, and room on front of hearing folder; file in numerical order in cabinet next to copier until it is pulled for sending to zoning commissioner's office)
	POSTPONEMENTS (type postponement letter; make appropriate copies; mail origina and copies; send copy to zoning commissioner; file copy in hearing file; update hearing calendar and ZAC in computer)
	RESCHEDULING (determine hearing date; type letter confirming new date; make appropriate copies; mail original and copies; file copy in hearing file; update hearing calendar and ZAC in computer; refile hearing folder)
	INDEX CARDS (prepare index cards, according to sample; file cards in cabinet)
	ADVERTISING/POSTING CERTIFICATES (check off on front of hearing file; put certificates in file)
	COMMENTS (check off agency comments received on front of hearing file; make copies; type comments letter; mail original to petitioner; file copy in hearing file)
	FILES TO ZONING COMMISSIONER'S OFFICE (pull the files for the following week every Friday and administrative files on Tuesday; verify that checklist on front of hearing file has been completed; secure all papers under clips in file; send files for hearings to zoning commissioner's office by noon on Friday and files for administrative on Tuesday morning)

IMPORTANT MES	SAGE
FOR June	
DATE 6/9 TIN	и <u>е 2.35</u> а.м. р.м.
M Doug Myers	ر ا
of 0 , 0 ,	
PHONE 410 - 429 -	5007
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TELEPHONED PLEASE DA	NLL 2
CAME TO SEE YOU WILL CALL	AGAIN
WANTS TO SEE YOU RUSH	
RETURNED YOUR CALL SPECIAL A	TENTION
MESSAGE 10-46	7-17
Deple siglem	plan -
Jevesia on pul	pean:
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SIGNED	<i>J</i>
TOPS. FORM 3002P	

IMPORTAN	T MESSAGE)	
FOR June		
DATE $6/12$	TIME $\frac{2^2}{2^2}$	5a.m.
M Doug Me	yer,	/
OF lygence	in lase 4	61-4
PHONE PICKAS)	4/0 - 429-5 NUMBER EXTE	NSION
D FAX /		
AREA CODE	NUMBER TIME T	O CALL
CAME TO SEE YELL	WILL CALL AGAIN	
WANTS TO SEE YOU	RUSH	
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