

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
SITTING AS THE DISTRICT COUNCIL
2025 Legislative Session

Bill No. CB-042-2025

Chapter No. _____

Proposed and Presented by Council Members Dernoga, Blegay, Oriadha

Introduced by _____

Co-Sponsors _____

Date of Introduction _____

ZONING BILL

1 AN ORDINANCE concerning

2 Application Preparation, Submission and Review Procedures and Decision Standards

3 For the purpose of amending certain definitions; amending pre-application requirements to

4 require applicants to demonstrate the proposal's conformance with applicable Master Plans;

5 amending pre-application procedures to allow applicants to hold an informational consultation

6 with relevant Council members; amending pre-application procedures to make neighborhood

7 meeting notices publicly searchable; amending pre-application procedures to allow

8 neighborhood meeting participants to become persons of record; amending certain development

9 application submittal requirements to demonstrate the proposal's conformance with applicable

10 Master Plans; and amending the decision standards for approval of detailed site plan and special

11 exception applications to include Master Plan consistency as a required standard for site plan

12 approval.

13 BY repealing and reenacting with amendments:

14 Sections 27-2500, 27-3401, 27-3402, 27-3604 and 27-3605,

15 The Zoning Ordinance of Prince George's County, Maryland,

16 being also

17 SUBTITLE 27. ZONING.

18 The Prince George's County Code

19 (2023 Edition; 2024 Supplement).

20 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,

Maryland, sitting as the District Council for that part of the Maryland-Washington Regional District in Prince George's County, Maryland, that Sections 27-2500, 27-3401, 37-3402, 27-3604 and 27-3605 of the Zoning Ordinance of Prince George's County, Maryland, being also Subtitle 27 of the Prince George's County Code, be and the same are hereby repealed and reenacted with the following amendments:

SUBTITLE 27. ZONING.

PART 27-2. INTERPRETATION AND DEFINITIONS

SECTION 27-2500. DEFINITIONS

Sec. 27-2500. Definitions

* * * * *

Person of record (party of record)

(A) In any zoning case, a person or party of record includes:

(1) The owner, applicant, and correspondent; [and]

(2) Any municipality, civic association, or other person which requests, by writing or testimony, to become a person or party of record on or before the date the Zoning Hearing Examiner takes the case under advisement[.]; and

(3) Any participant in a neighborhood meeting who provides the contact information specified in Section 27-3402(c)(3)(B).

(B) In any other application not heard by the Zoning Hearing Examiner, a person or party of record includes:

(1) The owner, applicant, and correspondent of a pending application; [and]

(2) A municipality, civic association, or other person which, in writing or in testimony before the District Council, Planning Board, or other body, requests to be made a person or party of record, prior to the closing of the hearing record on the matter[.]; and

(3) Any participant in a neighborhood meeting who provides the contact information specified in Section 27-3402(c)(3)(B).

* * * * *

PART 27-3. ADMINISTRATION.

SECTION 27-3400. STANDARD REVIEW PROCEDURES

Sec. 27-3401. Pre-Application Conference

(a) General

A pre-application conference provides an opportunity for:

(1) The applicant to determine the submission requirements, procedures, and standards applicable to an anticipated development application; and

(2) Staff to become familiar with, and offer the applicant preliminary comments about the scope, features, and impacts of the proposed development as it relates to the standards in this Ordinance (including how the development proposal conforms with the relevant goals, policies, and strategies of the Area Master Plan or Sector Plan, or applicable Functional Master Plans for the subject property and its surrounding area as required by Sections 27-3604 and 27-3605, respectively).

* * * * *

(c) Procedure

(1) Pre-Application Consultation

(A) Prior to submitting any development application identified in Subsection (b)(1) above, the applicant shall submit the materials REQUIRED UNDER PARAGRAPH (2), BELOW, to the Clerk of the Council. THE PRECEDING SUBMISSION REQUIREMENT DOES NOT PRECLUDE AN APPLICANT FROM SUBMITTING THE MATERIALS REQUIRED UNDER PARAGRAPH (2), BELOW, TO THE PLANNING DIRECTOR AND PARTICIPATING IN A PRE-APPLICATION CONFERENCE. The Clerk of the Council shall distribute the materials to the County Council member(s) in whose Council District the proposed development will be located. The County Council member(s) in whose district the proposed development will be located may request a pre-application consultation with the applicant.

(B) The pre-application consultation is an informational meeting which provides an opportunity for the County Council member(s) to become more familiar with the scope, features, and impacts of the proposed development.

(C) The County Council Member(s) and the applicant shall develop a public engagement plan for each application.

[(1)] (2) Submission of Materials Prior to Conference

Before a pre-application conference is held, the applicant shall submit to the Planning Director a narrative describing the scope of the proposed development, a conceptual site drawing of the development proposed in the application, and any other information reasonably requested by the Planning Director.

[(2)] (3) Scheduling

Within fourteen (14) days after receipt of a request for a pre-application conference, the Planning Director shall schedule the pre-application conference and notify the applicant of the conference time and location.

[(3)] (4) Conference Proceedings

The Planning Director shall review the materials submitted by the applicant prior to the conference. At the conference, the Planning Director shall seek any needed clarification from the applicant regarding the proposed application and identify any concerns, problems, or other factors the applicant should consider regarding the proposed application.

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Sec. 27-3402. Pre-Application Neighborhood Meeting

* * * * *

(c) Procedure

If a pre-application neighborhood meeting is conducted, it shall comply with the following requirements:

* * * * *

(2) Notification**(A) Informational Mailing**

* * * * *

(iii) As to residents, an applicant complies with this Section by providing the Planning Department with an electronic version of the informational mailing, which shall comply with Americans with Disabilities Act (ADA) guidance on web accessibility, more than thirty (30) days before the Planning Department accepts an application. The applicant may also notify any person or entity registered in accordance with Subsection (d)(2)(B) of this Section. The Planning Department shall be responsible for emailing informational mailings to residents on the email registry.

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(D) Searchable Database

The Planning Department shall maintain a publicly-accessible database of the pre-application neighborhood meeting notifications, as provided by the applicant in accordance with this Subsection (A) above.

(i) The Planning Department shall publish this searchable database in a clear and conspicuous location on the Department’s website.

(ii) The Planning Department shall post each meeting notification to the database within one week of receipt of the electronic mailing from the applicant; and

(iii) This database must permit users to search meeting notifications by street address and Council District.

(3) Conduct of Meeting and Summary

(A) Generally

The pre-application neighborhood meeting shall be open to the public. Any participant at the pre-application meeting who provides the contact information specified in Section 27-3402(c)(3)(B) shall be considered a person of record. At the meeting, the applicant shall explain the development proposal and application, inform attendees about the application review process, respond to reasonable questions or concerns neighbors raise about the proposed application, and discuss ways to resolve reasonable conflicts or concerns.

(B) Project Materials

The applicant shall ensure the following materials are available for review and discussion at the pre-application neighborhood meeting:

* * * * *

(iv) An explanation of how the development proposal conforms with the relevant goals, policies, and strategies of the Area Master Plan or Sector Plan, or applicable Functional Master Plans for the subject property and its surrounding area as required by Sections 27-3604 and 27-3605, respectively;

[(iv)] (v) Information explaining the development review process and how members of the public may participate; and

[(v)] (vi) Sign-in sheets including the meeting date and time, meeting address, project address, property owner name, applicant name and contact information, and space for participants to include their name, organization, address, phone number, and email address.

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SECTION 27-3600. APPLICATION-SPECIFIC REVIEW PROCEDURES AND DECISION STANDARDS.

Sec. 27-3604. Special Exception.

(e) Required Findings

(1) A special exception may only be approved if:

(A) The proposed use and site plan are in harmony with the purpose of this Subtitle;

(B) The proposed use is in conformance with all the applicable requirements and regulations of this Subtitle;

(C) The proposed use and site plan [will not substantially impair the integrity of any validly approved] shall conform with relevant goals, policies, and strategies of the applicable Area Master Plan, Sector Plan, or Functional Master Plan for the subject property and its surrounding area[, or, in the absence of an Area Master Plan, Sector Plan, or Functional Master Plan, the General Plan]; provided that, in considering whether a proposed detailed site plan conforms with the relevant goals, policies, and strategies of the Area Master Plan or Sector Plan, or applicable Functional Master Plans for the subject property and its surrounding area, the following factors shall be considered:

(i) The specificity of the comprehensive plan with respect to the subject property and its surrounding area; and

(ii) The age of the comprehensive plan, but recognizing that comprehensive plans typically have a 20- to 25-year development horizon.

Sec. 27-3605. Detailed Site Plan.

(e) Detailed Site Plan Decision Standards

A detailed site plan may only be approved upon a finding that all of the following standards are met:

(5) The proposed development conforms to an approved Tree Conservation Plan, if applicable;

(6) The development in the detailed site plan (minor and major) shall conform with the relevant goals, policies, and strategies of the Area Master Plan or Sector Plan, applicable Functional Master Plans, and the Growth Policy Map as it relates to centers in the 2014 General

Plan, Plan Prince George's 2035, for the subject property and its surrounding area (unless the subject property has been rezoned pursuant to a Zoning Map Amendment subsequent to the adoption of the relevant Area Master Plan, Sector Plan, or Functional Master Plan); provided that, in considering whether a proposed detailed site plan conforms with the relevant goals, policies, and strategies of the Area Master Plan or Sector Plan, or applicable Functional Master Plans for the subject property and its surrounding area, the following factors shall be considered:

(A) The specificity of the comprehensive plan with respect to the subject property and its surrounding area; and

(B) The age of the comprehensive plan, but recognizing that comprehensive plans typically have a 20- to 25-year development horizon.

[(6)] (7) The development proposed in a detailed site plan for infrastructure complies with applicable regulations of PART 27-6: Development Standards, prevents offsite property damage, and prevents environmental degradation to safeguard the public's health, safety, welfare, and economic well-being for grading, reforestation, woodland conservation, drainage, erosion, and pollution discharge;

[(7)] (8) Places of worship located on a lot between one (1) and two (2) acres in size shall also meet the following standards:

(A) The minimum setback for all buildings shall be twenty-five (25) feet from each lot line;

(B) When possible, there should be no parking or loading spaces located in the front yard; and

(C) The maximum allowable lot coverage for the zone in which the use is proposed shall not be increased.

[(8)] (9) Notwithstanding any other provision in this Section to the contrary, in determining whether to approve an alteration, extension, or enlargement of a legal conforming building, structure, or use filed in conformance with Section 27-1707(c), the Planning Board shall find that the proposed alteration, extension, or enlargement will benefit the development and will not substantially impair implementation of any applicable area master plan or sector plan.

SECTION 2. BE IT FURTHER ENACTED that this Ordinance shall take effect forty-five (45) calendar days after its adoption.

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Adopted this ____ day of _____, 2025.

COUNTY COUNCIL OF PRINCE GEORGE'S
COUNTY, MARYLAND, SITTING AS THE
DISTRICT COUNCIL FOR THAT PART OF
THE MARYLAND-WASHINGTON REGIONAL
DISTRICT IN PRINCE GEORGE'S COUNTY,
MARYLAND

BY: _____
Edward P. Burroughs III
Chair

ATTEST:

Donna J. Brown
Clerk of the Council

KEY:

Underscoring indicates language added to existing law.

[Brackets] indicate language deleted from existing law.

Asterisks *** indicate intervening existing Code provisions that remain unchanged.

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