



---

**MEMORANDUM**

**TO:** The Honorable Mayor & Town Council

**FROM:** India Adams-Jacobs, Town Manager/Clerk

**DATE:** July 31, 2025

**SUBJECT: Recommendations for Appointments to the Board of Zoning Appeals**

---

**SUMMARY:**

After discussion of applications in closed session, should it be the wish of the Council, the Council should vote to recommend applicants to the Circuit Court of Caroline County for appointment to the Board of Zoning Appeals (BZA).

**BACKGROUND:**

BZAs serve a critical function in land-use regulation. BZAs are the public body that hears appeals on zoning applications filed with the Town. There are currently no active terms on the Town's BZA, which was the impetus for seeking applicants. BZA terms are five years in length.

**DRAFT MOTION:**

I move that the Council vote to provide a recommendation to the Circuit Court of Caroline County to appoint (selected applicants) to the Board of Zoning Appeals.