



DEVELOPMENT REVIEW BULLETIN

Bulletin No. 3-2022

Subject: Pre-Application Neighborhood Meetings

Resource: Development Review Division

Date: June 24, 2022

The Planning Department is providing clarification regarding procedures associated with new Pre-Application Neighborhood Meeting process in the Zoning Ordinance and Subdivision Regulations. In particular, this Bulletin confirms such meetings can be conducted virtually pursuant to the requirements outlined below. This Bulletin also addresses the amount of time after the Pre-Application Conference with staff that applicants can hold the Pre-Application Neighborhood Meeting.

Virtual Pre-Application Neighborhood Meetings

Section 27-3402 of the Prince George's County Zoning Ordinance and Section 24-3303 of the Prince George's County Subdivision Regulations require applicants to conduct Pre-Application Neighborhood Meetings for certain types of development applications. Such Pre-Application Neighborhood Meetings are permitted to be held virtually if applicants otherwise comply with the requirements of Sections 27-3402, 24-3303, and the conditions outlined in this Bulletin.

All virtual meetings shall be held via an online platform that allows attendees to view the presentation and voice their comments and concerns. Notices must fully inform recipients of the method for participating in the virtual meeting and provide a contact e-mail address where members of the public can notify the applicant of their desire for an in-person meeting. If a community participant notifies the applicant at least one week prior to the virtual meeting of its desire for an in-person meeting, the applicant shall also conduct an in-person meeting with such participant(s).

The in-person Pre-Application Neighborhood Meeting shall also be considered a community meeting in addition to the Pre-Application Neighborhood Meeting held virtually by the applicant. The in-person meeting must meet the Meeting Location and Time requirements as set forth in 24-3402(c)(1) of the Subdivision Regulations and Section 27-3402 (c)(1) of the Zoning Ordinance.

Lastly, the applicant must ensure they provide evidence of compliance with all the Pre-Application Neighborhood Meeting requirements as indicated in 24-3402 of the Subdivision Regulations and 27-3402 of the Zoning Ordinance.

Scheduling Pre-Application Neighborhood Meetings

Neither the Zoning Ordinance nor the Subdivision Regulations require that a Pre-Application Neighborhood Meeting must be held 30 days after the Pre-Application Conference with staff. An applicant is allowed to schedule a Pre-Application Neighborhood Meeting once they have all the code required information to conduct the meeting. The required information can be found in both Subdivision Regulations (Section 24-3402) and Zoning Ordinance (Section 27-3402).

If there are additional questions, please contact James Hunt at james.hunt@mncppc.org.