



STAFF AND STAFFING IMPACT REPORT ON PROPOSED LEGISLATION

To: Mayor Jared Littmann

From: Yolanda Lewis, City Manager

Date: June 16, 2026

Subject: O-15-26: Cottage Food Businesses as Home Occupations

Purpose of legislation

The purpose of this legislation is to add a definition of “cottage food business” to Title 21 (Planning and Zoning) of the Code of the City of Annapolis; amend § 21.64.330 (Home Occupations) to expressly permit cottage food businesses as a home occupation; and generally relating to cottage food businesses and home occupations.

Impact of legislation on operations

City Code already allows for home occupations, but it does not allow for cottage food businesses. The State and County both allow these kinds of businesses. This legislation will therefore allow for some kinds of micro-business development related to food to occur within the City rather than forcing that kind of development outside the City limits. The City’s permitting and licensing system will need to be updated to reflect this legislation, and the Department of Public Works will need to develop guidelines for grease interceptors that can help new businesses plan.

Impact of legislation on staffing needs

On the Public Works side, the Pre-Treatment Coordinator will be responsible for developing guidelines and will be able to accomplish this within current capacity. Within Planning and Zoning, the staffing impact will depend on how many businesses get established. The Department will monitor staffing impacts and incorporate those into future planning.

Prepared by Victoria Buckland, Deputy City Manager for Administration