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**..Title**

**Revisions to Development Review** – For the purpose of providing a uniform review process for all significant projects and requiring early public input on substantial projects by requiring that a community meeting be held for subdivision applications that contain a new street, Major Site Design Plan Applications and Planned Development Applications; clarifying preliminary application procedures; expanding the notice requirements under Division II of the Zoning Code; revising the procedures for major site design plan applications and planned development applications; and matters generally relating to the review process for all significant and substantial projects.

**..Body**

**CITY COUNCIL OF THE  
City of Annapolis**

**Ordinance 35-17**

**Introduced by: Alderman Budge and Alderman Arnett**

**Referred to  
Planning Commission  
Rules and City Government Committee**

**AN ORDINANCE** concerning

**Revisions to Development Review**

**FOR** the purpose of providing a uniform review process for all significant projects and requiring early public input on substantial projects by requiring that a community meeting be held for subdivision applications that contain a new street, Major Site Design Plan Applications and Planned Development Applications; clarifying preliminary application procedures; expanding the notice requirements under Division II of the Zoning Code; revising the procedures for major site design plan applications and planned development applications; and matters generally relating to the review process for all significant projects.

**BY** repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2016 Edition  
Section 20.08.020  
Section 20.08.040  
Section 21.10.010  
Section 21.10.020  
Section 21.22.060  
Section 21.24.070

1 **WHEREAS**, the Annapolis City Council desires to promote discussions between real  
2 estate developers and the community surrounding significant  
3 developments early in the design process; and  
4

5 **WHEREAS**, numerous parties among both the development community and the general  
6 public have remarked to the City Council on the importance of the City  
7 having a uniform review processes among different types of development  
8 review applications; and  
9

10 **WHEREAS**, the Annapolis City Council wishes greater public input and review of  
11 Major Site Design proposals.  
12 .  
13

14 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS**  
15 **CITY COUNCIL** that the Code of the City of Annapolis shall be amended to read as  
16 follows:  
17

18 **TITLE 20 - SUBDIVISIONS**

19 **CHAPTER 20.08 – PROCEDURE GENERALLY-PRE-APPLICATION**  
20

21 **Section 20.08.020 Pre-application procedure.**  
22

23 A. Prior to the filing of an application for conditional approval of a preliminary plat  
24 (preliminary subdivision plan, general subdivision plan), the subdivider shall submit  
25 to the Planning Director plans and data as specified in Section 20.08.060. This step  
26 does not require formal application or filing of a plat with the Planning Commission.  
27

28 B. Within twenty-one days the Planning and Zoning Director shall inform the  
29 subdivider that the plans and data as submitted or as modified do or do not meet the  
30 objectives of this title. When the Planning and Zoning Director finds the plans and  
31 data do not meet the objectives of this title, the director shall state the reasons for the  
32 determination.  
33

34 C. WHEN A SUBDIVISION WILL CONTAIN A NEW STREET, THE  
35 SUBDIVIDER SHALL CONDUCT A COMMUNITY MEETING IN  
36 ACCORDANCE WITH THE FOLLOWING:  
37

- 38 1. BEFORE A COMMUNITY MEETING MAY BE HELD, THE SUBDIVIDER  
39 SHALL PROVIDE NOTICE IN ACCORDANCE WITH SECTION  
40 21.10.020.A AND B OF THIS CODE. THE MEETING SHALL BE HELD AT  
41 A LOCATION THAT IS REASONABLY ACCESSIBLE TO PERSONS WHO  
42 RESIDE OR OWN PROPERTY IN CLOSE PROXIMITY TO THE LAND  
43 THAT WILL BE SUBJECT TO THE APPLICATION. A COMMUNITY  
44 MEETING SHALL BE HELD NOT EARLIER THAN ONE YEAR PRIOR TO  
45 SUBMISSION OF AN APPLICATION AND NO LATER THAN 14 DAYS  
46 PRIOR TO SUBMISSION OF AN APPLICATION.

1  
2 2. SUBDIVIDER WHO HAS CONDUCTED A COMMUNITY MEETING  
3 SHALL PROVIDE A WRITTEN SUMMARY OF THE COMMUNITY  
4 MEETING TO THE PLANNING AND ZONING DIRECTOR WITHIN 30  
5 DAYS AFTER THE CONCLUSION OF THE COMMUNITY MEETING,  
6 UNLESS ALREADY SUBMITTED WITH THE PRELIMINARY PLAT. THE  
7 WRITTEN SUMMARY SHALL INCLUDE A LIST OF MEETING  
8 ATTENDEES, A SUMMARY OF ATTENDEE COMMENTS, AN  
9 OVERVIEW OF DISCUSSIONS RELATED TO THE DEVELOPMENT  
10 PROPOSAL, AND ANY OTHER INFORMATION THE SUBDIVIDER  
11 DEEMS APPROPRIATE. THE WRITTEN SUMMARY SHALL BE  
12 SUBMITTED WITH THE APPLICATION AND BE MADE AVAILABLE BY  
13 THE PLANNING AND ZONING DIRECTOR FOR PUBLIC INSPECTION.  
14 ANYONE ATTENDING THE COMMUNITY MEETING MAY SUBMIT A  
15 WRITTEN RESPONSE TO THE SUBDIVIDER'S MEETING SUMMARY,  
16 WHICH SHALL ALSO BE SUBMITTED WITH THE APPLICATION. IF  
17 AN APPLICATION IS NOT FILED WITHIN ONE YEAR AFTER A  
18 COMMUNITY MEETING OCCURS, THEN BEFORE THE APPLICATION  
19 IS FILED, THE SUBDIVIDER SHALL HOLD ANOTHER COMMUNITY  
20 MEETING TO BE CONDUCTED IN ACCORDANCE WITH THE  
21 PROVISIONS OF THIS SECTION.  
22

23 **Section 20.08.040 - Conditional approval of preliminary plat.**  
24

- 25 A. On reaching conclusions informally, as recommended in Section 20.08.020,  
26 regarding the developer's general program and objectives, the subdivider shall cause  
27 to be prepared a preliminary plat, together with improvement plans and other  
28 supplementary material as specified in Chapter 20.12.  
29
- 30 B. A minimum of six copies of the preliminary plat and supplementary material  
31 specified shall be submitted to the Planning Commission on white paper with written  
32 application on standard submittal form for conditional approval at least twenty-one  
33 days prior to the meeting at which it is to be considered. The Planning Commission  
34 shall consult with the Director of Public Works in reviewing the preliminary plat and  
35 may request that the director submit a recommendation for approval or disapproval,  
36 stating the director's reasons for the recommendation.  
37
- 38 C. Following (1) A PUBLIC HEARING BEFORE THE PLANNING COMMISSION,  
39 (2) review of the preliminary plat and other material submitted for conformity of the  
40 plat to these regulations and (3) negotiations with the subdivider on changes deemed  
41 advisable and the kind and extent of improvements to be made by the subdivider, the  
42 Planning Commission shall express its approval as conditional approval and state the  
43 conditions of the approval, if any, or if disapproval, shall express its disapproval and  
44 its reasons for the disapproval. Conditional approval or disapproval by the Planning  
45 Commission shall be forwarded by the Planning and Zoning Director to the Director  
46 of Public Works.

- 1  
2 D. Conditional approval of a preliminary plat does not constitute approval of the final  
3 plat (record plat). Rather it shall be deemed an expression of approval to the layout  
4 submitted on the preliminary plat as a guide to the preparation of the final plat.  
5

## 6 **TITLE 21 – PLANNING AND ZONING**

### 7 **Division II – Administration and Enforcement.**

#### 8 9 **CHAPTER 21.10 – GENERAL APPLICATION PROCEDURES AND FEES**

##### 10 **Section 21.10.010 Common procedures for review of applications.**

11  
12 Applications submitted for review and approval pursuant to the Zoning Code will be  
13 processed in accordance with the procedures of this section and any other procedures that  
14 are established in a Division II chapter in connection with a specific zoning application.  
15 The specific procedures established in other Division II chapters may reference sections  
16 of the common procedures for review of applications.  
17

- 18 A. Pre-application Conference. THE PURPOSE OF A PRE-APPLICATION  
19 CONFERENCE SHALL BE TO ACQUAINT THE PLANNING AND ZONING  
20 DIRECTOR WITH A POTENTIAL APPLICATION AND TO ACQUAINT THE  
21 POTENTIAL APPLICANT WITH THE REQUIREMENTS OF THE ZONING  
22 CODE, BUILDING CODES, AND OTHER RELEVANT CRITERIA AND  
23 PROCEDURES. A PRE-APPLICATION CONFERENCE SHALL NOT BE AN  
24 EXHAUSTIVE REVIEW OF ALL POTENTIAL ISSUES. THE PRE-  
25 APPLICATION CONFERENCE IS INFORMATIONAL ONLY, AND IS NOT AN  
26 APPROVAL IN ANY MANNER OF A PROPOSAL. Prior to the submission of an  
27 application required by the Zoning Code, a Pre-application conference with the  
28 Planning and Zoning Director SHALL BE IN ACCORDANCE WITH THE  
29 FOLLOWING:  
30

- 31 1. Required Conference. ~~Unless waived by the Planning and Zoning Director,~~  
32 a A pre-application conference with the Planning and Zoning Director  
33 ~~must~~SHALL be held for the following types of applications:  
34  
35 a. Major site design plan applications.  
36 b. Planned development applications.  
37 c. Zoning map or text amendments.  
38  
39 2. Optional Conference. For all other applications, THE PLANNING AND  
40 ZONING DIRECTOR MAY HOLD A PRE-APPLICATION conference.  
41

- 42 B. COMMUNITY MEETING. THE PURPOSE OF A COMMUNITY MEETING IS  
43 TO INFORM PERSONS WHO RESIDE OR OWN PROPERTY IN CLOSE  
44 PROXIMITY TO THE LAND THAT WILL BE SUBJECT TO THE  
45 PROSPECTIVE DEVELOPMENT APPLICATION, AND PROVIDE THE  
46 POTENTIAL APPLICANT THE OPPORTUNITY TO RECEIVE COMMENTS

1 AND IDENTIFY CONCERNS ABOUT THE DEVELOPMENT PROPOSAL SO  
2 THAT THE PROSPECTIVE APPLICANT MAY ADDRESS THOSE CONCERNS  
3 BEFORE SUBMISSION AND FORMAL CONSIDERATION OF THE  
4 APPLICATION.

5  
6 1. REQUIRED COMMUNITY MEETING. A COMMUNITY MEETING  
7 SHALL BE HELD BEFORE SUBMISSION OF THE FOLLOWING  
8 TYPES OF APPLICATIONS:

- 9  
10 A. MAJOR SITE DESIGN PLAN APPLICATIONS;  
11 B. PLANNED DEVELOPMENT APPLICATIONS.

12  
13 2. OPTIONAL COMMUNITY MEETING. FOR ALL OTHER TYPES OF  
14 APPLICATIONS, A COMMUNITY MEETING SHALL BE OPTIONAL.  
15 WHENEVER A REQUIRED COMMUNITY MEETING IS HELD, THE  
16 PROSPECTIVE APPLICANT MAY HOLD ADDITIONAL OPTIONAL  
17 COMMUNITY MEETINGS.

18  
19 3. BEFORE A COMMUNITY MEETING MAY BE HELD, THE  
20 PROSPECTIVE APPLICANT SHALL PROVIDE NOTICE IN  
21 ACCORDANCE WITH SECTION 21.10.020.A AND B OF THIS CODE.  
22 THE MEETING SHALL BE HELD AT A LOCATION THAT IS  
23 REASONABLY ACCESSIBLE TO PERSONS WHO RESIDE OR OWN  
24 PROPERTY IN CLOSE PROXIMITY TO THE LAND THAT WILL BE  
25 SUBJECT TO THE APPLICATION. A COMMUNITY MEETING SHALL  
26 BE HELD NOT EARLIER THAN ONE YEAR PRIOR TO SUBMISSION  
27 OF AN APPLICATION AND NO LATER THAN 14 DAYS PRIOR TO  
28 SUBMISSION OF AN APPLICATION.

29  
30 A PROSPECTIVE APPLICANT WHO HAS CONDUCTED A  
31 COMMUNITY MEETING SHALL PROVIDE A WRITTEN SUMMARY  
32 OF THE COMMUNITY MEETING TO THE PLANNING AND ZONING  
33 DIRECTOR WITHIN 30 DAYS AFTER THE CONCLUSION OF THE  
34 COMMUNITY MEETING, UNLESS ALREADY SUBMITTED WITH  
35 THE APPLICATION. THE WRITTEN SUMMARY SHALL INCLUDE A  
36 LIST OF MEETING ATTENDEES, A SUMMARY OF ATTENDEE  
37 COMMENTS, AN OVERVIEW OF DISCUSSIONS RELATED TO THE  
38 DEVELOPMENT PROPOSAL, AND ANY OTHER INFORMATION THE  
39 PROSPECTIVE APPLICANT DEEMS APPROPRIATE. THE WRITTEN  
40 SUMMARY SHALL BE SUBMITTED WITH THE APPLICATION AND  
41 BE MADE AVAILABLE BY THE PLANNING AND ZONING  
42 DIRECTOR FOR PUBLIC INSPECTION. ANYONE ATTENDING THE  
43 COMMUNITY MEETING MAY SUBMIT A WRITTEN RESPONSE TO  
44 THE PROSPECTIVE APPLICANT'S SUMMARY, WHICH SHALL ALSO  
45 BE SUBMITTED WITH THE APPLICATION. IF AN APPLICATION IS  
46 NOT FILED WITHIN ONE YEAR AFTER A COMMUNITY MEETING

1 OCCURS, THEN BEFORE AN APPLICATION IS FILED, THE  
2 PROSPECTIVE APPLICANT SHALL HOLD ANOTHER COMMUNITY  
3 MEEETING TO BE CONDUCTED IN ACCORDANCE WITH THE  
4 PROVISIONS OF THIS SECTION.  
5

6 BC. Application Forms and Submittals. All applications required under this Zoning Code  
7 must be submitted with all required information on such forms, and in such number,  
8 as required by the Planning and Zoning Director. The Planning and Zoning Director  
9 shall have the authority to request additional information not specifically listed on  
10 the application forms to ensure compliance with this code. All applications must be  
11 accompanied by required application fees in accordance with Section 21.10.050.  
12

13 CD. Review for Completeness. All applications must be submitted to the Planning and  
14 Zoning Director. Within no more than fifteen days of receipt of an application, the  
15 Planning and Zoning Director will determine whether the application is complete. If  
16 the Planning and Zoning Director determines that the application is not complete, the  
17 Director will promptly notify the applicant in writing, specifying the deficiencies of  
18 the application, including any additional information that must be supplied and that  
19 no further action will be taken by the City on the application until the deficiencies  
20 are corrected.  
21

22 DE. Correction of Deficiencies. If the applicant fails to correct the specified deficiencies  
23 within fifteen days of the date of notification of deficiency, the application will be  
24 deemed withdrawn and will be returned to the applicant. The Planning and Zoning  
25 Director, upon written request, may, for good cause shown and without any notice or  
26 hearing, grant extensions of the maximum fifteen day time limit for remedying  
27 deficiencies.  
28

29 EF. Staff Review and Report. If staff reports are provided for as part of the procedures  
30 for a specific type of application required by the Zoning Code, the Planning and  
31 Zoning Director will circulate an application for review by the Planning and Zoning  
32 Department and by any other City department that the Planning and Zoning Director  
33 or the decision making body deems appropriate.  
34

35 FG. Application Forwarded to Decision-Making Body. Any application submitted to the  
36 Planning and Zoning Director for decision by the Planning Commission, Board of  
37 Appeals, or other decision making bodies will be forwarded to that decision making  
38 body after the Director determines the application is complete.  
39

40 GH. Coordinated Processing of Applications. If more than one type of application is  
41 required pursuant to the Zoning Code, the Planning and Zoning Director will, to the  
42 extent possible, simultaneously process applications related to the same proposed  
43 development or activity, so long as all Zoning Code requirements for a particular  
44 application are satisfied. However, if the proposal requires Historic Preservation  
45 Commission approval, that approval will be last.  
46

1 **Section 21.10.020 - Notice requirements.**

2  
3 A. Posting of property. If the Zoning Code Division II provisions applicable to a  
4 specific type of application provide for posting of property, unless specific notice  
5 procedures are otherwise provided for in another Zoning Code chapter or section,  
6 posting must be done follows:

7  
8 1. Notice must be posted on the property that is the subject of an application at  
9 least fifteen days prior to a decision on the application and in a manner  
10 prescribed by the Planning and Zoning Director.

11  
12 2. In the case of an application for demolition of buildings and structures pursuant  
13 to Section 21.40.060(C)(3), in the R2-NC district, notice must be posted on the  
14 property that is the subject of an application at least thirty days prior to a  
15 decision on the application and in a manner prescribed by the Planning and  
16 Zoning Director.

17  
18 3. It is the responsibility of an applicant to post any notice required under  
19 Subsections (A)(1) or (A)(2) on the property that is the subject of an application,  
20 unless the applicant is not the property owner, in which case it is the  
21 responsibility of the property owner.

22  
23 4. In the case of appeals to any Board of Appeals, failure of the property owner  
24 responsible pursuant to Subsection (A)(3), to post any notice required under  
25 Subsections (A)(1) or (A)(2) shall result in a stay of all proceedings, including  
26 those in furtherance of the action or decision appealed. The failure of a property  
27 owner, who is not the applicant, to post any notice required under Subsections  
28 (A)(1) or (A)(2) shall not be a basis for the dismissal of any appeal to any Board  
29 of Appeals. In such circumstances, any issued permits, including but not limited  
30 to building, use and occupancy, and other permits, shall be suspended and/or  
31 revoked until such time as the property owner posts the notice. Should  
32 injunctive proceedings become necessary to require the posting, all costs shall  
33 be borne by the property owner and assessed as a lien against the property.

34  
35 5. Any sign posted on a property by an applicant must be removed by the applicant  
36 within seven days following the decision.

37  
38 B. Notice to Abutting Property Owners. If the Zoning Code Division II provisions  
39 applicable to a specific type of application provide for notice to abutting property  
40 owners, unless specific notice procedures are otherwise provided for in another  
41 Zoning Code chapter, notice must be given as follows:

42  
43 1. The applicant must send written notification to:

44  
45 a. ~~a~~All parties with a financial or vested interest in the property that is the  
46 subject of the application~~;~~

- 1           b. ~~and to p~~Property owners within two hundred feet of each property boundary,
- 2           c. THE ALDERPERSON REPRESENTING THE WARD FOR WHICH THE
- 3           PROJECT IS PLANNED,
- 4           d. THE PRESIDENT OR OTHER PERSON IN A POSITION OF
- 5           AUTHORITY OF EACH HOMEOWNERS ASSOCIATION,
- 6           COMMUNITY ASSOCIATION, CONDOMINIUM ASSOCIATION,
- 7           RESIDENT ASSOCIATION, AND BUSINESS ASSOCIATION
- 8           FUNCTIONING WITHIN GEOGRAPHICAL PROXIMITY TO THE
- 9           PROPOSED DEVELOPMENT SUCH THAT THE PERSONS
- 10          REPRESENTED BY THE ASSOCIATION POTENTIALLY COULD BE
- 11          AFFECTED BY THE PROPOSED DEVELOPMENT,
- 12          e. ALL PERSONS WHO HAVE SPOKEN OR PROVIDED WRITTEN
- 13          COMMENTS AT A COMMUNITY MEETING, PUBLIC MEETING, OR
- 14          PUBLIC HEARING THAT HAS OCCURRED REGARDING THE
- 15          APPLICATION, AND
- 16          f. ALL PERSONS, OTHER THAN CITY STAFF, WHO HAVE PROVIDED
- 17          WRITTEN COMMENTS TO THE DEPARTMENT OF PLANNING AND
- 18          ZONING REGARDING THE APPLICATION.
- 19
- 20          2. Notice of public hearings must be mailed not less than fifteen days prior to the
- 21          date of hearing.
- 22
- 23          23. Prior to any public meeting or public hearing on an application, the applicant
- 24          must provide the Planning and Zoning Director with verification of mailing of
- 25          written notification. An applicant must provide evidence that notices of the
- 26          public hearing were mailed not less than fifteen days prior to the date of hearing.
- 27
- 28          C. Notice of Formal Public Hearing. If notice of a formal public hearing is required,
- 29          unless specific notice procedures are otherwise provided for in another Division II
- 30          chapter of the Zoning Code, notice must be given as follows:
- 31
- 32                  1. Notice of the application and any required public hearings at which the
- 33                  application will be considered shall be published in a newspaper of general
- 34                  circulation in the City at least fifteen days before the hearing.
- 35
- 36                  2. Notice must be posted on the property that is the subject of an application by the
- 37                  applicant or the property owner, if not the same, at least fifteen days prior to any
- 38                  public hearing on the application and in a manner prescribed by the Planning
- 39                  and Zoning Director. Any sign posted on a property by an applicant must be
- 40                  removed by the applicant within seven days following the close of the public
- 41                  hearing. Failure to post shall be governed by Subsection (A)(4) above.
- 42
- 43          D. Notice of Public Meeting. If notice of a public meeting at which an application may
- 44          be considered is required, unless specific notice procedures are otherwise provided
- 45          for in another Division II chapter of the Zoning Code, notice must be given as
- 46          follows:



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1. Notice of the application and any public meeting at which the application will be considered shall be published in a newspaper of general circulation in the City no fewer than fifteen days before the meeting.

i. Notice must be posted on the property that is the subject of an application at least fifteen days prior to any public meeting on the application and in a manner prescribed by the Planning and Zoning Director. Any sign posted on a property by an applicant must be removed by the applicant within seven days following the public meeting.

E. Notice of Decision. Notice of any decision on the application by the Planning and Zoning Director or the decision making body, must be given to the applicant, the Mayor and City Council, and any other persons who made written comments or testified at a hearing concerning the application, provided they included their legal name and valid mailing address or valid email address. Such notice of decision shall be by mail or email and provided by the Planning and Zoning Director not more than five days following the date of final decision.

F. Summary of Public Meeting and Hearing Requirements. The table below summarizes the types of applications requiring a public meeting or public hearing and the City official or decision making body responsible for conducting the meeting or hearing. If more than one application or approval is required for a proposed development or activity, public hearings on each application may be simultaneously held by a decision making body on related applications.

**Summary of Public Meetings (PM) and Public Hearings (PH)**

| Type of Application            | Planning and Zoning Director | Planning Commission | Board of Appeals | Historic Preservation Commission | City Council | COMMUNITY MEETINGS (PM) |
|--------------------------------|------------------------------|---------------------|------------------|----------------------------------|--------------|-------------------------|
| Administrative Adjustment      | Optional PH                  |                     |                  |                                  |              |                         |
| Appeal                         |                              |                     | PH               |                                  |              |                         |
| Certificate of Approval        |                              |                     |                  | PH                               |              |                         |
| Change of Nonconforming Use    | PH                           |                     |                  |                                  |              |                         |
| Demolition Permits             | Optional PM                  |                     |                  |                                  |              |                         |
| Expansion of Nonconforming Use |                              | PH                  | PH               |                                  |              |                         |

| Type of Application                                    | Planning and Zoning Director | Planning Commission  | Board of Appeals | Historic Preservation Commission | City Council | COMMUNITY MEETINGS (PM) |
|--|------------------------------|--|------------------|----------------------------------|--------------|-------------------------|
| Minor Site Design Plan                                 | Optional PM                  |  |                  |                                  |              |                         |
| Major Site Design Plan                                 | Optional PM                  | <u>PH</u>  |                  |                                  |              | <u>PM</u>               |
| Planned Developments                                   | Optional PM                  | PH   |                  |                                  |              | <u>PM</u>               |
| Special Exceptions with Major Site Design Plan         |                              | <del>PH*</del><br>*if referred by Planning and Zoning Director | PH               |                                  |              |                         |
| Variance   |                              |  | PH               |                                  |              |                         |
| Zoning District Boundary Adjustment                    |                              |  | PH               |                                  |              |                         |
| Zoning Text Amendment                                  |                              | PH   |                  |                                  | PH           |                         |
| Zoning Map Amendment                                   |                              | PH   |                  |                                  | PH           |                         |
| Site Design Review of R2-NC Structures > 3,250 sq. ft. |                              | PH   |                  |                                  |              |                         |
| <u>SUBDIVISIONS<sup>1</sup></u>                        |                              | <u>PH</u>  |                  |                                  |              | <u>PM</u>               |

<sup>1</sup> FOR THE PURPOSES OF THIS CHART, SUBDIVISIONS GOVERNED BY TITLE 20 ARE INCLUDED.

**Chapter 21.22 - SITE DESIGN PLAN REVIEW**

**Section 21.22.060 - Procedures for major site design plan applications.**

A. Application Procedures. Applications for major site design plan review shall be decided by the Director of Planning and Zoning REFERRED TO THE PLANNING COMMISSION FOR A PUBLIC HEARING. SUCH applications SHALL COMPLY with the requirements of Section 21.10.010 Common Procedures for Review of Applications, including a pre-application conference with the Planning and Zoning Director in accordance with the requirements of Section 21.10.010(A) AND A COMMUNITY MEETING IN ACCORDANCE WITH SECTION 21.10.010(B).

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1 B. Review Procedures for Major Site Design Plan Applications. In the review and  
2 decision of major site design review applications, the following procedures shall  
3 apply:  
4

- 5 1. Review of Preliminary or Final Site Design Plan. The Planning and Zoning  
6 Director will review any required preliminary plan submitted in connection with  
7 major site design plan applications. The Planning and Zoning Director will  
8 respond to the applicant with written comments on the preliminary plan within  
9 thirty days of the determination of completeness of the submission.  
10
- 11 2. Staff Review. The Planning and Zoning Director, after having determined that  
12 the submission is complete, may distribute copies of the preliminary plan or  
13 final plan to appropriate City departments for review. Within fifteen days of  
14 receipt of any preliminary or final major site design plan, any City department  
15 reviewing the application will prepare a staff report on the application and  
16 transmit the staff report to the Director of Planning and Zoning.  
17
- 18 3. Posting of Property. Notice must be posted on the property that is the subject of  
19 the application in accordance with the requirements in Section 21.10.020(A).  
20
- 21 4. Optional Public Meeting on Preliminary or Final Plan. The Planning and Zoning  
22 Director may hold a public meeting for the review of the preliminary or final site  
23 design plan IF HE FINDS THAT IT IS IN THE PUBLIC INTEREST TO DO  
24 SO.; ~~or may recommend to the Planning Commission that the Planning~~  
25 ~~Commission hold a public meeting on the preliminary or final site design plan.~~  
26 THE PLANNING AND ZONING DIRECTOR MAY HOLD A WORK  
27 SESSION IF HE FINDS THAT IT IS IN THE PUBLIC INTEREST TO DO SO  
28 OR IF HE FINDS THAT IT WILL ASSIST THE PLANNING AND ZONING  
29 DEPARTMENT IN ITS REVIEW OF THE APPLICATION. THE PLANNING  
30 COMMISSION MAY HOLD A WORK SESSION PRIOR TO A PUBLIC  
31 HEARING ON AN APPLICATION IF THE CHAIRPERSON OF THE  
32 PLANNING COMMISSION DEEMS IT NECESSARY TO ASSIST IT IN ITS  
33 UNDERSTANDING OF THE APPLICATION, Notice of A public meeting OR  
34 WORK SESSION SHALL be IN ACCORDANCE WITH Section  
35 21.10.020(D).  
36
- 37 5. PUBLIC HEARING. THE PLANNING COMMISSION SHALL SCHEDULE  
38 AND HOLD A PUBLIC HEARING ON THE COMPLETE PRELIMINARY  
39 OR FINAL SITE DESIGN PLAN. THE APPLICANT SHALL GIVE NOTICE  
40 OF THE HEARING IN ACCORDANCE WITH THE NOTICE  
41 REQUIREMENTS OF SECTION 21.10.020(B) AND 21.10.020(C) AND ANY  
42 OTHER REQUIREMENTS ESTABLISHED BY THE PLANNING  
43 COMMISSION.  
44
- 45 ~~56. Review and Decision on Preliminary or Final Plan. The Planning and Zoning~~  
46 ~~Director shall review, approve, approve subject to modifications or disapprove~~

1 ~~the preliminary or final site design plan within thirty days from the date of the~~  
2 ~~close of any public meeting on the application; or if no public meeting is held,~~  
3 ~~within thirty days of the determination of completeness of the preliminary or~~  
4 ~~final major site design plan application.~~ ANY STAFF REPORTS RECEIVED  
5 BY THE PLANNING COMMISSION SHALL BE CONSIDERED AT THE  
6 PUBLIC HEARING. WITHIN 45 DAYS AFTER THE CONCLUSION OF  
7 THE PUBLIC HEARING, THE PLANNING COMMISSION SHALL DECIDE  
8 TO: (1) APPROVE THE APPLICATION; (2) APPROVE THE APPLICATION  
9 SUBJECT TO SPECIFIC CONDITIONS; OR (3) DENY THE APPLICATION,  
10 AND ISSUE A WRITTEN OPINION CONTAINING FINDINGS AND  
11 CONCLUSIONS.

12  
13 67. Notice of Decision. The Planning and Zoning Director shall give notice of the  
14 decision in accordance with the requirements set forth in Section 21.10.020(E).

## 15 16 **Chapter 21.24 - PLANNED DEVELOPMENTS**

### 17 **Section 21.24.070 - Procedures for planned developments.**

- 18  
19 A. Application Procedures. All planned development applications SHALL be submitted  
20 to the Planning and Zoning Director in accordance with the requirements of Section  
21 21.10.010 Common Procedures for Review of Applications, WHICH SHALL  
22 INCLUDE THE WRITTEN SUMMARY OF COMMUNITY MEETINGS HELD  
23 IN CONNECTION WITH A PRE-APPLICATION CONFERENCE IN  
24 ACCORDANCE WITH THE REQUIREMENTS OF SECTION 21.10.010(A) AND  
25 AN APPLICATION COMMUNITY MEETING IN ACCORDANCE WITH  
26 SECTION 21.10.010(B). Applications SHALL be submitted on forms provided by  
27 the Planning and Zoning Director and accompanied by any required fees,  
28 preliminary or final plans or other required submittals.  
29
- 30 B. Application Options. An applicant may elect one of the following procedural  
31 options:
- 32
  - 33 1. An applicant may submit a preliminary plan for informal review by the Planning  
34 and Zoning Director and other City departments the Director deems appropriate,  
35 prior to the submission of a final planned development application.  
36
  - 37 2. An applicant may submit a preliminary plan for formal review and decision by  
38 the Planning Commission.  
39
  - 40 3. An applicant may elect to submit only a complete final planned development  
41 application.  
42
- 43 C. Review of Preliminary Planned Development Plans. The following procedures shall  
44 apply to the review of preliminary planned development plans.  
45

- 1 1. Staff Review. The Planning and Zoning Director may distribute copies of a  
2 preliminary plan for review by the appropriate City departments.  
3
- 4 2. Staff Comments on Preliminary Plan. Following review of any preliminary plan,  
5 the Planning and Zoning Director and any other City department reviewing the  
6 preliminary plan will provide the applicant with any written comments prepared  
7 in connection with the review of the preliminary plan and will transmit a copy of  
8 any written comments to the Planning Commission.  
9
- 10 3. Optional Work Session or Public Meeting. If the Planning and Zoning Director  
11 deems necessary, the Director or the Planning Commission may hold a work  
12 session or public meeting for the review of the preliminary plan. Notice of the  
13 work session or public meeting must be given by the applicant in accordance  
14 with the notice requirements set forth in Section 21.10.020(D).  
15
- 16 4. Public Hearing. If the applicant requests action on a preliminary plan by the  
17 Planning Commission, the Planning Commission shall schedule and hold a  
18 public hearing on a preliminary planned development application. The applicant  
19 shall give notice of the hearing in accordance with the notice requirements set  
20 forth in Section 21.10.020(B) and 21.10.020(C) and any other requirements  
21 established by the Planning Commission.  
22
- 23 5. Decision on Preliminary Plan. Within thirty days of the conclusion of the public  
24 hearing, the Planning Commission shall decide to: (1) approve the preliminary  
25 plan; (2) approve the preliminary plan subject to specific conditions; or (3) deny  
26 the preliminary plan.  
27

28 D. Review of Final Plans and Application.

- 29
- 30 1. Staff Review. The Planning and Zoning Director shall distribute copies of a final  
31 planned development application to appropriate City departments for review  
32 after having determined that the submission is complete.  
33
- 34 2. Staff Report. Following review of any complete final planned development  
35 application, the Planning and Zoning Director and any other City department  
36 reviewing the application will prepare a staff report on the final planned  
37 development application and transmit the staff report to the Planning  
38 Commission prior to the required Planning Commission public hearing on the  
39 application.  
40
- 41 3. Public Hearing. The Planning Commission shall schedule and hold a public  
42 hearing on the complete final planned development application. The applicant  
43 shall give notice of the hearing in accordance with the notice requirements set  
44 forth in Section 21.10.020(B) and 21.10.020(C) and any other requirements  
45 established by the Planning Commission.  
46

1           4. Decision on Final Plan and Application. Any staff reports received by the  
 2           Planning Commission will be considered at the public hearing. Within thirty  
 3           days of the conclusion of the public hearing, the Planning Commission shall  
 4           decide to: (1) approve the application; (2) approve the application subject to  
 5           specific conditions; or (3) deny the application.

6  
 7           5. Notice of Decision. The Planning and Zoning Director shall give notice of the  
 8           decision in accordance with the requirements set forth in Section 21.10.020(E).

9  
 10       **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**  
 11       **ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect from the date of its  
 12       passage.

13  
 14  
 15  
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 17  
 18  
 19

**EXPLANATION**

CAPITAL LETTERS indicate matter added to existing law.  
~~Strikethrough~~ indicates matter stricken from existing law.  
Underlining indicates amendments.