

Annual Report Worksheet Reporting (Calendar) Year 2022

INSTRUCTIONS

Each Planning Commission/Board shall approve an Annual Report for the Reporting Year 2022 as required under [§1-207\(b\)](#) of the Land Use Article. In addition, this Annual Report shall be filed with the local legislative body and the Maryland Department of Planning (Planning), no later than July 1, 2022.

Local jurisdiction may use the attached template form or any of the previous Annual Report forms. The requirements have not changed for 2022. An optional survey is included in Section VII. We encourage all jurisdictions to consider responding.

Section I- New Residential Permits, and **Section II- Amendments and Growth Related Changes**, are required by all local jurisdictions.

Section III- Development Capacity Analysis, is required every three years.

Section IV- Locally Funded Agriculture Preservation, is required by Counties only.

Section V – Measures and Indicators, is required by jurisdiction reporting more than 50 new residential permits in Section I.

Section VI- Adequate Public Facility Ordinances, is required every two years by jurisdictions with adopted Adequate Public Facility Ordinances (APFOs).

Section VII – Planning Survey Questions is optional

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Section I: New Residential Permits Issued (Inside and Outside the PFA) (§1-208(c)(1)(i) and (c)(3)(ii))

(A) In Table 1, *New Residential Permits Issued (Inside and Outside the PFA)* below, enter the number of new residential building permits issued in calendar year (2020). Enter 0 if no new residential building permits were issued in 2022.

**Table 1: New Residential Permits Issued
Inside and Outside the Priority Funding Area (PFA)**

Residential – Calendar Year 2022	PFA	Non - PFA	Total
# New Residential Permits Issued	66	0	66

Section II: Amendments and Growth Related Changes In Development Patterns (§1-207(c)(1) and (c)(2))

Note: Growth related changes in development patterns are changes in land use, zoning, transportation capacity improvements, new subdivisions, new schools or school additions, or changes to water and sewer service areas.

(A) Were any new comprehensive plan or plan elements adopted? If yes, briefly summarize what was adopted Y N

(B) Were there any amendments to the zoning regulations or zoning map? If yes, briefly summarize each amendment, include a map, or GIS shapefile, if available. Y N

- **O-6-22 Medical Marijuana Ordinance** - For the purpose of allowing medical cannabis dispensaries in certain zoning districts within the City of Annapolis; adding a use subject to standards; adding certain definitions; and generally relating to medical cannabis dispensaries.
- **O-8-21 Dwellings above nonresidential uses in the PM District** - For the purpose of creating standards for dwellings permitted above the ground floor of nonresidential uses in the PM zoning district; and matters generally relating to regulation of such dwellings.
- **O-9-21 Accessory Dwelling Units** - For the purpose of establishing accessory dwelling units as an accessory use in certain zoning districts that allow single family dwelling units; establishing the use and bulk requirements for accessory dwelling units; providing an amnesty period; providing a definition; and establishing the procedural requirements for accessory dwelling units.
- **O-13-21 Urban Renewal Projects - Repeal** - For the purpose of repealing the Annapolis City Code provisions relating to urban renewal projects; providing provisions for the exercise of state law powers relating to development or redevelopment of certain property, including comprehensive renovation or rehabilitation; requiring the Affordable

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Housing and Community Equity Development Commission to review certain development projects; providing certain definitions, providing for the application of this Ordinance; providing that existing obligations or contract rights may not be impaired by this Ordinance; and generally relating to the repeal of such provisions.

- **O-16-21 Maintaining Chickens** - For the purpose of modifying the application and approval procedures for maintaining chickens; providing notice requirements; and generally relating to maintaining chickens.
- **O-32-21 Zoning Code - Use and Occupancy Permits** - for the purpose of providing procedures for the issuance of use and occupancy permits under the zoning codes; providing timelines for the approval of a permit; requiring a maintenance bond; and generally relating to the use and occupancy permitting process.
- **O-25-21 Waterfront Maritime Zoning Districts** - for the purpose of requiring certain annual reporting on maritime and non-maritime uses, modifying certain uses for Waterfront Maritime Zoning Districts, allowing uses in certain districts subject to standards
- **O-26-21 Emergency Ordinance - Recovery Zones and Temporary Uses** - For the purpose of extending the temporary uses and parking restrictions for outdoor seating at restaurants and outdoor shopping options for retail establishments authorized by certain Executive Orders;
- **O-34-21 Forest Conservation – Reforestation** - For the purpose of requiring reforestation in certain circumstances to maintain the City's current tree canopy percentage; and generally relating to reforestation requirements.
- **O-50-21 Moderately Priced Dwelling Units** - For the purpose of updating certain occupancy periods of Moderately Priced Dwelling Units; eliminating variations on defined terms; providing supplemental regulatory authority to the Director of Planning and Zoning; and generally relating to the Affordable Housing Trust Fund.

(C) Were there any growth related changes, including Land Use Changes, Annexations, New Schools, Changes in Water or Sewer Service Area, etc., pursuant to of the Land Use Article? If yes, please list or map and provide a description of consistency of internal, state or adjoining local jurisdiction plans

Y N

(D) Did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction? If yes, please list. Y N

- **Licensing and Permitting began accepting Digital Submissions**
- **Design and Test a migration from eTrakit to Energov by 2023**

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Section III: Development Capacity Analysis (DCA)(§1-208(c)(iii))

Note: MDP provides technical assistance to local governments in completing a development capacity analyses. Please contact your MDP regional planner for more information.

(A) Has an updated DCA been submitted with your Annual Report or to MDP within the last three years? Y N

1. If no, explain why an updated DCA has not been submitted, such as, no substantial growth changes, etc.

The City of Annapolis plans to submit an updated DCA in 2023 with its Comprehensive Plan update and provide updates every 3 years moving forward.

(B) Using the most current DCA available, provide the following data on capacity inside and outside the PFA in *Table 2, Residential Development Capacity (Inside and Outside the PFA)*:

Table 2: Residential Development Capacity (Inside and Outside the PFA)

Parcels & Lots w/ Residential Capacity	PFA	Non – PFA	Total
Residentially Zoned Acres w/ Capacity	4,177	0	4,177
Residential Parcel & Lots w/Capacity	10,343 Parcels	0	10,343 Parcels
Residential Capacity (Units)	16,751	0	16,751

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Section IV: Measures and Indicators ([§1-208\(c\)\(1\)](#))

Note: The Measures and Indicators, Section VII, is only required for jurisdictions issuing more than 50 new residential building permits in the reporting year, as reported in Table 1.

Table 4A: Amount of Residential Growth (Inside and Outside the PFA)

Residential – Calendar Year 2022	PFA	Non - PFA	Total
Total # Minor Subdivisions Approved	0	0	0
Total # Minor Subdivision Lots Approved	0	0	0
Total # Minor Subdivision Units Approved	0	0	0
Total Approved Minor Subdivision Area (Gross Acres)	0	0	0
Total Approved Minor Subdivision Lot Area (Net Acres)	0	0	0
Total # Major Subdivisions Approved	0	0	0
Total # Major Subdivision Lots Approved	0	0	0
Total # Major Subdivision Units Approved	0	0	0
Total Approved Major Subdivision Area (Gross Acres)	0	0	0
Total Approved Major Subdivision Lot Area (Net Acres)	0	0	0
Total # Units Constructed in Jurisdiction	98	0	98
Total # Units Demolished*	8	0	8
Total # Units Reconstructed/Replaced*	78	0	78

*Not required.

Table 4B: Net Density of Residential Growth (Inside and Outside the PFA)

Residential – Calendar Year 2022	PFA	Non – PFA	Total
Total # Units Approved (Major + Minor Subdivisions)	0	0	0
Total # Approved Lot Area (Major + Minor Subdivisions)	0	0	0

Table 4C: Share of Residential Growth (Inside and Outside the PFA)

Residential – Calendar Year 2022	PFA	Non – PFA	Total
Total # Units Approved (Major + Minor Subdivisions)	0	0	0
% of Total Units (# Units/Total Units)	0 %	0 %	0%

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Table 4D: Amount of Commercial Growth (Inside and Outside the PFA)

Commercial – Calendar Year 2022	PFA	Non - PFA	Total
Total Site Plan Area Approved (Gross Acres)	40.65	0	40.65
Total Building Square Feet Approved (Gross)	1,704,752	0	1,704,752
Total # New Permits Issued	6	0	6
Total Square Feet Constructed in Jurisdiction (Gross)	762,398	0	762,398

Table 4E: Net Density of Commercial Growth (Inside and Outside the PFA)

Commercial – Calendar Year 2022	PFA	Non – PFA	Total
Total Building Square Feet Approved (Gross)	1,183,825	0	1,183,825
Total Lot Size (Net Acres)	9.24	0	9.24

Table 4F: Share of Commercial Growth (Inside and Outside the PFA)

Commercial – Calendar Year 2022	PFA	Non – PFA	Total
Total Building Square Feet Approved (Gross)	1,183,825	0	1,183,825
% of Total Building Square Feet (Building Square Feet/Total Approved Square Feet)	0.447	0 %	0.447

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Section V: Adequate Public Facility Ordinance (APFO) Restrictions ([§7-104](#)) (Section VI is only required by jurisdictions with adopted APFOs)

Note: Jurisdictions with adopted APFOs must submit a biennial APFO report. The APFO report is due by July 1 of each even year and covers the reporting period for the previous two calendar years. APFO reports for 2020 and 2022 are due July 1, 2023. However, jurisdictions are encouraged to submit an APFO report on an annual basis.

(A) What is the type of infrastructure affected?

- **Police**
- **Schools**

(B) Where is each restriction located? (Identify on a map, including the PFA boundary.)

- **Eastport Elementary, Hillsmere Elementary, and Tyler Heights Elementary (Supplemental Map along) were restricted for a portion of 2022.**
- **Annapolis High School was over capacity in 2022 but not restricted. (The Annapolis APFO allows for out-of-area students attending the high school to not count toward the enrollment).**

(C) Describe the nature of what is causing each restriction.

Police - low staffing numbers

Schools - high enrollments at Eastport, Hillsmere, Tyler Heights Elementary, and Annapolis High Schools

(D) What is the proposed resolution of each restriction?

- **Policy Change (Police)**
- **Capital Improvement (Schools) – Hillsmere and Tyler Heights Elementary Schools**
- **Redistricting (Schools) – Annapolis High School and Eastport Elementary School**

(E) What is the estimated date for the resolution of each restriction?

Policy Change and Capital Improvements – Completed by early 2023

Redistricting - Planning begins in late 2024. Implementation anticipated by Summer 2026

(F) What is the resolution that lifted each restriction?

- **O-9-23 - Ordinance to allow police to allocate resources to suffice public safety**
- **Capital Improvement projects at Hillsmere and Tyler Heights Elementary Schools to expand capacity**

(G) When was each restriction lifted?

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2023

- (H) Additional Information. To help the Sustainable Growth Commission Statewide School Education Committee for School related restrictions:

The restricted schools were closed for a short period of time but are now open.

Annapolis High School will remain near capacity or over capacity for the foreseeable future until the redistricting plan is completed and implemented.

City of Annapolis and the Housing Authority of the City of Annapolis (HACA) are working jointly to revitalize and redevelop the city's largest public housing community Eastport Terrace/Harbour House through a major planning grant from the U.S. Department of Housing and Urban Development (HUD). As part of the redevelopment, the number of dwelling units will double from 357 to 714 to meet HUD mandates for financing. The substantial increase in households will likely impact Eastport Elementary and Annapolis High School which are close to capacity. Annapolis Middle School currently has ample capacity.

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Section VI: Planning Survey Questions (Optional)

The information provided can assist MDP and MDOT staff with identifying potential pedestrian/bicycle projects and project funding.

(A) Does your jurisdiction have a bicycle and pedestrian plan? Y N

1. Plan name Annapolis Bicycle Master Plan 2011
2. Date Completed (MM/DD/YR) 2011
3. Has the plan been adopted? Y N
4. Is the plan available online? Y N
5. How often do you intend to update it? (Every 10 years)
6. Are existing and planned bicycle and pedestrian facilities mapped? Y N

(B) Does your jurisdiction have a transportation functional plan in addition to your comprehensive plan? Y N

1. Plan name
2. Date completed (MM/DD/YY)
3. Has plan been adopted? Y N
4. Is the plan available online? Y N
5. How often do you intend to update it? (Every ____ years)

END

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Submitting Annual Reports and Technical Assistance

- (A) Annual Reports may be submitted via email (preferred) to david.dahlstrom@maryland.gov or one copy may be mailed to:

Office of the Secretary
Maryland Department of Planning
301 W. Preston Street, Suite 1101
Baltimore, Maryland 21201-2305
Attn: David Dahlstrom, AICP

- (B) Annual Reports should include a cover letter indicating that the Planning Commission has approved the Annual Report and acknowledging that a copy of the Annual Report has been filed with the local legislative body. The cover letter should indicate a point of contact(s) if there are technical questions about your Annual Report.
- (C) You may wish to send additional copies of your Annual Report directly to your MDP Regional Planner or School Board Facilities Planner.
- (D) If you need any technical assistance in preparing or submitting your reports, our Regional Planners are available to assist you. Regional Planner contact information can be found at: Planning.Maryland.gov/OurWork/local-planning-staff.shtml
- (E) Copies of this Annual Report worksheet and links to legislation creating these Annual Report requirements can be found on the Maryland Department of Planning website: Planning.Maryland.gov/YourPart/SGGAnnualReport.shtml
- (F) If you have any suggestions to improve this worksheet or any of the annual report materials, please list or contact David Dahlstrom at david.dahlstrom@maryland.gov.