

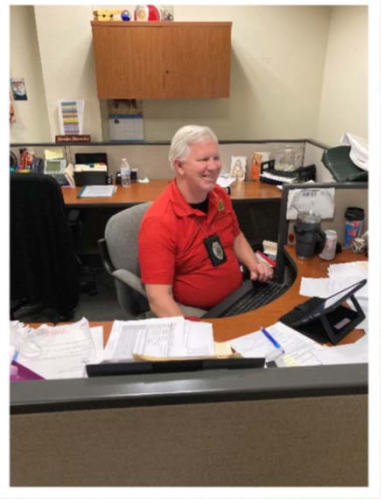
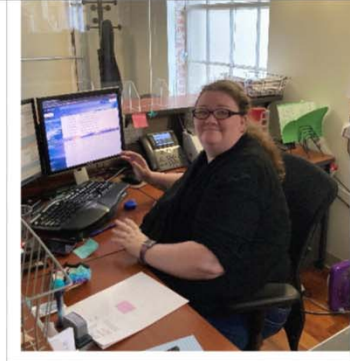
# Department of Planning and Zoning

## FY 2022 Operating Budget

Sally Nash, Director

April 21, 2021





Hard at work through a hard year

# Department of Planning and Zoning—Existing

Community  
Development  
Division

Comprehensive  
Planning Division

Current Planning  
and  
Development  
Review Division

Economic  
Development  
Division

Historic  
Preservation  
Division

Licenses and  
Permits Division



# Personnel Detail

Director and  
Administrative Staff  
5 FTE  
2 PTE Contractual

Community  
Development Division  
One FTE

Comprehensive Planning  
Division  
2 FTE

Current Planning and  
Development Review  
Division  
5 FTE  
Including Urban Forester

Economic Development  
Division  
2 FTE

Historic Preservation  
Division  
2 FTE  
One PTE Contractual

Licenses and Permits  
Division  
13 FTE  
2 PTE Contractual





# Department of Planning and Zoning—*Proposed*

Comprehensive  
Planning  
Division

Current  
Planning and  
Development  
Review Division

Economic and  
Community  
Development  
Division

Historic  
Preservation  
Division

Licenses and  
Permits Division



# Personnel Detail—*Proposed*

Director and  
Administrative Staff  
5 FTE  
2 PTE Contractual

Comprehensive  
Planning Division  
2 FTE

Current Planning and  
Development Review  
Division  
5 FTE

Economic and  
Community  
Development Division  
4 FTE

Historic Preservation  
Division  
2 FTE  
One PTE Contractual

Licenses and Permits  
Division  
13 FTE  
2 PTE Contractual





## **Low Income Housing Specialist**

**Department: Planning and Zoning**

**Pay Grade: A10**

**FLSA Status: Non-exempt**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made, as legally required, to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually listed in this job description.*

### **JOB SUMMARY**

Acts as an affordable housing developer for the City of Annapolis to promote, expand and match housing options for low income residents utilizing federal and state initiatives and funding sources to meet those needs.

### **ESSENTIAL JOB FUNCTIONS**

- Coordinates with non-profit and for-profit developers; interprets, applies and explains City, State and Federal policies and procedures related to affordable housing and funding sources; analyzes proposed projects to recommend the best use of limited affordable housing resources;
- Supports the activities of the Community Development Administrator in all aspects of affordable housing and Low Income Housing Tax Credit (LIHTC) projects
- Manages the City's MPDU program
- Prepares and monitor project budgets, cash flow projections, and project schedules including contract compliance throughout the development process as needed. The specialist will perform site inspections of affordable housing projects
- Initiates and maintains professional relationships with outside entities and stakeholders



## Community Development Division

- ▶ Administration of federal and state grants
- ▶ Implementation of neighborhood revitalization plans
- ▶ Administration of the Moderately Priced Dwelling Unit Program
- ▶ Technical assistance on affordable housing

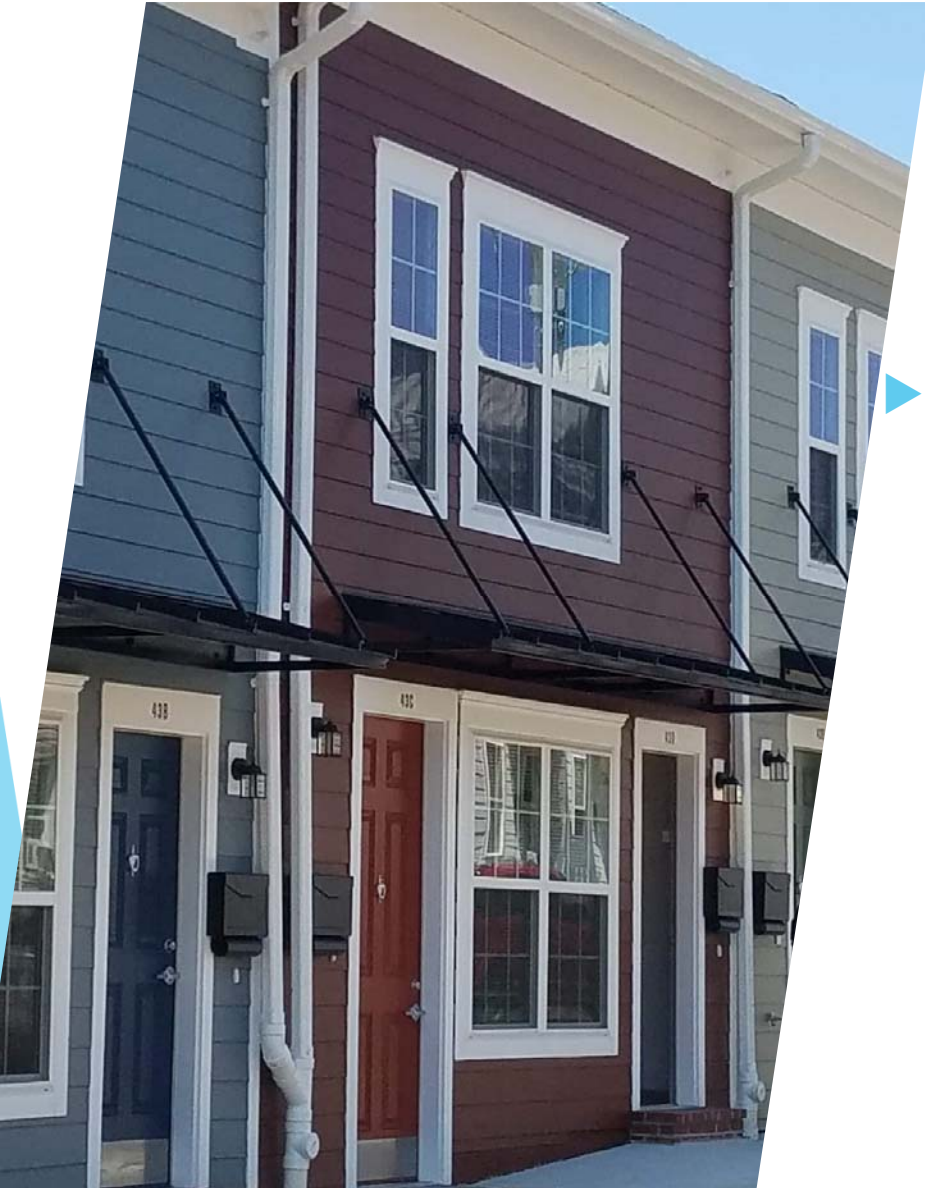






## Community Development Division Goals

- ▶ Improve the quality of existing homeowner housing
- ▶ Improve quality of existing affordable rental units
- ▶ Increase homeownership opportunities for low- to moderate-income households
- ▶ Maintain financial support for employment training programs
- ▶ Increase awareness of the Moderately Priced Dwelling Unit (MPDU) Program



## Improve quality of existing affordable rental units

- ▶ Objective: Provide support to affordable housing developers/owners and public housing authorities to rehabilitate housing units that are rented to low- and moderate-income tenants
- ▶ Benchmark: 154 rental housing units rehabilitated
- ▶ Performance Measure: Number of rental housing units rehabilitated

To Date  
FY21: On track

## Increase homeownership opportunities for low to moderate-income households

- ▶ Objective: Provide funds to acquire and rehabilitate vacant buildings for homeownership for low- and moderate-income households
  - ▶ Benchmark: Funds provided to support rehabilitation of one vacant housing unit
    - ▶ Performance Measure: Number of vacant housing units rehabilitated
- ▶ Objective: Provide settlement expense assistance to eligible households to purchase a home
  - ▶ Benchmark: Ten low-moderate households provided direct financial assistance to cover settlement costs for a new home
    - ▶ Performance Measure: Number of low-moderate households that are provided with direct financial assistance for settlement costs to purchase a new home

To Date  
FY21: 0

To Date  
FY21: 8





## Maintain financial support for employment training programs



- ▶ Objective: Support and encourage job training opportunities, including GED preparation, computer skills training, job search, and career pathways
- ▶ Benchmark: Funding provided to support training for 50 persons
  - ▶ Performance Measure: Number of persons supported through funded workforce training programs





# Increase awareness of the Moderately Priced Dwelling Unit (MPDU) Program

- ▶ Objective: Work with the City's Public Information Officer (PIO) to develop and implement a public awareness campaign for the MPDU program
  - ▶ Benchmark: Develop and implement a public awareness campaign
    - ▶ Performance Measure: Public awareness campaign implemented
- ▶ Objective: Revise and update *Policies and Procedures Manual* and City website
  - ▶ Benchmark: Updated *Policies and Procedures Manual* and City website
    - ▶ Performance Measure: *Policies and Procedures Manual* and City website are updated



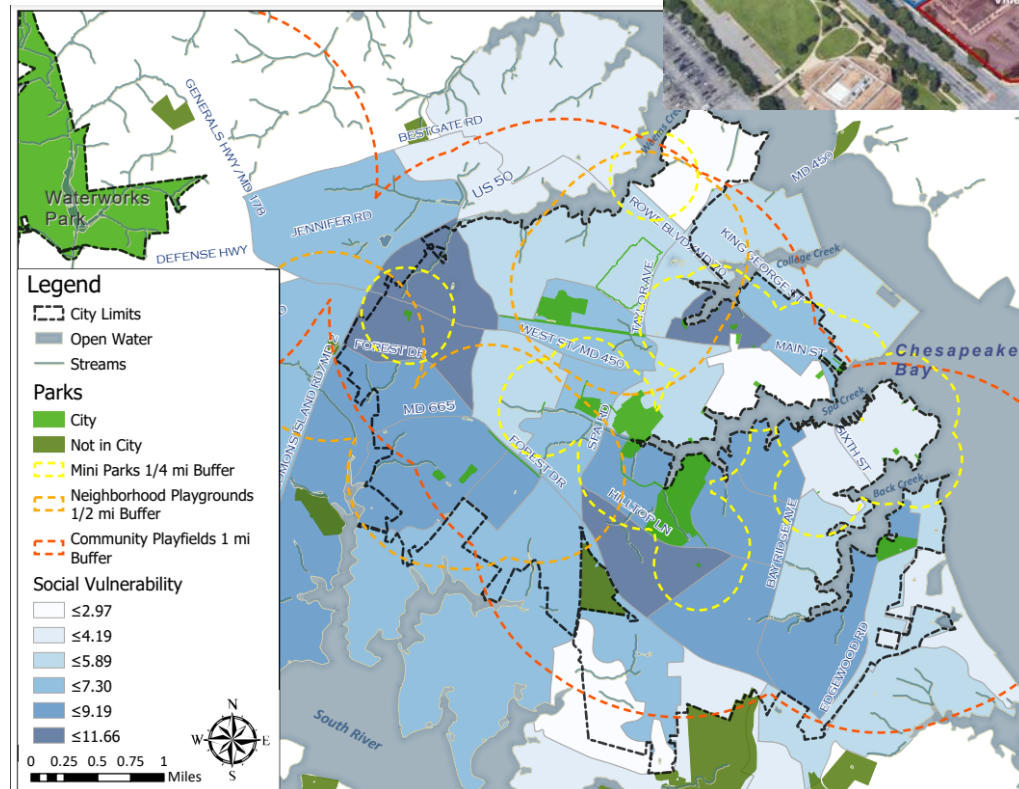
To Date  
FY21:



To Date FY21:  
On hold

# Comprehensive Planning Division

- ▶ Long-range planning activities
- ▶ Special land use and fiscal analyses
- ▶ Traffic and transit related studies



# Comprehensive Planning Division Goals

- ▶ Ensure land use plans that shape the appearance of the community balance private and community interests and protect public investment and valued resources
- ▶ Ensure zoning code requirements are clear, accessible, and easy to understand
- ▶ Ensure the Capital Improvement Program (CIP) is consistent with City land use plans



Ensure land use plans that shape the appearance of the community balance private and community interests and protect public investment and valued resources

- ▶ Objective: Use community collaboration and visioning to update the 2009 Comprehensive Plan
  - ▶ Benchmark: Adoption of updated plan by City Council following collaboration with residents from all eight City Council Wards
  - ▶ Performance Measure: Number of City Council Wards represented during collaboration in the updated comprehensive planning process





## Ensure zoning code requirements are clear, accessible, and easy to understand

- ▶ Objective: Improve information available online by adding "how to" videos to the City's Planning and Zoning website
  - ▶ Benchmark: Post one video per month
    - ▶ Performance Measure: Number of videos posted each month
- ▶ Objective: Clarify and simplify the zoning code with public input and monitoring of success
  - ▶ Benchmark: One new piece of legislation clarified every two months
    - ▶ Performance Measure: Number of ordinances introduced each month that make clarifying amendments to the zoning code

To Date  
FY21:

To Date  
FY21:

## Ensure the Capital Improvement Program (CIP) is consistent with City land use plans

- ▶ Objective: Include a statement in the CIP for each project that indicates the land use plans with which the project is consistent
  - ▶ Benchmark: 100% of capital projects identify the related land use plans
    - ▶ Performance Measure: Percentage of capital projects that identify the related land use plans
- ▶ Objective: Standing Committees participate in CIP steering committee
  - ▶ Benchmark: 100% attendance by standing committee members at CIP meetings
    - ▶ Performance Measure: Number of CIP meetings attended by standing committee members

To Date  
FY21:

To Date  
FY21:



# Current Planning and Development Review Division

- ▶ Coordinating the review of development proposals
- ▶ Enforcing the zoning ordinance
- ▶ Processing building permits, subdivisions, special exception uses and zoning variances.
- ▶ Environmental Protection



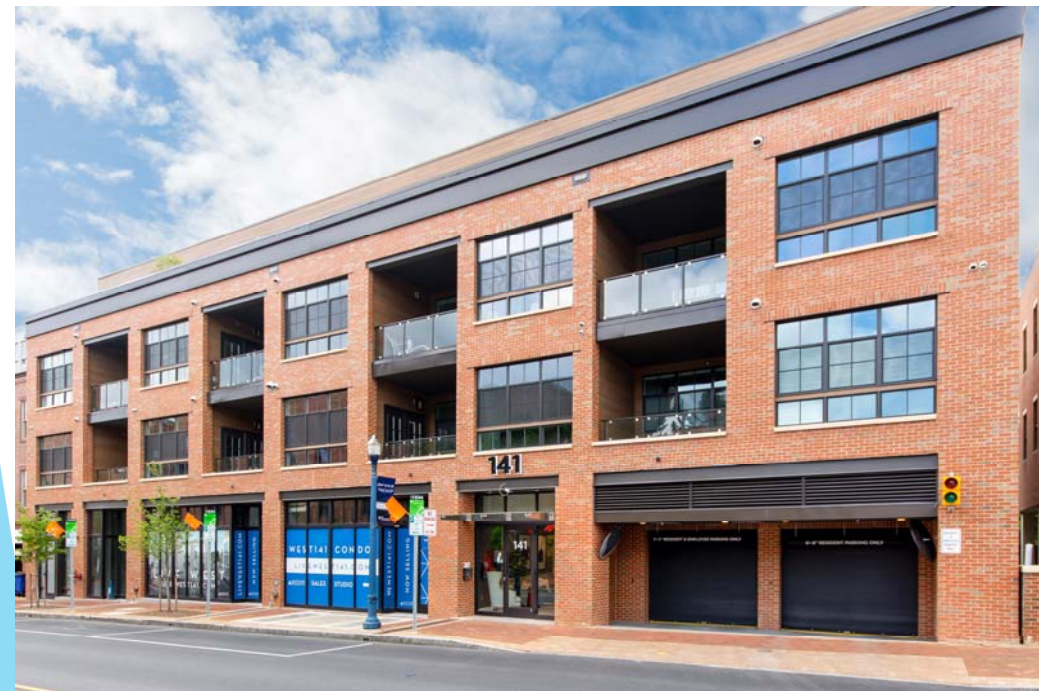
# Current Planning and Development Review Division Goals

- ▶ Ensure quality design and development review
- ▶ Support technical assistance for neighborhood revitalization
- ▶ Ensure application for a development project is complete in a timely fashion so the applicant can make deadlines for public hearings and agency review
- ▶ Increase City's Urban Tree Canopy (UTC)





# Ensure quality design and development review



- ▶ Objective: Update forms and guidelines to ensure greater public access to the development review process
- ▶ Benchmark: Update two forms and sets of guidelines per month
- ▶ Performance Measure: The number of forms and guidelines updated each month

21

To Date  
FY21: ✓



# Support technical assistance for neighborhood revitalization

- ▶ Objective: Maintain adequate staff having necessary and diverse skills

- ▶ Benchmark: Staff participates in one training activity per division per month

- ▶ Performance Measure: The number of training opportunities attended per month by staff in each division



Ensure application for a development project is complete in a timely fashion so the applicant can make deadlines for public hearings and agency review

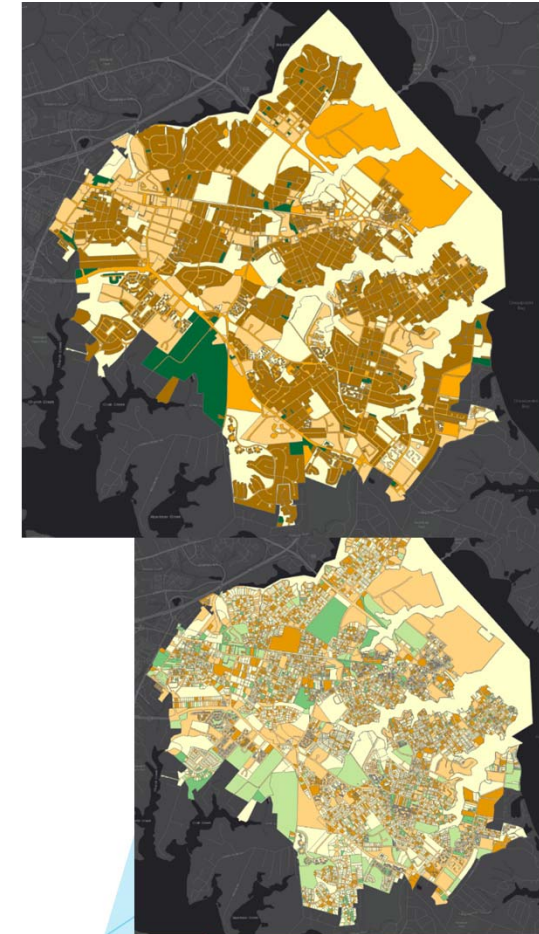
- ▶ Objective: Improve monitoring, tracking and reporting for major developments
- ▶ Benchmark: Review 100% of project applications for completeness within three days of receipt
- ▶ Performance Measure: Percentage of project applications reviewed for completeness within three days of receipt



To Date  
FY21: 72%

# Increase City's Urban Tree Canopy (UTC)

- ▶ Objective: Plant new trees and retain existing trees and forests to meet urban tree canopy goal of 50% by 2036
  - ▶ Benchmark: Plant and retain maximum amount of tree cover at development sites, retain contiguous forest and connective tree corridors wherever possible; protect the health of existing trees; include street trees along paths, sidewalks, and streets.
    - ▶ Performance Measure: Increase tree canopy by .54% a year



To Date  
FY21:



## Economic Development Division

- ▶ Improve the Annapolis community's economic well being and quality of life
- ▶ Attract, create, and retain jobs
- ▶ Foster a resilient tax base as well as an inclusive economy.







## Economic Development Division Goals

- ▶ Facilitate a positive business climate for the recruitment of businesses to Annapolis
- ▶ Raise the profile of Annapolis for the recruitment of businesses to the city.
- ▶ Facilitate a positive business climate for the retention of Annapolis businesses
- ▶ Serve as a resource and as a conduit to City Government for the Annapolis business community.



## Facilitate a positive business climate for the recruitment of businesses to Annapolis

- ▶ Objective: Establish an Annapolis Ambassadors Program
  - ▶ Benchmark: Recruit 5-10 business owners or executives to serve as Ambassadors when businesses are considering relocating to the city
    - ▶ Performance Measure: Number of business owners and executives that have signed up for the Ambassador program

To Date  
FY21:

## Raise the profile of Annapolis for the recruitment of businesses to the city

- ▶ Objective: Enhance the image of Annapolis as a great place to launch or grow a business
  - ▶ Benchmark: Complete four business recruitment missions per year
    - ▶ Performance Measure: Number of business recruitment missions completed



28

To Date  
FY21: ✓



## Facilitate a positive business climate for the retention of Annapolis businesses

- ▶ Objective: Retain existing businesses and jobs while heading off potential vacancies
  - ▶ Benchmark: Complete five site visits to existing businesses per month in order to offer support and stay abreast of any potential challenges
    - ▶ Performance Measure: Number of site visits completed per month

29

To Date  
FY21:



Serve as a resource and as a conduit to City Government for the Annapolis business community.

**Town Hall - LIVE! 4PM Thursday**  
Facebook & YouTube & CoA-TV



Mayor  
Gavin  
Buckley



OEM Dir.  
Kevin  
Simmons



w/Stephen  
Rice  
Manager, Economic  
Development



Ask Questions in the Comments on Facebook Live! at 4PM on March 26, 2020



- ▶ Objective: Assist the various needs of the local business community to help facilitate their success
- ▶ Benchmark: Provide business assistance to 20 businesses per month
- ▶ Performance Measure: Number of businesses assisted per month

To Date FY21: 27.2 a month on average



## Historic Preservation Division

- ▶ Review exterior changes in the Annapolis Historic District
- ▶ Administer the tax credit program
- ▶ Provide support to the Historic Preservation Commission (HPC)





## Historic Preservation Division Goal

- ▶ Ensure preservation of historic district





## Ensure preservation of historic district

- ▶ Objective: Make the Historic Preservation Commission (HPC) public hearing process informative, understandable, and successful
  - ▶ Benchmark: 90% of Public Hearing applications each month approved as opposed to incomplete or denied.
    - ▶ Performance Measure: Percentage of public hearing applications approved each month



To Date  
FY21: 100%

MSA SC 4247-1-1

## Ensure preservation of historic district

- ▶ Objective: Communicate with the applicant/property owner to resolve violations quickly
  - ▶ Benchmark: 100% of violations resolved or enforced within 90 days
    - ▶ Performance Measure: Percentage of violations resolved or forwarded to the Office of Law for enforcement within 90 days



To Date  
FY21: 90%





## Ensure preservation of historic district

- ▶ Objective: Provide technical assistance resources for property owners and contractors on the HPC web page

▶ Benchmark: Add six new informative links about historic preservation issues to the web per year.

- ▶ Performance Measure: Number of new links added to the HPC webpage

To Date  
FY21: ✓





## Licenses and Permits Division

- ▶ Licenses and inspects all rental housing to ensure safe and sanitary living conditions.
- ▶ Licenses contractors doing business in the City and
- ▶ Inspects and enforces zoning and building regulations





## Licenses and Permits Division Goals

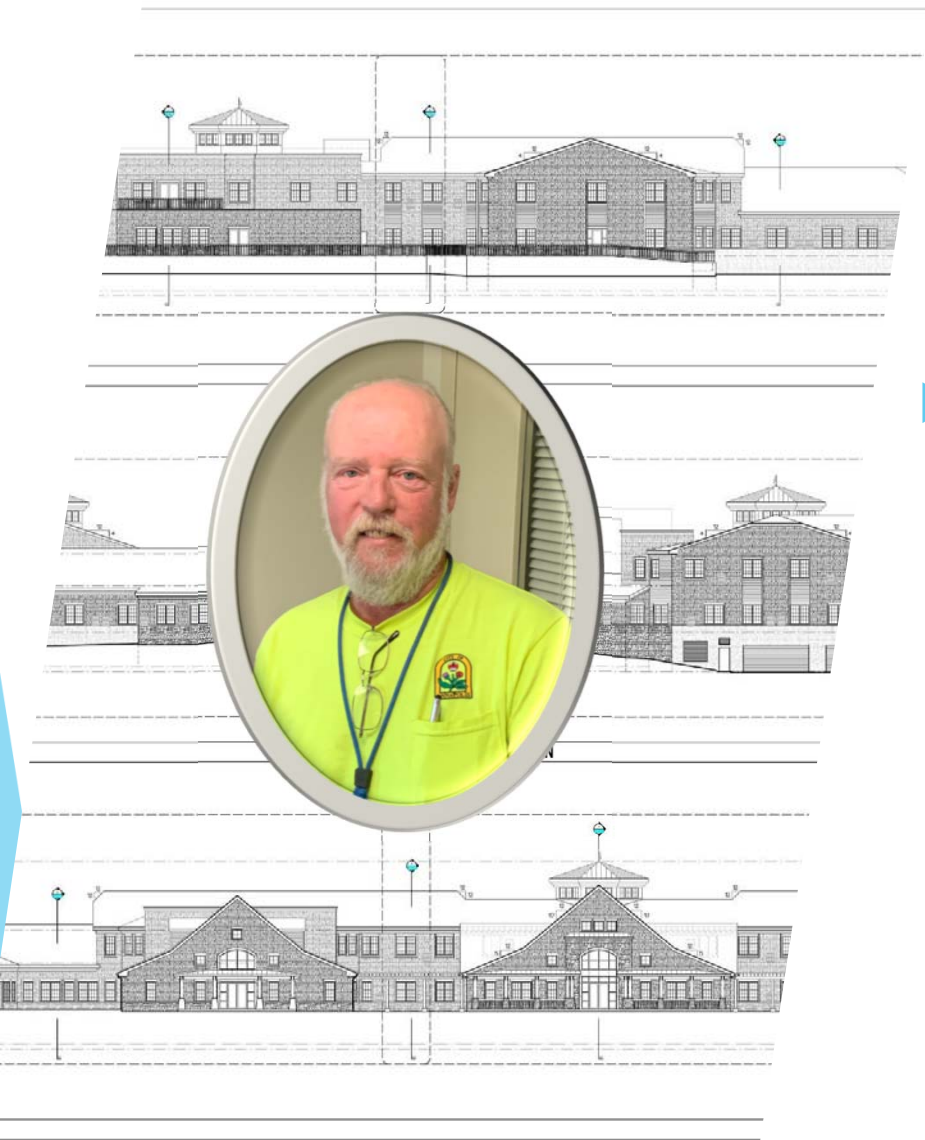
- ▶ Ensure customer satisfaction with review process
- ▶ Ensure safe, sanitary rental housing conditions



## Ensure customer satisfaction with review process

- ▶ Objective: Review applications for completeness in a timely manner
  - ▶ Benchmark: Initiate review of 100% of applications within 3 days of receipt
  - ▶ Performance Measure: Percentage of application reviews initiated within 3 days of receipt

To Date  
FY21: 84%







## Ensure safe, sanitary rental housing conditions

- ▶ Objective: Investigate alleged code violations promptly
  - ▶ Benchmark: 100% of alleged code violations investigated within three days of being reported
  - ▶ Performance Measure: Percentage of reported alleged code violations investigated within three days of being reported

39

To Date  
FY21: 36%

# FY2022 Long-Term Goals

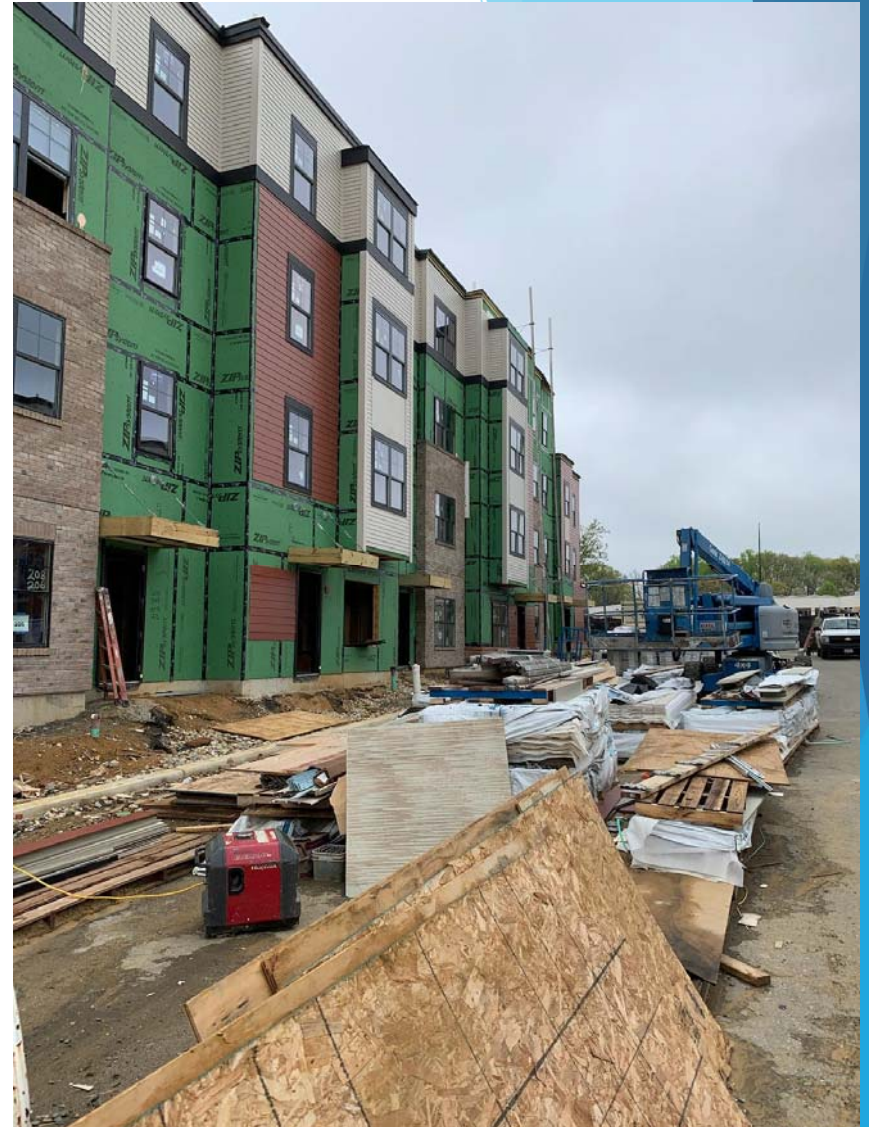
- ▶ Housing Goals
- ▶ Community Engagement Goal
- ▶ Economic Development Goal
- ▶ Cultural Resources Goal
- ▶ Historic Resources Goal
- ▶ Code Enforcement Goal
- ▶ Environmental Goal





# FY2022 Long-Term Goals

- ▶ Housing Goals
  - ▶ Ensure all rental units are safe and sanitary
  - ▶ Increase the stock of affordable housing for rent and ownership

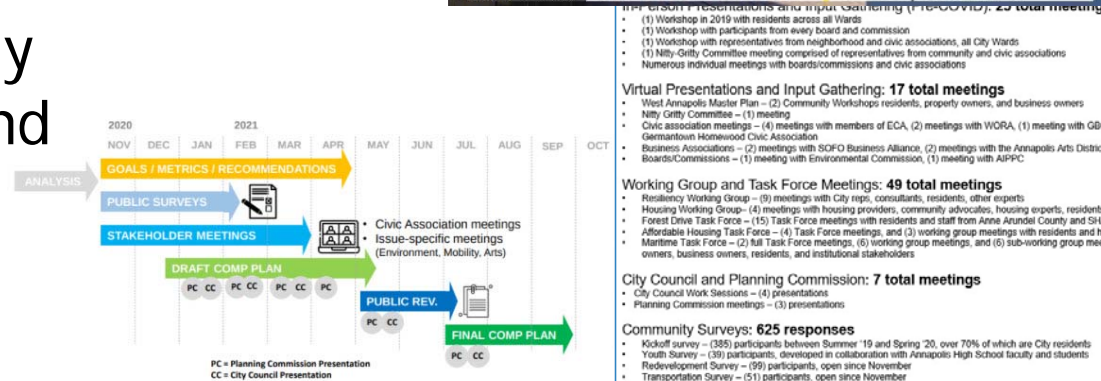


# FY2022 Long-Term Goals

- ▶ Community Engagement Goal
  - ▶ Use innovative techniques to do public outreach and obtain citizen participation for studies and projects impacting future growth, development, redevelopment, and quality of life (parking, traffic, land use, and zoning analysis)



	Timeframe
Forest Drive / Eastport Sector Study Task Force	Complete in February
Affordable Housing Task Force	Complete in March
Maritime Task Force	Complete in May
Annapolis Conservancy Greenway Survey and Mapping	Complete in February
Update Public Facilities Ordinance	Ongoing
Eastport Terrace / Harbor House Choice Neighborhood Master Plan	TBD



## FY2022 Long-Term Goals

- ▶ Economic Development Goal
  - ▶ Support and catalyze an inclusive and resilient local economy by increasing local business and minority business participation in the City procurement process



## FY2022 Long-Term Goals

- ▶ Cultural Resources Goal
  - ▶ Protect and catalog all archaeological artifacts currently in City storage units





## FY2022 Long-Term Goals

- ▶ Historic Resources Goal
  - ▶ Ensure that City-owned historic properties receive the highest levels of maintenance standards according to the Historic Preservation Commission Guidelines as examples of best practice to property owners through a program managed by a staff collections manager





## FY2022 Long-Term Goals

- ▶ Code Enforcement Goal
  - ▶ Ensure all development complies with City and applicable State zoning and building codes

# FY2022 Long-Term Goals



## ▶ Environmental Goals

- ▶ Increase opportunities to plant street trees and enhance green spaces throughout the City in a manner that promotes equity and appreciation of nature.



# FY2022 Budget

## General Fund

Planning and Zoning	FY2021 Projected	FY2022 Proposed
Salaries and Benefits	\$3,822,200	\$4,023,000
Contractual Services	178,000	196,000
Supplies and Other	422,200	223,100
Capital Outlay	520,000	--
<i>Total Expenditures</i>	\$4,942,400	\$4,442,800





# Fiscal Year 2021 Major Accomplishments

Awarded a \$438,340 grant for a joint resiliency planning grant, partnering with NSA Annapolis and Anne Arundel County from the Department of Defense Office of Local Defense Community Cooperation.

Awarded a \$224,000 grant for a Maryland Bikeways project from MDOT.

Facilitated approval of over 20 pieces of legislation related to the Department of Planning and Zoning.

Oversaw Community Legacy Funding of improvements to the Universal Lodge #14, Pleasant Street Sewer Line Relining, and initial design of the Robert Eades Park.

Oversaw Community Development Block Grant funding for annual program as well as an additional \$429,297 for Covid-19 relief.

Completed Five Year Housing and Community Development Consolidated Plan

Worked with Pennrose and HACA to approve Newtowne 20 redevelopment.

Maintained same level of service for permit and plan review despite pandemic.

Initiated the West Annapolis Sector Study and the Maritime Task Force as components of the Comprehensive Plan.

Assisted the Affordable Housing Task Force with data collection and policy development.

Participated in the Forest Drive/Eastport Sector Study Task Force.

Participated in the Baltimore Regional Fair Housing Group, led by the Baltimore Regional Council and completed the Analysis of Impediments to Fair Housing.

Developed the Annapolis Small Business Recovery Task Force (SBRTF) Report that involved input from over 500 businesses.

Consolidated more than 138 artifact boxes from storage to AACO Cultural Resources Division thus enabling consolidation of the storage units from 3 units to 2 units and saving the City \$400/month or \$4800/year.

Facilitated Planning Commission approval Park Place Hotel

Launched a Small Business Recovery Hub/Shop Local Map for residents and visitors, assisting hundreds of small local businesses during the pandemic.

Helped managed 11 Recovery Zones across the City and generally serve as a key resource to business.

# Thank you

