



City of Annapolis

DEPARTMENT OF PLANNING AND ZONING

145 Gorman Street, 3rd Floor, Annapolis, Maryland 21401

Chartered 1708

Annapolis 410-263-7961 • FAX 410-263-1129 • MD Relay (711)

MEMORANDUM

TO: Rules Committee

FROM: Sally Nash, Acting Director, Department of Planning and Zoning *SN*

RE: Planning and Zoning Proposed Budget FY2015 Information

DATE: April 24, 2014

The Department of Planning and Zoning has prepared supplemental information for the Rules Committee's consideration. Please find attached:

1. Spreadsheet of Planning and Zoning budget, with notes (p. 1)
2. Spreadsheet of proposed fees and estimated revenue (pp. 2-3)
3. Previous submission to Finance Committee, dated April 1, 2014 (pp. 4-18)

Planning and Zoning	Current Scenario with Annotation as of April 16, 2014	FY2014	Proposed FY2015	Difference \$	Difference %
Salaries and Benefits					
	Salaries	1,012,562.63	826,002.76	(186,559.87)	-18.42%
	Main Street Program (MAP) Salary (FY14 and FY15 Enhancement): MAP part-time contract employee is responsible for marketing, communications and outreach to business and property owners within the MainStreets district. Duties include: Maintaining Main Street information database and distribution lists and production of weekly eblast, marketing flyers & banners, and other promotional materials	25,000.00	25,000.00	-	0.00%
	Subtotal Salaries	1,037,562.63	851,002.76	(186,559.87)	-17.98%
	Benefits	312,646.42	281,964.32	(30,682.10)	-9.81%
	Subtotal Salaries and Benefits	1,350,209.05	1,132,967.08	(217,241.97)	-16.09%
Operating					
542010 Supplies					
	Supplies	19,472.00	16,472.00	(3,000.00)	-15.41%
	Postage		2,148.00	-	
	Copier		2,000.00	-	
534010 Postage		2,148.00	Moved to supplies		
542050 Copier		2,000.00	Moved to supplies		
	Subtotal Supplies + Postage + Copier	23,620.00	20,620.00	(3,000.00)	-12.70%
534020 Telephone		650.00	660.00	10.00	1.54%
571000 Training		10,110.00	8,110.00	(2,000.00)	-19.78%
524040 R&M		2,190.00	2,190.00	-	0.00%
534050 Advertising		1,000.00	1,000.00	-	0.00%
555050 Special Programs					
	Sector Studies and other Comprehensive Plan Implementation	25,000.00	15,000.00	(10,000.00)	-40.00%
	Consolidated Plan (FY15 Enhancement): Required by HUD every 5 years for Community Development Block Grant funding	-	35,000.00	35,000.00	100.00%
	Subtotal Special Programs	25,000.00	50,000.00	25,000.00	100.00%
530800 Contract Services					
	HPC Consultants: Architects, archaeologist, and other experts needed to advise the HPC and Chief of Historic Preservation	15,000.00	15,000.00	-	0.00%
	Heritage Commission: This commission advises HPC Chief on and facilitates the development of programs and activities that increases public awareness, appreciation and preservation of the cultural heritage of the City of Annapolis	5,000.00	5,000.00	-	0.00%
	Arts & Entertainment District: Funding the City provides to support this District, which offers tax incentives and benefits to artists living in the designated area.	25,000.00	15,000.00	(10,000.00)	-40.00%
	Annapolis Historic Landmark District Cultural Landscape Survey & Report (CLR) (FY15 Enhancement): This study will document the cultural landscape of the downtown Historic District and be the primary tool for long-term management of that landscape. Information about the historical development, significance, and existing character of the Historic District cultural landscape is also valuable for enhancing interpretation and maintenance		100,000.00	100,000.00	100.00%
	Redevelopment Assistance (FY14 and FY15 Enhancement): This is a retainer for development assistance for such matters as public/private partnerships (P3), creative financing tools, negotiation and real estate development	20,000.00	20,000.00	-	0.00%
	MAP (FY14 and FY15 Enhancement): The City provides MainStreets Annapolis with a fee for services which allows for the contracting of a communications coordinator to maintain the a MAP website, a weekly eblast, promotional materials and media coordination for such projects as the Pocket Park, MRE/Annapolis Tug-O-War, Navy Birthday Breakfast, Business Legacy Awards, Military Bowl and other local, city promoted neighborhood business district events.	12,500.00	12,500.00	-	0.00%
	MAP (FY15 Enhancement) (2): Funded twice in proposed FY2015 (at level funding and as enhancement)		12,500.00	12,500.00	100.00%
	MAP Salary (FY15 Enhancement) (2): Funded twice in proposed FY2015 (at level funding and as enhancement)		25,000.00	25,000.00	100.00%
	Subtotal Contract Services	77,500.00	205,000.00	127,500.00	164.52%
	Subtotal Operating	140,070.00	287,580.00	147,510.00	105.31%
	Total	1,490,279.05	1,420,547.08	(69,731.97)	-4.68%
		Question One	Salary	Benefits	Total
		Chief of Current Planning	122,192.40	41,516.72	163,709.12
		Senior Planner	61,474.68	18,442.40	79,917.08
		Total	183,667.08	59,959.12	243,626.20

Department of Planning and Zoning Revenue FY15

Current Fees Proposed to Be Changed and New Fees April 24, 2014

Current Fees Proposed to Be Changed

(Internal comments and explanations blue)

Code Reference	Type of Fee	Current	Proposed	Comment	Projected Annual Revenue <small>(Estimated based on last six years)</small>	Possible Annual Revenue with Growth	Rank
21.12.020	Record Plat as part of Special Exception or Planned Development	\$170.00	\$500.00	(Based on review of other State and local district fees. AA County is \$350)	\$990	\$1,980	10
21.22.040	Site Design Plan Review – Preliminary	\$200.00	\$1,000	for 1 to 9 lots Includes Subdivision	\$11,000	\$22,000	4
			\$2,000	All others			
			-Plus \$30 per acre	(Based on review of other state and local district fees)			

New Fees

Code Reference	Type of Fee	Current	Proposed	Comment	Projected Annual Revenue (Estimated based on last six years)	Possible Annual Revenue with Growth	Rank
21.22	Site Inspection	\$0.00	\$115 per hour	Minimum of \$115 (Includes site analysis, bond reduction inspections and similar. Amount is in the range of DNEP fees for inspections)	\$8,510	\$17,020	9
21.22.040	Site Design Plan Review – Major (Over 5,000 sf building)	\$0.00	\$2,800	(New tier of Major Site Design Plan Review for large buildings)	\$16,800	\$33,600	3
			-Plus \$280 per half- acre				
21.22.110	Site Design Plan Review – Major, Revision	\$0.00	\$500	(AA Co. charges \$250 for revision plus the applicable process fees)	\$5,000	\$10,000	7
21.22.110	Site Design Plan Review – Subdivision Revision	\$0.00	\$500	For 1 to 9 lots (See comment re AA County above for comparison)	\$2,000	\$4,000	8
			\$1,000	All others			
			-Plus \$30 per acre				
21.24.070	Planned Unit Development – Preliminary Review	\$0.00	\$1,000	For 1 to 9 lots	\$10,000	\$20,000	1
			\$2,000	All others			
			-Plus \$30 per acre	(For costs associated for conceptual reviews, meetings and work sessions prior to the official application submittal)			
21.24.120	Planned Unit Development -Revision	\$0.00	\$500	For 1 to 9 lots (See comment re AA County above for comparison)	\$4,000	\$8,000	5
			\$1,000	All others			
			-Plus \$30 per acre				
21.54	Simplified Buffer Management Plan	\$0.00	\$60.00	(Equivalent to tree permit fees charged by DNEP)	\$2,460	\$3,690	6
21.56	HPC Tax Credit Application	\$0.00	\$25 to \$1,000	Based on 1/2% of the cost of work Minimum of \$25 fee and maximum of \$1,000 (Average approx. 25/year)	\$3,180	\$4,770	2

Total Estimated Revenue	\$63,940	\$125,060
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DEPARTMENT OF PLANNING AND ZONING

145 Gorman Street, 3rd Floor, Annapolis, Maryland 21401

Chartered 1708 Annapolis 410-263-7961 • FAX 410-263-1129 • MD Relay (711)

MEMORANDUM

TO: Finance Committee
FROM: Sally Nash, Acting Director, Department of Planning and Zoning
RE: Planning and Zoning Proposed Budget FY2015 Information
DATE: April 1, 2014

The Department of Planning and Zoning has prepared supplemental information for the Finance Committee's consideration. Please find attached:

1. Budget Presentation text (emailed previously)
2. Information for the FY 2016-2020 Consolidated Plan (\$35,000 allocated as an enhancement)
3. Information on Historic Preservation Division Funding (including funded enhancements)
4. Workload for Current Planning Staff



City of Annapolis
DEPARTMENT OF PLANNING AND ZONING

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Budget Presentation
Department of Planning and Zoning
April 1, 2014
Finance Committee

1) What is the difference between the FY 14 adopted budget and the FY 15 proposed budget?

The largest difference between the two budgets is the salary/benefits line. It is proposed that one filled position and one vacant position are eliminated for a total savings of \$217,241.97 (a decrease of 16.09% in cash and an 18% cut in personnel).

The changes to our operating budget include:

- Supplies cut by \$3,000 (a 13% reduction)
- Training and Education cut by \$2,000 (a 20% reduction)
- Special Programs cut by \$10,000 but given a one-time \$35,000 enhancement so that the Chief of Community Development can hire a consultant to produce HUD required consolidated plan. This plan is required to be completed every 5 years in order to be eligible for \$1.25 million in federal funds. This is a net increase of \$25,000 compared to FY2014
- Contract Services—Net increase of \$127,500 from \$77,500 (included Main Streets Annapolis Program funding)
 - ◆ Main Streets Annapolis Program on-going enhancement funded at the same level for a total of \$37,500 (\$25,000 for salary for Main Streets Coordinator and \$12,500 for the organization)
 - ◆ Arts and Entertainment District funding cut by \$10,000 to \$15,000
 - ◆ Cultural Landscape Report enhancement funded at \$100,000

2) How does this impact the services you provide?

The mission of the Planning and Zoning Department is to promote a sustainable city by preserving, protecting and enhancing the integrity, fabric, and character of the natural and built environment; to provide timely delivery of general and specialized counsel and support to the City's policy makers; to provide housing, and support services to our low and moderate income citizens; and to provide these services in a fully collaborative and transparent manner.

There is no doubt that the proposed cuts will greatly impact this mission.

If we lose the Chief of Current Planning position and the Senior Comprehensive Planner, our core services will need to be reduced by a corresponding amount. Current Planning presently has a total of 4 positions, and

Comprehensive Planning presently has a total of 2 positions (one vacant). Therefore, these cuts would have an immeasurable and devastating effect on these divisions in terms of personnel.

The Chief of Current Planning does much more than supervise the three planners in the Current Planning Division. He is an integral part of the work and functioning of this division, handling the majority of all major development review with oversight on the remainder. Staff would only be able to absorb the loss of this position with major code changes—greatly reducing the amount of site design that is required for planned developments, special exceptions, subdivisions, and residential structures in our neighborhood conservation districts. We would also need to adopt by reference the state’s critical area law, which is less restrictive than our own, and eliminate the detailed review of sign and fence permits.

Furthermore, existing projects that are being reviewed by the Chief of Current Planning would need to be reassigned and that loss of expertise and institutional knowledge would greatly handicap and hamper the review process.

The Senior Comprehensive Planner is also essential for fulfilling the mission of the department. Without this position, and funding, the comprehensive plan cannot be implemented and no additional sector studies (beyond the almost-completed West Annapolis Sector Study) can be undertaken. Additionally, the department would not be able to engage in special studies and projects that look at the impact of future growth, development, redevelopment and quality of life. This would include studies such as the Citizens Committee to Review Alcoholic Beverage Laws (CCRABL) and the Wayfinding Master Plan.

The positions contribute to the high quality of life that we have in Annapolis and are essential to department’s mission.

Other cuts in our operating budget will mean that we will not be able to attend training classes or regional meetings. We won’t be able to hire consultants to assist on complex projects. We will not be able to obtain the proper amount of supplies. And, we will not be able to go on site visits if we cannot be reimbursed for mileage—we don’t have access to a City vehicle. We will also not be able to continue to provide free printing and copying to the Fire Marshal’s Office.

More importantly, we will not be able to keep up with our currently level of work, especially our high level of site design plan review and our comprehensive planning.

In 2006, Planning and Zoning had 17 full-time positions, one of which was a contract position. 14 of those positions were professional staff, 3 were administrative. Currently, we have 11 full-time positions (2 administrative, 7 filled professional staff, and 2 vacant professional staff positions). This is 35% fewer staff positions compared to 2006. If we lose two more positions, that would be a 47% decrease in staff over a 7-year period. We lost four positions in the layoffs of 2010. Other departments that were cut in 2010 have been able to add back most, if not all, of those lost positions. Even though the economy has improved and building permit applications are regionally recovering to the 10-year average point, Planning and Zoning has not added any staff.

3) Staying within the budget constraints, what other alternatives would you recommend?

It is true that when you look at the Planning and Zoning organizational chart, it looks like we have a lot of coaches and not a lot of players. This is first of all a nomenclature issue, and secondly, a result of the personnel cuts that the department has absorbed over the past four years. Our coaches are a lot more like players than coaches—they do their share and more of the work and are always out on the field, rather than on the sidelines.

For the sake of comparison, the City of Rockville has 61,209 people (At approximately 38,620, Annapolis is about 63% that size). Their Chief of Planning supervises 9 staff including the Zoning Administrator, Principal Planner, and and Historic Preservationist (our division would be 1/3rd that size under the proposed budget). Their Chief of Long Range Planning has 4 staff members (our division would be 1/4th that size under the proposed budget). The Rockville Chief of Community Development (Housing Specialist) has 2 staff members. Therefore, Rockville has 17 professional staff members, not counting any administrative staff or the Director and Assistant Director (Planning and Zoning is combined with the Building Permits Department). The Annapolis FY2015 proposed budget for Planning and Zoning has 9 total staff.

Through the work of our department we assist residents and businesses in articulating a vision of the community and work to achieve and sustain this vision. We do this by engaging civic leaders, business interests and citizens in a manner that helps them play a meaningful role in Annapolis' future.

We hope to continue to be able to fulfill this mission and vision in the future.



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April 1, 2014

MEMORANDUM

TO: Sally Nash, Acting Director of Planning and Zoning
FROM: Theresa Wellman, Chief of Community Development
RE: FY 2016 – 2020 Consolidated Housing and Community Development Plan

The Consolidated Plan is a five-year housing and community development plan, which the U.S. Department of Housing and Urban Development (HUD) requires for local governments to receive funding from the Community Development Block Grant Program (CDBG). The City will be spending \$35,000 on a plan, which results in approximately \$1,250,000 in federal grant funds. In addition, HUD is strongly encouraging the City to develop a new “Analysis of Impediments to Fair Housing” (AI). The current AI was completed in 2006. Staff expects that the \$35,000 in funding will cover both requirements.

The city must submit the new plan to HUD May 2015 to cover FY 2015 - 2020. Because of HUD citizen participation and consultation requirements, it takes approximately 10 - 12 months to complete the plan. Thus, the consultant must start the process by July 2014 to meet the HUD deadline. HUD is also requiring grantees to use a new software package to prepare the plan. The city has hired consultant to prepare this plan in the past because the city does not have staff resources to do the work.

The plan must contain the following components:

Citizen Participation Process: Lead Agency, Citizen Participation, Community Consultation, Consultation with Units of Local Government and the State, Summary of Public Comments and Responses

Community Profile: Housing Needs Assessment, Housing Needs, Homeless Needs, Needs of Special Populations, Public Housing Residents Needs, Lead-Based Paint Hazards

Housing Market Analysis: Stock of Rental and Homeownership Housing, Public Housing, Homeless Shelters/Facilities and Services, Assisted Housing, Housing and Services for Special Needs Populations

Strategic Plan: Overview, Affordable Housing Activities, Homeless Persons Activities, Special Populations Activities, Community Development Activities

Other Requirements: Address Barriers to Affordable Housing, Fair Housing, Lead Based Paint, Antipoverty Strategy, Institutional Structure/Coordination, Public Housing

Monitoring



City of Annapolis
Historic Preservation Division
Department of Planning & Zoning
 145 Gorman Street, 3rd Fl
 Annapolis, MD 21401-2535

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 Deaf, hard of hearing or speech disability - use MD Relay or 711

M E M O R A N D U M

Date: April 1, 2014
To: Finance Committee
From: Lisa Craig, Chief of Historic Preservation
Subject: HPD Program Funding – Mayor’s Proposed FY2015 Budget

The following items are included in the FY2015 Mayor’s Proposed Budget for Contractual Services through the Historic Preservation Division. All items, excluding the Cultural Landscape Survey & Report are annual contractual services as necessary to operate the programs administered by the Historic Preservation Division.

HPC Consulting Services

\$15,790

- Pre-qualified through a Request for Qualifications Process
- Meeting professional preservation standards, a number of consultants are retained on an as need basis for service to the Historic Preservation Commission and Staff in the following areas of expertise: archaeology, architecture, architectural history, history, structural engineering, construction, masonry, and landscape architecture.

Annapolis Heritage Commission

\$5,000

- In FY2015 \$3,000 will be allocated for Emancipation Day Celebration Activities with remainder of funding to be used on 4th Annual Living Landmarks Awards and development of a *Walk Annapolis: Scavenger Hunt for History (Parole or Eastport)* brochure for Maryland Day

Cultural Landscape Survey & Report

\$100,000

- As referenced in the adopted / amended City Dock Master Plan
- Serves as the principle treatment document for the cultural landscape of downtown Historic District and the primary tool for long-term management of that landscape
- Requires a professional preservation consulting firm knowledgeable and experienced in assessing cultural landscapes in historic seaport communities.
- Qualified firms already pre-qualified through the Historic Preservation Division’s Request for Qualifications process.

MainStreets Annapolis Partnership

\$37,500

- Partnership program between the City of Annapolis and the non-profit MainStreets Annapolis Partnership established to:
 - 1) Facilitate sustainable economic growth, 2) improve the quality of life for residents, 3) preserve the historic and natural character of the National Historic Landmark District and traditional neighborhood business districts and 4) promote an authentic Annapolis experience for visitors
- MAP annual budget for 2014 is \$91,700 with \$30,000 in grants \$37,500 in City Funding and \$24,200 in cash sponsorships, donations and in-kind support

- Must provide a full-time equivalent employee and a volunteer board
- Lisa Craig serves as Executive Director (½ time toward FTE)
- Karen Theimer Brown, who is professionally qualified in historic preservation and non-profit management serves as contract staff to ensure full FTE. Ms. Brown coordinates:
 - 1) MAP Board & Committee management
 - 2) Hazard Mitigation Planning for business are in the Historic District
 - 3) Business Seminars & Assessments
 - 4) MAP/City activities (ie Tug-O-War, Navy Birthday Breakfast, Pocket Park, Business Legacy Awards, Military Bowl)
 - 5) State reporting on jobs created, businesses opened, promotional activities, redevelopment investment, etc.
 - 6) Grants writing and reporting
 - 7) Website/Eblast Communications consultant

Arts & Entertainment District

\$15,000

- This State certified program is managed for the West Street corridor by the Anne Arundel Arts Council in support of the artists, businesses and entertainment venues within the District.



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SALLY NASH, PhD, AICP
ACTING DIRECTOR

April 1, 2014

MEMORANDUM

To: Sally Nash, PhD, AICP
Acting Director

From: E. Thomas Smith, Jr., RLA
Chief of Current Planning

Re: Workload as Projected for FY2015 Budget

1. Current workload--the number of active projects now in and their status:

ORDINANCES

- O-1-14 – Deeming conforming those single-family attached dwellings lawfully existing on June 20, 1994, in the C1A Special Conservation Residence District
- O-3-14 – Allowing greater density for certain HACA properties located in the R3 General Residence District
- O-6-14 – Address seasonal outdoor sales
- O-X-14 – Bulk regulation adjustments for educational institutions

ANNEXATIONS

- R-X-14 and O-X-14 – Annapolis Business Plaza: petitioners working on annexation agreement to be resubmitted

VARIANCES

- 210 Annapolis Street – Anne Arundel County Public Schools setback variances for proposed renovation and expansion of West Annapolis Elementary School, approved awaiting BOA written Opinion
- 29 Locust Avenue – Reduction to front yard setback for a proposed porch addition, pending revisions
- 101 Old Crossing Lane – Variances to lot size to allow reconfiguration of 6 existing lots of record, staff review
- 7 Southgate Court – Variance to waterway yard and Buffer Management Plan to allow replacement with new single-family dwelling, scheduled for Board of Appeals
- 220 Chesapeake Avenue – Variances to lot size and setbacks to allow a proposed 2-lot subdivision, appealed to Circuit Court
- 725 Springdale Avenue – Variance to front setback to allow second floor addition to an existing single-family dwelling, approved awaiting permit submission

SPECIAL EXCEPTIONS

- 142 Dock Street – Special Exception for a delicatessen, sent out for agency review
- 1730 West Street – Tate Office Building, final site, bond and use & occupancy inspections
- 101 West St. – 7-Eleven to modify current approval to add outdoor services

- 935 Spa Road – Modification to existing special exception use to allow a canopy to be constructed over the existing fuel pumps at the DPW Facilities, public notice posting
- 300 Second Street – Administrative approval for interior renovations, permits to be submitted
- 107 Hillsmere Drive – Smokehouse; pre-application meeting for special exception with live entertainment
- 179 Main Street – Fox’s Den, preparing for utility hookup
- 36 Market Street – Chipotle, project appealed to the Court of Appeals
- 163 Duke of Gloucester Street -- Banneker Douglas, special exception approved, permit review

SUBDIVISIONS

- Rodgers Heights – Owner working on plat modifications relative to setbacks
- 719 Chester Avenue – Proposed 3 lot subdivision requires demolition of existing structure and Eastport SDP for 3 new single-family dwellings, included Buffer Management Plan
- 1-3 Hynson Place – Numerous site compliance issues while under construction
- Genessee Street – Under construction, modification to tree replacement has been requested
- 505 Oaklawn – existing structure demolished, revisions requested to the grading permit
- 306 Washington Street. – Administrative plat to adjust three existing lots and common use right-of-way
- Banneker Lance – Lot 171 Kingsport, modify existing conservation easement
- Terrapin Station, 9-lot Major Subdivision, currently on hold

SITE DESIGN

- 400 Sixth Street. – Blackwall Hitch under construction; site and use & occupancy inspections
- 213 West Street – Uptown at Murry Hill townhouse and single-family units, bond inspections
- 1790 Virginia Avenue – one-story addition to allow Cross Fit use expansion
- 225 Severn Avenue – Eastport SDP for redevelop exist 4 unit nonconforming structure into a single-family dwelling
- West Annapolis Elementary School – Renovation and expansion, setback variances approved, Site Design in agency review
- Phoenix School – Renovation and expansion, under construction
- Annapolis Elementary School -- Renovation and expansion, under construction
- 10 Eastern Avenue – Eastport SDP for single-family expansion, waiting permit submittal
- 31 Eastern Avenue – Eastport SDP for major renovation and expansion to single-family, setback variances approved, in agency review
- 526 Fourth Street – Davis’ Pub, SDP & permit approval to replace office/storage building
- 306 Washington Street – Eastport SDP for major renovation and expansion to single-family, agency review
- 317 First Street – Eastport Yacht Club expanded club house and site, bond inspections
- 311 First Street – Severn Sailing Association expansion, bond inspections
- 122 Chesapeake Ave. – Eastport SDP replace existing single-family, under construction
- 322 State Street – Eastport SDP for new single-family dwelling, pending outcome of demolition
- 211 Lockwood Court – Buffer Management Plan for new single-family dwelling, staff review
- 2018 West Street – Minor SDP for alterations to car dealership, agency review
- 610 Burnside Street – Eastport SDP for alterations to existing house and garage, agency review
- 707 Chesapeake Avenue – Eastport SDP for garage addition, permit approval
- 1503 Forest Drive – Proposed new retail/office building, approved, awaiting permit submission
- 415 Monterey Ave – Proposed new single-family dwelling, grading permit review
- Monticello Avenue Street-end – SDP for construction of elective stormwater management within the street-end park, agency review
- West Annapolis Shopping Center – Taylor Avenue, façade and site renovations, agency review
- 2696 Masque Farm Road – Buffer management, new accessory structure and pier access
- 1029 Smithville Street – Rooftop cellular antennas, requires County and historical review

- Ellen O. Moyer Nature Park – Consistency report for Critical Area Commission to allow invasive removal
- Truxtun Park – Consistency report for Critical Area Commission for proposed Nature Play space
- 723 Second Street – Buffer management plan for 100 ft. buffer disturbance to allow a viewing platform
- 607 Taylor Avenue – Graul’s Market installation of diesel generator and trash compactor

PLANNED DEVELOPMENT

- Griscom Square - 12 single-family units at the intersection of Tyler Ave. and Bay Ridge Ave.; permit(s) submission
- Obery/College Creek Terrace Phase II – Under construction, site, bond and use & occupancy inspections
- Obery/College Creek Terrace Phase III – Permit issued, extension letters provided and construction set to begin
- Boucher Landing – Under construction with on-going building permit review with site and occupancy inspections
- Spa Gate redevelopment at entrance to MD Hall -- Under construction with on-going building permit review with site and occupancy inspections
- Sailors Quay/Washington Sq. – Bond inspections, developer to submit revision allowing use changes from commercial to residential on Lot 8 (considered a major planned development revision)
- Village Greens of Annapolis – Celebree Learning Center, minor modification to special exception, grading permit approved, building permit review
- Village Greens of Annapolis – Live-work and townhouse modifications-90 units, under construction
- Aris Allen/Rocky Gorge – PD & plat approved, grading permit final review; future bldg. permit review
- Kingsport – HOA to amend community recreation area, review of conservation easement to allow request at minor modification
- Reserve at Quite Waters – Old Annapolis Neck Rd., 158 unit development, appealed to court of appeals but applicant preparing APF and engineering for water, sewer and road improvement
- Aris Allen/Rocky Gorge – PD & plat approved, grading permit final review; future bldg. permit review
- Timothy Gardens – Monument Street, 28 unit RPD to redevelop existing Section 8 housing, approved waiting for permit submission
- Enclave on Spa – 36 Townhouse units, RPD approved, waiting record plat and permit submission
- Primrose Hill – Milkshake Lane, 28 unit RPD, forest conservation and conceptual site plan review
- Bembe Beach (Rodgers Property) – Bembe Beach Road, 44 unit townhouse RPD, agency review
- Woods/Brew Property – Forest Drive, 10 unite RPD, forest conservation and conceptual site plan review
- Harbor House – Request to add a daycare center, meeting office of law to determine major or minor modification

BUILDING PERMITS

The total number of permits Current Planning received for review during the last four years averages approximately 1,400 permits per year. The total number of project Current Planning received for review during the last four years has significantly increased from 172 during 2010 to 478 during 2013.

Use permits during the same two time periods, increased from 88 to 105

CRITICAL AREA REQUIREMENTS

- Production of Quarterly Reports and Grant Requests
- Attendance at Quarterly Meetings
- Attendance at Informational and Training Meetings

CRITICAL AREA NEW BUFFERREGULATIONS

- Revision and development of Buffer Management Plan forms

- Critical Area Commission request for City of Annapolis Buffer Management Procedures
- Development of handouts/packages to explain regulations to citizens/applicants
- Development and presentation of recent buffer regulation changes to local professionals
- Discussion and development of City Code changes needed to meet new Buffer regulations and other recent Critical Area regulation amendments
- Discussion and development of process to be used in TrakIt system to address new regulations
- Development of evaluation and process of expanding the 100' Buffer due to hydric or highly erodible soils using GIS data and NCRS information
- Discussion and development for inspection and enforcement of new buffer establishment requirements

ON-SITE VISITS/INSPECTIONS/MEETINGS DUE TO CRITICAL AREA REGULATIONS

- Load varies as need arises. Expect on average, 3 - 4 per week

Current site visits:

- Chesapeake Harbour – Awaiting response from legal council
- 49 Windwhisper – Owner completed mitigation for previous violation
- 215 Schley – Owner in violation and unresponsive to letters, Office of Law assistance requested
- 607 Creek View – Owner in violation and unresponsive to letters, Office of Law assistance requested

WALK-INS, PHONE CALLS AND APPOINTMENTS FOR PROJECT/ZONING QUESTIONS

Varies, but has significantly increased in the past six to eight months. Some days this is only work accomplished! Average appointments including walk-ins that need substantial time is 14 - 20 per week.

OTHER

- 164 Main St. – Admin. Approval for restaurant modifications; property posted
- 43 Lafayette Avenue – Use determination based upon revisions to pending building permit
- 871 Highland Avenue – Nonconforming use determination to allow two units, additional documents requested
- 1204 Tyler Avenue – Nonconforming use determination of three units, additional documents requested
- 112 Annapolis Street – Request for alternative parking standards
- 161 West Street – Parking waiver to allow proposed new residential building, awaiting additional information
- Spa Road Maintenance Facility – Critical Area consistency report, in RFP stage
- Admiral Heights Stream Restoration -- Critical Area consistency report, in RFP stage
- Truxtun Park – Zipline conceptual proposal, recommend Rec & Parks Director discuss with neighboring Alderman
- 11 South Acton Place – Major redevelopment of single-family, appealed to circuit court
- 518 Burnside Street – R2-NC demolition denial, appealed to Board of Appeals
- 33 Eastern Avenue – Preliminary review for Eastport SDP for building addition
- 1125 Spa Road – Conceptual review for 25 unit RPD
- 18 Eastern Ave. – Bond inspection
- 201 S. Southwood Ave. – Grading inspection
- Spa Creek Trail – City encroachment issues, ongoing review

2. Projected workload--anticipated in the next six months

- Crystal Spring Farm – Katherine Prop., mtg. w/contract purchaser to discuss zoning process for PD to include CCRC village center w/retail & office and market rate homes; currently reviewing forest conservation and conceptual site plans
- Hayes Annexation – Dorsey Drive, conceptual RPD review for townhouse development
- Aris T. Allen annexation – petitioners looking to submit an annexation amendment with new agreement

- Hopkins Warehouse – Fourth Street & Chesapeake Avenue, conceptual review for new mixed-use retail and residential development
- Sarles Marina/Petrini Shipyard – Boucher Avenue & State Street, conceptual redevelopment of both existing boatyards into one boatyard master plan
- Eastport Shopping Center – Bay Ridge Avenue, conceptual redevelopment adding structured parking, urban retail and residential units
- 41 Spa Rd. – Old Arundel Rug site, concept review for 4-5 story office over retail bldg.
- Park Place – Review & analysis of City Code w/regard to future uses instead of performing arts center, possible 150,000 s.f. of FAR available
- Park Place – Conceptual review for additional residential units
- Bay Village – Forest Drive, concept review for new standard restaurant
- Jefferson Place – Inner West St. prior S.E./SDP submittal for 105 units over retail; new owner U.A. mtg's to review possible new development
- 15 Lee Street – Preliminary meeting to discuss adaptive reuse of the existing building
- Samaras annexation – Pre-application meeting to discuss process for reactivation of annexation petition
- 91 Main Street – Special exception for food service use, preliminary meeting
- Bembe Beach Marina – zoned WMI existing dwelling and boat storage proposed redevelopment
- 2010 West Street – Vacant 4.7 acre parcel zoned BCE, conceptual multifamily project
- 209 Chinquapin Round Road – 2.3 acre site zoned BCE, conceptual new commercial building
- 1803-1833 West Street – 3.4+ acres zoned BCE, conceptual design for redevelopment of entire block
- 1790 Virginia Street – .9 acre parcel zoned I1, subdivision for new commercial building
- 236 Admiral Drive – 7.48 acre parcel zoned R1, potential planned development
- 11-17 Monticello Avenue – .5 acres zoned MX/R2, conceptual special mixed planned development
- 160 Acton Road – .72 acres zoned R2/LDA Non-BEA, proposed 3 new SFDs on existing lots of record
- Spa Rd/Hilltop Lane – 2 acre parcel zoned R3, potential multifamily project
- 945 Bay Ridge Road – .9 acre parcel zoned PM2, Lot 1 of Bay Village, proposed revision to the approved Site Design
- 979 Bay Village Drive – 6.3 acre parcel zoned R1, Lot 4 of Bay Village, potential residential planned development
- S. Edgewood Road – .5 acre parcel zoned PM2, approved awaiting new commercial building permit
- 7416 Edgewood Road – zoned WMI, Buffer Management Plan to expand on-land boat storage
- 7310 Edgewood Road – Jabin Property zoned WMI, Buffer Management Plan to expand on-land boat storage
- 7074 Bembe Beach Road – Port Annapolis zoned WMI, concept for new maritime building
- 1813 Bay Ridge Avenue – SPCA Property zoned R2/LDA, concept for expansion of animal shelter
- 1000 Madison Place – 1.9 acre site zoned R2, currently multifamily, potential demo and replacement with SFD subdivision
- 310½ Sixth Street – AYC annex zoned WME, expansion to add pool and parking
- 161 West Street – West Village Phase II zoned MX, revision to change approved retail/office building to a retail/residential building
- 24 Spa View Circle – Zoned R2/IDA BEA, Buffer Management Plan to expand existing residence
- 225 Severn Avenue – Zoned R2-NC, proposal to renovate multifamily structure into a single-family dwelling
- 401 First Street – Zoned R2-NC, rebuild previously existing two-family dwelling
- 518 First Street – Zoned R2-NC, meetings to review for total demolition and new single-family dwelling
- 100 Eastern Avenue – Zoned R2-NC, meeting regarding total demolition and redevelopment
- 1½ Eastern Avenue – Zoned R2-NC, meeting regarding total demolition and new single-family dwelling
- 17 Eastern Avenue – Eastport SDP, major renovations to exiting single-family dwelling
- 301 Chesapeake Avenue – Eastport SDP, rear addition, requires variance to setbacks

- 520 Fourth Street – Zoned R2-NC, meeting regarding total demolition and new single-family dwelling
- 319 Chester Avenue – Zoned WME, conceptual subdivision to separate existing two-family residential from marina
- 431 Burnside Street – Eastport SDP for alterations to existing single-family dwelling
- 319 Washington Street – Zoned R2-NC, conceptual demolition and constructing 2 new single-family dwellings on existing lots of record
- 916 Windsor Avenue – Zoned R2/LDA, proposed additions to existing house
- 147 Jefferson Street – Zoned R2, proposed new single-family dwelling
- 1019 Tyler Avenue – Zoned R2, proposed 3 lot subdivision
- 1218 Marda Lane – Zoned R2, proposed 2 new single-family dwellings on existing lots of record
- 6 Bunche Street – Zoned R3, proposed new single-family dwelling
- Rosemary Street – Zoned R3/LDA, 5 vacant lots proposed for 5 new single-family dwellings
- South Villa Avenue – Zoned R2/LDA, proposed new single-family dwelling
- 1 Norwood Road – Zoned R1A/LDA, revision to approved plans for new single-family dwelling
- 413 Schley Road – Zoned R1/LDA, proposed addition to existing house, variances to setback and/or steep slopes required
- 329 Dewey Drive – Zoned R1/LDA, major renovation or new single-family, meeting regarding subdividing property into two lots.
- Porter Drive, Lot B – Zoned R1/LDA, proposed new single-family dwelling on existing lot of record

3. Special projects working on and anticipate working on in the next fiscal year

- Zoning Maps update
- Critical Area maps update
- Re-write of the city's Critical Area regulations
- Zoning Code corrections
- TRAKiT System Administrator
- GIS Power User workgroup
- EMRT Blue Team
- Critical Areas quarterly meetings
- Outer West Street Sector Study – assist w/study & design work related to redevelopment of the Outer West Street and Parole areas

4. Thoughts concerning the effects of the proposed layoff on the functioning of the division

The 25% reduction in current planning staff has will create a backlog of work as both old projects previously on-hold and new project have flooded in. Fear is that review will slow to the pace of 10 years ago whereby reviews lagged approximately 9 weeks behind. Additional fear with attempting to keep up is a drop in quality control whereby permit and design mistakes can be quite costly. However, the loss of the Chief of Current Planning truly equates to larger than a 25% reduction as the Chief handles all major project, development review. This expertise cannot simply be replaced with those staff having limited experience with large, complicated development projects. His two decades plus of building relationships with developers, community groups, environmentalists, land-use attorneys, architects and engineers, can never be replaced.

The layoff of the Chief of Current Planning will cause strife and confusion to both the staff and applicants. Project processing will be delayed for specific cases that are being and to be handled by Mr. Smith, Crystal Spring in particular. The distribution of his work along with the increase in workload due to the cyclical and economic rebound is already beginning to have a negative impact on processing time.

Citizens, civic groups, developers, applicants, City Board and Commissions members and other professionals have expressed their dismay by the choice of the individual proposed to be laid off. They are

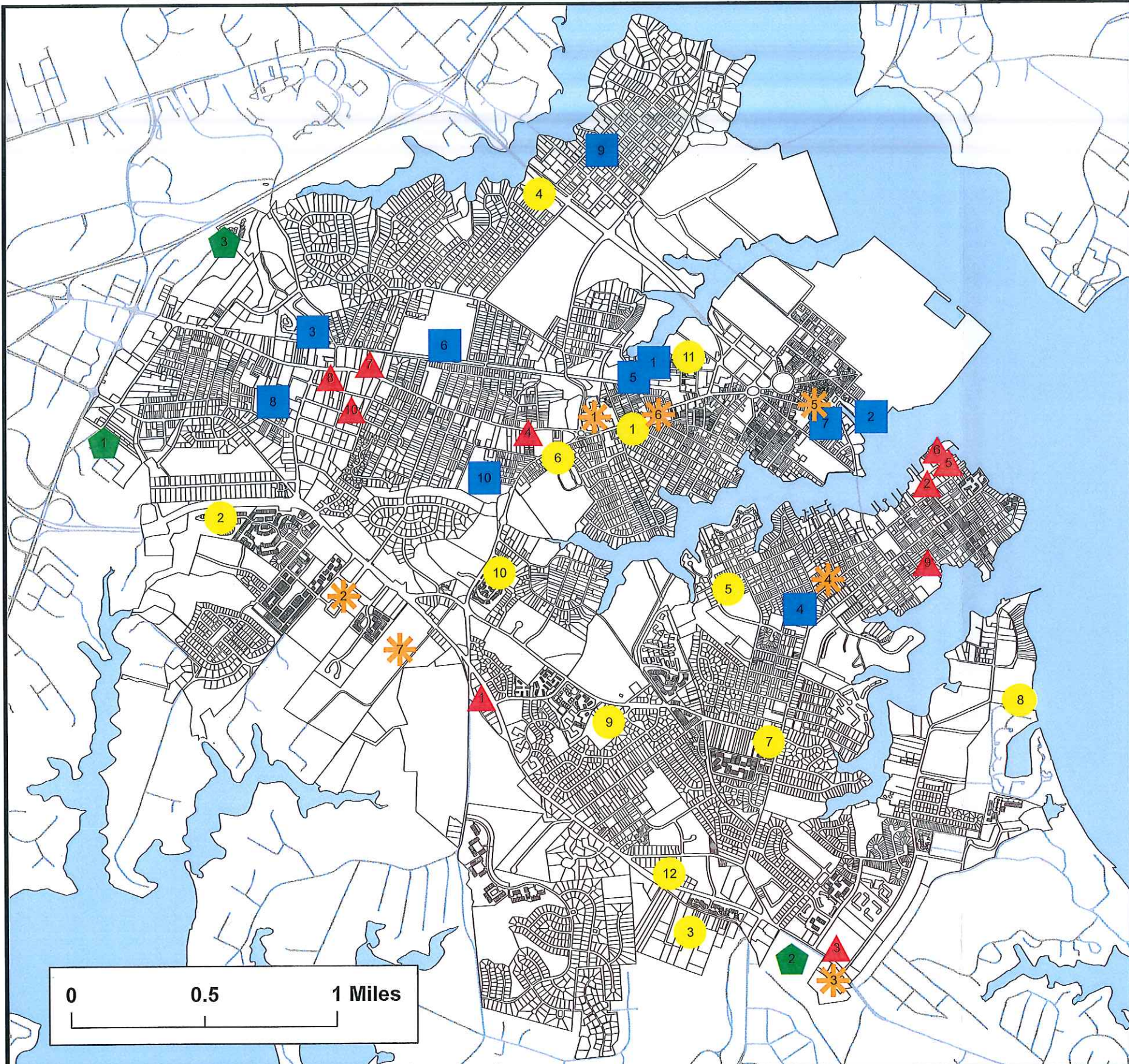
voicing their concern that other options did not appear to be fully evaluated before releasing what they feel is a most competent employee.

Adding to the impact of this proposed layoff are recent regulation changes being mandated by the state. The new regulations are increasing review and processing time as well as administrative and legislative demands. Some of the new regulations will cause additional work not previously performed due to implementation and enforcement.

5. Other budget related issues to discuss with the Finance Committee

Professional licensure, training funds and memberships in professional associations is a priority

Mileage reimbursements for off-site training or other work-related activities such as site visits/inspections



▲ Commercial

- 1 '1503 Forest Drive'
1503 Forest Drive
New Retail/Office Bldg
Permits Approved - Tolled until 06/30/14
- 2 'Dome Chartering & Trading'
130 Severn Avenue
New Maritime Building
Complete - U&O issued 08/26/13
- 3 'Stop 'n Shop'
Bay Ridge Road (Giant Shopping Center)
Gasoline Fueling Station
SE Approved - Appeals
- 4 '913 West St'
913 West Street
New Office Bldg
Complete - U&O issued 12/08/12
- 5 'EYC Expansion'
317 First Street
Expand ex. bldg
Complete - U & O issued 11/27/12
- 6 'Severn Sailing Association'
311 First Street
Expand Ex. Bldg
Complete - U&O issued 11/27/12
- 7 'Tate Service Site'
1730 West Street
Redevelopment with New Office Bldg
Complete - Shell Building
- 8 'Kia of Annapolis'
1833 West Street
Car Sale/Service
SDP Approved
- 9 "Crossfit Annapolis"
1790 Virginia Avenue
Expand ex. bldg
SDP Under Review
- 10 "Davis' Pub"
526 Fourth Street
Rebuild Detached Accessory Structure
SDP Approved

*** Mixed Use**

- 1 'Park Place'
100 Westgate Circle
Performing Arts Cntr
Concept Review - On Hold
- 2 'Village Greens of Annapolis, Phase III'
Forest Drive and S. Cherry Grove
109 units multi-family + Children's Daycare
Under Construction
- 3 'Bay Village'
Bay Ridge Road / Edgewood Road
13K retail; office; restaurant
Retail Complete
- 4 'Sailor's Quay'
Bay Ridge Avenue at Washington St
Res/Commercial Mixed Planned Development; 16 res units
Complete
- 5 '122 Main Street'
New Mixed Use Bldg.
HPC approved
- 6 'West Village, Phase II'
161 West St
Mixed retail/Office
SDP Approved - Tolled until 06/30/14
- 7 'Crystal Springs'
Crystal Spring Road
Mixed Planned Development
FCA Review

■ Public / Institutional

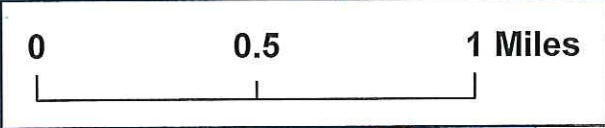
- 1 'Obery Court, Phase I'
Clay Street
HACA redev of public housing / Habitat for Humanity
Complete
- 2 'National Sailing Hall of Fame'
Dock Sreet / Prince George Street
Concept Review
- 3 'Annapolis Gardens & Bowman Court'
Admiral Drive / Bowman Drive
HACA redevelopment public housing
Complete
- 4 'Eastport Fire Station'
914 Bay Ridge Ave
New Storage Building
Under Construction
- 5 'Obery Court, Phase II & III'
Obery Court / New Vernon Street
HACA public housing redevelopment
Under Construction
- 6 'Phoenix Annapolis Center'
1411 Cedar Park Road
Renovations & Relocation of Ex. School
Under Construction
- 7 'Annapolis Elementary School'
Green Street
Renovations/Expansion
Under Construction
- 8 'Mills Parole Elementary School'
103 Chinquapin Round Rd
Renovations/Expansion
Under Construction
- 9 'West Annapolis Elementary School'
Annapolis St
Renovations/Expansion
SDP Under Review
- 10 'Annapolis Boys & Girls Club Athletic Fields'
Wiley H. Bales Heritage Park
New Synthetic Turf Sports Fields
Under Construction

● Residential

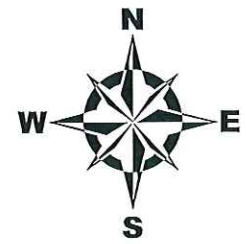
- 1 'Uptown at Murray Hill'
213 West Street
Residential SFD / Multi-family
Complete
- 2 'Rocky Gorge'
Aris T. Allen Blvd / Yawl Rd.
48 units mixed SFD and Townhouses
Permit Review
- 3 'Reserve at Quiet Waters'
Annapolis Neck Road
158 - Unit Residential Planned Development
PD Approved / Permit Review
- 4 'Rogers Heights'
Farragut Rd / Rowe Blvd
5 units SFD
Under Construction
- 5 'Boucher Place'
Boucher Avenue / President Street
SFD/Townhouse Residential Planned Development
Under Construction
- 6 'Spa Gate'
Carroway Lane
Townhouse Redevelopment
Under Construction
- 7 'Griscom Square'
Tyler Avenue / Bay Ridge Avenue
12 Unit Res Planned Development
Final Plat Review
- 8 'Chesapeake Grove at Bembe Beach'
Bembe Beach Rd
Residential Development
PD Under Review
- 9 'Milkshake Lane'
Milkshake Ln
Residential Planned Development
Prelim Review / FCA Review
- 10 'Enclave on Spa'
1023 Spa Rd
Residential Planned Development
PD Under Review
- 11 'Timothy Gardens'
Pleasant St / Monument St
Multi-Family Redevelopment
PD Approved
- 12 'Thomas Woods'
Forest Drive
10 unit SFD/Townhouse PD
Prelim Review / FCA Review

◆ Annexations

- 1 'Hayes Property Annexation'
Old Solomon's Island Rd
Approved
- 2 'Samaras Property Annexation'
Bay Ridge Rd
Pre-Application
- 3 'Annapolis Business Plaza'
Hudson St
Pre-Application



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**Projects in the Development Review Process and Recently Completed Projects
March 2014**

Legend

- ▲ Commercial
- * Mixed Use
- Residential
- Public
- ◆ Annexations

**City of Annapolis
Planning and Zoning**