



City of Annapolis

DEPARTMENT OF PLANNING AND ZONING

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

Chartered 1708 Annapolis 410-260-2200 • FAX 410-263-1129 • TDD 410-263-7943

November 18, 2022

Addendum to Staff Report

To: Planning Commission

From: Michael LaPlace, Director of Planning & Zoning

Re: Ordinance O-40-22: Workforce Housing – For the purpose of the purpose of allowing workforce housing as a permitted use subject to standards in certain residential, commercial, office and mixed use districts; establishing the standards for workforce housing; and generally related to zoning. ZTA2022-005

At the November 17th, public hearing of the Planning Commission, the Commission requested clarification and/or amendments to O-40-22 to address the following:

PARKING REQUIREMENT

To clarify the reference to parking requirements, where it currently states: “No parking shall be required for workforce housing, but any parking provided must follow the standards set in section 21.66 of the city code.” The code reference section will be changed to **section 21.66.110**

Under Section 21.66.110 - Design of parking and loading facilities, requires the following: Design requirements for parking and loading facilities are set forth in [Chapter 21.62](#).

Under chapter 21.62, the requirements for the design of parking facilities, there are standards for 21.62.090 - Traffic impacts; 21.62.100 - Driveway connections to public streets and rights-of-way; 21.62.110 - Vehicular circulation; and general design considerations 21.62.120 - Parking and loading.

COMMON OPEN SPACE

Add to the proposed Common Open Space definition, a new f:

Common Open Space.

a. Common open space shall be provided for passive and/or limited active recreational activities;

Addendum to Staff Report to Planning Commission

Ordinance 0-40-22

November 18, 2022

Page 2

- b. Common open space may include community meeting rooms and indoor recreational facilities, such as club houses and exercise facilities;
- c. Areas devoted to landscaping buffers and stormwater management shall not be included in common open space;
- d. Common open space shall be in public ownership or covered by an open space easement or controlled by a homeowners association or property management company.
- e. Provisions shall be made for the ownership, conservation, and maintenance of the common open space.”
- f. **Common open space shall be identified on the subdivision plat and restrictions on its location and use delineated. Any change to the use or location of common open space shall require the approval of the Department of Planning and Zoning thru a subdivision amendment.**

SITE DESIGN PLAN REVIEW

Site Design Plan Review is a requirement currently as one of the proposed standards of O-40-22– see E below:

Chapter 21.64 - **STANDARDS FOR USES SUBJECT TO STANDARDS SECTION 21.64.645 WORKFORCE HOUSING.**

E. SITE DESIGN PLAN REVIEW IN ACCORDANCE WITH REQUIREMENTS OF CHAPTER 21.22 IS REQUIRED.

To clarify what this means, the following existing code provisions, define applicability, classification of major site designs and procedure requiring Planning Commission review and approval:

21.22.020 - Applicability and classifications.

A. Applicability. A site design plan application shall be required for:

1. All new developments, construction, enlargement or alteration of any building, other than a single-family or two-family dwelling, and other than development approved as part of a planned development pursuant to the provisions of [Chapter 21.24](#).

2. All new developments, enlargements and alteration on sites located in the Critical Area Overlay District pursuant to [Chapter 21.54](#), except for activities associated with single-family or two-family dwellings.

Addendum to Staff Report to Planning Commission

Ordinance 0-40-22

November 18, 2022

Page 3

3. Any modification of a previously approved site design plan deemed to be a major modification by the Planning and Zoning Director.

4. All subdivisions not specified under Annapolis City Code [Section 20.08.030](#); provided, however, review shall be limited to the criteria and standards in [Section 21.22.080](#) and any other standards applicable in the zoning district.

B. Classification of Minor and Major Site Design Plans. For the purposes of this chapter, the following classifications shall apply:

1. "Major site design plan" means a site design plan which involves new construction, alterations or renovations resulting in an increase of greater than twenty percent of the gross floor area of the buildings, or where the number of parking spaces is increased by more than twenty percent.

2. "Minor site design plan" means any site design plan that is not a major site design plan.

21.22.060 - Procedures for major site design plan applications.

A. Application Procedures. Applications for major site design plan review shall be 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\(B\)](#).

COMPLIANCE WITH EXISTING CODE REQUIREMENTS

There are general requirements for all zoning districts that must be met regardless of the type of approval process.

Under Division III - BASE DISTRICT REGULATIONS Chapter 21.38 - REGULATIONS APPLICABLE TO ALL DISTRICTS. There are also regulations for each zoning district in the City that include development standards for a number of zoning districts, including the Conservation Districts: R2-NC, R3-NC, R3-NC2; the Revitalization Districts: R3-R and R4-R; the Commercial Districts: B3-CD, BCE, BR, PM and MX. Development standards apply in addition to the requirements of the other requirements. There are also additional standards in the Overlay zones under Division IV for the Historic District, Critical Area, Office and Commercial Design (OCD) and the Eastport Gateway Conservation.