



City of Annapolis
Planning Commission
Department of Planning & Zoning
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October 7, 2021

To: Annapolis City Council
From: Planning Commission
Re: Findings for Ordinance O-32-21 (ZTA2021-012): Use and Occupancy Permits. Zoning Code — For the purpose of providing procedures for issuance of use and occupancy permits under the Zoning Code; providing timelines for the approval of a permit; requiring a maintenance bond; and generally relating to the use and occupancy permitting process.

PURPOSE

The purpose of this ordinance is to make sure Title 21 better coordinates with Title 17 for Use and Occupancy (U&O) permits. These permits are issued when building work is complete and the applicants may occupy the structure. Currently, in certain cases, these permits are issued before all site work is complete. The Department of Public Works would like to bring the grading permits into this process to help ensure full compliance before unconditional U&Os are approved. The two departments have begun to meet to determine the steps needed to implement this process. The code change will help ensure the durability of the new process.

ANALYSIS

Staff from the Departments of Planning and Zoning and Public Works worked on Ordinance O-32-21 together. However since its introduction, staff has noted one item that needs tweaking. As noted above, these changes will ensure full compliance before unconditional Use and Occupancy Permits are approved. Ultimately, if all work is not completed, this legislation allows for revocation of a conditional use permit.

RECOMMENDATIONS

The Planning Commission held a public hearing on this item on September 2, 2021 and September 16, 2021. There were no public comments on the legislation.

The Planning Commission recommends clarification on p. 2, line 11 of the legislation. It should read:

WITH THE EXCEPTION OF NON-MULTIFAMILY RESIDENTIAL UNITS, SINGLE DWELLING UNITS, MAKE ANY CHANGE IN OWNERSHIP OF A STRUCTURE OR BUSINESS.

The Commission recommended approval of the legislation with amendments with a vote of 4 to 0.

Adopted this 7th day of October, 2021

Sally Ness for
Ben Sale, Chair