



**CALVERT COUNTY
PLANNING COMMISSION**

150 Main Street
Prince Frederick, Maryland 20678
410-535-2348 • 301-855-1243
Fax: 410-414-3092

Maurice Lusby, Chairman

June 19, 2014

Richard E. Hall
Secretary
Maryland Department of Planning
301 West Preston Street, Suite 1101
Baltimore, MD 21201-2305

RE: Calvert County Planning Commission 2011 Annual Report

Dear Secretary Hall:

I am pleased to submit to you the 2011 Annual Report prepared by the Calvert County Planning Commission. This report documents significant growth changes and development patterns that occurred in our jurisdiction during the year 2011, as required by Title 1-207 of the Land Use Article of the Annotated Code of Maryland. Copies of the 2011 Annual Report have been available for public review and, at its meeting held on June 18, 2014, the Planning Commission adopted the attached 2011 report.

Please note that the report does not include data from the two municipalities within Calvert County, Chesapeake Beach and North Beach. These municipalities have their own planning and zoning authority, and thus are not subject to Calvert County's planning and zoning regulations.

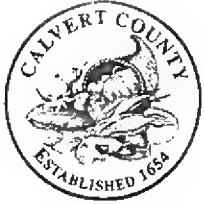
We hope you will find the report informative. If our staff can be of any additional help, please feel free to contact Will Selman at 410-535-1600 ext 2727.

Sincerely,


Maurice Lusby

ML: wls
Enclosure

cc: Tom Barnett, Director, Community Planning and Building Department



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Maurice Lusby, Chairman

June 19, 2014

Pat Nutter
President Calvert County Board of County Commissioners
175 Main Street
Prince Frederick, MD 20678

RE: Calvert County 2011 Annual Report

Dear President Nutter:

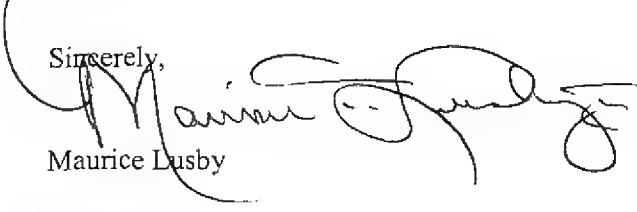
I am pleased to submit to you the 2011 Annual Report ("Report") prepared by the Calvert County Planning Commission and adopted at its Regular June 18, 2014 meeting. A copy of this report was available for public review and its contents were discussed at the June 18, 2014 meeting.

Required by Title 1-207 of the Land Use Article of the Annotated Code of Maryland, the Report identifies development pattern changes involving land use, transportation, community facilities, zoning map amendments and subdivision plats. The Report does not include data from the two municipalities located within Calvert County, Chesapeake Beach and North Beach. These municipalities have their own planning and zoning authority, and thus are not subject to Calvert County's planning and zoning regulations.

Title 1-207 of the Land Use Article of the Annotated Code of Maryland requires that the legislative body reviews the Report and direct any appropriate and necessary studies and other actions be undertaken to ensure the continuation of a viable planning and development process. Further, a copy of the Report has been mailed to the Secretary of Planning who may provide additional comment.

We hope you will find the report informative and helpful for land use policy setting. If the Board desires any additional studies or actions for a more viable planning and development process, please feel free to contact Yolanda Hipski, Planning Commission Administrator, at 410-535-1600 ext. 2636. If you have any questions specific to the Annual Report itself, please contact William Selman at 410-535-1600 ext. 2727.

Sincerely,


Maurice Lusby

ML:wls
Enclosure

cc: Tom Barnett, Director, Community Planning and Building Department

**Annual Report Worksheet
Reporting Year 2011**

Jurisdiction Name: Calvert County, Maryland

Planning Contact Name: William Selman

Planning Contact Telephone Number: 410-535-1600, ext. 2727

Planning Contact Email: selmanwl@co.cal.md.us

Section 1: Amendments and Growth Related Changes in Development Patterns

(A) Were any new comprehensive plan or plan elements adopted? NO

(1) If no, go to (B)

(2) If yes, briefly summarize what was adopted.

(B) Were there any growth related changes in development patterns? YES

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

(1) If no, go to (C)

(2) If yes, briefly summarize each growth related change(s).

LAND USE AND ZONING:

The county approved a total of eight (8) Zoning Text Amendments and no Zoning Map Amendment. A summary of these items are listed in Section 1(C).

TRANSPORTATION CAPACITY IMPROVEMENTS: The County spent \$4,467,858 in calendar year 2011 on transportation expenditures for capital projects. A brief summary includes:

1. **Barstow Road/Leitches Wharf Road:** Proposal to design road improvements
2. **Boyd's Turn Road:** Proposal to widen and re-align an existing inadequate portion of the road. The project consisted of completing one section.
3. **Brickhouse Road/Chaney Road:** Proposal to design improvements
4. **Dowell Road/Newtown Road:** Design
5. **Transportation Safety Program:** A program to replace inadequate guardrails, restriping and relocation of plow-able reflector markers. This project is basic maintenance and protection and covers numerous roads.
6. **Williams Road & MD 231 Traffic Light** – Proposal to locate a traffic light at intersection
7. **Prince Frederick Loop Road:** Proposal to re-design Armory Road from Main Street (MD 765) to Dares Beach (MD 402) to include bikeways, a roundabout and to increase capacity. The project consisted of design in 2011.
8. **Fairground Road:** Proposal to widen and provide improved amenities for bikeways and to increase capacity. The project consisted of design in 2011.

9. Brickhouse Road & MD 260 – Design

10. American Recovery and Reinvestment Act (ARRA) – Overlay projects making use of Federal funds

NEW SUBDIVISIONS:

Approved Subdivisions, 2011				
Active	# Lots	Subdivision Area (Gross Acres)	PFA?	Postal Code Area
SD 78-19A, The Lakes at Twin Shields – Major Revisions	51	221.944	No	Dunkirk
SD 07-11R, Gethsemane Gardens	7	34.44	No	Owings
SD 09-05, Zervas Property	2	10.1777	No	Huntingtown
SD 10-01, Henry Brooks Property	1	18.58	No	Huntingtown
SD 10-06, Walter Cotner	3	10.3921	No	Owings
MSD 03-28A-31, Donnas McCready	2	1.14	Yes	St. Leonard
MSD 08-09A-39, Garrity’s Rest	1	153.58	No	St. Leonard
MSD 08-09-11, Wilkerson Heritage Farm	5	61.46	No	Owings
MSD 10-04R-45, Millard Estates	3	4.82	Yes	Lusby
MSD 11-01-05, Mildred S. Howes Property	1	1.24	No	Dunkirk
MSD 11-02-03, Sladki Property	4	17.89	No	Dunkirk
MSD 11-04-44B, Pelgar	4	0.45	Yes	Solomons
MSD 11-05-03, Estate of Virginia Whittington	3	125.47	No	Dunkirk
MSD 11-06-4, John and Jennifer McCready Property	4	9.98	No	Lusby
TOTAL	91	671.5638		

NEW SCHOOLS OR ADDITIONS: There were no new schools or additions.

CHANGES TO WATER AND SEWER SERVICE AREA:

In 2011, the Water & Sewer Comprehensive Plan was revised and adopted.

(C) Were any amendments made to the zoning regulations? YES

(1) If no, go to (D)

(2) If yes, briefly summarize any amendments that resulted in changes in development patterns.

Case	Summary Description	Joint Public Hearing (BOCC/PC)	BOCC Approval	Ordinance Adopted
11-01	Zoning Officer and Zoning Enforcement	11/1/2011	11/29/11	5/1/2012
11-02	Certificate of Non-conforming Use	11/1/2011	11/1/2011	11/1/2011
11-03a	Commercial Kitchen	9/21/2011	9/27/2011	5/1/2012
11-03d	Vet Hospitals	9/21/2011	9/27/2011	5/1/2012
11-03e	Motor Vehicles	11/1/2011 11/1/2011	5/1/2011	
11-03f	Day Care Centers	9/21/2011	9/27/2011	4/10/2012
11-3h	Commercial Towers in Residential Districts (RD)	11/1/2011	11/1/2011	11/1/2011
11-3i	Age Qualified Residents	9/21/2011	9/22/2011	4/10/2012
11-03G	Accessory Structures	11/1/2011	11/29/11	4/10/2012

(D) Were any amendments made to the zoning map? NO

(1) If no, go to Section II: Mapping and GIS Shapefiles.

(2) If yes, briefly summarize each amendment(s).

Case	Summary Description	Joint Public Hearing (BOCC/PC)	BOCC Approval	Ordinance Adopted
	Not Applicable- No Amendments to the Zoning Maps			

Section II: Mapping and GIS Shapefiles

(A) Does your jurisdiction utilize GIS to prepare planning related maps?

(1) If no, include an address, parcel identification number or other means to identify the type and location of all new growth related changes or zoning map amendments listed in *Sections 1(B) and 1(D)*. Provide a paper map(s) that indexes the general location(s) of the growth related changes or zoning map amendment(s). *Contact MDP for mapping assistance.*

(2) If yes, include a map(s) of the location(s) of the amendment(s) and submit applicable GIS shapefiles for all new growth related changes and zoning map amendments listed in *Sections 1(B) and 1(D)*. GIS shapefiles may be uploaded on the online Annual Report Webtool or via email or cd/dvd disk.

(B) Were there any growth related changes identified in *Sections 1(B)*? YES

(1) If no, go to (C).

(2) If yes, then include GIS shapefiles and map(s), that identify the location of each growth related change identified in *Section 1(B)*. If your jurisdiction does not utilize GIS then clearly identify the growth related changes on a map(s).

(C) Were there any zoning map amendments identified in *Section 1(D)*. NO

(1) If no to (A) and (B), skip to *Section III: Consistency of Development Changes*.

(2) If yes, then include GIS shapefiles and map(s), that identify the location of each zoning map amendment identified in *Section 1(D)*. If your jurisdiction does not utilize GIS then clearly identify the growth related changes on a map(s). *Contact MDP for mapping assistance.*

Section III: Consistency of Development Changes

(A) Were there any growth related changes identified in *Section 1(B) – (D)*? YES

(1) If no, skip to *Section IV: Planning and Development Process*.

(2) If yes, go to (B).

(B) For each growth related change listed in *Sections 1(B) – (D)*, state how the development changes were determined to be consistent with:

(1) Each other;

(2) Any recommendations of the last annual report;

(3) The adopted plans of the local jurisdiction;

(4) The adopted plans of all adjoining jurisdictions;

(5) Any adopted plans of the State and local jurisdictions that have responsibility for financing and constructing improvements necessary to implement the jurisdiction's plan.

ZONING TEXT AMENDMENTS

Summary Description	Consistent with Each Other	Recommendation with Last Annual Report	Current Adopted Plans	Adjoining Jurisdiction	Financing and Constructing improvements necessary
Zoning Officer	Yes	Not Applicable	Consistent	Consistent	Not applicable
Certification of Non-conforming Use	Yes	Not Applicable	Consistent	Consistent	Not applicable
Commercial Kitchen	Yes	Not Applicable	Consistent	Consistent	Not applicable
Vet Hospitals	Yes	Not Applicable	Consistent	Consistent	Not applicable
Motor Vehicle	Yes	Not Applicable	Consistent	Consistent	Not applicable
Day Care Centers	Yes	Not Applicable	Consistent	Consistent	Not applicable
Commercial Towers in RD Districts	Yes	Not Applicable	Consistent	Consistent	Not applicable
Age Qualified Residents	Yes	Not Applicable	Consistent	Consistent	Not applicable
Accessory Structures	Yes	Not Applicable	Consistent	Consistent	Not applicable

TRANSPORTATION

Summary Description	Consistent with Each Other	Recommendation with Last Annual Report	Current Adopted Plans	Adjoining Jurisdictions	Financing and Constructing Improvements Necessary
Barstow/Leitches Wharf Roads	Consistent with Transportation Plan and Comprehensive Plan	Consistent	Consistent supports transportation (Action I-60)	Not Applicable	Capital Improvement Plan
Boyds Turn Road	Consistent with Transportation Plan and Comprehensive Plan	Consistent	Consistent supports transportation (Action I-60)	Not Applicable	Capital Improvement Plan
Brickhouse Road/ Chaney Road	Consistent with Transportation Plan and Comprehensive Plan	Consistent	Consistent supports transportation (Action I-60)	Not Applicable	Capital Improvement Plan
Dowell/Newtown Road	Consistent with Transportation Plan and Comprehensive Plan	Consistent	Consistent supports transportation (Action I-60)	Not Applicable	Capital Improvement Plan
Transportation Safety Program	Consistent with Transportation Plan and Comprehensive Plan	Consistent	Consistent supports transportation (Action I-60)	Not Applicable No impact	Capital Improvement Plan
Prince Frederick Loop Road	Consistent with Transportation Plan, Prince Frederick Town Center Plan and Comprehensive Plan	Consistent	Consistent supports transportation (Action I-57)	Not Applicable	Capital Improvement Plan
Fairground Road	Consistent with Transportation Plan, Prince Frederick Town Center Plan and Comprehensive Plan	Consistent	Consistent supports transportation (Action I-60)	Not Applicable	Capital Improvement Plan
Williams Road & MD 231 Traffic Light	Consistent with Transportation Plan and Comprehensive Plan	Consistent	Consistent supports transportation (Action I-60)	Not Applicable	Capital Improvement Plan
Brickhouse Road & MD 260	Consistent with Transportation Plan and Comprehensive Plan	Consistent	Consistent supports transportation (Action I-56)	Not Applicable	Capital Improvement Plan

WATER AND SEWER MAP AMENDMENTS

Summary Description	Consistent with Each Other	Recommendation with Last Annual Report	Current Adopted Plans	Adjoining Jurisdictions	Financing and Constructing Improvements Necessary
Comprehensive Water and Sewer Triennial Update approved March 2011 and certified 10/18/2011	There was a thorough analysis of consistency with the Comprehensive Plan and the Master Plans	Consistent	Consistent – supports EC district which supports water and sewer extension	Notification was given to adjoining localities. On October 11, 2012, Jay G. Sakai, MDE Director Water Management Administration, advised the county of its review as required by §9-507 of the Annotated Code.	Not applicable

Section IV: Planning and Development Process

(A) Did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction? YES

(1) If no, go to (B).

(2) If yes, what were those recommendations?

The Department continued evaluating its new process system for site plans and subdivisions. On December 5, 2011, the department was re-organized to locate all current development activities under the Planning Commission Administrator and putting long range planning by itself.

(B) Did your jurisdiction adopt any ordinances or regulations needed to implement the 12 planning visions under §1-201 of the Land Use Article? NO

(1) If no, go to *Section V: Measures and Indicators*.

(2) If yes, what were those changes?

Section V: Measures and Indicators

(Note: The Measures and Indicators Sections (D) – (G) are only required for jurisdictions issuing more than 50 new residential building permits in the reporter year).

(A) In the Total column in *Table 1, New Residential Permits Issued (Inside and Outside the PFA)* in (C) below, enter the total number of new residential building permits issued in 2012. Enter 0 if no new residential building permits were issued in 2012.

(Note: For annual reporting purposes, tabulate the amount of new residential building permits issued at time your jurisdiction has granted the ability for a new residential unit to be constructed. It does not mean that the unit has been constructed, will be constructed, or is occupied. If your local definition of building permit varies, please indicate the definition used to tabulate new residential building permits.)

(B) In the PFA column in *Table 1*, enter the total number of permits issued inside the Priority Funding Area. Enter 0 if no new residential building permits issued inside the PFA in 2012.

(C) In the Non-PFA column in *Table 1*, enter the total number of permits issued outside the PFA. Enter 0 if no new residential building permits issued outside the PFA in 2011.

Table 1: New Residential Permits Issued (Inside and Outside the PFA)

Residential	PFA	Non – PFA	Total
# New Residential Permits Issued	268	231	499

(D) If the **Total** number of new residential permits in *Table 1* is less than 50, then *Tables 2A and 2B* are optional and can be used to locally monitor changes less than 50 permits. Skip to (E) if the **Total** number of new residential permits in *Table 1* is 50 or more.

Table 2A: Amount of Residential Growth (Inside and Outside the PFA)

Skip to Section (E).

Table 2B: Amount of Commercial Growth (Inside and Outside the PFA)

Skip to Section (E).

(E) Were more than 50 new residential building permits issued in 2012? YES

(1) If no, then the remainder of this Section is optional. Skip to *Section VI: Locally Funded Agricultural Land Preservation*.

(2) If yes, then complete *Tables 3-5* for Residential Growth and *Tables 6-8* for Commercial Growth in (F) and (G) below.

(F) Amount, Net Density and Share of Residential Growth:

(Note: To calculate the amount, net density and share of residential growth, jurisdictions must identify the total number of new residential building permits issued; the total number of new residential units approved; the total number of new residential lots approved; the total approved gross acreage of new residential subdivisions; and net lot area. A number of values are repeated in Tables 1-5. Be sure to enter consistent values for each similar category used in these tables.)

Table 3: Amount of Residential Growth (Inside and Outside the PFA)

Residential	PFA	Non – PFA	Total
# Permits Issued *	268	231	499
# Units Approved *	268	231	499
# Units Constructed #	166	194	360
Total Approved Subdivision Area (Gross Acres) ^	6.41	665.16	671.56
# Lots Approved ^	9	82	91

*2011 Residential Building Permits

#2011 Residential U&O Permits

^ Subdivision Database/Terry's SD worksheets

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

Residential	PFA	Non – PFA	Total
# Units Approved *	268	231	499
Total Approved Lot Size (Net Acres) ^	5.99	255.62	261.61

*2011 Residential Building Permits

^ Subdivision Database/Terry's SD Worksheets

Table 5: Share of Residential Growth (Inside and Outside the PFA)

Residential	PFA	Non – PFA	Total
# Units Approved *	268	231	499
% of Total Units (# Units/Total Units)	54%	46%	100%

*2011 Residential Building Permits

(G) Amount, Net Density and Share of Commercial Growth:

(Note: To calculate the amount, net density and share of commercial growth, jurisdictions must identify the total number of new commercial permits issued; the total square footage of the commercial building approved; the total number of new commercial lots approved; and the total approved subdivision net lot area, in acres, for commercial subdivisions. The total building square footage and total lot size values should be the same for Tables 6-8. For annual report purposes, all approved square footage (gross) should be tabulated, with the understanding that not all building

square footage reported may be used for commercial or retail related activities. Commercial growth should include retail, office, hotel, industrial uses and may include other uses, such as, mixed-use, institutional and agricultural structures, if approved for commercial use.)

Table 6: Amount of Commercial Growth (Inside and Outside the PFA)

Commercial	PFA	Non – PFA	Total
# Permits Issued *	83	23	106
Building Square Feet (Gross) *	262,372	13,220	275,592
# Lots Approved **	0	0	0
Total Subdivision Area (Gross Acres) **	0	0	0

* 2011 Residential Building Permits

** No New Commercial Subdivisions were approved in Year 2011.

Table 7: Net Density of Commercial Growth (Inside and Outside the PFA)

Commercial	PFA	Non – PFA	Total
Building Square Feet (Gross)*	262,372	13,220	275,592
Total Lot Size (Net Acres)	0	0	0

*2011 Building Permits

Table 8: Share of Commercial Growth (Inside and Outside the PFA)

Commercial	PFA	Non – PFA	Total
Building Square Feet (Gross)*	262,372	13,220	275,592
% of Total Building Sq. Ft. (Bldg. Sq. Ft./Total Sq.Ft.)	95%	5%	100%

*2011 Building Permits

Section VI: Locally Funded Agricultural Land Preservation

- (A) How many acres were preserved using local agricultural land preservation funding? Enter 0 if no acres were preserved using local funds.
A total of 680.71 acres were preserved in 2011 using the Transfer of Development Rights (TDR) program, bringing the total acres preserved to 27,858

Section VII: Local Land Use Percentage Goal

- (A) Is all land within the boundaries of the jurisdiction in a PFA?

	NO
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- (1) If yes, then the local land use percentage goal does not need to be established.
Skip to *Section VIII: Development Capacity Analysis*.
- (2) If no, then the jurisdiction must establish a local percentage goal to achieve the statewide land use goal to increase the current percentage of growth located inside the PFAs and decrease the percentage of growth located outside the PFAs. Go to (B).

- (B) What is the jurisdiction's established local land use percentage goal?
The County has not established a local land use goal.

- (C) What is the timeframe for achieving the local land use percentage goal?
A goal has not been established; thus, the timeframe has not been set.
- (D) Has there been any progress in achieving the local land use percentage goal?
A goal has not been established.
- (E) What are the resources necessary for infrastructure inside the PFAs?
Funding resources for infrastructure are identified annually through the County's six-year capital improvements plan. The County's FY 2011 and FY 2012 Adopted Operating and Capital Budget, which cover calendar year 2011, are available online from the County's website (www.co.cal.md.us).
- (F) What are the resources necessary for land preservation outside the PFAs?
Land preservation relies on fee simple acquisition of land and acquisition of development rights/easements/covenants through County and State preservation programs. In order to preserve land, funding is needed – both public funds and the private market funds.

Section VIII: Development Capacity Analysis (DCA)

- (A) Has an updated DCA been submitted with your Annual Report or to MDP within the last three years? NO
(Note: A DCA is required every 3-years and whenever there is a significant change in zoning or land use pattern. See 1-208(c)(1)(iii) of the Land Use Article. A DCA may be submitted independently from the Annual Report, such as, part of a comprehensive plan update.)

(1) If no, explain why an updated DCA has not been submitted, such as, no substantial growth changes, etc.
The Department was involved with other priority projects. As a result, there was insufficient staff resources that could be devoted to this effort.

If yes, then skip to (C):

(Note: For additional guidance on how to conduct a Development Capacity Analysis, see the Estimating Residential Development Capacity Analysis Guidebook, August 2005, located in the Planning Guide section of the MDP website:

<http://planning.maryland.gov/OurProducts/publications.shtml#ModelsGuidelines>

MPD provides technical assistance to local governments in completing development capacity analyses. Please contact our MDP regional planner for more information.)

- (B) When was the last DCA submitted? Identify Month and Year:

A Development Capacity Analysis (DCA) has not been submitted. The County submitted a buildout analysis with its amended 2010 Calvert County Comprehensive Plan. Background: In the mid-1990s, Calvert County conducted an analysis of the county's theoretical buildout capacity, based upon the 1995 zoning, which was included in the 1997 Calvert County Comprehensive Plan (page 3). A 2003 status report was included in the 2004 Calvert County Comprehensive Plan (page 2) and the 2010 amended Comprehensive Plan (page 4).

- (C) After completing the DCA, provide the following data on capacity inside and outside the PFA in *Table 9, Residential Development Capacity (Inside and Outside the PFA)*:

Table 9: Residential Development Capacity (Inside and Outside the PFA)

Parcels & Lots w/Residential Capacity	PFA	Non – PFA	Total
Residentially Zoned Acres			
Total Acres and Lots			
Acres and Parcels with Capacity			

Section IX: Adequate Public Facility Ordinance (APFO) Restrictions
Section IX in only required by Jurisdictions with Adopted APFOs)

- (A) Does your jurisdiction have any adopted APFOs? YES
 (1) If no, skip this Section.
 (2) If yes, got to (B).
- (B) Has any APFO resulted in a restriction within the Priority Funding Area? YES
 (1) If no, skip this Section.
 (2) If yes, then complete (C) – (I) below for each restriction.
- (C) What is the type of infrastructure affected? (List each for Schools, Roads, Water, Sewer, Stormwater, Health Care, Fire, Police or Solid Waste.)
 Schools and roads.
- (D) Where is each restriction located? (Identify on a map if possible).
 In the northern portion of the county, excluding the municipalities (Chesapeake Beach and North Beach), which are not subject to the County’s APF regulations. Five school districts were over capacity: Mt. Harmony Elementary, Beach Elementary, Northern Middle, Northern High, and Huntingtown High. Locations are indicated on the map, Calvert County School Districts, dated December 9, 2011 (attached).
- (E) Describe the nature of what is causing each restriction.
 Inadequacy of schools. Roads are restricted only if improvements to current system are not proposed.
- (F) What is the proposed resolution of each restriction (if available)?
 Schools: Adequate capacity, or a seven year wait on the final recording of subdivisions or residential site development plans.
 Roads: Until such time as road improvements are completed.
- (G) What is the estimated date for the resolution of each restriction (if available)?
 Replacement of Northern High School – Construction to commence in 2015. The new building is anticipated to be open in the fall of 2017.
 Renovation/expansion or replacement of Beach Elementary – Calvert County Public Schools will conduct a feasibility study in FY 2017. Planning funds for the renovation/expansion or replacement are scheduled for FY 2018. Construction would follow.

- (H) What is the resolution that lifted each restriction (if applicable)?
Not applicable.
- (I) When was each restriction lifted (if applicable)?
Not applicable.

Section X: Submitting Annual Reports and Technical Assistance

Annual Reports may be submitted via email to ddahlstrom@mdp.state.md.us (preferred) or one copy may be mailed to: Office of the Secretary, Maryland Department of Planning, 301 W. Preston Street, Suite 1101, Baltimore, Maryland 2201-2305 Attn: David Dahlstrom, AICP

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.

- (1) Was this Annual Report approved by the Planning Commission/Board?

Yes	<input type="checkbox"/>
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- (2) Was this Annual Report filed with the local legislative body?

Yes	<input type="checkbox"/>
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- (3) Does the cover letter:
 - (a) Acknowledge that the Planning Commission/Board has approved the Annual Report?

Yes	<input type="checkbox"/>
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 - (b) Acknowledge that the Annual Report has been filed with the local legislative body?

Yes	<input type="checkbox"/>
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 - (c) Indicate a point of contact(s)?

Yes	<input type="checkbox"/>
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You may wish to send an additional copy of your Annual Report directly to your MDP Regional Office via email (preferred) or hardcopy.

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: <http://planning.maryland.gov/OurWork/localplanning.shtml>.

If you have any suggestions to improve this worksheet or any of the annual report materials, please list or contact David Dahlstrom at ddahlstrom@mdp.state.md.us.