



Maryland Department of Planning

Sustainable \_\_\_\_\_ Attainable

February 17, 2014

Re: Local Jurisdiction Annual Reports; Measures and Indicators

Dear Planning Director and Planning Commission/Board Chairs,

I would like to thank all local jurisdictions, planning commissions and planning boards for your continued cooperation in preparing and submitting annual reports. Last year, we experienced a 40% increase in the number of annual reports received over the previous year. I would like to emphasize that all planning commissions and boards are required to prepare an annual report for calendar year 2013 for their jurisdictions and submit to the Department of Planning by July 1, 2014.

We continue to see a small number of annual reports that reference Article 66B. By now, all planning commissions and boards should be aware that Article 66B has been repealed and has been replaced with the Land Use Article. The general requirements for submitting annual reports can be found under §1-207. Jurisdictions that issue more than 50 new residential permits each year can find the requirements to address the Measures and Indicators requirements under §1-208, including the new provisions in House Bill (HB) 409 and Senate Bill (SB) 671.

While most planning commissions submit thorough annual reports, there are still a large number of annual reports that do not address each of the annual report requirements. To help illustrate the requirements and potential responses, the Department has attached two worksheets that may be used as your annual report, or as a gauge to ensure the information included in your report address the requirements. Jurisdictions that have little residential building permit activity and no growth related changes will find that sections of the worksheet do not apply. For your convenience, a new Annual Report Short Form has been created. This Short Form should be considered the minimum requirements for Annual Report submission. Every year, all jurisdictions should conduct an assessment of the applicability of each requirement. You may skip or delete these sections from your annual report submission, if they do not apply. The annual report worksheets are working drafts. We encourage your feedback for any suggestions to improve them. The worksheets can be downloaded from the MDP website at;

<http://planning.maryland.gov/YourPart/SGGAnnualReport.shtml>

With over 150 jurisdictions in the State, we continue to receive a wide variation in responses and interpretation of the annual report requirements, limiting our ability to tabulate the data received. Therefore, we are seeking your assistance to focus on one particular aspect of the annual reports: the number of permits "issued" for new residential units. This includes their location inside or outside the Priority Funding Area. If this request cannot be accommodated as part of the 2013 Annual Report, then please consider this request for next year's annual report.

Particularly, we experience a wide variation in how local jurisdictions have defined and then report new residential permits. This is mainly a result of the unique development review processes practiced by each jurisdiction, coupled with the variety of permit types that a jurisdiction may issue for the same residential unit over time, such as a building permit and then an occupancy permit. For annual reporting purposes, we encourage jurisdictions to tabulate the amount of new residential permits “issued” at the 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. The annual report is a snapshot of the calendar year. It is likely that an approved residential unit may be in the pipeline for some time before it is constructed. Other provisions in the annual reporting requirements, such as residential units constructed, will eventually capture the year in which the unit is constructed. Unit occupancy is not a required component of the annual report. We recognize that this request may differ from your current reporting practices. We encourage you to contact the Department if you have any questions.

We often see reports of housing unit demolitions or unit reconstructions. While not specifically required to be reported, there may be some benefit for jurisdictions to monitor these activities. This information may be useful when conducting your 3-year Development Capacity Analysis update. Therefore, Table 2A, Amount of Residential Growth (Inside and Outside the PFA), has incorporated these optional rows.

We also experience that many jurisdictions prepare and submit annual reports that go above and beyond the reporting requirements to address local annual report preferences. We encourage you to continue to do so, although the annual report submitted to the Department does not need to be a high production or high cost publication. As there is no required annual report format, the attached worksheet can be submitted as the local jurisdiction’s annual report. The worksheet or worksheet questions and tables can be incorporated into a locally preferred annual report format; the worksheet can be used as a checklist to evaluate completeness with the reporting requirements; or the worksheet may be adjusted to accommodate local practices. Again, your feedback is helpful.

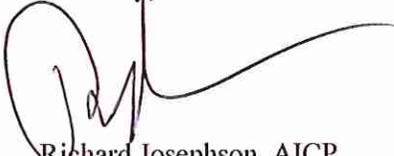
New for calendar year 2013 are the changes from House Bill (HB) 409 and Senate Bill (SB) 671, passed during the 2013 session of the General Assembly. This law, effective October 1, 2013 requires local jurisdictions, in subsequent years, to report on the status of implementation of their comprehensive plans. You may want to familiarize yourself with this new law and review Section IV, Planning and Development Process, of the annual report worksheet. The Department, along with the Maryland Association of Counties and the Maryland Municipal League, will establish a stakeholders group to create a transition schedule for the new 10-year comprehensive planning cycles.

Jurisdictions with approved subdivisions, to be served by septic systems, should consider indexing and mapping all major subdivisions locally considered to be “grandfathered” from the provisions of Senate Bill (SB) 236.

We always appreciate hearing from you to address questions about the annual report requirements and available tools and report templates. This will continue to be an evolutionary process as staff works to update the utility of the Department’s online Annual Reporting Tool over the next several months and ability to submit the annual report via a new online tool.

Our office is always available to assist your jurisdiction with preparing your annual reports. If you have any suggestions, please bring them to our attention. Please do not hesitate to contact me ([Richard.Josephson@maryland.gov](mailto:Richard.Josephson@maryland.gov); 410-767-0901) or David Dahlstrom ([david.dahlstrom@maryland.gov](mailto:david.dahlstrom@maryland.gov); 410-767-6926) if you have any questions or need assistance in preparing the report.

Sincerely,

A handwritten signature in black ink, appearing to read 'Richard Josephson', with a long horizontal flourish extending to the right.

Richard Josephson, AICP  
Director  
Planning Services

Attachments: Draft Annual Report Worksheet 2013 (Short Form)  
Draft Annual Report Worksheet Reporting (Calendar) Year 2013