

Accessory Dwelling Unit Policy Task Force

Final Report Outline

I. [Letter from Task Force to the General Assembly and Governor](#)

II. [Executive Summary](#)

Note: The executive summary will be written last, following the completion of the rest of the report.

III. [Priority Recommendations](#)

Note: These will be discussed, and preliminary versions developed, during the April meeting and will include a chart or table that organizes recommendations around community scale, size, and other characteristics.

IV. [Purpose](#)

In accordance with 2023's [SB 382](#) and State Government Article [§2-1257](#), the Task Force submits this document to report on its findings and recommendations to Governor Wes Moore and the Maryland General Assembly. The Task Force's purpose was to survey and document state and local codes, laws, ordinances, and policies about locating/developing accessory dwelling units (ADUs) in single-family residential zones.

SB 382 defined ADUs as secondary dwelling units on the same lot, parcel, or tract as a primary dwelling unit that are constructed:

- (i) attached to, or through the conversion of, a portion of the primary dwelling unit;
- (ii) attached to, or through the full or partial conversion of, an accessory structure located on the same lot, parcel, or tract as the primary dwelling unit;
- (iii) as a new building, detached from the primary dwelling unit and any existing accessory structure.

SB 382 defines a dwelling unit as a single unit that provides independent living facilities for at least one person.

The American Planning Association [defines and details](#) ADUs as "a smaller, independent residential dwelling unit located on the same lot as a stand-alone (i.e., detached) single-family home. ADUs go by many different names throughout the U.S., including accessory apartments, in-law suites, and granny flats. ADUs can be converted portions of existing homes (i.e., internal ADUs), additions to new or existing homes (i.e., attached ADUs), or new stand-alone accessory structures or converted portions of existing stand-alone accessory structures (i.e., detached ADUs)."

Note: This section will conclude with an internal document hyperlink to the appendix glossary for further information and definitions

V. Task Force Members

In partnership with the Governor’s Appointments Office, the President of the Senate of Maryland, the Speaker of the Maryland House of Delegates, and the organizations listed in SB 382, MDP and the Chair established the following Task Force roster of members according to SB 382’s requirements.

Task Force Slot	Assigned Representative	Organization/Company	Title
Senate Representative	Senator Mary Washington	Maryland Senate	Senator, District 43
House Representative	Delegate Vaughn Stewart	House of Delegates	Delegate, District 19
Secretary of Planning or Designee	Secretary Rebecca L. Flora, AICP (CHAIR)	Maryland Department of Planning	Secretary
Secretary of Housing & Community Development or Designee	Theo Williams	Maryland Department of Housing and Community Development	Special Assistant, Office of the Secretary
MACo Urban County Rep.	Lori Parris	Prince George's County Department of Permitting, Inspections, and Enforcement	Senior Advisor
MACo Rural County Rep.	Amy Moredock, CFM	Queen Anne's County Planning & Zoning	Director
MML Urban Municipality Rep.	Jason D. Gaston III	Town of Brentwood	Administrator
MML Rural Municipality Rep.	Councilman Dan Hoff	City of Westminster	Councilmember
Maryland Building Industry Asso. Rep.	David S. Thaler, PE, LS	D.S. Thaler & Assoc, LLC	President
Maryland Association of Realtors	Tiffany Harris, Broker	Harris Hawkins & Co	Co-Owner/Broker
Chesapeake Region Chapter of the Community Asso. Inst.	Quinn Griffith	Whiteford, Taylor, & Preston LLP	Associate
American Institute of Architects Maryland	Deborah Buelow, AIA, Well AP	Cedar Architecture	Principal/Founder
American Association of Retired Persons Maryland	Priscilla Kania	Kaiser Foundation Health Plan	N/A
Maryland Coalition for Interior Designers	Mandy Gitt, CID, IIDA	Simply Bespoke Studio	Principal
An individual with professional experience in the planning and development of roads and highway	Jennifer Ray, AICP	Johnson, Mirmiran, & Thompson	Associate Vice President

MDP staff and the Chair invited Isabella Shycoff (Maryland Department of Aging, Division Director, Housing Services), Chelsea Hayman (Maryland Department of Disabilities, Director of Housing Policy and Programs) and Lisa Belcastro (Maryland Department of Disabilities, Deputy Secretary) to serve on the

Task Force as associate members. While the Departments of Aging and Disabilities are not named in SB 382, ADUs hold promise for affordable and quality housing serving Maryland's aging population and residents with disabilities.

VI. Task Force Process

The Task Force studied best practices for streamlining or standardizing the local ADU application and development review process. From this analysis, the Task Force developed legislative and policy recommendations, including best practices that holistically address ADU issues. The recommendations include potential impacts on surrounding single-family neighborhoods, local housing markets, and neighborhood character.

MDP served as staff to the Task Force. Governor Moore appointed MDP Secretary Rebecca L. Flora, AICP, as Chair of the Task Force (Chair). SB 382 identified MDP and DHCD as the two state agencies to lead the study. In partnership with DHCD, MDP developed guidance in response to HB 1045 (2019) and HB 90 (2021), which required a housing element in comprehensive plans. ADUs are one strategy among many that Maryland jurisdictions may use to increase the supply of affordable housing for current and future residents. The work of the Task Force is an extension of MDP's existing affordable and fair housing resources.

- ADUs and Equity (*Note: this section will include a sidebar box with findings from DHCD's [Maryland Housing Needs Assessment & 10-Year Strategic Plan](#)*)
 - History
 - Considerations
 - Task Force engagement with this topic

A few paragraphs summarizing Task Force activities accompanied by diagram(s).

- Webpage
- Meeting schedule and topic outline
 - Objectives
 - Discussion questions
- Research Plan
 - Literature and best practices review
 - State and Maryland inventories
 - Panels and focus groups
 - Surveys
- Housing Market Analysis
 - SB 382 assignment
 - Objectives and research questions
 - Methodology
 - Limitations
 - How the market analysis is incorporated in this report

VII. Best Practices (Note: Graphics included where applicable)

Introduction

- Summary paragraph introducing the topics that follow, connecting them to SB 382 tasks.
- Description of Best Practices section structure
- *Note: The input on topic portion of each topic below may vary depending on availability of resources*

Zoning Use and Approval Processes

- Topic Overview
- Maryland Summarized
- Other State Examples
- Input on Topic
 - Public Comment
 - Surveys
 - Panels and Focus Groups
 - Housing Market Analysis
- Summary of Task Force Deliberation
- Best Practices

Lot Requirements

- Topic Overview
- Maryland Summarized
- Other State Examples
- Input on Topic
 - Public Comment
 - Surveys
 - Panels and Focus Groups
 - Housing Market Analysis
- Summary of Task Force Deliberation
- Best Practices

ADU Design and Building Codes

- Topic Overview
- Maryland Summarized
- Other State Examples
- Input on Topic
 - Public Comment
 - Surveys
 - Panels and Focus Groups
 - Housing Market Analysis
- Summary of Task Force Deliberation
- Best Practices

Parking and Community Facilities

- Topic Overview
- Maryland Summarized
- Other State Examples
- Input on Topic
 - Public Comment
 - Surveys
 - Panels and Focus Groups
 - Housing Market Analysis
- Summary of Task Force Deliberation
- Best Practices

Utilities and Fees

- Topic Overview
- Maryland Summarized
- Other State Examples
- Input on Topic
 - Public Comment
 - Surveys
 - Panels and Focus Groups
 - Housing Market Analysis
- Summary of Task Force Deliberation
- Best Practices

Affordability *(Note: this topic is not like the others above as it cannot be located or researched in zoning ordinances alone. The structure may need to be modified to fit the input and research we have)*

- Topic Overview
- Maryland Summarized
- Other State Examples
- Input on Topic
 - Public Comment
 - Surveys
 - Panels and Focus Groups
 - Housing Market Analysis
- Summary of Task Force Deliberation
- Best Practices

Incentives *(Note: this topic is not like the others above as it cannot be located or researched in zoning ordinances alone. The structure may need to be modified to fit the input and research we have)*

- Topic Overview
- Maryland Summarized
- Other State Examples
- Input on Topic

- Public Comment
- Surveys
- Panels and Focus Groups
- Housing Market Analysis
- Summary of Task Force Deliberation
- Best Practices

Other Topics TBD

- May include:
 - Covenants
 - Short-term-rentals
 - Owner occupancy and familial relationship requirements
 - Rental licensing programs
 - Permitting and code enforcement

VIII. Conclusion

IX. Sources

X. Appendices

- A. Glossary of Terms
- B. Maryland ADU Ordinance Inventory
- C. Inventory of Other State Legislation
- D. Housing Market Analysis
- E. Other Documents Available Upon Request
 - a. Compiled Public Comments
 - b. Survey Responses
 - c. Task Force Meeting Presentations
 - d. Focus Group and Panel Discussion Summaries
 - e. Meeting Notes