

The Maryland Zoning CheckUp

A Performance Guide for Small and Rural Jurisdictions

“Keep Your Code Running in Peak Performance”

Prepared by Maryland Department of Planning Local Assistance and Training

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I. The Maryland Zoning *CheckUp*

A. Purpose of the Maryland Zoning (*CheckUp*)

The *CheckUp* has been prepared by regional planners in the Local Assistance and Training (LAT) division of the Maryland Department of Planning (MDP) as a zoning code/ordinance assessment guide to assist planning boards and commission in small and rural jurisdictions. MDP understands that many smaller jurisdictions may struggle with the staffing capacity needed to effectively maintain and standardize planning documents and ordinances.

The *CheckUp* is intended as a voluntary tool to help local officials and/or staff evaluate the jurisdiction's official zoning documents and other ordinances for completeness and consistency with each other, the comprehensive plan, and comprehensive plan implementation strategies. The *CheckUp* provides step-by-step guidance to reviewers via a series of prompts, questions, answers, and recommendations by which the process may be streamlined and simplified to keep your zoning regulations performing as intended.

The Maryland Zoning *CheckUp*:

- a. Is a self-evaluation tool for voluntary use in reviewing adopted zoning ordinances, codes, maps, and subdivision regulations.
- b. Addresses a variety of zoning topics to improve the performance of existing zoning mechanisms.
- c. Accounts for periodic plan amendments, plan updates, local annexations, changes in best practices, and changes to applicable federal or state law.
- d. Encourages annual re-evaluation to ensure adopted zoning ordinances, codes, and maps are meticulously maintained and are up to-date.
- e. May be used as part of a board/commission-run workshop or by professional consultants hired to conduct reviews.
- f. Can be tailored to the specific needs of a jurisdiction.

The recommendations included in the *CheckUp* are best planning practices and help ensure internal consistency of local planning documents. However, consistency with a comprehensive plan is defined in the Annotated Code of Maryland, which states the following:

To be consistent with a comprehensive plan, a planning action must *“further, and not be contrary to ... plan policies; timing of the or implementation of the plan; development; timing of rezoning; development patterns; land uses; and densities or intensities.”*
(Maryland Land Use Article § 1-303. Consistency - General requirement).

Municipal annexations must also be consistent with the municipal growth element and needed public services and infrastructure. This includes amending the local zoning, subdivision codes, and water and sewer plans as needed to implement the changes recommended in the

comprehensive plan or sufficiently incorporate an annexed area. (Maryland Land Use Article § 3-112 (a)(1)(i), and (7), Municipal Growth Element).

Note: *The CheckUp does not substitute for a legal review. Jurisdictions are encouraged to consult with an attorney about any changes you have identified.*

B. Goal of the Maryland Zoning CheckUp

To ensure official (adopted) local zoning ordinances, codes, and maps are complete and consistent with each other and with a jurisdiction's comprehensive plans and implementation strategies.

C. Structure of the Maryland Zoning CheckUp

Zoning is the responsibility of each jurisdiction granted planning and zoning authority. MDP does not regulate nor have a formal commenting role in the local zoning process. However, MDP provides zoning technical assistance to local planning staff and planning boards/commissions. MDP prepared the *CheckUp* in response to some of the experiences that regional planning staff have encountered while offering our planning technical assistance to small and rural jurisdictions around the state. The *CheckUp* functions as a workbook and guidance document through a series of questions and guides users through the review process. It is divided into four chapters dealing with the most essential matters a jurisdiction should revisit each year. The *CheckUp* is adaptable and, as such, is a useful tool for any jurisdiction with planning authority.

Through this *CheckUp*, MDP will share our observations and suggestions on a variety of planning and zoning topics. *See Table 1 - Zoning CheckUp Outline.* Additional topics are under development and will be made available as they are completed, including missing middle housing, accessory dwelling units, parking standards, and uses.

Planning boards/commissions are encouraged to evaluate each of the topic areas as a planning board/commission work session item to improve the performance of their zoning tools. A high-level performance generally means that your zoning code is meticulously maintained, contains all updates and amendments, and addresses zoning standards that are applicable to your community. Planning boards/commissions are encouraged to review the *CheckUp* topics on an annual basis. As a companion to the *CheckUp* workbook and guidance document, PowerPoint slide shows, organized by chapter, are also available. The slides can be used as a visual aid by projecting each question on a large screen or monitor, whereby each member of the work session or the audience can follow along without the need for a hardcopy.

Additionally, the *Appendix* includes aides and guides on a variety of planning topics that may be of interest to planning boards/commissions, and which may assist with preparing comprehensive plan updates, associated zoning code considerations, and other uniquely required planning considerations for Maryland jurisdictions. If you have any questions or you

don't see a topic of interest, please contact Planning's Local Assistance and Training Division (LAT) to request assistance, and check the latest Local Planning Staff Assignments on the Planning website at: <https://planning.maryland.gov/Pages/OurWork/PBP/local-gov-plng/local-planning-staff.aspx>

D. Maryland Zoning *CheckUp* Outline

Table 1 – The Zoning *CheckUp* Outline, below, provides an overview of the essential *CheckUp* topic areas. MDP recommends the Essential Topic Areas 1-4 be evaluated every year to ensure that your zoning code is meticulously maintained and up to date. In column 2, any changes in the topic area should also be evaluated for consistency with any changes in the zoning code or ordinance. In column 3, the topic area may also require an evaluation for comprehensive plan consistency. Additional optional topic areas will be added periodically to Section III. B of the guide, as they are completed. Contact david.dahlstrom@maryland.gov if there is a particular topic area of interest that MDP may assist with or add to the *CheckUp*.

Table 1 - Zoning *CheckUp* Outline

A. Essential Topic Areas	Zoning Code	Comp Plan	Frequency
1. Preserving the Official Zoning Map	✓		Annually
2. Preserving the Official Zoning Code	✓		Annually
3. Zoning Map Changes	✓	✓	Annually
4. Ordinance Integration	✓		Annually
B. Optional Topic Areas			
See Section III B.	TBD	TBD	TBD

Note: *Column 1; Essential Topic Areas 1-4 should be evaluated annually. The local zoning code or ordinance should be evaluated annually for consistency with any text changes, map amendments, or annexations that have occurred. For zoning map changes, Topic 3, any zoning changes should also be evaluated for consistency with the comprehensive plan, particularly the Municipal Growth Element (MGE). For Optional Topic Areas the frequency of the evaluation should be determined by each planning commission and local capacity.*

II. How to Use the Maryland Zoning *CheckUp*

A. Getting Started

Jurisdictions may choose to review the essential and optional topic areas at their own pace and in order of concern or interest. MDP also recommends that jurisdictions review the guidance workbook and PowerPoint slides before establishing a workgroup or adding the *CheckUp* to a work session agenda. MDP strongly recommends that jurisdictions complete the Essential *CheckUp* Topics, in order, starting with the introduction and continuing through Topic 4. However, some may choose to start on an essential or optional topic which they are most interested in or concerned about. To ensure the *CheckUp* can be used in this manner, some essential questions repeat themselves across topic areas so they can work independently as needed.

B. Consider a Workgroup

Prior to starting, MDP recommends the establishment of a small workgroup to guide the *CheckUp* process. The workgroup can consist of local planning staff or officials, members of the planning board/commission, town manager/administrator, town clerk, consultant, or other appropriate parties that can help collect required documents, or assist with facilitating the review, evaluation, and updates. Upon completion, the findings of the workgroup can be shared at a work session with the planning board/commission and/or local elected body.

C. Checklist Guide and Workbook, PowerPoint

The *CheckUp* process includes this guidance and workbook document and an optional companion PowerPoint slide show. This workbook and guidance document provides an annotated checklist of review questions, tips, examples, and recommendations.

For each Topic Area, copies of the PowerPoint Slides and a Word version of checklist questions, without annotations, are provided at the end of each section below. These attachments may be printed out and distributed to the workgroup members, as the workgroup addresses each topic area.

The companion PowerPoint slides follow this workbook and guidance document and serve as a tool to streamline review of the checklist questions in a group setting, without the annotated details. The PowerPoint slides may be a useful visual for the public planning board/commission workshop meetings, and/or local elected body. The use of the PowerPoint slides is optional, as the slides do not include the annotated detail. The slides can be helpful as a visual reference or outline for completing the exercise.

The companion PowerPoint slides, the *CheckUp* Guide and checklist questions, and updates may be downloaded from MDP's *CheckUp* website at:

<https://planning.maryland.gov/Pages/OurEngagement/CheckUp.aspx>

D. Required Documents

The following documents may be required to complete the review of the *CheckUp* topics:

- The official zoning map, signed (ideally the actual hard copy map);
- Copies of the adopted zoning code/ordinance, as amended;
- Copies of all adopted and signed zoning code amendments (adopted resolutions) since the last update;
- Copies of all adopted zoning map amendments (adopted resolutions) since the date the official zoning map adoption;
- Copies of all adopted, signed, and effective municipal annexation amendments (adopted resolutions);
- Copies of the adopted comprehensive plan, as amended and transmitted to MDP;
- Copies of the county master water and sewerage plan, as MDE approved; and
- Copies of any subdivision or land development regulations, as amended (optional).

The *CheckUp* review may have limited effectiveness without a complete inventory of the documents listed above. The identification and collection of these documents is often difficult for jurisdictions, as these plans and documents may have been last updated more than 10 to 20 years ago, and local record keeping may not be as complete as desired. If this is the case for your jurisdiction, the *CheckUp* was designed with you in mind. In some instances, it may require the workgroup to look through old hard copy files that may be in storage or archives. It will also signal that your jurisdiction should consider adjustments to its file management process, record-keeping procedures, and consider implementing the four essential *CheckUp* topic annual reviews as an official duty of the planning commission. Your workgroup must be able to verify the official actions that have occurred with these planning documents over the years. Without verification, the workgroup will need to document those instances and recommend actions to re-adopt those unverified changes. Meaning that if the local record is incomplete then local official action may be necessary to verify the record.

If your jurisdiction can easily assemble all the documents listed above, you are starting your *CheckUp* in good shape. The *CheckUp* will help to ensure that your planning documents are in good order or inform you if some level of attention is required. Unfortunately, the local record can reveal gaps, or incomplete files. Identifying and correcting gaps is an essential principle of the *CheckUp*.

It is paramount that each member of the workgroup is conducting this *CheckUp* by working from the latest approved version of a code, ordinance, plan, or map. Often, over time, planning

staff and planning board/commission members end up with different versions of the code, ordinance, plan, or map. In some instances, the versions posted on a jurisdiction's website are not up to date. These are the versions that the public or developers rely on. These documents must be up to date and accurate to effectively communicate with residents and stakeholders. The *CheckUp* will help to ensure that these essential documents are maintained and correctly communicated to stakeholders.

MDP does not maintain a local database of draft or adopted official zoning maps, local zoning code/ordinance text or map updates of amendments, nor local subdivision or land development regulations. MDP may be able to help jurisdictions with suggestions for locating these documents, but they are officially stored and maintained locally.

MDP maintains a database of draft and adopted comprehensive plans and plan amendments, subject to local participation, meaning MDP only maintains what local jurisdictions submit. Jurisdictions do not always transmit to MDP a copy of the comprehensive plan or plan amendments after they have been adopted. MDP also maintains a database of municipal annexation amendments, subject to local participation. MDP and the Maryland Department of Environment (MDE) jointly maintain copies of county master water and sewer plan (WSP) updates and amendments.

Note: Following adoption of the WSP by a county, the WSP is not effective until approved by MDE. Please ensure that adopted version of the WSP is the MDE approved version. Typically, the official approval is noted on the cover page; however, if unsure, please contact us.

E. Topic Areas

Essential Topics 1-4, *Table 1 – Zoning CheckUp Outline*, are encouraged to be reviewed on an annual basis to ensure the official zoning map, code, or ordinance are current. All zoning text changes, if any, are incorporated into the official zoning code or ordinance and the updated changes are accurately reflected on the official zoning map. Furthermore, the official zoning code or ordinance needs to be distributed to all planning board/commission members to ensure all local reviews are considered with adopted changes to the official zoning code or ordinance amendments. The official zoning map and zoning code or ordinance, available to the public, or on the jurisdictions' website, must also be updated. The documents should also be shared with the county and potentially with MDP. While MDP does not review local zoning regulations, it is helpful for MDP to have copies of the adopted code for reference. In some instances, local jurisdictions will contact MDP staff for 'lost' copies of their zoning code or maps. MDP does not track or maintain local files, beyond adopted comprehensive plans and WSPs. However, MDP appreciates being notified of local changes and will be happy to share any files that have been forwarded to us.

F. Recommended Review Frequency

Annexations, zoning map changes, comprehensive re-zonings, zoning text changes, changes in staff, changes in planning commissioners, office moves, and changes in websites are some of the reasons zoning and planning documents may unexpectedly become misplaced, outdated, and therefore, inaccurate, and no longer legally valid. MDP recommends jurisdictions conduct the *CheckUp* annually or until that time another regular maintenance program is established. MDP also recommends this evaluation be incorporated into the required [Local Jurisdictional Annual Report](#) process. If not already addressed, jurisdictions should consider identifying these recommended tasks as two duties of the planning board of commission in your local zoning code or ordinance.

G. Questions and Technical Assistance

If you have any questions or you don't see a topic of interest, please contact MDP to request assistance and check the latest Local Planning Staff Assignments on the MDP website at: <https://planning.maryland.gov/Pages/OurWork/PBP/local-gov-plng/local-planning-staff.aspx>

H. The CheckUp Website

Updates to this guide and any added topic areas will be posted on MDP's *CheckUp* website as they are completed at: <https://planning.maryland.gov/Pages/OurEngagement/CheckUp.aspx>

III. Essential Topic Areas

TOPIC 1. Preserving the Official Zoning Map

Preserving of the official zoning map indicates that it meets the specific requirements outlined in your adopted zoning code or zoning ordinance, has been meticulously updated; and all decision makers and members of the public have access to this document. All zoning map updates should be shared with other applicable county and state agencies.

Let us begin our *CheckUp* with an assignment to locate and evaluate your jurisdiction’s official zoning map.

To complete this exercise, you will need a copy of your zoning code or ordinance and to locate your original hard copy of the official zoning map. You will also need access to the municipal and/or county website, county [Water and Sewerage Master Plan](#) (Service Area Maps), and MDP’s ([Finder Online](#)) website.

Note: While some of the questions may seem repetitive, there are subtle and distinct differences that will aid in a more complete assessment and evaluation.

I. Getting Started

Locating the Official Ordinance and Zoning Map

- | | | |
|--|---|---|
| 1. Do you have a hard copy version of your zoning code or ordinance? | Y | N |
| 2. Can you locate the map identified as the official zoning map? | Y | N |
| a) If YES, where are they located? | | |
| b) If NO, to either question, contact your county planning office, town clerk, or ask the MDP Regional Planner assigned to your jurisdiction for assistance. | | |
| 3. Is the official zoning map displayed and accessible to the public? | Y | N |
| a) If YES, where is it located? | | |
| 4. If not currently displayed, can an accessible location be identified? | Y | N |
| a) If YES, where will it be located/displayed? | | |
| 5. Are the zoning ordinance/code and official zoning map available online? | Y | N |
| a) If YES, on which websites are they located and what are the links (URLs) | | |
| 6. If not currently available online, can they be added to the municipal and/or county website? | Y | N |
| a) If YES, where will it be located and what will be the links (URLs)? | | |

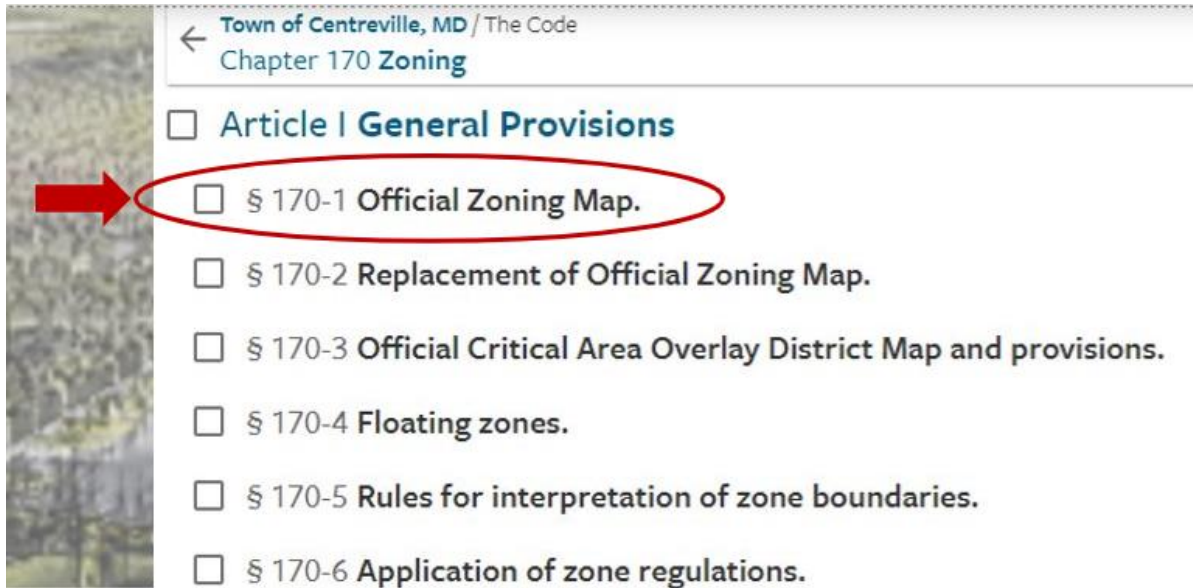
II. Reviewing the Zoning Ordinance/Code

1. Does the Zoning Ordinance have an official zoning map section? Y N

- a) If YES, then list the ordinance section number. _____.
 (Example: Section 170-1)
- b) If NO, consider establishing a section of the zoning ordinance dedicated to the official zoning map.

See Example "A-1" - Locally Established Official Zoning Map Requirements below or Slide 6 in the PowerPoint presentation.

Example A-1: Locally Established Zoning Map Requirements



Note: The Official Zoning Map requirements in this code can be found in Section 170-1.

2. Does the jurisdiction's zoning ordinance/code have official zoning map requirements? Y N

If YES, list the requirements for the official zoning map that are included in the official zoning map section of the zoning code or ordinance.

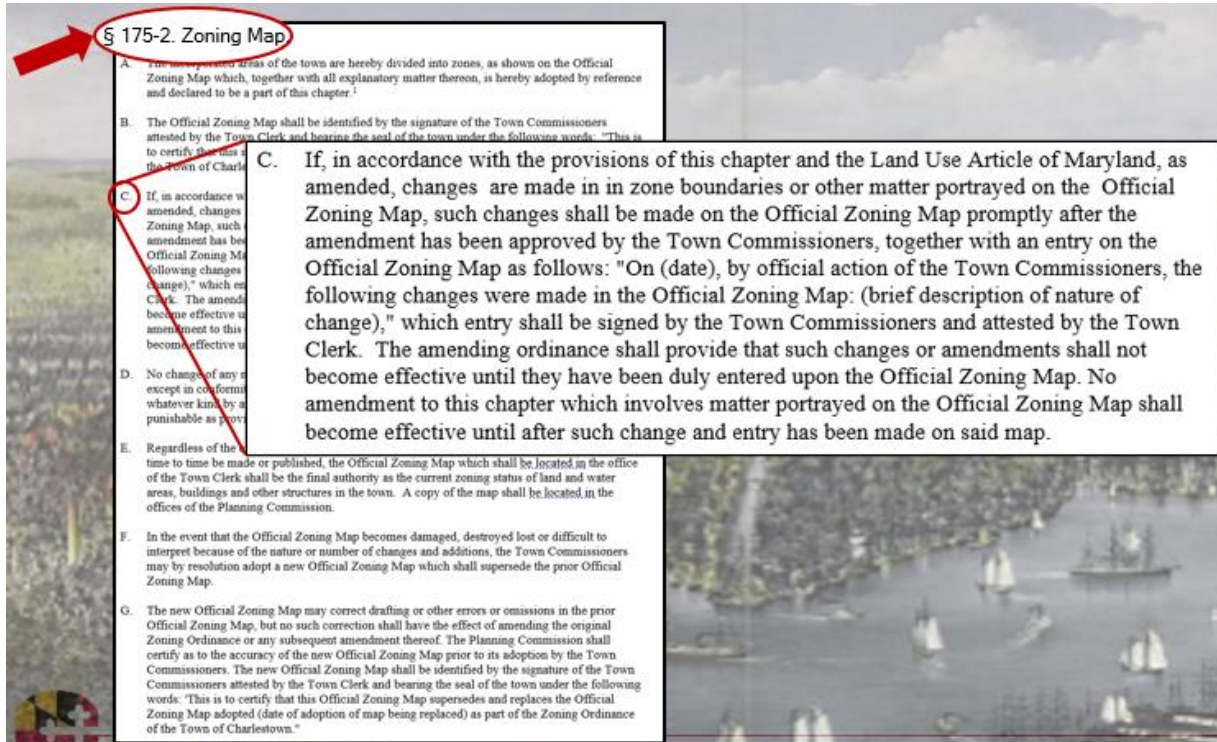
- _____
- _____
- _____
- _____

a) If NO, consider establishing local requirements for the jurisdiction's official zoning map in the specific ordinance section dedicated to the zoning map.

Consult your attorney on where these local requirements should be added, and which requirements it should consider for adding to the zoning ordinance.

See Example "B-1" - Requirements for Official Zoning Map below.

Example B-1: Requirements for Official Zoning Map



Note: This zoning code section lists the specific requirements of the Official Zoning Map.

3. If the ordinance/code has an official zoning map section, does the zoning map conform to ALL zoning code or ordinance requirements listed above in question 2(a)?

Y N

4. Does the zoning code or ordinance require the official zoning map to be displayed in a certain location, such as the Town Hall?

Y N

a) Where is that location? _____.

(Examples – Undefined in the code or to be located in the Recorder’s Office)

5. If the zoning ordinance requires a specific zoning map location, is the zoning map located in that location?

Y N

6. If the official zoning map does not meet all the requirements, which are not being met? *See Example "C-1" – Location of Official Zoning Map.*

a) _____

b) _____

c) _____

Note: *The official zoning map may need to be updated to conform to each of the local requirements that are not being met. Consult your attorney and/or contact MDP for assistance.*

Example C-1: Location of Official Zoning Map



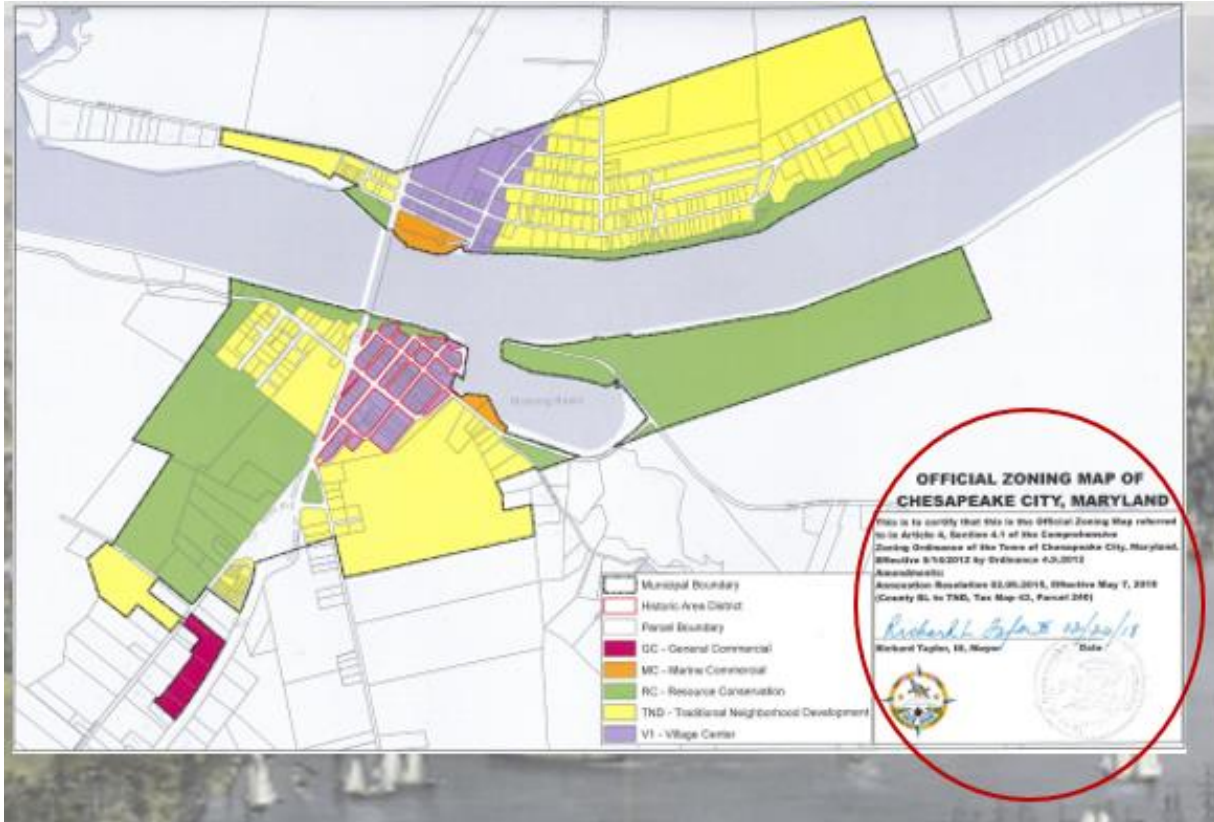
Note: *An Official Zoning Map displayed on the wall in Town Hall, with signatures and notation.*

7. Does the Official Zoning Map contain a signature block?

Y N

See Examples "D-1" and "E-1" - Signed Official Zoning Map below.

Example D-1: Signed Official Zoning Map



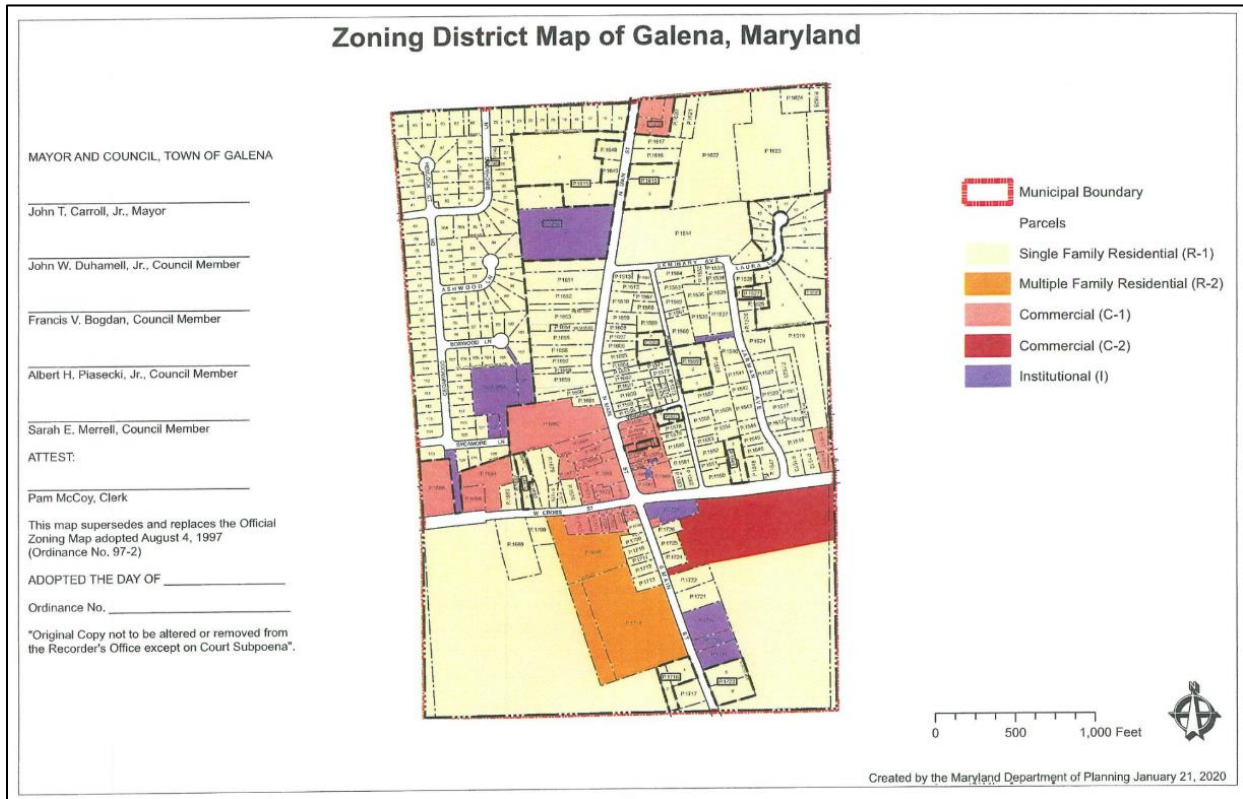
Note: This version of Official Zoning Map is signed and sealed.

- a) If NO, consider adding a signature block to the map legend, adding a signature requirement to your zoning code requirements, and ensure that the official zoning map, online copy, and copies for planning board/commission members are all signed.

- Does the signature block require the signatures of certain parties? **Y** **N**
- If YES, is the signature block signed by all required parties? **Y** **N**

Note: The effective date of your official zoning map may depend on the date of any required signatures. A required signature is the signatures specifically identified in the official zoning code. Often, this could include the mayor, town council, and/or clerk. The official zoning map may also require an official stamp or seal to be affixed or embossed. Check your local zoning ordinance for any specific official zoning map requirements. The official zoning map should not contain the word "Draft".

Example E-1: Unsigned Official Zoning Map



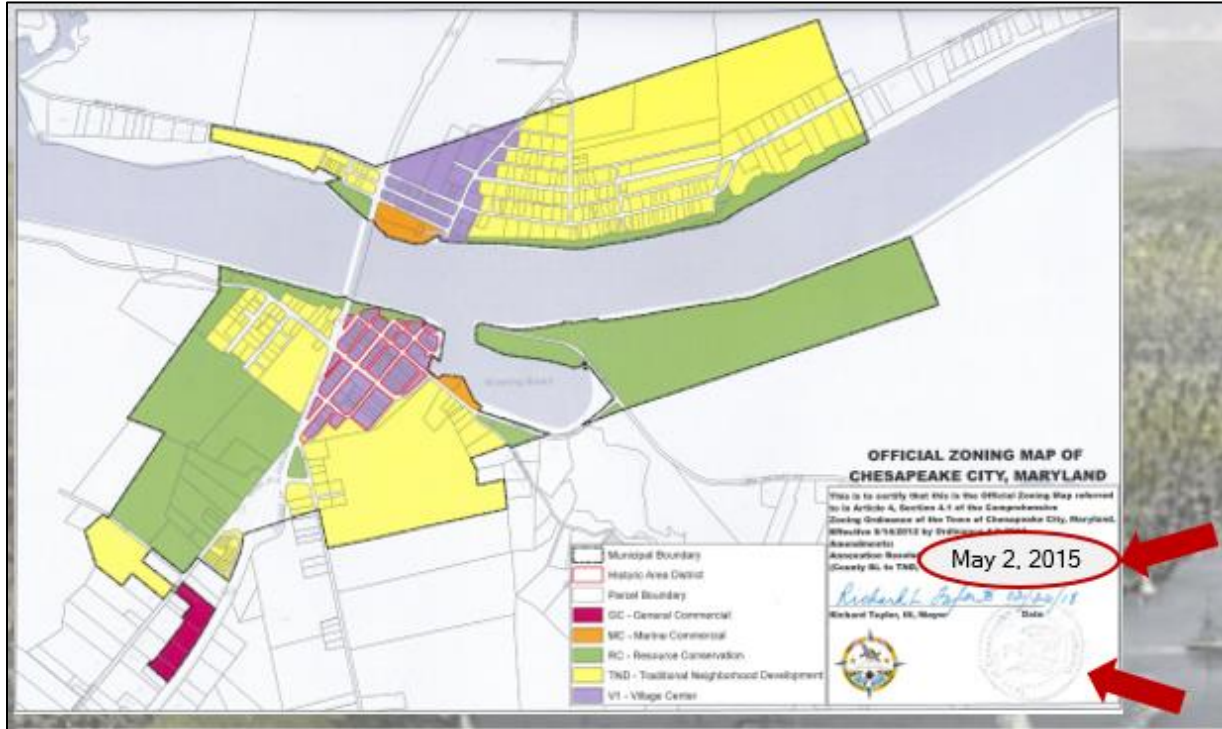
Note: This online version of a zoning map is unsigned and does not identify the adoption date or ordinance number. The map also includes an asterisk (*) stating an additional requirement that the “original copy is not to be altered or removed from the Recorder’s Office except on court subpoena”.

8. Does the official zoning map list an effective date?

Y N

See Example “F-1” - Official Zoning Map Effective Date.

Example F-1: Official Zoning Map Effective Date



Note: This official zoning map lists an effective date. Note: In addition to an effective date, your official zoning map may be required to have an official seal as well.

- a) If YES, what is the date? (mm,day,year) _____
- b) If NO, consider adding an effective date to the official zoning map legend and/or amending the zoning code or ordinance to require an effective date to be displayed on the official zoning map. The effective date is important to identify if the version of the official zoning map is the latest version and to identify when new zoning classifications or zoning code or ordinance regulations became effective.

III. Changes to the Official Zoning Map

1. Have there been any of the following changes since the effective date?

- a) Annexations Y N
- b) Comprehensive re-zonings Y N
- c) Mapping errors (changes or mistakes) Y N
- d) If YES, locate a copy of all adopted annexation resolutions, rezoning resolutions, or map error resolutions.

Note: Depending on the jurisdictions' file management and record-keeping process, this process may require some investigation to find all resolutions or ordinances that have been adopted since the last update. It can be a tedious task. The resolutions or ordinances must be effective, meaning they are signed copies. In some cases, the Official Zoning Map Index, or Zoning Ordinance Index (or within the text of the ordinance) may reveal the ordinance numbers and dates of change. Of course, institutional knowledge of staff, planning commissioners, or elected officials may be useful.

2. Once all adopted resolutions have been located, then list each resolution #:

- a) _____
- b) _____
- c) _____
- d) _____

3. Are all adopted resolutions listed above indexed on the official zoning map?

Y N

See Examples "G-1" - Official Zoning Map Index and "H-1" – Official Zoning Map Index below.

Example G-1: Official Zoning Map Index

New Laws

Adopted legislation that has not yet been incorporated into the Code can be found below. Once a new law has been codified, it will no longer appear in this section.



Title	Adopted	Subject	Affects
Ord. No. 2020-01 (2020-06-17)	2020-06-17	Zoning Amendment	
Ord. No. 2020-03 (2020-12-07)	2020-12-07	Land Use Amendment	Ch 105
Ord. No. 2021-01 (2021-02-01)	2021-02-01	Zoning Amendment	

Note: The workgroup will need to identify all zoning map amendments that have occurred since the last zoning code/ordinance update or amendment. This may be a tedious process if records are not readily available. Once all zoning map amendments have been collected, the workgroup should evaluate whether each of the zoning amendments have been noted on the official zoning map.

Example H-1: Official Zoning Map Index

Official Zoning Map: Port Deposit

This is to certify that this is the Official Zoning map referred to in Article II, Section 13 of the Zoning Ordinance of the Town of Port Deposit, Maryland and supersedes and replaces the Official Zoning Maps adopted February 2, 2010.

____02-2015____ Resolution #	____January 20, 2015____ Date Adopted
____ Mayor	____ Date
____ Council Person	____ Date
____ Council Person	____ Date
____ Council Person	____ Date
____ Council Person	____ Date
____ Council Person	____ Date
____ Council Person	____ Date

Amended:
 October 28, 2003, Resolution 2003-20. New Zoning Ordinance & Map.
 January 4, 2005, Resolution 2004-05. Create IDOD.
 April 5, 2005, Resolution 2005-09. Change Parcel 6 to CBD.
 August 30, 2005, Resolution 2005-11. Change Parcels 648, 665 to BX.
 February 8, 2008, Resolution 2008-01. Change Parcels 350-398 from R1 to RM.
 February 2, 2010, Resolution 2010-1. Change Parcels 29-48, 99 to CBD.
 February 2, 2010, Resolution 2010-2. Change Parcel 328 to CBD.



Amended:
 October 28, 2003, Resolution 2003-20. New Zoning Ordinance & Map.
 January 4, 2005, Resolution 2004-05. Create IDOD.
 April 5, 2005, Resolution 2005-09. Change Parcel 6 to CBD.
 August 30, 2005, Resolution 2005-11. Change Parcels 648, 665 to BX.
 February 8, 2008, Resolution 2008-01. Change Parcels 350-398 from R1 to RM.
 February 2, 2010, Resolution 2010-1. Change Parcels 29-48, 99 to CBD.
 February 2, 2010, Resolution 2010-2. Change Parcel 328 to CBD.

Note: This zoning map example contains an index of all amendments to the zoning map since the zoning maps last update. The index describes the effective date, resolution number, and summary of the change.

a) If NO, then list the Resolutions that are missing:

- _____
- _____
- _____
- _____

b) If NO, the official zoning map needs to be updated to reflect the changes in the resolutions listed above (Contact your attorney or MDP for assistance).

IV. Annexations

1. **For municipalities, if there have been any annexation(s), does each annexation parcel(s):**
 - a) Appear within the municipal boundary on the official zoning map? **Y N**
 - If NO, then the official zoning map must be amended to reflect the new annexation boundary.
 - b) Reflect the municipal zoning classification listed in each applicable annexation resolution? **Y N**
 - If NO, then the official zoning map must be amended to reflect the new municipal zoning classification.
2. **Is each annexation resolution indexed on the official zoning map?** **Y N**
 - If NO, then consider annotating the resolution in the index. *See Example "H" - Official Zoning Map Index*
3. **Does the official zoning map match the municipal boundary presented on MDP's [Finder Online](#) website?** **Y N**
 - a) If NO, then contact your Regional Planner and report any mapping discrepancies.
4. **Does the official zoning map match the municipal boundary presented on the various county maps, such as, zoning, water and sewer service areas, etc?**
 - a) If NO, then contact the county and report any mapping discrepancies.

***Note:** All annexations are required to be filed with the Department of Legislative Services and US Census. Consider adding these post annexation requirements to your local annexation procedures. Contact your MDP Regional Planner for questions or assistance.*
 - b) If there has been any parcel(s) affected by annexation, does the annexed parcel(s) reflect the appropriate locally certified and state designated Priority Funding Area (PFA) category? **Y N**
 - If NO, contact your Regional Planner to determine how or if a PFA change is necessary.

***Note:** PFA categories include County PFA, Municipal PFA, or PFA Comment Area. Contact LAT if there are any inconsistencies in PFA designation or boundary.*

V. Rezonings

1. **If there have been any rezonings, does the new zoning category for the rezoned parcel(s) appear on the official zoning map?** **Y N**

a) If NO, then the official zoning map must be amended to reflect the new zoning category and the rezoned area.

2. If there have been any rezonings, are the new zoning ordinances/resolutions listed in the official zoning map index? **Y N**

a) If NO, then the official zoning map should be amended to reflect the new zoning resolutions on the official zoning map index.

VI. Communicating Changes to Interested Parties

1. Does the zoning ordinance/code require that planning board members/commissioners receive copies of all adopted text and map amendments? **Y N**

a) If YES, provide each member/commissioner with a copy of the most recent official zoning map and map index.

b) If NO, consider adopting a procedure or amending the zoning ordinance/code to provide each member/commissioner with a copy of the most recent text and map amendments.

2. If required, do each of your Planning Commissioners have an exact copy of the most recent official zoning map, with signatures and an index of any adopted resolutions? **Y N**

a) If NO, provide signed and indexed copies per zoning ordinance requirements.

3. Is there a copy of the official zoning map available on your jurisdiction's website? **Y N**

a) If YES, does the online official zoning map version:

- Include required signatures **Y N**
- Contain an index of adopted resolutions **Y N**
- Otherwise, identical to the paper Official Zoning Map **Y N**

b) If NO to any of these questions, consider if an official version can be uploaded for public access.

Note: *If an online version is not available, consider contacting your county or your [Regional Planner](#) for assistance.*

4. **Have you submitted an exact copy of the official zoning map to MDP?** Y N

a) If NO, then consider submitting an exact copy of the official zoning map to MDP. Provide GIS layers, if available.

Note: While not required, it is helpful for MDP to have an up-to-date copy of a jurisdiction's zoning map. This helps ensure reviews for state funding, PFA certification, Enterprise Zones, or other program areas are accurate.

5. **If a municipality, have you submitted an exact copy of your Official Zoning Map to your county planning department** Y N

a) If NO, submit an exact copy of the official zoning map, and GIS layers, if available, to your county planning department.

Final CheckUp: Topic 1 - Preserving the Official Zoning Map

To complete this exercise, your Official Zoning Map should:

- | | | | |
|--|---|---|----|
| 1. Reflect the requirements as specified in the local zoning code or ordinance: | | | |
| a) Signatures | Y | N | |
| b) Effective date | Y | N | |
| c) Other local requirements | Y | N | NA |
| 2. Include an index and resolution # of: | | | |
| a) Annexations | Y | N | NA |
| b) Rezoning | Y | N | NA |
| c) Text changes affecting official map | Y | N | NA |
| 3. Be displayed in conspicuous public space: | Y | N | |
| 4. Copied to Planning Commissioners (others) | Y | N | NA |
| 5. Be consistent with website version | Y | N | NA |
| 6. Official zoning map and website map match | Y | N | NA |
| 7. Be submitted to LAT, including GIS layers: | Y | N | NA |

TOPIC 2. Preserving the Official Zoning Ordinance/Code

Preserving of the official zoning code means it:

Meets the specific requirements outlined in your adopted zoning ordinance/code, has been meticulously updated, and all decision makers and members of the public have access to this document.

I. Getting Started

To complete this exercise, your workgroup will need a copy of your jurisdiction's zoning ordinance/code. You will need access to the municipal and/or county website, if applicable. Many of the checklist questions below and in the presentation slides mirror those of Topic 1 very closely. However, Topic 2 questions specifically relate to the zoning ordinance/code rather than the official zoning map, which is addressed in Topic 1.

Locating the Official Zoning Ordinance/Code

1. Does your workgroup have a copy of the jurisdiction's official zoning ordinance (also referred to as the zoning code)? Y N
2. Can your workgroup locate amendments to the zoning ordinance/code? Y N

If YES, to both questions, where are the official zoning ordinance and amendments located? (Examples: Front desk or clerk's office, and online)

- Ordinance _____
- Amendments _____

- a) If NO to either question, contact your clerk, town attorney, or MDP Regional Planner for assistance.

Important: When the workgroup has confirmed the location of the official zoning ordinance, be sure to note where the public can view the ordinance. There should be a hard copy of the zoning ordinance, as amended, available in a conspicuous public place, and on the jurisdiction's website, if applicable. Copies of the zoning ordinance, as amended, should also be provided to each planning commission/board member, clerk, planning staff, and elected body. It is not uncommon for planning commission/board members to not have a complete copy of the official zoning code. This is one of the main reasons to complete this topic area of the CheckUp on an annual basis.

3. Are the official zoning code and any amendments available online? Y N
 - a) If YES, on which websites are they located and what are the links (URLs)?
4. If not currently available online, can they be added to the municipal and/or county websites? Y N

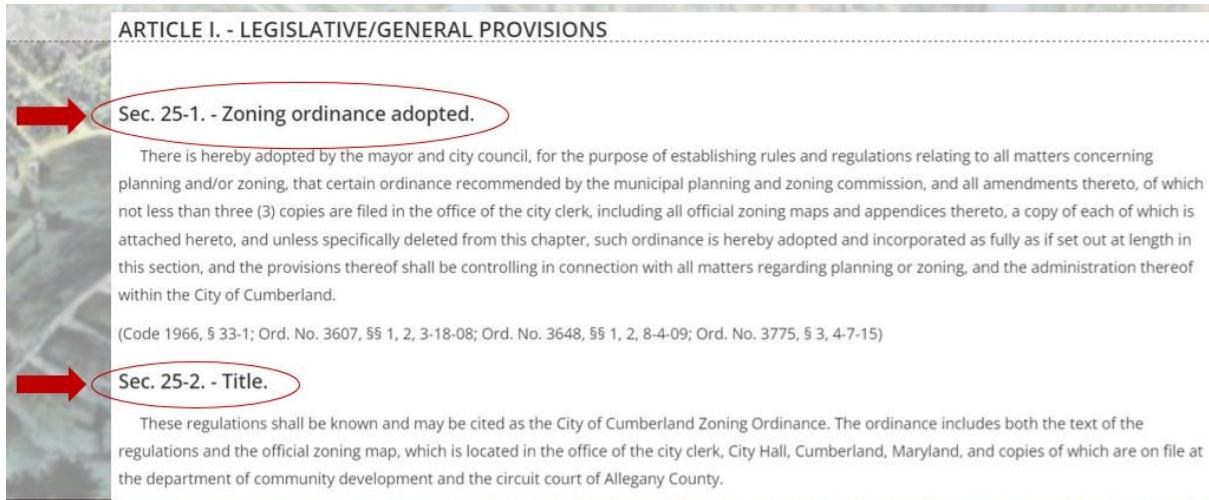
a) If YES, where will they be located and what will be the links (URLs)?

II. Reviewing the Zoning Ordinance/Code

1. Does the zoning ordinance/code have an official section in the larger jurisdictional code? (See Example "A-2" - Locally Established Official Zoning Code Requirements).

Y N

Example A-2: Locally Established Zoning Code Requirements



a) If YES, then list the code section number _____.

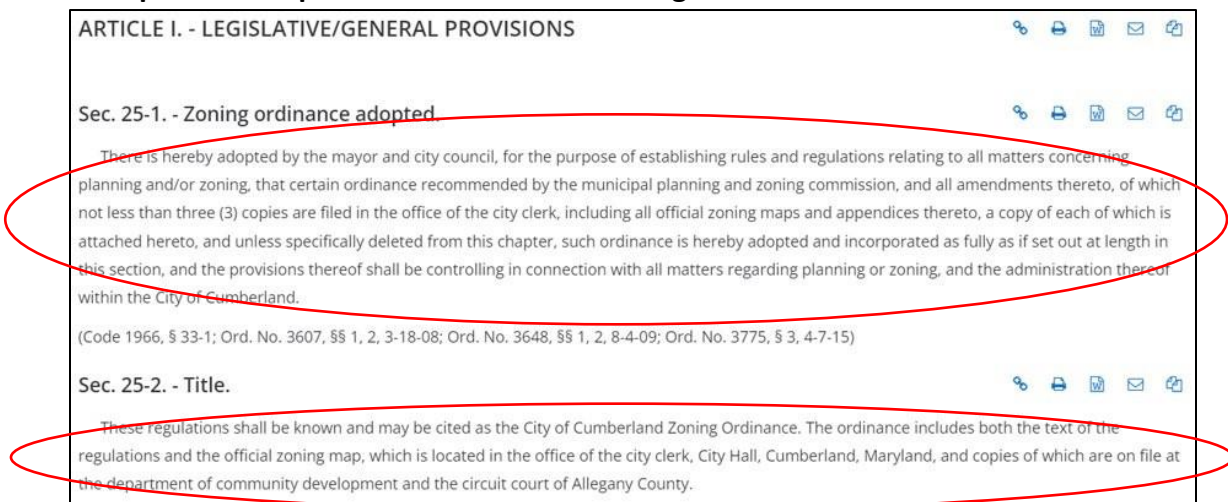
(Examples - Chapter 108 or Section 25-1)

2. Does the zoning ordinance/code have any official ordinance/code requirements?

See Example "B-2" - Requirements for Official Zoning Code

Y N

Example B-2: Requirements for Official Zoning Code



a) If YES, then list the requirements for the official zoning code.

- _____
- _____
- _____
- _____

b) If NO, consider establishing local requirements for the jurisdiction's official zoning ordinance/code.

III. Changes to the Official Zoning Ordinance Index

1. **Have there been any zoning map or text amendments since the effective date of the zoning ordinance/code?** Y N

- a) If YES, can you locate and identify those amendments? Y N
- b) Does your zoning ordinance index text amendments? Y N
- c) Have the changes been incorporated and indexed into the zoning ordinance? Y N

d) If they have not been incorporated, note the zoning amendments, and make sure they are listed in the official zoning ordinance index (as previously described for zoning maps in Topic 1).

Important: *In some instances, the original zoning ordinance is not locally modified to incorporate the new text changes (amendments) into the zoning ordinance. Therefore, the amendments are found in a separate ordinance, leaving the original ordinance text in place. If each planning commissioner does not have an adopted and official copy of the amendments, it is likely the public does not have access to the amendments either. For example, if there was an adopted text amendment that changed the setback requirements in the R-2 zone from 30 feet to 10 feet, the original zoning ordinance would still reference the old standard (30 feet) unless the ordinance is changed or indexed to inform the reader the standard has been changed or modified.*

It is common for planning commissioners to receive unsigned and unofficial copies of a zoning ordinance amendment after the planning commission action. In some cases, the planning commission is not provided a copy of the signed zoning ordinance amendment after it has been approved by the elected body. It is the responsibility of each planning commission to maintain and document their personal copy of the zoning ordinance. In some instances, planning commissioners may be absent when new ordinances are distributed. If that happens, the new changes may never be incorporated into their personal copies of the zoning code. With every amendment, there is an opportunity for this to occur.

Another common occurrence is when new planning commissioners join the board/commission and they receive an incomplete copy of the zoning code because the official zoning code has not been revised to include amendments. This could result in planning commissioners evaluating projects using different criteria because they have a different version of the zoning code.

It is also common that the online version of the zoning ordinance is not updated, leaving the public or potential developers with versions of the zoning code that are outdated. Avoiding these situations is one of the main purposes to conduct this CheckUp topic on an annual basis. The online version should not contain the word “Draft”.

See Examples “C-2”, “D-2”, and “E-2” - Zoning Amendments and Index.

Note: *The index may also be known as the zoning code and amendment ‘history’.*

2. Once all adopted resolutions/ordinances have been located, list adopted resolution/ordinance #, date, and a brief summary of map and text amendments:

- _____
- _____
- _____
- _____

Example C-2: Zoning Amendments and Index

New Laws

Adopted legislation that has not yet been incorporated into the Code can be found below. Once a new law has been codified, it will no longer appear in this section.

Title	Adopted	Subject	Affects
Ord. No. 2020-01 (2020-06-17)	2020-06-17	Zoning Amendment	
Ord. No. 2020-03 (2020-12-07)	2020-12-07	Land Use Amendment	Ch 105
Ord. No. 2021-01 (2021-02-01)	2021-02-01	Zoning Amendment	

Example D-2: Zoning Amendments and Index

ZONING ORDINANCE

HISTORY

<u>Ordinance Number</u>	<u>Effective Date</u>
Ordinance 97-02	August 4, 1997
Ordinance 98-01	May 27, 1998
Ordinance 98-03	May 27, 1998
Ordinance 98-05	December 20, 1998
Ordinance 02-03	October 28, 2002
Ordinance 04-01	May 24, 2004
Ordinance 06-04	January 22, 2007
Ordinance 06-05	January 22, 2007
Ordinance 09-01	February 22, 2009
Ordinance 2013-03	November 25, 2013
Ordinance 2015-02	April 27, 2015
Ordinance 2016-01	January 24, 2017
Ordinance 2017-04	December 25, 2017
Ordinance 2019-03	May 26, 2019

Important: Local jurisdictions are highly recommended to index their zoning codes to reflect changes to the Official Zoning Code. It is also recommended that the jurisdiction establish a sound file management system for all original documentation.

Example E-2: Zoning Amendments and Index

[HISTORY: Adopted by the Town Commissioners of the Town of Charlestown 9-9-1980, effective 9-29-1980, by Ord. No. 80-1. Replaces Chapter 200. Amendments noted where applicable.]

<u>Amendment</u>	<u>Adopted</u>	<u>Effective</u>	<u>Section</u>	<u>Amendment Type</u>
84-2	11-20-1984	12-10-1984	(Historic District)	(Multi-Family Grandfathering)
86-1	10-14-1986	12-3-1986	(Article 4, Sub A, 7(d))	(Satellite Dishes)
87-1	10-13-1987	12-2-1987	(Article 3, Section 2)	(Non-Conforming Lots)
88-1	2-9-1988	2-29-1988	(Article 7)	(Lot, Yard Coverage, Height)
1988	11-05-1987	10-24-1988	(Critical Area Program)	(Critical Area Program)
89-1	5-9-1989	5-29-1989	(Article 7)	(Lot, Yard Coverage, Height)
89-2	7-3-1989	7-23-1989	(Article 1, 4, 14)	(Residential Districts, Lot Coverage)
90-1	1-3-1991	1-23-1991	(1,10,12,13,20, 33,35,38)	(Historic District, Fees, et al)
90-3	NA	NA	(200: 2-11,18-19)	(Critical Area)
91-1	1991	1991	(200: 2, 2-11)	(Critical Area)
91-2	2-26-1991	2-26-1991	(200: 2-1)	(Critical Area Impervious Surface)
91-7	10-22-1991	11-11-1991	(Floodplain)	(Repealed 91-7A)
91-7A	12-30-1991	12-30-1991	(Floodplain)	(Replaced 2015-01).
92-1	4-14-1992	5-4-1992	(Floodplain)	(Manufactured Homes)
93-6	12-14-1993	1-3-1994	(Forest Conservation)	(Forest Conservation)
95-1	6-27-1995	6-27-1995	(200: 1,15,29,30,37)	(Yards,Signs,Pools,Fences,Appeals)
95-3	12-21-1995	1-10-1996	(Table Lot Coverage)	(Lot Coverage)
99-2	2-9-1999	3-1-1999	(200: 33)	(Appeals)
2001-05	11-27-2001	12-17-2001	(175: 1)	(Recreational Vehicles)
2003-02	8-12-2003	9-1-2003	(175: 23)	(Critical Area Special Buffer Area)
2005-01	12-27-2005	1-16-2006	(175: 23)	(Critical Area Map Corrections)
2006-02	6-13-2006	7-3-2006	(175: 23)	(Critical Area Program)
2009-01	2-10-2009	3-2-2009	(175:16)	(Poultry and Livestock)
2011-05	11-8-2011	11-28-2011	(175: Multiple)	(Definitions,Standards,Lot Coverage)
2015-01	4-14-2015	5-4-2015	(Floodplain)	(Floodplain Ordinance)
2023-01	3-14-2023	4-3-2023	(175: Multiple)	(Update)

Note: See example of the individual text amendment in the body of the zoning ordinance/code for Ordinance 2023-01, circled in red above, in Example G-2: Zoning Ordinance/Code Text Index.

3. Are the individual amendments cited in *the body* of the zoning ordinance/code in addition to a separate index? Y N

See Example "F-2" – Zoning Ordinance/Code Text Citation.

Example F-2: Zoning Ordinance/Code Text Citation

§ 175-2. Zoning Map.

- A. The incorporated areas of the town are hereby divided into zones, as shown on the Official Zoning Map which, together with all explanatory matter thereon, is hereby adopted by reference and declared to be a part of this chapter.²
- B. The Official Zoning Map shall be identified by the signature of the Town Commissioners attested by the Town Clerk and bearing the seal of the town under the following words: "This is to certify that this is the Official Zoning Map referred to in § 175-2 of the Zoning Ordinance of the Town of Charlestown," together with the date of the adoption of this chapter.
- C. If, in accordance with the provisions of this chapter and the Land Use Article of Maryland, as amended, changes are made in in zone boundaries or other matter portrayed on the Official Zoning Map, such changes shall be made on the Official Zoning Map promptly after the amendment has been approved by the Town Commissioners, together with an entry on the Official Zoning Map as follows: "On (date), by official action of the Town Commissioners, the following changes were made in the Official Zoning Map: (brief description of nature of change)," which entry shall be signed by the Town Commissioners and attested by the Town Clerk. The amending ordinance shall provide that such changes or amendments shall not become effective until they have been duly entered upon the Official Zoning Map. No amendment to this chapter which involves matter portrayed on the Official Zoning Map shall become effective until after such change and entry has been made on said map. [Amended 3-14-2023 by Ord. No. 2023-01]

4. If NO to Question 3 above, consider modifying your zoning ordinance/code regulations to require the notation of areas of the ordinance/code which have been modified.

Important: As zone regulations are applied to development upon the effective date, it is important to note when the new regulations are effective. This notation also helps staff and property owners to know whether a property after the zoning regulations have changed would be considered a legal nonconformity. The notations included within the body of the zoning ordinance can also provide a way to determine the list of zoning amendments that have occurred over time, if an index is not identified at the beginning of the zoning ordinance/code, as depicted in Examples "E-2" and "F"-2.

5. Do each of your planning commissioners/board members have an exact copy of the most recent official zoning code as amended? Y N

- a) If NO, provide an indexed copy per zoning code requirements to each planning commissioner/board member, clerk, planning staff, elected body, and for public access. Update the online version.

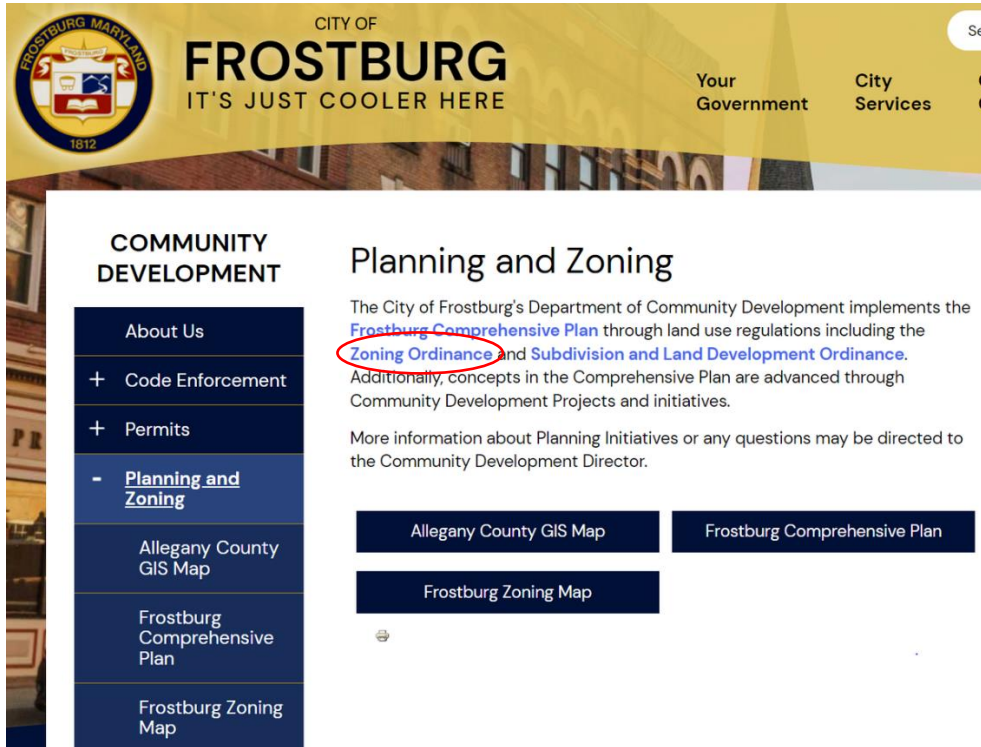
Note: This task can be tedious for the workgroup, but it is essential to ensure all parties are using the same ordinance/code and that the ordinance/code reflects all

adopted amendments. Once the index has been confirmed, annual checks will help to ensure that your ordinance/code is up to date.

6. Does your jurisdiction post a copy of the zoning code online? Y N

See Example "G-2" – Online Zoning Ordinance.

Zoning Ordinance Example G-2: Online



a) If YES, does the online version contain all amendments listed above? Y N

b) If NO, then consider posting an online version for public use and ensure the copy online is an up-to-date version.

7. Does the zoning code have a section pertaining to the Board of Appeals (BOA)?

Y N

a) If NO, consider incorporating standards in your zoning ordinance/code to address board of appeals decisions and findings.

b) If YES, how are their decisions shared with the public and the planning commission/board?

- c) If YES, who is the responsible party for recording the decisions of the BOA and providing copies of the decision to the planning commission/board?
- d) If YES, do the planning commissioners all have copies of the BOA decisions?

Y N

See Example "H-2 Board of Appeals

Example H-2: Board of Appeals

§ 18:1-122 **Decisions with respect to variance.**

A. Extent of approval. The Board may not authorize a *variance* that modifies any requirement of this Chapter 18:1 to a degree greater than that minimally required to ameliorate the circumstances referred to in § 18:1-121 of this Chapter 18:1. In any decision authorizing a *variance*, the Board shall specifically state the reasons for its finding that the *variance* does not exceed that minimum.

B. *Density.* Except where extraordinary circumstances of extreme hardship are found to be present and specified in its decision, the Board may not authorize any *variance* that would:

- (1) Increase the number of *dwelling units* otherwise allowed by this Chapter 18:1 by more than one;
- (2) Increase the otherwise permitted FAR by more than 10%; or
- (3) Allow the use of a *lot* that is more than 10% smaller than otherwise allowed.

C. *Conditions.*

- (1) When authorizing a *variance*, the Board may attach such conditions regarding the location, character, and other features of the proposed *structure* or *use* as it may deem necessary in the public interest and in order to further the purposes of this Chapter 18:1.
- (2) The conditions may include the requirement of *covenants* and/or *guarantees* as may be deemed necessary to insure that the requirements of the authorization will be fulfilled.

D. *Natural resources.* If the natural resource requirements set forth in Chapter 18:1, Part 4, Article IX, are adversely affected, the Board shall give special consideration to the imposition of conditions that involve mitigation of damage to those resources.

8. Does your code have BOA notification and reporting requirements? Y N

a) If YES, list the notification and reporting requirements.

- _____
- _____
- _____
- _____

b) If NO, consider incorporating standards for the planning commission/board to be notified of BOA actions.

Final CheckUp: Topic 2 - Preserving the Official Zoning Ordinance/Code

To complete this exercise, your Official Zoning Ordinance/Code should:

- | | | | |
|--|---|---|----|
| 1. Contain an Index of all changes. | | | |
| 2. Reflect the requirements as specified in the local zoning ordinance/code. | | | |
| a) Effective Date | Y | N | |
| b) Other local requirements | Y | N | NA |
| 3. Include an Index Resolution # and effective date for: | | | |
| a) Map Amendments | Y | N | NA |
| b) Text Amendments | Y | N | NA |
| 4. Displayed in conspicuous public space. | Y | N | |
| a) Copied to Planning Commissioners | Y | N | NA |
| b) Be consistent with online version | Y | N | NA |
| 5. Indicate how the Board of Appeals decisions are recorded and shared with the public and planning commission. | Y | N | |

Topic 3: Preserving Official Zoning Map Changes

Preserving Official Zoning Map Changes means that your official zoning map meets the specific requirements outlined in your adopted zoning code, has been meticulously updated, and all decision makers and members of the public have access to the document or a copy with all amendments and map changes.

1. Have there been any of the following zoning map changes since the effective date?

- | | | |
|--|---|---|
| a) Annexations | Y | N |
| b) Re-zonings | Y | N |
| c) Map Error Corrections (Changes or mistakes) | Y | N |

2. If YES, can the workgroup locate a copy of all adopted annexation resolutions, re-zonings, or map error resolutions?

- a) If NO to question 2, contact the clerk, planning staff, town attorney, or others to help locate the resolutions.

3. Once all adopted resolutions have been located, list each resolution # and effective dates:



- _____
- _____
- _____

4. Does the zoning ordinance/code have an official zoning map changes section? See Example "A-3" - Locally Established Official Zoning Map Changes. Y N

- a) If YES, list the ordinance section number:

- _____

Example A-3: Locally Established Official Zoning Map Changes



Municipal Code

[Ch 170 Art I General Provisions](#)

- [170-1 Official Zoning Map](#)
- [170-2 Replacement Of Official Zoning Map](#)
- [170-3 Official Critical Area Overlay District Map And Provisions](#)
- [170-4 Floating Zones](#)
- [170-5 Rules For Interpretation Of Zone Boundaries](#)
- [170-6 Application Of Zone Regulations](#)

170-1 Official Zoning Map

- A. The incorporated areas of the Town are hereby divided into zones, as shown on t
- B. The Official Zoning Map shall be identified by the signature of the Town Council referred to in § 170-1 of the Zoning Ordinance of the Town of Centreville, Maryland
- C. If, in accordance with the provisions of this chapter and Article 66B, § 1.00 et seq made on the Official Zoning Map promptly after the amendment has been approved (change or changes) were made in the Official Zoning Map: (brief description of n changes or amendments shall not become effective until after such changes and
- D. No changes of any nature shall be made in the Official Zoning Map except in c violation of this chapter and punishable as provided under § 170-68 of this chapt
- E. Regardless of the existence of purported copies of the Official Zoning Map, whi current zoning status of land and water areas, buildings, and other structures in

¹ *Editor's Note: The Official Zoning Map is included as an attachment to this chapter.*

HISTORY
Amended by Ord. [10-2022](#) on 11/17/2022

170-2 Replacement Of Official Zoning Map

- A. In the event that the Official Zoning Map becomes damaged, destroyed, lost or d which shall supersede the prior Zoning Map.
- B. The new Official Zoning Map may correct drafting or other errors or omission amendment thereof. The Planning and Zoning Commission shall certify as to th the Town Council attested by the Town Clerk, and bearing the seal of the Town.



5. If YES, list the requirements for the official zoning map changes:







- _____
- _____
- _____
- _____

(Examples include effective date, signatures, town seal, map location, index of amendments, and disclaimers.)

See Example "B-3" - Requirements for Official Zoning Map Changes.

Example B-3: Requirements for Official Zoning Map Changes

§ 175-2. Zoning Map.

-  A. The incorporated areas of the town are hereby divided into zones, as shown on the Official Zoning Map which, together with all explanatory matter thereon, is hereby adopted by reference and declared to be a part of this chapter.²
-  B. The Official Zoning Map shall be identified by the signature of the Town Commissioners attested by the Town Clerk and bearing the seal of the town under the following words: "This is to certify that this is the Official Zoning Map referred to in § 175-2 of the Zoning Ordinance of the Town of Charlestown," together with the date of the adoption of this chapter.
-  C. If, in accordance with the provisions of this chapter and the Land Use Article of Maryland, as amended, changes are made in in zone boundaries or other matter portrayed on the Official Zoning Map, such changes shall be made on the Official Zoning Map promptly after the amendment has been approved by the Town Commissioners, together with an entry on the Official Zoning Map as follows: "On (date), by official action of the Town Commissioners, the following changes were made in the Official Zoning Map: (brief description of nature of change)," which entry shall be signed by the Town Commissioners and attested by the Town Clerk. The amending ordinance shall provide that such changes or amendments shall not become effective until they have been duly entered upon the Official Zoning Map. No amendment to this chapter which involves matter portrayed on the Official Zoning Map shall become effective until after such change and entry has been made on said map. [Amended 3-14-2023 by Ord. No. 2023-01]
-  D. No change of any nature shall be made in the Official Zoning Map or matter shown thereon except in conformity with the procedures set forth in this chapter. Any unauthorized change of whatever kind by any person or persons shall be considered a violation of this chapter and punishable as provided under § 175-51 of this chapter.
-  E. Regardless of the existence of purported copies of the Official Zoning Map which may from time to time be made or published, the Official Zoning Map which shall be located in the office of the Town Clerk shall be the final authority as the current zoning status of land and water areas, buildings and other structures in the town. A copy of the map shall be located in the offices of the Planning Commission.
-  F. In the event that the Official Zoning Map becomes damaged, destroyed lost or difficult to interpret because of the nature or number of changes and additions, the Town Commissioners may by resolution adopt a new Official Zoning Map which shall supersede the prior Official Zoning Map.
- G. The new Official Zoning Map may correct drafting or other errors or omissions in the prior Official Zoning Map, but no such correction shall have the effect of amending the original Zoning Ordinance or any subsequent amendment thereof. The Planning Commission shall certify as to the accuracy of the new Official Zoning Map prior to its adoption by the Town Commissioners. The new Official Zoning Map shall be identified by the signature of the Town Commissioners attested by the Town Clerk and bearing the seal of the town under the following words: "This is to certify that this Official Zoning Map supersedes and replaces the Official Zoning Map adopted (date of adoption of map being replaced) as part of the Zoning Ordinance of the Town of Charlestown."

6. Does the official zoning map conform to all the zoning ordinance map change requirements listed above? Y N

a) If NO, list the requirements for the official zoning map change requirements that are not being met and consider amending the zoning code to establish requirements.

- _____
- _____
- _____

Note: The official zoning map may need to be updated to conform to each of the local requirements. Consult your attorney, and/or contact MDP for assistance.

7. Are all adopted resolutions indexed on the official zoning map? Y N

a) If NO, then list the resolutions that are missing:

- _____
- _____
- _____

Final CheckUp: Topic 3 – Preserving Official Zoning Map Changes

To complete this exercise, your Official Zoning Map Changes should:

- | | | | |
|--|----------|----------|----|
| 1. Reflect the requirements as specified in the local zoning code or ordinance. | | | |
| a) Signatures | Y | N | |
| b) Effective Date | Y | N | |
| c) Other | Y | N | NA |
| 2. Include an Index Resolution # for: | | | |
| a) Annexations | Y | N | NA |
| b) Rezoning | Y | N | NA |
| c) Map Error Corrections | Y | N | NA |
| 3. Displayed in conspicuous public space. | Y | N | |
| a) Changes meet code requirements | Y | N | NA |
| b) Changes are indexed | Y | N | NA |
| c) Official Zoning Map and Website Map match | Y | N | NA |
| d) Planning Commission or Board has copies | Y | N | NA |

Topic 4: Ordinance Integration

Ordinance Integration means that the official zoning ordinance/code has been amended to incorporate all text amendments into one complete document. The amendments have also been indexed and noted in each section of the zoning ordinance that has been amended. The ordinance must also ensure any amendments do not inadvertently use another numbering system and that references to any external documents, plans, or maps are current.

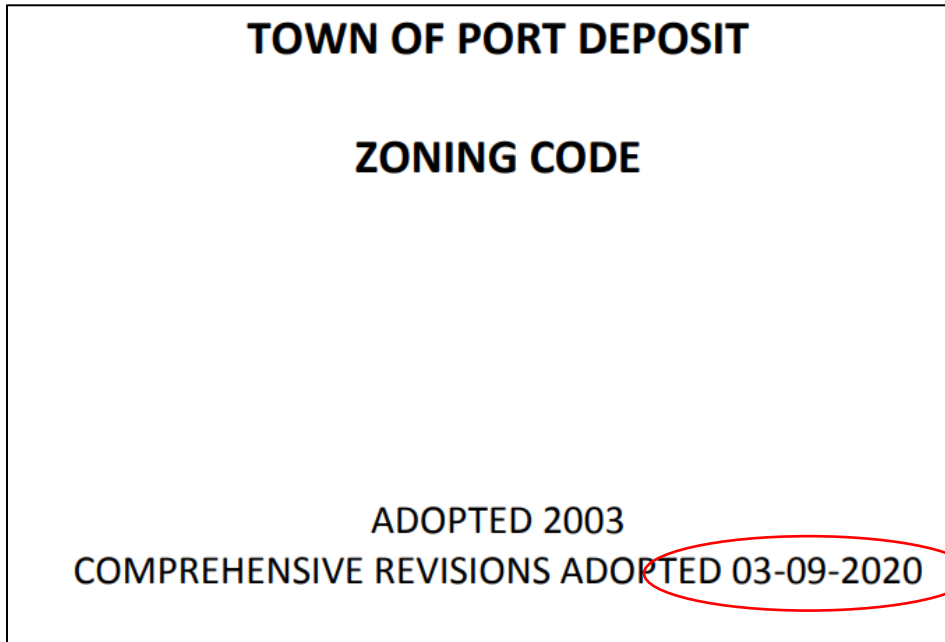
I. Zoning Ordinance Index

4. Does the zoning ordinance/code have an index (amendment history)? Y N
- a) If YES, check the body of the ordinance to ensure all amended sections have been noted in the index.
 - b) If NO, create an index and include annotations, ordinance #s, and effective dates in all areas of the zoning code which have been amended.

Important: To quickly determine which version of the code is being consulted, the adoption date and preferably the ordinance # adopting the code should be easily visible to the user.

See Examples "A-4" – Zoning Code Adoption Date, and "B" – Zoning Ordinance Annotations.

Example A-4: Zoning Code Adoption Date



Note: In Example A-4 above, the adoption year is listed as 2003, with amendments (revisions) made on March 9, 2020. Each planning commissioner, town clerk, planning staff member, should have an integrated copy of the zoning ordinance which is identical. This version should

also be available publicly. If any versions are different, then this is the purpose of the annual CheckUp.

II. Zoning Ordinance Annotations

5. Does the zoning ordinance integrate all amendments? Y N

- a) If NO, review each amendment ordinance and include an annotation in each section of the ordinance which has been amended. The annotation should include the ordinance # and effective date. Also, consider adding this requirement to your zoning amendment procedures, if not already provided.

Important: When a zoning ordinance is amended, each amendment should be indexed at the beginning of the code, either on the cover page or a separate page. Each change in the text should also be annotated to depict when the change to that specific section was adopted, including the ordinance # and effective date.

The zoning code should be checked to ensure all zoning amendments have been integrated. This can be a tedious task for the workgroup, but it is essential to ensure the official zoning code has incorporated all changes. The annotations in the zoning code text will also help to ensure that planning officials and members of the public understand when zoning regulation changes are effective, or otherwise ‘grandfathered’ from a new regulation.

See Exhibits “B-4” and “C-4” – Zoning Ordinance Annotations.

Exhibit B-4: Zoning Ordinance Annotations

ARTICLE IV	§175-53. Penalties and Remedies for Violations
Supplementary Zone Regulations	§175-54. Permit Revocation
§175-25. Off-street loading.	§175-55. Computation of Time
§175-26. Off-street parking.	§175-56. Judicial Review
§175-27. Utilities.	§175-57. Reserved
§175-28. Visibility at intersections.	§175-58. Reserved
[HISTORY: Adopted by the Town Commissioners of the Town of Charlestown 9-9-1980 by Ord. No. 80-1. Amendments noted where applicable.]	

Exhibit C-4: Zoning Ordinance Annotations

(3) In order to more fully preserve, protect and perpetuate the flavor and quality of Charlestown's Historic District, all residential construction and development within its established boundaries shall be limited to single-family detached structures conforming with applicable zoning regulations. [Added 10-13-1987 by Ord. No.87-1; amended 1-3-1991 by Ord. No. 90-1]
--

III. Archaic References

6. Does the zoning ordinance/code have any archaic references? See Example “D-4” – Archaic References. Y N

a) If YES, update accordingly.

Note: In Maryland, many zoning codes were originally adopted under the regulatory authority of Article 66B of the Annotated Code of Maryland. In 2012, the Maryland General Assembly repealed Article 66B and replaced it with the Land Use Article. References to archaic laws, or any other topics found in the zoning ordinance should be updated. In some cases, the zoning ordinance lists a title of the planning authority who is responsible for certain zoning related tasks. With reorganizations and changes in staffing, these types of references may be archaic too. In other instances, reference to design guidelines or other regulatory documents or plans have changed. It is recommended the zoning code be scanned for such archaic references and changed to ensure users are directed to the most appropriate information.

Example D-4: Archaic References

§ 170-3. Purpose and Authority.

The zoning regulations and districts as herein established have been made in accordance with the Chestertown Comprehensive Plan, as amended from time to time, to promote, in accordance with present and future needs, the health, safety, morals, order, convenience, prosperity and general welfare of the citizens of Chestertown, Maryland, and to provide for efficiency and economy in the process of development, for the appropriate and best use of land, for convenience of traffic, walking, biking and circulation of people and goods, for the appropriate use and occupancy of buildings, for healthful and convenient distribution of the population, for protection against destruction of or encroachment upon historic areas, to promote sustainability principles, and to promote good civic design and arrangement, including the preservation and enhancement of the attractiveness and character of the Town. These regulations are also intended to provide for adequate public utilities and public services and facilities by regulating and limiting or determining the height and bulk of buildings and structures, the area of yards and other open spaces and the density of use. These provisions have been made with a reasonable consideration of, among other things, the existing use of property, the character of the Town and districts established herein and their peculiar suitability for particular uses and trends of growth or change and with a view toward conserving the value of land and buildings and encouraging sustainable and the most appropriate use of land throughout the incorporated territory of Chestertown, Maryland. This Ordinance is enacted under the authority granted by the General Assembly of Maryland, as provided in Article 66B, Annotated Code of Maryland, as amended.

Note: This reference to Article 66B, Annotated Code of Maryland, is out of date. In this instance, the code should be amended to delete “Article 66B” and replace it with “the Land Use Article”.

IV. Numbering Systems

7. Does the zoning ordinance/code use a consistent numbering system? **Y N**

a) If NO, update the numbering system.

Note: It is not uncommon for jurisdictions to use code language adopted by other jurisdictions as the basis for addressing a topic area in the zoning code. Often jurisdictions will utilize use tables from their county or adopt a new use regulation used by another municipality. However, in some instances the two jurisdictions will have established different numbering systems in their code document. Simply cutting and pasting code language, including the numbering system, can create confusion. Ensure that your code is numbered consistently.

See Exhibits “E-4” and “F-4” – Numbering Systems.

Exhibit E-4: Numbering Systems

Section 12-518. Permissible Uses Tables

1. More specific use controls. Whenever a development could fall within more than one use classification in the Table of Permissible Uses, the classification that most closely and most specifically describes the development controls.
2. Table of Permissible Uses (see following pages)

Legend: P = Permitted, PC = Permitted with Conditions, SE = Special Exception, SC = Special Exception with Conditions								
USE DESCRIPTION	R-O	R-1	R-2	R-3	LC	CC	CID	LI
RESIDENTIAL								
1.100 Single-Family Residences								
1.110 Single-family detached	P	P	P	P	SE	SE		SE
1.111 Site-built and modular residential structures	P	P	P	P	SE	SE		SE
1.112 Manufactured or Mobile Home Park								
1.200 Two-Family Residence								
1.210 Primary residence with accessory apartment	PC	PC	PC	PC	SE	SE		SE
1.220 Secondary residential structure auxiliary to existing residence	PC	PC	PC	PC				
1.230 Duplex	P			P	SE	SE		SE
1.240 Two-family apartment				P	SE	SE		SE
1.300 Multi-Family Residences								
1.310 Multi-family - townhouses	SC			SC	PC	PC		PC
1.320 Multi-family - apartments	SC			SC	PC	PC		PC
1.330 Commercial apartments	PC				PC	PC		PC

Note: In the example above, one part of the municipal zoning code, Section 12-518, references the Table of Permissible Use. However, the Table of Permissible Uses utilizes a completely different numbering system for each of the uses, which was copied from the county. The

numbering system in the Table of Permissible Uses references back to sections of the county code, rather than the municipal code.

V. Referenced Documents

Note: In some instances, there are references in a municipal zoning code that will reference other documents. If your code has a reference to a county map, for example, be sure to check that the document still exists, or if it has been updated to a newer version.

8. Does your zoning ordinance/code reference any external documents? Y N

- a) If YES, make sure that the reference document is still accurate. For example:
Have there been amendments and updates? Does the document still exist?
Does the document still use the same name?

Final CheckUp: Topic 4 – Ordinance Integration

To complete this exercise, your Official Zoning Ordinance should:

9. Identify an adoption date.	Y	N	
10. Identify an amendment index (history)	Y	N	
11. Remove archaic references	Y	N	
12. Be checked for proper numbering	Y	N	
13. Planning Commission has copies	Y	N	
14. Public has copy	Y	N	
15. Website has copy	Y	N	NA

Topic 5: Parking Best Practices

Overview: The Maryland Zoning CheckUp

MDP created [The Maryland Zoning \(Checkup\)](#) to provide guidance to planners, planning commissions (or boards), on a variety of planning and zoning topic areas. The *CheckUp* is an optional exercise and is not mandated by state law. The *CheckUp* uses a series of examples, prompts, questions, and recommendations by which this topic area may be analyzed, updated, or streamlined, as locally desired.

This *CheckUp* module is a best practices guide for evaluating the effectiveness and performance of your zoning law and ordinances (zoning laws) on and off-street parking standards. MDP sampled local zoning laws to illustrate the ‘range of duties and responsibilities’ jurisdictions have included in their zoning laws for parking standards, and this parking best practices guidance provides “form-based” development practices that are useful to augment and update local zoning laws.

Implementing Maryland’s Planning Principles

The *CheckUp* can assist in implementing Maryland’s Sustainable Growth Policy and Planning Principles (Principles). In 2025, the Planning Principles Act ([SB 266](#)) replaced the Twelve Planning Visions with the Principles. Effective October 1, 2025, [Land Use Article Section 1-201](#) requires a planning commission to implement the Principles through the comprehensive plan and plan implementation strategies.

The on and off-street parking resources presented within this *Checkup* module actively advance the **LAND, TRANSPORTATION, ECONOMY** and **PLACE** principles shown in Figure 1 below. Jurisdictions that would include and/or successfully implement any of the suggestions contained within this *Checkup* module into the goals and objectives set forth within their comprehensive plans would be actively working towards implementing the Principles. The best practices, examples, and case studies included within this *Checkup* module actively promote and complement historic cores and main street business areas through innovative planning practices for jurisdictions such as conducting a parking study or crafting a parking standard for your historic core, adding a shared-parking section to your zoning laws, as well as many other parking related strategies. The best practices highlighted can help preserve existing cultural and historic resources within the historic core of a jurisdiction, ensuring they can be enjoyed by residents and visitors in the present and future.

Reducing parking areas and requirements for them is an efficient use of land and incentivizes desired and traditional land uses. Context sensitive streets promote safety, while context sensitive parking regulations promote adaptive reuse and mixed-use development. Finally, great streets promote a sense of place.

Figure 1: Maryland's Eight Sustainable Growth Principles



I. Background and History

Parking requirements are designed to accommodate vehicles of a certain size but may also remain unique to fit the needs of a community. Parking standards are vital for strong community planning and can impact a wide variety of areas including tourism and economic development. The following *Checkup* chapter will examine best practices and things to consider when regulating parking in a town's ordinance or land development regulations.

Figure 2: Main St. Frostburg, MD, (Allegany County) 1908. Prior to Euclidean Zoning



Source: [City of Frostburg](#)

What has been done in Maryland's Recent Past?

During the mid to late 20th century, it was standard [Euclidean Zoning](#) parking practice to separate land uses and allow for large parking lots to accommodate the highest capacity crowds possible at big-box retail stores and shopping malls. Many smaller jurisdictions, with historic cores, modeled their parking requirements on the parking standards used by other, much larger suburban jurisdictions, and adopted them as their own.

Additionally, many jurisdictions across the United States removed large sections of on-street parking to add additional traffic lanes to reduce congestion and increase the flow of traffic in and around towns. Today, these regional malls, shopping centers, big-box stores, etc. may require a reevaluation of your town's parking standards to support reuse, redevelopment, and

a scale of development more appropriate for smaller jurisdictions.

How can Maryland jurisdictions change parking standards for their future?

Many jurisdictions now actively promote and implement some of the methods, techniques, and elements below when updating and evaluating parking standards:

- Parking reductions for new and mixed-use development
- Pedestrian safety, traffic calming, [Vision Zero](#)
- Promoting walkability
- Placemaking
- Transit Oriented Development (Limited to areas with transit)

Rightsizing Your Parking Standards

MDP encourages jurisdictions to implement the above methods, techniques, and elements in ways that best meet current and future needs concerning parking. This approach is referred to as “Rightsizing” your parking standards.

II. Getting Started

This *CheckUp* focuses on all aspects of parking standards and presents topics of consideration relevant to small jurisdictions that are interested in establishing parking standards that are more appropriate for their historic character. Smaller jurisdictions have many considerations when adopting or updating their parking standards, and the goal of this *Checkup* topic is to assist jurisdictions in making informed decisions relating to this topic.

This module will address the following parking principles and best practices:

- Getting Started
- Parking Inventory
- Area Specific Standards
- Rightsizing Parking Standards
- On-Street Parking
- Off-Street Parking
- Small Town Parking Resources
- Parking Case Studies
- Establishing Consistency Within Zoning law
- Next Steps

To complete this exercise, your workgroup will need a copy of:

- Adopted transportation map (*Example 1*)
- Official local zoning law and land development regulations (*Example 2*)
- Subdivision regulations (*Example 3*)
- Any local parking inventory, parking study, or local regulations relating to parking (*Example 4 and Example 5*)

1. Do you have copies of the following?

a) Transportation plan map	Y	N	N/A
b) Local zoning law	Y	N	
c) Land development regulations	Y	N	
d) Subdivision regulations	Y	N	
e) Town parking regulations*	Y	N	N/A
f) County parking regulations*	Y	N	N/A
g) Local parking studies, inventories, etc.	Y	N	

If YES: Please ensure that it is the most up to date version of these documents.

If NO: Contact your Planning Director and/or county planning staff for assistance in locating these documents.

Note: *Although this exercise will focus primarily on the local zoning laws, this process should also be repeated using any other local documents known to establish parking standards. Part of this exercise involves ensuring consistency between documents and could potentially involve cross-referencing, depending upon the town’s established parking standards and where they happen to be located.*

Hint: *A word search for ‘Parking Standards’ or similar phrases in local zoning laws may assist in the identification of duties and responsibilities in your local zoning laws.*

2. Does your parking code indicate when the jurisdiction’s parking standards were created or revised? **Y** **N**

A) What year was your current parking standard created?

Note: *The intent of this question is to establish how long it has been since your town or jurisdiction’s parking regulations were last evaluated. If the current parking standard rates are*

more than a decade old, then consider recalibrating your parking standards based on current parking utilization rates and parking best practices.

- B) Does your parking code identify a source of the parking standards? (i.e. Parking Study, ITE, other). Y N

If YES, list:

If NO, then consider the parking resources and case studies within Sections VII and VIII in this document.

Note: It is also important to consider the original source of the parking standard in evaluating the appropriateness of those standards for your community. If your source is unknown, that is a good indication that your parking standards may not be the best fit for your community.

Example 1: Galena Transportation Map 2020 (Kent County, MD)

Population: 531 (2020 US Census)

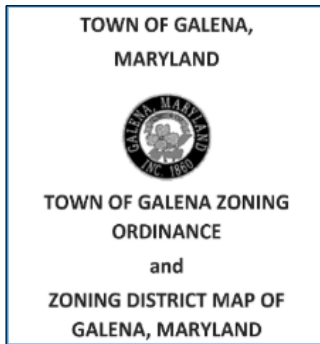


Source: Town of Galena 2022 Comprehensive Plan

Example 1, the Town of Galena has a Transportation Plan Map (2009) within the [Town of Galena 2022 Comprehensive Plan](#). While the comprehensive plan is a guide, the local zoning

laws should be updated to reflect and implement the guidance established in the comprehensive plan. In **Example 2**, The Galena zoning law codifies the various standards for the existing and proposed transportation network and parking, including locations where on-street parking is prohibited.

Example 2: Galena Zoning law (Zoning Law) Section 167-2 Parking Prohibited



§ 167-2 **Parking prohibited at all times.**
 [Amended 2-1-1999 by Ord. No. 99-01; 9-8-2015 by Ord. No. 2015-04]

A. Parking shall be prohibited at all times in the following locations:
 [Amended 4-1-2019 by Ord. No. 2019-01]

(1) Streets.

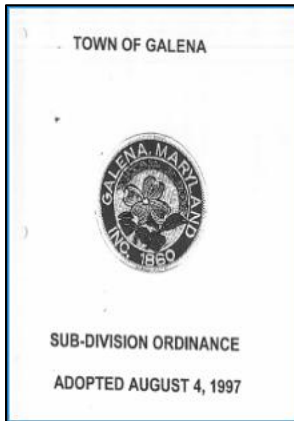
Name of Street	Side	Location
Birchwood Lane	West	Entire length
Cedarwood Drive	East	Entire length
Laura Lane	South	South portion
Phelps Avenue	East	Entire length
Sycamore Lane	South	Entire length
Virginia Avenue	North	Entire length

Source: Town of Galena, MD Zoning law, Section 167-2.

3. Does your jurisdiction maintain a Transportation Map? Y N

- a) If YES, is the map included in your comprehensive plan?
- b) If YES, does the map correspond to any roadway profile dimensions (a visual representation of a road’s elevation) or standards in your zoning law?
- c) If NO, consider adopting a Transportation Map. *See Example 1.*

Example 3: Galena Sub-Division Ordinance (Zoning Law)



Chapter 150 Streets and Sidewalks

[HISTORY: Adopted by the Mayor and Council of the Town of Galena 4-5-2010 by Ord. No. 10-01 (Ch. VI, Art. 1, §§ 6-106 and 6-107, of the 1990 Code of Ordinances). Amendments noted where applicable.]

GENERAL REFERENCES

Property maintenance — See Ch. 131.
Skateboards — See Ch. 140.
Vehicles and traffic — See Ch. 167.

§ 150-1 Public ways and byways. >

§ 150-2 Sidewalks. >

§ 150-1 Public ways and byways.

A. Definitions.

PUBLIC WAYS

Includes all streets, avenues, roads, highways, public thoroughfares, lanes and alleys.

B. Control of public ways. The Town shall have control of all public ways in the Town, except such as may be under the jurisdiction of the Maryland State Highway Administration, subject to the laws of the State of Maryland and the Town Charter and may do whatever it deems necessary to establish, operate, and maintain in good condition the public ways of the Town.

Source: *Town of Galena Sub-Division Ordinance.*

The Town of Galena zoning laws for parking are included in **Examples 2** and **3**. In **Example 3**, the [Town of Galena Sub-Division Ordinance](#) also has standards that may apply to streets and parking. While the zoning law, depicted in **Example 2**, may establish the amount of parking, the sub-division ordinance, depicted in **Example 3**, may provide instruction on development standards. Those development standards may or may not be internally consistent with the local zoning law and the comprehensive plan guidance. In our **Example 3** for Galena, the sub-division ordinance was last updated in 1997, while the comprehensive plan was updated in 2009, and again in 2022. Amendments to the sub-division ordinance were identified in 2022.

4. Does your jurisdiction have a Sub-Division Ordinance? Y N

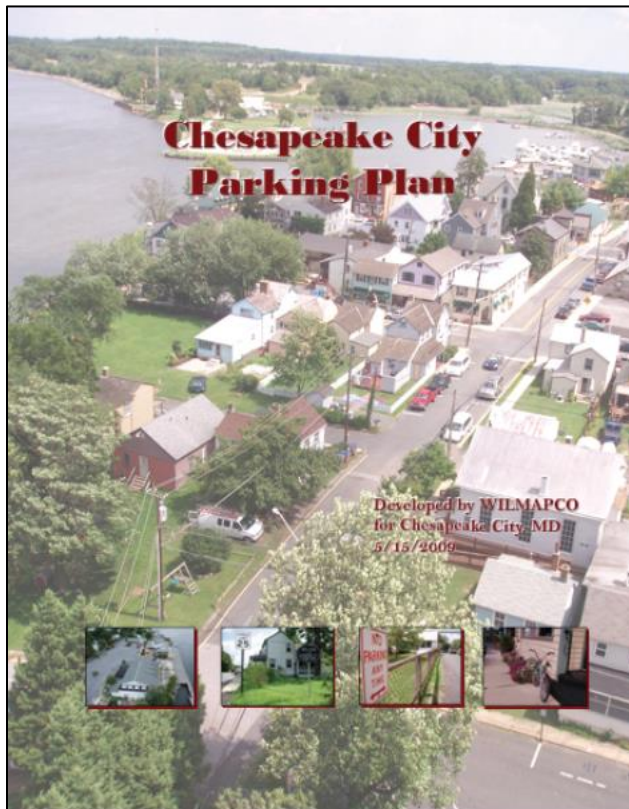
a) If YES, does your jurisdiction regularly update your sub-division ordinance to ensure concurrence with your zoning law? Y N

b) If YES, when was the last update of the sub-division ordinance? (mm/dd/yyyy)

c) If NO, consider reviewing, and if needed updating, your sub-division ordinance for consistency of parking and street standards with your zoning law.

Example 4: Chesapeake City Parking Plan (Cecil County, MD)

Population: 736 (2020 US Census)



Source: Town of Chesapeake City Parking Plan, WILMAPCO.

In **Example 4**, Chesapeake City analyzed issues raised in the Chesapeake City Comprehensive Plan to develop parking recommendations designed to balance residential quality of life needs, preservation of the community’s unique character, and enhancement of visitor experiences. The Parking Plan assessed existing supply and demand for parking, and made recommendations including:

- Balance quality of life needs for residents and convenient visitor parking

- Maximize efficient use of available parking “park once” environment
- Create safe and convenient walking environments
- Examine parking policies that support the implementation of the comprehensive plan
- Develop any new parking using designs which minimize environmental impacts

Example 5: Washington County Off-Street Parking Requirements

Section 22.12 Off-Street Parking Requirements

(a) Employee Parking

1. For the purposes of this Article, employees shall mean the regular working staff (paid, volunteer, or otherwise) at maximum strength and in full time equivalent numbers necessary to operate, maintain, or service any given facility under normal levels of service.
2. Employee parking shall be provided in accordance with the schedule defined in Section 22.12(b).
3. Businesses that may not require customer/visitor parking shall, at a minimum, provide employee parking at a ratio of 1 space per employee on the main shift.

146
Revision 16, Division I deleted and replaced in its entirety 12/1/09, eff. 2/1/2010 (RZ-09-003)

Source: Washington County Zoning Law.

In **Example 5**, Section 22.12 of the [Washington County zoning law](#) addresses off-street parking requirements. As seen in the footnote #146, this section of the county’s zoning law was last updated in the year 2010. While this example only depicts employee parking, MDP recommends that municipalities review an entire county code for other off-street parking requirements.

5. Does your county zoning law establish off-street parking requirements? Y N

Note: you will need a copy of your “official” county zoning law. Most are available on-line.

a.) If YES, does the town require more or less off-street parking than your county?

___ **MORE** ___ **LESS** ___ **SAME**

b) If YES, in which situations, or for what land uses, do the county’s off-street parking requirements differ from yours?

c) If NO, consider establishing your own off-street parking requirements.

Note: Compare parking standards for residential, commercial, office, mixed-use etc.

If **MORE** or **SAME**, consider a study to determine if parking standards could be reduced to match local demands for parking. Often, parking rates in smaller jurisdictions may be much lower than the ‘rule of thumb’ parking rates that are commonly adopted in zoning laws. See *Sections III-VIII*. In jurisdictions with high visitor or tourism rates, the use of well-sited and well-connected shared parking lots should be considered. Visitors will know that convenient and adequate parking is available, without disrupting the “place” with on-site parking requirements for each establishment. Extremely busy areas may also need to consider other parking strategies, including parking meters, parking permits, or parking enforcement.

III. Parking Inventory

Consider conducting a parking inventory within your jurisdiction. This will allow you to get an idea of your jurisdiction’s current conditions and needs when it comes to on and off-street parking.

Jurisdictions can solicit the help of a consultant when conducting a parking inventory, or complete in-house with a mix of a “boots on the ground” walking survey approach and the help of google street view.

When conducting your parking inventory, you should consider:

- **Focus area of inventory.** For smaller jurisdictions this will likely be in and around your downtown area, and other areas in which issues with parking have been expressed.
- **Amount of off-street parking, by each use.** Jurisdictions should review their zoning law’s current off-street requirements for each use while also factoring in any comments, feedback, complaints, etc. received related to off-street parking. This may best be organized in a table.
- **Amount of on-street parking available.** Jurisdictions should review their zoning law to check the status of on-street parking within the focus area of the inventory and, if on-street parking is permitted, tally the spaces within the focus area.
- **Utilization of parking space amounts.** Determine the peak and low usage times for on-street and off-street parking.

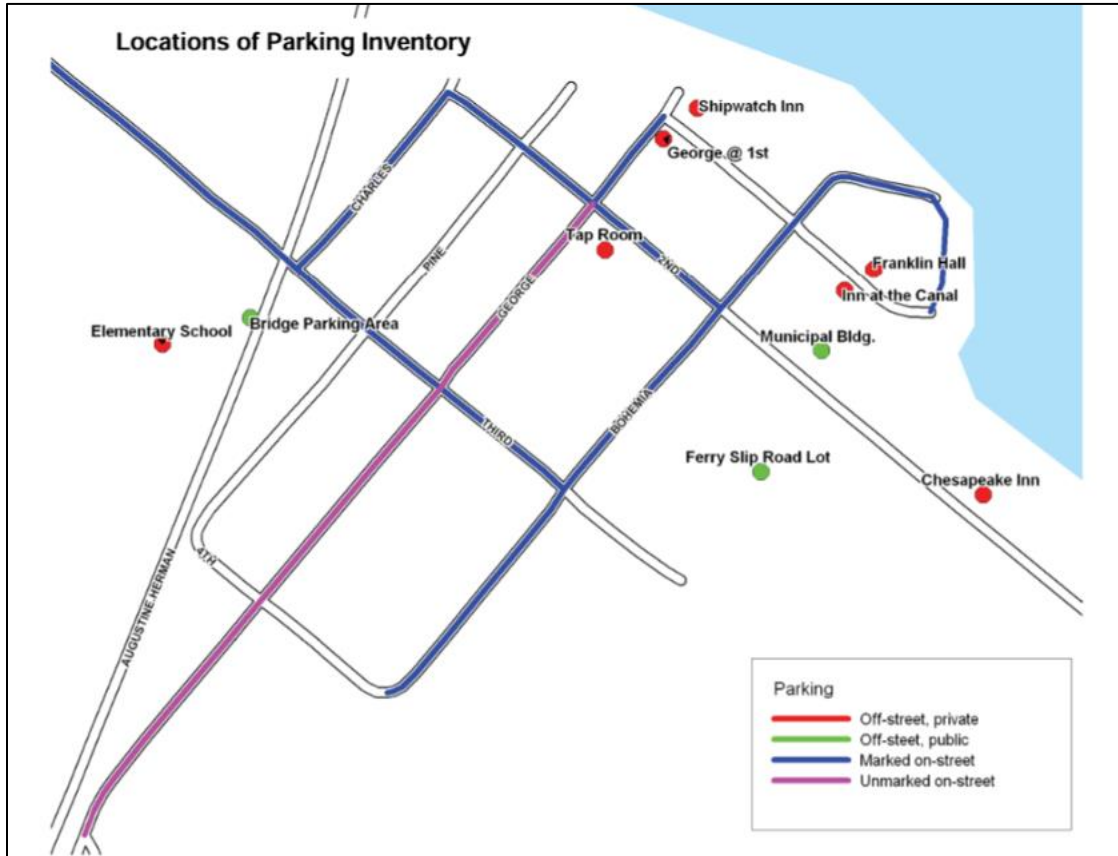
- **Ownership of off-street parking areas.** Public (owned by jurisdiction) vs. Private (owned by business)
- **Types of parking spaces.** Angled, parallel, aisle, etc.
- **Paid or unpaid parking for on-street and/or off-street lots.** Are the spaces metered? Is signage asking for payment through a parking app present?
- **Time limits for parking.** 10 minutes, 30 minutes, 1 hour, etc.
- **Volume of vehicles utilizing the focus area.** How many vehicles are utilizing spaces within the parking inventory focus area within a day/week? This should differentiate volume by working hours, weekends, special events, etc.

Example 6: Chesapeake City Parking Inventory (Cecil County, MD)

Population: 736 (2020 US Census)

[The Chesapeake City Parking Plan](#) - Beginning on page 3, the Parking Plan assesses Chesapeake City's existing supply and demand for parking within the historic core. *Figure 3 – Locations of Parking Inventory*, depicts the various types of available parking in the historic core. *Figure 4 – Parking Occupancy by Time*, depicts the utilization of the available parking. It is not surprising that the depiction of the highest demand is at locations nearest to the waterfront attractions. The Parking Plan also makes recommendations to achieve the goals set forth below in *Figure 5 – Chesapeake City Parking Plan Goals*.

Figure 3 - Locations of Parking Inventory: Chesapeake City Parking Plan



Source: [Chesapeake City Parking Plan](#).

Figure 4 - Parking Occupancy by Time: Chesapeake City Parking Plan



Source: [Chesapeake City Parking Plan](#).

In **Figures 3 and 4**, the Chesapeake City Parking Plan identifies parking locations and the times of the day that parking was in highest demand in those locations. As a waterfront community, Chesapeake City attracts a significant number of visitors on evenings and weekends. A parking plan survey should be conducted at periods of both peak and low visitation periods.

Figure 5 – Chesapeake City Parking Plan Goals

- Balance quality of life needs for residents while providing adequate and convenient visitor parking to support the economy
- Maximize efficient use of available parking
- Examine parking policies that support the implementation of the Comprehensive Plan
- Architecturally integrate any new parking facilities to enhance the community’s overall character
- Develop any new parking using designs which minimize environmental impacts
- Improve facilities for walking and bicycling to reduce dependence of driving and encourage drivers to “park once” and walk to multiple destinations.

Source: Chesapeake City Parking Plan.

Defining Areas of Parking Challenges

Figure 3 – Locations of Parking Inventory – Chesapeake City Parking Plan, shown above, illustrates street types and where public and private on/off-street parking is located within the historic core. Figure 4 - Parking Occupancy by Time: Chesapeake City Parking Plan identifies the portions of the town that are experiencing high parking demand from visitors, attracted to the waterfront and the town’s historic resources.

Parking Problem Duration

Along with noting parking inventory locations and parking occupancy by times, the [Chesapeake City Parking Plan](#) accounts for many different variables including demographic information and the total number of available parking spaces (public and private), and makes recommendations based on the study’s findings.

Chesapeake City, like many other small and rural towns in Maryland, is a historic town that was founded before the invention of the automobile. Parking is a common issue faced by small historic towns such as Chesapeake City, as space is often limited due to the compact nature of development. Many visitors come to enjoy the town’s restaurant and entertainment venues, creating a rush of cars looking for premium parking spaces near the town’s venues at specific times, particularly on evenings and weekends.

6. Does your town have days/times when parking is at a premium? Y N

a) If YES:

- Create an inventory of parking times and utilization for both on-street and off-street parking locations.
- Consider reducing your parking standards to more closely match existing utilization.

b) If NO:

- Consider reducing your parking standards to more closely match existing utilization.

“Place” over Parking

Due to Chesapeake City’s size and age, the majority of parking options offered within the town limits are on-street, with additional off-street parking options in close proximity (about a two-minute walk) to the historic center. Rather than razing historic buildings to provide for additional off-street parking, Chesapeake City prioritizes promoting a sense of “place”, or placemaking, over the potential of adding additional off-street parking options. Parking

standards that only consider off-street parking options can be particularly harmful to historic structures.

Placemaking can best be described as a collaborative process that involves improving public spaces to strengthen community connections and improve quality of life. The process encourages building upon a community’s assets, which in the case of Chesapeake City, is its historic core. Adding off-street parking to this area could be considered a detractor by those that reside in or frequent the town.

When placemaking in a town such as Chesapeake City, it is important to consider parking requirements. It is likely that you will want a tailored, thoughtful standard that best suits the needs of the town, or your “place”. These standards would likely have little in common with a more traditional parking standard that is commonly used in suburban, car-centric areas.

7. Does your town have one or more “places” that could benefit from a parking inventory and analysis? **Y** **N**

a) If YES, define and map those “places” and determine if different parking standards are appropriate for each “place”.

IV. Area-Specific Parking Standards

The parking conditions for Chesapeake City are common in communities around Maryland. Most historic core areas within the state were established well before the invention of the automobile, leading to dense, compact, and walkable core areas that have little to nothing in common with the suburban, car-centric places that common parking standards enable.

One method to meet the needs of both suburban and historic core areas of your jurisdiction is to develop an area-specific parking standard. This area-specific parking standard would address the unique needs and context of an area seeking to balance parking and place.

To create an area-specific standard, a town must identify the boundaries of its study area (for example an historic core) and develop a separate set of parking standards for this area. These standards would likely place more focus on on-street parking, offering “shared parking reductions” to properties that implement more on-street parking into their design. *Section VIII: Small Town Parking Resources* discusses shared parking strategies in more detail.

Example 7: Historic City of Frederick Downtown Parking Regulations (Frederick County, MD) Population: 78,181 (2020 US Census)

The City of Frederick parking code is an example that possesses a “main” parking standard and a “downtown” parking standard.

In **Figure 6**, Frederick’s parking standards (linked below) designate an area of downtown where Frederick’s primary parking standards are not applied. The Downtown Zoning District, outlined in the map below, eliminates the minimum parking requirements for specified developments within the zoning district. This provides for more compact development and matches development regulations to the existing built form.

Figure 6 – City of Frederick Downtown Zoning District



Source: [The City of Frederick Mayor and Board of Aldermen](#).

The downtown parking standards better fit the area shown above and consider the need for a continuous system of sidewalks. The city’s downtown parking standards offer potential parking reductions for development projects within 1,320 feet of public transit or a bus stop, as well as the ability to reduce one motor vehicle space for every five bicycle spaces provided above the minimum number of bicycle spaces required. The downtown Frederick historic core also

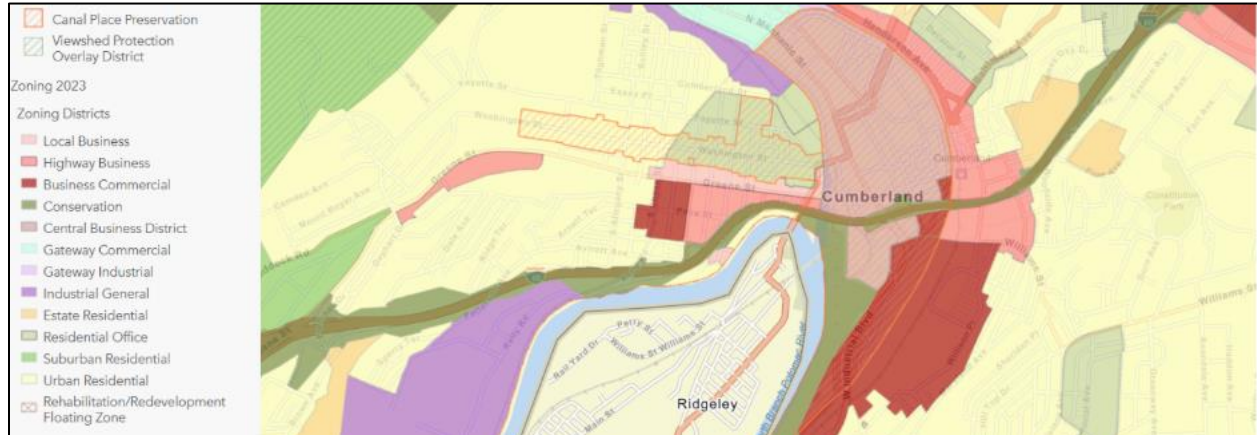
integrates the use of alleys in some blocks, which can be used to access off-street parking located at the rear of some establishments.

“How Can This Work in my Jurisdiction?”

As a smaller, rural town you may be failing to see how Frederick’s downtown standard can apply to their community when you consider the size and pace of growth in Frederick as compared to your jurisdiction. This question is appropriate, as there are very few places within Maryland that can match Frederick’s growth rate. However, it is important to look at this parking issue from a targeted “place” perspective. It is likely that your jurisdiction’s historic core would only be a portion of your town’s total area. Another way to look at this is, why would a small town need more parking than a much larger jurisdiction having high growth and high visitation rates? To view examples of how downtown parking regulations could potentially work in a smaller jurisdiction, please see *Figure 7 – Cumberland: Canal Place Preservation District (Allegany County, MD)* and *Figure 8 – Easton, MD Historic District Boundary Map* below.

Figure 7 - [Cumberland: Canal Place Preservation District \(Allegany County, MD\)](#)

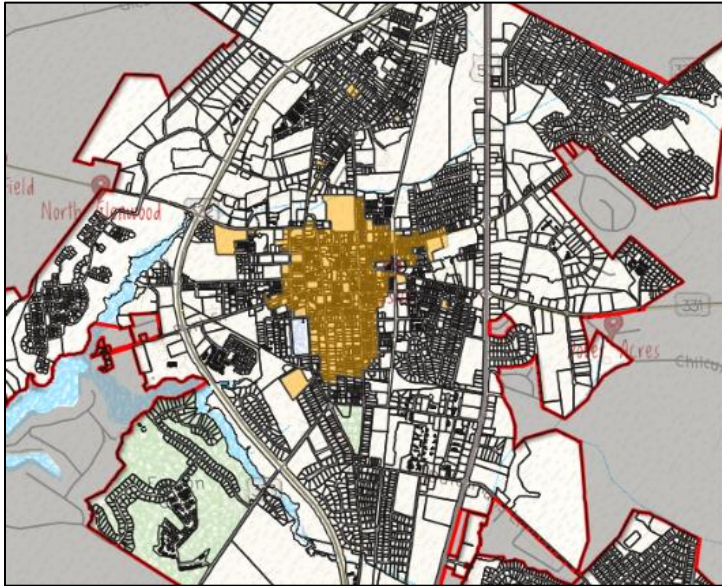
Population: 19,075 (2020 US Census)



Source: [City of Cumberland GIS Map Viewer \(Official Zoning Map 2023\)](#).

In *Figure 7 - Cumberland*, and in *Figure 8 - Easton*, each jurisdiction has an established Preservation District that encompasses the majority of the historic core. However, these historic cores do not have area-specific parking standards established. These areas are a spatial example of a “place” that could benefit from a context-sensitive parking strategy. Both jurisdictions historic cores also benefit from the use of alleyways, which can be used to access off-street parking located within the rear of some existing establishments.

**Figure 8 - [Easton, Maryland Historic District Boundary Map](#) (Talbot County, MD)
Population: 17,101 (2020 US Census)**



Source: [Easton, MD GIS Viewer](#).

8. Does your jurisdiction have a historic core/downtown? Y N

a) If YES, does your historic core/downtown have any parking challenges? If so, describe them.

b) If NO, are there other areas in your town that have parking challenges? If so, describe them.

9. Is your parking standard jurisdiction-wide, or does your jurisdiction also have area-specific parking standards, such as those for a Preservation or Historic District?

a) If JURISDICTION-WIDE, consider if areas of your jurisdiction would benefit from having a parking standard that is more appropriate for each area.

10. Does your jurisdiction-wide standard align with potential future development and redevelopment efforts described within your planning documents? Y N

a) If YES: Where, or in what documents and document sections, can these standards be found?

b) If NO: Consider identifying areas that could benefit from site specific parking standards and then consider adopting site specific parking standards that are better

suitable for your unique existing neighborhoods, or for future new development or redevelopment.

Note: Parking area reductions yield additional benefits, such as lowered construction costs, reduced need to stripe and maintain the impervious parking area (resulting in a reduction in maintenance costs), reduced stormwater runoff, and the possibility of accommodating additional re-use, infill, and tax base development.

V. Rightsizing Your Parking Standards

“Rightsizing” considers the amount of parking present within a jurisdiction, as well as the parking locations. Parking standards are not a “one size fits all” standard, even within your own town, and should consider the unique place and conditions occurring within your jurisdiction.

In some cases, smaller jurisdictions have adopted the same parking standards of their county or another jurisdiction within their county or state. These parking standards are typically derived from the Institute of [Transportation Engineers \(ITE\) Manual](#), or similar standardized parking calculations. For smaller jurisdictions, the application of the ITE standards can be excessive, as the scale of the uses and rates are generally calibrated for large suburban or urban area developments. The application of these parking standards from the ITE Manual can be problematic for a smaller jurisdiction for several reasons:

- The adopted ITE parking standards are a likely fit for a more populous area, but when applied to a smaller jurisdiction could result in an excessive amount of off-street parking.
- Most smaller jurisdictions are not going to have large stores such as shopping malls or big-box retailers present in the larger suburban jurisdictions adopting the ITE standards.
- Smaller jurisdictions are likely to be harmed from the suburban standards established in many counties and larger municipalities, as pre-World War II development occurred before the application of Euclidean Zoning standards.

NOTE: For examples 8 through 12 and all supporting tables, questions, and review exercises, the jurisdiction names have been intentionally withheld to maintain neutrality and avoid singling out any specific community. This approach ensures the focus remains on the substance of the examples rather than on particular jurisdictions, promoting fairness and preventing the appearance of making an example of any one locality.

Example 8: County “A” Parking Standards

Population: 150,000 (US Census 2020)

Retail Parking Standards

A standard "rule of thumb" for parking standards in suburban areas is to provide one (1) parking space for every 200-250 sq ft of an establishment. County A, by nature, is a suburban county, as it is within driving distance of two large cities, making it an attractive residential county for commuters that prefer not to live in the large city in which they work.

Given County A's suburban nature, it has adopted parking standards that support car-centric residential, retail, and industrial development that takes place within suburban areas. See *Table 1 – County A Parking Standards*. These uses within suburban areas are almost exclusively auto-dependent.

Table 1 – County “A” Parking Standards

Land Use	Parking Required
Airport (Commercial)	Required parking shall be based upon a detailed parking analysis and study that shall address: number of employees, projected daily usage, long term parking needs, and other uses being shared in the terminal (i.e. restaurants, convenience stores, car rentals, etc.) Final determination of adequacy shall be determined by the Planning Commission.
Ambulance/Rescue Companies and Fire Stations	2 spaces per each piece of vehicular equipment; 10 spaces minimum
Assisted Living Facility, Nursing/Convalescent Homes	1 space per 3 patient beds plus 1 space per main shift employee
Auto Sales	1 space per 500 sq ft of the GFA of showroom and sales office plus one space per employee
Auto Service	2 spaces per service bay plus one space per employee
Banks/Financial Institutions	1 space per 400 sq ft of GFA; plus 1 space per employee
Banquet Halls, Dance Halls, Exhibition Halls, and Assembly Halls	1 space per 50 sq. ft. of GFA
Bowling Alleys	3 spaces per lane
Campgrounds	1 space per campsite and/or cottage plus one space per 500 sq. ft. of office space
Churches	1 space per 5 seats provided in the main religious assembly auditorium
Commercial Retail Sales	5 spaces per 1000 sq. ft. of GLA
Community Centers	1 space per 400 sq ft GFA
Comprehensive Care Facility	1 space per active adult dwelling unit, plus parking for Assisted Living Facilities as shown in this table
Golf Courses	4 spaces per hole
Hospitals	0.5 space per bed plus 1 space per employee on main shift

11: Are the parking standards in Table 1 – County “A” “Parking Standards appropriate in your jurisdiction?

If NO, why not? _____.

Commercial Retail Sales

As can be seen in **Table 1**, County A’s parking standard for Commercial Retail Sales (Row 11) require five (5) parking spaces per 1,000 sq.ft. of gross leasable area (GLA), which equates to one (1) space per 200 sq.ft. This provides a sufficient, or some might argue excessive, amount of parking for retail development within the county. The “rule of thumb” standard provides a generous amount of parking for a larger population. However, a rate less than the “rule of thumb” is likely more than sufficient for smaller jurisdictions and smaller retail developments, especially in historic core areas.

The example Commercial Retail Sales standard would likely not apply well in rural historic small towns, or less populated counties when considering the available land, along with the overall population of the jurisdiction. In some cases, land is at a premium within these areas, and the population is not likely at a level that would demand this many spaces, resulting in the possibility for expensive parking areas that will provide an abundance of empty and unused parking spaces.

Review Exercise 1

Review your parking standards and consider whether your commercial retail standards could be “rightsized” to meet your jurisdiction’s conditions.

After reviewing your commercial retail standards, did you find any parking standards that could be updated?

If YES, list:

Example 9: County “B” Parking Standards

Population: 100,000 (2020 US Census)

Retail Parking Standards

In this example, keep in mind the “rule of thumb” standard (1 parking space for 200-250 square feet of GFA) mentioned in Example 8 above.

County B, by nature, is a suburban county, as it is within driving distance of one large city and one moderately sized city, making it an attractive county to reside in for commuters that prefer to not live in the large city in which they work.

Given County B’s suburban nature, it has adopted parking standards that support car-centric residential, retail, and industrial development that is common within suburban areas. These uses within suburban areas need larger amounts of parking to accommodate a larger population that is almost exclusively auto dependent.

Table 2 – County “B” Off-Street Parking Requirements

USE	LOADING SPACE	OFF-STREET PARKING REQUIREMENT*
		shift with greatest employment
Racquetball Courts		2.0 spaces per court
Railroad Station	As required	100 spaces minimum
Receiving Centers	As required	1.0 space per 5,000 sq. ft. GFA
Research Centers	As required	1.0 space per 1,000 sq. ft. GFA
Restaurant, Snack Bar, and Taverns	1	1.0 space per 5 seats, plus 2.0 spaces per 200 sq. ft. GFA
Retail Store	As required	1.0 space per 200 sq. ft. GFA
Schools		
- Kindergarten, Nursery School	1	4.0 spaces plus 1.0 for each classroom
- Elementary and Middle Schools	1	1.0 space every 20 classroom seats
- High Schools	1	1.0 space every 10 classroom seats
- College and universities	1	2.0 spaces per every 3.0 students plus 1.0 space per each staff member

In **Table 2**, the County B off-street parking standard for Retail Store (Row 7) provides for one (1) space per 200 sq. ft. GFA, which equates to five (5) spaces per 1000 sq. ft. This would be considered within the “rule of thumb”, however, when comparing County B and County A, it is evident that County A is home to roughly 50,000 more people than County B, yet they share the same standard. With a lower population and depending upon the number of individuals visiting County B, it could be said that retail parking within County B may not experience as much volume of population and vehicles as County A. If this is the case, a parking inventory could help to determine if County B could revisit its off-street parking requirements for retail development and adjust the rates to allow for fewer spaces to align with its volume of population and vehicles.

While the retail off-street parking standard above is typical for suburban areas, the standards for not only retail, but all potential uses, were likely established with more highly populated suburban counties in mind than County B and perhaps even County A. If a jurisdiction finds in its parking inventory has an excessive number of empty spaces for any use, the jurisdiction should consider conducting a parking analysis and/or reevaluating its adopted parking standards and adjusting its rates, as needed.

This example retail standard also would likely not apply well in rural historic core towns when considering the available space within and the population of the town. Space for parking is often already limited within these areas, and the population and growth rate are not likely at a level that would constitute these many parking spaces, resulting in the possibility for empty parking lots that experience low levels of use, or result in the demolition of existing structures to make way for more off-street parking.

Example 10: Town “A” and Town “B” Parking Standards

Town “A” Population: 2,800 (2020 US Census)

Town “B” Population: 4,500 (2020 US Census)

For *Example 10: Towns of A and B Parking Standards*, the current parking standards for two small municipalities, Town A and Town B, located within the same County B, have both adopted off-street parking standards that are identical to County B’s retail parking standards (see Tables 2, 3, and 4). All three jurisdictions have adopted a requirement for one (1) parking space per 200 sq ft. gross floor area (GFA) of retail space. This requirement falls within the 1 space per 200-250 sq ft. GFA, “rule of thumb”. The use of “rule of thumb” standards may not suit the needs of Town A, or your town, from neither a demographic nor a land use perspective. Space within rural historic towns is often limited and the population within the town and surrounding areas likely do not generate demand for these many parking spaces for retail businesses. Excess parking requirements can result in prohibitively high development costs, or site re-use constraints, in historic cores. Excessive (unused) parking can also detract from a town’s or an historic core’s appearance, attraction, and sense of place.

Table 3 - Town “A” Off-Street Parking Requirements

Offices	Spaces Required
Under 49,999 sq. ft. GFA	4.5 spaces per 1,000 sq. ft. GFA
50,000 - 99,999 sq. ft. GFA	4.0 spaces per 1,000 sq. ft. GFA
100,000 + sq. ft. GFA	3.5 spaces per 1,000 sq. ft. GFA
Pool or Billiard Hall	4.0 spaces per 1,000 sq. ft. GFA
Post Office	1.0 space per 600 200 sq. ft. GFA, plus 1.0 space per employee
Racquetball Courts	2.0 spaces per court
Research Centers	1.0 space per 1,000 sq. ft. GFA
Restaurant	1.0 space per 3 seats, plus 1 space per employee on the maximum shift
Retail Store	1.0 space per 200 sq. ft. GFA

Table 4 - Town “B” Off-Street Parking Requirements

Land Use	Spaces Required
Post Office	1.0 space per 600 sq. ft. GFA, plus 1.0 space per employee
Racquetball Courts	2.0 spaces per court
Research Centers	1.0 space per 1,000 sq. ft. GFA
Restaurant	1.0 space per 3 seats, plus 1 space per employee on the maximum shift
Retail Store	1.0 space per 200 sq. ft. GFA
Schools	
Elementary	2.0 spaces per classroom, but not less than 1.0 per teacher and staff
Intermediate	1.5 spaces per classroom, but not less than 1.0 per teacher and staff
Secondary	5.0 spaces per classroom
Service Station	4.0 spaces per bay and work area
Shopping Center (GLA>200,000 sq. ft.)	4.5 space per 1,000 sq. ft. GFA

When comparing Town A’s parking standards (Table 3) and Town B’s parking standards (Table 4), the parking standards are identical for many uses. These parking standards are likely from

the same source, or simply copied from County B, which is a very common practice in Euclidian Zoning.

12. What is the retail parking standard within your jurisdiction?

13. Do you know where this parking standard originated? How do your parking standards compare to other jurisdictions with larger populations or higher population densities than yours?

Y N

14. Is retail parking sufficient within your jurisdiction? Y N Don't Know

a) If you answered “No” or “Don’t Know” to Question 14 above, consider conducting a parking study to better determine the sufficiency of your retail parking and/or what could be done to improve sufficiency. *Example 6 - Chesapeake City Parking Inventory (Cecil County, MD)* on page 11 above provides an example of a parking study that could be used as a starting point.

Example 11: Town “C”

Population: 400 (2020 US Census Data)

The current parking standards within Town C’s ordinance provide off-street parking requirements for larger, more spacious businesses such as bowling alleys, theaters, skating rinks, shopping centers, etc., which are not uses present within Town C’s city limits and may not fit with the town’s goals of preserving its historic and small-town character, as stated in Town C’s comprehensive plan.

It is likely that the parking standards that are currently in use were copied from County A, where Town C is located, or a neighboring municipality.

Review Exercise 2

Review your parking standards and consider whether your permitted uses could be “rightsized” to meet your jurisdiction’s character.

After reviewing your permitted uses, did you find any permitted uses and corresponding parking standards that could be updated?

If YES, list:

Table 5 – Town “C” Parking Standards

B. PUBLIC OR PRIVATE RECREATIONAL USES

Use	One (1) off-street parking space required for each:	Plus one (1) off-street parking space required for each:
1. Private or membership clubs or lodges	6 members or 6 persons of total capacity	Full-time employee
2. Bowling alleys	0.25 lanes (4 spaces per lane)	Full-time employee
3.. Theaters, auditoriums, libraries, skating rinks, stadiums	6 seats (bench capacity computed at 1 seat for each 20 inches)	Two full-time employees

Example 12: Town “D” Parking Standards

Population: 3,799 (2020 US Census)

As with Town C’s parking standards, the current parking standards within Town D’s ordinance also provide off-street parking requirements for larger, more spacious businesses such as bowling alleys, theaters, skating rinks, shopping centers, etc. However, when comparing Town D’s population (4,000), with the population (400) of Town C, it could be said that even if these businesses are not presently located within Town D’s town limits, there is a higher likelihood that they could be attracted to Town D because of its higher population.

When comparing Town D’s and Town C’s parking standards, the parking standards are identical for many uses. The parking standards that are currently in use were likely copied from County B, where Town D is located, or a neighboring municipality.

Review Exercise 3

Review your parking standards against a county or neighboring municipality and consider whether your parking standards have similar or dissimilar parking space rate standards.

After comparing your parking standards with other jurisdictions, did you find any similarities or origins of your parking standards?

If YES, list:

Hint: A google search for your neighboring jurisdictions parking standard rates may be a way to start your evaluation.

Shared Parking Standards

Once you have determined an appropriate rate for parking standards, consider adding a shared off-street parking provision to your parking calculations for mixed-use developments. When a project has two or more uses (mixed-use), parking standards can be adjusted to reduce the amount of parking needed to accommodate the parking demands of the project. Depending on the uses, reductions of up to seventy percent can be achieved. See *Section VIII– Small Town Parking Resources and Figure 30 – Shared Parking Matrix* for more details on shared parking.

Table 6 – Town “D” Parking Standards

c) If DON'T KNOW, then this exercise is definitely for you. Evaluate parking rates which are appropriate for your size town and any unique parking conditions or events that need to be considered.

Note: *This question applies to jurisdictions that have already established parking standards. For town's in the process of draft/adopting parking standards, consider the information presented above and be mindful that while some aspects of a county parking standard may apply to your jurisdiction, it is likely that you will need to vet the County Parking Standards and "pick and choose" what applies to your jurisdiction rather than adopting the County Parking Standards in their entirety.*

Parking for Accessory Dwelling Units (ADUs)

In 2025, the General Assembly passed [HB1466](#) to encourage the creation of ADUs as a housing option. This legislation requires jurisdictions to adopt, by October 1, 2026, a local law to authorize the development of ADUs. If the adopted local law requires additional off-street parking for ADUs, a jurisdiction is required to provide a waiver process for the parking requirement and must determine the applicable parking needs and restrictions in the jurisdiction.

16. Do you anticipate your jurisdiction's ADU law to require additional off-street parking for ADUs?

Y N

a) If YES, have you planned for the completion of a parking study to meet the requirements of HB 1466?

b) If NO, then you do not need to complete a parking study, but your jurisdiction should confirm through the ADU law adoption process that no additional off-street parking will be required for ADUs.

Review Exercise 4

When reviewing your ADU standards consider revising your parking regulations to address any parking requirements for ADUs or the requirements for any parking studies to address jurisdiction wide, or area-specific, parking regulations.

After reviewing ADU standards, did you identify any new ADU parking regulations to be necessary?

If YES, list:

VI. On-Street Parking

This section provides examples of how to evaluate on-street parking widths and lengths within your code and considerations of the location of driveways and drive aisles as pertaining to on-street parking.

Figure 9: On-Street Parking



Marked on-street parking for delineating one or two parking space limits in a residential area.

Considering On-Street Parking

When a jurisdiction is evaluating its parking standards, it is important to consider on-street parking standards as well as off-street parking standards. Within a town's historic core, on-street parking is often the primary option with limited off-street parking options serving a secondary function. Jurisdictions should consider providing on-street parking in-lieu of larger off-street parking lots in such areas.

Figure 10: On-Street Parking in the Historic Core



Figure 10A: On-street angled parking.



Figure 10B: On-street parallel parking.

On-street parking has many benefits, including convenience, traffic calming and pedestrian safety, and preserving building lots from conversion into surface parking. To illustrate, Figure 11A and Figure 11 B compare parking space types common in historic cores.

Figure 11: On-Street Parking by the Numbers



Figure 11A: On-street parking in a downtown.



Figure 11B: On-street vs. off-street parking.

In Figure 11A, the town block is 120 feet by 300 feet in dimension. This block accommodates a variety of angled and parallel parking spaces, 55 on-street parking spaces in total, on all four block sides (shaded in red). On the top street, the parallel car parking area located at the upper side of the street (not shaded) accommodates an additional 11 parking spaces and provides mid-block access to the rear alley for additional off-street parking and a bank drive-through. On the lower-side of the top street, the angled parking space accommodates 22 spaces, including accommodation for the mid-block pedestrian crossing. For each 300 foot of block length, there is the potential to accommodate between 11-22 parking spaces. Therefore, for a four-sided block of 300 feet, there is a potential to accommodate 44-88 parking spaces provided there is sufficient right-of-way width, and if on-street parking is permissible in your code.

In Figure 11B, the same 55 on-street parking space area (shaded in red) has been overlaid on the off-site parking lot in Figure 11B that accommodates 127 spaces + 4 unmarked spaces. The on-street parking area in Figure 11A (shaded in red) is equivalent to nearly ½ of the parking area in this off-street lot in Figure 11B, not to mention that the block in Figure 11A includes an attractive park and community gathering space that is absent from 11B. Therefore, the provision of on-street parking can help to reduce the need for larger off-street parking lots and lower the ratio of parking spaces per square foot of development. Off-street parking areas can also be designed to stormwater and shade features.

Figure 12: Surface Parking



Off-street surface parking lot.

Surface parking lots can occupy a significant percentage of valuable real estate. Their functionality should also be considered. In Figure 12, top parking row, the fourth vehicle from the left occupies two spaces. In the fourth parking row from the top, the second vehicle is so long that it also occupies two spaces. The parking spaces in this lot appear to be too narrow and too short. Users probably have trouble with ingress and egress entering and exiting their vehicle, not to mention a likelihood for vehicle damage caused from doors of adjacent vehicles.

The use of a one-way drive aisle as pictured in Figure 12 above is a useful way to limit parking lot size and impervious area in historic core areas and may provide operational improvements. Consider parking lot standards that provide for one-way drive aisle

Figure 13: Off-Street Parking Space Width



Parking spaces with double-lined markings.

Efficiency in the use of parking spaces and a potential reduction in vehicular damage can be realized by extending the width of a parking space with a double-line. This provides greater parking space width and may help drivers park their vehicle in the center of spaces, rather than closer to either side. This feature also maximizes the use of each parking space and limits users from taking up two spaces, or parking so close to the line that the adjacent space is undesirable.

**Example 13: Town of Galena Zoning law Street Standards
(Kent County, MD - Population: 531)**

Galena’s zoning law provides a table (see *Table 7 below– Galena Thoroughfare Dimensions*) detailing thoroughfare (street) dimensions for all streets within the town. This table includes a row specifically dealing with on-street parking requirements and dimensions on the town’s various thoroughfares. The on-street parking row details the acceptable dimensions for on-street parking spaces.

The Galena zoning law also provides graphic illustrations showing street classifications and what can be found on each street (i.e. on-street parking, number of lanes, types of structures, planting strips, etc.). This information illustrates the required parking standards and how they are to be applied to on-street parking within the town.

Jurisdictions looking to update their street standards and which are considering including graphics such as the graphics depicted in Galena zoning law, *Figures 14-23 – Galena Street Classifications*, can visit Streetmix.net, a user friendly street design program. The base level of

this service is free, easy to use, and effective in showcasing a town’s street types within its zoning law.

Table 7 – Galena Thoroughfare Dimensions (Kent County, MD)

Table 45.2 – THOROUGHFARE DIMENSIONS

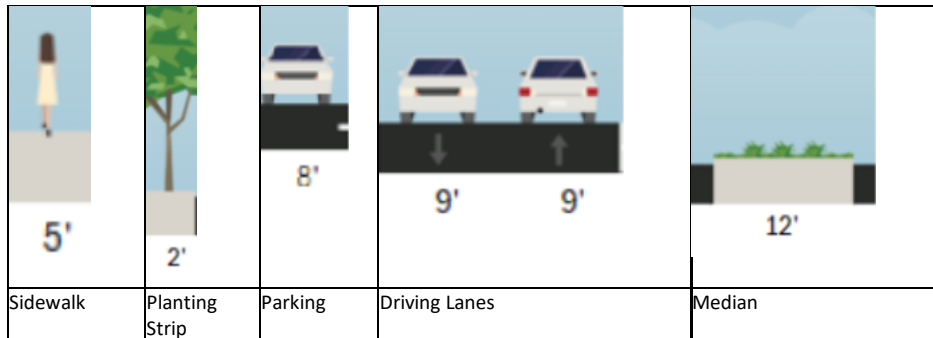
Context	NL	N	AV	SD	CA	Bldv	MS	Edge	Alley	Lane	Trail
Speed (max mph)	20-25	20-25	25	20-25	25	30	20-25	20-25	10	15-20	NA
Number of Lanes	1-2	1-2	2	2	2	2	2	1-2	1-2	1-2	NA
Lane Widths	7'-10'	7'-10'	9'-11'	10'-12'	9'-11'	9'-12'	9'-12'	7'-10'	8'	7'-10'	6'
Sidewalk Width (min)	5'	5'	5'	6'	6'	5'-6'	6'-13'	5'	NA	5'	NA
Planting Strip (width)	0'-10'	5'-10'	5'-10'	0'-12'	5'-10'	5'-12'	0'-12'	5'-10'	>5'	4'-10'	NA
Streetlight (spacing)	<80'	<80'	<80'	<80'	<80'	<80'	<80'	<80'	NA	<80'	NA
Parking (on-street)	7'- 9'	7'-9'	8'-9'	8'-9'	8'-9'	8'-9'	8'-9'	7'-9'	NA	NA	NA

Source: Town of Galena, MD Zoning law.

Figures 14-23 – Galena Street Classifications (StreetMix)

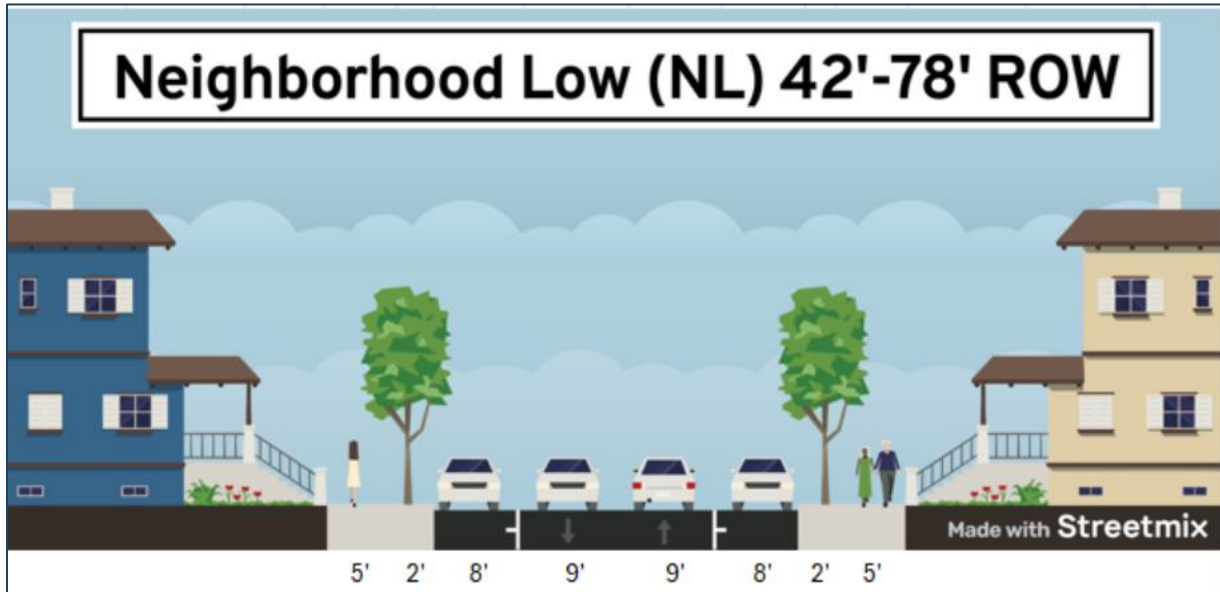
Figures 14 through 23 depict a cross-section of Galena’s street dimensions for each street classification permitted in the town. The key in Figure 14 below can be used to decipher the meanings of the dimensions appearing at the bottom of each street graphic in Figures 15-23. In some instances, a minimum and maximum range is displayed to allow for variations in the width of the sidewalk, planting strip, parking, driving lanes, or median. Depending on the development, the dedication of right-of-way (ROW) may be necessary. Sufficient ROW needs to be established during the permitting and site planning process. In many instances, a zoning law may require a standard right-of-way minimum of 50 feet. This amount of ROW will be insufficient if sidewalks, planting strips, two-sided on-street parking, and two travel lanes are required for future development.

Figure 14 – KEY



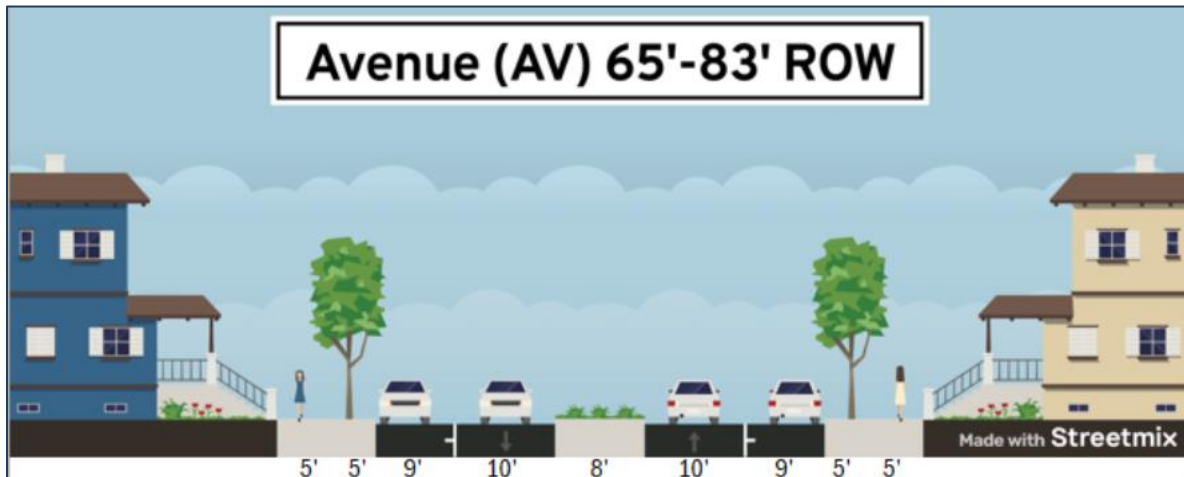
Source: Town of Galena, MD Zoning law.

Figure 15 – Neighborhood Low Street



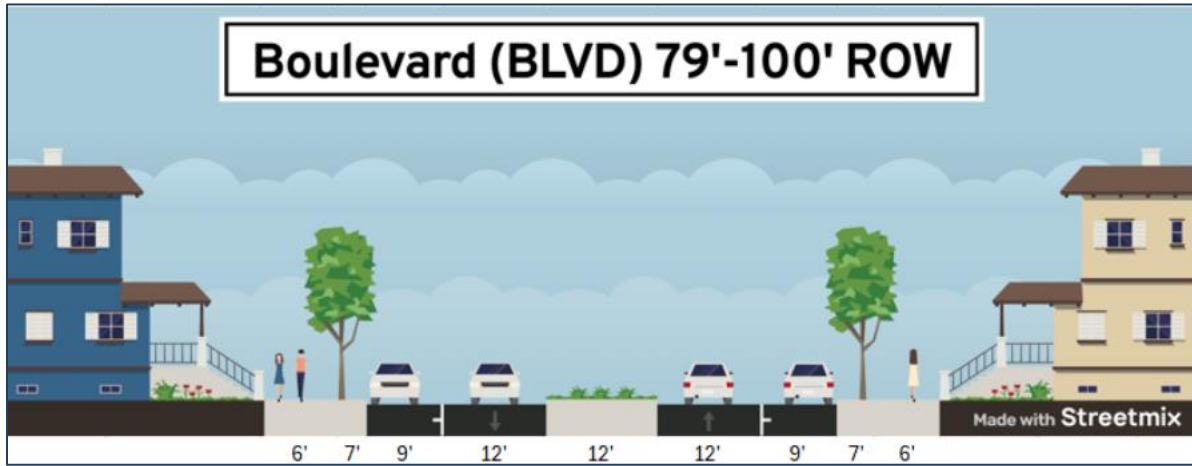
Source: Town of Galena, MD Zoning law (image made with Streetmix).

Figure 16 - Avenue



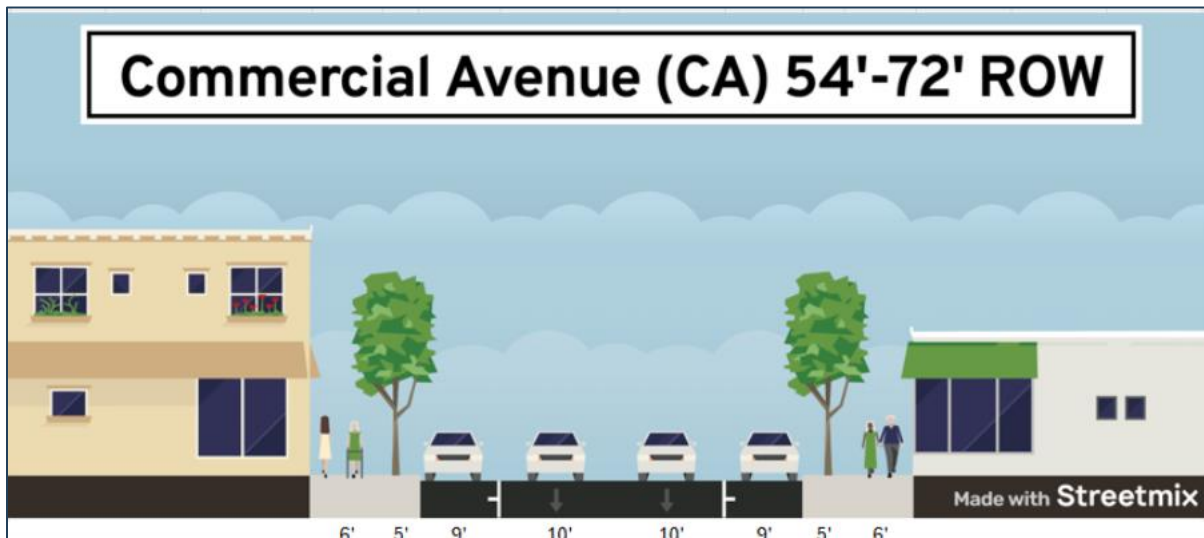
Source: Town of Galena, MD Zoning law (image made with Streetmix).

Figure 17 - Boulevard



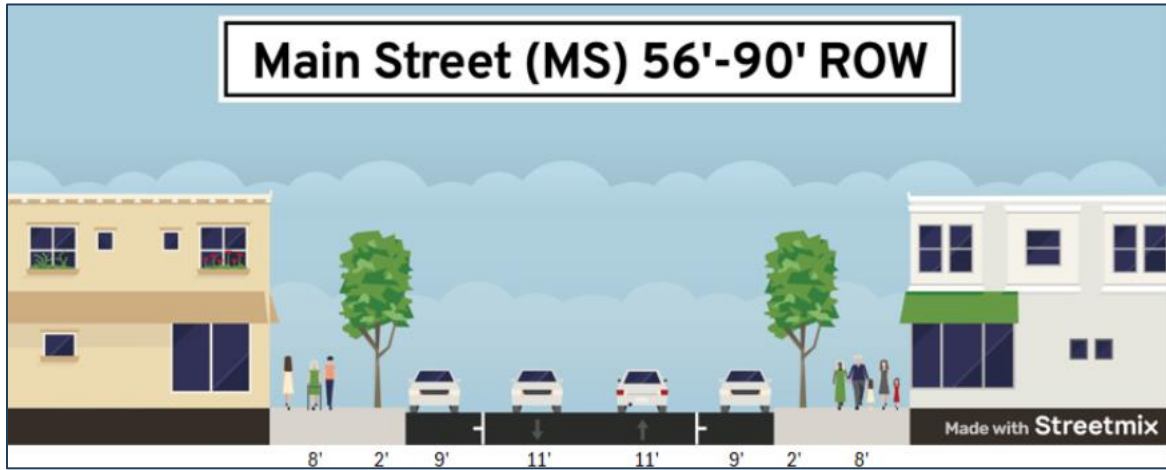
Source: Town of Galena, MD Zoning law (image made with Streetmix).

Figure 18 – Commercial Avenue



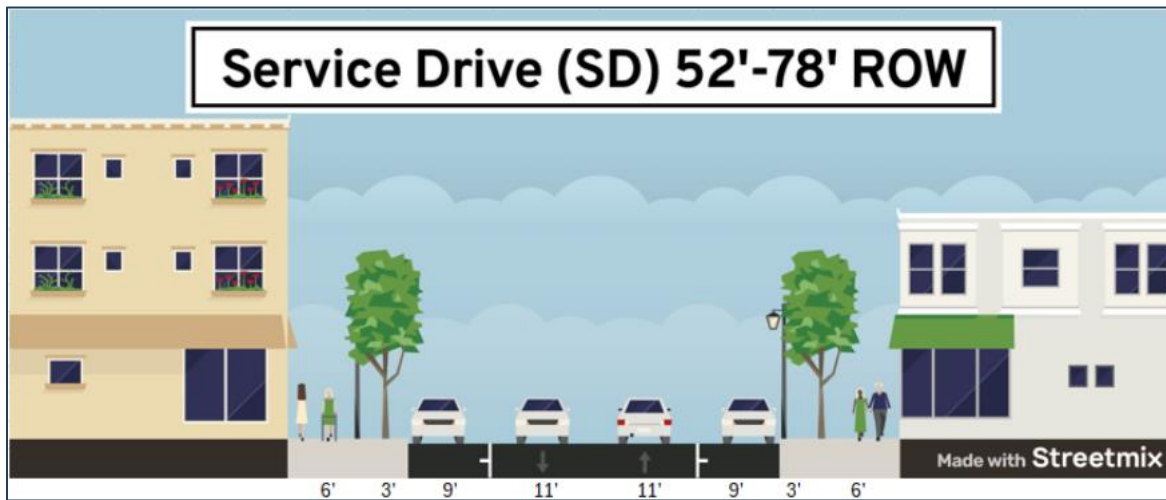
Source: Town of Galena, MD Zoning law (image made with Streetmix).

Figure 19 – Main Street



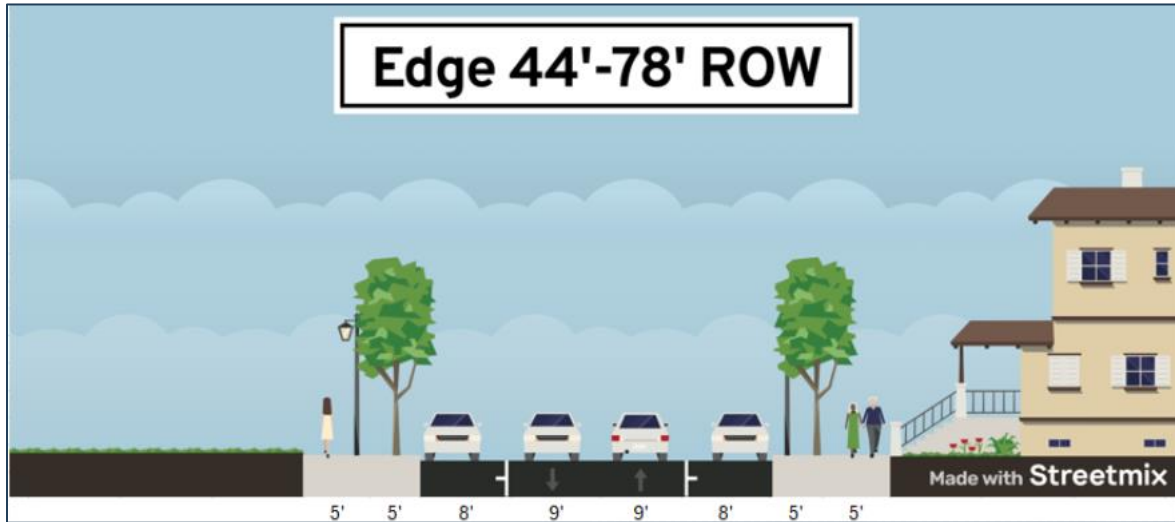
Source: Town of Galena, MD Zoning law (image made with Streetmix).

Figure 20 – Service Drive



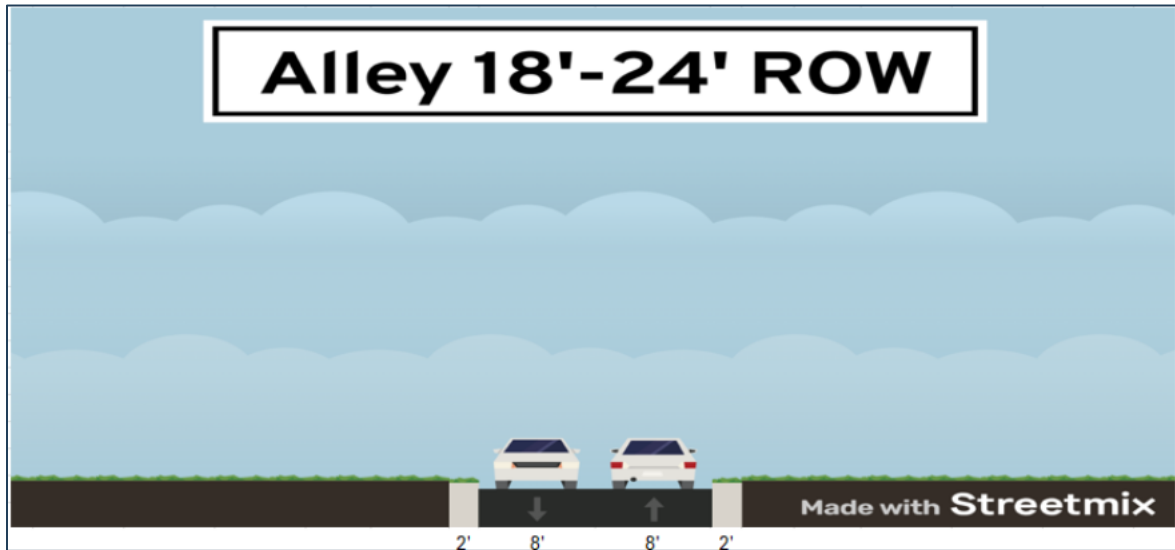
Source: Town of Galena, MD Zoning law (image made with Streetmix).

Figure 21 - Edge



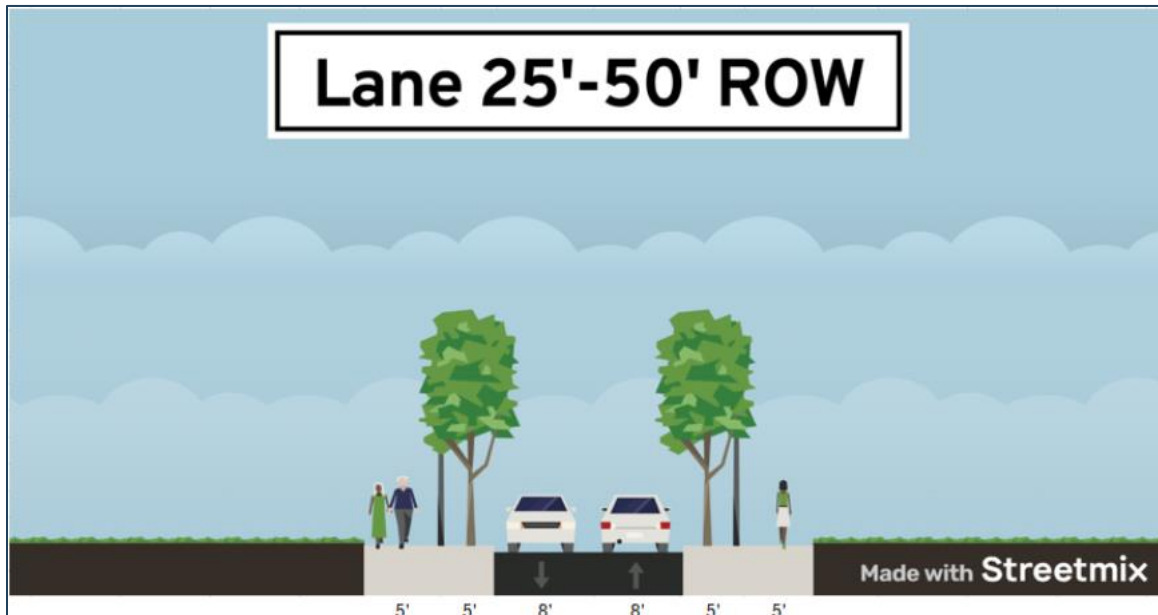
Source: Town of Galena, MD Zoning law (image made with Streetmix).

Figure 22 - Alley



Source: Town of Galena, MD Zoning law (image made with Streetmix).

Figure 23 - Lane



Source: Town of Galena, MD Zoning law (image made with Streetmix).

17. Are street classifications and dimensions required in your jurisdiction? Y N

a) If YES to street classifications and dimensions required in your zoning law, does your required right-of-way width provide for sufficient width to provide all street amenities, existing and desired?

b) If YES: for each type of street, list the required dimensions.

c) If NO, consider adding street standards and street dimensions.

Lane Width Reduction (Lane diet)

Lane diets provide multiple benefits to towns that implement them in their street designs and road projects. Lane diets encourage reduced speeds in denser environments, reduce crossing distances for pedestrians, allow for compact intersection geometry, and reallocate roadway space for other uses. See *Figure 24: "Visualization of Speed vs. Crash Severity"* depicting how an

increase in speed from 20mph to 40mph can increase likelihood of pedestrian fatality or severe injury by 70%.

As seen in the Streetmix graphics above (Figures 18-20), many historic cores often have lane widths between 9 to 11 feet. Narrower street widths have proved to be a valuable traffic calming practice that promote pedestrian safety by reducing pedestrian crossing distances.

Review Exercise 5

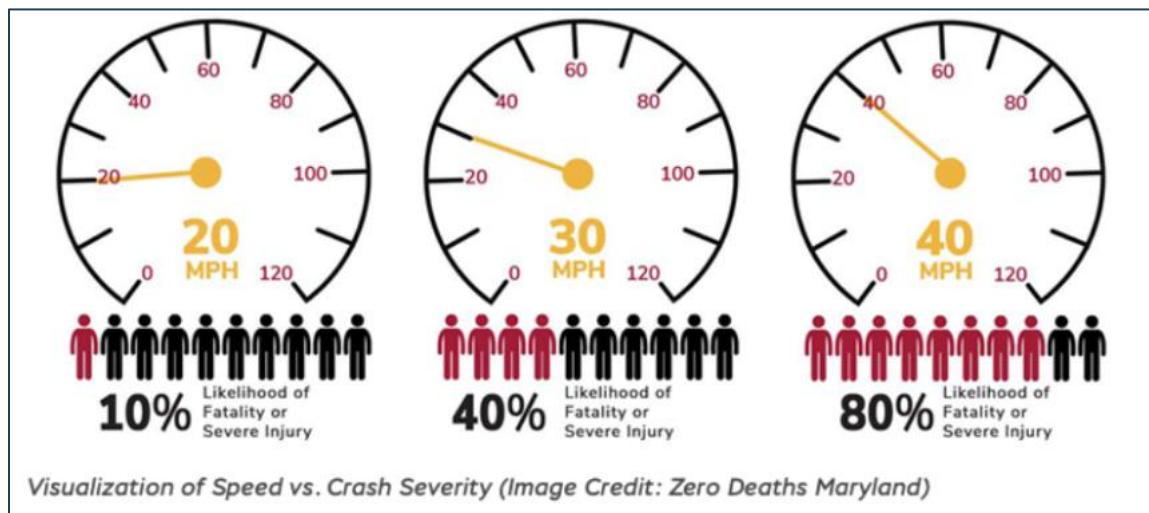
Review your zoning law to determine what your street lane width maximums are.

After reviewing your lane width maximums, did you identify options for lane widths between 9 and 11 feet?

If YES, list:

If NO, consider establishing narrower street widths for streets in high-pedestrian areas.

Figure 24: Visualization of Speed vs. Crash Severity



A lane width reduction can be aided by having your jurisdiction's zoning law limit the lane widths in certain road segments. Narrowing lane widths can also support a reduction in vehicle travel speeds. A reduction in vehicle travel speeds may also reduce the likelihood of fatality and severe injury to pedestrians and may increase the field of vision for drivers.

18: Does your code specify lane widths?

Y N

a). If YES, do your regulations allow for lane widths less than twelve (12) feet in width?

Note: *In towns, a lane less than 12 feet in width can provide traffic calming and lower vehicle speeds.*

b). If NO, then consider the examples and standards, such as in *Table 7 – Galena Thoroughfare Dimensions* to reduce lane width where appropriate.

Curb Extensions (Bulb-outs)

Within historic core areas that contain large amounts of on-street parking, pedestrian safety can be a concern due to limited visibility caused by parked or stopped vehicles. This can make the use of crosswalks dangerous for pedestrians. To lower street speed, reduce curb radii, and make street crossings shorter, towns may include curb extensions in problem areas. Along with enhancing pedestrian safety through increased visibility, curb extensions can also provide more space within the downtown to include items such as street furniture, plantings, trees, etc., helping to beautify the city-center. Curb extensions can also reduce motorist delays by reducing the pedestrian clearance time due to the shorter crossing distance. *See Figure 25 – Curb Extensions.*

Figure 25 – Curb Extensions



Source: Maryland Department of Transportation (MDOT).

19. Does your jurisdiction make use of curb extensions such as in Figure 25 below? Are there opportunities for curb extensions in your town? If so, where?

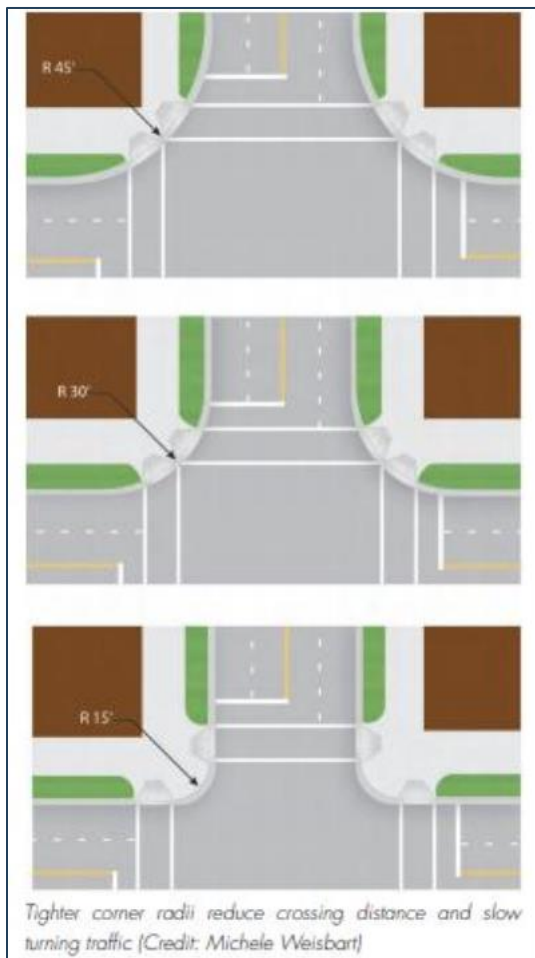
Reduced Curb Radii

Reducing curb radii is a strategy to reduce turning speeds for vehicles by forcing sharper turns. This also increases the available space for pedestrians to wait to cross, reduces crossing distance, improves sightlines, and allows for greater flexibility in placement of curb ramp and traffic signal equipment (**see Figure 26: Curb Radii**). In historic cores, a standard curb radius is generally between 10-15 feet. In some instances, smaller curb radii between 2-5 feet can be found, especially for alleyways.

Figure 26 shows three separate commonly used curb radii in road design, 45' in the top section, 30' in the middle section, and 15' in the bottom section.

Turning speed decreases from the top section to the bottom section as the curb moves further into the roadway. The increased curb radii create sharper turns for motorists, which results in decreased speeds.

Figure 26: Curb Radii

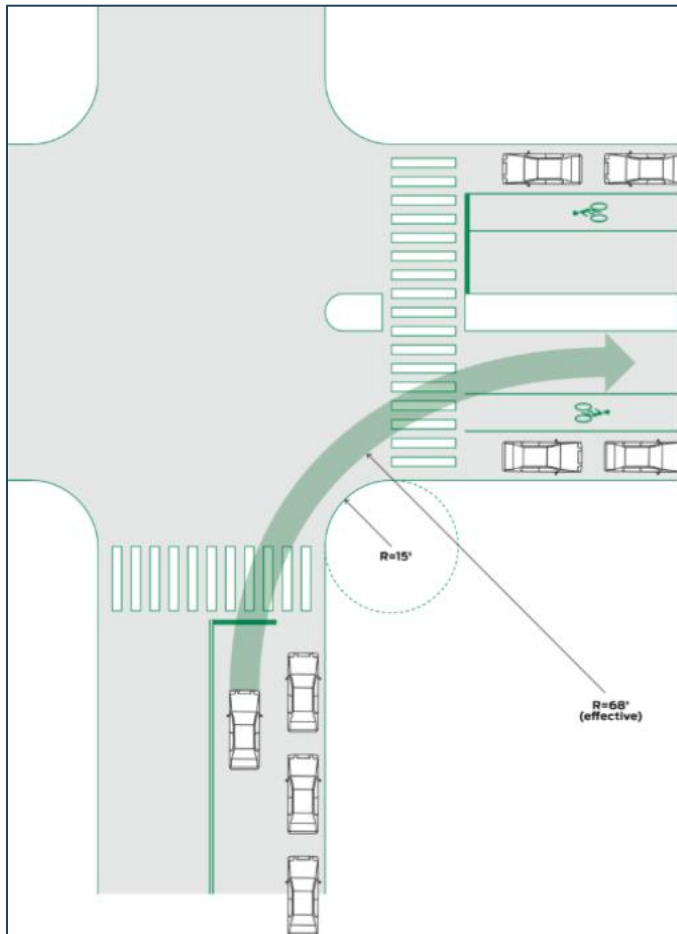


Source: MDOT.

Figure 27: Effective Curb (Turning) Radii

The need for a larger effective curb (turning) radii to accommodate larger vehicle turning, such as for a fire truck, can be achieved by adding on-street parking (see **Figure 27: Effective Curb Radii**). By adding on-street parking the increased width of the street segment provides for a larger effective curb (turning) radii. It may be important to consider the use of the [effective curb \(turning\) radii](#) rather than the [actual curb radii](#) to accommodate the appropriate design and control vehicles.

Figure 27 – Effective Curb Radii



Source: NACTO.org *Urban Street Intersection Design Elements Curb Radii*.

If accommodations for larger turning radius vehicles, such as fire engines, are necessary, then the street can be designed to establish a curb radius that is supportive of pedestrian crossings, curb extensions, or bulb-outs, and provides a larger effective turning radii that support large vehicle maneuvers.

Table 8: Turning Speed & Radius Reference Chart

V (mph)	Radius (ft)
10	18
15	47
20	99
25	174

Source: NACTO.org Turning Speed & Radius Reference Chart.

20. Does your jurisdiction specify curb radii within its code? Y N

- a) If YES, does the curb radii within your code encourage pedestrian safety with reduced crossing distances?
- b) If YES, does your code have curb radii standards for alleyways or driveways?
- c) If NO, consider using the examples in Table 8 (above) to establish curb radii for town intersections and alleyways.

VII. Off-Street Parking

If your jurisdiction determines that its current off-street parking standards are not a good fit, and provide too much parking, then this section will offer you a host of potential methods to reduce the amount of off-street parking.

Adjusting the off-street parking minimums from your current off-street parking standards

Adjusting off-street parking minimums is likely the most effective approach a smaller jurisdiction with very limited transit options can take. As mentioned in previous sections, if your jurisdiction's parking requirements were acquired from your county or larger neighboring jurisdiction, the current adopted minimums in your zoning law may need to be adjusted to better fit the needs of your jurisdiction. Even a small reduction in off-street parking requirements can make a sizable difference to your jurisdiction.

The Benefits of Alleys

If your zoning law requires off-street parking for commercial and/or residential use, then it should be requiring the use of alleys. Often maligned because of their initial cost, the alley provides access to the rear part of a parcel. The cost of the alley can also be offset by reducing the amount of parking (and asphalt) in a traditional off-street parking lot that would be accessed from the main thoroughfare. This allows for some, or all, off-street parking to be located out of sight from the street view. The alley can also promote the location of garage

structures for vehicle access from the rear alley. Garage structures can also be adapted to incorporate a form of accessory dwelling unit, also accessed and parked in the rear portion of the lot. Additionally, water, sewer, electrical transmission, cable, and refuse/recycling utilities can be located within designated alleyways. Alleys do not need to be required on all blocks but should be available as a tool to support vehicular movements to designated parking areas and can be useful to co-locate utilities and loading zones.

Figure 28: The Abandoned Parking Lot



Parking Lot Placement

In a [form-based code](#), parking locations are typically situated behind buildings or in structured parking facilities with "liner" units facing the street, meaning the parking is shielded from the sidewalk view by retail or other uses at the front of the liner building. For a visual description of liner buildings and lot layers, see "lot layer 2" in *Figure 32 - Lot Layers* below.

[Smart Code](#) recommends limiting your parking lot placement to beyond the second lot layer.

One method that developers use to maximize their use of parking lot placement is to situate the lots and shared drive lanes (alleys) in the rear of the parcel. This limits the need for driveways and curb-cuts connecting the parking lot to the primary street.

- 21. Does your code have Parking Lot Placement Standards?** **Y** **N**
- a) If YES, is parking limited to the third lot layer?
 - b) If NO, consider establishing lot layer standards for regulating parking locations on a lot.

Note: For more information on lot layers, please see the “Lot Layered Parking” section on page 49 below.

VIII. Small Town Parking Resources

Strong Towns - Strong Towns is a nonprofit media advocacy organization that analyzes the post-war North American development pattern’s shortcomings while giving citizens the knowledge and tools to start making our places better today. Strong Towns publishes many articles pertaining to the topic of parking standards.

1. Visit - [Strongtowns.org](https://www.strongtowns.org)
2. Search “Parking” using the magnifying glass in the top right corner of the webpage.

SmartCode – a model transect-based zoning document based on environmental analysis. It addresses all scales of planning, including developing parking standards and parking calculations, especially for mixed-use areas.

Center for Applied Transect Studies (CATS) - promotes understanding of the built environment as part of the natural environment, through the planning methodology of the rural-to-urban transect. CATS supports interdisciplinary research, publication, tools, and training for the design, coding, building and documentation of resilient transect-based communities.

Complete Streets – an approach to planning, designing, and building streets that enables safe access for all users, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities. This approach also emphasizes the needs of those who have experienced systemic underinvestment, or those whose needs have not been met through a traditional transportation approach, such as older adults, people living with disabilities, and people who don’t have access to vehicles.

- [MDOT Complete Streets Policy - Implementation - J](#): “To strengthen the connection between transportation investments and land use and address historical disinvestment in underserved communities, all modes shall coordinate with the Maryland Department of Planning (MDP) and the Maryland Department of Housing and Community Development (DHCD) through TSO on initiatives and programs that support or are impacted by Complete Streets. The coordination shall inform an interagency Sustainable Growth Work Plan action item for the Subcabinet to determine how best practices in traffic safety and multimodal planning can expand access to housing, jobs, and healthy food.”

MDOT Context Driven – A guide that captures key characteristics and illustrative transportation treatments for different environments throughout the state of Maryland.

- [MDOT Context Driven Guidebook](#) -
- [Pedestrian Safety Action Plan](#) -
- [Vehicle Speed Information \(MDOT\)](#)

[Dangerous By Design 2024 \(Smart Growth America\)](#) - Findings on the topic of pedestrian deaths, Dangerous by Design maintains that our nation’s streets are dangerous by design, being designed primarily to move cars quickly at the expense of keeping everyone safe.

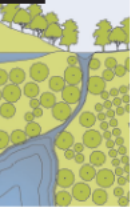


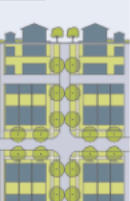
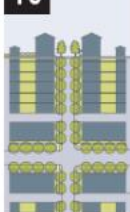

[ULI Shared Parking Third Edition \(For Purchase\)](#) - The Urban Land Institute (ULI) has published materials relating to Shared Parking. The book will assist your jurisdiction in accurately estimating parking requirements for mixed-use and shopping centers.

[Smart Growth America \(Parking Resources\)](#) - Smart Growth America envisions a country where no matter where you live, or who you are, you can enjoy living in a place that is healthy, prosperous, and resilient. Smart Growth America empowers communities through technical assistance, advocacy, and thought leadership to realize their vision of livable places, healthy people, and shared prosperity.

IX. Form Based Transect Zones

[SmartCode](#)’s goal for parking is to help jurisdictions implement parking reductions where possible and improve walkability and cohesion not only within the jurisdiction, but also between neighboring jurisdictions to develop a connected network of streets and relieve traffic congestion. The SmartCode divides development types and intensity into “transect zones” or “T-zones”, commonly referenced as T1, T2, T3, T4, T5, or T6. See *Figure 29: Transect Zones (T-Zones) (Context Zones)* for general overview. The SmartCode recommends “right-sized” parking standards for each transect zone.

Figure 29: Transect Zones (T-Zones or Context Zones)

	<p>T1 NATURAL T-1 Natural Zone consists of lands approximating or reverting to a wilderness condition, including lands unsuitable for settlement due to topography, hydrology or vegetation.</p>	<p>General Character: Natural landscape with some agricultural use Building Placement: Not applicable Frontage Types: Not applicable Typical Building Height: Not applicable Type of Civic Space: Parks, Greenways</p>
	<p>T2 RURAL T-2 Rural Zone consists of sparsely settled lands in open or cultivated states. These include woodland, agricultural land, grassland, and irrigable desert. Typical buildings are farmhouses, agricultural buildings, cabins, and villas.</p>	<p>General Character: Primarily agricultural with woodland & wetland and scattered buildings Building Placement: Variable Setbacks Frontage Types: Not applicable Typical Building Height: 1- to 2-Story Type of Civic Space: Parks, Greenways</p>
	<p>T3 SUB-URBAN T-3 Sub-Urban Zone consists of low density residential areas, adjacent to higher zones that some mixed use. Home occupations and outbuildings are allowed. Planting is naturalistic and setbacks are relatively deep. Blocks may be large and the roads irregular to accommodate natural conditions.</p>	<p>General Character: Lawns, and landscaped yards surrounding detached single-family houses; pedestrians occasionally Building Placement: Large and variable front and side yard Setbacks Frontage Types: Porches, fences, naturalistic tree planting Typical Building Height: 1- to 2-Story with some 3-Story Type of Civic Space: Parks, Greenways</p>
	<p>T4 GENERAL URBAN T-4 General Urban Zone consists of a mixed use but primarily residential urban fabric. It may have a wide range of building types: single, sideyard, and rowhouses. Setbacks and landscaping are variable. Streets with curbs and sidewalks define medium-sized blocks.</p>	<p>General Character: Mix of Houses, Townhouses & small Apartment buildings, with scattered Commercial activity; balance between landscape and buildings; presence of pedestrians Building Placement: Shallow to medium front and side yard Setbacks Frontage Types: Porches, fences, Dooryards Typical Building Height: 2- to 3-Story with a few taller Mixed Use buildings Type of Civic Space: Squares, Greens</p>
	<p>T5 URBAN CENTER T-5 Urban Center Zone consists of higher density mixed use building that accommodate retail, offices, rowhouses and apartments. It has a tight network of streets, with wide sidewalks, steady street tree planting and buildings set close to the sidewalks.</p>	<p>General Character: Shops mixed with Townhouses, larger Apartment houses, Offices, workplace, and Civic buildings; predominantly attached buildings; trees within the public right-of-way; substantial pedestrian activity Building Placement: Shallow Setbacks or none; buildings oriented to street defining a street wall Frontage Types: Stoops, Shopfronts, Galleries Typical Building Height: 3- to 5-Story with some variation Type of Civic Space: Parks, Plazas and Squares, median landscaping</p>
	<p>T6 URBAN CORE T-6 Urban Core Zone consists of the highest density and height, with the greatest variety of uses, and civic buildings of regional importance. It may have larger blocks; streets have steady street tree planting and buildings are set close to wide sidewalks. Typically only large towns and cities have an Urban Core Zone.</p>	<p>General Character: Medium to high-Density Mixed Use buildings, entertainment, Civic and cultural uses. Attached buildings forming a continuous street wall; trees within the public right-of-way; highest pedestrian and transit activity Building Placement: Shallow Setbacks or none; buildings oriented to street, defining a street wall Frontage Types: Stoops, Dooryards, Forecourts, Shopfronts, Galleries, and Arcades Typical Building Height: 4-plus Story with a few shorter buildings Type of Civic Space: Parks, Plazas and Squares; median landscaping</p>

Source: SmartCode.

Table 9 – Smart Code Required Parking

REQUIRED PARKING (See Table 10)			
	T2 T3	T4	T5 T6
RESIDENTIAL	2.0 / dwelling	1.5 / dwelling	1.0 / dwelling
LODGING	1.0 / bedroom	1.0 / bedroom	1.0 / bedroom
OFFICE	3.0 / 1000 sq. ft.	3.0 / 1000 sq. ft.	2.0 / 1000 sq. ft.
RETAIL	4.0 / 1000 sq. ft.	4.0 / 1000 sq. ft.	3.0 / 1000 sq. ft.
CIVIC	To be determined by Warrant		
OTHER	To be determined by Warrant		

Source: SmartCode, Town of Galena Zoning law.

The Shared Parking Matrix – Shared parking is a helpful approach for jurisdictions to include within its parking standards, some of the multiple benefits of shared parking include:

- Efficient Land Use
- Reduced Congestion
- Improved Walkability
- More Greenspaces

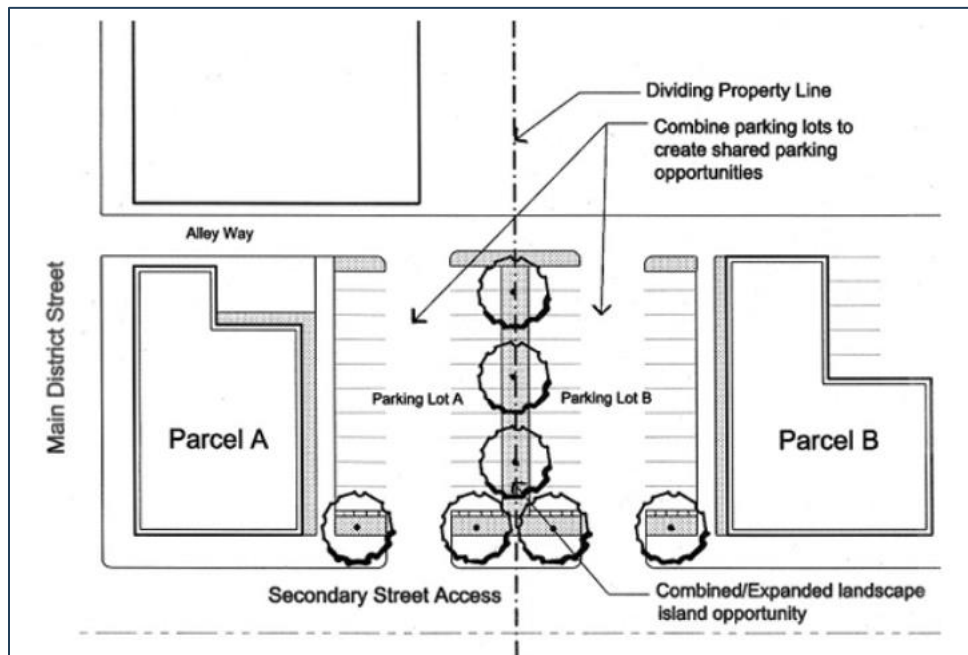
When shared parking standards are considered there may be instances when the land uses are complimentary to each other, as the need for available parking can vary depending on the time of day that the parking space is needed for each use. As depicted in *Figure 30 – Shared Parking Matrix*, a site composing an office building and a hotel could maximize their shared-parking benefit by nearly 70% (1.7), while a mix of the same office building and a retail store would only see a benefit of 20% (1.2). This is because hotel parking is usually high in the evening and demand for parking is reduced during normal business hours, between check-out and check-in times. While a retail establishment is more likely to attract parking throughout the business day.

Figure 30 - Shared Parking Matrix

Function	with		Function
RESIDENTIAL			RESIDENTIAL
LODGING			LODGING
OFFICE		1	OFFICE
RETAIL	1.4	1.1	RETAIL
	1.2	1.7	
	1.3	1	
	1.2	1.7	
	1	1.4	

Source: SmartCode.

Figure 31: Shared Parking Between Lots



Source: Chicago Metropolitan Agency for Planning (CMAP) - "Form-Based Codes: A Step-by-Step Guide for Communities."

Actual parking required is calculated by adding the total number of spaces required by each separate function and dividing the total by the appropriate factor from the shared parking matrix.

Example: The office function (Parcel A) requires 35 spaces, while the lodging portion (Parcel B) requires 40 spaces. Independently they would require 75 spaces, but when divided by the sharing factor of 1.7, $(75/1.7)$ they would require only 44.1 or 45 spaces.

22. Does your town code offer shared off-street parking standards? **Y** **N**

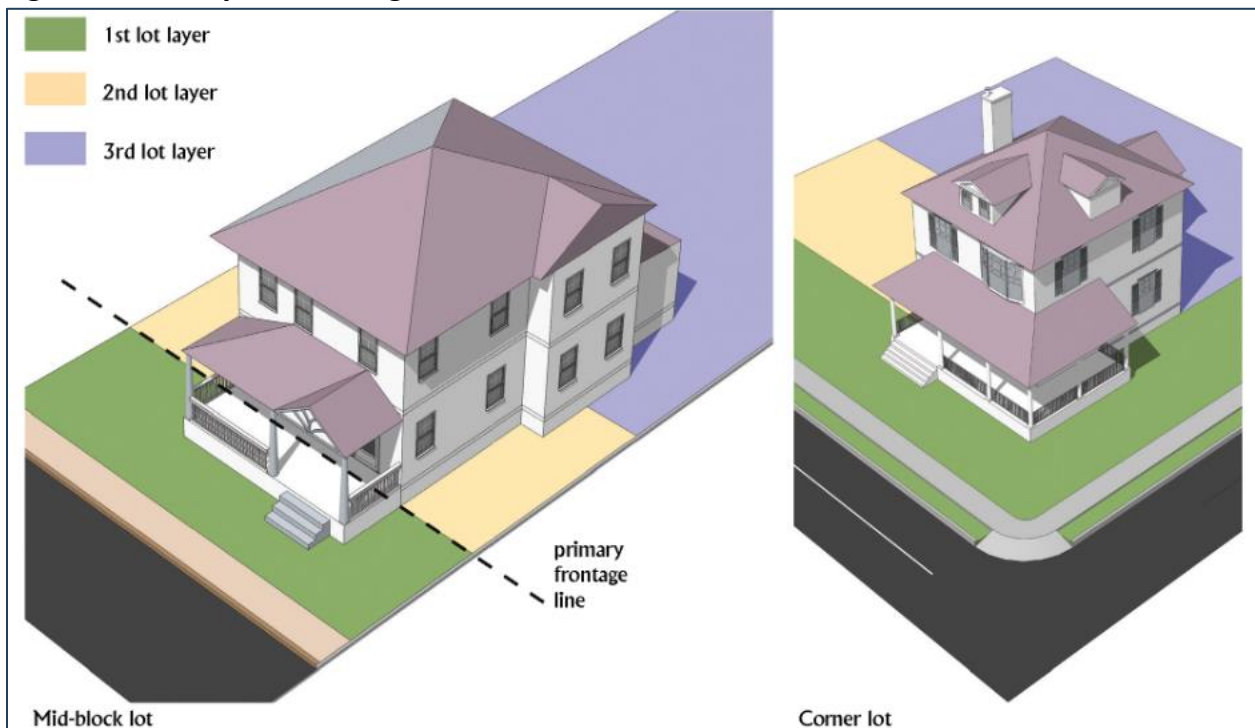
a) If YES, does your town have any oversized parking lots that are routinely under-utilized?

b) If YES, what parking ratio would be a better fit for that development? For example, if your code requires five parking spaces per 1,000 sq. ft. would there still be adequate parking if the standard was three parking spaces per 1,000 sq. ft.?

c) If NO, consider adding a shared off-street parking section to your parking standards.

Lot Layered Parking

Figure 32: Lot Layered Parking



Source: [Narberth Borough – Lot Layers](#).

Layered Parking or “lot layers” can be defined as areas of a lot defined by the distance and limit from the primary street, preferably including accommodation for on-street parking. Lot Layers help to define locations for front yards, porches, additions, and parking, etc. In the above graphic (*Figure 32 – Layered Parking*) (more on this code in *Section IX - Parking Case Studies* below), the first lot layer is a semi-private space usually reserved for porches and front yards in residential districts and for sidewalks in commercial areas. On-site parking is prohibited in the first lot layer and required to be located in the third lot layer behind development in the first and second lot layers.

X. Parking Case Studies

Parking Standards – Town of Galena, MD (Kent County)

Population: 539 (2020 US Census)

The Town of Galena makes use of required parking and shared parking ratios when determining its minimum and maximum amounts of required parking space per zone and use. With the minimum being shown within the code, and the maximum being a 20% increase of the minimum number in the code. Galena uses the Shared Parking Matrix, as shown in [SmartCode Version 9.2](#), page SC39 – Table 11 (also depicted in Figure 30 and in Table 10 of this document), shown previously to assist with determining the amount of spaces required within a shared lot.

Galena’s zoning law also has a section named “Off-Site Joint Use Facilities for Parking”. The code states that all parking spaces are required to be located on the same lot with the building or use that the parking spaces are intended to serve, except the required spaces may be located and maintained at a distance not to exceed 625 feet from a C-1 or C-2 (Commercial Districts) districted property abutting a state road right-of-way. All off-site parking spaces require a written agreement to be maintained by the Town of Galena.

Allowing flexibility for businesses to enter into shared parking agreements, in which some off-site parking spaces are a part of the agreement, helps promote walkability within the town and decreases the demand for new off-street parking spaces. Additionally, requiring written agreements between businesses entering shared parking agreements and filing them through the town government helps municipalities keep track of all active parking agreements and allows for a written agreement to be easily referenced or amended if needed.

Table 10 – Town of Galena, MD Zoning law (Zoning Law) Required Parking and Ratios

Required Parking and Shared Parking Ratios					
Use	R-1	R-2	C-1	C-2	I
Residential	2.0/dwelling	1.5/dwelling	1.5/dwelling	1.5/dwelling	
Lodging	1.0/bedroom	1.0/bedroom	1.0/bedroom	1.0/bedroom	
Office	2.0/1,000 sqft.	2.0/1,000 sqft.	2.0/1000 sqft.	3.0/1000 sqft.	
Retail/Non Res.	na	na	2.0/1000 sqft.	3.0/1000 sqft.	
Other	4.0 per 1,000 sqft. or Planning Commission approved parking study.				

Source: Town of Galena, MD Zoning law.

Note: In Table 10 above, note that the number of retail spaces in the C-1 and C-2 columns is about half of the “rule of thumb” parking rate (1 per 200-250 sq. ft).

The off-street parking requirements in Table 10 - Zoning law Required Parking and Ratios: Town of Galena, MD are in addition to available on-street areas for delivery trucks or other vehicles.

The parking space requirements for uses not specifically listed in Table 10 shall use the “Other” category or submit and gain the approval of a professionally acceptable parking study to the Planning Commission demonstrating the minimum parking requirements for the proposed use.

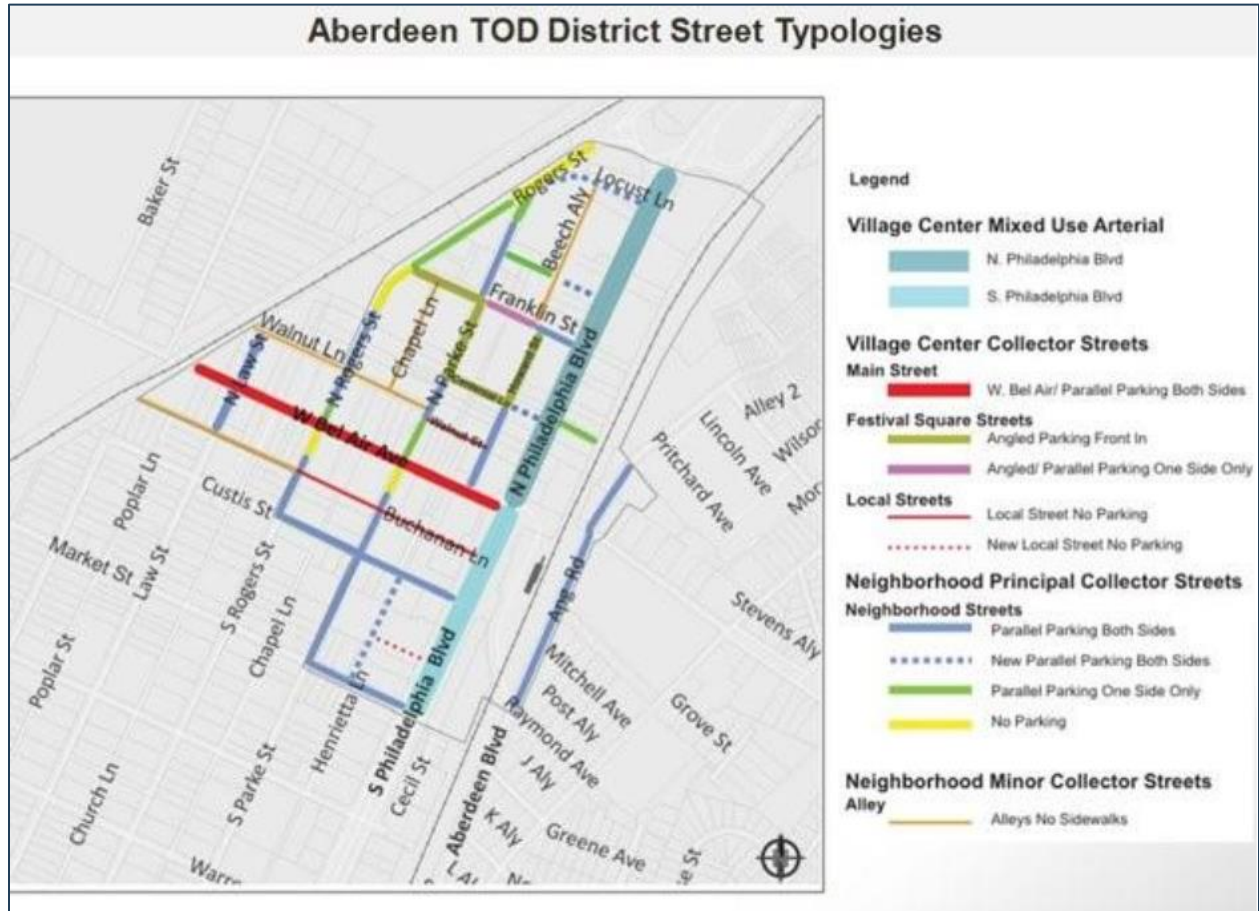
In the case of mixed-uses, uses with different parking requirements occupying the same building or premises, or in the case of joint use of a building or premises by more than one use, the parking spaces required shall equal the sum of the requirements of the various uses computed separately and the applied sharing factor listed in Figure 30 – Shared Parking Matrix above.

**On-Street Parking Requirements: City of Aberdeen, MD TOD District (Harford County)
Population: 16,254 (2020 US Census)**

The City of Aberdeen has two separate parking standards. One is tailored to accommodate [Aberdeen’s Transit-Oriented Development \(TOD\) District](#). The other is tailored for the rest of the city.

Aberdeen’s TOD District hosts a variety of street types that provide on-street parking. The aim of Aberdeen’s zoning law aims to redevelop the TOD District into a mix of land uses emphasizing Main Street commercial uses at the street level, a pedestrian friendly environment, and parks and open spaces. On-street parking is critical to the implementation of Aberdeen’s plan to develop its TOD District. Figure 29: Aberdeen TOD District Street Typologies below was created by visually observing existing conditions on the ground.

Figure 33: Aberdeen TOD District Street Typologies



Source: City of Aberdeen Zoning law.

The Aberdeen TOD District mixes a variety of street classifications and accompanying on-street parking layouts. The on-street parking, along with the size of the blocks (~350'x400') within the districts promote walkability within the area, encouraging visitors to park and explore what Aberdeen's TOD District has to offer.

The Aberdeen parking standards for its TOD District aid placemaking efforts of the town and the State of Maryland. Placemaking can be defined as transforming spaces to strengthen connections between people and places. It relies heavily on community participation, and a community's wants, desires, visions, and aspirations.

Walkability, accessibility, convenience, safety, and a sense place were among the town goals as it developed its TOD District. Parking standards that fit the needs of the town and its residents are crucial in meeting these community goals.

Both the Galena and Aberdeen approaches are beneficial because they provide parking reductions within the town, reduce vehicle congestion, improve walkability, and increase multimodal transportation.

XI. Establishing Consistency Within Zoning law

Zoning law Consistency: Town of [Grantsville, MD Zoning law](#) (Garrett County)

Population: 968 (2020 US Census)

Parking standards are commonly referenced in multiple areas within the same document or across multiple documents. In the case of Grantsville’s Zoning law, parking standards are established in Article 6 (Figure 34) of the ordinance. However, additional requirements are established in Article 4 (Table 111) “Use Regulations”.

23. Does your zoning law (and subdivision ordinance) have multiple references for parking standards? **Y N**

a) If YES, be sure that they are all updated to be internally consistent.

As seen in *Table 11 - Article 4* and *Figure 34 - Article 6*, Grantsville did an exceptional job cross-referencing between Article 4 and Article 6 and establishing consistency and cohesion between the two Articles. Article 4 and Article 6 work in tandem to establish the jurisdiction’s parking requirements for each individual land use.

Table 11 - Grantsville MD Zoning law: Article 4

406.F. <u>ACCESSORY USES</u> (Cont.)	<u>SR</u>	<u>TR</u>	<u>TC</u>	<u>EC</u>
4. Bed and breakfast inn, only as accessory to residential uses subject to the following provisions: <ul style="list-style-type: none"> a. Not more than 3 guest rooms shall be permitted, except no maximum shall apply in the TC district. b. Other than breakfast, no other meals shall be prepared for consumption by guests and breakfast shall not be prepared for any non-residents of the dwelling unit. Food service is subject to Health Department regulations. c. The inn shall be subject to appropriate State Fire Regulations, Health Department, and/or Sanitary District Requirements. d. Off-street parking shall conform to applicable requirements in Article 6 and be provided as follows: 2 spaces for residents and one additional space for each guest room. e. No on-premises signs over 4 square feet in area and no off premise signs shall be permitted. Signs shall meet Article 7. 	SE	SE	P	P

406.A. RESIDENTIAL USES	SR	TR	TC	EC
<p>6. Mobile/Manufactured Home Park (Cont.)</p> <p>k. No individual mobile home shall have its own individual driveway access directly onto a public road.</p> <p>l. Parking shall comply with Article 6. At least one of the required parking spaces for each dwelling shall be located immediately adjacent to the dwelling. Other parking spaces shall be within 300 feet of the dwelling that they serve.</p> <p>m. A substantial landscaped buffer shall be planted by the developer at least 10 feet wide around the perimeter of the mobile home park.</p> <p>n. Any mobile home park involving 5 or more units shall include at least 10 percent of the total lot area being set aside for usable recreation and open space areas for residents. Such areas shall be located to minimize conflicts with traffic. Where topography permits, such areas shall be located where they will be conveniently accessible to all residents.</p> <p>o. No enclosure attached to a mobile home shall exceed 100 percent of the floor area of a mobile home. A building permit shall be required for such enclosures.</p> <p>p. Safe, convenient, durable all-season pedestrian walkways or sidewalks with a minimum width of 4 feet shall be provided to link together homes within the site and pedestrian attractions within and adjacent to the site.</p>				
<p>7. Multi-Family Dwellings subject to the following additional provisions:</p> <p>a. Building Orientation. Minimum horizontal distance between facing walls of any two buildings on one lot shall be 50 feet.</p>	P	P	P	N

Source: Grantsville Zoning law.

Figure 34 - Grantsville MD Zoning law: Article 6

<p>ARTICLE 6 OFF-STREET PARKING</p>	
<p>600 <u>REQUIRED NUMBERS OF PARKING SPACES</u></p> <p>Off-street parking spaces shall be provided and satisfactorily maintained in accordance with the following provisions for each building which, after the effective date of this Ordinance, is erected, enlarged, or altered for any of the following purposes:</p> <p>A. <u>Residential, other than Multi-Family Dwellings.</u> Two spaces per dwelling unit.</p> <p>B. <u>Multi-Family Dwellings.</u> 1.5 spaces per dwelling unit.</p> <p>C. <u>Home Occupation.</u> One parking space per non-resident employee.</p> <p>D. <u>Institutional, Recreation, and Educational, other than uses listed separately in this Section.</u> One space per 5 seats plus one space per 2 employees on the premises. Where fixed seats are not provided, one space for every 80 square feet of floor area in tended to be used by patrons, guests, members, clients, or customers, plus one space per 2 employees on the premises.</p> <p>E. <u>Recreation, Non-Governmental or Club or Lodge.</u> One space per 3 patrons of maximum capacity.</p> <p>F. <u>Nursing Home, Personal Care Home or Hospital.</u> One space for each 3 patient beds.</p> <p>G. <u>Office.</u> One space for each 200 square feet of floor area used for office purposes.</p>	

Source: Grantsville Zoning law.

**Zoning law Consistency: City of [Frostburg, MD Zoning law](#) (Allegany County)
City of Frostburg Population: 7,027 (2020 US Census)**

The City of Frostburg’s off-street parking requirements are located within Part 6 of their Zoning law and are consistently referenced throughout the entire zoning law. In any instance where parking is alluded to outside of Sec. [6.12](#), the reader is referred to this section to review the requirements for the specific use.

Table 11 – Frostburg, MD Off-Street Parking Requirements

Sec. 6.12. - Off-street parking requirements.

A. *Numbers of Parking Spaces.* There shall be provided at the time of change of use, erection or enlargement of any principal building or structure, the following minimum off-street parking spaces, with adequate provision for ingress and egress:

(1) The City recognizes that the uses listed for parking requirements may not be comprehensive. In instances not specifically listed herein, the parking requirement of the most similar use, as determined by the Community Development Director, shall apply. No building or occupancy permit shall be issued for any new use until the required parking has been evaluated and the requirements satisfied.

<i>Residential</i>	
Dwelling Unit	1/occupant >= 18 years old + 1/each unrelated person >= 18 years old
Bed and Breakfasts	1/bedroom + 1
Boarding Units	1/two occupants
Group Home	1/two occupants
Treatment Center	1/two occupants
Home Occupations (Accessory Use)	2 + required dwelling unit spaces

Source: Frostburg Zoning law.

Figure 35 – Meaning of Terms – Boarding Unit

Boarding Unit: A use within a single-family dwelling unit allowed only when a property owner is in residence in which a room or group of rooms forming a habitable unit, used or intended to be used for living or sleeping but not for cooking or taking of meals, is provided to either one (1) individual or two (2) individuals not related to the property owner; when a housekeeping unit as defined under the definition of "Family" in this Ordinance is not created; and when supported by off-street parking for unrelated occupants as set forth in [Section 6.12](#) of this Ordinance.

Source: Sec.2.1. Meaning of Terms, City of Frostburg Zoning law.

Referring zoning law users to the established parking standards, rather than quoting or referencing them in another section outside of the established parking standards, is an efficient approach that a jurisdiction could take when updating or establishing parking standards. Keeping the parking standards in one place within your code eliminates the need to update quotes and references throughout the code if the off-street parking requirements are changed

in the future. It also eliminates any confusion for a developer, resident, etc., if a quote or reference were to become outdated and contradict what is shown within the official parking standards section.

Form-Based Codes and Parking: Narberth Borough (Montgomery County, PA)

As referenced in *Figure 32 - Lot Layers*, Narberth Borough is a suburban community in Montgomery County, Pennsylvania, a short distance from the City of Philadelphia. Narberth Borough is an example of a small jurisdiction that has re-examined how they calculate their parking standards. The community has been officially incorporated for over 120 years and was largely built-out before the advent of contemporary zoning. Narberth came to the realization that it was unable to redevelop the community in a way that is consistent with existing building forms and functions due to its zoning law at the time not permitting it. To address this and redevelop in the way preferred by the community, Narberth Borough and Montgomery County staff established a collaborative workgroup and conducted a series of public meetings to further discuss the town's current zoning law. Using [SmartCode](#) as a template, the workgroup analyzed existing neighborhoods and building dimensions and crafted a [new zoning law](#) to fit the existing development pattern of Narberth Borough.

Within the updated zoning law, Narberth Borough also addressed its parking requirements by offering to credit on-street parking spots towards off-street parking requirements within the code.

Narberth Borough also addresses shared parking in its updated zoning law. It establishes ratios like the example given above in this module that state that parking spaces can be shared among uses on the same or adjacent lots.

The inclusion of parking reductions and shared parking within the code offer flexibility in required parking that helps reduce the overall amount of off-street parking spaces that would otherwise be required by a more rigid code geared towards a more suburban oriented community. It also helps preserve the historic, pre-automobile, development pattern that is preferred by Narberth Borough community members.

XII. Final CheckUp: Topic 5 – Parking Best Practices

The Final CheckUp is a synopsis of the questions and exercises in the above Zoning CheckUp module. The Final CheckUp is an optional checklist exercise to ensure that each section of the Parking Standards module has been considered. To complete this exercise, has your Parking Standards update process considered:

- | | | | |
|---|---|---|----|
| 1. Examining current conditions of existing parking standards: | | | |
| a) Year of creation and/or revision _____ | | | |
| b) Identification of a source for current parking standards (ITE Manual, another jurisdiction’s parking standards, or a local Parking Study, etc.)
_____ | Y | N | |
| c) Establish separate parking standards for historic districts | Y | N | NA |
| d) Alignment with future development and/or redevelopment plans | | | |
| | Y | N | NA |
| e) Updating of parking standards per use (retail, office, etc.) | | | |
| | Y | N | NA |
| 2. Conducting a parking study/inventory | Y | N | |
| a) Identification of peak parking demand | Y | N | |
| b) Needed locations for additional parking | Y | N | |
| c) Areas with parking overages | Y | N | |
| d) Areas with on-street parking | Y | N | |
| 3. Specify street standards | Y | N | NA |
| a) Lane widths | Y | N | NA |
| o Lane Width Maximums | Y | N | NA |
| b) Street dimensions | Y | N | NA |
| c) Street classifications | Y | N | NA |
| d) Specify curb radii | Y | N | NA |
| If YES: Does the specified curb radii encourage safe walking distances | | | |
| | Y | N | NA |
| e) Specify effective curb radii | Y | N | NA |
| f) Bulb-outs/neck-downs | Y | N | NA |
| g) Posted travel speed | Y | N | NA |
| 4. Establishing a parking maximum | Y | N | NA |
| 5. Establishing off-street parking lot placement standards | Y | N | |
| 6. Establishing shared off-street parking standards | Y | N | |
| 7. Establishing lot layers for layered parking | Y | N | |

- | | | | |
|--|---|---|----|
| 8. Be internally consistent between zoning documents | Y | N | NA |
| 9. Additional off-street parking needed for ADUs* | Y | N | NA |

If YES

- | | | | |
|------------------------------|---|---|----|
| a) Completed a parking study | Y | N | NA |
|------------------------------|---|---|----|

**HB 1466 requires jurisdictions to adopt, by October 1st, 2026, a local law to authorize the development of ADUs.*

IV. Appendices

Appendix I: The Zoning CheckUp PowerPoint Presentations (PDFs)

A. Introduction and Purpose

Appendix I: The Zoning CheckUp PowerPoint Presentations (PDFs)

B. Topic 1: Preserving the Official Zoning Map

Appendix I: The Zoning CheckUp PowerPoint Presentations (PDFs)

C. Topic 2: Zoning Code Amendment

Appendix I: The Zoning CheckUp PowerPoint Presentations (PDFs)

D. Topic 3: Zoning Map Changes

Appendix I: The Zoning CheckUp PowerPoint Presentations (PDFs)

E. Topic 4: Ordinance Integration

Appendix II: List of Planning Acronyms

AC-	Acre
ADA-	Americans with Disabilities Act (1990)
ADT-	Average Daily Trips made by vehicles/persons
ADU-	Accessory Dwelling Unit
AIA-	American Institute of Architects
AICP-	American Institute of Certified Planners
ALUC-	Airport Land Use Commission
AMI-	Average Median Income
APA-	American Planning Association
APFO-	Adequate Public Facilities Ordinance (Maryland)
AQMD-	Air Quality Management District.
ARC-	Appalachian Regional Commission
ASCE-	American Society of Civil Engineers
AV-	Autonomous Vehicle
B&B-	Bed and Breakfast
BID-	Business Improvement District
BLM-	Bureau of Land Management
BMP-	Best Management Practices
BMR-	Below-Market Rate dwelling unit/interest rate
BOA-	Board of Appeals
BRF-	Bay Restoration Fund (Maryland)
CAA-	Clean Air Act
CAD-	Computer Aided Design
CAFO-	Concentrated Animal Feeding Operation
CBD-	Central Business District
CC&Rs-	Covenants, Conditions, and Restrictions
CDBG-	Community Development Block Grant

CE- Code Enforcement
CEF- County Enterprise Fund
CIP- Capital Improvements Program
CSA- Community Service District
CUP- Conditional Use Permit
CWA- Federal Clean Water Act
DCA - Development Capacity Analysis (Maryland)
DGS- Department of General Services
DHCD- Department of Housing and Community Development (Maryland)
DOE- Department of Energy (U.S.)
DOT- Department of Transportation
DU- Dwelling Unit
EDA- Economic Development Administration
EDC- Economic Development Commission
EIR- Environmental Impact Report
EIS- Environmental Impact Statement (Federal)
EPA- Federal Environmental Protection Agency
ESA- Federal Endangered Species Act
EV- Electric Vehicle
EZ- Enterprise Zone
FAA- Federal Aviation Administration
FAR- Floor Area Ratio
FBFW- Flood Boundary Floodway Map
FEMA- Federal Emergency Management Agency
FHA- Federal Housing Administration
FHLMC- Federal Housing Loan Mortgage Company/“Freddie Mac”
FHWA- Federal Highway Administration
FIA- Fiscal Impact Analysis
FIR- Fiscal Impact Report
FIRE- Finance, Insurance and Real Estate
FIRM- Flood Insurance Rate Map

FLUM- Future Land Use Map
FMV- Fair Market Value
FNMA- Federal National Mortgage Association/“Fannie Mae”
FPPC- Fair Political Practices Commission (California)
FTA- Federal Transit Administration
FWS- U.S. Fish and Wildlife Service
GPD- Gallons Per Day
GIS- Geographic Information Systems
GMI- Gross Monthly Income
GNMA- Government National Mortgage Association/“Ginnie Mae”
GPS- Global Positioning System
HAP- Housing Assistance Plan
HIA- Health Impact Assessment
HOA- Home Owners’ Association
HOV- High-Occupancy Vehicle
HTF- Housing Trust Fund
HUD- U.S. Department of Housing and Urban Development
ID- Infill Development
LAT- Local Assistance and Training (Maryland)
LEED- Leadership in Energy and Environmental Design
LHA- Local Housing Authority
LOS- Level of Service
LTMI- Low to Moderate Income
LU- Land Use
LULU- Locally Unwanted Land Use
MDDOC-MD Department of Commerce
MDE- Maryland Department of the Environment
MDOT- MD Department of Transportation
MDP- Maryland Department of Planning
MEA- Master Environmental Assessment
MEIR- Master Environmental Impact Report

MF- Multifamily
MGD- Millions of Gallons per Day
MH- Manufactured Housing
MHT- Maryland Historical Trust
MML- Maryland Municipal League
MOU- Memorandum of Understanding
MPD- Master Planned Community
MPO- Metropolitan Planning Organization
MSA- Metropolitan Statistical Area
MSCP- Multi-Species Conservation Plan
MSDC- Maryland State Data Center
MXD- Mixed Use Development
NAHB- National Association of Home Builders
NIMBY- Not in my Backyard
NOC- Notice of Completion (CEQA)
NOD- Notice of Determination (CEQA)
NOP- Notice of Preparation (CEQA)
P&Z- Planning and Zoning
PB- Planning Board
PC- Planning Commission
PCD- Planned Commercial Development
PDR- Purchase of Development Rights
PFA- Priority Funding Area (Maryland)
PHA- Public Housing Agency
PHT- Peak Hour Traffic (or Peak Hour Trips)
PID- Planned Industrial Development
POS- Program Open Space (Maryland)
PUD- Planned Unit Development
QOL- Quality of Life
RFP- Request for Proposal
RFQ- Requests for Qualifications

RHNA- Regional Housing Needs Assessment/Allocation
RLUIPA- Religious Land Use and Institutionalized Persons Act
ROW- Right-of-Way
RPA- Regional Planning Agency
RTPA- Regional Transportation Planning Agency
SFD- Single-Family Dwelling
SLAPP- Strategic Lawsuits Against Public Participation
SRO- Single-Room Occupancy
STIP- State Transportation Improvement Plan
STR- Short Term Rental
TDM- Transportation Demand Management
TDR- Transfer of Development Rights
TEA-21- Federal Transportation Equity Act for the 21st Century
TMDL- Total Maximum Daily Load
TOD- Transit-Oriented Development
TOT- Transient Occupancy Tax
TSM- Transportation Systems Management
UBC- Uniform Building Code
UGB- Urban Growth Boundary
UHC- Uniform Housing Code
USDA- U.S. Department of Agriculture
USDI- U.S. Department of the Interior
USFS- U.S. Forest Service
USFWS- U.S. Fish and Wildlife Service
USGS- U.S. Geological Survey
VLF- Vehicle License Fee
VMT- Vehicle Miles Traveled
WQMP- Water Quality Management Plan
WRE- Water Resources Element (Maryland)
WWTP- Waste-Water Treatment Plant
ZLL- Zero Lot Line

ZO- Zoning Ordinance