Mastering the Master Plan

July 16, 2021
Poll Question

What do you want to know about comprehensive plans to perform your role more effectively?

A. Planning process

B. Role of the Planning Commissioner

C. Required elements

D. Comprehensive planning resources

E. Planning analysis
Training Objectives

To better understand and/or perform:

- what a comprehensive plan is and what it is required to contain
- how Maryland land use law affects comprehensive planning in the state
- the roles of local staff, board members, and other stakeholders in the development of comprehensive plans
- the comprehensive planning process
- data analysis and projections for comprehensive planning
- strategies for tracking comprehensive plan implementation
- available resources assisting with the development of comprehensive plans
What is a comprehensive plan?
History

- U.S. Department of Commerce Enabling Acts
- Model Laws
  - Standard State Zoning Enabling Act (1924)
    - States could use to enable zoning within their jurisdictions
  - Standard City Planning Enabling Act (1928)
    - Organizing a planning commission, directed to prepare and adopt a master plan
- Maryland Enabling Act (1933)
Purpose of Comprehensive Plans
Continuity
Balance
Competing Interests
Protect Public Investments
Protect and Enhance Valued Resources

- Viewshed
- Riparian Buffer
- Habitat Core

- Military Installation
- Transit Network
- Affordable Housing
Shape Community Appearance
Promote Economic Development
Provide Justification for Decisions
Express a Collective Vision
Comprehensive planning in Maryland
Quality of Life and Sustainability

Public Participation

Growth Areas

Community Design

Infrastructure

Transportation

Housing

Economic Development

Environmental Protection

Resource Conservation

Stewardship

Implementation

Land Use Article § 1-201 and § 3-201
**Local Government Article**

- Former Article 25A
- Enables charter counties to enact local planning and zoning laws

**Land Use Article**

- Former Articles 66B and 28
- Enables non-charters to enact planning and zoning
- Divisions I (Single Jurisdictions) and II (Montgomery and Prince Georges)
- Requirements of comprehensive plans and process
Charter Counties (Land Use Article §1-406)

- Required Elements
  i. a development regulations element
  ii. a sensitive areas element
  iii. a transportation element
  iv. a water resources element
  v. a housing element
  vi. a mineral resources element, IF current geological information is available

Both Charter and Non-charter counties, as well as municipalities, must implement the 12 Visions in their comprehensive plans
Non-charter Counties and Municipalities (Land Use Article: § 3-102. Elements)

- Required Elements
  
  (i) a community facilities element
  
  (ii) an area of critical State concern element
  
  (iii) a goals and objectives element
  
  (iv) a land use element
  
  (v) a development regulations element
  
  (vi) a sensitive areas element
  
  (vii) a transportation element
  
  (viii) a water resources element
  
  (ix) a housing element
Non-charter Counties and Municipalities  
(Land Use Article: § 3-102. Elements)

- Elements if:
  - If current geological information is available, the plan shall include a **mineral resources element**
  - The plan for a municipal corporation that exercises zoning authority shall include a **municipal growth element**
  - The plan for a county that is located on the tidal waters of the State shall include a **fisheries element**
§ 3-103. Development regulations element.

(a) In general. -- The development regulations element shall include the planning commission's recommendation for land development regulations to implement the plan.

(b) Purpose. -- The development regulations element shall encourage:

(1) the use of flexible development regulations to promote innovative and cost-saving site design and protect the environment: and

(2) within the areas designated for growth in the plan:

(i) economic development through the use of innovative techniques; and

(ii) streamlined review of applications for development, including permit review and subdivision plat review.
Local Comprehensive Planning Process
State Agency Review Process

MDP sends request for review to sister agencies (Day 1)

MDOT

DHCD

MDE

DNR

MDP compiles, records, and reconciles agency comments into one document. Agency comments added as appendices to document (Day 30)

Adjoining Jurisdictions

Jurisdiction receives comments (Day 60)
Planning to plan
Start with what you already have

Do you need a new comprehensive plan?

- House Bill 409 (2013) changed comprehensive plan review cycle requirement from 6 to 10 years
- Also requires 5-year implementation report

Transitioning to the Comprehensive Plan Ten Year Review Cycle

- Preliminary Checklist
- Evaluation Checklist
<table>
<thead>
<tr>
<th>Preliminary Checklist</th>
<th>Evaluation Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>When was last planning commission/board review?</td>
<td>Have we adopted a growth tier map?</td>
</tr>
<tr>
<td>Does the comprehensive plan include all required elements?</td>
<td>Do our annual reports identify issues of concern?</td>
</tr>
<tr>
<td>Does the comprehensive plan include the 12 visions?</td>
<td>Have any of our neighbors amended their comprehensive plan in a way that impacts us?</td>
</tr>
<tr>
<td>Do we have an established procedure for reviewing and updating the comprehensive plan?</td>
<td>Have we implemented recommendations from the previous comprehensive plan?</td>
</tr>
<tr>
<td></td>
<td>Does our comprehensive plan have the correct statutory references and address changes to state law since adopted?</td>
</tr>
<tr>
<td></td>
<td>Do we have any new designations, such as Sustainable Communities, Historic Districts, or others?</td>
</tr>
</tbody>
</table>
Other Questions To Consider

- Does new Census data reflect changes in our community that a new plan should address?
- Do the goals, objectives, and strategies of the previous comprehensive plan still apply?
- Have there been any annexations that a comprehensive plan should account for?
- Do we have enough available land for desired development?
- Do we have any new major employers, or have major institutions, such as a military installation or college, expanded?
Other Plans to Consider

- Water and Sewer Plans
- Small Area or Neighborhood Plans
- Sustainable Communities Action Plans
- Market Studies/Economic Analyses
- Regional Transportation Plans
- School Facility Plans
- Other Comprehensive Plans
Stakeholders

- Residents/Landowners
- Businesses/Employers
- Advocacy/Community Groups
- Government Agencies (Internal and External)
- Organizations/Institutions
- Neighboring Jurisdictions
Advisory Groups

Key and willing stakeholders

Should be involved throughout the process

Planning to plan
Community engagement
Review and revision
Champions of plan recommendations
Staff collaboration
Plan Charters/ Frameworks
(Plans to Complete the Plan)

- Background information and reason for new/updated comprehensive plan
- Existing conditions
- State requirements
- Preliminary list of issues to be addressed
- Planning process and schedule
- Organizational structure
- Community engagement and outreach

Manassas Va 2018 Comprehensive Plan framework
Role of the Citizen Planner in Early Stages

- Reviewing previous plan for applicability and needed changes
- Working with staff to establish advisory groups
- Reviewing rezonings, variances, and other issues over the life of existing plan that should be addressed with new plan
- Consultant selection
- Reviewing plan charters, outreach plans, other informative plans, and existing conditions analyses
SWOT Analyses

Strengths, Weaknesses, Opportunities, Threats

- What community strengths should we build upon?
  - Access to open space, Developable land
- What community weaknesses should we address?
  - Struggling main street, Lack of sidewalks
- What opportunities exist that we could plan to maximize?
  - Major employer attraction, Residential demand
- What threats have the potential to hinder our progress?
  - Rising housing prices, Loss of transit service
Pre-planning informs the need for a consultant, if any

Assessment

- What issue(s) must the comprehensive plan address?
- What is the final product?
- Do we have in-house expertise and capacity to develop the final product?
- Do state requirements necessitate the services of a consultant?
- Do we want the objectivity that consultants may provide?
- Can we hire a consultant for only one or a few portions of the comprehensive plan?
- Are we trying to do something new or innovative with which a consultant could assist?
- What is our budget? Are there sources of technical assistance or funding that could help us?
Request for Proposals

- Writers: Staff, Attorney, County and State Assistance
- Content
  - Background
  - Desired outcome/product/deliverables
    - Specific enough to limit price discrepancies
    - Direction from pre-planning
    - Selection criteria and scoring
  - Clarify roles of staff and consultant
  - Whole or part of plan
    - State comprehensive planning requirements
    - Requirements of funding agency
  - Budget
  - Public hearing and advertising requirements
  - Specify submission requirements, how and in what format
  - References and comparable projects
  - Questions for consultants to answer
Request for Proposals

- Develop marketing plan. Where, how, and for how long?
- Wide Distribution
  - Proactive
  - Leverage partners
  - eMaryland Marketplace
  - APA MD
  - Direct to vendors
  - Minority owned businesses
    - Governor’s Office of Small, Minority & Women Business Affairs
    - MDOT Directory
Request for Proposals

- Selecting a vendor
  - Clear criteria
    - Lowest bidder
    - Technical and professional ability
    - Quality of work plan
    - Demonstrated successful past performance
    - Scoring
  - Mixed review team
    - Staff
    - Citizen planners
    - Elected officials
    - Stakeholder partners
Funding Resources for Comprehensive Plans

- **Community Development Block Grants (CDBG)**
  - Non-entitlement with 51% or more Low & Moderate Income persons ([List of eligible jurisdictions](#))
  - Allocated annual funding for planning, separate from block grant cycle
  - Know to ask ([Cindy Stone](#), Director Community Development Programs (DHCD))
    - Available upon consultation
    - Low to moderate income

- **Grants Gateway**
  - Hazard mitigation, sea level rise, climate change
  - Whole or part of plan depending on how many resiliency elements included

- **American Rescue Plan** (May Change after July 16)
  - Not yet fully clear
  - Planning or an analysis to improve programs addressing pandemic
  - [Maryland Local Fiscal Recovery Funds Website](#)

- Counties
Outreach and Engagement
Communications
(What you say)

- Messaging first. Why are we doing this?
  - Internal and external
- Themes
  - Talking points
- FAQs
- Expected project outcomes and limitations
- Protocol and message control
- Community education
- Branding

Why should stakeholders engage?
Outreach (How and to whom you say it)

- Most important part!
- Establish roles and outreach groupings
  - Staff, partner, officials, consultants
  - Public, focus groups, organizations, demographics
- Gather and use communication assets from stakeholders, such as those on an advisory group
  - Newsletters, email distribution lists, regular meetings, events
  - What communication assets can commissioners leverage
- Communication methods
  - High tech and high touch
- Trusted community leaders as messengers
  - Training and trust
- Tracking who is engaged

Not complicated, but requires diligence and time
Engagement
(How you get them to respond)

What will you do with stakeholders when you have their attention?

**Education**
- Existing plan and conditions
- Pre-planning insight (themes, issues, categories)
- Planning process
- Explain how input will inform the plan

**Questions**
- General to specific (visioning to regulatory)
- Start with the positive
- Listen, summarize, and avoid unnecessary corrections
- Accept harsh criticisms

**Meeting the Needs of Stakeholders**
- Time and Location
- Food
- Children
- Translation
Engagement
(How you get them to respond)

- General
  - What are our community strengths?
  - In one sentence, how would you describe your desired community 20 years from now?
  - In what ways does your community need to grow? This could be physical growth or growth in addressing issues.
  - What makes you feel connected to your neighborhood and community?

- Specific
  - Ranking amenities, economic development, environmental resources, infrastructure, housing, and other planning topics by priority
  - Prioritizing growth related/supportive services
  - Assessing community aesthetic desires
  - Area/institution focused questions unique to your community (redevelopment, natural resources, community anchors, major employers, neighboring jurisdictions)
Engagement Methods

Visual Preference Surveys

Crowdsourced Mapping

Public Workshops

Meeting in a Box

Surveys

- Mix up your methods
- Summarize and categorize what you are hearing. Instant feedback
- Ensure staff coverage at public meetings
- Train key stakeholders and community leaders to assist and lead
- Multiple languages
- Matching shirts!
Feedback and Using Input

- Engagement input
- Advisory group meetings/reports

- Input summaries
- Interim deliverables
- Website updates
- Newsletters
- Mass emails

- Worksessions
- Community meeting attendance
- Newsletters/emails

- Regular reporting
- Assistance to staff

Stakeholders

Staff

Officials

Consultants
Communicating Comprehensive Plan Relevance

An Annapolis Case Study

Eric Leshinsky, AICP
Chief of Comprehensive Planning
City of Annapolis
Communicating Comprehensive Plan Relevance
Communicating
Comprehensive Plan
Relevance

Your immediate neighborhood
Your larger community
Your City
Knowing Your Audience

Demographic and Economic Profile and Real Estate Market Analysis for the Annapolis Comprehensive Plan Update
December 13, 2019

Figure 8: Percent Change in Number of Residents by Race and Ethnicity, 2010 - 2018

Notes:
Only includes racial/ethnic groups that make up at least three percent of the population in at least one of the three geographies.
(a) Includes all races for those of Hispanic/Latino background.

Figure 6: Change in Number of Residents by Age Group, 2010 – 2018

WHAT WE'VE HEARD SO FAR
Public Survey #1
(385 responses)

---

**Green Infrastructure Network**
- Very Important: 61%
- Important: 22%
- Somewhat Important: 12%
- Not Important: 4%

**Plan for Resilience**
- Strongly Agree: 73%
- Agree: 21%
- Disagree: 5%

**Aesthetics and Design**
- Very Important: 56%
- Important: 30%
- Somewhat Important: 30%
- Not Important: 3%

**Prioritize Transit**
- Strongly Agree: 45%
- Agree: 40%
- Disagree: 8%
- No Opinion: 5%

**Residential Growth**
- Slow & Steady: 37%
- Slightly Reduced: 36%
- Moderate & Steady: 17%
- Strong: 8%
An Iterative Process
Identify the Gaps

- Annapolis Ahead 2040
- Public Survey #1
- (385 responses)

- The darker the color, the more respondents
Identify the Gaps

Annapolis Ahead 2040 Public Survey #1
(385 responses)

The darker the color, the more respondents
Identify the Gaps

Figure 36: Home Sales in Annapolis, April 2018 – March 2019

Sources: Corelogic/ListSource via DQNews; ArcGIS Pro; U.S. Census Bureau; BAE, 2019.
1. What kind of change would most positively impact your community?

2. What kind of change would most positively impact Annapolis overall?
What's in Your Comprehensive Plan?

The City of Annapolis is currently working on a comprehensive plan called *Annapolis Ahead* that will set a vision for the city we want to create over the next twenty years. The plan will include recommendations ranging from housing and transportation options to improved park and water access, and a variety of other priorities. What are YOUR priorities for the plan?

Which part of the City do you live in? Use the map linked below to find your home and determine in which numbered area you live:

[Annapolis Neighborhood Map](#)

What age group do you fit into?

- [ ] 25 and under
- [ ] 26-40
- [ ] 41-60
- [ ] 61 and over
- [ ] Prefer not to answer

When you look around your neighborhood, what are some things that would really help to improve the place?

When you look around Annapolis as a whole, is there anything you see holding the city back from being a better place to live?

Briefly describe the future Annapolis that you would like to see. What would change look like?
Iterative Process

HOW DID WE GET HERE?

WHAT WE’VE HEARD

WHAT’S WORKING AND WHAT ISN’T

DATA
HOW DID WE GET HERE?

In-Person Presentations and Input Gathering (Pre-COVID): **25 total meetings**
- (1) Workshop in 2019 with residents across all Wards
- (1) Workshop with participants from every board and commission
- (1) Workshop with representatives from neighborhood and civic associations, all City Wards
- (1) Nitty-Gritty Committee meeting comprised of representatives from community and civic associations
- Numerous individual meetings with boards/commissions and civic associations

Virtual Presentations and Input Gathering: **15 total meetings**
- West Annapolis Master Plan – (2) Community Workshops residents, property owners, and business owners
- Nitty Gritty Committee – (1) meeting
- Civic association meetings – (4) meetings with members of ECA, (2) meetings with WORA
- Business Associations – (2) meetings with SOFO Business Alliance, (2) meetings with the Annapolis Arts District
- Boards/Commissions – (1) meeting with Environmental Commission, (1) meeting with AIPPC

Working Group and Task Force Meetings: **49 total meetings**
- Resiliency Working Group – (9) meetings with City reps, consultants, residents, other experts
- Housing Working Group – (4) meetings with housing providers, community advocates, housing experts, residents, City staff
- Forest Drive Task Force – (15) Task Force meetings with residents and staff from Anne Arundel County and SHA
- Affordable Housing Task Force – (4) Task Force meetings, and (3) working group meetings with residents and housing experts
- Maritime Task Force – (2) full Task Force meetings, (5) working group meetings, and (3) sub-working group meetings with property owners, business owners, residents, and institutional stakeholders

City Council and Planning Commission: **7 total meetings**
- City Council Work Sessions – (4) presentations
- Planning Commission meetings – (3) presentations

Community Surveys: **625 responses**
- Kickoff survey – (385) participants between Summer ’19 and Spring ’20, over 70% of which are City residents
- Youth Survey – (38) participants, developed in collaboration with Annapolis High School faculty and students
- Redevelopment Survey – (68) participants, open since November
- Transportation Survey – (51) participants, open since November
- Simple Survey – (51) participants, open since January
When we say growth we mean....

- Iterative Process

PEOPLE
WHO MAY WANT TO
MOVE TO ANNAPOLIS

DEVELOPMENT
THAT IS APPROPRIATE
FOR ANNAPOLIS
Still Interested?

https://www.annapolis.gov/1446/2040-Comprehensive-Plan
Contact

Eric Leshinsky
City of Annapolis
Department of Planning and Zoning
Chief of Comprehensive Planning
Ph: 443-808-5776
Email: ejleshinsky@annapolis.gov
Planning Process
Existing Conditions
## Existing Conditions  
(Snapshot of your Community)

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of growth and development</td>
<td></td>
</tr>
<tr>
<td>Demographics</td>
<td></td>
</tr>
<tr>
<td>Evolution of planning efforts and current plans</td>
<td></td>
</tr>
<tr>
<td>Regional context</td>
<td></td>
</tr>
<tr>
<td>Environmental systems, constraints, and natural resources</td>
<td></td>
</tr>
<tr>
<td>Infrastructure (water and sewer, stormwater, roads, bike/ped transit, technology, green)</td>
<td></td>
</tr>
<tr>
<td>Travel patterns and connectivity</td>
<td></td>
</tr>
<tr>
<td>Housing</td>
<td></td>
</tr>
<tr>
<td>Community facilities and schools</td>
<td></td>
</tr>
<tr>
<td>Current land use and zoning</td>
<td></td>
</tr>
<tr>
<td>Employment and economy</td>
<td></td>
</tr>
<tr>
<td>Amenities and entertainment</td>
<td></td>
</tr>
<tr>
<td>Historic and cultural resources</td>
<td></td>
</tr>
<tr>
<td>Open space</td>
<td></td>
</tr>
<tr>
<td>Neighborhoods</td>
<td></td>
</tr>
<tr>
<td>Urban design</td>
<td></td>
</tr>
<tr>
<td>Density</td>
<td></td>
</tr>
<tr>
<td>Institutions</td>
<td></td>
</tr>
<tr>
<td>Tourism</td>
<td></td>
</tr>
<tr>
<td>Market analyses</td>
<td></td>
</tr>
</tbody>
</table>
Visioning

- What community should look and feel like in 20 years
- Assets over needs (focus on the positive)
- Shared values and purpose. Building consensus
- Involve all stakeholders
- Context or “test” against which goals, objectives, policies, and strategies are measured
- Present tense
- Vision is the dream, the plan is the path
Visioning Process

- Inform and educate, but lightly
- Consider example vision statements from other communities
- Set the ground rules, but don’t overcorrect
- Visual exercises
  - Preference surveys, mapping, sketching, modeling
- Questions (high level)
  - Why do you live in the community?
  - Where do you go in your community?
  - What will convince you to live or work in the community in 20 years?
- Whole group and breakout group exercises
- Feedback and iteration
Community Vision

It is the year 2040. Frederick County is a vibrant and unique community where people live, work, and thrive while enjoying a strong sense of place and belonging.

The Town of Port Deposit is an economically revitalized community that seeks to promote and enhance the inherent Nineteenth Century character of its Old Town, preserve its unique natural resources and association with its riverfront, and stimulate new development that strengthens the Town’s traditional core.
Population Statistics and Related Data

Krishna Akundi
Maryland Department of Planning State Data Center
PROJECTIONS and STATE DATA CENTER

• Is a resource to other divisions in the Planning Department, state agencies, local governments, and residents.

• Develop projections for Maryland’s 24 jurisdictions, six regions and the state.

• Member of the Census Bureau’s State Data Center network.

• Maintain a wealth of information at SDC website
**Census**  
*(Decennial)*  
- Enumeration of the resident population  
- Produced Every Ten Years  
- Statistics  
  - Population  
  - Age  
  - Sex  
  - Race/Ethnicity  
  - Households and Families  
  - Group Quarters  
  - Housing  
- Short Form Questionnaire entire population. Long Form Questionnaire sample of population (not used since 2010)  
- Apportionment.  
- PL 94-171 statistics to be released by September 30th for redistricting. Data available at the block geography.

**Population and Housing Unit Estimates**  
*(PEP)*  
- Administrative Records based on  
  - Births  
  - Deaths  
  - Migration  
- Released Annually  
- Covers three main geographies  
  - States  
  - Counties  
  - Municipalities  
- Statistics  
  - Population  
  - Age  
  - Sex  
  - Race/Ethnicity  
  - Natural Increase  
  - Net Migration  
- Preferred Statistic for Intercensal population numbers

**American Community Survey**  
*(ACS)*  
- Survey of a representative sample of the population conducted every three months  
- Released Annually  
  - One-year Estimates  
  - Five-year Estimates  
- Comes with a Margin of Error  
- Covers all Geographies except blocks.  
- Statistics  
  - Demographic  
  - Economic  
  - Housing  
  - Social  
- Preferred Statistic for socioeconomic characteristics.
MARYLAND POPULATION PROJECTION 1970 - 2045

Source: Maryland Department of Planning, Projections and State Data Center, Projections to 2045. (Revised December 2020)
PROJECTIONS & PROJECTION TECHNIQUES

- Population
  - Households
  - Avg. Household Size
  - Housing Units
  - Labor Force

- Employment
  - Income

- Linear Models
  - Housing Unit Method
  - Cohort Component Model
  - Econometric Models
• Projections and State Data Center uses a cohort-component model to generate its population projections.

• Take a bottom-up approach: develop projections for the counties, add up to create the regional projections and state projections.

• Population projections are updated every three years with annual revisions as needed.

• In addition to Population, State Data Center also produces Employment Projections and School Enrollment Projections.
Projections are not just a math exercise…

Developing a projection or forecast requires an iterative process
Data Sources

- Maryland State Data Center
  - https://planning.maryland.gov/MSDC/Pages/default.aspx

- Census and American Community Survey
  - https://data.census.gov

- Public Use Microdata
  - https://data.census.gov/mdat

- NHGIS (Historical Census data)
  - https://www.nhgis.org

- OnTheMap (Commuting)
  - https://onthemap.ces.census.gov/
CONTACT

Krishna Akundi
Maryland Department of Planning
Planner, Socioeconomic Data Analysis
Ph: 410-767-8678
Email: Gitakrishna.Akundi@Maryland.gov
Staff Link: https://planning.maryland.gov/MSDC/Pages/msdc_staff.aspx
The Land Use Plan

- Development Capacity Analysis
- Inventory
  - Amount, type, intensity and/or net density of existing land uses
  - Map of area served by public water and sewer
  - Existing land use patterns, annexations, large developments, preserved land, pipeline
  - Infrastructure capacity to accommodate projected growth
  - Environmental constraints
  - Redevelopment needs analysis, including infill capacity
  - Land use needs based on projected growth
**Fig. 11-2** Diagram of tasks in estimating space requirements for future growth.

* Density assumption in this column is dwellings per acre, city scale gross density. Existing city scale gross density, for example, is estimated by dividing the number of dwellings by the total developed acreage in the urban area. This will adjust space requirements to include land for all non-residential urban users, including transportation (roads).

** (a = acres)

---

Alternatives and Scenarios

- Using existing conditions analysis, initial stakeholder input, data and projections, framed within the vision, develop a set of plausible future alternatives or scenarios
- Metrics resulting from scenarios
  - Land consumption
  - Housing units by type
  - Jobs
  - Vehicle miles traveled (VMT)
  - Energy consumption
  - Air and water quality
  - Fiscal impact
- Policies and strategies needed to reach each scenario
- Constraints and tradeoffs

The Livable Frederick Master Plan, 2019
Goals, Objectives, Policies, Strategies/Actions

- **Goals**: Themes guiding a jurisdiction into the future *(Desired state of being)*
  - The City’s sensitive areas and the balance of its natural ecology (including critical areas, wetlands, 100-year floodplains, streams and stream buffers, steep slopes, and habitats of threatened and endangered species) are protected *(2011 Aberdeen Comprehensive Plan)*

- **Objectives**: Measurable results arising from plan implementation *(Where we will be)*
  - Continue to preserve a minimum of 1,000 acres per year in the Priority Preservation Area *(HarfordNEXT)*

- **Policies**: Rules for decision-making that will implement objectives *(How we think)*
  - Where appropriate, consider waiving the water and sewer capacity fees for affordable housing projects *(2010 Salisbury Comprehensive Plan)*

- **Strategies/Actions**: The means for achieving goals *(What we do)*
  - Direct public investment to infrastructure, services, and support facilities in Town Centers *(Calvert 2040)*
Strategies and Actions

- Land Use and Zoning
- Prioritization
- Incentives
- Programs
- Partnerships
- Funding
- Additional Plans
Other Types of Plans

- Master Plan
- Functional Plan
- Sector Plan
Consistency with Other Plans/Documents/Designations

**Water and Sewer Plans** Environment Article §9-507 (b)(2)

**Annexations** Local Government Article § 4-415 (c)

**MDOT Priority Letters** Chapter 725 (2010 laws of Maryland)

**Sustainable Communities** Housing and Community Development Article § 6-205 (a)(5)

**Priority Funding Areas** State Finance and Procurement Article § 5-7B-03 (e)(1)(i)
Zoning is required to be consistent with the comprehensive plan as part of the implementation of a plan

- Non-Charter Counties: § 3-303(b)
- Charter Counties: § 1-417

Consistency is defined in Land Use Article sections § 1-301 - 1-304
Implementing Comprehensive Plans
A Mt. Airy Case Study

Bill Butts
Vice President, MPCA
Vice-Chair, Mt. Airy Planning Commission
Overview of Mt. Airy’s Planning Process

**Desired Outcome**: Achieve & maintain a broad & deep Community Connection as context for development & implementation of the new Master Plan Update
Assess current status of the Town vs. current MP

Gather ongoing feedback on key issues from community components: residents & stakeholders

Identify any new issues or changes in perspective
3 Primary Components

- **Utilize**
  - Utilize Comprehensive Town Survey & feedback

- **Build**
  - Build a Plan Development Team & Coordinated Process

- **Utilize**
  - Utilize a Plan Implementation & Tracking Matrix
I. Comprehensive Town Survey/Feedback

- Factfinding & Assessment Phase – involves a community-wide survey & public feedback sessions.
II. Build Development Team & Process

- Fully utilize all Town Commissions/Boards as the Development Team for the entire MP Update Process
Plan Development Process

1. > Assign MP chapters/sections to each Comm/Board
2. > Thoroughly review previous MP goals & progress to date
3. > Request new goals & initiatives for each chapter
4. > Draft, review & finalize MP, chapter by chapter
III. Utilize a Plan Implementation Matrix to Track Progress

- Maintains critical focus & coordination of the MP Update Team for implementation & progress tracking of the MP Update Work Plan
Implementation Matrix

- Establishes shared responsibility for implementation
- The Implementation Matrix track progress on each goal
- Utilize an Annual Info Sharing Event in addition to
- monthly updates at Town Council & PC meetings
CONTACT

Bill Butts
Town of Mt. Airy
Vice-Chair, Planning Commission

MPCA
Vice President

Ph: 240-205-5264
Email: billbutts@Hotmail.com
Drafting and adopting
THE PLANNING COMMISSIONER’S ROLE
Planning Commission

Worksessions and Public Input

PC Agrees on Draft Plan

Sends to Adjoining Jurisdictions and MDP for Review

Agency and Jurisdiction Comments Included at Public Hearing

At least 60 days prior to Public Hearing
Worksessions

- In addition to regular meetings
- Open to public, but generally not for comment
- Planning Commission, staff, consultants
- Review and discuss
  - Current plan
  - Pre-planning documents
  - Studies
  - Existing conditions
  - Community input
  - Key issues
  - Goals, objectives, strategies
Thematic
- Elements within Chapters

Topical
- Elements as Chapters
Planning Commission sends draft plan out for review 60 days prior to the public hearing

- State: mdp.planreview@maryland.gov
- Adjoining jurisdictions
- Regional units

Comments must be included in the public record for the hearing

- Must hold at least one, but can have more

Majority recommendation for approval by resolution

- Shall refer expressly to plan
- Signature of chair and secretary
- Attested copy certified to legislative body
Legislative body can make changes without sending the plan back to the planning commission (Changed for non-charter counties and municipalities with HB 919/SB 551 in 2015)
### Amendments and Reviews

<table>
<thead>
<tr>
<th>Amendment process is the same as the plan drafting process</th>
</tr>
</thead>
<tbody>
<tr>
<td>• But can be shortened</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Why Amend?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Conditions change</td>
</tr>
<tr>
<td>• Add to growth or service areas</td>
</tr>
<tr>
<td>• In preparation for a desired zoning amendment</td>
</tr>
<tr>
<td>• Incorporate master or functional plans</td>
</tr>
<tr>
<td>• Legislative requirements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HB 409 (2013)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Changed review cycle from 6 to 10 years</td>
</tr>
<tr>
<td>• Added 5-year implementation reporting requirement</td>
</tr>
<tr>
<td>• Submitted to Maryland Department of Planning</td>
</tr>
</tbody>
</table>
Resources

Maryland Planning Commissioners Association

- Planning Commissioner Training Course
- 38th annual conference in Solomon’s on October 26-27
- Rules and Procedures Guidance

Maryland Department of Planning

- Maryland Comprehensive Plan Repository
- 10-Year Review Cycle Guide
- Counties  Municipalities
- Transportation Element Checklist
- Transit Station Area Profile Tool
- Housing Element Models & Guidelines
- Placing Jobs
- Local Government Annual Reporting Tools
- Septics Law Implementation
- Plan Submissions Guidance Webpage
- Maryland’s Brownfield Redevelopment Assistance Program
- Forest Resource Planning Guidance
- Solar Facility Siting Guidance
- Maryland’s Plan to Adapt to Saltwater Intrusion and Salinization
- Maryland Growth & Conservation Analysis Tool
- InfoPortal
- Data and Mapping
- Medusa
# Resources, Other State Agencies

## Department of Natural Resources
- 2022 LPPRP Guidelines
- Nuisance Flood Plan Development Guidance
- Maryland Coastal Atlas
- Ecosystem Services
- Maryland's Environmental Resource & Land Information Network
- Smart DG+: Renewable Energy Siting Mapping Tool
- Green Print

## Department of the Environment
- 2030 Greenhouse Gas Emissions Reduction Act
- Land Restoration Program
- Maryland’s Tier II Waters
- Climate Change Program

## Department of Health
- Maryland Environmental Public Health Tracking Map
- Environmental Public Health Tracking County Profiles
## Resources, Other State Agencies

### Department of Transportation
- 2019 Attainment Report
- GIS Connection
- Mobility in Maryland
- Maryland's Freight Story
- Maryland's Consolidated Transportation Program
- MD Archaeology Storymap
- Maryland Bikeways Program
- SHA Road Ready Dashboard
- SHA Climate Change Vulnerability Viewer

### Department of Commerce
- Community Demographics Tool (ZoomProspector)
- Property Search Tool (ZoomProspector)

### Department of Housing and Community Development
- Housing Market Pulse
- State Revitalization Programs
- Housing Economic Research Office
- Interactive Mapping & Dashboards

### Department of Labor
- Workforce and Labor Market Data
- Workforce Dashboard
- Workforce Region Occupational Projections
- Wage Statistics
Resources Continued

Regional Planners and Project Managers
- Maryland Department of Planning
- State Highway Administration
- Maryland Department of Housing and Community Development
- Regional Resources Workgroup

State Plans
- A Better Maryland State Development Plan
- Areas of Critical State Concern
- Other State Plans
- Reinvest Maryland
  - Redevelopment toolbox, technical assistance, and case studies
  - 2040 Maryland Transportation Plan
  - Framework for statewide goals and objectives
  - Strategies to meet state goals
- Strategic Plan for Accelerating Economic Development in Maryland
- Goals and strategies for economic prosperity in Maryland
- Land Preservation and Recreation Plan (2019-2023)
  - Resource and guide for enhancing public outdoor recreation opportunities
- 2016 Maryland Hazard Mitigation Plan
  - Hazard identification, vulnerability assessment, mitigation strategies, management and local hazard mitigation plans
Resources

Continued

Counties

Regional Planning Organizations

- Baltimore Metropolitan Council
- Metropolitan Washington Council of Governments
- Wilmington Area Planning Council
- Tri-County Council for Southern Maryland
- Tri-County Council for Western Maryland
- Hagerstown/Eastern Panhandle Metropolitan Planning Organization

Institutions of Higher Learning

- Johns Hopkins: [Maryland Food Systems Map](#)
- University of Maryland: [Partnership for Action Learning in Sustainability (PALS)](#)
- Morgan State University: [City and Regional Planning Program](#)
- Salisbury University: [Urban and Regional Planning Program](#)

American Planning Association

MACo and MML
Questions