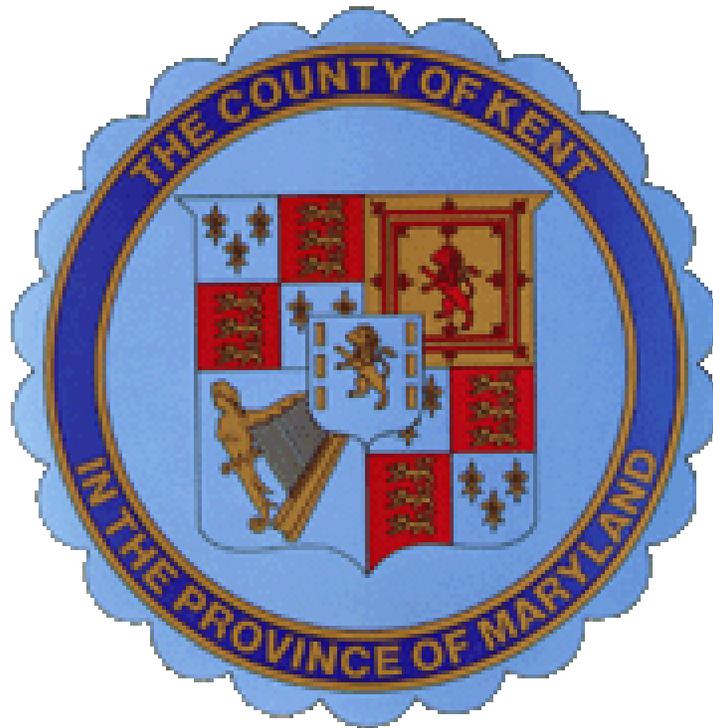


2013

ANNUAL REPORT

DEPARTMENT OF PLANNING, HOUSING, AND ZONING

KENT COUNTY, MARYLAND



COMPLETED JUNE 2014

This Annual Report is an opportunity to highlight the Department's achievements, identify development trends, and assess the planning and development process during calendar year 2013. This report will describe specific actions taken by the Kent County Planning Commission, Zoning Board of Appeals, Agricultural Advisory Commission, Agricultural Land Preservation Advisory Board, Historic Preservation Commission, Board of Electrical Examiners, Agricultural Resolution Board, Board of Housing Appeals, Board of Building Appeals, and Department of Planning, Housing and Zoning.

DEPARTMENT STAFF

Amy G. Moredock, Director
Carla Gerber, Community Planner
Bill Kerbin, Housing & Critical Area Planner
M. Richard Myers, Chief Enforcement Officer
Bryan Foreman, Enforcement Officer

Sandy Adams, Office Manager
Jennifer Butz, Administrative Assistant
(August – December)
Kimberly Dixon, Administrative Assistant
(January – July)
Beth Grieb, Administrative Assistant

PLANNING COMMISSION

The Kent County Planning Commission, appointed by the County Commissioners of Kent County, acts as a citizen board for all planning matters. As set forth in the Land Use Article of the Annotated Code of Maryland, the Planning Commission makes recommendations to the County Commissioners on zoning map and text amendments and to the Board of Zoning Appeals on certain designated variances and special exceptions. The Commission may also prepare ordinances and plans for review by the County Commissioners. In its decision-making capacity, the Commission approves all major subdivisions and site plans.

MEMBERS

Elizabeth H. Morris, Chairman
Randall Bellows
Ed Birkmire
William Crowding
F. Joseph Hickman

Kim Kohl (Appointed in October)
Jay P. Lancaster (Resigned in September)
William S. Sutton
G. Mitchell Mowell, Attorney

The Planning Commission meets the first Thursday of every month at 1:30 P.M., in the County Commissioners' Hearing Room in the County Government Center, 400 High Street, Chestertown. The agendas for all meetings are available from the Department of Planning, Housing and Zoning and on the County website prior to the meetings. The Planning Commission is a member of the Maryland Citizens Planners Association, and members attend training sessions and meetings. In 2013, the Planning Commission met 12 times.

ZONING BOARD OF APPEALS

Appointed by the County Commissioners, the Zoning Board of Appeals hears and decides special exceptions, variances, and appeals of any decision or determination of the Zoning Administrator in the enforcement and administration of the Land Use Ordinance. The Zoning Board of Appeals meets on Monday evenings as may be required. In 2013, the Board of Appeals met 7 times.

MEMBERS

Al Townshend, Chairman	Trey Hill, member
Allen Davis, member	P. Joan Horsey, alternate
Funk & Bolton, Attorneys for the Board	

HOUSING

The Housing Improvement Program provides housing rehabilitation assistance to owners of substandard houses who meet certain income criteria. The repairs must address health and safety related matters. Repairs may include flooring, roofing, plumbing and electric systems, and well and septic systems. The program is generally funded through grants from the Department of Housing and Community Development, Maryland Affordable Housing Trust and a County match. Rehabilitation costs must not exceed \$25,000.

During 2013, there were 8 applications for assistance submitted to the County. There was 1 application was approved and 1 individual was assisted. Both the number of applications submitted and approved decreased again in 2013.

HISTORIC PRESERVATION COMMISSION

The Historic Preservation Commission is responsible for administering the Historic Preservation Ordinance which allows for the voluntary designation of Historic Sites and Districts in the unincorporated areas of the County. The Commission also reviews projects which may affect historic resources and makes recommendations to the Planning Commission on possible mitigation. The Commission is supported by staff from the Department of Planning, Housing, and Zoning. The Commission meets on the last Monday of the month, as needed, and agendas are available prior to the meeting. The Commission met twice in 2013.

MEMBERS*

Elizabeth Beckley, Chairman	Susan Debnam
Carolyn Brooks	Max Ruehrmund

*Due to very specific membership criteria, three vacancies remained open in 2013.

AGRICULTURAL ADVISORY COMMISSION

The Kent County Agricultural Advisory Commission provides advice to the County Commissioners of Kent County and the Kent County Planning Commission concerning any proposals that affect agriculture. Additionally, the Commission recommends changes to the Comprehensive Plan, Land Use Ordinance, and other programs which will improve and promote agriculture in Kent County. The Agricultural Advisory Commission is supported by staff from the Department of Planning, Housing and Zoning. The Commission meets as needed and an agenda is available from the Planning Department prior to the meeting. The Commission did not meet in 2013.

MEMBERS

W. Frank Barnes, Jr.
John Cahall
Herman E. Hill, Jr

Sean Jones
Craig McSparran
John Henry Myers, Jr.

One vacancy remained open in 2013.

AGRICULTURAL LAND PRESERVATION ADVISORY BOARD

The Agricultural Land Preservation Advisory Board reviews and approves all applications related to the Maryland Agricultural Land Preservation Foundation Program. These include applications to establish agricultural preservation districts, sell permanent protective easements to the Maryland Agricultural Land Preservation Foundation, create lot exclusions, and subdivide properties in the preservation program. The Board also establishes policies for ranking districts in the easement acquisition program. Staff for the Board is provided by the Department of Planning, Housing and Zoning. The Board meets as necessary and an agenda is available from the Planning Department prior to the meeting. The Board met once in 2013.

MEMBERS

William Cooper
Jennifer Debnam

W. David Leager
Timothy Redman

Several vacancies remained open during 2013, but the members with expired terms agreed to continue to serve until replacements are appointed.

The Board reviewed an application for an adjustment of lot lines involving a farm protected by a MALPF easement. The Board also reviewed the Land Preservation, Parks and Recreation Plan.

AGRICULTURAL RESOLUTION BOARD

The Agricultural Resolution Board consists of five voting members appointed by the County Commissioners. A representative of the University of Maryland Cooperative Extension Service and a member of the Kent County Soil and Water Conservation District serve as non-voting members. The Board arbitrates and mediates disputes involving agricultural operations conducted on agricultural lands and issues findings concerning whether or not such operations

are conducted in a manner consistent with generally accepted agricultural practices. The Board did not meet in 2013.

MEMBERS

R. Allen Davis, Chairman
William Bowdle
Michael Forney
Edward Taylor

William Washington
Jay Douthit, Cooperative Extension
Timothy Redman, Soil & Water Conservation District

BOARD OF BUILDING APPEALS

The Board of Building Appeals hears and decides appeals of decisions of the Building Code Administrator in administering the Building Code. The Board consists of three members appointed by the County Commissioners and meets upon request. The Board did not meet during 2013.

MEMBERS

Three vacancies remained open in 2013.

BOARD OF ELECTRICAL EXAMINERS

Appointed by the County Commissioners of Kent County, the Board of Electrical Examiners examines the qualifications and capabilities of all persons who are engaged in or desire to engage in the electrical business. The Board reviews applications for licenses and administers the homeowner's examination for those individuals desiring to perform electrical work in the individuals' own home. The Electrical Board met 5 times in 2013.

MEMBERS

Charles A. Langenfelder, Chairman
William S. Baldwin, Jr.

D. Michael Usilton

BOARD OF HOUSING APPEALS

A three member Board appointed by the County Commissioners, the Board of Housing Appeals hears and decides appeals of the Housing Code Official made in connection with the enforcement of the provisions of the Kent County Housing Code. The Board meets upon receipt of an appeal and did not meet in 2013.

MEMBERS

Nancy Dick
Janice Graham

Charles W. Sommers

SPECIAL PROJECTS

Special Projects which involved Department of Planning, Housing, and Zoning staff in 2013 included:

- ☞ *2010 Trust Fund:* In partnership with the Chester River Association and Washington College, Kent County has been awarded the Chesapeake and Atlantic Coastal Bays 2010 Trust Fund grant. This proposal focuses on achieving non-point source nutrient reductions. Specifically initiatives will address Agriculture Best Management Practices such as implementation of cover crop programs, switch grass plantings, precision farming techniques, and manure stockpiling. Marsh restoration has also been targeted to include wetland restoration ponds, marsh restoration, and urban stream restoration. In addition to agriculture best management practices and marsh restoration, denitrifying septic system education will be enhanced.
- ☞ *Chesapeake Country National Scenic Byway:* The Scenic Byway Management Team continued to work on implementation of the Corridor Management Plan and Interpretive Plan. Staff also attended meetings concerning the possible extension of the byway to include the mid-Shore and Lower Shore sections, Michener's Chesapeake Country and the Blue Crab Byway.
- ☞ *Eastern Shore Heritage, Inc.:* This is a cooperative project between Caroline, Kent, Queen Anne's, and Talbot Counties. The Heritage Area was certified in July 2008. Planning staff has supported ESHI's Stories of the Chesapeake and its adoption into the Comprehensive Plan. Staff has also acted as liaison between ESHI and the municipalities in the adoption of the Stories of the Chesapeake Heritage Area.
- ☞ *Early Action Compact:* Staff reviews projects for conformance to the action strategies to reduce local emissions and improve air quality identified in the EAC. Kent and Queen Anne's Counties have been designated a nonattainment area by the Environmental Protection Agency. Both Counties continue to work with Maryland Department of the Environment and the Environmental Protection Agency to remove the two counties from the list of ozone nonattainment areas.
- ☞ *Kent County Total Maximum Daily Load Committee:* The County formed a Kent County TMDL Committee which has been meeting since November 2006 to draft the Local Tributary Strategy Basin Implementation Plan. The draft was completed in March 2008 and represents a snapshot in time. This innovative Kent County Plan has been used as state model in the development of the Maryland Watershed Improvement Plan.

The Maryland Phase I Watershed Implementation Plan (WIP) process began in 2009 with that plan's two-year milestones established at that time. The Phase II WIP began on a local level in Spring 2011 and the Kent County Phase II WIP was finalized in November 2012. Specific pollution allocation load numbers were provided to the counties and municipalities by Maryland Department of the Environment (MDE) in order for local jurisdictions to prepare its portion of the Phase II WIP. The County was unable to generate adequate strategies and best management practices in order to meet the large load reductions assigned to it; therefore, MDE suggested load reduction strategies in all

source sectors. These additional strategies were not officially adopted by the County Commissioners.

- ☞ *Maryland Statewide Addressing Initiative:* In partnership with ESRI, MSGIC (Maryland State Geographic Information Committee), and the Maryland Highway Safety Office, the Towson University Center for GIS (CGIS) worked with Maryland's counties and Baltimore City to complete the Maryland Statewide Addressing Initiative—Maryland's first statewide coordinated dataset. Project partners worked with Maryland's jurisdictions to obtain and/or synchronize their addressing data. Either by geodatabase replication or via FTP, all jurisdictions are now sharing their data to the statewide dataset housed at CGIS. Staff uploads updated centerline files at regular intervals.
- ☞ *Purchase of Development Rights Program:* This program helps fund the purchase of conservation easements to assist in agricultural land preservation. The PDR program is required to remain a certified preservation program, thus allowing the county to keep 75 percent of the Agricultural Transfer tax.
- ☞ *Rural Legacy Program:* The program is part of Smart Growth Initiatives and is aimed at preserving rural character through the purchase of development rights. The Agricultural Security Corridor (ASC) is sponsored by the Eastern Shore Land Conservancy and Cecil, Kent, Talbot, Caroline and Dorchester Counties. The ASC has received funding during each cycle of the Rural Legacy Program.
- ☞ *Sassafras River Association – Sassafras Watershed Action Plan:* This project represents a collaborative effort between the SRA, state, local, and other stake holders to generate a watershed restoration action strategy. A core team of contributors was formed which compiled data for a stream protection corridor assessment and watershed characterization. Following community stakeholder meetings and core stakeholder group input, the watershed restoration goals and strategies were drafted and completed. The Environmental Protection Agency approved the SWAP and the core group continues to meet to discuss implementation and funding of the goals and strategies. Staff continues to meet quarterly with the Core Group to track and evaluate the implementation of the SWAP strategies.

To that end, the Kent County Commissioners supported the application of the Sassafras River Association to Chesapeake & Atlantic Coastal Bays Trust Fund SFY12 to begin the implementation of the initiatives identified in the SWAP. While that grant was not funded, the County continues to support SRA efforts and collaborate to implement WIP strategies.

MEETINGS AND ORGANIZATIONS

During 2013, in addition to meetings associated with special projects, the Department of Planning, Housing, and Zoning Staff attended, participated on, or acted as liaison to the following meetings or organizations:

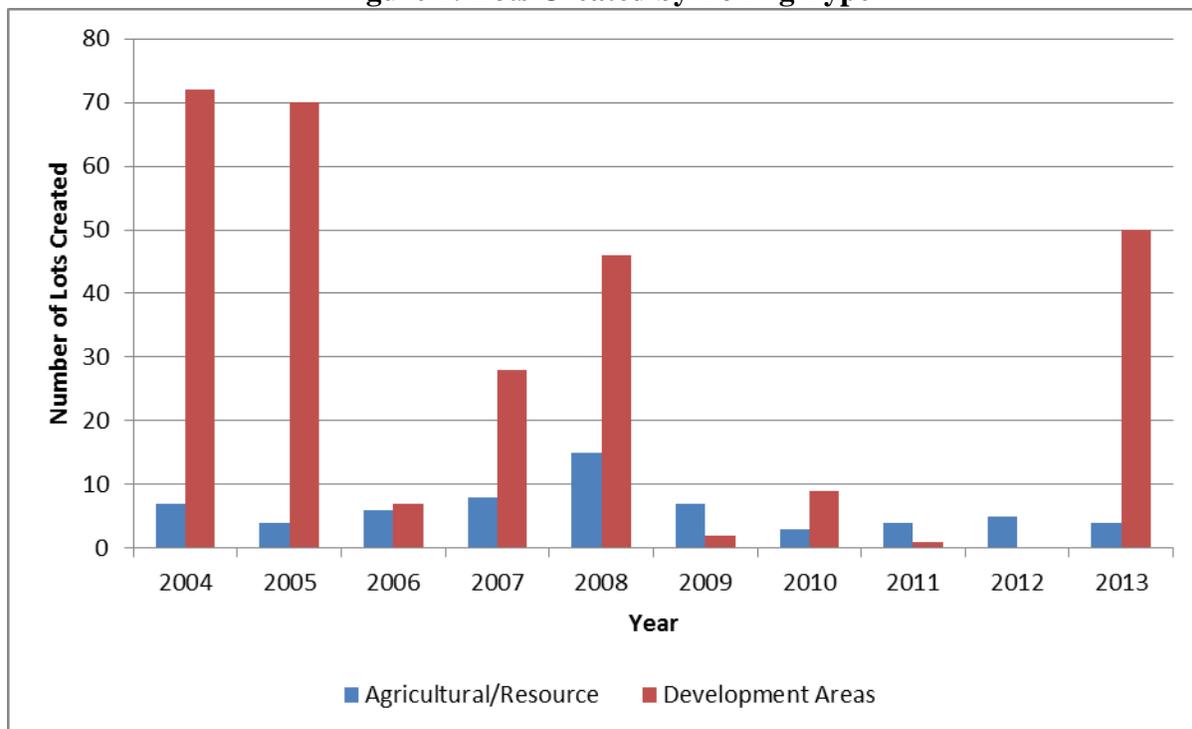
- 2010 Trust Fund Kent County Grant meetings
- Bay Area Association of Realtors Training Class
- Coastal and Watershed Resources Advisory Committee
- Coastal Communities Exchange workshop
- Critical Area Commission – Chesapeake and Atlantic Coastal Bays
- Critical Area Commission Buffer Regulations Training
- Chester River Association—Annual Snapshot
- Department of Social Services, Samaritan Group Grant meetings
- Eastern Shore Land Conservancy – quarterly planners’ meetings
- Eastern Shore Heritage, Inc. (Stories of the Chesapeake Heritage Area)
- FEMA Meetings on new mapping and insurance reform
- Kent County Council of Government
- Kent County Economic Development Advisory Board
- Kent County Total Maximum Daily Load
 - Local Phase II WIP meetings
 - Chesapeake Bay Foundation WIP meeting
 - Harry R. Hughes Center for Agro-Ecology WIP Seminars
 - MDE WIP and MAST workshops
- Local Management Board
- Local Emergency Planning Committee
- Maryland Agricultural Land Preservation Foundation
- Maryland Association of Counties:
 - Planning Officials Meetings
 - Critical Area Planners Meetings and workshops
 - Phase II WIP meetings
- Maryland Department of the Environment: Understanding the Bay TMDL
- Maryland Department of Planning—Planning Directors Roundtable
- MEMA - Hazard Mitigation Plan Update HIRA Committee
- Maryland Historical Trust – State Preservation Plan
- Maryland Municipal League Joint County/Municipal Planners Meeting
- Rebuilding Together
- Rural Legacy Advisory Board
- Sassafras River Association—SWAP Core Team
- Sassafras River Association annual meeting
- SOS/CDBG grant meetings
- State Highway Administration Pre Tour Meeting
- State Highway Administration Scenic Byway Workshop
- Upper Shore Regional Council

PLANNING & DEVELOPMENT

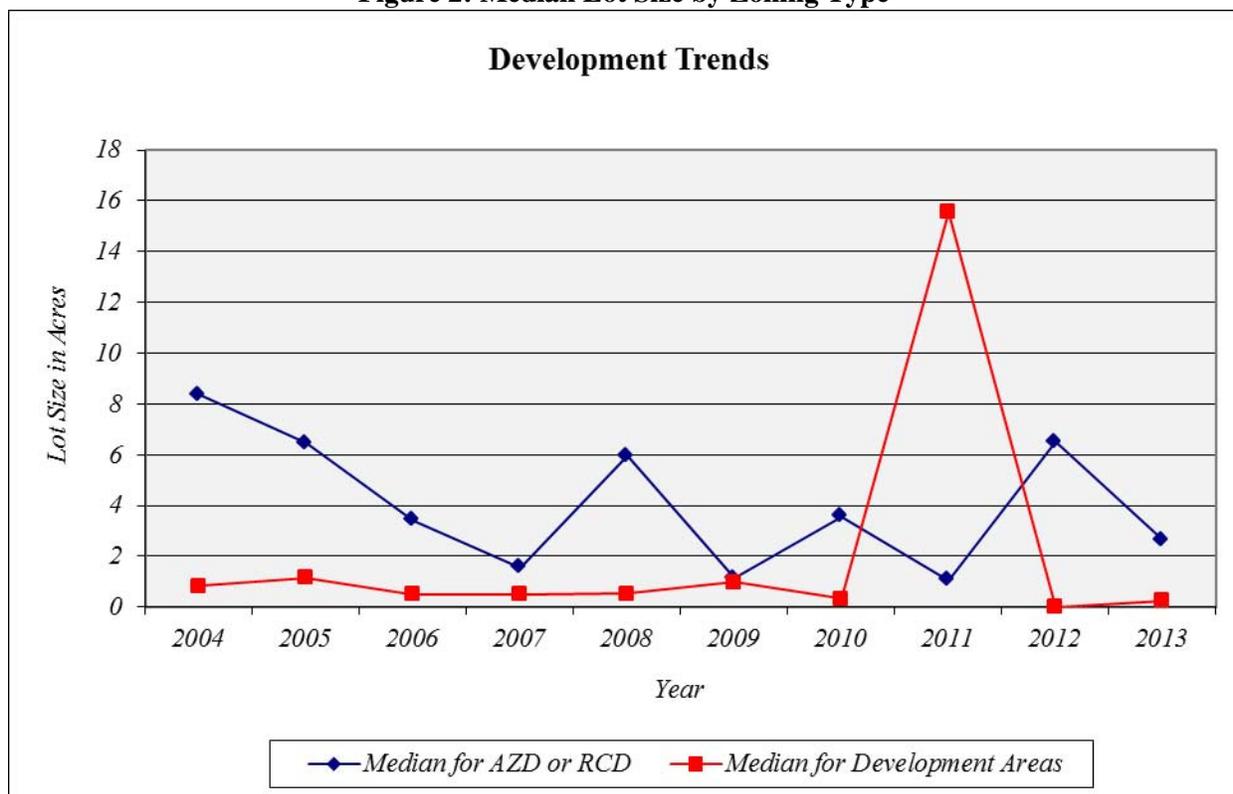
All major and minor subdivision applications are reviewed by the Technical Advisory Committee at least twice. The Technical Advisory Committee also reviews all adjustments of lot lines and any other site plan. All major subdivision applications and site plans are reviewed by the Planning Commission. The Planning Commission makes a final decision on all major subdivision and site plan applications. As a part of their review, the Planning Commission routinely consults with incorporated towns that may be affected by a project. As part of their findings, the Planning Commission is required to determine that the project is consistent with the Kent County Comprehensive Plan and other applicable plans or ordinances, including the Comprehensive Plans of the incorporated towns.

Of the 54 lots approved in 2013 in the unincorporated areas, 50 are located in development areas. However, it should be noted that 47 of the 50 lots are in Phase II of the Village at Kennedyville. Figure 1 shows the development trends of lots approved by zoning type. Figure 1 also shows how variable the amount of development activity can be within the unincorporated areas of the County.

Figure 1: Lots Created by Zoning Type



Lot size is another variable to consider. Lots created in the Agricultural and Resource Conservation Districts tend to be larger because they are served by private wells and individual septic systems. The median lot size in the Agricultural and Resource Conservation Districts decreased in 2013. Figure 2 shows the development trends for median lot size by zoning type.

Figure 2: Median Lot Size by Zoning Type

Protecting farmland and natural resources from development and growth and encouraging growth in and around existing towns in the form of sustainable growth are fundamental goals of the Comprehensive Plan and Land Use Ordinance. Landowner interest in preserving farmland remains high. Since 1972, over 35,500 acres of farmland have been permanently protected. In 2013, almost 1,000 acres was placed under easement.

Table 1: New Lots Created

	Lots Created	Median Lot Size
Minor Subdivision	7	1.286 acres
Major Subdivision	47	0.239 acres

Table 2: New Lots Created by Zoning District

Zoning District	Number of Lots
Agricultural Zoning District	3
Agricultural Zoning District/Resource Conservation District	1
Critical Area Residential	2
Village	48
Total	54

Major Subdivisions

Major subdivisions contain 8 or more lots, sites, parcels, tracts, or other divisions of land. All lots or other divisions of land recorded after December 23, 1969, from an original lot or parcel of land as described in the Land Records of Kent County are counted in determining the number of lots in a subdivision. The Technical Advisory Committee reviews and the Planning Commission approves major subdivisions in three phases: Concept, Preliminary, and Final Plan Review.

Only one major subdivision application was reviewed and approved in 2013. GB Kennedyville received final approval of Phase II, Village at Kennedyville. The new developer of the project chose to eliminate the duplex lots and construct only single family dwellings on the 47 new lots. The subdivision is zoned Village and the average lot size is 0.25 acres. The approval was contingent upon completing some of the outstanding infrastructure improvements promised with Phase I and the Phase II plats were finally signed in May 2014.

Minor Subdivisions

Eight minor subdivision applications were submitted to the Planning Department during 2013. Of those applications, six were signed and recorded. The median lot size for all lots approved in 2013 was 1.286 acres.

Minor Subdivisions Completed in 2013

John Addy: Mr. Addy subdivided 2 lots from his 7.003 acre parcel on Goose Hollow Drive in the Sixth Election District. Two of the lots have existing dwellings. The lots are zoned Critical Area Residential.

Webb Blevins, Trustee/Howell Point Farm Trust: Mr. Blevins subdivided a 1.286 acre lot with existing dwelling and outbuildings from his 377.686 acre farm on Howell Point Road in the Third Election District. The lot is zoned Agricultural Zoning District and Resource Conservation District.

Robert Clark, Jr.: Mr. Clark subdivided a 1.0 acre lot around an existing dwelling from his 348.98 acre farm on Clark Road in the Third Election District. The lot is zoned Agricultural Zoning District and was given to a son.

Reyner S. Meikle, Jr./ Stavely Farms, LLC: Mr. Meikle subdivided a 5.011 acre lot from his 178.3 acre farm on Lambs Meadow Road in the Third Election District. The lot is zoned Agricultural Zoning District. The lot is intended for his use.

Robert Miller: Mr. Miller subdivided a 0.490 acre lot from his 1.119 acre parcel located on Lovers Lane in the Fifth Election District. The lot is zoned Village and was sold.

Eugenia Wootton: Ms. Wootton subdivided a 3.999 acre lot from her 165.496 acre farm on Rosedale Cannery Road in the Second Election District. The lot is zoned Agricultural Zoning District and was given to her daughter.

Adjustment of Lot Lines

Adjustment of Lot Lines applications are reviewed by Planning and Zoning Staff and the Technical Advisory Committee. Planning Staff and TAC reviewed 27, and approved 23, adjustments of lot lines in 2013.

Table 3: Lot Line Adjustment by Zoning District

Zoning District	Number
Agricultural Zoning District	7
Agricultural Zoning District/ Resource Conservation District	1
Agricultural Zoning District/Village	1
Critical Area Residential	6
Critical Area Residential/Community Residential	2
Community Residential	3
Intense Village	1
Resource Conservation District	1
Resource Conservation District/Rural Character	1
TOTAL	23

Site Plan Reviews

Major site plan reviews are required for commercial development, industrial development, multifamily dwellings, special exceptions, quasi-public, and public facilities. The Technical Advisory Committee reviews and the Planning Commission approves these projects. Site plan review occurs in three stages: Concept, Preliminary, and Final Plans. Minor site plans are reviewed by the Technical Advisory Committee and may be approved by the Planning Director.

Staff reviewed 12 site plans in 2013, 4 of which were major site plan reviews. Ten received final approval and two are still under review.

Site Plans Completed in 2013

Board of Education: Proposal to install raised garden beds, new sidewalks and a pergola within the courtyard of Kent County High School located on Lambs Meadow Road in the Third Election District. The improvements were the Eagle Scout project proposed by Riley Lieber. The parcel is zoned Village. This was a minor site plan review.

Chesapeake Diesel, LLC: Proposal to construct a 60' x 28' storage shed on the property located Augustine Herman Highway in the Second Election District. The request constitutes a minor amendment to the previously approved major site plan. This was a minor site plan review.

Chester River Brewing Co.: Proposal to operate a microbrewery from a property located on Morgnec Road in the Fourth Election District. The parcel is zoned Commercial and Industrial. This was a minor site plan review.

Contagious Creations/Craig Austin: Proposal to operate a graphic design and vinyl application business out of the 720 square foot first floor area of an existing commercial building. The

property is located on Washington Avenue in the Fourth Election District. The parcel is zoned Intense Village. This was a minor site plan review.

Du Pont Fish and Game Association Inc.: Proposal to construct a 48' x 30' building for storing clay targets, lawn mower and miscellaneous equipment on the property located on Walnut Tree Road in the First Election District. The property is zoned Agricultural Zoning District. This was a minor site plan review.

Eastman Specialties Corp.: Proposal to install a propane vapor facility at its plant located on Worton Road in the Third Election District. The facility includes a 30,000 gallon propane tank and a vaporizer which converts the liquid propane to a vapor for use in the plant's boilers. The parcel is zoned Industrial. This was a minor site plan review.

Mary Morris Holdings LLC/Bob Jacob: Proposal to operate a manufacturing business on a parcel which is currently developed with two industrial buildings. No new development is associated with the proposal. The property is located on Mary Morris Road in the Third Election District. It is zoned Industrial. This was a minor site plan review.

Peaceful World LLC: Proposal to operate a recycling facility from an existing structure on the property located on Millington Road in the First Election District. The parcel is zoned Commercial. This was a minor site plan review.

Steven Green: Proposal for a cottage industry to operate a septic business from his property is located on Hyala Road in the Third Election District. The parcel is zoned Critical Area Residential. This was a major site plan review because it involved a special exception.

Casey Hurd: Proposal for a cottage industry to operate a landscaping business from an existing accessory building. The property is located on Rosedale Cannery Road in the Second Election District. The parcel is zoned Agricultural Zoning District. This was a major site plan review because it involved a special exception.

Zoning Text Amendments

Microbrewery in Commercial District: The Land Use Ordinance was amended to add microbreweries as a permitted use in the Commercial District. The amendment also included a definition microbrewery.

Other Projects Reviewed

Re-review of Galena Sewerage Line Extension: After reviewing a letter from Dr. Leland Spencer, Health Officer, to Michael Wojton, Deputy Director of Water and Waste Water Services, which outlined findings that conditions in the Georgetown area could pose a significant threat to the public health if not corrected by the extension of public sewer service, the Planning Commission determined that the proposed extension was in compliance with the Comprehensive Plan. The recommendation reversed a decision in 2012 which found that the extension was not in compliance with the Comprehensive Plan because the line crossed through the Countryside and there was no documented public health emergency.

Land Preservation, Parks and Recreation Plan: The Planning Commission recommended adoption of the Land Preservation, Parks and Recreation Plan. The objectives of the plan are to identify the needs and priorities for outdoor recreation, achieve local land preservation goals, and identify desirable improvements to better achieve the Plan's goals. The Plan is prepared with input from the Parks and Recreation Advisory Board and the Agricultural Land Preservation Advisory Board.

Hazard Mitigation Plan Update: Adopted by the Kent County Commissioners on October 24, 2004 and officially approved by the Federal Emergency Management Agency on November 28, 2005, the County received a MEMA Mitigation Planning Grant to assist in funding the required update of the Plan. The Planning Commission held a public hearing on the draft plan prior to submission to FEMA and MEMA for review. Based on comments received by the reviewing agencies, the plan will be revised prior to adoption in 2014.

Stoltzfus Properties, LLC, Growth Allocation Extension: The Planning Commission recommended that the County Commissioners grant an extension of the growth allocation awarded in March 2010 for the redevelopment of a 7.015 acre parcel located on River Road (MD 291) at the intersection with US Route 301. In 2010, Mr. Stoltzfus proposed to construct a convenience store with gas pumps and a small office complex. The extension of the growth allocation is conditioned on no changes to the original proposal.

BUILDING PERMITS

Building permits are reviewed by Planning, Housing, and Zoning Staff for consistency and compliance with the Comprehensive Plan, Land Use Ordinance, and Forest Conservation, Sediment Control, Floodplain, and Stormwater Management regulations. Staff reviewed 445 permits for the unincorporated areas of the County plus 1 sediment control permit for Betterton and 2 sediment control permits for Galena. The County issued 418 building permits, including 33 new single family dwelling permits in 2013. The number of permits issued and the number of new single family dwellings is up from 2012. The most permits reviewed in a single year was 2003; while the fewest permits was in 2009. With the exception of a modest decrease in 2012, the number of permits reviewed has been increasing since 2009.

Almost half of the new single family dwellings were constructed in the First Fifth Election Districts. Almost one-quarter of all new homes were built in the Still Pond/Fairlee watershed. Although eleven new dwellings were located in the Priority Preservation Area, three were located on newly subdivided lots. Of the other eight dwellings, three were located on parcels that were considered “developed” when the PPA was established, and five of the eleven were replacement dwellings. Ten additional dwellings were also replacements for demolished houses. Furthermore, 60 percent of the homes built in 2013 had a construction value of under \$200,000. These numbers do not reflect sale value but construction value as reported on building permit applications.

Figure 3: New Single Family Dwellings by Zone Type

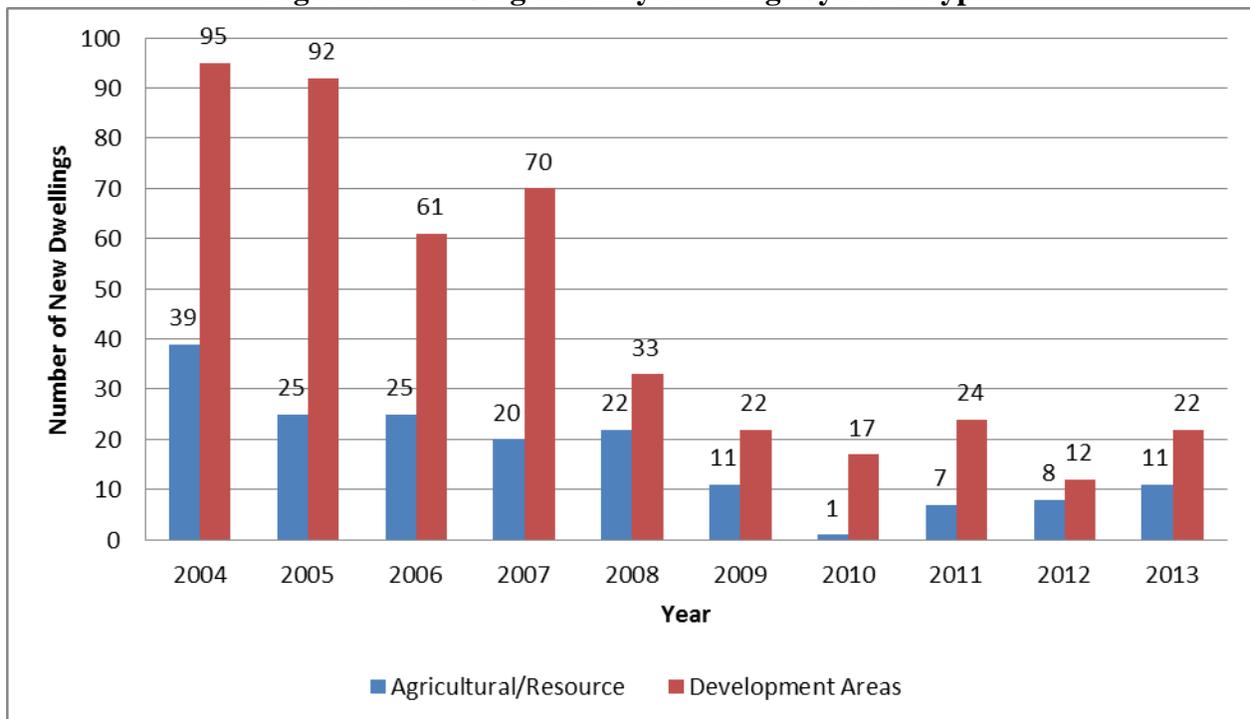


Table 4: Building Permits by Type

Application Type	Number	Percentage
Accessory Building	66	14.7
Agricultural Building	23	5.1
Commercial Addition/Alteration	7	1.6
Deck/porch	31	6.9
Demolition	72	16.1
Garage	4	0.9
Logging	18	4.0
New Commercial Building	1	0.2
New Single Family Dwelling	33	7.4
Other	28	6.3
Pier	21	4.7
Residential Addition/Alteration	53	11.8
SATE	3	0.7
Sediment Control	20	4.5
Sign	12	2.7
Swimming Pool/Spa	9	2.0
Use	12	2.7
Bulkhead/Retaining Wall	5	1.1
Closed, pending, denied, or withdrawn	30	6.7
Total	448	100.0

Figure 4: Building Permits by Type

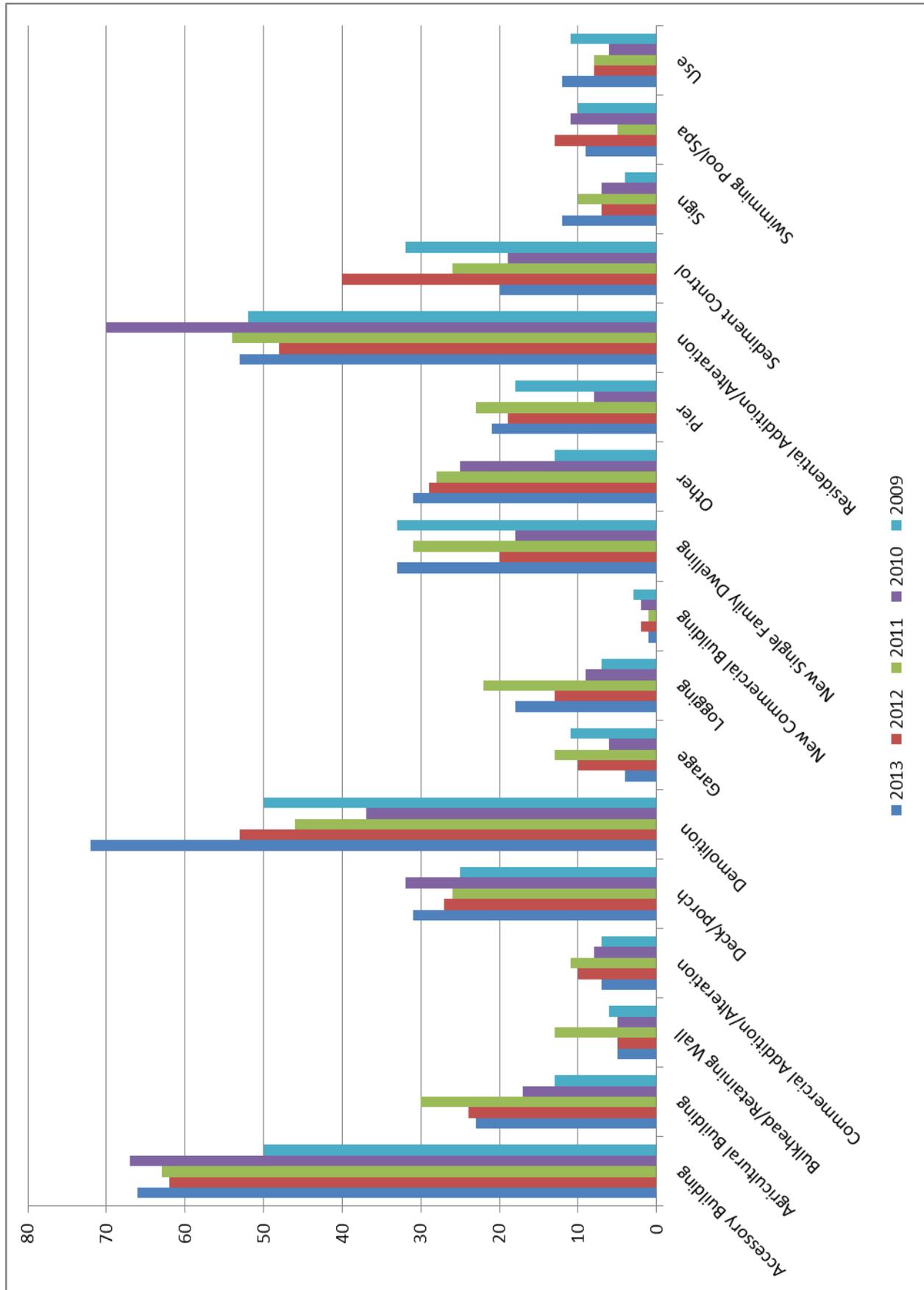


Table 5: New Single Family Dwellings by Zoning District*

Zoning District	Total	Percentage
Agricultural Zoning District	10	30.3
Resource Conservation District	1	3.0
Rural Character	1	3.0
Rural Residential	3	9.1
Community Residential	8	24.2
Critical Area Residential	4	12.1
Village	6	18.2
Total	33	100.0

**Note: See Appendix B for Map showing locations of New Single Family Dwellings and Subdivisions*

Table 6: New Single Family Dwellings by Election District*

Election District	Number	Percent
First	8	24.2
Second	5	15.2
Third	3	9.1
Fourth	1	3.0
Fifth	8	24.2
Sixth	4	12.1
Seventh	4	12.1
Total	33	100.0

Table 7: New Single Family Dwellings by Watershed*

Watershed	Number	Percent
Langford	3	9.1
Lower Chester	7	21.2
Middle Chester	6	18.2
Sassafras	4	12.1
Still Pond/Fairlee	8	24.2
Upper Chester	5	15.2
Total	33	100.0

Table 8: Value of New Single Family Dwellings*

Construction Value	Number	Percent
\$0-\$49,999	2	6.1
\$50,000-\$99,999	5	15.2
\$100,000-\$149,999	9	27.3
\$150,000-\$199,999	4	12.1
\$200,000-\$249,999	3	9.1
\$250,000-\$299,999	3	9.1
\$300,000-\$349,999	4	12.1
\$350,000-\$399,999	0	0.0
\$400,000-\$449,999	1	3.0
\$450,000-499,999	0	0.0
\$500,000+	2	6.1
TOTAL		100.0

** As reported on building permit applications.*

SEDIMENT CONTROL/STORMWATER MANAGEMENT

The Planning and Zoning Staff is directly involved in permitting and enforcing the Erosion and Sediment Control and Stormwater Management Ordinances. During 2013, the Staff was involved with 77 sediment control and stormwater management permits for single family dwellings/commercial buildings, sediment control, logging, living shorelines/bulkhead/retaining walls and floodplain. Each permit requires a minimum of 2 site inspections.

Planning and Zoning Staff also reviewed two requests for stormwater management waivers. Waivers may be granted for development projects that received preliminary approval by May 4, 2011 for the purpose of grandfathering stormwater management plans approved prior to May 4, 2009. All construction authorized pursuant to the administrative waiver must be completed by May 4, 2017. The two development projects which received waivers are Bay Utilities for Robin's Way and Coopers Lane, LLC for Montabello Hills II.

VARIANCES

The Planning Commission forwards recommendations to the Zoning Board of Appeals concerning all variance applications except variances of the Floodplain Ordinance. During 2013, 4 applications for variances were submitted. Three of the applications were granted and one was withdrawn before being heard by the Planning Commission.

Table 9: Variances Granted and Denied by Type*

Variance Type	Total	Granted	Denied	Withdrawn
Buffer	2	2	0	0
Setback	1	1	0	0
Total	3	3	0	0

Administrative Variances*

Beginning in October 2003, the Planning Director, or Planning Director's designee, gained the authority to grant Administrative Variances. Applicants may apply for an Administrative Variance from the yard requirements that do not exceed 50 percent of the required yard for the applicable zoning district. Applicants may also apply for an Administrative Variance from the buffer requirements for parcels that existed on or before December 1, 1985 for the repair, replacement and installation of septic systems. These hearings do not go before the Planning Commission but may be submitted, at the Planning Director's discretion, to the Board of Appeals for approval. The Planning Director reviewed seven variance requests in 2013. Four were setback variances and three were for replacement septic systems in the buffer. All were approved.

* See Appendices C1 and C2 for a list of Variances and Administrative Variances and decisions.

SPECIAL EXCEPTIONS

The term "Special Exception" was adopted in the 2002 Land Use Ordinance and replaces the term "Conditional Use". These terms are used interchangeably throughout the state. Kent County adopted the term "Special Exception" to become more consistent with other Maryland Counties. The purpose of the Special Exception is to provide for certain uses, which because of their unique characteristics cannot be distinctly listed as a permitted use in a particular District. These special exceptions may be approved by the Board of Zoning Appeals, or where applicable the Planning Director (see below), after consideration in each case of the impact of such uses upon neighboring uses, the surrounding area and the public need for the particular use at the particular location. The Board may authorize buildings, structures, and uses as special exceptions in specific instances and particular zoning districts. In 2013, staff worked on 7 applications for special exception.

Table 10: Special Exceptions Granted and Denied by Type*

Special Exception	Total	Granted	Denied	Withdrawn
Continue operation of sand & gravel pit	2	2	0	0
Ground mounted solar array on a farm	3	3	0	0
Cottage industry	2	2	0	0
Total	7	7	0	0

Administrative Special Exceptions*

Along with administrative variances, the Planning Director, or Planning Director's designee, may hear and decide the following special exceptions: accessory storage structures, accessory

structures in the front yard requirement of waterfront parcels, accessory structures in the front yard of a through lot, and day care group. This provision, adopted in the 2002 Land Use Ordinance, allows for the aforementioned cases to be decided by the Planning Director rather than the Board of Appeals, thus lessening the number of cases that appear before the Board. The Planning Director or her designee heard a total of 6 administrative special exception cases in 2013.

** See Appendices C3 and C4 for a list of Special Exceptions and Administrative Special Exceptions and decisions.*

CODES ENFORCEMENT

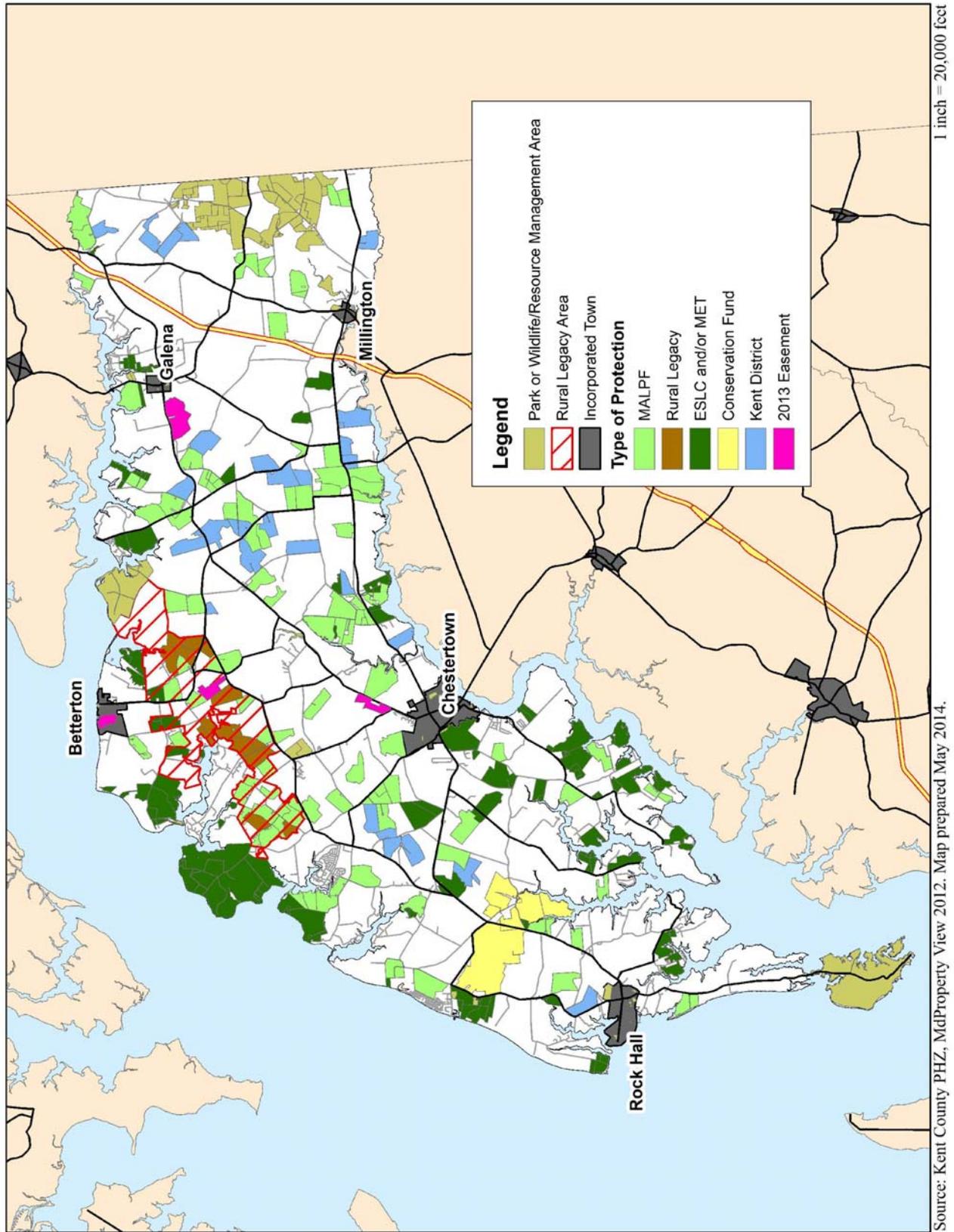
Kent County's Land Use Ordinance is directly enforced by the Department of Planning, Housing, and Zoning Staff. In 2013, staff was involved with 33 violation cases, including 3 Critical Area violations. Each case requires a minimum of two inspections. In addition to inspections resulting in citations, staff routinely responds to potential violation concerns expressed by property owners. In 2013, the Department of Planning, Housing and Zoning collected \$12,868 in fines. In addition, there were 44 Critical Area Buffer Management/Enhancement Plans and 116 Critical Area Forest Clearing Plans.

Staff spends a significant amount of time meeting onsite with property owners in an effort to reduce code violations; staff conducted more than 200 site inspections related to tree or vegetation removal and replacement in the Critical Area, potential projects, and staff reports. In addition to specific violation cases, staff conducted approximately 150 inspections related to enforcement of sediment control, stormwater management and floodplain regulations.

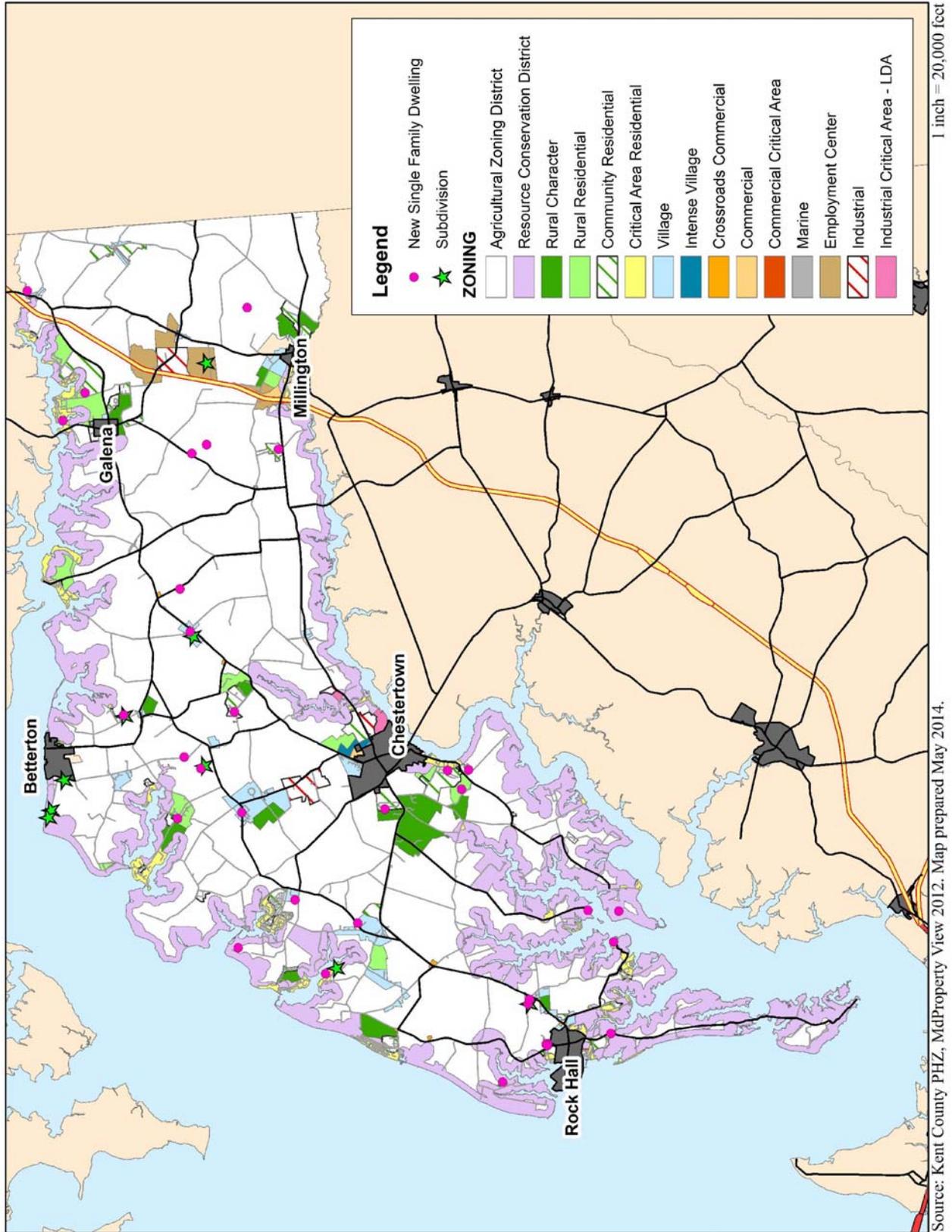
Table 11: Violations by Type

Case Type	Number of Cases
Building without a permit	7
Building in the Buffer	3
Clearing in the Forest in the CA	1
Junk and Debris	2
Illegal Signs/Use	7
Unsafe Property	10
Unregistered Vehicle	3
Other	0
TOTAL	33

Appendix A: Kent County Protected Lands



Appendix B: New Single Family Dwellings/Subdivisions



Appendix C1: Variances

Application	Applicant	Type	Decision
13-26	SEMPNO 10, LLC	Setback	Withdrawn
13-35	Doug Shelly	Buffer to allow replacement dwelling	Granted 6/17/13
13-58	Howard and Diana Urbine	Setback to construct a deck and enclosed porch	Granted 10/21/13
13-79	Great Oak Marina	Buffer to allow installation of sewerage line	Granted 2/24/14

Appendix C2: Administrative Variances

Application	Applicant	Type	Decision
13-13	Martin Frank	Buffer for replacement septic system	Granted 3/14/13
13-36	Doug Shelly	Buffer for replacement septic system	Granted 5/30/13
13-41	Barbara Hohman	Buffer for replacement septic system	Granted 7/15/13
13-63	Stephen Woodworth/Gail Mann	Setback to construct a replacement dwelling	Granted 10/21/13
13-65	Steven D. Green	Setback to construct addition to garage	Granted 10/24/13
13-67	Robert Hawkrige	Setback to construct ramp for existing dwelling	Granted 11/14/13
13-71	Susan Shawhan	Setback to construct an addition	Granted 11/14/13

Appendix C3: Special Exceptions

Application	Applicant	Type	Decision
12-77	Lester C. Jones	Installation of a ground mount solar array on a farm.	Granted 5/20/13
13-27	ISE America	Installation of a ground mount solar array on a farm.	Granted 5/20/13
13-34	Willard Agri-Service	Installation of a ground mount solar array on a farm.	Granted 6/16/13
13-42	Kent Sand and Gravel	Renewal of sand and gravel pit.	Granted 8/19/13
13-49	Casey and Kathleen Hurd	Cottage industry for a landscaping business and an accessory building over 1,200 square feet on a property less than 5 acres.	Granted 9/16/13
13-53	Steve D. Green	Cottage industry for a septic system business and an accessory building over 1,200 square feet on a property less than 5 acres.	Granted 9/16/13
13-61	Roland Clayton Co, LLC	Sand and gravel pit (original approval expired in May 2012)	Granted 11/18/13

Appendix C4: Administrative Special Exceptions

Application	Applicant	Type	Decision
13-18	Stuart Ingis	Swimming pool in the front yard of a waterfront parcel	Granted 4/8/13
13-20	Alan Bramble	Accessory structure in the front yard of a waterfront parcel	Granted 4/8/13
13-10	Cheryl Smith	Day care group for 12 or more children	Granted 3/28/13
13-19	Brian McCrae	Accessory structure over 1,200 square feet on a parcel less than 5 acres	Granted 9/12/13
13-47	Ken and Linda Ervin	Accessory structure over 1,200 square feet on a parcel less than 5 acres	Granted 8/12/13
13-56	Jesse L. Brooks, Jr.	Accessory structure over 1,200 square feet on a parcel less than 5 acres	Granted 8/29/13

**Appendix D: Annual Report Worksheet
Reporting Calendar Year 2013**

Jurisdiction Name: Kent County

Planning Contact Name: Carla Gerber

Planning Contact Phone Number: 410-778-7474

Planning Contact Email: cgerber@kentgov.org

Section I: Amendments and Growth Related Changes In Development Patterns

(A) Were any new comprehensive plan or plan elements adopted? Y N

1. If no, go to (B).
2. If yes, briefly summarize what was adopted.

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

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

1. If no, go to (C).
2. If yes, briefly summarize each growth related change(s).

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

1. If no, go to (D).
2. If yes, briefly summarize any amendments that resulted in changes in development patterns.

Only one text amendment was adopted which permits microbreweries in the Commercial District. The text amendment will not result in changes in development patterns.

(D) Were any amendments made to the zoning map? Y N

1. If no, go to *Section II: Mapping and GIS Shapefiles*.
2. If yes, briefly summarize each amendment(s).

Appendix D: Annual Report Worksheet
Reporting Calendar Year 2013

Section III: Consistency of Development Changes

(A) Were there any growth related changes identified in *Sections I(B) through (D)*? Y N

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

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

1. Each other;
2. Any recommendations of the last annual report;
3. The adopted plans of the local jurisdiction;
4. The adopted plans of all adjoining jurisdictions;
5. Any adopted plans of the State and local jurisdictions that have responsibility for financing or constructing improvements necessary to implement the jurisdiction's plan.

Appendix D: Annual Report Worksheet Reporting Calendar Year 2013

Section IV: Plan Implementation and Development Process

(A) Is the adoption date of your comprehensive plan prior to January 1, 2010? Y N

1. If no, then skip to (B). Identify adoption month and year:
2. If yes, has your jurisdiction submitted a five-year implementation update?
 - a. If yes, skip to (B).
 - b. If no, include a summary of the following:
 - (i). Development trends contained in the previous annual reports filed during the period covered by the narrative;
 - (ii). The status of comprehensive plan implementation tools such as comprehensive rezoning to carry out the provisions of the comprehensive plan;
 - (iii). Identification of any significant changes to existing programs, zoning ordinances, regulations, financing programs, or State requirements necessary to achieve the visions and goals of the comprehensive plan during the remaining planning timeframe;
 - (iv). Identification of any State or federal laws, regulations, or requirements that have impeded local implementation of the comprehensive plan and recommendations to remove any impediments;
 - (v). Future land use challenges and issues; and
 - (vi). A summary of any potential updates to the comprehensive plan.

Although development has been slowly rebounding since 2009, it remains much below the peak years of 2002-2005. It may take several more years before more than 50 permits are again issued for new dwellings. A comprehensive rezoning was not deemed necessary following the adoption of the current Comprehensive Plan in 2006. The last rezoning occurred in 2002. No significant changes are necessary to achieve the goals of the Plan and not significant challenges are looming. It is anticipated that a new Comprehensive Plan will be ready for adoption by 2016.

(B) In the current reporting year, did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction? Y N

1. If no, go to (C).
2. If yes, what were those recommendations?

(C) In the current reporting year, did your jurisdiction adopt any ordinances or regulations needed to implement the 12 planning visions under [§1-201 of the Land Use Article](#)? Y N

1. If no, go to *Section V: Measures and Indicators*.
2. If yes, what were those changes?

Appendix D: Annual Report Worksheet Reporting Calendar Year 2013

Section V: Measures and Indicators

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

(A) In the **Total** column in *Table 1, New Residential Permits Issued (Inside and Outside the PFA)* in (C) below, enter the total number of new residential building permits issued in 2013. Enter 0 if no new residential building permits were issued in 2013.

(Note: For annual reporting purposes, tabulate the amount of new residential building permits issued at time your jurisdiction has granted the ability for a new residential unit to be constructed. It does not mean that the unit has been constructed, will be constructed, or is occupied. If your local definition of building permit varies, please indicate the definition used to tabulate new residential building permits. Reconstruction or replacement permits should be included as new residential permits. Additionally, tracking the amount of reconstruction, replacement or demolition of residential units in Table 2A may be beneficial when conducting the Development Capacity Analysis in Section VIII.)

(B) In the **PFA** column in *Table 1*, enter the total number of permits issued inside the Priority Funding Area (PFA). Enter 0 if no new residential building permits issued inside the PFA in 2013.

(C) In the **Non-PFA** column in *Table 1*, enter the total number of permits issued outside the PFA.
Enter 0 if no new residential building permits issued outside the PFA in 2013.

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

<u>Residential</u>	PFA	Non - PFA	Total
# New Residential Permits Issued	10	23	33

(Note: At a minimum, each jurisdiction should submit the information requested in Table 1: New Residential Permits Issued (Inside and Outside the PFA) as part of their Annual Report. If no residential permits were issued, then indicate 0 in each column.)

Appendix D: Annual Report Worksheet Reporting Calendar Year 2013

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

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

Residential	PFA	Non - PFA	Total
# Units Approved			
# Units Constructed			
# Minor Subdivisions Approved			
# Major Subdivisions Approved			
Total Approved Subdivision Area (Gross Acres)			
# Lots Approved			
Total Approved Lot Area (Net Acres)			
# Units Demolished*			
# Units Reconstructed/Replaced*			

*Not required.

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

Commercial	PFA	Non - PFA	Total
# New Permits Issued			
# New Lots Approved			
Total Square Feet Approved (Gross)			
Total Square Feet Constructed (Gross)			

- (E) Were more than **50** new residential building permits issued in 2013? Y N
1. If no, then the remainder of this Section is optional. Skip to *Section VI: Locally Funded Agricultural Land Preservation*.
 2. If yes, then complete *Tables 3 through 5* for Residential Growth and *Tables 6 through 8* for Commercial Growth in (F) and (G) below.

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

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

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

Residential	PFA	Non - PFA	Total
# Permits Issued			
# Units Approved			
# Units Constructed			
Total Approved Subdivision Area (Gross Acres)			
# Lots Approved			

Appendix D: Annual Report Worksheet Reporting Calendar Year 2013

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

<u>Residential</u>	PFA	Non – PFA	Total
# Units Approved			
Total Approved Lot Size (Net Acres)			

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

<u>Residential</u>	PFA	Non – PFA	Total
# Units Approved			
% of Total Units (# Units/Total Units)	%	%	100%

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

(Note: To calculate the amount, net density and share of commercial growth, jurisdictions must identify the total number of new commercial permits issued; the total square footage of the commercial building approved; the total number of new commercial lots approved; the total new commercial subdivision area (gross acres); and the total approved subdivision net lot area, in acres for all new commercial subdivisions. The total building square footage (gross) and total lot size values (net acres) should be the same for Tables 6 through 8. For annual report purposes, all approved square footage (gross) should be tabulated, with the understanding that not all building square footage reported may be used for commercial or retail related activities. Commercial growth should include retail, office, hotel, industrial uses and may include other uses, such as, mixed-use, institutional and agricultural structures, if approved for commercial use.)

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

<u>Commercial</u>	PFA	Non - PFA	Total
# Permits Issued			
Building Square Feet Approved (Gross)			
# Lots Approved			
Total Subdivision Area (Gross Acres)			

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

<u>Commercial</u>	PFA	Non – PFA	Total
Building Square Feet (Gross)			
Total Lot Size (Net Acres)			

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

<u>Commercial</u>	PFA	Non – PFA	Total
Building Square Feet (Gross)			
% of Total Building Sq. Ft. (Bldg. Sq. Ft./Total Sq. Ft.)	%	%	100%

Appendix D: Annual Report Worksheet Reporting Calendar Year 2013

Section VI: Locally Funded Agricultural Land Preservation

(A) How many acres were preserved using local agricultural land preservation funding? Enter 0 if no acres were preserved using local funds.

0 Acres

Section VII: Local Land Use Percentage Goal

(A) Is all land within the boundaries of the jurisdiction in the PFA? Y N

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

(B) What is the jurisdiction's established local land use percentage goal? 80% of the undeveloped area within the Priority Preservation Area (114,340 acres). The Comprehensive Plan was amended in April 2010 to include the PPA.

(C) What is the timeframe for achieving the local land use percentage goal? Unknown

(D) Has there been any progress in achieving the local land use percentage goal? Yes. In 2010, when the goal was established, 37,725 acres was already protected. Since then, 2,172 acres have been protected, including 854 acres in 2013.

(E) What are the resources necessary for infrastructure inside the PFAs?

(F) What are the resources necessary for land preservation outside the PFAs? Funding to purchase easements or continued tax credits for donated easements.

Appendix D: Annual Report Worksheet Reporting Calendar Year 2013

Section VIII: Development Capacity Analysis (DCA)

(A) Has an updated DCA been submitted with your Annual Report or to MDP within the last three years?

(Note: A DCA is required every 3-years and whenever there is a significant change in zoning or land use pattern. See §1-208(c)(1)(iii) of the Land Use Article. A DCA may be submitted independently from the Annual Report, such as, part of a comprehensive plan update.)

Y N

1. If no, explain why an updated DCA has not been submitted, such as, no substantial growth changes, etc.

There have been no substantial growth changes in the last five years.

2. If yes, then skip to (C):

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

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

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

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

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

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

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

**Appendix D: Annual Report Worksheet
Reporting Calendar Year 2013**

**Section XI: Adequate Public Facility Ordinance (APFO) Restrictions
(Section IX is only required by jurisdictions with adopted APFOs)**

(A) Does your jurisdiction have any adopted APFOs? Y N

1. If no, skip this Section.
2. If yes, go to (B).

(B) Has any APFO resulted in a restriction within the Priority Funding Area? Y N

1. If no, skip this Section.
2. If yes, then complete (C) through (I) below for each restriction.

(C) What is the type of infrastructure affected? (List each for Schools, Roads, Water, Sewer, Stormwater, Health Care, Fire, Police or Solid Waste.)

(D) Where is each restriction located? (Identify on a map if possible).

(E) Describe the nature of what is causing each restriction.

(F) What is the proposed resolution of each restriction (if available)?

(G) What is the estimated date for the resolution of each restriction (if available)?

(H) What is the resolution that lifted each restriction (if applicable)?

(I) When was each restriction lifted (if applicable)?

(J) Has your jurisdiction reported the restrictions reported in (C) through (I) above as part of the required biennial APFO annual reporting requirements?

Y N

(Note: Jurisdictions with adopted APFOs must submit a biennial APFO report when a restriction within the PFA occurs within the reporting period. The APFO report is due by July 1 of each even year and covers the reporting period for the previous two calendar years, currently 2013 and 2012.)

Appendix D: Annual Report Worksheet Reporting Calendar Year 2013

Section X: Submitting Annual Reports and Technical Assistance

- (A) Annual Reports may be submitted via email or hyperlink to david.dahlstrom@maryland.gov (preferred) or one copy may be mailed to:

Office of the Secretary
Maryland Department of Planning
301 W. Preston Street, Suite 1101
Baltimore, Maryland 21201-2305
Attn: David Dahlstrom, AICP

- (B) Annual Reports should include a cover letter indicating that the Planning Commission has approved the Annual Report and acknowledging that a copy of the Annual Report has been filed with the local legislative body. The cover letter should indicate a point of contact(s) if there are technical questions about your Annual Report.

- | | | |
|---|----------------------------|----------------------------|
| 1. Was this Annual Report approved by the planning commission/board? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 2. Was this Annual Report filed with the local legislative body? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 3. Does the cover letter: | | |
| a. Acknowledge that the planning commission/board has approved the Annual Report. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| b. Acknowledge that the Annual Report has been filed with the local legislative body? | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| c. Indicate a point of contact(s)? | Y <input type="checkbox"/> | N <input type="checkbox"/> |

- (C) You may wish to send an additional copy of your Annual Report directly to your MDP Regional Office via email or hyperlink (preferred) or hardcopy.

- (D) If you need any technical assistance in preparing or submitting your reports, our Regional Planners are available to assist you. Regional Planner contact information can be found at: <http://planning.maryland.gov/OurWork/localplanning.shtml>

- (E) Copies of this Annual Report worksheet and links to legislation creating these Annual Report requirements can be found on the Maryland Department of Planning website:

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

- (F) If you have any suggestions to improve this worksheet or any of the annual report materials, please list or contact David Dahlstrom at david.dahlstrom@maryland.gov.