



**CALVERT COUNTY
PLANNING COMMISSION**

150 Main Street
Prince Frederick, Maryland 20678
410-535-2348 • 301-855-1243
Fax: 410-414-3092

Maurice Lusby, Chairman

June 19, 2014

Richard E. Hall
Secretary
Maryland Department of Planning
301 West Preston Street, Suite 1101
Baltimore, MD 21201-2305

RE: Calvert County Planning Commission 2012 Annual Report

Dear Secretary Hall:

I am pleased to submit to you the 2012 Annual Report prepared by the Calvert County Planning Commission. This report documents significant growth changes and development patterns that occurred in our jurisdiction during the year 2012, as required by Title 1-207 of the Land Use Article of the Annotated Code of Maryland. Copies of the 2012 Annual Report have been available for public review and, at its meeting held on June 18, 2014, the Planning Commission adopted the attached 2012 report.

Please note that the report does not include data from the two municipalities within Calvert County, Chesapeake Beach and North Beach. These municipalities have their own planning and zoning authority, and thus are not subject to Calvert County's planning and zoning regulations.

We hope you will find the 2012 report informative. If our staff can be of any additional help, please feel free to contact Will Selman at 410-535-1600 ext 2727.

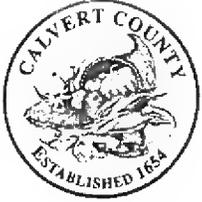
Sincerely,

A handwritten signature in black ink, appearing to read "Maurice Lusby".

Maurice Lusby

ML: wls
Enclosure

cc: Tom Barnett, Director, Community Planning and Building Department



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Maurice Lusby, Chairman

June 19, 2014

Pat Nutter
President Calvert County Board of County Commissioners
175 Main Street
Prince Frederick, MD 20678

RE: Calvert County 2012 Annual Report

Dear President Nutter:

I am pleased to submit to you the 2012 Annual Report ("Report") prepared by the Calvert County Planning Commission and adopted at its Regular June 18, 2014 meeting. A copy of this report was available for public review and its contents were discussed at the June 18, 2014 meeting.

Required by Title 1-207 of the Land Use Article of the Annotated Code of Maryland, the Report identifies development pattern changes involving land use, transportation, community facilities, zoning map amendments and subdivision plats. The Report does not include data from the two municipalities located within Calvert County, Chesapeake Beach and North Beach. These municipalities have their own planning and zoning authority, and thus are not subject to Calvert County's planning and zoning regulations.

Title 1-207 of the Land Use Article of the Annotated Code of Maryland requires that the legislative body reviews the Report and direct any appropriate and necessary studies and other actions be undertaken to ensure the continuation of a viable planning and development process. Further, a copy of the Report has been mailed to the Secretary of Planning who may provide additional comment.

We hope you will find the report informative and helpful for land use policy setting. If the Board desires any additional studies or actions for a more viable planning and development process, please feel free to contact Yolanda Hipski, Planning Commission Administrator, at 410-535-1600 ext. 2636. If you have any questions specific to the Annual Report itself, please contact William Selman at 410-535-1600 ext. 2727.

Sincerely,



Maurice Lusby

ML:wls
Enclosure

cc: Tom Barnett, Director, Community Planning and Building Department

**Annual Report Worksheet
Reporting Year 2012**

Jurisdiction Name: Calvert County, Maryland

Planning Contact Name: William Selman

Planning Contact Telephone Number: 410-535-1600, ext. 2727

Planning Contact Email: selmanwl@co.cal.md.us

Section 1: Amendments and Growth Related Changes in Development Patterns

(A) Were any new comprehensive plan or plan elements adopted? NO

(1) If no, go to (B)

(2) If yes, briefly summarize what was adopted.

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

(Note: Growth related changes in development patterns are change 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).

LAND USE AND ZONING:

The county approved a total of five (5) Zoning Text Amendments and one (1) Zoning Map Amendment. A summary of these items are listed in Section 1(C).

TRANSPORTATION CAPACITY IMPROVEMENTS:

1. **Boys Turn Road:** Proposal to widen and re-align an existing inadequate portion of the road. The project consisted of designing the remaining section.
2. **Brickhouse Road/Chaney Road:** Proposal to re-design an inadequate and dangerous intersection. The project consisted of design in 2012.
3. **Dowell Road/Newtown Road:** Proposal to widen and re-align an overcapacity road way to include sidewalks and bikeways to increase capacity. The project consisted of design in 2012.
4. **Transportation Safety Program:** A program to replace inadequate guardrails, restriping and relocation of plow-able reflector markers. This project is basic maintenance and protection and covers numerous roads.
5. **Prince Frederick Loop Road:** Proposal to re-design Armory Road from Main Street to Dares Beach (MD 402) to include bikeways, a roundabout and to increase capacity. The project consisted of design in 2012.
6. **Fairground Road:** Proposal to widen and provide improved amenities for bikeways and to increase capacity. The project consisted of design in 2012.
7. **Williams Road/College of Southern Maryland:** Proposal to widen Williams Road from MD 231 to a new roundabout to serve traffic needs of neighboring subdivisions and the traffic needs for the college. The project consisted of design in 2012.

NEW SUBDIVISIONS:

Approved Subdivisions, 2012				
Subdivision Name	# Lots	Acres	PFA?	Postal Service Area
SD 87-18A, Stone Farm	1	34.22	No	Huntingtown
SD 05-02B, Carriage Crossing	5	8.44	Yes	Huntingtown
SD 11-03, James Fowler	5	76.47	No	Dunkirk
SD 12-01, Raymond Hall Property	3	15.28	No	Sunderland
MSD 11-07-26, Terrance Gibson Property	1	15.01	No	Prince Frederick
MSD 11-08-07, Adams – Gorman Property	2	1.93	No	Owings
MSD 12-02-26, Ronald Conner.	2	3.77	No	Prince Frederick
MSD 12-05-03, Sapphire Skies	2	25.3	No	Dunkirk
TOTAL	21	180.42		

NEW SCHOOLS OR ADDITIONS: There were no new schools or additions.

CHANGES TO WATER AND SEWER SERVICE AREA:

In 2011, the Water & Sewer Comprehensive Plan was revised and adopted. The following is a summary of the revisions which were approved in 2012:

1. **WSMA 09-02** – Water & sewer extension for Tate Road office building in an area zoned Employment Center (EC).
2. **SMA 11-01** – Dares Beach community to increase capacity to serve 186 residence.
3. **WSMA 11-02** – Hallowing Point, LLC to extend water and sewer service.
4. **WMA 11-03** – St. Leonard Town Center water extension.

Continued on Next Page

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

(1) If no, go to (D)

(2) If yes, briefly summarize any amendments that resulted in changes in development patterns.

Case	Summary Description	Joint Public Hearing (BOCC/PC)	BOCC Approval	Ordinance Adopted
12-01	Conditions regarding access in the Land Use Charts for Agritourism, Agricultural, Home Occupations, and Small Day Care Centers	01/17/12	03/20/12	03/30/12
12-02	Three (3) definitions for Updated Floodplain Regulations	01/17/12	01/17/12	03/22/12
12-04	Administrative edits to three (3) adopted (Resolutions) Ordinances (Section Reference in Ordinance)	05/01/12	05/01/12	Adopted
12-06b	Nurseries – Agricultural Uses in the Land Use Charts (Case 11-3c from 2011, Retail Nurseries/ Greenhouses)	PC - 10/17/12 BOCC - 04/09/13		
12-11	Ordinance amendments for the Sustainable Growth and Agricultural Preservation Act of 2012	12/04/12	12/04/12	

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

(1) If no, go to Section II: Mapping and GIS Shapefiles.

(2) If yes, briefly summarize each amendment(s).

Case	Summary Description	Joint Public Hearing (BOCC/PC)	BOCC Approval	Ordinance Adopted
12-01	Ship Point - Rezone from Residential to Marine Commercial to correct a mapping error made in 1993. Corrections were also made to the Critical Area mapping.	07/31/12	07/31/12	09/25/12

Section II: Mapping and GIS Shapefiles

(A) Does your jurisdiction utilize GIS to prepare planning related maps? YES

(1) If no, include an address, parcel identification number or other means to identify the type and location of all new growth related changes or zoning map amendments listed in *Sections 1(B) and 1(D)*. Provide a paper map(s) that indexes the general location(s) of the growth related changes or zoning map amendment(s). *Contact MDP for mapping assistance.*

(2) If yes, include a map(s) of the location(s) of the amendment(s) and submit applicable GIS shapefiles for all new growth related changes and zoning map amendments listed in *Sections 1(B) and 1(D)*. GIS shapefiles may be uploaded on the online Annual Report Webtool or via email or cd/dvd disk.

(B) Were there any growth related changes identified in *Sections 1(B)*? YES

(1) If no, go to (C).

(2) If yes, then include GIS shapefiles and map(s), that identify the location of each growth related change identified in *Section 1(B)*. If your jurisdiction does not utilize GIS then clearly identify the growth related changes on a map(s).

- (C) Were there any zoning map amendments identified in *Section 1(D)*. YES
- (1) If no to (A) and (B), skip to *Section III: Consistency of Development Changes*.
 - (2) If yes, then include GIS shapefiles and map(s), that identify the location of each zoning map amendment identified in *Section 1(D)*. If your jurisdiction does not utilize GIS then clearly identify the growth related changes on a map(s). *Contact MDP for mapping assistance*.

Section III: Consistency of Development Changes

- (A) Were there any growth related changes identified in *Section 1(B) – (D)*? YES
- (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 *Sections 1(B) – (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 and constructing improvements necessary to implement the jurisdiction’s plan.

ZONING TEXT AMENDMENTS

Summary Description	Consistent with Each Other	Recommendation with Last Annual Report	Current Adopted Plans	Adjoining Jurisdiction	Financing and Constructing Improvements necessary
Conditions regarding access in the Land Use Charts for Agritourism, Agricultural, Home Occupations, and Small Day Care Centers	Based on the presumption that access to rural business via private roads should not unduly impact adjacent property owners.	Consistent	Consistent supports transportation	Not applicable- No impact	Not Applicable
Three (3) definitions for Updated Floodplain Regulations	The three definitions that need to be included in the Zoning Ordinance per FEMA and MDE.	Consistent	Consistent supports Land and Water Resources; consistent with State Law	Not Applicable- No impact	Not Applicable
Administrative edits to three (3) adopted (Resolutions) Ordinances (Section Reference in Ordinance)	To correct errors	Consistent	To correct errors	Not applicable- No impact	Not Applicable
Ordinance amendments for the Sustainable Growth and Agricultural Preservation Act of 2012	Consistent with State Code	Consistent	Consistent with State Code	Consistent with State Code- No impact	Not Applicable

TRANSPORTATION

Summary Description	Consistent with Each Other	Recommendation with Last Annual Report	Current Adopted Plans	Adjoining Jurisdictions	Financing and Constructing Improvements Necessary
Boyds Turn Road	Consistent with Transportation Plan and Comprehensive Plan	Consistent	Consistent supports transportation (Action I-60)	Not Applicable -No impact	Capital Improvement Plan
Brickhouse Road/ Chaney Road	Consistent with Transportation Plan and Comprehensive Plan	Consistent	Consistent supports transportation	Not Applicable -No impact	Capital Improvement Plan
Dowell Road/ Newtown Road	Consistent with Transportation Plan and Comprehensive Plan	Consistent	Consistent supports transportation (Action I-60)	Not Applicable No impact	Capital Improvement Plan
Transportation Safety Program	Consistent with Transportation Plan and Comprehensive Plan	Consistent	Consistent supports transportation (Action I-60)	Not Applicable No impact	Capital Improvement Plan
Prince Frederick Loop Road	Consistent with Transportation Plan, Prince Frederick Town Center Plan and Comprehensive Plan	Consistent	Consistent supports transportation (Action I-57)	Not Applicable No impact	Capital Improvement Plan
Fair Ground Road	Consistent with Transportation Plan, Prince Frederick Town Center Plan and Comprehensive Plan	Consistent	Consistent supports transportation (Action I-60)	Not Applicable No impact	Capital Improvement Plan
Williams Road/College of Southern Maryland	Consistent with Transportation Plan and Comprehensive Plan	Consistent	Consistent supports transportation (Action I-60)	Not Applicable No impact	Capital Improvement Plan

WATER AND SEWER MAP AMENDMENTS

Summary Description	Consistent with Each Other	Recommendation with Last Annual Report	Current Adopted Plans	Adjoining Jurisdictions	Financing and Constructing Improvements Necessary
WSMA 09-02 – Water & sewer extension for Tate Road office building	Consistent with the Economic Development chapter of the Comprehensive Plan and Town Center Plans	Consistent	Consistent – supports EC district which supports water and sewer extension	Not Applicable- No impact	Not applicable
SMA 11-01 – Dares beach community increase capacity to serve 186 residence	Consistent with Comprehensive Plan – Problem areas	Consistent	Consistent supports Land and Water (I-110)	Not Applicable- No impact	Not applicable
WSMA 11-02 – Hallowing Point, LLC extend water & sewer service	Consistent – connect only to existing lot development with failing systems	Consistent	Consistent supports land and water	Not Applicable- No impact	Not applicable
WMA 11-03 – St. Leonard Town Center water extension	Consistent with St. Leonard Town Center Master Plan	Consistent	Supports Town Center Master Plan	Not Applicable- No impact	Capital Improvement Plan

Section IV: Planning and Development Process

- (A) Did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction? YES

(1) If no, go to (B).

(2) If yes, what were those recommendations?

The Department considered numerous re-organizations in 2012. Some of the highlights include creating a “Community Designer” position responsible for the creation and implementation of land use and design policies in the development of Calvert County’s Town Centers. The County also approved funding for a “Development Navigator” who is responsible for managing projects through the review process. There were changes to the duties and functions of the Zoning Officer as well.

- (B) Did your jurisdiction adopt any ordinances or regulations needed to implement the 12 planning visions under §1-201 of the Land Use Article NO

(1) If no, go to *Section V: Measures and Indicators*.

(2) If yes, what were those changes?

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 reporter 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 2012. Enter 0 if no new residential building permits were issued in 2012.

(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.)

- (B) In the PFA column in *Table 1*, enter the total number of permits issued inside the Priority Funding Area. Enter 0 if no new residential building permits issued inside the PFA in 2012.

- (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 2012.

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

Residential	PFA	Non – PFA	Total
# New Residential Permits Issued	111	168	279

- (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)

Skip to (E)

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

Skip to (E)

- (E) Were more than 50 new residential building permits issued in 2012? YES
- (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 3-5* for Residential Growth and *Tables 6-8* 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 1-5. 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	111	168	279
# Units Approved	111	168	279
# Units Constructed	196	192	388
Total Approved Subdivision Area (Gross Acres)	8.44	171.98	180.42
# Lots Approved	5	16	21

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

Residential	PFA	Non – PFA	Total
# Units Approved	111	168	279
Total Approved Lot Size (Net Acres)	4.15	48.57	52.72

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

Residential	PFA	Non – PFA	Total
# Units Approved	111	168	279
% of Total Units (# Units/Total Units)	40%	60%	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; and the total approved subdivision net lot area, in acres, for commercial subdivisions. The total building square footage and total lot size values should be the same for Tables 6-8. 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)

Commercial	PFA	Non – PFA	Total
# Permits Issued	18	9	27
Building Square Feet (Gross)	40,174	19,680	59,854
# Lots Approved	0	0	0
Total Subdivision Area (Gross Acres)	0	0	0

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

Commercial	PFA	Non – PFA	Total
Building Square Feet (Gross)	40,174	19,680	59,854
Total Lot Size (Net Acres)	0	0	0

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

Commercial	PFA	Non – PFA	Total
Building Square Feet (Gross)	40,174	19,680	59,854
% of Total Building Sq. Ft. (Bldg. Sq. Ft./Total q.Ft.)	67%	33%	100%

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.
 A total of 36.13 acres were preserved in 2012 using the Transfer of Development Rights (TDR) program, bringing the total acres preserved to 27,894

Section VII: Local Land Use Percentage Goal

- (A) Is all land within the boundaries of the jurisdiction in a PFA? NO
- (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 located outside the PFAs. Go to (B).
- (B) What is the jurisdiction’s established local land use percentage goal?
 The County has not established a local land use goal.
- (C) What is the timeframe for achieving the local land use percentage goal?
 A goal has not been established; thus, the timeframe has not been set.
- (D) Has there been any progress in achieving the local land use percentage goal?
 A goal has not been established.
- (E) What are the resources necessary for infrastructure inside the PFAs?
 Funding resources for infrastructure are identified annually through the County’s six-year capital

improvements plan. The County’s FY 2011 and FY 2012 Adopted Operating and Capital Budget, which cover calendar year 2011, are available online from the County’s website (www.co.cal.md.us).

- (F) What are the resources necessary for land preservation outside the PFAs?
 Land preservation relies on fee simple acquisition of land and acquisition of development rights/easements/covenants through County and State preservation programs. In order to preserve land, funding is needed – both public funds and the private market funds.

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? NO

(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.)

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

Other priority projects and insufficient staff resources.

(1) 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 MDP website:

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

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

- (B) When was the last DCA submitted? Identify Month and Year:
 A Development Capacity Analysis (DCA) has not been submitted. The County submitted a buildout analysis with its amended 2010 Calvert County Comprehensive Plan. *Background:* In the mid-1990s, Calvert County conducted an analysis of the county’s theoretical buildout capacity, based upon the 1995 zoning, which was included in the 1997 Calvert county Comprehensive Plan (page 3). A 2003 status report was included in the 2004 Calvert county comprehensive Plan (page 2) and the 2010 amended Comprehensive Plan (page 4).

- (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 and Lots			
Acres and Parcels with Capacity			

Section IX: Adequate Public Facility Ordinance (APFO) Restrictions
Section XI in only required by Jurisdictions with Adopted APFOs)

- (A) Does your jurisdiction have any adopted APFOs? YES
 (1) If no, skip this Section.
 (2) If yes, got to (B).
- (B) Has any APFO resulted in a restriction within the Priority Funding Area? YES
 (1) If no, skip this Section.
 (2) If yes, then complete (C) – (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.)
 Schools and roads.
- (D) Where is each restriction located? (Identify on a map if possible).
 In the northern portion of the county, excluding the municipalities (Chesapeake Beach and North Beach), which are not subject to the County’s APF regulations. Three school districts are over capacity: Beach Elementary, Northern Middle, and Northern High. Locations are indicated on the map, Calvert County School Districts, dated November 1, 2012 (attached).
- (E) Describe the nature of what is causing each restriction.
 Inadequacy of schools. Roads are restricted only if improvements to current system are not proposed.
- (F) What is the proposed resolution of each restriction (if available)?
 Schools: Adequate capacity or seven year wait on the final recording of subdivisions or residential site development plans.
 Roads: Until such time as road improvements are completed.
- (G) What is the estimated date for the resolution of each restriction (if available)?
 Replacement of Northern High School – construction to commence in 2015. The new building is anticipated to be open in the fall of 2017.
 Renovation/expansion or replacement of Beach Elementary – Calvert County Public Schools will conduct a feasibility study in FY 2017. Planning funds for the renovation/ expansion or replacement are scheduled for FY 2018. Construction would follow.
- (H) What is the resolution that lifted each restriction (if applicable)?
 Not applicable.
- (I) When was each restriction lifted (if applicable)?
 Restrictions for the school districts for Mt. Harmony Elementary and Huntingtown High, which had been overcapacity in fall of 2011, were lifted in April, 2012, due to the schools becoming adequate.

Section X: Submitting Annual Reports and Technical Assistance

- (A) Annual Reports may be submitted via email to ddahlstrom@mdp.state.md.us (preferred) or one copy may be mailed to: Office of the Secretary, Maryland Department of Planning, 301 W. Preston Street, Suite 1101, Baltimore, Maryland 2201-2305 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?

Yes	
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- (2) Was this Annual Report filed with the local legislative body?

Yes	
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- (3) Does the cover letter:
 - (a) Acknowledge that the Planning Commission/Board has approved the Annual Report?

Yes	
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 - (b) Acknowledge that the Annual Report has been filed with the local legislative body?

Yes	
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 - (c) Indicate a point of contact(s)?

Yes	
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- (C) You may wish to send an additional copy of your Annual Report directly to your MDP Regional Office via email (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) If you have any suggestions to improve this worksheet or any of the annual report materials, please list or contact David Dahlstrom at ddahlstrom@mdp.state.md.us.