ST. MARY'S COUNTY GOVERNMENT DEPARTMENT OF LAND USE AND GROWTH MANAGEMENT

William B. Hunt, AICP, Director



COMMISSIONERS OF ST. MARY'S COUNTY:

James R. Guy, President Michael L. Hewitt, Commissioner Tom Jarboe, Commissioner Todd B. Morgan, Commissioner John E. O'Connor, Commissioner

July 13, 2018

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

RE: Planning Commission Annual Report for 2017

Dear Mr. Dahlstrom:

The St. Mary's County Planning Commission approved the annual report for the reporting year 2017 as required under the Land Use Article. The report was approved by the Planning Commission on July 9, 2018 and filed with the Commissioners of St. Mary's County.

Sincerely,

Kathleen Easley, AICP Deputy Director ST. MARY'S COUNTY GOVERNMENT DEPARTMENT OF LAND USE AND GROWTH MANAGEMENT

William B. Hunt, AICP, Director



COMMISSIONERS OF ST. MARY'S COUNTY

James R. Guy, President Michael L. Hewitt, Commissioner Tom Jarboe, Commissioner Todd B. Morgan, Commissioner John E. O'Connor, Commissioner

COMMISSIONER COMMUNICATION MEMORANDUM

To:	Commissioners of St. Mary's County
	Dr. Rebecca B. Bridgett, County Administrator
From:	William B. Hunt, AICP, Director 524
	Kathleen Easley, AICP, Deputy Director
Date:	July 13, 2018
Subject:	Planning Commission Annual Report for 2017

FYSA:

1. <u>Background Information</u>: Section 1-207 (b) of the Maryland Land Use Article requires the Planning Commission shall prepare, adopt, and file an annual report for the previous calendar year with the legislative body. The annual report for 2017, which has been approved by the Planning Commission, is attached for your review.

2. <u>Summary Information</u>: The annual report documents changes in development patterns including land use, transportation, community facility patterns, zoning map amendments and subdivision plats. This information is used as measures and indicators to formulate an analysis of the county's growth-related changes and permit activities within the identified investment areas, along with remaining development potential and local farmland preservation. The Maryland Department of Planning (MDP) and St. Mary's County can use this information to achieve future land use goals that implement and achieve the visions established within the Maryland Land Use Article.

3, <u>Timeline</u>: This is an annual report approved by Planning Commission on July 9, 2018, sent to the Commissioners of St. Mary's County on July 13, 2018 for review.

4. <u>Final Action</u>: The Planning Commission has approved the report and is now sending it to the Commissioners of St. Mary's County for its review – no action by CSMC is required. The report was submitted to the Maryland Department of Planning after approval by the Planning Commission as is required by the Maryland Land Use Article.

ST. MARY'S COUNTY GOVERNMENT DEPARTMENT OF LAND USE AND GROWTH MANAGEMENT Phillip I Shire Director

Phillip J. Shire, Director William B. Hunt, AICP, Deputy Director



COMMISSIONERS OF ST. MARY'S COUNTY:

James R. Guy, President Michael L. Hewitt, Commissioner Tom Jarboe, Commissioner Todd B. Morgan, Commissioner John E. O'Connor, Commissioner

July 9, 2018

Commissioners of St. Mary's County Chesapeake Building 41770 Baldridge Street Leonardtown, Maryland 20650

Re: Planning Commission Annual Report for 2017

Dear President and Commissioners:

On behalf of the St. Mary's County Planning Commission, I am pleased to present our annual report for 2017. The report details our planning and development activities during 2017 and our plans for the current year. It includes statistics and maps that demonstrate compliance of development activity with the comprehensive plan. It also meets the requirements of Section 1-207 of the Land Use Article of the Annotated Code of Maryland, and will be submitted to the Maryland Department of Planning.

The Planning Commission requests the Commissioners of St. Mary's County review the annual report and direct any appropriate and necessary studies and other actions be undertaken to ensure the continuation of a viable planning and development process.

Sincerely,

Hayan Howas

J. Howard Thompson, Chair St. Mary's County Planning Commission

CC: Office of the Secretary Maryland Department of Planning 301 West Preston Street, Suite 1101 Baltimore, Maryland 21201

enclosure

ST. MARY'S COUNTY PLANNING COMMISSION



2017 ANNUAL REPORT

Jurisdiction Name: St. Mary's County

Planning Contact Name: Kathleen Easley

Planning Contact Phone Number: 301-475-4200 ext. *1541

Planning Contact Email: Kathleen.Easley@stmarysmd.com

Section I: Amendments and Growth Related Changes In Development Patterns

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

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

Planning Commission and staff have worked throughout the year reviewing the Lexington Park Developmennt District Master Plan Land Use Maps to verify the maps accurately reflect the intent of the Commission when the plan was adopted in 2016. The land use maps were approved and adopted in early 2018, so will be reported in the next annual report.

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

(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).

New Subdivisions:

There were 4 major subdivisions approved in 2017 adding 151 new lots inside the Priority Funding Areas.

There were 25 minor subdivisions approved in 2017 adding 40 lots outside the PFA.



 $N \boxtimes$

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Y⊠

Transportation capacity improvements:

- FDR Boulevard: Design and construction of a two lane residential access way from First Colony Boulevard to Pegg Road (NAS Patuxent River Main Gate) for a distance of 3.5 miles. Project is inside the PFA.
- 2. **Patuxent Park:** 16,100 linear feet (3.04 mile) of road improvements as part of the revitalization of the neighborhood infrastructure improvements (sidewalks, curb & gutter, storm drainage, utility and street improvements) in the Lexington Park Development District (PFA).
- 3. **Buck Hewitt Road:** widening, improvement and addition of sidewalks from Victoria Circle through to MD 237-Chancellor's Run Road. Inside the PFA.

Changes to Water and Sewer Service Areas:

- Dollar General Hollywood: 3.2 acres at 23848 Mervell Dean Road water and sewer category change from W-6D (service in 6 to 10 years, developer financed) to W-3D (service in 3 to 5 years, developer financed). The sewer service category would change from S-6D (service in 6 to 10 years, developer financed) to S-3D (service in 3 to 5 years, developer financed). Located inside the PFA.
- Morelli Auto Group Lexington Park: Water service category change from W6D to W3D. Located inside the PFA.
- PELBPS Commercial Office Units 23458 Three Notch Road in California (part of Lexington Park Development District) – Inside the PFA. Water service category change from W-6D to W-3D and the sewer service category would change from S-6D to S-3D.

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

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

(D) Were any amendments made to the zoning map? $Y \square N \boxtimes$

- 1. If no, go to Section II: Mapping and GIS Shapefiles.
- 2. If yes, briefly summarize each amendment(s) and include a copy of the locally approved zoning map following approval of the amendment.

 $N \boxtimes$

Section II: Mapping and GIS Shapefiles

(A)

Does your jurisdiction utilize GIS to prepare planning related maps?

Y 🖂 N 🗌

- 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 I(B)* and *I(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 I(B)* and *I(D)*. GIS shapefiles may be submitted via email or cd/dvd disk.
- (B) Were there any growth related changes identified in Sections I(B)?
 - 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 I(B)*. If your jurisdiction does not utilize GIS then clearly identify the growth related changes on a map(s). *Contact MDP for mapping assistance*.
- (C) Were there any zoning map amendments identified in Section I(D).
- Y 🗌 N 🖂

Y 🖂

NП

- 1. If no, 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 I(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 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 *Sections I(B) through (D),* state how the development changes were determined to be consistent with:
 - 1. Each other (if more than one);

The changes in development patterns are consistent with each other in that development is guided by the County's Comprehensive Plan and the Lexington Park Master Plan. New subdivision approvals in the PFAs, water and sewer category changes, and infrastructure improvements support the promotion of development and redevelopment in our priority funding areas.

- Any recommendations of the last annual report; N/A
- 3. The adopted plans of the local jurisdiction;

The changes referenced in Section 1 of this report are made under the procedural standards required for review to ensure compliance with the County Comprehensive Plan and (when applicable) the Lexington Park Development District Master Plan.

4. The adopted plans of all adjoining jurisdictions;

Adjoining jurisdictions are notified of all water and sewer category changes for review and comment and to ensure compliance with their adopted plans. Also, St. Mary's and Calvert Counties coordinate on regional transporation projects through the Metropolitan Planning Organization.

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.

The 2040 Maryland Transportation Plan: Unified Planning Work Program FY 2018, Calvert-St. Mary's Metropolitan Planning Organization Transportation Improvement Program FY 2018-2021, and our Metropolitan Planning Organization Long Range Transportation Plan, projects are reviewed for consistency at the very earliest stages of the planning process. This includes projects listed in the county's capital improvements program and all development projects at subdivision review.

Section IV: Plan Implementation and Development Process (5-Year Report)

(A) Has your community completed a five-year mid cycle review or recently updated its comprehensive plan, as indicated in the Comprehensive Plan 10-Year Transition Schedule under §1-207(c)(6) of the Land Use Article?

Y 🛛 N 🗌

(Note: See Municipal and County Transition Schedules at: http://planning.maryland.gov/OurWork/compPlans/ten-year.shtml Contact your Regional Planner for additional assistance)

- 1. If yes, then skip to (B). Identify year five-year report completed: **2017** or; Identify year of comprehensive plan update: (Note: this date must be between 2012-2018)
- 2. If no, include a five-year mid cycle review 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 and expected timeframe of any potential updates to the comprehensive plan.

(Note: A copy of the 5-Year Report Form is available at: http://planning.maryland.gov/YourPart/SGGAnnualReport.shtml)

- (B) In the current reporting year, did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction?
 - 1. If no, go to (C).
 - 2. If yes, what were those recommendations?

As noted in our 2016 report, The Commissioners of St. Mary's County hired a consultant to review the development review process and make recommendations for improvement. County staff have had numerous meetings to discuss how the development review process can be streamlined, more accurate and more efficient.

- (C) In the current reporting year, did your jurisdiction adopt any ordinances or regulations needed to implement the 12 planning visions under <u>§1-201 of the Land Use Article</u>?
 - 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 <u>residential building permits</u> 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 calendar year (2016). Enter 0 if no new residential building permits were issued in 2017.

(Note: For annual reporting purposes, tabulate the amount of new <u>residential</u> <u>building permits issued</u> 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 2017.
- (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 2017.

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<u>Residential</u>	PFA	Non - PFA	Total
# New Residential Permits Issued	282	267	549

(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.)

(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.

<u>Residential</u>	PFA	Non - PFA	Total
# Units Approved	151	40	191
# Units Constructed	194	162	356
# Minor Subdivisions Approved	0	23	23
# Major Subdivisions Approved	4	0	4
Total Approved Subdivision Area (Gross Acres)	119.84	1343.72	1463.56
# Lots Approved	151	40	191
Total Approved Lot Area (Net Acres)	66.6	315.36	381.96
# Units Demolished*	3	6	9
# Units Reconstructed/Replaced*	10	69	79

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

*Not required.

Commercial	PFA	Non - PFA	Total
# Permits Issued	21	13	34
# Lots Approved	1	1	2
Total Building Square Feet Approved (Gross)	280,913	27,218	308,131
Total Square Feet Constructed (Gross)	181,468	52,410	233,878

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

(E) Were more than 50 new residential building permits issued in 2017? 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.)

Residential	PFA	Non - PFA	Total
# Permits Issued	282	267	549
# Units Approved	151	40	191
# Units Constructed	194	162	356
Total Approved Subdivision Area (Gross Acres)	119.84	1343.72	1463.56
# Lots Approved	151	40	191

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

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

<u>Residential</u>	PFA	Non – PFA	Total
# Units Approved	151	40	191
Total Approved Lot Size (Net Acres)	66.6	315.36	381.96

Residential	PFA	Non – PFA	Total
# Units Approved	151	40	191
% of Total Units (# Units/Total Units)	79%	21%	100%

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

(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.)

Commercial	PFA	Non - PFA	Total
# Permits Issued	21	13	34
Total Building Square Feet Approved (Gross)	280,913	27,218	308,131
# Lots Approved	1	1	2
Total Subdivision Area (Gross Acres)	5.12	8.09	13.21

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

Table 7: <u>Net Density</u> of Commercial Growth (Inside and Outside the PFA)

Commercial	PFA	Non – PFA	Total
Total Building Square Feet Approved (Gross)	280,913	27,218	308,131
Total Lot Size (Net Acres)	4.6	8.09	12.69

Table 8:	Share of	Commercial	Growth	(Inside and	Outside the PFA)
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Commercial	PFA	Non – PFA	Total
Total Building Square Feet Approved (Gross)	280,913	27,218	308,131
% of Total Building Sq. Ft. (Total Bldg. Sq. Ft./Total Sq. Ft.)	91%	9%	100%

Section VI: (Locally) Funded Agricultural Land Preservation

(A) How many acres were preserved using <u>local</u> 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?



- 1. If yes, then the local land use percentage goal does not need to be established. Skip to *Section VIII: Development Capacity Analysis*.
- If no, then the jurisdiction must establish a local percentage goal to achieve the statewide land use goal, under <u>§1-208(2) of the Land Use</u> <u>Article</u>, 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? To direct at least 70% of growth in PFA and not more than 30% be permitted outside the PFA.
- (C) What is the timeframe for achieving the local land use percentage goal? Annually.
- (D) Has there been any progress in achieving the local land use percentage goal? The county employs a zoning ordinance and a water and sewerage plan to manage land use and infrastructure. The capital improvements program and the annual report help measure the success of achieving this goal.
- (E) What are the resources necessary for infrastructure inside the PFAs?

The Land Use and Growth Management Element of the comprehensive plan specifically states infrastructure must be built and maintained in existing communities. The basics: water, sewer, schools and roads are absolute prerequisites for denser and walkable communities, libraries, parks, cultural and recreational and other similar facilities and amenities enrich local communities. Being identified in the comprehensive plan sets up the framework for their implementation. By identifying growth areas and preservation areas, infrastructure can be built and maintained in specific areas where resources can be focused.

(F) What are the resources necessary for land preservation outside the PFAs?

Agricultural preservation programs, the county's comprehensive plan, zoning ordinance, subdivision ordinance, water sewer plan, TDRs, and septics law.

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?



- 1. If no, explain why an updated DCA has not been submitted, such as, no substantial growth changes, etc.
- 2. If yes, skip to (B)

(Note: 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: April 2016
- **(C)** Using 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)
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Parcels & Lots w/ Residential Capacity	PFA	Non – PFA	Total
Residentially Zoned Acres w/ Capacity	6,183	93,676	99,860
Residential Parcel & Lots w/Capacity	1,966	4,256	6,222
Residential Capacity (Units)	10,876	14,590	25,466

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

- (A) Does your jurisdiction have any adopted APFOs?
 - 1. If no, skip this Section.
 - 2. If yes, go to (B).

(B) Has your jurisdiction submitted a biennial APFO Report under §7-104 of the Land Use Article?

Y 🗌 🛛 N 🖂

Y 🖂

N

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

(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 <u>even</u> year and covers the reporting period for the previous two calendar years. The last cycle included years 2014 and 2015 and the APFO report was due by July 1, 2016. APFO reports for 2016 and 2017 are due July 1, 2018.)

No restrictions occurred within the PFA

- (C) What is the type of infrastructure affected? (List each for Schools, Roads, Water, Sewer, Stormwater, Health Care, Fire, Police or Solid Waste.) N/A
- (D) Where is each restriction located? (Identify on a map if possible.) N/A
- (E) Describe the nature of what is causing each restriction. N/A
- (F) What is the proposed resolution of each restriction (if available)? N/A
- (G) What is the estimated date for the resolution of each restriction (if available)? N/A
- (H) What is the resolution that lifted each restriction (if applicable)? N/A
- (I) When was each restriction lifted (if applicable)? N/A
- (J) Has your jurisdiction reported the restrictions reported in (C) through (I) above as part of the required biennial APFO annual reporting requirements? N/A

Y 🗌 N 🗌

Population Estimates and Projections by Election District - 1990 - 2040																	
	% Total Population of St. Mary's County																
	2010	2000	1990	Average *	July 1, 2010*	July 1, 2011*	July 1, 2012*	July 1, 2013*	July 1, 2014*	July 1, 2015*	July 1, 2016*	July 1, 2017*	2020	2025	2030	2035	2040
	105,151	86,211	75,974		105,741	107,756	108,993	109,633	110,531	111,413	112,587	112,667	125,150	137,200	148,750	156,150	163,350
Election District																	
1	6.7%	6.6%	7.1%	6.8%	7,190	7,327	7,412	7,455	7,516	7,576	7,667	7,673	8,510	9,330	10,115	10,618	11,108
2	6.5%	8.0%	6.6%	7.0%	7,402	7,543	7,630	7,674	7,737	7,799	7,919	7,924	8,761	9,604	10,413	10,931	11,435
3	14.7%	12.6%	11.9%	13.1%	13,852	14,116	14,278	14,362	14,480	14,595	14,693	14,703	16,395	17,973	19,486	20,456	21,399
4	9.7%	11.1%	9.5%	10.1%	10,680	10,883	11,008	11,073	11,164	11,253	11,364	11,372	12,640	13,857	15,024	15,771	16,498
5	11.5%	11.6%	12.5%	11.9%	12,583	12,823	12,970	13,046	13,153	13,258	13,349	13,359	14,893	16,327	17,701	18,582	19,439
6	11.6%	15.2%	13.7%	13.5%	14,275	14,547	14,932	14,800	14,922	15,041	15,199	15,210	16,895	18,522	20,081	21,080	22,052
7	3.2%	3.3%	4.0%	3.5%	3,701	3,771	3,815	3,837	3,869	3,899	3,922	3,925	4,380	4,802	5,206	5,465	5,717
8	36.0%	31.3%	34.4%	33.9%	35,846	36,529	36,949	37,166	37,470	37,769	38,159	38,187	42,426	46,511	50,426	52,935	55,376
9	0.2%	0.3%	0.3%	0.3%	317	323	327	329	332	334	338	338	375	412	446	468	490

* Sources: Maryland Department of Planning, Planning Data Services, http://planning.maryland.gov/msdc/Pop_estimate/Estimate_15/county/table1A.pdf. Actual population by Election District is available only for 1990, 2000, and 2010. Estimates by for other years are calculated by DLUGM based on the averages shown in the table.

Section X: Submitting Annual Reports and Technical Assistance

(A) Annual Reports may be submitted via email to <u>david.dahlstrom@maryland.gov</u> 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. Before emailing the Annual Report:

1.	Was th	Y 🔀	N 🗌					
2.	Was th	Was this Annual Report filed with the local legislative body?						
3.	Does th a.	ne cover letter: Acknowledge that the planning commission/board has approved the Annual Report.	Y 🖂	N 🗌				
	b.	Acknowledge that the Annual Report has been filed with the local legislative body?	Y	N 🗌				
	C.	Answer if all members of the Planning Commission/Board and Bo Appeals have completed an educational training course as required under under <u>§1-206(a)(2) of the Land Use Article</u> ?	oard of Y 🔀	N 🗌				
		(Note: See <u>Planning.Maryland.gov/YourPart/MPCA/PCBZAComp</u> for a list having completed the course.)	letedEd.s	<u>shtml</u>				
	d.	Indicate a point of contact(s)?	Y 🖂	N 🗌				

- (C) You may wish to send an <u>additional</u> copy of your Annual Report directly to your MDP Regional Office via email 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: <u>Planning.Maryland.gov/OurWork/local-planning-staff.shtml</u>
- (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: <u>Planning.Maryland.gov/YourPart/SGGAnnualReport.shtml</u>
- **(F)** If you have any suggestions to improve this worksheet or any of the annual report materials, please list or contact David Dahlstrom at <u>david.dahlstrom@maryland.gov</u>.