

# Annual Report Worksheet Reporting (Calendar) Year 2022

## INSTRUCTIONS

Each Planning Commission/Board must approve an Annual Report for the reporting calendar year 2022 (January 1, 2022 - December 31,2022), as required under [§1-207\(b\)](#) of the Land Use Article. In addition, the Annual Report shall be filed with the local legislative body and the Maryland Department of Planning (MDP), via email to [david.dahlstrom@maryland.gov](mailto:david.dahlstrom@maryland.gov) and cc: to [mdp.planreview@maryland.gov](mailto:mdp.planreview@maryland.gov).

A jurisdiction may use the attached template form, or any of the previous Annual Report forms. The requirements have not changed for calendar year 2022, however, an optional survey is included in Section VII. We encourage all jurisdictions to respond.

**Section I- New Residential Permits**, and **Section II- Amendments and Growth-Related Changes**, are required by all local jurisdictions.

**Section III- Development Capacity Analysis**, is required every three years.

**Section IV- Locally Funded Agriculture Preservation**, is required for counties only.

**Section V – Measures and Indicators**, is required for jurisdictions reporting more than 50 new residential permits in Section I.

**Section VI- Adequate Public Facility Ordinances**, is required every two years for jurisdictions with adopted Adequate Public Facility Ordinances (APFOs).

**Section VII – Planning Survey Questions** is optional

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### Section I: New Residential Permits Issued (Inside and Outside the PFA) (§1-208(c)(1)(i) and (c)(3)(ii))

(A) In Table 1, New Residential Permits Issued (Inside and Outside the PFA) below, enter the number of new residential building permits issued in calendar year (2022). Enter 0 if no new residential building permits were issued in 2022.

**Table 1: New Residential Permits Issued  
Inside and Outside the Priority Funding Area (PFA)**

Residential – Calendar Year 2022	PFA	Non - PFA	Total
<b>New Residential Permits Issued</b>	69		69

### Section II: Amendments and Growth Related Changes In Development Patterns (§1-207(c)(1) through (c)(4))

*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.*

(A) Were any new comprehensive plan or plan elements adopted? If yes, briefly summarize what was adopted. Y  N

- (A) Ordinance No. 211 – Update to Development Impact Fees of the Leonardtown. The purpose is to increase the amount of wastewater impact fees payable upon the issuance of occupancy permits in the Town of Leonardtown. Effective: October 31, 2022.
- (B) Ordinance No. 215 – Update to Chapter 60 of the Leonardtown Critical Areas. Purpose is to correct language in ordinance as required by the MD Critical Area Commission, Effective: February 13, 2023.

(B) Were there any amendments to zoning regulations or zoning map? If yes, briefly summarize each amendment, include a map, or GIS shapefile, if available. Y  N

- (A) Ordinance No. 212 – Update to Water and Sewers of the Code of The Town of Leonardtown. The purpose of amending Chapter 150-18 (Payments and Charges) of the Code of Leonardtown to provide for a late fee for delinquent utility accounts. Effective: October 31, 2022.
- (B) Ordinance No. 213 – Amend Chapter 9 – Code of Ethics of the Town of Leonardtown. The purpose of amending Chapter 9 was to incorporate amendments enacted by the Maryland General Assembly pursuant to House Bill 363 – Chapter 252, Acts of 2021 and House Bill 1058 – Chapter 425, Acts of 2021. Effective November 14, 2022.

(C) Were there growth-related changes, including land use, annexations, zoning ordinance changes, new schools, changes in water or sewer service areas, municipal annexations that changed municipal or unincorporated area boundaries? If yes, describe or attach a map of the changes,

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and describe how they are consistent with internal, state, or adjoining jurisdiction plans.

Y  N

**(D)** If yes to municipal annexations, have copies of each adopted resolution been submitted to: Georgeanne Carter, Legislative Counsel Municipal Resolution Requisition Department of Legislative Services, 90 State Circle, Annapolis MD, 21401-1991? Y  N

**(E)** Did your jurisdiction recommend improvements to the local planning and development process? If yes, please describe. Y  N

(A) Resolution No. 3-23 – The Commissioners of Leonardtown adopted the St. Mary’s County Multi-Jurisdictional Hazard Mitigation Plan in 2006 by Resolution number 1-6 and on February 12, 2018. On March 13, 2023 the Town Commissioners adopted the amended 2022 St. Mary’s County Multi-Jurisdictional Hazard Mitigation Plan. Effective: March 13, 2023.

### Section III: Development Capacity Analysis (DCA)(§1-208(c)(1)(iii))

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

**(A)** Has an updated DCA been submitted with your annual report or to MDP within the last three years? Y  N

1. If no, explain why not, such as, no substantial growth changes.
2. If yes, when was the last DCA submitted? Identify month and year:

*Note: A DCA is not due if a comprehensive plan was updated in the past three years (2020-2022). MDP recommends that jurisdictions share DCAs with local school boards.*

Was the DCA shared with the local school board facilities planner? Y  N

**(B)** Using the most current DCA available, provide the following data on capacity inside and outside the PFA in Table 2, Residential Development Capacity (Inside and Outside the PFA):

**Table 2: Residential Development Capacity (Inside and Outside the PFA)**

Parcels & Lots w/ Residential Capacity	PFA	Non – PFA	Total
<b>Residentially Zoned Acres w/ Capacity</b>	1594		
<b>Residential Parcel &amp; Lots w/Capacity</b>	2020		
<b>Residential Capacity (Units)</b>	2020		

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### Section IV: (Locally) Funded Agricultural Land Preservation & Local Land Use Goal (Counties Only) [\(§1-208\(C\)\(1\)\(iv and v\)](#)

(A) How many acres were preserved using local agricultural land preservation funding? Enter 0 if no land was preserved using local funds. Enter the value of local program funds, if available.

**Table 3: Locally Funded Agricultural Land Preservation**

Local Preservation Program Type	Acres	Value (\$)
Example: Transfer of Development Rights	0	
Example: Building Lot Retirement	0	
Example: Land Purchase	0	
Example: Local Land Trust	0	
Example: Easement	0	
Example: Other	0	
<b>Total</b>	0	

\*State funded agricultural land preservation acres and values are not required to be reported as state funding is documented.

- (B) What is the county’s established local land use percentage goal? This percentage should include land uses within PFAs, not including PFA comment areas        %
- (C) What is the timeframe for achieving the local land use percentage goal?        Years.
- (D) Has there been any progress in achieving the local land use percentage goal?
- (E) What are the resources necessary (e.g. legislative actions (programs incentives), functional planning, and capital funding) for infrastructure inside the PFAs?
- (F) What are the resources necessary (e.g. legislative actions (program incentives and zoning changes), preservation planning, and easement funding) for land preservation outside the PFAs?

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### Section V: Measures and Indicators ([§1-208\(c\)\(1\)](#))

Note: Measures and Indicators, Section VII, is only required for jurisdictions issuing more than 50 new residential building permits in the reporting year, as reported in Table 1.

**Table 4A: Amount of Residential Growth (Inside and Outside the PFA)**

Residential – Calendar Year 2022	PFA	Non - PFA	Total
<b>Total Minor Subdivisions Approved</b>			
<b>Total Minor Subdivision Lots Approved</b>			
<b>Total Residential Units Approved in Minor Subdivisions*</b>			
<b>Gross Acres of All Approved Minor Subdivisions</b>			
<b>Net Lot Area** in Acres of All Approved Minor Subdivisions</b>			
<b>Total Major Subdivisions Approved</b>			
<b>Total Major Subdivision Lots Approved</b>			
<b>Total Residential Units Approved in Major Subdivisions</b>			
<b>Gross Acres of All Approved Major Subdivisions</b>			
<b>Net Lot Area** in Acres of All Approved Major Subdivisions</b>			
<b>Total Residential Units Constructed</b>	69		69
<b>Total Residential Units Demolished***</b>			
<b>Total Residential Units Reconstructed/Replaced***</b>			

\* Residential units may be greater than lots if they include duplexes, triplexes, or multifamily

\*\*Net lot area is the sum of all developed lots, minus open spaces and right-of-way, other publicly dedicated land.

\*\*\*Not required.

**Table 4B: Net Density of Residential Growth (Inside and Outside PFAs)**

Residential – Calendar Year 2022	PFA	Non – PFA	Total
<b>Total Residential Units Approved (Major + Minor Subdivisions)</b>	69		69
<b>Total Approved Net Lot Area (Major + Minor Subdivisions)</b>			

**Table 4C: Share of Residential Growth (Inside and Outside the PFA)**

Residential – Calendar Year 2022	PFA	Non – PFA	Total
<b>Total Units Approved (Major + Minor Subdivisions)</b>	69		69
<b>% of Total Units (Approved Residential Units)</b>	100%	%	100%

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Table 4D: Amount of Commercial Growth (Inside and Outside the PFA)

Commercial – Calendar Year 2022	PFA	Non - PFA	Total
<b>Site Plans</b>			
<b>Total # of Commercial Site Plans Approved</b>	1		1
<b>Gross Acres of All Approved Commercial Site Plans</b>	1.27		1.27
<b>Gross Building Area Approved in Square Feet for Commercial Site Plans</b>	3,685		3,685
<b>Building Permits</b>			
<b>Total Commercial Building Permits Issued</b>	1		1
<b>Gross Building Area Constructed in Square Feet for issued Building Permits</b>	3,685		3,685

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### Section VI: Adequate Public Facility Ordinance (APFO) Restrictions ([§7-104](#)) (Section VI is only required by jurisdictions with adopted APFOs)

*Note: Jurisdictions with adopted APFOs must submit a biennial APFO report. The APFO report is due by July 1 of each even year and covers the reporting period for the previous two calendar years. APFO reports for 2020 and 2021 are due July 1, 2022. However, jurisdictions are encouraged to submit an APFO report on an annual basis.*

- (A) What type of infrastructure is monitored and may trigger development approval restrictions or require a developer to address deficiencies? (List each for schools, roads, water, sewer, stormwater, health care, fire, police or solid waste.)
- (B) Has APFO impacted development approvals? Y/N
- (C) If APFO has delayed, limited, or denied development, defined here as a “restriction”:
- a. Are there infrastructure or service facility deficiencies that have triggered denials of development requests, or held up development approvals? Y/N  
*Note: This does not include APFO required developer-funded projects, , or phased development approvals due to APFO limitations, or APFO required study areas for approval.*
  - b. Can the impact area of facility deficiencies/ development restrictions, which temporarily delay development approvals, be mapped? Y/N
- (D) If yes for (C)(b), where is each restriction located? (Identify on a map, including PFA boundary.)
- (E) Describe what is causing each restriction.
- (F) If applicable, what is the proposed resolution of each restriction?
- (G) If applicable, what is the estimated date to resolve each restriction?
- (H) If a development restriction has been addressed, what was the resolution that lifted each restriction?
- (I) If a development restriction has been addressed, when was each restriction lifted?

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### Section VII: Planning Survey Questions (Optional)

*This information can help MDP and MDOT staff to identify potential pedestrian/bicycle projects and their funding.*

(A) Does your jurisdiction have a bicycle and pedestrian plan? Y  N

1. Plan name
2. Date Completed (MM/DD/YR)
3. Has the plan been adopted? Y  N
4. Is the plan available online? Y  N
5. How often do you intend to update it? (Every \_\_\_\_ years)
6. Are existing and planned bicycle and pedestrian facilities mapped? Y  N

(B) Does your jurisdiction have a transportation functional plan in addition to a comprehensive plan? Y  N

1. Plan name
2. Date completed (MM/DD/YY)
3. Has plan been adopted? Y  N
4. Is the plan available online? Y  N
5. How often do you intend to update it? (Every \_\_\_\_ years)

(C) Has your jurisdiction completed and submitted a five year mid-cycle comprehensive plan implementation review report this year? Y  N

*Note: To find out if your jurisdiction is scheduled to submit this report, consult the Transition Schedule (Counties) section located at: <https://planning.maryland.gov/pages/OurWork/compPlans/ten-year.aspx>*

If yes, please include the 5-Year Report as an attachment.

END

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**Submitting Annual Reports and Technical Assistance**

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- (A) Annual Reports may be submitted via email (preferred) to [david.dahlstrom@maryland.gov](mailto:david.dahlstrom@maryland.gov) with a cc: to [mdp.planreview@maryland.gov](mailto:mdp.planreview@maryland.gov), or if emailing is not possible 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 it has been approved by the planning commission and that a copy has been filed with the local legislative body. The cover letter should also indicate a point of contact(s) should MDP have questions about the report.
- (C) If you need assistance to prepare or submit reports, MDP regional planners are available to assist. Contact information is found at: [Planning.Maryland.gov/OurWork/local-planning-staff.shtml](http://Planning.Maryland.gov/OurWork/local-planning-staff.shtml)
- (D) You may wish to send additional copies directly to your MDP regional planner or school board facilities planner.
- (E) Copies of this annual report worksheet, and links to legislation about annual report requirements can be found on the Maryland Department of Planning website: [Planning.Maryland.gov/YourPart/SGGAnnualReport.shtml](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](mailto:david.dahlstrom@maryland.gov).