



Maryland DEPARTMENT OF PLANNING

4/30/2024

Re: Local Jurisdiction Annual Reports for Calendar Year 2023

Dear Planning Director and Planning Commission/Board Chairs,

I would like to thank all jurisdictions, planning commissions, and planning boards that prepared and submitted Local Jurisdiction Annual Reports for calendar year 2022. The information you provided is essential for the Maryland Department of Planning's (MDP's) *Summary of Local Government Annual Reporting*, submitted to the General Assembly. You can find the latest report to the General Assembly [here](#).

As required by the General Assembly since 1952, under Land Use Article [§1-207](#) (basic requirements), [§7-104](#) (adequate facilities reporting requirements), and [§1-208](#) (measures and indicators), all planning commissions and planning boards with planning and zoning authority are required to prepare and submit an annual report for calendar year 2023 by July 1, 2024, or as soon as possible. MDP compiles and analyzes this information to measure Maryland's progress toward meeting its smart growth goals, such as concentrating new development in Priority Funding Areas (PFAs).

As a reminder, we have streamlined our submission process. Annual reports, five-year mid cycle reports, comprehensive plans, annexations, PFA certifications, water and sewer plans, and APFO reports can now be submitted to mdp.planreview@maryland.gov. Instructions for all submissions are available at <https://planning.maryland.gov/Pages/OurWork/PlanSubmission/CompPlan.aspx>

The annual reporting process is a perfect time to review and discuss land use and development trends. MDP's reporting forms include questions that are designed to help spark conversations between planning staffs and local officials about development in their community, by posing such questions as: Did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction? Is this what our plan intended? How are our growth areas coming along? These types of discussions are important catalysts to promote the development of great communities. MDP has prepared [Annual Report templates](#) to assist with organizing the requirements, organized by type of jurisdiction, described below.

Jurisdictions issuing **fewer than 50** new residential permits are encouraged to use the annual report short form (For [Municipalities](#) or [Counties](#)) template.

Jurisdictions issuing **more than 50** new residential permits must report the additional measures and indicators requirements of [§1-208\(c\)](#). The requirements are summarized in the annual report [long form](#) template.

A copy of the latest summary report and annual report templates are available on our [Local Government Annual Report Tools](#) website. Additionally, you may find [The Benefits of Annual Reporting](#) presentation, of October 26, 2021, on the Maryland Planning Commissioners Association Conference website to be instructional.

In addition to the [10-Year Planning Cycle Schedule](#) for counties and municipalities, MDP has prepared a new voluntary planning tool for planning commissions/boards, [The Maryland Zoning CheckUp](#). The Maryland Zoning CheckUp is a self-evaluation tool for use in reviewing adopted zoning ordinances, codes, maps, and subdivision regulations. The tool addresses a variety of zoning topics to maintain and improve the performance of existing zoning mechanisms.

MDP would also like to remind you of the new comprehensive plan housing element requirement effective January 1, 2023. HB 90, passed during the 2021 General Assembly session, requires that housing elements for all non-charter counties and municipalities adopted after January 1, 2023, affirmatively further fair housing (AFFH). HB 17/SB 274 currently being considered in the General Assembly would extend this same AFFH housing element requirement to charter and code counties, with an effect date of January 1, 2025. Please see MDP's [HB 90 resource webpage](#) for more information.

Our department is always available to help you with the annual report so please do not hesitate to contact David Dahlstrom, AICP at david.dahlstrom@maryland.gov, if you have any questions or need assistance. We appreciate your participation.

Sincerely,

A handwritten signature in blue ink that reads "Charles W. Boyd". The signature is fluid and cursive, written in a professional style.

Charles W. Boyd, AICP
Assistant Secretary of Planning Services