



# *Managing Maryland's Growth*

## Revisiting the Comprehensive Plan: The Six Year Review

***This document may not reflect current law  
and practice and may be inconsistent  
with current regulations.***

The Economic Growth, Resource Protection, and Planning Act of 1992  
The "Smart Growth" Areas Act of 1997  
Article 66B, Land Use

Maryland Office of Planning

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# FOREWORD

*Revisiting the Comprehensive Plan: The Six Year Review* provides a guide for county and municipal planning commissions and staffs as they assess their Comprehensive Plans and implementation measures in accordance with Article 66B, Maryland's Land Use Enabling Law, and in furtherance of Maryland's Visions for growth and protection. It also suggests ways to build a foundation that can enable local planning programs to take advantage of various Smart Growth initiatives. This booklet discusses the opportunities presented by periodic plan assessments, describes a plan assessment process, and lists resources to assist in the process.

This booklet supplements an earlier publication, *Preparing a Comprehensive Plan (Models and Guidelines #13)*. Please consult the Maryland Office of Planning's ongoing series of *Models and Guidelines* for more detailed information on the planning concepts that are highlighted here (see page 22).

Readers should note that the 2000 Session of the Maryland General Assembly added an eighth vision to the Maryland Code. The new vision addresses adequate public facilities, is highlighted below in capital letters, and will take effect October 1, 2000. Jurisdictions updating the Plan on or after that date will have to implement the new vision. It can be addressed as part of the Plan's Community Facilities Element (see *Models and Guidelines #13*).

More information about public facilities is featured in *Models and Guidelines #14: Adequate Public Facilities* and in the Office of Planning report, *Making Smart Growth Work: Meeting Public Facility Needs in Growth Areas*. The new vision represents an important dimension of basic planning. Users of the *Models and Guidelines* will note that the adequacy of facilities has consistently been a part of the Office's description of areas "suitable" for growth as used in vision one.\* If facility adequacy has not been a prominent local policy to date, the new vision will require special attention during the Plan update process.

## **Article 66B, Section 3.06(b)** [recodified as section 1.01, effective October 1, 2000]

The State Economic Growth, Resource Protection, and Planning Policy is that:

- (1) development shall be concentrated in suitable areas;\*
- (2) sensitive areas shall be protected;
- (3) in rural areas, growth shall be directed to existing population centers and resource areas shall be protected;
- (4) stewardship of the Chesapeake Bay and the land shall be a universal ethic;
- (5) conservation of resources, including a reduction in resource consumption, shall be practiced;
- (6) to encourage the achievement of paragraphs (1) through (5) of this subsection, economic growth shall be encouraged and regulatory mechanisms shall be streamlined;
- (7) ADEQUATE PUBLIC FACILITIES AND INFRASTRUCTURE UNDER THE CONTROL OF THE COUNTY OR MUNICIPAL CORPORATION ARE AVAILABLE OR PLANNED IN AREAS WHERE GROWTH IS TO OCCUR; AND
- (8) funding mechanisms shall be addressed to achieve this policy.

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## CHAPTER ONE: WHY REVIEW THE COMPREHENSIVE PLAN?

### *Requirements*

The legal answer is that the Economic Growth, Resource Protection and Planning Act of 1992 (the Growth Act) amended Article 66B to require jurisdictions to periodically review their Comprehensive Plans and implementation measures.

The Growth Act requires all jurisdictions, at intervals of no more than six years, to review and, if necessary, update the Plan (section 3.05(b) of Article 66B\*). Implementation regulations that are consistent with the updated Plan, such as revised zoning and subdivision laws, should also be adopted (section 4.09 of Article 66B\*).

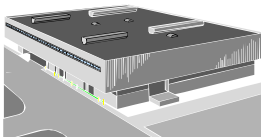
### *Opportunities*

The practical answer is that good planning is not the result of a static document, but is rather a continued reflection upon the Plan's actual results and whether those results are satisfactory to the community and consistent with the Plan. In this light, the six year update is an opportunity to take stock of current conditions, plan actions to correct problems, and determine ways to capitalize on assets.

Assessing the Plan creates the following opportunities:

#### ***Evaluate Plan Goals and Objectives***

Reviewing Plan goals, objectives, and policies will help determine if desired results are being achieved. An inventory of successes and failures can lead to recommendations for corrective measures where weaknesses or deficiencies are noted.



#### ***Address New Development Issues***

Look at new development issues, such as cellular towers and "big box" stores, which may now, or soon will, face the community. Reassess the validity of the Plan's recommendations in the face of contemporary development issues to ensure that the Plan adequately addresses these issues and that resulting development is consistent with the Plan's overall vision.

There may be trends that the locality wants to accommodate. For example, zoning for home occupations can address growth in home-based technology jobs. Aging baby boomers with "empty" large homes have potential to provide a supply of accessory apartments as part of an affordable housing strategy.

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\*Recodified for charter counties as section 1.03, effective October 1, 2000.

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### ***Access New Data***

Examine more current data such as 1998 Population Estimates (Appendix A) and data from new sources, such as Census 2000. Are the population projections in the Plan still accurate? Census 2000 provides a variety of social and economic information that is essential in the planning process. A timetable for the release of Census 2000 data products is included in Appendix B.

### ***Expand Plan Elements***

Broaden existing Plan elements to enhance their effectiveness. For example, the 1992 Growth Act requires a Sensitive Areas Element which establishes policies to protect streams and their buffers, 100-year floodplains, habitats of threatened and endangered species, and steep slopes. A jurisdiction can include other types of sensitive areas that may need protection such as greenways, scenic vistas, geologic features, well head areas, and Chesapeake Bay Critical Area (CBCA).

### ***Integrate with Other Local Plans***

Revisiting the Comprehensive Plan provides an opportunity to coordinate and integrate its goals, policies, and recommendations with other local plans and programs.

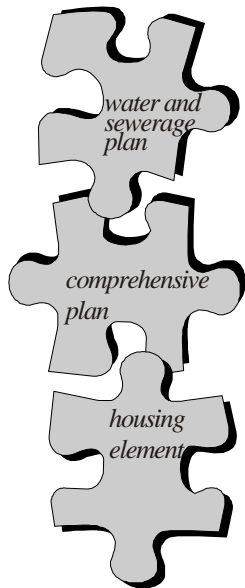
For example, a local government can simultaneously evaluate its CBCA Program for consistency with elements of the Plan. Periodic and concurrent updates to both documents can ensure a coordinated approach to land management and sensitive areas protection.

The Water and Sewerage Plan and Educational Facilities Master Plan are examples of other important documents that should be considered along with the Comprehensive Plan.

### ***Incorporate New Plan Elements***

Include new elements which are not in the Plan. For example, although not required, a Housing Element is an important component for sound growth management. A Plan should address a number of housing issues including location, type, condition, affordability, and community design.

Another optional element is a Community Revitalization Strategy, which can serve as a catalyst to reclaim deteriorating areas. A Neighborhood Business Element in the Plan can support eligibility for State incentives and programs. A Land Use - Transportation Element can improve integration of these two major growth management forces.



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Consider, as well, hazard mitigation planning as a component of local comprehensive planning. Planning guidelines and a model hazard mitigation plan are expected to be released later this year by the Maryland Emergency Management Administration.

***Integrate the 1997 Smart Growth and Neighborhood Conservation Initiatives***

Build on the Visions for Maryland's future by incorporating Smart Growth principles into the Plan. Smart Growth strengthens the State's ability to influence growth and enhance older developed areas. It also offers voluntary programs for growth and rural conservation. A local government that incorporates a foundation for Smart Growth into a revised Plan is ready to take advantage of State funding and regulatory initiatives intended for both growth and resource protection.



*Priority Funding Areas*

The Smart Growth Areas Act targets growth-related State infrastructure funding to "Priority Funding Areas" (PFAs). These areas typically have, or are planned for, significant infrastructure investment. In the plan update process, a jurisdiction can include data and policy support for the location and certification of PFAs.

*Special Municipal Considerations*

The Smart Growth Areas Act significantly affects a municipality's relationship with the State, its county, and school board. A municipality can, for example, certify new PFAs to the State for land annexed after January 1, 1997; conduct a land capacity and demand analysis, particularly infill capacity and redevelopment potential; adopt adequate facility standards for schools; and participate in education planning coordination with the school board and county. These topics are further examined in Chapter Three.

*Additional Smart Growth Programs*

Programs are highlighted here with more detailed information provided later.

**Rural Legacy:**

This grant program helps to protect geographically large areas from sprawl through the purchase of conservation easements, development rights, and fee-simple acquisitions;

**Voluntary Cleanup and Brownfields Revitalization**

**Incentive Programs:**

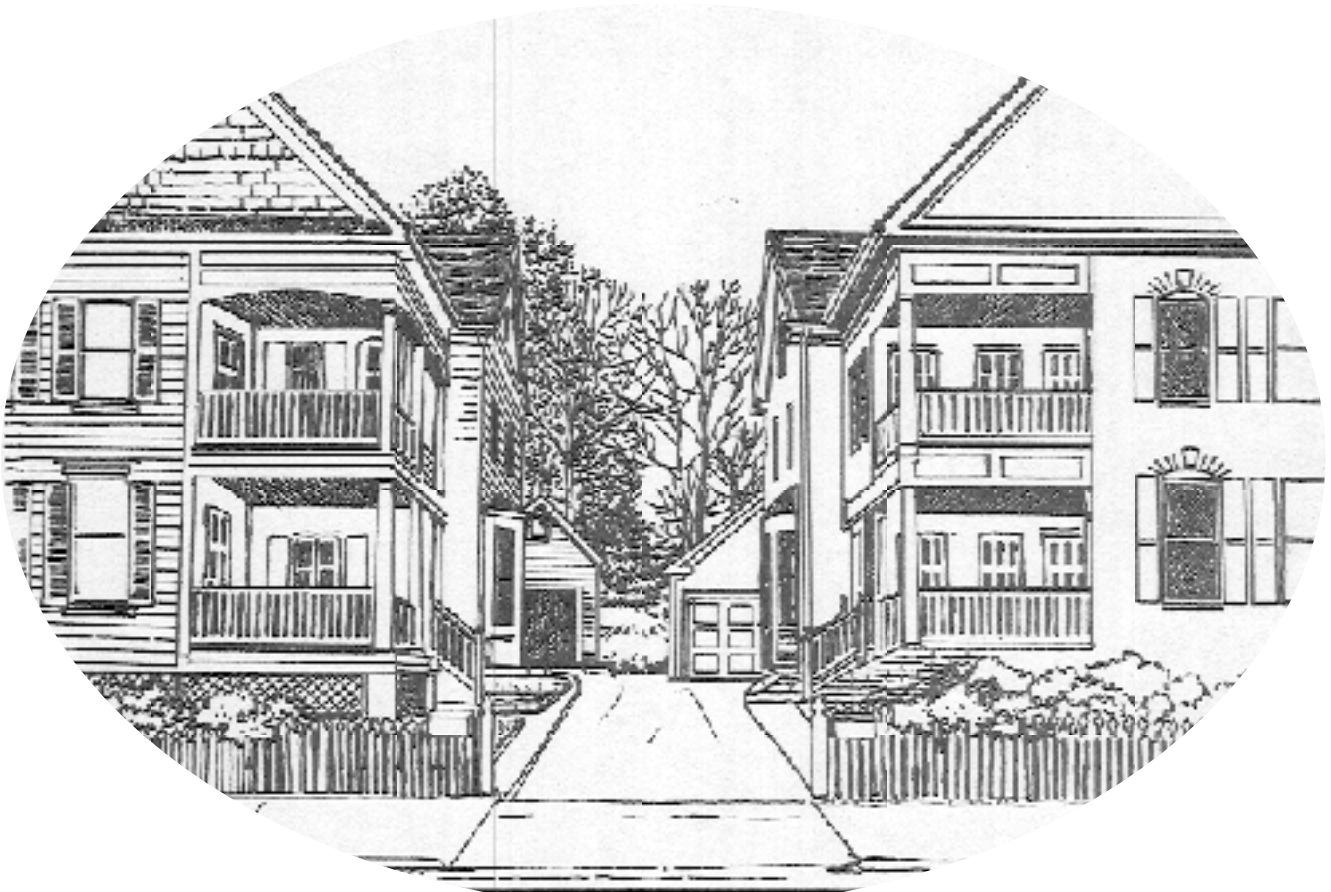
These programs facilitate clean-up of contaminated areas as well as subsequent redevelopment on those sites;

**Job Creation Tax Credit:**

This program provides income tax credits to businesses that create new jobs within designated areas to promote development; and,

**Live Near Your Work:**

This program provides State, employer, and local government matching cash grants to home buyers who purchase homes near their workplace.





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## CHAPTER TWO: REVIEWING THE PLAN: WHO IS INVOLVED?

### *Primary Participants*

The plan review and assessment process involves a number of key players that include the:

#### ***Local Legislative Body***

The legislative body generally directs and approves the plan assessment process within the parameters of constitutional and State law. After the assessment is completed, the legislative body considers the Planning Commission's recommendation and supporting documentation and decides if the Commission should proceed with Plan revision studies.

The final decision to amend the Comprehensive Plan or not rests with the local legislative body. This decision is reached after reviewing updated information, citizen comments, and the Planning Commission's proposed amendments.

#### ***Planning Commission***

The Commission is the most knowledgeable about the Plan because of its responsibility to prepare and recommend its adoption. The Commission can readily identify Plan weaknesses and suggest amendments to strengthen it and remedy deficiencies. The Planning Commission evaluates the Plan, public input, and information obtained from all of the available resources, and recommends to the legislative body whether the Plan needs to be revised. If it needs to be revised, the Commission is responsible for recommending the necessary amendments. Appendix C is an example of a recent plan amendment process that addresses a new development issue in a community.

#### ***Local Staff***

Local staff members provide valuable support to the Planning Commission and legislative body throughout the plan assessment process. Since they work with the Plan on a daily basis, they can readily identify problem areas or inconsistencies.

#### ***Citizens***

Public input is helpful to identify problem areas, generate ideas, and build support for Plan changes. The public must be stakeholders in the process. A number of participation techniques are possible, such as advisory groups, open forums, and visioning workshops. Additional information on techniques is found in *Models and Guidelines #13*, Section Three, Public and Intergovernmental Participation.



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*Other  
Participants*

Other players may be involved in the plan evaluation. They include:

***Special Advisory Group or Task Force***

The governing body can appoint a broad based citizen committee to review the Comprehensive Plan. Individuals appointed to this advisory group or task force will typically represent a wide cross section of community interests and offer an increased level of community support for any Plan changes. The advisory group helps the Planning Commission review the Comprehensive Plan, but does not supersede the authority or direct the activity of the Commission. The group reviews the entire Plan, or particular elements, and reports its findings and recommendations to the Planning Commission. Staff support for this group is critical.

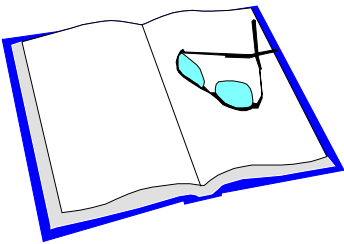
***Outside Technical Advisors***

A number of options are available for outside technical assistance, including county planning staff (in the case of a municipality), planning consultants, or the Maryland Office of Planning.

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## CHAPTER THREE: WHAT IS INVOLVED?

This Chapter suggests review tasks designed to help participants conduct a successful plan assessment. Recommended tasks include: review and evaluate Plan goals and objectives; analyze and update maps; assess the 1997 Smart Growth Act requirements and principles addressed in the Plan; and evaluate the Plan's implementation provisions. These tasks should help reviewers identify deficiencies and missed opportunities in the Plan and determine if it needs updating.



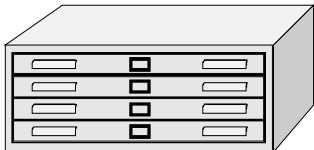
### ***Evaluate Current Plan***

Participants in the assessment should evaluate the Plan to determine if it still meets the needs of the community. First, determine if the goals, objectives, and policies are still valid. Ask if they are being achieved and, if not, why not. Perhaps the goals and objectives are not reasonable or the policies are not pertinent to the issues now facing the community.

Whatever the cause, early on it is important to determine if the Plan still reflects the ideas and desires of the community and is reflective of recent development trends. Where weaknesses or unwanted results and trends are noted, the Plan should be reshaped and amended to be consistent with the overall vision for the community.

### ***Revisit Plan Maps***

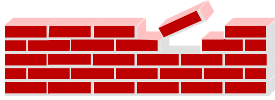
Maps are a central component of every jurisdiction's Comprehensive Plan. Maps provide an important visual and interpretive image of the Plan's development philosophy. They also bring to life the Plan's concepts and recommendations. All maps should be reviewed and the process begins with a check of the base map.



A base map is defined here as a map having sufficient points of reference, such as state, county, or municipal boundary lines, streets, streams, shoreline, and other selected physical features to allow the plotting of other data. Recent annexations will require municipal boundary changes. New streets may be open or new lots and streets platted since the last base map was prepared.

After the base map is updated, jurisdictions should review the Plan element maps to determine if they are still current. Consider adding new maps based on circumstances and actions since your the update.

Finally, zoning maps should also be examined to make sure they reflect all map amendments approved subsequent to their original preparation.



### ***Evaluate Plan in Terms of Smart Growth Areas Act***

Under the Act, the State may not fund growth related projects such as water, sewer, roads, and government buildings unless the project is located within a Priority Funding Area (PFA). The law designates specific PFAs across the State, however municipalities annexing territory after January 1, 1997 and counties may certify additional lands as a PFA if the land meets certain planning, zoning, and facility requirements.

The Plan should be reviewed to strategically integrate PFA requirements and Smart Growth principles for areas and projects that may require State growth-related funding in the future.

### ***Review Other Directives, Requirements, and Principles***

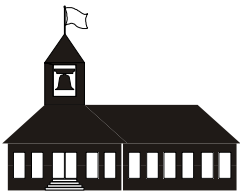
The Smart Growth Areas Act includes additional considerations for the plan assessment process:

#### ***Land Capacity/Land Demand Analysis***

This analysis is required for certification of PFAs. The capacity and demand analysis is especially important in municipalities and older urban areas where infill and redevelopment potential should be examined.

#### ***Adequate Facility Standards for Schools***

Municipalities exercising zoning authority that are located in counties with adequate facility standards for schools, must adopt standards that are substantially similar to either the county standards or the State Rated Capacity Standard.



#### ***Interjurisdictional Coordination Relating to School Capacity Standards***

Counties are required to confer with their municipalities when adopting new or revised school capacity standards. Municipalities should view this as an opportunity to participate in the county planning process.

#### ***Education Planning Coordination***

Annually, County Boards of Education must provide the county, and its municipalities that exercise zoning authority, with five year enrollment projections for schools serving students in or near municipalities and information about the student capacity of each school. This information can be a valuable resource when the Community Facilities Plan element is assessed and updated.

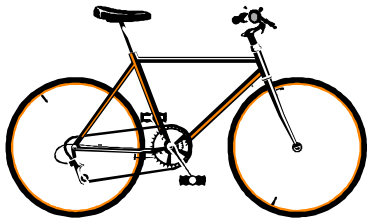
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### *Annexation Certification*

If an annexation occurs after January 1, 1997, in an area that was not certified by the county as a PFA, the municipality must certify that this area meets the criteria of the Act to qualify as a PFA.

### *Neighborhood Conservation Principles*

Basic Smart Growth neighborhood conservation principles should be encouraged including revitalization and conservation of existing communities; compact development; mixed uses; infill; reduction in sprawl; preservation of farmland, open space, and environmentally sensitive areas; close-knit neighborhoods; transportation systems which are centrally located and supportive of pedestrian and bicycle traffic; and a wide range of housing opportunities within neighborhoods. See Appendix D for a list of criteria to evaluate the Plan for Smart Growth principles.



### *Evaluate Plan Implementation Measures*

The plan assessment process also includes an evaluation of implementation measures such as zoning ordinances, subdivision regulations, and design guidelines. As part of this assessment, jurisdictions should evaluate:

#### *Implementation Consistency*

All jurisdictions are required to ensure that compliance with the visions of the Growth Act, as featured in the Plan, is being achieved through development regulations that are consistent with the Plan.

#### *Implementation Techniques*

Local governments have a wide array of techniques to help them implement the recommendations of the Comprehensive Plan. The Maryland Office of Planning's *Models and Guidelines* describe many of these techniques (see Chapter Six for additional information).

#### *Progress Achieving Smart Growth Principles*

The plan review process should also include an evaluation of the jurisdiction's progress implementing Smart Growth principles. A jurisdiction's development regulations should reflect these principles.

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## CHAPTER FOUR: HOW TO PROCEED?

Except for the six-year rule, and up to the point where the Planning Commission formally introduces a draft Plan for public review, each jurisdiction has ample flexibility to design a plan assessment process that is tailored to its specific needs. The following guidelines and suggestions are provided to assist in the assessment process.

### *Decide Who Participates*

First, decide who is going to review the Plan. The legislative body considers all of the potential participants described in Chapter Two. At a minimum, the process will include the legislative body, Planning Commission, and staff.

Officials need to determine if this basic working group is sufficient or whether additional assistance is needed. Additional assistance could be in the form of a citizen's advisory committee or outside technical assistance.

The legislative body must also decide how it wants to accommodate citizen participation. Officials must determine, for example, whether they want participation throughout the review or only at the public hearing stages.

### *Organize Work Sessions*

After participants are selected, the next step is to arrange and conduct work sessions to review the Plan in detail. These sessions can focus on individual elements of the Plan or specific development issues. This allows participants to study sections of the Plan in advance and come to meetings prepared to discuss particular issues or concerns they have identified.

The organizational framework should be flexible enough to permit the jurisdiction to bring in outside experts to provide data, explain technical and policy issues, and discuss alternative approaches to specific planning issues.

Work sessions can focus on specific plan and implementation tasks, including a general review of the current Plan and Plan maps, a detailed review of each Plan Element, an assessment of how Smart Growth principles can be integrated, and an evaluation of current implementation measures, such as zoning and subdivision regulations.

The remainder of this chapter discusses specific work topics for the assessment process with emphasis on Smart Growth principles.

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## Work Topics

### ***General Review of Plan and Plan Maps***

Review the goals and objectives of the Plan, along with the Plan maps, and identify any obvious problems or inconsistencies. Since this is the initial broad overview of the Plan, this analysis should be thorough, yet brief, noting only the most crucial concerns. This overall assessment serves as the framework for review and discussion when conducting the more detailed plan assessment.

### ***Plan Review by Individual Element***

Examine and discuss each element to identify any areas that need updating or revision. To stimulate thinking and generate discussion, develop thought provoking questions for each Plan element. Responses to these questions will serve as a general indicator of the need for Plan revisions. Appendix E includes a list of sample questions.

### ***Assess How the Plan Addresses Smart Growth***

The guidance questions listed below will help determine if further action is needed. Suggestions are offered along with references to other *Models and Guidelines* booklets.

Acres 

Units 

Population 

### ***Land Capacity/Land Demand Analysis***

Does the Plan include estimates of the holding capacity of areas planned for new residential growth, infill, and redevelopment?

The Smart Growth Areas Act requires that the size of priority funding areas be based on an analysis of the capacity of land areas available for development and land area needed to satisfy demand for development at densities consistent with the Comprehensive Plan.

Municipal numbers will be particularly useful for a county when it estimates the county wide holding capacity which must consider municipal growth potential. Is the acreage planned to accommodate residential development in the county (including municipal capacity) sufficient to accommodate projected growth or is it much greater than demand? If the supply of planned residential land is too high in relation to demand, it may invite sprawl development. An example of estimating holding capacity and projecting land demand is presented in *Models and Guidelines #17, Smart Growth: Designating Priority Funding Areas*.



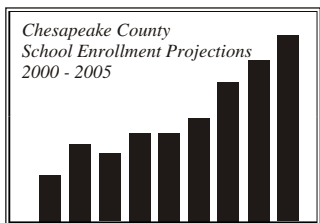
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### *Adequate Facility Standards for Schools*

Does the community facilities or implementation element of the Plan recommend adequacy standards for schools? If a municipality, is the standard similar to either the county's standard or the State Rated Capacity Standard? If required to adopt an adequacy standard for schools and the municipality has not done so, address this issue as part of the plan review process. Discuss the need for an adequacy standard and recommend a standard similar to the county's standard or the State Rated Capacity Standard. For additional information on adequate facility standards for schools, please consult *Models and Guidelines #14: Adequate Public Facilities* and *#16: Smart Growth: Municipal Implementation*.

### *Interjurisdictional Coordination and School Capacity Standards*

Have municipal and county governments coordinated adoption of new or revised school capacity standards? If the county decides to adopt adequate facility standards for schools, all of its municipalities are required to adopt the county's standard or the State Rated Capacity Standard. Also, a decision by the county to revise its adequacy standard for schools will affect municipalities. For more information on these requirements, please consult *Models and Guidelines #16: Smart Growth: Municipal Implementation*.



### *Education Planning Coordination*

Does the jurisdiction receive five year enrollment projections and information about the student capacity of each school within or near the jurisdiction from the County Board of Education? If the answer is "no," contact the Board. Evaluate enrollment and capacity information in the plan review process and amend the Comprehensive Plan as needed.

### *Annexation Certification (Municipalities)*

Have all post-January 1, 1997 annexations been reviewed to determine if they satisfy the criteria for PFA designation? Have qualifying annexations been certified to the Maryland Office of Planning as PFAs? Uncertified annexed land is not recognized as a PFA and is not eligible for State growth related funding. For additional assistance on how to certify an annexation, please refer

to *Models and Guidelines #16: Smart Growth: Municipal Implementation*. In the plan review process, municipalities should study areas surrounding their corporate limits for annexation potential, determine whether and how these areas can satisfy the requirements for PFA certification, and adjust the Plan's annexation strategy accordingly. Annexation strategy is an interjurisdictional

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issue. For a detailed discussion of annexation, please refer to *Models and Guidelines #6: Interjurisdictional Coordination for Comprehensive Planning*.

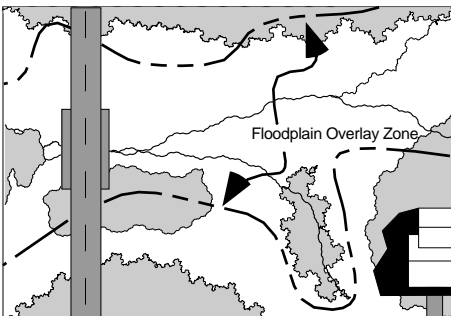
### ***Evaluate Plan Implementation Measures***

#### *Evaluate Implementation Consistency*

Local governments need to ensure that the Comprehensive Plan is being implemented. Examine recommendations in each element of the Comprehensive Plan. If the Plan's implementation recommendations are not reflected in the development regulations, take the appropriate steps to do so. If such recommendations are no longer valid, the Plan should be amended accordingly.

#### *Evaluate Implementation of Smart Growth Principles*

Examine development regulations to determine if these principles are embraced. Appendix F includes suggestions for integrating Smart Growth into local development regulations.



#### *Evaluate Other Implementation Measures*

A number of other programs (for example, Capital Improvement Program, Chesapeake Bay Critical Area, Forest Conservation, Rural Legacy, Floodplain Management, Main Street, and Live Near Your Work) are available to implement the recommendations of the Plan. Evaluate these tools and programs to determine if they might be helpful. If they are already being used, are they working effectively?

#### *Review County and Municipal Functional Plans*

County and municipal functional plans provide a valuable source of information for the plan review process. Functional plans contain a detailed analysis of specific facilities and services. These plans include the County Water and Sewerage Plan, the County Land Preservation and Recreation Plan, and the Educational Facilities Master Plan. Review these plans for consistency with the Comprehensive Plan. For example, are the planned water and sewer service areas in the county water and sewerage plan consistent with the designated growth areas in the Comprehensive Plan? Functional plans and the Comprehensive Plan need to work together for a complete growth management system.

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### *Annual Reports*

An annual report is also helpful to identify issues and problems. Section 3.09 of Article 66B requires non-charter county and municipal Planning Commissions to prepare, adopt, and file annual reports with the local legislative body.

The annual report is a retrospective look at development activity within the jurisdiction with a focus on whether that activity is, or is not, consistent with a variety of adopted plans. The annual report can document the strengths and weaknesses of the planning program. If the Commission does not prepare an annual report, this should be a component of future Commission work activities.

### *Benchmarks*

The plan review work group should be results oriented. The assessment is more effective if the current Plan has benchmarks.

Benchmarks help spot desirable and undesirable trends and help identify issues to improve the Plan's implementation.

Benchmarks should relate to the jurisdiction's physical, economic, social, and environmental condition.

Examples of benchmarks include: acres of protected and converted rural farmland and forest land; number of building permits issued on septic systems and public sewerage; number of subdivided lots and building permits issued in and beyond designated growth areas; length of sidewalks constructed or reconstructed; sewage or water treatment plant capacity; ratio of park and recreation land per capita; and number of jobs and square feet of office and business space gained and lost.

If the Comprehensive Plan does not include any benchmarks, consider adding them.

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## CHAPTER FIVE: IS A REVISION NEEDED?

After completing the plan review process, the Planning Commission recommends a course of action to the legislative body. If the recommendation is to revise the Plan and the legislative body concurs, follow the steps in Option A. If the Commission recommends that changes are not needed and the legislative body concurs, follow the steps in Option B.

### *Option A*

#### Comprehensive Plan Needs to be Revised

##### Step 1:

Planning Commission directs or conducts studies and analyses on the issues identified.

##### Step 2:

After reviewing the research, the Commission directs or prepares the necessary Plan amendments.

##### Step 3:

Plan amendments are referred to State agencies and all adjoining planning jurisdictions at least 60 days prior to the public hearing. Jurisdictions can utilize the State Clearinghouse for this review. The Clearinghouse will distribute copies of the Plan amendment to the appropriate State agencies and adjoining jurisdictions, and provide a consolidated set of comments from the reviewing agencies.

##### Step 4:

Planning Commission holds at least one advertised public hearing.

##### Step 5:

Commission recommends adoption of the proposed Plan amendments by resolution to the local elected officials.

##### Step 6:

Elected officials consider the Planning Commission's recommendation at a regularly scheduled meeting or following their own public hearing.

##### Step 7:

Elected officials adopt the Plan amendments, in whole or in part, as submitted by the Commission, or return the Plan to the Commission for further consideration.

##### Step 8:

Forward adopted Plan elements to the Maryland Office of Planning's depository library.

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*Option B*

No Plan Revisions are Needed

Step 1:

Planning Commission forwards a letter to the elected officials stating that, after a thorough review, the Commission concludes that the Comprehensive Plan needs no changes. (See Appendix G for Model Letter.)

Step 2:

Legislative body reviews the Commission's recommendation.

Step 3:

Legislative body adopts a resolution stating it has reviewed the Comprehensive Plan and the Planning Commission's recommendation, and has determined that no revisions are needed at this time. (See Appendix H for Model Resolution.)

Step 4:

Forward the resolution to the Maryland Office of Planning.

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## CHAPTER SIX: WHAT RESOURCES ARE AVAILABLE?

A variety of resources including technical assistance, data, maps, and ideas are available to make the plan review process more effective. Coordination with local, State, and federal agencies is also helpful to identify problems and opportunities, and resolve conflicts. Once areas are identified where assistance is needed, whether it be for creating a greenway trail network, establishing a historic district, or adequately protecting natural resources, knowing where to get assistance to achieve a task is the critical next step. The following table lists Plan components and selected resources. A separate and more detailed list of resources for Plan implementation is provided in Appendix I.









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The following Models and Guidelines are particularly relevant to the plan assessment and update process:

*Regulatory Streamlining (Models and Guidelines #4)*

*Interjurisdictional Coordination for Comprehensive Planning (Models and Guidelines #6)*

*Clustering for Resource Protection (Models and Guidelines #8)*

*Transferable Development Rights (Models and Guidelines #9)*

*Overlay Zones (Models and Guidelines #10)*

*Achieving Environmentally Sensitive Design (Models and Guidelines #11)*

*Urban Growth Boundaries (Models and Guidelines #12)*

*Preparing A Comprehensive Plan (Models and Guidelines #13)*

*Adequate Public Facilities (Models and Guidelines #14)*

*Smart Growth: Municipal Implementation (Models and Guidelines #16)*

*Smart Growth: Designating Priority Funding Areas (Models and Guidelines #17)*

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