



# Influencing Development in Your Community

## A CITIZEN'S GUIDE FOR MARYLAND





# Influencing Development in Your Community

## A CITIZEN'S GUIDE FOR MARYLAND

June 2004

A publication of the Chesapeake Bay Foundation. Copyright © 2004.

This guide was written and designed by Beverly Bass, under the direction of George Maurer, Senior Planner. "Organizing for Change" was written by Terry Cummings, CBF Grass Roots Coordinator. Additional contributions were made by Jenn Aiosa and Robin Ladd. Cover photo by the Chesapeake Bay Foundation.

Funding for this publication has been generously provided by the Surdna Foundation.

For more information, see three Chesapeake Bay Foundation supplements to this publication that provide more detail on specific conservation programs in Maryland.

- "A Citizen's Guide to the Forest Conservation Act in Maryland"
- "A Citizen's Guide to the Critical Area Program in Maryland"
- "A Citizen's Guide to Protecting Wetlands in Maryland"

These publications are available online from the Chesapeake Bay Foundation at [www.savethebay.cbf.org](http://www.savethebay.cbf.org).



## Updates to “Influencing Development in Your Community: A Citizen’s Guide for Maryland” (as of July 2015)

*This document provides updates to content, links, and contact information for the June 2004 publication, “Influencing Development in Your Community: A Citizen’s Guide for Maryland.”*

Page 11: The updated link for CBF’s page on land use and the Chesapeake Bay is:  
<http://www.cbf.org/about-the-bay/issues/land-use>.

The updated “New Urbanism” link is: [www.newurbanism.org](http://www.newurbanism.org).

Additional information about Transit-Oriented Development may be found at:  
<http://www.transitorienteddevelopment.org/>

Page 12: Maryland enhanced its smart growth policies and laws in 2009 by signing what is known as the “Smart, Green, and Growing” legislative package. Smart, Green, and Growing created twelve new visions for sustainable growth in Maryland, established statewide goals for growth, added laws to strengthen local comprehensive planning, and required counties to track and report growth-related indicators annually to the Maryland Department of Planning. See <http://green.maryland.gov/> and [http://green.maryland.gov/smart\\_growth/](http://green.maryland.gov/smart_growth/) for more information.

The link to the Governor’s Office of Smart Growth website is no longer live. Use:  
<http://planning.maryland.gov/ourwork/smartgrowth.shtml>

Page 15: The cited source is now available at: <http://www2.epa.gov/smartgrowth/epa-guidance-improving-air-quality-through-land-use-activities>

Page 17: Comprehensive plans must now be updated every ten years now, rather than every six.

Page 21: The Sustainable Growth and Agricultural Preservation Act of 2012 encourages counties and municipalities to adopt a “tiered” plan for future residential development that helps to conserve rural areas and protect water quality. State law sets standards for what type of lands to include in each tier. In general, areas planned for water and sewer fit into Tiers 1 and 2 (allowing substantial development), while future growth areas on septic systems fit into Tier 3. Most rural regions qualify for Tier 4 status, the most protective. New major residential subdivisions are not permitted in Tier 4 areas unless the local jurisdiction has adopted strong rural zoning protections. Detailed implementation guidance for tier mapping can be found at MDP’s website at:  
<http://www.mdp.state.md.us/PDF/OurWork/SepticsBill/SB236ImplementationGuidanceV2.pdf>

Page 23: The updated link to the Department of Natural Resources’ Forest Conservation Act web page is:  
<http://dnr2.maryland.gov/forests/Pages/programapps/newfca.aspx>

Page 24: Comprehensive plans now also require a “water resources element” in addition to the sensitive area element.

The updated link for Maryland Department on the Environment's Regulations for Floodplain Development is:

[http://www.mde.state.md.us/programs/Water/FloodHazardMitigation/RegulationsforFloodplainDevelopment/Pages/Programs/WaterPrograms/Flood\\_Hazard\\_Mitigation/devRegulations/index.aspx](http://www.mde.state.md.us/programs/Water/FloodHazardMitigation/RegulationsforFloodplainDevelopment/Pages/Programs/WaterPrograms/Flood_Hazard_Mitigation/devRegulations/index.aspx)

Page 25: "Stormwater Management" --The Stormwater Management Act of 2007 requires that Environmental Site Design, through the use of nonstructural best management practices and other better site design techniques, be implemented to the maximum extent practicable. The Maryland Department of the Environment (MDE) is charged with implementing the provisions of the Stormwater Management Act (Environment Article §§ 4-201 and 4-203).

Relevant updates related to this law may be found here:

<http://www.mde.state.md.us/programs/Water/StormwaterManagementProgram/Pages/Programs/WaterPrograms/SedimentandStormwater/swm2007.aspx>

The link for the Maryland Stormwater Design Manual, Vols. I and II is:

[http://www.mde.state.md.us/programs/Water/StormwaterManagementProgram/MarylandStormwaterDesignManual/Pages/Programs/WaterPrograms/SedimentandStormwater/stormwater\\_design/index.aspx](http://www.mde.state.md.us/programs/Water/StormwaterManagementProgram/MarylandStormwaterDesignManual/Pages/Programs/WaterPrograms/SedimentandStormwater/stormwater_design/index.aspx)

The current link for MDE's list of laws and regulations affecting wetlands and waterways is here:

[http://www.mde.state.md.us/programs/Water/WetlandsandWaterways/Pages/Programs/WaterPrograms/wetlands\\_waterways/](http://www.mde.state.md.us/programs/Water/WetlandsandWaterways/Pages/Programs/WaterPrograms/wetlands_waterways/)

Page 26: The current link for MDE's list of laws and regulations affecting wetlands and waterways is here:

[http://www.mde.state.md.us/programs/Water/WetlandsandWaterways/Pages/Programs/WaterPrograms/wetlands\\_waterways/](http://www.mde.state.md.us/programs/Water/WetlandsandWaterways/Pages/Programs/WaterPrograms/wetlands_waterways/)

The link for "A Citizen's Guide to Protecting Wetlands in Maryland" is:

<http://www.cbf.org/Document.Doc?id=163>

Page 28 – "Preserving Neighborhoods and the Environment..." is no longer available online, but "How to Win Land Development Issues" by Community and Environmental Defense Services is now available on their website: <http://ceds.org/pdfdocs/HTW.pdf>. *Everyone Wins: A Citizen's Guide to Development*, by CEDS President Richard Klein, is available online at <http://www.amazon.com/Everyone-Wins-Citizens-Guide-Development/dp/0918286646>.

Page 29: MD Historical Trust's phone number is 410/514-7600.

Page 54: The Citizen's Handbook is available at: <http://www.citizenshandbook.org/>

The Virginia Organizing Guide is available at: <http://www.virginia-organizing.org/organizing-toolbox/>

The Community Toolbox is available at: <http://ctb.ku.edu/en>

The Center for Public Integrity (re: Campaign Financing, etc.) is at: <http://www.publicintegrity.org/>

The Midwest Academy is at: <http://www.midwestacademy.com/training/organizing-social-change/>

*Organizing for Social Change* by Kim Bobo, Jackie Kendal, and Steve Max is now in its 4<sup>th</sup> Edition (January 22, 2010) and still available directly from the Midwest Academy or on amazon.com.

The “Web Design” and “Web Communities” links have not been updated. If you need help finding resources on these topics, contact us.

Page 56: The phone numbers for the Maryland Department of the Environment Tidal and Non-tidal Wetlands Division have been changed to 410/537-3837 (Tidal) and 410/537-3768 (Non-tidal)

The phone number for the MDE Soil and Erosion Compliance Program is 410/537-3543.

To report erosion and sediment control problems in the following counties and municipalities, please call:

Anne Arundel County	(410) 222-7777
Annapolis	(410) 263-7946
Baltimore City	(410) 396-0732
Baltimore County	(410) 887-3226
Calvert County	(410) 535-9235
Carroll County	(410) 386-2210
Charles County	(301) 645-0700
Dorchester County	(410) 228-2920
Frederick County	(301) 600-3507
Harford County	(410) 879-2000
Bel Air	(410) 879-9507
Aberdeen	(410) 272-1600
Howard County	(410) 313-1855
Kent County	(410) 778-7467
Montgomery County	(240) 777-0311
Gaithersburg	(301) 258-6330
Rockville	(240) 314-8870
Prince George's County	(301) 883-5600
Bowie	(240) 508-5271
Greenbelt	(301) 474-8004
Laurel	(301) 725-5300
WSSC	(301) 206-8072
Worcester County	(410) 632-1200

For all other locations in Maryland, call the Maryland Department of the Environment:

Week Days	(410) 537-3510
Nights/Weekends	1-866-633-4686

The phone number for the Maryland Department of the Environment is 410/537-3000.

The phone number for the Maryland Department of Natural Resources Forest Service is 410/848-9290.

Possible violations of construction or grading permits in the Critical Area should first be addressed to the agency that issued the permit—usually local government. If this does not resolve the program, violations are handled by the Maryland Department of Natural Resources, Natural Resources Police; call 410/260-8880 to report suspected violations.

Page 66: Maryland Department of Planning can also be found at: [www.planning.maryland.gov](http://www.planning.maryland.gov).

Page 67: The FEMA Map Service Center is now located at 500 C Street SW, Washington, DC 20472, phone: 877-336-2627 or online at: [https://www.floodmaps.fema.gov/fhm/fmx\\_main.html](https://www.floodmaps.fema.gov/fhm/fmx_main.html).

The USDA Natural Resources Conservation Service's phone number is 410/757-0861 and website is: [www.nrcs.usda.gov](http://www.nrcs.usda.gov). Maryland soils information can be found here: <http://www.nrcs.usda.gov/wps/portal/nrcs/main/md/soils/>

US-Environmental Protection Agency's Region 3 phone number is 215/814-5100.

US Army Corps of Engineers, Baltimore District's phone number is now 410/962-3670.

The US Fish and Wildlife Service Chesapeake Bay Field Office's phone number is 410/573-4599 and website is: [www.fws.gov/chesapeakebay](http://www.fws.gov/chesapeakebay).

The USGS National Mapping Information website is: <http://nationalmap.gov/>

Page 68: ACORN no longer exists.

Alliance for the Chesapeake Bay's main office is now located at 501 Sixth Street, Annapolis, MD 21403, phone: 443/949-0575, website: [www.allianceforthebay.org](http://www.allianceforthebay.org)

American Planning Association is now located at 1030 15<sup>th</sup> Street, NW, Washington, DC 20005-1503. Their Legislative Guidebook is available at: <https://www.planning.org/growingsmart/guidebook/print/>

Audubon Naturalist Society's updated web address is: [www.anshome.org](http://www.anshome.org)

Center for Livable Communities is now located at 980 9<sup>th</sup> Street, Suite 1700, Sacramento, CA 95814, phone: 916/448-1198.

Page 69: Center for Understanding the Built Environment does not have a physical address or phone number.

Center for Watershed Protection has moved to 3290 North Ridge Street, Suite 290, Ellicott City, MD 21043.

Center on Urban and Metropolitan Policy can be found at: <http://www.brookings.edu/about/programs/metro>

Chesapeake Bay Foundation's website is now: [www.cbf.org](http://www.cbf.org).

Chesapeake Bay Program is now located in Suite 112 at the same physical address.

Common Cause is now located at 1139 19<sup>th</sup> St. NW, Washington, DC 20036.

Community and Environmental Defense Services' physical address is now at 21300 Heathcote Rd., Freeland, MD 21503 and phone number is 410/654-3201.

Page 70: Community Services-Washington is now at 1301 Pennsylvania Ave. NW, Suite 550, Washington, DC 20004, phone number 877/827-2385, website: [www.ncl.org](http://www.ncl.org)

Congress for the New Urbanism is located at the Marquette Building, 140 Dearborn St., Suite 404, Chicago, IL 60603, phone 312/551-7300.

Lincoln Institute of Land Policy has an additional phone number of 617/661-3016.

Main Street Center of National Trust for Historic Preservation is now located at 2600 Virginia Ave., Suite 1100, Washington, DC 20036, phone number 202/588-6000 or 800/944-6847, website: [www.mainstreet.org](http://www.mainstreet.org).

Maryland League of Conservation Voters is now located at 86 Maryland Avenue, Annapolis, MD 21401.

Maryland Public Interest Research Group has a new phone number: 410/467-9389 and website: [www.marylandpirg.org](http://www.marylandpirg.org).

Midwest Academy is now located at 27 E. Monroe, 11<sup>th</sup> Floor, Chicago, IL 60603, website: <http://www.midwestacademy.com/training/organizing-social-change/>

Page 71: National Association of Local Government Environmental Professionals is now located at 101 Connecticut Ave., Suite 405, Washington, DC 20036, phone: 202/337-4503.

National Neighborhood Coalition's new address is 733 15<sup>th</sup> Street NW, Washington, DC 20005, phone: 202/628-8899.

Partners for Livable Communities is now located at 1429 21<sup>st</sup> Street NW, Washington, DC 20036, website: [www.livable.org](http://www.livable.org).

Sierra Club-Maryland is now located in Suite 102 in the same location.

Page 72: Smart Growth America is now located at 1707 L Street NW, Suite 250, Washington, DC 20036, phone 202/207-3355, website: [www.smartgrowthamerica.org](http://www.smartgrowthamerica.org).

Smart Growth Network is now located at 1200 Pennsylvania Ave. NW, Washington, DC 20460.

The Sustainability Institute appears to no longer exist in its previous form.

The Trust for Public Land has a phone number of 202/543-7552 and website: [www.tpl.org](http://www.tpl.org).

The Urban Land Institute is now located at 4909 Cordell Ave., 2<sup>nd</sup> Floor, Bethesda, MD 20814, phone: e1240/497-1919.

NOTE: We have not updated any of the links included in "References," but a simple web search by title should help you locate these resources if they have been moved.



# TABLE OF CONTENTS

---

<b>I.</b>	<b>Introduction</b>	<b>4</b>
	Who is this Guide For?	5
	How to Use this Guide	6
	Growth in the Chesapeake Bay	7
	From Filter to Funnel	8
	Development Patterns: Part of the Problem, Part of the Solution	9
	Alternatives to Sprawl	10
	Smart Growth in Maryland	12
	Smart Growth Zoning and Land Conservation Tools	13
<b>II.</b>	<b>Understanding the Development Process</b>	<b>14</b>
	Who's Who in Land Use Planning and Development Approvals	15
	The Land Use Planning Process	17
	Other Important Plans	18
	Understanding the Development Approval Process	19
	Additional Review Procedures	21
	Important Environmental Regulations	22
<b>III.</b>	<b>Understanding a Proposed Development Project</b>	<b>27</b>
	Phase 1: Obtaining Information about the Project	28
	Phase 2: Reviewing the Project for Impacts	30
	Phase 3: Putting it All Together	41
<b>IV.</b>	<b>Organizing for Change</b>	<b>45</b>
	Where Does Power Come From?	46
	Getting Organized	47
	Constituents, Allies and Opponents	49
	Tactics	50
	Putting the Campaign in Motion	51
	Case Study: Douglas Point Sand And Gravel Mine Proposal	52
	Resources for Organizing	54
<b>V.</b>	<b>Monitoring and Enforcing Development Projects</b>	<b>55</b>
<b>VI.</b>	<b>Model Projects</b>	<b>57</b>
	Citizen Involvement in the Planning Process—Envision Utah	58
	Residential Development—Solomon's Landing, Calvert County, MD	59
	Commercial Development—Philip Merrill Environmental Center, Chesapeake Bay Foundation, Annapolis, MD	60
	Farmland Protection—Montgomery County, MD	61
	Community Planning—Kentlands, MD	62
<b>VII.</b>	<b>Resources</b>	<b>63</b>
	Glossary	63
	Contact Information	66
	References	73
<b>VIII.</b>	<b>Appendices</b>	<b>78</b>
	Worksheet A: Project and Site Analysis	78
	Worksheet B: Midwest Academy Strategy	84



# I. INTRODUCTION

---

For many of us, communities and towns seem to be changing right before our eyes. Farms are becoming housing developments or shopping centers and edges of cities are creeping into the countryside. Often you hear the question, “Who is allowing this to happen?” The answer to that question is complex and multi-faceted. The short answer is that we all have a role to play in how our communities develop. Growth may be inevitable in the Chesapeake Bay region as the number of people living here increases, but the form that growth takes is up to us. As a citizen, you *do* have a say in how and where growth occurs.

If you are reading this guide, you are no doubt concerned about future development in your community. It is important to remember that your chances of affecting a development project are much greater if you get involved in the process early. Once the physical signs of impending development appear, such as surveyor’s stakes or earthmoving equipment, most decisions have been made and the opportunities to stop or change the project are limited. This guide will:

- Help you understand the development process and development projects
- Tell you how to be an effective advocate for responsible growth
- Give you ideas about how to become involved in development issues in your community



# Who Is This Guide For?

---

This Guide is for you if:

**You want to influence growth in your community by changing or stopping bad developments and promoting good ones.**

This guide is also for you if:

- You want to learn more about how our current patterns of growth are hurting the Bay and the environment.
- You see evidence of sprawl and runaway growth in your community and want to do something about it.

Getting involved in planning or development issues does not require any special training, just a desire to make your community a great place to live. It does require a significant investment of time and energy. Most development projects take months or years from start to finish and as a citizen, you will need commitment and energy to make your voice heard. It is often easier to achieve your goals if you form a group with neighbors or other individuals who share your concerns.



*Nearly 70 percent of Marylanders surveyed believe that if current growth and population trends continue, the quality of life in Maryland will deteriorate. \**

\*Source: Mason-Dixon Polling and Research

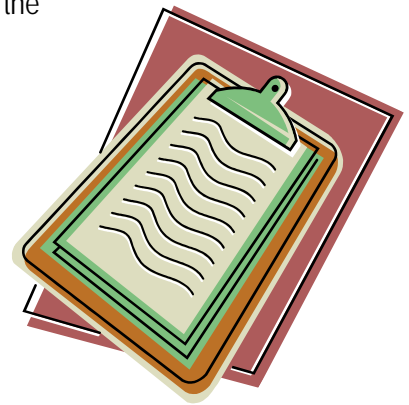


# How to Use This Guide

---

This guide provides an overview of issues and processes regarding development projects that are typical for Maryland. As an overview, the guide provides general information. It includes references to various sources for those who would like to learn more about a particular topic. In order to help you understand the many issues related to land development, this guide provides background information on the following broad topics:

- Growth patterns and how they affect the Chesapeake Bay watershed and the people who live in it
- Smart Growth in Maryland
- The development process
- Techniques and methods for analyzing a development project
- Strategies for changing, stopping or supporting development projects



This guide will get you started on what to do or how to find more information if you need it. Since the guide was written for Maryland as a whole, it will be necessary to contact your local county to learn about the specific laws and regulations for your jurisdiction. A reference section is included with contact information for local jurisdictions, organizations and web sites.

# Growth and the Chesapeake Bay

## The Fate of the Bay Rests With the Fate of the Land

The Chesapeake Bay is part of an environmental system composed of the Bay, which is an estuary, and its watershed. An estuary is a body of water where saltwater from the ocean and freshwater from rivers mix. The Bay watershed is the area of land that drains into the Bay. Rain and pollutants that run off this land inevitably wind up in the Bay. Some 50 rivers and thousands of streams reach up into the watershed from the Bay like the roots of a great tree. These tributaries directly connect farms, forests, and communities throughout the watershed with the Bay.

## The Chesapeake Bay Watershed



*96% of Maryland is in the Chesapeake Bay watershed*

### A Vulnerable Bay

- The Chesapeake Bay is the largest estuary in the United States. While the bay is 195 miles long and ranges from 4 to 30 miles wide, it is shallow, with an average depth of less than 22 feet.
- The Chesapeake Bay watershed (the land area that drains into the bay) is 64,000 square miles—15 times larger than the Bay.
- The Bay's large watershed and shallow depth mean a large amount of land drains into a relatively small amount of water. This makes the Bay particularly vulnerable to pollutants carried off the land in runoff and ties the fate of the Bay closely to the fate of the land.

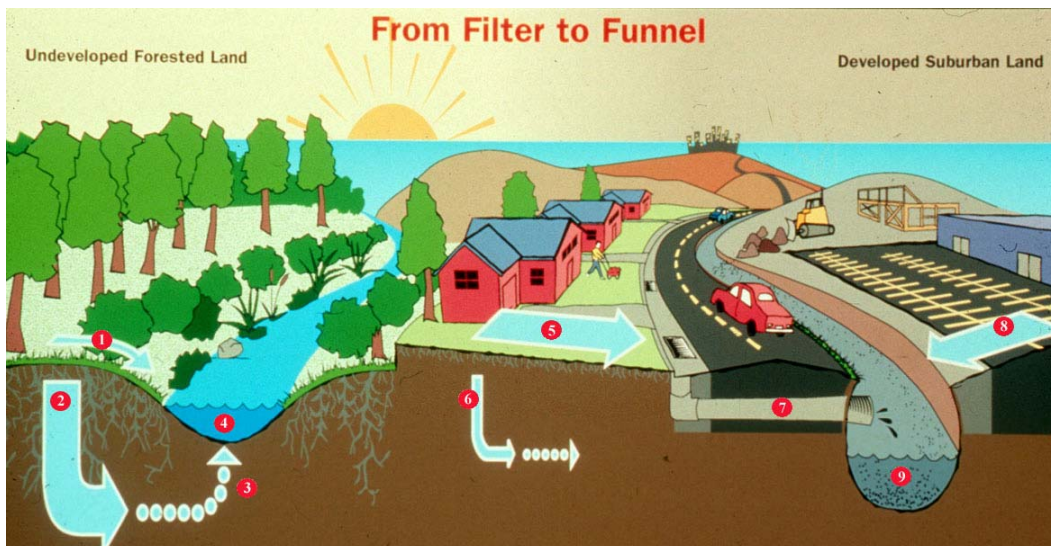
# From Filter To Funnel

As land changes from undeveloped to developed, its ability to absorb rainwater changes. This transformation can be likened to going from a filter to a funnel. Undeveloped land functions like a filter by allowing rainfall to percolate through the ground, which removes pollutants and other impurities. When land becomes developed, this filtering capacity is reduced or lost altogether. It happens primarily as a result of covering land with impervious surfaces—rooftops, roads, parking lots, and other hard surfaces that shed rainwater.

*A one-acre parking lot produces 16 times more runoff than a one-acre meadow*

By preventing infiltration of rainfall into the ground, impervious surfaces increase the volume of runoff. The more impervious surfaces area there is, the more runoff you get.

The addition of impervious surfaces to a watershed affects streams in both short-term and lasting ways. As storm-water rushes quickly off impervious surfaces, it flushes pollutants both from the surfaces themselves as well as those contained in the rainwater into nearby streams. The increased volume and speed of runoff also scours stream channels, widening them and destroying in-stream habitats.



- |                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>1 Little rain runs off</li> <li>2 Plant cover and roots allow rainwater to seep slowly into soil</li> <li>3 Water filters slowly through ground to stream</li> <li>4 Water clear and clean<br/>Stream flow stable<br/>Little erosion</li> </ul> | <ul style="list-style-type: none"> <li>5 Most rainfall runs off quickly</li> <li>6 Rainfall absorbed by soil reduced</li> <li>7 Drainage structures replace streams and quicken runoff flow</li> </ul> | <ul style="list-style-type: none"> <li>8 All rainfall runs off very quickly</li> <li>9 Floods and drought more frequent<br/>Increased runoff erodes streambanks<br/>Pollutants degrade water quality<br/>Sediment clouds water and smothers bottom life</li> </ul> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# Development Patterns: Part of the Problem, Part of the Solution

## Sprawl Development

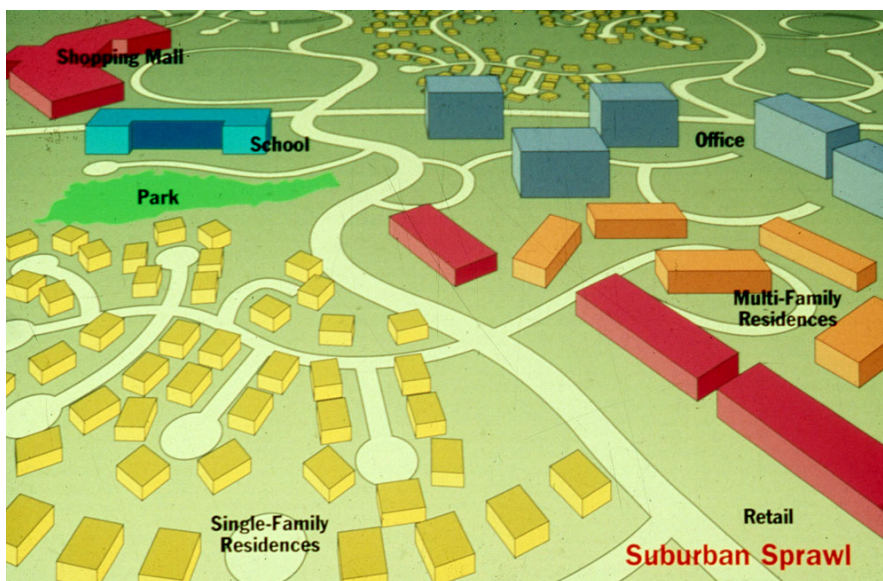
Today, suburban sprawl is the prevalent form of growth in the Bay watershed. This pattern of development is harmful to the Bay and the people who live in the region because:

- It produces prodigious quantities of runoff because of its large areas of impervious surfaces. Spread thinly over a wide area, sprawl requires extensive roads and parking areas to serve it.
- Sprawl's low density and spread out building pattern limit opportunities for travel by walking or mass transit, forcing residents to rely on auto travel. Vehicle exhaust contains nitrogen that settles on the land and washes into the Bay with every rainstorm. Automobile exhaust is the second leading source of airborne nitrogen pollution (after power plants) in the Chesapeake Bay region, and is on the increase.

The spread-out nature of sprawl is a result of local zoning and road standards. Zoning often requires large lot sizes, generous setbacks of buildings from property lines and the separation of land uses. Excessively wide roads and large parking areas widen the distances even further.

*More land in the Chesapeake Bay watershed will be developed in the three decades between 1990 and 2020 than was developed in the three centuries between 1608 and the 1950s.\**

\*Source: 2020 report



## Sprawl Development

- Became commonplace after 1945
- Lacks identity and a clear separation between town and country
- Is designed for cars—children and others who can't drive must be chauffeured
- Pollutes streams and the Bay by causing excess runoff
- Consumes the countryside and clutters scenic vistas and byways
- Segregate land uses

# Alternatives to Sprawl

There are two basic development patterns that provide an alternative to the current sprawling pattern of growth:

- Traditional Development
- Transit-Oriented Development

Both of these development patterns help achieve the following Bay-friendly principles for growth and development:

- Use land efficiently for development, as in traditional development.
- Direct growth to under-utilized land in already developed areas first before developing the countryside.
- Use transit as a basis for concentrating, organizing, and shaping development.
- Direct growth into the creation of real, whole neighborhoods and communities.
- Protect and enhance the environment.

## Traditional Development

A traditional development pattern refers to the way cities and towns developed for centuries prior to World War II. It is characterized by:

- Compact development pattern. Land is used efficiently, streets are narrow, buildings are clustered together, and yard space is concentrated in deep back yards where it is most usable.
- Mixed land uses. Homes of all types, shops and workplaces intermingle, sometimes even within a single building.
- A pedestrian-friendly environment which encourages walking and bicycling.

The higher densities of traditional communities support transit service, reducing the demand for high-volume roads and parking. Despite the benefits of traditional communities and surveys indicating that Americans prefer small town living over the suburbs, traditional development is illegal in most local jurisdictions. Present zoning and road design standards prohibit it.



## Traditional Development

- Time tested over centuries
- Communities have a recognizable identity and a distinct edge where town and country meet.
- Designed for people; children and others can walk, bicycle or ride transit on their own.
- Minimizes polluted runoff
- Preserves the countryside and scenic views

# Alternatives to Sprawl

## Transit-Oriented Development

Transit systems, in particular rail transit, provide a way to organize and concentrate development on a small scale and shape growth into a sensible pattern on a large scale. In Transit-Oriented Development (TOD) traditional style communities are focused around centrally located transit stations.

TODs come in two basic varieties:

- Urban—surrounded by high-intensity commercial and employment uses, with moderate to high-density residential uses.
- Neighborhood—more residential in nature and contain commercial services intended for residents

Transit may be thought of as point-source transportation since access to a transit system is available only at specific transit stops. This point source aspect gives rise to a nodes and corridors development pattern on a large scale when transit oriented communities are linked together along transit corridors. This pattern is reminiscent of the eras when communities were built directly on commercially important roads, crossroads, railroads, and waterways.



Schematic Diagram of a TOD

*Traffic congestion is the #1 quality of life complaint of Americans \**

To learn more about land use and the Chesapeake Bay, see: [www.savethebay.org/land/](http://www.savethebay.org/land/)

\*Source: [www.newurbanism.com](http://www.newurbanism.com)  
All material on pages 9-11 from: Maurer, George. "A Better Way to Grow." Chesapeake Bay Foundation, 1998.

# Smart Growth in Maryland

## A Shared Vision



Planning for growth within a community is a process that involves local government, planners and, most of all, the citizens who

live there. Citizen involvement is the key ingredient in creating better towns, cities and neighborhoods. Each development project provides an opportunity for community members to decide how growth occurs. **It is just as important to support good projects as it is to stop bad ones to create a great place to live.**

Smart Growth is a **concept** and a **state policy**. The Smart Growth concept provides guidelines on how to curb runaway growth and sprawl. Smart Growth looks to the traditional development patterns of the past while acknowledging the needs and realities of the present.

**The following principles define Smart Growth as a concept:\***

- Preserve open space, farmland, natural beauty and critical environmental areas
- Direct development towards areas with existing community water, sewer, buildings and roads
- Provide a variety of transportation choices
- Mix residential, retail stores, offices, restaurants and schools so that people can walk from place to place
- Create housing opportunities and choices

Smart Growth in Maryland also means legislation that has been enacted to address the problems of sprawling growth patterns

that threaten the Chesapeake Bay and our communities by preventing state funds from being used to pay for public facilities to support sprawl growth.

- **1997 Smart Growth and Neighborhood Conservation Initiatives** is a package of legislation, the centerpiece of which is the **Smart Growth Areas Act**—a law limiting most State infrastructure spending to existing communities or those places designated by the law and by local Governments as **Priority Funding Areas**.

*For more information on these and other State planning activities, see the Maryland Department of Planning web site at: [www.mdp.state.md.us](http://www.mdp.state.md.us). See also the Governor's Office of Smart Growth web site at: [www.smartgrowth.state.md.us](http://www.smartgrowth.state.md.us).*

\*Source: *Picture Maryland: Where Do We Grow From Here?*, [http://www.sunspot.net/ads/dnr/table\\_contents.html](http://www.sunspot.net/ads/dnr/table_contents.html)



# Smart Growth Zoning and Land Conservation Tools

As Smart Growth initiatives gain momentum around the country, numerous planning tools and techniques are being employed to help deal with the issue of sprawl and runaway growth. The following is a partial list of some of these tools:\*

Name	Description	Examples In Maryland
Traditional Neighborhood Development (TND)	Pedestrian friendly developments patterned after traditional towns and villages which mixes residential, commercial and shopping opportunities	Kentlands, Gaithersburg, MD
Cluster Zoning	Development that 'clusters' building and infrastructure on a small portion of the site rather than spreading it evenly over the site	Calvert County, Mandatory Cluster Development Ordinance, required for residential developments in rural areas
Transit Oriented Development (TOD)	Traditional style communities focused around centrally located transit stations	Prince George's County, Transit District Overlay Zone, designates areas suitable for TOD within 1/2 mile from metro stations
Floating Zones	Established for a use that is allowable in the zoning ordinance but the zone is not located on a specific site on the map	St. Mary's County provisions for floating zones in the Land Development Code
Purchase of Development Rights and Conservation Easements	Government or private land trusts pay landowners for the development rights of a parcel to preserve it from future development	Rural Legacy Program
Transferable Development Rights	A device by which the ability to develop a site is severed from its title and made available for transfer to another location. The owner retains ownership of the site but sells the right to develop it. Site in a receiving area may purchase development rights.	Montgomery County has the most effective transferable development rights program in the country
Mixed Use Developments	Developments which mix different land uses: residential, commercial, light industrial, etc	Maryland National Capital Park and Planning Commission — Clarksburg Master Plan & Hyattstown Special Study Area proposal of a transit-oriented, multi-use

\*Source: National Association of Counties. "Local Tools for Smart Growth: Practical Strategies and Techniques to Improve Our Communities," 2001.



## II. UNDERSTANDING THE DEVELOPMENT PROCESS

---

To better understand how to influence development projects, it is important to first understand the processes that local governments and municipalities undertake when planning for growth. It is much easier to affect change when you know how the system works. This section provides:

- A general description of the local agencies that oversee planning and development in your community
- An overview of the land use planning process and how to get involved
- A description of the approval process for development projects
- State environmental regulations that affect development projects
- A list of governmental agencies that influence development

Throughout this section, **text is highlighted to indicate opportunities for citizen involvement.**

### Why Get Involved?

Ongoing involvement with local planning is one of the best ways to make sure that your town is a place you are proud to call home. When citizens are involved in the planning process, there are fewer surprises (and disputes) later. Good projects can be approved more quickly and bad projects can be prevented. Citizen involvement also ensures that good plans are implemented faithfully into the future. Check with your local planning office to find out which of the following opportunities for participation are available to you: \*

**Public Hearings and other Public Meetings** — Public hearings are typically required before adoption of a comprehensive plan, subdivision ordinances or zoning ordinances and for approvals of development projects.

**Citizen's Advisory Committees** — Allows individuals the opportunity to serve on a committee that represents the values and wishes of the community. Committee members also disseminate information from the planning process to members of the community.

**Design Charrette** — An intensive, multi-day collaborative effort to bring together citizens and other stakeholders to develop a detailed plan for a specific area.

**Visioning Session** — An exercise that brings together citizens and stakeholders to establish long-term goals for a community, usually in the form of written statements.

**Formal Neighborhood Groups** — Groups formed voluntarily by community members to address issues of concern. Often, these groups become official avenues of citizen participation within local governments.

**Appeals** — Most planning and regulatory actions can be appealed to a board of zoning appeals or the circuit court when all else fails.

\*Source: Moore, C. Nicholas and Dave Davis. *Participation Tools for Better Land-Use Planning: Techniques and Case Studies*. The Center for Livable Communities, 1997.



# Who's Who in Land Use Planning and Development Approvals

---

## Local Governmental Entities with Land Use Powers

County and city governments conduct the zoning and planning functions and are responsible for implementing State planning and environmental regulations.

Other governmental entities that may influence land use are:\*



- **Incorporated Municipalities.** This includes towns and cities that are self governing. Most commonly, they have been incorporated by an act of the General Assembly, though sometimes by referendum. Some small municipalities have the county government handle all planning and zoning issues within their borders.
- **Special Districts.** Some services such as water and sewage treatment are governed by districts that do not always correspond with municipal or county boundaries. Decision making and operations are separate from municipalities.
- **School Districts.** Like special districts, boundaries and governance of school districts are often separate from municipalities and counties.

\*Source: "Improving Air Quality Through Land Use Activities", [www.epa.gov/otaq/transp/trancont/r01001.pdf](http://www.epa.gov/otaq/transp/trancont/r01001.pdf)



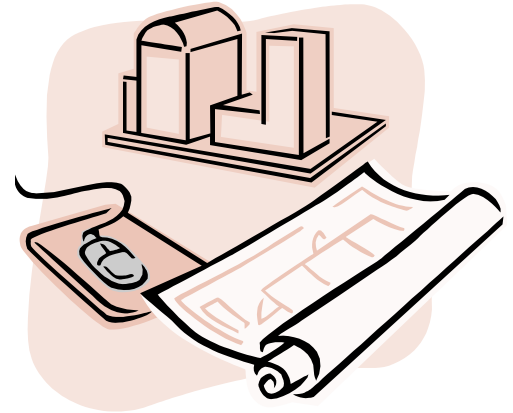
# Who's Who in Land Use Planning and Development Approvals

---

## County Officials with Land Use Authority

### Local Governing Bodies

Counties in Maryland are either **Charter** or **Non-Charter** counties. Charter counties are governed by a county executive and a County Council, which functions as a legislative body. Non-Charter counties are governed by a Board of County Commissioners.



### Local Governing Bodies:

- Are elected by and are accountable to the voters
- County elected officials appoint members to planning and zoning boards
- The county council and county commissioners are responsible for giving final approval to the comprehensive plan and zoning and subdivision ordinances plus any subsequent revisions or amendments

### Planning Commission/Zoning Board:

- A non-elected board, usually between 5-15 members, appointed by the local governing body
- Primarily responsible for overseeing the development of the comprehensive plan and the drafting of zoning and subdivision ordinances
- Conducts plan review of subdivision ordinances and site plans
- Makes recommendations to the local governing body for final decision

### Board of Zoning Appeals

- Quasi-judicial body consisting of members appointed by the local governing body
- Has various powers and duties including hearing all appeals relating to zoning matters, authorizing variances and reviewing zoning ordinance interpretations made by others

### Planning and Zoning Department

- Professional land use, environmental and transportation planners employed to develop plans and review development projects
- Provides staff support to local governing bodies, planning commissions and board of zoning appeals
- Generates technical staff reports on development proposals

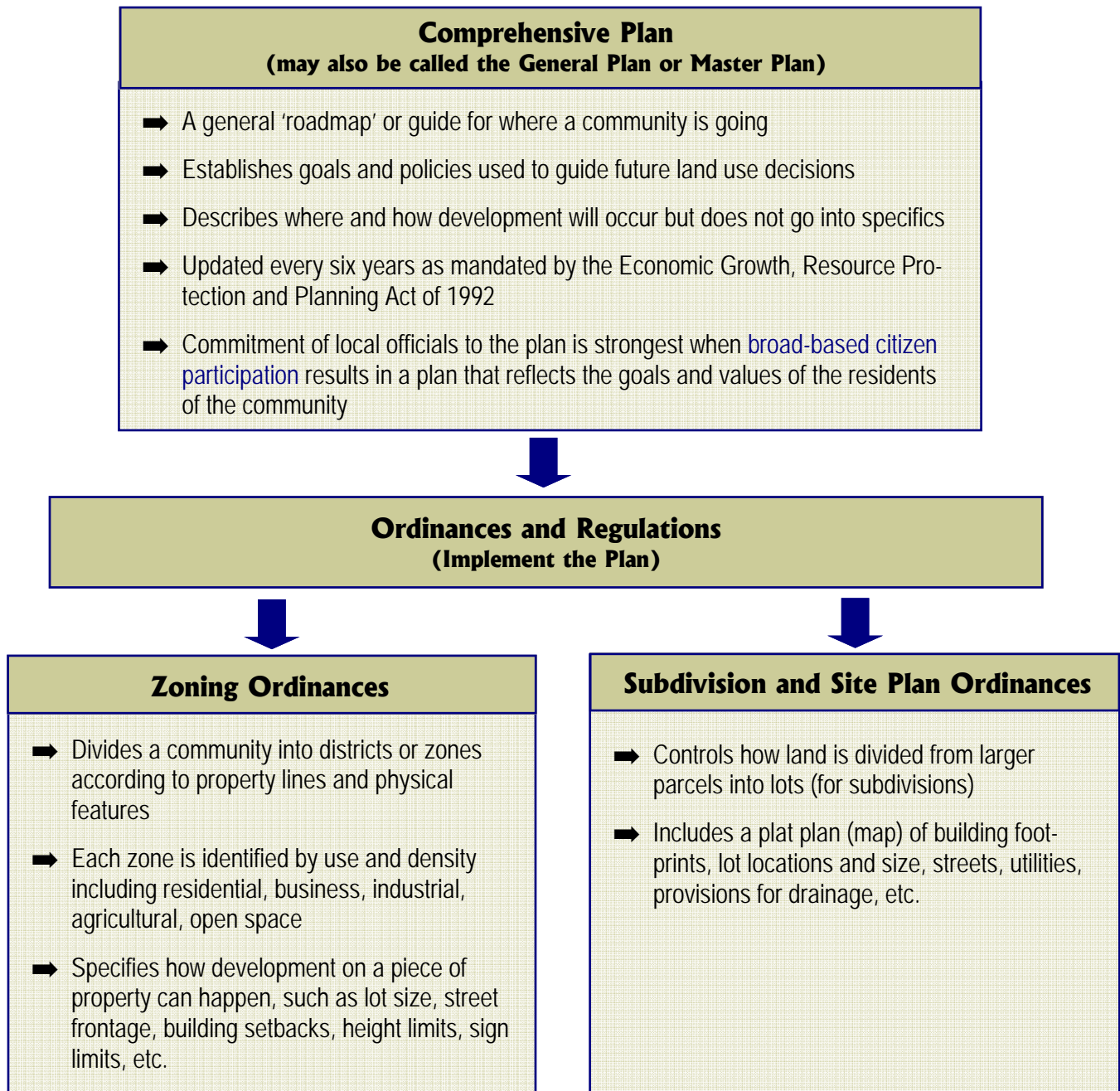
For more information about local government in Maryland, see the Maryland Association of Counties website at [www.mdcounties.org](http://www.mdcounties.org). See also the Maryland Department of Planning website for links to information about local government planning in Maryland at [www.mdp.state.md.us/info/localplan/counties.html](http://www.mdp.state.md.us/info/localplan/counties.html).

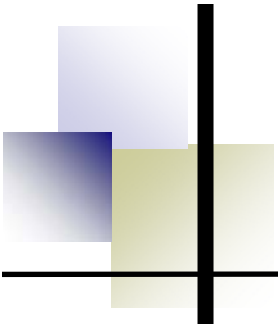


# The Land Use Planning Process

---

Planning at the local level begins with the drafting of a Comprehensive Plan and then putting into place the tools, the ordinances and regulations that will implement the plan. The drafting of the Comprehensive Plan is a key opportunity for citizens to influence land use and development patterns, and ultimately, development projects.





# Other Important Plans

---

In addition to regulations and ordinances, the following plans are important tools for implementing the Comprehensive Plan.

## Water and Sewer Plan

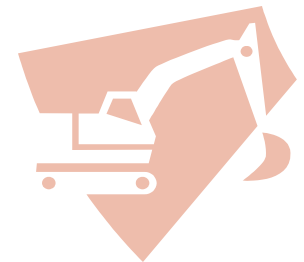
Public water and sewer service is necessary to support all urban and some suburban development. The availability and planned extensions of public water and sewer determine where urban development can occur. The availability of public water and sewer is a double edged sword. Used properly, it can keep urban development out of rural areas; used improperly, it can spread urban development into rural areas.



Extension and expansion of water supply and sewer systems must comply with the county's Comprehensive Plan and is a key tool for ensuring that development patterns agree with the Comprehensive Plan.

## Capital Improvement Plan or Program

Identifies the physical facility construction and improvements planned for a city or municipality. Specifies when projects are scheduled for completion and their estimated cost. Construction of facilities such as roads, transit centers and schools can be used to encourage growth in locations called for in the Comprehensive Plan.



Capital Improvement Plans are projected out over a certain period of time, usually four, five or six years.

Your local planning office will have copies of the Comprehensive Plan and other plans, as well as zoning ordinances and regulations for your area. This information may be also available on the county or city website.



# Understanding the Development Approval Process

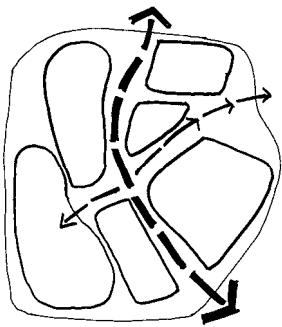
---

The two types of development projects that citizens are most likely to encounter are **Subdivision Plans** and **Site Plans**.

**Site plan** reviews are conducted by local government to ensure that development projects conform to local planning goals. Site plan reviews are usually of a single development project or structure on a single lot, rather than a subdivided parcel. Examples include condominiums; hotels; or commercial, public or industrial buildings. The process for site plan review is similar to that for subdivision plan review but is subject to the requirements of the **Site Plan Ordinance**.

## Subdivision Plans

Before a landowner can divide and develop multiple parcels on a piece of property, a subdivision **plat** must be approved (a plat is a map showing layout of how the property is to be divided and proposed features such as roads, utilities, lot lines, easements, etc). The following is a typical procedure for subdivision approvals. Contact your local county planning office for specifics about your area. Minor subdivisions with only a few lots may have a more streamlined and shorter approval process. The **Subdivision Ordinance** specifies the requirements for subdivisions.

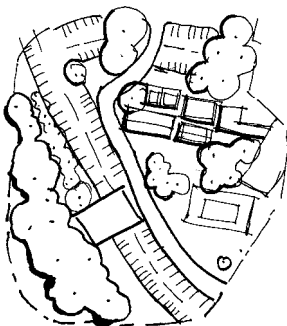


### Concept Plan

- This step may be optional; it allows developer to meet with planning board prior to submittal.
- A **sketch plat** is provided, showing the general concept of the subdivision plan, including density, road network and lot layout. Shows developer's intent and proposed timing of the development.
- Provides an opportunity for questions and concerns about the development to be discussed.
- The subdivision ordinance may require the developer to present the concept plan to citizens of the community.



### Preliminary Plan



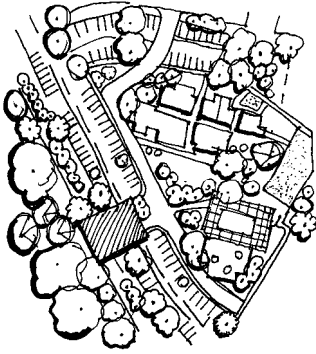
- Formal submission to the planning board.
- Provides a **preliminary plat** — engineering plan showing lot and road arrangement, traffic and noise conditions, environmental impact, utilities, stormwater plans and proposed grading.
- **Planning board may hold a public hearing after submission of the plan.**
- Local planning agency makes recommendations to local governing bodies based on review of the plans.
- **Governing body may be responsible for final approval, which may include a public hearing or meeting.**





# Understanding the Development Approval Process

---

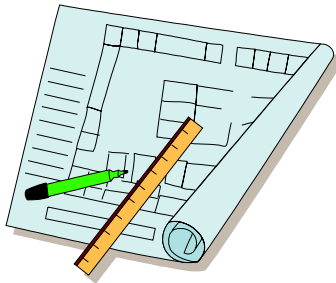


## Final Plan

- Final plat submitted for review; usually incorporates modifications recommended by the board during preliminary review. May also include construction drawings for roads, sewers and other infrastructure items.
- A public hearing may be held to allow public comment and questions.
- Planning board submits recommendations to local governing body, which votes to approve, approve with conditions or deny the proposal. The governing body may hold additional public meetings or hearings.



## Record Plat



- Filed with the county land records to legally record the plan once it is approved.
- Includes deed restrictions and meets and bounds descriptions by a surveyor of lot locations, easements, and public right-of-way.



## Building Permits



Once the plat has been filed, the developer must apply for a building permit in order to begin construction of individual buildings. Additional permits vary depending on the project but may include use and occupancy permits, grading, sediment and erosion control, sign permits for commercial developments and special permits if development will occur in floodplains, near wetlands or in critical environmental areas.

Contact your local county planning office to learn more about Sub-division and Site Plan Approvals in your area.

Sketches adapted from: "A Citizen's Handbook" The Maryland-National Capital Park and Planning Commission, Spring 1999 by Beverly Bass



# Additional Review Procedures

---

## Planned Unit Developments (PUD)

A Planned Unit Development is a form of development characterized by a unified site design for a variety of housing units and nonresidential uses. PUDs usually include provisions for the clustering of buildings, promotion of common open space, and a mixture of building types and land uses. The PUD review process is more flexible than conventional zoning review, allowing for the calculation of densities over the entire development, rather than on an individual lot-by-lot basis.\*

## Special Exceptions

Certain uses, by their nature, need to be reviewed on a case by case basis to make sure those uses are compatible with surrounding land uses. An example is locating a church in a residential area. While these types of land uses are considered permissible in the zone under consideration, the applicant must demonstrate compatibility. Requirements and procedures for requesting a Special Exception are specified in the **Zoning Ordinance**. Special Exceptions are reviewed by the Board of Zoning Appeals.

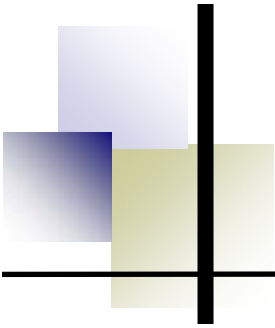
## Variances

A variance allows for a reasonable change to a zoning requirement such as yard setbacks, as applied to a piece of property. Additionally, a variance may be required to allow a land use that differs from the primary land use within a zone. Usually, a variance is granted if strict enforcement of the ordinance would result in undue hardship for the landowner or if granting of the variance would not result in a significant change to the character of the neighborhood. Requirements and procedures for requesting a variance are specified in the Zoning Ordinance. Variances are reviewed by the Board of Zoning Appeals.

## Rezoning

Rezoning or amendments to the zoning map occur either as a result of an individual property owner's request or as part of a periodic, comprehensive review designed to update the zoning ordinance to bring it into agreement with a newly adopted Comprehensive Plan. **Rezoning typically involves a public hearing for citizen input**, a recommendation by the local planning authority, and a final decision by the local governing body. Most petitions for zoning map amendments in Maryland are judged by the "**Change or Mistake Rule**." Before an amendment is granted, the rule requires that a substantial change in the character of the neighborhood has occurred since the last Comprehensive Zoning Plan or that a mistake was made in the Comprehensive Zoning Plan.

\*Source: <http://cfpub.epa.gov/sgpdb/policy.cfm?policyid=187>



# Important Environmental Regulations

---

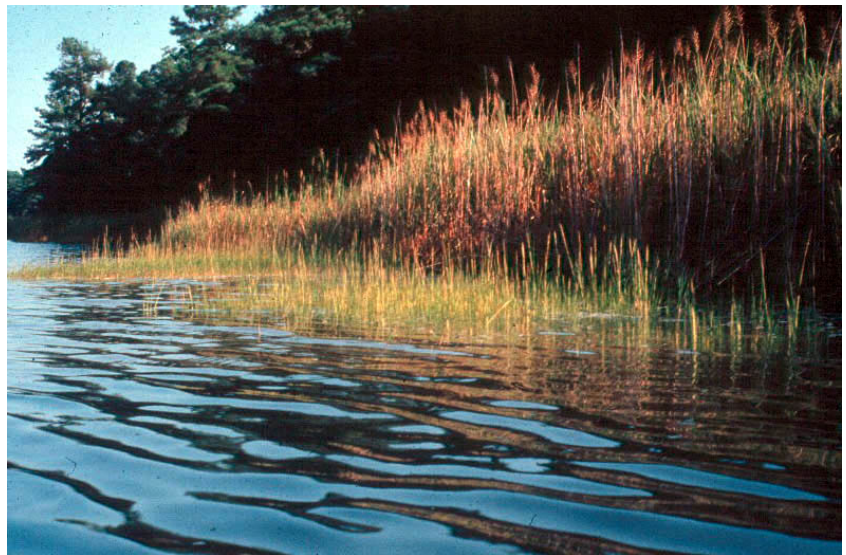
The State of Maryland has enacted various environmental laws and regulations governing development projects. In most cases, state regulations are mandated to local governments who implement the laws. The state sets minimums for the counties to follow. Some counties go beyond the minimums. Local governments incorporate the state requirements in their own zoning and regulations.

## 1984 Chesapeake Bay Critical Area Act

This Act identifies the "Critical Area" as all land within 1,000 feet of tidal waters or tidal wetlands. The law created a statewide Critical Area Commission to oversee the development and implementation of local land use programs to minimize adverse impacts on water quality and conserve wildlife habitat in the Critical Area.

The Commission developed criteria that are used by local jurisdictions to develop individual Critical Area programs. This legislation was implemented as a result of development pressures placed on habitat and aquatic resources of the Chesapeake Bay watershed. It provides an additional layer of regulation above and beyond local zoning to protect wildlife habitat and water quality.\*

In 2002, Maryland's General Assembly passed legislation to expand the Critical Area to include the Atlantic Coastal Bays.



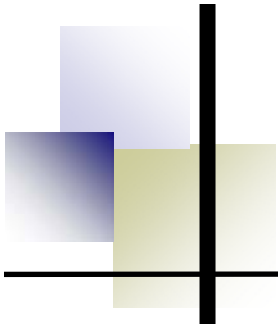
Tidal Wetland in the Critical Area

*Photo by CBF Staff*

For more information on the Critical Area Program see:

- Critical Area Commission's website at [www.dnr.state.md.us/criticalarea](http://www.dnr.state.md.us/criticalarea)
- Chesapeake Bay Foundation supplement to this publication, "A Citizen's Guide to the Critical Area Program in Maryland"

\*Source: [www.dnr.state.md.us/criticalarea](http://www.dnr.state.md.us/criticalarea)



# Important Environmental Regulations

## 1991 Forest Conservation Act

The Forest Conservation Act was adopted to conserve the State's forest resources during land development. It provides guidelines for the amount of forest land retained or planted after the completion of development projects. Prior to approvals of grading permits, or sediment and erosion control plans, applicants must provide information on the condition of the existing forest and provide a plan for conserving the most valuable portions of the forest. It requires the submittal of two major components:

- **Forest Stand Delineation**—a detailed inventory and mapping of existing forest on the site.
- **Forest Conservation Plan**—outlines the strategies and plans proposed for retaining, protecting, and reforesting areas on a site.

The Act exempts any activity on any size lot that disturbs less than 40,000 square feet of forest, agricultural activities, commercial timber harvesting, most mining activities, clearing and maintenance of utility construction or right-of-ways and any county that maintains over 200,000 acres of forest.\*

For more information on the Forest Conservation Act, see:

- Department of Natural Resources website at [www.dnr.state.md.us/forests/healthreport/act.html](http://www.dnr.state.md.us/forests/healthreport/act.html)
- Chesapeake Bay Foundation supplement to this publication, "A Citizen's Guide to the Forest Conservation Act in Maryland"



Photo from: [www.dnr.state.md.us/forests/healthreport/across.html](http://www.dnr.state.md.us/forests/healthreport/across.html)

*Most forests in Maryland are second or third growth. Only 80 acres of forests in Maryland have never been cut, an area equal to the size of a mall parking lot.*

Source: [www.sunspot.net/ads/dnr/keeping\\_open.html](http://www.sunspot.net/ads/dnr/keeping_open.html)

\*Source: Metropolitan Washington Council of Governments, *Forest Conservation Manual: Guidance for the Conservation of Maryland's Forests During Land Use Changes*. December 31 1991.



# Important Environmental Regulations

---

## Sensitive Area Ordinances

As a result of the Economic Growth, Resource Protection and Planning Act of 1992, state law requires that plans prepared by local jurisdictions include a series of “plan elements.” All comprehensive plans prepared by local jurisdictions will include a sensitive areas element that contains goals, objectives, principles, and standards designed to protect these areas from the adverse effects of development. These sensitive areas include the following:

- Streams and their buffers
- 100-year floodplains
- Habitat of threatened and endangered species
- Steep slopes



Stream with Forested Buffer

*Photo from: [www.dnr.state.md.us/](http://www.dnr.state.md.us/)*

The sensitive areas element may also include other areas in need of special protection, as determined in the local comprehensive plan. The Act permits local governments to define sensitive areas and determine the levels of protection. The regulations require development projects to protect sensitive areas defined by local governments\*

**Consult your county to learn more about the local Sensitive Area Ordinance.**

*\*Source: [www.mdp.state.md.us/general/planact.htm](http://www.mdp.state.md.us/general/planact.htm)*

## 100 Year-Floodplain Ordinances

While the 100-year floodplain is included as a plan element in the Sensitive Areas Element mandated by the State, most counties and municipalities in Maryland also have existing floodplain ordinances that are designed to discourage further development in the 100-year floodplain or to minimize the impacts if development is unavoidable. The Maryland Department of the Environment in cooperation with the Federal Emergency Management Agency (FEMA) provides assistance to local jurisdictions in adopting ordinances that comply with state and federal regulations.\*

**For more information, see the Maryland Department of the Environment’s Regulations for Floodplain Development at: [www.mde.state.md.us/Programs/WaterPrograms/Flood\\_Hazard\\_Mitigation/devregulations/index.asp](http://www.mde.state.md.us/Programs/WaterPrograms/Flood_Hazard_Mitigation/devregulations/index.asp).**

*\*Source: [www.mde.state.md.us/environment/flood/regs.html](http://www.mde.state.md.us/environment/flood/regs.html)*



# Important Environmental Regulations

---

## Stormwater Management

State legislation was passed to manage stormwater runoff to avoid adverse impacts on land and water resources by reducing stream channel erosion, water pollution, and flooding. Under this legislation, any land developed for residential, commercial, industrial, or institutional use with a threshold of disturbance larger than 5,000 square feet requires an approved **stormwater plan**. The state has identified 14 performance standards that must be met.\*

For more information, a copy of the 2000 Maryland Stormwater Design Manual, Volumes I & II can be downloaded at: [www.mde.state.md.us/environment/wma/stormwatermanual/](http://www.mde.state.md.us/environment/wma/stormwatermanual/) or purchased from the Maryland Department of the Environment.

\*Source: <http://www.mde.state.md.us/environment/wma/stormwatermanual/>

## Threatened and Endangered Species

The primary State law that allows and governs the listing of endangered species is the Non-Game and Endangered Species Conservation Act (Annotated Code of Maryland 10-2A-01). This Act is supported by regulations (Code of Maryland Regulations 08.03.08) which contain the official State Threatened and Endangered Species list. State law requires that State agencies conserve and protect these species. The Wildlife and Heritage Service of the Maryland Department of Natural Resources tracks the status of the listed plants and animals. This service also maintains a database showing the locations of threatened and endangered species and their habitat. They can conduct environmental reviews of development projects to determine potential impacts to known locations of rare, threatened, or endangered species and their habitat.\*

To learn more about requesting an Environmental Review, see the Wildlife and Heritage Service website at: [www.dnr.state.md.us/wildlife/er.html](http://www.dnr.state.md.us/wildlife/er.html).

\*Source: [www.dnr.state.md.us/wildlife/endangeredspecies.html](http://www.dnr.state.md.us/wildlife/endangeredspecies.html)

## Sediment and Erosion Control

The Sediment Control Law of 1970 requires that local governments adopt erosion and sediment control ordinances to control runoff from construction sites. Proposed developments are required to obtain, implement, and maintain an approved **erosion and sediment control plan**. State law exempts only agricultural land management practices; the construction of agricultural facilities; construction of single-family homes on lots more than two acres (provided that earth disturbances are less than 1/2 acre); and minor projects of limited volume and area.\*

Contact your local county planning office for a copy of Sediment and Erosion Control Regulations.

\*Source: [www.mde.state.md.us/wetlands/lawsandprograms.htm#Sediment%20&%20Erosion%20Control](http://www.mde.state.md.us/wetlands/lawsandprograms.htm#Sediment%20&%20Erosion%20Control)

For a complete list of laws and regulations affecting wetlands and waterways, go to: [www.mde.state.md.us/Programs/WaterPrograms/Wetlands\\_Waterways/regulations/index.asp](http://www.mde.state.md.us/Programs/WaterPrograms/Wetlands_Waterways/regulations/index.asp).



# Important Environmental Regulations

---

## Maryland Tidal and Nontidal Wetlands Acts

Maryland's Tidal Wetland Law (MD Code Environment Article Section 16-202) was designed to protect tidal wetlands by prohibiting the dredging and filling of tidal wetlands without a permit. MDE and the State Board of Public Works are responsible for administering the Act. Similarly, the State Nontidal Wetlands Protection Act (MD Code, Environment Article Section 5-903) authorizes the creation of a State program for the "conservation, regulation, enhancement, creation, monitoring, and wise use of nontidal wetlands." The Act calls for "no net loss" of wetlands by requiring mitigation of wetland losses. The law also regulates isolated wetlands, the alteration of vegetation and hydrology, and regulation of wetland buffers.



Chesapeake Bay Tidal Wetlands

*Photo by CBF Staff*

Section 404 of the Federal Clean Water Act also provides for the regulation of wetlands development. The United States Army Corps of Engineers administers federal wetlands regulations. A major shortcoming of the Federal law (Section 404) is that many activities that destroy wetlands and disrupt their functioning are not specifically regulated, such as flooding, cutting vegetation, and diverting water. Maryland's wetland regulations prohibit these and other non-Federally regulated wetlands activities.

### Activities that Require a Permit:

A Federal or State permit (or both) is required of most activities that result in the direct discharge of dredged or fill material, or result in the alteration of a wetland, including:

- Removal, excavation, or dredging of soil or materials of any kind;
- Changing existing drainage or flood retention characteristics;
- Disturbance of the water level or water table by drainage, impoundment, or other means;
- Filling, dumping, discharging of material, driving piles, or placing obstructions;
- Grading or removal of material that would alter existing topography;
- Destruction or removal of plant life.

Certain activities are exempted from regulation, including normal farming and forestry practices.

For more information about State and Federal wetlands programs see:

- Maryland Department of the Environment Wetlands and Waterways Program at: [www.mde.state.md.us/Programs/WaterPrograms/Wetlands\\_Watwerways/index.asp](http://www.mde.state.md.us/Programs/WaterPrograms/Wetlands_Watwerways/index.asp)
- United States Army Corps of Engineers Wetlands Regulations and Permitting at: [www.usace.army.mil/public.html#Regulatory](http://www.usace.army.mil/public.html#Regulatory)
- Chesapeake Bay Foundation supplement to this publication, "A Citizen's Guide to Protecting Wetlands in Maryland"

Source: <http://www.mde.state.md.us/wetlands/1programs.htm>

*Influencing Development in Your Community: A Citizen's Guide for Maryland*



# III. UNDERSTANDING A PROPOSED DEVELOPMENT PROJECT

---

Understanding the proposed development project is vital to being able to assess what impacts the project will have on your neighborhood and the environment. Without this knowledge, it is impossible to know if this is a project that should be changed, stopped or supported.



## Timing is Crucial

When is the best time to influence development projects in your neighborhood? — before they ever start. Being involved in land use planning is the first step towards insuring that development patterns are appropriate and sensitive to the needs of your community. The second step is to become aware of and involved in the early stages of the development process. Refer to page 14 of this guide for ideas about how to get involved early on in land use planning.

## Phases Covered in this Section

There are three main phases or steps to understanding the proposed development project that are outlined in this guide. They are:

- **Obtaining information about the project**  
Collecting information about the project from the local planning agency. Gathering information about local and state zoning ordinances and regulations.
- **Reviewing the project for impacts**  
Marking the plans and making site observations to determine what types of impacts the project will have on the site and community.
- **Putting it all together**  
Analyzing the information and determining if the project should be supported, changed or stopped.

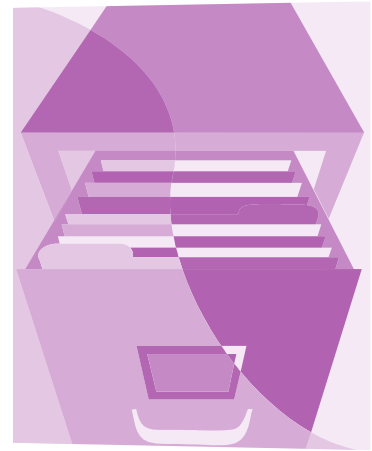


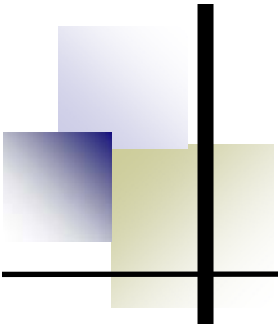
# Phase 1: Obtaining Information about the Project

---

The best way to learn about what the developer has proposed is to contact the Planning and Zoning department of the responsible county or jurisdiction. Often, the **planner assigned to manage the project** is the best source of information and can direct you to **project files** or **staff reports** (although staff reports are usually completed late in the development review process and may not be available in the early phases of investigation). The assigned planner should be able to direct you to most of the information needed, including how you can obtain a copy of the development plan, and public meetings and hearings to be held on the project .\*

\*See also *Preserving Neighborhoods & the Environment from Unsustainable Land Development Projects*, published by Community & Environmental Defense Services for tips on how to gather information about a development project. This information is available on the CEDS website at [www.ceds.org](http://www.ceds.org).





# What Information to Obtain

---

It is time to begin gathering information about the project and how it impacts the site and surround areas. To make this easier, a worksheet has been provided as Appendix A that will guide you through the information gathering process. Using the worksheet, fill in as much information as possible from the project plan, file, or staff report from the planning and zoning office.

Contact your county's planning and zoning office to obtain a copy of zoning ordinances and regulations that pertain to the location of the development. This information may be available on the county website. In addition, you may want to gather information about the following:

## Adequate Public Facilities

Most counties have an **Adequate Public Facilities Ordinance** that prevents a development from being approved unless the planning agency determines that there are adequate public facilities and infrastructure to support it. Look into how this ordinance affects the proposed development.

New development proposed for a site may be required to demonstrate that it will not overtax the existing infrastructure that is in place such as roads, sewer and water as well as community services such as schools, police and fire. An analysis of these conditions may be available in the project file with the planning department. If not, refer to the CEDS publication *Preserving Neighborhoods and the Environment from Unsustainable Land Development Projects* at [www.ceds.org](http://www.ceds.org) for a detailed description of how to gather and analyze this information.

## Environmental Protection Regulations

Review the list of environmental regulations in section II, pages 22-26. Understand the regulations in terms of how they impact development projects. Contact your local jurisdiction to learn the specifics of:

- Critical Area Ordinances
- Sensitive Areas Ordinance
- Floodplain Ordinance
- Wetlands Regulations
- Sediment and Erosion Control
- Stormwater Management
- Forest Conservation Act
- Threatened and Endangered Species

In addition, also identify:

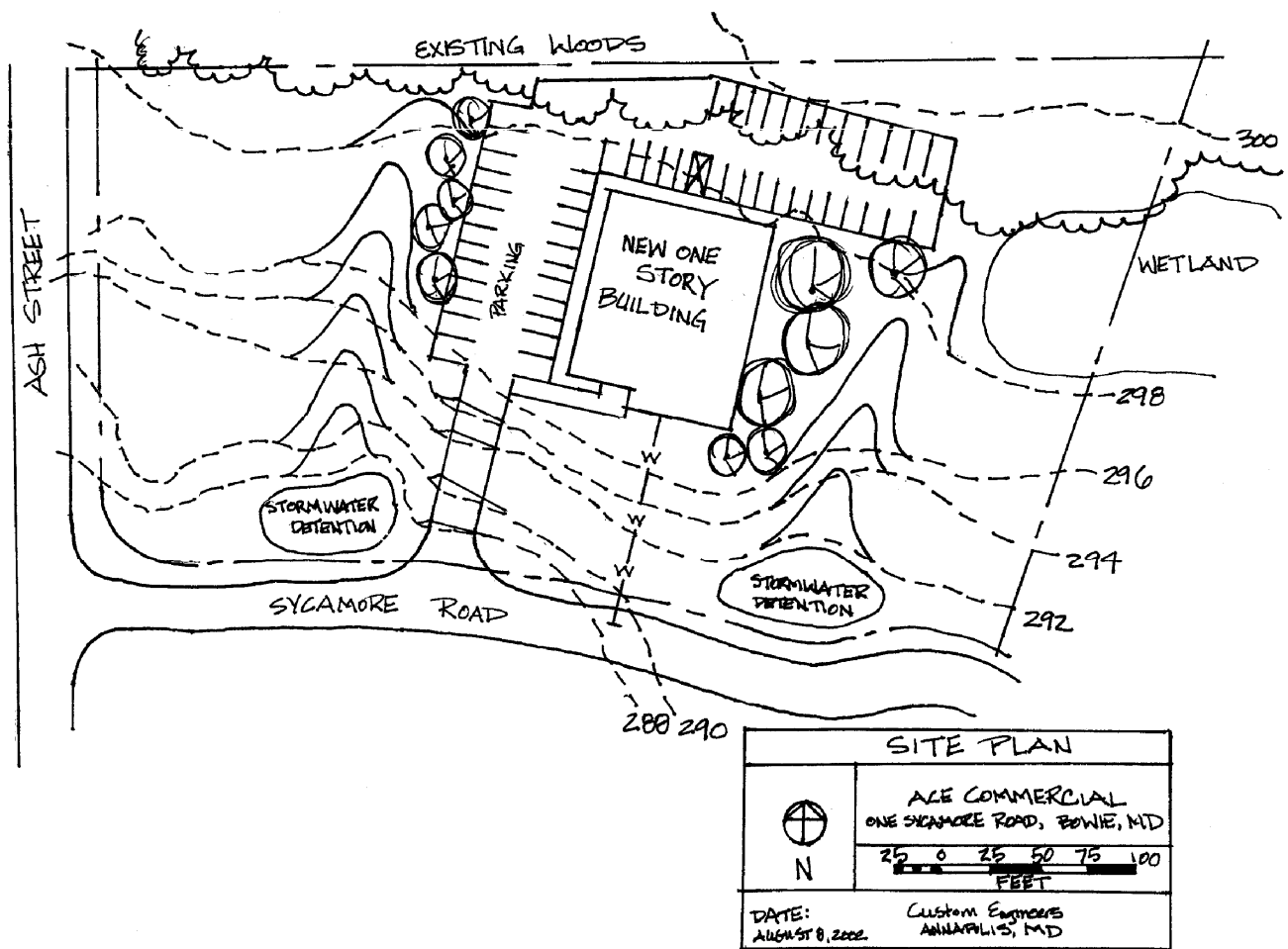
**Soils**—A Soil Survey for the area can usually be obtained from local Natural Resource Conservation Service offices. The Soil Survey is a document specific to each county that contains maps of soil types, soil type descriptions, and information on soil type limitations—mainly for agricultural limitations, but also limitations for development to some degree. Soil types vary in their suitability for building or development. For example, certain clay soils, because of their tendency to expand and contract, may not be suitable for building or require special engineering. Severely erodible soils may pose risks for buildings and for water quality while a site is under construction.

**Federal State or County Registered or Recognized Historic Sites**—The Maryland Historical Trust can provide information on how to identify any historic and archeological sites or areas on or near the development project. For more information, go to the MHT website at [www.marylandhistoricaltrust.net](http://www.marylandhistoricaltrust.net) or contact them at 410/514-7627.

## Phase 2: Reviewing the Project for Impacts

At this point it will be necessary to examine a copy of the site plan or plat plan of the proposed development project. A copy of the plan can usually be obtained from the local planning authority for a nominal fee. The developer may also be willing to provide a copy of the plan upon request.

Plans are legal documents that are usually prepared by a registered civil engineer, architect, landscape architect and/or land surveyor. They include drawings that show existing site conditions and proposed development with enough detail to allow the project to be reviewed, approved and constructed. As demonstrated in the previous section, plans will have varying degrees of detail, depending on where in the approval process the project is. An example of a typical site plan is shown below.



*Adapted from site plan illustration, Catskill Planning: Vol. 4, No. 1, February 1989 by Beverly Bass*

# How to Read a Site Plan or Subdivision Plat

## Graphic Symbols

Site Plans usually include the following Symbols and Reference Information:

- **North Arrow**—An arrow or symbol that shows the orientation of the plan in relation to true north. For clarity, most plans are oriented with north at the top of the page.



- **Scale**—indicates the relationship between a unit of measure on the map to a unit of measure on the ground. Scales are either written ( $1"=200'$ ) or illustrated graphically:

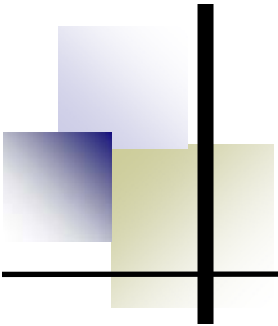
### Graphic Scales



There are three types of scales commonly seen on plans.

- **Engineer's Scale**—shown in some multiple of 10, for example,  $1"=20'-0"$  means that 1" on the plan is equal to 20' on the site. Engineer's scales are often shown in units of  $1"=20'$ ,  $30'$  or  $50'$ .
- **Architect's Scale**—will show a fraction of an inch in relation to an actual distance such as  $\frac{1}{4}"=1'-0"$ , meaning that  $\frac{1}{4}"$  on the page is equal to one foot.  $\frac{1}{8}"=1'-0"$  is another commonly used scale.
- **Ratio Scale**—often seen on maps covering a larger area such as United States Geological Survey (USGS) maps. The scale is shown as a ratio, such as 1:24,000 which means that one unit on the map (i.e., one inch) equals 24,000 of the same unit (24,000 inches or 2,000 feet) on the ground.

North Arrows and Scales from: [www.physfac.ohio-state.edu/ueo/drafting/standards/sec8.html#down5](http://www.physfac.ohio-state.edu/ueo/drafting/standards/sec8.html#down5)



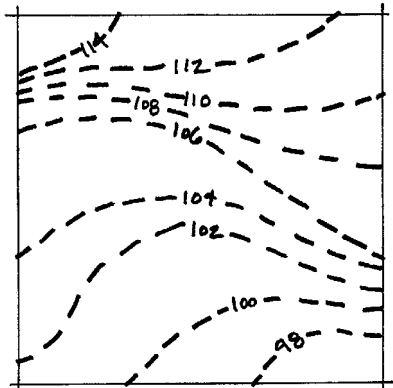
# How to Read a Site Plan or Subdivision Plat

## Contours and Elevations

- **Contour Lines**

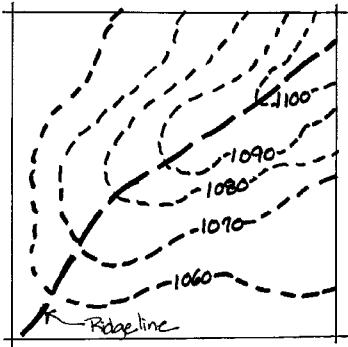
Contour lines connect points of equal vertical elevation, based on a designated benchmark, usually sea level. The contour interval is the difference in elevation between adjacent contour lines. The elevation number is usually shown on or above the contour line.

When looking at contours on a map, you are viewing the topography. (Graphic representation of the surface features of a place or region on a map). As you look at the contours, you will notice that some lines are very close together while others are farther apart. The closer together the lines are, the steeper the slope. Lines that are far apart represent areas that are gently sloped or somewhat flat.

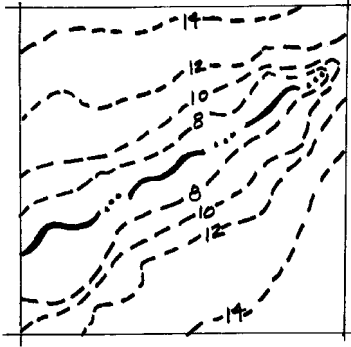


Contours with 2 ft contour interval

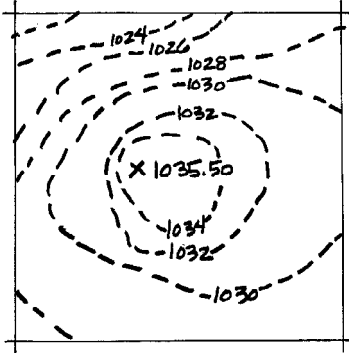
It is also possible to determine different types of land forms by understanding contours and how they align. Hills and depressions appear as contours that look like concentric rings. To tell the difference, notice the contour intervals as they progress towards the center ring; a hill will have a higher number in the center than the surrounding contours; a depression will have a lower number than the surrounding contours. Ridges and valleys are similar but have a more linear form, as illustrated below.



Ridge



Valley with Stream



Hill with Spot Elevation

- **Spot Elevations**

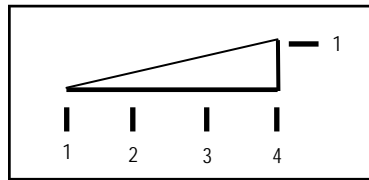
Often, the elevation for items not shown on a contour line are indicated as a spot elevation, such as the top of a hill or the top or bottom of some built feature such as a wall or curb. Spot elevations are shown with an 'x' which marks where the spot elevation is located on the plan, and then the measured elevation, as shown above-right.

Sketches by Beverly Bass

# How to Read a Site Plan or Subdivision Plat

## Slopes or Grades

Usually represented on a plan as a ratio. A 4:1 slope means that the slope climbs one unit vertically for every 4 units of horizontal space.

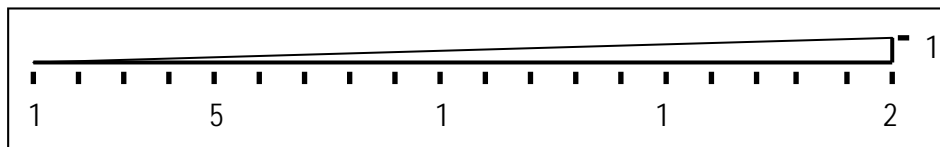


4:1 or 25% slope

You may also encounter slopes that are shown as a percentage. This is derived from a simple formula for calculating slopes:

$$\text{slope (S)} = \frac{\text{difference in elevation (DE)}}{\text{length (L)}}$$

This is sometimes stated as rise over run. For the above example, the difference in elevation (rise) is 1 and the length (run) is 4, so using the formula  $S=DE/L$ , then  $S=1/4$ , or .25 or 25%. As you can see from the above example, 25% is a relatively steep slope. What would a 5% slope look like? For a 5% slope, 1 unit of elevation would require 20 units of length. ( $S=1/20$ , or .05 or 5%). As you can see in the example below, this is a more gradual, gentle slope.

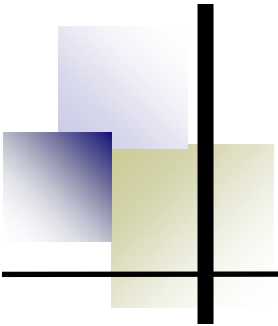


20:1 or 5%

Slopes can be analyzed for the implications that they have on a development project. Excessively flat slopes, from 0-1%, may indicate drainage problems on a site. Development on excessively steep slopes, 15% and above, should be avoided due to erosion. Slope classifications can be used as a guide. A typical slope classification may be:

- 3%-5% — gentle slope; nominal constraints on development; suitable for a wide range of development types.
- 5%-8% — moderate slope; slight constraints on development; these slopes impact site organization.
- 8%-15% — moderate to steep slope; severe constraints on development; excludes structures with large footprints.
- 15%+ — generally considered unsuitable for development.\*

\*Source: Landphair, Harlow C. and John L. Motloch. *Site Reconnaissance and Engineering*. Elsevier: New York, 1985.



# Typical Items on a Site Plan

Site plans will include a graphic representation (drawing) of existing features and proposed features as they pertain to the project.

## Existing Features

- Tree cover edge and specimen trees
- Water's edge and features
- Boundaries such as floodplains, 50 and 100-foot buffers, wetland delineation, etc.
- Any existing buildings or structures
- Existing infrastructure such as utility lines, roads, etc.
- Existing topography

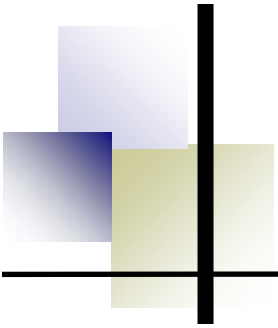
## Proposed Features

- Property lines
- Easements or setbacks
- Changes in grading or drainage
- New buildings or structures
- Infrastructure-utilities, septic system, roads or walkways
- Stormwater or sediment control devices
- Topography as regraded for the project

In some cases, existing and proposed features are shown on separate sheets. Often, existing features such as buildings or topographic contour lines are shown as dashed lines while the proposed features are shown as solid lines. This makes it easier to tell them apart.

Different symbols are used to delineate various features such as utility lines or boundaries. A typical legend is shown to the right. Plans usually contain extensive notes for items that need further explanation.

Legend		
	EXISTING	PROPOSED
CONTOUR	--- (45) ---	— (45) —
EDGE OF ROAD	—————	
STORM DRAIN PIPE	—SD—	
STORM DRAIN INLET	SD	
FENCE	x-x-x-x-x	
WETLAND LIMIT	.....	
WETLAND BUFFER	----	
LIMIT OF DISTURBANCE		—LOD—
PROPERTY LINE	.....	










# Conducting a Site Analysis to Identify Impacts

## Marking the Plan

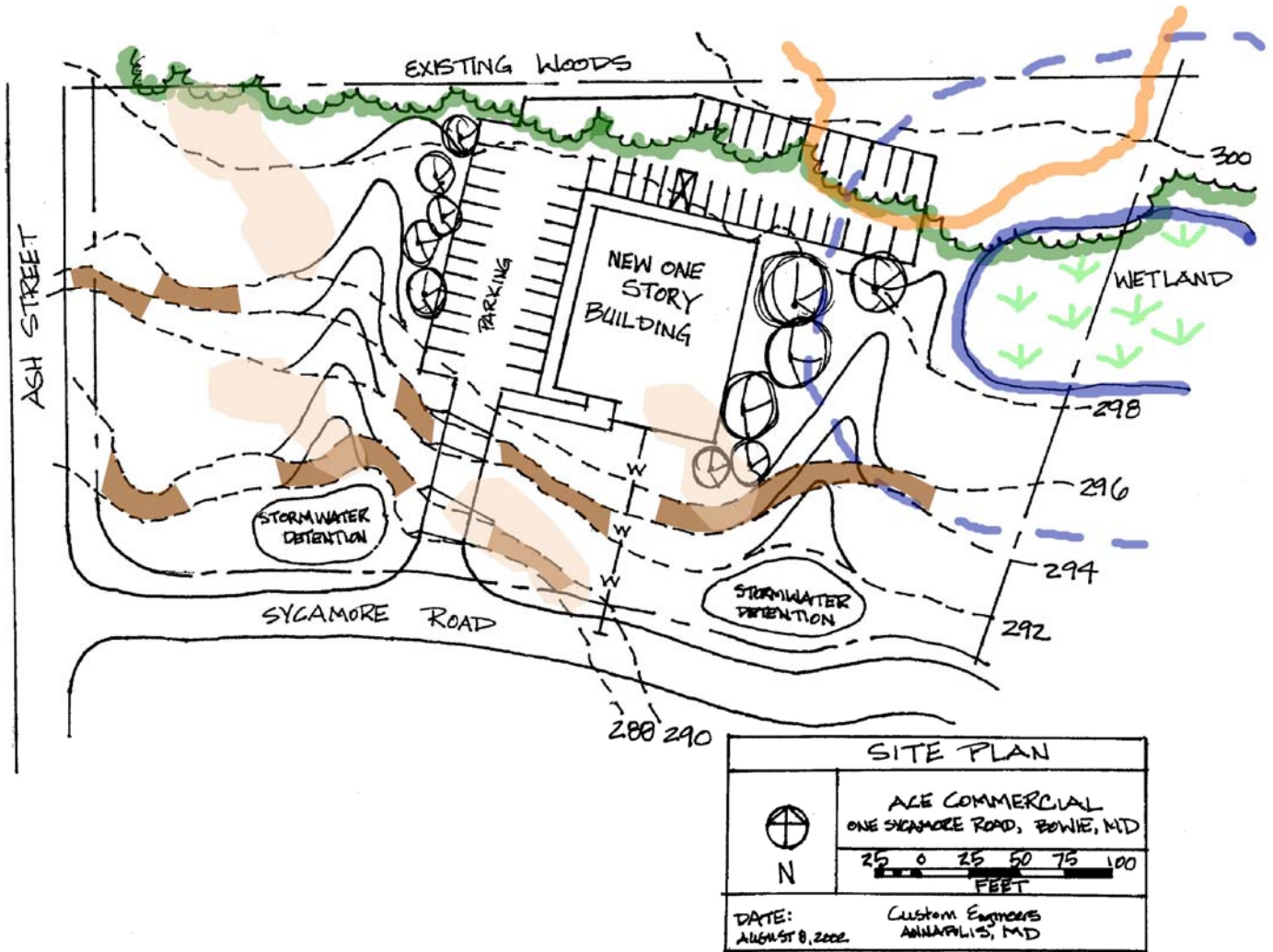
Now that we have a basic understanding of what is on a site plan, it is time to start looking at the proposal to determine whether this project is a cause for concern. The easiest way to do this is to mark the plans in a way that will provide a visual record of how the proposed development will impact the site. This is referred to as a **site analysis**.

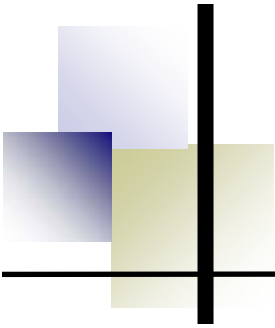
Start by getting several copies of the plan made. A local print or blueprint shop can provide oversized bond copies (large photocopies on bond paper) for a reasonable price. If that is not possible, you can lay pieces of tracing paper over the plan and mark on those. (Make a mark on the tracing paper as a point of reference such as marking where property lines meet. This will allow you to properly realign the tracing paper on the plan later.) You will also need non-opaque markers in various colors and sizes. Inexpensive markers from an arts and crafts store will be sufficient.

## Marking and Noting Existing Natural Features

With a thick dark green marker, outline the edges of the natural tree cover with a squiggle line.	
With a thick dark blue marker, outline the edges of any water bodies or streams. Do not outline stormwater sediment ponds.	
With a thin dark blue marker, outline the buffers of streams and other bodies of water with a dashed line.	
With a thin light green marker, show locations of wetlands with the grass symbol.	
With an orange marker, mark the locations or outline of endangered species habitat.	
With a thick brown marker, shade in areas that are steeply sloped. (See section on reading contours—page 30).	
With a thick light brown or tan marker, shade in areas of problem soils (highly erodible, shrink swell clay, high water table soil, etc).	



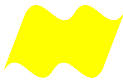



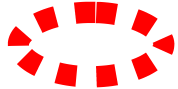
# Marked Plan Showing Natural Features



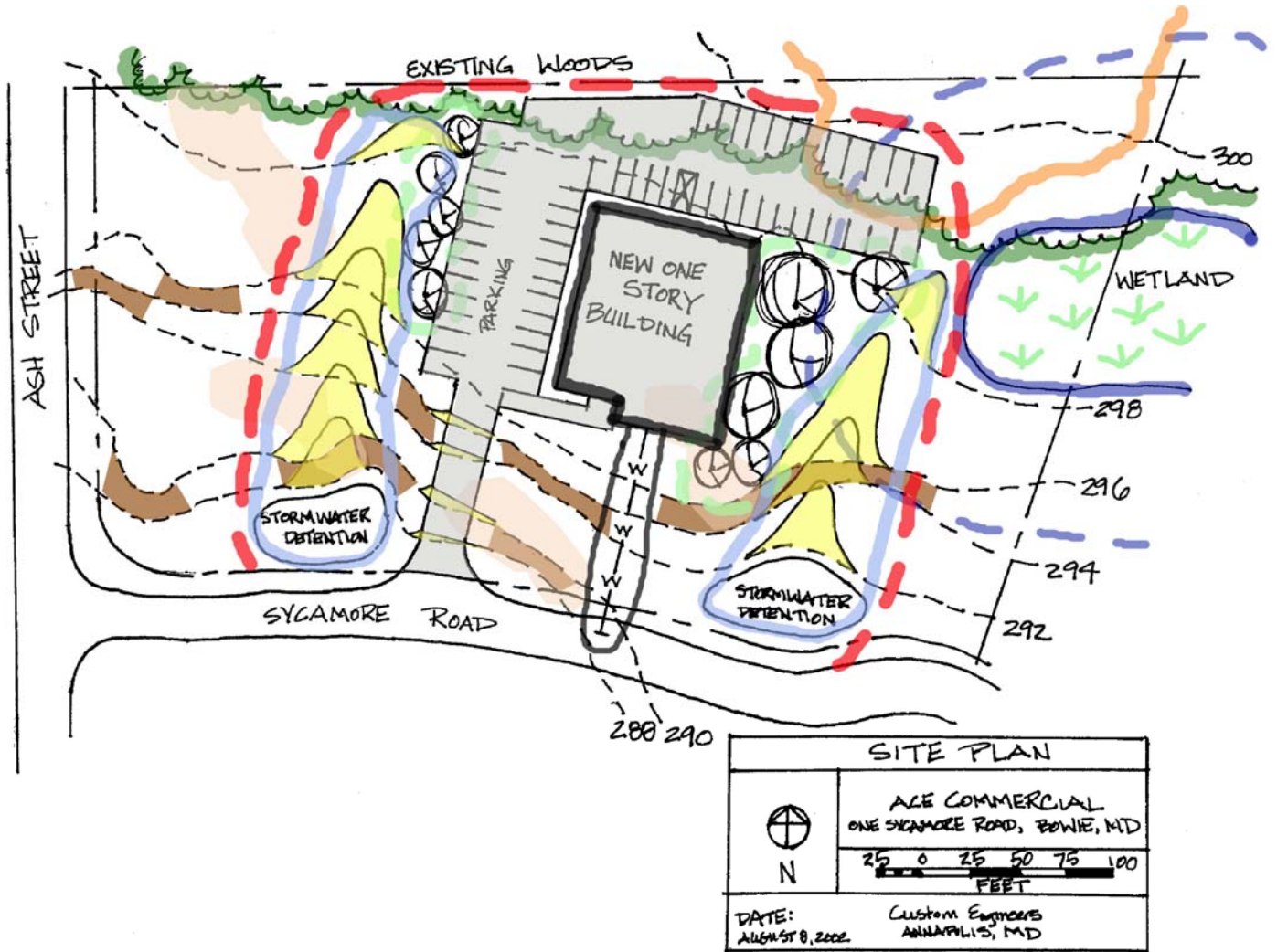


# Marking Areas of Disturbance

Now we will note on the plan where areas of disturbances occur. This includes any clearing or grading, structures, utilities, etc. These markings can be made either on the same sheet or on a sheet of tracing paper or clear acetate overlaying the previous markings.

<p>With a thick light green marker outline new landscaping with a dashed line.</p>	
<p>With a thick light blue marker outline the edges of stormwater management systems. This could include stormwater sediment ponds, detention basins or swales.</p>	
<p>With a yellow marker, shade in areas that call for changes in grade or slope. Some documents include a grading plan that will detail the existing and proposed changes in topography. Existing contours are shown as a dashed line while proposed contours are solid. If this is not available, a predevelopment topography map can be obtained from various sources, including a United States Geological Survey Quad Map. A comparison between this and the proposed grading on the plans will give a rough idea of the area affected by grading.</p>	
<p>With a thick gray marker, shade in areas covered by impervious surfaces. This includes parking lots, rooflines, roads and walkways.</p>	
<p>With a thick black marker, outline the footprint of all structures.</p>	
<p>With a thin black marker, outline underground utilities.</p>	
<p>With a thick red marker, outline the envelope of disturbance limit (or limit of disturbance) with a dashed line. The envelope of disturbance includes all areas that will be impacted by the project including vegetation removal and excavation work.</p>	

# Marked Plan Showing Area of Disturbance





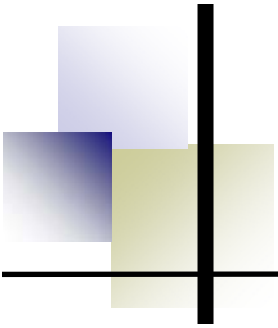
# Making a Site Visit

---

A site visit can provide valuable information about a project that is not apparent on paper. It is important to stress, however that *no site visit should be made without first getting the permission of the owner or responsible agent authorized to grant access to the property.* Even if the property is open and accessible, this is considered trespassing and serious penalties could occur. In many cases, the owner or developer will grant access to the property and will sometimes provide a tour. If you are unable to gain access to the property, it may be possible to view the site from a public road, adjoining public land or a neighbor who is willing to allow you on their property.

## **What to bring along:**

- Camera
- A copy of the plans
- Pens and colored markers
- Notepad or notebook



# What to do While on Site

Walking the site with the plan provides the opportunity to make note of significant features and verify information on the plan. Don't forget to include the areas adjacent to the property in your analysis.

- Using a copy of the plans to orient yourself, walk the site and make note of initial impressions, thoughts and feelings in a notebook. This could pertain to the general feel of the site. Is it heavily wooded? Are there places of scenic beauty? Is this a vacant lot in an urban center?
- Compare what you see to what is on the plan. Is the plan accurate? How do wooded areas, wetlands and other natural features compare with similar features on the site. Are some more or less worthy of protecting than others? (e.g., a mature stand of large trees compared to a scrubby, immature stand).
- Take photographs of the site as a way to document existing conditions. It is helpful to mark on the plan where each photo was taken and in what direction the camera was pointed.
- Make note on the plans of any features or items that were not apparent on the plans. This could include significant or unique vegetation, wildlife habitat, old growth forests, specimen trees or rock outcroppings.
- Note existing land use patterns of properties surrounding the site, indicate locations of residential development, commercial or industrial centers or agricultural activities.

<p>Mark locations of good and bad views with large arrows. Good views can be vistas or views of natural features such as a shoreline or attractive structures. Bad or undesirable views include views of industrial structures and the rear of commercial buildings from existing neighboring homes. Good views can be marked with a green marker and bad ones with a red marker. Pay particular attention to views onto and through the site from adjacent properties.</p>	
<p>With a thick yellow marker, draw arrows indicating the prevailing wind direction for the area. (For smokestack, industry or other businesses using chemicals.)</p>	
<p>With a thick light blue marker, indicate with arrows the direction of drainage patterns on the site.</p>	
<p>Note existing circulation patterns as they occur near or to the site. This could include vehicular traffic volume and heavily used routes. Circulation also includes pedestrian and bicycle routes.</p>	

# Phase 3: Putting It All Together

## Analyzing the Data

Now that you have gathered a wealth of information, it's time to examine it to determine what impact this project will have on the project site and surrounding area. If possible, transfer all of the markings onto a single copy of the plan. If tracing paper or clear acetate was used, the various sheets can be placed on top of the base sheet (the plan) so that the information from each one is visible simultaneously.



## Identifying Onsite Impacts

Outline in red and use red cross hatching to define the following areas of impact.

- Areas where building footprints or limits of disturbance overlap highly sensitive or valuable natural features or habitat. The most environmentally valuable or sensitive areas are those where several natural features overlap or occur together.
- Areas where building footprints or limits of disturbance overlap steep slopes or unsuitable soils.
- Distances of area of disturbance from sensitive natural features such as waterways or wetlands. Compare the distances with local or state regulations.

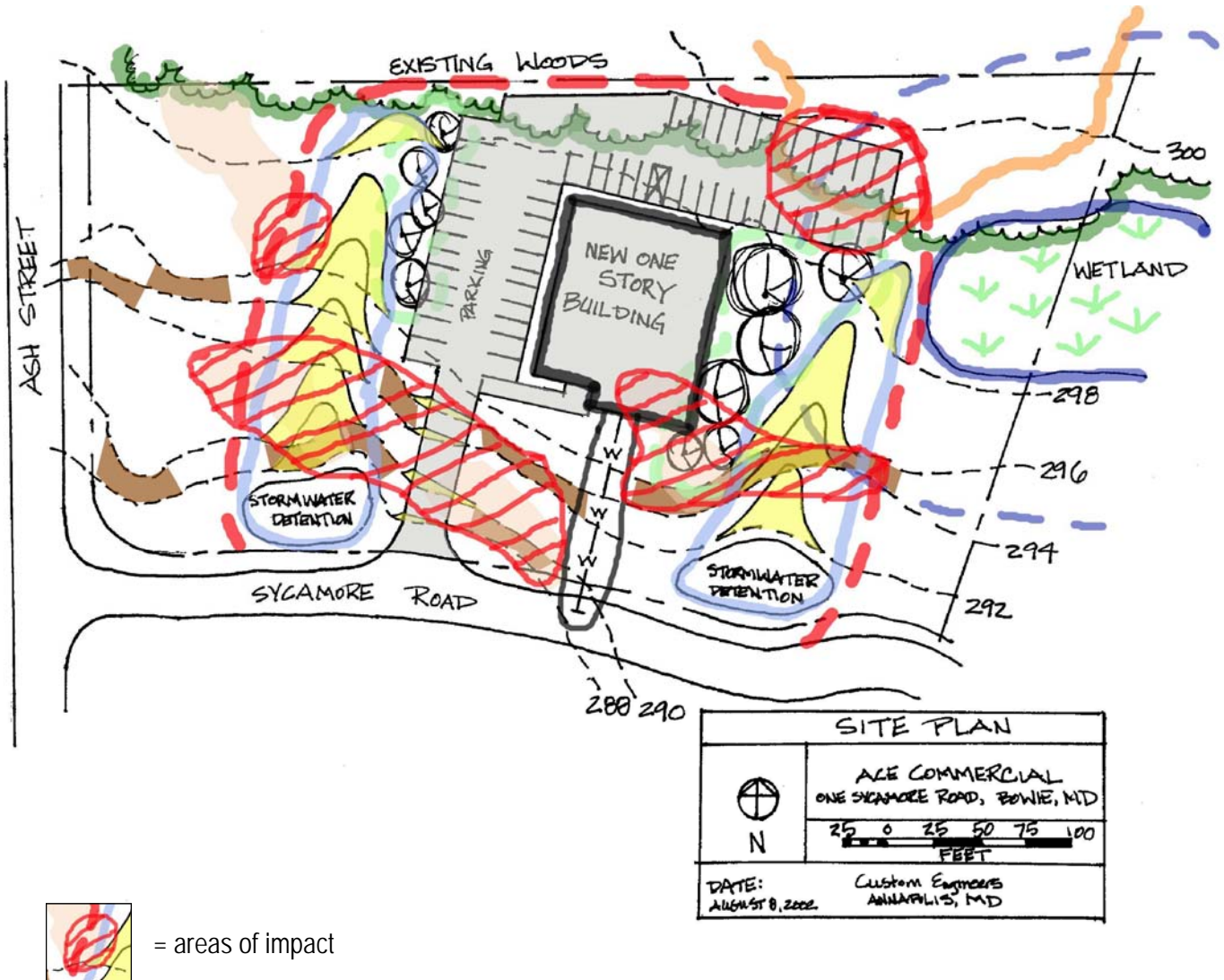
## Estimating the Size of Areas of Impact

You can estimate the acreage of areas of impact and relate them to the total area of a feature on the site. You may wish to divide the overall area of impact into smaller ones related to certain features such as forest and wetlands so that you can estimate impacted acres for those features specifically.

- Calculate the extent of impact to existing features such as forests or wetlands. Do this by overlaying a scaled grid on the plan. For example, if the scale of the plan is 1"=100', make a grid of 1" squares to roughly estimate the area of impact. Each square is equal to 10,000 square feet. Since there are 43,560 square feet in an acre, one square is equal to .23 acres. If, for instance the plan calls for the removal of 4 out of 5 existing forested acres, this is an 80% loss of forest on this site.
- You can use the same grid to estimate the total area of impervious surfaces. Calculate the percentage of impervious surfaces in relation to the site. (Acres of impervious surfaces/total acres of the site x 100 = percentage of impervious surfaces)

# Phase 3: Putting It All Together

## Marked Plan Showing Areas of Development Impacts





## Phase 3: Putting It All Together

---

Once again, refer to the **Project and Site Analysis Worksheet** from appendix A.

Use the analysis conducted so far to complete the worksheet. Compare the analysis of what exists on the site to the proposed development. Look for the following:



### **On-Site Impacts / Potential Solutions**

- Extensive site clearing and grading can lead to erosion, siltation of streams, and loss of vegetation or wildlife habitat. Developers can minimize the amount of clearing and grading of the site overall and eliminate impacts to important environmental features by clustering built features on a smaller portion of the site; using narrower streets and reducing parking requirements; reducing the size of the project, the number of building units or yard setbacks.
- Large areas of impervious surfaces will alter site drainage and increase surface runoff. Impervious surfaces such as parking lots should be minimized. Roads should be no wider than necessary. Traditional Neighborhood Development uses narrower roads than conventional suburban development. Suburban road standards call for excessively wide roads, which not only yield more runoff but also encourage higher vehicle speeds. Pervious pavements sometimes can be used in place of paved surfaces. Some parking can be located under buildings. These reductions can also avoid or minimize impacts to environmental features since they produce a more compact project.
- Placing structures too close to streams or wetlands or within floodplains can lead to damage to the natural environment as well as property. Building on a steep slope can create erosion or sediment problems, particularly when the underlying soil is erodible. Clustering buildings, reducing the size of building footprints, reducing the number of building units or reducing yard setbacks can minimize or avoid these impacts.



# Phase 3: Putting It All Together

---

## Off-Site Impacts / Potential Solutions

- Increased traffic volumes may lead to congested roadways. Alternative forms of transportation such as bike paths, sidewalks and transit should be provided. Locating residential land uses within short distances of shopping or commercial districts promotes walking or riding a bike.
- Air pollution or odors produced on site can be carried by prevailing winds to neighboring communities. Projects involving dangerous airborne pollutants or unpleasant odors should not be located near population centers.
- The inadequacy of stormwater control systems can lead to increased runoff onto adjacent properties or into waterways. Review the stormwater plan for the project to ensure that it conforms to state and local regulations.
- The inadequacy of sediment control devices allow sediment to runoff into streams and rivers, and eventually, the Chesapeake Bay. Review the sediment and erosion control plan for the project to ensure that it conforms to state and local regulations.
- Views onto the site may be less than desirable or the project may block desirable views. Vegetated buffers or other visual barriers can block unpleasant views. Buildings can be sited to preserve existing views for neighboring communities.

## Is the Project Smart Growth?

- Refer back to the smart growth principles listed on page 12. How many of these principles does this project incorporate?
- Think of this project in context of the larger Smart Growth goals. If this is an infill or reuse development project, consider supporting it. Stopping an infill or reuse project may result in the developer moving to a different site that is in a rural area or on land that has never been developed before.
- Bad projects do not have to be stopped. Often the design can be changed to lessen the negative impacts of the project.



## IV. ORGANIZING FOR CHANGE

Once you have analyzed the development project and determined what impacts it will have on your community, you may have decided to work towards changing or stopping the project. Organizing a group of like-minded individuals will provide the best hope of achieving your goals. Even if you have decided that the project is a positive addition to your area, organizing a community group or organization will provide an excellent vehicle for influencing future land use decisions in your town.



### Why Organize?

In 1849, Frederick Douglas said, "Power concedes nothing without a demand." That "demand" is much more effective when a community organizes and speaks with one voice. To understand organizing is to understand the root of power. The key is to use your power to offset the power of the group, organization or business you are opposing. If you can balance the power equation, your chances of success are greatly increased. If the balance shifts in your favor you have not only put your issues on the front burner but may be on your way to winning the issue *and* building a self-sustaining organization. That is why you organize.

The information in this section has been developed from a number of sources. Following the chapter are references for more in-depth information on the subject. We hope this chapter provides you with the basics on organizing so you can begin to influence the balance of power in your community, town or state.



# Where Does Power Come From?

---

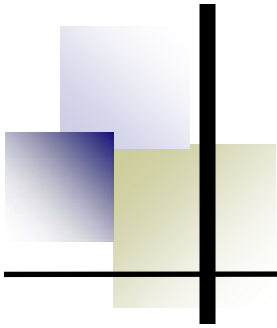
In the political world, power comes from two basic sources:

- Money (campaign contributions)
- Votes

Your community may or may not have significant financial resources but it does have the power of the vote. Most of the decision makers in the development process are elected or appointed. That means they are supposed to represent the will of the people. But the catch is that if you are in the minority, you stand less of a chance of influencing them.

- The community's power resides in its ability to generate enough public discussion of an issue that it could be turned into a focal point during an election cycle. Once that happens, you will have the attention of the targeted decision maker.
- The opposition will likely have either votes or money or both. If the opposition is financially well heeled, your task will be more difficult but not insurmountable. Money buys not only influence but also time, and time can be the enemy of organizing. In some cases, a local issue will catch the public's attention and generate considerable discussion, opposition and activism in the short term. But the enthusiasm and willingness to engage in an organized struggle (as well as your financial resources) can dissipate over time.
- Conversely, time may be to your advantage. If you can stall the process, hang it up with technicalities or legalities, or through an extended hearing process, perhaps the proponent will pack up and move on. In addition, it will allow you time to generate greater public support (and money) for your position. You might get lucky and have an election coming up where, with time, you could bring this before the candidates and hold a public discussion on the merits of the issue.

Keep in mind however, that if you get involved late in the game, time is not on your side. You must organize quickly and use your time wisely because the train is pulling out of the station.



# Getting Organized

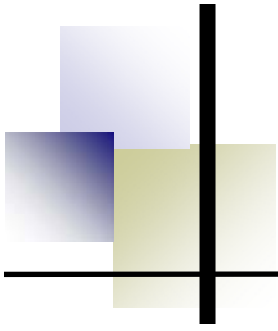
The following methodology has been developed by Midwest Academy and describes a systematic way of laying out a strategy for organized public actions for or against almost any public issue. The strategy is flexible and can be adapted for any time frame, but it is to your advantage to begin implementing the strategy as early in the development process as possible.

## Midwest Academy Strategy Chart

After choosing your issue, fill in this chart as a guide. To developing strategy. Be specific. List all the possibilities.

Goals	Organizational Considerations	Constituents, Allies, Opponents	Targets	Tactics
<p>1. List the long term objective of your campaign.</p> <p>2. State the intermediate goals. What constitutes a victory?</p> <p>How will the campaign:</p> <ul style="list-style-type: none"> <li>• Win concrete improvements in people's lives?</li> <li>• Give people a sense of their own power?</li> <li>• Alter the relations of power?</li> </ul> <p>3. What short-term or partial victories can you win as steps towards your long term goal?</p>	<p>1. List the resources that your organization brings to the campaign. Include: money, number of staff, facilities, reputation, canvass, etc.</p> <p>What is the budget, including in-kind contributions, for this campaign?</p> <p>2. List the specific ways in which you want your organization to be strengthened by this campaign. Fill in numbers for each:</p> <ul style="list-style-type: none"> <li>• Expand leadership group.</li> <li>• Increase experience of existing leadership.</li> <li>• Build membership base.</li> <li>• Expand into new constituencies.</li> <li>• Raise more money.</li> </ul> <p>3. List internal problems that have to be considered if the campaign is to succeed.</p>	<p>1. Who cares about this issue enough to join in or help the organization?</p> <ul style="list-style-type: none"> <li>• Whose problem is it?</li> <li>• What do they gain if they win?</li> <li>• What risks are they taking?</li> <li>• What power do they have over the target?</li> <li>• Into what groups are they organized?</li> </ul> <p>2. Who are your opponents?</p> <ul style="list-style-type: none"> <li>• What will your victory cost them?</li> <li>• What will they do/spend to oppose you?</li> <li>• How strong are they?</li> </ul>	<p>1. Primary Targets</p> <p>A target is always a person. It is never an institution or elected body.</p> <ul style="list-style-type: none"> <li>• Who has the power to give you what you want?</li> <li>• What power do you have over them?</li> </ul> <p>2. Secondary Targets</p> <ul style="list-style-type: none"> <li>• Who has power over the people with the power?</li> <li>• What power do you have over them?</li> </ul>	<p>1. For each target, list the tactics that each constituent group can best use to make its power felt.</p> <p>Tactics must be:</p> <ul style="list-style-type: none"> <li>• In context</li> <li>• Flexible and creative</li> <li>• Directed at a specific target</li> <li>• Make sense to the membership</li> <li>• Be backed up by a specific form of power</li> </ul> <p>Tactics include:</p> <ul style="list-style-type: none"> <li>• Media events</li> <li>• Actions for information and demands</li> <li>• Public hearings</li> <li>• Strikes</li> <li>• Voter registration and voter education</li> <li>• Law suits</li> <li>• Accountability sessions</li> <li>• Elections</li> <li>• Negotiations</li> </ul>

Source: Bobo, Kim, Jackie Kendall and Steve Max. *Organizing for Social Change*. Seven Locks Press, 2001



# Getting Organized

---

The following information expands upon the chart on the previous page. A worksheet has been provided in Appendix B which follows the format of the chart and will help you organize your strategy.

## Establish a goal

Begin by setting a goal. You might have more than one goal, or a long term goal that depends on achieving a number of short term goals. Break the task down to manageable pieces.

The goal should be **SMART**:

- Specific
- Measurable
- Attainable
- Realistic
- Time-oriented

### Example

- Long term goal: Within five years, create a local land trust to conserve ecologically and culturally important lands within the county.
- Mid term goal: Raise \$20,000 as soon as possible to purchase 10-acre parcel in Big Woods.
- Short term goal: Stop planned development of Big Woods.

## Organizational Considerations

Define what resources you have (people, money, technology, office space, etc.), what resources you will need to accomplish your goals, obvious problems that you need to overcome and what the organization will gain from your efforts.

### Example

- Resources available: 10 volunteers, 6 computers, \$5,000, a friend on the county council, a neighbor that works for the local newspaper, donated office space.
- Resources needed to achieve goal: an additional \$5,000, a website and website designer, tollfree phone line, bulk mailing permit, local door-to-door canvass, etc.
- Problems: Very contentious issue, lack of experience with fundraising, no local allied organizations to help, economic recession, developer owns local paper; etc.
- Organizational gains: establish self-sustaining organization, generate new members, open real office downtown, raise enough money to pay back contributions from original members, etc.



# Constituents, Allies and Opponents

---

You need to assess who is for you, who is against you, and who you need to target that will help you shift the balance of power. Be expansive in developing this list and then prioritize from most important to potentially important.

- When waging your campaign, you should focus on the uncommitted — those people, public officials or organizations that can be persuaded to support your efforts.
- You will most likely not change the minds of your opponents but it is important to know who they are and what they might do to thwart your efforts.
- Don't spend excessive energy on those that are with you but be sure they are well informed about your activities and ready to act when called upon.

Example:

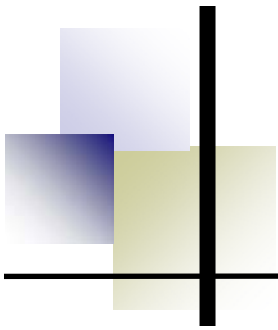
- Constituents: neighbors, Hike and Bike Store, Councilman Tre Hugger, Senator Rocky Brooks
- Allies: local conservation group, state hiking organization, national land trust association, Councilwoman May Fly, local Audubon Chapter, nearby community associations
- Opponents: McMansion Homes, Inc., Councilman Bill Ding, chamber of commerce, retired Mayor C. Lear Cuts

## Targets

- Targets are the people with power whose support you must gain to accomplish your goal.
- The target is always a person – not a corporation or agency.
- There are two kinds of targets: primary and secondary
  - Primary: the target(s) that can give you what you want
  - Secondary: the targets that can influence the primary targets, i.e. campaign contributors, friends, business partners, clergy, retired politicians, family members, voters, etc.
- Choose your targets carefully and be sure their support will help you achieve your goal.

Example:

- *Primary*: county executive, board of appeals members, county council person representing the area where a project is located.
- *Secondary*: uncommitted county council members, voters (in districts 1, 5, and 7), local homeowner associations, campaign contributors to county executive, state legislators for your district on budget committee.



# Tactics

---

Tactics are the steps you and your allies will take to achieve your goals. Some suggest developing objectives, then defining tactics to achieve those objectives. One can get embroiled in semantics as to what is an objective and what is a tactic. Suffice it to say that tactics are the most specific actions taken while objectives are rungs on the ladder to your goal. A strategy is a combination of tactics to achieve an objective.

## Example:

- *Objective 1:* Have Councilman Russ T. Gate receive 75 letters from his constituents by October 1.
  - *Strategy:* Inform, educate and mobilize constituents to contact councilman
  - *Tactics:*
    - Mail information to constituents
    - Phone constituents after mailing
    - Set up sign-on letter writing event at Shop Away
    - Have booth at county fair
  
- *Objective 2:* Get two articles in local papers about campaign to Save the Big Woods before county council meets in October.
  - *Strategy:* Educate reporters and editors about campaign
  - *Tactics:*
    - Hold rally at site, invite press
    - Send information package to editor, follow up with call
    - Find good spokesperson to interview
    - Tie conservation to local environmental issue such as problems with water quality



# Putting the Campaign in Motion

---

- ➔ **An effective campaign requires a well designed approach with the ability to adjust** that plan to changes in the opposition, unexpected road blocks, changes in personnel, a shortfall of cash and other unforeseen difficulties. It also requires commitment and persistence. Persistence pays off. Many times the other side will count on wearing down the project opponents. You cannot let that happen. *Look for ways to compromise*, especially when establishing goals: is there a middle ground most people would agree to? Sometimes the opposition doesn't want a huge fight and will be willing to adjust plans to meet the needs of local concerns. Don't be afraid to meet with them and discuss what options they would consider.
- ➔ **Use facts, not emotion**, to build your case. Be rational. Be civil. Treat public officials and opponents with respect and courtesy. Just because something is the "right thing to do" does not necessarily mean it will be done. Thoroughly investigate state and local laws, local zoning ordinances and master or comprehensive land-use plans. Try to learn what arguments your opponents will make and develop a counter argument.
- ➔ **Recruit good spokespeople** and subject matter experts – respected individuals within the community or a particular area of expertise. Avoid appointing the loudest, most passionate person in your group as spokesperson.
- ➔ **Develop good volunteers and volunteer leaders.** Delegate responsibilities and let others help; this will give them a greater sense of worth and "ownership," building loyalty and commitment.
- ➔ **Seek out allies**, such as communities or attorneys who have experience with a similar situation. Some attorneys or consultants will speak with you for free or discount their services to a worthy cause.
- ➔ **Don't overlook the media.** The media is an important tool of any campaign. Give them something to work with, plenty of compelling information, a local angle or hook and again, be persistent.
- ➔ **Use the latest electronic tools** to organize and inform your allies and constituents. There are free websites – **on-line communities** – that allow you to set up a private site only members can visit, where you can share information, photos, documents, and much more. One example is MSN Groups at <http://groups.msn.com> where, once you register as a member, you can create your own site that others can access. **List serves** are another way to keep large groups informed about recent activities and allow member interaction. Many of these types of services are free or very inexpensive.
- ➔ **Be creative in your approach.** Think about fun, interesting or dramatic public events that will attract people and the media. Create a clever slogan that clearly communicates the issue. Learn from other marketing or political campaigns. Copy what works.
- ➔ **Finally**, not to overstate the obvious, but the greater the numbers, the greater your chances of success. *Get as many people on your side as you can and get them involved.*



# Case Study: Douglas Point Sand and Gravel Mine Proposal

---

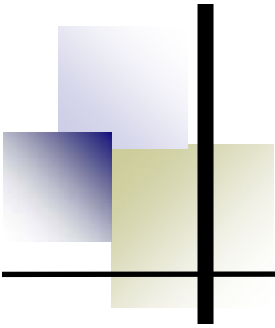
## Background:

Douglas Point is a pristine forested area along the banks of the Potomac River in western Charles County, Maryland. The area is undeveloped and one of the few remaining large tracts of contiguous forest in Maryland. The region is sparsely populated but rich with natural resources including nesting bald eagles; a thriving bass fishery; abundant underwater grasses; unique seeps and wetlands; large stands of hardwood trees; and a number of rare, threatened or endangered plant species. In addition, a few miles inland resides one of three Maryland populations of the dwarf wedge mussel, a federally listed endangered species.

A regional power distributor had owned the property for a number of years when a national mining interest approached it asking permission to develop a sand and gravel mine on the site. If the mining company was successful in gaining permission from the county to mine the property, it would buy the land from the power company. The mining company was interested in mining 1,300 acres of land at the river's edge, the heart of Douglas Point.

When local residents heard of the plan, they began to organize against the proposal. The residents were fortunate because they began organizing early, before any permits were issued or special exceptions granted. The focal point of the battle was to have the local Board of Appeals (an appointed body) deny the mining company's petition for a special exception to the zoning ordinance in order to mine the property. The chart on the next page illustrates how the citizens planned their grassroots campaign to defeat the proposal.

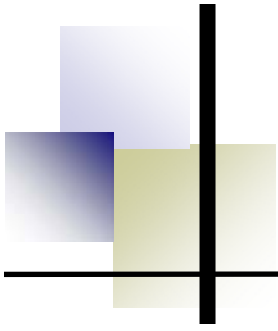
After more than 40 hours of testimony from at least 45 witnesses, the board voted 5-0 against the proposal. The community group that led the effort has now solidified its power and is a recognized entity in the local and regional political landscape.



# Case Study: Douglas Point Sand and Gravel Mine Proposal

## Douglas Point Sand and Gravel Mine Campaign

Goals	Organizational Considerations	Constituents, Allies, Opponents	Targets	Tactics
<p><b>Long Term</b> Establish local environmental organization</p> <p><b>Intermediate</b> Defeat gravel mine proposal at hearing</p> <p><b>Short Term</b> Generate grassroots opposition to proposal before hearing</p>	<p><b>Resources</b> Long term residents in opposition to mine 10 volunteers willing to put in time and \$\$ Attorney willing to work for reduced rate Pristine area along banks of Potomac River</p> <p><b>Resources needed</b> Funds Support from state and national groups Political allies</p> <p><b>Organizational Gains</b> Local support and member base Long-term platform for political action Good media coverage Building strong board of directors Name recognition</p>	<p><b>Constituents</b> Local communities, one county council member</p> <p><b>Known Allies</b> Sierra Club chapter; local botanists, birders, and other natural resource experts; Mallovs Bay author/historian</p> <p><b>Possible Allies</b> Department of Natural Resources, Chesapeake Bay Foundation, MD Audubon Society, Nature Conservancy, fisheries managers, state politicians, Governor, federal officials, media</p> <p><b>Opponents</b> Mining company, local delegate, some county council members, local paper</p>	<p><b>Primary</b> Board of Appeals members, county council members, Governor</p> <p><b>Secondary</b> Local residents, allied group's members, county residents, state environmental advocates, president of company that owns site, federal officials</p>	<p>Contact residents with information about proposal, build volunteer base</p> <p>Contact allied organization and get their support and maybe \$\$ or in-kind help</p> <p>Get media coverage, call local and statewide papers</p> <p>Hold media/community event, hold fund raising events</p> <p>Develop public relations campaign; use lawn signs, posters and newsletter to educate public; create compelling slogan</p> <p>Phone allied organization members</p> <p>Develop e-mail network, website and newsletter</p> <p>Lobby local and state officials</p> <p>Develop sign-on letters for Governor, President Dick, County Council</p> <p>Enlist experts on birds, fish, underwater grasses, wetlands, hydrology, geology, botany, endangered species, history, dredging, etc.</p> <p>Motivate public to attend hearings and testify; coordinate testimony of experts</p>



# Resources for Organizing

---

To learn more about organizing to influence development in your community, see the following materials:

## Websites

The Citizen's Handbook	<a href="http://www.vcn.bc.ca/citizens-handbook/Welcome.html">www.vcn.bc.ca/citizens-handbook/Welcome.html</a>
The Virginia Organizing Guide: Organizing Tool Box	<a href="http://www.virginia-organizing.org/toolbox.php">www.virginia-organizing.org/toolbox.php</a>
Community Toolbox	<a href="http://ctb.1si.ukans.edu/">http://ctb.1si.ukans.edu/</a>
Campaign Financing/Contributors	<a href="http://www.opensecrets.org/">www.opensecrets.org/</a>
The Midwest Academy	<a href="http://www.publicintegrity.org/dtaweb/home.asp">www.publicintegrity.org/dtaweb/home.asp</a>
Community & Environmental Defense Services	<a href="http://www.mindspring.com/~midwestacademy">www.mindspring.com/~midwestacademy</a>
	<a href="http://www.ceds.org">www.ceds.org</a>

## Printed Material

- *Building Blocks for Emerging Environmental Non-Profit Organizations: Lessons from the Chesapeake Bay Foundation*; Chesapeake Bay Foundation, 410/268-8833 ext. 2169
- Bobo, Kim, Jackie Kendal and Steve Max. *Organizing for Social Change: A Manual for Activists in the 1990s*. Seven Locks Press, 2001. Midwest Academy, 800/354-5348
- *Preserving Neighborhoods & the Environment from Unsustainable Land Development Projects*, Community & Environmental Defense Services, 410/654-3021
- Preece, Jenny, *Online Communities: Designing Usability, Supporting Sociability*, <http://www.ifsm.umbc.edu/onlinecommunities/index.asp>

## Web Design

- [www.coyotecom.com/](http://www.coyotecom.com/)
- [www.uwm.edu/people/mbarndt/npdev.htm](http://www.uwm.edu/people/mbarndt/npdev.htm)
- [www.gilbert.org/news](http://www.gilbert.org/news)
- [www.searchenginewatch.com/](http://www.searchenginewatch.com/)
- [www.linkexchange.com/](http://www.linkexchange.com/)

## Web Communities

- MSN Groups: <http://groups.msn.com/>
- Yahoo/GeoCities: <http://geocities.yahoo.com/>
- ezboard community: <http://www.ezboard.com/>



# V. MONITORING AND ENFORCING DEVELOPMENT PROJECTS

---

Once the development project has been designed, approved and built, it is important that citizens monitor projects in their community on an ongoing basis. This will ensure that projects that comply with State and local laws stay in compliance. The following table contains information that will help you monitor development projects and let you know what you need to do to make sure those laws are enforced.

<b>State Legislation</b>	<b>State Administrative Agency</b>	<b>Typical Violation</b>
<b>Wetlands</b> Tidal Wetlands Protection Act and Program Nontidal Wetlands Protection Act and Program	Maryland Department of the Environment	Filling of a wetland without a permit Pier construction without a permit Construction of shore erosion protection without a permit Clearing and/or burning of marsh vegetation
<b>Sediment &amp; Erosion Control</b>	Maryland Department of the Environment	Exposed soil for long periods of time Mud and sediment in nearby waterways Starting work before plan is approved Carrying out soil erosion control procedures out of sequence or not according to plan
<b>Stormwater Management</b>	Maryland Department of the Environment	Excessive stormwater runoff
<b>Forest Conservation Act</b>	Maryland Department of Natural Resources	Clearing or removal of trees from a forest conservation area
<b>Critical Area Act</b>	Critical Area Commission, Maryland Department of Natural Resources	Clearing or cutting trees within the Critical Area without a permit Building or grading in the Critical Area without a building or grading permit Clearing trees/vegetation in the 100-foot buffer (within 100 feet of tidal waters or wetlands) Construction of accessory structures in the buffer Disturbance in the buffer like grading, stockpiling or dumping
<b>Sensitive Areas</b>	Maryland Department of Planning	Contact local planning and zoning office for the Sensitive Areas Ordinance



# Documenting a Violation

After verifying that an activity is in violation of local or state laws, it is important to document it for future reference. Keep detailed notes of dates, times, sequence of events and a description of what actions were taken. Note, whenever possible, names of individuals or companies involved. Photographing the activity before, during and after an infraction is helpful as long as it is safe to do so. Also, ask a neighbor or friend to act as a witness to verify your side of the story.

How to Detect a Violation	Who to Contact	Penalties
Permit for filling, clearing or construction should be posted at the site	Maryland Department of the Environment, Tidal and Nontidal Wetlands Division 410/537-3745	<b>Tidal</b> -referred for criminal action; 1st offense-misdemeanor-\$500 fine 2nd offense-\$1,000, up to 1 year in jail <b>Nontidal</b> -civil penalties up to \$10,000 with additional penalties assess for each day until the infraction is corrected
Contact local planning office for a copy of the Sediment and Erosion Control Plan	First contact -- local (county or city) planning and zoning office. If this does not resolve the problem contact Maryland Department of the Environment Soil and Erosion Compliance Program at 410/537-3000.	\$1,000/day until infraction is corrected If pollution or sediment reaches a waterway, \$10,000/day Must resolve violation before work can be continued
Contact local planning office for a copy of the Stormwater Plan	First contact — local (county or city) planning and zoning office. If this does not resolve the problem contact Maryland Department of the Environment at 800/633-6101.	Varies by jurisdiction
During construction, signs are posted at conservation areas. The local planning and zoning office also has maps indicating locations of conservation areas.	First contact — local (county or city) planning and zoning office. If this does not resolve the problem contact Maryland Department Natural Resources Forest Service at 410/260-8595.	During Construction — revocation of the approved Forest Conservation Plan and Stop Work Order until the violation is resolved; restoration of destroyed area, if applicable; Non-compliance fee of up to \$1,000/day until infraction is corrected After Construction — Penalties vary for violations on private land
A permit should be posted for any construction or grading in the critical area. Contact the agency that issued the permit to see if a violation has occurred.	First contact — local (county or city) planning and zoning office. If this does not resolve the problem, contact the Critical Areas Commission Enforcement Division at 410/260-3460.	Varies by jurisdiction
Contact local planning and zoning office	Local (county or city) planning and zoning office	Varies by jurisdiction



## VI. MODEL PROJECTS

---

This section of the guide provides examples of development projects that incorporate Smart Growth principles or are good examples of development projects that were sensitive to the environment and the surrounding communities. An example of active citizen participation in a planning process is also included.

Fortunately, many more examples of good development projects can be found. The reference section of this guide provides websites that discuss Smart Growth and gives other examples of projects that demonstrate these principles.



# Citizen Involvement in Regional Planning

## Envision Utah

Much like Maryland, Northern Utah is experiencing rapid growth and development. Its 88 cities and towns, 10 counties and numerous special service districts are home to over 1.7 million residents – 80% of the population of the entire state. By 2020 the population is expected to swell to 2.7 million and to 5 million by 2050. The area is surrounded by many natural boundaries – mountains, lakes and public lands. For this reason, local officials and residents have recognized the need to make sound development decisions now in order to maintain a high quality of life and affordable cost of living as the population continues to grow.



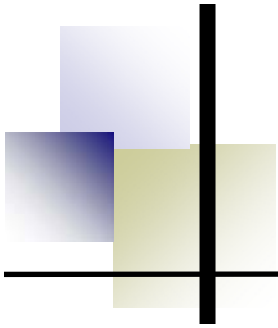
*Photo from: [www.envisionutah.org](http://www.envisionutah.org).*

To prepare for growth, local officials wanted to know what residents value and how they think growth should be accommodated. “Envision Utah” is a public/private community partnership that helped to create a “publicly supported growth strategy that will preserve Utah’s high quality of life, natural environment and economic vitality during the next 50 years.” This partnership of state and local government officials, business interests, environmentalists, landowners and citizens created *Utah’s Quality Growth Strategy*. This detailed, community based management plan provides a menu of strategies to enhance air quality, promote mobility and transportation choices, preserve critical lands, conserve and maintain water resources, provide housing opportunities and maximize efficiency in investments.

Public participation was key to planning development beginning with an in-depth study and survey of area residents. Next, “Envision Utah” generated a baseline model of current growth projections. The group then held a series of public workshops throughout the area to garner feedback. This feedback was used to generate four alternative growth scenarios. Finally, “Envision Utah” embarked on a major public awareness, education and mass media campaign to encourage residents to share their reactions. Over 175 public meetings were held and more than 6,000 citizens participated in the meetings and surveys. This input determined the preferred growth scenario based on what the public described as their concerns and values. The chosen scenario focused on development of walkable communities with nearby opportunities to work, shop and play.\*

***For more details, see the Envision Utah website at [www.envisionutah.org](http://www.envisionutah.org)***

*\*Source: “Local Tools for Smart Growth” published by National Association of Counties, The Joint Center for Sustainable Communities and Smart Growth Network.*



# Residential Development

## Solomons Landing, Calvert County, MD

Solomons Landing is a residential development with 234 units clustered on portions of a 34 acre site. In order to achieve condominium density that would make environmental design economical, the developer purchased transferable development rights and got town center zoning from the county. Such density also made water and sewer service feasible. Buildings at Solomons were placed on three-foot-high pilings so that stormwater could drain underneath through a layer of gravel and oyster shells. This eliminated the need for stormwater ponds. By choosing not to use concrete slab foundations, which usually require a clearing of 15 feet beyond the footprint, the developer could leave trees standing as close as two feet from the walls.

A tree survey was conducted on the site and a tree preservation program was devised. Natural features led the design: house siting was guided by the tree inventory and root system maps. The site had been heavily logged in the past, so the developer brought in over 300 mature trees from another site as well as nursery stock. Trees were also spared during shoreline stabilization. The stones were brought in on barges spread from the bay side, eliminating the need to truck them through the site. This method also proved to be 10-15% cheaper. Work crews were trained in special construction techniques to preserve the site. Builders used factory-built panels and lowered them into place by crane. Fencing along the cleared edges protected the forest and cut down on silt. Temporary sediment traps filtered runoff.

The developer also planned wildlife habitat enhancements and the National Institute for Urban Wildlife certified Solomons Landing as one of 57 urban wildlife sanctuaries.

Some enhancements make good use of the detritus normally found on construction sites: rock and brush piles became homes for small mammals, reptiles and amphibians; logs were left to attract turtles, small mammals and reptiles; and dead trees became perches for hawks, ospreys and kingfishers.\*



*Photos from: [www.mtr.com/solomons\\_new/advantage.htm](http://www.mtr.com/solomons_new/advantage.htm)*

House siting and construction techniques helped preserve more trees

\*Source: *Achieving Environmentally Sensitive Design in Growth Areas through Flexible and Innovative Regulations*. Maryland Office of Planning, April 1995.



# Commercial Development

---

## **Philip Merrill Environmental Center Chesapeake Bay Foundation, Annapolis, MD**

The Phillip Merrill Environmental Center, which serves as the headquarters for the Chesapeake Bay Foundation (CBF), may be one of the world's 'greenest' buildings. It is the first to receive the US Green Building Council's Platinum rating for Leadership in Energy and Environmental Design (LEED).

In line with Smart Growth principles, the Philip Merrill Environmental Center is a redevelopment project. The property is located in a county designated Priority Funding Area (Smart Growth Area) and is zoned commercial and residential. The building is sited on the footprint of the old Bay Ridge Inn. Some of the parking was located under the new building,

and the site has less impervious surfaces than it had before development. Most of the site is preserved as open space and meadows around the building have been restored with native grasses that provide significant water quality benefits (by filtering nutrient and sediment pollution) and wildlife habitat.

Runoff is further reduced by maintaining the gravel parking lot and harvesting rainwater from the roof to be reused in landscaping and various other functions of the building. A bioretention filter strategically located at the bottom of the driveway and parking lot treats vehicle related stormwater runoff. Landscaping with native plants helps absorb and treat rainwater without the need for watering, fertilizer or pesticides.

The building itself contains many energy saving technologies. It is situated to take advantage of prevailing winds and a southern exposure for natural lighting and ventilation. Geothermal wells are used to help heat and cool the building and photovoltaic (solar) panels help reduce the dependence on commercially generated energy. Water is further conserved through the use of composting toilets, which use no water. The compost produced is used on-site for landscaping. All materials used in the building are renewable, salvaged, or recyclable. Wood used in the building comes from sustainably managed forests. Some wood used on the building was salvaged from an old eastern shore pickle plant that had gone out of business. Material is further conserved by simply using less: the exposed structure of the building is visible because CBF uses no interior walls or fancy finishes. These and many other features make the Philip Merrill Environmental Center a model for sustainable office design and construction.\*



\*Source: <http://www.cbf.org/merrillcenter/index.htm>



# Farmland Protection

---

## Montgomery County, MD

Montgomery County, Maryland is in many ways the quintessential suburban jurisdiction. Its central and southeastern sections have largely been consumed by the expanding Washington, DC metropolis and contain all of the amenities, and many of the problems, that we associate with big city suburbs.

But Montgomery is also home to something far less typical: one of the country's most successful farmland preservation programs. The county's western and northern regions remain predominately rural and, by and large, unchanged from earlier times. Family farms still dominate, crop production is diversified and an important source of income. This did not happen by accident. Montgomery County has a history of thoughtful land use policies. As early as 1964, the county adopted a planning policy called Wedges and Corridors, in which development would be concentrated along transportation corridors, while wedges of preserved open spaces would separate the developed areas. In 1980, the county council adopted a new master plan limiting development to one dwelling per 25 acres in what was called the Agricultural Reserve. Transferable Development Rights (TDR) were used as a mechanism for compensating farmers for the decreased farmland values that resulted from the restrictions on development. As a result, 40,000 acres of farmland have been preserved in perpetuity with an additional 10,000 acres preserved through the use of conservation easements. A total of 93,000 acres have been preserved through the use of these and other techniques.\*



Montgomery County Landscape

*Photo by Grant DeHart\**

\*Source: [www.nrdc.org/cities/smartgrowth/solve/mont.asp](http://www.nrdc.org/cities/smartgrowth/solve/mont.asp)

# Community Planning

## Kentlands, Gaithersburg, MD Traditional Neighborhood Development

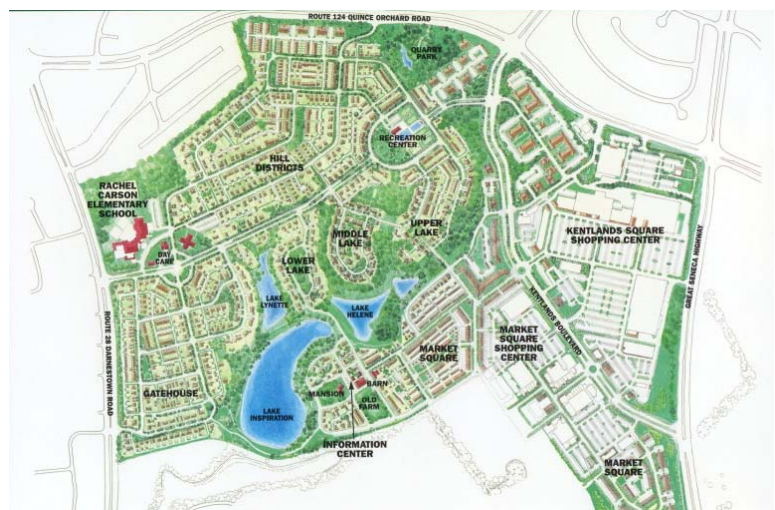
Located 23 miles northwest of downtown Washington, DC, Kentlands is one of the first planned communities that looks to a return to traditional neighborhood designs where homes, businesses and shops are located within a pedestrian friendly district. Sometimes referred to as Neo-Traditional Planned Developments, these communities strive to recreate the convenience, feel and neighborliness of a small town within a new development.

The planning process for Kentlands began in 1988 when the architectural firm of Duany/Plater-Zyberk, well known for designing other neo-traditional developments such as Seaside in Florida, conducted a charrette with the developer and local planners, officials and residents to develop the design for Kentlands.

The basic intent of the plan was to recreate a small town feel with narrow streets, ample sidewalks, schools, parks, and shops integrated with a mix of housing types and prices, all within walking distance to encourage neighborly interaction and reduce individual maintenance costs. Homes include a full range of housing types: rental apartment buildings, accessory apartments, condominiums, rowhouses, and detached houses. Front porches and placement of homes close to the street allow for neighborly interactions.\*



Photo by CBF staff



Site Map image—[www.kentlandsusa.com/Kentlandmap.jpg](http://www.kentlandsusa.com/Kentlandmap.jpg)

### Preliminary Site Plan for Kentlands

\*Source: [www.savethebay.org/land/landuse/smartgrowth/kentlands.htm](http://www.savethebay.org/land/landuse/smartgrowth/kentlands.htm)



# VII. RESOURCES

---

## Glossary

**Aggrieved party** - person who has been adversely affected by a decision compared to the general public.

**Annexation** - adding, attaching or joining land to a city or county.

**Buffer** - land area at the perimeter of the property to be used as a screen for noise, light and other nuisances.

**Building Code** - regulations that set minimum standards for the construction of structures.

**Building Envelope** - the maximum amount of space that can be developed on a lot. To be determined by zoning controls on building height, floor-to-area ratio, setback and percent of lot occupancy.

**Building Footprint** - outline of the built area at ground level.

**Comprehensive Plan (Master Plan)** - A comprehensive plan to guide the long-term physical development of a particular area.

**Contour line** - an imaginary line connecting points of equal elevation.

**Cluster Development Pattern** - compacted development pattern concentrated in a specific area.

**Density** - number of dwelling units per acre.

**Easement** - legal document in which the landowner agrees to forego specified property rights while retaining full ownership of property. A conservation easement restricts development on a property.

**FAR: Floor-to-Area Ratio** - the sum total square footage of floor area divided by the square footage of the building lot.

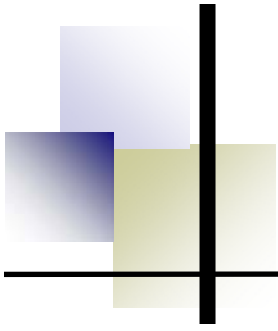
**Infrastructure** - public services and facilities provided by a government that supports the population of a locality.

**Land Use** - manner in which portions of land or structures on the land are used, i.e., commercial, residential, retail, industrial, etc.

**Large Lot Zoning** - residential development pattern with densities of 1-3 or more acres per lot.

**Legislative Action** - amendment to an adopted zoning ordinance or zoning map.

**Lot occupancy** - the allowable percentage of ground that a building can cover.



# Resources

---

## **Glossary (continued)**

**Master Plan** - see Comprehensive Plan.

**Matter-of-Right** - development allowed under zoning of a site, without variances or exceptions.

**Minimum Density Zoning/ MDZ** - requires designated lands to be built out at least at minimum density.

**Mixed-Use Development** - several different, but compatible and interdependent land uses located on the same or adjacent lots to mutual benefit.

**Open Space Subdivisions** - smaller residential lots with open space owned in common by the homeowners, a conservancy or the municipality.

**Permitted Use** - building, structure, or use permitted outright in a zoning district that complies with all applicable regulations.

**Planned Unit Development (PUD)** - development form that includes a variety of uses, densities and building types that is developed under a comprehensive site plan.

**Plat** - map of a parcel of land that shows natural features and layout of proposed built features such as lot lines, streets, stormwater management, easements and building restriction lines.

**Proffers** - conditions voluntarily offered by the applicant. Developers can offer additional land for public facilities in exchange for considerations, such as extra density.

**Public Authority** - a Federal, State, County, Town, Indian Tribe, Municipality or other local government with authority to build, operate or maintain public facilities.

**Redevelopment/In-Fill Development** - promotion of building and reuse of buildings in existing centers and districts.

**Rezoning** - changes to existing zones designations.

**Right of Way (ROW)** - priority paths for the construction and operation of highways, light and heavy rail, railroads, etc.

**Setback** - a construction-free zone bordering a site's property lines. It establishes minimum distances from the property lines.



# Resources

---

## Glossary (continued)

**Site Development Plan (Site Plan)** - an engineered drawing of a commercial, industrial or residential development project showing existing and proposed conditions.

**Subdivision** - land divided into two or more lots for sale, development or lease.

**Subdivision Ordinances** - Municipal ordinances that establish requirements for subdivisions and development.

**Subdivision Plat** - drawing that shows the division of lands for review and approval by the planning board.

**Sustainability/Sustainable Development** - A way of developing that meets the needs of the present without compromising the ability of future generations to meet their own needs.

**Swale** - A shallow trough like depression that carries water mainly during rainstorms or snow melts.

**Topography** - graphic representation of the surface features of a place or region on a map, indicating their relative positions and elevations.

**Transferable Development Rights** - A device by which the ability to develop a site is severed from its title and made available for transfer to another location. The owner retains ownership of the site but sells the development rights to a site receiving area.

**Variances** - an exception made to the zoning rules for a specific property in a zoning area

**Vested Rights** - developer has established a legal right to proceed to build on lot under the zoning rules affecting the lot. Public actions for change in zoning are possible up until the developer is vested.

**Zoning** - legal right of a governmental body to regulate the use of private property and structures with the purpose of protecting public health, safety and welfare. It regulates the amount and type of building allowable on a piece of land.

Sources for glossary:

*A Citizen's Guide to Planning and Zoning in Virginia*. Chesapeake Bay Foundation, 2001.

Galloway, Bruce. *Improving the Design of Residential Communities*. Maryland Citizen Planners Association, 1988.

Greenfield, Mark J. *A Citizen's Guide to Land Use Decisionmaking*. 1000 Friends of Oregon, 1984.

*Guiding Growth: Building Better Communities and Protecting our Countryside*. A Planning and Growth Management Handbook for Pennsylvania Municipalities.

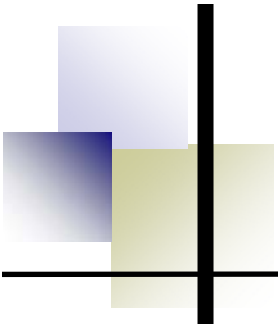
Landphair, Harlow C. and John L. Motloch. *Site Reconnaissance and Engineering: An Introduction for Architects, Landscape Architects and Planners*. New York: Elsevier. 1985.

Maryland-National Capital Park and Planning Commission. *A Citizen's Handbook*. Maryland-National Capital Park and Planning Commission, 1992.

Notes taken from Voluntary Planning Commissioners Course.

Robin, Peggy. *Saving the Neighborhood*. Rockville, MD: Woodbine House, Inc., 1990.

*The Transportation Project Planner*. Surface Transportation Policy Project, July 1997.



# Contact Information

## County Government Contacts

The following Maryland Department of Planning website provides a profile of planning activities for each county in Maryland as well as a link to the planning department of each county with phone numbers and addresses.

[www.mdp.state.md.us/info/localplan/counties.html](http://www.mdp.state.md.us/info/localplan/counties.html)

See your local telephone directory for the telephone number of your city or county's planning department.

<b>State Government Contacts</b>	
<b>Critical Area Commission</b> <i>Commission established to oversee the development and implementation of local land use programs directed at preserving critical areas and water quality in the Chesapeake and Coastal Bays.</i>	410/260-3460 <a href="http://www.dnr.state.md.us/criticalarea/">www.dnr.state.md.us/criticalarea/</a>
<b>Maryland Department of the Environment</b> <i>Works to improve air and water quality for Maryland. Regulates activities related to wetlands and waterways, stormwater, sediment and erosion control, solid wastes and sewage treatment plants.</i>	1800 Washington Boulevard Baltimore, MD 21230 410/537-3000 <a href="http://www.mde.state.md.us">www.mde.state.md.us</a>
<b>Maryland Department of Natural Resources</b> <i>Implements programs that protect the natural resources of Maryland and the Chesapeake Bay. Oversees programs and activities related to fisheries, wildlife, aquatic resources, forests, coastal management, and endangered species.</i>	580 Taylor Avenue Annapolis, MD 21401 877/620-8367 <a href="http://www.dnr.state.md.us">www.dnr.state.md.us</a>
<b>Maryland Department of Planning</b> <i>Implements state planning goals and legislation and coordinates with local jurisdictions on land planning issues</i>	301 West Preston Street Baltimore, MD 21201-2365 410/767-4500 <a href="http://www.mdp.state.md.us">www.mdp.state.md.us</a>



# Contact Information

---

<b>Federal Government Contacts</b>	
<b>Federal Emergency Management Administration</b> <b>Map Service Center</b> <i>Disseminates FEMA flood maps and flood insurance information.</i>	PO Box 1038 Jessup, MD 20794-1038 800/358-9616 <a href="http://www.fema.gov/msc">www.fema.gov/msc</a>
<b>US Department of Agriculture</b> <b>Natural Resources Conservation Service</b> <i>Conserves soils and the natural environment through 24 soil conservation districts in Maryland.</i>	Maryland State Office 339 Busch's Frontage Road Suite 301 Annapolis, MD 21401 410/747-0861 <a href="http://www.md.nrcs.usda.gov">www.md.nrcs.usda.gov</a>
<b>US Environmental Protection Agency</b> <i>Administers federal environmental laws and regulations.</i>	Region III Office 1650 Arch Street Philadelphia, PA 19103-2029 800/352-1973 <a href="http://www.epa.gov">www.epa.gov</a>
<b>US Army Corps of Engineers</b> <b>Baltimore District</b> <i>Construction and engineering services pertaining to waterways, and restoration of local and regional ecosystems, particularly wetlands.</i>	10 South Howard Street Baltimore, MD 21201 410/962-7608 <a href="http://www.nab.usace.army.mil">www.nab.usace.army.mil</a>
<b>US Fish and Wildlife Service</b> <b>Chesapeake Bay Field Office</b> <i>Administers programs to protect fish and wildlife and their habitats.</i>	177 Admiral Cochrane Drive Annapolis, MD 21401 410/573-4500
<b>US Geological Survey</b> <b>National Mapping Information</b> <i>Produces digital cartographic data and graphic maps.</i>	508 National Center Reston, VA 20192 888/ASK-USGS <a href="http://www.mapping.usgs.gov">www.mapping.usgs.gov</a>



# Contact Information

---

<b>Organizations/Businesses</b>	
<b>1000 Friends of Maryland</b> <i>Advocates of sensible growth in Maryland.</i>	1209 N. Calvert Street Baltimore, MD 21202 410/385-2910 <a href="http://www.friendsofmd.org">www.friendsofmd.org</a>
<b>ACORN (Association of Communities Organized For Reform Now)</b> <i>Working with low- and moderate-income families to promote investments in communities, better housing and better schools.</i>	825 Park Avenue Baltimore, MD 21201 410/752-2228 <a href="http://www.acorn.org">www.acorn.org</a>
<b>Alliance for the Chesapeake Bay</b> <i>Promotes the restoration of the Chesapeake Bay and its rivers.</i>	6600 York Road Baltimore, MD 21212 410/377-6270 <a href="http://www.acb-online.org">www.acb-online.org</a>
<b>American Planning Association-Smart Growth</b> <i>Legislative Guidebook for governments, planners, developers, and citizens which promotes reforms that address growth and redevelopment.</i>	1776 Massachusetts Avenue NW Washington, DC 20036-1904 202/872-0611 <a href="http://www.planning.org/plnginfo/growsmar/gsindex.html">http://www.planning.org/plnginfo/growsmar/gsindex.html</a>
<b>American Farmland Trust</b> <i>Advocates for keeping productive farmland.</i>	1200 18 <sup>th</sup> Street, NW Suite 800 Washington, DC 20036 202/331-7300 <a href="http://www.farmland.org">www.farmland.org</a>
<b>Audubon Naturalist Society</b> <i>Promotes the enjoyment and preservation of the natural world.</i>	8940 Jones Mill Road Chevy Chase, MD 20815 301/652-9188 <a href="http://www.audubonnaturalist.org">www.audubonnaturalist.org</a>
<b>Center for Livable Communities</b> <i>Assists local governments with land use planning.</i>	141 K Street NW Suite 250 Sacramento, CA 95814 800/290-8202 <a href="http://www.lgc.org/center">www.lgc.org/center</a>



# Contact Information

<b>Organizations/Businesses (continued)</b>	
<b>Center for Neighborhood Technology</b> <i>Advocates of creating better urban communities.</i>	2125 W. North Avenue Chicago, IL 60647 773/278-4800 <a href="http://www.cnt.org">www.cnt.org</a>
<b>Center for Understanding the Built Environment</b> <i>Creates educational programs about community planning for classrooms and community groups.</i>	5328 West 67 <sup>th</sup> Street Prairie Village, KS 66208-1408 913/262-8222 <a href="http://www.cubekc.org">www.cubekc.org</a>
<b>Center for Watershed Protection</b> <i>Provides research and technical support to professionals on ways to protect and restore watersheds.</i>	8391 Main Street Ellicott City, MD 21043-4605 410/461-8323 <a href="http://www.cwp.org">www.cwp.org</a>
<b>Center on Urban &amp; Metropolitan Policy</b> <i>Writes policy how to improve neighborhoods, cities and metropolitan regions.</i>	The Brookings Institution 1775 Massachusetts Avenue, NW Washington, DC 20036 202/797-6000 <a href="http://www.brook.edu/es/urban/urban.htm">www.brook.edu/es/urban/urban.htm</a>
<b>Chesapeake Bay Foundation</b> <i>Works with citizens, policy makers, and private sector to promote smart development and conservation of open space in the Chesapeake Bay watershed.</i>	6 Herndon Avenue Annapolis, MD 21403 410/268-8816 <a href="http://www.savethebay.cbf.org">www.savethebay.cbf.org</a>
<b>Chesapeake Bay Program</b> <i>Partnership between states, federal government and advisory groups on the restoration of the Chesapeake Bay.</i>	410 Severn Road Suite 109 Annapolis, MD 21403 800/YOUR-BAY <a href="http://www.chesapeakebay.net">www.chesapeakebay.net</a>
<b>Common Cause</b> <i>Citizen lobby organization.</i>	1250 Connecticut Avenue, NW Washington, DC 20036 202/833-1200 <a href="http://www.commoncause.org">www.commoncause.org</a>
<b>Community &amp; Environmental Defense Services</b> <i>Legal consulting group for citizens on issues of land development activity.</i>	8100 Greenspring Valley Rd Owings Mills, MD 21117 800/773-4571 or 410-654-3021 <a href="http://www.ceds.org">www.ceds.org</a>



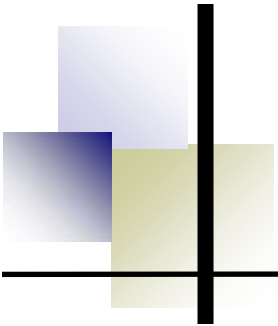
# Contact Information

<b>Organizations/Businesses (continued)</b>	
<p><b>Community Services-Washington</b>  <i>Provides expert advice and assistance to communities and organizations with community decisions.</i></p>	<p>1319 F St. NW            Suite 204            Washington, DC 20004            202/783-2961  <a href="http://www.ncl.org/ncl/pcps.htm">www.ncl.org/ncl/pcps.htm</a></p>
<p><b>Congress for the New Urbanism</b>  <i>Works towards designing New Urbanist neighborhoods and communities.</i></p>	<p>5 3<sup>rd</sup> Street            Suite 725            San Francisco, CA 94103            415/495-2255  <a href="http://www.cnu.org">www.cnu.org</a></p>
<p><b>Lincoln Institute of Land Policy</b>  <i>Promotes improved land use policies through professional development courses, research, and publications.</i></p>	<p>113 Brattle Street            Cambridge, MA 02138-3400            800/LAND-USE  <a href="http://www.lincolninst.edu">www.lincolninst.edu</a></p>
<p><b>Main Street Center of National Trust for Historic Preservation</b>  <i>Promotes revitalization of Main Street commercial areas in communities.</i></p>	<p>1785 Massachusetts Avenue, NW            Washington, DC 20036            202/588-6219  <a href="http://www.mainstreet.org">www.mainstreet.org</a></p>
<p><b>Maryland League of Conservation Voters</b>  <i>Political action group for environmental issues.</i></p>	<p>23 West Street            Suite B            Annapolis, MD 21401            410/280-9855  <a href="http://www.mdlcv.org">www.mdlcv.org</a></p>
<p><b>Maryland Public Interest Research Group</b>  <i>Political action group for environmental issues.</i></p>	<p>3121 St Paul Street            Suite 26            Baltimore, MD 21218            410/467-0439  <a href="http://www.marypirg.org">www.marypirg.org</a></p>
<p><b>Midwest Academy</b>  <i>Offers training sessions for leaders and staff of citizens and community groups.</i></p>	<p>28 E. Jackson Street, #605            Chicago, IL 60604            312/427-2304  <a href="http://www.mindspring.com/~midwestacademy">www.mindspring.com/~midwestacademy</a></p>



# Contact Information

<b>Organizations/Businesses (continued)</b>	
<b>The Nature Conservancy</b> <i>Promotes land and water conservation.</i>	5410 Gosvenor Lane Suite 100 Bethesda, MD 20814 301/897-8570 <a href="http://www.nature.org">www.nature.org</a>
<b>National Association of Local Government Environmental Professionals</b> <i>Works with local governments on environmental issues.</i>	1350 New York Avenue, NW Suite 1100 Washington, DC 20005 202/638-6254 <a href="http://www.nalgep.org">www.nalgep.org</a>
<b>National Neighborhood Coalition</b> <i>Works with citizen organizations to promote sustainable communities.</i>	1030 15 <sup>th</sup> Street, NW Suite 325 Washington, DC 20005 202/408-8553 <a href="http://www.neighborhoodcoalition.org">www.neighborhoodcoalition.org</a>
<b>Partners for Livable Communities</b> <i>Partners community organizations with governments to create better communities.</i>	1439 21 <sup>st</sup> Street, NW Washington, DC 20036 202/887-5990 <a href="http://www.livable.com">www.livable.com</a>
<b>School of Public Service</b> <i>Promotes rescuing landscapes along metropolitan rail corridors.</i>	New York University 269 Mercer Street, 2 <sup>nd</sup> Floor New York, NY 10003-6633 212/998-7508 <a href="http://www.naturerail.org">www.naturerail.org</a>
<b>Sierra Club-Maryland</b> <i>Environmental organization</i>	7338 Baltimore Avenue Suite 1A College Park, MD 20740 301/277-7111 or 410/813-2225 <a href="http://maryland.sierraclub.org">maryland.sierraclub.org</a>
<b>Sprawl Busters</b> <i>Works with community organizations to campaign against megastores and large-scale developments.</i>	21 Grinnell Street Greenfield, MA 01301 413/772-6289 <a href="http://www.sprawl-busters.com">www.sprawl-busters.com</a>



# Contact Information

<b>Organizations/Businesses (continued)</b>	
<b>Smart Growth America</b> <i>Promotes smart growth initiatives.</i>	1100 17 <sup>th</sup> Street NW, 10 <sup>th</sup> Floor Washington, DC 20036 202/974-5132 <a href="http://www.smartgrowthamerica.com">www.smartgrowthamerica.com</a>
<b>Smart Growth Network</b> <i>Promotes smart growth initiatives.</i>	777 North Capital Street, NE Suite 500 Washington, DC 20002-4201 202/962-3591 <a href="http://www.smartgrowth.org">www.smartgrowth.org</a>
<b>Surface Transportation Policy Project</b> <i>Organization working to ensure that transportation policy and investments help conserve energy, protect the environment, and make communities more livable.</i>	1100 17th Street, NW, 10th floor Washington, DC 20036 202/466-2636 <a href="http://www.transact.org">www.transact.org</a>
<b>The Sustainability Institute</b> <i>Think-tank dedicated to sustainable communities.</i>	P.O. Box 174 Hartland Four Corners, VT 05049 802/436-2333 <a href="http://www.sustainer.org">www.sustainer.org</a>
<b>Trust for Public Land</b> <i>Works with landowners, governments and community groups to leave open space in communities and pre-serving historic landmarks.</i>	660 Pennsylvania Avenue, SE Suite 401 Washington, DC 20003 800/714-LAND <a href="http://www.trustforpublicland.org">www.trustforpublicland.org</a>
<b>Urban Land Institute</b> <i>Promotes responsible land use decisions.</i>	1025 Thomas Jefferson Street, NW Suite 500 West Washington, DC 20007 800/321-5011 <a href="http://www.uli.org">www.uli.org</a>



# References

---

<b>Websites</b>	
<b>American Planning Association</b> <i>National website on planning tools and practices.</i>	<a href="http://www.planning.org">www.planning.org</a>
<b>Center for Excellence for Sustainable Development</b> <i>US Department of Energy's website of information on sustainable development.</i>	<a href="http://www.sustainable.doe.gov">www.sustainable.doe.gov</a>
<b>Cyberbia</b> <i>Internet resources on the built environment.</i>	<a href="http://www.cyberbia.org">www.cyberbia.org</a>
<b>Green Space Design</b> <i>Organization that provides information on preserving open space while allowing for growth.</i>	<a href="http://www.greenspacedesign.org">www.greenspacedesign.org</a>
<b>Environmentally Sensitive Design Practices</b> <i>Online reference site for governments, builders, developers, and citizen groups interested in learning about ways to minimize impacts of land development on the Bay.</i>	<a href="http://www.chesapeakebay.net/data/esdp/mtp1.cfm">www.chesapeakebay.net/data/esdp/mtp1.cfm</a>
<b>Environmental Protection Agency — Office of Water</b> <i>Provides model environmental ordinances for adaptation by local governments.</i>	<a href="http://www.epa.gov/owow/NPS/ordinance/index.htm">www.epa.gov/owow/NPS/ordinance/index.htm</a>
<b>Livable Communities</b> <i>US Government's official website on homes and communities.</i>	<a href="http://www.lgc.org/center/">www.lgc.org/center/</a>
<b>New Urbanism</b> <i>Information resource for sustainable planning and design issues.</i>	<a href="http://www.newurbanism.org">www.newurbanism.org</a>
<b>Placematters.com</b> <i>Provides information about place-based planning that uses an integrated approach including civic involvement.</i>	<a href="http://www.placematters.com">www.placematters.com</a>
<b>Smart Growth Online</b> <i>An online resource for smart growth information.</i>	<a href="http://www.smartgrowth.org">www.smartgrowth.org</a>
<b>Sprawl Guide</b> <i>Online informational guide to issues of sprawl.</i>	<a href="http://www.plannersweb.com/sprawl/home.html">www.plannersweb.com/sprawl/home.html</a>
<b>Sprawlwatch Clearinghouse</b> <i>Clearinghouse of information on land use.</i>	<a href="http://www.sprawlwatch.org">www.sprawlwatch.org</a>
<b>Sustainable Communities Network</b> <i>Provides links to a network of resources pertaining to sustainability and smart growth.</i>	<a href="http://www.sustainable.org">www.sustainable.org</a>
<b>Sustainable Washington Alliance</b> <i>Clearinghouse of information of sustainable practices in the Washington DC region.</i>	<a href="http://www.swampnet.org">www.swampnet.org</a>
<b>With The Grain</b> <i>Provides tools for educating about conservation and preservation of natural resources in the planning and development process.</i>	<a href="http://www.wtgrain.org">www.wtgrain.org</a>



# References

---

## Books: Citizen's Guides

Cook, Christine. Citizen's Guide to Land Use Appeals. 1000 Friends of Oregon, 1999. <http://www.friends.org>.  
*Guide for citizens on land use hearings to help them understand and participate in the planning process.*

Harker, Donald F. and Elizabeth Ungar Natter. A Citizen's Guide to Conducting a Community Environmental Inventory. Island Press, 1994.  
*A guide to help citizens to find information about their local environments.*

Klein, Richard D. Everyone Wins! A Citizen's Guide to Development. Washington DC: Planners Press, 1990.

Robin, Peggy. Saving the Neighborhood: You can Fight Developers and Win. Woodbine House Books, 1993.  
*This is a great book for explaining the land-use process, how to establish an organization, what to expect in the process, and general advice to first time community advocates. It provides plenty of case examples and stories, many of which are from the Washington region. Covers issues of zoning, historic preservation, government projects, suburban living, commercial development, non-profit, and social issue-oriented projects.*

Smith, Herbert H. The Citizen's Guide to Zoning. Washington, DC: Planners Press, 1983.  
*This book thoroughly explains zoning, its principles, history, ordinances, regulation, administration, variances, hearings, problems, techniques and other planning tools for the citizens without formal training or education in planning.*

Swindells, Charles. Citizen's Guide to Local Land Use Proceedings. 1000 Friends of Oregon, 1999. <http://www.friends.org>.  
*A guide for citizens to understand the appeals process before they hire an attorney.*

## Books: Community Activism

Common Groundwork: A Practical Guide to Protecting Rural and Urban Land. Institute for Environmental Education. (Available only through IEE, 800/484-7949.)

Bobo, Kim, Jackie Kendall and Steve Max. Organizing for Social Change: A Manual for Activists in the 1990s. Seven Locks Press, 2001.

Forester, John. The Deliberative Practitioner: Encouraging Participatory Planning Process. MIT Press, 1999.

Sanoff, Henry. Community Participation: Methods in Design and Planning. John Wiley & Sons, 1999.  
*Provides proven tools and techniques for bringing community members into the design process with design professionals.*

Scheuler, Thomas, et.al. Better Site Design: A Handbook for Changing Development Rules in Your Community. Center for Watershed Protection, 1999. <http://www.cwp.org>



# References

---

## Books: Smart Growth

American Planning Association, Principles of Smart Development, Report #479. Planners Press, 1998.

Arendt, Randall. Growing Greener: Putting Conservation into Local Plans and Ordinances. Island Press, 1999.

Benfield, F. Kaid, Matthew D. Raimi and Donald D. Chen. Once There Were Greenfields: How Urban Sprawl Is Undermining America's Environment, Economy, and Social Fabric. Natural Resources Defense Council, 1999.

Benfield, F. Kaid, Jutka Terris and Nancy Vorganger, Solving Sprawl: Models of Smart Growth in Communities Across America. Natural Resources Defense Council, 2001.

Calthorpe, Peter, William Fulton, Robert Fishman. The Regional City: Planning for the End of Sprawl. Island Press, 2001.

Constance Beaumont, Ed. Challenging Sprawl: Organizational Responses to a National Problem. National Trust for Historical Preservation, 1999.

Coughlin, Robert E. et al. Guiding Growth: Building Better Communities and Protecting Our Countryside. Pennsylvania Environmental Council, Inc., 1992.

*Written for Pennsylvania Municipalities, this book can be a resource for anyone interested in the environmental, design, legal and practical sides of planning and growth management.*

Duany, Andres, Jeff Speck and Elizabeth Plater-Syberk. Smart Growth Manual. McGraw-Hill Publishing Press, 2001.

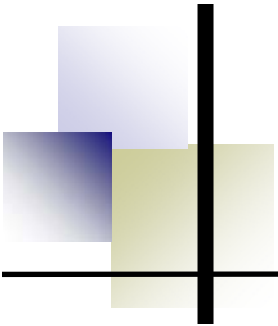
Mantell, Michael A., Stephen F. Harper and Luther Probst. Creating Successful Communities: A Guidebook for Growth Management Strategies. Island Press, 1990.

Mao, Richard. Changing Places: Rebuilding Community in the Age of Sprawl. Henry Holt & Company, 1997.

Marshall, Alex. How Cities Work: Suburbs, Sprawl, and the Roads Not Taken. University of Texas Press, 2000.

O'Neill, David. Smart Growth Tool Kit. Urban Land Institute, 2000.

Porter, Douglas. Managing Growth in America's Communities. Island Press, 1997.



# References

## **Books: Smart Growth (continued)**

Shaw, Jane S. and Ronald D. Utt. A Guide to Smart Growth: Shattering Myths, Providing Solutions. Heritage Foundation, 2000.

Solving Sprawl: Models of Smart Growth in Communities across America. Natural Resources Defense Council, 2001.

ULI on the Future: Smart Growth- Economy, Community Environment. Urban Land Institute, 1998.

Williams, Donald C. Urban Sprawl: A Reference Handbook. A B C-CLIO, Inc., 2000.

Young, Dwight. Alternatives to Sprawl. Brookings Institution Press, 1996.

## **Books: Community Planning**

Becker, Barbara, Eric Damian Kelly and Frank So. Community Planning: An Introduction to the Comprehensive Plan. Milldale Press, 2000.

## **Books: Site Analysis**

Landphair, Harlow C. and John L. Motloch. Site Reconnaissance and Engineering. Elsevier Science Publishers, 1985.

*Written for architects, landscape architects, and developers, this book can be used by anyone interested in understanding site analysis and engineering procedures.*

## **Books: Zoning**

Abrams, Stanley D. Guide to Maryland Zoning Decisions. Lexis Law Publishing, 1998.

Yatt, Barry. Cracking the Codes: An Architect's Guide to Building Regulations. John Wiley & Sons, 1998.

## **Books: General Interest**

Horton, Tom and William M. Eichbaum. Turning the Tide. Island Press, 1991.

McHarg, Ian. Design with Nature. John Wiley & Sons. 1995.

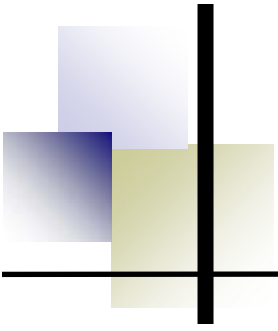


# References

---

## Other Publications

- "Achieving Environmentally Sensitive Design." *Managing Maryland's Growth: Models and Guidelines*. # 11. Maryland Office of Planning, 1995.
- Dale, Greg and Michael Uhandle. "Zoning Basics." *Planning Commission's Journal*. *PlannersWeb*, Spring 2001. <http://www.plannersweb.com>.
- "Design Characteristics of Maryland's Traditional Settlements." *Managing Maryland's Growth*. Maryland Office of Planning, 1994.
- "Discovering Smart Growth Opportunities: A Guide to Local Participation." Maryland Department of Transportation-State Highway Administration. <http://www.sha.state.md.us/oc/smartgro.htm>
- "Greetings from Smart Growth America." *Smart Growth America*. <http://www.smartgrowthamerica.com/report.html>
- "Growth, Sprawl, and the Bay: Simple Facts about Growth and Land Use." Annapolis: Chesapeake Bay Foundation, 1999.
- Libby, Steve et al. "Land and the Chesapeake Bay." Annapolis: Chesapeake Bay Foundation, 2000.
- "Making the Most of Metro." Washington Regional Network for Livable Communities.
- Maurer, George. "A Better Way to Grow: For More Livable Communities and a Healthier Chesapeake Bay." Chesapeake Bay Foundation, 1998.
- "Neighborhood Conservation Program: Revitalizing Maryland's Communities." Maryland Department of Transportation.
- "Picture Maryland: Where Do We Grow From Here? A Citizen's Guide to Shaping the Future of Maryland." <http://www.sunspot.net/ads/dnr>
- "Preserving Neighborhoods & the Environment from Unsustainable Land Development Projects: A Citizen's Guide to Forming Winning Strategy." Community & Environmental Defense Services, 1998. <http://www.ceds.org>
- "Revisiting the Comprehensive Plan: The Six Year Review." *Managing Maryland's Growth*. # 20. Maryland Office of Planning, June 2000.
- "Smart Growth Fact Sheet." Maryland Office of Planning.
- "Smart Growth: Designating Priority Funding Areas." *Managing Maryland's Growth*. # 17. Maryland Office of Planning.
- "Smart Growth: Municipal Implementation." *Managing Maryland's Growth*. # 16. Maryland Office of Planning.
- "Smart Growth and Neighborhood Conservation: A Legacy for Our Children." Maryland Office of Planning, 1999.
- "Smart Growth and Neighborhood Conservation Initiatives." *Managing Maryland's Growth*. Maryland Office of Planning.



# VIII. APPENDICES

---

## **Appendix A** **Worksheet: Project and Site Analysis**

# Worksheet: Project and Site Analysis

APPLICANT: \_\_\_\_\_

NAME OF PROPOSAL: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

## Type of Development (check all that apply)

- |                                                |                                        |                                      |
|------------------------------------------------|----------------------------------------|--------------------------------------|
| <input type="checkbox"/> Commercial            | <input type="checkbox"/> Industrial    | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> Institutional | <input type="checkbox"/> Mixed Use   |

## “Paper Work” Has the developer submitted/filed for a . . . ? (check all that apply)

- |                                            |                                                            |
|--------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Special Exception | <input type="checkbox"/> Preliminary Plat                  |
| <input type="checkbox"/> Final Plat        | <input type="checkbox"/> Rezoning                          |
| <input type="checkbox"/> Variance          | <input type="checkbox"/> Request for Water & Sewer Service |
| <input type="checkbox"/> Building Permit   | <input type="checkbox"/> Use and Occupancy Permit          |
| <input type="checkbox"/> Other: _____      |                                                            |

COMMENTS: \_\_\_\_\_

## Site Designations

\_\_\_\_\_ Existing zoning designation

DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_ Master Plan designation

DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_ Comprehensive Plan designation

DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_ Criteria Area designation

DESCRIPTION: \_\_\_\_\_

## Scale of Site

- \_\_\_\_\_ Lot Size (total acres)
- \_\_\_\_\_ Total acres of the lot currently undeveloped

## Project Features

- \_\_\_\_\_ Total acres of developed (buildings, parking, sidewalks, etc.)
- \_\_\_\_\_ Total floor area of building (square feet)
- \_\_\_\_\_ Floor Area Ratio (total floor area divided by lot size)
- \_\_\_\_\_ Total square feet of project footprint
- \_\_\_\_\_ Total area of parking
- \_\_\_\_\_ Total number of units (Residential only)

Comments: \_\_\_\_\_

## Site Plan Analysis

See page 30 for instructions on how to read your site plan.

**Natural Features:** Areas Currently on Site (acres of each)

- \_\_\_\_\_ Within 1,000 feet of tidal water/ 100 foot buffer
- \_\_\_\_\_ Wetland (Tidal and Non-Tidal)
- \_\_\_\_\_ Within 100 year floodplain
- \_\_\_\_\_ +15% sloped terrain
- \_\_\_\_\_ Highly erodible soils, High watertable soils
- \_\_\_\_\_ Significant natural resources lands
- \_\_\_\_\_ Forest cover/Tree line
- \_\_\_\_\_ Endangered Species/Rare Threatened or Endangered Species Habitat

Comments: \_\_\_\_\_



**Community Impacts:** (check all that apply)

Request for visual buffers

Community improvements

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Conclusions**

**Issues:** What major issues have you identified? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Goals:** What position are you taking on the project? What is your desired outcome? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Relate to County Policy:** What county policies support your position? \_\_\_\_\_

---

---

---

---

---

---

---

---

**Points of Influence in Development Process:** When will you argue? \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

**General Strategy:** \_\_\_\_\_

---

---

---

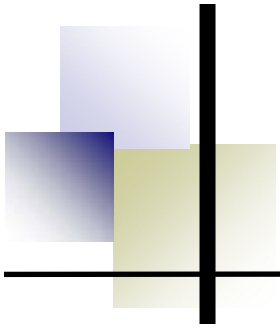
---

---

---

---

---



# Appendices

---

## **Appendix B** **Worksheet: Midwest Academy Strategy**

## Worksheet: Midwest Academy Strategy

### Goals

List the long-term objectives: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the intermediate goals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you consider to be a victory? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What short-term or partial victories can you win as steps towards your long-term goal?  
\_\_\_\_\_  
\_\_\_\_\_

### Organization

List the resources you bring to the campaign, including money, staff, facilities, reputation, etc.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the campaign's budget? \_\_\_\_\_

List internal problems that have to be considered if the campaign is to succeed: \_\_\_\_\_  
\_\_\_\_\_

## **Constituents, Allies and Opponents**

Who cares about this issue enough to join in or help? \_\_\_\_\_

---

---

Whose problem is it? \_\_\_\_\_

---

What do they gain if they win? \_\_\_\_\_

---

What risks are they taking? \_\_\_\_\_

---

What power do they have over the target? \_\_\_\_\_

---

Into what groups are they organized? \_\_\_\_\_

---

Who are your opponents? \_\_\_\_\_

---

What will your victory cost them? \_\_\_\_\_

---

What will they do/spend to oppose you? \_\_\_\_\_

---

How strong are they? \_\_\_\_\_

## Targets

Who are the primary targets? \_\_\_\_\_

Who has the power to help you achieve your goals? \_\_\_\_\_

\_\_\_\_\_

What control do you have over them? \_\_\_\_\_

\_\_\_\_\_

Who are the secondary targets? \_\_\_\_\_

Who has power over the people with the power to give you what you want? \_\_\_\_\_

\_\_\_\_\_

What control do you have over them? \_\_\_\_\_

\_\_\_\_\_

## Tactics

For each target, check the tactic that can be used by each constituent group that will best make its power felt.

### Primary Target

- |                                                 |                                          |
|-------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Media events           | <input type="checkbox"/> Public hearings |
| <input type="checkbox"/> Strikes                | <input type="checkbox"/> Petitions       |
| <input type="checkbox"/> Phone calls            | <input type="checkbox"/> Publicity       |
| <input type="checkbox"/> Legal Action/Law suits | <input type="checkbox"/> Negotiations    |
| <input type="checkbox"/> Other: _____           |                                          |

### Secondary Target

- |                                                 |                                          |
|-------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Media events           | <input type="checkbox"/> Public hearings |
| <input type="checkbox"/> Strikes                | <input type="checkbox"/> Petitions       |
| <input type="checkbox"/> Phone calls            | <input type="checkbox"/> Publicity       |
| <input type="checkbox"/> Legal Action/Law suits | <input type="checkbox"/> Negotiations    |
| <input type="checkbox"/> Other: _____           |                                          |

Source: Bobo, Kim, Jackie Kendall and Steve Max. *Organizing for Social Change*. Seven Locks Press, 2001.



**CHESAPEAKE BAY FOUNDATION**  
***Save the Bay***

Founded in 1967, the Chesapeake Bay Foundation is the largest nonprofit conservation organization working solely to Save the Bay. CBF's mission is to restore and sustain the Chesapeake Bay's ecosystem by substantially improving the water quality and productivity of the watershed, with respect to water clarity, resilience of the system, and diversity and abundance of living resources, and to maintain a high quality of life for the people of the Chesapeake Bay region.

The Chesapeake Bay Foundation is a charitable, tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.

**Chesapeake Bay Foundation**

**Maryland Office**

6 Herndon Avenue

Annapolis, MD 21401

410/268-8833

410/269-1870 (from Baltimore metro)

301/261-1131 (from DC metro)

[www.savethebay.cbf.org](http://www.savethebay.cbf.org)

Email: [chesapeake@cbf.org](mailto:chesapeake@cbf.org)

Membership information: 1/888/SAVEBAY