

David Spencer, Mayor  
Cindy Yost, Town Manager

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**Planning Commission Meeting Minutes  
11.19.2025 6:30 P.M.**

In attendance: from the board: Donald Starkey, Ryan Masten, and Jinny Schoonover. Deputy Town Manager Jaime Fowler, Town Manager Cindy Yost, Commissioner Harrison, and Planner Peter Johnston.

**Approval of the 10.21.2025 Minutes**

Ms. Schoonover made motion to approve the minutes, and Mr. Masten seconded it.

**Comprehensive Plan**

Mrs. Fowler introduced Mr. Johnston to the board. He is a Planner that has helped the Town in the past. Mrs. Fowler and Mrs. Yost reached out to him to see about helping the Planning Commission with the Comprehensive Plan. Mr. Johnston gave a breakdown of what we need to do and the time frame. (see attached documents)  
He stated that it starts by looking at the data from the 2020 Census. That the board needs to implement their objections and goals. While providing transparency on the planning commissioner with the public. To let the public know and get the message across and fuel back to us. He said we need to use our resources over the next twenty years to make Greensboro a better place. Mr. Johnston will draft the sections of the plans. Mr. Starkey asked if Mr. Johnston would be with us the whole time through out the process, and he would be. The timeline is one year for this project.

**Permits**

No discussion.

**Upcoming Events**

Our next meeting will be December 17<sup>th</sup> at 6:30 P.M. The next Town Council Meeting will be December 18<sup>th</sup> at 6 P.M. And we are having a Christmas Event at the Choptank River Park called Merry & Bright Greensboro Night on December 4<sup>th</sup> from 6-8 P.M.

**Adjournment**

Mr. Masten made a motion to adjourn the meeting at 7:04 P.M. and Mrs. Schoonover seconded it.

Respectfully prepared by,

Jaime Fowler



### Requirements of a Comprehensive Plan

**Land Use Article** states that once the planning commission is legislatively created, the planning commission has the function and duty to prepare a comprehensive plan for its jurisdiction, and to present this plan to the local legislative or governing body for its consideration and adoption. The comprehensive plan must serve as a guide to public and private actions and decisions to ensure the development of public and private property in appropriate relationships.

With power comes responsibility, and Land Use Article outlines a number of requirements governing content and procedures that each planning commission must fulfill in the crafting of the jurisdiction's comprehensive plan.

### Procedural Requirements

Each jurisdiction must review and, if necessary, update its comprehensive plan every ten years. The page, **Managing Maryland's Growth: Transitioning to the Comprehensive Plan 10-Year Review Cycle**, is a good resource for jurisdictions going through this process.

The planning commission must consult with entities about protecting or executing the Plan (§3.05.d.2.ii.). Although not listed as a requirement, public interest and understanding of the plan helps to establish public trust and support for the plan, and ultimately makes implementation of the plan easier. Therefore, the planning commission has the power to promote public interest in and understanding of the plan (§3.05.d.1) Content Requirements Land Use Article establishes a framework for the content of the plan by requiring that it address certain components of the jurisdiction's vision:

### Goals and Objectives

This section establishes goals and objectives that serve as a guide for the development and economic and social well being of the local jurisdictions.

The goals and objectives tell the world how the community wants to function and look in the future.

### **Land Use**

The land use element outlines the most appropriate and desirable patterns of growth and development. Maps are particularly helpful for this section and can show areas targeted for different types of development; revitalization; priority corridors or areas; and preservation areas.

### **Housing**

The housing element assesses a community's housing needs and addresses housing affordability for workforce and low-income households. Affordability levels are based on the U.S. Department of Housing and Urban Development's **Area Median Income** (AMI). The housing element may include goals, objectives, policies, plans, and standards for the community. For more information on how to prepare a housing element, go to Planning's **Housing Element Models & Guidelines**.

### **Transportation**

The transportation element describes and presents transportation patterns and includes the entire spectrum of transportation facilities (transit, roads, bicycle and pedestrian amenities, and transit-oriented development) applicable to the jurisdiction. It is important to note that **Land Use Article** specifically requires jurisdictions to address bicycle and pedestrian facilities in their comprehensive plans.

### **Community Facilities**

The community facilities element identifies the location, character and extent of public and semi-public buildings, lands, and facilities.

### **Mineral Resources**

The mineral resources element identifies land that can be used to provide a continuous supply of minerals, post-excavation uses, and land use policies to balance mineral resource extraction with other land uses. This element is only required if current geological information is available. For more information see the **Mineral Resource Planning** section of the Models and Guidelines.

### **Development Regulations**

The development regulations section identifies development tools that are the best available mechanisms to implement the plan, including streamlined review for development in designated growth areas.

### **Areas of Critical State Concern**

This section includes recommendations for the determination, identification, and designation of areas that are of critical State concern.

### **Sensitive Areas**

The sensitive areas element sets goals, objectives, principles, policies, and standards to protect sensitive areas from the adverse effects of development. **Land Use Article** requires jurisdictions to protect streams and their buffers; the 100-year floodplain; habitats of threatened and endangered species; and steep slopes, wetlands and agricultural and forest lands intended for resource protection or conservation". Jurisdictions, of course, can identify and protect other sensitive areas as well. For more information see the **Sensitive Areas - Volume I** and **Sensitive Areas - Volume II** sections from the Models and Guidelines.

### **Fisheries**

Counties located on tidal waters must include a fisheries element, which focuses on the designation of areas for loading, unloading, and processing finfish and shellfish, and for docking and mooring commercial fishing boats and vessels.

### **Implementation**

Recognizing the importance of designing land development regulations that implement the Plan, this section is supposed to address recommendations for land development regulations; encouraging streamlined review of applications for development in areas designated for growth; the use of flexible development regulations to promote innovative and cost-saving site design and protect the environment; and economic development in areas designated for growth.

Recognizing local jurisdictions' individuality, **Land Use Article** gives the planning commission the authority to put additional elements in the

comprehensive plan. These elements may include, but are not limited to, Community Renewal; Housing; Flood Control; Pollution Control; Conservation; Natural Resources; Public Utilities; and Transit- and Pedestrian-Oriented Development.

Comprehensive plans, by their nature, address issues that transcend political boundaries. Therefore, the comprehensive plan is required to include any areas outside of the boundaries of the plan that, in the planning commission's judgment, bear relation to the planning responsibilities of the commission. The plan must also incorporate The Twelve Visions designed to encourage economic growth and protect natural resources.

### **Development Capacity Analysis**

This is sometimes referred to as a "build-out analysis" or "buildable lot inventory," is also required in the comprehensive plan. This is an estimate of the total amount of development that may be built in an area under a certain set of assumptions, including applicable land use laws and policies (e.g., zoning), environmental constraints, etc. While this kind of analysis is most often associated with an estimate of capacity for new residential development, there is also value in estimating a jurisdiction's capacity to meet commercial and industrial needs, recreational needs or other land use goals.

Two additional elements, the Municipal Growth Element and the Water Resources Element were added to the comprehensive plan in the 2006 Legislative Session and must be incorporated into the plan by October 1, 2009. If a jurisdiction has not included mandated elements in its plan by 2009, that jurisdiction cannot rezone land.

### **Municipal Growth Element**

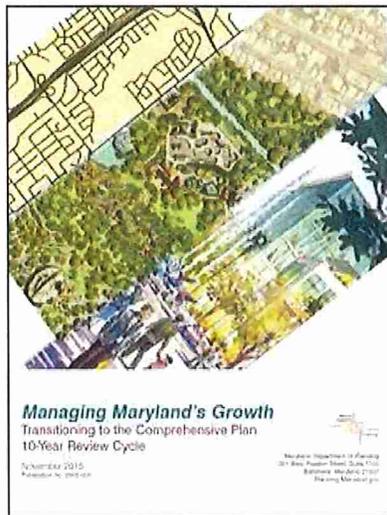
This element requires municipalities to identify areas for future growth consistent with its long-range vision. The element is developed based on population projections and identifies needs for land and infrastructure. Consultation is required with the county before it can be adopted. For more information see the **Municipal Growth Element** section from the Models and Guidelines.

## Water Resources Element

This element identifies drinking water supplies needed by projected population. It also identifies suitable receiving waters for wastewater and stormwater management to meet needs presented by development as proposed in the land use element.

## Comprehensive Plan 10-Year Review Cycle

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[Click to enlarge](#)

The Maryland Department of Planning (Planning) has developed a transition schedule for the comprehensive plan 10-year review cycle, in coordination with the Maryland Municipal League (MML) and the Maryland Association of Counties (MACo), as a service to local jurisdictions and planning officials. This publication serves as a guide to assist county and municipal planning commissions, planning boards and their staff, formulate procedures and make decisions on periodically reviewing the comprehensive plan as a guide to growth in the community. Planning is also writing *Models & Guidelines: The Comprehensive Plan 10-Year Review Cycle*.

This transition schedule will not preclude local jurisdictions from adopting changes or amendments at any time to address changes in the jurisdiction or to update land use policies and recommendations to guide future growth and development decisions.

Planning has published this page to keep you informed about the Comprehensive Plan 10-Year Review Cycle and to direct you to other sources of information.

To see the latest transition schedule, click on the Transition Schedules for [counties](#) or [municipalities](#) . If your schedule needs updating, please contact your [Regional Planner](#) to request assistance.

**Why should you review your comprehensive plans?**

### Overview

In 2013, the Maryland General Assembly passed and the governor signed [House Bill 409](#) that changed the review cycle for comprehensive plans from every 6 years to every ten. The bill also directed Planning to work with MML and MACo to create a schedule to facilitate this transition.

This legislation affects every jurisdiction. Planning has published guidance and a checklist entitled [Managing Maryland's Growth – Transitioning to the Comprehensive Plan 10-Year Review Cycle](#).

We are hopeful that you will find these resources informative and a useful guide for decision making on comprehensive plan reviews, amendments and updates.

- Download Transitioning to the [Comprehensive Plan 10-Year Review Cycle](#)

**What legislation has changed?**

### 2013

In the 2013 General Assembly session, legislation passed which amended Sections 1-207, 1-416, 1-509, 3-301 and 3-303 of the Land Use Article, Annotated Code of Maryland.

This legislation changed the review process and cycle of comprehensive plans:

1. Local comprehensive plan and zoning reviews cycles were increased from six years to 10 years;
2. All planning commissions and boards are required to file a local annual report with their jurisdiction's legislative body at least once with the five-year period after the adoption or review of the local jurisdiction's comprehensive plan;
3. Planning in coordination MACo and MML, is directed to create a schedule to transition the comprehensive planning cycle of each local jurisdiction from a six-year cycle to a 10-year cycle by December 1, 2015, coinciding with the release of census data; and
4. All jurisdictions that adopted growth tiers, as outlined in 2012 septic law, are required to incorporate their growth tier map into its comprehensive plan at the time the jurisdiction was scheduled to conduct its six-year comprehensive plan review prior to the effective date of this legislation. Growth tiers that are not incorporated into the comprehensive plan will no longer be considered adopted.

## 2015

In the 2015 session, legislation passed that amended Sections 3-204 and 3-205 of the Land Use Article, Annotated Code of Maryland.

This legislation changed the authority of a local legislative body for a non-charter county or municipality to adopt, amend or reject a comprehensive plan submitted by its planning commission:

1. The legislative body of a non-charter county or municipality is authorized to adopt, modify, remand or disapprove all or part of a comprehensive plan submitted by its planning commission;
2. The legislative body is required to hold a public hearing before adopting or modifying the plan and authorizes the body to hold a public hearing before remanding or disapproving the plan;
3. The planning commission is required to hold a public hearing before submitting a new recommended plan to the legislative body, if the body remanded or disapproved the prior submitted plan;
4. The local legislative body is required to approve, modify, remand or disapprove a submitted plan within 90 days after receipt, otherwise the recommendation of the planning commission shall be considered approved; and

5. The legislative body may extend the 90-day public hearing deadline up to an additional 60 days if there are pressing circumstances preventing the body from acting on the plan within 90 days.

#### Sources for the legislative changes

1. Search the Maryland General Assembly [home page](#) or [Statute Look Up](#) website;
2. Search the Unannotated Code of Maryland on the [LexisNexis.com](#) website; or
3. Search the [MACo Legislative Tracker Database](#) website.

Print copies of the Land Use Article are available at local libraries and Planning or are available for purchase from the publisher (\$91 in-state). Call the publisher, LexisNexis, at (800) 223-1940 and ask for the 2012 Maryland Code Annotated Land Use Article.

#### Getting assistance

The Maryland Department of Planning is available to provide technical assistance. Please contact your [Regional Planner](#) to request assistance.

# Town of Greensboro Comprehensive Plan Update

## Project Plan & Schedule

**Project Duration:** 12–18 months

**Lead Agency:** Town of Greensboro Planning Commission

**Support:** planning Commission, Town Manager, Mayor, Maryland Department of Planning (MDP), Planning Consultant

### Phase 1 – Project Initiation (Month 1–2)

**Purpose:** Establish the framework, leadership, and scope of work.

#### Key Tasks:

- Form Comprehensive Plan Committee (Planning Commission, staff, and selected citizens).
- Define project scope, goals, and timeline.
- Review the 2011 Comprehensive Plan (last adopted plan).
- Develop RFP and hire a professional planning consultant (if not already under contract).
- Establish project budget (may include state or county planning assistance grants).

#### Responsible Parties:

Planning Commission, Town Manager, Mayor, MDP

### Phase 2 – Data Collection & Analysis (Month 2–5)

**Purpose:** Gather and analyze existing data to identify current conditions and trends.

#### Key Tasks:

- Collect updated demographic, land use, housing, infrastructure, transportation, and environmental data.
- Map existing land uses and zoning (GIS or consultant support).
- Evaluate municipal services and growth capacity (water, sewer, roads, police).
- Identify issues and opportunities for growth management.

#### Responsible Parties:

Consultant, Town Staff, MDP (technical data support), Caroline County Planning

### **Phase 3 – Community Engagement & Visioning (Month 4–6)**

**Purpose:** Involve residents and stakeholders to establish a community vision.

**Key Tasks:**

- Conduct community workshops or listening sessions.
- Distribute public survey (online + printed).
- Hold Planning Commission public meeting for early input.
- Summarize themes and prepare a “Vision Statement” for Greensboro’s future growth.

**Responsible Parties:**

Planning Commission, Consultant, Mayor & Council (for public promotion)

### **Phase 4 – Draft Plan Development (Month 6–10)**

**Purpose:** Prepare draft elements of the Comprehensive Plan.

**Key Elements:**

- Land Use
- Transportation
- Housing
- Community Facilities & Infrastructure
- Environment & Sensitive Areas
- Water Resources Element (required by state law)
- Municipal Growth Element (required by state law)
- Implementation Plan

**Responsible Parties:**

Consultant, Planning Commission, Town Staff, MDP (review of state-required elements)

### **Phase 5 – Review & Public Hearings (Month 10–14)**

**Purpose:** Review draft plan and receive formal public input.

**Key Tasks:**

- Planning Commission reviews draft plan.
- Send plan to MDP and State Clearinghouse for 60-day review.
- Hold at least one public hearing by the Planning Commission.
- Revise plan based on public and state feedback.

**Responsible Parties:**

Planning Commission, Consultant, MDP, Town Attorney

**Phase 6 – Final Adoption (Month 14–16)**

**Purpose:** Finalize and adopt the plan.

**Key Tasks:**

- Forward final draft to the Mayor & Council for review and adoption resolution.
- Publicize adopted plan and provide copies to MDP, Caroline County, and adjacent municipalities.

**Responsible Parties:**

Planning Commission (recommendation), Mayor & Council (adoption), Town Clerk (records)

**Phase 7 – Implementation & Monitoring (Ongoing)**

**Purpose:** Translate plan recommendations into actions.

**Key Tasks:**

- Update zoning ordinance and maps for consistency with new plan.
- Prioritize capital improvements and grant funding opportunities.
- Conduct annual review of progress by the Planning Commission.

**Responsible Parties:**

Planning Commission, Town Manager, Department Heads, Mayor & Council



Per Peter

# Greensboro Planning Commission Handout

**Comprehensive Plan Update – Key Requirements** *Maryland Land Use Article & Recent Laws (2024–2025)*

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## Context: 2010 Comprehensive Plan & 2025 Update

- **Adopted June 17, 2010** – 122 pages, 5 local visions aligned with 2009’s 12 state visions.
  - **Strong Foundation:** Covers land use, housing, transportation, sensitive areas, water resources, and implementation.
  - **Outdated Elements:** 15 years old; uses 2000–2010 data. Missing climate resilience, environmental justice, ADUs, manufactured homes.
  - **State Law Changes:** 2025 shift from **12 visions to 8 planning principles** (SB 266/HB 286). New mandates on housing & equity.
  - **Population/Housing Forecast (2020–2045):**
    - **2020:** 2,015 people | 942 units
    - **2045 (Medium Scenario):** ~2,330 people | ~1,200 units
    - Growth slows post-2030 due to sewer limits; new housing laws support infill.
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## Must Include in Every Plan (§ 3-102)

Element	What to Show
<b>Goals &amp; Visions</b>	<b>8 State Planning Principles</b> + local priorities ( <i>Replaces 12 Visions – Oct 1, 2025</i> )
<b>Land Use</b>	Growth areas, maps, revitalization
<b>Housing</b>	Affordable options, all incomes
<b>Transportation</b>	Roads, transit, bike/pedestrian
<b>Community Facilities</b>	Schools, parks, utilities
<b>Water Resources</b>	Drinking water, stormwater, flood risk
<b>Sensitive Areas</b>	Floodplains, wetlands, forests, steep slopes
<b>Implementation</b>	Zoning changes, incentives, timelines
<b>Growth Element</b>	Future annexation/growth areas

**Review every 10 years** – Include public input.

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# Eight Sustainable Growth Planning Principles (Must Follow)

*Effective Oct 1, 2025 – Streamlines prior 12 visions.*

- **Optimize working landscapes:** Maximize the productivity of farms, forests, and fisheries while directing new development to areas near existing infrastructure and population centers.
  - **Prioritize transportation:** Develop transportation networks that provide efficient, affordable, and reliable access to jobs, housing, and services.
  - **Enable mixed housing types:** Support a variety of quality housing options to meet diverse needs and affordability levels.
  - **Promote adaptive reuse:** Allow for flexible development, including adaptive reuse, mixed-use projects, and new developments that fit the local context and respond to market changes.
  - **Ensure equity:** Engage all community members in planning and prioritize the needs of underserved populations.
  - **Foster resilience:** Plan to minimize the impacts of natural and human-caused threats on communities.
  - **Create strong places:** Provide for public spaces that encourage social interaction and value cultural, historical, and natural resources.
  - **Support the economy:** Encourage flexible zoning and creative redevelopment to foster economic vitality.
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## New Laws to Address (2024–2025)

Topic	Law	What Greensboro Must Do
<b>Climate Change</b>	Climate Solutions Now Act (2022) + 2025 CCAP	Add flood, heat, sea-level rise plans in <b>Water Resources &amp; Sensitive Areas</b>
<b>Environmental Justice</b>	VOICE Executive Order (July 2025)	Use MD EJ Tool; identify overburdened areas; reduce pollution/health burdens
<b>Accessory Dwelling Units (ADUs)</b>	<b>HB 1466 (2025)</b> – <i>Effective Oct 1, 2025</i>	<b>Allow ADUs by-right</b> on single-family lots; no bans, no owner-occupancy rules
<b>Manufactured Homes</b>	<b>HB 538 (2024)</b> – <i>Effective Jan 1, 2025</i>	<b>Treat like site-built homes;</b> allow in all single-family zones

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## Next Steps

- Map growth & sensitive areas
- Update zoning for ADUs & manufactured homes
- Run EJ screening for Greensboro

- Add climate resilience strategies
- Align with new 8 Planning Principles
- Hold public workshops
- Submit draft to MD Dept. of Planning

**Resources:** MD Planning Checklist | 2025 Climate Action Plan | [mgaleg.maryland.gov](http://mgaleg.maryland.gov)

*Prepared for Nov 2025 Update Cycle*

