

Commissioners of Leonardtown  
**Leonardtown Planning and Zoning Commission Meeting**  
*Monday, November 20, 2006 ~ 2:30 p.m.*

Attendees: Dan Burris, Member  
Jack Candela, Member  
Dave Frock, Member

Absent: Jean Moulds, Chairperson  
Frank Fearn, Vice Chair

Also in attendance were: Laschelle Miller, Town Administrator; Jennie McGraw, Plans Reviewer; Teri Dimsey, Recording Secretary; Wayne Davis, W.M. Davis; Jact Delacruz and Steve Larsen, Overton & Associates; Jim DiMisa, Community Bank of Tri-County; Jason Roth, Bolton & Associates; and John Wharton, The Enterprise. A complete list of attendees is available on file at the Leonardtown Town Office.

Member Candela called the meeting to order at 2:30 p.m.

The meeting minutes for the October 16, 2006 Planning and Zoning Commission meeting are presented for approval.

**Member Candela entertained a motion to approve the October 16, 2006 meeting minutes, Member Burris moved to approve the minutes, seconded by Member Frock, no further discussion; motion passed unanimously.**

**Town Administrator's Report – Laschelle Miller**

No report at this time. The regularly scheduled Town Council meeting was rescheduled to follow today's Planning and Zoning Commission meeting.

## NEW BUSINESS

### **CASE # 107-06: Tudor Hall Farm Subdivision**

Applicant: Keith Allston, Tudor Hall Farm, Inc.  
Location: Tudor Hall Farm, Parcel 500, B-1 and B-2  
Zoning: Mixed Use Development (PUD-M)

The applicant, Keith Allston, of Tudor Hall Farm, Inc. is requesting permission to subdivide the proposed property into 2 parcels, one being identified as Parcel 500 B-1, and the other Parcel 500 B-2. This Parcel was part of the original Tudor Hall Project. The Parcel is not usable within the development and the owners offered the property to the two existing businesses along Route 5.

Enclosed:

- Site Plan
- Parcel location map

**The Applicant is requesting subdivision approval at this time. The Planning and Zoning Commission can approve, approve with conditions, or deny.**

Member Burris asked if this was under the original Tudor Hall Farm Inc., but was never part of KAAV. What about the other small parcel on the left?

Ms. Miller replied that it was part of Tudor Hall Farm.

Member Candela inquired if this was a proposed entrance onto the highway for the Tudor Hall development?

Ms. Miller remarked no entrance would be permitted, as it would have to go through the FIDS habitat, which is prohibited. This parcel was removed from the rest of the development and was not included in the original concept plan. The businesses on either side have been utilizing the property for years.

**Member Candela entertained a motion. Member Burris moved to approve the subdivision, Member Frock seconded, no further discussion, motion passed unanimously.**

## OLD BUSINESS

CASE # 70-06: Community Bank of Leonardtown, 25395 Leonardtown Road,  
Revised Concept Approval

Applicant: Tri-County Federal Savings and Loan  
Developer: Bolton and Associates  
Builder: WM Davis, Inc.  
Location: 25395 Leonardtown Road  
Zoning: Commercial Business (C-B)

The applicant is proposing to demolish the existing 1,440 square foot bank to build a new 3-story 13,000 square foot bank. The applicant has recently purchased the Cole site, which is next door to the bank site (old 7-11) thus the reason for the new concept plan. Concept plan was approved for the one story design at the August P & Z meeting. The building will be 45' in height and meets the height, bulk, and area requirements. The first floor will be for banking business only, the second floor will be used as office space, and the third floor will function as a disaster recovery room/storage and will not be occupied.

The entire building is approximately 13,000 square feet. The first two floors make up 9,013 square feet, based on this information the required parking per the Leonardtown code will be as follows:

First Floor Retail:	23 parking spaces-4,506 sq. ft. @ 1 space per 200 sq. ft.
Second Floor Office:	15 parking spaces-4,506 sq. ft. @ 1 space per 300 sq. ft.
Third Floor storage:	0 parking spaces
Parking Required:	38
Parking Provided:	42

Enclosed:

- Site plan
- Elevation drawings

Discussion Items:

- SHA submission needed
- Signage proposed along Rt. 5?

Mr. Steve Larson, of Overton & Associates, introduced himself along with Mr. Jason Roth of Bolton and Associates, Mr. Mike Middleton and Mr. Jim DiMisa of Community Bank.

Mr. Larson stated that they are acquiring the adjoining 7-Eleven site and combining these lots into a single lot which would be a little over an acre, about 1.1 acre total. There will be ingress and egress off of Route 5, as well as, off of Lawrence Avenue. There will be one-way traffic coming into the parking lot, continuing around to the drive-up. There will be three lanes of drive-ups with a by-pass between the canopy and the property line. We are showing forty-two parking spaces, which is within the required parking limits. The ground floor will be for the bank and will have tellers, drive-up tellers, the vault, and various offices for conducting bank business. The building will also have a public lobby. There will be a total of three floors, the middle floor will be for tenant use and we will have the ability to divide that into two tenants but could be a single tenant use. The third floor will be bank use as a large meeting room and a disaster recovery room. The first floor and second floors are approximately 4,500 sq. ft. each and the third floor is approximately 1,500 sq. ft.

For the drive-up, we have approximately four to five cars per lane before it impacts the back area traffic. We will have considerable landscaping around the building. There will be no parking in the front of the building so that we can present a nice front to Route 5. It will be a very traditional looking building with an entrance at the corner and another pair of doors facing Lawrence Avenue. There are plans for some 2,000 tulip bulbs. We have not addressed specific plantings at this time. For pedestrian traffic we will have sidewalks on both sides, on Route 5

and down along Lawrence Avenue. There will also be an entrance to the site which would wrap around to the front corner entrance and to the back of the building with good access to the parking as well. In terms of signage we are eliminating the three signs that presently exist on the two parcels and are proposing one sign that would be free standing, either a monument or pylon type sign to be designed to meet with the Town's criteria. The building is all masonry and other durable maintenance free materials; we haven't specified specific materials other than the rose brick. We anticipate the branch to have approx. 11 employees. The types of tenants we are seeking are professional such as, insurance, attorneys, and accountants.

Mr. Roth stepped up and stated that they are still working with a design to provide the same underground stormwater management.

Member Burris commented that this is a good use of both parcels.

Member Frock also commented that the design looks great. Very well done.

Member Candela remarked that he is extremely impressed and very happy that the building looks good on all four sides.

**Member Candela entertained a motion. Member Burris moved to approve Case #70-06 Revised Concept Plan as presented; Member Frock seconded, no further discussion, motion passed unanimously.**

Ms. Miller asked Mr. Larson if he could provide a timeline.

Mr. Larson stated that they are looking at relocating to a temporary facility in March and having the building completed by the end of 2007, about 14 months. The temporary facility request is on the Town Council agenda and will be heard later today.

**CASE # 7-06: College of Southern Maryland Fitness and Wellness Center Concept Approval**

Applicant: College of Southern Maryland  
Location: 22950 Hollywood Road, College of Southern Maryland, Leonardtown  
Engineer: KCI Technologies, Shachi Sant  
Zoning: Institutional Office (I-O)

The College of Southern Maryland, Leonardtown Campus is planning a proposed addition of a New Wellness Center building. The pre-concept and building plans were approved by the Planning and Zoning board on February 21, 2006. The zoning category is Institutional Office. Included in your packet is an excerpt of Article 10 defining Institutional Office district, which allows for Colleges and expansion of the College as a permitted use and they have included a general site plan, which shows the preliminary location of the facility. Also shown on the general site plan are the existing buildings, as well as, the new proposed Wellness Center. They are also showing preliminary vehicular and pedestrian circulation system in and around the College and they are showing preliminary building exterior design.

The College has also submitted the final site plan, which includes storm water management, site layout and utility plan, water and sewer profiles, which are in the process of being reviewed by DPW and Mark Grant for comments.

Enclosed:

- Site plan (pages 1-16)
- Elevation drawings
- Floor layout
- Excerpts from Article 10

**The applicant is requesting concept Approval at this time. The Planning and Zoning Commission can approve, approve with conditions, or deny.**

Ms. Miller stated that as there is no representation today from the College of Southern Maryland or their engineers, the case would be tabled until next month's meeting.

**Monthly In-House Permits – No Questions**

**Town Council Minutes – No Questions**

**Member Burris moved to adjourn the meeting at 2:50 p.m., seconded by Member Frock, motion passed unanimously.**

Respectfully Submitted:

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Teri Dimsey, Recording Secretary

Approved:

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Absent  
Jean Moulds, Chairperson

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Absent  
Frank Fearn, Vice Chair

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Dan Burris, Commission Member

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Jack Candela, Commission Member

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Dave Frock, Commission Member