



Commissioners of Leonardtown

41660 Courthouse Drive
P. O. Box 1, Leonardtown, Maryland 20650

301-475-9791 • FAX 301-475-5350

J. HARRY NORRIS
Mayor

LASCHELLE E. MILLER
Town Administrator

Commissioners of Leonardtown
Leonardtown Planning and Zoning Commission Meeting
March 17, 2008 ~ 2:30 p.m.

Attendees: Jean Moulds, Chairperson
Frank Fearn, Vice Chair
Dan Burris, Member
Jack Candela, Member

Also in attendance were: Laschelle Miller, Town Administrator; DeAnn Adler, Plans Reviewer; Teri Dimsey, Recording Secretary; Jackie Post, Fiscal Clerk; Mary Joy Hurlburt, Ryken High School; Mike Mummaugh, Paragon Properties; Joseph C. Guy; Gary Whipple, SMC DPW&T. A complete list is available on file at the Leonardtown Town Office.

Chairperson Moulds called the meeting to order at 2:35 p.m.

The meeting minutes for the February 19, 2008 Planning and Zoning Commission meeting are presented for approval.

Chairperson Moulds entertained a motion to approve the February 19, 2008 meeting minutes.

Member Burris moved to approve the minutes; seconded by Member Candela, no further discussion; motion passed unanimously.

Town Administrator's Report – Laschelle Miller

Case # 45-05 – Ellenborough Ridge Concept Approval Request for the Medical Office Building.

There was a public hearing held for the Town Council on this project at the February meeting and a final decision was tabled for surrounding neighbors to provide additional comments. The project received approval at the March 10 meeting.

Deputy Steve Simonds – Ms. Miller introduced Deputy Simonds as the Town's new deputy and Deputy Simonds introduced himself to the Council members.



Commissioners of Leonardtown

Introduction of Ordinance #132 - Sewer Allocations for New Construction which would

result in new and additional connections to the Town sewer system. Because we have delayed the expansion temporarily, we have a limited amount of capacity left for new projects coming forward. The Ordinance outlined the criteria for projects to move forward, until we have the expansion completed, that would require additional sewer capacity. The process starts with the staff receiving applications; we would go through to see if they meet the criteria and if they do not, they go into a queue for processing once we have capacity. A report will be brought to Town Council every month to see if they agree with the interpretation that they meet the criteria or not. If they do they will be placed on the Planning and Zoning Commission agenda and if not they will be placed in the queue. This Ordinance was introduced last month and was approved by Council to become effective twenty days from date of passage.

Introduction of Ordinance #133 – Annual Salary for the Mayor and Stipend for the Council person. This ordinance would, per the Town Charter, allow for a salary for the Mayor and the council persons would receive a stipend for attending meetings.

NEW BUSINESS

Case # 17-08 Ryken High School – Concept Plan Approval:

Applicant: St. Mary's Ryken
Architect: Rubeling & Assoc., Inc
Location: Rt. 5 & Camp Calvert Road
Zoning: I-O

Enclosed: - Site Plan
- Survey

The applicant is requesting preliminary concept plan approval for the new athletic field and parking area. They will be moving the existing entrance road, adding a new athletic field, creating a new parking area, and removing an existing parking area.

On September 12, 2005 a resolution of annexation was passed for Ryken High School with a number of conditions. All the conditions were recently met and the Town Council finalized the annexation at the Feb. 11, 2008 Town Council meeting.

Action Needed Today: Applicant is seeking preliminary concept plan approval. The Planning and Zoning Commission can approve, approve with conditions, deny or delay.

Ms. Adler stated that Mary Jo Hurlburt is in attendance today to answer any questions the Members may have about the Concept Plan.

Ms. Hurlburt remarked that she has some drawings to show the Members and brought them forward for the Members to review.



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Member Fearn moved to approve Case #17-08 Ryken High School Concept Plan as presented, seconded by Member Candela, no further discussion, motion passed unanimously.

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OLD BUSINESS
J. HARRY NORRIS
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Case # 88-06 Emergency Operation Equipment Shelter – Re-approval of Concept Plan:

Applicant: Gary Whipple, P.E., Supervisor of Engineering Services
Owner: Board of County Commissioners
Engineer: St. Mary's County, Dept. of Public Works
Location: 41870 Baldrige St., at the Governmental Center
Zoning: I-O

Enclosed: - Site Plan
- Planning and Zoning Meeting Minutes from Sept. 18, 2006
- Power Point Presentation

The applicant is asking for re-approval of the concept plan for this project. They received original concept approval on Sept. 18, 2006 and this original approval will expire Sept. 18, 2008. When the County put the project out to bid they received only one bid and were unable to negotiate a reasonable price within their available funding. Subsequently the County added additional funding to this project and will be re-advertising the project for bid sometime in the near future. Please see enclosed meeting minutes for the full history of this approval.

With this new site plan submission a change has been made to the location of the proposed equipment shelter building, primarily due to the proximity of existing utilities. They have also expanded the size of the building from 8,000 square feet to 9,500 square feet. The county still intends for the front of the building to have a brick facade. Please see the enclosed power point presentation for more information about this project.

Action Needed Today: Applicant is seeking concept approval. The Planning and Zoning Commission can approve, approve with conditions, deny or delay.

Ms. Adler stated that Mr. Gary Whipple was in attendance to answer any questions.

Mr. Whipple came forward and noted that they had come before the board before and since then have relocated the project site from the Governmental Center but have maintained the same character as presented in 2006. The intent is to get re-approval for the project and this will allow us to get closer to one of our existing maintenance buildings to tie into the emergency generator for the fuel pumps. The revised plans today show the revisions to the floor plan.

Member Burris asked if they would be adding any additional facility type features.

Mr. Whipple responded no.



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Member Burris moved on Case #88-06 to approve the revised plan as presented for re-approval of the Concept Plan, seconded by Member Fearn, no further discussion, motion passed unanimously.

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Monthly In-House Permits

Member Burris inquired about the new restaurant called Kevin's Café.

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Ms. Adler responded that building work was in progress and Kevin Thompson was hoping to be open in early May.

Member Burris noted that Quality Built Homes should be coming in for building permits.

Ms. Adler responded they have three building permits that have been issued.

Town Council Minutes – No Questions

Member Burris inquired about the illegal temporary sign list.

Ms. Adler replied that she and co-worker, Ms. Peele had driven around the Town noting the number of illegally placed signs. A list was prepared but letters have not been set out yet.

Member Burris inquired about the Rt. 245 Rezoning Committee.

Ms. Miller commented that a letter was sent out to the residents that live along Rt. 245 notifying them about the committee and their purpose. They were informed that a public hearing was planned for the evening of March 27 from 6:00 p.m to 7:30 p.m. for them to ask questions and provide feedback.

Member Burris stated that they really do not want to use the Commercial Office zoning.

Ms. Miller remarked that it is similar to Commercial Office but the goal is to try and keep a more pedestrian feel, not having parking up front to maintain a residential look even if the property goes commercial office.



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Member Burris moved to adjourn the meeting at 2.53 p.m., seconded by Member Candela,
no further discussion, motion passed unanimously.

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Respectfully Submitted:
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Town Administrator

Teri Dimsey, Recording Secretary

Approved:

Jean Moulds, Chairperson

Frank Fearn, Vice Chair

Dan Burris, Commission Member

Jack Candela, Commission Member