



# Commissioners of Leonardtown

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J. HARRY NORRIS  
Mayor

LASCELLE E. MCKAY  
Town Administrator

Commissioners of Leonardtown  
**Leonardtown Planning and Zoning Commission Meeting**  
*November 16, 2009 ~ 4:00 p.m.*

Attendees: Jean Moulds, Chairperson  
Frank Fearn, Vice Chair  
Jack Candela, Member  
Glen Mattingly, Member  
Heather Earhart, Member

Alternate: Tom Collier

Also in attendance were: Laschelle McKay, Town Administrator; DeAnn Adler, Plans Reviewer; Jackie Post, Fiscal Clerk; Leslie Roberts, Resident; Teri Dimsey, Recording Secretary; John Parlett, CMI; Barry Vukmer, CTW; Mike Roberts, Resident. A complete list is available on file at the Leonardtown Town Office.

Chairperson Moulds called the meeting to order at 4:00 p.m.

The meeting minutes for the August 17, 2009 were presented for approval.

**Member Fearn moved to approve; seconded by Member Mattingly, motion passed unanimously.**

Chairperson Moulds presented the meeting minutes for October 19, 2009 for approval.

**Member Mattingly moved to approve; seconded by Member Candela, motion passed unanimously.**

## **Town Administrator Report – Laschelle McKay**

**Storm Water Management Ordinance** – During the last meeting there was discussion on the new SWM Ordinance which was due to MDE on November 17, 2009. Council was provided with a draft of the ordinance for their review before submittal. We will move forward with the process once we receive feedback from MDE.

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**COUNCIL:** WALTER WISEE, *Vice President* DANIEL W. BURRIS  
THOMAS R. COLLIER ROBERT C. CONYERS LESLIE E. ROBERTS

**MOU from Southern Maryland Agricultural Development Commission** –Authorization was received to sign the MOU regarding the \$65,000 grant we received from them to complete the tasting room of the winery and the outside patio.

**Presentation of Leonardtown Survey Results** – Bob Schaller, Director, St. Mary’s County Economic Development also teaches a class with the Florida Institute of Technology. His students did an online survey about the Town of Leonardtown and they presented their results to the Council. The survey focused on ideas on what people would like to see in Leonardtown, what would draw them to Leonardtown and how we can better promote the Town.

**Municipal Parking Lot** – Parking Lot #3 beside the Hair Company is moving forward.

**Traffic Planning Study** – This study is also moving forward for the Rt. 245 corridor which includes looking at the expansion of the hospital, CSM’s Wellness Center, the Governmental Center and Hayden Farm. This is a joint study with the County, College of Southern Maryland and St. Mary’s Hospital.

**NEW BUSINESS**

**Case # 74-09 – J. Lewis Edwards Lot # 1 – 25988 Point Lookout Road – Request for Amended Subdivision Plat**

Applicant: Mike and Laura Roberts  
Surveyor: Barrett C. Vukmer – Chesapeake Trails Surveying, LLC  
Zoning: PUD

Ms. Adler reported that Mrs. Mary Mattingly, owner of the 79 acre farm off of Route 5 (near the CVS Pharmacy) would like to give Mr. and Mrs. Roberts a .23 acre parcel of land that would be adjacent to the Roberts’ existing 2 acre lot.

Action Needed Today: The applicant is requesting an amended subdivision plat approval. The Planning and Zoning Commission can vote to approve, approve with conditions, deny, or delay a decision.

Mr. Vukmer is here today to answer any questions.

Chairperson Moulds asked the Members if they had any questions. There being none, she entertained a motion.

**Member Candela moved on Case #74-09 to approve the amended plate and grant the request to transfer a .23 acre parcel of land from Mrs. Mattingly to the Roberts; seconded by Member Fearn, no further discussion, motion passed unanimously.**

**Case # 75-09 Mattingley – Gardiner Funeral Home – 41590 Fenwick Street – Request for Concept Approval for Expansion**

Applicant: Michael Gardiner

General Contractor: CMI General Contractors, Inc. - Mr. John Parlett

Zoning: C-B (Commercial Business)

Ms. Adler reported that the owner of the Mattingley – Gardiner Funeral Home proposes to increase the building from an existing 9,275 s.f. to 15,526 s.f. which is an increase of 6,251 s.f. Please see your packets for plans – the areas shaded in gray are existing. The new building will be mostly brick. Architecturals are enclosed in your packets.

Parking calculations are based on 1 space per 3 chapel seats – the applicants are removing one chapel and replacing it with an indoor waiting area and building a new chapel to take its place. (Same square footage) Since no new chapel seats are being added – no additional parking will be required.

The amount of impervious area on the site will remain the same or be reduced. This will be achieved by tearing up some existing asphalt and adding landscaped areas in its place. Also pervious brick pavers will replace an existing driveway. Other ways to address storm water management will be dealt with in the design phase.

A landscaping plan will be addressed at final site plan approval.

C-B Zoning requires 3 foot setbacks on side and rear yards – this requirement is being met with this site plan.

Action Needed Today: The applicant is requesting concept plan approval. The Planning and Zoning Commission can vote to approve, approve with conditions, deny, or delay a decision.

Ms. Adler noted that Mr. Parlett, Architect for the project and Mr. Gardiner, Owner, are in attendance to brief the Members on the project and answer any questions.

Mr. Partlett began by explaining the need for the expansion and showed the Members the changes through the architectural drawings and explained the reasoning for the changes and additions to the building and the surrounding parking lot.

Members asked a variety of questions such as the closeness of the garage bays to the sidewalk and road, the addition and change to the front, blending into the existing building, preparation room filtration and screening of the air handling system, fencing, trees, pavers and the design of the impervious area with appropriate landscaping.

**Member Fearn moved on Case # 75-09 Mattingly Gardiner Funeral Home to approve their request for Concept Approval for Expansion; seconded by Member Earhart, no further discussion, motion passed unanimously.**

**Review of Monthly In-House Permits** – No comments

**Review of Approved Town Council Meeting Minutes** – No comment

Chairperson Moulds entertained a motion to adjourn the meeting.

**Member Candela moved to adjourn the meeting at 5:05 p.m., seconded by Member Fearn, no further discussion, motion passed unanimously.**

Respectfully Submitted:

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Teri Dimsey, Recorder

Approved:

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Jean Moulds, Chairperson

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Frank Fearn, Vice Chair

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Jack Candela, Member

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Heather Earhart, Member

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Glen Mattingly, Member

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Thomas Collier, Alternate Member