



Commissioners of Leonardtown

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DANIEL W. BURRIS
Mayor

LASCHELLE E. McKAY
Town Administrator

Commissioners of Leonardtown Leonardtown Planning and Zoning Commission Meeting August 26, 2024 ~ 4:00 p.m.

Attendees: Jean Moulds, Chairperson
Laura Schultz, Vice-Chair
Doug Isleib, Member
Andrew Ponti, Member - Excused
Sean Lawson, Member - Excused

Also, in attendance were Town staff members Laschelle McKay, Town Administrator, Mike Bailey, Town Planner; Teri Dimsey, Town Executive Secretary, Greg Tollefsen, Jim Gotsch, Director of Public Works and Drew Kelly, Project Manager St. Mary's County Public Works. Sign-in sheets for this meeting are on file at the Town Office.

Chairperson Moulds called the meeting to order at 4:00 p.m. Vice Chairperson, Laura Schultz made a motion to approve the minutes of July 15, 2024 and Member Isleib seconded. The motion passed by a 3-0 vote.

Town Administrator's Report:

Mrs. McKay gave an overview of the recent Town Council meetings that were held on July 8, 2024. Mrs. McKay communicated that in August meeting the Council had a public hearing for the amendment to the Town Zoning Map, adding the four properties that were annexed in to the Town in July. The Council also confirmed the EDUs for the Splash In Car Wash. Town Council also accepted the streets of Meadows at Town Run Section One, Phase One & Two into the Town municipality roads network. Town Council also approved the construction for the additional three offices upstairs for the additional employees hired. Town Council also signed a letter to engage the Town Auditor to get started on the Town's yearly audit.

New Business:

Case No. 56-23

Child Care Facility– Governmental Center Complex.

Request for a Final approval for site development plans for a 6,347 sq. ft modular building.

Owner: St. Mary's County Commissioners
Surveyor: Soltesz, Inc.
Property: St. Mary's County Governmental Center
SDAT: Tax Map 0127, Grid 0005, Parcel 503

Land Area: 85.36 Acres
Zoning: Institutional / Office District (IO)

Concept approval was granted by the Planning Commission on May 20, 2024.

Mr. Bailey communicated that the proposed modular unit is to be placed on piers as a permanent foundation in between the existing Drill Hall facility and Leonard Hall Drive. The facility is to be served by Leonardtown public water and sewer. The modular Childcare Facility will have a Hardi panel stucco siding that will be painted to match the existing brick and trim colors of the other existing buildings around the governmental center property. The proposed building will be a single story, sprinkled facility that will be entered by a ramp and staircase from the front facing the Patuxent Building.

The proposed parking area will consist of twenty-three (23) parking spaces. Per Chapter 155-55 Chart B the required parking spaces for this type of use is one (1) per employee and one (1) per six (6) children. Based on Chart B of said Ordinance the site is required to have twenty-seven (27) parking spaces. The current proposed design is short of the ordinance requirement by four (4) parking spaces. However, if the facility is to be used by County employees, the employees may be utilizing already allocated required parking spaces in another part of the governmental center complex.

The proposed site landscaping plan is providing 400 sq. ft of landscaping. The landscaping proposed is short of the landscape requirements by 235 sq. ft. To date architectural building plans have not been provided to the Town Planning Department or the Fire Marshal for review.

The applicant has received Final Site Development Plan Approval from St. Mary's County Soil Conservation District and St. Mary's County Department of Public Works & Transportation. No building plans have been provided to either the Town Planning Department or the State Fire Marshal for review.

Member Schultz inquired as to when the final building plan would be approved by the Planning Commission. Mr. Bailey communicated that the Commission could either rely on him to approve final façade and building plans or the project could come back to the Planning Commission for final façade and building plan approval. Mr. Jim Gotsch, Director of Public Works, communicated that the County would have to purchase the final drawings from the modular company, however the County Commissioners need an approval from the Town for the Commissioners to purchase the architectural drawings from the modular contractor.

Member Schultz inquired about the landscaping still being short. Mr. Bailey communicated that large shrubs do meet the requirement for mitigation for the landscaping requirements.

Member Isleib communicated that the building is somewhat plain and without the required mitigation for the landscape requirements the building appears to be even plainer. Mr. Drew Kelly Project Manager St. Mary's County Public Works communicated that if the Planning Commission required the additional plantings, then they would provide the plantings. Mr. Bailey pointed out to the Board that plantings were being proposed for a new Bio-Swale treating storm water management for the modular that could be included as mitigation for the planting requirements.

The Planning Commission communicated that they would like to see some additional landscaping so the modular unit doesn't look like a temporary trailer within a complex that has nice architectural buildings.

Chairperson Moulds communicated that a member of the community would like to address the Planning Commission. Mr. Greg Tollefsen addressed the Commission communicating that as a business owner in the Town if he was to expand his business, he would be required to provide the additional parking or pay an in-lieu fee for the parking. Mr. Tollefsen communicated that this area is a very crowded area with recreation and parks fields, etc. surrounding the proposed facility. Mr. Tollefsen further communicated that the Leonard Hall School

was being evicted and he didn't understand why the County couldn't utilize the space from the old school facility.

Mr. Gotsch, communicated that there is an existing large parking area adjacent to the governmental facility that is utilized for overflow parking for the Courthouse and he has never seen the parking lot filled to capacity.

Laschelle McKay, Town Administrator, communicated that shared use parking has always been considered in this area, the fields are typically utilized in the evenings and weekends versus the government operations typically take place in daytime hours. Mrs. McKay further communicated that the Town has not done an analysis of the entire complex for parking, it has been completed with each proposed building individually. Mrs. McKay further communicated that the Commission really needs to focus on the Town Code and has the site development plan met the Code.

Chairperson Moulds entertained a motion for Case No. 56-23, Child Care Facility. Member Schultz, made the motion to approve the Final Site Plan for Case No. 56-23, Child Care Facility located in Governmental Center Complex; pending Fire Marshal approval, landscaping, and façade to be approved by the Planning Commission, seconded by Member Isleib. There being no further discussion, the motion passed by a 3-0 vote.

Chairperson Moulds entertained a motion to adjourn the meeting. Member Isleib, made the motion to adjourn meeting; seconded by Member Schultz, there being no further discussion, the motion passed by a 3-0 vote. The meeting was adjourned at approximately 4:31 p.m.

Respectfully submitted:

Michael A. Bailey, Planning & Zoning

Approved:

Jean Moulds, Chairperson

Laura Schultz, Vice Chairperson

Excused
Andrew Ponti, Member

Excused
Sean Lawson, Member

Doug Isleib, Member