



**STAFF REPORT**  
**Planning and Zoning Commission**  
**November 18, 2024 at 4:00 p.m.**

*Video of Meeting Available on YouTube Channel: Town of Leonardtown*

**New Business:**

**Case No. 03-24** Sheriff's Evidence Storage Building  
Request for Concept approval for a site development plan for a two-phase project, Phase 1 - Evidence Storage Facility (20,611 sq ft. Bldg.) with associated parking & utilities infrastructure. Phase two New Sheriff's Headquarters (26,750 sq ft. Bldg.).

Owner: St. Mary's County Commissioners  
Consultant: KCI Technologies, 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)

The applicant is requesting Concept Approval for a two-phase project. Phase one consists of a new Sheriff's Evidence Storage Building which consists of a 20,611 sq ft. building with associated parking and public infrastructure. Phase two consists of a 26,750 sq ft. New Sheriff's Headquarters facility (pad site only). The proposed site is located on the north of the existing sheriff's department and to the east of both the State Police Barracks and Board of Elections facility (AKA old Leonardtown library).

The proposed new Sheriff's Evidence Storage Building is intended to store impounded vehicles and evidence for investigations and cases conducted by the sheriff's department. Phase two is to provide a new sheriff's department headquarters facility for deputies and supporting staff.

The proposed project is to be constructed in two phases. Phase one is to construct the sheriff's evidence storage building, parking for both phase one and phase two. This would include all public utilities, facilities to address all required storm water management, fencing and required landscaping. During construction of phase one the building pad for the headquarters site (phase two) would be completed. The headquarters building would need to obtain final planning commission approval in a separate approval process to the Town Planning Commission.

The proposed parking area for the entire site will consist of the following breakdown: The Evidence Building (phase one), private parking provided is twenty-four (24) regular parking spaces, two (2) handicap parking spaces and one hundred thirty-three (133) impound parking spaces. The Sheriff's Headquarters, (phase two), would consist of twenty (20) public spaces, two (2) handicap spaces, two hundred fourteen (214) private spaces with eight (8) handicap spaces. Per Chapter 155-55 Chart B the required parking spaces for this type of use is one (1) per 300 sq ft. Based on Chart B of said Ordinance the total buildings areas combined equal 47,361 sq ft. therefore the site is required to have one hundred fifty-eight (158) parking spaces. The current proposed designed exceeds the ordinance requirement by two hundred forty-five (245) parking spaces. The proposed facility is to be used by mostly sheriff's department deputies and supporting staff and the police vehicles to support that staff.

Per Chapter 155-46 (D & E) Landscape, the consultant has met these requirements by providing sixty-one (61) canopy trees, twenty-five (25) ornamental trees, thirteen (13) evergreen trees, and forty-seven (47) shrubs. Buffering and screening has been proposed between parking lots and adjoining uses and between institutional zoning and residential zoning.

Per the Leonardtown Ordinance Chapter 155-116 Concept Development plan requirement, the consultant has met the requirements. The consultant has obtained concept approval by St. Mary's County Soil Conservation District (May 20, 2024) and St. Mary's County Department Public Works & Transportation (October 31, 2024).

The Leonardtown Planning Department has reviewed the concept plans and approved the concept submission to be presented to the Planning Commission.

The consultant will be required to investigate the proposed tie-in to the existing pump station to ensure the pump station can handle the additional projected flows.

Action Needed Today: The applicant is requesting Concept approval, for Case No. 3-24 – Sheriff's Evidence Storage Building Facility (20,611 sq ft. Bldg.) with associated parking & utilities. Phase two New Sheriff's Headquarters (26,750 sq ft. Bldg.) pad site only. Said property being part of the St. Mary's County Governmental Center complex. The Planning and Zoning Commission can vote to approve, approve with conditions, delay or deny a decision.

***Sample Motion: I move to (approve, approve with conditions, delay or deny) the request for Concept Site Plan Approval for Case No. 3-24 – Evidence Storage Building Facility (20,611 sq ft. Bldg.) with associated parking & utilities. Phase two New Sheriff's Headquarters (26,750 sq ft. Bldg.) pad site only – located in the Governmental Center Complex.***

Attached Exhibits:

1. Location Map
2. Concept Site Plan dated October, 2024
3. Concept Facade Rendering dated October, 2024

**Review of Monthly In-House Permits** (August 2024, September 2024, & October 2024)

Respectfully Submitted,

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Michael A. Bailey, Sr. Town Planning Coordinator