



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 November 18, 2024 ~ 4:00 p.m.

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

Also, in attendance were Town staff members Laschelle McKay, Town Administrator, Mike Bailey, Town Planner; Teri Dimsey, Town Executive Secretary, Jeanine Harrington, Assistant Town Administrator, Jennifer Misner, Town Main Street Manager, Gary Whipple, Deputy Director of Public Works & Transportation, Steve Hall, St. Mary's County Sheriff and Clay Safford, Assistant St. Mary's County Sheriff. 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 August 26, 2024 and Member Lawson seconded. The motion passed by a 4-0 vote.

Town Administrator's Report:

Mrs. McKay gave an overview of the recent Town Council meetings that were held on September, 2024 and October, 2024. Mrs. McKay communicated that in September meeting the Council approved placing a marker at the Town Wharf to honor the two million captive Africans that perished during the transatlantic crossing known as the Middle Passage. Mrs. McKay reported that the Town Council awarded the contract to Landmark Structures I, Limited Partnership for Meadows at Town Run Section 2 water tower site to begin construction.

Mrs. McKay reported that the Town has been working on multiple grants and was happy to report that the Town received \$250,000 grant to create an additional parking area on the newly purchased parcel of land adjacent to the Town Wharf property. Mrs. McKay reported that Town staff and committee members have been working on the Comprehensive Plan which needs to be updated every ten years., which we hope to get out to the State by the end of the year for review. Mrs. McKay reported that the Town Council meeting held on October had a couple of letters of support to new businesses coming into the Town. Mrs. McKay reported that the Council extended the Town water sewer maintenance contract. Mrs. McKay reported the Council approved Ordinance 225 which was an increase of the water impact fee. Ordinance 226 also was approved to repeal Article III-Admissions and Amusement Tax.

COUNCIL: NICK COLVIN HEATHER M. EARHART
CHRISTY HOLLANDER J. MAGUIRE MATTINGLY IV MARY MADAY SLADE

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. pad site only).

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)

Mr. Bailey reported that 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 two story 52,521 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).

Mr. Bailey communicated that 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.

Mr. Bailey communicated that the proposed project will 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.

Mr. Bailey communicated that the project will consist of an 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 73,132 sq ft. therefore the site is required to have two hundred forty-four (244) parking spaces. The current proposed designed exceeds the ordinance requirement by one hundred fifty-nine (159) 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.

Mr. Bailey communicated that 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.

Mr. Bailey communicated that 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.

Mr. Bailey communicated that the owner/consultant 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.) 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.

Member Isleib inquired as to why there are more parking spaces than what is required by the ordinance. Mr. Whipple communicated that the Evidence Building will require storage for impounded vehicles and that the Sheriff's Department will also be utilizing the additional parking spots for the parking of police vehicles when not in use.

Vice Chairperson Schultz communicated that she had two questions. First question, was in reference to the colors as shown on the renderings presented. Mrs. Schultz was concerned that the colors are not uniform to the existing surrounding buildings. Mr. Whipple communicated that they will make sure that the exterior of the proposed building will be inline with the existing architectural building onsite but also give the building a little uniqueness. Mrs. Schultz second question, was that the Town Planning Department made a comment in reference to tying into the existing sewer pump station and ensuring that the pump station can handle the additional flows generated by the additional use. Mr. Whipple communicated that the design consultant still has to do the investigation for the flow capacity of the existing pump station which would be part of the final design process. Mrs. McKay communicated that the project still needs to go through final design which would require architectural drawings, fire marshal review and final approval from the Town. Mike was just pointing out that the consultant needs to verify that the existing pump station will need to handle the additional flow capacity prior to being approved.

Member Lawson had a question in reference to the trees and shrubs proposed to be planted along the northern property line. Mrs. McKay communicated that a buffer is required between residential and institutional zoning development. Mrs. McKay further communicated that this is a concept and that the final design would have buffer and planting plans associated with the site development plan.

Chairperson Moulds entertained a motion for Case No. 03-24 – Sheriff's Evidence Storage Building. Member Isleib, made the motion to approve the Concept Site Plan 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.) pad site only – located in the Governmental Center Complex, seconded by Member Lawson. There being no further discussion, the motion passed by a 4-0 vote.

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

Chairperson Moulds entertained a motion to adjourn the meeting. Member Schutlz, made the motion to adjourn meeting; seconded by Member Lawson, there being no further discussion, the motion passed by a 4-0 vote. The meeting was adjourned at approximately 4:34 p.m.

Respectfully submitted:

Michael A. Bailey, Planning & Zoning

Approved:

Jean Moulds, Chairperson

Laura Schultz, Vice Chairperson

Excused

Andrew Ponti, Member

Sean Lawson, Member

Doug Isleib, Member