



DANIEL W. BURRIS
Mayor

Commissioners of Leonardtown

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LASCHELLE E. MCKAY
Town Administrator

Commissioners of Leonardtown Leonardtown Planning and Zoning Commission Meeting January 21, 2025 ~ 4:00 p.m.

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

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, Rodney Gertz, Representative for Quality Built Homes. 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 November 18, 2024 and Member Isleib seconded. The motion passed by a 4-0 vote.

Town Administrator's Report:

Mrs. McKay gave an overview of the last two Town Council meetings that were held on December 9, 2024 and January 13, 2025. Mrs. McKay communicated that in the December meeting the Council approved the budget calendar for FY26 because the County is sending out the Real Property Tax Bills out so we have to have the budget adopted by April 2025 to meet that deadline. Mrs. McKay communicated that the Council extended our snow removal contract. Mrs. McKay communicated that at the January meeting we had our FY 24 audit presentation by Witham who is our auditor and we received a clean financial report. Mrs. McKay also communicated that we have extended our task order with GHD, which are our engineers that are doing the inspection services and construction services for the Waste Water Treatment Plant and the Water Tower Facility for Meadows at Town Run Section Two. Mrs. McKay communicated that the Draft 2025 Comprehensive Plan was submitted to the State on January 10, 2025. The State will review and provide any comments back to the Town no later than March 11, 2025. We then plan to schedule a public hearing before the Town Planning Commission by March 17, 2025 requesting the Town Planning Commission to forward a recommendation to Town Council.

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

New Business:

Case No. 100-15 C – Meadows at Town Run – Section 2 – Phase 3 – Community Building & One Apartment Building – Owner / Consultant is requesting final approval of Phase 3 – Community Building and Apartment building site development plan, façade and record plat approval.

Owner: Quality Built Homes, Inc.
Engineer: Soltesz C/O Gregory Hosendorf
Property: MD Route 245/Hollywood Road and Wildflower Drive
SDAT: Tax Map 032, Grid 0012, Parcel 0175
Land Area: 137.51 acres
Zoning: Planned Unit Development (PUD)

Mr. Bailey communicated that the subject property is located on the east side of MD Route 245, in close proximity to its intersection with McIntosh Road and is better known as the Wilkinson Farm. The southern boundary of the property adjoins the Town of Leonardtown municipal limits through the Meadows at Town Run Section 1, Phase 2. The farm was annexed into the town in August 2015. Per Section 3.4 of the annexation agreement the applicant agreed to dedicate a parcel of sufficient size to accommodate a well/water tower.

Mr. Bailey communicated that the property was recommended to Town Council on January 18, 2022 by Leonardtown Planning Commission for Concept Plan approval. Town Council approved the Concept Plan on February 14, 2022. St. Mary's County Soil Conservation District requested a revised phasing plan to limit the amount of disturbance on the project. The owner and engineering consultant revised the plan and changed the phasing of the project to accommodate the request of St. Mary's Soil Conservation District. On December 12, 2022 the Town Council approved the revised phasing plan which consists of constructing the main road into the subdivision identified as Wildflower Drive as Phase One. The rear of the site located adjacent to the proposed new water tower has now been identified as Phase Two of the project which consists of a seventy-four (74) Townhomes. Phase three consists of one apartment building with thirty-six units within the building as well as a community building.

Mr. Bailey communicated that the State highway entrance at the intersection of Hollywood Road (MD 245) has been completed. Meadows at Town Run Section 2 - Phase 1 - Wildflower Drive was approved and issued a construction permit on May 10, 2023. Wildflower Drive Phase One and the 74 Townhomes Phase Two are currently under construction with the placement of utilities along said proposed roads.

Phase 3 (Community Building and One Apartment Building (36 Units)) was submitted on August 30, 2024 to St. Mary's County Department of Public Works & Transportation (DPW&T) and St. Mary's County Soil Conservation District (SCD) for final approval. The Town received DPW&T and SCD final site development plan approval on September 3, 2024. The Town Planning Department and Capitol Projects Department have reviewed and approved the final site development plans.

Please note that the Town owned well/water tower is proposed to be built by the Town (not the developer) in Section 2, the Town is working closely with all parties involved and a grading permit has been issued to Stormwater Management Solutions on January 3, 2025.

Architectural plans for both the Community Building and the One Apartment Building have not been submitted to the Town Planning Department or the State Fire Marshal for review and approval. However, façade renderings have been included in your review packages.

This Phase will also require EDU's which are not currently available until the waste water treatment facility upgrade has been completed. The projected completion date for the facility upgrade is March 2025. Record Planning & Zoning Meeting Minutes January 21, 2025

plats for Section 2, Phase 3 cannot be recorded until EDUs have been approved and assigned to Phase 3.

Mr. Rodney Gertz gave a presentation of the entire project reflecting the construction that has been completed on Section Two, Phases One and Two. Mr. Gertz pointed out the pedestrian trail between the two Meadows at Town Run communities and described the path as well as the proposed boardwalk over the existing non-tidal wetlands.

Mr. Gertz then gave an overview of the proposed Community Building and Apartment Building reflecting the tennis courts, pool area and the open spaces with a pavilion. Mr. Gertz also described the club house as having an interior gym and yoga area. Mr. Gertz also communicated that parking areas have exceeded the required by code.

Chairperson Moulds entertained a motion for Case No. 100-15C, Meadows at Town Run, Section 2, Phase 3 Member Isleib made a motion for Final Approval and Recommendation to Town Council Site Development Plan, Architectural Façade, and Record Plat drawings for Meadows at Town Run, Section 2, Phase 3 – Community Building & One Apartment Building, pending State Fire Marshal and Leonardtown Planning Department approval of Architectural drawings, seconded by Member Shultz. There being no further discussion, the motion passed by a 4-0 vote.

Review of Monthly In-House Permits (November 2024 & December 2024.)

Chairperson Moulds entertained a motion to adjourn the meeting. Member Schultz, made the motion to adjourn meeting; seconded by Member Isleib, there being no further discussion, the motion passed by a 4-0 vote. The meeting was adjourned at approximately 4:38 p.m.

Respectfully submitted:

Michael A. Bailey, Planning & Zoning Coordinator

Approved:

Jean Moulds, Chairperson

Laura Schultz, Vice Chairperson

Excused

Andrew Ponti, Member

Excused

Sean Lawson, Member

Doug Isleib, Member

Heather Earhart, Alternate Member