



STAFF REPORT
Planning and Zoning Commission
April 21, 2025 at 4:00 p.m.

Video of Meeting Available on YouTube Channel: Town of Leonardtown

New Business:

- **Case No. 43-21 – St. Mary’s Assisted Living & Memory Care Facility – Site Plan Permit Extension** - Request Planning Commission Approval Per Chapter 155-109 for a Permit extension of twelve months.

Owner: **St. Mary’s Assisted Living Facility, LLC.**
Client: **St. Mary’s Assisted Living & Memory Care Facility**
Property: Property located at the northwest corner of St. Andrews Church Road and Maryland Route 5 (Point Lookout Road).
SDAT: Tax Map 041, Grid 0001, Parcel: 002
Land Area: 20.51 Acres+/-
Zoning: Institutional Office District (I-O)

The subject property is located at the northwest corner of St. Andrews Church Road and Maryland Route 5 (Point Lookout Road). The property consists of 20.51 acres. The property was granted Final Site Plan and Architectural Approval on March 20, 2023 by the Planning Commission. The owners where issued a Grading Permit on February 26, 2024 and Demolition Permit February 29, 2024 to remove the three (3) dilapidated structures and remove the debris from the site. (See Attachments)

Per the Town Municipal Code Chapter 155-109 Time limits for permits and approval; extensions [Amended 5-20-2008 by Ord. No. 135; 5-9-2011 by Ord. No. 149]

Any zoning permit, building permit, concept approval, preliminary approval or final approval shall become invalid if the authorized use, approval or construction for which the permit or approval was issued is not commenced within 12 months of the date of issuance for residential and two years for commercial. There must also be evidence of ongoing construction activity for the permit to remain valid. The Town Administrator or Town Planner may, upon good cause shown, extend a building permit for an additional period not exceeding 12 months. Extensions for any plans approved by the Planning Commission can only be granted by the Planning Commission. In granting an extension, the Commission may not impose additional requirements. After expiration, the project must go back through the approval process to obtain reapproval. If a project is developed in phases, each phase must be approved separately, and each phase’s approval will be valid for 12 months from the date of issuance for residential and two years for commercial.

Per field inspection by the Town Planning Department of the property the existing structures have been removed and appropriate sediment controls have been placed for the demolition of the existing buildings which meets with the evidence that ongoing construction has occurred.

Action Needed Today: The applicant is requesting site development plan permit extension for twelve (12) months. The Planning and Zoning Commission can vote to approve, approve with conditions, delay or deny.

Sample Motion: *I move to (approve, approve with conditions, delay or deny) the request for Case 43-21, the St. Mary's Assisted Living & Memory Care Facility Site Development Plan Permit Extension, per the Town Municipal Code Chapter 155-109 for an additional 12 months.*

Attachments:

Signed P&Z Minutes for Final Approval dated March 20, 2023

Grading Permit dated February 26, 2024

Demo Permit dated February 29, 2024

New Business:

- **Case No. 2-25 – Leonardtown Apartments – Concept Site Development Plan -**
Request Concept approval to proceed with final design.

Owner: **Estate of Harry & Jannette Norris.**
Client: **Bumpy Oak Corporation**
Consultant: J. Hopson Consulting, LLC.
Property: Property located at the west side of Courthouse Drive and the south side of Fenwick Street.
SDAT: Tax Map 133, Grid 011, Parcel: 440
Land Area: 42,688 square feet +/-
Zoning: Commercial Business District (C-B) with Critical Area Overlay of Intensely Developed Area (IDA)

The applicant is requesting concept approval of a 22-unit residential condominium that is proposed on the property now or formerly owned by Harry & Jannette Norris. The proposed building is to parallel Courthouse Drive and be set back from the right-of-way approximately thirty-four (34) feet.

The property consists of 42,688 square feet of land zoned Commercial Business with a Critical Area Overlay designated as Intensely Developed Area (IDA). The proposed condominium is a total of three stories with the ground floor proposed to be underground parking. The proposed floor area is 13,725 square feet.

Per Town Municipal Code Chapter 155-55 the proposed 22 units condominium is required to provide two parking spaces per unit which equates to Forty-four (44) parking spaces, this would include two (2) ADA compliant handicap spaces. The proposed plan reflects nineteen (19) standard spaces plus one (1) handicap space outside and twenty-three (23) standard spaces plus one (1) handicap space in the garage area.

Currently the proposed plan is reflecting a stormwater outfall onto the adjacent Town property across Courthouse Drive with a proposed grass-swale. In the Comment letter provided to the consultant on February 21, 2025 from the Town Planning Department the consultant was instructed to provide a stormwater management easement on the Town property and the Planning Department indicated that this easement and outfall would need to be presented to Leonardtown Town Council for approval. Based on additional research The Town at this time does not want additional waters being conveyed onto the Town property. The Town already has a water issue with drainage to the waste water treatment plant facility in which the Town has spent a lot of resources to mitigate, therefore it is the recommendation of the Planning & Zoning Department to provide 18" HDPE storm drain piping from the proposed Inlet 111 on Park Avenue to proposed Inlet 107 on Courthouse Drive.

After Planning Department review the owner / consultant will be required to address forest conservation per Town Municipal Code 80-5 Forest Conservation Application Requirements a person making application after the effective date of January 1, 1993, for subdivision or local agency project plan approval, a grading permit, or sediment control permit, or a sediment control permit for an area of land 40,000 square feet or greater shall:

1. Submit to the Planning Office a forest stand delineation and forest conservation plan for the lot or parcel which the development is located; and
2. Use methods approved by the Planning Office, as provided in the Forest Conservation Manual, to protect retain forests and trees during construction.

Based on the proposed use the Town has estimated that the proposed condominium will require twenty-two (22) EDUs prior to being issued a use & occupancy permit. This estimate is based on not knowing how many bedrooms each unit will have. One (1) and two (2) bedroom units require less than one (1) EDU per unit. The Waste Water Treatment Plant expansion is at substantial competition and the Town Council plans to repeal Ordinance 132, that requires new projects be approved by the Town Council for approval of EDUs.

The project has received concept approval from St. Mary's County Public Works & Transportation on March 27, 2025, St. Mary's County Soil Conservation District on March 17, 2025, Town of Leonardtown Capital Projects Department and Town of Leonardtown Planning Department on March 31, 2025.

Preliminary architectural drawings have been submitted however they have not been reviewed by the State Fire Marshal at this time, this is not a requirement for concept approval by the Planning Commission at this time.

Action Needed Today:

The applicant is requesting concept site plan approval for Case No. 2-25- Leonardtown Condominiums. 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 for Case No. 2-25, Leonardtown Condominiums with the condition that Ordinance 132, is replaced prior to building permits being issued.*

Attachments:

Case No 2-25 Site Location Map
Concept Plan #2 – 03/14/25
Concept Vertical Profile of Bldg.
SMC DPW&T Concept Approval
SMC SCD Concept Approval
Leonardtown P&Z Concept Approval

Review of Monthly In-House Permits (March 2025)

Respectfully Submitted,

Michael A. Bailey, Sr. - Town Planning Coordinator