



**STAFF REPORT**  
**Planning and Zoning Commission**  
**May 19, 2025 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 – Phase One**

Request for Final Approval for a site development plan for Phase One, 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 New Sheriff's Headquarters facility (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)

The applicant is requesting Final Approval for the two-phase project as referenced above. 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 side 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 project received concept approval from the Leonardtown Planning Commission on November 18, 2024.

The project has received Final Approvals from the St. Mary's County Public Works & Transportation on April 25, 2025, St. Mary's County Soil Conservation District on April 29, 2025, and Town of Leonardtown Capital Projects Department and Town of Leonardtown Planning Department on May 05, 2025.

Final architectural plans were submitted to the Maryland State Fire Marshal on May 9, 2025 addressing all comments. The Town Planning Department is currently awaiting the Fire Marshal Final Approval.

The consultant submitted revised drawings to Maryland State Highway addressing all comments received and anticipates an approval very shortly.

***Sample Motion: I move to (approve, approve with conditions, delay or deny) the Final Site Development Plan & Façade 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.) pad site – located in the Governmental Center Comple, pending Maryland State Highway & Maryland State Fire Marshal Final Approval.***

## **New Business:**

### **Amendments to Town Municipal Code Chapter 155 – Zoning Chapter**

The Planning Department is requesting recommendation to Town Council for Ordinance No. 230 – Chapter 155, Zoning Amendments.

In order to meet the goals and action items of the recently adopted Comprehensive Plan, staff has prepared Ordinance No. 230, to include the following revisions:

1. Updated and added definitions to section 155-4. (Pages 2-24)
2. Created a separate use category for townhomes (Single Family Dwelling, Attached) and definition; Page 7, Line 280)
3. Added townhomes as a permitted use to the Residential Single-Family District; (Page 28, Line 1099)
4. Page 37 – Line 1469 – removed “townhouses” since they are no longer considered under multifamily units.
5. Added townhomes as a permitted use to the Commercial Highway District; (Page 52 – Line 2050)

Staff will also be reviewing other Chapters of the Town Code and proposing revisions that will support the Comprehensive Plan.

***Sample Motion: I move to (recommend or delay) to Town Council, Ordinance No. 230 – Chapter 155, Zoning Amendments.***

Attachment Documents:

Draft Ordinance No. 230

### **Amendments to Town Municipal Code Chapter 78**

The Town Planning Department is notifying the Planning Commission of required changes to the Town Municipal Code Chapter 78. These changes are required by the Federal Emergency Management Agency, National Flood Insurance Program. Ordinance No. 229 was introduced to Town Council on May 12, 2025.

The Town is required to update Chapter 78, Floodplain regulations because a Flood Insurance Study (FIS) report has been completed and additional requirements must be met under Section 1361 of the National Flood Insurance Act of 1968, as amended. It must be emphasized that all the standards specified in 44 CFR Part 60.3(d) of the National Flood Insurance Program (NFIP) regulations must be enacted in a legally enforceable document. This includes adoption of the current effective FIS report and Flood Insurance Rate Map (FIRM) to which the regulations apply and other modifications made by this map revision. Some of the standards are currently in place in order to establish initial eligibility in the National Flood Insurance Program (NFIP).

The Town is required, as a condition of continued eligibility in the NFIP, to adopt or show evidence of adoption of the floodplain management regulations that meet the standards of 44 CFR Part 60.3(d) of the NFIP regulations. These standards are the minimum requirements and do not supersede any State or local requirements of a more stringent nature. Communities that fail to enact the necessary floodplain management regulations will be suspended from participation in the NFIP and subject to the prohibitions contained in Section 202(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) as amended, and 44 CFR Part 59.24.

Staff prepared Ordinance No. 229 to include the required floodplain management regulations in accordance with the standards of 44 CFR Part 60.3(d) of the NFIP regulations.

**Summary of changes:**

Page 2 – Line 62 – added revision date of May 6, 2025.

Page 15 – Line 614 – added “but no larger than 600 square feet”.

Page 22 – Line 910 - added "Nontidal Waters of the State”.

Page 23 – Line 955 - added "and”.

Page 24 – Line 986 - added " (4) Basement floors that are below grade on all sides are prohibited.”

Page 25 – Line 1044 – added “(5) Basement floors that are below grade on all sides are prohibited.”

Page 34 – Line 1399 – revised the effective date.

***Sample Motion: No motion is required by the Planning Commission; this change is a required text amendment to Chapter 78 by the Federal Emergency Management Agency, National Flood Insurance Program.***

Attachment Document:

Draft Ordinance No. 229

**Review of Monthly In-House Permits** (April 2025)

Respectfully Submitted,

---

Michael A. Bailey, Sr. - Town Planning Coordinator