



Commissioners of Leonardtown

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J. HARRY NORRIS
Mayor

LASHELLE E. MCKAY
Town Administrator

Commissioners of Leonardtown
Leonardtown Planning and Zoning Commission Meeting
October 19, 2009 ~ 4:00 p.m.

Attendees: Jean Moulds, Chairperson
Frank Fearn, Vice Chair
Jack Candela, Member
Glen Mattingly, Member

Absent: Heather Earhart, Member

Alternate: Tom Collier

Also in attendance were: Laschelle McKay, Town Administrator; DeAnn Adler, Plans Reviewer; Jackie Post, Fiscal Clerk; Leslie Roberts, Resident; Teri Dimsey, Recording Secretary; Jay Friess, Enterprise. A complete list is available on file at the Leonardtown Town Office.

Chairperson Moulds called the meeting to order at 4:00 p.m.

The meeting minutes for the July 20, 2009 were presented for approval.

Member Mattingly moved to approve; seconded by Member Fearn, motion passed unanimously.

Chairperson Moulds presented the meeting minutes for August 17, 2009 for approval.

Chairperson Moulds stated that several members had not had an opportunity to read the minutes, therefore the August 17, 2009 minutes would be tabled for approval at the next meeting.

Town Administrator Report – Laschelle McKay

Ms. McKay reported that the Council discussed the issues surrounding the new Storm Water Management laws that will go into effect in May of 2010 and the Town is required to submit a draft of the new ordinance by November 10, 2009. Many Towns in Maryland have concerns regarding this legislation. This will affect some of our future projects and will require meeting some urgent deadlines.

Chairperson Moulds moved onto the next order of business.

COUNCIL: WALTER WISE, *Vice President* DANIEL W. BURRIS
THOMAS R. COLLIER ROBERT C. COMBS LESLIE E. ROBERTS

OLD BUSINESS

Case # 105-08 The College of Southern Maryland – New Parking Lot – Request for Final Site Plan Approval – 22950 Hollywood Road

Applicant: College of Southern Maryland
Engineer: McCrone, Inc. – Mr. Steve Layden
Architect: Grimm and Parker – Mr. David Prevette
Zoning: I-O

Project Description:

Ms. Adler reported that back in November 2008, the College requested permission to build a temporary parking lot with approximately 103 spaces. This parking lot will be located on the south side of the campus. Representatives of the College stated at that time that the College planned to make this a permanent parking lot in the future. Approval was granted, but the decision has been made to construct it now as a permanent lot instead, because of ongoing parking shortages and the new wellness center. (See enclosed letter) Already the College has to use the Governmental Center and a shuttle bus for overflow parking.

Submittals have been made to the various government agencies, including DPW and Soil Conservation but approvals have not been granted yet. If approval is granted today it would need to be conditional – based on those final approval letters being obtained. Staff would be tasked with ensuring that approvals are received prior to issuing a building permit.

Staff mentioned at the Nov. 2008 meeting that one planting island is required per 10 spaces. However a substantial 14' planting bed is provided down the center of the lot as well as trees on both sides. Staff would recommend that consideration be given to accept the proposed landscape plan.

Also attached are a copy of the minutes from November 17, 2008 and a letter from McCrone Engineers and drawings of the project.

Action Needed Today: The applicant is requesting final site plan approval. The Planning and Zoning Commission can vote to approve with conditions, deny, or delay a decision.

Mr. Steve Layden, McCrone Engineers and Mr. David Prevette, Architect, are in attendance today to answer any questions.

Mr. Prevette briefed the Board on finalizing the parking lot site and then turned it over to Mr. Layden for a more detailed description.

Mr. Layden referred to the drawing and explained how the parking lot will look and described its function.

Member Mattingly inquired why the handicapped spots are on the other side of the campus and why they would not be located at the existing parking area so the handicap users would not have to cross the road.

Mr. Prevette noted that this would be a better idea, to convert some of the existing parking spots closer to the campus into handicapped spots and make the parking spots designated for handicap in the new parking lot into regular spots. He will look into this possibility to make sure it meets all the requirements.

Chairperson Moulds noted that the first phase of this parking lot is to alleviate the parking problem at the college campus now, but she asked if this will alleviate that problem? Also, will there be any extra spaces for when the Wellness Center opens in the fall?

Mr. Prevette responded that there is already a deficiency of spaces, even without the Wellness Center, which is why we proposed 61 more spaces (when funds for Phase II are available) in addition to the 59 spaces already planned.

Member Mattingly asked how wide is the campus loop road? Will it support two way of traffic and bicycling? Has the parking lot design been looked at to make sure it does not impact the old connector road design previously discussed.

Mr. Layden responded that he believed it was approximately 28 feet, that is will be two lanes of traffic with parking on one side and as long as the traffic moves slow, it can be safe.

Member Collier asked if this was being addressed in the updating of the Comprehensive Plan?

Ms. McKay stated that Member Mattingly, as a member of the Comprehensive Plan Update Committee, had brought this connector road discussion up in the Comprehensive Plan Update meeting. There was a meeting just this morning with Mr. Erichson of St. Mary's County and this subject was brought up. There are some steep slopes and a ravine that may be an issue but they are including this road into the upcoming traffic study for the Rt. 245 corridor. This will be brought up during the meetings again.

Member Candela moved to approve Case #105-08 CSM new parking lot as requested subject to the final approval letters from Soil Conservation and DPW and also the issue of relocating the handicapped parking lots closer to the building be looked at and that the County be approached in reference to how this affects the connecting road to the Governmental Center; seconded by Member Mattingly, no further discussion, motion passed unanimously.

Review of Monthly In-House Permits – No comments

Review of Approved Town Council Meeting Minutes – No comment

Chairperson Moulds entertained a motion to adjourn the meeting.

Member Mattingly moved to adjourn the meeting at 4:40 p.m., seconded by Member Fearn, no further discussion, motion passed unanimously.

Respectfully Submitted:

Teri Dimsey, Recorder

Approved:

Jean Moulds, Chairperson

Frank Fearn, Vice Chair

Jack Candela, Member

Absent

Heather Earhart, Member

Glen Mattingly, Member

Thomas Collier, Alternate Member