

Town of La Plata

Mayor
Roy G. Hale

Council
R. Wayne Winkler
C. Keith Back
Lynn D. Gilroy
Joseph W. Norris



Town Manager
Daniel J. Mears

*Assistant Town
Manager*
Michelle D. Miner

June 15, 2016

Office of the Secretary
Maryland Department of Planning
Attn: David Dahlstrom, AICP
301 W. Preston St.
Baltimore, Maryland 21201-2305

Re: Annual Report Calendar Year 2015

Dear Mr. Dahlstrom:

The Town of La Plata Planning Commission reviewed the Annual Report for the Reporting Year 2015 as required under the Land Use Article at their April 5, 2016 meeting. At that meeting the Planning Commission and staff identified a few edits and staff made those edit and the chair confirmed. In addition, this report has been filed with the local legislative body. The Town has had no growth changes, but since the Town issued over 50 Residential Permit in 2015, the Town completed the long form report (see Attachment #2), as well as an internal annual report (see Attachment #1). The Town also provided a Development Capacity Analysis (DCA) (see Attachment #1) and 5-year Report (see Attachment #3).

The following Annual Report was approved:

1. Number of new Residential Permits Issued:

**Table 1: New Residential Permits Issued
Inside and Outside the Priority Funding Area (PFA)**

<u>Residential – Calendar Year 2015</u>	PFA	Non - PFA	Total
# New Residential Permits Issued	80	0	80

2. Is your jurisdiction scheduled to submit a 5-Year Report as required under [§1-207\(c\)\(6\) of the Land Use Article](#)?
If yes, include the 5-Year Report as an attachment.

Please see attachment # 4.

Y N

3. Where there any growth related changes which includes Land Use Changes, Zoning Ordinance Changes, New Schools, Changes in Water or Sewer Service Area, etc? If yes, list.

Y N

4. Did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction? If yes, list.

The Town is in the process of installing a permit software system and has developed a review manual, new applications and review checklist that will be implemented in 2016. Y N

5. Have all members of the Planning Commission/Board and Board of Appeals completed an educational training course as required under [§1-206\(a\)\(2\) of the Land Use Article](#)? Y N

Two new members were added to the Planning Commission in December 2015, and one had not yet taken the training, but has since finished the course in early 2016. All Board of Appeals members have completed the Course.

The following members left the Planning Commission:

- Mary Grant
- Jimmy Cox
- Michael Gahan III

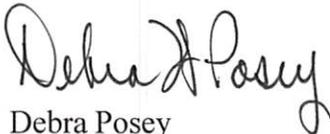
New Planning Commission members Appointed in December 2015:

- Mark Rose – **Completed Course in early 2016**
- Roy Hancock – **Completed Course**
- Vacant – Alternate

Sincerely,



Jeremy Hurlbutt, AICP
Director of Planning



Debra Posey
Planning Commission Chair

Attachments:

1. 2015 Internal Annual Report
2. MDP 2015 Long Form worksheet
3. Comprehensive Plan 5-Year Report
4. 2014 Internal Annual Report



TOWN OF LA PLATA

2015 Annual Report

Prepared by the La Plata Planning Commission for the period
January 2015 through December 2015

Submitted June 15, 2016

Amendments and Growth Related Changes in Development Patterns

There were no comprehensive plans or plan elements adopted or growth related changes to the development patterns for the Town in 2015.

There were no amendments that would affect development patterns and no map amendments or growth related changes that would require a review for consistency of the current adopted comprehensive plan.

Geographic Information System (GIS)

The Town of La Plata performs some small-scale internal GIS functions and utilizes an outside contractor for more complicated GIS tasks.

The current Town jurisdictional boundary, existing zoning, existing infrastructure, natural resources, priority funding areas, growth elements, demographic statistics, etc. are maintained in shapefiles that can be used for review of development plans and proposed annexation plans.

In the 2015 period there were no new annexations or map amendments approved by the Town that would result in a change in the GIS file system. However, the Planning Staff has identified a number of errors and necessary map amendments; Staff plans to adopt a new Town Boundary, Zoning and Land Use Maps in 2016.

Plan Implementation and Development Process

The Town of La Plata's Comprehensive Plan was adopted in 2009. The Planning Commission reviews applications for compliance with the Town's adopted plans and the 2009 Comprehensive Plan.

A Comprehensive Plan implementation update was initiated in 2011. The purpose and intent statement was approved by the Planning Commission on December 6, 2011 and included in the 2012 annual report. The implementation tools included zoning revisions to four Chapters of the zoning code. Staff is currently performing a comprehensive update to the Zoning Code and plan to forward recommendations to the Town Council in 2016. These efforts are ongoing and will ultimately need to be reviewed for any potential impact to the adopted Comprehensive Plan, potential implications for future comprehensive plan updates, and for consistency with other chapters of the current code.

Amendments made to the Town's Zoning Code in 2015 did not affect development patterns, but included:

- An Updated Fee Schedule that correlates with the adoption of the fiscal budget by the Town Council



Technical Review Team:

The Technical Review Team (TRT) performs a comprehensive review of all proposed development projects to evaluate their impact on Town services, existing infrastructure and planned public infrastructure. The TRT then provides comments to the developer/applicant of any revisions/corrections that are identified in the review process.

The TRT, consist of staff from Planning & Community Development, Operations, Public Works, the La Plata Volunteer Fire Department and the Chief of Police and meets the second Thursday of each month. TRT review is a required step prior to Planning Commission review and approval.

Planning Commission:

Updates to the Planning Commission members are as follows as of 12/31/2015:

Debra Posey, Chair

C. Keith Back, Town Council

James Breitingner, Vice Chair

Roy Hancock

Mark Rose



Boards and Commissions

The following timelines outline each case that was reviewed by the respective Board or Commission during 2015.

Planning Commission

January 6, 2015

- Draft Code Revisions – Preliminary Plat Extensions
- Draft Code Revisions – Working Documents Binders

February 3, 2015

- Draft Code Revisions – Residential Districts
- Draft Code Revisions – Floodplain Districts
- Draft Code Revisions – Industrial Districts
- Draft Code Revisions – Timeline Review

March 3, 2015

- Draft Code Revisions – Commercial Districts
- Draft Code Revisions – Mixed Use Districts

April 7, 2015

- Draft Code Revisions – Public Land Districts
- Draft Code Revisions – Mixed Use Districts Continued

June 2, 2015

- 6025 Radio Station Road – Mary Matula Elementary Kindergarten Addition
- Draft Code Revisions – Site Plan Process
- Draft Code Revisions – Mini-MUD

July 7, 2015

- CY15-01 SE – 6685 Crain Highway – Sonic Drive-Thru Special Exception
- Draft Code Revisions – Article IV – Development Standards
- Draft Code Revisions – Neighborhood Commercial Mixed Use Zone

August 5, 2015 – Rescheduled from August 4, 2015

- Application for Zoning Text Amendment (ZTA) – Hospital Parking Lots and Hospital Campus
- Application for Zoning Text Amendment (ZTA) – Planned Redevelopment Transition District

September 1, 2015

- Agricopia Preliminary Plat Extension Review
- 6685 Crain Highway – Sonic Final Site Plan Review
- Application for Zoning Text Amendment (ZTA) – Hospital Parking Lots and Hospital Campus
- Zoning Text Amendment (ZTA) – Neighborhood Commercial Mixed Use (NCX) Zone
- Review of the Zoning Ordinance Rewrite Timeline

October 6, 2015

- Zoning Text Amendment (ZTA) – Hospital Parking Lot
- Draft Code Revisions – Neighborhood Commercial Mixed Use (NCX) Zone
- Draft Code Revisions – Article V – Special Exceptions and Variances
- Draft Code Revisions Update

November 3, 2015

- Zoning Text Amendment – Hospital and Accessory Parking Lots
- Hawthorne Greene Section II – Application for Preliminary Plat Approval
- Draft Code Revisions – Neighborhood Commercial Mixed Use (NCX) Zone
- Draft Code Revisions – Article V Special Exceptions

December 1, 2015

- Draft Code Revisions – Article V – Special Exceptions
 - Draft Code Revisions – Chapter 191 - Definitions
-

Board of Appeals

May 21, 2015

- Review of Draft Resolution: CY14-02 SE — Hawthorne Green -Senior Living Special Exception

August 3, 2015

- CY15-01 SE – 6685 Crain Highway – Sonic Drive-Thru Special Exception

August 10, 2015

- Review of Draft Resolution: CY15-01 SE – 6685 Crain Highway – Sonic Drive-Thru Special Exception
-

Design Review Board

The Design Review Board approves architectural plans, landscaping plans, master sign plans and permanent signage.

January 21, 2015

- 114 La Grange – Essenza Escape Application for Re-facing of Freestanding Sign
- Colonial North Shopping Center – Application for a Master Sign Plan

February 18, 2015

- 5720 Washington Avenue - La Plata Commerce Center – Site Development Review
 - 10200 and 10210 La Plata Road – Sagepoint Senior Living Services – Application for a Master Sign Plan
 - 6223 Grain Highway – Galazio – Compliance with Design Review Board Approval
-

March 18, 2015

- 6335 Crain Highway – Marie’s County Store – Application for Re-facing of an Existing Freestanding Sign
- 10200 La Plata Road – Sagepoint Senior Living Services – Application for Amendments to Master Sign Plan

April 1, 2015 - Cancelled

April 15, 2015

- 6390 Crain Highway - Red Oak Bistro – Application for Outdoor Patio and Recreation Area
- 605 Charles Street – UMUC – Application for a Perimeter Fence
- 6223 Crain Highway – Galazio – Discussion About Rebuilding Freestanding Sign

May 6, 2015

- 10 Shining Willow Way – Applebee’s - Application for Awnings

June 17, 2015

- 115 Charles Street – Maryland Partner’s Bank – Application for a Master Sign Plan
- 6685 Crain Highway – Sonic – Application for Site and Building Design Review

July 1, 2015

- 40 Drury Drive – Walmart – Application for Signage and a Master Sign Plan
- 5 Port Tobacco Road – United Methodist Church – Application for Site Design and Building Design Approval for an Addition

July 15, 2015

- 40 Drury Drive – Walmart – Master Sign Plan Review
- 66685 Crain Highway – Sonic – Application for Site and Building Design
- 3 Port Tobacco Road – United Methodist Church – Application for Site and Building Design

August 19, 2015

- 40 Drury Drive – Application for Exterior Renovations
- 6685 Crain Highway – Sonic – Application for Attached and Detached Signage
- Edelen Station – Application for an Addition to a Previously Approved Fence
- 404 Baltimore Street – Application for a Master Sign Plan
- 509 Charles Street – Domino’s – Application for Replacement of an Attached Sign
- 66675 Crain Highway – Starbucks – Application for an Amendment to and Existing Master Sign Plan and for new Menu Board Signage

September 9, 2015

- 103 Drury Drive – La Plata Village Center – Application for Master Sign Plan Amendments
- 404 Baltimore Station – Application for a Master Sign Plan
- 6560 Crain Highway – La Plata Tire – Application for Signage and Building Renovation

October 14, 2015

- 6860 Crain Highway – Holiday Inn Express – Application for Revisions to and Existing Master Sign Plan
- 6675 Crain Highway – Starbucks – Application for Signage and Revisions to an Existing Master Sign Plan

November 18, 2015

- 404 Charles Street – T.R. Farrall House – Application for Master Sign Plan Amendments
- 6560 Crain Highway – La Plata Tire – Application for Renovations to a Freestanding Sign
- 601 Charles Street – Dash-In – Application for a “Small Cell” Tower Installation

December 9, 2015

- 6560 Crain Highway – La Plata Tire – Application for Renovation to a Freestanding Sign
- 6900 Crain Highway – Best Western – Application for an Elevator Tower Addition

Process Improvements

Updates to the Town website included consolidations of some of Planning Department sections of the Town website and the expansion of some sections that Staff felt deserved further explanation.

The Planning Department staff has created fillable pdf forms for many of their applications, which are available on the Town’s website, to improve the accessibility and ease of use for applicants seeking approvals from the Town.

In a continuing effort to expand on the resources made available to the public, Staff has started creating a Development Review Manual which will help to explain the entire development process, in the form of a book, for developers, and residents to utilize for their various needs.

Lastly, the Planning Department has entered into a contract with Tyler Technologies to install and utilize the software, EnerGov, to track the intake, review and permitting process. This software will significantly streamline the review process and should only increase the efficiency level of not only the Planning Department, but the entire Town government. The Planning Department plans to activate the EnerGov software in 2016.

School Seat Allocation

Town Code allows the Town Council to allocate a minimum of 100 school seats per fiscal year. In 2015, The Town allocated 39 school seats and no more than 20 for any one development.

School Seat Allocation Table - Housing Type					
Housing Type	CY 2011	CY 2012	CY 2013	CY 2014	CY 2015
Single Family					
Detached	3	3	5	4	15
Townhome	9	10	12	24	23
Multi-Family					1
Total	12	13	17	28	39

School Seat Allocation Table - Subdivision					
Subdivision	CY 2011	CY 2012	CY 2013	CY 2014	CY 2015
Agricopia	5	3	5	9	20
Edelen Station				10	5
Steeplechase	6	9	11	9	6
Other	1	1	1	1	8
Toal	12	13	17	29	39

2015 School Seat Allocation Priority List

Pool 1 - Subdivisions Less than 50 Lots																				
Subdivision / Housing Type		CY '11			CY '12			CY '13			CY '14			CY '15			CY '16			Subdivision Total
# of Units	Allocation Rate	Seats Allocated	# of Units	Allocation Rate	Seats Allocated	# of Units	Allocation Rate	Seats Allocated	# of Units	Allocation Rate	Seats Allocated	# of Units	Allocation Rate	Seats Allocated	# of Units	Allocation Rate	Seats Allocated	# of Units	Allocation Rate	Seats Allocated
Charles Street Overlook																				2.88
Townhomes	-	0.48	-	-	0.46	-	-	0.48	-	-	0.48	-	6	0.48	2.88	-	0.48	-		
Glen Oak Court																				2.3
Single Family Detached	1	0.46	0.46	-	0.46	-	1	0.46	0.46	1	0.46	0.46	1	0.46	0.46	1	0.46	0.46		
Kabala Bldg																				1.64
Apartments	-	0.41	-	-	0.41	-	-	0.41	-	2	0.41	0.82	2	0.41	0.82	-	0.41	-		
Somerset																				0
Single Family Detached	-	0.46	-	-	0.46	-	-	0.46	-	-	0.46	-	-	0.46	-	-	0.46	-		
St. Mary's Villas																				4.8
Townhomes	-	0.48	-	-	0.48	-	-	0.48	-	-	0.48	-	10	0.48	4.8	-	0.48	-		
Washington Avenue																				0.46
Single Family Detached	-	0.46	-	1	0.46	0.46	-	0.46												
Total			0.46		0.46		0.46		1.28		8.96		0.46							
Pool 2 - Subdivisions More than 50 Lots																				
Subdivision / Housing Type		CY '11			CY '12			CY '13			CY '14			CY '15			CY '16			Subdivision Total
# of Units	Allocation Rate	Seats Allocated	# of Units	Allocation Rate	Seats Allocated	# of Units	Allocation Rate	Seats Allocated	# of Units	Allocation Rate	Seats Allocated	# of Units	Allocation Rate	Seats Allocated	# of Units	Allocation Rate	Seats Allocated	# of Units	Allocation Rate	Seats Allocated
Agricopia																				24.84
Single Family Detached	4	0.46	1.84	2	0.46	0.92	8	0.46	3.68	9	0.46	4.14	29	0.46	13.34	2	0.46	0.92		
Townhomes	6	0.48	2.88	4	0.48	1.92	3	0.48	1.44	11	0.48	5.28	13	0.48	6.24	-	0.48			
Edelen Station																				14.88
Townhomes	-	0.48	0.48	-	0.48		-	0.48		20	0.48	9.6	10	0.48	4.8	-	0.48			
Steeplechase																				5.52
Single Family Detached	-	0.46	-	4	0.46	1.84	2	0.46	0.92	-	0.46		3	0.46	1.38	3	0.46	1.38		
Townhomes	12	0.48	5.76	17	0.48	8.16	22	0.48	10.56	18	0.48	8.64	9	0.48	4.32	3	0.48	1.44		
Quailwood																				0.46
Single Family Detached	1	0.46	0.46	-	0.46		-	0.46		-	0.46		0.46		-	0.46				
Total			11		13		17		28		39		30		4					
Calendar Year Total - Both Pools			12		13		17		29		39		4							

Permits Issued in 2015

The total numbers of permits, of all types, approved in 2015 are as follows:

Permit type	January	February	March	April	May	June	July	August	September	October	November	December	Total	
Building - New Residential	5	17	2	3	8	8	22	-	4	2	8	1	80	11.14 Net Acres
Building - Misc. Residential	2	2	6	22	4	12	9	8	5	6	3	2	81	
Building - Solar Panel	5	6	3	7	6	7	11	3	1	6	6	1	62	
Occupancy - Residential	2	2	5	1	11	8	13	7	3	9	8	8	77	
Building - New Commercial	-	-	-	-	-	-	-	1	1	-	-	-	2	83,888 Sq. Ft.
Building - Misc. Commercial	-	-	-	-	-	1	-	-	-	-	-	-	1	
Building - Commercial Fit-Out	1	-	3	3	1	4	4	3	2	-	2	1	24	
Occupancy - New Commercial	-	-	-	-	-	-	-	-	-	-	-	-	0	
Occupancy - Commercial Fit-Out	1	2	3	-	-	-	1	-	1	1	1	3	13	
Demolition	-	-	1	-	-	-	-	-	1	-	1	-	3	
Grading	-	-	-	-	-	1	-	1	1	1	-	-	4	
Plumbing	9	12	9	12	11	12	14	22	12	6	9	5	133	
Utility	5	17	3	3	8	9	23	1	5	1	10	1	86	
Permanent Sign	1	5	9	4	4	5	4	1	5	1	1	2	42	
Temporary Event	1	-	-	-	2	1	2	-	-	-	1	-	7	

Annual Report Worksheet Reporting (Calendar) Year 2015

Jurisdiction Name: Town of La Plata, Maryland

Planning Contact Name: Jeremy Hurlbutt, AICP, Director of Planning

Planning Contact Phone Number: (301) 934-8421 (Ext. 117)

Planning Contact Email: JHurlbutt@TownofLaPlata.org

Section I: Amendments and Growth Related Changes In Development Patterns

(A) Were any new comprehensive plan or plan elements adopted? Y N

1. If no, go to (B).
2. If yes, briefly summarize what was adopted.

(B) Were there any growth related changes in development patterns? Y N

(Note: Growth related changes in development patterns are changes in land use, zoning, transportation capacity improvements, new subdivisions, new schools or school additions, or changes to water and sewer service areas.)

1. If no, go to (C).
2. If yes, briefly summarize each growth related change(s).

(C) Were any amendments made to the zoning regulations? Y N

1. If no, go to (D).
2. If yes, briefly summarize any amendments that resulted in changes in development patterns.

(D) Were any amendments made to the zoning map? Y N

1. If no, go to *Section II: Mapping and GIS Shapefiles*.
2. If yes, briefly summarize each amendment(s).

**Annual Report Worksheet
Reporting (Calendar) Year 2015**

Section II: Mapping and GIS Shapefiles

(A) Does your jurisdiction utilize GIS to prepare planning related maps? Y N

1. If no, include an address, parcel identification number or other means to identify the type and location of all new growth related changes or zoning map amendments listed in *Sections I(B)* and *I(D)*. Provide a paper map(s) that indexes the general location(s) of the growth related changes or zoning map amendment(s). *Contact MDP for mapping assistance.*

2. If yes, include a map(s) of the location(s) of the amendment(s) and submit applicable GIS shapefiles for all new growth related changes and zoning map amendments listed in *Sections I(B)* and *I(D)*. GIS shapefiles may be uploaded on the online Annual Report Webtool or via email or cd/dvd disk.

No growth related changes were approved in 2015.

(B) Were there any growth related changes identified in *Sections I(B)* ? Y N

1. If no, go to (C).
2. If yes, then include GIS shapefiles and map(s), that identify the location of each growth related change identified in *Section I(B)*. If your jurisdiction does not utilize GIS then clearly identify the growth related changes on a map(s).

(C) Were there any zoning map amendments identified in *Section I(D)*. Y N

1. If no to (A) and (B), skip to *Section III: Consistency of Development Changes.*
2. If yes, then include GIS shapefiles and map(s), that identify the location of each zoning map amendment identified in *Section I(D)*. If your jurisdiction does not utilize GIS then clearly identify the growth related changes on a map(s). *Contact MDP for mapping assistance.*

**Annual Report Worksheet
Reporting (Calendar) Year 2015**

Section III: Consistency of Development Changes

(A) Were there any growth related changes identified in *Sections I(B) through (D)*? Y N

1. If no, skip to *Section IV: Planning and Development Process*.
2. If yes, go to (B).

(B) For each growth related change listed in in *Sections I(B) through (D)*, state how the development changes were determined to be consistent with:

1. Each other;
2. Any recommendations of the last annual report;
3. The adopted plans of the local jurisdiction;
4. The adopted plans of all adjoining jurisdictions;
5. Any adopted plans of the State and local jurisdictions that have responsibility for financing or constructing improvements necessary to implement the jurisdiction's plan.

**Annual Report Worksheet
Reporting (Calendar) Year 2015**

Section IV: Plan Implementation and Development Process (5-Year Report)

(A) Is the adoption date of your comprehensive plan prior to January 1, 2011? Y N

1. If no, then skip to (B). Identify adoption month and year:
2. If yes, has your jurisdiction submitted a five-year implementation update (5-Year Report) under [§1-207\(c\)\(6\) of the Land Use Article](#)?

(see Attached 5-Year Report)

- a. If yes, skip to (B).
- b. If no, include a summary of the following:
 - (i). Development trends contained in the previous annual reports filed during the period covered by the narrative;
 - (ii). The status of comprehensive plan implementation tools such as comprehensive rezoning to carry out the provisions of the comprehensive plan;
 - (iii). Identification of any significant changes to existing programs, zoning ordinances, regulations, financing programs, or State requirements necessary to achieve the visions and goals of the comprehensive plan during the remaining planning timeframe;
 - (iv). Identification of any State or federal laws, regulations, or requirements that have impeded local implementation of the comprehensive plan and recommendations to remove any impediments;
 - (v). Future land use challenges and issues; and
 - (vi). A summary of any potential updates to the comprehensive plan.

(B) In the current reporting year, did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction? Y N

1. If no, go to (C).
2. If yes, what were those recommendations? The department lacked code or written procedures on the development review process. Staff has drafted a procedures manual and is working on a Comprehensive rewrite of the Zoning Code. The hope is to have both complete by the end of the 2016.

(C) In the current reporting year, did your jurisdiction adopt any ordinances or regulations needed to implement the 12 planning visions under [§1-201 of the Land Use Article](#)?

Annual Report Worksheet Reporting (Calendar) Year 2015

Y N

1. If no, go to *Section V: Measures and Indicators*.

Section V: Measures and Indicators

(Note: The Measures and Indicators Sections (D) – (G) are only required for jurisdictions issuing more than 50 new residential building permits in the reporting year).

(A) In the **Total** column in *Table 1, New Residential Permits Issued (Inside and Outside the PFA)* in (C) below, enter the total number of new residential building permits issued in 2014. Enter 0 if no new residential building permits were issued in 2014.

*(Note: For annual reporting purposes, tabulate the amount of new residential building permits issued at time your jurisdiction has granted the ability for a new residential unit to be constructed. It does not mean that the unit has been constructed, will be constructed, or is occupied. If your local definition of building permit varies, please indicate the definition used to tabulate new residential building permits. Reconstruction or replacement permits should be included as new residential permits. Additionally, tracking the amount of reconstruction, replacement or demolition of residential units in *Table 2A* may be beneficial when conducting the *Development Capacity Analysis* in *Section VIII*.)*

(B) In the **PFA** column in *Table 1*, enter the total number of permits issued inside the Priority Funding Area (PFA). Enter 0 if no new residential building permits issued inside the PFA in 2014.

(C) In the **Non-PFA** column in *Table 1*, enter the total number of permits issued outside the PFA. Enter 0 if no new residential building permits issued outside the PFA in 2014.

Table 1: New Residential Permits Issued (Inside and Outside the PFA)

<u>Residential</u>	PFA	Non - PFA	Total
# New Residential Permits Issued	80	0	80

*(Note: At a minimum, each jurisdiction should submit the information requested in *Table 1: New Residential Permits Issued (Inside and Outside the PFA)* as part of their Annual Report. If no residential permits were issued, then indicate 0 in each column.)*

Annual Report Worksheet Reporting (Calendar) Year 2015

(D) If the **Total** number of new residential permits in *Table 1* is less than 50, then *Tables 2A and 2B* are optional and can be used to locally monitor changes less than 50 permits. Skip to (E) if the **Total** number of new residential permits in *Table 1* is 50 or more.

Table 2A: Amount of Residential Growth (Inside and Outside the PFA)

<u>Residential</u>	PFA	Non - PFA	Total
# Units Approved	80	0	80
# Units Constructed	77	0	77
# Minor Subdivisions Approved	0	0	0
# Major Subdivisions Approved	0	0	0
Total Approved Subdivision Area (Gross Acres)	0	0	0
# Lots Approved	0	0	0
Total Approved Lot Area (Net Acres)	0	0	0
# Units Demolished*	3	0	3
# Units Reconstructed/Replaced*	0	0	0

*Not required.

Table 2B: Amount of Commercial Growth (Inside and Outside the PFA)

<u>Commercial</u>	PFA	Non - PFA	Total
# Permits Issued	2	0	2
# Lots Approved	0	0	0
Total Building Square Feet Approved (Gross)	83,888	0	83,888
Total Square Feet Constructed (Gross)	0	0	0

Annual Report Worksheet Reporting (Calendar) Year 2015

(E) Were more than 50 new residential building permits issued in 2014? Y N

1. If no, then the remainder of this Section is optional. Skip to *Section VI: Locally Funded Agricultural Land Preservation*.
2. If yes, then complete *Tables 3 through 5* for Residential Growth and *Tables 6 through 8* for Commercial Growth in (F) and (G) below.

(F) Amount, Net Density and Share of Residential Growth:

(Note: To calculate the amount, net density and share of residential growth, jurisdictions must identify the total number of new residential building permits issued; the total number of new residential units approved; the total number of new residential lots approved; the total approved gross acreage of new residential subdivisions; and net lot area. A number of values are repeated in Tables 1 through 5. Be sure to enter consistent values for each similar category used in these tables.)

Table 3: Amount of Residential Growth (Inside and Outside the PFA)

Residential	PFA	Non - PFA	Total
# Permits Issued	80	0	80
# Units Approved	80	0	80
# Units Constructed	77	0	77
Total Approved Subdivision Area (Gross Acres)	0	0	0
# Lots Approved	0	0	0

Table 4: Net Density of Residential Growth (Inside and Outside the PFA)

Residential	PFA	Non – PFA	Total
# Units Approved	80	0	80
Total Approved Lot Size (Net Acres)	11.14	0	11.14

Table 5: Share of Residential Growth (Inside and Outside the PFA)

Residential	PFA	Non – PFA	Total
# Units Approved	80	0	80
% of Total Units (# Units/Total Units)	100%	0%	100%

Annual Report Worksheet Reporting (Calendar) Year 2015

(G) Amount, Net Density and Share of Commercial Growth:

(Note: To calculate the amount, net density and share of commercial growth, jurisdictions must identify the total number of new commercial permits issued; the total square footage of the commercial building approved; the total number of new commercial lots approved; the total new commercial subdivision area (gross acres); and the total approved subdivision net lot area, in acres for all new commercial subdivisions. The total building square footage (gross) and total lot size values (net acres) should be the same for Tables 6 through 8. For annual report purposes, all approved square footage (gross) should be tabulated, with the understanding that not all building square footage reported may be used for commercial or retail related activities. Commercial growth should include retail, office, hotel, industrial uses and may include other uses, such as, mixed-use, institutional and agricultural structures, if approved for commercial use.)

Table 6: Amount of Commercial Growth (Inside and Outside the PFA)

<u>Commercial</u>	PFA	Non - PFA	Total
# Permits Issued	2	0	2
Total Building Square Feet Approved (Gross)	83,888	0	83,888
# Lots Approved	0	0	0
Total Subdivision Area (Gross Acres)	0	0	0

Table 7: Net Density of Commercial Growth (Inside and Outside the PFA)

<u>Commercial</u>	PFA	Non - PFA	Total
Total Building Square Feet Approved (Gross)	83,888	0	83,888
Total Lot Size (Net Acres)	23.6	0	83,888

Table 8: Share of Commercial Growth (Inside and Outside the PFA)

<u>Commercial</u>	PFA	Non - PFA	Total
Total Building Square Feet Approved (Gross)	83,888	0	83,888
% of Total Building Sq. Ft. (Total Bldg. Sq. Ft./Total Sq. Ft.)	100%	0%	100%

**Annual Report Worksheet
Reporting (Calendar) Year 2015**

Section VI: Locally Funded Agricultural Land Preservation

(A) How many acres were preserved using local agricultural land preservation funding? Enter 0 if no acres were preserved using local funds.

0 Acres.

Section VII: Local Land Use Percentage Goal

(A) Is all land within the boundaries of the jurisdiction in the PFA? Y N

1. If yes, then the local land use percentage goal does not need to be established. Skip to *Section VIII: Development Capacity Analysis*.
2. If no, then the jurisdiction must establish a local percentage goal to achieve the statewide land use goal, under [§1-208\(2\) of the Land Use Article](#), to increase the current percentage of growth located inside the PFAs and decrease the percentage of growth (new lots and new residential units) located outside the PFAs. Go to (B).

(B) What is the jurisdiction's established local land use percentage goal?

The Town has not had a set goal, but is mostly within the PFA. The Town will be requesting a few recently Annexed parcels be added to the The PFA. That being said there are some areas within town that do not have the minimum density to be added. Given that some areas status as PFA are still to be determined by the State the Town proposes a goal of 95 percent.

(C) What is the timeframe for achieving the local land use percentage goal?

The Town hopes to work towards this goal in the next 5 Years.

(D) Has there been any progress in achieving the local land use percentage goal?

We have submitted a letter asking that recently annexed lands be included in the PFA.

(E) What are the resources necessary for infrastructure inside the PFAs? At this time Water and

Sewer has capacity, but not for full build out of all units. Future infrastructure needs will need to be allocated at building permit, but further study and development priority or pipeline should be established.

Annual Report Worksheet Reporting (Calendar) Year 2015

(F) What are the resources necessary for land preservation outside the PFAs?

There is currently no land preservation outside the PFAs.

Section VIII: Development Capacity Analysis (DCA)

(A) Has an updated DCA been submitted with your Annual Report or to MDP within the last three years?

(Note: A DCA is required every 3-years and whenever there is a significant change in zoning or land use pattern. See [§1-208\(c\)\(iii\) of the Land Use Article](#). A DCA may be submitted independently from the Annual Report, such as, part of a comprehensive plan update.)

Y N

1. If no, explain why an updated DCA has not been submitted, such as, no substantial growth changes, etc.

The lack of DCA submission is unknown. Staff contacted the State to see if a DCA had been done and reviewed town records and didn't find history of a DCA being submitted.

2. If yes, then skip to *Section IX: Adequate Public Facility Ordinance (APFO) Restrictions*.

(Note: MDP provides technical assistance to local governments in completing development capacity analyses. Please contact your MDP regional planner for more information.)

(B) When was the last DCA submitted? Identify Month and Year: N/A, Has not been done in the past to our knowledge.

(C) After completing the DCA, provide the following data on capacity inside and outside the PFA in *Table 9, Residential Development Capacity (Inside and Outside the PFA)*:

Annual Report Worksheet Reporting (Calendar) Year 2015

Table 9: Residential Development Capacity (Inside and Outside the PFA)

Parcels & Lots w/ Residential Capacity	PFA	Non – PFA	Total
Residentially Zoned Acres w/ Capacity	1,450.29	20.62	1,470.91
Residential Parcel & Lots w/Capacity	497	2	499
Residential Capacity (Units)	4,950	42	4,992

Table 9 was developed use GIS to identify vacant parcels and acreage with capacity in the Town's Residential, Mixed-Use and Planned Unit Development Zones. Master Site Plan, Preliminary Plan, and Final Plat approvals were used to figure Residential Capacity. For Parcel without Subdivision approval Minimum lot size in the Zone was used to determine the number of Residential Capacity (units).

Section IX: Adequate Public Facility Ordinance (APFO) Restrictions (Section IX is only required by jurisdictions with adopted APFOs)

(A) Does your jurisdiction have any adopted APFOs? Y N

1. If no, skip this Section.
2. If yes, go to (B).

(B) Has your jurisdiction submitted a biennial APFO Report under [§7-104 of the Land Use Article](#)?

Y N

1. If yes, skip this Section.
2. If no, then complete (C) through (I) below for each restriction.

(Note: Jurisdictions with adopted APFOs must submit a biennial APFO report when a restriction within the PFA occurs within the reporting period. The APFO report is due by July 1 of each even year and covers the reporting period for the previous two calendar years, currently 2013 and 2012. APFO reports were due by July 1, 2014. APFO reports for 2014 and 2015 are due July 1, 2016.)

(C) What is the type of infrastructure affected? (List each for Schools, Roads, Water, Sewer, Stormwater, Health Care, Fire, Police or Solid Waste.)

(D) Where is each restriction located? (Identify on a map if possible).

(E) Describe the nature of what is causing each restriction.

(F) What is the proposed resolution of each restriction (if available)?

Annual Report Worksheet Reporting (Calendar) Year 2015

(G) What is the estimated date for the resolution of each restriction (if available)?

(H) What is the resolution that lifted each restriction (if applicable)?

(I) When was each restriction lifted (if applicable)?

(J) Has your jurisdiction reported the restrictions reported in (C) through (I) above as part of the required biennial APFO annual reporting requirements?

Y N

Section X: Submitting Annual Reports and Technical Assistance

(A) Annual Reports may be submitted via email or hyperlink to david.dahlstrom@maryland.gov (preferred) or one copy may be mailed to:

Office of the Secretary
Maryland Department of Planning
301 W. Preston Street, Suite 1101
Baltimore, Maryland 21201-2305
Attn: David Dahlstrom, AICP

(B) Annual Reports should include a cover letter indicating that the Planning Commission has approved the Annual Report and acknowledging that a copy of the Annual Report has been filed with the local legislative body. The cover letter should indicate a point of contact(s) if there are technical questions about your Annual Report.

1. Was this Annual Report approved by the planning commission/board? Y N
2. Was this Annual Report filed with the local legislative body? Y N
3. Does the cover letter:
 - a. Acknowledge that the planning commission/board has approved the Annual Report. Y N
 - b. Acknowledge that the Annual Report has been filed with the local legislative body? Y N
 - c. Answer if all members of the Planning Commission/Board and Board of Appeals have completed an educational training course as required under [§1-206\(a\)\(2\) of the Land Use Article](#)? Y N
(See <http://planning.maryland.gov/YourPart/MPCA/PCBZACompletedEd.shtml> for a list having completed the course.)
 - d. Indicate a point of contact(s)? Y N

Annual Report Worksheet Reporting (Calendar) Year 2015

- (C) You may wish to send an additional copy of your Annual Report directly to your MDP Regional Office via email or hyperlink (preferred) or hardcopy.
- (D) If you need any technical assistance in preparing or submitting your reports, our Regional Planners are available to assist you. Regional Planner contact information can be found at: <http://planning.maryland.gov/OurWork/local-planning-staff.shtml>
- (E) Copies of this Annual Report worksheet and links to legislation creating these Annual Report requirements can be found on the Maryland Department of Planning website: <http://planning.maryland.gov/YourPart/SGGAnnualReport.shtml>
- (F) If you have any suggestions to improve this worksheet or any of the annual report materials, please list or contact David Dahlstrom at david.dahlstrom@maryland.gov.

Plan Implementation and Development Process (5-Year Report)

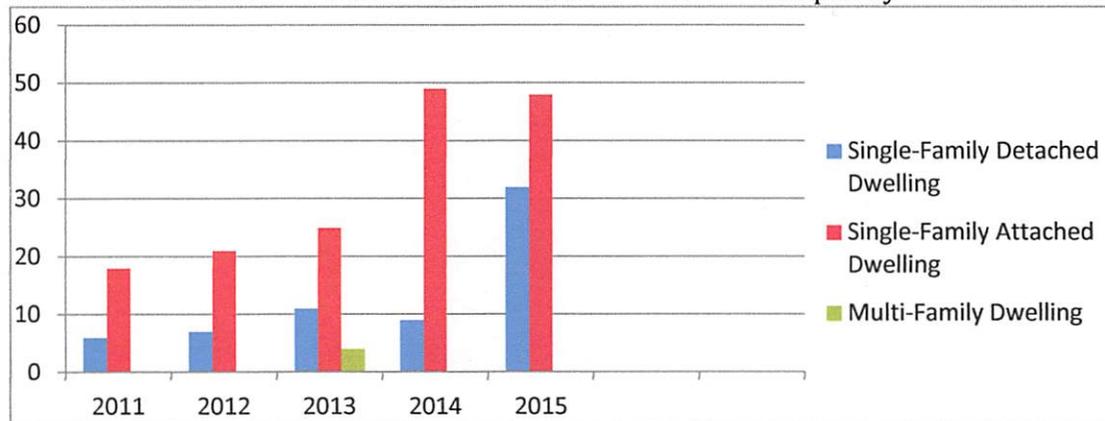
Town of La Plata

Year 2011-2015

Include a summary of the following:

- (i) **Development trends contained in the previous four annual reports filed during the period covered by the narrative;**

In Calendar year 2015, the Town of La Plata issued building permits for 84 residential units. The Town has seen a steady increase in the amount of residential building permits issued since 2011, which was expected with a larger number of approved dwelling units in subdivisions that are still not completely built out.



Calendar Year	2011	2012	2013	2014	2015
Single-family detached dwellings	6	7	11	9	32
Single-family attached dwellings	18	21	25	49	48
Multiple-family dwellings			4		
Total	24	28	40	58	80

Most of the residential building permits issued have been for single-family attached dwellings followed by single-family detached dwellings. The Town has not issued many building permits for new multi-family dwellings; but those that have been issued are part of a mixed use project in the downtown core.

Commercial development has been limited and has decreased in the last five years. The main economic drivers are health care industries including senior care centers, and the University of Maryland Charles Regional Medical Center. Most of the development proposals have included additions to existing structures and the occupancy of existing structures.

The Town issued two new commercial building permits in 2015 and has seen an increase in the number of renovations and new tenants into existing commercial buildings. The Town expects more commercial growth to occur in the Town as the St. Charles development, outside of town, continues to build closer to La Plata, increasing the demand for goods and services.

The Town has also seen a large increase in the installation of residential solar panels from twenty-two (22) permits in 2014 to sixty-two (62) permits in 2015.

The status of comprehensive plan implementation tools such as comprehensive rezoning to carry out the provisions of the comprehensive plan;

Since the adoption of the Comprehensive Plan in 2009, the Town has updated Community Design Guidelines for the Commercial Zones within the Town. The Town began a comprehensive zoning code rewrite and plans to have it completed in 2016. In 2000 the Plan for the Future of Downtown La Plata was established; however, the implementation was challenged after a tornado destroyed much of the downtown core. The Town is now in the process of working with the Urban Land Institute to re-evaluate the plan and determine how to implement some of the previous goals or if there is a need for establishing new goals to revitalize the study area.

(ii) Identification of any significant changes to existing programs, zoning ordinances, regulations, financing programs, or State requirements necessary to achieve the visions and goals of the comprehensive plan during the remaining planning timeframe;

The La Plata Planning Commission and Planning Department are working on a comprehensive zoning code update that will address a number of goals in the Town's Comprehensive Plan by including additional development standards, implementing goals, and providing clear direction for Developers. Some of these include the creation of a new Mixed-use Zone, increased landscape and open space requirements, sidewalk requirements, and time limits on approvals. The document has also been re-formatted, reorganized, and incorporates more tables and graphics for better utilization.

(iii) Identification of any State or federal laws, regulations, or requirements that have impeded local implementation of the comprehensive plan and recommendations to remove any impediments;

At this time the Town does not see any State or Federal laws that impede the Comprehensive Plan from being implemented. The Town currently does not impose time limits on development approvals and has allowed developments to sit idle with no progress on development when that land could be used to implement plan goals. The State stormwater law and the sunset date in 2017 could affect developments that have been approved for decades that include elements that would implement goals of the Town's Comprehensive Plan. The Town foresees that these impediments could possibly delay progress on some elements of the comprehensive plan, but also sees it as opportunity for new development approvals that may implement goals moving forward.

(iv) Future land use challenges and issues; and

The Town will be looking to address issues surrounding the Hospital and downtown. As the University of Maryland Charles Regional Medical Center in the downtown area continues to grow pressure has been placed on the surrounding neighborhoods and downtown. The Town will need to address the future needs of the hospital while retaining the character of the surrounding neighborhoods and central business district. Additionally new zones and zoning requirements may require the Town to look at comprehensively rezoning property with a focus on the downtown. The Town will need to address infrastructure needs and expand or extend water and sewer as needed to accommodate any new development.

(v) A summary of any potential updates to the comprehensive plan.

- Include Forestry Priority Retention Areas;
- Create a Street Tree Master Plan;
- Identify critical areas including properties with nonconforming uses in downtown and the Hospital property. This may include recommendations for a new zone or overlay zone to define the hospital's growth area and help facilitate growth as the Town and the region the hospital serves grow; and
- Address how the Town assesses Major Facility Fees and school seat allocations.

Note: The 5-Year Report Schedule can be viewed in Table 2 (Counties) and Table 3 (Municipalities) in the following publication: Managing Maryland's Growth – Transitioning to the Comprehensive Plan 10-Year Review Cycle or visit Planning.Maryland.gov/OurWork/compPlans/ten-year.shtml