

# 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

April 11, 2017

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 2016

Dear Mr. Dahlstrom:

The Town of La Plata Planning Commission reviewed the Annual Report for the Reporting Year 2016 as required under the Land Use Article at their March 7, 2017 meeting. In addition, this report has been filed with the local legislative body. The Town has had no growth changes, and issued then 50 Residential Permit in 2016.

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)**

<b>Residential – Calendar Year 2015</b>	<b>PFA</b>	<b>Non - PFA</b>	<b>Total</b>
<b># New Residential Permits Issued</b>	39	0	39

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.

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 implemented a permit tracking software system and has developed a review manual, new applications and review checklist that will be implemented in 2017. 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

One new members, Michael Gahan, was added to the Planning Commission in December 2016 and had previously completed the training. All Board of Appeals members have completed the Course.

The following members left the Planning Commission:

- Mark Rose (2/20/2017)

Sincerely,



Jeremy Hurlbutt, AICP  
Director of Planning



Debra Posey  
Planning Commission Chair

**Attachments:**

1. 2016 Internal Annual Report



# TOWN OF LA PLATA

## 2016 Annual Report

Prepared by the La Plata Planning Commission for the period  
January 2016 through December 2016

Submitted to MDP April 11, 2017

## **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 2016.

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 calendar year 2016, 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 Department staff identified a number of map issue in the 2015 calendar year that are still under review; Staff plans to adopt a new Town Boundary, Zoning and Land Use Maps in 2017.

## **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 2017. 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 2016 did not affect development patterns, but included:

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

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-Adoption of a new sign code in September of 2016 to address business concerns and the Reed vs. Gilbert Supreme Court ruling.

The Town Staff is working with the Planning Commission to develop a scope of work to review and update the 2009 Comprehensive Plan with a goal of completing the update by 2019.

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, 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 12/31/2016:

Debra Posey, Chair

C. Keith Back, Town Council

James Breitinger, Vice Chair

Roy Hancock

Mark Rose

Michael Gahan - alternate

## **Boards and Commissions**

The following timelines provides a summary of each case that was reviewed by the respective Board or Commission during 2016.

### **Planning Commission**

January 5, 2016

- Site Plan Review – Dunkin Donuts
- Application for Zoning Text Amendment (ZTA) – Hospital Parking Lots and Hospital Campus

February 2, 2016

- Draft Code Revisions – General Provisions

April 13, 2016

- 2015 Annual Report, and 5 Year Report (Plan Implementation and Development Process)
- Draft Code Revisions – General Provisions
- Draft Code Revisions – Plan Review and Submittal Requirements
- Draft Code Revisions – Nonconforming Uses, Structures, Lots and Developments

May 3, 2016

- Zoning Code Timeline Review
- Draft Code Revisions – Plan Review and Submittal Requirements
- Draft Code Revisions – Nonconforming Uses, Structures, Lots and Developments
- Steeplechase - Phase 1

May 25, 2016

- Draft Code Revisions – Plan Review and Submittal Requirements
- Draft Code Revisions – Zoning Regulations
- Draft Code Revisions – Development Standards

July 5, 2016

- Draft Code Revisions – Administration and Enforcement
- Boundary and Zoning Map Changes
- Draft Code Revisions – Sign Code

July 20, 2016

- Draft Code Revisions - Special Uses and Variances

August 3, 2016 – Rescheduled from August 2, 2016

- Draft Code Revisions – Special Exceptions, Uses Permitted with Conditions and Variances
- Draft Code Revisions – Sign Code
- Steeplechase - Revised Preliminary Plat

September 6, 2016

- Review of Public Comments – Sign Code

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December 1, 2016

- Site Development Review – Baldus Retail Center
- Zoning Code Timeline Review
- Steeplechase – Setback and Unit Types Review

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### **Board of Appeals**

February 10, 2016

- Review of Draft Resolution: CY15-02 SE-50 Drury Drive– Dunkin Donuts – Application for Special Exception for a Fast Food Restaurant

February 23, 2016

- Approval of Resolution: CY15-02 SE-50 Drury Drive– Dunkin Donuts – Application for Special Exception for a Fast Food Restaurant

March 21, 2016

- CY15-01 SE – 6685 Crain Highway – Sonic Drive- Application for Special Exception for a Fast Food Restaurant

March 23, 2016

- Approval of Resolution: CY15-01 SE – 6685 Crain Highway – Special Exception for a Fast Food Restaurant

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### **Design Review Board**

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

January 13, 2016

- 103 Drury Drive – La Plata Village Center – Amendments to an Existing Master Sign Plan
- 6591 Crain Highway – Popeye’s – Application for Façade Modifications

February 10, 2016

- 13 North Maple – Children’s Learning Tree – Application for a Shed
- 50 Drury Drive – Dunkin Donuts – Application for Signage
- 110 Charles Street – Early Potomac Learning Center – Application for Exterior Staircase
- Edelen Station – Fence Review

February 17, 2016

- 1 Calvert Street – La Plata Church of Christ - Application for a Building Sign
- 6355 Crain Highway – The Wills Group – Application for a Screening Fence
- 50 Drury Drive – Dunkin Donuts – Application for Façade Modifications

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March 9, 2016

- 320 Charles Street – The Little Corner Shoppe – Application for a Building Sign
- 6390 Crain Highway – Colonial Station – Application for Amendments to an Existing Master Sign Plan
- 107 Drury Drive – Chick-fil-A – Application for an Exterior Refrigerator
- Hawthorne Center – Application for Master Sign Plan Amendments

April 13, 2016

- 114 La Grange – Application for a Freestanding Sign
- Rosewick Crossing – Application for Master Sign Plan Amendments
- 200 Kent Avenue – Office of the Public Defender – Application for a Building Sign

April 20, 2016

- 234 Rosewick Crossing – Spoons Korean and American BBQ – Application for Site Improvements

May 11, 2016

- 3 Port Tobacco Road – La Plata United Methodist Church – Application for a Shed
- 111 La Grange Avenue – The Esthetic Boutique – Application to Reface an Existing Sign
- 200 Kent Avenue – Application for a Master Sign Plan
- 5720 Washington Avenue – La Plata Commerce Center – Application for a Master Sign Plan
- 6223 Crain Highway – Galazio Restaurant – Application for a Outdoor Dining Space

May 18, 2016

- 6700 Crain Highway - Baldus Retail Center – Site Development
- 5720 Washington Avenue – La Plata Commerce Center – Application for a Master Sign Plan
- 6355 Crain Highway – The Wills Group – Application to Reface an Existing Freestanding Sign
- 40 Drury Drive – Walmart – Application for Building and Signage Modifications

June 8, 2016

- Downtown Commons – Application to Reface and Existing Freestanding Sign

July 13, 2016

- 40 Shining Willow Way – Safeway – Application for an Outdoor Garden Center
- 107 Centennial Street – Application for a Master Sign Plan
- 118 La Grange Avenue – Application for Façade Modifications
- 6305 Crain Highway – Dash-In – Application for Signage and Site Improvements

July 20, 2016

- 403 Charles Street – Island Music – Application for an Outdoor Stage
- 62223 Crain Highway – Galazio – Application for Modification to a Previously Approved Outdoor Dining Space.

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August 10, 2016

- 403 Charles Street – Island Music – Application for an Outdoor Stage
- 507 Charles Street – Charles Street Bakery – Application for a building Mural
- 601 Charles Street – Dash-In – Application for a Small Cell Antenna Tower
- 6900 Crain Highway – Best Western – Application for a Master Sign Plan and to Reface an Existing Freestanding Sign
- 101 Charles Street – La Plata Business Association – Application for a Freestanding Sign

September 14, 2016

- 115 La Grange Avenue – Norris Building – Application for a Master Sign Plan
- 203 Centennial Street – Centennial Condominium – Application for a Master Sign Plan
- 401 Carroll Dawson Building – Application for a Master Sign Plan
- 6223 Crain Highway – Galazio – Application for Outdoor Pergolas

October 12, 2016

- 606 Charles Street – Psychic Readings – Application to Reface an Existing Freestanding Sign
- 109 St. Mary’s Avenue – The Kabala Building – Application to Amend a Master Sign Plan
- 105 Drury Drive – Proposed Parapet Extension

November 9, 2016

- 103 Drury Drive – Texas Roadhouse – Application to Enclose an Outdoor Dining Space
- 106 St. Mary’s Ave. – Mudd Building – Application for a Common Sign Plan

### **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, as mentioned in the 2015 annual report, the Town contracted with Tyler Technologies to install EnerGov, a plans/permit intake, tracking, review and permitting software. The Planning Department spearheaded the installation process with the Tyler Technologies representatives and started utilizing the software in 2016. The software has allowed the department to track and report plan/permit status with an increased level of fidelity when compared to the previous methods. The software creates a

centralized location for applications and review with the associated comments and attached document readily available. The tracking system also assisted in the compilation and analysis of the development data for this annual report.

### School Seat Allocations

Town Code allows the Town Council to allocate a minimum of 100 school seats per fiscal year. In 2016, The Town allocated 19 school seats and no more than 20 for any one development. A complete breakdown of the school seat allocation pools for calendar year 2016 can be found in Appendix A.

School Seat Allocation Table - Housing Type						
Housing Type	CY 2011	CY 2012	CY 2013	CY 2014	CY 2015	CY 2016
Single Family						
Detached	3	3	5	4	15	8
Townhome	9	10	12	24	23	10
Multi-Family				1	1	1
<b>Total</b>	<b>12</b>	<b>13</b>	<b>17</b>	<b>29</b>	<b>39</b>	<b>19</b>

School Seat Allocation Table - Subdivision						
Subdivision	CY 2011	CY 2012	CY 2013	CY 2014	CY 2015	CY 2016
Agricopia	5	3	5	9	20	8
Edelen Station				10	5	-
Steeplechase	6	9	11	9	6	10
Other	1	1	1	1	8	1
<b>Total</b>	<b>12</b>	<b>13</b>	<b>17</b>	<b>29</b>	<b>39</b>	<b>19</b>

## Permits Issued In 2016

The total numbers of permits, of all types, approved in 2016 are seen in the table below. Appendix B includes a comprehensive breakdown of the permits issued per month and a graphical representation of the data.

Permit type	Total
Plumbing	83
Misc. Residential	56
Permanent Sign	55
Res. Occupancies	43
Res. Solar Panels	39
Utility	39
New Residential	37
Misc. Commercial	34
Comm. Fit - Out	33
New Commercial	2
Grading	4
Temporary Event	4
Demolition	2
New Comm. Occupancies	1
<b>Total</b>	<b>432</b>

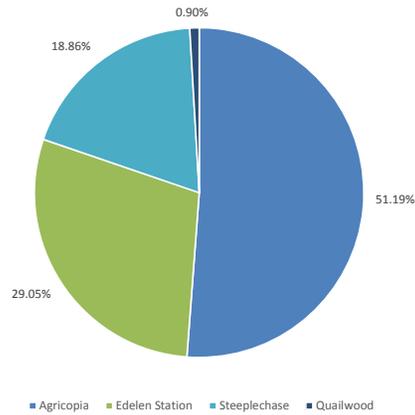
### Attachments:

1. Appendix A, 2011-2016 School Seat Allocation Priority List
2. Appendix B, 2016 Issued Permits by Month

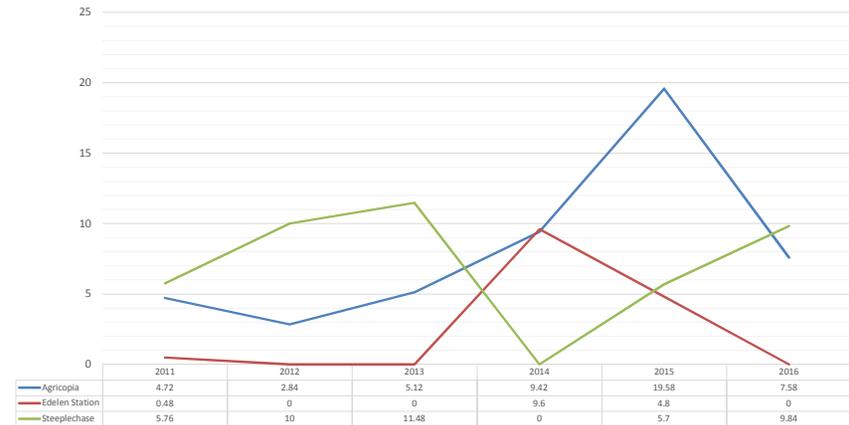
Appendix A.				2011-2016 School Seat Allocation Priority List																		
Pool 1 - Subdivisions Less than 50 Lots				2011			2012			2013			2014			2015			2016			Subdivision Total
Subdivision / Housing Type	# of Units	Allocation Rate	Seats Allocated	# of Units	Allocation Rate	Seats Allocated	# of Units	Allocation Rate	Seats Allocated	# of Units	Allocation Rate	Seats Allocated	# of Units	Allocation Rate	Seats Allocated	# of Units	Allocation Rate	Seats Allocated				
<b>Charles Street Overlook</b>																				2.88		
Townhomes	-	0.48	-	-	0.46	-	-	0.48	-	-	0.48	-	6	0.48	<b>2.88</b>	-	-	-	-			
<b>Glen Oak Court</b>																				1.84		
Single Family Detached	1	0.46	<b>0.46</b>	-	0.46	-	1	0.46	<b>0.46</b>	1	0.46	<b>0.46</b>	1	0.46	<b>0.46</b>	-	-	-	-			
<b>Kabala Bldg</b>																				1.64		
Apartments	-	0.41	-	-	0.41	-	-	0.41	-	2	0.41	<b>0.82</b>	2	0.41	<b>0.82</b>	-	-	-	-			
<b>Mudd Building</b>																				1.23		
Apartments	-	-	-	-	-	-	-	-	-	-	-	-	3	0.41	1.23	-	-	-	-			
<b>Somerset</b>																				0		
Single Family Detached	-	0.46	-	-	0.46	-	-	0.46	-	-	0.46	-	-	0.46	-	-	-	-	-			
<b>St. Mary's Villas</b>																				4.8		
Townhomes	-	0.48	-	-	0.48	-	-	0.48	-	-	0.48	-	10	0.48	<b>4.8</b>	-	-	-	-			
<b>Washington Avenue</b>																				0.46		
Single Family Detached	-	0.46	-	1	0.46	<b>0.46</b>	-	0.46	-	-	0.46	-	-	0.46	-	-	-	-	-			
<b>Total</b>			<b>0.46</b>	<b>Total</b>		<b>0.46</b>	<b>Total</b>		<b>0.46</b>	<b>Total</b>		<b>1.28</b>	<b>Total</b>		<b>8.96</b>	<b>Total</b>		<b>1.23</b>				

Pool 2 - Subdivisions More than 50 Lots				2011			2012			2013			2014			2015			2016			Subdivision Total
Subdivision / Housing Type	# 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				
<b>Agricopia</b>																				26.22		
Single Family Detached	4	0.46	<b>1.84</b>	2	0.46	<b>0.92</b>	8	0.46	<b>3.68</b>	9	0.46	<b>4.14</b>	29	0.46	<b>13.34</b>	5	0.46	<b>2.3</b>				
Townhomes	6	0.48	<b>2.88</b>	4	0.48	<b>1.92</b>	3	0.48	<b>1.44</b>	11	0.48	<b>5.28</b>	13	0.48	<b>6.24</b>	11	0.48	<b>5.28</b>				
<b>Edelen Station</b>																				14.88		
Townhomes	-	0.48	<b>0.48</b>	-	0.48	<b>0.00</b>	-	0.48	<b>0.00</b>	20	0.48	<b>9.60</b>	10	0.48	<b>4.80</b>	-	-	<b>0.00</b>				
<b>Steeplechase</b>																				9.66		
Single Family Detached	-	0.46	-	4	0.46	<b>1.84</b>	2	0.46	<b>0.92</b>	-	0.46	-	3	0.46	<b>1.38</b>	12	0.46	<b>5.52</b>				
Townhomes	12	0.48	<b>5.76</b>	17	0.48	<b>8.16</b>	22	0.48	<b>10.56</b>	18	0.48	<b>8.64</b>	9	0.48	<b>4.32</b>	9	0.48	<b>4.32</b>				
<b>Quailwood</b>																				0.46		
Single Family Detached	1	0.46	<b>0.46</b>	-	0.46	<b>0.00</b>																
<b>Total</b>			<b>11</b>	<b>Total</b>		<b>13</b>	<b>Total</b>		<b>17</b>	<b>Total</b>		<b>28</b>	<b>Total</b>		<b>39</b>	<b>Total</b>		<b>19</b>				
<b>Calendar Year Total - Both Pools</b>			<b>12</b>			<b>13</b>			<b>17</b>			<b>29</b>			<b>39</b>			<b>19</b>				

Cumulative School Seat Allocations (Subdivision of 50 or more lots) | 2011-2016



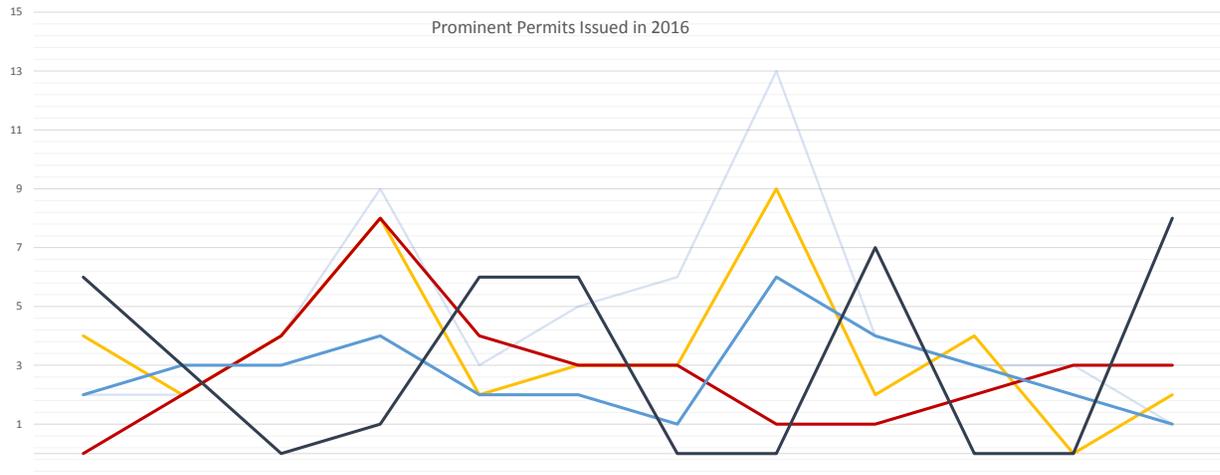
School Seat Allocations for Prominent Subdivisions | 2011-2016



Appendix B

Permit type	January	February	March	April	May	June	July	August	September	October	November	December	Total
Plumbing	5	11	2	9	1	7	14	10	3	10	6	5	83
Misc. Residential	4	3	7	5	9	6	3	8	5	6	0	0	56
Permanent Sign	2	2	4	9	3	5	6	13	4	3	3	1	55
Res. Occupancies	4	2	4	8	2	3	3	9	2	4	0	2	43
Res. Solar Panels	2	4	4	4	4	3	3	9	3	3	0	0	39
Utility	6	3	1	3	10	7	1	0	7	1	0	0	39
New Residential	6	3	0	1	6	6	0	0	7	0	0	8	37
Misc. Commercial	0	2	4	8	4	3	3	1	1	2	3	3	34
Comm. Fit - Out	2	3	3	4	2	2	1	6	4	3	2	1	33
New Commercial	0	0	0	0	1	0	0	0	0	0	1	0	2
Grading	0	1	0	0	0	2	1	0	0	0	0	0	4
Temporary Event	0	0	1	0	1	1	0	0	0	1	0	0	4
Demolition	0	0	0	0	2	0	0	0	0	0	0	0	2
New Comm. Occupancies	0	0	0	0	0	0	0	1	0	0	0	0	1

New Residential Acreage - 4.37 Net Acres  
 New Commercial Square Footage - 4,708 Square Feet



	January	February	March	April	May	June	July	August	September	October	November	December
Permanent Sign	2	2	4	9	3	5	6	13	4	3	3	1
Res. Occupancies	4	2	4	8	2	3	3	9	2	4	0	2
Misc. Commercial	0	2	4	8	4	3	3	1	1	2	3	3
Comm. Fit - Out	2	3	3	4	2	2	1	6	4	3	2	1
New Residential	6	3	0	1	6	6	0	0	7	0	0	8

Permits Issued in 2016 by Percentage

