

Town of La Plata

Mayor
Jeannine E. James

Council
Matthew T. Simpson
W. Brenton Finagin
Emily Mudd Hendricks
Paddy Mudd



Interim Town Manager
Brent Manuel

Assistant Town Manager
Michelle D. Miner

June 2, 2020

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

Re: Annual Report Calendar Year 2019

Dear Mr. Dahlstrom:

The Town of La Plata Planning Commission has approved the Annual Report for the Reporting Year 2019 as required under §1-207(c)(6) of the Land Use Article. In addition, this report has been filed with the local legislative body. All members of the Planning Commission and Board of Appeals have completed an educational training course as required under 1-206(a)(2) of the Land Use Article.

Thank you for your attention to the foregoing. If you have any questions, please contact me at (301) 934-8421 or via email at jharrington@townoflaplata.org.

Sincerely,

DocuSigned by:

Jeanine Harrington

D73F64E0D94C450...

Jeanine Harrington, AICP
Director of Planning

DocuSigned by:

Mike Gahan

84134CCD75A24DA...

Michael Gahan
Planning Commission Chair

Date 6/4/2020

Cc: Sarah Sularz

Attachments:

2019 Annual Report
2019 Annual Report Long Form



TOWN OF LA PLATA

2019 Annual Report

Prepared by the La Plata Planning Commission for the period
January 2019 through December 2019

Submitted to MDP: July 28, 2020

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BOARDS AND COMMISSIONS

The following timelines provides a summary of each case that was reviewed by the respective Board or Commission during 2019.

Planning Commission

Members List:

	<i>Start Term</i>	<i>End Term</i>
• Michael Gahan, <i>Chairman</i>	<i>November 26, 2018</i>	<i>November 26, 2021</i>
• Evalyne Bryant Ward, <i>Vice Chair</i>	<i>October 22, 2018</i>	<i>December 19, 2021</i>
• Debra Posey	<i>November 26, 2018</i>	<i>November 26, 2023</i>
• Matthew Simpson, <i>Town Council</i>	<i>May 9, 2017</i>	<i>May 9, 2021</i>
• Michelle Higdon	<i>October 29, 2019</i>	<i>July 25, 2022</i>
• Dillon Cox, <i>Alternate</i>	<i>October 29, 2019</i>	<i>June 17, 2021</i>
• Balvin Brown	<i>May 21, 2018</i>	<i>October 28, 2019</i>

Meeting Schedule 2019:

January 1, 2019

- CANCELED

February 5, 2019

- MJSP-000334-2018 - La Plata Plaza North – Major Site Plan Approval
- SUB-00360-2019 – Agricopia Section 4C-2 - Final Plat Approval
- SUB-00361-2019 – Agricopia Section 4C-3 - Final Plat Approval 3
- SUB-00362-2019 – Agricopia Section 4C-4 - Final Plat Approval
- Planning Commission Meeting Schedule 2019
- Comprehensive Plan Schedule Update

March 5, 2019

- CANCELED

April 2, 2019

- 2018 Annual Report
- Draft Code Revisions – Chapter 191 Zoning Code

May 7, 2019

- SPX-000124-2016 – Special Exception Modification of Conditions
- MNSP-000332-2018 – Minor Site Plan Approval to amend buffer yard
- Draft Code Revisions – Chapter 191 Zoning Code

June 4, 2019

- Draft Code Revisions – Chapter 191 Zoning Code

July 2, 2019

- MJSP-000141-2017: Baldus Retail Center (Bypass Lane Revision)
- SUB-000312-2018: Charles County Board of Education (Right of Way Plat)
- SUB-000120-2016: Steeplechase (Preliminary Plat Revision)
- Review of Public Comment concerning Zoning Ordinance (Ordinance 18-05)

August 13, 2019

- CANCELED

September 3, 2019

- Election of Chair and Vice Chair
- Draft Code Revisions – Chapter 191 Zoning Code
- Draft Code Revisions - Chapter 108 Resource Protection Standards

October 1, 2019

- Draft Code Revisions – Chapter 191 Zoning Code
- Draft Code Revisions - Chapter 108 Resource Protection Standards

November 5, 2019

- Draft Code Revisions – Chapter 191 Zoning Code
- Draft Code Revisions - Chapter 108 Resource Protection Standards
- Town of La Plata Comprehensive Plan Review

November 19, 2019 (Special Meeting)

- Draft Code Revisions – Chapter 191 Zoning Code
- Town of La Plata Comprehensive Plan Review

December 3, 2019

- Draft Code Revisions – Chapter 191 Zoning Code
- Planning Commission Meeting Schedule 2020

Board of Appeals

Members List:

	<i>Start Term</i>	<i>End Term</i>
• Brad Clements, <i>Chairman</i>	<i>December 5, 2015</i>	<i>October 24, 2020</i>
• A. Hugh Williams	<i>October 24, 2017</i>	<i>October 24, 2020</i>

Meeting Schedule 2019:

June 27, 2019

- Public Hearing on Case Number SPX-000124-2016 – Application to modify conditions of existing Special Exception approval
- Closed Session to obtain legal advice in Case Number SPX-000124-2016

July 22, 2019

- Special Exception approval resolution related to Case Number SPX-000124-2016

Design Review Board

Members List:

	<i>Start Term</i>	<i>End Term</i>
• Robert Turgeon, <i>Chairman</i>	<i>October 24, 2017</i>	<i>October 24, 2021</i>
• Amy Henley, <i>Vice Chair</i>	<i>September 27, 2016</i>	<i>September 27, 2020</i>
• Brent Finagin, <i>Town Council</i>	<i>May 9, 2017</i>	<i>May 9, 2021</i>
• Reggie Kearney	<i>October 27, 2017</i>	<i>October 24, 2021</i>
• David Hathcock	<i>October 24, 2017</i>	<i>October 24, 2021</i>
• Betty Mudd	<i>November 13, 2018</i>	<i>October 24, 2021</i>
• Jaqueline James, <i>Alternate</i>	<i>November 13, 2018</i>	<i>October 26, 2020</i>
• <i>Brian Fenwick</i>	<i>October 22, 2018</i>	<i>June 24, 2019</i>

Meeting Schedule 2019:

January 9, 2019

- DRB-000352-2018 – 606 Charles Street, Review of detached signage
- DRB-000353-2018 – 58 Drury Drive – Verizon Rooftop Antennas
- 2019 Design Review Board Meeting Schedule Review

February 13, 2019

- DRB-000358-2019 – 5955 Crain Highway, Review of signage
- DRB-000363-2019 – 6015 Crain Highway, Review of Signage
- DRB-000364-2019 – 5955 Crain Highway – Review of exterior renovations
- 2019 Design Review Board Meeting Schedule Review

March 13, 2019

- DRB-000366-2019 – 60 Shining Willow Way, Construction of solar powered beacons
- DRB-000367-2019 – 2 Garrett Avenue, Review of Signage
- DRB-000371-2019 – 107 S Maple Street, Renovation of existing shed
- DRB-000372-2019 – Washington Avenue, Renovation of Park & Ride structures

April 10, 2019

- DRB-000373-2019 – 113 Howard Street, Review of Signage
- DRB-000374-2019 – 60 Shining Willow Way – Common Sign plan and façade improvements
- DRB-000375-2019 – 113 La Grange Avenue, Review of Signage

May 15, 2019 (Rescheduled from May 8, 2019)

- DRB-000383-2019 – 600 Edelen Station Place, Approval to extend 7 foot fence
- DRB-000384-2019 – 109 N. Maple Avenue, Approval of window installation

June 12, 2019

- DRB-000388-2019 – 234 Rosewick Road, Patio Addition

July 10, 2019

- DRB-000390-2019 – 201 Centennial Street, Common Sign Plan and awning approval

August 14, 2019

- CANCELED

September 11, 2019

- DRB-000310-2018 – 7 Shining Willow Way, Revised transformer enclosure
- DRB-000397-2019 – 601 Charles Street, Exterior Renovation
- DRB-000398-2019 – 10 Washington Avenue, Exterior Renovation
- DRB-000399-2019 – 118 La Grange Avenue, Review of Signage
- DRB-000400-2019 – 6485 Crain Highway, Review of Signage

October 9, 2019

- DRB-000401-2019 – 205 E. Charles Street, Exterior Renovation and Signage
- DRB-000403-2019 – 305 Queen Anne Street, New accessory structure

October 25, 2019 (Special Meeting)

- DRB-000374-2019 – 60 Shining Willow Way, Revision to exterior signage
- DRB-000407-2019 – 505 Charles Street, Review of Signage
- DRB-000403-2019 – 305 Queen Anne Street, Revision to accessory structure design

November 13, 2019

- DRB-000409-2019 – 6600 Crain Highway, Review of Signage
- DRB-000410-2019 – 7 Maple Avenue, Shed
- DRB-000310-2018 – 7 Shining Willow Way, Revision to rear façade design
- DRB-000411-2019 – 6580 Crain Highway, Roof
- DRB-000374-2019 – 60 Shining Willow Way, Revision to exterior façade design

December 11, 2019

- DRB-000412-2019 – 511 Charles Street, Common Sign Plan
- DRB-000413-2019 – 6600 Crain Highway, Review of signage

PLAN IMPLEMENTATION AND DEVELOPMENT PROCESS

Comprehensive Plan:

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 revisions to four Chapters of the Code of the Town of La Plata.

The Town began the process of updating the Comprehensive plan in June of 2018. A Request for Proposals (RFP) was released for professional consulting services to update the Town's Comprehensive Plan, as part of the ten (10) year review cycle, as required by the State Land Use Article. The submission deadline for all proposals was on January 15, 2019. All Proposals were reviewed and evaluated by the evaluation team for compliance with all submittal requirements on January 29, 2019. After a thorough review of all proposals, the evaluation team determined that Sabra & Associates best met the needs of the Town, all factors being considered.

As part of the process, the Town has held public forums and stakeholder meetings to obtain input from the public on the Comprehensive Plan. Any comments received were sent to the consultants for consideration during the development of the plan and on October 15, 2019 staff received the final draft for review.

The approved Comprehensive Plan was sent to the Maryland Department of Planning and to Charles County Government in April of 2020 and we received comments in May of 2020. We will now begin the process of proceeding with final editing and the public hearing process prior to adoption.

Zoning Code Amendments:

The Town of La Plata Zoning Code was adopted on July 30, 2018 and became effective on August 15, 2018. Since that time staff has noted several amendments that should be considered by the Planning Commission. Currently the Planning Commission and Town Council are proceeding with the final review of the Zoning Code revisions before they are scheduled for the public hearing process.

Resource Protection Standards:

As part of the continued effort to revise the Town Code, staff considered the need for a Resource Protection Chapter in order to provide additional regulations that will further protect the environmental resources of the Town. Currently Chapter 108 contains provisions on Floodplain Management regulations and staff felt that this would be an appropriate section to place protection standards for sensitive areas including streams, wetlands, the flood plain, Forest Interior Dwelling Species (FIDS), habitats of a threatened or endangered species, steep slopes, hydric soils, highly erodible soils, and any other area in need of special protection, as may be determined by the Planning Commission. Staff reviewed Codes from Charles County Government and St. Mary's County Government along with the State of Maryland COMAR to

research regulations on the sensitive areas specified above. The Resource Protection Standards Chapter has been drafted and is currently under review by the Department of Natural Resources.

DEVELOPMENT REVIEW

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 2019. However, the Town has begun the process of drafting a new Comprehensive Plan with expected adoption in June 2020.

There were amendments that would affect development patterns as well as map amendments 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. An interactive web-map was created to show side by side comparisons of the existing and proposed zoning for the zoning update. 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.

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.

PROCESS IMPROVEMENTS

Updates to the Town website included the creation of a Zoning Update page, Comprehensive Plan Update page, Town Maps page and other changes to help applicants through the permit process.

The Planning Department staff continues to create and edit 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 will revise the 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. The manual is proposed to be completed by July 1, 2020.

Lastly, as mentioned in the 2018 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. The next step will be to evaluate adding a Citizen Self Service Portal in order for applicants to apply electronically and receive updates on their submissions.

DEVELOPMENT CAPACITY ANALYSIS

The Town of La Plata received a Development Capacity Analysis from the Maryland Department of Planning to assist with our Comprehensive Plan update, the report has been provided as attachment #3.

Permits Issued In 2019

The total numbers of permits, of all types, approved in 2019 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
New Residential	92
Res. Occupancies	134
Misc. Residential	61
Res. Solar Panels	9
New Commercial	1
Comm. Occupancies	40
Comm. Fit - Out	18
Misc. Commercial	28
Plumbing	163
Irrigation System	1
Major Facility Fee	23
Utility	119
Demolition	1
Permanent Signs	46
Temporary Signs	23
Backyard Chicken Permit	1
Mobile Food Service Facility	8
Abandoned Vehicle Permit	2
Public Works Permit	4
Grading	3
Noise Permit	5
Special Event Permit	5
Farmer's Market Permit	173
Total	960

SCHOOL SEAT ALLOCATIONS

Town Code allows the Town Council to allocate a minimum of 100 school seats per fiscal year. In 2019, The Town allocated school seats. A complete breakdown of the school seat allocation pools for calendar year 2019 can be found in Appendix A.

School Seat Allocation Table - Housing Type					
Housing Type	CY 2015	CY 2016	CY 2017	CY 2018	CY 2019
Single Family Detached	15	8	2	10	13
Townhome	23	10	14	22	28
Multi-Family	1	1	0	15	0
Total	39	18	16	47	41

School Seat Allocation Table - Subdivision					
Subdivision	CY 2015	CY 2016	CY 2017	CY 2018	CY 2019
Agricopia	20	7	6	7	15
Edelen Station	5	0	0	0	0
Steeplechase	6	10	9	16	13
Downtown Commons	0	0	0	15	0
Willow Woods	0	0	0	9	5
Hawthorne Greene Section II	0	0	0	0	9
Other	8	1	1	0	0
Total	39	18	16	47	41

Attachments:

1. Appendix A, 2015-2019 School Seat Allocation Priority List
2. Appendix B, 2019 Issued Permits by Month
3. Maryland Department of Planning, Development Capacity Analysis (2020)

Annual Report Worksheet Reporting (Calendar) Year 2019

INSTRUCTIONS

Each Planning Commission/Board shall approve an Annual Report for the Reporting Year 2019 as required under [§1-207\(b\)](#) of the Land Use Article. In addition, this Annual Report shall be filed with the local legislative body and the Maryland Department of Planning (Planning), no later than July 1, 2020.

Local jurisdiction may use the attached template form or any of the previous Annual Report forms. The requirements have not changed for 2019. An optional survey is included in Section III. We encourage all jurisdictions to consider responding.

Section I- New Residential Permits, and Section II- Amendments and Growth Related Changes, are required by all local jurisdictions.

Section III- Development Capacity Analysis, is required every three years.

Section IV- Locally Funded Agriculture Preservation, is required by Counties only.

Section V – Measures and Indicators, is required by jurisdiction reporting more than 50 new residential permits in Section I.

Section VI- Adequate Public Facility Ordinances, is required every two years by jurisdictions with adopted Adequate Public Facility Ordinances (APFOs).

Section VII – Planning Survey Questions is optional

Annual Report Worksheet Reporting (Calendar) Year 2019

Section I: New Residential Permits Issued (Inside and Outside the PFA) (§1-208(c)(1)(i) and (c)(3)(ii))

(A) In Table 1, New Residential Permits Issued (Inside and Outside the PFA) below, enter the number of new residential building permits issued in calendar year (2019). Enter 0 if no new residential building permits were issued in 2019.

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

Residential – Calendar Year 2019	PFA	Non - PFA	Total
# New Residential Permits Issued	90	0	90

Section II: Amendments and Growth Related Changes In Development Patterns (§1-207(c)(1) and (c)(2))

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.

(A) Were any new comprehensive plan or plan elements adopted? If yes, briefly summarize what was adopted Y N

(B) Were there any amendments to the zoning regulations or zoning map? If yes, briefly summarize each amendment, include a map, or GIS shapefile, if available. Y N

(C) Were there any growth related changes, including Land Use Changes, Annexations, New Schools, Changes in Water or Sewer Service Area, etc., pursuant to of the Land Use Article? If yes, please list or map and provide a description of consistency of internal, state or adjoining local jurisdiction plans Y N

(D) Did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction? If yes, please list. Y N

1. **Implementing EnerGov Citizen Self Service Portal and E-Reviews for permitting software.**
2. **Creating submission checklists, Development Manuals**
3. **Updating Design Review Process/Sign Regulations**
4. **Create Resource Protection Chapter (Currently in Review by the State)**

Annual Report Worksheet Reporting (Calendar) Year 2019

Section III: Development Capacity Analysis (DCA)(§1-208(c)(iii))

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

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

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

2. If yes, when was the last DCA submitted? Identify Month and Year: 7/2019

a. Was the DCA shared with the local School Board Facilities Planner? Y N

(B) Using the most current DCA available, provide the following data on capacity inside and outside the PFA in *Table 2, Residential Development Capacity (Inside and Outside the PFA)*:

Table 2: Residential Development Capacity (Inside and Outside the PFA)

Parcels & Lots w/ Residential Capacity	PFA	Non – PFA	Total
Residentially Zoned Acres w/ Capacity	5,021	0	5,021
Residential Parcel & Lots w/Capacity	1,171	0	1,171
Residential Capacity (Units)	4,000	0	4,000

***Please see the attached Development Capacity Analysis provided by the Maryland Department of Planning, which was prepared for our Comprehensive Plan Update (to be adopted in 2020). I have also attached the Town of La Plata Development Capacity Analysis by Subdivision (currently within the Town Limits).**

**Annual Report Worksheet
Reporting (Calendar) Year 2019**

**Section IV: (Locally) Funded Agricultural Land Preservation & Local Land Use
Goal (Counties Only) ([§1-208\(C\)\(1\)iv and v](#))**

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

Table 3: Locally Funded Agricultural Land Preservation

Local Preservation Program Type	Acres	Value (\$)
Example: Transfer of Development Rights	0	0
Example: Building Lot Retirement	0	0
Example: Land Purchase	0	0
Example: Local Land Trust	0	0
Example: Easement	0	0
Example: Other	0	0
Total	0	0

(B) What is the county's established local land use percentage goal? 0%

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

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

(E) What are the resources necessary for infrastructure inside the PFAs? NA

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

Annual Report Worksheet Reporting (Calendar) Year 2019

Section V: Measures and Indicators ([§1-208\(c\)\(1\)](#))

Note: The Measures and Indicators, Section VII, is only required for jurisdictions issuing more than 50 new residential building permits in the reporting year, as reported in Table 1.

Table 4A: Amount of Residential Growth (Inside and Outside the PFA)

Residential – Calendar Year 2019	PFA	Non - PFA	Total
Total # Minor Subdivisions Approved	1	0	1
Total # Minor Subdivision Lots Approved*	0	0	0
Total # Minor Subdivision Units Approved	0	0	0
Total Approved Minor Subdivision Area (Gross Acres)	.5302	0	.5302
Total Approved Minor Subdivision Lot Area (Net Acres)	.5302	0	.5302
Total # Major Subdivisions Approved	3	0	3
Total # Major Subdivision Lots Approved	62	0	62
Total # Major Subdivision Units Approved	62	0	62
Total Approved Major Subdivision Area (Gross Acres)	5.11	0	5.11
Total Approved Major Subdivision Lot Area (Net Acres)	2.76	0	2.76
Total # Units Constructed in Jurisdiction**	129	0	129
Total # Units Demolished	0	0	0
Total # Units Reconstructed/Replaced	0	0	0

* The minor Subdivision was a ROW Plat no lots were included.

**Number of Residential U&O Permits issued in 2019

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

Residential – Calendar Year 2019	PFA	Non – PFA	Total
Total # Units Approved (Major + Minor Subdivisions)	62	0	62
Total # Approved Lot Area (Major + Minor Subdivisions)	3.29	0	3.29

Table 4C: Share of Residential Growth (Inside and Outside the PFA)

Residential – Calendar Year 2019	PFA	Non – PFA	Total
Total # Units Approved (Major + Minor Subdivisions)	62	0	62
% of Total Units (# Units/Total Units)	100%	0%	100%

Annual Report Worksheet Reporting (Calendar) Year 2019

Table 4D: Amount of Commercial Growth (Inside and Outside the PFA)

Commercial – Calendar Year 2019	PFA	Non - PFA	Total
Total Site Plan Area Approved (Gross Acres)	4.635	0	4.635
Total Building Square Feet Approved (Gross)	4,500	0	4,500
Total # New Permits Issued	1	0	1
Total Square Feet Constructed in Jurisdiction (Gross)	4,500	0	4,500

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

Commercial – Calendar Year 2019	PFA	Non – PFA	Total
Total Building Square Feet Approved (Gross)	4,500	0	4,500
Total Lot Size (Net Acres)	3.61	0	3.61

Table 4F: Share of Commercial Growth (Inside and Outside the PFA)

Commercial – Calendar Year 2019	PFA	Non – PFA	Total
Total Building Square Feet Approved (Gross)	4,500	0	4,500
% of Total Building Square Feet (Building Square Feet/Total Approved Square Feet)	100%	0%	100%

**Annual Report Worksheet
Reporting (Calendar) Year 2019**

**Section VI: Adequate Public Facility Ordinance (APFO) Restrictions ([§7-104](#))
(Section VI is only required by jurisdictions with adopted APFOs)**

Note: Jurisdictions with adopted APFOs must submit a biennial APFO report. The APFO report is due by July 1 of each even year and covers the reporting period for the previous two calendar years. APFO reports for 2018 and 2019 are due July 1, 2020. However, jurisdictions are encouraged to submit an APFO report on an annual basis.

NOT APPLICABLE TO THE TOWN.

Annual Report Worksheet Reporting (Calendar) Year 2019

Section VII: Planning Survey Questions (Optional)

The information provided can assist MDP and MDOT staff with identifying potential pedestrian/bicycle projects and project funding.

(A) Does your jurisdiction have a bicycle and pedestrian plan? Y N

1. Plan name
2. Date Completed
3. Has the plan been adopted? Y N
4. Is the plan available online? Y N
5. How often do you intend to update it?
6. Are existing and planned bicycle and pedestrian facilities mapped? Y N

(B) Does your jurisdiction have a transportation functional plan in addition to your comprehensive plan? Y N

1. Plan name : **Transportation Plan**
2. Date completed (8/2009)
3. Has plan been adopted? Y N
4. Is the plan available online? Y N
5. How often do you intend to update it? (Every 10 years)

END

**Annual Report Worksheet
Reporting (Calendar) Year 2019**

Submitting Annual Reports and Technical Assistance

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

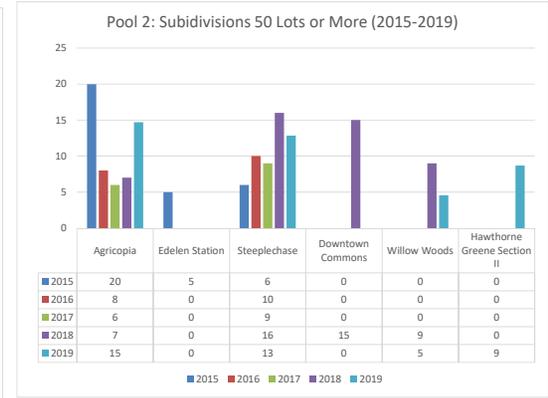
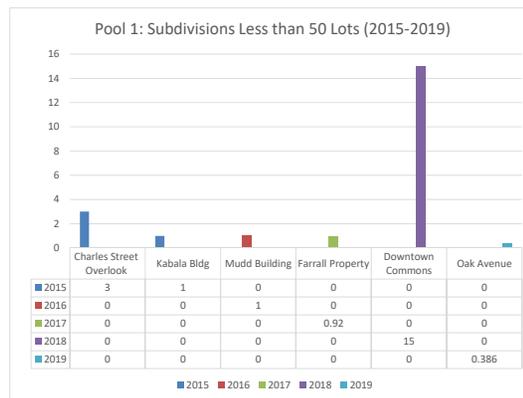
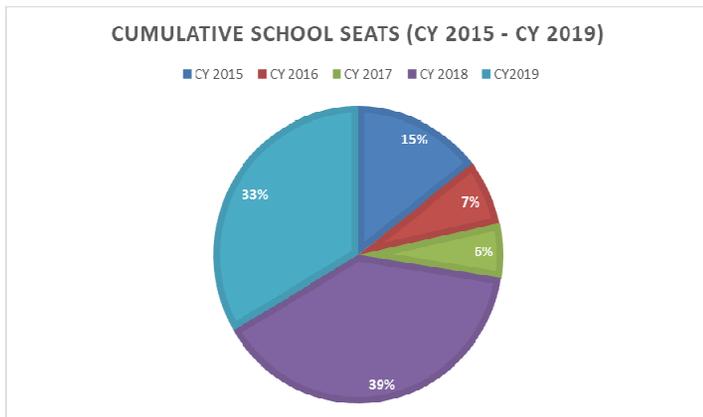
Office of the Secretary
Maryland Department of Planning
301 W. Preston Street, Suite 1101
Baltimore, Maryland 21201-2305
Attn: David Dahlstrom, AICP

- (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.
- (C) You may wish to send additional copies of your Annual Report directly to your MDP Regional Planner or School Board Facilities Planner.
- (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: 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: 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.

Appendix A																
2015-2019 School Seat Allocation Priority List																
Pool 1 - Subdivisions Less than 50 Lots																
Subdivision / Housing Type	2015			2016			2017			2018			2019			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	
Charles Street Overlook																
Townhomes	6	0.48	3	0	0.46	0	0	0.46	0	0	0.46	0	0	0.459	0	3
Glen Oak Court																
Single Family Detached	1	0.46	0	0	0.46	0	0	0.46	0	0	0.46	0	0	0.456	0	0
Kabala Bldg																
Multi-Family	2	0.41	1	0	0.41	0	0	0.41	0	0	0.41	0	0	0.386	0	1
Mudd Building																
Multi-Family	0	0.41	0	3	0.41	1	0	0.41	0	0	0.41	0	0	0.386	0	1
Farrall Property																
Single Family Detached	0	0.46	0	0	0.46	0	2	0.46	0.92	0	0.46	0	0	0.456	0	1
Downtown Commons																
Multi-Family	0	0.41	0	0	0.41	0	0	0.41	0	36	0.41	15	0	0.386	0	15
Oak Avenue																
Multi-Family	0	0.41	0	0	0.41	0	0	0.41	0	0	0.41	0	1	0.386	0.386	0
Total	4			1			1			0			0			0

Pool 2 - Subdivisions More than 50 Lots																
Subdivision / Housing Type	2015			2016			2017			2018			2019			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	
Agricopia																
Single Family Detached	29	0.46	13	5	0.460	2	3	0.46	1	3	0.459	1	4.00	0.456	2	20
Townhomes	13	0.48	6	11	0.480	5	10	0.48	5	13	0.471	6	28.00	0.459	13	35
Edelen Station																
Townhomes	10	0.48	5	0	0.48	0	0	0.48	0	0	0.471	0	0	0.459	0	5
Steeplechase																
Single Family Detached	3	0.46	1	12	0.46	6	0	0.46	0	0	0.459	0	4	0.456	2	9
Townhomes	9	0.48	4	9	0.48	4	19	0.48	9	33	0.471	16	24	0.459	11	44
Willow Woods																
Single Family Detached	0	0.46	0	0	0.46	0	0	0.46	0	20	0.459	9	10	0.456	5	14
Hawthorne Greene Section II Phase 1																
Single Family Detached	0	0.456	0	0	0.46	0	0	0.46	0	0	0.459	0	11	0.456	5	5
Townhomes	0	0.48	0	0	0.48	0	0	0.48	0	0	0.471	0	8	0.459	4	4
Total	30			17			15			32			41			41

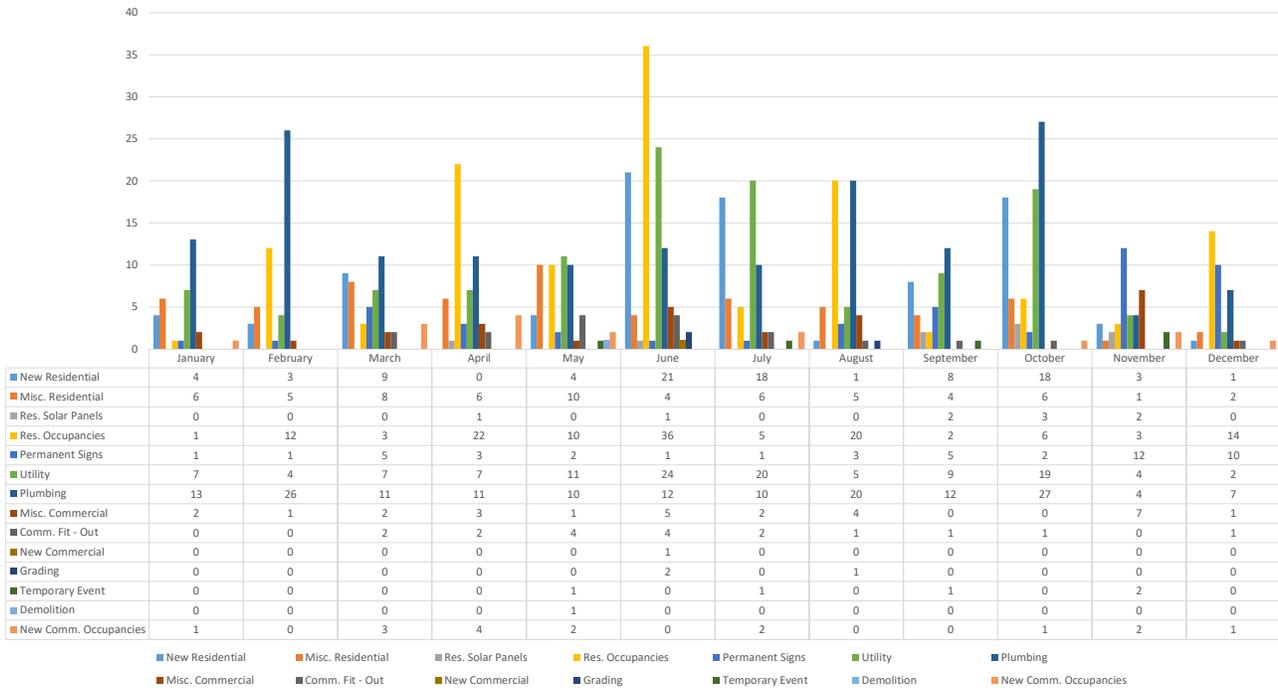
Calendar Year Total - Both Pools	34	18	16	32	41
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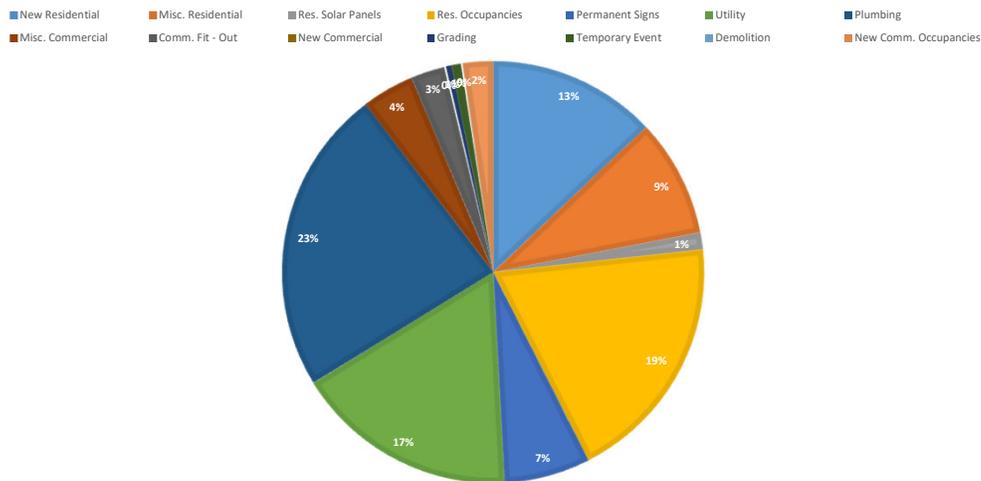
Appendix B

Permit type	January	February	March	April	May	June	July	August	September	October	November	December	Total
New Residential	4	3	9	0	4	21	18	1	8	18	3	1	90
Misc. Residential	6	5	8	6	10	4	6	5	4	6	1	2	63
Res. Solar Panels	0	0	0	1	0	1	0	0	2	3	2	0	9
Res. Occupancies	1	12	3	22	10	36	5	20	2	6	3	14	134
Permanent Signs	1	1	5	3	2	1	1	3	5	2	12	10	46
Utility	7	4	7	7	11	24	20	5	9	19	4	2	119
Plumbing	13	26	11	11	10	12	10	20	12	27	4	7	163
Misc. Commercial	2	1	2	3	1	5	2	4	0	0	7	1	28
Comm. Fit - Out	0	0	2	2	4	4	2	1	1	1	0	1	18
New Commercial	0	0	0	0	0	1	0	0	0	0	0	0	1
Grading	0	0	0	0	0	2	0	1	0	0	0	0	3
Temporary Event	0	0	0	0	1	0	1	0	1	0	2	0	5
Demolition	0	0	0	0	1	0	0	0	0	0	0	0	1
New Comm. Occupancies	1	0	3	4	2	0	2	0	0	1	2	1	16

Permits Issued in CY 2019



TOTAL PERMITS ISSUED IN CY2019 BY PERCENTAGE



Development Capacity Analysis - Residential										
Subdivision	Maximum Density	Single Family Lots	Townhome Lots	Duplex Lots	Multi-Family Lots	Lots Built	Lots Remaining	Plat #	Acreage (Lots)	PFA (Y/N)
Agricopia	702	288	154	92	168	340	362			
Section 1	57	57	0	0	0	57	0	52/226-230	19.97	Y
Section 2	42	42	0	0	0	42	0	54/353-357	16.23	Y
Section 3	25	25	0	0	0	25	0	54-535	9.6122	Y
Section 4	70	0	0	70	0	48	22	55/388-392	14.61	Y
Section 4C	62	0	62	0	0	7	55	55/388	7.4	Y
Section 4C-1	12	0	12	0	0	12	0	58/503	0.69198	Y
Section 5	36	36	0	0	0	36	0	59/575	13.854	Y
Section 6A	40	0	40	0	0	40	0	56/403	2.74	Y
Section 6B	73	33	40	0	0	73	0	58/191	14.21	Y
Section 6B-1	10	10	0	0	0	10	0	57/115	3.85	Y
Section 7	26	26	0	0	0	14	12	60/163	9.843	Y
Section 7A	14	4	0	10	0	0	14	NR	2.73	Y
Section 8	47	43	0	4	0	0	47	NR	12.663	Y
Section 9	12	12	0	0	0	0	12	NR	4.0766	Y
CONDO-1	32	0	0	8	24	0	32	NR	3.19	Y
CONDO-2	72	0	0	0	72	0	72	NR	3.19	Y
CONDO-3	72	0	0	0	72	0	72	NR	6.33	Y
Steeplechase	443	27	262	154	0	238	205			
Phase 1	193	16	151	26	0	193	0	57/405	10.8057	Y
Phase 2 Section 1	67	11	56	0	0	45	22	60/596	3.56	Y
Phase 2 Section 2	132	0	110	22	0	0	132	NR	2.1306	Y
Phase 3	183	0	55	128	0	0	183	NR	13.43	Y
Hawthorne Greene II	77	28	49	0	0	19	58			
Section 2 Phase 1	38	16	22	0	0	19	19		4.8853	Y
Section 2 Phase 2	39	12	27	0	0	0	39	NR	4.8227	Y
Heritage Green	3170	1101	1377	0	692	0	3170		755.6	
Chapman Point	266	149	117	0	0	0	266	57/566		Y
Clark Forest	182	85	97	0	0	0	182	NR		Y
Market Place	240	77	163	0	0	0	240	NR		Y
Park View	187	69	118	0	0	0	187	NR		Y
Creek View	448	35	93	0	320	0	448	NR		Y
Waterfront	237	127	110	0	0	0	237	NR		Y
Hermitage Place	429	209	220	0	0	0	429	NR		Y
Hermitage Park	67	12	55	0	0	0	67	NR		Y
Laurel park	218	107	111	0	0	0	218	NR		Y
Clark Place	266	114	152	0	0	0	266	NR		Y
Tributary Landing	117	117	0	0	0	0	117	NR		Y
Untitled	513	0	141	0	372	0	513	NR		Y
Willow Woods	29	29	0	0	0	29	0		7.2033	Y
Willow Woods Sect. 2	8	8	0	0	0	0	8	NR	2.2958	Y
Townhomes Potomac Square	22	0	22	0	0	0	22	NR	2.8869	Y
Stagecoach Crossing (Concept)	650	0	0	0	0	0	650	NR	124.5	Y
Total:	5,072	1,473	1,864	246	860	626	4,475		1077.31108	

Legend	
	Under Construction
	Proposed/
	Completed
NR	Not Recorded

Development Capacity Summary Report				
La Plata 2015 Model with Septic				
Proposed Annexations Only				
Result	Process	Acres	Number of Parcels	Capacity (NHC)
Total Acres in Parcels and Lots		6,082	1,257	4,000
Subtract land zoned for nonresidential use (commercial, industrial) (4)		1,054	86	
Residentially Zoned Acres		5,021	1,171	4,000
	Exempt, protected or lands without capacity (5)	2,051	851	
Total capacity - Acres and Parcels with Capacity		2,970	318	4,000
Total Capacity adjusted for large mixed-use parcels (6)		2,970	318	2,320
	Mixed-use parcel over 100 acres (7)	412	3	187 (1867)
Subsets of the Analysis of Interest (these are not additive) (8)				
Acres and Parcels with capacity associated with underdeveloped land.	Unimproved Parcels (<\$10,000), less than 5 acres.	258	169	231
Acres and Parcels Associated with Small parcels.	Parcels <2 acres in size (improved or unimproved)	761	708	137
Acres and Parcels associated with larger, undeveloped parcels. (10)	Includes unimproved parcels, greater than 2 acres with capacity and improved parcels greater than 5 acres with capacity.	2,610	137	3,763

Notes:
(1) Analysis is based on 2015 edition year Md Property View data
(2) Zoning used in model is based on the new zoning code approved in 2018 and proposed zoning of new annexations.
(3) Mixed-use zoning is included in residential capacity.
(4) Parcels zoned commercial or industrial are not assigned capacity in the current version of the Growth Model.
(5) Tax exempt lands may or may not have capacity.
(6) Capacity of parcels of at least 100 acres and zoned for mixed-use are adjusted to 10% of the calculated capacity. NHC was calculated with the following method. $((4000-1867=2133)+187=2320)$
(7) Adjusted capacity is based on 10% minimum build-out as defined by zoning code.
(8) Capacity of mixed use parcels over 100 acres was not adjusted for these calculations.
This report was revised on: 3/6/2020

there are two row that have capacity but should not. NHC=2

commercial and industrial only

does this
include
mixed use?
Yes

851 without capacity, much smaller with only exempt or protected.

		2970.059	2,320
1,867	186.7		

Development Capacity Summary Report

La Plata 2015 Model with Septic with Potential Annexations

Result	Process	Acres	Number of Parcels	Capacity (NHC)
Total Acres in Parcels and Lots		10,421	5,516	10,103
Subtract land zoned for nonresidential use (commercial, industrial) (4)		1,774	626	
Residentially Zoned Acres		8,640	4,890	10,103
	Exempt, protected or lands without capacity (5)	4,077	4,372	
Total capacity - Acres and Parcels with Capacity		4,562	516	10,103
Total Capacity adjusted for large mixed-use parcels (6)		4,562	516	4,989
	Mixed-use parcel over 100 acres (7)	1,338	6	568 (5,682)
Subsets of the Analysis of Interest (these are not additive) (8)				
Acres and Parcels with capacity associated with underdeveloped land.	Unimproved Parcels (<\$10,000), less than 5 acres.	577	902	476
Acres and Parcels Associated with Small parcels.	Parcels <2 acres in size (improved or unimproved)	1,942	4,310	374
Acres and Parcels associated with larger, undeveloped parcels.	Includes unimproved parcels, greater than 2 acres with capacity and improved parcels greater than 5 acres with capacity.	4,205	208	9,616

Notes:
(1) Analysis is based on 2015 edition year Md Property View data
(2) Zoning used in model is based on the new zoning code approved in 2018 and proposed zoning of new annexations.
(3) Mixed-use zoning is included in residential capacity.
(4) Parcels zoned commercial or industrial are not assigned capacity in the current version of the Growth Model.
(5) Tax exempt lands may or may not have capacity.
(6) Capacity of parcels of at least 100 acres and zoned for mixed-use are adjusted to 10% of the calculated capacity. NHC was calculated with the following method. $((10103-5682=4421)+568=4989)$
(7) Adjusted capacity is based on 10% minimum build-out as defined by zoning code.
(8) Capacity of mixed use parcels over 100 acres was not adjusted for these calculations.
This report was revised on: 3/6/2020

there are two ROW that have capacity but should not. NHC=2

4,989

La Plata Capacity Analysis

NHC

- 1 - 8 HHs
- 9 - 29 HHs
- 30 - 69 HHs
- 70 - 167 HHs
- 168 - 716 HHs

Zoning

- Low Density Residential
- Medium Density Residential
- Mixed Use
- Commercial
- Industrial
- ▬ Potential New Annexations
- ▬ Municipality

Note: Municipal boundary created using best available data sources including annexation plats, annexation resolutions, parcel data and others.

