



PLANNING COMMISSION MEETING

**Minutes of March 18, 2024, 6:00 p.m.
Hybrid (Virtual & In-Person)
La Plata, Maryland 20646**

The Charles County Planning Commission held its regularly scheduled meeting both in-person at the County Government Building and virtually via Microsoft Teams on Monday, March 18, 2024 at 6:00 p.m.

The following persons were present:

Kevin Wedding, Chair
William Murray, Vice Chair
Denard Earl
Jeffrey Bossart
Semia Hackett
Elizabeth Theobalds, Deputy County Attorney
Charles Rice, AICP, Planning Director
Cathy Thompson, AICP, Assistant Chief of Planning
Heather Kelley, AICP, Planning Supervisor
Joel Binkley, AICP, Planning Supervisor
Ben Yeckley, Planner III
Amy Brackett, Clerk

Not Present:

Dawud Abdur-Rahman, Secretary
Maya Coleman

1. Call to Order:

The meeting was called to order at 6:01 p.m. with five (5) members in attendance.

2. Approval of the Agenda:

A **MOTION** was made by Mr. Murray to approve the agenda, which was **SECONDED** by Mr. Bossart. The vote was unanimous, and the **MOTION** passed.

3. Approval of the Minutes:

3.a March 4, 2024 Meeting Minutes

A **MOTION** was made by Mr. Bossart to accept and approve the minutes as presented, and to incorporate as an attachment the Summary of the Planning Commission Decisions made by the Planning Commission on March 4, 2024. The **MOTION** was **SECONDED** by Mr. Earl. The vote was unanimous, and the **MOTION** passed.

4. Chairman's Comments:

None

5. Personal Appearances:

None

6. Public Hearing:

None

7. Public Meeting:

7.a Shepherd's Creek Manor, XPN #14-0002 Request for Extension of Preliminary Subdivision Plan Approval and Conformity Review

Staff introduced the Applicant's request for an extension of the approval for the Preliminary Subdivision Plan (PSP) for Shepherd's Creek Manor, XPN #14-0002. Next, staff and the Applicant answered several questions. There were no public comments.

A **MOTION** was made by Mr. Murray to approve the extension as recommended by staff with the conditions noted in the staff report dated March 4, 2024, which was **SECONDED** by Mr. Earl. The vote was unanimous, and the **MOTION** passed.

7.b Westwood Townes, XPN #15-0001 Request for Extension of Preliminary Subdivision Plan Approval and Conformity Review

Staff introduced the Applicant's request for an extension of the approval for the Preliminary Subdivision Plan (PSP) for Westwood Townes, XPN #15-0001. Next, staff and the Applicant answered several questions pertaining to the Phase Three Archeology Review of the site. There were no public comments.

A **MOTION** was made by Mr. Murray to approve the extension as recommended by staff with the conditions noted in the staff report dated March 4, 2024, which was **SECONDED** by Mr. Earl. The vote was unanimous, and the **MOTION** passed.

7.c Fair Fountain Farm, Revision #2, PLREV-240002, Preliminary Subdivision Plan Major Revision

Staff introduced the Applicant's request for a revision to the Preliminary Subdivision Plan (PSP) for Fair Fountain Farm, PLREV-240002. Next, staff made themselves available for questions; however, there were none. There were no public comments.

A **MOTION** was made by Mr. Bossart to approve the extension as recommended by staff with the conditions noted in the staff report dated March 4, 2024, which was **SECONDED** by Mr. Earl. The vote was unanimous, and the **MOTION** passed.

8. Work Session:

None

9. Unfinished Business:

9.a Review of the Fiscal Year 2025-29 Requested Capital Improvement Program (CIP) – Continued from the March 4, 2024 Planning Commission Meeting.

Ms. Theobalds addressed the Planning Commission and provided clarification on the Planning Commission’s role in the review of the Capital Improvement Program and its importance in the County’s budget process. One suggestion made was to present the CIP review project earlier in future years. Next staff presented the additional information requested by the members at the March 4, 2024, Planning Commission Meeting. The members had a lengthy discussion making reference to several projects. The members also discussed the addition of a paragraph to the CIP letter stating the Planning Commission’s support for the Planning Department’s request for staff to administer an Affordable Housing program, and the potential for adding a grant writer to aid in seeking grants to further affordable housing initiatives. After the discussion concluded, A **MOTION** was made by Mr. Bossart to approve the CIP Program and endorse the consistency ratings as presented, which was **SECONDED** by Ms. Hackett. The vote was unanimous, and the **MOTION** passed.

A **MOTION** was made for the Chair to transmit the Letter of Recommendation to the County Commissioners with additional language, to be added by Ms. Theobalds, in support for the addition of another staff member for Planning and Growth Management to support Affordable Housing. The **MOTION** was **SECONDED** by Ms. Hackett. During the discussion, Mr. Bossart then requested that the letter be drafted and sent out to the Planning Commission members for review before being signed by the Chair and forwarded to the County Commissioners. The vote was unanimous, and the **MOTION** passed.

10. New Business:

10.a Briefing: Docket 90 Amendment PDZA #24-90(23) Villages of Wooded Glen and Piney Reach

Staff briefed the Planning Commission for an upcoming Public Hearing for proposed revisions to Docket 90 and the associated Master Plan for the Villages of Wooded Glen and Piney Reach.

The Planning Commission members asked for clarification on the Applicant’s request, which Staff provided.

10.b Poll of Planning Commission members for any new business.

The Clerk polled the Planning Commission members for any new business; There was no New Business raised.

11. Director’s Report:

Mr. Rice announced an Affordable Housing Workgroup meeting scheduled for April 8, 2024.

12. Adjournment:

A **MOTION** was made by Mr. Murray to adjourn the meeting, which was **SECONDED** by Mr. Bossart. The vote was unanimous, and the **MOTION** passed. The meeting adjourned at 8:02 p.m.

Kevin Wedding

Kevin Wedding (May 7, 2024 14:27 EDT)

Kevin Wedding, Chair

Amy Brackett

Amy Brackett, Clerk

Attached and incorporated herein: March 18, 2024 Summary of Planning Commission Decisions



Charles County Planning Commission

200 Baltimore Street, La Plata, MD 20646
301-645-0692

Kevin Wedding
Chair

William Murray
Vice Chair

Dawud Abdur-Rahman
Secretary

Summary of Planning Commission Decisions

March 18, 2024

Item: 7.a Shepherd's Creek Manor, XPN #14-0002 Request for Extension of Preliminary Subdivision Plan Approval and Conformity Review

The Planning Commission approved the Request for Extension of Preliminary Subdivision Plan Approval and Conformity Review.

Factors considered in reaching the decision were as follows:

- The detailed analysis provided in the Staff Report.
- Time involved in school allocation eligibility.

Item: 7.b Westwood Townes, XPN #15-0001 Request for Extension of Preliminary Subdivision Plan Approval and Conformity Review

The Planning Commission approved the Request for Extension of Preliminary Subdivision Plan Approval and Conformity Review.

Factors considered in reaching the decision were as follows:

- The detailed analysis provided in the Staff Report.
- Time involved in reaching school allocation eligibility.
- Time involved in completing the Archeological Review phases.

Item: 7.c Fair Fountain Farm, Revision #2, PLREV-24-0002, Preliminary Subdivision Plan Major Revision

The Planning Commission approved Revision #2 of the Preliminary Subdivision Plan.

Factors considered in reaching the decision were as follows:

- The detailed summary of the project's status provided in the Staff Report which supported the applicant's request for revision.

Item: 9.a Review of the Fiscal Year 2025-29 Requested Capital Improvement Program – Continued from the March 4, 2024, Planning Commission Meeting.

The Planning Commission recommended approval of the Fiscal Year 2025-29 Requested Capital Improvement Program and endorse the consistency ratings as presented and to include language in the letter to the County Commissioners in support of additional staff for Planning and Growth Management.

Factors considered in reaching the decision were as follows:

- The detailed presentation given by staff.
- All projects were rated I or II for consistency with the Comprehensive Plan.

Kevin Wedding

Kevin Wedding | May 7, 2024 14:27 EDT

Kevin Wedding, Chair

Amy Brackett

Amy Brackett, Clerk