



Planning Commission Training

May 13, 2024

Presented by:

Jessica S.B. Andritz, Director, Dept. of Land Use & Growth Management
Brandy Glenn, Planner IV, Supervisor, Development Services Division
John Sterling Houser, Deputy County Attorney

Overview

6:30 -7:30 p.m.

Topic #1: Introduction to Planning

- Comprehensive Planning & Implementation
- Role of Planning Commission / Board of Appeals

7:45 – 8:45 p.m.

Topic #2: Concept Site Plans (CSP)

- Definition and Required Elements
- Reviewing Agencies' Role in Processing CSP
- Planning Commission's Role in Reviewing CSP

9:00 – 10:00 p.m.

Topic #3: Planning Commission

- Bylaws and Rules of Procedure
- Roles: Chair, Members, Staff, Applicant
- Public Testimony
- Deliberations and Decisions

Topic #1

Introduction to Planning

The Comprehensive Plan (Adoption)

1. Twelve Visions
2. Required Elements
3. Optional Elements

The Comprehensive Plan (Implementation)

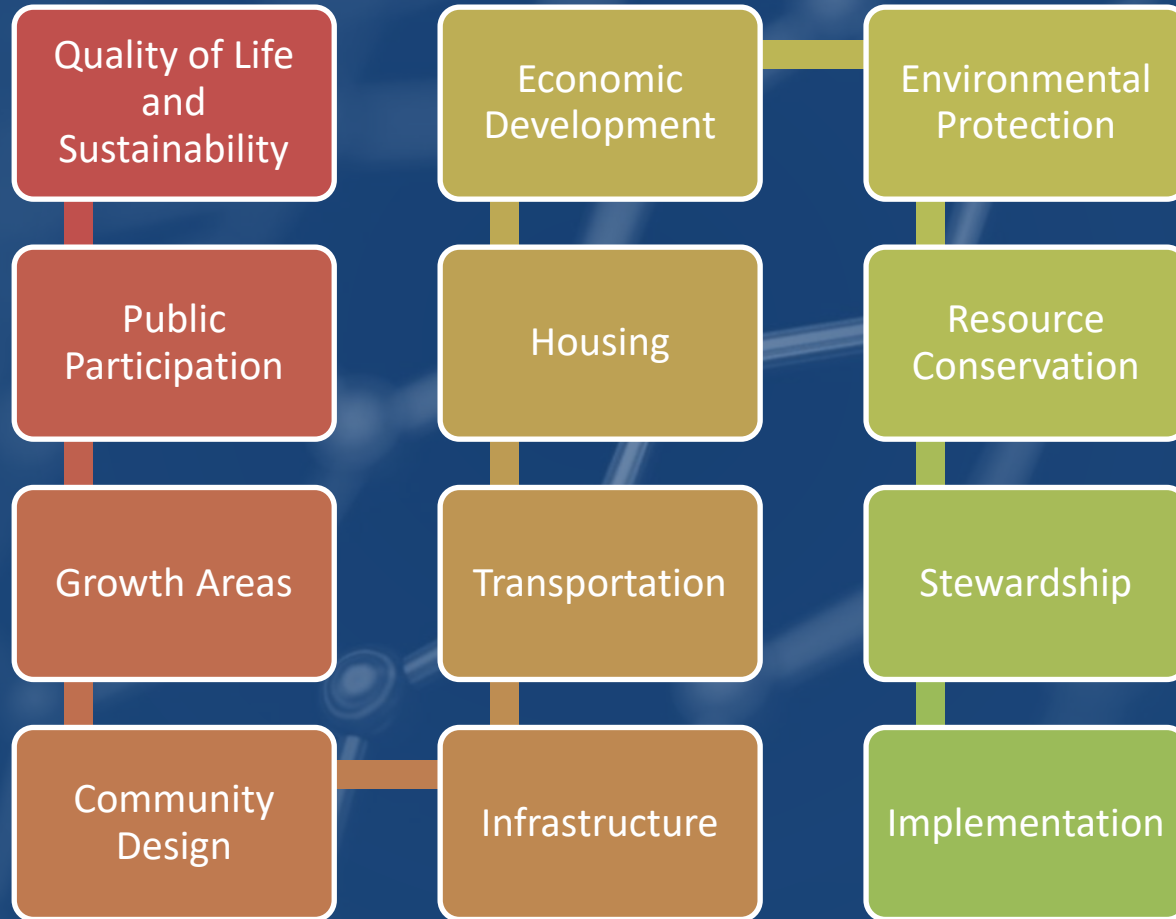
1. Functional Plans
2. Comprehensive Zoning Ordinance

Role of Planning Commission

Role of Board of Appeals



12 Visions of Smart Growth



Required Elements

Community Facilities
Element

Goals & Objectives
Element

Housing Element

Land Use Element

Development
Regulations Element

Transportation
Element

Water Resources
Element

Sensitive Areas
Element

Areas of Critical State
Concern Element

Fisheries Element
(applicable due to
proximity to tidal
waters)

Mineral Resources
Element (if geological
information is
available)

Optional Elements

**COMMUNITY
RENEWAL ELEMENT**

**CONSERVATION
ELEMENT**

**FLOOD CONTROL
ELEMENT**

**NATURAL
RESOURCES
ELEMENT**

**POLLUTION
CONTROL ELEMENT**

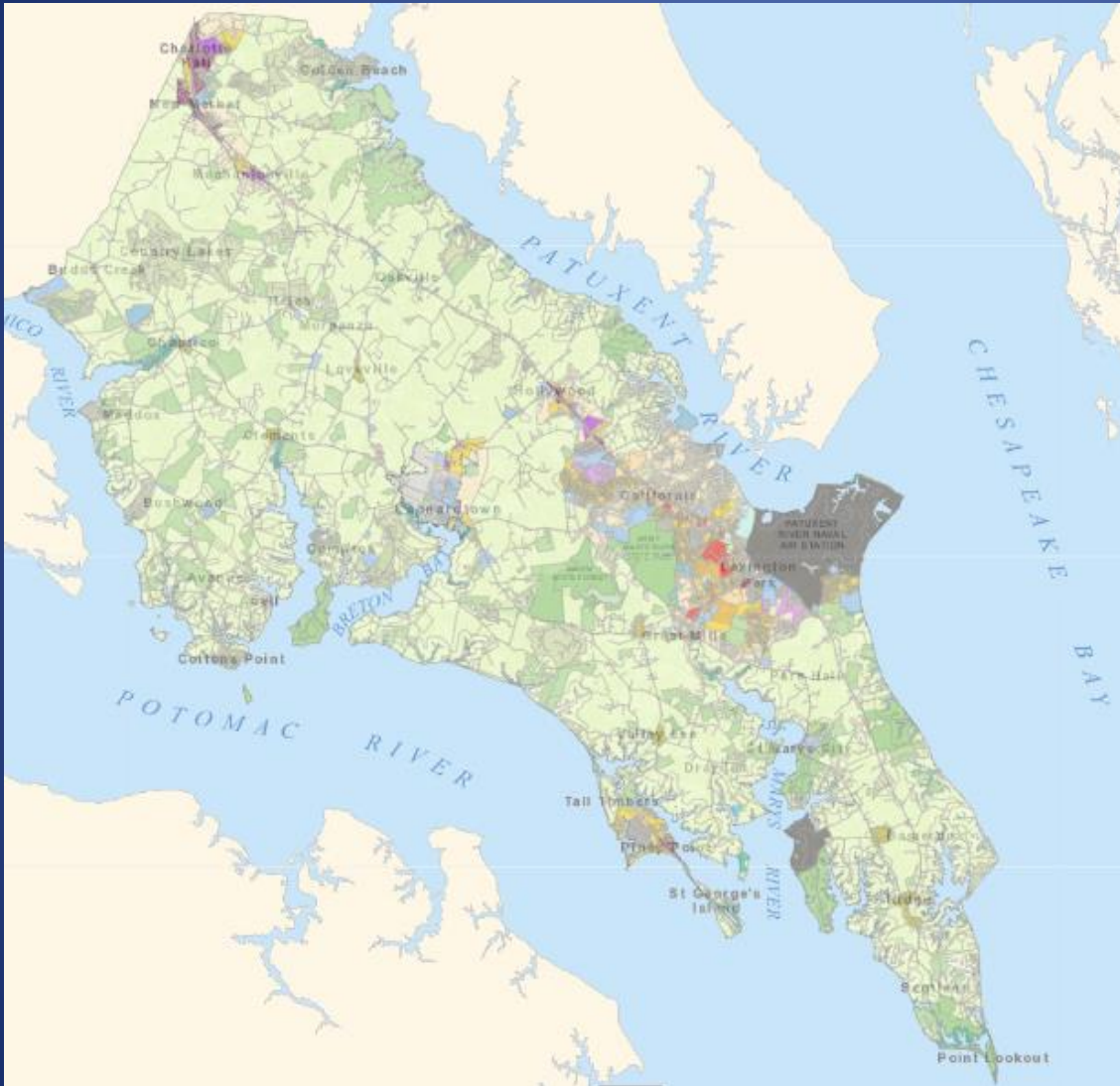
**GENERAL LOCATION
& EXTENT OF PUBLIC
UTILITIES ELEMENT**

**PRIORITY
PRESERVATION AREA
ELEMENT**

Comprehensive Plan Implementation



























- Comprehensive Water & Sewer Plan (LUGM)
- Long-Range Transportation Plan (C-SMMPO)
- Transportation Plan (DPW&T)
- Land Preservation & Recreation Plan (R&P)
- Solid Waste Plan (DPW&T)
- Historic Preservation Plan (LUGM)
- A Strategic Plan for Innovation (DED)
- Hazard Mitigation Plan (DES)
- Educational Facilities Master Plan (SMCPS)



Land Use Concept Plan (As of 2018)

Land Use Plan Designations

	Crossroads Commercial
	Public Lands
	Industrial Areas
	Open Space
	Leonardtwn
	Limited Commercial/Industrial
	Marine Use
	Military Installation
	Mixed-Use High-Intensity
	Mixed-Use Low-Intensity
	Mixed-Use Medium-Intensity

	Mixed-Use Moderate-Intensity
	Mixed-Uses Low Intensity
	Non-Profit Institutional
	Office and Business Parks
	Residential High Density
	Residential Low Density
	Residential Low Density Transitional
	Residential Medium Density
	Residential Mixed Use
	Rural Commerce
	Rural Preservation
	Rural Residential
	Tidal Wetlands

Zoning Districts

Rural Preservation District (RPD), Rural Service Center (RSC), Rural Commercial Limited (RCL)

Residential: Low Density (RL), Low Density – Transitional (RL-T), Medium Density (RM), High Density (RH), Neighborhood Conservation (RNC)

Residential Mixed Use (RMX), Village Center Mixed Use (VMX), Town Center Mixed Use (TMX), Corridor Mixed Use (CMX), Low-Intensity Mixed Use (MXL), Medium Intensity Mixed Use (MXM), High Intensity Mixed Use (MXH)

Limited Commercial Industrial (LCI), Industrial (I), Office and Business Park (OBP), Commercial Marine (CM)



Priority Funding Areas



Priority Funding Areas
created in 1997



Preserve existing
neighborhoods and
agricultural, natural,
and rural resources



Focus State funding
(infrastructure,
transportation facilities,
housing, business
development tax
credits, etc.) in certain
growth areas



14 Priority Funding
Areas within St. Mary's
County

Priority Funding Areas



Planning Commission / Board of Appeals

Planning Commission

Board of Appeals

Meets:

Mondays (2nd and 4th)

Thursdays (2nd)

of Members:

7 members

5 members

1 alternate (desired)

1 alternate (required)

Matters Heard:

CSP, MJSUB,
CWSP Amendments
State/County Projects
ZMA/ZTA
Family Conveyances

Conditional Uses
Variances
Appeals

LUGM Liaison:

Brandy Glenn

Amanda Yowell

A close-up photograph of a bright blue alarm clock with a silver metal handle. The clock face is white with black numbers and dots. The numbers 11, 12, and 1 are visible. The background is a soft, light pink color.

Break Time

Topic #2

Concept Site Plans

Minor Site Plans versus Major Site Plans

Major Site Plan Process

Concept Site Plan:

1. Required Information
2. Review/Processing
3. TEC Review Agencies
4. Role of Planning Commission



Minor vs. Major Site Plans

Minor Site Plan:

Required for all non-residential additions or changes in use, accessory structures; conditional use that doesn't require building permit

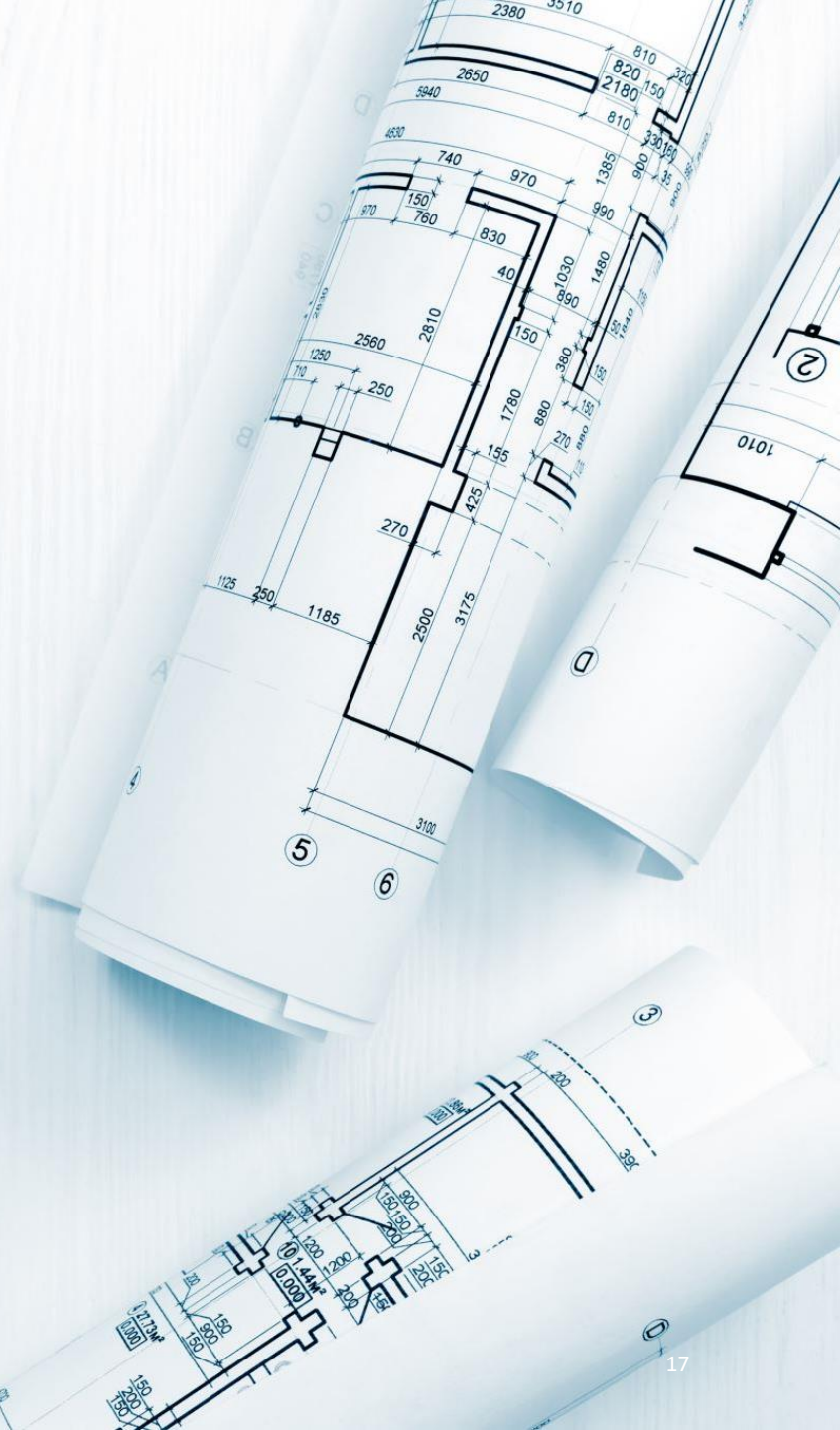
Major Site Plan:

Required when the proposed development exceeds parameters of a minor site plan



Major Site Plan Process

- Step 1: Concept Site Plan
PC Approval Required**
- Step 2: Major Site Plan
Planning Director Approval**
- Step 3: Building Permit Issuance**



How a Concept Site Plan is Processed

- Step 1: Application and Concept Site Plan filed**
- Step 2: Project information into Trakit database**
- Step 3: LUGM distributes application and plan to TEC agencies (Initial Review: 20 Business Days)**
- Step 4: Comments received and uploaded to Trakit**
- Step 5: Applicant submits responses and revised plans (Re-Review: 10 Business Days)**
- Step 6: Application filed to LUGM requesting PC Meeting Date**
- Step 7: Upon approval of CSP, Major Site Plan is submitted**

TEC Review Agencies

- Dept. of Land Use and Growth Management
- Dept. of Public Works and Transportation
- Md. State Highway Administration
- St. Mary's County Metropolitan Commission
- St. Mary's County Soil Conservation District
- St. Mary's County Health Department
- St. Mary's County Recreation and Parks
- Department of Economic Development
- Fire Board (Joe Guyther)



TEC Review Agencies (continued)

- St. Mary's County Sheriff's Office
- St. Mary's County Board of Education
- Washington Gas
- Southern Maryland Electric Cooperative
- Maryland Department of Environment
- Department of Natural Resources
- Pax River Naval Air Station
- Chesapeake Bay Critical Area Commission
(if applicable)

The image shows several rolled-up architectural site plan drawings. The drawings are white with black lines and text, showing various site layouts, dimensions, and annotations. The drawings are arranged in a stack, with the top one being the most prominent. The dimensions and annotations are in black ink, and the drawings are set against a light blue background.

Information Shown on Concept Site Plan

Required Elements:

CZO § 60.5

**Concept Site Plan
Review Checklist**

Public Hearing

Sources of Information Provided to Planning Commission

1

Receive
information
from the
Applicant

2

Receive
information
from the TEC
Agencies

3

Consider
information
presented by
the public

Required “Findings” for Approval of Concept Site Plans

- Is consistent with Comprehensive Plan and applicable functional plan
- APF (roads, water/sewer, schools) will be satisfied at time of Major Site Plan approval
- Is consistent with Chapter 62 design objectives
- Promotes the health, safety, and welfare of the general public

For residential development: Adequately developed recreational and other community amenities are provided in accordance with the Comprehensive Plan and the Zoning Ordinance

A close-up photograph of a bright blue alarm clock with a silver metal handle. The clock face is white with black numbers and dots. The numbers 11, 12, and 1 are visible. The background is a soft, light pink color.

Break Time