



**PLANNING COMMISSION
MEMORANDUM**

TO: Planning Commission
VIA: Bill Pittman, Acting Planning Commission Administrator
FROM: Jenny Plummer-Welker, AICP, Principal Planner
DATE: August 10, 2010
**SUBJECT: St. Leonard Town Center Master Plan and Zoning Ordinance Update –
Public Comments Received Since the Commission’s July 21, 2010 Meeting
and Closing of Public Comment Period on Second Draft of the Master Plan**

Background:

The *St. Leonard Town Center Master Plan, Reorganized and Updated Draft, May, 2010* (the Second Draft) and Sets 1 and 2 of the draft Town Center Zoning Ordinance were released to the public on May 3, 2010. The Planning Commission hosted a public forum on May 10, 2010, at the St. Leonard Elementary School. The Planning Commission extended the comment period to June 15, 2010. Set 3 of the Zoning Ordinance was distributed on June 4 and the form-based code on June 15, 2010. Comments on the Zoning Ordinance Set 3 and the form-based code were due on July 23, 2010.

The following public meetings and open houses have been held since the Second Draft of the Master Plan and the Sets 1 and 2 of the Zoning Ordinance were published on May 3, 2010:

- **May 10, 2010 Planning Commission Public Forum:** presentation of Master Plan Second Draft and Sets 1 & 2 of the Zoning Ordinance
- **June 7, 2010 Public Forum:** presentation of Zoning Ordinance Sets 1 & 2 and questions/comments on Sets 1 & 2 and the Master Plan Second Draft
- **June 15, 2010 Open House** (2:00 PM to 3:30 PM and 6:00 PM to 7:30 PM)
- **July 19, 2010 Public Forum:** overview of Draft Master Plan & entire Zoning Ordinance
- **July 21, 2010 Open House** (3:00 PM to 6:00 PM)

The Planning Commission has received the following sets of comments on the Master Plan (Second Draft) and the Zoning Ordinance (Sets 1, 2, 3 and the Form-Based Code):

- Comments #1-89 (forwarded with the June 23, 2010, meeting agenda packet)
- Comments #90-100 (provided at the June 23, 2010, meeting)
- Comments #101-122 (forwarded with the July 6, 2010, BOCC & PC Joint Work Session agenda packet)
- Comments #123-132 (forwarded with the July 21, 2010 meeting agenda packet)
- Comments #133-140 (provided at the July 21, 2010 meeting)
- Comments #141-181 (attached to this memorandum)

Discussion:

Agency Comments on the Second Draft

Agency comments provided in this set of comments include comments from the Maryland Department of Planning, Calvert County Economic Development Commission, Calvert County Economic Development Department, and Calvert County Office of Transportation. Agency comments were previously received from the Maryland Department of Transportation (two sets), Maryland State Highway Administration, and Calvert County Economic Development Commission (Comments #1, 2, 3, and 118).

Public Comments on the Second Draft

Attached are comments that were received on the draft Master Plan since the Planning Commission's Meeting on July 21, 2010 (comments #141 through #180).

Staff needs time to review, analyze, and make recommendations on the comments.

Recommendations:

For your discussion and action at the Planning Commission's meeting on August 18, 2010.

1. Close the public comment period on the Second Draft of the St. Leonard Town Center Master Plan.
 - The initial public comment period was extended from June 1, 2010 to June 15, 2010.
 - Additional comments were received and were accepted beyond the closing date.
 - There will be additional opportunities for the public to comment on the draft Master Plan.
2. Direct staff to complete the staff's analysis of comments on the Second Draft of the Master Plan.
3. Consider holding a Special Meeting of the Planning Commission on September 22, 2010 to discuss agency and public comments and staff's analysis on the Second Draft of the Master Plan.

Attachments:

Public Comments, #141 - #180

C: Mary Beth Cook, Planning & Zoning
Miriam Gholi, Planning & Zoning
Pat Haddon, Planning Commission
Jim Shepherd, Economic Development
Sharon Strand, Finance & Budget