



CALVERT COUNTY PLANNING COMMISSION

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Greg Kernan
Chair

Planning Commission Regular Meeting - Summary of Actions May 15, 2019 - Harriet E. Brown Community Center (HEBCC)

(Live Stream via Communications & Media Relation; technical difficulties/no audio during Items 1-8 and portion of Item 9a).

1. Mr. Kernan called the meeting to order at 7:00 p.m. (*Chair does not vote unless otherwise noted.)
2. Attendance: Planning Commission Members: Greg Kernan, Steve Jones, Carolyn McHugh, Maria Buehler, Rob Reed, Dr. Holler and John Toohey. Legal Counsel: John Mattingly, Office of County Attorney. Planning & Zoning (P&Z) Staff: Carolyn Sunderland, Mary Beth Cook, Jenny Plummer-Welker, Becky Parkinson, and Kathy O'Brien, Technology Services. Special guests were Dr. Daniel Curry, Superintendent of Calvert County Schools; Kim Roof, Director of Student Services; and Shuchita Warner, Director of School Construction.
3. Action on Proposed Agenda: (a) May 15, 2019 Regular Meeting.
Motion by Ms. McHugh, seconded by Mr. Jones, to accept the proposed agenda. Motion carried 6-0-1*.
4. Approval of Minutes/Summary of Actions:
 - a) Wednesday, April 17, 2019 Regular Meeting – No changes.
Motion by Mr. Jones, seconded by Mr. Toohey, to accept the April 17, 2019 Regular Meeting Minutes as presented. Motion carried 6-0-1*.
5. Town Center Architectural Approvals: None
6. Major Subdivisions for Final Approval: None
7. Applications for Site Plan Review: None
8. Major Subdivision Applications for Preliminary Review: None
9. Items for Discussion/Action:
 - a) Work Session regarding Adequate Public Facilities (APF) Regulations.
Ms. Plummer-Welker provided a brief overview of the Calvert County Zoning Ordinance's adequate public facilities regulations for schools. County staff prepares a report to the Board of County Commissioners and the Planning Commission on school adequacy twice a year. Before the Planning Commission can grant final approval of a residential subdivision or residential development, it must find all schools adequate. When a school district exceeds 100 percent of the APF rated capacity, final approval can be delayed no longer than six years. Dr. Curry, Ms. Roof, and Ms. Warner briefed the Planning Commission on the subject of student transfers and how they are handled within the Calvert County Public School System. There was discussion about (but not limited to) daycare options, travel time, and the potential impact of student transfers on school capacities and proposed residential development projects. The APF regulations for schools were reviewed by the BOCC in 2017 and 2018, and the Planning Commission reviewed proposed text amendments in 2018 (Case #18-03). During that amendment process, several aspects of the regulations were reviewed, including the impact of student transfers, on the opening/closing of school districts on the approval of residential developments. Ultimately, one aspect of the regulations was changed: the time period to delay residential approval was changed from seven to six years. The Planning Commission will have another opportunity to review the APF regulations for schools during the county's zoning ordinance update.

b) 2019 Annual Meeting

1. 2018 Development Review - Ms. Sunderland summarized the annual Progress Report for 2018 previously submitted to the Planning Commission. She noted that there were two major subdivision concepts plans submitted, which were inadvertently not included, but did not change the percentage numbers within the pie chart. Ms. Sunderland asked for the Planning Commission's approval to add this information into the Plan after the meeting.

Motion by Ms. McHugh, seconded by Mr. Jones, to approve the annual report with additions that include items inadvertently left out but noted by staff. Motion carried 6-0-1*.

2. Review of Operating Documents - There were no questions or changes.

3. Election of Officers: (Clerk Note: There were no other nominations nor discussion of either election.)

Motion by Mr. Jones, seconded by Dr. Holler, that Mr. Kernan continue as Chair to the Planning Commission. Motion carried 6-0-1*.

Motion by Dr. Holler, seconded by Ms. McHugh, to nominate Mr. Jones as Vice Chair to the Planning Commission. Motion carried 5-0-2* (Mr. Jones and Mr. Kernan did not vote).

10. Items of Interest:

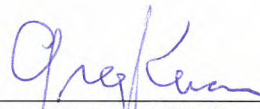
- a) Calvert County Transportation Plan Update - no discussion occurred.
- b) Calvert County Comprehensive Plan update - no discussion occurred.
- c) Site Plan Application list - No discussion/for information only. Ms. Sunderland noted that Calvert Hills Site Plan may come before the Planning Commission, for review, in the next few months.
- d) Major Subdivision Proposed List - No discussion/for information only.
- e) Traffic Impact Analysis - no discussion occurred.

Motion by Mr. Jones, seconded by Mr. Toohey, to adjourn the May 15, 2019 Planning Commission meeting. Motion carried 6-0-1*.

11. Meeting adjourned at 8:15 p.m.



Carolyn V. Sunderland, AICP
Planning Commission Administrator



Greg Kernan, Chairman
Planning Commission