



**Planning Commission  
Regular Meeting  
June 3, 2025, 6:00 PM**

**Agenda**

1. Call to Order

- 1.A. Attendees, please use meeting courtesy. Virtual attendees are asked to mute microphones when joining the meeting. Participants may be muted by the Town Clerk and meetings will be recorded.

In accordance with the Open Meetings Act, the public has the right to view/listen to the discussion only. At their discretion, the Planning Commission may allow participants to voice questions or provide comments on the topics under discussion. Written comments may be submitted via e-mail to [Legislative@townoflaplata.org](mailto:Legislative@townoflaplata.org).

[Join the meeting now](#)

Meeting ID: 222 254 925 982

Passcode: QFnvoy

1.B. Call to Order

2. Pledge of Allegiance

3. Roll Call and Quorum Verification

4. Approval of Meeting Agenda

5. Approval of Minutes

- 5.C. Approval of minutes from meeting on January 21, 2025.

6. Matters of Information

6.D. 2024 Annual Report

6.E. Town Council Report

7. Adjourn

7.F. Adjournment



## **TOWN OF LA PLATA**

**305 Queen Anne Street  
Post Office Box 2268  
La Plata, Maryland 20646**

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### **PLANNING COMMISSION STAFF REPORT**

**DATE:** June 10, 2025

**TO:** Honorable Chair and Members of the Planning Commission

**FROM:** Don Dooley, Director of Planning

**SUBJECT:** 2024 Annual Report

#### **BACKGROUND**

As required by the Maryland General Assembly since 1952, under Land Use Article §1-207 (basic requirements), §7-104 (adequate facilities reporting requirements), and §1-208 (measures and indicators), all planning boards and commissions with planning and zoning authority are required to prepare and submit an annual report ("Report") to the Maryland Department of Planning (MDP) each year. The format and information contained in the Report, which is provided by the MDP, is designed to help communities provide the information requested by the State in a clear and consistent format.

Every Report must be completed and submitted to the MDP by July 1st of the current year to cover the prior calendar year. In this instance, the Town is providing documentation to the MDP for calendar year 2024 (January 1 through December 31, 2024). The information provided is then used by the MDP to analyze and measure Maryland's progress toward meeting its smart growth goals for the State.

#### **DISCUSSION**

The Commission's role in approving the 2024 Annual Report is to provide oversight of its completeness, as researched and prepared by staff. Upon its approval by the Commission, it will be filed with the Town Council (or local legislative body) and the Maryland Department of Planning (MDP), as required by law.

#### **RECOMMENDATION**

Staff recommends the Planning Commission approve the 2024 Annual Report and direct staff to file the Report with the Town Council and the Maryland Department of Planning (MDP) no later than July 1, 2025.

#### **ATTACHMENT(S)**

- 1) 2024 Annual Report

**Annual Report Worksheet**  
**Reporting (Calendar) Year 2024**  
**For counties or municipalities issuing 50 or more residential permits**

**INSTRUCTIONS**

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Each Planning Commission/Board must approve an Annual Report for the reporting calendar year 2024 (January 1, 2024 - December 31, 2024, as required under §1-207(b) of the Land Use Article. In addition, the Annual Report shall be filed with the local legislative body and the Maryland Department of Planning (MDP), via email to [david.dahlstrom@maryland.gov](mailto:david.dahlstrom@maryland.gov) and cc: to [mdp.planreview@maryland.gov](mailto:mdp.planreview@maryland.gov). Hardcopy will no longer be accepted.

A jurisdiction may use the attached template form, or any of the previous Annual Report forms. The Land Use Article requirements have not changed for calendar year 2024, however, the templates have been modified to address the new reporting requirements for local jurisdictions with at least 150,000 residents. These changes are generally limited to Section V, Part A, and the new Section V, Part B, to address the provisions of HB131 and Land Use Article §7-105.

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

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

**Section IV- Locally Funded Agriculture Preservation**, is required for counties only.

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**Section V – Measures and Indicators**, is required for jurisdictions reporting more than 50 new residential permits in Section I. If new permit data is not available, MDP will accept new occupancy data, provided the jurisdiction describes this deviation in its submission.

Section B is new for CY2024 and applies only to a local jurisdiction with at least 150,000 residents.

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**Section VI- Adequate Public Facility Ordinances**, is required every two years for jurisdictions with adopted Adequate Public Facility Ordinances (APFOs). Jurisdictions may delete this Section from their report if they have not adopted an APFO.

**Section VII – Planning Survey Questions** is optional.

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**Annual Report Worksheet**  
**Reporting (Calendar) Year 2024**  
**For counties or municipalities issuing 50 or more residential permits**

**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 (2024). Enter 0 if no new residential building permits were issued in 2024.

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

| Residential – Calendar Year 2024 | PFA | Non - PFA | Total |
|----------------------------------|-----|-----------|-------|
| New Residential Permits Issued   | 397 | 0         | 0     |

*Note: If new residential permit data is not available or tracked, jurisdictions are encouraged to begin a process to track the number of new residential permits approved. MDP will accept new residential occupancy permits as a substitute for new residential permits, provided that the jurisdiction represents the data as new occupancy permits, rather than new residential permits, in this template or other reporting form submitted to MDP. Similarly, if permitting data that specifies within and without of the PFA is not available, and the jurisdiction submits data related to a locally defined growth area, instead of PFAs, then the jurisdiction should consider a future process to track permits within the PFA. MDP will accept permit or occupancy data specific to a locally defined growth area, provided that the jurisdiction represents the data as such in this template or other reporting form submitted to MDP, rather than as PFA.*

**Section II: Amendments and Growth Related Changes In Development Patterns**  
**(§1-207(c)(1) through (c)(4))**

*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 zoning regulations or zoning map? If yes, briefly summarize each amendment, include an updated zoning map, and/or GIS shapefile, if available.

Y ☐ N ☒

- (C) Were there growth-related changes, including land use, annexations, zoning ordinance changes, new schools, changes in water or sewer service areas, municipal annexations that changed municipal or unincorporated area boundaries? If yes, describe or attach a map of the changes and/or GIS shapefile, and describe how they are consistent with internal, state, or adjoining jurisdiction plans.

Y ☐ N ☒

## Annual Report Worksheet Reporting (Calendar) Year 2024

### For counties or municipalities issuing 50 or more residential permits

(D) If yes to municipal annexations, have copies of each adopted resolution been submitted to: Georgeanne Carter, Legislative Counsel Municipal Resolution Reposition Department of Legislative Services, 90 State Circle, Annapolis MD, 21401-1991? Y ☒ N ☐

(E) Did your jurisdiction identify and/or implement recommendations, related to the following general planning topics, to improve the local planning and/or development process? Please select all that apply.

Y ☒ N ☐

|                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Green Infrastructure<br><input type="checkbox"/> Zoning Reform<br><input type="checkbox"/> Climate Change<br><input type="checkbox"/> Affordable/Workforce Housing<br><input type="checkbox"/> Equity<br><input type="checkbox"/> Resilience<br><input type="checkbox"/> Water/Air Quality<br><input type="checkbox"/> Water/Sewer Capacity<br><input type="checkbox"/> Brownfield Remediation | <input type="checkbox"/> Revitalization and Infill<br><input checked="" type="checkbox"/> Bike/Ped Planning<br><input checked="" type="checkbox"/> Commercial Redevelopment<br><input checked="" type="checkbox"/> Sustainable Growth<br><input checked="" type="checkbox"/> Placemaking<br><input checked="" type="checkbox"/> Aging Population<br><input checked="" type="checkbox"/> Sensitive Area Preservation<br><input type="checkbox"/> Expedited Review for Preferred Projects |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Please describe any other planning improvements identified or implemented in 2024.

(F) Have all Planning (Commission/Board) and Board of Appeals members completed [the Maryland Planning Commissioners Association \(MPCA\) training course](#)?

Y ☐ N ☒

# Annual Report Worksheet

## Reporting (Calendar) Year 2024

### For counties or municipalities issuing 50 or more residential permits

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

*Note: MDP provides technical assistance to local governments in completing 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 not, such as, no substantial growth changes.

2. If yes, when was the last DCA submitted? Identify month and year:

SUBMITTED IN 2020.  
NO HELP PROVIDED BY  
MDP STAFFING  
SHORTAGE AT THIS TIME.

*Note: A DCA is not due if a comprehensive plan was updated in the past three years (2021-2024). MDP recommends that jurisdictions share DCAs with local school boards.*

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  | 0    |           | 0     |
| Residential Parcel & Lots w/Capacity   | 0    |           | 0     |
| Residential Capacity (Units)           | 2150 |           | 0     |

# Annual Report Worksheet

## Reporting (Calendar) Year 2024

### For counties or municipalities issuing 50 or more residential permits

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

*Note: MDP provides technical assistance to local governments in completing 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 not, such as, no substantial growth changes.
2. If yes, when was the last DCA submitted? Identify month and year:

*Note: A DCA is not due if a comprehensive plan was updated in the past three years (2021-2024). MDP recommends that jurisdictions share DCAs with local school boards.*

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  | 0   | 0         |       |
| Residential Parcel & Lots w/Capacity   | 0   | 0         |       |
| Residential Capacity (Units)           | 0   | 0         |       |

# Annual Report Worksheet Reporting (Calendar) Year 2024

For counties or municipalities issuing 50 or more residential permits

## 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 land was preserved using local funds. Enter the 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 | <del>0</del> N/A |            |
| Example: Building Lot Retirement        | <del>0</del>     |            |
| Example: Land Purchase                  | <del>0</del>     |            |
| Example: Local Land Trust               | <del>0</del>     |            |
| Example: Easement                       | <del>0</del>     |            |
| Example: Other                          |                  |            |
| Total                                   |                  |            |

\*State funded agricultural land preservation acres and values are not required to be reported as state funding is documented.

- (B) What is the county's established local land use percentage goal? This percentage should include land uses within PFAs, not including PFA comment areas % N/A
- (C) What is the timeframe for achieving the local land use percentage goal? Years.
- (D) Has there been any progress in achieving the local land use percentage goal?
- (E) What are the resources necessary (e.g. legislative actions (programs incentives), functional planning, and capital funding) for infrastructure inside the PFAs?
- (F) What are the resources necessary (e.g. legislative actions (program incentives and zoning changes), preservation planning, and easement funding) for land preservation outside the PFAs?

**Annual Report Worksheet**  
**Reporting (Calendar) Year 2024**  
**For counties or municipalities issuing 50 or more residential permits**

**Section V, Part A: Measures and Indicators (§1-208(c)(1))**

Note: 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 2024                                                 | PFA  | Non - PFA | Total |
|----------------------------------------------------------------------------------|------|-----------|-------|
| 1.Total Units Approved on an Existing Lot                                        | 1050 | 0         |       |
| 2.Gross Acres of Existing Lots in Row 1                                          | 397  | 0         |       |
| 3.Net Acres of Existing Lots in Row 1                                            | N/A  | 0         |       |
| 4.Total Minor Subdivisions Approved                                              | 0    | 0         |       |
| 5.Total Minor Subdivision Lots Approved                                          | 0    | 0         |       |
| 6.Total Residential Units Approved in Minor Subdivisions*                        | 0    | 0         |       |
| 7.Gross Acres of All Approved Minor Subdivisions                                 | 0    | 0         |       |
| 8.Net Lot Area** in Acres of All Approved Minor Subdivisions                     | N/A  | 0         |       |
| 9.Total Major Subdivisions Approved                                              | 3    | 0         |       |
| 10.Total Major Subdivision Lots Approved                                         | 397  | 0         |       |
| 11.Total Residential Units Approved in Major Subdivisions                        | 1050 | 0         |       |
| 12.Gross Acres of All Approved Major Subdivisions                                | 397  | 0         |       |
| 13.Net Lot Area** in Acres of All Approved Major Subdivisions                    | N/A  | 0         |       |
| 14.Total Residential Units Approved (Minor + Major Subdivisions + Existing Lots) | 1050 | 0         |       |
| 15.Total Residential Units Constructed (CofO)                                    | 129  | 0         |       |
| 16.Total Residential Units Demolished***                                         | 0    | 0         |       |
| 17.Total Residential Units Reconstructed/Replaced***                             | 1    | 0         |       |

\* Residential units may be greater than lots if they include duplexes, triplexes, or multifamily

\*\*Net lot area is the sum of all developed lots, minus open spaces and right-of-way, other publicly dedicated land.

\*\*\*Not required.

**Table 4B: Net Density of Residential Growth (Inside and Outside PFAs)**

**Annual Report Worksheet**  
**Reporting (Calendar) Year 2024**  
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| Residential – Calendar Year 2024                                                | PFA  | Non – PFA | Total |
|---------------------------------------------------------------------------------|------|-----------|-------|
| 1.Total Units Approved on an Existing Lot                                       | 254  | 0         |       |
| 2.Total Gross Acres of Existing Lots in Row 1                                   |      | 0         |       |
| 3.Total Net Acres of Existing Lots in Row 1                                     | N/A  | 0         |       |
| 4.Total Residential Units Approved (Major + Minor Subdivisions + Existing Lots) | 1050 | 0         |       |
| 5.Total Approved Net Lot Area*<br>(Major + Minor Subdivisions + Existing Lots)  | N/A  | 0         |       |

\*Net lot area is the sum of all developed lots, minus open spaces and right-of-way, other publicly dedicated land.

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

| Residential – Calendar Year 2024                                                                     | PFA   | Non – PFA | Total |
|------------------------------------------------------------------------------------------------------|-------|-----------|-------|
| 1.Total Units Approved on an Existing Lot                                                            | 1050  | 0         |       |
| 2.Gross Acres of Existing Lots in Row 1                                                              | 397   | 0         |       |
| 3.Net Acres of Existing Lots in Row 1                                                                | N/A   | 0         |       |
| 4.Total Units Approved (Major + Minor Subdivisions + Existing Lots + Units in Commercial Site Plans) | 1050  | 0         |       |
| 5. % of Total Units<br>(Approved Residential Units)                                                  | 100 % | 0 %       | 100%  |

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

| Commercial – Calendar Year 2024                     | PFA | Non - PFA | Total |
|-----------------------------------------------------|-----|-----------|-------|
| <b>Site Plans</b>                                   |     |           |       |
| 1.Total # of Commercial Site Plans Approved         | 0   | 0         | 0     |
| 2.Gross Acres of All Approved Commercial Site Plans | 0   | 0         |       |

**Annual Report Worksheet**  
**Reporting (Calendar) Year 2024**  
**For counties or municipalities issuing 50 or more residential permits**

|                                                                                                                                                               |     |   |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---|--|
| 3. Gross Building Area Approved in Square Feet for Commercial Site Plans                                                                                      | N/A | 0 |  |
| Building Permits                                                                                                                                              | 254 | 0 |  |
| 5. Total Commercial Building Permits Issued                                                                                                                   | 4   | 0 |  |
| 6. Gross Building Area Constructed in Square Feet for issued Building Permits                                                                                 | N/A | 0 |  |
| 7. Number of residential units approved as part of a commercial site plan (mixed-use), if any. *Only applies to jurisdictions with at least 150,000 residents | N/A | 0 |  |

**Annual Report Worksheet**  
**Reporting (Calendar) Year 2024**

**For counties or municipalities issuing 50 or more residential permits**

**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 2023 and 2024 are due July 1, 2025. However, jurisdictions are encouraged to submit an APFO report on an annual basis.*

**(A)** Does your jurisdiction have an adopted APFO?

Y/N ☒ N

If No, skip this Section.

If Yes, continue to (B).

**(B)** What type of infrastructure is monitored and may trigger development approval restrictions or require a developer to address deficiencies? (List each for schools, roads, water, sewer, stormwater, health care, fire, police or solid waste.)

**(C)** Has APFO impacted development approvals within the PFA? ☒ N

**(D)** If APFO has delayed, limited, or denied development, defined here as a "restriction":

a. Are there infrastructure or service facility deficiencies that have triggered denials of development requests, or held up development approvals? ☒ N

*Note: This does not include APFO required developer-funded projects, or phased development approvals due to APFO limitations, or APFO required study areas for approval.*

b. Can the impact area of facility deficiencies/ development restrictions, which temporarily delay development approvals, be mapped? ☒ N

**(E)** If yes for (C)(b), where is each restriction located? (Identify on a map, including PFA boundary.)

**(F)** Describe what is causing each restriction.

**(G)** If applicable, what is the proposed resolution of each restriction?

**(H)** If applicable, what is the estimated date to resolve each restriction?

**(I)** If a development restriction has been addressed, what was the resolution that lifted each restriction?

**(J)** If a development restriction has been addressed, when was each restriction lifted?

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**Section VII: Planning Survey Questions (Optional)**

*This information can help MDP and MDOT staff to identify potential pedestrian/bicycle projects and their funding.*

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

Y ☐ N ☒

1. Plan name
2. Date Completed (MM/DD/YR)
3. Has the plan been adopted?
4. Is the plan available online?
5. How often do you intend to update it? (Every \_\_\_\_ years)
6. Are existing and planned bicycle and pedestrian facilities mapped?

Y ☐ N ☐  
Y ☐ N ☐  
Y ☐ N ☐  
Y ☐ N ☐

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

Y ☐ N ☒

1. Plan name
2. Date completed (MM/DD/YY)
3. Has the plan been adopted?
4. Is the plan available online?
5. How often do you intend to update it? (Every \_\_\_\_ years)

Y ☐ N ☐  
Y ☐ N ☐

**(C)** Has your jurisdiction completed and submitted a five-year mid-cycle comprehensive plan implementation review report this year?

Y ☐ N ☒

*Note: To find out if your jurisdiction is scheduled to submit this report, consult the Transition Schedule (Counties/Municipalities) section located at: <https://planning.maryland.gov/pages/OurWork/compPlans/ten-year.aspx>*

If yes, please include the 5-Year Report as an attachment.

END

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