



**TOWN OF LA PLATA**  
**Planning Commission Minutes**

March 3, 2026, 6:00 PM

Regular Meeting

Council Chambers, La Plata Town Hall

305 Queen Anne St.

La Plata MD

**PRESENT:** Chair Dawn Banks  
Vice Chair Jill Hudnell  
Councilman Paul Guttenberg  
Kyle Miller  
Emily Whale

**ABSENT:**

**TOWN STAFF:** Don Dooley, Director of Planning  
Kelly Phipps, Director of Legislative Services  
Shelby E. Pritchett, Town Clerk

**GUESTS:** Tyjon Johnson, Councilman, Ward 4

1. Call to Order

- 1.1. 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). Members of the public wishing to address the Planning Commission in person may sign up in advance via the [town webpage](#) or upon arrival at the Council Chamber.

[Join the meeting now](#)

Meeting ID: 228 255 787 294 15

Passcode: t729yv36

(Calendar Year 2026)

1.2. Call to Order

Chair Banks called the meeting to order at 6:00 PM.

2. Roll Call and Quorum Verification

The Town Clerk conducted Roll Call.

3. Pledge of Allegiance

Commissioner Whale led all assembled in the Pledge of Allegiance.

4. Ex Parte Disclosure

Planning Commission members reported there are no Ex Parte conflicts to disclose.

5. Approval of Meeting Agenda

The Planning Commission reached a consensus to approve the agenda as presented.

6. Approval of Minutes

6.1. Approval of minutes from meeting on February 03, 2026.

Councilman Guttenberg moved to approve the minutes as presented.

Moved By: Paul Guttenberg, seconded by Kyle Miller.

Ayes: Chair Banks, Councilman Guttenberg, Miller

Nays: None

Abstained: Vice Chair Jill Hudnell, Emily Whale

Absent:

**Passed**

7. Planning Commission Elections

7.1. Election of Planning Commission Chair

Commissioner Miller moved to nominate Dawn Banks as Planning Commission Chair.

Moved By: Kyle Miller, seconded by Jill Hudnell.

**Passed Unanimously**

7.2. Election of Planning Commission Vice Chair

Chair Banks moved to nominate Jill Hudnell as Planning Commission Vice Chair.

Moved By: Dawn Banks, seconded by Emily Whale.

**Passed Unanimously**

8. Public Hearing - Continued from January 06, 2026

8.1. Zoning Text Amendment (ZTA) 01-2026 – Adequate Public Facilities

**Applicant:** Town of La Plata, Maryland

**Owner:** N/A

**Project Location:** Town-wide

**Request:** To add Article X (Adequate Public Facilities Requirements) to Chapter 191 (Zoning) of the La Plata Municipal Code for the purpose of providing regulatory provisions to require adequate water, sewage, roads, and school seating capacity for new development in the

Town of La Plata. Zoning Text Amendment (ZTA) 01-2026 also proposes to amend Chapter 173 (Subdivision and Land Development) in Article IX (School Seat Allocation Policy) of the La Plata Municipal Code pertaining to regulations for adequate school seating capacity for new development.

Chair Banks stated the details of the continued public hearing for Zoning Text Amendment (ZTA) 01-2026 Adequate Public Facilities.

#### 8.2. Review of Purpose and Procedures for Public Hearing (Town Clerk)

The Town Clerk read the Public Hearing Purpose and Procedures verbatim.

#### 8.3. Call to Order (Presiding Officer/ Chair)

The Public Hearing commenced at 6:06 PM upon completion of the reading of the Purpose and Procedures by the Town Clerk.

#### 8.4. Presentation by Staff

Director Dooley reported on requests to modify the proposed language in Zoning Text Amendment (ZTA) 01-2026 from the Planning Commission and Public Comment from the January 6, 2026, Public Hearing. Director Dooley informed the Planning Commission that staff had engaged with a Traffic Engineer Firm to vet the road component of the draft Adequate Public Facilities Ordinances (APFO). Director Dooley stated that staff is going to decouple the roads component from the water, sewer, and school allocation components of the APFO due to the Traffic Engineer Firm review timelines. Final comments are requested to allow staff to make final adjustments to the draft APFO for review in the form of a resolution at the regularly scheduled April 7, 2026, Planning Commission meeting.

#### 8.5. Planning Commission Questions and Comments

Director Dooley received feedback and answered questions from the Planning Commission.

#### 8.6. Public Comment

- Speakers (signed up) are called on by the presiding officer.
- Those wishing to provide in-person testimony may sign up in advance no later than 3:00 PM on the day of the public hearing via the [town webpage](#), or upon arrival at the Council Chambers via sign-up sheet.
- Speakers who register in advance will be recognized prior to speakers who register upon arrival at the public hearing.
- In-person registration to speak will end when the relevant public hearing is opened.
- At the discretion of the presiding officer, time may be limited to 3 minutes and may not be yielded.

No public speakers were present at this meeting.

#### 8.7. Applicant Rebuttal

No additional applicant rebuttal.

#### 8.8. Planning Commission Discussion

No additional discussion.

#### 8.9. Applicant Closing Statements

Director Dooley reiterates the staff recommendation to keep the record open through the April 7, 2026, Planning Commission meeting.

#### 8.10. Closing of Public Hearing

When the public hearing is concluded, the Commission will not hear further public comments or questions during the meeting.

Councilman Guttenberg moved to continue the public hearing to April 7, 2026, in accordance with staff recommendation.

Moved By: Paul Guttenberg, seconded by Emily Whale.

### **Passed Unanimously**

#### 9. Public Comment

No public speakers were present at this meeting.

#### 10. Matters of Information

##### 10.1. Staff Report

Director Dooley advised there was nothing further to report.

##### 10.2. Town Council Report

Councilman Guttenbuerg reported on the eagerness of the council to review the work put into the Adequate Public Facilities Order (APFO) and thanked the Commission and Staff for their work.

#### 11. Adjourn

##### 11.1. Adjournment

Chair Banks adjourned the meeting at 6:48 PM.

Submitted by:

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Shelby Pritchett, Town Clerk