



TOWN OF LA PLATA
Board of Appeals Minutes
December 15, 2025, 6:00 PM
Regular Meeting
Council Chambers, La Plata Town Hall
305 Queen Anne St
La Plata MD

PRESENT: Chair Hugh Williams
Mark Thorn
Jonathan Burruss

ABSENT:

TOWN STAFF: Don Dooley, Director of Planning
Jay Gullo, Special Counsel (virtual)
Kelly Phipps, Director of Legislative Services
Shelby Pritchett, Town Clerk

GUESTS:

1. Call to Order

1.1. Public Hearing Procedures (Written Only)

1.2. Call to Order

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. Written comments may be submitted in advance via email to Legislative@townoflaplata.org. Individuals wishing to address the Board of Appeals may sign up in advance on the Town's website ([Public Communications](#)) or on the meeting sign-up sheet.

[Join the meeting now](#)

Meeting ID: 286 464 788 560 1

Passcode: kH93vj2E

In accordance with the Code of Maryland, General Provisions, Section 3-302 (Open Meetings Act), notice is hereby given that a portion of this meeting will be held in closed session.

Chair Williams called the meeting to order at 6:19 PM. Chair Williams delayed the scheduled 6:00 PM start to await the delayed arrival of board member Jonathan Burruss.

1.3. Roll Call

Director Phipps conducted Roll Call.

1.4. Pledge of Allegiance

The Pledge of Allegiance was not conducted.

2. Approval of Minutes

2.1. Approval of minutes from meeting on November 13, 2024.

Chair Williams moved to approve the minutes as presented.

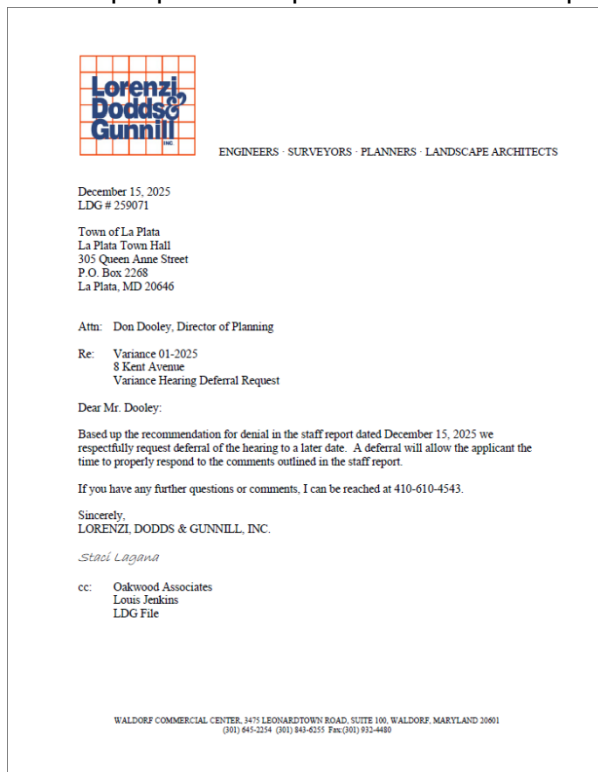
Moved By: Hugh Williams, seconded by Jonathan Burruss.

Passed Unanimously

3. Public Hearing

Planning Dept Case #VAR-0001-2025, 8 Kent Avenue, Application for Variance

Director Dooley informed the board that the applicant/ petitioner submitted a letter requesting a continuance. The reason for the continuance request is to allow the applicant/ petitioner adequate time to prepare a response to the staff report issued on Friday, December 12th, 2025.



Burruss moved to approve the request for continuance to a date yet to be determined.

Moved By: Jonathan Burruss, seconded by Mark Thorn.

Passed Unanimously

3.1. Review of Public Hearing Procedures (Town Clerk)

The board did not proceed with this section due to the approval of the continuance of the board of appeals meeting to a future date.

3.2. Call to Order (Presiding Officer/Chair)

The board did not proceed with this section due to the approval of the continuance of the board of appeals meeting to a future date.

3.3. Review of Public Notices (Town Clerk)

The board did not proceed with this section due to the approval of the continuance of the board of appeals meeting to a future date.

3.4. Summary of Town Staff Report and Recommendation

The board did not proceed with this section due to the approval of the continuance of the board of appeals meeting to a future date.

3.5. Applicant/Petitioner Presentation and Testimony

The board did not proceed with this section due to the approval of the continuance of the board of appeals meeting to a future date.

3.6. Questions from the Board to the Applicant/Petitioner or Town Staff

The board did not proceed with this section due to the approval of the continuance of the board of appeals meeting to a future date.

3.7. Written Documents are Entered into the Record

Written testimony may be submitted in advance via email to legislative@townoflaplata.org or postal mail to Legislative Services Department, Town of La Plata, 305 Queen Anne St Box 2268, La Plata MD 20646, and must be received no later than 12:00 PM, two business days prior to the scheduled meeting.

Written documents for the record will be presented to the presiding officer prior to the opening of the public hearing.

The board did not proceed with this section due to the approval of the continuance of the board of appeals meeting to a future date.

3.8. 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.

The board did not proceed with this section due to the approval of the continuance of the board of appeals meeting to a future date.

3.9. Additional Questions from the Board

The board did not proceed with this section due to the approval of the continuance of the board of appeals meeting to a future date.

3.10. Closing of Public Hearing

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

The board did not proceed with this section due to the approval of the continuance of the board of appeals meeting to a future date.

4. Motion for a Closed Session

4.1. Motion for a Closed Session

Tentatively Scheduled at the Discretion of the Board and Town Attorney

STATUTORY AUTHORITY TO CLOSE SESSION: State Government Article §3-305(b) (7) To consult with counsel to obtain legal advice on a legal matter.

Subject: Case Number VAR-0001-2025

The board did not proceed with this section due to the approval of the continuance of the board of appeals meeting to a future date.

5. Deliberations Regarding Application

5.1. Findings of the Board

The board did not proceed with this section due to the approval of the continuance of the board of appeals meeting to a future date.

6. Other Business

Director Dooley advised the board that there was no other business to be presented.

7. Adjourn

7.1. Adjournment

The board reached a consensus to adjourn at 6:30 PM.

Submitted by:

Shelby Pritchett, Town Clerk



ENGINEERS · SURVEYORS · PLANNERS · LANDSCAPE ARCHITECTS

December 15, 2025
LDG # 259071

Town of La Plata
La Plata Town Hall
305 Queen Anne Street
P.O. Box 2268
La Plata, MD 20646

Attn: Don Dooley, Director of Planning

Re: Variance 01-2025
8 Kent Avenue
Variance Hearing Deferral Request

Dear Mr. Dooley:

Based up the recommendation for denial in the staff report dated December 15, 2025 we respectfully request deferral of the hearing to a later date. A deferral will allow the applicant the time to properly respond to the comments outlined in the staff report.

If you have any further questions or comments, I can be reached at 410-610-4543.

Sincerely,
LORENZI, DODDS & GUNNILL, INC.

Staci Lagana

cc: Oakwood Associates
Louis Jenkins
LDG File