



Town Council
Regular Meeting
October 29, 2024, 3:00 PM

Agenda

1. Call to Order

1.1. 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. At their discretion, the Town Council may allow participants to voice questions or provide comments on the topics under discussion. Written comments may be submitted via email to Legislative@townoflaplata.org. Individuals wishing to address the Town Council may sign up in advance on the Town's website (Public Communications) or on the meeting sign-up sheet.

Join on your computer, mobile app, or room device.

[Join the Meeting](#)

Meeting ID: 239 407 032 347

Passcode: vEFjZB

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

+1 443-961-6481, 171294151#

Phone Conference ID: 171 294 151#

1.2. Roll Call

1.3. Pledge of Allegiance

1.4. Approval of the Meeting Agenda

2. Approval of Minutes

2.1. Approval of minutes from meeting on October 8, 2024.

3. Petitions, Communications, Appearances and Public Comment

3.1. Public Comment

3.2. Proclamation: Municipal Government Works Month, November 2024

3.3. Proclamation: Operation Green Light, November 4 - 11, 2024

3.4. Proclamation: Small Business Saturday, November 30, 2024

4. Matters of Information

4.1. Treasurer's Monthly Report (Larsen)

4.2. Department Highlights (Miner)

5. Matters of Council Discussion

5.1. Executive Search Services - Director of Planning (Miner)

5.2. Capital Improvement Plan Work Session (Larsen)

6. Legislation

6.1. Ordinance 24-17 Finance Committee (Second Reading; For Consideration of Adoption)
AN ORDINANCE concerning

Finance Committee

FOR the purpose of establishing a Finance Committee for the Town of La Plata; to specify the composition and terms of the office of members of the Committee; to specify the duties of the Committee; and all matters generally related thereto.

6.2. Resolution 24-22 Executive Search Services - Director of Planning (For Introduction and Consideration of Adoption)
A RESOLUTION concerning

Executive Search Services – Director of Planning

FOR the purpose of authorizing the Chief Executive Officer to enter into a contract for professional services with an executive search firm for the recruitment of candidates for the position of Director of Planning; and all matters generally relating thereto.

7. New Business

7.1. Reports from the Mayor and Town Council

8. Adjourn

8.1. Adjournment



TOWN OF LA PLATA
Town Council Minutes
October 8, 2024, 6:00 PM
Regular Meeting

PRESENT: Mayor James, Councilman, Ward I Winkler, Councilman, Ward II Trollinger, Councilwoman, Ward III Bryant-Ward, Councilman, Ward IV Jenkins

ABSENT:

TOWN STAFF: Michelle Miner, Assistant Town Manager, Jeanine Harrington, Director of Planning, Karina Larsen, Town Treasurer, Kelly Phipps, Director of Legislative Services, Jeff Garner, Director of Public Works, and Carl Schinner, Chief of Police

GUESTS: See Roster

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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.

Mayor James called the meeting to order at 6:00 PM.

1.2. Roll Call

The Interim Town Clerk conducted Roll Call.

Also in attendance:

- Director Kennedy (via Microsoft Teams)

- Captain Michael Payne, La Plata Police Department
- Olivia Wright, IT Specialist

1.3. Pledge of Allegiance

Mayor James led all assembled in the Pledge of Allegiance.

1.4. Approval of the Meeting Agenda

Motion to approve the meeting agenda as presented.

2. Approval of Minutes

2.1. Approval of minutes from meeting on September 24, 2024.

Motion to approve the minutes of the meeting on September 24, 2024, as presented.

3. Petitions, Communications, Appearances and Public Comment

3.1. Public Comment

A member of the public signed up in advance to address the Town Council but was not present.

3.2. Proclamation: Breast Cancer Awareness Month

Mayor James read the proclamation for Breast Cancer Awareness Month.

3.3. Proclamation: National Code Compliance Month

Councilman Winkler read the proclamation on National Code Compliance Month.

3.4. Proclamation: Pedestrian Safety Awareness Month

Councilwoman Bryant-Ward read the proclamation on Pedestrian Safety Month.

3.5. Proclamation: Walktober

Councilman Jenkins read the proclamation on Walktober.

4. Matters of Council Discussion

4.1. Council Legislative Priorities (Miner)

The Council reached a consensus on the following priorities:

- Town Priorities
 - Water Appropriation – Purchase Agreement
 - Town Operations – staffing, using vendors, identifying operational deficiencies
 - Retrieve monies that have been granted to the Town of La Plata
- Legislative Priorities
 - Police Department
 - Charles Street Project – keep in the state's budget, trying to not have money depleted

4.2. Water Meter Purchase (Miner/Wood)

The Council reached a consensus to proceed with legislation for the purchase of five hundred water meters.

4.3. Finance Committee (Larsen)

The Town Treasurer presented draft legislation for the creation of a Finance Committee appointed by the Mayor and Town Council. Line 48 of the draft was revised from "...at least one (1) member..." to "...at least two (2) members..." The Council reached a consensus to proceed with legislation for the creation of the Finance Committee.

5. Legislation

5.1. Resolution 24-21 Water Meter Purchase (For Introduction and Consideration of Adoption)

A RESOLUTION concerning

Water Meter Purchase

FOR the purpose of authorizing the Chief Executive Officer to enter into a contract purchase agreement for the purchase of water meters; and all matters generally relating thereto.

Motion to adopt Resolution 24-21 as presented.

5.2. Ordinance 24-17 Finance Committee (First Reading; For Introduction)

AN ORDINANCE concerning

Finance Committee

FOR the purpose of establishing a Finance Committee for the Town of La Plata; to specify the composition and terms of the office of members of the Committee; to specify the duties of the Committee; and all matters generally related thereto.

The Assistant Town Manager conducted the first reading of Ordinance 24-17.

6. New Business

6.1. Reports from the Mayor and Town Council

- Councilman Winkler reported on the [September 23, 2024] public engagement meeting at Town Hall on the Winkler House, conducted by Charles County Planning and Growth Management and the Charles County Public Engagement Coordinator. Discussion at that meeting emphasized the need for an economic development function in the Town. Councilman Jenkins is preparing a related presentation on this subject for the Town Council.
- Councilman Trollinger requested that separate meters for irrigation be brought forward as a community discussion point.
- Councilwoman Bryant-Ward reported that the Planning Commission did not meet in October.
- Councilman Jenkins had no formal report but informed the Council on his engagement with the Strong Towns program and Safe and Productive Streets. He will forward the report, scheduled for release on October 15.
- Mayor James commended Chief Schinner for his role as keynote speaker at the inaugural autism symposium in Waldorf and the demonstration of Project Lifesaver, and Colleen Wilson for a successful Fall Festival. The next event is the Trick-or-Treat trail on October 26.

7. Motion for a Closed Session

- ### 7.1. **Statutory Authority to Close Session:** § 3-305(b)(10)(i) to discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including the deployment of fire and police services

Topic: Crime Trend Update

Motion to conduct a closed session pursuant to Code of Maryland, General Provisions, Section 3-305(b)(10)(i).

8. Adjourn

8.1. Adjournment

Mayor James adjourned the open session at 7:47 PM.

Submitted by:

Kelly G. Phipps, Interim Town Clerk



Town of La Plata **PROCLAMATION**

**MUNICIPAL GOVERNMENT WORKS MONTH
NOVEMBER 2024**

WHEREAS, the Town of La Plata was incorporated in 1888; and

WHEREAS, Maryland is home to 157 municipalities; and

WHEREAS, municipal government represents the most responsive level of government, allowing citizens to have direct access to elected officials; and

WHEREAS, in an effort to educate citizens about municipal government and the importance of their participation, the Town of La Plata is proud to promote municipal government awareness; and

WHEREAS, municipalities have enhanced the quality of life for their respective residents by maintaining natural and historic sites and structures and helping to make Maryland a great place to live, work, play and explore;

NOW, THEREFORE, WE, THE COUNCIL OF THE TOWN OF LA PLATA, do hereby join the Maryland Municipal League in proclaiming November as MUNICIPAL GOVERNMENT WORKS MONTH in the Town of La Plata, Maryland, and do commend this observance to all of our citizens.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

David L. Winkler, Councilman

Matthew D. Trollinger, Councilman

Evalyne L. Bryant-Ward, Councilwoman

David M. Jenkins, Councilman

ATTEST:

Kelly G. Phipps
Interim Town Clerk

Date: _____



Town of La Plata **PROCLAMATION**

**OPERATION GREEN LIGHT
NOVEMBER 4 – 11, 2024**

WHEREAS, the residents of the Town of La Plata have great respect, admiration, and the utmost gratitude for all of the men and women who have selflessly served our country and this community in the Armed Forces and maintained the freedoms and way of life enjoyed by our citizens; and

WHEREAS, the Town of La Plata appreciates the sacrifices of our United States military personnel and seeks to honor those who have paid the high price for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, the American Red Cross, religious groups, civil service, and countless other volunteer organizations; and

WHEREAS, approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active-duty military service members transitioning from military service are at a higher risk for suicide during their first year after military service; and

NOW, THEREFORE, WE, THE COUNCIL OF THE TOWN OF LA PLATA, do hereby encourage all citizens in the Town of La Plata to join the efforts of OPERATION GREEN LIGHT for the period of November 4 – 11, 2024, by changing one light bulb in their home or business to a green bulb as a sign of support as military personnel transition back to civilian life upon completion of their service to our country.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

David L. Winkler, Councilman

Matthew D. Trollinger, Councilman

Evalyne L. Bryant-Ward, Councilwoman

David M. Jenkins, Councilman

ATTEST:

Kelly G. Phipps
Interim Town Clerk

Date: _____



Town of La Plata **PROCLAMATION**

**SMALL BUSINESS SATURDAY
NOVEMBER 30, 2024**

WHEREAS, the Town of La Plata celebrates our local small businesses and the contributions they make to our local economy and community; and

WHEREAS, according to the United States Small Business Administration, there are 34.7 million small businesses in the United States, small businesses represent 99.7% of firms with paid employees, small businesses are responsible for 61.1% of net new jobs created since 1995, and small businesses employ 45.9% of the employees in the private sector in the United States, and

WHEREAS, 68 cents of every dollar spent at a small business in the U.S. stays in the local community and every dollar spent at small businesses creates an additional 48 cents in local business activity as a result of employees and local businesses purchasing local goods and services; and

WHEREAS, 59% of U.S. consumers aware of Small Business Saturday shopped or ate at a small, independently owned retailer or restaurant on Small Business Saturday 2023; and

WHEREAS, the Town of La Plata supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

WHEREAS, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday;

NOW, THEREFORE, WE, THE COUNCIL OF THE TOWN OF LA PLATA, do hereby proclaim November 30, 2024, as **SMALL BUSINESS SATURDAY** in the Town of La Plata, Maryland, and do urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

David L. Winkler, Councilman

ATTEST:

Matthew D. Trollinger, Councilman

Kelly G. Phipps
Interim Town Clerk

Evalyne L. Bryant-Ward, Councilwoman

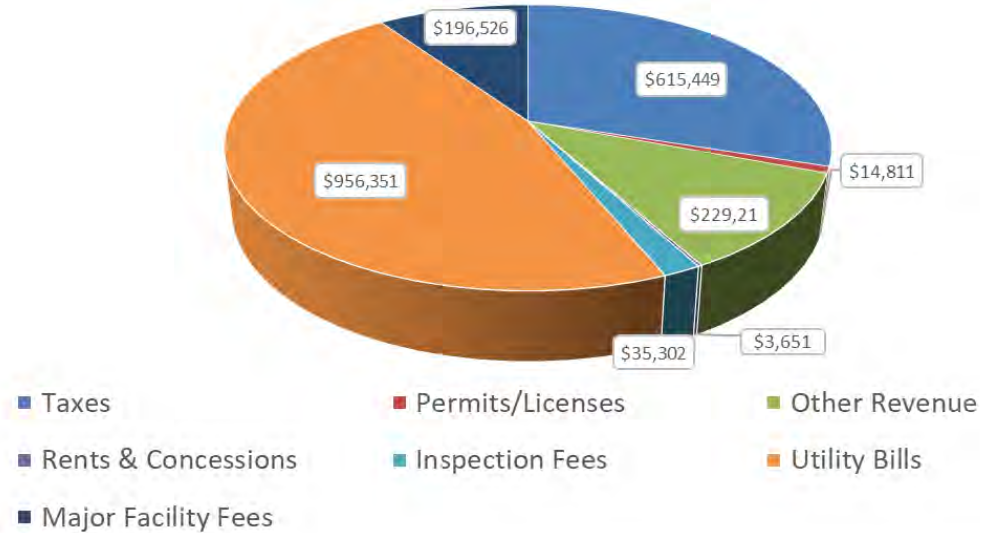
Date: _____

David M. Jenkins, Councilman

Monthly Treasurer Report

For Fiscal Year 2025 Through August 31, 2024

Cash Inflows for August 2024 By Source



Total cash inflows for August 2024 was \$2,051,307

Cash Outflows for August 2024 By Function



Total cash outflow for August 2024 was \$1,277,371

Bank & Investment Accounts as of August 31, 2024

Checking Account Activity

Balance at 08/01/2024	\$1,750,000.00
Credits	
Cash/Check Deposits	\$629,801.01
Credit Card Trans Deposits	\$702,699.24
Taxes Collected	\$796,125.73
Intra-Gov't & Grants Deposits	\$0.00
Other Deposits	\$10,168.00
Interest from MBS	\$51,517.93
Transfer from ICS	<u>\$823,092.46</u>
	\$3,013,404.37
Debits	
Payroll (Salary/Taxes/Benefits)	\$674,595.02
Vendor Check Payments	\$348,269.87
Vendor ACH Payments	\$442,009.60
Other Outflows	
Returned Checks	\$1,043.46
Transfer to ICS	<u>\$1,547,486.42</u>
	\$3,013,404.37
Balance at 08/31/2024	\$1,750,000.00

Investment Account Balance

WesBanco Investment Account (ICS)

Balance at 08/01/2024	\$23,965,986.92
In from Checking Account	\$1,547,486.42
Interest	\$112,630.70
Out to Checking Account	<u>-\$823,092.46</u>
Balance at 08/31/2024	\$24,803,011.58

Mult-Ban Securities, Inc.

Money Market	\$948,831.27
Certificates of Deposit	<u>\$8,807,742.21</u>

Balance at 08/31/2024	\$9,756,573.48
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PNC MLGIP - General Account

Balance at 08/01/2024	\$4,087,249.22
Interest	<u>\$18,473.05</u>

Balance at 08/31/2024	\$4,105,722.27
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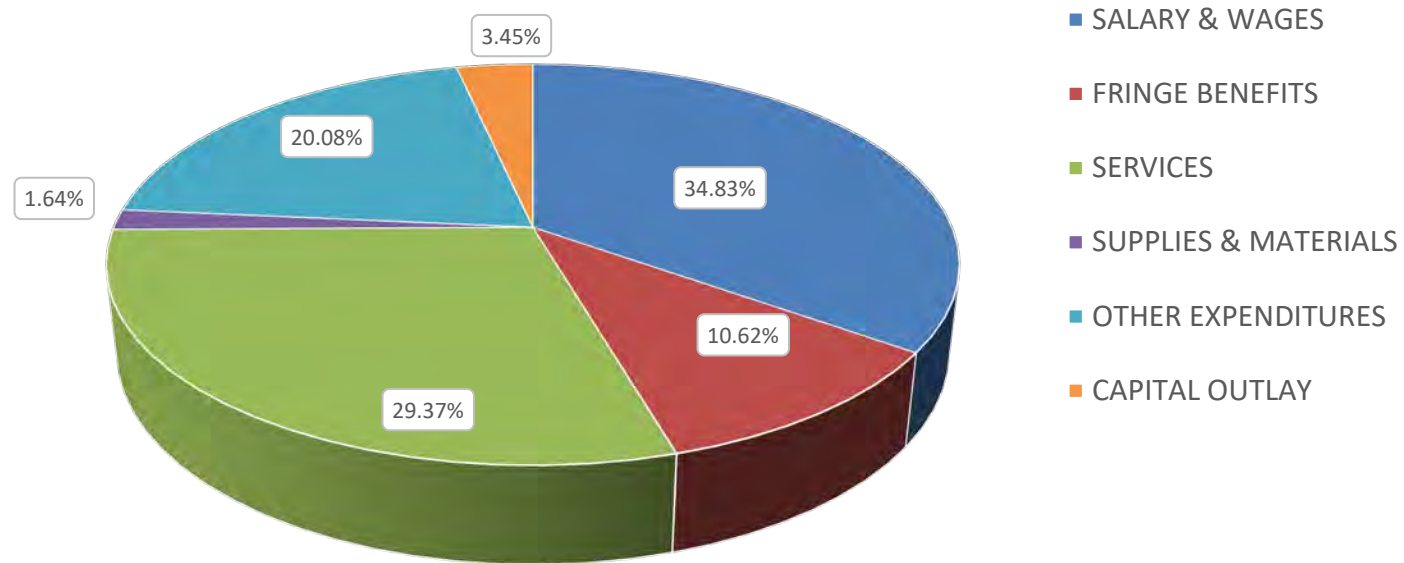
PNC MLGIP - Vehicle Repl

Balance at 08/01/2024	\$1,003,734.14
Interest	<u>\$4,536.55</u>

Balance at 08/31/2024	\$1,008,270.69
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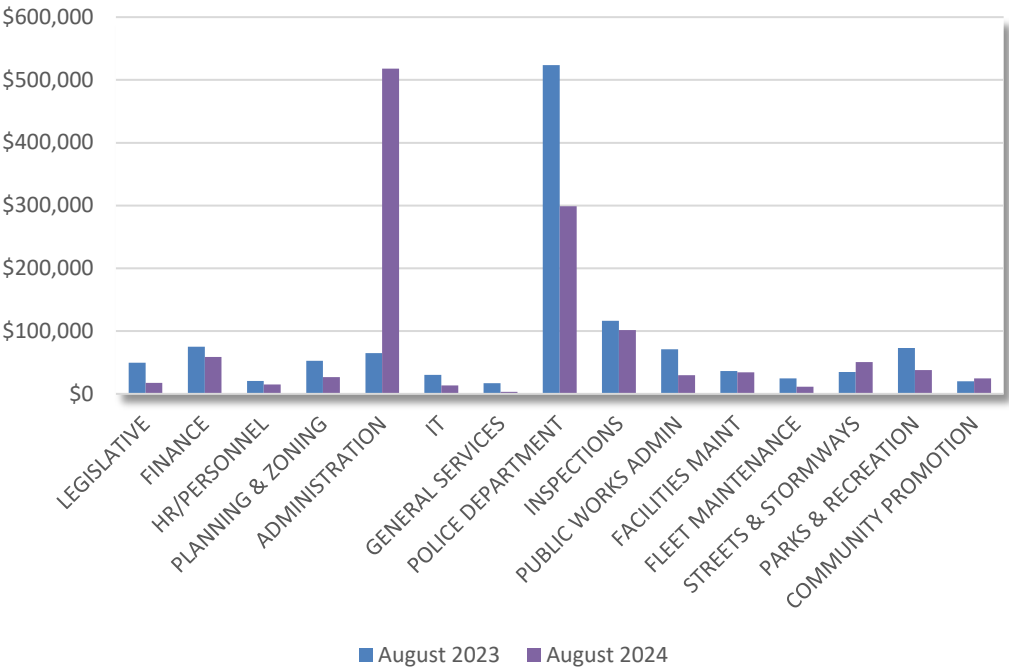
General Fund

YTD General Fund Percentage of Expenditures By Category



Total Expenditures through August 31, 2024 are \$2,623,474, or 16.8% of FY2025 Budget

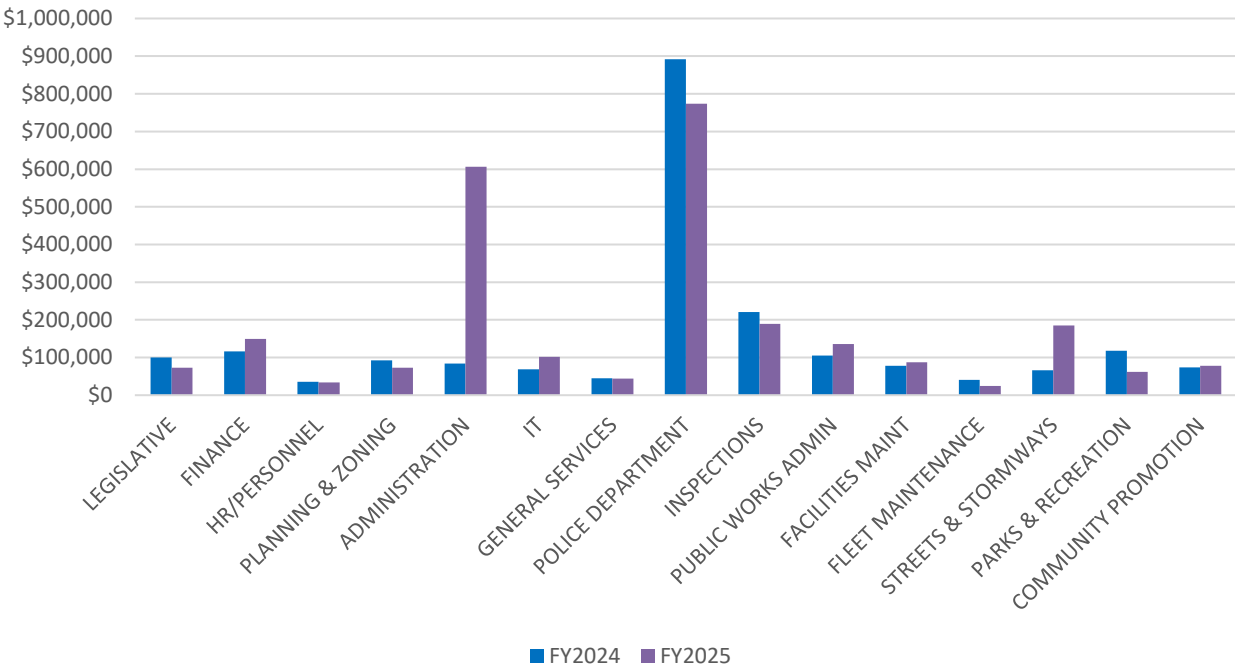
General Fund Expenditures for August by Department



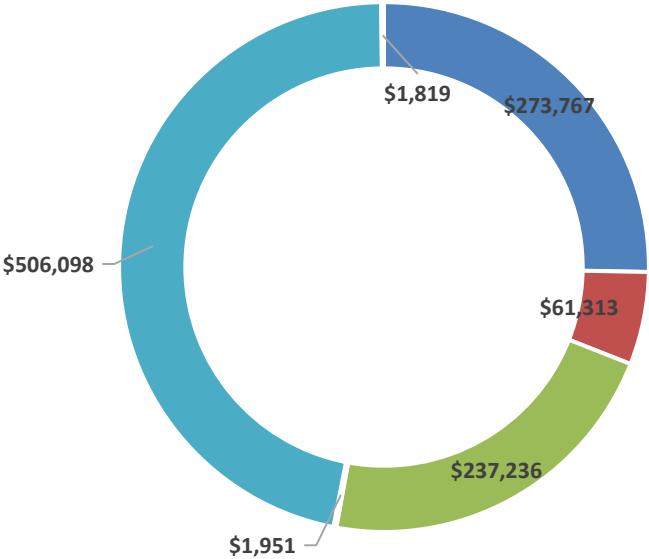
Fiscal Year Month Notes:

Bond interest was paid for the 2023A series in the amount of \$485,809 through the Administration department

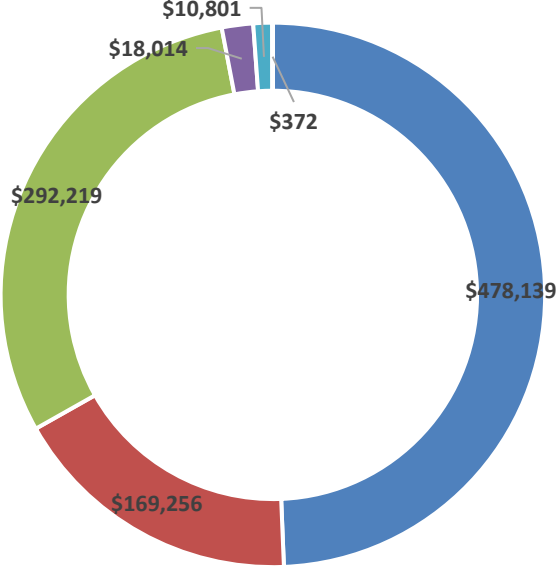
General Fund YTD Expenditures at August 31st by Department



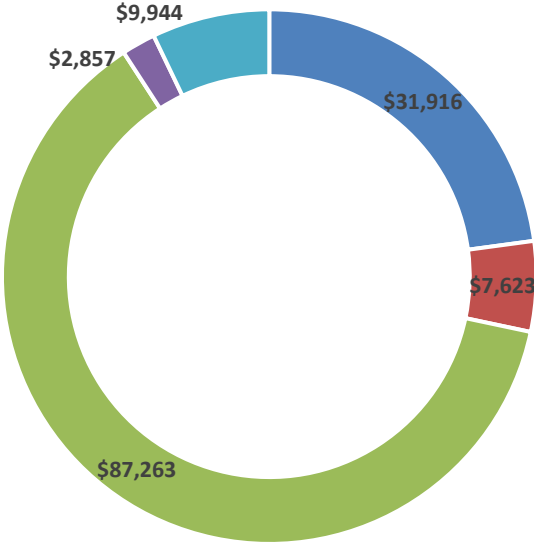
FY2025 YTD General Government Expenditures



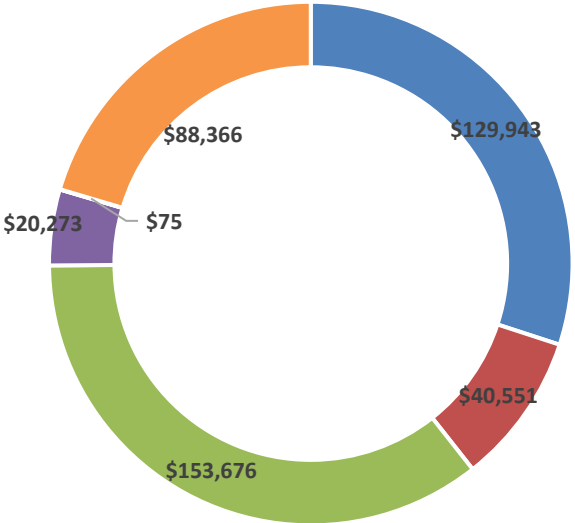
FY2025 YTD Public Safety Expenditures



FY2025 YTD Parks & Recreation/Events Expenditures



FY2025 YTD Public Works Expenditures



General Fund Expenditures

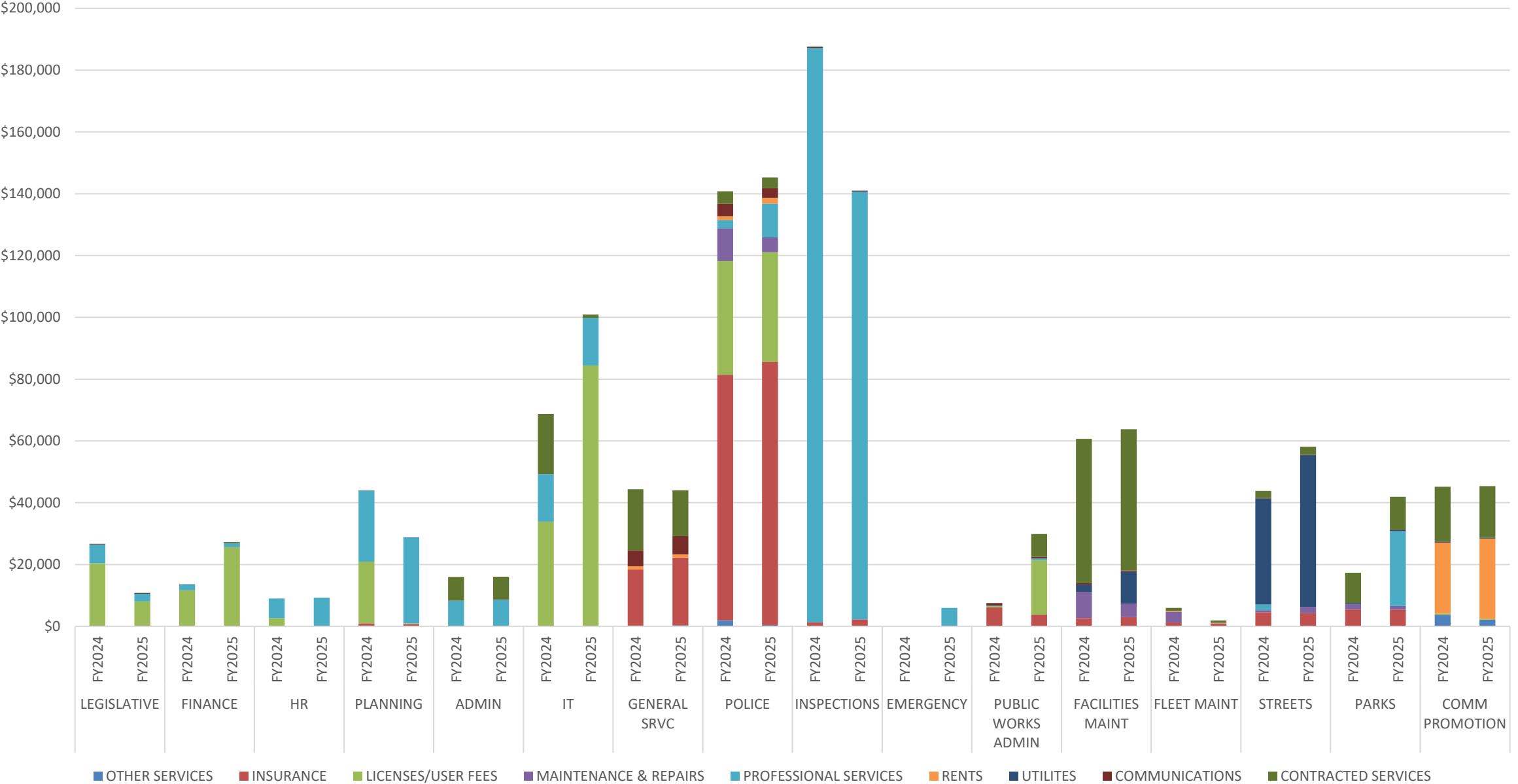
	August 2023	August 2024	FY2024	Year to Date FY2025	Variance	Variance %
SALARY & WAGES	\$634,556	\$419,150	\$839,139	\$913,766	\$74,627	
FRINGE BENEFITS	\$160,222	\$83,282	\$294,180	\$278,743	-\$15,437	
	<u>\$794,778</u>	<u>\$502,433</u>	<u>\$1,133,319</u>	<u>\$1,192,509</u>	<u>\$59,190</u>	5.22%
SERVICES	\$266,274	\$222,676	\$731,204	\$770,395	\$39,190	
SUPPLIES & MATERIALS	\$39,747	\$16,555	\$85,465	\$43,095	-\$42,369	
OTHER EXPENDITURES	\$20,848	\$495,707	\$52,346	\$526,918	\$474,572	
	<u>\$326,869</u>	<u>\$734,937</u>	<u>\$869,015</u>	<u>\$1,340,408</u>	<u>\$471,393</u>	54.24%
CAPITAL OUTLAY	\$88,809	\$128	\$133,273	\$90,558	-\$42,715	
RESERVES	\$0	\$0	\$0	\$0	\$0	
	<u>\$88,809</u>	<u>\$128</u>	<u>\$133,273</u>	<u>\$90,558</u>	<u>-\$42,715</u>	-32.05%
Total Expenditures	\$1,210,455	\$1,237,498	\$2,135,607	\$2,623,474	\$487,867	22.84%

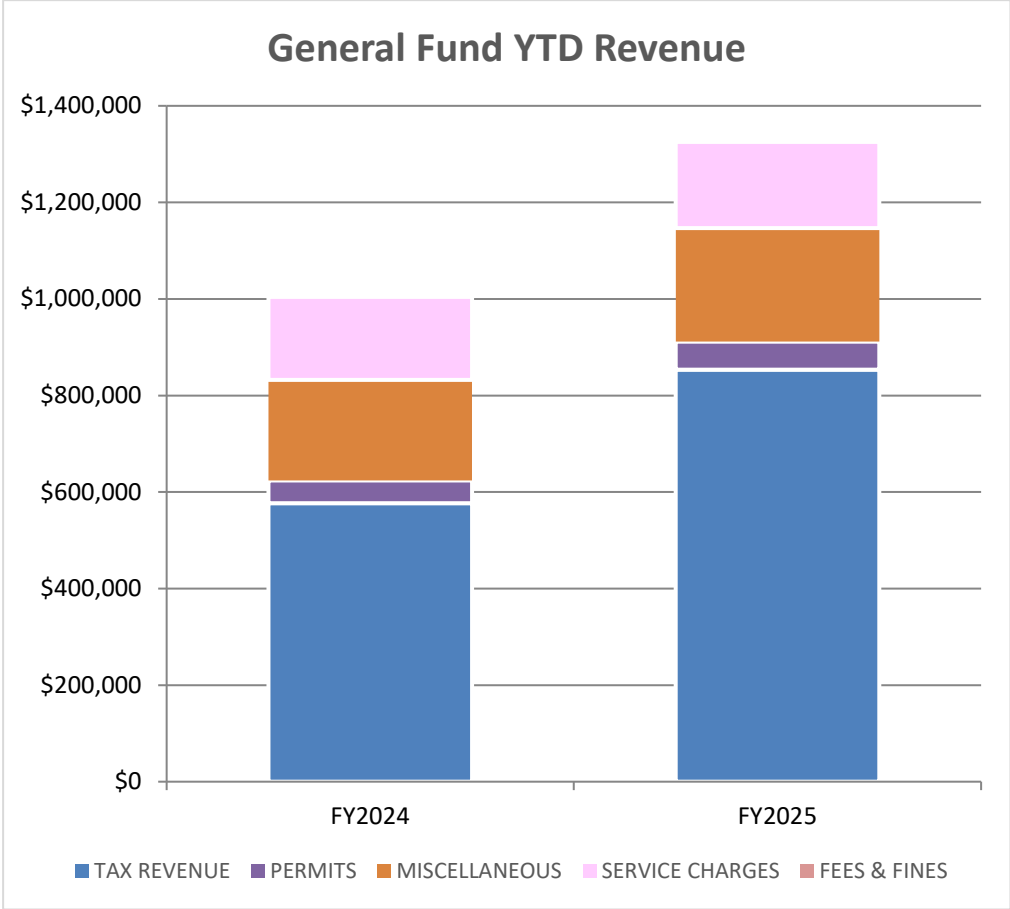
SERVICES Category includes:

OTHER SERVICES
 - ADS & NOTICES
 - BANK CHARGES
 - POSTAGE / DELIVERY
 - PRINTING / REPRODUCTION SERVICES
 INSURANCE
 LICENSES/USER FEES
 MAINTENANCE & REPAIRS
 RENTS
 UTILITES

PROFESSIONAL SERVICES
 - ARCH/ENG/PLANNER
 - ATTORNEY
 - AUDITOR
 - CONTRACTOR
 - FCILITY OPERATIONS
 - INSPECTION SVCS
 - IT SUPPORT
 TELEPHONE/COMMUNICATIONS

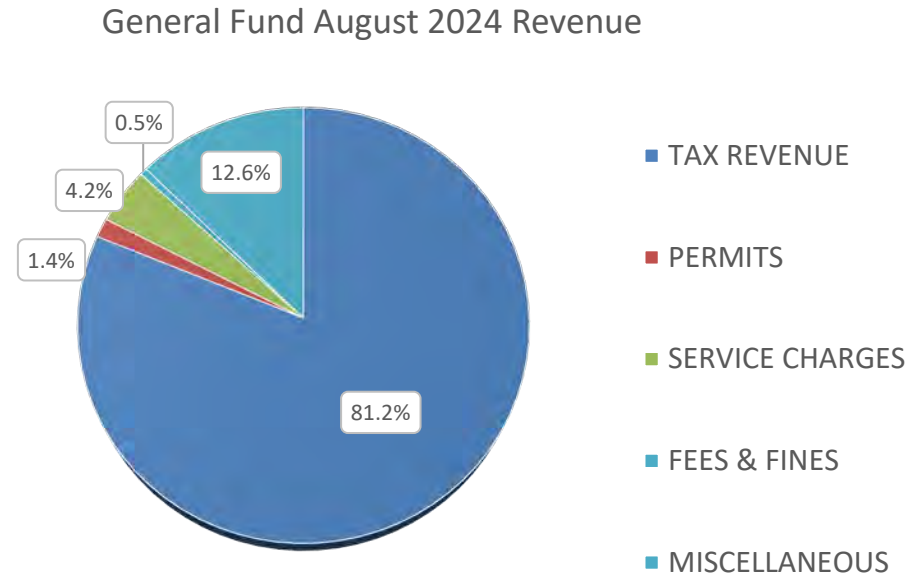
FY 2025 YTD Service Category Expenditures





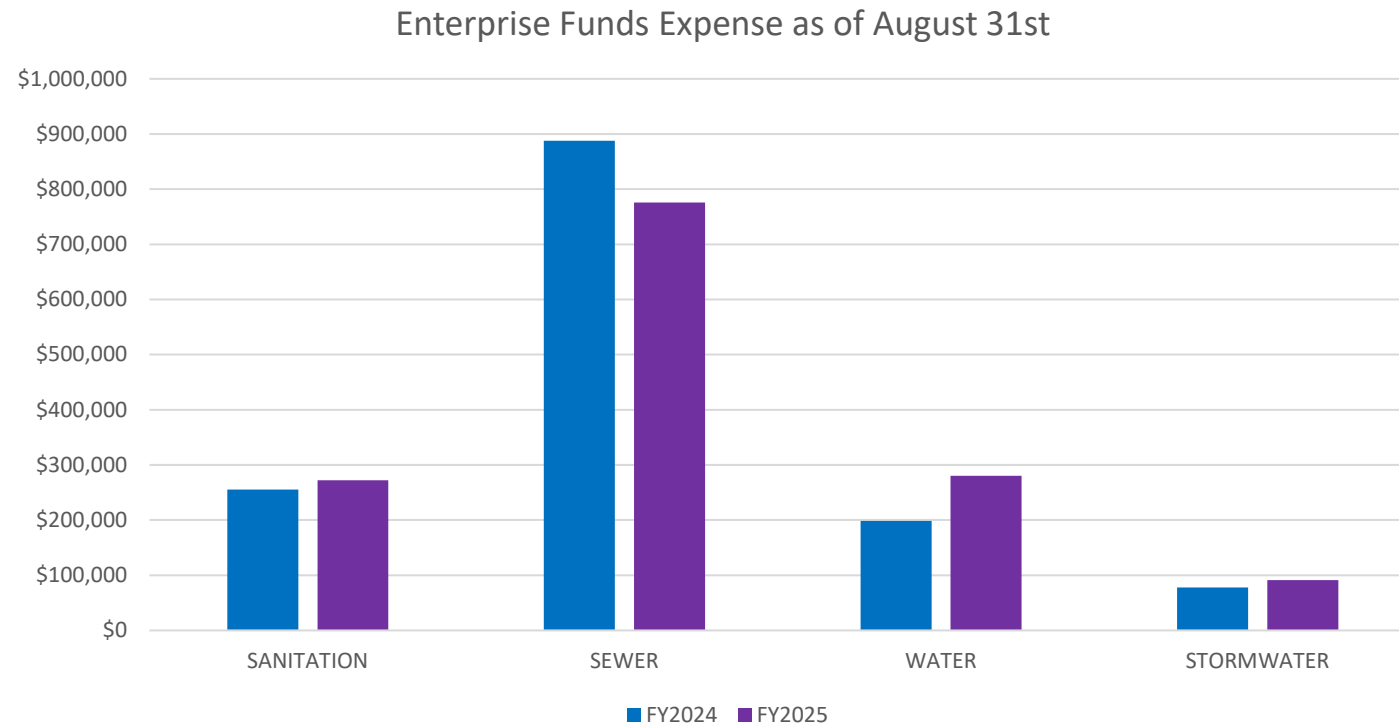
Fiscal Year Month Notes:

Investment revenue accounts for the majority in miscellaneous.



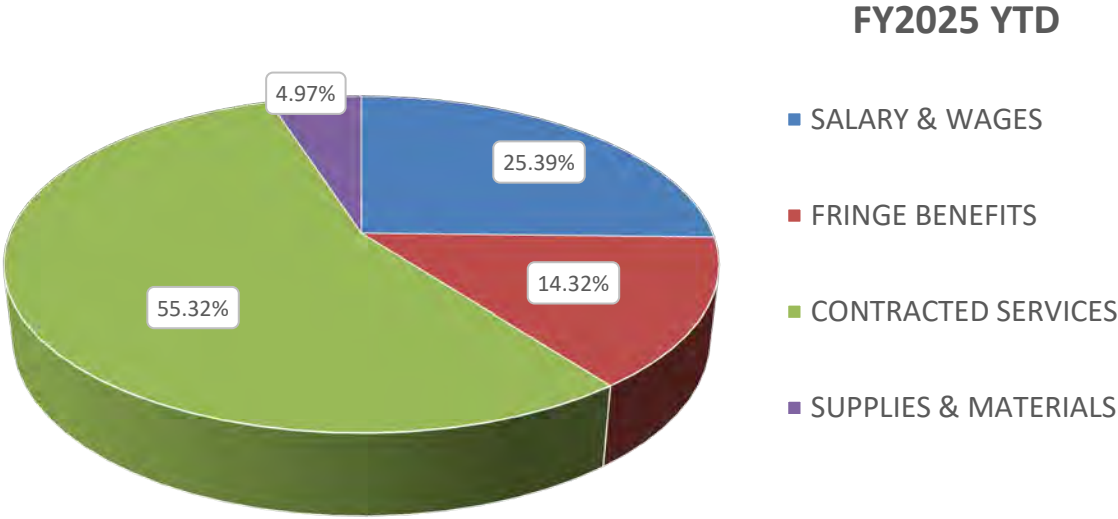
Revenue through August 31, 2024 is \$1,333,131

Enterprise Funds



Sanitation Fund Expense By Category

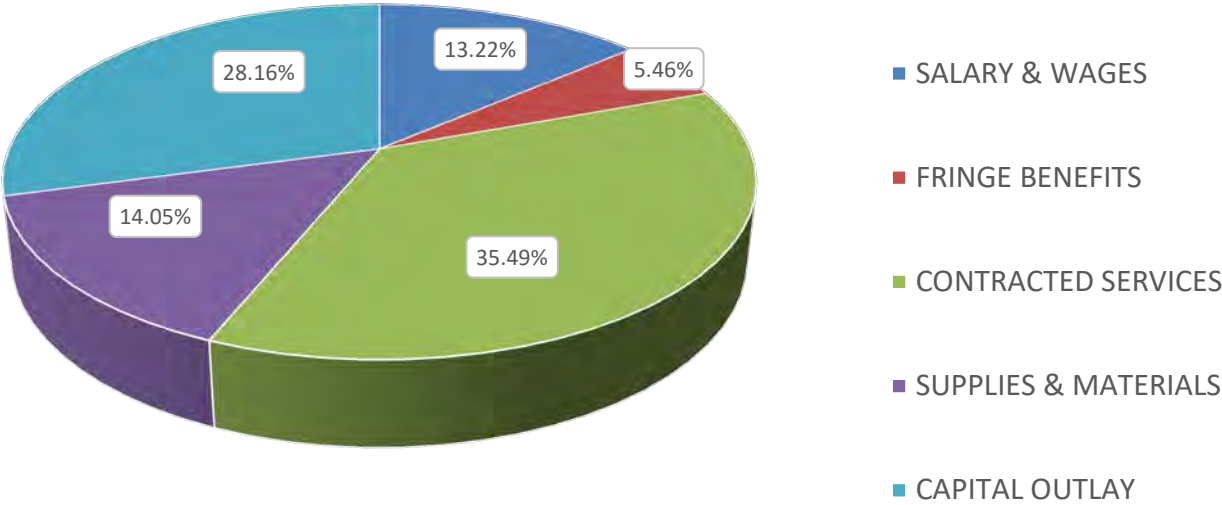
	August 2023	August 2024	FY2024	Year to Date FY2025	Variance	Variance %
SALARY & WAGES	\$32,706	\$33,940	\$43,179	\$69,044	\$25,865	
FRINGE BENEFITS	\$16,495	\$10,652	\$31,085	\$38,934	\$7,849	
	\$49,201	\$44,592	\$74,264	\$107,979	\$33,714	45.40%
CONTRACTED SERVICES	\$77,833	\$66,920	\$147,620	\$150,457	\$2,836	
SUPPLIES & MATERIALS	\$563	\$12,435	\$2,371	\$13,530	\$11,158	
OTHER EXPENDITURES	\$0	\$0	\$0	\$0	\$0	
	\$78,396	\$79,355	\$149,992	\$163,986	\$13,995	9.33%
CAPITAL OUTLAY	\$8,745	\$0	\$31,355	\$0	-\$31,355	
TRANSFERS	\$0	\$0	\$0	\$0	\$0	
	\$8,745	\$0	\$31,355	\$0	-\$31,355	-100.00%
Total Expenditures	\$136,342	\$123,947	\$255,611	\$271,965	\$16,354	6.40%



Sewer Fund Expense By Category

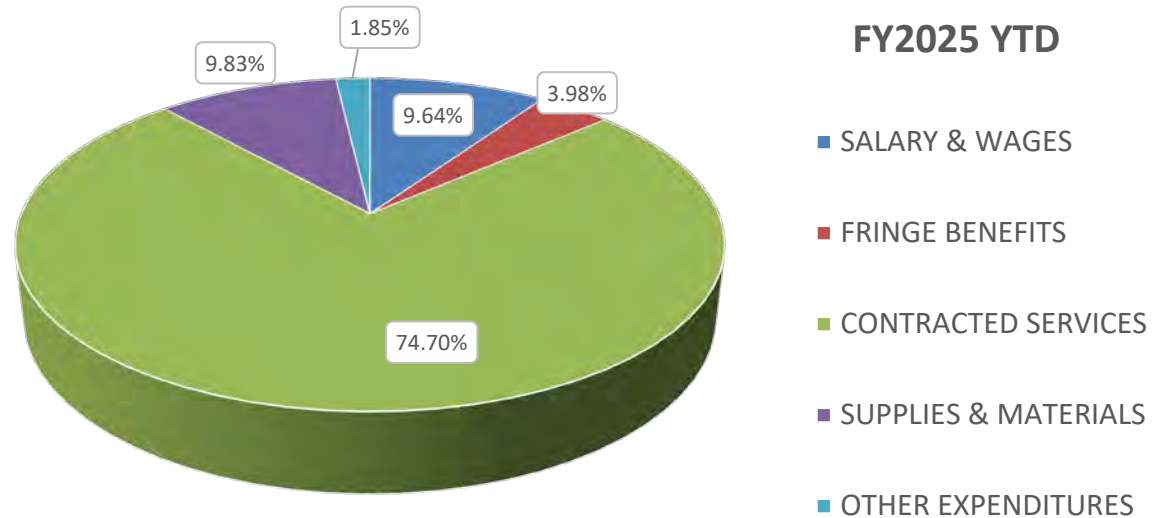
	August 2023	August 2024	FY2024	Year to Date FY2025	Variance	Variance %
SALARY & WAGES	\$63,182	\$51,831	\$86,042	\$102,588	\$16,546	
FRINGE BENEFITS	\$23,069	\$11,626	\$43,911	\$42,399	-\$1,513	
	\$86,252	\$63,456	\$129,953	\$144,987	\$15,034	11.57%
CONTRACTED SERVICES	\$95,486	\$88,552	\$256,637	\$275,361	\$18,724	
SUPPLIES & MATERIALS	\$38,817	\$49,132	\$78,692	\$108,991	\$30,298	
OTHER EXPENDITURES	\$17,167	\$28,075	\$29,857	\$28,075	-\$1,782	
	\$151,471	\$165,759	\$365,186	\$412,426	\$47,240	12.94%
CAPITAL OUTLAY	\$267,596	\$39,939	\$392,695	\$218,463	-\$174,232	
TRANSFERS & DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	
	\$267,596	\$39,939	\$392,695	\$218,463	-\$174,232	-44.37%
Total Expenditures	\$505,318	\$269,154	\$887,834	\$775,876	-\$111,958	-12.61%

FY2025 YTD



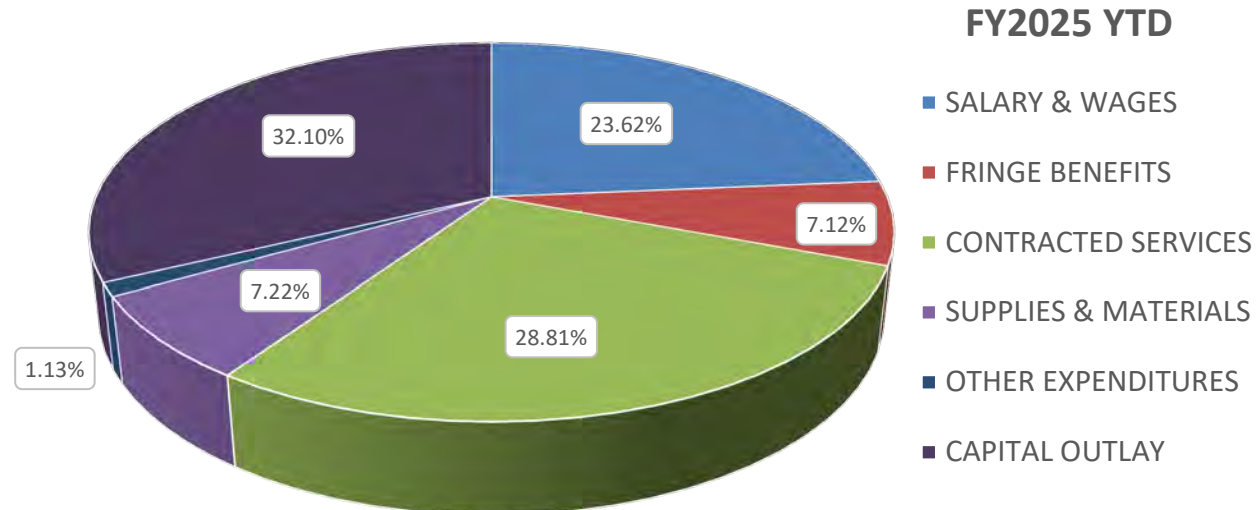
Water Fund Expense By Category

	August 2023	August 2024	FY2024	Year to Date FY2025	Variance	Variance %
SALARY & WAGES	\$17,565	\$12,066	\$25,243	\$27,022	\$1,779	
FRINGE BENEFITS	\$7,585	\$2,843	\$14,520	\$11,151	-\$3,369	
	\$25,150	\$14,909	\$39,763	\$38,172	-\$1,590	-4.00%
CONTRACTED SERVICES	\$28,045	\$69,317	\$132,192	\$209,399	\$77,207	
SUPPLIES & MATERIALS	\$17,103	\$18,598	\$18,934	\$27,551	\$8,617	
OTHER EXPENDITURES	\$2,044	\$5,064	\$7,832	\$5,198	-\$2,634	
	\$47,192	\$92,980	\$158,957	\$242,147	\$83,190	52.33%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	
TRANSFERS & DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	
	\$0	\$0	\$0	\$0	\$0	0.0%
Total Expenditures	\$72,341	\$107,888	\$198,720	\$280,319	\$81,600	41.06%

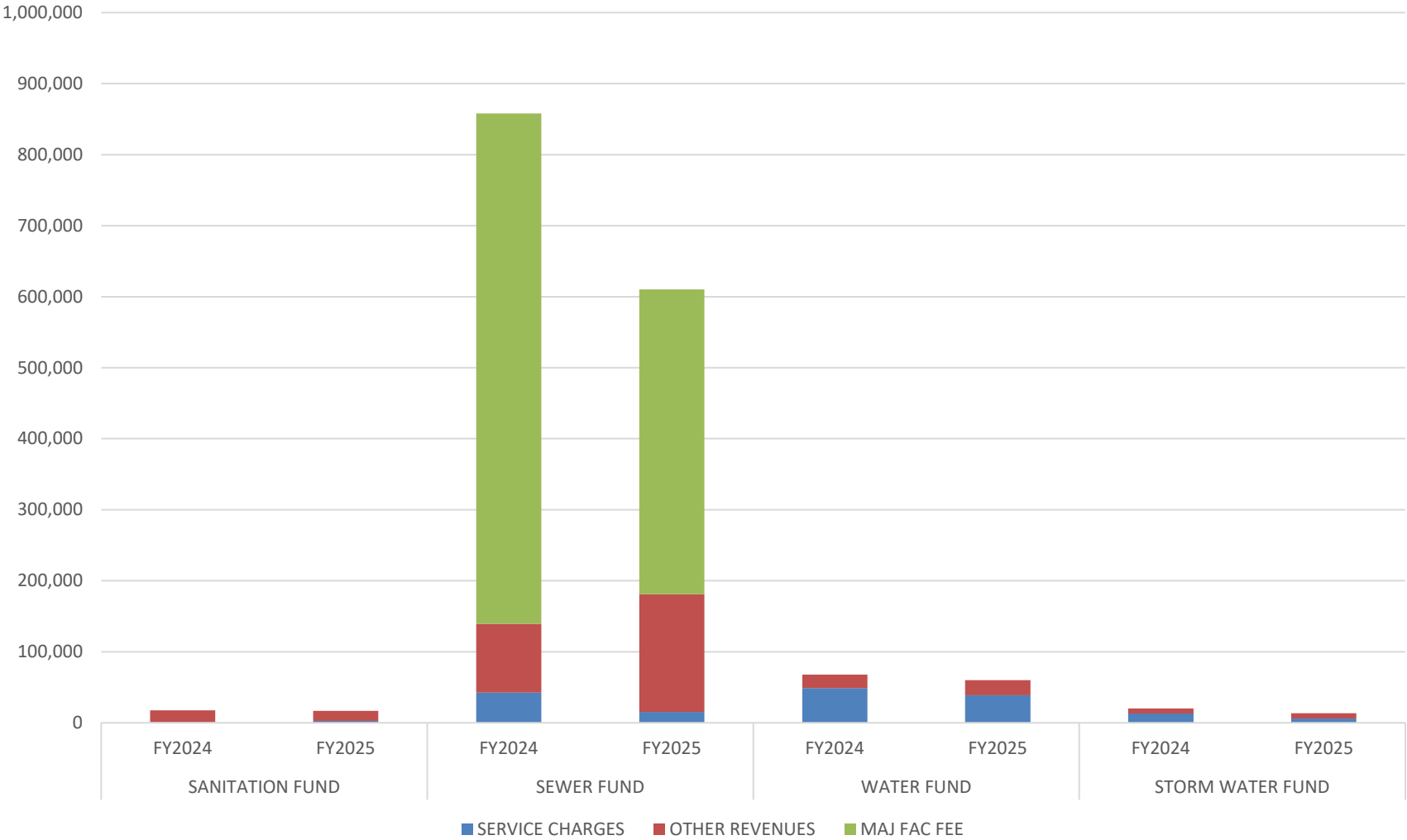


Stormwater Fund Expense By Category

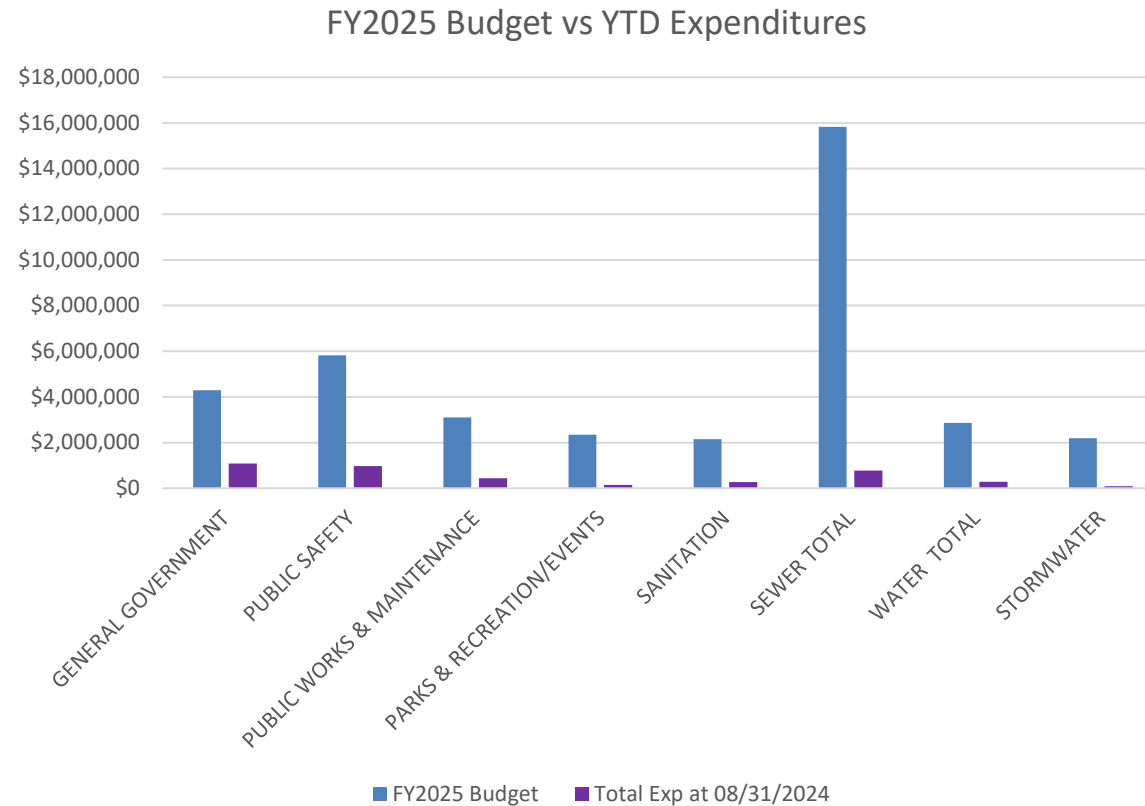
	August 2023	August 2024	FY2024	Year to Date FY2025	Variance	Variance %
SALARY & WAGES	\$15,744	\$10,767	\$20,990	\$21,533	\$543	
FRINGE BENEFITS	\$3,561	\$1,975	\$6,891	\$6,487	-\$404	
	\$19,306	\$12,741	\$27,881	\$28,020	\$138	0.50%
CONTRACTED SERVICES	\$21,793	\$12,678	\$28,762	\$26,254	-\$2,507	
SUPPLIES & MATERIALS	\$1,167	\$270	\$2,350	\$6,581	\$4,231	
OTHER EXPENDITURES	\$0	\$0	\$1,750	\$1,030	-\$720	
	\$22,960	\$12,949	\$32,861	\$33,865	\$1,004	3.05%
CAPITAL OUTLAY	\$16,972	\$14,814	\$16,972	\$29,260	\$12,288	
TRANSFERS	\$0	\$0	\$0	\$0	\$0	
	\$16,972	\$14,814	\$16,972	\$29,260	\$12,288	-42.00%
Total Expenditures	\$59,237	\$40,504	\$77,715	\$91,145	\$13,430	17.28%



YTD Enterprise Fund Revenues



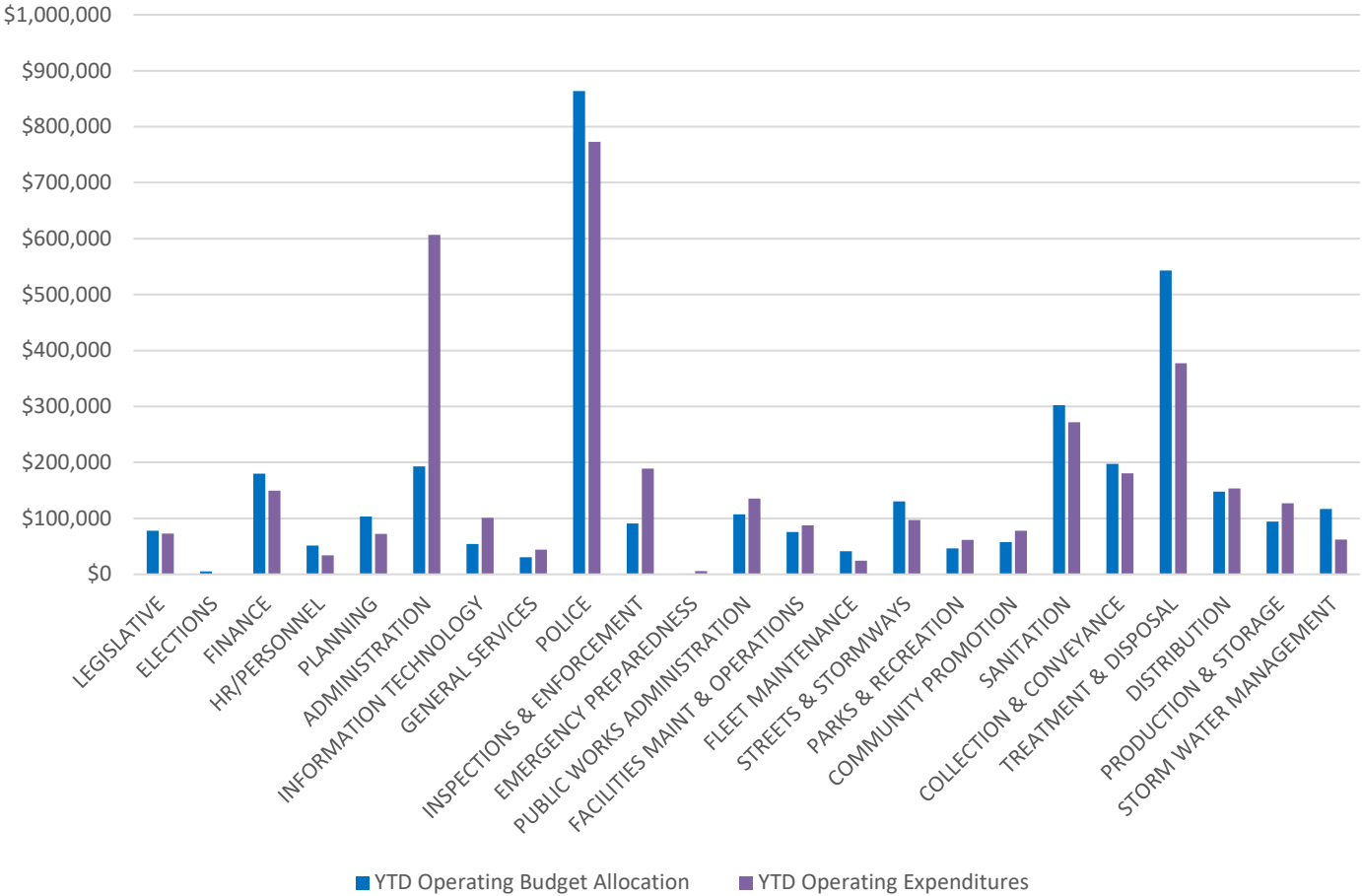
FY 2025 Budget vs Actual YTD



Total Expenditures through August 31, 2024 is \$4,042,779 or 10.5% of FY2025 Budget

Department	FY2025 Budget	Total Exp at 08/31/2024	Budget Remaining	Percent Remaining
LEGISLATIVE	\$472,662	\$73,032	\$399,630	84.55%
ELECTIONS	\$29,540	\$0	\$29,540	100.00%
FINANCE	\$1,081,585	\$149,681	\$931,904	86.16%
HR/PERSONNEL	\$308,710	\$33,822	\$274,888	89.04%
PLANNING-ZONING	\$619,606	\$72,573	\$547,033	88.29%
ADMINISTRATION	\$1,261,898	\$606,714	\$655,184	51.92%
INFORMATION TECHNOLOGY	\$341,878	\$102,191	\$239,687	70.11%
GENERAL SERVICES	\$183,005	\$44,171	\$138,834	75.86%
GENERAL GOVERNMENT	\$4,298,884	\$1,082,184	\$3,216,700	74.83%
POLICE	\$5,239,738	\$773,633	\$4,466,105	85.24%
INSPECTIONS & ENFORCEMENT	\$571,705	\$189,238	\$382,467	66.90%
EMERGENCY PREPAREDNESS	\$9,000	\$5,931	\$3,069	34.10%
PUBLIC SAFETY	\$5,820,443	\$968,802	\$4,851,641	83.36%
PUBLIC WORKS ADMINISTRATION	\$649,715	\$135,617	\$514,098	79.13%
FACILITIES MAINT & OPERATIONS	\$664,757	\$87,742	\$577,015	86.80%
FLEET MAINTENANCE	\$255,372	\$24,488	\$230,884	90.41%
STREETS & STORMWAYS	\$1,534,964	\$185,037	\$1,349,927	87.95%
PUBLIC WORKS & MAINTENANCE	\$3,104,808	\$432,885	\$2,671,923	86.06%
PARKS & RECREATION-GENERAL	\$1,979,682	\$61,806	\$1,917,876	96.88%
COMMUNITY PROMOTION	\$365,443	\$77,797	\$287,646	78.71%
PARKS & RECREATION/EVENTS	\$2,345,125	\$139,603	\$2,205,522	94.05%
Total General Fund	\$15,569,260	\$2,623,474	\$12,945,786	83.15%
SANITATION	\$2,154,009	\$271,965	\$1,882,044	87.37%
COLLECTION & CONVEYANCE	\$4,279,693	\$377,000	\$3,902,693	91.19%
TREATMENT & DISPOSAL	\$11,548,413	\$398,875	\$11,149,538	96.55%
SEWER TOTAL	\$15,828,106	\$775,876	\$15,052,230	95.10%
DISTRIBUTION	\$2,302,065	\$153,258	\$2,148,807	93.34%
PRODUCTION & STORAGE	\$564,110	\$127,062	\$437,048	77.48%
WATER TOTAL	\$2,866,175	\$280,319	\$2,585,856	90.22%
STORMWATER	\$2,185,274	\$91,145	\$2,094,129	95.83%
Total Town Wide	\$38,602,824	\$4,042,779	\$34,560,045	89.53%

Operating YTD Budget Allocation vs YTD Expenditures



The YTD Budget Allocation is for two months to represent 07/01/24 – 08/31/24, dividing the total FY budget over 12 months.

Finance Department Updates

- The finance staff is now submitting the documentation for the auditors selected testing items. The state approved the Town's extension through December 31, 2024.
- Met with Tyler Technologies for Account Payable automation. Implementation is scheduled for November 11, 2024.
- Departments are setup to submit purchase request through the requisition process in Tyler Pro 10. This eliminates the paper process for submitting purchases over \$5,000.
- IT and Finance worked together and submitted two grant applications for cybersecurity support through the Maryland Department of Information Technology. An update on the applications are expecting November 3, 2024.
- The town is receiving one year of Amazon Prime free. This will promote our efforts in controlling the increased operating costs.
- We have switched the employee credit card program which provided the town with an online platform to simplify the management of town issued credit cards.

TOWN OF LA PLATA
Department of Human Resources

To:	Mayor & Council
From:	Monica L. Kennedy, Director of Human Resources
Date:	October 29, 2024

Talent Management

- Promotion – Mosrie, Aaron to Director of Inspections effective 10/07
- Town Clerk – Start date moved to 01/02 due to relocation needs
- PD – Two vacancies

Miscellaneous

- All employees are assigned to Cybersecurity training. Due 11/15

cc: Human Resources

TOWN OF LA PLATA

Department of Human Resources

WEB

1. Navigate to **Time & Labor > My Timesheet**.
2. Apply **Approval** in two ways:
 - Select **Approve All** to approve all days.
 - Enable the **Approve** checkbox for individual days. Although the **Approve** box can activate for blank dates, a checked box only saves for dates with time recorded.
3. Select **Save** before navigating away from the timesheet.

Employee Timesheet

Date Range: 10/07/2018 - 10/13/2018 Prev Current Next

☒ Approve All
 ☐ Unapprove All

10/07/2018 - 10/13/2018

Date	Pay Type	Start Time	End Time	Cost Center	Notes	Reg	Supv App	Delete
Sunday 10/07/2018	Work	08:00 AM	03:30 PM	100/3/---		7.50 hrs		×
☐ Approve						Totals	7.50 hrs	
Monday 10/08/2018	Work	08:00 AM	03:30 PM	100/3/---		7.50 hrs		×
☐ Approve						Totals	7.50 hrs	
Tuesday 10/09/2018	-- Select --			100/3/---		0.00 hrs		×
☐ Approve						Totals	0.00 hrs	
Wednesday 10/10/2018	Work	08:00 AM	03:30 PM	100/3/---		7.50 hrs		×
☐ Approve						Totals	7.50 hrs	
Thursday 10/11/2018	-- Select --			100/3/---		0.00 hrs		×
☐ Approve						Totals	0.00 hrs	
Friday 10/12/2018	-- Select --			100/3/---		0.00 hrs		×

MOBILE

1. **Log In** to the Paylocity Mobile App.
2. **Access Timesheet**.
3. Tap **Approve**.

NOTE: The **Approve** Button won't appear for weeks with no time recorded. Users cannot approve blank timecards.
4. Approve shifts:
 - Tap **Select All** to choose all timesheet entries.
 - Tap the fields next to the individual entries to approve.
5. Tap **Update** to save the selections. Approved shifts display with the green **Approved** icon.
6. Tap **I Accept** to provide the acknowledgement if applicable. An approval flag appears next to any approved entry or time off request.

Department of Inspections and Permits
October 2024

- Construction underway for the 7-Eleven at Rosewick Corner. All necessary inspections scheduled.
- Hawthorne Center (6565 Crain Highway) expected to begin construction in November. (located in between Popeyes and the Shelton Shopping Center. There will be 8 commercial units with no tenants line up at this time)
- Charles County Government has expressed interest in demolishing the La Plata National Guard Armory located at 14 W. Hawthorne Road. Permit expected soon.
- Code Enforcement is aggressively enforcing the Town's FOG (Fat, Oil, & Grease) ordinance. This effort is to minimize sewer backups that result from the lack of maintenance and neglect of grease interceptors and grease traps located at commercial food establishments within the Town.
- Rosewick Apartments, 134 Rosewick Corner Place has been issued a U & O for building A.
- Code Enforcement has conducted inspections and initiated enforcement for dust control practices within Pinegrove. This effort is to minimize the dust from disturbed soil surfaces and the negative impact it has on the community.



La Plata Police Department La Plata, Maryland



Monthly Council Report

Monthly Statistics for September/October 2024:

Crime & Calls for Service:

- Officers responded to 1,466 calls for service. This is a YTD increase of 8.9% over 2023.
- There were two burglaries in September. The agency is trending towards a five-year high. Commercial burglaries are the primary causative factor.
- Mental health related calls continue to occupy patrol officers time. There were four emergency psychological evaluations in September. YTD there have been 42.
- Detectives and patrol officers investigating a family related theft recovered approximately \$60,000 worth of pawned guitars.
- A patrol officer successfully identified a theft suspect from Lowes who had stolen approximately \$9,000 worth of stolen merchandise.

Mutual Aid:

- Members of LPPD's SERT team responded to assist CCSO and other allied agencies partners search for a critical missing non-verbal autistic child. Unfortunately, the child was located deceased in a pond.

Community Policing:

- At a local Autism and Disabilities Conference, members of LPPD provided a demonstration on Project Lifesaver to numerous individuals.
- The agency held its 11th Annual Kent Avenue Corridor Block Party.
- LPPD held its 3rd Annual Faith & Blue Event at Wills Park.

Key Training Classes:

- LPPD completed supervisor in-service. The topics included supervisory management of the following topics: Response to Resistance; Pursuits; Missing Persons; and, Domestic Violence.
- Officer Shuar attended Maryland's Impaired Driving Conference.
- LPPD hosted LGIT training on Case Law Updates & Rulings Pertaining to the 1st and 4th Amendments.

A Nationally Accredited Law Enforcement Agency



TOWN OF LA PLATA
305 Queen Anne Street
Post Office Box 2268
La Plata, Maryland 20646

MEMORANDUM

To: Michelle Miner, Assistant Town Manager

From: Kelly Phipps, Legislative Services 

Subject: Department Highlights – October 2024

Date: 10/23/2024

Please see below the significant activities of the Legislative Department during October 2024.

- Public Information Act Requests
 - None
- Awards & Recognition
 - Town Seals (2): Noel Cervino Retirement; Vivian Lucas 100th birthday
 - Proclamations (5): Breast Cancer Awareness Month; National Code Compliance Month; National Disability Employment Awareness Month; Pedestrian Safety Month; Walktober
- Training/Conferences
 - Main Street Maryland Conference (10/07 – 10/08)
 - Charles County Economic Development Department Fall Meeting (10/29)
- Interagency Activity
 - Downtown La Plata Walking Tour with Charles County Citizens Academy and Economic Development Department (10/10)
- Boards and Commissions
 - Vacancies
 - Board of Appeals (Alternate members)
 - Design Review Board (Alternate) (1 vacancy)
 - Ethics Commission (1 vacancy)
 - Parks & Recreation Commission (1 vacancy)
 - Beautification Commission/Keep La Plata Beautiful
 - Community cleanup: Phoenix Run basketball courts – Kent Ave. train crossing (10/20)

Sept 19 – Oct 16, 2024

Lead & Copper Rule Revisions (LCRR) Project

What is LCRR? Federally mandated initiative to further reduce lead exposure in drinking water. All water systems required to identify water pipe materials by 10/16 and submit inventory to the state, make public aware of system details, and send notifications to customers, where service lines are Unknown, Lead, or Galvanized Requiring Replacement (GRR), no more than 30 days after initial inventory submission.

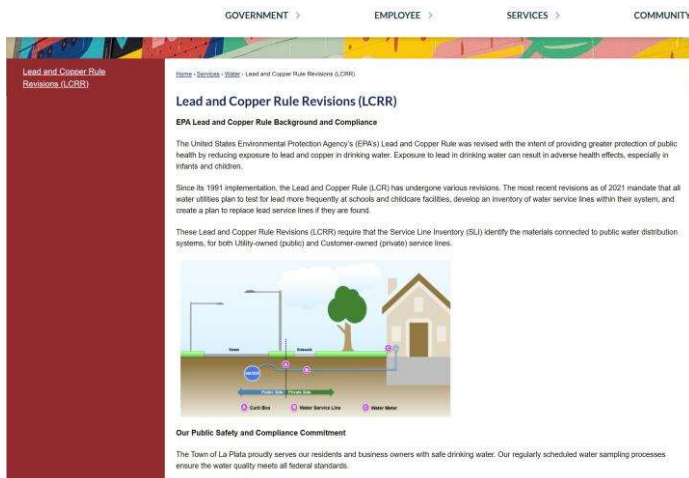
EPA Basic Information About Lead ([epa.gov](https://www.epa.gov/lead))

October 16, 2024 LCRR deliverables met:

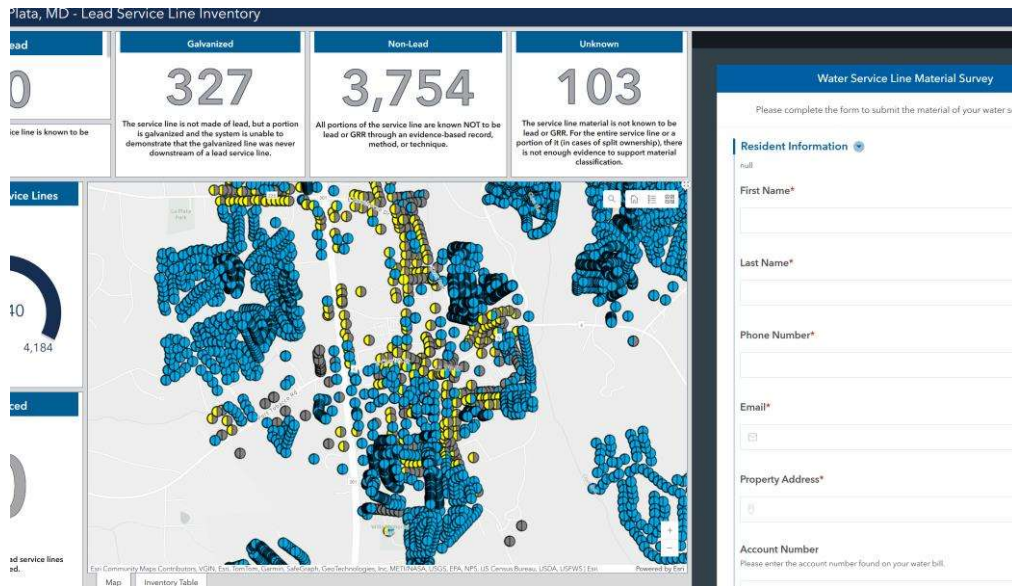
- ✓ Service Line Inventory (SLI) Development and submission to MDE
 -  Final Submitted La Plata Water 10.16.24 MDE LCRR SL Inventory Spreadsheet.xlsm

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- ✓ SLI public awareness
 - Updated Town website with project details
 - [Lead and Copper Rule Revisions \(LCRR\) | La Plata, MD \(townoflaplata.org\)](#)



- Developed Customer Dashboard to highlight overall system statistics, allows customers to view location specific pipe details, and offer online survey to assist in identifying unknown service lines
[Town of La Plata, MD - Service Line Customer Dashboard \(arcgis.com\)](#)
 - Minor application tweaks still in progress



Up Next – Due by Nov 15, 2024

- Send notification to customers with Unknown water pipe materials
 - Partnering with 120Water (*final approval pending attorney review*) to send notifications to customers with unknown, Lead or GRR service lines, and support efforts to identify all unknown water pipe materials within our system

Looking forward – EPA will make announcements regarding further LCRR improvements in 2025. Improvements to include more frequent water sampling, and preparation for risk mitigation and pipe replacement. Water systems will be required to repair/replace lead and GRR service lines (both public and private portions) by 2035. We're hearing that grant funding applications have not yet been released. Liz Johns, with 120Water, will communicate grant funding opportunities as soon as they are available.

Monthly SWM Report

09/19/2024 to 10/22/2024

- Stormwater Priority List (no particular order): North Oak to Social Services Drainage (~800LF), 1404 & 1343 Redwood Cir, 1327 Redwood, Tilghman Lake Sediment Settling Basins, 1006/1008 Norfolk (pending HOA dedication), 1033 Wiltshire/1028 Suffolk (pending HOA dedication), 405 Patuxent Ct
- Tilghman Lake Dam Rehabilitation – Clay core excavation and outfall pipe work pending unsuitable E&S permit approval. Riser under construction
- NPDES
 - Quailwood Pkwy – Easements pending
 - Redwood Lake – Final permit application submitted
 - Agricopia Sec 1 Pond – Required Dam Breach Analysis pending Attorney approval
 - Caroline Drive South & Morris Dr East – design under development
 - NPDES Annual report pending

Town of La Plata

Executive Search Services – Planning Director

PROPOSAL / OCTOBER 25, 2024



October 25, 2024

Michelle Miner
Assistant Town Manager
Town of La Plata
305 Queen Anne Street
La Plata, MD 20646

Subject: Proposal for Executive Search Services

Dear Michelle Miner:

We are pleased to submit this proposal for executive search services. Our focus has always been to help local government and utility clients solve their financial, organizational, and technology challenges. We are dedicated to providing management consulting services, including executive search, to local governments and the utility industry.

Our project team for the Town comprises skilled professionals, seasoned in local government management with search experience across the country. Our team has completed over 350 searches, and we have had significant success in identifying and retaining ideal candidates who meet each organization's unique set of needs and expectations. We are confident our approach will result in a successful leader for the organization. Our mission is to strengthen communities, and we do this by helping them find the best leaders to help move their organizations forward.

Catherine Tuck Parrish will serve as the Lead Recruiter. Catherine has 14 years of executive recruitment experience, including working with the Town of La Plata, as well as many other municipalities in Maryland and Virginia.

We look forward to the opportunity to serve the Town of La Plata. If you have any questions, please contact Catherine Tuck Parrish, our executive search practice leader, using the following contact information:

Catherine Tuck Parrish, Vice President
Phone: 240.832.1778 / Email: ctuckparrish@raftelis.com

Sincerely,

A handwritten signature in black ink, appearing to read 'Julia Novak'.

Julia Novak, *Executive Vice President*



Making our world better

The Raftelis Charitable Gift Fund allocates profits, encourages employee contributions, and recognizes time to charitable organizations that support:

- Access to clean water and conservation
- Affordability
- Science, technology, and leadership

Raftelis is investing in improved telecommunication technologies to reduce the firm's number one source of carbon emissions—travel.



Diversity and inclusion are an integral part of Raftelis' core values.

We are committed to doing our part to fight prejudice, racism, and discrimination by becoming more informed, disengaging with business partners that do not share this commitment, and encouraging our employees to use their skills to work toward a more just society that has no barriers to opportunity.

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FIRM OVERVIEW

Who We Are

RAFTELIS HELPS LOCAL GOVERNMENTS AND UTILITIES THRIVE.

Local government and utility leaders partner with Raftelis to transform their organizations by enhancing performance, planning for the future, identifying top talent, improving their financial condition, and telling their story. We've helped more than 700 organizations in the last year alone. We provide trusted advice, and our experts include former municipal and utility leaders with decades of hands-on experience running successful organizations. People who lead local governments and utilities are innovators—constantly seeking ways to provide better service to the communities that rely on them. Raftelis provides management consulting expertise and insights that help bring about the change that our clients seek.

TNCG is Now Raftelis

The Novak Consulting Group (TNCG) and Raftelis have always shared a focus on delivering lasting solutions for local government agencies. In January 2020, TNCG joined Raftelis. Today, we provide our clients with wide-ranging capabilities and resources in financial, management, technology, and communications consulting for all areas of local government. Our clients now have the expertise of more than 180 of the country's leading local government and utility consultants, who have decades of experience. We know that our combined capabilities and resources will provide added value to our clients, and we're excited about what we can accomplish together.

We believe that Raftelis is the *right fit* for this project. We provide several key factors that will benefit the Town and help to make this project a success.

RESOURCES AND EXPERTISE: This engagement will require the resources necessary to effectively recruit for your unique position and the skillsets to complete all of the required components. With more than 180 consultants, Raftelis has one of the largest local government management and financial consulting practices in the nation. Our depth of resources will allow us to provide the Town with the technical expertise necessary to meet your objectives. In addition to having many of the industry's leading management and financial consultants, we also have experts in key related areas, like stakeholder engagement and data analytics, to provide additional insights as needed.

DECADES OF COLLECTIVE EXPERIENCE: Our associates and subject matter experts have decades of experience in strengthening local municipalities and nonprofit organizations. They've served in a wide range of positions, from city manager to public works director to chief of police.

PERSONAL SERVICE FROM SENIOR-LEVEL CONSULTANTS: You appreciate it when deadlines are met, phone calls are returned, and your challenges are given in-depth, out-of-the-box thinking. While other firms may assign your business to junior-level people, our approach provides exceptional service from senior-level consultants.

NICHE EXPERTISE: Our expertise lies in strengthening public-sector organizations. We're consulting specialists rather than generalists, focusing our strengths to do a highly effective job for a specific group of clients.

Firm Capabilities



EXECUTIVE SERVICES: Identify and develop top talent to lead local governments and utilities

- Executive recruitment
- Executive coaching
- Executive performance evaluations



COMMUNICATION: Inform and engage with your stakeholders to build understanding and support

- Strategic communication planning
- Public involvement and community outreach
- Public meeting facilitation
- Graphic design and marketing materials
- Media and spokesperson training
- Risk and crisis communication
- Social media strategy
- Visual facilitation
- Virtual engagement
- Technical writing and content development



STRATEGIC PLANNING/FACILITATION:

Plan for the future to guide your organization to success

- Organization, department, and community-based strategic planning
- Climate action planning
- Effective Board / Commission / Council governance
- Retreat planning and facilitation



ORGANIZATIONAL ASSESSMENT: Identify needs, plan for the future, and implement positive changes

- Organizational and operational assessments
- Performance measurement
- Staffing analysis
- Sustainability
- Organizational climate and culture
- Asset management and operations
- Regional collaboration and service sharing



FINANCE: Promote financial integrity and the equitable recovery of costs to achieve your objectives

- Rate, charge, and fee studies
- Financial and capital planning
- Cost of service and cost allocation
- Customer assistance programs
- Affordability analysis
- Utility valuation
- Budget development
- Financial condition assessments
- Debt issuance support
- Economic feasibility and analysis
- Regulated utility support



TECHNOLOGY: Gain insights from your data and develop tools to increase effectiveness and engagement

- Cybersecurity services
- Strategic technology planning services
- Financial management technology services
- Customer management technology services
- Maintenance and asset management technology services
- Data management, analytics, and visualization
- Custom software solutions



SOLID WASTE SERVICES: Deliver effective solid waste services while ensuring financial sustainability and customer engagement

- Solid waste plans
- Grant application assistance
- Planning, procurement, and implementation
- Regulation and compliance
- Benchmarking and best practices



STORMWATER UTILITY SERVICES: Implement sustainable financial practices to equitably fund your stormwater program

- Stormwater utility development and implementation support

PROJECT APPROACH

Executive Search Strategy

When organizations need to fill key positions, they turn to Raftelis and benefit from this guiding principle: meaningful hiring involves finding the right employee and preparing them for ongoing success. Our approach to executive search services comprises three key phases.

Inquiring, Understanding, and Defining

Each of our clients has a unique culture and set of objectives. Because selecting the right individual is critical to success, we begin our relationship by conducting a needs assessment to identify the specific benchmarks the search must accomplish. We will identify qualifications and requirements as well as map out the new hire's first-year goals, so both our client and the employee remain on the same track for success. We will build an accurate position profile, thus ensuring we attract the right people for the position.

Candidate Search and Evaluation

To reach the right candidates, Raftelis customizes each search process to fit the client's needs. Often, the professionals who best fit an open position are already employed and not searching for a traditional job posting. So, we leverage our extensive, diverse professional network to attract the best talent nationwide. We have been successful in identifying a candidate pool that is racially, ethnically, and gender diverse. We are committed to helping local government leadership positions reflect the communities they serve. We work closely with several organizations that support this goal, and we advertise in national publications that target people of color and women, including the National Forum of Black Public Administrators (NFBPA), the Local Government Hispanic Network, and the League of Women in Government. We intentionally seek well-qualified women and people of color so our clients have excellent choices. Once the right candidates are found, we help manage the hiring process, from interviews to background checks. Our in-depth service empowers clients to achieve their goals at every step.



39% of our recruitments resulted in the hiring of **females**

21% of our recruitments resulted in the hiring of **people of color**

Supporting Success

We support the top candidate's long-term success by creating a goals-driven work plan that is actionable from day one. Many firms focus solely on finding qualified applicants, leaving the client on their own once the position is filled. Our team, however, uses the objectives gathered during the inquiry stage to prepare new hires for their first year. We take a tailored, goals-based approach to each recruitment. By looking beyond the hiring process, our holistic view ensures that each candidate will fit the role as well as the organization. In the end, we are not just looking for a successful professional; we are finding the right employee to be successful in their new position long after they are hired.

Work Plan

THE FOLLOWING PROVIDES A DETAILED DESCRIPTION OF OUR WORK PLAN FOR THE PLANNING DIRECTOR RECRUITMENT.

Activity 1 – Develop Candidate Profile

We will begin this engagement by developing a clear picture of the ideal candidate for this position. We will begin by speaking with the Mayor and Assistant Town Manager to discuss the timeline and process. We will also facilitate one other meeting to gather input from staff in the Planning Department. We will discuss not just the technical skills needed for the position, but what makes for the right organizational fit in terms of traits and experiences. All meetings will be virtual, except for the final interviews, which will be in person.

Based on the information learned from our meetings, we will develop a recruitment plan that includes Maryland and the nation. We will prepare a position profile that is unique to the Town of La Plata. The profile will identify the organization's needs, the strategic challenges of the position, and the personal and professional characteristics of the ideal candidate. This document drives the recruitment. It focuses our efforts on the most capable candidates, and it helps us to persuade candidates to pursue the position. We will develop a recruitment brochure for advertising the position which includes the position profile, as well as information on the organization, the Town, and the community. We will work with the Town to eliminate barriers to underrepresented groups, including years of service, levels of education, and other strict requirements that might eliminate someone who can do the job.

We will also develop first-year organizational goals for the successful candidate. These goals will ensure that the applicants know what will be expected of them should they be hired, the Town has thought about what it wants the person to accomplish in the first year, and the successful candidate can hit the ground running with a work plan. Once drafted, we will review the recruitment plan, position profile, and first-year goals with the Town Manager. Modifications will be made as necessary before recruitment begins.

DELIVERABLES:

- Detailed recruitment process documents, including recruitment plan, position profile, and first-year goals

Activity 2 – Conduct Outreach and Initial Screening

As part of the recruitment plan, we will identify key states and metro areas to focus our targeted recruitment. We will prepare and place advertisements in state and national publications and websites to attract candidates throughout the United States. While this will be a national search, we will target our efforts to those key areas identified in the recruitment plan. We understand the importance of having a diverse applicant pool, so our recruitment strategy includes a robust outreach strategy to identify and attract well-qualified individuals from underrepresented groups and encourage them to apply. In our outreach, we ensure we place job postings in places that target women, minorities, and other underrepresented groups. We also utilize our networks across the country to find and attract well-qualified candidates from a variety of backgrounds to apply and be considered. In addition, our recruiters have participated in conferences like NFBPA and Engaging Local Government Leaders (ELGL) for networking, a Diversity, Equity, and Inclusion cohort through the International City/County Management Association (ICMA), and several leadership academies for women in local government in different states.

We will place job postings with national, state, and regional professional organizations such as the American Planning Association (APA), State Chapters of the APA in the Mid-Atlantic, ICMA, Maryland Municipal League, a LinkedIn Job Ad, and other places as identified in the recruitment plan. We also recommend national organizations such as ELGL, NFBPA, and the Local Government Hispanic Network to attract underrepresented groups and provide a more diverse applicant pool. We will also reach out to historically black colleges and universities and other targeted alumni networks that have graduates from diverse backgrounds and ask them to share our postings.

As soon as the advertisements are completed, we will begin the process of actively and aggressively marketing the position and identifying qualified candidates for assessment. We will pinpoint individuals and jurisdictions to reach out to directly through phone and email. We will also utilize social media (LinkedIn, Twitter, and Facebook) to broaden our reach. We have found that this combination of outreach is an effective way to reach top applicants, especially those who are not currently in the job market but may be willing to consider a move to an excellent organization like the Town of La Plata.

We will reach out to the applicants in our extensive database as well as the prospective candidates we have targeted in previous recruitments for similar jurisdictions. We will also develop a list of additional candidates to pursue based on the Town's unique needs. Our outreach includes seeking well-qualified women and people of color and encouraging them to apply.

As applications are received, we will acknowledge each one and keep applicants aware of the status of the process. We will screen each applicant against the position profile and first-year goals. We will conduct interviews via phone or videoconference with those who most closely meet the profile to learn more about their interest, qualifications, and experience for this position. A written summary of these candidates will be prepared and shared with the Town. We will then meet with the Town Manager to review the entire list (if desired) as well as the most qualified candidates who have the requisite skills, experiences, and traits needed for success in the position. Based on the Town Manager's direction, we will finalize a list of four to six candidates to invite for interviews.

DELIVERABLES:

- Placement of ads and job postings
- Targeted outreach to passive candidates
- Candidate review materials, including screening results and internet search

Activity 3 – Support Interviews and Selection

Each person you wish to interview will then be contacted again by our recruitment team. We will plan and facilitate a multi-step interview process specific to the position. The process could include writing exercises, presentations, panel interviews, tours, and a department director or key staff meet-and-greet. A book that contains customized interview questions and information about each of the candidates invited to interview will be provided to those involved in the interview process. We will also facilitate pre- and post-interview briefings.

We will coordinate the logistics of the process and provide the candidates with the details along with any travel policy requirements or other information. We will also work with a Town contact to ensure a suitable venue is arranged for the interviews. Expenses for the candidates will be borne and reimbursed directly by the Town.

The Town will select the top candidate. We can help make a well-informed choice by framing what we have learned about the candidates in the context of the position and its requirements. We will speak with candidates' references

to confirm the strength of their credentials. We will also conduct a media check to review published information found in search engines, online publications, and social media. Reference and background checks will be performed on the top candidate, including but not limited to education, credentials, employment history, criminal background check, civil litigation check, and credit history.

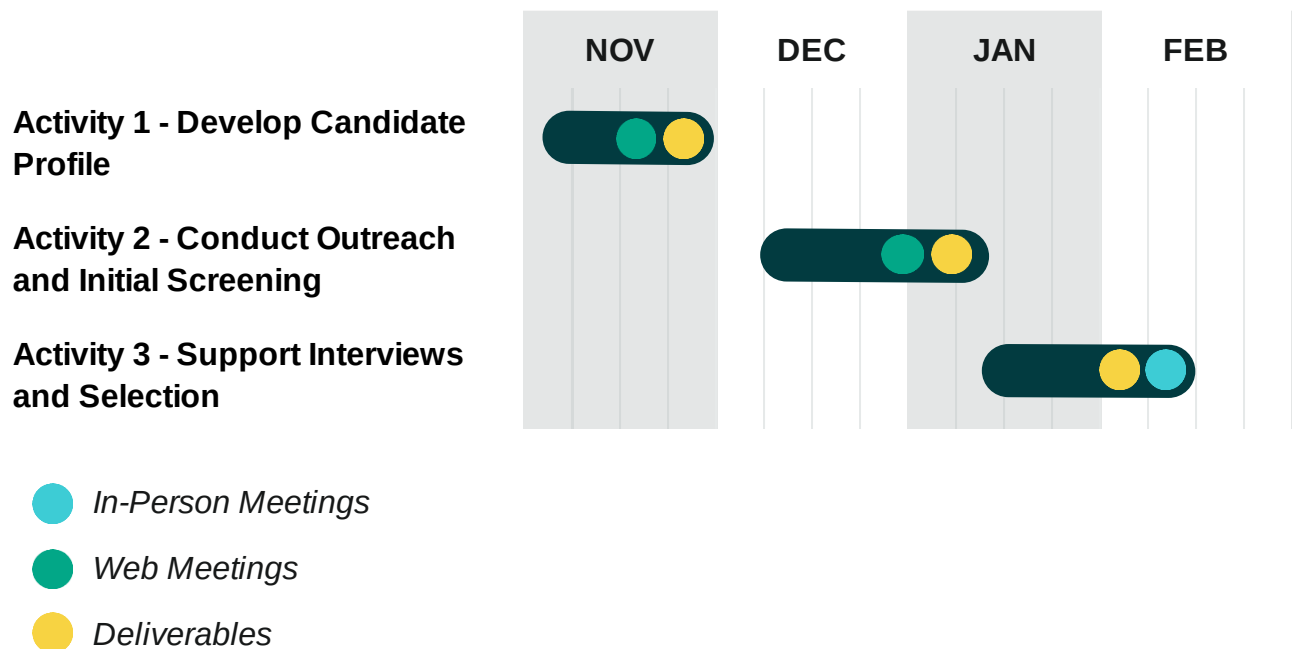
We also can assist in negotiating the employment offer. We will provide information about best practices in salary and total compensation, and we will have obtained information on the candidate's salary preferences. We will keep candidates apprised of their status and release them at the appropriate time.

DELIVERABLES:

- Interview book materials
- References and background check on top candidate

Recruitment Timeline

Included below is a draft timeline. We expect to review this with the Town during Activity 1 and adjust it as necessary as we develop the recruitment plan.



REFERENCES

References

Raftelis is uniquely positioned to perform this recruitment because of our knowledge of local government and our extensive network across the nation. Our clients tell us we are more than just consultants—we are trusted advisors. The following table lists a few comparable recruitments we have conducted and references for each of them.

Client	Reference
City of Rockville, Maryland • City Attorney (2021) • Community Planning and Development Services Director (2018) • City Manager (2016)	Monique Ashton, Mayor P: 240.314.8291 E: mashton@rockvillemd.gov
City of Gaithersburg, Maryland • City Attorney (2024) • Finance Director (2022, 2020) • IT Director (2022) • Public Works Director (2020, 2013) • City Manager (2020) • Director of Finance and Administration (2019) • Engineering Services Division Chief (2019)	Tanisha Briley, City Manager P: 301.258.6300 E: tanisha.briley@gaitthersburgmd.gov Dennis Enslinger, Deputy City Manager P: 301.258.6310 E: dennis.enslinger@gaitthersburgmd.gov
City of Fairfax, Virginia • City Manager (2024, 2018) • Deputy City Manager (2023) • Police Chief (2018)	Sara Greer, Director of Human Resources P: 703.385.7835 E: sara.greer@fairfaxva.gov

RECRUITMENT TEAM

Recruitment Team

WE HAVE DEVELOPED A TEAM OF CONSULTANTS WHO SPECIALIZE IN THE SPECIFIC ELEMENTS THAT WILL BE CRITICAL TO THE SUCCESS OF THE TOWN'S RECRUITMENT.

Our team includes senior-level professionals to provide experienced project leadership with support from talented consultant staff. This close-knit group has frequently collaborated on similar successful recruitments, providing the Town with confidence in our capabilities. On the following pages, we have included resumes for each of our recruiting team members.



Catherine Tuck Parrish

PROJECT DIRECTOR/LEAD RECRUITER

Vice President

PROFILE

Catherine has 30 years of management experience working for local governments of all sizes, nonprofit organizations, and associations. She leads the firm's executive search practice and has conducted over 160 searches for managers/administrators; police chiefs; fire chiefs; directors of public works, planning, economic development, finance, human resources, and human services; and other key positions in local governments across the country.

In addition to executive recruitment, she has facilitated numerous governing body workshops, staff retreats, and strategic planning sessions. Her work as a consultant includes project management and contributions to several local government projects, such as process improvement studies, departmental assessments, planning and permitting process reviews, and policy development.

Catherine's most recent local government experience was as deputy city manager in Rockville, Maryland, where she oversaw parks and recreation, human resources, information technology, finance, neighborhood resources (citizen engagement), communications, customer service, and intergovernmental functions. She also served as acting city manager in Rockville for nearly a year. Before joining Rockville, Catherine served as assistant to the county executive in Fairfax County, Virginia, working on change management issues, including a new pay system, employee surveys, implementation plans, and internal communication improvements. Catherine has served as an ethics advisor at the International City/County Management Association (ICMA), counseling elected officials and citizen groups regarding employment agreements, forms of government issues, and recruitment. She also worked for the City of Denton, Texas.

She chaired the ICMA's Acting Manager Task Force, which produced a handbook for interim managers. She also led the Maryland City/County Management Association (MCCMA) as president and vice president. She served as president, vice president, and secretary of the Metropolitan Association of Local Government Assistants in the Washington, D.C. metro area. Catherine has spoken at national and state conferences on a variety of topics, including recruitment trends, civility, effective councils, ethics, forms of government, human resources, long-term financial planning, budget strategies, developing high-performing organizations, and leadership. She has also spoken at the National League of Cities Leadership Training Institute on recruiting and evaluating the CEO. She is a certified instructor of the Myers-Briggs Type Indicator instrument.



Specialties

- Executive search
- Strategic planning
- Facilitation
- Strategy development and implementation
- Community engagement
- Employee engagement

Professional History

- Raftelis: Vice President (2021-present); Senior Manager (2020-2021); Executive Search Practice Leader, The Novak Consulting Group (2010-2020)
- Management Partners: Senior Manager (2009-2010)
- City of Rockville, Maryland: Deputy City Manager/Acting City Manager/Assistant City Manager (2001-2009)
- Fairfax County, Virginia: Assistant to the County Executive (1998-2001)
- ICMA: Ethics Advisor/ Senior Local Government Programs Manager (1994-1998)
- City of Denton, Texas: Administrative Assistant to the City Manager (1990-1994)

Education

- Master of Public Administration - University of Kansas (1990)
- Bachelor of Arts in Communication Studies/Personnel Administration - University of Kansas (1988)

Professional Memberships

- International City/County Management Association (ICMA)
- Engaging Local Government Leaders (ELGL)
- Maryland City/County Management Association (MCCMA)

Heather Gantz

RECRUITER Senior Manager

PROFILE

Heather has over 20 years of leadership experience in recruiting, talent acquisition, and executive search, with the last 15 years focused on local government. She leads executive searches for the firm, where she is known for her thoroughness as well as engendering trusting relationships with both the client and candidate while providing exceptional customer service throughout the process.

Heather has conducted over 75 searches in the public sector. She has delivered positive search outcomes for dozens of high-profile public organizations and is an expert at guiding strategy and tailoring outreach to find even the most niche candidates. Heather has successfully recruited for city and county managers and administrators, deputy and assistant managers, human resources, finance, community and economic development, public safety, parks and recreation, public works, and many more local government professionals. In addition, she has led numerous executive-level searches in the social/nonprofit sector and recruited leadership positions for technology, creative, accounting, and finance professionals in the private sector.

In addition to executive recruitment, Heather has experience supporting organizational effectiveness. She is known for providing effective leadership development and contributing to employee growth and development initiatives. Heather has advised individuals and small groups on career transition and job search strategies. Topics include knowledge and skill assessment, resume development, LinkedIn, networking, interview preparation, and salary and offer negotiation. Heather has also completed several leadership evaluations and performance reviews for local government leaders.

Heather has a passion for supporting diversity and innovation in the public sector. She served as an early Advisory Board Member for ELGL and remains an active and involved member in support of their mission of engaging the brightest minds in local government. In addition, Heather has served as a recurring speaker and presenter at the Northwest Women's Leadership Academy (NWWLA) in support of advancing women into leadership roles from a variety of backgrounds in local government.



Specialties

- Executive Search
- Leadership Development
- Employee Growth and Development
- Innovation
- Facilitation
- Project Management
- Community Engagement
- Diversity of Thought

Professional History

- Raftelis: Senior Manager (2022-present); Manager (2020 – 2021)
- Waldron: Director (2007-2020)
- Private Sector Recruiter (1996-2007)

Education

- Bachelor of Arts in Business Management - University of Phoenix (2000)

Professional Memberships

- Engaging Local Government Leaders (ELGL)

Pamela J. Wideman

RECRUITER Senior Manager

PROFILE

Pamela has over 25 years of experience in leading local government teams, with the last 10 years in executive leadership with the City of Charlotte. She is adept at forging creative solutions to government and community issues at the local level, with service to the community as the foundation of her leadership style. She is known for her thoroughness as well as engendering trusting relationships with elected officials, executive leadership across public, private, and non-profit organizations, and residents, all while providing exceptional customer service throughout the process.

Pamela most recently served as the Director of the City of Charlotte's Housing & Neighborhood Services Department, leading a team of over 200 staff across five key divisions. Pamela shaped Charlotte's affordable housing landscape and managed the oversight of millions of public dollars. She helped create and preserve over 5,000 affordable housing units, created and successfully deployed COVID-19 Pandemic relief programs for rent, mortgage, utility, and deposit assistance to keep vulnerable residents housed during the pandemic, developed a new local rental subsidy program, and managed over \$68 million in homelessness support and prevention.

During her work there, Pamela hired numerous staff members for her Department and participated on executive search panels for positions both with the City of Charlotte as well as with other municipalities and organizations. Pamela is a highly sought-after speaker for her expertise in affordable housing and has spoken on numerous panels across the country. Pamela strongly believes that "service is the rent we pay for living on this earth" and is often asked to share her public sector experiences with students, professional trade organizations, and local municipalities.

Pamela has a passion for developing and implementing solutions that serve the community. She served as an early Advisory Member for the Greenlight Fund in Charlotte, and on the Mayors and CEOs Committee for U.S. Housing Investment. Pamela was awarded the Master of Public Administration Alumna of the Year and received a Leadership in Black Excellence from her alma mater, the University of North Carolina – Charlotte. She was also recognized as a Women's In Leadership Champion by the Charlotte Chapter of the Urban Land Institute. Additionally, she was recognized as one of the top 10 "Behind the Scenes" newsmakers by the Charlotte Business Journal in both 2017 and 2020. She currently serves on the Board of Directors for the United Way of Greater Charlotte and the Children and Family Services Center. She is a member of the International City/County Management Association and the National Forum for Black Public Administrators.



Specialties

- Executive Level Management
- Hiring and Recruitment
- Affordable Housing Expertise
- Community Development Policy and Program Development
- Team Development & Leadership
- Consensus Building
- Community Engagement
- Budget Management

Professional History

- Raftelis: Manager (2021 – Present)
- City of Charlotte: Director of Housing & Neighborhood Services (2017 – 2021)
- City of Charlotte: Housing & Neighborhood Services Deputy Director (2008 – 2016)
- City of Charlotte: Housing & Neighborhood Services Supervisor (2006 – 2008)
- City of Charlotte: Budget Analyst (2003 – 2006)

Education

- Harvard Kennedy School -Senior Executives in State and Local Government (2015)
- UNC-Chapel Hill - Municipal Administration (2007)
- University of North Carolina at Charlotte- Master's in Public Administration (2006)
- Belmont Abbey College -Bachelor of Arts in Business Administration (1999)

Professional Memberships

- International City/County Managers Association
- Urban Land Institute
- National Forum for Black Public Administrators

Robert Colichio

RECRUITMENT SPECIALIST

Senior Consultant

PROFILE

Robert has over 10 years in full lifecycle recruiting, sourcing, interviewing, and professional coaching. As a recruiter Robert has engaged in searches within both the public and social sector. He has successfully worked on recruitments for city and county managers and administrators, deputy and assistant managers, and various director and managerial roles in human resources, finance, community and economic development, public safety, parks and recreation, and public works.

In addition to executive recruiting, Robert has over eight years of combined experience in professional development, career coaching, and career transition management. With over 500 clients served, leading and coaching them through complicated organizational change ranging from individual executive employee transitions to large reductions in force. Work with these clients often included one-on-one coaching over the course of multiple months. Robert additionally hosted and developed multiple large group workshops for companies. He has extensive and diverse project management experience, including technology changes and implementations.

Robert has a Master of Business Administration degree with an emphasis in organizational behavior and a Bachelor of Science in Business Administration with dual concentrations in operational management and marketing with a minor in economics.



Specialties

- Executive search
- Project management
- Facilitation
- Employee growth and development
- Data analysis

Professional History

- Raftelis: Senior Consultant (2023-present); Consultant (2021-2022)
- Waldron: Senior Consultant and Coach (2013-2021)
- Portland State University: Graduate Teaching Assistant (2010-2012)
- Private Sector Consultant: Strategic Planning and Marketing Development (2008-2012)
- Skanska USA: Project and Client Relations Coordinator (2006-2008)

Education

- Master of Business Administration in Organizational Behavior - Portland State University, School of Business (2012)
- Bachelor of Science in Business Administration - University of Oregon, Lundquist College of Business (2006)

Certifications

- SHRM-CP

Professional Memberships

- Society for Human Resource Management (SHRM)

Kelsey Batt

RECRUITMENT SPECIALIST

Consultant

PROFILE

Kelsey joined Raftelis in 2021, helping to facilitate executive level recruitments for local governments across the county. As a strong cross-cultural communicator, Kelsey utilizes her skills and background in professional writing to serve as a launchpad for all her endeavors.

Kelsey graduated from the Honors College at Purdue University in West Lafayette, Indiana where she earned a bachelor's in both Professional Writing and Creative Writing, as well as a Minor in Italian.

During her time as a student, Kelsey worked diligently at the world-renowned Purdue OWL Writing Lab, pairing with over 1,000 undergraduate and graduate students to help develop positive relationships with both writing and the English language. She also competed on the women's Division I Track and Field and Cross-Country teams while at Purdue, earning six Academic All-Conference Honors from the Big Ten.

She has previously worked as a copywriter at Sweetwater Sound where she developed the company's first Copy Style Guide and proposed several researched marketing strategies, focusing on inclusion amidst gender inequality in the music industry. Her ideas can be seen implemented throughout their current sales website and internally. Kelsey also has experience in marketing from her time at SDI Innovations, where she produced and edited social media and blog content.



Specialties

- Executive search
- Recruiting
- Editing

Professional History

- Raftelis: Consultant (2024-present); Associate Consultant (2021-2023)
- The Purdue Writing Lab & Purdue OWL (2017-2021)

Education

- Bachelor of Arts, School of Liberal Arts – Purdue University, West Lafayette, IN (2021)

Alexa Worrell

RECRUITMENT SPECIALIST

Consultant

PROFILE

In May 2022, Alexa joined Raftelis as a recruitment specialist, having completed an internship with the firm's Executive Recruitment Team where she supported numerous search activities.

Prior to Raftelis, Alexa worked as a Talent Generalist Intern at Textron Specialized Vehicles, where she developed a comprehensive leave process guide to ensure more consistent application of the company's policies; researched human resource procedures, policies, and applicable employment laws; and marketed and facilitated an informational event for employees to set up banking needs.

Through her prior work as a Receptionist/HR Assistant, Alexa developed her interviewing and recruiting skills and gained experience in redesigning training manuals for various roles to enhance training processes for future hires.

During her time as a student, Alexa served as recruitment chair of her sorority, where she recruited a new incoming class of over 30 members while also developing positive relationships with the new class and the established members of the chapter. She also assisted with facilitating monthly business development events as a member coordinator for the Advancing Women in Entrepreneurship Business Club.

Alexa earned her bachelor's degree in Sociology and Human Capital Leadership and Management from Miami University in Oxford, Ohio.



Specialties

- Executive search
- Recruiting
- Relationship building

Professional History

- Raftelis: Consultant (2024-present); Associate Consultant (2022-2023)
- Textron Specialized Vehicles: Talent Generalist (2021-2021)

Education

- Bachelor of Arts, School of Liberal Arts – Miami University, Oxford, OH (2021)

COST

Cost

The total fixed fee to complete the Planning Director recruitment, as outlined in this proposal, is \$30,000. This includes all professional fees and expenses for Raftelis.

We estimate the following additional costs to the Town, which would be billed at cost.

Advertising	Approximately \$2,000-\$2,500
Background checks	Estimated at \$175-\$500/finalist
Finalists' interview travel	Borne and reimbursed directly to the finalists by the Town

Advertising and background checks are invoiced as completed. The fixed fee will be invoiced as follows:

Activity 1 – \$7,560	After delivery of the recruitment documents • Recruitment plan • Recruitment brochure • First-year goals
Activity 2 – \$12,405	After the candidate review
Activity 3 – \$10,035	After the interviews are completed

Within six (6) months of the final interview process, should an additional candidate be hired by the Town from the pool of candidates presented by Raftelis for this project, the additional fee shall be \$15,000.

Additional Services

Coaching

Raftelis has trained coaches with practical experience as former practitioners to provide one-on-one coaching with executives, department heads, and mid-level managers. The process includes setting goals, development and execution of a coaching plan, and individual coaching sessions. Local governments and utilities utilize this service to help new leaders acclimate to new roles and responsibilities, adjust to the complexities of the organization and external factors, navigate difficult conversations, improve their interactions with the governing body and/or in public settings, build strong staff teams, and prepare future leadership within the organization.

Cost:

- Typical cost for this service is \$10,000
- Hourly rate for coaches is \$250/hour
- Work is done virtually

Facilitated Evaluations

Raftelis has skilled staff who can deliver a facilitated evaluation for governing-body appointed staff, including managers, attorneys, clerks, treasurers, auditors, etc. This process includes input from every governing body member through the facilitator, self-assessment, a guided conversation in executive session, goal-setting for the next year, and the evaluation document. This allows each member of the governing body's voice to be included, ensures the executive receives meaningful feedback, and is done objectively. This process may also include a 360 component, if desired.

Cost:

- Typical cost for this service is \$13,000 to \$17,000 (depending on scope, such as the inclusion of 360)
- Work is done remotely except for guided executive session

APPENDIX: ADDITIONAL RELEVANT EXPERIENCE

Appendix: Additional Relevant Experience



Recent Executive Search Experience

Client		Position	Client		Position
AZ	Central Arizona Project	General Manager	CO	Fort Collins	Community Services Director
AZ	Clarkdale	Town Manager	CO	Fort Collins	Community Development and Neighborhood Services Director
AZ	Cottonwood	City Manager	CO	Fort Collins	Environmental Services Director
AZ	Oro Valley	Chief Financial Officer	CO	Fort Collins	Natural Areas Director
AZ	Oro Valley	Police Chief	CO	Fort Collins	Recreation Director
AZ	Payson	Town Manager	CO	Fort Collins	Utilities Executive Director
AZ	Peoria	Human Resources Director	CO	Health District of Northern Larimer County	Executive Director
AZ	Scottsdale	Economic Development Director	CO	Lafayette	City Administrator
AZ	Yuma	City Administrator	CO	Louisville	City Manager
AZ	Yuma	Engineering Director	CO	Louisville	Director of Parks and Recreation
AZ	Yuma	Finance Director	CO	Louisville	Director of Planning and Building Safety
AZ	Yuma	Planning and Neighborhood Services Director	CO	Louisville	Human Resources Director
CO	Aspen	Community Development Director	CO	Loveland	Budget Manager*
CO	Boulder	Chief Human Resources Officer	CO	Loveland	Chief Financial Officer*
CO	Boulder	City Attorney	CO	Loveland	City Clerk*
CO	Boulder	City Manager	CO	Loveland	Economic Development Director*
CO	Boulder	Fire Division Chief	CO	Northglenn	Human Resources Director
CO	Boulder	HRIS Manager	CO	Pueblo West Metropolitan District	District Manager
CO	Boulder	Human Resources Director	CO	Westminster	Parks, Recreation, and Library Director
CO	Boulder	Human Resources Senior Manager	CT	Greenwich	Town Administrator
CO	Boulder	Independent Police Monitor	CT	Mansfield	Town Manager
CO	Boulder	Municipal Court Judge	CT	Meriden	City Manager
CO	Boulder	Planning and Development Services Director	CT	Windsor	Police Chief
CO	Boulder	Total Rewards Senior Manager	DE	Kent County	County Engineer/Public Works Director
CO	Boulder	Utilities Engineering Manager	DE	Lewes	Municipal Planning and Development Officer
CO	Denver	Independent Monitor	DE	Milford	City Manager
CO	Fort Collins	Cultural Services Director	DE	Milton	Town Manager
CO	Fort Collins	Deputy City Manager	DE	Rehoboth Beach	City Manager

Client		Position
IA	Cedar Rapids	Utilities Director
IA	Cedar Rapids	City Attorney
IA	Cedar Rapids	Public Works Director
IL	Peoria County	Director, Animal Protection Services
IN	Bloomington	Traffic and Transportation Engineer
KS	Baldwin City	City Administrative Officer
KS	Edgerton	Building Inspector
KS	Edgerton	Community Development Director
KS	Johnson County	Human Resources Director
KS	Merriam	Finance Director
KS	Olathe	Director of Economy
KS	Tonganoxie	City Manager
LA	Orleans Parish School Board	Chief Operations Officer
MD	Aberdeen	Director of APG Privatization
MD	Aberdeen	Police Chief
MD	Aberdeen	Public Works Director
MD	Berwyn Heights	Code Supervisor
MD	Berwyn Heights	Town Administrator
MD	Cambridge	City Manager
MD	Charles County	Director of Community Services*
MD	Charles County	Engineer IV*
MD	Gaithersburg	City Manager
MD	Gaithersburg	Director of Finance and Administration
MD	Gaithersburg	Engineering Services Division Chief
MD	Gaithersburg	Finance Director
MD	Gaithersburg	Public Works Director
MD	Gaithersburg	Public Works and Engineering Director
MD	Gaithersburg	Director of Information Technology

Client		Position
MD	Garrett Park	Town Manager
MD	La Plata	Planning Director
MD	La Plata	Police Chief
MD	La Plata	Town Manager
MD	La Plata	Town Treasurer
MD	Maryland Municipal League	Executive Director/CEO
MD	Mount Rainier	City Manager
MD	New Carrollton	City Administrative Officer
MD	Ocean Pines Association	General Manager
MD	Riverdale Park	Town Manager
MD	Riverdale Park	Police Chief
MD	Rockville	City Attorney
MD	Rockville	City Manager
MD	Rockville	Community Planning and Development Services Director
MD	St. Michaels	Town Administrator
MD	Sykesville	Town Manager
MD	Takoma Park	City Manager
MD	Takoma Park	Deputy City Manager*
MD	Westminster	Finance Director
MD	Westminster	Human Resources Director
MI	Novi	Assistant City Manager
MI	Novi	Finance Director
MI	Rochester Hills	Chief Financial Officer
MO	Chesterfield	City Administrator
MO	Clayton	City Manager
MO	Lee's Summit	Human Resources Director
MT	Helena	City Manager
NC	Guilford County	Assistant County Manager for Strong Communities

Client		Position
NC	Guilford County	Assistant County Manager for Successful People
NC	Guilford County	County Attorney
NC	Guilford County	Communications and Public Relations Director
NC	Guilford County	Deputy Finance Director
NC	Guilford County	Equity and Inclusion Manager
NC	Guilford County	Public Relations Director
NC	High Point	Assistant City Manager
NC	High Point	Planning Director
NC	Matthews	Assistant Town Manager
NC	Rolesville	Human Resources Director
NH	Keene	City Manager
NH	Hanover	Town Manager
NM	Las Cruces	City Manager
NY	Batavia	City Manager
NY	Livingston County Water and Sewer Authority (LCWSA)	Executive Director
NY	Oneonta	City Manager
OH	Centerville	City Manager
OH	Delaware County	Director of Economic Development
OH	Delaware County Transit District	Executive Director
OH	Hilliard	Deputy Police Chief
OH	Hilliard	Police Chief
OH	Hudson	City Manager
OH	Cleveland Heights	City Manager
OH	Cleveland Heights	Finance Director
OH	Dayton	Financial Officer
OH	Dublin	Director of Public Service
OH	Dublin	Deputy City Manager/Chief Operations Officer
OH	Granville	Village Manager

Client		Position
OH	Hilliard	City Manager
OH	Hudson	City Manager
OH	Jackson Township	Township Administrator
OH	Miami Township	Township Administrator
OH	Moraine	City Manager
OH	Oberlin	Fire Chief
OH	Oberlin	Police Chief
OH	Portsmouth	City Manager
OH	Prairie Township	Township Administrator
OH	Sandusky	City Manager
OH	Solid Waste Authority of Central Ohio (SWACO)	Director of Administration
OH	The Port - an Ohio Port Authority	General Counsel
OH	The Port - an Ohio Port Authority	Industrial Development Manager
OH	The Port - an Ohio Port Authority	Vice President of Communications and Marketing
OH	The Port - an Ohio Port Authority	Vice President of Economic Equity
OH	Union County	County Administrator
OH	Upper Arlington	Assistant City Manager*
OH	Upper Arlington	Police Chief
OH	Washington Township	Assistant Fire Chief
OH	Washington Township	Township Administrator
OH	West Chester Township	Township Administrator
OH	Westerville	City Manager
OH	Westerville	Deputy Director of Planning and Development
OH	Westerville	Finance Director
OH	Worthington	Assistant Fire Chief
OH	Wyoming	City Manager
OR	Beaverton	City Manager
OR	Beaverton	Finance Director

Client	Position
OR Beaverton	Interim City Manager
OR Beaverton	Police Chief
OR Beaverton	Public Works Director
OR Clean Water Services	Chief of Staff
OR Clean Water Services	Chief Utility Operations Officer
OR Clean Water Services	General Counsel and Chief Compliance Officer
OR Gresham	City Manager
OR Gresham	Police Chief
OR Hillsboro	Employee and Labor Relations Manager
OR Hillsboro	Library Director
OR Lake Oswego	City Attorney
OR Lane County	Public Works Director
OR Newberg	Assistant City Manager
OR Newburg	Police Chief
OR Newberg	Public Works Director
OR Salem	City Manager
OR Scappoose	Finance Administrator
OR Sunrise Water Authority	Finance Director
OR Tigard	Assistant City Manager
OR Tigard	Finance Director
OR Tigard	Human Resources Director
OR Tualatin	City Attorney
OR Tualatin Hills Park & Recreation District	Chief Financial Officer
OR Tualatin Hills Park & Recreation District	City Attorney
OR Tualatin Hills Park & Recreation District	District Finance Director
OR Washington County	County Administrator
OR Washington County	Interim County Administrator
OR Washington County	Chief Financial Officer
OR Washington County	County Counsel

Client	Position
OR Washington County	Assistant County Administrators
PA Breakneck Creek Regional Authority	Manager
PA Carlisle Borough	Police Chief
PA Farrell	City Manager
SC Mount Pleasant Waterworks	General Manager
TX Abilene	City Engineer
TX Abilene	Library Director
TX Lancaster	Assistant City Manager
TX Lancaster	Finance Director
TX University Park	Human Resources Director
VA Albemarle County	Chief Financial Officer
VA Albemarle County	County Attorney
VA Albemarle County	Deputy Director of Community Development
VA Albemarle County	Police Chief
VA Albemarle County	DEI Director
VA Albemarle County	Deputy Chief Financial Officer
VA Albemarle County	Diversity, Equity, and Inclusion Director
VA Albemarle County	Human Resources Director
VA Alexandria	Controller
VA Arlington County	Central Library Services Division Chief*
VA Arlington County	Housing Director*
VA Ashland	Town Manager
VA Bedford County	County Administrator
VA Bedford County	Deputy Fire Chief*
VA Bedford County	Finance Director
VA Chesapeake	Chief Financial Officer
VA Chesapeake	Chief Information Officer
VA Chesapeake	City Auditor
VA Fairfax	City Manager

Client		Position
VA	Fairfax	Police Chief
VA	Fairfax County	County Executive
VA	Fairfax County	Deputy County Executive
VA	Fairfax Water	Customer Service Manager
VA	Fairfax Water	Human Resources Manager
VA	Fredericksburg	Public Works Director
VA	Harrisonburg	City Manager
VA	Harrisonburg	Human Resources Director
VA	Harrisonburg	Police Chief
VA	Harrisonburg-Rockingham Regional Sewer Authority (HRRSA)	Executive Director
VA	Leesburg	Finance Director
VA	Leesburg	Town Attorney
VA	Leesburg	Planning and Zoning Director
VA	Loudoun County	Animal Services Director
VA	Loudoun County	Assistant County Administrator
VA	Loudoun County	Assistant Director of Human Resources
VA	Loudoun County	Chief Financial Officer
VA	Loudoun County	County Attorney
VA	Loudoun County	Director of Building and Development
VA	Loudoun County	Deputy County Administrator
VA	Loudoun County	Economic Development Director
VA	Loudoun County	Family Services Director
VA	Loudoun County	Finance Director
VA	Loudoun County	Housing and Community Development Director
VA	Loudoun County	Information Technology Director
VA	Loudoun County	Mapping and Geographic Information Director
VA	Loudoun County	Mental Health, Substance Abuse, and Developmental Services Director
VA	Loudoun County	Parks, Recreation, and Community Services Director

Client		Position
VA	Loudoun County	Planning and Zoning Director
VA	Loudoun County	Systemwide Fire Chief
VA	Loudoun County	Community Corrections Director
VA	Newport News	Engineering Director
VA	Newport News	Waterworks Director
VA	Newport News	Human Resources Director
VA	Prince William County	Deputy County Executive for Public Safety
VA	Virginia Retirement System	Human Resources Director
VA	Warrenton	Town Manager
WA	Bellevue	Assistant Director, Financial and Resource Management
WA	Bellevue	Deputy City Manager
WA	Bellevue	Utilities Deputy Director
WA	Bothell	City Manager
WA	Bothell	Community Development Director
WA	Bothell	Finance Director
WA	Camas	City Administrator
WA	Central Pierce Fire and Rescue	Fire Chief
WA	Sammamish	Public Works Director
WA	Shoreline	Administrative Services Director
WA	Shoreline	City Manager
WA	Shoreline	Human Resources and Organizational Development Director
WA	Shoreline	Human Resources Director
WA	Spokane Regional Health District	Community Health Director
WA	Spokane Regional Health District	Deputy Administrative Officer
WA	Spokane Regional Health District	Health Officer
WA	Spokane Regional Health District	Human Resources Manager
WI	Central Brown County Water Authority	Manager
WI	Mequon	City Administrator
WV	Morgantown	City Manager

Capital Improvement Plan(CIP) Work Session

Development, Priority Criteria, and Asset/Improvement Requests

Work Session Discussion Topics

- Funding sources
- CIP development
- Review of 2020 Comprehensive Plan Goals
- Review Strategic Plan from 2022
- Establishing an evaluation and analysis for prioritizing capital assets and improvements
- Priority weighting criteria for capital
- Review and discuss department and council capital requests
- Next steps to build an effective and informative CIP

Funding Sources

- General Fund - Pay as you go
 - Use of Fund Balance
 - Unassigned \$11,329,824 (FY2024 year end estimate)
 - Building Reserve \$2,640,833 (Resolution 16-06)
 - Vehicle Reserve \$836,850
 - Assigned Project Reserve \$4,568,521
 - Challenges with using fund balance
 - The town has been increasingly reliant on this to balance the budget to cover operating costs. Compared to FY23 budget, FY24 was 64% and FY25 was 93% higher in the allocation of unassigned fund balance.
 - The capital requests exceeds the available fund balance
 - Balance in the contingency fund (\$1,600,000) is insufficient for the current operating budget at only 10.5%. GFOA recommends a minimum of 2 months (16.7%), this would equate to \$2,200,000 for the \$13,155,465 FY2025 operating budget
 - Operating Revenue (Taxes)
 - Limited - expense increases are trending higher than revenue increases

Funding Sources (continued)

- Enterprise Funds - Pay as you go
 - Use of Fund Balance (FY2024 year end estimate)
 - Sanitation \$886,410
 - Water & Sewer \$10,674,988
 - Major Facility Fee \$7,397,157
 - Stormwater Management \$1,439,767
 - Challenges with using fund balance
 - The capital requests exceeds the available fund balances
 - There is no contingency fund reserve for the enterprise funds. Based on the FY2025 operating budget the town should have \$1,660,300 in contingency for all funds.
 - Operating Revenue (Fees)
 - Historically fees were calculated to cover operating cost, which included depreciation. Currently there is a rate study to help with assessing the fee to cover these capital improvements.

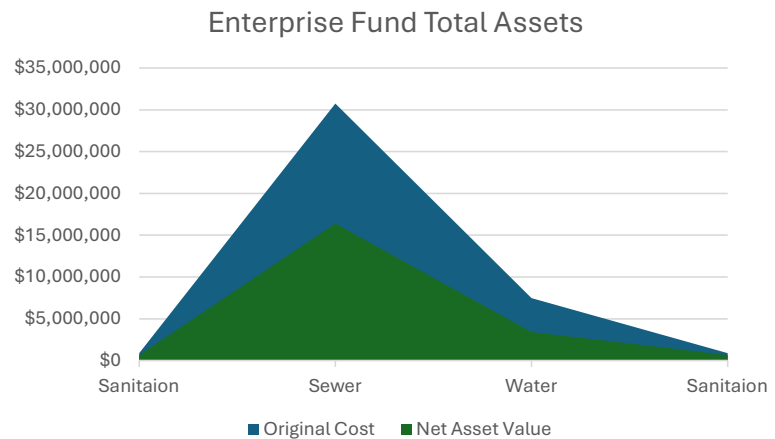
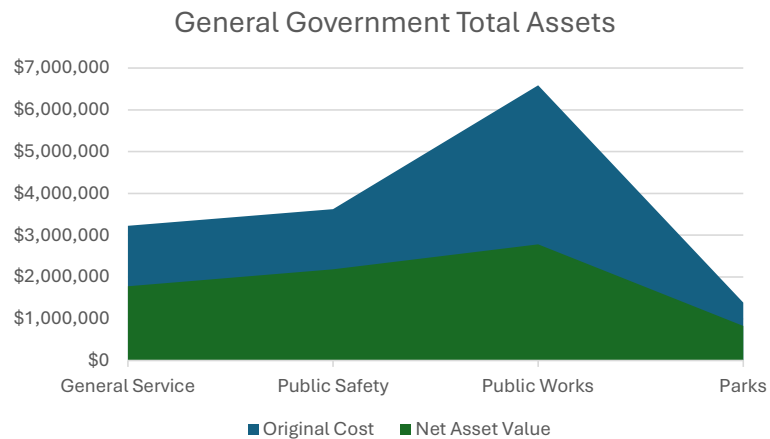
Funding Sources (continued)

- Debt
 - Would need to establish affordability based on the future operating cost and revenues.
 - Restrictions within town code
- Grants
 - Eligibility Challenges: Navigating complex criteria and extensive documentation requirements can hinder grant applications.
 - Project Alignment: Ensuring grants fit within existing operations or capital projects requires careful strategic planning and collaboration between Finance and other department staff.
 - Capacity Issues: Limited staff resources and technical expertise affects the ability to effectively manage and implement grant-funded projects.
 - Ongoing Costs: Many grants do not cover long-term maintenance or operational expenses, potentially leading to budget gaps.
 - High Competition: Municipalities often face intense competition for the same funding sources, making it difficult to secure grants.

Components Needed to Develop of a CIP

- **Infrastructure Assessment:** Need to conducted a formal assessment of our infrastructure to make inform decisions on capital replacements or additions, this was recommended in the 2020 comprehensive plan.
- **Vehicle Replacement Plan:** Currently, there is no established plan or policy for replacing vehicles, which may have led to the increased maintenance costs and possible inefficiencies. A thorough analysis of the Town's fleet, including but not limited to, capacity, lifespan, and current usage must be conducted in order to determine which vehicles should be prioritized for replacement. Without a town-wide, structured process in place to assess and optimize our fleet, we risk not using our resources effectively, which may impact overall operational efficiency.
- **Proper Staffing:** We currently face constraints in staff time and expertise, the 2020 comprehensive plan addressed this recommending the addition of a program manager for Capital Improvements.
- **Define Priority Criteria:** Assess service impact, asset condition, regulatory compliance, cost-benefit analysis, strategic alignment with comprehensive and strategic plans, equity considerations, and create a weighting system to rank projects accordingly.

Depreciable Total Assets at FYE 2024



Does not include Land or Construction in Progress

2020 Comprehensive Plan Goals

Land Use Goals and Actions

La Plata aims to preserve its small-town character while reinforcing the downtown core through strict adherence to planning policies. New developments will prioritize walkability and sustainability, ensuring that environmental protection is a fundamental principle. Additionally, flexible planning will be developed to support local anchor institutions and micro-businesses, fostering economic diversity.

Municipal Growth Goals and Actions

The town will consider expanding its boundaries only when there are clear economic or environmental benefits and sufficient public facilities are available. To enhance effectiveness in annexation and development, La Plata will improve coordination among various governmental entities.

2020 Comprehensive Plan Goals (con't)

Environmentally Sensitive Areas Goals and Actions

La Plata is committed to protecting sensitive environmental areas by implementing resource conservation and management strategies. New subdivisions will be held to high environmental standards, safeguarding forests, waterways, and steep slopes. The town will also aim to meet or exceed regulatory standards for the Port Tobacco River and Zekiah Swamp watersheds while promoting programs that connect residents with natural resources.

Water Resources Goals and Actions

The town will prioritize upgrades to its wastewater infrastructure to align with the Chesapeake Bay Restoration framework, ensuring future growth is sustainable. Long-term groundwater resource sustainability will be a key focus, alongside protective measures for local watersheds against development-related runoff. La Plata aims to preserve high-quality water resources while meeting stormwater management goals.

2020 Comprehensive Plan Goals (con't)

Transportation Goals and Actions

La Plata will enhance its street grid strategically to improve traffic management and support economic development. The town emphasizes walkability and will manage existing parking effectively while limiting new off-street parking. Regional transportation improvements will also receive support to facilitate broader connectivity.

Municipal and Community Services & Facilities Goals and Actions

The town will cultivate a culture of civic engagement and ownership among residents. Strengthening town services will be achieved through adequate staffing and expertise, guided by a Capital Improvement Plan for infrastructure investments. La Plata aims to identify self-sustaining municipal services that can benefit neighboring unincorporated areas.

2020 Comprehensive Plan Goals (con't)

Housing and Community Development Goals and Actions

La Plata will encourage mixed-use development in both new subdivisions and downtown projects, promoting diversity in housing types, densities, and costs. The town is also committed to initiatives that support seniors aging in place, ensuring their continued presence in the community.

Economic Development Goals and Actions

Focusing on the downtown core, La Plata will drive community and economic development through public investments that attract private capital. The town will also support entrepreneurial activities, including those related to the gig economy and telecommuting, while leveraging its existing economic strengths.

2020 Comprehensive Plan Goals (con't)

Recreation and Parks Goals and Actions

La Plata plans to create well-located community and neighborhood parks, addressing facility needs for various recreational activities. New developments will be required to contribute to the Parks, Recreation, and Open Space (PROS) system while ensuring on-site recreational spaces. A comprehensive walking and biking trail system will also be developed, as outlined in the 2011 Parks and Recreation Master Plan.

Strategic Plan

- **Vision and Mission:** Emphasizes a commitment to enhancing the quality of life for residents through effective governance and community engagement well sustaining fiscal stability.
- **Core Values:** Focus on integrity, innovation, inclusiveness, and collaboration as guiding principles for decision-making and operations.
- **Strategic Goals:** The plan identifies specific goals related to community development, public safety, economic vitality, and environmental sustainability with a broad perspective.
- **Community Engagement:** Emphasis on involving residents in the planning process and fostering partnerships with local organizations to enhance community services.

Criteria for Capital Priorities

- Capital priority criteria considerations:
 - Assessing community needs to ensure diverse voices are heard such as safety and other community benefits
 - Available funding sources
 - Aligning projects with long-term strategic goals
 - Complete analyze the impact and benefits of proposed projects through cost-benefit assessments are present in addition to a risk assessment.
 - Prioritizing equity and accessibility to ensure fair resource distribution
 - Environmental impact and sustainability
 - Evaluations of alternative designs or approaches that achieve similar outcomes
 - Clear performance metrics and accountability measures for monitoring project success and ensuring effective implementation.
- The Comprehensive Plan and Strategic Plan should guide the weightings in prioritizing capital assets and improvements.

Capital Priority Criteria Weightings

- Public Health and Safety
- Legal Mandates/Compliance
- Asset Condition, compacity, repurpose
- Economic Impact
- Environmental Impact
- Community Benefit/Quality of Life
- Funding Availability
- Project Feasibility/Readiness

CIP Requests

- General Government
 - General Service
 - Police
 - Public Works
 - Parks
- Enterprise Funds
 - Sanitation
 - Sewer
 - Water
 - Stormwater Management

Town Owned Land/Property

- 400 Dorchester - Building & Land (POTOMAC AVE) - Potential Community Center
- 9495 Monteiro Place (Parcel ID: 01-005103) - Potential Police Building
- House - Maple Ave - Rental
- House - 112 St Mary's Ave - Rental
- House - 118 St Mary's Ave - Rental
- House - 302 Queen Anne St - Police
- Land - 1 acre next to town hall - Events
- TOWN SHOP NORTH CONSTRUCTION - Storage for Equipment

General Government Capital Asset/Improvement Requests

Asset/Project	Department	Location	Funding Source	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	Current + 5 Yr Total	Est. Annual Opt Costs
Town Manager Vehicle	ADMIN		Gen Fund Balance		55,000					55,000	
Charles Street - Revitalization/Refacing	ADMIN		Assigned Project			125,000				125,000	
Council Chamber AV Eqpt	LEG	Town Hall	Other - Comcast & Verizon		25,000					25,000	
Land Use Study	Planning		Gen Fund Balance		90,000					90,000	
Police Vehicles with Upfitting (Replacement)	PD		Gen Fund Balance		180,000	180,000	180,000	180,000		720,000	
License Plate Readers	PD		Assigned Project		70,000					70,000	
Tornado Warning System	Emrg		Gen Fund Balance		75,000					75,000	
Siemens camera, security system.	PD & Facilities	Various town Properties	Gen Fund Balance Assigned Project		170,000 150,000					170,000 150,000	61,000
Dorchester Community Center	Facilities	Potomac Ave	State Grant Gen Fund Balance Assigned Project		1,250,000 450,000 100,000					1,250,000 450,000 100,000	20,000
Police Station	Facilities	Monterio Place	Gen Fund Balance Assigned Project State Grant		3,360,000 390,000 250,000	4,000,000	4,000,000			11,360,000 390,000 250,000	
Public Works Facilities Upgrade	Facilities	Public Works - Crain Hwy	Gen Fund Balance		1,000,000	500,000	500,000			2,000,000	
Town Hall Parking Lot	Facilities	Town Hall	Gen Fund Balance		500,000	500,000				1,000,000	
Streets - F-250 Truck	Streets		Gen Fund Balance		70,000					70,000	
Salt Storage Building (100' x 60')	Streets		Gen Fund Balance		200,000					200,000	
Town Street resurfacing	Streets	Various Locations	HUR		800,684	800,000				1,600,684	
Safe Streets for All (Traffic Study at Glen Albin Connector)	Streets	Glen Albin/Rt 301	Fed Grant - USDOT Gen Fund Balance	16,875 5,625	151,875 50,625	151,875 50,625	16,875 5,625			337,500 112,500	
Upgrade Playground Equip	Parks	Wills Park & Subd Parks	Gen Fund Balance		100,000		100,000			200,000	
Parks - F-250 Truck	Parks		Gen Fund Balance		70,000					70,000	
Track Skid Steer	Parks		Gen Fund Balance		100,000					100,000	
New Park Equipment	Parks	Multiple Parks	Gen Fund Balance		200,000					200,000	
Wills Park grading	Parks	Wills Park	Gen Fund Balance		100,000					100,000	
Rubber Safety matting w/drainage all parks	Parks	Multiple Parks	Gen Fund Balance		700,000					700,000	

Radio Station Sidepath (Willow Lane to Laurel Springs Park)	Parks	Radio Station Road	State Grant - SHA State Grant - MDOT Charles County Gen Fund Balance	26,594 189,000	622,106 384,000	1,177,889 115,676	 334,324 25,000			1,826,589 384,000 639,000 25,000	
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Total				238,094	11,664,290	7,601,065	5,161,824	180,000	0	24,845,273	
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Funding by Source											
Town											
Unassigned Fund Balance				5,625	7,495,625	5,230,625	4,810,625	180,000		17,722,500	
Assigned Projects FB					710,000	125,000	0	0		835,000	
Other				232,469	3,458,665	2,245,440	351,199	0		6,287,773	

Ranking Process

1. Standardized scoring rubric for each criteria (e.g. 1-5 scale)
2. Have department heads score projects using the rubric and the finance committee evaluate the ranking scores of the request
3. Calculate a weighted score for each project based on criteria weights
4. Rank projects from highest to lowest total score
5. Review rankings and make adjustments based on other factors like urgent needs or equitable distribution of funds
6. Group projects into yearly implementation plans based on rankings and funding availability

Capital Improvement Priority Ranking Worksheet

Instructions: Rate each criteria from 1-5. One being less of a concern or need to 5 being critical or required.

Public Health and Safety

15% _____ Addresses immediate or long-term health/safety issues or Improves emergency response capabilities

Explanation:

--

Legal Mandates/Compliance

15% _____ Required by state, federal, or local laws/regulations

Explanation:

--

Asset Condition, compacity, repurpose

15% _____ Current condition of existing asset (extends useful life or state of repair), compacity of asset, change in use/repurpose

Explanation:

Economic Impact

10% _____ Promotes economic development, Increases tax revenue or reduces costs, Return on investment

Explanation:

Environmental Impact

10% _____ Improves air/water quality, Reduces greenhouse gas emissions, Enhances sustainability

Explanation:

Community Benefit/Quality of Life

10% _____ Enhances recreational/cultural opportunities, Improves aesthetics/historic preservation, Number of residents benefiting

Explanation:

Funding Availability

15%

Leverages external funding sources (grants, etc.) and Aligns with available Fund Balance/Reserves or debt capacity

Explanation:

Project Feasibility/Readiness

10%

Metrics and accountability measures are identified, implementation challenges are addressed, accuracy of cost estimates are present, Aligns with Comprehensive and Strategic Plan

Explanation:

0

Priority Ranking Score



TOWN OF LA PLATA

Maryland



Tilghman Lake

Strategic Plan

Created 2022

Vision

The Town of La Plata is an inclusive model of local government for community safety, health, amenities, and financial stability that benefits all residents for generations to come.

Value Proposition

La Plata is a thriving community that preserves its charm and natural resources.

Mission

In partnership with the community, La Plata provides a cost-effective system of government for public services. We implement industry best practices and innovative ideas to be known as a cultural hub that respects its strong heritage, encourages economic growth, facilitates a safe environment for a diverse community, enhances quality of life, and protects its natural resources.



Core Values



Council Members Left to Right:
James Goldsmith, Matthew Decker-Trollinger, Mayor Jeannine James, Evalyne Louise Bryant-Ward, and David Jenkins

The values we commit to our community and each other as our four foundational pillars



Community Engagement & Citizenship

By serving as responsible stewards, we promote opportunities for our residents to see reward in giving back and help them become involved as good neighbors.



Accountability

Through a foundation built on transparency, we are answerable to each other and our community.



Respect

We earn respect by building trust through actions and conducting ourselves with integrity and professional decorum.



Equity

By engaging with the community, listening to citizens, evaluating their concerns, and addressing needs, we model our commitment to one another.

GOALS



Good Governance

We will serve as responsible stewards of community trust in making decisions to maximize public service value to our residents.



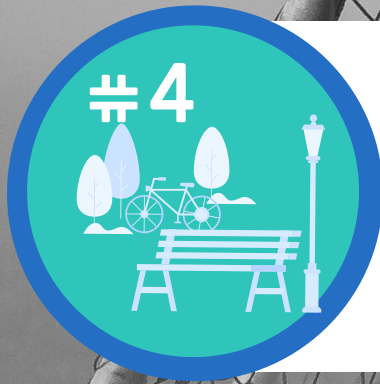
Operational Excellence

Retain professional staff with the appropriate education, facilities, equipment, tools, and technology to efficiently provide quality work with a sense of pride.



Economic Prosperity

Develop an economic base in La Plata that offers desirable careers and supports high standards of living for residents now and into the future.



Community Identity

Engage citizens and visitors through enhancement and communication of amenities, programs, and events hosted in La Plata.



Public Service Readiness

Plan and develop the systems and infrastructure needed to meet growing demand, while supporting the health, safety, and wellness of residents and natural resources.



Good Governance



Ensure fair and transparent decision making processes by following established procedures. Our success will be measured by:

- Regularly assessing plans and policies to ensure their creation follows set protocol.
- Maintaining and enforcing existing plans and policies.
- Reviewing best practices to strengthen the downtown core and maintain the small town character of La Plata.
- Surveying permit applicants to gain information on how we can improve effectiveness and efficiency in our permitting process.
- Work with Planning & Zoning and Director of Legislative Services to determine the needed frequency and appropriate measures of ordinance reviews to establish standards.
- Continue to link Comprehensive Plan to the staff reports and proposed items for permitting and decision making.
- Conduct semi-annual employee surveys for internal accountability.



Promote citizen engagement by creating policies and programs that encourage participation by a wide audience of races, ethnicities, and backgrounds. Our success will be measured by:

- Analyze community population diversity data to ensure employee base is representative of resident demographics.
- Work creatively to hire and attract quality candidates from an expanded pool of applicants to incrementally increase diversity in the workforce.
- Focus on expanding town programs for music, food, entertainment, the arts, and recreation to appeal to a larger audience.



Manage all assets as a responsible fiduciary. Ensure funds are available for providing quality services in an equitable manner and our infrastructure is maintained now and in the future by prioritizing long-term financial sustainability over short-term tasks.

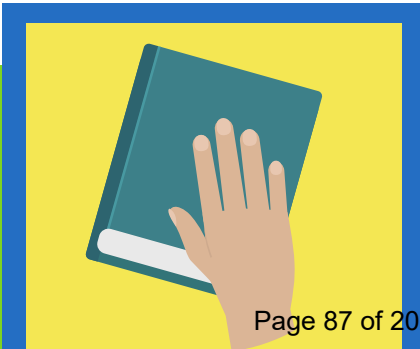
- Regularly assess:
The Town’s annual budget process,
Five-year capital improvement plan, and
Financial forecasting.



Assess community needs and desires by seeking community input and feedback through:

- Regular program interactions,
- Identifying sources of regular citizen satisfaction data, including citizen surveys,
- An improved and interactive website, and
- Other outreach efforts.

We will serve as responsible stewards of community trust in making decisions to maximize public service value to our residents.





Operational Excellence



- Consistently offer services that meet or exceed reasonable expectations by maintaining high levels of customer service in day-to-day interactions.
- Ensure that staff have the tools, training, and resources needed to do their jobs well.
 - Set clear expectations.
 - Communicate with staff on performance status throughout the year.
 - Conduct real-time counseling, frequent check ins, and constructive feedback that culminates in employees’ ability to positively impact their annual performance reviews.

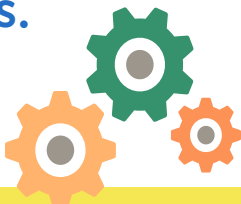
- Enhance community programs and services by strengthening services and programs with adequate staffing and technical expertise.
- Regularly assess staffing levels and position placement effectiveness.
 - Evaluate areas of improvement in services, programs, and technical expertise as part of annual budget process.

- Employ a staff of engaged professionals by encouraging continuous learning with opportunities for employee growth.
- Define opportunities by establishing and following clear career succession plans.
 - Recommend and offer continuing education opportunities for staff to advance their careers.

- Retain high quality and committed employees by promoting a level of work/life effectiveness appropriate to keep excellent employees across the organization.
- Explore options for employee engagement to maintain high employee satisfaction ratings as measured through employee outreach efforts.
 - Encourage individualized “work and life effectiveness” to allow staff be focused whether at home or in their work over “work and life balance: that tends to take from one aspect or the other.
 - Monitor employee turnover.
 - Learn about and analyze possible areas of improvement by assessment of employment separation surveys.

- Leverage the use of technology to enhance efficiency, productivity, and service delivery by researching, encouraging, and developing the deployment of effective technology.
- Monitor technological advancements and effectiveness.
 - Weigh options of industry practices and trends for best use of resources.

Retain professional staff with the appropriate education, facilities, equipment, tools, and technology to efficiently provide quality work with a sense of pride.





Economic Prosperity



Provide a variety of housing stock availability for a wide audience of interested parties by promote zoning that attracts development to fulfill the needs of a diverse socioeconomic population. We will ensure zoning and lot sizes are conducive to attract residential developers, for housing stock that is consistent with the comprehensive plan.



Strategically grow the geographic property and economic tax base with a balance of residential, commercial, and industrial growth. La Plata will expand its boundaries when and where there is a clear net economic and/or environmental benefit to doing so, and only when supported by adequate public facilities.

- Recognize the need for commercial, industrial, and entrepreneurial growth.
- Develop a relationship with the County to provide incentives that attract a targeted audience of developers.
- Create tax incentives for land use options.
- Assess and monitor annexation requests to ensure an economic and/or environmental benefit for a net positive economic impact to the Town.



Create a dynamic, mixed use downtown area that is inviting for businesses, residents and visitors. We will focus the town’s efforts on the downtown core to demonstrate public investment and to attract private capital. We will encourage high tech and light manufacturing industry to locate in the La Plata area.

- Create and identify funding opportunities to promote the downtown core.
- Measure net gain in annual business retention, with goal of an increasing it over time.
- Define role and structure of Economic Development to encourage commercial activity.
- Provide funding for Economic Development.



Promote a business-friendly community that promotes attractive job opportunities for a sustainable economic base. Collaborate with and promote small businesses to better understand their needs and identify opportunities for growth.

- Identify reliable and consistent sources for data on business owners’ satisfaction.
- Research, develop, and deploy creative ways to promote local businesses.
- Draft a program for business outreach.



Develop an economic base in La Plata that offers desirable careers and supports high standards of living for residents now and into the future.



Community Identity



Define the Town image by determining the current image perception as a baseline. This will be achieved by incorporating Town image questions as part of citizen survey.

Protect environmental resources by maintaining policies to protect and preserve forest, open space, and wildlife.

- Develop ordinances that promote safety and environmental protection.
- Develop and maintain a list of open-space and recreation areas.



Create, promote, and maintain community amenities. New development areas will reflect the principles of walkability, sustainability, and environmental protection.

- Regularly assess new development areas and reassess current development.
- Improve walkability routes by interconnecting the downtown to future and existing neighborhoods and commercial centers.
- Enter walk/hike trails into GIS.



Become a regional destination for visitors by enhancing the downtown core with business services, small shops, a park-like environment, trees, clean streets, sidewalks, and other features that make it a pleasing and vibrant destination.

- Promote proximity to DC, mountains, beaches, military installations.
- Plan for a rail trail in Southern La Plata once the electric utility closes.
- Promote land use conversion to attract visitors.



Offer events and programs that meet the needs and interests of the community by receiving community feedback on events and programs.

- Identify potential sources of data gathering on community event and program satisfaction.
- Plan, develop, schedule, and promote improved programs that meet citizen expectations.



Increase awareness of activities and opportunities for public engagement and collaboration by expanding social media use, website access, and/public participation platform interactions.

- Track data analytics on social media performance.



Engage citizens and visitors through enhancement and communication of amenities, programs, and events hosted in La Plata.



Ensure adequate natural resource availability to meet usage demands by ensuring the future water supply needs of the Town can be met while preserving the long-term sustainability of shared groundwater resources.

- Track water access to ensure availability exceeds demand.
- Secure adequate water appropriations through relationship with the State of Maryland and Charles County.



Use the Towns' guiding documents to plan and provide for current/future infrastructure needs. Plan upgrades and enhancements to the Town's infrastructure to ensure that growth and development can be accommodated.

- Annually review and update capital improvement plan.
- Measure capital projects for return on investment (ROI) where applicable.
- Track status and progress of projections.



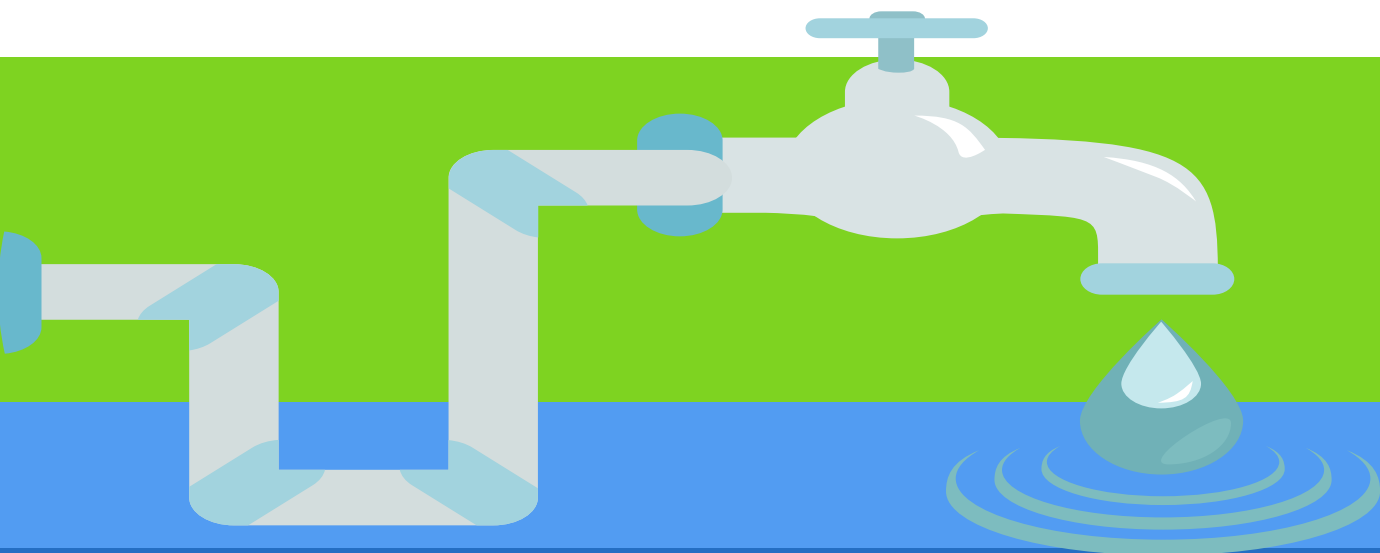
Evaluate, enhance, and promote community educational opportunities to encourage safety and preparedness. Enhance and expand community information sharing for educational programs on health, safety, and self-sufficiency.

- Promote communication of civil service resources via social media newsletter and special events.
- Create citizens academy to explain municipal services through direct interaction.



Ensure adequate funding is available to expand necessary infrastructure by performing an outside review of the Town's Major Facility Fee.

- Analyze the review results to ensure the amount of the Major Facility Fee can equitably assess the cost of water and sewer infrastructure needed to provide services to new customers.
- Annually assess this fee as a part of the budget process using the methodology used in the outside review.



Plan and develop the systems and infrastructure needed to meet growing demand, while supporting the health, safety, and wellness of residents and natural resources.

Introduced By:	Mayor, Jeannine E. James, by request
Date Introduced:	August 24, 2020
Planning Commission Public Hearing:	July 7, 2020
Town Council Public Hearing:	September 14, 2020
Amendments Adopted:	September 28, 2020
Date Adopted:	September 28, 2020
Date Effective:	October 13, 2020

2020 Comprehensive Plan

* * * * *

WHEREAS, on July 7, 2020 the Planning Commission conducted a public hearing with regard to the Plan; and

32 **WHEREAS**, the Planning Commission transmitted the recommended Comprehensive
33 Plan to the Council of the Town of La Plata on August 10, 2020; and
34

35 **WHEREAS**, on September 14, 2020, the Council of the Town of La Plata conducted a
36 public hearing with regard to the Plan; and
37

38 **WHEREAS**, the Council of the Town of La Plata has determined that it is in the public
39 interest that the new Plan recommended by the Planning Commission, with amendments by the
40 Council of the Town of La Plata, as may be applicable, be adopted as the Comprehensive Plan for
41 the Town of La Plata.
42

43 **NOW THEREFORE:**
44

45 **SECTION 1: BE IT ENACTED BY THE COUNCIL OF THE TOWN OF**
46 **LA PLATA** that the Town of La Plata Comprehensive Plan, a copy of which is attached to this
47 Ordinance, is hereby adopted. The Plan shall be known as the "2020 Town of La Plata
48 Comprehensive Plan".
49

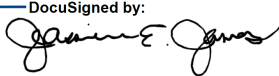
50 **SECTION 2: AND BE IT FURTHER ENACTED** that this Ordinance shall become
51 effective at the expiration of fifteen (15) calendar days after its approval by the Council.
52

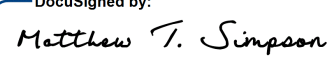
53 **ADOPTED AND APPROVED** by the Council of the Town of La Plata on
54 September 28, 2020.

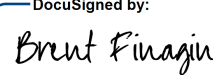
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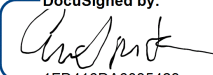
COUNCIL OF THE TOWN OF LA PLATA

DocuSigned by:

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Jeannine E. James, Mayor

DocuSigned by:

A28F13D12CE4460...
Matthew T. Simpson, Councilman

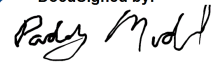
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Brent Finagin, Councilman

ATTEST:

DocuSigned by:

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Emily Mudd Hendricks, Councilwoman

DocuSigned by:

083195F1B6D34A7...
Danielle Mandley, CMC, Town Clerk
Date September 28,
2020

DocuSigned by:

F52A7D64060045F...
Paddy Mudd, Councilwoman

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

((Double Parenthesis)) indicate matter deleted from existing law.

Underlining indicates amendments to bill.

~~Strike Out~~ indicates matter stricken from bill by amendment or deleted from the law by amendment.

*** indicates existing law not depicted in bill and not being altered by bill.

2020

TOWN OF LA PLATA COMPREHENSIVE PLAN



For Town Council Approval
(Approved by Planning Commission on
August 8, 2020)

SABRA
& ASSOCIATES
A Mead & Hunt Company

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Introduction

The Town of La Plata, located in Charles County in southern Maryland, was founded in 1873 as a train stop along the Pope's Branch of the Baltimore and Potomac Railroad. La Plata replaced Port Tobacco as the county seat for Charles County in 1892 when fire destroyed the Port Tobacco courthouse. Expansion of the transportation system again stoked the growth of La Plata in 1940 with the opening of the then Potomac River Bridge (later, the Governor Harry W. Nice Memorial/ Senator Thomas "Mac" Middleton Bridge), which carries US Route 301 over the Potomac River. The bridge, which provided a link to King George, Virginia, brought long-distance east coast traffic through the town as an alternative to US 1 and, later, Interstate 95. US 301 bisects La Plata with rural and residential communities to the west and the historic downtown,¹ county courthouse and office buildings, and the University of Maryland Charles Regional Medical Center to the east. Being located approximately 35 miles south of Washington DC, 50 miles south of Annapolis and 65 miles south of Baltimore, the Town has largely become a bedroom community for the metropolitan areas and for two military installations: Naval Air Station Patuxent River approximately 35 miles to the south Naval Support Center Indian Head approximately 10 miles to the west.

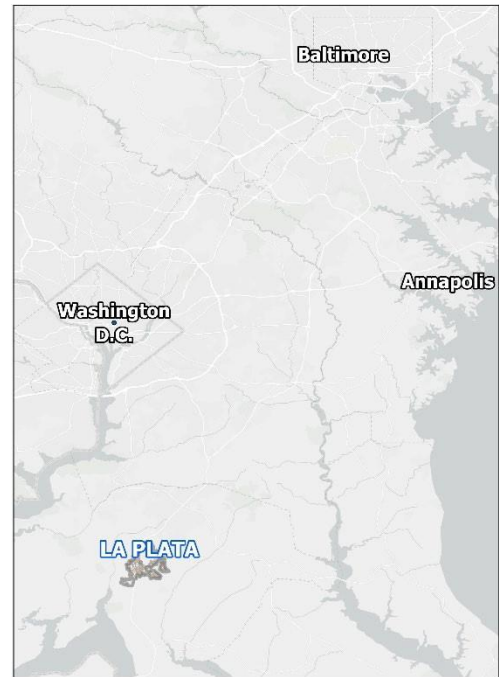


FIGURE 1: LOCATION OF LA PLATA

La Plata has been through several downtown fires and two major tornadoes, the most recent of which was in 2002, cutting a wide swath through residential and commercial areas alike. La Plata has rebuilt from each natural disaster and the seeds of this comprehensive plan update were sown from planning and visioning activities between the 2002 and the 2009 comprehensive plans. Since the last comprehensive plan, La Plata has grown from 8,753 residents to just under 9,500 according to the most recent U.S. Census Bureau estimates.

2019 Comprehensive Plan Policies and Background

Section 3-101 of the Land Use Article in the Annotated Code of Maryland provides broad planning and zoning enabling legislation to counties and municipalities. The Land Use Article tasks the Planning Commission of each municipality that has independent planning and zoning authority to develop (or revise) a Comprehensive Plan every ten years and then forward that Plan to the legislative body for review and approval.

The Town of La Plata has enjoyed a long history of effective planning. Over the years, the elected body, the Mayor and Town Council, and the appointed planning body, the Planning Commission, have taken the process very seriously. The Comprehensive Plans written for La Plata in the past have been the principal means by which the community, Planning Commission and Town Council has set priorities and measured its success. When adopted, this document will replace the 2009 Town of La Plata Comprehensive Plan and extend the planning horizon year to 2040.

The Plan is a policy guide for both the Town Council and Planning Commission groups as they assess the location, character and extent of proposed public and private development within La Plata. The Plan's goals and objectives are implemented over time through the decisions related to annexations, rezoning, subdivision of

¹ La Plata's Historic District Boundary designation (CH-326) was determined eligible for placement on the National Register of Historic Places in 1998. A total of 125 contributing resources are located within the boundary.

land, and the location and construction of public improvements.

The Comprehensive Plan for municipal governments must include the following elements:

- Goals and Objectives
- Community Facilities
- Areas of Critical State Concern
- Land Use
- Development Regulations
- Sensitive Areas
- Transportation
- Water Resources

In addition, the plan for a municipal corporation that exercises zoning authority (such as La Plata) shall include a municipal growth element (MGE). Municipalities may elect to include elements relating to community renewal, housing, natural resources and resource conservation, flood control, pollution control, and other topics as they deem appropriate.² Finally, a Comprehensive Plan must address the “twelve visions” established in Article 1-201

- **Quality of life and sustainability:** a high quality of life is achieved through universal stewardship of the land, water, and air resulting in sustainable communities and protection of the environment;
- **Public participation:** citizens are active partners in the planning and implementation of community initiatives and are sensitive to their responsibilities in achieving community goals;
- **Growth areas:** growth is concentrated in existing population and business centers, growth areas adjacent to these centers, or strategically selected new centers;
- **Community design:** compact, mixed-use, walkable design consistent with existing community character and located near available or planned transit options is encouraged to ensure efficient use of land and transportation resources and preservation and enhancement of natural systems, open spaces, recreational areas, and historical, cultural, and archaeological resources;
- **Infrastructure:** growth areas have the water resources and infrastructure to accommodate population and business expansion in an orderly, efficient, and environmentally sustainable manner;
- **Transportation:** a well-maintained, multimodal transportation system facilitates the safe, convenient, affordable, and efficient movement of people, goods, and services within and between population and business centers;
- **Housing:** a range of housing densities, types, and sizes provides residential options for citizens of all ages and incomes;
- **Economic development:** economic development and natural resource-based businesses that promote employment opportunities for all income levels within the capacity of the state's natural resources, public services, and public facilities are encouraged;
- **Environmental protection:** land and water resources, including the Chesapeake and coastal bays, are carefully managed to restore and maintain healthy air and water, natural systems, and living resources;
- **Resource conservation:** waterways, forests, agricultural areas, open space, natural systems, and scenic areas are conserved;

² Chapters 713 and 714 of the 2019 Acts of the Maryland General Assembly require that all comprehensive plans adopted on or after June 1, 2020 include a housing element. The Town has included several strategies in this plan related to housing and community development but has not analyzed or organized them formally as a “housing element” as required in Chapters 713 and 714. A housing element will be addressed by the Planning Commission and Town Council prior to the next plan update.

- **Stewardship:** government, business entities, and residents are responsible for the creation of sustainable communities by collaborating to balance efficient growth with resource protection; and
- **Implementation:** strategies, policies, programs, and funding for growth and development, resource conservation, infrastructure, and transportation are integrated across the local, regional, state, and interstate levels to achieve these visions.

While given broad latitude on how to develop and implement the Comprehensive Plan, state law does require consultation with county and state government agencies and opportunities for public participation throughout the plan development process.

Plan Process & Public Participation

The Town of La Plata's Planning Department and Planning Commission began the process of updating the Town's Comprehensive Plan in 2018 with a series of public outreach activities to identify the topics most important to the public in the next Comprehensive Plan. At a June 2018 public meeting, Town staff facilitated several exercises including the following:

- **Branding Exercise:** to choose the name and tagline community members envisioned for La Plata;
- **Live/Work Map:** to identify where participants work and live in and around the Town of La Plata;
- **Opportunities versus Challenges Exercise:** to summarize what the opportunities and challenges of La Plata are. The small-town atmosphere and sense of community, the downtown potential and diverse community were some of the opportunities and the traffic on main corridors, walkability and lack of businesses were a few of the challenges;
- **Objectives and Principles Exercise:** to evaluate if the 2009 objectives were still relevant in 2018;
- **Community Survey:** To document community member's concerns and involvement in the comprehensive plan process.

In addition, the Town held focus groups to fill in some gaps not otherwise addressed in the 2018 public outreach activities or another planning effort. These focus groups related to:

- **Environmental Planning and Policy,** which discussed natural resources and conservation efforts and development regulations;
- **Housing and Community Development,** which focused on the diversity of housing needs in La Plata such as housing for the elderly and disabled, low to moderate income families and other targeted groups; and,
- **Economic Development,** which reviewed how to advance specific economic development projects long sought by the Town.

Finally, a steering committee including Town and County agency representatives, local business owners, non-profit organization members, Planning Commission members and La Plata residents was created as a result of these efforts and has played an active role in the comprehensive study update process.

Plan Organization

The Comprehensive Plan is organized by element as identified in the state code; however, for ease of public understanding, some of the elements have been renamed and/or regrouped. Appropriate references are made to the state code so that the reviewing governmental agencies can more readily identify them.

Each element identifies relevant issues and trends facing the Town, accomplishments since the 2009 Comprehensive Plan, and a series of goals and action items which comprise the 2019 Comprehensive Plan. Each element also reflects goals, actions or other information, which relate back to the municipal growth element. Goals are the long term, general statements that describe La Plata's desired future condition. These goals are typically to be achieved over the life of the plan, or 20 years. Actions are specific activities that should be

undertaken to advance or achieve the Plan's goals. Additional actions may be pursued as conditions and capacities warrant. Actions are typically implemented through ordinances and regulations, planning and zoning documents, capital investments, and cooperative efforts with citizens, businesses, local, state and federal agencies and other stakeholders.

Previous Studies

Since the 2009 Comprehensive Plan, many studies and reports have addressed La Plata's physical environment and provided guidelines for future planning of the town. The studies are important points of reference for understanding some of the key issues in this Comprehensive Plan and are summarized below.

The La Plata Town Center Corporation Assessment Report La Plata, Maryland, 2012

In 2011, the Town contracted with the National Trust for Historic Preservation's Main Street Center to assess La Plata's downtown revitalization according to the Trust's "Main Street Four Point Approach". The assessment of opportunities for La Plata is summarized below:

- The La Plata Town Center Corporation (LPTCC) was a good start to downtown revitalization efforts.
- Successful businesses located in downtown La Plata can help create a more thriving downtown and an even better business district.
- Charles Street is a big concern. Improvements such as streetscaping, traffic signals or roundabouts, will help unify the street and make a pleasant pedestrian environment.
- Promote downtown businesses with wayfinding signs and maps.
- Create developments with more density to differentiate the downtown from the residential neighborhoods throughout the rest of La Plata.
- Support small business owners to go through the review process for architectural cohesion. LPTCC can help fill the gaps between what the small business owners can provide and what the Design Review Board requires.

Based on these assessments the report provided recommendations to guide LPTCC and the town of La Plata to revive the downtown area.

Connections and Community: Knitting Together La Plata's Center, Urban Land Institute Technical Assistance Panel Report, 2016

The LPTCC strives for downtown development of the Town of La Plata. The Urban Land Institute (ULI) Technical Assistance Panel (TAP) report was sponsored by LPTCC to highlight the Town's challenges and strengths. The study looks at the redevelopment readiness for the downtown area (approximately 15 acres on the north side of La Plata's downtown) and the challenges to implement change for the town. Recommendations address issues such as transportation, connectivity, circulation and prioritization development and implementation.

Several recommendations from the report are the following:

- Create an internal street grid to improve circulation, prioritize redevelopment parcels, and balance the needs for through and local traffic.
- Storefronts need to become more pedestrian friendly and access to retail should be oriented to the street, not the rear surface parking lots.
- Coca Cola and Southern Maryland Oil relocate nearer to US 301.
- Rezone parcels to allow for mixed-use redevelopment to move forward.

Sustainable Communities Program-Application for Designation Renewal, 2017

Maryland's Sustainable Communities Act of 2010 established a framework to reinvest in the state's existing communities and encouraged jurisdictions to create designated geographic focus area. La Plata had a 15-acre

area (La Plata Town Center) designated as Sustainable Community and in 2017 expanded the area to 192 acres, incorporating most of the downtown core area. During the 2012-2016 designation, the Town completed several projects identified in its application including adoption of a new sign code, establishment of a new mixed-use zoning designation, and implementation of storm water management regulations.

Charles County Public Library La Plata Branch Site Analysis, 2018
OrangeBoy, Inc., a market research firm, reviewed the current La Plata Branch location of the Charles County Public Library system and reviewed the potential sites for library relocation within the Town of La Plata.

The study covers the Area of Dominant Influence (ADI) of La Plata’s Library, the customer characteristics and analyzes future needs for the La Plata Library. As shown in Figure 2, the two potential sites are both near Downtown La Plata, one north of Route 6 and one south.

The study concluded both sites would be good locations to support the new library. Due to a projected population growth of 5 percent from 2018 to 2023, the report concludes the library should be equipped to serve this expanding community.

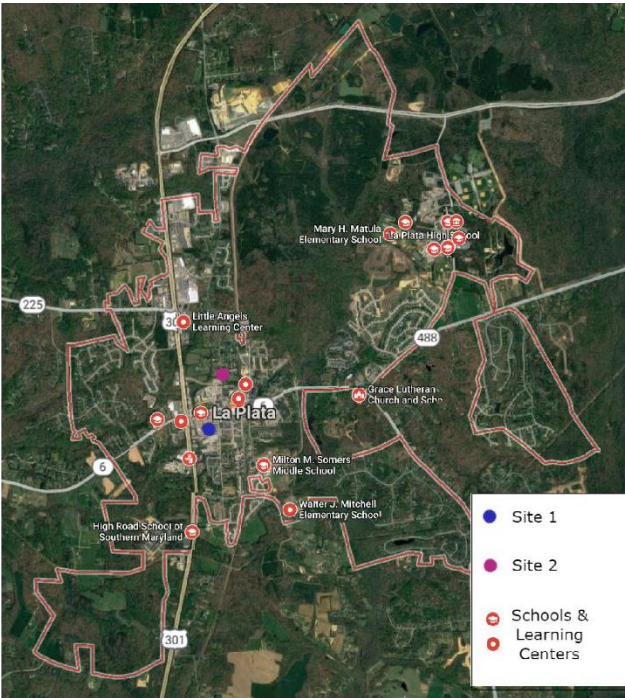


FIGURE 2: LA PLATA BRANCH SITE CANDIDATES

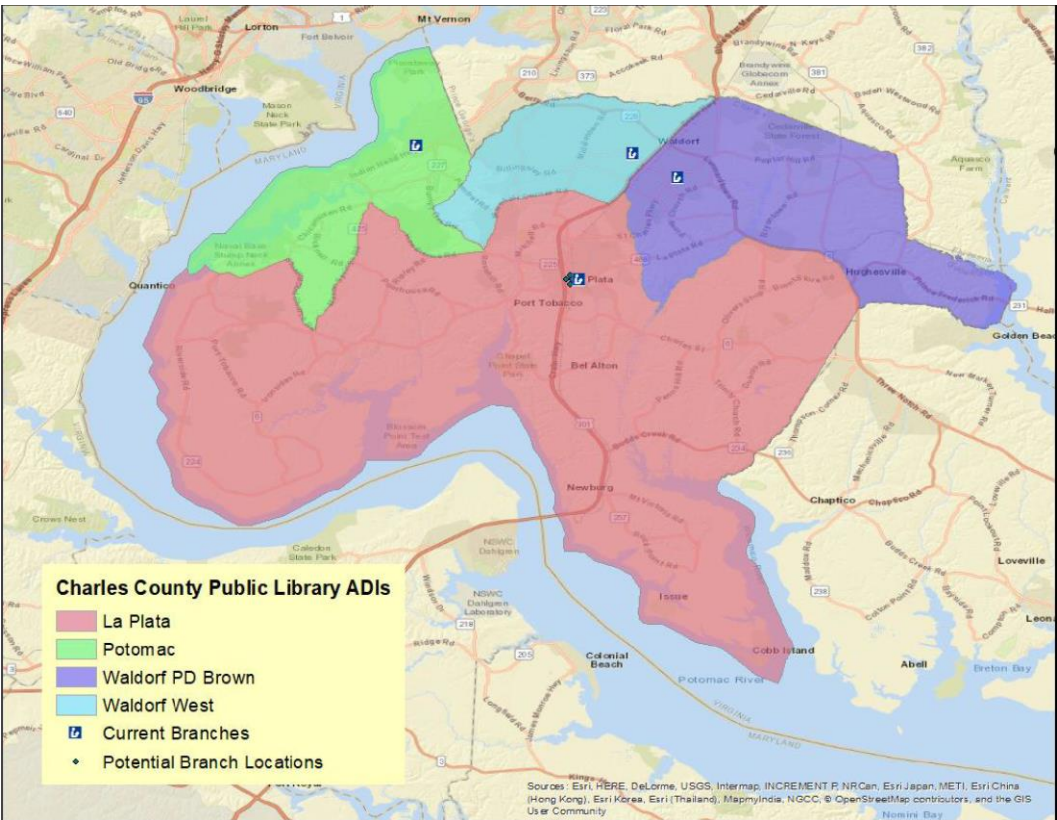


FIGURE 3: CHARLES COUNTY PUBLIC LIBRARY AREAS OF DOMINANT INFLUENCE

Other Documents Reviewed

The consultant team also reviewed several documents for the Comprehensive Plan development. These documents include the following:

- Town of La Plata Transportation Plan (written by RBA Group in coordination with Charles County Department of Planning and Growth Management), 2009
- Town of La Plata Comprehensive Parks & Recreation Master Plan, 2011
- Charles County Comprehensive Plan, 2016
- Town of La Plata Stormwater Capacity Management Plan, 2012
- Town of La Plata Wastewater Capacity Management Plan, 2013
- Town of La Plata Water Supply Capacity Management Plan, 2013
- South County Water Transmission Main Alternatives Evaluation, 2015
- Charles County Water Source Feasibility Study – Phase A-2, 2018
- Educational Facilities Master Plan Fiscal Year (FY) 2019, Charles County Public Schools
- University of Maryland Charles Regional Medical Center Strategic Plan Update FY 2018 – FY 2022
- Maryland Department of Planning. Models & Guidance #26. “Water Resources Element of the Comprehensive Plan: Planning for Water Supply, Wastewater Management and Stormwater Management”. Publication No. 2007-003. June 2007.
- “Water for Maryland’s Future - What We Must Do Today: Final Report of the Advisory Committee on the Management and Protection of the State’s Water Resources”, Maryland Department of the Environment, July 1, 2008.
- “Water Supply Capacity Management Plan”, Town of La Plata, MD. January 1, 2013.
- “Charles County Water Source Feasibility Study – Phase A-2 Technical Memorandum”; Hazen & Sawyer; Charles County Department of Planning & Growth Management; October 31, 2018.
- “Guidelines for Use of Class IV Reclaimed Water: High Potential for Human Contact”; Maryland Department of the Environment; MDE-WMA MDE-WMA-002-07/15; Revised 07/2016.
- "Maryland Consolidated Transportation Program: FY20 – 25 DRAFT"; Maryland Department of Transportation.

Summary of 2019 Comprehensive Plan Goals & Actions

Based on review of prior plans and studies, public meetings held over the course of a year and other research and analysis, the Town of La Plata establishes the goals and actions described below.

Land Use Goals and Actions

GOAL #1: La Plata will maintain and enforce its plans and policies to strengthen the downtown core and maintain its small-town character.

ACTIONS:

1. The 2018 comprehensive rezoning ordinance establishes the regulatory structure to encourage infill development and encourage mixed use development at the La Plata Town Center. Town staff and the Planning Commission should be mindful of their extraordinary efforts to complete the rezoning process over the course of eight years when considering proposed site plans, reviewing special exceptions and variances, signage plans, and negotiating mixed use and planned use development plans.
2. When Commission and staff workload in reviewing projects and plans become strained, priority should be given to review of downtown mixed-use and infill projects and necessary efforts to advance creation of the La Plata Town Center. Following a predictable yet flexible development review process will be key to gathering momentum for the project.
3. The Town should give additional review to its urban design guidelines, maximum setbacks from the curb or property line, and parking requirements to ensure that an active street frontage is gained with each new development project.
4. The Town will consider mixed use zone for downtown core and implement main street program.

GOAL #2: New development areas will reflect the principles of walkability, sustainability and environmental protection.

ACTIONS:

1. Several new policy and planning concepts are contained in this comprehensive plan which are specifically intended to guide development in any areas seeking annexation into La Plata. The Planning Commission should conduct a thorough review and update of codes and standards to reflect concepts and standards contained in the comprehensive plan.
2. As each annexation area is proposed, the Town should clearly establish its expectation that new development will meet or exceed code requirements and integrate into the Town as a cohesive part of the community. The Planning Commission should conduct a thorough review of proposed site plans *prior to* initiating the annexation process and enter into binding agreements on urban design, walkability, sustainability and environmental protection.

GOAL #3: La Plata will plan develop flexible planning requirements to support anchor institutions and new/micro economy business opportunities.

ACTIONS:

1. Establish a "Community and Campus Zone for Hospitals and Health Care Facilities"
The goal of this zone would be to ensure integration of hospitals and associated health care facilities into the community in which they are located and may allow the zone to "float" to

cover the main campus and nearby associated facilities; however, the applicant would be required to show a public benefit of doing so. For example, within certain proximities the zoning ordinance might consolidate the parking requirements of a hospital and nearby medical offices, diagnostic centers, etc., if the applicant provides for active street frontages, enhanced landscaping, off-site urban greenspace, etc. The zoning definition should also consider the eligibility of senior housing, assisted living, and other such facilities.

2. Ensure that zoning definitions include the concepts of “micro-manufacturing” and “makerspaces” to be permitted in commercial and mixed-use areas. The Town should recognize that a rapidly changing economy does not neatly classify such business opportunities and that their integration into commercial and mixed-use areas brings investment and vitality to targeted sites.

Municipal Growth Goals and Actions

GOAL #4: La Plata will expand its boundaries when and where there is a clear net economic and/or environmental benefit to doing so and only when supported by adequate public facilities.

ACTIONS:

1. Require that all new growth areas are connected to water and sewer service and provide or support adequate multimodal transportation capacity.
2. Support annexation of existing residential and commercial properties when there is a clear plan and identified funding for water and sewer connections and capacity.

GOAL #5: Improve intergovernmental coordination with respect to annexation, development processes and public facilities.

ACTIONS:

1. Review and revise, if necessary, the town’s school capacity policies in coordination with Charles County and the Board of Education.
2. Identify opportunities within growth areas to support new town or county public facilities such as schools, libraries, police and fire stations, and other municipal services infrastructure.
3. Provide for reciprocal review of major development projects that may have impacts to the town or county when constructed in the other jurisdiction.
4. Closely coordinate potential annexations with County government.

Environmentally Sensitive Areas Goals and Actions

GOAL #6: Protect sensitive environmental areas through resource conservation and other natural resource management tools.

ACTIONS:

1. Continue to coordinate with Charles County on areas designated as habitat of rare, threatened and endangered species for priority retention area under the County’s Forest Conservation Ordinance.
2. Close gaps in the local greenway network through direct acquisition, easements and exactions during the development process. Make regular application for funding from the Maryland Department of Natural Resources (DNR) Program Open Space (POS) to secure priority greenway

areas where new development is not planned.

3. Maximize opportunities for forest conservation subdivision requirements to be met through retention of natural wooded areas and wildlife corridors on site pursuant to Ordinance No. 18-05.

GOAL#7: Require a high standard of environmental protection in new subdivisions through regulations that protect forest stands and mature trees, stream valleys, steep slopes and waterways.

ACTIONS:

1. Develop and enact an ordinance which protects steep slopes from development.
2. Create a greenways checklist to be used as part of the development review process to include existing and proposed conditions and a construction management plan that addresses riverbank stabilization and slope treatment; trail and pedestrian connections; greenway plantings; existing retention areas and mitigation measures.
3. Prepare an environmental protection ordinance comprehensively integrates all existing and new development review requirements, including both high standards and flexibility for creative environmental protections.

GOAL #8: Meet or exceed regulatory goals for protecting the Port Tobacco River and Zekiah Swamp watersheds.

Please see the Water Resources Element for actions related to this goal.

GOAL #9: Encourage programs and projects that connect residents to the town's natural resources.

ACTIONS:

1. Build relationships with non-profit conservation organizations who can assist individual landowners in preserving the important natural features on their properties
2. Create environmental stewardship activities led by the Town or non-profit organizations.
3. Include public access easements to parks and greenways in development reviews and approvals process. This might also include providing bicycle and pedestrian facilities, habitat viewing areas and interpretive signage highlighting natural features.

Water Resources Goals and Actions

GOAL #10: Plan upgrades and enhancements to the Town's wastewater infrastructure to ensure that growth and development can be accommodated within the Chesapeake Bay Restoration framework.

ACTIONS:

1. Continue to carefully monitor usage through regular updates of its Wastewater Capacity Management Plan and control allocations through its development and building permit approval processes.
2. Incrementally expand wastewater plant from its current rated capacity of 1.5 Million Gallons per Day (MGD) to 2.0 MGD by 2030 to meet projected demands from growth and development.
3. When considering annexation of potential municipal growth areas that have failing septic systems, require that the County and property owners agree to a financial plan that will support connections to the wastewater treatment system at no capital expense to the Town. It is noted

that planning consistency between the county and town is required to apply to the Bay Restoration Fund for this purpose.

4. If determined to be prudent and feasible based on an ongoing evaluation, the Town will install flow equalization capacity at the wastewater treatment plant (WWTP) to mitigate the impact of high peak flows. Such improvements would increase the performance of key treatment processes and enhance the plant's overall reliability, especially during periods of heavy rain.
5. As WWTP capacity is expanded to 2.0 MGD, the Town should begin to investigate new opportunities for mitigation, nutrient offset, level-of-treatment improvement, or alternative disposal regime, including the State's new nutrient trading program.
6. Because of the limitations imposed on the La Plata WWTP by the Chesapeake Bay Total Maximum Daily Load (TMDL), any increase of wastewater treatment capacity over 2.0 MGD will require some form to meet the ultimate treatment demand of 2.434 MGD, the Town will have to identify alternatives to offset almost 4,000 pounds of nitrogen and 340 pounds of phosphorus per year.
7. The State of Maryland's new nutrient trading regulation provide a framework for the buying and selling of nutrient credits to offset growth under the Bay TMDL. Purchasing credits may be a viable long-term solution to expand the WWTP beyond 2.0MGD.
8. Alternative disposal, through spray irrigation, reuse, "purple pipe"³ or other means is also a potential long-term strategy that the Town is considering addressing wastewater capacity limitations.

GOAL #11: Ensure that the future water supply needs of the Town can be met while preserving the long-term sustainability of shared groundwater resources.

ACTIONS:

1. Implement water allocation and development approval policies that ensure that adequate production and distribution capacity exists prior to project approval.
2. Sunset pending allocations of water for developments that do not move forward within three years of approval.
3. Continue promotion of water conservation to reduce per capita water usage by 5% from 2012 usage levels.
4. Perform regular comprehensive water system audits to minimize water losses from the system.
5. Develop infrastructure to support the use of reclaimed, highly treated effluent for cooling water, irrigation, lawn watering, fire suppression, or other non-potable water uses.
6. Develop alternative sources of water supply, including expanded development of groundwater and surface water sources.
7. Connect with other water supply systems, such as the community of Waldorf, to create greater opportunities for resource balancing and enhancing system redundancy.

³ "Purple Pipe" refers to nonpotable re-use of wastewater

GOAL #12: Protect local watersheds by implementing protective development and stormwater management practices that minimize and mitigate the impact of additional runoff from new development.

ACTIONS:

1. Completing the Town's Municipal Separate Storm Sewer System (MS4) restoration plan, mandated under the current Phase II MS4 General Permit and identify stormwater retrofit and watershed restoration projects that will contribute to the overall Chesapeake Bay TMDL effort.
2. Implement the projects included in the MS4 restoration plan.
3. Maximize opportunities to create new open space and green space within the downtown areas to reduce overall imperviousness and minimize stormwater runoff.
4. Continue to track stormwater management facilities and impervious areas through its Stormwater Capacity Management Plan and National Pollutant Discharge Elimination System (NPDES) MS4 permit annual reports.
5. Target fee-in-lieu revenue to stormwater mitigation projects that support the Town's overall watershed restoration program.

GOAL #13: Preserve and enhance high-quality and sensitive water resources impacted by growth and development.

ACTIONS:

1. Limit waivers of stormwater management requirements in newly developed areas, particularly within sensitive and high-quality watersheds, to ensure that higher levels of treatment will be achieved in areas that are redeveloped and stormwater will be treated to the maximum extent practicable in newly developed areas.
2. Focus reforestation efforts within watersheds that will benefit the most from the investment, particularly in the Jennie Run and Zekiah Swamp watersheds.

GOAL #14: Meet or exceed stormwater management goals as expressed in TMDL requirements.

ACTIONS:

1. Identify a sustainable source of funding for the Town's MS4 restoration plan, including funds needed for long-term maintenance, capital replacement, and MS4 permit compliance.
2. Continue to work with Charles County to implement the Port Tobacco Watershed Restoration Action Strategy (WRAS).
3. Work with the Maryland Department of the Environment (MDE) and Charles County to explore nutrient trading and large-scale restoration projects as a long-term approach to managing stormwater waste load allocations.

Transportation Goals and Actions

GOAL #15: Make strategic, proactive connections in the street grid to support economic and community development projects and better manage through traffic.

ACTIONS:

1. Conduct and present to CSX Transportation (CSXT) an at-grade crossing study for potential new

crossings identified as shown in **Map 10**. Use this study to establish the necessary mitigation measures that will be required at-grade crossings to be built.

2. Advance concept development and preliminary engineering for key transportation investments so that they are ready to go as development and redevelopment investment becomes possible (see **Map 10**.)
3. Acquire real estate options for future right-of-way acquisition necessary to construct road, establish right-of-way for preferred alignments in record plats.
4. Consider Caroline Street extension over CSX.
5. Work with the Maryland Department of Transportation State Highway Administration (MDOT-SHA) to improve access management along US 301.

GOAL #16: Continue to make La Plata a very walkable community.

ACTIONS:

1. Construct new sidewalks as follows:
 - Washington Avenue from Baltimore Street to Talbot Street and from Shining Willow Way to Heritage Green Parkway;
 - St. Mary's Ave from Charles Street (MD 6) to the first commercial entrance; and,
 - Kent and N. Oak Streets between Charles Street and the Department of Social Services, however, there is first a need to reconsider the street connections to make for more logical flow of traffic within this area.
2. Work with MDOT-SHA to improve pedestrian crossing locations along US 301.
3. Work with property owners along Charles Street and Washington Avenues to place planters or other attractive delineators of parking spaces from the sidewalk where such delineation does not clearly exist (see Figure 10.)
4. In its annual list of priority transportation projects to the Maryland Department of Transportation (MDOT), the Town and Charles County should make a high priority request for sidewalks to be built on the east side of Crain Highway (US 301):
 - From La Plata Plaza North to Rosewick Road (approximately 3700'); and,
 - From 6620 Crain Highway to Talbot Street (approx. 810').
5. Be active in Tri-County Council's Pedestrian Infrastructure Advisory Committee and participate in walkability audits and seek grants.
6. Work with the Police Department to incorporate enforcement and safety awareness programs for pedestrians and drivers in La Plata.

GOAL #17: Better manage the supply of existing parking and limit new off-street parking.

ACTIONS:

1. Improve signage for off-street parking areas

2. Encourage shared parking spaces and reduce or eliminate minimum parking requirements on a *per development* basis.

GOAL #18: Support regionally significant transportation improvements

ACTIONS:

1. Support the Southern Maryland Rapid Transit project connecting the Branch Avenue Metro Station to White Plains
2. Request further study of the Southern Maryland Rapid Transit Project to extend south to downtown La Plata

Municipal and Community Services & Facilities Goals and Actions

GOAL #19: Promote a culture of civic activism and community ownership.

ACTIONS:

1. The town should continue to invest in community activities that bring residents together and create strong civic bonds.
2. The town should work to identify a diverse and growing group of residents to serve on its boards and commissions and to lead other beneficial programs to the community.

GOAL #20: Strengthen town services and programs with adequate staffing and technical expertise.

ACTIONS:

1. The town should consider adding program management staff to support implementation of capital projects as the Capital Improvement Plan (CIP) develops.
2. The town should consider hiring a community/economic development manager to help bring specific development projects to fruition.
3. The town should consider establishing a coordinator of parks, environment and recreation programs.

GOAL #21: Establish a Capital Improvement Plan to guide town's infrastructure investment.

ACTIONS:

1. A formal infrastructure assessment should occur and be used to guide capital replacement or rehabilitation of roads, buildings, water and sewer systems.
2. The Town Council should adopt policies regarding the types of projects which may be considered for funding under the capital program.
3. The Town Council should establish five-year budget targets for a Capital Improvement Plan to provide certainty that capital projects can move forward and establish a debt affordability goal which will guide Pay-As-You-Go (PAYGO) vs. bond-funded project spending.

GOAL #22: Identify and develop municipal services which can be self-sustaining as a resource to other unincorporated areas of municipalities in the region.

ACTIONS:

1. The town should consider allowing its solid waste transfer station to be used by other municipalities.

Housing and Community Development Goals and Actions

GOAL #23: Encourage mixed-use development in new subdivisions and in downtown redevelopment projects.

ACTIONS:

1. The 2018 comprehensive rezoning ordinance establishes the regulatory structure to encourage infill development and encourage mixed use development at the La Plata Town Center. Town staff and the Planning Commission should continue to promote a mix housing types when considering development plans.
2. Encourage relocation of uses that do not conform with neighboring zoning to decrease fragmented and uncoordinated uses.
3. Staff and Planning Commission should review the plans with the infill and downtown development projects as priorities. This will help the Town from having multiple nodes and taking opportunities away from the Downtown area.
4. The Town should support development proposals and programs that integrate various populations in order to successfully implement mixed-use development in and around the Downtown Core.

GOAL #24: Encourage a range of housing density, type, cost and size in new subdivisions to welcome a diverse population.

ACTIONS:

1. The Town should continue to support development proposals and programs that address the needs of senior and physically challenged population, to provide flexibility for the needs of such populations.
2. La Plata should address the housing needs of those who are currently living in hotels and are underserved in the regular housing market.
3. Planning Commission and Town staff should clearly outline the need for diverse housing and incentivize/ prioritize subdivisions being planned to meet the housing needs of the Town.

GOAL #25: Support “aging in place” initiatives to attract and retain La Plata’s senior citizens.

ACTIONS:

1. Encourage the use of accessory dwelling units (ADUs) as defined in the Zoning Ordinance; this will allow development of ADUs in association with single family detached homes. These will help provide affordable housing options for low to moderate income workers, seniors, and recent college graduates as recommended in the 2009 Comprehensive Plan.
2. Work with non-profit and local organizations that provide services for the seniors to increase the ability to “age in place” for community members.
3. Plan for mixed-use developments that provide attractive amenities for seniors.

Economic Development Goals and Actions

GOAL #26: Focus the town’s community and economic development efforts on the downtown core; demonstrate public investment to attract private capital.

ACTIONS:

1. Ensure the availability of infrastructure and services that are essential to grown and sustain businesses by advancing actions in the Transportation Element.
2. Harness redevelopment potential in downtown industrial sites, including proactive efforts and investments to relocate active businesses to more appropriate properties in the Town.
3. Explore town-sponsored tax and financial incentives for downtown growth and development, including tax increment financing for infrastructure projects.
4. Work with Charles County to establish a targeted loan program to encourage small business development for destination retail and a location-specific brand experience; support arts and entertainment district activities and their spin-off benefits.
5. Develop a destination marketing strategy to bring retail customers off US 301 and into the downtown core, with a focus on commuters living south of La Plata and in Virginia.

GOAL #27: Support entrepreneurialism, workers in the “gig economy” and telecommuting.

ACTIONS:

1. Ensure that zoning ordinances permit home-based businesses, telecommuting and micro-manufacturing opportunities with appropriate safeguards for residential quality of life.

GOAL #28: Build on the town’s economic strengths.

ACTIONS:

1. Maximize the potential of the planned La Plata Library to provide a range of services with hours of operation well into the evening hours.
2. Establish a “Community and Campus Zone for Hospitals and Health Care Facilities” which provides a predictable development environment for this sector.

Coordinate with County and state government to facilitate the preferred location of public agencies and facilities in the downtown core. *Recreation and Parks Goals and Actions*

GOAL #29: Create strategically located, community and neighborhood parks.

ACTIONS:

1. Use the *2011 La Plata Parks and Recreation Master Plan* to determine the types of facilities needed in the Town.
2. Create a 20-25 acre community park within Heritage Green that is accessible to residents of the entire town. The park should have indoor and outdoor amenities; paths and trails connecting the park to areas that are underserved and need a connection to a park.
3. Create a community park in the downtown area.
4. Add two neighborhood parks, one west of US 301 (10 to 15 acres) and one east of US 301 (20 to 30 acres).
5. Add a natural resource area/ greenway that connects Rosewick Road south to the existing Clark Run natural area. This will serve as the north-south spine through the town.

6. Plan for a town-wide walking/biking trail system which will be approximately 15 miles.
7. Enhance existing parks and recreation areas.

GOAL #30: Meet identified facilities needs especially for indoor recreation and sports fitness, walking and swimming, and programming for youth, elderly and disabled residents.

ACTIONS:

1. Review the *2011 La Plata Parks and Recreation Master Plan* to prioritize the types of indoor facilities needed in the Town of La Plata. Basketball, sports fitness and swimming pools are the highest future demand indoor facilities.
2. Continue to work with Charles County to ensure adequate senior trips and tours, special Olympic programs and youth programs are provided and are advertised to La Plata residents
3. Work with local organizations and Charles County to provide programs for the disabled.
4. Incorporate multi-generational playgrounds to provide options for those who may not be as mobile and need the physical activity.

GOAL #31: Ensure that new development in Town provides on-site recreation and open space, but also contributes its fair share to the public Parks, Recreation, and Open Space (PROS) system.

ACTIONS:

1. When approving new development, the Town should consider the public PROS system needs and the recreation and open space needs internal and private to the development. The town should prioritize the public PROS system first.
2. The Town Planning Commission should use the needs analysis from the 2011 Parks and Recreation Plan to identify needs as related to the new development under the Town's development regulations.
3. The Town should consider impact fees as a potential funding source for recreational facilities.

GOAL #32: Create a town-wide walking/biking trail system as recommended by the *2011 La Plata Parks and Recreation Master Plan*.

ACTIONS:

1. Review the 2011 Parks and Recreation Plan to add trails and paths in recommended locations. Ensure trail and path recommendations do not have conflict with transportation plans for the Town.
2. Connect Heritage Green, Clark Run greenway, Agricopia Park, Redwood Lake, East Patuxent Drive and future planned parks with one another.
3. Create a natural resource area/ greenway along Clark Run as a spine through the heart of Town.

Part 1: Growth, Infrastructure and the Environment

The regulation of land development through the planning and zoning ordinances, investments in public infrastructure (water, sewer, roads, etc.) and measures to protect the natural environment is the foundation of the comprehensive planning process. Among many other outcomes, decisions in the areas of land use, municipal growth, infrastructure and environmental policy areas drive the Town's financial ability to provide municipal services, the quality and availability of clean and safe drinking water, the ability of residents and workers to circulate through the town by car or on foot to local and transit to regional destinations. Part 1 of the 2019 Comprehensive Plan addresses these issues and more.

Land Use Element

Maryland's delegation of land use planning to local governments is framed in the 1992 Economic Growth, Resource Protection, and Planning Act which articulates the State's growth policy through seven (now 12) visions centered on concentrating development in suitable areas, protecting sensitive areas, and establishing funding mechanisms to achieve the visions. Subsequent legislation directed state funding for growth-related infrastructure (roads, water/sewer, public buildings, etc.) to Priority Funding Areas (PFAs), providing a geographic focus for state investment in growth; and, created requirements for local governments to control septic sewers in the land development process.

Significant Updates Since the 2009 Comprehensive Plan

On July 30, 2018, the Town Council adopted Ordinance 18-05, a comprehensive zoning ordinance updated for the first time since 1979. The zoning code became effective on August 15, 2018 and can be viewed on the Town of La Plata website.

Existing Conditions & Important Considerations

The Town of La Plata has developed along two main corridors, Crain Highway (US 301) and Charles Street (MD 6). The commercial land uses are concentrated along these two corridors with residential land uses dispersed throughout the fringes of these axis roads. The majority of residential land uses are low density with the medium and higher density residential adjacent to the commercial land uses.

La Plata is approximately 5,000 acres. There have been no major annexations or other changes to the town boundaries since the 2009 comprehensive plan. A few technical corrections to the boundary had minimal effect on the overall acreage. The lack of current municipal growth is an about-face since the 1990s when approximately 800 acres were annexed into the town (Heritage Green's) followed by approximately 160 acres from period 2002 – 2009⁴ (Stagecoach, Steeplechase and Agricopia subdivisions.) Since the 2009 Comprehensive Plan the pace of development has been far less than expected owing to national economic conditions and the rapid pace of development in northern parts of Charles County. Only a few subdivision phases have broken ground; high and medium density residential units in the town have been built. Note the acreage and percentage of land use categories adds to more than 100 percent of the Town's area because there are overlapping uses with Flood Plains.

The current land use of La Plata is split into the following categories:

- **High Density Residential Areas:** These areas generally include apartments and condominiums as well as community services and institutional uses. The density does not exceed more than 20 unit per acre. These areas comprise approximately 360 acres or 7 percent of the total acreage in Town.
- **Medium Density Residential Areas:** These are mostly detached and attached single family houses at densities of no more than 4 to 6 units per acre. This category, like low density residential areas also includes some community service and institutional uses. These areas comprise approximately 400 acres or 8 percent of the total acreage in Town.
- **Low Density Residential Areas:** These are primarily single-family detached homes at densities of approximately 2 to 3 units per acre or less and include some community service and institutional uses. These areas comprise approximately 1150 acres or 23 percent of the total acreage in Town.
- **Commercial Areas:** Includes business, institutional and service establishments. These areas comprise approximately 560 acres or 11 percent of the total acreage in Town.
- **Mixed-use Areas:** A combination of residential, commercial, office, and institutional uses. These areas comprise approximately 1020 acres or 21 percent of the total acreage in Town.

⁴ 2009 Comp Plan, p.3

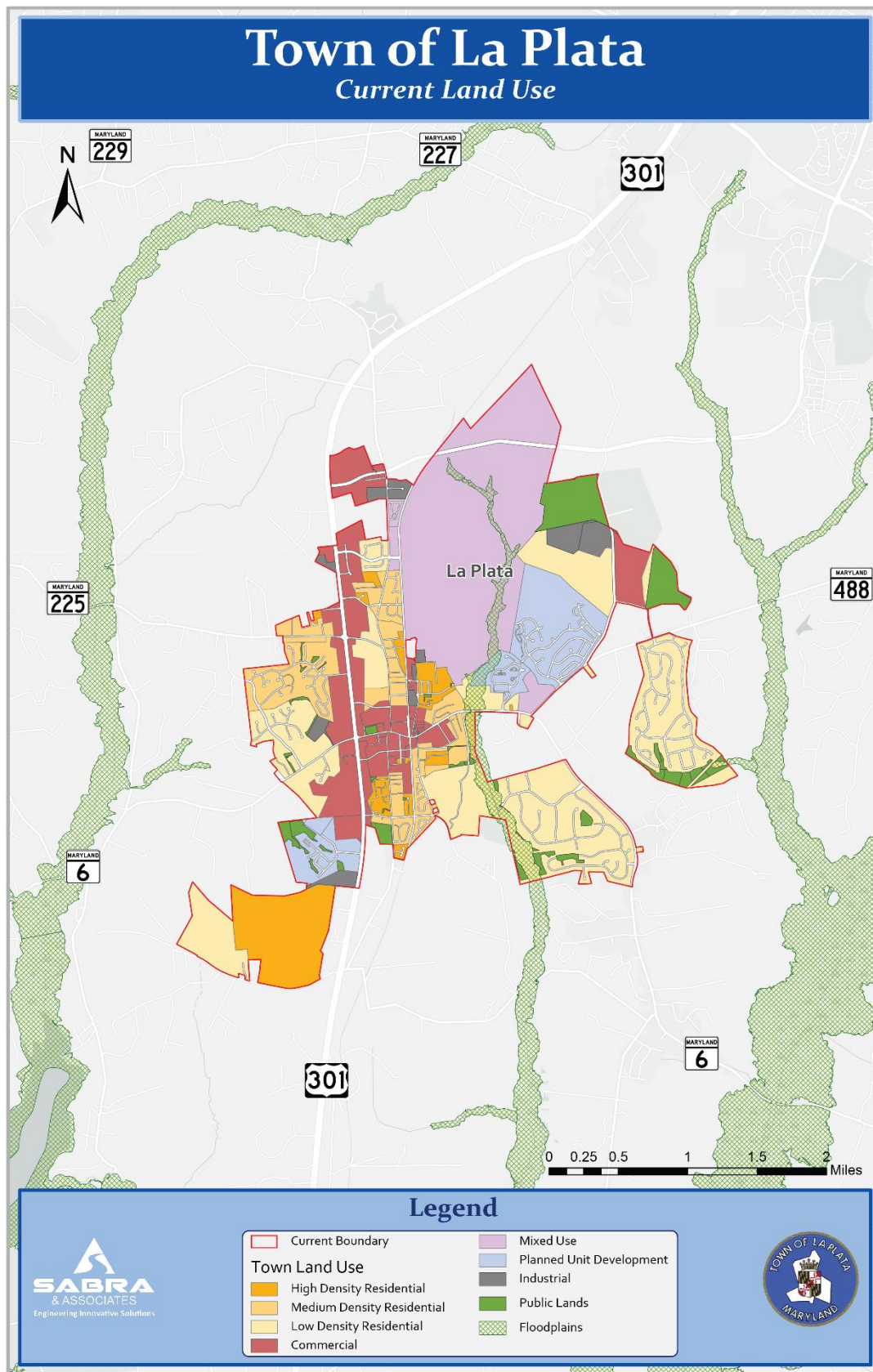
- **Planned Unit Development Areas:** These areas comprise approximately 360 acres or 7 percent of the total acreage in Town.
- **Industrial Areas:** Accommodates manufacturing, warehouse, distribution centers, industrial parks and similar uses. These areas comprise approximately 120 acres or 2 percent of the total acreage in Town.
- **Public Lands:** Areas including forest conservation act easement areas, parks, recreation facilities, and large land areas specifically preserved as open spaces. These areas comprise approximately 500 acres or 10 percent of the total acreage in Town.
- **Flood Plains:** Areas of low-lying ground subject to flooding. These areas comprise approximately 140 acres or 3 percent of the total acreage in Town.
- **Roadway Rights-of-Way:** Comprise approximately 390 acres or 8 percent of the total acreage in Town

Map 1: Current Land Use and **Map 2: Projected Land Use** depict the Current and Future Land Use in the Town of La Plata, respectively. The Future Land Use map shows projected municipal growth areas which are discussed in the Municipal Growth Element. Including all potential annexation areas, the total acreage of the town would be approximately 7,850 acres.

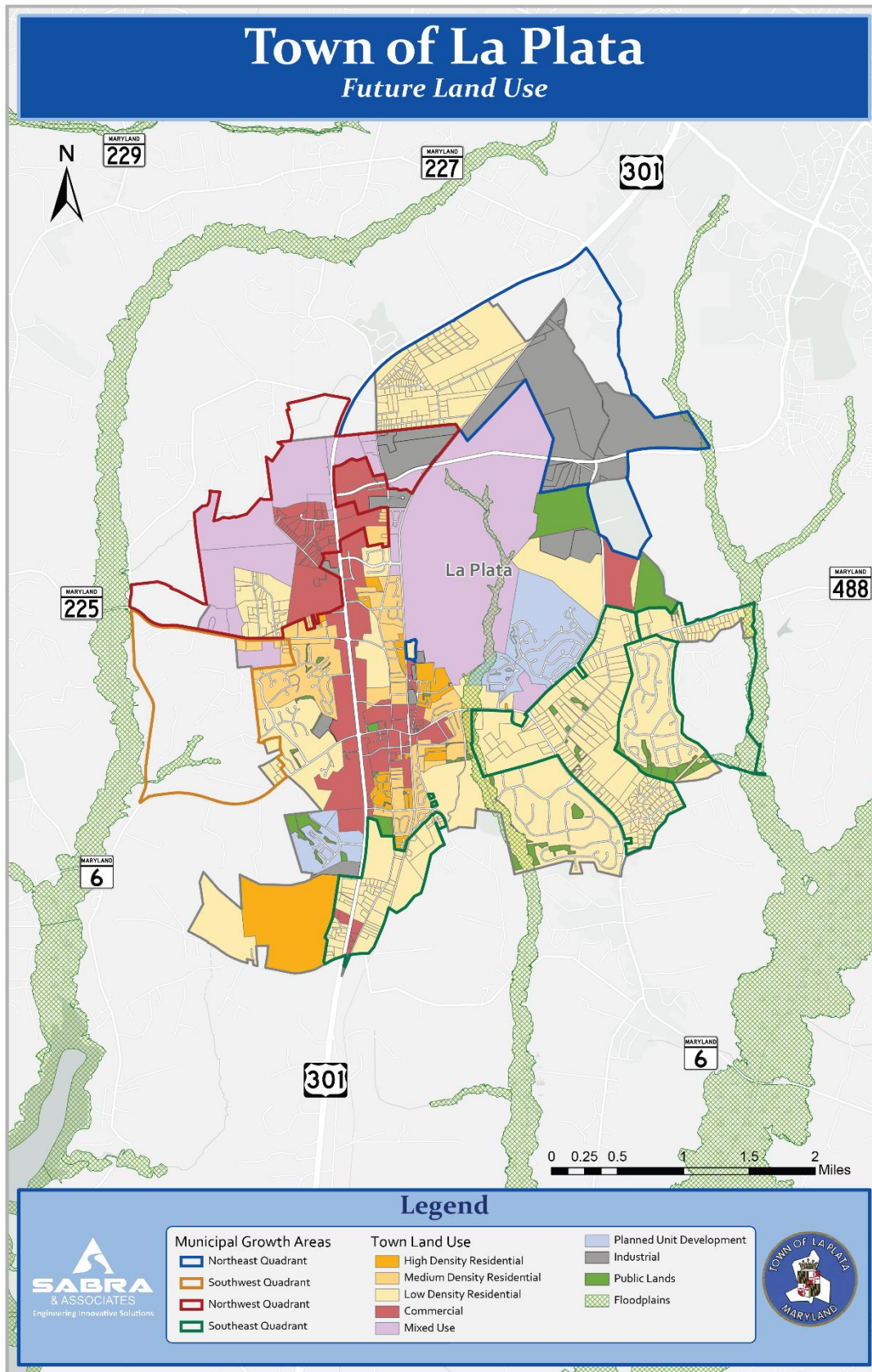
The future land use of La Plata is split into the following categories:

- **High Density Residential Areas:** These areas comprise approximately 370 acres or 5 percent of the total acreage in Town.
- **Medium Density Residential Areas:** These areas comprise approximately 450 acres or 6 percent of the total acreage in Town.
- **Low Density Residential Areas:** These areas comprise approximately 2290 acres or 29 percent of the total acreage in Town.
- **Commercial Areas:** These areas comprise approximately 790 acres or 10 percent of the total acreage in Town.
- **Mixed-use Areas:** These areas comprise approximately 1560 acres or 20 percent of the total acreage in Town.
- **Planned Unit Development Areas:** These areas comprise approximately 360 acres or 5 percent of the total acreage in Town.
- **Industrial Areas:** These areas comprise approximately 780 acres or 10 percent of the total acreage in Town.
- **Public Lands:** These areas comprise approximately 500 acres or 6 percent of the total acreage in Town.
- **Flood Plains:** These areas comprise approximately 250 acres or 3 percent of the total acreage in Town.
- **Roadway Rights-of-Way:** Comprise approximately 510 acres or 6 percent of the total acreage in Town

MAP 1: CURRENT LAND USE



MAP 2: PROJECTED LAND USE



Goals and Actions

In general, the Town's current land use and development capacity should support a stable, if not growing and diverse population and economy. The ability to leverage its land use powers and its flexibilities is key to spurring future growth within existing town boundaries, as is a development review process that is fair, transparent and predictable. Additional issues related to land use planning include how to best support the Town's anchor institutions and businesses, strengthen the downtown core and character, manage potential growth of the Town's municipal boundaries and diversify the Town's economic base.

GOAL #1: La Plata will maintain and enforce its plans and policies to strengthen the downtown core and maintain its small-town character.

ACTIONS:

1. The 2018 comprehensive rezoning ordinance establishes the regulatory structure to encourage infill development and encourage mixed use development at the La Plata Town Center. Town staff and the Planning Commission should be mindful of their extraordinary efforts to complete the rezoning process over the course of eight years when considering proposed site plans, reviewing special exceptions and variances, signage plans, and negotiating mixed use and planned use development plans.
2. When Commission and staff workload in reviewing projects and plans become strained, priority should be given to review of downtown mixed-use and infill projects and necessary efforts to advance creation of the La Plata Town Center. Following a predictable yet flexible development review process will be key to gathering momentum for the project.
3. The Town should give additional review to its urban design guidelines, maximum setbacks from the curb or property line, and parking requirements to ensure that an active street frontage is gained with each new development project.
4. The Town will consider mixed use zone for downtown core and implement main street program.

GOAL #2: New development areas will reflect the principles of walkability, sustainability and environmental protection.

ACTIONS:

1. Several new policy and planning concepts are contained in this comprehensive plan which are specifically intended to guide development in any areas seeking annexation into La Plata. The Planning Commission should conduct a thorough review and update of codes and standards to reflect concepts and standards contained in the comprehensive plan.
2. As each annexation area is proposed, the Town should clearly establish its expectation that new development will meet or exceed code requirements and integrate into the Town as a cohesive part of the community. The Planning Commission should conduct a thorough review of proposed site plans *prior to* initiating the annexation process and enter into binding agreements on urban design, walkability, sustainability and environmental protection.

GOAL #3: La Plata will plan develop flexible planning requirements to support anchor institutions and new/micro economy business opportunities.

The University of Maryland Charles Regional Medical Center (Hospital) is a large and important public facility in La Plata. It is the only hospital and the fourth largest employer (and the largest private employer) in Charles

County. One way to support anchor institutions is through fair, transparent and predictable land use, design and entitlement processes. The Town must also be cognizant of rapid nationwide changes in the health care industry which are resulting in fewer and shorter hospital stays and more outpatient treatment; “health care” versus “sick care”, as well as pressure to reduce costs. The result will be fewer large hospitals and hospital expansions and more, diverse, and scattered outpatient facilities.⁵ Flexibility in land use and entitlement plans and processes are important to maintain and grow the Hospital’s presence in La Plata.

On the other end of the spectrum are entrepreneurs and micro-businesses who require “maker-spaces,” collaborative working environments, informal or drop-in offices, home-based workspaces or pop-up locations. The recently adopted zoning ordinance addresses zoning for many emerging business types (food trucks, microbreweries, medical marijuana dispensaries), but may unnecessarily restrict or burden small collaborative workspaces. For example, a home-based business is defined as being less than 10% of the dwelling unit used for a variety of professional services which may require occasional client consultation. The “light manufacturing” and “custom manufacturing” zoning definitions addresses some of the “micro-manufacturing” and “makerspace” concept but is prohibited within most commercial areas, all residential areas and the mixed-use areas that the Town seeks to encourage.

ACTIONS:

1. Establish a “Community and Campus Zone for Hospitals and Health Care Facilities”
The goal of this zone would be to ensure integration of hospitals and associated health care facilities into the community in which they are located and may allow the zone to “float” to cover the main campus and nearby associated facilities; however, the applicant would be required to show a public benefit of doing so. For example, within certain proximities the zoning ordinance might consolidate the parking requirements of a hospital and nearby medical offices, diagnostic centers, etc., if the applicant provides for active street frontages, enhanced landscaping, off-site urban greenspace, etc.
2. Ensure that zoning definitions include the concepts of “micro-manufacturing” and “makerspaces” to be permitted in commercial and mixed-use areas. The Town should recognize that a rapidly changing economy does not neatly classify such business opportunities and that their integration into commercial and mixed-use areas brings investment and vitality to targeted sites.

⁵ University of Maryland Charles Regional Medical Center Strategic Plan.

Municipal Growth Element

The comprehensive plan's municipal growth element requirements are identified [§3-112 of the Land Use Article](#). The MGE must identify past growth patterns, potential municipal growth areas outside the existing corporate limits, and the capacity of land areas available for development, redevelopment, and in-fill development. The MGE must describe the relationship of the long-term development policy to a vision of the municipal corporation's future character, including the protection of sensitive areas.

Changes to public services and infrastructure needed to accommodate growth within the proposed municipal growth area are also to be documented relative to population growth estimates.

Inclusion of potential growth areas in a comprehensive plan does not by itself bring the areas into the town's corporate limits; however, for an area to be annexed into the town the area must be consistent with the municipal growth element of the comprehensive plan. Annexation must occur in accordance with [Local Government Article §4-401, et seq.](#)

Significant Updates Since the 2009 Comprehensive Plan

Other than minor technical corrections, there has been no change to the corporate boundaries of the Town of La Plata since adoption of the 2009 Comprehensive Plan.

Development Considerations

The Town faces a difficult balance between the desire for growth and providing the public infrastructure and services to support the growth. New developments proposed for areas just outside of the town boundaries seek access to the municipal water and sewer system; however, extending the water and sewer system to a larger geographic area may further dilute the market potential for commercial and mixed-use development in downtown La Plata. There are environmental benefits to extending water and sewer in certain areas allowing for the removal of septic systems; growth areas that are primarily residential are a "break-even" proposition for municipalities when considering the totality of services provided. Commercial and industrial development is far more needed to grow the town's tax base to support those services; however, enough population growth is necessary to justify private investment in those areas. The Planning Commission wrestled with these competing propositions in arriving at this Municipal Growth Element and opted for an MGE that is permissive of future development; the Commission shall address environmental/fiscal impacts of potential annexations when presented with a proposed annexation.

Population Forecast

The Town's estimated population in 2017 was 9,365 of the total County population of 159,700. From 1970 to 1980, the population of La Plata grew annually by just under 10% although this mostly owes to the expansion of the Town's corporate boundaries and new development therein. Since 1990 the annual rate of increase has been only of 1.39%, less than the County's growth rate of approximately 2%. **Table 1** compares the Charles County and La Plata Growth Rates between 1970 and 2015.

Year	Charles County		La Plata	
	Population	Annual Growth Rate	Population	Annual Growth Rate
1970	47,678	4.32%	1,561	4.76%
1980	72,751	3.35%	2,484	9.21%
1990	101,154	1.77%	5,993	1.08%
2000	120,546	1.97%	6,671	2.75%
2010	146,551	0.61%	8,753	0.89%
2015	155,793	1.41%	9,151	1.40%

TABLE 1: CHARLES COUNTY/LA PLATA GROWTH RATE COMPARISON

Absent some major positive economic disruption, it cannot be reasonably forecasted that the town's population will grow at a much faster rate over the next decade or two than it has in the past decade. As such, the

population of La Plata is projected to increase by 3,500 through 2040 as shown in Table 2⁶ which includes new residents gained through annexation and development of the potential municipal growth areas.

Among the many economic, environmental and societal factors that will affect the Town's rate of growth over the next two decades, a few may have specific implications for La Plata:

- A considerable amount of development capacity exists in northern Charles County, especially in St. Charles and White Plains which are closer to major employment centers in the Washington, DC suburbs. Thus, development may occur there instead of in La Plata.
- Road improvements such as the MD 5 interchange reconstruction at US 301 are planned to mitigate traffic congestion to the east of La Plata making the areas somewhat more desirable from a commuting perspective.
- The strength of downtown housing markets and campaigns to attract and retain younger families in highly urbanized areas is reducing demand for suburban multi-family housing.
- The evolution of employment patterns in the federal civilian agencies, and the relocation of nearby agencies to areas outside of the Washington, DC metropolitan area will adversely affect La Plata's growth. In the defense sector, growing federal investments in air and naval systems may lead to population growth in the region.

Population Projection	
Year	Population
2000	6,671
2010	8,753
2012	8,982
2017	9,365
Projected 2020	9,812
Projected 2025	10,470
Projected 2030	11,433
Projected 2035	12,188
Projected 2040	12,837

TABLE 2: POPULATION PROJECTION IN THE TOWN OF LA PLATA

Finally, a further brake on population growth may be the relative homogeneity of the town's population. While Charles County has become more diverse and became a majority-minority community according to the 2018 American Community Survey, the racial and ethnic composition of La Plata is 62.4% "white alone" and approximately 25.6% Black or African American. People of two or more races, Asians and Hispanics account for approximately 12% of the population.

As shown in **Figure 4**, fewer than 6.4% percent of La Plata residents were born outside the United States, which is slightly higher than the percentage of foreign-born residents of Charles County; however, the state and national average population of foreign-born residents is approaching 14% and the Washington, DC region is slightly more than 22% foreign born. The lower-than-average share of foreign-born residents in La Plata and Charles County may serve as a brake on population growth as immigrant populations tend to cluster.

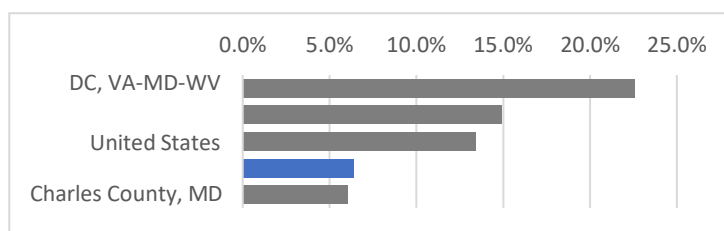
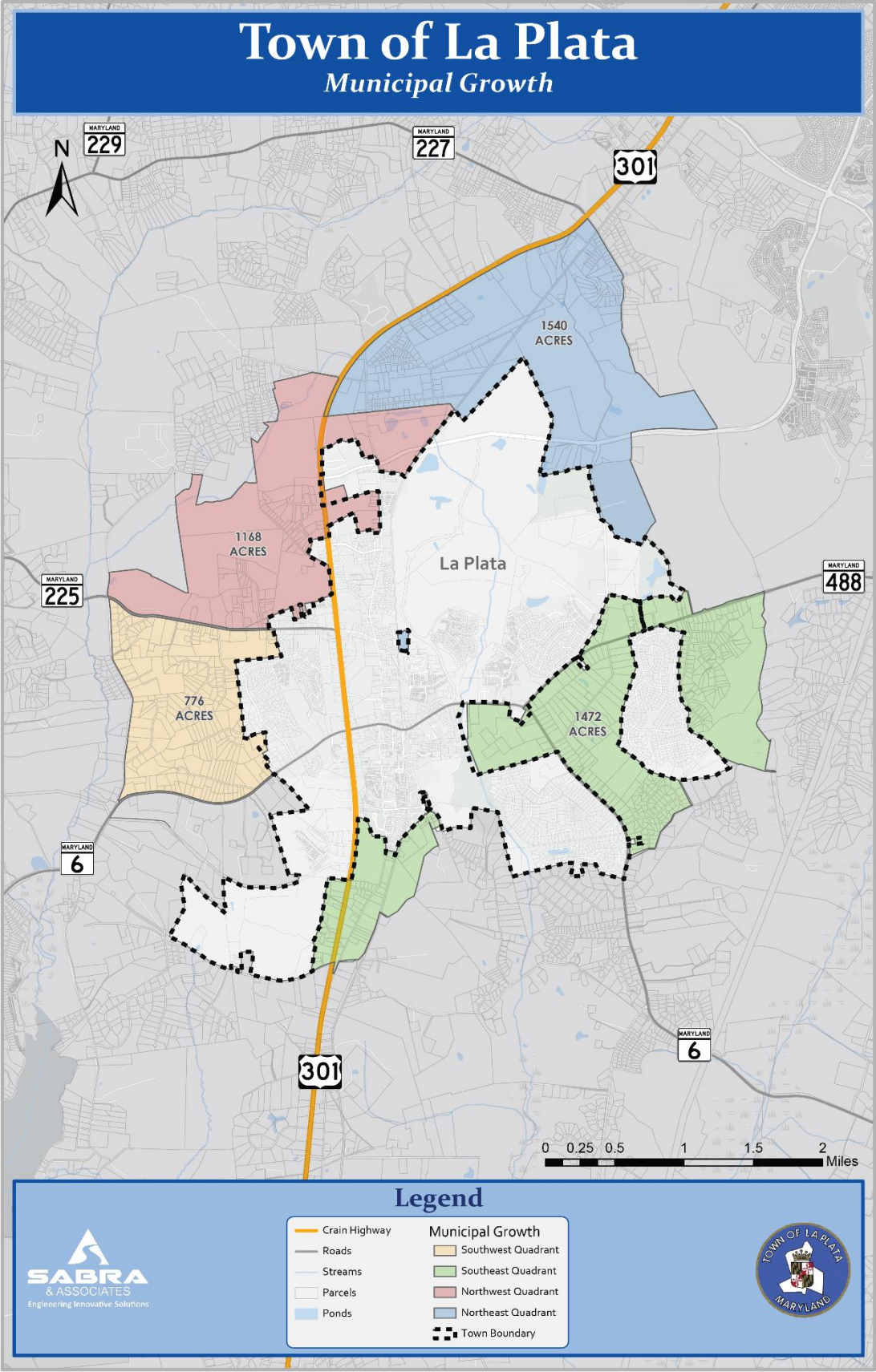


FIGURE 4: FOREIGN-BORN POPULATION COMPARISON

⁶ Population projection takes into consideration birth and death rates, number of building permits rewarded in the Town of La Plata, development projects, Maryland population projection numbers and number of persons in a household. Source: August 2017 household size projections, Maryland Department of Planning, see <https://planning.maryland.gov/MSDC/Documents/popproj/AVGHHSizeProj.pdf>, based on annexation and municipal growth area development, as described in the MGE. A projected additional 4,361 residential units could be constructed at full build-out capacity within the growth areas



MAP 3: MUNICIPAL GROWTH AREAS

Potential Growth Areas & Vision of Future Character

Map 3 shows the Town's potential growth areas including approximate acreages. Combined, these areas total approximately 4,960 acres. Table 3, below, shows envisioned future land-use within the growth areas.

- The Northwest Quadrant, (referred to as Growth Area 1) is approximately 1,170 acres mostly west of US 301 and north of MD 225. Some of this area is developed including a sand and gravel mine north of Rosewick Road, the W & W Industrial Park west of US 301 on Industrial Parkway, and, to its west, homes in the Parkway subdivision. The Town envisions a mix of land uses for growth area 1: heavy industrial west of the railroad north of Rosewick Road; commercial along US 301 and Rosewick Road; business park west of US 301; and mixed

Commercial and Industrial	891	<i>Commercial</i>	235
		<i>Industrial</i>	656
Residential	1185	<i>High Density</i>	3
		<i>Medium Density</i>	49
		<i>Low Density</i>	1133
Public Facilities and Open Space	241	<i>Public Lands</i>	13
		<i>Roadway</i>	115
		<i>Floodplains</i>	113
Mixed-Use	535		
To Be Determined	2104		

TABLE 3: ENVISIONED GROWTH AREA LAND USE (ACRES)

- use and residential further west towards future Quailwood Parkway. Growth Area 1 includes one area with conceptual site plans: The Hub at La Plata is an approximately 505 acre mixed use development along future Quailwood Parkway with a long-term build out of approximately five million square feet⁷ in a traditional neighborhood design.
- The Northeast Quadrant, (referred to as Growth Area 2) is approximately 1,540 acres east of US 301 and mostly north of Rosewick Road along Jaybee Lane. This area is split between existing residential uses west of the railroad tracks and largely undeveloped to the east. The Town envisions the western portion as industrial/employment-focused and the eastern portion as large-lot residential.
- The Southeast Quadrant (referred to as Growth Area 3) is approximately 1,470 acres on the east side of Town mostly south of MD 488 and east of MD 6 including Prospect Hill Road, La Plata Park, and Ellenwood. The Town envisions the future land use to remain large-lot, 0.5 acre minimum, residential. Connection to the Town's sewer system appears possible but would be costly due to the size of the lots and their scattered pattern.
- The Southwest Quadrant, (referred to as Growth Area 4) is approximately 780 acres on the south side of Town west of US 301. The area is partially developed in residential lots with some scattered commercial businesses, but there are some larger undeveloped tracts including a farm with frontage on US 301. The Town envisions the future land use to be large lot, 0.5 acre minimum, residential, with the commercial businesses to remain. Growth Area 4 also includes the two smaller areas on/near Walnut Hill Road that have development potential and orient geographically more to the Town than to the more large-lot suburban areas to the west. It also includes Hawthorne Yards, which is an approximately 45 acre mixed residential and retail development, currently at the conceptual site plan stage, south of MD 225 and east of existing Quailwood Parkway.

Development Potential and Impact on Public Services and Infrastructure

The four proposed growth areas, as described above, are partially developed but have considerable residential development potential. At least 4,361⁸ dwelling units could be constructed at full build-out under future zoning

⁷ <https://thehubatlaplata.com>

⁸ Maryland Department of Planning's Development Capacity Summary Report, 5/29/2019, not including amendments by the

character as shown in **Map 2**. These estimates are for the purpose of understanding the public services and infrastructure needed to accommodate growth including any future burden on fiscal sustainability, services and infrastructure that the Town would be responsible for. Future development in growth areas will have varying impacts on public services and infrastructure. Impact fees, water allocation permits, and limitations on development where schools are overcrowded is mechanisms already in place. Adequate Public Facilities Ordinances provide mechanisms to ensure that development in the potential growth areas can be supported by the County schools and the Town's water and wastewater system; however, it is generally expected that the concomitant growth in property taxes and other ongoing revenue sources will pay for increases and/or improvements in other public services such as libraries, parks and recreation, solid waste, public safety, civic promotion and community development. A "gray area" exists with respect to the transportation network, as the County and State governments require traffic impact studies and access permits for certain roadways, requirement for development projects to mitigate traffic on the larger road network are less clear and typically rely on negotiated agreements rather than a fee structure.

The Town's tax base is largely residential which raises questions about the Town's ability to provide the expected level of municipal services as residential growth occurs. A growing body of empirical evidence shows that while commercial and industrial development can indeed improve the financial well-being of a local government, residential development worsens it. While residential development brings with it new tax (and fee) revenue, it also brings demand for local government services which often exceeds the revenue generated by the new houses.⁹ Ensuring that municipal growth yields diverse land uses will be a critical evaluation point when considering potential growth areas. The specific impacts of the potential growth areas is discussed further in the Community Facilities and Services element.

As annexation opportunities come into focus, the implications for environmentally sensitive areas must also be considered:

Rural buffers and transition areas

Charles County's 2016 Comprehensive Plan designates most of the land outside the Town's proposed growth areas as Suburban Large Lot or Major Stream Valley, with some Rural Residential to the south Buffers of the Town.¹⁰ The Town's envisioned land uses for the proposed growth areas are mostly consistent with the County's designations; these are large lot residential or mixed use adjacent to County-designated residential.

For new development in potential growth areas buffer yards to existing or potential future development would be provided pursuant to the Town's buffer yards standards (Section 191-48 of the Town's Zoning Ordinance). These are intended to minimize conflicts between potentially incompatible but otherwise permitted uses on adjoining lots.

The areas with the highest potential for conflict are in growth areas 1 and 2 where the Town envisions heavy industrial land use and the County's adjacent designation is Suburban Large Lot. Under the Zoning Ordinance a buffer yard "G" would be required that would minimize conflict.

Protection of sensitive areas

The proposed growth areas include some sensitive environmental areas. Growth areas 1, 2 and 3 are partially in state-designated Tier 2 watersheds that drain either west to the Port Tobacco River or east towards Zekiah Swamp Run. Jennie Run, which runs through growth area 1 is a designated Tier 2 stream.

New development in the growth areas would be subject to Town's sensitive area requirements for protection of

Planning Commission.

⁹ <https://landuse.uga.edu/Documents/cocsrep.pdf>

¹⁰ Charles County Comprehensive Plan, 2016. Figure 3-1 (Land Use Map)

sensitive areas such as floodplains, streams, steep slopes, and areas with erodible soils (see Sensitive Areas Element of this Comprehensive Plan). New development affecting Tier 2 waters and needing certain State permits and approvals, would also be subject to Maryland's antidegradation regulations that are intended to maintain the condition of high-quality waters.¹¹

Goals and Actions

GOAL #4: La Plata will expand its boundaries when and where there is a clear net economic and/or environmental benefit to doing so and only when supported by adequate public facilities.

ACTIONS:

1. Require that all new growth areas are connected to water and sewer service and provide or support adequate multimodal transportation capacity.
2. Support annexation of existing residential and commercial properties when there is a clear plan and identified funding for water and sewer connections and capacity.

GOAL #5: Improve intergovernmental coordination with respect to annexation, development processes and public facilities.

ACTIONS:

1. Review and revise, if necessary, the town's school capacity policies in coordination with Charles County and the Board of Education.
2. Identify opportunities within growth areas to support new town or county public facilities such as schools, libraries, police and fire stations, and other municipal services infrastructure.
3. Provide for reciprocal review of major development projects that may have impacts to the town or county when constructed in the other jurisdiction.
4. Closely coordinate potential annexations with County government.

¹¹ COMAR 26.08.02.04-1.

Environmentally Sensitive Areas Element

Section 3-106 of the Maryland Land Use Article requires that an element shall be included in the comprehensive plan which include the goals, objectives, principles, policies, and standards designed to protect sensitive areas from the adverse effects of development. Sensitive areas include streams, wetlands, and its buffers, a 100-year flood plain, a habitat of a threatened or endangered species, a steep slope, agricultural or forest land intended for resource protection or conservation, any other area in need of special protection, as determined by the Planning Commission. This element is also intended to satisfy §3-109 regarding Areas of Critical State Concern.

Significant Updates Since the 2009 Comprehensive Plan

Since the adoption of the 2009 Comprehensive Plan, La Plata has adopted an extensive system of environmental protection regulations and policies. Two significant environmental policies include:

- Ordinance No. 10-3 amended the Town's stormwater management requirements to be consistent with updated state requirements. The ordinance requires water quality treatment of runoff and requires that site plans must establish an upland vegetative buffer of at least 50 feet adjacent to wetlands and surface waters including streams, creeks, springs lakes and ponds. The ordinance also limits proposed development that will encroach into a designated 100-year floodplain. It requires the applicant to submit an evaluation of alternatives to such encroachment, including different uses of the site or the portion of the site within the floodway, and minimization of such encroachment. Additional conditions must also be met for a waiver to be granted.
- Ordinance No. 18-05 allows clustering of development for residential projects to maintain specific density maximums while reducing lot minimum sizes, and in so doing preserve natural areas in community open space which are not conducive to the construction of homes. This allows forest conservation subdivision requirements can be met on site through retention of natural wooded areas and wildlife corridors through Forest Conservation Act Easement Long Term Protection Agreements.

Existing Conditions & Important Considerations

La Plata has within its boundaries and the potential municipal growth areas several environmentally sensitive resources which make the community unique, create economic value, provide opportunities for active and passive recreation, and should be conserved and protected. Each resource in its current condition is described below. There are no active agricultural sites or threatened or endangered species living within Town limits and potential municipal growth areas.

Streams and Buffers

Buffers are protection areas or zones placed around streams to preserve some of the biological and hydrologic integrity of the stream basin. Stream buffers act as run-off and groundwater pollution control systems by filtering pollutants through the soil. Buffers also provide habitat for wetland and upland plants, which are in turn used by a variety of animals as a corridor for food and shelter. Wetlands and wetland buffers are regulated by the US Army Corps of Engineers (USACE) and MDE.

The Town of La Plata and surrounding potential municipal growth areas lie within the Port Tobacco River and Zekiah Swamp watersheds, which are both classified as Tier II watersheds – high quality watersheds that have an existing water quality that is significantly better than the minimum requirements, as specified in MDE's water quality standards. Tier II streams are designated based on biological community scores for benthic macroinvertebrates (aquatic insects), and fish (see **Map 4**).

Streams and tributaries within the Port Tobacco watershed are designated as Class I waters in MDE's latest assessment of water quality. Class I designated use waters should support water contact recreational activities

and protect non-tidal warm water aquatic life. The Port Tobacco watershed is impaired by nitrogen and phosphorus, bacteria, sediment, and sulfates. Streams and tributaries of the Zekiah Swamp watershed, which lies to the east of the Town of La Plata, are also designated as Class I waters. The Zekiah Swamp watershed generally meets or exceeds the water quality standards for Class I waters. For a more detailed discussion of the watersheds, streams and tributaries within and surrounding the Town of La Plata, please refer to the Water Resources discussion later in this chapter.

Floodplains

Floodplains moderate and store floodwaters and reduce erosion and sedimentation. Wetlands found within floodplains help maintain water quality, recharge groundwater, protect fisheries, and provide habitat and natural corridors for wildlife. Stream buffers found within floodplains also help to maintain water quality. Safeguarding the natural functions performed by floodplains benefits adjoining and downstream communities by minimizing the risks and costs associated with the loss of life and property; by contributing to the maintenance of water quality and quantity which may directly affect drinking water supplies and by providing recreational opportunities.

The Town of La Plata contains 100-year floodplains primarily associated with Clark Run and its tributaries, which run north and south approximately through the center of the Town. Additional floodplains are also located in some locations of the potential municipal growth areas (see **Map 5**.)

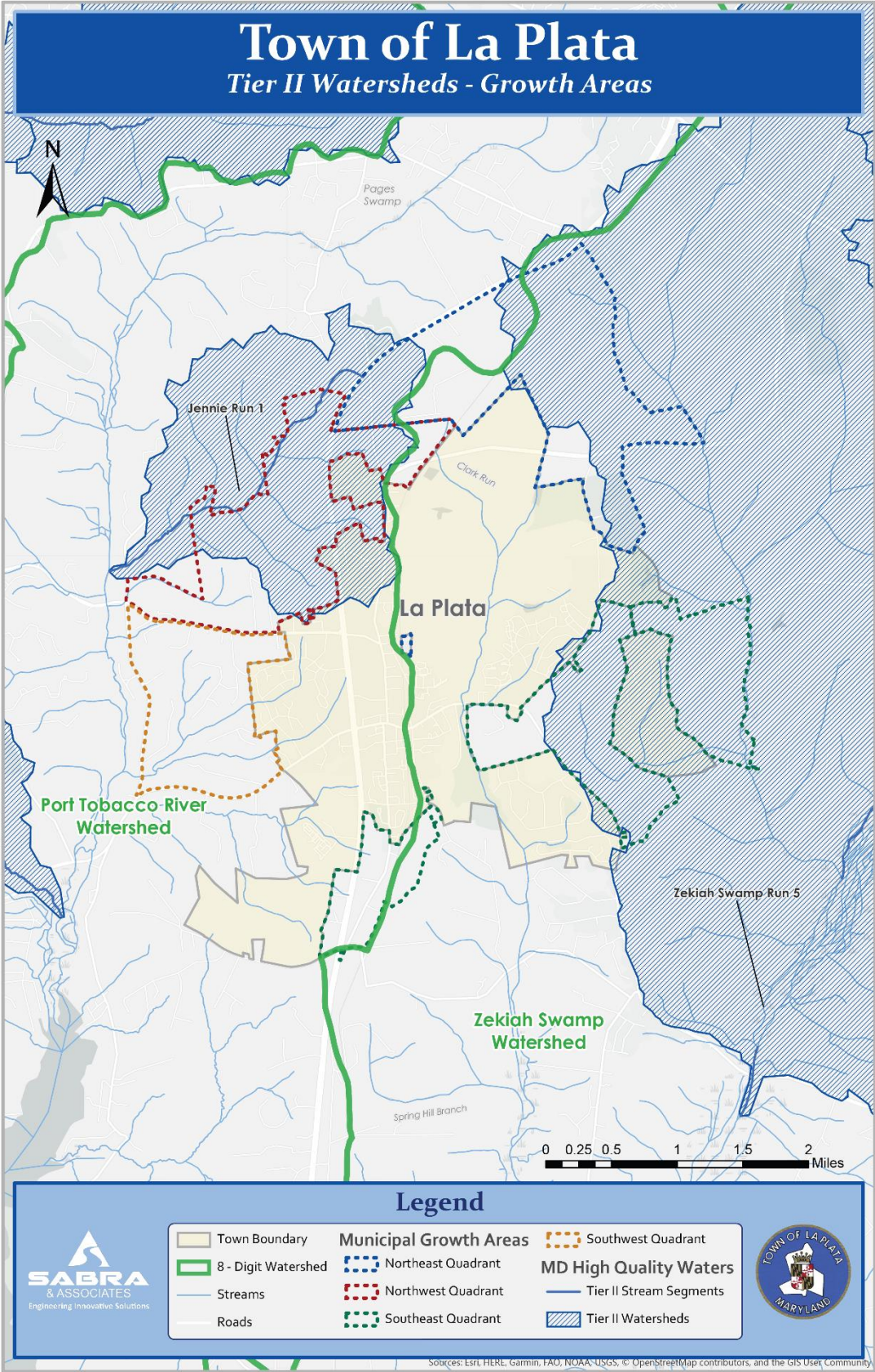
Rare, Threatened and Endangered Species Habitat

Habitat Protection Areas (HPAs) are designated for the protection of significant ecological areas. Outside of the Chesapeake Bay Critical Area, HPAs include habitat of rare, threatened and endangered species, anadromous fish spawning areas, submerged aquatic vegetation, forest interior dwelling bird habitat, colonial waterbird nesting sites and DNR Natural Heritage Areas. While no HPAs are designated in the Town of La Plata's current municipal boundaries, HPAs are designated in the potential municipal growth areas.

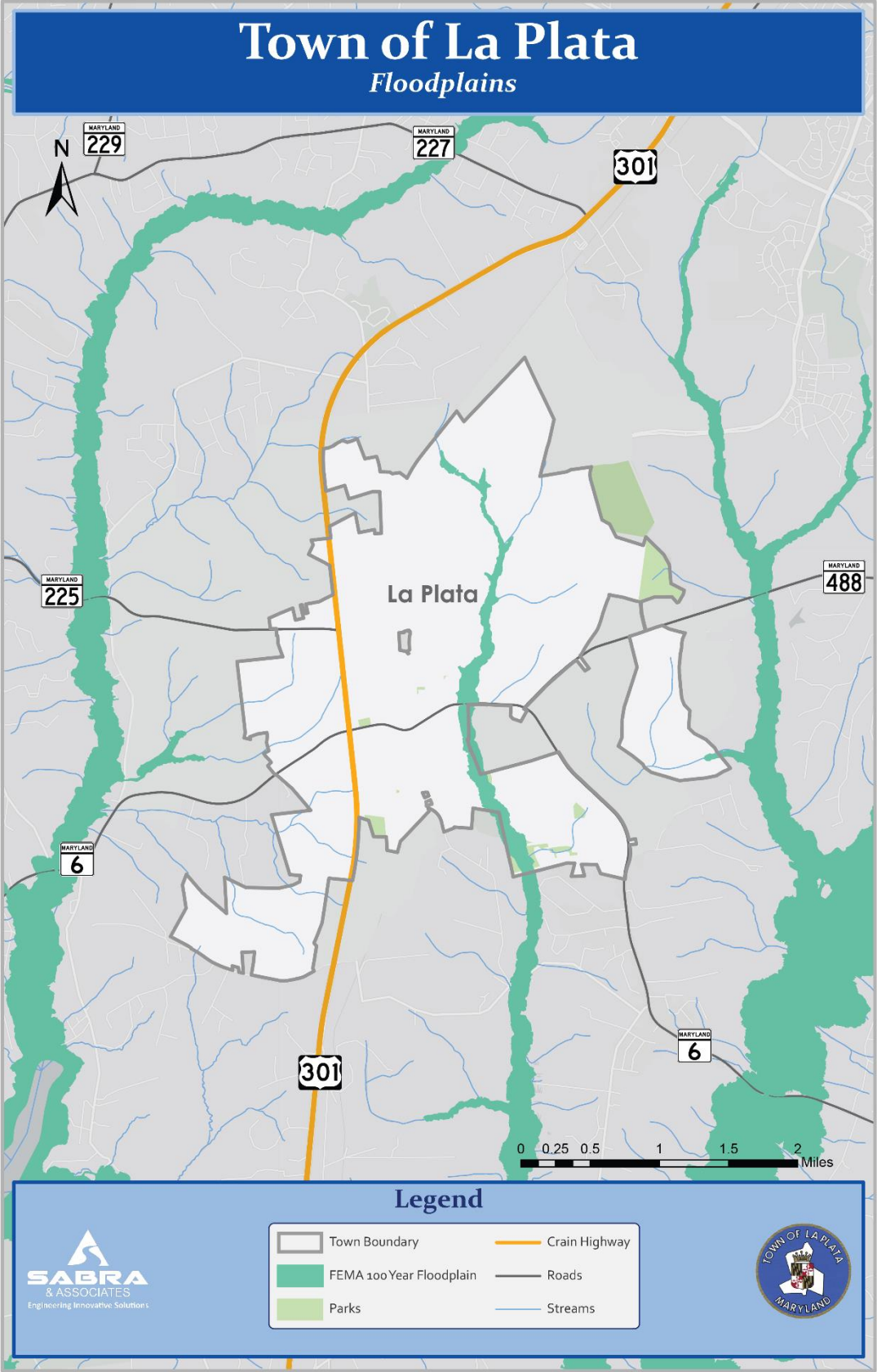
Greenways, Forested Areas and Open Space

Greenways are large areas of open and natural space that are protected from development. They provide multiple benefits including preservation of wildlife habitat, reduced forest fragmentation, pollution reduction, aesthetic quality, and protection of important natural areas. They can also provide open space and outdoor recreation opportunities. The Town of La Plata and surrounding areas include a system of Greenways, but also some gaps in the system especially near the north and northwest areas as shown on **Map 6**.

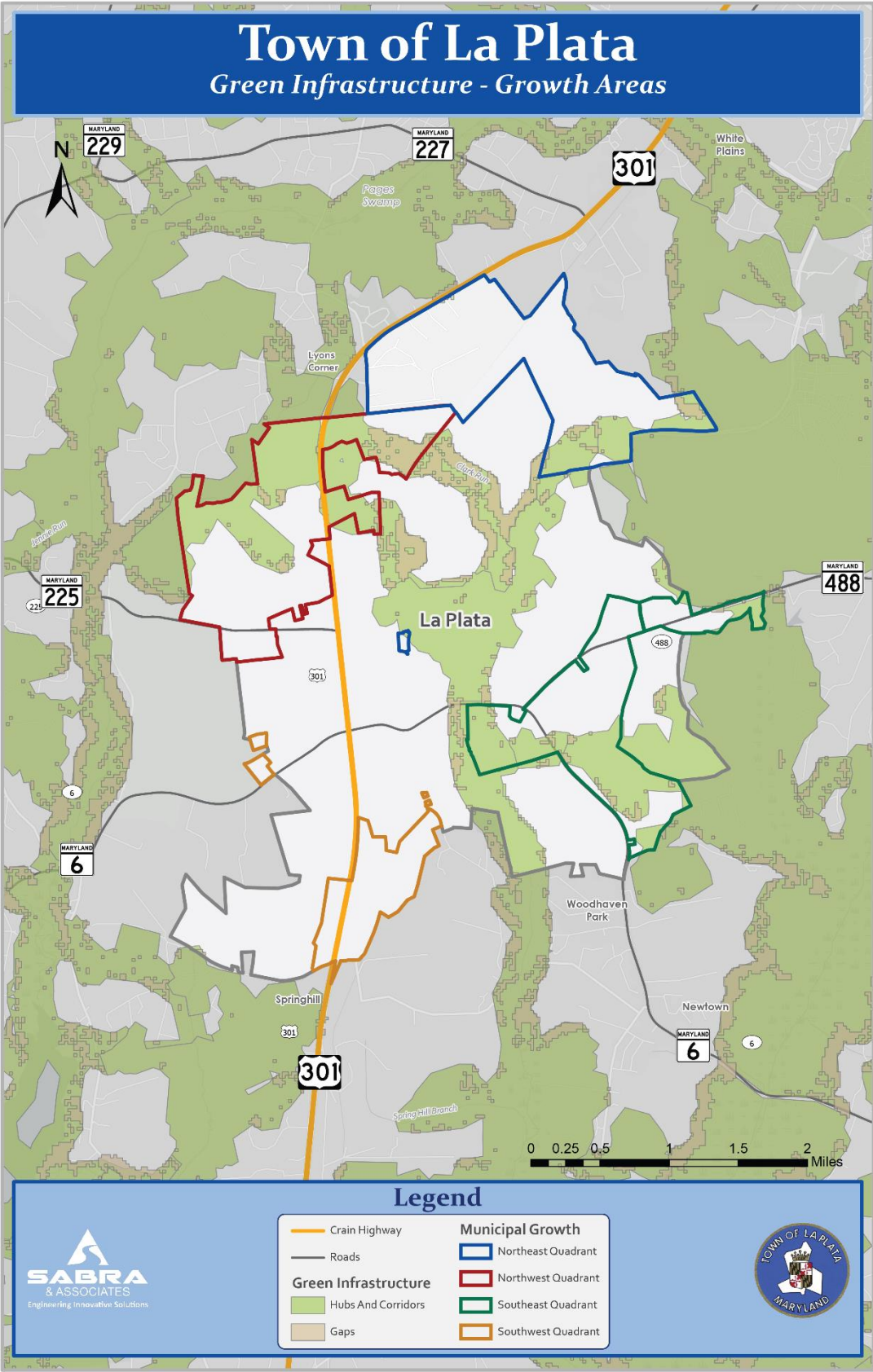
MAP 4: TIER II WATERSHEDS



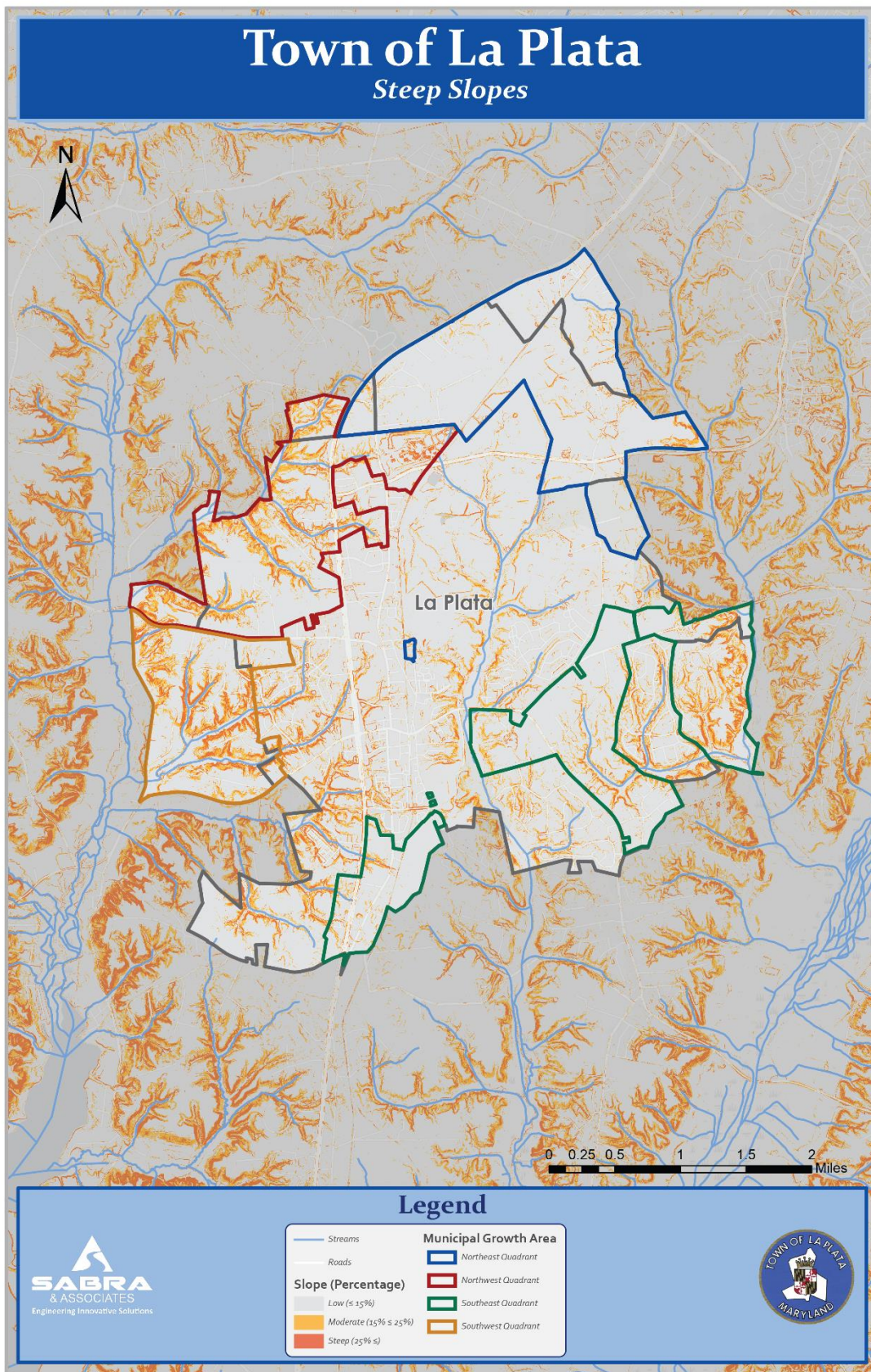
MAP 5: FLOODPLAINS



MAP 6: GREEN INFRASTRUCTURE



MAP 7: STEEP SLOPES



Steep Slopes

Areas of steep slopes over 15% are located within the potential municipal growth areas and present challenges that should be addressed as part of land use and development considerations. When steep slopes are disturbed by removing vegetation and developing the hillside, significant issues can arise. Potential consequences of development on steep slopes can include increased erosion and landslide damage to homes and property. Increased runoff and sediment can also contribute to stream instability, resulting in streambank erosion damage and sedimentation as well as increased transport of polluted runoff due to fewer opportunities for pollutants to settle or be filtered by vegetation. It is also more difficult to control fires on sloped land, and it may be difficult for emergency vehicles to access development and roadways on steep hillsides (see **Map 7**.)

These consequences may result in increased costs for residents and taxpayers. The costs that local governments can incur due to steep slope development include repairs of washed out roads, increased culvert and ditch maintenance caused by stormwater runoff, increased stream maintenance costs, and high costs associated with extending infrastructure to new development at these locations. Sewer and water systems are especially difficult and expensive to engineer on steep slopes. Protecting steep slopes also preserves the natural scenic beauty of a hillside area, which also can protect property values. Currently, Charles County Soil Conservation District requires vegetative stabilization of steep slopes as part of the erosion and sediment control regulations. In the 2009 Comprehensive Plan, the Town of LaPlata identified steep slopes as those with grades of 15% or greater. Defining what constitutes “steep” for the purposes of slope regulation is at the discretion of the Town. Throughout Maryland, some communities regulate slopes starting at 10%, while others start at 15-25%, depending on the land use of the proposed development.

Goals & Actions

GOAL #6: Protect sensitive environmental areas through resource conservation and other natural resource management tools.

ACTIONS:

1. Continue to coordinate with Charles County on areas designated as habitat of rare, threatened and endangered species for priority retention area under the County’s Forest Conservation Ordinance.
2. Close gaps in the local greenway network through direct acquisition, easements and exactions during the development process. Make regular application for funding from DNR Program Open Space to secure priority greenway areas where new development is not planned.
3. Maximize opportunities for forest conservation subdivision requirements to be met through retention of natural wooded areas and wildlife corridors on site pursuant to Ordinance No. 18-05.

GOAL #7: Require a high standard of environmental protection in new subdivisions through regulations that protect forest stands and mature trees, stream valleys, steep slopes and waterways.

ACTIONS:

1. Develop and enact an ordinance which protects steep slopes from development.
2. Create a greenways checklist to be used as part of the development review process to include existing and proposed conditions and a construction management plan that addresses riverbank stabilization and slope treatment; trail and pedestrian connections; greenway plantings; existing retention areas and mitigation measures.

3. Prepare an environmental protection ordinance comprehensively integrates all existing and new development review requirements, including both high standards and flexibility for creative environmental protections.

GOAL #8: Meet or exceed regulatory goals for protecting the Port Tobacco River and Zekiah Swamp watersheds.

Please see the Water Resources Element for actions related to this goal.

GOAL #9: Encourage programs and projects that connect residents to the town's natural resources.

Building essential public infrastructure no longer is limited to just roads and sewers. It is important to recognize the investments being made into the public realm and that greenways and trails not only support connection to the Town's natural resources, but also encourage and sustain economic growth and development. Greenways and open space that are both privately and publicly owned can work together to provide recreational and social opportunities and benefits and engage communities in environmental stewardship activities.

ACTIONS:

1. Build relationships with non-profit conservation organizations who can assist individual landowners in preserving the important natural features on their properties
2. Create environmental stewardship activities led by the Town or non-profit organizations.
3. Include public access easements to parks and greenways in development reviews and approvals process. This might also include providing bicycle and pedestrian facilities, habitat viewing areas and interpretive signage highlighting natural features.

Water Resources Element

Section 3-106 of the Maryland Land Use Article requires that a comprehensive plan consider available data provided by the Department of the Environment, the water resources element shall identify: drinking water and other water resources that will be adequate for the needs of existing and future development proposed in the land use [and municipal growth] element of the plan; and suitable receiving waters and land areas to meet stormwater management and wastewater treatment and disposal needs of existing and future development proposed in the land use [and municipal growth] element of the plan.

Significant Updates since the Since 2009 Comprehensive Plan

Since 2009 the finalization of the Chesapeake Bay TMDLs for nutrients and sediment has dramatically changed the planning and regulatory landscape for local jurisdictions across Maryland. Major legislative changes have:

- Prohibited the installation of the new septic system in the Critical Area that and requires the use of “Best Available Technology” for nitrogen removal. Expanded the use of the Bay Restoration Fund to pay for a portion of the cost to connect a community with failing septic systems to a municipal wastewater plant.
- Doubled the Bay Restoration fee to \$5.00/month per Equivalent Dwelling Unit (EDU).
- Required local jurisdictions to establish “growth tiers” to limit major residential sub-divisions served by septic systems.
- Required jurisdictions with Phase I MS4 Stormwater Permits to establish a stormwater remediation fee to pay for watershed restoration projects. This requirement was subsequently repealed and *authorized* jurisdictions to establish the fee and/or to appropriate enough resources for the implementation of watershed restoration projects.
- Authorized the State or a local jurisdiction to count nitrogen load reductions from pumping out septic systems towards its Watershed Implementation Plan (WIP) goal.

The Town of La Plata has implemented many of the recommendations that were identified in its 2009 Water Resources Element related to stormwater management requirement, forest conservation, and preservation of greenspace. These changes are designed to ensure that development can occur without compromising water quality in the surrounding watersheds, rivers and tributaries. Changes since 2009 that the Town has enacted or are under current consideration, include:

- The Town of La Plata updated and revised its stormwater management ordinances in 2013 to meet the State’s new standards, which promote low-impact development (LID) and environmental site design (ESD) practices to preserve hydrology and protect water quality. For greenfield development, these standards, if fully implemented, are designed to achieve runoff characteristics of “woods in good condition”.
- The Town had enhanced its zoning ordinances to increase open space and greenspace within the community, reducing stormwater runoff as the town grows and redevelops. Current requirements include a 20% -30% green space requirement for commercial development within the Central Business District, Central Business Transition, and Commercial Highway development zones.
- The Town has adopted a comprehensive forest conservation ordinance consistent with the State’s Forest Conservation Act. These regulations will ensure that any loss of forested lands are avoided, minimized, and mitigated through reforestation efforts funded by developers. The Town’s forest conservation ordinance also describes special protections for resources in sensitive areas, including the one-hundred-year floodplain, intermittent and perennial streams and their buffers, steep slopes,

non-tidal wetlands, and critical habitats.

- The Town incorporating resource protection standards into its development approval process to ensure that protection of the floodplain, forested areas, wetlands, and sensitive areas are addressed in site development plans prior to the approval of any new sub-division.

As a Phase II MS4 permittee,¹² the Town of La Plata is required to “develop and implement a watershed restoration plan to “to perform watershed assessments, identify water quality improvement opportunities, secure appropriate funding, and develop an implementation schedule to show the twenty percent impervious area restoration requirement will be achieved by 2025”. La Plata has taken proactive measures in support of Chesapeake Bay restoration efforts since the 2009 Comprehensive Plan:

- Developed a Stormwater Capacity Management Plan including much of the watershed system characterization, Best Management Practices (BMP) inventory, and impervious area assessment
- Established a stormwater fee of \$13.25 per Equivalent Runoff Unit (ERU) to fund a portion of the Town’s Stormwater Capacity Management Plan. This fee is reviewed annually.

Existing Conditions and Important Considerations

There are several important water resource considerations that will influence development in and around the Town of La Plata over the next twenty years. Many of the issues identified in the 2009 Comprehensive Plan remain of interest, particularly with respect to water supply.

Water Supply

The Town of La Plata, like much of the southern Maryland region, relies exclusively on groundwater aquifers as a source of supply for its public drinking water system. This region of Maryland lies within a hydrogeological area known as the Atlantic Coastal Plain, an area that is characterized by a stratified system of underground aquifers separated by confining layers of unconsolidated sediments. The Coastal Plain Aquifer System is widely utilized as a primary source of water that supports private wells, public water suppliers, agricultural irrigation, and industrial uses for much of the Eastern and Southern regions of the State.

Most of the wells in La Plata draw from the Lower Patuxent aquifer. Although these wells can produce up to 3.6 million gallons of water per day on average, the Town is only permitted to withdraw 1.144 million gallons per day on an average daily basis and 1.716 million gallons per day in the month of maximum use.

Although these groundwater resources have historically provided a robust supply of high-quality water to support public and non-public uses throughout the region, they are a limited and shared resource that must be carefully managed to ensure their viability as a long-term, sustainable source of supply. Over pumping and over-appropriation of these aquifers has, in the past, caused problems with declining water levels, excessive drawdown, poor water quality, and reduced well production.

MDE has limited withdrawals from Coastal Plain aquifers that have shown a historical pattern of decline and are

The goal of the Water Resources Element is to answer three simple questions:

- Is the Town of La Plata’s water supply adequate to meet current and future growth needs?
- Does the Town have enough wastewater treatment and conveyance capacity to meet current and future growth needs?
- How will current and future growth impact the region’s water resources, including sources of groundwater, surface waters and estuaries, and the surrounding watersheds?

¹² The Town of La Plata is regulated entity subject to the requirements of MDE’s NPDES General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (Phase II MS4 Permit), which became effective on October 31, 2018.

approaching an 80% management level. According to the Maryland Water Management Administration, the 80% management level represents 80% of drawdown from the pre-pumping potentiometric surface (well water-level) to the top of the aquifer. Although the Town has been in discussions with MDE for over a decade to increase the Town’s appropriation permit, MDE has been unwilling to approve any pending withdrawal increases and has opted for a regional water management approach that encouraged conservation, resource sharing, reuse, and cooperation between jurisdictions in lieu of appropriation increases.

Drinking Water Demand Projections

As of 2018, the Town of La Plata’s water system was at 75.8% of capacity, based on current permit limitations, and had 277,000 gallons per day of capacity available for new development. This translates into approximately 1,248 EDUs that could be added to the system without an increase in appropriation. Although the Town’s existing wells can produce enough water to support a significant amount of new development, the capacity management summary clearly shows that La Plata’s water supply is constrained by the limitations in their current Weighted Average Unit Prices (WAUP).

The 2020-2040 demand projections for the Town’s water supply are presented in Figure 5 below. Baseline estimates were based on population projections described in the Municipal Growth Element. Separate “Mid-Range”, and “High” drinking water demand projections were developed using estimates of residential building permits issued over the 20-year period. The “Full Buildout” estimate was based on a

La Plata’s Municipal Water System

The Town of La Plata owns and operates a municipal water supply system that provides potable drinking water to the majority of the town’s residents and businesses. This system is comprised of a series of interconnected wells, pumping stations, water storage facilities and water distribution facilities.

Residents within the Town of La Plata are required to be connected to the public water supply per Town Ordinance and there are no current properties within town limits who are on private wells. The Town does not provide water to entities outside of town limits and extension of water service is only done as part of an annexation agreement.

The source of supply for the La Plata water system, comes exclusively from groundwater sources, primarily from the Lower Patuxent aquifer. The town operates five (5) wells that can

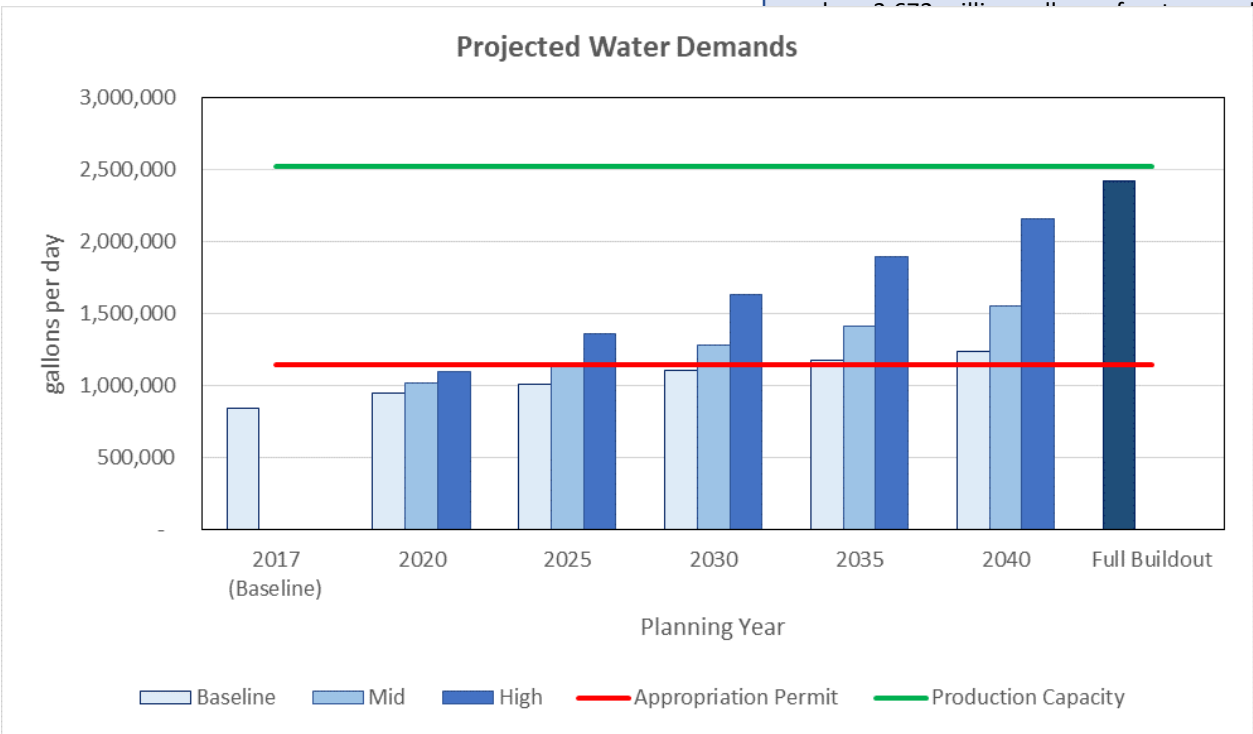


FIGURE 5: PROJECTED WATER DEMANDS

development capacity analysis of the Town's planned growth areas, which projected the full residential build-out potential of all future annexations and infill, based on current and future zoning classifications by 2040.

Water Quality

The Town of La Plata lies within the Port Tobacco River and Zekiah Swamp watersheds. Growth and development within the Town of La Plata and potential municipal growth areas will have several direct and indirect impacts to these watersheds. Direct impacts include increases in wastewater discharges from the La Plata Wastewater Treatment facility, increases in stormwater runoff from existing and new development, and construction related discharges. Indirect impacts include water quality degradation due to loss of forest cover, changes in hydrology, and changes in land use.

MDE's latest Integrated Report (2018) indicates that:

- the Port Tobacco watershed is impaired by nutrients (nitrogen and phosphorus), bacteria, sediment, and sulfates. Accordingly, TMDLs are assigned to this watershed.
- The Zekiah Swamp watershed generally meets or exceeds the water quality standards for Class I waters. TMDLs are not assigned to this watershed.

It should be noted that the Town of La Plata represents only relatively small part (less than 10%) of the drainage areas within the Port Tobacco and Zekiah Swamp watershed so the water quality impacts of the municipality have never been independently assessed (see Figure 6)

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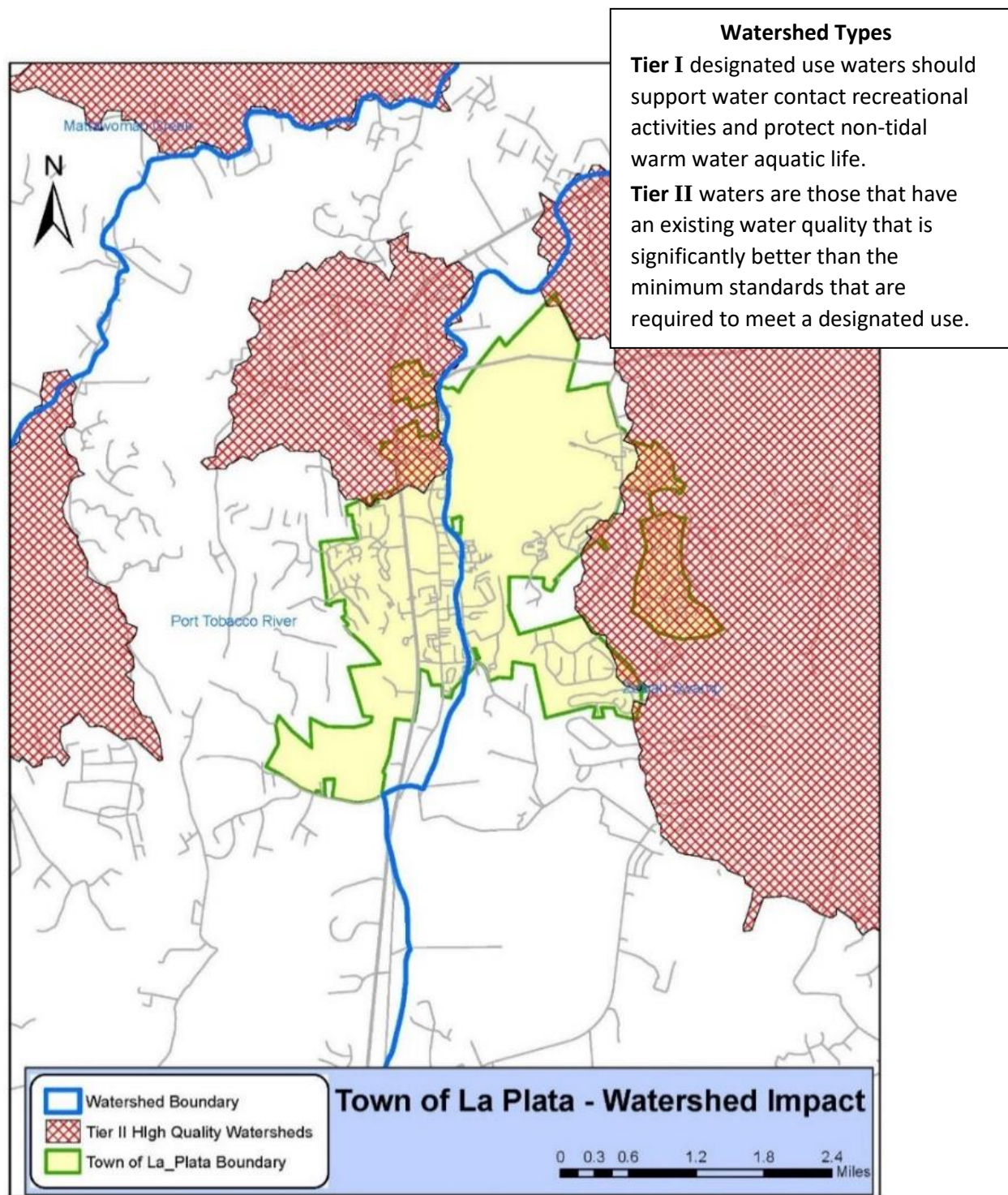


FIGURE 6: WATERSHED IMPACT

Wastewater & Stormwater

The approval of Chesapeake Bay TMDL in 2010 and subsequent development of WIPs creates a new, overarching regulatory framework that changes many of the assumptions that were used in La Plata's first Water Resources Element. The Chesapeake Bay TMDL establishes clear pollution reduction targets (shown in Table 4 below) for nutrient and sediment pollution reductions for all Bay watersheds, including the Port Tobacco

and Zekiah watersheds.

Maryland’s Phase II WIP, which was approved in October of 2012, identifies specific pollution reduction targets for WWTPs, agriculture, septic systems, urban stormwater, and other non-point sources.

Maryland’s WIP went a further step by assigning non- agricultural nutrient and sediment targets to every county within the Bay Watershed.

Maryland's Phase II Watershed Implementation Plan Target Load Reductions to be Achieved by 2025			
		Target Percent (Lbs/yr) Reduction	
Nitrogen	52.76	41.17	22%
Phosphorous	3.3	2.81	15%
Suspended Solids	1,376	1,350	2%

TABLE 4: TARGET LOAD REDUCTIONS IN MARYLAND

Projected Wastewater Demand

The Town’s projected wastewater demands over the next 20 years are shown in Figure 7 below. The analysis of projected wastewater demand indicates that the La Plata Wastewater Plant has adequate capacity to meet baseline and mid-range growth needs to 2040 but will exceed its design capacity of 2.0 MGD sometime after 2030 under a high growth scenario.

On-Site Sewage Disposal Systems

The Town of La Plata has only 15 residential properties that use on-site sewage disposal systems (OSDS) for wastewater treatment. These properties are within existing sewer service area but predate the construction of the collection system and were not required to hook up to public sewer. The Townhas and continues to seek grants from the Bay Restoration Fund and others to help the 15 property owners with failing OSDS to pay for the cost of the connection. In the potential growth areas, it is estimated that there are approximately 492 existing septic systems – 94% of which are single family residences.

La Plata’s Wastewater Treatment Plant

The Town of La Plata owns and operates a sewer system and Enhanced Nutrient Removal (ENR) wastewater treatment facility that serves most of the Town’s properties and discharges to a tributary of the Port Tobacco River at up to 1.5 MGD. The collection system consists of a network of sewer lines totaling approximately 46 miles supported by eighteen (18) pumping stations. Inflow and infiltration are major problems in the La Plata sewer system and there have been frequent sanitary sewer overflows the collection system during periods of heavy rain and the Town has entered a consent decree with MDE to eliminate overflows.

The La Plata plant was designed to be upgraded incrementally, so the Town will increase the plant’s rating to 2.0 MGD as increases in demand warrants a capacity increase. Certain elements of the current plant design can handle up to 2.5 MGD of flow but some form of offset or mitigation would be necessary under the TMDL requirement.

The current NPDES discharge permit for the plant incorporates TMDL limits (“Bay Caps”) of 18,273 pounds per year for nitrogen, 1,370 pounds per year for phosphorus, and 137,050 pounds per year for total suspended solids.

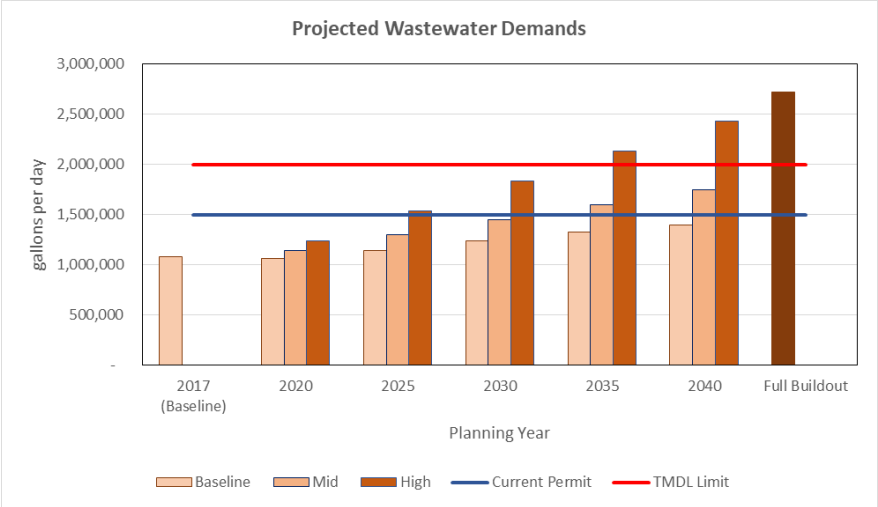


FIGURE 7: PROJECTED WASTEWATER DEMANDS

Goals & Actions

GOAL #10: Plan upgrades and enhancements to the Town's wastewater infrastructure to ensure that growth and development can be accommodated within the Chesapeake Bay Restoration framework.

ACTIONS:

1. Continue to carefully monitor usage through regular updates of its Wastewater Capacity Management Plan and control allocations through its development and building permit approval processes.
2. Incrementally expand wastewater plant from its current rated capacity of 1.5 MGD to 2.0 MGD by 2030 to meet projected demands from growth and development.
3. When considering annexation of potential municipal growth areas that have failing septic systems, require that the County and property owners agree to a financial plan that will support connections to the wastewater treatment system at no capital expense to the Town. It is noted that planning consistency between the county and town is required to apply to the Bay Restoration Fund for this purpose.
4. If determined to be prudent and feasible based on an ongoing evaluation, the Town will install flow equalization capacity at the WWTP to mitigate the impact of high peak flows. Such improvements would increase the performance of key treatment processes and enhance the plant's overall reliability, especially during periods of heavy rain.
5. As WWTP capacity is expanded to 2.0 MGD, the Town should begin to investigate new opportunities for mitigation, nutrient offset, level-of-treatment improvement, or alternative disposal regime, including the State's new nutrient trading program.
6. Because of the limitations imposed on the La Plata WWTP by the Chesapeake Bay TMDL, any increase of wastewater treatment capacity over 2.0 MGD will require some form to meet the ultimate treatment demand of 2.434 MGD, the Town will have to identify alternatives to offset almost 4,000 pounds of nitrogen and 340 pounds of phosphorus per year.
7. The State of Maryland's new nutrient trading regulation provide a framework for the buying and selling of nutrient credits to offset growth under the Bay TMDL. Purchasing credits may be a viable long-term solution to expand the WWTP beyond 2.0 MGD
8. Alternative disposal, through spray irrigation, reuse, "purple pipe"¹³ or other means is also a potential long-term strategy that the Town is considering addressing wastewater capacity limitations.

GOAL #11: Ensure that the future water supply needs of the Town can be met while preserving the long-term sustainability of shared groundwater resources.

ACTIONS:

1. Implement water allocation and development approval policies that ensure that adequate production and distribution capacity exists prior to project approval.
2. Sunset pending allocations of water for developments that do not move forward within three

¹³ "Purple Pipe" refers to nonpotable re-use of wastewater

years of approval.

3. Continue promotion of water conservation to reduce per capita water usage by 5% from 2012 usage levels.
4. Perform regular comprehensive water system audits to minimize water losses from the system.
5. Develop infrastructure to support the use of reclaimed, highly treated effluent for cooling water, irrigation, lawn watering, fire suppression, or other non-potable water uses.
6. Monitor the need for and study, if necessary, alternative sources of water supply , including expanded development of groundwater and surface water sources.
7. Connect with other water supply systems, such as the community of Waldorf, to create greater opportunities for resource balancing and enhancing system redundancy.

GOAL #12: Protect local watersheds by implementing protective development and stormwater management practices that minimize and mitigate the impact of additional runoff from new development.

ACTIONS:

1. Completing the Town's MS4 restoration plan, mandated under the current Phase II MS4 General Permit and identify stormwater retrofit and watershed restoration projects that will contribute to the overall Chesapeake Bay TMDL effort.
2. Implement the projects included in the MS4 restoration plan.
3. Maximize opportunities to create new open space and green space within the downtown areas to reduce overall imperviousness and minimize stormwater runoff.
4. Continue to track stormwater management facilities and impervious areas through its Stormwater Capacity Management Plan and NPDES MS4 permit annual reports.
5. Target fee-in-lieu revenue to stormwater mitigation projects that support the Town's overall watershed restoration program.

GOAL #13: Preserve and enhance high-quality and sensitive water resources impacted by growth and development.

ACTIONS:

1. Limit waivers of stormwater management requirements in newly developed areas, particularly within sensitive and high-quality watersheds, to ensure that higher levels of treatment will be achieved in areas that are redeveloped and stormwater will be treated to the maximum extent practicable in newly developed areas.
2. Focus reforestation efforts within watersheds that will benefit the most from the investment, particularly in the Jennie Run and Zekiah Swamp watersheds.

GOAL #14: Meet or exceed stormwater management goals as expressed in TMDL requirements.

ACTIONS:

1. Identify a sustainable source of funding for the Town's MS4 restoration plan, including funds

needed for long-term maintenance, capital replacement, and MS4 permit compliance.

2. Continue to work with Charles County to implement the Port Tobacco WRAS.
3. Work with MDE and Charles County to explore nutrient trading and large-scale restoration projects as a long-term approach to managing stormwater waste load allocations.

Transportation Element

The comprehensive plan's transportation element requirements are identified in §3-105 of the Land Use Article and relate to all forms of surface transportation as may apply to the jurisdiction. The transportation element must propose, on a schedule that extends as far into the future as is reasonable, the most appropriate and desirable patterns for the general location, character, and extent of channels, routes, and terminals for transportation facilities; the circulation of individuals and goods; and provide for bicycle and pedestrian access and travel ways.

Significant Updates since the Since 2009 Comprehensive Plan

The town has made significant progress in constructing new sidewalks on local roads, having completed approximately two linear miles since 2009.

Existing Conditions & Important Considerations

La Plata's transportation system is dominated by the automobile with the primary north-south arterial (US 301 Crain Highway) carrying 40,000 vehicles per day and the primary east-west arterial (MD 6 Charles Street) carrying approximately 20,000 trips per day.

Washington Avenue also travels north-south through La Plata and generally serves local traffic travelling to county offices, the University of Maryland Charles Regional Medical Center and other downtown locations. St. Charles Parkway, Radio Station Road and La Plata Road (MD 488) carry traffic from the north and east, respectively. Hawthorne Road and Port Tobacco Road carry traffic from west. The heavy traffic volume is not unexpected given its location with the region and as the county seat and given the lack of practical transportation choices for commuting trips. Figure 8 shows the Annual Average Daily Traffic (AADT) of major roads near La Plata.

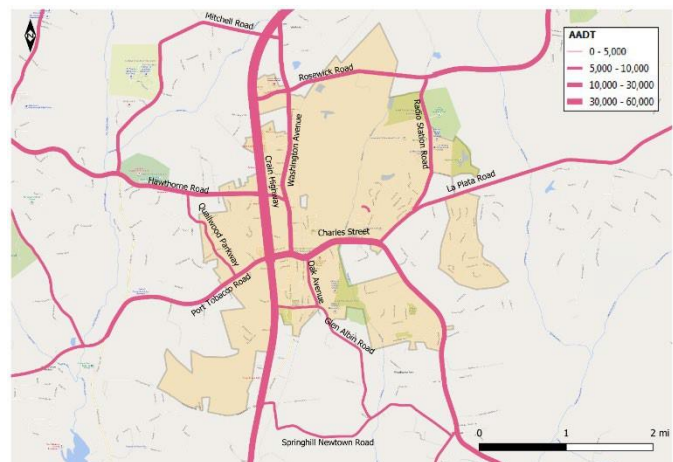
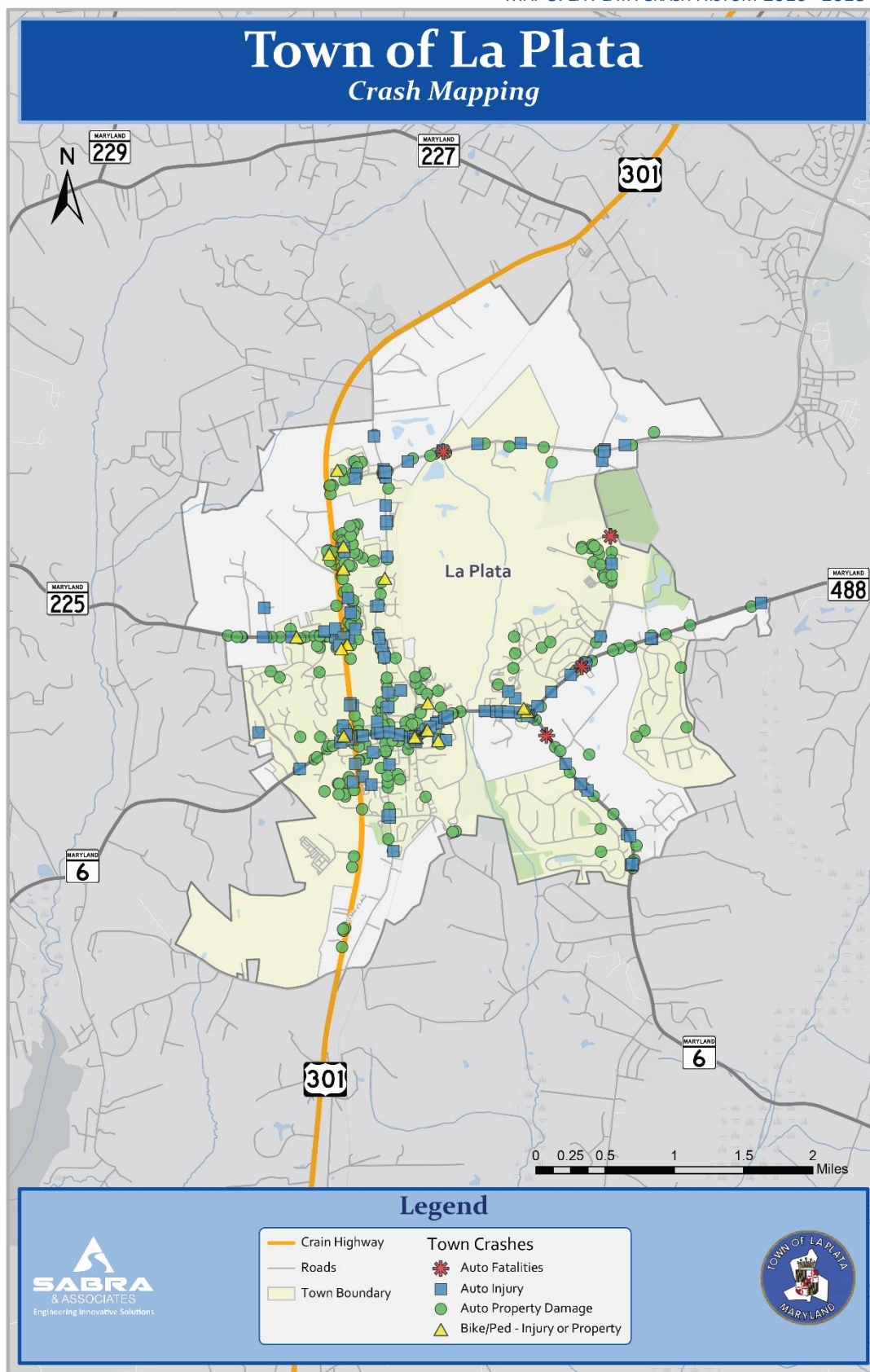


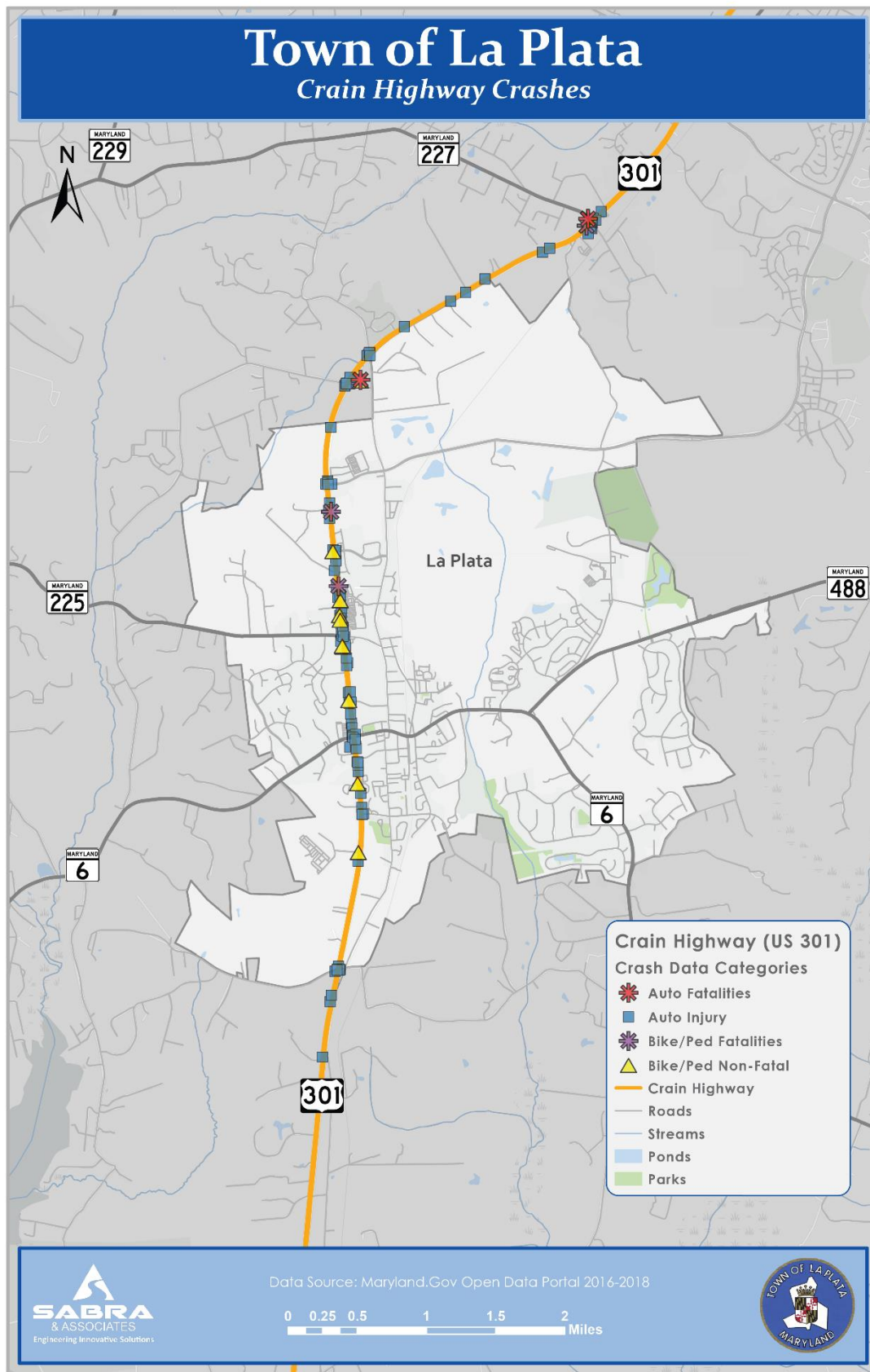
FIGURE 8: AADT OF MAJOR ROADS NEAR LA PLATA

Between 2016 and 2018, there were 1,003 reported traffic crashes within and just outside La Plata (**Map 8**). More than 300 of these crashes resulted in involved injuries and nine were fatal. A significant number of bicycle/pedestrian injury crashes were reported on Charles Street between Kent Street and Willow Lane near the hospital and library. **Map 9** shows the location of injury crashes on Crain Highway; for the sake of clarity, these crashes are not included on Map 8.

MAP 8: LA PLATA CRASH HISTORY 2016 - 2018



MAP 9: CRAIN HIGHWAY INJURY CRASHES, 2016 - 2018



Bicycle and Pedestrian Facilities

The town has made significant progress in constructing new sidewalks on local roads having completed approximately two linear miles since 2009. Less than three miles of town-owned roads remain without sidewalk with the most notable sections being along Washington Avenue from Baltimore Street to Talbot Street and from Shining Willow Way to Heritage Green Parkway. In the downtown core, St. Mary's Ave from Charles Street (MD 6) to the first commercial entrance and along Oak, Kent and North Avenues north of Charles Street (MD 6) do not have sidewalks.

MDOT SHA roads have significant gaps in the sidewalk infrastructure including places where worn patches of dirt demonstrate that pedestrians do traverse the area. These include Radio Station Road (MD 488) between Charles Street (MD 6) and Agricopia Drive and on the east side of Crain Highway (US 301) from La Plata Plaza North to Rosewick Road (approx. 3700') and from 6620 Crain Highway to Talbot Street (approx. 810').

A separated shared-use path along Rosewick Road is the sole bicycle facility currently in La Plata. The shared use path is approximately two miles south of the Indian Head Rail Trail, a 13.4-mile paved bikeway that runs east-west from White Plains to Indian Head although outside the corporate limits of La Plata.

Parking

Notwithstanding the public perception of a lack of parking in the downtown core, a windshield survey indicates ample available on-street and rear of building parking throughout the town during regular business hours. A lack of clear marking and wayfinding signage may contribute to the perception.

Parking lots at the county courthouse and office building and at the University of Maryland Charles Regional Medical Center appear to be mostly full albeit with some capacity at the outer edges of the lots.

Transit Services

La Plata is served by five Charles County VanGO Service routes including a circulator route wholly within town boundaries stopping at 37 locations operating every 60 minutes between 7:00 AM and 9:30 PM. Four other VanGO services connect Waldorf, Bryans Road, Nanjemoy, and Newburg. La Plata residents have access to additional VanGO routes that reach other parts of Charles County via the 301 Connector, which runs every 30 minutes during workday hours.

La Plata is also served by two Maryland Department of Transportation Maryland Transit Administration (MDOT-MTA) commuter bus routes. Route 650 makes nine daily round trips to Washington, DC via Bensville and carries an average of 721 people per day. Route 630 makes eight daily round trips to Washington, DC via Waldorf and carries an average of 409 people per day. Commuter bus riders are served at the Washington Avenue park-and-ride which is owned by MDOT MTA. MDOT SHA has a small park-and-ride facility near the intersection of MD 225 and Crain Highway with 20 parking spaces.

There is no intercity bus service to or from La Plata. Figure 9 highlights the local and regional bus service in La Plata.

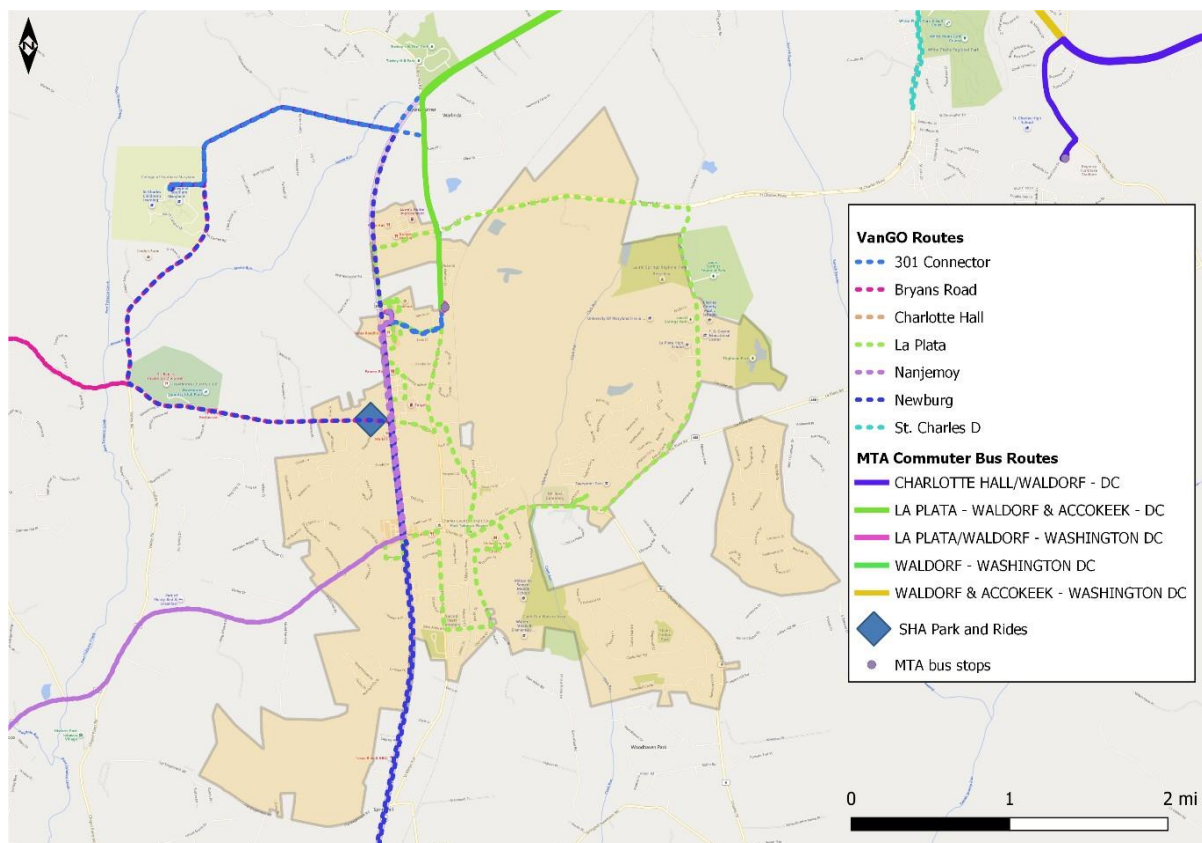


FIGURE 9: EXISTING LOCAL AND REGIONAL TRANSIT IN LA PLATA

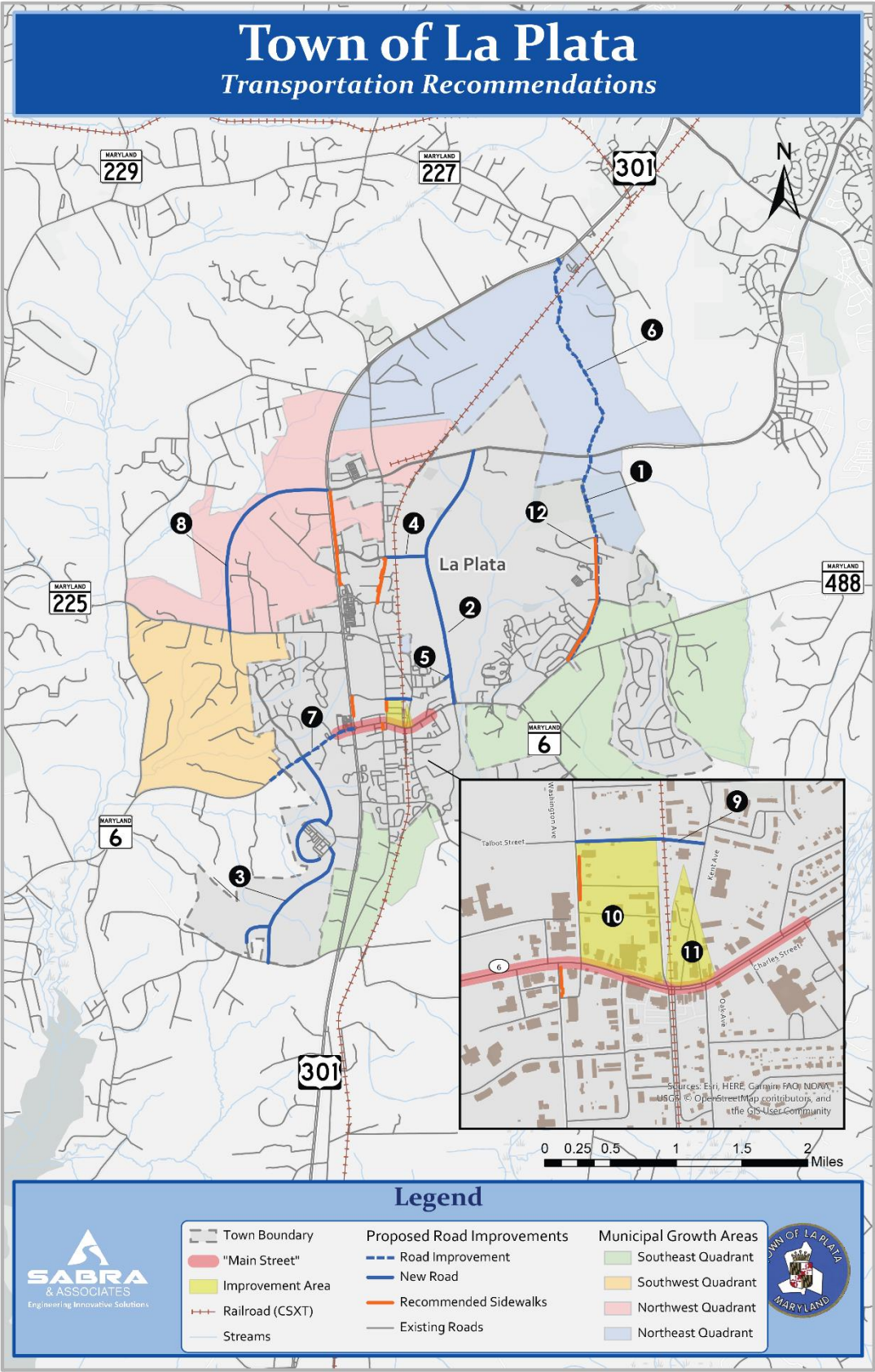
Local and Regional Plans and Priorities

The transportation element of the 2009 Comprehensive Plan included goals and strategies related to greater connectivity between existing communities, improving the bicycle and pedestrian network for local trips, a complete streets approach to new and retrofitted roadways, and access management along US 301. The 2009 plan also emphasized the need to separate local commuters and residents from the congestion of Crain Highway with bypass roads to mitigate congestion along Rosewick Road and Washington Avenue.

The **Charles County Comprehensive Plan (2016)** shows several transportation improvements are currently outside of the corporate limits of La Plata but in some ways relate to the municipal growth areas identified in the 2009 plan (**Map 10**):

- Upgrade Jaybee Lane between Rosewick Road and US 301 provide an alternative north-south route from US 301 into La Plata.
- Reconstruct Mitchell Road from US 301 to MD 225 to provide auxiliary lanes, shoulders and drainage improvements prior to design and construction
- Extend Quailwood Parkway between Hawthorne Road (MD 225) and Rosewick Road.
- Construct new road between MD 6 and US 301 (Willow Lane to Heritage Green Pkwy.), with branch up to Rosewick Rd.
- Extend Quailwood Parkway south of MD 6 to Old Stagecoach Road.

MAP 10: TRANSPORTATION RECOMMENDATIONS



ID #	Project Description	Planning	Engineering	Construction
1	Radio Station Road: Reconstruct from MD 488 to Rosewick Road. Phase 1: Reconstruct as 4-lane boulevard; create 4-way intersection at Jaybee Lane Phase 2: Reconstruct as 4-lane parkway Add sidepath connecting Laurel Springs park to Charles Street	C	C	C
2	La Plata Parkway: Extend La Plata Parkway through Heritage Green	D	D	D
3	Quailwood Parkway South	D	D	D
4	Heritage Green Parkway	T	D	D
5	Caroline Drive East: extend to La Plata Parkway	T	T	T
6	Jaybee Lane: Rosewick Road to US 301. Upgrade to provide an alternative north-south route from US 301 into La Plata.	T/C	C	C
7	Charles Street Streetscape, Traffic and Pedestrian Safety Improvements Darley Drive to US 301	T	S	S
8	Quailwood Parkway North: Extend from MD 225 to US301 and Rosewick Road.	T/D	D	D
9	Caroline Drive West: extend to Caroline east.	T	T	T
10	Talbot Street Grid (La Plata Town Centre Development)	T	D/T	D/T
11	Kent & Oak Avenues: Realign to create safe pedestrian path north of Charles Street, create developable parcels and improve the view of the area from Charles Street	T	T	T
12	Create a sidepath along Radio Station Road between Rosewick Road and La Plata Road.	T	T/C	T/C

TABLE 5: TRANSPORTATION RECOMMENDATIONS

C = County *D =Developer*
T = Town *S = MDOT-SHA*

At a regional level, the Southern Maryland counties (through Tri-County Council) continue to advocate for a rapid transit service connecting Charles County residents along US 301 to the DC Metrorail system at the Branch Avenue station. After years of study, MDOT identified bus rapid transit service as the preferred alternative for future implementation, although no funds have been allocated for further planning, engineering or construction. The Maryland Department of Transportation does not have any planned road projects in or around La Plata in the FY2019 – 2024 capital program; however, north and south of La Plata are projects which may have a long-term impact on traffic and growth in the area. At US 301 and Mattawoman-Beantown Road (MD 5) a flyover is being constructed to mitigate traffic congestion; to the south, the Harry Nice-Thomas “Mac” Middleton Bridge over the Patuxent River to King George, Virginia is being reconstructed from two to four lanes. It has been posited that widening of the bridge will induce traffic along US 301 as an eastern bypass for I-95, especially during periods of long-term construction such as the Rappahannock Bridge reconstruction north of Fredericksburg beginning in 2022.

CSXT Pope’s Creek Branch as a Constraint on the Transportation Network

Crossing of railroad rights-of-way is a problem encountered by large urban and small rural communities across the country. In certain parts of La Plata, development and redevelopment are made more difficult because of CSX’s Pope’s Creek Branch through commercial areas and by separating large tracts of land where residential developments are intended. There are three locations of interest to the town for crossing the Pope’s Creek Branch.

- In the downtown area where existing streets end at the railroad tracks to create a full street grid.
- Access to the proposed Heritage Green development from Washington Avenue.
- In the potential growth area at the north end of La Plata where Jaybee Lane could be extended to meet Rosewick Road.

Even though only two trains pass through La Plata each week, CSXT appropriately guards the safety of their infrastructure and desire to remain flexible for future business opportunities. The communities most successful in working with railroads acknowledge that the railroad and community interests don't necessarily align; they stake out a proactive approach with the railroad owner to abide by the railroad's engineering requirements when seeking new railroad crossings.

Pedestrian Safety

Along US 301, there is a worn path in the grass where pedestrian activity is clearly indicated despite the lack of sidewalk. These improvements would make for continuous sidewalk in the mostly densely developed portion of Crain Highway which also has a high rate of traffic crashes. There have been at least six pedestrian or bicycle injuries in this stretch of Crain Highway.

To make Charles Street more walkable and feel like a "Main Street" there needs to be a greater nod to pedestrian safety by more clearly defining pedestrian spaces, improving pedestrian crossings and street lighting, and slowing traffic during off-peak periods. The ULI TAP report suggests a roadway cross-section that may meet these needs; further design development is necessary to understand how the cross-section would be applied from Washington Avenue to Somerset Street.

Goals and Actions

GOAL #15: Make strategic, proactive connections in the street grid to support economic and community development projects and better manage through traffic.

ACTIONS:

1. Conduct and present to CSXT an at-grade crossing study for potential new crossings identified as shown in **Map 10**. Use this study to establish the necessary mitigation measures that will be required at-grade crossings to be built.
2. Advance concept development and preliminary engineering for key transportation investments so that they are ready to go as development and redevelopment investment becomes possible (see **Map 10**.)
3. Acquire real estate options for future right-of-way acquisition necessary to construct road, establish right-of-way for preferred alignments in record plats.
4. Consider Caroline Street extension over CSX.

Work with MDOT SHA to improve access management along US 301.
GOAL #16: Continue to make La Plata a very walkable community.

ACTIONS:

1. Construct new sidewalks as follows:
 - Washington Avenue from Baltimore Street to Talbot Street and from Shining Willow Way to Heritage Green Parkway;
 - St. Mary's Ave from Charles Street (MD 6) to the first commercial entrance; and,
 - Kent and N. Oak Streets between Charles Street and the Department of Social Services, however, there is first a need to reconsider the street connections to make for more logical flow of traffic within this area.
2. Work with MDOT SHA to improve pedestrian crossing locations along US 301.
3. Work with property owners along Charles Street and Washington Avenues to place planters or other attractive delineators of parking spaces from the sidewalk where such delineation does not clearly exist (see Figure 10.)
4. In its annual list of priority transportation projects to the Maryland Department of Transportation, the Town and Charles County should make a high priority request for sidewalks to be built on the east side of Crain Highway (US 301) using the "New Sidewalk Construction for Pedestrian Access" program:
 - From La Plata Plaza North to Rosewick Road (approximately 3700'); and,
 - From 6620 Crain Highway to Talbot Street (approx. 810').
5. Be active in Tri-County Council's Pedestrian Infrastructure Advisory Committee and participate in walkability audits and seek grants.
6. Work with the Police Department to incorporate enforcement and safety awareness programs for pedestrians and drivers in La Plata.

GOAL #17: Better manage the supply of existing parking and limit new off-street parking.

ACTIONS:

1. Improve signage for off-street parking areas
2. Encourage shared parking spaces and reduce or eliminate minimum parking requirements on a *per development* basis.

GOAL #18: Support regionally significant transportation improvements

ACTIONS:

Working with CSXT to Advance Key Projects

The viability of the several development projects is uncertain because of the difficulty in gaining CSXT approval. From the town's perspective, it is preferable to have each of these locations served by an at-grade crossing because the cost of doing so is significantly less than a grade separated crossing; however, before agreeing to the establishment of a new crossing, CSXT expects communities to study redundant public crossings for closure. To comply with and in support of the federal initiative to reduce grade crossings, CSXT requires that the community identify the closure of three or more comparable active public at-grade crossings. The Federal Railroad Administration's grade crossing inventory indicates that there are nine at-grade crossings in the town of which two are private crossings, none of which are obvious candidates for closure but still CSXT expects that some study will be made.

1. Support the Southern Maryland Rapid Transit project connecting the Branch Avenue Metro Station to White Plains
2. Request further study of the Southern Maryland Rapid Transit Project to extend south to downtown La Plata



FIGURE 10: RENDERING OF CHARLES STREET WITH PLANTERS

Part 2: Live, Work and Play

Community/Municipal Services & Facilities Element

Section 3-102(b)(1) of the Maryland Land Use Article provides that “the planning commission for a local jurisdiction may include in the plan additional elements to advance the purposes of the plan.” Although the Land Use Article is not restrictive as to the additional plan elements, this provision allows municipalities to identify other areas of priority in planning and development. This Municipal Services & Facilities Element articulates the Town’s plan for fiscal stability and the relationship of the Town’s finances to providing and improving services to the Town’s residents, businesses and visitors. This element also satisfies requirements of §3-112 of the Land Use Article (Municipal Growth Element) to document changes to public services and infrastructure needed to accommodate growth within the proposed municipal growth areas and relative to population growth estimates.

Significant Updates since the Since 2009 Comprehensive Plan

- In 2018, the Town Treasurer initiated discussion with the Town Council regarding the need for a CIP; the FY 2019 Town budget includes the early stages of capital budgeting.
- The Planning Department built a geographic information systems (GIS) platform for sharing information such as the jurisdictional boundary, existing zoning, existing infrastructure, natural resources, priority funding areas, growth elements, demographic statistics, etc. This platform assists Town staff, the Planning Commission and the public to review development plans and proposed annexation plans and for other purposes.
- The Town established a Beautification Commission to administer a small grant program for activities by civic and homeowner associations (HOAs), individuals, businesses and others to improve the Town’s appearance.
- In 2011, the Town established a partnership with the Charles County Public Library to provide a free public WiFi system that covers much of downtown La Plata.
- The Police Department initiated several community policing programs.
- The Town maintained its tradition of providing a robust schedule of community events such as celebration of the Town founding in April, an annual Chili Cook-Off, Fourth of July celebration, and summer concert series.
- The Department of Public Works expanded its recycling and conservation programs.

Existing Conditions & Important Considerations

The Town of La Plata’s governance structure is Council-Manager; Town Manager is appointed by the Town Council and is responsible for administering the policies as established by the Town Council. The Manager serves as the chief administrative officer and head of the administrative branch of the Town government. The Town Clerk, Town Treasurer, Operations Manager and three agency heads: Chief of Police, Planning Director and Public Works Director make up the core executive team of the government. As of FY 2020 the town has 72 paid positions.

Operating Budget

The Town general fund budget for FY 2020 is \$9.53 million across all funds – 54% greater than the budget in FY 2010; discounting for a one-time drawdown against the Town’s ample general fund balance, the FY20 budget would have been only 20 – 25% greater than FY10. This low budget growth is a function of conservative budgeting by the Town Council and modest growth in property taxes which comprise nearly 60% of general fund revenues. The Town maintains a very healthy operating fund balance of approximately \$6 million as of the end of FY 19.

Table 6: Town of La Plata Budget History: FY10 - FY20

	FY 10 Budget	FY16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Budget	\$ Change FY 16-20	% Change Since 2010
General Fund	6,184,751	7,749,738	7,669,745	8,317,471	8,135,130	9,531,870	3,347,119	54.1%
Enterprise Funds	8,840,039	6,108,296	6,374,817	6,440,256	9,414,170	9,556,654	716,615	8.1%
Sanitation	1,162,460	1,129,949	1,129,488	1,099,572	1,121,900	1,157,515	-4,945	-0.4%
Water	1,224,764	899,393	901,810	981,397	1,103,095	1,121,190	-103,574	-8.5%
Sewer	6,372,815	3,689,531	3,947,932	3,955,386	6,794,395	6,519,504	146,689	2.3%
Storm Water	80,000	389,423	395,587	403,901	394,780	758,443	678,443	848.1%
Total	23,864,829	19,966,330	20,419,379	21,197,983	26,963,470	28,645,176	4,780,347	20.0%

Fiscal Year 2020 General Fund Budget Revenues

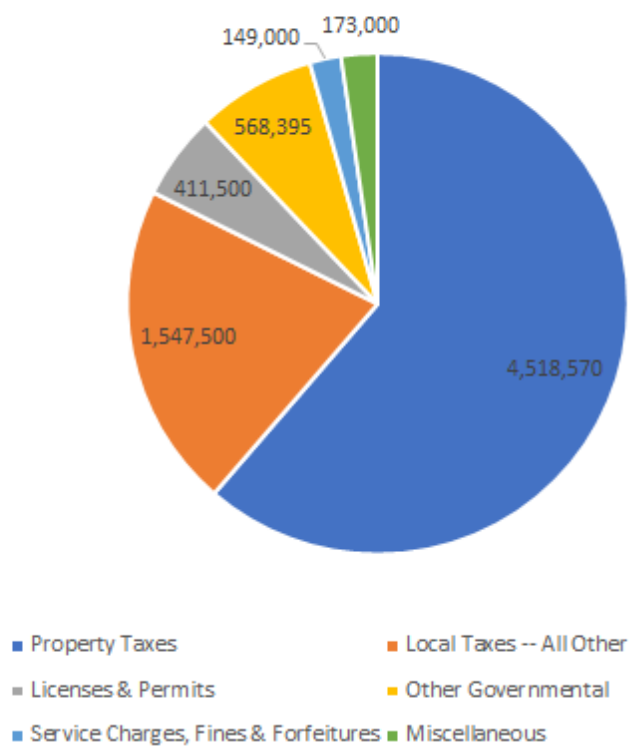


FIGURE 11: FY202 GENERAL FUND REVENUE SOURCES

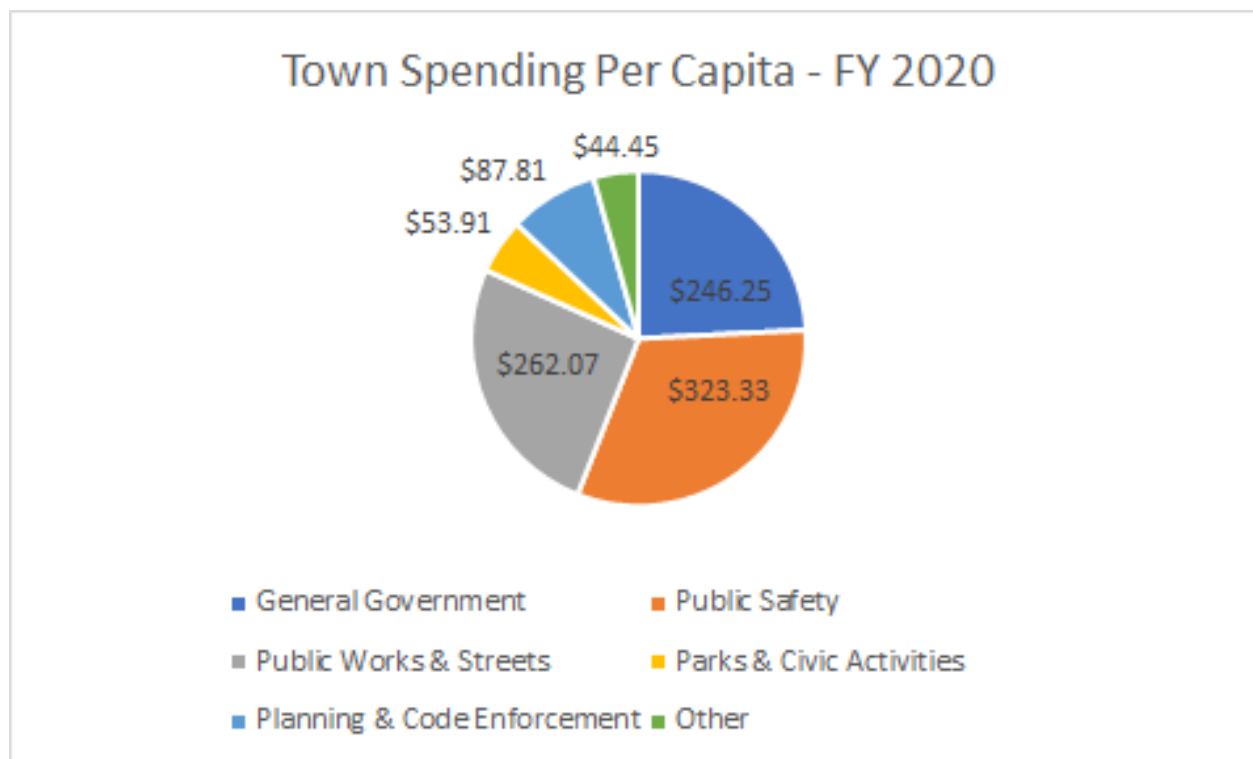


FIGURE 12: TOWN SPENDING PER CAPITA BY CATEGORY- FY2020

Capital Budget

A CIP provides a long-term view of the physical and technological improvements needed by the Town to ensure that resources are utilized to the best degree possible. Historically, the Town has approached capital investments on a case-by-case basis. That is, on a fiscal year basis, projects were designed and completed as necessary. In FY2020, the Town adopted its first- ever capital budget and will begin the process of adopting a multiyear Capital Improvement Plan.

Civic Participation

The Town greatly benefits from an active citizenry and wide scale participation in public events. Eight boards and commissions support the work of the Town Council: beautification, planning, design review, ethics, board of appeals, historic preservation, parks and recreation and elections supervisors. In addition, there is a La Plata Community Foundation which exists to

- Enhance the health, welfare and well-being of the citizens of the Town of La Plata, Maryland;
- Initiate new, and support existing programs to enhance the cultural, social, and educational lives of the citizens of La Plata, Maryland;
- Encourage, support and facilitate philanthropy in La Plata through donor services and community partnerships;
- Enhance the quality of life for all citizens by building a community endowment, grant-making and providing leadership on key community issues.

Effects of Municipal Growth on Town Resources

The modest pace of development over the past decade has not placed a significant strain on town services and resources; however, any growth outside of the current town boundaries over the next decade must be considered for its benefits and costs. Calculating cost of utilities, infrastructure and ongoing maintenance will be necessary when the Town looks at opportunities to grow. While it is generally expected that the concomitant

growth in property taxes and other ongoing revenue sources will pay for increases and/or improvements in other town-provided services parks and recreation, public safety, civic promotion and community development, this is by no means certain. For example, adding a small subdivision of twenty to thirty homes on the west side of US 301 would create a new area in need of coverage by the Police Department, but the tax revenue from that subdivision would likely not be enough to cover the additional patrol costs.

Goals and Actions

GOAL #19: Promote a culture of civic activism and community ownership.

ACTIONS:

1. The town should continue to invest in community activities that bring residents together and create strong civic bonds.
2. The town should work to identify a diverse and growing group of residents to serve on its boards and commissions and to lead other beneficial programs to the community.

GOAL #20: Strengthen town services and programs with adequate staffing and technical expertise.

ACTIONS:

1. The town should consider adding program management staff to support implementation of capital projects as the Capital Improvement Plan develops.
2. The town should consider hiring a community/economic development manager to help bring specific development projects to fruition.
3. The town should consider establishing a coordinator of parks, environment and recreation programs.

GOAL #21: Establish a Capital Improvement Plan to guide town's infrastructure investment.

ACTIONS:

1. A formal infrastructure assessment should occur and be used to guide capital replacement or rehabilitation of roads, buildings, water and sewer systems.
2. The Town Council should adopt policies regarding the types of projects which may be considered for funding under the capital program.
3. The Town Council should establish five-year budget targets for a Capital Improvement Plan to provide certainty that capital projects can move forward and establish a debt affordability goal which will guide PAYGO vs. bond-funded project spending.

GOAL #22: Identify and develop municipal services which can be self-sustaining as a resource to other unincorporated areas of municipalities in the region.

ACTIONS:

1. The town should consider allowing its solid waste transfer station to be used by other municipalities.

Housing and Community Development Element

Section 3-102(b)(1) of the Maryland Land Use Article provides that “the planning commission for a local jurisdiction may include in the plan additional elements to advance the purposes of the plan.” Although the Land Use Article is not restrictive as to the additional plan elements, a “community renewal element” provides a catch-all opportunity for the Town to articulate its goals related to housing and community development.

Significant Updates since the Since 2009 Comprehensive Plan

- The Town of La Plata has revised the density maximums and lot size reductions in accordance with the goals identified in the 2009 Comprehensive Plan. These include promoting development and combining a variety of residential and commercial interests. The Ordinance was updated to allow mixed-use buildings in the downtown and the TND village centers.
- An ordinance was adopted allowing for ADUs to be permitted with special conditions.
- The Town expanded its Sustainable Community Area from only the town center development area to include all 192 acres of the downtown area. The designation offers a comprehensive package of state tools and resources that support holistic strategies for community development, revitalization and sustainability.
- The Town of La Plata and the LPTCC, which was formed in 2011, worked with ULI to form a TAP. The panel focused on redevelopment and development opportunities that would include improved pedestrian access and streetscape improvements. The Town is focused on strategizing development to improve the existing fragmented and uncoordinated zoning.



FIGURE 13: LA PLATA SUSTAINABLE COMMUNITY BOUNDARIES

Existing Conditions & Important Considerations

Housing Stock & Development Capacity

The Town of La Plata has a supply of approximately 3,150 housing units of which more than 50 percent are single family attached units. More than sixty percent of the housing stock is three to four bedrooms and less than a quarter of the houses are two or less bedrooms. The vacancy rate is approximately five percent. Since 2009, the Town has issued 376 housing permits for single family structures and just one multifamily property—the Downtown Commons development on St. Mary’s Avenue—indicating that while the Town’s planning goal is to develop in a more compact form, development projects have not yet assimilated this goal.

Several development projects are planned and have varying levels of entitlement already approved. These include Agricopia, Steeplechase, Hawthorne Greene II, Heritage Green, Willow Woods and Willow Woods Section 2, Townhomes Potomac Square and Stagecoach Crossing. These subdivision developments have a total of 5,202 maximum density and 4,716 remaining lots. Agricopia and Steeplechase have been partially built and Willow Woods has been completed. The rest of the subdivision developments have not been built. Since the adoption of the last Comprehensive Plan, La Plata has not developed much in these planned communities

although these do promise a more diverse housing stock trend to continue in the Town.

Community Development

The Town of La Plata includes an approved Sustainable Community Area of 192 acres by Maryland Department of Housing and Community Development in 2017. This provides the town with an enhanced opportunity to access state resources to support housing and community development, local transportation enhancements, tax credit programs and programs to support a healthier environment.

Overall Challenges of Housing and Community Development include:

- Mix of development projects within town boundary and areas being considered for annexation
- Location of light industrial uses at the edge of Downtown La Plata which could be more efficiently used for mixed-use and commercial development.
- There is a lack of diversity in the town's existing housing stock; having only few multifamily properties makes it difficult to attract younger residents who don't have a need for large properties but may otherwise have a desire to live in town.
- Lack of movement on downtown development projects, which encourages annexation prematurely.

Goals and Actions

GOAL #23: Encourage mixed-use development in new subdivisions and in downtown redevelopment projects.

ACTIONS:

1. The 2018 comprehensive rezoning ordinance establishes the regulatory structure to encourage infill development and encourage mixed use development at the La Plata Town Center. Town staff and the Planning Commission should continue to promote a mix housing types when considering development plans.
2. Encourage relocation of uses that do not conform with neighboring zoning to decrease fragmented and uncoordinated uses.
3. Staff and Planning Commission should review the plans with the infill and downtown development projects as priorities. This will help the Town from having multiple nodes and taking opportunities away from the Downtown area.
4. The Town should support development proposals and programs that integrate various populations in order to successfully implement mixed-use development in and around the Downtown Core.

GOAL #24: Encourage a range of housing density, type, cost and size in new subdivisions to welcome a diverse population.

ACTIONS:

1. The Town should continue to support development proposals and programs that address the needs of senior and physically challenged population, to provide flexibility for the needs of such populations.
2. La Plata should address the housing needs of those who are currently living in hotels and are underserved in the regular housing market.
3. Planning Commission and Town staff should clearly outline the need for diverse housing and

incentivize/ prioritize subdivisions being planned to meet the housing needs of the Town.

GOAL #25: Support “aging in place” initiatives to attract and retain La Plata’s senior citizens.

ACTIONS:

1. Encourage the use of ADUs as defined in the Zoning Ordinance; this will allow development of ADUs in association with single family detached homes. These will help provide affordable housing options for low to moderate income workers, seniors, and recent college graduates as recommended in the 2009 Comprehensive Plan.
2. Work with non-profit and local organizations that provide services for the seniors to increase the ability to “age in place” for community members.
3. Plan for mixed-use developments that provide attractive amenities for seniors.

Economic Development Element

Section 3-102(b)(1) of the Maryland Land Use Article provides that “the planning commission for a local jurisdiction may include in the plan additional elements to advance the purposes of the plan.” Although the Land Use Article is not restrictive as to the additional plan elements, a “community renewal element” provides a catch-all opportunity for the Town to articulate its goals related to economic development.

Significant Updates since the Since 2009 Comprehensive Plan

- The La Plata Business Association (LPBA) has reorganized and become an active participant in town affairs. The LPBA has established or supported a number of events that bring people to the downtown core.

Existing Conditions & Important Considerations

La Plata’s economy is dominated by three sectors which have provided for a stable economic base; however, their cumulative growth has and will continue to be modest unless harnessed and nurtured.

- **Government Services** – Just more than half of the County’s 1,220 budgeted positions are based in La Plata as are several hundred employees of the state and federal agencies and the Board of Education. Supporting professional services such as lawyers and engineers are also concentrated near the County government building and courthouse.
- As of 2019, the University of Maryland Charles Regional Medical Center employs 863 people across the medical professions and allied services. Some off-site medical suites, urgent care facilities and medical suppliers are also present although at relatively small scale.
- Like many small towns, regional and national retailers have come to dominate the retail base of La Plata. Lowe’s, Walmart, restaurants and fast food outlets, and service providers are the most prominent among them. La Plata is the first major retail, services, and employment destination for many of the areas to the south. While the national and regional chains have thrived, small, community-oriented retail, boutique shops, and locally-owned and operated services and restaurants have struggled against much larger competitors.

Challenges to economic growth include:

- Light industrial businesses such as a Coca-Cola bottling facility and Southern Maryland Oil provide for some diversification but are located on the edge of downtown and occupy what might otherwise be valuable land for mixed use redevelopment.
- The downtown street network is disconnected due to the CSX Pope’s Creek Branch resulting in traffic back-ups on MD 6 for periods extending beyond the traditional morning and evening rush hour. The road infrastructure itself needs a refresh to improve the pedestrian environment and traffic safety.
- Policy decisions to disperse government facilities (and employees) outside of the County seat and facility siting decisions that do not support the downtown such as the siting of College of Southern Maryland along Mitchell Road west of US 301 and the long-delayed decision on siting of a new library in La Plata.

The economic challenges of the next decade are to maintain the core sectors, build from their strength, establish a presence in new sectors of the economy. Most of Town’s development-related activities have been responsive to private-sector proposals or oriented towards establishing the right regulatory environment to grow such as comprehensive rezoning, improved sign ordinances and permitting processes. The goals and actions described below can only be brought to life with a forward-leaning public sector; and waiting for County or state government to take the lead will bear little fruit.

Goals and Actions

GOAL #26: Focus the town's community and economic development efforts on the downtown core; demonstrate public investment to attract private capital.

ACTIONS:

1. Ensure the availability of infrastructure and services that are essential to grown and sustain businesses by advancing actions in the Transportation Element.
2. Harness redevelopment potential in downtown industrial sites, including proactive efforts and investments to relocate active businesses to more appropriate properties in the Town.
3. Explore town-sponsored tax and financial incentives for downtown growth and development, including tax increment financing for infrastructure projects.
4. Work with Charles County to establish a targeted loan program to encourage small business development for destination retail and a location-specific brand experience; support arts and entertainment district activities and their spin-off benefits.
5. Develop a destination marketing strategy to bring retail customers off US 301 and into the downtown core, with a focus on commuters living south of La Plata and in Virginia.

GOAL #27: Support entrepreneurialism, workers in the "gig economy" and telecommuting.

ACTIONS:

1. Ensure that zoning ordinances permit home-based businesses, telecommuting and micro-manufacturing opportunities with appropriate safeguards for residential quality of life.

GOAL #28: Build on the town's economic strengths.

ACTIONS:

1. Maximize the potential of the planned La Plata Library to provide a range of services with hours of operation well into the evening hours.
2. Establish a "Community and Campus Zone for Hospitals and Health Care Facilities" which provides a predictable development environment for this sector.

Coordinate with County and state government to facilitate the preferred location of public agencies and facilities in the downtown core.

Recreation and Parks Element

Section 3-102(b)(1) of the Maryland Land Use Article provides that “the planning commission for a local jurisdiction may include in the plan additional elements to advance the purposes of the plan.” Although the Land Use Article is not restrictive as to the additional plan elements, a “community renewal element” provides a catch-all opportunity for the Town to articulate its goals related to recreation and parks. This element summarizes the *Town of La Plata Comprehensive Parks & Recreation Master Plan* adopted in 2011.

Significant Updates since the Since 2009 Comprehensive Plan

The Town of La Plata adopted a comprehensive parks and recreation master plan in 2011. The Plan provides an inventory of La Plata’s public parks, recreation and open spaces. The plan provides improvement recommendations; however, the Town has not made significant improvements.

Existing Conditions & Important Considerations

La Plata has a number of community, neighborhood, mini, school recreation and natural resource areas and private, commercial, and non-profit PROS, as shown in Table 7. Residents of the town take great pride in the parks and open spaces.

The Town does not run recreation programs. Charles County Parks and Recreation, the College of Southern Maryland and non-profit youth leagues run several programs and host leagues and classes.

Goals and Actions

GOAL #29: Create strategically located, community and neighborhood parks.

ACTIONS:

1. Use the *2011 La Plata Parks and Recreation Master Plan* to determine the types of facilities needed in the Town.
2. Create a 20-25 acre community park within Heritage Green that is accessible to residents of the entire town. The park should have indoor and outdoor amenities; paths and trails connecting the park to areas that are underserved and need a connection to a park.
3. Create a community park in the downtown area.

Table 7: Parks, Recreation, and Open Space

PROS Type	Name	Size (acres)
Community Park	Tilghman Lake Park	62
	Town Hall Park	2
Neighborhood Park	Wills Memorial Park	14
	Silver Linden Park	5
	Redwood Lake Park	5
	Agricopia Park	6
Mini Park	Carroll La Plata Village	1
	Hemlock Court	0.1
	Patuxent Court	0.3
	Phoenix Run Park I & II	0.9
	Train Station	0.7
	Star Memorial Park	0.1
School Recreation Park	La Plata High School	54
	Matula Elementary School	
	Gwynn Education Center	7
	Somers Middle School	38
	Mitchell Elementary School	9
	Courthouse Soccer Field	2
Natural Resource Area	Clark Run Natural Area	42
	Four natural recourse areas, associated with school recreation parks	56+
Private, commercial, and non-profit PROS	13 sites that include mini parks, tot lots and playgrounds managed by HOAs, community centers and recreation areas part of private school facility	20

4. Add two neighborhood parks, one west of US 301 (10 to 15 acres) and one east of US 301 (20 to 30 acres).
5. Add a natural resource area/ greenway that connects Rosewick Road south to the existing Clark Run natural area. This will serve as the north-south spine through the town.
6. Plan for a town-wide walking/biking trail system which will be approximately 15 miles.
7. Enhance existing parks and recreation areas.

GOAL #30: Meet identified facilities needs especially for indoor recreation and sports fitness, walking and swimming, and programming for youth, elderly and disabled residents.

ACTIONS:

1. Review the *2011 La Plata Parks and Recreation Master Plan* to prioritize the types of indoor facilities needed in the Town of La Plata. Basketball, sports fitness and swimming pools are the highest future demand indoor facilities.
2. Continue to work with Charles County to ensure adequate senior trips and tours, special Olympic programs and youth programs are provided and are advertised to La Plata residents
3. Work with local organizations and Charles County to provide programs for the disabled.
4. Incorporate multi-generational playgrounds to provide options for those who may not be as mobile and need the physical activity.

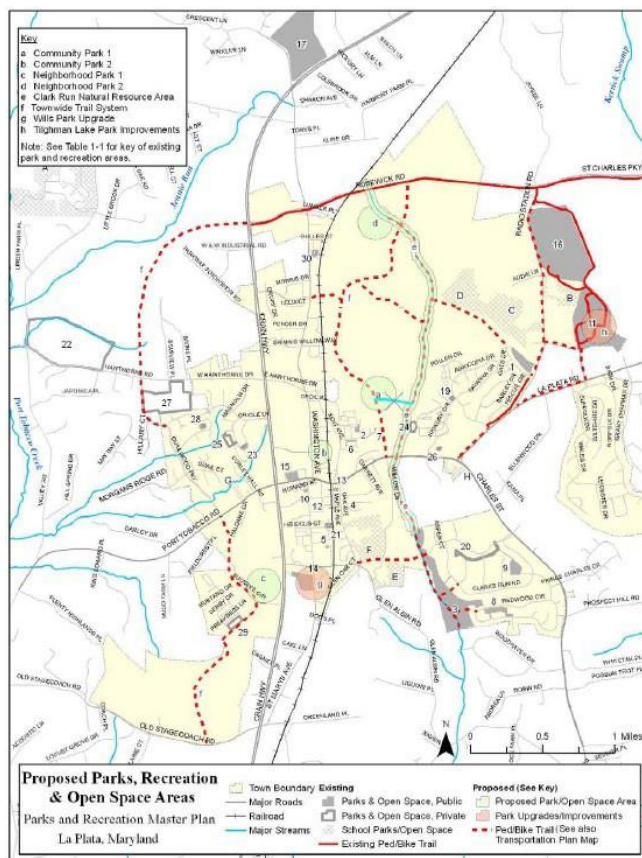
GOAL #31: Ensure that new development in Town provides on-site recreation and open space, but also contributes its fair share to the public PROS system.

ACTIONS:

1. When approving new development, the Town should consider the public PROS system needs and the recreation and open space needs internal and private to the development. The town should prioritize the public PROS system first.
2. The Town Planning Commission should use the needs analysis from the 2011 Parks and Recreation Plan to identify needs as related to the new development under the Town's development regulations.
3. The Town should consider impact fees as a potential funding source for recreational facilities.

GOAL #32: Create a town-wide walking/biking trail system as recommended by the *2011 La Plata Parks and Recreation Master Plan*.

ACTIONS:



1. Review the 2011 Parks and Recreation Plan to add trails and paths in recommended locations. Ensure trail and path recommendations do not have conflict with transportation plans for the Town.
2. Connect Heritage Green, Clark Run greenway, Agricopia Park, Redwood Lake, East Patuxent Drive and future planned parks with one another.
3. Create a natural resource area/ greenway along Clark Run as a spine through the heart of Town.

Part 3: Implementation Plan & Capital Improvements

		Goal/Action	Action Required By				Budget			Completion Target				
			Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
Land Use Element	1	La Plata will maintain and enforce its plans and policies to strengthen the downtown core and maintain its small-town character.												
	1.1	Town staff and the Planning Commission should be mindful of their extraordinary efforts to complete the rezoning process over the course of eight years when considering proposed site plans, reviewing special exceptions and variances, signage plans, and negotiating mixed use and planned use development plans.		X			X				X			
	1.2	When Commission and staff workload in reviewing projects and plans become strained, priority should be given to review of downtown mixed-use and infill projects and necessary efforts to advance creation of the La Plata Town Center. Following a predictable yet flexible development review process will be key to gathering momentum for the project.		X			X				X			

Goal/Action	Action Required By				Budget			Completion Target				
	Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
1.3		X			X				X			
1.4		X			X				X			
2	New development areas will reflect the principles of walkability, sustainability and environmental protection.											
2.1		X			X						X	
2.2		X			X				X			

Goal/Action	Action Required By				Budget			Completion Target				
	Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
conduct a thorough review of proposed site plans <i>prior to</i> initiating the annexation process and enter into binding agreements on urban design, walkability, sustainability and environmental protection.												
3	La Plata will plan develop flexible planning requirements to support anchor institutions and new/micro economy business opportunities.											
3.1	Establish a “Community and Campus Zone for Hospitals and Health Care Facilities”	X			X					X		
3.2	Ensure that zoning definitions include the concepts of “micro-manufacturing” and “makerspaces” to be permitted in commercial and mixed-use areas. The Town should recognize that a rapidly changing economy does not neatly classify such business opportunities and that their integration into commercial and mixed-use areas brings investment and vitality to targeted sites	X			X					X		

	Goal/Action	Action Required By				Budget			Completion Target				
		Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
Municipal Growth Element	4	La Plata will expand its boundaries when and where there is a clear net economic and/or environmental benefit to doing so and only when supported by adequate public facilities.											
	4.1	Require that all new growth areas provide or support adequate multimodal transportation capacity.	X	X	X			X		X			
	4.2	Support annexation of existing residential and commercial properties when there is a clear plan and identified funding for water and sewer connections and capacity.	X	X		X				X			
	5	Improve intergovernmental coordination with respect to annexation, development processes and public facilities.											
	5.1	Review and revise, if necessary, the town's school capacity policies in coordination with Charles County and the Board of Education.	X	X		X						X	
	5.2	Identify opportunities within growth areas to support new town or county public facilities such as schools, libraries, police and fire stations, and other municipal services infrastructure.	X	X				X			X		
	5.3	Provide for reciprocal review of major development projects that may have impacts to the town or county when	X	X		X				X			

		Goal/Action	Action Required By				Budget			Completion Target			
			Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5
		constructed in the other jurisdiction.											
Environmentally Sensitive Areas Element	6	Protect sensitive environmental areas through resource conservation and other natural resource management tools											
	6.1	Continue to coordinate with Charles County on areas designated as habitat of rare, threatened and endangered species for priority retention area under the County’s Forest Conservation Ordinance.		X	X		X				X		
	6.2	Close gaps in the local greenway network through direct acquisition, easements and exactions during the development process. Make regular application for funding from DNR POS to secure priority greenway areas where new development is not planned.		X	X	X			X		X		
	6.3	Maximize opportunities for forest conservation subdivision requirements to be met through retention of natural wooded areas and wildlife		X			X				X		

Goal/Action	Action Required By				Budget			Completion Target				
	Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
corridors on site pursuant to Ordinance No. 18-05.												
7	Require a high standard of environmental protection in new subdivisions through regulations that protect forest stands and mature trees, stream valleys, steep slopes and waterways.											
7.1	Develop and enact an ordinance which protects steep slopes from development.	X			X					X		
7.2	Create a greenways checklist to be used as part of the development review process to include existing and proposed conditions and a construction management plan that addresses riverbank stabilization and slope treatment; trail and pedestrian connections; greenway plantings; existing retention areas and mitigation measures.	X			X						X	
7.3	Prepare an environmental protection ordinance comprehensively integrates all existing and new development review requirements, including both high standards and flexibility for creative environmental protections.	X			X						X	

Goal/Action	Action Required By				Budget				Completion Target			
	Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
9	Encourage programs and projects that connect residents to the town's natural resources.											
9.1	Build relationships with non-profit conservation organizations who can assist individual landowners in preserving the important natural features on their properties	X	X			X			X			
9.2	Create environmental stewardship activities led by the Town or non-profit organizations.	X	X			X			X			
9.3	Include public access easements to parks and greenways in development reviews and approvals process. This might also include providing bicycle and pedestrian facilities, habitat viewing areas and interpretive signage highlighting natural features.		X		X				X			
Water Resources	10	Plan upgrades and enhancements to the Town's wastewater infrastructure to ensure that growth and development can be accommodated within the Chesapeake Bay Restoration framework.										
10.1	Continue to carefully monitor usage through regular updates of its Wastewater Capacity Management Plan and		X		X				X			

Goal/Action	Action Required By				Budget			Completion Target				
	Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
	control allocations through its development and building permit approval processes.											
10.2	Incrementally expand wastewater plant from its current rated capacity of 1.5 MGD to 2.0 MGD by 2030 to meet projected demands from growth and development.	X						X				X
10.3	When considering annexation of potential municipal growth areas that have failing septic systems, require that the County and property owners agree to a financial plan that will support connections to the wastewater treatment system at no capital expense to the Town.	X	X		X				X			
10.4	If determined to be prudent and feasible based on an ongoing evaluation, install flow equalization capacity at the WWTP to mitigate the impact of high peak flows	X						X			X	

Goal/Action	Action Required By				Budget			Completion Target				
	Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
10.5		X						X				X
10.6		X						X				X
10.7		X						X				X
10.8		X						X				X
11	Ensure that the future water supply needs of the Town can be met while preserving the long-term sustainability of shared groundwater resources.											
11.1		X		X	X				X			

Goal/Action	Action Required By				Budget			Completion Target				
	Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
adequate production and distribution capacity exists prior to project approval.												
11.2 Sunset pending allocations of water for developments that do not move forward within three years of approval.		X			X				X			
11.3 Continue promotion of water conservation to reduce per capita water usage by 5% from 2012 usage levels.		X				X		X	X			
11.4 Perform regular comprehensive water system audits to minimize water losses from the system.		X				X			X			
11.5 Develop infrastructure to support the use of reclaimed, highly treated effluent for cooling water, irrigation, lawn watering, fire suppression, or other non-potable water uses.		X						X			X	
11.6 Monitor the need for and study, if necessary, alternative sources of water supply , including expanded development of groundwater and surface water sources.		X	X					X				X

Goal/Action	Action Required By				Budget			Completion Target				
	Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
11.7	Connect with other water supply systems, such as the community of Waldorf, to create greater opportunities for resource balancing and enhancing system redundancy.	X	X					X				X
12	Protect local watersheds by implementing protective development and stormwater management practices that minimize and mitigate the impact of additional runoff from new development.											
12.1	Complete the Town's MS4 restoration plan and identify stormwater retrofit and watershed restoration projects that will contribute to the overall Chesapeake Bay TMDL effort.	X				X				X		
12.2	Implement the projects included in the MS4 restoration plan.	X				X	X	X			X	
12.3	Maximize opportunities to create new open space and green space within the downtown areas to reduce overall imperviousness and minimize stormwater runoff.	X					X	X	X			
12.4	Continue to track stormwater management facilities and impervious areas through its Stormwater Capacity Management Plan and	X				X			X			

Goal/Action	Action Required By				Budget			Completion Target				
	Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
	NPDES MS4 permit annual reports.											
12.5	Target fee-in-lieu revenue to stormwater mitigation projects that support the Town's overall watershed restoration program.	X						X	X			
13	Preserve and enhance high-quality and sensitive water resources impacted by growth and development.											
13.1	Identify a sustainable source of funding for the Town's MS4 restoration plan, including funds needed for long-term maintenance, capital replacement, and MS4 permit compliance.	X			X					X		
13.2	Continue to work with Charles County to implement the Port Tobacco WRAS.	X	X					X	X			
13.3	Work with MDE and Charles County to explore nutrient trading and large-scale restoration projects as a long-term approach to managing stormwater waste load allocations.	X	X	X				X				X
14	Meet or exceed stormwater managemetn goals as expressed in TMDL requirements.											

	Goal/Action	Action Required By				Budget			Completion Target				
		Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
	14.1	Identify a sustainable source of funding for the Town's MS4 restoration plan	X				X						
	14.2	Continue to work with Charles County to implement the Port Tobacco WRAS	X	X			X			X			
	14.3	Work with MDE and Charles County to explore nutrient trading and large-scale restoration projects as a long-term approach to managing stormwater waste load allocations.	X	X	X		X					X	
Transportation Element	15	Make strategic, proactive connections in the street grid to support economic and community development projects and better manage through traffic.											
	15.1	Conduct and present to CSXT an at-grade crossing study for potential new crossings. Use this study to establish the necessary mitigation measures that will be required at-grade crossings to be built.	X					X			X		
	15.2	Advance concept development and preliminary engineering for key transportation investments so that they are ready to go as development and redevelopment investment becomes possible.	X					X			X		

Goal/Action	Action Required By				Budget			Completion Target				
	Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
15.3	Acquire real estate options for future right-of-way acquisition necessary to construct road, establish right-of-way for preferred alignments in record plats.	X					X				X	
15.4	To accommodate through east west through traffic, provide an additional crossing of CSXT at Caroline Drive.	X					X					X
15.5	Work with MDOT-SHA to improve access management along US 301	X		X			X				X	
16	Continue to make La Plata a very walkable community											
16.1	Fill remaining gaps in the sidewalk network.	X	X	X			X				X	
16.2	Work with MDOT-SHA to improve pedestrian crossing locations along US 301.	X		X			X			X		
16.3	Work with property owners along Charles Street and Washington Avenues to delineate parking spaces from pedestrian areas.	X		X		X				X		
16.4	In its annual list of priority transportation projects to the Maryland Department of Transportation, the Town and Charles County should make a high	X	X				X			X		

Goal/Action	Action Required By				Budget			Completion Target				
	Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
16.5		X			X				X			
16.6		X			X				X			
17	Better manage the supply of existing parking and limit new off-street parking.											
17.1	X	X				X				X		
17.2	X	X			X					X		
18	Support regionally significant transportation improvements											
18.1	X	X			X				X			
18.2	X	X			X				X			

	Goal/Action	Action Required By				Budget			Completion Target				
		Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
	extend south to downtown La Plata												
Municipal and Community Services and Facilities	19	Promote a culture of civic activism and community ownership.											
	19.1	The town should continue to invest in community activities that bring residents together and create strong civic bonds.	X	X			X			X			
	19.2	The town should work to identify a diverse and growing group of residents to serve on its boards and commissions and to lead other beneficial programs to the community.	X	X		X				X			
	20	Strengthen town services and programs with adequate staffing and technical expertise.											
	20.1	The town should consider adding program management staff to support implementation of capital projects as the Capital Improvement Plan develops.		X			X				X		
	20.2	The town should consider hiring a community/ economic development manager to help bring specific development projects to fruition.		X			X				X		
	20.3	The Town should consider establishing a coordinator of parks, environment, and recreation programs.		X			X				X		

	Goal/Action	Action Required By				Budget			Completion Target				
		Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
	21	Establish a Capital Improvement Plan to guide town's infrastructure investment.											
	21.1	A formal infrastructure assessment should occur and be used to guide capital replacement or rehabilitation of roads, buildings, water and sewer systems.		X				X				X	
	21.2	The Town Council should adopt policies regarding the types of projects which may be considered for funding under the capital program.		X		X					X		
	21.3	The Town Council should establish five-year budget targets for a Capital Improvement Plan to provide certainty that capital projects can move forward and establish a debt affordability goal which will guide PAYGO vs. bond-funded project spending.		X		X					X		
	22	Identify and develop municipal services which can be self-sustaining as a resource to other unincorporated areas of municipalities in the region.											
Hou	22.1	The town should consider allowing its solid waste transfer station to be used by other municipalities.		X	X				X			X	
	23	Encourage mixed-use development in new subdivisions and in downtown redevelopment projects											

Goal/Action	Action Required By				Budget			Completion Target				
	Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
23.1 The 2018 comprehensive rezoning ordinance establishes the regulatory structure to encourage infill development and encourage mixed use development at the La Plata Town Center. Town staff and the Planning Commission should continue to promote a mix housing types when considering development plans.		X			X				X			
23.2 Encourage relocation of uses that do not conform with neighboring zoning to decrease fragmented and uncoordinated uses.		X			X				X			
23.3 Staff and Planning Commission should review the plans with the infill and downtown development projects as priorities. This will help the Town from having multiple nodes and taking opportunities away from the Downtown area.		X			X				X			
23.4 The Town should support development proposals and programs that integrate various populations in order to successfully implement mixed-use development		X			X				X			

Goal/Action	Action Required By				Budget				Completion Target			
	Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
in and around the Downtown Core.												
24	Encourage a range of housing density, type, cost and size in new subdivisions to welcome a diverse population.											
24.1	The Town should continue to support development proposals and programs that address the needs of senior and physically challenged population, to provide flexibility for the needs of such populations.	X			X				X			
24.2	La Plata should address the housing needs of those who are currently living in hotels and are underserved in the regular housing market.	X	X			X	X		X			
24.3	Planning Commission and Town staff should clearly outline the need for diverse housing and incentivize/ prioritize subdivisions being planned to meet the housing needs of the Town.	X			X				X			
25	Support “aging in place” initiatives to attract and retain La Plata’s senior citizens.											

Goal/Action	Action Required By				Budget			Completion Target				
	Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
25.1		X			X				X			
25.2		X				X			X			
25.3		X			X				X			
26	Focus the town's community and economic development efforts on the downtown core; demonstrate public investment to attract private capital.											
26.1		X	X	X			X				X	

Goal/Action	Action Required By				Budget			Completion Target				
	Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
26.2		X					X			X		
26.3		X					X			X		
26.4		X	X			X	X				X	
26.5		X	X			X					X	
27	Support entrepreneurialism, workers in the “gig economy” and telecommuting.											

		Goal/Action	Action Required By				Budget			Completion Target				
			Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
	27.1	Ensure that zoning ordinances permit home-based businesses, telecommuting and micro- manufacturing opportunities with appropriate safeguards for residential quality of life.		X			X				X			
	28	Build on the town’s economic strengths.												
	28.1	Maximize the potential of the planned La Plata Library to provide a range of services with hours of operation well into the evening hours.		X	X				X			X		
	28.2	Establish a “Community and Campus Zone for Hospitals and Health Care Facilities” which provides a predictable development environment for this sector.		X			X					X		
	28.3	Coordinate with County and state government to facilitate the preferred location of public agencies and facilities in the downtown core.		X	X	X	X				X			
Recreation	29	Create strategically located, community and neighborhood parks.												
	29.1	Use the 2011 La Plata Parks and Recreation Master Plan to determine		X			X				X			

Goal/Action	Action Required By				Budget			Completion Target				
	Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
the types of facilities needed in the Town.												
29.2	X	X					X					X
29.3	X	X					X				X	
29.4	X	X					X					X
29.5		X					X				X	
29.6		X					X				X	
29.7		X				X					X	
30	Meet identified facilities needs especially for indoor recreation and sports fitness, walking and swimming, and programming for youth, elderly and disabled residents.											

Goal/Action	Action Required By				Budget				Completion Target			
	Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
30.1	Review the 2011 La Plata Parks and Recreation Master Plan to prioritize the types of indoor facilities needed in the Town of La Plata. Basketball, sports fitness and swimming pools are the highest future demand indoor facilities.	X			X				X			
30.2	Continue to work with Charles County to ensure adequate senior trips and tours, special Olympic programs and youth programs are provided and are advertised to La Plata residents	X	X			X			X			
30.3	Work with local organizations and Charles County to provide programs for the disabled.	X	X			X			X			
30.4	Incorporate multi-generational playgrounds to provide options for those who may not be as mobile and need the physical activity.	X	X				X		X			
31	Ensure that new development in Town provides on-site recreation and open space, but also contributes its fair share to the PROS system.											

Goal/Action	Action Required By				Budget				Completion Target			
	Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
31.1	X	X			X				X			
31.2		X			X				X			
31.3		X			X				X			
32	Create a town-wide walking/biking trail system as recommended by the 2011 La Plata Parks and Recreation Master Plan.											
32.1		X					X		X			

		Goal/Action	Action Required By				Budget			Completion Target				
			Private/ Civic	Town	County	State	No Funding Required	Staffing/Operating Budget	General Fund Capital	Enterprise/Utility	Ongoing/Not Time Bound	First 2 Years	Years 3 - 5	Years 6 - 10
	32.2	Connect Heritage Green, Clark Run greenway, Agricopia Park, Redwood Lake, East Patuxent Drive and future planned parks with one another.		X					X				X	
	32.3	Create a natural resource area/ greenway along Clark Run as a spine through the heart of Town.		X					X				X	

Acronyms and Initialisms List

Acronym/Initialism	Meaning
AADT	Annual Average Daily Traffic
ADI	Area of Dominant Influence
ADU	Accessory Dwelling Unit
BMP	Best Management Practice
CIP	Capital Improvement Plan
COMAR	Code of Maryland Regulations
CSXT	CSX Transportation
DNR	Maryland Department of Natural Resources
EDU	Equivalent Dwelling Unit
ENR	Enhanced Nutrient Removal
ERU	Equivalent Runoff Unit
ESD	Environmental Site Design
FY	Fiscal Year
GIS	Geographic Information Systems
HOA	Homeowner Association
HPA	Habitat Protection Area
LID	Low-Impact Development
LPBA	La Plata Business Association
LPTCC	La Plata Town Center Corporation
MDE	Maryland Department of Environment
MDOT	Maryland Department of Transportation
MDOT-MTA	Maryland Department of Transportation Maryland Transit Administration
MDOT-SHA	Maryland Department of Transportation State Highway Administration
MGD	Million Gallons per Day
MGE	Municipal Growth Element
MS4	Municipal Separate Storm Sewer System
NPDES	National Pollutant Discharge Elimination System
OSDS	On-Site Sewage Disposal System
PAYGO	Pay-As-You-Go
POS	Program Open Space
PROS	Parks, Recreation, and Open Space
TAP	Technical Assistance Panel
TMDL	Total Maximum Daily Load
ULI	Urban Land Institute
USACE	United States Army Corps of Engineers
WAUP	Weighted Average Unit Price
WIP	Watershed Implementation Plan
WRAS	Watershed Restoration Action Strategy
WWTP	Wastewater Treatment Plant

COUNCIL OF THE TOWN OF LA PLATA
Amendment to Ordinance No. 20-10

2020 Comprehensive Plan

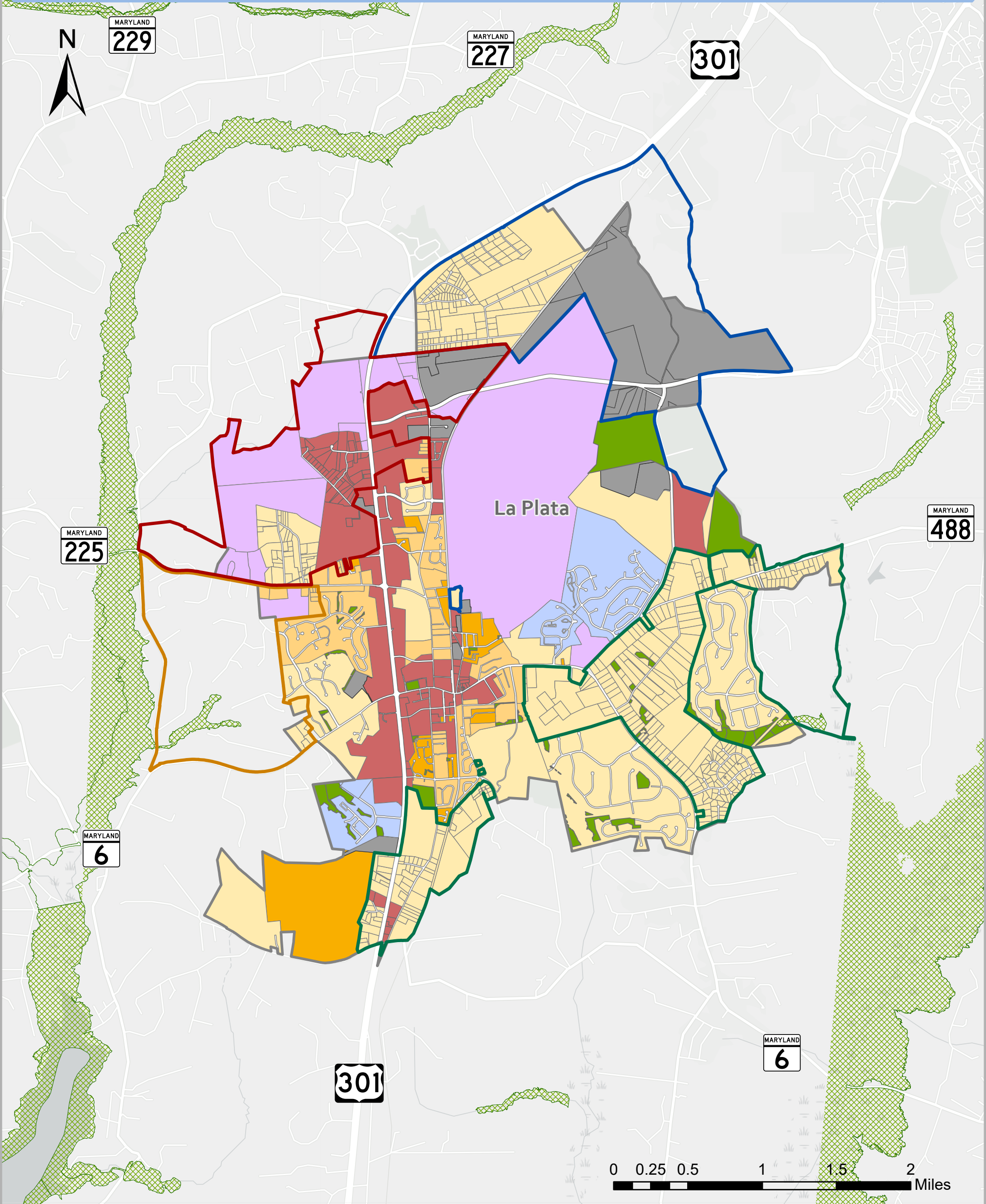
FOR the purpose of adopting an amendment to the 2020 comprehensive plan for the Town of La Plata; and all matters relating thereto.

* * * * *

Amendment 1: Replace the 2020 Comprehensive Plan document with an updated 2020 Comprehensive Plan Document to insert an amended Future Land Use Map, as attached to this amendment.

Town of La Plata

Future Land Use



Legend

Municipal Growth Areas

- Northeast Quadrant
- Southwest Quadrant
- Northwest Quadrant
- Southeast Quadrant

Town Land Use

- High Density Residential
- Medium Density Residential
- Low Density Residential
- Commercial
- Mixed Use

- Planned Unit Development
- Industrial
- Public Lands
- Floodplains



1 **COUNCIL OF THE TOWN OF LA PLATA**
2 **Ordinance No. 24-17**
3

4
5 **Introduced By:** Mayor Jeannine E. James, by request
6

7 **Date Introduced:** October 08, 2024
8

9 **Date Adopted:**
10

11 **Date Effective:**
12

13
14 **AN ORDINANCE** concerning
15
16

17 **Finance Committee**
18

19 **FOR** the purpose of establishing a Finance Committee for the Town of La Plata; to specify
20 the composition and terms of the office of members of the Committee; to specify the
21 duties of the Committee; and all matters generally related thereto.
22

23 **BY** adding
24 Chapter 21 FINANCE COMMITTEE
25 Sections 21-1 through 21-9
26 Code of the Town of La Plata
27 (1998 Edition and Supplements)
28
29

30 **SECTION 1: BE IT ENACTED BY THE COUNCIL OF THE TOWN OF LA PLATA**, that new
31 Chapter 21, consisting of Sections 21-1 through 21-9, inclusive, be and is hereby added to the
32 Code of the Town of La Plata, (1998 Edition and Supplements), to follow immediately after
33 Chapter 20 thereof and to read as follows:
34

35 **Chapter 21 – FINANCE COMMITTEE**
36

37 **21-1. ESTABLISHMENT.**
38

39 THERE IS A COMMITTEE TO BE KNOWN AS THE “FINANCE COMMITTEE OF LA PLATA,” WHICH
40 ALSO IS KNOWN AS THE “FINANCE COMMITTEE.”
41

21-2. COMPOSITION, APPOINTMENT AND TERMS.

- A. THE FINANCE COMMITTEE CONSISTS OF FIVE (5) MEMBERS, AND ONE (1) ALTERNATE MEMBER WHO MAY SIT ON THE COMMITTEE WHEN ANY OTHER MEMBER OF THE COMMITTEE IS ABSENT.
1. ~~AT LEAST ONE (1) MEMBER~~ TWO (2) MEMBERS SHALL HAVE PROFESSIONAL EXPERIENCE OR EDUCATION IN BUDGETING, FINANCIAL PLANNING, FINANCIAL ANALYSIS, OR RELATED FIELDS AND SHALL BE RESIDENT WITHIN THE CORPORATE LIMITS OF THE TOWN OF LA PLATA.
 2. AT LEAST ONE (1) MEMBER SHALL BE A RESIDENT WITHIN THE CORPORATE LIMITS OF THE TOWN OF LA PLATA WHO IS NOT AN OWNER OF A BUSINESS THAT IS LOCATED WITHIN THE TOWN.
 3. ONE (1) MEMBER SHALL BE AN OWNER OR MANAGER OF A SMALL BUSINESS THAT IS LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWN OF LA PLATA AND THAT:
 - a. IS INDEPENDENTLY OWNED OR OPERATED;
 - b. IS NOT DOMINANT IN ITS FIELD ON A NATIONAL LEVEL; AND
 - c. EMPLOYS 50 OR FEWER FULL-TIME EMPLOYEES.
 4. NOTWITHSTANDING THE MEMBER DEFINED IN §21-2(A)(3), ALL MEMBERS OF THE FINANCE COMMITTEE MUST BE RESIDENT WITHIN THE CORPORATE LIMITS OF THE TOWN OF THE LA PLATA.
- B. MEMBERS OF THE FINANCE COMMITTEE SHALL BE APPOINTED BY THE MAYOR, WITH THE APPROVAL OF THE TOWN COUNCIL. THE TERM OF EACH MEMBER SO APPOINTED SHALL BE FOR FOUR (4) YEARS OR UNTIL HIS SUCCESSOR QUALIFIES AND TAKES OFFICE; EXCEPT, HOWEVER, THAT THE TERMS OF THE MEMBERS FIRST APPOINTED SHALL BE AS FOLLOWS:
1. TWO (2) VOTING MEMBERS SHALL BE APPOINTED FOR ONE (1) YEAR;
 2. THREE (3) VOTING MEMBERS SHALL BE APPOINTED FOR THREE (3) YEARS.
- C. THERE SHALL BE NO LIMIT AS TO THE NUMBER OF CONSECUTIVE TERMS A MEMBER OF THE BOARD MAY SERVE.

21-3 REMOVAL.

ANY MEMBER OF THE FINANCE COMMITTEE MAY BE REMOVED FOR GOOD CAUSE BY THE TOWN COUNCIL. AMONG OTHER CAUSES, UNEXCUSED ABSENCE FROM THREE (3) CONSECUTIVE MEETINGS OF THE FINANCE COMMITTEE BY ANY MEMBER IS GOOD CAUSE FOR REMOVAL FROM THE BOARD.

21-4 VACANCIES.

A. A VACANCY IN THE MEMBERSHIP OF THE FINANCE COMMITTEE SHALL BE CREATED BY ANY OF THE FOLLOWING CIRCUMSTANCES:

1. THE DEATH OF A MEMBER;
2. THE INABILITY OF A MEMBER TO PERFORM THE MEMBER'S DUTIES ON THE BOARD BECAUSE OF PHYSICAL OR MENTAL DISABILITY OR INCAPACITY;
3. A MEMBER'S RESIGNATION;
4. UNEXCUSED ABSENCE FROM THREE (3) CONSECUTIVE MEETINGS, WHICH SHALL CONSTITUTE RESIGNATION BY THE MEMBER;
5. THE CESSATION OF RESIDENCY IN THE TOWN OF LA PLATA BY A MEMBER WHO QUALIFIED FOR APPOINTMENT TO THE BOARD AS A RESULT OF SUCH RESIDENCY;
6. WHERE THE MEMBER QUALIFIED FOR APPOINTMENT TO THE COMMITTEE BY OWNING OR MANAGING A BUSINESS WITH ITS HEADQUARTERS, EXECUTIVE OFFICES OR PRINCIPAL BUSINESS LOCATION IN THE TOWN OF LA PLATA, THE CESSATION OF THE MEMBER'S OWNERSHIP OR MANAGEMENT OF THE BUSINESS OR THE BUSINESS CEASING TO HAVE A LOCATION WITHIN THE CORPORATE LIMITS OF THE TOWN OF LA PLATA;
7. A MEMBER'S REMOVAL FROM THE COMMITTEE BY THE TOWN COUNCIL PURSUANT TO THIS CHAPTER;
8. ANY OTHER ACT OR OCCURRENCE CREATING A VACANCY.

B. A VACANCY SHALL BE FILLED BY THE MAYOR, WITH THE APPROVAL OF THE TOWN COUNCIL. IN THE CASE OF A VACANCY FOR AN UNEXPIRED TERM, THE APPOINTMENT OF THE SUCCESSOR MEMBER SHALL BE ONLY FOR THE UNEXPIRED TERM FOR WHICH

HIS PREDECESSOR WAS APPOINTED.

21-5 CHAIRMAN.

A. THE MAYOR, WITH THE APPROVAL OF THE TOWN COUNCIL, SHALL APPOINT ONE OF THE MEMBERS OF THE BOARD TO SERVE AS CHAIRMAN AND ANOTHER TO SERVE AS VICE CHAIRMAN FOR A TWO-YEAR TERM TO BEGIN JULY 1.

B. A VACANCY SHALL BE FILLED BY THE MAYOR, WITH THE APPROVAL OF THE TOWN COUNCIL. IN THE CASE OF A VACANCY FOR AN UNEXPIRED TERM, THE APPOINTMENT OF THE SUCCESSOR MEMBER SHALL BE ONLY FOR THE UNEXPIRED TERM FOR WHICH HIS PREDECESSOR WAS APPOINTED.

21-6 COMPENSATION AND EXPENSES.

THE MEMBERS OF THE FINANCE COMMITTEE SHALL NOT RECEIVE ANY COMPENSATION FOR THEIR SERVICES ON THE BOARD; HOWEVER, SUBJECT TO APPROPRIATION OF FUNDS IN THE BUDGET FOR SUCH PURPOSE, THE BOARD MAY BE REIMBURSED FOR ACTUAL EXPENSES, IF ANY, NECESSARILY INCURRED IN THE PERFORMANCE OF THEIR DUTIES.

21-7 RULES; QUORUM; MEETINGS.

A. THE FINANCE COMMITTEE MAY ADOPT SUCH RULES AND REGULATIONS AS IT MAY DEEM NECESSARY FOR THE PROPER TRANSACTION OF ITS BUSINESS. THESE RULES AND REGULATIONS MAY NOT BE INCONSISTENT WITH THIS CHAPTER OR THE TOWN CHARTER.

B. THREE (3) MEMBERS OF THE FINANCE COMMITTEE SHALL CONSTITUTE A QUORUM. EVEN THOUGH ONE OR MORE VACANCIES EXIST, THE BOARD MAY TRANSACT ITS BUSINESS AS LONG AS A QUORUM IS PRESENT.

C. THE COMMITTEE SHALL MEET MONTHLY UNLESS OTHERWISE DETERMINED BY THE MEMBERS OF THE COMMITTEE OR THE CHAIRMAN.

D. ALL SESSIONS AND MEETINGS OF THE COMMITTEE SHALL BE OPEN TO THE PUBLIC, EXCEPT FOR SUCH MEETINGS AND SESSIONS AS MAY BE CLOSED BY LAW.

21-8 DUTIES OF TOWN OFFICIALS IN CONNECTION WITH THE BOARD.

THE CHIEF EXECUTIVE OFFICER OR HIS AUTHORIZED REPRESENTATIVE SHALL SERVE

AS EXECUTIVE SECRETARY TO THE FINANCE COMMITTEE, AND THE TOWN ATTORNEY SHALL
SERVE AS ATTORNEY FOR THE BOARD.

21-9 POWERS AND DUTIES.

THE FINANCE COMMITTEE IS CREATED FOR THE PURPOSE OF MAINTAINING CONTINUOUS
SURVEILLANCE OVER THE TOWN'S FINANCES AND SHALL HAVE THE FOLLOWING DUTIES:

- A. TO MONITOR ACTUAL EXPENDITURES COMPARED TO THE ADOPTED BUDGET.
- B. TO SUBMIT RECOMMENDATIONS WITH REGARD TO THE BUDGET AND CAPITAL
IMPROVEMENT PLAN (CIP) TO THE TOWN COUNCIL IN APRIL OF EACH YEAR FOR THE
BUDGET AND IN NOVEMBER FOR THE CIP.
- C. TO REVIEW ALL PROPOSED AMENDMENTS TO ARTICLE VIII (FINANCE) OF THE TOWN
CHARTER.

SECTION 2: AND BE IT FURTHER ENACTED that this Ordinance shall become effective at the expiration of fifteen (15) calendar days after its approval by the Council.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

David L. Winkler, Councilman

Matthew D. Trollinger, Councilman

Attest:

Evalyne Bryant-Ward, Councilwoman

Kelly G. Phipps
Interim Town Clerk

David M. Jenkins, Councilman

Date_____

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW
((Double Parentheses)) indicate matter deleted from existing law.

Underlining indicates amendments to bill.

~~Strike-Out~~ indicates matter stricken from bill by amendment or deleted from the law by amendment.

COUNCIL OF THE TOWN OF LA PLATA
Resolution 24-22

Introduced By:	Mayor Jeannine E. James
Date Introduced:	October 29, 2024
Date Adopted:	
Date Effective:	

A RESOLUTION concerning

Executive Search Services – Director of Planning

FOR the purpose of authorizing the Chief Executive Officer to enter into a contract for professional services with an executive search firm for the recruitment of candidates for the position of Director of Planning; and all matters generally relating thereto.

* * * * *

WHEREAS, the Council of the Town of La Plata desires to engage a Director of Planning who shall be responsible for the overall operation of the Planning Department, and who shall coordinate municipal planning, inspections, engineering, and enforcement tasks with multi-department cooperation in concert with the priorities of the Town Council and in accordance with State law, Town ordinances, and relevant rules and regulations; and

WHEREAS, Town Charter § C8-23 requires that all expenditures in excess of twenty thousand dollars (\$20,000), shall be advertised for sealed bids, except for expenditures which the Town Council, by ordinance, has determined are not subject to the sealed bid requirements; and

WHEREAS, Town Code, Chapter 43, Section 43-2 C., provides for provisions for expenditures which are exempt from the sealed bid requirements of § C8-23 if “Items, services, materials and goods purchased from a person who is supplying that same item, service, material or good to another governmental entity, if the total price or price per unit, as applicable, to be paid by the town is not more than the total price or price per unit to be paid by the other governmental entity and if the price to be paid by the other governmental entity has been established by a competitive bidding process conducted by the other governmental entity or by a purchasing cooperative or alliance that bids procurements on a volume basis for state and local governments”; and

WHEREAS, the Town Council agrees that it is in the best interest of the Town to contract with Raftelis of Cincinnati, Ohio, for the quoted price of thirty thousand dollars (\$30,000.00), to provide executive search services for the identification of suitable candidates for the position of Director of Planning.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LA PLATA that Jeannine E. James, Chief Executive Officer, is hereby authorized to execute and deliver, on behalf of the Town of La Plata, a Professional Services Contract with Raftelis of Cincinnati, Ohio, for the quoted price of thirty thousand dollars (\$30,000.00), to provide executive search services for the identification of suitable candidates for the position of Director of Planning.

ADOPTED AND APPROVED by the Council of the Town of La Plata on _____, 2024.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

David L. Winkler, Councilman

Matthew D. Trollinger, Councilman

ATTEST:

Evalyne L. Bryant-Ward, Councilwoman

Kelly Phipps
Interim Town Clerk

David M. Jenkins, Councilman

Date: _____, 2024