



TOWN OF LA PLATA
Planning Commission Minutes
January 6, 2026, 6:00 PM
Regular Meeting
Council Chambers, La Plata Town Hall

PRESENT: Councilman Paul Guttenberg
Kyle Miller
Emily Whale

ABSENT: Chair Dawn Banks
Vice Chair Jill Hudnell

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

GUESTS: Mayor Jeannine James (virtual)
Councilman Gregory Sampson, Jr.
Councilman Tyjon Johnson

1. Call to Order

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

In accordance with the Open Meetings Act, the public has the right to view/listen to the discussion only. At their discretion, the Planning Commission may allow participants to voice questions or provide comments on the topics under discussion. Written comments may be submitted via e-mail to Legislative@townoflaplata.org. Members of the public wishing to address the Planning Commission in person may sign up in advance via the [town webpage](#) or upon arrival at the Council Chamber.

[Join the meeting now](#)

Meeting ID: 228 255 787 294 15

Passcode: t729yv36

(Calendar Year 2026)

In the absence of Chair Banks and Vice Chair Hudnell, Councilman Paul Guttenberg announced for this meeting that he would assume the role of Chair for the meeting in accordance with La Plata Planning Commission Rules of Procedure.

1.2. Call to Order

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

2. Roll Call and Quorum Verification

The Town Clerk conducted Roll Call. Chair Banks, Vice Chair Hudnell were absent. The Planning Commission achieved a quorum with three of the five voting members present.

3. Pledge of Allegiance

Chair Guttenberg led all assembled in the Pledge of Allegiance.

4. Ex Parte Disclosure

Chair Guttenberg called for Commission members to make applicable ex parte disclosures. All Planning Commission members stated that they did not have any ex parte disclosures.

5. Approval of Meeting Agenda

Commissioner Whale moved to approve the meeting agenda.
Moved By: Emily Whale, seconded by Kyle Miller.

Passed Unanimously

6. Approval of Minutes

6.1. Approval of minutes from meeting on November 4, 2025.

Commissioner Whale moved to approve the minutes from the meeting on November 4, 2025.
Moved By: Emily Whale, seconded by Kyle Miller.

Passed Unanimously

7. Planning Commission Elections

7.1. Election of Planning Commission Chair and Vice Chair

Commissioner Whale moved to table the Planning Commission Elections until the February 3, 2026, regular meeting.
Moved By: Emily Whale, seconded by Kyle Miller.

Passed Unanimously

8. Matters of Review and Approval

8.1. Major Site Plan (MJSP) 0656-2023 La Plata Library

Applicant: Charles County Government

Owner: Town of La Plata, Maryland

Project Location: 208 Washington Avenue, La Plata, Maryland

Request: Charles County Government is requesting to construct a new 27,799 square foot two-story county library facility.

Commissioner Miller moved to table the review and approval of the Major Site Plan (MJSP) 0656-2023 La Plata Library project until the February 3, 2026, meeting.
Moved By: Kyle Miller, seconded by Emily Whale.

Passed Unanimously

9. Public Hearing

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

Applicant: Town of La Plata, Maryland

Owner: N/A

Project Location: Town-wide

Request: To add Article X (Adequate Public Facilities Requirements) to Chapter 191 (Zoning) of the La Plata Municipal Code for the purpose of providing regulatory provisions to require adequate water, sewage, roads, and school seating capacity for new development in the Town of La Plata. Zoning Text Amendment (ZTA) 01-2026 also proposes to amend Chapter 173 (Subdivision and Land Development) in Article IX (School Seat Allocation Policy) of the La Plata Municipal Code pertaining to regulations for adequate school seating capacity for new development.

Chair Guttenberg read verbatim the request section for the Zoning Text Amendment (ZTA) 01-2026- Adequate Public Facilities prior to the start of the Public Hearing.

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

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

9.3. Call to Order (Presiding Officer/ Chair)

Chair Guttenberg called the public hearing to order at 6:09 PM.

9.4. Review of Public Notices (Town Clerk)

The Town Clerk advised the Planning Commission that the public hearing was advertised in the Southern Maryland newspaper on December 19 and 26, 2025. Certificates of Publication were attached to the published meeting agenda packet, and a public hearing notice was posted on the public portal of the town's meeting management platform.

9.5. Review of Sign-In Sheets (Town Clerk)

Director Phipps provided Chair Guttenberg with the sign-up sheet for public comment. There were two requestors to make public comment.

9.6. Presentation by Staff

Director Dooley gave a presentation on Zoning Text Amendment (ZTA) 01-2026 to add Article X (Adequate Public Facilities Requirements) to Chapter 191 of the La Plata Municipal Code and to amend Chapter 173 in Article IX.

9.7. Planning Commission Questions and Comments

Director Dooley and the Town Manager addressed questions from the commission on each item included in the Zoning Text Amendment.

9.8. Public Comment

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

Danielle Conrow, Chapter Chair for the Charles County Chapter of the Maryland Builders Industry Association, and Rick Barnas, President of Barnas Engineering, individually gave public comment on the Zoning Text Amendment (ZTA) 01-2026. The Town Clerk advised Chair Guttenberg that no written statements were received. Director Phipps advised Chair Guttenberg that public comment was administered out of order and occurred immediately before the start of section 9.6, Presentation by Staff, on the agenda.

9.9. Applicant Rebuttal

No rebuttal was given.

9.10. Planning Commission Discussion

The Planning Commission held no further discussion.

9.11. Applicant Closing Statements

The applicant (Town of La Plata Staff) had no further statements for closing.

9.12. Closing of Public Hearing

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

Commissioner Miller moved to hold the public record open until the next Planning Commission meeting on February 3, 2026.

Moved By: Kyle Miller, seconded by Emily Whale.

Passed Unanimously

10. Public Comment

No further public comment.

11. Matters of Information

11.1. Staff Report

Director Dooley stated nothing further to report.

11.2. Town Council Report

Chair Guttenberg stated there was no Council report.

12. Adjourn

12.1. Adjournment

Chair Guttenberg adjourned the meeting at 8:06 PM.

Submitted by:

Shelby Pritchett, Town Clerk