



TOWN OF LA PLATA
Planning Commission Minutes
February 3, 2026, 6:00 PM
Regular Meeting
Council Chambers, La Plata Town Hall

PRESENT: Chair Dawn Banks
Councilman Paul Guttenberg
Kyle Miller

ABSENT: Vice Chair Jill Hudnell

TOWN STAFF: Chuck Stevens, Town Manager
Michelle Miner, Assistant Town Manager (virtual)
Don Dooley, Director of Planning
Kelly Phipps, Director of Legislative Services
Shelby E. Pritchett, Town Clerk

GUESTS: Mayor Jeannine James (virtual)
Councilman Tyjon Johnson

Michael Heim, Charles County School District
Steven Andritz, Charles County School District
Britta Hertling, Charles County Deputy Director of Capital Projects
Candis Stretcher, La Plata Library Project Manager (virtual)
Mike Lenhart, Lenhart Traffic Consulting (virtual)

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)

1.2. Call to Order

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

2. Roll Call and Quorum Verification

The Town Clerk conducted Roll Call.

Commissioner Whale observed the meeting virtually but did not participate.

3. Pledge of Allegiance

Commissioner Miller led all assembled in the Pledge of Allegiance.

4. Ex Parte Disclosure

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

5. Approval of Meeting Agenda

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

6. Approval of Minutes

6.1. Approval of minutes from meeting on January 6, 2026.

Councilman Guttenberg moved to approve minutes as presented.

Moved By: Paul Guttenberg, seconded by Kyle Miller.

Passed Unanimously

7. Planning Commission Elections

7.1. Election of Planning Commission Chair and Vice Chair

Councilman Guttenberg moved to defer to the next scheduled meeting with all members present.

Moved By: Paul Guttenberg, seconded by Kyle Miller.

Passed Unanimously

8. Public Hearing - Continued from January 06, 2026

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

Applicant: Town of La Plata, Maryland

Owner: N/A

Project Location: Town-wide

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

Plata Municipal Code pertaining to regulations for adequate school seating capacity for new development.

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

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

8.3. Call to Order (Presiding Officer/ Chair)

Chair Banks called the public hearing to order at 6:05 PM.

8.4. Presentation by Staff

Director Dooley reported on requests to modify the proposed language in Zoning Text Amendment (ZTA) 01-2026 from the Planning Commission and Public Comment from the January 6, 2026, Public Hearing. Director Dooley informed the Planning Commission that the Town Council had informally reviewed the draft Adequate Public Facilities Ordinances (APFO) at their regularly scheduled meeting on January 13, 2026.

8.5. Planning Commission Questions and Comments

Town Manager introduced Michael Heim and Steven Andritz from Charles County Public Schools, who addressed questions from the commission on the school allocation requirements included in the Zoning Text Amendment.

8.6. Public Comment

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

No public speakers were present at this meeting.

8.7. Applicant Rebuttal

8.8. Planning Commission Discussion

8.9. Applicant Closing Statements

8.10. Closing of Public Hearing

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

Miller moved to continue the public hearing to March 3, 2026, in accordance with the staff recommendation to allow for additional public feedback.

Moved By: Kyle Miller, seconded by Paul Guttenberg.

Passed Unanimously

9. Matters of Review and Approval

9.1. 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.

Celia Craze presented on Major Site Plan (MJSP) 0656-2023. Director Dooley introduced Britta Hertling, Charles County Deputy Director of Capital Project Management, who answered questions about the La Plata Library project. Director Dooley also answered questions and comments from the Planning Commission.

Council Liaison Guttenberg moved to adopt the draft planning commission resolution to approve Major Site Plan (MJSP) 0656-2023, with the attached conditions of approval in Attachment "A" to the resolution, as drafted.

Moved By: Paul Guttenberg, seconded by Kyle Miller.

Passed Unanimously

10. Public Comment

No public speakers were present at this meeting.

11. Matters of Information

11.1. Staff Report

Director Dooley indicated no additional items to report.

11.2. Town Council Report

Councilman Guttenberg reported an increased discussion regarding the APFO among the

community and council members.

12. Adjourn

12.1. Adjournment

Chair Banks adjourned the meeting at 7:31 PM.

Submitted by:

Shelby Pritchett, Town Clerk