

# BREAKING GROUND

Development Community News from the Calvert County Department of Planning & Zoning

VOL. 3, Fall 2020

## Planning Commission Administrator Paul J. Conover

Please welcome Paul J. Conover as the new Planning Commission Administrator with Planning & Zoning. Paul grew up in King of Prussia, Pennsylvania. He obtained his undergraduate degree from the University of Pittsburgh, and graduate degree at Arizona State University with the Community Resources and Development department. He started his professional career with the city of Phoenix in Arizona, and most recently was the Planning and Zoning Director for Pennington County, South Dakota. Paul is excited to be moving to this area and working for Calvert County and looks forward to meeting everyone soon.



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## CALVERT COUNTY ANNOUNCES LOCAL GUIDANCE IN ACCORDANCE WITH STAGE THREE RECOVERY

In response to Gov. Hogan's announcement on Sept. 1, 2020 that Maryland is moving to Stage Three of reopening, the Board of County Commissioners (BOCC) confirms Calvert County will continue to take parallel actions.

Stage Three of Maryland's Roadmap to Recovery includes the reopening of indoor and outdoor movie theaters at 50% capacity and outdoor live performance venues may reopen to the general public at 50% capacity. In addition, retail establishments may increase capacity from 50% to 75% capacity. All must maintain strict attention to health guidance, distancing and sanitation measures.

Local businesses may review the complete list of Stage Three state guidelines, online [here](#).

All County Government buildings remain closed to the public at this time.

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### Planning & Zoning

While the County offices remain closed to the public, the department continues to offer all services via outside drop box, email, phone and virtual meetings.

### Fees

The Department of Planning & Zoning assessed the cost of services for development review, inspections and permits, zoning and code enforcement. The assessment determined that no fees are imposed for many critical services provided by the department; many of the current fees have not been updated in 20 years or more; existing fee structure does not cover the cost of services; in most cases, current fees are considerably lower than many of the surrounding jurisdictions; and the lack of fees results in inadequate resources for staffing and technological support, which diminishes customer service.

Department staff held three previous work sessions with the BOCC to discuss the fee assessment and review the department's proposed fee schedule. The BOCC directed staff

to include the proposed fee schedule in the county's proposed FY 2021 budget. A public hearing was held on May 19, 2020 for the FY 2021 Commissioners' Operating and Capital Budget that included the Planning & Zoning proposed fees. The FY 2021 Commissioner's Operating and Capital Budget was adopted on June 9, 2020.

The Planning & Zoning fee schedule went into effect July 1, 2020. The complete fee schedule can be found [here](#), and the fee forms to be completed and submitted to the Department of Planning & Zoning for any required fee can be found [here](#).

For questions related to Planning & Zoning fees, please contact Carolyn Sunderland, AICP, Deputy Director, Planning at 410-535-1600 ex.2380 or at [Carolyn.sunderland@calvertcountymd.gov](mailto:Carolyn.sunderland@calvertcountymd.gov). For questions related to Inspection & Permit fees, please contact Joe Hawxhurst, Inspections & Permits Division Chief at 410-535-1600 ex.2523 or at [Joe.hawxhurst@calvertcountymd.gov](mailto:Joe.hawxhurst@calvertcountymd.gov).

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## NEW EMPLOYEES/PROMOTIONS

Keeping you informed on personnel changes within the departments that you may deal with on a regular basis.

### P&Z New Employees/Promotions:

- Planning Commission Administrator – Paul Conover
- Principal Planner – Christine Finamore
- Planner III – Will Hager
- Planner II – Kathleen Seay
- Planner II/Enviro. - Vacant
- Planner I – DeCarlo Brown

### DPW New Employees/Promotions:

- Deputy Director Capital Projects - JR Cosgrove
- CJ (Steven) Jones - Capital Projects Supervisor (now under DPW)
- Scott (Paul) Yost - Capital Projects Quality Control Coordinator (now under DPW)

### Water & Sewer:

- Part-Time Account Receivable Technician - Christina Southerland
  - Mechanical Maintenance Technician - Promotion of Bryan Gatton, Sr.
  - Solomon's Wastewater Plant Supervisor - Promotion of James Joachim
  - Prince Frederick Wastewater Plant Supervisor - Detailed promotion of Brian Kontra
  - Infrastructure Superintendent - Resignation of Karl Holzberger on 08/07/2020
  - Operations Superintendent - Chris Hall
  - Division Chief - James Ritter
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## RECENT TEXT & MAP AMENDMENTS

[Map Amendment #19-03](#) (deferred from July 28, 2020 Joint Public Hearing) Proposed Zoning Map Amendment to the Calvert County Zoning Ordinance and the Huntingtown Master Plan and Zoning Ordinance regarding Tax Map 18, P/O Parcel 550, Huntingtown, MD to Rezone from Neighborhood District to the Mixed Use District in Huntingtown Town Center. This was approved at the Planning Commission meeting on 8/19/2020.



[Work Session, Text Amendment Case TA #20-01](#) - Reduce the residential units in the New Town District for the Prince Frederick Town Center. (Staff: Judy Mackall, Deputy Director of Zoning/P&Z). Presented to the Planning Commission on 8/19/2020, recommendation to move forward and distribute for agency comments.

[Work Session, Text Amendment Case TA #20-02](#) - Increase Transfer Development Rights requirements in specific town centers as listed. (Staff: Judy Mackall, Deputy Director of Zoning/P&Z.)

Presented to the Planning Commission on 8/19/2020, recommendation **not to move**

forward.

[Work Session, Text Amendment Case TA #20-03](#) - Allow assisted living and group homes in the EC District for the town center of Prince Frederick. (Staff: Judy Mackall, Deputy Director of Zoning/P&Z.) Presented to the Planning Commission on 8/19/2020, recommendation to move forward and distribute for agency comments.

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## GET INVOLVED IN LOCAL GOVERNMENT

Every day, decisions made by Calvert County Government officials affect you. Now is a great time to get involved. The [Board of County Commissioners](#) has established many boards, commissions, and committees that offer Calvert County citizens an avenue to actively participate in local government.

These boards deal with health and welfare, social programs, environmental issues, agricultural preservation, economic development, tourism, architectural review, women's issues, elderly issues, and others. [Search the Volunteer Boards and Commissions](#)

### Current Vacancies

If you would like to get involved, please see our [Current Vacancies](#). You can [subscribe](#) to receive emails automatically to notify you of current vacancies. Vacancies are also published in the local media.

### Applications

[Online Application Form](#)

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## BOARD OF APPEALS (BOA)

2020 BOA schedule, agendas and information may be accessed via the link below:  
<http://www.calvertcountymd.gov/797/Board-of-Appeals>

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## TEG/SEG DATES AND INFORMATION

The Technical Evaluation Group (TEG) and the Subdivision Evaluation Group (SEG) reviews site plans and subdivisions in order to ensure that proposed and existing commercial development complies with all county ordinances and state regulations. The TEG/SEG members review and provide comments on proposed projects and revisions to plans within the time guidelines of the Site Plan and Subdivision Process Chart.

TEG meetings are held on the fourth Wednesday of each month (except for November and December, due to the holidays). The meeting begins at 8:30 a.m. Meetings are held in the 3rd floor conference room (Planning & Zoning) 150 Main Street, Prince Frederick, MD 20678. Use the links below for the schedules and additional information.

Until further notice, Planning Commission meetings are being held via Zoom due to COVID-19. The public may also call into the Zoom meeting via the phone number provided on the agenda for each meeting.

<https://www.calvertcountymd.gov/DocumentCenter/View/30692/OFFICIAL-2020-SITE-PLAN-SUBDIVISION-PROCESS-CHART-12-18-19>

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## Community Champions Needed

[Supporters from across the country](#) are raising



## CensusMaryland

awareness about the importance of responding to the 2020 Census. It's time to step up. Tell people in your community about the impact that census responses will have on local funding over the next 10 years.

Remind everyone that [census data](#) determines congressional representation and informs funding for

health care, child care programs, libraries, public transportation, schools, job assistance, and other critical public services. It also helps small businesses decide where they should invest and hire.

It has never been easier to respond to the census on your own, whether online at [www.2020census.gov](http://www.2020census.gov), over the phone, or by mail. Get an overview of Calvert County's Census completion numbers at <http://apps.planning.maryland.gov/censushashboard/indexdash.html>.

Contact the regional census center for Maryland:

Philadelphia:

Phone: 267-780-2530

E-mail: [Philadelphia.rcc.partnership@2020census.gov](mailto:Philadelphia.rcc.partnership@2020census.gov)

To read the Partnership Fact Sheet: Businesses, visit

<https://www2.census.gov/about/partners/general/fact-sheet-businesses.pdf?#>.

For updates on the Calvert County Census 2020 Complete Count Committee, visit

<http://www.calvertcountymd.gov/2543/Census-2020>.

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## PRINCE FREDERICK TOWN CENTER MASTER PLAN UPDATE



The Prince Frederick Town Center Master Plan sets policies and actions that guide the physical development within the town center, including private and public development. The Planning & Zoning Department held two public meetings earlier this year and put out two surveys to provide opportunities for the public to provide input for the Prince Frederick Town Center Master Plan update. Two additional workshops will be held to complete the first phase of the update: identify issues. The workshops will be held virtually. Information will be posted to the county's website.

To view videos of past meetings, visit the county's website

<https://www.calvertcountymd.gov/1520/Videos-On-Demand>. To sign up to receive email messages of events: visit the homepage, [www.calvertcountymd.gov](http://www.calvertcountymd.gov), click on "Notify Me," and under the News Flash heading, select "Planning & Zoning." To learn about future events and check the status of this project, visit [www.calvertcountymd.gov/TownCenters](http://www.calvertcountymd.gov/TownCenters).

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## Updates to the Calvert County Zoning Ordinance and Official Zoning Maps are underway

The ordinance rewrite and map revisions are being completed following the adoption of the Calvert County Comprehensive Plan. As required by the State Land Use Law, the ordinance must be consistent with the adopted comprehensive plan. Additionally, the ordinance is being reorganized and reformatted to be more user friendly for citizens to look up the county's zoning regulations. Ordinance chapters are being combined for ease in finding information. Keep watching the Calvert 2040 web page on the county's website for updates including schedules for citizen participation to provide input on the draft ordinance and map.

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## UPCOMING HOLIDAYS FOR 2020

To help you plan for submittals, inspections, etc., Calvert County Government will be closed for the following holidays:



- Monday, Oct. 12 : Columbus Day
- Tuesday, Nov. 3 : Election Day
- Wednesday, Nov. 11: Veterans Day
- Thursday, Nov. 26 : Thanksgiving Day
- Friday, Nov. 27 : The day after Thanksgiving Day
- Friday, Dec. 25 : Christmas Day

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## PLANNING COMMISSION MEETINGS FOR 2020

<https://www.calvertcountymd.gov/2594/2020-Agenda-Calendar>



Until further notice, Planning Commission meetings are being held via Zoom due to COVID-19. The meeting will be available to the public via live-stream through the county's [Meetings on Demand web page](#). The public may also call into the Zoom meeting via the phone number provided on the agenda for each meeting.

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***Please contact Olivia Vidotto at [Olivia.Vidotto@calvertcountymd.gov](mailto:Olivia.Vidotto@calvertcountymd.gov) or 410-535-1600, ext. 2379 if there are topics of interest or information you'd like included.***

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## CONTACT INFORMATION

### **Carolyn Sunderland, AICP**

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[WWW.CALVERTCOUNTYMD.GOV](http://WWW.CALVERTCOUNTYMD.GOV)