

# City of Hagerstown Planning Commission

*A great place to live, work, and visit*



**Annual Report for Calendar Year 2014**



## **Planning Commission**

Douglas Wright, Jr., Chairperson

James Stone, Vice-Chairperson

Martin Brubaker, *ex-officio*

Rodney Campbell (*December 2014 to present*)

Cullen Coleman (*January 2014 to October 2014*)

Dennis Miller

Ronald Thomas

Judith Wheeler

## **Department of Community & Economic Development (DCED)**

John Lestitian, DCED Director

### **Planning & Code Administration Division**

#### **Planning Office**

Kathleen Maher, AICP, Planning Director

Stephen Bockmiller, AICP, Development Planner/Zoning Administrator

Alex Rohrbaugh, AICP, Planner

Debbie Calhoun, Administrative Secretary

## I. Comprehensive Plan Updates

- A. Comprehensive Plan Update. The Planning Commission and staff continued discussions in 2014 on a future Comprehensive Plan amendment to update the Land Use Plan to reflect changes made during the City and the County comprehensive rezoning endeavors, to realign the Medium-Range Growth Area to more effectively capture areas in the County that are growing and exclude areas that are not, and to reclassify certain mixed-use areas. Planning Staff has also begun updates to other elements of the Comprehensive Plan affected by the Land Use Plan. The update of the Land Use Plan has prompted changes to other Elements of the 2008 Comprehensive Plan, including Transportation, Housing, Downtown, and Community Facilities. Staff continues to update these Elements that will ultimately update and replace the 2008 Plan and provide a new vision for the City for the next 20 years, through 2035. Public review with the Planning Commission is anticipated in 2015.

## II. Actions to Implement Land Use Recommendations of Comprehensive Plan

- A. Land Management Code Updates. Planning Staff has adopted a strategy of collecting potential amendments to the LMC and processing one package of amendments per year for efficiency purposes. The Planning Commission began review of a package of amendments addressing a number of issues mid-year, and was completing its review at the end of CY2014. Issues addressed in the package include revisions to Historic District Commission's (HDC's) hardship provisions, an overhaul to signage/graphics regulations, and a number of miscellaneous changes intended to create flexibility for desired uses and protection of quality of life for neighborhoods. A public hearing is to be held in early 2015 before a recommendation is forwarded to the Mayor and Council.
- B. New State Regulations. Not applicable.
- C. Rezoning. No properties were rezoned, initiated, or adopted in 2014.

## III. Annexations, Major Development Projects, Public Infrastructure Improvements, and Community Facilities

- A. Annexations. No annexations were initiated or adopted in 2014.
  1. Pre-Annexation Agreements. The City approved 3 requests for water and/or wastewater service for properties outside the City limits and not contiguous to our borders. As required by the City's Annexation Policy, these properties entered into pre-annexation agreements with the City as a condition of service.
- B. Major Development Projects. The City approved or received plans for a number of additions and site alterations as well as several major projects in 2014.

1. Major New Developments.

- North Market Plaza – Site Plan for proposed retail and restaurant, Garland Groh Blvd at Salem Ave
- South Market Plaza – Concept Plan for proposed supermarket, retail and restaurant, Garland Groh Blvd at Broadfording Road
- Mass grading for pad-ready site on commercially-zoned land, 17966 Garland Groh Blvd
- Harbor Freight – Concept plan for redeveloped site to include retail, Wesel Boulevard

2. Additions and Site Alterations.

- AutoSpa Car Wash, 30 W Baltimore Street

3. Adaptive Re-Use Projects.

- Proposed re-use of former industrial building for a retail and warehousing use, 775 Frederick Street

4. Residential Development Pipeline. Residential development in 2014 was slightly

down when compared to the previous year, but still well above levels experienced since 2008. Of the approximately 2,832 housing units in the pipeline at the end of 2014, 56 new units were either started or built (some with 2013 permits) and 103 new units were under construction by the end of 2014. The City issued permits for 107 new residential units in 2014. The vast majority of the activity occurred at Collegiate Acres (including three new apartment buildings), however a handful of units were also built at three other in-progress development projects in the city.



*New multi-family dwelling,  
Reserve at Collegiate Acres Parcel 3*

C. Public Infrastructure and Community Facility Projects. The City of Hagerstown and Washington County received plan approval, began the planning process, or began construction on a number of public projects in 2014 to implement Comprehensive Plan and other plan recommendations for sites within the City or its service territory.

1. Infrastructure.

- Broadfording Road Reconstruction – The reconstruction of Broadfording Road was substantially completed in 2014 and includes 1600 lineal feet of new four-lane street complete with street lights, street trees and access for new development on the east side of the street.
- Replaced the concrete pavement of two alleys (5-10 and 5-37)

- Pavement Preservation – Approximately 1.5 miles of streets were repaved, 2 miles of streets were sealed, and patching on 24 streets and crack fill on 20 other streets was completed
- Bicycling – The City obtained a \$70,000 bike grant from the Maryland Department of Transportation (MDOT) to improve bike facilities. As a result, the installation of bike lanes and shared bike routes on 6 streets throughout the City, installation of 6 bike racks, and the replacement of 17 storm drain grates that were not “bicycle safe” were completed.
- Frederick Street Culvert - This culvert extension was completed and allowed for construction of sidewalk on both sides of Frederick Street as well as removing a traffic pinch point.
- Parking Deck Repairs - Staff worked with Public Works staff to initiate a comprehensive project of waterproofing and making needed repairs to the University District Parking Deck.
- Demolition occurred at 43-53 West Washington Street for the removal of the rear of this building and restore the roof and rear, removing a significant blighted structure and allowing for an adaptive reuse of the main buildings.
- Handicapped-Accessible Ramps – The City continued to address the need for accessible ramps at alleys and public streets. A total of 85 ADA-compliant ramps were installed in 2014.
- The City installed additional 82 bench-style seats at the bandshell in City Park, bringing the total to 246 fixed seats.
- Water Treatment Plant Upgrades – Upgrades at our RC Willson water treatment plant are 99% complete and the chloramination process notification and the corrosion loop scale testing study are underway.



*New bicycle lanes  
on South Walnut Street*

## 2. Community Facilities.

- Jonathan Hager (“West City”) Elementary – Construction began in 2014 on a new 65,000 square foot elementary school on Sedgwick Drive in the Hager’s Crossing subdivision. The new school is anticipated to be open for the 2016-2017 School Year and will replace Winter Street ES and Conococheague ES.



*Jonathan Hager ES under construction*

- Bester Elementary School – In 2014, construction was completed on the replacement of the aging Bester Elementary School on South Potomac Street. The new school opened in August 2014 and it contains an athletic field, a community garden, and improved vehicular and bus access from South Potomac Street and Mill Street.
- Memorial Park – Phase II was completed in the fall of 2014. The work included the installation of the fountain; Circle of Achievement; historic markers; and the Character Counts path. Dedication of the park and first inductees into the Circle of Achievement will be in 2015.
- Terrapin Park – The Mayor & Council accepted the transfer of Terrapin Park from Beazer Homes in the Collegiate Acres subdivision in the west end of Hagerstown. This is the 19<sup>th</sup> park or playground in the City system.
- Kiwanis Park, Light Business Park – Plans were approved in 2014 for grading, construction of the boat ramp, and plantings (Phases II and III).

#### **IV. Maps of Rezoning, Annexations, Major Development Projects, and Public Infrastructure Improvements**

See attachments.

#### **V. Changes to Local Planning and Development Processes**

- A. Land Management Code Updates. A package of amendments was submitted to the Planning Commission for review in mid-2014 and remained under review at the end of the year (see page 1).

#### **VI. Special Planning Projects to Implement Comprehensive Plan Recommendations**

- A. Heritage Projects. Action 6-4 of the 2008 Comprehensive Plan recommends that the City strengthen the downtown's role as regional tourist destination by implementing the Heart of the Civil War Heritage Area's recommendations for new tourism support facilities. In 2014, the City undertook the following:
  - The large full-color, illustrated Civil War walking tour fold-out map released in June 2012 was initiated converted to an online interactive map. This feature provides providing internet access to the content of all historical markers and photos of those markers in their environmental context for the 1860 map of the city. Plans are in the works to expand this product to include an online walking tour of Rose Hill based on the reverse map.
  - Fundraising is ongoing for a planned statue of LTC George Washington, circa 1755, to be placed in front of the Courthouse. Fundraising should be complete in 2015 with implementation in 2015-2016.

- The City's Sesquicentennial of the Civil War Commemoration Events - continued to execute events for 2012 through 2014. On July 4, 2014 the city held an observance of the 150<sup>th</sup> anniversary of the July 6, 1864 "Ransom of Hagerstown" in conjunction with the city's annual Independence Day celebration. The event included a temporary museum of known remaining artifacts from the ransom, cavalry living historians, and display of a full –sized replica of the CSS Horace Hunley.
  - A new series for the City's cable television station, with a working title of "Hagerstories", is in development. This will be micro-programs of 5 to 10 minutes in length that focus on a specific element of Hagerstown history. The first episodes are planned to air in Summer 2015. The subjects of the first six episodes will be 1) Blooms Park, 2) City Park, 3) Railroad Heritage, 4) Wheaton Park, 5) Hagerstown's Governors – Hamilton and Lane, and 6) Fairgrounds Park.
  - An event commemorating the 200th Anniversary of the first publication of the "Star Spangled Banner" as a musical work was held in October 2014 at the Maryland Theatre. The Star Spangled Banner was first published as a musical work by the Gruber Printing Company in Hagerstown, on the current location of the Maryland Theatre in the fall of 1814. A new wayside marker was unveiled by Congressman Delany and local officials, and exhibits, including a full-sized replica of the Fort McHenry flag were made available for public viewing.
  - Preliminary research and discussion is under way regarding the possible production of a docu-drama for the City's cable television station focused on the July 6, 1864 Confederate ransom of Hagerstown. A working script is nearing completion and creation of a budget is underway. If the City determines to move forward with the project, the time line proposed involves having funding in place in 2015, preproduction in early 2016, filming around June, 2016, post production later in the year, with release in very late 2016 or early 2017.
  - The City completed installation of a historical timeline of significant city events along the park's trail network, as well as the infrastructure of the "Hagerstown Circle of Achievement" - an outdoor "Hall of Fame" of sorts for city residents who achieved prominence and success on the national and state levels. A committee of local historians was appointed to recommend honorees for the first induction class. The Mayor and Council selected 12 honorees for the first class and plaques are being produced. Ribbon cutting for the new park and induction of the first honorees is scheduled for May 2015.
- B. Economic Development Analyses. Several analyses were prepared or initiated in 2014 to assist with economic development retention and recruitment efforts.

- **The Community's City Center Plan** – In December 2013, the City hired Urban Partners, an economics and planning firm from Philadelphia, PA, to undertake an economic analysis and prepare an implementation plan for Hagerstown's 2012 Sustainable Community Plan. The plan was funded through a grant from the Maryland Department of Business & Economic Development. The scope of work for the project included not only an economic analysis of Hagerstown's 2012 Sustainable Community Plan, but also a broad community engagement exercise that included spending over 130 hours collecting feedback from hundreds of community members. That exercise further developed tactics and strategies to implement the plan's objectives and build community support for the community's vision for downtown and projects intended to catalyze revitalization. As a result of their analysis and the community engagement process, the consultant prepared a cost benefit analysis of identified catalyst projects to spark revitalization of Hagerstown's City Center and an implementation plan to achieve the community's vision for downtown.



*Nearly 100 people attend a community meeting on the Community's City Center Plan, July 2014*

Accepted by the Mayor & Council in June 2014, The Community's City Center Plan is a 10-year roadmap for eight catalyst projects that will spur development in Hagerstown's City Center. The plan includes detailed annual steps for making these concepts a reality. It creates at least 875 new permanent jobs, bringing \$125 million in new investment downtown. The implementation of the Plan is a public-private partnership, where private developers invest 75% of the cost while funding from all levels of government will cover the rest.

The 8 catalyst projects identified in the Plan are as follows:

1. Office Development and Recruitment: This strategy positions the Downtown to compete for new office development using portions of the Central Lot. During the first ten years, this strategy would yield an estimated 154,000



*Downtown Office Building Concept  
(Source: Bushey Feight Morin Architects)*

SF in new office development across three buildings, resulting from \$30.8 million in new private investment and yielding 600 new jobs and \$564,000 in new local tax revenues after expiration of incentives. The City will form a partnership with an experienced developer selected through a competitive process. That selected developer will market potential office sites, recruit tenants, and be ready to develop immediately upon receiving a commitment from a prospective office user. In late 2014, the City issued an RFQ for potential developer partners.

2. Maryland Theatre Expansion Project: This strategy aims at expanding the draw of downtown's largest entertainment attraction, helping the Maryland Theatre grow from 150 to 225 performance days per year. This effort will continue necessary improvements to Theatre seating and "back of house" facilities, as well as create a new entrance, offices and performance space. It will also strengthen the Theatre's organizational infrastructure so that events activity can grow by as much as 50% over the next ten years. During the first ten years of the implementation period, this initiative will result in 14,000 SF of new development, \$8.25 million in investment, and a 60,000 increase in annual audience at the Theatre.
3. USMH Expansion Support: This initiative supports USMH's effort to add training in the culinary, hospitality, and tourism industries by leasing 5,000-10,000 SF of nearby space for these programs and other labs and offices. This strategy also adds housing to accommodate students increasingly coming from other parts of the state. Such housing encourages reuse of vacant upper floors close to USMH, and this strategy supports three upper-floor renovations over ten years providing 12 units for 24 students. The City applied for FY15 Community Legacy funding for this project. In late 2014, the City, in partnership with USMH, issued a Request Statement of Interest (RFSI) for downtown property owners to develop apartment units for students.
4. Hotel / Conference Center & Heritage Center / Commemorative Park: Adding a successful hotel in Downtown is tied closely to its development with a room-night generator such as a large conference center. The new hotel must also compete in quality with the best in the market or, ideally, establish a new higher standard. Two sites are being considered for this hotel/conference center: the portion of the vacant Meritus/Washington County Hospital site between Antietam and Washington and the current site of the Best Western Grand Venice Hotel/Conference Center farther south along Dual Highway. The hotel development program includes a 200-room "Upper Upscale" hotel (i.e. Sheraton, Wyndham, Hilton) and an adjacent 20,000 SF conference center. A 7.7 acre parcel of the former hospital is an important Civil War site where a Civil War Heritage Center and Commemorative Park could be created. Features will include a small visitor center, interpretive signage, walking trails, cannon emplacements, and landscaping.

5. Linking City Park/WCMFA and A&E District with Trail and New Housing: The Sustainable Community Plan strongly supports housing diversity, improving the quality of the Downtown housing stock, and increasing market-rate housing. Market Analysis reveals that the Southwest City Center area, situated between two of Downtown's main attractions – City Park/Washington County Museum of Fine Arts and the Arts & Entertainment District, has a healthy housing market. The area presents an opportunity for constructing a multi-use trail linking City Park with the Public Square and, adjacent to that trail amenity, adding 31 new townhomes in the first ten years.

In Fall 2014, the City worked with Mahan Rykiel Consultants to develop a concept plan for the trail that included a small park, art and interpretive signage, banners, lighting, and landscaping. Many of the elements in the concept plan came from citizens at a community charrette that the City hosted in October 2014. Final design, bidding, and construction of the trail is anticipated to begin in 2015.



*Conceptual rendering of trail and housing  
(Catalyst Project #5)*

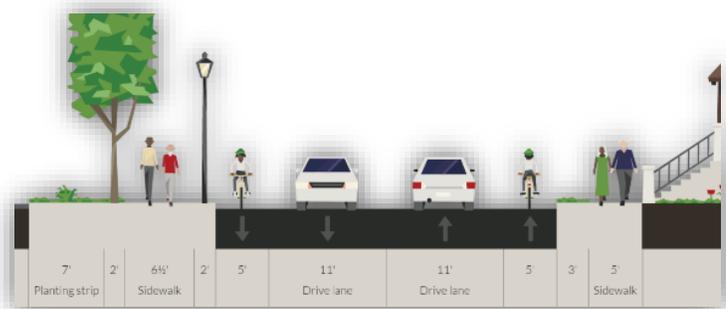
6. Expanded Downtown Arts/Events Programming: Hagerstown's Sustainable Community Plan suggests expanding programming to build upon the positive atmosphere created by events and to increase visitation to Hagerstown's Arts & Entertainment District. Currently the City hosts events in the District year-round— at least 65 days of activity. Beyond these public outdoor events, various arts and entertainment venues, including theaters, galleries, and museums, host individual events. The Maryland Theatre alone has activity 150 days per year. Investing additional resources, including available Main Street funds, will expand events programming. For maximum impact, these expanded events will coordinate with the extensive schedule of the Maryland Theatre and a consolidated events calendar will be established.
7. Expanded Operations of the City Farmers Market: Specialty food stores in the Hagerstown area capture only 35% of \$20 million in demand, leaving a \$13 million gap which could support new specialty food stores Downtown, including expanded activity at the City Farmers Market. The Market's 30 vendors sell produce, baked goods, and handmade crafts, and operate three breakfast/lunch counters, but only operate seven hours per week--Saturdays from 5:00 am to noon. Expanded operations will increase weekly hours from the current 7 to at least 35 and increase the number of vendors. A private management model would provide the structure for operating the market on a three or four day, 35 hour basis.

8. Expanded & Targeted Home Ownership Support: This support strategy builds on, focuses, and, in some cases, supplements current City homeownership efforts. Critically, implementation of these strategies will be highly targeted: a variety of programs and incentives will reinforce the homeownership experience in compact—even block-specific—areas. This initiative includes six key elements: 1. Aggressively marketing the City’s down payment assistance program; 2. Targeting Neighborhoods 1st supportive programs (“paint-ups,” block parties, neighborhood clean-ups, etc.); 3. Targeting Neighborhoods 1st infrastructure and amenity work; 4. Continuing acquisition, rehab, and resale program to assure that properties in need of modernization remain attractive to owner-occupants and do not decline into problem rental properties; 5. Establishing rental licensing inspections on a regular basis; and 6. Continuing excessive nuisance enforcement programs. In 2014 the City applied for Community Legacy funding to assist in the acquisition and rehabilitation of two residential units in the targeted area in CY 2015.

- City Staff completed an update to the annual Shopping Center Occupancy Analysis for the Hagerstown urbanized area.
- City Staff completed an update to the annual Downtown Storefront Occupancy Analysis.

C. Park Planning. Action 9-5 of the 2008 Comprehensive Plan recommends development of new parks and open space areas in under-served portions of the city, specifically south of downtown. In 2014, the City constructed the second phase of Memorial Park off of South Potomac Street, adjacent to Fairgrounds Park. Terrapin Park, located in the Collegiate Acres development, was conveyed to the City in 2014. Also, the City developed the financing plan for the construction of all three phases of Kiwanis Park (expected completion in 2015).

D. Livable (Complete) Streets Initiative. Policy 5-5 of the 2008 Comprehensive Plan encourages the City to promote alternatives to automobile travel, including the establishment of sidewalks and pedestrian paths as part of new development as well as bicycle routes on existing and new city streets. In 2014 Planning and Engineering Staff have been working with Sabra Wang & Associates in developing a Livable (Complete) Streets Policy for the City. The consultant is working with Staff to not only develop a policy, but also assist the



City in the design and implementation of the Policy. Complete Streets are those that are designed and operated to enable safe access for all users including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities. The proposed Policy identified six different street typologies and seven character (land use) zones that will help prioritize implementation of complete streets. Mayor & City Council review and endorsement of the Policy is anticipated in Spring 2015.

- E. FY2015 Community Legacy Grant. Action 8-7 of the 2008 Comprehensive Plan recommends investigating additional incentives to make rehabilitation and adaptive reuse more financially attractive. In July 2014 the City applied for and was subsequently awarded \$200,000 in the FY2015 Community Legacy funding for two projects: 1) \$100,000 to work with a private property owner to create a pilot project for student housing for USMH students, and 2) \$100,000 for a home-ownership acquisition/rehabilitation project within areas targeted for homeownership surrounding downtown. Both of these projects are intended to implement Catalyst Projects #3 and #8 of the Community's City Center Plan. The Community Legacy grant greatly assists the City in its efforts to rehabilitate both buildings in order to make them more financially attractive for private investment in downtown Hagerstown.

## **VII. Impacts of Adequate Public Facilities Ordinance Reviews (S.B. 273)**

- A. Adequacy of School Capacity. In the Medium Range Growth Area, some of the elementary school enrollments were over the local-rated capacity (LRC) and some high schools were over their state-rated capacity (SRC). Washington County Public Schools (WCPS) completed the new Bester Elementary School, and it opened for the 2014-2015 School Year with an expanded enrollment capacity. WCPS was engaged in site planning and construction for Jonathan Hager Elementary School (formerly known as "West City") in the Hager's Crossing residential development. Jonathan Hager will serve as a replacement for two schools, one of which (Winter Street Elementary) resides in the Medium Range Growth Area. Jonathan Hager is expected to open in August 2016 and will be designed to allow for an addition to accommodate future growth. Because of the lack of adequacy, major new development plans cannot be approved at this time for properties in jurisdictions utilizing an APFO for schools, unless the County Commissioners approve a remediation plan to address the school overcrowding issue. Such remediation plans typically include a negotiated financial payment and a development phasing plan.
- B. City Adequate Public Facilities Ordinance (APFO) Repeal. In 2013, the City of Hagerstown repealed its APFO. The Mayor & Council determined that conditions have changed since the APFO was adopted in 2006 and that it was no longer in the best interests of the citizens of Hagerstown to continue with the Ordinance.

### **VIII. Smart Growth Goals, Measures and Indicators Report (S.B. 276)**

SB276/HB295 requires jurisdictions to establish a land use goal aimed at increasing the percentage of growth within their Priority Funding Area (PFA) and decreasing the percentage of growth outside their PFA. However, like all municipalities in the State, all land within the city limits, with the exception of one parcel, is within the PFA and the City is therefore not required to establish a local land use goal.

### **APPENDIX**

- A. Maps per Section IV of the Annual Report
- B. Implementation Table from 2008 Comprehensive Plan
- C. Building Permits Report for 2014
- D. Pipeline of New Residential Development Projects, August 2014
- E. Annexation Report for 2014
- F. Boards and Commissions Activity Report for 2014

# City of Hagerstown Planning Commission Annual Report

## Calendar Year 2014

### Appendix A.1

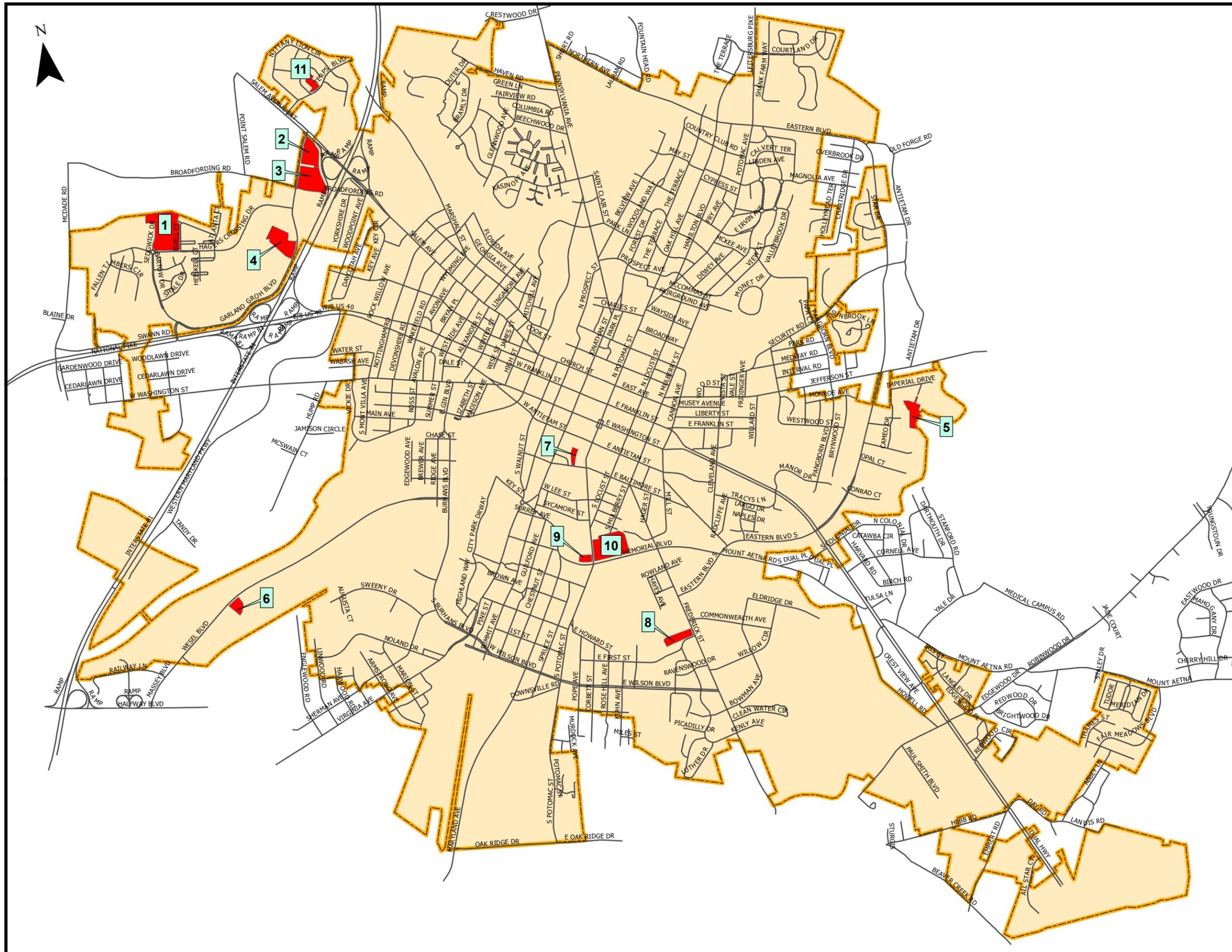
-  Street
-  Corporate Boundary
-  Development Project

#### Key

1. Jonathan Hager Elementary School
2. North Market Plaza Site Plan
3. South Market Plaza Concept Plan
4. Mass grading for commercial pad-ready site
5. Kiwanis Park
6. Harbor Freight Concept Plan
7. AutoSpa Car Wash
8. Proposed re-use of industrial building for retail/warehouse
9. Memorial Park
10. Bester Elementary School
11. Terrapin Park



Map Projection:  
NAD83 State Plane Maryland (feet)  
Data Source:  
City of Hagerstown, 2015  
Prepared By:  
Hagerstown Planning & Code  
Admin Division,, 04/20/15



# City of Hagerstown Planning Commission Annual Report

## Calendar Year 2014

### Appendix A.2

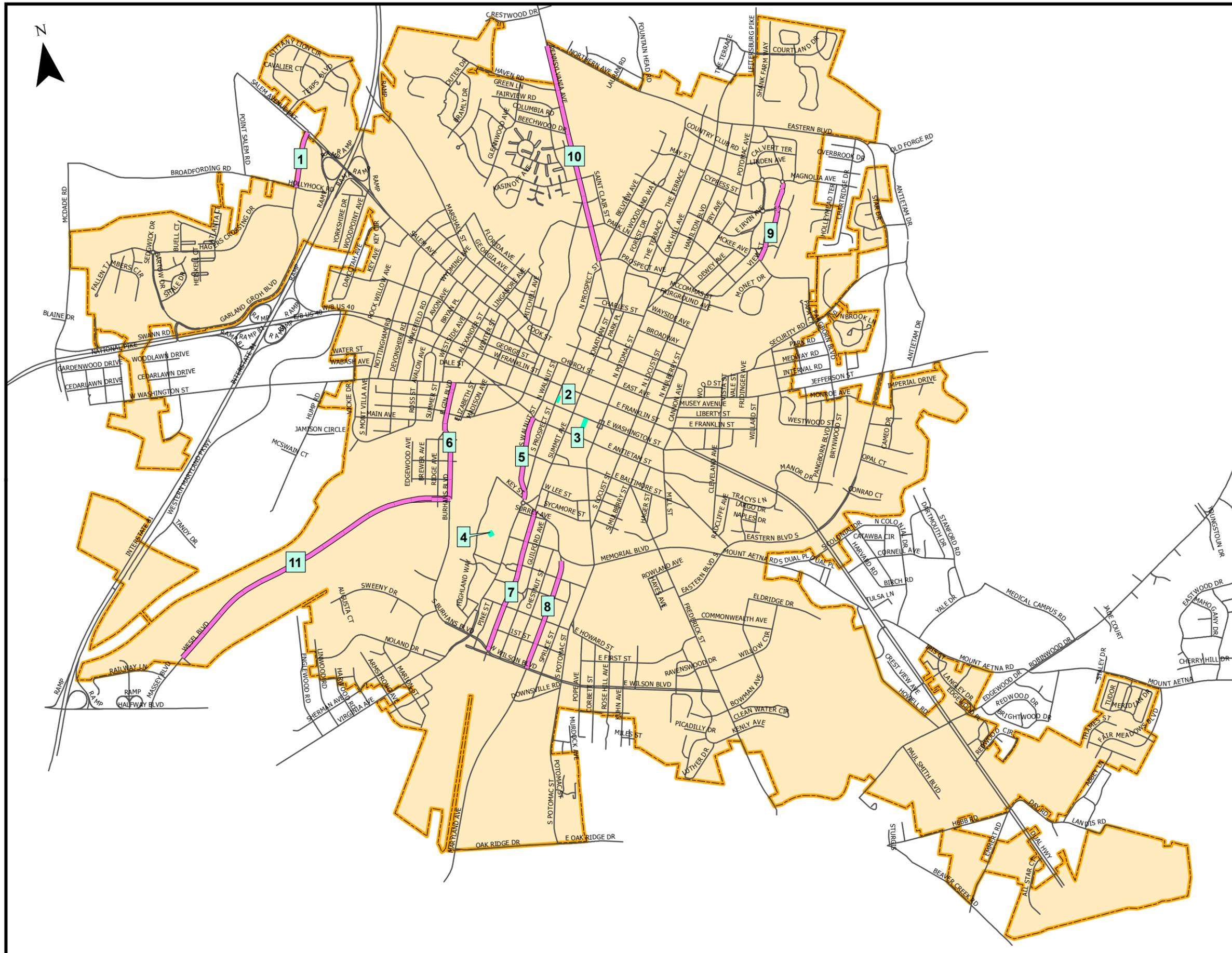
-  Street
-  Corporate Boundary
-  Infrastructure Improvement
-  Infrastructure Improvement

#### Key

1. Broadfording Road reconstruction (now Garland Groh Blvd)
2. Demolition of rear portion of 170 W Washington Street
3. Demolition of rear portion of 43-53 W Washington St
4. City Park Bandshell Seating Expansion
5. S Walnut St Bicycle Lanes
6. S Burhans Blvd/Elgin Blvd Bicycle Lanes
7. Summit Ave Bicycle Lanes
8. Maryland Ave Bicycle Lanes
9. View Street Bicycle Lanes
10. Pennsylvania Ave Bicycle Lanes
11. Wesel Blvd Bicycle Lanes



Map Projection:  
NAD83 State Plane Maryland (feet)  
Data Source:  
City of Hagerstown, 2015  
Prepared By:  
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Admin Division,, 04/20/15



## **Appendix B - Implementation**

### ***Introduction***

The 2008 Comprehensive Plan Elements list numerous implementation actions necessary to transform the City's goals and visions into reality. This Implementation Element provides a framework for successful implementation. The table below summarizes the implementation actions from each Comprehensive Plan Element, lists the responsible City agency or agencies, and defines the timeframe in which the implementation action will be achieved.

The following abbreviations are used in the "Responsibility" column of this element.

ADM	City Administration
CED	Community and Economic Development Department (including divisions of Planning, Code Administration, Community Development, Community Affairs, and Economic Development)
F	Finance Department
FD	Fire Department
U	Utilities Department (including divisions of Light, Water and Wastewater)
PE	Parks and Engineering Department
PO	Police Department
PW	Public Works Department

As described in the Plan Introduction, the following definitions are used in the "Timeframe" column in this element:

- 1 = Underway
- 2 = Immediate: 1-2 years
- 3 = Medium Range: 3-6 years

The implementation actions in this Plan recommend a number of significant infrastructure enhancements that will be financed in various ways. Major improvements required include upgrades to the Wilson Water Treatment Plant and distribution system, upgrades to the Hagerstown Wastewater Treatment Plant and collection system, various road improvement projects to increase capacity and maintain a reasonable level of service for traffic flow, and two new relocated fire stations.

The Washington County Board of Education has identified a number of school capacity enhancement projects to affect existing and projected deficiencies in the Hagerstown Long Range Growth Area. All of the jurisdictions in Washington County have an Adequate Public Facilities Ordinance for schools to control growth's impact on school capacity. A county-wide excise tax is collected on building permits to assist with

infrastructure improvement projects and 70% of that revenue is earmarked for school construction.

Localized improvements to public infrastructure will be funded and/or constructed by developers when such improvements are necessary to create adequate capacity to serve new development projects. Exactions for such improvements will be made as a part of the subdivision and site plan approval process. Such improvements typically include upgrades to and new construction of water and wastewater lines, wastewater pumping stations, water tanks, road lanes, traffic signals, and stormwater management facilities. All on-site public infrastructure for new development is built and funded by the developer.

Improvement projects with a community-wide impact will be included in the City's five year Capital Improvement Program and prioritized based on urgency and availability of funding. Funding mechanisms include City property tax revenue, grants and shared revenue from other government agencies, City enterprise funds and other special funds, and general obligation bonds. The amount of bond debt and debt service which will be borrowed and managed for CIP projects is regulated by the City's debt policy. The City's bond rating was recently increased to A2 by Moody's Investor Services as a result of our effective financial management practices and due to the measures the City has taken to capture more of the growth which is occurring in our county.

<b>Table IM-1: Plan Implementation</b>			
<b>Implementation Action</b>		<b>Responsibility</b>	<b>Timeframe</b>
2-1	Work with Washington County to coordinate planning efforts and to develop a joint annexation policy, including potential annexation of Washington County Regional Park and Black Rock Golf Course, as well as annexation incentives, as described in Action 2-2.	CED, ADM	2
2-2	Develop annexation incentives to encourage developed areas to annex into Hagerstown. Promote the benefits of annexation in all annexation discussions.	CED, ADM	2
2-3	Explore, with Washington County, cost-sharing strategies to provide revenue to the City in exchange for not requiring annexation in certain areas as a condition for the provision of municipal water and wastewater service.	ADM, CED	1 - Policy presented to elected bodies; no action taken.
2-4	Develop small area plans for Special Planning Areas	CED	2 - DONE
2-5	Monitor the status of vacant and underutilized land within corporate boundaries, and encourage its re-use and revitalization.	CED	1 – on-going
2-6	Pursue comprehensive rezoning to make the Hagerstown Zoning Ordinance and Map consistent with Future Land Use categories and the Future Land Use Map.	CED, ADM	2 – Done; additional updates in progress thru Comp Plan updates
2-7	Coordinate with Washington County to ensure that new development in the UGA is timed to match the availability of public facilities, including schools, roads, emergency services, and water and wastewater service.	CED, ADM	1 – on-going
2-8	Pursue land use-related actions listed in other elements of this Comprehensive Plan, especially the Downtown, Housing and Neighborhoods, and Urban Design and Historic Preservation elements.	CED, Others	1 – on-going
3-1	Pursue zoning text changes to implement the Comprehensive Plan's recommendations for new Business-Employment, Mixed Use, and Downtown land uses.	CED, ADM	1 - DONE
3-2	Encourage and facilitate the redevelopment of brownfield sites and explore the potential reuse of lands owned by railroads for appropriate non-residential uses.	CED	1 – on-going
3-3	Facilitate the creation of small-lot business parks and the re-use of underutilized properties to attract small businesses to Hagerstown.	CED	1 – on-going
3-4	Pursue regional economic development strategies and programs through continued cooperation with the Hagerstown-Washington County Economic Development Commission and other appropriate organizations.	CED, ADM	1 – on-going
3-5	Consider using comprehensive redevelopment strategies	CED	3 – underway

<b>Table IM-1: Plan Implementation</b>			
<b>Implementation Action</b>		<b>Responsibility</b>	<b>Timeframe</b>
	such as the East End Redevelopment Plan as tools for promoting economic development in specific neighborhoods or areas.		for City Center with Community's City Center Plan
3-6	Encourage additional downtown housing development—including owner-occupied and renter-occupied units—with a diversity of prices.	CED	1 – on-going
3-7	Implement the revitalization and development strategies and actions in the Downtown Element of this Comprehensive Plan.	CED, ADM	1 – On-going
4-1	Continue to update and use the Sewer Capacity Allocation Plan (SCAP), as changes in priorities, policies and regulations occur.	CED, U, ADM	1 – on-going
4-2	Revise the Annexation Policy to reflect the Comprehensive Plan's changes to water and wastewater policies.	CED	1 - DONE
4-3	Reduce Inflow and Infiltration into the sewage collection system by continuing ongoing repair efforts. Consider providing incentives for private developers to perform I&I reductions.	U, ADM	1 – underway
4-4	Renew the Flow Transfer Agreement with Washington County and remove the "sunset" clause to make flow transfers permanent. Work with Washington County to fully implement the Flow Transfer Agreement.	U, ADM	3
4-5	Investigate alternate ways to secure additional wastewater capacity.	CED, U, ADM	2
4-6	Continue to update the Hydraulic Model to determine water system dynamics and deficiencies.	U	1 – on-going
4-7	Continue to monitor produced water and billed water to reduce the system water loss to 10 percent or less, per MDE policy.	U	1 – on-going
4-8	Continue to monitor average day and peak day water usage to better predict when it is appropriate to approach MDE for an amendment to the current water allocation.	U	1 – on-going
4-9	Implement practices that are protective of the Edgemont watershed and water quality.	CED, U, ADM	1 – on-going
5-1	Work with Washington County, the Towns, the State of Maryland, and HEPMPO to complete the transportation improvements identified in this Comprehensive Plan.	PE, ADM, CED	2 – on-going
5-2	Work with Washington County to review County Commuter bus service in light of the Growth Management and Land Use Element of this Comprehensive Plan.	CED, PE, ADM	2 - DONE
5-3	Work with the Maryland Transit Authority to evaluate the	CED, PE, ADM	3 - DONE

**Table IM-1: Plan Implementation**

<b>Implementation Action</b>		<b>Responsibility</b>	<b>Timeframe</b>
	need for expanded commuter bus service and additional commuter bus stops in Hagerstown.		
5-4	Expand the City's pedestrian and bicycle infrastructure.	CED, PE	1 - underway
5-5	Investigate the feasibility of alternate funding sources for transportation projects.	CED, PE	2 – on-going
5-6	Continue to require new development and redevelopment to include sidewalks that connect to existing sidewalks, especially where continuous sidewalks facilitate access to parks and schools.	CED, PE	1 – on-going
6-1	Encourage the continued location and expansion of all levels of government and public uses in the downtown.	CED, ADM	1 – on-going
6-2	Encourage revitalized downtown housing development with a diversity of price ranges.	CED	1 – on-going
6-3	Continue to work with organizations interested in the downtown.	CED	1 – on-going
6-4	Strengthen downtown's role as a regional tourist destination by implementing the Heart of the Civil War Heritage Area recommendations.	CED, PE, ADM	1 - underway
6-5	Widen sidewalks in appropriate portions of the downtown.	PE	1 – DONE
7-1	Work with Washington County to create a balanced regional housing approach.	CED, ADM	3
7-2	Consider developing an Inclusionary Zoning program.	CED, ADM	3
7-3	Continue rental registration and code enforcement efforts.	PE	1 – on-going
7-4	Use Neighborhoods 1 <sup>st</sup> , the Livable City program, Comprehensive Neighborhood Revitalization, and other appropriate programs as tools for neighborhood revitalization.	CED, PE	1 – on-going
7-5	Continue to support efforts to plant street trees and provide additional neighborhood parking facilities.	CED, PE	1 – on-going
7-6	Explore zoning options to facilitate Comprehensive Neighborhood Revitalization, such as the establishment of an overlay zone or a new mapped district that reflects the lot sizes, setbacks, building heights, and other characteristics present in many of the City's older neighborhoods; and Moderate Density Residential and Mixed Use districts.	CED, ADM	2 – DONE

**Table IM-1: Plan Implementation**

<b>Implementation Action</b>		<b>Responsibility</b>	<b>Timeframe</b>
7-7	Revise the subdivision and zoning ordinances to ensure that the layout, architectural, and other physical design elements of new development are compatible with existing neighborhoods.	CED, ADM	3 – DONE for D-MU and N-MU
8-1	Consider extending streetscape improvements throughout the whole downtown and into the City's neighborhoods.	PE	1 – on-going
8-2	Revise the Zoning Ordinance to create a Downtown (D) zoning district.	CED, ADM	2 – DONE
8-3	Explore ways to add design and site layout flexibility to the Conversion District overlay zone.	CED	1 - DONE
8-4	Consider developing a "pattern book" for the downtown and historic districts.	CED	3 - underway
8-5	Develop a signage ordinance for on-premise signs.	CED, ADM	1 – Underway with current LMC amendment package
8-6	Consider expanding the City's National Register Historic Districts.	CED, ADM	3
8-7	Investigate additional incentives to make rehabilitation and adaptive reuse more financially attractive.	CED, ADM	1 - DONE
8-8	Actively promote underutilized historic properties that already have wastewater allocations.	CED	2 – on-going
8-9	Develop a marketing program to tie nearby Civil War resources to the City's Civil War and other historic resources.	CED	1 - underway
8-10	Explore ways to expedite the historic preservation designation review process.	CED	1 - DONE
9-1	Establish a joint City-County Central Booking facility.	PO, ADM	1 - DONE
9-2	Relocate and build new fire stations as shown in Figure 9-2.	FD, ADM	3
9-3	Work with Washington County Public Schools to identify potential sites for new schools in the City and Medium Range Growth Area. Consider the potential re-use of existing sites formerly owned by Washington County Public Schools that do not meet current site size criteria. Work with developers on acquisition of school sites when feasible.	CED, ADM	2 – on-going
9-4	Develop a Parks and Recreation Master Plan to develop a vision for recreation, parks and open space in the City for the next 10 to 20 years.	PE, CED, ADM	2
9-5	Develop new parks and open space areas—especially smaller neighborhood parks—in underserved portions of the City.	PEI, CED, ADM	3 – on-going

**Table IM-1: Plan Implementation**

<b>Implementation Action</b>		<b>Responsibility</b>	<b>Timeframe</b>
9-6	Develop linkages between parks, such as the trails identified in the Transportation Element (see Action 5-4) or greenways and linear parks along Antietam Creek and Hamilton Run.	PE, CED, ADM	1 – underway
9-7	Investigate potential locations for “pocket parks.”	PE, CED	3 – on-going
9-8	Consider developing an indoor recreation center.	PE, ADM	3
9-9	Pursue formalized joint-use agreements with Washington County Public Schools to allow continued use of school property (especially recreational facilities) by the public.	CED, ADM	2
9-10	Support expansion of the Central Branch of the Washington County Public Library in Downtown Hagerstown.	CED, ADM	1 – DONE
9-11	Establish a Combined 911 Center	FD, PO, ADM	2 – DONE
10-1	Develop stream buffer and steep slope regulations.	CED, PE	3
10-2	Encourage the planting of native tree species in stream buffer zones.	CED, PE	3 – on-going
10-3	Use the Forest Conservation Ordinance and work cooperatively with landowners and developers to identify priority areas for tree and forest conservation.	CED	2

April 22, 2015

## Appendix C: Hagerstown Building Permits

Calendar Year of 2014

	R	R4	R5	A	Reno	Total Units Per Month
January						0
February						0
March	1					1
April						0
May	2					2
June	5					5
July				2		24
August	1					1
September	4				1	5
October	2		4			6
November			3	2		59
December	1		3			4
Totals:	16		10	4	1	

Total Number of Permits Issued 31 107

Column named reno is for newly created residential units  
by way of a conversion for example, perhaps the  
space had previously been used as an office

\*R = single-family detached

\*R4 = duplex units

\*R5 = townhome units

\*A = new apartment units

\*Reno = newly created units

Calendar year 2014	Building Permits	
Permit Type	Quantity	Estimated Value
Residential, new	26	\$3,366,382
Residential, misc	194	\$2,225,358
Apartment bldgs, new	6	\$7,285,040
Apartment bldgs, misc	30	\$788,003
<b>Total Residential</b>	<b>256</b>	<b>\$13,664,783</b>
Commercial, new	3	\$3,220,000
Commercial, misc	105	\$11,287,495
Demolitions	14	\$328,400
Signs	54	\$306,493
<b>Total Comm with fees</b>	<b>176</b>	<b>\$15,142,388</b>
Commercial, waived fees	61	\$32,028,332
<b>Total Commercial</b>	<b>237</b>	<b>\$47,170,720</b>
<b>Total all building permits</b>	<b>\$669</b>	<b>\$75,977,891</b>

## Appendix D

### Hagerstown Residential Development Projects - Windshield Survey

Development (w/ date of first final plat)	Total No. Of Preliminary Plat/Site Plan Units	Built Units	Units Under Construction	Final Platted Units Which Have Not Started	Units Without Final Plat
Hager's Crossing (2002)	1A - 92 SF, 83 T 1B - 178 T 2 - 289 SF TOTAL - 642	1A - 92 SF, 83 T 1B - 178 T 2A - 43 SF 2B1 - 14 SF 2B2&3 - 4 SF TOTAL - 414	1B - 0 2B1-3 - 0 SF TOTAL - 0	1A - 0 2 - 56 SF TOTAL - 56	2 - 172 SF
Cortland (2001)	Manor - 138 T Villas - 62 D Park - 432 A TOTAL - 632	Manor - 138 Villas - 50 Park - 432 TOTAL - 620	V - 2	V - 10	0
Collegiate Acres (2005)	1A - 1 SF, 22 T 1B - 43 SF, 45 T 1C - 24 T 1D - 38 SF, 30 T 1E - 19 T 2 - 74 T 3 - 148 MF 4&5 - 124 MF TOTAL - 568	1A - 1 SF 1B - 41 SF, 45 T 1C - 24 T 1D - 38 SF, 23 T 1E - 8 T 2 - 74 T 3 - 0 MF TOTAL - 254	1B - 1 SF 1D - 4 T 3 - 92 MF TOTAL - 97	1A - 22 T 1B - 1 SF 1D - 3 T 1E - 11 T 3 - 56 MF 4&5 - 124 MF TOTAL - 217	0
Fairchild Heights (2003)	36 T	26	0	10 T	0
Hillside Manor (2004)	72 SF	35	0	37 SF	0
Greenwich Park (2000)	190 D 1 SF	119 D 1 SF	3 D	68 D	0
Scarlet Hills (2006)	36 A	0	0	36 A	0
Potomac Manor (2005)	47 SF	15	1	31 SF	0
Old Trail Estates (2004)	28 SF	24	0	4 SF	0
Poplar Square* (2006)	204 T	0	0	35 T	169 T
New Haven	376	0	0	0	376
<b>TOTALS</b>	<b>2,832</b>	<b>1,508</b>	<b>103</b>	<b>504</b>	<b>717</b>

\*Hagerstown Housing Authority purchased this tract with plans for a re-subdivision to rebuild/expand Noland Village.

**City of Hagerstown  
Annexations 2008 - 2012**

Case #	Name	Resolution	PC Recommend	MCC Intro Resolution	Annexation Plan Adoption	Public Hearing	MCC Approval	Effective Date	Acreage	Existing County Zoning	Proposed City Zoning	Location
A-2007-04	Bowman Hollyhock & Venetian Investments	R-07-23	8/29/07	9/25/07	9/21/07	11/6/07	11/27/07	1/11/08	12.3	HI1	C2	Broadfording Road
A-2007-05	Jones	R-07-28	11/14/07	11/27/07	11/27/07	1/8/08	1/29/08	3/14/08	0.2	RU	R1	1004 Linwood
A-2007-06	Haven Road II	R-07-32	NA	12/18/07	12/18/07	1/29/08	2/26/08	4/11/08	51.9	MF	R3	end of Haven Road
A-2008-01	BRK, Ventures, LLC	R-08-02	1/9/08	1/29/08	1/29/08	3/4/08	3/25/08	5/9/08	1.1	HI-1	C2	13015 Salem Avenue
A-2008-02	Doub Property		1/9/08	1/29/08	1/29/08	4/22/08	N/A	N/A	141.7	HI-1 / HI-2	C4 / POM	Intersection of I-70 & US-40
<i>2nd Amended Petition</i>					8/25/09	8/25/09	10/27/09	12/22/09	2/5/10			
A-2006-03	Eastern Blvd./Shaool	R-06-24	7/25/06	7/21/06	6/28/06	8/22/06	7/29/08	9/12/08	5.9	RS	R1	Eastern Blvd
A-2008-03	Stamper - Dual Highway	R-08-14	4/9/08	5/20/08	5/20/08	7/29/08	7/29/08	9/12/08	0.9	HI-1	C2	1914-1920 Dual Highway
A-2008-04	PER CCC Investments, LLC	R-08-27	4/9/08	6/17/08	6/17/08	7/29/08	7/29/08	9/12/08	0.2	RU	R1	Lot 182 - Harwood Road
A-2008-05	Private Reserve, LLC	R-08-29	5/28/08	7/29/2008	7/29/08	9/23/08	10/28/08	12/12/08	0.7	RU	R1	End of Atlantic Drive
A-2008-06	S&H Partnership / Summit Ridge LLC	R-08-34	9/24/08	10/21/08	10/21/08	11/25/08	12/16/08	1/30/09	7.7	IR	C2	Hump Road
A-2008-07	Jordan	R-08-35	9/10/08	10/21/08	10/21/08	11/25/08	12/16/08	1/30/09	0.2	RU	R1	Lot 181 - Harwood Road
A-2008-08	Norfolk Southern		9/24/08	10/28/08	10/28/08	12/16/08	1/27/09	3/13/09	95.2	PI	IG	Oak Ridge Drive
A-2008-09	Valley Car Wash	R-08-36	10/1/2008	10/21/08	10/21/08	11/25/08	12/16/08	1/30/09	1.2	BG	C2	Eastern Blvd. & Diamond Drive
A-2010-03	SHA R-O-W (I-70)	R-11-01	12/8/2010	01/25/11	1/25/11	03/22/11	4/26/11	6/10/11	5.3	HI-2	C4 / POM	North of Interstate 70
A-2010-04	Split-Parcel Annex.	R-11-06	2/23/2011	03/22/11	3/22/11	04/26/11	7/26/11	9/9/11	21.8	Mult.	Mult.	Multiple Locations
A-2010-05	Beltway Prop. V LLC	R-11-02	12/8/2010	01/25/11	1/25/11	03/22/11	4/26/11	6/10/11	1.4	HI-1	R3	Rear of 12835 Salem Ave
A-2011-01	Stoup Soup LLC & Eddie's Tires LLC	R-11-22	6/8/2011	6/21/2011	6/22/2011	7/26/2011	8/23/2011	10/7/2011	4.1	BG	C2	246 Eastern Blvd N & 1126 Diamond Drive
A-2011-02	Tractor Supply Co.	R-11-32	8/22/2011	8/23/2011	8/23/2011	10/4/2011	10/25/2011	12/9/2011	64.0	IG	IG	11935 Hopewell Road
A-2011-03	Pangborn Corp.	R-11-37	9/14/2011	9/27/2011	9/27/2011	11/22/2011	3/27/2012	5/10/2012	5.2	IG	POM	Panborn Blvd
A-2012-01	TriState Holdings LLC		12/2/2012	1/22/2013	1/22/2013	2/26/2013	3/26/2013	5/10/2013	0.3	RS	RMOD	12035 Delwood Avenue
								Completed	421.3			

Note: No annexations occurred in 2013 or 2014.

Appendix E

**2014 Annual Report of City of Hagerstown Planning Commission**  
**Appendix F: Boards and Commissions Report**

**Planning Commission**

Site Plans				
2010	2011	2012	2013	2014
28	33	11	17	14
Subdivisions				
2010	2011	2012	2013	2014
14	9	7	6	10
Forest Conservation				
2010	2011	2012	2013	2014
4	2	1	2	1

**Mayor and City Council and Planning Commission**

Rezoning				
2010	2011	2012	2013	2014
3	2	1	1	0
Annexations				
2010	2011	2012	2013	2014
5	3	1	0*	0

\*Prior year requests approved in subsequent year

**Board of Zoning Appeals – Variances, Special Exceptions, Administrative Appeals**

2010	2011	2012	2013	2014
13*	13	15	12	10

\* Text amendment removed home occupations from purview of BZA.

**Historic District Commission – New Construction, Alterations, Demolition, Signs**

2010	2011	2012	2013	2014
54	42	52	63	57