

City of Hagerstown Planning Commission

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Annual Report for Calendar Year 2016



Planning Commission

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Paul Corderman, *ex-officio* (December 2016 –)

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Kathleen Maher, AICP, Director of Planning & Code Administration

Stephen Bockmiller, AICP, Development Planner/Zoning Administrator

Alex Rohrbaugh, AICP, Planner

Debbie Calhoun, Administrative Secretary

I. Comprehensive Plan Update – visionHagerstown 2035

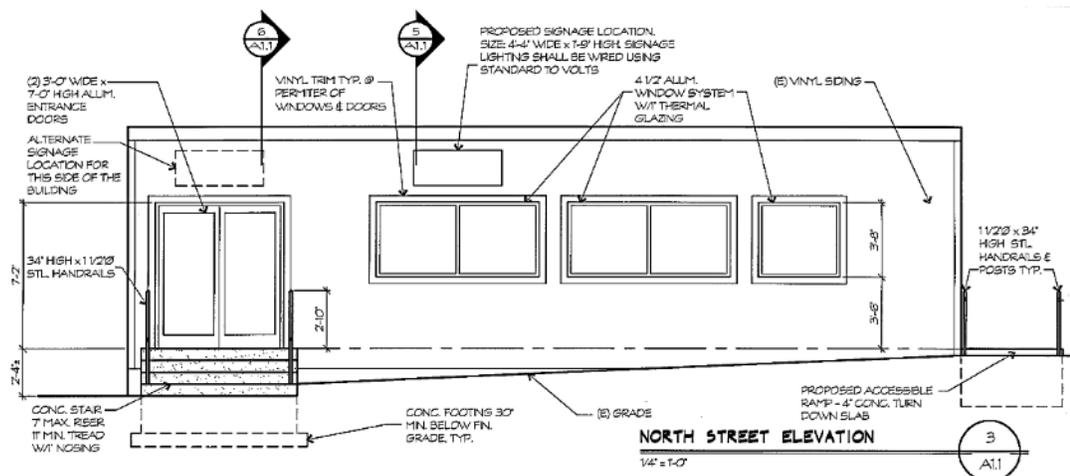
- A. The Planning Commission and staff continued discussions in 2016 on a future Comprehensive Plan (called *visionHagerstown 2035*) amendment to update the Future Land Use Plan. The changes reflect those made during the City and the County comprehensive rezoning endeavors, to realign the Medium-Range 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 *visionHagerstown 2035* 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. Much of the Plan will also incorporate previous City plans already vetted through the community, including the 2012 Sustainable Community Plan and The Community's City Center Plan. Staff also plans to incorporate, as appropriate, recommendations and conclusions from plans such as the Hagerstown-Eastern Panhandle Metropolitan Planning Organization (HEPMPO)'s 2040 Long-Range Transportation Plan, the City's 2008-2010 Comprehensive Rezoning, and the 2012 County Urban Growth Area Rezoning.

In 2016 Staff continued its review of draft element updates with the Planning Commission. Public input as well as public review with the Planning Commission is expected to occur in Spring/Summer 2017 with the anticipation that Mayor & Council will adopt *visionHagerstown 2035* in Fall 2017.

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 Land Management Code 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 in 2016. Issues addressed in the package included clarification of the nonconforming use process by the Zoning Administrator, creation of an enforcement prohibition for violations of the Code when the violation was created in accordance with a zoning or building permit issued in error, under certain conditions, creation of standards that discourage the use of front yards of homes for large parking pads, creation of buffer and setback requirements for outdoor storage of merchandise and business supplies.
- B. New State Regulations. Not applicable.
- C. Rezoning. In 2016 the City processed three rezoning applications:

1. 400 Jonathan Street – Zoned Residential-Medium Density, the property contained a commercial structure that had been vacant for at least 10 years. The owner and applicant pursued and was granted a Local Conversion District overlay zone to adaptively re-use the structure, which had historically been used as a confectionary and convenience store, for a restaurant. Following the rezoning approval in July, the owned submitted a site plan for exterior improvements. The site plan approval was still pending as of the end of 2016.



Drawing of exterior renovations - Jonathan Street & West North Avenue

2. Burhans Boulevard North – The City reviewed a request to rezone 6.21 acres of vacant land on the west side of Burhans Boulevard North from Residential-Medium Density (RMED) to Residential-High Density (RH) with the intention to develop the land for multi-family housing. This tract of land had previously received a Planned Unit Development (PUD) overlay for 82 townhouse units in the mid-2000s, but that project was abandoned during the 2007-2009 Recession and the PUD overlay expired. The rezoning was later withdrawn by the owner/applicant due to the Mayor & Council’s concerns over further concentration of more high density housing in the city’s urban core.
3. 901 Pope Avenue – The property contains a 136,000 square foot, former industrial building built in the 1890s. The property was originally zoned Industrial Restricted (IR) in 1977 and still carries that underlying classification. In 1991, the property was approved for a Conversion District Overlay to allow office uses in the existing building with the intent of “providing a transition between the industrial district and residential district to the east”. In 1998, the Conversion District Overlay for this property was amended to convert existing office spaces into 12 residential units.

The owner and applicant filed an application to amend the Conversion District overlay and add to the list of approved uses for the property in order to make the property more flexible for re-use, including retail, hair and beauty salons, visual and performing art studios, catering kitchens, fitness centers, household goods repair, and artist live-

work space. The Mayor & Council held a public hearing on the proposal in December 2016, and the amendment is expected to be approved in early 2017.

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

- A. Annexations. The City processed one annexation in 2016:
1. 250 Eastern Boulevard North –The property was originally developed as a stormwater facility in the 1990s to handle runoff from the Food Lion property. When the Light Business Park (office park) was developed in 2000s, a new stormwater facility was constructed east of Cameo Drive and runoff from the property to the south was diverted to the new facility. Because it is no longer needed, the owner wishes to re-grade and fill the property so that it could be developed for future commercial activity. The property was contiguous to the city limits and would have needed to annex in the future to acquire city water, so the owner had requested annexation of the property now so that he can get it ready for development in the future. The Mayor & Council held a public hearing on the annexation in May 2016 and approved it the following month.
- B. Pre-Annexation Agreements. The City approved 10 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.
- C. Major Development Projects. The City approved or received plans for a number of additions and site alterations as well as several major projects in 2016.
1. Major New Developments.
 - a) Concept Plan for Interface Development Shopping Center, Lot 6A, Garland Groh Blvd – development for 25,094 sq. ft. for retail space
 2. Additions and Site Alterations.
 - a) Mid Atlantic Veterinary, 1125 Professional Court – 4,806 sq. ft. addition to support expansion of business
 - b) Pro-Build, Dual Highway - Expand yard by 70,000 sq. ft. for exterior storage
 - c) Concept Plan for Cortland Park Apartments, Little Elliot Drive – interior refit of three-bedroom units to accommodate an addition 72 one- and two-bedroom units
 - d) Stormwater Parcel Redevelopment grading plan, 250 Eastern Boulevard North
 3. Adaptive Re-Use Projects.

- a) Enterprise Rent-A-Car, 700 Dual Highway – Demolition of former Mexican Restaurant and new development for a 1,600 sq. ft. office building and 1,126 sq. ft. car wash
 - b) Kreyon Technology, Inc., 702 West Washington Street - Reinstall storefront windows to facilitate reuse of building for mixed-use.
 - c) Concept Plan for National Golden Tissue, 775 Frederick Street – adaptive re-use for 106,052 sq. ft. building
 - d) Concept Plan for Coin-Op Warehouse, 365 North Franklin Street - adaptive reuse of 33,255 sq. ft. warehouse and new 91 space parking lot
4. Residential Development Pipeline. Much like 2015, calendar year 2016 continued to experience low levels of new residential activity. The City only issued permits for 32 new residential units in 2016 – this was a slight uptick from 2015. There are 11 residential developments in some stage of activity in the city. Thirty-nine (39) new units were built or started in 2016, and 1,016 units remain in the pipeline for either building permits or final plats.
- D. 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 2016 to implement Comprehensive Plan and other plan recommendations for sites within the City or its service territory.
1. Infrastructure.
- a) The City of Hagerstown Department of Utilities, Wastewater Division was awarded \$300,000 in matching grant funds by the Maryland Department of the Environment (MDE) through the Maryland Water Quality Financing Administration for FY17 (awarded in calendar year 2016). This project will address the Inflow and Infiltration (I&I) of system related flow in the wastewater collection system by replacing or re-lining existing defective pipe and other associated infrastructure. Mr. Rehab, Inc. submitted the most cost effective bid of \$538,453.66 and the project will be completed in May 2017.
 - b) In November 2016, the First Energy Solutions Wholesale Power Supply offer was accepted by the Mayor & Council, and a new 5 year contract will be in place through May 31, 2022. An increase of 2.46% in the wholesale rate will be realized. Keeping in mind the PPA fluctuates on monthly basis, a residential customer usage of 1,000 kWh per month would see a bill of \$65.53 increase to \$66.55 (\$1.02 increase at 1.54% and a large industrial customer who uses 100,000 kWh would see a bill of \$7,207.68 increase to \$7,309.68 (\$102.00 increase at 1.40%).
 - c) Three bridges over Norfolk-Southern rail lines along Burhans Boulevard were rehabilitated.

- d) Eight (8) city-owned alleys were reconstructed in 2016 with several more planned for reconstruction in 2017.
 - e) Thirteen (13) streets were repaved in 2016.
 - f) Accessible Pedestrians Signals (APS) and handicap ramps were installed at the intersection of West Antietam and South Walnut Streets.
 - g) Improvements were made on Burhans Boulevard near George Street to enhance pedestrian safety
 - h) A bicycle lane was added to Mulberry Street from Fairground Avenue to Baltimore Street
 - i) Stormwater Improvements - Two retrofit projects (Hager Park and Clean Water Circle) were completed in 2016 using grant funds. The projects provide treatment for 21 acres of impervious surfaces. Another grant is currently being used to develop an Action Plan for the Hamilton Run watershed and to design a proposed relocation of the stream at the Greens at Hamilton Run Golf Course.
2. Community Facilities.
- a) Jonathan Hager ("West City") Elementary – Construction was completed in 2016 on a new 65,000 square foot elementary school on Sedgwick Drive in the Hager's Crossing subdivision. The new school, which replaced Winter Street ES and Conococheague ES, opened for instruction for the 2016-2017 School Year.
 - b) Kiwanis Park – In 2016 the City completed the parking lot and installed park amenities, including a boat launch onto the Antietam Creek. A grand opening for the park was held in April 2016. The City expects to continue work in 2017 on required reforestation and support the Washington County Historical Society in the restoration of the old stone structure within the Park.
 - c) Hagerstown Cultural Trail – See under "Economic Analyses".
 - d) National Road Park – Construction began on converting the remnants of an old commercial building to a new park/green space at 806-808 West Washington Street using Community Development Block Grant funds. The project is located in an area where a high need for park space has been identified. As of December 2016, the park was about 60% complete with an anticipated completion date of June 2017.

IV. Map of Rezonings, Annexations, Major Development Projects, and Public Infrastructure Improvements

See attachments.

V. Changes to Local Planning and Development Processes

- A. Land Management Code Updates. The package was finalized in early 2016. The public review process occurred in 2016, and the Mayor & Council adopted the text amendments to the Land Management Code on October 25, 2016.

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 2016, the City undertook the following:

- 1) *Downtown Civil War/Rose Hill Cemetery Walking Tour brochure* – In 2015, the City applied for a grant to the Heart of the Civil War Heritage Area for funds to update and reprint 5,000 copies of the brochure. The brochures were completed in 2016.
- 2) *Circle of Achievement at Memorial Park* – The City coordinated the efforts of a citizens committee to identify new candidates for consideration, and their nominations for the second annual class of honorees. In 2016, Pvt. Maurice E. Frock, USMC and J.V. Jamison Sr. and Jr. were inducted. In late 2016, the committee again updated the list in preparation for 2017, and forwarded a slate of potential nominees to the Mayor and Council for the third annual class to be inducted in 2017.
- 3) Staff provided assistance to the Department of Parks and Engineering regarding historic interpretation issues to various Parks projects including, but not limited to the Hagerstown Cultural Trail, Memorial Park and the National Road Park.
- 4) *Battle of Hagerstown Study* – Work began in 2016 on a study per National Park Service standards for submission to that Federal agency for the purpose of evaluating the importance of the July 6, 1863 cavalry battle in the city's streets, and the remaining resources. The report will be completed and submitted to the USNPS for review and approval in 2017. This report will assist preservation agencies in identifying granting sources for the purpose of promoting and developing heritage tourism in and around the City.

- B. Economic Development Analyses. Several analyses were prepared or initiated in 2016 to assist with economic development retention and recruitment efforts.

1) **Implementation of The Community's City Center Plan**

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.

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 SF in new office development across three buildings, resulting in \$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. In 2015 the City received a submission from Bowman Development. Tasks for 2017 will include site analyses, environmental impact studies, and the City and Bowman Development working collaboratively on identification of incentives and developing a cost outline for the project.
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.

In 2016, the Maryland Theatre contracted with Grimm & Parker Architects to develop concepts for an expansion towards South Potomac Street. The programming phase is complete. A design contract for a multi-phase expansion is expected to be initiated in early 2017. The City of Hagerstown and Washington County both committed \$500,000 in grants towards architectural services for the project.

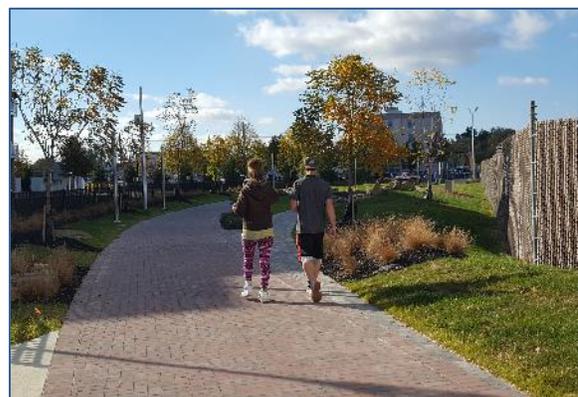
3. USMH Expansion Support: This initiative supports USMH's effort to add training in the culinary, hospitality, and tourism industries by leasing 5,000-10,000 SF of nearby space for these programs and other labs and offices. This strategy also adds housing to accommodate students increasingly coming 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 \$200,000 in Community Legacy grant funding on July 15, 2016 (and was subsequently awarded in December) to assist with a second Student Housing project. In addition, USMH is working with the owners of the BB&T Building at 57- 59 West Washington Street to create space for the planned Hospitality Management Program and wet labs for health programs. The interior demolition is complete and agreements are being finalized for renovation.

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 east 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. Since this project is more long-term in nature, only exploratory conversations have occurred to date.
5. Linking City Park, WCMFA, and A&E District with Trail and New Housing: 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.

Construction on the Hagerstown Cultural Trail began in Spring 2016. By the end of the year all pavers are installed, decorative crosswalks and signals were in, lights were in, security cameras were installed,



Residents walking the Hagerstown Cultural Trail, Fall 2016

and trash cans, benches, and dog mitt stations were on order. 2017 will see the installation of the public art for the Trail, including the Mural of Unusual Size, a sculpture garden, photo-murals, and granite sculpture near the Museum of Fine Arts.

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.

Second Saturday Program resumed in August 2016 in conjunction with the Library's Comic-Con event. Next themes were End of Summer, Fall Festival, and Veterans Celebration. Future themes are December Holiday, January New Year, and Frozen in February. Also, Pop-Up Shops Event occurred in both downtown and at the Farmer's Market in November 2016.

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.

In 2016, a part-time assistant was hired to assist with the Market's operations. Six new vendors were added in August 2016, representing a 20% increase. Collaborative meetings were held with County to discuss multi-organization assistance with the market, and a Request for Proposal (RFP) will be distributed out to solicit potential market operators for 2017.

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: 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 2016, the City took the following actions:

a) Vacant Structures Program –

- (i) Update provided to Mayor and City Council on June 14, 2016. 1,034 vacant structures had been identified; 474 had active licenses and 174 were pending. 387 structures were inactive due to a variety of reasons.
- (ii) Code Amendments approved on October 25th to create more flexibility and clarify certain provisions.
- (iii) Inspections of licensed structures are ongoing to ensure protection of our neighborhoods and first responders from exterior blight and unsafe interior conditions.

b) Rental Registration Program –

- (i) Code amendments were approved on November 22, 2016 to address concerns raised by a realtor and to address a loophole in the process for review of Section 8 rental units.
- (ii) Continued inspections of units which seek to protect safety and quality of life of tenants and surrounding property owners.

c) Home-ownership Program

- (i) 278 S. Prospect Street – one of two proposals for home-ownership acquisition was selected and the property was sold and is now owner-occupied.

- (ii) 261 S. Prospect Street – architectural work is underway to create two condo units for home-ownership; rehabilitation expected to start in first quarter of 2017.



64 East Franklin Street – Before and After

- (iii) 64 E. Franklin Street – renovations are complete; the property will be positioned for sale for home-ownership

2) City Staff completed an update to the annual Shopping Center Occupancy Analysis for the Hagerstown urbanized area.

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. As discussed previously, two parks began construction in 2016 – the National Road Park and the Hagerstown Cultural Trail.

City Bicycle Master Plan. 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. An updated Bicycle Master Plan was developed and adopted in 2016 for the City. The updated Plan, which was developed with assistance from Hagerstown-Eastern Panhandle Metropolitan Planning Organization (HEPMPO) and its consultant, evaluates the city's existing bicycle environment and proposes a variety of recommendations over the next ten years to make Hagerstown more bicycle-friendly. These recommendations include physical improvements, such as bike lanes and paths, and policy initiatives like safety programs and bicycle events.



Figure from 2016 Bicycle Master Plan comparing the City's 2010 and 2015 bicycle networks

D. FY2017 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 December 2016, the City received the following:

- a. \$200,000 for a student housing project in the City Center;
- b. \$50,000 replenishment of Down Payment Assistance for Rehabilitation Program in the Sustainable Community Area;
- c. \$25,000 for a Façade Grant Program for Commercial & Mixed-Use Buildings in the City's Main Street Area

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 was engaged in construction of 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 opened in August 2016 and is also designed to allow for a building 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. Implementation Table from 2008 Comprehensive Plan
- B. Building Permits Report for 2016
- C. Pipeline of New Residential Development Projects, January 2017
- D. Annexation Report for 2016
- E. Boards and Commissions Activity Report for 2016
- F. Maps per Section IV of the Annual Report

Appendix A – Implementation of 2008 Comprehensive Plan

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 (includes divisions of Community Development, Community Affairs, and Economic Development)
F	Finance Department
FD	Fire Department
U	Utilities Department (including divisions of Light, Water and Wastewater)
PC	Planning & Code Administration Department
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 ear marked 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 improvement 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.

Table IM-1: Plan Implementation

Table IM-1: Plan Implementation			
Implementation Action		Responsibility	Timeframe
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.	PC, 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.	PC, 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,PC, CED	1 - Policy presented to elected bodies; no action taken.
2-4	Develop small area plans for Special Planning Areas	PC	2 - DONE
2-5	Monitor the status of vacant and underutilized land within corporate boundaries, and encourage its re-use and revitalization.	PC	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.	PC, 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.	PC, 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.	PC, 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.	PC, 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	CED, ADM	1 –

Table IM-1: Plan Implementation

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Implementation Action		Responsibility	Timeframe
	programs through continued cooperation with the Hagerstown-Washington County Economic Development Commission and other appropriate organizations.		on-going
3-5	Consider using comprehensive redevelopment strategies such as the East End Redevelopment Plan as tools for promoting economic development in specific neighborhoods or areas.	PC, CED	3 – underway 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.	PC, CED	1 – on-going
3-7	Implement the revitalization and development strategies and actions in the Downtown Element of this Comprehensive Plan.	PC, 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.	PC, U, ADM	1 – on-going
4-2	Revise the Annexation Policy to reflect the Comprehensive Plan's changes to water and wastewater policies.	PC	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.	PC, 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.	PC, U, ADM	1 –

Table IM-1: Plan Implementation			
Implementation Action		Responsibility	Timeframe
			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, PC	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.	PC, PE, ADM	2 - DONE
5-3	Work with the Maryland Transit Authority to evaluate the need for expanded commuter bus service and additional commuter bus stops in Hagerstown.	PC, PE, ADM	3 - DONE
5-4	Expand the City’s pedestrian and bicycle infrastructure.	PC, PE	1 - underway
5-5	Investigate the feasibility of alternate funding sources for transportation projects.	PC, 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.	PC, PE	1 – on-going
6-1	Encourage the continued location and expansion of all levels of government and public uses in the downtown.	PC, CED, ADM	1 – on-going
6-2	Encourage revitalized downtown housing development with a diversity of price ranges.	CED, PC	1 – on-going
6-3	Continue to work with organizations interested in the downtown.	CED, PC	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.	PC, 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.	PC, CED, ADM	3
7-2	Consider developing an Inclusionary Zoning program.	PC, CED, ADM	3
7-3	Continue rental registration and code enforcement efforts.	PC	1 – on-going
7-4	Use Neighborhoods 1 st , the Livable City program, Comprehensive Neighborhood Revitalization, and other appropriate programs as tools for neighborhood	PC, CED, PE	1 – on-going

Table IM-1: Plan Implementation

Table IM-1: Plan Implementation			
Implementation Action		Responsibility	Timeframe
	revitalization.		
7-5	Continue to support efforts to plant street trees and provide additional neighborhood parking facilities.	PC, 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.	PC, ADM	2 – DONE

Table IM-1: Plan Implementation

Implementation Action		Responsibility	Timeframe
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.	PC, 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.	PC, ADM	2 – DONE
8-3	Explore ways to add design and site layout flexibility to the Conversion District overlay zone.	PC	1 - DONE
8-4	Consider developing a “pattern book” for the downtown and historic districts.	PC	3 - underway
8-5	Develop a signage ordinance for on-premise signs.	PC, ADM	1 – Underway with current LMC amendment package
8-6	Consider expanding the City’s National Register Historic Districts.	PC, ADM	3
8-7	Investigate additional incentives to make rehabilitation and adaptive reuse more financially attractive.	PC, CED, ADM	1 - DONE
8-8	Actively promote underutilized historic properties that already have wastewater allocations.	PC, 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.	PC, CED	1 - underway
8-10	Explore ways to expedite the historic preservation designation review process.	PC	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.	PC, 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, PC, ADM	2

Table IM-1: Plan Implementation

Table IM-1: Plan Implementation			
Implementation Action		Responsibility	Timeframe
9-5	Develop new parks and open space areas—especially smaller neighborhood parks—in underserved portions of the City.	PE, CED, PC, ADM	3 – on-going
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, PC	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, PC, ADM	1 – DONE
9-11	Establish a Combined 911 Center	FD, PO, ADM	2 – DONE
10-1	Develop stream buffer and steep slope regulations.	PC, PE	3
10-2	Encourage the planting of native tree species in stream buffer zones.	PC, 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.	PC	2

May 8, 2017

Appendix B: Hagerstown Building Report for 2016

Calendar Year of 2016

	R	R4	R5	A	Reno	Total Units Per Month
January						0
February						0
March						0
April	4					4
May	1			1		2
June	2		7			9
July			4			4
August	2					2
September	5					5
October	4					4
November	2					2
December						0
Totals:						
Total Number of Permits Issued					31	32

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 2016		Building Permits	
Permit Type	Quantity	Estimated Value	
Residential, new	31	\$5,132,823	
Residential, misc	252	\$1,889,294	
Apartment bldgs, new	1	\$600,000	
Apartment bldgs, misc	51	\$763,181	
Total Residential	335	\$8,385,298	
Commercial, new	1	\$25,000	
Commercial, misc	123	\$24,993,752	
Demolitions	10	\$151,250	
Signs	51	\$360,873	
Total Commercial	185	\$25,530,875	
Total all building permits with fees	520	\$33,916,173	
Commercial, waived fees	25	\$3,686,881	
Total all building permits	545	\$37,603,054	

Appendix C - Pipeline of New Residential Development Projects, January 2017

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 2A - 43 SF 2B1 - 25 SF SB2&3 - 50 2C - 170 SF TOTAL - 641	1A - 92 SF, 83 T 1B - 178 T 2A - 43 SF 2B1 - 19 SF 2B2&3 - 6 SF TOTAL - 421	2B1 - 1 SF	2B1 - 5 SF 2B2&3 - 44 SF TOTAL - 49	2C - 170 SF
Cortland (2001)	Manor - 138 T Villas - 62 D Park - 504 A TOTAL - 704	Manor - 138 Villas - 52 Park - 432 TOTAL - 622	V - 4	V - 6 A - 72 TOTAL - 78	0
Collegiate Acres (2005)	1A - 1 SF, 22 T 1B - 44 SF, 45 T 1C - 24 T 1D - 38 SF, 30 T 1E - 20 T 2 - 74 T 3 - 148 MF 4&5 - 124 MF TOTAL - 570	1A - 1 SF, 10 T 1B - 44 SF, 45 T 1C - 24 T 1D - 38 SF, 30 T 1E - 12 T 2 - 74 T 3 - 148 MF TOTAL - 426	0	1A - 12 T 1E - 8 T 4&5 - 124 MF TOTAL - 144	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	136 D 1 SF	4 D	50 D	0
Scarlet Hills (2006)	36 A	0	0	36 A	0
Potomac Manor (2005)	47 SF	18	2	27 SF	0
Old Trail Estates (2004)	28 SF	24	0	4 SF	0
Poplar Square* (2006)	35 T (development plan expired for lots not platted)	0	0	35 T	0
New Haven	376	0	0	0	376
TOTALS	2,736	1,709	11	470	546

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

Appendix D - Annexation Report for 2016 (Annexations from 2008-2016)

Case #	Name	Location	MCC Intro Resolution	Annexation Plan Adoption	Public Hearing	MCC Approval	Effective Date	Acres	Existing County Zoning	Proposed City Zoning
A-2007-04	Bowman Hollyhock & Venetian Investments	Broadfording Road	9/25/2007	9/21/2007	11/6/2007	11/27/2007	1/11/2008	12.3	HI1	C2
A-2007-05	Jones	1004 Linwood	11/27/2007	11/27/2007	1/8/2008	1/29/2008	3/14/2008	0.2	RU	R1
A-2007-06	Haven Road II	End of Haven Road	12/18/2007	12/18/2007	1/29/2008	2/26/2008	4/11/2008	51.9	MF	R3
A-2008-01	BRK, Ventures, LLC	13015 Salem Avenue	1/29/2008	1/29/2008	3/4/2008	3/25/2008	5/9/2008	1.1	HI-1	C2
A-2008-02	Doub Property	Intersection of I-70 & US-40	1/29/2008	1/29/2008	4/22/2008	N/A	N/A	141.7	HI-1 / HI-2	C4 / POM
<i>2nd Amended Petition</i>			8/25/2009	8/25/2009	10/27/2009	12/22/2009	2/5/2010			
A-2006-03	Eastern Blvd./Shaool	Eastern Blvd	7/21/2006	6/28/2006	8/22/2006	7/29/2008	9/12/2008	5.9	RS	R1
A-2008-03	Stamper - Dual Highway	1914-1920 Dual Highway	5/20/2008	5/20/2008	7/29/2008	7/29/2008	9/12/2008	0.9	HI-1	C2
A-2008-04	PER CCC Investments, LLC	Lot 182 - Harwood Road	6/17/2008	6/17/2008	7/29/2008	7/29/2008	9/12/2008	0.2	RU	R1
A-2008-05	Private Reserve, LLC	End of Atlantic Drive	7/29/2008	7/29/2008	9/23/2008	10/28/2008	12/12/2008	0.7	RU	R1
A-2008-06	S&H Partnership / Summit Ridge LLC	Hump Road	10/21/2008	10/21/2008	11/25/2008	12/16/2008	1/30/2009	7.7	IR	C2
A-2008-07	Jordan	Lot 181 - Harwood Road	10/21/2008	10/21/2008	11/25/2008	12/16/2008	1/30/2009	0.2	RU	R1
A-2008-08	Norfolk Southern	Oak Ridge Drive	10/28/2008	10/28/2008	12/16/2008	1/27/2009	3/13/2009	95.2	PI	IG
A-2008-09	Valley Car Wash	Eastern Blvd. & Diamond Drive	10/21/2008	10/21/2008	11/25/2008	12/16/2008	1/30/2009	1.2	BG	C2
A-2010-03	SHA R-O-W (I-70)	North of Interstate 70	1/25/2011	1/25/2011	3/22/2011	4/26/2011	6/10/2011	5.3	HI-2	C4 / POM
A-2010-04	Split-Parcel Annexation	Multiple Locations	3/22/2011	3/22/2011	4/26/2011	7/26/2011	9/9/2011	21.8	Mult.	Mult.
A-2010-05	Beltway Prop. V LLC	Rear of 12835 Salem Ave	1/25/2011	1/25/2011	3/22/2011	4/26/2011	6/10/2011	1.4	HI-1	R3
A-2011-01	Stoup Soup LLC & Eddie's Tires LLC	246 Eastern Blvd N & 1126 Diamond Drive	6/21/2011	6/22/2011	7/26/2011	8/23/2011	10/7/2011	4.1	BG	C2
A-2011-02	Tractor Supply Co.	11935 Hopewell Road	8/23/2011	8/23/2011	10/4/2011	10/25/2011	12/9/2011	64.0	IG	IG
A-2011-03	Pangborn Corp.	Panborn Blvd	9/27/2011	9/27/2011	11/22/2011	3/27/2012	5/10/2012	5.2	IG	POM
A-2012-01	TriState Holdings LLC	12035 Delwood Avenue	1/22/2013	1/22/2013	2/26/2013	3/26/2013	5/10/2013	0.3	RS	RMOD
A-2016-01	Stormwater Pond LLC	250 Eastern Blvd N	4/19/2016	4/19/2016	5/24/2016	6/21/2016	8/5/2016	1.0	BG	CG
								Completed	422.3	

Appendix E: Boards and Commissions Activity Report for 2016

Planning Commission

Site Plans				
CY 2012	CY 2013	CY 2014	CY 2015	CY 2016
11	17	14	17	23
Subdivisions				
CY 2012	CY 2013	CY 2014	CY 2015	CY 2016
7	6	10	8	10
Forest Conservation				
CY 2012	CY 2013	CY 2014	CY 2015	CY 2016
1	2	1	1	1

Mayor and City Council and Planning Commission

Rezoning				
CY 2012	CY 2013	CY 2014	CY 2015	CY 2016
1	1	0	1	3*
Annexations				
CY 2012	CY 2013	CY 2014	CY 2015	CY 2016
1	0*	0	0	1

*Includes one rezoning request that was subsequently withdrawn.

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

CY 2012	CY 2013	CY 2014	CY 2015	CY 2016
15	12	10	5	8

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

CY 2012	CY 2013	CY 2014	CY 2015	CY 2016
52	63	57	47	50

City of Hagerstown Planning Commission Annual Report

Calendar Year 2016

Appendix F

-  Street
-  Corporate Boundary
-  Infrastructure Improvement
-  Major Development
-  Rezoning
-  Annexation
-  Bike or Pedestrian Improvement
-  Street Resurfacing

Key

1. Jonathan Hager Elem. School
2. Interface Development (Concept Plan)
3. Cortland Park Apartments
4. Bridge Rehabilitation (Burhans Blvd N)
5. Kiwanis Park
6. Rezoning - 400 Jonathan Street
7. Coinop Warehouse (Concept Plan)
8. Annexation - 250 Eastern Blvd N
9. Pedestrian Improvements - Walnut & Antietam Streets
10. Bridge Rehabilitation (Burhans Blvd S)
11. Bridge Rehabilitation (Burhans Blvd S)
12. Stormwater Retrofit Project - Hager Park
13. Rezoning - 901 Pope Avenue
14. National Golden Tissue Re-use
15. Stormwater Retrofit Project - Clean Water Circle
16. Pro Build expansion



Map Projection:
NAD83 State Plane Maryland (feet)
Data Source:
City of Hagerstown, 2016
Prepared By:
Hagerstown Planning & Code
Admin Dept., 04/07/16

