

# City of Hagerstown Planning Commission

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



**Annual Report for Calendar Year 2015**



## **Planning Commission**

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## **Planning & Code Administration Department**

### **Planning Staff**

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 Updates

- A. Comprehensive Plan Update. The Planning Commission and staff continued discussions in 2015 on a future Comprehensive Plan (called *visionHagerstown 2035*) 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 *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. 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 2016.

## 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 in 2014. 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. The public review process occurred in 2015, and the Mayor & Council adopted the amendments in September 2015.
- B. New State Regulations. Not applicable.
- C. Rezoning. In 2015, the City processed a rezoning application for a property on West Washington Street. This property contained a building that was historically mixed-use in nature within a residential zoning district, and its nonconforming use status for the commercial space expired. The applicant requested Local Conversion Overlay Zoning, which is designed to stimulate the adaptive reuse of existing, nonresidential and mixed-use structures embedded within densely developed residential districts and communities, to maintain and increase the city's assessable tax base, and to expand business and employment opportunities. The applicant's proposal was to retain the existing four apartment units and market the storefront for either artist live/work space,

business offices, a catering kitchen, a restaurant, or retail/wholesale. In exchange for the overlay zoning, the property owner agreed to make physical improvements to the building, including rehabilitating both storefronts and limiting signage. The Mayor and City Council held a public hearing on the rezoning in December 2015, and they approved the rezoning in January 2016.



*Storefront Concept for proposed local conversion zoning overlay –  
702 W Washington St*

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

- A. Annexations. No annexations were initiated or adopted in 2015.
1. Pre-Annexation Agreements. The City approved seven 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 2015.
1. Major New Developments.
    - A site plan for the City Community Garden at 513 South Potomac Street. The garden was also developed just in time for the 2015 growing season.
    - Shenandoah Mobile LLC – Site plan for the construction of a new cell tower on land owned by the City at the end of Kenly Avenue (City Farm)
    - Aschenbach Hagerstown LLC – Site plan for proposed retail shopping center at the corner of Garland Groh Boulevard and Hager’s Crossing Drive
  2. Additions and Site Alterations.
    - Twigg Cycles, 200 S Edgewood Drive

3. Adaptive Re-Use Projects.
    - Site plan for the re-use of the vacant, former Sears building in the Longmeadow Shopping Center, Potomac Avenue
    - Renovation of vacant boarding house at 100 N Potomac St in downtown Hagerstown into four USMH student housing units
  4. Residential Development Pipeline. When compared to previous years, residential developments were down significantly. The City only issued permits for 22 new residential units in 2015 – this was the lowest amount of new residential starts since before 1996. Of the approximately 2,831 housing units in the pipeline at the end of 2015, 173 new units were either started or built. Most of those 173 units were completions of new apartment units in the Collegiate Acres subdivision.
- 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 2015 to implement Comprehensive Plan and other plan recommendations for sites within the City or its service territory.
1. Infrastructure.
    - Replaced the concrete pavement of two alleys (5-11 and 3-36)
    - 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
    - Demolition occurred at the Massey property as two blighted buildings were removed.
    - Handicapped-Accessible Ramps – The City continued to address the need for accessible ramps at alleys and public streets. A total of 79 ADA-compliant ramps were installed in 2015.
    - Construction of a \$233,000 grant-funded ADA-compliant path from Bester Elementary east towards Municipal Stadium – This included making the intersection of Frederick Street and East Memorial Boulevard fully ADA-complaint, and installing a walkway in the undeveloped right-of-way on Mill Street near South Mulberry Street (based on input of the local Neighborhood’s 1st Group).
    - Water Treatment Plant Upgrades – Upgrades at our RC Willson water treatment plant are 100% complete and the Chloramination process is in place as of August 2015
    - Electric Division – Consummated contracts with ALEVO and Mitsubishi Heavy Industries for the construction of three Energy Storage Systems located on the Hagerstown Light Department System

## 2. Community Facilities.

- Jonathan Hager (“West City”) Elementary – Construction continued 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 the existing Winter Street ES and Conococheague ES.
- Community Garden – In 2015 Hagerstown established a community garden on South Potomac Street directly across from the new Bester Elementary School.



*Community Garden Plot – South Potomac Street*

The community garden features 26 plots and includes space for herbs. There are 6 rain barrels, compost bins, sheds for storage and adequate parking. The mission of the Community Garden is as follows: “Provide and maintain organic plots with the City of Hagerstown and to provide the community with the opportunity and means to grow vegetables, herbs, and flowers.” A ribbon cutting for the garden was held during Earth Week in April 2015.

- Potterfield Pool – Constructed a new splash pad and replaced the seldom-used baby pool.
- Pangborn Park – Constructed a new wisteria-covered arbor at the garden that can be used for weddings, small events, and family reunions
- Sidewalks – At the City’s request, Maryland State Highway Administration installed sidewalks on Burhans Boulevard in two locations. One sidewalk is north of Church Street near the Thomas Bennett & Hunter concrete plant. The other location is on east side of Burhans Boulevard South from Wesel Boulevard towards Sherman Avenue.
- Memorial Boulevard/Park Circle Improvements – Using Chesapeake Bay Trust grant funds, installed stormwater management facilities and decreased the amount of unneeded impervious areas while addressing the unusual traffic operation of the circle.
- Kiwanis Park – Constructed boat launch, pavilion, monarch butterfly way-station, and paths with boardwalks.

## **IV. Maps 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 by the end of 2014. The public review process occurred in 2015, and the Mayor & Council adopted the amendments in September 2015.

## 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 2015, the City undertook the following:

- *"Hagerstories" video series* – continued development of historic topics notable to Hagerstown. On-going.
- *"Ransom of Hagerstown" video* – Script outline and budget estimate completed in last quarter of 2015. Provided funding is secured (approximately \$25,000), projected filming in Spring 2017.
- *George Washington statue* – received funding commitments from a variety sources. Bids in 2<sup>nd</sup> quarter 2015 came in over budget. Additional funding opportunities to be explored in 2016.
- *Downtown Civil War/Rose Hill Cemetery Walking Tour brochure* – applied for grant to the Heart of the Civil War Heritage Area for funds to update and reprint 5,000 copies of the brochure.
- *Circle of Achievement at Memorial Park* – coordinated efforts of citizen committee to identify themes for the circle, the process for nomination, and list of initial candidates.

- B. Economic Development Analyses. Several analyses were prepared or initiated in 2015 to assist with economic development retention and recruitment efforts.

■ **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



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

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 2016 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. 2015 saw the completion of renovations of the Theatre, including new seating, refinished floors, new carpeting, aisle lights, hearing loop system, and HVAC. More improvements to the Theatre, including upgrades to backstage amenities, are planned for completion in 2016-2017.
  
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. In late 2014, the City, in partnership with USMH, issued a Request For Statement of Interest (RFSI) for downtown property owners to develop apartment units for students. In 2015 the City and USMH partnered with a private developer to renovate an existing and primarily vacant building at 100 North Potomac Street. The project received grant funding from the City. In August 2015, construction was completed on four apartments, each

with two bedrooms and two bathrooms, which are intended to house up to eight students. As of the end of 2015, all apartments were fully leased by 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. 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. 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. Design of Phase I the Hagerstown Cultural

*Members of the community participating in a public charrette on the Trail design, October 2015*

Trail began, and negotiations with three property owners was successfully completed. Another charrette was held in October 2015 to gain public input on what types of art amenities citizens would like to see along the trail. Construction is anticipated to begin spring 2016 and be completed the subsequent fall.

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. In 2015, an inventory of existing vendors was updated. Initial adjustments were made to the space and vendor locations to allow inclusion of new vendors. A public input meeting on the Market was held in August 2015 to gain feedback. A Request for Proposal (RFP) was distributed out to potential market operators in November, and the City anticipates selecting an operator in 2016.
  
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 2015, the City took the following actions:
  - Rental Registration Program - adopted amendments - annual exterior inspections to provide additional support to protect neighborhoods

- Vacant Structures Program - Adopted amendments to the program to provide additional support to protect neighborhoods.
  - Vacant Structures Registration - 719 blighted and non-blighted vacant properties identified to date (35% blighted). Registration is underway. 123 exterior inspections have been completed to date. Staff are scheduling interior inspections with the owners of the blighted properties and anticipate having those initial inspections completed by the end of the year.
- Increase Code Enforcement Staffing - authorized addition and hiring of 5 full-time staff to help improve the quality of life in our neighborhoods.
- Property Acquisition Analysis - To assess conditions and acquisition opportunities within three target neighborhoods.
- Property Acquisition for Home-Ownership Program - The City acquired two properties in the S. Prospect Street historic district for the Home-ownership Program. The property at 261 S. Prospect Street will be renovated to create two condominium units to be sold for home- ownership. The property at 278 S. Prospect Street was purchased with a Community Legacy grant. This property be sold through the City's Competitive Negotiated Sales process for a single-family home-ownership opportunity.



*278 South Prospect Street*

- 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. 2015 saw the completion of Kiwanis Park and the addition of amenities to Pangborn Park and Potterfield Pool.

- 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 worked with Sabra Wang & Associates in developing a Livable (Complete) Streets Policy for the City. The consultant worked 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. The Mayor & City Council reviewed the completed policy and guidelines and officially endorsed them in April 2015. Moving forward the City will take the Policy into account when street (re)construction or resurfacing occurs.
- E. FY2016 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 2015 the City applied for and was subsequently awarded \$200,000 in the FY2016 Community Legacy funding for two projects: 1) \$50,000 for renovation of storefront(s) for retail and/or restaurant in the City Center and Main Street Areas, and 2) \$150,000 for a home-ownership acquisition/rehabilitation project within areas targeted for homeownership surrounding downtown. 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 and its surrounding neighborhoods.

## **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 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 2015
- D. Pipeline of New Residential Development Projects, January 2016
- E. Annexation Report for 2015
- F. Boards and Commissions Activity Report for 2015

# City of Hagerstown Planning Commission Annual Report

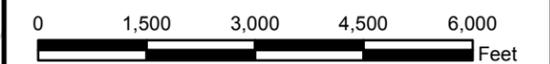
## Calendar Year 2015

### Appendix A.1

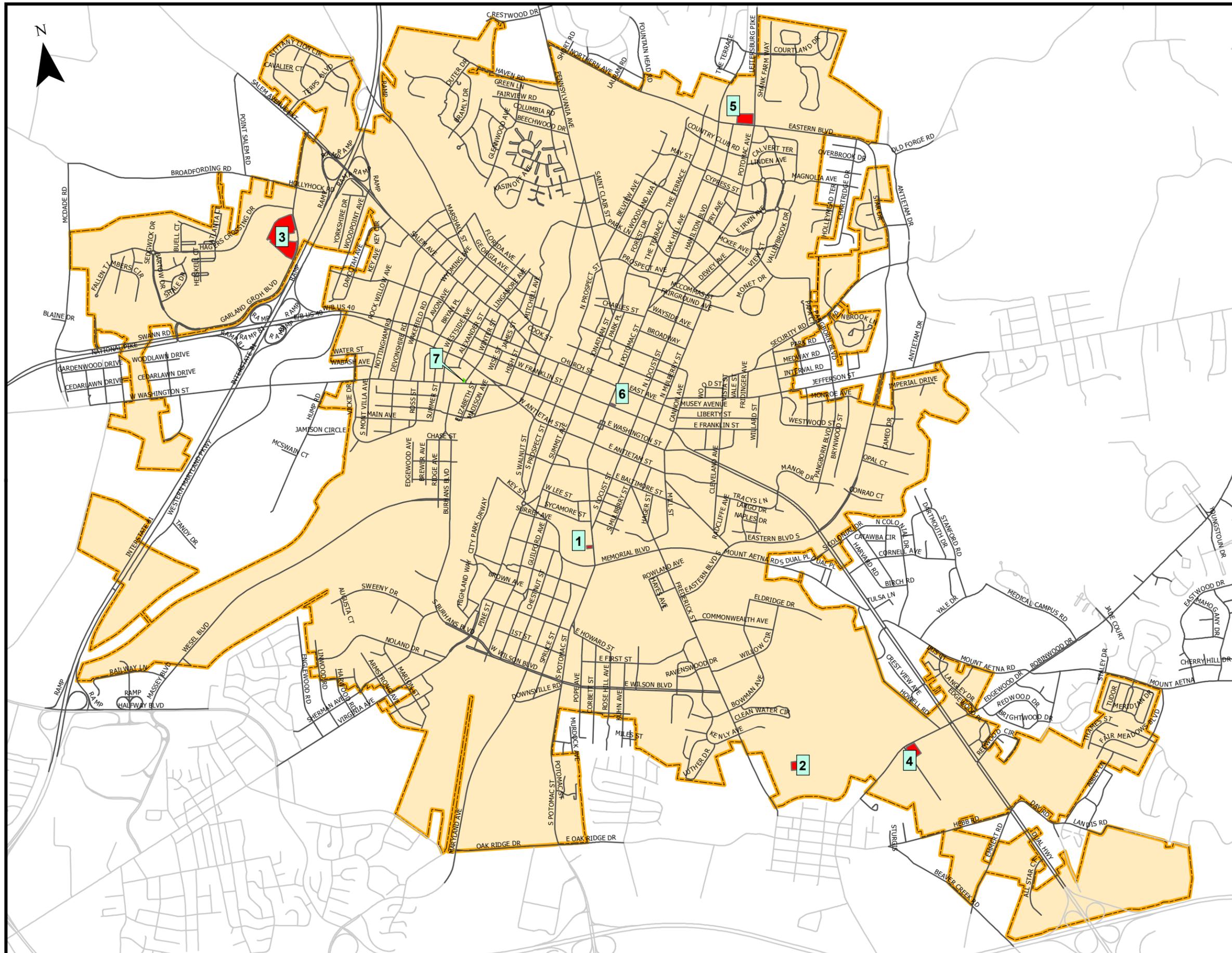
-  Street
-  Corporate Boundary
-  Development Project
-  Rezoning

#### Key

1. Community Garden, 513 S Potomac St
2. New Cell Tower, Shenandoah Mobile LLC
3. Site Plan for Retail Center, Garland Groh Blvd
4. Twigg Cycles Addition, S Edgewood Dr
5. Site Plan for re-use of former Sears building, Longmeadow Shopping Center
6. USMH Student Housing Project  
100 N Potomac St
7. Local Conversion Overlay Rezoning -  
702 W Washington St



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



# City of Hagerstown Planning Commission Annual Report

## Calendar Year 2015

### Appendix A.2

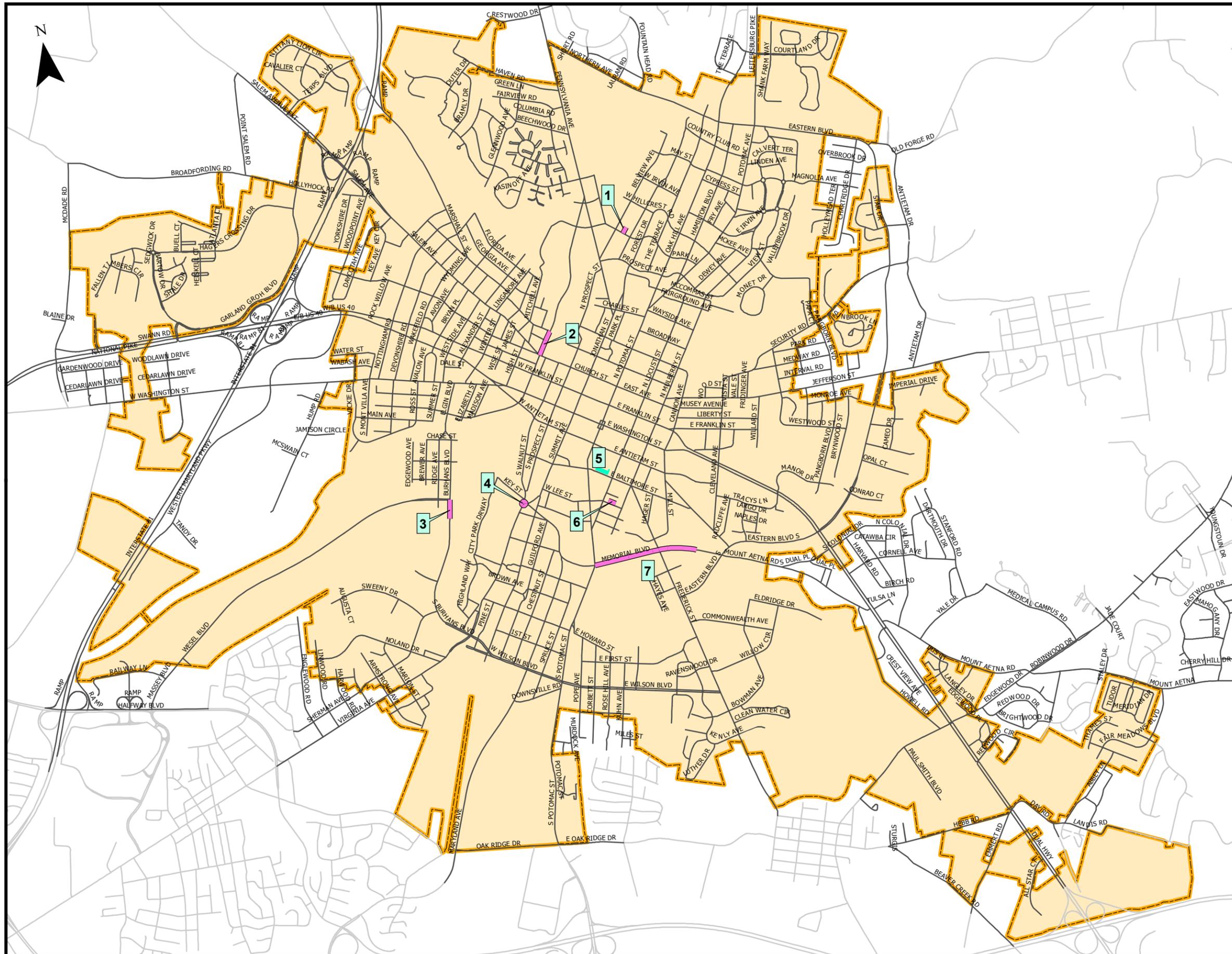
-  Street
-  Corporate Boundary
-  Infrastructure Improvement
-  Infrastructure Improvement

#### Key

1. Alley 5-011 Reconstruction
2. New sidewalks along Burhans Blvd N
3. New sidewalks along Burhans Blvd S
4. Park Circle Reconstruction
5. Demolition of blighted buildings, E Baltimore St
6. Alley 3-036 Reconstruction
7. ADA Compliant Path from Memorial Park to Municipal Stadium



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



## **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 (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 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.	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 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	PC, 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.	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 – 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	PC, 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.	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 <sup>st</sup> , the Livable City program, Comprehensive Neighborhood Revitalization, and other appropriate programs as tools for neighborhood revitalization.	PC, CED, PE	1 – on-going
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**

<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.	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
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

**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, 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

April 22, 2015

## Appendix C: Hagerstown Building Permits

### Calendar Year of 2015

	R	R4	R5	A	Reno	Total Units Per Month
January	2					2
February	4					4
March						0
April						0
May	2					2
June	2		3			5
July						0
August	3		3			6
September						0
October	1					1
November	2					2
December	0					0
Totals:	18		6			
Total Number of Permits Issued						22

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 2015	Building Permits	
Permit Type	Quantity	Estimated Value
Residential, new	22	\$3,209,168
Residential, misc	214	\$1,959,168
Apartment bldgs, new	0	\$0
Apartment bldgs, misc	19	\$663,322
<b>Total Residential</b>	<b>255</b>	<b>\$5,831,658</b>
Commercial, new	2	\$925,000
Commercial, misc	111	\$7,784,414
Demolitions	14	\$226,805
Signs	44	\$360,319
<b>Total Commercial</b>	<b>171</b>	<b>\$9,296,538</b>
Commercial, waived fees	40	\$6,250,052
<b>Total Commercial with fees</b>	<b>131</b>	<b>\$3,046,486</b>
<b>Total all building permits</b>	<b>426</b>	<b>\$15,128,196</b>

## 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 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 - 17 SF 2B2&3 - 5 SF TOTAL - 418	2B1 - 2 SF 2B2-3 - 1 SF TOTAL - 3	2B1 - 6 SF 2B2&3 - 44 SF TOTAL - 50	2C - 170 SF
Cortland (2001)	Manor - 138 T Villas - 62 D Park - 432 A TOTAL - 632	Manor - 138 Villas - 52 Park - 432 TOTAL - 622	V - 0	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 - 43 SF, 45 T 1C - 24 T 1D - 38 SF, 30 T 1E - 8 T 2 - 74 T 3 - 148 MF TOTAL - 411	1A - 3 T	1A - 19 T 1E - 11 T 4&5 - 124 MF TOTAL - 154	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	127 D 1 SF	3 D	60 D	0
Scarlet Hills (2006)	36 A	0	0	36 A	0
Potomac Manor (2005)	47 SF	17	0	30 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>2,831</b>	<b>1,681</b>	<b>9</b>	<b>426</b>	<b>715</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 2015.

Appendix E

**2015 Annual Report of City of Hagerstown Planning Commission**  
**Appendix F: Boards and Commissions Report**

**Planning Commission**

Site Plans				
CY 2011	CY 2012	CY 2013	CY 2014	CY 2015
33	11	17	14	17
Subdivisions				
CY 2011	CY 2012	CY 2013	CY 2014	CY 2015
9	7	6	10	8
Forest Conservation				
CY 2011	CY 2012	CY 2013	CY 2014	CY 2015
2	1	2	1	1

**Mayor and City Council and Planning Commission**

Rezoning				
CY 2011	CY 2012	CY 2013	CY 2014	CY 2015
2	1	1	0	1
Annexations				
CY 2011	CY 2012	CY 2013	CY 2014	CY 2015
3	1	0*	0	0

\*Prior year requests approved in subsequent year

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

CY 2011	CY 2012	CY 2013	CY 2014	CY 2015
13	15	12	10	5

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

CY 2011	CY 2012	CY 2013	CY 2014	CY 2015
42	52	63	57	47