

# City of Hagerstown Planning Commission

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



**Annual Report for Calendar Year 2010**



## **Planning Commission**

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James Stone, Vice-Chairperson

Martin Brubaker, *ex-officio*

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

John Lestitian, DCED Director

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

#### **Planning Office**

Kathleen Maher, AICP, Planning Director

Stephen Bockmiller, AICP, Development Planner/Zoning Administrator

Alex Rohrbaugh, Planner

Debbie Calhoun, Administrative Secretary

## I. Comprehensive Plan Updates

- A. Compliance with H.B. 1141. In 2009, the City extended our initial Comp Plan contract with Environmental Resources Management (ERM) for the purpose of undertaking the outstanding work required for our Plan to be fully compliant with H.B. 1141. These amendments included renaming the Water and Wastewater chapter as the Water Resource Element, updating some data for water and wastewater, adding Point Source nutrient loading information, and adding a new section on Non-Point Source and NPS nutrient loading. These amendments were adopted by October 1, 2010.
- B. Small Areas Plan. On September 28, 2010, the 2008 Comprehensive Plan was amended to include the Small Areas Plan as the land use recommendations for the Special Planning Areas in the Plan. These recommendations were used to guide the Phase IV comprehensive rezonings of the Special Planning Areas.

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

- A. Tailorize Residential Density Requirements. – Action 2-6 of the Growth Management and Land Use chapter of the 2008 Comprehensive Plan recommends creation of new zoning districts to better reflect the residential character of older neighborhoods so that these areas become conforming with zoning regulations. Rather than create new districts to address this problem, staff drafted amendments to the density requirements in the residential districts to better reflect the character of our older neighborhoods, to allow lots sizes to decrease in the higher density districts, and to allow infill development to be built using a Neo-Traditional Development concept. These amendments were rolled into the comprehensive amendments of the Land Management Code which will be reviewed in 2011.
- B. Comprehensive Rezoning. Action 2-6 in the Growth Management and Land Use chapter of the 2008 Comprehensive Plan recommends a comprehensive look at the City's Zoning Ordinance and Zoning Map in order to make them consistent with the Plan's Future Land Use Plan. In mid-2008, the Planning Department began to review the City Zoning Map and to implement the land use recommendations of the Comprehensive Plan. Given the number of identified areas of potential rezonings, the City was divided into four geographical areas, or phases, so as to allow for a more manageable review workload for Planning staff, the Planning Commission, and the Mayor and City Council.

*Phases I & II* – Phase I and II were adopted in 2009 and early 2010. Phase I included the Downtown Mixed-Use district, as well as a portion of the south end of the City from Virginia Avenue east to Frederick Street with Wilson

Boulevard being the southernmost extent; and was adopted on May 26, 2009. Phase II encompassed the eastern portion of the City from Potomac Street and Frederick Street eastward; and was adopted on January 26, 2010.

*Phase III* – Phase III encompassed the western side of the City and included rezoning of 23 tracts of land. Phase III was adopted on April 27, 2010.

*Phase IV* -- Phase IV included the special planning areas of the 2008 Comprehensive Plan, with zoning changes affecting the Jonathan Street neighborhood, the East End/Hospital area, and one parcel in the Locust/Mulberry area. 18 tracts of land were rezoned. Three white elephant parcels – the hospital (to be vacated on December 11, 2010), the old Municipal Electric Light Plant, and the old First Urban Fiber plant – were held for future comprehensive rezoning action, when plans are known for the adaptive reuse or redevelopment of these challenging properties. Phase IV was adopted on October 26, 2010.

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

- A. Annexations. In 2010, the City administered the Annexation Policy for requests for City water and wastewater service outside the City limits. While no properties were annexed, the City processed several annexation requests in 2010. All proposed annexations were within the City's Comprehensive Plan designated Medium Range Growth Area (MRGA) and the Priority Funding Area (PFA).
1. Aristodemos Capital Group, LLC – A request to annex 2.07 acres on MD 60 was processed and ultimately withdrawn by the applicant, because the City would not provide a tax abatement for annexation of this old bowling alley property.
  2. Pangborn Corporation – A request to annex the eastern most 6.55 acres of the Pangborn property on Pangborn Boulevard was accepted and placed on hold, because the annexation cannot occur unless five residential properties are also annexed into the city. The affected residential property owners are not interested in cooperating on an annexation, until adaptive reuse plans are known for this old industrial complex.
  3. State Highway Administration – The City took the initiative to begin processing an annexation of 5.32 acres along I-70 owned by the State Highway Administration. The annexation resolution is anticipated to be introduced, and the annexation plan adopted, by the Mayor and City Council on January 25, 2011 to begin the public review process.

4. Beltway Properties – A request to annex 1.41 acres on the north side of MD 58 was accepted in 2010. The plan is to incorporate this tract into the adjoining Collegiate Acres development to provide more regular property boundaries for the multi-family parcel in this development. The annexation resolution is anticipated to be introduced, and the annexation plan adopted, by the Mayor and City Council on January 25, 2011 to begin the public review process.
  5. Split-parcel Annexations – The City took the initiative to begin the process to annex portions of 97 small parcels that are split by the corporate boundary. 21.3 acres are affected by this proposed action. This process is enabled by SB 350. In late September, the City awarded a contract for the survey work for this project. We anticipated holding the public hearing for this annexation process in April 2011 to allow for adoption, if the Mayor and City Council so desire, by the October 1 deadline.
  6. Pre-Annexation Agreements. – The City processed three (3) requests for water and/or wastewater service for properties outside the City limits and not contiguous to our borders. As required by the City’s Annexation Policy, these properties entered into pre-annexation agreements with the City as a condition of service.
- B. Major Development Projects. The City approved many additions and site alteration site plans in 2010, as well as plans for a several major private sector projects.

1. Major New Development.

- Sheetz convenience store on Eastern Boulevard
- Addition at Hagerstown Bookbinding and Printing
- Tires Plus on Dual Highway
- Pediatrician’s office building on Omega Court
- Ophthalmologist’s office building on Eastern Boulevard
- Optician’s office building on Eastern Boulevard
- Medical office building on Cameo Drive
- Day care center on Omega Court
- Jiffy Lube on Wesel Boulevard
- McDonald’s on Northern Avenue – Staff have been in discussion with the owners on a proposed new facility at Longmeadow Shopping Center to discuss design alternatives for the corporate logo architecture; expect a formal site plan submittal to the Planning Commission in early 2011.
- Strip development on R. Paul Smith Boulevard – a site plan should be submitted in early 2011.



*Construction of Bergman Eye Center*

2. Adaptive Re-Use Projects.

- Plans were approved for adaptive re-use of the old Hamilton Hotel into 24 residential condominium units.
- Two Local Conversion Overlay districts were approved to allow restaurants to re-occupy the old View Street Diner and the old Corsi's Pizza.
- Contract purchasers of the old Lowe's on Wesel Boulevard indicated that building plans would be forthcoming in early 2011 to adapt the building for multiple retail tenants.
- The owner of 101 S. Potomac Street has met with staff to discuss his plans to secure funding assistance from HUD to adapt this old mixed-use building into one and two-bedroom apartments with a commercial storefront on S. Potomac Street.



*Former Hamilton Hotel*

3. Residential Development Pipeline. – With the market slowdown, the approved and/or in progress residential development projects in the city were either

inactive or moving at an extremely slow pace. Of the approximately 1,800 housing units in the pipeline at the end of 2009, 44 new units were built and 76 new units (including one 60 unit elderly housing project) were under construction in 2010. The City issued permits for 113 new residential units in 2010. The vast majority of the activity in 2010 was in three projects: Collegiate Acres, Hillside Manor, and the Hagerstown Housing Authority's elderly project on E. Baltimore Street, Mills Station.



*Construction of Mills Station*

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 2010 to implement Comprehensive Plan and other plan recommendations for sites within the City or its service territory.

1. Infrastructure.

- N. Potomac Street Enhancement Project – bricking the sidewalks, widening for two restaurants, and new landscaping, with funding assistance from the Maryland Heritage Area Authority.
- E. Antietam Street stormdrain



*North Potomac Street*

improvements – to support Library expansion project.

- “Safe Routes to Schools” Sidewalks – Western Heights Middle School.
- Bike lanes – Jonathan Street, Pennsylvania Avenue, Locust Street, and Prospect Street.
- Dual Highway/Edgewood Drive Intersection Improvement
- Water Transmission Main Upgrade (Phase 1-A)
- West End Water Tanks (Phase II)
- Wastewater Treatment Plant – ENR Improvements (Phase III-A)
- Wastewater Treatment Plant – Disinfection Improvements (Phase III-B)
- Wastewater Treatment Plant – Headworks Improvements (Phase IV)
- Wastewater Collection System Rehabilitation – correction of inflow and infiltration on Salem Avenue and city wide.
- Street Tree Program – planted 211 street trees in the older areas of the City using Forest Conservation Funds and a grant from the Chesapeake Bay Trust.



*Jonathan Street Bike Lane*

2. Community Facilities.

- Eastern Primary School for Washington County School System (outside city)
- Washington County Commuter’s New Bus Transfer Station
- Expansion & Redesign of Washington County Free Library’s Central Library – breaking ground in early 2011.
- Joint City-County Booking Facility (outside city) – opened May 2010.
- Business Incubator – conducting research and seeking grants to create small incubator in the City Center; property under contract.



*Rendering of Washington County Free Library Redesign*

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

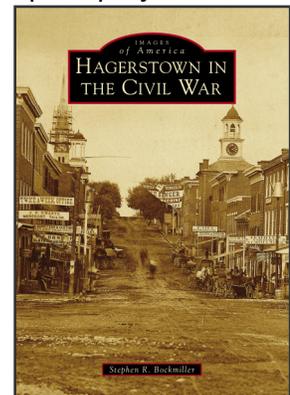
See attachments.

## V. Changes to Local Planning and Development Processes

- A. Land Management Code. In 2009-2010, staff prepared a package of comprehensive amendments to the Land Management Code to update this code to 21st century policies and practices for land development. The Planning Commission will begin review of the draft amendments in early 2011.
- B. Solar and Wind Collection Systems. On December 21, 2010, the Mayor and City Council introduced an ordinance to amend the zoning regulations to allow solar and wind collection systems of certain sizes as accessory uses in all zoning districts.
- C. Residential Care Facilities. On June 22, 2010, zoning regulations were amended to differentiate between the types of residential care facilities and to add restrictions on residential care facilities with in-house care for drug treatment. This amendment was in response to an expression of concern by the Mayor and City Council in 2009 on the proliferation of such facilities in the City's at-risk residential neighborhoods.
- D. Stormwater Regulations. The City adopted amendments to the City's stormwater regulations for compliance with Maryland's new regulations in June 2010.

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

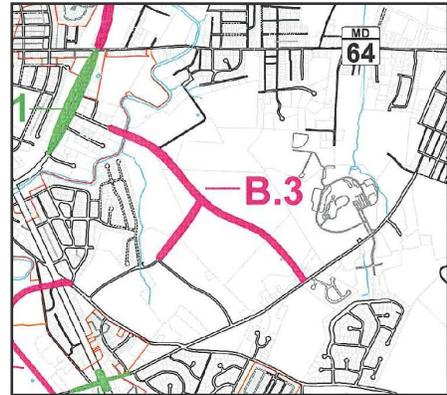
- A. Heritage Projects. Action 6-4 of the 2008 Comprehensive Plan recommends that the City strengthen the downtown's role as regional tourist destination by implementing the Heart of the Civil War Heritage Area's recommendations for new tourism support facilities. In 2010, the City undertook the following:
  - The City completed work on an interpretive plaques project and an assessment project for the Doleman Black Heritage Museum, both with funding assistance from the Maryland Heritage Area program.
  - The City prepared an illustrated book on Hagerstown in the Civil War for Arcadia Press, with funding assistance from the Heart of the Civil War Heritage Area.
  - The City produced a film on the Hagerstown Street Battle of 1863, with funding assistance from the Hagerstown Convention and Visitors Bureau and The Columbia Bank, Hagerstown Trust Division.



*Hagerstown in the Civil War*

- The City formed a Sesquicentennial of the Civil War Commemoration Committee to plan events beginning in 2012.
  - The City entered into an agreement with the Institute for Museum and Library Services to administer a grant for the Doleman Black Heritage Museum; contract awarded to a consultant for this project in October.
- B. City Master Bike Plan. Action 5-4 of the 2008 Comprehensive Plan recommends expansion of the City's pedestrian and bicycle infrastructure. In 2010, the City adopted a new Master Bike Plan that recommends a new system of commuter biking routes through and around the city; established a Bicycle Advisory Committee; developed a marketing brochure/map; and coordinated bike advocacy events and safety.
- C. Washington County Transportation Roadway Interconnection Plan (TRIP). Policy 5-4 of the 2008 Comprehensive Plan recommends that desired alignments for new roads be identified in advance of new development, and developer participation will be sought. City staff participated on a County initiative to develop an updated County transportation plan for the Hagerstown Urban Growth Area. The draft TRIP was finalized in the fall of 2010, with plans for presentation to the County Commissioners in early 2011.
- D. West City Elementary School Property Analysis Committee. City staff participated on a County initiative to study potential alternative sites for a new elementary school on the west side of Hagerstown. The County plans for this new school to replace the Winter Street and Conococheague elementary schools.
- E. Business Development Team. Policy 3-1 of the 2008 Comprehensive Plan recommends that the City continue to recruit service-sector, high-technology, and other businesses that offer high wages and strengthen the City's economic and fiscal base. In 2010, the City's Economic Development Director worked with the business community to put together a Business Development Team of volunteers to assist the City with recruitment and retention efforts.
- F. HEPMPO Long Range Transportation Plan. Policy 5-4 of the 2008 Comprehensive Plan recommends that desired alignments for new roads be identified in advance of new development, and developer participation will be sought. The Hagerstown Eastern Panhandle Metropolitan Planning Organization adopted the updated Long Range Transportation Plan for Washington County, Jefferson County, and Berkeley County in 2010.
- G. Professional Court Extension Study. Policy 5-1 of the 2008 Comprehensive Plan recommends completion of the Long Range Transportation Plan projects and

City-identified projects listed in the Plan. In 2010, the City completed a transportation impact study on the affects of extending Professional Court across the Antietam Creek to connect Eastern Boulevard to the hospital/Robinwood Medical Center area.



*Proposed Professional Court Extension*

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

- A. City Adequate Public Facilities Ordinance. The City's Adequate Public Facilities Ordinance (APFO) only affects schools and was adopted in 2006 to be substantially in conformance with Washington County's APFO for schools. Only housing developments which did not have site plan or preliminary plat approval prior to adoption of the City's APFO are subject to review under the APFO. Existing lots of record are exempt because they gained plan approval prior to the City's adoption of an APFO for schools. Subdivisions which create five or fewer units are also exempt under the "minor subdivision" exemption.
- B. Adequacy of School Capacity. In the Medium Range Growth Area, all of the elementary schools and high schools are overcapacity. The Washington County School System **does not have** plans for additions or new construction that would increase capacity within the current or following fiscal year's CIP. While a recently approved elementary school redistricting plan will result in some capacity increase in the Hagerstown area beginning in 2011-2012, not every school will come below rated capacity. Because of the lack of adequacy, major new development plans cannot be approved at this time 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.
- C. City APFO Reviews. In 2010, the City of Hagerstown reviewed one project that was subject to the Adequate Public Facilities Ordinance: the adaptive re-use of the old Hamilton Hotel into 24 condominium units. Because the project failed the school adequacy test at the elementary and high school levels, the building permit could not be approved until a remediation plan was approved by the City and the County. This City Center revitalization project was exempted from a remediation requirement under the "revitalization clause" of the APFO.

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

In 2010, the City of Hagerstown issued 54 permits (including one permit for 60 elderly housing units) for new residential dwelling units, which requires the City to undertake the Priority Funding Area growth goals analysis required for this section of the Annual Report. The City of Hagerstown is a PFA and so all of our approval activity occurs within the PFA.

- A. **Amount of new growth approved:** 113 new dwelling units on 13.33 acres; 93,031 sq.ft. of office; 15,162 sq.ft. of retail; 13,995 sq.ft. of industrial; 89,240 sq.ft. of institutional; zero sq.ft. of non-residential redevelopment and 24 units of residential redevelopment.
- B. **Net density of growth:** 8.5 units/acre for residential development; 7,641 sq.ft./acre for non-residential development.
- C. **Creation of new lots and issuance of permits:** zero new recorded lots; 54 permits issued for 113 new residential units; 346 permits issued for new non-residential development; zero preliminary plats approved; 232 use and occupancy permits issued.
- D. **Development capacity analysis:** comprehensive rezoning implemented land use recommendation in Comprehensive Plan and is consistent with development capacity analysis within the Plan.
- E. **Preservation:** zero acres preserved using local agricultural land preservation funding; zero acres preserved in forest conservation easements.
- F. **Local Land Use Goal:** the City of Hagerstown only approves growth within the Priority Funding Area. Any annexations are submitted for PFA approval to MDP and have always been granted.

### APPENDIX

- A. Maps per Section IV of the Annual Report
- B. Implementation Table from 2008 Comprehensive Plan
- C. Building Permits Report for 2006-2010
- D. Pipeline of New Residential Development Projects, December 2010
- E. Annexation Report for 2010
- F. Boards and Commissions Activity Report for 2010

# City of Hagerstown Planning Commission Annual Report

## Calendar Year 2010

### Appendix A

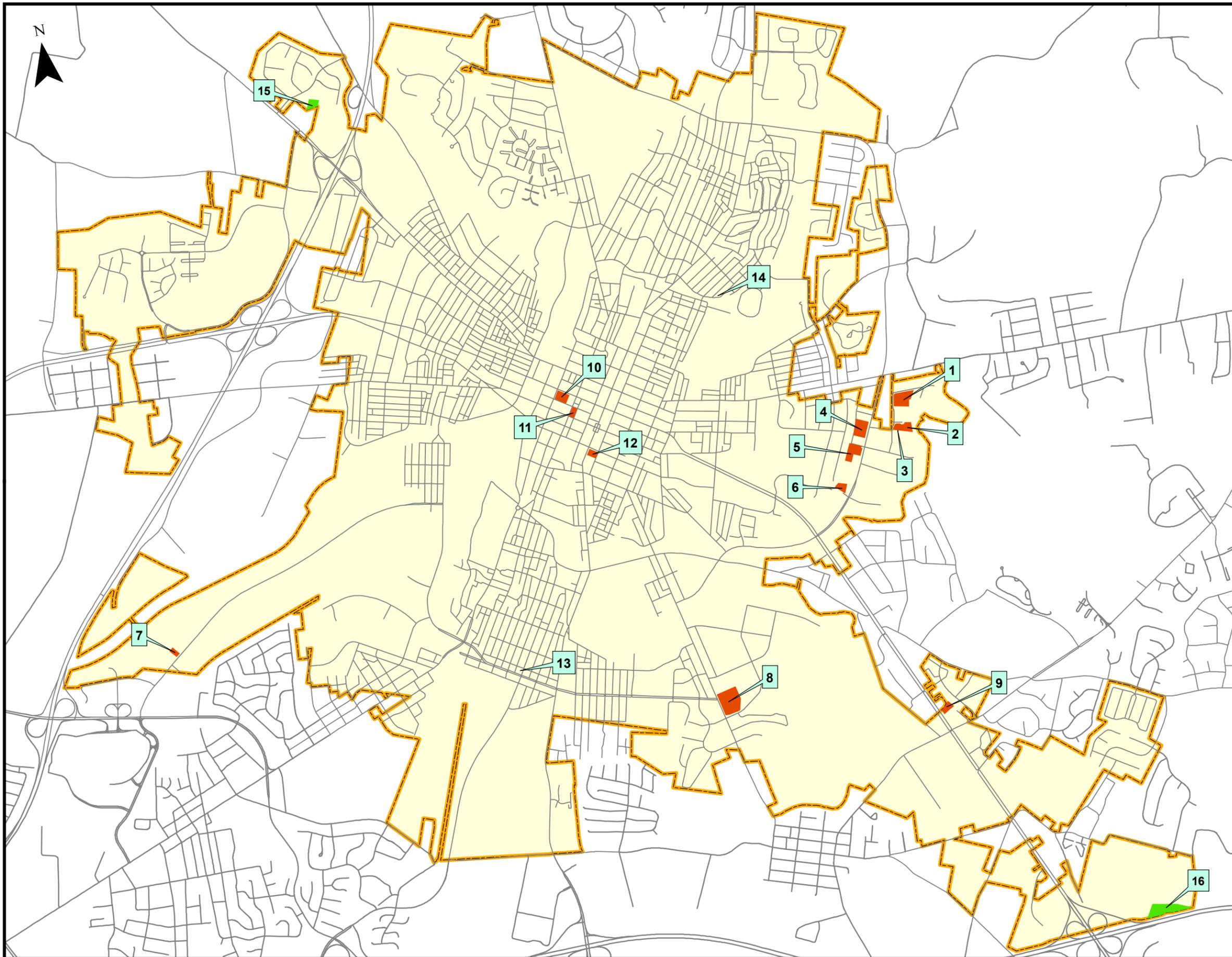
-  Recent Annexation
-  Development Project
-  Street
-  Corporate Boundary

### Key

1. Capital Women's Care Building
2. Antietam Pediatrics Building
3. Bright Eyes Day Care Building
4. Bergman Eye Center Building
5. Sheetz Convenience Store
6. Eye Care Associates Building
7. Jiffy Lube
8. Hagerstown Bookbinding & Printing (Additon)
9. Tires Plus
10. County Bus Transfer Facility
11. Hamilton Hotel Adaptation
12. WC Free Library Expansion
13. Corsi's Local Conv. District
14. View St. Diner Local Conv. District
15. Beltway Properties Annexation
16. SHA Right of Way Annexation



Map Projection:  
NAD83 State Plane Maryland (feet)  
Data Source:  
City of Hagerstown, 2011  
Prepared By:  
Hagerstown Department of Community &  
Economic Development, 06/30/11



# City of Hagerstown Planning Commission Annual Report

## Calendar Year 2010

### Appendix A.1

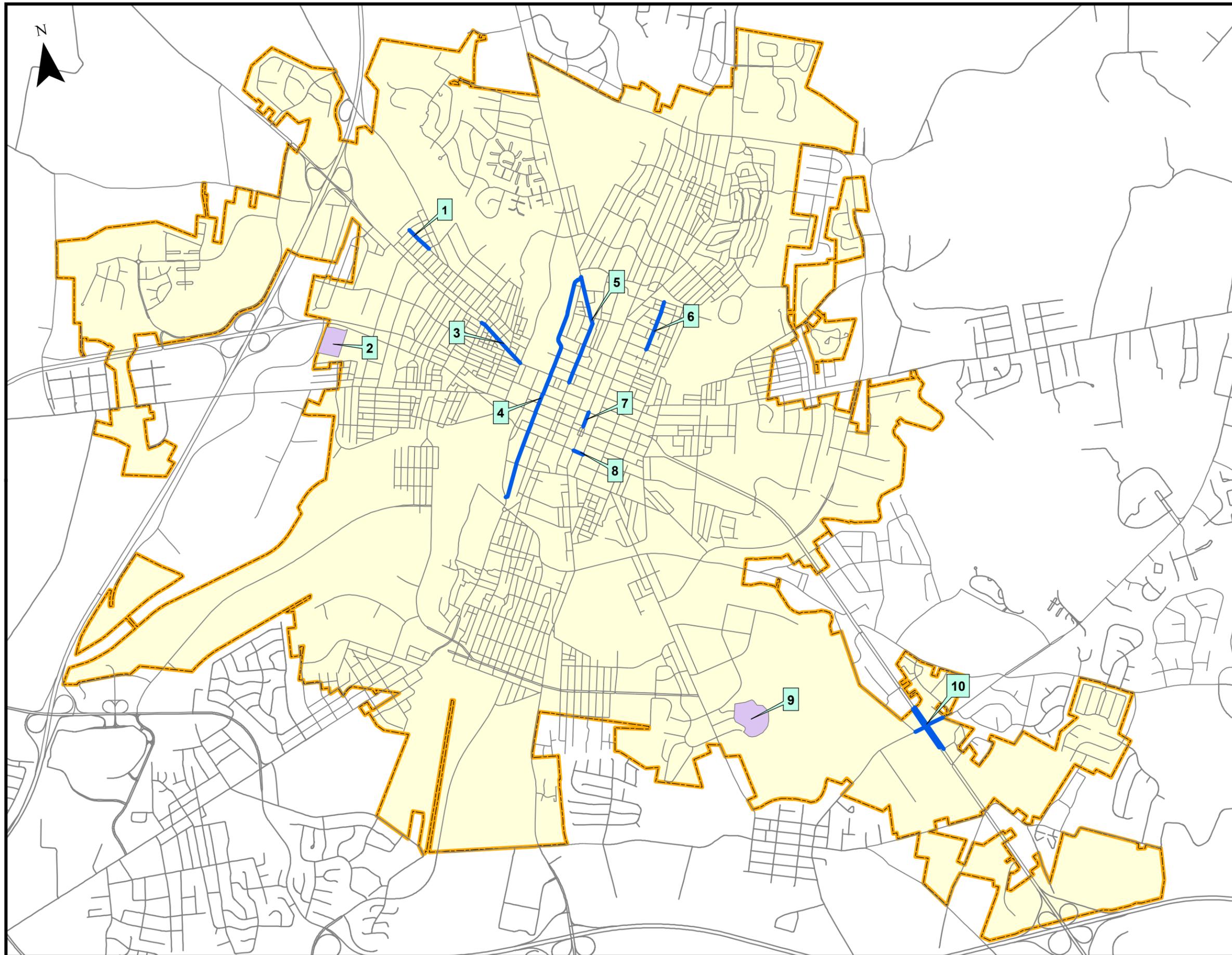
-  Street
-  Corporate Boundary
-  Infrastructure Improvement
-  Infrastructure Improvement

#### Key

1. Safe Routes to School - Western Heights Middle School
2. West End Water Tanks
3. Wastewater I&I Correction - Salem Ave
4. Prospect Street Bike Lane
5. Jonathan St./Penna Ave Bike Lane
6. N Locust Street Bike Lane Extension
7. N Potomac Street Enhancement
8. E. Antietam Street Stormdrain Enhancement
9. Wastewater Treatment Plant
10. Dual Hwy/Edgewood Drive Intersection Improvement



Map Projection:  
NAD83 State Plane Maryland (feet)  
Data Source:  
City of Hagerstown, 2011  
Prepared By:  
Hagerstown Department of Community &  
Economic Development, 07/05/11



## Appendix B - Implementation

### *Introduction*

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

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

ADM City Administration

CED Community and Economic Development Department (including divisions of Planning, Code Administration, Community Development, Community Affairs, and Economic Development)

F Finance Department

FD Fire Department

U Utilities Department (including divisions of Light, Water and Wastewater)

PE Parks and Engineering Department

PO Police Department

PW Public Works Department

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

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

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

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

infrastructure improvement projects and 70% of that revenue is 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.

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

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

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

<b>Table IM-1: Plan Implementation</b>			
<b>Implementation Action</b>		<b>Responsibility</b>	<b>Timeframe</b>
	Residential and Mixed Use districts.		

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

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

June 30, 2011

## Appendix C

Calendar Year of 2006						Calendar Year of 2007					
	R	R4	R5	A	Totals Per Month		R	R4	R5	A	Totals Per Month
January	6		11	23	40	January	1				1
February	8		16		24	February					0
March			7	4	11	March	10				10
April	5		21		26	April	2		18		20
May	4			24	28	May	16		10		26
June	5		4	36	45	June	1		4		5
July	3		4		7	July	9		4		13
August	22				22	August	26		12		38
September	10		16		26	September	3				3
October			12		12	October	13				13
November	6		5	12	23	November	4				4
December	5		6	120	131	December					
Totals:	74		102	219	395	Totals:	85		48		133
Total Number of Permits Issued					194	Total Number of Permits Issued					133

Calendar Year of 2008						Calendar Year of 2009					
	R	R4	R5	A	Totals Per Month		R	R4	R5	A	Totals Per Month
January			4		4	January	1				1
February	1			24	25	February	1		10		11
March	7		25	12	44	March					0
April	1		6		7	April	2				2
May	7				7	May			4		4
June	6			24	30	June			12		12
July	10			24	34	July	1				1
August	2		3		5	August	3		2		5
September	3				3	September	1				1
October	3				3	October					0
November	3				3	November					0
December	5				5	December					0
Totals:	48		38	84	170	Totals:	9		28		37
Total Number of Permits Issued					93	Total Number of Permits Issued					37

this indicate

Calendar Year of 2010					
	R	R4	R5	A	Totals Per Month
January	3				3
February	5		3		8
March	3				3
April	1				1
May	11		7	1	19
June			4		4
July	5		3		8
August	2				2
September	3				3
October					0
November	3				3
December	1				1
Totals:					
Total Number of Permits Issued					55

Note: the Apartment building is a 60 unit apt. building for the Housing Authority

- \*R = single-family detached
- \*R4 = duplex units
- \*R5 = townhome units
- \*A = new apartment units

## Appendix D - Hagerstown Residential Development Projects

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 - 80 SF, 83 T 1B - 178 T 2 - 289 SF 3 - 155 A TOTAL - 785	1A - 80 SF, 83 T 1B - 172 T 2A - 43 SF 2B1 - 13 SF 2B2&3 - 4 SF TOTAL - 395	1B - 0 2B1-3 - 0 SF 3 - 0 TOTAL - 0	1A - 0 1B - 6 T 2 - 57 SF 3 - 155 SF TOTAL - 218	2 - 172 SF
Cortland (2001)	Manor - 138 T Villas - 62 D Park - 432 A TOTAL - 632	Manor - 138 Villas - 44 Park - 432 TOTAL - 614	V - 2	V - 16	0
Collegiate Acres (2 unapproved sections) (2005)	1A - 3 SF, 22 T 1B - 43 SF, 45 T 1C - 24 T 1D - 38 SF, 30 T "1E" - 19 T 2A - 74 T <b>3 - 105 A (need APFO)</b> TOTAL - 403	1B - 26 SF, 26 T 2A - 74 T TOTAL - 126	1B - 1 SF, 7 T TOTAL - 8	1A - 3 SF, 22 T 1B - 16 SF, 12 T 1C - 24 T 1D - 38 SF, 30 T <b>3 - 105 A (need APFO)</b> TOTAL - 250	1E - 19 T  Parcel 4 & 5
Fairchild Heights (2003)	36 T	26	0	10 T	0
Hillside Manor (2004)	72 SF	29	3	40 SF	0
Greenwich Park (2000)	192 D	102	0	90 D	0
Scarlet Hills (2006)	36 A	0	0	36 A	0
Deerfield Knolls (2006)	83 T	0	0	83 T	0
Potomac Manor (2005)	47 SF	9	1	37 SF	0
Old Trail Estates (2004)	28 SF	22 SF	2	4 SF	0
Poplar Square (2006)	204 T	0	0	35 T	169 T
New Haven	376	0	0	0	376
Mills Station (elderly) (2009)	60	0	60	0	0
<b>TOTALS</b>	<b>2,954</b>	<b>1,323</b>	<b>76</b>	<b>819</b>	<b>736</b>

City of Hagerstown  
Annexations 2008 - 2010

Case #	Name	Resolution	PC Review & Recommendation	CC Resolution Introduction	Annexation Plan	Public Hearing	CC Approval	Effective Date	Acreage Amount	County Zoning	Proposed Zoning	Location	Recorded
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	12.25	HI1	C2	off of Broadfording	04/14/08
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	0.172	RU	R1	1004 Linwood	08/04/08
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	51.86	MF	R3	end of Haven Road	04/11/08
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	1.08	HI-1	C2	13015 Salem Avenue	08/04/08
A-2008-02	Doub Property		1/9/08	1/29/08	1/29/08	4/22/08	N/A	N/A	141.69	HI-1 / HI-2	C4 / POM	Intersection of I-70 & US-40	resubmitted
<i>2nd Amended Petition</i>					8/25/09	8/25/09	10/27/09	12/22/09					07/09/10
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	5.948	RS	R1	Eastern Blvd. Across from Hillside	10/03/08
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	0.92	HI-1	C2	1914-1920 Dual Highway	10/14/08
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	0.229	RU	R1	Lot 182 - Harwood Road	10/03/08
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	0.65	RU	R1	End of Atlantic Drive	01/23/09
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	7.73	IR	C2	Hump Road	03/26/09
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	0.229	RU	R1	Lot 181 - Harwood Road	02/17/09
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	08/06/09
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	1.19	BG	C2	Eastern Blvd. & Diamond Drive	03/26/09
A-2010-01	Aristodemos LLC		4/28/2010	05/25/10	5/25/10	07/27/10			2.07	BG	C2	19330 Leitersburg Pike	
A-2010-02	Pangborn Corp.									IG	NMU	E/S of Pangborn Blvd	
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	5.32	HI-2	C4 / POM	North of Interstate 70	
A-2010-04	Split-Parcel Annex.		2/23/2011	03/22/11	3/22/11	04/26/11			21.84	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	1.41	HI-1	R3	Rear of 12835 Salem Ave	
									<b>Completed</b>	325.878			

**In-House Survey**

**2010 Annual Report of City of Hagerstown Planning Commission**  
**Appendix F: Boards and Commissions Report**

**Planning Commission**

Site Plans				
2006	2007	2008	2009	2010
54	34	36	28	28
Subdivisions				
2006	2007	2008	2009	2010
53	24	17	12	14
Forest Conservation				
2006	2007	2008	2009	2010
10	3	9	4	4

**Mayor and City Council and Planning Commission**

Rezoning				
2006	2007	2008	2009	2010
2	3	3	3	3
Annexations				
2006	2007	2008	2009	2010
3	6	9	0*	5

\*2 prior year requests approved in 2009

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

2006	2007	2008	2009	2010
60	45	38	38	13*

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

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

2006	2007	2008	2009	2010
110	93	79	59	54