

# City of Hagerstown Planning Commission



**Annual Report for Calendar Year 2009**



## **Planning Commission**

Douglas Wright, Jr., Chairperson

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

Stuart Bass, AICP, Comprehensive Planner

Stephen Bockmiller, AICP, Development Planner/Zoning Administrator

Alex Rohrbaugh, Planner

Clayton Zug, Planning Inspector

Debbie Calhoun, Administrative Secretary

## I. Comprehensive Plan Updates

- A. Compliance with H.B. 1141. In 2009, the City amended the 2008 Comprehensive Plan to incorporate missing data and analyses for the Growth Element and Water Resource Elements of H.B. 1141 which had not been included in the 2008 Plan Update. Our Plan is now compliant with all but the stormwater requirements of H.B. 1141. Later 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. Those amendments will be adopted by October 1, 2010.

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

- A. New Zoning Districts. Action 2-6 in the Growth Management and Land Use chapter of the 2008 Comprehensive Plan recommends the creation of new mixed-use zoning districts to implement land use goals of the Plan. To that end, four mixed use zoning districts were created. All include development standards that will ensure quality design for new and infill development. New projects will be constructed in a manner compatible with existing neighborhoods, as recommended in Action 7-7 of the Comprehensive Plan.

*POM* – In anticipation of adoption of the 2008 Comprehensive Plan, the City adopted a new Professional-Office Mixed-Use (POM) zoning district on March 27, 2007, as a district to implement the new Business Employment land use recommendation in the Plan. This district will allow for a mixture of office uses, light industrial uses, and a minor amount of employment serving commercial uses.

*D-MU* – The City adopted the Downtown Mixed-Use (D-MU) zoning district on May 26, 2009, to replace the existing C3 (Commercial Central) zoning district. The name change makes it more evident that this district is a mixed-use area of residential and commercial and that it is the historic town center of Hagerstown.



*East Franklin Street Corridor*

*N-MU* – The City adopted the Neighborhood Mixed-Use (N-MU) zoning district on May 26, 2009, as the district to implement the Plan's recommendation for a new mixed-use district. This district will allow the mixture of residential, offices, and neighborhood-serving commercial uses in a single neighborhood. The idea is to provide for Traditional Neighborhood Design (TND) concept.

*I-MU* – The City adopted the Industrial Mixed-Use (I-MU) zoning district on May 26, 2009, as a second district to implement the new Business Employment land use recommendation in the Plan. This district will allow for a mixture of offices, industrial, and employment serving commercial uses, but with a heavier emphasis on industrial than in the POM district.

- 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 Department staff, the Planning Commission, and the Mayor and City Council.

*Phase I* – The first phase of the Comprehensive Rezoning process included the Downtown, 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. Phase I included eleven individual areas of rezoning, with the Downtown rezoning of C3 to Downtown-Mixed Use (D-MU) being the most prominent change. Phase I was adopted on May 26, 2009.

*Phase II* – Phase II of the Comprehensive Rezoning process generally encompassed the eastern portion of the City from Potomac Street and Frederick Street eastward. Seventeen areas were rezoned in this phase, including several large tract rezonings that added three new mixed-use zoning districts to the City’s zoning map. Phase II was adopted on January 26, 2010.

*Phases III & IV* – The third phase will include portions of the western side of the City and the fourth phase will include the special planning areas of the 2008 Comprehensive Plan. Both phases are expected to be adopted by the end of calendar year 2010, and those steps will conclude the comprehensive rezoning of the city.

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

- A. Annexations. In 2009, the City administered the Annexation Policy for requests for City water and wastewater service outside the City limits and annexed two tracts of land that began the annexation process in prior years. Both annexations were

within the City's Comprehensive Plan designated Medium Range Growth Area (MRGA) and the Priority Funding Area (PFA).

1. Norfolk Southern. – This undeveloped 95.2-acre property is located west of Maryland Avenue at the southwest edge of the city. It was annexed with IG (Industrial General) zoning which diverged from the Comprehensive Plan's recommendation for Business Employment, but matched with the railroad's plans for a transfer yard. Since the application was filed, the railroad has put their development plans on hold.
2. Doub Property. – This undeveloped 141.69-acre property is located on the I-70/US 40 interchange at the southeast edge of the city. It was annexed with delayed zoning of C4 (Regional Shopping Center) and POM (Professional Office Mixed-Use) which matched the Comprehensive Plan's recommendation. Doub's zoning must wait five years because the County Commissioners would not grant express approval for the zoning change. The County zoning had been HI-1 (Highway Interchange 1) and HI-2 (Highway Interchange 2), which does not allow for the large retail activities permitted in the City's C4 zoning district.
3. Pre-Annexation Agreements. – The City processed six 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 2009, as well as plans for a few major private sector projects.

1. Major New Development. – 105 apartments at Collegiate Acres, 60 elderly housing apartments at Mills Station, and a new CVS store at Longmeadow Shopping Center.
2. Major Site Retrofit. – As a part of the CVS development review, the Planning Commission negotiated with the property owners to have the 1958 Longmeadow Shopping Center site plan retrofitted to include landscaping throughout the site.

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. While there were approximately 1,800 housing units in the pipeline associated with these



*Hager's Crossing PUD under Construction*

projects, only 37 new housing units received building permits in the city in 2009.

- 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 2009 to implement Comprehensive Plan and other plan recommendations for sites within the City or its service territory.

1. Infrastructure.

- Second West End Water Tank for City of Hagerstown Water System
- Jonathan Street Utility and Streetscape Improvement Project
- Extending Sidewalks on the Dual Highway
- Widening of Eastern Boulevard
- Water Transmission Main Upgrade (Phase 1-A)
- “Safe Routes to Schools” Sidewalks
- A&E Parking Deck Access Enhancement – widening of alley from East Washington Street to public street standards.
- Dual Highway/Edgewood Drive Intersection Improvement.
- Wastewater Collection System Rehabilitation – correction of inflow and infiltration.
- Valley Road Stormdrain Channel Enhancement – restoration of channel and addition of new trail to connect to Hamilton Run Trail.
- Park Circle Enhancement – new fountain and garden.
- Street Tree Program – planted 272 street trees in the older areas of the City using Forest Conservation Funds.



*Jonathan Street Utility & Landscape Improvement Project*

2. Community Facilities.

- New Antietam Academy School for Washington County School System
- Washington County Commuter’s New Bus Transfer Station
- Expansion & Redesign of Washington County Free Library’s Central Library
- Joint City-County Booking Facility
- Combined 911 Center

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

See attachments.

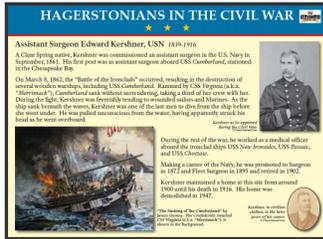
## V. Changes to Local Planning and Development Processes

- A. Land Management Code. On September 26, 2008, the City adopted the Land Management Code (LMC) as a new chapter of the City Code that combines all of the City's development review ordinances into one unified ordinance. The LMC includes zoning, subdivision and land development, flood management, and forest conservation. In 2009, staff began development 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 draft amendments in 2010.
- B. Revisions to Commercial Zoning Districts. The City adopted comprehensive amendments to the City's commercial zoning districts on October 27, 2009. These amendments added development design standards in the C2 district and non-Big Box developments of the C4 district and updated the list of permitted uses for all the commercial districts.
- C. New Overlay District for Non-conforming Properties. The City adopted a new overlay zoning district on December 22, 2009, called the Local Conversion District to allow for re-use of non-conforming commercial and mixed-use properties in the City's residential zoning districts.
- 
- Gordon's Market, Cypress Street*
- D. Revisions Affecting Home Businesses. The City adopted a zoning amendment on January 25, 2010, that deleted the existing special exception process for "home occupations" (operating a low-impact business in the home) and replaced it with a new provision for "home workstations" as a permissible accessory use to all residential properties in the city. A "home workstation" is intended to be even more low-impact than the previous "home occupation" special exception provision and less cumbersome to approve.
- E. Stormwater Regulations. The City developed amendments to the City's stormwater regulations for compliance with Maryland's new regulations. These amendments will be adopted by the deadline in mid 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 2009, the City continued 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 produced a new walking routes brochure called “Hagerstown Walks!,” which includes information on heritage points of interest.



Civil War Interpretive Plaque

B. New Downtown Incentive Program. Action 8-7 of the 2008 Comprehensive Plan recommends investigation of additional incentives to make rehabilitation and adaptive reuse more financially attractive. In 2009, the City adopted the Partners in Economic Progress (PEP) program to help make the downtown more competitive in a down economy. PEP created several new incentive programs for a targeted area of the downtown to encourage rehabilitation of downtown buildings and occupancy of upper-floors by new technology and professional businesses. By the end of 2009, the City had approved the in-progress rehabilitation of 38 South Potomac Street by Bowman Development for participation in the PEP program.

C. City Master Bike Plan. Action 5-4 of the 2008 Comprehensive Plan recommends expansion of the City’s pedestrian and bicycle infrastructure. In 2009, the City developed a new Master Bike Plan that recommends a new system of commuter biking routes through and around the city.



Existing & Proposed Bike Routes

D. County Commuter Transit Plan. Action 5-2 and 5-3 of the 2008 Comprehensive Plan recommends working with Washington County to review County Commuter bus service in light of the Plan’s growth and land use recommendations and considering the need for expanded bus service and additional commuter bus stops in Hagerstown. In 2009, City staff participated on a County committee that worked with a consultant to prepare a Transit Plan for Washington County.

E. New Economic Development Marketing Initiative. Policy 3-1 of the 2008 Comprehensive Plan recommends that Hagerstown continue to recruit service-sector, high-technology, and other businesses that offer high wages and strengthen the City’s economic and fiscal base. In 2009, the City launched *Hagerstown Advance*, a new comprehensive marketing program intended to attract new businesses to Hagerstown. This initiative includes a new Economic Development web page for the City, [www.hagerstownadvance.com](http://www.hagerstownadvance.com), a DVD on

living and working in Hagerstown, a brochure for distribution to prospects, and an e-newsletter.

- F. Minority- and Women-owned Business Program. Policy 3-6 of the 2008 Comprehensive Plan recommends that the City continue to assist minority- and women-owned business enterprises gain better positioning for entry into local financial markets through training on available opportunities and resources to strengthen their endeavors. In 2009, the City received a grant from the Small Business Administration to set up a Minority- and Women-owned Business Assistance Program. This three-year program is designed to offer immediate assistance to small minority, for-profit businesses that may be facing difficulties due to the national economic downturn. The program provides a revolving loan fund, a technical assistance program, and a networking program.
  
- G. Development of Neighborhood Revitalization Strategies. Policy 7-2 of the 2008 Comprehensive Plan recommends that the City continue to use comprehensive neighborhood revitalization strategies to address the needs of its neighborhoods; and Action 2-4 recommends the development of small area plans for the Special Planning Areas. In 2009, the City continued work on a revitalization strategy for the “Northeast Quadrant” area, which encompasses the N. Locust/N. Mulberry Street Special Planning Area. This effort surveyed neighborhood residents to determine what they feel are the issues that positively or negatively impact their neighborhood and the results were then mapped. This work will assist with the development of the Special Areas Plans in 2010. In addition in 2009, the City surveyed the community to identify priority areas of focus for the City’s Community Development Block Grant funded initiatives. The results of this survey will also feed into future revitalization strategy endeavors.

## **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 has construction underway in FY 2010 for a new primary school in the North Hagerstown High School service area, which will open in 2011. When the new school opens and the approved redistricting plan is put in place in 2011, Pangborn Elementary School will be the only elementary school in this school cluster which will remain over-capacity. A new high school to serve the east side of the Hagerstown area is in the CIP for planning money in FY 2015, so no high school capacity is anticipated in the next two fiscal years. Because of the inadequacy issues, 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.



*Pangborn Elementary School*

- C. City APFO Reviews. In 2009, the City of Hagerstown reviewed one project that was subject to the Adequate Public Facilities Ordinance: 105 apartments at Collegiate Acres. Because the project failed the school adequacy test at the elementary and high school levels, the Planning Commission approved the site plan contingent upon the developer gaining approval of a remediation plan by the County Commissioners to address the school overcrowding issue. While the recently approved redistricting plan will create adequate capacity at Maugansville elementary school in 2011 to serve this project, North Hagerstown high school will remain overcapacity. To date, there has been no action on the developer's part to start the negotiated process with the County Commissioners.

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

In 2009, the City of Hagerstown issued less than 50 permits for new residential dwelling units, which exempts the City from undertaking the Priority Funding Area growth goals analysis required for this section of the Annual Report.

**APPENDIX**

- A. Maps per Section IV of the Annual Report
- B. Implementation Table from 2008 Comprehensive Plan
- C. Building Permits Report for 2006-May 2010
- D. Pipeline of New Residential Development Projects, December 2009
- E. Annexation Report for 2008 and 2009
- F. Boards and Commissions Activity Report for 2009

# City of Hagerstown Planning Commission Annual Report

## Calendar Year 2009

### Appendix A

- Street
- Corporate Boundary
- Eastern Blvd Widening
- Dual Highway Sidewalk Extension
- Development Project
- Major Annexation

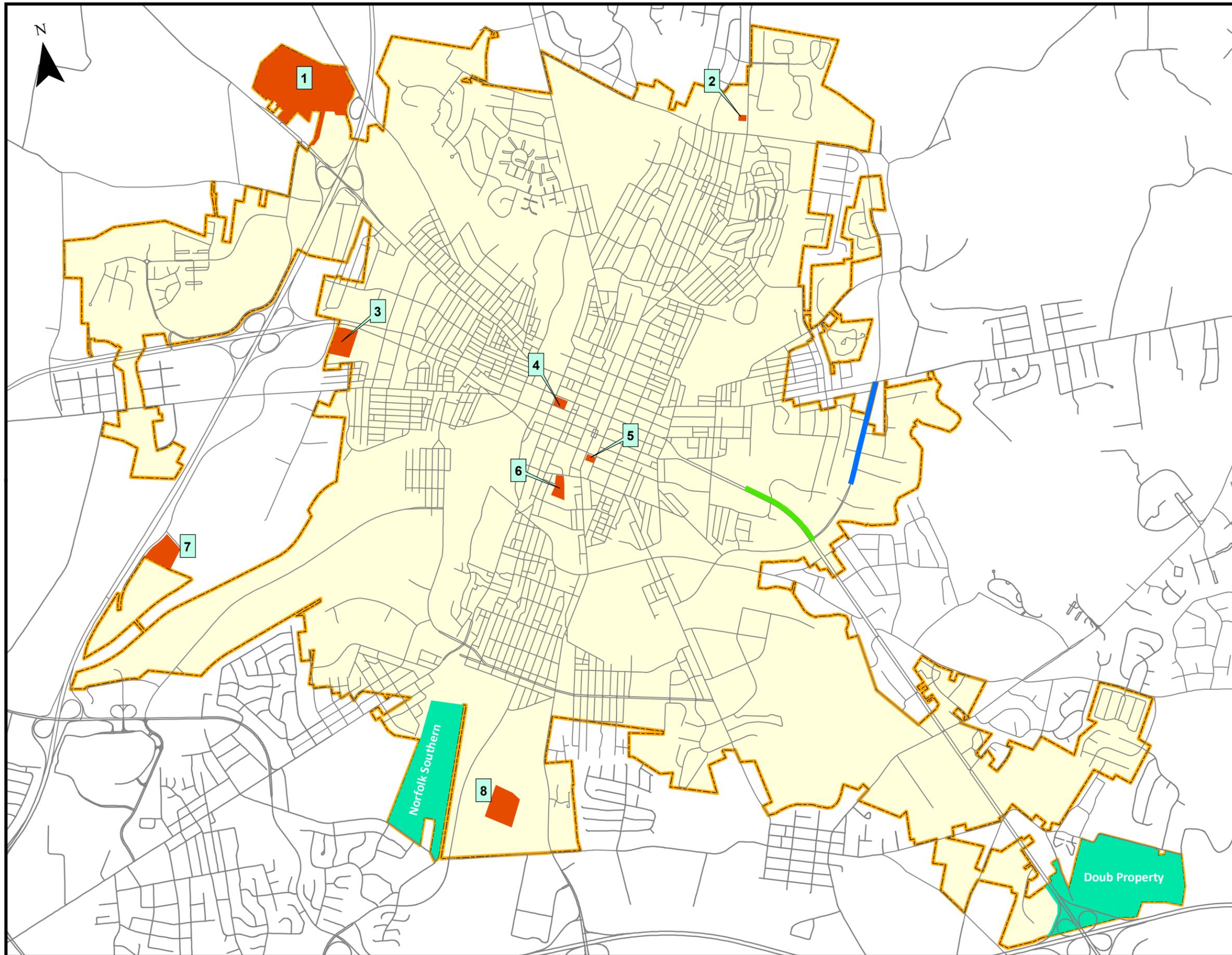
#### Key

1. Collegiate Acres
2. CVS Pharmacy
3. West End Water Tank II
4. Bus Transfer Station
5. Washington Co. Free Library
6. Mills Station
7. Joint City-County Booking Facility
8. Antietam Academy

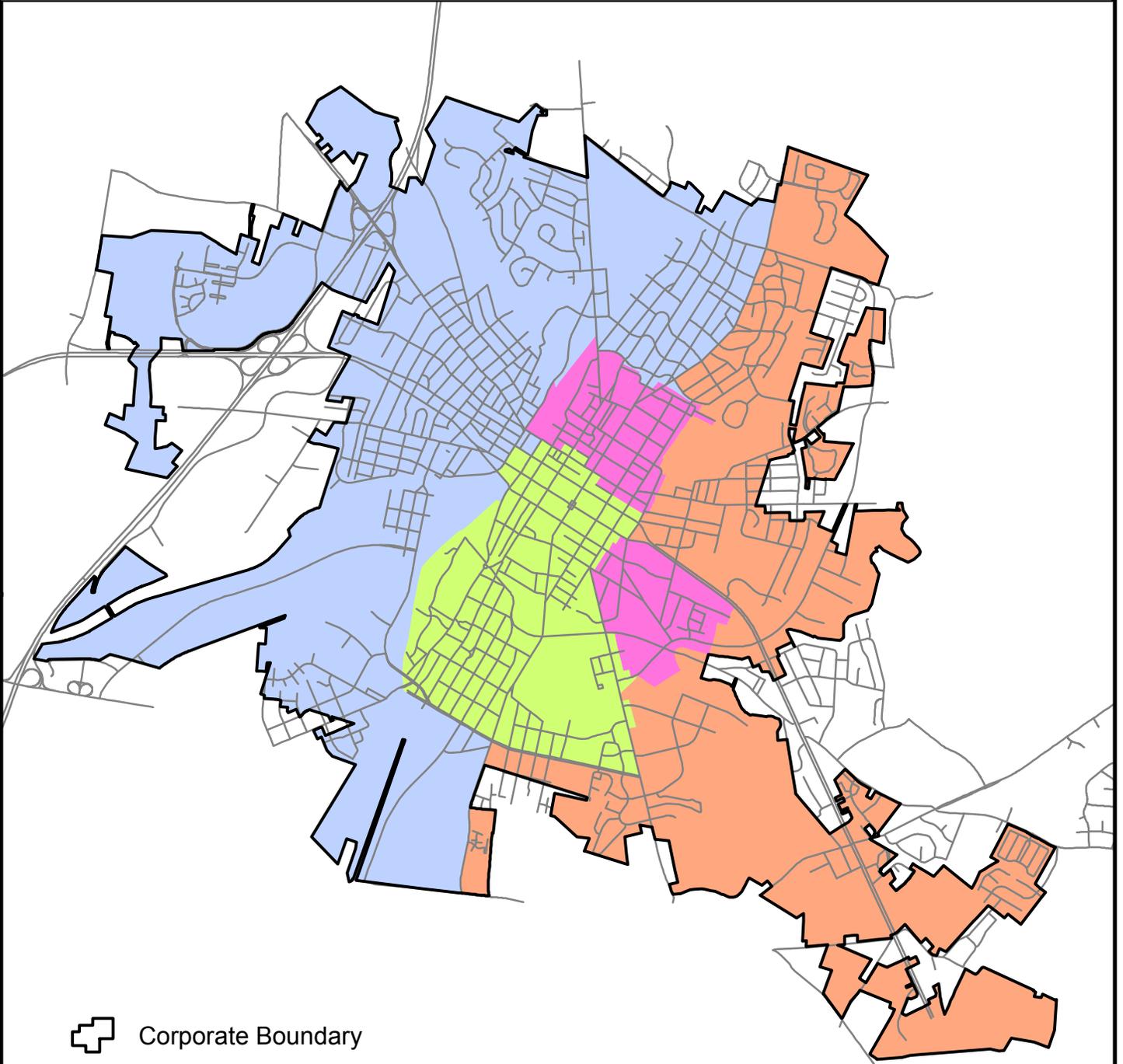
Combined 911 Center, located on Elliot Drive, is not shown on Map

0 1,500 3,000 4,500 6,000 Feet

Map Projection:  
NAD83 State Plane Maryland (feet)  
Data Source:  
City of Hagerstown, 2010  
Prepared By:  
Hagerstown Department of Community &  
Economic Development, 06/16/10



# City of Hagerstown Comprehensive Rezoning



Corporate Boundary



Street/Road



Phase 1



Phase 2



Phase 3



Phase 4

## 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 – Final Phase underway.
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.		
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
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
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	PEI, CED, ADM	3

**Table IM-1: Plan Implementation**

<b>Implementation Action</b>		<b>Responsibility</b>	<b>Timeframe</b>
	smaller neighborhood parks—in underserved portions 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 7, 2010

## Appendix C - Building Permit Reports, 2006 - May 2010

### Calendar Year of 2006

	R	R4	R5	A	Totals Per Month
January	6		11	23	40
February	8		16		24
March			7	4	11
April	5		21		26
May	4			24	28
June	5		4	36	45
July	3		4		7
August	22				22
September	10		16		26
October			12		12
November	6		5	12	23
December	5		6	120	131
Totals:	74		102	219	395
<b>Total Number of Permits Issued</b>					<b>194</b>

### Calendar Year of 2007

	R	R4	R5	A	Totals Per Month
January	1				1
February					0
March	10				10
April	2		18		20
May	16		10		26
June	1		4		5
July	9		4		13
August	26		12		38
September	3				3
October	13				13
November	4				4
December					
Totals:	85		48		133
<b>Total Number of Permits Issued</b>					<b>133</b>

### Calendar Year of 2008

	R	R4	R5	A	Totals Per Month
January			4		4
February	1			24	25
March	7		25	12	44
April	1		6		7
May	7				7
June	6			24	30
July	10			24	34
August	2		3		5
September	3				3
October	3				3
November	3				3
December	5				5
Totals:	48		38	84	170
<b>Total Number of Permits Issued</b>					<b>93</b>

this indicates # units

### Calendar Year of 2009

	R	R4	R5	A	Totals Per Month
January	1				1
February	1		10		11
March					0
April	2				2
May			4		4
June			12		12
July	1				1
August	3		2		5
September	1				1
October					0
November					0
December					0
Totals:	9		28		37
<b>Total Number of Permits Issued</b>					<b>37</b>

### 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					
July					
August					
September					
October					
November					
December					
Totals:					
<b>Total Number of Permits Issued</b>					<b>34</b>

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

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

## 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 - 14 SF 2B2&3 - 4 SF TOTAL - 396	1B - 0 2B1-3 - 0 SF 3 - 0 TOTAL - 0	1A - 0 1B - 6 T 2 - 57 SF 3 - 155 SF TOTAL - 218	2 - 171 SF
Cortland (2001)	Manor - 138 T Villas - 62 D Park - 432 A TOTAL - 632	Manor - 134 Villas - 40 Park - 360 TOTAL - 534	M - 4 V - 6 P - 72 TOTAL - 82	V - 16	0
Collegiate Acres (2 unapproved sections) (2005)	1A - 3 SF, 22 T 1B - 43 SF, 44 T 1C - 37 SF, 74 T 2A - 74 T <b>3 - 105 A (need APFO)</b> TOTAL - 402	1B - 12 SF, 20 T 2A - 63 T TOTAL - 95	1B - 0 2A - 11 T TOTAL - 11	1A - 3 SF, 22 T 1B - 31 SF, 24 T <b>3 - 105 A (need APFO)</b> TOTAL - 185	1C - 37 SF, 74 T TOTAL - 111
Fairchild Heights (2003)	36 T	26	0	10 T	0
Hillside Manor (2004)	72 SF	19	2	51 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	8	1	38 SF	0
Old Trail Estates (2004)	28 SF	20 SF	0	8 SF	0
Potomac Square (2006)	47 T	0	0	47 T	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	0	60	0
<b>TOTALS</b>	<b>3,000</b>	<b>1,200</b>	<b>96</b>	<b>877</b>	<b>827</b>

City of Hagerstown  
Annexations 2008 - 2009

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	na	na	141.69	HI-1/ HI-2	C4 / POM	Intersection of I-70 & US-40	resubmitted	
<i>2nd Amended Petition</i>								2/5/10						
A-2006-03	Eastern Blvd./Shaoal	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	
									<b>Completed</b>	319.148				

**In-House Survey**

**2009 Annual Report of City of Hagerstown Planning Commission**  
**Appendix F: Boards and Commissions Report**

**Planning Commission**

Site Plans				
2005	2006	2007	2008	2009
53	54	34	36	28
Subdivisions				
2005	2006	2007	2008	2009
36	53	24	17	12
Forest Conservation				
2005	2006	2007	2008	2009
10	10	3	9	4

**Mayor and City Council and Planning Commission**

Rezoning				
2005	2006	2007	2008	2009
5	2	3	3	3
Annexations				
2005	2006	2007	2008	2009
9	3	6	9	0*

\*2 prior year requests approved in 2009

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

2005	2006	2007	2008	2009
60	60	45	38	38

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

2005	2006	2007	2008	2009
123	110	93	79	59