

Annual Report Worksheet Reporting (Calendar) Year 2020

INSTRUCTIONS

Each Planning Commission/Board shall approve an Annual Report for the Reporting Year 2020 as required under [§1-207\(b\)](#) of the Land Use Article. In addition, this Annual Report shall be filed with the local legislative body and the Maryland Department of Planning (Planning), no later than July 1, 2021.

Local jurisdiction may use the attached template form or any of the previous Annual Report forms. The requirements have not changed for 2020. An optional survey is included in Section III. We encourage all jurisdictions to consider responding.

Section I- New Residential Permits, and Section II- Amendments and Growth Related Changes, are required by all local jurisdictions.

Section III- Development Capacity Analysis, is required every three years.

Section IV- Locally Funded Agriculture Preservation, is required by Counties only (*this section has been removed from the City of Hagerstown Annual Report 2020*)

Section V – Measures and Indicators, is required by jurisdiction reporting more than 50 new residential permits in Section I (*this section has been renumbered for the City of Hagerstown Annual Report 2020*)

Section VI- Adequate Public Facility Ordinances, is required every two years by jurisdictions with adopted Adequate Public Facility Ordinances (APFOs) (*this section has been removed from the City of Hagerstown Annual Report 2020*)

Section VII – Planning Survey Questions is optional (*this section has been renumbered for the City of Hagerstown Annual Report 2020*)

Annual Report Worksheet Reporting (Calendar) Year 2020

Section I: New Residential Permits Issued (Inside and Outside the PFA) (§1-208(c)(1)(i) and (c)(3)(ii))

(A) In Table 1, New Residential Permits Issued (Inside and Outside the PFA) below, enter the number of new residential building permits issued in calendar year (2020). Enter 0 if no new residential building permits were issued in 2020.

**Table 1: New Residential Permits Issued
Inside and Outside the Priority Funding Area (PFA)**

Residential – Calendar Year 2020	PFA	Non - PFA	Total
# New Residential Permits Issued	82	0	82

Section II: Amendments and Growth Related Changes In Development Patterns (§1-207(c)(1) and (c)(2))

Note: Growth related changes in development patterns are changes in land use, zoning, transportation capacity improvements, new subdivisions, new schools or school additions, or changes to water and sewer service areas.

(A) Were any new comprehensive plan or plan elements adopted? If yes, briefly summarize what was adopted. Y N

The City of Hagerstown Planning Commission proposed to amend the Comprehensive Plan vision Hagerstown 2035 in late 2019. The proposed amendments to the plan include changes in Future Land Use designations and incorporation of the newly created Institutional zoning district into the Growth Management and Land Use text.

The Mayor and City Council held a public hearing on the Comprehensive Plan Amendments, known as case CP-2019-01, on January 14, 2020. The Mayor and Council approved a resolution to adopt the Comprehensive Plan Amendments on January 28, 2020. The amendments have now been made part of the City's Comprehensive Plan, vision Hagerstown 2035.

(See CP-2019-01 Attached)

(B) Were there any amendments to the zoning regulations or zoning map? If yes, briefly summarize each amendment, include a map, or GIS shapefile, if available. Y N

- Land Management Code Update 2020
 - *Need summary of significant amendments*
(See Package of Text Amendments Attached)
- The Comprehensive Rezoning was adopted on June 23 2020 and became effective July 23, 2020.
(See ZM-2019-01 Attached) (possibly expand upon this- describe rezoned areas and process)

Annual Report Worksheet Reporting (Calendar) Year 2020

- Local Conversion District Overlay at 202 Howard Street- Commerical Unit and 3 apts.
- Saylor House Landmark Overlay at Kiwanis Park- Education Center

(C) Were there any growth related changes, including Land Use Changes, Annexations, New Schools, Changes in Water or Sewer Service Area, etc., pursuant to of the Land Use Article? If yes, please list or map and provide a description of consistency of internal, state or adjoining local jurisdiction plans Y N

- Annexations in 2020 are located in the Priority Funding Area (PFA):
 - A-2020-03 Cole Road
 - 17111, 17145, 17225-17239 Cole Road
 - Bob's Discount, Kohl's, Xmas Tree Shop Strip
 - Commercial Regional (CR) Zoning
 - 34.31 acres
 - A-2020-04 Valley Mall Road
 - 17280, 17270, 17276 Valley Mall Road
 - Two Marriott's and restaurant
 - Commercial Regional (CR) Zoning
 - 4.88 acres
 - A-2020-05 Thomas Bennett Hunter
 - 11661 Hopewell Road
 - Thomas Bennett Hunter
 - Industrial General (IG) Zoning
 - 21.15 acres

(need to add annexation effective dates)

Question for Staff and Planning Commission- Do we want to talk about strategic annexation strategy at all?

- New Schools
 - Barbara Ingram School of the Arts (BISFA) expansion:
 - BISFA is constructing a new facility addition in downtown Hagerstown; and
 - In the fall of 2020, BISFA will offer expanded course programs on computer game development and animation and digital communications.
 - University System of Maryland at Hagerstown (USMH) expansion:
 - The University System of Maryland at Hagerstown (USMH) plans to expand its enrollment of 500 students by as much as 50% to 750 students; and

Annual Report Worksheet Reporting (Calendar) Year 2020

- The growth of existing programs will require USMH to reclaim space it currently provides to BISFA in addition to adding space in nearby buildings.
- Changes in Water or Sewer Service Area
 - There have been no changes to the water or sewer service area
(See Updated Water & Wastewater Policy 2020 attached)

(D) Did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction? If yes, please list. Y N

- The City of Hagerstown Planning and Code Administration have launched a social media presence on Facebook, Instagram, Twitter, and LinkedIn in addition to creating a podcast called Hub-Bub. This is all part of our “positive messaging campaign” which aims to open lines of communication with the public to encourage positive feedback for our department.
- To be as business friendly as possible while undertaking our core responsibilities, PCAD has made a large number of improvements over the past couple of years to how we conduct business to share more information and reduce red tape that frustrates our customers. Examples include acceptance of digital submittals, allowing public tracking online of progress of permits and violations, giving advance notice of expiring permits, creation of how-to brochures for sample residential permit projects, etc.
(See PCAD Enhancements to be More Business Friendly document attached)
- PCAD staff made the quick transition in April of 2020 to all virtual meetings for Boards and Commissions, including Planning Commission, Historic District Commission, and the Board of Zoning Appeals. Only one Planning Commission meeting was missed at the start of the shutdown and we have not missed one since. *(expand upon this)*

Section III: Development Capacity Analysis (DCA)(§1-208(c)(iii))

Note: MDP provides technical assistance to local governments in completing a development capacity analyses. Please contact your MDP regional planner for more information.

(A) Has an updated DCA been submitted with your Annual Report or to MDP within the last three years? Y N

1. If no, explain why an updated DCA has not been submitted, such as, no substantial growth changes, etc.

The City of Hagerstown has never submitted a Development Capacity Analysis (DCA); since these report rules were adopted we haven't have enough permits to warrant doing the long report.

Annual Report Worksheet Reporting (Calendar) Year 2020

2. If yes, when was the last DCA submitted? Identify Month and Year:

a. Was the DCA shared with the local School Board Facilities Planner? Y N

(B) Using the most current DCA available, provide the following data on capacity inside and outside the PFA in *Table 2, Residential Development Capacity (Inside and Outside the PFA)*:

Table 2: Residential Development Capacity (Inside and Outside the PFA)

Parcels & Lots w/ Residential Capacity	PFA	Non – PFA	Total
Residentially Zoned Acres w/ Capacity	203.1*	0	203.1*
Residential Parcel & Lots w/Capacity	433*	0	433*
Residential Capacity (Units)	662*	0	662*

City of Hagerstown Development Capacity of "Vacant Residential Acreage" from visionHagerstown 2035, adopted in April 2018, and "Pipeline of Approved Development" data

Annual Report Worksheet Reporting (Calendar) Year 2020

Section IV: Measures and Indicators ([§1-208\(c\)\(1\)](#))

Note: The Measures and Indicators, Section VII, is only required for jurisdictions issuing more than 50 new residential building permits in the reporting year, as reported in Table 1.

Table 4A: Amount of Residential Growth (Inside and Outside the PFA)

Residential – Calendar Year 2020	PFA	Non - PFA	Total
Total # Minor Subdivisions Approved	2	0	2
Total # Minor Subdivision Lots Approved	4	0	4
Total # Minor Subdivision Units Approved	4	0	4
Total Approved Minor Subdivision Area (Gross Acres)		0	
Total Approved Minor Subdivision Lot Area (Net Acres)		0	
Total # Major Subdivisions Approved	2	0	2
Total # Major Subdivision Lots Approved	87**	0	87**
Total # Major Subdivision Units Approved	87**	0	87**
Total Approved Major Subdivision Area (Gross Acres)	26.04**	0	26.04**
Total Approved Major Subdivision Lot Area (Net Acres)		0	
Total # Units Constructed in Jurisdiction		0	
Total # Units Demolished*		0	
Total # Units Reconstructed/Replaced*		0	

*Not required

**Does not include preliminary plats

Table 4B: Net Density of Residential Growth (Inside and Outside the PFA)

Residential – Calendar Year 2020	PFA	Non – PFA	Total
Total # Units Approved (Major + Minor Subdivisions)	91**	0	91**
Total # Approved Lot Area (Major + Minor Subdivisions)		0	

Table 4C: Share of Residential Growth (Inside and Outside the PFA)

Residential – Calendar Year 2020	PFA	Non – PFA	Total
Total # Units Approved (Major + Minor Subdivisions)	91**	0	91**
% of Total Units (# Units/Total Units)		0%	

Annual Report Worksheet Reporting (Calendar) Year 2020

Table 4D: Amount of Commercial Growth (Inside and Outside the PFA)

Commercial – Calendar Year 2020	PFA	Non - PFA	Total
Total Site Plan Area Approved (Gross Acres)	293.83	0	293.83
Total Building Square Feet Approved (Gross)	74.24	0	74.24
Total # New Permits Issued		0	
Total Square Feet Constructed in Jurisdiction (Gross)		0	*

Only 3 permits listed square footage on applications- estimate that other permits total an additional 2500 square feet

Table 4E: Net Density of Commercial Growth (Inside and Outside the PFA)

Commercial – Calendar Year 2020	PFA	Non – PFA	Total
Total Building Square Feet Approved (Gross)	74.24	0	74.24
Total Lot Size (Net Acres)		0	

Table 4F: Share of Commercial Growth (Inside and Outside the PFA)

Commercial – Calendar Year 2020	PFA	Non – PFA	Total
Total Building Square Feet Approved (Gross)	74.24	0	74.24
% of Total Building Square Feet (Building Square Feet/Total Approved Square Feet)	100%	0%	100%

**Annual Report Worksheet
Reporting (Calendar) Year 2020**

Section V: Planning Survey Questions (Optional)

The information provided can assist MDP and MDOT staff with identifying potential pedestrian/bicycle projects and project funding.

(A) Does your jurisdiction have a bicycle and pedestrian plan? Y N

- 1. City of Hagerstown- Bicycle Master Plan Update
- 2. Adopted by Mayor and City Council- May 24, 2016
- 3. Has the plan been adopted? Y N
- 4. Is the plan available online? Y N
- 5. How often do you intend to update it? (Every 5 years)
- 6. Are existing and planned bicycle and pedestrian facilities mapped? Y N

(B) Does your jurisdiction have a transportation functional plan in addition to your comprehensive plan? Y N

- 1. Plan name
- 2. Date completed (MM/DD/YY)
- 3. Has plan been adopted? Y N
- 4. Is the plan available online? Y N
- 5. How often do you intend to update it? (Every ____ years)

END

**Annual Report Worksheet
Reporting (Calendar) Year 2020**

Submitting Annual Reports and Technical Assistance

- (A) Annual Reports may be submitted via email (preffered) to david.dahlstrom@maryland.gov or one copy may be mailed to:

Office of the Secretary
Maryland Department of Planning
301 W. Preston Street, Suite 1101
Baltimore, Maryland 21201-2305
Attn: David Dahlstrom, AICP

- (B) Annual Reports should include a cover letter indicating that the Planning Commission has approved the Annual Report and acknowledging that a copy of the Annual Report has been filed with the local legislative body. The cover letter should indicate a point of contact(s) if there are technical questions about your Annual Report.
- (C) You may wish to send additional copies of your Annual Report directly to your MDP Regional Planner or School Board Facilities Planner.
- (D) If you need any technical assistance in preparing or submitting your reports, our Regional Planners are available to assist you. Regional Planner contact information can be found at: Planning.Maryland.gov/OurWork/local-planning-staff.shtml
- (E) Copies of this Annual Report worksheet and links to legislation creating these Annual Report requirements can be found on the Maryland Department of Planning website: Planning.Maryland.gov/YourPart/SGGAnnualReport.shtml
- (F) If you have any suggestions to improve this worksheet or any of the annual report materials, please list or contact David Dahlstrom at david.dahlstrom@maryland.gov.