

City of Hagerstown Planning Commission

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Annual Report for Calendar Year 2012



Planning Commission

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I. Comprehensive Plan Updates

- A. Land Use Plan. Following adoption of the comprehensive updates to the Land Management Code in 2012, the Planning Commission and staff will begin discussions in 2013 on a future Comprehensive Plan amendment to update the Land Use Plan to reflect changes made during the City and the County comprehensive rezoning endeavors.

II. Actions to Implement Land Use Recommendations of Comprehensive Plan

- A. Comprehensive Update of Land Management Code. The Planning Commission spent much of 2011 and early 2012 reviewing proposed amendments to the City's Land Management Code (zoning, subdivision, forest conservation, and floodplain). These amendments implement various recommendations of the 2008 Comprehensive Plan, as well as changes proposed by staff to bring the City's land development regulations up to current standards and to make the ordinances more user-friendly. The Planning Commission's public hearing was held on May 30, 2012. The Mayor & Council held a public hearing on the proposed amendments on July 24, 2012 and adopted them on September 25, 2012.
- B. New State Regulations. In 2012, the City was engaged in activity in response to new State regulations affecting local planning. The City adopted Septic Tiers for Hagerstown and the MRGA, which will be included in the Comprehensive Plan at the next amendment opportunity. City staff began discussions with County planning staff on PlanMaryland place designations and Watershed Implementation Plan (WIP) requirements for our community. These issues will be incorporated into the Comprehensive Plan as appropriate during a planned amendment activity in 2013-2014.
- C. Rezoning.

- 1. East First Street Rezoning. In 2012, the City processed rezoning applications for the properties on East First Street. The rezoning was split into two areas – Area 1, zoned R1 Residential, contained light industrial activities. Area 2, zoned R1 Residential, contained office buildings. All of the uses in both areas were non-conforming under R1. The requested zoning for Area 1 was IG (Industrial General) and Professional Office Mixed-Use (POM) for Area 2. The basis for the rezonings was mistake in the R1 zoning classification because the City did not consider the fact that these properties were used non-residentially or whether the existing zoning was appropriate, and as a result these areas were inadvertently overlooked on the Future Land Use Map of the 2008 Comprehensive



Office building on East First Street (Area 2)

Plan and, subsequently, the Comprehensive Rezoning.

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

- A. Annexations. In 2012, the City administered the Annexation Policy for requests for City water and wastewater service outside the City limits. One annexation resolution was received in 2011 and adopted in 2012 and the other was received in 2012 and adopted in 2013. All the annexations were within the City's Comprehensive Plan designated Medium Range Growth Area (MRGA) and the Priority Funding Area (PFA).
1. Pangborn Corporation. A request to annex the eastern most 6.55 acres of the Pangborn property on Pangborn Boulevard was processed in 2011. The requested zoning was Professional Office Mixed-Use (POM) to match a concurrent rezoning request for the balance of the property in the city. The annexation resolution was adopted by the Mayor and City Council on March 27, 2012.
 2. 12305 Delwood Avenue. As a result of a City water hook-up request, an annexation petition was submitted in November 2012 to annex a 0.29 acre lot on Delwood Avenue in the Cedar Lawn Subdivision. The property was developed as a single-family residential lot. The Mayor & Council approved the annexation resolution in Spring 2013.
 3. Pre-Annexation Agreements. The City processed four 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 2012, as well as plans for a several major private sector projects.
1. Major New Developments.
 - Sonic – 1700 Dual Highway.
 - Salvation Army Garage & Parking – West Franklin & George Streets
 - Bester Elementary School – South Potomac Street
 - Trilogy II Medical Office Building – Imperial Drive, Light Business Park
 - Hub Scrap – 667 North Prospect Street
 - AutoZone – 595 Dual Highway
 - Memorial Park – 561 South Potomac Street
 2. Additions and Site Alterations.
 - AC&T Repair Facility – 1050 Florida Avenue

- Charley's (Restaurant) – 991 Maryland Avenue
 - Salvation Army Addition – 539 George Street
 - State Farm Insurance – 23 South Colonial Drive
3. Adaptive Re-Use Projects.
- Old Byrd Tire Shop on Dual Highway Boulevard – adapted for two restaurants (Checkers and Papa Murphy's) and one retail space.
4. 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 a slow pace. Of the approximately 1,609 housing units in the pipeline at the end of 2011, 34 new units were built (some with 2011 permits) and 6 new units were under construction by the end of 2012. The City issued permits for 34 new residential units in 2012. The vast majority of the activity in 2012 occurred at Collegiate Acres, however a handful of units were also built at three other in-progress development projects in the city.
- 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 2012 to implement Comprehensive Plan and other plan recommendations for sites within the City or its service territory.
1. Infrastructure.
- Hellane Park – paving of graveled walkways
 - Audible crosswalk signals at Virginia Avenue & West Howard Street
 - New Sidewalks – Connecticut Avenue, Oak Hill Avenue, Division Avenue, Jackson Avenue, Monroe Avenue. Total length of new sidewalks – 4,300 feet
 - Design for rehabilitation of three bridges on Burhans Boulevard
 - Design of Phase II of a Walking & Bicycling Trail in Mills Park
 - Potterfield Pool – Construction of ADA life, pavilion, and shade structures
 - University Plaza Stage & Canopy Construction
 - Replacement of Traffic Islands at Park Circle
 - Improvements to South Prospect Streetscape – replacement of brick sidewalk and trees
 - R.C. Willson Water Treatment Plant – Design of the Phase IV Improvements for Stage 2 DPBR Project, which will ensure that the plant is in compliance with the Maryland Department of the Environment's Disinfected Byproduct II regulations and the EPA Safe Drinking Water Act regulations
 - Wastewater Treatment Plant – ENR Improvements (Phase III-A)



South Prospect Streetscape Improvements

- Wastewater Collection System Rehabilitation – correction of inflow and infiltration city wide is approximately 99% complete.
- Street Tree Program – planted 106 street trees in the older areas of the City using Forest Conservation Funds and a grant from the Chesapeake Bay Trust.

2. Community Facilities.

- Expansion & Redesign of Washington County Free Library’s Central Library – construction underway in 2012 and completion anticipated in Summer 2013.
- Bester Elementary School – In Summer 2012, the Planning Commission approved a site plan to reconstruct the aging Bester Elementary School on South Potomac Street. The plan calls for the construction of a new school building to the east of the current building that will subsequently be demolished. The new school will have an athletic field, a community garden, and improved vehicular and bus access from South Potomac Street and Mill Street. Construction is underway and is anticipated to be completed in 2014.
- Margaret Greenawalt Park – a new neighborhood park at corner of North Locust Street and East Avenue was completed in Fall 2012.
- Veterans Memorial Park – construction was underway for new park at corner of South Potomac Street and Memorial Boulevard. Completion is expected by mid-2013.
- Korean War Veteran’s Monument – In May 2012, the City dedicated land to the Korean War Veterans Association in the median of Mealey Parkway at the intersection of Potomac Avenue to build a monument honoring veterans of the Korean War. Construction is anticipated to be completed in 2013.



Margaret Greenawalt Park

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

See attachments.

V. Changes to Local Planning and Development Processes

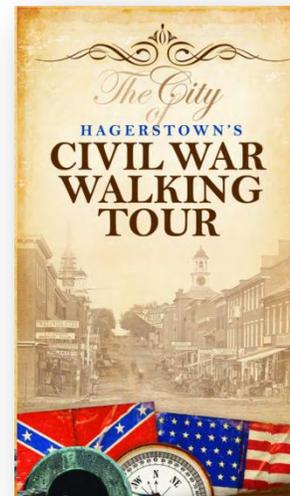
- A. Land Management Code. In 2009-2010, staff prepared a package of comprehensive amendments to the Land Management Code to implement the Comprehensive Plan and update this code to 21st century policies and practices for land development. The Planning Commission reviewed the amendments in 2011 and 2012, and the Mayor & City Council reviewed the draft amendments in 2012. The Mayor & Council adopted the amendments on September 25, 2012.

- B. Kennels and Conversion Districts. In response to inquiries for operation of dog daycare in commercial districts and use of a potential conversion district overlay district property for light manufacturing, zoning amendments for kennels and conversion district regulations were processed in 2011-2012. The amendment was adopted by the Mayor and City Council on March 27, 2012.

- C. Multi-Family Design Standards. In response to staff concerns about the quality of multi-family developments being constructed in the city, zoning amendments were processed in 2011-2012. These amendments were rolled into the package of comprehensive amendments discussed in A.

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 2012, the City undertook the following:
 - A Civil War Walking Tour fold-out map was released on June 16, 2012 and has been widely praised for its user-friendliness and breadth of detail. One side of the map depicts Hagerstown as it appeared in 1861 and the other depicts Rose Hill Cemetery, plotting the grave sites of significant Civil War figures and those of other periods as well. Assistance was provided by Rose Hill Cemetery, which funded the design of the map and the printing of the first 5,000 copies.
 - The City's film on the Hagerstown Street Battle of 1863, which premiered in 2011, continues to be regularly broadcast on the City's government cable channel.
 - The City's second Civil War video, "Divided Valor: Hagerstonians in the Civil War", premiered in the fall of 2012. This video is shown daily on the City's government cable channel. City staff is discussing with the C & O Canal National Historical Park the possibility of copying and making minor adjustments to a 15-minute segment of this video for possible use as a site-video at the park's Ferry Hill unit near Sharpsburg.
 - The City committed start-up funds for downtown public art project of a statue of George Washington, c.1755. Additional fundraising occurred in 2012 and is expected to be completed in late 2013.
 - The City's Sesquicentennial of the Civil War Commemoration Events - continued to plan events for 2012 through 2014. The first event - "First Call Weekend" was held in City Park in June, 2012. The City will hold an observance in Rose Hill Cemetery on



September 21, 2013 to rededicate three features at the cemetery and to add one new feature. The nature of the 2014 event remains to be determined.

- The City lobbied the Washington County Museum of Fine Arts to develop a large “industrial arts meets the fine arts” exhibit of art and artifacts to capitalize on expected increases in heritage tourism associated with the sesquicentennial observances at Antietam in 2012 and Gettysburg in 2013. The museum secured a \$50,000 grant from the Maryland Heritage Area Authority to develop the exhibit, “The Valley of the Shadow,” which opened on June 16, 2012 and will run to July 30, 2013. The exhibit has been extremely well received, and resulted in increases in the Museum's visitation.
- The City wrapped up work assisting the Doleman Black Heritage Museum with their Institute for Museum and Library Services (IMLS) grant project. The final grant report was submitted in the summer of 2012.
- The City received a historic preservation award from the Maryland Historical Trust for its coordinated heritage tourism marketing effort, which was presented to representatives of City Planning staff in January 2013 at the Governor Calvert House in Annapolis. City Planning staff were recognized for this initiative by the Board of County Commissioners with a John Frye Award on May 22, 2012.

B. Sustainable Community Plan and Area. The City formed a Sustainable Community Work Group in 2011 to develop a Sustainable Community Plan and designate a Sustainable Community Area for Hagerstown. The Hagerstown Sustainable Community Plan and Area was approved by the State in early 2012. In the summer and fall of 2012, a committee of City staff developed an action plan to implement the Sustainable Community Plan.

C. West City Elementary School Site Selection Committee. Action 9-3 of the 2008 Comprehensive Plan recommends that the City work with Washington County Public Schools to identify potential sites for new schools in the city and the Medium Range Growth Area. 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. A site selection report was presented to the Board of County Commissioners and Board of Education in January 2012, which recommended a site within the Hager’s Crossing Planned Unit Development (PUD). The County purchased the site in Summer 2012 with the intent of constructing a school at the northeast corner of Hager’s Crossing Drive and Bartow Drive. Because of its location within a large residential neighborhood, the school will be walkable for currently over 400 residential units and 234 additional units in the future when Hager’s Crossing is built out. A



West City ES Concept Drawing

rezoning was initiated in Spring 2013 to allow for a school in the PUD because the plan for Hager's Crossing did not originally call for a school. Construction of the school is anticipated to begin in 2014.

- D. Downtown Parking Master Plan. The Downtown Element of the 2008 Comprehensive Plan recommends that the City prepare a Downtown Parking Master Plan. Planning staff prepared a downtown land use and parking analysis for use by the City's parking consultant on the Downtown Master Plan project. In 2011, the City hired Rich and Associates to prepare the plan and it was completed in the summer of 2012.
- E. Economic Development Analyses. Several analyses were prepared in 2012 to assist with economic development retention and recruitment efforts.
1. In Spring 2012, the City of Hagerstown and Washington County partnered together with the Washington County Industrial Foundation Inc. (CHIEF) to commission a study to determine the impact of replacing the aging Municipal Stadium with a Multi-Use Sports and Events Center in downtown Hagerstown. The study was developed by Ripken Design and includes economic data and projections, as well as case studies of similar downtown venues that have been successful in other communities around the country.
 2. The Washington County Arts Council hired the Sage Policy Group to develop analytical insight and recommendations related to promotion of cultural richness in Washington County. The final report, "Developing an Arts, Entertainment and Education Cluster in Washington County, MD," was presented in February 2012. The report recommended focusing cluster efforts on Downtown Hagerstown.
 3. The Hagerstown-Washington County Economic Development Commission and the Washington County Industrial Foundation (CHIEF) hired Urbanomics to create an Economic Development Strategic Plan for Hagerstown and Washington County. The final report was presented in January 2013. The report included a brief section on Downtown Hagerstown.
 4. City Staff completed an inventory and analysis of how many people are employed in downtown Hagerstown.
 5. City Staff completed an update to the annual Shopping Center Occupancy Analysis for the Hagerstown urbanized area.
 6. City Staff completed an update to the annual Downtown Storefront Occupancy Analysis.
- F. Park Planning. Action 9-5 of the 2008 Comprehensive Plan recommends development of new parks and open space areas in under-served portions of the city, specifically south of downtown. In 2012, one new park was completed, Margaret Greenawalt Park at North Locust Street and East Avenue, and planning for two additional parks was underway: the Korean War Veterans Monument at Potomac Avenue and Mealey Parkway, and Veterans Memorial Park at South Potomac Street and Memorial

Boulevard. Also, in 2012, a task force was formed to explore locations within the City to place a dog park. The task force was appointed by Mayor & Council in response to a strong desire for the community to have a dog park.

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 (5) or fewer units are also exempt under the "minor subdivision" exemption. A text amendment process was started in 2012 to change the "minor subdivision" definition to seven (7) or fewer units

- B. Adequacy of School Capacity. In the Medium Range Growth Area, some of the elementary school enrollments were over the local-rated capacity (LRC) and some high schools were over their state-rated capacity (SRC). Washington County Public Schools was engaged in site planning and construction for a replacement Bester Elementary School facility in 2012. A new "West City" Elementary facility was in the initial planning stages in 2012, and it will replace two existing elementary schools, one of which (Winter Street Elementary) resides in the Medium Range Growth Area. The new Bester Elementary facility will increase enrollment capacity by over 90 seats, and is planned to open in August 2014 (FY 2015). The new "West City" Elementary School is expected to open in August 2016 and will be designed to allow for an addition to accommodate future growth. Because of the lack of adequacy, major new development plans cannot be approved at this time 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 Adequate Public Facilities Ordinance (APFO) Reviews. In 2012, the City of Hagerstown approved a concept plan for 272 multi-family residential units for three parcels in the Collegiate Acres subdivision. The Planning Commission determined that the concept plan failed the "school test" of the APFO, meaning that projected enrollments generated from 272 units exceeded both the local-rated and state-rated capacities of the schools served by the development. The developer plans to take an APFO mitigation proposal before the Washington County Commissioners in 2013. Site plan approval will be contingent upon resolution of the APFO issues.

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

In 2012, the City of Hagerstown issued 33 permits for 34 new residential dwelling units, which exempts the City from undertaking a Priority Funding Area growth goals analysis for 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 2011-2012
- D. Pipeline of New Residential Development Projects, November 2012
- E. Annexation Report for 2012
- F. Boards and Commissions Activity Report for 2012

City of Hagerstown Planning Commission Annual Report

Calendar Year 2012

Appendix A

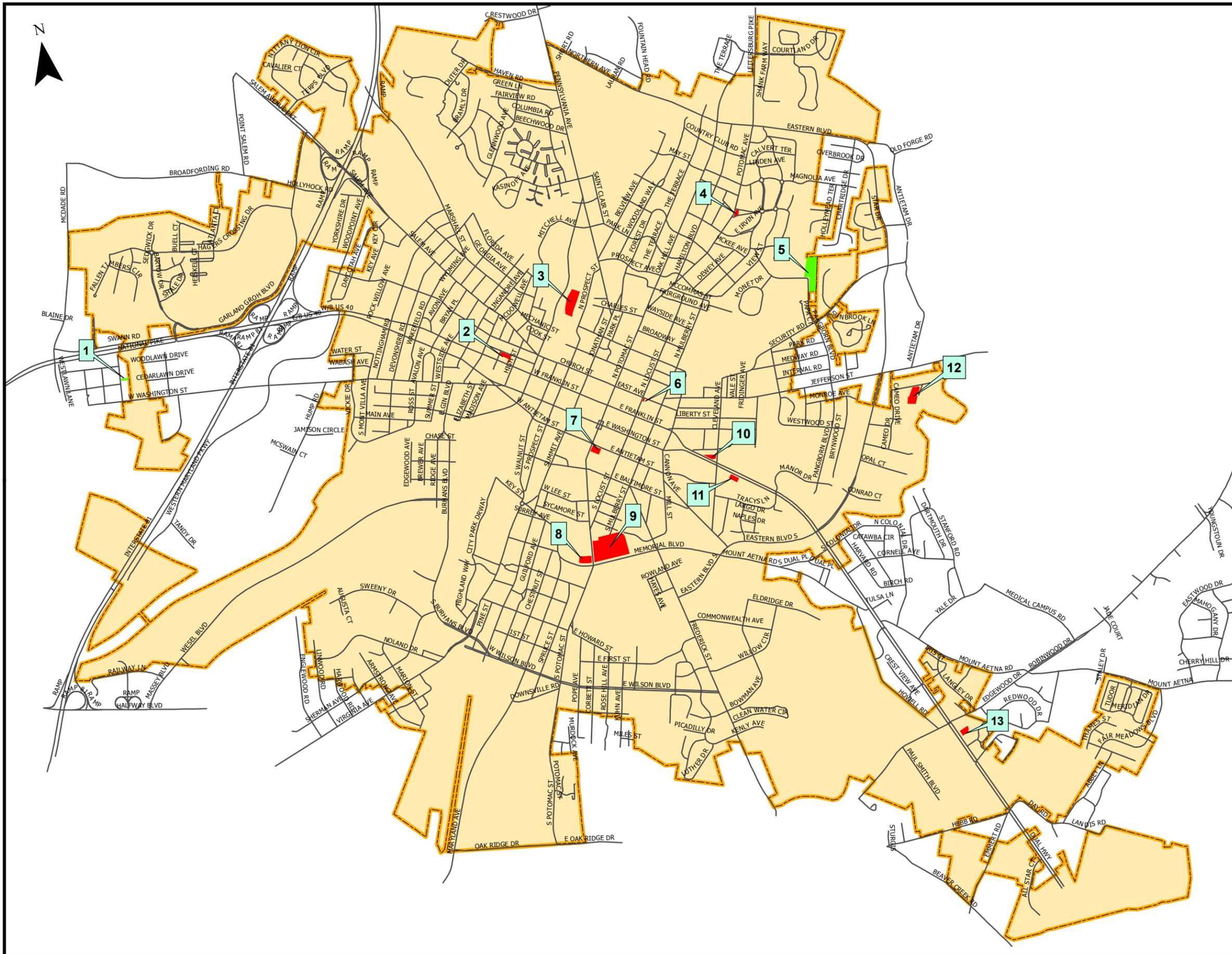
-  Street
-  Corporate Boundary
-  Recent Annexation
-  Major New Development

Key

1. Delwood Avenue Annexation
2. Salvation Army Expansion
3. Hub Scrap
4. Korean War Veteran's Monument
5. Pangborn Annexation
6. Margaret Greenawalt Park
7. WC Free Library Expansion
8. Memorial Park
9. Bester Elementary School
10. Taco Bell
11. AutoZone
12. Trilogy II Medical Office Building
13. Sonic



Map Projection:
NAD83 State Plane Maryland (feet)
Data Source:
City of Hagerstown, 2013
Prepared By:
Hagerstown Planning & Code
Admin. Division, 06/12/13



City of Hagerstown Planning Commission Annual Report

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Appendix A.1

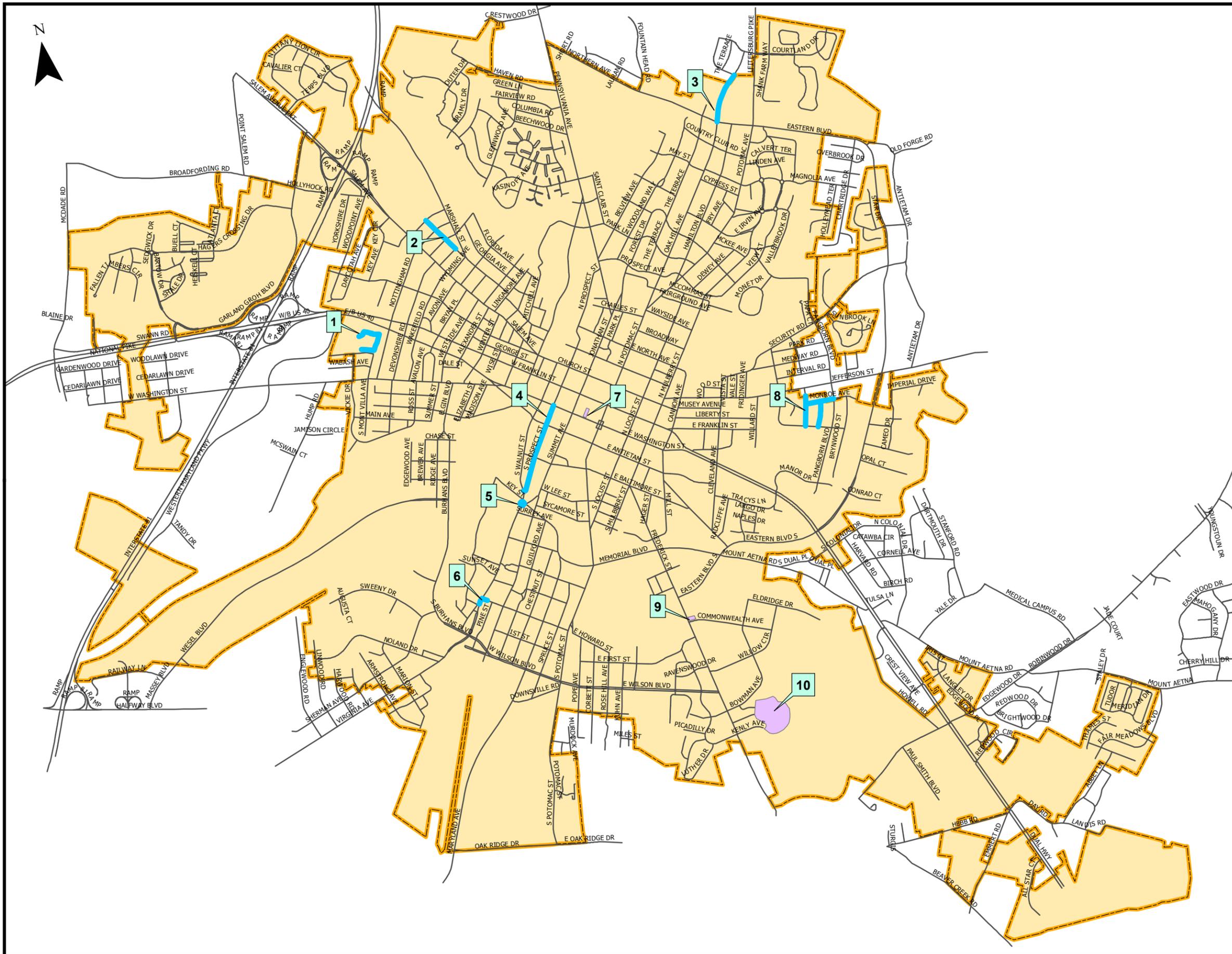
-  Street
-  Corporate Boundary
-  Infrastructure Improvement
-  Infrastructure Improvement

Key

1. Hellane Park - Paving of walkways
2. Connecticut Ave sidewalk installation
3. Oak Hill Avenue sidewalk installation
4. S. Prospect St. streetscape improvement
5. Park Circle traffic island replacement
6. Virginia Ave - Audible Crosswalk Signals
7. University Plaza stage & canopy
8. Jackson, Division, Monroe Avenues - Sidewalk Installation
9. Potterfield Pool - construction of ADA-life, pavilion, and shade structures
10. Wastewater Treatment Plant - ENR Improvements (Phase III-A)



Map Projection:
NAD83 State Plane Maryland (feet)
Data Source:
City of Hagerstown, 2013
Prepared By:
Hagerstown Planning & Code
Admin Division,, 06/12/13



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 earmarked for school construction.

Localized improvements to public infrastructure will be funded and/or constructed by developers when such improvements are necessary to create adequate capacity to serve new development projects. Exactions for such improvements will be made as a part of the subdivision and site plan approval process. Such improvements typically include upgrades to and new construction of water and wastewater lines, wastewater pumping stations, water tanks, road lanes, traffic signals, and stormwater management facilities. All on-site public infrastructure for new development is built and funded by the developer.

Improvement projects with a community-wide impact will be included in the City's five year Capital Improvement Program and prioritized based on urgency and availability of funding. Funding mechanisms include City property tax revenue, grants and shared revenue from other government agencies, City enterprise funds and other special funds, and general obligation bonds. The amount of bond debt and debt service which will be borrowed and managed for CIP projects is regulated by the City's debt policy. The City's bond rating was recently increased to A2 by Moody's Investor Services as a result of our effective financial management practices and due to the measures the City has taken to capture more of the growth which is occurring in our county.

Table IM-1: Plan Implementation			
Implementation Action		Responsibility	Timeframe
2-1	Work with Washington County to coordinate planning efforts and to develop a joint annexation policy, including potential annexation of Washington County Regional Park and Black Rock Golf Course, as well as annexation incentives, as described in Action 2-2.	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

Table IM-1: Plan Implementation			
Implementation Action		Responsibility	Timeframe
	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 – underway (99% complete)
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

Table IM-1: Plan Implementation			
Implementation Action		Responsibility	Timeframe
	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 st , 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

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

Table IM-1: Plan Implementation			
Implementation Action		Responsibility	Timeframe
7-7	Revise the subdivision and zoning ordinances to ensure that the layout, architectural, and other physical design elements of new development are compatible with existing neighborhoods.	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

Table IM-1: Plan Implementation			
Implementation Action		Responsibility	Timeframe
	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 13, 2013

APPENDIX C CITY OF HAGERSTOWN - Permits for New Housing Units

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	60	78
June			4		4
July	5		3		8
August	2				2
September	3				3
October					0
November	3				3
December	1				1
Totals:	37		17	60	114
Total Number of Permits Issued					55

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

Calendar Year of 2011

	R	R4	R5	A	Reno	Total Units Per Month
January	2					2
February	1				1	2
March	3	1				5
April			8			8
May	1		3			4
June						0
July	4		3			7
August	4					4
September			3			3
October	1					1
November	2		4			6
December	2					2
Totals:	20	1	21		1	44
Total Number of Permits Issued						43

Column named reno is for newly created residential units by way of a conversion for example, perhaps the space had previously been used as an office

Calendar Year of 2012

	R	R4	R5	A	Reno	Total Units Per Month
January	4					4
February	2					2
March	2	1				4
April	2					2
May	0					0
June	0					0
July	5					5
August	2					2
September						0
October	1		10			11
November	1					1
December	3					3
Totals:	22	1	10			
Total Number of Permits Issued					33	34

*R = single-family detached
*R4 = duplex units
*R5 = townhome units
*A = new apartment units
*Reno = newly created units

Column named reno is for newly created residential units by way of a conversion for example, perhaps the space had previously been used as an office

Appendix D. Hagerstown Residential Development Projects - Windshield Survey

Development (w/ date of first final plat)	Total No. Of Preliminary Plat/Site Plan Units	Built Units	Units Under Construction	Final Platted Units Which Have Not Started	Units Without Final Plat
Hager's Crossing (2002)	1A - 92 SF, 83 T 1B - 178 T 2 - 289 SF 3 - 240 A TOTAL - 882	1A - 92 SF, 83 T 1B - 172 T 2A - 43 SF 2B1 - 14 SF 2B2&3 - 4 SF TOTAL - 408	1B - 0 2B1-3 - 0 SF 3 - 0 TOTAL - 0	1A - 0 1B - 6 T 2 - 56 SF 3 - 240 A TOTAL - 302	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 - 4	V - 14	0
Collegiate Acres (2 unapproved sections) (2005)	1A - 1 SF, 22 T 1B - 43 SF, 45 T 1C - 24 T 1D - 38 SF, 30 T "1E" - 19 T 2A - 74 T 3 - 105 A (need APFO) TOTAL - 401	1B - 37 SF, 45 T 1C - 13 T 1D - 9 SF 2A - 74 T TOTAL - 178	1B - 0 1C - 0 1D - 0 TOTAL - 0	1A - 1 SF, 22 T 1B - 6 SF 1C - 11 T 1D - 29 SF, 30 T 3 - 105 A (need APFO) TOTAL - 204	1E - 19 T Parcel 4 & 5
Fairchild Heights (2003)	36 T	26	0	10 T	0
Hillside Manor (2004)	72 SF	35	0	37 SF	0
Greenwich Park (2000)	190 D 1 SF	112 D	1 SF	78 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	10	1	36 SF	0
Old Trail Estates (2004)	28 SF	24	0	4 SF	0
Poplar Square (2006)	204 T	0	0	35 T	169 T
New Haven	376	0	0	0	376
TOTALS	2, 988	1,407	6	839	736

City of Hagerstown
Annexations 2008 - 2012

Case #	Name	Resolution	PC Recommend	MCC Intro Resolution	Annexation Plan Adoption	Public Hearing	MCC Approval	Effective Date	Acreage	Existing County Zoning	Proposed City Zoning	Location
A-2007-04	Bowman Hollyhock & Venetian Investments	R-07-23	8/29/07	9/25/07	9/21/07	11/6/07	11/27/07	1/11/08	12.3	HI1	C2	Broadfording Road
A-2007-05	Jones	R-07-28	11/14/07	11/27/07	11/27/07	1/8/08	1/29/08	3/14/08	0.2	RU	R1	1004 Linwood
A-2007-06	Haven Road II	R-07-32	NA	12/18/07	12/18/07	1/29/08	2/26/08	4/11/08	51.9	MF	R3	end of Haven Road
A-2008-01	BRK, Ventures, LLC	R-08-02	1/9/08	1/29/08	1/29/08	3/4/08	3/25/08	5/9/08	1.1	HI-1	C2	13015 Salem Avenue
A-2008-02	Doub Property		1/9/08	1/29/08	1/29/08	4/22/08	N/A	N/A	141.7	HI-1 / HI-2	C4 / POM	Intersection of I-70 & US-40
<i>2nd Amended Petition</i>						8/25/09	8/25/09	10/27/09	12/22/09	2/5/10		
A-2006-03	Eastern Blvd./Shaool	R-06-24	7/25/06	7/21/06	6/28/06	8/22/06	7/29/08	9/12/08	5.9	RS	R1	Eastern Blvd
A-2008-03	Stamper - Dual Highway	R-08-14	4/9/08	5/20/08	5/20/08	7/29/08	7/29/08	9/12/08	0.9	HI-1	C2	1914-1920 Dual Highway
A-2008-04	PER CCC Investments, LLC	R-08-27	4/9/08	6/17/08	6/17/08	7/29/08	7/29/08	9/12/08	0.2	RU	R1	Lot 182 - Harwood Road
A-2008-05	Private Reserve, LLC	R-08-29	5/28/08	7/29/2008	7/29/08	9/23/08	10/28/08	12/12/08	0.7	RU	R1	End of Atlantic Drive
A-2008-06	S&H Partnership / Summit Ridge LLC	R-08-34	9/24/08	10/21/08	10/21/08	11/25/08	12/16/08	1/30/09	7.7	IR	C2	Hump Road
A-2008-07	Jordan	R-08-35	9/10/08	10/21/08	10/21/08	11/25/08	12/16/08	1/30/09	0.2	RU	R1	Lot 181 - Harwood Road
A-2008-08	Norfolk Southern		9/24/08	10/28/08	10/28/08	12/16/08	1/27/09	3/13/09	95.2	PI	IG	Oak Ridge Drive
A-2008-09	Valley Car Wash	R-08-36	10/1/2008	10/21/08	10/21/08	11/25/08	12/16/08	1/30/09	1.2	BG	C2	Eastern Blvd. & Diamond Drive
A-2010-03	SHA R-O-W (I-70)	R-11-01	12/8/2010	01/25/11	1/25/11	03/22/11	4/26/11	6/10/11	5.3	HI-2	C4 / POM	North of Interstate 70
A-2010-04	Split-Parcel Annex.	R-11-06	2/23/2011	03/22/11	3/22/11	04/26/11	7/26/11	9/9/11	21.8	Mult.	Mult.	Multiple Locations
A-2010-05	Beltway Prop. V LLC	R-11-02	12/8/2010	01/25/11	1/25/11	03/22/11	4/26/11	6/10/11	1.4	HI-1	R3	Rear of 12835 Salem Ave
A-2011-01	Stoup Soup LLC & Eddie's Tires LLC	R-11-22	6/8/2011	6/21/2011	6/22/2011	7/26/2011	8/23/2011	10/7/2011	4.1	BG	C2	246 Eastern Blvd N & 1126 Diamond Drive
A-2011-02	Tractor Supply Co.	R-11-32	8/22/2011	8/23/2011	8/23/2011	10/4/2011	10/25/2011	12/9/2011	64.0	IG	IG	11935 Hopewell Road
A-2011-03	Pangborn Corp.	R-11-37	9/14/2011	9/27/2011	9/27/2011	11/22/2011	3/27/2012	5/10/2012	5.2	IG	POM	Panborn Blvd
A-2012-01	TriState Holdings LLC		12/2/2012	1/22/2013	1/22/2013	2/26/2013	3/26/2013	5/10/2013	0.3	RS	RMOD	12035 Delwood Avenue
									Completed	421.3		

Appendix E

2012 Annual Report of City of Hagerstown Planning Commission
Appendix F: Boards and Commissions Report

Planning Commission

Site Plans				
2008	2009	2010	2011	2012
36	28	28	33	11
Subdivisions				
2008	2009	2010	2011	2012
17	12	14	9	7
Forest Conservation				
2008	2009	2010	2011	2012
9	4	4	2	1

Mayor and City Council and Planning Commission

Rezoning				
2008	2009	2010	2011	2012
3	3	3	2	1
Annexations				
2008	2009	2010	2011	2012
9	0*	5	3	1

*2 prior year requests approved in 2009

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

2008	2009	2010	2011	2012
38	38	13*	13	15

* Text amendment removed home occupations from purview of BZA.

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

2008	2009	2010	2011	2012
79	59	54	42	52