

City of Hagerstown Planning Commission

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Annual Report for Calendar Year 2013



Planning Commission

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I. Comprehensive Plan Updates

- A. Land Use Plan. The Planning Commission and staff began 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. Planning Staff has also begun updates to other elements of the Comprehensive Plan affected by the Land Use Plan.

II. Actions to Implement Land Use Recommendations of Comprehensive Plan

- A. Land Management Code Updates. A package update to the Land Management Code was adopted on September 24, 2013. In this package were 24 amendments that included, but were not limited to, allowing retail discount clubs in some industrial districts, site design standards for automobile dealerships, permitting restaurants and performing arts studios to the Conversion Overlay District, and standards for street graphics.
- B. New State Regulations. Not applicable.
- C. Rezoning.
 - 1. Hager's Crossing Planned Unit Development (PUD) Amendment – New Elementary School. In 2013 the City processed a rezoning application for a PUD amendment to remove plans for multi-family dwellings and allow for a new, public elementary school in their place within the Hager's Crossing development. 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 development. 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.



West City Elementary School Site Rendering

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. The 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, and approval was granted by the Mayor & Council on September 24, 2013. Construction on the school is expected to begin in 2014. 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.

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

A. Annexations.

1. 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 on March 26, 2013.
2. Pre-Annexation Agreements. The City processed three (3) requests for water and/or wastewater service for properties outside the City limits and not contiguous to our borders. As required by the City's Annexation Policy, these properties entered into pre-annexation agreements with the City as a condition of service.

B. Major Development Projects. The City approved a small number of additions and site alteration site plans in 2013 and several major private sector projects in 2013.

1. Major New Developments.

- The Reserve at Collegiate Acres, Parcel 3 (148 Multi-Family DUs) – Terps Boulevard
- The Reserve at Collegiate Acres, Parcels 4 & 5 (124 Multi-Family DUs) – Hoosier Court & Nittany Lion Circle



Reserve at Collegiate Acres Parcel 3 Rendering

2. Additions and Site Alterations.

- Younger Toyota (new service buildings) – 1951 Dual Highway

3. Adaptive Re-Use Projects.

- Washington County Senior Center (former Army Reserve Complex) – 21 Willard Street

4. Residential Development Pipeline. When compared to the last 4 years, residential development ramped up slightly in 2013. Of the approximately 1,575 housing units

in the pipeline at the end of 2013, 143 new units were built (some with 2012 permits) and 97 new units were under construction by the end of 2013. The City issued permits for 143 new residential units in 2013. The vast majority of the activity in 2013 occurred at Collegiate Acres (including three new apartment buildings), however a handful of units were also built at three other in-progress development projects in the city. 264 units in the pipeline for Hager's Crossing were eliminated as a result of the forthcoming West City elementary school.

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 2013 to implement Comprehensive Plan and other plan recommendations for sites within the City or its service territory.

1. Infrastructure.

- New Sidewalks – Route 40 in the West End
- 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 Collection System Rehabilitation – correction of inflow and infiltration city wide.
- Construction of Phase II of a Walking & Bicycling Trail in Mills Park
- Potterfield Pool – Construction of shade structures and secondary lift
- Completed repairs to the University District Parking Deck
- Installed a bike trail at Park Circle and bike lanes on Summit Avenue
- Demolition of Mid-town Motel on North Prospect Street
- Construction of the Frederick Street culvert extension to accommodate sidewalks
- Repaired sidewalks damaged by street trees
- Installed ramps in sidewalks for handicapped accessibility
- Pavement Preservation Program – The City overlaid with asphalt approximately 2.7 miles, or 2.1%, worth of city-maintained streets.
- Replaced lights in the ice rink
- Installation of permanent seating at the City Park bandshell
- Street Tree Program – planted 138 street trees across the City using a grant from the Chesapeake Bay Trust.

2. Community Facilities.

- Alice Virginia and David W. Fletcher Branch Central Library – construction was completed in the Summer 2013 and officially open in October 2013.
- Bester Elementary School – In 2013, construction began on replacement of the aging Bester Elementary School on South Potomac Street. The plan is for construction of a new school building to the east of the current building, which

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 by the beginning of 2014-2015 School Year.

- The City constructed a dog park adjacent to the Fairgrounds Park.
- Veterans Memorial Park – Phase I construction was completed in 2012 for a new park at corner of South Potomac Street and Memorial Boulevard. The park, which includes walking/biking paths, trees, benches, lights, and modifications to Marsh Run, creates an outdoor space that honors citizens who have contributed to the community in significant ways and to remember important events in the City’s history. Phase II started in 2013 and is expected to be completed in 2014.
- Korean War Veteran’s Monument – The City completed construction on the Korean War Veterans Association in the median of Mealey Parkway at the intersection of Potomac Avenue which includes a monument honoring veterans of the Korean War.

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

See attachments.

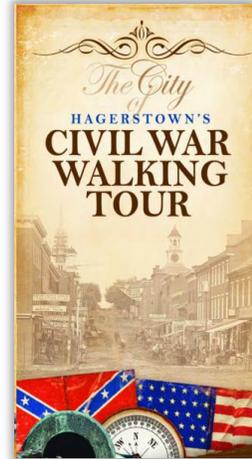
V. Changes to Local Planning and Development Processes

- A. Minor Subdivision Definition. To be consistent with Washington County and the State of Maryland, the City amended its definition of a minor subdivision from a maximum of 5 residential lots to a maximum of 7 lots. The amendment was passed by Mayor & Council on March 26, 2013.
- B. Land Management Code Updates. A package update to the Land Management Code was adopted on September 24, 2013. In this package were 24 amendments that included, but were not limited to, allowing retail discount clubs in some industrial districts, site design standards for automobile dealerships, permitting restaurants and performing arts studios to the Conversion Overlay District, and standards for street graphics.

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 2013, the City undertook the following:

- A large full-color, illustrated Civil War walking tour fold-out map which was released in June 2012 continues to serve as a prominent tool in promoting Civil War tourism in Hagerstown. The map contains a map of 1860 Hagerstown on one side and Rose Hill Cemetery on the reverse. Work was initiated to convert the product to an on-line interactive map, providing internet access to the content of all historical markers and photos of those markers in their environmental context. Rollout is slated for mid-2014. Plans are tentatively in the works to expand this product to include a walking tour of Rose Hill based on the reverse map to add to on-line offerings.

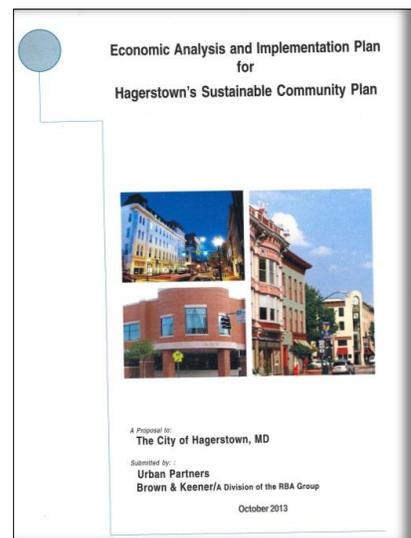


- Two city-produced Civil War documentaries, "Valor in the Streets - The Battle of Hagerstown" (2011) and "Divided Valor - Hagerstonians in the Civil War" (2012) are regularly broadcast on the City's government cable channel. Added to this inventory of heritage promotion products in 2013 was "Reunion and Remembrance - Hagerstown Honors Her Civil War Veterans". This video provides the opportunity for residents to share in the September, 2013 ceremony held at Rose Hill Cemetery which rededicated Union and Confederate monuments, unveiled the renovated grave marker of Jacob Wheaton and the new SHA historical marker relating Wheaton's status as the first African-American in Maryland to vote after the Civil War. The highlight of the program was the unveiling of a new monument to Hagerstown's African American Civil War veterans. City staff has been discussing with the C & O Canal National Historical Park the possibility of copying and making minor adjustments to a 15-minute segment of "Divided Valor" for possible use as a site-video at the park's Ferry Hill unit near Sharpsburg. This last effort is a slow process due to NPS funding issues.
- Fundraising is ongoing for a planned statue of LTC George Washington, circa 1755, to be placed in front of the Courthouse. Fundraising should be complete in 2014 with implementation in 2015.
- The City's Sesquicentennial of the Civil War Commemoration Events - continued to execute events for 2012 through 2014. The first event - "First Call Weekend" was held in City Park in June, 2012. The City held an observance in Rose Hill Cemetery on September 21, 2013 to rededicate three features at the cemetery and to add a new memorial to the City's African-American Civil War veterans on the 150th anniversary of the first mustering-in of African-American soldiers from this state. Planning continued on the third event, scheduled to be held on July 4, 2014 at Fairgrounds Park, to commemorate the 150th anniversary of "The Ransom of Hagerstown".

- A new series for the City's cable television station, with a working title of "Hagerstories" is in development. This will be micro-programs of 5 to 10 minutes in length that focus on a specific element of Hagerstown history. The first episodes are planned to air in the fall of 2014.
- An event commemorating the 200th Anniversary of the first publication of the "Star Spangled Banner" as a musical work is being planned for October, 2014 at the Maryland Theatre. The Star Spangled Banner was first published as a musical work by the Gruber Printing Company in Hagerstown, on the current location of the Maryland Theatre in the fall of 1814...mere weeks after the Battle of Baltimore. A historical marker will be unveiled at this event.
- Preliminary research and discussion is under way regarding the possible production of a docu-drama for the City's cable television station focused on the July 6, 1864 Confederate ransom of Hagerstown. Efforts are very preliminary at this point.
- The City approved moving forward with improvements to Memorial Park that will create a historical timeline of significant city events along the park's trail network, as well as the "Hagerstown Circle of Achievement" - an outdoor "Hall of Fame" of sorts for City residents who achieved prominence and success on the national and state levels. Construction will begin in the Spring of 2014 and be completed by late summer.
- A one-day living history program was held in September at Bloom Park to commemorate the veterans of the Spanish-American War and the Philippine Insurrection (1898-1902). Bloom Park, dedicated in 1900, is the third-oldest memorial to the veterans of the Spanish American War in the United States.

B. Economic Development Analyses. Several analyses were prepared or initiated in 2013 to assist with economic development retention and recruitment efforts.

- Downtown Economic Analysis and Implementation Plan – In December 2013, the Mayor and City Council authorized staff to enter into a contract with Urban Partners, an economics and planning firm from Philadelphia, PA, to undertake an economic analysis and prepare an implementation plan for Hagerstown's 2012 Sustainable Community Plan. The scope of work for the project includes not only an economic analysis of Hagerstown's 2012



Sustainable Community Plan, but also a Economic Analysis and Implementation Plan Proposal Cover

- community engagement exercise. This exercise is intended to further develop tactics and strategies to implement the plan's objectives and build community support for our downtown vision and projects intended to catalyze revitalization. As a result of their analysis and the community engagement process, the consultant will prepare a cost benefit analysis of identified catalyst projects to spark revitalization of Hagerstown's City Center and an implementation plan to achieve our vision for downtown. The project will be completed by the end of June 2014.
- City Staff completed an update to the annual Shopping Center Occupancy Analysis for the Hagerstown urbanized area.
 - City Staff completed an update to the annual Downtown Storefront Occupancy Analysis.
- C. Park Planning. Action 9-5 of the 2008 Comprehensive Plan recommends development of new parks and open space areas in under-served portions of the city, specifically south of downtown. In 2013, the City constructed the Hagerstown Dog Park adjacent to Fairgrounds Park; the Korean War Veterans Monument at Potomac Avenue and Mealey Parkway was completed; and Phase II of Memorial Park at South Potomac Street and Memorial Boulevard was underway.
- D. FY2014 Community Legacy Grant. Action 8-7 of the 2008 Comprehensive Plan recommends investigating additional incentives to make rehabilitation and adaptive reuse more financially attractive. In 2013 the City applied for and was subsequently awarded \$150,000 in the FY2014 Community Legacy funding for rehabilitation of two City-owned properties in downtown. The two properties included were 43-53 West Washington Street and 170 West Washington Street – both were constructed in the 1800s and had been neglected for a number of years. The Community Legacy grant greatly assists the City in its efforts to rehabilitate both buildings in order to make them more financially attractive for private investment in downtown Hagerstown.

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

- A. Adequacy of School Capacity. In the Medium Range Growth Area, some of the elementary school enrollments were over the local-rated capacity (LRC) and some high schools were over their state-rated capacity (SRC). Washington County Public Schools was engaged in site planning and construction for a replacement Bester Elementary School facility in 2012. The West City Elementary School facility was in the planning stages in 2013, 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.

- B. City Adequate Public Facilities Ordinance (APFO) Repeal. In 2013, the City of Hagerstown repealed its APFO. The Mayor & Council determined that conditions have changed since the APFO was adopted in 2006 and that it was no longer in the best interests of the citizens of Hagerstown to continue with the Ordinance.

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

SB276/HB295 also requires jurisdictions to establish a land use goal aimed at increasing the percentage of growth within their Priority Funding Area (PFA) and decreasing the percentage of growth outside their PFA. However, like all municipalities in the State, all land within the city limits, with the exception of one parcel, is within the PFA and the City is therefore not required to establish a local land use goal.

APPENDIX

- A. Maps per Section IV of the Annual Report
- B. Implementation Table from 2008 Comprehensive Plan
- C. Building Permits Report for 2013
- D. Pipeline of New Residential Development Projects, December 2013
- E. Annexation Report for 2013
- F. Boards and Commissions Activity Report for 2013

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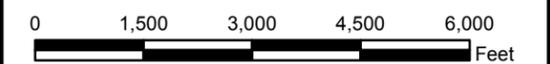
Calendar Year 2013

Appendix A

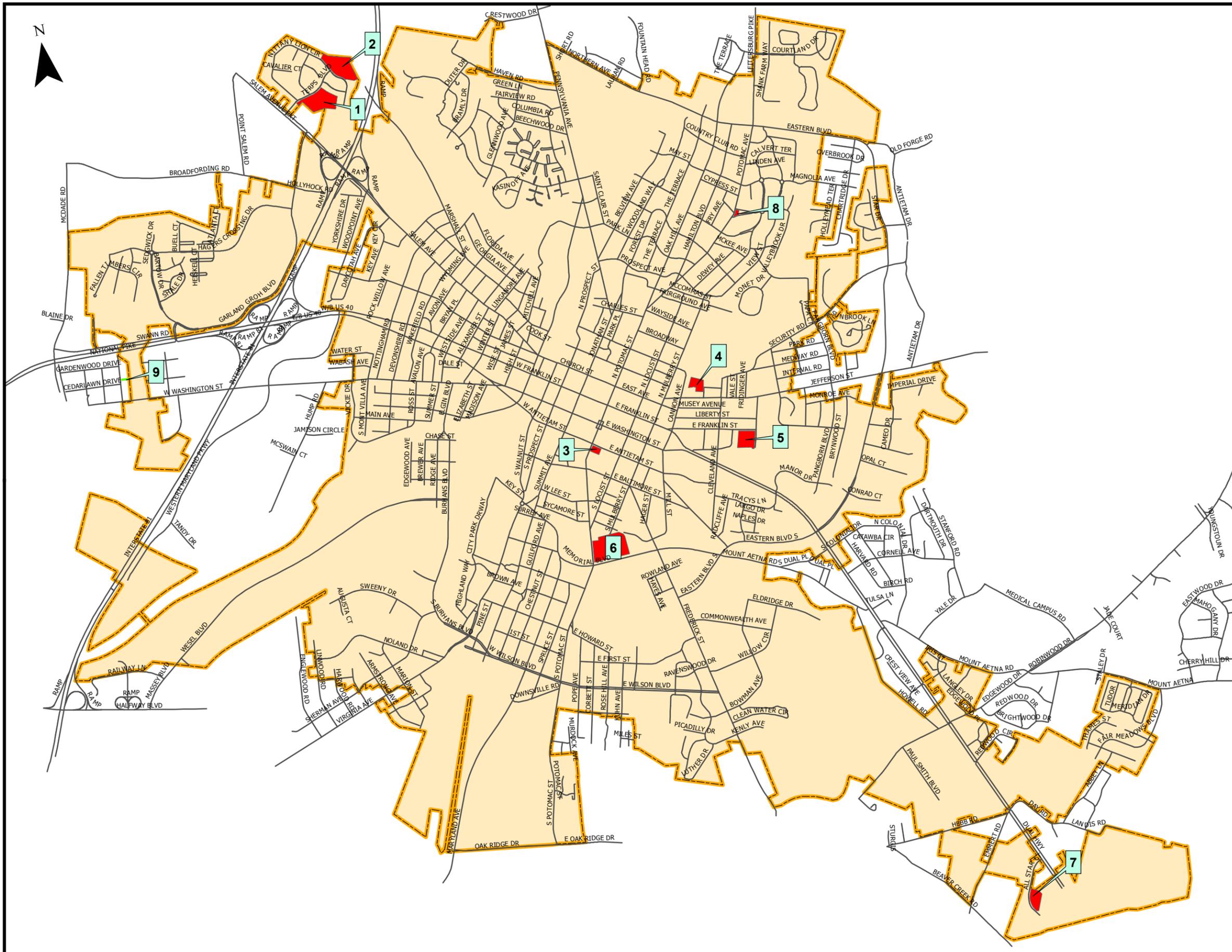
-  Street
-  Corporate Boundary
-  Major Development

Key

1. Reserve at Collegiate Acres - Parcel 3
2. Reserve at Collegiate Acres - Parcels 4-5
3. Fletcher Memorial Central Library
4. Hagerstown Dog Park
5. Wash. Co. Senior Center
6. Bester Elementary School
7. Younger Toyota Service Buildings
8. Korean War Veterans Memorial
9. Delwood Ave Annexation



Map Projection:
NAD83 State Plane Maryland (feet)
Data Source:
City of Hagerstown, 2013
Prepared By:
Hagerstown Planning & Code
Admin Division,, 06/24/14



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Appendix A.1

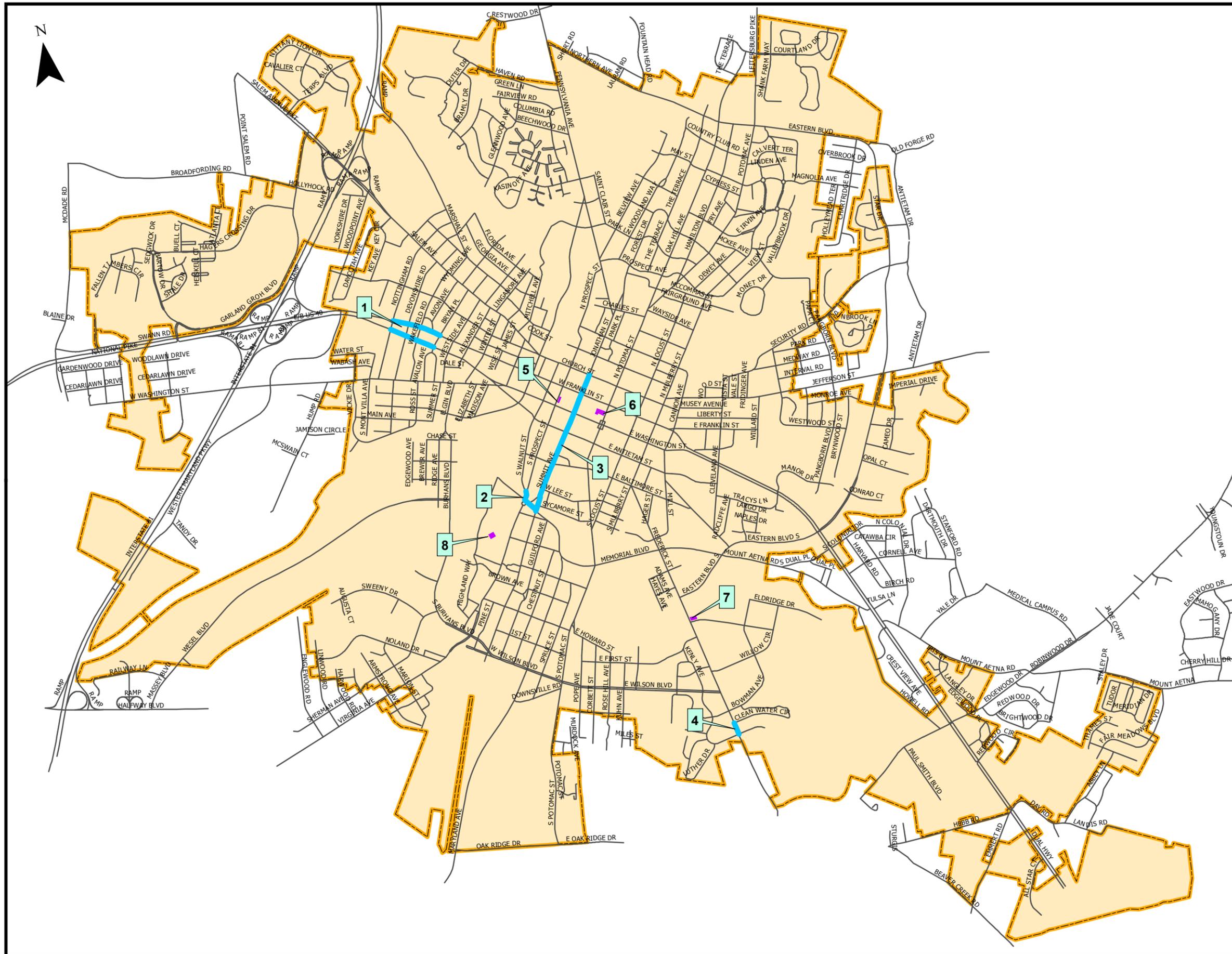
-  Street
-  Corporate Boundary
-  Infrastructure Improvement
-  Infrastructure Improvement

Key

1. New sidewalks - US Route 40
2. Installation of new bicycling/walking path
3. Summit Ave/Jonathan Street Bicycle Lane
4. Frederick Street culvert extension for new sidewalk
5. Demolition of Midtown Motel
6. Minor Renovations of University Parking Deck
7. Potterfield Pool - construction of shade structures
8. Installation of permanent seating at City Park Bandshell



Map Projection:
NAD83 State Plane Maryland (feet)
Data Source:
City of Hagerstown, 2013
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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.

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 – on-going
2-6	Pursue comprehensive rezoning to make the Hagerstown Zoning Ordinance and Map consistent with Future Land Use categories and the Future Land Use Map.	CED, ADM	2 – Done; additional updates in progress
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 organizations.	CED, ADM	1 – on-going
3-5	Consider using comprehensive redevelopment strategies such as the East End Redevelopment Plan as tools for promoting economic development in specific	CED	3 – underway for City Center with

Table IM-1: Plan Implementation			
Implementation Action		Responsibility	Timeframe
	neighborhoods or areas.		Urban Partners project
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	1 – 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 <i>(99% complete)</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 Management and Land Use Element of this Comprehensive Plan.	CED, PE, ADM	2 - DONE
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

Table IM-1: Plan Implementation			
Implementation Action		Responsibility	Timeframe
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 – DONE
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 Residential and Mixed Use districts.	CED, ADM	2 – DONE

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 - Underway
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 – on-going
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 - DONE
9-1	Establish a joint City-County Central Booking facility.	PO, ADM	1 - DONE
9-2	Relocate and build new fire stations as shown in Figure 9-2.	FD, ADM	3 – DONE
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 of the City.	PEI, CED, ADM	3 – on-going

Table IM-1: Plan Implementation

Implementation Action		Responsibility	Timeframe
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 – on-going
9-8	Consider developing an indoor recreation center.	PE, ADM	3
9-9	Pursue formalized joint-use agreements with Washington County Public Schools to allow continued use of school property (especially recreational facilities) by the public.	CED, ADM	2
9-10	Support expansion of the Central Branch of the Washington County Public Library in Downtown Hagerstown.	CED, 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

July 21, 2014

Appendix C: Hagerstown Building Permits

Calendar Year of 2013

	R	R4	R5	A	Reno	Total units
January						0
February	3					3
March	6					6
April	6					6
May	3		10			13
June	5					5
July	5					5
August	7		4			11
September	2					2
October	3		6			9
November	2		4	68		74
December	1		8			9
Totals:	43		32	68		143

Total Number of Permits Issued: 78

*November - 68 apt. units are three buildings at

The Reserve at Collegiate Acres

*R = single-family detached

*R4 = duplex units

*R5 = townhome units

*A = new apartment units

*Reno = newly created units

Calendar year 2013	Building Permits	
	Quantity	Est. value
Residential, new	78	\$9,940,000
Residential, misc	177	\$1,611,846
Total Residential	255	\$11,551,846
Commercial, new	5	\$1,835,000
Commercial, misc	101	\$4,800,853
Apartment bldgs, new	3	\$6,138,720
Apartment bldgs, misc	35	\$716,276
Demolitions	18	\$111,004
Signs	47	\$292,544
Total Comm/w fees	209	\$13,894,397
Commercial, waived fees	36	\$2,767,031
Total Commercial	245	\$16,661,428
Total all building permits	709	\$28,213,274

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 TOTAL - 642	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 TOTAL - 0	1A - 0 1B - 6 T 2 - 56 SF TOTAL - 62	2 - 172 SF
Cortland (2001)	Manor - 138 T Villas - 62 D Park - 432 A TOTAL - 632	Manor - 138 Villas - 48 Park - 432 TOTAL - 618	V - 2	V - 12	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 2 - 74 T 3 - 148 MF 4&5 - 124 MF TOTAL - 568	1B - 38 SF, 45 T 1C - 24 T 1D - 20 SF, 9 T 2 - 74 T TOTAL - 210	1A - 1 SF 1B - 3 SF 1D - 12 SF 1E - 8 T 3 - 68 MF TOTAL - 92	1A - 22 T 1B - 2 SF 1C - 0 1D - 6 SF, 21 T 1E - 11 T 3 - 104 MF 4&5 - 124 MF TOTAL - 290	0
Fairchild Heights (2003)	36 T	26	0	10 T	0
Hillside Manor (2004)	72 SF	35	0	37 SF	0
Greenwich Park (2000)	190 D 1 SF	116 D 1 SF	2 D	72 D	0
Scarlet Hills (2006)	36 A	0	0	36 A	0
Potomac Manor (2005)	47 SF	14	1	32 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	2,832	1,452	97	558	717

Hagerstown Planning and Code Administration, December 30, 2013

Removed – expired Deerfield Knolls PUD; apartments at Hager's Crossing due to PUD amendment

**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

2013 Annual Report of City of Hagerstown Planning Commission
Appendix F: Boards and Commissions Report

Planning Commission

Site Plans				
2009	2010	2011	2012	2013
28	28	33	11	17
Subdivisions				
2009	2010	2011	2012	2013
12	14	9	7	6
Forest Conservation				
2009	2010	2011	2012	2013
4	4	2	1	2

Mayor and City Council and Planning Commission

Rezoning				
2009	2010	2011	2012	2013
3	3	2	1	1
Annexations				
2009	2010	2011	2012	2013
0*	5	3	1	0*

*Prior year requests approved in subsequent year

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

2009	2010	2011	2012	2013
38	13*	13	15	12

* Text amendment removed home occupations from purview of BZA.

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

2009	2010	2011	2012	2013
59	54	42	52	63