



# CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

## DESTINATION RETAIL USE DESIGN STANDARDS

## Schedule D

(Last Revised: January 1, 2021)

### Submittal Requirements:

Case No. ZS - 20\_\_ - \_\_\_\_

Office Use Only

- Attach this form to the original site plan or development plan application.
- Include an electronic copy of this schedule with the electronic site plan or subdivision application.
- No additional copies are required beyond those required for the plan application itself.
- Filing fee is included in the site plan or development plan fee.

Name and Description of Project: \_\_\_\_\_

Location of Property: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
(Please include street address, if known)

Engineering/Survey Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

This Chart for Staff Use Only	1 <sup>st</sup> Review	2 <sup>nd</sup> Review	3 <sup>rd</sup> Review
Date Accepted for Processing			
Review Date			
Returned to Design Firm			

Article 4, Section F.2.b(2) of the Land Management Code requires compliance with certain design standards found in Article 5, Subsection I.6 when developing or redeveloping a site to include a commercial unit of 75,000 square feet or greater in the CR (Commercial Regional) Zoning District. Such development is defined as a "destination retail use." The development of such large commercial facilities have the potential to attract a lot of visitation and the quality of the development and its environment have the potential to significantly impact the character and development of the surrounding area. Therefore, additional design standards are necessary to ensure quality development when such projects are initiated.

When property is redeveloped through the renovation of, or addition to, an existing development, compliance with these standards are expected to the greatest extent practicable, including full compliance when it is practical. However, the Planning Commission is authorized to exercise discretion to consider waivers to certain requirements when they are not practical in specific circumstances on a property being renovated. In renovation situations, the goal is to bring the property as close to compliance with current standards as may be practical.

### Exemption:

This requirement applies only when the property is in the CR Zoning District. It does not apply to any other district. They also apply when one or more units in the development will be over 75,000 square feet in area. If the plan does not call for one or more units of at least 75,000 square feet, this provision of the ordinance is not applicable to the development.

**Instructions to Engineer/Surveyor:** In the column marked “Engineer/Surveyor,” identify each page which the required item appears on the plan. For items that appear on each page of the plan, use “All.” If the item is not applicable, address as not applicable in a note on the plan and reference the page of the plan on which the note appears in the column below. Only addressing the issue as “not applicable” in this checklist is insufficient.

LMC Section	Ordinance Requirements	Engineer/Surveyor	1 <sup>st</sup> Review	2 <sup>nd</sup> Review	3 <sup>rd</sup> Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
4.Z	Zoning District: CR (not applicable in other districts).					
5.1.6.b(8)(a)	Height. The preferred design of a destination retail use shall be no less than two complete stories.					See text for exceptions.
5.1.6.b(8)(b)	Location on Site. For the purpose of reducing the visual impact of an expansive parking area... the...building(s) shall: (i) Be located as to place destination retail uses near the primary public street; or (ii) To the rear of a “main street” shopping center design.					
5.1.6.b(8)(c)	Architectural Design. Public-oriented facades and the roof line of the destination retail use shopping center or building and any facade that is located within 300 feet of a residential zoning district shall be articulated and constructed with architectural elements so as to appear as a series of smaller buildings.					Embed building elevations in the site plan.
5.1.6.b(8)(d)	Main Street Design.					See text for details.
5.1.6.b(8)(e)	Landscaping and Pedestrian Circulation. A landscaped plaza equal to 2.5% of the gross square foot area of the destination retail use shall be provided in front of that unit to serve as a visual focal point for the project. In no case shall the plaza be less than 2,000 square feet in area, and it may not be required to exceed 4,000 square feet in area. The plaza shall contain ornamental landscaping and paving, trees, benches and other amenities. The parking and circulation layout shall be designed to maximize pedestrian circulation throughout the site and to adjacent uses.					Compliance will be demonstrated on the landscaping plan page(s) of the site plan. The landscaping plan requires completion of Schedule A.
5.1.6.b(8)(f) and 5.1.8	Redevelopment and Sketch Plan Requirements. All provisions of this subsection (Subsection I) shall apply to renovation plans for existing retail centers... that are improved to introduce a destination retail use to the site. ... This includes circumstances when there is little to no ground disturbance. A site plan will be required. Depending upon the nature and arrangement of existing site improvements, the Planning Commission may treat such proposed renovation plans with leniency when reviewing plans submitted in accordance with this subsection.					Do not proceed unless a sketch plan, including basic building elevations has not previously been approved by the Planning Commission.

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