

# CITY OF HAGERSTOWN, MARYLAND - PLANNING DEPARTMENT

## ANNUAL REPORT 2003

### Major New Developments (Over \$200,000 of Building Permit Value)

Lowe's Companies	\$3,683,949
Gateway Crossing (Elgin Station)	3,261,000
Hagerstown Heart Properties	2,100,000
Professional Court, LLC	1,464,672
Premier Partners	1,500,000
American Red Cross	1,270,000
Girls, Incorporated	1,000,000
Wade Dental Office	779,479
W House	643,300
O'Neill Physical Therapy	459,050
Waypoint Bank	410,000
Long & Foster	399,286
Grace United Methodist Church	372,800
Dahbura Family Limited Partnership	300,000
Burhans I, LLC	300,000
Super Shoe	260,000
Bulldog Federal Credit Union	250,000
<b>TOTAL</b>	<b>\$18,453,536</b>



### Cortland Park

### Service Data

#### BZA CASES

1999	2000	2001	2002	2003
41	44	49	59	52

#### PDDC CASES

1999	2000	2001	2002	2003
31	38	51	36	67*

\*Includes 15 sign and facade grants

#### SITE PLANS

1999	2000	2001	2002	2003
49	41	33	48	53*

\*Includes 24 staff-approved/29 full review

### Year 2003 In Review

Major areas of focus for the Planning Department in the Year 2003 included reorganization of the Department, implementation of the annexation policy, conclusion of the Central Chemical redevelopment planning project, coordination of eight annexation petitions, revisions to the Zoning Ordinance, review of several complex subdivision projects, and grant writing and administration.

### Performance Report For The Year 2003

- The Department was reorganized by splitting Economic Development off as separate entity under Administration and adjusting responsibilities of two professional positions under the Director. Lengthy period consumed by the job search and hiring process for the two positions of Comprehensive Planner and Development Planner/Zoning Administrator. Department was fully staffed by the end of May 2003.
- Concluded Central Chemical Superfund Redevelopment Initiative Pilot Project, continued work on the Brownfields Assessment Demonstration Pilot Project, and will close out Brownfields Cleanup Revolving Loan Fund Pilot Project.
- Extensive staff time involved with review of nine major subdivision development projects (Gateway Crossing, Hager's Crossing, Cortland Manor, Pangborn Park, Park Overlook, Fairchild Heights, Kensington Villas, Hillside Manor, and Way of Truth), 53 site plans, four forest conservation plans, and six rezoning requests. By the end of the year, there were 3,081 new housing units in the pipeline.
- Processed eight annexation petitions resulting in 155.8 acres added into the City and three new development projects for the City.
- Zoning Ordinance amendments: adopted amendments to delete the C5 district, revise the PDDC review process, and adjust special exception language for the Board of Zoning Appeals. Proposed amendments for homeless shelters were withdrawn by the Planning Commission.
- Working with Planning Commission on new Landscape regulations in the Zoning Ordinance.
- Completed amendment of Forest Conservation Ordinance.
- Assisted City's consultant with response to Hospital Relocation application to the State.
- Administered the Annexation Policy. Processed 44 requests for services outside the corporate limits. One annexation and 18 pre-annexation agreements were required for service. \$43,242 in application fees were collected.
- Administered 2002 and 2003 Community Legacy grants and applied for funding in the 2004 Community Legacy program. *Home PRIDE mortgage program*: five applicants have completed rehab projects, 12 loans are closed with work in progress, and seven more are in process. *Home PRIDE Parking grant program*: staff will revise the guidelines for the parking grant program in an

#### SUBDIVISIONS

1999	2000	2001	2002	2003
34	27	25	34	49

#### REZONINGS

1999	2000	2001	2002	2003
5	6	3	4	6

#### FOREST CONSERVATION CASES

1999	2000	2001	2002	2003
3	1	2	10	4

#### WATER & SEWER REQUEST CASES (Annexation Review Committee)

1999	2000	2001	2002	2003
n/a	n/a	n/a	38	44



**Brownfields Assessment Pilot Project**



**Hager's Crossing**

effort to gain more participation. *Facade Restoration Grant program*: the matching requirement has deterred participation. *USM Open Space project*: design work was well underway by the end of the year. *2004 Application*: secured \$70,000 this fall for School for the Arts and Arts Center projects.

- Reorganized Zoning Administration process with creation of new Development Review checklist, non-conforming uses registry, and enforcement tracking system.
- Comprehensive Plan Amendments: working on amendments to the Downtown sections, Central Chemical land use recommendation, and land use recommendations for newly annexed tracts.
- Adopted ordinance to implement new tax incentives for A&E investments and residential investments.

#### Challenges and Opportunities

- Maintaining Department functions in the first half of the year with vacancies in two of the Department's four positions.
- Facilitating citizen committee with the Superfund Redevelopment Initiative Pilot project.
- Administering the annexation policy.
- Striving to keep the Performing & Visual Arts Center project alive.
- Fulfilling and enhancing Department functions and goals in face of mounting development review and annexation pressures.

#### Looking Ahead To The Year 2004

The Planning Department will be focusing on the following in 2004:

- Complete 2002 and 2003 Community Legacy grant projects and ARC-funded 3D GIS grant project.
- Adopt Landscape regulations.
- Update Subdivision Ordinance and begin work on on-premise sign regulations.
- With assistance of Planning Intern, work on Livable City Initiative.
- Begin update process for 1997 Comprehensive Plan.
- Completion of Brownfields Assessment pilot project.
- Facilitate development of Arts High School and Performing and Visual Arts Center in downtown A&E District.
- Assist with APFO/Impact Fees study and Water & Sewer Plan study.
- Implement Hamilton Run Trail and continue planning for Marsh Run Trail.

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