

CITY OF HAGERSTOWN, MARYLAND - PLANNING DEPARTMENT

ANNUAL REPORT 2004

Major New Developments (Over \$500,000 of Building Permit Value)

Hager's Crossing	\$18,129,306
Park Overlook	\$5,387,000
Hagerstown Plaza (Martin's on Wesel) ...	\$4,754,100
Gateway Crossing	\$4,246,000
Cortland	\$3,610,000
Pangborn Heights	\$3,116,000
Greenwich Park	\$2,110,000
Kensington Villas	\$1,360,000
East Ridge	\$840,000
Fairchild Heights	\$781,000
ARC of Washington County	\$731,000
Bricker Enterprises	\$667,800
TOTAL	\$45,732,206



Hager's Crossing

SERVICE DATA

BZA CASES				
2000	2001	2002	2003	2004
44	49	59	52	71

PDDC CASES				
2000	2001	2002	2003	2004
38	51	36	67	74*

*Includes 9 sign and facade grants

SITE PLANS				
2000	2001	2002	2003	2004
41	33	48	53	60*

*Includes 40 staff-approved/20 full review

SUBDIVISIONS				
2000	2001	2002	2003	2004
27	25	34	49	39

Year 2004 In Review

Major areas of focus for the Planning Department in the Year 2004 included development review and inspections, annexation, text amendments to Zoning Ordinance and Subdivision Ordinance, analysis of options for a school assistance policy, analysis of options for a Sewer Allocation Management strategy, administration of the Forest Conservation Fund, assistance with the Rusk Summit, and assistance with the Governor's Development Capacity Task Force.

Performance Report For The Year 2004

- **Development Review** - Extensive staff time involved with continued activity from nine major subdivision development projects (Gateway Crossing, Hager's Crossing, Cortland Manor, Pangborn Park, Park Overlook, Fairchild Heights, Kensington Villas, Hillside Manor, and Collegiate Acres), site plans, forest conservation plans, and 8 rezoning requests. By the end of the year, there were 4,610 housing units in the pipeline, including the proposed Mt. Aetna Farm annexation.
- **Inspections** - the Planning Inspector was hired in July and in his first six months inspected 72 zoning complaints, pursued 4 zoning violations, inspected 37 site plans and subdivisions, and processed and inspected 82 fence permits. 52 Zoning Certificates were issued, including 7 for the C3 district.
- **Annexations** - processed or assisted with 6 annexation requests: Tractor Supply, Gateway Crossing Phase IV, Potomac Manor Section H, Aleshire, Narron/Crumrine, 1031 Mt. Aetna Road.
- **Annexation Policy** - processed 38 requests for services outside the corporate limits. 2 annexations and 35 pre-annexation agreements were required for service. One Joint Service Area request is outstanding. \$51,575 in application fees were collected.
- **Grant Administration** - completed Community Legacy grant-funded mortgage program and University Plaza project, put 3D GIS project back on track, assisted with Bond Bill for School for Arts, administered Community Legacy grants for Feasibility Study for Arts School and for the Arts Center project, applied for Community Legacy grant for CDC's Massey Redevelopment project, received ARC grant for Comp Plan Update, processed paperwork for DNR Tree grant.
- **Text Amendments** - implemented various amendments to the Zoning Ordinance to raise standard for commercial development: landscape regs, Big Box design standards, and C4 setbacks; working with the Planning Commission on two packages of amendments to the Zoning Ordinance - revisions to the Board of Zoning Appeals process and general revisions to address identified needs and problems; and working with Planning Commission on complete update of Subdivision Ordinance.
- **Policy Development** - instituted inspection process for Zoning Certificates in the C3 district as means of improving commercial space in downtown area; analyzed options for a school assistance policy and developed Interim School Impact Policy; assisted with Sewer Allocation Management Plan research.



Park Overlook

REZONINGS				
<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
6	3	4	6	7

FOREST CONSERVATION CASES				
<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
1	2	10	4	4

WATER & SEWER REQUEST CASES (Annexation Review Committee)				
<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
n/a	n/a	38	44	38



Gateway Crossing

- **Special Projects** - provided planning assistance to CDC with development proposals; analysis of Forest Conservation Fund situation and development of administration plan for use of the funds, including text amendment to raise the fee-in-lieu payment rate.
- **Statistical Data** - assisted with statistical data for Rusk Summit, Hagerstown-Eastern Panhandle Metropolitan Planning Organization Long Range Transportation Plan, Impact Fees Study, and Governor's Development Capacity Study; maintenance of Pipeline Inventory of residential and commercial development within the City.

Challenges and Opportunities

- Fulfilling and enhancing Department functions and goals in face of mounting development review and annexation pressures.
- Evaluating growth management options and administration impacts with limited resources.
- Work with other City Departments to address affordable housing needs in Hagerstown.

Looking Ahead To The Year 2005

The Planning Department will be focusing on the following in 2005:

- Begin 2006 Comprehensive Plan Project.
- Assist with Sewer Allocation Management Plan.
- Update Subdivision Ordinance and begin work on on-premise sign regulations.
- Amend Zoning Ordinance to improve operations of Board of Zoning Appeals.
- Update of PDDC's Design Review Guidelines.
- Work with consultant to implement Hansen software.
- Grant Administration - complete two Community Legacy grant projects - parking grant program and Feasibility Study for School for Arts, and the ARC-funded 3D GIS grant project; assist with Bond Bill for University Plaza fountain. Keep Community Legacy grant alive for an alternative Arts Center project.
- Complete Brownfields Assessment pilot project.
- Facilitate development of Arts High School and Performing and Visual Arts Center in downtown A&E District.
- Implement Hamilton Run Trail and continue planning for Marsh Run Trail.
- Develop strategies to promote affordable housing for City residents.

Kathleen A. Maher, Manager