

Due to the national, state, and local declarations of emergency as a result of the COVID-19 virus pandemic, this meeting was conducted through electronic teleconferencing technology. All participating members of the commission and all participating applicants did so from remote locations. Only Planning and Code Administration staff was present in Room 407.

Douglas S. Wright, Jr., chair, opened the meeting at 4:05 p.m., on Wednesday, June 10, 2020. Also participating remotely were commission members C. Davis, **S. McIntire**, C. Ploscaru, J. Stone, R. Thomas, and J. Wheeler. The following staff members were present: K. Maher, Director of Planning and Code Administration; S. Bockmiller, Development Planner/Zoning Administrator; M. Flick, Planner; and D. Calhoun, Secretary. **(NOTE: Planning Commission revisions are indicated in red text.)**

REGULAR MEETING

Roll Call.

All commission members participated in the meeting.

Approval of Minutes:

May 27, 2020.

MOTION: (Wheeler/Thomas) I move approval of the minutes.

DISCUSSION: None.

ACTION: APPROVED (Unanimous)

Development Review:

Pangborn Elementary School – 195 Pangborn Boulevard – Three Portable Classrooms, Minor Site Plan, Case No. SA-2020-02.

Staff Report: This minor site plan is for the addition of three portable classrooms at Pangborn Elementary School. Each portable structure will measure 36 feet long by 23 feet wide and provide approximately 828 square feet of additional classroom space. The disturbed area is calculated at just less than 5,000 square feet which is the threshold for a standard site plan. Given the amount of development and the identified disturbed area being just a few square feet short of

what would have qualified as a standard plan, staff determined that the Planning Commission should review and approve it.

During the initial site plan process, the Planning Commission determined that parking was adequate with regard to the Zoning Ordinance requirements. There are approximately 100 existing parking spaces at Pangborn Elementary School. Commission members will need to determine if the current parking is sufficient. No landscaping is proposed, but the portables are near the rear of the building and are sufficiently set back from the adjacent property line to the west by distance and an intervening stormwater management facility.

The minor site plan was submitted for review and all agencies have provided approval. Staff recommended approval of the minor site plan.

Commission/Applicant Discussion: Mr. Wright questioned the final finished grade at Portable No. 1. Gordon Poffenberger of Fox & Associates, Inc., engineer for the project, explained that the building will be set on concrete block piers so no grading will be necessary. The piers will be spaced as far apart as the code requires. Mr. Thomas asked if there would be a ramp or steps into the portable classrooms. Mr. Poffenberger stated that there will be a ramp on the south side with a walkway along the front. The proposal meets the Americans with Disabilities Act (ADA) requirements. Mr. Wright asked about an existing gas line and what appears to be a classroom located over the gas line. Mr. Poffenberger confirmed that the gas line will remain where it is with the portable classrooms located above the gas lines. Mr. Wright noted this was not under the commission’s purview but will be reviewed by the building inspector. Mr. Poffenberger added that the architect is working closely with the Fire Marshal on this issue.

MOTION: (Thomas/Davis) I move that we accept the minor site plan as presented.

DISCUSSION: None.

ACTION: APPROVED (Unanimous)

Planning Commission Business:

Board of Zoning Appeals Agenda – June Hearing.

Staff informed commission members of a proposal to redevelop the Delphey site in the 200 block of East Franklin Street for a new Dollar General store. The site has some peculiarities and several variances will be necessary. Per the ordinance the building needs to be built at the street; the developer may sell some of their parking to nearby building owners; and there is a topographic break in the center. Staff explained that the new building will be located in the space currently occupied by the existing commercial building. The developer is proposing parking on the side with the rear portion developed for parking to be subdivided and sold to nearby property

owners. There will be a total of 70 parking spaces (20 along the side and 50 in the rear). The parking variance is a technicality since Dollar General believes their business model does not generate the amount of parking that the ordinance requires; and the number of spaces actually being built is double the ordinance requirements. Due to the topography, the building will be set back about up to ten feet from the sidewalk. The site includes a single lot (about 25 feet wide) on Cannon Avenue that will be used for a driveway.

Ms. Davis asked about whether ample space will be provided for a loading zone. Mr. Bockmiller confirmed that a loading zone will be provided. The Planning Commission will see this as a site plan if the Board of Zoning Appeals approves the variances. In addition, the developer has been encouraged to get feedback from the State Highway Administration (SHA) early in the process and sit down in a workshop format with the Planning Commission.

Ms. Davis was concerned about the aesthetics of the proposed building (architectural detailing) since this building is part of the gateway into downtown. Mr. Bockmiller indicated that the developer has been advised to make the building appear as a two-story structure to meet the requirements. A cornice element will be added to give the appearance of two stories. The front entrance to the store will be on the west side (not along East Franklin Street); however, the East Franklin Street façade will not be a blank wall.

Staff asked if the commission would be willing to weigh in positively on this case since it is an excellent redevelopment project. Mr. Wright did not believe the Planning Commission could give an “approval” to the case since it has not been discussed or approved by the Commission. Commission members were agreeable to staff drafting a letter to the Board of Zoning Appeals stating that it supports the variance requests and that it looks forward to reviewing this potential development. Mr. Bockmiller will forward Planning Commission members a copy of the most recent concept drawing and a draft of the letter of support to the Board of Zoning Appeals.

Announcements.

Transition to In-Person Meetings on June 29.

Staff announced that the City will be gradually reopening City Hall, including the transition to live, in-person board and commission meetings in the Council Chamber. Social distancing will be maintained and the City is strongly encouraging visitors coming to City Hall to wear masks. The first in-person meeting will most likely occur on July 8 for the Planning Commission’s workshop meeting.

**Planning Commission
MINUTES – Regular Meeting**

**June 10, 2020
City of Hagerstown, Maryland**

Zoning Maps.

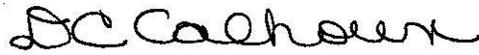
Mr. Stone requested that copies of the most up-to-date zoning map be provided to commission members. Staff noted that the Comprehensive Rezoning will go into effect at the end of July and Mr. Stone agreed that copies should be provided after the new zonings are effective.

Adjourn.

It was moved and seconded that the meeting adjourn (4:33 p.m.)

6/24/2020

Approved



Debra C. Calhoun - Secretary