

MINUTES - HAGERSTOWN PLANNING COMMISSION

Date: October 12, 2022
Time: 4:00 P.M.
Location: Room 407, City Hall, 1 East Franklin Street
Attendance:

Name	In-Person	Remote	Absent
Douglas S. Wright, Chairperson	X		
James W. Stone, Vice Chairperson	X		
Judy Wheeler	X		
Ronald Thomas	X		
Christina Davis	X		
Tamara Martinez	X		
Shelley McIntire, Ex-Officio	X		
Staff,	X		
K. Maher, Director, PCAD	X		
Bockmiller, Development Review Planner and Zoning Administrator	X		
Vacant, Planner	X		
M. Revilla, Recording Secretary	X		

Instructions from the Chair- The Chairperson called the meeting to order at **4:00 p.m.** Attendance and staff are reflected in the chart above.

Approval of Minutes - September 28, 2022 – Ms. Davis moved to **approve** the minutes as presented with one change to add mention of including a lighting plan that was necessary for the Sheetz site plan. Mr. Thomas seconded the motion which **passed** by a vote of **6-0-1**; Ms. McIntire abstained.

Development Review:

1. Surrey Hill Hotel – (No File Number) – 55 Summit Avenue - ESD Sketch Plan.

Mr. Bockmiller spoke about The Surrey Hill Hotel located in the RMOD District with a conversion overlay, approved by Mayor and Council as having 28 rooms, a restaurant, a spa, and 77 parking spaces. Thirty-six parking spaces would be accessed via Virginia Avenue and 41 spaces via Summit Avenue. Also discussed, there is a historic access gate in the way of the access drive that that will be installed on Summit Avenue that staff is recommending be dismantled and reincorporated into the overall design. No apparent waivers are needed, however if there will be, they should be minor.

Action - Ms. Davis moved to **approve** and Ms. Wheeler seconded. The motion **passed** by a vote of **7-0-0**.

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2. Panera Bread Drive-Thru – (ZS-2022-07) – 17772 Garland Groh Boulevard - Site Plan

Staff discussed the Panera drive-thru site plan with reconfiguration of parking and circulation area to accommodate the drive thru lane. The existing parking lot was constructed within 10 feet of the side property line. It is uncertain whether this was before the landscape buffer requirement was adopted. Staff requested the applicant file a waiver application, which is in the report. There are no objections to recommend approval of the waiver.

Mr. Wright expressed concern regarding the site visibility with the dumpster enclosure. Connor McMantus stated he can put together a site plan distance plan. It is recommended by staff that the City Engineer review the plan as a condition for approval.

Action- Mr. Stone moved to **approve** with the condition that the applicant verify sight distance acceptability around the trash enclosure with the City engineer. And Ms. Davis seconded. The vote was **passed** by a vote of **7-0-0**.

3. Vision Development- (No File Number) – 401 Dual Highway - ESD Sketch Plan.

Action- The Commission by consensus tabled the issue without a vote since the engineer was not present.

Consultation and Workshops:

None.

Planning Commission Business:

1. Mr. Wright provided details regarding the MPCA Convention on October 25th and October 26th.
2. Staff updated the Commission on status of the vacant Planner position.

Adjournment:

There being no further business and hearing no objection, Mr. Thomas moved to adjourn and Ms. Davis **seconded**. The chairperson **adjourned** the meeting at **4:25 p.m.**


Mary Revilla, Recording Secretary