



CITY OF HAGERSTOWN, MARYLAND

Planning & Code Administration Department

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PLANNING COMMISSION MEETING MINUTES

Date: Wednesday June 28, 2023
Time: 7:00 p.m.
Location: Council Chambers, City Hall, 1 East Franklin Street
Attendance:

Name	In-Person	Remote	Absent
Christina Davis, Chairperson	X		
James W. Stone, Vice Chairperson			X
Judy Wheeler			X
Ronald Thomas	X		
Tamara Martinez	X		
Sean Flaherty	X		
Matthew Schindler, Ex-Officio	X		
Staff			
K. Maher, Director, PCAD	X		
S. Bockmiller, Development Review Planner and Zoning Administrator	X		
J. Wu, Planner	X		
M. Revilla, Recording Secretary	X		

Call to Order and Instruction from the Chair –

The Chair called the meeting to order at 7:05 p.m.

Approval of Minutes –

None.

Plan Review –

None.

Workshops -

1 East Wilson Street – EleanorChristine Motors – Auto Sales Site Plan Standards.

The tenant of the property seeks guidance from the Commission regarding the installation of a car sales facility at this location. The site has been used as a car facility in the recent past. However, auto service currently operates from the site so the exemption to compliance with the design requirements is lost in this case. The applicant, Randy Herman from EleanorChristine Motors, provided information regarding the challenges present at the site. Mr. Herman proposes to add guard rails on their property to prevent car inventory being parked over the lot and onto the sidewalk. The Commission also had conversation regarding waiving landscaping requirements due to the nature of the property. They decided that landscaping was not necessary per se, provided something appropriate in appearance is installed to ensure vehicles do not encroach onto the public right of way.

New Business –

1. Multiple Proposed Land Management Code Text Amendments.

Ms. Maher and Mr. Bockmiller presented the proposed Land Management Text Amendment package. The following amendments were discussed:

1. Open space requirements and N-MU Housing Mix Percentages.
2. Clarification of exemption to nonconformity for certain dwellings.
3. Minor adjustments to the motor vehicle sales facility design standards.
4. Minor adjustments to the use of vending machines as a principal permitted use.
5. Adding parking requirements for new assembly uses in existing buildings.
6. Revisions to Article 4, Section U (Board of Zoning Appeals) procedures and review standards.
7. Codify parking requirements for child day care centers.
8. Create ability to maintain a pre-approved inventory of future street names.
9. Exempt decorative banners from sign regulations.
10. Permit CL District uses in commercial spaces in existing mixed-use buildings in the RO District by special exception.
11. Correction to a reference to an obsolete term.

Ms. Davis directed adjusting the use of ATMs as a principal permitted use also be added to proposed amendment #4. The Commission also directed adding logos in the decorative banner amendment (#9).

Mr. Thomas made a motion to advertise the Land Management Code Text Amendments for a Public Review Meeting. Mr. Schindler seconded. The motion passed 5-0-0.

2. Calendar Year 2022 Annual Report and 5-Year Update of the Comprehensive Plan to the Maryland Department of Planning.

Every year, the City submits an annual report form to the Maryland Department of Planning. The subject area of the report are mandated by State law. It must include information about development review, building permits for new housing, comprehensive plan updates, special projects and activities to implement the comprehensive plan, annexation activities, rezonings, and land use regulations text amendments.

Mr. Thomas made a motion to forward the CY 22 Annual Report to be submitted to the Maryland Department of Planning. Ms. Martinez seconded. The motion passed 5-0-0.

The annual report process to the Maryland Department of Planning has revealed it is time to provide a five-year update on implementation of the City's Comprehensive Plan. The City's comprehensive plan, vision Hagerstown 2035, was prepared in house by planning staff with oversight by the Planning Commission. It was adopted by the Mayor and City Council on April 3, 2018. The minimum required elements of a comprehensive plan are specified by State law. The format for the 5-Year Update to the Maryland Department of Planning includes requests for information on development trends in the last five years, status of comprehensive plan implementation tools, any changes to existing programs, etc. necessary to achieve the visions and goals of the comprehensive plan, future land use challenges anticipated, and any potential updates to the comprehensive plan in the next five years.

The Commission suggested adding language on the potential issues with 24/7 deliveries from warehouses and increasing bandwidth of internet to support businesses and data centers.

Ms. Martinez made a motion to approve the 5-Year Update Report with the additional comments addressing warehouse delivery systems and increasing bandwidth for internet capacity. Mr. Flaherty seconded. The motion passed 5-0-0.

Old Business –

None.

Announcements –

Ms. Davis stated that her attendance may be irregular for the next 12-24 weeks.

Adjourn –

Ms. Martinez moved to adjourn and Mr. Thomas seconded. The meeting adjourned at 9:00 p.m.

Mr. Thomas motioned to re-open the meeting. Mr. Schindler seconded.

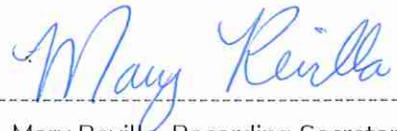
New Business –

Multiple Proposed Land Management Code Text Amendments.

Ms. Maher briefed the Commission about another potential text amendment brought forth by Washco Developments. Washco requests a text amendment to allow for existing buildings in the CR zoning to either be mixed-use or be 100% residential with a special exception. The Commission opposed the idea of this text amendment.

Adjourn –

Mr. Schindler moved to adjourn and Mr. Thomas seconded. The meeting adjourned at 9:09 p.m.



Mary Revilla, Recording Secretary