



# CITY OF HAGERSTOWN, MARYLAND

Planning & Code Administration Department

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## PLANNING COMMISSION MEETING MINUTES

Date: Wednesday August 30, 2023  
 Time: 7:00 p.m.  
 Location: Council Chambers, 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		
<b>Staff</b>			
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 7:17 p.m.

### Approval of Minutes –

Minutes of August 9, 2023.

The approval of minutes of August 9, 2023, were postponed until the next meeting per lack of Commission members present that are eligible to vote.

### Development Review –

1. Fence 2023-1973 – 37-39 North Jonathan Street – Amir Shirazi – Fence buffer waiver.

Mr. Shirazi joined the meeting via an on-line meeting platform to answer any questions or concerns the Commission members had. The property owner plans to fence the parking area and area behind the building with 5 foot tall black ornamental metal fencing. The property is partially in the historic district and partially outside. The Historic District Commission has approved the portion of the fence within the historic district (behind the building). Although the portion of the fence around the parking area is outside of the Historic District, the HDC advises that they see no negative impact to the adjacent historic district if the fence, as designed, were to be approved to be installed in front of landscaping instead of behind it.

The applicant proposes to install the fence in the rear without landscaping, and along Jonathan Street and Wareham Alley in front of landscaped islands. The Ordinance calls for landscaping to be in front of a fence that encloses a parking lot. A 10 foot buffer is required outside of the fence.

As shown on the plan, the fence at the landscaped island along Wareham Alley would actually be in the driveway apron in front of the island. Staff observes that is highly unusual and should at least be required to be in the landscaped island along its front edge, behind the curb.

Mr. Shirazi agreed to the change and offered no further comment.

Motion-

Mr. Schindler moved to approve the fence waiver per Criteria D, subject to the small portion of fence fronting Wareham Alley being moved back behind the curb in the island. Ms. Wheeler seconded and the motion passed with a vote of 4-0-0.

**2. SA - 2019-03 – City Chapel – 227 East Washington Street – Site Plan Renewal – Pastor Zachary Camp.**

The latest extension of the site plan approval for this use expires in September. Pastor Camp had temporarily ceased offering services for a while but has resume the services after the last renewal was approved in March. Therefore, this is placed on your agenda for further action to either approve it without further requirement for renewals, re-approve it for a certain period subject to renewal, or allow the plan to expire. Pastor Zachary Camp was present to explain the future plans for the tent services to continue per the Site Plan renewal. Pastor Camp stated that he has no intention of evolving into a “brick and mortar” facility, intending to remain a tented facility.

Motion-

Ms. Wheeler made a motion to approve the 6-month site plan renewal. Mr. Thomas seconded. The motion passed with a vote of 4-0-0.

**3. ZS – 2022-10 - Vision Development – 431 Dual Highway – Site Plan – (M. Wiley) Wormald.**

This site plan is for the construction of a new 148’x110’ automobile body shop on the site of the recently demolished Venice Motel. Access would be via a right-in-right-out-only entrance on Dual Highway and redundant rear access through the parking lot of the Venice Hotel. Twenty-six parking spaces are proposed. Storage of vehicles awaiting repair will be to the rear of the building in a fenced compound.

The applicant has filed a Declaration of Intent application, seeking to avail themselves of the exemption in the Forest Conservation Ordinance for properties that are being redeveloped which were entirely or nearly entirely paved. Staff endorses this request.

The sketch plan was approved by the Planning Commission in October. The site plan was reviewed by the Plan Review Committee (PRC) on November 15, 2022. The applicant applies for two waivers to reduce the landscaping around the base of the building (none provided on two sides) and to the orientation of the building.

Mike Wiley of Piedmont Design Group/Wormald as well as Brian Hosch of Vision Development explained how each item for revision or subject to comments was addressed regarding this site plan to include the egress and ingress off Dual Highway. Per staff, this Declaration of Intent is exempt of the Forest Conservation Ordinance.

After a few questions, the Commission agreed that this project could move forward.

Motion-

Mr. Thomas moved to approve the two waivers for the landscaping buffer and the building orientation. Ms. Wheeler seconded. The motion passed with a vote of 4-0-0.

Mr. Thomas moved to approve the site plan, subject to compliance with the conditions cited by the several agencies. Ms. Wheeler seconded and the motion passed with a vote of 4-0-0.

**4. No file number – International Truck LLC. – ESD Sketch Plan – (B. Swailes) Triad Engineering.**

The applicant did not appear at the meeting. Therefore, this case was postponed until the next meeting.

**5. No file number – East Coast Trucking – 703 Mt. Aetna Road – ESD Sketch Plan – (A. Hager) Frederick, Seibert and Associates.**

The applicant proposes to construct a small trucking company on the site, with a building containing 4,445 square feet of garage space and 1,414 square feet of office space. Eleven parking spaces are proposed, in addition to a large gravel pad area for parking of trucks. The area of disturbance is proposed at 0.9 acres, exclusive of the proposed truck parking. Access would be via Mount Aetna Road, between Antietam Creek and Eastern Boulevard. The property is bordered to the east by Antietam Creek, and as such, floodplain does exist on this property. The floodplain appears to be at the elevation of 478 feet, and the base of the building would be at 486 feet (8 feet above floodplain).

The site, being the location of the former MELP plant, was entirely paved and we anticipate that the applicant will file a Declaration of Intent to utilize the exception in the Forest Conservation Ordinance for redevelopment of paved sites. The site will be fenced. The applicant is advised that a landscaped buffer consistent with the requirements of the Ordinance be provided outside of the fence. However, existing mature growth may be considered to be retained to serve as that buffer, which would be evaluated at the site plan stage

Adam Hager of Frederick, Seibert, and Associates was present to provide information regarding the proposed building, pavement, and the issue of water that emitted from the basement of the MELP plant during its demolition.

Motion-

Mr. Thomas made a motion to approve the sketch plan subject to engineer's comments. Mr. Schindler seconded. The motion passed with a vote of 4-0-0.

Workshops –

None.

New Business –

None.

Old Business –

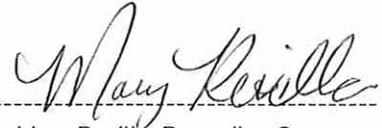
None.

Announcements –

None.

Adjourn –

Mr. Thomas moved to adjourn, and Mr. Schindler seconded. The meeting adjourned at 8:05 p.m.

A handwritten signature in cursive script that reads "Mary Revilla". The signature is written in black ink and is positioned above a horizontal dashed line.

Mary Revilla, Recording Secretary

*approved*  
*9-13-23*