



CITY OF HAGERSTOWN, MARYLAND

Planning & Code Administration Department

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PLANNING COMMISSION MEETING MINUTES

Date: Wednesday September 27, 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 7:08 p.m.

Approval of Minutes –

Approval of Minutes of January 12, 2022, February 9, 2022, February 23, 2022, March 30, 2022, September 13, 2023.

Motion – Ms. Martinez moved to approve the January 12, 2022 minutes. Mr. Thomas seconded. The motion passed with a vote of 3-0-1. Mr. Schindler abstained.

Motion - Mr. Thomas moved to approve the minutes of February 23, 2022, with no changes. Ms. Martinez seconded. The motion passed by a vote of 3-0-1. Mr. Schindler abstained.

Motion – Mr. Schindler moved to approve the meeting minutes of September 13, 2023, with two changes on page two. Mr. Thomas seconded. The motion passed with a vote of 4-0-0.

The meeting minutes of February 9, 2022, and March 30, 2022, could not be considered during this meeting as not enough Commission members were present at this meeting that were in attendance during those two meetings.

Development Review –**S-2023-09 – Re-subdivision plat – Wakefield – City of Hagerstown – (Jim Bender)**

This plat is for the combination of lots into a single parcel for the purpose of the City acquiring ownership of the tract from the owner. The site is being sought by the City for the location of a new fire station to replace Western Enterprise Fire Company on Washington Square.

The proposal involves all ten lots west of Alley 1-32. Only one of these lots has a house on it. The rest are part of a site for which the property owner (Calvary Grace Brethren Church) obtained approval of a site plan for the construction of a parking lot. The parking lot was partially constructed. A forest conservation plan (FC-2006 -xx) is in effect for this property and has been partially implemented. The plan called for the use of street tree credit and credit for the planting of some trees in the stormwater management facility along West Franklin Street. In the future, when the fire department moves forward with construction, the existing forest conservation plan will provide compliance with the ordinance for the new development, as it is or with adjustments that may be determined to be necessary when the site plan is put together.

After some brief discussion regarding the property owner's failure to record a forest conservation deed of easement, the Commission agreed the project should move forward.

Motion – Ms. Martinez moved to approve the plat subject to recording the forest conservation deed of easement prior to recording the plat. Mr. Schindler seconded. The motion passed with a vote of 4-0-0.

No file number – First Church of God – 1015 Rose Hill Ave – ESD Sketch Plan – FSA (T. Frederick).

The applicant proposes to expand an existing church facility that has existed on the site since approximately since the 1960's. The expansion will include construction of an 8,000 square foot addition to the sanctuary building and expanded parking. The sanctuary will not be enlarged. There are a number of variances needed and a special exception for this proposal, which is normally the first step in the review process, however given that the proposal also requires significant deviation from the design standards of Article 5 (the Planning Commission jurisdiction), staff suggested submitting their sketch plan for ESD first, gather feedback from the Commission, and then, with that information in hand, begin the zoning approval process.

Regarding deviations from the design expectations of Article 5, staff notices the following:

1. Parking for 22 vehicles will be off the rear alley (some parking is already configured this way), but will be designed to prohibit pass-through traffic.
2. Reduced buffer distance from the northern side property line.
3. Absence of landscaping between the existing building and the parking lot.
4. Absence of landscaped islands within the parking area and multiple buffer requirements.
5. Walkways less than five feet in width.

Trevor Frederick from FSA was present and provided more details on the existing site and parking lot. The Commission had questions about the design of the parking lot. Mr. Frederick wanted feedback on the 22 continuous parking spaces and the Commission thought that adding landscaping did not make sense. Pastor David Sword of First Church of God clarified that they have 80 to 90 people attend every week. The Commission expressed that what few areas remain that could be for landscaping be maximized and certain areas in the parking lot should have landscaping islands.

Motion – Mr. Thomas moved to approve the ESD sketch plan. Mr. Schindler seconded. The motion passed with a vote of 4-0-0.

Announcements –

None.

Adjourn –

Mr. Thomas moved to adjourn, and Ms. Martinez seconded. The meeting was adjourned at 7:58 p.m.



Mary Revilla, Recording Secretary

approved 10-25-23