



# CITY OF HAGERSTOWN, MARYLAND

Planning & Code Administration Department

One East Franklin Street • Hagerstown, MD 21740

E-mail: [planning@hagerstownmd.org](mailto:planning@hagerstownmd.org)

Telephone: 301-739-8577, ext. 138 • Website: [www.hagerstownmd.org](http://www.hagerstownmd.org)

## PLANNING COMMISSION MEETING MINUTES

Date: Wednesday March 27, 2024  
 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		
<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 7:03 p.m.

### Public Review Meeting –

ZM 2024-01 - 401 Center Street – Bashan Ram & Rafeena Ram -Local Conversion District Overlay.

This is a Public Review Meeting for a Local Conversion District Overlay at 401 Center Street filed by Bashan and Rafeena Ram.

This property is located at 401 Center Street, which is in the RMED zoning district. The building is setback from South Burhans Boulevard. They are proposing a new use for the space, which shall be one of the following:

- Office, business and professional (55, 56)
- Catering kitchen for preparation of food for off-site delivery and associated office and storage use(722320)

- Restaurants (7221, 7222) with outdoor dining
- Dry cleaning and laundry services (8123)
- Hair, nail and skincare stores, ear piercing services, hair replacement services, permanent makeup salons (81211) and dog grooming establishments
- Retail and wholesale trade (44- 45) excluding auto and adult entertainment business up to 5,000 sqft in net floor area. May include retail bakeries (311811) and retail confectioneries (311320).

During the consultations with the applicant at the March 13 meeting, the recommendations were discussed. The applicant and Planning Commission agreed to the recommendations detailed in the full staff report attached to this memo. The Land Management Code lists four general requirements for the establishment of a Local Conversion Overlay District (Article IV, Section J.3.e. Page 4-71):

**Site Plan Conditions Recommendations:**

1. *The applicant shall improve and increase the amount of landscaping on the property, which will be reflected in the required site plan.*
2. *The enclosed window facing the alleyway shall be reinstalled or filled with masonry to match.*
3. *Signage*
  - a. *The signage shall be consistent with the pre-existing Corner Street Market sign over the door.*
  - b. *Free standing sign on South Burhans Boulevard is permitted in accordance with the RMED District provisions.*
  - c. *Temporary signage is limited to the use of a portable tent sign that is taken in when business is not open.*
  - d. *Window lettering that does not create an opaque surface on the window.*
3. *If the property is used as a restaurant and outdoor dining is proposed, a railing needs to be installed in accordance with the Building Code.*
4. *The retaining wall along the front shall be faced with a brick or stone veneer.*

There were no comments from the audience.

Motion – Mr. Stone made a motion to leave the record open to the public for 10 days. Mr. Thomas seconded. The motion passed with a vote of 6-0-1. Mr. Schindler abstained.

**Regular Meeting –**

The Chair called to order the regular meeting at 7:13 p.m.

**Approval of Minutes –**

Approval of Meeting minutes of March 13, 2024.

Motion- Ms. Martinez moved to approve the minutes of March 13, 2024, with no changes. Ms. Wheeler seconded. The motion passed by a vote of 6-0-1. Mr. Stone abstained.

Development Review --

**ZS-2022-12 – Bruno 580 LLC. - 580 Pangborn Boulevard - Redline Revision – FSA (A. Hager).**

A redline revision was received and reviewed by staff and approved previously.

Since then, the applicant has placed rip-rap stone between the retaining wall and the fence along the property line with the adjoining apartment complex in the area where the row of evergreen trees is to be located. Staff contacted the applicant's engineer, who stated that the party that was installing the rip-rap got "a little aggressive" and installed the stone all the way to the fence, and that they were aware that it will need to be pared back in order to install the trees, which will be done within the month.

Adam Hager of Frederick, Seibert and Associates explained Arborvitae trees would be planted along the eastern property line within a month. The office building will be moved to the front of the property, a gate will be installed between the office and the back alley, and sidewalks will be added between the office and the street facing Pangborn Boulevard.

Mr. Stone asked the question whether the wall to the right of the property would be taller? Adam Hager advised the trees will be there instead of the wall being tall enough to screen the site.

Jeff Crampton provided additional details regarding the agreement reached between the adjacent property owner for the entranceway and visibility to the site.

Motion- Mr. Flaherty moved to approve the redline revision of the site plan. Mr. Thomas seconded. The motion passed by a vote of 7-0-0.

Workshops –

None.

New Business –

None.

Old Business –

Continued Discussion of 2024 Land Management Code Text Amendments.

The Zoning Administrator stated Staff would be recommending amendments for parking for automated warehouses.

Announcements –

None.

Adjourn –

Ms. Martinez moved to adjourn, and Mr. Thomas seconded. The meeting was adjourned at 8:08 p.m.

  
\_\_\_\_\_  
Mary Revilla, Recording Secretary  
Approved 4-25-24