



# CITY OF HAGERSTOWN, MARYLAND

## Planning & Code Administration Department

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### PLANNING COMMISSION MEETING MINUTES

Date: Wednesday April 10, 2024  
 Time: 4:00 p.m.  
 Location: Room 407, 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 4:08 p.m.

**Approval of Minutes –**

None.

**Development Review –**

None.

**Workshops –**

None.

New Business –**A-2024-03 – 45 West Oak Ridge Drive – Annexation – City of Hagerstown.**Background

The annexation for 55 West Oak Ridge Drive, Building One was approved on April 2, 2024, and will become effective 45 days after on May 17, 2024. Rather than waiting until December 31, 2024, per the pre-annexation (WS-2022-08), the property owner has requested that the City expedite the annexation process for Lot Two located at 45 West Oak Ridge Drive. The current County zoning for the property is HI and staff is proposing to provide I-MU zoning, which is consistent with annexation of Building One.

Annexation Plan

- The area of the property is +/- 52 acres.
- It is within the City's MRGA, County's UGA, State's PFA.
- Wastewater and Water will be provided by the City upon development.
- Electric is provided by Potomac Edison.
- Maintenance and ownership of West Oak Ridge Drive ROW is recommended to change from County to City.

Next Steps

The next step is for the Planning Commission to make a recommendation proposed zoning of, Industrial-Mixed Use, and the annexation plan to be forwarded to the Mayor and City Council on April 23.

Motion – Ms. Wheeler made a motion to make the recommendation to the Mayor and Council, the annexation plan for 45 West Oak Ridge Drive, proposed Industrial-Mixed Use zoning, and the maintenance and ownership be evaluated and transferred from County to City. Ms. Martinez seconded. The motion passed with a vote of 4-0-1. Mr. Schindler abstained.

Mr. Bockmiller recused himself from the next item.

**ZM- 2024-02 – American Hall Local Conversion Overlay and Landmark Overlay Briefing.**Background

The property is located at 132 Bethel Street, which is currently in the RMED zoning district. American Hall is one of the most historic and important surviving buildings in the Jonathan Street community. This building was constructed in 1883 by an African American lodge of the International Order of Odd Fellows. Although it looks like a home from the outside, on the interior each floor is a single room. It has never been used as a dwelling. According to newspaper articles covering its dedication, the second floor was used as their lodge hall, while the first floor was a public room to be made available to groups and organizations in the African American community that found it hard to find available meeting space in other facilities. The basement was intended as an African-American school.

Proposal

The applicant is proposing to have this property rehabilitated and restored as a fraternal lodge hall and a museum on the first floor with support areas in the basement. This property would be a double overlay having a Local Conversion District and Landmark overlay. The applicant is proposing the following permitted uses:

1. Civic and social organizations (8134);
2. Community centers, including but not limited to cultural, civic, and educational centers.
3. Museums (712);
4. Administrative support services (561);

5. Artist studios.
6. Offices, business and profession (55 and 56), except waste management and remediation services (562);
7. Photography and visual and performing art studios.

Currently, the applicant does not intend to have the uses detailed in 4-7, but wants to include it for potential future amendments to the overlay if there is a need to change the use of the building.

#### HDC Review

The HDC will be reviewing the materials in this application as part of the Landmark overlay process. The HDC will make a formal recommendation for the property and forward it to the Planning Commission. This has been put on their April 11 agenda.

#### Next Steps

A public review meeting will be held at the next meeting on April 25. After, a follow-up meeting will be scheduled, and a recommendation will be made and forwarded to the Mayor and Council.

#### **Fiscal Year 2025 Capital Improvement Program (CIP) Review.**

Each year, the Planning Commission reviews the proposed Capital Improvement Program (CIP) for consistency with the Comprehensive Plan and offers comments to the Mayor and City Council as warranted.

The Commission was asked to see the meeting packet including the FY 2025 CIP which includes \$27.4 million in the General Fund, \$16.2 million in the Wastewater Fund, \$8.1 million in the Water Fund, \$4.2 million in the Stormwater Management Fund, \$3.3 million in the Electric Fund, and \$232,000 in the other enterprise funds in the online meeting packet.

#### Old Business --

##### **ZM-2024-01 - 401 Center Street recommendation – Local Conversion Overlay - Bashan Ram**

A Public Review Meeting for a Local Conversion District Overlay at 401 Center Street filed by Bashan and Rafeena Ram was held on March 27, 2024. No input was received at the meeting and no additional comments during the 10-day period were received.

This property is located at 401 Center Street, which is currently in the RMED zoning district. The property 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 skin care 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).

Next Steps

The next step would be to provide a recommendation for the Mayor and Council regarding ZM-2024-01. A work session will be scheduled for April or May and a public hearing will be held on May 28, 2024.

**Formal Review of Staff-recommended 2024 Land Management Code Text Amendments**

On the website those interested will find attached, the complete packet of proposed amendments offered by staff for this cycle. Staff is advertising a public review meeting for a time-sensitive proposal (adjustment to parking and building heights and setbacks in the industrial districts). This proposal appears as the first proposal in this packet. The Commission's direction and release is needed for hearing for this item at this meeting.

Announcements -

None.

Adjourn -

Ms. Martinez moved to adjourn, and Ms. Wheeler seconded. The meeting was adjourned at 5:50 p.m.

approved - 5-28-24

  
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Mary Revilla, Recording Secretary