

James W. Stone, vice chair, called the meeting to order at 7:00 p.m., on Wednesday, December 12, 2012, in the Conference Room, Fourth Floor, City Hall. Also present were commission members M. Brubaker, D. Miller, and J. Wheeler. The following staff members were present: K. Maher, Planning Director; S. Bockmiller, Development Planner/Zoning Administrator; A. Rohrbaugh, Planner; and D. Calhoun, Secretary.

REGULAR MEETING

Roll Call

Commission members R. Thomas and D. Wright were absent.

Approval of Minutes: November 14, 2012 - Regular Meeting.

The minutes were not ready for approval.

The Reserve at Collegiate Acres - Lot 3 - Second Point of Access.

Staff Report: Mr. Bockmiller stated that at the November 14 meeting, the Planning Commission approved the concept plan for The Reserve at Collegiate Acres. However, there was an outstanding issue concerning a second point of access to Parcel 3. Since that meeting, Fox & Associates, engineers for the developer, has proposed a right-in, right-out access point on the north end of Lot 3. Terps Boulevard is divided by a median at this location. The City Engineer and the Fire Marshal do not have any concerns with the location of the access point as proposed. Mr. Brubaker question whether emergency vehicles would be able to enter the site from either direction on Terps Boulevard. Mr. Bockmiller answered that emergency vehicles will have the ability to access the site from either direction on Terps Boulevard but it might mean having to drive over the median strip.

Planning Commission members were satisfied that the proposed access point meets the intent of the condition placed on the concept plan approval. The next step will be submission of a site plan. In addition, the developer will need to comply with the Adequate Public Facilities Ordinance for schools.

12305 Delwood Avenue - Tristate Holdings, LLC - Annexation, Case No. 2012-01.

Staff Report: Mr. Rohrbaugh stated that the subject property is located in the Cedar Lawn subdivision north of West Washington Street (MD Route 144). The property is also located on the east side of Delwood Avenue and is contiguous to the City via the Snook Annexation. Recently the property was developed by a single-family residence which initiated a request by the owner for City water. Under the City's Annexation Policy, properties requesting City utilities that are contiguous to the Corporate Boundary are required to annex.

The total area of annexation is approximately 0.29 acres which includes 12305 Delwood Avenue and a small portion of unimproved alley right-of-way between the subject property and the Snook Farm. The property is zoned RS (Residential Suburban) in Washington County, and the annexation petition requests RMOD (Residential-Moderate Density). The zoning classifications are consistent with each other; therefore, no express approval of a zoning change is required from the County Commissioners. The Land Use Plan in the 2002 Washington County Comprehensive Plan designates this property as Low Density Residential. The Future Land Use Plan in the City's 2008 Comprehensive Plan identifies this area as Medium Density Residential.

Staff requested that the commission make a recommendation to the Mayor and City Council on appropriateness of the proposed RMOD zoning. Ms. Maher indicated that no concerns were raised by any of the City's departments about this annexation.

- MOTION:** (Miller/Wheeler) I make a motion to recommend to the Mayor and Council the proposed zoning.
- DISCUSSION:** None.
- ACTION:** APPROVED (ABSTAIN - Brubaker)

2012 Shopping Center Occupancy Study.

Mr. Rohrbaugh presented the most recent shopping center occupancy study of 24 major retail shopping centers in the City of Hagerstown and within the Medium Range Growth Area (MRGA) (copy in meeting file). The study was conducted during the months of October and November. Following are highlights of the study:

Table 1 - Major Retail Shopping Centers within the City of Hagerstown:

- 5.5% increase in occupancy rates within the City of Hagerstown
- Valley Park Commons and the former Furniture & More shopping centers are 100% occupied.

Table 2 - Major Retail Shopping Centers within the City of Hagerstown (Units):

- Out of a total of 229 commercial units, 48 were vacant (21%).

Table 3 - Retail Shopping Centers within the Medium-Range Growth Area (MRGA):

- Washington County also saw an increase in occupancy rates.
- Occupancy at North Pointe Shopping Center saw an increase of 28% (attributed to the addition of Black-Eyed Susan in the former Beef O'Brady's site).
- Fountainhead Plaza is trending toward office space rather than retail.

Table 4 - Major Retail Shopping Centers within the MRGA (Units):

- South Pointe and Valley Plaza are 100% occupied.
- Occupancy rate in the MRGA is 93%.

Table 5 - Overall Occupancy:

- The Greater Hagerstown area occupancy rate is almost 90% (compared to the average occupancy rate across the country of 80%).
- In the City, several shopping centers are planning improvements in 2013 (AutoZone at the Aldi's shopping center on the Dual Highway and the outlots at the Centre at Antietam).

Table 6 - Performance Factors for Shopping Centers.

- "Optimally sited" shopping centers were the only centers to see an increase in occupancy rates.

2012 Meeting Schedule.

Commission members reviewed the proposed 2013 meeting schedule (meeting file) and approved it by consensus.

Announcements.

- Planning Commission Vacancy - Ms. Maher indicated that staff sent letters to potential prospects to fill the vacancy created when David Gysberts was elected Mayor. Commission members were asked to submit their ideas for possible members to staff.
- At the recent Boards and Commissions Luncheon, Mr. Miller was honored for his 35-plus years of service on the Planning Commission.

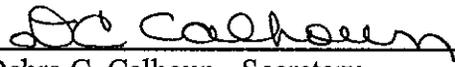
**Planning Commission
MINUTES - Regular Meeting**

**December 12, 2012
City of Hagerstown, Maryland**

- Holiday Cookie Party - The annual Cookie Party hosted by Planning staff will be held on Wednesday, December 19, in Room 407, from 5:30 to 6:30 p.m.

Adjourn: It was moved and seconded that the meeting adjourn at 7:45 p.m.

1/30/13
Date


Debra C. Calhoun - Secretary