

Mayor and Council Work Session and Executive Session August 16, 2016 Agenda

*"A diverse, business-friendly, and sustainable community with clean, safe and strong neighborhoods."
"Providing the most efficient and highest-quality services as the municipal location of choice for all customers."*

"If we did all the things we were capable of doing we would literally astonish ourselves.."
Thomas Edison

EXECUTIVE SESSION

3:00 PM 1. Executive Session

4:00 PM WORK SESSION

- 4:00 PM** 1. Washington County Museum of Fine Arts - American Alliance of Museums' (AAM) Accreditation Peer Review - *Rebecca Massie Lane, Director*
- 4:30 PM** 2. Street Closure Request: Fireball Run Productions - September 27, 2016 - *Erin Wolfe, Communications Manager, and Lauren Metz, Events Coordinator*
- 4:45 PM** 3. 2016 Land Management Code Updates - *Stephen Bockmiller, Zoning Administrator*
- 4:55 PM** 4. 60 West Washington Street: BuroBox Update - *Jill Frick, Director of Community and Economic Development, and Amanda Whitmore, Downtown Coordinator*

CITY ADMINISTRATOR'S COMMENTS

MAYOR AND COUNCIL COMMENTS

ADJOURN

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Executive Session

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Executive_Session_Agenda.pdf

Description

Executive Session Agenda



EXECUTIVE SESSION

MAYOR & CITY COUNCIL

AUGUST 16, 2016

AGENDA

3:00 p.m. EXECUTIVE SESSION – Room 407, 4th floor, City Hall

1. To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, #1
**Membership for City Ethics Commission and Hagerstown Housing Authority*
2. To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State, #4
**Three separate proposals*
3. To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:
 - (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans, #10
**Security proposal*

CITY OF HAGERSTOWN, MARYLAND

PUBLIC BODY: Mayor & City Council

DATE: August 16, 2016.

PLACE: Room 407, 4th floor, City Hall

TIME: 3:00 p.m.

AUTHORITY: ANNOTATED CODE OF MARYLAND, GENERAL PROVISIONS ARTICLE: Section 3-305(b):

1. To discuss:
 - ☒ (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or
 - ☐ (ii) any other personnel matter that affects 1 or more specific individuals;
- ☐ 2. To protect the privacy or reputation of individuals with respect to a matter that is not related to public business;
- ☐ 3. To consider the acquisition of real property for a public purpose and matters directly related thereto;
- ☒ 4. To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- ☐ 5. To consider the investment of public funds;
- ☐ 6. To consider the marketing of public securities;
- ☐ 7. To consult with counsel to obtain legal advice;
- ☐ 8. To consult with staff, consultants, or other individuals about pending or potential litigation;
- ☐ 9. To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- ☒ 10. To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:
 - (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans;
- ☐ 11. To prepare, administer or grade a scholastic, licensing, or qualifying examination;
- ☐ 12. To conduct or discuss an investigative proceeding on actual or possible criminal conduct; or
- ☐ 13. To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter; or
- ☐ 14. Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.
- ☐ 15. Administrative Function

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Washington County Museum of Fine Arts - American Alliance of Museums' (AAM) Accreditation
Peer Review - *Rebecca Massie Lane, Director*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Street Closure Request: Fireball Run Productions - September 27, 2016 - *Erin Wolfe, Communications Manager, and Lauren Metz, Events Coordinator*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Street_Closure_Memo_-_Fireball_Run.pdf
Fireball_Run_Map.pdf

Description

Memo
Map



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

TO: Valerie Means, City Administrator

FROM: Lauren Metz, Community Events Coordinator
Erin Wolfe, Communications Manager

DATE: August 10, 2016

SUBJECT: Street Closure Request: Fireball Run Productions – September 27, 2016

At the August 16, 2016 Mayor and City Council meeting, staff seek approval of one additional street closure in 2016.

At the February 23, 2016 meeting the Mayor and City Council approved a broad list of events, and additional events have been approved at subsequent meetings. The following are additional events that were not previously approved.

Fireball Run Live Production

September 27, 2016

9:30 a.m. to 1:30 p.m. – Filming expected to last from 10:30 a.m. to 1:00 p.m.

Event site includes the streets of North Potomac, South Potomac, West Washington, and East Washington (see attached map)

Event Organizer: Washington County Convention and Visitors Bureau, Betsy DeVore and the City of Hagerstown

Fireball Run is an adventure-travel television series and live action competition. Airing on multiple television platforms, most notably Amazon Prime, Fireball Run tells the story of forty (40) teams traveling across the United States in a quest for America's most obscure and historic artifacts. However, Fireball Run is not simply an adventure-travel television series – each episode of the series benefits the Child Rescue Network and each racing team is assigned 1000 missing child flyers to distribute along their journey. According to the series creator Fireball Run has reunited 47 children in the first nine seasons of the show.

The City of Hagerstown has been selected as a mid-destination interactive city for contestants to visit while traveling across the Mid-Atlantic region. The anticipated filming time for this production will not exceed three hours. During this time contestants will be required to visit two historic locations in the downtown area before spending downtime in the vicinity of the Public Square. While specific sections of downtown will be blocked from pedestrian traffic, this production is intended to be enjoyed by the entire community and people of all ages are welcome to visit Public Square while filming is underway.

For all events, plans may be modified for safety and traffic issues, and event times are subject to change.

Background

City policies related to special events not operated by the City include, but are not limited to the following:

- The City requires the event organizer to provide the City a certificate of insurance naming the City as additionally insured.
- For events that include serving alcoholic beverages, the City requires the event organizer to submit a signed application for Open Containers Law Exemption for Special Events. The City requires the event organizer to submit a signed application for Special Class C Street Festival License as a part of process of obtaining this type of license from the Liquor Board if the event format and alcohol sales fit this model.
- The City requires the event organizer to review street closure and event plans with a cross-department logistics team which includes but may not be limited to representatives from the following City departments: Fire, Police, Public Works, Engineering/Parks & Recreation, Utilities, Planning and Code Administration and Community & Economic Development. The team review event and street closure plans and may seek modifications of plans to ensure efficiency and safety.
- The event organizer is responsible for applicable fees and costs for City services. City Staff work to keep costs minimal in support of events.
- The event organizer is responsible for obtaining a State Highway permit if the street closure affects a State Highway.
- The event organizer is responsible for notifying districts and neighborhoods affected by the street closures.

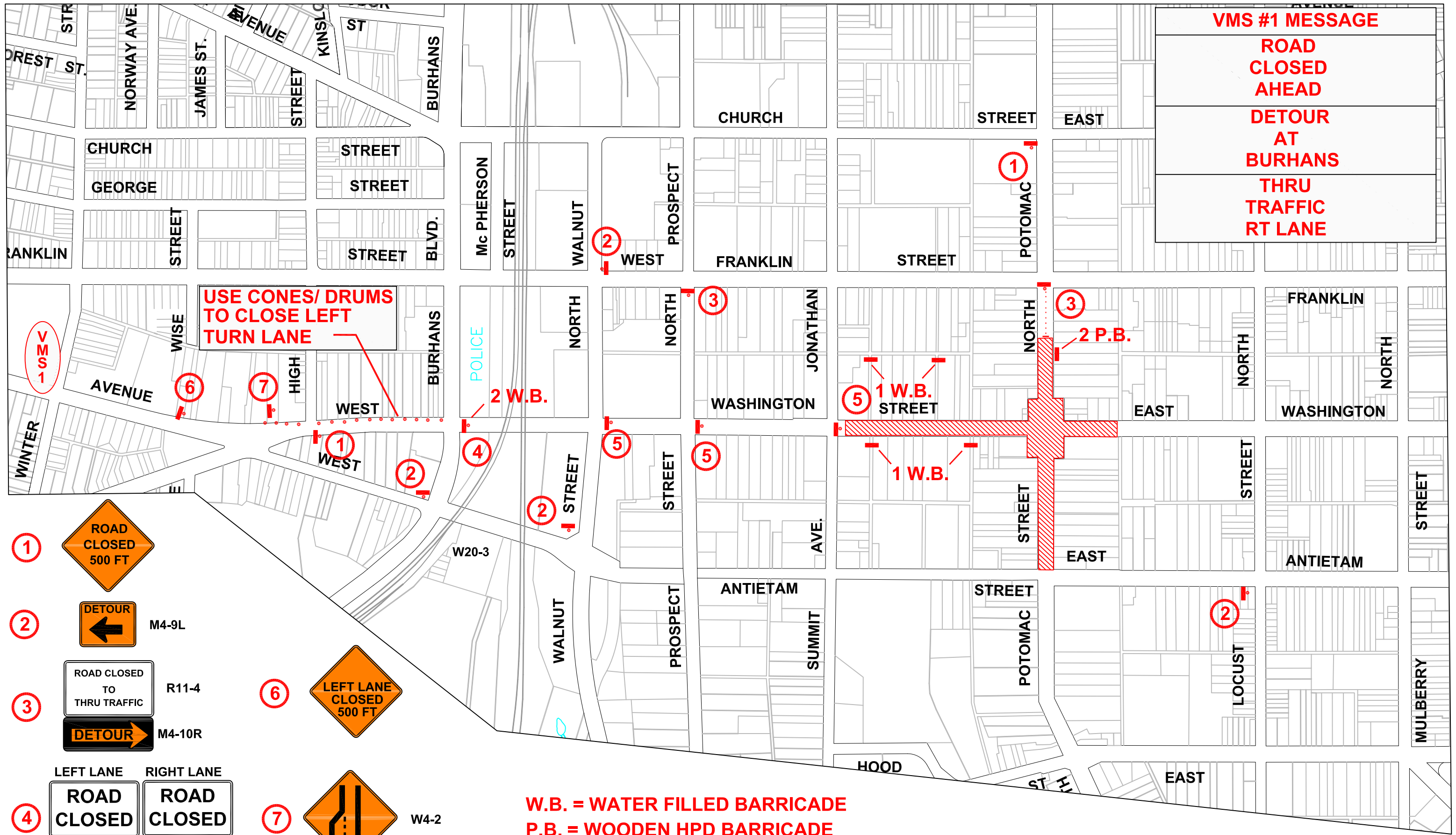
c:

Jill Frick, Director of Community and Economic Development

Scott Nicewarner, Director of IT and Support Services

Betsy DeVore, CVB

Dan Speeden, CVB



FIREBALL RUN - SEPTEMBER 27, 2016 - TRAFFIC CONTROL PLAN

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

2016 Land Management Code Updates - *Stephen Bockmiller, Zoning Administrator*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

Public Hearing - July 26, 2016

Introduction - September 27, 2016

ATTACHMENTS:

File Name

LMC_Updates_8-11-16.pdf

Description


2016 Land Management
Code Updates



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

Memorandum

TO: Valerie Means, City Administrator
FROM:  Stephen R. Bockmiller, AICP
Development Review Planner/Zoning Administrator
SUBJECT: 2016 Land Management Code Updates
DATE: August 11, 2016

MAYOR AND COUNCIL ACTION REQUESTED:

Staff will be present at the August 16 work session for discussions following the public hearing on the 2016 Land Management Code amendments. Introduction is planned for September.

The ten-day comment period following the public hearing of July 26 passed on Friday, August 5. Comments have been received on two issues:

Beekkeeping:

The City received email communication from Mr. Frederick Smith, regarding beekkeeping in the city. Mr. Smith does not live in the city but keeps some hives on a very large (150+ acres) unimproved tract near the edge of the city. That communication was forwarded to the Mayor and Council on August 10 and is attached to this memo. Staff presentation on the 26th was incomplete and some additional explanation is necessary. Per definitions in the Code, beekkeeping is currently prohibited, and this has been administered as such. The proposal clarifies the existing prohibition. Prohibiting beekkeeping is not a new initiative. If the Mayor and Council believes this is a use that should be permitted, a text amendment to implement that will be necessary.

Satellite Simulcast Betting Facility:

The City Attorney recommends that the definition of this use be more detailed than the current proposal of "as defined by the Annotated Code of Maryland" to cite the references in State Code as follows:

SATELLITE SIMULCAST BETTING FACILITY - A facility owned or leased by a person with a permit granted by the State Racing Commission to conduct satellite simulcast betting, as that term is defined in Maryland Business Regulation Code Ann §11-815, as amended from time to time, and which conforms to all requirements of Maryland Business Regulation Code Ann §11-815, *et seq.*, as amended from time to time. (*Zoning*)

This is not a substantive content change.

(continued)

Planning Commission Public Hearing:

At the Mayor and Council's hearing, Mr. Munson asked if anything of substance came out of the Planning Commission public hearing on this matter. To clarify our response of July 26, three persons appeared at the hearing to comment on the provisions regarding home based child care. The comments received did not result in substantive changes to the proposal advertised, but a minor adjustment was made to the editor's note at the bottom of the proposal.

Mayor and Council Comments from Work Session and Public Hearing:

1. Definition of Driveway – In the issue of front yard parking pads, it was mentioned that a definition of driveway should be added to the ordinance. The question was also asked whether permits are necessary to pave residential driveways. The answer to this question is no. This means it is possible that someone could possibly pave a parking pad in their front yard without a need for a permit but was unaware of the regulation (if it is adopted). This could be resolved by creating a simple permit application for limited review with no review fee or a token review fee, however that is not administered by the Land Management Code and would not be part of this package.

In reviewing this issue, our conversation seemed to focus on when a "curb cut is required or requested". However, the language of the ordinance proposal is silent on this issue and that silence should address this concern. The proposal deals with how driveways would be installed on properties – regardless of whether a curb cut is necessary or not.

Staff views this as an important issue for the streetscape reasons cited in the proposal package. Also, City ordinances do not typically distinguish between concrete or asphalt paving and gravel paving. The consensus of Planning Staff and the Planning Commission is that a proliferation of gravel driveways and parking pads in the front of houses would damage the quality of our residential communities.

Since adding a definition that was not part of hearings is a substantial change, a new proposal with hearing would be required. If the elected officials determine this is something that should happen, there are two options: 1) adopt and administer the provision as-is with commitment from staff to include a definition in the 2017 package to follow, or 2) withdraw this proposal and resubmit it with a definition of "driveway" attached in the 2017 package.

2. Height of Retaining Walls – The question was asked why the setback for a retaining wall increases when the wall goes above 60 inches in height when a building permit is only required when the wall exceeds 48 inches. This was not considered during the review process. There is nothing structurally that requires these to be consistent, but it would be more efficient if they were. Therefore, staff recommends that the increase in the setback from 3 feet to 6 feet apply when the wall exceeds 48 inches (needing a permit) rather than the proposed 60 inches. Walls below 48 inches would be required to adhere to the 3 foot setback. No building permit is required for these, but there are other features, such as sheds under 100 square feet that do not require permits but still are subject to setbacks, so this is not unprecedented.

(continued)

3. Process for Confirmation of Nonconforming Use – Concerns were raised whether an application for confirmation for a nonconforming use made to the Board of Zoning Appeals should be *de novo* or an administrative appeal after the Zoning Administrator declines to confirm the nonconformity. In order to address Mr. Aleshire's and Mr. Brubaker's concerns while preserving the intent of the provision and process, staff suggests the following adjustment:

In the event that the Zoning Administrator declines to confirm the existence of a nonconforming use, the applicant may apply to the Board of Zoning Appeals seeking confirmation. The case would be heard by the Board *de novo*.

We believe this would address Mr. Brubaker's concern that the proposal is too tightly written to completely prohibit consideration of the Zoning Administrator's opinion on the matter, and some of Mr. Aleshire's concern.

Many jurisdictions place this authority strictly within the purview of the Board of Zoning Appeals. Our process allows the Zoning Administrator to confirm nonconformities (but not expand or change them) on a parallel authority with the Board of Zoning Appeals. It is in the best interest of the property owner as well as the city to create a public record of a nonconformity, so we make the process as easy as possible and we do not charge a review fee for the process to encourage applications. There is no public notice involved in this process to vicinal property owners. Therefore, as a practical matter, the Zoning Administrator will only confirm a nonconformity if documentation is abundantly clear.

If the documentation or history is "murky" or if the confirmation is likely to draw public concern, the zoning administrator is likely to not confirm the nonconformity. This will require the applicant to seek approval from the Board of Zoning Appeals, which will require posting of the property and notice to adjacent property owners.

Staff does not want to discourage property owners from applying through the more user-friendly administrative process for fear that they cannot obtain confirmation from the Zoning Administrator. If the applicant is unsuccessful at the administrative level, they are in a lesser position with the BZA by being forced to file an administrative appeal of the Zoning Administrator's decision than if they applied initially to the BZA. If they bypassed the Zoning Administrator altogether and filed directly with the BZA, they would not have to meet the burden of demonstrating that the Zoning Administrator made a mistake. The above adjustment to the language preserves Staff's ability to enter its own evidence in front of the BZA regarding any concerns with the documentation while not penalizing applicants for initially applying through the administrative process the system prefers them to use.

If you have any questions, please let me know.

Attachment: Mr. Smith's email correspondence regarding beekeeping.

Copy: Kathleen A. Maher, Planning Director
Alex W. Rohrbaugh, Planner

Stephen Bockmiller

From: Valerie Means
Sent: Wednesday, August 10, 2016 4:29 PM
To: Mayor&Council Mail
Cc: Kathleen Maher; Stephen Bockmiller; Danielle Frye
Subject: FW: Honey Bees

Mayor & Council,

FYI- comments on Bee keeping.

See email thread to bottom for information from Steve as well.

Valerie A. Means

City Administrator, City of Hagerstown
Direct: 301.766.4168

Stay Connected!



DISCLAIMER: All City of Hagerstown email recipients are cautioned that messages sent and received via the City's email system may be considered public record pursuant to the Maryland Public Information Act, and may be subject to inspection and copying by the public.

From: Danielle Frye
Sent: Wednesday, August 10, 2016 3:17 PM
To: 'Smith, Frederick'
Cc: Valerie Means; Kathleen Maher; Stephen Bockmiller
Subject: RE: Honey Bees

Good afternoon Mr. Smith,

Thank you for your e-mail from earlier today. I will forward this correspondence to our City Administrator, Valerie Means, as well as our Director of Planning & Code Administration, Kathy Maher. They will be sure to advise the Mayor and Council of your input when they continue the LMC Amendments discussion on August 16th.

If you would like to submit any additional information, letter or e-mail, you may address them to the Mayor and Council. Their e-mail is Mayor&CouncilMail@hagerstownmd.org. I would ask that you also provide a copy of any additional correspondence to Ms. Means at vmeans@hagerstownmd.org and Ms. Maher at kmaher@hagerstownmd.org.

Please note that a vote to introduce the ordinance is not scheduled until August 30, 2016.

Thank you,
Dani Frye

From: Smith, Frederick [<mailto:frederick.smith@kentww.com>]
Sent: Wednesday, August 10, 2016 1:59 PM
To: Danielle Frye
Cc: Smith, Frederick
Subject: Honey Bees

Hello Danielle,

My name is Fred Smith and my son and I run F&D Apiaries. We live in the Halfway area. Currently we have a bee yard on Howell road, which I'm told is in city limits. I'm very upset to here that honeybees are not allowed in the city limits. We have that our bees there over 7 years with no problem. The neighbors even keep a check on them for us. Bees are not a problem unless someone messes with them. Bees are in a short supply and everyone is trying to help them out and solve the problem. Your city even started a park with a pollinator's garden in it.

Why are you trying to keep bees out??

I'm working a campaign to overturn this and have an amendment made. Several of or members have hives in the city limits.

I'm working with a member of the state bee keepers association who helped pass the law to keep bees in DC. They even have a hive at the White House.

Who does she need to contact about this? Can you tell me who in the city is against honey bees?

I have been asked several times to come to the downtown events to sell honey don't worry we will never set up stand to sell honey downtown.

Any information would be greatly appreciated so we can proceed with this amendment.

Thanks for your help.

Fred Smith | *Office Manager*

Kent Nutrition Group, Inc.

11431 Hopewell Road | Hagerstown, MD 21740

P: 240-329-3241 | F: 301-582-4072 | C: 301-992-7197

kentfeeds.com | blueseal.com



From: Stephen Bockmiller [<mailto:SBockmiller@hagerstownmd.org>]

Sent: Monday, August 08, 2016 2:10 PM

To: Smith, Frederick

Cc: Kathleen Maher; Debbie Calhoun; Danielle Frye

Subject: RE: Honeybees

Mr. Smith:

We have periodically received inquiries regarding beekeeping. Since they are kept for the purpose of their byproducts (honey), they meet the City's definition of "livestock" and have been prohibited in the City except in the AT (Agricultural Transition) Zoning District. The proposal specifically adds honey to the list of examples of byproducts (leather, milk, wool, etc.), but has been administered as such without it. The proposal is a clarification of the existing prohibition – not a new prohibition.

Those that may be in the city may either be grandfathered in if they have been around long enough, or a zoning violation that we simply have not received a complaint about.

Please also note that Hagerstown's residential areas are very dense in most cases and many properties have very small back yards. There are considerations for protecting neighbors who may object to this type of use being so close to their

own yards. Places where there would be appreciable distances from adjacent properties (such as your location on Hopewell Road) would be much more conducive to this use without impacting neighbors.

This proposal was one of several that was submitted as part of an annual package of Ordinance updates – most of which are routine. Since this proposal does not change existing practice and merely clarifies it, staff viewed this as a routine update. The package is produced annually by staff, and a public hearing was held in May by the Planning Commission that forwarded the package of amendments onto the Mayor and Council for their consideration.

If this provision is not approved by the Mayor and Council, the existing text will continue to be administered consistent with current practice. In order to permit beekeeping in the city, a text amendment would need to be crafted and adopted specifically permitting the use.

The Mayor and Council left the record open for 10 days following the July 26 hearing. That period closed this past Friday. If you would like to provide comment, please email your comments to the Mayor's secretary, Danielle Frye at dfrye@hagerstownmd.org.

If you have any questions, please let me know.

Steve

Stephen R. Bockmiller, AICP
Development Review Planner and Zoning Administrator
Planning and Code Administration Department
City of Hagerstown, Maryland
Room 300, City Hall
1 East Franklin Street
Hagerstown, MD 21740
Phone: 301-739-8577 x 139
Email: sbockmiller@hagerstownmd.org



DISCLAIMER: All City of Hagerstown email recipients are cautioned that messages sent and received via the City's email system may be considered public record pursuant to the Maryland Public Information Act, and may be subject to inspection and copying by the public.

From: Smith, Frederick [<mailto:frederick.smith@kentww.com>]
Sent: Monday, August 08, 2016 11:07 AM
To: Stephen Bockmiller <SBockmiller@hagerstownmd.org>
Subject: Honeybees

Good Morning Mr. Bockmiller,

My name is Fred Smith and does beekeeping on the side as F&D Apiaries. We have heard that you are trying to ban keeping bee hives in the city limits. We are very much against this. I'm a member of the Washington County Beekeepers Assoc and we have some members that live in the city limits and have hives. We even have a business owner in the west end that keeps bees.

Can you please tell me why the planning commission is trying to do this? Has there been complaints by residents? Also, is there some info on line about this and who is sponsoring this?

We have a yard of bees on Howell Road and have never had anyone complain to us about them.

Do you know that in DC they encourage people to keep bees and have a very good plan in affect. I'm sure you know there is a shortage of bees. There are several residents of Hagerstown that have backyard gardens the city has even recently started community gardens. Whats going to happen when their watermelons, cantaloupes, pumpkins and many more don't produce because the government is trying to band bees?

Please send me information of who to contact about this and when the next meeting will be that we can attend.

Thanks, Fred

Fred Smith | *Office Manager*

Kent Nutrition Group, Inc.

11431 Hopewell Road | Hagerstown, MD 21740

P: 240-329-3241 | F: 301-582-4072 | C: 301-992-7197

kentfeeds.com | blueseal.com



**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

60 West Washington Street: BuroBox Update - *Jill Frick, Director of Community and Economic Development, and Amanda Whitmore, Downtown Coordinator*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

BuroBox_MCC_Update.pdf

Description

Memo - 60 West
Washington Street: BuroBox
Update



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

TO: Valerie Means, City Administrator

FROM: Amanda Whitmore, Downtown Coordinator

DATE: August 10, 2016

RE: 60 West Washington Street: BüroBox Update

Requested Action

At the August 16, 2016 Mayor and City Council meeting, staff will provide an update on the status of the BüroBox, the Entrepreneur Resource Center at 60 West Washington Street.

Staff also seek support for the conceptual signage and branding for the building.

Membership

The BüroBox will be a membership-based, co-working space with two offices available for lease, a larger room suited with chairs, tables, and couches, a conference room, and a partners' room. The larger room will foster innovation between both fledging entrepreneurs and existing businesses in the community and be capable of handling many different functions, such as classes, seminars, study groups and casual coffee chats.

Members will be able to sign up for a Basic membership at \$50 per month. In addition, two offices will be available to lease for \$50 more per month (total \$100) which includes a lockable office, a dedicated desk and chair, unlimited access to the BüroBox, and 50 more black and white copies than a Basic membership. All members will receive:

- a membership kit,
- a business mailing address,
- high-speed internet access,
- free use of lockers, and
- access to free or discounted workshops and events.

Members will be able to sign up either via the website or by a paper application. Staff will present rules and regulations and membership agreements at a September Mayor and City Council meeting.

Programming

Programming will draw from the community partners of the center, including SCORE, SBDC Maryland, the Chamber of Commerce and Frostburg/USMH. Some of the ideas for specific programming

include SBDC Maryland offering their *Ready, Set, Go* business seminar and SCORE offering their *How to Really Start Your Own Business* series of instructional forums. The programming will constantly adjust to meet the specific requirements of the members. The partners' room will be utilized by the community partners to hold casual meetings with clients and smaller seminars.

Opening Date & Operations

Staff envision a BüroBox opening date in October 2016. It is envisioned that the BüroBox will be self-operating with members accessing the space with membership key access. DCED staff will be onsite frequently during the initial months to ensure a smooth launch. Volunteers and interns may also provide future onsite support. The operation and needs of the space will continually be adjusted and equipment added as needed.

Building Branding & Signage

Staff, in consultation with USMH, has created the attached conceptual mockup of the building branding and signage which identifies the building as "60 West." With the Mayor and City Council support, staff will take the necessary steps to secure a signage company and obtain approval from the Historic District Commission.

Cc: Jill Frick, Director DCED

Attachments: Draft Membership Plans
Conceptual Building Signage
Project Summary

Membership	Office	Basic
Monthly Fee	\$100	\$50
Space	Dedicated Office (2 Available)	Common Work Space
Days	Unlimited Access	8am-7pm, 7 days per week
Print/Copy/Scan	250 b/w, 25 color	200 b/w, 20 color
Lockers	Free Access	
Parking	Parking available in the University Parking Deck or short-term at metered spaces. City Parking Rates Apply	

All BuroBox members receive:

- Business mailing address
- High speed internet access
- Access to free or discounted workshops/events

CONCEPT ONLY

60
WEST

BuroBox



University System of Maryland at Hagerstown



Retail Space

Directory
A: Retail
B: Buro
C: USMH



BÜRO

BOX

Suite B

BÜROBOX



Unobox

Suite B

Unobox

Suite C
USMH

**BÜROBOX – 60 W. Washington Street
Entrepreneur Resource Center
Project Coordinator: Amanda Whitmore**

PROJECT SUMMARY

OVERVIEW

The BüroBox is the city's Entrepreneur Resource Center located at 60 West Washington Street.

***BüroBox:** Embrace your culture and expand your cubicle to include everyone. Dig into Hagerstown's German roots to discover how "BüroBox" is the "OfficeBox" full of creative and corporate diversity. Think inside the BüroBox with collective brainpower, and you can color outside the lines of your neighborhood to make a difference.*



Main Logo



Complimentary Icons

The BüroBox will be membership-based and will offer both programmatic and physical tools for small-business members in Hagerstown. The programmatic tools will include informal coaching sessions about different aspects of running a business and professional seminars hosted by our partners SCORE and SBDC. Some of the tools available to members of the BüroBox will be document processing machines, business database access and broadband internet access.

One basic membership will be offered, with the additional option for two companies to lease one of the physical offices.

FY 17 PROGRAM BUDGET: (First year)

<u>Revenue</u>	<u>Annual</u>
Memberships Dues	\$4,200
Total Revenue	\$4,200

<u>Expenses</u>	<u>Annual</u>
Equipment/Services-Leased	\$4,000
Hospitality	\$2,400
Advertising	\$2,000
Programming / Contracted Services	\$3,000
Supplies	\$1,000
Total	\$12,400

PROGRAM DEVELOPMENT TIMELINE

Accomplishments to Date

- Completed name development and branding.
- Completed build out of the interior of the space.
- Furniture selected, delivered, and installed.
- Participating in entrepreneurship events creating prospective customer relationships and meeting with strategic partners to formulate partnerships and roles in the space.

Key Next Steps

- Finalize membership agreement.
- Plan and implement launch event for October 2016.

PHOTOS

Before



After

