

Mayor and Council Executive Session and Work Session May 3, 2022 Agenda

"The City of Hagerstown will inspire an inclusive, business-friendly, and sustainable community with clean, safe, and vibrant neighborhoods."

"The City of Hagerstown shall be a community focused municipality"

The agenda and meeting packet is available at [**www.hagerstownmd.org/government/agenda**](http://www.hagerstownmd.org/government/agenda)

"The only true failure lies in the failure to start." Harold Blake Walker

EXECUTIVE SESSION

- 3:00 PM** 1. **The Mayor and Council will meet in Open Session only for the purpose of voting to close its meeting to discuss matters that the Open Meetings Act permits it to discuss in Executive/Closed Session.**

4:00 PM WORK SESSION

- 4:00 PM** 1. Proclamation: Building Safety Month
- 4:05 PM** 2. FY23 Budget Review - *Michelle Hepburn, Chief Financial Officer, and Brooke Garver, Accounting and Budget Manager*
- 4:30 PM** 3. Potomac Street at Baltimore Street Intersection - *Rodney Tissue, City Engineer*
- 4:45 PM** 4. Review Case No. ZM-2021-02 for a Local Conversion District Overlay at 245 N. Potomac Street - *Megan Flick, Planner*
- 4:55 PM** 5. Imagine Hagerstown, Music on the Square and #downtownhagerstownpass Update - *Cassie Hershberger, Events Planner*

CITY ADMINISTRATOR'S COMMENTS

MAYOR AND COUNCIL COMMENTS

ADJOURN

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

Topic:

The Mayor and Council will meet in Open Session only for the purpose of voting to close its meeting to discuss matters that the Open Meetings Act permits it to discuss in Executive/Closed Session.

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

Proclamation: Building Safety Month

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

FY23 Budget Review - *Michelle Hepburn, Chief Financial Officer, and Brooke Garver, Accounting and Budget Manager*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

FY23_Budget_Review_Memo_05-03-2022.pdf

Description

FY23 Budget Review Memo
05.03.22



CITY OF HAGERSTOWN, MARYLAND

Finance Department
301-739-8577 X160

To: Scott Nicewarner, City Administrator

From: Michelle Hepburn, Chief Financial Officer
Brooke Garver, Accounting & Budget Manager

Date: May 3, 2022

Subject: FY23 Budget Review

Staff will continue to review the FY23 Proposed Budget. The schedule outlined below is a general guideline for topics and can be updated.

May 3, 2022:

1. CDBG Program - Section 4, Pages 3-8
2. Economic Redevelopment - Section 4, Pages 10-12
3. User Fee Schedule – Section 8, Pages 1-9. The FY23 Proposed Budget includes changes to rates already adopted by Mayor & Council and rate changes that will take effect upon adoption of the FY23 Proposed Budget. New changes for the Planning Department include subdivision plan, nonresidential full site plan, minor site plan, site plan waiver, zoning letters, fence permits, and forest conservation fee changes. Also, recycling & refuse collection fees are increasing to \$50.00 for quarterly residential customers and to \$110 for annual commercial customers.

May 10, 2022 through May 17, 2022:

Future budget review work sessions are anticipated to continue discussions and focus on Capital Improvements and all other funds including the below topics throughout May.

1. Capital Improvement Program – Section 7
 - a. Strategic Plan – Pages 2-3
 - b. General Fund Projects by Funding Source (Bond Financing; CIP Fund Balance; and Transfers to CIP-General Fund) – Pages 15-19
 - c. Mayor and Council Discussion of priority projects
2. Parking Fund 5 Year Projections - Section 6, Pages 24-26
3. Parking Fund Capital Improvement Projects - Section 7, Pages 36 and 163-166
4. Stormwater Fund 5 Year Projections - Section 6, Pages 31-32
5. Stormwater Fund Capital Improvement Projects - Section 7, Pages 42 and 172-179
6. Electric Fund 5 Year Projections - Section 6, Pages 15-17
7. Electric Fund Capital Improvement Projects - Section 7, Pages 30 and 109-132
8. Water Fund 5 Year Projections - Section 6, Pages 18-20
9. Water Fund Capital Improvement Projects - Section 7, Pages 32 and Pages 133-145
10. Wastewater Fund 5 Year Projections - Section 6, Pages 21-23
11. Wastewater Fund Capital Improvement Projects - Section 7, Pages 34 and 146-162

May 10, 2022:

- Public Hearing: FY23 Budget and Property Tax Rate
- Introduction of Ordinances (FY23 Budget and Property Tax Rate)

May 17, 2022:

- Adoption of Ordinances (FY23 Budget and Property Tax Rate)

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

Topic:

Potomac Street at Baltimore Street Intersection - *Rodney Tissue, City Engineer*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Memo_-_Potomac_Street_at_Baltimore_Street_Intersection.pdf

Description


Memo - Signal
Improvements



CITY OF HAGERSTOWN, MARYLAND

Engineering Department

May 4, 2022

TO: Scott Nicewarner, City Administrator
FROM: Rodney Tissue, City Engineer 
RE: Potomac Street at Baltimore Street Intersection

1. Introduction

In 2020, the Maryland Department of Transportation developed the "*Hagerstown Bicycle and Pedestrian Priority Area Plan*" (excerpt attached) that included concepts for safety and walkability improvements in the city center. One project they recommended was the reconstruction of the referenced intersection to shorten the crosswalks, remove the unconventional alignment, modernize the equipment and make the intersection fully American with Disabilities Act compatible. The three traffic signal strain poles and the controller/signal equipment were installed in 1980's. The southwest corner pedestrian lights are mounted on a wooden utility pole and a new mast arm system will eliminate a lot of unnecessary overhead wires.

Attached is a 30% complete construction drawing of the proposed improvements.

2. Mayor & Council Action Requested

Consistent with our grant policy, staff is seeking approval from the Mayor & Council to apply for a Safe Routes to School grant for 80% of the funds to improve this intersection. If we were fortunate enough to get the grant, the cash match would be included in the FY24 and 25 budget years.

3. Discussion

The construction drawings are about 30% complete and are attached.

Staff is prepared to apply for a *Safe Routes to School* grant for 80% of the funds. The engineer's estimate is \$750,000 so we would apply for a \$600,000 grant and the City's match would be \$150,000. This was anticipated in the FY24 CIP budget currently under review by the Mayor and City Council.

Since its Federal funding, it typically takes three to five years to implement the project.

Staff will be present on Tuesday to discuss.

Attachments: Hagerstown Bicycle and Pedestrian Priority Area Plan excerpt
30% design plans

c: Michelle Hepburn
Brooke Garver
Jim Bender
Eric Deike
Erik Kline
Bill Killinger

Engineering Department
1 East Franklin Street • Hagerstown, MD 21740-4817
Ph: 301.739.8577 Ext. 125

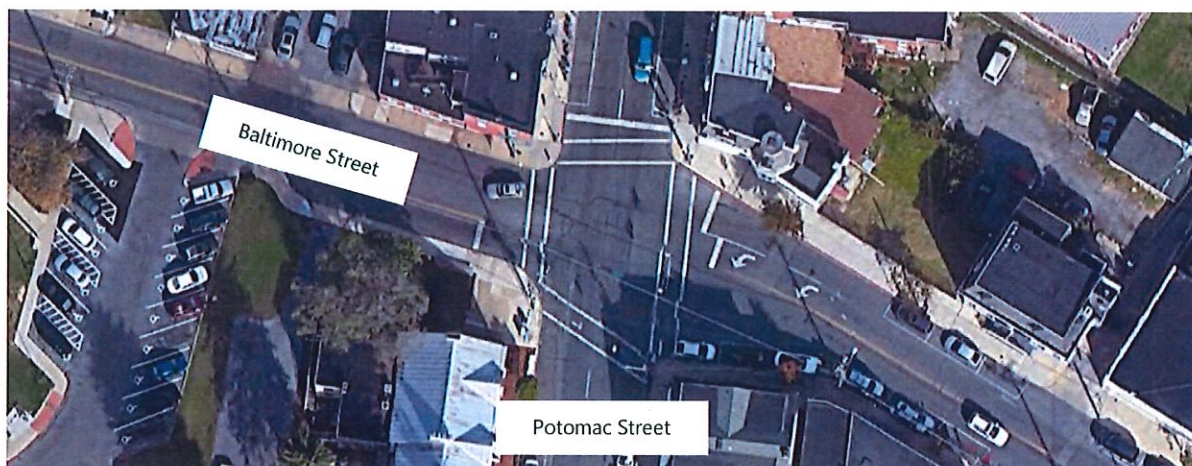
4.1.2 Potomac Street at Baltimore Street Intersection Improvements

In the southern portion of the BPPA, Potomac Street intersects with Baltimore Street. Potomac Street runs one-way southbound, while Baltimore street is a two-way street running east-west. The intersection is signalized and includes a protected left-turn phase for eastbound vehicles on Baltimore Street. There are crosswalks on all legs of the intersection, and there are pedestrian signals heads with countdown timers at all four corners. The southwest corner is home to newly constructed transit shelters.

Between January 2015 and August 2019, four pedestrian collisions occurred at this intersection, all involving left-turning vehicles. In two instances, the pedestrian was struck by a vehicle making a southbound left turn from Potomac Street onto Baltimore Street while the pedestrian had a walk signal across Baltimore Street (during a permitted left-turn phase). The other two collisions occurred during the

protected left-turn phase, with pedestrians crossing Potomac Street when they did not have the signal to do so. Of these collisions, two resulted in minor injuries and two resulted in no injuries.

As depicted in the aerial and photo below, the westbound approach along Baltimore Street is far wider than the receiving lanes west of the intersection. This results in skewed crosswalk design and a long pedestrian crossing along the east crosswalk leg. Not only are there pedestrian challenges to this intersection design, but it also is an unconventional experience for drivers - vehicles traveling westbound through the intersection must track left a bit in order to end up on the receiving lane west of the intersection.



Satellite image shows Potomac Street at Baltimore Street intersection.

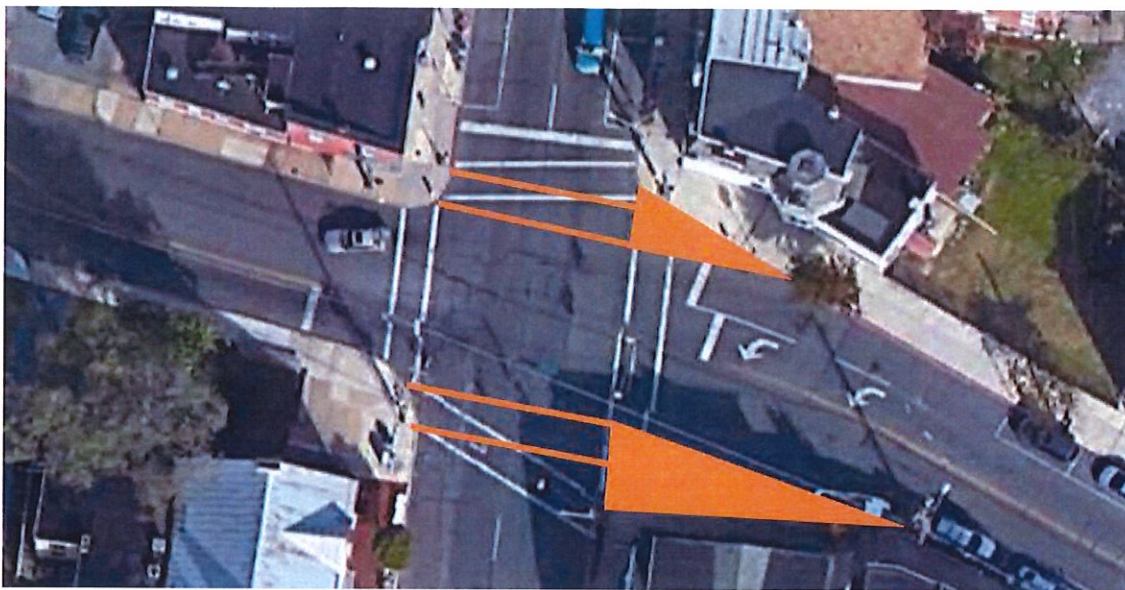


Super wide two-way two-lane Baltimore Street intersects with Potomac Street.

To improve the intersection, it is recommended that both the northeast and southeast corner curbs be modified, either through soft-scaping or hardscaping. In response to the updated curbs, the crosswalks would be realigned. This adjustment would maintain sufficient right-of-way for both the existing westbound left-turn and through lanes, but it would improve safety and comfort for travelers through the

intersection. The high-level concept below depicts roughly what the new intersection design could look like.

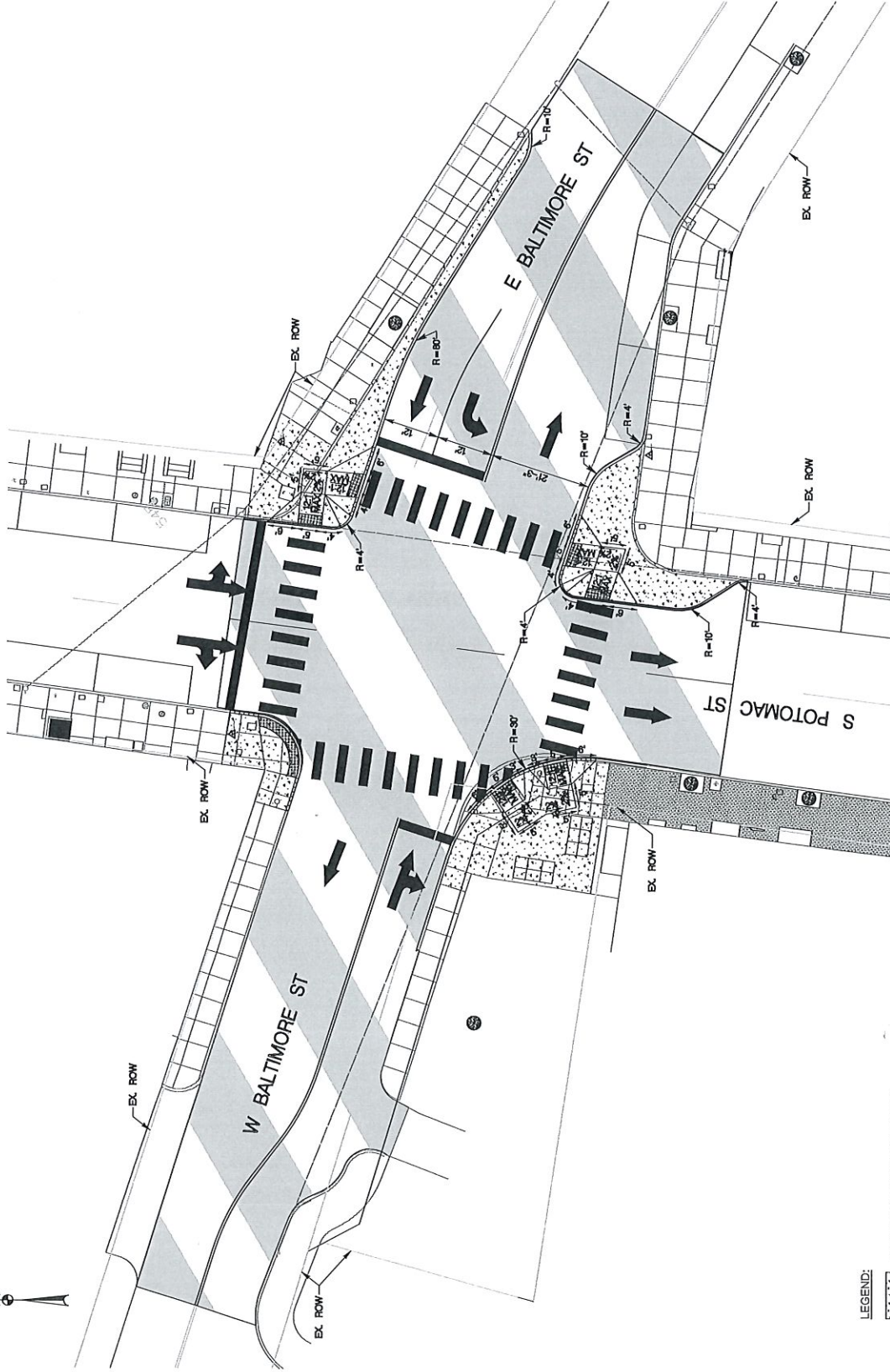
This project lends itself to tactical urbanism, which involves the use of low cost, flexible materials like planter boxes, or short-term improvements before more long-term changes are made. In addition, the reclaimed right-of-way could be developed into a stormwater management project and provide room for ADA ramps that could prevent the need for utility and pole relocation. If signals are not pre-timed, special consideration of bush button placement should be taken.



Extending the curb and reducing the crossing distance will improve pedestrian safety and visibility.

4.1.3 Potomac Street at Locust Street Intersection Improvements

South of Locust Street, Potomac Street is a two-way roadway with one lane in each direction. At Locust Street (a one-way northbound street), Potomac becomes a one-way southbound street. The streets intersect at an acute angle, forming a point. There is a cut-through (and resulting porkchop island) just north of the point.



LEGEND:

-  6 INCH CONCRETE SIDEWALK
-  GRIND AND RESURFACE
-  DETECTABLE WARNING SURFACE

PRELIMINARY PLAN NOT FOR CONSTRUCTION

REVISION NOTES

NO.	DATE	REASON	DESCRIPTION	BY	CHKD.
1					

48 HRS. Before You Dig Call "MISS UTILITY" Service Protection Center NUMBER 1-800-368-7777 ONE CALL 800-368-7777		CALL TOLL FREE 1-800-368-7777	
CITY OF HAGERSTOWN, MARYLAND DEPARTMENT OF PARKS AND ENGINEERING LOCATION: POTOMAC ST TO BALTIMORE ST. CITY TAX MAP NO.		TITLE: POTOMAC STREET AT BALTIMORE STREET IMPROVEMENTS SCALE: HORIZONTAL: 1"=40' VERTICAL: 1"=10' DATE: 10/20/2018 DRAWN BY: J. HAGERSTOWN CHECKED BY: J. HAGERSTOWN SHEET: 1 OF 2 PROJECT NO.: 18-000000 CHANGE ORDER #	

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

Topic:

Review Case No. ZM-2021-02 for a Local Conversion District Overlay at 245 N. Potomac Street
- *Megan Flick, Planner*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Description

Review_of_Case_No._ZM-2021-
02_for_a_Local_Conversion_District_Overlay_at_245_N_Potomac.pdf

Review of Case No.
ZM-2021-02 for a Local
Conversion District
Overlay at 245 N
Potomac



City of Hagerstown, Maryland
Committed to Safety
Dedicated to Partnership and Progress

MEMORANDUM

TO: Scott Nicewarner, City Administrator

FROM: Megan Flick, Planner

DATE: April 29, 2022

SUBJECT: Case No. ZM-2021-02 for a Local Conversion District Overlay at 245 N Potomac

Action Requested

Review the above case for a Local Conversion District Overlay at 245 North Potomac Street filed by O'Sick Family Trust ahead of the scheduled May 24 public hearing.

Background Information & Proposal

The property is an existing mixed-use building located on the corner of Potomac Street and Bethel Street. The zoning is Residential-Office (RO). It is currently occupied by 7 dwelling units and 1 office space with an additional commercial space that is vacant. The applicant wishes to expand the permitted commercial uses for that front facing commercial space to include the following uses per Land Management Code V3.6 City of Hagerstown, Maryland, Article 4: Zoning Ordinance:

- Bank or credit union (521-522).
- Business Service Centers (56143) or Quick Printing Services (323114).
- Bed & breakfast inns (721191), including short-term rental with food service.
- Retail/wholesale trade (44-45) excluding auto, up to 5000 sqft in net floor area. May include retail bakeries (311811) and retail confectioneries (311320).

The applicant also proposes: removing the vinyl siding on the sides of the commercial front door as part of replacing the door with a commercial unit consistent with adjacent display windows; installing security cameras and ambient front lighting to front of building; and no other fencing, landscaping, parking, or exterior changes at this time.

During the consultation with the applicant, the Planning Commission discussed the condition of requiring the applicant to combine the 2 lots to ensure parking on site. There are no other specific requests or recommendations from the Commission.

Public Input at Planning Commission Public Review Meeting

Staff received an email from Michael J. Amontree, 329 N. Potomac St. Hagerstown, MD 21740:

“I understand the predicament property owners in the city of Hagerstown have with filling vacant office space. Also the desire of local government to have more Walking Traffic destinations like storefronts in the Downtown Core.

However, I am concerned with the approval of a Retail Establishment i.e., a Convenience Store, in that there could be unintended consequences for our neighborhood concerning bad elements that already exist.

These elements include regular activity of; Trespassing, Littering, Open Drug Use, and Prostitution.

Should The Council allow this Overlay District to be approved for a Retail Operation i.e., Convenience Store, the public needs to have a clear explanation of how our local Government plans to patrol the area, and how the businesses plans to abate potential adverse issues.

This is a highly traveled thoroughfare, and one of three main entryways into the downtown of Hagerstown. So the visable conditions on this street are a direct reflection on Our City.”

Planning Commission Recommendation

The Planning Commission recommends approval of the Local Conversion District Overlay at 245 N Potomac Street with the conditions that the applicant combines the building lot with the parking lot into one consolidated lot to ensure the parking stays with the building into the future. They also agreed with the recommendation from the Historic District Commission to require some type of landscaping that will be decided at the site plan stage.

Attachments

Attached is the full staff analysis on this case in addition to the application and exhibits submitted by the applicant.

City of Hagerstown
Local Conversion District Overlay Zoning Request
ZM-2021-02: 245 North Potomac Street
Staff Report

Applicant/Owner:	O'Sick Family Trust PO Box 324, Garrett Park, MD 20896
Request:	Local Conversion District overlay on a mixed-use building for the purposes of the continued use of 7 dwelling units, 1 office space, and the expansion of permitted commercial uses for the potential reuse of the front facing commercial space.
Location:	245 North Potomac Street Corner of Potomac St and Bethel St
Existing Use:	Mixed-Use Building occupied by 7 dwelling units & 1 office space
Area:	4388 square feet
Existing Zoning:	RO (Residential – Office); Potomac-Broadway Historic District Overlay

Analysis

The purposes of this district are to stimulate the adaptive reuse of existing, nonresidential and mixed-use structures embedded within developed residential districts and communities, to maintain and increase the city's assessable tax base, and to expand business and employment opportunities. The Local Conversion Overlay District allows for alternate forms of use and development for buildings and/or spaces that are part of or very close to residential uses in residential districts. Allowing such uses to fit into existing commercial and mixed use structures re-establishes the historically mixed use nature of the City's 19th and early 20th Century residential communities.

The Local Conversion Overlay District provides an alternative development concept for underutilized structures while protecting the general health, safety, welfare, and aesthetics in the vicinity of the site through the commitment to an approved development concept plan. It is acknowledged that such uses will be outwardly commercial in nature and operation, but are reviewed individually to ensure the proposed use or uses and improvements are not an undue burden on the surrounding area.

Staff comments are in bold italics.

The Land Management Code lists four general requirements for the establishment of a Conversion Overlay District (Article IV, Section J.3.e. Page 4-61):

1. The area proposed for a conversion district shall be in one (1) ownership, or, if in several ownerships, the proposal shall be filed jointly by all the owners of property included in the development plan. **The application has been filed by O’Sick Family Trust, which is the current owner of the property.**
2. The development shall be for an existing, nonresidential or mixed use structure, constructed before October 1, 1956..., **The building is currently mixed-use and is commonly known to have existed well before 1956, having been occupied by various commercial uses.**
... The building in which all proposed uses will be contained, except:
 - (a) outdoor dining areas and outdoor merchandise display, as regulated elsewhere in this provision; **No outdoor dining areas are proposed.**
 - (b) additions, as permitted in Subsection i. below. **No additions are proposed.**
3. The owners or developers must indicate that they plan to begin construction of the development within one (1) year after final approval. If construction does not begin within one (1) year, the zoning of the site shall revert to its previous classification unless a time extension is requested by the developer and agreed to by the Planning Commission. **If no development occurs within one (1) year of final approval, and the applicant fails to request an extension, the local conversion overlay is no longer valid.**
4. This overlay district shall only be used for buildings or parts of buildings that are oriented in appearance and access to a public street. **The structure is oriented toward Potomac Street.**

Special Design Requirements (Section J.3.i. Pages 4-62 & 4-63)

1. Additions shall be designed consistent with the architectural theme of the structure and shall be located in the space least visible to the general public. **No additions are proposed for the site at this time. The property is located in the Potomac-Broadway Historic District and changes including signs are subject to review by the Historic District Commission.**
2. No outdoor vending machines shall be permitted. **None proposed.**
3. No outdoor storage of any kind is permitted except display of merchandise at convenience and grocery stores if historically part of a use on the subject property. **Not applicable. No outdoor storage area shall be permitted.**
4. No outdoor dining or seating area for a restaurant shall be permitted in any of the rear yard area between the building and rear property line or within ten (10) feet of a side property line unless historically part of the on-site use. **Not applicable. No restaurant or dining use is proposed.**
5. Buildings of an industrial, warehouse or automotive service design shall be enhanced via architectural or cosmetic enhancement, site amenities, landscaping, and other strategies to achieve suitability for their new use(s) within a residential district and compatibility with the neighborhood. **The building is a mixed-use building that has been well maintained. The applicant proposes to restore the commercial front entrance per the ordinance by removing**

the vinyl siding and filling gaps on either side of the main door in addition to potential landscaping to break up the concrete pad in the front of the building.

6. Storefronts previously modified or enclosed shall be rehabilitated to reintroduce a storefront window display design. ***This is a requirement of the Land Management Code; the applicant proposes to rehabilitate and reintroduce the storefront. This has been discussed with the Historic District Commission and they do not anticipate issues when an application is received for review.***

OTHER CONSIDERATIONS AND REQUIREMENTS:

Lot Area Requirements and Off-Street Parking (Section J.3.h – Page 4-62)

1. The maximum lot area for a Local Conversion District shall be 20,000 square feet.
The property is approximately 4388 square feet in area.
2. Minimum parking requirements and lot size requirements shall not apply to this overlay district, however existing on-site parking shall not be reduced unless the remaining parking meets current Ordinance requirements. The Board of Zoning Appeals shall not grant a variance to this requirement. However, upon illustration in a rezoning exhibit, the Mayor and Council, as part of the petition for rezoning, may approve a site design that reduces the amount of existing parking if it finds that to do so is an acceptable step to ensure the adequate landscaping and screening of the use from adjacent properties. ***No parking is proposed; however, the Planning Commission will require the applicant to combine the lot in question with the adjacent lot in order to lock in parking for the site.***

Suitability of the Proposed Zoning District.

A Local Conservation Overlay District is permitted use in the RMOD zoning district. ***The principal structure was built prior to October 1, 1956 and the principal structure has been used as a business prior to October 1, 1956. This proposal is consistent with the type of reuse envisioned by staff when they crafted the zoning ordinance that created the local conversion district process. Most importantly, it will lead to re-occupation of a vacant space.***

Compatibility of Existing and Proposed Development.

This proposal is for the continued use of an existing mixed-use building containing 7 dwelling units, 1 office space, and 1 commercial space. The applicant wishes to expand the permitted commercial uses in the front facing commercial artery to include: Bank or credit union (521-522); Business Service Centers (56143) or Quick Printing Services (323114); Bed & breakfast inns (721191), including short-term rental with food service; Catering kitchen for preparation of food for off-site delivery and associated office and storage use (722320); and Retail/wholesale trade (44-45) excluding auto, up to 5000 sq ft in net floor area. May include retail bakeries (311811) and retail confectioneries (311320). It is located along one of the city's major radial city streets in a mostly residential area (RO zoning). The nature of the proposed use, when considering the intended rehabilitation of the building, and its location are such that the proposed use is compatible with the surrounding area.

Population Change

Not applicable.

Can the site be adequately served with public water and wastewater facilities?

Water and wastewater service currently exist.

The site shall be located adjacent to adequate highway facilities, capable of serving existing and anticipated traffic.

Potomac Street is one of the major arteries that radiates out from the center of the city. The location is two blocks from the downtown City Center with several commercial properties. The front facing commercial artery will change from being vacant to being occupied by a commercial use. There are no identified traffic capacity issues on Potomac Street; therefore, the site is capable of serving existing and anticipated traffic.

Relationship to the Comprehensive Plan.

The property is located just north of the downtown City Center, which has several mixed-use and commercial buildings. The surrounding area, though, is mostly residential in nature with some office uses (zoned Residential Office). Rehabilitating this site would improve the curb appeal in the main corridor that runs into the downtown from the northern edge of town. The 2018 Comprehensive Plan recommends maintaining residential land uses in this neighborhood; however, this local conversion zoning overlay would implement the Plan's recommendation to make buildings more attractive for adaptive reuse.

Site Plan Conditions Recommended by the Planning Commission

- 1. Modifications to the building should be in accordance with the proposal and shall obtain requisite approvals from the Historic District Commission.***
- 2. Combine the two lots in order to ensure parking exists at the site.***



3 LEFT ELEVATION
A-1 SCALE: 1/4"=1'-0"

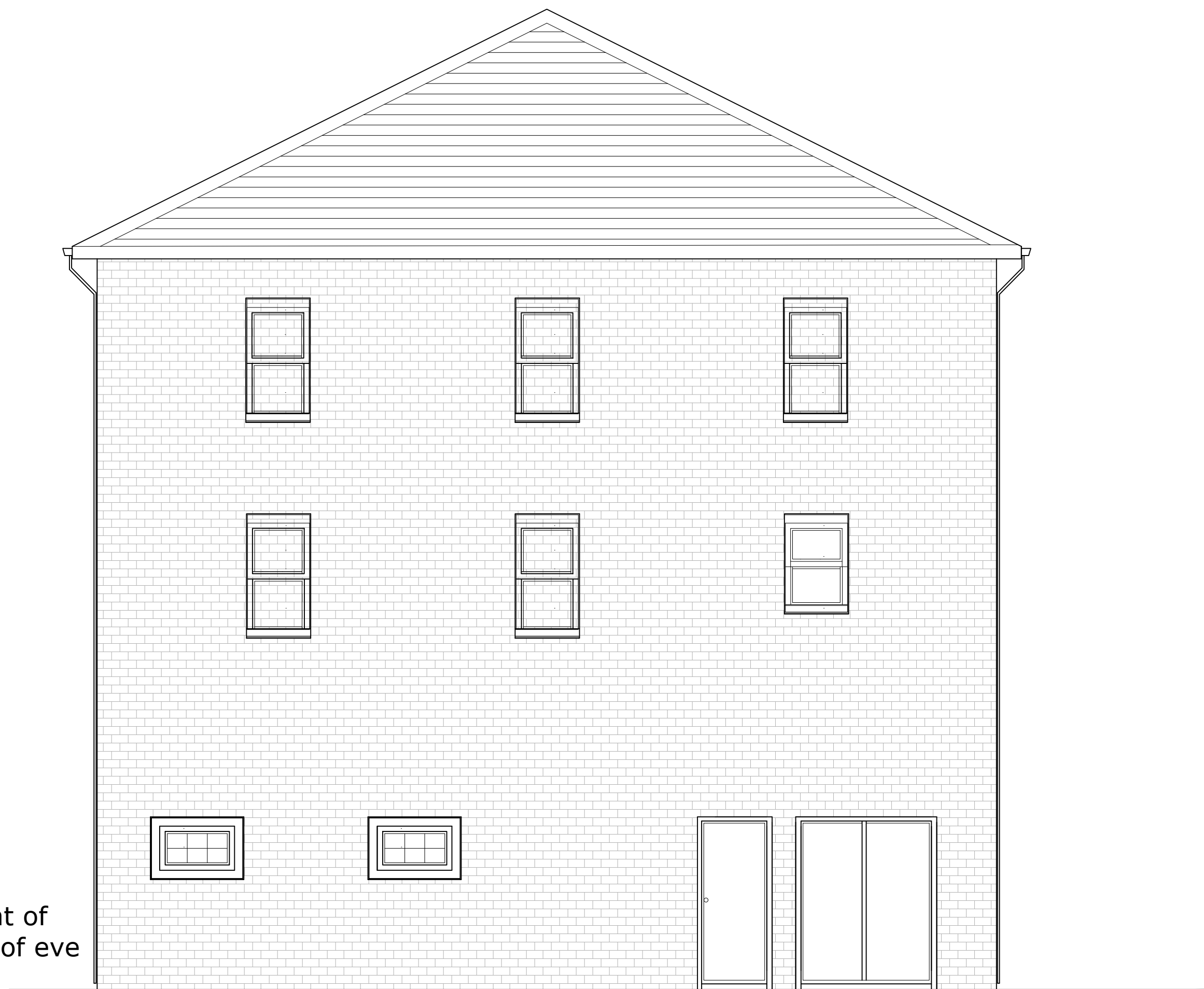


1 FRONT ELEVATION
A-1 SCALE: 1/4"=1'-0"

Scope of building changes:
Front Door Returned to original
commercial glass front.

2 front down lights added
above two front windows

Signage not to extend left of right of
front windows or beyond front roof eve



2 REAR ELEVATION
A-1 SCALE: 1/4"=1'-0"

SEAL & SIGNATUR	
PROPERTY INFORMATION	
PROJECT LOCATION: 245 NORTH POTOMAC STREET, HAGERSTOWN, MD, 21740	
BLOCK	
LOT	
SECTION	
DRAWING TITLE: ELEVATIONS	
DATE 10/27/2021	
PAGE :	DRAWN BY : HY
SHEET NO. :	CHECK BY : HY
A-1	
DOB BSCAN STICKER:	



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

LOCAL CONVERSION OVERLAY REZONING APPLICATION

Submittal Requirements:

- Original Application and 17 copies
- 18 copies of concept plan
- Filing fee (please consult [current fee schedule](#))

Case No. ZM - 2621.02

Office Use Only

Munis # 20220067

APPLICANT INFORMATION: Application may only be made by property owner or his/her authorized agent, or any other person(s) with a 50 % or more contractual or proprietary interest in the area covered by the zoning map amendment application.

Applicant Name: O'Sick Family Trust

Contact Person: John O'Sick

Email: josick@gmail.com

Mailing Address: PO Box 324, Garrett Park, MD 20896

Telephone: 240-863-2407

Fax: _____

OWNER INFORMATION: Owner's Affidavit must be submitted with application, if not the same as applicant.

Property Owner Name: O'Sick Family Trust

Contact Person: John O'Sick

Email: josick@gmail.com

Mailing Address: PO Box 324, Garrett Park, MD 20896

Telephone: 240-863-2407

Fax: _____

All correspondence will be sent to applicant. If the owner also wishes to receive a copy, please check box. ☐

PROJECT INFORMATION:

Project Location (Street Address): 245 N Potomac St, Hagerstown, MD 21740

Tax Map Number: 25014383

Year Built: 1957

Size of Property: 4388 sq ft

Square Footage of Building: 10294 sq ft

Current Use of Building: Mixed - RO, 7 residential units and 2 office units

Proposed Use (Area and types of commercial uses, number of dwellings)

No change to existing office (lower rear of building), or 7 residential one bedroom units. Proposed new use of commercial space facing main artery shall be one of the following, per Land Management Code v3.6 City of Hagerstown, Maryland. Article 4: Zoning Ordinance

- Bank or credit union (521-522).
- Business Service Centers (56143) or Quick Printing Services (323114).
- Bed & breakfast inns (721191), including short-term rental with food service.
- Catering kitchen for preparation of food for off-site delivery and associated office and storage use (722320).
- Retail/wholesale trade (44-45) excluding auto, up to 5000 sqft in net floor area. May include retail bakeries (311811) and retail confectioneries (311320).

Are there existing or enclosed storefronts present? Approval of the Local Conversion Overlay District requires the reopening and reestablishing previously enclosed storefront windows. If construction is required, please provide concept drawings.

Refer to structural rendering showing proposed removal of vinyl siding and replacing with commercial front door consistent with original building.

Describe any proposed additions for outdoor dining and seating area, including fencing, pavers and furniture, and any proposed landscaping.

No exterior additions.

Describe any other proposed improvements to the site intended to improve its condition and appearance for compatibility with the surrounding area.

Security cameras and ambient front lighting added to front of building. No other fencing, landscaping, parking, or other exterior changes.

CONCEPT PLAN:

A concept plan shall be submitted with this application. The concept plan should include the following:

- ☒ A scaled drawing showing the building footprint, the street, and all property lines
- ☒ Any proposed additions (*subject to limitations in City's Land Management Code, Art. 4, Section J.3.1.*)
- ☒ Existing off-street parking spaces, if any
- ☒ Any proposed fencing and landscaping
- ☒ Illustrations showing the general size, location, illumination, and nature of signage
- ☒ Any new site lighting proposed
- ☒ Front elevations of the building, including what the storefront will look like

STATEMENTS:

I understand that zoning approval by the Mayor & City Council or site plan approval by the Planning Commission does not constitute permission to construct. Appropriate permits must be obtained from City of Hagerstown Planning & Code Administration Department before construction may commence. I hereby attest or affirm that all the information provided in this application is correct and true to the best of my knowledge and understanding. **Applicants that are not signed will not be accepted.**

OSICK.JOHN.FRANCIS.12642825
66

Digitally signed by
OSICK.JOHN.FRANCIS.1264282566
Date: 2021.11.04 16:31:40 -04'00'

Applicant's Signature

11/04/2021

Date

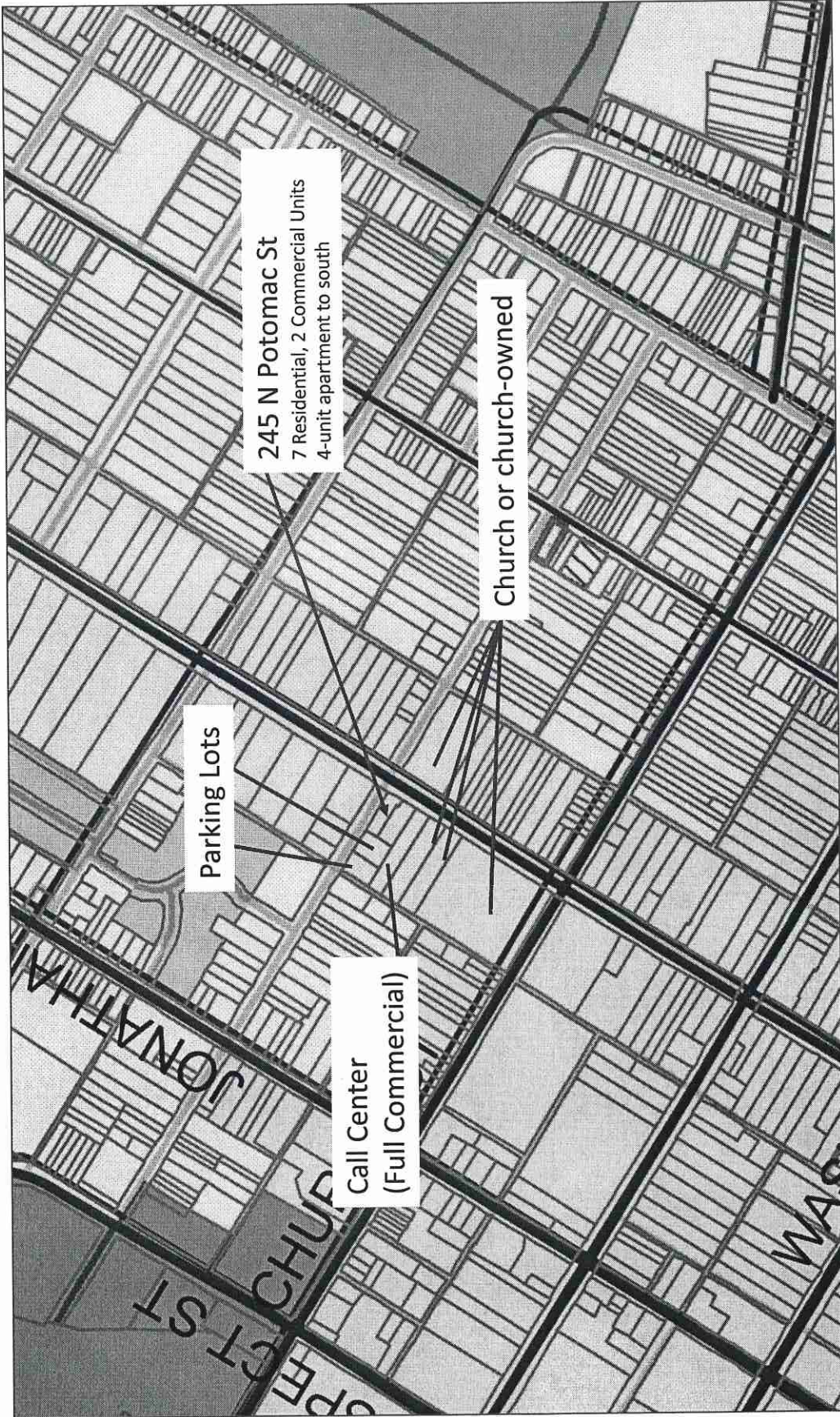
City of Hagerstown, Maryland
Planning and Code Administration Department
One East Franklin Street, Suite 300
Hagerstown, MD 21740
T | 301.739.8577, Ext. 138
F | 301.790.2650



**Local Conversion Overlay Rezoning Application:
245 North Potomac Ave, Hagerstown, MD 21740
November 05, 2021**

Table of Contents

1. Application requesting residential office (RO) space be used for retail operations
2. Survey of Existing (Exhibit A)
3. Site Plan of Proposed (No change to building footprint or exterior)
4. Exterior Rendering of Building (Exhibit B)
5. Photos of Existing (Exhibit C)
6. Specifications of New Commercial Entrance Door (Exhibit D)



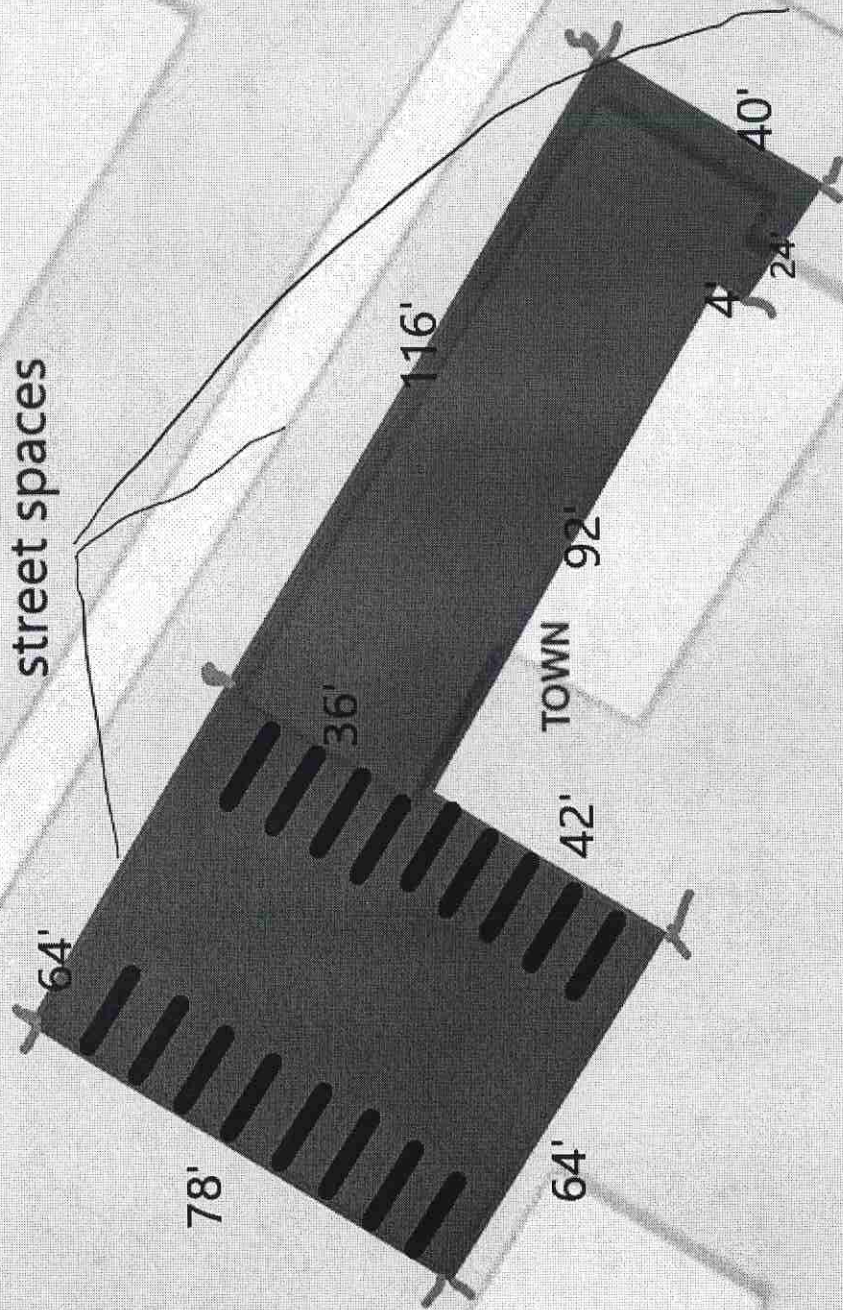
**Affected area outlined red.
36x60', ground floor only.
No structural changes, no
outdoor seating, no changes
to parking (in rear).**

TOWN

299

299

18 Lot Spaces + 8
street spaces



A-1

HOUSE LOCATION DRAWING
245 North Potomac Street, Hagerstown Md.
for

The O'Sick Family Trust u/a/d February 1, 2019

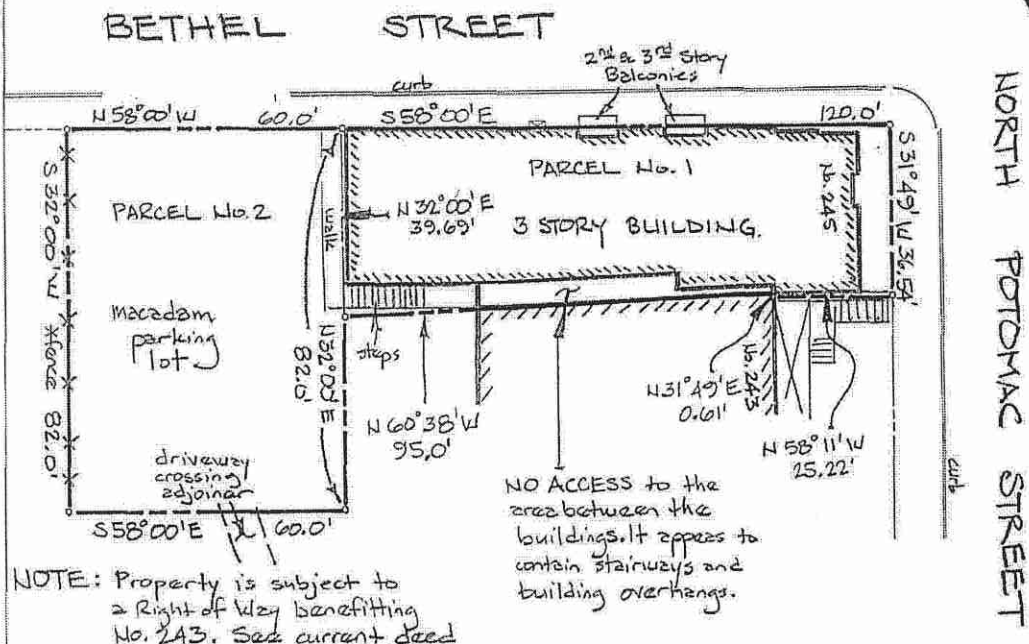
This parcel does not lie in the 100 year flood plain, FEMA Flood Insurance Rate Map,
Community Panel No. 24043C0139D, effective August 15, 2017, Flood Zone X.

SURVEYOR'S CERTIFICATION

I hereby certify that the dwelling and/or improvements shown hereon are within the metes and bounds of the lands conveyed by HAG LLC, to RSST Investments LLC, by deed dated August 14, 2018, recorded in the Land Records of Washington County, Maryland, in Liber 5825, Folio 486, and that the improvements shown hereon were located by accepted field practices and include permanent visible structures and surface encroachments if any that exist on the subject property at the date of survey, August 13, 2020. This drawing is of benefit to a consumer only insofar as it is required by a lender or a title insurance company or its agent in connection with contemplated transfer, financing, or refinancing, and is not to be relied upon for the establishment or location of fences, garages, buildings, or other existing or future improvements, and does not provide for the accurate identification of property boundary lines, but this identification may not be required for the transfer of title or securing financing or refinancing, and as to them I warrant the accuracy of this plat. No title report furnished.

Professional Certification: I hereby certify that these documents were prepared by me or under my responsible charge, and that I am a duly licensed professional land surveyor under the laws of the State of Maryland, License No. 10731, Expiration Date, January 16, 2022.

Frederick Seibert



*The fence lines shown on this drawing may not coincide with the property lines.
If exact fence locations are needed a full boundary line survey will be required.

THIS DRAWING CANNOT BE RELIED UPON BY ANYONE TO SHOW WHERE THE PROPERTY'S BOUNDARIES ARE. THE ONLY PURPOSE OF A LOCATION DRAWING IS TO PROVIDE SOME ASSURANCE THAT THE IMPROVEMENTS ARE LOCATED ON THE PROPERTY.
THIS DOCUMENT IS FOR THE SOLE BENEFIT AND USE OF THE PARTIES NAMED HEREIN AND IS NOT TO BE PUBLISHED OR RECORDED WITHOUT THE EXPRESS WRITTEN CONSENT OF FREDERICK, SEIBERT AND ASSOCIATES, INC.

TAX MAP: 306 0 36 DISTRICT: 25	
DRAWING NUMBER: 01 OF 01	
DRAWN BY: DHH/JTK	DATE: 8/18/2020
CHECKED BY: JTK	DATE: 8/18/2020
SCALE: 1" = 30'	

FREDERICK
SEIBERT &
ASSOCIATES, INC.



CIVIL ENGINEERS • SURVEYORS • LANDSCAPE ARCHITECTS • LAND PLANNERS • ENVIRONMENTAL
128 SOUTH POTOMAC STREET, HAGERSTOWN, MARYLAND 21740
20 WEST BALTIMORE STREET, GREENCASTLE, PENNSYLVANIA 17225
101 NORTH HANOVER STREET, CARLISLE, PENNSYLVANIA 17013
(301) 791-3659 (301) 416-7478 www.fsa-md.com (717) 592-1097 (717) 701-8111

JOB NUMBER:
HL-21401.2

A-2

HOUSE LOCATION DRAWING
245 North Potomac Street, Hagerstown Md.
for

The O'Sick Family Trust u/a/d February 1, 2019

This parcel does not lie in the 100 year flood plain, FEMA Flood Insurance Rate Map,
Community Panel No. 24043C0139D, effective August 15, 2017, Flood Zone X.

SURVEYOR'S CERTIFICATION

I hereby certify that the dwelling and/or improvements shown hereon are within the metes and bounds of the lands conveyed by HAG LLC, to RSST Investments LLC, by deed dated August 14, 2018, recorded in the Land Records of Washington County, Maryland, in Liber 5825, Folio 486, and that the improvements shown hereon were located by accepted field practices and include permanent visible structures and surface encroachments if any that exist on the subject property at the date of survey, August 13, 2020. This drawing is of benefit to a consumer only insofar as it is required by a lender or a title insurance company or its agent in connection with contemplated transfer, financing, or refinancing, and is not to be relied upon for the establishment, or location of fences, garages, buildings, or other existing or future improvements, and does not provide for the accurate identification of property boundary lines, but this identification may not be required for the transfer of title or securing financing or refinancing, and as to them I warrant the accuracy of this plat. No title report furnished.

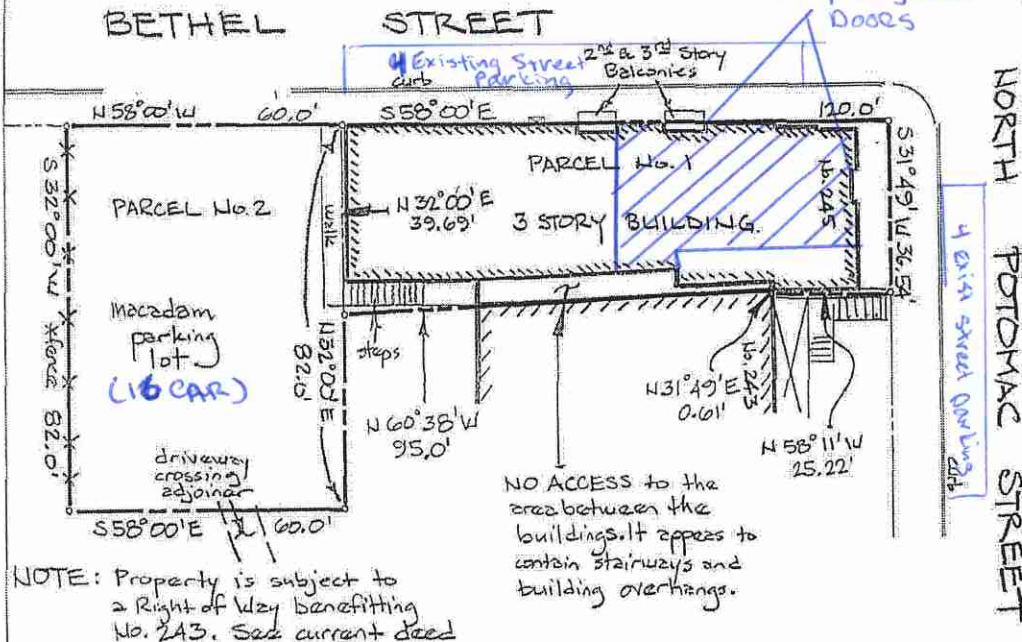
Professional Certification: I hereby certify that these documents were prepared by me or under my responsible charge, and that I am a duly licensed professional land surveyor under the laws of the State of Maryland, License No. 10731, Expiration Date, January 16, 2022.

Handwritten signature: Ed. J. F.



*Scope of Change
Limited to 1st FL*

*Entry & Egress
Doors*



NOTE: Property is subject to a Right of Way benefitting No. 243. See current deed

*The fence lines shown on this drawing may not coincide with the property lines. If exact fence locations are needed a full boundary line survey will be required.

- THIS DRAWING CANNOT BE RELIED UPON BY ANYONE TO SHOW WHERE THE PROPERTY'S BOUNDARIES ARE. THE ONLY PURPOSE OF A LOCATION DRAWING IS TO PROVIDE SOME ASSURANCE THAT THE IMPROVEMENTS ARE LOCATED ON THE PROPERTY.
- THIS DOCUMENT IS FOR THE SOLE BENEFIT AND USE OF THE PARTIES NAMED HEREIN AND IS NOT TO BE PUBLISHED OR RECORDED WITHOUT THE EXPRESS WRITTEN CONSENT OF FREDERICK, SEIBERT AND ASSOCIATES, INC.

TAX MAP: 306 0 36 DISTRICT: 25

DRAWING NUMBER 01 OF 01

DRAWN BY: DHR/JTK DATE: 8/18/2020

CHECKED BY: JTK DATE: 8/18/2020

SCALE: 1" = 30'

FREDERICK
SEIBERT &
ASSOCIATES, INC.



© 2020

CIVIL ENGINEERS • SURVEYORS • LANDSCAPE ARCHITECTS • LAND PLANNERS • ENVIRONMENTAL

128 SOUTH POTOMAC STREET, HAGERSTOWN, MARYLAND 21740

20 WEST BALTIMORE STREET, GREENCASTLE, PENNSYLVANIA 17225

101 NORTH HANOVER STREET, CARLISLE, PENNSYLVANIA 17013

(301) 791-3650

(301) 416-7476

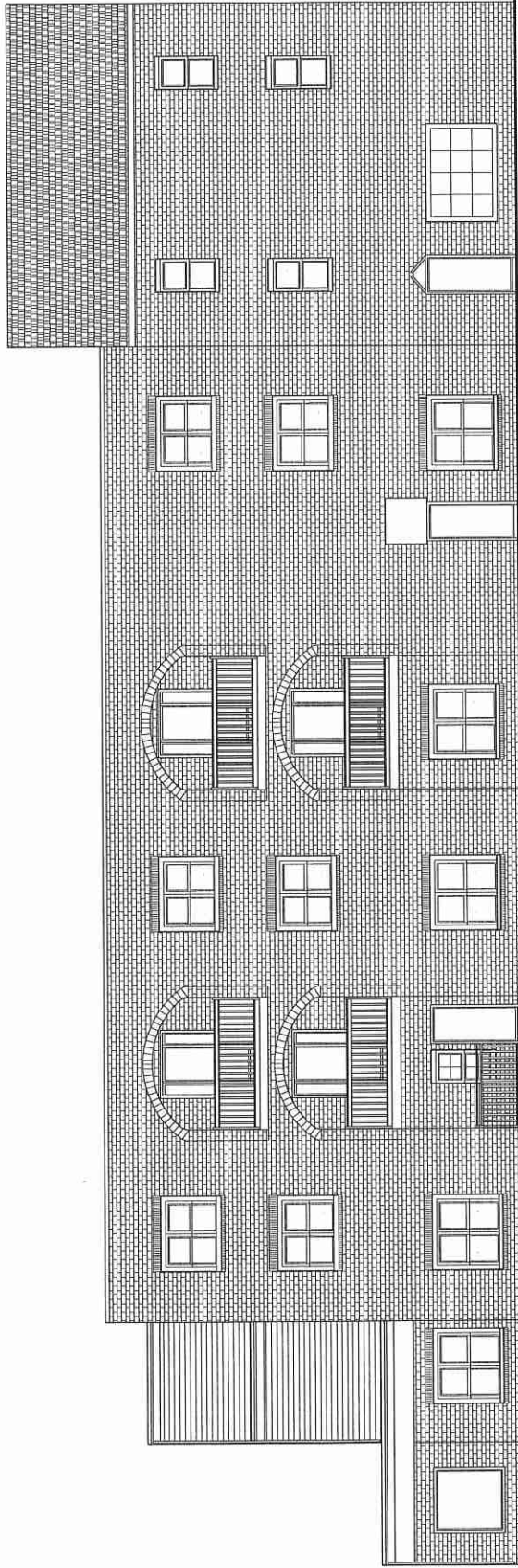
www.fsa-md.com

(717) 597-1007

(717) 701-8111

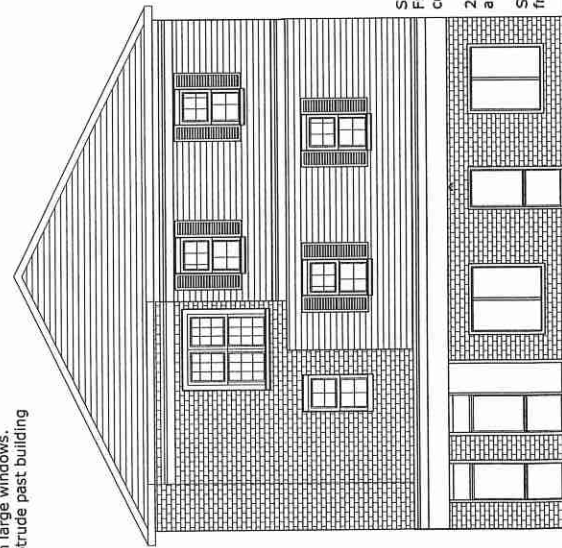
JOB NUMBER

HL-21401.2

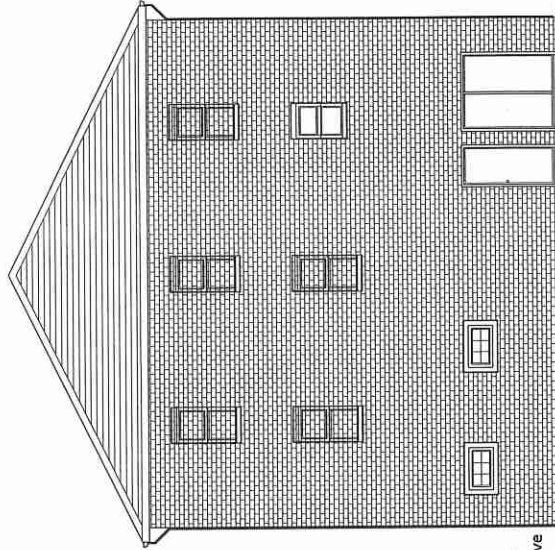


3 LEFT ELEVATION
A-1 SCALE: 1/4"=1'-0"

Signage in large windows.
Not to protrude past building
lines.




1 FRONT ELEVATION
A-1 SCALE: 1/4"=1'-0"

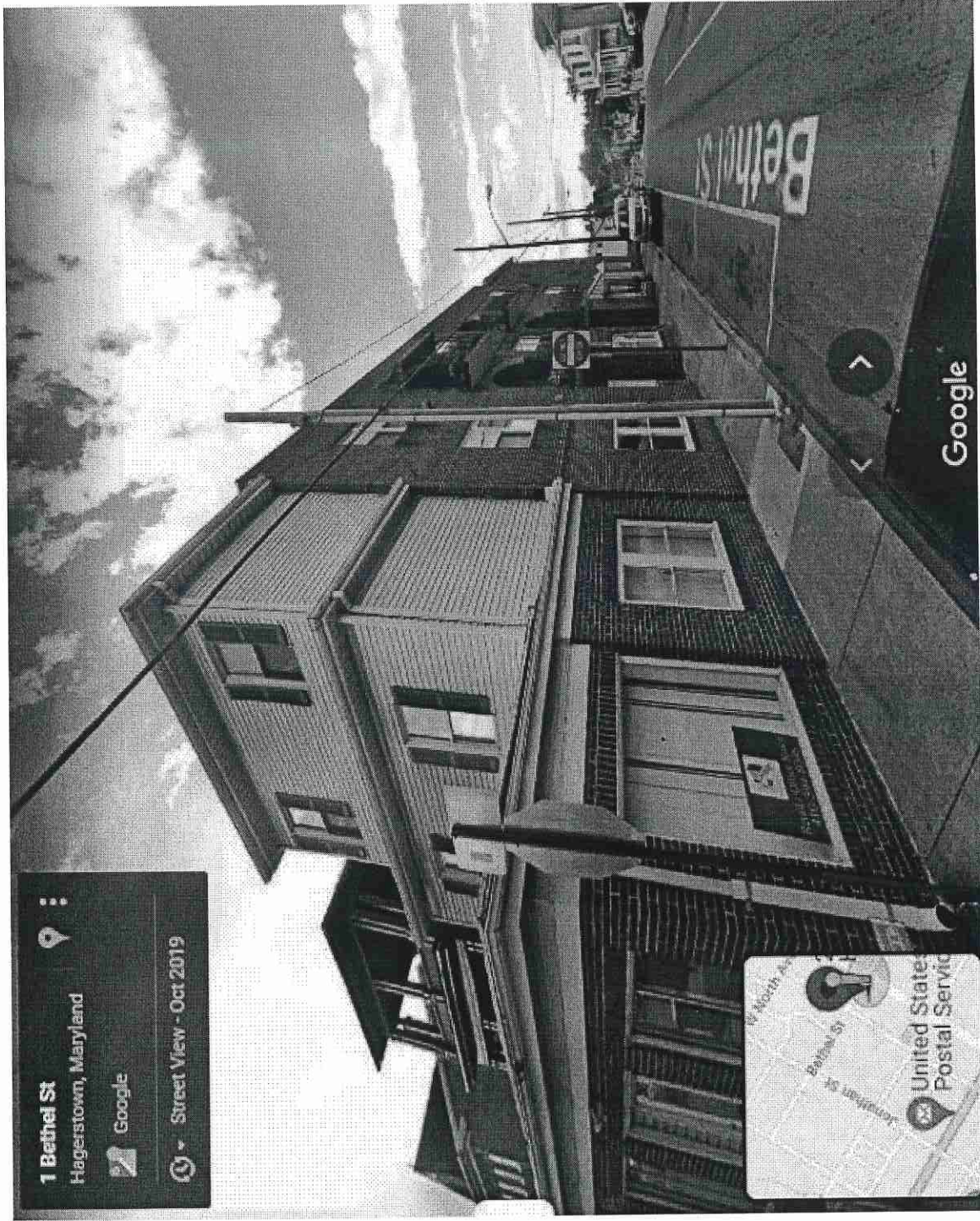


2 REAR ELEVATION
A-1 SCALE: 1/4"=1'-0"

Scope of building changes:
Front Door Returned to original
commercial glass front.
2 front down lights added
above two front windows
Signage not to extend left or right of
front windows or beyond front roof eave

 SEAL & SIGNATURE:	
PROPERTY INFORMATION PROJECT LOCATION: 245 NORTH ROTOMAG STREET, HAGERSTOWN, MD, 21140	
BLOCK	
LOT	
SECTION	
ELEVATIONS DRAWING TITLE:	
DATE: 10/27/2023	DRAWN BY: JHF
PAGE: 1	CHECKED BY: JHF
SHEET NO. 1 A-1	
DOB BACAN STODOL	

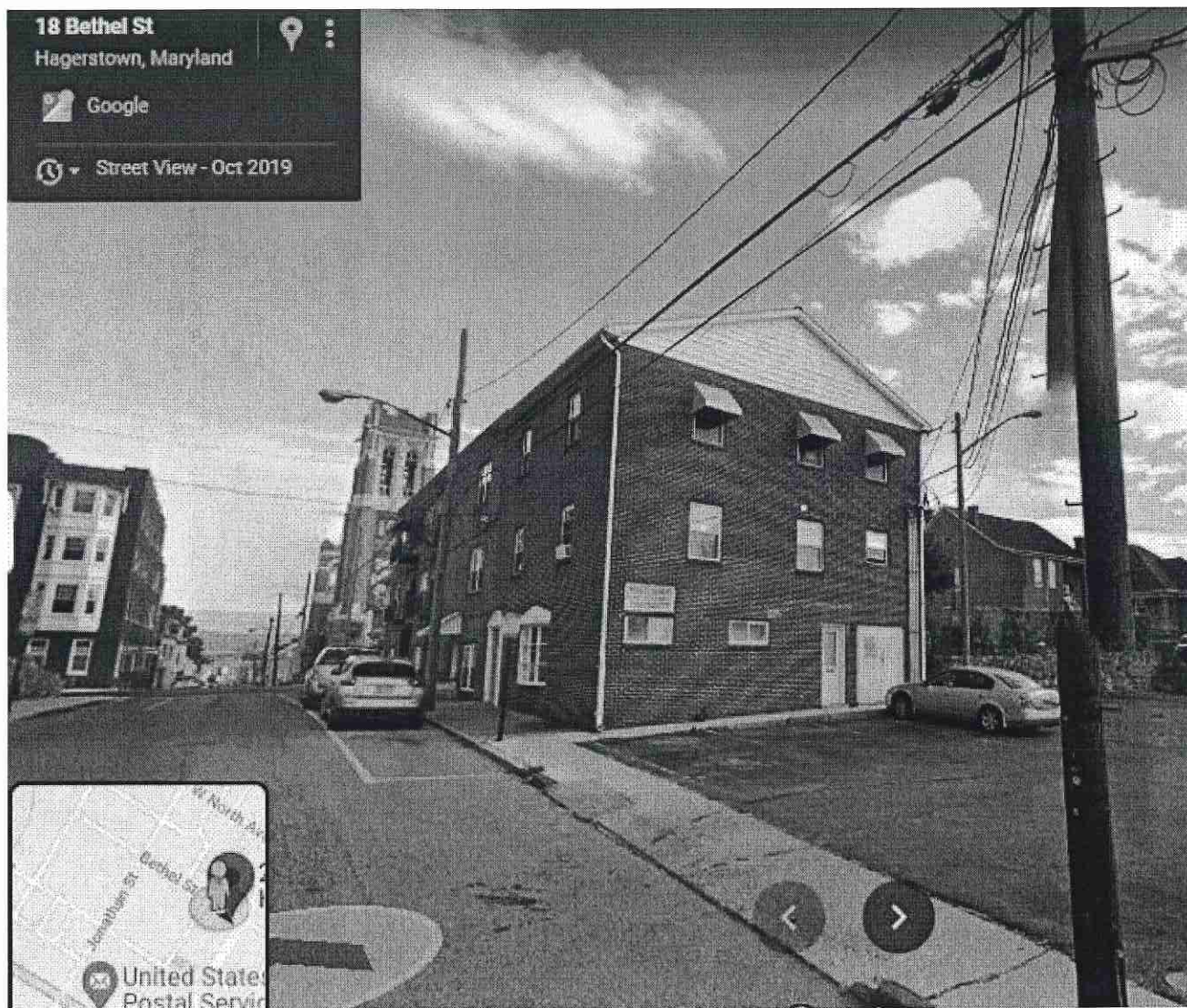
B



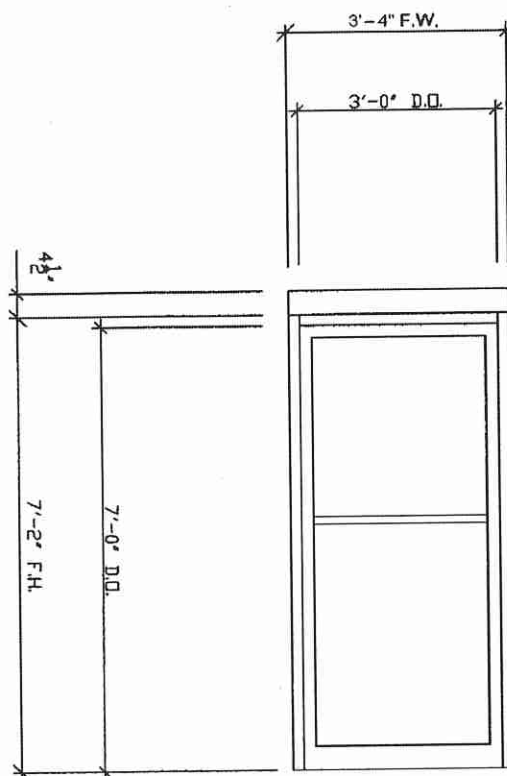
C

C-2





**PDL Building Products
3070 Standard Pre-assembled Storefront System**



3070 Standard Pre-assembled Storefronts Include The Following Components:

Vistawall Parts Included:

- 212 Narrow Stile Door
- 3000 Series Frame 2" x 4 1/2"
- Adams Rite 1850-A-505 Lock
- CY-1 Cylinder
- PH-10 Pull Handle
- PH-11 Push Bar
- Standard Offset Pivot Assembly
- Standard 1/2" x 4" Threshold

PDL Assembly Included:

Glazing Options:

- Glass Shall Either be 1" Insulated or 1/4" Tempered
- Clear or Tinted Glass in Either Option is Available
- Glazing Stop Sections shall have a .050" Wall Thickness
- All Units shall be Dry Glazed with Extruded Pressure Fitting Aluminum Glazing Stops and Rubber Gasket

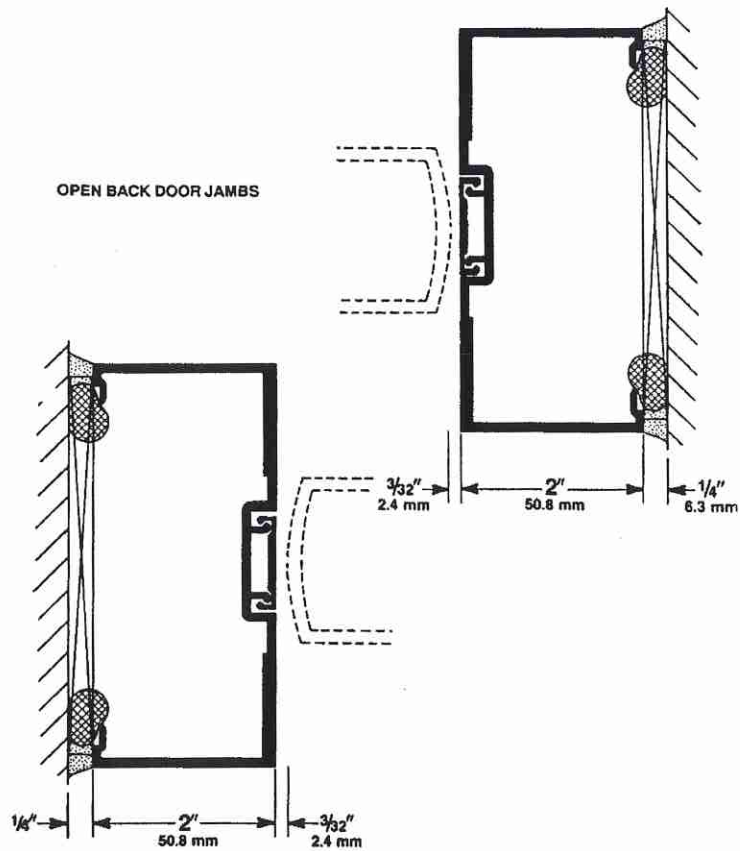
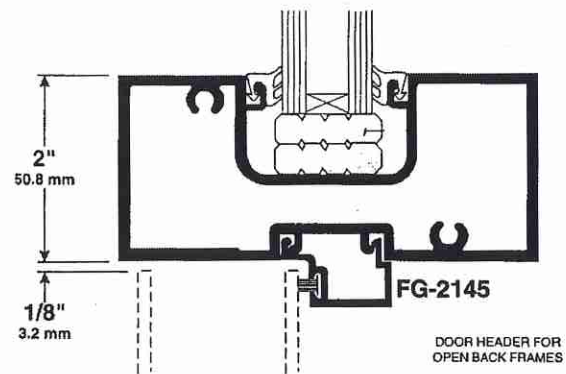
Hardware:

- Dorma 7400 Series Closer – Grade 1 with Standard Duty Parallel Arm
- Door Sweep with Drip Cap

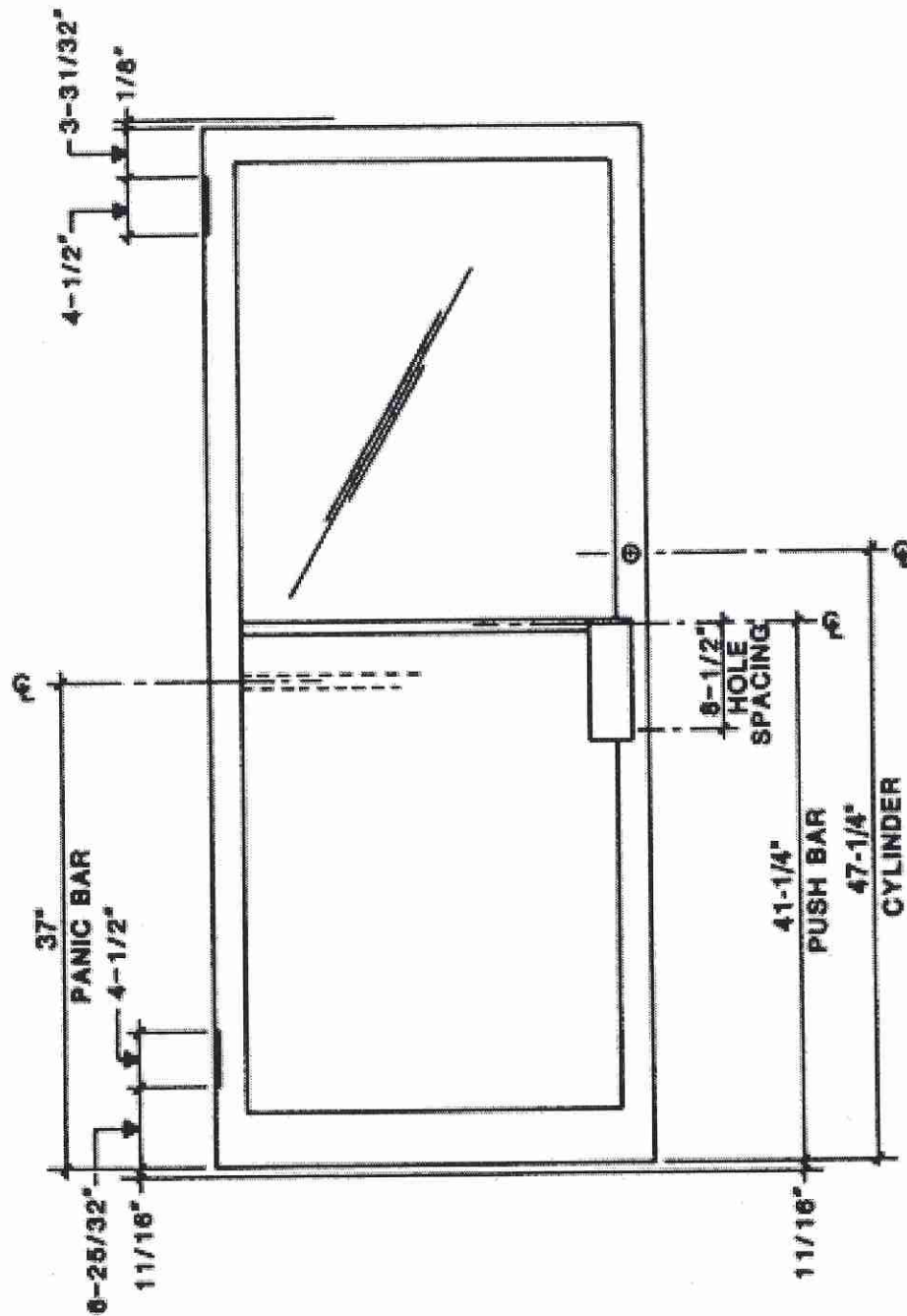
Packaging:

- The Entire Door Order is Packaged in a Heavy Duty Wooden Crate that has been Adapted for Fork Lift Handling
- All Fasteners and Anchors Included for Complete Installation

Storefront Frame Detail



Standard Hardware Locations





Dorma 7400 Series Closer – Grade 1 Heavy Duty

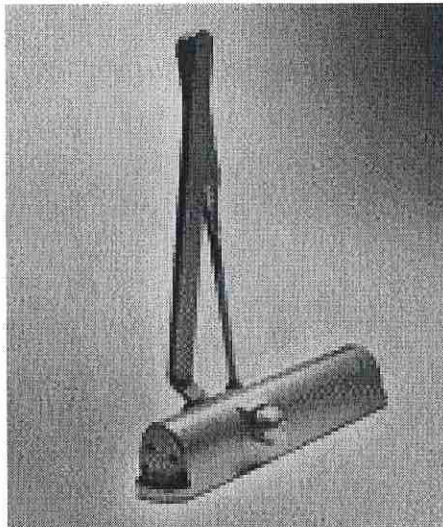
Certification: Listed by U.L. and C.U.L. under their reinspection programs. Meets the requirements for UL10C and UBC 7.2 (1997) for positive pressure.

Specification: All heavy-duty closers shall be hydraulic surface applied rack and pinion closers. The closer has two independent valves to separately control sweep and latch closing speeds and provide constant speeds when temperatures change. Standard with backcheck to provide cushioning effect in opening.

Standard placement allows opening to 110°, closer allows maximum opening to 180°. When ordering, must specify degree of opening if other than to a maximum of 110°.

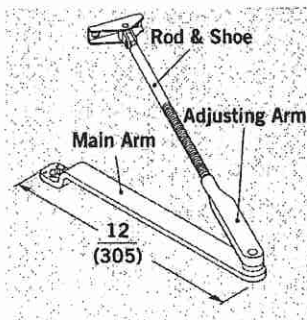
Finish: Sprayed aluminum (689)/AL

Warranty: 25 years



Standard Duty Arm Features:

Parallel arm, backcheck





PRE-ASSEMBLED GLASS STORE-FRONT DOOR SPECIFICATIONS

Door & Frame Material

All aluminum components shall be extruded and are a 6063-T5 alloy and temper. All exposed fasteners shall be either aluminum or stainless steel. Major portions of the door sections shall have a .125" wall thickness. Door stiles shall be no less than 2 1/8" wide (not including glass stops). Door stiles and rails shall have hairline joints at corners. Heavy concealed reinforcement brackets shall be secured with screws and shall be deep penetration and fillet welded.

All doors shall have an adjusting mechanism in the top rail to provide for minor clearance adjustments. Weatherstripping shall be wool pile and shall be installed in one stile of pairs of doors and in jamb stiles of center pivoted doors. Doorstops shall include wool pile weatherstripping.

Glazing

The glass shall either be 1" insulated tempered or 1/4" tempered monolithic.

Glazing stop sections shall have a .050" wall thickness. All units shall be dry glazed with extruded pressure fitting aluminum glazing stops and rubber gasket.

Anodized Finish

All exposed areas shall be finished with a Class 1 electrolytically deposited color either in clear anodized or dark bronze anodized.

Subframing

The SUBFRAMING creates a framed opening and consists of two galvanized steel, 16 gauge C-channels that matches the girt depth for the building. They are factory installed and can be prepared to meet most any application (curbs, wainscot).

Standard Hardware & Components

The THRESHOLD is factory installed, is 4" wide and is extruded aluminum. It is saddle shaped and does not exceed 1/2" in height which meets ADA requirements. The finish is mill.

The HINGES are a pair of "offset pivots" and are composed of cast aluminum. There is an oilite bronze bushing in the top frame portion. The spring-loaded pin in the top door



portion is case hardened. The bottom door portion utilizes a full race ball bearing. There is a case hardened stud in the floor/jamb portion that has a 1/8" vertical adjustment. This is a handed pivot set. The finish is either baked satin aluminum paint or baked storefront bronze paint.

The MORTISE LOCK CYLINDER is 1-5/32" in diameter and has five pins. It is furnished with a standard 3/16" cylinder ring and comes with a standard MS type cam. The standard cylinder is key operated from the outside. The cylinder face is in either anodized satin aluminum or bronze. The core face and key have a US26D finish.

The PUSH/PULL set is factory installed. The pull handle is 10" high x 3" wide and projects 1-9/16" from the face of the door. The push bar is 33" wide and 1" wide and projects 1" from the face of the door. The handle set is secured to the door with hex bolts and thru bolts. Fasteners are concealed, where possible. The finish is clear or bronze anodize.

The CLOSER is surface mounted and is a grade 1. It has adjustments for the closing and latch speeds as well as an adjustment for the backcheck. It comes in a dark duranodic bronze sprayed finish.

A standard pair of doors (6070) will include a top and bottom FLUSH BOLT in the inactive door leaf. This will provide two-point locking for that leaf in addition to the active leaf, which also locks into the inactive leaf. This flush bolt utilizes a positive U-joint actuator with a 5/8" throw. The top of the bolt has a square nylon tip with beveled corners that fits into a 1/2" square hole. The finish is either baked satin aluminum paint or baked storefront bronze paint.

All of the FASTENERS required for the installation of the pre-assembled door are included. The fasteners included are (4) 1/2" x 2 1/4" hex head sleeve anchors, (3) 1/4" x 2" flat head sleeve anchors and (18) #10 x 1" hex head tek screws.

Packaging

The entire door system is packaged in a heavy-duty wooden crate that has been adapted for forklift handling. A bubble packet on the door includes keys for the mortise lock cylinder, all fasteners required for installation and information on the closer.

Conformance Standards

With the door closed and locked, the unit has been tested in accordance with ASTM E 283 at a static air pressure difference of 1.57 psf. Air infiltration shall not exceed .50 cfm per foot of perimeter crack length for single doors.

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

Topic:

Imagine Hagerstown, Music on the Square and #downtownhagerstownpass Update - *Cassie Hersberger, Events Planner*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Imagine_Hagerstown_Update.pdf

Description

Memo - Imagine
Hagerstown



CITY OF HAGERSTOWN, MARYLAND

Department of Community and Economic Development

TO: Scott Nicewarner, City Administrator
FROM: Cassie Hershberger, Events Planner
DATE: April 27, 2022
RE: Imagine Hagerstown, Music on the Square and #downtownhagerstownpass Update

Staff will attend the Tuesday, May 3, 2022 Work Session of the Mayor and City Council to present information about the upcoming Imagine Hagerstown Concert Series and the Music on the Square Concert Series.

Staff will also review the new #downtownhagerstownpass that will be available at each event for attendees to participate in downtown dining and shopping. Citizens are invited to find more information on the new website – www.downtownhagerstown.org

Imagine Hagerstown, Music on the Square and the Downtown Hagerstown Pass are programs of Main Street Hagerstown and the Hagerstown Arts & Entertainment District.

c: Jill Thompson