

Mayor and Council Work Session March 3, 2026 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

"If you don't like something, change it. If you can't change it, change your attitude." – Maya Angelou

4:00 PM WORK SESSION

- 7:00 AM** 1. State of the City: Maryland Theatre – 21 S. Potomac Street, Hagerstown
- 4:00 PM** 2. Proclamation: Red Cross Month
- 4:05 PM** 3. Swearing-In: Kristian Broche, Assistant Zoning Administrator
- 4:10 PM** 4. Rent Stabilization Town Hall Discussion – *Mayor and Council and Stacey McGee*
5. Proposed Parking System-Historic Heights Neighborhood
- 4:50 PM** 6. Charter Review – *Scott Nicewarner, City Administrator*

CITY ADMINISTRATOR'S COMMENTS

MAYOR AND COUNCIL COMMENTS

ADJOURN

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

Topic:

State of the City: Maryland Theatre – 21 S. Potomac Street, Hagerstown

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

Proclamation: Red Cross Month

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

Swearing-In: Kristian Broche, Assistant Zoning Administrator

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

Rent Stabilization Town Hall Discussion – *Mayor and Council and Stacey McGee*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

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

Topic:

Proposed Parking System-Historic Heights Neighborhood

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Proposed_Parking_Permit_System-Historic_Heights.pdf

Description

Proposed Parking System-
Historic Heights
Neighborhood



CITY OF HAGERSTOWN, MARYLAND

Department of Engineering & Permits

March 3, 2026

TO: Scott Nicewarner, City Administrator

FROM: Jim Bender, City Engineer Jim

RE: Proposed Parking Permit System – Historic Heights neighborhood

1. Background

At the February 3, 2026 Council work session meeting, staff presented an outline of how a parking permit system could be implemented in the Historic Heights neighborhood adjacent to Meritus Park. The Council had several comments on the outline, and asked staff to return at a subsequent meeting with a revised outline. The purpose of this memo is to review those revisions, and to determine whether the Council wants to move forward with implementation.

2. Mayor & Council Action Requested

Review the revised outline, and give staff direction on whether or not to proceed with the implementation of a permit parking system. If the Council agrees to move forward, staff will work with the City Attorney to prepare the necessary legislation to create the permit parking program. Staff will be present at the work session to discuss.

3. Discussion

A copy of the revised program outline is attached.

There were three main items that the Council asked staff to change from the original proposal.

1. The Council felt that the zone where parking permits would be issued was larger than it needed to be. At some point, patrons are going to be far enough away from Meritus Park that it's unlikely that they would park in this neighborhood, or that they would have to walk uphill on South Prospect Street to Baltimore Street and then down to the stadium entrance. Staff have responded to this comment by shrinking the size of the permit zone; as shown on the attached exhibit, the permit zone would only extend south on Prospect Street to the point where it begins to slope steeply down toward Walnut Street. While this limit is somewhat arbitrary, staff feels that it makes sense given how the parking spaces are distributed.
2. The original proposal recommended charging residents \$0 for the first parking permit, and \$20 for a second permit. Several Councilmembers felt that the fee for the second permit was too high; staff have responded by reducing the fee for a second permit to \$15. This will not cover the cost to the City to manage this program, but will help to offset those costs.

3. The original proposal included a recommendation from the Board of Traffic & Parking on the penalty for parking in this zone without a permit. The Board recommended a penalty of \$250/offense, which the Council felt was excessive. The Council indicated that they would be in favor of adopting a penalty similar to that assessed by the City of Rockville - \$50 for the first offense, and \$100 for any subsequent offenses.

The Council also asked about the four parking spaces on Summit Avenue near Antietam Street, and questioned why they weren't included in the permit parking zone. Those spaces are already restricted; two of them are reserved for Community Rescue Service staff, one space is a one-hour handicap parking space, and one is a 30-minute loading zone. Patrons of Meritus Park cannot legally park there due to these restrictions, and the Hagerstown Police Department already has the ability to ticket vehicles that are parked in those spaces in violation of the restrictions.

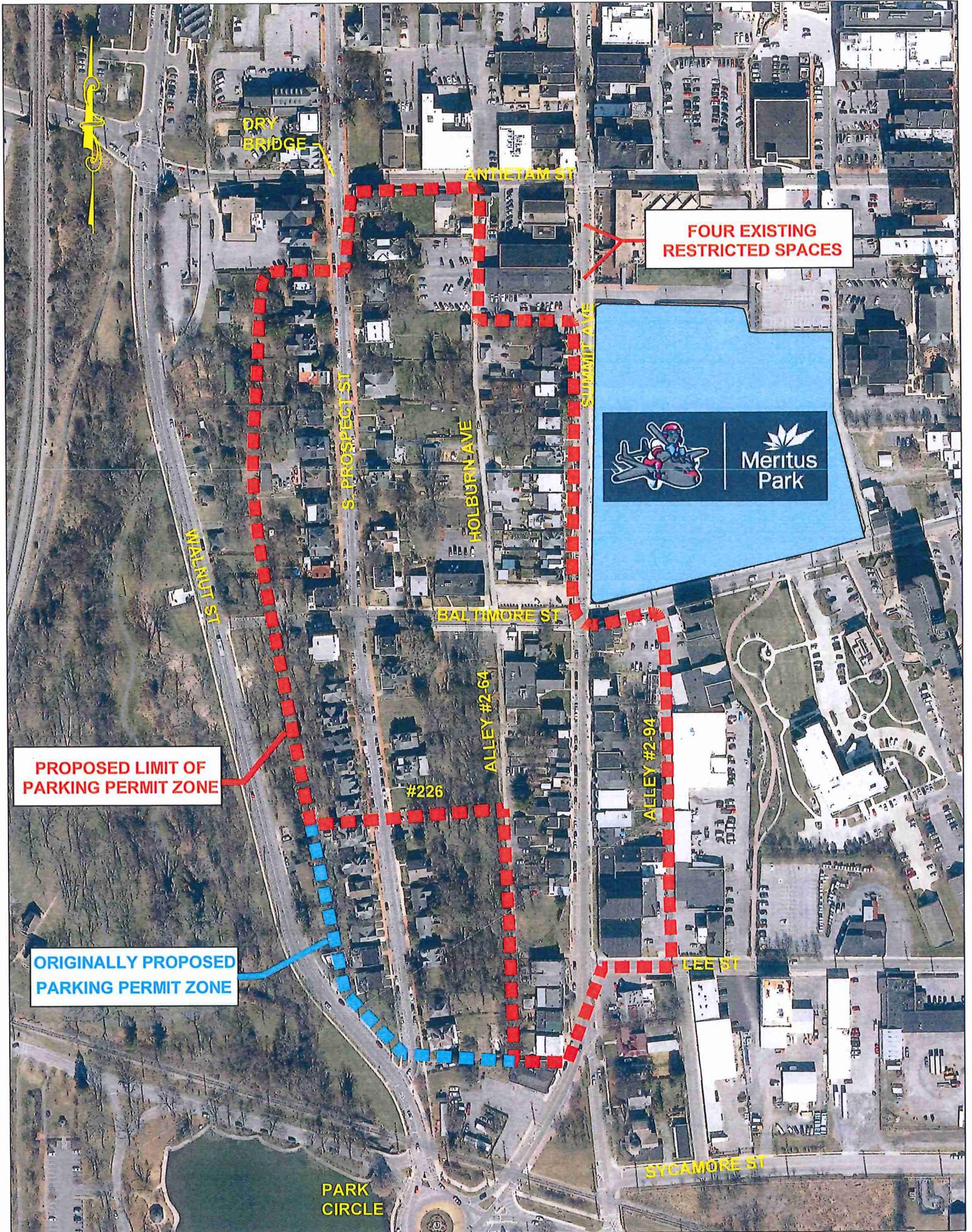
The key points from the original proposal that remain in the revised proposal include:

- Having a parking permit doesn't guarantee that a parking space will be available, but will prevent a permit holder from getting a ticket if parked in the zone.
- Permits would only be enforced during Flying Boxcar games during the baseball season (April 15th – September 15th)
- Permits will be valid for one baseball season; residents will need to apply annually for a permit.
- Window stickers will be used to identify valid permit holders.
- One visitor pass will be provided per permit at no cost upon request.
- Signage identifying the limits of the parking zone will be installed to clearly delineate the area.

South Prospect Street parking permit program – Revised proposal – March 3, 2026

(red text indicates revisions from the original proposal)

1. The parking permit process would be voluntary – residents within the zone may register for a permit, but they are not required to do so.
2. Having a parking permit does not guarantee the permit holder that a space will be available; rather, it will prevent the permit holder from getting a ticket if they are parked in the permit zone during Flying Boxcars games.
3. Permits would only be enforced during the normal Flying Boxcars season (generally April 15th – September 15th).
4. Permits would only be enforced on S. Prospect Street and Summit Avenue between Antietam Street and limits shown on the attached exhibit; permits would also be enforced on Baltimore Street west of Summit Avenue.
5. Residents wishing to obtain a permit will have to register with the City's Parking Division. They will need to provide various documentation including their driver's license, current vehicle registration, and possibly other information.
6. Permits would be valid for one baseball season; residents would need to reapply each year.
7. Permit fees: \$0 (free) for the first permit, \$15 for the second permit.
8. Upon successful registration, permit stickers would be issued – stickers shall be displayed at the bottom of the rear window/windshield of the vehicle on the driver's side of the car. Sticker colors would change each year.
9. Upon request, one visitor pass will be provided per permit at no charge. Design of passes shall be unique and difficult to copy.
10. Signage will be required – language to say something like "Permit Parking only during events/games at Meritus Park". Large signs to be placed at the "entrances" to the permit parking zone (Antietam Street/Dry Bridge, near the Clara Barton memorial) – smaller signs periodically through the permit zone. The potential fine amount to be listed on the signs (at least the large signs).
11. Proposed penalty for violation of the permit requirement: \$50 for the first offense, \$100 for any subsequent offenses.
12. Enforcement by HPD – warnings given early in the season; tickets issued after that, but probably on a complaint-driven basis.



HISTORIC HEIGHTS NEIGHBORHOOD - REVISED PERMIT PARKING ZONE

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

Topic:

Charter Review – *Scott Nicewamer, City Administrator*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

MCMemo_Charter_Review_0326.pdf

Description

Memo: Charter Review



CITY OF HAGERSTOWN, MARYLAND

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City Administrator

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March 3, 2026

To: Mayor and City Council
From: Scott Nicewarner – City Administrator

Subject: Comprehensive City Charter Review Committee & Meeting Formation

The purpose of this memorandum is to recommend initiating a comprehensive review of the City Charter and to propose the formation of an initial meeting to establish the scope, structure, and timeline for this process.

Background

The City Charter serves as the foundational governing document that outlines municipal authority, organizational structure, and operational procedures. Over time, legal requirements, community needs, administrative practices, and policy priorities evolve. Periodic review ensures the Charter remains current, effective, and aligned with best practices in municipal governance. The city charter was last amended in the Summer of 2008.

Recent developments — including changes in state law, operational changes, and opportunities to improve transparency and efficiency — indicate that a structured Charter review is timely and appropriate.

Recommendation

It is recommended that the City Council initiate a formal Charter review process beginning with the formation of a committee and planning meeting involving key stakeholders. The meeting would:

1. Establish the purpose and objectives of the Charter review
2. Identify participants and advisory members
3. Define the review methodology and timeline
4. Determine opportunities for public input and engagement
5. Assign responsibilities for research and drafting

A structured review of the City Charter will help ensure that the City's governing framework remains responsive, efficient, and legally sound. Establishing a planning meeting is an appropriate first step toward this goal. I will work with the Mayor, should you agree to moving forward with this comprehensive review, a detailed timeline how the process ran in 2008 and look for your consensus on structure and timing.

Sincerely,

Scott A. Nicewarner

City Administrator, City of Hagerstown