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**WASHINGTON COUNTY PLANNING COMMISSION  
REGULAR MEETING  
June 17, 2024**

The Washington County Planning Commission held its regular monthly meeting on Monday, June 17, 2024 at 6:00 p.m. at the Washington County Administrative Complex, 100 W. Washington Street, Room 2000, Hagerstown, MD.

**CALL TO ORDER AND ROLL CALL**

Mr. Semler called the meeting to order at 6:00 p.m.

Planning Commission members present were: Jeff Semler, Denny Reeder, Terrie Shank, BJ Goetz and Ex-officio County Commissioner Randy Wagner. Staff members present were: Washington County Department of Planning & Zoning: Jill, Baker, Director; Scott Stotelmyer, Planner I; Travis Allen, Senior Planner; and Debra Eckard, Administrative Assistant.

**NEW BUSINESS**

**MINUTES**

**Motion and Vote:** Mr. Reeder made a motion to approve the minutes of the April 22, 2024 Planning Commission Workshop meeting as presented. The motion was seconded by Ms. Shank and unanimously approved.

**Motion and Vote:** Ms. Shank made a motion to approve the minutes of the April 30, 2024 Planning Commission workshop meeting as presented. The motion was seconded by Mr. Reeder and unanimously approved.

**ORDINANCE MODIFICATIONS**

**Lot 227 – Westfields [OM-24-003]**

Mr. Stotelmyer, on behalf of Misty Wagner-Grillo, presented a modification request to reduce the 40-foot rear yard setback to 32.5-feet on Lot 227 in the Westfields subdivision to accommodate the construction of a morning room to the rear of the dwelling. The property is located at 9408 Alloway Drive and is currently zoned RT (Residential, Transition). The lot is 11,897 square feet in size and backs up to an open space area. Ms. Baker stated this modification request comes before the Planning Commission because this plan was originally approved as a clustering plan with the Planning Commission approving the original setbacks.

**Motion and Vote:** Mr. Goetz made a motion to approve the modification request as presented. The motion was seconded by Ms. Shank and unanimously approved.

**SITE PLANS**

**Bowman Sales and Equipment [SP-24-012]**

Mr. Stotelmyer, on behalf of Misty Wagner-Grillo, presented a site plan for building 3 of the former Citicorp site located at 14700 Citicorp Drive. The property is currently zoned HI (Highway Interchange). The hours of operation will be Monday thru Saturday, 6 am to 6 pm. There will be no new signage on the site. There will be additional building mounted lighting; no additional pole mounted lighting is proposed. Forest Conservation mitigation will be handled through the payment-in-lieu of planting option. The paved area of the site will be used for the storage of trailers, sea containers and other equipment used for the business. Pavement will be removed from the former day care facility site with grass to be restored to mitigate for the additional impervious area. Maintenance of the trailers will require the installation of drive doors into building 3 on the south side of the building and require pavement to be installed to access the building. A door will be installed on the north side of the building for egress for emergency purposes. All agency approvals have been received.

**Motion and Vote:** Mr. Reeder made a motion to approve the site plan as presented. The motion was seconded by Mr. Goetz and unanimously approved.

**Myers Management [SP-24-010]**

Mr. Stotelmyer presented a site plan for a proposed 24,000 square foot warehouse to be located at 225 McRand Court. The property is currently zoned IG (Industrial General). There will be one access point from McRand Court. Sixteen parking spaces are required; 16 parking spaces will be provided. Public water and sewer services will be provided by the City of Hagerstown. The hours of operation will be Monday through Friday, 7:00 a.m. to 5 p.m. No signage is proposed. Lighting will be building mounted. All reviewing agency approvals have been received.

Mr. Allen presented a request to meet forest conservation requirements utilizing off-site planting of .94 acre total planting requirement resulting from 2.6 acres of disturbance from this project. Along the western boundary of the property there is an existing stand of trees that could satisfy the mitigation requirement on-site. Mr. Allen explained there is a stockpile proposed in the area of existing forest; however, nothing permanent is proposed at this time. It is the developer's intent to remove the forested area and grade it for the possible expansion of the warehouse in the future. Staff recommends that the developer retain the forest currently on site and if/when expansion occurs, the developer could come back to request moving the easement area off-site. The area proposed for the off-site mitigation is not in the same watershed as the proposed development. Mr. Allen noted that when off-site mitigation occurs, it is recommended as part of the preferred sequence of mitigation that the off-site area be located within the same watershed.

Mr. Adam Hager of Frederick, Seibert & Associates, project manager for the site plan, stated that putting the easement on the site now would require the preparation of a forest easement plat, fencing, signage and other costs associated with the on-site retention area. He does not believe it is fair to ask the developer to expend funds for retention and then come back at a later time and expended more money to remove the easement and place it on another property. Mr. Leroy Myers, the developer, does not believe the site is conducive for on-site retention. The site is not large enough for the forest to properly grow.

**Motion and Vote:** Mr. Goetz made a motion to approve the request for off-site mitigation to meet forest conservation requirements and to approve the site plan as presented. The motion was seconded by Mr. Reeder and unanimously approved.

**FOREST CONSERVATION****Homeplate Mixed Use Development [FP-24-002]**

Mr. Allen presented two requests to meet preliminary forest conservation requirements for a new mixed-use development located in the Town of Smithsburg. The property is located at 12230 Cloverly Farm Lane. There is a .52 acre of total planting required resulting from the disturbance of 6.14 acres. The developer is proposing to satisfy .22 acre of planting using the payment-in-lieu planting option with the remaining mitigation being satisfied by retention of existing forest on-site. The developer is also requesting the removal of three specimen trees, trees greater than 30 inches in diameter, on the property. Justification for removal of the specimen trees includes: environmental site constraints, storm water management requirements, demolition of an unsafe structure, etc.

**Motion and Vote:** Mr. Reeder made a motion to approve the two requests as presented. The motion was seconded Ms. Shank and unanimously approved.

**OTHER BUSINESS****Update of Projects Initialized**

Ms. Kinzer provided a written report for land development plan review projects initialized during the month of April (a total of 42 projects) which included three preliminary/final plats, two site plans and one final plat. Ms. Baker noted that permitting activity was slower during the month of April; however, it is getting busier during the months of May and June.

**Delegation of Administrative Amendments**

Ms. Baker explained that the Maryland Department of the Environment (MDE) recently met with the Washington County Health Department to discuss the implementation of subdivision plats, site plans, etc. As a result of the meeting, MDE informed the Health Department they were incorrectly approving subdivision plats and site plans for properties that had improper priority service area designations. Ms. Baker briefly discussed the different tiers for public water and sewer services listed in the Water &

Sewerage Plan and what each tier designation means. Based upon State law in 2009, the Planning Commission adopted the Water & Sewerage Plan with the priority service designations as currently listed in the Plan. MDE is interpreting the language differently than the Health Department; therefore, subdivision plats now cannot be approved for recordation until a W-1/S-1 designation status has been received. This requirement became effective immediately; there is no "grandfathering" clause.

Ms. Baker noted in the Water & Sewerage Plan there is a section for "administrative amendments"; whereby the Planning Commission has the authority to grant approval, without a public hearing process, to correct erroneous service classifications which indicate no service when in fact service is being provided to a particular area. There is also a section in the Plan that states if a property has been classified as a Tier 5 or higher, no amendment to the Plan is required. The property automatically goes to the next service designation. Staff is asking the Planning Commission to delegate approval authority of administrative amendments to the Director of Planning & Zoning.

**Motion and Vote:** Mr. Goetz made a motion to delegate approval authority of administrative amendments to the Water and Sewerage Plan to the Director of Planning & Zoning. The motion was seconded by Mr. Reeder and unanimously approved.

**Motion and Vote:** Ms. Shank made a motion to adjourn to Closed Session at 6:40 p.m. The motion was seconded by Mr. Reeder and so ordered by Mr. Semler.

**CLOSED SESSION**

*To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.*

**Motion and Vote:** Commissioner Wagner made a motion to adjourn Closed Session and go back into Open Session at 7:09 p.m. The motion was seconded by Mr. Goetz and so ordered by Mr. Semler.

**UPCOMING MEETINGS**

- 1. July 1, 2024, 6:00 p.m. – Washington County Planning Commission regular meeting

**ADJOURNMENT**

Ms. Shank made a motion to adjourn the meeting at 7:10 p.m. The motion was seconded by Commissioner Wagner and so ordered by Mr. Semler.

Respectfully submitted,

  
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Jeff Semler, Planning Commission member