

## Attachment A – Aerial Location Map



## Aerial Location Map

## WCT Expansion Feasibility Study

City of Hagerstown, Washington County, MD

39.648408°, -77.738841°

0 35 70 140 210 280  
Feet

Nottingham Rd



Devonshire Rd

Alleyway No. 1-35

W Washington St

W Washington St

Wakefield Rd

-  Approximate Project Area  
(WCT Parcel Boundary)
-  Approximate Alleyway  
No. 1-35 Take

## Attachment B – Photograph Log



## Appendix B – Photograph Log

Washington County Transit Facility Expansion Feasibility Study  
1000 W. Washington St, Hagerstown, MD 21740



Photograph 1: View of WCT Administrative and maintenance facility, facing northeast.



Photograph 2: View of fueling and servicing area, facing east.



## Appendix B – Photograph Log

Washington County Transit Facility Expansion Feasibility Study  
1000 W. Washington St, Hagerstown, MD 21740



Photograph 3: View of paratransit vehicle parking, vehicle servicing area, and underground diesel tank storage facing south.



Photograph 4: View of parking lot for revenue vehicles, employee parking, and operator training lot, facing north.

## Appendix B – Photograph Log

Washington County Transit Facility Expansion Feasibility Study  
1000 W. Washington St, Hagerstown, MD 21740



Photograph 5: View of maintenance bays, facing west.



Photograph 6: View of fixed route vehicle storage, facing west.



## Appendix B – Photograph Log

Washington County Transit Facility Expansion Feasibility Study  
1000 W. Washington St, Hagerstown, MD 21740



Photograph 7: View of alleyway, facing west.



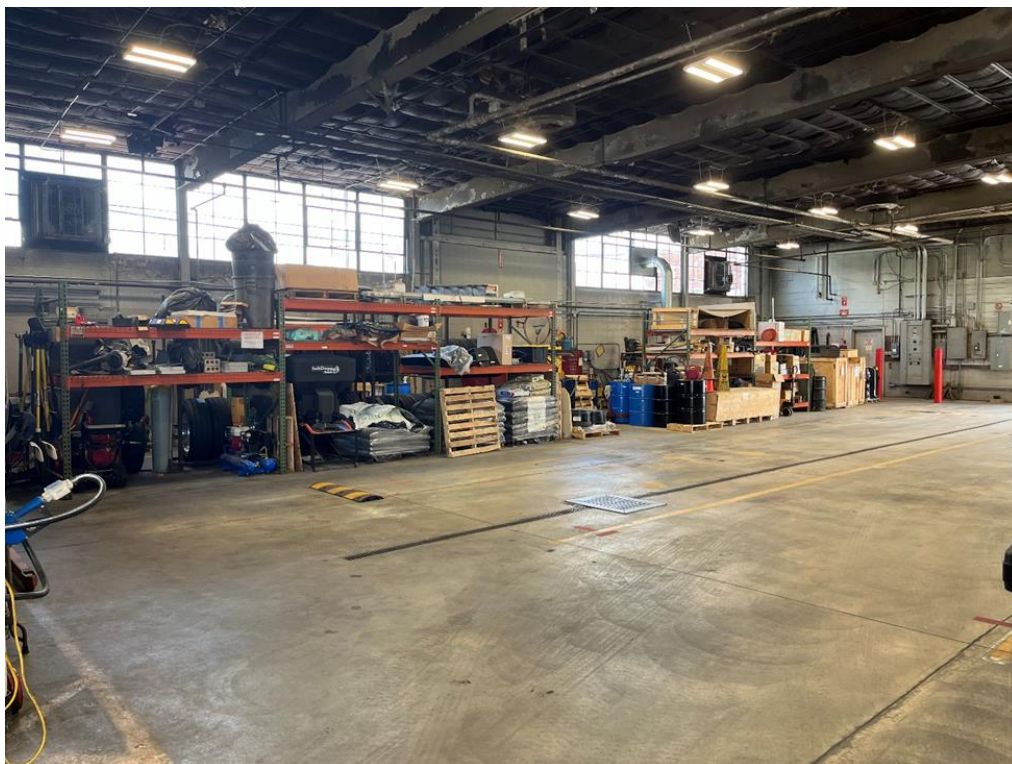
Photograph 8: View of alleyway, facing east.

## Appendix B – Photograph Log

Washington County Transit Facility Expansion Feasibility Study  
1000 W. Washington St, Hagerstown, MD 21740



Photograph 9: View of maintenance bay, facing east.



Photograph 10: View of maintenance parts storage, facing northeast.



## Appendix B – Photograph Log

Washington County Transit Facility Expansion Feasibility Study  
1000 W. Washington St, Hagerstown, MD 21740



Photograph 11: View of fixed route vehicle storage, facing northwest.



Photograph 12: View of fixed route vehicle storage, facing east.

## Appendix B – Photograph Log

Washington County Transit Facility Expansion Feasibility Study  
1000 W. Washington St, Hagerstown, MD 21740



Photograph 13: View of farebox dump station, utility room, and walkway in maintenance area, facing east.



## **Attachment C – Environmental Resource Map**





**Environmental Resources Map**  
**WCT Expansion Feasibility Study**  
City of Hagerstown, Washington County, MD  
39.648408°, -77.738841°0 85 170 340 510 680  
Feet**Legend**

- Approximate Project Area (WCT Parcel Boundary)
- Approximate Alleyway No. 1-35 Take

**Recreational Resources**

- Park

**Hazardous Waste**

- RCRA Site
- Air Pollution



## **Attachment D – National Wetlands Inventory Map and Hydric Rating Map**





U.S. Fish and Wildlife Service

# National Wetlands Inventory



## WCT Facility Expansion Feasibility Study



U.S. Fish and Wildlife Service, National Standards and Support Team  
wetlands\_team@fws.gov

August 5, 2024

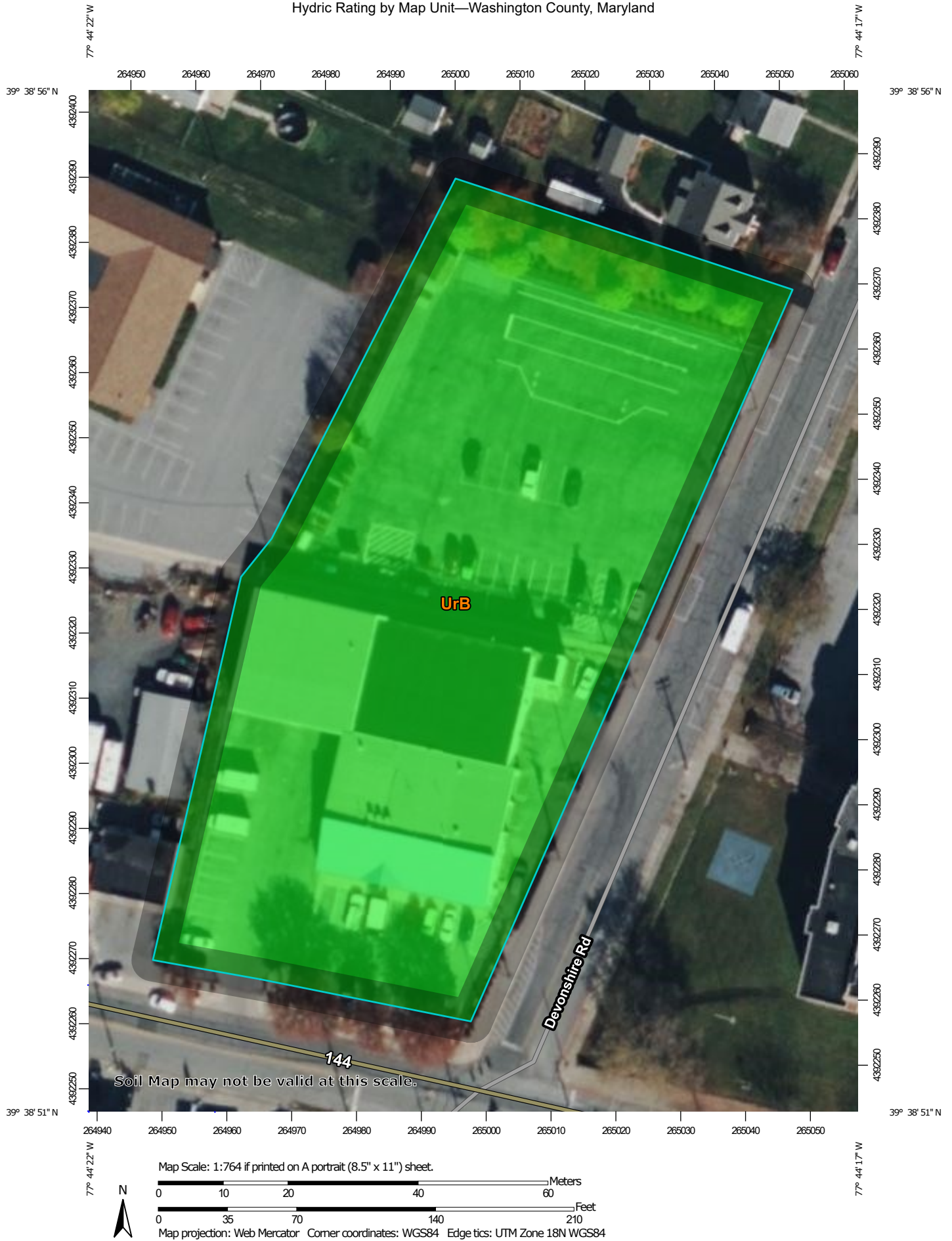
### Wetlands

	Estuarine and Marine Deepwater		Freshwater Emergent Wetland		Lake
	Estuarine and Marine Wetland		Freshwater Forested/Shrub Wetland		Other
			Freshwater Pond		Riverine

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.




Hydric Rating by Map Unit—Washington County, Maryland









## MAP LEGEND

### Area of Interest (AOI)







 Area of Interest (AOI)

### Soils







#### Soil Rating Polygons

-  Hydric (100%)
-  Hydric (66 to 99%)
-  Hydric (33 to 65%)
-  Hydric (1 to 32%)
-  Not Hydric (0%)
-  Not rated or not available


#### Soil Rating Lines

-  Hydric (100%)
-  Hydric (66 to 99%)
-  Hydric (33 to 65%)
-  Hydric (1 to 32%)
-  Not Hydric (0%)
-  Not rated or not available






#### Soil Rating Points

-  Hydric (100%)
-  Hydric (66 to 99%)
-  Hydric (33 to 65%)
-  Hydric (1 to 32%)
-  Not Hydric (0%)
-  Not rated or not available


### Water Features

 Streams and Canals

### Transportation

-  Rails
-  Interstate Highways
-  US Routes
-  Major Roads
-  Local Roads

### Background

 Aerial Photography

## MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:12,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service  
Web Soil Survey URL:  
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Washington County, Maryland  
Survey Area Data: Version 23, Sep 12, 2023

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Sep 23, 2020—Nov 20, 2020

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.



## Hydric Rating by Map Unit

Map unit symbol	Map unit name	Rating	Acres in AOI	Percent of AOI
UrB	Urban land-Hagerstown complex, 0 to 8 percent slopes	0	1.7	100.0%
<b>Totals for Area of Interest</b>			<b>1.7</b>	<b>100.0%</b>

## Description

This rating indicates the percentage of map units that meets the criteria for hydric soils. Map units are composed of one or more map unit components or soil types, each of which is rated as hydric soil or not hydric. Map units that are made up dominantly of hydric soils may have small areas of minor nonhydric components in the higher positions on the landform, and map units that are made up dominantly of nonhydric soils may have small areas of minor hydric components in the lower positions on the landform. Each map unit is rated based on its respective components and the percentage of each component within the map unit.

The thematic map is color coded based on the composition of hydric components. The five color classes are separated as 100 percent hydric components, 66 to 99 percent hydric components, 33 to 65 percent hydric components, 1 to 32 percent hydric components, and less than one percent hydric components.

In Web Soil Survey, the Summary by Map Unit table that is displayed below the map pane contains a column named 'Rating'. In this column the percentage of each map unit that is classified as hydric is displayed.

Hydric soils are defined by the National Technical Committee for Hydric Soils (NTCHS) as soils that formed under conditions of saturation, flooding, or ponding long enough during the growing season to develop anaerobic conditions in the upper part (Federal Register, 1994). Under natural conditions, these soils are either saturated or inundated long enough during the growing season to support the growth and reproduction of hydrophytic vegetation.

The NTCHS definition identifies general soil properties that are associated with wetness. In order to determine whether a specific soil is a hydric soil or nonhydric soil, however, more specific information, such as information about the depth and duration of the water table, is needed. Thus, criteria that identify those estimated soil properties unique to hydric soils have been established (Federal Register, 2002). These criteria are used to identify map unit components that normally are associated with wetlands. The criteria used are selected estimated soil properties that are described in "Soil Taxonomy" (Soil Survey Staff, 1999) and "Keys to Soil Taxonomy" (Soil Survey Staff, 2006) and in the "Soil Survey Manual" (Soil Survey Division Staff, 1993).

If soils are wet enough for a long enough period of time to be considered hydric, they should exhibit certain properties that can be easily observed in the field. These visible properties are indicators of hydric soils. The indicators used to make onsite determinations of hydric soils are specified in "Field Indicators of Hydric Soils in the United States" (Hurt and Vasilas, 2006).

### References:

Federal Register. July 13, 1994. Changes in hydric soils of the United States.

Federal Register. September 18, 2002. Hydric soils of the United States.



Hurt, G.W., and L.M. Vasilas, editors. Version 6.0, 2006. Field indicators of hydric soils in the United States.

Soil Survey Division Staff. 1993. Soil survey manual. Soil Conservation Service. U.S. Department of Agriculture Handbook 18.

Soil Survey Staff. 1999. Soil taxonomy: A basic system of soil classification for making and interpreting soil surveys. 2nd edition. Natural Resources Conservation Service. U.S. Department of Agriculture Handbook 436.

Soil Survey Staff. 2006. Keys to soil taxonomy. 10th edition. U.S. Department of Agriculture, Natural Resources Conservation Service.

## Rating Options

*Aggregation Method:* Percent Present

*Component Percent Cutoff:* None Specified

*Tie-break Rule:* Lower

## Attachment E – FEMA MAP

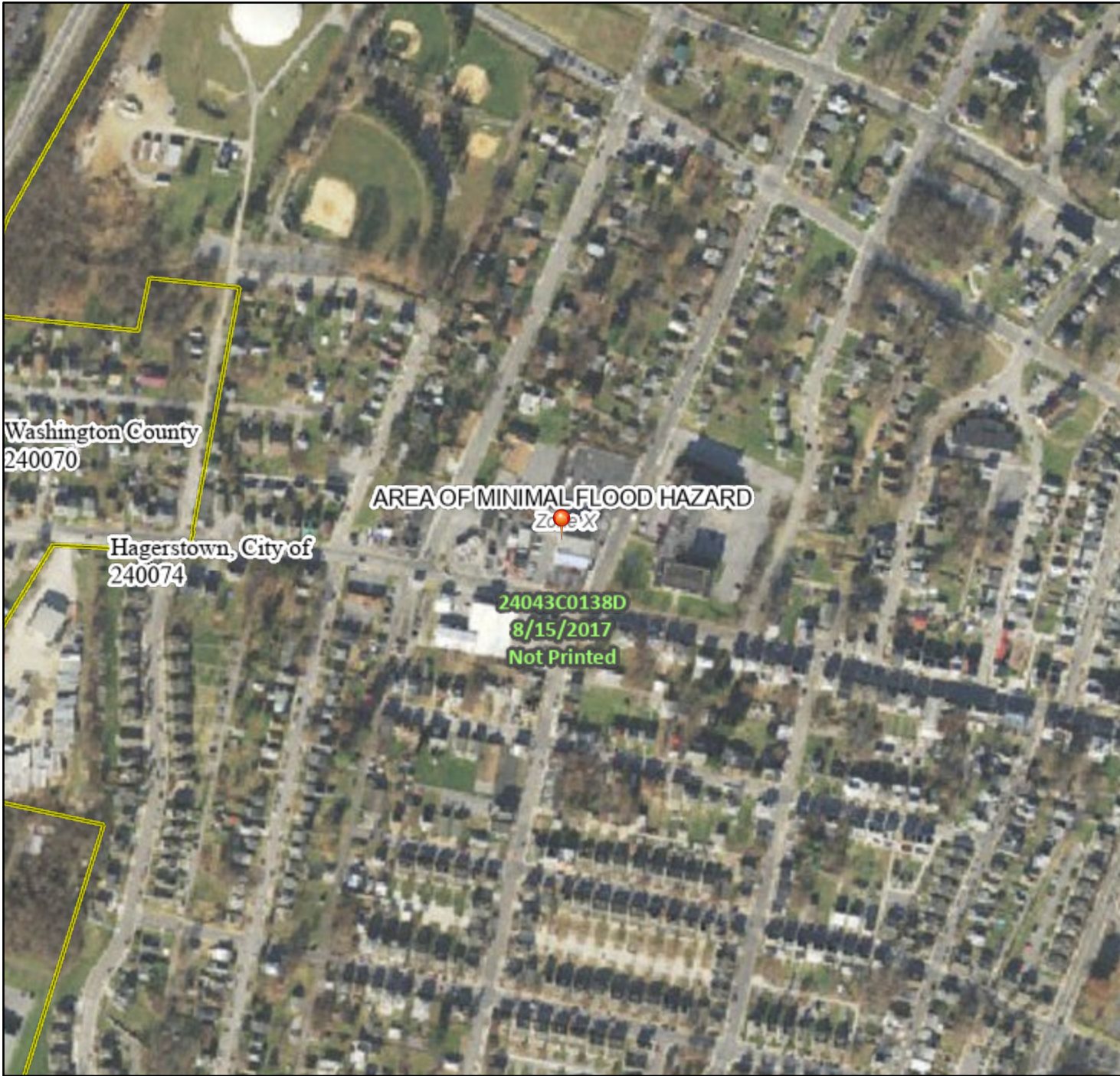




# National Flood Hazard Layer FIRMMette



77°44'39"W 39°39'7"N



1:6,000

77°44'2"W 39°38'40"N

Basemap Imagery Source: USGS National Map 2023

## Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
		Area of Undetermined Flood Hazard Zone D
GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5 Cross Sections with 1% Annual Chance Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 7/30/2024 at 3:35 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

## Attachment F – USFWS Species List





# United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Chesapeake Bay Ecological Services Field Office  
177 Admiral Cochrane Drive  
Annapolis, MD 21401-7307  
Phone: (410) 573-4599 Fax: (410) 266-9127



In Reply Refer To:  
Project Code: 2024-0127041  
Project Name: WCT Expansion Feasibility Study

09/03/2024 13:28:03 UTC

Subject: List of threatened and endangered species that may occur in your proposed project location or may be affected by your proposed project

## To Whom It May Concern:

The enclosed species list identifies threatened, endangered, proposed, and candidate species, as well as proposed and final designated critical habitat, that may occur within the boundary of your proposed project and/or may be affected by your proposed project. The species list fulfills the requirements of the U.S. Fish and Wildlife Service (Service) under section 7(c) of the Endangered Species Act (Act) of 1973, as amended (16 U.S.C. 1531 *et seq.*).

New information based on updated surveys, changes in the abundance and distribution of species, changed habitat conditions, or other factors could change this list. Please feel free to contact us if you need more current information or assistance regarding the potential impacts to federally proposed, listed, and candidate species and federally designated and proposed critical habitat. Please note that under 50 CFR 402.12(e) of the regulations implementing section 7 of the Act, the accuracy of this species list should be verified after 90 days. This verification can be completed formally or informally as desired. The Service recommends that verification be completed by visiting the IPaC website at regular intervals during project planning and implementation for updates to species lists and information. An updated list may be requested through IPaC by completing the same process used to receive the enclosed list.

The purpose of the Act is to provide a means whereby threatened and endangered species and the ecosystems upon which they depend may be conserved. Under sections 7(a)(1) and 7(a)(2) of the Act and its implementing regulations (50 CFR 402 *et seq.*), Federal agencies are required to utilize their authorities to carry out programs for the conservation of threatened and endangered species and to determine whether projects may affect threatened and endangered species and/or designated critical habitat.

A Biological Assessment is required for construction projects (or other undertakings having similar physical impacts) that are major Federal actions significantly affecting the quality of the human environment as defined in the National Environmental Policy Act (42 U.S.C. 4332(2) (c)). For projects other than major construction activities, the Service suggests that a biological

evaluation similar to a Biological Assessment be prepared to determine whether the project may affect listed or proposed species and/or designated or proposed critical habitat. Recommended contents of a Biological Assessment are described at 50 CFR 402.12.

If a Federal agency determines, based on the Biological Assessment or biological evaluation, that listed species and/or designated critical habitat may be affected by the proposed project, the agency is required to consult with the Service pursuant to 50 CFR 402. In addition, the Service recommends that candidate species, proposed species and proposed critical habitat be addressed within the consultation. More information on the regulations and procedures for section 7 consultation, including the role of permit or license applicants, can be found in the "Endangered Species Consultation Handbook" at: <https://www.fws.gov/sites/default/files/documents/endangered-species-consultation-handbook.pdf>

**Migratory Birds:** In addition to responsibilities to protect threatened and endangered species under the Endangered Species Act (ESA), there are additional responsibilities under the Migratory Bird Treaty Act (MBTA) and the Bald and Golden Eagle Protection Act (BGEPA) to protect native birds from project-related impacts. Any activity, intentional or unintentional, resulting in take of migratory birds, including eagles, is prohibited unless otherwise permitted by the U.S. Fish and Wildlife Service (50 C.F.R. Sec. 10.12 and 16 U.S.C. Sec. 668(a)). For more information regarding these Acts, see [Migratory Bird Permit | What We Do | U.S. Fish & Wildlife Service \(fws.gov\)](#).

The MBTA has no provision for allowing take of migratory birds that may be unintentionally killed or injured by otherwise lawful activities. It is the responsibility of the project proponent to comply with these Acts by identifying potential impacts to migratory birds and eagles within applicable NEPA documents (when there is a federal nexus) or a Bird/Eagle Conservation Plan (when there is no federal nexus). Proponents should implement conservation measures to avoid or minimize the production of project-related stressors or minimize the exposure of birds and their resources to the project-related stressors. For more information on avian stressors and recommended conservation measures, see <https://www.fws.gov/library/collections/threats-birds>.

In addition to MBTA and BGEPA, Executive Order 13186: *Responsibilities of Federal Agencies to Protect Migratory Birds*, obligates all Federal agencies that engage in or authorize activities that might affect migratory birds, to minimize those effects and encourage conservation measures that will improve bird populations. Executive Order 13186 provides for the protection of both migratory birds and migratory bird habitat. For information regarding the implementation of Executive Order 13186, please visit <https://www.fws.gov/partner/council-conservation-migratory-birds>.

We appreciate your concern for threatened and endangered species. The Service encourages Federal agencies to include conservation of threatened and endangered species into their project planning to further the purposes of the Act. Please include the Consultation Code in the header of this letter with any request for consultation or correspondence about your project that you submit to our office.

Attachment(s):

- Official Species List



## OFFICIAL SPECIES LIST

This list is provided pursuant to Section 7 of the Endangered Species Act, and fulfills the requirement for Federal agencies to "request of the Secretary of the Interior information whether any species which is listed or proposed to be listed may be present in the area of a proposed action".

This species list is provided by:

**Chesapeake Bay Ecological Services Field Office**

177 Admiral Cochrane Drive

Annapolis, MD 21401-7307

(410) 573-4599

## PROJECT SUMMARY

Project Code: 2024-0127041  
Project Name: WCT Expansion Feasibility Study  
Project Type: Government / Municipal (Non-Military) Construction  
Project Description: Washington County Transit (WCT) desires to expand its current facility located at 1000 W. Washington St, Hagerstown, MD to provide additional space to meet its current and future administrative and operational needs. The WCT facility is situated on a single parcel with an area of approximately 1.7 acres that is bisected by a publicly owned alleyway.

Project Location:

The approximate location of the project can be viewed in Google Maps: <https://www.google.com/maps/@39.648181550000004,-77.73900020629408,14z>



Counties: Washington County, Maryland



## ENDANGERED SPECIES ACT SPECIES

There is a total of 1 threatened, endangered, or candidate species on this species list.

Species on this list should be considered in an effects analysis for your project and could include species that exist in another geographic area. For example, certain fish may appear on the species list because a project could affect downstream species.

IPaC does not display listed species or critical habitats under the sole jurisdiction of NOAA Fisheries<sup>1</sup>, as USFWS does not have the authority to speak on behalf of NOAA and the Department of Commerce.

See the "Critical habitats" section below for those critical habitats that lie wholly or partially within your project area under this office's jurisdiction. Please contact the designated FWS office if you have questions.

- 
1. [NOAA Fisheries](#), also known as the National Marine Fisheries Service (NMFS), is an office of the National Oceanic and Atmospheric Administration within the Department of Commerce.

## INSECTS

NAME	STATUS
Monarch Butterfly <i>Danaus plexippus</i> No critical habitat has been designated for this species. Species profile: <a href="https://ecos.fws.gov/ecp/species/9743">https://ecos.fws.gov/ecp/species/9743</a>	Candidate

## CRITICAL HABITATS

THERE ARE NO CRITICAL HABITATS WITHIN YOUR PROJECT AREA UNDER THIS OFFICE'S JURISDICTION.

YOU ARE STILL REQUIRED TO DETERMINE IF YOUR PROJECT(S) MAY HAVE EFFECTS ON ALL ABOVE LISTED SPECIES.



## **IPAC USER CONTACT INFORMATION**

Agency: County of Dauphin  
Name: Ashley Elslager  
Address: 4431 N Front Street, 2nd Floor  
City: Harrisburg  
State: PA  
Zip: 17110  
Email: ashley.elslager@mbakerintl.com  
Phone: 7172212035

## **LEAD AGENCY CONTACT INFORMATION**

Lead Agency: County of Washington

You have indicated that your project falls under or receives funding through the following special project authorities:

- BIPARTISAN INFRASTRUCTURE LAW (BIL) (OTHER)

## **Attachment G – Facility Expansion Rough Order of Magnitude**



Washington County Transit - Facility Expansion

Rough Order of Magnitude

12.31.2024

Maintenance	Quantity	Unit	Unit Cost	Extended Cost
Maintenance Expansion (5,191 SF to 6,882 SF)	1,691	SF	\$ 319.00	\$539,429
	TOTAL			\$ 539,429

Administration	Quantity	Unit	Unit Cost	Extended Cost
Administration Expansion (2,314 SF to 5,230 SF)	2,916	SF	\$ 307.00	\$895,212
	TOTAL			\$ 895,212

Interior Bus Storage	Quantity	Unit	Unit Cost	Extended Cost
Interior Bus Storage Expansion / New Building (21,300 SF)	21,300	SF	\$ 359.00	\$7,646,700
16' Masonry Structure, Structure to Support Alternative Fuels, Reinforced Masonry Walls 12"x16" Block Grout Filled, Long Roof Truss,				
	TOTAL			\$ 7,646,700

Stormwater Management	Quantity	Unit	Unit Cost	Extended Cost
Stormwater Management	889	SY	\$ 55.00	\$48,889
Clearing, Grubbing, Selective Tree Removal (Bioretention Area)	1	LS	19,900.00	\$19,900
	TOTAL			\$ 68,789

Bus Fueling Island & Staging	Quantity	Unit	Unit Cost	Extended Cost
Bus Fueling Island	900	SF	\$ 464.00	\$417,600
New Concrete Pavement	617	SY	\$ 59.00	\$36,416
Metal Fencing - Bus Staging Area	176	LF	\$ 78.00	\$13,728
Automatic Sliding Gate	1	EA	\$ 16,250.00	\$16,250
Inground Split Tank, 10,000 Diesel / 2,000 Gasoline	1	EA	\$ 2,500,000.00	\$2,500,000
	TOTAL			\$ 2,983,994

Parking Lot	Quantity	Unit	Unit Cost	Extended Cost
Asphalt Mill & Overlay 1" to 3"	777	SY	\$ 5.00	\$3,886
Grading Site	133	SY	\$ 3.00	\$398
New Asphalt Parking Lot	133	SY	\$ 59.00	\$7,821
New Concrete Pavement	106	SY	\$ 59.00	\$6,247
Line Striping Parking, Parking Stalls	18	STALL	\$ 35.00	\$630
Handicap Symbol, ADA Sign & Post	1	EA	\$ 444.00	\$444
Concrete Parking Bumpers	18	EA	\$ 82.00	\$1,476
Miscellaneous Sidewalk Repair	1	LS	\$ 6,500.00	\$6,500
Miscellaneous Concrete Curb Repair	1	LS	\$ 6,500.00	\$6,500
Miscellaneous Landscaping	1	LS	\$ 10,000.00	\$10,000



Washington County Transit - Facility Expansion  
Rough Order of Magnitude  
12.31.2024

		TOTAL			\$ 43,901
Additional Scope		Quantity	Unit	Unit Cost	Extended Cost
	Relocate Wood Utility Poles (Verizon - 30% Premium Incl)	3	EA	\$ 3,042.00	\$9,126
	Chain Link Fence	1,194	LF	\$ 59.00	\$70,446
	Remove Existing Utility Structure	1	EA	\$ 25,000.00	\$25,000
	Fenced Grass Area and Patio	1,055	SF	\$ 15.00	\$15,825
	Site Development / Demolition	1	EA	\$ 678,438.00	\$678,438
	NDPES Permit and SWPPP	1	LS	\$ 12,000.00	\$12,000
	Legal Fees	1	LS	\$ 87,500.00	\$87,500
	Karst Geology Risk to Foundations, Sink Hole Filling	1	LS	\$ 213,000.00	\$213,000
	Environmental Compliance	1	LS	\$ 60,000.00	\$60,000
		TOTAL			\$ 1,171,335

Direct Cost - SUBTOTAL \$13,349,360

Escalation to Mid-point Constr (2027) 17.50% \$2,336,138

Project Adjusted Cost - SUBTOTAL \$ 15,685,498

Construction Contingency 20.00% \$3,137,100  
Engineering Design 15.00% \$2,823,390  
CM & A-E During Construction 9.00% \$1,694,034

PROJECT TOTAL COST \$ 23,340,022

## Attachment H – Quit-Claim



# CITY OF HAGERSTOWN, MARYLAND

Planning & Code Administration Department

One East Franklin Street • Hagerstown, MD 21740

E-mail: [planning@hagerstownmd.org](mailto:planning@hagerstownmd.org)

Telephone: 301-739-8577, ext. 138 • Website: [www.hagerstownmd.org](http://www.hagerstownmd.org)

## HAGERSTOWN PLANNING COMMISSION AGENDA

DATE: Wednesday, October 9, 2024 – 4:00 P.M.

LOCATION: City Hall, Room 407

Please visit the City's website at [www.hagerstownplanning.org](http://www.hagerstownplanning.org) for information about this meeting. Documents regarding cases and topics to be reviewed can be found at this link beginning at 9:00 a.m. on Monday, October 7, 2024. If you plan to attend the meeting, please arrive between 3:45 p.m. and 4:00 p.m. City Hall is closed to the public after 4:00 p.m. and staff is present at the front door from 3:45 until 4:05 to admit participants. After 4:05, the door is locked, the lobby is not staffed and those arriving late may not be able to gain access to the building.

Call to Order –

Approval of Minutes –

Approval of Minutes of September 25, 2024.

Consent Agenda –

None.

Plan Review –

A-2024-02 – Confirm Appropriateness of Zoning - I-70 Row 18320 & 18306 Col. Henry K. Douglas Drive- Col. Henry K. Douglas Drive Row.

Workshops –

Quit Claim of Alley – Nottingham Road – Washington County Transit.

New Business –

None.

Old Business –

None.

Announcements –

None.

Adjourn –

Next Meeting, Wednesday, October 30, 2024 - 7:00 p.m.





# CITY OF HAGERSTOWN, MARYLAND

Engineering Department

October 3, 2024

TO: Kathleen Maher, Director, Planning & Code Administration Department

FROM: Jim Bender, City Engineer JIM

RE: Quit Claim request – Washington County Transit – Alley 1-35

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1. Background

On September 4, 2024 our office received a request (attached) from Andrew Eshelman, Washington County's Director of Public Works, to quit claim a portion of Alley 1-35. That alley, which runs east-west between Devonshire Road and Nottingham Road, separates two main parcels which are occupied by the administrative offices and maintenance facilities for Washington County Transit (WCT). The request is to quit claim the portion of the alley that separates the two WCT parcels to allow for expansion and reconfiguration of their facilities. The purpose of this memo is to present the request, and to provide additional information on WCT's plans at this site.

2. Planning Commission Action Requested

Consider the request, and make a recommendation to the City Council as to whether or not the quit claim should be granted. Staff, along with representatives from Washington County and WCT, will attend the October 9<sup>th</sup> Planning Commission meeting.

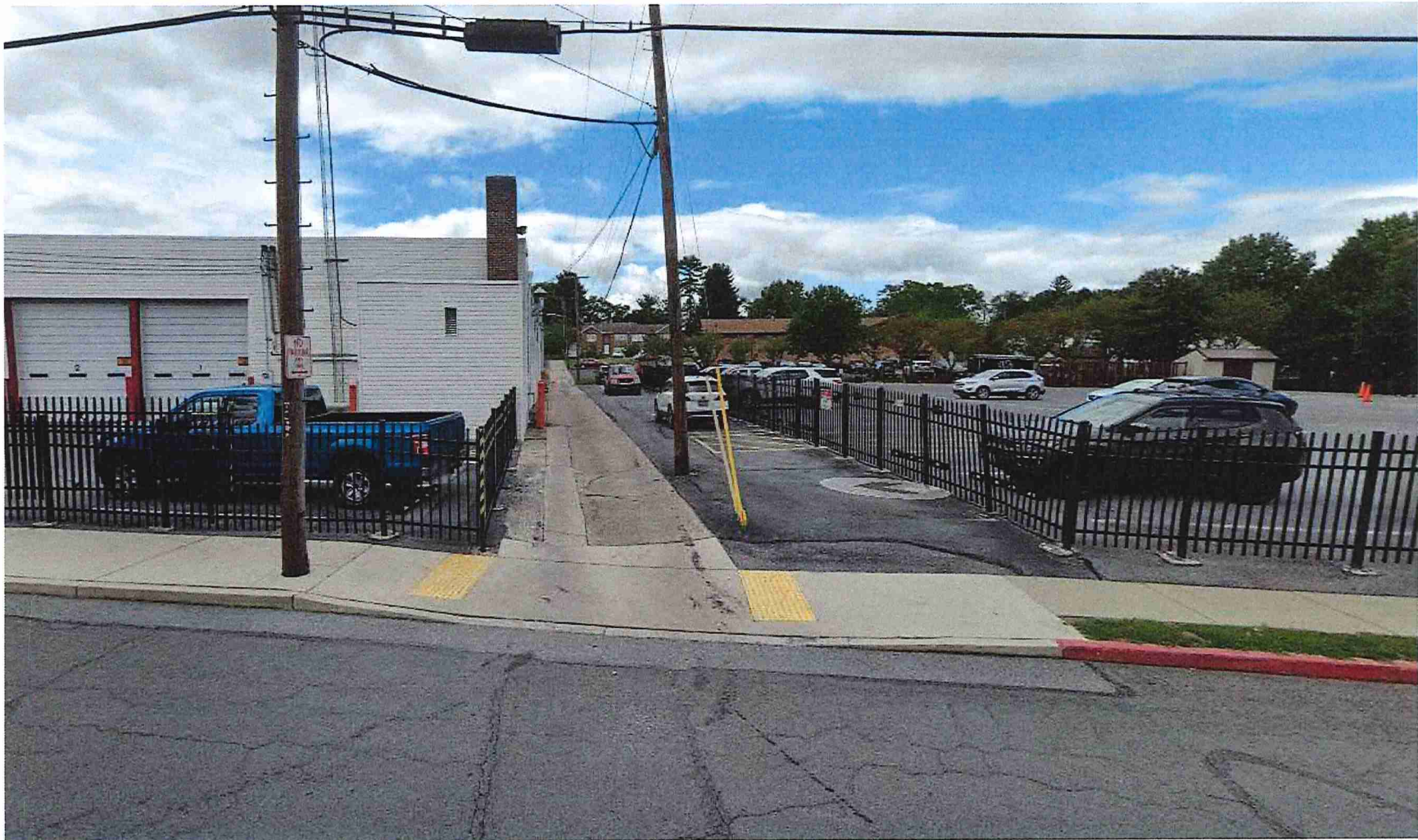
3. Discussion

WCT has begun the process to plan for the future expansion of their facility at 1000 W. Washington Street; the goal of the expansion project is to provide sufficient space for WCT to operate at that site for the next forty (40) years. The expansion will include improvements to the current administrative offices, the bus maintenance facilities, and bus storage area. Having their facilities separated by the alley will limit WCT's ability to expand due to building setback restrictions, and will cause operational challenges for the facility.

Alley 1-35 is a paved, concrete alley with a 12'-wide right-of-way. In addition to the two WCT parcels in question, the alley touches three other properties which are owned by Jehovah's Witnesses Congregation, McTaws Limited Partnership, and the Clear Spring Limited Partnership. As requested by the City, Washington County sent letters to those three property owners to make them aware of the quit claim request, and to solicit any feedback from them. The Jehovah's Witnesses Congregation responded with a letter (attached) opposing the quit claim due to concerns about the ability of their congregants to access their property. To date, no responses have been received from the other two property owners.

The quit claim request was routed to various City departments for their feedback. The Hagerstown Police Department, the Hagerstown Fire Department, the Department of Public Works, and the City's Water and Wastewater Divisions had no objection to the request. The Hagerstown Light Department (HLD) did not object to the idea of the quit claim, but indicated that existing HLD overhead facilities would need to be relocated. The utility poles along the alley are owned by Verizon, and they were contacted regarding the request. Verizon responded that other easements may need to be provided for their facilities if the quit claim were approved and their facilities needed to be relocated, and that Point Broadband and HLD also had facilities on their poles that would need to be relocated as well.

attachments: Quit claim request letter  
Copies of notification letters sent to adjoining property owners  
Response letter from Jehovah's Witnesses Congregation  
Photo of Alley 1-35  
Exhibits showing WCT's proposed expansion options



Looking west at Alley 1-35 from Devonshire Road





## DIVISION OF PUBLIC WORKS

AIRPORT | BUILDINGS, GROUNDS & FACILITIES | HIGHWAYS | PARKS & RECREATION | TRANSIT

September 4, 2024

Mr. Jim Bender  
City Engineer  
1 East Franklin Street, Room 301  
Hagerstown, MD 21740

**Subject: Quit Claim Request for City Owned Alley No. 1-35**

Dear Mr. Bender,

Please accept this Quit Claim request, prepared pursuant to city's Quit Claim Policy E-260, for the portion of the city owned Alley No. 1-35 that divides the Washington County Transit (WCT) property (Parcel #25035194) located at 1000 W. Washington Street, Hagerstown, MD into two separate lot areas.

The purpose of this Quit Claim request is to facilitate the planned expansion of WCT's W. Washington Street transit facility that houses our administration offices, and bus maintenance and storage operations. The planned expansion will be accommodated on WCT's existing property inclusive of the proposed Quit Claim area of Alley No. 1-35.

Washington County Transit has been a steadfast presence at its current location for several decades, providing over 516,000 annual passenger trips. However, due to the significant increase in public transit demand over the years and our projected future mobility growth, we find our current space increasingly constrained.

As previously discussed with you and your city colleagues, Washington County Transit is working with the Hagerstown Eastern Panhandle MPO to examine our facility expansion needs and determine the requirements for accommodating these needs within the confinements of our current property (Parcel #25035194). Obtaining the City's approval of this Quit Claim request will permit WCT to maximize its current property area for the planned expansion, which is crucial to meet the growing needs of our community and to continue providing efficient and reliable public transit services.

The attached sketch plan exhibit illustrates WCT's property boundaries in conjunction with Alley No. 1-35. As illustrated, Alley No. 1-35 extends between Devonshire Rd. and Nottingham Rd. and its eastern segment divides our property into two separate lots along our entire parcel.

boundary. WCT is submitting this Quit Claim request for the eastern segment of Alley No. 1-35 only.

The western segment, which is not part of WCT's Quit Claim request, serves as the primary driveway access to the Jehovah's Witness property located at 30 Nottingham Rd, Hagerstown, MD (Parcel No. 25033752), secondary access to the 1020 W. Washington Street property, and rear access to the commercial property located at 1014 W. Washington St. Washington County has notified each of these property owners of the County's Quit Claim request through certified mailings, copies of which are attached to this application.

Washington County appreciates the City's favorable consideration of this request and I would be happy to address any questions that you or others may have. Please contact me at (240) 313-2252 or [aeshleman@washco-md.net](mailto:aeshleman@washco-md.net).

Sincerely,

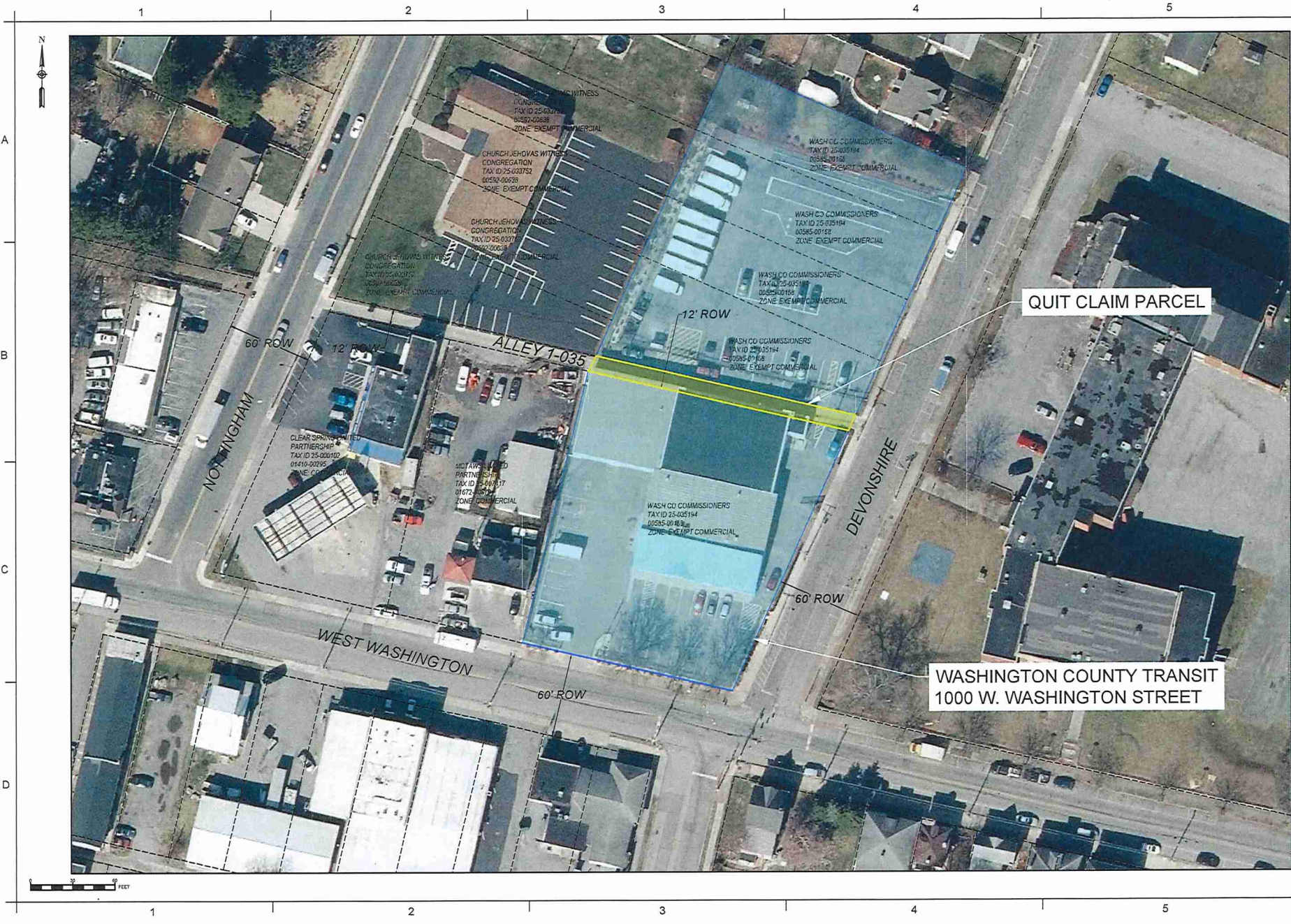


Andrew Eshleman, P.E.  
Director, Public Works

Enclosures (4)

cc: Michelle A. Gordon, Washington County Administrator  
Todd Moser, Real Property Administrator  
Matthew T. Mullenax, Executive Director, Hagerstown Eastern Panhandle MPO





Michael Baker  
INTERNATIONAL  
4431 NORTH FRONT STREET  
SUITE 200  
HARRISBURG, PA 17110

REVISIONS	
NO.	DATE

WASHINGTON COUNTY TRANSIT  
FACILITY EXPANSION PROJECT  
CITY OF HAGERSTOWN, MARYLAND  
QUIT CLAIM EXHIBIT

Project Number: 202304

Date: 08-16-24

Scale:

Sheet #: 01 OF 01

© Baker 2024





## DIVISION OF PUBLIC WORKS

AIRPORT | BUILDINGS, GROUNDS & FACILITIES | HIGHWAYS | PARKS & RECREATION | TRANSIT

September 4, 2024

Jehovah's Witnesses Congregation  
C/O Robert B McKinley  
17401 Lappans Road  
Fairplay, MD 21733-1100

**Subject: Quit Claim Request for City Owned Alley No. 1-35**

To Whom it May Concern:

The Washington County Public Works Department has submitted a Quit Claim application to the City of Hagerstown for the portion of the city owned Alley No. 1-35 that divides the Washington County Transit (WCT) property (Parcel #25035194) located at 1000 W. Washington Street, Hagerstown, MD into two separate lot areas.

The purpose of the Quit Claim request is to facilitate the planned expansion of WCT's W. Washington Street transit facility that houses our administration offices, and bus maintenance and storage operations. The planned expansion will be accommodated on WCT's existing property inclusive of the proposed Quit Claim area of Alley No. 1-35.

Washington County Transit been a steadfast presence at this location for several decades, providing over 516,000 annual passenger trips. However, due to the significant increase in public transit demand over the years and our projected future mobility growth, we find our current space increasingly constrained.

The attached sketch plan exhibit illustrates WCT's property boundaries in conjunction with Alley No. 1-35. As illustrated, Alley No 1-35 extends between Devonshire Rd. and Nottingham Rd. and its eastern segment divides our property into two separate lots along our entire parcel boundary. WCT is submitting this Quit Claim request for the eastern segment of Alley No. 1-35 only.

The western segment, which is not part of WCT's Quit Claim request, serves as the primary driveway access to the Jehovah's Witness property located at 30 Nottingham Rd, Hagerstown,

MD (Parcel No. 25033752), secondary access to the 1020 W. Washington Street property, and rear access to the commercial property located at 1014 W. Washington St, would not be closed, only the portion adjacent to WCT's lots.

Obtaining the City's approval of this Quit Claim request will permit WCT to maximize its current property area for the planned expansion, which is crucial to meet the growing needs of our community and to continue providing efficient and reliable public transit services.

While the City of Hagerstown will conduct a formal public planning review for the Quit Claim request, Washington County appreciates your favorable consideration and feedback on the request. I would be happy to address any questions that you or others may have. Please contact me at [aeshleman@washco-md.net](mailto:aeshleman@washco-md.net) within fourteen (14) days of the date of the letter to ensure that feedback is received prior to the City's planning commission review.

Sincerely,

A handwritten signature in blue ink, appearing to read 'A. Eshleman', is written over a horizontal line.

Andrew Eshleman, P.E.  
Director, Public Works

Enclosures (1)

cc: Michelle A. Gordon, Washington County Administrator  
Todd Moser, Real Property Administrator  
Matthew T. Mullenax, Executive Director, Hagerstown Eastern Panhandle MPO



## DIVISION OF PUBLIC WORKS

AIRPORT | BUILDINGS, GROUNDS & FACILITIES | HIGHWAYS | PARKS & RECREATION | TRANSIT

September 4, 2024

McTaws Limited Partnership  
11949 Robinwood Drive  
Hagerstown, MD 21742-4470

**Subject: Quit Claim Request for City Owned Alley No. 1-35**

To Whom it May Concern:

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Sincerely,

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Andrew Eshleman, P.E.  
Director, Public Works

Enclosures (1)

cc: Michelle A. Gordon, Washington County Administrator  
Todd Moser, Real Property Administrator  
Matthew T. Mullenax, Executive Director, Hagerstown Eastern Panhandle MPO



## DIVISION OF PUBLIC WORKS

AIRPORT | BUILDINGS, GROUNDS & FACILITIES | HIGHWAYS | PARKS & RECREATION | TRANSIT

September 4, 2024

Clear Spring Limited Partnership  
11949 Robinwood Drive  
Hagerstown, MD 21742-4470

### **Subject: Quit Claim Request for City Owned Alley No. 1-35**

To Whom it May Concern:

The Washington County Public Works Department has submitted a Quit Claim application to the City of Hagerstown for the portion of the city owned Alley No. 1-35 that divides the Washington County Transit (WCT) property (Parcel #25035194) located at 1000 W. Washington Street, Hagerstown, MD into two separate lot areas.

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Sincerely,

A handwritten signature in blue ink, appearing to read "Andrew Eshleman".

Andrew Eshleman, P.E.  
Director, Public Works

Enclosures (1)

cc: Michelle A. Gordon, Washington County Administrator  
Todd Moser, Real Property Administrator  
Matthew T. Mullenax, Executive Director, Hagerstown Eastern Panhandle MPO

**Orchard Hills Congregation of Jehovah's Witnesses, Hagerstown, Maryland, Inc.**  
30 Nottingham Road, Hagerstown, MD 21740 | 240.751.2437

September 16, 2024

Washington County, Division of Public Works  
C/O Andrew Eshleman, P.E.  
100 West Washington Street  
Hagerstown, MD 21740

Dear Mr. Eshleman,

We would like to confirm receipt of your letter regarding the *Quit Claim Request* for the city owned **Alley No. 1-35**. Thank you for informing us of this request. We can appreciate and sympathize with Washington County Transit's (WCT) desire to expand their facility. However, we would like to take this opportunity to respectfully oppose WCT's *Quit Claim Request* for the eastern segment of Alley No. 1-35.

The Kingdom Hall of Jehovah's Witnesses, located at 30 Nottingham Road, Hagerstown, MD 21740, is currently in use by three different congregations with a combined total of over 500 members. Our facility is actively shared by these congregations seven days a week. Congregation members use the entire Alley No. 1-35, both the eastern and western segments, to access and exit our facility parking lot at 30 Nottingham Road.

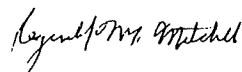
If Washington County Transit were to take over ownership of the eastern segment of Alley No. 1-35 as proposed, this will create an extreme bottleneck issue in the alley and a backup of traffic on Nottingham Road. The alley is only **one-lane** in width. So closing off the eastern segment of the alley would essentially convert the western segment into a dead-end, single-lane alley to be used for a significant amount of **two-way traffic**. You can imagine the negative impact this would have, not only on the congregation members, but also on the surrounding neighbors located on Nottingham Road.

It is for these reasons that we ask that the *Quit Claim Request* not be approved so that access to Alley No. 1-35 is maintained as is. We would appreciate a reply confirming receipt of this letter dated September 16, 2024.

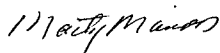
Lastly, we would like to express that the Kingdom Hall of Jehovah's Witnesses has had a presence at this location alongside Washington County Transit for several decades. We truly appreciate their history of being a friendly and cooperative neighbor.

Sincerely,

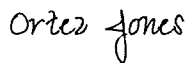
Orchard Hills Congregation of Jehovah's Witnesses, Hagerstown, Maryland, Inc.



Reginald Mitchell  
Corporation President



Marty Marion  
Vice President



Ortez Jones  
Secretary & Resident Agent



Joseph Beason  
Treasurer

cc: Jim Bender, City Engineer  
Stephen Bockmiller, Development Planner/Zoning Administrator  
Mary Revilla, Planning/Zoning Administrative Coordinator  
Lauren Beason, Congregation Member and Regulatory Contact





# Washington County Transit (WCT)

1000 Washington Street, Hagerstown, MD

# Quit Claim Request Purpose and Need

- Washington County Transit (WCT), located at 1000 W. Washington St, Hagerstown, MD, is conducting an expansion feasibility study to determine the space requirements necessary to meet its current and future (year 2050) administrative and operational needs.
- Such needs are supported by WCT's historic growth and its Five-Year Transit Development Plan (TDP), which projects the authority's current annual ridership to increase by 30 percent in transit demand from 2010 to 2030.
- WCT's existing facility is situated on a single parcel that is bisected by the City-owned public Alleyway No. 1-35.
- Washington County is requesting a Quit Claim to the portion of Alleyway No. 1-35, which is necessary to accommodate its proposed expansion.

# Future of Washington County Transit

- **WCT Mission:** *“To improve mobility for all people; enhance quality of life; and facilitate economic vitality.”*
- The Federal Transit Administration (FTA) requires new transit facilities with a 40-year minimum operational lifespan.
- The Quit Claim of Alleyway No. 1-35 will accommodate its proposed expansion needs. Without it, WCT’s passenger service levels will be capped at 2050. This constraint will limit WCT’s capacity to adapt to future service demands or community growth beyond 2050.
- The inability to accommodate additional vehicles post-2050 will severely restrict WCT’s capacity to expand service offerings in response to population growth or increased demand for public transportation.
- WCT currently provides over 516,000 passenger trips annually.



# Space Needs Assessment

Use	Current	Needed
Maintenance	5,191 sf	6,882 sf
Administration	2,314 sf	5,230 sf
Interior Bus Storage	7,715 sf	21,300 sf
Total Building	15,220 sf	36,570 sf
Vehicle Parking	45 spaces*	27 spaces**
Stormwater Management	0 sf	~8,000 sf

\*Spaces based on ~1988 City Code Requirements

\*\* Spaces based on current LMC Article 4 Zoning Parking Requirements

# Site Layout Option A (w/Quit Claim)

Use	Needed
Maintenance	6,882 sf
Administration	5,230 sf
Interior Bus Storage	21,300 sf
Total Building	36,570 sf
Vehicle Parking	27 spaces
Stormwater Management	~8,000 sf



GENERAL NOTES:  
 1. TOTAL STORMWATER MANAGEMENT AREA APPROXIMATELY 8,950 SF  
 2. TOTAL SITE = 75,805 SF (1.74 AC)  
 3. 37,002.5 SF (0.87 AC) REQUIRED FOR COMBINED GREEN SPACE/STORM TREATMENT ACCORDING TO REDEVELOPMENT REQUIREMENTS.



# Site Layout Option B (w/o Quit Claim)

Use	Needed
Maintenance	6,882 sf
Administration	5,230 sf
Interior Bus Storage	18,400 sf
Total Building	33,670 sf
Vehicle Parking	27 spaces
Stormwater Management	~8,400 sf

See Slide #7 for Issues/Concerns related to Option B.



- GENERAL NOTES:
1. TOTAL STORMWATER MANAGEMENT AREA APPROXIMATELY 8,400 SF
  2. TOTAL SITE = 75,805 SF (1.74 AC)
  3. 37,902 SF (0.87 AC) REQUIRED FOR COMBINED GREEN SPACE/SWM TREATMENT ACCORDING TO REDEVELOPMENT REQUIREMENTS.



## Option B @ 18,400 SF (w/o the Quit Claim)

**The following are WCT's operational concerns and constraints related to Option B.**

- Increased Safety Risks
  - Zero-Low visibility when transit vehicles are crossing the alleyway from the building to parking lot
  - Limited interior circulation (safety risk due to parking restrictions and maneuverability)
- Service level will not be able to expand past year 2050 to accommodate increased growth in ridership
- 6 Planned expansion transit vehicles will have size restrictions
- Hiring challenges for Lane Service Attendants (additional drivers needing a CDL license)
- Challenges and restrictions for transitioning to Zero-Low emission fleet
- Loss of direct connection between maintenance and storage areas

# **Mayor and Council Executive Session and Work Session October 15, 2024 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"*

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

*You can't shake hands with a clenched fist – Indira Gandhi*

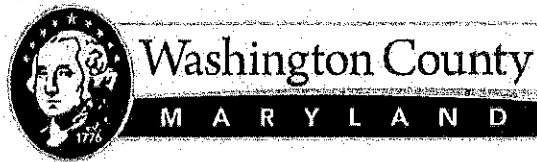
## **2:30 PM WORK SESSION**

- 2:30 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.**
- 2:30 PM 2.**     **EXECUTIVE SESSION – *Council Chamber, 2nd floor, City Hall***
- 4:00 PM 3.**     Preliminary Agenda Review
- 4:15 PM 4.**     Washington County Transit – Quit Claim request: Portion of Alley 1-35 – *Jim Bender, City Engineer and Andrew Eshleman, Washington County Public Works Director*
- 4:30 PM 5.**     Acceptance of a Grant - Maryland Department of Emergency Management - *Jim Bender, City Engineer*
- 4:45 PM 6.**     Proposed Updates to Application and Guidelines and for Invest Hagerstown Homeownership Initiative Grant - *Amanda Gregg, Business and Community Development Finance Specialist*
- 5:00 PM 7.**     Request to Terminate Financial Incentive Agreement - Blackwell 2, LLC USMH Student Housing 100 N. Potomac Street - *Amanda Gregg, Business and Community Development Finance Specialist and Margi Joe, Community Development Manager*
- 5:15 PM 8.**     Hagerstown Police Department Hiring Incentive Increase – *Police Chief Joey Kifer*
- 5:30 PM 9.**     Trick-or-Treat – *Scott Nicewarner, City Administrator*

## **CITY ADMINISTRATOR'S COMMENTS**

## **MAYOR AND COUNCIL COMMENTS**

## **ADJOURN**



## DIVISION OF PUBLIC WORKS

AIRPORT | BUILDINGS, GROUNDS & FACILITIES | HIGHWAYS | PARKS & RECREATION | TRANSIT

October 30, 2024

CLEAR SPRING LIMITED PARTNERSHIP  
11949 ROBINWOOD DR  
HAGERSTOWN MD 21742-4470

MCTAWS LIMITED PARTNERSHIP  
11949 ROBINWOOD DR  
HAGERSTOWN MD 21742-4470

**Subject: Quit Claim Request for City Owned Alley No. 1-35**

To Whom it May Concern:

The Washington County Public Works Department has submitted a Quit Claim application to the City of Hagerstown for the portion of the city owned Alley No. 1-35 that divides the Washington County Transit (WCT) property (Parcel #25035194) located at 1000 W. Washington Street, Hagerstown, MD into two separate lot areas.

The purpose of the Quit Claim request is to facilitate the planned expansion of WCT's W. Washington Street transit facility that houses our administration offices, and bus maintenance and storage operations. The planned expansion will be accommodated on WCT's existing property inclusive of the proposed Quit Claim area of Alley No. 1-35.

Washington County Transit been a steadfast presence at this location for several decades, providing over 516,000 annual passenger trips. However, due to the significant increase in public transit demand over the years and our projected future mobility growth, we find our current space increasingly constrained.

The attached sketch plan exhibit illustrates WCT's property boundaries in conjunction with Alley No. 1-35. As illustrated, Alley No 1-35 extends between Devonshire Rd. and Nottingham Rd. and its eastern segment divides our property into two separate lots along our entire parcel boundary. WCT is submitting this Quit Claim request for the eastern segment of Alley No. 1-35 only.

The western segment, which is not part of WCT's Quit Claim request, serves as the primary driveway access to the Jehovah's Witnesses property located at 30 Nottingham Rd, Hagerstown,



MD (Parcel No. 25033752), secondary access to the 1020 W. Washington Street property, and rear access to the commercial property located at 1014 W. Washington St.

Washington County appreciates your favorable consideration of our request by signing the acknowledgement section of this correspondence below.

I would be happy to address any questions that you or others may have. Please contact me at (240) 313-2252 or [aeshleman@washco-md.net](mailto:aeshleman@washco-md.net).

Sincerely,



Andrew Eshleman  
Public Works Director

Enclosures (1)

cc: Michelle A. Gordon, Washington County Administrator  
Matthew T. Mullenax, Executive Director, Hagerstown Eastern Panhandle MPO

**ACKNOWLEDGEMENT:**

I, Howard B. Bowen, on behalf of the [1020 W. Washington Street/1014 W. Washington St. property], acknowledge Washington County's written notification of its Quit Claim application to the City of Hagerstown for the portion of the city owned Alley No. 1-35 that divides the Washington County Transit (WCT) property (Parcel #25035194) located at 1000 W. Washington Street, Hagerstown, MD into two separate lot areas, and concur with its need for the Quit Claim Deed to said portion of Alley No. 1-35 as depicted on the attached site plan to facilitate the planned expansion of WCT's W. Washington Street transit facility that houses its administration offices, and bus maintenance and storage operations.

Howard B. Bowen  
Name (Print)

  
Signature

12/4/2024  
Date





# CITY OF HAGERSTOWN, MARYLAND

Planning & Code Administration Department

One East Franklin Street • Hagerstown, MD 21740

E-mail: [planning@hagerstownmd.org](mailto:planning@hagerstownmd.org)

Telephone: 301-739-8577, ext. 138 • Website: [www.hagerstownmd.org](http://www.hagerstownmd.org)

## HAGERSTOWN PLANNING COMMISSION AGENDA

DATE: Wednesday, December 11, 2024 – 7:00 P.M.

LOCATION: Council Chambers, 2<sup>nd</sup> floor

Please visit the City's website at [www.hagerstownplanning.org](http://www.hagerstownplanning.org) for information about this meeting. Documents regarding cases and topics to be reviewed can be found at this link beginning at 9:00 a.m. on Monday, December 9, 2024. If you plan to attend the meeting, please arrive between 6:45 p.m. and 7:00 p.m. City Hall is closed to the public after 4:00 p.m. and staff is present at the front door from 6:45 until 7:05 to admit participants. After 7:05, the door is locked, the lobby is not staffed and those arriving late may not be able to gain access to the building.

Call to Order –

Approval of Minutes –

None.

Consent Agenda –

None.

Plan Review –

ESD Sketch Plan – Easterseals Child Development Center – 530 N Locust Street (Triad – Swailes)  
S-2024-09 – Brook Meadow Townhouses Subdivision Plat – Security Road (Fox – Poffenberger)

Workshops and Consultations –

Quit Claim of Alley – Nottingham Road – Washington County Transit. (City Engineer)  
Redevelopment of the Former Washington County Hospital Site - East Antietam Street (Carballo)  
PUD-R proposed Overlay for Doub Farm – Landis Road (Fox – Poffenberger)

New Business –

2025 Planning Commission meeting schedule review and approval. (Staff)

Old Business –

Text Amendment Briefing – Plant Growing Facilities in the PUD-R Overlay District (Staff)  
Text Amendment Discussion – Auto Sales and Rental in Industrial Districts (FSA – T. Frederick)

Announcements –

None.

Adjourn -

Next Meeting, Wednesday, January 8, 2025 - 7:00 p.m.



# **Mayor and Council Work Session March 18, 2025 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"*

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

*"Spring is a lovely reminder of how beautiful change can be" ~ Unknown Author*

## **4:00 PM WORK SESSION**

- 4:00 PM** 1. Proclamation: Red Cross Month
- 4:05 PM** 2. Preliminary Agenda Review
- 4:15 PM** 3. City Transportation Priorities for Maryland Department of Transportation - *Jim Bender, City Engineer*
- 4:25 PM** 4. Pavement Preservation Program FY26-FY28 - *Jim Bender, City Engineer*
- 4:35 PM** 5. Quit Claim Request - Washington County Transit - Alley 1-35 - *Jim Bender, City Engineer*
- 4:40 PM** 6. Habitat for Humanity - Pedestrian Easement - *Jim Bender, City Engineer*
- 4:50 PM** 7. Vacancy Determination - *Paul W. Fulk, Neighborhood Services Manager and Emily McFarland, Neighborhood Services Programs Coordinator*
- 5:05 PM** 8. Recommended Grants Management Portal for City Incentive Programs -- *Chris Siemerling, Economic Development Specialist*
- 5:10 PM** 9. Project Update and Deadlines - 25-31 W. Church Street - MarketPlace, LLC. -- *Chris Siemerling, Economic Development Specialist*
- 5:20 PM** 10. Wastewater Deduct Meter for 45 W Oak Ridge - *Nancy Hausrath, Director of Utilities*

## **CITY ADMINISTRATOR'S COMMENTS**

## **MAYOR AND COUNCIL COMMENTS**

## **ADJOURN**



# CITY OF HAGERSTOWN, MARYLAND

Engineering Department

March 18, 2025

TO: Scott Nicewarner, City Administrator

FROM: Jim Bender, City Engineer

RE: Quit Claim request – Washington County Transit – Alley 1-35

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1. Background

In October 2024, staff presented a request from Washington County to quit-claim a portion of an alley at the Washington County Transit (WCT) facility on W. Washington Street. By eliminating a portion of the alley, WCT would be able to construct a future expansion on their property that would allow them to use that facility for the next forty years. Council reviewed the request, and had two questions: (1) how would the quit claim affect the Jehovah's Witnesses facility at the other end of the alley, and (2) what do the owners of the other two properties that adjoin the alley think of the proposed quit claim. These questions have been explored over the past four months, and staff is now ready to make a recommendation to the Council.

2. Planning Commission Action Requested

Consider the request, and determine whether or not to grant the quit claim. If the Council is in agreement, staff will work with the City Attorney to prepare an ordinance to execute the quit claim. Staff will be present at the work session to discuss.

3. Discussion

WCT has begun the process to plan for the future expansion of their facility at 1000 W. Washington Street; the goal of the expansion project is to provide sufficient space for WCT to operate at that site for the next forty (40) years. The expansion will include improvements to the current administrative offices, the bus maintenance facilities, and bus storage area. Having their facilities separated by the alley will limit WCT's ability to expand due to building setback restrictions, and will cause operational challenges for the facility.

Alley 1-35 is a paved, concrete alley with a 12'-wide right-of-way. In addition to the two WCT parcels in question, the alley touches three other properties which are owned by Jehovah's Witnesses Congregation (JWC), McTaws Limited Partnership, and the Clear Spring Limited Partnership. As requested by the City, Washington County sent letters to those three property owners to make them aware of the quit claim request, and to solicit any feedback from them. The Jehovah's Witnesses Congregation responded with a letter (attached) opposing the quit claim due to concerns about the ability of their congregants to access their property.

JWC's main concern was that the closure of part of the alley would reduce their ability to access their property. They are a growing congregation that holds multiple services, and

they felt that only being able to access their property from one direction would be a hinderance. The Council indicated that, prior to approval of the quit claim, they wanted to make sure that a solution was developed that addressed JWC's concerns.

JWC developed a new layout for their proposed parking lot expansion (attached) that would create two new driveway entrances onto Nottingham Road, and driveway loop that would serve the parking spaces. This layout actually yielded more parking spaces than JWC's original concept, and they felt that it alleviated its access concerns. Because this layout was different than the one that the City's Board of Zoning Appeals approved, it had to once again to be approved by the Board. The Board considered it at their February 13, 2025 meeting, and approved the new layout. JWC will now work on submitting a full site plan for approval by the Planning Commission.

To the Council's other point, letters from the other two property owners were obtained by the County after the October Council meeting. The letters are attached, and both property owners indicate that they have no objection to the quit claim.

The quit claim request was routed to various City departments for their feedback. The Hagerstown Police Department, the Hagerstown Fire Department, the Department of Public Works, and the City's Water and Wastewater Divisions had no objection to the request. The Hagerstown Light Department (HLD) did not object to the idea of the quit claim, but indicated that existing HLD overhead facilities would need to be relocated. The utility poles along the alley are owned by Verizon, and they were contacted regarding the request. Verizon responded that other easements may need to be provided for their facilities if the quit claim were approved and their facilities needed to be relocated, and that Point Broadband and HLD also had facilities on their poles that would need to be relocated as well.

Given the fact that Jehovah's Witnesses now have a solution that they are comfortable with, and that the other two property owners have no objection to the quit claim, staff recommends approval of the quit claim to WCT.

attachments: Quit claim request letter  
Response letter from Jehovah's Witnesses Congregation  
Photo of Alley 1-35  
Exhibits showing WCT's proposed expansion options  
Exhibit showing revised Jehovah's Witnesses site layout  
Letters from the other two adjoining property owners  
Draft ordinance



**CITY OF HAGERSTOWN, MARYLAND**

**AN ORDINANCE MAKING A DETERMINATION  
THAT CERTAIN PROPERTY IS NO LONGER  
NEEDED FOR A PUBLIC PURPOSE AND AUTHORIZING  
CONVEYANCE TO ADJOINING PROPERTY OWNER**

**RECITALS**

**WHEREAS**, the City of Hagerstown is a Municipal Corporation existing under and by virtue of the laws of the State of Maryland; and

**WHEREAS**, the City has an interest in an approximately 12-foot wide alley called Alley 1-35, which runs east-west between Devonshire Road and Nottingham Road (hereinafter the "Alley"); and

**WHEREAS**, in accordance with the provision of the Maryland Code and the Charter of the City of Hagerstown, the Mayor and Council, as the duly constituted legislative body for the City has determined that the eastern portion (which contains 2290 square feet, more or less) of the aforesaid Alley is no longer needed for a public purpose; and

**WHEREAS**, the Board of County Commissioners of Washington County, Maryland owns property located at 1000 West Washington Street, Hagerstown, Maryland (which houses the Washington County Transit's administrative offices and bus maintenance and storage operations) and adjoining the Alley and has requested that the City execute a quit claim deed vesting it with title to the eastern portion of the Alley adjacent to and adjoining its property; and

**WHEREAS**, the introduction of this Ordinance shall constitute the twenty (20)-day notice of the proposed transfer as required by law; and

**WHEREAS**, the Mayor and Council find that the property may be quit claimed and conveyed to the adjoining landowner, the Board of County Commissioners of Washington County, Maryland, as reflected on the attached Quit Claim Deed.

**NOW, THEREFORE, BE IT RESOLVED, ENACTED AND ORDAINED** as follows:

1. That the foregoing recitals be and are incorporated herein as if fully set forth.
2. That the Mayor and Council find that the eastern half of the Alley is no longer needed for a public purpose.
3. That the Mayor be and is hereby authorized to execute and deliver the Quit Claim Deed, a copy of which is attached hereto and incorporated herein by reference, vesting title of a portion of the Alley in and to the adjoining property owner, the Board of County Commissioners

of Washington County, Maryland. The description and extent of the property so conveyed is as described on Exhibit A attached to said Quit Claim Deed.

4. That the Mayor be and is hereby authorized to execute additional documentation and take all necessary steps to carry out the purpose of this Ordinance.

**BE IT FURTHER RESOLVED, ENACTED AND ORDAINED**, that this Ordinance shall become effective upon the expiration of 30 days from the date of its passage.

WITNESS AND ATTEST  
AS TO CORPORATE SEAL

MAYOR AND COUNCIL OF THE  
CITY OF HAGERSTOWN, MARYLAND

---

Donna K. Spickler  
City Clerk

---

William B. McIntire, Mayor

Date of Introduction:  
Date of Passage:  
Effective Date:

March 25, 2025  
April 29, 2025  
May 31, 2025

PREPARED BY:  
SALVATORE & MORTON  
CITY ATTORNEYS

NO TITLE EXAM

**THIS QUIT CLAIM DEED**, made this \_\_\_\_, day of \_\_\_\_\_ 2025, by and between **CITY OF HAGERSTOWN**, a municipal corporation existing under and by virtue of the Laws of the State of Maryland, party of the first part, Grantor, and the **Board of County Commissioners of Washington County, Maryland**, party of the second part, Grantee.

#### RECITALS

The **GRANTOR** has an interest in an approximately 12 foot wide alley which runs east-west between Devonshire Road and Nottingham Road, in the City of Hagerstown, Maryland, commonly known and designated as Alley 1-35.

The Mayor and Council of the City of Hagerstown, as its duly constituted legislative body, and pursuant to Section 5-204 of the Local Government Article of the Annotated Code of Maryland and the Charter of the City of Hagerstown, have determined that the eastern portion of said Alley 1-35, as hereinafter described and shown, is no longer needed for a public purpose.

**WHEREAS**, the Mayor and Council of the City of Hagerstown, Maryland, as its duly constituted legislative body on April 29, 2025 passed an ordinance declaring the hereinafter described property is not needed for a public purpose.

**WHEREAS**, The Mayor and Council of the City of Hagerstown have determined to Quit Claim any interest that it may have in the eastern portion to said alley to the Grantee herein.

The purpose of this Quit Claim Deed is to transfer ownership of all that hereinafter described property to the Board of County Commissioners of Washington County, Maryland.

**WHEREAS**, Each and every paragraph of this Recital is incorporated in the remainder of this Quit Claim Deed and constitutes a part thereof.

#### WITNESSETH:

NOW, THEREFORE, the **GRANTOR**, for no monetary consideration, but for other good and valuable consideration, does by these presents release and forever quitclaim to **GRANTEE**, all the right, title, interest, estate, claims, and demands, both at law and in equity of the **GRANTOR** in and to the hereinafter described portion of the bed of Alley 1-35, situate and lying in Election District 25, City of Hagerstown, Washington County, Maryland, with a legal description prepared by Frederick Seibert & Associates, Inc., attached hereto as Exhibit A, and incorporated by reference.

The above-described parcel is hereby conveyed subject to and together with any and all conditions, restrictions, limitations, easements and rights of way of record applicable thereto. The City specifically reserves unto itself a perpetual and permanent easement over all of said



quitclaimed property for access to the electric and communication system including all trenches, conduits, cables, poles, guy wires & anchors, and other facilities over, under, and upon said property, for the purpose of constructing, inspecting, maintaining, repairing, altering, replacing, operating and/or removing said utility lines, with the further right to install, maintain, operate and replace its facilities without responsibility for any damages caused thereby to trees, bushes and undergrowth, and other obstructions interfering with the safe and proper operation and maintenance thereof. This easement is for the benefit of the City and shall be covenant running with said lands and binding upon the Board of County Commissioners of Washington County, Maryland, its heirs, successors and assigns.

This deed has been prepared without the benefit of a title examination. All parties affirm their understanding that only a title examination will disclose the status of title, including but not limited to, the quality and quantity of title; the possibility of other persons having an interest in the property conveyed by this deed, as well as any other matters disclosed by an examination of title. Notwithstanding this disclosure and having been fully informed of the cost of accomplishing an examination of title, they elect not to have an examination of this title and release the scrivener of this deed from all and any loss, claim, damages and/or liability resulting from a condition of title which might have been disclosed by a title examination of the property conveyed by this deed.

**AFFIDAVIT OF TOTAL PAYMENT TO GRANTOR(S)**

Pursuant to the Annotated Code of Maryland, Tax General Article Section 10-912, the herein Grantor(s) hereby state under the penalties of perjury that:

- (1) It is a Resident Entity of the State of Maryland;
- (2) The purchase price of the herein described property is \$0.00, as recited herein;

The above property is conveyed subject to and together with all the conditions, restrictions, easements, and rights of way of record applicable thereto.

**IN WITNESS WHEREOF**, the Grantor has caused this instrument to be executed by its duly authorized representative, and its corporate seal to be hereunto duly affixed and attested by the City Clerk.

**WITNESS AND ATTEST  
AS TO CORPORATE SEAL:**

**CITY OF HAGERSTOWN**

\_\_\_\_\_  
**Donna K. Spickler**  
City Clerk

By: \_\_\_\_\_ (SEAL)  
**William B. McIntire**  
Mayor

**STATE OF MARYLAND, COUNTY OF WASHINGTON, to wit:**

**I HEREBY CERTIFY**, That on this \_\_\_\_\_ **day of** \_\_\_\_\_, **2025**, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared William B. McIntire , who acknowledged himself to be the Mayor of the City of Hagerstown, a Maryland Municipal Corporation, and that he as such Officer being authorized so to do, executed the foregoing Quit Claim Deed for the purposes therein by signing, in my presence, the name of the City of Hagerstown, by himself as Mayor, and certified that this conveyance is not part of transaction in which there is a sale, lease exchange or other transfer or all or substantially all of the property and assets of the City of Hagerstown, Maryland.

**AS WITNESS** my hand and Notarial Seal.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**I HEREBY CERTIFY**, that the above instrument was prepared by or under the supervision of an attorney admitted to practice of law in the State of Maryland.

\_\_\_\_\_  
Jason Morton

**Mail to:** Board of County Commissioners of Washington County, Maryland  
100 West Washington Street  
Hagerstown, Maryland 21740  
**Attn: Mr. Andrew Eshleman, P.E., Director, Public Works**

Description of lands to be quit claimed by the City of Hagerstown to The County  
Commissioners of Washington County, Maryland

Situate on the north side of West Washington and along the west side of Devonshire Road in Election District No. 25, City of Hagerstown, Washington County, Maryland and being more particularly described in accordance with a survey dated October 2024 by Frederick, Seibert and Associates, Inc. as following;

Beginning at a point at the most northeastern corner of Lot 11, Section F, Wakefield Addition to Hagerstown and recorded at Plat folio 175, said point also being the intersection of the western right-of-way line of Devonshire Road with the southern right-of-way line of a 12 foot public alley, thence running along the northern boundary of Lots 9, 10 and 11 of Wakefield Addition to Hagerstown and along the southern right-of-way line of said 12 foot public alley N 76°52'23" W 192.33 feet to the most northwestern corner of Lot 9, Section F Wakefield Addition to Hagerstown, thence crossing said alley, N 36°37'19" E 13.08 feet to the most southwestern corner of Lot 220, Section C Wakefield Addition as recorded at Plat folio 255, thence running with the northern right-of-way line of said 12 foot public alley S 76°52'23" E 189.43 feet to intersect the western right-of-way line of Devonshire Road, thence across the mouth of said alley and with the western right-of-way line of Devonshire Road, S 24°02'37" W 12.22 feet to the place of beginning;

Containing 2290 square feet of land, more or less;

Said lands being that portion of a 12 foot public alley running along the north side of Lots 9,10 and 11 of Section F Wakefield Addition to Hagerstown and Washington County Plat folio 175.

FMF/vab.2024-0280 desc

**EXHIBIT A**





Looking west at Alley 1-35 from Devonshire Road

**Orchard Hills Congregation of Jehovah's Witnesses, Hagerstown, Maryland, Inc.**  
30 Nottingham Road, Hagerstown, MD 21740 | 240.751.2437

September 16, 2024

Washington County, Division of Public Works  
C/O Andrew Eshleman, P.E.  
100 West Washington Street  
Hagerstown, MD 21740

Dear Mr. Eshleman,

We would like to confirm receipt of your letter regarding the *Quit Claim Request* for the city owned **Alley No. 1-35**. Thank you for informing us of this request. We can appreciate and sympathize with Washington County Transit's (WCT) desire to expand their facility. However, we would like to take this opportunity to respectfully oppose WCT's *Quit Claim Request* for the eastern segment of Alley No. 1-35.

The Kingdom Hall of Jehovah's Witnesses, located at 30 Nottingham Road, Hagerstown, MD 21740, is currently in use by three different congregations with a combined total of over 500 members. Our facility is actively shared by these congregations seven days a week. Congregation members use the entire Alley No. 1-35, both the eastern and western segments, to access and exit our facility parking lot at 30 Nottingham Road.

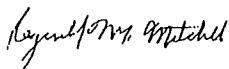
If Washington County Transit were to take over ownership of the eastern segment of Alley No. 1-35 as proposed, this will create an extreme bottleneck issue in the alley and a backup of traffic on Nottingham Road. The alley is only **one-lane** in width. So closing off the eastern segment of the alley would essentially convert the western segment into a dead-end, single-lane alley to be used for a significant amount of **two-way traffic**. You can imagine the negative impact this would have, not only on the congregation members, but also on the surrounding neighbors located on Nottingham Road.

It is for these reasons that we ask that the *Quit Claim Request* not be approved so that access to Alley No. 1-35 is maintained as is. We would appreciate a reply confirming receipt of this letter dated September 16, 2024.

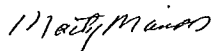
Lastly, we would like to express that the Kingdom Hall of Jehovah's Witnesses has had a presence at this location alongside Washington County Transit for several decades. We truly appreciate their history of being a friendly and cooperative neighbor.

Sincerely,

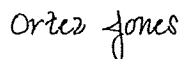
Orchard Hills Congregation of Jehovah's Witnesses, Hagerstown, Maryland, Inc.



Reginald Mitchell  
Corporation President



Marty Marion  
Vice President



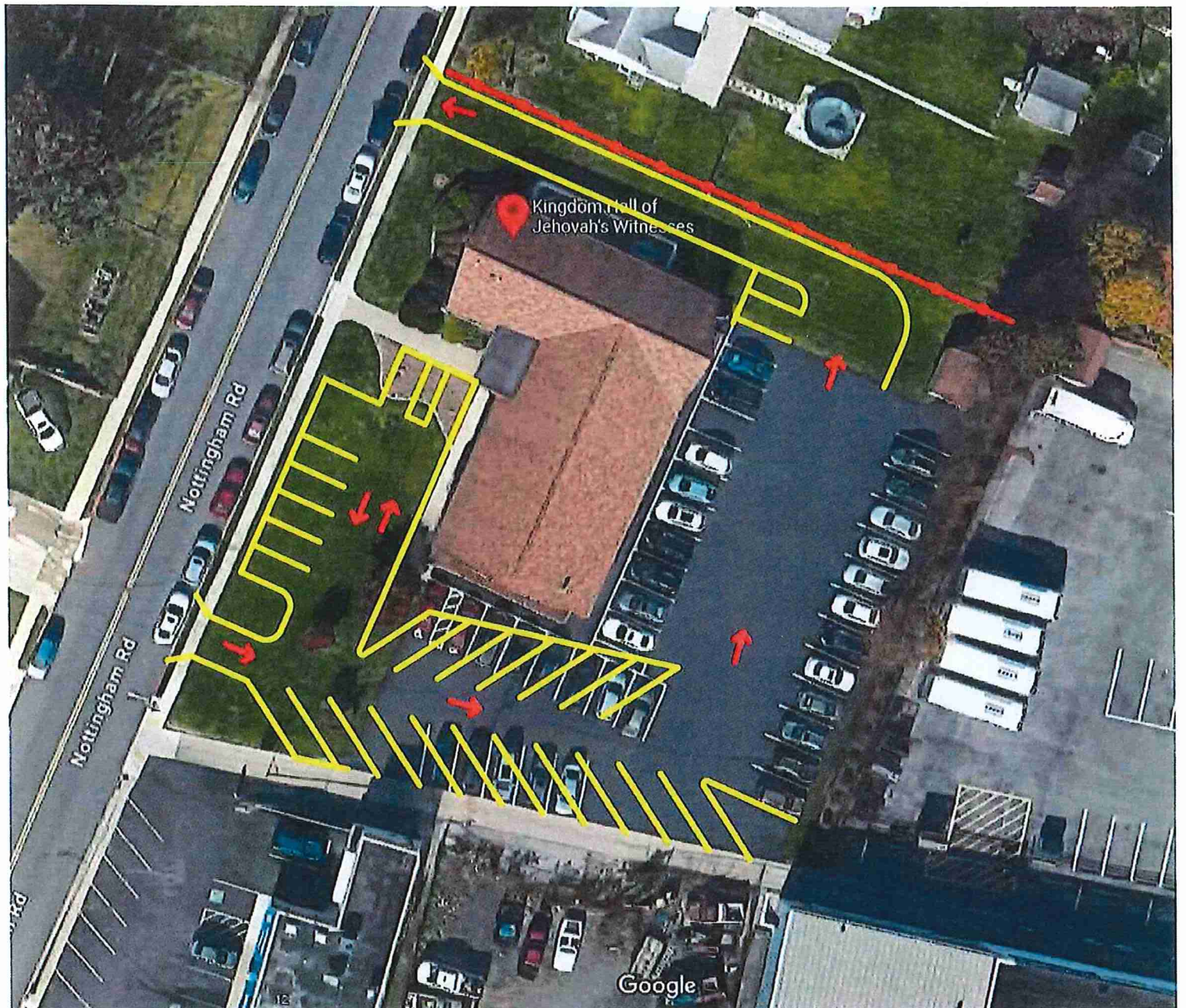
Ortez Jones  
Secretary & Resident Agent



Joseph Beason  
Treasurer

cc: Jim Bender, City Engineer  
Stephen Bockmiller, Development Planner/Zoning Administrator  
Mary Revilla, Planning/Zoning Administrative Coordinator  
Lauren Beason, Congregation Member and Regulatory Contact











# Site Layout Option A (w/Quit Claim)

Use	Needed
Maintenance	6,882 sf
Administration	5,230 sf
Interior Bus Storage	21,300 sf
Total Building	36,570 sf
Vehicle Parking	27 spaces
Stormwater Management	~8,000 sf



GENERAL NOTES:  
 1. TOTAL STORMWATER MANAGEMENT AREA APPROXIMATELY 6,900 SF  
 2. TOTAL SITE = 75,600 SF (1.74 AC)  
 3. 37,000 SF OF 10' BY 10' ARE REQUIRED FOR COMBINED GREEN SPACES/STORMWATER TREATMENT ACCORDING TO REDEVELOPMENT REQUIREMENTS.

**CITY OF HAGERSTOWN, MARYLAND**

**AN ORDINANCE MAKING A DETERMINATION  
THAT CERTAIN PROPERTY IS NO LONGER  
NEEDED FOR A PUBLIC PURPOSE AND AUTHORIZING  
CONVEYANCE TO ADJOINING PROPERTY OWNER**

**RECITALS**

**WHEREAS**, the City of Hagerstown is a Municipal Corporation existing under and by virtue of the laws of the State of Maryland; and

**WHEREAS**, the City has an interest in an approximately 12-foot wide alley called Alley 1-35, which runs east-west between Devonshire Road and Nottingham Road (hereinafter the "Alley"); and

**WHEREAS**, in accordance with the provision of the Maryland Code and the Charter of the City of Hagerstown, the Mayor and Council, as the duly constituted legislative body for the City has determined that the eastern portion (which contains 2290 square feet, more or less) of the aforesaid Alley is no longer needed for a public purpose; and

**WHEREAS**, the Board of County Commissioners of Washington County, Maryland owns property located at 1000 West Washington Street, Hagerstown, Maryland (which houses the Washington County Transit's administrative offices and bus maintenance and storage operations) and adjoining the Alley and has requested that the City execute a quit claim deed vesting it with title to the eastern portion of the Alley adjacent to and adjoining its property; and

**WHEREAS**, the introduction of this Ordinance shall constitute the twenty (20)-day notice of the proposed transfer as required by law; and

**WHEREAS**, the Mayor and Council find that the property may be quit claimed and conveyed to the adjoining landowner, the Board of County Commissioners of Washington County, Maryland, as reflected on the attached Quit Claim Deed.

**NOW, THEREFORE, BE IT RESOLVED, ENACTED AND ORDAINED** as follows:

1. That the foregoing recitals be and are incorporated herein as if fully set forth.
2. That the Mayor and Council find that the eastern half of the Alley is no longer needed for a public purpose.
3. That the Mayor be and is hereby authorized to execute and deliver the Quit Claim Deed, a copy of which is attached hereto and incorporated herein by reference, vesting title of a portion of the Alley in and to the adjoining property owner, the Board of County Commissioners

of Washington County, Maryland. The description and extent of the property so conveyed is as described on Exhibit A attached to said Quit Claim Deed.

4. That the Mayor be and is hereby authorized to execute additional documentation and take all necessary steps to carry out the purpose of this Ordinance.

**BE IT FURTHER RESOLVED, ENACTED AND ORDAINED,** that this Ordinance shall become effective upon the expiration of 30 days from the date of its passage.

WITNESS AND ATTEST  
AS TO CORPORATE SEAL

MAYOR AND COUNCIL OF THE  
CITY OF HAGERSTOWN, MARYLAND

\_\_\_\_\_  
Donna K. Spickler  
City Clerk

\_\_\_\_\_  
William B. McIntire, Mayor

Date of Introduction: March 25, 2025  
Date of Passage: April 22, 2025  
Effective Date: May 22, 2025

PREPARED BY:  
SALVATORE & MORTON  
CITY ATTORNEYS



NO TITLE EXAM

**THIS QUIT CLAIM DEED**, made this \_\_\_\_, day of \_\_\_\_\_ 2025, by and between **CITY OF HAGERSTOWN**, a municipal corporation existing under and by virtue of the Laws of the State of Maryland, party of the first part, Grantor, and the **Board of County Commissioners of Washington County, Maryland**, party of the second part, Grantee.

#### RECITALS

The **GRANTOR** has an interest in an approximately 12 foot wide alley which runs east-west between Devonshire Road and Nottingham Road, in the City of Hagerstown, Maryland, commonly known and designated as Alley 1-35.

The Mayor and Council of the City of Hagerstown, as its duly constituted legislative body, and pursuant to Section 5-204 of the Local Government Article of the Annotated Code of Maryland and the Charter of the City of Hagerstown, have determined that the eastern portion of said Alley 1-35, as hereinafter described and shown, is no longer needed for a public purpose.

**WHEREAS**, the Mayor and Council of the City of Hagerstown, Maryland, as its duly constituted legislative body on April 29, 2025 passed an ordinance declaring the hereinafter described property is not needed for a public purpose.

**WHEREAS**, The Mayor and Council of the City of Hagerstown have determined to Quit Claim any interest that it may have in the eastern portion to said alley to the Grantee herein.

The purpose of this Quit Claim Deed is to transfer ownership of all that hereinafter described property to the Board of County Commissioners of Washington County, Maryland.

**WHEREAS**, Each and every paragraph of this Recital is incorporated in the remainder of this Quit Claim Deed and constitutes a part thereof.

#### WITNESSETH:

NOW, THEREFORE, the **GRANTOR**, for no monetary consideration, but for other good and valuable consideration, does by these presents release and forever quitclaim to **GRANTEE**, all the right, title, interest, estate, claims, and demands, both at law and in equity of the **GRANTOR** in and to the hereinafter described portion of the bed of Alley 1-35, situate and lying in Election District 25, City of Hagerstown, Washington County, Maryland, with a legal description prepared by Frederick Seibert & Associates, Inc., attached hereto as Exhibit A, and incorporated by reference.

The above-described parcel is hereby conveyed subject to and together with any and all conditions, restrictions, limitations, easements and rights of way of record applicable thereto. The City specifically reserves unto itself a perpetual and permanent easement over all of said

quitclaimed property for access to the electric and communication system including all trenches, conduits, cables, poles, guy wires & anchors, and other facilities over, under, and upon said property, for the purpose of constructing, inspecting, maintaining, repairing, altering, replacing, operating and/or removing said utility lines, with the further right to install, maintain, operate and replace its facilities without responsibility for any damages caused thereby to trees, bushes and undergrowth, and other obstructions interfering with the safe and proper operation and maintenance thereof. This easement is for the benefit of the City and shall be covenant running with said lands and binding upon the Board of County Commissioners of Washington County, Maryland, its heirs, successors and assigns.

This deed has been prepared without the benefit of a title examination. All parties affirm their understanding that only a title examination will disclose the status of title, including but not limited to, the quality and quantity of title; the possibility of other persons having an interest in the property conveyed by this deed, as well as any other matters disclosed by an examination of title. Notwithstanding this disclosure and having been fully informed of the cost of accomplishing an examination of title, they elect not to have an examination of this title and release the scrivener of this deed from all and any loss, claim, damages and/or liability resulting from a condition of title which might have been disclosed by a title examination of the property conveyed by this deed.

AFFIDAVIT OF TOTAL PAYMENT TO GRANTOR(S)

Pursuant to the Annotated Code of Maryland, Tax General Article Section 10-912, the herein Grantor(s) hereby state under the penalties of perjury that:

- (1) It is a Resident Entity of the State of Maryland;
- (2) The purchase price of the herein described property is \$0.00, as recited herein;

The above property is conveyed subject to and together with all the conditions, restrictions, easements, and rights of way of record applicable thereto.

**IN WITNESS WHEREOF**, the Grantor has caused this instrument to be executed by its duly authorized representative, and its corporate seal to be hereunto duly affixed and attested by the City Clerk.

**WITNESS AND ATTEST  
AS TO CORPORATE SEAL:**

**CITY OF HAGERSTOWN**

\_\_\_\_\_  
**Donna K. Spickler**  
City Clerk

By: \_\_\_\_\_ (SEAL)  
**William B. McIntire**  
Mayor

**STATE OF MARYLAND, COUNTY OF WASHINGTON, to wit:**

**I HEREBY CERTIFY**, That on this \_\_\_\_\_ **day of** \_\_\_\_\_, **2025**, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared William B. McIntire , who acknowledged himself to be the Mayor of the City of Hagerstown, a Maryland Municipal Corporation, and that he as such Officer being authorized so to do, executed the foregoing Quit Claim Deed for the purposes therein by signing, in my presence, the name of the City of Hagerstown, by himself as Mayor, and certified that this conveyance is not part of transaction in which there is a sale, lease exchange or other transfer or all or substantially all of the property and assets of the City of Hagerstown, Maryland.

**AS WITNESS** my hand and Notarial Seal.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**I HEREBY CERTIFY**, that the above instrument was prepared by or under the supervision of an attorney admitted to practice of law in the State of Maryland.

\_\_\_\_\_  
Jason Morton

**Mail to:** Board of County Commissioners of Washington County, Maryland  
100 West Washington Street  
Hagerstown, Maryland 21740  
**Attn: Mr. Andrew Eshleman, P.E., Director, Public Works**



## REQUIRED MOTION

### MAYOR & CITY COUNCIL HAGERSTOWN, MARYLAND

**DATE:** March 25, 2025

**TOPIC:** Introduction of an Ordinance – Quit Claim of an alley Right-of-Way

Charter Amendment	_____
Code Amendment	_____
Ordinance	<u>  X  </u>
Resolution	_____
Other	_____

**MOTION:** I hereby move for the introduction of an ordinance to quit claim a portion of alley #1-35 adjacent to properties occupied by Washington County Transit to allow for future expansion of their facilities. The City Council has determined that this alley is no longer needed for a public purpose.

DATE OF INTRODUCTION: 3/11/2025

DATE OF APPROVAL: 4/29/2025

EFFECTIVE DATE: 5/31/2025

**CITY OF HAGERSTOWN, MARYLAND**

**AN ORDINANCE MAKING A DETERMINATION  
THAT CERTAIN PROPERTY IS NO LONGER  
NEEDED FOR A PUBLIC PURPOSE AND AUTHORIZING  
CONVEYANCE TO ADJOINING PROPERTY OWNER**

**RECITALS**

**WHEREAS**, the City of Hagerstown is a Municipal Corporation existing under and by virtue of the laws of the State of Maryland; and

**WHEREAS**, the City has an interest in an approximately 12-foot wide alley called Alley 1-35, which runs east-west between Devonshire Road and Nottingham Road (hereinafter the “Alley”); and

**WHEREAS**, in accordance with the provision of the Maryland Code and the Charter of the City of Hagerstown, the Mayor and Council, as the duly constituted legislative body for the City has determined that the eastern portion (which contains 2290 square feet, more or less) of the aforesaid Alley is no longer needed for a public purpose; and

**WHEREAS**, the Board of County Commissioners of Washington County, Maryland owns property located at 1000 West Washington Street, Hagerstown, Maryland (which houses the Washington County Transit’s administrative offices and bus maintenance and storage operations) and adjoining the Alley and has requested that the City execute a quit claim deed vesting it with title to the eastern portion of the Alley adjacent to and adjoining its property; and

**WHEREAS**, the introduction of this Ordinance shall constitute the twenty (20)-day notice of the proposed transfer as required by law; and

**WHEREAS**, the Mayor and Council find that the property may be quit claimed and conveyed to the adjoining landowner, the Board of County Commissioners of Washington County, Maryland, as reflected on the attached Quit Claim Deed.

**NOW, THEREFORE, BE IT RESOLVED, ENACTED AND ORDAINED** as follows:

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of Washington County, Maryland. The description and extent of the property so conveyed is as described on Exhibit A attached to said Quit Claim Deed.

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**BE IT FURTHER RESOLVED, ENACTED AND ORDAINED,** that this Ordinance shall become effective upon the expiration of 30 days from the date of its passage.

WITNESS AND ATTEST  
AS TO CORPORATE SEAL

MAYOR AND COUNCIL OF THE  
CITY OF HAGERSTOWN, MARYLAND

\_\_\_\_\_  
Donna K. Spickler  
City Clerk

\_\_\_\_\_  
William B. McIntire, Mayor

Date of Introduction:      March 25, 2025  
Date of Passage:          April 29, 2025  
Effective Date:            May 31, 2025

PREPARED BY:  
SALVATORE & MORTON  
CITY ATTORNEYS



**Regular Session (9th Voting Session)**  
**Mayor and City Council**  
**April 22, 2025**  
**Agenda**

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**7:00 PM - April 22, 2025 - REGULAR SESSION** -*Council Chambers, 2nd floor, City Hall*

**I. CALL TO ORDER**

Mayor William B. McIntire

**II. INVOCATION**

**III. PLEDGE TO THE FLAG**

**IV. ANNOUNCEMENTS**

- A. A. Rules of Procedure – Effective December 17, 2024
- B. Use of cell phones during meetings is restricted.
- C. All correspondence for distribution to Elected Officials should be provided to the City Clerk and should include a copy for the City Clerk for inclusion in the official record.
- D. Meeting Schedule:
  - 1. Tuesday, May 6, 2025 – Work Session at 4:00 p.m.
  - 2. Tuesday, May 13, 2025 - Work Session at 4:00 p.m.
  - 3. Tuesday, May 13, 2025 – Public Hearing at 7:00 p.m.
    - FY26 Property Tax Rate
    - FY26 Budget
  - 4. Tuesday, May 20, 2025 – Work Session at 4:00 p.m.
  - 5. Tuesday, May 27, 2025 – Regular Session at 7:00 p.m.

**V. PROCLAMATION**

- A. National Public Health Week
  - Autism Awareness Week
  - Child Abuse Prevention Month

**VI. AGENDA ITEM CITIZEN COMMENTS**

Citizen Comments on agenda items shall be limited to topics listed for consideration on this agenda and limited to three minutes.

Citizens are welcome to provide comments in person or by sending an email to [\*\*councilcomments@hagerstownmd.org\*\*](mailto:councilcomments@hagerstownmd.org) no later than 5:00 p.m. on Tuesday, April 22, 2025. Include your full name, home street address, and topic of your comments. You may attach a letter to the email, or write your comments in the body of the message. The City Clerk will read your name, address, and provide a summary of the comments. The full copy of the comments will be provided for public viewing as part of the minutes.

**VII. MINUTES**

March 4, 2025, March 11, 2025, March 18, 2025 and March 25, 2025

**VIII. CONSENT**

**A. City Clerk**

1. Cable Franchise Negotiations – River Oaks Communications Corp. (Parker, CO) \$ 49,950.00

**A. Finance**

1. Debt-Book Annual Fee – Fifth Asset, Inc. (Charlotte, NC) \$ 54,000.00

**B. Fire**

1. Motorola Mobile Radios – Motorola Solutions (Chicago, IL) \$ 209,481.84
2. Motorola Radios for the Fire Chief and Deputy Chief's vehicles purchased via Washington County Government (Hagerstown, MD) \$ 27,013.78
3. Electrical Upgrades: HFD Training Center - MEC Electric (Hagerstown, MD) \$ 35,794.21
4. Telehandler for the Training Center: (Sourcewell contract #020223-MAI) Allegany Ag (Hagerstown, MD) \$ 95,998.32

**C. Technology and Support Services**

1. ERP Subscription and Training Fees – SpryPoint Services, Inc. for (1/31/2025-1/30/2026)(Charlottetown, Canada) \$ 207,725.00
2. ERP Additional Subscription and Training Fees – WorkDay, Inc. (Pleasanton, CA) \$ 245,378.00
3. Consulting Services for New ERP System - KOA Hills Consulting, LLC (Reno, NV) \$ 33,250.00
4. MUNIS Utility Billing Services Change Order – Nelia M. Tidler (Houston, TX) \$ 40,000.00

**D. Engineering**

1. Pavement Conditions Survey – StreetScan, Inc. (Wakefield, MA) \$ 1200,321.00

**E. Police**

1. Vehicle Upfitting – Occasion of a Lifetime, LLC dba Squad Car Supply (Myersville, MD) \$ 24,250.00
2. MDT's for Cruisers – Dell (Pittsburgh, PA) \$ 27,540.00

**F. Public Works**

1. Tango Multi-Space Pay Stations – MacKay Meter, Inc. (New Glasgow, Nova Scotia) \$ 46,855.00
2. Mills Park Pavilion – GRC General Contractors, Inc. (Zullinger, PA) 50,249.00

**G. Utilities**

1. Light - Substation Class Voltage Regulators -- Wesco / Anixter (Glenville, IL) \$142,043.34

**IX. UNFINISHED BUSINESS**

A. Approval of an Ordinance: Chapter 186 Nuisance Abandoned Vehicles

B. Approval of an Ordinance: Quit Claim of Alley at Washington County Transit

## REQUIRED MOTION

### MAYOR & CITY COUNCIL HAGERSTOWN, MARYLAND

**DATE:** April 22, 2025

**TOPIC:** Approval of an Ordinance – Quit Claim of an alley Right-of-Way

Charter Amendment	_____
Code Amendment	_____
Ordinance	<u>  X  </u>
Resolution	_____
Other	_____

**MOTION:** I hereby move for the approval of an ordinance to quit claim a portion of alley #1-35 adjacent to properties occupied by Washington County Transit to allow for future expansion of their facilities. The City Council has determined that this alley is no longer needed for a public purpose.

DATE OF INTRODUCTION: 3/25/2025

DATE OF APPROVAL: 4/22/2025

EFFECTIVE DATE: 5/22/2025

**CITY OF HAGERSTOWN, MARYLAND**

**AN ORDINANCE MAKING A DETERMINATION  
THAT CERTAIN PROPERTY IS NO LONGER  
NEEDED FOR A PUBLIC PURPOSE AND AUTHORIZING  
CONVEYANCE TO ADJOINING PROPERTY OWNER**

**RECITALS**

**WHEREAS**, the City of Hagerstown is a Municipal Corporation existing under and by virtue of the laws of the State of Maryland; and

**WHEREAS**, the City has an interest in an approximately 12-foot wide alley called Alley 1-35, which runs east-west between Devonshire Road and Nottingham Road (hereinafter the "Alley"); and

**WHEREAS**, in accordance with the provision of the Maryland Code and the Charter of the City of Hagerstown, the Mayor and Council, as the duly constituted legislative body for the City has determined that the eastern portion (which contains 2290 square feet, more or less) of the aforesaid Alley is no longer needed for a public purpose; and

**WHEREAS**, the Board of County Commissioners of Washington County, Maryland owns property located at 1000 West Washington Street, Hagerstown, Maryland (which houses the Washington County Transit's administrative offices and bus maintenance and storage operations) and adjoining the Alley and has requested that the City execute a quit claim deed vesting it with title to the eastern portion of the Alley adjacent to and adjoining its property; and

**WHEREAS**, the introduction of this Ordinance shall constitute the twenty (20)-day notice of the proposed transfer as required by law; and

**WHEREAS**, the Mayor and Council find that the property may be quit claimed and conveyed to the adjoining landowner, the Board of County Commissioners of Washington County, Maryland, as reflected on the attached Quit Claim Deed.

**NOW, THEREFORE, BE IT RESOLVED, ENACTED AND ORDAINED** as follows:

1. That the foregoing recitals be and are incorporated herein as if fully set forth.
2. That the Mayor and Council find that the eastern half of the Alley is no longer needed for a public purpose.
3. That the Mayor be and is hereby authorized to execute and deliver the Quit Claim Deed, a copy of which is attached hereto and incorporated herein by reference, vesting title of a portion of the Alley in and to the adjoining property owner, the Board of County Commissioners



of Washington County, Maryland. The description and extent of the property so conveyed is as described on Exhibit A attached to said Quit Claim Deed.

4. That the Mayor be and is hereby authorized to execute additional documentation and take all necessary steps to carry out the purpose of this Ordinance.

**BE IT FURTHER RESOLVED, ENACTED AND ORDAINED,** that this Ordinance shall become effective upon the expiration of 30 days from the date of its passage.

WITNESS AND ATTEST  
AS TO CORPORATE SEAL

MAYOR AND COUNCIL OF THE  
CITY OF HAGERSTOWN, MARYLAND

\_\_\_\_\_  
Donna K. Spickler  
City Clerk

\_\_\_\_\_  
William B. McIntire, Mayor

Date of Introduction: March 25, 2025  
Date of Passage: April 22, 2025  
Effective Date: May 22, 2025

PREPARED BY:  
SALVATORE & MORTON  
CITY ATTORNEYS

NO TITLE EXAM

**THIS QUIT CLAIM DEED**, made this \_\_\_\_, day of \_\_\_\_\_ 2025, by and between **CITY OF HAGERSTOWN**, a municipal corporation existing under and by virtue of the Laws of the State of Maryland, party of the first part, Grantor, and the **Board of County Commissioners of Washington County, Maryland**, party of the second part, Grantee.

#### RECITALS

The **GRANTOR** has an interest in an approximately 12 foot wide alley which runs east-west between Devonshire Road and Nottingham Road, in the City of Hagerstown, Maryland, commonly known and designated as Alley 1-35.

The Mayor and Council of the City of Hagerstown, as its duly constituted legislative body, and pursuant to Section 5-204 of the Local Government Article of the Annotated Code of Maryland and the Charter of the City of Hagerstown, have determined that the eastern portion of said Alley 1-35, as hereinafter described and shown, is no longer needed for a public purpose.

**WHEREAS**, the Mayor and Council of the City of Hagerstown, Maryland, as its duly constituted legislative body on April 29, 2025 passed an ordinance declaring the hereinafter described property is not needed for a public purpose.

**WHEREAS**, The Mayor and Council of the City of Hagerstown have determined to Quit Claim any interest that it may have in the eastern portion to said alley to the Grantee herein.

The purpose of this Quit Claim Deed is to transfer ownership of all that hereinafter described property to the Board of County Commissioners of Washington County, Maryland.

**WHEREAS**, Each and every paragraph of this Recital is incorporated in the remainder of this Quit Claim Deed and constitutes a part thereof.

#### WITNESSETH:

NOW, THEREFORE, the **GRANTOR**, for no monetary consideration, but for other good and valuable consideration, does by these presents release and forever quitclaim to **GRANTEE**, all the right, title, interest, estate, claims, and demands, both at law and in equity of the **GRANTOR** in and to the hereinafter described portion of the bed of Alley 1-35, situate and lying in Election District 25, City of Hagerstown, Washington County, Maryland, with a legal description prepared by Frederick Seibert & Associates, Inc., attached hereto as Exhibit A, and incorporated by reference.

The above-described parcel is hereby conveyed subject to and together with any and all conditions, restrictions, limitations, easements and rights of way of record applicable thereto. The City specifically reserves unto itself a perpetual and permanent easement over all of said

quitclaimed property for access to the electric and communication system including all trenches, conduits, cables, poles, guy wires & anchors, and other facilities over, under, and upon said property, for the purpose of constructing, inspecting, maintaining, repairing, altering, replacing, operating and/or removing said utility lines, with the further right to install, maintain, operate and replace its facilities without responsibility for any damages caused thereby to trees, bushes and undergrowth, and other obstructions interfering with the safe and proper operation and maintenance thereof. This easement is for the benefit of the City and shall be covenant running with said lands and binding upon the Board of County Commissioners of Washington County, Maryland, its heirs, successors and assigns.

This deed has been prepared without the benefit of a title examination. All parties affirm their understanding that only a title examination will disclose the status of title, including but not limited to, the quality and quantity of title; the possibility of other persons having an interest in the property conveyed by this deed, as well as any other matters disclosed by an examination of title. Notwithstanding this disclosure and having been fully informed of the cost of accomplishing an examination of title, they elect not to have an examination of this title and release the scrivener of this deed from all and any loss, claim, damages and/or liability resulting from a condition of title which might have been disclosed by a title examination of the property conveyed by this deed.

AFFIDAVIT OF TOTAL PAYMENT TO GRANTOR(S)

Pursuant to the Annotated Code of Maryland, Tax General Article Section 10-912, the herein Grantor(s) hereby state under the penalties of perjury that:

- (1) It is a Resident Entity of the State of Maryland;
- (2) The purchase price of the herein described property is \$0.00, as recited herein;

The above property is conveyed subject to and together with all the conditions, restrictions, easements, and rights of way of record applicable thereto.

**IN WITNESS WHEREOF**, the Grantor has caused this instrument to be executed by its duly authorized representative, and its corporate seal to be hereunto duly affixed and attested by the City Clerk.

**WITNESS AND ATTEST  
AS TO CORPORATE SEAL:**

**CITY OF HAGERSTOWN**

\_\_\_\_\_  
**Donna K. Spickler**  
City Clerk

By: \_\_\_\_\_ (SEAL)  
**William B. McIntire**  
Mayor

**STATE OF MARYLAND, COUNTY OF WASHINGTON, to wit:**

**I HEREBY CERTIFY**, That on this \_\_\_\_\_ **day of** \_\_\_\_\_, **2025**, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared William B. McIntire , who acknowledged himself to be the Mayor of the City of Hagerstown, a Maryland Municipal Corporation, and that he as such Officer being authorized so to do, executed the foregoing Quit Claim Deed for the purposes therein by signing, in my presence, the name of the City of Hagerstown, by himself as Mayor, and certified that this conveyance is not part of transaction in which there is a sale, lease exchange or other transfer or all or substantially all of the property and assets of the City of Hagerstown, Maryland.

**AS WITNESS** my hand and Notarial Seal.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**I HEREBY CERTIFY**, that the above instrument was prepared by or under the supervision of an attorney admitted to practice of law in the State of Maryland.

\_\_\_\_\_  
Jason Morton

**Mail to:** Board of County Commissioners of Washington County, Maryland  
100 West Washington Street  
Hagerstown, Maryland 21740  
**Attn: Mr. Andrew Eshleman, P.E., Director, Public Works**



## **Attachment I – Site Consolidation**



October 24, 2024

Description of lands to be quit claimed by the City of Hagerstown to The County Commissioners of Washington County, Maryland

Situate on the north side of West Washington and along the west side of Devonshire Road in Election District No. 25, City of Hagerstown, Washington County, Maryland and being more particularly described in accordance with a survey dated October 2024 by Frederick, Seibert and Associates, Inc. as following;

Beginning at a point at the most northeastern corner of Lot 11, Section F, Wakefield Addition to Hagerstown and recorded at Plat folio 175, said point also being the intersection of the western right-of-way line of Devonshire Road with the southern right-of-way line of a 12 foot public alley, thence running along the northern boundary of Lots 9, 10 and 11 of Wakefield Addition to Hagerstown and along the southern right-of-way line of said 12 foot public alley N 76°52'23" W 192.33 feet to the most northwestern corner of Lot 9, Section F Wakefield Addition to Hagerstown, thence crossing said alley, N 36°37'19" E 13.08 feet to the most southwestern corner of Lot 220, Section C Wakefield Addition as recorded at Plat folio 255, thence running with the northern right-of-way line of said 12 foot public alley S 76°52'23" E 189.43 feet to intersect the western right-of-way line of Devonshire Road, thence across the mouth of said alley and with the western right-of-way line of Devonshire Road, S 24°02'37" W 12.22 feet to the place of beginning;

Containing 2290 square feet of land, more or less;

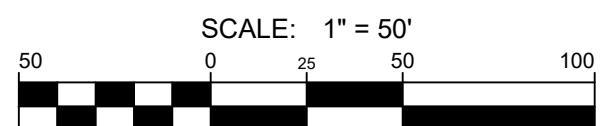
Said lands being that portion of a 12 foot public alley running along the north side of Lots 9, 10 and 11 of Section F Wakefield Addition to Hagerstown and Washington County Plat folio 175.

FMF/vab.2024-0280 desc



SLS 10-23-24  
BOUNDARY COMP  
ADJUSTED PLAT (All White Lines) TO FOUND  
CORNERS PER LEAST SQ ADJUSTEMENT  
SEE DATA SHEET IN FILE.

LINE	BEARING	DISTANCE
L1	N 36°37'19" E	13.08'
L2	S 24°02'37" W	12.22'



P:\SHARED\PROJECTS\2024\2024-0280\DWG\2024-0280-PLAT SLS.DWG 2024-10-24

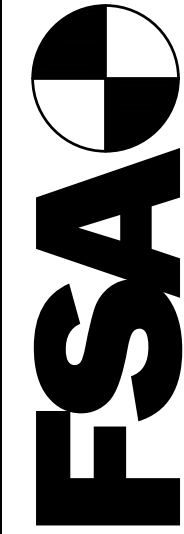
# WASHINGTON COUNTY TRANSIT

SITUATE @ THE CORNER OF  
WEST WASHINGTON & DEVONSHIRE STREET  
1000 W. WASHINGTON STREET  
WASHINGTON COUNTY, MD  
WASHINGTON COUNTY COMMISSIONERS

PROJECT NO.	2024-0280
DWN BY	SLS
DATE	10-23-2024
PROJECT MANAGER:	FMF
EMAIL:	ffrederick@fisa-inc.com
PROPERTY INFORMATION	TM 305 PARCEL 1992 ED 25
SCALE	1" = 50'
SHEET TITLE	

BOUNDARY  
SURVEY

C-101  
SHEET 01 OF 01



© 2024

FREDERICK SEIBERT & ASSOCIATES, INC.

CIVIL ENGINEERS • SURVEYORS • LANDSCAPE ARCHITECTS • LAND PLANNERS

123 SOUTH POTOMAC STREET  
FARGO, ND 58103  
701.791.3525

1142 WILLIAMSPORT PIKE  
GREENSBORO, NC 27403  
773.597.1007

555 SOUTH HANOVER STREET  
CARLETON, MA 02143  
773.701.6111

15 EAST MAIN STREET  
NEW BEDFORD, MA 01888  
773.275.7331

isa-inc.com



# CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

## FINAL PLAT APPLICATION & REVIEW CHECKLIST

Form SU1

(Last Revised: January 1, 2021)

### Submittal Requirements:

Case No. S-\_\_\_\_\_

- Original Application and checklist and 5 copies of plat. Paper copies to be delivered by applicant to WCPS, SCD and Antietam Broadband after
- Submitting a copy of the plat, application and checklist and any supporting schedules and documents.
- Filing fee (please consult current fee schedule)

Office Use Only

Subdivision Name: Consolidation Plat WCT Lots 9,10,11, 220,221 & 223 of Sect C Wakefield Add to Hag Section: C  
Location of Property: 1000 W Washington St, Hagerstown, MD 21740  
(Please include street address, if known)  
Deed Reference: Liber: 585 Folio: 168 Zoning District: CG

Proposed Use (Number and types of dwellings, area, size and use of commercial and industrial buildings):

Engineering/Survey Company Name: FSA  
Contact Person: Ed Schreiber Email: eschreiber@fsa-inc.com  
Mailing Address: 128 S Potomac St, Hagerstown, MD 21740  
Telephone: 301-791-3650 Fax: \_\_\_\_\_

Developer/Applicant Name: Michael Baker International  
Contact Person: Troy Truax Email: troy.truax@mbakerintl.com  
Mailing Address: 4431 North Front St, 2nd Floor, Harrisburg, PA 17110  
Telephone: 717-512-8326 Fax: \_\_\_\_\_

Property Owner Name: Washington County Transit c/o Washington County Commissioners  
Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
Mailing Address: 1000 W Washington St, Hagerstown, MD 21740  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

This Chart for Staff Use Only	1 <sup>st</sup> Review	2 <sup>nd</sup> Review	3 <sup>rd</sup> Review
Date Accepted for Processing			
Review Date			
Returned to Design Firm			



Related Planning File References (Site Plans, Preliminary Plats, BZA Cases); if none, state so:

**Instructions to Engineer/Surveyor:** In the column marked "Engineer/Surveyor," identify each page which the required item appears on the plat. For items that appear on each page of the plan, use "All." If the item is not applicable, address as not applicable in a note on the plat and reference the page of the plan on which the note appears in the column below. PCAD = Planning and Code Administration Department.

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 <sup>st</sup> Review	2 <sup>nd</sup> Review	3 <sup>rd</sup> Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
5.F.2.a.	Dimensions in feet and decimal parts thereof, and bearings in degrees, minutes and seconds	all				
5.F.2.a.	Scale no less than 1" = 10 feet nor greater than 1" = 100 feet, in multiples of ten feet	all				
5.F.2.a.	When more than one sheet is required, an index sheet of the same size shall be submitted showing the entire subdivision drawn to scale.	na				
5.F.2.a.	Where the plat is a re-subdivision of a previously approved plat, dotted lines shall be used to show features or locations to be abandoned or vacated and solid lines to show the presently proposed features	all				
5.F.2.a.	Legend that clearly indicates which features are existing and which are proposed	all				
5.F.2.a.	The plat shall be prepared by a registered land surveyor on a sheet 18 x 22 3/4 inches with a 1½-inch margin for binding along the left edge and a ½-inch margin along the remaining edges, or the current requirements of the Office of Land Records at the Washington County Courthouse	all				
5.F.2.a.	All linear and angular dimensions for locating the boundaries of the subdivision, lots, streets, alleys, public and private easements, shall be expressed in feet and hundredths of a foot. Angular measurements shall be expressed by bearings. All curve data shall be expressed by a curve table on the face of the plat, each curve being tabulated and numbered to correspond with the respective numbered curves shown throughout the plat. Dimensions, both linear and angular, shall be determined by an accurate control survey in the field which shall be checked for closure and must balance and close within an accuracy of one to 10,000. Horizontal control shall be based on the Maryland Coordinate Grid System (NAD 83 - epoch 1996) in a coordinate table located on the face of the plat	all				
5.F.2.b.	Name of subdivision	all				
5.F.2.b.	Date of drawing	all				
5.F.2.b.	Scale bar	all				
5.F.2.b.	Name and address of owner	all				
5.F.2.b.	Name and address of developer, if different from owner	na				
5.F.2.b.	Name, address, and professional seal of the engineer or surveyor, licensed in the state of Maryland	all				
5.F.2.b.	Tax Map Number and Parcel	all				
5.F.2.b.	Election District	all				
5.F.2.b.	City, County, and State	all				
5.F.2.b.	Vicinity map showing the relation of the tract to adjoining	all				



**City of Hagerstown, Maryland**  
**Final Plat Application and Checklist**

Form SU1 (Last Revised January 1, 2021)

Page 3 of 5

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 <sup>st</sup> Review	2 <sup>nd</sup> Review	3 <sup>rd</sup> Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
	property and to all streets and municipal boundaries existing within 1,000 feet of any part of the property	all				
5.F.2.b.	Complete outline survey of the property to be subdivided, showing all courses, distances, and area, and tie-ins to all adjacent street intersections. The entire parent tract must be shown and/or described on the plan or the index sheet	all				
5.F.2.b.	Owners of adjoining land	all				
5.F.2.b.	Location, name, right-of-way, and pavements of each street					
5.F.2.b.	The location and angles of departure of adjoining property and street right-of-way lines, the names of abutting subdivisions, and the names of adjoining property owners, including deed reference. The abutting subdivisions shall be identified by lot and block numbers, subdivision name, place of record, or other proper designation.	all				
5.F.2.b.	The location, size and ownership of all existing easements as defined herein, both within the subdivision and within 100 feet of the subdivision's boundaries.	all				
5.F.2.b.	Locations, widths, and pavement widths of all other rights-of-way	all				
5.F.2.b.	Location of any existing forest conservation easements	all				
5.F.2.b.	Location of any designated 100-year floodplain and floodway	all				
5.F.2.b.	Show and label all existing property monumentation found	all				
5.F.2.b.	Required building setback lines.	all				
5.F.2.b.	Zoning District, including any overlays	all				
5.F.2.b.	Notation explaining all associated planning and zoning files (BZA, FC, NCU, annexation, HDC, past subdivisions or site plans)	all				
5.F.2.b.	Tract boundary lines, right-of-way lines of streets, easements and other rights-of-way	all				
5.F.2.c.	Lot layout with lots numbered in numerical order. In tracts containing more than one block, the blocks shall be lettered in alphabetical order	all				
5.F.2.c.	Area of each lot, parcel, site or other unit shown on the plat	all				
5.F.2.c.	The names, right-of-way widths and cartway or pavement widths of all proposed streets.	all				
5.F.2.c.	Sufficient data to determine readily the location, bearing, and length of every street, lot, and boundary line, with new lines of division shown and labeled as such	all				
5.F.2.c.	Building setback line for each street.	all				
5.F.2.c.	Location and dimensions of all parcels proposed to be dedicated or reserved for open space use as defined herein or for other public uses with the purposes indicated thereon.	all				
5.F.2.c.	Location, width, and purpose of all existing or proposed easements or rights-of-way and boundaries by bearings and dimensions	all				
5.F.2.c.	Location and description of all markers, monuments, or other evidence found or established to determine the boundaries of the subdivision	all				
5.F.2.c.	Private restrictions, if any, proposed to be included in deeds	all				
5.F.2.c.	Location and description of all proposed afforestation and	all				



City of Hagerstown, Maryland  
Final Plat Application and Checklist

Form SU1 (Last Revised January 1, 2021)  
Page 4 of 5

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 <sup>st</sup> Review	2 <sup>nd</sup> Review	3 <sup>rd</sup> Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
	reforestation areas.	all				
5.F.2.c.	Clearly note or graphically show building setback lines.	all				
5.F.2.c.	Show any limited access vehicular restrictions required by the appropriate governing jurisdiction.	all				
5.F.2.c.	Maintenance responsibilities.	all				
5.F.2.c.	Parking restrictions.	all				
Article 7, LMC	Forest Stand Delineation required? If yes, is delineation required? If covered by existing plan, note file # and any applicable plat and/or deed references	na				
Article 7, LMC	Forest Conservation Plan completed?					
PCAD	City Unique Property ID number					Required by City Engineer
PCAD	Addresses of all existing buildings on site					
PCAD	Planning and Code Administration Department Subdivision File No (example, S-2021-01) on bottom right-hand corner of the first page (Can only be added after plat has been submitted and case file number assigned)	N/A	N/A			The file number assigned to this project is: S-_____ - _____
PCAD	Health Department signature block	all				
PCAD	Planning & Code Administration Department signature block	all				
PCAD	Other restrictions, such as location in Historic District, variances, etc.	all				Required by PCAD
Electric	Street light locations	all				
Electric	Existing utility line locations	all				
Electric	Proposed utility line locations	na				
Electric	Electric and telephone poles and guy wires and tag numbers	all				
Electric	Overhead and underground electric, telephone, and cable television lines	all				
N/A	Addressed all review agency comments? <b>Do not submit revised plans until all review agency comments have been collected and all issues are addressed.</b>	all				
N/A	Are all copies folded to fit into a 9 x 11-inch file, with bottom right section on top?	all				
N/A	Are multiple-page plans stapled along left edge?	na				
PCAD	Is this form being submitted to PCAD on initial submission?	yes				
PCAD	Is this form being returned to the Planning and Code Administration Department with revised submission?	no				
PCAD	Are all applicable fee paid in full?	yes				

**Instructions to Engineer/Surveyor:**

This checklist is the format used by the Planning and Code Administration Department to review and comment on your plat. It will be/has been returned to you so you can address the issues raised throughout the checklist. **When you have completed the necessary revisions to this plan, submit the following number of copies along with this checklist to the Planning and Code Administration Department:**

City of Hagerstown, Maryland  
Final Plat Application and Checklist

Form SU1 (Last Revised January 1, 2021)  
Page 5 of 5

Planning and Code Administration Division  
Parks and Engineering Department  
Electronic copy of revised plan and checklist for distribution

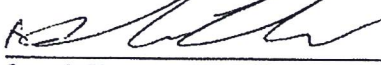
2 copies  
1 copy  
1 copy emailed

**Statements**

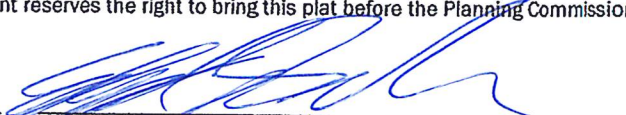
I understand that site plan or subdivision approval by the Hagerstown Planning Commission does not constitute permission to construct. Appropriate permits must be obtained from the City Engineer's Office and Utilities Department before construction may commence. This statement must be signed before application will be accepted for processing.

I understand that the design of the subdivision must conform to the requirements of the City's Land Management Code, unless waivers are granted by the Planning Commission. If waivers from a design standard stated in Article 5, Subdivision and Land Development, are requested, final approval of the plat by the Planning Commission may be required.

I understand that the Planning and Code Administration Department reserves the right to bring this plat before the Planning Commission for final approval even when no waivers are requested or required.



Owner's Signature



Applicant's Signature (if different from owner)

4/8/25

Date

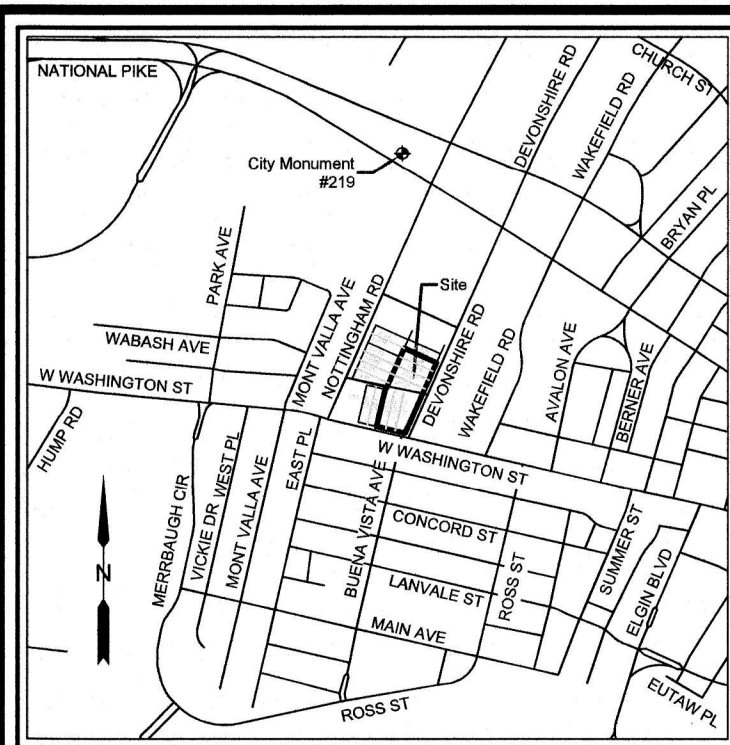
**Follow Up – Planning and Code Administration Department Use**

Plat must be recorded within one year of approval		Plat approval expires on:  _____
All other signatures must be on plat before Planning and Code Administration signs plat		
One reproducible mylar or other acceptable transparency and two blue- or black-line copies after recording.  AUTOCAD version must be presented with the mylar when submitted for signature.		
File completed and closed		Date:  _____

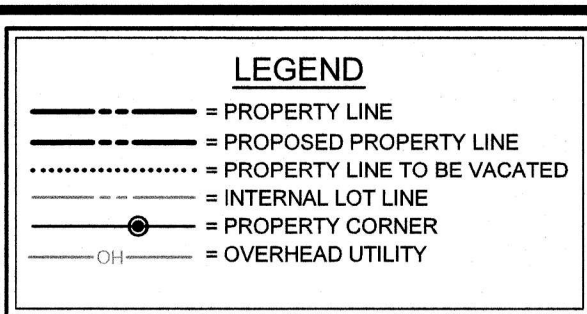
City of Hagerstown, Maryland  
**Planning and Code Administration Department**  
One East Franklin Street, Suite 300  
Hagerstown, MD 21740  
T | 301.739.8577, Ext. 138  
F | 301.790.2650

Form Created: 1/1/2021  
Last Updated: 1/1/2021



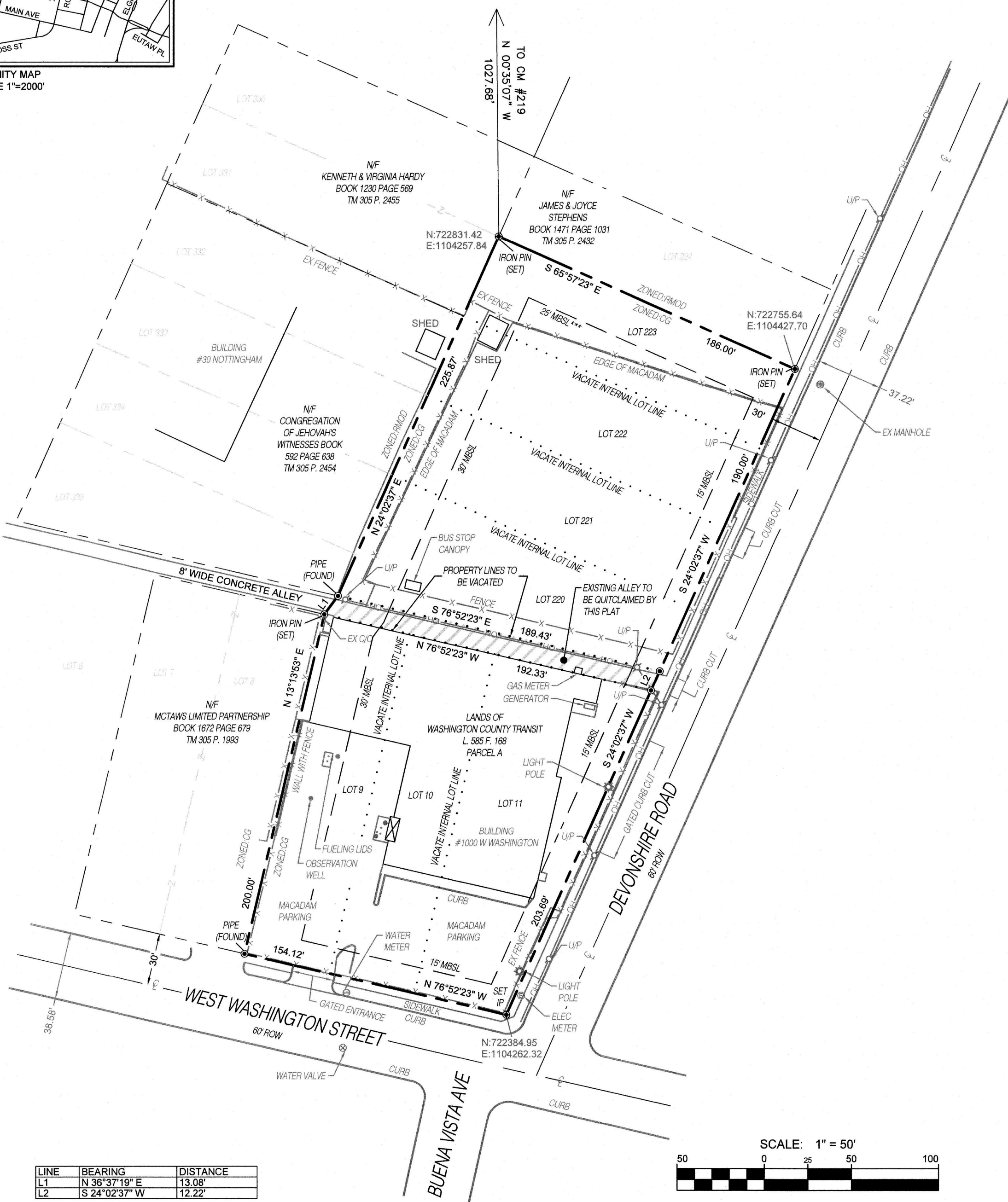


VICINITY MAP  
SCALE 1"=2000'



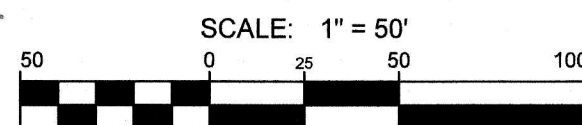
**AREA TABULATION**

LANDS OF  
WASHINGTON COUNTY TRANSIT  
L 585 F. 168  
0.23 Ac. (LOT 9)  
0.23 Ac. (LOT 10)  
0.33 Ac. (LOT 11)  
0.25 Ac. (LOT 220)  
0.20 Ac. (LOT 221)  
0.20 Ac. (LOT 222)  
0.20 Ac. (LOT 223)  
+ 0.05 Ac. (ALLEY QUIT CLAIM)  
1.69 Ac. (NEW PARCEL A)



Owner:  
Washington County Commissioners  
100 West Washington Street  
Hagerstown MD, 21740  
240-313-2200

LINE	BEARING	DISTANCE
L1	N 36°37'19" E	13.08'
L2	S 24°02'37" W	12.22'



SCALE: 1" = 50'

**Individual Water Supply (Wells) and  
Individual On-site Sewage Disposal Systems (OSDS)**

This proposed subdivision of land as represented hereon and on the approved preliminary plan has been found to be in compliance with the Code of Maryland Annotated Regulations 26.04.03 allowing for the subdivision of land utilizing individual water supply systems and individual on-site sewage disposal systems until such time as community systems are made available. This subdivision is in conformance with the current County Comprehensive Water and Sewer Plan therefore complies with Environment Article §9-512. The Washington County Health Officer is the delegated authority per Environment Article §1-301 therefore the Health Officer's signature on the plat certifies that the parcels shown hereon are in compliance with the applicable laws and regulations as of the approval date.

Approving Authority

Date

**CERTIFICATE OF APPROVAL**

I do hereby certify that the Plan of Subdivision shown hereon complies with the Subdivision Ordinance for the City of Hagerstown, Maryland, with the exception of such variances, if any, as noted on this Plat and in the minutes of the Hagerstown Planning Commission, and is approved for recording in the Offices of the Register of Deeds.

Hagerstown Planning Commission

Date

Void if not recorded in the Land Records Office of Washington County within 180 days of the above signature. The clerk of the Court shall not record this document more than 180 days after the above date.

**CERTIFICATE OF ACCURACY**

I hereby certify that the plan shown and described hereon is a true and correct survey to the accuracy required by the Hagerstown Planning Commission and that the monuments have been placed as shown hereon to the specifications of the Hagerstown Subdivision Ordinance. 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 1/16/2026.

April 11, 2025

Professional Surveyor

**ADDITIONAL OWNER'S STATEMENT**

The undersigned grant to the City of Hagerstown, Maryland (hereinafter called CITY) a perpetual easement for the purpose of constructing, reconstructing, inspecting, operating, maintaining, repairing, altering, and removing electric and communication lines including all necessary poles, wires, anchors, cables, conduits, meters, and other facilities over, under, upon, and along either or both parcels; together with the perpetual right of ingress and egress at all times over either or both parcels, for pedestrian, vehicle, and equipment traffic to and from said facilities.

Said electric and communication lines may be located as follows:

- 1) Facilities may be located within the UTILITY EASEMENT indicated on the Plat, and elsewhere as indicated on the Plat.
  - 2) Facilities may also be located along, in, and adjacent to public dedicated roadways, streets, alleys, and similar reservations. Wires may be strung between any poles, and anchors, where necessary, may be placed not more than fifteen (15) feet inside of boundary lines of lots.
  - 3) Service lines may also be extended by the most direct practical route to any buildings on the herein described property or properties adjacent thereto.
- The City shall have the right to permit the joint occupancy and installation of wires, cables, conduits, or other facilities of any company or persons. The City shall have the right at all times to cut, trim, remove, or by any other means clear and keep clear trees, shrubs, fences, structures, or any other obstructions over, under, and alongside the City's facilities sufficiently for the safe and proper operation, maintenance, and use thereof. The City will reseed those portions of grass lawns anywhere on said premises dug up or destroyed in connection with the City's work when its work at any time or times is completed. If notice in writing of any damages sustained by the grantors is not given to the City within six (6) months after such damages are suffered, it is understood and agreed that such damages are waived. Trees, structures, buildings, and other obstructions shall not be placed under or over said facilities, and adequate horizontal clearances, with a five (5) foot minimum, must be maintained. Gardens, shrubbery, and the usual fences may be placed below OVERHEAD SERVICE LINES, provided such obstructions do not interfere with the safe and proper operation and maintenance of the City's facilities. No fences, shrubbery, or other obstructions whatever may be placed within the UTILITY EASEMENT shown on the Plat. The provisions hereof inure to the benefit of and bind the successors, heirs, licensees, and/or assigns of the respective parties hereto, and all covenants shall apply to and run with the land.

Owner, John F. Barr, President Washington County Board of county Commissioners

Date

**CERTIFICATION OF ENTITIES OF OWNERSHIP AND DEDICATION**

Washington County Board of County Commissioners herein after called "entity" by John F. Barr its duly authorized President does hereby certify, that the entity is the legal and true owner of the property shown and described on this plat and that it hereby adopts the plan of subdivision shown hereon, hereby establishes the minimum building restriction lines shown hereon, hereby dedicates to public use all utility and drainage easement areas and alley rights-of-way, hereby agrees to keep open all spaces and recreation areas shown hereon, and hereby agrees that said dedications shall not impose any responsibility on the City of Hagerstown regarding the subjects of such dedications until legal acceptance thereof by said City. This entity hereby reserves the fee simple title to the land underlying said easements, rights-of-way, open spaces and recreation areas. This entity hereby agrees to convey the fee simple title for all public street rights-of-way to the City, without consideration, upon request.

There are no suits, actions at law, leases, liens, mortgages, trusts, easements or rights-of-way affecting the property included in this plan of subdivision except the following:

This Certification of Ownership and Dedication shall be binding upon the entity's grantees, assigns, successors, heirs, and personal representatives and all parties and interests thereto have hereunto affixed their signatures indicating their assent to this Plan of Subdivision.

WITNESS our hands and seals this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

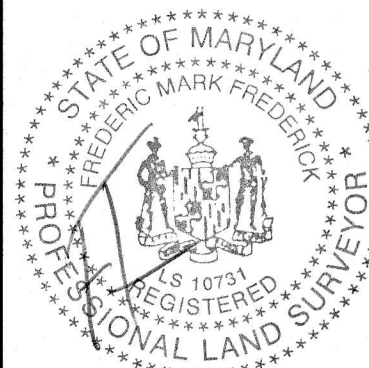
WITNESS:

\_\_\_\_\_  
(SEAL)  
Owners  
\_\_\_\_\_  
(SEAL)

**GENERAL NOTES**

1. Parcel is zoned CG (Commercial General) Per City of Hagerstown.
2. Minimum Building Setback Lines: Front - 15'; Rear - 30'; Side - 10'\*\*\*
3. 25' Side Yard Minimum Width when adjoining Residential Zoning.
4. City Unique I.D. Numbers prior to subdivision are 05-05-9, 10, 11, 220 221, 222, 223.
5. Bearings and Distances based on MD Grid North NAD 83 as tied to CM 219.
6. This parcel does not lie within the limits of the 100 year Flood plain per FEMA Flood Insurance Rate Map Community Panel #24043C0138D, dated August 15, 2017, Flood Zone X.
7. This is a subdivision of the lands conveyed by Elizabeth Moore Hoffman and Charles W. Hoffman and Elizabeth H. Pollock, to the County Commissioners of Washington County, by deed dated September 25, 1974 recorded among the Land Records of Washington County, Maryland in Liber 585, folio 168.
8. There are no existing or proposed Forest Conservation Easements on this site.
9. There are no associated planning or zoning cases affiliated with this site.
10. The purpose of this Plat is to consolidate existing lots into one plat of record and to quit claim the existing alleyway shown hereon.
11. There are no known private deed restrictions.

PLAT NO \_\_\_\_\_  
DATE \_\_\_\_\_  
WASHINGTON COUNTY



**FSA**  
FREDERICK, SEIBERT & ASSOCIATES, INC.  
CIVIL ENGINEERS • SURVEYORS • LANDSCAPE ARCHITECTS • LAND PLANNERS  
128 SOUTH POTOMAC STREET  
HAGERSTOWN, MD 21740  
301.791.9650  
11142 WILLIAMSPORT FIVE  
GREENCASTLE, PA 17225  
717.597.1007  
505 SOUTH HANOVER STREET  
CARLISLE, PA 17013  
717.701.8111  
15 EAST MAIN STREET  
NEW BLOOMFIELD, PA 17068  
717.275.7531  
fsa-inc.com

**FINAL PLAT FOR THE CONSOLIDATION OF  
LOTS 9, 10, 11, 220, 221, 222, 223 OF SECTION F. WAKEFIELDS  
ADDITION TO HAGERSTOWN. PF # 175, DEC, 29, 1923**  
1000 W WASHINGTON ST AND  
CORNER OF DEVONSHIRE ROAD  
CITY OF HAGERSTOWN, WASHINGTON COUNTY  
25TH ELECTION DISTRICT  
WASHINGTON COUNTY TRANSIT / WASH. CO. BOARD OF COUNTY COMMISSIONERS  
1000 W WASHINGTON STREET, HAGERSTOWN MD 21740

PROJECT NO. 2024-0280  
DWN BY DATE  
MTJ 11-22-2024  
PROJECT MANAGER: FFrederick  
EMAIL: FFrederick@fsa-inc.com  
PROPERTY INFORMATION / ACCT #  
305-00-1992 / 25-035194  
SCALE 1" = 50'  
SHEET TITLE

**SUBDIVISION  
PLAT**

SHEET 01 OF 01



Washington County  
M A R Y L A N D

HEPMPO

33 West Washington St.  
Ste. 402 - 4th Floor  
Hagerstown, MD 21740

[HTTPS://HEPMPO.COM/](https://HEPMPO.COM/)