



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201
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BOARD OF COUNTY COMMISSIONERS

August 22, 2023

OPEN SESSION AGENDA

- 9:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*
APPROVAL OF MINUTES: *August 8, 2023*
August 14, 2023
- 9:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:15 AM STAFF COMMENTS
- 9:20 AM CITIZEN PARTICIPATION
- 9:30 AM PUBLIC HEARING – APPLICATION FOR ZONING TEXT AMENDMENT RZ-23-001
Jill Baker, Director, Planning and Zoning
- 10:00 AM PRESENTATION BY DEMENTIA FRIENDLY AMERICA WASHINGTON COUNTY
Pete McMillan, Amanda Crawford, Rebekah Blum and Carolyn Perrygo of Dementia Friendly America Washington County
- 10:05 AM PRESENTATION OF PROCLAMATION DECLARING WASHINGTON COUNTY DEMENTIA FRIENDLY
Washington County Board of County Commissioners to Dementia Friendly America Washington County
- 10:10 AM EXPENDITURE OF ACCRUED PAYMENT-IN-LIEU (PIL) OF FUNDS IN ACCORDANCE WITH THE FOREST CONSERVATION ACT
Travis Allen, Senior Planner, Planning and Zoning; Dee Price, District Manager, Washington County Soil Conservation District
- 10:20 AM APPLICATION FOR ZONING MAP AMENDMENT RZ-23-005
Travis Allen, Comprehensive Planner, Planning and Zoning
- 10:35 AM UTILITY FIBER WORK
Scott Hobbs, Director, Engineering
- 10:40 AM BUDGET ADJUSTMENT
Kristin Grossnickle, Circuit Court Administrator

10:45 AM COMMUNITY ORGANIZATION FUNDING – AVAILABLE FUNDING AND
SERVICE PRIORITY AREA ALLOCATIONS
Rachel Souders, Senior Grant Manager, Grant Management

11:00 AM CLOSED SESSION - *(To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals To consult with counsel to obtain legal advice on a legal matter and To conduct collective bargaining negotiations or consider matters that relate to the negotiations)*

12:10 PM RECONVENE IN OPEN SESSION

12:10 PM SECOND STAFF COMMENTS

ADJOURNMENT



Agenda Report Form

Open Session Item

SUBJECT: PUBLIC HEARING: Application for Zoning Text Amendment RZ-23-001

PRESENTATION DATE: August 22, 2023

PRESENTATION BY: Jill Baker, AICP, Director, Department of Planning and Zoning

RECOMMENDED MOTION: The purpose of this public hearing is to take public comment on the rezoning application. The Commissioners may take action to approve or deny the request or wait until a later date to deliberate.

REPORT-IN-BRIEF: Application has been made by the Board of County Commissioners of Washington County to amend several sections of the Zoning Ordinance to change the definition of a convenience store, provide districts in which said use shall be permitted, and to provide options for tractor trailer/heavy duty truck parking at these types of facilities.

DISCUSSION: According to the National Association of Convenience Stores (NACS) there are approximately 150,174 convenience stores operating in the US as of January 2023. After several years of stores closing due to the restrictions of COVID-19, C-Stores are again increasing in number. The necessity and demand for this industry is illustrated in its title, convenience.

The size of convenience stores has changed significantly over the last decade. According to the National Association of Convenience Stores (NACS), traditional C-stores averaged between 2500-3000 square feet in size. They provided very basic necessities to the traveling public including fueling stations, restrooms, household items, and some pre-packaged food item. Currently, the average size of a new C-Store is averaging about 5000-6000 square feet. The reason for the larger sized stores primarily results from new service models where food made fresh options and in-store dining areas are offered. The increase in C-Store sizes can likely also be attributed to the overall increase of population and vehicular traffic across the country.

Acknowledging these new trends in the size and function of C-store operations, the Planning Commission finds that the current definition of a convenience store in the Zoning Ordinance is outdated and overly restrictive. Furthermore, the Planning Commission finds that there is a significant demand and corresponding need to allow for limited truck parking for C-Store uses. Increases in population, traffic, and freight demands have created an increased demand for expedient freight and goods movement that has proportionally impacted the amount of truck traffic nationwide.

This amendment was reviewed by the Planning Commission at a public information meeting held on May 1, 2023. At their June 5, 2023 regular meeting the Planning Commission voted unanimously to recommend approval of this text amendment.

FISCAL IMPACT: n/a

CONCURRENCES: Planning Commission

ALTERNATIVES: n/a

ATTACHMENTS: Proposed text amendments, staff report, and application

AUDIO/VISUAL NEEDS: none



DEPARTMENT OF PLANNING & ZONING
COMPREHENSIVE PLANNING | LAND PRESERVATION | FOREST CONSERVATION | GIS

RZ-23-001

May 1, 2023

WASHINGTON COUNTY ZONING ORDINANCE
STAFF REPORT AND ANALYSIS – Revision 1

ARTICLES 7, 8, 9, 10, 11, 12, 22, 28A

Proposal: Application is being made to amend several sections of the Zoning Ordinance to change the definition of a convenience store (aka C-Store), provide districts in which said use shall be permitted and provide options for tractor trailer/heavy duty truck parking facilities at these types of facilities.

Staff Report: According to the National Association of Convenience Stores (NACS) there are approximately 150,174 convenience stores operating in the US as of January 2023. After several years of stores closing due to the restrictions of COVID-19, C-Stores are again increasing in number. The necessity and demand for this industry is illustrated in its title, convenience.

Convenience from these types of facilities can be present at both the local and regional level. Local patrons use convenience stores mostly for fueling purposes. There are few facilities that exist as merely a stand-alone fueling station at this time. In addition to being used for fueling facilities, many convenience stores carry minimal household supplies and basic food needs such as bread, eggs and milk.

Regional convenience is mostly provided to interstate highway users travelling to or through the area. C-stores provide the convenience of a fueling center as well as providing restrooms, pre-packaged foods, and drinks so that travelers can rest and refresh before continuing on their journey.

In addition to changes in the definition of these uses, the Planning Commission has recognized a growing need and demand for truck parking facilities at some of these C-store locations. Similar to automobile traveling, truck drivers also need fast on and off facilities to maintain their delivery times. Parking for trucks at these facilities provides opportunities for truck drivers to quickly fuel up, use a restroom, and possibly get some food before getting back on the highway.

Proposed Amendments:

Below are the proposed text amendments for this rezoning case.

ARTICLE 7 “RT” RESIDENTIAL, RURAL DISTRICT

Section 7A.7 Parking Requirements

Parking shall be provided or prohibited according to the requirements of Article 22, Division I, and where applicable, in compliance with Washington County's adopted Road and Street Design Standards.

~~The parking of tractor-trailers, either separately or in tandem, shall be prohibited on public or private streets in this District.~~

ARTICLE 8 “RS” RESIDENTIAL, SUBURBAN DISTRICT

Section 8.7 Parking Requirements

(a) Parking shall be provided or prohibited according to the requirements of Article 22, Division I, and where applicable, in compliance with Washington County's adopted Road and Street Design Standards.

~~(b) The parking of tractor-trailers, either separately or in tandem, shall be prohibited on public or private streets in this District.~~

ARTICLE 9 “RU” RESIDENTIAL, URBAN DISTRICT

Section 9.7 Parking Requirements

Parking shall be provided or prohibited according to the requirements of Article 22, Division I, and where applicable, in compliance with Washington County's adopted Road and Street Design Standards.

~~The parking of tractor-trailers, either separately or in tandem, shall be prohibited on public or private streets in this District.~~

ARTICLE 10 “RM” RESIDENTIAL, MULTI-FAMILY DISTRICT

Section 10.7 Design Standards

(h) Parking requirements Parking shall be provided or prohibited according to the requirements of Article 22, Division I, and where applicable in compliance with Washington County's adopted Road and Street Design Standards.

~~The parking of tractor-trailers, either separately or in tandem, shall be prohibited on public or private streets in this District.~~

ARTICLE 11 "BL" BUSINESS, LOCAL DISTRICT

Section 11.1 Principal Permitted Uses

(a) Local retail goods and service shops, including:

Clothing stores

Convenience Stores

Dairy Products Stores

ARTICLE 12 “BG” BUSINESS, GENERAL DISTRICT

Section 12.1 Principal Permitted Uses

(a) Retail trades, businesses and services, including but not limited to the following and any use permitted in the BL District, subject to the use regulations specified in that district.

Conference Centers

Convenience Stores

Department Stores

ARTICLE 22 SPECIAL PROVISIONS

DIVISION I OFF-STREET PARKING AND LOADING AREA REQUIREMENTS

Section 22.15 Truck Parking Requirements

- (a) Parking of tractor-trailers, either separately or in tandem, shall be prohibited on publicly owned County streets unless expressly approved as an on-street parking space for trucks.
- (b) Truck parking is permitted in association with a convenience store in accordance with the following:
 - 1. The maximum allowable number of truck parking spaces cannot exceed 3.5 spaces per 500 sq. ft. of the gross leasable area of the convenience store.
 - 2. Truck parking facilities shall maintain an independent internal circulation pattern on the site apart from normal automobile traffic. This provision does not pertain to immediate access to the property which may be shared by both truck and automobile traffic.
 - 3. Truck parking facilities may not be permitted in association with a convenience store in a Rural Business district.

ARTICLE 28A - DEFINITIONS

Convenience Store (aka C-Store): Any retail establishment offering for sale: prepackaged or pre-processed food products, household items, and other goods commonly associated with the same ~~and having a gross floor area of 5,000 square feet or less.~~ Such establishments may also sell gasoline petroleum products and/or alternative fueling products at retail prices and made to order food associated with the marketing of the proprietor. Chain or branded restaurants shall be considered a separate use from the convenience store. ~~The area utilized for the sale of gasoline shall be considered as part of the gross floor area.~~

Analysis:

The size of convenience stores has changed significantly over the last decade. According to the National Association of Convenience Stores (NACS), traditional C-stores averaged between 2500-3000 square feet in size. They provided very basic necessities to the traveling public including fueling stations, restrooms, household items, and some pre-packaged food item. Currently, the average size of a new C-Store is averaging about 5000-6000 square feet. The reason for the larger sized stores primarily results from new service models where food made fresh options and in-store dining areas are offered. The increase in C-Store sizes can likely also be attributed to the overall increase of population and vehicular traffic across the country.

Acknowledging these new trends in the size and function of C-store operations, the current definition of a convenience store in the Zoning Ordinance is outdated and overly restrictive. Further, the use designation of a convenience store is only listed explicitly in the Rural Business Floating Zone. To correct the issue of an outdated definition, the Planning Commission is recommending changes to include eliminating a size limitation of such a structure. They are also recommending explicit inclusion of these types of uses in the Business Local and Business General zoning districts.

In addition, the Planning Commission believes that there is a significant demand and corresponding need to allow for limited truck parking for C-Store uses. Increases in population, traffic, and freight demands have created an increased demand for expedient freight and goods movement that has proportionally impacted the amount of truck traffic nationwide. These trends have impacted the demand for truck parking facilities as a consequence.

Finally, while the Comprehensive Plan is silent about specific design standards or locations of these types of uses, the importance of the interstate system to the economy of our County and the nation as a whole is discussed within the Transportation Element. It can be deduced from the discussion of the importance of maintaining our transportation facilities that we should also prepare for ancillary uses that provide support to that industry.

Staff Recommendation: Based upon the above analysis, previous public input, and Planning Commission discussions, Staff recommends approval of these amendments in order to provide consistent implementation of our land use policies and regulations.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jill L. Baker", with a stylized flourish at the end.

Jill L. Baker, AICP
Director



DEPARTMENT OF PLANNING & ZONING
COMPREHENSIVE PLANNING | LAND PRESERVATION | FOREST CONSERVATION | GIS

RZ-23-001

March 20, 2023

**WASHINGTON COUNTY ZONING ORDINANCE
STAFF REPORT AND ANALYSIS**

ARTICLES 7, 8, 9, 10, 11, 12, 22, 28A

Proposal: Application is being made to amend several sections of the Zoning Ordinance to change the definition of a convenience store (aka C-Store), provide districts in which said use shall be permitted and provide options for tractor trailer/heavy duty truck parking facilities at these types of facilities.

Staff Report: According to the National Association of Convenience Stores (NACS) there are approximately 150,174 convenience stores operating in the US as of January 2023. After several years of stores closing due to the restrictions of COVID-19, C-Stores are again increasing in number. The necessity and demand for this industry is illustrated in its title, convenience.

Convenience from these types of facilities can be present at both the local and regional level. Local patrons use convenience stores mostly for fueling purposes. There are few facilities that exist as merely a stand alone fueling station at this time. In addition to being used for fueling facilities, many convenience stores carry minimal household supplies and basic food needs such as bread, eggs and milk.

Regional convenience is mostly provided to interstate highway users travelling to or through the area. C-stores provide the convenience of a fueling center as well as providing restrooms, pre-packaged foods, and drinks so that travelers can rest and refresh before continuing on their journey.

In addition to changes in the definition of these uses, the Planning Commission has recognized a growing need and demand for truck parking facilities at some of these C-store locations. Similar to automobile traveling, truck drivers also need fast on and off facilities to maintain their delivery times. Parking for trucks at these facilities provides opportunities for truck drivers to quickly fuel up, use a restroom, and possibly get some food before getting back on the highway.

Proposed Amendments:

Below are the proposed text amendments for this rezoning case.

ARTICLE 7 “RT” RESIDENTIAL, RURAL DISTRICT

Section 7A.7 Parking Requirements

Parking shall be provided or prohibited according to the requirements of Article 22, Division I, and where applicable, in compliance with Washington County's adopted Road and Street Design Standards.

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Section 9.7 Parking Requirements

Parking shall be provided or prohibited according to the requirements of Article 22, Division I, and where applicable, in compliance with Washington County's adopted Road and Street Design Standards.

ARTICLE 10 “RM” RESIDENTIAL, MULTI-FAMILY DISTRICT

Section 10.7 Design Standards

(h) Parking requirements Parking shall be provided or prohibited according to the requirements of Article 22, Division I, and where applicable in compliance with Washington County's adopted Road and Street Design Standards.

ARTICLE 11 "BL" BUSINESS, LOCAL DISTRICT

Section 11.1 Principal Permitted Uses

(a) Local retail goods and service shops, including:

- Clothing stores
- Convenience Stores
- Dairy Products Stores

ARTICLE 12 “BG” BUSINESS, GENERAL DISTRICT

Section 12.1 Principal Permitted Uses

(a) Retail trades, businesses and services, including but not limited to the following and any use permitted in the BL District, subject to the use regulations specified in that district.

- Conference Centers
- Convenience Stores
- Department Stores

ARTICLE 22 SPECIAL PROVISIONS

DIVISION I OFF-STREET PARKING AND LOADING AREA REQUIREMENTS

Section 22.15 Truck Parking Requirements

- (a) Truck parking is permitted in association with a convenience store in accordance with the following:
1. The maximum allowable number of truck parking spaces cannot exceed 3.5 spaces per 500 sq. ft. of the gross leasable area of the convenience store.
 2. Truck parking facilities shall maintain an independent internal circulation pattern on the site apart from normal automobile traffic. This provision does not pertain to immediate access to the property which may be shared by both truck and automobile traffic.
 3. Truck parking facilities may not be permitted in association with a convenience store in a Rural Business district.

ARTICLE 28A - DEFINITIONS

Convenience Store (aka C-Store): Any retail establishment offering for sale: prepackaged or pre-processed food products, household items, and other goods commonly associated with the same. Such establishments may also sell petroleum products at retail prices and made to order food associated with the marketing of the proprietor. Chain or branded restaurants shall be considered a separate use from the convenience store. **Analysis:**

The size of convenience stores has changed significantly over the last decade. According to the National Association of Convenience Stores (NACS), traditional C-stores averaged between 2500-3000 square feet in size. They provided very basic necessities to the traveling public including fueling stations, restrooms, household items, and some pre-packaged food item. Currently, the average size of a new C-Store is averaging about 5000-6000 square feet. The reason for the larger sized stores primarily results from new service models where food made fresh options and in-store dining areas are offered. The increase in C-Store sizes can likely also be attributed to the overall increase of population and vehicular traffic across the country.

Acknowledging these new trends in the size and function of C-store operations, the current definition of a convenience store in the Zoning Ordinance is outdated and overly restrictive. Further, the use designation of a convenience store is only listed explicitly in the Rural Business Floating Zone. To correct the issue of an outdated definition, the Planning Commission is recommending changes to include eliminating a size limitation of such a structure. They are also recommending explicit inclusion of these types of uses in the Business Local and Business General zoning districts.

In addition, the Planning Commission believes that there is a significant demand and corresponding need to allow for limited truck parking for C-Store uses. Increases in population, traffic, and freight demands have created an increased demand for expedient freight and goods movement that has proportionally impacted the amount of truck traffic nationwide. These trends have impacted the demand for truck parking facilities as a consequence.

Finally, while the Comprehensive Plan is silent about specific design standards or locations of these types of uses, the importance of the interstate system to the economy of our County and the nation as a whole is discussed within the Transportation Element. It can be deduced from the discussion of the importance of maintaining our transportation facilities that we should also prepare for ancillary uses that provide support to that industry.

Staff Recommendation: Based upon the above analysis, previous public input, and Planning Commission discussions, Staff recommends approval of these amendments in order to provide consistent implementation of our land use policies and regulations.

Respectfully submitted,

Jill L. Baker, AICP
Director

**WASHINGTON COUNTY PLANNING COMMISSION
REGULAR MEETING
April 3, 2023**

The Washington County Planning Commission held a public input meeting and its regular monthly meeting on Monday, April 3, 2023 at 7:00 p.m. at the Washington County Administrative Complex, 100 W. Washington Street, Room 2000, Hagerstown, MD.

Planning Commission members present were: David Kline, Vice-Chairman, Denny Reeder, BJ Goetz, Jeff Semler, Teresa Shank and Ex-officio Randy Wagner. Staff members present were: Washington County Department of Planning & Zoning: Jill Baker, Director; Jennifer Kinzer, Deputy Director; and Debra Eckard, Administrative Assistant.

CALL TO ORDER AND ROLL CALL

The Vice-Chairman called the public input meeting to order at 7:00 p.m.

PUBLIC INPUT MEETING

RZ-23-001 – Text Amendment (Convenience Stores)

Ms. Baker presented a proposed text amendment to amend several sections of the Zoning Ordinance to change the definition of a convenience store, provide zoning districts where said use shall be permitted and to provide options for tractor trailer/heavy duty truck parking at these types of facilities. She noted that the 5,000 square foot minimum associated with the square footage of the structure and square footage of the canopy has been eliminated in the definition of a convenience store. Convenience stores were not included as a specific permitted use in the urban area zoning districts during the comprehensive rezoning of the Urban Growth Area in 2016. Therefore, to correct this oversight, the use is being included in the BL (Business Local) and BG (Business General) districts and will also be permitted in the HI (Highway Interchange) zoning district by cross-reference.

Ms. Baker explained that many new convenience store models include a request for truck parking. These requirements will be addressed in the parking section of the Zoning Ordinance and is proposed as follows: the maximum allowable truck spaces cannot exceed 3.5 spaces per 500 square feet of gross leasable area of the convenience store; truck parking facilities must maintain an independent internal circulation pattern separate from automobile traffic; and truck parking facilities will not be permitted at a convenience store located in a Rural Business district.

Public Comment

- Michael Tedrick, 11423 Ernstville Road, Big Pool – Mr. Tedrick expressed his opinion that the County is losing its historic integrity by allowing more convenience stores and large warehouses. He believes the County should preserve more of its land and historic elements. He expressed concern for citizen's safety because of trucks parking along the ramps and interstates and emergency vehicles being unable to use the shoulder of the roadways if needed. Mr. Tedrick stated that public safety should be the County's first priority.
- Robert Harsh, 15834 Falling Waters Road, Williamsport – Mr. Harsh is opposed to allowing the amendment citing safety concerns due to the number of accidents in the County since I-81 was constructed.
- Ron Brais, 15740 Falling Waters Road, Williamsport – Mr. Brais is opposed to tractor trailer parking on public or private streets in any residential district. He believes this would cause a lot of safety issues.
- Barbara Hovermill, 16286 Spielman Road, Williamsport – Ms. Hovermill expressed her opinion that the Planning Commission needs to carefully consider these changes and continue to keep the public informed of any and all proposed changes.
- Brenda Shane, 16168 Spielman Road, Williamsport – Ms. Shane expressed concern regarding the proposed parking requirements to allow tractor trailer parking on public or private streets in residential districts. She believes there needs to be specific restrictions for truck parking before this amendment moves forward.
- Jason Divelbiss, 11125 Bemisderfer Road, Greencastle – Mr. Divelbiss explained that he represents several convenience store owners in Washington County and is speaking on their behalf. He expressed his opinion that the requirement for independent internal circulation patterns for trucks is not appropriate for all sites and could be counterproductive. Mr. Divelbiss does not believe that truck parking facilities should be prohibited in association with a convenience store

in the Rural Business district. He noted that the sale of fresh foods was omitted from Article 28A and he recommended deleting "petroleum products" and changing the text to read "gasoline, diesel fuel and other alternative fuels". In regard to the last sentence in Article 28A, Mr. Divelbiss recommended changing the language to "food products marketed or sold within the store using a separate name brand restaurant" and should indicate a separate sales area.

- Rob Ferree, 16235 Shaffer Road, Sharpsburg – Mr. Ferree is an employee of Bowman Development. He thanked the Commission for following procedures and holding the public input meeting and for proposing language to clarify convenience stores. He noted that convenience stores are getting larger and truck parking areas are in demand because truck drivers need a place to get fuel, food and to rest. Mr. Ferree noted that if a convenience store is located along a State highway, it will meet and possibly exceed all requirements set forth by the State Highway Administration making the roadway safer for everyone.
- Ginger Griffith, 17103 Tower Drive, Williamsport – Ms. Griffith expressed concerns regarding truck parking issues. She believes that truck drivers need a place to rest; however, she believes truck parking facilities should be located separately from a convenience store. She also believes there should be different levels of convenience stores; however, we need to maintain the historic integrity of the County. Ms. Griffith is opposed to trucks parking along private and public streets.

The public input meeting was closed at 7:30 p.m.

Discussion and Comment by Planning Commission: There was a brief discussion regarding the removal of the following text from the residential zoning categories: "The parking of tractor trailers, either separately or in tandem, shall be prohibited on public or private streets in this District". Ms. Baker stated this language should have been moved to Article 22.15 as item (b) and was simply an oversight by staff. By moving the text to Article 22.15, truck parking on public or private streets would be prohibited from all zoning districts. There was a brief discussion regarding the enforcement of this regulation. Short-term parking along private or public streets can be enforced through the Zoning Ordinance; however, long-term parking or parking along ramps or State highways is a police matter if "no parking" signs are installed. The County cannot enforce these types of situations.

Mr. Goetz expressed his opinion that "alternative fuel sources" should be added to Article 28A. There was a brief discussion regarding the chain or branded restaurants text included in the definitions. Mr. Goetz expressed his opinion that the text should remain as proposed and not changed per Mr. Divelbiss's comments.

Motion and Vote: Ms. Shank made a motion to make the formal recommendation on the proposed amendment at the May Planning Commission meeting when all proposed changes as discussed this evening have been included in the amendment. The motion was seconded by Mr. Semler and unanimously approved with Commissioner Wagner abstaining from the vote and all discussions held during this meeting.

MINUTES

Motion and Vote: Ms. Shank made a motion to approve the minutes of the March 6, 2023 meeting as presented. The motion was seconded by Mr. Semler and unanimously approved.

OTHER BUSINESS

Update of Projects Initialized

Ms. Kinzer provided a written report for 54 land development plan review projects initialized during the month of February including 3 site plans and 5 preliminary/final plats. She also noted there were 70 permits submitted in February.

Comprehensive Plan Update

Ms. Baker noted that copies of the draft of Housing and Mineral Resources chapters of the Comp Plan were distributed this evening. She asked members to review these chapters and provide staff any comments. We will begin discussions during the May meeting the schedule of public meetings to be held. Members will need to decide dates, times and where they would like public meetings to be held.

UPCOMING MEETINGS

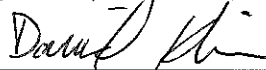
1. Washington County Planning Commission meeting, May 1, 2023 at 7:00 p.m.

Consensus: Following discussions of members' schedules, it was decided that the Planning Commission would hold its regular meeting on Monday, May 8 beginning at 6:00 p.m. to accommodate a public input meeting regarding truck stops and an extensive agenda.

ADJOURNMENT

Mr. Goetz made a motion to adjourn the meeting at 8:15 p.m. The motion was seconded by Ms. Shank and so ordered by the Vice-Chairman.

Respectfully submitted,



David Kline, Vice-Chairman



WASHINGTON COUNTY PLANNING COMMISSION
ORDINANCE TEXT AMENDMENT APPLICATION

FOR PLANNING COMMISSION USE ONLY
Rezoning No. RZ-23-001
Date Filed: _____

Washington County Planning Commission

Applicant

747 Northern Avenue, Hagerstown, MD 21742

Address

Jill Baker

Primary Contact

same

Address

☐ Property Owner ☐ Contract Purchaser
☐ Attorney ☐ Consultant
☐ Other: _____

240-313-2430

Phone Number

jbaker@washco-md.net

E-mail Address

- ☐ Adequate Public Facilities Ordinance
☐ Forest Conservation Ordinance
☐ Subdivision Ordinance
☐ Solid Waste Plan

- ☐ Water and Sewer Plan
☒ Zoning Ordinance
☐ Other _____

Articles 7, 8, 9, 10, 11, 12, 22, & 28A

Section No. _____

Please provide the proposed text on a separate sheet of paper as follows: strike-through should be used for deletions [~~deletions~~], unchanged wording in regular type, and new wording should be underlined [new wording].

Jill A Baker
Applicant's Signature

Subscribed and sworn before me this 1st day of March, 2023.

My commission expires on 4-11-25

Debra Sue Eckard
Notary Public

FOR PLANNING COMMISSION USE ONLY

- ☐ Application Form
☐ Fee Worksheet
☐ Application Fee

- ☐ Proposed Text Changes
☐ 30 copies of complete Application



DEPARTMENT OF PLANNING & ZONING
COMPREHENSIVE PLANNING | LAND PRESERVATION | FOREST CONSERVATION | GIS

RZ-23-001

March 20, 2023

WASHINGTON COUNTY ZONING ORDINANCE
STAFF REPORT AND ANALYSIS

ARTICLES 7, 8, 9, 10, 11, 12, 22, 28A

Proposal: Application is being made to amend several sections of the Zoning Ordinance to change the definition of a convenience store (aka C-Store), provide districts in which said use shall be permitted and provide options for tractor trailer/heavy duty truck parking facilities at these types of facilities.

Staff Report: According to the National Association of Convenience Stores (NACS) there are approximately 150,174 convenience stores operating in the US as of January 2023. After several years of stores closing due to the restrictions of COVID-19, C-Stores are again increasing in number. The necessity and demand for this industry is illustrated in its title, convenience.

Convenience from these types of facilities can be present at both the local and regional level. Local patrons use convenience stores mostly for fueling purposes. There are few facilities that exist as merely a stand alone fueling station at this time. In addition to being used for fueling facilities, many convenience stores carry minimal household supplies and basic food needs such as bread, eggs and milk.

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In addition to changes in the definition of these uses, the Planning Commission has recognized a growing need and demand for truck parking facilities at some of these C-store locations. Similar to automobile traveling, truck drivers also need fast on and off facilities to maintain their delivery times. Parking for trucks at these facilities provides opportunities for truck drivers to quickly fuel up, use a restroom, and possibly get some food before getting back on the highway.

Proposed Amendments:

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ARTICLE 22 SPECIAL PROVISIONS

DIVISION I OFF-STREET PARKING AND LOADING AREA REQUIREMENTS

Section 22.15 Truck Parking Requirements

(a) Truck parking is permitted in association with a convenience store in accordance with the following:

1. The maximum allowable number of truck parking spaces cannot exceed 3.5 spaces per 500 sq. ft. of the gross leasable area of the convenience store.
2. Truck parking facilities shall maintain an independent internal circulation pattern on the site apart from normal automobile traffic. This provision does not pertain to immediate access to the property which may be shared by both truck and automobile traffic.
3. Truck parking facilities may not be permitted in association with a convenience store in a Rural Business district.

ARTICLE 28A - DEFINITIONS

Convenience Store (aka C-Store): Any retail establishment offering for sale: prepackaged or pre-processed food products, household items, and other goods commonly associated with the same ~~and having a gross floor area of 5,000 square feet or less.~~ Such establishments may also sell ~~gasoline petroleum products~~ at retail prices ~~and made to order food associated with the marketing of the proprietor.~~ Chain or branded restaurants shall be considered a separate use from the convenience store. ~~The area utilized for the sale of gasoline shall be considered as part of the gross floor area.~~

Analysis:

The size of convenience stores has changed significantly over the last decade. According to the National Association of Convenience Stores (NACS), traditional C-stores averaged between 2500-3000 square feet in size. They provided very basic necessities to the traveling public including fueling stations, restrooms, household items, and some pre-packaged food item. Currently, the average size of a new C-Store is averaging about 5000-6000 square feet. The reason for the larger sized stores primarily results from new service models where food made fresh options and in-store dining areas are offered. The increase in C-Store sizes can likely also be attributed to the overall increase of population and vehicular traffic across the country.

Acknowledging these new trends in the size and function of C-store operations, the current definition of a convenience store in the Zoning Ordinance is outdated and overly restrictive. Further, the use designation of a convenience store is only listed explicitly in the Rural Business

Floating Zone. To correct the issue of an outdated definition, the Planning Commission is recommending changes to include eliminating a size limitation of such a structure. They are also recommending explicit inclusion of these types of uses in the Business Local and Business General zoning districts.

In addition, the Planning Commission believes that there is a significant demand and corresponding need to allow for limited truck parking for C-Store uses. Increases in population, traffic, and freight demands have created an increased demand for expedient freight and goods movement that has proportionally impacted the amount of truck traffic nationwide. These trends have impacted the demand for truck parking facilities as a consequence.

Finally, while the Comprehensive Plan is silent about specific design standards or locations of these types of uses, the importance of the interstate system to the economy of our County and the nation as a whole is discussed within the Transportation Element. It can be deduced from the discussion of the importance of maintaining our transportation facilities that we should also prepare for ancillary uses that provide support to that industry.

Staff Recommendation: Based upon the above analysis, previous public input, and Planning Commission discussions, Staff recommends approval of these amendments in order to provide consistent implementation of our land use policies and regulations.

Respectfully submitted,



Jill L. Baker, AICP
Director

Priebe, Michelle L.

From: Eckard, Debra S. on behalf of Planning Email
Sent: Monday, August 14, 2023 12:04 PM
To: Priebe, Michelle L.
Cc: Downey, Kirk; Jacobson, Kimberly D.
Subject: FW: RZ-23-003-Text Amendment-Truck Stops
Attachments: 11.28.22 TCA Truck Parking.pdf; ChamberNovember 23 BOCC Ltr.pdf; Delegation 22 - BOCC Letter .pdf; Email WC Sheriff Office FW_ Truck Stops (3).pdf; MDTruckParkingStudyFINALWEBExecutiveSummary (4).pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Public Comment for the BOCC Public Hearing for RZ-23-001.

Debra S. Eckard
Administrative Assistant
Washington County Dept. of Planning & Zoning
747 Northern Avenue
Hagerstown, MD 21742
240-313-2437

From: Robin L. Ferree <rferree@dmbowman.com>
Sent: Monday, August 14, 2023 10:11 AM
To: Planning Email <askplanning@washco-md.net>
Subject: FW: RZ-23-003-Text Amendment-Truck Stops

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For the record of the Board of Commissioner's 8/22/23 public hearing on the recommended text amendment for a new definition for Convenience Stores.

Thanks, Rob

Robin L. Ferree, President



10228 Governor Lane Blvd.
Suite 3002
Williamsport, MD 21795
Office: 301-582-1555
Direct: 301-223-1090
Cell: 301-730-3345

From: Robin L. Ferree
Sent: Tuesday, June 6, 2023 8:17 AM
To: askplanning@washco-md.net
Subject: RZ-23-003-Text Amendment-Truck Stops

We would request that this e-mail and attached documents and letters be entered into the record and provided to the members of the Planning Commission. This information was submitted to the Board of County Commissioners (BOCC) during their 11/29/22 public hearing on a text amendment eliminating truck stops in the HI zoning areas. Since then the Circuit Court has issued an injunction against this text amendment. While many of the letters were criticizing the text amendment procedure followed by the BOCC, they all also voiced their support and need for truck stops in Washington County and throughout the State of Maryland.

- 11/28/22 Letter of Support from the Truckload Carriers
- 11/23/22 Letter of Support from the Washington County Chamber of Commerce
- 11/21/22 Letter of Support from the Washington County Delegation at the time
- 11/2/22 e-mail from former Sheriff Doug Mullendore regarding the safety of existing truck stops in Washington County
- Executive Summary of the 2020 MDOT Statewide Truck Parking Study highlighting the need for additional truck parking and their reasons.

Respectfully, Rob

Robin L. Ferree, President



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November 28, 2022

Mr. Jeffrey A. Cline
President
Washington County Board of County Commissioners
100 West Washington Street
Room 1101
Hagerstown, MD 21740

Submitted via email at askplanning@washco-md.net

Dear President Cline,

Our association recently became aware of a proposal for a Sheetz truck stop on Spielman Road that would create additional parking opportunities and services for an industry in serious need of such investment. The Truckload Carriers Association (TCA) is the only national trade association whose collective sole focus is the truckload segment of the trucking industry. The association represents dry van, refrigerated, flatbed, and rail intermodal carriers operating in the 48 contiguous U.S. states, as well as Alaska, Mexico, and Canada. As a major part of an industry that has over half a million companies within the United States operating millions of power units, TCA continue to support every opportunity to expand our nation's capacity for truck parking.

The essentiality of trucking should come as no surprise to you. The effect it has on our nation's supply chains has demonstrated that our industry not only represents the backbone of the U.S. economy, but the heartbeat of small business as well. To that end, increased parking has become a necessity, as the industry continues to demonstrate that there just are not enough places to park. As our nation navigates the ongoing supply chain crisis, additional truck parking is one investment poised to provide considerable relief. Drivers today often spend time searching for parking rather than advancing the load – diminishing productivity and further exacerbating the supply chain crisis.

Nationally, there is only one parking space for every eleven truck drivers that operate on our roads today; a problem that not only affects the supply chain, but also creates safety risks. Without ample places to park, drivers cannot access facilities that would provide safe and secure truck parking so they may obtain the rest that federal regulations require of them. 70% of drivers have reported being forced to violate these regulations to locate safe parking, while nearly all drivers (96%) have had to park in areas not designed for trucks, oftentimes in locations like an on-ramp or off-ramp to an interstate. These locations almost always create a safety hazard not only for our nation's truck drivers, but the general public with whom we share the road. TCA and its members find it deeply regrettable that drivers are forced to rest in an unsafe manner due to the lack of parking options.

We are aware that human trafficking at truck stops was cited as a reason for opposing the proposal. Unfortunately, the committee made generalized statements referring to truck stops as “a unique sweet spot” for human trafficking, which is both irresponsible and uninformed. Not only does this too casually link the trucking community to trafficking, but it represents a counterproductive approach to fighting the issue. Building safe, reliable, and secure truck stops should be a cornerstone of any intervention and investment strategy to prevent the very concerns your committee discussed.

Our industry has trained over 1.3 million trucking professionals to recognize the signs of human trafficking. We represent the front line of this problem with a true dedication towards eliminating it. Educating yourself and your community on the Truckers Against Trafficking initiative will demonstrate that the exact opposite of your notion to be true, that the trucking industry is actively training its driving force to recognize and report any sign of human trafficking to fight this growing national problem. In fact, the state of Maryland has participated in a partnership with Truckers Against Trafficking to mandate this training in its CDL schools and help the state’s law enforcement personnel to better combat human trafficking.

I hope that you will agree that allowing for increased parking spaces and facilities for professional truck drivers would aid our supply chains and economy. In addition, supporting small business, improving public safety, and preventing human trafficking are keys to improving the nation in which we all live in and demonstrate stakeholders within public communities and industry can work together to benefit everyone.

Thank you for the opportunity to comment on this issue and if you do have any questions or concerns, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Heller', with a stylized flourish at the end.

David Heller
Senior Vice President of Safety & Government Affairs
Truckload Carriers Association

November 23, 2022

Board of County Commissioners
100 West Washington Street
Hagerstown, Maryland 21740

RE: Zoning Text Amendment to Ban
Truck Stops in Washington County

Dear Board Members:

On behalf of the Washington County Chamber of Commerce, representing 650 organizations with over 40,000 employees, we have serious concerns regarding a proposed Zoning Text Amendment ("ZTA") currently under consideration by your Board. We understand that this ZTA will remove truck stops as a permitted special exception in the Highway Interchange (HI) District. Because the Zoning Ordinance does not currently permit truck stops in any other zoning district, this proposed ZTA will effectively ban all new truck stops anywhere in Washington County. In addition, we understand that the proposed ZTA will remove certain larger warehouses as a permitted use in the HI District and instead will require these warehouses to be approved as special exceptions. We urge the Board not to approve the proposed ZTA as we believe it is bad policy.

Aside from procedural and due process concerns, we also have substantive policy concerns with respect to the proposed ZTA. Significantly, we are very concerned that the proposed ZTA will have an adverse effect on highway safety. According to a study by the Maryland Department of Transportation (MDOT) there is a severe shortage of truck parking and truck rest areas in Maryland and, in particular, in the area of the proposed Sheetz truck stop. MDOT studies have shown that truck parking facilities with available truck parking are essential for providing a safe place for truck drivers to get the rest they need to comply with federal Hours of Service (HOS) and to stage their commercial vehicles for scheduled deliveries or pickups. Due to a lack of available parking when needed, many truck drivers resort to parking in undesignated truck parking locations along Maryland roadways, shoulders, and ramps. Undesignated truck parking endangers truck drivers and other roadway users, damages infrastructure in areas not intended for truck weights and volumes, and impacts Maryland's economic competitiveness.

Based on MDOT studies, we are concerned that the elimination of new truck stops in the HI District will not improve public safety by reducing truck traffic on I-81. Rather, it could very well make truck traffic more hazardous to the other users of the highway due to the increase in fatigued truck drivers and undesignated truck parking on roads and exit ramps. This issue needs to be studied.

We also understand that some have advocated for the elimination of new truck stops as a means of combating human trafficking. We are not aware of any fact-based evidence or studies to support this contention, and we are not aware that this important issue has been studied by your Board. Human trafficking is a serious societal problem; however, the elimination of truck stops

will not reduce human trafficking in any way, but it will only push it into the shadows. Traffickers know that truck stop employees are specifically trained to identify cases of human trafficking. Because of this, traffickers prefer undesignated parking areas in dark places where their crimes and their victims will go unnoticed. Fortunately, Washington County truck stops are leading the way in combating human trafficking. In fact, it has been reported to us that over the past several years there has only been one reported instance of human trafficking at a truck stop in Washington County. Again, this important issue needs to be studied.

We are also concerned that the targeted ZTA now under consideration by the Board does not respect private property rights. The proposed Sheetz truck stop site has been zoned HI District for decades. Likewise, truck stops have been permitted as special exceptions in the HI District for decades. The proposed Sheetz truck stop has already been approved by the BZA. The Board's current effort to undermine the Sheetz truck stop proposal by changing the HI zoning regulations after-the-fact violates the private property rights and due process rights of both the owner and operator. In addition, it discourages business growth and investment in Washington County. Businesses and investors depend upon the predictability of the regulatory environment. Without regulatory predictability, Washington County simply cannot maintain its competitiveness. If approved, the targeted ZTA now under consideration by the Board will undermine the County's competitiveness while discouraging business growth and investment in Washington County.

We strongly urge the Board to be transparent and abandon its targeted ZTA effort. At a minimum, we ask that the Board follow the well-established law and procedure for consideration of a ZTA. That law requires at a minimum that this proposed ZTA application be referred to the Planning Commission for public input, analysis, and finally a recommendation. Only after receiving the Planning Commission's recommendation should this Board consider the proposed ZTA.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Frey".

Paul Frey, IOM
President and CEO



THE MARYLAND GENERAL ASSEMBLY
ANNAPOLIS, MARYLAND 21401

November 21, 2022

Board of County Commissioners
100 West Washington Street
Hagerstown, Maryland 21740

RE: Zoning Text Amendment to Ban
Truck Stops in Washington County

Dear Board Members:

The undersigned members of the Washington County Delegation have serious concerns regarding a proposed Zoning Text Amendment (“ZTA”) currently under consideration by your Board. We understand that this ZTA will remove truck stops as a permitted special exception in the Highway Interchange (HI) District. Because the Zoning Ordinance does not currently permit truck stops in any other zoning district, this proposed ZTA will effectively ban all new truck stops anywhere in Washington County. In addition, we understand that the proposed ZTA will remove certain larger warehouses as a permitted use in the HI District and instead will require these warehouses to be approved as special exceptions. For the reasons set forth below, we urge the Board not to approve the proposed ZTA as we believe it is bad policy.

Before discussing the policy considerations, we must first convey our disappointment with the lack of transparency and due process surrounding the Board’s handling of this proposed ZTA. We understand that on June 7, 2022, the Board, without notice to the public, permitted certain members of the public to testify in opposition to a proposed Sheetz truck stop to be located on Spielman Road.¹ This proposed truck stop was the subject of a pending appeal before the Board of Zoning Appeals (BZA) and was scheduled for a hearing the very next day on June 8, 2022. We understand that certain members of the Board then chose to intervene in the quasi-judicial proceedings of this independent board by sending a letter to the BZA specifically requesting denial of the proposed Sheetz truck stop. Despite this Board’s intervention, and based on the facts in the record, the BZA approved the proposed Sheetz truck stop special exception.

Critical of the BZA’s decision, this Board then filed an application for a ZTA to ban truck stops in the HI District and to also require special exception approval for larger warehouses. Clearly, this Board has failed to follow the law with respect to the procedures to be followed by the Board

¹ We also have concerns that June 7th, 2022, Board Meeting relating to the proposed truck stop may have been held in violation of the Maryland Open Meetings Act.

when considering a ZTA. This Board has ignored Section 27.1 of the Zoning Ordinance which plainly requires a proposed ZTA to be referred to the Planning Commission for analysis, study, and recommendation. Your decision to skip the Planning Commission process altogether is extraordinary and has denied the citizens of Washington County an opportunity to present testimony and other relevant evidence at a hearing before the Planning Commission. It has also deprived the Planning Commission the opportunity to fulfill its mandate by analyzing and studying the proposed ZTA and then making an informed recommendation to your Board. By not following the established legal procedure for consideration of a ZTA we are further concerned that you will not have the benefit of the Planning Commission's experience and subject matter expertise.

Aside from the procedural and due process concerns discussed above, we also have substantive policy concerns with respect to the proposed ZTA. Significantly, we are very concerned that the proposed ZTA will have an adverse effect on highway safety. According to a study by the Maryland Department of Transportation (MDOT) there is a severe shortage of truck parking and truck rest areas in Maryland and, in particular, in the area of the proposed Sheetz truck stop. MDOT studies have shown that truck parking facilities with available truck parking are essential for providing a safe place for truck drivers to get the rest they need to comply with federal Hours of Service (HOS) and to stage their commercial vehicles for scheduled deliveries or pickups. Due to a lack of available parking when needed, many truck drivers resort to parking in undesignated truck parking locations along Maryland roadways, shoulders, and ramps. Undesignated truck parking endangers truck drivers and other roadway users, damages infrastructure in areas not intended for truck weights and volumes, and impacts Maryland's economic competitiveness.

Based on MDOT studies, we are concerned that the elimination of new truck stops in the HI District will not improve public safety by reducing truck traffic on I-81. Rather, it could very well make truck traffic more hazardous to the other users of the highway due to the increase in fatigued truck drivers and undesignated truck parking on roads and exit ramps. This issue needs to be studied.

We also understand that some have advocated for the elimination of new truck stops as a means of combating human trafficking. Human trafficking is a serious societal problem; however, the elimination of truck stops will not reduce human trafficking in any way, but it will only push it into the shadows. Traffickers know that truck stop employees are specifically trained to identify cases of human trafficking. Because of this, traffickers prefer undesignated parking areas in dark places where their crimes and their victims will go unnoticed. Fortunately, Washington County truck stops are leading the way in combating human trafficking. In fact, it has been reported to us that over the past several years there has only been one reported instance of human trafficking at a truck stop in Washington County. This serious issue is being framed in a context that is just not accurate

We are also concerned that the targeted ZTA now under consideration by the Board does not respect private property rights. The proposed Sheetz truck stop site has been zoned HI District for decades. Likewise, truck stops have been permitted as special exceptions in the HI District for decades. The proposed Sheetz truck stop has already been approved by the BZA. The

Board's current effort to undermine the Sheetz truck stop proposal by changing the HI zoning regulations after-the-fact violates the private property rights and due process rights of both the owner and operator. In addition, it discourages business growth and investment in Washington County. Businesses and investors depend upon the predictability of the regulatory environment. Without regulatory predictability, Washington County simply cannot maintain its competitiveness.

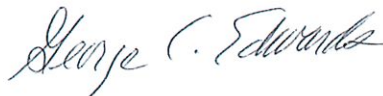
If approved, the targeted ZTA now under consideration by the Board will undermine the County's competitiveness while discouraging business growth and investment in Washington County.

For these reasons, we strongly urge the Board to be transparent and at a minimum, we ask that the Board follow the well-established law and procedure for consideration of a ZTA. That law requires at a minimum that this proposed ZTA application be referred to the Planning Commission for public input, analysis, and finally a recommendation. Only after receiving the Planning Commission's recommendation should this Board consider the proposed ZTA.

Sincerely,



Senator Paul D. Corderman



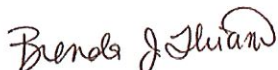
Senator George Edwards



Delegate Neil Parrott



Delegate Mike McKay



Delegate Brenda Thiam

CC: John Martirano
Jill Baker
John Barr
Derek Harvey

From: [Robin L. Ferree](#)
To: [Erskine, William](#)
Subject: FW: Truck Stops
Date: Thursday, November 3, 2022 1:46:23 PM

From: Mullendore, Doug <DMullend@washco-md.net>
Sent: Thursday, November 3, 2022 1:44 PM
To: Robin L. Ferree <rferree@dmbowman.com>
Subject: RE: Truck Stops

Robin,

It was nice seeing you this morning as well. There has only been one instance of Human Trafficking at a truck stop in Washington County which was several years ago. The reported Human Trafficking comes almost exclusively out of the Child Advocacy Center reporting and not Human Trafficking in the county as a whole. They report any child sex abuse case where one juvenile threatens another or offers them something for sex as Human Trafficking. No other County does this but I have been unable to get this practice stopped. There are some reports of prostitution occurring out of a couple of motels in the area but they are local individuals and not a ring.

Sheriff Doug Mullendore
Washington County Sheriff's Office
500 Western Maryland Parkway
Hagerstown, Maryland
(240) 313-2101

From: Robin L. Ferree <rferree@dmbowman.com>
Sent: Thursday, November 3, 2022 1:23 PM
To: Mullendore, Doug <DMullend@washco-md.net>
Cc: Erskine, William <werskine@offitkurman.com>; Justin Anderson <janderson@dmbowman.com>
Subject: Truck Stops

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Hi Doug, good seeing you today. As we discussed and as you know; and as referenced in the attached article. The opposition to the truck stop and now Commissioner Kieffer continue to say that truck stops facilitates or contributes to the child sex trade. We would appreciate any data that either supports or debunks this premise. And any other comments you feel is relevant to this issue.

Thanks, Rob

Robin L. Ferree, President



10228 Governor Lane Blvd.

Suite 3002

Williamsport, MD 21795

Office: 301-582-1555

Direct: 301-223-1090

Cell: 301-730-3345

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MARYLAND STATEWIDE TRUCK PARKING STUDY

EXECUTIVE SUMMARY

2020



WHY TRUCK PARKING

Truck parking is of critical importance to the safe operation of Maryland's freight infrastructure, supply chains, and the state's economy. Truck parking facilities with available truck parking are essential to providing a safe place for truck drivers to get the rest they need to comply with federal Hours of Service (HOS) and stage their commercial vehicle for scheduled deliveries or pickups. Due to a lack of available parking when needed, many truck drivers resort to parking in undesignated truck parking locations along Maryland roadways, shoulders, and ramps.

Undesignated truck parking endangers truck drivers and other roadway users, damages infrastructure in areas not intended for truck weights and volumes, and impacts Maryland's economic competitiveness.

Trucks parked on roadway shoulders were involved in two fatal crashes, one in 2011 and another in 2018, as well as numerous rear-end collisions over the last decade, demonstrating the potential risks posed by undesignated truck parking. Roadway shoulders are often not designed for truck parking, leading to premature roadway deterioration, and early rehabilitation or replacement. A study by the American Transportation Research Institute (ATRI) found that truck drivers stopped with a median of 56 minutes of drive time left at the end of their HOS, due in part to concern over finding truck parking. These 56 minutes translates to almost \$5,600 per year in lost wages or a total of \$130 million for Maryland's over 23,320 heavy truck drivers.^{1,2,3} The MDT State Highway Administration's (MDOT SHA) annual overnight truck parking survey found that the number of trucks parked along the surveyed routes **increased 20 percent from 2012 to 2017**⁴.

To further understand the impact of undesignated truck parking within and around the state, MDT initiated the Maryland Statewide Truck Parking Study. The Study provides the data, context, and actionable solutions needed to advance priority projects, policies, and partnerships to improve truck parking statewide. The Study included a synthesis of methods to develop the assessment and provide recommendations for the advancement of truck parking solutions in Maryland. This approach included:

- Outreach and engagement with public and private sector freight stakeholders.
- The identification of factors and trends affecting truck parking demand.
- A detailed analysis that inventoried public and private truck parking supply and availability.
- The identification and prioritization of undesignated truck parking.
- The development of recommendations that leverage opportunities to address truck parking needs.



A study by the American Transportation Research Institute (ATRI) found that truck drivers stopped with a median of 56 minutes of drive time left at the end of their HOS, due in part to concern over finding truck parking. These 56 minutes translates to almost \$5,600 per year in lost wages or a total of \$130 million for Maryland's over 23,320 heavy truck drivers.

¹ Boris, C. and R. M. Brewster, December 2016. "Managing Critical Truck Parking Case Study -Real World Insights from Truck Parking Diaries," American Transportation Research Institute.

² D. Murray and S. Gildewell, November 2019. "Analysis of the Operational Costs of Trucking: 2019 Update." American Transportation Research Institute, Arlington, VA. <https://truckingresearch.org/wp-content/uploads/2019/11/ATRI-Operational-Costs-of-Trucking-2019-1.pdf>.

³ U.S. Bureau of Labor Statistics, April, 2, 2019. "May 2018 State Occupational Employment and Wage Estimates." Maryland. https://www.bls.gov/oes/current/oes_md.htm.

⁴ A. Morton Thomas and Associates, Inc., March 2018. "2017 Maryland Freight Network Truck Parking Survey." MDT State Highway Administration.

UNDESIGNATED TRUCK PARKING

Undesignated truck parking refers to trucks parked at locations, such as a highway shoulder or on/off ramp that are not designed or intended for such use. Undesignated truck parking is often prohibited, for example Title 21, Section 1003 of Maryland Code expressly prohibits parking on ramps or highways with two or more lanes of traffic moving in the same direction, among other locations. In other cases, truck parking may be undesirable but not expressly prohibited, such as truck parking along roadways that connect to industrial and commercial land uses.

MARYLAND TRUCK PARKING STAKEHOLDER ENGAGEMENT

Public and private sector freight stakeholders were engaged throughout the entire Maryland Statewide Truck Parking Study process. This engagement was important to help identify priorities, needs (including demand and gaps), and opportunities for truck parking in Maryland. Stakeholders were engaged through:



INTERNAL WORKING GROUP (IWG) MEETINGS



INTERNAL AND EXTERNAL STAKEHOLDER TRUCK PARKING WORKSHOP



ONLINE SURVEYS TO COLLECT TRUCK PARKING NEEDS AND OPPORTUNITIES



PUBLIC AND PRIVATE SECTOR FOCUS GROUP MEETINGS

FIGURE 1: Most Pressing Truck Parking Issues Identified by the Internal Working Group



Source: Stakeholder input on collected via Mentiimeter during the initial Internal Working Group meeting.

MDOT solicited input from truck parking stakeholders on the top truck parking issues and needs throughout The Study. Figure 1 displays a word cloud of the top truck parking issues submitted by stakeholders during the first IWG meeting. The most frequently submitted issues (largest text in Figure 1) were consistently voiced issues throughout The Study: safety, capacity, perception of truck parking, and the cost of truck parking projects.

TRUCK PARKING STAKEHOLDERS

- MDOT The Secretary's Office
- MDOT State Highway Administration
- MDOT Maryland Port Association
- MDOT Maryland Transit Administration
- MDOT Motor Vehicle Administration
- Maryland Transportation Authority
- Maryland/MDTA State Police
- Federal Highway Administration
- Baltimore Metropolitan Council
- Hagerstown Eastern Panhandle Metropolitan Planning Organization
- Metropolitan Washington Council of Governments
- Wilmapco
- Baltimore City DOT
- Prince George's County
- Montgomery County
- Queen Anne's County
- Frederick County
- Virginia Department of Transportation
- Maryland Motor Truck Association
- National Association of Truck Stop Operators
- Walmart

MARYLAND'S TRUCK PARKING FACILITIES

Maryland has a total of 2,902 designated truck spaces, with 595 spaces at MDOT facilities and 2,307 spaces at private truck stops. MDOT's truck parking spaces are provided at 12 rest areas, travel plazas, and welcome centers (333 spaces) and 14 Truck Weigh and Inspection Stations (TWIS) (262 truck parking spaces).

The location of public and private truck parking facilities in and around Maryland is shown in Figure 2. Almost 72 percent of Maryland's truck parking spaces are along I-68, I-70, and I-95, with 53 percent located along I-95. The concentration of truck parking along these corridors reflects that 50 percent of the vehicle miles traveled (VMT) by truck are on I-68, I-70, and I-95. Comparing the locations of public and private truck parking facilities displays how the public sector often provides the only truck parking facilities for long stretches of roadway, such as I-70 from Baltimore to Hagerstown. Additionally, large gaps in truck parking facilities along major truck corridors such as I-83 from Baltimore to the Maryland/Pennsylvania border, I-695 around Baltimore, I-495 around Washington, D.C., and in Eastern Maryland are evident in Figure 2.



DESIGNATED TRUCK SPACES IN MARYLAND

333
SPACES

AT **12**

REST AREAS,
TRAVEL PLAZAS &
WELCOME CENTERS

595 SPACES
AT MDOT FACILITIES

262
SPACES

AT **14**

TRUCK WEIGH
AND INSPECTION
STATIONS (TWIS)

2,307
SPACES

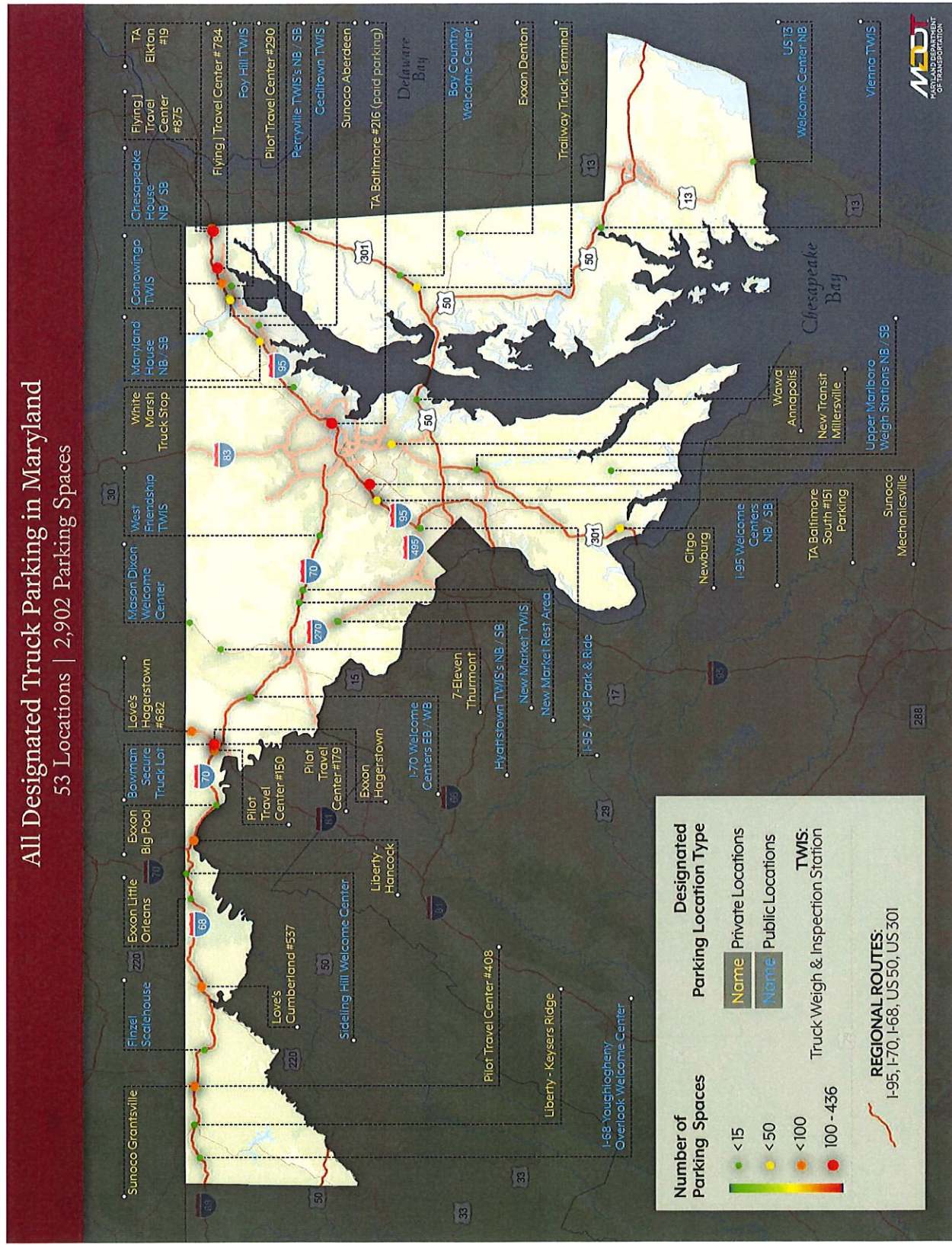
PRIVATE
AT
TRUCK STOPS

2,902
= TOTAL



DESIGNATED TRUCK
SPACES IN MARYLAND

FIGURE 2: Public and Private Truck Parking in and around Maryland



IDENTIFYING & PRIORITIZING CLUSTERS OF UNDESIGNATED TRUCK PARKING

In order to identify all of the locations of undesignated truck parking, The Study analyzed four months of truck GPS data and found two types of clusters.

- **Clusters on heavy use corridors** – Undesignated truck parking often occurs on highway on/off ramps, shoulders, or other roadside facilities near truck stops or rest areas with no available spaces. Undesignated truck parking on heavy use corridors is a significant safety concern because trucks are a large fixed object that could be hit by other roadway users and/or block the sight distance for other roadway users coming down ramps and roadways.
- **Clusters on last-mile connectors** – Undesignated truck parking is often found along the roadway shoulders of last-mile connectors, typically State and local roads, leading to industrial land uses, such as warehouses and distribution centers. Although undesignated truck parking along last-mile connectors is less of a safety concern because of the lower speeds and traffic volumes compared to highway shoulders/ramps, undesignated truck parking on last-mile connectors can still impede traffic, spill onto busier roads, and damage roadways and shoulders.

The location of undesignated truck parking relative to the National Highway System (NHS) was used to identify the densest clusters of undesignated truck parking. The clusters with the highest number of undesignated truck parking were then grouped into 26 distinct clusters and prioritized. The prioritization process (as shown in Figure 3) used safety, duration parked, and the total number of trucks parked as criteria. Priority Clusters were selected from the top 15 locations in Central Maryland with the highest prioritization score and three additional clusters were added to include locations in both Western Maryland and along the Eastern Shore.

The top 18 Priority Clusters are displayed in Figure 4. The rank of each Priority Cluster is shown within each marker and a red (higher priority) to green (lower priority) gradient is used to further differentiate the rank of the Priority Clusters. Overall, the top-ranked Priority Clusters are primarily within Central Maryland and located along I-95 and I-70, two major regional routes within the state. Additionally, many of the Priority Clusters occur at MDT facilities, specifically along on/off ramps leading to designated truck parking facilities. Similarly, Priority Clusters coincide with corridors that have substantial freight traffic and industrial development, particularly around the Baltimore - Washington Metropolitan area, Jessup, Laurel, and Aberdeen in Central Maryland.

Figure 3: Prioritization Process

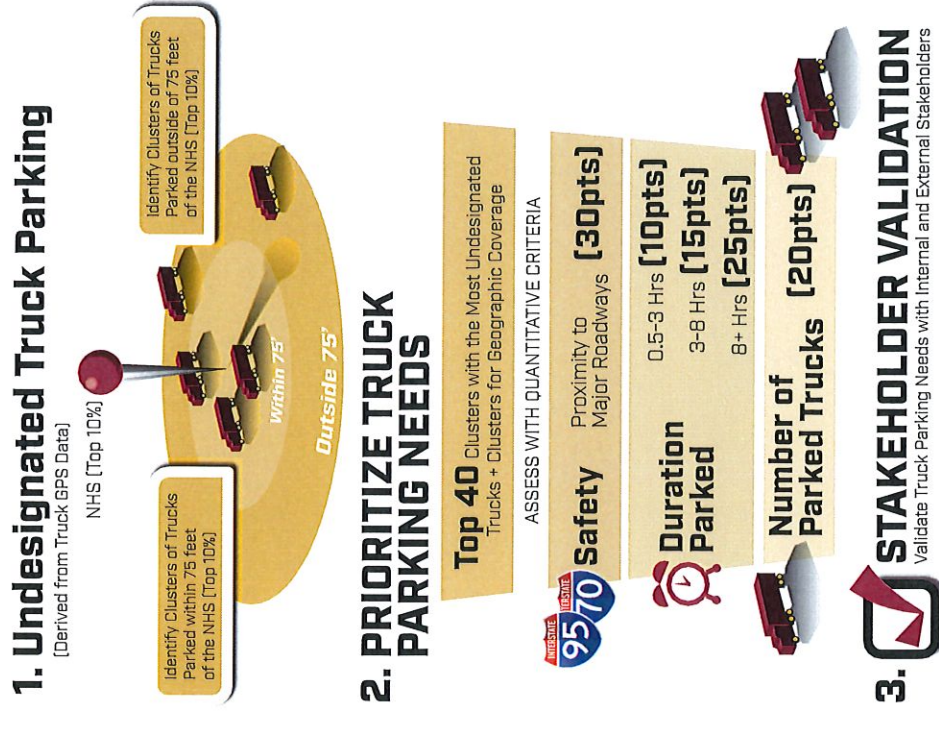
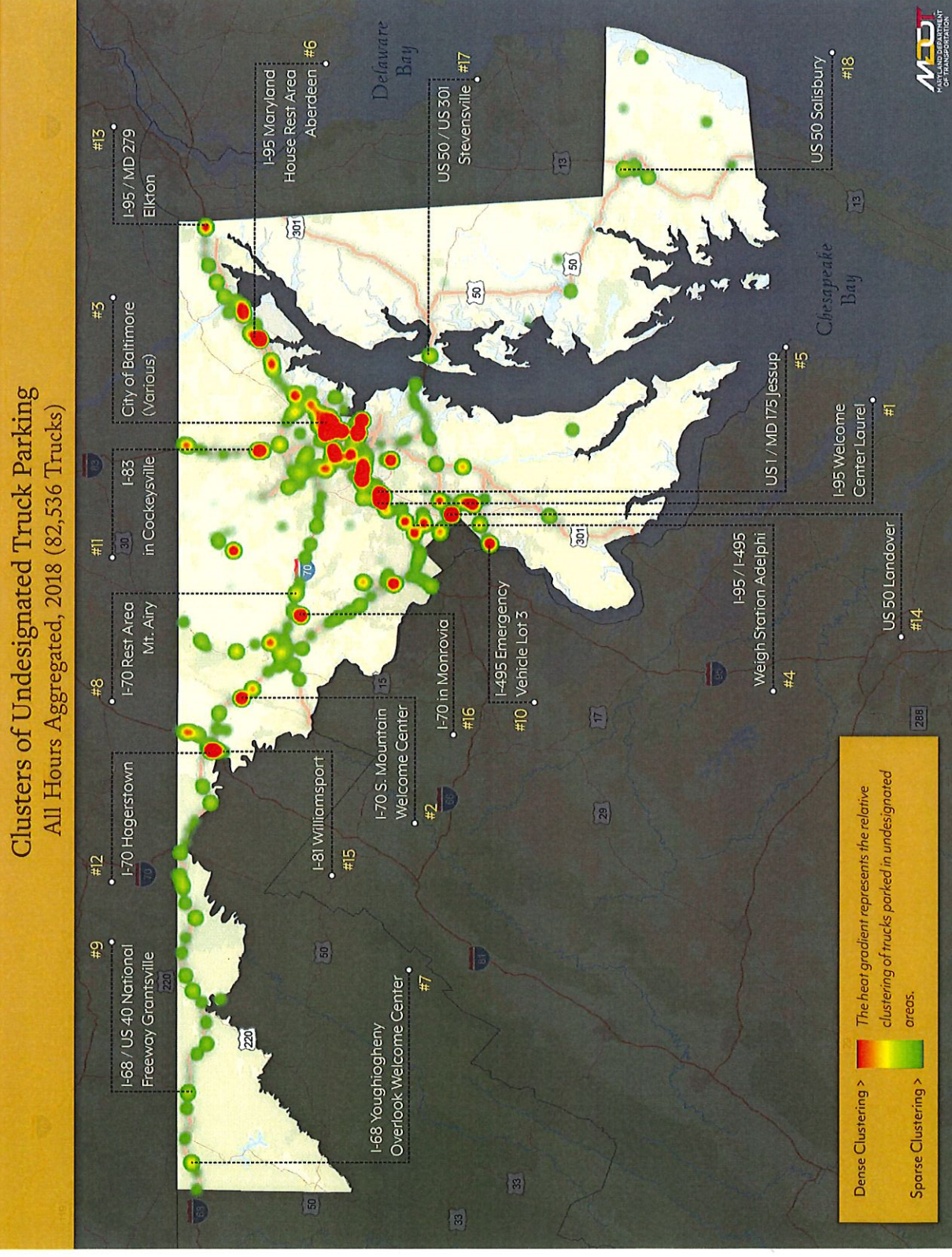


Figure 4: Ranked Undesignated Truck Parking Clusters*



* Priority Clusters were selected from the top 15 locations in Central Maryland with the highest prioritization score and also three additional clusters were added to include locations in both Western Maryland and along the Eastern Shore.

MARYLAND'S TRUCK PARKING OBSTACLES AND CHALLENGES

There were nine obstacles and challenges identified based on data analysis, stakeholder input, and research conducted throughout The Study.

1 Lack of Dedicated and Overall Limited Truck Parking

Based on the INRIX truck GPS data analysis, an estimated **190 trucks per day** are unable to find truck parking in the early morning and therefore park in undesignated areas (Figure 4). About **19 percent** of the trucks parked in undesignated areas were parked along on/off ramps at MDOT Welcome Centers, Rest Areas, and Travel Plazas. The remaining undesignated trucks park at other locations, such as the side of highways or along last-mile connectors (such as local roadways leading to warehouses/distribution centers).



2 Lack of Knowledge of Where/How to Find Truck Parking

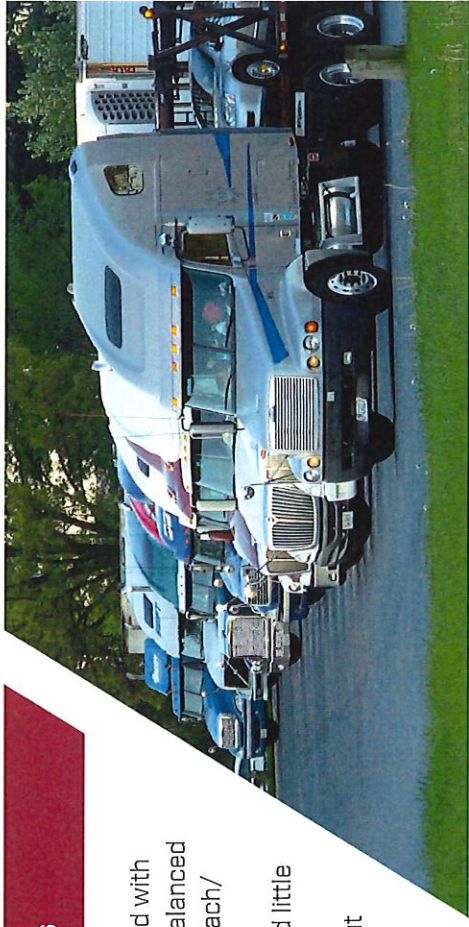
The availability of truck parking is limited in Maryland, with the largest number of spaces available at Maryland's Truck Weigh & Inspection Station (TWIS) locations. Although the overnight parking hours (7pm to 7am) at TWIS locations are listed on the MDOT's Trucker's Map, many truck drivers were either unaware of the ability to use truck parking at TWIS locations or they are hesitant to park at these inspection facilities when asked during The Study Focus Group Meetings and Online Survey.

TRUCK WEIGH & INSPECTION STATIONS <small>(Parking Permitted when Station is Closed)</small>	
Location	Spaces
Cecilton	25
Conowingo - US 1 S/B	7
College Park Facility - I-95/I495	17
Finzel - I-68 E/B	12
Hyattstown - I 270 N/B & S/B	NB 12, SB 12
New Market - I 70 E/B	15
Perryville - I 95 N/B & S/B	NB 59, SB 52
Vienna - US 50 EB	12
West Friendship - I 70 W/B	18

3

Different Truck Parking Needs in Rural and Urban Areas

The mix of truck parking issues in urban and rural Maryland combined with the importance of local issues and community concerns requires a balanced approach for improving truck parking, including policy-making, outreach/education, and land use planning, as well as capacity and real-time information projects. Urban areas have very few parking facilities and little to no available truck parking spaces during overnight hours. Many of these spaces are used for shorter stops related to staging throughout the day, and switch to longer Hours of Service (HOS) stops at night. Rural truck parking locations are used primarily for longer overnight HOS breaks.

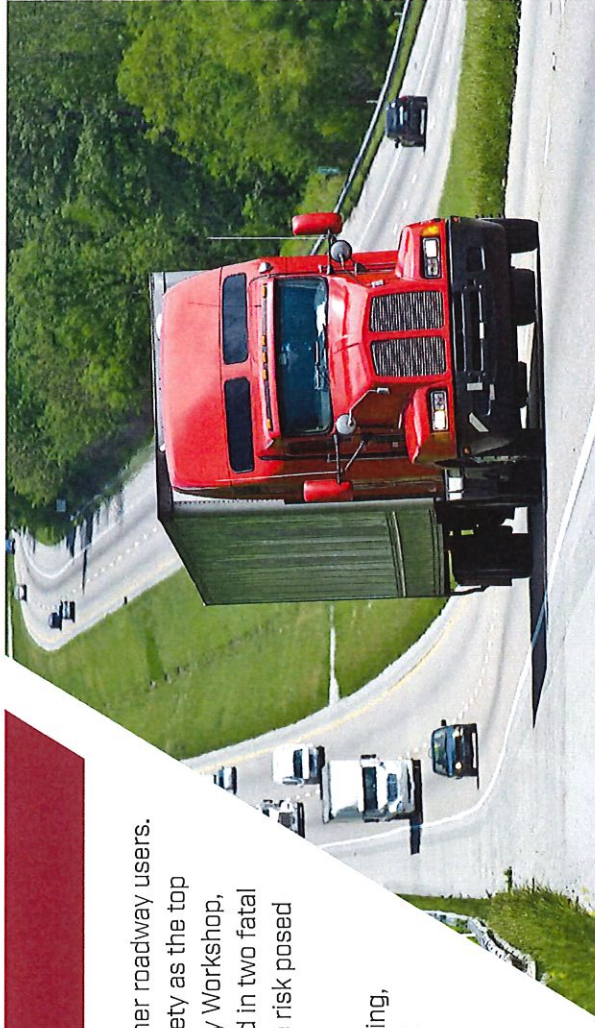


4

Safety and the Perception of Safety

Undesignated truck parking endangers truck drivers and other roadway users. In addition to public and private stakeholders identifying safety as the top truck parking issue during the Maryland Truck Parking Study Workshop, trucks parked on Maryland roadway shoulders were involved in two fatal crashes, one in 2011 and another in 2018, demonstrating the risk posed by undesignated truck parking.

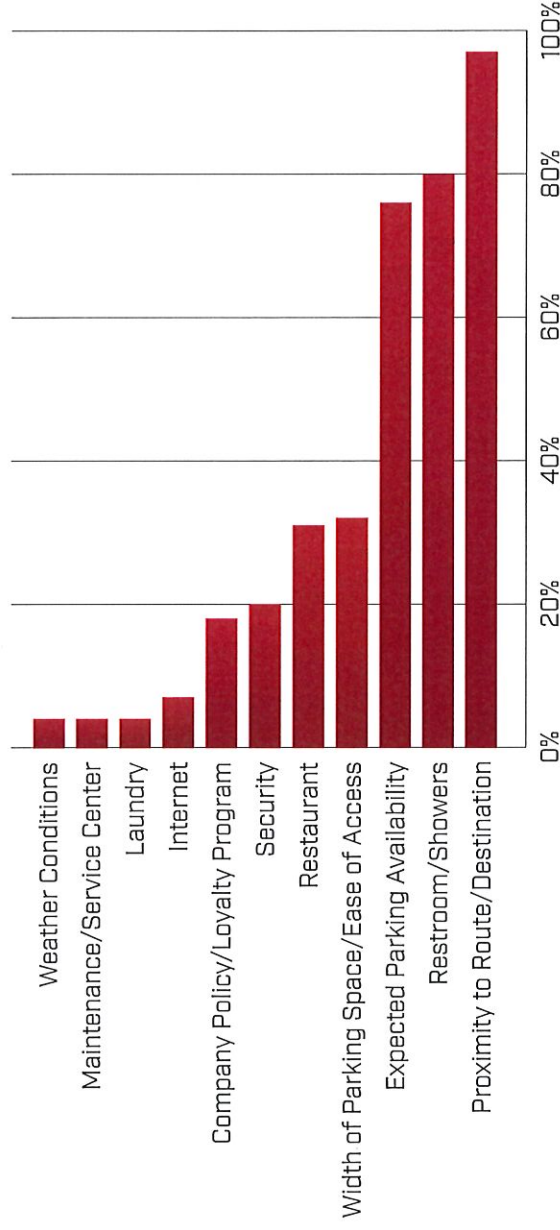
In addition to the safety impacts of undesignated truck parking, communities are often concerned over the real or perceived safety impacts of the development or expansion of truck parking facilities.



5

Lack of Amenities at Truck Parking Facilities

Figure 5: Influential Factors Affecting where Truck Drivers Park for their 10-Hour Rest Break



Source: Data from ATRI Managing Critical Truck Parking Case Study – Real World Insights from Truck Parking Diaries December 2016

Figure 5 provides a summary of the factors affecting where a truck driver decides to park. Amenities are a consideration when developing new truck parking facilities or improving existing parking lots to make them attractive for truck drivers. Based on comments from the online survey, restrooms with showers are a critical factor for making truck parking more attractive to truck drivers.⁵

6

Noise in Neighboring Communities near Truck Parking Facilities

Similar to the perception of the safety of truck parking facilities, communities have pointed to the noise and emissions related to truck parking facilities. In addition to the livability impacts, communities are also concerned that a new or expanded truck parking facility will negatively impact property values. The result of these concerns has been community opposition to truck parking projects.



⁵ Boris, C. and R. M. Brewster, 2016. "Managing Critical Truck Parking Case Study –Real World Insights from Truck Parking Diaries." American Transportation Research Institute.

7 Lack of Innovation in Truck Parking

New innovations are anticipated to affect the demand for truck parking, amenities needed at truck parking facilities, and provide opportunities to address existing and future truck parking needs. Two innovative examples are electric vehicles and Connected and Automated Vehicles [CAV]. Electric vehicles will impact where and how long trucks park, as well as the amenities needed at public and private truck parking facilities. Additionally, CAVs provide an opportunity to push and receive information to/from trucks to help drivers decide where to park and could greatly decrease the demand for truck parking as CAV technology advances in sophistication and use.

8 Lack of Real-Time Truck Parking System and Navigation

Innovations, such as Real-time Truck Parking Systems are a new approach some states have been able to implement to provide truck drivers with information about the availability of truck parking as needed. These real-time systems may use sensors, cameras, and/or DMS to provide real-time truck parking information about the location and availability of truck parking spaces to help inform a truck driver's decision about where and when to look for truck parking. The information can be pushed to third party applications, such as phone or in-cab truck parking applications, through an application program interface (API) or connected vehicle technology, making it available to drivers to plan their stops as they approach or enter the State. Static wayfinding signs could be used to inform truck drivers about the location of public and private facilities that are not integrated into the real-time truck parking system.



9 Legislative Challenges

The primary legislative challenges related to truck parking are the lack of a requirement for freight generators (i.e., suppliers, carriers, etc.) to provide truck parking and local planning for warehouse/distribution center locations that often do not account for truck parking needs. The lack of truck parking requirements for freight generators and incorporation of truck parking in local planning often results in undesignated truck parking near freight generators on local or state roadways, creating safety hazards and infrastructure breakdowns.

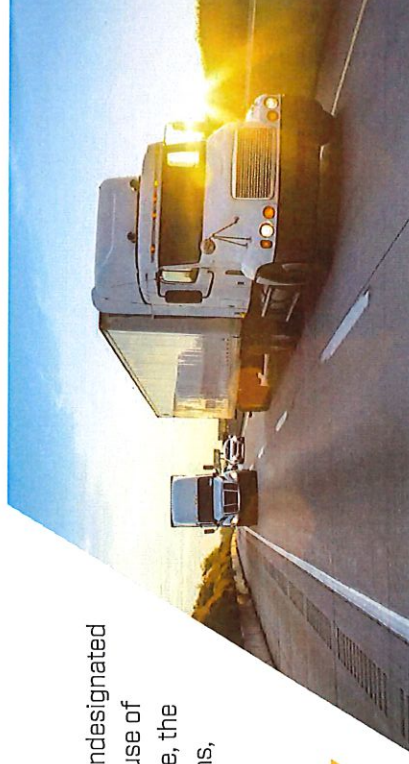
TRUCK PARKING RECOMMENDATIONS

The need to address truck parking issues is highlighted in this study by identifying the major undersigned truck parking clusters occurring throughout the state and its impact on the safe and efficient use of highway infrastructure, the operation of supply chains, and infrastructure conditions. Therefore, the findings and challenges identified in this study were used to develop the four recommendations, each of which include Legislative, Policy, Program, Project, Partnership, and Education and Outreach actions to advance truck parking in Maryland:

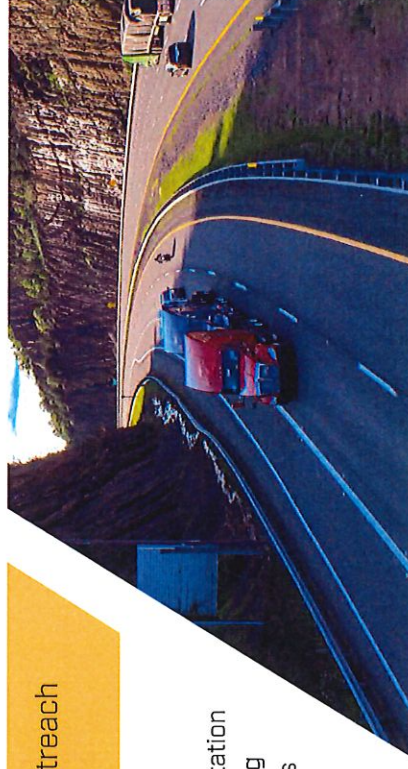
Recommendation 1: Further Develop the Truck Parking Program

Formalize the truck parking program within MDOT by establishing performance measures and the associated data needed to evaluate those performance measures. Based on the performance metrics, recommendations and priorities will be established to further improve existing truck parking capacity, identify new truck parking capacity and truck parking information projects/initiatives. Initial action items include but are not limited to the following recommendations:

- | |
|---|
| • Annually collect truck parking counts of overnight truck parking. |
| • Establish truck parking performance measures to annually assess the program. |
| • Establish a truck parking selection prioritization process for public truck parking facilities utilizing the priority truck cluster analysis, areas, and opportunities. |
| • Identify pilot opportunities (could also be P3s) for full-service parking facilities. |
| • Establish a pilot project providing overnight parking facilities at existing park-and-ride lot. |
| • Identify additional locations and routes to develop a real-time truck parking system and wayfinding application. |
| • Support and incorporate identified actions from the Action Plan for Zero Emissions Medium and Heavy Duty Vehicles, to be developed in 2021. |
| • Analyze park and ride lots to identify opportunities for overnight truck parking (especially near priority clusters). |
| • Continue design work for truck parking projects (i.e., I-70 South Mountain Welcome Centers). |
| • Re-assess opportunities to expand truck parking at MDOT welcome centers, rest areas, and TWIS locations. |
| • Identify opportunities to provide restrooms and other amenities, including electrification infrastructure, at TWIS locations and truck rest areas. |
| • Ensure safe, well-lit, and clean truck parking facilities (including TWIS locations) with amenities (i.e., trash removal, security). |
| • Monitor federal and state legislation for any changes that could impact statewide truck parking needs. |
| • Ensure that truck parking needs such as truck parking plans, projects, and initiatives are part of the state freight plan. |
| • Ensure that state and local staff consider truck parking facilities prior to property clearance of excess ROW. |



Recommendation 2: Convene a Truck Parking Committee and Further Outreach on Truck Parking Issues



This study emphasized the need to develop a standing Truck Parking Committee, similar to the Working Groups that provided input and direction for this study, to help oversee the implementation of study recommendations and facilitate continued advancement of and input for truck parking in Maryland. In addition, consistent and coordinated communication with external stakeholders outside of the Truck Parking Committee generates understanding and awareness of truck parking issues and importance to the economy of Maryland. Initial action items include but are not limited to the following recommendations:

<ul style="list-style-type: none"> • Meet annually with the Freight Stakeholder Advisory Group and identify priority projects and opportunities to partner and/or seek grants.
<ul style="list-style-type: none"> • Develop a stakeholder list and stakeholder outreach plan for each type of stakeholder (i.e., elected officials, MPDs, local jurisdictions, trucking industry, carriers, and shippers, etc.).
<ul style="list-style-type: none"> • Develop materials for outreach and education: <ol style="list-style-type: none"> a. One-page summary of the report and recommendations. b. Template for projects on truck parking needs. c. Information on undesignated parking restrictions. d. Other outreach materials and resources, including data.
<ul style="list-style-type: none"> • Update the truck parking web page with a report summary and recommendations for implementation.
<ul style="list-style-type: none"> • Outreach to the internal/external freight stakeholder groups, provide any project updates, and discuss strategies and opportunities that each stakeholder group can provide assistance.
<ul style="list-style-type: none"> • Provide outreach to the trucking industry on TWIS locations (safe haven TWIS locations) overnight truck parking (200 total spaces available statewide).
<ul style="list-style-type: none"> • Explore social media and other opportunities (media sources) to reach our trucking industry customers.
<ul style="list-style-type: none"> • Outreach on real-time truck parking system and wayfinding application (as developed).
<ul style="list-style-type: none"> • Outreach to neighborhoods on truck parking benefits, needs, and safety.
<ul style="list-style-type: none"> • Pilot the community outreach template using the I-495/I-95 park and ride concept (and learn what worked).

Recommendation 3: Integrate Truck Parking into Land Use, Zoning, and Planning

The following recommendations address the overall limited and lack of dedicated truck parking statewide by integrating truck parking needs into legislative, policy and planning activities. This recommendation highlights the shared responsibility of MDOT, local jurisdictions, and freight stakeholders by formalizing the need to provide truck parking and their importance within the supply chain (i.e., shippers, carriers, and suppliers) to support the state's economic vitality and future. Action items include but are not limited to the following recommendations:

- Comprehensive plans should be required to include planning for truck parking needs, including a freight network of roadways, warehouse/distribution center locations and truck parking, as well as, just-in-time truck parking needs.
- Local land use zoning should be reflective of truck parking needs, especially near warehouse/distribution centers and other freight generators.
- Tax incentives for communities near new public and public/private truck parking facilities.
- Business tax incentives for businesses that provide new truck parking facilities.

Recommendation 4: Utilize Grants and Other Alternative Funding and Partnership Opportunities

The Funding and Partnership Recommendations focus on MDOT identifying and understanding lessons learned and implementing best practices from peers, applying for grants, and pursuing P3s for truck parking projects. Initial action items include but are not limited to the following recommendations:

- Work with the Federal Highway Administration (FHWA) peer exchange for ITS real-time truck parking system best practices.
- Identify partners and grant opportunities to develop the real-time truck parking system and wayfinding application.
- Identify and seek grants for truck parking expansion projects and innovative technologies (i.e., CAV, EV charging stations, etc.).
- Coordinate with corridor coalitions for opportunities to partner and/or seek grants (strategic planning, design, or construction).
- Seek P3s for truck parking facilities, amenities, and innovation.
- Pursue opportunities with federal re-authorization for truck parking pilot projects, discretionary grants, and dedicated funding.
- Provide funding opportunities for public and public/private truck parking facilities.
- Consider the use of National Highway Freight Program funds for truck parking projects and initiatives.



FUNDING AND GRANT OPPORTUNITIES

Identifying and allocating available funding resources is central to addressing the most critical truck parking needs. This section lists the federal funding programs that may be used to support truck parking capacity and real-time information projects. The full report provides examples of how funding programs have been successfully applied to truck parking projects to better clarify the types of projects eligible for each program.

Federal Funding Programs

Congestion Mitigation and Air Quality Improvement (CMAQ) Program
National Highway Freight Program (NHFP)
Highway Safety Improvement Program (HSIP)
National Highway Performance Program (NHPP)
Surface Transportation Block Grant (STBG) Program

Grant Opportunities

Infrastructure for Rebuilding America (INFRA)
Better Utilizing Investments to Leverage Development (BUILD)
Innovative Technology Deployment (ITD)
Accelerated Innovation Deployment (AID)
Diesel Emissions Reduction Act (DERA)
Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD)

Examples of Successful Grant Funded Projects

Truck Parking Availability Project, Florida DOT (2016) | INFRA Grant Amount: \$10.78 million | Location: Statewide

Florida received an INFRA grant to implement a truck parking information system called the Truck Parking Availability Systems (TPAS) at over 70 locations in Florida. The TPAS system involves the installation of in-pavement sensors at public rest areas. TPAS disseminates truck parking availability information on the Florida 511 website and smart device application. The INFRA grant built on existing research and implementation projects that Florida DOT was pursuing. Florida DOT has continued the installation of TPAS in rest areas throughout the state.

Regional Truck Parking Information and Management System (TPIMS), DOTs of Kansas, Indiana, Iowa, Kentucky, Michigan, Minnesota, Ohio, and Wisconsin (2015) | TIGER Grant Amount: \$25 million | Location: Multiple States

The TPIMS project included the development and implementation of a regional truck parking information system with eight Midwestern states collaborating under the Mid-America Association of State Transportation Officials (MAASTO). In this collaborative effort, the methodologies for collecting and reporting parking space availability information can be unique to each state. However, the resulting data is disseminated through common interfaces, such as dynamic message signs, TrucksParkHere website, and a smart device application. The TPIMS system was launched in 2018 and is scheduled to extend to more than 150 truck parking facilities along high-volume corridors in 2019. [TrucksParkHere Project Details, accessed 2019].



From: [Eckard, Debra S.](#) on behalf of [Planning Email](#)
To: [Priebe, Michelle L.](#)
Subject: FW: Against RZ-23-001
Date: Friday, August 18, 2023 7:37:28 AM

FYI

Debra S. Eckard
Administrative Assistant
Washington County Dept. of Planning & Zoning
747 Northern Avenue
Hagerstown, MD 21742
240-313-2437

From: brendave1@verizon.net <brendave1@verizon.net>
Sent: Thursday, August 17, 2023 7:38 PM
To: Planning Email <askplanning@washco-md.net>
Subject: Against RZ-23-001

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WARNING!! This message originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.
Any claims of being a County official or employee should be disregarded.

To the Board of County Commissioners:

I am against the Zoning Text Amendment RZ-23-001 that would permit truck parking at any convenience store in Washington County. Washington County has sufficient accommodations for truckers traveling to or passing through our county already and I respectfully request that you vote against this Amendment.

Interstate 81 bisects Washington County for just over 12 miles and in that span, there are at least 5 fueling stations for trucks located just off the interstate. They include: 1) DM Bowman Inc on Governor Lane Blvd; 2 & 3) Pilot Travel Center and AC&T, both on Halfway Blvd; 3) AC&T on Garland Groh Blvd; and 5) Love's Travel Stop on Perini Ave. That's one fueling station for every 2.6 miles of Interstate 81 running through the county. That is a sufficient supply for trucks traveling through the County and we should bear no more burden than that in providing fuel/food/drinks for trucks/truck drivers.

The section of Interstate 81 that runs through Washington County is the most dangerous section of Interstate 81, largely due to the number of exits. Again, we have just over 12 miles of I-81 in the County and there are 9 exits, which equates to one exit every 1.3 miles. To compare, I-81 runs through Virginia for nearly 325 miles and has 91 exits, which equates to one exit every 3.6 miles. In Pennsylvania, the Interstate runs for 233 miles with 74 exits, equating to one exit every 3.2 miles. Washington County has just 3.7% of Virginia's mileage and 5.2% of

Pennsylvania's mileage but nearly 3 times the number of exits.

Washington County's direction with respect to land use is already attracting additional truck traffic to our roads. Attracting more by allowing truck parking at all convenience stores is not only ill-conceived, it's irresponsible.

Brenda Shane
16168 Spielman Road
Williamsport MD 21795



Agenda Report Form

Open Session Item

SUBJECT: Presentation by the Dementia Friendly America Washington County

PRESENTATION DATE: August 22, 2023

PRESENTATION BY: Pete McMillian, Amanda Crawford, Rebekah Blum, and Carolyn Perrygo of Dementia Friendly America Washington County

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: Presentation regarding dementia and dementia training offered by Dementia Friendly America Washington County

DISCUSSION: See above

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ATTACHMENTS: PowerPoint attached.



Dementia Friendly Washington County

INTRODUCTION

The Need

- ▶ Over 3,000 people in Washington County are living with dementia
- ▶ Early onset dementia is impacting more people each year
- ▶ Professionals and service workers are unprepared to provide help to these people
 - ▶ Think about interactions at:
 - ▶ Hotels
 - ▶ Grocery Stores
 - ▶ Restaurants
 - ▶ Banks
 - ▶ Utility/government offices
 - ▶ Transportation providers



Who we are

- ▶ We are concerned citizens who have experience with dementia
- ▶ We have seen the need in the county and we want to help
- ▶ A message from a citizen that is living with dementia
 - ▶ Carolyn and John Perrygo
 - ▶ John has been diagnosed with Dementia
 - ▶ They have chosen to speak out for the needs of those who are living with dementia
 - ▶ They provide direction to our team to know where to focus our efforts



What is it



- ▶ A collaborative effort led by an Action Team that includes local government officials, key internal and external stakeholders as well as people living with dementia and their care partners
- ▶ This team works together to educate and raise awareness throughout the broader community for the needs of those in Washington County who are living with dementia.

What it does

- ▶ Projects include local certification of Dementia Friendly Businesses and bringing Dementia Friends education to students in grades 6 through 12
- ▶ Experienced people volunteer to bring free training to:
 - ▶ Retail establishments
 - ▶ Restaurants
 - ▶ Employers
 - ▶ Service Providers
 - ▶ First responders
 - ▶ Government officials



The ask

- ▶ We are requesting the support of the County Commissioners to begin the process of having Washington County recognized as a dementia friendly community
- ▶ We would like to have the opportunity to provide free training for county employees who interact with the public



Next Steps

- ▶ Community Kick off event



- ▶ When 10-10-23 5pm – 7pm
- ▶ Where Washington County Library



Agenda Report Form

Open Session Item

SUBJECT: Proclamation Declaring Washington County Dementia Friendly

PRESENTATION DATE: August 22, 2023

PRESENTATION BY: Board of County Commissioners to Pete McMillan, Amanda Crawford, Rebekah Blum and Carolyn Perrygo of Dementia Friendly America Washington County

REPORT-IN-BRIEF: Proclamation Presentation

WHEREAS, Alzheimer's disease is the seventh leading cause of death in the United States. An estimated 5.8 million individuals are living with Alzheimer's disease and related dementias, and

WHEREAS, more than 16 million Americans provide unpaid care for people with Alzheimer's disease and other dementias. Washington County offers their support to those living with dementia and recognizes those who care and provide for them; and

WHEREAS, numerous local partners, experts, professionals, and residents are devoted to the success of the Dementia Friendly Initiative to ensure that communities are equipped to support people living with dementia and their caregivers.

NOW THEREFORE, We, the Board of County Commissioners of Washington County, Maryland, do hereby proclaim "Washington County Dementia Friendly" and call upon our citizens to learn more about dementia, as we work to create a local community where people living with dementia are supported and enjoy a high quality of life, with meaning, purpose and value.



Agenda Report Form

Open Session Item

SUBJECT: Expenditure of accrued payment-in-lieu (PIL) of funds in accordance with the Forest Conservation Act

PRESENTATION DATE: August 22, 2023

PRESENTATION BY: Travis Allen, Senior Planner, Planning and Zoning; Dee Price, District Manager, Washington County Soil Conservation District

RECOMMENDED MOTION: Motion to approve the expenditure of PIL funds for acquisition and implementation of easements related to forest conservation for David Foltz and Phil Bakershenk.

REPORT-IN-BRIEF: The County has an executed Memorandum of Understanding with the Washington County Soil Conservation District (WCSCD) to assist us in the expenditure of accrued PIL funds in accordance with the Maryland Forest Conservation Act and the Washington County Forest Conservation Ordinance. The responsibility of the WCSCD is to seek out property owners who are willing to voluntarily implement a permanent easement on their property for the purpose of retaining or planting forested areas. WCSCD also oversees all aspects of easement implementation including survey work, site prep, installation and maintenance of the easements.

WCSCD has received interest from two property owners for two sites in the vicinity of the C&O Canal as potential areas for easement acquisition. As the sites score well on their ranking system, due to their proximity to high value waterways as well as for containing legacy trees and rare plants, they are recommended for acquisition. Two of the proposed easements areas would connect contiguously to other protected lands within the C&O Canal National Historic Park, increasing their environmental benefit.

DISCUSSION: The Maryland Forest Conservation Act requires counties across the State to implement standards to help protect forest resources threatened by growth and land development. The Washington County Forest Conservation Ordinance implements these regulations through our plan review and permitting process. New development that meets the threshold of a regulated activity is required to mitigation for impacts on forest resources. There are several options outlined in the Ordinance that developers may use to mitigate for these impacts. The highest priority is always retention or afforestation on the site where the regulated activity is taking place, however, it is not always possible to complete mitigation on site. One method of mitigation is for the developer to pay a fee in lieu of physical forest installation or protection. These funds are deposited into a dedicated account and accrued until such time as sufficient funds are available to establish easements elsewhere in the County.

FISCAL IMPACT: N/A. All work completed under this task will be paid for with funds committed by various developers as mitigation fees.

CONCURRENCES: Washington County Planning Commission

ALTERNATIVES: If the County does not expend the PIL funds in accordance with the Maryland Forest Conservation Act then all funds collected must be returned to the various developers who must then expend the funds by finding mitigation options themselves.

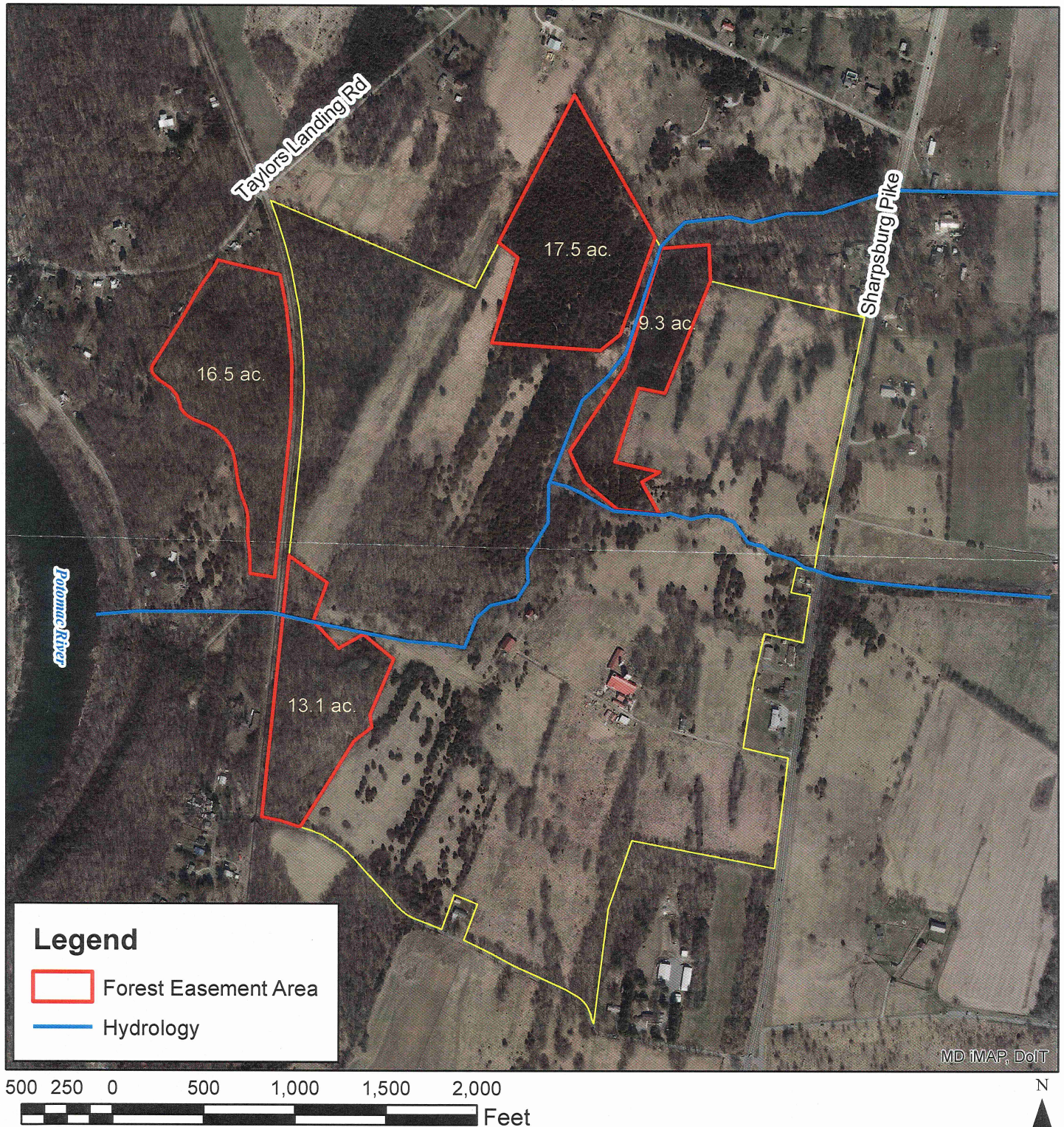
ATTACHMENTS: FCA Candidate packet from WCSCD

AUDIO/VISUAL NEEDS: N/A

Foltz Property Forest Conservation Easement

DAVID A. FOLTZ
6500 Sharpsburg Pike
Sharpsburg, MD 21782
MPV: 22-01-010549

Total Acres: 249.25
Total Approximate Acres in Forest Conservation Easement: 56.4



Landowner: Foltz

Prepared by: Robert Schwartz, Forester

The potential easement encompasses four existing forest areas totaling approximately 56.4 acres adjacent to a small, unnamed tributary to the Potomac River on the Foltz property. This potential easement is contained on one parcel (Tax map 72 Parcel 004) along the west side of Sharpsburg Pike.

The existing forest on the southern, 13.1 acre, and western, 16.5 acre, sections of proposed easement, surrounding the CSX Railroad tracks, are the highest quality on the property. These areas feature a middle aged to older oak-hickory forest dominated by white oak, chinkapin oak, shagbark hickory, hackberry, and other native species. Several species of spring ephemeral wildflowers were noted including cutleaf toothwort, mayapple, and jack-in-the-pulpit. The midstory contains native tree species regeneration, spicebush, and invasive shrub species. The invasive shrubs can be controlled through good forest stewardship and do not threaten the long-term prospects for this forest remaining as forest. The 16.5 acre western forest area also contains several 'wolf' trees. These wolf trees grew up along property lines during a period when the surrounding landscape was largely cleared for agriculture, thus retaining their lower limbs and avoiding being felled due to potential property disputes. Based on their size, several of these trees began growing around the time of the Civil War and may have witnessed the Battle of Antietam.



Figure 1: Wolf oak located on the 16.5 acre section of existing forest.

The existing forest on the northern, 17.5 acre, section of proposed easement is primarily eastern red cedar thicket mixed with mid-successional hardwood species. Eastern red cedar thickets are early-successional forests utilized by numerous wildlife species during the year. In the winter, these areas provide much needed thermal cover while in the spring and summer they provide nesting material as well as cool respite from the heat. Areas of this forest are beginning to succeed into middle-aged hardwoods such as black walnut, oak, and red maple. Some invasive species are present, including autumn olive, but the deep shade cast by the eastern red cedar mostly precludes them.

The fourth, eastern-most section of proposed easement is 9.3 acres in size. Part of this area was planted through the Conservation Reserve and Enhancement Program (CREP) many years ago for water-quality benefits and has developed into a very successful riparian forest buffer. Riparian forest buffers protect and shade streams to keep the water cold and clear of excess nutrients and so these patches of forest are highly beneficial on the landscape. Areas with more open canopy have dense populations of wingstem, New York ironweed, and other wildflowers near the unnamed tributary to the Potomac River.



Maryland Forest Service

14038 Blairs Valley Road • Clear Spring, MD 21722

301-791-4733 • www.dnr.maryland.gov • TTY users call via Maryland Relay



Wes Moore, Governor
Aruna Miller, Lt. Governor
Josh Kurtz, Secretary
David Goshorn, Deputy Secretary

Young oaks, hickories, hackberry, red maple, and black maple dominate other, previously existing areas of forest in the uplands near the CREP planting. This is also the only documented location of October Ladies' Tresses orchid (*Spiranthes ovalis erostellata*) on private land in Washington County, per the Maryland Biodiversity Project and iNaturalist, with the only other location being Antietam National Battlefield.

Surrounding land uses are mostly composed of agricultural and forest land. These particular pieces of forest are important on the landscape, however, as they connect several other large blocks of forest, improving the quality of habitat for wildlife species, and preserving the landscape in a historic nature for nearby C&O Canal National Historical Park and Antietam National Battlefield visitors.



Figure 2: October Ladies' Tresses orchid supports a number of unique pollinator species.



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**WASHINGTON COUNTY FOREST CONSERVATION ORDINANCE
PAYMENT IN LIEU PROGRAM
EXISTING FOREST PROJECT RANKING CRITERIA**

PROJECT NAME

David Foltz - 6500 Sharpsburg Pike, Sharpsburg, MD 21782

**TO BE CONSIDERED FOR PROGRAM INCLUSION, THE EXISTING FOREST MUST MEET THE DEFINITION OF "FOREST" CONTAINED IN THE
WASHINGTON COUNTY FOREST CONSERVATION ORDINANCE**

Ranking Factor		Description	Maximum Total Points	Score	Notes
1	Adjacent to perennial or intermittent stream	Perennial stream (10 pts.), Intermittent (5 pts.), No stream (0 pts.)	10	10	Perennial Unnamed Tributaries to the Potomac River
2	Connects forest "Islands" creating forested corridors	Forested corridor is at least 300' wide (10 pts.), 200' wide (5 pts.), does not create corridor (0 pts.)	10	10	
3	Adjacent to critical habitat	Adjacent to Class III Trout Waters with natural populations of trout (10 pts.), within Class III watershed (5 pts), wetlands (3 pts.), No critical habitats (0 pts.)	10	3	Easement will protect perennial unnamed tributaries to the Potomac River
4	Contiguous forest cover	Easement will increase forest to 100 acre block (5pts.), 50 acres(3 pts.), will not adjoin existing forest (0 pts.)	5	0	
5	100 Year Floodplain	Easement will cover 100% of 100 year floodplain (5 pts.), 50% (3 pts.), 0% (0 pts.)	5	0	No 100 Year Floodplain on property.
6	Site access	Easily accessible , maintenance and long term monitoring, (10 pts)	10	10	
7	Site conditions, including control of non-native/invasive plant species	Adequately stocked forest of predominately native tree and shrub species of good health and vigor(10 pts.,) over or under stocked forest with no greater than 20% non-native/invasive species and landowner has demonstrated commitment to control (5 pts.), requires extensive invasive control (0 pts.)	10	10	
8	Total existing forest area	> 5 acres (10 pts.), 2-5 acres (5 pts.), < 2 acres (1 pt.)	10	10	56.4 Acres
	Watershed location	Located in Antietam or Conococheague watershed (10 pts.)	10	0	
9	Sensitive species Identified	Sensitive species area Identified for site and no adverse effects from project (5pts.), no sensitive species area Identified for site, (0pts.)	5	5	October Ladies' Tresses Orchid
TOTAL POINTS POSSIBLE			85	58	

Several Wolf / Witness Trees located on the property.

Foltz and Bakershenk FCA Cost-Estimates								
				FOLTZ		BAKERSHENK	TOTALS	
EXISTING FOREST, ACRES PROTECTED				56.4		6.87	63.27	
PLANTING ACRES 300'				0		0	0	
PLANTING ACRES +300'				0		0	0	
PLANTING COST ESTIMATE				\$0		\$0	\$0	
PAYMENT TO LANDOWNER				\$84,600		\$10,305	\$94,905	
PAYMENT TO SCD				\$50,760		\$6,183	\$56,943	
SURVEY/PLAT COSTS				\$4,500.00		\$2,000.00	\$6,500	
TITLE SEARCH COST				\$200		\$200	\$400	
LEGAL FEES				\$1,500		\$1,500	\$3,000	
TOTAL				\$141,560		\$20,188	\$161,748	
FOREST CONSERVATION FUND BALANCE							7/19/2023	\$370,616
BALANCE FOR ADDITIONAL PROJECTS/MAINTENANCE								\$208,868



Agenda Report Form

Open Session Item

SUBJECT: Application for Zoning Map Amendment RZ-23-005

PRESENTATION DATE: August 22, 2023

PRESENTATION BY: Travis Allen, Comprehensive Planner, Department of Planning and Zoning

RECOMMENDED MOTION: Approval of the request to remove the Rural Business Zoning District (RB) at the subject property.

REPORT-IN-BRIEF: Application is being made to fully terminate an existing Rural Business floating zone through a rezoning map amendment.

DISCUSSION: The applicant Martin and Colleen Katz seeks a map amendment for a property located at 8524 Fahrney Church Road. An existing RB floating zone was established over the parcel in 2014, which formerly was included within the lands of the San Mar Children's Home. The current proposal seeks to completely remove the RB floating zone so that the applicant may pursue an addition to the existing residential use on this property. Most residential uses are not permitted within an RB Zoning District.

The factors to be considered in a request to fully terminate an existing RB zoning district are specified in Section 5E.8 of the Washington County Zoning Ordinance. The applicant must provide a written request to remove the RB floating zone. The Board of County Commissioners may approve or deny the request without holding a public hearing.

This item was presented to the Washington County Planning Commission at their regular meeting on August 7, 2023. The members unanimously recommended approval of the proposed map amendment.

FISCAL IMPACT: N/A

CONCURRENCES: Washington County Planning Commission

ALTERNATIVES: N/A

ATTACHMENTS: Staff report, Request Letter, Planning Commission recommendation

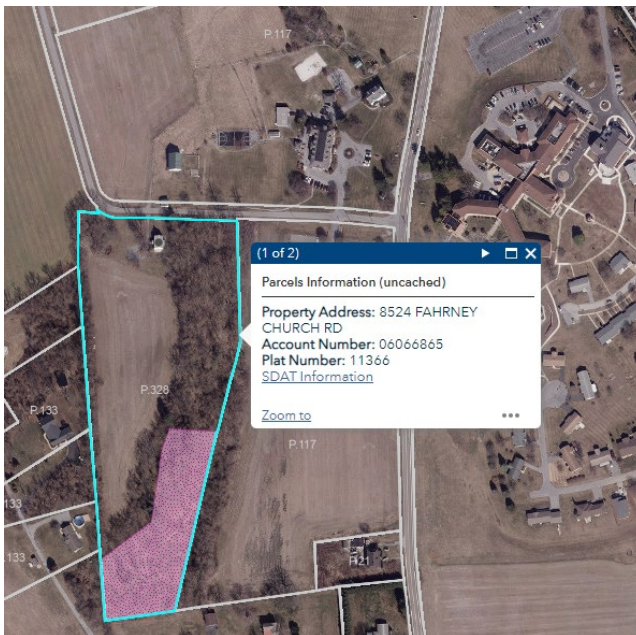
AUDIO/VISUAL NEEDS: none

Application for Map Amendment Staff Report and Analysis

Property Owner(s)	:	Martin and Colleen Katz
Applicant(s)	:	Martin and Colleen Katz
Location	:	8524 Fahrney Church Road, Boonsboro
Election District	:	#6 – Boonsboro
Comprehensive Plan		
Designation	:	Agriculture
Zoning Map	:	63
Parcel(s)	:	P. 328
Acreage	:	9.39 acres
Existing Zoning	:	RB – Rural Business
Requested Zoning	:	A(R) – Agricultural, Rural
Date of Meeting	:	August 7, 2023

I. Background Information

a. Location and Description of Subject Properties



The proposed rezoning site is located at 8524 Fahrney Church Road, immediately south of San Mar Children's Home and west of Fahrney Keedy Senior Living Community. The total acreage of the parcel is currently given the Rural Business floating zone (RB) designation atop a base zoning of Agricultural Rural (AR).

The property is currently improved by a single-family dwelling and contains woodlands with an intermittent stream, and agricultural land. A 2-acre forest conservation easement encumbers the southernmost portion of the woodland.

a. Rural Business Floating Zone Removal Criteria

The applicant is requesting a full termination of the Rural Business (RB) floating zone previously applied to the property in 2015 (RZ-14-002). Section 5E.8 of the Zoning Ordinance describes the criteria for the full removal of the floating zone:

b) Full Termination

An individual property owner may submit a written request to the Planning Commission to remove the entire RB floating zone district from their property at any time. The Planning Commission shall review such a request at one of their regular meetings and make a recommendation to the Board of County Commissioners as to whether or not to grant the request. The Board of County Commissioners may then approve or deny the request without a public hearing. Should the Board of County Commissioners approve the property owner's request to remove the RB floating district, the land will be restored to its underlying zoning district.

II. Staff Analysis and Conclusion:

The applicant has met the criteria described above for the partial termination of the existing RB through the submission of letter dated July 14, 2023, describing their request. The letter details the circumstances which lead to the creation of Lot 3, as it was subdivided off from San Mar Children's Home in 2022 and sold to the current owner. The applicant intends to construct an addition to the property to house their parents.

Most residential uses are not permitted by the current RB Zoning applied to the property, including the proposed addition. The full termination of the existing RB district would therefore enable the intended expansion of the residential use to occur. The applicant would merely need to meet the requirements of the underlying Agricultural Rural (AR) zoning already affixed to the property in expanding the existing residential use at this location.

The requested change would therefore constitute a voluntary downzoning to a less intensive land use on the existing parcel. Accordingly, this intended switch to a less intensive use would be unlikely to negatively impact neighborhood character or public infrastructure in the area.

Respectfully Submitted,

Travis Allen
Comprehensive Planner

July 14, 2023

Dear members of the Washington Co. MD Planning Commission and the Washington Co. MD Board of Commissioners,

We are writing this letter to you to request that the zoning overlay RB be removed from our property located at 8524 Fahrney Church Rd. Boonsboro, MD 21713.

The property was previously owned by San Mar Children's Home in Boonsboro and when they subdivided the land the RB overlay was not removed. As it is now a residential property we are requesting the overlay be removed.

Thank you for your time,

Martin and Colleen Katz
8524 Fahrney Church Rd.
Boonsboro, MD 21713
(301) 651-4625



DEPARTMENT OF PLANNING & ZONING
PLANNING | ZONING | LAND PRESERVATION | FOREST CONSERVATION | GIS

August 9, 2022

RZ-23-005

**APPLICATION FOR MAP AMENDMENT
PLANNING COMMISSION RECOMMENDATION**

Property Owner(s)	:	Martin and Colleen Katz
Applicant(s)	:	Martin and Colleen Katz
Location	:	8524 Fahrney Church Road
Election District	:	#6 - Boonsboro
Comprehensive Plan	:	
Designation	:	Agriculture
Zoning Map	:	63
Parcel(s)	:	328
Acreage	:	9.39 acres
Existing Zoning	:	RB – Rural Business
Requested Zoning	:	A(R) – Agricultural Rural
Date of Meeting	:	August 7, 2023

RECOMMENDATION

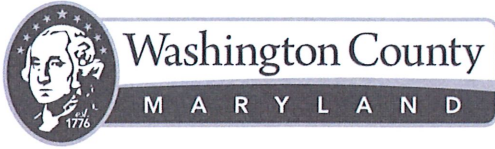
The Washington County Planning Commission took action at its regular meeting held on Monday, August 7, 2023 to recommend approval of Map Amendment RZ-23-005 to the Board of County Commissioners. The Commission considered the applicant's request to fully terminate the Rural Business (RB) floating zone on 9.39 acres of property at 8524 Fahrney Church Road. The Commission considered the Staff Report and Analysis.

Copies of the applicant's letter and Staff Report and Analysis are attached.

Respectfully submitted,

Jill L. Baker, AICP
Director, Washington County
Department of Planning & Zoning

JLB/TAL/dse
Attachments
cc: Kirk Downey



Agenda Report Form

Open Session Item

SUBJECT: Utility Fiber Work

PRESENTATION DATE: August 22, 2023

PRESENTATION BY: Scott Hobbs, Director, Division of Engineering

RECOMMENDED MOTION: Consensus regarding inspection for utility installation.

REPORT-IN-BRIEF: The County has been receiving telephone calls and e-mails from citizens about the various fiber utility company work and the impact to public right-of-way / properties. An aerial map is attached showing the currently-permitted work areas.

DISCUSSION: A request was made during staff comments on August 8 to evaluate additional inspection. Inspectors currently working on County projects could assist as needed. If further coverage is needed, staff could evaluate increasing utility permit fees or conditions of the permit to address this. Area construction inspectors continue to monitor the work and track any impacts.

FISCAL IMPACT: TBD

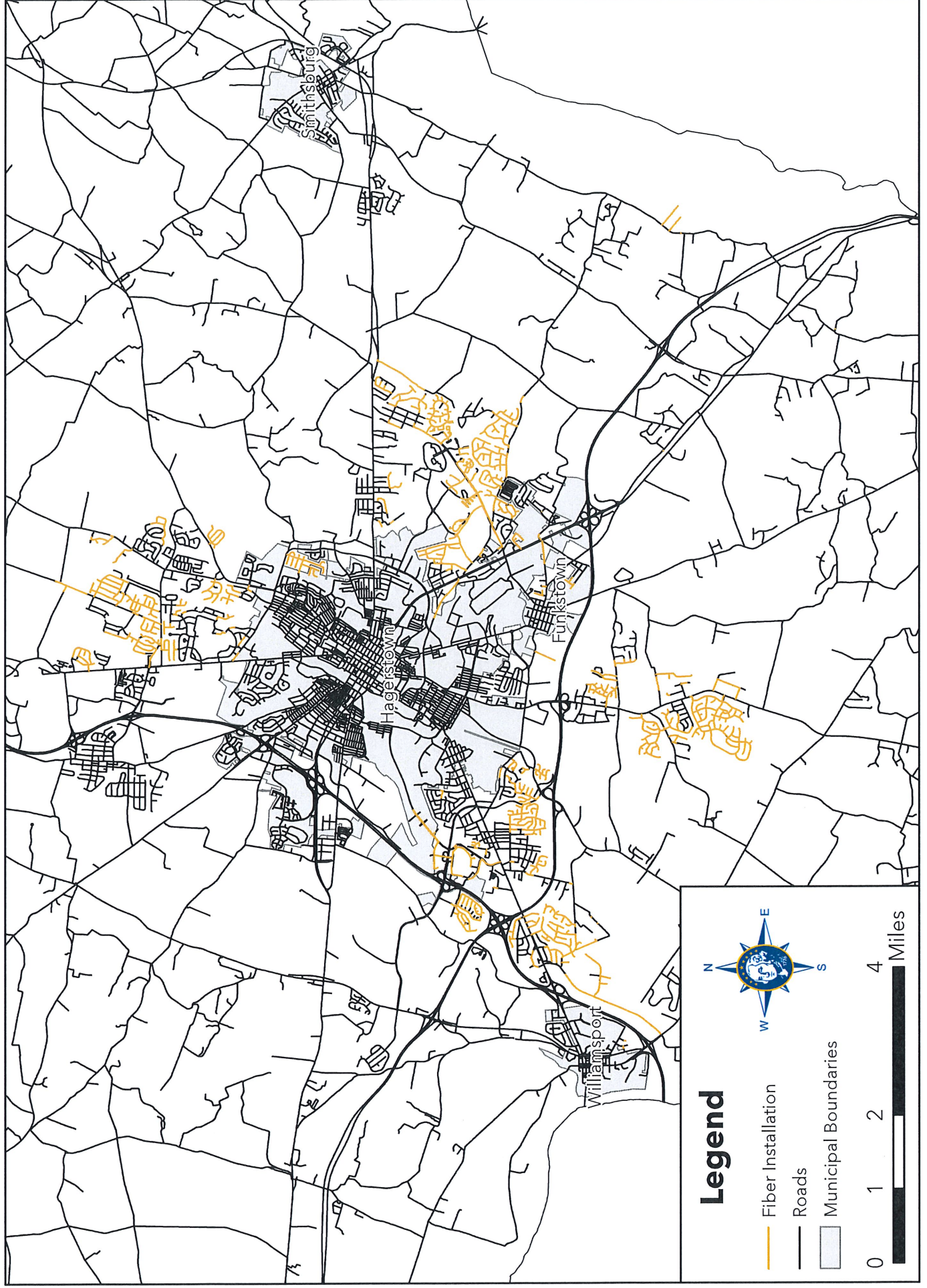
CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: GIS Map

AUDIO/VISUAL TO BE USED: GIS Map

Fiber Installation





Agenda Report Form

Open Session Item

SUBJECT: FY23 Budget Adjustment

PRESENTATION DATE: August 22, 2023

PRESENTATION BY: Kristin Grossnickle, Circuit Court Administrator

RECOMMENDED MOTION: Move to approve the budget adjustment as presented.

REPORT-IN-BRIEF: Move \$28,274.00 from Computer/Software Equipment – Circuit Court account to the General Fund CIP account for FY23

DISCUSSION: The Circuit Court had budgeted for an upgrade and replacement to the Docket Board system under the Circuit Court’s Computer/Software Equipment line of the FY23 budget. The project went through the procurement process and the project was awarded to Infax, Inc. with a Purchase Order issued on June 5, 2023. Due to timing of delivery of supplies, and schedules of the vendor and court, installation reached full completion August 16, 2023.

Per Recommendation from the Department of Budget & Finance, a FY23 budget adjustment has been generated to move \$28,274.00 from the Computer/Software Equipment – Circuit court account to the General Fund CIP for this expenditure.

FISCAL IMPACT: \$28,274.00 to be moved from the Computer/Software Equipment- Circuit Court account to the General Fund CIP account.

CONCURRENCES: Kelcee Mace, Deputy Director of Budget & Finance

ALTERNATIVES: None

ATTACHMENTS: Budget Adjustment Form 100200_08_14_2023

AUDIO/VISUAL NEEDS: None



Washington County, Maryland Budget Adjustment Form

Print Form

- ☐ Budget Amendment - Increases or decrease the total spending authority of an accounting fund or department
- ☒ Budget Transfer - Moves revenues or expenditures from one account to another or between budgets or funds.

Department Head Authorization

Kristin T. Grossnickle

Digitally signed by Kristin T. Grossnickle
Date: 2023.08.14 11:44:56 -04'00'

Division Director / Elected Official Authorization

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

Transaction/Post -Finance

Deputy Director - Finance

Preparer, if applicable

Kimberly K. Edlund

Digitally signed by Kimberly K. Edlund
Date: 2023.08.14 11:32:09 -04'00'

Required approval with date

If applicable with date

Required approval with date

Required approval with date

Required > \$ 25,000 with date

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
600600	10	10200				Computer/Software Equipment - Circuit Court	-28,274
502000	10	91230				Operating Transfer - CIP	28,274
600600	30	10500	VEH008			Computer Equipment - Circuit Court	28,274
498710	30	00000				Operating Transfer - General Fund	28,274

Explain Budget Adjustment

To move funding for the Circuit Court docket board display and MagicInfo Upgrade/Replacement to CIP. Equipment and installation could not be completed until August 2023.

Required Action by County Commissioners

☐ No Approval Required ☒ Approval Required

Approval Date if Known



Agenda Report Form

Open Session Item

SUBJECT: Community Organization Funding – Available Funding and Service Priority Area Allocations

PRESENTATION DATE: August 22, 2023

PRESENTATION BY: Rachel Souders, Senior Grant Manager, Office of Grant Management

RECOMMENDED MOTION(S): Move to approve the Community Organization Funding Service Priority Areas and their respective available funding amounts as presented (or amended).

REPORT-IN-BRIEF: The Community Organization Funding Committee is preparing for the fiscal year 2025 application and review process. As was agreed upon when the program was created, the Board of County Commissioners shall annually determine and approve the service priority areas eligible to receive funding consideration. The Board shall also set or approve the total available funding that should be dedicated to each established service priority area.

DISCUSSION: Historically the Board has funded six (6) service priority areas which are: Arts & Culture, Domestic Violence, Families and Children, Recreation, Seniors and Other. These service priority areas have encompassed and included all applications received and have not excluded an organization from making application for funding.

For the purposes of the Committees' fiscal year 2025 considerations, Washington County's Interim Chief Financial Officer has indicated \$1,000,000 is available for distribution. This amount is the same as the allocation approved for FY24. This total is subject to adjustment as the fiscal year 2025 budget is discussed.

It is the recommendation of the County's Interim CFO and the Office of Grant Management that the amount of funding made available for each respective service priority be set as indicated below.

<u>Service Priority Area</u>	<u>Funding Available</u>	<u>Percent of Available Funds</u>
Arts & Culture	\$113,200	11.3%
Domestic Violence	\$322,245	32.2%
Families & Children	\$412,305	41.2%

Recreation	\$28,350	2.8%
Seniors	\$113,610	11.4%
Other	\$10,290	1.1%
Total	\$1,000,000	100%

As previously agreed by the Board, the COF Committee does have the latitude to move twenty (20) percent of the approved amounts from one service priority to another, but every year the amount of funding available for a specific service priority area will return to the approved base figure as set by the Board.

On August 31, 2021, the Board voted to allow the inclusion of capital expenses as eligible costs funded through Community Organization Funding. This inclusion has not had an adverse impact upon the program and provided increased flexibility for applicants; therefore, it is recommended that the grant continue to fund both capital and operating expenses.

Historically, the COF Grant program has provided funding for an average of 30 non-profit organizations annually. The submitted applications are reviewed and scored by the Committee based upon the following scoring criteria:

Criteria	Maximum Points
1. Statement of Need	20
2. Past Performance	5
3. Organizational Capacity and Staffing Plan	20
4. Program Plan	35
5. Collaborations, Partnerships, & Coordination of Services	10
6. Budget Spread Sheet and Budget Narrative	10
Maximum Score	100

FISCAL IMPACT: The fiscal impact of Community Organization Funding is dependent upon funding decisions made by the Board during the annual budgetary process.

CONCURRENCES: Interim Chief Financial Officer, Washington County, Maryland

ALTERNATIVES: The Board may amend service priorities and funding amounts and eligible expenses as deemed appropriate.

ATTACHMENTS: N/A

AUDIO/VISUAL TO BE USED: N/A