

DOWNTOWN HAGERSTOWN BUSINESS BLUEPRINT

Your Guide to Success



Finding a Location Leasing Advice - Navigating Permits and Inspections - Hiring Contractors

OCTOBER 16, 2024

AGENDA:

- 8:30-8:35 a.m. Julie Rohm – Why Downtown
- 8:35-8:45 a.m. Doug Reaser – City Location Resources
- 8:45-9:00 a.m. Corey Linthicum – Leasing Advice
- 9:00-9:20 a.m. Paul Fulk – Navigating permitting and inspections
- 9:20-9:50 a.m. Panel Discussion on Finding a Downtown Location



**Doug
Reaser**
City Economic
Development
Manager



**Corey
Linthicum**
Owner
AEK Real Estate



Paul Fulk
City Code
Administration
Neighborhood
Services Manager



**Jeovanni
Diaz**
Owner Sofrito Puerto
Rican Cuisine



**Doug
Carroll**
Owner Hagerstown
Firehouse No. 3



**Lloyd
Thoburn**
Owner
Live at Hub City Vinyl



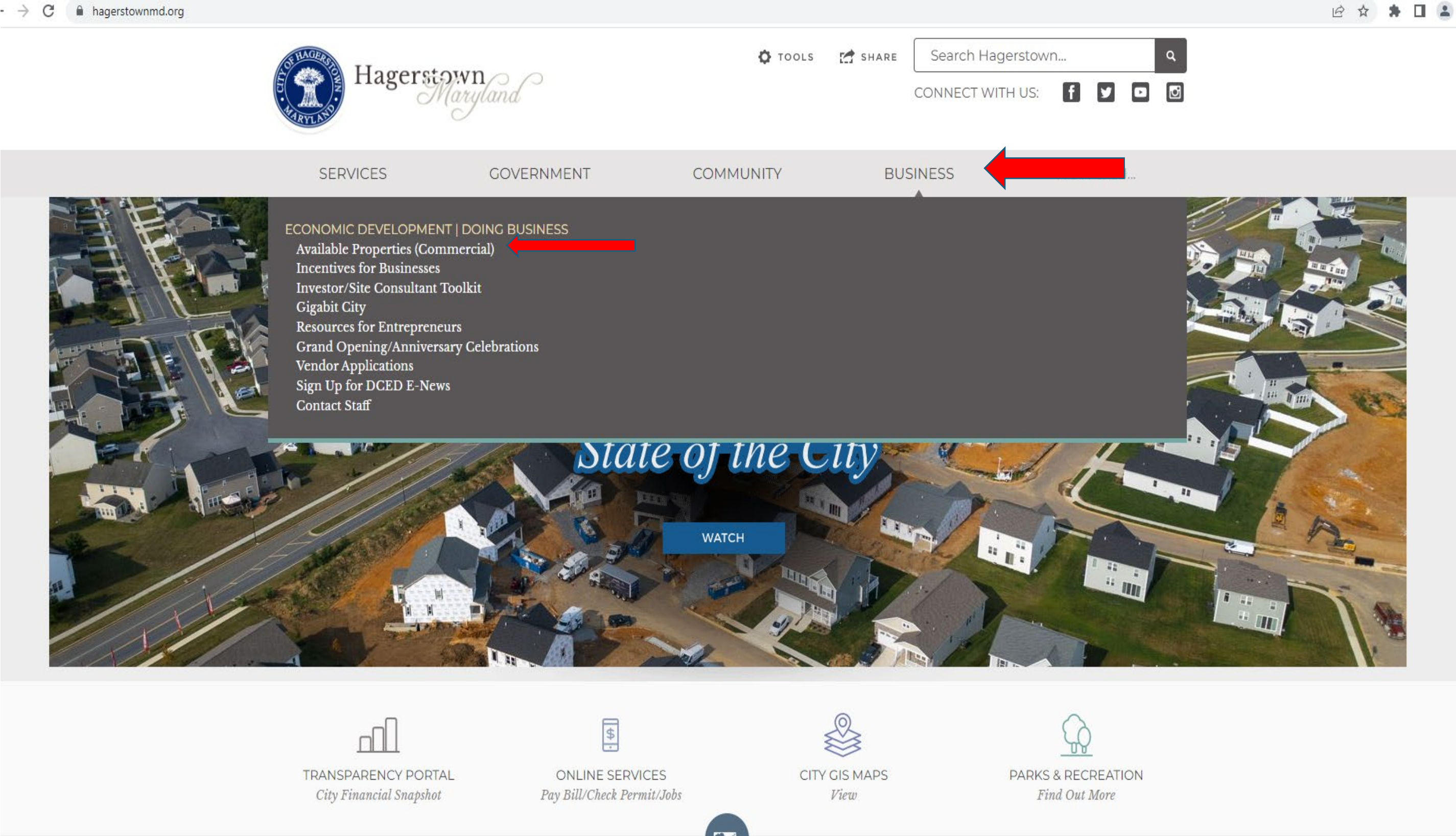
CITY LOCATION RESOURCES

Doug Reaser

City Community & Economic Development
Economic Development Manager

Downtown Hagerstown Business Blueprint Site Selection

Property Inventory



Property Inventory

Available Commercial, City-Owned

State of Maryland Prospector: E...

[properties.zoomprospector.com/maryland?page=1&sortDirection%5D=true&radiusLat%5D=0&sizeUnits%5D=1&bradius%5D=0&GeoEntityList%5D=3cbfc80d-6bd8-4620-8448-ca71b8ffa408&bradiusLng%5D=0&sort...](#)

Maryland Commerce

PROPERTY SEARCH

EXPLORE COMMUNITIES

COMPARE COMMUNITIES

WORKFORCE

Sign In/Add Properties | Opportunity Zone Properties

Hagerstown

All Properties

Size

Sale / Lease

All Types

All Filters

New Results

Saved Results 6

Property Results
 190 total Properties
 Sort By: Featured Descending PDF Excel Print Share

Vacant Land

Vacant Land

Office

Light Business Park - Lot 12

Address: 380 Dynasty Drive
City: Hagerstown
County: Washington County
Zip Code: 21740
Min Size: 1 acres
Max Size: 1 acres

View Details

Middleburg Business Complex

Address: 14032 Pennsylvania Ave
City: Hagerstown
County: Washington County
Zip Code: 21740
Min Size: 15 acres
Max Size: 15 acres

View Details

Plaza Office Building

Address: 1710 Underpass Way
City: Hagerstown
County: Washington County
Zip Code: 21740
Min Size: 1,555 sqft
Max Size: 23,528 sqft

View Details

Trilogy Professional Center I

Address: 1165 Imperial Drive
City: Hagerstown
County: Washington County
Zip Code: 21740
Min Size: 8,805 sqft

Har-Tru Site

Address: 12932 Salem Ave
City: Hagerstown
County: Washington County
Zip Code: 21740
Min Size: 18 acres

41 & 41 1/2 S Potomac Street

Address: 41 S Potomac Street
City: Hagerstown
County: Washington County
Zip Code: 21740
Min Size: 5.166 ac

Map Layers

Show Properties

Search as I move the map

Expand Map

MAP TOOLS:

Pinpoint

Measure

Aa By Address

Filter: Area

Filter: Radius

Export

Property Inventory

← → ↻

properties.zoomprospector.com/maryland?page=1&s%5BSortDirection%5D=true&s%5BRadiusLat%5D=0&s%5BSizeUnits%5D=1&s%5BPropertyType%5D=17%2C116&s%5BRadius%5D=0&s%5BGeoEntityList%5D=3cbfc80d-6bd8-4620-8448-ca71b...

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Maryland Commerce

PROPERTY SEARCH

EXPLORE COMMUNITIES

COMPARE COMMUNITIES

WORKFORCE

Sign InAdd Properties | Opportunity

ALL FILTERS

×

LOCATION

Geography

Hagerstown

By Address or Property Name

Enter Address or Property Name

Zip Code

PROPERTY DETAILS

☐ Buildings

☐ Sites

☐ Sale

☐ Lease

Size

30000

sqft

acres

Lease Rate

Min

Max

Sale Price

Min

Max

Ceiling Height

Min

Max

KEYWORDS

Enter Keywords

PROPERTY TYPE

☐ Call Center

☐ Flex

☒ Industrial

☐ Office

☐ Retail

☐ Vacant Land

☒ Warehouse

PROPERTY ASSETS

☐ Public Water

☐ Public Sewer

☐ Public Transportation

☐ Rail Served

☐ Cranes

☐ Water Access at Site

☐ Lab Space

☐ Opportunity Zone

Map Layers

Show Properties

Search as I move the map

Map

Map Tools

Pinpoint

Measure

As By Address

Filter: Area

Filter: Radius

Export



Property Inventory

Maryland Commerce

PROPERTY SEARCH

EXPLORE COMMUNITIES

COMPARE COMMUNITIES

WORKFORCE

Sign In/Add Properties

Opport

Hagerstown

All Properties

Size1

Sale / Lease

All Types2

All Filters

New Search

Saved

Maryland

DEPARTMENT OF COMMERCE

Property Results

12 total Properties (Save All)

Sort By: Featured

IF Descending

PDF

Excel

Print

Share

Expand Map

Warehouse

Newgate I

Address: 11710 Hopewell Road

City: Hagerstown

County: Washington County

Zip Code: 21740

Min Size: 230,000 sqft

Max Size: 230,000 sqft

View Details

Industrial | Office | Warehouse

Hagerstown Logistics Center Bldg #4

Address: 790 Wesel Blvd

City: Hagerstown

County: Washington County

Zip Code: 21740

Min Size: 100,000 sqft

Max Size: 217,193 sqft

More

View Details

Industrial

Statton Industrial Park

Address: 504 East First Street

City: Hagerstown

County: Washington County

Zip Code: 21740

Min Size: 181,540 sqft

Max Size: 181,540 sqft

View Details

Industrial

North Prospect Street

Address: 240 North Prospect Street

City: Hagerstown

County: Washington County

Zip Code: 21740

Min Size: 30,169 sqft

Max Size: 30,169 sqft

View Details

Warehouse

Liberty At Hunters Green II

Address: 11841 Newgate Boulevard

City: Hagerstown

County: Washington County

Zip Code: 21740-6994

Min Size: 385,000 sqft

Max Size: 385,000 sqft

View Details

Industrial

Creekside Logistics Center

Address: 16422 National Pike

City: Hagerstown

County: Washington County

Zip Code: 21740

Min Size: 730,116 sqft

Max Size: 730,116 sqft

View Details

Industrial | Warehouse

550 Western Maryland Parkway

Address: Washington County Business Park

City: Hagerstown

County: Washington County

Zip Code: 21740

Min Size: 18,000 sqft

Max Size: 103,700 sqft

More

View Details

Updated

Retail | Warehouse

435 E FRANKLIN ST

Address: 435 E FRANKLIN ST

City: Hagerstown

County: Washington County

Zip Code: 21740

Min Size: 40,000 sqft

Max Size: 40,000 sqft

View Details

Industrial

825 Commonwealth Ave

Address: 825 Commonwealth Ave

City: Hagerstown

County: Washington County

Zip Code: 21740

Min Size: 36,180 sqft

Max Size: 36,180 sqft

View Details

Map Layers

Show Properties

Search as I move the map

Map

Liberty at Hunters Gree--
Hagerstown, Maryland

385000 - 385000 sqft

MAP TOOLS:

Pinpoint

Measure

By Address

Filter: Area

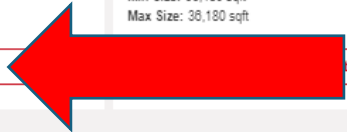
Filter: Radius

Export

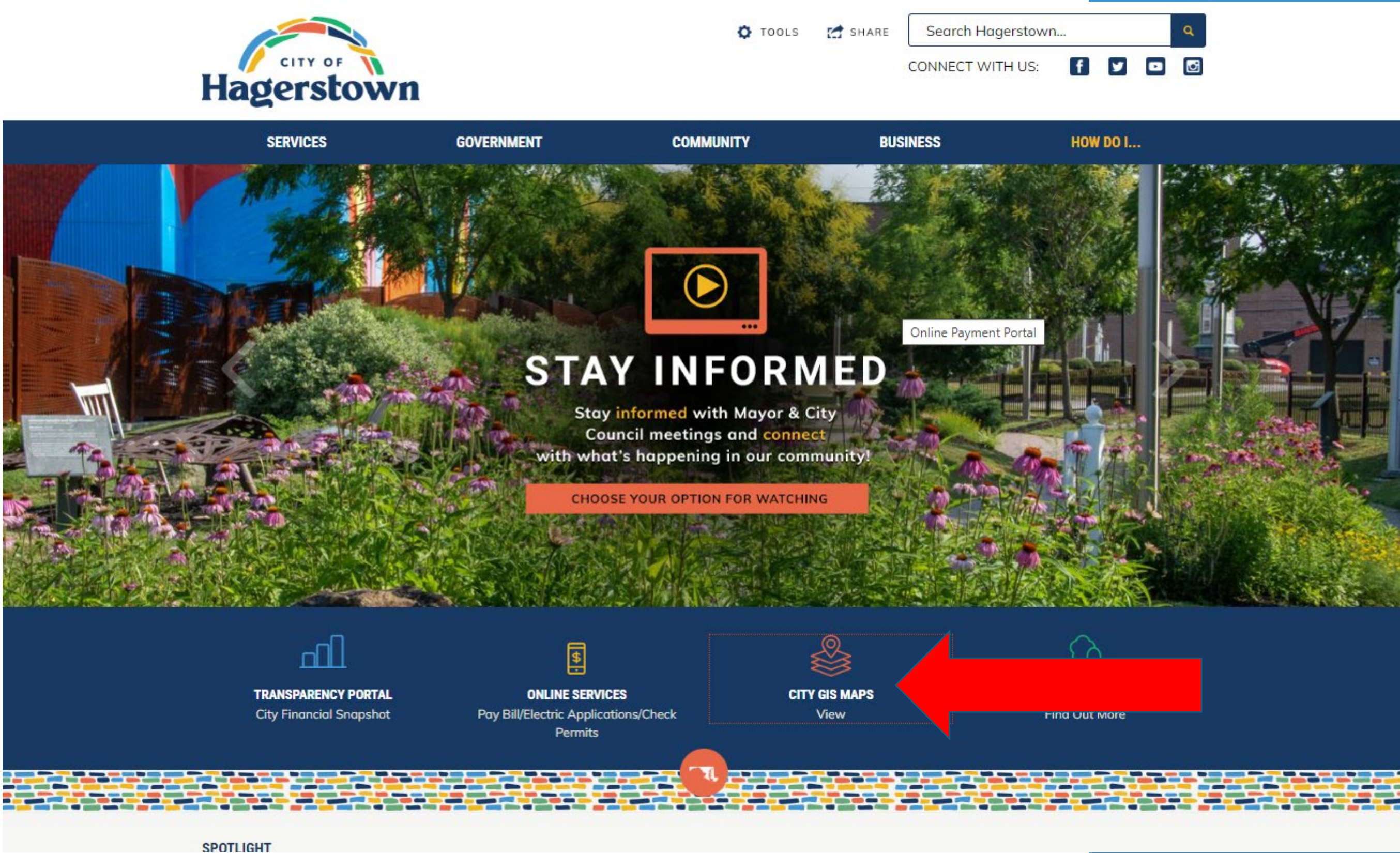
Keyboard shortcuts

Map data ©2022 Google

Terms of



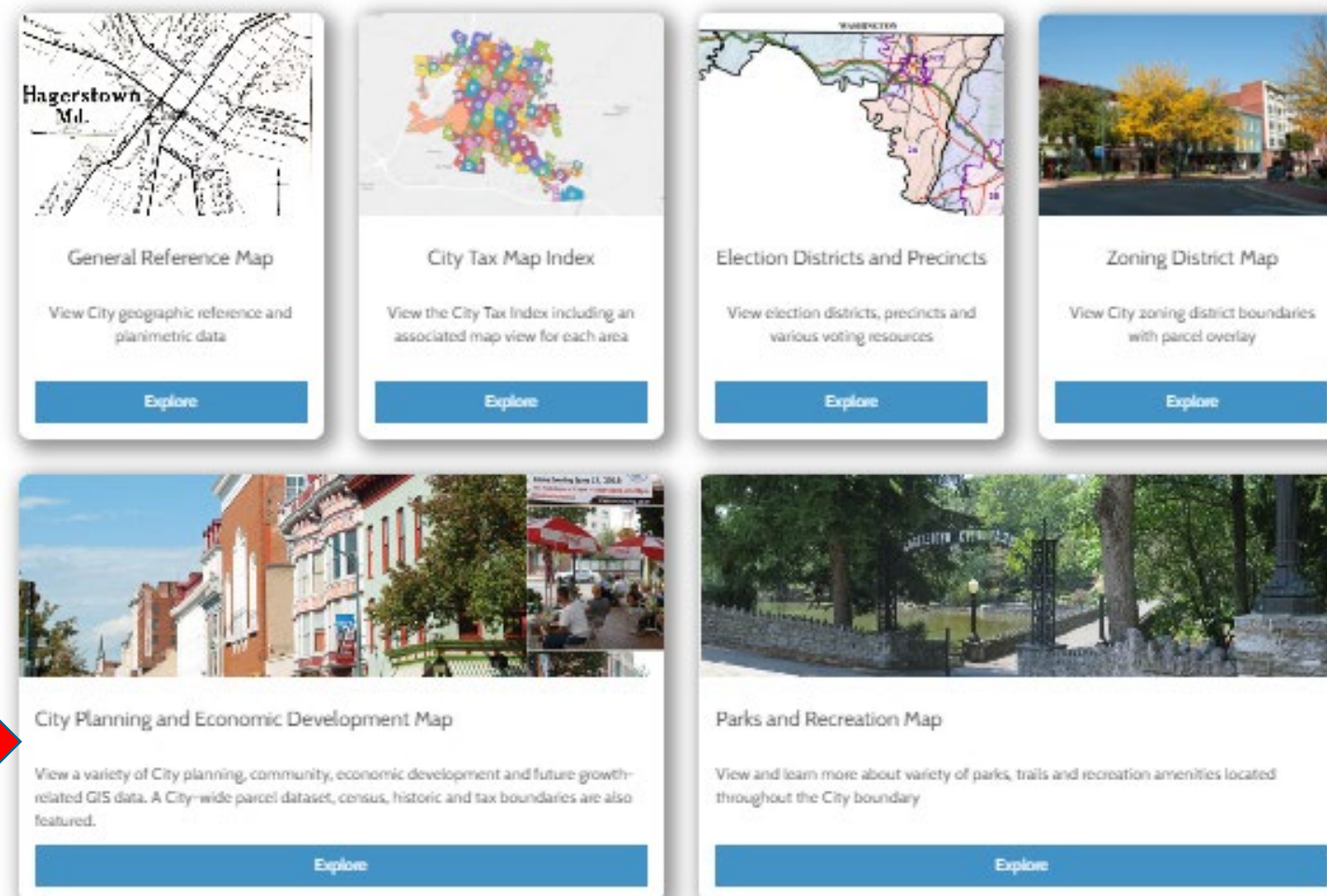
GIS (Geographic Information System)



GIS



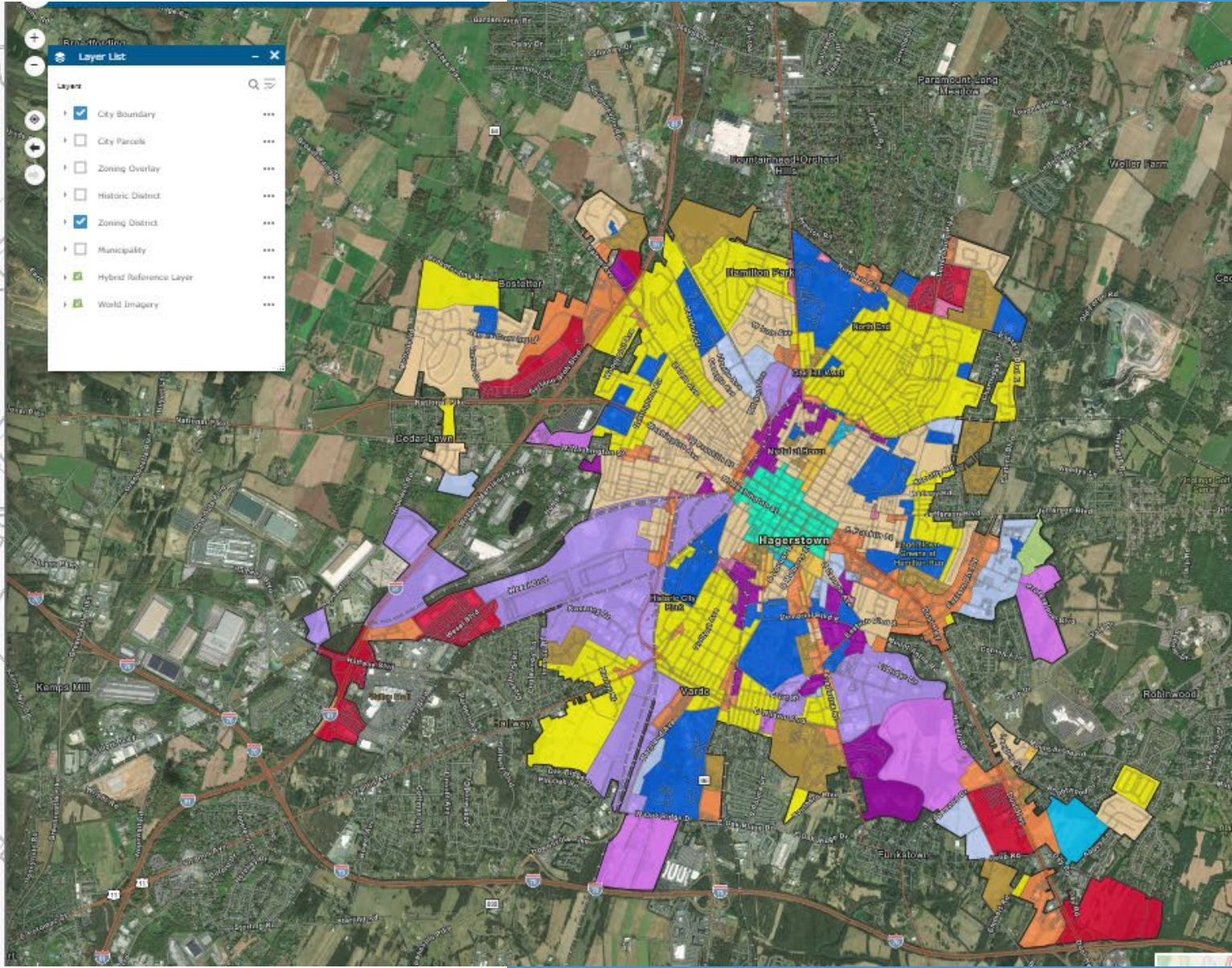
City Web Map Viewers



GIS

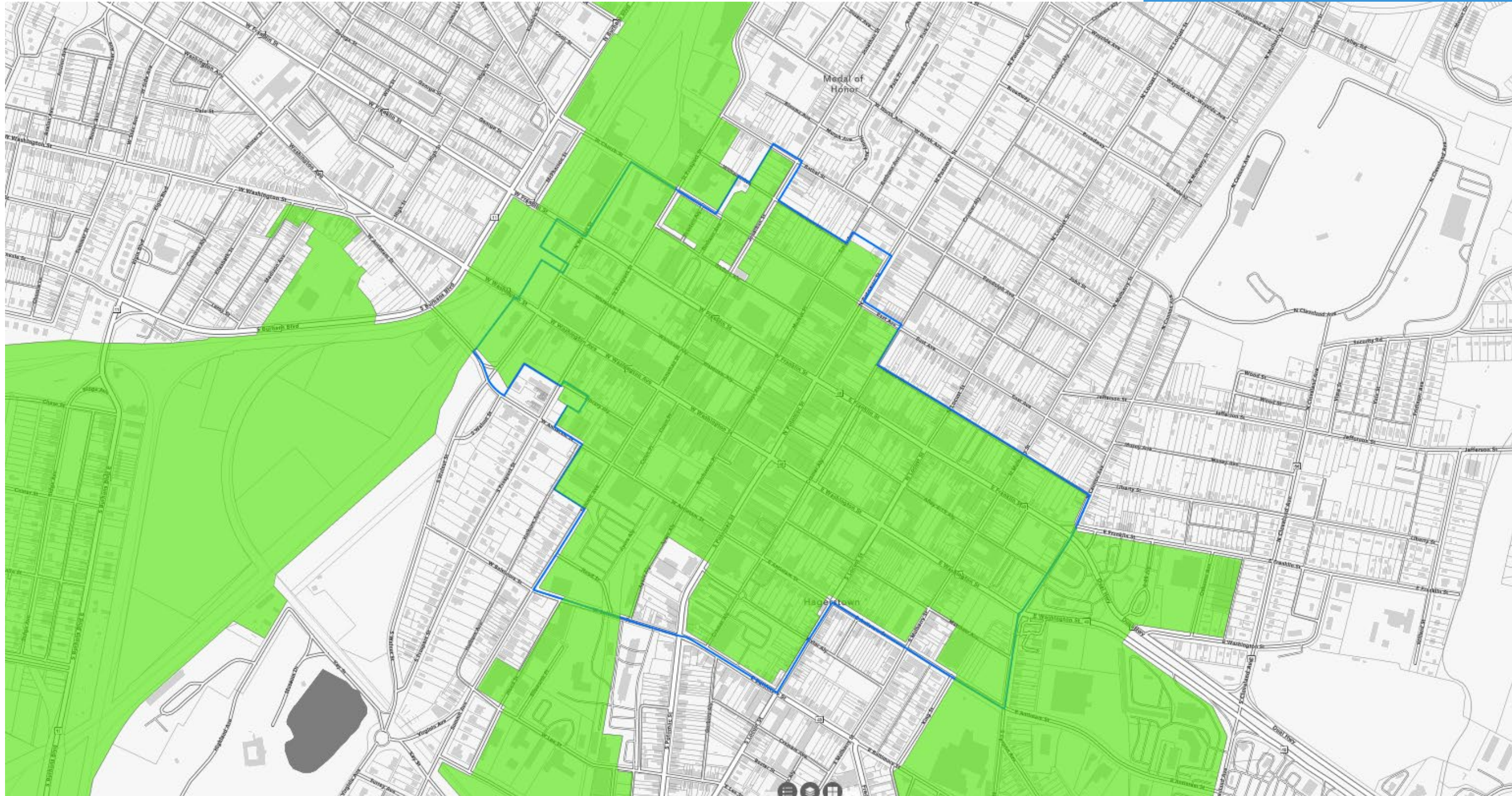


Planning and Economic
Development Map



Zoning Map

GIS



Planning and Economic
Development Map

Filters:

- City Center Mixed Zoning District
- Enterprise Zone
- Use



Contact Us!



Jill Thompson
**Director of Community &
Economic Development**
jillthompson@hagerstownmd.org
301-739-8577 x111



Doug Reaser
**Economic Development
Manager**
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301-739-8577 x141



Chris Siemerling
**Economic Development
Specialist**
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301-739-8577 x822



Emily Conrad
**Economic Development
Coordinator**
econrad@hagerstownmd.org
301-739-8577 x838

AEK | REAL
ESTATE
LLC



LEASING ADVICE

Corey Linthicum

ARK Real Estate LLC

Owner



Paul Fulk

City Code Administration
Neighborhood Services Manager

PERMITTING & INSPECTIONS

Navigating permitting and licensing regulations

FOR BUSINESSES

October 16, 2024



General Permit and License Process

- Submit Application for Zoning Certificate
- State licenses or approvals required?
- Renovation to tenant space (Permits)
- Health Department approval required?
- Liquor Board approval needed?
- HFD – Fire Marshal approval
- Signage Permit
- Certificate of Occupancy/Completion
- Schedule Grand Opening with DCED



Zoning Certificate

- When is it required?
- What if permits are involved?
- What if the space has been vacant?
- What if other agencies must also approve?
- How do I obtain a zoning certificate?



Hagerstown

State licenses or approvals

- Motor Vehicle Administration
- State Board of Cosmetology
- <https://onestop.md.gov>



Renovations to Tenant Space

- Commercial alterations
 - Tenant fit-out
- Change of Use
- Installing shelving
- Adding electric
- Changing plumbing fixtures
- Adding HVAC equipment



Hagerstown

Health Department approval

- Serving food
 - Preparing
 - Prepackaged
- Separate application
 - Kitchen layout
- Menu

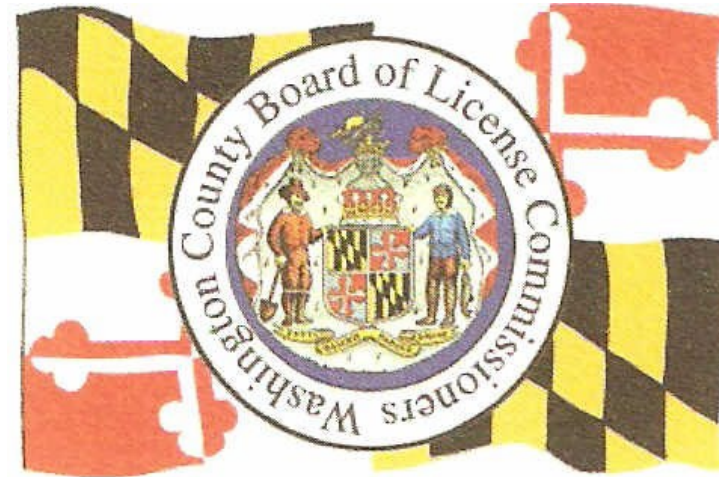


1302 Pennsylvania Avenue
Hagerstown, MD 21740

Hagerstown

Liquor Board approval

- Serving alcohol
 - License class
- Separate application
 - New
 - Transfer license
- Board Hearings



1260 Maryland Ave. Ste. 104
Hagerstown, MD 21740
(301) 797-4591

Hagerstown

HFD – Fire Marshal approval

- Separate application
 - Assembly occupancies
 - Fire Protection Systems
 - Special Events



25 W. Church St
Hagerstown, MD 21740
(301) 790-2476

Sign Permit

- Separate Application?
- Historic District Commission approval?
- Maximum size
- Sidewalk signage



Hagerstown


Obtain Certificate of Occupancy/Completion

- What is needed for final approval?
 - Trade permits are finalized
 - Fire Marshal approval
 - Other agency approvals
 - Final Building approval
- Can a temporary occupancy be issued?



Schedule Grand Opening

- Contact Department of Community and Economic Development
- Separate application
- Anniversary Celebration



Community & Economic Development
Advancing the Economy, Image and Quality of Life

GRAND OPENING AND ANNIVERSARY EVENT GUIDELINES

The City of Hagerstown offers Grand Opening Ceremonies and Anniversary Celebrations. There is a minimum 4-week turn-around time from the date your request is received. Anniversary Celebrations are for 10-year, or subsequent 5-year anniversary.

For each Grand Opening the City Provides:

- Grand Opening Flyer emailed to dignitaries
- Boosted Facebook Post on the Department of Community and Economic Development Page or a Chamber E-cast highlighting the Grand Opening (underwritten by the Department of Community & Economic Development)
- Advertising for the grand opening and ribbon cutting on the City of Hagerstown's Facebook page, including a posted photo of the ceremony following the event
- Grand Opening Ribbon and scissors
- Press Release to promote the grand opening/anniversary
- Proclamation from the Mayor welcoming the business to City Center

Business Requirements:

1. Complete the Grand Opening/Anniversary Request Form 4 weeks before your requested date.
2. Please provide the legal business entity name that is registered with the state of Maryland.
3. Obtain all necessary permits and certificates required with respect to the business operation and the property; and be listed as a business "in good standing" with the state of Maryland. Any outstanding matters, issues and unpaid fees with the City of Hagerstown related to the business and/or property must be resolved before the City can schedule and announce the grand opening/anniversary event.
4. Meet with City representative to discuss Grand Opening/Anniversary.
5. Allow City TV Production and Web Coordinator to photograph business for Promotional Materials
6. Approve Grand Opening Business Flyer at least 1 week prior to the event to allow for distribution.

Scheduling:

- After your application is received and processed, City staff will provide available date and time options for the event, based on the Mayor's schedule.
- The available date and time options will be primarily on Tuesdays between 9 am and 2 pm.
- Staff may offer limited, alternative options on a Monday, Wednesday, Thursday or Friday at 4:30 pm only.

Please Return the Attached Application To:

Emily Conrad, Economic Development Coordinator
Dept. of Community and Economic Development
Elizabeth Hager Center
14 North Potomac Street, Suite 200A
Hagerstown, MD 21740
301-739-8577 ext. 838
Fax: 301-739-3117 or e-mail to: dced@hagerstownmd.org

14 N. Potomac Street, Suite 200A | Hagerstown, MD 21740 Tel: 301.739.8577 Ext. 111 | Fax: 301.739.3117
Email: dced@hagerstownmd.org www.hagerstownmd.org

14 N. Potomac St. Ste. 200A
Hagerstown, MD 21740
(301) 739-8577 ext. 838

Hagerstown

THANK YOU ! QUESTIONS?

Paul Fulk

Neighborhood Services Manager

(301) 739-8577 ext. 181

pfulk@hagerstownmd.org



FINDING A LOCATION

DOWNTOWN HAGERSTOWN

SPEAKER PANEL



JEOVANNI DIAZ

Downtown Business Owner
Sofrito Puerto
Rican Cuisine



DOUG CARROLL

Downtown Business Owner
Hagerstown
Firehouse No. 3



LLOYD THOBURN

Downtown Business Owner
Live at Hub City Vinyl

Q&A

SPEAKER PANEL



JEOVANNI DIAZ

Downtown Business Owner
Sofrito Puerto
Rican Cuisine



DOUG CARROLL

Downtown Business Owner
Hagerstown
Firehouse No. 3



LLOYD THOBURN

Downtown Business Owner
Live at Hub City Vinyl

RESOURCE PACKET

CONTENTS

- City of Hagerstown Economic Development
 - Sample Property Due Diligence
 - Navigating Permitting and Licensing Regulations
 - Main Street Startup Grant Guidelines
- Small Business Development Center
- Washington County Chamber of Commerce
- David W. Fletch Incubator +Labs (HCC)
- Washington County Dept. of Business & Economic Development

THANK YOU

Stay connected and reach out if you need further assistance on your business journey

Consider signing up for the next session in this series

NOV 20
2024
8:30 a m

Entrepreneurial Success ---
Business Planning, HR, Accounting,
Marketing