



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
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410-939-1800

DEPARTMENT OF PLANNING STAFF REPORT

Planning Commission Hearing – October 16, 2025

Permit No. 2026-69
Project: Site Plan - 552 Lewis Street Residential to Office Conversion
Applicant: Lisa Scott-Coleman
Location: 552 Lewis Street, Tax Map: 602 / Parcel: 1542
Area: 12,000 square feet
Zoning: RO (Residential Office)



I. BACKGROUND INFORMATION

Site Description

The 12,000 square foot property consists of a 1,655 square foot vacant residential dwelling and a 1,280 square foot nonconforming Funeral Establishment with an attached parking garage along South Freedom Lane.

There are no stream/non-tidal wetlands, forest, or 100-year floodplain/floodways and the property is not located in the Chesapeake Bay Critical Area. Vehicular access is primarily from South Freedom Lane.



Lot of Record-Consolidation

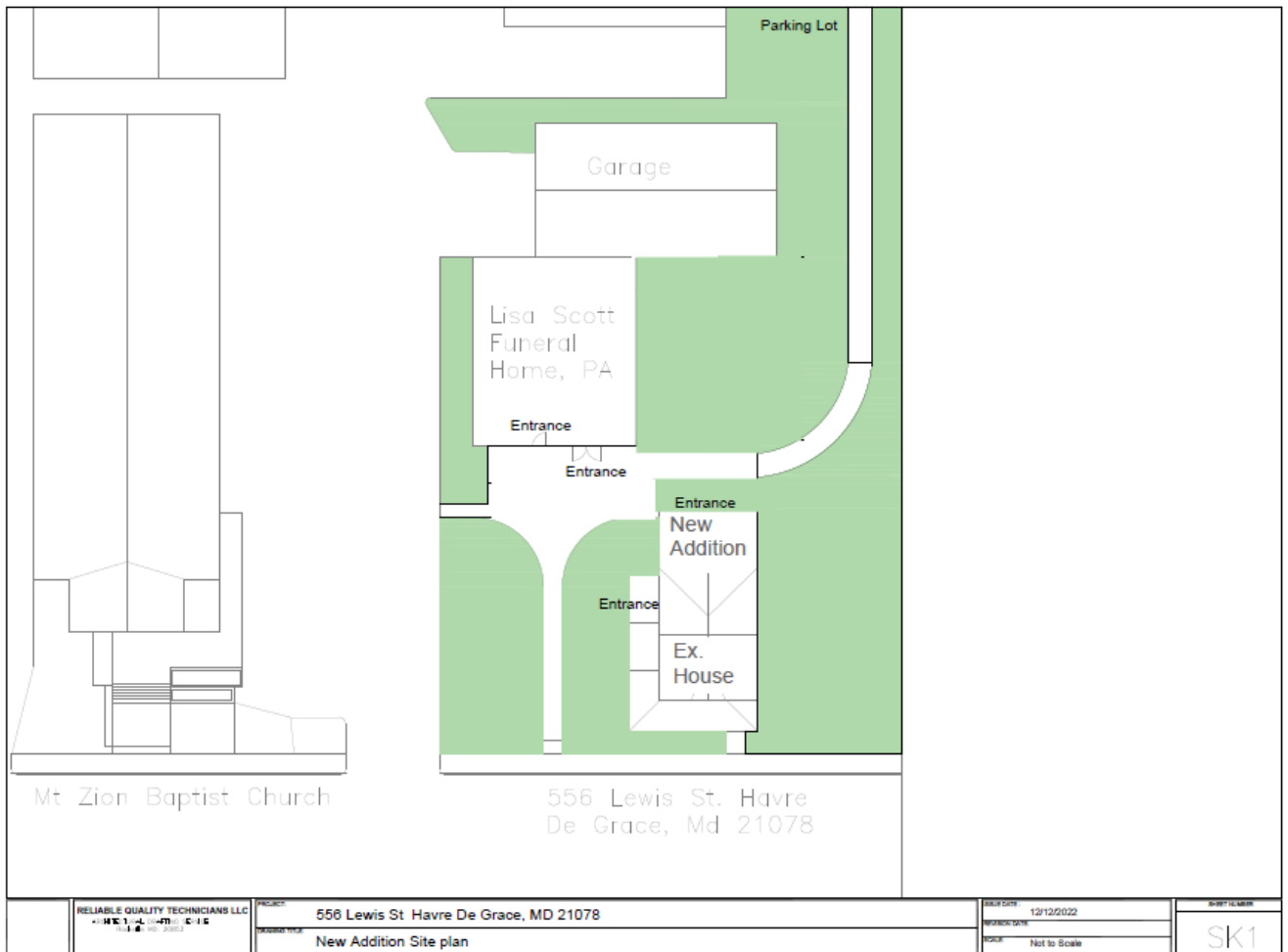
The property was formerly three (3) separate lots of record, 552, 554 and 556 Lewis Street and have since been consolidated into (1) parcel under one address, 552 Lewis Street, parcel 1542, on June 10, 2024. The Consolidated lot total area is 0.27+/- acres or 12,000 square feet.

BOA 530

A variance was granted by the Board of Appeals on August 3, 2023 to allow off-site required parking through an April 4, 2022 “Shared Parking Agreement” with the HdG Colored School Museum and Cultural Center adjacent parking lot located at 555 Alliance Street. There is also a April 5, 2023 “Shared Parking Agreement” with Mt. Zion Baptist Church to use their lots for additional parking.

II. APPLICANT'S REQUEST

The applicant is requesting Site Plan approval from the Planning Commission per §155-6A(3), to convert the existing residential building to a non-residential use (office). The applicant proposes to construct an approximately 240 square foot addition to the existing 1,655 building to establish a 1,895 square foot office for the administrative functions of the existing funeral home. The building entrance will be relocated to the northside of the building and a ramp/steps will be added. The seven (7) required parking spaces will be provided on an adjacent lot through the aforementioned shared parking agreement and a paved pathway will be provided to the buildings.



Zoning Regulations

The property is zoned RO (Residential Office), which permits office uses as a matter of right. The proposed office is subject to Lot Type 'N' bulk regulations, shown below, and complies with these requirements.

Conditional Uses (Residential) ¹ (continued)	Lot Type	Minimum Lot Area	Maximum Lot Coverage (percent)	Minimum Lot Width (feet)	Front Yard Setback (feet)	Minimum Side Yard (feet)	Minimum Rear Yard (feet)	Maximum Bldg. Height (feet)
Offices, retail stores, childcare facilities, banks, personal service shops, funeral establishments, restaurants, animal care facilities, theaters								
Permitted	N	1,200 sq. ft.	none	none	none	none	none	60
Conditional	O	400 sq. ft.	none	none	none	none	none	60

III. ADEQUATE PUBLIC FACILITIES

Pursuant to Chapter 2 of the City Code, the proposed development shall demonstrate adequate public facilities in accordance with Chapter [2](#), entitled "Adequate Public Facilities," of the City Code. The developer shall demonstrate to the Directors of Public Works and Planning that all public service facilities specified herein are adequate, or that provisions have been made for the construction of adequate facilities.

§2-7 Schools

Since this is a commercial project, APF for schools does not apply.

§2-8 Sewerage and Water

The Department of Public Works has reviewed the Site Plan in accordance with Chapter 2 and determined infrastructure and utilities already exist. See September 17, 2025 DPW APFO letter.

§2-9 Roads

The Traffic Impact Study / Traffic Impact Analysis (TIS/TIA) is not required for the property, since total daily trip generation projections will be below 249 per [§2-9A\(1\)\(a\)](#).

IV. ASSOCIATED DEPARTMENT PLAN APPROVALS

The following preliminary plans are required to be submitted in conjunction with or concurrently to the Site Plan and be approved by the Department of Planning and/or Public Works.

Chapter 81 - Forest Conservation Plan

Pursuant to §81-5 and §155 a Forest Stand Delineation (FSD) shall be submitted and approved by the Department of Planning prior to submittal of the preliminary subdivision plan. Approval of a forest stand delineation is valid for five (5) years.

The property is less than 40,000 square feet; therefore, Chapter 81 does not apply. The property does not contain any forest, specimen trees, wetlands, streams or buffers subject to FCA requirements.

Chapter 169 – Stormwater Management Plans

In accordance with §169-5 and 169-19, stormwater management plans are approved by the Departments of Planning and Public Works.

The Department of Public Works has determined that the area of disturbance is less than 5,000 square feet and SWM nor ESC plans are not required for review and approval.

Chapter 102 – Sustainable Landscaping Plan

Pursuant to §102-3, (Ord. 1177 - as amended) a preliminary landscape plan shall be submitted concurrently with the preliminary subdivision plan application and be approved by the Department of Planning.

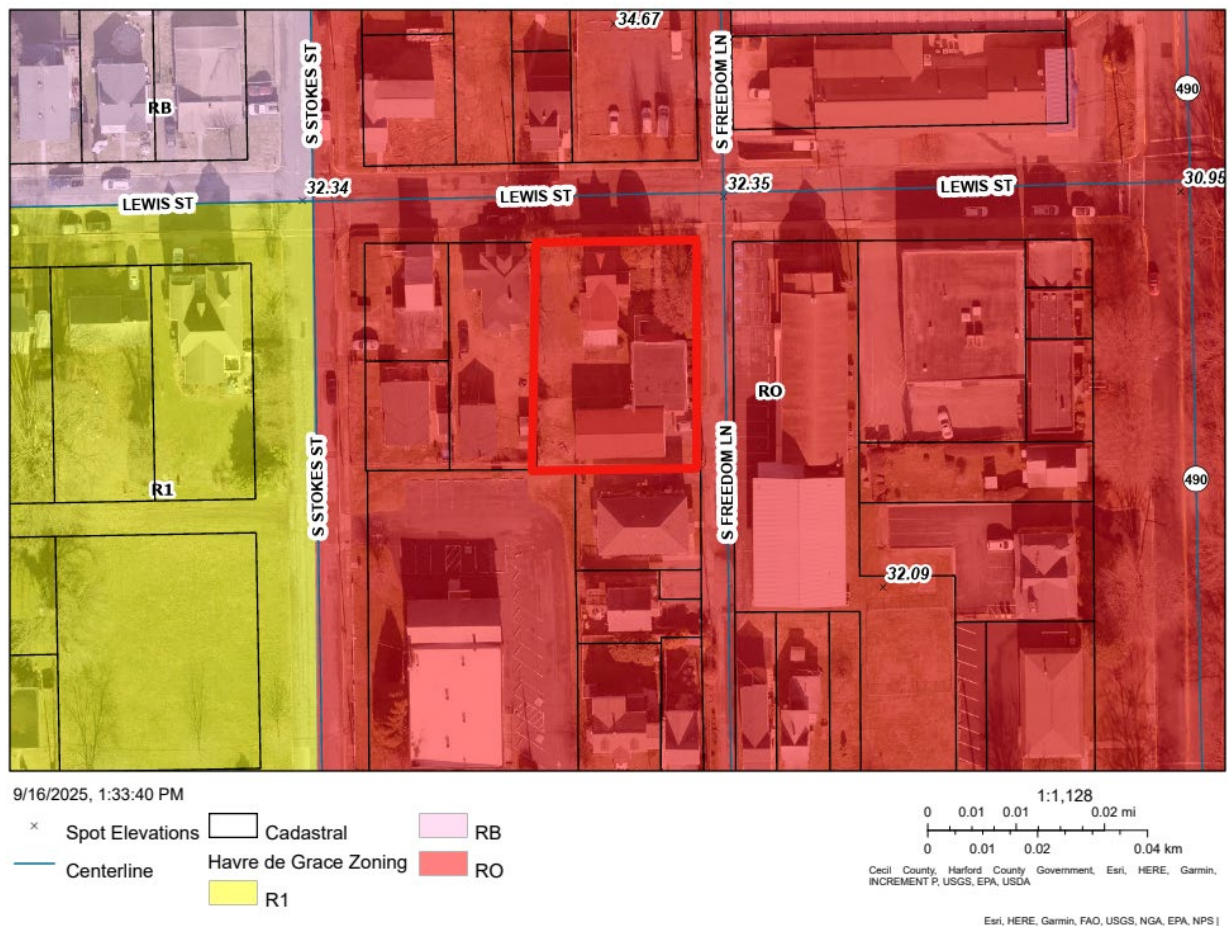
A landscape plan is not required pursuant to 102-3C of the City Code, as the proposal does not constitute “redevelopment”. No trees are proposed to be removed.

V. SITE PLAN REVIEW CRITERIA

§155-12 Impacts to Adjacent Properties

The adjacent properties consist of a mixture of single family, apartments, commercial, and institutional uses within the RO zoning district. The office will operate normal business hours and all activity will occur within the building. The entrance is being relocated away from the residential properties on Lewis Street. No additional exterior lighting is proposed, so a lighting plan is not required. Therefore, the development is unlikely to result in adverse audio/visual impact on surrounding properties.

Direction	Zoning	Land Use
North	RO	Residential / Business
South	RO	Residential / Institutional
East	RO	Institutional
West	RO	Residential



§155-15 Site Access, Parking and Circulation

A. Access into the Site

The applicant is not proposing any new ingress/egress drives; therefore, this section does not apply.

B. Access Drive Location and Spacing

The applicant is not proposing any new ingress/egress drives; therefore, this section does not apply.

C. Internal Vehicular circulation

The applicant is not proposing any new ingress/egress drives; therefore, this section does not apply.

D. Parking Layout and Design: Off Street Parking Standards per §122 of City Code

§122 requires one parking space per 300SF of floor area for Office Building use, 3 space min.

The proposed 1,955 square foot office is required to provide seven (7) spaces that comply with the 9-foot by 18-foot minimum dimensions requirement in §122-5, design standards, and (1) ADA parking space. A variance was granted by the Board of Appeals on August 3, 2023 to allow the required parking spaces to be located in HdG Colored School Museum and Cultural Center adjacent parking lot located at 555 Alliance Street through “Shared Parking Agreements” which have been provided to the City for record.

The existing Funeral Establishment is grandfathered from providing the (30) off-street parking space on site since its formerly a lot of record and use.

E. Drive Through Stacking

Drive-through stacking is not required for an office; therefore, this requirement does not apply.

F. Pedestrian Circulation

Pedestrian circulation has been provided within the site and around the buildings that connects the sidewalks along Lewis Street to primary building entrances/exits. Additionally, a pathway is provided to the shared parking lot on the adjacent HdG Colored School Museum and Cultural Center property.

§155-16 Architectural Standards

Architectural elevations must be submitted together with a site plan for review and approval by the Planning Commission and Board of Appeals, as applicable. The following has been submitted:

A. Floorplan and Architectural Sections/Elevations

Architectural elevations, photographs, and floorplans showing the alterations have been submitted with the Site Plan application.

B. Building Façade and Massing

- 1. All nonresidential buildings must be oriented to face the street, with entrances and display windows at street level.*

The office building will be oriented toward South Freedom Lane with an entrance and windows at street level in compliance with this requirement.

- 2. Architectural elevations and renderings associated with site plans for projects located within the National Register Historic District must be forwarded to the Historic Preservation Commission (HPC) for review and comment. The HPC will then forward their comments in writing to the Department of Planning and Planning Commission within 15 days of receipt of the plans.*

The plans and photographs were provided to the Historic Preservation Commission and will be reviewed at its October 14, 2025 meeting. Comments will be provided to the Planning Commission when received by the Department of Planning.

- 3. In the Historic District, all building exteriors must be brick, decorative masonry, glass panel, or other appropriate finished facade as may be approved by the Planning Commission.*

The property is adjacent to wood siding residential dwellings on the front, side, and rear. The exterior building material will be wood siding, which is more appropriate than masonry given the residential character of Lewis Street.

- 4. In the C/Commercial District, RO/Residential Office District and RB/Residential Business District, all sides of a commercial or multifamily residential building facing a street must be brick, decorative masonry, glass panel, or other appropriate finished facade as may be approved by the Planning Commission, as seen on the section/elevations.*

The property is adjacent to wood siding residential dwellings on the front, side, and rear. The exterior building material will be wood siding, which is more appropriate than masonry given the residential character of Lewis Street.

§155-17 Signs

For developments where multiple signs will be proposed, a signage plan must be submitted to the Planning Commission, in conjunction with the site plan, for review and approval. The plan shall provide the location, size, materials and colors of the proposed signage.

The applicant is not proposing any new business signs; therefore, this section does not apply. The existing sign complies with the height and area requirements in the RO zoning district.

§155-18 Grading, Erosion Control and Stormwater Management, Chapter 169 – Stormwater Management Plans

In accordance with §169-5 and §169-19, SWM plans are approved by the Dept. of Public Works.

The Department of Public Works has determined that the area of disturbance is less than 5,000 square feet; therefore, SWM/ESC plans are not required for review and approval.

§155-19 Water and Sewerage

The Department of Public Works has reviewed the Site Plan in accordance with Chapter 2 and determined infrastructure and utilities already exist. See DPW APFO letter dated September 17, 2025 pertaining to the exemption from water and sewer.

§155-20 & 21 & 23 Water Quality Protection, Solid Waste Disposal, & Air Pollution

The Site Plan and renovation plans will be reviewed by the Harford County Health Department (HCHD) during the permitting process prior to issuance.

§155-22 Floodplain Management and Critical Area and Forest Conservation

The property is not located in the floodplain or Critical Area, therefore Chapters 78 and 49 do not apply. The property is exempt from Chapter 81 Forest Conservation as described and stated herein. No specimen trees exist on site, which was field verified by Department staff on September 22, 2025.

VI. COMPREHENSIVE PLAN

While many policies in the 2025 Comprehensive Plan apply generally, the following is directly related to the Property. The Comprehensive Plan identifies this location as “Old Town”, which is described below:

The Old Town area has a wealth of historic buildings set within a traditional grid patterned street system, many of which are lined with large deciduous trees and sidewalks. Alleys or lanes provide for rear lot garage and ancillary building access, trash removal, and utility supply infrastructure. These older portions of the City are a blend of small-lot residential development interspersed with commercial uses, places of worship, civic uses, apartments, and multi-story senior complexes. In the truest sense, the Old Town section of Havre de Grace is representative of a traditional mixed-use city.

Chapter 3- Sustainable Community: A Strategy for Revitalization, regarding the “Old Town” actions states “Continue to support a mix of uses within the Old Town area, to include offices, residential, and limited commercial uses of a scale in keeping with the established built environment; To accomplish this, increased flexibility of design is important while at the same time ensuring that Historic Character of the NRHD is preserved. While also promoting new businesses and expansions of existing businesses within the RO zoning district. Consideration of site design for individual projects is important to ensure compatibility between properties and neighborhoods within the “Old

Town” NRHD while creating better connectivity between parcels and overall neighborhood cohesion.

The proposed office is consistent with the “Old Town” designation and fulfils this goal of the Comprehensive Plan.

VII. RECOMMENDATION

The Department of Planning has examined the appropriateness and completion of the application and per §155-11 of the City Code, recommends **APPROVAL** of the Site Plan for the conversion of the existing residential building to an office.

Eric V. Lawrence, MLA & MUDP	Date
City Planner	
Department of Planning	

cc: Department of Planning Staff
 Department of Public Works Staff
 Department of Administration Staff
 City Attorney

Lisa Scott-Coleman, Property Owner/Applicant

Shared Parking Agreement



THE HAVRE DE GRACE COLORED SCHOOL
MUSEUM AND CULTURAL CENTER, INC.



April 4, 2022

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Carol Bruce
Vice President

Brittany Powell
Secretary

June Conley
Treasurer

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Iris Barnes

Turshandah Cole

Sheryl Coleman

Emil Cromwell

Janice Grant

Bobby Parker

Lenora Robinson

Thurl Snell

Lisa Scott Funeral Home, P.A.
552 Lewis Street
Havre de Grace, MD 21078

Dear Ms. Scott-Coleman:

The Havre de Grace Colored School Museum and Cultural Center's (HCSMCC) Board of Directors approved the use of the parking area as stipulated in your March 25, 2022 request.

We look forward to future endeavors and hope that you will continue to support us in our commitment to preserve the Havre de Grace Colored School.

Sincerely,

Patricia D. Cole
President, Board of Directors
Havre de Grace Colored School,
Museum and Cultural Center, Inc.
443-939-0366 (business)
703-398-6133 (personal)



THE
HAVRE DE GRACE
COLORED SCHOOL
Museum and Cultural Center, Inc.

555 Alliance Street, Havre de Grace, Maryland 21078
www.hdcoloredschool.net | hdcoloredschool@gmail.com

Shared Parking Agreement



Mt. Zion Baptist Church

200 Old Post Rd. Aberdeen, Maryland 21001

.... Make, Mark, Mature and Mend Disciples to Evangelize the World

Pastor James C. Williams, Sr.

April 5, 2023

To Whom it May Concern:

This letter is in response to Ms. Lisa Scott of Scott Funeral Home in Havre de Grace request to use of parking lot belonging to Mt Zion Baptist Church 520 Lewis St. Havre de Grace, MD. This request is approved to be used as shared use by Ms. Scott for her day to day business use.

Sincerely,

Deacon Keena Johnson

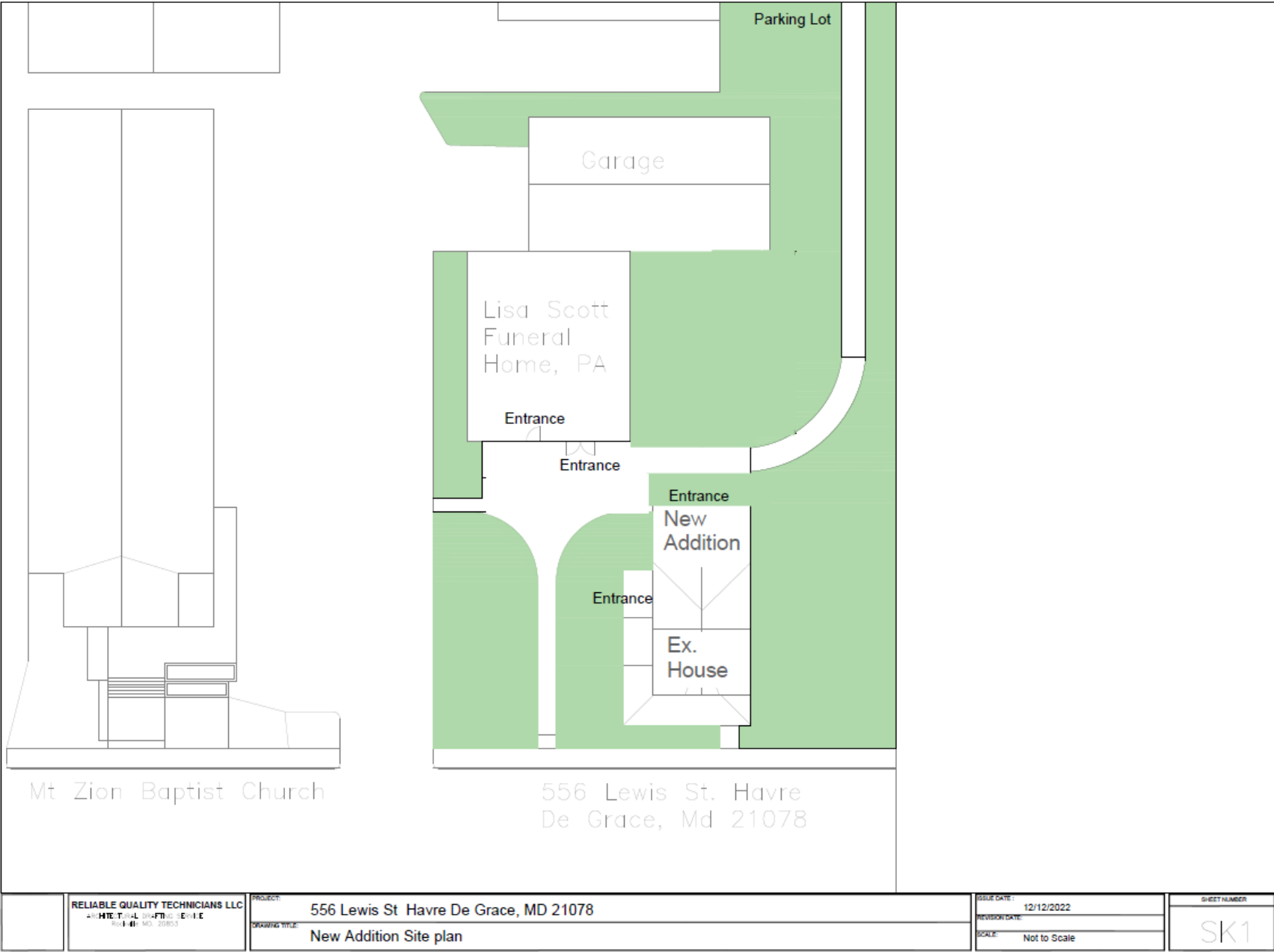
President of Deacon Board

CC. Pastor Williams

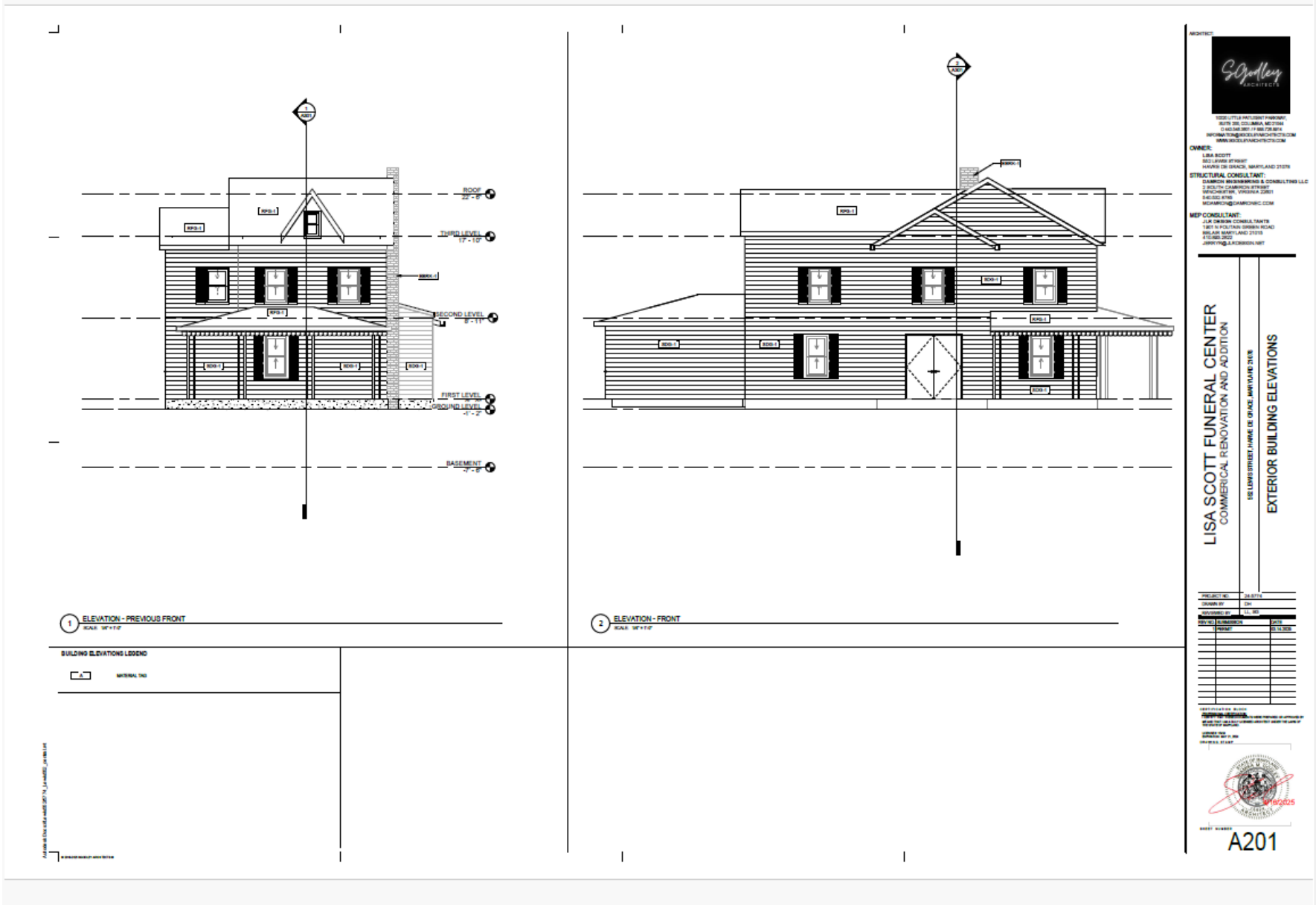
CC: Randy Barnes

MMC

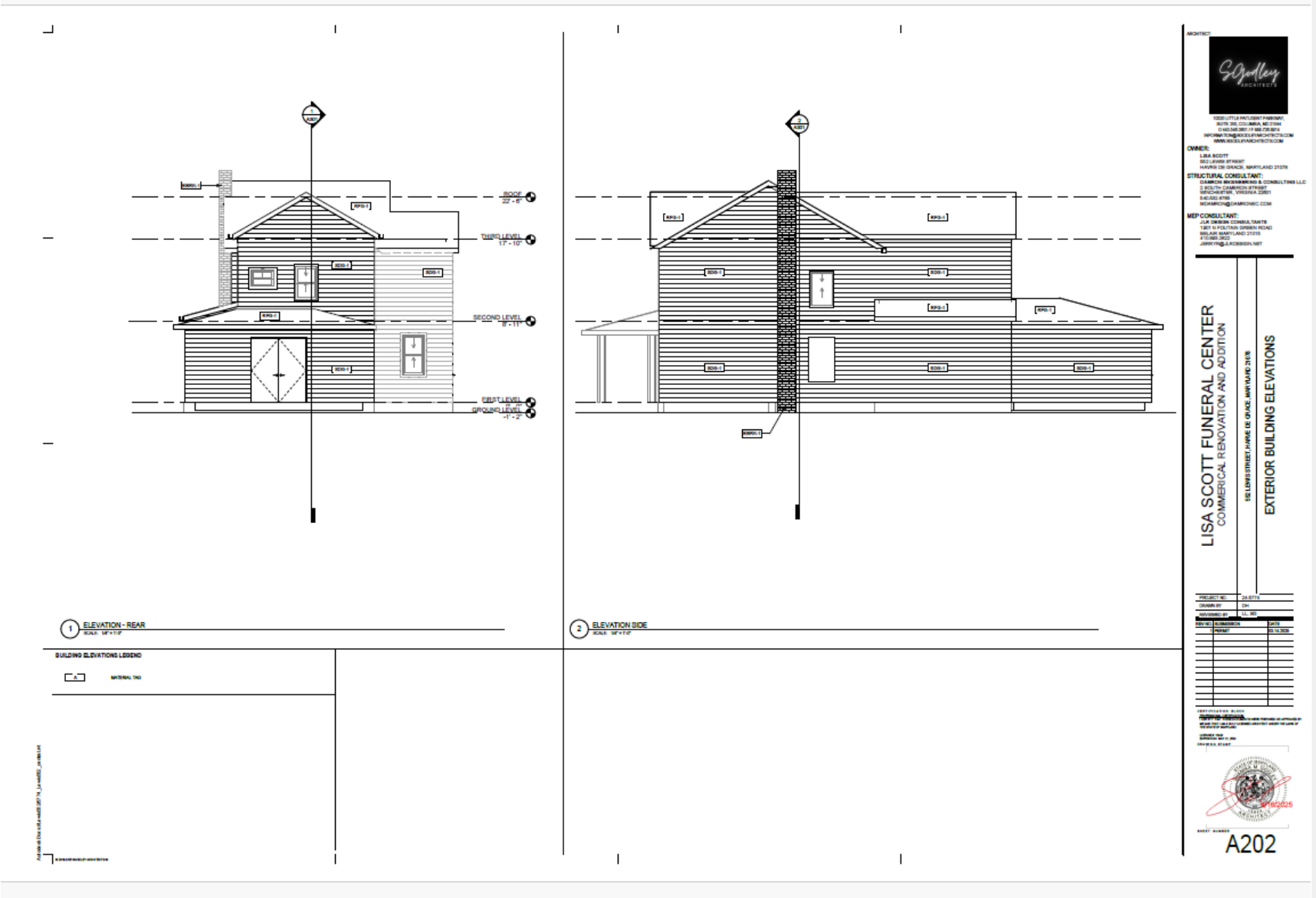
Site Plan



Architectural Elevations



Architectural Elevations



Existing Architectural Photographs

