



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078

410- 939-1800

WWW.HAVREDEGRACEMD.COM

MEMORANDUM

To: Planning Commissioners

Cc: ATTN: Sheetz Team
Crissie Baur– Bohler
Sr. Program Manager, Land Development
901 Dulaney Valley Rd., Ste. 801
Towson, MD 21204

From: Geoff Goins, Director of Planning

Re: Sheetz – Site Plan Approval Extension Request #1
Permit No. 2025-432

Date: June 15, 2026

In accordance with [§155-25C](#) of the City Code, the applicant is requesting a one-year extension of site plan 2025-432 approved on July 17, 2025 to construct a 6,132 square foot convince store and gas station at 1609 Pulaski Highway.

As the project has not commenced or achieved substantial construction per §155-25A of the City Code, the extension is required for the site plan to remain active. This is the first site plan approval extension request of two permitted by City Code. The Commission may grant up to two one-year extensions of the site plan.

Please find the attached extension request from the applicant outlining progress made and current status of the project.

Attachments:

- Applicant's Extension Request
- Planning Commission Decision and Order - Permit No. 2025-432
- Approved Site Plan
- DPW Revised APFO Letter



901 Dulaney Valley Road, Suite 801
Towson, MD 21204
410.821.7900

June 1, 2026

City of Havre de Grace
Department of Public Works
711 Pennington Ave
Havre de Grace, MD 21078

Attn: Chairperson Volney Ford, Planning Commission

RE: Sheetz Havre de Grace
1609 Pulaski Hwy
Havre de Grace, MD 21078
BE # MDA230232.00
Site Plan Permit No. 2025-432
Site Plan Approval Extension Request

Dear Chairperson Volney Ford,

Bohler Engineering VA, LLC, on behalf of our client Sheetz, Inc., would like to request a one (1) year extension pursuant to the City of Havre de Grace Zoning Code §155-25C of the Planning Commission approval dated July 17, 2025 of the Site Plan Permit No. 2025-432.

The current approval is set to expire on July 17, 2026. The resulting expiration date, if granted, would be July 17, 2027. We would like to formally request an extension due to the ongoing coordination with the State Highway Administration on the Access Permit Plans, and due to DPW's request to further study the fire flow and storage capacity available for the subject property. See included memo for current status of the project's review and approvals.

If you should have any questions or require additional information, please do not hesitate to contact our office at (410) 821-7900.

Sincerely,
BOHLER ENGINEERING VA, LLC

Crissie Baur
Sr. Program Manager

Attachments:
Planning Commission Extension - Status Memo

June 1, 2026

City of Havre de Grace
Department of Public Works
711 Pennington Ave
Havre de Grace, MD 21078

Attn: Chairperson Volney Ford, Planning Commission

RE: Sheetz Havre de Grace
1609 Pulaski Hwy
Havre de Grace, MD 21078
BE # MDA230232.00
Site Plan Permit No. 2025-432
Planning Commission Extension
Status Memo

Dear Chairperson Volney Ford,

Bohler Engineering VA, LLC, on behalf of our client Sheetz, Inc., would like to request a one (1) year extension pursuant to the City of Havre de Grace Zoning Code §155-25C. For your reference, see below for current status of the project as of the date of this letter for your reference.

- **Planning Commission:** Approval Granted 7/15/2025
- **Stormwater Management Development Plan:** approved 3/20/26; OK proceed to final.
- **Erosion and Sediment Control Development Plan:** approved 2/24/26; proceed to final following approval of the Final Stormwater Plans by the City
- **Final Stormwater Management Plan:** Tracking for submission within the next 30-days of this letter
- **SHA Access Permit Plans:** First Submission 1/20/26; Comments Received 3/24/26; Second Submission 5/15/26
- **Final Improvement Plans:** Tracking for submission within the next 30-days of this letter
- **APFO/Fire Storage Capacity:** Letter dated 5/28/26 from DPW indicates there is no longer a fire flow storage capacity issue in Zone 1.

Following approval of the above references plans, all appropriate agreements and permits will be obtained, as applicable. As detailed above, we are continuing to diligently pursue approvals for the subject project, and respectfully request the one (1) year extension requested as detailed in the request letter.

If you should have any questions or require additional information, please do not hesitate to contact our office at (410) 821-7900.

Sincerely,
BOHLER ENGINEERING VA, LLC

Crissie Baur
Sr. Program Manager

26 In accordance with Chapter 25 Article V the hearing was open to the public and the
27 Commission heard testimony from the Applicant, their representative, and consultant team
28 members who served as expert witnesses. No members of the public testified.

29 Findings of Fact

30 Based upon the entirety of the record, including the Department of Planning staff report,
31 the application, plans and all the evidence including the testimony and exhibits presented at the
32 hearing, the Planning Commission makes the following Findings of Fact:

- 33 1. The property was annexed into City's corporate limits in 2023 under Annexation
34 Resolution 2023-21 and assigned the C/Commercial zoning designation.
- 35 2. The Property is located at 1609 Pulaski Highway and is identified as Tax Map 52 Parcel
36 223.
- 37 3. The Property is 1.478-acres and contains a vacant bank.
- 38 4. The Applicant is proposing a Gas Station, consisting of a 6,132 square foot convenience
39 store and six (6) fuel pump stations under a canopy.
- 40 5. The C (Commercial) zoning district allows gas stations as a Conditional Use per §205-
41 37B, provided no gas station shall be located within the Chesapeake Bay at mean high
42 tide critical area as shown on the Critical Area Map. The Board of Appeals granted
43 Conditional Use approval through BOA Case No. 552 on June 5, 2025.
- 44 6. The Property does not contain any floodplain, floodways, and is not located in the
45 Chesapeake Bay Critical Area (CBCA).
- 46 7. The Property does not contain any existing forest, specimen trees, sensitive areas, steep
47 slopes, nor highly erodible soils.
- 48 8. The Property is surrounded by C (Commercial) and CI (Commercial/Industrial) zoning.
49 To the northeast is a car and truck dealership, a mini-storage facility is located to the

50 north and west, and US 40 abuts the Property to the southeast. There are no uses
51 directly across US 40, which is a two-way divided highway.

- 52 9. Chapter 2 of the Comprehensive Plan states the following for the Pulaski Highway
53 Commercial Corridor: *“Visual cohesiveness and attractive commercial and mixed
54 residential development is a desired goal, as US 40 is a main feature within the City.
55 To accomplish this, increased flexibility of design is important while at the same time
56 ensuring that environmental resources are protected. Expand the future growth area
57 and to promote new businesses within the corridor and City as a whole. Furthermore
58 stating, “Continued commercial and mixed-use expansion with a land use designation
59 of commercial is appropriate for future land use along the Route 40 corridor.
60 Consideration of site design for individual projects is important to ensure compatibility
61 between properties along US 40 with a long-term goal of creating better connectivity
62 between parcels and along the highway with a “Complete Streets” approach to future
63 roadway improvements.” Chp.2-10 of the Comp Plan.*

64 Conclusions of Law

65 Based upon the foregoing Findings of Fact, the entirety of the record, and all the evidence
66 including the testimony and exhibits received during the hearings, the Commission concludes as
67 follows:

68 **Chapter 102 Sustainable Landscaping**

69 A preliminary landscaping plan was submitted with the site plan on April 22, 2025, as required by
70 City Code and is deemed technically sufficient by the Department of Planning. Final landscape
71 review and approval will be completed in accordance with applicable City Code.

74 **Chapter 155 Site Plan Approval**

75 §155-14 Adequate Public Facilities

76 *The proposed development shall demonstrate adequate public facilities in accordance with*
77 *Chapter 2 of the City Code. The developer shall demonstrate to the Directors of Public Works and*
78 *Planning that all public service facilities specified herein are adequate, or that provisions have*
79 *been made for the construction of adequate facilities.*

80 §2-7 Schools

81 APF for schools does not apply to commercial uses, therefore, this section does not apply.

82 §2-8 Sewerage and Water

83 The City sewerage and water are considered adequate to serve the proposed development pursuant
84 to §2-8.A.(3)(b), since the developer has agreed to provide a Fire Protection Engineer certification
85 of fire flow storage capacity for the subject property to the Department of Public Works to make a
86 final determination of adequacy.

87 §2-9 Roads

88 The TIS has been reviewed by State, County, and City departments and determined to be adequate
89 and acceptable; therefore, adequacy of the road intersections will not be adversely impacted.

90 §155-15 Site Access, Parking and Circulation

91 All proposed streets and roads comply with the Harford County Road Code (HCRC), State
92 Highway Administration and requirements of the City Code.

93 *a. Access into the Site*

94 The Applicant has submitted a site plan and TIS for the proposed development that have
95 been reviewed by MDOT-SHA, Harford Co., Department of Planning and Public Works
96 and found to be technically sufficient and complete.

97

98 *b. Access Drive Location and Spacing*

99 The Applicant has provided a site plan and truck movement diagram depicting safe
100 vehicular access and spacing in relation to parking, movement, turning and overall
101 maneuverability. The drive locations and spacing comply with this section.

102 *c. Internal Vehicle Circulation*

103 The Applicant has provided a truck traffic movement diagram that depicts the internal
104 movement of large wheel base vehicles in addition to a site plan that depicts the parking
105 spaces and circulation configuration. The internal circulation complies with this section.

106 *d. Parking Layout and Design*

107 *Chapter 122 Off-Street Parking*

108 *§122 requires one parking space per 200SF of retail floor area for Retail Store/Gas Station*
109 *use.*

110 The parking requirement for a Gas Station with a convenience store is one (1) space per
111 200 square feet of retail floor area. The proposed convenience store is 6,132 square feet,
112 but consists of only 3,084 square feet of retail floor area. Therefore, the parking
113 requirement is 16 spaces and thirty (30) are provided including two (2) ADA parking
114 spaces.

115 *e. Drive Through Stacking*

116 Drive through stacking is not required for a Gas Station, therefore, this section does not
117 apply.

118 *f. Pedestrian Circulation*

119 Pedestrian circulation has been provided within the site around the building and along
120 US40-Pulaski Highway per MDOT-SHA and Department recommendations, that connects

121 primary entrances/exits and with existing/proposed sidewalks/multi-use trail along Pulaski
122 Highway.

123 §155-16 Architecture Standards

124 *a. Floorplan and Architectural Sections/Elevations*

125 The building and fuel canopy renderings submitted for review by the commission comply
126 with the architectural requirements of this section pertaining to materials and orientation
127 of building in relation to Pulaski Highway with entrances and windows at street level.

128 *b. Building Façade and Massing*

129 The building façade is orientated towards the Pulaski Highway with windows at street
130 level and complies with this section of architectural requirements utilizing brick,
131 decorative masonry, glass panels, and other appropriate finished façade elements. The
132 proposal also includes the use of outdoor benches, planters, and pedestrian spaces around
133 the building.

134 §155-17 Signs

135 The signage plan has been provided and meets the requirements of applicable City Code regarding
136 height and surface area restrictions in the Commercial zoning district.

137 §155-18 Grading, Erosion Control and Stormwater Management, Chapter 169 – Stormwater
138 Management Plans

139 The Department of Public Works reviewed the submitted April 22, 2025 concept stormwater
140 management plans (SWM) and has deemed them technically sufficient on May 27, 2025.

141 §155-19 Water and Sewerage

142 DPW has requested the owner/developer to provide a Fire Protection Engineer certification
143 addressing the issue of fire flow and storage capacity on the subject property to be in compliance
144 with Chapter 2 of the City Code.

145 §155-20 & 21 & 23 Water Quality Protection, Solid Waste Disposal, & Air Pollution

146 The Harford County Health Department (HCHD) reviewed the site plan and issued an approval
147 letter on May 13, 2025.

148 §155-22 Floodplain Management and Critical Area and Forest Conservation

149 The Property does not contain any floodplain, forested area, and is not located in the Chesapeake
150 Bay Critical Area. A Simplified Forest Stand Delineation (S-FSD) was submitted with the site plan
151 and deemed technically sufficient.

Chapter 205 Zoning Regulation

152 The Property is zoned Commercial which permits Gas Stations as a Conditional Use. The proposed
153 Gas Station was approved by the Board of Appeals on June 5, 2025 in accordance with §205-37B
154 and §155-7B of the City Code.

155 The proposed gas station is subject to the lot type 'Q' requirement in Table 1 of on Chapter 205.

156 The proposed lot dimensions, lot coverage, minimum setbacks, and maximum building height
157 comply with these requirements.
158

159

Order

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Commissioner Shah moved to approve the site plan based on the foregoing findings and

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conclusions of law. Commissioner Chan seconded the motion. The motion passed 5 – 1, with

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Commissioner Place voting against.

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It is this 17th day of July, 2025, by the City of Havre de Grace Planning Commission, **ORDERED:**

165

That the application of Sheetz, Inc. for site plan approval for a gas station consisting of a

166

6,132 square foot convenience store and six (6) fuel pump stations under a canopy located at 1609

167

Pulaski Highway in the c (Commercial) zoning district, be and is hereby **APPROVED by a**

168

majority vote of 5-1.

169



Volney Ford, Chairperson 8/13/25
Date

171



Geoff Goins, Director of Planning 8/13/25
Date

172

173



Owner/Applicant 8/11/2025
Date

174



City of Havre de Grace

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410- 939-1800

May 28, 2026

Mr. Ron Adams

RE: Fire Flow Storage Capacity

Mr. Adams,

This letter serves as formal notification that based on the updated GHD water model from November 2025, there is no longer a Fire Flow Storage Capacity issue in Zone 1 and SHEETZ will not need to provide a fire flow assessment report for your proposed location.

If you have any questions, please contact me at 410-939-1800 ext. 1135.

Sincerely,

Joseph Conaway
Director of Public Works

CC: Ignacio Queirolo, Deputy Director of Public Works
Geoff Goins, Director of Planning