

2011 CITY OF FREDERICK Planning Department
Annual Report



PREPARED FOR THE CITY OF FREDERICK MAYOR AND BOARD OF ALDERMEN

IN ACCORDANCE WITH SECTION 3.09 OF ARTICLE 66B OF THE
ANNOTATED CODE OF MARYLAND

PRODUCED BY:



THE
CITY OF FREDERICK
PLANNING DEPARTMENT

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www.cityoffrederick.com/departments/planning/planning.htm

MAYOR AND BOARD OF ALDERMEN

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Karen Lewis Young, *President Pro Tem*
Michael C. O'Connor
Shelley M. Aloï
Carol L. Krimm
Kelly M. Russell

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Josh Bokee, *Vice-Chairman*
Kelly Russell, *Secretary,*
Aldermanic Member
Gary Brooks
Elisabeth Fetting
Richard Stup, *Alternate*

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Liaison
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Edward Hazlett
Philip Dacey
Marvin Kennedy, Sr.

.....Former Members.....

Steve Stoyke

Joshua Russin
Timothy Wesolek

Dario Cavazos

PLANNING DEPARTMENT STAFF

Joe Adkins, AICP	<i>Deputy Director for Planning</i>
Matthew Davis, AICP	<i>Division Manager of Comprehensive Planning</i>
Gabrielle Dunn	<i>Division Manager of Development Review</i>
Dan Hoffman	<i>Division Manager of Code Enforcement</i>
Lea Ortiz	<i>Office Manager</i>
Shannon Albaugh	<i>Administrative Assistant</i>
Eileen Barnhard	<i>Housing Financial Specialist</i>
David Beers	<i>Code Enforcement Inspector</i>
Dean Brightbill	<i>Code Enforcement Inspector</i>
Tim Davis	<i>Transportation Planner</i>
Carreanne Eyler	<i>Administrative Assistant</i>
Jeff Love	<i>Development Review Planner</i>
Brandon Mark, AICP	<i>Development Review Planner</i>
Christina Martinkowski	<i>Historic Preservation Planner</i>
Lisa Mroszczyk-Murphy	<i>Historic Preservation Planner</i>
Pam Reppert	<i>Development Review Planner</i>
Jim Schmidt	<i>Administrative Assistant</i>
Roy “Buddy” Singer	<i>Code Enforcement Inspector</i>
Dave Violette	<i>Code Enforcement Inspector</i>

..... Former Employees

Bill Dukes	<i>Division Manager of Code Enforcement</i>
Nick Colonna, AICP	<i>Division Manager of Comprehensive Planning</i>
Nichole Purcell	<i>CDBG Planner</i>
Emily Paulus	<i>Historic Preservation Planner</i>



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FREDERICK, MARYLAND

CITY PROFILE



GEOGRAPHY.....

Total Land Area 22.1 square miles

POPULATION.....

Total Population (2010) 65,239 ↑

Projected (2020) 75,113**

Projected (2030) 92,053**

Percent Minority (2010) 30.6%

Median Age (2010) 34

EMPLOYMENT.....

Civilian Labor Force 33,650 ↓

Employed 31,938 ↓

Unemployed 1,712 ↑

Unemployment Rate 5.1% ↑

Median Household Income \$64,833 ↑

HOUSING.....

Total Units 25,216 ↓

Owner Occupied 13,781 ↓

Renter Occupied 9,409 ↑

Vacant 2,026 ↑

Median Value \$303,900 ↓

Median Monthly Owner Cost (mortgage dollars) \$1,862 ↓

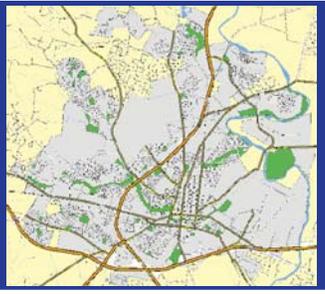
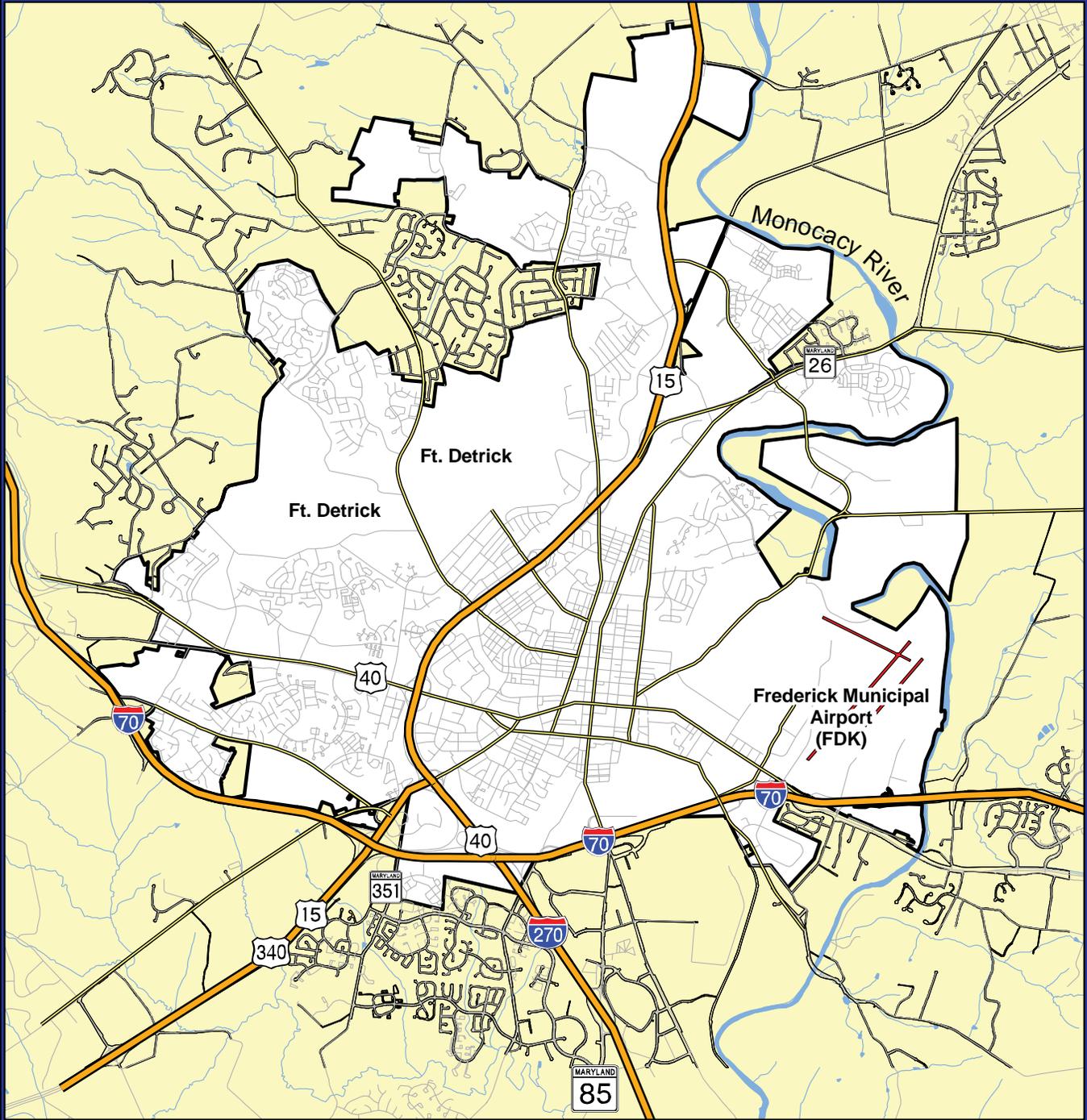
Source: U.S. Census Bureau, 2005-2009 American Community Survey

Arrows indicate and increase or decrease in statistic since 2010

* Frederick County Planning Department

** Maryland Department of Planning

City of Frederick



0 0.2 0.4 0.8 1.2
Miles

Note: This map is prepared solely for the purpose of illustrating the City of Frederick. It should be used for no other purpose. Data on this map was prepared from several original sources and is subject to change as source data changes. This map is not a legal document.
Orthophotos produced 03/07
Maps produced by: mbowman

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GIS Department



Dear Frederick Residents:

During 2011, The City of Frederick Planning Department moved several projects forward. The Department's major efforts over the last year included completing the draft of the Golden Mile Small Area Plan. There has been real public support for improving the Golden Mile including the formation of the Golden Mile Alliance which is made up of citizens, businesses and property owners along the 2.5 mile corridor. Other efforts that have been undertaken include public outreach to the businesses and residents in the local historic district, and continued efforts to improve the Land Management Code (LMC) which serves as the regulatory framework for development in the City. The Planning Department has processed 22 text amendments aimed at improving the LMC over the last 2 years.

In addition to these significant projects, the Planning Department also provides important day-to-day services to the citizens of Frederick in the following areas:

- Development Review
- Comprehensive Planning
- Historic Preservation
- Transportation Planning
- Code Enforcement
- Housing and Community Development

In 2012, the Planning Department will continue to work on an ambitious plan for the revitalization of the Golden Mile commercial corridor. The City's goal is to work collaboratively with the Golden Mile Alliance which will propose strategies for reinvigorating this vital business and transportation corridor.

Other projects that will occur in 2012 include:

- Annexation requests
- Comprehensive Rezoning
- Sustainable Communities Designations
- Sustainable Maryland Certified

The Planning Department is working towards addressing local issues. By addressing these issues, the Planning Department believes that good planning starts at the local level. While trying to be flexible, the Planning Department hopes to address many of these issues to enhance the quality of life in Frederick.

Joe Adkins, AICP
City of Frederick
Deputy Director for Planning

A NOTE FROM THE DEPUTY DIRECTOR

CITY OF FREDERICK PLANNING DEPARTMENT

LINE OF BUSINESS

CITY OF FREDERICK PLANNING DEPARTMENT

OUR MISSION

To support the practice of good planning, the Planning Department strives to provide leadership in assisting City representatives in making informed decisions concerning land use, built environment, and heritage resources. Through education, the Planning Department assists in responding to the defined needs of the City and provides information and recommendations to citizens and decision makers of the City of Frederick so jointly a long term sustainable vision can be achieved.

PLANNING

Long Range

Development Review

Zoning

Transportation

Community Outreach

HISTORIC PRESERVATION

Development Review

Structure Rehabilitation

Preservation Incentives

Community Outreach

HOUSING AND COMMUNITY DEVELOPMENT

Affordable Housing

Housing Rehabilitation

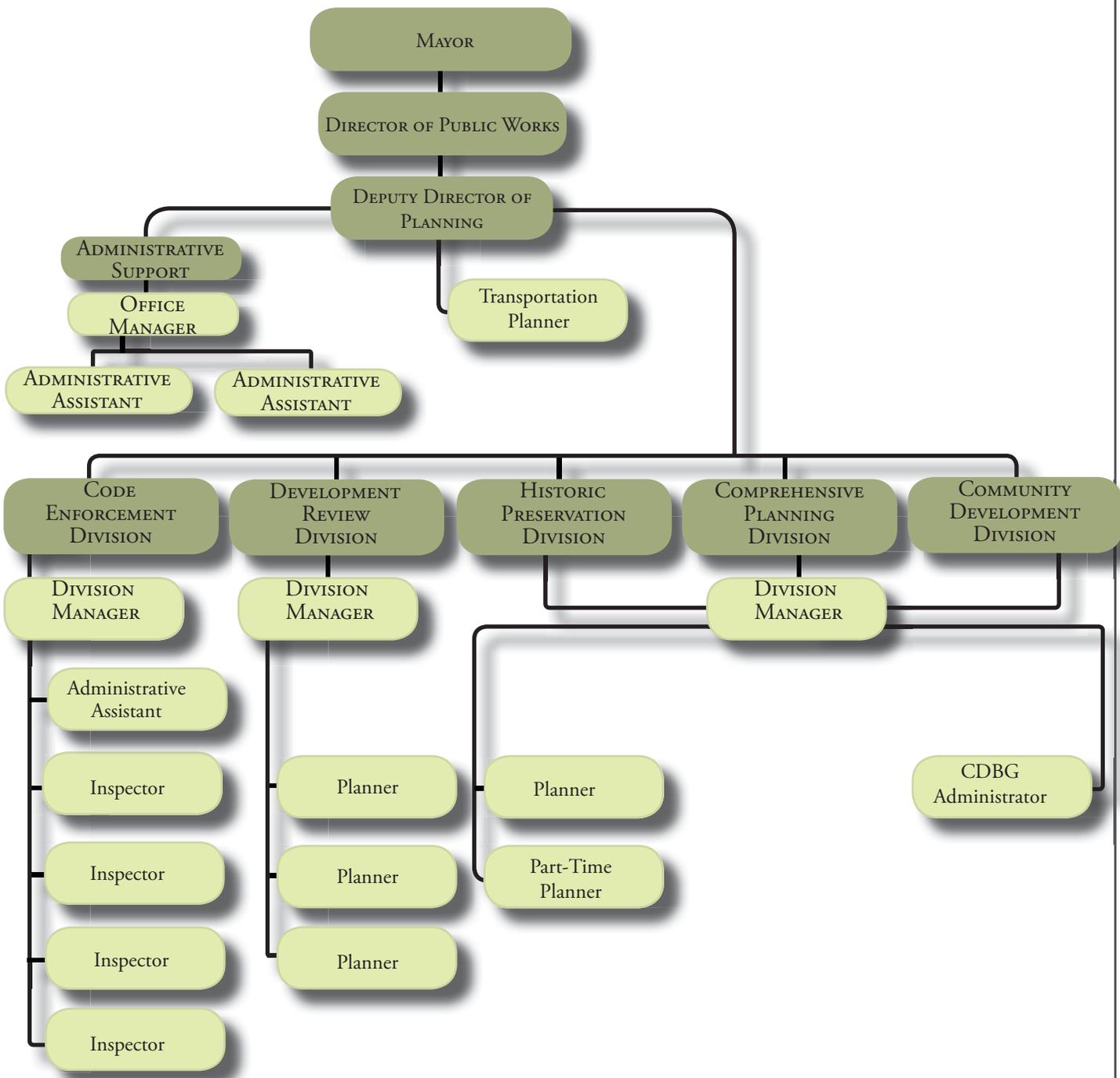
Community Development

Community Outreach

CODE ENFORCEMENT

Code Enforcement

Community Outreach



DEPARTMENT OVERVIEW

CITY OF FREDERICK PLANNING DEPARTMENT

The Planning Department assists the City's leadership in making informed decisions concerning land use, proposed development projects, heritage resources, and housing opportunities. The staff provides technical assistance to various boards and commissions and oversees the public hearing process, thereby enabling citizen participation in shaping the future of Frederick's neighborhoods. The Planning Department works closely with community leaders, elected officials, and other stakeholders to ensure the viability of future growth, enforce City regulations, and maintain the high quality of life enjoyed by City of Frederick residents.

The Planning Department is comprised of five divisions: Development Review, Comprehensive Planning, Historic Preservation, Community Development, and Code Enforcement.

THE DEVELOPMENT REVIEW DIVISION is charged with coordinating the review process for all commercial, residential, and institutional land development in the City. The Division serves as the central agency for receiving and routing development plans as well as the primary contact for applicants during the review process. In addition to these management functions, Division staff also conduct the technical review of applications for compliance with the applicable zoning, subdivision, and forest conservation regulations, collectively known as the Land Management Code (LMC), and provides recommendations to the Zoning Board of Appeals, Planning Commission, and Mayor and Board of Aldermen on pending land use applications.

THE COMPREHENSIVE PLANNING DIVISION prepares, maintains, coordinates and administers the City of Frederick Comprehensive Plan. The Comprehensive Plan is a series of planning policies designed to guide and manage the future growth of the City. Division staff facilitate public meetings to ensure citizen participation and community input for all planning initiatives.

THE HISTORIC PRESERVATION DIVISION coordinates and reviews applications for improvements in the Historic Preservation Overlay Zones. Division staff members provide technical assistance, analysis and research to the Historic Preservation Commission as well as to applicants and other City departments. The Division administers the designation program, various historic preservation grants and coordinates the City's responsibility under the Federal Section 106 program. Division staff coordinate outreach and educational opportunities related to historic preservation including newsletters, brochures, workshops, annual awards program and Historic Preservation Month activities. The Division also assists in the adoption of updates/revisions to the Land Management Code or other development regulations related to historic preservation as well as in the preparation of the Comprehensive Plan.

THE COMMUNITY DEVELOPMENT DIVISION promotes strong communities by administering Federal entitlement dollars that the City of Frederick receives from the U.S. Department of Housing and Urban Development. Division staff manage the City's Federal Community Development Block Grant (CDBG) Program to achieve goals and objectives set forth in the City of Frederick's Consolidated Plan, 2010-2015 with the overall goal of assisting low- and moderate-income persons and neighborhoods.

THE CODE ENFORCEMENT DIVISION proactively enforces laws and codes to strengthen the City of Frederick. Division staff work to protect and promote safe and sound buildings and neighborhoods, making the City of Frederick not only a desirable place to live and work, but also a memorable place to visit.

2011 GRANTS

CITY OF FREDERICK PLANNING DEPARTMENT

- Maryland Historical Trust Certified Local Government Subgrant- \$25,000 (awarded)
- Federal Aviation Administration Grant for Tulip Hill Avigation Easements - \$142,354.00 (awarded)
- Maryland Department of Transportation Grant for MD Bikeways (7th St) - \$60,000.00 (awarded)
- US Department of Housing and Urban Development Community Development Block Grant (CDBG) - \$351,775 (awarded)

STAFF HIGHLIGHTS

CITY OF FREDERICK PLANNING DEPARTMENT

During 2011, Planning Department staff pursued ongoing education in the form of trainings and certifications, including:

TRAINING

JEFF LOVE - Maryland Association of Floodplain and Stormwater Managers Annual Conference, Lithicum, MD

TIM DAVIS - 2011 National Rail-Volution Conference, Washinton DC

PRESENTATIONS

JOE ADKINS, AICP, NICK COLONNA, AICP, AND BRANDON MARK:

- “Golden Mile Small Area Plan” to the MD-PA-DE-WV APA Regional Conference

LISA MROSZCZYK MURPHY, HISTORIC PRESERVATION PLANNER:

- A member of the “Historic Preservation Panel” to discuss public outreach at the MD-PA-DE-WV APA Regional Conference

TIM DAVIS, TRANSPORTATION PLANNER:

- “The Local Perspective on Transportation Funding Alternatives” to the Maryland General Assembly Staff and Gubernatorial - appointed Blue Ribbon Commission on Transportation

SERVICE MILESTONES

TIM DAVIS- 10 Years

LEA ORTIZ - 10 Years

GABRIELLE DUNN - 5 Years

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DIRECTORY OF SERVICES

CITY OF FREDERICK PLANNING DEPARTMENT

The Planning Department's divisions each perform many services, including the following:

DEVELOPMENT REVIEW SERVICES

- Project Review
 - Review master plans, subdivision plans, sketch plans, site plans, forest conservation plans, improvement plans, and building permit applications for compliance with all applicable sections of the Land Management Code
 - Review and draft applications for amendments to the Land Management Code
 - Review applications for zoning map amendments
- Verification Services
 - Provide verification letters upon request by applicants for zoning compliance and confirmation of nonconforming uses.
 - Provide written verification as to the permissibility of uses in specific locations to other state and local agencies including the Frederick County Liquor Board and the Maryland Motor Vehicles Association in conjunction with licensing applications
- Customer Service
 - Provide “Planner-on-Call” services five days a week from 8 AM - 4 PM
 - Provide “One Stop Shop” permitting support on a weekly basis to allow same-day permitting.

COMPREHENSIVE PLANNING SERVICES

- Comprehensive Plan
 - Maintain and update the City’s Comprehensive Plan in compliance with State requirements
- Small Area Plans
 - Implement the goals and recommendations of the City’s Comprehensive Plan through neighborhood-level plans
- Inter-jurisdictional Coordination
 - Coordinate with Frederick County and the State of Maryland on planning efforts that cross jurisdictional boundaries

TRANSPORTATION PLANNING SERVICES

- Airport Planning
 - Conduct project management for the Airport Master Plan, hangar development, Air Traffic Control Tower, Comprehensive Environmental Assessment (EA), and Bailes Lane Re-Use Plan
 - Manage Airport Capital Improvement Plan process, including Federal, State and County participation
 - Ongoing property and equipment acquisitions
- Transportation Planning
 - Conduct local planning efforts such as Shared Use Path Plan Updates / Preliminary On-Street Network Planning “Sharrows”
 - Participate in State transportation plans including the I-270/US 15 Multimodal Corridor Study
 - Participate in Metropolitan Washington Council of Governments plan efforts:
 - Analysis of North/South Parallel Road options
 - Partner with other agencies to promote events for safe pedestrian and bicycle activity
 - Capital Improvement Plans (CIP)
 - Project Manage or team membership for roads, bridges, sidewalks, shared use paths, streetscape enhancement, Wayfinding and Rails to Trails

HISTORIC PRESERVATION SERVICES

- Provide technical assistance to applicants seeking Historic Preservation Commission approval
- Review applications for alterations, construction and demolition in the Frederick Town Historic District
- Coordinate Historic Preservation Commission review of cases
- Assist in the review of applications (site plans, annexations, etc) in other areas that have potential to affect historic resources such as those on the National Register of Historic Places
- Coordinate Section 106 Review for historic properties, in compliance with the National Historic Preservation Act
- Coordinate training education and outreach efforts related to historic preservation
- Assist in “Planner on Call” services and “One Stop Shop” permitting

CODE ENFORCEMENT SERVICES

- Provide proactive enforcement of laws and codes, including:
 - Property Maintenance Code for existing structures
 - Livability Code for rental dwellings
 - Frederick City Code
 - Land Management Code

COMMUNITY DEVELOPMENT SERVICES

- Administer the City’s Community Development Block Grant (CDBG) allocation
 - Prepare the 5-Year Consolidated Plan
 - Prepare Annual Action Plan and end-of-year Consolidated Annual Performance and Evaluation Report (CAPER)
 - Disburse grant funds to non-profit subrecipients and monitor grantees
 - Programs to Affirmatively Further Fair Housing
- Provide housing assistance through the following programs:
 - Sold On Frederick II: Down payment and closing cost assistance (up to \$15,000) for income-qualified, first-time homebuyers within the City limits
 - Operation Rehab: Rehabilitation assistance loans for owner-occupied housing units
 - MEA Keeping Frederick Green: Energy efficiency audits and retrofits to eligible homeowners
 - Acquisition for Rehab: Purchase of blighted and/or vacant properties for housing rehabilitation or new construction
 - Homebuyer Education

COMMUNITY ENGAGEMENT

CITY OF FREDERICK PLANNING DEPARTMENT

The Planning Department provides staff support or acts as a liaison for the following Boards, Commissions, or community organizations:

BOARDS AND COMMISSIONS

Mayor and Board of Aldermen
Planning Commission
Zoning Board of Appeals
Historic Preservation Commission
Airport Commission
Parks and Recreation Commission
Neighborhood Advisory Councils
Fair Housing Commission
Streets and Sanitation Committee
Affordable Housing Council
Monocacy Scenic River Citizens' Advisory Board
Metropolitan Washington Council of Governments Transportation Planning Board

TASK FORCES AND WORKGROUPS

The East Frederick Rising Workgroup
Frederick Area Committee on Transportation (FACT)
Catoctin Mountain Scenic Byway Advisory Committee
Transportation Impact Fee Development Task Force
Alleyway Development Task Force
Heart of the Civil War Heritage Area
Frederick County TransIT Services Advisory Committee (TSAC)
Downtown Retail Committee
Historic Preservation Awards Committee
Frederick's Most Wanted
Mental Health Association
PreserveMaryland round tables for the State Preservation Plan
Maryland Historical Trust
Downtown Parking Task Force
Bicycle AD HOC Committee
MDOT Bicycle and Pedestrian Partnership Program
Golden Mile Alliance

BIKE — To — WORK DAY

Bike-To-Work Day is an annual event sponsored by the Washington Area Bicycle Association (WABA), the City of Frederick, and Frederick County TransIT in May. The purpose is to promote cycling to work as a primary method of transportation. Not only is biking an environmentally conscious option for commuting, it provides a healthy and safe method of getting to work.

The 2011 Bike-To-Work Day had many local dignitaries in attendance: They included:

The City of Frederick:

Mayor McClement
Alderman Young
Alderman O'Conner
Alderman Aloï
Alderman Krimm
Alderman Russell

Frederick County:

Commissioner Gray
Commissioner Smith

US Senator's Office:

Julianna Albowicz (Mikulski)
Robin Summerfield (Cardin)

MDOT:

Michael Jackson, Director of
Bicycle and Pedestrian Access

Frederick Tourism:

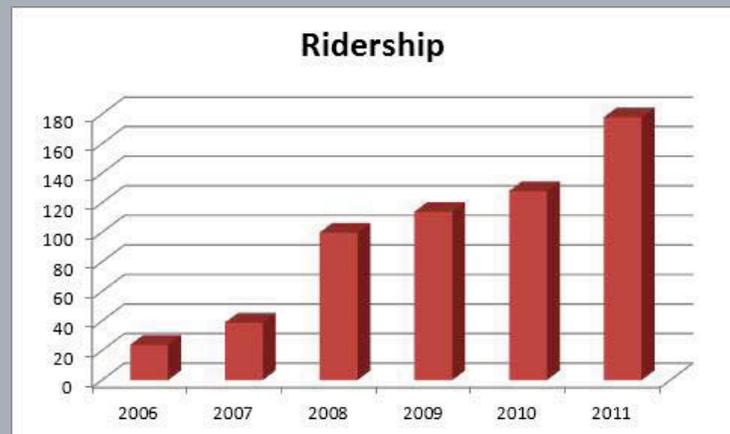
John Fieseler, Executive Director and
Emcee of the Event

Frederick Keys Mascot:

Keyote

Mayor's AD HOC Committee on Bicycle Friendliness

MaryLynn Hinde, Chair
Dave Auble
Anna Kelso
Darius Mark
Roger Rinker
Alderman Kelly Russell
George Ruszat
Bill Smith
John Thomas



Bike-To-Work Day was
May 18, 2012

BICYCLE & PEDESTRIAN COUNT

One of the greatest challenges facing the bicycle and pedestrian field is the lack of documentation on usage and demand. Without accurate and consistent demand and usage figures, it is difficult to measure the positive benefits of investments in these modes, especially when compared to the other transportation modes such as the private automobile. An answer to this need for data is the National Bicycle & Pedestrian Documentation Project, co-sponsored by Alta Planning and Design and the Institute of Transportation Engineers (ITE) Pedestrian and Bicycle Council. This nationwide effort provides a consistent model of data collection and ongoing data for use by planners, governments, and bicycle and pedestrian planning professionals.

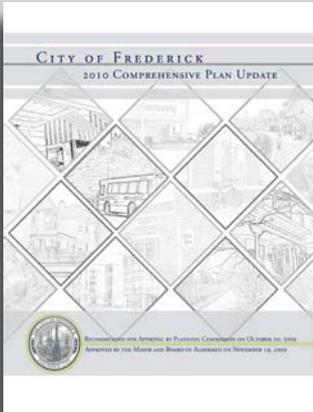
In September of 2011, the City’s Planning and Engineering Departments in conjunction with the Frederick County Planning Department, Department of Public Works and Health Department’s, collaborated to count pedestrians, bicycles and other modes in two hour peak times at 18 locations, nine of which within the City limit. The times ranged from weekday AM and PM periods, to mid-day weekends, primarily to understand bicycle/pedestrian traffic behavior and demand in and around City parks and shared use paths. Counts are shown in the table below.

This count data was submitted to the national program and will be conducted on an annual basis in the future, creating a substantial database that may be used in assessing improvements to the alternate mode infrastructure.

Grand Totals: Frederick County, Maryland September 2011 Bicycle/Pedestrian Counts			
	Total Pedestrians	Total Bicyclists	Total Other
Percentage	56.6	10.9	2.6
Total	2002	252	56
Avg/Hour	62.6	7.9	1.8
Peak 15 Minutes	226	75	6
Peak Station (2hr)	607	60	36
Avg/Station	118	15	3
Total Count Stations: 17			
Total Count Staff: 16			

PLANNING EFFORTS

CITY OF FREDERICK PLANNING DEPARTMENT

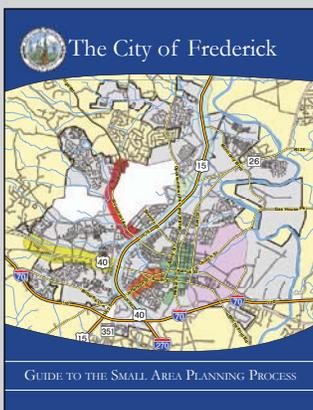


COMPREHENSIVE PLAN - 2010 UPDATE

The Comprehensive Plan¹ is used as a tool for citizens, staff and elected officials in determining how the City of Frederick should grow during the next 20 years. The 2010 plan update process began in spring 2008, and included over 70 public meetings with citizens' groups, the Planning Commission, the Mayor and Board of Aldermen, and other City commissions. Over 250 people attended these meetings. Additional tools for public input included an online survey, which yielded 500 responses and 1,100 comments. Residents were also invited to submit photos of features that embody Frederick's character.

The most significant land use policy change reflected in the plan was the establishment of three growth tiers (Infill and Redevelopment Opportunities, Municipal Growth Boundary, and Future Growth Areas). The plan emphasizes growth in the Infill and Redevelopment Opportunities tiers.

The Mayor and Board of Aldermen adopted the plan on November 19, 2009. Following adoption, the next steps are to start implementing the policies of each of the Plan's elements, and to review the zoning map in order to establish regulations consistent with the plan. During 2011, the Planning Department began the process of Small Area Planning to address specific parts of the city in greater detail.



SMALL AREA PLANNING

The 2010 Comprehensive Plan Update identified seven planning areas and recommended that a separate, more detailed Small Area Plan be completed for each area. These neighborhood-level plans will address land use, transportation, and a variety of other topics. The plans are intended to help implement the recommendations of the 2010 Comprehensive Plan and Land Use Map, which form the policy framework for the Small Area Plans. Ultimately, each plan will be presented to the Mayor and Board of Aldermen for adoption.

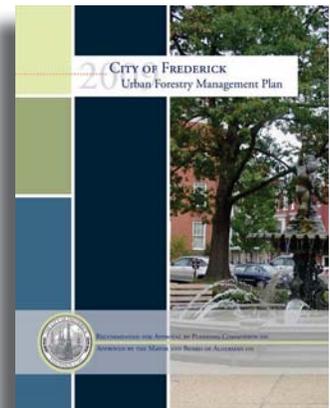
The first plan will be for the Golden Mile / US 40 corridor. This area is

¹ Comprehensive planning activities in Frederick are undertaken in accordance with Article 66B, §3.05 of the Annotated Code of Maryland.

an important economic engine for the City and for Frederick County, as well as a critical transportation route. However, the corridor is characterized by a lack of connectivity between commercial uses which discourages pedestrian access between neighborhoods and adjacent commercial areas. A significant challenge for the Golden Mile Small Area Plan will be transforming the corridor one type that can serve users of all travel modes, including pedestrians, bicycles, and transit.

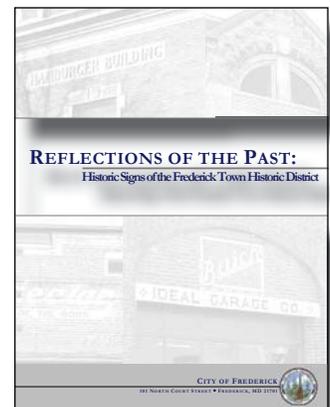
URBAN FORESTRY MANAGEMENT PLAN

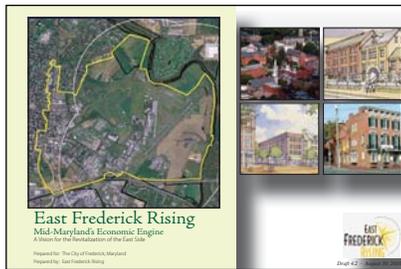
The Urban Forestry Management Plan is intended to provide strategies, goals, policies, standards, and actions to protect, enhance, increase, and preserve the tree canopy for the benefit of the City of Frederick. The intent of the Plan is to help coordinate and improve tree management in an equitable, economical, and sustainable manner. The Planning Commission reviewed the draft plan on April 13, 2009 and made a recommendation for the Plan's adoption to the Mayor and Board of Aldermen. The University of Vermont, Spatial Analysis Laboratory, was contracted to re-evaluate the percentage of urban tree canopy within Frederick, based on the latest available information (2007 data). The Urban Forestry Management Plan was adopted by the Mayor and Board of Aldermen on April 15, 2010.



REFLECTIONS OF THE PAST: HISTORIC SIGNS OF THE FREDERICK TOWN HISTORIC DISTRICT

During this past year the Historic Preservation Staff prepared a survey of historic signs in the Frederick Town Historic District. The resulting report is a guide to help property owners identify whether or not a sign on their building may be a historic sign prior to entering the approval process and to serve as a general guide for the Historic Preservation Commission. The report also includes brief histories of the signs including their association with the building, and its use and occupants where that information was available. The signs included in the report are representative of the types of signs that are generally considered historic.





The Planning Department is currently providing staff resources to a community-based planning effort in East Frederick. The East Frederick Rising Community Development Corporation seeks to address land use, transportation, and urban design issues within and east of the East Street corridor. The vision of this planning effort is to develop a mixed use community of commercial and residential uses, based on the design principles of the City's historic district. The project has been divided into phases, which include: Concept, Draft Plan, and Building Regulations. The Concept phase was completed in September 2010 and adopted in November 2010 by both the Planning Commission and the Mayor and Board of Aldermen. The draft planning stage is expected to begin once the Golden Mile Small Area Plan is completed.

ACCESSIBILITY IN DOWNTOWN FREDERICK BROCHURE

This brochure was a joint effort between the Planning Department and the Downtown Frederick Partnership. It provides general information to assist property and business owners in understanding the Americans with Disabilities Act and the Department of Justice's regulations especially as they relate to historic buildings. The brochure also provides an extensive list of other related resources and contacts.

HISTORIC DISTRICT REALTORS/NEW PROPERTY OWNER OUTREACH

In 2010 the Planning Department began a program to reach out to realtors and new property owners in the Frederick Town Historic District. On a monthly basis, the Department distributes folders of information about the requirements and benefits of the City's historic preservation program along with a welcome letter from the Historic Preservation Committee chairman to the listing agent of any properties within the district with a request that they be distributed to the new owners. The Planning Department also prepares these informational folders for realtors at their request and distributes them to property management companies periodically.

HISTORIC DISTRICT SURVEY AND SLIDE DIGITIZATION PROJECT

In 2011 the City was awarded a \$25,000 Certified Local Government grant from the Maryland Historical Trust which is being used to hire an architectural historian consultant to evaluate all properties in the National Register Frederick Historic District and determine if they are contributing or non-contributing to that district. The grant will also be used to digitize all the City's slides from 1960-70s. Once the project is completed, the information will be readily accessible to the public through SpiresGIS.

Public Notice Eliminated for HPC Administrative Approval Applications

On April 7, 2011, The Land Management Code was amended to eliminate the requirement to post a public notice sign for 10 days for Historic Preservation Commission applications that qualify for Administrative Approval. This change was a result of citizen input.

HISTORIC DISTRICT PERMITS AT ONE STOP SHOP

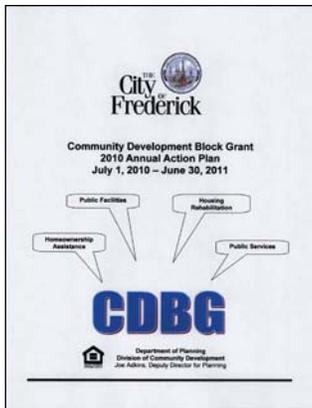
In 2011 the Historic Preservation Division began including an online customer feedback survey along with decisions issued by the Historic Preservation Commission or staff. Results will continue to be analyzed quarterly throughout 2012 and procedures, outreach and educational efforts evaluated and adjusted accordingly. During 2011 the Division also began an e-mail list to distribute preservation-related information and news to interested parties.

PHASE I OF THE CITY'S TRANSIT FRIENDLY DESIGN GUIDELINES

Approved by the Planning Commission in August, the plan is a broad stroke, general set of guidelines that sets the table for regulatory document changes in the future. Regardless of the specific changes to the Land Management Code, the guidelines are in place to assist planners and developers in the consideration of all modes of transportation and associated facilities and infrastructure in the feasibility stages of development.

MARYLAND TRANSIT ADMINISTRATION LEASE FOR THE RAILS TO TRAILS PROJECT

The Rails with Trails lease with the Maryland Transit Authority is an agreement between the City and State that over the next 50 years a projects for a multi-user path will be constructed. Under this agreement, the City must provide for adequate insurance for such a facility and the storage of rails that are removed. The lease has no cost implication associated with it. Partners along the route include the Walkersville Southern Recreational Railroad, Canterbury Station, and Clemson Corner.

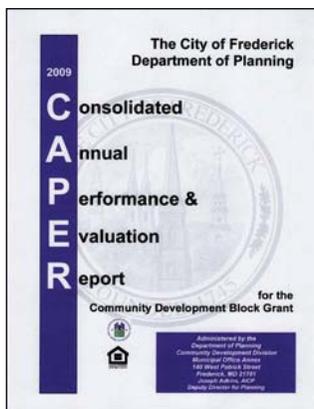


ANNUAL ACTION PLAN (COMMUNITY DEVELOPMENT)

Each year, the City submits an Annual Action Plan to the U.S. Department of Housing and Urban Development. The plan identifies specific activities for each grant year to address the needs identified in the 5-year Consolidated Plan. The 2011 grant year runs from July 1, 2011 to June 30, 2012 with all funded projects required to be completed within this time frame. With assistance from ad hoc advisors, the Community Development Division prepared a recommended Action Plan, followed by a public comment period and public hearings.

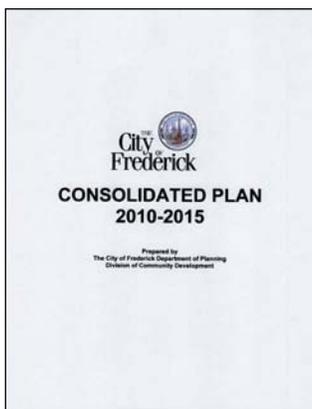
CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

The Consolidated Annual Performance and Evaluation Report (CAPER) is prepared and submitted each September. The CAPER provides a detailed report on the specific projects, beneficiaries and funds expended by the City during the prior year.



CDBG CONSOLIDATED PLAN 2010-2015

To receive federal funds, the City must submit a Five-Year Consolidated Plan which serves as both an application for funds under HUD's formula grant programs and a planning document for carrying out projects with CDBG funds. The City of Frederick's Consolidated Plan for 2010-2015, approved May 6, 2010 and prepared pursuant to HUD regulations set forth in 24 CFR Part 91, sets forth the City's plan for public and private actions to further the basic goals of HUD's community planning and development programs of developing viable communities.



UPDATED DEVELOPMENT RULES

CITY OF FREDERICK PLANNING DEPARTMENT

The following is a list of changes to the Land Management Code (LMC) that occurred in 2011:

ORDINANCE G-11-04: To establish churches as a permitted use in the DB District.

ORDINANCE G-11-11: To eliminate the 10 day public notice requirement for all Historic Preservation Commission (HPC) applications that qualify for Administrative Approval.

ORDINANCE G-11-14: To make “schools, public/private” a permitted use in the GC and DB zoning districts.

ORDINANCE G-11-26: To amend the fencing modification procedures.

ORDINANCE G-11-27: To amend the forest conservation regulations to reflect recent changes in state legislation.

BUILDING ACTIVITY

CITY OF FREDERICK PLANNING DEPARTMENT

In 2011, the Planning Department reviewed 1,503 building permits, including new residential construction, zoning certificates, demolitions, signs, decks, sheds, fences, and various other residential, commercial, and industrial permits. The 2011 total represents a 68% increase from the previous year's total of 896 permits. The map on page 29 shows permit activity for new residential and commercial development during 2011.

The table below shows the breakdown of the types of permit applications processed by the Planning Department during 2011.

Permit Applications Processed by the Planning Department				
Type of Permit	2010	% of total	2011	% of total
Demolitions, partial and complete	8	1.0%	29	2.0%
Commercial Construction, New	13	1.4%	8	0.5%
Commercial, Other (signs, renovation, temporary trailers, etc.)	309	34.4%	384	25.5%
Residential Construction, New	123	13.7%	144	9.5%
Zoning Certificate	152	17.0%	183	12.0%
Other Residential (decks, fences, sheds, pools, renovations, emergency repair)	291	32.5%	755	50.5%
Total	896	100%	1,503	100%

Permits for signs, additions, decks and fences represented the vast majority of commercial and residential permit applications that the Planning Department reviewed.

Housing market conditions have likely contributed to the reduced number of dwelling unit permit applications submitted in 2011 compared to previous years. Applications in major residential developments such as Cannon Bluff, Clover Ridge, Tuscarora Creek, Whittier, Worman's Mill, and Ballenger Creek Center comprised the majority of new dwelling unit permit applications.

The chart below categorizes residential building permits by dwelling unit type.

2011 Dwelling Unit Permits by Type				
Year	Single-Family	Townhouse	Multi-Family	Total Units
2011	51	52	0	103
2010	56	64	3	123
2009	100	64	38	202
2008	60	12	55	127
2007	58	128	189	375
2006	105	102	205	412
2005	151	180	31	362
2004	169	350	20	539
2003	111	232	240	583
2002	126	124	19	269
2001	212	319	38	569
2000	661	100	132	893

Most large developments within the City of Frederick are Planned Neighborhood Developments (PND), which allow a mixture of housing types and, in some cases, planned commercial components. These developments may also include alternative standards for roads, lighting, sidewalks, and other public improvements, subject to Planning Commission approval. By encouraging integrated, creative designs with a mix of land uses, PNDs can support the goals of the 2010 Comprehensive Plan.

Major Residential Developments

Pipeline of Available Lots

Updated through December 31, 2011

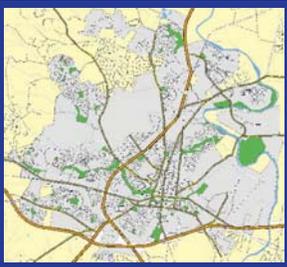
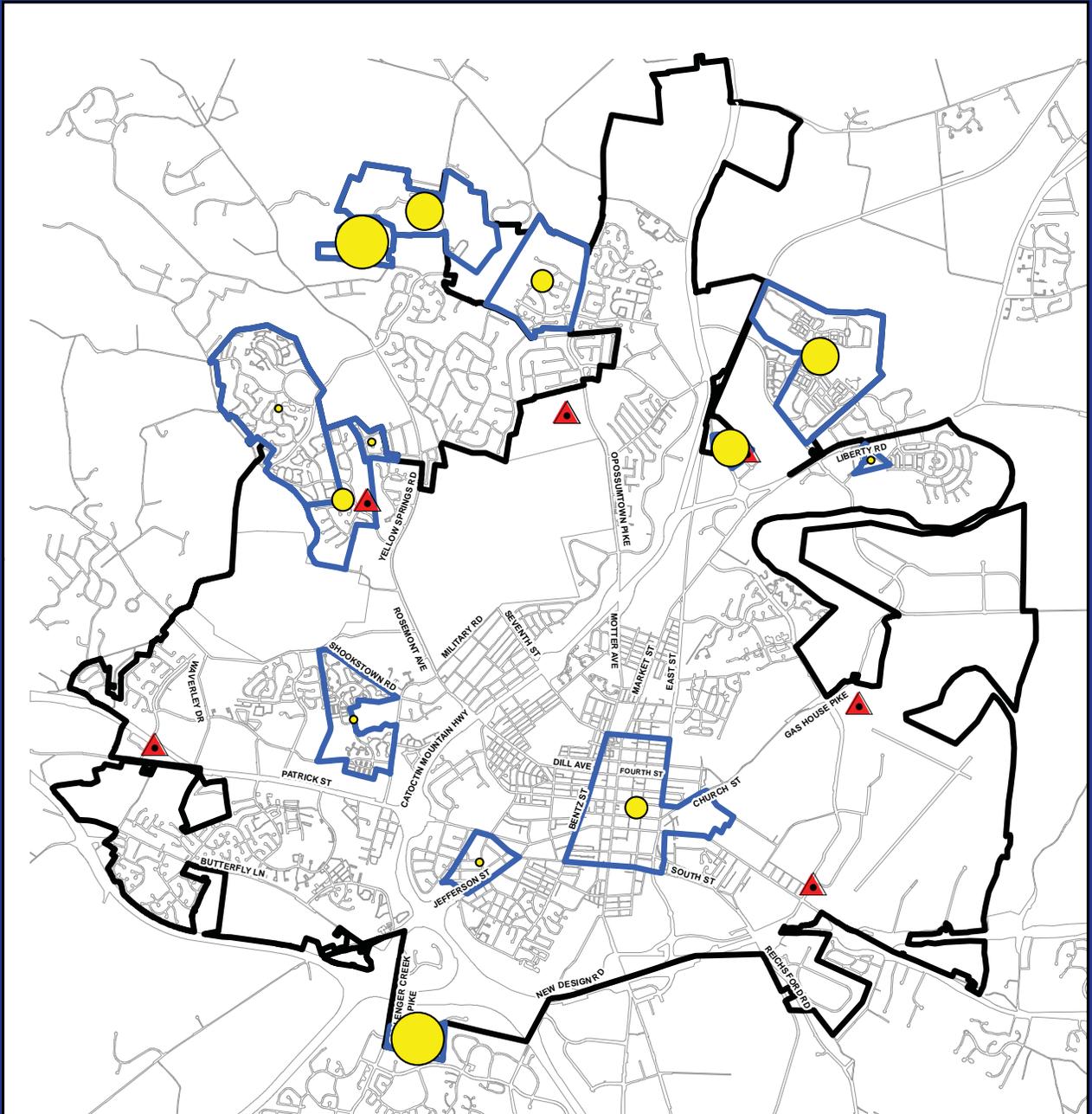
Subdivision	Dwelling Units Approved	Bldg Permit Applications/Units Year to date	Bldg Permits / Units Issued (Total)	Traditional Pipeline
Ballenger Creek Center Towns (BC)	176	24	170	6
Barrick	301	0	0	301
Birdseye View Estates (Bowers)	39	0	0	39
Bowers Park	21	0	0	21
Brooklawn Limited Partnership	68	0	0	68
Cannon Bluff (CB)	187	0	62	125
Canterbury Station (Odd Fellows)	359	0	0	359
Clover Ridge (CR)	393	21	218	175
Commons of Avalon	66	0	0	66
Cramer Property	54	0	0	54
Emerald Farm	185	0	179	6
Galleria	127	0	0	127
Homewood Phase I	140	0	0	140
Hope VI (North Market Revitalization)	97	0	97	0
Hope VI (126 S. Carroll Street)	36	0	32	4
Market Square	463	0	0	463
Maxwell Square (MS)	49	0	5	44
Millies Delight	59	0	0	59
Monocacy Park (Main Property) (MP)	177	0	17	160
Nicodemus	457	0	0	457
Overlook Section 8	32	0	0	32
River Crest	114	0	52	62
Riverwalk Apartments Lot 301	312	0	219	93
Rocky Pointe (RP)	15	0	15	0
Tuscarora Creek (TCK)	847	16	79	768
Walnut Ridge	521	0	316	205
Waverley View	739	0	0	739
Whittier PND (WH)	1,590	1	1,532	58
The Woods	5	0	0	5
Worman's Mill PND (WM)	1,497	17	1,112	385
Other SF / Townhouse	N/A	2	N/A	N/A
Other MF	N/A	0	N/A	N/A
City of Frederick Subtotal	9,126	81	4,090	5,021

Dwelling Units Approved: Includes units approved at the Preliminary Plat or Master Plan stage.

Traditional Pipeline: Dwelling Units Approved minus the number of Building Permit Applications.

Note: "Units implies single-family and townhouse lots, but also includes multi-family units.

New Residential and Commercial Development for 2011



0 0.1250.25 0.5 0.75
Miles

Note: This map is prepared solely for the purpose of illustrating the City of Frederick. It should be used for no other purpose. Data on this map was prepared from several original sources and is subject to change as source data changes. This map is not a legal document. Orthophotos produced 03/07. Maps produced by: mtowman

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Number of Permits

- 1 - 2
- 3 - 13
- 14 - 20
- 21 - 24

- New Commercial Permits
- City Boundary
- Right of Ways

PLANNING SUBMITTALS

CITY OF FREDERICK PLANNING DEPARTMENT

The Planning Department is responsible for reviewing all new development activity within the City of Frederick. This role includes the review of site plans, subdivisions, zoning map amendments, annexations, and other development case types.

The Planning Department review process involves meetings with applicants; review periods for comments and revisions; meetings with Neighborhood Area Councils (NACs) to present draft plans; coordination of review comments from other departments and agencies; presentations to the Planning Commission; and in some cases presentations to the Parks and Recreation Commission, Streets and Sanitation Committee or other boards. Some case types, such as zoning map amendments, text amendments, and annexations, also require review and approval by the Mayor and Board of Aldermen.

The Planning Commission reviews all development cases, with the exception of minor cases which are reviewed only at the staff level. The powers and duties of the Planning Commission are enumerated in Sections 176-185 of the Frederick City Charter. The City's Land Management Code (LMC) establishes the processes and criteria for Planning Department and Planning Commission plan review and approval.

The Planning Department processed 134 planning cases in 2011. This figure represents a slight decrease from the total of 146 cases in 2010. The majority of the planning cases were of Final Site Plans, Final Subdivisions, Sketch Plans and Zoning Determinations.

Planning Cases 2011*				
Type	2010	% of Total	2011	% of Total
Annexation	0	0.0%	1	0.7%
Archeological Assessment	7	4.7%	7	5.2%
Combined Forest Stand Delineation/ Preliminary Forest Conservation Plan	9	6.1%	6	4.5%
Comprehensive Plan Map Amendment	0	0.0%	0	0.0%
Final Forest Conservation Plan	6	4.1%	2	1.5%
Final Site Plan	28	19.2%	23	17.2%
Final Subdivision	22	15.1%	17	12.7%
Forest Stand Delineation	2	1.3%	1	0.7%
Mixed Use Development Phase 1	1	0.7%	1	0.7%
Mixed Use Development Phase 2	1	0.7%	0	0.0%
Master Plan	0	0.0%	0	0.0%
Planned Neighborhood Development	1	0.7%	1	0.7%
Planning Commission Demolition	0	0.7%	0	0.0%
Planning Commission Off-Site Parking	0	0.0%	0	0.0%
Preliminary Forest Conservation Plan	4	2.7%	4	3.0%
Preliminary Subdivision Plat	3	2.0%	5	3.7%
Registration for Non-Conforming Use	2	1.3%	2	1.5%
Sketch Plans/Pre-Application Plan	21	14.4%	9	6.7%
Traditional Neighborhood Development	0	0.0%	0	0.0%
Zoning Determination	30	20.5%	46	34.3%
Zoning Map Amendment	2	1.3%	3	2.2%
Zoning Text Amendment	7	4.7%	6	4.5%
Total	146	100%	134	100%

*Totals represent date of submittals and do not reflect date of approval.

New Plans Approved in 2011

Plan Types: PSU- Preliminary Subdivision Plat, FSU- Final Subdivision Plat, FSI- Final Site Plan
ZMA – Zoning Map Amendment, MP – Master Plan

Residential

#	Name	Case #	Proposal
1	Cannon Bluff Parkland	PC10-419FSI	The Parkland improvements associated with parkland dedication requirements
2	Whittier Section 10	PC10-53FSI	The Construction of five multifamily buildings containing 12 units each, with 70 units total
3	Zimmerman's at Baker Park	PC10-455FSU	The subdivision of nine new residential lots
4	Nicodemus Property	PC08-584PSU	Preliminary subdivision plat for 457 dwelling units and commercial center
5	118 East Patrick Street	PC11-67FSI	The construction of a 7,000sf addition to an existing structure which will include 575 additional square feet of commercial space and six new multifamily residential units
6	East 5th Street, Lots 1R and 2R	PC11-530FSU	The resubdivision of one lot into two lots

Non-Residential

#	Name	Case #	Proposal
1	CVS Pharmacy	PC01-328FSI	The construction of a 13,281sf pharmacy
2	Allegheny Power Monocacy Substation	PC10-503FSI	The addition of a 17,628sf of equipment area
3	FCC Parking Garage	PC10-453FSI	The construction of a three- to four-story, 345 space parking garage on the FCC campus
4	Liberty Professional Center	PC10-458FSI	The demolition of 10,000sf of a 35,000sf building and converting 25,000sf into professional/medical office space.
5	FCC Enrollment Building	PC11-45FSI	The construction of a 24,027sf student enrollment services building on the FCC campus
6	Aspen Ridge	PC11-42FSI	The construction of three medical office buildings totaling 97,861sf
7	Frederick Memorial Hospital Helipad	PC11-254FSI	To relocate the ground level helipad to the roof top of the hospital at 400 West 7th Street
8	Board of Education	PC11-103FSU	Final Subdivision to add 0.407 acres from Lot 1, 7516 Hayward Road to Lot 2, 7446 Hayward Road
9	Riverside Corporate Park	PC11-179FSI	Site Plan approval for Lots 401, 403 and 404
10	Market Square Sport & Health	PC11-176FSI	The construction of a 42,120sf health club within the Market Square mixed use development
11	Riverside Corporate Park (South Campus)	PC11-204FSU	Final Subdivision plat to re-subdivide the Forest Conservation Area, Outlot I, in order to create a new outlot, Outlot J
12	Hillcrest Youth Center	PC11-256FSI	The construction of a 44,234sf building to be used as a recreation, social service center and a charter school
13	H&V Properties Lot 1	PC11-218FSU	The consolidation of 1460 West Patrick Street and 5776 Old National Pike and the dedication of right-of-way along Old Camp Road
14	Frederick Airport Park Subdivision	PC10-410FSU	Final Subdivision plat for the resubdivision of Lot 8, Frederick Airport Park Subdivision, into two lots- Lot 8A and 8B
15	McDonald's Restaurant	PC11-377FSI	The reconstruction of a 3,911sf restaurant
16	Frederick County Emergency Management, Hill Street Park Monopole	PC11-620FSI	The construction of a 190' tall emergency communications monopole within the Hill Street Park
17	Board of Education, Frederick Electronics	PC11-106FSU	The consolidation and resubdivision of two lots to create a third lot
18	200 Monroe Avenue	PC11-175FSI	Improvements to the parking and loading area
19	McCurdy Field Equipment Building	PC11-419FSI	The installation of a telecommunication equipment building.

ZONING MAP AMENDMENTS

CITY OF FREDERICK PLANNING DEPARTMENT

In 2011, the Planning Department processed three Zoning Map Amendments requests.

- PC11-104ZMA, Hillcrest Youth Center: Withdrawn.
- PC11-226ZMA, 201 and 203 East Second Street: Institutional Floating Zone (IST) to Downtown Residential (DR). Approved August 18, 2011.
- PC11-278ZMA, Nicodemus Traditional Neighborhood Development: Denied.

FOREST CONSERVATION

CITY OF FREDERICK PLANNING DEPARTMENT

In 2011, the Planning Department and/or Commission reviewed and approved one Forest Stand Delineation plan, four Preliminary Forest Conservation plans and two Final Forest Conservation Plans.

For those projects that cannot provide adequate afforestation onsite, one of several options available to satisfy planting requirements is payment of a fee-in-lieu of forest conservation. The fee is currently set at \$.30 per square foot. By State mandate, jurisdictions must use fee-in-lieu funds for the purpose of planting trees. During 2011, the City of Frederick collected \$85,735 of fee-in-lieu funds for new plantings. Subsequently, the City planted 399 trees in City parks and other public land areas.

ARCHEOLOGICAL ASSESSMENTS

CITY OF FREDERICK PLANNING DEPARTMENT

The City's Archeological Protection requirements are intended to identify, evaluate and protect archeological sites in the City of Frederick. These standards apply to the majority of new subdivision applications, permits involving more than 5,000 square feet of disturbance, and building permits with ground disturbance in the National Register District. Archeological Protection requirements are described in Section 603 of the LMC.

In 2011, the Planning Department reviewed seven (7) archeological assessment cases. When potential archeological sites are identified, further analysis in the form of a Phase I archeological assessment maybe necessary. Pending the results of that assesement, redesign or mitigation is required.

ZONING DETERMINATIONS

CITY OF FREDERICK PLANNING DEPARTMENT

In 2011, the Planning Department received 46 requests for Zoning Determinations. The purpose of the Zoning Determination service provided by the Zoning Administrator is to identify the zoning of a particular property, to verify that a use is permitted or permissible in a specific zoning district and to clarify and interpret the Land Management Code. It is the responsibility of the applicant, property owner and/or property purchaser to review the project site plan and the Land Management Code for compliance. If the applicant feels aggrieved by the decision or determination made by the Zoning Administrator, the Zoning Determination may be appealed within thirty days to the Zoning Board of Appeals.

Requests for Zoning Determination

Year	Number of Determinations
2011	46
2010	30
2009	30
2008	57
2007	52
2006	49
2005	61

ZONING BOARD OF APPEALS

CITY OF FREDERICK PLANNING DEPARTMENT

The Zoning Board of Appeals (ZBA) reviews variances, home occupations, matters related to nonconforming uses, conditional uses, and administrative appeals. The ZBA heard 21 individual cases in 2011, an increase from the previous year's total of 16. The majority of the cases consisted of conditional use requests including home occupations.

One of the goals in adopting the LMC was to reduce the number of requests before the ZBA. In drafting the code, staff reviewed the 1986 Zoning Ordinance for sections that often resulted in variances granted by the ZBA. The 2005 LMC modifies many of these regulations, and provides more flexibility in addressing site-specific circumstances. As a result, the number of ZBA cases each year following the adoption of the LMC has shown a decrease from the total of 43 cases in 2005.

Zoning Board of Appeals Cases 2011				
Type	2010	% of Total	2011	% of Total
Home Occupations	7	43.75%	8	38.0%
Modification of Parking	0	0.0%	0	0.0%
Administrative Error Appeal	0	0.0%	1	5.0%
Non-Conforming Use	1	6.25%	0	0.0%
Conditional Use	4	25.0%	8	38.0%
Temporary Use	1	6.25%	0	0.0%
Variances	3	18.75%	4	19.0%
Off-site Parking	0	0.0%	0	0.0%
Total	16	100%	21	100%

PLANNER ON CALL CITY OF FREDERICK PLANNING DEPARTMENT

The Planning Department provides customer service through the “Planner On Call” initiative. The “Planner On Call” is responsible for answering questions from either phone requests or walk-in customers. The Department averaged 400 inquiries a month throughout 2011. These questions generally pertain to the LMC and zoning regulations for particular properties, HPC inquiries or requests to view site plans or subdivisions. By designating a Planner On Call, the Department can efficiently and effectively serve the public without the need to arrange for appointments or meetings. The Planner On Call can be reached at 401-600-1499 from 8:00am - 4:00pm, Monday - Friday. In addition the Planner On Call can assist the public in person at the Municipal Office Annex, 140 West Patrick Street.

MARYLAND MOTOR VEHICLE ASSOCIATION REQUEST CITY OF FREDERICK PLANNING DEPARTMENT

Throughout the year, the Planning Department provides support to the Maryland Motor Vehicle Association (MVA) by processing a Zoning Approval Form. In 2011, the Planning Department completed five forms forwarded by the MVA. The forms are meant to confirm zoning and to verify zoning compliance for automobile oriented businesses seeking a license from the MVA. The City Planning Department confirms the prospective business has obtained the proper zoning approvals and meets the requirements of the LMC and other local regulations.

FREDERICK COUNTY LIQUOR BOARD REQUEST CITY OF FREDERICK PLANNING DEPARTMENT

Prior to the Frederick County Liquor Board approving the sale of beer, wine and liquor, the prospective business must obtain written confirmation that the business is located within an area zoned to permit the sales of alcoholic beverages. The Planning Department processed six zoning confirmation forms in 2011. When reviewing the request, the Planning Department confirms that the business has obtained the proper zoning approval and meets the requirements of the LMC and other local regulations.

ENGAGING THE COMMUNITY

HISTORIC PRESERVATION COMMISSION



On May 14, 2011, the City of Frederick Historic Preservation Commission, the Frederick County Historic Preservation Commission and the Frederick County Landmarks Foundation co-sponsored a wood window repair workshop. This workshop was largely funded by non-competitive grants from the Maryland Historical Trust specifically for Commission member education and training which the City and County receive for being Certified Local Governments. At this workshop members of the City's HPC and other property owners gathered to listen and learn from David Gibney and his assistants from Historic Restoration Specialists as they described the history of windows, window maintenance, the components of windows and how they operate and how to take apart a window to make repairs. They also demonstrated specific tools, techniques and products that homeowners can utilize to make necessary repairs themselves.

HISTORIC PRESERVATION

CITY OF FREDERICK PLANNING DEPARTMENT

In 1952 the City of Frederick created a historic district that encompassed a few blocks downtown, becoming the second city in Maryland and the 13th in the nation to do so. The Historic District Commission was created in 1968 and in 1969 and was empowered with the authority to review and approve exterior alterations, signs and demolitions. The district was listed on the National Register of Historic Places in 1973. In 1977, after several years of grassroots efforts, the boundaries of the City’s historic district were expanded and the City Code was strengthened. In 1988 the boundaries of the National Register District were expanded and in 1995 the City’s historic district boundaries were expanded once more. In 2001 the historic district was officially named the “Frederick Town Historic District” and in 2005 the Commission was renamed the Historic Preservation Commission (HPC). Apart from the Frederick Town Historic District, there is one additional historic site, the John Derr House, designated by the City in 2006. The Historic Preservation Commission derives its legal authority from Sections 2-34 through 2-43 of the City Code and from Article 66B Section 8 of the Annotated Code of Maryland. The Historic Preservation Commission reviews all applications for exterior alterations, new construction and demolition in the City’s historic preservation overlay zones with the exception of some categories of rehabilitation work which are approved administratively by historic preservation staff. The HPC also occasionally advises on projects that affect historic resources that fall outside the boundaries of the historic district such as subdivisions and annexations.

There were 213 applications in the Frederick Town Historic District submitted to the HPC. The table below shows 2011 HPC applications by type.

Historic Preservation Commission Cases 2011				
Type	2010	% of Total	2011	% of Total
Demolitions (full, or partial)	13	5.7%	3	1.4%
New Construction, Level 1	1	0.4%	2	0.9%
New Construction, Level 2	2	0.8%	0	0.0%
Exterior Rehabilitation and Additions	134	59.5%	138	64.7%
Fences	27	12.0%	21	9.8%
Signs	48	21.3%	49	23.0%
Total	225	100%	213	100%

COMPREHENSIVE PLANNING DIVISION

CITY OF FREDERICK PLANNING DEPARTMENT

2010 COMPREHENSIVE PLAN

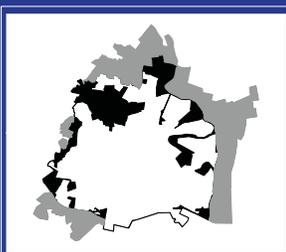
The Mayor and Board of Aldermen approved the City of Frederick 2010 Comprehensive Plan on November 19, 2009. The Comprehensive Plan is a guide for the location, character and extent of proposed public and private development in the City of Frederick. The Comprehensive Plan's policies and recommendations will be implemented over time through many distinct decisions including the rezoning and subdivision of land and the location and construction of public improvements. The Comprehensive Plan provides the policy basis for the integration and coordination of these decisions and actions.

The Comprehensive Plan also provides specific guidance for how the City's development regulations should be updated, enhanced, and streamlined to facilitate plan implementation. Under the State's planning statutes, the Comprehensive Plan must be updated every six years to respond to changing conditions, unforeseen events and trends, and changing objectives. Upon adoption of a Comprehensive Plan, the City's land use ordinances and zoning maps are to be amended to be consistent with the plan.

LEGAL BASIS

Under Maryland Law, the Planning Commission has the duty to make and approve a Comprehensive Plan and then recommend its adoption to the Mayor and Board of Aldermen. The Comprehensive Plan is to "serve as a guide to public and private actions and decisions to ensure the development of public and private property in appropriate relationships." Article 66B of the Annotated Code of Maryland requires that the Comprehensive Plan "serve as a guide for the development and economic and social well being" of the City. The Comprehensive Plan is to be composed of a number of interrelated elements that address land use, transportation, community facilities, sensitive areas, mineral resources, and plan implementation. In addition, Article 66B mandated that Municipal Growth and Water Resource Elements be introduced into the Comprehensive Plan beginning in 2010. The Planning Commission may include other elements as it deems necessary.

City of Frederick Comprehensive Plan Map, 2010



Note: This map is prepared solely for the purpose of illustrating the City of Frederick. It should be used for no other purposes. Data on this map was prepared from several original sources and is subject to change as source data changes. This map is not a legal document.
 Orthophoto produced 03/07
 Maps produced by: mbowman



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Residential Uses	Other Land Uses	Transportation
Low Density Residential	Institutional	Interchanges
Medium Density Residential	Recreational	Right of Ways
High Density Residential	Private Open Space	Proposed Roads*
	Agricultural Holding	
Non-Residential Uses	Growth Boundaries	
Commercial Neighborhood	Potomac River Water Service Agreement	
Commercial General	City Boundary	
Office	Areas of Interest	
Mixed Use		
Industrial		
Residential Office		
Office/Industrial		

*The North/South road as shown on this map is not an alignment or meant to indicate the exact location of a potential road. The North/South Road is a place holder for one of many potential transportation options in the City and County.
 This map represents key recommendations of the 2010 Comprehensive Plan. It is to be used in conjunction with Comprehensive Plan Elements and other Plan maps.
 Mayor William J. Holtzinger

SMALL AREA PLANNING

CITY OF FREDERICK PLANNING DEPARTMENT

Small Area Plans assist in implementing the goals and recommendations of the City's Comprehensive Plan. Recognizing the unique character of the City's different communities, the 2010 Comprehensive Plan Update identified seven small planning areas and recommended that a separate, more detailed land use plan be completed for each.. The City's Comprehensive Plan and the adopted Land Use Map are policy guides for the Small Area Plans.

In general, a Small Area Plan is a neighborhood-level plan that addresses land use, transportation, and a variety of other topics. For each planning area, a committee of residents, property owners and business owners provide neighborhood recommendations to City planners and local officials, resulting in a plan that is adopted by the Mayor and Board of Aldermen. Ultimately, the goal of a Small Area Plan is to enhance the quality of life in each distinct community.

A key benefit of the Small Area Planning process is local stakeholder involvement in the development of each plan's recommendations.

Small Area Plans serve as a guide for land use, environmental protection, transportation improvements, open space and other capital improvements, and will identify opportunities for commercial revitalization and, where appropriate, mixed-use development.

Benefits of Small Area Plans:

- Represent the community's vision
- Reflect neighborhood stakeholders' input
- Provide specific recommendations at a neighborhood level
- Offer increased efficiency in provision of public services
- Allow greater predictability in land use and development
- Enable neighborhoods to be proactive in making land use recommendations
- Identify priority neighborhood projects and possible resources for implementation
- Help to guide the investment decisions of local governments

2011 SMALL AREA PLANNING EFFORTS

The Planning Department has been involved in two Small Area Plans in 2011. The Department provided staff resources to a community-based planning effort in East Frederick and published the first draft of the Golden Mile Small Area Plan concentrating on the retail corridor surrounding U.S. 40.

EAST FREDERICK:

East Frederick is a dynamic area with a wide variety of land uses, including retail, office and residential uses (including some historic residential areas), as well as manufacturing, wholesale trade, and other industrial uses. The City's east side also includes the historic Frederick Fairgrounds, the Frederick Municipal Airport and the MARC commuter rail station.

Preserving and supporting the current mix of land uses could be a central policy of an area plan. In addition, major corridors such as East Patrick Street and East Street present vital development and redevelopment opportunities for the area.

The Planning Commission voted to recommend approval of the East Frederick Vision Document with revisions to the Mayor and Board of Aldermen in December of 2010. The Vision Document was presented to and adopted by the Mayor and Board of Aldermen in 2011. The next step will be to develop a more detailed small area plan.

GOLDEN MILE/US 40 CORRIDOR:

The Golden Mile / US 40 Corridor includes a significant amount of commercial development serving nearly 65,000 people within a three-mile radius. However, the corridor is characterized by a lack of connectivity between commercial uses which discourages pedestrian access between neighborhoods and adjacent commercial areas.

The primary challenges in the revitalization of the Golden Mile are existing street design and right-of-way dimensions. The Golden Mile, in its current form, is a typical first-generation suburban street primarily designed to serve motorists. Development along this corridor is characterized by strip-center shopping areas, surface parking lots, and an excessive number of access points onto West Patrick Street. A significant challenge for the Golden Mile will be to transform the corridor into a street type that can serve users of all travel modes, including pedestrians, bicycles, and transit.

Staff began the Small Area Planning process for the Golden Mile in the Spring of 2010. Staff conducted a survey directed towards the property owners, business owners, and general public to commence the process and received an overwhelming response from the stakeholders. After reviewing over 900 survey responses, staff held three public workshops prior to drafting the plan. In January 2011, the Planning Department began drafting the Small Area Plan. A draft of the plan was released in December 2011 for public comment. After review and discussion of all stakeholder comments by the Planning Commission, the Golden Mile Small Area Plan will be presented to the Mayor and Board of Aldermen for adoption.



Pictured Above: Models created by Dave Ager of Townscape Design LLC depicting a portion of the Golden Mile Small Area Plan were presented during Workshop III on January 25, 2011.

COMMUNITY DEVELOPMENT DIVISION CITY OF FREDERICK PLANNING DEPARTMENT

The mission of the Community Development Division is to successfully manage the City's Federal Community Development Block Grant Program (CDBG) to achieve goals and objectives set forth in the City of Frederick's Consolidated Plan 2010-2015 with the overall goal of assisting low- and moderate-income persons and neighborhoods.

ACTIVITY BACKGROUND

The Community Development Division oversees the CDBG Program, a grant from the U.S. Department of Housing and Urban Development, and is involved in various non-CDBG activities such as affordable housing, community development and housing rehabilitation.

CDBG Activities Include:

- General Administration: Record keeping, environmental reviews and required reporting.
- Planning: Five-year Consolidated Plan, Annual Action Plans, neighborhood planning
- Activities to affirmatively further fair housing, including staff support of Frederick's Fair Housing Commission
- Oversight and monitoring of CDBG-funded activities by the City and by sub-reipients.
- Administration of Housing Rehabilitation Programs and loan portfolio management.

Non-CDBG Activities Include:

- Administration of Maryland Department of Housing and Community Development Special Loan Program - Housing Rehabilitation and Lead Based Paint remediation
- Participation with others in various community development programs such as the Community Legacy Program by the Maryland

HOUSING AND COMMUNITY DEVELOPMENT

CITY OF FREDERICK PLANNING DEPARTMENT

TRENDS

Because the City receives limited federal CDBG program funding and the local housing need is so great, the City must leverage its resources with other state and federal funds. Homeownership and providing decent, affordable housing are among the City's top priorities. To effectively address these priorities and to continue to serve as a self-sustaining program, the CDBG assistance is being structured as a deferred loan program so that more needy households can be served with limited resources.

During program year 2011 (July 1, 2010 to June 30, 2011), the Community Development Division's programs had the following accomplishments:

Program Name	Program Description	Program Year 2011 Accomplishment
Sold On Frederick II program	Down payment and closing cost assistance (up to \$8,000) for income-qualified, first-time homebuyers within city limits	6 loans closed
Operation Rehab	Rehabilitation assistance loans for owner-occupied housing units	6 low/moderate income homeowners assisted
Keeping Frederick Green	Energy efficiency retrofits to reduce energy usage for owner-occupied units.	
Fair Housing Conference	Annually hold a Fair Housing Conference for continuing education credits for real estate professionals	Fair Housing Conference held at Frederick Community College, offering CEU's for real estate professionals at no charge

HOUSING AND COMMUNITY DEVELOPMENT

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ADDITIONAL HOUSING ACTIVITIES

In addition to the activities described above, the City participates in the Frederick County Coalition for the Homeless and provides funding assistance to the Frederick Community Action Agency (FCAA) through its annual CDBG allocation. FCAA provides homeless services through its transitional shelter and apartments and served 115 persons in program year 2011.

The Community Development Division is also an administering agency for State of Maryland Department of Housing and Community Development Residential Rehabilitation Loans and Lead Hazard Reduction Grants.

The Community Development Division has established partnerships with local lenders providing homeownership counseling. This counseling gives buyers a better interest rate on their loans, teaches the steps in the home buying process, and promotes foreclosure prevention.

CODE ENFORCEMENT

CITY OF FREDERICK PLANNING DEPARTMENT

The mission of the Code Enforcement Division is to promote and maintain a safe and desirable living and working environment through a proactive effort in the enforcement of laws, regulations and ordinances that help to improve the quality of life for all Frederick residents.

ACTIVITY BACKGROUND

The Code Enforcement Division is responsible for addressing violations of the Frederick City Code, Land Management Code and the Property Maintenance Code that have been approved by the Mayor and Board of Aldermen. The goal of the Division is to achieve compliance with all codes through education and dialogue with the residents and business owners of the City.

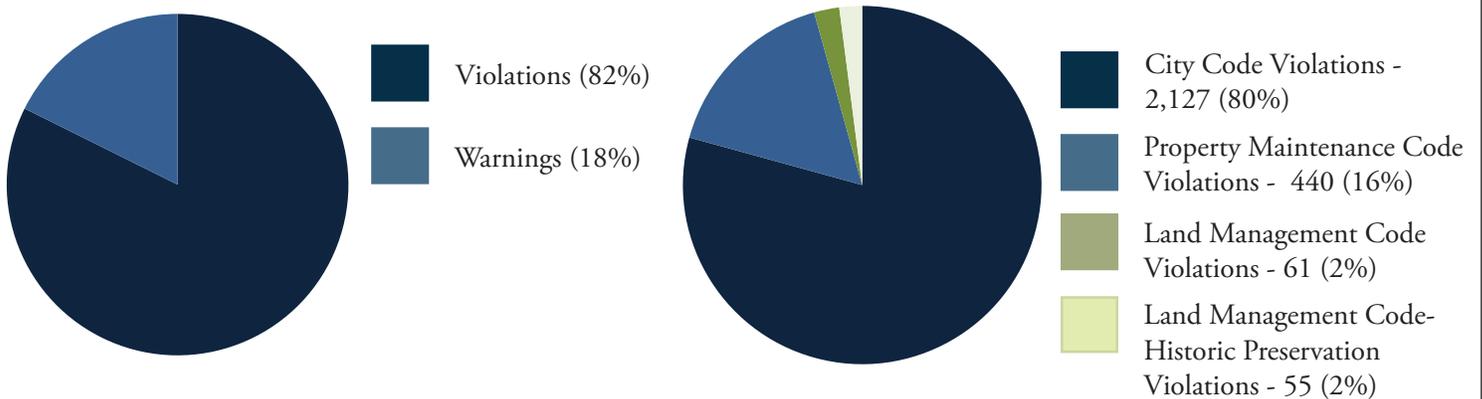
The mission of the Division is to protect citizen's safety, quality of life and property values while striving to keep our City clean and attractive for those visitors, an important element for business growth and retention.

The Division attends Neighborhood Advisory Council (NAC) meetings as means of staying visible in the community and to address issues and concerns.

TRENDS

Addressing factors which impact quality of life in our neighborhood has become one of the City's top priorities. As the City grows, so too have the number of zoning violations and deteriorated properties. As Frederick's neighborhoods have become more proactive in seeking resolutions to these concerns, additional staff and resources have been allocated to insure the preservation of property values, the elimination of land use conflicts, and the abatement of local nuisances.

In 2011 the Code Enforcement Division issued 2,683 violations and 575 warnings, a decrease of 283 cases from 2010 when a total of 3,541 cases were investigated. The chart below represents the 2,683 violations investigated in 2011.



PRODUCED BY:



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