City of Frederick Planning Department Annual Report

2015

Prepared for The City of Frederick Mayor and Board of Aldermen

In Accordance with The Land Use Article of The Code of Maryland

2015

Produced By:

The
City of Frederick
Planning Department

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61ST ADMINISTRATION

Mayor and Board of Aldermen

Randy McClement, *Mayor*
Kelly Russell , *President Pro Tem*
Michael C. O'Connor
Josh Bokee
Phil Dacey
Donna Kuzemchak

Planning Commission

Kate McConnell, *Chairman*
Kelly Russell, *Secretary,*
Aldermanic Member
Barbara Nicklas
Arlene Perkins, Alternate

Historic Preservation Commission

Scott Winnette, *Chairman*
Stephen Parnes, *Vice-Chairman*
Donna Kuzemchak, *Aldermanic Liaison*
Carrie Albee
Rebecca Cybularz
Dan Lawton
Alan Miner
Michael Simons
Matt Bonin *Alternate*

Zoning Board of Appeals

Jim Racheff, *Chairman*
Gail Colby
Dr. Kenneth Ying
Shaun Butcher
Bryan Patchan
Lawrence Aronow, Alternate

Former Members

Meta Nash
Andrew Brown
R. Chase Tydings
Marvin Kennedy Jr.

Planning Department Staff

Joe Adkins, AICP	*Deputy Director for Planning*
Gabrielle Collard	*Division Manager of Development Review*
Matthew Davis, AICP	*Division Manager of Comprehensive Planning*
Dan Hoffman	*Division Manager of Code Enforcement*
Brittany Parks	*Assistant Division Manager of Code Enforcement*
Jenny Willoughby	*Sustainability Manager*
Lea Ortiz	*Office Manager*
Eileen Barnhard	*Housing Financial Specialist*
David Beers	*Code Enforcement Inspector*
Tim Davis	*Transportation Planner*
Kathy Evans	*Code Enforcement Inspector*
Carreanne Eyler	*Administrative Assistant*
Jeff Love	*Development Review Planner*
Brandon Mark, AICP	*Development Review Planner*
Jacqueline Marsh, AICP	*Development Review Planner*
Christina Martinosky	*Historic Preservation Planner*
Lisa Mroszczyk Murphy, AICP	*Historic Preservation Planner*
Aaron Portner	*Code Enforcement Inspector*
Shannon Pyles	*Administrative Assistant*
Pam Reppert	*Development Review Planner*
Jim Schmidt	*Administrative Assistant*
Roy Singer	*Code Enforcement Inspector*
Dave Violette	*Code Enforcement Inspector*
Laura Watkins	*Administrative Assistant*

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Frederick, Maryland

City Profile

Geography

Total Land Area	23.37 square miles

Population

Total Population (2014)	68,400***
Projected (2020)	66,413***
Projected (2030)	76,013***
Percent Minority (2013)	34.5%
Median Age (2013)	34.5

Employment

Civilian Labor Force	35,493****
Employed	33,727****
Unemployed	1,712****
Unemployment Rate (Dec 2014)	4.8%
Median Household Income	$65,652*

Housing

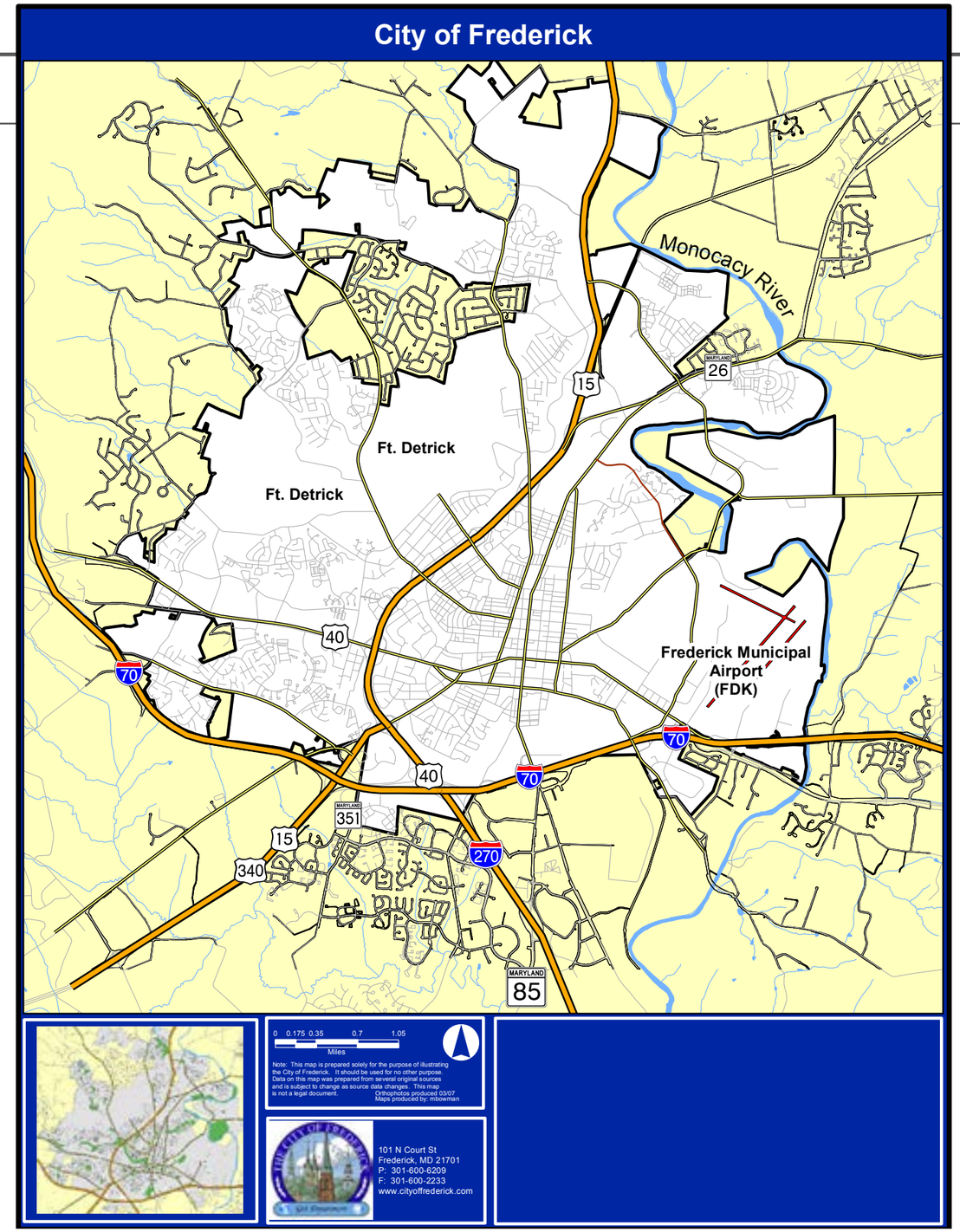
Total Units	27,431*
Owner Occupied	14,230*
Renter Occupied	11,574*
Vacant	1,627*
Median Value	$241,400*
Median Monthly Owner Cost (mortgage dollars)	$1,895*

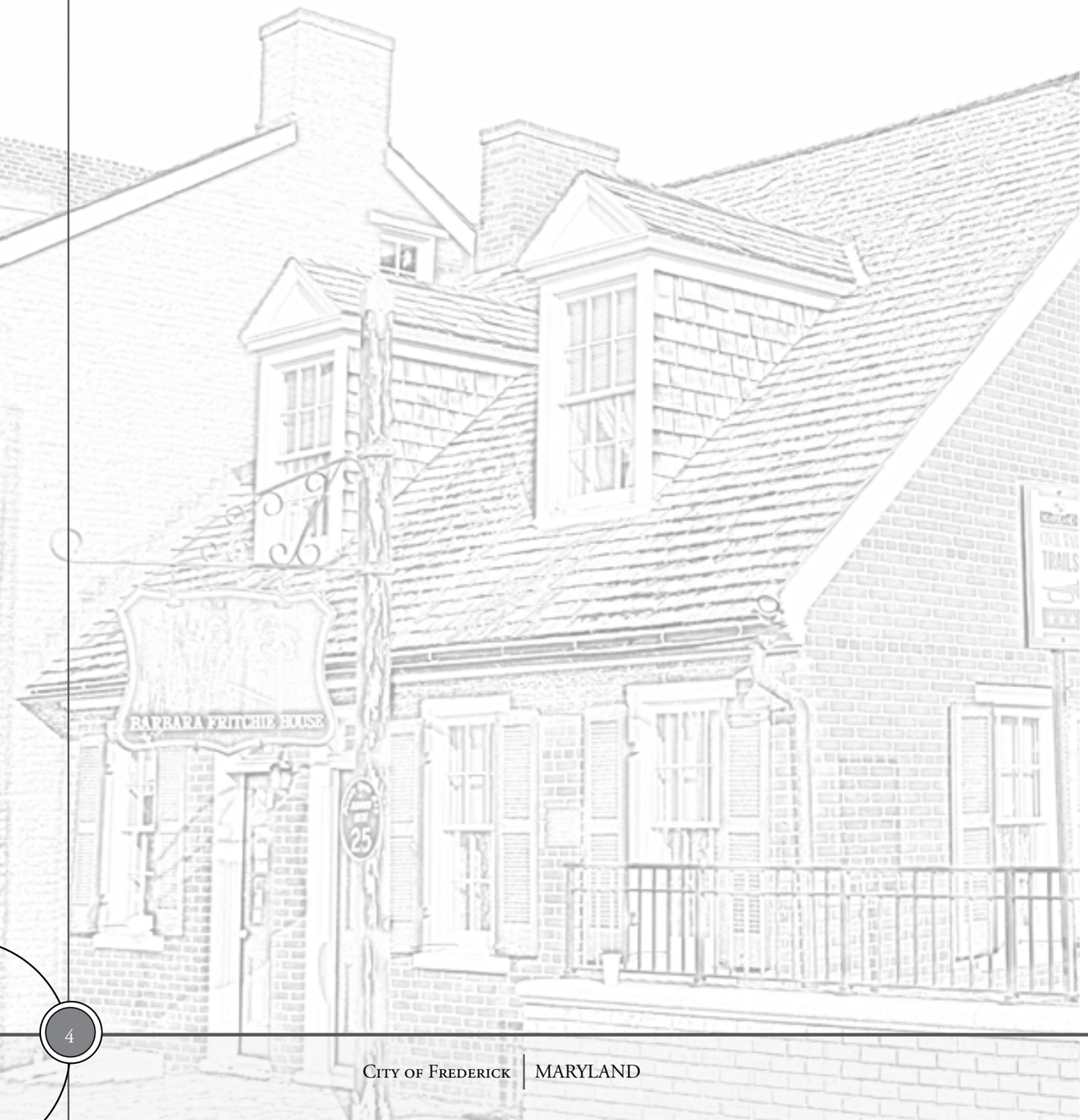
Source: *U.S. Census Bureau,

** Frederick County Planning Department

*** Maryland Department of Planning (If City maintains 25% of County's population)

****DLLR (2013 Dec.)

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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

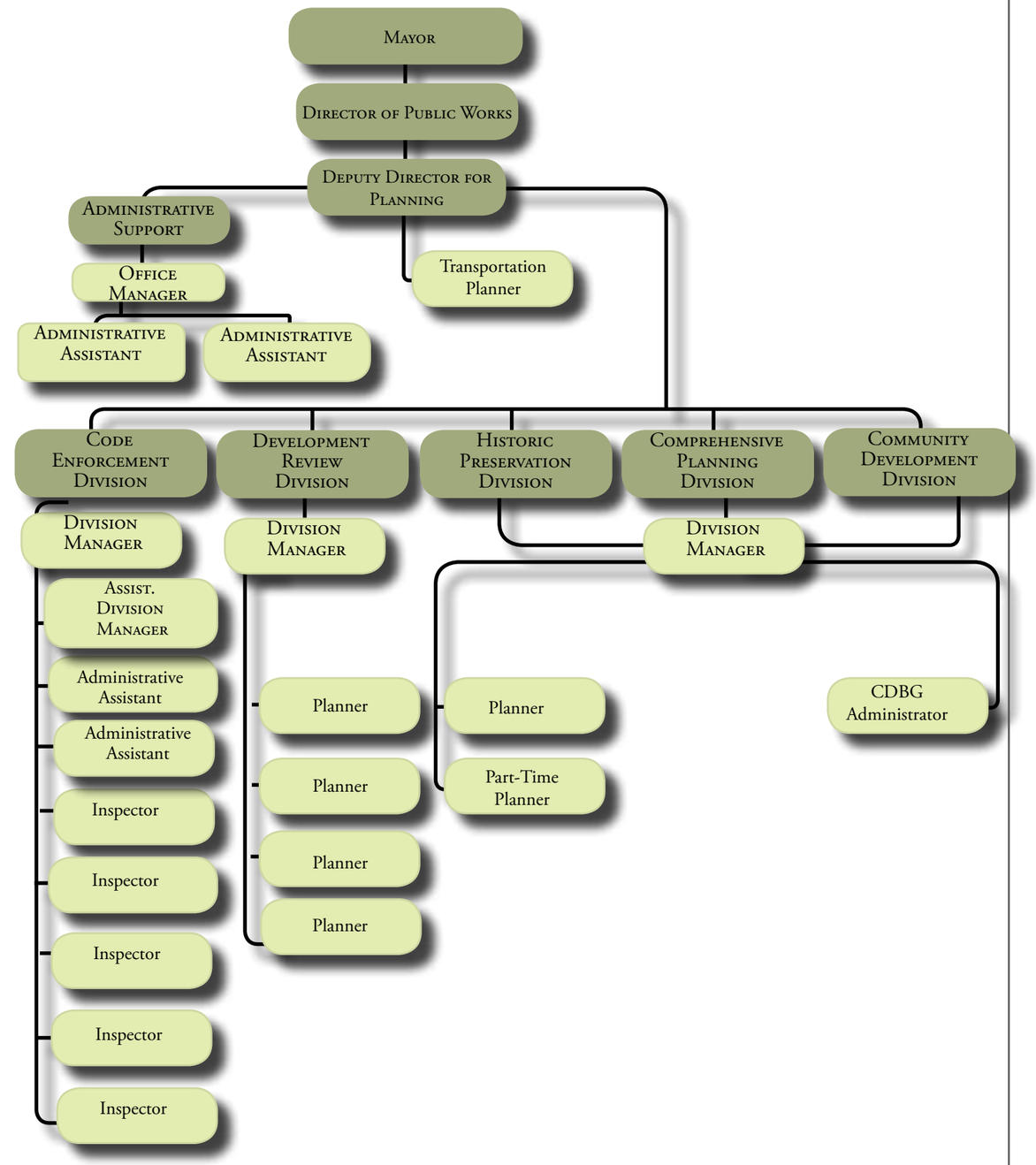
- Development Review
- Structure Rehabilitation
- Preservation Incentives
- Community Outreach

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 services to the Historic Preservation Commission, other City agencies, and the public. The Division administers the designation program, historic preservation tax credit program, and the demolition review ordinance. The Division also provides project management for 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 training, 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.

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 Historic Preservation Overlay
- Coordinate Historic Preservation Commission review of cases
- Manage the Administrative Approval Program
- Administer the Historic Preservation Tax Credit Program
- Project managment for Certified Local Government grants
- Administer demoliton review ordinance
- Assist in the review of development applications that have the potential to impact historic resources outside the Historic Preservation Overlay, 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 "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 $8,000) 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
Bicycle Pedestrian Advisory 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
Maryland Association of Historic District Commission (MAHDC) Board of Directors

Task Forces and Workgroups

East Frederick Rising
Frederick Area Committee on Transportation (FACT)
Catoctin Mountain Scenic Byway Advisory Committee
Heart of the Civil War Heritage Area
Frederick County TransIT Services Advisory Committee (TSAC)
Downtown Frederick Partnership
Historic Preservation Awards Committee
Mental Health Association
PreserveMaryland round tables for the State Preservation Plan
Maryland Historical Trust
Downtown Parking Task Force
MDOT Bicycle and Pedestrian Partnership Program
Golden Mile Alliance
Frederick County Municipal Planners Group
CDBG AD HOC Committee
Maryland Association of Historic District Commissions

Planning Efforts

City of Frederick Planning Department

Comprehensive Plan - 2010 Update

The Comprehensive Plan[1] 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 and is continuing these efforts with the Golden Mile Small Area Plan and East Frederick Rising.

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 was drafted for the Golden Mile / US 40 corridor. This area is 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 into one that can serve users of all travel modes, including pedestrians, bicycles, and transit. Adoption occurred in January of 2013. Current Small Planning efforts are focused on the East Street Corridor. Anticipated adoption of the plan is to occur in 2016.

East Frederick Rising

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. East Frederick Rising obtained non-profit status in 2012.

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.

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.

City Historic Preservation Property Tax Credit program
This program, adopted by the Mayor and Board of Aldermen in 2012, is administered by the Planning Department in conjuction with the Finance Department and allows tax paying property owners to apply for a credit equal to ten perecent of the properly documented expenditures incurred for exterior work that contributes to the restoration or preservation of a structure designated by the City of Frederick as a Historic Preservation Overlay (HPO) zone. In 2014, $7,117.21 of historic preservation property tax credits were awarded to six property owners. In December 2014 the Mayor and Board of Aldermen increased the credit to 25 percent, reduced the minimum expenditures needed in order to qualify, and increased the maximum amount of credit that could be awarded.

City-wide Demolition Review
Demolition review was adopted by the Aldermen in February 2013 as a way of ensuring that potentially significant historic resources are not demolished without notice to the community and the opportunity to be protected if appropriate. In 2014, the Planning Department processed 19 demolition review requests. Of the 19 requests, 5 were for structures less than 50 years old and the reviews were completed in an average of 2.4 days. Eleven requests included structures greater than 50 years old and these reviews were completed in an average of 24.8 days. The remaining 3 requests were for sturctures older than 50 years and resulted in applications for designation as a Historic Preservation Overlay (HPO), a process that aws completed in an average of 138.3 days. Of those applications, only one property, the Conley Farm, was ultimately designated by the Mayor & Board of Aldermen.

Guidelines for Individual Landmarks and Small Historic Districts
The Historic Preservation Commission approved the Design Guidelines for Individual Landmarks and Small Districts on September 25,2014 and forwarded them to the Mayor and Board of Aldermen for adoption in 2015. This document provides more detailed guidance on recommended rehabilitation treatments and specific guidance for other resource types, such as agricultural and moderns resources.

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 2012 grant year runs from July 1, 2012 to June 30, 2013 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 2010-1015, 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.

Green Initiative Team
In 2011, The City of Frederick established the Green Initiative Team (GIT). The Planning Department provides staff support to this group to helping them achieve their mission. This group is tasked to provide direction on how the City can become more sustainable. The Green Initiative Team has looked both internally and externally policies. This group was instrumental in the City of Frederick achieving the designation of Sustainable Maryland Certified. The City of Frederick was the eighth community in the State of Maryland to achieve this designation. The group is looking at ways to improve recycling, composting, finding sustainable demonstration projects and organization stream clean ups. While this group is still relativity new, it is looking to make a dramatic impact on the way the City of Frederick approaches sustainability.

PALS
Partnership for Action Learning in Sustainability (PALS) was a collaboration between the National Center for Smart Growth and the University of Maryland with The City of Frederick. This multi-disciplinary effort allowed students to focus their studies on specific issues and topics identified by the City over the course of two semesters through 30 different classes. Topics ranged from stewardship of the City's watershed, land use and redevelopment strategies in several locations around the City, a greenhouse gas and transportation emission study, a pilot program to compost organic waste from downtown restaurants, an architectural walking tour guide for the downtown and outreach to minority and immigrant owned businesses along with several other projects. More details about the program and final reports may be found at http://www.smartgrowth.umd.edu/PALSFrederick

Sustainability
The City has taken many steps toward a more sustainable future, but made the most strides in the energy sector in 2015. To guide energy decisions, the City adopted a resolution to purchase or generate 20 percent of its electricity needs from renewable resources and another resolution to become 15 percent more energy efficient in the fall of 2014. Through the Maryland Smart Energy Communities grant program, the City was able to upgrade 1,563 lights to LED in City Hall, the Armory, and on some streets. In addtion to these efforts, the PALS program completed a greenhouse gas inventory of all city facilities, including street lights, occupied and unoccupied buildings, and water facilities. This baseline will help guide decisions about energy choices and lighting upgrades for the City.

Updated Development Regulations

City of Frederick Planning Department

The following is a list of changes to the Land Management Code (LMC) that occurred in 2014:

Ordinance G-14-01: To establish Automobile Parts and Accessories Sales as a permitted use in the MU-1 and MU-2 (Mixed Use) zoning districts.

Ordinance G-14-10: To allow additional uses in the M2 (Heavy Industrial) zoning district where it adjoins the Carroll Creek Overlay zoning district.

Ordinance G-14-17: To allow for an increase in the amount of freestanding signage permitted in the IST zoning district on parcels greater than five acres in size.

Ordinance G-14-27: To establish Small Scale Craft Distillery/Brewery/Winery as a permitted use in the DB (Downtown Business/Residential) zoning district.

Building Activity

City of Frederick Planning Department

In 2014, the Planning Department reviewed 1,763 building permits, including new residential construction, zoning certificates, demolitions, signs, decks, sheds, fences, and various other residential, commercial, and industrial permits. The 2014 total represents a 4% decrease from the previous year's total of 1,836 permits. The map on page 29 shows permit activity for new residential and commercial development during 2014.

The table below shows the breakdown of the types of permit applications processed by the Planning Department during 2014.

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

Permit Applications Processed by the Planning Department

Type of Permit	2013	% of total	2014	% of total
Demolitions, partial and complete	**25**	1.4%	**26**	1.5%
Commercial Construction, New	**26**	1.4%	**12**	0.7%
Commercial, Other (signs, renovation, temporary trailers, etc.)	**381**	20.8%	**370**	21.0%
Residential Construction, New	**666**	36.3%	**534**	30.3%
Zoning Certificate	**180**	9.8%	**172**	9.8%
Other Residential (decks, fences, sheds, pools, renovations, emergency repair)	**558**	30.4%	**649**	36.8%
Total	**1,836**	**100%**	**1,763**	**100%**

The number of dwelling permit applications have stabilized to historic numbers over the last three years. Applications in major residential developments such as Cannon Bluff, Market Square, Homewood @ Willow Ponds, Worman's Mill, and Prospect Hall comprised the majority of new dwelling unit permit applications.

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

2014 Dwelling Unit Permits by Type

Year	Single-Family	Townhouse	Multi-Family	Total Units
2014	**64**	**120**	**488**	**672**
2013	95	138	503	736
2012	67	81	241	389
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

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.

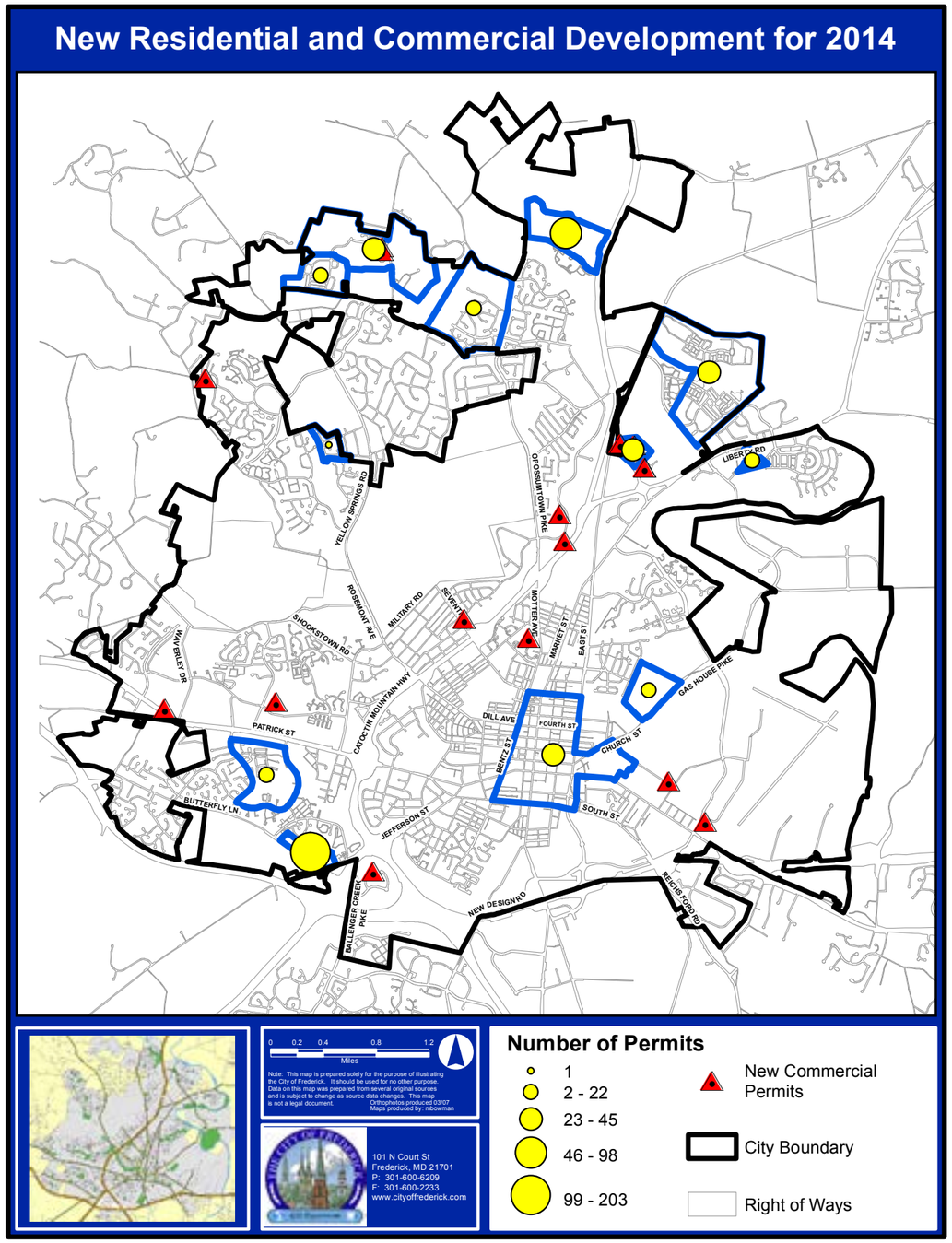
Major Residential Developments
Pipeline of Available Lots
Updated through December 31, 2014

Subdivision	Dwelling Units Approved	Bldg Permit Applications/Units Year to date	Bldg Permits / Units Issued (Total)	Traditional Pipeline
Barrick	301	0	0	301
Birdseye View Estates (Bowers)	38	0	0	38
Bowers Park	19	0	0	19
Bowersox	75	0	0	75
Brooklawn Limited Partnership	68	0	0	68
Cannon Bluff (CB)	187	20	162	25
Cannon Hill Loft	12	0	0	12
Canterbury Station (Odd Fellows)	359	160	160	199
Catoctin Ridge	29	11	29	0
Clover Ridge (CR)	391	22	282	109
Commons of Avalon	159	0	44	115
Cramer Property	53	0	0	53
Crumland/Alderbrook	1200	0	0	1200
Emerald Farm	185	0	179	6
Galleria	127	0	0	127
Homewood Phases I	140	12	49	91
Homewood Phase II	236	85	85	151
Hope VI (North Market Revitalization)	95	0	78	17
Hope VI (126 S. Carroll Street)	36	0	32	4
Keller Properties	750	0	0	750
Market Square	412	34	355	57
Maxwell Square (MS)	49	26	30	19
Millies Delight	58	0	0	58
Monocacy Center	553	0	0	553
Monocacy Park (Main Property) (MP)	177	13	69	108
Nicodemus	444	16	16	428
Overlook Section 8	32	0	0	32
The Residences at Prospect Hall	376	196	376	0
Riverwalk Apartments Lot 301	312	0	219	93
Spring Bank	73	0	0	73
Tuscarora Creek (TCK)	847	26	161	686
Waverley View	732	0	0	732
West Park Village	282	0	0	282
The Woods	5	0	0	5
Wormans Mill PND (WM)	1,497	45	1,205	292
Zimmerman at Baker Park	8	1	1	7
Other SF/Townhouse	N/A	5	5	N/A
Other MF	N/A	0	0	N/A
City of Frederick Subtotal	**10,316**	**672**	**3,531**	**6,785**

***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 townshouse lots, but also includes multi-family units.



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 194 planning cases in 2014. This figure represents a slight increase from the total of 181 cases in 2013. The majority of the planning cases were of Final Site Plans, Final Subdivisions, Sketch Plans, Zoning Map Amendments, Zoning Text Amendments and Zoning Determinations.

Planning Cases 2014*

Type	2013	% of Total	2014	% of Total
Annexation	**1**	1.0%	**0**	0.0%
Archeological Assessment	**12**	6.6%	**19**	9.8%
Combined Forest Stand Delineation/ Preliminary Forest Conservation Plan	**3**	1.7%	**12**	6.2%
Comprehensive Plan Map Amendment	**0**	0.0%	**1**	0.5%
Final Forest Conservation Plan	**3**	1.7%	**4**	2.1%
Final Site Plan	**26**	14.4%	**38**	19.6%
Final Subdivision	**36**	19.9%	**24**	12.4%
Forest Stand Delineation	**4**	2.2%	**5**	2.6%
Master Plan	**2**	2.2%	**5**	2.6%
Planned Neighborhood Development	**1**	1.0%	**1**	0.5%
Planning Commission Demolition	**0**	0.0%	**0**	0.0%
Planning Commission Off-Site Parking	**0**	0.0%	**0**	0.0%
Preliminary Forest Conservation Plan	**2**	1.1%	**5**	2.6%
Preliminary Subdivision Plat	**3**	1.7%	**4**	2.1%
PC Modifications	**1**	1.0%	**3**	1.5%
Registration for Non-Conforming Use	**3**	1.7%	**0**	0.0%
Sketch Plans/Pre-Application Plan	**22**	12.2%	**21**	10.8%
Traditional Neighborhood Development	**0**	0.0%	**0**	0.0%
Zoning Determination	**59**	32.6%	**33**	17.0%
Zoning Map Amendment	**0**	0.0%	**13**	6.7%
Zoning Text Amendment	**5**	2.8%	**6**	3.1%
Total	**181**	**100%**	**194**	**100%**

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

Zoning Map Amendments

City of Frederick Planning Department

The Planning Department processed a total of 13 Zoning Map Amendments in 2014. Below are details of these rezoning applications.

- PC14-044ZMA, 1705 N. Market St.
- PC14-098ZMA, 199 Baughmans Ln. Mill House, Gatehouse, Stable/Calf Barn
- PC14-100ZMA, 199 Baughmans Ln.
- PC14-213ZMA, 200 W. All Saints St.
- PC14-263ZMA, 501 W. All Saints St.
- PC14-265ZMA, 7516 Hayward Rd.
- PC14-267ZMA, Sanner Property
- PC14-269ZMA, Hargett Farm
- PC14-527ZMA Frederick Rescue Mission
- PC14-629ZMA, Renn Farm
- PC14-912ZMA, Renn Farm
- PC14-1028ZMA, 8415 Gas House Pk.
- PC14-1044ZMA, Catoctin Overlook

Forest Conservation

City of Frederick Planning Department

In 2014, the Planning Department and/or Commission reviewed five (5) Forest Stand Delineation plans, twelve (12) combined FSD and Preliminary Forest Conservation plans (PFC), five (5) Preliminary Forest Conservation plans and four (4) 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 2014, the City of Frederick collected $20,123 of fee-in-lieu funds for new plantings.

During 2013, under the Governor O'Malley's Stream Restoration Challenge, Maryland DNR awareded the City a competitive grant to plant 52.8 acres at 100 trees per acre, 100 feet from the stream banks. The City began plantings in the fall of 2013 and continued planting through 2014 and 2015 to complete the project. The City requirement for the grant was to provide matching funding in cash and/or in kind services, i.e., $96,780 was provided by staff service time and $144,750 was funds from FILO of forest account totaling $22,686. To date, the State has reimbursed the City with $102,306 in 2014 and expected to reimburse the City fund for the remaning $170,380. The City FILO fund as of March 7, 2015 has $232,033.42 which includes the $170,320 expected from the DNR grant.

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 2014, the Planning Department reviewed nineteen (19) archeological assessment cases. When potential archeological sites are identified, further analysis in the form of a Phase I acheological assessment maybe necessary. Pending the results of that assessement, redesign or mitigation is required.

Zoning Determinations

City of Frederick Planning Department

In 2014, the Planning Department received 33 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
2014	**33**
2013	59
2012	44
2011	46
2010	30
2009	30
2008	57
2007	52

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 19 individual cases in 2014, a decrease from the previous year's total of 28. 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 2014

Type	2013	% of Total	2014	% of Total
Home Occupations	**9**	32.1%	**5**	26.3%
Modification of Parking	**0**	0.0%	**0**	0.0%
Administrative Error Appeal	**2**	7.1%	**3**	15.8%
Non-Conforming Use	**3**	10.7%	**0**	0.0%
Conditional Use	**6**	21.4%	**7**	36.8%
Temporary Use	**0**	0.0%	**0**	0.0%
Variances	**8**	28.6%	**4**	21.1%
Off-site Parking	**0**	0.0%	**0**	0.0%
Total	**28**	**100%**	**19**	**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. These questions generally pertain to the LMC and zoning regulatins for particular properties, HPC inquiries or reequests 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 Admin. Requests

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 2014, the Planning Department completed six (6) 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 eighteen (18) zoning confirmation forms in 2014. 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 29, 2014, the Historic Preservation Commission hosted a "Preservation 101" workshop at the City's Municipal Office Annex. The workshop fulfilled the Commission's yearly training requirement and several members of the community also participated. Led by local architectural historian Paula S. Reed, PhD, the workshop covered the Secretary of the Interior's Standards for Rehabilitation; the indentification of contributing/non-contributing structures and character-defining features; the evaluation of architectural and historical integrity; and the requirements of the Maryland Inventory of Historic Properties. The workshop concluded with a short walking tour led by Reed where participants were able to practice identifying important architectural features, such as here at teh former Pythian Castle building on North Court Street.

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).
In addition to the Frederick Town Historic District, there are two individually designated sites: the John Derr House, designated in 2006 adn teh Conley Farm and Mill House, designated in 2014. 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 the affect historic resources that fall outside the boundaries of the historic district such as subdivisions and annexations.

There were 322 applications in the Frederick Town Historic District submitted to the HPC. The table below shows 2014 HPC applications by type.

Historic Preservation Commission Cases 2014

Type	2013	% of Total	2014	% of Total
Demolitions (full, or partial)	6	2.3%	**19**	5.9%
New Construction, Level 1	3	1.2%	**2**	0.6%
New Construction, Level 2	0	0.0%	**5**	1.6%
Exterior Rehabilitation and Additions	168	64.6%	**210**	65.2%
Fences	26	10.0%	**25**	7.8%
Signs	47	18.1%	**38**	11.8%
Modification to Approval	10	3.8%	**23**	7.1%
Total	**260**	**100%**	**322**	**100%**

Comprehensive Planning Division

City of Frederick Planning Department

2010 Comprehensive Plan

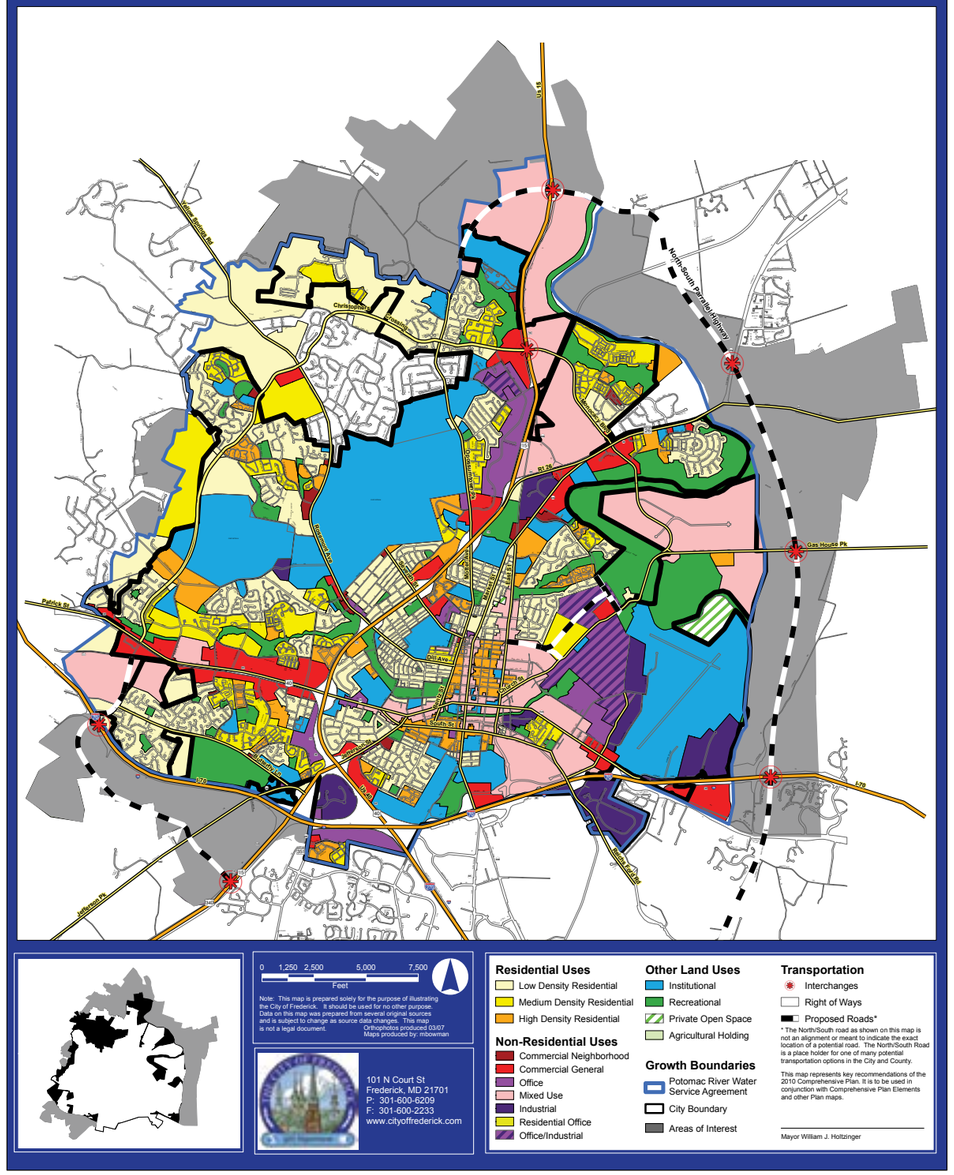
The Mayor and Board of Aldermen approved the City of Frederick 2010 Comprehensive Plan on November 19, 2009. The Comprehensive Plan is a guide for the location, character and extent of proposed public and private development in the City of Frederick. The Comprehensive Plan's policies and recommendations 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." The Land Use Article of teh 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, the Land Use Article 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



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

2014 Small Area Planning Efforts

The Planning Department has been involved in two Small Area Plans in 2014. The Department provided staff resources to a community-based planning effort in East Frederick and in late 2011
published the first draft of the Golden Mile Small Area Plan concentrating on the retail corridor surrounding U.S. 40. Staff anticipates presenting a draft East Frederick Small Area Plan in 2015 after receiving direction from the Mayor and Board of Aldermen to do so in 2014.

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. The Vision Plan was printed and bound for distrubution in 2012 with grant funding from a previous year.

In December of 2013, members and staff of teh Urban Land Institute (ULI) visited Frederick to conduct a Technical Assistance Panel (TAP). This program provides expert multidisciplinary advice on land use and real estate issues facing public agencies and nonprofit organizations in the Metro Washington area. The Panel spent a day and a half visiting and then offering objective advice on a wide varitety of issues ranging from site-specific to public policy questions. The final report is available on the City's of Frederick's website.

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.

In 2012, the public, various neighborhood and community groups and the Planning Commission provided comments n the Small Area Plan. These comments led to certain revisions to the plan and adoption is planned in early 2013. Work in drafting regulations and policies began in 2014.

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.

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 & Fair Housing Conference
- Oversight and monitoring of CDBG-funded activities by the City and by sub-recepients.
- Administration of Housing Rehabilitation Programs and loan portfolio management
- Administration of first time home buyer program 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

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 2014 (July 1, 2013 to June 30, 2014), 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	12 loans closed
Bike Loop Accessibility	Continuation West Side of Frederick: Connect residential bike loop with the application of thermoplastic sharrows to roadway	Completed
Fair Housing Conference	Annually hold a Fair Housing Conference for continuing education credits for real estate professionals	Fair Housing Conference held at the City of Frederick Municipal Office Annex, offering CEU's for real estate professionals at no charge

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 for homeless services to Frederick Community Action Agency and the Religious Coalition through its annual CDBG allocation. Both agencies provide case management services to homeless persons at transitional shelter, apartments and cold weather shelters. Over 200 persons were served by them.

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.

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.

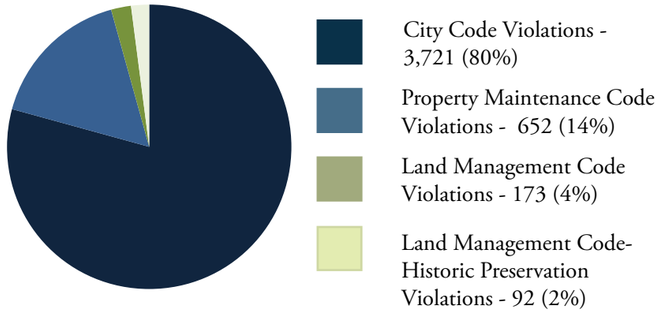
The mission of the Division is to protect citizen's safety, qualify of life and property values while striving to keep our City clean and attractive for those visitors, an important element for business growth and retention.

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 2014 the Code Enforcement Division issued 4,638 violations. The chart below represents the 4,638 violations investigated in 2014.



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