

2009
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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Frederick, Maryland 21701
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www.cityoffrederick.com/departments/planning/planning.htm

FORMER MAYOR AND BOARD OF ALDERMEN

William J. Holtzinger, *Mayor*
Marcia A. Hall, *President Pro Tem*
David P. Koontz
Alan E. Imhoff
C. Paul Smith
Donna Kuzemchak

PRESENT MAYOR AND BOARD OF ALDERMEN

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

PLANNING COMMISSION

Meta Nash, *Chairman*
Josh Bokee, *Vice-Chairman*
Kelly Russell, *Secretary,*
Aldermanic Member
Billy Shreve
Gary Brooks
Steve Stoyke

HISTORIC PRESERVATION COMMISSION

Michael Spencer, *Chairman*
Tim Daniel, *Vice-Chairman*
Michael O'Connor, *Aldermanic Liaison*
Scott Winnette
Robert Jones
Timothy Wesolek
Joshua Russin

ZONING BOARD OF APPEALS

Jim Racheff, *Chairman*
Gail Colby
Edward Hazlett
Dario Cavazos
Marvin Kennedy, Sr.

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

Alan Imhoff, *Aldermanic Member*
Elizabeth Fetting

David P. Koontz, *Aldermanic Liaison*
Kenneth Anderer
Joy Hall-Onley
Alice Hoxie

Kelly Russell

PLANNING DEPARTMENT STAFF

Joe Adkins, AICP	<i>Deputy Director for Planning</i>
Nick Colonna, AICP	<i>Division Manager of Comprehensive Planning</i>
Gabrielle Dunn	<i>Division Manager of Development Review</i>
Bill Dukes	<i>Division Manager of Code Enforcement</i>
Dan Hoffman	<i>Assistant 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>
Steve Barney	<i>Development Review Planner</i>
David Beers	<i>Code Enforcement Inspector</i>
Naomi Bowers, LEED-AP BD+C	<i>Housing Rehabilitation Specialist</i>
Dean Brightbill	<i>Code Enforcement Inspector</i>
Michael Brown	<i>Code Enforcement Inspector</i>
Tim Davis	<i>Transportation Planner</i>
Carreanne Eycler	<i>Administrative Assistant</i>
Jeff Love	<i>Development Review Planner</i>
Brandon Mark	<i>Development Review Planner</i>
Lisa Mroszczyk	<i>Historic Preservation Planner</i>
Emily Paulus	<i>Historic Preservation Planner</i>
Nichole Purcell	<i>CDBG Planner</i>
Terri Reimer	<i>Historic Preservation Intern</i>
Pam Reppert	<i>Development Review Planner</i>
Jim Schmidt	<i>Administrative Assistant</i>
Roy Singer	<i>Code Enforcement Inspector</i>
Dave Violette	<i>Code Enforcement Inspector</i>



DO NOT
ENTER



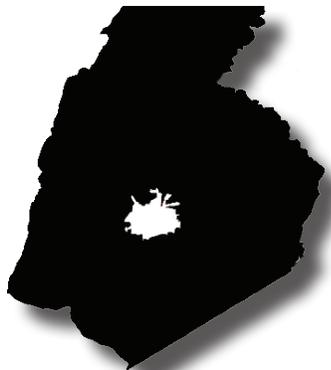
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FREDERICK, MARYLAND

CITY PROFILE



GEOGRAPHY.....

Total Land Area 22.1 square miles

POPULATION.....

Total Population (2009) 61,017*

Projected (2020) 75,113**

Projected (2030) 92,053**

Percent Minority 30%

Median Age 32.7

EMPLOYMENT.....

Civilian Labor Force 35,030

 Employed 33,336

 Unemployed 1,694

Unemployment Rate 4.8%

Median Household Income \$64,668

HOUSING.....

Total Units 26,440

 Owner Occupied 14,063

 Renter Occupied 10,138

 Vacant 2,239

Median Value \$324,700

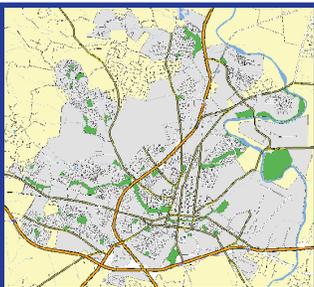
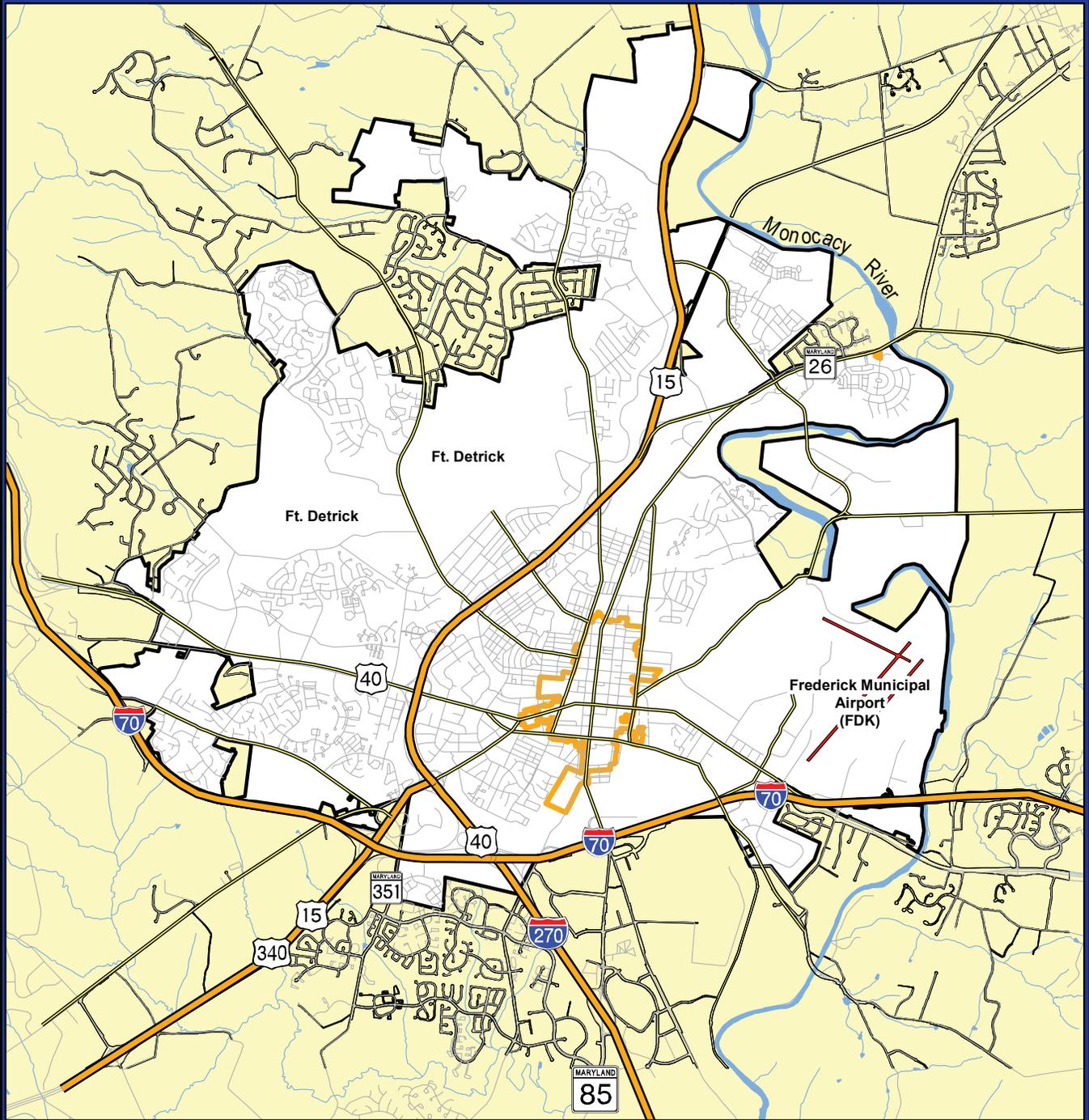
Median Monthly Owner Cost \$1,935

Source: U.S. Census Bureau, 2005-2007 American Community Survey

* Frederick County Planning Department

** Maryland Department of Planning

City of Frederick



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Miles

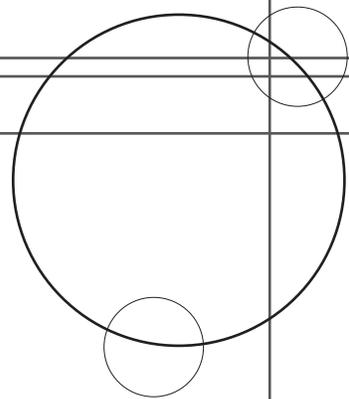
Note: This map is prepared solely for the purpose of illustrating the City of Frederick. It should be used for no other purpose. Data on this map was prepared from several original sources and is subject to change as source data changes. This map is not a legal document.
Orthophotos produced 03/07
Maps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

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GIS Department

-  City Boundary
-  Historic Overlay





Dear Frederick Residents:

During 2009, The City of Frederick Planning Department achieved several significant milestones. The department's major efforts over the last year included the completion of several important tasks such as the adoption of the 2010 Comprehensive Plan update in accordance with State mandates, the processing and analysis of ten annexations requests which resulted in a total of 795 acres being incorporated into the municipal boundary, enhancement of the Historic Preservation Commission process, and continued efforts to improve the Land Management Code (LMC) which serves as the regulatory framework for development in the City.

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 2010, the Planning Department will begin work on an ambitious plan for the revitalization of the Golden Mile commercial corridor. The City's goal is to work collaboratively with the corridor's property owners, business owners, and adjacent residents and to develop a Small Area Plan which will propose strategies for reinvigorating this vital business and transportation corridor. City Staff anticipates completing this process by the beginning of 2011.

The Planning Department is committed to addressing the issues that face individual neighborhoods as well as the City as a whole, especially in light of the recent economic conditions. At this time, the Department will continue to work to be flexible while still striving to maintain and enhance the quality of life which makes Frederick a wonderful place to live.

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 serve the public by promoting the orderly physical development of the City of Frederick; by preserving the unique architectural heritage of the “City of Clustered Spires”; by providing sound advice and technical expertise to our elected and appointed officials in understanding community issues and priorities; and by facilitating the involvement of the citizens to shape the City’s future.

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

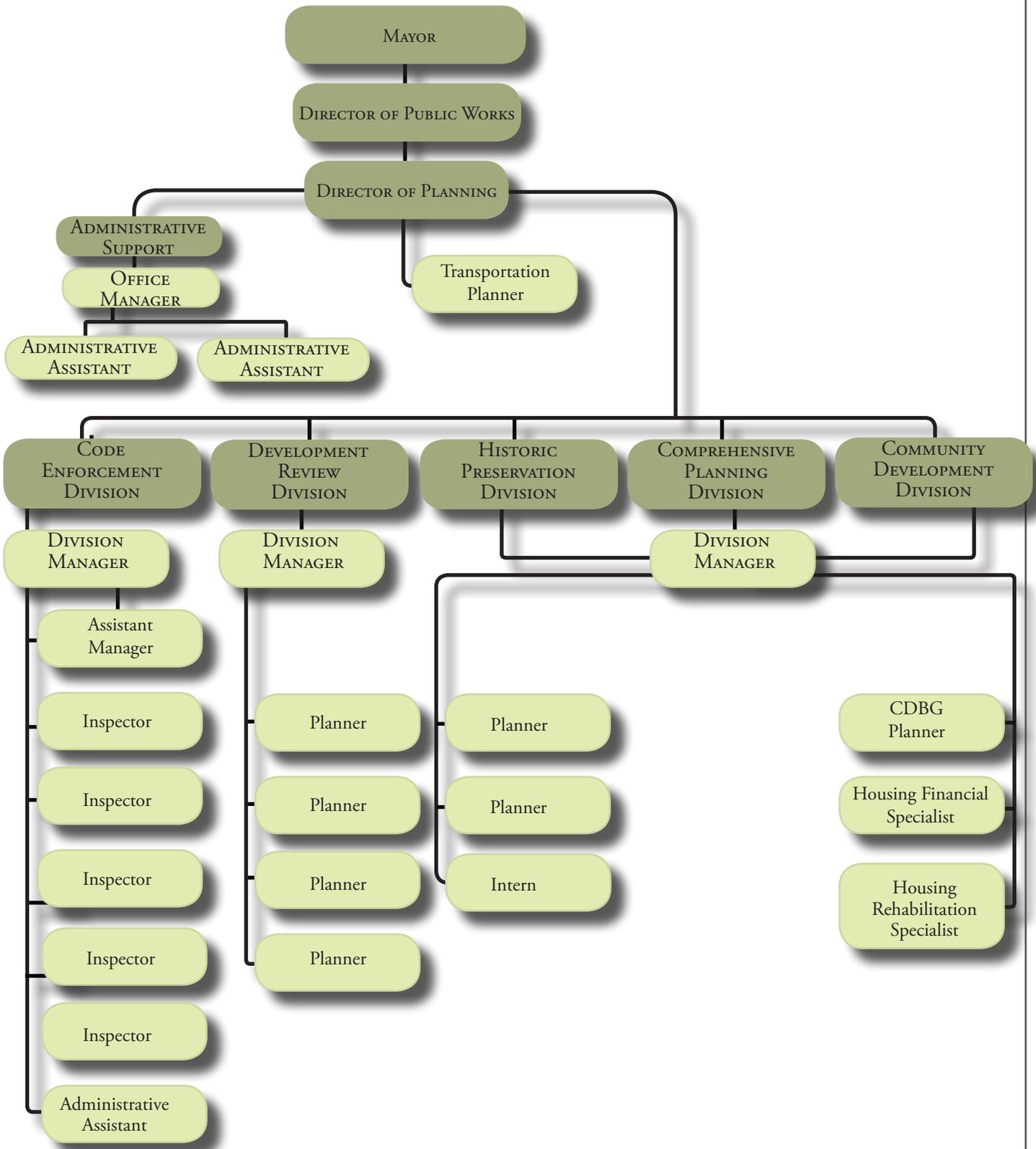
Housing Rehabilitation

Community
Outreach

CODE ENFORCEMENT

Code Enforcement

Community
Outreach



DEPARTMENT OVERVIEW

CITY OF FREDERICK PLANNING DEPARTMENT

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

THE DEVELOPMENT REVIEW DIVISION coordinates and reviews land development plans. Division staff members provide technical assistance, analysis and research to enable the Zoning Board of Appeals, Planning Commission and other departments of the City to effectively meet Federal, State and City development regulations and mandates.

The development review process is the implementation phase of the comprehensive planning process. It is a regulatory-based function that ensures compliance with the Forest Conservation, Subdivision, and Zoning ordinances in conjunction with other City ordinances that are incorporated in the Land Management Code. Division staff members review and analyze development projects in a consistent and timely fashion while focusing on the positions of the involved parties.

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 facilitates public meetings to ensure citizen participation and community input for all planning initiatives.

THE HISTORIC PRESERVATION DIVISION protects and maintains historically and architecturally significant buildings and districts in the City of Frederick. Division staff members use various land use planning strategies and governmental programs to identify and rehabilitate historic resources. The preservation of historic structures and sites helps to create a unique environment and sense of place in the City of Frederick. This cultural richness strengthens the local economy by encouraging investment and promoting tourism.

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 manages the City's Federal Community Development Block Grant Program to achieve goals and objectives set forth in the City of Frederick's Consolidated Plan 2005-2010 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.



FREDERICK MUNICIPAL FOREST TRAIL IMPROVEMENTS

In winter 2009 representatives from the mountain bike advocacy group MORE and the hiking group PATC met with City staff to present a plan to reroute and improve a severely eroded section of the Catoctin Trail in the Frederick Municipal Forest. Planning and review took place during the winter and early spring and by April the first work days were held. Over the course of 7 months, 118 volunteers contributed 856 hours to build the new portion of trail with modern, sustainable trail construction techniques. The old trail was closed down and the reclamation process was begun to allow it to return to its natural state. The newly constructed portion of trail is 9/10 of a mile in length, was built with no cost to the City and has been enthusiastically greeted by the outdoor user community. Building on the success of the project, this public-private partnership is undertaking a second phase of trail improvement which will take place on the Catoctin Trail in 2010.

Persons interested in volunteering during 2010 should contact Tim Davis, City of Frederick Transportation Planner.

STAFF HIGHLIGHTS

CITY OF FREDERICK PLANNING DEPARTMENT

During 2009, Planning Department staff pursued ongoing education in the form of trainings and certifications, including:

CERTIFICATION.....

NAOMI BOWERS, LEED AP BD+C, COMMUNITY DEVELOPMENT: LEED-AP BD+C (Leadership in Energy and Environmental Design) Building and Design Construction Specialization

ROY (BUDDY) SINGER, CODE ENFORCEMENT: Licensed Home Inspector, Code Council Certified Property Maintenance and Housing Inspector, Certified Residential Building Inspector

PAMELA REPERT, DEVELOPMENT REVIEW: International Society of Arboriculture - Certification

TRAINING

American Planning Association National Conference, Minneapolis, Minnesota

Maryland Association of Floodplain and Stormwater Managers Annual Conference, Prince Georges County, MD

Maryland Association of Floodplain and Stormwater Managers, Chesapeake Bay Skipjack Field Tour, Annapolis, MD

Contract Tower Program Workshop, U.S. Contract Tower Association, Washington D.C.
32nd Annual Airport Workshop, Washington D.C.

Urban Geometric Street Design Webinar, Frederick MD

AASHTO Guide for the Development of Bicycle Facilities, MWCOG

Pedestrian and Bicyclist Safety and Mobility Seminar, Federal Highway Conference, Washington D.C.

PRESENTATIONS

JOE ADKINS, AICP, DEPUTY DIRECTOR OF PLANNING:

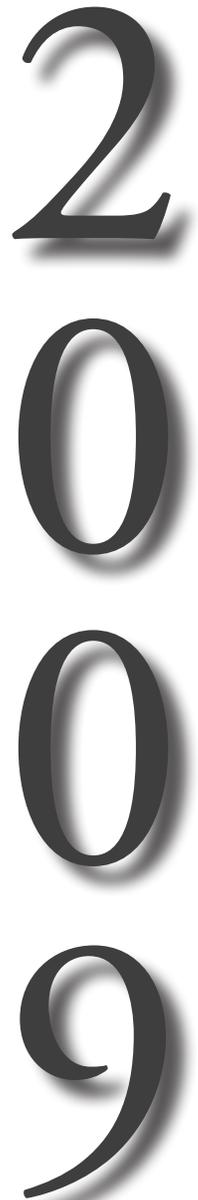
- LEAD Maryland Foundation Fellows

LISA MROSZCZYK, HISTORIC PRESERVATION PLANNER:

- Traditional Building Exhibition & Conference, The Pioneer America Society: Association for Preservation of Artifacts and Landscapes Annual Meeting
- Frederick County Association of Realtors Training Course in Historic Maryland Properties

TIM DAVIS, TRANSPORTATION PLANNER:

- Wrote, produced and narrated Bike to Work Day Promotional Video for City Website
- Wrote, produced and narrated Bike Safety Video for City Website



DIRECTORY OF SERVICES

CITY OF FREDERICK PLANNING DEPARTMENT

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

DEVELOPMENT REVIEW SERVICES

- Development Review
 - Review site plans, subdivisions, zoning map amendments, modifications, improvement plans, building permits, sketch plans, master plans, and forest conservation plans
 - Ensure compliance with the Land Management Code and consistency with the adopted Comprehensive Plan
 - Recommend Land Management Code text amendments
- Planning Commission: Coordinate Commission review of development cases
- Customer Service
 - Provide “Planner on Call” services for walk-in and telephone customers
 - Issue zoning determination letters and non-conforming use registration letters
 - Provide “One Stop Shop” same-day permit reviews for fences decks, signs, interior renovations, and other permit types
- Annexation
 - Conduct annexation process in compliance with State law
 - Coordinate reviews with Frederick County
 - Provide staff recommendations to Planning Commission and Mayor and Board of Aldermen

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 Airport Master Plan, hangar development, Air Traffic Control Tower, Comprehensive Environmental Assessment (EA), 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)
 - PM or team membership for roads, bridges, sidewalks, shared use paths, streetscape enhancement, Wayfinding and Rails to Trails

HISTORIC PRESERVATION SERVICES

- Assist applicants seeking Historic Preservation Commission approval for alterations, maintenance, construction, and demolition in:
 - The Frederick Town Historic District
 - The Carroll Creek Overlay District
 - The Frederick National Register District
 - Projects in other areas that have the potential to affect historic resources or the character of the historic district
- Update and maintain Historic Preservation Commission guidelines
- Coordinate Section 106 Review for historic properties, in compliance with the National Historic Preservation Act

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

- 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
 - IDA Savings Program: Individual Development Accounts to save toward the purchase of homes in Frederick
 - Acquisition for Rehab: Purchase of blighted and/or vacant properties for housing rehabilitation or new construction
 - Homebuyer Education
- 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

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 & Sanitation Committee
Utility Committee
Affordable Housing Council
Monocacy Scenic River Citizens' Advisory Board
Metropolitan Washington Council of Governments Transportation
Planning Board

TASK FORCES AND WORKGROUPS

Land Management Code Workgroup
East Frederick Rising
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

BIKE — TO — WORK DAY

Bike-To-Work Day is an annual event sponsored by Washington Area Bicycle Association (WABA) and 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.

In 2009, the City of Frederick employees made up 18 of the 131 participants who staged at City Hall. The local supporters included:

- Market Street Bagel and Deli
- The Bicycle Escape
- Starbucks Coffee Company

Bike-To-Work Day will be held on May 21, 2010



Pictured from left to right: Frederick County Commissioner Charles Jenkins, City of Frederick Alderman Paul Smith, Frederick County Commissioner Kai Hagen, City of Frederick Alderman Marcia Hall, City of Frederick Mayor Jeff Holtzinger, Frederick County Commissioner David Gray

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.

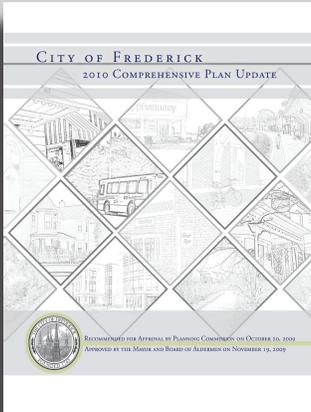
In September of 2009, the City’s Planning and Engineering Departments in conjunction with the Frederick County Planning Department, Department of Public Works and Health Departments, collaborated to count pedestrians, bicycles and other modes in 2 hour peak times at 17 locations, nine of which within the City limit. The times ranged from weekday AM and PM periods, to mid-day weekends boundary, 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 2009 Bicycle/Pedestrian Counts			
	Total Pedestrians	Total Bicyclists	Total Other
Percentage	91.1%	7.4%	1.4%
Total	2070	169	32
Avg/Hour	64.7	5.3	1.0
Peak Hour	248	8	6
Peak Station	647	38	19
Avg/Station	122	10	2
Total Count Stations: 17			
Total Count Staff: 16			

PLANNING EFFORTS

CITY OF FREDERICK PLANNING DEPARTMENT

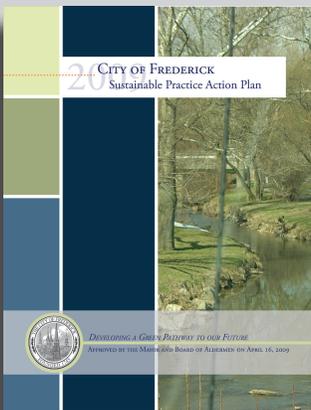


COMPREHENSIVE PLAN - 2010 UPDATE

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 tier.

The Mayor & 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 2010, it is anticipated that the Planning Department will begin the process of Small Area Planning to address specific parts of the city in greater detail.



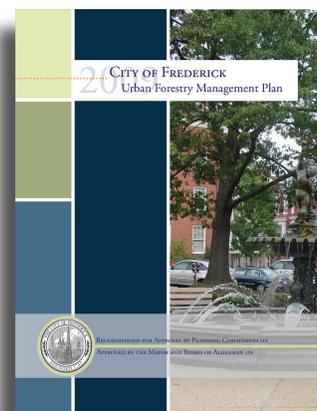
SUSTAINABLE PRACTICE ACTION PLAN

The Sustainable Practice Action Plan represents the first step towards attaining environmental sustainability within Frederick. The plan will allow the City to coordinate cross-departmental efforts, build consensus among diverse stakeholders, and track progress in meeting sustainability goals. The plan was adopted by the Mayor and Board of Aldermen on April 16, 2009.

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

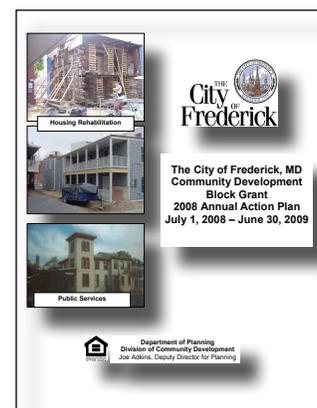
URBAN FORESTRY MANAGEMENT PLAN

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 14, 2009 and made a recommendation for the plan's adoption by 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 University provided a second analysis report in preparation for anticipated review of the plan by the Mayor and Board of Aldermen in 2010.



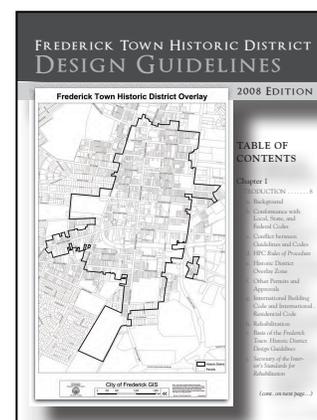
ANNUAL ACTION PLAN (COMMUNITY DEVELOPMENT)

On a yearly basis, 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 2008 grant year runs from July 1, 2008 to June 30, 2009 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. The Mayor and Board of Aldermen adopted the Annual Action Plan on May 7, 2009.



FREDERICK TOWN HISTORIC DISTRICT GUIDELINES

In early 2007 the Historic Preservation Commission (HPC) received a grant through the Certified Local Government Program to revise the Commission's current design guidelines. The revised guidelines were intended to provide greater clarification and direction for the HPC, staff, and applicants in reviewing exterior alterations, new construction, and demolition in the historic district. The document was written by the staff preservation planner, who spent in excess of 250 hours on the project, and with the assistance of a focus group. On October 25, 2007, the HPC approved the Frederick Town Historic District Design Guidelines, 2007 Edition. During 2008, the guidelines were reviewed by an outside consultant, Richard Bierce, and additional modifications were made.



On December 3, 2009 the Mayor and Board of Aldermen adopted the Frederick Town Historic District Guidelines. While some minor changes need to be completed, the final version will be available in print in 2010.

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 and Draft Plan phases are expected to be complete by Fall 2010.

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 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 an area plan for the Golden Mile will be transforming the corridor into a street type that can serve users of all travel modes, including pedestrians, bicycles, and transit.

HPC AWARDS AND RECEPTION

The 2009 Historic Preservation Awards ceremony held on May 3, 2009 recognized great examples of preservation in Frederick. David Brown, Executive Vice President of the National Trust for Historic Preservation was the guest speaker. There was also a hands-on wood window repair workshop and masonry repair workshop held in conjunction with the National Park Service Historic Preservation Training Center. Also, attendees were invited to participate in a walking tour of historic industrial buildings. Nominations were accepted in the categories of

“bricks and mortar” rehabilitation, new construction, stewardship, and community leadership. The recipients of the awards included:

- The Bricks and Mortar Rehabilitation Award was presented to Fitzgerald’s Heavy Timber Construction, Inc. and GW Management Services, LLC for their superlative work in the rehabilitation of 527 North Market Street.
- The New Construction (Major) Award was presented to Gary Baker, Architect, for the sensitive design of the Cannon Hill Office Building located at 47 East South Street.
- The New Construction (Minor) Award was presented to Past & Present Construction Group, LLC, Karen Muszynksi and Clyde M. Berger, III, Architect for the sensitive design and construction of an addition at 111 West 3rd Street.
- The Community Leadership Award was presented to the Historical Society of Frederick County Walking Tour Guides for extraordinary service to the City of Frederick in the field of historic preservation.
- The Stewardship Award was presented to the National Park Service Historic Preservation Training Center for exemplary maintenance and impeccable workmanship at the Jenkins Cannery, located at 5 Commerce Street.

Nominations for the 2010 HPC awards and reception will be accepted until March 1, 2010. All nominations must be for properties at least 50 years old or older and completed within the last three years, and may be located anywhere within the City of Frederick. Nominations will be evaluated by the Historic Preservation Awards Committee according to the Secretary of the Interior’s Standards for the Treatment of Historic Properties.

COMMUNITY INDICATORS REPORT

The Planning Department is currently collecting data for the preparation of an Annual Community Indicators Report. The purpose of the report is to measure Frederick’s progress toward achieving a sustainable economy, environment and society. On a yearly basis, the report will track 10 categories – each composed of several indices – to develop an overall composite score. The indicators are intended to identify trends and to highlight areas in need of improvement, which can help decision makers to establish policy priorities.



Above: Photos highlight the Historic Preservation Awards ceremony. **Below:** Participants of the hands-on wood window repair workshop



UPDATED DEVELOPMENT RULES

CITY OF FREDERICK PLANNING DEPARTMENT

The following is a list of changes that occurred in 2009 that affect the City of Frederick development regulations:

CITY OF FREDERICK WAYFINDING SIGNAGE: On January 13, 2009, the Mayor and Board of Aldermen approved an amendment to the Land Management Code to establish standardized Wayfinding Signage throughout the City. The ordinance amended Sections 864 and 1002.

SIGNAGE: On January 13, 2009, the Mayor and Board of Aldermen approved an amendment to the Land Management Code as it pertains to the permitted dimensions, locations, and types of signs within the City of Frederick. The ordinance amended Sections 864 and 1002.

STRUCTURED PARKING WITHIN THE CARROLL CREEK OVERLAY DISTRICT: On October 1, 2009, the Mayor and Board of Aldermen approved an amendment to the Land Management Code for the purpose of allowing the Reviewing Authority the ability to modify the requirement that parking structures within the Carroll Creek Overlay District have non-parking active uses abutting street-facing walls. The ordinance amended Section 420(g)(3).

PUBLIC NOTICE: On December 3, 2009, the Mayor and Board of Aldermen approved an amendment to the Land Management Code for the purpose of providing greater advance public notice of pending development applications; clarifying language; and generally relating to notice and similar procedural requirements. The ordinance amended Sections 301, 309, 314, 321, 502, and 829.

PARKLAND DEDICATION: On December 3, 2009, the Mayor and Board of Aldermen approved an amendment to the parkland dedication requirements for infill residential development in the City's urban core; clarifying language; and generally relating to parks and open space. The ordinance amended Land Management Code Section 608.

SHOPPING CENTER SIGNAGE: On December 3, 2009, the Mayor and Board of Aldermen approved an amendment to the Land Management Code to authorize the Planning Commission to grant modifications increasing the maximum amount of signage per lot and/or the maximum area for attached signs on buildings within shopping centers that are constructed with four-sided architecture. The ordinance amended Sections 309 and 864.

RESIDENTIAL - OFFICE PROVISION: On December 3, 2009, the Mayor and Board of Aldermen approved an amendment to the Land Management Code for the purpose of allowing an addition to an existing structure to be converted to use as a professional office; clarifying language; and generally relating to the Residential-Office (RO) zoning district by amending Section 406(b).

HISTORIC OVERLAY ZONING: On December 3, 2009, the Mayor and Board of Aldermen approved an amendment to the Land Management Code for the purpose of adding provisions regarding the demolition process and new construction process within any historic overlay zone; clarifying language; and generally relating to historic preservation and historic area zoning. The ordinance amended Sections 301, 423, 1002.

EROSION AND SEDIMENT CONTROL: On December 3, 2009, the Mayor and Board of Aldermen approved an amendment to the Land Management Code for the purpose of transferring the City's regulations relating to soil erosion and sediment control from the Land Management Code to Chapter 25 of the City Code. The ordinance repealed Sections 740 and 1109.

FLOODPLAIN MANAGEMENT: On December 3, 2009, the Mayor and Board of Aldermen approved an amendment to the Land Management Code for the purpose of transferring the City's regulations relating to floodplain management from the Land Management Code to Chapter 25 of the City Code. The ordinance repealed Sections 720 and 1111.

STORMWATER MANAGEMENT: On December 3, 2009, the Mayor and Board of Aldermen approved an amendment to the Land Management Code for the purpose of transferring the City's regulations relating to stormwater management from the Land Management Code to Chapter 25 of the City Code. The ordinance repealed Sections 741 and 1120.

WATER AND SEWER ALLOCATION: On December 3, 2009, the Mayor and Board of Aldermen approved an amendment to the Land Management Code for the purpose of transferring the City's regulations relating to water and sewer allocation from the Land Management Code to Chapter 25 of the City Code. The ordinance repealed Sections 205 and 742.

EXTENSION OF DEVELOPMENT APPROVALS: On May 21, 2009, the Mayor and Board of Aldermen approved an ordinance for the purpose of granting temporary extensions of expiration dates of certain development permits and approvals in response to the current economic recession.

INCLUSIONARY ZONING: The Mayor and Board of Aldermen approved an ordinance for the purpose of exempting a project from the inclusionary zoning requirements if any portion of the project has received a final certificate of exemption under the adequate public facilities ordinance, and clarifying language. The ordinance amended Sections 19-3, 19-7, and 19-19 of the Code of the City of Frederick.

BUILDING ACTIVITY

CITY OF FREDERICK PLANNING DEPARTMENT

In 2009, the Planning Department reviewed 1,217 building permits, including new residential construction, zoning certificates, demolitions, signs, decks, sheds, fences, and various other residential, commercial, and industrial permits. The 2009 total represents a 6% decrease from the previous year's total of 1,291 permits. The map on page 27 shows permit activity for new residential and commercial development during 2009.

The table below shows the breakdown of the types of permit applications processed by Planning staff during 2009.

Permit Applications Processed by Planning Staff				
Type of Permit	2008	% of total	2009	% of total
Demolitions-partial and complete	26	2.0%	19	1.6%
Commercial Construction, New	15	1.2%	15	1.2%
Commercial, Other (signs, renovation, temporary trailers, etc.)	151	11.7%	161	13.2%
Residential Construction, New	127	9.8%	202	16.6%
Zoning Certificate	158	12.2%	172	14.1%
Other Residential (decks, fences, sheds, pools, renovations, emergency repair)	814	63.1%	648	53.2%

Permits for signs, renovations, 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 2009 compared to previous years. However, the number of dwelling unit permits increased by 60% between 2008 and 2009. Applications in major residential developments such as Cannon Bluff, Clover Ridge, Tuscarora Creek, Whittier PND, Worman's Mill PND, and Ballenger Creek Center comprised the majority of new dwelling unit permit applications.

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

2009 Dwelling Unit Permits by Type				
Year	Single-Family	Townhouse	Multi-Family	Total Units
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 take the form of Planned Neighborhood Developments (PND), which allow a mixture of housing types and, in some cases, planned retail 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, 2009

#	Subdivision	Dwelling Units Approved	Building Permit Applications/Units (Year)	Building Permit/Units (Total)	Traditional Pipeline
1	Ballenger Creek Center Towns (BC)	176	29	147	29
2	Barrick	301	0	0	301
3	Birdseye View Estates (Bowers)	39	0	0	39
4	Bowers Park	21	0	0	21
5	Brooklawn Limited Partnership	68	0	0	68
6	Cannon Bluff (CB)	187	34	47	140
7	Canterbury Station (Odd Fellows)	359	0	0	359
8	Clover Ridge (CR)	393	27	188	205
9	Commons of Avalon	66	0	0	66
10	Cramer Property	54	0	0	54
11	Emerald Farm	185	0	179	6
12	Galleria	127	0	0	127
13	Hope VI (North Market Revitalization)	97	0	62	35
14	Market Square	463	0	0	463
15	Maxwell Square (MS)	49	0	0	49
16	Millies Delight	59	0	0	59
17	Monocacy Park (Main Property) (MP)	177	11	11	166
18	Nicodemus	457	0	0	457
19	Overlook Section 8	32	0	0	32
20	Riverwalk Apartments Lot 301	312	0	219	93
21	Rocky Pointe (RP)	15	0	15	0
22	Tuscarora Creek (TCK)	847	24	49	798
23	Walnut Ridge	521	0	316	205
24	Waverley View	739	0	0	739
25	Whittier PND (WH)	1,590	16	1,517	73
26	The Woods	5	0	0	5
27	Worman's Mill PND (WM)	1,497	10	1,082	415
	Other SF / Townhouse	N/A	0	N/A	N/A
	Other MF	N/A	15	N/A	N/A
City of Frederick Subtotal		8,836	202*	3,832	5,004

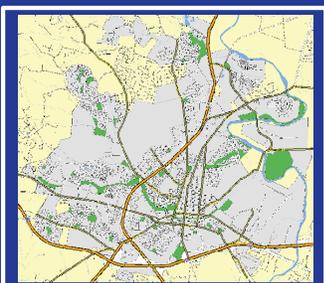
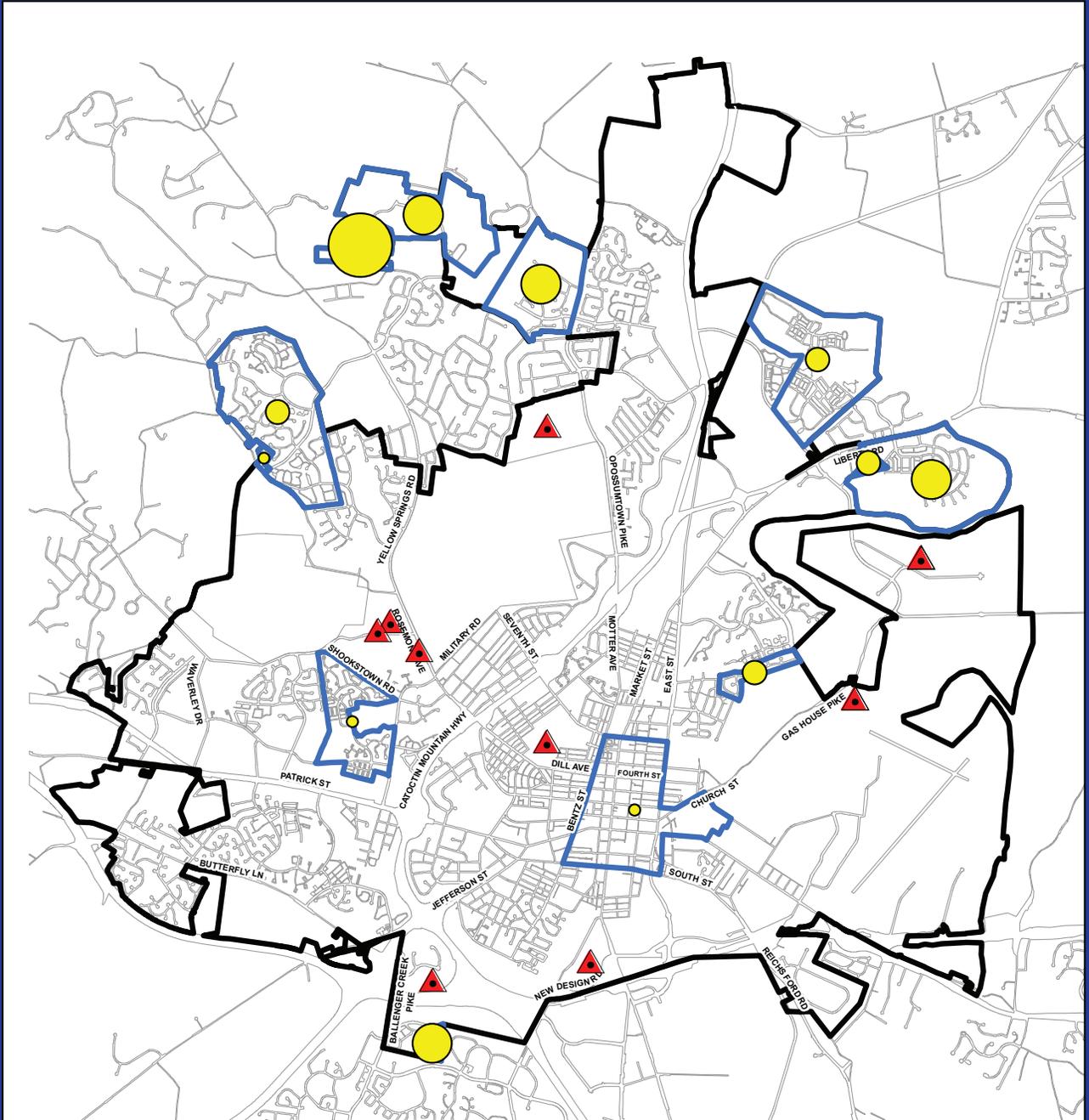
Dwelling Units Approved: Includes units approved at the Preliminary Plat or PND stage.

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.

** Yearly total of permits issued does not include 1 shell permit*

New Residential and Commercial Development for 2009



0 1,050 2,100 4,200 6,300
Feet

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GIS Department

Number of Permits

- 1 - 4
- 5 - 16
- 17 - 29
- 30 - 34

- 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; multiple cycles of 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 & 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 2009. This figure represents a reduction from the total of 241 cases in 2008. With the exception of increases in final forest conservation plans and zoning text amendments, 2009 saw a moderate decrease in submittal activity for most types of planning cases. Consistent with the previous year, the Planning Department and Planning Commission reviewed a high number of annexation cases in 2009.

Lincoln Elementary School Renovation/
Addition located at 200 Madison Street is
approximately 95,000 sq. ft. and received
a LEED-Silver rating.



Planning Cases 2009*				
Type	2008	% of Total	2009	% of Total
Annexation	5	2.1%	5	3.7%
Archeological Assessment	15	6.2%	7	5.2%
Combined Forest Stand Delineation/ Preliminary Forest Conservation Plan	9	3.7%	8	6.0%
Comprehensive Plan Map Amendment	0	0.0%	0	0.0%
Final Forest Conservation Plan	3	1.2%	6	4.5%
Final Site Plan	44	18.3%	27	20.1%
Final Subdivision	36	14.9%	11	8.2%
Forest Stand Delineation	5	2.1%	0	0.0%
Mixed Use Development Phase 1	0	0.0%	0	0.0%
Mixed Use Development Phase 2	2	0.8%	0	0.0%
Master Plan	1	0.4%	0	0.0%
Planned Neighborhood Development	1	0.4%	0	0.0%
Planning Commission Demolition	0	0.0%	1	0.7%
Planning Commission Off-Site Parking	0	0.0%	0	0.0%
Preliminary Forest Conservation Plan	10	4.1%	4	3.0%
Preliminary Subdivision Plat	5	2.1%	3	2.2%
Registration for Non-Conforming Use	3	1.2%	2	1.5%
Sketch Plans/Pre-Application Plan	30	12.4%	19	14.2%
Traditional Neighborhood Development	1	0.4%	0	0.0%
Zoning Determination	53	22.0%	30	22.4%
Zoning Map Amendment	13	5.4%	4	3.0%
Zoning Text Amendment	5	2.1%	7	5.2%
Total	241	100%	134	100%

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

Below is a rendering of Clemson Corner, a 461,601 sq. ft. shopping center located at the intersection of U.S. Route 15 and MD Route 26 and 355.



Plans Approved in 2009

Plan Types: PSU- Preliminary Subdivision Plat, FSU- Final Subdivision Plat, FSI- Final Site Plan

ZMA – Zoning Map Amendment, MP – Master Plan

Status: CA- Conditional Approval, UA- Unconditional Approval

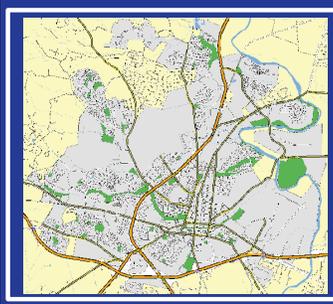
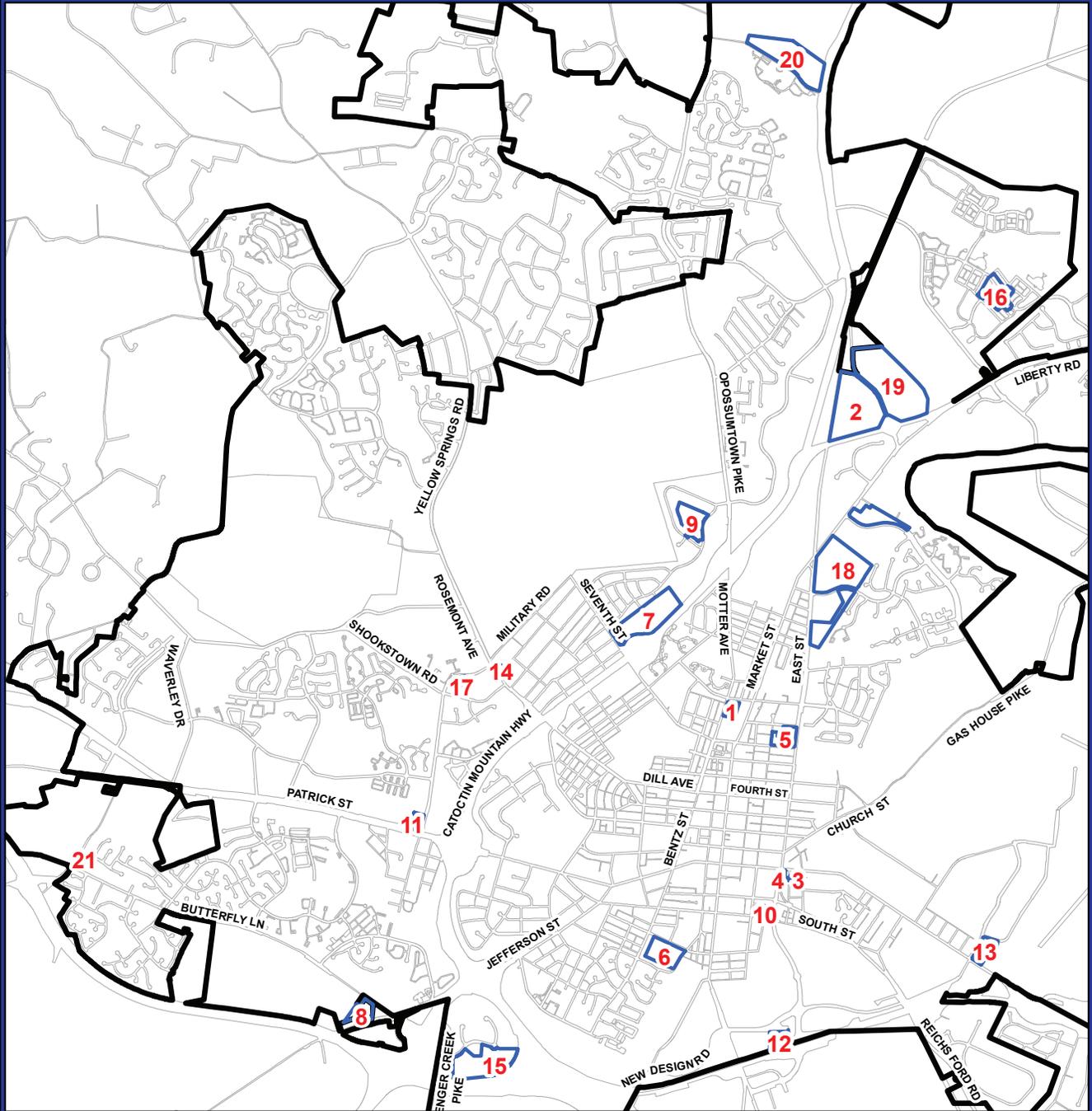
Nonresidential

#	Name	Case #	Proposal	Status
1	Sharpes Office Building	PC08-121FSI PC08-119ZMA PC08-118MP	65,700 sq. ft. medical office and retail building	CA
2	Clemson Corner	PC09-025FSI	461,601 sq. ft. shopping center	UA
3	Union Mills	PC07-757FSI	Renovate existing structure and construct 21,836 sq. ft. addition	CA
4	McHenry's	PC08-353FSI	Construct an 115,274 sq. ft. office, restaurant, and retail building	CA
5	Dairy Maid	PC07-578FSI	25,688 sq. ft. storage addition	UA
6	Lincoln Elementary School	PC09-056FSI	Renovation, partial demolition, and 71,564 sq. ft. addition to elementary school	UA
7	Frederick Shopping Center Pad Site	PC09-024FSI	Construct an 8,700 sq. ft. retail building with 1,350 sq. ft. of outdoor patio area	UA
8	First Missionary Baptist Church	PC09-099FSI	8,634 sq. ft. addition	UA
9	Heather Ridge School	PC09-148FSI	1,489 sq. ft. addition	CA
10	Parking Deck 6	PC09-059FSI	7-level parking deck (245,073 sq. ft.)	CA
11	Golden Mile Gateway	PC08-621FSI	20,352 sq. ft. shopping center; redevelop the existing state police barracks on Rte. 40	CA
12	Crossroads Motel	STF08-674FSI	2 lots (1 existing hotel, 1 vacant)	CA
13	Airport Industrial Park	PC09-402FSU	3 lots	UA
14	1705-07 Rosemont	STF09-241FSI	522 sq. ft. addition	UA
15	BP Solar	PC09-289FSI	3,280 sq. ft. building	CA

Residential

#	Name	Case #	Proposal	Status
16	Wormans Mill Town Center	PC07-344PSU PC07-345FSI	3 mixed use buildings	UA
17	The Woods	PC08-582PSU	5 single family lots	CA
18	Canterbury Station	PC09-345FSI PC09-346FSI PC09-344PSU	Revise previous plan to 359 units (60 single-family units, 139 townhomes, 160 multi-family units)	CA
19	Market Square Revision	PC09-281PSU	456 dwelling units and 7 Live/Work units; also 197,945 sq. ft. retail/office	CA
20	Homewood- Phase 1	PC08-03FSI	70 duplex, elderly housing units	CA
21	Country Club Estates	PC09-324FSU	2 single-family lots	CA

Approved Planning Cases 2009



0 750 1,500 3,000 4,500
Feet

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GIS Department

- 2009 Planning Cases
- Right of Ways
- City Boundary

ANNEXATIONS

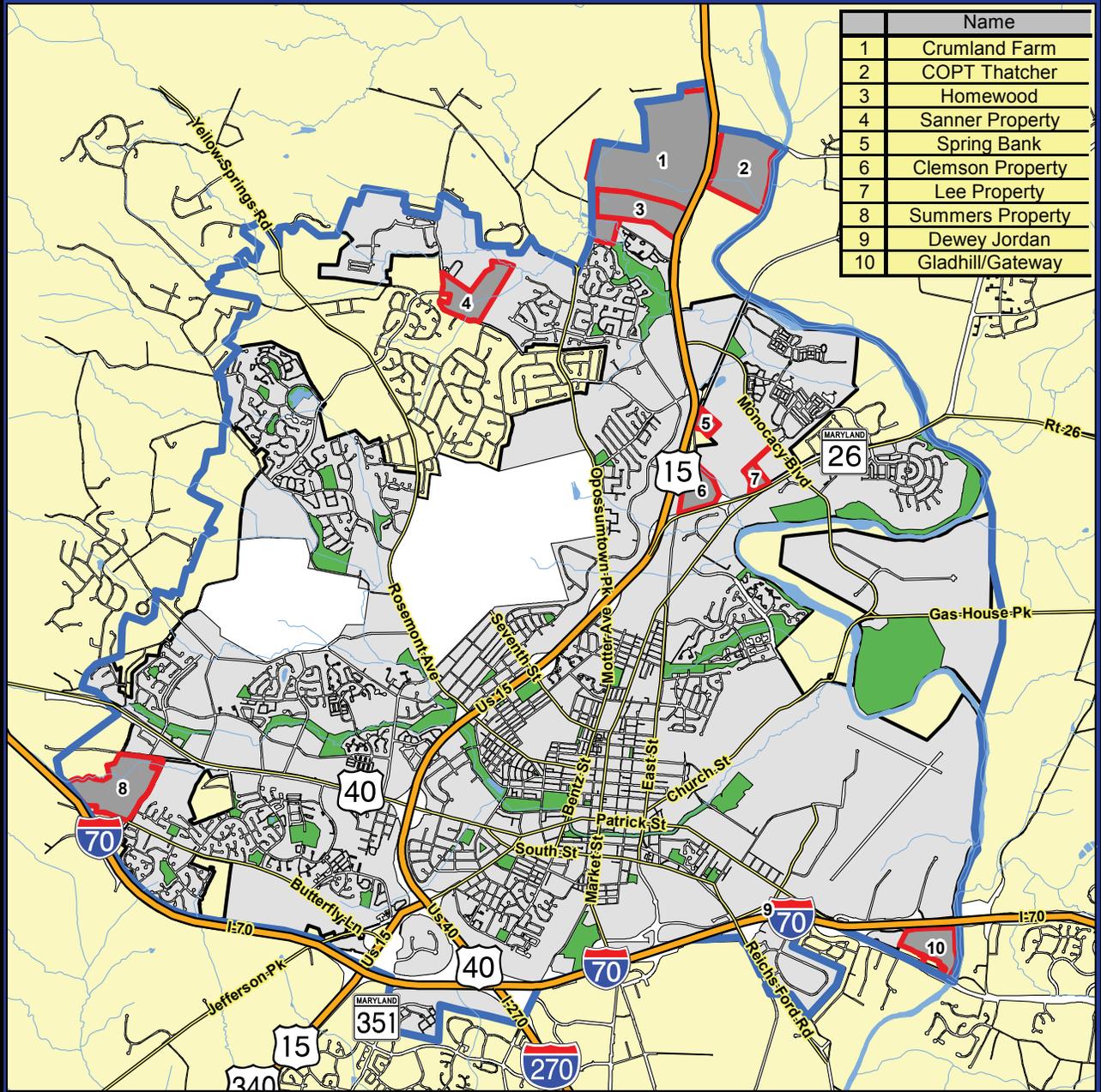
CITY OF FREDERICK PLANNING DEPARTMENT

In 2009, the Planning Department reviewed and the Mayor and Board of Aldermen approved 8 annexations totaling 795 acres. All properties are located within the Potomac River Water Supply Agreement (PRWSA) service area.

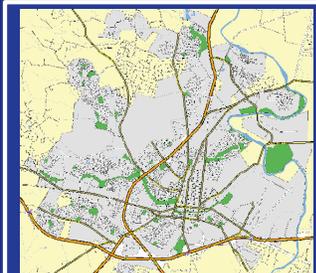
A referendum of the land owners and occupants of two of the annexation areas (Crumland Farm and COPT/Thatcher) was initiated at the request of the Frederick County Board of County Commissioners, pursuant to Article 66B of the Annotated Code of Maryland. Voters in both referendums opted for the properties to be included in the municipal boundaries of the City of Frederick.

#	Name	Location	Land Area (Acres)	Proposed Zoning	Proposed Use	Mayor & Board of Aldermen Approval Date
1	Crumland Farm	West side of US 15, south of Sundays Lane	285.13	MU-1	Up to 1,060 dwelling units and 1,100,000 square feet of employment	9/3/2009
2	COPT/Thatcher	Southeast side of US 15 and Biggs Ford Rd intersection	111.5	MO	800,000 to 1,000,000 square feet of employment (estimated)	9/3/2009
3	Homewood at Willow Pond	North side of Willow Rd. and along the west side of US 15	72.53	MU with IST overlay	Extension of the existing Homewood facilities to include an additional 120 apartments and 225 cottages (estimated)	12/18/2008
4	Sanner	Walter Martz Road and Poole Jones Road	64	R4	Up to 192 dwelling units (estimated)	12/3/2009
5	Spring Bank	Wormans Mill Road east of US 15	10.3	MU	68,250 square feet of office space and 72 housing units (estimated)	6/4/2009
6	Clemson Property	MD 355 and MD 26	43.3	GC	416,601 square foot shopping center	12/18/2008
7	Lee Property	MD 26 and Monocacy Blvd.	11.95	GC	Up to 130,000 square feet of commercial space	6/4/2009
8	Summers	Rte 40A and Mt. Phillip Rd.	100.93	MU-1	275 dwelling units and non-residential development of up to 15% of the property	9/3/2009
9	Dewey Jordan	Monocacy Blvd.	6.4	GC	550,000 square feet of commercial (estimated)	2/19/2009
10	Gladhill	Bounded by I-70, the Monocacy River, and MD 144	52	GC	585,000 square of commercial space (estimated)	11/19/2009

Approved Annexations



	Name
1	Crumland Farm
2	COPT Thatcher
3	Homewood
4	Sanner Property
5	Spring Bank
6	Clemson Property
7	Lee Property
8	Summers Property
9	Dewey Jordan
10	Gladhill/Gateway



0 0.2 0.4 0.8 1.2
Miles

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Maps produced by: newman



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GIS Department

Utility Service Area	Rivers and Lakes
Annexations	City Roads
Major Roads	Parks
Highways	City Boundary

ZONING MAP AMENDMENTS

CITY OF FREDERICK PLANNING DEPARTMENT

The Mayor and Board of Aldermen approved the 2005 Comprehensive Rezoning and the Land Management Code (LMC) on July 21, 2005. This was the first comprehensive rezoning since 1996, and the rezoning changed all of the zoning classifications. In addition, the 2005 Comprehensive Rezoning introduced overlay and floating districts: the Historic District (HDO), Airport (AO), Highway Noise (HNO), Wellhead Protection (WHO), and Carroll Creek (CCO). The floating zones include Institutional (IST), Open Space (PRK), Mixed Employment (MXE), and Mixed Use (MU2).

In 2009, the Planning Commission approved one zoning map amendment. The zoning case was the result of an applicant's request to remove the Institutional (IST) floating zone from a property owned by the Veterans of Foreign Wars, thereby reestablishing the Mixed Use (MU-1) base zone.

In the coming year, it is anticipated that the City of Frederick will initiate zoning map amendments for several properties, for the purpose of implementing the land use recommendations of the 2010 Comprehensive Plan.

FOREST CONSERVATION CITY OF FREDERICK PLANNING DEPARTMENT

In 2009, the Planning Department reviewed four Preliminary Forest Conservation plans and eight Combined Forest Stand Delineations/Preliminary 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 2009, the Mayor and Board of Aldermen approved the allocation of \$148,900 of fee-in-lieu funds for new plantings in the City. As a result, the City gained 2,200 trees on 22 acres of land in various City parks.

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 2009, the Planning Department reviewed seven (7) archeological assessment cases. When potential archeological sites are identified, mitigation is required. The mitigation could include a Phase I archeological assessment or redesign to avoid sensitive portions of the site.

ZONING BOARD OF APPEALS

CITY OF FREDERICK PLANNING DEPARTMENT

The Zoning Board of Appeals (ZBA) reviews variances, home occupations, nonconforming uses, conditional uses, and administrative appeals. The Board heard 17 individual cases in 2009, a decrease from the previous year's total of 19 cases. The majority of the cases were variances and conditional uses.

A key purpose of the LMC was to reduce the number of requests before the Zoning Board of Appeals. During the process of developing the 2005 LMC, 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 2009

Type	2008	% of Total	2009	% of Total
Home Occupations	3	15.8%	1	5.9%
Modification of Parking	1	5.3%	0	0.0%
Administrative Error Appeal	2	10.5%	0	0.0%
Non-Conforming Use	1	5.3%	3	17.6%
Conditional Use	5	16.3%	8	47.1%
Temporary Use	2	10.5%	0	0.0%
Variances	5	26.3%	5	29.4%
Off-site Parking	0	0.0%	0	0.0%
Total	19	100%	17	100%

HISTORIC PRESERVATION

CITY OF FREDERICK PLANNING DEPARTMENT

The Historic Preservation Commission (HPC) was established by Article III of the Frederick City Code. This article gives the Commission the authority to review all exterior changes to buildings located within the City's Historic District. Established in 1952 before historic preservation became a national concern, Frederick's local historic district ordinance is the oldest in Maryland, and one of the oldest in the nation. A commission empowered with regulating signs, demolitions, and changes to buildings, however, was not created until 1969. It is the work of the ordinance and the Commission that have preserved Frederick's Historic District as one of the largest contiguous districts in the nation, and a living museum of pre-World War II urban life.

In May the HPC revised its Rules of Procedure – eliminating the mandatory workshop requirement – and began holding two hearings each month. In December the public notice requirement for HPC sign applications was eliminated and the 2008 Frederick Town Historic District Guidelines were adopted. Sign permits in the Historic District were already being approved at the One Stop Shop, so the wait time for signs approvals/permits has been greatly reduced.

This year, the Department began a focused public outreach and educational effort regarding the HPC process. During the three outreach meetings conducted in 2009, the Department received numerous responses and helpful input from the community. As part of the outreach effort, the Department organized a day-long series of workshops for downtown business owners, property owners, realtors and elected officials on the economics of historic preservation, led by guest speaker Donovan Rypkema, principal of PlaceEconomics. Outreach efforts will continue and become more formalized in 2010, and feedback from the outreach process will result in amendments to how the historic preservation program is administered.

In addition, staff began a comprehensive survey of historic signs in the Frederick Town Historic District. The survey is expected to be completed in early 2010.

There were 206 applications in the Frederick Town Historic District submitted to the HPC. The table below shows 2009 HPC applications by type.

Historic Preservation Commission Cases 2009				
Type	2008	% of Total	2009	% of Total
Archive	0	0.0%	0	0.0%
Demolitions (full, or partial)	12	4.8%	7	3.4%
New Construction, Level 1	4	1.6%	1	0.5%
New Construction, Level 2	1	0.4%	3	1.5%
Exterior Renovations	173	69.5%	148	71.8%
Fences	18	7.2%	19	9.2%
Signs	41	16.5%	28	13.6%
Total	249	100%	206	100%

COMPREHENSIVE PLANNING DIVISION

CITY OF FREDERICK PLANNING DEPARTMENT

2010 COMPREHENSIVE PLAN

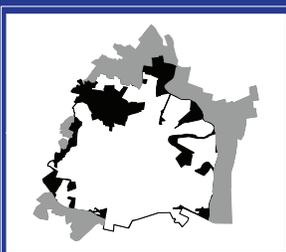
The Mayor and Board of Aldermen approved the City of Frederick 2010 Comprehensive Plan on November 19, 2009. The Comprehensive Plan is a guide for the location, character and extent of proposed public and private development in the City of Frederick. The Comprehensive Plan's policies and recommendations 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. The Planning Commission may include other elements as it deems necessary.

City of Frederick Comprehensive Plan Map, 2010



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GIS Department

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

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 2005-2010 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

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

HOUSING AND COMMUNITY DEVELOPMENT

CITY OF FREDERICK PLANNING DEPARTMENT

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 revolving loan program so that more needy households can be served with limited resources.

During program year 2008 (July 1, 2008 to June 30, 2009), the Community Development Division's programs had the following accomplishments:

Program Name	Program Description	Grant Year 2007 Accomplishment
Sold On Frederick II program	Down payment and closing cost assistance (up to \$15,000) for income-qualified, first-time homebuyers within city limits	12 loans closed
Operation Rehab	Rehabilitation assistance loans for owner-occupied housing units	8 low/moderate income homeowners assisted
Acquisition for Rehab	Purchase of blighted and/or vacant properties for housing rehabilitation or new construction	<u>58 Vienna Court:</u> Rehabilitation and sale to one low/moderate income household <u>404 Broadway:</u> Rehabilitation underway
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

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 113 persons in program year 2008.

HOUSING AND COMMUNITY DEVELOPMENT

CITY OF FREDERICK PLANNING DEPARTMENT

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.

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)

In 2009, the City of Frederick received \$104,495 in Community Development Block Grant – Recovery (CDBG-R) funding under the American Recovery and Reinvestment Act (ARRA). As with the regular annual formula CDBG allocation, these funds enabled the City to undertake a wide range of activities intended to create suitable living environments, provide decent affordable housing and create economic opportunities, primarily for persons of low and moderate income.

Awarded as an amendment to the City's 2008 Grant Year Annual Action Plan, the City used its ARRA CDBG-R allocation to increase funding for the Sold on Frederick II Homeownership Assistance Program. The approved 2008 Annual Action Plan included funding of \$75,000 to assist five first time homebuyers in purchasing homes within the City. The CDBG-R funds were used to assist an additional seven first-time homebuyers.

ARRA regulations required all grant funds to be expended by September 30, 2012. As of December 2009, the City has expended 100% of its funding.

HOPE VI

The Housing Authority of the City of Frederick was awarded a HOPE VI grant of \$15.9 million in March 2003. The HOPE VI development is a very significant undertaking that, when complete, will replace substandard public housing units with about 375 new units, most of which will be affordable (60% or lower of Metro median family income). In support, the City donated land for the development, and has provided funding for various aspects of the project, including \$4.2 million for infrastructure improvements and funding for the construction of a community center on North Market Street.

During 2009, the North Market Revitalization (HOPE VI) project achieved several milestones, including the completion of a substantial number of housing units, the Bernard W. Brown Community Center, and Moxie Bakery and Café (operated by the non-profit organization Cakes For Cause). The development will include a total of 97 housing units – both rental and homeownership – for a variety of income levels.

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.

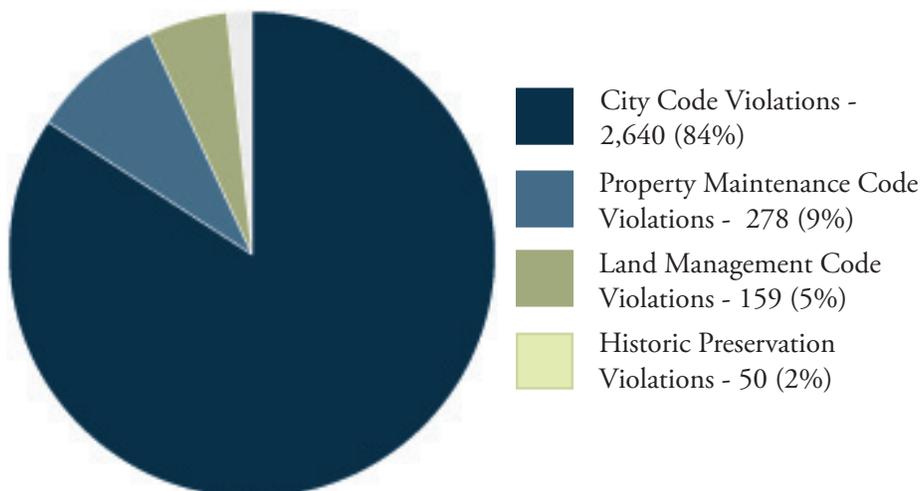
ACTIVITY BACKGROUND

The Code Enforcement Division is responsible for addressing violations of the City's zoning, land development, building code, property management and rental housing regulations. Code Enforcement assists property owners in achieving compliance with the regulations by coordinating the provision of City services and offering remedial alternatives.

TRENDS

Addressing neighborhood quality of life issues has become one of the City's top priorities. As the City grows, zoning violations and deteriorated properties have increased. As Frederick's neighborhoods have become more proactive in seeking resolution of community concerns, additional staff and other resources have been allocated to insure the preservation of property values, the elimination of land use conflicts, and the abatement of local nuisances.

In 2008 the Code Enforcement Division investigated 1,567 cases. In 2009, the Division's case load increased significantly due to the economic conditions which caused an increase in vacancies and foreclosures. The chart below represents the 3,127 cases investigated in 2009.



PRODUCED BY:



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