

2008
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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MAYOR AND BOARD OF ALDERMEN

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

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Josh Bokee, *Vice-Chair*
Alan Imhoff, *Secretary,*
Aldermanic Member
Elizabeth Fetting
Billy Shreve

HISTORIC PRESERVATION COMMISSION

Michael Spencer, *Chair*
Scott Winnette, *Vice-Chair*
David P. Koontz, *Aldermanic Liaison*
Tim Daniel
Kenneth Anderer
Joy Hall-Onley

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Gail Colby
Kelly Russell
Edward Hazlett
Marvin Kennedy, Sr.

..... Former Members

Roger Wilson
Krag Sichelstiel

Dale Dowling, PhD

PLANNING DEPARTMENT STAFF

Joe Adkins, AICP	<i>Deputy Director for Planning</i>
Nick Colonna, AICP	<i>Division Manager of Comprehensive Planning</i>
Gabrielle Collard	<i>Division Manager of Current Planning</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 Specialist</i>
Steve Barney	<i>Current Planner</i>
David Beers	<i>Code Enforcement Inspector</i>
Naomi Bowers, LEED-AP	<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>Current Planner</i>
Brandon Mark	<i>Current Planner</i>
Lisa Mroszczyk	<i>Historic Preservation Planner</i>
Emily Paulus	<i>Historic Preservation Planner</i>
Nichole Purcell	<i>Community Development Planner</i>
Terri Reimer	<i>Historic Preservation Intern</i>
Pam Reppert	<i>Current Planner</i>
Jim Schmidt	<i>Administrative Assistant</i>
Roy Singer	<i>Code Enforcement Inspector</i>
Dave Violette	<i>Code Enforcement Inspector</i>

..... Former Employees

Chuck Boyd, 8 years	<i>Former Director of Planning</i>
Catherine Parks, 17 years	<i>Former Division Manager of Current Planning</i>
Mike Blank, 20 years	<i>Former Division Manager of Code Enforcement</i>
Barbara Wyatt, 6 years	<i>Former Historic Preservation Planner</i>
Josh Bazis, 5 years	<i>Former Current Planner</i>
Linda Gravitt, 11 years	<i>Former Administrative Assistant</i>



TABLE OF CONTENTS

City Profile	2
A Note from the Director	5
Line of Business	6
Department Overview	8
2008 Staff Highlights	10
Directory of Services	11
Community Engagement	15
Planning Efforts	16
Update Development Rules	17
Building Activity	18
Planning Submittals	24
Annexations	28
Archeological Assessments	29
Zoning Map Amendments	30
Forest Conservation	31
Zoning Board of Appeals	32
Historic Preservation	33
Comprehensive Planning	34
Community Development Division	36
Housing and Community Development	37
Code Enforcement	39



FREDERICK, MARYLAND

CITY PROFILE

GEOGRAPHY

Total Land Area	20.4 square miles
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POPULATION

Total Population (2008)	61,017
Projected (2010)	61,803*
Projected (2020)	75,113*
Projected (2030)	92,053*
Percent Minority	30%
Median Age	32.3

EMPLOYMENT

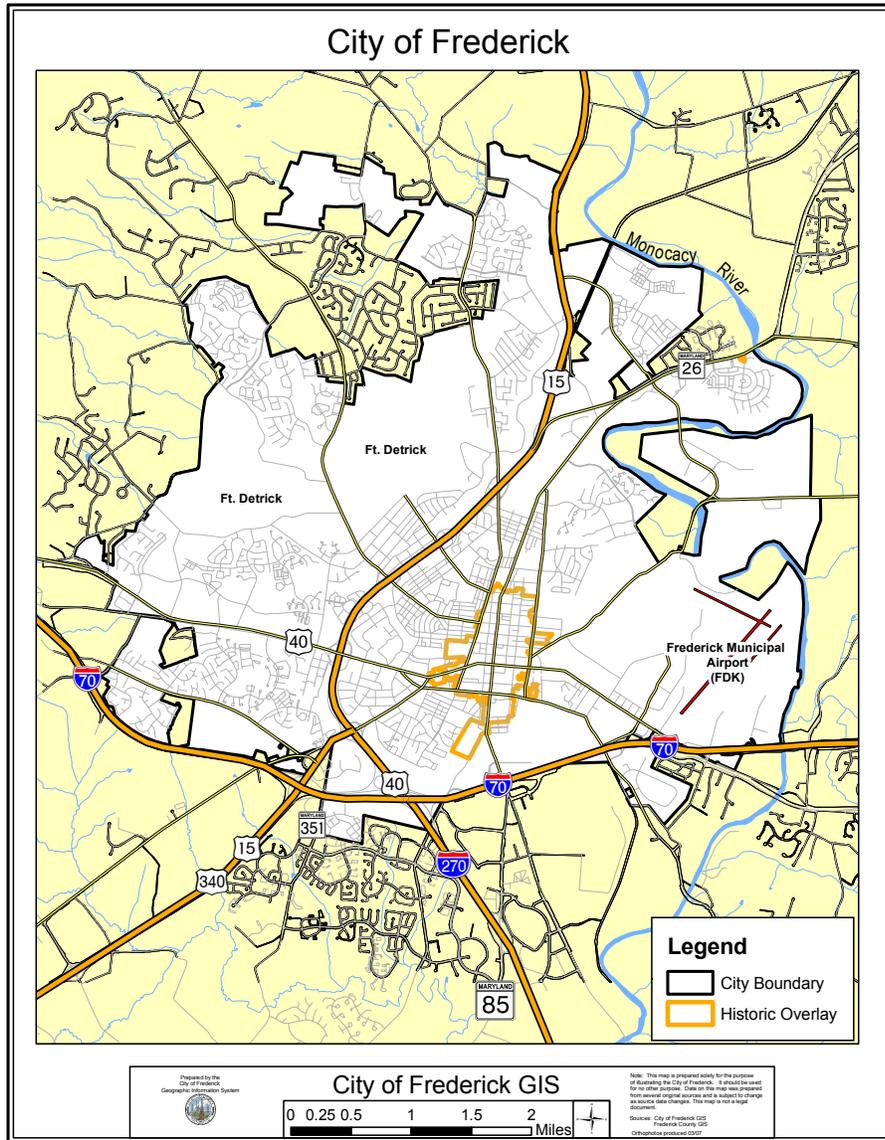
Civilian Labor Force	34,221
Employed	32,686
Unemployed	1,535
Unemployment Rate	4.5%
Median Household Income	60,932

HOUSING

Total Units	26,173
Owner Occupied	13,695
Renter Occupied	10,434
Vacant	1,774
Median Value	\$317,400
Median Monthly Owner Cost	\$1,764

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

* City of Frederick Planning Department



FREDERICK MARYLAND CITY PROFILE



Frederick residents:

The Planning Department went through a major transition in 2008. Over forty percent of our staff is either new or have transferred to new positions within the department. This dynamic mix of new and existing staff has allowed for new ideas to be built on a strong foundation.

The Planning Department has the following responsibilities to the citizens of Frederick:

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

The Planning Department is committed to addressing the issues that face your neighborhood and the City of Frederick. With the looming financial crisis facing the nation, the Department will continue to work to be flexible while maintaining the quality of life that you expect.

Our goal is take your vision for Frederick and develop the tools needed to create it. With help from other departments, commissions, elected officials and the citizens, the vision that we create can be realized.

Let us work with you to help create your vision for the City of Frederick.

Joe Adkins, AICP
City of Frederick
Deputy Director for Planning

A NOTE FROM THE 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 Enforcement

Transportation

Community Outreach

HISTORIC PRESERVATION

Development Review

Structure Rehabilitation

Preservation Incentives

Community Outreach

HOUSING AND COMMUNITY DEVELOPMENT

Affordable Housing

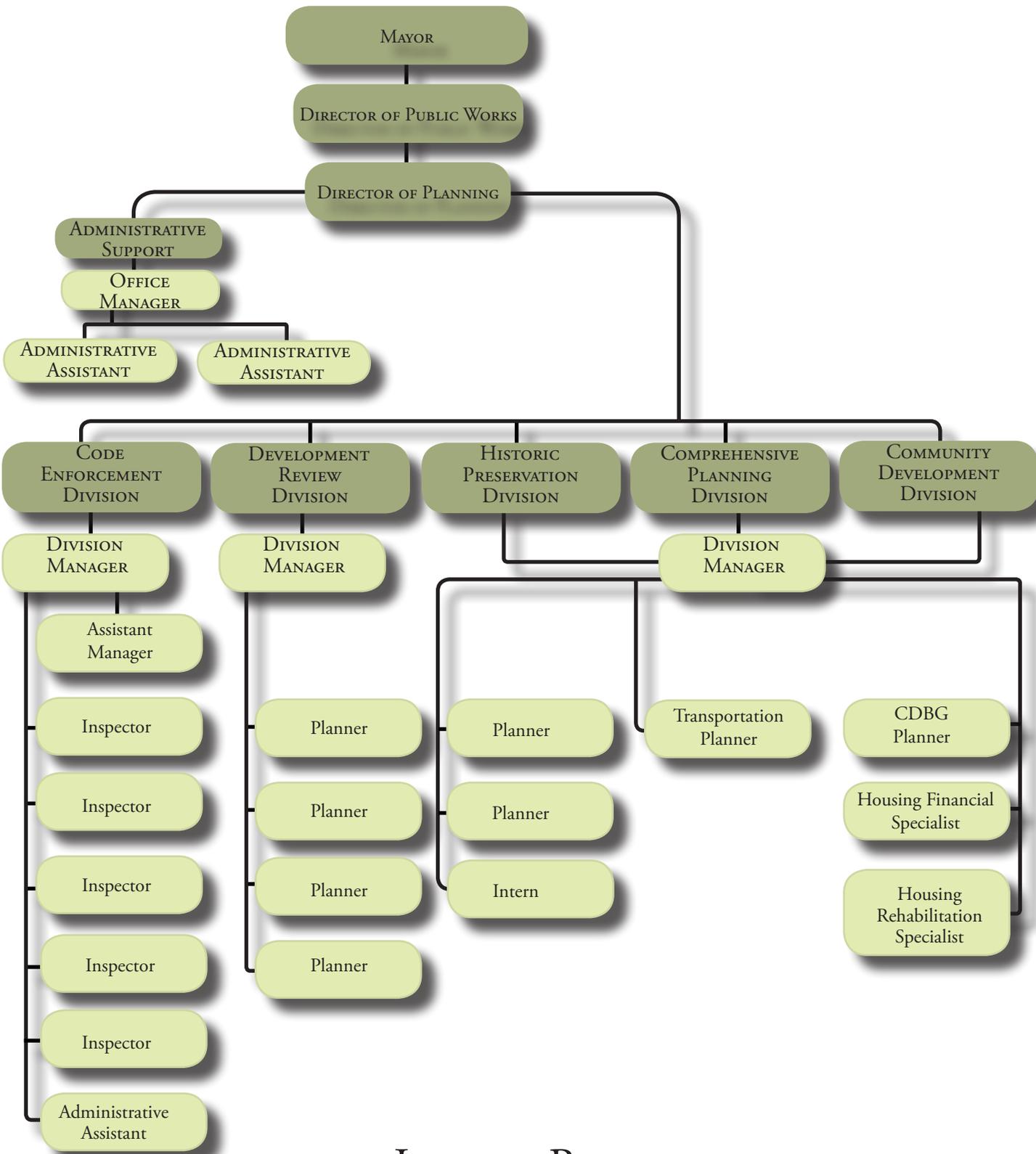
Housing Rehabilitation

Community Outreach

CODE ENFORCEMENT

Code Enforcement

Community Outreach



LINE OF BUSINESS

CITY OF FREDERICK PLANNING DEPARTMENT



DEPARTMENT OVERVIEW

CITY OF FREDERICK PLANNING DEPARTMENT

The Planning Department guides responsible growth in the City of Frederick by managing long-term changes in land use. The staff provides technical assistance to various boards and commissions, enabling citizen participation in shaping the future of their communities. The staff works closely with community leaders, elected officials, and other stakeholders to ensure the viability of future growth and to maintain the high quality of life enjoyed by the City of Frederick residents.

The City of Frederick Planning Department is comprised of five divisions: Development Review, Comprehensive Planning, Historic Preservation, Community Development and Compliance Services.

THE DEVELOPMENT REVIEW DIVISION coordinates and reviews land development plans. Division staff provide technical assistance, analysis and research to enable the Zoning Board of Appeals, Planning Commission and other departments of the City 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 utilizes regulations from the Forest Conservation, Subdivision, and Zoning ordinances in conjunction with other City ordinances that are incorporated in the Land Management Code. Division Staff review and analyze development projects in a consistent and timely fashion while focusing on 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 of the planning initiatives.

THE HISTORIC PRESERVATION DIVISION protects and maintains historically and architecturally significant buildings and districts in the City of Frederick. Division staff 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 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.

DEPARTMENT OVERVIEW

CITY OF FREDERICK PLANNING DEPARTMENT





STAFF HIGHLIGHTS

CITY OF FREDERICK PLANNING DEPARTMENT

During 2008, Planning Department staff pursued ongoing education in the form of trainings and certifications, these include:

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CERTIFICATION.....

JOSH BAZIS, DEVELOPMENT REVIEW: AICP (American Institute of Certified Planners) - American Planning Association's professional institute

JEFF LOVE, DEVELOPMENT REVIEW: Certified Floodplain Manager

EILEEN BARNHARD, COMMUNITY DEVELOPMENT: Basic and Advanced Foreclosure Prevention

NAOMI BOWERS, COMMUNITY DEVELOPMENT: LEED-AP (Leadership in Energy and Environmental Design) Accredited Professional

DEAN BRIGHTBILL, CODE ENFORCEMENT: International Code Council certified Zoning Inspector

DANIEL HOFFMAN, CODE ENFORCEMENT: International Code Council certified Property Maintenance and Housing Inspector

MICHAEL BROWN, CODE ENFORCEMENT: FCC- Home Inspector certified Pre-Licensure, ICC recertification Property Maintenance and Housing Inspector

DAVID BEERS, CODE ENFORCEMENT: International Code Council certified Property Maintenance and Housing Inspector

TRAINING.....

APA Maryland/Delaware Regional Conference, Annapolis, MD.

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

American Society of Civil Engineers Environmental Site Design Training, Cantonsville, MD

Preservation and Revitalization Conference, Hagerstown, MD.

National Alliance of Preservation Commissions (NAPC) Forum, New Orleans, LA.

"Substitute Materials and Replacement: Why We Say No, When to Say Yes," Montgomery County, MD.

Maryland American Planning Association Conference, Annapolis MD

Potomac Watershed Partnership Information Exchange, Frederick MD.

Granticus, Telesoft program training for public hearings.

"Walk this Way: Walkable Urbanism, The New American Dream," Arlington, VA.

Maryland Airport Management Association (MAMA) Conference and Seminar, hosted by the City of Frederick and the Maryland Aviation Administration.

Street Smart Program Conference. Metropolitan Washington Council of Governments, Washington, D.C.

Off-street Bikeway Planning Conference.

Contract Tower Program Workshop, U.S. Contract Tower Association, Washington D.C.

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, forest conservation plans, county projects
 - Ensure consistency with the Land Management Code and the adopted Comprehensive Plan
 - Recommend zoning 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
- Annexation
 - Conduct annexation process in compliance with State law
 - Coordinate reviews with Frederick County
 - Provide staff recommendations to Planning Commission, Mayor and Board of Aldermen

DIRECTORY OF SERVICES

CITY OF FREDERICK PLANNING DEPARTMENT





DIRECTORY OF SERVICES

CITY OF FREDERICK PLANNING DEPARTMENT

COMPREHENSIVE PLANNING SERVICES

- Comprehensive Plan
 - Maintain and update the city's Comprehensive Plan in compliance with State requirements
- Inter-jurisdictional Coordination
 - Coordination with County and State on planning efforts that cross jurisdictional boundaries
- 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
- 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/US15 Multimodal Corridor Study
 - Participate in Metropolitan Washington Council of Governments plan efforts:
 - Fort Detrick Bicycle, Pedestrian, and Transit Access Study
 - East Street Pedestrian Crossing Study
 - 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 review of applications 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

- Proactive enforcement of laws and codes
 - Property Maintenance Code for existing structures
 - Livability Code for rental dwellings
 - Frederick City Code
 - Land Management Code

DIRECTORY OF SERVICES

CITY OF FREDERICK PLANNING DEPARTMENT





DIRECTORY OF SERVICES

CITY OF FREDERICK PLANNING DEPARTMENT

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 CAPER reports
 - Disburse grant funds to non-profit subrecipients and monitor grantees

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
Recreation Commission
Neighborhood Advisory Council
Fair Housing Commission
Streets & Sanitation Committee
Utility Committee
Affordable Housing Council
Monocacy Scenic River Commission
Metropolitan Washington Council of Governments
Transportation Planning Board
Frederick County Transit Services Advisory Commission
Heart of the Civil War Heritage Area

TASK FORCES AND WORKGROUPS

Land Management Code Workgroup
East Frederick Rising
Frederick Area Committee on Transportation (FACT)
Downtown Frederick Parking Task Force
Catoctin Mountain Scenic By-way Advisory Committee
Transportation Impact Fee Development Task Force
Alleyway Development Task Force

COMMUNITY ENGAGEMENT CITY OF FREDERICK PLANNING DEPARTMENT



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 over the next 20 years. The 2010 plan update process began in spring 2008, and to date has included over 30 public meetings with citizens' groups, the Planning Commission, the Mayor and Board of Aldermen, and other City Commissions. Over 250 people have attended these meetings. Additional tools for public input included an online survey, which yielded 500 responses and 1,100 comments. Residents have also been invited to submit photos of features that reflect Frederick's character.

The plan is currently scheduled to be presented to the Mayor & Board of Aldermen for adoption in October, 2009. Following adoption of the plan, 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 reviewed by the Mayor and Board of Aldermen on March 5, 2009.

URBAN FOREST MANAGEMENT PLAN

The Urban Forest 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, economic, and sustainable manner. The Planning Commission conducted an initial review of the draft plan on March 9, 2009.

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

AIRPORT MASTER PLAN AND AIRPORT LAYOUT PLAN

In 2008, Planning staff completed a 20-year Master Plan and Airport Layout Plan for the Frederick Municipal Airport. This planning document was endorsed by multiple committees, the Maryland Aviation Administration, the Federal Aviation Administration, and unanimously adopted and approved by the Mayor and Board of Aldermen. The first stage includes a portion of the Bailes Lane Re-Use Plan, a runway extension and taxiway realignment, as well as multiple hangar development projects. The most important project is the construction of an Air Traffic Control Tower. The tower will increase safety and security in the National Capitol Region, as well as add significant capacity for the future of the airport.

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 timeframe. With assistance from ad hoc advisors, the Community Development Division will prepare a recommended Action Plan, followed by a public comment period and public hearings before the Mayor and Board of Aldermen, anticipated for early May, 2009.

HPC UPDATED 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. Text amendments to the Land Management Code are currently underway.

PLANNING EFFORTS

CITY OF FREDERICK PLANNING DEPARTMENT





PLANNING EFFORTS

CITY OF FREDERICK PLANNING DEPARTMENT

HPC AWARDS AND RECEPTION

The 2009 Historic Preservation Awards ceremony, to be held in May during National Preservation Month, will recognize great examples of preservation in Frederick. Nominations are accepted in the categories of “bricks and mortar” rehabilitation, new construction, stewardship, and community leadership. 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.

DEMOLITION ORDINANCE

Staff is currently in the process of drafting an ordinance that will increase penalties for unauthorized demolition in any Historic District and also provide for a delay period of 9 months for any demolition permit for any building in the City that is 50 years old or older and is identified as meeting the Criteria for Designation. Staff anticipates presenting this to the Mayor and Board in early 2009.

EAST FREDERICK

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 following is a list of changes that occurred in 2008 that effect the City of Frederick development regulations:

WATER ALLOCATION: On January 14, 2008, the Mayor and Board of Aldermen approved an amendment to the Land Management Code to revise Section 742 regarding with Discretionary Allocation Guidelines.

ACCESSORY RETAIL SALES IN THE LIGHT INDUSTRIAL ZONING DISTRICT: On February 7, 2008, the Mayor and Board of Aldermen approved an amendment regarding supplemental regulations in the Carroll Creek Overlay District. The supplemental regulation focused on accessory retail sales permitted in the Light Industrial (M1) zoning district. The ordinance amended sections 420, 812(e), and 1002 of the Land Management Code.

WINERY: On June 5, 2008, the Mayor and Board of Aldermen approved an amendment to the Land Management Code to establish the land use of Urban Winery. The ordinance amended sections 404, 607, 857, and 1002.

MODERATELY PRICED DWELLING UNIT ORDINANCE: On December 18, 2008, the Mayor and Board of Alderman enacted Chapter 19, of the Frederick City Code, entitled “Affordable Housing” for the purpose of providing affordable housing by creating a moderately priced dwelling unit program. The program was incorporated into the Land Management Code and amended sections 309, 405, 507 and 1002.

UPDATED DEVELOPMENT RULES
CITY OF FREDERICK PLANNING DEPARTMENT



BUILDING ACTIVITY

CITY OF FREDERICK PLANNING DEPARTMENT

In 2008, the Planning Department reviewed 1,291 building permits, including zoning certificates, demolitions, signs, decks, sheds, fences, and various other residential, commercial, and industrial permits. The 2008 total is a 30% decrease from the previous year's total of 1,873 permits. The map on page 23 shows permit activity for new residential and commercial development during 2008.

The table below shows the breakdown of the types of permit applications processed by Planning staff during 2008.

PERMIT APPLICATIONS PROCESSED BY STAFF		
Type of Permit	Number	% of total
Demolitions-partial and complete	26	2.0%
Commercial Construction, New	15	1.2%
Commercial, Other (signs, renovation, temporary trailers, etc.)	151	11.7%
Residential Construction, New	127	9.8%
Zoning Certificate	158	12.2%
Other Residential (decks, fences, sheds, pools, renovations, emergency repair)	814	63.1%
Total	1291	100.0%

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

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

2008 DWELLING UNIT PERMITS BY TYPE				
Year	Single-Family	Townhouse	Multi-Family	Total Units
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

Housing market conditions have likely contributed to the reduced number of dwelling unit permit applications submitted in 2008. In addition, the number of dwelling unit permits has been lower over the last several years due to limited City water capacity. The City established an agreement with Frederick County for additional water from the Potomac River in Spring, 2006. The pipeline to the Potomac River was completed in 2008, and related water treatment plant improvements are currently planned.

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 2004 Comprehensive Plan.

BUILDING ACTIVITY

CITY OF FREDERICK PLANNING DEPARTMENT

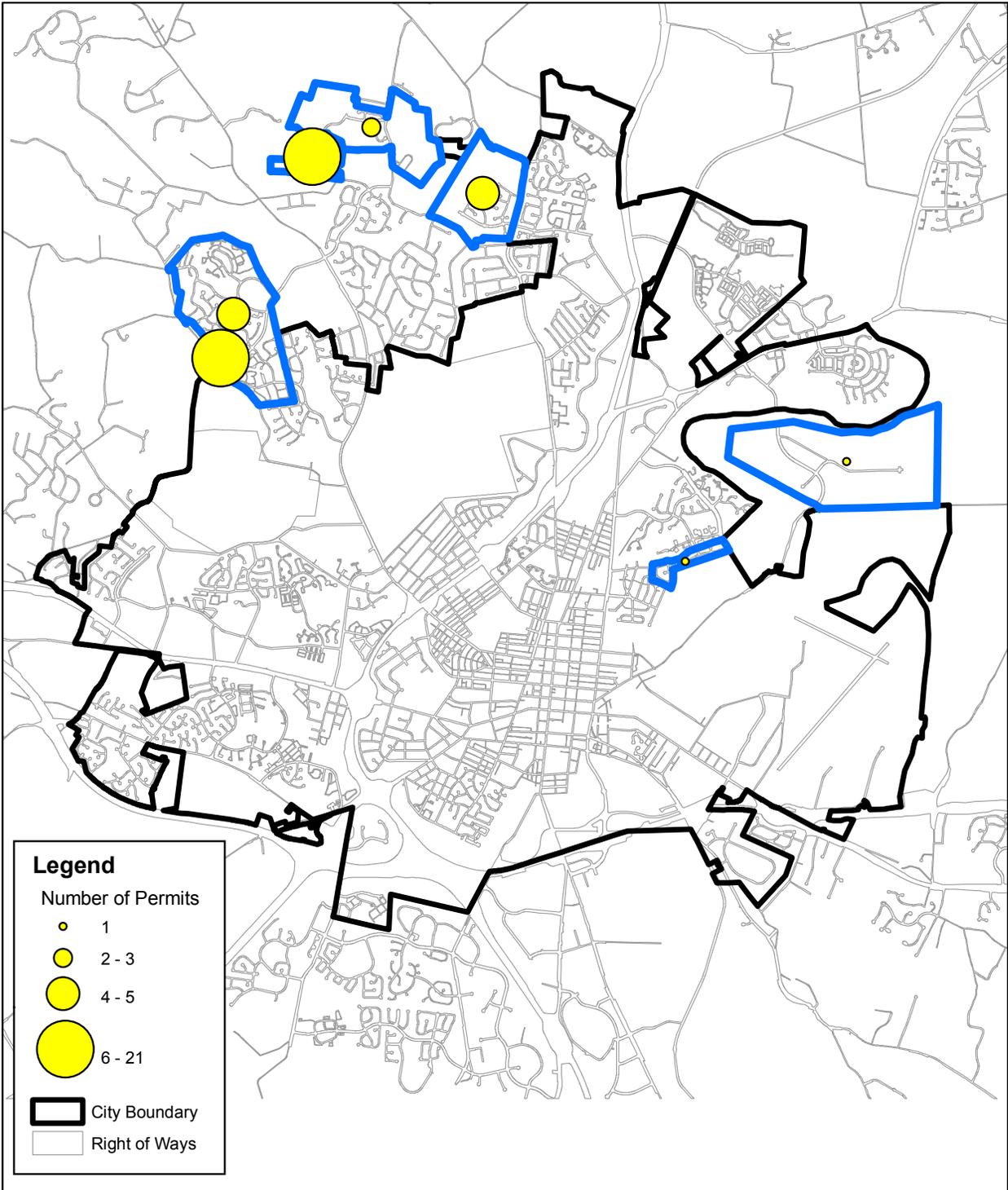
BUILDING ACTIVITY

CITY OF FREDERICK PLANNING DEPARTMENT

MAJOR DEVELOPMENTS IN THE CITY OF FREDERICK

Development	Total Units Planned	Total Number of Units with Water Allocated
Ballenger Creek Center (Townhouse Area Only)	176	107
Barrick	301	0
Cannon Bluff	187	39
Canterbury Station (Odd Fellows Property)	546	129
Clover Ridge	393	170
Emerald Farm	185	179
Galleria @ Carroll Creek	127	14
Hargett Farm	645	48
Main Property / Monocacy Park	275	175
River Crest	114	107
Riverside Apartments (Lot 301)	312	220
Tuscarora Creek	847	198
Walnut Ridge Subdivision	521	358
Waverley View PND	732	123
Worman's Mill	1497	1067
Totals	6858	2934

New Residential and Commercial Development for 2008

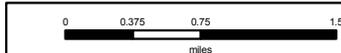


Prepared by the
City of Frederick
Geographic Information System



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Frederick, Maryland 21701

City of Frederick GIS



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.

Sources: City of Frederick GIS
Frederick County GIS
Orthophotos produced 03/07 Tim Swanson 2/25/2009



PLANNING SUBMITTALS

CITY OF FREDERICK PLANNING DEPARTMENT

The Planning Commission has the responsibility to review new development activity within the City of Frederick. This task includes the review of site plans, subdivisions, rezonings, as well as annexations. The Planning Commission is granted authority through Sections 176-185 of the Frederick City Code. The City's Land Management Code (LMC) gives the Planning Commission and the Planning Department staff the standards and criteria for plan review and evaluation.

The Planning Department processed 241 planning cases in 2008. This figure represents a slight reduction from the total of 298 cases in 2007. With the exception of increases in annexation cases and zoning map amendments, 2008 saw a moderate decrease in submittal activity for most types of planning cases.

The Planning staff review process involves meetings with applicants; multiple cycles of comments and revisions; meetings with Neighborhood Area Councils (NACs) to present draft plans; and coordination of review comments from other departments and agencies. Minor cases are reviewed only at the staff level, while major cases also require Planning Commission approval. Some case types, such as zoning map amendments, text amendments, and annexations, require review and approval by the Mayor and Board of Aldermen.

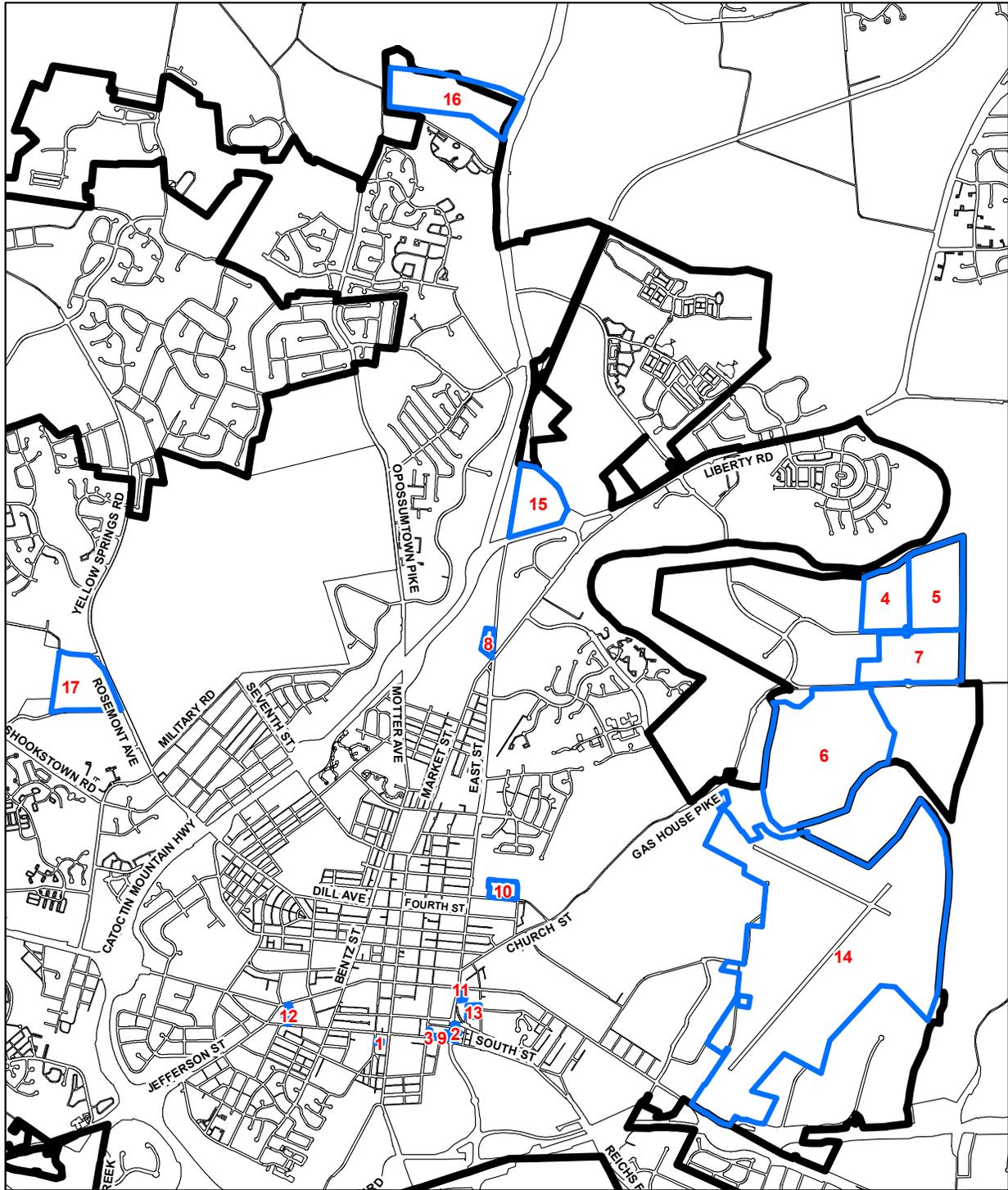
PLANNING CASES 2008		
Type	Number	% of Total
Annexations	5	2.1%
Archeological Assessments	15	6.2%
Combined Forest Stand Delineation/ Preliminary Forest Conservation Plan	9	3.7%
Comprehensive Plan Map Amendment	0	0.0%
Final Forest Conservation Plan	3	1.2%
Final Site Plans	44	18.3%
Final Subdivisions	36	14.9%
Forest Stand Delineation	5	2.1%
Mixed Use Development Phase 1	0	0.0%
Mixed Use Development Phase 2	2	0.8%
Master Plan	1	0.4%
Planned Neighborhood Developments	1	0.4%
Planning Commission Demolition	0	0.0%
Planning Commission Off-Site Parking	0	0.0%
Preliminary Forest Conservation Plans	10	4.1%
Preliminary Subdivision Plats	5	2.1%
Registration for Non-Conforming Use	3	1.2%
Sketch Plans/Pre-Application Plan	30	12.4%
Traditional Neighborhood Development	1	0.4%
Zoning Determinations	53	22.0%
Zoning Map Amendments	13	5.4%
Zoning Text Amendments	5	2.1%
Total	241	99.8%

PLANNING SUBMITTALS

CITY OF FREDERICK PLANNING DEPARTMENT

ID_Number	PC Appvl. Date	Case #	Case Type	Description
1	01/14/08	PC06-499	FSI	Final Site Plan, 206 Broadway
2	03/10/08	PC07-575	FSI	Final Site Plan, Monocacy Canning Site H
3	05/12/08	PC07-586	FSI	Final Site Plan, 126 S. Carroll Street
4	08/11/08	PC08-298	FSI	Final Site Plan, Riverside Lot 402
5	08/11/08	PC08-299	PFC	Preliminary Forest Conservation Plan, Riverside Corporate Park – Sanner Property
6	08/11/08	PC06-680	PFC	Preliminary/Final Forest Conservation Plan, Clustered Spires Golf Course
7	08/11/08	PC08-301	PSU	Preliminary Subdivision Plat, Riverside MXE - Sanner Property
8	08/11/08	PC08-310	ZMA	Zoning Map Amendment, Coca-Cola Parcel
9	09/08/08	PC08-249	FSI	Final Site Plan, FCPS BOE Central Office Building
10	09/08/08	PC08-124	FSI	Final Site Plan, FoodPRO, Inc.
11	10/13/08	PC06-528	PCDE	Demolition, McHenry's
12	11/10/08	PC07-762	FSI	Final Site Plan, Steiner Terrace
13	11/10/08	PC07-516	FSI	Final Site Plan, McCutcheon's Mill
14	11/10/08	PC08-481	FSU	Final Subdivision Plat, Frederick Municipal Airport
15	11/17/08	PC08-397	ANX	Annexation, Clemson Property
16	11/17/08	PC08-396	ANX	Annexation, Homewood at Willow Pond
17	12/08/08	PC07-34	FSI	Final Site Plan, Montevue Complex

Major Developments for 2008



Prepared by the
City of Frederick
Geographic Information System



City of Frederick GIS
Frederick County GIS
Orthophotos produced 03/07 Tim Swanson 3/5/2009

City of Frederick GIS



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.

Sources: City of Frederick GIS
Frederick County GIS
Orthophotos produced 03/07 Tim Swanson 3/5/2009

ANNEXATIONS

CITY OF FREDERICK PLANNING DEPARTMENT

In 2008, the Mayor and Board of Aldermen rescinded an Executive Order prohibiting the annexation of additional property. The lifting of this moratorium was made possible by the 2006 approval of the Potomac River Water Supply Agreement. The agreement will secure approximately 8 million gallons per day for the City of Frederick. As a result, in 2008 the City began accepting letters of interest from property owners seeking annexation.

Two annexation cases were completed and three additional cases were initiated in 2008, as described in the table below:

Approval Date	Name	Case #	Land Area	Location	Proposed Zoning	Proposed Use
11/17/2008	Clemson Property	08-397ANX	43.3 acres	MD 355 and MD 26	GC	350,000 square foot shopping center.
11/17/2008	Homewood at Willow Pond	08-396ANX	72.53 acres	North side of Willow Rd. and along the west side of Maryland Route 15	MU with IST overlay	Extension of the existing Homewood facilities to include an additional 120 apartments and 225 cottages.
Pending	Dewey Jordan	08-417ANX	7.1 acres	Monocacy Blvd.	GC	550,000 square feet of commercial
Pending	Spring Bank	08-487ANX	10.3 acres	Wormans Mill Road east of U.S. 15	MU	68,250 square feet of office space and 72 housing units
Pending	Lee Property	08-500ANX	11.95 acres	MD 26 and Monocacy Blvd.	GC	Pending

The City's Archaeological 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. Archaeological Protection requirements are described in Section 603 of the LMC.

In 2008, the Planning Department reviewed 15 archaeological assessment cases. When potential archaeological sites are identified, mitigation is required. The mitigation could include a Phase I archeological assessment or redesign to avoid sensitive portions of the site.

ARCHEOLOGICAL ASSESSMENTS

CITY OF FREDERICK PLANNING DEPARTMENT



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. These zones are placed over the base zoning to further a goal of the community. Overlay districts in the 2005 LMC include 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).

Following the 2005 adoption of the Land Management Code (LMC) and the Zoning Map in 2005, the City processed numerous refinements and corrections in 2006 to the LMC and the Zoning Map. Staff sponsored the first round of rezonings in 2006 and a second round of changes in 2007. The majority of these rezonings were staff drafting errors.

In 2008, the Planning Commission approved seven zoning map amendments. Of these zoning cases, five cases were the result of an applicant's request, and two cases were due to drafting errors in the 2005 Comprehensive Rezoning.

Case Name	Description of Change	Reason for Change	PC Appvl. Date	Case #
Coca-Cola Parcel	From RC (Resource Conservation) with the IST (Institutional) floating zone to NC (Neighborhood Commercial)	Mistake in zoning	08/11/08	PC08-310ZMA
Visitation Academy, 228 East 2nd St. & 215 EastChurchSt.	Remove the Institutional (IST) floating zone and restore Downtown Residential (DR) zoning; and to establish 215 East Church Street under the Institutional (IST) floating zone	Applicant request	08/11/08	PC08-306ZMA
108 W Church Street	Eliminate the Institutional (IST) floating zone to restore the base zone, Downtown Office Commercial (DBO)	Applicant request	06/09/08	PC08-206ZMA
16 West 7th Street	Remove the IST (Institutional Floating Zone) to restore the base zone, DR (Downtown Residential)	Applicant request	09/08/08	PC08-377ZMA
YMCA – 1014, 1016, 1016A, 1020 N. Market	From Medium Density Residential (R8) to Institutional (IST)	Applicant request	08/11/08	PC08-312ZMA
Hartmans, 310 East Second Street	From Downtown Residential (DR) to Downtown Business (DB)	Mistake in zoning	03/10/08	PC08-09ZMA
Airport Rezoning	Apply the Institutional (IST) floating zone to the Light Industrial (M1) base zone which currently exists	Applicant request	12/08/08	PC08-518ZMA

In 2008, the Planning Department reviewed five Forest Stand Delineation applications at the staff level. In addition to staff review, the Planning Commission reviews Preliminary Forest Conservation plans and Combined Forest Stand Delineations/Preliminary Forest Conservation Plans. The Planning Department processed 16 Preliminary Forest Conservation Plans, and 11 combined plans this year.

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 2008, the Mayor and Board of Aldermen approved the allocation of \$120,000 of fee-in-lieu funds for new plantings in the City. As a result, the City gained 1,197 trees on 12 acres of land in various City parks.

FOREST CONSERVATION

CITY OF FREDERICK PLANNING DEPARTMENT

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 19 individual cases in 2008, a decrease from the previous year's total of 34 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 2008

Type	Number	% of Total
Home Occupations	3	15.8%
Modification of Parking	1	5.3%
Administrative Error Appeal	2	10.5%
Non-Conforming Use	1	5.3%
Conditional Use	5	26.3%
Temporary Use	2	10.5%
Variances	5	26.3%
Off-site Parking	0	0.0%
Total	19	100.0%

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 the 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.

There were 249 applications in the Frederick Town Historic District submitted to the HPC. The table below shows 2008 HPC applications by type.

HISTORIC PRESERVATION COMMISSION CASES 2008		
Type	Number	% of Total
Archive	0	0.0%
Demolitions (full, or partial)	12	4.8%
New Construction, Level 1	4	1.6%
New Construction, Level 2	1	0.4%
Exterior Renovations	173	69.5%
Fences	18	7.2%
Signs	41	16.5%
Total	249	100.0%

HISTORIC PRESERVATION

CITY OF FREDERICK PLANNING DEPARTMENT



COMPREHENSIVE PLANNING DIVISION

CITY OF FREDERICK PLANNING DEPARTMENT

2004 COMPREHENSIVE PLAN

The Mayor and Board of Aldermen approved the City of Frederick 2004 Comprehensive Plan on September 16, 2004. The Comprehensive Plan is a guide for the location, character and extent of proposed public and private development in the City of Frederick, Maryland. 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 update, enhance, 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 decision 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.



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 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 Community Development Block Grant (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

Department of Housing and Community Development.

TRENDS

Since the City receives limited federal CDBG program funding and the 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 become 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 2007 (July 1, 2007 to June 30, 2008), 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	6 loans closed
Operation Rehab	Rehabilitation assistance loans for owner-occupied housing units.	6 low/moderate income homeowners assisted
Acquisition for Rehab	Purchase of blighted and/or vacant properties for housing rehabilitation or new construction	Rehabilitation and sale to one low/moderate income household

HOUSING AND COMMUNITY DEVELOPMENT
CITY OF FREDERICK PLANNING DEPARTMENT



HOUSING AND COMMUNITY DEVELOPMENT CITY OF FREDERICK PLANNING DEPARTMENT

Other funded activities included group home rehabilitation assistance for two non-profit housing providers occupied by low-income special needs residents and families. In addition, 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 125 persons in program year 2007.

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. In 2007, the Department completed rehabilitation at two of the six completed rehabilitation projects using State funds.

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. In addition, each year the division partners with the Frederick County Association of Realtors to host the Fair Housing Conference.

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 its citizens.

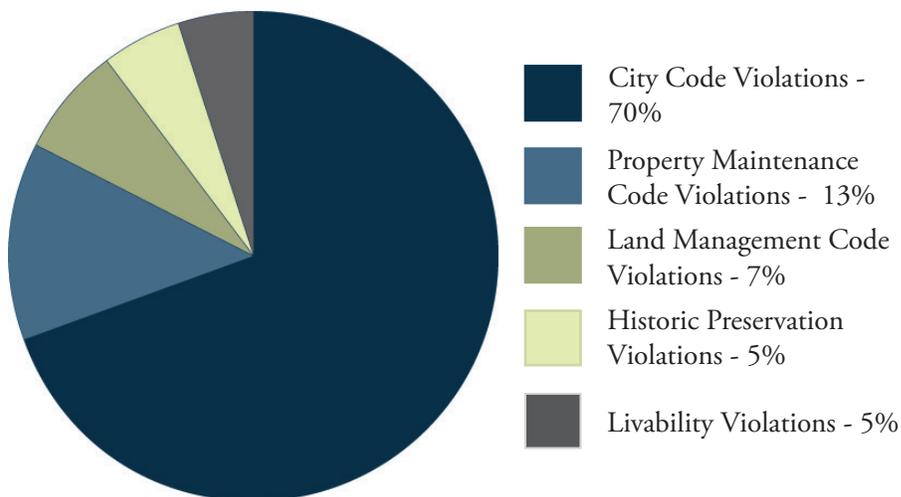
ACTIVITY BACKGROUND

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 provisions 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. With neighborhoods becoming more organized and wanting community concerns addressed, 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.

The chart below represents the 1,567 cases the Code Enforcement Department investigated in 2008



CODE ENFORCEMENT

CITY OF FREDERICK PLANNING DEPARTMENT