Produced By:

THE
CITY OF FREDERICK
DEPARTMENT OF PUBLIC WORKS,
DIVISION OF PLANNING

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61ST ADMINISTRATION
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Gabrielle Collard          Division Manager of Development Review
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Carreanne Eyler            Office Manager
Brittany Parks             Division Manager of Code Enforcement
Jenny Willoughby           Sustainability Manager
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David Beers                Code Enforcement Inspector
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Tierre Butler              Development Review Planner
Marshall Brown, AICP       Development Review Planner
Tim Davis                  Transportation Planner
Kathy Evans                Code Enforcement Inspector
Carreanne Eyler            Administrative Assistant
Christina Martinosky       Historic Preservation Planner
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Jessica Murphy             Administrative Assistant
Shannon Pyles              Administrative Assistant
Pam Reppert                Development Review Planner
Jim Schmidt                Administrative Assistant
Roy Singer                 Code Enforcement Inspector
Dave Violette              Code Enforcement Inspector
Laura Watkins              Administrative Assistant
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Frederick, Maryland
City Profile

Geography
Total Land Area 23.37 square miles

Population
Total Population (2016) 70,060*
Projected (2020) 72,478**
Projected (2030) 83,358**
Percent Minority (2015) 34.6%***
Median Age (2015) 35.1***

Employment
Civilian Labor Force 38,482***
Employed 35,943***
Unemployed 2,539***
Unemployment Rate (Dec 2016) 3.5%***
Median Household Income $64,700***

Housing
Total Units 28,412***
Owner Occupied 14,256***
Renter Occupied 12,335***
Vacant 1,405***
Median Value $239,600***
Median Monthly Owner Cost (mortgage dollars) $1,895*

Source: *U.S. Census Bureau,
** Maryland Department of Planning (If City maintains 28% of County’s population)
*** ACS 2012-2016 Estimate
Note: This map is prepared solely for the purposes 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.

Maps produced by: mbowman
Orthophotos produced 03/07

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**Organization Structure**
**City of Frederick Division of Planning**

**Our Mission**

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

**Division of Planning**
- Long Range
- Development Review
- Zoning
- Transportation
- Community Outreach

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

**Housing and Community Development**
- Affordable Housing
- Housing Rehabilitation
- Community Development
- Community Outreach

**Code Enforcement**
- Code Enforcement
- Community Outreach
DEPARTMENT OVERVIEW

City of Frederick Division of Planning

The Division of Planning assists the City’s leadership in making informed decisions concerning land use, proposed development projects, heritage resources, and housing opportunities. The staff provides technical assistance to various boards and commissions and oversees the public hearing process, thereby enabling citizen participation in shaping the future of Frederick’s neighborhoods. The Division of Planning 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 Division of Planning is comprised of five sectors: Development Review, Comprehensive Planning, Historic Preservation, Community Development, and Code Enforcement.

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

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

The Historic Preservation Division coordinates and reviews applications for improvements in the Historic Preservation Overlay Zones. Division staff members provide technical assistance, analysis and research services to the Historic Preservation Commission, other City agencies, and the public. The Division administers the designation program, historic preservation tax credit program, and the demolition
review ordinance. The Division also provides project management for various historic preservation grants and coordinates the City’s responsibility under the Federal Section 106 program. Division staff coordinate outreach and educational opportunities related to historic preservation including training, newsletters, brochures, workshops, annual awards program and Historic Preservation Month activities. The Division also assists in the adoption of updates/revisions to the Land Management Code or other development regulations related to historic preservation as well as in the preparation of the Comprehensive Plan.

**The Community Development Division** promotes strong communities by administering Federal entitlement dollars that the City of Frederick receives from the U.S. Department of Housing and Urban Development. Division staff manage the City’s Federal Community Development Block Grant (CDBG) Program to achieve goals and objectives set forth in the City of Frederick’s Consolidated Plan, 2015-2019 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.
The Division of Planning’s divisions each perform many services, including the following:

**Development Review Services**

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

**Comprehensive Planning Services**

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

- Airport Planning
  - Conduct project management for the Airport Master Plan, hangar development, facility development (Snow Removal Equipment Building), Comprehensive Environmental Assessment (EA), and Bailes Lane Re-Use Plan
  - Manage Airport Capital Improvement Plan process, including Federal, State and County participation
  - Federal, State and Local Grant Administration, tracking and reporting
  - Ongoing property and equipment acquisitions

- Transportation Planning
  - Conduct local planning efforts such as Shared Use Path Plan Updates / Preliminary On-Street Network Planning for Bicycles (bike lanes/shared lane markings/signage and routing)
  - Participate in State transportation plans including the US15 Planning Study, Electric Vehicle Infrastructure Council (gubernatorial appointment), and the Annual MDOT Attainment Report (gubernatorial appointment)
    - Participate in Metropolitan Washington Council of Government efforts, including:
      - Transportation Planning Board Technical Committee (Chair)
      - Aviation Subcommittee
      - Freight Subcommittee
      - Safety Subcommittee
  - Partner with other agencies to promote events for safe pedestrian and bicycle activity
  - Capital Improvement Plans (CIP)
    - Project Manage or team membership for roads, bridges, sidewalks, shared use paths, streetscape enhancement, structured parking, Wayfinding and Rails to Trails

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
Directory of Services
City of Frederick Division of Planning

Historic Preservation Services

- Provide technical assistance to applicants seeking Historic Preservation Commission approval
- Review applications for alterations, construction and demolition in the Historic Preservation Overlay
- Coordinate Historic Preservation Commission review of cases
- Manage the Administrative Approval Program
- Administer the Historic Preservation Tax Credit Program
- Project management for Certified Local Government grants
- Administer demolition review ordinance
- Assist in the review of development applications that have the potential to impact historic resources outside the Historic Preservation Overlay, such as those on the National Register of Historic Places
- Coordinate Section 106 Review for historic properties, in compliance with the National Historic Preservation Act
- Coordinate training, education and outreach efforts related to historic preservation
- Assist in “One Stop Shop” permitting
- Maryland Association of Historic District Commissions Law & Procedures Workshop
- Preservation Maryland Summer School
- National Park Service Historic Preservation Training Center Preservation Trades Rodeo

Community Development Services

- Administer the City’s Community Development Block Grant (CDBG) allocation
  - Prepare the 5-Year Consolidated Plan
  - Prepare Annual Action Plan and end-of-year Consolidated Annual Performance and Evaluation Report (CAPER)
  - Disburse grant funds to non-profit subrecipients and monitor grantees
  - Programs to Affirmatively Further Fair Housing
- Provide housing assistance through the following programs:
  - Sold On Frederick II: Down payment and closing cost assistance (up to $10,000) for income-qualified, first-time homebuyers within the City limits
  - Operation Rehab: Rehabilitation assistance loans for owner-occupied housing units
  - Acquisition for Rehab: Purchase of blighted and/or vacant properties for housing rehabilitation or new construction
  - Homebuyer Education
COMMUNITY ENGAGEMENT
CITY OF FREDERICK DIVISION OF PLANNING

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

BOARDS AND COMMISSIONS

Mayor and Board of Aldermen
Planning Commission
Zoning Board of Appeals
Historic Preservation Commission
Airport Commission
Bicycle Pedestrian Advisory Commission
Parks and Recreation Commission
Neighborhood Advisory Councils
Fair Housing Commission
Streets and Sanitation Committee
Affordable Housing Council
Monocacy Scenic River Citizens’ Advisory Board
Metropolitan Washington Council of Governments Transportation Planning Board
Maryland Association of Historic District Commission (MAHDC) Board of Directors

TASK FORCES AND WORKGROUPS

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

A number of internet-based resources are now available through the City’s website that aim to enhance public participation, promote planning initiatives, and educate residents and development professionals alike. These include:

SpiresGIS
An online mapping application that provides access to important attribute data, such as zoning and tax assessment information on an individual property basis. Also available are optional layers of information regarding subdivision, floodplain, Neighborhood Advisory Council (NAC) locations, as well as a layer providing information on all active and closed Code Enforcement cases.

DEVELOPMENT REVIEW DATABASE
Updated on a monthly basis, the Development Review Database allows citizens to identify the location and a description of new applications filed for review by the Division and the Planning Commission as well as contact information for the case planner assigned to the project.

HISTORIC PROPERTIES DATABASE
In 2011 the City was awarded a $25,000 Certified Local Government grant from the Maryland Historical Trust which was used to hire an architectural historian consultant to evaluate all properties in the National Register Frederick Historic District and determine if they are contributing or non-contributing to that district. The grant was also used to digitize all the City’s slides from 1960-70s. This project was completed in 2012 and is now available on the City’s website. Properties can be searched by map, address, tax identification number or Maryland Inventory of Historic Properties (MIHP) number. This website received an award from the Maryland Historical Trust for Excellence in Media & Publications.

ONLINE MEETINGS
Planning Commission, Zoning Board of Appeals, and Historic Preservation Commission public meetings are all streamed live and archived through the City’s Online Meetings webpage. Access to audio recordings from workshops, staff reports, and agendas are also online for all upcoming and past meetings.

In addition, the “Ask A Department” service on the City’s website allows residents to submit questions via email to the planning staff increasing the speed and accuracy at which responses can be provided.
Planning Efforts
City of Frederick Division of Planning

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

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

The Mayor and Board of Aldermen adopted the plan on November 19, 2009. Following adoption, the next steps are to start implementing the policies of each of the Plan’s elements, and to review the zoning map in order to establish regulations consistent with the plan. During 2011, the Division of Planning began the process of Small Area Planning to address specific parts of the city in greater detail and is continuing these efforts with the Golden Mile Small Area Plan and East Frederick Rising.

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

The East Street Corridor Small Area Plan was adopted in August of 2017. The corridor was historically primarily industrial in nature however over time it has evolved into a mix of existing industry, residencies, commercial shops, restaurants and public facilities as well as becoming the new gateway into the downtown from Interstate 70. This plan was built upon the vision of East Frederick Rising and identified specific actions to implement in order to encourage and achieve a more compatible mixed-use environment within the corridor.
PLANNING EFFORTS

City of Frederick Division of Planning

EAST FREDERICK RISING
The Division of Planning is currently providing staff resources to a community-based planning effort in East Frederick. The East Frederick Rising Community Development Corporation seeks to address land use, transportation, and urban design issues within and east of the East Street corridor. The vision of this planning effort is to develop a mixed use community of commercial and residential uses, based on the design principles of the City’s historic district. The project has been divided into phases, which include: Concept, Draft Plan, and Building Regulations. The Concept phase was completed in September 2010 and adopted in November 2010 by both the Planning Commission and the Mayor and Board of Aldermen. East Frederick Rising obtained non-profit status in 2012. 2015 saw community meetings and surveys to begin the process for the East Street Corridor Small Area Plan. Final adoption is anticipated in 2017.

URBAN FORESTRY MANAGEMENT PLAN
The Planning Commission reviewed the Urban Forestry Management Plan in 2009 and the Plan was adopted by the Mayor and Board of Aldermen on April 15, 2010. The 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 Plan is to help coordinate and improve tree management in an equitable, economical, and sustainable manner. In 2017, 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 2014 imagery. As a result, the City of Frederick now has 20% in tree canopy with a goal to reach 40%.

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

Historic Preservation Community Outreach
In 2016 the Planning Department renewed outreach efforts by mailing all property owners within the Frederick Town Historic District a letter and general information about the guidelines and regulations; interesting facts; information about tax credits; Administrative Approval program guidelines; and the Minor Rehabilitation List. The mailing also included an attractive magnet with staff contact information. In 2017 this effort will be continued with a similar package tailored for historic district business owners to be distributed by staff in-person. The Planning Department has also partnered with the Audio Visual Department to produce a series of short videos titled “Preserve This” on various topics related to the City’s history, architecture, and historic preservation. The videos will be aired the City’s website and Channel 99 and the City’s other online platforms.
Planning Efforts
City of Frederick Division of Planning

East Frederick Historic District Survey
On May 20, 2016 The City of Frederick was awarded a FFY2016 Certified Local Government (CLG) grant in the amount of $12,000. As a CLG, Frederick is eligible to compete annually for sub-grant funds provided that the Certification Agreement and State Performance Standards have been upheld. CLG funds may be used for a wide variety of heritage preservation activities such as research, surveys, documentation and developing design guidelines, to name a few. As part of this project the City hired a qualified architectural historian consultant to complete a Maryland Inventory of Historic Properties (MIHP) form for a survey district in the East Frederick Small Area Plan. The survey area includes approximately 88 properties previously identified in the Comprehensive Plan. The MIHP form will be produced in accordance with the Standards and Guidelines for Architectural and Historical Investigations in Maryland and used as a historic resources planning tool.

Historic Preservation Commission Designation Committee
The Historic Preservation Commission (HPC) and the HPC Designation Committee (“Committee”) continued on their multi-year effort to implement Chapter 8, Heritage Resources Element, of the 2010 Comprehensive Plan (“Plan”) which provides policies and implementation recommendations supporting preservation of properties and sites that possess historic or archaeological significance and contribute to the City’s heritage. Potentially significant properties identified in the Plan are being individually evaluated by the HPC upon recommendation of the Committee in a phased manner started with NAC 12 to determine if they meet the City’s Criteria for Designation. The first phase of this designation effort was completed in early 2016 with the former factories of the Frederick City Packing Company, the Union Manufacturing Company, and the Ox Fibre Brush Company along with the Schley House all being designated by the Board of Aldermen. The second phase of this designation effort resulted in the designation of Schifferstadt later in the year. Two other properties, the Frederick Fair Grounds and the former Ebert’s Dairy Building, were evaluated but not designated during this time.

Annual Action Plan (Community Development)
Each year, the City submits an Annual Action Plan to the U.S. Department of Housing and Urban Development. The plan identifies specific activities for each grant year to address the needs identified in the 5-year Consolidated Plan. The 2016 grant year runs from July 1, 2016 to June 30, 2017 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.
PLANNING EFFORTS

City of Frederick Division of Planning

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

CDBG CONSOLIDATED PLAN 2015-2019
To receive federal funds, the City must submit a Five-Year Consolidated Plan which serves as both an application for funds under HUD's formula grant programs and a planning document for carrying out projects with CDBG funds. The City of Frederick's Consolidated Plan for 2015-2019, approved May 7, 2015 and prepared pursuant to HUD regulations set forth in 24 CFR Part 91, sets forth the City's plan for public and private actions to further the basic goals of HUD's community planning and development programs of developing viable communities.

Sustainability Committee:
In 2016, The City of Frederick established the Sustainability Committee, a new permanent committee formed from the ad hoc Green Initiative Team. The mission of the Committee is to advise City officials and staff on developing, maintaining, and promoting the City's commitment to the Sustainability Plan. The Committee will also promote the benefits of the City's sustainability initiatives to City residents and businesses. This group was instrumental in the City of Frederick achieving the designation of Sustainable Maryland Re-certified. The Committee is focusing on recycling and composting education for the immediate term and members participate in public outreach events, such as In the Street and spring watershed cleanups.

Sustainability
The City continues to make strides in sustainable practices, with water quality and energy initiatives taking the greatest leaps forward. The City replaced street lights, conducted an energy audit on the historic Armory, and began work on an Electric Vehicle Plan. In addition, the City completed a Watershed Management Plan and completed the design for restoring Rock Creek in Waterford Park. Using data from previous PALS efforts and continued data collection, the City was able to prioritize projects to increase energy efficiency in street lights and buildings. The City also was able to prioritize water quality projects that will help meet the NPDES Phase II requirements and improve habitat, control erosion, and reduce sediment in the waterways.

Electric Vehicle Charging Infrastructure Implementation Plan
Taking a proactive approach to a changing industry, the City of Frederick adopted a plan to anticipate and address the increasing need for electric vehicle infrastructure in public and private spaces. In the coming year, staff will explore ways to incorporate infrastructure requirements in new development. With grants and public-private partnerships the City will begin charging station installation in 2018. Data collection will be a critical component to the success of the program and will help determine where and how many stations will be implemented in future years.
The following is a list of changes to the Land Management Code (LMC) that occurred in 2017:

**Ordinance G-17-05:**
An Ordinance concerning the agencies and employees who administer the Land Management Code for the purpose of reflecting the organizational structure in accordance with the City Charter; and generally relating to the administration of the Land Management Code.

**Ordinance G-17-06:**
An Ordinance concerning Development review procedures for the purpose of incorporating the Development Review Conference, amending the public notice provisions to reflect amendments to final plats; clarifying language, and generally relating to general procedures and master plans.

**Ordinance G-17-07:**
An Ordinance concerning subdivision regulations for the purpose of establishing certain classes of subdivisions and regulations pertaining thereto; revising the process for review of certain plats; providing for the expiration of certain plats; clarifying the process for review of improvement plans; revising the criteria for approval of certain plats; clarifying language; making stylistic changes; and generally relating to the subdivision of land within The City of Frederick.

**Ordinance G-17-08:**

**Ordinance G-17-09:**
An Ordinance concerning submittal requirements in the Land Management Code for the purpose of removing Table 1102-1 and clarifying language more generally.

**Ordinance G-17-20:**
An Ordinance concerning text amendments and map amendments, including but not limited to the application of the historic preservation overlay zoning district for the purpose of eliminating certain deadlines; establishing certain approval criteria; clarifying language; and generally relating to amendments to the text of the Land Management Code and to the official zoning maps.

**Ordinance G-17-30:**
An Ordinance concerning fee in lieu of dedication of parkland for the purpose of promoting infill development by broadening a certain exemption from the payment of fees in lieu of the dedication of parkland; clarifying language; and generally relating to parks and open space within The City of Frederick.

**Ordinance G-17-31:**
An Ordinance concerning an age restricted community development zoning technique for the purpose of establishing a new zoning technique; describing performance standards; adding a certain definition; and generally relating to age restricted community development.
In 2017, the Division of Planning reviewed 1,762 building permits, including new residential construction, zoning certificates, demolitions, signs, decks, sheds, fences, and various other residential, commercial, and industrial permits. The 2017 total represents a decrease from the previous year’s total of 1,867 permits.

The table below shows the breakdown of the types of permit applications processed by the Division of Planning during 2017.

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

<table>
<thead>
<tr>
<th>Permit Applications Processed by the Division of Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Permit</strong></td>
</tr>
<tr>
<td>Demolitions, partial and complete</td>
</tr>
<tr>
<td>Commercial Construction, New</td>
</tr>
<tr>
<td>Commercial, Other (signs, renovation, temporary trailers, etc.)</td>
</tr>
<tr>
<td>Residential Construction, New</td>
</tr>
<tr>
<td>Zoning Certificate</td>
</tr>
<tr>
<td>Other Residential (decks, fences, sheds, pools, renovations, emergency repair)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>
The number of dwelling permit applications have stabilized to historic numbers over the last three years. Applications in major residential developments such as Cannon Bluff, Market Square, Homewood @ Willow Ponds, Worman’s Mill, and Prospect Hall comprised the majority of new dwelling unit permit applications.

The chart below categorizes residential building permits issued by dwelling unit type. Most large developments within the City of Frederick are designed through the Master Plan Process either as PNDs or Mixed Use developments. The Master Plan process allows for flexibility in design subject to an overall community concept. These developments support the goals of the 2010 Comprehensive Plan.

<table>
<thead>
<tr>
<th>Year</th>
<th>Single-Family</th>
<th>Townhouse</th>
<th>Multi-Family</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>102</td>
<td>90</td>
<td>217</td>
<td>409</td>
</tr>
<tr>
<td>2016</td>
<td>72</td>
<td>91</td>
<td>423</td>
<td>586</td>
</tr>
<tr>
<td>2015</td>
<td>58</td>
<td>95</td>
<td>102</td>
<td>255</td>
</tr>
<tr>
<td>2014</td>
<td>64</td>
<td>120</td>
<td>488</td>
<td>672</td>
</tr>
<tr>
<td>2013</td>
<td>95</td>
<td>138</td>
<td>503</td>
<td>736</td>
</tr>
<tr>
<td>2012</td>
<td>67</td>
<td>81</td>
<td>241</td>
<td>389</td>
</tr>
<tr>
<td>2011</td>
<td>51</td>
<td>52</td>
<td>0</td>
<td>103</td>
</tr>
<tr>
<td>2010</td>
<td>56</td>
<td>64</td>
<td>3</td>
<td>123</td>
</tr>
</tbody>
</table>
## Major Residential Developments
### Pipeline of Available Lots
#### Updated through December 31, 2017

<table>
<thead>
<tr>
<th>Subdivision</th>
<th>Dwelling Units Approved</th>
<th>Bldg Permit Applications/Units Year to date</th>
<th>Bldg Permits / Units Issued (Total)</th>
<th>Traditional Pipeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barrick</td>
<td>301</td>
<td>0</td>
<td>0</td>
<td>301</td>
</tr>
<tr>
<td>Birdseye View Estates (Bowers)</td>
<td>38</td>
<td>0</td>
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<td>38</td>
</tr>
<tr>
<td>Bowers Park</td>
<td>19</td>
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<tr>
<td>Bowersox</td>
<td>49</td>
<td>0</td>
<td>0</td>
<td>49</td>
</tr>
<tr>
<td>Brooklawn Limited Partnership</td>
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<td>Cannon Hill Loft</td>
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<td>Canterbury Station (Odd Fellows)</td>
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<td>199</td>
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<tr>
<td>Catoctin Ridge</td>
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<td>Clover Ridge (CR)</td>
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<td>Commons of Avalon</td>
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<td>Millies Delight</td>
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<tr>
<td>Overlook Section 8</td>
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<td>32</td>
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<td>The Residences at Prospect Hall</td>
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<td>Riverwalk Apartments Lot 301</td>
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<td>Waverley View</td>
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<td>West Park Village</td>
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<tr>
<td>The Woods</td>
<td>5</td>
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<td>0</td>
<td>5</td>
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<tr>
<td>Wormans Mill PND (WM)</td>
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<td>Zimmerman at Baker Park</td>
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<td>6</td>
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<tr>
<td>Other SF/Townhouse</td>
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<td>5</td>
<td>5</td>
<td>N/A</td>
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<tr>
<td>Other MF</td>
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<tr>
<td>City of Frederick Subtotal</td>
<td>10,105</td>
<td>694</td>
<td>3,973</td>
<td>6,173</td>
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**Dwelling Units Approved:** Includes units approved at the Preliminary Plat or Master Plan stage.

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

*Note: "Units implies single-family and townhouse lots, but also includes multi-family units.*
The Division of Planning is responsible for reviewing all new development activity within the City of Frederick. This role includes the review of master plans, site plans, subdivisions, zoning map amendments, annexations, and other development case types.

The Division of Planning review process involves meetings with applicants; review periods for comments and revisions; meetings with Neighborhood Area Councils (NACs) to present draft plans; coordination of review comments from other departments and agencies; presentations to the Planning Commission; and in some cases presentations to the Parks and Recreation Commission, Bike & Pedestrian Commission 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 Division of Planning and Planning Commission plan review and approval.

The Division of Planning processed 198 planning cases in 2017. This figure represents a slight increase from the total of 197 cases in 2016. The majority of the planning cases were of Final Site Plans, Final Subdivisions, Sketch Plans, Zoning Map Amendments, Zoning Text Amendments and Zoning Determinations.
## Planning Submittals
### City of Frederick Division of Planning

<table>
<thead>
<tr>
<th>Planning Cases 2017*</th>
<th>Type</th>
<th>2016</th>
<th>% of Total</th>
<th>2017</th>
<th>% of Total</th>
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<tr>
<td></td>
<td>Annexation</td>
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<td></td>
<td>Archeological Assessment</td>
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<tr>
<td></td>
<td>Combined Forest Stand Delineation/ Preliminary Forest Conservation Plan</td>
<td>3</td>
<td>1.5%</td>
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<tr>
<td></td>
<td>Comprehensive Plan Map Amendment</td>
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<tr>
<td></td>
<td>Final Forest Conservation Plan</td>
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<tr>
<td></td>
<td>Final Site Plan</td>
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<td>Final Subdivision</td>
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<td>2</td>
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<td>Master Plan</td>
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<td>0.5%</td>
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<tr>
<td></td>
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<td>1</td>
<td>0.5%</td>
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<td></td>
<td>Preliminary Forest Conservation Plan</td>
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<td>2.0%</td>
<td>2</td>
<td>1.0%</td>
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<tr>
<td></td>
<td>Preliminary Subdivision Plat</td>
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<td>5</td>
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<tr>
<td></td>
<td>PC Modifications</td>
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<tr>
<td></td>
<td>Registration for Non-Conforming Use</td>
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</tr>
<tr>
<td></td>
<td>Sketch Plans/Pre-Application Plan</td>
<td>22</td>
<td>11.2%</td>
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<tr>
<td></td>
<td>Traditional Neighborhood Development</td>
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<tr>
<td></td>
<td>Zoning Determination</td>
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<td>2.5%</td>
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<td>Zoning Text Amendment</td>
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<td>1.5%</td>
<td>7</td>
<td>3.5%</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>197</strong></td>
<td><strong>100%</strong></td>
<td><strong>198</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

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

**City of Frederick Division of Planning**

The Division of Planning processed a total of 5 Zoning Map Amendments in 2017. Below are details of these rezoning applications.

- PC17-050ZMA, 200 E. 16th Street
- PC17-319ZMA, 27 Franklin Street
- PC17-323ZMA, Mount Olivet Cemetery
- PC17-413ZMA, Frederick Corner
- PC17-591ZMA, 210 Magnolia Avenue

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**FOREST CONSERVATION**

**City of Frederick Division of Planning**

In 2017, the Planning Department and/or Commission reviewed three (3) Forest Stand Delineation plans (FSD), eight (8) combined FSD and Preliminary Forest Conservation plans (PFC), and seven (7) Final Forest Conservation Plans. For those projects that cannot provide adequate afforestation onsite, one of several options available to satisfy planting requirements is payment of a fee-in-lieu of forest conservation. The fee is currently set at $.30 per square foot. By State mandate, jurisdictions must use fee-in-lieu funds for the purpose of planting trees. During 2017, the City of Frederick’s total collection amounted to $1,797,748.26 of fee-in-lieu funds for new plantings, expended $1,037,743.73 since 1993, resulting with a net balance of $739,941.53 as of March 2017 available for planting. To date, developers have accumulatively planted approximately 305 acres associated with projects.
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 2017, the Division of Planning reviewed fourteen (11) archeological assessment cases. When potential archeological sites are identified, further analysis in the form of a Phase I archeological assessment maybe necessary. Pending the results of that assessment, redesign or mitigation is required.

In 2017, the Division of Planning received 52 requests for Zoning Determinations. The purpose of the Zoning Determination service provided by the Zoning Administrator is to identify the zoning of a particular property, to verify that a use is permitted or permissible in a specific zoning district and to clarify and interpret the Land Management Code. It is the responsibility of the applicant, property owner and/or property purchaser to review the project site plan and the Land Management Code for compliance. If the applicant feels aggrieved by the decision or determination made by the Zoning Administrator, the Zoning Determination may be appealed within thirty days to the Zoning Board of Appeals.
The Zoning Board of Appeals (ZBA) reviews variances, home occupations, matters related to non-conforming uses, conditional uses, and administrative appeals. The ZBA heard 17 individual cases in 2017, a decrease from the previous year’s total of 19. The majority of the cases consisted of conditional use requests including home occupations.

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

<table>
<thead>
<tr>
<th>Type</th>
<th>2016</th>
<th>% of Total</th>
<th>2017</th>
<th>% of Total</th>
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</thead>
<tbody>
<tr>
<td>Home Occupations</td>
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<td>42.0%</td>
<td>6</td>
<td>35.0%</td>
</tr>
<tr>
<td>Administrative Appeal</td>
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<td>0.0%</td>
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<tr>
<td>Non-Conforming Use</td>
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<td>Conditional Use</td>
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<td>Temporary Use</td>
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<td>1</td>
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<tr>
<td>Variances</td>
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<td>16.0%</td>
<td>4</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19</strong></td>
<td><strong>100%</strong></td>
<td><strong>17</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
The Division of Planning provides customer service through the “Planner On Call” initiative. The “Planner On Call” is responsible for answering questions from either phone requests or walk-in customers. These questions generally pertain to the LMC and zoning regulations for particular properties, HPC inquiries or requests to view site plans or subdivisions. The Department can efficiently and effectively serve the public without the need to arrange for appointments or meetings. The Planner On Call can be reached at 301-600-1499 from 8:00am - 4:00pm, Monday - Friday. In addition the Planner On Call can assist the public in person at the Municipal Office Annex, 140 West Patrick Street.

Maryland Motor Vehicle Admin. Requests
City of Frederick Division of Planning

Throughout the year, the Division of Planning provides support to the Maryland Motor Vehicle Association (MVA) by processing a Zoning Approval Form. In 2017, the Division of Planning completed five (3) forms forwarded by the MVA. The forms are meant to confirm zoning and to verify zoning compliance for automobile oriented businesses seeking a license from the MVA. The City Division of Planning confirms the prospective business has obtained the proper zoning approvals and meets the requirements of the LMC and other local regulations.

Frederick County Liquor Board Request
City of Frederick Division of Planning

Prior to the Frederick County Liquor Board approving the sale of beer, wine and liquor, the prospective business must obtain written confirmation that the business is located within an area zoned to permit the sales of alcoholic beverages. The Division of Planning processed zero (0) zoning confirmation forms in 2017. When reviewing the request, the Division of Planning confirms that the business has obtained the proper zoning approval and meets the requirements of the LMC and other local regulations.
On May 4, 2017 outstanding preservation efforts throughout The City of Frederick were honored by Mayor Randy McClement and the Historic Preservation Commission. Awards were given to the following dedicated individuals and organizations:

Two projects were recognized in the category of Bricks and Mortar Rehabilitation for superlative restoration and rehabilitation work:

- McClintock Distilling Company for 35 South Carroll Street
- Murphy Properties II, LLC for 37 East 5th Street

Frederick County Landmarks Foundation, Ausherman Family Foundation, Ausherman Properties, and Highland Glen Gardens received the Stewardship award for exemplary maintenance of and workmanship at the Schifferstadt Architectural Museum.

Community Leadership awards were presented to the following individuals or groups for extraordinary service to the City of Frederick in the field of historic preservation:

- Sky Stage- Heather Clark, Rusty Hauver, and the Frederick Arts Council
- Scott Winnette
- Michael Proffitt, AIA (Posthumous)

The Craftsmanship award went to Fitzgerald’s Heavy Timber Frame Construction for demonstrating an understanding of and effective professional practice in working with historic buildings and sites.

Carroll Creek Linear Park- Phase II received the New Construction award for sensitive design and construction in a historic context.

**HPC Business Owner Outreach:**

Staff for the Historic Preservation Commission went door-to-door in the downtown area and provided local business owners general information about the Historic District and the design review process. Each business was provided a packet of information with a letter of introduction, fact sheet, Historic District Map, and information on what items require review.

**Mill Pond House Ruins Committee:**

In April 2017, the Historic Preservation Commission identified the potential value and significance of the Mill Pond House Ruins and created the Mill Pond House Ruins Committee. This group, made up of concerned citizens and preservation professionals, is tasked with the goal of supporting grants to research, document, stabilize and interpret the archeological site which has the potential to yield important information concerning the early development and industry of Colonial Frederick.
In 1952 the City of Frederick created a historic district that encompassed a few blocks downtown, becoming the second city in Maryland and the 13th in the nation to do so. The Historic District Commission was created in 1968 and in 1969 and was empowered with the authority to review and approve exterior alterations, signs and demolitions. The district was listed on the National Register of Historic Places in 1973. In 1977, after several years of grassroots efforts, the boundaries of the City’s historic district were expanded and the City Code was strengthened. In 1988 the boundaries of the National Register District were expanded and in 1995 the City’s historic district boundaries were expanded once more. In 2001 the historic district was officially named the “Frederick Town Historic District” and in 2005 the Commission was renamed the Historic Preservation Commission (HPC). The Historic Preservation Commission derives its legal authority from Sections 2-34 through 2-43 of the City Code and from The Land Use Article of the Code of Maryland. The Historic Preservation Commission reviews all applications for exterior alterations, new construction and demolition in the City’s historic preservation overlay zones with the exception of some categories of rehabilitation work which are approved administratively by historic preservation staff. The HPC also occasionally advises on projects the affect historic resources that fall outside the boundaries of the historic district such as subdivisions and annexations.

There were 361 applications submitted to the HPC. The table below shows 2017 HPC applications by type.

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<th>Historic Preservation Commission Cases 2017</th>
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</thead>
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<tr>
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<td>New Construction, Level 1</td>
</tr>
<tr>
<td>New Construction, Level 2</td>
</tr>
<tr>
<td>Exterior Rehabilitation and Additions</td>
</tr>
<tr>
<td>Fences</td>
</tr>
<tr>
<td>Signs</td>
</tr>
<tr>
<td>Modification to Approval</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>
The Mayor and Board of Aldermen approved the City of Frederick 2010 Comprehensive Plan on November 19, 2009. The Comprehensive Plan is a guide for the location, character and extent of proposed public and private development in the City of Frederick. The Comprehensive Plan's policies and recommendations will be implemented over time through many distinct decisions including the rezoning and subdivision of land and the location and construction of public improvements. The Comprehensive Plan provides the policy basis for the integration and coordination of these decisions and actions.

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

**Legal Basis**
Under Maryland Law, the Planning Commission has the duty to make and approve a Comprehensive Plan and then recommend its adoption to the Mayor and Board of Aldermen. The Comprehensive Plan is to “serve as a guide to public and private actions and decisions to ensure the development of public and private property in appropriate relationships.” The Land Use Article of the Annotated Code of Maryland requires that the Comprehensive Plan “serve as a guide for the development and economic and social well being” of the City. The Comprehensive Plan is to be composed of a number of interrelated elements that address land use, transportation, community facilities, sensitive areas, mineral resources, and plan implementation. In addition, the Land Use Article mandated that Municipal Growth and Water Resource Elements be introduced into the Comprehensive Plan beginning in 2010. The Planning Commission may include other elements as it deems necessary.
Small Area Plans assist in implementing the goals and recommendations of the City’s Comprehensive Plan. Recognizing the unique character of the City’s different communities, the 2010 Comprehensive Plan Update identified seven small planning areas and recommended that a separate, more detailed land use plan be completed for each. The City’s Comprehensive Plan and the adopted Land Use Map are policy guides for the Small Area Plans.

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

Benefits of Small Area Plans:

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

2017 Small Area Planning Efforts

The Division of Planning has been involved in two Small Area Plans in recent years. The first was the Golden Mile Small Area Plan and the second and most recent is the East Street Corridor Small Area Plan.

East Frederick:

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

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

The Planning Commission voted to recommend approval of the East Frederick Vision Document with revisions to the Mayor and Board of Aldermen in December of 2010. The Vision Document was presented to and adopted by the Mayor and Board of Aldermen in 2011. The next step will be to develop a more detailed small area plan. The Vision Plan was printed and bound for distribution in 2012 with grant funding from a previous year.
In December of 2013, members and staff of the Urban Land Institute (ULI) visited Frederick to conduct a Technical Assistance Panel (TAP). This program provides expert multidisciplinary advice on land use and real estate issues facing public agencies and nonprofit organizations in the Metro Washington area. The Panel spent a day and a half visiting and then offering objective advice on a wide variety of issues ranging from site-specific to public policy questions. The final report is available on the City’s of Frederick’s website.

In 2015, staff drew a small area plan boundary focusing on the East Street Corridor. This small area plan supports the East Frederick objectives. Efforts on the East Street Corridor Small Area Plan including a public survey and existing conditions report were undertaken in 2015. In 2016 Planning staff hosted an Open House where the results of the surveys were revealed and reviewed the existing conditions of the study area. Stakeholders were able to discuss specific locations in the corridor in various breakout sessions. Staff compiled all this information and created the first draft of the plan which was completed in late 2016. The Plan was adopted in August 2017.
Golden Mile/US 40 Corridor:
The Golden Mile / US 40 Corridor includes a significant amount of commercial development serving nearly 65,000 people within a three-mile radius. However, the corridor is characterized by a lack of connectivity between commercial uses which discourages pedestrian access between neighborhoods and adjacent commercial areas.

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

Staff began the Small Area Planning process for the Golden Mile in the Spring of 2010. Staff conducted a survey directed towards the property owners, business owners, and general public to commence the process and received an overwhelming response from the stakeholders. After reviewing over 900 survey responses, staff held three public workshops prior to drafting the plan. In January 2011, the Division of Planning began drafting the Small Area Plan. A draft of the plan was released in December 2011 for public comment.

In 2012, the public, various neighborhood and community groups and the Planning Commission provided comments on the Small Area Plan. These comments led to certain revisions to the plan and adoption is planned in early 2013.

Staff continues to work with the Golden Mile Alliance, business and property owners and potential developers to implement the goals of the Plan.

Pictured Above: Model created by Dave Ager of Townscape Design LLC depicting a portion of the Golden Mile Small Area Plan were presented during Workshop III on January 25, 2011.
The mission of the Community Development Division is to successfully manage the City’s Federal Community Development Block Grant Program (CDBG) to achieve goals and objectives set forth in the City of Frederick’s Consolidated Plan 2015-2019 with the overall goal of assisting low- and moderate-income persons and neighborhoods.

**Activity Background**

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

**CDBG Activities Include:**

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

**Trends**

Because the City receives limited federal CDBG program funding and the local housing need is so great, the City must leverage its resources with other state and federal funds. Homeownership and providing decent, affordable housing are among the City’s top priorities. To effectively address these priorities and to continue to serve as a self-sustaining program, the CDBG assistance is being structured as a deferred loan program so that more needy households can be served with limited resources.
During program year 2017 (July 1, 2016 to June 30, 2017), the Community Development Division’s programs had the following accomplishments:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Program Description</th>
<th>Program Year 2017 Accomplishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sold On Frederick</td>
<td>Down payment and closing cost assistance loan for qualified first-time homebuyers within the City.</td>
<td>23 buyers assisted</td>
</tr>
<tr>
<td>Operation Rehab</td>
<td>Rehabilitation assistance for necessary health, safety or code corrections for eligible city located homeowners.</td>
<td>One very low income homeowner received assistance for replacement of a non-functioning heating system.</td>
</tr>
<tr>
<td>Vanity Sink Replacement</td>
<td>Brick &amp; Mortar project to replace wall hung sink with floor mounted vanities and sinks.</td>
<td>47 extremely low and low income households assisted.</td>
</tr>
<tr>
<td>Driveway expansion for handi-cap accessibility</td>
<td>Brick &amp; Mortar project to provide handi-cap accessibility transfer.</td>
<td>3 extremely low income Developmentally Disabled adults</td>
</tr>
<tr>
<td>Electrical Lighting Replacement</td>
<td>Brick &amp; Mortar project to replace existing lighting with more energy efficient lights.</td>
<td>91 extremely low income beneficiaries</td>
</tr>
<tr>
<td>HVAC System</td>
<td>Brick &amp; Mortar project which imporves current system with split mini-units to provide better efficiency.</td>
<td>91 extremely low income beneficiaries</td>
</tr>
<tr>
<td>Roof Replacement</td>
<td>Brick &amp; Mortar project which replaced existing 25 year old roof with new shingles.</td>
<td>28 very low income seniors</td>
</tr>
<tr>
<td>Case Management</td>
<td>Public Service activity serving homeless persons at risk of becoming evicted and those newly homeless.</td>
<td>91 extremely low income persons served</td>
</tr>
<tr>
<td>Eviction Prevention</td>
<td>Public Service activity serving persons at risk of becoming evicted and those newly homeless.</td>
<td>343 extremely low income persons served</td>
</tr>
</tbody>
</table>
Additional Housing Activities

In addition to the activities described above, the City participates in the Frederick County Coalition for the Homeless and provides funding assistance for homeless services to Frederick Community Action Agency and the Religious Coalition through its annual CDBG allocation. Both agencies provide case management services to homeless persons at transitional shelter, apartments and cold weather shelters. Over 200 persons were served by them.

The Community Development Division has established partnerships with local lenders providing homeownership counseling. This counseling gives buyers a better interest rate on their loans, teaches the steps in the home buying process, and promotes foreclosure prevention.
The mission of the Code Enforcement Division is to promote and maintain a safe and desirable living
and working environment through a proactive effort in the enforcement of laws, regulations and
ordinances that help to improve the quality of life for all Frederick residents.

ACTIVITY BACKGROUND

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

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

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

TRENDS

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

In 2017 the Code Enforcement Division issued 3,947 violations. The chart below represents the 3,947
violations investigated in 2017.