**61ST ADMINISTRATION**

**Mayor and Board of Aldermen**
- Randy McClement, Mayor
- Kelly Russell, President Pro Tem
- Michael C. O’Connor
- Josh Bokee
- Phil Dacey
- Donna Kuzemchak

**Planning Commission**
- Barbara Nicklas, Chairman
- Kelly Russell, Secretary, Aldermanic Member
- Ron Burns
- Katie Isaac
- Arlene Perkins
- Alan Imhoff, Alternate

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

**Zoning Board of Appeals**
- Jim Rachef, Chairman
- Dr. Kenneth Ying
- Shaun Butcher
- Bryan Patchan
- Lawrence Aronow
- Tom Overbey, Alternate

**Former Members**
- Kate McConnell
- Rebecca Cybularz
- Gail Colby

**Division of Planning Staff**
- Joe Adkins, AICP
- Gabrielle Collard
- Matthew Davis, AICP
- Carreanne Eyler
- Brittany Parks
- Jenny Willoughby

- Eileen Barnhard
- David Beers
- Grace Bogdan, AICP
- Tierre Butler
- Tim Davis
- Kathy Evans
- Carreanne Eyler
- Christina Martinosky
- Lisa Mroszczyk Murphy, AICP
- Jessica Murphy
- Shannon Pyles
- Pam Reppert
- Jim Schmidt
- Roy Singer
- Dave Violette
- Laura Watkins

- Deputy Director for Planning
- Division Manager of Development Review
- Division Manager of Comprehensive Planning
- Office Manager
- Division Manager of Code Enforcement
- Sustainability Manager

- CDBG Program Administrator
- Code Enforcement Inspector
- Development Review Planner
- Development Review Planner
- Transportation Planner
- Code Enforcement Inspector
- Administrative Assistant
- Historic Preservation Planner
- Administrative Assistant
- Development Review Planner
- Administrative Assistant
- Code Enforcement Inspector
- Administrative Assistant
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**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: 27,996***
  - 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 2011-2015 Estimate
**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
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, Air Traffic Control Tower, Comprehensive Environmental Assessment (EA), and Bailes Lane Re-Use Plan.
  - Manage Airport Capital Improvement Plan process, including Federal, State and County participation.
  - Ongoing property and equipment acquisitions.

- **Transportation Planning**
  - Conduct local planning efforts such as Shared Use Path Plan Updates / Preliminary On-Street Network Planning “Sharrows”.
  - Participate in State transportation plans including the I-270/US 15 Multimodal Corridor Study.
  - Participate in Metropolitan Washington Council of Governments plan efforts:
    - Analysis of North/South Parallel Road options.
    - Partner with other agencies to promote events for safe pedestrian and bicycle activity.
    - Capital Improvement Plans (CIP): Project Manage or team membership for roads, bridges, sidewalks, shared use paths, streetscape enhancement, Wayfinding and Rails to Trails.

**CODE ENFORCEMENT SERVICES**

- Provide proactive enforcement of laws and codes, including:
  - Property Maintenance Code for existing structures.
  - Livability Code for rental dwellings.
  - Frederick City Code.
  - Land Management Code.
Community 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 Partnership
- Downtown Parking Task Force
- MDO Tricycle and Pedestrian Partnership Program
- Golden Mile Alliance
- Frederick County Municipal Planners Group
- CDBG AD HOC Committee
- Maryland Association of Historic District Commissions

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 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
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.

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

The first plan was drafted for the Golden Mile / US 40 corridor. This area is an important economic engine for the City and for Frederick County, as well as a critical transportation route. However, the corridor is characterized by a lack of connectivity between commercial uses which discourages pedestrian access between neighborhoods and adjacent commercial areas. A significant challenge for the Golden Mile Small Area Plan will be transforming the corridor into one that can serve users of all travel modes, including pedestrians, bicycles, and transit. Adoption occurred in January of 2013.

**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:

**SpireGIS**

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 be 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

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 2016, 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 projects for a multi-user path will be constructed. Under this agreement, the City must provide for adequate insurance for such a facility and the storage of rails that are removed. The lease has no cost implication associated with it. Partners along the route include the Walkersville Southern Recreational Railroad, Canterbury Station, and Clemson Corner.

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.

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 Eberst’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.
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.
The following is a list of changes to the Land Management Code (LMC) that occurred in 2016:

**Ordinance G-16-07:**
An Ordinance concerning the substitutions of nonconforming uses that conditional uses run with the land; clarifying language; and generally relating to conditional uses of property in The City of Frederick. (Section 308)

**Ordinance G-16-08:**
An Ordinance concerning restaurants with entertainment for the purpose of eliminating a certain requirement relating to adaptive reuse; eliminating a certain requirement relating to reception facilities; modifying certain conditions relating to restaurants with entertainment; establishing a posting requirement; creating a provision relating to the transfer of restaurants with entertainment; allowing for the immediate issuance of citations for certain violations; amending a certain definition; deleting a certain definition; and generally relating to restaurants with entertainment in The City of Frederick. (Section 804)

**Ordinance G-16-20:**
An Ordinance concerning Breweries, farm breweries, and wineries for the purpose of adding certain definitions; adding brewery as a conditional use in certain zoning districts; adding farm brewery as a conditional use in certain zoning districts; amending the criteria for approval of a winery as a conditional use; establishing criteria for a brewery as a conditional use; establishing criteria for a farm brewery as a conditional use; adding minimum and maximum parking standards and generally relating to wineries, breweries, and farm breweries. (Section 404)

**Ordinance G-16-27:**
An Ordinance concerning Convenience stores for the purpose of allowing convenience stores with gas sales as a permitted use in a certain zoning district; amending the criteria for approval of convenience stores with gas sales as a conditional use in certain zoning districts; and amending a certain definition. (Section 404)

### Permit Applications Processed by the Division of Planning

<table>
<thead>
<tr>
<th>Type of Permit</th>
<th>2015</th>
<th>% of total</th>
<th>2016</th>
<th>% of total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demolitions, partial and complete</td>
<td>29</td>
<td>1.6%</td>
<td>21</td>
<td>1.1%</td>
</tr>
<tr>
<td>Commercial Construction, New</td>
<td>23</td>
<td>1.3%</td>
<td>4</td>
<td>0.2%</td>
</tr>
<tr>
<td>Commercial, Other (signs, renovation, temporary trailers, etc.)</td>
<td>373</td>
<td>20.6%</td>
<td>215</td>
<td>10.8%</td>
</tr>
<tr>
<td>Residential Construction, New</td>
<td>571</td>
<td>31.5%</td>
<td>964</td>
<td>48.5%</td>
</tr>
<tr>
<td>Zoning Certificate</td>
<td>217</td>
<td>12.0%</td>
<td>224</td>
<td>11.3%</td>
</tr>
<tr>
<td>Other Residential (decks, fences, sheds, pools, renovations, emergency repair)</td>
<td>599</td>
<td>33.1%</td>
<td>559</td>
<td>28.1%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,812</td>
<td>100%</td>
<td>1,987</td>
<td>100%</td>
</tr>
</tbody>
</table>

In 2016, the Division of Planning reviewed 1,987 building permits, including new residential construction, zoning certificates, demolitions, signs, decks, sheds, fences, and various other residential, commercial, and industrial permits. The 2015 total represents a 3% increase from the previous year’s total of 1,812 permits.

The table below shows the breakdown of the types of permit applications processed by the Division of Planning during 2016.

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

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 at Willow Ponds, Woman’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.

### 2016 Dwelling Unit Permits by Type

<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>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>
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<tr>
<td>2009</td>
<td>100</td>
<td>64</td>
<td>38</td>
<td>202</td>
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<tr>
<td>2008</td>
<td>60</td>
<td>12</td>
<td>55</td>
<td>127</td>
</tr>
<tr>
<td>2007</td>
<td>58</td>
<td>128</td>
<td>189</td>
<td>437</td>
</tr>
<tr>
<td>2006</td>
<td>105</td>
<td>102</td>
<td>205</td>
<td>412</td>
</tr>
<tr>
<td>2005</td>
<td>151</td>
<td>189</td>
<td>31</td>
<td>362</td>
</tr>
</tbody>
</table>

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 197 planning cases in 2016. This figure represents a slight decrease from the total of 198 cases in 2015. The majority of the planning cases were of Final Site Plans, Final Subdivisions, Sketch Plans, Zoning Map Amendments, Zoning Text Amendments and Zoning Determinations.

<table>
<thead>
<tr>
<th>Planning Submittals</th>
<th>City of Frederick Division of Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Planning Cases 2016*</td>
</tr>
<tr>
<td>Type</td>
<td>2015 % of Total</td>
</tr>
<tr>
<td>Annexation</td>
<td>0 1.0%</td>
</tr>
<tr>
<td>Archeological Assessment</td>
<td>13 6.6%</td>
</tr>
<tr>
<td>Combined Forest Stand Delineation/ Preliminary Forest Conservation Plan</td>
<td>9 4.5%</td>
</tr>
<tr>
<td>Comprehensive Plan Map Amendment</td>
<td>0 0.0%</td>
</tr>
<tr>
<td>Final Forest Conservation Plan</td>
<td>4 2.0%</td>
</tr>
<tr>
<td>Final Site Plan</td>
<td>34 17.2%</td>
</tr>
<tr>
<td>Final Subdivision</td>
<td>22 11.1%</td>
</tr>
<tr>
<td>Forest Stand Delineation</td>
<td>1 0.5%</td>
</tr>
<tr>
<td>Master Plan</td>
<td>4 2.0%</td>
</tr>
<tr>
<td>Planned Neighborhood Development</td>
<td>1 0.5%</td>
</tr>
<tr>
<td>Preliminary Forest Conservation Plan</td>
<td>2 1.0%</td>
</tr>
<tr>
<td>Preliminary Subdivision Plat</td>
<td>4 2.0%</td>
</tr>
<tr>
<td>PC Modifications</td>
<td>1 0.5%</td>
</tr>
<tr>
<td>Registration for Non-Conforming Use</td>
<td>1 0.5%</td>
</tr>
<tr>
<td>Sketch Plans/Pre-Application Plan</td>
<td>17 8.6%</td>
</tr>
<tr>
<td>Traditional Neighborhood Development</td>
<td>0 0.0%</td>
</tr>
<tr>
<td>Zoning Determination</td>
<td>73 36.9%</td>
</tr>
<tr>
<td>Zoning Map Amendment</td>
<td>6 3.0%</td>
</tr>
<tr>
<td>Zoning Text Amendment</td>
<td>6 3.0%</td>
</tr>
<tr>
<td>Total</td>
<td>198 100%</td>
</tr>
</tbody>
</table>

*Totals represent date of submittals and do not reflect date of approval.
The Division of Planning processed a total of 7 Zoning Map Amendments in 2016. Below are details of these rezoning applications:

- PC16-240ZMA, 1724 N. Market Street
- PC16-242ZMA, 1110 Rosemont Avenue
- PC16-243ZMA, 1781 N. Market Street
- PC16-244ZMA, 797 E. Patrick Street
- PC16-527ZMA, 801 E. Church Street
- PC16-561ZMA, Walnut Street
- PC16-1013ZMA, The Visitation Academy

In 2016, 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 2016, the City of Frederick’s total collection amounted to $1,852,543.94 of fee-in-lieu funds for new plantings, expended $986,879.82 since 1993, resulting with a net balance of $865,664.12 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 2016, the Division of Planning reviewed fourteen (14) archeological assessment cases. When potential archeological sites are identified, further analysis in the form of a Phase I archeological assessment may be necessary. Pending the results of that assessment, redesign or mitigation is required.

In 2016, the Division of Planning received 59 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.
Zoning Board of Appeals
City of Frederick Division of Planning

The Zoning Board of Appeals (ZBA) reviews variances, home occupations, matters related to non-conforming uses, conditional uses, and administrative appeals. The ZBA heard 19 individual cases in 2016, an increase from the previous year's total of 6. 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>2015</th>
<th>% of Total</th>
<th>2016</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Occupations</td>
<td>1</td>
<td>16.7%</td>
<td>8</td>
<td>42.0%</td>
</tr>
<tr>
<td>Administrative Appeal</td>
<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>5.0%</td>
</tr>
<tr>
<td>Non-Conforming Use</td>
<td>2</td>
<td>33.3%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Conditional Use</td>
<td>3</td>
<td>50.0%</td>
<td>7</td>
<td>37.0%</td>
</tr>
<tr>
<td>Temporary Use</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Variances</td>
<td>0</td>
<td>0.0%</td>
<td>3</td>
<td>16.0%</td>
</tr>
<tr>
<td>Total</td>
<td>6</td>
<td>100%</td>
<td>19</td>
<td>100%</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 2016, the Division of Planning completed five (5) 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 eighteen (16) zoning confirmation forms in 2016. 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.
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 347 applications submitted to the HPC. The table below shows 2016 HPC applications by type.

<table>
<thead>
<tr>
<th>Historic Preservation Commission Cases 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td>-----------------------------</td>
</tr>
<tr>
<td>Demolitions (full, or partial)</td>
</tr>
<tr>
<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>Total</td>
</tr>
</tbody>
</table>
2010 Comprehensive Plan
The Mayor and Board of Aldermen approved the City of Frederick 2010 Comprehensive Plan on November 19, 2009. The Comprehensive Plan is a guide for the location, character and extent of proposed public and private development in the City of Frederick. The Comprehensive Plan’s policies and recommendations will be 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 Planning
City of Frederick Division of Planning

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

2016 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 Golden Mile**

**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-recipients.
- Administration of Housing Rehabilitation Programs and loan portfolio management
- Administration of first-time home buyer program loan portfolio management

**Non-CDBG Activities Include:**

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

**Trends**

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

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Program Description</th>
<th>Program Year 2016 Accomplishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sold On Frederick II program</td>
<td>Down payment and closing cost assistance (up to $10,000) for income-qualified, first-time homebuyers within city limits</td>
<td>12 loans closed</td>
</tr>
<tr>
<td>Bricks &amp; Mortar</td>
<td>CDBG funds assisted local non-profit agencies “Bricks &amp; Mortar” projects for sustainability and preservation of affordable housing</td>
<td>176 Households Assisted</td>
</tr>
<tr>
<td></td>
<td>Carbon Monoxide Detectors/Lighting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Undertaken &amp; completed were the installation of Carbon Monoxide detectors at Lucas Village, Carver &amp; Lincoln Apartments.</td>
<td></td>
</tr>
<tr>
<td>Group Homes Energy Efficiency</td>
<td>Group homes for special needs population received energy efficiency improvements.</td>
<td>85 Very Low Income Persons</td>
</tr>
<tr>
<td>Operation Rehab</td>
<td>Providing rehabilitation assistance to low-to-moderate income owner occupied homes, resulted in roof replacement, high efficiency hot water heater &amp; gas furnace</td>
<td>2 Low-to-Moderate Income Homes</td>
</tr>
<tr>
<td>Fair Housing Conference</td>
<td>Annually hold a Fair Housing Conference for continuing education credits for real estate professionals</td>
<td>Fair Housing Conference held at the City of Frederick Municipal Office Annex, offering CEU’s for real estate professionals at no charge</td>
</tr>
</tbody>
</table>

During program year 2016 (July 1, 2016 to June 30, 2017), the Community Development Division’s programs had the following accomplishments:
**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.

**ACTIVITY BACKGROUND**

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.

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 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 2016 the Code Enforcement Division issued 3,910 violations. The chart below represents the 3,910 violations investigated in 2016.
Mid Cycle Review
2010 Comprehensive Plan

Mid-Cycle Review Requirements
The recent Planning legislation that resulted in the time frame for consideration of a possible Update of Comprehensive Plans being changed from every six years to every five years (i.e. Mid-cycle), a review of the Plan that includes a summary of the following:

(i) Development trends contained in the previous (4) annual reports filed during the period covered by the narrative;
(ii) The status of comprehensive plan implementation tools such as comprehensive rezoning to carry out the provisions of the comprehensive plan;
(iii) Identification of any significant changes to existing programs, zoning ordinances, regulations, financing programs, or State requirements necessary to achieve the visions and goals of the comprehensive plan during the remaining planning timeframe;
(iv) Identification of any State or federal laws, regulations, or requirements that have impeded local implementation of the comprehensive plan and recommendations to remove any impediments;
(v) Future land use challenges and issues; and
(vi) A summary of any potential updates to the comprehensive plan.

Development Trends
Residential development is typically the biggest indicator of growth in a jurisdiction. While the “boom” years of the early and mid 2000’s were indeed a busy time for residential activity more recent years have seen greater numbers of new residential units permitted. Frederick has accurate permit numbers for each year from 2000 through 2016. A total of 7,209 new units were approved during that time span for an average of 424 new dwelling units per year.

Traditionally Frederick has featured an approximate 1/3 split between single-family, townhouse and multi-family units. That trend has continued over the past 17 years at 31%, 31% and 38% respectively. Over the past several years including 2016 multi-family development has far out-paced other residential types. This may be due to housing affordability issues, a desire of more residents not wanting to or ready to own their own homes as well as a portion of the local population that is somewhat transient as U.S. Army personnel and employees work at Fort Detrick and associated businesses.

Trends concerning non-residential development have been less clear. There have been many requests over the past several years to rezone industrial land to residential and mixed-use districts. However others note that there is a lack of industrial land available for users within Frederick County and the City limits. Further analysis is necessary to determine the proper balance. Commercial activity has been much more limited in recent years with a majority of work being redevelopment and renovation of existing sites as well as new pad sites within centers.

Implementation Status
This and previous Annual Reports has identified progress made and milestones achieved since the adoption of the 2010 Comprehensive Plan. Highlights include the following:

• Adoption of the Golden Mile Small Area Plan
• City-wide Comprehensive Rezoning
• Annexation of 403 acres
• Designation and protection of several properties as Historic Resources outside of the existing Frederick Town Historic District
• Approval of several large mixed-use projects
• Continued expansion of the Shared Use Path including a crossing beneath U.S. 15
• Addition of several miles of bike lane markings
• Adoption of Complete Streets Policy
• Completion of draft of East Street Corridor Small Area Plan (anticipated adoption 2017)

Significant Changes
There are no known or expected significant changes to existing programs, zoning regulations etc. that are necessary to achieve the visions and goals of the Comprehensive Plan during the remaining timeframe.

Impediments
The City of Frederick works well within existing State and Federal laws. Most impediments related to those laws are due to significant time delays when seeking guidance or approvals from State and/or Federal agencies, primarily when dealing with environmental issues.

Future Land Use Challenges
• Industrial land - The success of Frederick’s historic downtown as well as its location along major commuter routes has contributed to the demand for new housing, both in newly annexed areas and areas of infill or redeveloped sites closer to the downtown core. This has had the effect of re-
Mid Cycle Review
2010 Comprehensive Plan

ducing the amount of available industrial land. Striking the right balance between properties designated for industrial development versus residential development must be thoroughly analyzed.

- Housing Affordability: The desirability of Frederick has also caused housing costs to increase. Addressing additional ways to effectively encourage or demand affordable units will be a focus of the next Comprehensive Plan.
- Aging Population: Frederick’s population continues to age and those residents require services and amenities as well as housing. Planning policy for age-restricted communities that provide the services for residents as well as still continuing to be inclusive neighborhoods for all of Frederick’s residents will be important moving forward.
- Sustainable Energy: Providing appropriate locations and having regulations in place to deal with solar and wind energy generation systems.
- Commercial Corridors: A current focus and one that will continue will be aging, auto-oriented commercial corridors. These areas must reimage themselves in a manner that keeps them activated and relevant.
- Infill Development: Policies are needed to make infill more attractive than greenfield development if this remains a priority of the City. This may involve policy decisions including fee exactions.
- MD 26/Monocacy Boulevard Planning Interchange: The design of this grade separated interchange will determine the level of impact to existing adjacent property owners.

Potential Updates to the Comprehensive Plan

Since the change in Comprehensive Plan legislation, the next 10 year plan is identified as the 2022-2024 timeframe. However, given the items identified in the previous section, it is prudent for the City of Frederick to update its Comprehensive Plan beginning in late 2018/early 2019. Updates to the City’s Potomac River Water Service Agreement and an analysis of the City’s sewer capacity will be critical in determining growth projections and any future growth tiers.