



NAC 12 Meeting Minutes  
Tuesday April 10, 2018  
Clara Harris Community Center

**Recorder:** M. Bowman

**Location:** Clara Harris Community Center

**Start Time:** 7:00 pm **End Time:** 8:00 pm

**Attendance:** 4 Residents

***FREDERICK POLICE DEPARTMENT REPORT:***

Cpl. Justin Thomas attended and said that since the last NAC meeting earlier this year, there have been 2 overdoses and 1 attempted suicide in NAC 12.

***PLANNING***

**Project Name:** Renn Family Investments, farm Lot and Remainder **PC18-191FSU**

**Location:** South Side of Gas House Pike, East of Monocacy Road

**COF Staff:** Gabrielle Collard 301-600-1883

**Applicant:** Robert Renn, Jr., Roberta Renn, John Renn

**Consultant:** Harris, Smariga, and Associates, Inc.

**PC Mtg. Date:**

**Description:** The Applicant is requesting approval of a final subdivision plat to subdivide land that was recently annexed into the City. The total annexation covered approximately 387 acres on both the north side and south sides of Gas House Pike. The majority of the land was assigned the zoning classification of Light Industrial however, approximately 60 acres on the south side of Gas House Pike was zoned Resource Conservation for the purposes of retaining as a farm. This application will subdivide the 60 acres off the remaining portion of land on the south side of the road; leaving approximately 56 acres of M1 zoned land for future development, in addition to the M1 land on the north side of the road.

**Project Name:** 1500 Bowman Farm Road **STF18-311FSI**

**Location:** South Side of Bowman Farm Road

**COF Staff:** Gabrielle Collard

**Applicant:** Charles Whitaker, WWF Investments

**Consultant:** Fox & Associates

**PC Mtg. Date:** Staff level, no public hearing.

**Description:** The Applicant is requesting approval of a final site plan for the expansion of the existing paving on the site to provide an outdoor storage area for the new business The Overhead Door Company. The paved area will be fenced in for security and new concrete dumpster pads will be installed within the enclosed area.

**Project Name:** River Run **PC18-270PSU**

**Location:** Corner of Monocacy Blvd. and Broadband Drive

**COF Staff:** Pam Reppert 301-600-1718

**Applicant:** Daft-McCune-Walker

**Developer:** Scott Rouk, Monocacy Commercial

**PC Mtg. Date:** July 9, 2018 (tentative)

**Description:** The subject property is within the Riverside Corporate Park, with right-of-way boundaries of Monocacy Blvd, Broadband Drive and Progress Drive. The Applicant is proposing to subdivide two existing lots of approximately 18 acres into seven lots. A majority of the industrial/Employment park properties have an underlying zone of M-1, however, the subject property has an underlying zone of GC General Commercial, which opens it up to different and more retail uses.

**Project Name:** Gateway East Plaza (Royal Farms) **PC18-273FSI**

**Location:** 1100 East Patrick Street

**COF Staff:** Tierre Butler 301-600-3187

**Applicant:** Harris, Smariga & Associates

**Consultant:** Bradford Kline Associates

PC Mtg. Date: TBA  
Description: The subject property is zoned GC. The project is located with the High Noise Overlay and the Airport Overlay. The site is located within the Gateway East Plaza Shopping Center that was originally approved under the Combined Preliminary / Site Plan PC16-695 PSU/696FSI. The proposal is to revise the original plan for the new Royal Farms layout with an added car wash to match the company's preferred design.

**Project Name: Frederick Concrete PC18-186FSCB**

Location: 610 East Church Street  
COF Staff: Marshall Brown 301-600-1770  
Applicant: Harris, Smariga, and Associates  
Consultant: Sill Ventures, LLC  
PC Mtg. Date: May 14, 2018 (tentative)  
Description: As a part of the ongoing approval process for the partial demolition of an existing building and addition of a new storage building, the applicant has prepared the required forest conservation plan for the site. As there is no existing native forest stand on the site, forest conservation measures are proposed to be mitigated through a payment of fee-in-lieu for offsite afforestation and conservation measures.

**Project Name: 800 East Patrick Street PC18-189PSU/FSI**

Location: 800 East Patrick Street  
COF Staff: Marshall Brown 301-600-1770  
Applicant: Harris, Smariga, & Associates  
Consultant: Molly Investments, LLC  
PC Mtg. Date: May 14, 2018 (tentative)  
Description: The applicant is proposing to redevelop the property located on the corner of East Patrick Street and Franklin Street with infill multifamily condominium-style housing. The plan proposes to retain the existing historic house on the corner of East Patrick and Franklin, add one townhouse immediately adjacent, and 15 condominium units in the open space to the rear of the property. The existing property would be subdivided into three new lots of record, with the largest being the condominium lot, managed by an HOA.

**Project Name: Kiddie Academy PC18-271FSI**

Location: Corner of Monocacy Blvd and Broadband Drive  
COF Staff: Pam Reppert 301-600-1718  
Applicant: Daft-McCune-Walker  
Owner: Scott Douk, Monocacy Commercial LLC  
PC Mtg. Date: July 9, 2018 (tentative)  
Description: The subject site is within the Riverside Corporate Park, to have access off of Broadband Drive on new Lot 293 as part of River Run preliminary plat. The site plan is for a daycare center with a building size of 10,262 s.f. The maximum occupancy is proposed for 188 students and staff.

**Project Name: Renn Property PC18-276**

Location: Front East Church Street, Monocacy Blvd and Hughes Ford Road  
COF Staff: Pam Reppert 301-600-1817  
Applicant: Harris, Smariga, & Associates  
Owner: WVS Renn Farm, LLC  
PC Mtg. Date: July 9, 2018 (tentative)  
Description: The Renn property has a total of 221.63 acres fronting on East Church Street, Monocacy Blvd and Hughes Ford Road. Historically the property has been used for farming and presently falls within eh Airport Overlay. The Applicant has proposed an increase to 573 units with a different units mix.

**Project Name: Renn Property STF18-275FSI**

Location: Front East Church Street, Monocacy Blvd and Hughes Ford Road  
COF Staff: Pam Reppert 301-600-1817  
Applicant: Harris, Smariga, & Associates  
Owner: WVS Renn Farm, LLC  
PC Mtg. Date: Staff level review – no hearing required  
Description: The Applicant has revised the interior of the building for a different mix of units and proposed some slight changes tot eh exterior parking area surrounding the buildings in order to address the interior design changes and access to the buildings.

## **OLD BUSINESS:**

- NAC 12 needs coordinators. If anyone is interested please contact Michele Bowman.

## **NEW BUSINESS:**

- **Neighborhood Overlay District Street Side – Peter Brehm** [c@justorganizeyourstuff.com](mailto:c@justorganizeyourstuff.com) or [pbrehm@comcast.net](mailto:pbrehm@comcast.net)

A group of citizens are drafting legislation to present to the Mayor & Board. Below is the information from the group.

### **A. Purpose**

- a. The intended purposes of the Neighborhood Overlay District - Street Side (NOD-S) are to;
  - i. recognize that built environmental characteristics are a major part of the identity and positive image of the City and the quality of life in a neighborhood;
  - ii. conserve and enhance the traditional neighborhood character, fabric and setting (built environment) while guiding future development, reuse, and reinvestment;
  - iii. Maintain property values and promote local design qualities;
  - iv. reduce conflicts between new construction and existing development by encouraging compatible infill development by respecting the context of existing built environment;
  - v. provide guidelines to clarify the community's expectations for the scope and scale of development within the district;

### **B. Applicability**

- a. Certificate of Approval Required. Before constructing, altering, reconstructing, moving, or demolishing any site or structure, a person shall submit an application and obtain a certificate of approval from the Planning Department if:
  - i. The site or structure is in an existing or proposed NOD-S and any exterior change is involved that modifies development standards (see Section E).
- b. Constructing, altering, reconstructing, moving, or demolishing any site or structure within a NOD-S must conform with the regulations contained in this section for the adopted NOD-S.
- c. All lots and structures existing at the time that the NOD-S is first applied to the property shall not be deemed a zoning nonconformity solely because of this overlay district.
- d. All exterior changes and uses must comply with the regulations of the NOD-S, unless the Planning Department approves a special use permit allowing the exterior change or use.
- e. In addition to the showings required by the Land Management Code, all of the following standards shall be met:
  - i. The building or use existed at the time the NOD-S overlay zoning district regulations requirements were first applied to the property.
  - ii. The requested activity complies with all requirements and regulations of this LMC other than the NOD-S overlay zoning district regulations – in case of conflict, the NOD-S shall control.
- f. Nothing shall be deemed to permit the reconstruction—similar or different, whole or in part—of a building, improvement or use existing at the time the NOD-S overlay zoning regulations were first applied to the property that has been voluntarily demolished or discontinued. Voluntarily torn down buildings and improvements or discontinued uses shall be replaced with buildings, improvements and uses that comply with the regulations of the NOD-S.

### **C. Locational Guidelines**

- a. Except for applications filed by the City or otherwise authorized by the Board of Alderman, the Planning Department is instructed not to accept NOD-S applications unless the application meets all the following:
  - i. Is requesting that either at least a minimum of 15 contiguous properties be zoned NOD-S or that an existing NOD-S be extended;
  - ii. Is applied to an area where at least 75% of the lots are developed; and
  - iii. Is located in an area in which a text change petition is submitted by the Board of Alderman as outlined in Sec. D – NOD-S Creation Process.

### **D. NOD-S Creation or Amendment Process**

- a. Application to create or amend a NOD-S overlay shall be in accordance with the following process;
  - i. Residents representing a minimum of 20% of the property owners in the proposed NOD-S shall submit a petition to the City Clerk requesting the Planning Department consideration for a neighborhood character analysis review. The petition shall:
    1. Include the names, addresses and contact information of the petitioners;
    2. Define the proposed NOD-S study area;
    3. Include a count of the number of houses and secondary structures encompassed by the proposed NOD-S area;
    4. Cite specific zoning ordinance section/regulation of concern that the Planning Department should focus on; and

5. Identify the specific built environmental characteristics to be analyzed. See Sec. E - Development Standards
- ii. The petitioning residents shall send a copy of the petition to the City Clerk, the Community Outreach Coordinator for the City of Frederick and the Coordinators of the affected Neighborhood Advisory Councils (NACs) for inclusion in the agenda and discussion at the next regularly scheduled NAC meeting.
- iii. Prior to the petition being presented to the Board of Alderman, the Planning Department shall be granted a 60 calendar day period to review the adequacy of the petition and prepare a report confirming that the petition is compliant (the report) with Sec. D(a)(i) above..
  1. During this time period, the Planning Department shall mail a letter to all property owners within the proposed study area informing property owners that a NOD-S application has been filed and seeking input on what, if any, guidelines described within Sec. E - Development Standards the property owners may wish the Planning Department to consider.
  2. The Planning Department shall compile the property owner survey results and include them as part of their presentation to the Board of Alderman at the conclusion of the 60 calendar day time period.
- iv. Upon completion, the Planning Department shall present the NOD-S petition package that will include the petition, survey results, and report.
- v. Following the Board of Alderman's review of the petition, the Board of Alderman shall determine by vote whether to direct Planning Department to complete the neighborhood built environmental characteristics and regulations analysis (NBECR).
- vi. In accordance with Board of Alderman's directive, the Planning Department shall complete an analysis over a 90 calendar day period of the NBECR for the proposed NOD-S study area and identify the specific NBECR that reflect the predominant representation of the lots within the proposed NOD-S. For the purposes of this paragraph, predominant shall mean greater than 65%.
- vii. Upon completion of the analysis and development of a preliminary recommendation as it applies to NBECR, the Planning Department shall notify the affected NAC(s) in which the proposed NOD-S boundaries occur.
- viii. The NAC(s) will schedule a meeting of property owners in the proposed NOD-S study area that will also be open to other NAC residents for neighborhood review of the Planning Department analysis and preliminary recommendations.
  1. When scheduling the NAC meeting, the City shall notify via first class mail, all property owners within the proposed NOD-S study area of the date, time and location of the NAC meeting to be held for the neighborhood, and provide a copy of the analysis and preliminary recommendations.
- ix. Following the NAC meeting, the Planning Department shall develop a final recommendation as it applies to the NBCER, giving great weight to the comments made by property owners in the proposed NOD-S study area.
- x. The Planning Department will present the NBCER analysis, summary of the NAC meeting feedback, and the final Planning Department recommendation (the materials) to the Board of Alderman.
- xi. Within 45 calendar days of receiving the materials, the Board of Alderman shall review the materials & schedule a public hearing to consider and vote on the creation of the proposed NOD-S.

E. Development Standards

- a. The development standards for any NOD-S that are listed below shall include, but are not limited to:
  - i. Required minimum and maximum footprints for any dwelling unit and secondary structures;
  - ii. Maximum residential density;
  - iii. Floor area ratio;
  - iv. Lot coverage ratio;
  - v. Setbacks from property lot lines for primary and secondary structures as viewed from the street right-of-way, excluding alleys, and including building separation on adjacent lots;
  - vi. Height of primary and secondary structures;
  - vii. Width of primary and secondary structures;
  - viii. Depth of primary and secondary structures;
  - ix. Impervious surface ratio to the lot;
  - x. Vehicular surface areas;
  - xi. Landscaping and hardscaping; and
  - xii. Other neighborhood concerns.

F. Implementation of a NOD-S

- a. Immediately following the Board of Alderman adoption of the NBECR, the Planning Department may accept an application to review a property within established NOD-S borders as being compliant with NOD-S guidelines.

- b. No application for a building permit for new external construction or exterior alterations on a property within the proposed NOD-S shall be granted after the NBECR is authorized by the Board of Alderman or until the NOD-S is approved or denied, unless:
  - i. the Planning Department grants an exception using the criteria outlined in the proposed NOD-S NBECR guidelines; or
  - ii. one year has passed.
- c. No application for a demolition permit on a property within the proposed NOD-S shall be granted after the NBECR is authorized by the Board of Alderman or until the NOD-S is approved or denied, unless:
  - i. the Planning Department receives a final set of construction drawings documenting if or how the demolished structure would be rebuilt and grants an exception to those construction documents using the criteria outlined in the proposed NOD-S NBECR guidelines; or
  - ii. one year has passed.
- d. Following the City's official acceptance of an application to designate property as part of an NOD-S, no demolition or building permit shall be issued by the City during the pendency of the application to amend the Official Overlay Map, or other pertinent land management documents, unless the proposed demolition or construction meets all of the provisions of the existing zoning district, and also the adopted neighborhood built environmental characteristics and regulations contained in Sec. E. for the proposed NOD-S.
- e. Following the adoption of the NOD-S, the Planning Department may accept applications to review property for conformance as established to the NOD-S NBECR.
- f. The Planning Department may accept an application to expand a specific NOD-S to contiguous properties.
- g. Following the original adoption of the NOD-S, any subsequent proposed change to the characteristics and regulations of the established NOD-S must follow the process for creating the NOD-S in Section D.
- h. Once an NOD-S is adopted, no application for a demolition permit on a property within the same NOD-S shall be granted unless:
  - i. the Planning Department receives a final set of construction drawings documenting if or how the demolished structure would be rebuilt and grants a certificate of approval, in accordance with Section B(a).

## ***SUGGESTIONS/COMENTS/QUESTIONS:***

### ***UPCOMING EVENTS:***

- |                          |                |   |
|--------------------------|----------------|---|
| • April 14 <sup>th</sup> | 8 am – 12 pm   | First on Scene – help victims who have sustained a trauma. Contact Michele Bowman for more info. <a href="mailto:mbowman@frederickmdpolic.org">mbowman@frederickmdpolic.org</a> |
| • April 19 <sup>th</sup> | 9 – 11 am      | Coffee with a Cop – Starbucks, North Market Street  |
| • April 21 <sup>st</sup> | 11 am – 2 pm   | Youth Resource Fair – FSK Mall (center) Michele Bowman / <a href="mailto:mbowman@frederickmdpolic.org">mbowman@frederickmdpolic.org</a>   |
| • April 21 <sup>st</sup> |                | Bring a Broom Saturday <a href="http://bringabroom2018.eventbrite.com">bringabroom2018.eventbrite.com</a>   |
| • April 21 <sup>st</sup> | 8 am – 2 pm    | Freecycle Roundup – Public Works, 111 Airport Drive   |
| • April 23 <sup>rd</sup> | 6:30 – 7:30 pm | Coffee with a Cop – The Arc at Market Street  |
| • April 28 <sup>th</sup> | 10 am – 2pm    | Drug Disposal Event – 6040 New Design Rd Michele Bowman / <a href="mailto:mbowman@frederickmdpolic.org">mbowman@frederickmdpolic.org</a>  |
| • May 10 <sup>th</sup>   | 5 – 8 pm       | Alive @ Five begins   |
| • May 12 <sup>th</sup>   | 10 am – 4 pm   | Green Neighbor Forum <a href="http://www.hood.edu/2018greenneighborfestival.com">www.hood.edu/2018greenneighborfestival.com</a>   |
| • May 30 <sup>th</sup>   | 11:30 am       | Special Olympics Torch Run: Contact Sgt. Carrado for more info: <a href="mailto:rcarrado@frederickmdpolic.org">rcarrado@frederickmdpolic.org</a>                                |
| • June 15 <sup>th</sup>  |                | Movie Night on the Creek, first night – FREE  |

### ***CONTACT INFORMATION:***

|  |                    |   |
|--|--------------------|---|
| Michele Bowman, Community Outreach / NAC | 301-600-2091       | <a href="mailto:mbowman@frederickmdpolic.org">mbowman@frederickmdpolic.org</a>                        |
| Frederick Police Department              | Sgt. Petruzzello   | 240-674-7149 <a href="mailto:spetruzzello@frederickmdpolic.org">spetruzzello@frederickmdpolic.org</a> |
|  | Cpl. Justin Thomas | 240-578-5073 <a href="mailto:jthomas@frederickmdpolic.org">jthomas@frederickmdpolic.org</a>           |

#### **NAC 12 MEETINGS – 7:00 pm Clara Harris Community center**

**2018**

June 12<sup>th</sup>  
August 14<sup>th</sup>  
October 9<sup>th</sup>

#### **FREDERICK POLICE DEPARTMENT**

**Emergency:** 911  
**Non-Emergency:** 301-600-2100  
**Anonymous Crime Tips**  
301-600 TIPS (8477) – phone  
240-674-TIPS (8477) - text

December 11<sup>th</sup>

[fpdcrimetip@frederickmdpolice.org](mailto:fpdcrimetip@frederickmdpolice.org)

**Drug Tip Line**

301-600-2246

[fpddrugtip@frederickmdpolice.org](mailto:fpddrugtip@frederickmdpolice.org)