



Town of Frederick
Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, February 20, 2024

7:00 P.M.
Work Session

1. Comprehensive Plan / BOT Development Standards
2. Unrestricted Fund Balance / ARPA

Board of Trustee Work Sessions are not livestreamed. Interested parties are invited to attend the meeting in person. The next livestreamed meeting will be held on Tuesday, February 27, 2024 at 7:00 PM at Town Hall (401 Locust Street). If you have questions about meeting attendance, work sessions, regular meetings or matters related to Board of Trustee Meetings please contact the Town Clerk's Office:

Kelly Green, Deputy Town Clerk
kgreen@frederickco.gov
720-382-5500

Or

Emily Nitcher, Assistant Town Clerk
enitcher@frederickco.gov
720-382-5500

Built on What Matters.



TOWN OF FREDERICK

Board of Trustees

Information Memorandum

Tracie Crites, Mayor

Dan March, Trustee
Mark Lamach, Trustee
Kevin Brown, Trustee

Adam Mahan, Trustee
Windi Padia, Trustee
Chad teVelde, Trustee

Comprehensive Plan Briefing and Development Direction Feedback Request

Agenda Date: Town Board Work Session - February 20, 2024

Attachments: a. Project Schedule

Submitted by: Ali van Deutekom
Planning Manager

Approved for Presentation: Bryan Ostler
Town Manager

Strategic Plan Alignment:



2. Community and Economic Vitality – This request supports the strategic goal of updating the Comprehensive Plan and includes the Downtown Development Plan which supports revitalization strategies on 5th Street.

2.3 Complete analysis of revitalization strategies for 5th Street, engaging all stakeholders and strategic partners, including Downtown beautification, a cultural center with potential programming for youth, and a re-visioning of Crist Park to include lighting and safety improvements

2.4 Continue work on updating the Comprehensive Plan and Downtown Plan.

Summary Statement:

This is a two-part discussion. First, this is the second of three checkpoints with the Board of Trustees to gather feedback on the Frederick Comprehensive Plan and Downtown Plan update. Second, the Planning team has specific questions about the Board of Trustees' direction on a variety of development topics.

Detail of Issue/Request:

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Comprehensive Plan briefing

In the fourth quarter of 2022, staff began working with RICK Planning + Design on an update to the Frederick Comprehensive Plan and Downtown Plan. As the project team works through the 18-month process, we have committed to multiple checkpoints with the Board of Trustees and Planning Commission to gather feedback on critical path items. Staff has included the project schedule which identifies the checkpoints, as Attachment A. These checkpoints are important as the balance of the project relies on direction from the Board of Trustees.

The first round of comprehensive planning outreach efforts wrapped in the early second quarter of 2023. The team was able to gather 877 completed surveys, 213 in-person visual preference votes, and 3 full third-grade classrooms full of young people's visual and verbal comments. It was a great success!

The team made a goal to match that effort in the second round of outreach which wrapped up in the third quarter of 2023. The team was able to gather 803 completed surveys and 249 visual preference votes. The community has been open, honest, and welcoming with staff at these events. It has been a joy to meet people face to face and see the care they have for the future of Frederick.

The team was able to complete its second checkpoint with the Planning Commission in August of 2023 and its third in December 2023. At the December 2023 check-in, the Planning Commission received the second round of survey results and the draft version of the future land use map and land use designations. The Frederick Forward Steering Committee has completed 6 meetings. Both the Steering Committee and the Planning Commission have been extremely supportive and provided valuable direction in the information and graphics you will be presented on February 20, 2024.

Staff and the consultant team will be present at the February 20, 2024, Board of Trustees Work Session to deliver a presentation and solicit feedback from the Board of Trustees on specific topics listed hereafter as they relate to the Comprehensive Plan. Topics to anticipate discussion on include:

- Second round of engagement results
- Proposed land use category designations
- Draft of the future land use map
- Draft of the downtown framework

Development Standards

The second portion of the discussion is focused on development standards and is twofold. First, the Staff has several Planned Unit Developments (PUD) under review. As Staff is negotiating with the project applicants, we want to ensure we are bringing forward projects the Board of Trustees can support and are in line with the community and Board's vision. Second, this discussion will help to inform the Land Use Code rewrite that is currently underway. The topics Staff are seeking direction on with regards to development are listed below:

- Existing PUDs
- Outdoor Storage
 - Ratio of building to yard space
 - Screening elements
- Fencing
 - Preferred materials

- aesthetics
- Undergrounding Utilities
- Landscaping
- Parks & Open Space
- Architecture by development type
- Public vs Private Roads

Legal Comments:

There are no legal considerations currently as this is a discussion to receive feedback from the Board.

Alternatives/Options:

At this time, staff is seeking feedback on the information presented.

Financial Considerations:

In 2022, the Board of Trustees approved the contract for this project at an amount of \$395,475.00 with a 10% contingency. This project is following the proposed project timeline and is on budget.

Staff Recommendation:

Staff recommended receiving the presentation and providing staff with feedback as necessary.

