



NAC 8 Meeting Minutes
 Wednesday, March 14, 2018
 Hillcrest Community Center

Recorder: Michele Bowman
Location: Hillcrest Commons Community Center
Start Time: 7:00 pm **End Time:** 8:20 pm
Attendance: 15

FREDERICK POLICE REPORT:

Sgt. Petruzzello attended and discussed some parking issues, residents said that limited parking to begin with. A resident said that they appreciated the increased marked police presence in the area.

CRIME STATS: January 10 – March 14, 2018

Calls for service (total)	2157
Proactive Enforcement	1061 Patrol Checks & Traffic Stops
Arrests	33
Significant Issues	

FOCUS FOUR CRIMES

Robbery	1
Burglary	1
Theft of Auto	2
Theft from Auto	18 – mostly unlocked vehicles

CRIME PATTERNS/TRENDS

Community Crime Notifications	<ul style="list-style-type: none"> • Please lock your vehicles and remove/hide any valuables in the vehicles. Also remember to lock garages and sheds to prevent burglaries. • Please use lighted sidewalks and not footpaths, especially in the dark • Do not leave items unsecured in truck beds
FPD Updates	<ul style="list-style-type: none"> • FPD arrested 5 subjects for robbery in the area of Hillcrest Drive
Community Concerns	<ul style="list-style-type: none"> • Residence on David Lane – still a concern of drug activity
FPD Job Openings	<ul style="list-style-type: none"> • Entry Level Police Officers • Lateral Police Officers • Dispatchers

PLANNING:

Project Name: 5 Linden Avenue **PC18-188ZMA**
Location: 5 Linden Avenue
COF Staff: Gabrielle Collard 301-600-1883
Applicant: City of Frederick
Description: Staff is requesting the rezoning of 5 Linden Avenue to be consistent with a rezoning decision made in April of last year when certain surrounding properties on Walnut Street, Locust Street, and Linden Avenue were rezoned from General Commercial to R6, Low Density Residential.

- The Planning Department is looking to redo their public notice signs. The draft template is very clean and easy to read. Each commission will have a different color sign, which will make it easy to see. The sign will also have a QR code on it. Hoping to start using them by later summer.

OLD BUSINESS

NEW BUSINESS:

Neighborhood Overlay District Street Side Discussion – Peter Brehm (NAC 9 Coordinator) 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 NBECR, giving great weight to the comments made by property owners in the proposed NOD-S study area.
- x. The Planning Department will present the NBECR 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/COMMENTS/CONCERNS:

- Please join the NAC 8 Facebook page
- New school discussion and kids walking to the school. There are parts that are missing sidewalks and some of the kids will have to walk 1.2 miles to school. M.C. Keegan Ayre will get more information and get that to Michele.
- M.C. Keegna Ayre – County is considering a change to a Jefferson Tech Park by adding warehouses. She recommended that residents be aware of what is going on in that area. If warehouses end up being built it would add truck traffic.






UPCOMING EVENTS:

- March 21st 9-11 am Coffee with a Cop – Starbucks, 104 N. Market Street / Michele Bowman 301-600-2091
- April 7th First Saturday – downtown Frederick
- April 14th 12 – 5 pm Interagency Basketball Game – benefits Child Advocacy Center, Frederick High School
Contact: Cpl. Chris Prior cprior@frederickmdpolice.org
- April 21st 11 am – 2 pm Youth Resource Fair – FSK Mall (center) Michele Bowman / mbowman@frederickmdpolice.org
- April 21st Bring a Broom Saturday bringabroom2018.eventbrite.com
- April 21st 8 am – 2 pm Freecycle Roundup – Public Works Facility, 111 Airport Drive
- April 28th 10 am – 2pm Drug Disposal Event – 6040 New Design Rd Michele Bowman / mbowman@frederickmdpolice.org
- May 10th 5 – 8 pm Alive @ Five begins
- June 15th Movie Night on the Creek, first night – FREE
- July 23-25 9 am – 12:30 pm Youth Police Academy Michele Bowman / m Bowman@frederickmdpolice.org

CONTACT INFORMATION:

NAC 8 Contact	Susan Churchill	susan Churchill@hotmail.com	Scott Darby	sdarby1601@gmail.com
	Lance English	lmenglish@comcast.net	Maureen English	momenglish@comcast.net
	Steven Stoyke	quemzeee2@aol.com	Kim Loop	cmservicing@gmail.com

Michele Bowman, Community Outreach/NAC Specialist	301-600-2091	m Bowman@frederickmdpolice.org
Frederick Police Department	Sgt. Steve Petruzzello 240-674-7149	spetruzzello@frederickmdpolice.org
	Cpl. Justin Thomas 240-578-5073	jthomas@frederickmdpolice.org

<p>NAC 8 MEETINGS – 7:00 pm Hillcrest Community Center, 1150 Orchard Terrace</p> <p>2018 May 9 – Airport Presentation July 11 September 12 November 14</p>	<p>FREDERICK POLICE DEPARTMENT</p> <p>Emergency: 911 Non-Emergency: 301-600-2100 Anonymous Crime Tips 301-600 TIPS (8477) – phone 240-674-TIPS (8477) - text fpdcrimetip@frederickmdpolice.org</p>	<p><i>Like, Click, Follow</i></p> <p> @Frederickpolice</p> <p> @Fred_MD_Police</p> <p> FrederickMDPolice</p> <p> Frederick Police Department</p> <p> Frederick Police Department</p>
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