

# Frederick County, Virginia



*Top Left: Snowden Bridge  
Bottom Left: Lake Frederick*

*Top Right: HP Hood  
Bottom Right: Round Hill Fire Station*

## Department of Planning & Development 2014 Annual Report

PREPARED BY THE DEPARTMENT OF PLANNING & DEVELOPMENT JANUARY 2015

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## *Introduction*



*The Department of Planning and Development is pleased to present the 2014 Annual Report that summarizes the activities and highlights of 2014.*

*Staff would also like to thank the Board of Supervisors, Planning Commission, and the County Administration for their support of the Department and our efforts.*

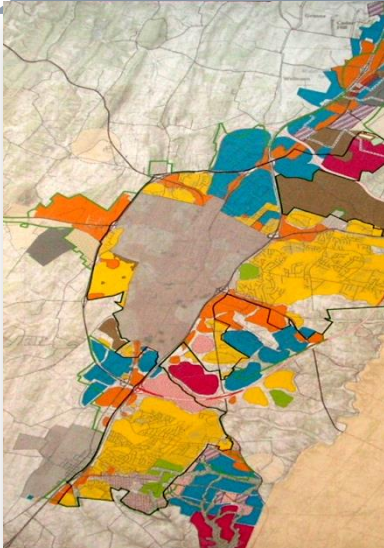
### *Mission*

The mission of the Frederick County Department of Planning and Development is to lead in the development of policies and procedures pertaining to all aspects of community growth and development, as well as administer existing policies and procedures fairly and accurately.

### *Vision*

The Frederick County Department of Planning and Development will achieve the Mission Statement through the monitoring of various local, state and national growth trends and issues to ascertain appropriate policies, regulations and procedures. The department will utilize this information to establish and maintain a process which will positively influence the type, quality and location of development to produce a livable community that is well balanced. The department will educate and advise elected and appointed officials of this information to allow for informed and consistent decision making.

# Planning Efforts/Zoning Enforcement



The Department of Planning and Development is responsible for all short and long-range planning within Frederick County. The department prepares the updates to the County's Comprehensive Policy Plan, Capital Improvements Plan, and the Primary and Secondary Road Improvement Plans. Department staff work with numerous committees responding to a wide range of issues affecting the County; apply for and administer various planning related grants such as the Safetea-LU and the Community Development Block Grant, Farmer and Ranchland Protection Plan Program, and Virginia Department of Agricultural and Consumer Services; assist in economic development efforts; and lend technical support to various community groups. The Department manages various transportation funded projects.

In addition to major planning efforts and code enforcement, the Department of Planning and Development reviews all land use applications within the County. Department personnel have the authority to act on certain types of applications, such as site plans and rural subdivisions, while other applications require approval by the Planning Commission, the Board of Supervisors, or the Board of Zoning Appeals. In cases where applications must go before one of these bodies, the staff assists the applicant in understanding the formal review process and prepares a written review and recommendation on the completed application package.

The Department of Planning & Development, is also responsible for enforcing the Frederick County Zoning & Subdivision Ordinances. All land within the County is classified as being within one of the County's 14 zoning classifications and is identified on the Official Frederick County Zoning Map which is available from the Department of Planning & Development. The 14 zoning classification, and their associated land use color, applied to land in Frederick County are as follows:

Each zoning district has a list of land uses which are permitted with no special approval required to perform those uses. These uses are referred to as "by-right" uses. Zones are established in any given area to protect residents and landowners within the zone from intrusion by incompatible neighboring land uses. The zoning ordinance also establishes performance standards for each zoning district which dictates a variety of standards including placement, height, and floor area to lot area ratio (FAR) of structures.



## Zoning

	B1 (Business, Neighborhood District)
	B2 (Business, General District)
	B3 (Business, Industrial Transition District)
	EM (Extractive Manufacturing District)
	HE (Higher Education District)
	M1 (Industrial, Light District)
	M2 (Industrial, General District)
	MH1 (Mobile Home Community District)
	MS (Medical Support District)
	OM (Office - Manufacturing Park)
	R4 (Residential Planned Community District)
	R5 (Residential Recreational Community District)
	RA (Rural Area District)
	RP (Residential Performance District)

# 2014 Frederick County Board of Supervisors

<i>Gary Lofton</i>	<i>Charles DeHaven</i>	<i>Robert Wells</i>	<i>Richard Shickle</i>	<i>Gene Fisher</i>	<i>Chris Collins</i>	<i>Robert Hess</i>
<i>Back Creek</i>	<i>Stonewall</i>	<i>Opequon</i>	<i>Chairman</i>	<i>Shawnee</i>	<i>Red Bud</i>	<i>Gainesboro</i>
<i>Magisterial</i>	<i>Magisterial</i>	<i>Magisterial</i>		<i>Magisterial</i>	<i>Magisterial</i>	<i>Magisterial</i>
<i>District</i>	<i>District</i>	<i>District</i>		<i>District</i>	<i>District</i>	<i>District</i>
<i>Supervisor</i>	<i>Supervisor</i>	<i>Supervisor</i>		<i>Supervisor</i>	<i>Supervisor</i>	<i>Supervisor</i>

Frederick County is governed by an elected Board of Supervisors composed of seven members, one from each magisterial district - Shawnee, Opequon, Gainesboro, Stonewall, Back Creek and Red Bud, and one chairman-at-large. Supervisors are elected for four-year terms which are staggered at two-year intervals.

The Board of Supervisors is the policy-making body of the county and is officially known as the Frederick County Board of Supervisors. It is vested with all policy-making powers and responsibilities conferred by general law on county governing bodies. Functions of the Board of Supervisors include making land use decisions, establishing growth and development policies, setting operational policies, and reviewing and adopting the County's operational and capital budgets which set spending priorities.

The regularly scheduled meetings for the Board of Supervisors are the second and fourth Wednesdays of each month, Board of Supervisors' Meeting Room, 107 North Kent Street, County Administration Building.

# 2014 Frederick County Planning Commission

*June Wilmot, Chairman Member-At-Large*

*Roger L. Thomas, Vice Chairman- Opequon District*

*J. Rhodes Marston- Back Creek Magisterial District*

*Greg L. Unger- Back Creek Magisterial District*

*Kevin W. Kenney- Gainesboro Magisterial District*

*Charles E. Triplett- Gainesboro Magisterial District*

*Robert S. Molden- Opequon Magisterial District*

*Christopher Mohn- Red Bud Magisterial District*

*Charles F. Dunlap- Red Bud Magisterial District*

*Lawrence R. Ambrogi- Shawnee Magisterial District*

*H. Paige Manuel- Shawnee Magisterial District*

*Gary R. Oates- Stonewall Magisterial District*

*Stan Crockett- Stonewall Magisterial District*

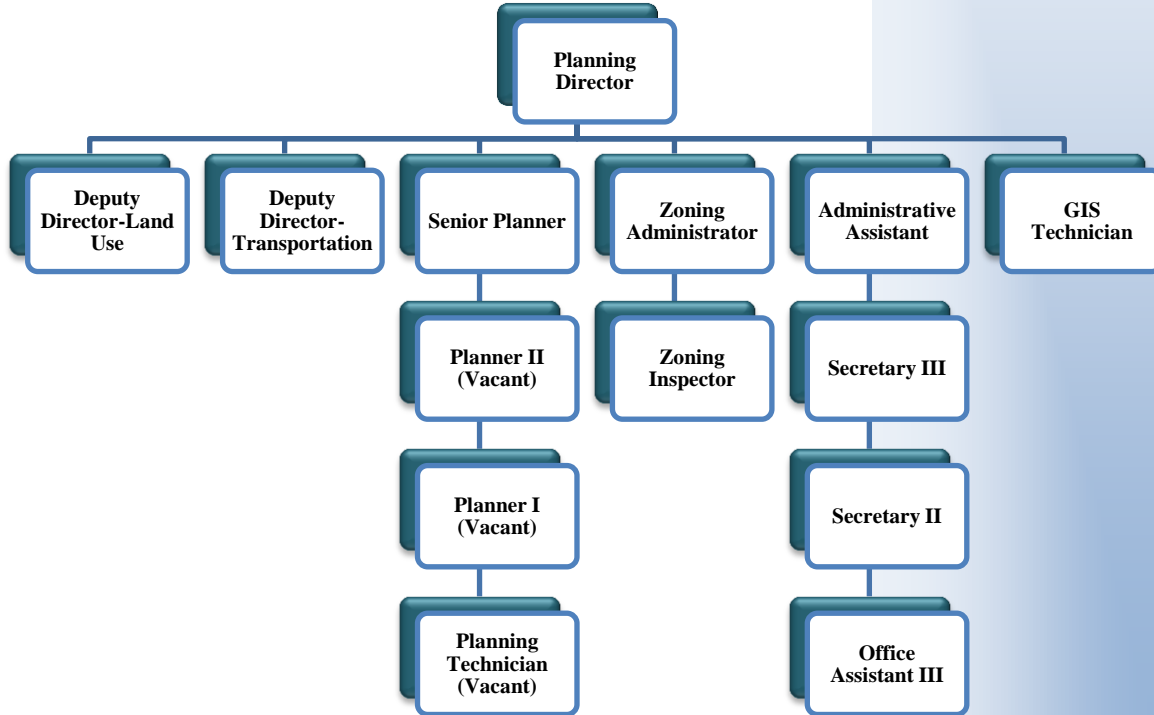
*Robert Hess- BOS Liaison- Gainesboro Magisterial District*

*Roderick B. Williams (non-member) - Legal Counsel*

*Eric R. Lawrence (non-member) - Staff Contact & Secretary*

The Frederick County Planning Commission is composed of members appointed by the Board of Supervisors serving four-year staggered terms including two from each magisterial district, one member-at-large, a liaison from the Board of Supervisors, and a liaison from the City of Winchester. The Planning Commission serves in an advisory capacity to the Board of Supervisors on all planning, zoning, and land use matters.

# Organizational Structure



*Eric R. Lawrence, AICP  
Planning Director*

*Michael T. Ruddy, AICP  
Deputy Director*

*John A. Bishop, AICP  
Deputy Director,  
Transportation*

*Shannon Conner  
Administrative Assistant*

*Mark R. Cheran  
Zoning Administrator*

*Candice E. Perkins, AICP  
Senior Planner*

*Diane Walsh  
Secretary III*

*David Burke  
Zoning Inspector*

*Kirstin Twardon  
GIS Technician*

*Pam Deeter  
Secretary II*

*Rebecca Dotson  
Office Assistant III*

# 2014 Quick Facts

## Population

2010	78,305
2011	79,165
2012	80,118
2014	82,059
2020	97,192
2030	119,419

Source: Weldon Cooper Center for Public Service  
July 1, 2014 Estimate

## Age Distribution

Under 18	24.4%
25-34	12.5%
34-44	13.9%
45-54	15.5%
55-64	11%
65+	13%

Based on current population estimates Frederick County is still the 13<sup>th</sup> largest county in Virginia. The county is 11,000 behind the next largest (Roanoke), 3,000 ahead of the next smallest (Rockingham) both had lower growth rates. Almost 1 out of 100 Virginians live in Frederick County.

Source: January 26, 2015 Weldon Cooper Release

## Residential: 2014 New Construction

Total number of Building Permits	454
Single family	325
Townhouse	111
Mobile Home	18

Source: Frederick County Inspections Dept

## Residential: 2013 New Construction

Total number of building permits	373
Single family	300
Townhouse	56
Duplexes	0
Mobile Home	17

Source: Frederick County Inspections Dept

## Residential: 2012 New Construction

Total number of building permits	286
Single family	203
Townhouse	50
Duplexes	13
Mobile Home	20

Source: Frederick County Inspections Dept



# Urban Development Area (UDA)

## Residentially Zoned Development Information - vacant lot summary (Through December 2014) Frederick County, Virginia

### Vacant Land - No Approved GDPs

**2,992 potential units based on permitted densities on**  
442 acres of vacant land

### Zoned Land - Approved GDPs

**3,917 Units (maximum yield based on proffered densities)**  
1,081 Acres

### Master Development Planned Projects

**5,621 Total residential lots/units planned**  
1,746 single family lots planned  
1,578 townhouse, duplex, multiplex lots/units planned  
286 multi-family units planned  
2,011 mixed units planned

### (Current Status) Residential Subdivisions Under Development - vacant lots

**2,004 Total residential lots/units available**  
1,216 single family-detached lots available  
630 townhouse, duplex, multiplex lots available  
158 multi-family units available

**Grand Total: 14,564 approved, planned, or potential residential lots/units.**

**192 Single Family-Detached permits have been issued in 2014 within the UDA**  
**116 Townhouse/Duplex/Multiplex permits have been issued in 2014 within the UDA**

## *Urban Development Area (UDA) Cont.*

### **UDA Notes:**

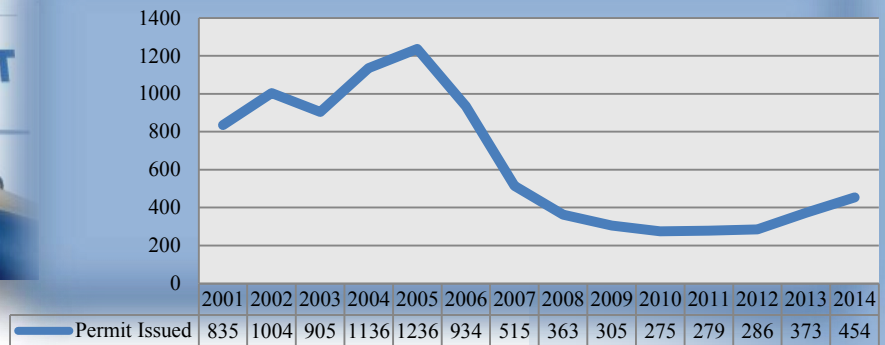
- 607** Vacant single family-detached lots are within five (5) of the single-family residential subdivisions which currently have approved subdivision plans within the UDA. (Abrams Pointe, Meadows Edge, Old Dominion Greens, Red Bud Run, and Snowden Bridge)
- 3,619** The number of lots planned within Age-Restricted communities
- 2,696** Vacant lots within Age-Restricted Communities  
\* Denotes an age-restricted community or component
- 5,865** The number of vacant lots within the R5 zoned residential communities in the western portion of Frederick County, outside the UDA. These communities (Lake Holiday, Shawneeland, and Wild Acres) contain a total of 7,917 recorded lots.
- 1,924** The number of vacant lots within The Shenandoah development, which is located outside the Urban Development Area on the south side of Fairfax Pike; however, the proximity of the UDA will directly impact land development decisions in the county's development area. The Shenandoah MDP calls for 593 age-restricted and 1,537 traditional residential units in a community of 2,130 total residential units on 926.26 acres.

# Residential Building Permits

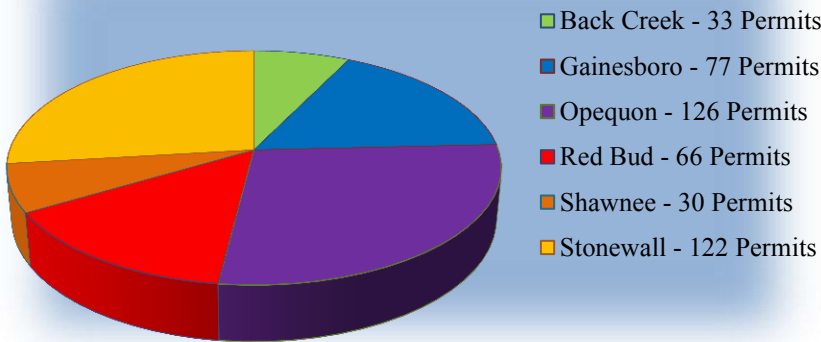
Frederick County issued a total of 454 new residential building permits in 2014. In 2013, there were a total of 373 residential building permits issued. Compared to 2013, there is an increase of 81 more permits issued. In 2014, the majority of single family dwellings and other housing type permits were issued in the Stonewall and Opequon Magisterial District. The line chart below illustrates the total number of permits issued since 2001. The pie chart demonstrates total building permit types issued in relation to the Magisterial Districts.



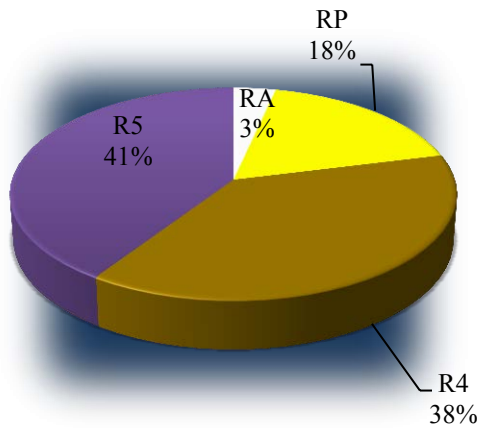
Total Residential Building Permits Issued 2001-2014



Residential Building Permits Issued by Magisterial District - 2014



# Lots Created



The number of lots created in the County is determined as a result of subdivision application (urban) and administrative subdivisions (rural) that were approved in 2014. A subdivision or section of a subdivision is not considered approved until plats for the properties in that subdivision/section are approved; therefore, the numbers below reflect only lots approved and platted in 2014.

Lots Created in 2014 by Magisterial District & Zoning District

Magisterial District	RA	RP	R5	R4	B1	B2	B3	M1	M2	EM	MH	MS	HE	Total
Back Creek	4	25	-	-	-	-	-	-	-	-	-	-	-	29
Gainesboro	6	22	-	-	-	-	-	-	-	-	-	-	-	28
Red Bud	-	1	-	-	-	-	-	-	-	-	-	-	-	1
Shawnee	-	18	-	-	-	-	-	-	-	-	-	-	-	18
Stonewall	-	-	-	143	-	-	-	-	-	-	-	-	-	143
Opequon	3	-	152	-	-	-	-	-	-	-	-	-	-	155
<b>Totals</b>	<b>13</b>	<b>66</b>	<b>152</b>	<b>143</b>										<b>374</b>

As shown in the table a total of 374 residential lots were created in the RP, RA, and R4 Zoning Districts of Frederick County 2014. This represents an increase of 70% in new residential lots from residential lots created in 2013 (220 lots). The increase was realized in the R4 zoned Snowden Bridge and R5 zoned Shenandoah Developments.

# 2014 Highlights

*A SIGNIFICANT DEVELOPMENT ACTION* in 2014 was the change to the public road requirements in the R-5 Zoning District.

In 2014 Frederick County amended its zoning ordinance to allow for private roads within R-5 (Residential Recreational Community) Zoning District. The County worked with developers and the community (Lake Frederick) to make changes to the ordinance. This process took over a year to complete. The changes included that all roads within an R-5 development must have a recommendation from the Planning Commission and approval by the Board of Supervisors to be private unless serving as age-restricted community.

Furthermore, the roads in these developments must be built to the VDOT standards in effect at the time of development approval. The roads will be certified by an engineer to ensure the VDOT standards have been met.



Images from the Shenandoah Community

# Rezoning

## What is a Rezoning?



Zoning regulations are the rules that determine how parcels of land may be used. When owners want to develop or use their property in ways that do not conform to their current zoning regulations, they must apply for a change to their zoning classification, also commonly referred to as a Rezoning.

In 2014 there were five (5) Rezoning applications submitted to the Board of Supervisors. Three of the applications were approved by the Board of Supervisors. Two applications are pending. The complete list of applications is listed on page 15.

The most significant rezoning was the 150 acre Heritage Commons which would enable 1,200 residential in commercial uses. This is pending board action.

## Rezoning Process



**Rezoning Applications Submitted and Reviewed in 2014**

<b>File #</b>	<b>Applicant</b>	<b>Current Zoning</b>	<b>Proposed Zoning</b>	<b>Magisterial District</b>	<b>Action</b>
01-14	Copperwood (FEMA)	RA	B-2	Stonewall	Approved
02-14	Heritage Commons LLC	RA	B2/RPtoR4	Shawnee	Pending
03-14	Governors Hill	Proffer	Revision	Shawnee	Approved
04-14	Baker & Lepley	MH-1	RA	Back Creek	Approved
05-14	CB Ventures LLC	B-1	B-2	Opequon	Pending

# Master Development Plans

A **Master Plan** is a general plan of development approved administratively for new developments in certain zoning districts before subdivision or site plan can be approved.

## What is a Master Plan?

### Procedure

Pre-application Conference with staff if required or requested.

Applicant submits completed MDP application to staff, including all agency approval comments.

MDP is presented to the Planning Commission as an informational item. All Comments are forwarded to the Board of Supervisors.

MDP is presented to the Board of Supervisors as an informational item.

Final MDP approval by staff.

Final Subdivision or Site Plan can be submitted for review.

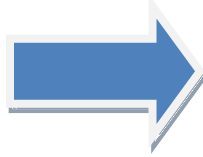
There were a total of seven (7) MDP applications were submitted in 2014. Five were residential two were commercial/industrial. The complete list of applications is located below.

Master Development Plan Applications Submitted and Reviewed in 2014				
File #	Applicant	Current Zoning	Magisterial District	Action
01-14	Snowden Bridge REV #3	Residential	Stonewall	Approved
02-14	Doonbeg	Residential	Back Creek	Approved
03-14	Madison Village	Residential	Shawnee	Approved
04-14	Clearbrook Business Center	Commercial	Stonewall	Approved
05-14	Snowden Bridge Sta.	Industrial	Stonewall	Approved
06-14	Lake Frederick Rev 1	Residential	Opequon	Approved
07-14	Wright's Renovation Inc.	Residential	Red Bud	Approved



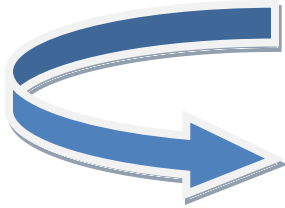
# Subdivisions

*What is a Subdivision?*



A **subdivision** is the act of dividing land into pieces that are easier to sell or otherwise develop, usually via a plat. If it is used for housing it is typically known as a housing subdivision or housing development, although some developers tend to call these areas communities.

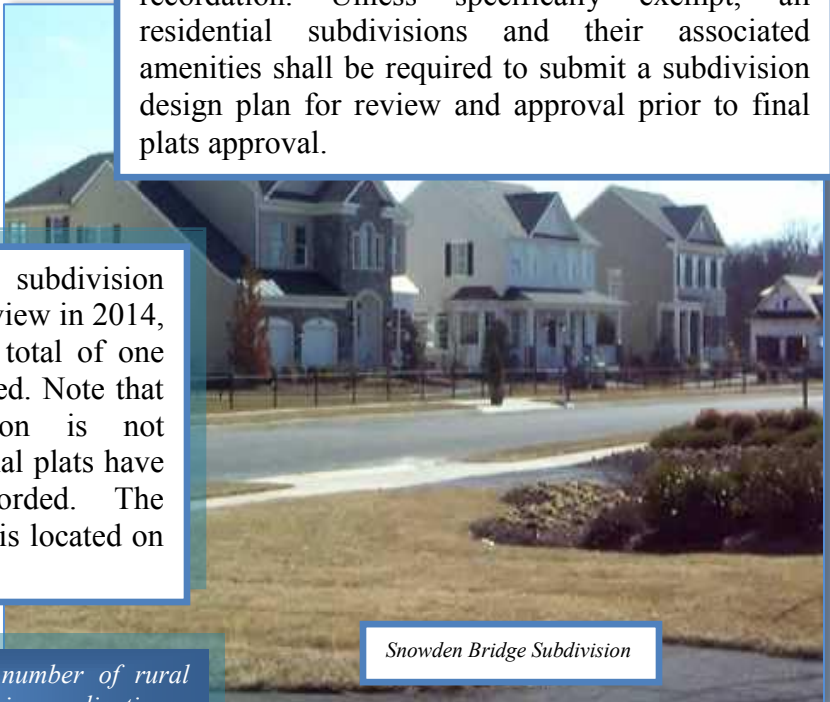
*General Procedures*



Subdivisions may also be for the purpose of commercial or industrial development, and the results vary from retail shopping malls with independently owned out parcels, to industrial parks.

All land divisions shall require the submittal of a subdivision plat for review and approval to recordation. Unless specifically exempt, all residential subdivisions and their associated amenities shall be required to submit a subdivision design plan for review and approval prior to final plats approval.

There were seven (7) subdivision applications submitted for review in 2014, totaling 353 lots of these a total of one subdivision has been approved. Note that approval of a subdivision is not considered complete until final plats have been approved and recorded. The complete list of applications is located on page 18.



*Snowden Bridge Subdivision*

*These figures do not include the number of rural preservations or major rural subdivision applications*

**Subdivision Applications Submitted and Reviewed in 2014**

<b>File #</b>	<b>Applicant</b>	<b>Number of Lots</b>	<b>Magisterial District</b>	<b>Action</b>
01-14	Doonbeg LLC	25	Back Creek	Approved
02-14	Lake Frederick Ph I Sec 2A	20	Opequon	Pending
03-14	Lake Frederick Ph II	5	Opequon	Pending
04-14	Lake Frederick Ph 4 Sec 1	75	Opequon	Pending
05-14	Lake Frederick Ph II Sec 4&5	139	Opequon	Pending
06-14	Lake Frederick Ph III Sec I	50	Opequon	Pending
07-14	Red Bud Run Sec III	64	Stonewall	Pending

# Site Plans

A **site plan** is a detailed engineering drawing of proposed improvements to a given lot. A site plan usually shows a building footprint, travel ways, parking, drainage facilities, sanitary sewer lines, water lines, trails, and lighting, landscaping and property lines.

## What is a Site Plan?



*HP Hood Dairy Addition*

## Site Plan Review Process



There were 46 site plan applications submitted for review in 2014. A total of 29 applications were approved, 17 applications are pending. The complete list of applications is located on pages 20 and 21.

<b>Site Plan Applications Submitted and Reviewed in 2014</b>				
<b>File #</b>	<b>Applicant</b>	<b>Use</b>	<b>Magisterial District</b>	<b>Action</b>
01-14	Victory Auto Works	Auto Repair	Shawnee	Approved
02-14	Round Hill Ruritan	Civic Club	Gainesboro	Approved
03-14	Round Hill Fire Station	Fire Station	Gainesboro	Approved
04-14	Mid Atlantic Development GRP	Retail	Stonewall	Pending
05-14	Winchester Warehouse	Expansion	Stonewall	Approved
06-14	Westminster Canterbury	Residential & Assisted Living	Stonewall	Approved
07-14	The Village at Orchard Ridge Ph 1B Cottage	Continuing Care Retirement	Gainesboro	Approved
08-14	HP Hood Office - Warehouse	Industrial	Back Creek	Approved
09-14	Village at Orchard Ridge Ph.2	Continuing Care Retirement	Gainesboro	Approved
10-14	Gainesboro Middle School	Middle School	Gainesboro	Pending
11-14	177 Stine Lane	Manufacturing	Stonewall	Approved
12-14	Fellowship Bible Church	Picnic Pavilion	Back Creek	Approved
13-14	M & H Plastics	Chiller Pad & Silo Addition	Stonewall	Approved
14-14	Black Diamond	Warehousing	Stonewall	Approved
15-14	Greenbay Packaging	Building Expansion	Stonewall	Approved
16-14	Omps Rail Warehouse 1	Warehousing	Stonewall	Approved
17-14	Fries Loop	Telecommunications	Shawnee	Pending
18-14	161 Trinity Ln.	Telecommunications	Gainesboro	Pending
19-14	Collinsville	Telecommunications	Gainesboro	Pending
20-14	Stephens City	Telecommunications	Opequon	Pending
21-14	M&H Plastics	Chiller Pad & Silo Addition	Stonewall	Approved
22-14	DS Automotive	Parking Lot Paving	Shawnee	Approved
23-14	Allied Reload Facility	Warehouse/Office	Shawnee	Pending
24-14	Navy Federal Credit Union	Parking Lot	Shawnee	Approved
25-14	H.P. Hood	Milk Factory	Back Creek	Approved
26-14	Opequon CTC Site	Waste Water Treatment Plant	Red Bud	Approved
27-14	Legacy Christian Academy	K-12 School	Back Creek	Approved

28-14	Kraft Foods	Truck Upload Bldg.	Stonewall	Approved
29-14	Kim Henry Warehousing	Warehouse	Stonewall	Approved
30-14	Chul and Soon Kang	Convenience Store	Shawnee	Pending
31-14	WA Properties	Trailers on Paved Area	Gainesboro	Approved
32-14	H.P. Hood	New Office/ Warehouse Bldg.	Back Creek	Pending
33-14	Kernstown Lot 1	ATM	Shawnee	Approved
34-14	DirecTV-Winchester	Radio-TV Transmission Facilities	Back Creek	Approved
35-14	Stowe Woodward	Light Industrial	Back Creek	Approved
36-14	RC Landholding LLC	Indoor Recreation	Back Creek	Approved
37-14	Verizon Wireless Mt. Falls Park	Telecommunications	Back Creek	Approved
38-14	Winchester Metals	Warehouse Addition	Stonewall	Pending
39-14	Carmeuse Winchester Quarry	Rail Spur Expansion	Stonewall	Approved
40-14	Commonwealth Lot 6A	Warehouse/Office	Shawnee	Pending
41-14	Community Center Lake Frederick Ph.3 Sec.1	Community Center	Opequon	Pending
42-14	FedEx Ground Facility Exp.	Office/Distribution	Shawnee	Pending
43-14	Premium Distributors of VA	Office/Storage	Stonewall	Pending
44-14	Sheetz # 309 Redevelopment Plan	Commercial	Stonewall	Pending
45-14	Madison Village	Commercial/Residential	Opequon	Pending
46-14	Trilogy at Lake Frederick	Recreation Center Porch	Opequon	Pending

## Other Planning Applications

### Conditional Use Permits

Three Conditional Use Permit (CUP) applications were submitted for review in 2014. The complete list is located below.

Conditional Use Permit Applications Submitted and Reviewed in 2014				
File #	Applicant	Type of Use	Magisterial District	Action
01-14	Wesley Rudolph	Public Garage	Back Creek	Approved
02-14	Jessica Neff	Kennel	Back Creek	Approved
03-14	Caroline Watson	Home Child Care	Opequon	Approved

### Waivers & Exceptions

There was one waiver application submitted for review in 2014. This application was located in the Stonewall Magisterial District. This application was for a waiver of height requirements in the EM Zoning District. The Board of Supervisors approved this request.

Waiver Applications Submitted and Reviewed in 2014				
File #	Applicant	Waiver	Magisterial District	Action
01-14	Verizon Wireless B. McIlwee	Reduction of Setback	Back Creek	Approved

## *Variances & Appeals*

There were three (3) variance applications submitted for review by the Board of Zoning Appeals in 2014. The applications for variance requests were approved. The complete list is located below.

<b>Board of Zoning Appeals Applications Submitted and Reviewed in 2013</b>				
<b>File #</b>	<b>Applicant</b>	<b>Request</b>	<b>Magisterial District</b>	<b>Action</b>
01-14	A &R Rentals	Variance	Back Creek	Approved
02-14	Debra Johnson & Richard Oram	Variance	Gainesboro	Approved
03-14	Wright Renovations Inc. Linda Wright	Variance	Red Bud	Approved

## *Comprehensive Policy Plan Amendment*

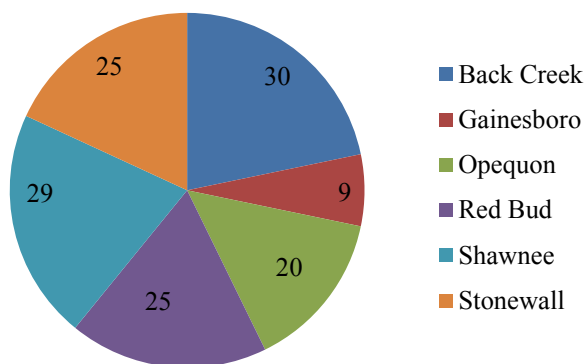
During 2014, the Comprehensive Plans and Programs Committee (CPPC) forwarded positive recommendations for two Comprehensive Policy Plan Amendments (CPPA's).

The first proposed amendment was in response to a Board of Supervisor initiated resolution supporting the study of the McCann-Slaughter properties, located within the Northeast Land Use Plan. The McCann-Slaughter parcels contain approximately 160 acres near the intersection of Martinsburg Pike and Old Charlestown Road. The CPPC recommended a balanced approach designating the properties with a mix of OM (Office Manufacturing) land uses and Developmentally Sensitive Areas.

The second CPPA studied, CPPA #01-14, the Blain Properties Sewer and Water Service Area (SWSA) amendment, was initiated by the property owner. It was a proposed expansion of the SWSA, also within the Northeast Land Use Plan. The CPPC evaluated the surrounding properties and proposed land uses and recommended the inclusion of approximately 140 acres to the SWSA.

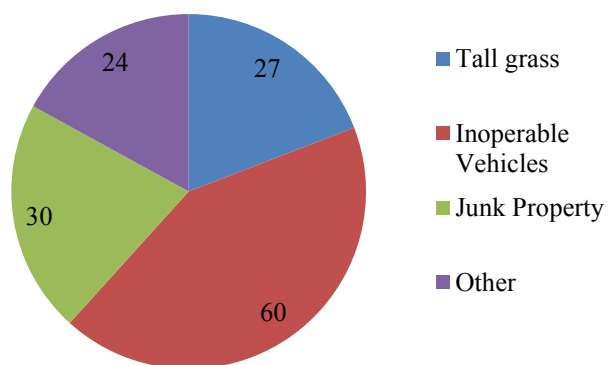
# Zoning Violations

## Violations by District



Zoning enforcement involves responding to inquiries and complaints concerning land use and development. Formal complaints are registered, investigated, and appropriate enforcement action taken. These complaints range in topic from inoperable vehicles to illegal uses on a property. Department staff attempts to work with landowners to ensure compliance of an ordinance violation; however, some of the violations cannot be resolved and criminal charges are filed. Once criminal charges are filed, resolution of the violation is determined by the court system.

## Violations by Complaint



141 Zoning Ordinance violation complaints were recorded by the Frederick County Planning Department in 2014. The charts to the left accounts for the percentage number of valid complaints in a variety of categories. In the “other” category these would include: illegal business and structures, conditional use permit violations, agriculture animals in residential, site plan violations, and high grass. There were a total of 123 violations recorded in 2014.



## *Comprehensive Plans and Programs Committee*

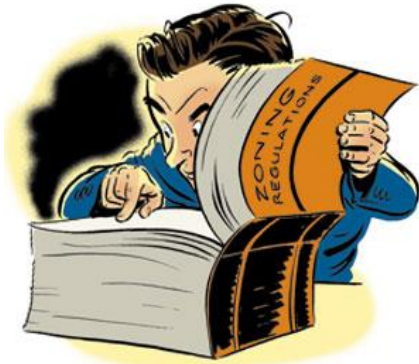
The Comprehensive Plans and Programs Committee (CPPC) is a committee of the Planning Commission whose primary responsibility is to formulate land use policies that shape the location, and timing of development throughout the County. In addition, the CPPC conducts studies of specific areas to develop guidelines for future land use within those areas. The CPPC also considers requests for amendments to the Comprehensive Plan.

The CPPC was involved in several projects during 2014. Most significantly, the CPPC facilitated the development and review of the Southern Frederick Area Plan. The Southern Frederick Area Plan was worked on by a group of volunteers and the CPPC throughout the first half of 2014 and was highlighted by important community involvement, review, and input. The Southern Frederick Area Plan provided an exciting opportunity for the community to participate in and guide the future growth, development, and redevelopment of this urbanizing area of the County. This effort encompassed the area generally east of Interstate 81 to the Clarke County line and from the Opequon Creek in the north to Lake Frederick in the south. The study area included the Route 277 Triangle Study, Tasker Woods, and many of the existing residential communities of the Stephens City area from Lakeside to Shenandoah and everything in between. The Board of Supervisors approved the Southern Frederick Area Plan on November 12, 2014.

In addition to the Southern Frederick effort, the CPPC forwarded positive recommendations for two Comprehensive Policy Plan Amendments (CPPA's) during 2014. The first proposed amendment was the study of the McCann-Slaughter properties, located within the Northeast Land Use Plan. The McCann Slaughter parcels contain approximately 160 acres near the intersection of Martinsburg Pike and Old Charlestown Road. The CPPC recommended a balanced approach designating the properties with a mix of OM (Office Manufacturing) land uses and Developmentally Sensitive Areas. The second CPPA studied, CPPA #01-14, the Blain Properties Sewer and Water Service Area (SWSA) amendment, was a proposed expansion of the SWSA, also within the Northeast Land Use Plan. The CPPC evaluated the surrounding properties and proposed land uses and recommended the inclusion of approximately 140 acres to the SWSA.

The CPPC also provided input on several other amendments that were made to the 2030 Comprehensive Plan in 2014. These included; the Public Facilities and the 2030 Comprehensive Plan Amendment, Phase 2 of the Middletown/Lord Fairfax Sewer and Water Service Area Plan, the creation of a Sewer and Water Service Area (SWSA) around the properties contained within the Reliance Road Land Use Study, to be served by the Frederick County Sanitation Authority (FCSA), approximately 311 acres, and an 83 acre expansion of the SWSA around the property that will be home to the 4<sup>th</sup> High School.

# Development Review and Regulations Committee



This year, the Development Review & Regulations Committee (DRRC) reviewed nine agenda items dealing with proposed changes to the Frederick County Zoning and Subdivision Ordinances that ranged from a variety of issues.

Of the nine items discussed by the DRRC, eight were forwarded to the Planning Commission and the Board of Supervisors for consideration and one is still pending further discussion by the Committee. The items discussed during 2014 are as follows:

- Landscaping Requirements per the Business Friendly Committee recommendations – *pending*
- Floodplain Overlay District Revisions – *approved*
- Private Streets in the R5 Zoning District - *approved*
- Height Exemptions – *pending further DRRC discussion*
- Master Development Plan Requirements and Landscaping Requirements – *approved*
- Multifamily Residential Building setbacks – *not approved*
- Zoning District Buffer Waivers - *approved*
- Screening for Outdoor Storage Areas - *approved*
- Revisions to the TNDB Overlay District – *not approved*



## *Conservation Easement Authority*



The Conservation Easement Authority was established in 2005 by the Board of Supervisors. It contains nine members, including one Planning Commissioner and one Board Member. Historically, the Authority's primary role focus has been conservation easement education for landowners; however, in 2008 the Authority also took on the task of managing the County's Purchase of Development Rights Program which is funded through a state grant. Thus, in addition to its ongoing education efforts, the Authority announced their first call for applications in August of 2008. In June 2009, in partnership with the Potomac Conservancy, the Authority acquired a conservation easement on an 89-acre property owned by the Snapp family.

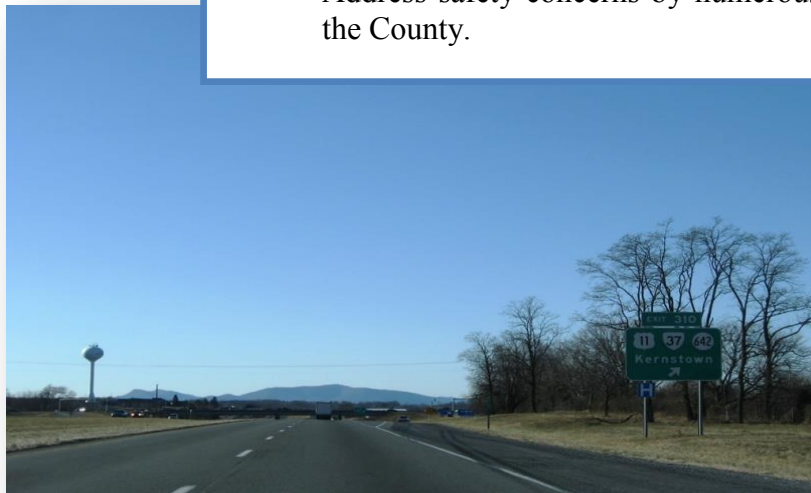
In the past year, the Authority has directed its energies toward education sessions about conservation easements. The Authority is producing a series of informational videos to educate the general public about conservation easements and various compensation avenues such as tax credits.

# Transportation Committee

The Transportation Committee meets monthly. Responsibilities of the Committee include transportation planning on a continuous basis and dealing with any additional transportation planning or implementation issues as they arise or are assigned by the Board of Supervisors.

Some of the issues considered by the Transportation Committee in 2014 were as follows:

- Update of Interstate, Primary, and Secondary Road plans.
- Render input on VDOT Six Year Improvement Plan.
- Render input on MPO Unified Planning Work Program.
- Transportation Section of the Capital Improvement Program.
- Participate in Revenue Sharing and Economic Development Access funding applications.
- Revenue Sharing, Rail Access, and Economic Development Access grants.
- Private Streets in the R5 District.
- Update of Road Construction priorities.
  
- Render input on Route 277 Improvements, and Exit 310 Upgrades.
  
- Coordinate with VDOT on Exit 313 Interchange Modification Report to ensure inclusion of County concerns regarding the realignment of Route 522 South.
  
- Address safety concerns by numerous citizens throughout the County.



## *Historic Resources Advisory Board*

The Historic Resources Advisory Board (HRAB) is a subcommittee that was established by the Board of Supervisors. It consists of nine members, including one from each Magisterial District in the County, two “At-Large” members, and a chairman. Also serving on the Committee are a Planning Commission liaison and an architectural historian. The HRAB reviews land use applications that involve properties that are historically significant or may impact historic resources. The Department of Planning and Development provides staff support to the Committee and over the past year, the Planning Department has assisted the HRAB in taking a more active role in historic preservation in Frederick County.

Similar to years past, Planning and Development staff coordinated meetings between the development community and the HRAB to provide recommendations to the applicants on ways to protect and preserve historic land and structures. Rezoning, master development plans, and conditional use permit applications that may have a potential impact on historical resources are reviewed by the HRAB.

The HRAB was given the ability to comment and make recommendations on one Comprehensive Plan Amendment in 2014.



*Ireson Springs Farm*

# *Geographic Information Systems (GIS) Within the Planning Department*

GIS in planning continues to offer GIS and database support for department projects and public inquiries.

There are online mapping applications available to both the planning staff and public that allow any user to look up relevant information for any question. These applications are constantly in a state of development and advancement to better assist the user, whether it be a staff member or citizen.

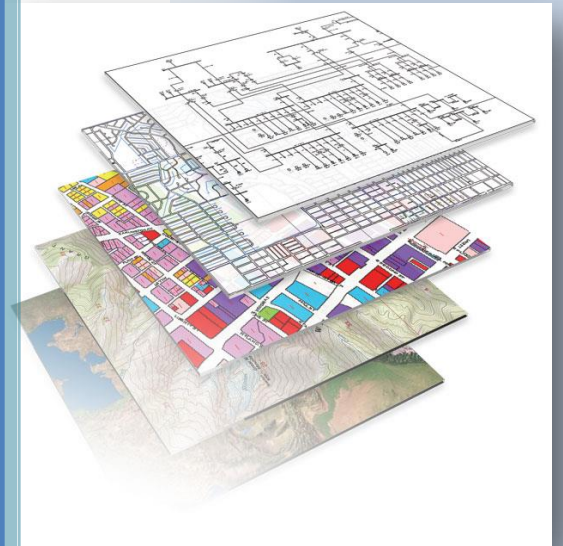
Going into another year with Mobile GIS application that allows users to easily search parcel information, newer applications are constantly in development that will continue to aid in the daily operations of the staff. One application that will be available is a Service Request Map that will aid in transportation requests. Along with a form that can be sent to request a transportation-related issue, an actual location of this request can be added to a map that is visible by both staff and the public.

Below is a partial list of GIS projects completed this year.

- Updates to the Agricultural & Forestal Districts
- Updates to the Area Plans and maps
- Participation in the TDR program
- Updates to the Southern Frederick Area Plan
- Zoning and Re-Zoning GIS
- Pump and Haul GIS
- Maintenance of the 2030 Comprehensive Plan

The year of 2014 saw changes to both the Southern Frederick Area Plan and the Kernstown Area Plan. The Southern Frederick Area Plan was completed and subsequently approved by the Board of Supervisors in November. The Kernstown Area Plan is currently in the process of being updated.

2015 promises to be a very progressive year with continued enhancements to the current applications that GIS offers as well as continued additions that will further support the planning staff.



# 2014 Annual Report

## Appendix

### Income

Median Household Income	\$61,120
Average Household Income	\$77,414

### Employment by Sector

1. Government
2. Health & Social Services
3. Retail
4. Manufacturing
5. Accommodation & Food Services
6. Administration & Waste Services
7. Construction
8. Other
9. Transportation & Warehousing
10. Finance & Insurance
11. Professional, Scientific & Technical Services
12. Wholesale Trade
13. Management of Companies
14. Other Services (Except Public Administration)
15. Education Services

### Labor Force

Unemployment Rate	4.2%
Available Labor Force	58,000

Source: Winchester/Frederick County Economic Authority

### Leading Employers in Community Frederick County/ Winchester

1. Valley Health System
2. Frederick County Public Schools
3. Navy Federal Credit Union
4. Winchester City Public Schools
5. Federal Emergency Management Agency
6. County of Frederick
7. Wal Mart
8. Shenandoah University
9. Rubbermaid Commercial Products
10. City of Winchester

## Commonly Used Planning Agenda Terms

### Meeting format

**Citizen Comments** – The portion of the meeting agenda offering an opportunity for the public to provide comment to the Planning Commission on any items not scheduled as public hearing items.

**Public Hearing**– A specific type of agenda item, required by State law, which incorporates public comment as a part of that item prior to Planning Commission or Board of Supervisors action. Public hearings are held for items such as: Comprehensive Plan policies and amendments; Zoning and Subdivision Ordinance amendments; and Rezoning and Conditional Use Permit applications. Following the Public Hearing, the Planning Commission will take action on the item (see below).

**Action Item**–There are both public hearing and non-public hearing items on which the Planning Commission takes action. Depending on the actual item, the Planning Commission may approve, deny, table, or forward a recommendation to the Board of Supervisors regarding the agenda item. *No public comment is accepted during the Action Item portion of the agenda.*

**Information/Discussion Item**– The portion of the meeting agenda where items are presented to the Planning Commission for information and discussion. The Planning Commission may offer comments and suggestions, but does not take action on the agenda item. *No public comment is accepted during the Information/Discussion Item portion of the agenda.*

### Planning Terminology

**Urban Development Area** or **UDA** – The UDA is the county’s urban growth boundary identified in the Comprehensive Plan in which more intensive forms of residential development will occur. The UDA is an area of the county where community facilities and public services are more readily available and are provided more economically.

**Sewer and Water Service Area** or **SWSA** – The SWSA is the boundary identified in the Comprehensive Plan in which public water and sewer is or can be provided. The SWSA is consistent with the UDA in many locations; however the SWSA may extend beyond the UDA to promote commercial, industrial, and institutional land uses in area where residential land uses are not desirable.

**Land Use** – Land Use is the nomenclature which refers to the type of activity which may occur on an area of land. Common land use categories include: agricultural, residential, commercial, and industrial.

**Zoning District** - Zoning district refers to a specific geographic area that is subject to land use standards. Frederick County designates these areas, and establishes policies and ordinances over types of land uses, density, and lot requirements in each zone. Zoning is the main planning tool of local government to manage the future development of a community, protect neighborhoods, concentrate retail business and industry, and channel traffic.



**Rezoning** – Rezoning is the process by which a property owner seeks to implement or modify the permitted land use activities on their land. A rezoning changes the permitted land use activities within the categories listed above under Land Use.

**Conditional Use Permit or CUP** - A CUP allows special land uses which may be desirable, but are not always appropriate based on a location and surrounding land uses. The CUP requested use, which is not allowed as a matter of right within a zoning district, is considered through a public hearing process and usually contains conditions to minimize any impacts on surrounding properties.

**Ordinance Amendment** – The process by which the County Code is revised. Often the revisions are the result of a citizen request with substantial justification supporting the change. Amendments ultimately proceed through a public hearing prior to the PC forwarding a recommendation to the Board of Supervisors.

#### County Bodies Involved

**Board of Supervisors or BOS** - Frederick County is governed by an elected Board of Supervisors composed of seven members, one from each magisterial district, and one chairman-at-large. The Board of Supervisors is the policy-making body of the county. Functions of the Board of Supervisors related to planning include making land use decisions, and establishing growth and development policies.

**Planning Commission or PC** - The PC is composed of 13 members, two from each magisterial districts and one at-large, appointed by the Board of Supervisors. The Planning Commission serves in an advisory capacity to the Board of Supervisors which then takes final action on all planning, zoning, and land use matters.

**Comprehensive Plans and Programs Committee or CPPC** – The CPPC is a major committee of the PC whose primary responsibility is to formulate land use policies that shape the location and timing of development throughout the County. Included in the work are studies of specific areas to develop guidelines for future land use within those areas. The CPPC also considers requests for amendments to the Comprehensive Plan. Decisions by CPPC are then forwarded to the PC for consideration.

**Development Review and Regulations Committee or DRRC** – The DRRC is the second major committee of the PC whose primary responsibilities involve the implementation of the Comprehensive Plan in the form of Zoning and Subdivision ordinance requirements. Requests to amend the ordinances to the DRRC are made by the Board of Supervisors, Planning Commission, local citizens, businesses, or organizations. DRRC decisions are also forwarded to the PC for consideration.