

Frederick County, Virginia



Trex project at Blackburn Commerce Center

*Department of Planning & Development
2015 Annual Report*

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Introduction



The Department of Planning and Development is pleased to present the 2015 Annual Report that summarizes the activities and highlights of 2015.

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

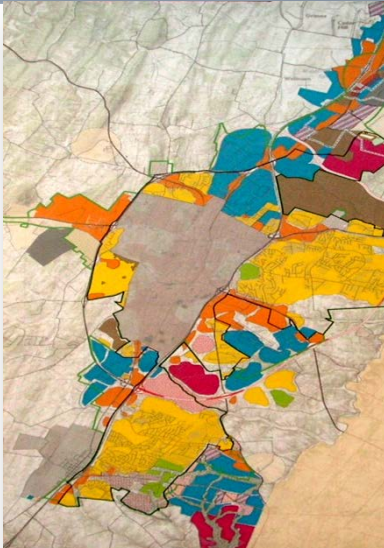
Mission

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 classifications, 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)

2015 Frederick County Board of Supervisors

Gary Lofton	Charles DeHaven	Robert Wells	Richard Shickle	Gene Fisher	Blaine Dunn	Robert Hess
Back Creek	Stonewall	Opequon	Chairman	Shawnee	Red Bud	Gainesboro
Magisterial	Magisterial	Magisterial		Magisterial	Magisterial	Magisterial
District	District	District		District	District	District
Supervisor	Supervisor	Supervisor		Supervisor	Supervisor	Supervisor

**Christopher Collins and Jason Ransom also represented the Redbud District during 2015*

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.

2015 Frederick County Planning Commission

June Wilmot, Chairman Member-At-Large

Roger L. Thomas, Vice Chairman- Opequon Magisterial 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

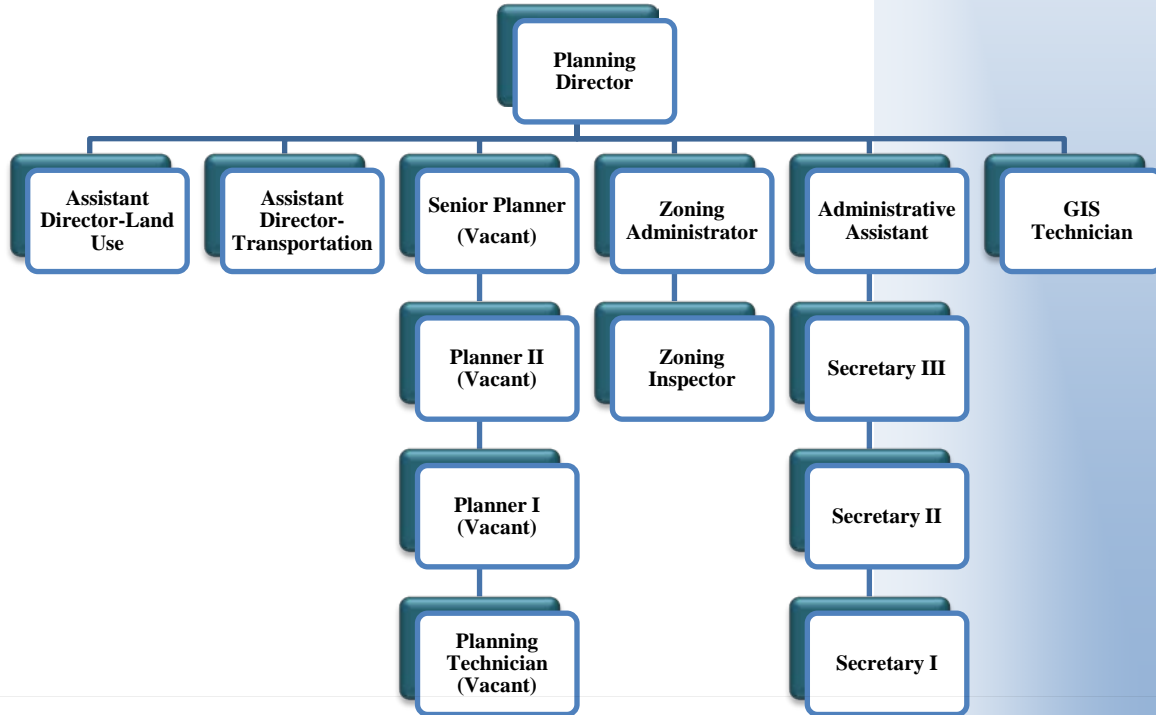
Stan Crockett- Stonewall Magisterial District

Robert Hess- BOS Liaison- Gainesboro Magisterial District

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

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



Michael T. Ruddy, AICP
Planning Director

Candice E. Perkins, AICP
Assistant Director

Mark R. Cheran
Zoning Administrator

David Burke
Zoning Inspector

John A. Bishop, AICP
Assistant Director,
Transportation

Kirstin Twardon
GIS Technician

Shannon Conner
Administrative Assistant

Diane Walsh
Secretary III

Pam Deeter
Secretary II

Kathy Smith
Secretary I

2015 Quick Facts

Population

2012	80,118
2013	81,207
2014	82,059
2015	82,623
2020	97,192
2030	119,419

Source: January 26, 2015 Weldon Cooper

Age Distribution

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

Residential: 2015 New Construction

Total number of Building Permits	707
Single family	426
Townhouse	99
Mobile Home	45
Multi-Family	137

Source: Frederick County Inspections Dept

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
Mobile Home	17

Source: Frederick County Inspections Dept

Urban Development Area (UDA)

Residentially Zoned Development Information - vacant lot summary (Through December 2015) 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

4,841 Units (maximum yield based on proffered densities)
1,221 Acres

Master Development Planned Projects

6,095 Total residential lots/units planned
1,471 single family lots planned
1,281 townhouse, duplex, multiplex lots/units planned
262 multi-family units planned
3,081 mixed units planned

(Current Status) Residential Subdivisions Under Development - vacant lots

2,706 Total residential lots/units available
1,1385 single family-detached lots available
701 townhouse, duplex, multiplex lots available
621 multi-family units available

Grand Total: 16,634 approved, planned, or potential residential lots/units.

285 Single Family-Detached permits have been issued in 2015 within the UDA
115 Townhouse/Duplex/Multiplex permits have been issued in 2015 within the UDA

Urban Development Area (UDA) Cont.

UDA Notes:

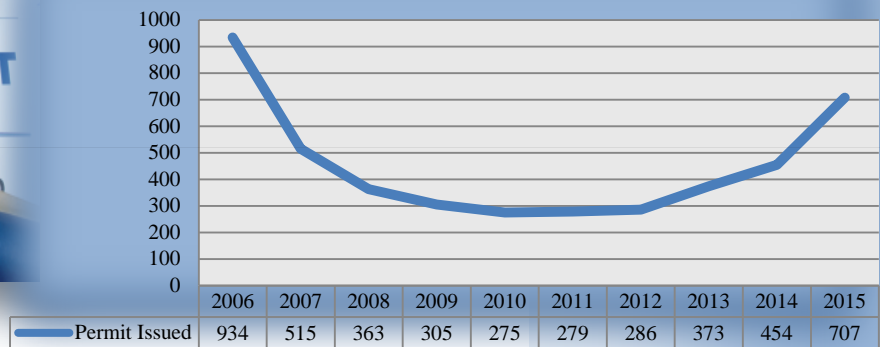
- 682** Vacant single family-detached lots are within six (6) of the single-family residential subdivisions which currently have approved subdivision plans within the UDA. (Abrams Pointe, Meadows Edge, Old Dominion Greens, Red Bud Run, Snowden Bridge and Lake Frederick)
- 3,722** The number of lots planned within Age-Restricted communities
- 2,463** Vacant lots within Age-Restricted Communities
* Denotes an age-restricted community or component
- 5,453** 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.
- 1,787** 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

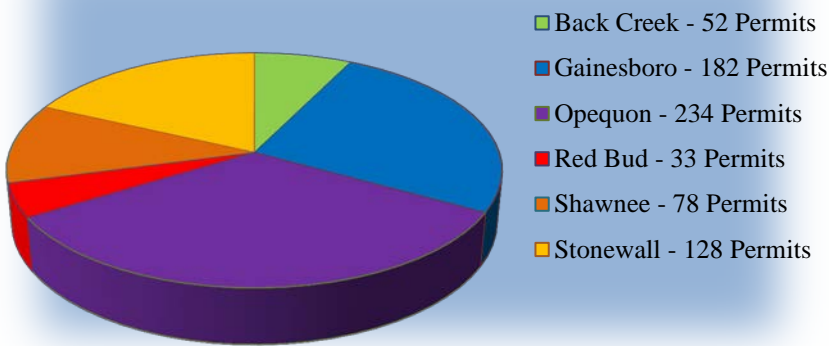
Frederick County issued a total of 707 new residential building permits in 2015. In 2014, there were a total of 454 residential building permits issued. Compared to 2014, there was an increase of 253 permits issued. In 2015, the majority of permits issued for new housing units were in the Stonewall and Opequon Magisterial Districts. 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.



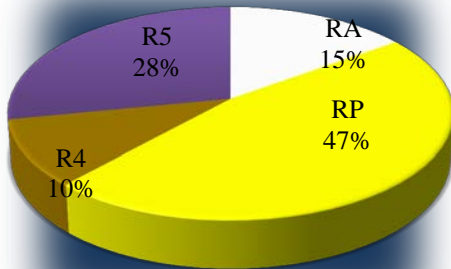
Total Residential Building Permits Issued 2006-2015



Residential Building Permits Issued by Magisterial District - 2015



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 2015. 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 2015.

Lots Created in 2015 by Magisterial District & Zoning District

Magisterial District	RA	RP	R5	R4	B1	B2	B3	M1	M2	EM	MH	MS	HE	Total
Back Creek	4	-	-	-	-	-	-	3	-	-	-	-	-	7
Gainesboro	13	-	-	-	-	-	-	-	-	-	-	-	-	13
Red Bud	2	98	-	-	-	-	-	-	-	-	-	-	-	100
Shawnee	13	-	-	-	-	1	-	-	-	-	-	-	-	14
Stonewall	2	16	-	27	-	1	-	1	-	-	-	-	-	47
Opequon	6	11	75	-	-	-	-	-	-	-	-	-	-	92
Totals	40	125	75	27		2		4						273

As shown in the table a total of 273 residential lots were created in the RP, RA, R4, and R5 Zoning Districts of Frederick County 2015. In 2014 there were total of 374 residential lots created.

2015 Highlights

A significant development action in 2014 and 2015 was the change to the public road requirements in the R-5 Zoning District.

In 2015 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 an 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 2015 there were 12 Rezoning applications submitted to the Board of Supervisors. Ten of these applications were approved by the Board of Supervisors. Two applications are pending. This is a considerable increase from 2014 when 5 rezoning applications were submitted. The complete list of applications is listed on page 15.

The most significant rezoning was the 92 acre Blackburn Commerce Center. This is an important economic development initiative which will enable industrial uses.

Rezoning Process



Rezoning Applications Submitted and Reviewed in 2015					
File #	Applicant	Current Zoning	Proposed Zoning	Magisterial District	Action
01-15	Blackburn Commerce Ctr.	RA	M-1	Back Creek	Approved
02-15	Blue Ridge Youth Soccer Assn.	B-2	RA	Shawnee	Approved
03-15	MBC, LC	MH-1/ B-3	B-2	Red Bud	Approved
04-15	Abrams Chase Age Restricted	Proffer	Revision	Red Bud	Approved
05-15	Hiatt Run Condos	RA	RP	Stonewall	Approved
06-15	Opequon Crossing	Proffer	Revision	Red Bud	Approved
07-15	Woodside Land Co.	RA	M-2	Stonewall	Approved
08-15	McCann Office Pk.	RA	RA/OM/B-2 M-1	Stonewall	Approved
09-15	Artillery Business Center	Proffer	Revision	Back Creek	Approved
10-15	Heritage Commons	RP/RA B-2	R-4	Shawnee	Approved
11-15	Freedom Manor	RA	RP	Shawnee	Pending (approved 2016)
12-15	Crosspointe Ctr.	RP/B-2	RP/B-2	Shawnee	Pending (approved 2016)

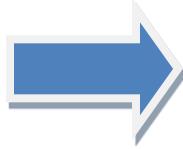
Master Development Plans

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

Final MDP approval by staff.

There were a total of 4 MDP applications submitted in 2015. Two were residential and two were industrial. The complete list of applications is located below.

01-15	Graystone Commerce Ctr.	Industrial	Stonewall	Approved
02-15	Blackburn Commerce Ctr.	Industrial	Back Creek	Approved
03-15	Lake Frederick Rev. 2	Residential	Opequon	Approved
04-15	Hiatt Run Condominiums	Residential	Stonewall	Approved

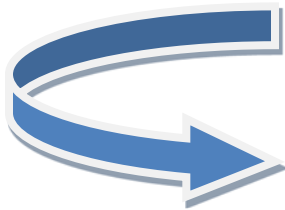
Subdivisions

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.

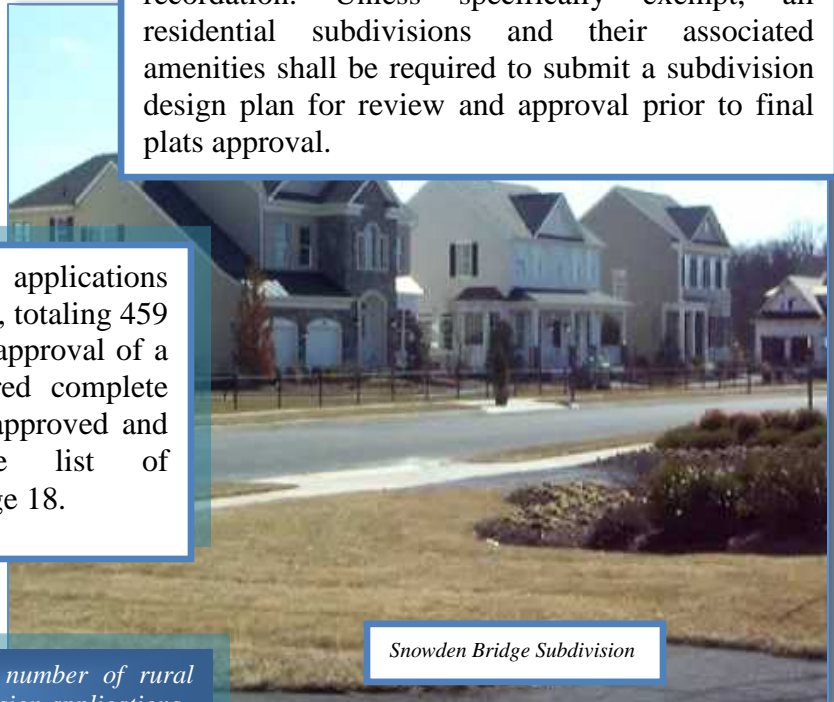
General Procedures



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 8 subdivision applications submitted for review in 2015, totaling 459 lots for approval. 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 2015				
File #	Applicant	Number of Lots	Magisterial District	Action
01-15	Lynnehaven Sec. 3 & 4	26	Red Bud	Approved
02-15	Jackson's Retreat	9	Back Creek	Pending
03-15	Snowden Bridge Sec. 8 & 9	107	Stonewall	Approved
04-15	Lake Frederick Ph.1 Sec. 2A	21	Opequon	Approved
05-15	Red Bud Run Sec. 3 Ph.4	116	Stonewall	Approved
06-15	Snowden Bridge Sec. 10	48	Stonewall	Pending
07-15	Regents Crest	66	Stonewall	Pending
08-15	Lake Frederick Ph. 4 Sec. 2	66	Opequon	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

Technical Review Committee

Plan, Application, Agency Comments, Payment of Fees Submitted

Staff Review

Possible Planning Commission Review

Final Approval by Zoning Administrator

There were 41 site plan applications submitted for review in 2015. A total of 32 applications were approved, 9 applications are pending. The complete list of applications is located on pages 20 and 21.

Site Plan Applications Submitted and Reviewed in 2015				
File #	Applicant	Use	Magisterial District	Action
01-15	M&H Plastic Addition	Warehousing/Manufacturing	Stonewall	Approved
02-15	Trex R&D Facility	Research & Development	Back Creek	Approved
03-15	Kraft Internal Ent. Exp.	Manufacturing	Stonewall	Approved
04-15	Round Hill United Methodist Church	Church	Gainesboro	Approved
05-15	Trilogy @ Lake Frederick	Clubhouse	Opequon	Approved
06-15	Carroll Industrial Park Lot 1	Ph. 1 Asphalt Production	Stonewall	Approved
07-15	Pine Knoll Construction	Contracting	Stonewall	Approved
08-15	James Charles Winery	Farm Winery	Back Creek	Approved
09-15	Genesis Primitive Church	Church	Stonewall	Approved
10-15	Virginia Apple Storage Exp.	Warehouse	Shawnee	Approved
11-15	Trex Company Rail Exp.	Rail Loading/Unloading	Shawnee	Approved
12-15	Graystone-Trex	Warehouse/Office	Back Creek	Approved
13-15	Rubbermaid Plant Exp.	Industrial	Back Creek	Approved
14-15	Flying J Biodiesel Addition	Fuel Station	Stonewall	Approved
15-15	Brunt Factory United Methodist Church	Building Addition	Stonewall	Approved
16-15	Virginia Riggers	Office/Warehouse	Stonewall	Approved
17-15	Krispy Kreme	Retail Bakery	Red Bud	Pending
18-15	Graystone South	Warehouse/Office	Back Creek	Approved
19-15	Wichester Aggregate Plant	Aggregate Processing & Storage	Stonewall	Approved
20-15	Shen-Valley LLC	Warehouse/Industrial	Stonewall	Approved
21-15	I-81 Distribution Park @ Stonewall	Industrial Warehouse	Stonewall	Approved
22-15	Autumn Glen HOA Bld. Add.	Community Building	Opequon	Approved

23-15	Hiatt Run Condominiums	Multi-Family Residential	Stonewall	Pending
24-15	Valley Cycle Center	Motorcycle Dealership	Shawnee	Approved
25-15	Experis Data Center	Data Center	Opequon	Approved
26-15	Bojangle's	Restaurant	Stonewall	Approved
27-15	RC Landholdings, LLC	Indoor Recreation	Back Creek	Approved
28-15	Opequon CTC	Waste Water Treatment Plant	Red Bud	Approved
29-15	Abundant Life Church	Parking Lot	Shawnee	Pending
30-15	WP Business Complex	Office /Warehousing	Opequon	Pending
31-15	Handy Mart #4 Drive Thru	Gasoline Service Station	Shawnee	Approved
32-15	Safford Chrysler	Commercial Product Storage	Stonewall	Pending
33-15	Stonewall Self-Storage	Commerical Self-Storage	Stonewall	Approved
34-15	Hyundi Dealship	Motor Vehicle Sale / Repair	Back Creek	Pending
35-15	James River Equipment	Heavy Equipment Sales/Service	Stonewall	Pending
36-15	Hayfield Development	Warehouse	Back Creek	Approved
37-15	Kingspan Insulation	Silo Addition	Stonewall	Pending
38-15	Shenandoah Holding, LLC	Medical Office	Opequon	Approved
39-15	704 Baker Lane	Office with Storage	Opequon	Approved
40-15	Bass Hover School	Parking Lot Modifications	Opequon	Approved
41-15	Pavillion (Harley Davidson)	Pavillion	Shawnee	Approved

Other Planning Applications

Conditional Use Permits

There were a total of 4 Conditional Use Permit (CUP) applications submitted for review in 2015. The complete list is located below.

Conditional Use Permit Applications Submitted and Reviewed in 2015				
File #	Applicant	Type of Use	Magisterial District	Action
01-15	Blue Ridge Youth Soccer Assn.	Outdoor Rec.	Shawnee	Approved
02-15	James Brown	Kennel	Back Creek	Approved
03-15	Gary Arghyris	Sale of sheds	Opequon	Approved
04-15	Jerry K. Lee	Monument Sign	Red Bud	Approved

Waivers & Exceptions

There was one waiver application submitted for review in 2015. This application was located in the Back Creek Magisterial District. The application was for a waiver of curb, gutter, sidewalk and streetlights in the RP Zoning District. The Board of Supervisors approved this request.

Waiver Applications Submitted and Reviewed in 2015				
File #	Applicant	Waiver	Magisterial District	Action
01-15	Jackson Retreat	Curb, Gutter, Sidewalks and Streetlights	Back Creek	Approved

Variances & Appeals

There were 7 variance applications and 1 appeal submitted for review by the Board of Zoning Appeals in 2015. The complete list is located below.

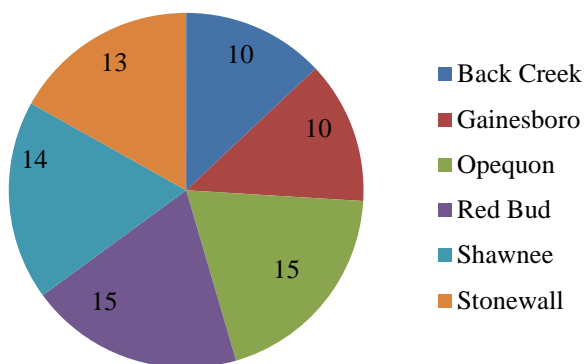
Board of Zoning Appeals Applications Submitted and Reviewed in 2015				
File #	Applicant	Request	Magisterial District	Action
01-15	Kenneth Wright	Variance	Back Creek	Approved
02-15	Philip Smith	Variance	Red Bud	Denied
03-15	James Loveless, Jr.	Appeal	Shawnee	Denied
04-15	William G. Meier	Variance	Stonewall	Approved
05-15	Robert & Linda Byers	Variance	Red Bud	Approved
06-15	Kenneth & Dorothy Harper	Variance	Gainesboro	Approved
07-15	Oakcrest Builders	Variance	Gainesboro	Approved
08-15	Casey Greathouse	Variance	Gainesboro	Pending

Comprehensive Policy Plan Amendment

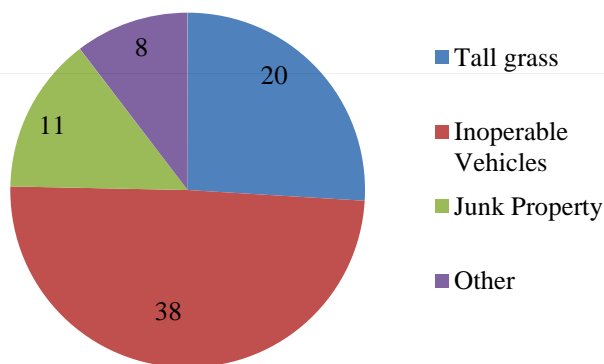
There were no Comprehensive Policy Plan Amendments (CPPA's) submitted during 2015. However, the Comprehensive Plans and Programs Committee (CPPC), on behalf of the Frederick County Planning Commission, initiated the 5-year review and update of the 2030 Comprehensive Plan, the 2035 Comprehensive Plan. The CPPC reviewed and updated Appendix II - Background Analysis and Supporting Studies. In addition, the three-phase approach to the update includes; Phase 2, the CPPC and Blue Ribbon Group review and update of key sections of the Plan, and Phase 3, the Planning Commission Review of 2035 update. Phase 2 included the review and update of Residential Development, Business Development, Transportation, and Natural Resources, Historical Resources, and Public Facilities sections, and was concluded in 2015. Phase 3 would likely include additional public outreach, community meetings, and ultimately, the public hearing process and approval. This will be completed in 2016.

Zoning Violations

Violations by District



Violations by Complaint



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. Staff changed practices during 2015 to engage landowners to a greater extent in an effort to resolve zoning violations complaints.

There was a total of 77 Zoning Ordinance violation complaints recorded by the Frederick County Planning Department in 2015. 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 2015. Most significantly, the CPPC facilitated the development and review of the Kernstown Area Plan. The Kernstown Area Plan was worked on by a group of volunteers and the CPPC throughout the first half of 2015 and was highlighted by important community involvement, review, and input. Of particular note was a well-attended public input and information meeting held at the Mid Atlantic Farm Credit building located in Kernstown. The Kernstown 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 located along Route 11, south of the City of Winchester and north of the Town of Stephens City, and west of I-81. This effort will utilize the previously adopted area plans (Southern Frederick Land Use Plan and Route 11 South Corridor Plan) as a basis to build upon and would integrate the C/I opportunities and the areas of mixed use with future transportation plans. The Board of Supervisors reviewed the draft Kernstown Area Plan in September of 2015. It is hoped that the Kernstown Area plan will be revisited during 2016.

In addition to the Kernstown effort, the Comprehensive Plans and Programs Committee (CPPC), on behalf of the Frederick County Planning Commission, initiated the 5-year review and update of the 2030 Comprehensive Plan, the 2035 Comprehensive Plan. The CPPC reviewed and updated Appendix II – Background Analysis and Supporting Studies. The draft of Appendix II represents Phase 1 of the update and includes the following information: Demographic Analysis, Economic Analysis, Land Use Analysis (including SWSA needs analysis with FCSA strategies, and C&I analysis of the 25/75 Ratio throughout the County), and Geographical Setting, and Historical Background.

In addition to Phase 1, described above, the three-phase approach to the update includes; Phase 2, the CPPC and Blue Ribbon Group review and update of key sections of the Plan, and Phase 3, the Planning Commission Review of the 2035 update. Phase 2 included the review and update of Residential Development, Business Development, Transportation, and Natural Resources, Historical Resources, and Public Facilities sections, and was concluded in 2015. Phase 3 would likely include additional public outreach, community meetings, and ultimately, the public hearing process and approval and will be concluded in 2016.

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. All items discussed by the DRRC were forwarded to the Planning Commission and the Board of Supervisors for consideration. The items discussed during 2015 are as follows:

- Addition of Farm Breweries – *approved*
- R4 District Permitted Uses (minor addition) – *approved*
- Permeable Pavers for Parking Lots- *approved*
- Addition of Farm Distilleries – *approved*
- Site Plan Requirements – *approved*
- Variance Requirements – *approved*
- Self-Storage Facilities in the RA (Rural Areas) District – *not approved*
- Setbacks from Agricultural and Forestal Districts - *approved*
- Supplementary Use Regulations (Setback Extensions) – *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 has produced three informational videos to educate the general public about conservation easements and various compensation avenues such as tax credits; these videos can be viewed on YouTube. The fourth and final video will be finished during the spring of 2016.

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 2015 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.
- 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.
- Hosted a transportation forum for the citizens of Frederick 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 four rezoning applications, the 2035 Comprehensive Plan update and the Kernstown Area Plan.



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 is a staff member or citizen.

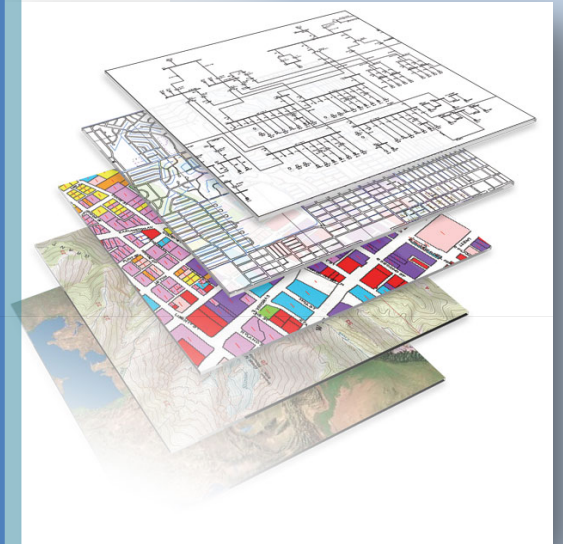
Going into another year with the Mobile GIS application that allows users to easily search parcel information, newer applications are constantly in development that will continue to aid in the daily operations of the staff. One application that will be available is a Service Request Map that will aid 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 Kernstown Area Plan
- Zoning and Re-Zoning GIS
- Updates to the Planning Area Analysis
- Update and Review of the 2030 Comprehensive Plan

The year of 2015 saw changes to the Agricultural & Forestal Districts. The 2015-2020 Ag & Forestal Districts were approved by the Board of Supervisors in November. The 2030 Comprehensive Plan is currently under the 5 year review and update. The first of three phases has been completed, and the update is projected to be complete by the spring of 2016.

2016 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.



2015 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 the Community of 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.