



Planning Commission Agenda

Thursday, February 28th, 2023

Work Session – 5:30 P.M.

Frederick Town Hall

401 Locust St.

Built On What Matters

Joint Work Session with Board of Trustees

1. Comprehensive Plan Update.
2. Adjournment



TOWN OF FREDERICK

Board of Trustees

Information Memorandum

Tracie Crites, Mayor

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

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

Comprehensive Plan briefing with Planning Commission

Agenda Date: Town Board Meeting - February 28, 2023

Attachments:

- a. Project Schedule
- b. Round 1 Engagement Flyer in English and Spanish

Submitted by: Ali van Deutekom
Planning Manager

Approved for Presentation: Bryan Ostler
Town Manager

Strategic Plan Alignment:



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

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

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

Summary Statement:

This is the first of three check points with the Board of Trustees and Planning Commission to gather feedback on the Frederick Comprehensive Plan and Downtown Plan update.

Detail of Issue/Request:

Built on What Matters.

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

The first round of comprehensive planning outreach effort is well underway. The steering committee selected *Frederick Forward* as the name for this comprehensive planning effort. *Frederick Forward* has a project website at www.frederickforward.org. The website includes a community survey, an interactive project map, and a virtual idea wall. The project team started outreach at the Festival of Lights in December 2022 and since then has had 6 pop-up events, 7 stakeholder meetings and 2 steering committee meetings. At each outreach event we encourage residents to take the community survey and provide feedback on the visual preference boards. Our goal is to reach 750 completed surveys by March 17, 2023. As of February 21, 2023 we are at 475 completed surveys taken in English and Spanish. Staff have included the engagement flyer as Attachment B, to be distributed throughout the community as opportunities arise. Following the closure of our first survey, staff will provide the Planning Commission and Board of Trustees with the survey results.

Staff and the consultant team will be present at the February 28, 2023 Board of Trustees meeting to deliver a robust presentation and solicit feedback from the Board of Trustees and Planning Commission.

Legal Comments:

The Town's Land Use Attorney Todd Messenger, and Town Attorney Jason Meyers, have reviewed the content of the briefing.

Alternatives/Options:

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

Financial Considerations:

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

Staff Recommendation:

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

Frederick Comprehensive Plan and Downtown Plan Schedule - 2/15/23

	2022			2023												2024		
TASK	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
1: Project Kickoff & Initiation																		
2: Public Outreach Plan																		
3: Community Assessment (Comprehensive Plan)																		
4: Existing Conditions (Downtown Plan)																		
5: Round 1 Community Engagement - Visioning & Idea Generation																		
6: Conceptual Alternatives & Approaches																		
7: Round 2 Community Engagement: Review of Key Alternatives																		
8: Creation of Preferred Plan Elements																		
9: Round 3 Community Engagement - Review of Preferred Plan Elements																		
10: Draft Version of Comprehensive Plan																		
11: Draft Version of Downtown Plan																		
12: Finalizing the Comprehensive Plan & Downtown Plan Documents																		
Steering Committee Meetings		*		*		*		*		*		*		*		*		
Briefings with Board & Planning Commission					*					*			*					



Frederick Forward

Frederick Comprehensive Plan and Downtown Plan

Help shape the future of your community!

Frederick Forward is creating a new **20 Year Plan** for the Town, and a master plan for the Downtown district, over the next year!

Provide your thoughts on your Vision for the future of Frederick and how to improve the Town and Downtown. Take the first Community Survey for Frederick Forward, at the link below or using the QR code. Everyone in the Frederick area is welcome to take the survey (open to everyone, not just Town residents).

Visit the project website (www.frederickforward.org) to learn more and to stay up to date on upcoming events!



If you have any questions about Frederick Forward, or would like to send us a comment, please feel free to send us an email at info@frederickforward.org. You can also contact the Planning Manager at the Town of Frederick, Ali van Deutekom, at avandeutekom@frederickco.gov.





¡Adelante Frederick!

Plan Comprensivo Y Plan Del Centro de Frederick

¡Ayuda formar el futuro de tu comunidad!

¡Adelante Frederick está creando un nuevo plan de **20 años** para la ciudad y un plan maestro para el centro durante el próximo año!

Comparte su visión para el futuro de Frederick y cómo pueden mejorar la ciudad y el centro. Participa en la primera Encuesta Comunitaria de Adelante Frederick sobre el sitio web o usando el código QR. Todos en el área de Frederick pueden participar en la encuesta (no solo para los residentes de la ciudad).

¡Visite el sitio web del proyecto (www.frederickforward.org) para obtener más información y mantenerse actualizado sobre eventos siguententes!



Si tienes una pregunta o deseas enviar un comentario, envía un correo electrónico a info@frederickforward.org. También pueden comunicarse con el Gerente de Planificación de Frederick, Ali van Deutekom, en avandeutekom@frederickco.gov.

