



CITY COUNCIL WORK SESSION AGENDA

Work Session - Greenbelt Strategic Wayfinding Plan Outline and Sign Design Concepts

This meeting will be held in-person and virtual.

**25 Crescent Road
Greenbelt, MD 20770**

OR

Virtual Participation

Zoom Webinar Attendees:

**Please submit your request in writing via email to questions@greenbeltmd.gov
<https://us02web.zoom.us/j/82713762051?pwd=7tbl4cR9uVywC83S5e0AsNQilqtqKo.1>**

Dial-in: 301 715 8592

Webinar ID: 827 1376 2051

Passcode: 574451

Monday, December 16, 2024

7:30 PM

Work Session Packet - Greenbelt Strategic Wayfinding Plan Outline and Sign Design Concepts

Work Session - Greenbelt Strategic Wayfinding Plan Outline and Sign Design Concepts

Suggested Action:

Agenda

- Introductions
- Council Discussion
- Questions and Answers
- Other Items

[Greenbelt Strategic Wayfinding Plan_Draft Outline_120924.pdf](#)

[Greenbelt Wayfinding Signage Plan_Sign Concept Presentation_City Council Worksession_120924.pdf](#)

[Approved 09.04.2024 APB Minutes.pdf](#)

Draft Outline

1. **Executive Summary**
 - Purpose of the Wayfinding Plan
 - Project Overview
 - Key Findings and Recommendations
2. **Introduction**
 - Project Background and Objectives
 - Study Area Overview
3. **Research and Existing Conditions Analysis**
 - Inventory of Existing Signage for Key Sites
 - Analysis of Signage Condition and System Gaps
 - Community Input Summary
 - Gis Mapping Activity Summary
4. **Design Concepts**
 - Design Goals and Principles
 - Signage Typology and Design Concept
 - Welcome Signage
 - Vehicular Directional Signage
 - Pedestrian Directional Signage
 - Informational Signage
 - Materials, Pantone Colors, Fonts, and Dimensions
5. **Sign Location Recommendations**
 - Overview of Recommended Signage Locations
 - Maps of Signage Location
 - Welcome Signage
 - Vehicular Directional Signage
 - Pedestrian Directional Signage
 - Informational Signage
6. **Implementation Strategy**
 - Phased Implementation Plan
 - Opportunities for Sign Removal, Consolidation, or Replacement
 - Regulatory and Permitting Considerations
 - Stakeholder Roles and Responsibilities
7. **Cost Estimates and Funding Opportunities**
 - Preliminary Cost Estimates by Sign Type
 - Potential Funding Sources
8. **Conclusion**
 - Summary of Findings
 - Vision for Wayfinding in Greenbelt
9. **Appendices**
 - Appendix A: Key Sites: Existing Signage Directory
 - Appendix B: Community Engagement Summary
 - Appendix C: GIS Mapping and Data
 - Appendix D: References and Resources

M-NCPPC

PLANNING ASSISTANCE TO MUNICIPALITIES AND COMMUNITIES
(PAMC)-FUNDED

Greenbelt Strategic Wayfinding Plan for the City of Greenbelt

PAMC

City Council Work Session:
Sign Design Concepts, Outline of Plan

December 16, 2024

 THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Prince George's County Planning Department



Project Tasks

1. Kickoff Meeting and Refinement of Work Plan
2. Research, Existing Conditions Analysis, Inventory, Summaries
3. **Preparation of Sign Design Concepts and Strategic Wayfinding Plan Outline**
 - a. Advisory Board Work Session
 - b. DPW&T, SHA, DPR Trails Staff, ATHA & City Staff
 - c. **City Council Work Session**
4. Draft Outline Report (Dec/Jan)
5. Final Draft Strategic Wayfinding Plan (Feb)

Greenbelt Context



Greenbelt Key Sites

COMMUNITY INSTITUTIONS:

Greenbelt Post Office
Greenbelt Municipal Building
Greenbelt Branch Library, PGCMLS
Roosevelt Center
Greenbelt Volunteer Fire Department and Rescue Squad
City of Greenbelt Observatory
Greenbelt Homes, Inc.
Greenbelt Cinema
Green Ridge House
Greenbelt Police Department
United States District Court, Greenbelt Division
Greenbelt Arts Center
Greenbelt Public Works Department
State Highway Administration (SHA) District 3 Office

RECREATION & PARKS:

RECREATION FACILITIES

Greenbelt Aquatic & Fitness Center
Greenbelt Community Center
Greenbelt Youth Center
Springhill Lake Recreation Center
Greenbelt Museum

PRIMARY CITY OWNED PARKS

Buddy Attick Lake Park
Schrom Hills Park

ATHLETIC FIELDS / SITES

Braden Field Complex
McDonald Field
Northway Field
Braden Tennis/Pickleball Courts
Lakemcrest Tennis/Pickleball Courts
Greenbelt Skatepark
Braden Sand Volleyball Court

OTHER PARK SPACES

73 Court Ridge Road
Greenbelt Dog Park
Central Park at Greenbelt Station
Greenbrook Lake

CEMETERIES

Turner Cemetery
Greenbelt Cemetery
Walker Cemetery
Hamilton Cemetery

COMMERCIAL / OFFICE PARKS

Greenway Center
Beltway Plaza Mall
Triangle Centre / Golden Triangle
Capital Office Park
Maryland Trade Center
Hanover Office Park
Belle Point
Commerce Center
Greenbelt Professional Center
Greenway East Professional Center

TRAILS

Greenbelt Metro Trail [future]
Indian Creek Trail
East Coast Greenway
American Discovery Trail

ACCOMODATION

Crowne Plaza
Holiday Inn
Hilton Garden Inn
Residence Inn by Marriott
Sonesta Select
Woodspring Suites

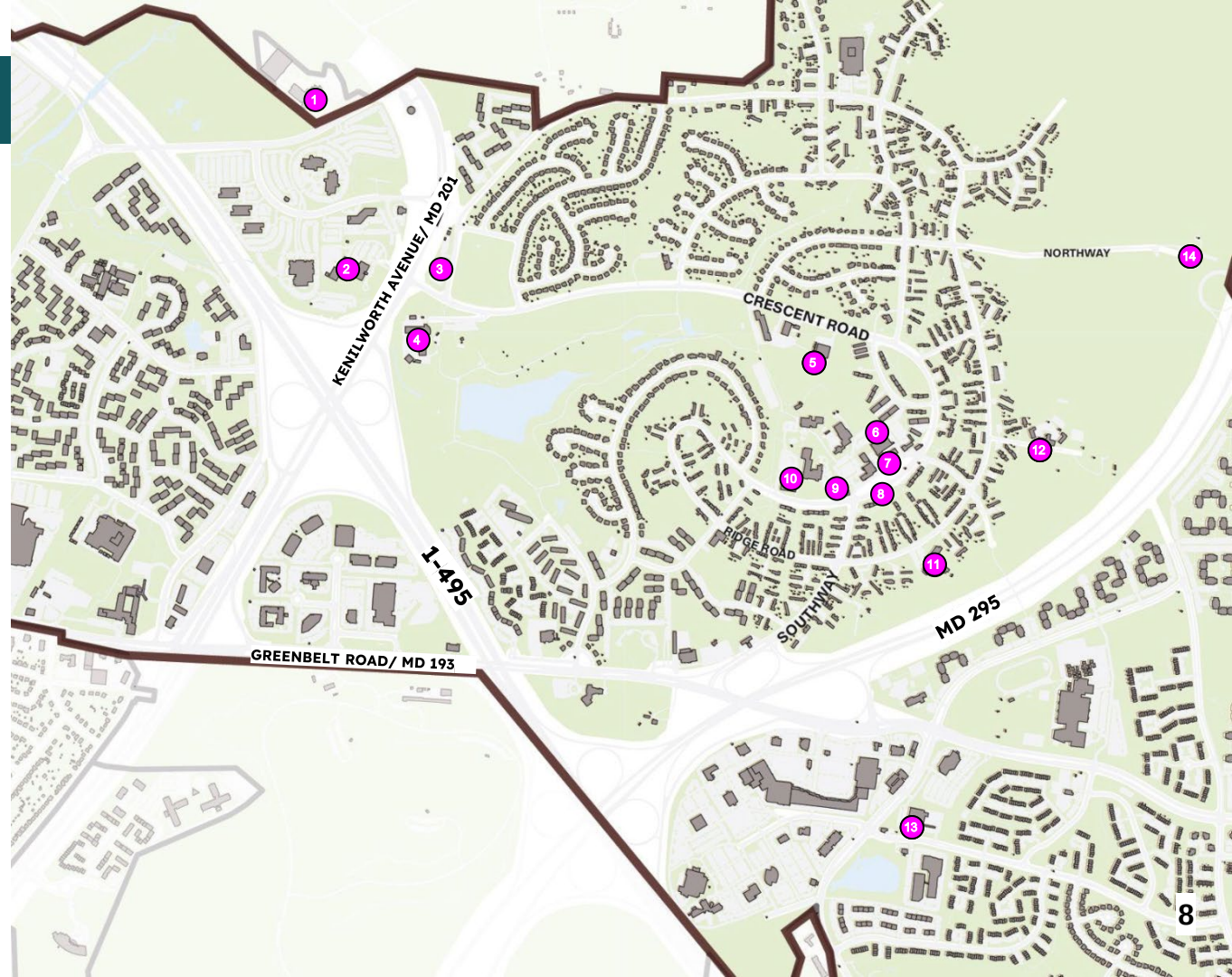
OTHER SITES

Berwyn Heights
New Carrollton
Lake Artemesia
Univ. of Maryland, Beltsville Ag Research Ctr
Eleanor Roosevelt High School
Goddard Space Flight Ctr
Greenbelt Metro Rail Station
Greenbelt (Nat'l) Park
Doctors Hospital

Greenbelt Key Sites

Community Institutions

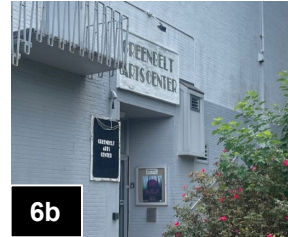
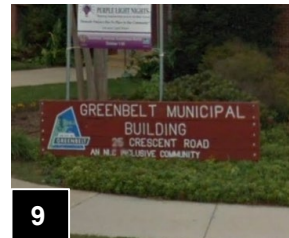
1. United States District Court, Greenbelt Division
2. State Highway Administration (SHA) District 3 Office
3. Greenbelt Police Department
4. Greenbelt Public Works Department
5. Greenbelt Volunteer Fire Department and Rescue Squad
6. Greenbelt Arts Center
7. Greenbelt Cinema
8. Roosevelt Center
9. Greenbelt Municipal Building
10. Greenbelt Branch Library, PGCMLS
11. Green Ridge House
12. Greenbelt Homes, Inc.
13. Greenbelt Post Office
14. City of Greenbelt Observatory



Greenbelt Key Sites

Community Institutions

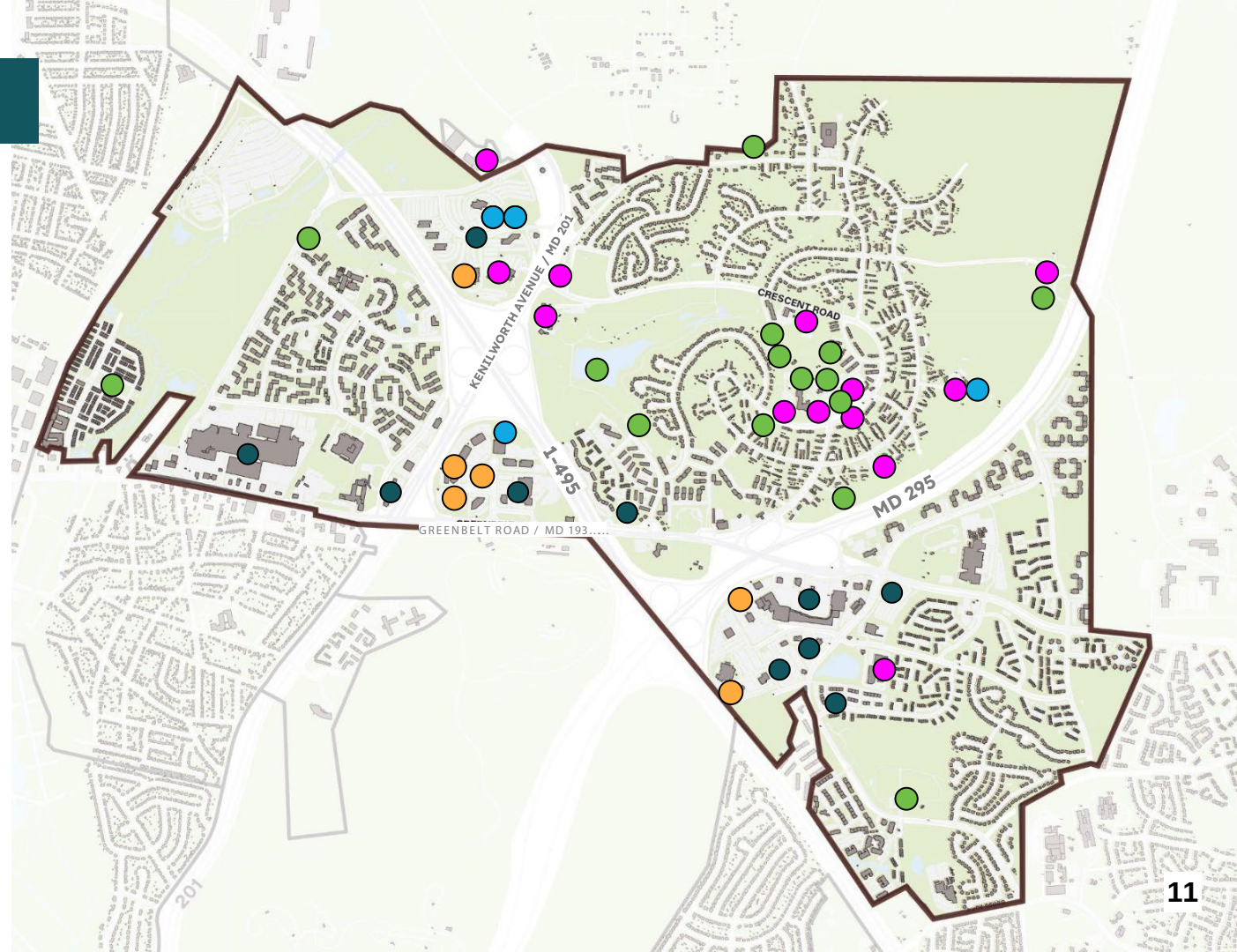
1. United States District Court, Greenbelt Division
2. State Highway Administration (SHA) District 3 Office
3. Greenbelt Police Department
4. Greenbelt Public Works Department
5. Greenbelt Volunteer Fire Department and Rescue Squad
6. Greenbelt Arts Center
 - a. Sign 1
 - b. Sign 2
7. Greenbelt Cinema
8. Roosevelt Center
9. Greenbelt Municipal Building
10. Greenbelt Branch Library, PGCMLS
11. Green Ridge House
12. Greenbelt Homes, Inc.
13. Greenbelt Post Office
14. City of Greenbelt Observatory



COMMUNITY INSTITUTIONS	EXISTING SIGN	LOCATION	CONDITION (1-poor 5-new)	TYPE	GREENBELT LOGO	ADDRESS ON SIGN
Greenbelt Post Office	YES	7600 Ora Glen Drive	4	Monument Sign	NO	NO
Greenbelt Municipal Building	YES	25 Crescent Road	3	Wooden Post	YES	YES
Greenbelt Branch Library, PGCMLS	YES	Crescent Road	4	Box Sign	NO	NO
Roosevelt Center	YES	115 Centerway Road	3	Wooden Post	YES	NO
Greenbelt Volunteer Fire Department and Rescue Squad	YES	125 Crescent Road	3	Short Wooden Post	YES	YES
City of Greenbelt Observatory	YES	8101 Northway Road	2	Wooden Post	NO	NO
Greenbelt Homes, Inc.	YES	1 Hamilton Place	3	Monument Sign	NO	NO
Greenbelt Cinema	YES	129 Centerway Road	3	3D Individual Letters	NO	NO
Green Ridge House	YES	22 Ridge Road	5	Monument Sign	YES	YES
Greenbelt Police Department	YES	550 Crescent Road	4	Wooden Post	YES	YES
United States District Court, Greenbelt Division	YES	6500 Cherrywood Lane	5	Monument Sign	NO	NO
Greenbelt Arts Center	YES	123 Centerway Road	2	Painted Sign + Black and White Board Sign	NO	NO
Greenbelt Public Works Department	YES	555 Crescent Road	3	Monument Sign + Wood Post sign	YES	YES
State Highway Administration (SHA) District 3 Office	YES	9300 Kenilworth Avenue	4	Monument Sign	NO	YES

Greenbelt Key Sites

- COMMUNITY INSTITUTIONS
- RECREATION AND PARKS
- ACCOMODATION
- COMMERCIAL / OFFICE PARK
- CEMETERIES



Major Takeaways

- There is a variety of signage types but no common design language.
- Varied materials - most common is wooden panels post sign
- Varied information (address, arrows, business name, etc)
- Key Sites have signage but no major wayfinding signage (maps, arrows, etc)

- COMMUNITY INSTITUTIONS
- RECREATION AND PARKS
- ACCOMODATION
- COMMERCIAL / OFFICE PARK
- CEMETERIES





Community Engagement

Community Survey

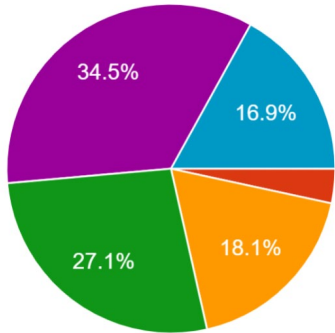


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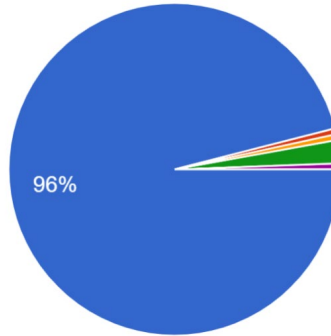
ONLINE SURVEY
RESPONSES

- What types of signage or wayfinding aids do you find **most helpful in guiding you** through the area?
- Can you describe any specific **challenges or frustrations** you encounter when trying to find your way around Greenbelt?
- Can you **describe what you like** about wayfinding and signage elements you encounter when trying to find your way around Greenbelt?

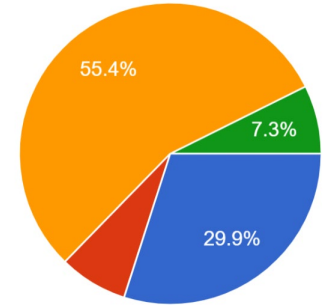
Community Survey



- Under 18
- 18-29 years old
- 30-44 years old
- 45-60 years old
- 61-74 years old
- 75+



- English
- Spanish
- French
- Urdu
- Multi-language household: English, Spanish, Korean



- Greenbelt East (east of Baltimore-Washington Parkway)
- Greenbelt West (west of Kenilworth Avenue)
- Center City (between Kenilworth & B-W Parkway)
- Outside of Greenbelt

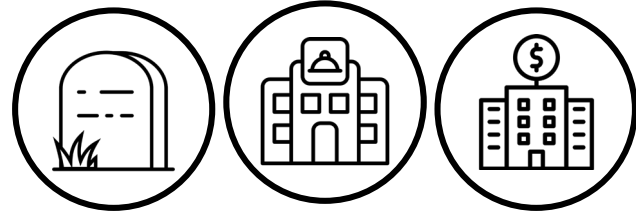


VISITED THE MOST

Community Institutions

Recreation

Trails



VISITED THE LEAST

Cemeteries

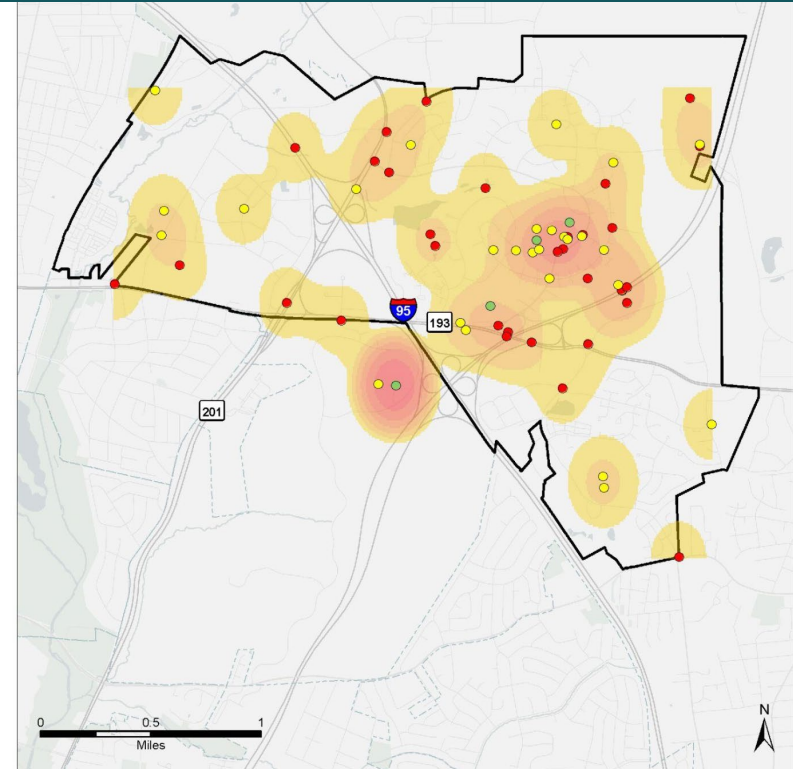
Hotels

Business / Office Park

M-NCPPC Survey Points

- Majority of points marked as Bad or Needs Improvement - relating to wayfinding/ signage at points
- Majority of points are in Historic Greenbelt and Roosevelt Center

Valid Points	79	Greenbelt Municipal Boundary Survey Points Bad Good Needs Improvement
Other (empty, map issue)	29	
Total Response	108	



**Greenbelt Wayfinding Survey
Kernel Density, Survey Points**
© M-NCPPC

Mapping /Survey Summary

- Lack of signage indicating directions towards **Greenway Shopping Center** from **Historic Greenbelt** causes confusion.
- Suggestions for **improved visibility and placement of signs** along roads and pedestrian areas, especially for amenities like libraries, parks, and hiking trails.
- **Inadequate signage**, particularly for the **Roosevelt Center** and various small businesses.
- Calls for **directional signs** pointing to important landmarks such as the Greenbelt Plaza Mall, libraries, and recreational facilities.
- Signage for pedestrian safety, including crosswalks, especially **near major intersections**.
- Better signage at Greenbelt National Park to guide visitors to different trails and campsites.
- Desires for **improved visibility of parks and facilities** from major roads like Greenbelt Road.
- Requests for consolidated signage for various entities and amenities in Greenbelt, as well as better visibility of businesses from main roads like **Crescent and Southway**.

Existing Conditions Research Summary

SIGNAGE TYPE:

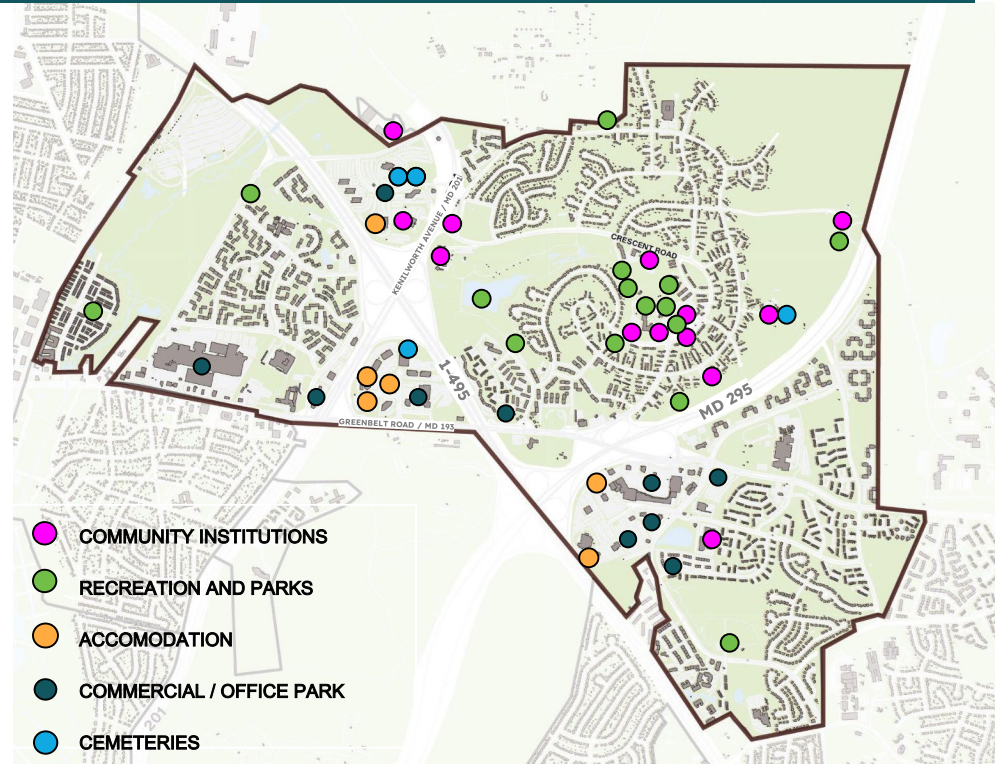
Updated and accessible signage types with more informational maps and context

SIGNAGE LOCATION:

Need for more signage connecting different city amenities and key sites.

COMMUNITY CHARACTER:

Community Character needs to be displayed and represented in new signage.





Strategic Wayfinding Plan Outline



Strategic Wayfinding Plan

1. Executive Summary
2. Introduction
3. Research and Existing Conditions Analysis
- 4. Design Concepts**
- 5. Sign Location Recommendations**
6. Implementation Strategy
7. Cost Estimates and Funding Opportunities
8. Conclusion

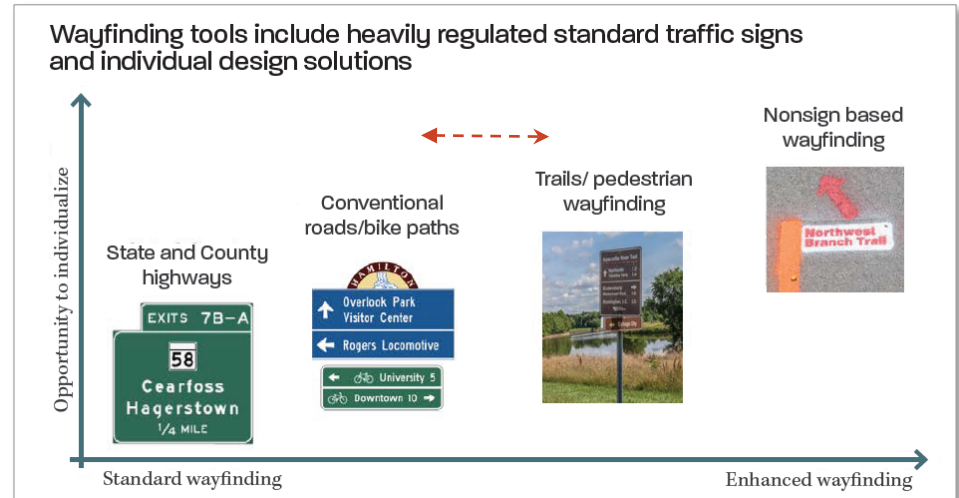
Appendices

- Appendix A: Key Sites: Existing Signage Information
- Appendix B: Community Engagement Summary
- Appendix C: GIS Mapping and Data
- Appendix D: References and Resources

What is Wayfinding ?

Standard wayfinding serves to:

- Provide directions to destinations ahead of a decision point, allowing road and shared-use users to safely maneuver along the route towards their desired destination.
- Reassure road users that they have made the proper turn and understand upcoming navigation.



Wayfinding Design Principles

1. Connect places

Ensure information supports real navigational needs.



2. Create memories

Highlight place identity and use landmarks to punctuate journeys.



3. Show the way

Use sight lines, viewpoints, and maps to support the cognitive process.



4. Build confidence

Create supported networks and decision points to support exploration.



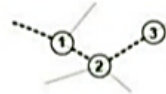
5. Be predictable

Use consistent terminology and codes, and locate information reliably.



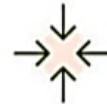
6. Manage the information load

Progressively disclose information detail along the journey.

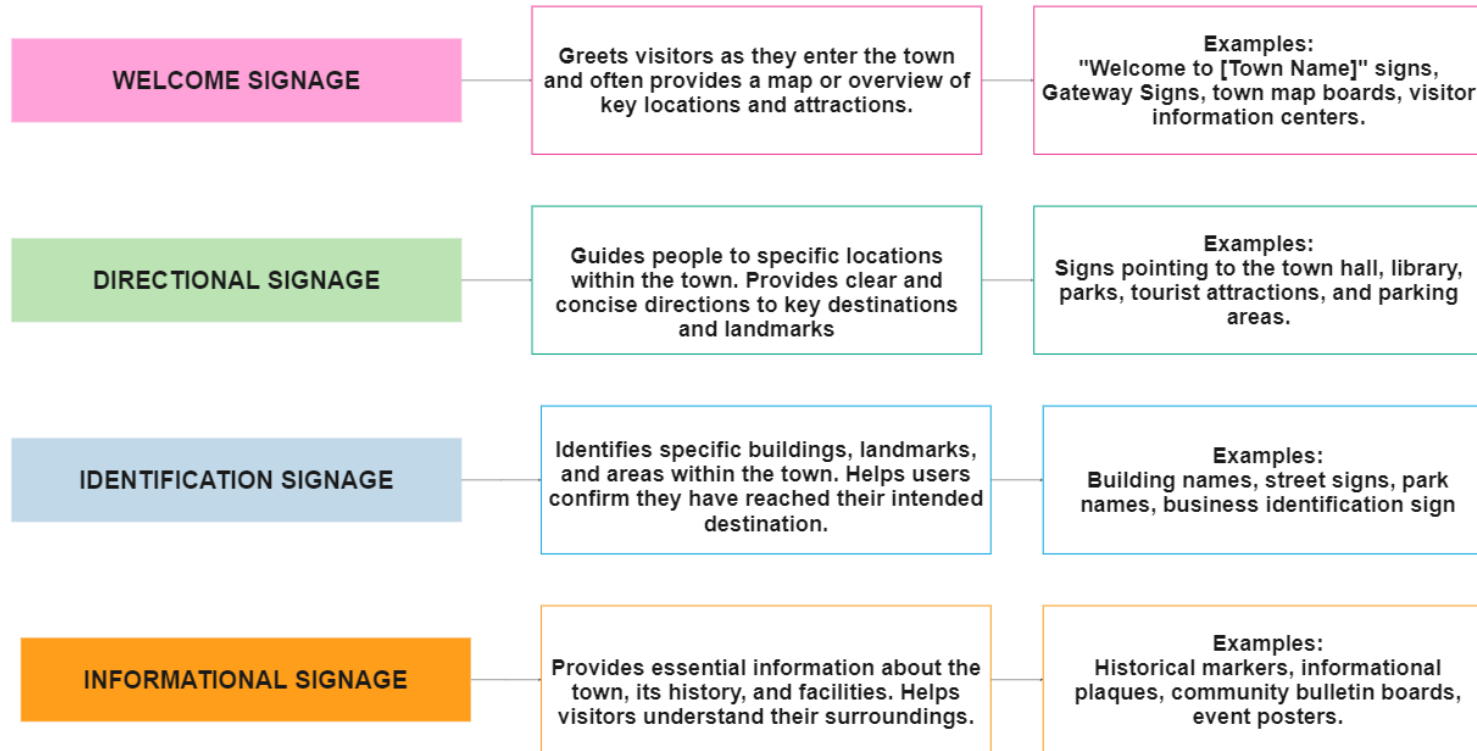


7. Design for all

Make wayfinding accessible through information design, location, and media.



Types of Signage





Sign Design Concepts



Greenbelt: City Seal Information



OUR COLORS

Greenbelt's color palette consists of two primary colors and two secondary colors. These unique colors have long been part of the history of Greenbelt, inspired by the natural beauty of Greenbelt and the ideals in which the City was originally conceived in 1935 by Rexford Guy Tugwell via President Franklin D. Roosevelt.

PRIMARY COLORS

Our primary colors represent the Greenbelt brand and should make up at least 70% of color in any project.

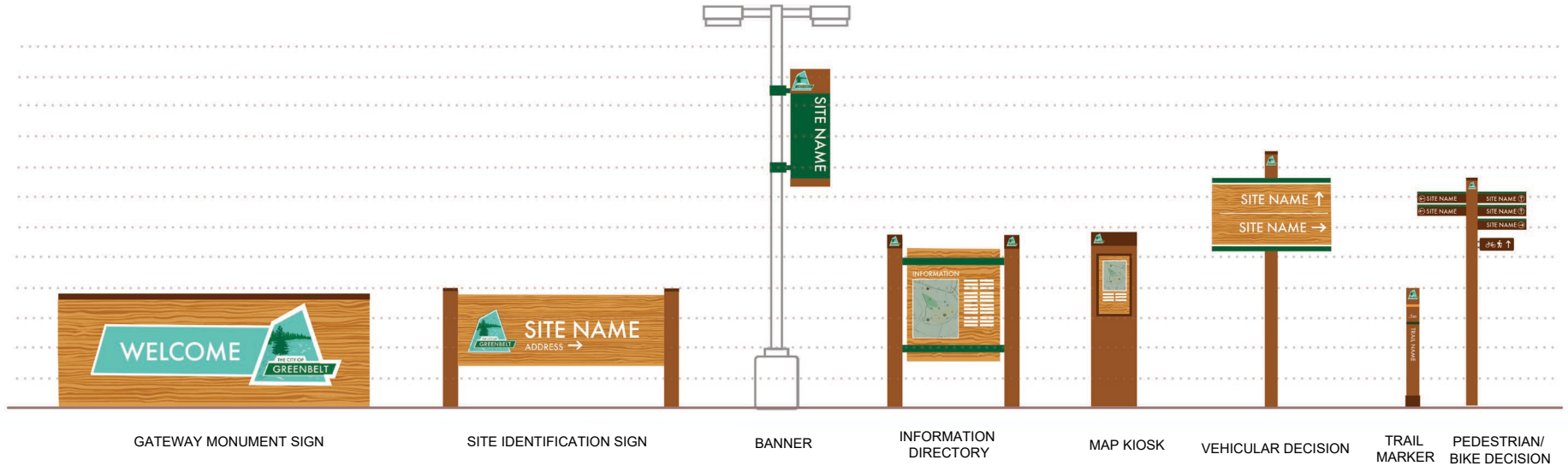


SECONDARY COLORS

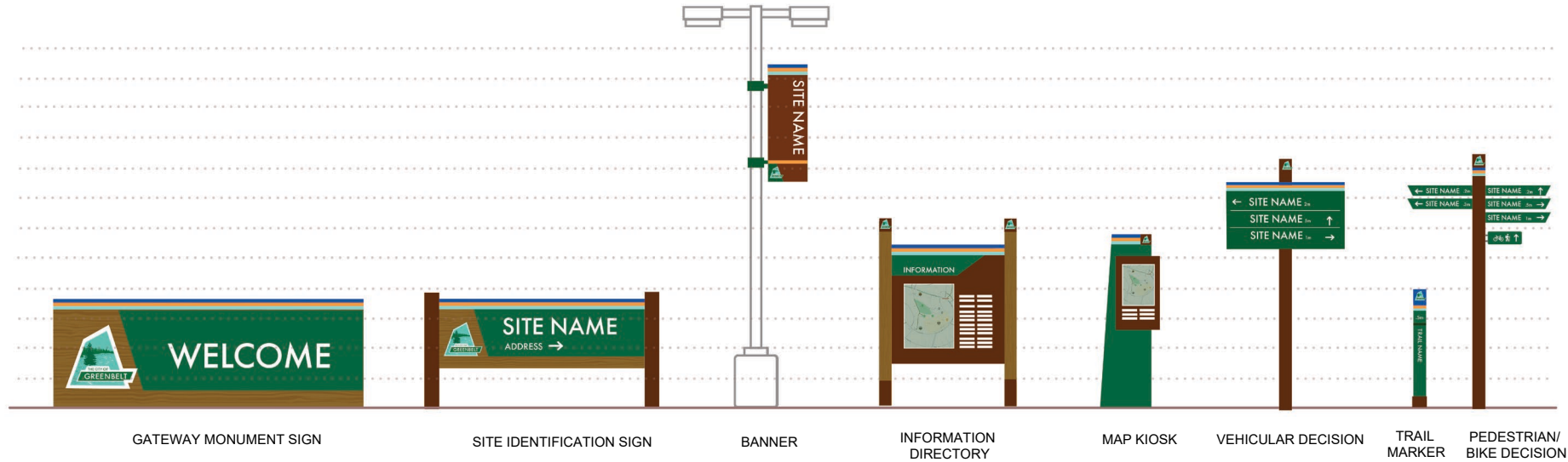
Our secondary colors are used sparingly, often to bring contrast and should never be used in more than 30% of any project.



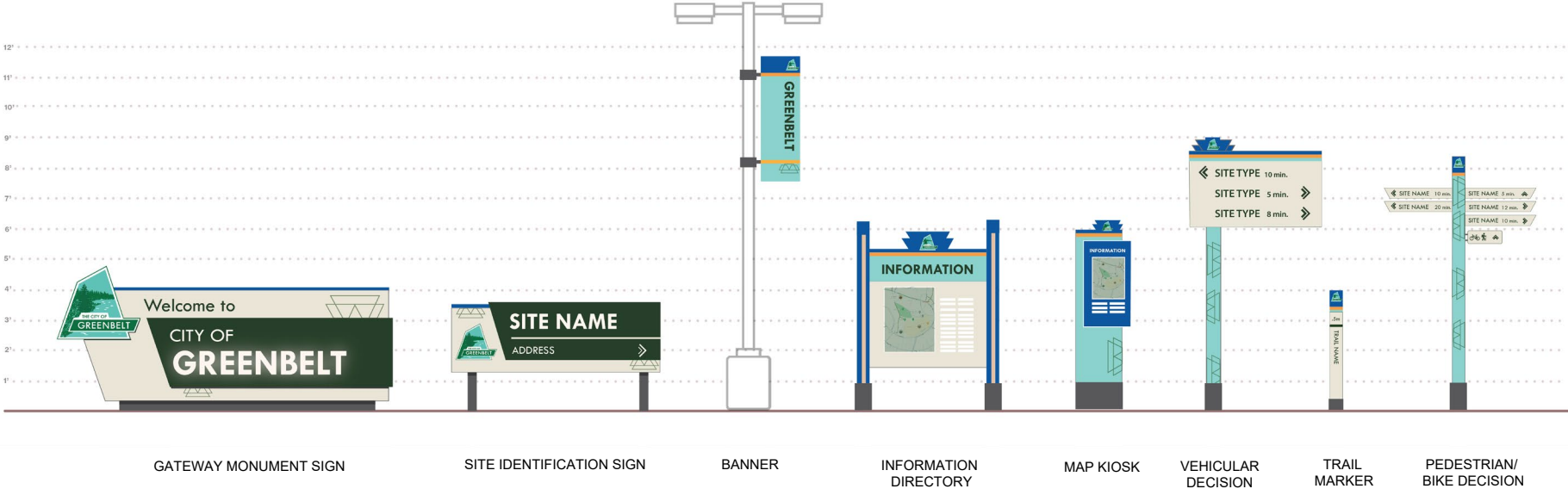
Signage Conceptual Design Option 1



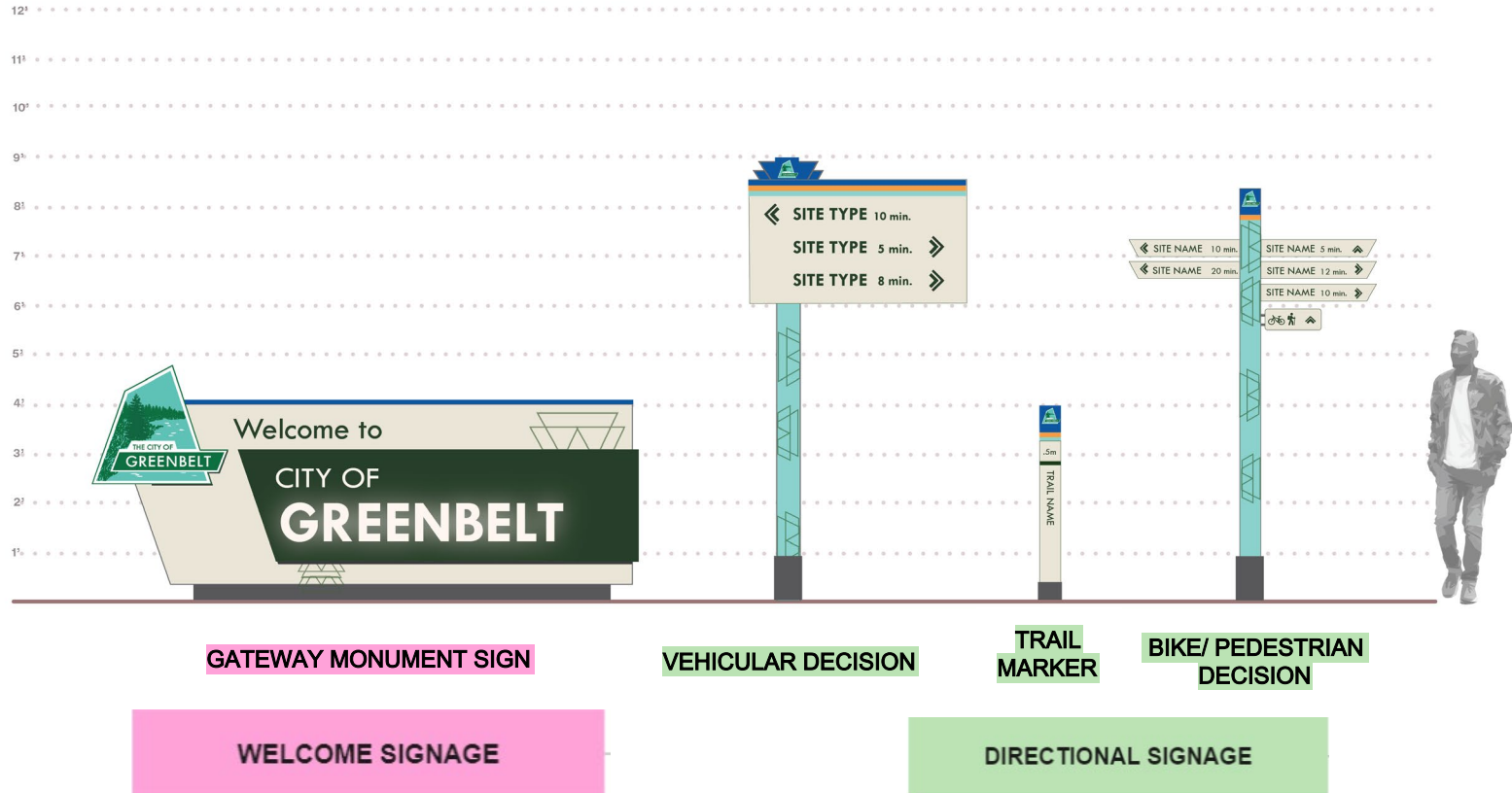
Signage Conceptual Design Option 2



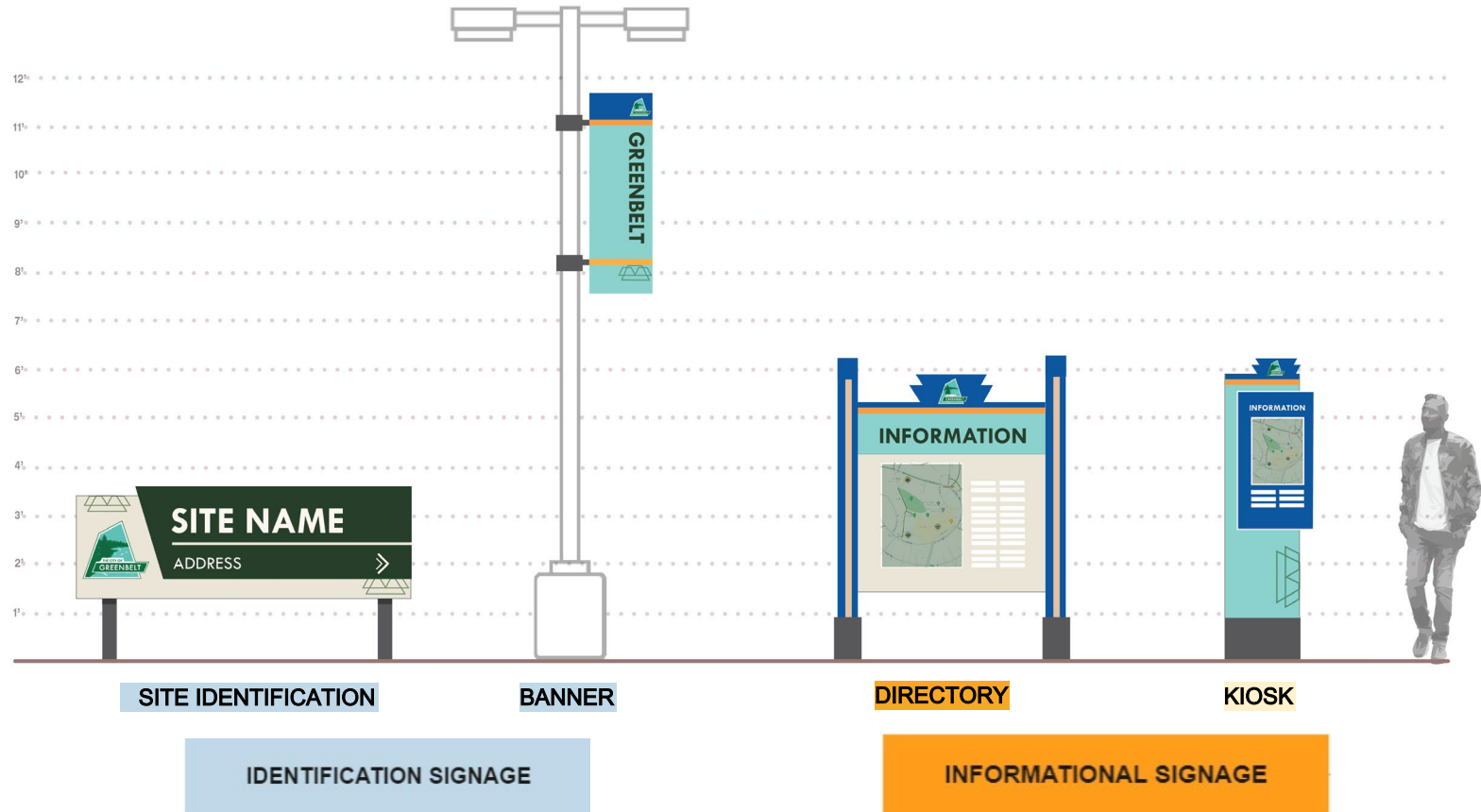
Signage Conceptual Design Option 3



Types of Signage - Sign Family



Types of Signage - Sign Family





Sign Location Recommendation

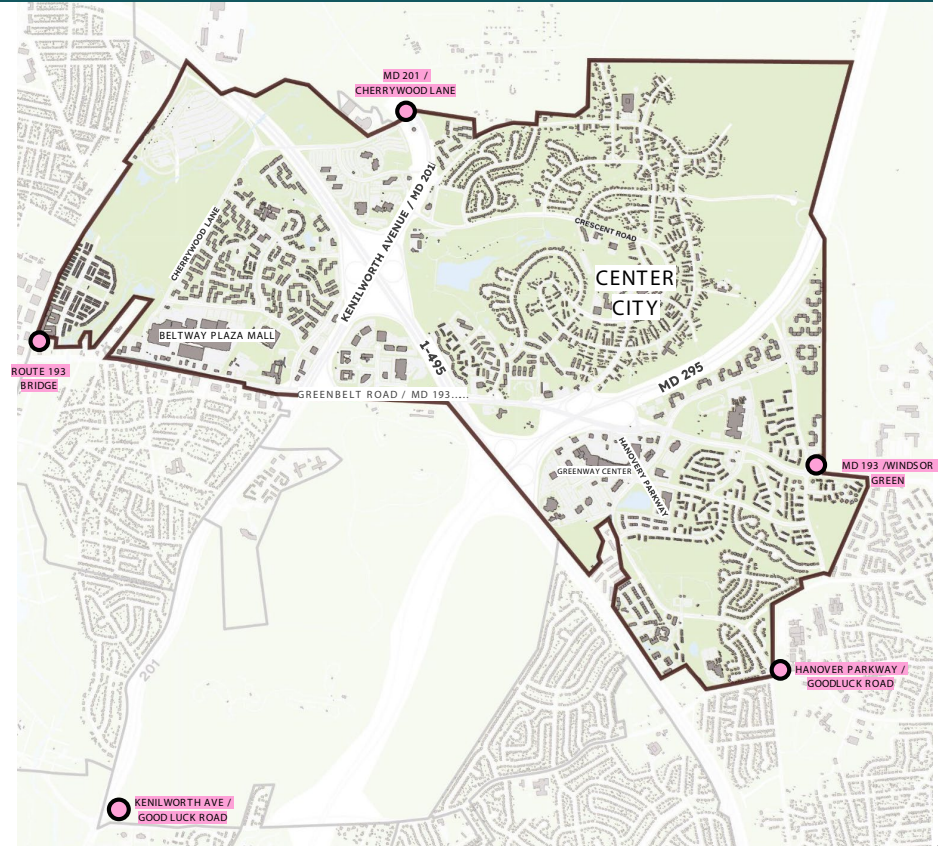


Welcome Signage - Greenbelt Gateways

- Used as confirmation signs to welcome visitors at city limits or to differentiate one jurisdictional boundary from another
- Cohesive welcome signage into Greenbelt from the North, South, East and West Corridors (Greenbelt Road/MD 193 and Kenilworth Ave/ MD 201)
- Monument signs with Greenbelt Logo



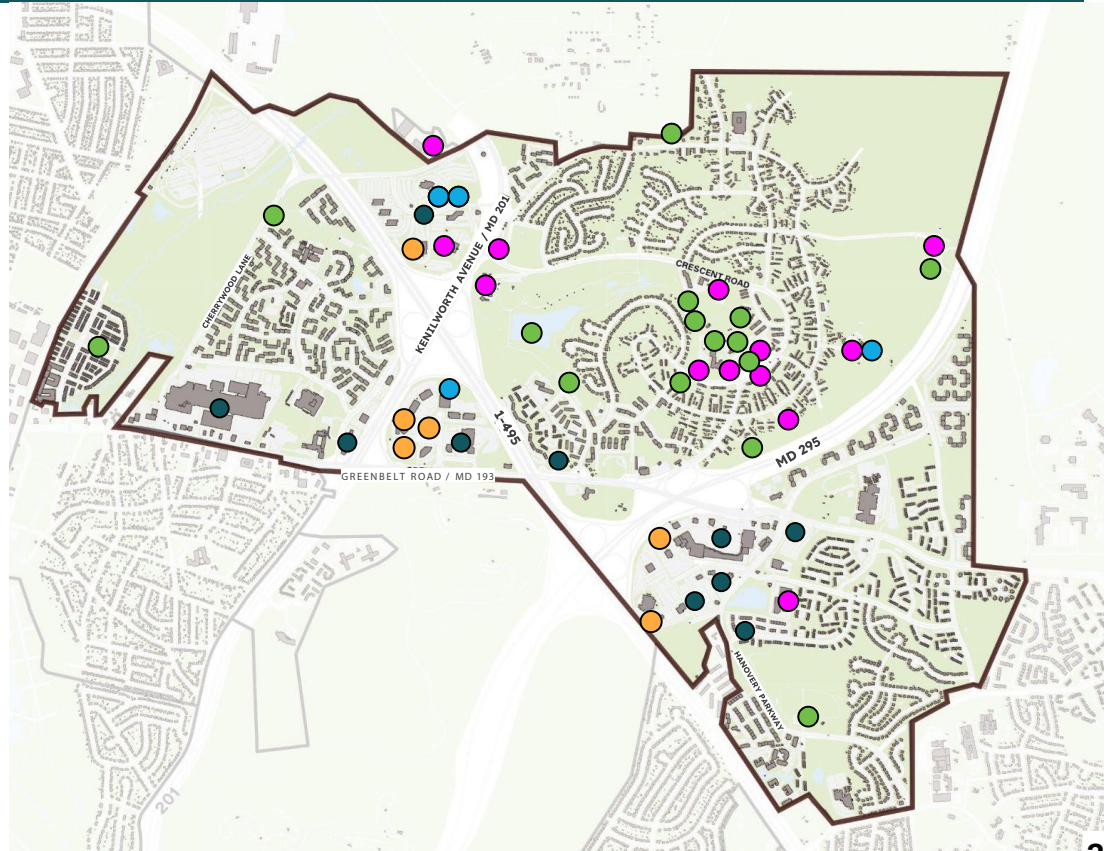
Sign Type	# of signs
Gateway Monument	5



RECOMMENDATION FOR GATEWAY LOCATIONS

Key Sites

- COMMUNITY INSTITUTIONS
- RECREATION AND PARKS
- ACCOMODATION
- COMMERCIAL / OFFICE PARK
- CEMETERIES



Vehicular Directional Signage

- Community Wayfinding focuses on public realm and should bring people to main community amenities - in Greenbelt. The majority of these sites are in Historic Greenbelt and Roosevelt Center
- Office/Commercial Centers have their own branding and wayfinding signage which will match their own aesthetic
- Main Connecting Corridors include:
 - Greenbelt Road / MD 193
 - Southway
 - Crescent Road
 - Kenilworth Avenue / MD 201
 - Hanover Parkway
 - Cherrywood Lane

- Community Institution
- Recreation + Parks
- Accomodation
- Office Park/ Commercial Plaza
- ★ Cemetery
- Major Intersection
- Focus Area

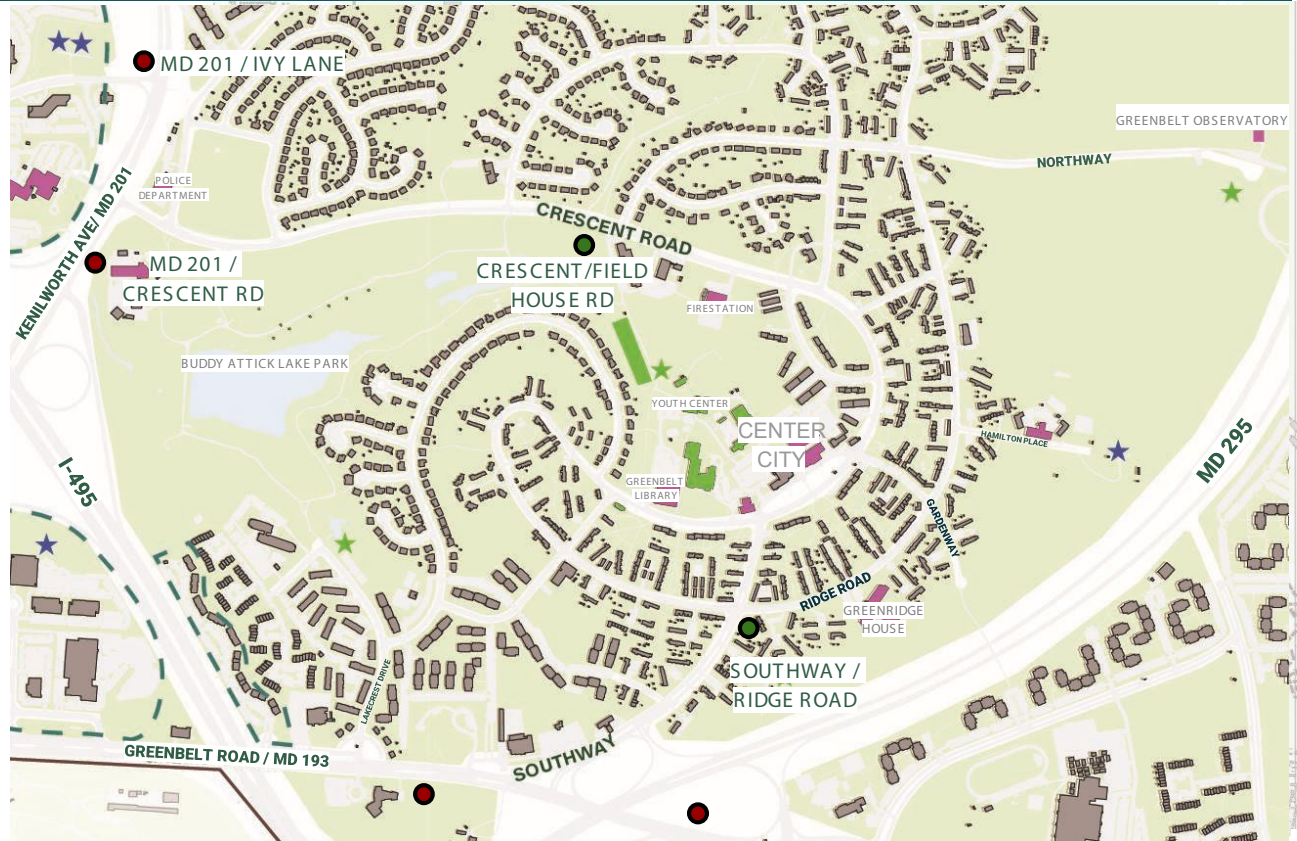


Vehicular Directional Signage

A combination of TAC Signage (Tourist Area & Corridor Signage Program) as well as Community Wayfinding Signage

- Add/modify signage on Kenilworth Avenue (MD 201) and Greenbelt Road (MD 193)
- Replace Local Info signs with Community Wayfinding Signage along Crescent Road and Southway

Greenbelt Detail Map



ADD ICON/ MODIFY TAC VEHICULAR DECISION SIGNAGE



VEHICULAR DECISION SIGNAGE



COMMUNITY INSTITUTION



RECREATION



SPORTS FIELDS/PARK



CEMETERY

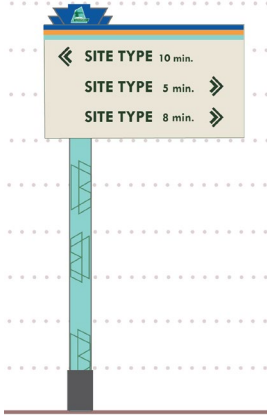


COMMERCIAL/OFFICE/PARK

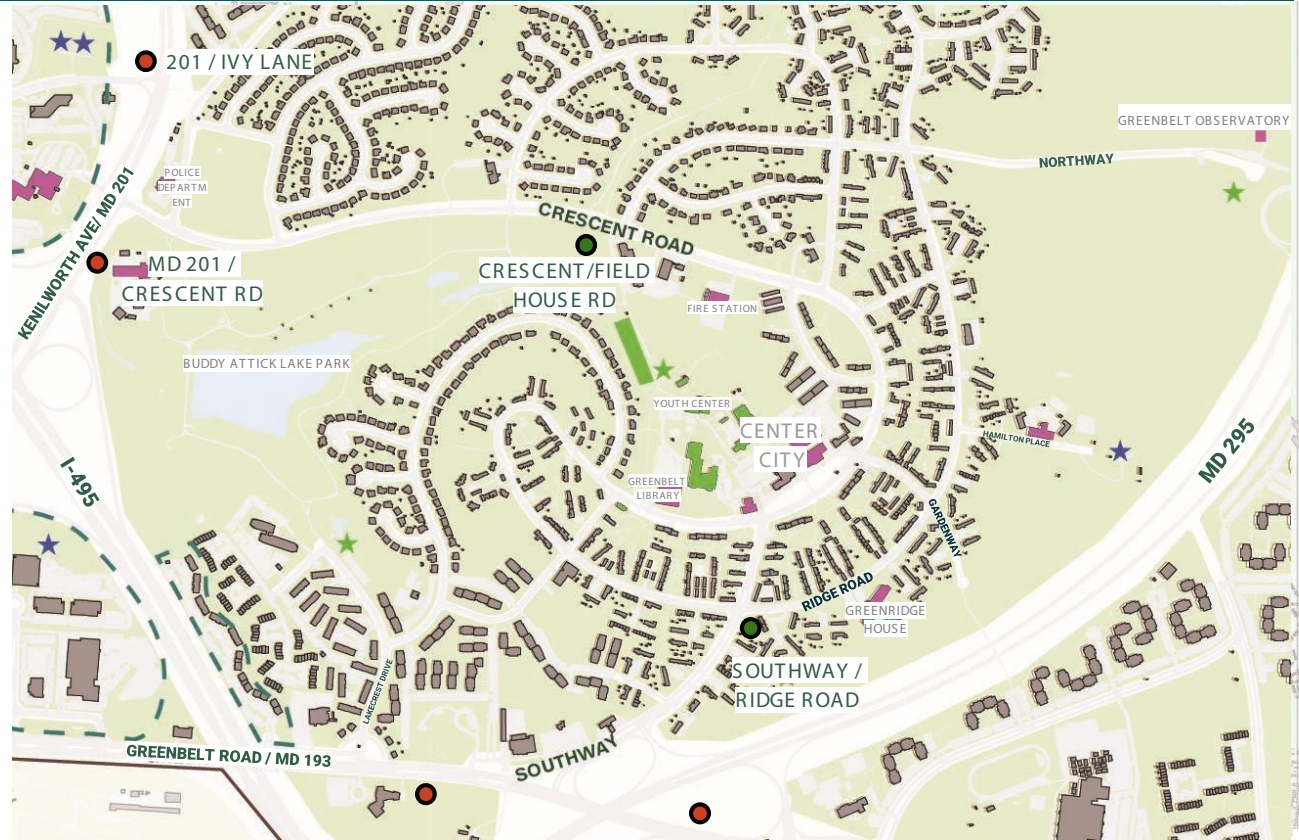
Vehicular Directional Signage

These signs can indicate directional information to varied Uses leading to City Center:

- Arts/Culture
- Recreation
- Food

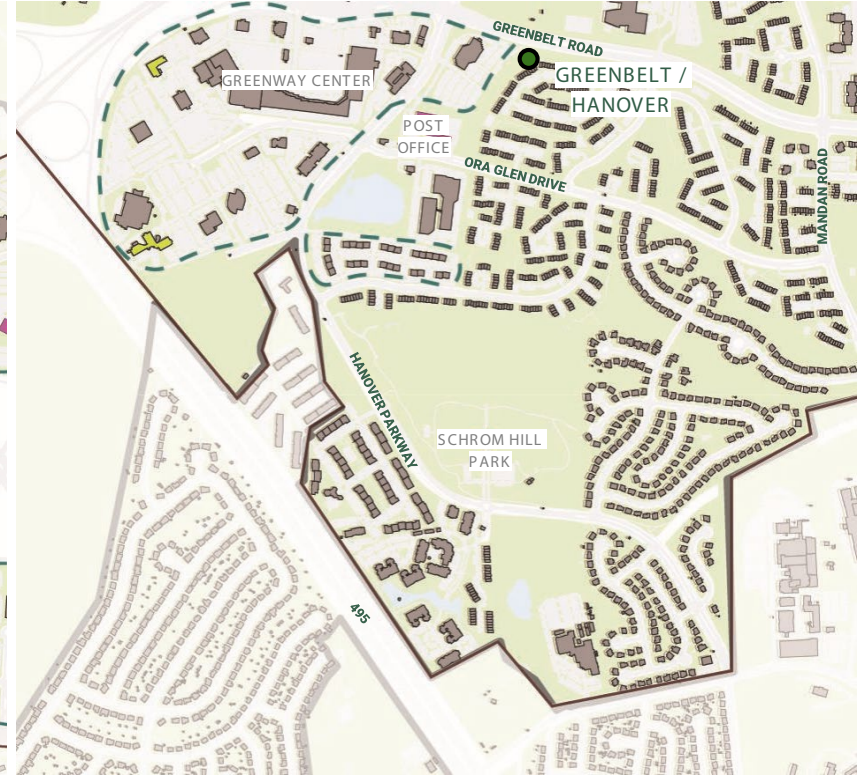
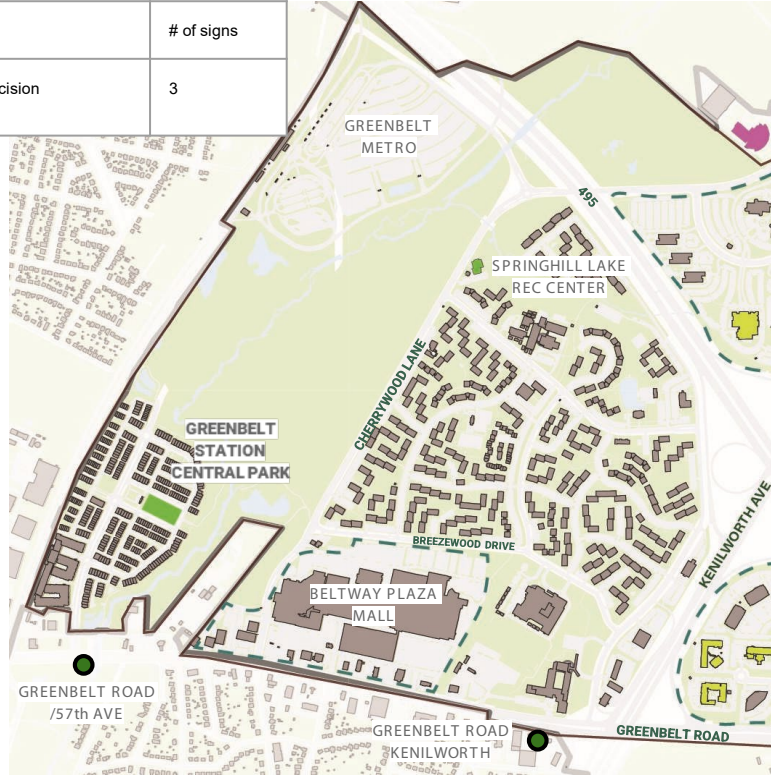


Sign Type	# of signs
Vehicular Decision (Directional)	7



Vehicular Directional Signage (Additional)

Sign Type	# of signs
Vehicular Decision (Directional)	3



VEHICULAR DECISION SIGNAGE



COMMUNITY
INSTITUTION



RECREATION



SPORTS
FIELDS/PARK



CEMETERY

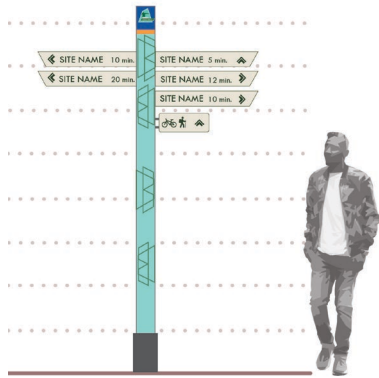


COMMERCIAL/OFFICE PARK

Directional Bike/Pedestrian Signage

These signs could indicate directional information to specific key sites within Historic Greenbelt/ City Center such as

- Youth Center
- Greenbelt Cinema
- Greenbelt Skatepark
- Buddy Attick Lake Park
- Identify if the user is on a major trail



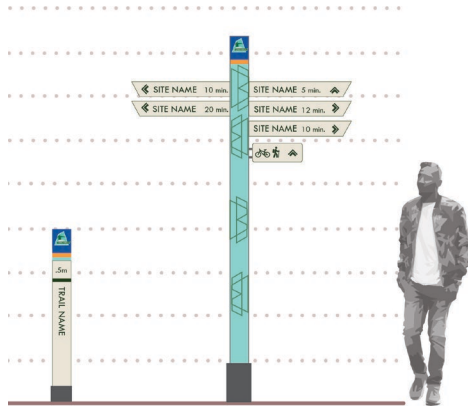
Sign Type	# of signs
Pedestrian Decision (Directional)	7



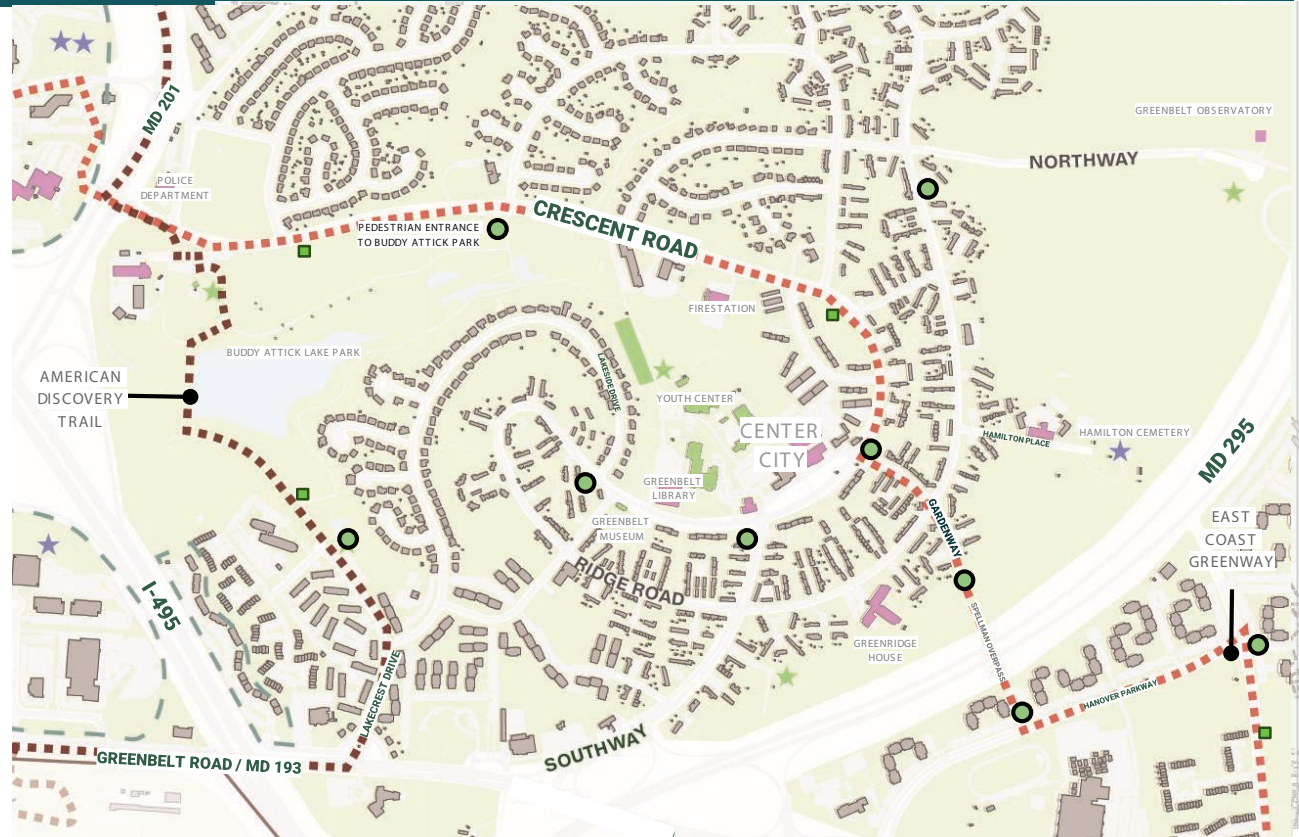
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These signs could indicate directional information to specific key sites within Historic Greenbelt/ City Center such as

- Youth Center
- Greenbelt Cinema
- Greenbelt Skatepark
- Buddy Attick Lake Park
- Identify if the user is on a major trail



Sign Type (trail marker)	# of signs
Pedestrian Decision (Directional)	4



TRAIL MARKER

PEDESTRIAN DECISION SIGNAGE

COMMUNITY INSTITUTION

RECREATION

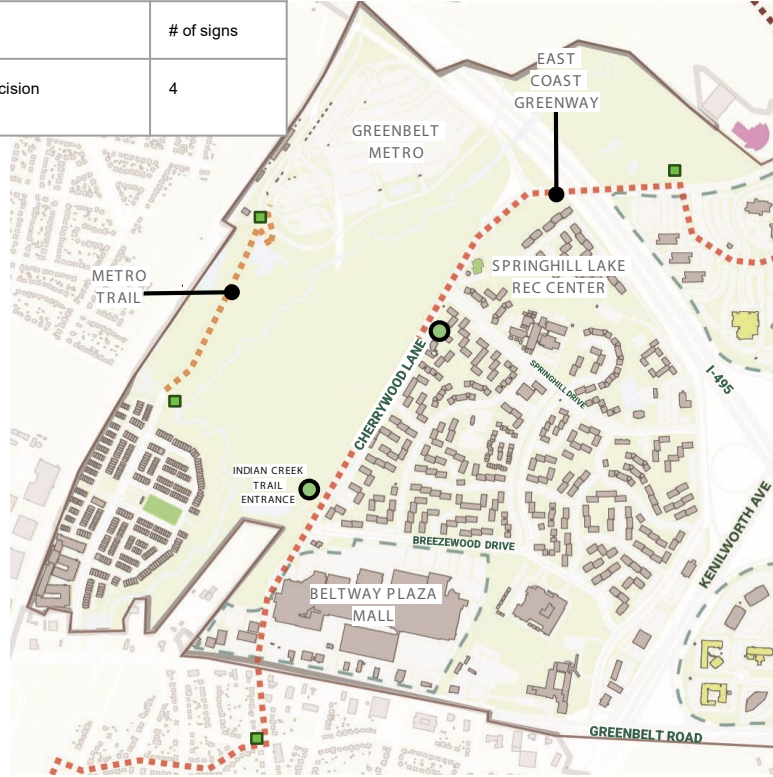
SPORTS FIELDS/PARK

CEMETERY

COMMERCIAL/OFFICE PARK

Directional Pedestrian Signage (Additional)

Sign Type	# of signs
Vehicular Decision (Directional)	4



TRAIL MARKER



PEDESTRIAN DECISION
SIGNAGE



COMMUNITY
INSTITUTION



RECREATION



SPORTS
FIELDS/PARK



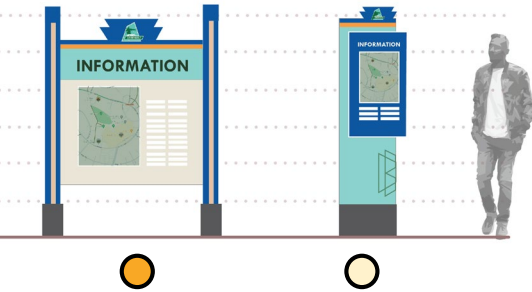
CEMETERY



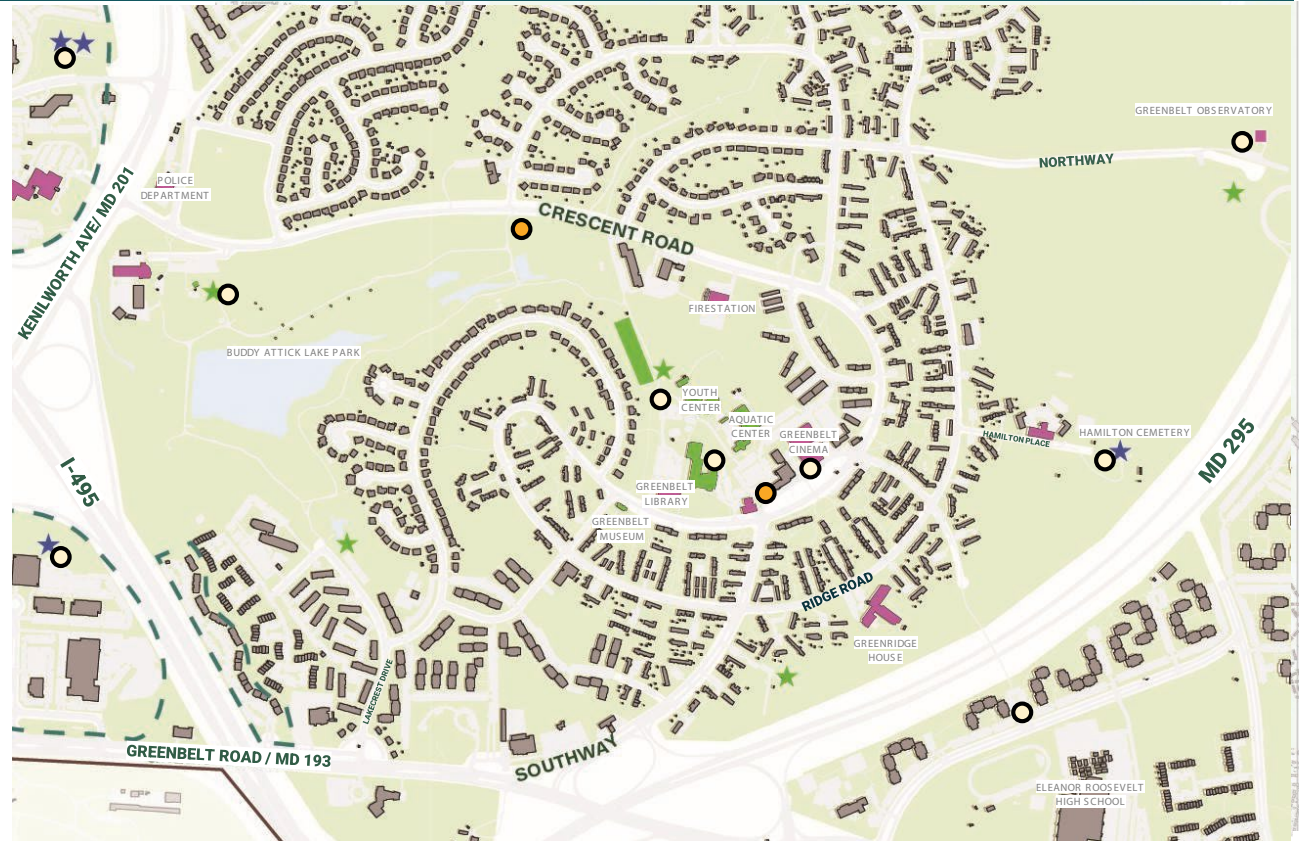
COMMERCIAL/OFFICE PARK

Informational Signage

- These signs could indicate directional information to the following Key Sites:
 - Office/ Commercial Park
 - Historic Greenbelt/ Roosevelt Center
 - Recreation Sites
- Directory in Historic Greenbelt would provide information about all surrounding key sites
- Kiosk can be added to more historic key sites (some may include map)

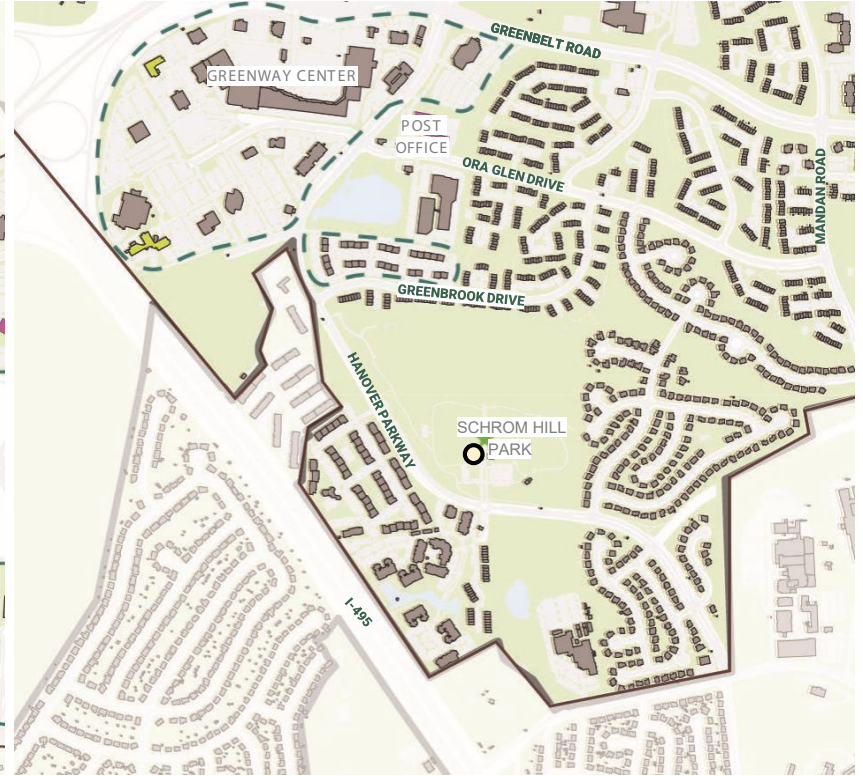
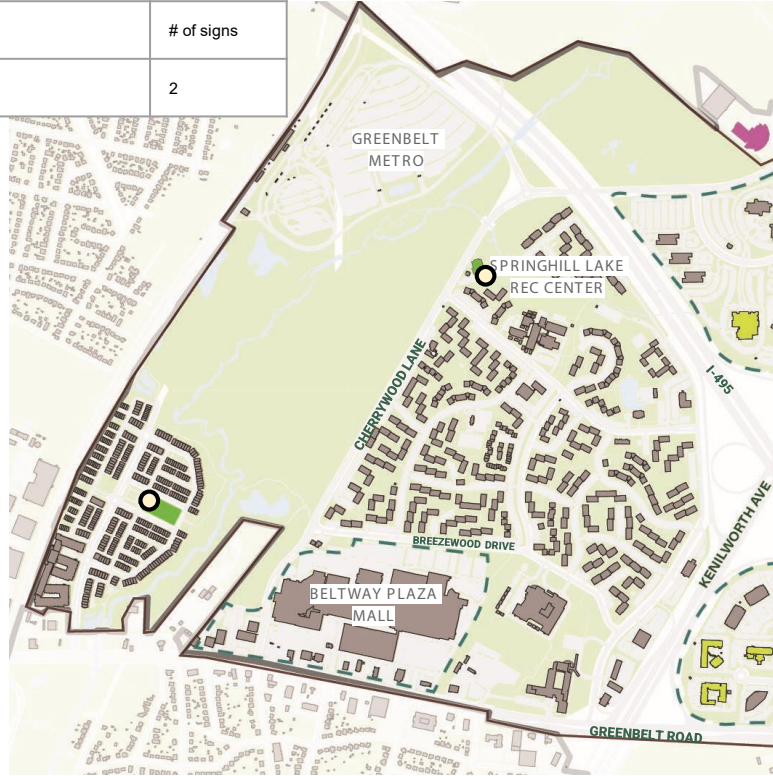


Sign Type	# of signs
Directory	2
Kiosk	8



Informational Signage

Sign Type	# of signs
Kiosk	2



COMMUNITY
INSTITUTION

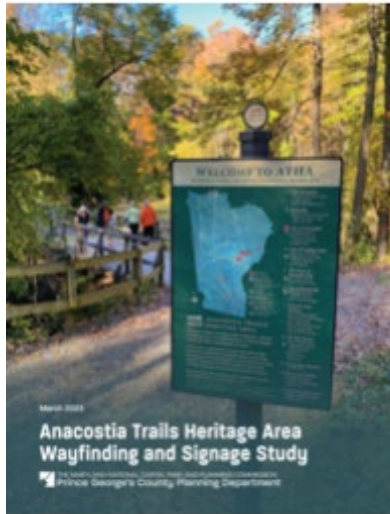
RECREATION

SPORTS
FIELDS /PARK

OFFICE/COMMERCIAL

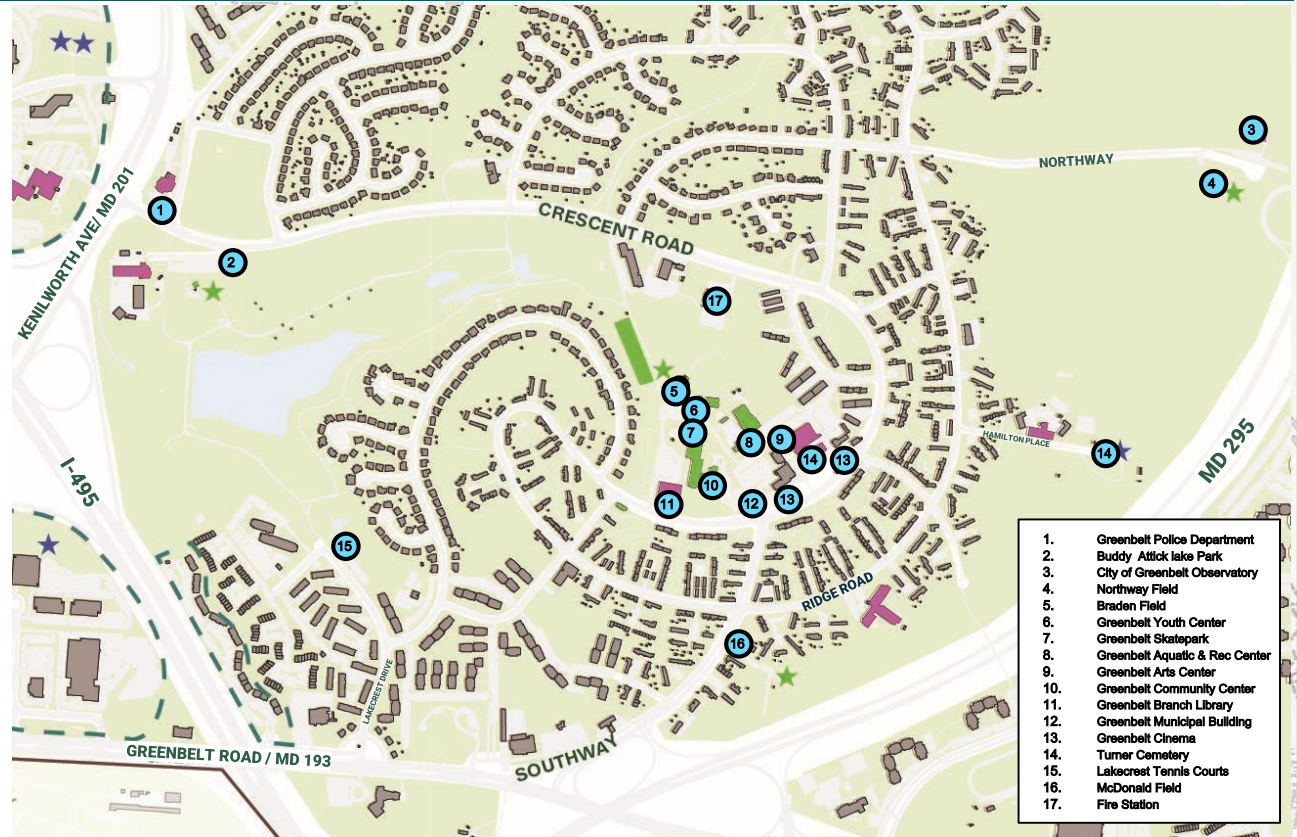
Anacostia Trails Heritage Area Study

Need for consolidation
with existing ATHA
signage.



Identification Signage

- Cohesive identification signage ensures that all signs share a common design language, making them instantly recognizable.
- Key sites such as Recreation and Community Institutions would be recommended for unified identification signage
- Key sites that may be privately owned may not allow city signage and have their own branding



IDENTIFICATION
SIGNAGE

COMMUNITY
INSTITUTION

RECREATION

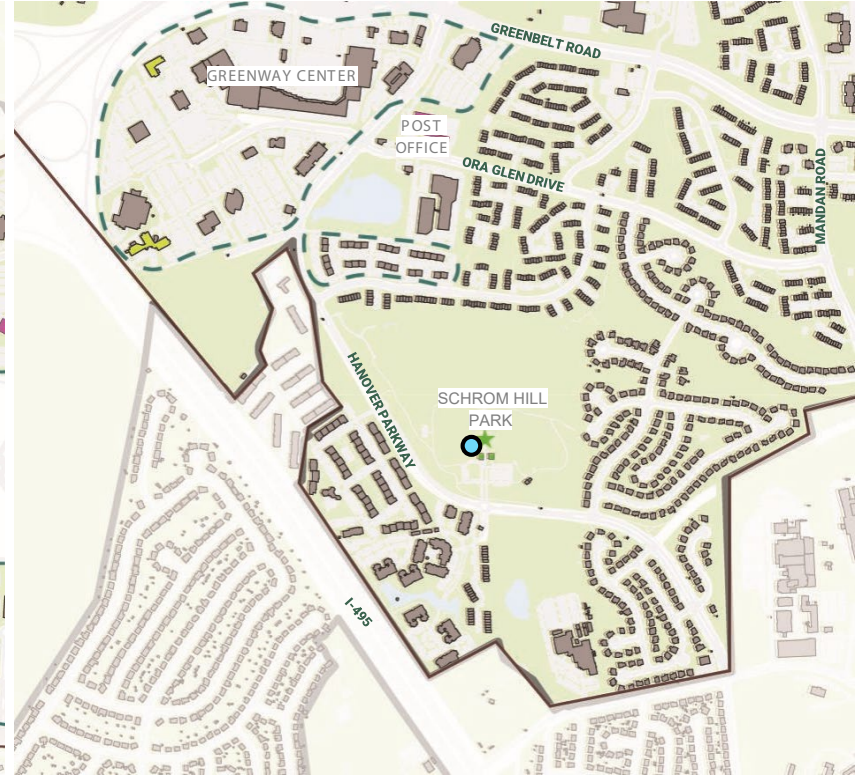
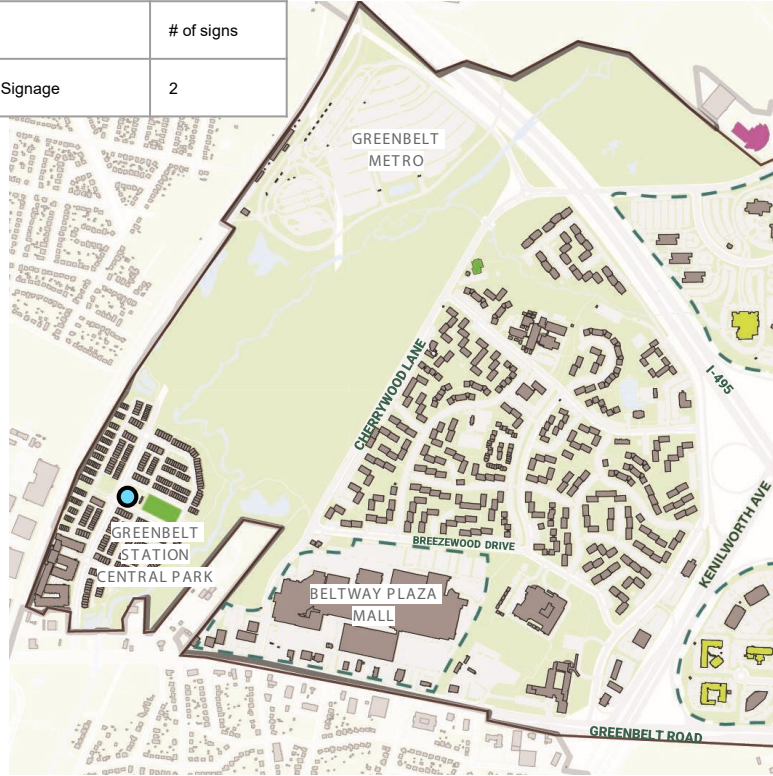
SPORTS
FIELDS / PARK

CEMETERY

OFFICE/COMMERCIAL

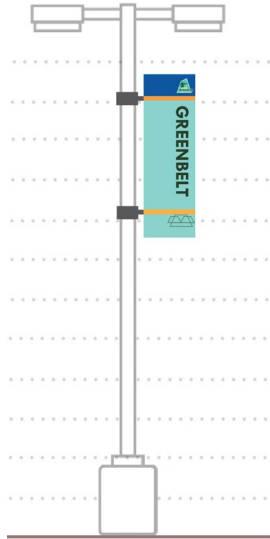
Identification Signage

Sign Type	# of signs
Identification Signage	2

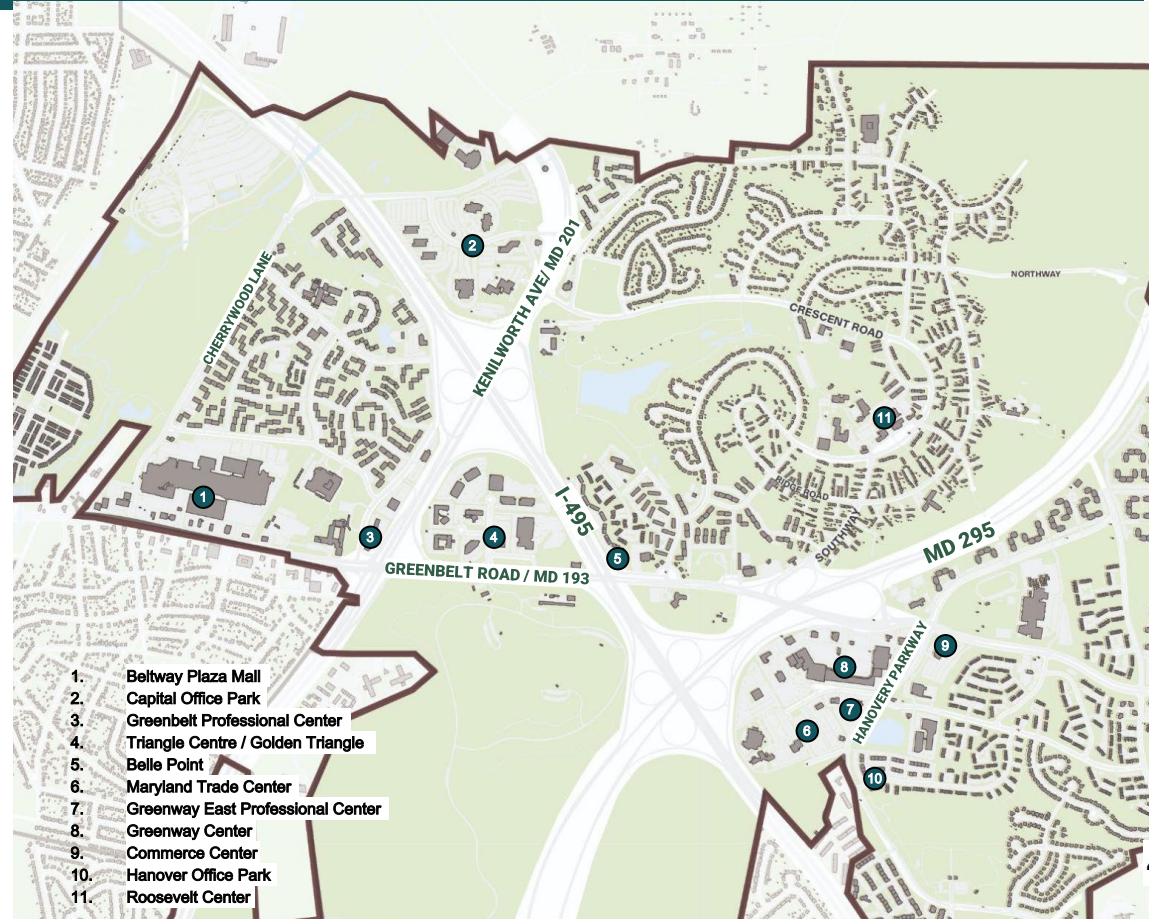


Identification Signage

Roosevelt Center, Office Parks and Commercial Center may consider a cohesive identification system through banners



Sign Type	# of signs
Banner Signage	Varies

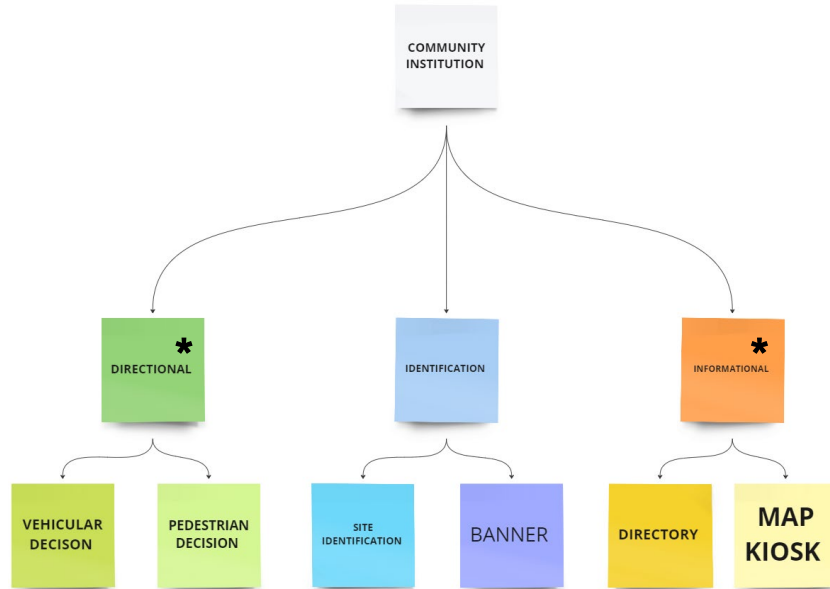




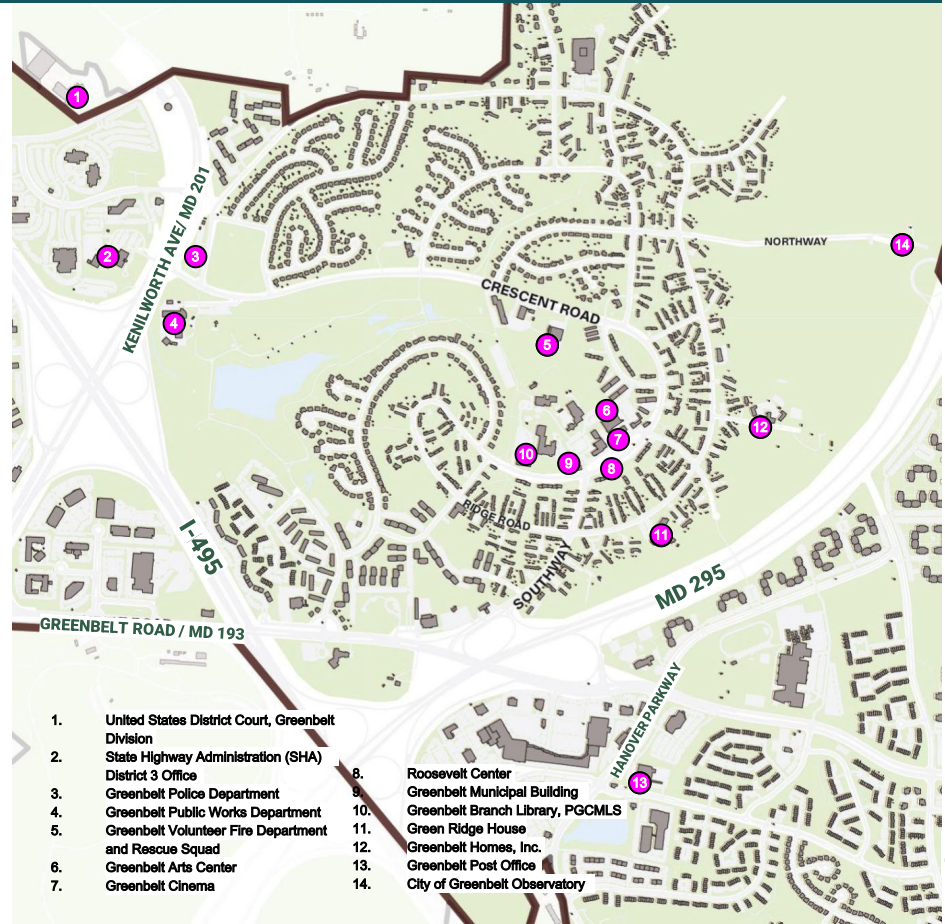
Sign Type Recommendation



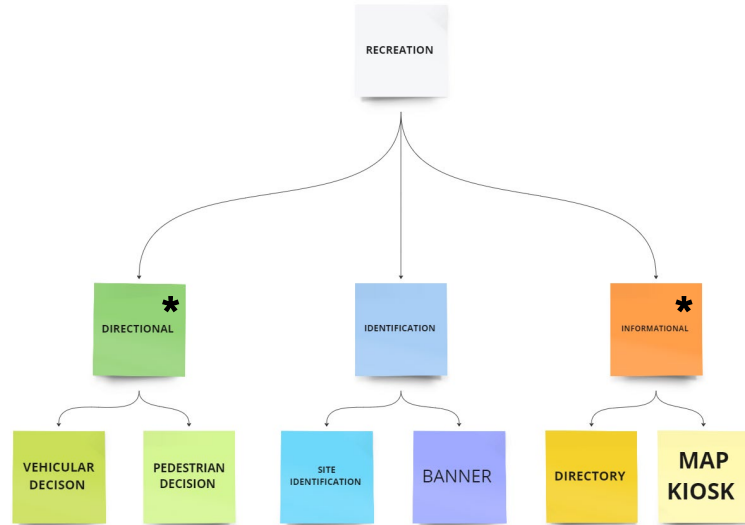
Community Institutions Signage Recommendation



If Community Institution site exists in Historic Greenbelt District, directional and informational signage can be part of signage for the larger city center area.



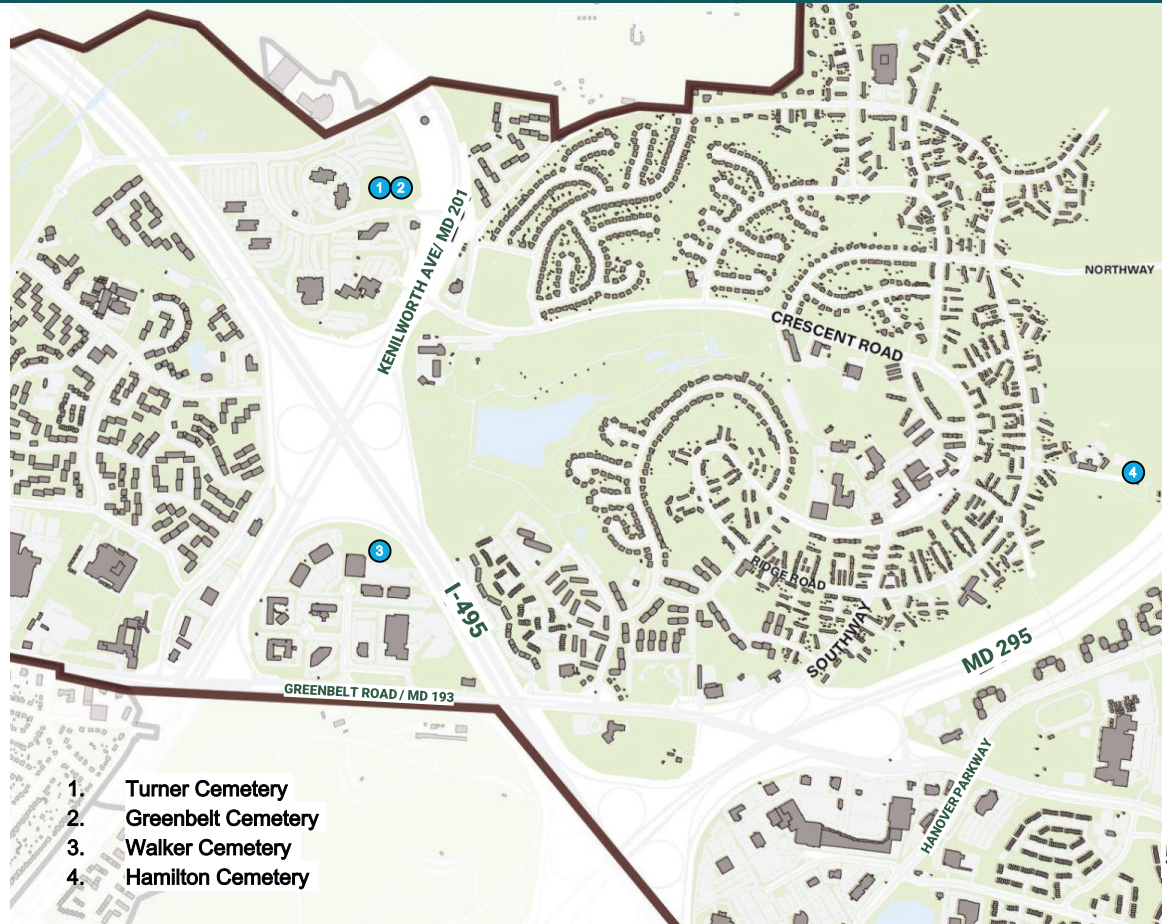
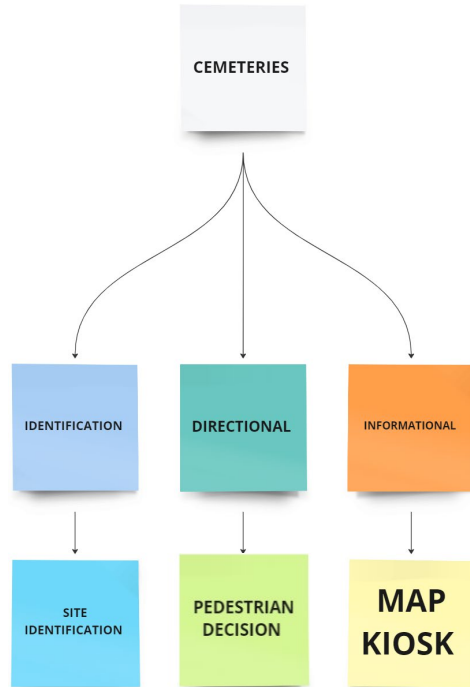
Recreation Signage Recommendations



If Recreation site exists in Historic Greenbelt District, Directional And Informational Signage can be part of signage for the larger City Center Area.



Cemeteries Signage Recommendations



Office/ Commercial Signage Recommendations



*Office and Business parks may have existing branding that needs to be followed for signage



Next Steps

1. Kickoff Meeting and Refinement of Work Plan
2. Research, Existing Conditions Analysis, Inventory, Summaries
3. **Preparation of Sign Design Concepts and Strategic Wayfinding Plan Outline**
 - a. Advisory Board Work Session
 - b. DPW&T, SHA, DPR Trails Staff, City Staff
 - c. City Council Work Session
4. **Draft Outline Report (Jan)**
5. Final Draft Strategic Wayfinding Plan (Feb)

Thank You



**Greenbelt Advisory Planning Board
Wednesday, September 4, 2024
6:30 pm**

**Greenbelt Community Center
Room 202**

APPROVED MEETING MINUTES

Minutes prepared by Jaime Fearer

- I. The meeting was called to order at 6:30 pm.

<u>Members</u>	<u>Present</u>	<u>Absent</u>
Keith Chernikoff	X	
James Drake	X	
Ben Friedman, Chair		X
Isabelle Gournay, Vice Chair	X	
Matthew Inzeo	X	
Maria Silvia Miller	X	
Syed Shamim		X

BOARD MEMBERS PRESENT: Isabelle Gournay, Keith Chernikoff, Maria Silvia Miller, James Drake, Matthew Inzeo

STAFF PRESENT: Jaime Fearer

COUNCIL LIASION AND/OR COUNCILMEMBERS PRESENT: N/A

ALSO PRESENT:

- Presenters: Lubna Chaudhry (Neighborhood Design Center), Anusree Nair (N-NCPPC)
- Arts Advisory Board: Amanda Larsen (Staff Liaison), Barbara Stevens
- J Davis

- II. Agenda: Approved as presented.
- III. Minutes of June 18, 2024: Approved as presented.
- IV. Council Liaison Update:

- N/A

V. Discussion (with the Arts Advisory Board): Neighborhood Design Center (NDC) presentation on wayfinding sign design concepts and an outline of the City's strategic wayfinding plan

- Questions and comments from APB and AAB:
 - Will Deco designs be incorporated into the conceptual sign designs?
 - NDC plans to include Deco conceptual designs in the Council Work Session presentation.
 - How to integrate private business signage into a City wayfinding plan?
 - Will interpretive/informational signs (like at the Museum) be a part of the wayfinding hierarchy?
 - Would this plan help lead to the consolidation of the abundance of individual signs across the City?
 - Looking at the character of a place can dictate variations in signage across different parts of the City.
 - Could commercial/business owners be surveyed separately on their vision for signage?
 - Will this study help to connect/unite the different parts of the City that are divided by State highways/large roadways?
 - Can Council's Work Session presentation include additional conceptual sign designs and incorporate feedback from this meeting?
 - What about considerations for color-coding or numbering the parking lots in Center City?
 - It would be good to have recommendations that can be implemented alone or in concert in the final plan.
- Next steps:
 - Council Work Session tentatively scheduled for Monday, October 7, 2024, at 7:30 pm
 - M-NCPPC, NDC, and City staff will meet with agency stakeholders, including SHA, County DPW&T, and County DPR trails staff (tentatively scheduled for November)

VI. Staff Updates:

- Beltway Plaza: Council Work Session scheduled for Wednesday, September 18, 2024
- Buddy Attick Park Draft Master Plan: APB will review at their Wednesday, ~~October 2, 2024~~ September 18, 2024, meeting
- Draft "Traffic Calming Study: Center City": APB will review at their Wednesday, October 16, 2024 meeting. The general Community Meeting will be Tuesday, October 29, 2024, at 7:00 pm, and the Council Work Session will be on Monday, November 18 at 7:30 pm.
 - It would be great to have APB members in attendance to help "staff" project tables on October 29.
- Maryland Heritage Areas Authority (MHAA)/Anacostia Trails Heritage Area (ATHA) grant awarded (\$55,000) to develop a "Master Preservation Plan for Greenbelt Cemeteries"

- Staff expect updates on our grant applications for Hanover Parkway Bikeway Final Design (MDOT) and Safe Streets and Roads for All/Vision Zero Action Plan (USDOT) in the coming weeks

VII. New Business: No new business was discussed.

VIII. The meeting adjourned at 7:44 pm.