



**CITY COUNCIL AGENDA
COUNCIL MEETING WILL BE ONLINE ONLY**

Due to the COVID-19 precautions, the Council Meeting will be held online and is planned to be cablecast on Verizon 21, Comcast 71 and 996 and streamed to www.greenbeltmd.gov/municipaltv.

Resident participation:

Join Zoom Meeting

<https://us02web.zoom.us/j/84896970703?pwd=L2hrV0JOMEIXUG1KS2R6ZFZINjlaQT09>

OR

Join By phone: (301) 715-8592

Meeting ID: 848 9697 0703

Passcode: 316113

In advance, the hearing impaired is advised to use Video Relay Services (VRS) at 711 to submit your questions/comments or contact the City Clerk at (301) 474-8000 or email banderson@greenbeltmd.gov.

Monday, October 25, 2021

8:00 PM

I. ORGANIZATION

1. Call to Order
2. Roll Call
3. Meditation and Pledge of Allegiance to the Flag
4. Consent Agenda - Approval of Staff Recommendations (Items on the Consent Agenda [marked by *] will be approved as recommended by staff, subject to removal from the Consent Agenda by Council.)

5. Approval of Agenda and Additions

II. COMMUNICATIONS

6. Presentations

- 6a. Bike Related Infrastructure in Greenbelt

Suggested Action:

Mayor Byrd requested this item be added to the agenda.

Mr. Fred Gasper will present Council with a presentation.

- 6b. Family Court Awareness Month

Suggested Action:

Mayor Byrd will present a proclamation declaring November Family Court Awareness Month.

[Family Court Awareness Month proclamation.docx.pdf](#)

- 6c. Blindness Awareness Month Proclamation

Suggested Action:

Blindness Awareness Month brings a heightened focus on the blind and visually impaired community and the realities of living without sight. Reverend Ray Raysor and Ms. Denna Lambert, will be present to receive the proclamation.

[Blindness Awareness Month.pdf](#)

- 6d. Economic Development Week

Suggested Action:

October 25th – 29th is Maryland's Economic Development Week. Economic Development Week will emphasize to the general public the importance of economic development for the State of Maryland. The week is designed to increase an understanding of economic development's contribution to the State's business climate, job retention and growth, the tax base and the overall quality of life in Maryland. Charise Liggins, the City's Economic Development Coordinator will be present to accept the proclamation and give an overview on this year's plans.

[Economic Development WeekProclamation2021.pdf](#)

- 6e. Maryland Emancipation Day Proclamation

Suggested Action:

Mayor Byrd will present a proclamation declaring November 1st as Maryland Emancipation Day.

[Maryland Emancipation Day Proclamation.pdf](#)

6f. LGBTQ+ History Month

Suggested Action:

Mayor Byrd will present a proclamation declaring October as LGBTQ+ History Month.

[LGBTQ+ History Month.pdf](#)

6g. Municipal Government Month Proclamation

Suggested Action:

November is Municipal Government Month. In recognition of the event, the City sponsors many activities that display government in action, including the Community Health and Wellness Fair, Walk to School Day, "If I Were Mayor" contest for fourth grade students, Welcome Packet Program, Fall Fest, Costume Parade, Shredding Event and Electronics Recycling Event, and has featured various pictures and videos throughout the month showing Greenbelt's Municipal Government in action on the City's social media sites.

[Municipal Government Month Proclamation 2021.pdf](#)

7. Petitions and Requests

*8. * Minutes of Council Meetings

9. Administrative Reports

*10. * Committee Reports

10a. Community Relations Advisory Board (CRAB) Report# 2021-01 (Council Referral - Petition for " Inclusivity at Annual Festival of Lights"

Suggested Action:

It is recommended that Council accept this report.

[CRAB_Winter Festival -RecommendationsToCouncil_FINAL_10142021.pdf](#)

III. LEGISLATION

11. A Resolution to Negotiate the Purchase and Installation of Architectural Services for the Space Study Projects as Outlined in the Request for Qualification from Frederic Ward and Associates at an Estimated Cost of \$61,000

-2nd Reading and Adoption

Suggested Action:

Reference: Resolution
Memorandum, Brian Kim, 10/04/2021
Proposal Frederick Ward Associates
RFQ Architectural Services
Architectural Firm Tally

The Space Study will evaluate the current use of City space, industry standards, security/health protocols, and identify current and future space needs within multiple departments, as outlined in the Request for Qualifications.

Architectural Firm will conduct a comprehensive space study of the following City of Greenbelt Facilities: Municipal Building, Community Center, Department of Public Works (DPW), Youth Center, Greenbelt Aquatic and Fitness Center (GAFC), Greenbelt Police Department (GPD), and Springhill Lake Recreation Center (SLRC) in order to assess the current space needs, facility planning and possible relocation of City staff and associated services.

A total of fourteen firms responded to the Request for Qualifications. Stakeholders were invited to participate in a vote and the top four firms were then moved to the next phase of the solicitation process. All four firms were invited to participate in interviews conducted on August 2, 2021 and a Best and Final Offer (BAFO) round which included both an interview and site walkthrough conducted on August 16, 2021. All firms were asked to submit lump sum pricing to complete a space study on all Greenbelt Building/Facilities. Three proposals were received ranging in price from \$61,000.00 - \$132,350.00.

Staff is recommending that the City negotiate the purchase of Architectural Services for the Space Study Project with Frederick Ward and Associates at an estimated cost of \$61,000.00.

Ms. Mach introduced this resolution for first reading at the last meeting. It is recommended the resolution be introduced for second reading and moved for adoption tonight.

[Resolution.pdf](#)

[21.10.04_Memo_Space_Study_Award.pdf](#)

[19.12.09_RFQ_Architectural_Services.pdf](#)

[Architectural_Firm_Tally.pdf](#)

[FWA_21.08.17_BAFO.pdf](#)

12. A Resolution for Support of an Application to Planning Assistance to Municipalities Communities Program for Wayfinding Plan

-1st Reading, Suspension of the Rules

-2nd Reading, Adoption

Suggested Action:

M-NCPPC staff recently reached out to City staff to discuss the City's interest in applying to the County's Planning Assistance to Municipalities and Communities (PAMC) Program, administered through the Prince George's County Planning Department. The program offers planning, design and technical assistance for planning related projects to local jurisdictions at no cost. Often the County contracts with consultants to assist with the completion of projects. City planning staff, in consultation with Ms. Liggins and County planning staff, staff is proposing that the City apply for planning assistance for the completion of a city-wide wayfinding plan, with special attention given to Roosevelt Center. The project will support the City's long standing interest and efforts to improve wayfinding and will address the recent recommendations of the Arts Advisory Board regarding the need for improved wayfinding,

The PAMC application requires a Resolution stating the City Council's support. Staff is recommending the City Council suspend the rules to allow for second reading and adoption given the County has requested the City's application be submitted as soon as possible so it can be considered for funding this year.

[PAMC application_DRAFT.pdf](#)

[PAMC Resolution.pdf](#)

IV. OTHER BUSINESS

13. Community Gardens Shading Plan Phase One

Suggested Action:

Councilmember Davis requested this item be added to the agenda.

[Phase I Pilot Shade Plan.pdf](#)

[Additional Maps.pdf](#)

[Site 1.JPG](#)

[Site 2-1.JPG](#)

[Site 2-2 .JPG](#)
[Site 2-3 JPG](#)
[Site 3-1.JPG](#)
[Site 3-2.JPG](#)
[Photos for discussion.JPG](#)
[Hamilton Cemetery.JPG](#)

14. Rental Aid

Suggested Action:

Mayor Byrd requested this item be added to the agenda.

The motion is to authorize another \$300,000 in American Rescue Plan spending related to:

- Rental Aid; and
- Hiring more outside help to further facilitate and expedite the processing of an overwhelming, previously unexpected number of rental aid applications.

15. Prince George's County Boundary Changes for Council Redistricting and Letter

Suggested Action:

At the Monday, October 18th, 2021, Work Session, Councilmember Davis requested this item be added to the agenda for Council discussion.

16. Council Activities

17. Council Reports

V. MEETINGS

Meetings

Suggested Action:

[meetings.pdf](#)

Stakeholders

[Stakeholder Schedule.pdf](#)

City Council Agenda Item Report

Meeting Date: October 25, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Presentations

Agenda Section: COMMUNICATIONS

Subject:

Bike Related Infrastructure in Greenbelt

Suggested Action:

Mayor Byrd requested this item be added to the agenda.

Mr. Fred Gasper will present Council with a presentation.

Attachments:

City Council Agenda Item Report

Meeting Date: October 25, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS

Subject:

Family Court Awareness Month

Suggested Action:

Mayor Byrd will present a proclamation declaring November Family Court Awareness Month.

Attachments:

[Family Court Awareness Month proclamation.docx.pdf](#)

PROCLAMATION

WHEREAS, the mission at One Mom's Battle (OMB) and the Family Court Awareness Month Committee (FCAMC) is to increase awareness on the importance of a family court system that prioritizes child safety and acts in the best interest of children; and

WHEREAS, the mission at the FCAMC is to increase awareness on the importance of education and training on domestic violence, childhood trauma, and post-separation abuse for all professionals working within the family court system; and

WHEREAS, the mission at the FCAMC is to educate judges and other family court professionals on the empirical data and research that is currently available. Such research is a critical component to making decisions that are truly in the best interest of children. This research includes The Adverse Childhood Experiences (ACE) Study (CDC-Kaiser Permanente), Saunderson's Study (U.S. Department of Justice), The Meier Study: Child Custody Outcomes in Cases Involving Abuse Allegations, and the Santa Clara Law Study (Confronting the Challenge of High-Conflict Personality in Family Court); and

WHEREAS, the mission at the FCAMC is fueled by the desire for awareness and change in the family court system while honoring the 100(+) children in the United States who have been murdered by a parent after a custody court rejected the other parent's plea for protection; and

NOW, THEREFORE, BE IT RESOLVED, I, Colin A. Byrd, by the authority vested in me by the residents and City Council of Greenbelt do hereby proclaim the month of November as

Family Court Awareness Month

and encourage all our citizens to recognize and commend its observance and find their own ways to give back to their communities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 25th day of October 2021.

COLIN A. BYRD
Mayor

City Council Agenda Item Report

Meeting Date: October 25, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS

Subject:

Blindness Awareness Month Proclamation

Suggested Action:

Blindness Awareness Month brings a heightened focus on the blind and visually impaired community and the realities of living without sight. Reverend Ray Raysor and Ms. Denna Lambert, will be present to receive the proclamation.

Attachments:

[Blindness Awareness Month.pdf](#)

PROCLAMATION

WHEREAS, *Blindness Awareness Month brings a heightened focus on the blind and visually impaired community and the realities of living without sight; and*

WHEREAS, *Blindness Awareness Month seeks to educate the public about good eye health and the latest research and innovations in the treatment of eye disorders; and*

WHEREAS, *Blindness Awareness Month seeks to advocate for the visual impaired to live fully productive lives and contribute equally to their communities; and*

WHEREAS, *at the age of 15, Louis Braille developed his writing system that led to modern-day Braille, allowing the visually impaired to read through a series of raised dots on embossed paper; and*

NOW, THEREFORE, BE IT RESOLVED *I, Colin A. Byrd, by the authority vested in me by the residents and City Council of Greenbelt, do hereby proclaim the month of October 2021*

BLINDNESS AWARENESS MONTH

in the City of Greenbelt and encourage all our citizens to observe Blindness Awareness Month through support, research, education, and outreach.

IN WITNESS WHEREOF, *I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 25th day of October 2021.*

Colin A. Byrd, Mayor

ATTEST:

*Bonita Anderson
City Clerk*

City Council Agenda Item Report

Meeting Date: October 25, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS

Subject:

Economic Development Week

Suggested Action:

October 25th – 29th is Maryland's Economic Development Week. Economic Development Week will emphasize to the general public the importance of economic development for the State of Maryland. The week is designed to increase an understanding of economic development's contribution to the State's business climate, job retention and growth, the tax base and the overall quality of life in Maryland. Charise Liggins, the City's Economic Development Coordinator will be present to accept the proclamation and give an overview on this year's plans.

Attachments:

[Economic Development WeekProclamation2021.pdf](#)

PROCLAMATION

WHEREAS, Greenbelt is home to diverse residents and provides amenities that contribute to our goals to offer a good quality of life; and

WHEREAS, Greenbelt is home to a vibrant and growing community of businesses and nonprofit organizations that provides jobs, services, amenities and contributes to our quality of life. and

WHEREAS, Greenbelt is member of the Maryland Economic Development Association (MEDA), a nonprofit organization established in 1961 whose mission is to enhance the knowledge and skills of its members, encourages partnerships and networking among people committed to bringing jobs and capital to Maryland, and promotes economic development as an investment in Maryland; and

WHEREAS, the economic growth and stability of the State affects all regions and jurisdictions of Maryland, and the City of Greenbelt's economic development efforts are an important component of the State's economic success and will continue to work to support the improvement and recovery efforts of local businesses.

NOW, THEREFORE, I, Colin Byrd, by the authority vested in me by the citizens and City Council of Greenbelt, hereby proclaims the week of October 25 – 29, 2021 as

COMMUNITY AND ECONOMIC DEVELOPMENT WEEK

to highlight the investment in partnerships that strengthen our competitiveness in Greenbelt, and ask all to join with us to recognize and reaffirm the importance of business and community development locally and statewide.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 25th day of October 2021.

COLIN BYRD, Mayor

ATTEST:

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: October 25, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS

Subject:

Maryland Emancipation Day Proclamation

Suggested Action:

Mayor Byrd will present a proclamation declaring November 1st as Maryland Emancipation Day.

Attachments:

[Maryland Emancipation Day Proclamation.pdf](#)

PROCLAMATION

WHEREAS, President Abraham Lincoln issued the Emancipation Proclamation on January 1, 1863, as the nation approached its third year of bloody civil war. The proclamation declared "that all persons held as slaves" within the rebellious states "are, and henceforward shall be free."; and

WHEREAS, Despite this expansive wording, the Emancipation Proclamation was limited in many ways; and

WHEREAS, It applied only to states that had seceded from the United States, leaving slavery untouched in the loyal border states; and

WHEREAS, it also exempted parts of the Confederacy (the Southern secessionist states) that had already come under Northern control. Most important, the freedom it promised depended upon Union (United States) military victory; and

WHEREAS, as a Union border state, Maryland was not included in President Lincoln's 1863 Emancipation Proclamation, which declared all slaves in Southern Confederate states to be free; and

WHEREAS, the following year, Maryland held a constitutional convention and a new state constitution was passed on November 1, 1864, and Article 24 prohibited the practice of slavery;

NOW, THEREFORE, I, Colin A. Byrd, by the authority vested in me by the residents and City Council of Greenbelt, do hereby proclaim November 1, 2021, to be

MARYLAND EMANCIPATION DAY

in Greenbelt during which we urge all residents and staff to recognize and celebrate the enactment of this day.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 25th day of October 2021.

Colin A. Byrd, Mayor

ATTEST: _____
Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: October 25, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS

Subject:

LGBTQ+ History Month

Suggested Action:

Mayor Byrd will present a proclamation declaring October as LGBTQ+ History Month.

Attachments:

[LGBTQ+ History Month.pdf](#)

PROCLAMATION

WHEREAS, the Greenbelt Community Pledge states “The strength of Greenbelt is diverse people living together in a spirit of cooperation”; and

WHEREAS, this City strives to be a safe space that does not tolerate violence, harassment, or hate speech; and

WHEREAS, the diverse lesbian, gay, bisexual, transgender and queer (LGBTQ+) community continues to contribute to the widespread academic, economic, artistic and social spheres within and around our greater community; and

WHEREAS, Greenbelt has a diverse LGBTQ+ community that includes people of all ethnicities, religions and professions; and

WHEREAS, the LGBTQ+ History was founded in 1994 by Rodney Wilson, a Missouri High School teacher, who believed a month should be dedicated to the celebration and teaching of gay and lesbian history; and

WHEREAS, the LGBTQ+ community is the only community worldwide that is not taught its history at home, in public schools, or in religious institutions; and

WHEREAS, the people of Maryland approved a measure to legalize same-sex marriage on November 6th, 2012; and

WHEREAS, the U.S. Supreme Court issued its opinion in Obergefell v. Hodges, on June 26th, 2015, ruling that the fundamental right to marry is guaranteed to same-sex couples by both the Due Process Clause and the Equal Protection Clause of the Fourteenth Amendment to the United States Constitution; and

WHEREAS, LGBTQ+ History Month provides role models, builds community and make the Civil Rights statement about our extraordinary national and international contributions; and

NOW THEREFORE, I, Colin A. Byrd, by the authority vested in me by the citizens and City Council of Greenbelt, do hereby proclaim October 2021 to be

LESBIAN, GAY, BISEXUAL, TRANSGENDER AND QUEER+ HISTORY MONTH

an acknowledging this month would be a reaffirming gesture from the City of Greenbelt – a city that many LGBTQ+ residents know and love.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 25 day of October 2021.

Colin A. Byrd, Mayor

ATTEST: Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: October 25, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS

Subject:

Municipal Government Month Proclamation

Suggested Action:

November is Municipal Government Month. In recognition of the event, the City sponsors many activities that display government in action, including the Community Health and Wellness Fair, Walk to School Day, "If I Were Mayor" contest for fourth grade students, Welcome Packet Program, Fall Fest, Costume Parade, Shredding Event and Electronics Recycling Event, and has featured various pictures and videos throughout the month showing Greenbelt's Municipal Government in action on the City's social media sites.

Attachments:

[Municipal Government Month Proclamation 2021.pdf](#)

P R O C L A M A T I O N

WHEREAS, there are 157 municipalities in the State of Maryland, and municipal residents account for more than one-third of our state's population; and

WHEREAS, municipalities represent the most responsive level of government, allowing citizens to have direct access to their elected officials; and

WHEREAS, Greenbelt, like other municipalities, strives to enhance its citizens' quality of life by providing a full range of services and programs, including police, public works, social services, recreation, planning and community development, administration, and finance; and

WHEREAS, in conjunction with Municipal Government Month, the City flies the Municipal Government flag at the Municipal Building and sponsors many activities that display government in action, including the Community Health and Wellness Fair, the Walk to School Day, the "If I Were Mayor" contest for fourth grade students, the Welcome Packet program, FallFest, The Halloween Costume Parade and Electronics Recycling and features various events throughout the month showing Municipal Government in action on the Greenbelt's social media sites.

NOW, THEREFORE, I, Colin A. Byrd, by the authority vested in me by the citizens and City Council of Greenbelt, do hereby proclaim November 2021 to be

MUNICIPAL GOVERNMENT MONTH

in the City of Greenbelt and join the Maryland Municipal League and our sister cities and towns in educating our residents about local government and in celebrating the importance and success of municipal government throughout our state.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 25th day of October 2021.

COLIN A. BYRD, Mayor

ATTEST:

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: October 25, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS

Subject:

* Minutes of Council Meetings

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: October 25, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Board and Committee Reports

Agenda Section: COMMUNICATIONS

Subject:

* Community Relations Advisory Board (CRAB) Report# 2021-01 (Council Referral - Petition for " Inclusivity at Annual Festival of Lights"

Suggested Action:

It is recommended that Council accept this report.

Attachments:

[CRAB_Winter Festival -RecommendationsToCouncil_FINAL_10142021.pdf](#)

DRAFT
COMMUNITY RELATIONS ADVISORY BOARD (CRAB)
REPORT TO CITY COUNCIL

SUBJECT: Council Referral – Petition for “Inclusivity at the Annual Festival of Lights”

REFERRAL: At the Regular Meeting on January 25, 2021, Council accepted the petition from Rev. Dr. Robin Hawley Gorsline and Dr. Jonathan Lebolt regarding inclusion of Christian, Jewish, and Kwanzaa symbols during the City’s Annual Festival of Lights. City Council referred this petition to CRAB.

BACKGROUND: CRAB reviewed the petition at its meeting on March 11, 2021, then hosted guests, considered, and discussed this referral at meetings on:

- April 8, 2021
- May 13, 2021
- June 10, 2021
- September 9, 2021
- September 23, 2021

Dr. Gorsline and Greenbelt resident Aileen Kroll attended the CRAB meeting on April 8, 2021 to discuss the original petition with CRAB as well as share additional thoughts and the evolution of their thinking since the original petition. In addition, leadership from Greenbelt Recreation Department attended the CRAB meeting on May 13, 2021 to outline their perspective on the issue. CRAB is grateful for the information provided by the petitioner, the Greenbelt Recreation Department, and input from other engaged community members in the discussion and consideration of this topic, both in writing, and in person over several CRAB public meetings.

DISCUSSION: CRAB fully recognizes and appreciates the perspective of the petitioners and shares the desire to ensure the City promotes an inclusive environment in all City-sponsored activities. CRAB also recognizes the obligation of the City to follow Constitutional law as well as the ability for community members and volunteers to work with the City to organize broad community-driven events.

For this reason, CRAB carefully deliberated the issue over multiple meetings. While the petition originally suggested inclusion of Christmas, Chanukah, and Kwanzaa symbols, Dr. Gorsline and Ms. Kroll (the petitioners) discussed how their thinking has evolved to be even broader. A key tenant of their perspective was that one way we can see each other

is through celebration. Unification through education. This resonated with CRAB and CRAB discussed ways for that educational element to be incorporated.

In addition, CRAB also welcomed and appreciated the perspective of, and statutory limitations on, the Greenbelt Performing Arts leadership and the Recreation Department. In their role as City officials, CRAB recognizes the need for representatives of the City to avoid cultural and religious appropriation in the City's seasonal events and recognizes the limitations on City employees' time.

Additional members of the community were also heard, whether in writing or by speaking up, during the public sessions. Many community members expressed support and enthusiasm for the event as a valuable part of the annual seasonal celebrations. Other community members agreed that there was opportunity to re-envision the Festival but did not all agree on the best way to ensure inclusivity. Some wanted to eliminate the tree; others think the tree is fine and has no religious context; and still others suggested that the tree is an apt pagan symbol and should be retained.

Discussion also focused on the relative balance between City-sponsored events and volunteer-driven events. For example, the annual Pumpkin Walk affords the opportunity to all members of the community to carve pumpkins in the City Center and then see them on display along a path in the local woods. City officials, staff, and volunteers all come together to make the event a success. Discussion occurred about whether a similar model could be adopted. CRAB also notes, however, that the Greenbelt Interfaith Leadership Association, as represented by CRAB member Rev. Ray Raysor did not express an impetus toward making an educational setting available for all faiths. Rather, the Association suggested that it might cause challenges going forward. The Recreation Department, too, was unsure of how this arrangement could be made a physical reality.

Finally, in alignment with the driving purpose of CRAB to foster robust positive community relations across the full spectrum of the community, CRAB wishes to make a distinction between activities that exclude people and activities that do not have everyone in attendance. For example, the Green Man Festival, the Labor Day Festival, and Greenbelt Pride celebrations —they do not include everyone, but do not exclude anyone. CRAB recognizes that no event, activity, or organization in town includes everyone. People may choose to attend or not attend. CRAB's desire, and the desire of the voices heard, is to make reasonable efforts to ensure that as many people as possible feel welcome to participate, knowing that no event will suit everyone. CRAB wishes to be explicit and clear that the role of the City, and the role of the City Council, is not to ensure that every individual is represented in all events, but rather to ensure that all are welcome.

RECOMENDATIONS:

- CRAB supports the Greenbelt Recreation Department's position to change the name to the "Winter Lights Festival", a name that has no express religious association.
- CRAB strives to be responsive and inclusive but to not appropriate religious symbols in ways that might not be gratifying to the followers of those faiths when seeing those symbols in public/secular spaces. It has been recognized in courts of law that the imagery of a lighted tree does not, in itself, symbolize Christmas. As such, CRAB recommends that the Recreation Department's suggestion to continue the inclusion of a lighted tree as part of the Greenbelt Winter Lights Festival be adopted.
- CRAB recommends that the City review the lighting ceremony to ensure that no overt religious symbology is present.
 - For example: star on top of the tree; Santa lighting the tree.
 - Consider annual recipient of the "Citizen of the Year" award to light the tree.
- CRAB is very supportive of the City's efforts and practice to light the Roosevelt Center in the dark months. CRAB also strongly recommends that other greenery and shrubs in Roosevelt Center continue to be lit to ensure that the tree is not the only lit element.
- CRAB recommends the City consider lighting other areas of the city – particularly Schrom Hills Park and the Franklin Park Recreation Center entrance. Appropriate lighting ceremonies should be installed in these areas as well, or the unified ceremony should be rotated between the three sites each year.
- With specific regard to the petitioners' requests, CRAB applauds the desire on the part of Greenbelt's community members to provide educational opportunity across the multiple religious and cultural celebrations that occur in the Winter months. CRAB concurs with the value that cultural celebrations enable us all to "see" one another more clearly and fully. To that end, CRAB encourages interested community members to form a group to sponsor activities as suggested by the petitioners, much like the Labor Day Festival Committee. The group could consider additional ways to broaden the reach of light against the dark across the City, perhaps through additional activities during other existing festivals throughout the winter months.
 - ⊖ One possible example is that a group could administer the arrangement of tables/space to be made available to provide education about the various celebrations in the month of December. The group could seek City support as appropriate. City staff should consider any such group initiative but review each carefully to ensure the City is not called upon to lead activities.
 - The existing process for requesting the usage of City space and logistics should be followed, much in the same manner that any organization may request the usage of City space.

- ⊖ Individuals or groups requesting recognition in any expanded Winter Lights activities must be guided by the City pledge to ensure an open, accessible, and fair City.
- CRAB suggests that the City encourage all community members to freely decorate their own homes and areas with lights and other decorations representative of their cultural celebrations during the winter months.

Respectfully Submitted,

Rick Ransom and Jamie Krauk,
Co-Chairs
Community Relations Advisory Board

City Council Agenda Item Report

Meeting Date: October 25, 2021

Submitted by: Brian Kim

Submitting Department: Public Works

Item Type: LEGISLATION

Agenda Section: LEGISLATION

Subject:

A Resolution to Negotiate the Purchase and Installation of Architectural Services for the Space Study Projects as Outlined in the Request for Qualification from Frederic Ward and Associates at an Estimated Cost of \$61,000

-2nd Reading and Adoption

Suggested Action:

Reference:	Resolution
	Memorandum, Brian Kim, 10/04/2021
	Proposal Frederick Ward Associates
	RFQ Architectural Services
	Architectural Firm Tally

The Space Study will evaluate the current use of City space, industry standards, security/health protocols, and identify current and future space needs within multiple departments, as outlined in the Request for Qualifications.

Architectural Firm will conduct a comprehensive space study of the following City of Greenbelt Facilities: Municipal Building, Community Center, Department of Public Works (DPW), Youth Center, Greenbelt Aquatic and Fitness Center (GAFC), Greenbelt Police Department (GPD), and Springhill Lake Recreation Center (SLRC) in order to assess the current space needs, facility planning and possible relocation of City staff and associated services.

A total of fourteen firms responded to the Request for Qualifications. Stakeholders were invited to participate in a vote and the top four firms were then moved to the next phase of the solicitation process. All four firms were invited to participate in interviews conducted on August 2, 2021 and a Best and Final Offer (BAFO) round which included both an interview and site walkthrough conducted on August 16,

2021. All firms were asked to submit lump sum pricing to complete a space study on all Greenbelt Building/Facilities. Three proposals were received ranging in price from \$61,000.00 - \$132,350.00.

Staff is recommending that the City negotiate the purchase of Architectural Services for the Space Study Project with Frederick Ward and Associates at an estimated cost of \$61,000.00.

Ms. Mach introduced this resolution for first reading at the last meeting. It is recommended the resolution be introduced for second reading and moved for adoption tonight.

Attachments:

[Resolution.pdf](#)

[21.10.04_Memo_Space_Study_Award.pdf](#)

[19.12.09_RFQ_Architectural_Services.pdf](#)

[Architectural_Firm_Tally.pdf](#)

[FWA_21.08.17_BAFO.pdf](#)

Introduced: Ms. Mach
1st Reading: October 11, 2021
Passed:
Posted:
Effective:

RESOLUTION NUMBER 2XXX

A RESOLUTION TO NEGOTIATE THE PURCHASE AND INSTALLATION OF ARCHITECTURAL SERVICES TO CONDUCT SPACE STUDY FOR CITY OF GREENBELT BUILDINGS FROM FREDERICK WARD ASSOCIATES AT AN ESTIMATED COST OF \$61,000.00

WHEREAS, since 2019 the need for all City building to be assessed due to change in services, size of departments, and safety protocol; and

WHEREAS, the space study is essential to understand departmental needs; and

WHEREAS, a Request for Qualification was issued; and

WHEREAS, the proposal from Frederick Ward Associates was determined to be in the City's best interest.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that the City Manager be authorized to negotiate the purchase of Architectural Services to conduct the Space Study Project from Frederick Ward and Associates at an estimated cost of \$61,000.00.

PASSED by the Council of the City of Greenbelt, Maryland, at its Regular Meeting of _____, 2021.

Colin A. Byrd, Mayor

ATTEST:

Bonita Anderson, City Clerk

CITY OF GREENBELT
Department of Public Works
555 Crescent Road – Greenbelt, Maryland 20770
301.474.8004

MEMORANDUM

Date: October 4, 2021

To: Nicole Ard, City Manager

From: Brian Kim, Assistant Director of Public Works

Via: James Sterling, Public Works Director

Re: **Award of Request for Qualifications (RFQ) for Architectural Services – Space Study**

Public Works

The Fiscal Year (FY) 2022 Building Capital Reserve Fund includes \$80,000 to conduct a comprehensive space study of the following City of Greenbelt Facilities: Municipal Building, Community Center, Department of Public Works (DPW), Youth Center, Greenbelt Aquatic and Fitness Center (GAFC), Greenbelt Police Department (GPD), and Springhill Lake Recreation Center (SLRC) in order to assess the current space needs, facility planning and possible relocation of City staff and associated services.

The Space Study will evaluate the current use of City space, industry standards, security/health protocols, and identify current and future space needs within multiple departments. To this end, a Request for Qualification (RFQ) dated December 9, 2019 was issued and advertised on the Greenbelt website and Greenbelt News Review, the RFQ is attached. As a result, fourteen interested firms expressed interest and responded to the RFQ on January 10, 2021. A review panel was established and each of the fourteen firms were ranked, attached is the rankings.

The field was reduced to the top four ranked firms. All four firms were invited to participate in interviews conducted on August 2, 2021 and a Best and Final Offer (BAFO) round which included both an interview and site walkthrough was conducted on August 16, 2021. All firms were asked to submit lump sum pricing to complete a space study on all Greenbelt Building/Facilities. Three proposals were received ranging in price from \$61,000.00 - \$132,350.00.

Staff carefully reviewed the proposals from Frederick Ward and Associates (\$61,000.00), Morgan Design Group Architects (\$73,000.00), and finally Murphy & Dittenhafer Architects (\$132,350.00). All firms' references were checked without issue. All three firms references described them as qualified and dependable, capable of accomplishing the scope of work as described in the RFQ.

Staff has identified Frederick Ward Associates (FWA) as Best Value for the City of Greenbelt. FWA's proposal was most responsive as well as low bidder, the proposal is attached. FWA has completed projects of similar size and scope for the City of Bowie, Baltimore County, Carroll County, Hartford County, MD GSA, GSA and a multitude of other private and public sector companies/agencies. The costs of the services are \$61,000.00. The remaining budgeted funds will be used to analyze and assess possible alternative locations such as but not limited to Armory and or private office locations to address immediate departmental needs at the outcome of the space study process.

Summary Recommendations

Staff recommends Council approve the Frederick Ward Associates Proposal dated August 17, 2021 in the amount of \$61,000.00. Frederick Ward Associates is located at 5 South Main Street, Bel Air, Maryland 21014.

December 9, 2019

City of Greenbelt Request for Qualifications for Architectural Services

The City of Greenbelt, Maryland solicits qualifications of individual architects and architectural firms who seek consideration as the advisor to City on matters related to space needs assessment, facilities planning, and relocation of City staff and services. Greenbelt seeks to develop a plan to consider building renovation, new construction, and/or leasing of private space as options to meet the City's existing and future space needs. There is an immediate need for multiple departments to obtain more or more productive use of space.

The City has interest in evaluating the current use of City space, industry standards for space allocation and security related to delivery of a variety of services. Greenbelt has identified space needs in multiple departments spanning several buildings. Assistance would include interview and study of people working in facilities including: the Greenbelt Community Center (a renovated school), the Municipal Building, the Police Department, the Greenbelt Aquatic and Fitness Center, and the Youth Center.

Greenbelt is a chartered municipal government located within the Baltimore-Washington region in Prince George's County, Maryland. Greenbelt is nationally recognized as one of the historic planned communities of President Roosevelt's New Deal era. In 2017, Greenbelt celebrated the 80th anniversary of the community's incorporation and community spirit of cooperation and inclusion. An active citizenry of over 21,000 residents is served by the Council-Manager form of government. Seven Councilmembers appoint a city manager who oversees over 200 city employees who provide a variety of services including city police; social services (individual and family counseling, emergency relief, independent senior living support (geriatric case management, home visits by student nurses), GED and English as a Second Language Tutoring, training for parents and children); recreation including two community centers, an aquatic and fitness center, an arts program, as well as numerous parks, trails, a forest preserve, and Greenbelt Lake; public works; planning; code enforcement, animal control; and an affordable housing apartment building. Greenbelt has earned Sustainable Maryland designation and has dedicated staff to environmental stewardship. The City coordinates with Maryland National Capital Park and Planning Commission (MNCPC) as the City does not have zoning authority. For more information about the City, including department profiles, please visit greenbeltmd.gov.

The City anticipates formal establishment of an agreement to provide architectural services. The City of Greenbelt management seeks to make selection directly from this RFQ. Time is of the essence.

Scope of Work

Selected consultant will report to the City Manager and consult with the Public Works Director, subject experts, and others in: reviewing existing current spaces, evaluating service needs and short and long-term options. The scope of work includes:

- 1) Study and identify existing and future space needs for the organization to include square footages and current projected staff levels.
- 2). Assess the physical condition of the existing facility, including but not limited to: a. Structural; b. Plumbing/HVAC/Mechanical Issues; c. Compliance with ADA requirements for public buildings; d.

Compliance with building codes and other life-safety requirements; e. Maintenance issues/concerns; f. Storage; g. Furniture/Equipment Needs; h) Parking; i. Security of facilities (Access points, reception area safety, cameras) both in public and non-public areas; j. Sustainability (including energy efficiency)

3). Future facility needs pertaining to the following: a. Space needs for each department including both shared and individual workspace potential; b. Staffing growth potential; c. Storage; d. Breakroom; e. Meeting Rooms; f. Sustainability (energy, environment, and efficiency); g. IT and computer equipment; h. Audio Visual needs; I Facility safety and security (cameras, access points, etc.)

4) Evaluate the adequacy of current facilities and make recommendations that address the needs and requirements identified for the various departments/functions if they remain in the current facilities. The recommendations must include estimated costs to renovate and/or expand these facilities, including site layouts for expansion. The selected architect should consider a time window of at least 20 years into the future.

5). The selected architect may be asked to support identification of building costs and site requirements to accommodate lease and/or purchase of private facilities in the community.

The City will request that the selected architect consult with appropriate City boards and committees, including the Planning and Advisory Boards at a public meeting as part of the study process. Other opportunity to collaborate for public outreach during the process will be encouraged. For example, incorporation of a survey or interviews of clients, patrons, and employees.

The selected firm will be required to make site visits and conduct interviews with City employees and officials to develop the final set of recommendations. A list of pros and cons of alternatives will be required. A general floor plan for design of the facility as recommended should be provided for each alternative.

The selected firm may also be asked to provide technical support while working with a commercial broker or implementation of any study recommendations.

Firms interested in consideration for service to Greenbelt should submit by 4:30 pm on January 3, 2020: their professional vitae, and responses to the Proposal Requirements to: Nicole Ard, City Manager, City of Greenbelt, Maryland, 25 Crescent Road, Greenbelt, MD 20770, ATTN: Architectural RFQ. Questions should be directed to Ms. Anne Marie Belton, Executive Associate, abelton@greenbeltmd.gov or 301-474-8000.

PLEASE NOTE: The selection of an architect or firm to provide the described scope of services will not be made on cost alone, but may be made based on the consideration of qualifications and factors contained in this Request for Qualifications. The City of Greenbelt reserves the right to reject any and all quotes or to request additional information from any or all applicants as determined to be in the best interest of the City.

Proposal Requirements

The Statement of Qualifications must address the following criteria:

A. Name of firm, owner, address and telephone number.

B. Description of the Firm.

C. Personnel Qualifications. Identify the key employee who will serve in the role of project manager; provide their resume and summarize their experience.

Provide the same for other employees (if any) in the firm who may assist with the provision of services. Provide responsibilities, background, and relevant experience of key employees who will be working directly on this project.

Provide at least three references from these organizations including names, contact persons and phone numbers.

Please also highlight any client work with historic buildings, renovation or retrofit. Also note any planning of spaces for medical-related services such as counseling and nursing, as well as service to diverse cultures and populations including inclusive services and spaces for people of various ages, emotional, mental and physical abilities.

D. Capability. Provide information about the architect and firm's capability to perform on short notice and in a timely manner. If the appointed project manager is not available are there other means of responding to requests?

E. Expert Advisors

Demonstrate experience and/or capacity to generate technical experts related to specialized architectural services.

F. Client List. Provide a list of current clients.

G. Description of Work Tasks. Approach To Communicating With The City. Describe the architect and firm's approach to communicating with the City in regard to progress reports, status reports, recommendations, status of opinions, etc.

H. Understanding of Services to Be Provided. Describe the attorney's/firm's understanding of the scope of work.

I. Work Schedule and Approach to Project Management. Provide a plan for service delivery, and an explanation of how tasks and projects are managed within the firm to ensure timely response and completion.

J. Conflict of Interest. List any clients you currently represent that could cause a conflict of interest with your responsibilities as legal counsel for Greenbelt and describe how you would be willing to resolve these or any future conflicts of interest.

K. Fees. Please provide rates for providing the services described above.

L. Statement: The attorney or firm, by submitting a proposal, certifies that to the best of its knowledge or belief, no elected or appointed official of the City is financially

interested, directly or indirectly, in their firm or in the purchase of services as described in this RFQ. They also certify that the information contained in the Statement of Qualifications is correct and complete to the best of their knowledge.

Evaluation Criteria:

This Request for Qualifications is a solicitation for information. The City is not obligated to enter into contract nor is it responsible for any costs associated with the preparation of proposals or interviews. The City reserves the right to accept or reject any and all submissions in the best interest of the City. In connection with the evaluation, the City may invite one or more applicants to make an oral presentation to the City at a time and location to be announced and may require the submission of supplemental material intended to substantiate or clarify information previously submitted.

The following information will be taken into consideration during the evaluation process:

- ☐ Meets qualifications identified in the Request for Qualifications
- ☐ Proposal includes complete and clear responses to items.
- ☐ Available dedicated staff with related experience.
- ☐ Capacity to perform work in a timely and responsive manner and at a level of experience commensurate with the level of service required by the City.
- ☐ The professional reputation for providing high-quality services, ability to work cooperatively with City representatives and demonstrates sound judgment, integrity, and reliability as determined by the references provided.
- ☐ Cost of providing basic and hourly services as per the submitted hourly rate.

Contract Award

The Contract will be awarded for a period agreed upon by the City and selected contractor and automatically renew for additional one year periods unless terminated by either party. All costs, directly or indirectly, related to the preparation of a response to this RFQ or any oral presentation required to supplement and/or clarify the RFQ which may be required shall be the sole responsibility of, and shall be borne by the applicant.

The individual or firm that represents the City is not an employee of the City; does not receive any City benefits, nor maintain an office provided by the City. The architects are independent contractors responsible for their own benefits, office expenses, insurances and staff throughout the term of this contract.

	Jim	Brian	Joe & Greg	David	Terri	Laura	TALLY
Bignell Watkins Hasser Architects			1	1			2
CRGA Design			1				1
Delta			1	1			2
Design Collective	1	1	1	1	1	1	6
Frederick Ward Associates	1	1	1		1		4
Harris-Kupfer							0
Heath Design Group	1						1
K Dixon Architecture				1			1
Mimar							0
Morgan Design Group	1			1	1	1	4
Murphy & Dittenhafer		1			1	1	3
Peck Peck & Associates			1				1
W2W Design Studio		1	1				2
WBCM						1	1

August 17, 2021

Mr. Brian Kim
Assistant Director of Public Works
City of Greenbelt Public Works
555 Crescent Road
Greenbelt, MD 20770

**Re: Proposal for Architectural Services
Space Utilization Study
Various City Owner Buildings**

Dear Brian:

Thank you for the opportunity to assist you with the space utilization study for the City Of Greenbelt. Based upon our discussions, field visit and the various building plans, we have prepared the following proposal for architectural and engineering design services. We understand the scope of services to be as follows:

Task 1: Create a set of floor plans for all the listed facilities. FWA has acquired the floor plans for these buildings as part of previous projects, which will aide in this task. From these existing and field verified spaces, we will create a set of documents for reference and future space planning and facility maintenance use. The list of facilities is as follows:

- a. Public Works Buildings
- b. City Municipal Building
- c. Police Station
- d. Community Center
- e. Youth Center
- f. Greenbelt Aquatic Fitness Center
- g. Springhill Lake Recreation Center

Task 2: Create an existing conditions programming document that includes color coded floor plans of each building and space indicating departments, circulation, public space, etc. with SF as well corresponding program spreadsheet. We expect to meet one time to review the progress and the correctness of these plans.

Task 3: Develop a programming spreadsheet document that addresses current, 5-year, and 10-year staffing and space needs for each department. We will meet with the appropriate representatives of each department and conduct information gatherings interviews to create the spreadsheet. We anticipate 30 to 45 minutes with each department. To save time we suggest that this be set-up as a series of meetings 45 to 60 minutes apart over a two day period to complete. We have based our fees utilizing this strategy.

Task 4: Based on the programming document, meetings with department managers and the color coded space plans FWA will discuss recommendations for accommodating current space needs and future growth through the relocation of departments, optimization of space or the acquisition of

new spaces. We foresee two meetings to discuss results and compile suggestions from department heads and/or others.

Task 5: Based upon the project needs space plans, we will determine the electrical, plumbing, IT, structural and HVAC requirements of the spaces addressed in Task 4 above. Our design team will address these areas from a concept design approach to develop a strategy for design and to develop a conceptual cost estimate.

Task 6: FWA will develop a final presentation package to review with department managers, City Manager and City Council. We have included one public meeting to present to City Council.

Task 7: FWA will assist with the assessments and investigations in regards to various HVAC and other infrastructure issues in the various buildings.

Meetings: FWA anticipates a total of nine meetings to complete this process. FWA will compile and distribute minutes of each meeting as well as plans and spreadsheet throughout the project.

The final product will be field condition drawings of the requested facilities showing current space use, an analysis of the existing program of the requested buildings, and a programming document and space plans for future consideration for expansion as an organization. These documents will be living documents that can be used to track the expansion or contraction of departments in the future. We will also create an assessment of the designed areas with a conceptual cost estimate that can be used for future budgeting of capital projects and facility budgeting.

SUMMARY OF PROJECT FEES:

The FWA project team proposes to complete the above seven tasks, along with the associated meetings for a lump sum fee of \$61,000, including reimbursables.

TOTAL PROJECT FEE: \$61,000

SCHEDULE:

We anticipate a three month schedule based upon the following items listed above:

Task 1: Document existing facilities Two weeks
Task 2: Document existing program Two weeks
Task 3: Program for future growth Two weeks (some overlap with tasks 1 & 2)
Task 4: Space planning Two weeks
Task 5: Final presentation Two weeks
Task 6: Design Concepts and Cost estimates Three weeks
Task 7: HVAC and other infrastructure issues Ongoing
Review time for City of Greenbelt One week
Meetings As required during contract period

TOTAL ESTIMATED CONTRACT TIME Three Months

REIMBURSABLE COSTS:

All reimbursable costs of the project including, without limitation, black & white copies, color bond & mylars, copies, postage, overnight and day courier deliveries, etc. are included in the above lump sum fee.

APPLICATION/PERMIT FEES:

All application fees shall be paid by the client at the time of application.

ADDITIONAL SERVICES NOT INCLUDED:

We can provide additional services at your request during any of the above phases if the scope of the project changes. Examples of additional services would be:

- Making owner design revisions to previously approved drawings;
- Attending meetings with permitting and reviewing agencies
- Architectural renderings other than those described above;
- Any service not specifically mentioned previously.

PROFESSIONAL FEES:

Itemized bills shall be sent on a monthly basis. Payment of bills shall be due upon receipt and are past due thirty (30) days from the invoice date. Client agrees to pay a finance charge of 1.5% (one and one-half per cent) per month or a maximum rate of 18% (eighteen per cent) per annum on past due accounts absent default by FWA. Frederick Ward Associates reserves the right at all times to suspend or terminate the work if the client's account is past due.

Our current Professional Fee Schedule for our agreements has been attached for your review. We understand that we will utilize the Terms and Conditions agreed upon for the North East Branch in order to expedite the approval process.

Thank you for the opportunity to present this proposal. Please feel free to contact me at your convenience to discuss any portion for this proposal. We look forward to working with you to create another successful APG Federal Credit Union project. Please indicate your acceptance by signing and returning one copy of this proposal to our office.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ted M. Jasinski", with a long horizontal flourish extending to the right.

Ted M. Jasinski, AIA, NCARB
Vice President/Director of Architecture

City Council Agenda Item Report

Meeting Date: October 25, 2021

Submitted by: Terri Hruby

Submitting Department: Planning

Item Type: Resolution

Agenda Section: LEGISLATION

Subject:

A Resolution for Support of an Application to Planning Assistance to Municipalities
Communities Program for Wayfinding Plan

-1st Reading, Suspension of the Rules

-2nd Reading, Adoption

Suggested Action:

M-NCPPC staff recently reached out to City staff to discuss the City's interest in applying to the County's Planning Assistance to Municipalities and Communities (PAMC) Program, administered through the Prince George's County Planning Department. The program offers planning, design and technical assistance for planning related projects to local jurisdictions at no cost. Often the County contracts with consultants to assist with the completion of projects. City planning staff, in consultation with Ms. Liggins and County planning staff, staff is proposing that the City apply for planning assistance for the completion of a city-wide wayfinding plan, with special attention given to Roosevelt Center. The project will support the City's long standing interest and efforts to improve wayfinding and will address the recent recommendations of the Arts Advisory Board regarding the need for improved wayfinding,

The PAMC application requires a Resolution stating the City Council's support. Staff is recommending the City Council suspend the rules to allow for second reading and adoption given the County has requested the City's application be submitted as soon as possible so it can be considered for funding this year.

Attachments:

[PAMC application_DRAFT.pdf](#)

[PAMC Resolution.pdf](#)

2021 Planning Assistance to Municipalities and Communities (PAMC) Application

Applicant Information

1. Contact Information

- A. Name: Holly Simmons
- B. Title/Position: Community Planner
- C. Phone: 202-578-6013
- D. Email: hsimmons@greenbeltmd.gov

2. Organization

- A. Name: City of Greenbelt
- B. Address: 25 Crescent Road, Greenbelt, MD 20770
- C. Tax ID Number: 526000079
- D. Website: www.greenbeltmd.gov
- E. Type (municipality or community): municipality
- F. Community organizations requesting financial assistance: list prior experience and accounting structure.

Project information

Date Submitted: October 26, 2021

3. Project Title: City of Greenbelt Wayfinding Plan

- A. Provide a detailed description of the requested project. If financial assistance is sought, provide a scope of services, including a list of deliverables.

This project will result in a comprehensive wayfinding plan to orient, direct, and inform visitors and residents to both well-known and less well-known attractions within historic Greenbelt and Greenbelt as a whole. The project will produce a strategic program for directing people along safe and enjoyable routes to meaningful locations. Specific attention will be given to directing residents and visitors to and around Roosevelt Center, the historic retail and cultural core of the community. The primary elements of this project include assessing existing conditions and identifying attractions; designing concepts for wayfinding signage and kiosks that reflect the City's unique sense of place; and recommending locations for wayfinding signage. The plan should be based on stakeholder concerns, cues from the built environment, travel patterns, and existing visual elements.

The first element of the project will identify key sites of importance to community members and stakeholders (major landmarks, attractions, civic centers, community gathering spaces, and transit hubs). Existing wayfinding and interpretive signage in the study area pertaining to key sites will be inventoried. Maps will identify the location of key sites along with existing wayfinding features and gaps or deficiencies. Existing on- and off-street bike and pedestrian routes, primary car travel routes, and transit stations will also be identified and mapped. County, WMATA, State Highway Administration, MUTCD, and Anacostia Trails Heritage Area wayfinding plans, policies, and regulations will be summarized to understand commonalities, differences, and constraints on

possible wayfinding features. A community engagement meeting will be held to understand stakeholder's thoughts regarding important places within the City and specific locations needing wayfinding.

The second element of this project will involve developing design concepts for interpretive and informational wayfinding signage that could become the standard design for the City of Greenbelt. A minimum of three design concepts for a comprehensive system of wayfinding signage (including directional signage at a variety of scales and at least one retail kiosk) will be prepared. The kiosk will provide information about business location and function. Cost-conscious design concepts will be based on the City's existing graphics and logo and should seek to unite the signage within the City, if possible. If signage is proposed within a State right-of-way or on WMATA or National Park Service property, coordination with the appropriate agency will be performed to ensure that designs are implementable and conform to applicable regulations and requirements. Design concepts will be presented at two public meetings (one with the City's relevant advisory boards, and one with the City Council), and a final design system will be identified and finalized.

The third element of this project will recommend locations for the future installation of wayfinding features, including identifying key decision points where directional signage/information would be helpful for pedestrians, cyclists, transit users, and car drivers, and areas where existing signage could be consolidated or eliminated. The suite of recommendations will address the existing travel networks and allow for future expansion. Recommendations should include a mapped network of specific locations and the appropriate signage type for each location, as well as a framework for future decision-making regarding signage location and type as the physical landscape changes and alterations or expansions to the network are required. Recommendations will aim to facilitate the creation of a comprehensive, linked network that increases pedestrian and cyclist safety and transit use, and that encourages economic activity and resident/visitor enjoyment in strategic locations.

The results of the three project elements will be compiled into a final report, and a presentation of findings and recommendations will be made to the City Council during a public meeting.

- B. How will the project implement policies or recommendations in the County's approved plans? (Be specific when citing official plans, e.g. page numbers.)

This project will build upon existing recommendations to implement an interlinking network of wayfinding and signage for key sites. A number of recommendations in the County's approved plans address a need for wayfinding signage to: help direct people and traffic to major destinations and attractions (Approved Greenbelt Metro Area and MD 193 Corridor Sector Plan and Sectional Map Amendment, pp. 124-25, 133), improve multimodal access to transit stations and make alternative means of transportation safe and

2021 Planning Assistance to Municipalities and Communities (PAMC) Application

comfortable (ibid., pp. 49-50) and provide consistent wayfinding signage to transit stations from neighboring communities (Plan 2035, p. 158), and enhance the comfort of pedestrians and bicyclists through a comprehensive wayfinding system of street signage, directional signage, interpretive signs, and markers to support pedestrian and bicyclist access as the primary modes of travel (Approved Greenbelt Metro Area and MD 193 Corridor Sector Plan and Sectional Map Amendment, pp. 123, 185).

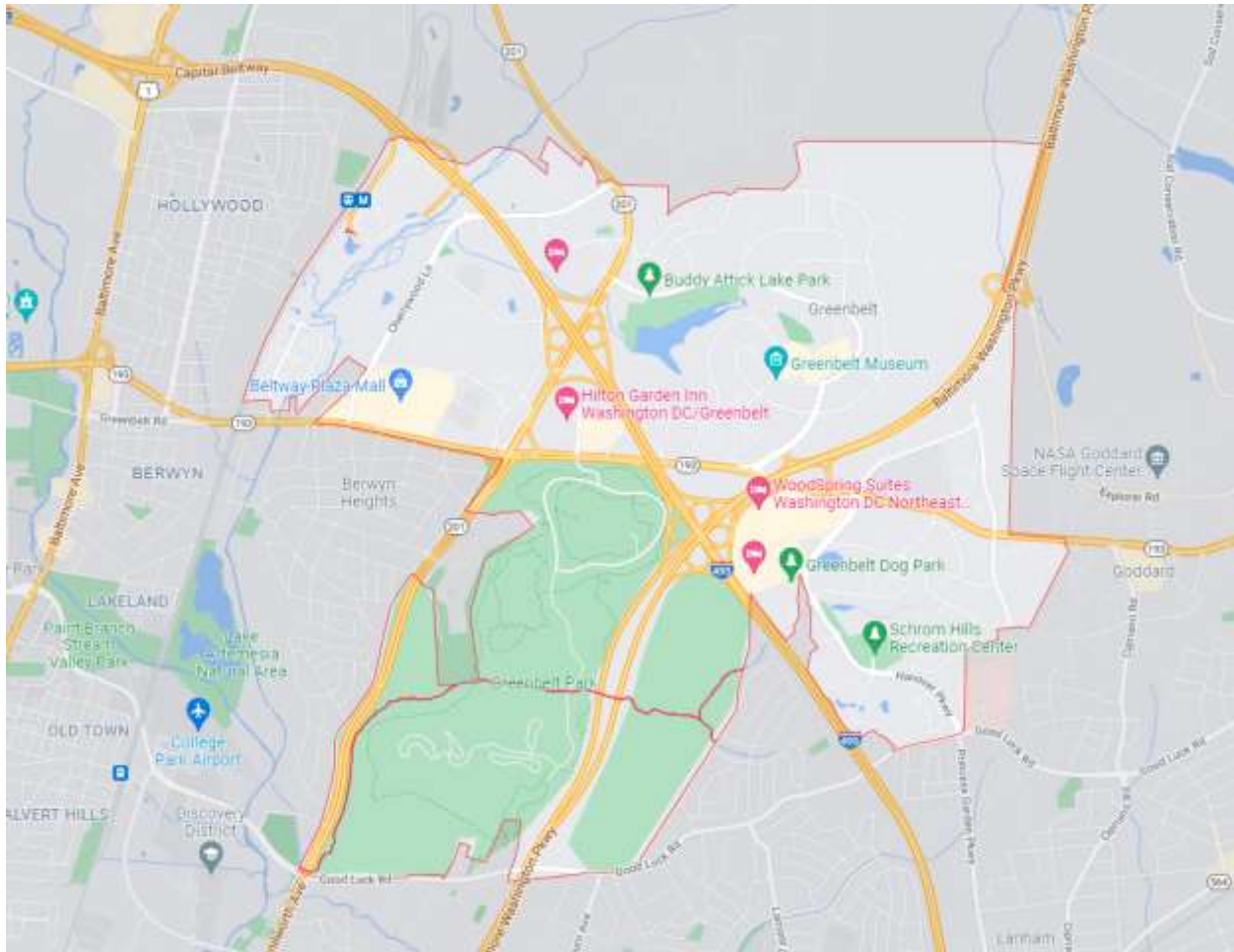
The project would also integrate with the County's forthcoming Countywide Wayfinding Project, which aims, in part, to identify problems and opportunities for wayfinding in the County and to provide a toolkit for communities to use when planning wayfinding, and potentially with the forthcoming Anacostia Trails and Heritage Area Wayfinding and Signage Study, which includes a portion of Greenbelt.

- C. How will the completed project benefit the community in the immediate and/or long-term?

The project will benefit the community by providing a consistent, complete, and up-to-date wayfinding program that will improve multimodal navigation, understanding, and accessibility of historic Greenbelt and Greenbelt overall. The project will help reduce visual confusion along travel routes with clear, consolidated and on-brand information. Additionally, this project will address a specific concern of one of the City's advisory boards. The City's Arts Advisory Board has also identified a need to improve wayfinding in Roosevelt Center to ease visitor experience and increase the visibility of existing businesses. By enhancing the identification and utilization of less-known districts and destinations, including Roosevelt Center, the project will also increase economic activity and resident/visitor enjoyment.

- D. Provide a map of the project boundaries. (If a municipality, the municipal boundaries or the location of the project within the municipality.)

2021 Planning Assistance to Municipalities and Communities (PAMC) Application



- E. Upon completion, what next steps will be used to implement the project? If a community organization, identify any partners (government agencies, other organizations) that will assist in implementation.

The project will be presented to the City Council for inclusion in the City's budget considerations. The City will also engage stakeholders (e.g., the Roosevelt Center Merchants Association) for installation of signage associated with private property.

4. Additional Information

- A. Indicate whether the project location is in a TNI (Transforming Neighborhoods Initiative) area, Priority Funding Area (PFA), Plan 2035 Neighborhood Reinvestment Area, or Plan 2035 Employment Area?

The project is located within the Priority Funding Area and a Plan 2035 Employment Area. The project is also located within a Maryland Sustainable Community.

2021 Planning Assistance to Municipalities and Communities (PAMC) Application

- B. If applicant is a municipality, provide a resolution of support approved by the City Council.

It is anticipated that a resolution of support will be adopted by the Greenbelt City Council on October 25, 2021.

- C. If applicant is a community organization, provide letters of support (minimum 3.)

Submit completed application by emailing attachments (this page, plus 2F, 3A-E, 4A, 4B or 4C) to:
pamc@ppd.mncppc.org

Revised March 2018

DRAFT

Introduced:
1st Reading:
Passed:
Posted:
Effective:

RESOLUTION NUMBER 2XXX

OF THE MAYOR AND COUNCIL OF THE CITY OF GREENBELT IN SUPPORT OF AN
APPLICATION TO THE PLANNING ASSISTANCE TO MUNICIPALITIES AND COMMUNITIES
PROGRAM

The City of Greenbelt is applying to the Prince George's County Planning Department's Planning Assistance to Municipalities and Communities Program (PAMC) for consultant services to assist the City in preparing a Wayfinding Plan (the "Project") further described in an application dated October 26, 2021 ("The Application").

WHEREAS, a number of recommendations in the County's approved plans address a need for wayfinding signage to help direct people and traffic to major destinations and attractions, improve multimodal access to transit stations and make alternative means of transportation safe and comfortable and provide consistent wayfinding signage to transit stations from neighboring communities, and enhance the comfort of pedestrians and bicyclists through a comprehensive wayfinding system of street signage, directional signage, interpretive signs, and markers to support pedestrian and bicyclist access as the primary modes of travel; and

WHEREAS, the City of Greenbelt's Arts Advisory Board has identified a need for improved wayfinding signage particularly within Roosevelt Center; and

WHEREAS, the County has a forthcoming Countywide Wayfinding Project, which aims, in part, to identify problems and opportunities for wayfinding in the County and to provide a toolkit for communities to use when planning wayfinding; and

WHEREAS, this project will result in a comprehensive wayfinding plan to orient, direct, and inform visitors and residents to both well-known and less well-known attractions within historic Greenbelt and Greenbelt as a whole, and will produce a strategic program for directing people along safe and enjoyable routes to meaningful locations; and

WHEREAS, the PAMC program would provide valuable consultant services to assist with the Project at no cost to the City; and

WHEREAS, the Application requires the approval of the Mayor and City Council of the City of Greenbelt.

NOW, THEREFORE BE IT RESOLVED THAT, the City of Greenbelt hereby endorses the Project; and

BE IT FURTHER RESOLVED THAT, the chief elected executive official be, and is hereby requested to endorse this Resolution, thereby indicating his approval thereof; and

BE IT FURTHER RESOLVED THAT, a copy of this Resolution be sent to the Prince George's County Planning Department.

PASSED by the Council of the City of Greenbelt, Maryland, at its Regular Meeting of _____,
2021.

ATTEST:

Colin Byrd, Mayor

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: October 25, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Community Gardens Shading Plan Phase One

Suggested Action:

Councilmember Davis requested this item be added to the agenda.

Attachments:

[Phase I Pilot Shade Plan.pdf](#)

[Additional Maps.pdf](#)

[Site 1.JPG](#)

[Site 2-1 JPG](#)

[Site 2-2 .JPG](#)

[Site 2-3 JPG](#)

[Site 3-1.JPG](#)

[Site 3-2.JPG](#)

[Photos for discussion.JPG](#)

[Hamilton Cemetery.JPG](#)

Phase I Pilot Shade Plan

Three sites are proposed for Phase I requiring action from both Public Works and volunteers from the Greenbelt Community Garden Club. Each site will have different actions and goals. Two sites do not impact the Forest Preserve as they were originally garden plots.

Hamilton Gardens:

Site 1—Area next to the Hamilton Cemetery to the north, former garden space, requested to be a forest garden.

Action:

Public Works will clear undergrowth after the Garden Club has provided exact dimensions for the forest garden and Council has approved the proposal.

Garden Club needs to provide exact dimensions of the proposed forest garden. After the undergrowth is cleared, volunteers will provide further clearing to prepare for plantings (either provided by the Garden Club as they suggested or by the City if funding exists). This may be done in phases, but the Garden Club will maintain the area, not the City.

Goal: To show the development of a forest garden from inception until full establishment.

Time Frame: Several years

Site 2—Area to the south of Hamilton Cemetery, abandoned garden plots

Action:

Public Works will remove two large trees, two smaller trees in the fall, if possible, or very early spring. Next spring, clear undergrowth.

Garden Club will complete the clearing of the plots and assign them to gardeners when this is done.

Goal: To clear two or more abandoned garden sites and restore them to the inventory of available garden plots.

Time Frame: Hopefully, one year

Gardenway Gardens:

Site 3—Western end of the southern (smaller) section of garden plots

Action:

Public Works will remove one major tree and trim several major limbs. (It appears one other tree has already fallen and has been cut up by Public Works). This is the suggested action listed in the original shade plan.

Garden Club may wish to fill in the space with a forest garden as suggested in a proposed plan. This will be established and maintained by the Garden Club, not the City.

Goal: To show impact on shade by removal of trees/limbs on a select, small section of the garden area.

Time Frame: This fall or early spring



Figure 1. Proposed tree removal and maintenance to alleviate shading at the edges of Hamilton Gardens and to restore several garden plot areas that have been abandoned since the Forest Preserve was created.

Hamilton Place Map showing shade at 10 AM in Yellow

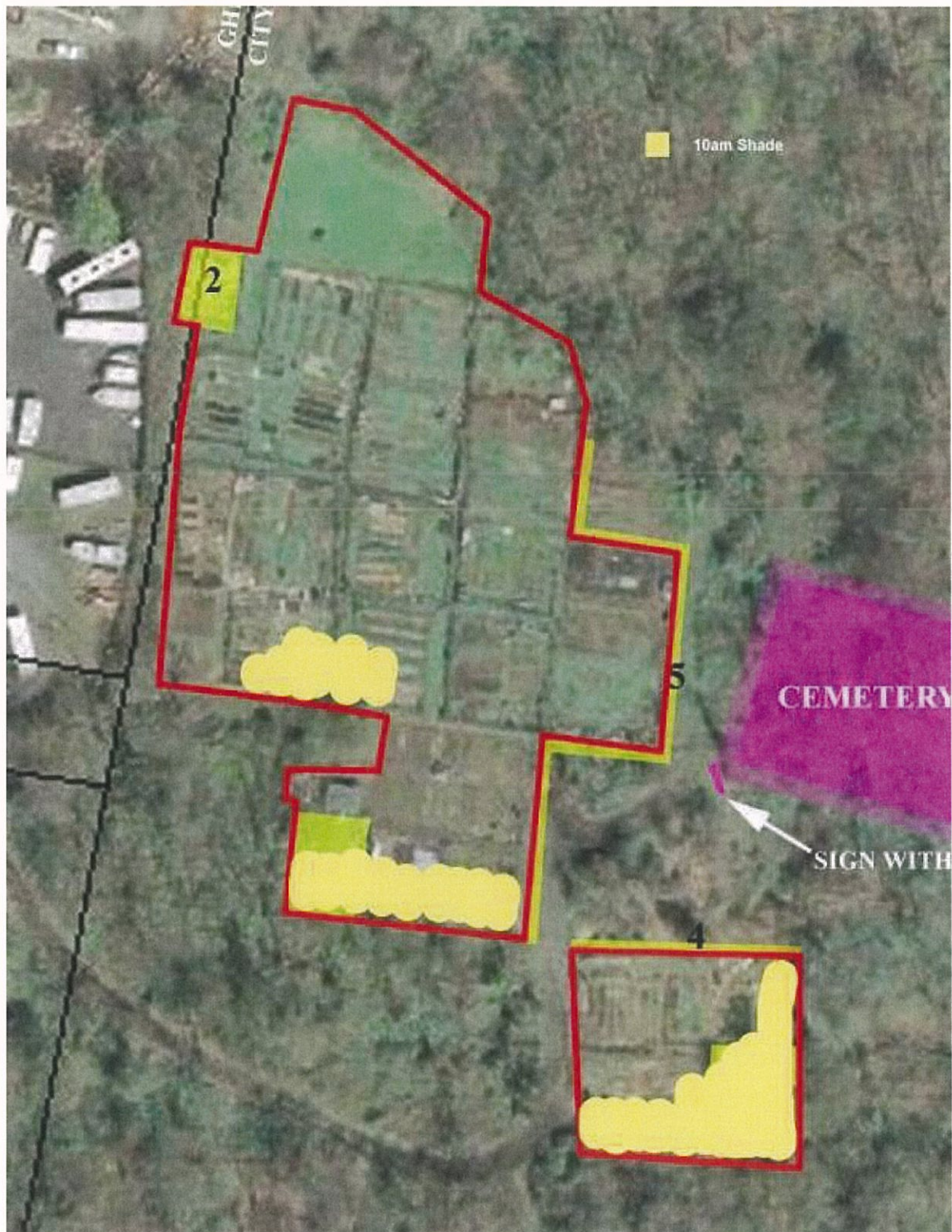
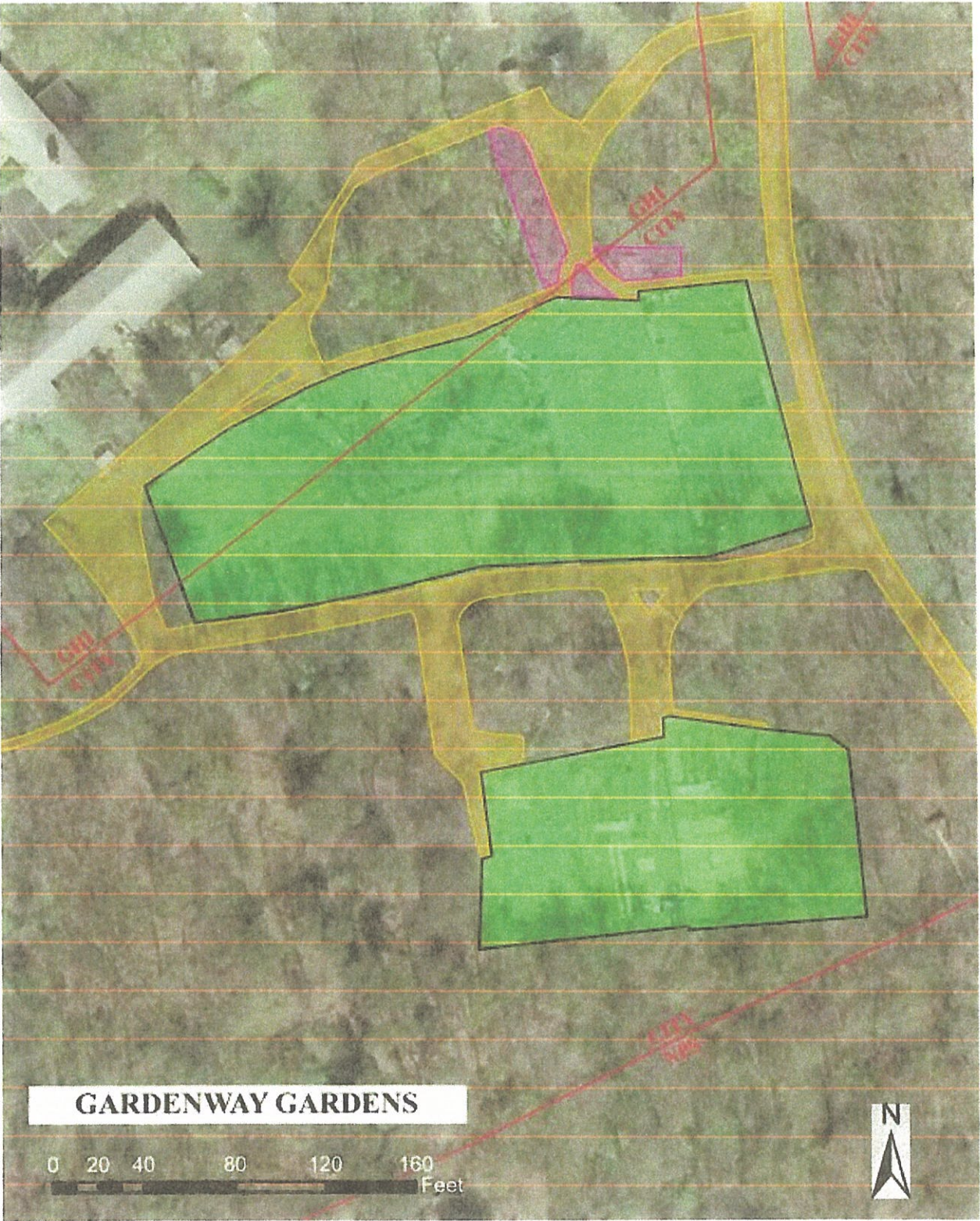




Figure 4. Proposed actions to manage shading of the two Gardenway community garden plot sections. Blue triangles indicate the approximate view of the photos that are labeled. Photos are below.

Gardenway



















City Council Agenda Item Report

Meeting Date: October 25, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Rental Aid

Suggested Action:

Mayor Byrd requested this item be added to the agenda.

The motion is to authorize another \$300,000 in American Rescue Plan spending related to:

- Rental Aid; and
- Hiring more outside help to further facilitate and expedite the processing of an overwhelming, previously unexpected number of rental aid applications.

Attachments:

City Council Agenda Item Report

Meeting Date: October 25, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Prince George's County Boundary Changes for Council Redistricting and Letter

Suggested Action:

At the Monday, October 18th, 2021, Work Session, Councilmember Davis requested this item be added to the agenda for Council discussion.

Attachments:

City Council Agenda Item Report

Meeting Date: October 25, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: MEETINGS

Subject:

Meetings

Suggested Action:

Attachments:

[meetings.pdf](#)

CITY OF GREENBELT, MARYLAND

25 Crescent Road, Greenbelt, MD 20770-1891

10/21/2021 12:52 PM



City Council Meetings & Work Sessions October – November

Regular Meeting	Mon.	10/25	8:00 pm
Work Session – City Manager Update,	Wed.	10/27	8:00 pm
Closed Session – Pending Personnel, Legal Issues, and City Manager Evaluation	Wed.	10/27	Following CM WS
Four Cities Meeting (New Carrollton)	Thurs.	10/28	7:30 pm
No Meeting	Mon.	11/1	
Election	Tues	11/2	
No Meeting	Wed.	11/3	
Organizational Meeting of 44 th Council	Mon.	11/8	7:00 pm
Charter Meeting	Mon.	11/8	7:30 pm
Advisory Board Interview	Wed.	11/10	7:40 pm
Work Session – Prince George’s County Economic Development Corp.	Wed.	11/10	8:00 pm
NLC City Virtual Summit	Fri. – Fri.	11/12 – 11/19	
Work Session – Police Reform	Mon.	11/15	8:00 pm
Work Session – TBD	Wed.	11/17	8:00 pm
Regular Meeting	Mon.	11/22	8:00 pm
Work Session – TBD	Wed.	11/24	8:00 pm
Work Session – TBD	Mon.	11/29	8:00 pm

- Councilmembers will present reports on conferences, meetings and events as the last item of business at Monday Work Sessions.

This schedule is subject to change. For confirmation, call 301-474-8000. Regular and Special meetings and Work Sessions are open to the public. If special accommodations are required for any disabled person, please call 301-474-8000 or 301-474-3870 no later than 10 a.m. on the meeting day. Deaf individuals are advised to use Video Relay Services (VRS) at 711 or e-mail banderson@greenbeltmd.gov to reach the City Clerk.

Due to the COVID-19 precautions, the Council Meetings will be held online and is planned to be cablecast on Verizon 21, Comcast 71, and 996 and streamed to www.greenbeltmd.gov/municipalTV. Unless otherwise noted, Council meetings will be virtually by zoom. Zoom meeting information for public participation is posted on the City’s website at www.greenbeltmd.gov on the meetings calendar.

Bonita Anderson, City Clerk

A NATIONAL HISTORIC LANDMARK

(301) 474-8000

fax (301) 441-8248
www.greenbeltmd.gov

MD RELAY 711

CITY OF GREENBELT, MARYLAND

25 Crescent Road, Greenbelt, MD 20770-1891



10/21/2021 12:52 PM

Ready to be scheduled:

Closed Session (*Cable Ordinance*)
MARC Train Service/ MDOT
Arts & Entertainment District
Potential Bond Referendum/Capital Financing
Parke Crescent Apartment Complex
Bernard Penney (*Memorial Donation in honor of Leonie Penney*)
Cemetery Plans
City Contracting Policy
DPW&T (*Bikeshare Program*)
BARC
Hotels
Pepco
WSSC
GHI/WSSC
Board of Elections reports:
- Procedure for filling Council vacancies
- Proposal for voting by resident non-citizens
(*waiting for CRAB Report*)
Economic Development Advisory Committee
Economic Development Strategic Plan Retreat
Standing Rules and Procedures
Council Retreat

For later scheduling:

Zoning Enforcement
Parkway Apartment Owners/GHI (*parking*)
Northway Fields Master Plan
City Manager Updates (Jan, Pre-budget; July & Sept/Oct)
Meeting with County on Transportation Plan
Department of Permitting, Inspections & Enforcement (DPIE)
Museum Plan
Term Limits legislation (*referral submitted to CRAB*)
ERB Reports: (#2020-01 Procedures for Employee Appeals and Grievances); (#2021-02 Collective Bargaining for Non-Managerial Employees) (*waiting for CRAB Report*)

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MD RELAY 711

Annual														
Advisory Group Chairs	3/16	2/17	7/18	7/19	6/20	6/21								
Franklin Park at Greenbelt Station Mgmt.	8/16	11/17	12/18	12/19	12/20									
Greenbelt East Advisory Coalition	3/16	7/17	3/19	6/20										
Greenbelt Homes, Inc.	6/16	7/17	7/18	7/19	10/20	7/21								
Greenbelt Station	8/19	12/19	8/20	8/21										
County Executive/ County Council	12/13	9/16	1/19	8/20	11/20									
Biennial														
Roosevelt Center Merchants	11/16	1/18	1/20											
Beltsville Ag. Research Center/ NPS Greenbelt Park	03/14	7/16	8/18											
	7/15	1/18	1/20											
Beltway Plaza	9/14	3/17	9/20											
Greenbelt Community Garden Club	3/21	9/21												
Greenway Center	7/14	12/16	2/19	12/20										
Civic Associations	8/14	2/18	8/20											
NASA/GSFC	3/15	3/17	9/19	12/20										
PG Co. Economic Development Corp.	8/14	4/17	7/19											
School Board	2/16	5/17	10/18	3/19	9/20	9/21								
State Highway Administration	6/15	10/17	11/20											
Every Three Years														
Apartments	2/18	4/21												
Religious/Spiritual Organizations	3/13	6/15	6/19											
Greenbelt Watershed Groups	8/14	10/16	10/19											
Hotels														
University of Maryland	3/13	4/15												
Every Three Years or Major Issue														
Comcast	9/13	11/17	3/21											
Verizon	2/20													
PEPCO	9/14	1/17												
WSSC	12/12	9/16												
WGL	12/17													
Capital Office Park	12/12	1/16	9/19											
Other Business Parks:														
Maryland Trade Center														
Golden Triangle														
Hanover Parkway														
Belle Point														
Edmonston Road														

WMATA/PGDPW&T (Semi-Annual)	11/16	9/17	11/18	1/20										
Other/As Needed														
M-NCPPC/Planning Board (Major Issue)	6/06	7/14	10/19											
Business Coffee (Every Four Months)	2/21	6/21	10/21											
State's Attorney (4 years)	2/11	4/15	9/19											
Roosevelt Center Owner	9/15	8/20												

(Rev. October 20, 2021)