



CITY COUNCIL AGENDA

**Municipal Building
Monday, September 24, 2018
8:00 PM**

- 1. Call to Order**
- 2. Roll Call**
- 3. Meditation and Pledge of Allegiance to the Flag**
- 4. Consent Agenda** - *(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**
- 6. Presentations**
 - 6.a. National Public Lands Day Proclamation
Suggested Action: National Public Lands Day is the nation's largest hands-on volunteer effort to improve and enhance public lands. Brian Townsend, Assistant Public Works Director, will be present to receive the proclamation and provide an update on the outcome of the event on Saturday, September 22, 2018. (BA)
[Public Lands DayProclamation2018.pdf](#)
 - 6.b. National Breast Cancer Awareness Month Proclamation
Suggested Action: National Breast Cancer Awareness Month is recognized annually during the month of October in honor of all who lost their lives to breast cancer, and to recognize the courageous survivors who are still fighting their battle with it. A Doctor's Community Hospital representative will be present to receive the proclamation. (BA)
[Breast CancerProclamation2018.pdf](#)
 - 6.c. Adopt-A-Dog Month Proclamation
Suggested Action: The American Society for the Prevention of Cruelty to Animals (ASPCA) established Adopt-A-Dog Month in October 1981 as an annual event to encourage people to save lives and enhance their own lives by adopting a dog from a shelter or rescue group, as millions of dogs in shelters await adoption every year. Animal Control Officers, Howard Stanback and Lauren Crossed will be present to receive the proclamation. (BA)
[Adopt-A-Dog Month18 proc.pdf](#)

- 6.d. Introduction of New Community Planner
Suggested Action: Molly Porter, the new Community Planner, began her employment with the City on August 13, 2018. Terri Hruby, Director of Planning and Community Development, will be present to introduce Ms. Porter. (BA)

7. Petitions and Requests

- 7.a. Petition
Suggested Action: Greg Fisanich, Outstanding Citizen 2018, has requested to present to the Council his PowerPoint presentation about Trim a Tree for Safety – Driver and Pedestrian Line of Sight Safety.
[Trim a Tree for Safety.pdf](#)

8. Minutes of Council Meetings

- 8.a. Statement for the Record - Closed Session of September 19, 2018
Suggested Action: The following motion is needed: I move that the minutes of tonight's meeting reflect that Council met in closed session on Wednesday, September 19, 2018, at 8:07 p.m. in the Library of the Municipal Building. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(7) of the Annotated Code of Public General Laws of Maryland, to consult with counsel to obtain legal advice on a legal matter.

Vote to close session:

Mr. Byrd - Yes	
Ms. Davis - Yes	
Ms. Mach - Yes	
Ms. Pope	- Absent
Mr. Putens - Yes	
Mr. Roberts - Yes	
Mayor Jordan - Yes	

The following staff members were in attendance: Nicole Ard, City Manager; David Moran, Assistant City Manager; Jeff Williams, City Treasurer and Todd Pounds, City Solicitor.

Council took no actions during this session.

9. COMMUNICATIONS

IV. OTHER BUSINESS

11 Economic Development Policy
Suggested Action: Reference:
Economic Development Policy
Emails, Comments from K. Herling, E. Fallon and M. Lester
Online Surveys

The Greenbelt City Council has been discussing economic development goals and strategies for many years. On August 8, 2018 the City Council held a Work Session to discuss and

finalize Economic Development goals that a new Economic Development Coordinator will help Council and staff implement. At the Regular Meetings on August 13th and September 11th Council reviewed a draft Community and Economic Development Goals document. Revisions were made and Council directed that the revised document appear on tonight's agenda. The document was also posted on the City's website in August and most recently with a link for submitting comments. Comments have also been received at meetings and via email.

Council direction is sought. (BA/DEM)

[Economic Development Policy.pdf](#)

[Emails, Comments from K. Herling, E. Fallon and M. Lester.pdf](#)

[Online Surveys.pdf](#)

12 Award of Purchase – Public Works Equipment & Vehicle

Suggested Action: Reference:

Memorandum, James Sterling, 9/15/18

FY 2019 Replacement Fund Budget

The FY 2019 Replacement Fund includes \$129,000 for the purchase of one vehicle and the replacement of one piece of equipment for Public Works.

The City is a member of the organization Sourcewell (formerly NJPA), a national cooperative purchasing organization for local governments, educational institutions and non-profits. Staff has identified competitively solicited contract through NJPA (contract #042815-CEC) for a S650 T4 Bobcat Skid Steer Loader with attachments at a cost of \$65,063.47.

Staff has identified a Montgomery County Contract #1065349 for the purchase a 12 passenger with 2 wheelchair capacity bus at a cost of \$61,133.00.

The total cost for the bus and skid steer loader is \$126,196.47.

Included in Council's packet is a memorandum from Jim Sterling, Director of Public Works with additional details about the recommended purchases. Mr. Sterling will be present to answer any questions.

It is recommended that Council approve the purchase of one vehicle and one piece of equipment for Public Works as follows:

1. A S650 Bobcat Skid Steer Loader with attachments per NJPA Contract #042815-CEC from Clark Equipment Company dba Bobcat Company at a cost of \$65,063.47.
2. A Ford E350 12 passenger with 2 wheelchair capacity bus per Montgomery County Contract #1065349 from Apple Ford, 8800 Sanford Blvd., Columbia, MD 21045 for 61,133.00 (JS)

[Memorandum, James Sterling, 9.15.18.pdf](#)

[FY 2019 Replacement Fund Budget.pdf](#)

13 County Short-Term Rental Legislation – CB-10-2018 & CB-11-2018

Suggested Action: Reference:

County Bills: CB-10-2018 (DR1) & CB-11-2-18 (DR1)

The Prince George's County District Council has introduced two pieces of legislation, CB-10-2018 and CB-11-2018, which would regulate short-term rentals in the County. It is anticipated that the County Council will schedule the bills for introduction and public hearing within the next couple of weeks.

CB-10-2018 would allow short-term rentals in residential, commercial, industrial and mixed use zones with a valid rental license. CB-11-2018 establishes rules, regulations, fees, penalties and enforcement provisions for short-term rentals. An amendment introduced by County Council Member Turner will require hosts to attest that they are in compliance with their Homeowner Association/Cooperative, if applicable.

The Bill also requires that short-term rental platforms (i.e., Airbnb and FlipKey) register with the County, pay a registration fee and meet annual reporting requirements. The effective date of the Bill is proposed to be January 1, 2019 to allow the County to develop an administrative/software program and to address staffing needs.

As staff has shared previously, the City Code currently enables the City to license and inspect short-term rentals since there is no distinction made between long-term and short-term rentals. After conferring with the City Attorney, staff would recommend that if the Bills pass, Chapter 4 of the City Code be revised to require that short-term rentals submit a copy of their approved County short-term rental license with their City rental license application. Staff further recommends short-term rentals be subject to the City's rental inspection requirements.

Council direction is sought. (TH)

[B2018010 Draft 1.pdf](#)

[B2018011 Draft 1.pdf](#)

14 Community Development Block Grant Application for Program Year 45 (FY 2020)

Suggested Action: Reference:

CDBG PY 45 Application Instructions

Applications to Prince George's County for Community Development Block Grant (CDBG) funds for Program Year 45 (7/1/19-6/30/20) are due on October 11, 2018.

The City last applied for, and was awarded, \$128,240 for "Breezewood Drive Street Improvements – Phase II" for roadwork from Springhill Lane to Edmonston Road for PY 44. This work will take place next spring/summer.

Staff proposes to submit "Franklin Park Street Improvements" as the project for PY 45. This project proposes to resurface Breezewood Drive from Cherrywood Terrace to Cherrywood Lane and perform significant base repair and resurfacing at the intersection of Breezewood Drive and Cherrywood Lane. This project includes base repair, replacement of curb & gutter, ADA compliant ramps and installation of concrete bus pads and landscaping improvements as needed. Staff anticipates seeking \$140,801 for this project.

Staff believes the City should submit only one application for PY 45. This will allow both DHCD staff and the City's County Council representative to focus solely on this application.

It is recommended Council approve submission of the PY 45 Application as outlined above. It is further recommended that Council authorize the Mayor to execute any PY 45 CDBG Agreements and all other necessary documents in order to accept and implement this grant

award. (DEM)

[PY-45-CDBG-INSTRUCTIONS--9-10-18.pdf](#)

15 Letter to MTA on Maglev Alternatives Report Status

Suggested Action: Reference:

Draft Letter, A. Khatib, 09/24/18

This item was requested by Councilmember Byrd.

[Draft Letter, A. Khatib, 09.24.18.pdf](#)

16 Friends of the Old Greenbelt Theatre Agreement

Suggested Action: City Solicitor has met with the Friends of the Greenbelt Theatre, briefed Council and returned feedback to the FOGT.

Ms. Mach requested that this item is placed on the agenda.

Council direction is sought. (NA)

* 17 Engagement Letter Davenport & Company LLC

Suggested Action: Reference:

Engagement Letter, Jennifer Dierksen, 9/13/18

The City has engaged Davenport & Company, LLC to serve as the City's financial advisor for the Greenbelt Station TIF. TIF financing is complex and requires specialized financial advice and expertise. Davenport is a national company that assists governments with public financing and borrowing matters.

Per the Development Agreement, all of the fees will be paid by the Greenbelt Station developer and ultimately reimbursed through the TIF. Davenport estimates the cost of their services to range between \$30,000-\$60,000.

Approval of this item on the consent agenda will approve the engagement of Davenport and authorize the City Manager to sign the engagement letter. (DEM)

[Engagement Letter, Jennifer Dierksen, 9.13.18.pdf](#)

* 18 Appointments to Advisory Group

Suggested Action: Reference:

Application

The Council interviewed Isiah Horton for appointment to the Ethics Commission (EC). The applicant has attended a meeting of the advisory group.

Approval of this item on the consent agenda will indicate Council's intent to appoint Mr. Horton to the Ethics Commission. (BA)

V. MEETINGS

Meetings

Suggested Action: Advisory Board Interview	Mon.	09/24	7:40 pm	
Regular Meeting	Mon.	09/24	8:00 pm	
Work Session – Arts Advisory Board (AAB) Public Art Policy, (CC)	Wed.			09/26
7:30 pm				
Work Session – Board of Education Representative	Mon.	10/01	7:30 pm	
Work Session – Greenbelt East Advisory Coalition (GEAC), (Greenbriar)	Thru.			
10/04				
		8:00 pm		
Regular Meeting	Mon.	10/08	8:00 pm	
Work Session – TBD, (CC)	Wed.	10/10	8:00 pm	
Advisory Board Banquet	Sun.	10/14	5:00 pm	
Work Session – TBD	Mon.	10/15	8:00 pm	
Work Session – TBD, (CC)	Wed.	10/17	8:00 pm	
Public Information Act/Open Meetings Act Training	Thurs.	10/18	1:00-3:00	
pm				

City Council Agenda Item Report

Meeting Date: September 24, 2018

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: Presentations

Subject:

National Public Lands Day Proclamation

Suggested Action:

National Public Lands Day is the nation's largest hands-on volunteer effort to improve and enhance public lands. Brian Townsend, Assistant Public Works Director, will be present to receive the proclamation and provide an update on the outcome of the event on Saturday, September 22, 2018. (BA)

Attachments:

[Public Lands DayProclamation2018.pdf](#)

PROCLAMATION

WHEREAS, National Public Lands Day was introduced in 1984 and has become the nation's largest, single-day volunteer event for public lands in the United States; and

WHEREAS, public lands provide locally accessible natural and cultural resources for environmental learning, wildlife appreciation and recreation; and

WHEREAS, public lands promote civic ideals that include shared stewardship and recognition of public ownership; and

WHEREAS, shared stewardship requires the goodwill, cooperation and active support of citizens, community, city and state officials, business leaders, children and adults; and

WHEREAS, recreation opportunities offered on public lands in Greenbelt help families lead a more active lifestyle and reduce the incidence of childhood obesity; and

WHEREAS, land conservation efforts improve access to public lands by urban residents and reduce barriers that prevent Americans from actively utilizing their public lands; and

WHEREAS, an alliance between private citizens, land managers and community leaders improves the condition of publicly held lands for the greater enjoyment and enrichment of all; and

WHEREAS, National Public Lands Day, co-sponsored by the National Environmental Education Foundation, the Bureau of Land Management, the Bureau of Reclamation, the Department of Defense, the Environmental Protection Agency, the National Park Service, U.S. Army Corps of Engineers, the U.S. Fish and Wildlife Service and the United States Department of Agriculture Forest Service, has become an annually anticipated event for local participation on publicly held lands in Greenbelt.

NOW, THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the citizens and City Council of Greenbelt, do hereby honor this past Saturday, September 22, 2018, to be recognized as

PUBLIC LANDS DAY

in Greenbelt and express gratitude to all our residents who supported and participated in the efforts to improve and protect our public lands which are a connection to our past, a pledge to our future generations, and a continuing source of joy and spiritual renewal for all our citizens.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 24th day of September 2018.

EMMETT V. JORDAN, Mayor

ATTEST: **Bonita Anderson, City Clerk**

City Council Agenda Item Report

Meeting Date: September 24, 2018

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: Presentations

Subject:

National Breast Cancer Awareness Month Proclamation

Suggested Action:

National Breast Cancer Awareness Month is recognized annually during the month of October in honor of all who lost their lives to breast cancer, and to recognize the courageous survivors who are still fighting their battle with it. A Doctor's Community Hospital representative will be present to receive the proclamation. (BA)

Attachments:

[Breast CancerProclamation2018.pdf](#)

PROCLAMATION

WHEREAS, every year, too many Americans are touched by the pain and hardship caused by breast cancer, a disease that, among women, is not only one of the most common cancers, but also one of the leading causes of cancer-related death; and

WHEREAS, during Breast Cancer Awareness Month, we honor all those who lost their lives to breast cancer, and we recognize the courageous survivors who are still fighting it; and

WHEREAS, for these individuals, and for their loved ones who give their unwavering support during the most trying times, we recommit ourselves to the essential and necessary work of forging a future free from cancer in all its forms; and

WHEREAS, hundreds of thousands of Americans will be diagnosed with breast cancer this year, and tens of thousands will lose their battle with this disease. Although both women and men can have breast cancer, women are at higher risk; and

WHEREAS, critical research efforts over time have yielded great progress in how we diagnose and treat breast cancer, which has produced a steady increase in survival rates for those suffering from this disease -- and it is crucial that we keep building on these successes; and

WHEREAS, this month, with bold pink ribbons displayed proudly across Greenbelt, we stand in solidarity with breast cancer survivors and reaffirm our commitment to raising awareness of this disease and to advancing research efforts. Let us thank the countless advocates, medical professionals, researchers, and caregivers who dedicate their lives to fighting for a world without breast cancer, and together, let us carry out our mission to cure cancer once and for all.

NOW, THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the citizens and City Council of Greenbelt, do hereby proclaim the month of October 2018

BREAST CANCER AWARENESS MONTH

in Greenbelt encourage all women to find out if they are at increased risk and to learn more about recommended screenings by speaking with their health care providers and encourage residents, to join in activities that will increase awareness of what Americans can do to prevent breast cancer.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 24th day of September 2018.

EMMETT V. JORDAN, Mayor

ATTEST:

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: September 24, 2018

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: Presentations

Subject:

Adopt-A-Dog Month Proclamation

Suggested Action:

The American Society for the Prevention of Cruelty to Animals (ASPCA) established Adopt-A-Dog Month in October 1981 as an annual event to encourage people to save lives and enhance their own lives by adopting a dog from a shelter or rescue group, as millions of dogs in shelters await adoption every year. Animal Control Officers, Howard Stanback and Lauren Crossed will be present to receive the proclamation. (BA)

Attachments:

[Adopt-A-Dog Month18 proc.pdf](#)

PROCLAMATION

WHEREAS, the American Society for the Prevention of Cruelty to Animals (ASPCA) established Adopt-A-Dog Month® in October 1981 as an annual event to encourage people to save lives and enhance their own lives by adopting a dog from a shelter or rescue group; and

WHEREAS, thirty-seven years later, that message is as strong, true and important as ever, as millions of dogs in shelters await adoption every year for someone to give them a safe, loving home; and

WHEREAS, the City of Greenbelt has worked to promote Adopt-A-Dog Month through its Animal Shelter and Animal Control Department; and

NOW, THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the citizens and City Council of Greenbelt, do hereby issue this proclamation declaring the month of October to be

ADOPT-A-DOG MONTH

in Greenbelt and urge our residents to check out our local shelter and inquire about volunteer opportunities as well as donation and supply needs to help homeless pets in our community and tell your friends and family that October is Adopt-A-Dog Month to help save a life today!

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 24th day of September 2018.

EMMETT V. JORDAN
Mayor

ATTEST:
Bonita Anderson
City Clerk

City Council Agenda Item Report

Meeting Date: September 24, 2018

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Presentations

Agenda Section: Presentations

Subject:

Introduction of New Community Planner

Suggested Action:

Molly Porter, the new Community Planner, began her employment with the City on August 13, 2018. Terri Hruby, Director of Planning and Community Development, will be present to introduce Ms. Porter. (BA)

Attachments:

City Council Agenda Item Report

Meeting Date: September 24, 2018

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Presentations

Agenda Section: Petitions and Requests

Subject:

Petition

Suggested Action:

Greg Fisanich, Outstanding Citizen 2018, has requested to present to the Council his PowerPoint presentation about Trim a Tree for Safety – Driver and Pedestrian Line of Sight Safety.

Attachments:

[Trim a Tree for Safety.pdf](#)

Trim a Tree for Safety

Driver and Pedestrian Line of Sight Safety

A Public Safety Presentation

By Greg Fisanich 2018 Outstanding Citizen

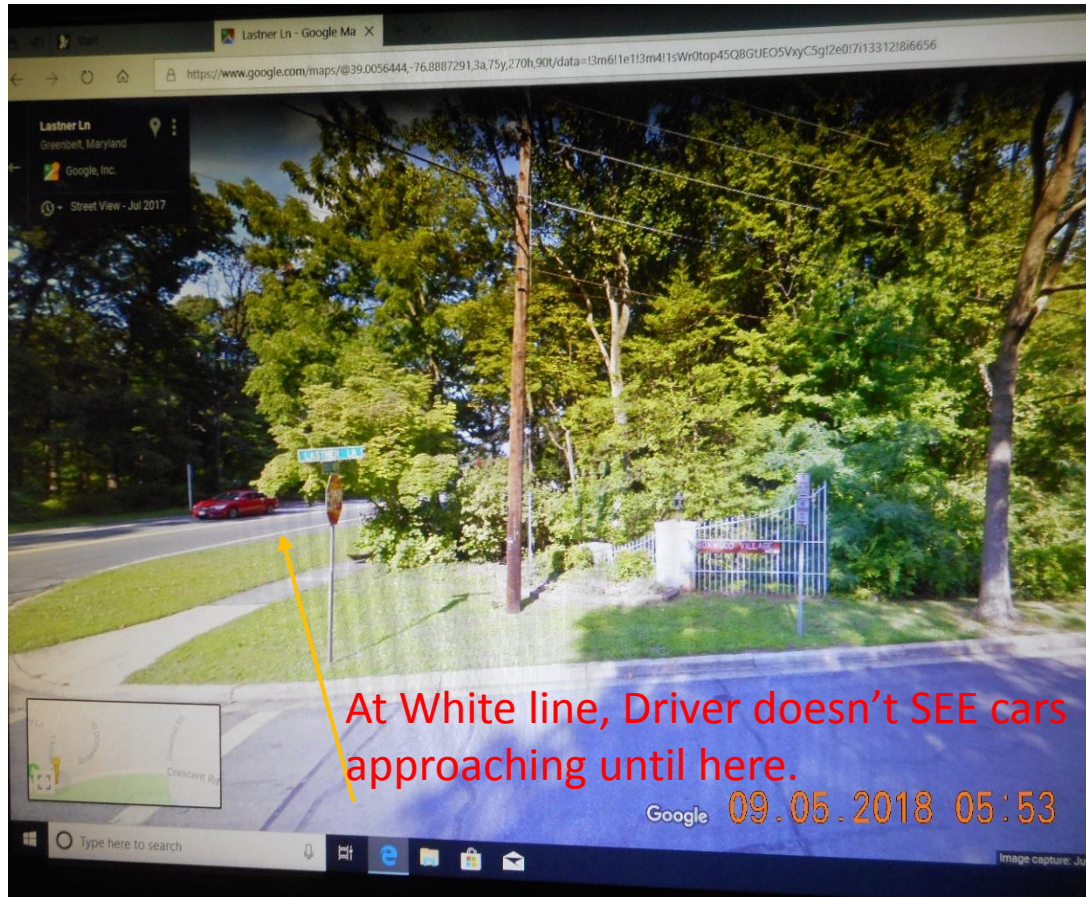
Pulling past the White line at **Stop Signs** into Crosswalks to SEE, is a common theme of photos.



Driver's View. This is the line of Sight from Stop Signs **when Stopped at the White line.**



What the Driver **See's**. Some **BEFORE** and **AFTER** trimming/pruning at an Intersection.



A simple trimming of low hanging branches that **OBSTRUCT** the driver's Safe line of sight.



Driver's View approaching Crosswalks



Overgrown area Obstructing Vision approaching Crosswalk.



Opposite Side of same Crosswalk



Approaches to Crosswalk



Pedestrians approaching Crosswalk.



Before and After Trimming Small Shrubbery.



Before and After Trimming Small Shrubbery.



Change to Signage. Suggestions.



Change to Signage. Suggestions.



These are just a few Crosswalks and Intersections.

- I would like to see The City of Greenbelt Public Works Department take a LOOK at every Crosswalk and Intersection throughout the City. They have the personnel and equipment that is needed to trim/prune any overgrown trees, bushes and shrubbery that Obstructs the Clear Line of Sight at and approaching the Crosswalks and Intersections. This will Improve the Overall Safety of the Pedestrians, Bicyclists and Drivers as well. All trimming/pruning of trees, bushes and shrubbery in pictures was done by me using a hand held pruner/shearer in about 20 minutes. Sometimes you have to do it yourself.
- Thanks Greg Fisanich

City Council Agenda Item Report

Meeting Date: September 24, 2018

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: Minutes of Council Meetings

Subject:

Statement for the Record - Closed Session of September 19, 2018

Suggested Action:

The following motion is needed: I move that the minutes of tonight's meeting reflect that Council met in closed session on Wednesday, September 19, 2018, at 8:07 p.m. in the Library of the Municipal Building. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(7) of the Annotated Code of Public General Laws of Maryland, to consult with counsel to obtain legal advice on a legal matter.

Vote to close session:

Mr. Byrd - Yes

Ms. Davis - Yes

Ms. Mach - Yes

Ms. Pope - Absent

Mr. Putens - Yes

Mr. Roberts - Yes

Mayor Jordan - Yes

The following staff members were in attendance: Nicole Ard, City Manager; David Moran, Assistant City Manager; Jeff Williams, City Treasurer and Todd Pounds, City Solicitor.

Council took no actions during this session.

Attachments:

City Council Agenda Item Report

Meeting Date: September 24, 2018

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: IV. OTHER BUSINESS

Subject:

11 Economic Development Policy

Suggested Action:

Reference:

Economic Development Policy

Emails, Comments from K. Herling, E. Fallon and M. Lester

Online Surveys

The Greenbelt City Council has been discussing economic development goals and strategies for many years. On August 8, 2018 the City Council held a Work Session to discuss and finalize Economic Development goals that a new Economic Development Coordinator will help Council and staff implement. At the Regular Meetings on August 13th and September 11th Council reviewed a draft Community and Economic Development Goals document. Revisions were made and Council directed that the revised document appear on tonight's agenda. The document was also posted on the City's website in August and most recently with a link for submitting comments. Comments have also been received at meetings and via email.

Council direction is sought. (BA/DEM)

Attachments:

[Economic Development Policy.pdf](#)

[Emails, Comments from K. Herling, E. Fallon and M. Lester.pdf](#)

[Online Surveys.pdf](#)

COMMUNITY & ECONOMIC DEVELOPMENT GOALS

ECONOMY

- Expand and diversify the City's tax base to reduce reliance on real property taxes.
- Promote the retention and expansion of desirable business activities in the city
- Focus on creating, retaining and attracting jobs within the city
- Sustain an appropriate balance between commercial and residential activities
Preserve the historic character of Greenbelt through advocacy
- Promote the formation of new business enterprises
(such as cooperatives, green businesses, health care/medical and small business start-ups)

HOUSING / RESIDENTIAL

- Maintain housing stock diversity (single family, town houses, garden style condos, apartments, co-ops)
- Encourage preservation, renovation, repurposing, and new development of housing
- Support owner-occupied housing development
- Encourage mixed income neighborhoods
- Maintain percentage of "affordable housing units"
- Encourage development of senior housing to facilitate "aging in place"
- Support the sustainability of the City's neighborhoods including Home Owners Associations, Condominium Associations, and Greenbelt Homes Inc. (GHI)

TRANSPORTATION

- Maintain Greenbelt as regional transit hub (Greenbelt Metro as multi-modal transit center)
- Mitigate automobile traffic and congestion
- Encourage appropriate, sustainable and accessible transportation alternatives: Electric vehicles; walking; bicycling, car share, bike share
- Encourage use of mass transit & buses. Explore the feasibility of a City circulator Shuttle bus to better connect top 10 travel destinations within Greenbelt
- Follow "complete & green street" best practices in construction and maintenance of transportation infrastructure
- Follow the senior mobility, bicycle/pedestrian and bus stop accessibility plans

QUALITY OF LIFE: HEALTH, ENVIRONMENT, EQUITY

- Preserve green space & open space
- Minimize environmental impacts on watershed, air quality, tree canopy
- Create healthy, prosperous community environments that promote healthy eating and active living (HEAL) through Parks and Recreation programs
- Support the arts and creative endeavors through performances, educational programs, and public art
- Follow the guidelines and meet targets laid out in the City's sustainability plan
- Adhere to the Greenbelt Community Pledge

COMMUNITY & ECONOMIC DEVELOPMENT GOALS

COMMERCIAL GREENBELT

POTENTIAL GOALS / INITIATIVES:

- Reduce office vacancy rate / encourage long-term commercial occupancy & ownership
- Encourage historic preservation, renovation, or repurposing of aging commercial sites
- Manage infill development – especially if it removes parking lots.
- Increase tourism outreach through the creation of a cultural and arts district ("Destination: Roosevelt Center")
- Encourage revitalization of retail shopping center (Beltway Plaza and Greenway Center)

TARGETED INDUSTRY CLUSTERS:

- Advanced Technology
- Aerospace
- Earth Sciences/Agriculture/Nutrition & Food Security
- Education
- Finance & Banking
- Government (County, State, Federal & Contractors)
- Hospitality: Hotels & Restaurants
- Legal
- Medical ("Medical Mile")
- Real estate
- Retail
- Tourism: Arts, Culture, Parks, Recreation, History

COMMERCIAL AREAS

CENTRAL GREENBELT

- Roosevelt Center
- Golden Triangle (Toaping Triangle)
- Belle Pointe Office Park

GREENBELT EAST

- Greenway Center/Hanover Parkway Business District Revitalization
- Patriot Center/Greenbrook Office Complex
- Maryland Trade Center Area

GREENBELT WEST

- Greenbelt Road Corridor/Beltway Plaza Business District Improvements
- Greenbelt Metro/Capital Office Park
- Edmonston Hub Zone

Bonita Anderson

From: Konrad Herling <[REDACTED]>
Sent: Tuesday, September 11, 2018 3:15 PM
To: Nicole Ard; Bonita Anderson; Anne Marie Belton; Shaniya Lashley-Mullen
Subject: Thoughts re: Community & Economic Development Goals

Because I am attending GATE's (Greenbelt Access TV) board meeting I am unable to attend tonight's Council meeting. However, I would like to comment regarding the major points.

Economy:

4th Point: Sustaining an appropriate balance between commercial and residential activities could include environmental preservation and enhancement. I know there's a better way to phrase this but it requires a recognition that commercial and residential activities, if implemented without considering how environmental concerns could be integrated into both activities would be a missed opportunity.

5th Point: I really like regarding promoting of new business enterprises. The mix identified are all well worth exploring. I will send the web page for Enterprise (I don't recall their full name), a planning group which made an impressive presentation to the County Council several months ago regarding different approaches to affordable housing.

Housing / Residential

4th Point: Mixed Income housing. The County Council did not support the idea of including the mixed use approach that Montgomery County and Fairfax County have implemented, at least as part of the rezoning goals. If that's what is desired here, that's great. If not, we should go for it.

5th Point: Affordable housing - I would think about a significant percentage, such as 25% of new housing be affordable. A rethinking of what is affordable (see our intern's report from 2.5 years ago) is critical. Part of that affordable housing should be senior housing. The cost of Transportation (e.g., COG's TPB looks at these two items as one, particularly with the sustained rising costs of transportation).

I hope to provide more to this goal after I conclude my graduate class on Affordable Housing next semester.

7th Point: Explore the idea of a Rental Units Association as 55% of the City's population resides in rental units.

Transportation

3rd Point: Encouraging alternatives: Include underpasses and overpasses. Remember, NLC's Transportation Infrastructure Committee did add an additional goal to support federal funding of underpasses and overpasses for communities broken up by federal highways. This would, at least potentially, come into play if Congress and the Administration ever do pass infrastructure legislation. The City should also urge our legislative representatives to create and pass state funding for communities divided by state highways.

Additionally, regarding electric vehicles, work with the State's Electric Vehicle Infrastructure Commission.

This also would lower our carbon imprint, better connect communities within Greenbelt, and encourage folks to use the healthier modes of Transportation already identified in the listing of goals.

New Point: Explore other types of busses which could more easily navigate through shopping areas such as Greenway Shopping Center. Former City Manager Giese pointed out that the more narrow busses cost basically as much as the traditional wider busses but if a different width would translate to busses being able to navigate a Greenway, it'd be good for business and for users of the busses. Particularly, it'd be helpful for the community with disabilities given how difficult and dangerous navigating from the bus stop on Greenbelt Road can be. Perhaps this could be part of a broader sixth point on senior mobility.

Quality of life: Health, Environment, Equity

1st Point: Is there a means by which we can have a percentage goal of our 7 or so square miles which would be part of our development equation?

3rd Point: This is a big hit with the new County Executive as she mentioned the same goal at several candidate forums.

4th Point: A new performing stand for the Lake would be helpful. Arts performances and visual arts should be considered in areas such as the basketball court in Windsor Green among numerous other sites. Take into consideration the 10 sites that the Arts Advisory Board was considering such as the Springhill Lake Recreation site. Continue to work the County's Arts & Humanities Council to help expand arts opportunities and to market such activities occurring in Greenbelt throughout the County.

Consider ideas such as "Street Genius" (see email with photos of such efforts) brought to my attention by Mayor Pro-Tem Davis, which I have shared with the staff and board of the County Arts & Humanities Council. I agree with Council Member Putens that the arts ultimately bring in bucks and improve the quality of life in our community.

6th Point: The Community Pledge, which will be updated, is even more important today.

Potential Goals / Initiatives:

1st Point: Explore making use of the County's Green Tax Incentive. I recognize I promised to get that legislation and information to Council/Staff. I shall do that in the next week.

4th Point: Barbara Simon, Nicole Dewald and I testified about eight or so years ago in Annapolis to that point. Peter Shapiro, who developed the idea, suggested to me that we already have what is needed in an arts district but we needed to figure out how to market it.

Work with the state legislature to modify the regulations on signage. There are too many people who live in Greenbelt East and West who do not realize there is a wonderful Roosevelt Center.

5th Point: Work with Greenway to create an arts space for performances, poetry readings, etc. The manager or IHOP is very interested in the idea. Explore with Beltway Plaza if there is way to enhance what arts opportunities are available. Both places need to explore places for visual arts. The City's and County Arts in Public Places program could be helpful.

Targeted Industry Clusters:

12th Point: Regarding history, greater connection with the historical aspects of Greenbelt East and West need more effort.

New Point: Environmental businesses, incubators should be explored. Again, the Green Tax incentives should be explored. County Council Member Todd Turner is a key contact. There is interest. Greenbelt could be the place for new ideas to enhance our environment.

Commercial Areas

All three areas: Repetitive but important - the shuttle bus linking the three areas to other key points of interest, e.g. The Library and Roosevelt Center, Shrom Park, Eleanor Roosevelt High School, Springhill Lake Recreation Center, etc.

Central Greenbelt

Roosevelt Center. RCMA, Council, and appropriate Advisory Boards should invite members of the County's Economic Development Corporation, Park & Planning Commission, and the Arts & Humanities Council, as well as the American Planning Association for discussion. I'd start out small and expand and grow this to charrette process for the entire community. Explore purchasing the Center, or other means by which to wrest control of the two older buildings; Explore creating an overall enterprise which would include the Coop, the City, GHI and other residential developers.

Greenbelt East

Explore going underground with parking to accommodate additional shops or explore other good uses of that space.

Consider and improve means by which to address concerns raised by creek groups and the impact the shopping center has on the adjacent creek.

Greenbelt West

Greenbelt Road/Beltway Plaza - Explore new types of businesses that others \in our area and nationally are implementing.

I hope you find some, if not all, of these ideas helpful.

Konrad Herling

[REDACTED]
[REDACTED]

Bonita Anderson

From: Nicole Ard
Sent: Tuesday, September 11, 2018 4:00 PM
To: David Moran; Beverly Palau; Anne Marie Belton; Bonita Anderson; Terri Hruby
Subject: FW: Documents re GB Community & Economic Development Goals

Please see below.

Nicole

From: Ed Fallon [REDACTED]
Sent: Tuesday, September 11, 2018 1:31 PM
To: Emmett Jordan; Judith Davis; Nicole Ard
Cc: Aileen Kroll; Cynthia Newcomer
Subject: Fwd: Documents re GB Community & Economic Development Goals

----- Forwarded message -----

From: Ed Fallon [REDACTED]
Date: Tue, Sep 11, 2018 at 1:27 PM
Subject: Re: Documents re GB Community & Economic Development Goals
To: Konrad Herling <[REDACTED]>

As always, I find much value in your reflections, especially when they don't line up precisely with my take on a topic.

I thought Aileen's criticism of Council was unjustified and her tone, while likely intended to rile up those who agree with her, nevertheless counterproductive for winning over council members. And as you must know, "smart growth" often calls for increased density in housing for both environmental and "social justice" reasons. Given that our increasing population creates a need for more housing, the determination of some folks to prevent greater density in pleasant neighborhoods may be seen with some justice both *preservationist* and *NIMBY*, as well as hostile to the broader environment.

My intention is not to criticize the Council or News Review, but to point out the reality for many less-prospering folks. Apartment residents are not a real "community" in a social sense, but they are a majority of Greenbelters and it seems that their needs are not often strongly represented among various decision-makers in the city.

I see *one next step* -assuming the *Goals* document is not adopted this evening -- as extensive research to determine the real extent of rental burden, unemployment, school dropouts, incarceration and other social challenges, especially among

Greenbelters who are economically challenged and often disaffected from voting other forms of political participation.

While I'll be happy if the defenders of keeping Old Greenbelt pretty-much unchanged help convince Council to table the

Development Goals draft, I'll be careful not to associate my concern for social justice and adhering to the spirit of the

Greenbelt *Pledge* with Aileen attack on the Council or their position on zoning in Old Greenbelt.

An even more essential next step is to simplify and incentivize increased participation in the political system by the effective disenfranchised majority of Greenbelters. Given the entrenched patterns of past decades, this is not likely to be a quick or

simple "fix"-- but neither should it be near-impossible.

- A parallel to the extremely low turnout in lower-income precincts in Greenbelt may perhaps be found in DC's east-of-the-river Ward 8, where turnout in the last election under Mayor Bowser was about 5 percent, compared to about 20% when Vincent Grey was on the ballot, and over 40% when Marion Barry was running.
- Barry's famed (or infamous) summer jobs program gave jobs to perhaps thousands of local at-risk youth. Might it have some lessons for a Greenbelt public works jobs program -- and be in closer accord with our *Pledge*?
- Can we prevent the possibility of a cartoon accompanying an announcement to attract volunteer board and committee members show only European-Americans?
- Should people of color and females be more often selected as outstanding Greenbelters?
- Should GNR-perhaps with the city's backing -find some way to assure that the *GNR* reach every resident's door in apartment complexes?(Are there any factors that could lead GHiers to accept an arrangement in which they had access to the *GNR* principally by e-mail?)
- Under are at-large election system, would candidates make effective use of their time by sounding out largely-"disaffected citizens to determine their greatest needs?

So thanks again for your feedback, Konrad. I'll forward this string of emails to Council members, the City Manager and also Aileen -- transparency is almost always a good strategy, I believe.

Ed

Ph.D., Development, U. of Wisconsin

Retired, USEPA/National Caucus & Center on Black Aged (Sustainability Research program)

Former Asst. Professor, Spelman College (History), Appalachian State University (Interdisciplinary Studies)

Ed

On Tue, Sep 11, 2018 at 12:52 AM Konrad Herling <[REDACTED]> wrote:

I don't think this is the right approach. I spoke, as did you, at the work session a month ago regarding these points. The point is that this could be better. The approach is not to criticize Council but to indicate that we can do better in approaching and determining a set of goals. If you wish Council to be open to an approach which focuses on this topic then the appeal is that we can do better. One needs to acknowledge that Council has had this on the floor for discussion. Why weren't there more folks at the work session a month ago?

I also find the position that one should preclude development in Old Greenbelt as an absolute stultifying. The town center area needs to increase its critical mass if the Center is ever truly going to improve. One of its buildings needs to be modified, the two original buildings should be considered for an additional floor for senior housing. I'm not going to get bogged down at this point but there are several points regarding strategies 38 to address office vacancy.

Regarding building of new housing, Coops and Non Profits should be invited to participate in such proposals. Coops will have a greater tendency to be more sensitive regarding the environment and its economic incentives, as you know, are very much different from the typical developers.

I am going to sleep now after having watched Bob Woodward on the Colbert show. I have a Greenbelt Access Television Board meeting, which is very important as well, so I more than likely will not be able to be at the City Council meeting tonight but, be it in person, or by written communication to Council and staff, I will convey my input as well.

I'll keep you posted.

Konrad

On Mon, Sep 10, 2018 at 10:20 PM Ed Fallon <[REDACTED]> wrote:

Konrad,

I see from her post earlier today that Aileen Knoll is also determined to convince the Council to keep kicking the "development goals" down the road -- with a very different rationale (precluding denser development in Old Greenbelt) than mine. I'll attach a file with her emphatic FB post.

I just left you a VM asking for your suggestions especially on strategy to convince the Council to again postpone consideration of the Goals documents.

As a courtesy, do you think I should I send one or both documents to council members and the city manager tomorrow morning and/or place on the table or otherwise make available hard copies at tomorrow night's meeting?

I'll welcome your call up to 11 tonight or any time tomorrow.

Thanks
Ed

----- Forwarded message -----

From: **Ed Fallon** <[REDACTED]>

Date: Sun, Sep 9, 2018 at 6:40 PM

Subject: Documents re GB Community & Economic Development Goals

To: Friends for ATW Alonzo Washington <marty@alonzowashington.com>, Alonzo Washington <alonzo@alonzowashington.com>

Cc: <Brian@alonzowashington.com>, Lucy Duff <lucyduff@comcast.net>, Donna Hoffmeister <donna.hoffmeister@verizon.net>, <turayabdul64@yahoo.com>, Tip Fallon <TipFallon@gmail.com>, Alexander <Barnes@alumni.amherst.edu>, Cynthia Newcomer <cjnewc@igc.org>, Woody Woodruff <woodlanham@gmail.com>

Marty, Alonzo and all,

With the input of many of you, much has been achieved toward alerting Greenbelt folks to the importance and urgency of Tuesday evening's expected Council decision on our city's Community & Economic Development Goals. 39

Abdul Turay has distributed our two-sided flyer ("Greenbelt's Community Pledge & Proposed Development Goals - Flyer", attached) to several dozen Greenbelt residents, including many of African descent. We plan to distribute one hundred-plus tomorrow, focussing on nearby shops frequented by Greenbelters whose needs and aspirations are largely ignored (IMHO) in the "Goal" document: e.g., the Franklin Park convenience store and Beltway Plaza.

Even with the generous help of many of you, preparing the flyer took far more time than I had estimated. The plan had been to distribute a shorter message less likely to antagonize or prompt opposition by many readers. Given the limited time available, I suggest we adjust our plan:

1. Start with a revised version of the all-text page of the flyer rather than create a new document.
2. Use suggestions from Alonzo, Marty, and members of the PG Peace & Justice Coalition and the Greenbelt Racial Equality Alliance to add one or more ideas or data points from the attached "Notes & data re Sustainable Development Goals for Greenbelt" to fill any egregious gaps in the revised text from the flyer.
3. Alonzo/Marty and PGJJC and GREA folks, please make other changes so that you are fully comfortable providing it to your social media colleagues.
4. Then send it directly to appropriate folks as you deem best. You can send it in your name or mine; you can cc me, but need not check with me before hitting "Send."

With profound thanks,
Ed

[REDACTED]
[REDACTED]

--
Sent from Gmail Mobile

TO: Greenbelt City Council Members
Nicole Ard, City Manager
David Moran, Assistant City Manager

DATE September 11, 2018

FROM: Molly Lester, Greenbelt Resident (Hillside Road)

SUBJECT: Comments on Draft Community and Economic Development Policy

I appreciate the City Council and General Manager's efforts to put together a community and economic development policy to give direction to the individual who is hired for the new Economic Development Coordinator position.

Here are some comments on the draft policy for your consideration. Generally, I think the policy needs more specificity so that it is the City which identifies its desired outcomes and not outside investors.

An *asterisk denotes changes for which I wish to strongly advocate.

Economy

Taxes:

- There appears to be an error in the first bullet. I believe the intent is for the City to reduce its reliance on real property taxes (or real estate taxes) vs. personal property taxes.
 - In FY 2018 the City's tax collections by category were:
 - Real Property Tax - \$14.5 million
 - Personal Property Tax - \$1.7 million in revenue.
 - Other taxes - \$3.6 million incl. \$2.4 million in income tax
- It would be helpful to define the specific type of revenue the city would like to see from its Community and Economic Development efforts so the coordinator may focus on the appropriate areas

Desirable Businesses

- Needs to be defined or should point to the targeted industry clusters, if applicable.

Balance between Commercial and Residential Activities

- The draft policy states "sustain an appropriate balance between commercial and residential activities." (emphasis added) Does this mean the City is happy with the current balance? What is the current balance?

Historic Character*

- This needs to be its own bullet and not a subset of balance between commercial and residential activities.
- *Change from "*Preserve the historic character of Greenbelt*" to "*Preserve the character of Historic Greenbelt, including maintaining its open space and existing density, height and mass*"

- Delete “through zoning and land use planning”
- ***Since the City has no zoning authority, the City’s commitment to preserving the character of Historic Greenbelt needs to be explicitly captured in this policy, particularly in light of zoning changes which will result if the proposed new zoning ordinance gets passed.**

Housing / Residential

- ***The policy should articulate the areas where each of the following activities are desired by the City to take place: preservation, renovation, repurposing, or new development of housing. Otherwise outside investors will shape the development of our city.**
- What is the percentage of “affordable housing units” the city wishes to maintain?
- The bullet “Support the Sustainability” should be clarified to explain whether it means established neighborhoods or whether it includes new developments. Also, you may wish to include housing cooperatives in general and not just GHI.

Transportation

- The policy should capture’s the City’s position against the MagLev and the widening of the Beltway and Parkway

Commercial Greenbelt

- ***The policy should specify which commercial areas the City wishes to see preserved vs. renovated vs repurposed.**
- ***Manage infill development bullet should specify the areas the City wishes to see or consider infill development**
- Consider a cultural district vs. an art district. Various experts (John King, Sage Consulting and others) have stated a formal art district will not work as the rents are too high to support it.
- **O**ther states have cultural districts which may be better suited for an area such as the Roosevelt Center and surrounding area. The new coordinator can explore any legislative changes necessary at the State level to create the type of cultural district which can be found in other states.

Targeted Industry Clusters

- The City may wish to add the Federal Government to the Government industry cluster.
- Consider changing the last bullet to place the emphasis on Greenbelt’s legacy as a historic planned community
- Clarify the type of real estate cluster Greenbelt wishes to see (residential and commercial real estate brokers/firms or real estate development companies such as Bozzuto?) – perhaps specify if the later.
- Correct typo from “Bell Point” to “Belle”

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, September 18, 2018 8:05:08 PM
Last Modified: Tuesday, September 18, 2018 8:21:55 PM
Time Spent: 00:16:47
IP Address: 173.73.196.207

Page 1

Q1 Where in Greenbelt do you live or work?

Name	Steven Bernheisel
Address	5 Olivewood Ct
City/Town	Greenbelt
State/Province	Md
ZIP/Postal Code	20770
Email Address	[REDACTED]

Q2 Expand and diversify the City's tax base to reduce reliance on real property taxes. Promote the retention and expansion of desirable business activities in the city Focus on creating, retaining and attracting jobs within the city Sustain an appropriate balance between commercial and residential activities Preserve the historic character of Greenbelt through advocacy Promote the formation of new business enterprises (such as cooperatives, green businesses, health care/medical and small business start-ups)

Focus on walking and biking paths in the cities business corridors. This works well with the cities other goals and hopefully would connect to neighboring areas.

Q3 Maintain housing stock diversity (single family, town houses, garden style condos, apartments, co-ops) Encourage preservation, renovation, repurposing, and new development of housing Support owner-occupied housing development Encourage mixed income neighborhoods Maintain percentage of "affordable housing units" Encourage development of senior housing to facilitate "aging in place" Support the sustainability of the City's neighborhoods including Home Owners Associations, Condominium Associations, and Greenbelt Homes Inc. (GHI)

All of these goals are a great! We feel like the city would sell itself. I always felt that we were a sort of more economical version of Arlington, Takoma Park, and downtown Silver Spring. It seems like folks would flock here.

Q4 Maintain Greenbelt as regional transit hub (Greenbelt Metro as multi-modal transit center) Mitigate automobile traffic and congestion Encourage appropriate, sustainable and accessible transportation alternatives: Electric vehicles; walking; bicycling, car share, bike share Encourage use of mass transit & buses. Explore the feasibility of a City circulator Shuttle bus to better connect top 10 travel destinations within Greenbelt Follow "complete & green street" best practices in construction and maintenance of transportation infrastructure Follow the senior mobility, bicycle/pedestrian and bus stop accessibility plans

Further explore the urban league supported plan of rethinking route 193 from Route 1 to Kenilworth.

Community & Economic Development Goals

Q5 Preserve green space & open space Minimize environmental impacts on watershed, air quality, tree canopy Create healthy, prosperous community environments that promote healthy eating and active living (HEAL) through Parks and Recreation programs Support the arts and creative endeavors through performances, educational programs, and public art Follow the guidelines and meet targets laid out in the City's sustainability plan Adhere to the Greenbelt Community Pledge

Keep this up and don't worry about taxes when they support what makes us great!

Q6 Reduce office vacancy rate / encourage long-term commercial occupancy & ownership Encourage historic preservation, renovation, or repurposing of aging commercial sites Manage infill development – especially if it removes parking lots. Increase tourism outreach through the creation of a cultural and arts district ("Destination: Roosevelt Center") Encourage revitalization of retail shopping center (Beltway Plaza and Greenway Center)

Encourage beltway plaza to be bike friendly. First step is to have the new Cajun restaurant exploit the outdoor patio for bicyclists.

Q7 Advanced Technology Aerospace Earth Sciences/Agriculture/Nutrition & Food Security Education Finance & Banking Government (County, State, Federal & Contractors) Hospitality: Hotels & Restaurants Legal Medical ("Medical Mile") Real estate Retail Tourism: Arts, Culture, Parks, Recreation, History

Respondent skipped this question

Q8 Roosevelt Center Golden Triangle (Toaping Triangle) Belle Pointe Office Park

Put in the vacant area of Roosevelt center be supported by the city in the way they did the theater? Does seem like a success for all!

Q9 Greenway Center/Hanover Parkway Business District Revitalization Patriot Center/Greenbrook Office Complex Maryland Trade Center Area

Respondent skipped this question

Q10 Greenbelt Road Corridor/Beltway Plaza Business District Improvements Greenbelt Metro/Capital Office Park Edmonston Hub Zone

Respondent skipped this question

#2

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, September 18, 2018 8:32:49 PM
Last Modified: Tuesday, September 18, 2018 8:45:57 PM
Time Spent: 00:13:08
IP Address: 100.15.127.246

Page 1

Q1 Where in Greenbelt do you live or work?

Name	KATHERINE JARVA
Address	58 RIDGE ROAD UNIT G
City/Town	GREENBELT
State/Province	Maryland
ZIP/Postal Code	20770
Email Address	[REDACTED]

Q2 Expand and diversify the City's tax base to reduce reliance on real property taxes. Promote the retention and expansion of desirable business activities in the city Focus on creating, retaining and attracting jobs within the city Sustain an appropriate balance between commercial and residential activities Preserve the historic character of Greenbelt through advocacy Promote the formation of new business enterprises (such as cooperatives, green businesses, health care/medical and small business start-ups)

Words like "desirable" and "appropriate" make it hard to quantify or even judge progress and outcomes.

Q3 Maintain housing stock diversity (single family, town houses, garden style condos, apartments, co-ops) Encourage preservation, renovation, repurposing, and new development of housing Support owner-occupied housing development Encourage mixed income neighborhoods Maintain percentage of "affordable housing units" Encourage development of senior housing to facilitate "aging in place" Support the sustainability of the City's neighborhoods including Home Owners Associations, Condominium Associations, and Greenbelt Homes Inc. (GHI)

Maintain percentage of of affordable housing is certainly ambiguous, as noted by your quote marks. Is that the current percentage (what is the current?) or some percentage somehow recommended by someone or group who "know" about some optimal - or what?

Q4 Maintain Greenbelt as regional transit hub (Greenbelt Metro as multi-modal transit center) Mitigate automobile traffic and congestion Encourage appropriate, sustainable and accessible transportation alternatives: Electric vehicles; walking; bicycling, car share, bike share Encourage use of mass transit & buses. Explore the feasibility of a City circulator Shuttle bus to better connect top 10 travel destinations within Greenbelt Follow "complete & green street" best practices in construction and maintenance of transportation infrastructure Follow the senior mobility, bicycle/pedestrian and bus stop accessibility plans

...golf carts?

Community & Economic Development Goals

Q5 Preserve green space & open space Minimize environmental impacts on watershed, air quality, tree canopy Create healthy, prosperous community environments that promote healthy eating and active living (HEAL) through Parks and Recreation programs Support the arts and creative endeavors through performances, educational programs, and public art Follow the guidelines and meet targets laid out in the City's sustainability plan Adhere to the Greenbelt Community Pledge

Art in the underpasses, on broad building walls, etc - done by residents, by competition, painted anew yearly or such.

Q6 Reduce office vacancy rate / encourage long-term commercial occupancy & ownership Encourage historic preservation, renovation, or repurposing of aging commercial sites Manage infill development – especially if it removes parking lots. Increase tourism outreach through the creation of a cultural and arts district ("Destination: Roosevelt Center") Encourage revitalization of retail shopping center (Beltway Plaza and Greenway Center)

Respondent skipped this question

Q7 Advanced Technology Aerospace Earth Sciences/Agriculture/Nutrition & Food Security Education Finance & Banking Government (County, State, Federal & Contractors) Hospitality: Hotels & Restaurants Legal Medical ("Medical Mile") Real estate Retail Tourism: Arts, Culture, Parks, Recreation, History

Respondent skipped this question

Q8 Roosevelt Center Golden Triangle (Toaping Triangle) Belle Pointe Office Park

Respondent skipped this question

Q9 Greenway Center/Hanover Parkway Business District Revitalization Patriot Center/Greenbrook Office Complex Maryland Trade Center Area

Respondent skipped this question

Q10 Greenbelt Road Corridor/Beltway Plaza Business District Improvements Greenbelt Metro/Capital Office Park Edmonston Hub Zone

Respondent skipped this question

#3

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, September 19, 2018 7:20:43 AM
Last Modified: Wednesday, September 19, 2018 7:26:58 AM
Time Spent: 00:06:14
IP Address: 100.15.113.150

Page 1

Q1 Where in Greenbelt do you live or work?

Name	Bernard Kelly
Address	111 Julian Court
City/Town	Greenbelt
State/Province	MD
ZIP/Postal Code	20770
Email Address	

Q2 Expand and diversify the City's tax base to reduce reliance on real property taxes. Promote the retention and expansion of desirable business activities in the city Focus on creating, retaining and attracting jobs within the city Sustain an appropriate balance between commercial and residential activities Preserve the historic character of Greenbelt through advocacy Promote the formation of new business enterprises (such as cooperatives, green businesses, health care/medical and small business start-ups)

I don't know what "through advocacy" is supposed to mean in the 5th bulleted point. Advocacy with whom? PG County?

Q3 Maintain housing stock diversity (single family, town houses, garden style condos, apartments, co-ops) Encourage preservation, renovation, repurposing, and new development of housing Support owner-occupied housing development Encourage mixed income neighborhoods Maintain percentage of "affordable housing units" Encourage development of senior housing to facilitate "aging in place" Support the sustainability of the City's neighborhoods including Home Owners Associations, Condominium Associations, and Greenbelt Homes Inc. (GHI)	Respondent skipped this question
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Community & Economic Development Goals

Q4 Maintain Greenbelt as regional transit hub (Greenbelt Metro as multi-modal transit center) Mitigate automobile traffic and congestion Encourage appropriate, sustainable and accessible transportation alternatives: Electric vehicles; walking; bicycling, car share, bike share Encourage use of mass transit & buses. Explore the feasibility of a City circulator Shuttle bus to better connect top 10 travel destinations within Greenbelt Follow "complete & green street" best practices in construction and maintenance of transportation infrastructure Follow the senior mobility, bicycle/pedestrian and bus stop accessibility plans

If you're mentioning the "accessibility plans", it would be helpful to provide a link on this page. Nevertheless, I hope they include "filling in the gaps" in continuous sidewalk on Crescent Road.

Q5 Preserve green space & open space Minimize environmental impacts on watershed, air quality, tree canopy Create healthy, prosperous community environments that promote healthy eating and active living (HEAL) through Parks and Recreation programs Support the arts and creative endeavors through performances, educational programs, and public art Follow the guidelines and meet targets laid out in the City's sustainability plan Adhere to the Greenbelt Community Pledge

Respondent skipped this question

Q6 Reduce office vacancy rate / encourage long-term commercial occupancy & ownership Encourage historic preservation, renovation, or repurposing of aging commercial sites Manage infill development – especially if it removes parking lots. Increase tourism outreach through the creation of a cultural and arts district ("Destination: Roosevelt Center") Encourage revitalization of retail shopping center (Beltway Plaza and Greenway Center)

Respondent skipped this question

Q7 Advanced Technology Aerospace Earth Sciences/Agriculture/Nutrition & Food Security Education Finance & Banking Government (County, State, Federal & Contractors) Hospitality: Hotels & Restaurants Legal Medical ("Medical Mile") Real estate Retail Tourism: Arts, Culture, Parks, Recreation, History

Respondent skipped this question

Q8 Roosevelt Center Golden Triangle (Toaping Triangle) Belle Pointe Office Park

Respondent skipped this question

Q9 Greenway Center/Hanover Parkway Business District Revitalization Patriot Center/Greenbrook Office Complex Maryland Trade Center Area

Respondent skipped this question

Q10 Greenbelt Road Corridor/Beltway Plaza Business District Improvements Greenbelt Metro/Capital Office Park Edmonston Hub Zone

Respondent skipped this question

#4

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, September 19, 2018 8:30:00 AM
Last Modified: Wednesday, September 19, 2018 9:38:14 AM
Time Spent: 01:08:14
IP Address: 161.203.19.1

Page 1

Q1 Where in Greenbelt do you live or work?

Name	Jon
Address	8100 Block of South Channel Drive
City/Town	Greenbelt
State/Province	MD
ZIP/Postal Code	20770
Email Address	[REDACTED]

Q2 Expand and diversify the City's tax base to reduce reliance on real property taxes. Promote the retention and expansion of desirable business activities in the city Focus on creating, retaining and attracting jobs within the city Sustain an appropriate balance between commercial and residential activities Preserve the historic character of Greenbelt through advocacy Promote the formation of new business enterprises (such as cooperatives, green businesses, health care/medical and small business start-ups)

OVERALL COMMENT RELEVANT TO ECONOMY, HOUSING/RESIDENTIAL, TRANSPORTATION, QUALITY OF LIFE CATEGORIES BELOW:

Greenbelt should be focusing on modern, pedestrian/biker-friendly, mixed-use, transit-oriented development. The emphasis should not be on the outdated, and in many ways harmful, suburban development practice of separating residential and commercial activities in such a way that requires a car to get anywhere, and forbids a more lively and invigorating way of life which could otherwise develop if everything is at one's fingertips in the mixed-use context. I grew up in a well-known planned community, Columbia, MD, and while there are certainly positive aspects, first among them being the walking paths and access to nature, the suburban sprawl affects even a planned community like Columbia. It's become clear over the years that overly suburban development robs communities of their character, and this is true even in Greenbelt.

Old Greenbelt itself typifies the green city style of suburban development, predating places like Columbia, MD. Greenbelt in many ways achieves its goals of ensuring access to nature and paths, playgrounds, community centers, as well as town shops and commercial activity generally (although not always) within walking distance of (Old Greenbelt) residents. It's important to note though that the community/commercial center of Old Greenbelt, Roosevelt Center, is not in any way central to, or accessible by, most of the City's residents. As to the original Greenbelt community dating to 1937, its superblock-style, suburban aspects have not proven to be good people-friendly design elements as we've seen over the past few decades. Superblocks stretch the built environment to a scale that overwhelms pedestrians and destroys the more workable and approachable "block" which, of course, cities like Greenbelt were trying to leave behind. Since Greenbelt's creation, we've seen the myriad issues with unbridled suburban development and the problems that arise from development that doesn't have a mix of uses for all of the various human activities that take place in lively communities. Purely residential developments needlessly separated from commercial centers and interesting activities have proven to be in many ways, soul crushing, and particularly problematic for young people who grow up unmoored from their communities, and overly wedded to

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Community & Economic Development Goals

their vehicles.

As an initial matter, Beltway Plaza Mall, the largest and most accessible shopping center in Greenbelt is in dire need of renovation, at least, if not complete redevelopment. Beltway Plaza has been a mainstay of Greenbelt since the early 60's, without, it appears, any positive redevelopment to bring it into the 21st century while acknowledging its unique history. Beltway Plaza is clearly just as, if not more (given its potential for positive redevelopment, with some concerted effort) important to the City than Roosevelt Center. However, Beltway Plaza looks horrible, there is no continuity, it's not inviting to pedestrians, and appears not to have been kept up well over the decades. **There are great stores in the mall, and we frequent the mall, which has actually added a few new business, including a wonderful new AMC eight-screen theater, in the last few years, but the reality is it needs to be entirely redeveloped.** The city would do well to look at the Towne Centre at Laurel, which replaced the derelict Laurel Mall with a walkable, pedestrian-friendly and inviting town center for the entire city.

While Roosevelt Center should be maintained appropriately (I think it does need some historically appropriate renovation and upkeep), Beltway Plaza has the potential to be the City's TOWN CENTER. Imagine "Greenbelt Town Center" could be its moniker, and the property could be redeveloped into a pedestrian-friendly shopping center worthy of the entire city of Greenbelt. As of right now, it's really quite sad what has become of the mall, at least in its physical appearance. (**There are great shops in the mall, including an awesome new AMC, among other stores, but the mall does not do those businesses justice by remaining unkempt). At a bare minimum, it needs a fresh coat of paint, new interior ceilings (replacing the ugly ceiling grates), clean/new floors, and some thought given to consistency of design and exterior facades.

As a Greenbelt station resident, it's been incredibly disappointing that the city failed to secure any commitments from the developer for mixed use development. Our neighborhood, while generally a pleasant residential community, lacks a lively local commercial character. We have a path to Beltway Plaza but it's completely unusable and likely unsafe at night since it's primarily an isolated nature path.

Greenbelt's primary goal should probably be working efficiently with WMATA to start the Metro path as soon as possible. We've been told since 2014 that the path was just around the corner. This was of course never the case, and the city bears some degree of responsibility for this. The city should have been working proactively with WMATA and the developer years ago to ensure the path was underway at the time of construction or shortly thereafter so that the key community amenity promised to buyers was in place or well on the way to completion years ago. The city also, I think, could have secured more funding from the developer from the beginning, as it's now clear that half a million dollars is nowhere near enough to cover costs of construction, let alone future maintenance of the METRO path (if it's ever built). It seems to me the city reasonably should have been aware of related costs, and if it had started working with WMATA earlier would have known WMATA's specifications and requirements for METRO paths built on its property. The city's approach to the Metro path planning has been woefully inadequate, particularly in light of the fact that Greenbelt Station buyers were assured the path would be in place going back to 2014/2015. It's now 2018 and there's no word on the METRO path process, and no assurance at all that it will ever be complete. To be clear, this is an amenity for the ENTIRE CITY, as it would reflect well on the city to have successfully built a transit-oriented development, which it currently lacks. Until the METRO path walking connection is constructed the city lacks connection to its main train station, a sad state of affairs for a city which aspires to utilize its metro station as fully and effectively as possible.

Community & Economic Development Goals

Q3 Maintain housing stock diversity (single family, town houses, garden style condos, apartments, co-ops) Encourage preservation, renovation, repurposing, and new development of housing Support owner-occupied housing development Encourage mixed income neighborhoods Maintain percentage of "affordable housing units" Encourage development of senior housing to facilitate "aging in place" Support the sustainability of the City's neighborhoods including Home Owners Associations, Condominium Associations, and Greenbelt Homes Inc. (GHI)

Old Greenbelt itself typifies the green city style of suburban development, predating places like Columbia, MD. Greenbelt in many ways achieves its goals of ensuring access to nature and paths, playgrounds, community centers, as well as town shops and commercial activity generally (although not always) within walking distance of (Old Greenbelt) residents. It's important to note though that the community/commercial center of Old Greenbelt, Roosevelt Center, is not in any way central to, or accessible by, most of the City's residents. As to the original Greenbelt community dating to 1937, its superblock-style, suburban aspects have not proven to be good people-friendly design elements as we've seen over the past few decades in examples across the United States. Superblocks stretch the built environment to a scale that overwhelms pedestrians and destroys the more workable and approachable "block" which, of course, cities like Greenbelt were trying to leave behind. Since Greenbelt's creation, we've seen the myriad issues with unbridled suburban development and the problems that arise from development that doesn't have a mix of uses for all of the various human activities that take place in lively communities. Purely residential developments needlessly separated from commercial centers and interesting activities have proven to be in many ways, soul crushing, and particularly problematic for young people who grow up unmoored from their communities and overly wedded to their vehicles.

Q4 Maintain Greenbelt as regional transit hub (Greenbelt Metro as multi-modal transit center) Mitigate automobile traffic and congestion Encourage appropriate, sustainable and accessible transportation alternatives: Electric vehicles; walking; bicycling, car share, bike share Encourage use of mass transit & buses. Explore the feasibility of a City circulator Shuttle bus to better connect top 10 travel destinations within Greenbelt Follow "complete & green street" best practices in construction and maintenance of transportation infrastructure Follow the senior mobility, bicycle/pedestrian and bus stop accessibility plans

WMATA HIKER/BIKER TRAIL should be the number one priority of the city as it increases viability of Greenbelt Metro and its newest "transit-oriented" community, Greenbelt Station. The city appears not to have made any progress in this regard. The path was promised to buyers here in Greenbelt Station, and we expect the city to follow through as efficiently as possible, now 3 or 4 years on from the first buyers moving into the community under the false premise that the path would be complete very soon.

Overall, Greenbelt should be focusing on modern, pedestrian/biker-friendly, mixed-use, transit-oriented development. The emphasis should not be on the outdated, and in many ways harmful, suburban development practice of separating residential and commercial activities in such a way that requires a car to get anywhere, and forbids a more lively and invigorating way of life which could otherwise develop if everything is at one's fingertips in the mixed-use context. I grew up in a well-known planned community, Columbia, MD, and while there are certainly positive aspects, first among them being the walking paths and access to nature, the suburban sprawl affects even a planned community like Columbia. It's become clear over the years that overly suburban development robs communities of their character, and Greenbelt is not immune from these negative effects.

Community & Economic Development Goals

Q5 Preserve green space & open space Minimize environmental impacts on watershed, air quality, tree canopy Create healthy, prosperous community environments that promote healthy eating and active living (HEAL) through Parks and Recreation programs Support the arts and creative endeavors through performances, educational programs, and public art Follow the guidelines and meet targets laid out in the City's sustainability plan Adhere to the Greenbelt Community Pledge

We look forward to Greenbelt taking control of Greenbelt Station central park. It's a great community amenity for our neighborhood and the CITY AS A WHOLE.

We hope there will be positive programming in the Greenbelt Station park. For example, the city's farmers' market could set up shop a few times year on the amphitheater, which has ample space for vendors and activities. OR there could be city movie nights, especially for kids in the amphitheater. The park also has a nice open green space, which could be utilized in many ways.

I do hope the City takes care of the Indian Creek Trail. While I understand it's a nature path, it already seems to be "going back to nature", as it were. In other words, vines and plants are essentially consuming the boardwalk and will very soon, if not already, block pedestrian/biker access. Please, I implore the city to take care of this beautiful city amenity and not let it fall into disrepair

Q6 Reduce office vacancy rate / encourage long-term commercial occupancy & ownership Encourage historic preservation, renovation, or repurposing of aging commercial sites Manage infill development – especially if it removes parking lots. Increase tourism outreach through the creation of a cultural and arts district ("Destination: Roosevelt Center") Encourage revitalization of retail shopping center (Beltway Plaza and Greenway Center)

The city should focus, as I noted in more in-depth comment above, on redeveloping Beltway Plaza Mall as GREENBELT TOWN CENTER, much in the same way as Laurel dealt with the deteriorating Laurel Mall, which is now the beautiful and pedestrian friendly Towne Centre at Laurel. As Greenbelt's biggest and most central, and accessible, shopping center, Beltway Plaza is in dire need of at least renovations to improve aesthetics, but preferably a complete redevelopment would be a way of uniting the city and improving its biggest and only mall for the benefit of the ENTIRE city, not just one part of the City.

Q7 Advanced Technology Aerospace Earth Sciences/Agriculture/Nutrition & Food Security Education Finance & Banking Government (County, State, Federal & Contractors) Hospitality: Hotels & Restaurants Legal Medical ("Medical Mile") Real estate Retail Tourism: Arts, Culture, Parks, Recreation, History

Respondent skipped this question

Q8 Roosevelt Center Golden Triangle (Toaping Triangle) Belle Pointe Office Park

Roosevelt Center needs historically appropriate renovation and repainting and some fixing up to restore its former glory. I think also creating incentives for businesses (whether or not cooperatively run) to set up shop in Roosevelt center would be very positive. We've seen coop run outfits like New Deal Cafe struggle over the years (hopefully the newest iteration of New Deal will succeed), so non-coop businesses should have an incentive to open businesses in Roosevelt (provided there's still space available) There are gems in Roosevelt Center, especially the Theater, so that of course should be a priority for the City as a whole, since it's such a wonderful classic single screen theater (a rarity in the region).

Q9 Greenway Center/Hanover Parkway Business District Revitalization Patriot Center/Greenbrook Office Complex Maryland Trade Center Area

Respondent skipped this question

Community & Economic Development Goals

Q10 Greenbelt Road Corridor/Beltway Plaza Business District Improvements Greenbelt Metro/Capital Office Park Edmonston Hub Zone

WMATA HIKER/BIKER TRAIL should be the number one priority of the city as it increases viability of Greenbelt Metro and its newest community, Greenbelt Station. The city appears not to have made any progress in this regard. The path was promised to buyers here in Greenbelt Station, and we expect the city to follow through as efficiently as possible, now 3 or 4 years on from the first buyers moving into the community under the false premise that the path would be complete very soon.

A CLOSE SECOND, would be for the city to focus, as I noted in more in-depth comment above, on redeveloping Beltway Plaza Mall as GREENBELT TOWN CENTER, much in the same way as Laurel dealt with the deteriorating Laurel Mall, which is now the beautiful and pedestrian friendly Towne Centre at Laurel. As Greenbelt's biggest and actually most central shopping center, Beltway Plaza is in dire need of at least renovations to improve aesthetics, but preferably a complete redevelopment would be a way of uniting the city and improving its biggest and only mall for the benefit of the ENTIRE city, not just one part of the City.

#5

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, September 19, 2018 1:29:51 PM
Last Modified: Wednesday, September 19, 2018 1:48:07 PM
Time Spent: 00:18:16
IP Address: 68.40.56.172

Page 1

Q1 Where in Greenbelt do you live or work?

Name	Lauren Young
Address	11 F Laurel Hill Rd
City/Town	Greenbelt
State/Province	MD
ZIP/Postal Code	20770
Email Address	[REDACTED]

Q2 Expand and diversify the City's tax base to reduce reliance on real property taxes. Promote the retention and expansion of desirable business activities in the city Focus on creating, retaining and attracting jobs within the city Sustain an appropriate balance between commercial and residential activities Preserve the historic character of Greenbelt through advocacy Promote the formation of new business enterprises (such as cooperatives, green businesses, health care/medical and small business start-ups)

What is the definition of "desirable?" If the City stays as is, then the ability to attract "desirable" business will be impossible. The shopping zones are horrible but why should they get better? Money does not flow in Greenbelt and those that will/ do spend money will not put up with the horrible options presented close to home. Why do I have to drive more than 30 minutes to a decent mall when I live in the DC metro area? It's crazy.

Q3 Maintain housing stock diversity (single family, town houses, garden style condos, apartments, co-ops) Encourage preservation, renovation, repurposing, and new development of housing Support owner-occupied housing development Encourage mixed income neighborhoods Maintain percentage of "affordable housing units" Encourage development of senior housing to facilitate "aging in place" Support the sustainability of the City's neighborhoods including Home Owners Associations, Condominium Associations, and Greenbelt Homes Inc. (GHI)

I feel like entities in Greenbelt (ie, GHI, realtors, and possibly even the City) do their best to keep housing prices in Greenbelt artificially low. This discourages people from wanting to continue to throw good money after bad in their Greenbelt real estate. The real estate in Greenbelt will never attract residents until the real estate to buy is fundamentally better and a better investment. Everywhere else in Maryland brings a good return, even Baltimore, except for Greenbelt. Making mandates about owner occupancy just makes this worse because Greenbelt real estate is difficult to offload and an owner can not even protect their investment through rent/ air bnb.

Community & Economic Development Goals

Q4 Maintain Greenbelt as regional transit hub (Greenbelt Metro as multi-modal transit center) Mitigate automobile traffic and congestion Encourage appropriate, sustainable and accessible transportation alternatives: Electric vehicles; walking; bicycling, car share, bike share Encourage use of mass transit & buses. Explore the feasibility of a City circulator Shuttle bus to better connect top 10 travel destinations within Greenbelt Follow "complete & green street" best practices in construction and maintenance of transportation infrastructure Follow the senior mobility, bicycle/pedestrian and bus stop accessibility plans

The traffic cameras create an environment where I do not want to drive or live in Greenbelt. They are aggressively anti-resident. Why are the roads great in Old Greenbelt and ramshackle in the Spring Hill Lake part of town? Oh, we all know the answer to that question.

Q5 Preserve green space & open space Minimize environmental impacts on watershed, air quality, tree canopy Create healthy, prosperous community environments that promote healthy eating and active living (HEAL) through Parks and Recreation programs Support the arts and creative endeavors through performances, educational programs, and public art Follow the guidelines and meet targets laid out in the City's sustainability plan Adhere to the Greenbelt Community Pledge

I think these are lofty goals, but should be tempered by the location of Greenbelt. The City is on the DC beltway, and the march towards suburbanization will not be stopped. Greenbelt continues to make itself an unlivable suburban city, so people will continue to move further and further away from DC. Greenbelt reaps the consequences of the decision to continue to have an artificially devalued real estate market, horrible schools, and an unpleasant commercial zone by expanded transportation projects going through Greenbelt. If Greenbelt can not attract and house potential residents/ commuters then the same people will need to drive or train through the City. It's that simple.

Q6 Reduce office vacancy rate / encourage long-term commercial occupancy & ownership Encourage historic preservation, renovation, or repurposing of aging commercial sites Manage infill development – especially if it removes parking lots. Increase tourism outreach through the creation of a cultural and arts district ("Destination: Roosevelt Center") Encourage revitalization of retail shopping center (Beltway Plaza and Greenway Center)

Infill development should be Greenbelt's number one planning, zoning, and economic priority.

Q7 Advanced Technology Aerospace Earth Sciences/Agriculture/Nutrition & Food Security Education Finance & Banking Government (County, State, Federal & Contractors) Hospitality: Hotels & Restaurants Legal Medical ("Medical Mile") Real estate Retail Tourism: Arts, Culture, Parks, Recreation, History

There ample Government jobs currently in the Greenbelt area, even without the FBI, but the City continues to be an unacceptable place for employees to buy. Even if Greenbelt attracts business the likelihood employees will want to live in the City is low to zero. It seems like a giant missed opportunity to attract good jobs to the City only for the salaries, housing, and retail dollars to commute to another city.

Q8 Roosevelt Center Golden Triangle (Toaping Triangle) Respondent skipped this question
Belle Pointe Office Park

Q9 Greenway Center/Hanover Parkway Business Respondent skipped this question
District Revitalization Patriot Center/Greenbrook Office
Complex Maryland Trade Center Area

Q10 Greenbelt Road Corridor/Beltway Plaza Business Respondent skipped this question
District Improvements Greenbelt Metro/Capital Office
Park Edmonston Hub Zone

#6

COMPLETE

Collector: Web Link 1 (Web Link)
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Last Modified: Wednesday, September 19, 2018 5:15:09 PM
Time Spent: 00:04:03
IP Address: 100.15.119.78

Page 1

Q1 Where in Greenbelt do you live or work?

Name	Lois Rosado
Address	8024 Lakecrest Drive
City/Town	Greenbelt
ZIP/Postal Code	20770-3307
Email Address	[REDACTED]

Q2 Expand and diversify the City's tax base to reduce reliance on real property taxes. Promote the retention and expansion of desirable business activities in the city Focus on creating, retaining and attracting jobs within the city Sustain an appropriate balance between commercial and residential activities Preserve the historic character of Greenbelt through advocacy Promote the formation of new business enterprises (such as cooperatives, green businesses, health care/medical and small business start-ups)

Respondent skipped this question

Q3 Maintain housing stock diversity (single family, town houses, garden style condos, apartments, co-ops) Encourage preservation, renovation, repurposing, and new development of housing Support owner-occupied housing development Encourage mixed income neighborhoods Maintain percentage of "affordable housing units" Encourage development of senior housing to facilitate "aging in place" Support the sustainability of the City's neighborhoods including Home Owners Associations, Condominium Associations, and Greenbelt Homes Inc. (GHI)

Respondent skipped this question

Community & Economic Development Goals

Q4 Maintain Greenbelt as regional transit hub (Greenbelt Metro as multi-modal transit center) Mitigate automobile traffic and congestion Encourage appropriate, sustainable and accessible transportation alternatives: Electric vehicles; walking; bicycling, car share, bike share Encourage use of mass transit & buses. Explore the feasibility of a City circulator Shuttle bus to better connect top 10 travel destinations within Greenbelt Follow "complete & green street" best practices in construction and maintenance of transportation infrastructure Follow the senior mobility, bicycle/pedestrian and bus stop accessibility plans

Respondent skipped this question

Q5 Preserve green space & open space Minimize environmental impacts on watershed, air quality, tree canopy Create healthy, prosperous community environments that promote healthy eating and active living (HEAL) through Parks and Recreation programs Support the arts and creative endeavors through performances, educational programs, and public art Follow the guidelines and meet targets laid out in the City's sustainability plan Adhere to the Greenbelt Community Pledge

We recommend incorporating these bullet goals into the "Quality of Life: Health, Environment, Equity" section to make the equity goals more concrete and measurable.

- Apply methods (racial equity framework) that have worked in cities around the country to update, eliminate, or create government policies, practices, and programs to dismantle existing racial disparities.
- Ensure equitable distribution of and access to financial resources, social services, health and wellness services, educational services, and recreational offerings/facilities to all residents across the city.
- Apply a racial equity perspective in community decision-making to ensure a vibrant, equitable, safe, and healthy community for all Greenbelt residents.
- Develop transparent and accountable reporting and metrics for these community and economic development efforts so residents can assess how Greenbelt is working toward the goals stated in this document.
- Ensure that municipal policies and procedures, including local policing, create an experience of respect, belonging, and safety for all Greenbelt residents regardless of race or ethnicity.

Also under Housing / Residential, slightly edit the "affordable housing units" goal to:

- Assess and increase the percentage of "affordable housing units"

Thanks for your consideration, Greenbelt Racial Equity Alliance

Q6 Reduce office vacancy rate / encourage long-term commercial occupancy & ownership Encourage historic preservation, renovation, or repurposing of aging commercial sites Manage infill development – especially if it removes parking lots. Increase tourism outreach through the creation of a cultural and arts district ("Destination: Roosevelt Center") Encourage revitalization of retail shopping center (Beltway Plaza and Greenway Center)

Respondent skipped this question

Community & Economic Development Goals

Q7 Advanced Technology Aerospace Earth Sciences/Agriculture/Nutrition & Food Security Education Finance & Banking Government (County, State, Federal & Contractors) Hospitality: Hotels & Restaurants Legal Medical ("Medical Mile") Real estate Retail Tourism: Arts, Culture, Parks, Recreation, History

Respondent skipped this question

Q8 Roosevelt Center Golden Triangle (Toaping Triangle) Belle Pointe Office Park

Respondent skipped this question

Q9 Greenway Center/Hanover Parkway Business District Revitalization Patriot Center/Greenbrook Office Complex Maryland Trade Center Area

Respondent skipped this question

Q10 Greenbelt Road Corridor/Beltway Plaza Business District Improvements Greenbelt Metro/Capital Office Park Edmonston Hub Zone

Respondent skipped this question

#7

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, September 20, 2018 10:13:30 AM
Last Modified: Thursday, September 20, 2018 10:15:45 AM
Time Spent: 00:02:14
IP Address: 167.102.191.10

Page 1

Q1 Where in Greenbelt do you live or work?

Name	Amy Carpenter-Driscoll
Address	5 E Gardenway
City/Town	Greenbelt
State/Province	Maryland
ZIP/Postal Code	20770
Email Address	[REDACTED]

Q2 Expand and diversify the City's tax base to reduce reliance on real property taxes. Promote the retention and expansion of desirable business activities in the city Focus on creating, retaining and attracting jobs within the city Sustain an appropriate balance between commercial and residential activities Preserve the historic character of Greenbelt through advocacy Promote the formation of new business enterprises (such as cooperatives, green businesses, health care/medical and small business start-ups)

Respondent skipped this question

Q3 Maintain housing stock diversity (single family, town houses, garden style condos, apartments, co-ops) Encourage preservation, renovation, repurposing, and new development of housing Support owner-occupied housing development Encourage mixed income neighborhoods Maintain percentage of "affordable housing units" Encourage development of senior housing to facilitate "aging in place" Support the sustainability of the City's neighborhoods including Home Owners Associations, Condominium Associations, and Greenbelt Homes Inc. (GHI)

Respondent skipped this question

Community & Economic Development Goals

Q4 Maintain Greenbelt as regional transit hub (Greenbelt Metro as multi-modal transit center) Mitigate automobile traffic and congestion Encourage appropriate, sustainable and accessible transportation alternatives: Electric vehicles; walking; bicycling, car share, bike share Encourage use of mass transit & buses. Explore the feasibility of a City circulator Shuttle bus to better connect top 10 travel destinations within Greenbelt Follow "complete & green street" best practices in construction and maintenance of transportation infrastructure Follow the senior mobility, bicycle/pedestrian and bus stop accessibility plans

Please expand safe cycling options. There are few bike lanes, fewer paths, and many drivers seem ignorant of bike safety, or downright aggressive towards cyclists and pedestrians.

Q5 Preserve green space & open space Minimize environmental impacts on watershed, air quality, tree canopy Create healthy, prosperous community environments that promote healthy eating and active living (HEAL) through Parks and Recreation programs Support the arts and creative endeavors through performances, educational programs, and public art Follow the guidelines and meet targets laid out in the City's sustainability plan Adhere to the Greenbelt Community Pledge

Yes to all of these! Although, I wouldn't mind if part of the northwoods tract was developed into a more usable park. The overgrown trails are impassable without collecting a diversity of ticks.

Q6 Reduce office vacancy rate / encourage long-term commercial occupancy & ownership Encourage historic preservation, renovation, or repurposing of aging commercial sites Manage infill development – especially if it removes parking lots. Increase tourism outreach through the creation of a cultural and arts district ("Destination: Roosevelt Center") Encourage revitalization of retail shopping center (Beltway Plaza and Greenway Center)

Let's revitalize the Roosevelt Center as well. Few worthwhile destinations, only one good option for dining out (New Deal, and it's interior is rather sad). When we go out to dinner, it's usually to Hyattsville because it's a better destination than anything in the Greenbelt area.

Q7 Advanced Technology Aerospace Earth Sciences/Agriculture/Nutrition & Food Security Education Finance & Banking Government (County, State, Federal & Contractors) Hospitality: Hotels & Restaurants Legal Medical ("Medical Mile") Real estate Retail Tourism: Arts, Culture, Parks, Recreation, History

Respondent skipped this question

Q8 Roosevelt Center Golden Triangle (Toaping Triangle) Belle Pointe Office Park

Respondent skipped this question

Q9 Greenway Center/Hanover Parkway Business District Revitalization Patriot Center/Greenbrook Office Complex Maryland Trade Center Area

Respondent skipped this question

Q10 Greenbelt Road Corridor/Beltway Plaza Business District Improvements Greenbelt Metro/Capital Office Park Edmonston Hub Zone

Respondent skipped this question

#8

COMPLETE

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Last Modified: Thursday, September 20, 2018 10:19:35 AM
Time Spent: 00:53:40
IP Address: 100.15.129.252

Page 1

Q1 Where in Greenbelt do you live or work?

Name	Charles Dingman
Address	23 Ridge Rd
Address 2	Unit L
City/Town	Greenbelt
State/Province	MD
ZIP/Postal Code	20770
Email Address	

Q2 Expand and diversify the City's tax base to reduce reliance on real property taxes. Promote the retention and expansion of desirable business activities in the city Focus on creating, retaining and attracting jobs within the city Sustain an appropriate balance between commercial and residential activities Preserve the historic character of Greenbelt through advocacy Promote the formation of new business enterprises (such as cooperatives, green businesses, health care/medical and small business start-ups)

Respondent skipped this question

Q3 Maintain housing stock diversity (single family, town houses, garden style condos, apartments, co-ops) Encourage preservation, renovation, repurposing, and new development of housing Support owner-occupied housing development Encourage mixed income neighborhoods Maintain percentage of "affordable housing units" Encourage development of senior housing to facilitate "aging in place" Support the sustainability of the City's neighborhoods including Home Owners Associations, Condominium Associations, and Greenbelt Homes Inc. (GHI)

Respondent skipped this question

Community & Economic Development Goals

Q4 Maintain Greenbelt as regional transit hub (Greenbelt Metro as multi-modal transit center) Mitigate automobile traffic and congestion Encourage appropriate, sustainable and accessible transportation alternatives: Electric vehicles; walking; bicycling, car share, bike share Encourage use of mass transit & buses. Explore the feasibility of a City circulator Shuttle bus to better connect top 10 travel destinations within Greenbelt Follow "complete & green street" best practices in construction and maintenance of transportation infrastructure Follow the senior mobility, bicycle/pedestrian and bus stop accessibility plans

Respondent skipped this question

Q5 Preserve green space & open space Minimize environmental impacts on watershed, air quality, tree canopy Create healthy, prosperous community environments that promote healthy eating and active living (HEAL) through Parks and Recreation programs Support the arts and creative endeavors through performances, educational programs, and public art Follow the guidelines and meet targets laid out in the City's sustainability plan Adhere to the Greenbelt Community Pledge

Improve tree canopy species and age mix to maintain/increase tree cover

Q6 Reduce office vacancy rate / encourage long-term commercial occupancy & ownership Encourage historic preservation, renovation, or repurposing of aging commercial sites Manage infill development – especially if it removes parking lots. Increase tourism outreach through the creation of a cultural and arts district ("Destination: Roosevelt Center") Encourage revitalization of retail shopping center (Beltway Plaza and Greenway Center)

Respondent skipped this question

Q7 Advanced Technology Aerospace Earth Sciences/Agriculture/Nutrition & Food Security Education Finance & Banking Government (County, State, Federal & Contractors) Hospitality: Hotels & Restaurants Legal Medical ("Medical Mile") Real estate Retail Tourism: Arts, Culture, Parks, Recreation, History

Respondent skipped this question

Q8 Roosevelt Center Golden Triangle (Toaping Triangle) Belle Pointe Office Park

Respondent skipped this question

Q9 Greenway Center/Hanover Parkway Business District Revitalization Patriot Center/Greenbrook Office Complex Maryland Trade Center Area

Respondent skipped this question

Q10 Greenbelt Road Corridor/Beltway Plaza Business District Improvements Greenbelt Metro/Capital Office Park Edmonston Hub Zone

Respondent skipped this question

City Council Agenda Item Report

Meeting Date: September 24, 2018

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: IV. OTHER BUSINESS

Subject:

12 Award of Purchase – Public Works Equipment & Vehicle

Suggested Action:

Reference:

Memorandum, James Sterling, 9/15/18

FY 2019 Replacement Fund Budget

The FY 2019 Replacement Fund includes \$129,000 for the purchase of one vehicle and the replacement of one piece of equipment for Public Works.

The City is a member of the organization Sourcewell (formerly NJPA), a national cooperative purchasing organization for local governments, educational institutions and non-profits. Staff has identified competitively solicited contract through NJPA (contract #042815-CEC) for a S650 T4 Bobcat Skid Steer Loader with attachments at a cost of \$65,063.47.

Staff has identified a Montgomery County Contract #1065349 for the purchase a 12 passenger with 2 wheelchair capacity bus at a cost of \$61,133.00.

The total cost for the bus and skid steer loader is \$126,196.47.

Included in Council's packet is a memorandum from Jim Sterling, Director of Public Works with additional details about the recommended purchases. Mr. Sterling will be present to answer any questions.

It is recommended that Council approve the purchase of one vehicle and one piece of equipment for Public Works as follows:

1. A S650 Bobcat Skid Steer Loader with attachments per NJPA Contract #042815-CEC from Clark Equipment Company dba Bobcat Company at a cost of \$65,063.47.
2. A Ford E350 12 passenger with 2 wheelchair capacity bus per Montgomery County Contract #1065349 from Apple Ford, 8800 Sanford Blvd., Columbia, MD 21045 for 61,133.00 (JS)

Attachments:

[Memorandum, James Sterling, 9.15.18.pdf](#)

[FY 2019 Replacement Fund Budget.pdf](#)

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

MEMORANDUM

Date: September 15, 2018
To: Nicole Ard, City Manager
From: James Sterling, Public Works Director
Re: Replacement of a Skid Steer Loader and the Purchase of a New Bus

Public Works

The Fiscal Year (FY) 2019 Replacement Fund includes \$129,000 for the replacement of a skid steer and a new bus.

As a member of Sourcewell (formerly NJPA), the City is able to purchase vehicles and equipment with the winners of the national bidding process. Sourcewell is a public agency that enables municipalities to combine national purchasing power through cooperative efforts. Under this agreement, equipment is vetted and is obtained through competitively solicited purchases.

Staff has identified a contract provided through Sourcewell for a new skid steer loader. The Sourcewell contract number is 042815-CEC. The total cost for the Bobcat S650 T4 Skid-Steer Loader with all the attachments is 65,063.47. I have attached the quote with this memo. Included in that quote is a trade-in credit for a small Bobcat 463 skid steer. The new skid steer will be very useful with the maintenance of Greenbelt Station. The bucket and snow plow attachments will be used at Greenbelt Station during snow removal.

Currently, the department runs a Call-A-Bus service for the citizens of Greenbelt. The service is well received and well utilized by citizens with the majority of the riders being senior citizens. The Call-A-Bus service is part of a municipal lease purchase agreement with Prince George's County (County) in consensus with the Statewide Special Transportation Assistance Program (SSTAP).

In July 2017, the bus the City was leasing from the County caught fire and was deemed a total loss. The lease agreement with the County has since expired. Because the County is not able to provide a bus, it puts the City in a position of having to purchase of a new bus.

Staff has identified a Montgomery County contract for the purchase of a bus. The Montgomery County Contract number is 1065349. Attached is the pricing for an E-350 Econoline chassis with a Starcraft Starlight bus body. The bus is a 12 passenger with 2 wheelchair capacity. It is capable of transporting 14 passengers, if the wheelchair space is not being utilized. The bus will be ADA compliant with wheelchair access package.

The total cost for the new bus and skid steer mentioned above comes to \$126,196.47

Summary Recommendations

Staff recommends Council approve the following purchases:

- One (1) 2018 Ford E350 12 passenger with 2 wheelchair capacity bus per the Montgomery County Contract #1065349 from Apple Ford, 8800 Sanford Blvd., Columbia, MD 21045 for \$61,133.00
- One (1) Bobcat S650 Skid Steer Loader with attachments per the NJPA contract #042815-CEC from Clark Equipment Company dba Bobcat Company, Govt Sales, 250E Beaton Drive, PO Box 6000, West Fargo, ND 58078 for \$65,063.47.



Fleet/Government Sales

8800 Stanford Blvd. Columbia, MD 21045

September 10, 2018

Mr. Brian Kim
City of Greenbelt, MD.
240-542-2169

Revised

Quote for 2018 Ford Econoline DRW Cutaway Chassis and Starcraft Starlight Bus Body 12 pass w/2 Wheelchair capacity. Pricing per Montgomery County contract # 1065349, class 3-7 chassis.

Vehicle	Econoline DRW cutaway chassis Model E3F	
Invoice	Dealer invoice per attached	31,961.00
contract	Dealer invoice less 1400.00	-1400.00
GPC	Ford Gov't price concession for MD.	-4800.00
Colonial	Colonial Eq. quote for 12 pass 2 w/c body	35,372.00
	60 DAY TEMP TAG	
VIN	1FDEE3FS6JDC02672	
Paint	YZ Oxford White	
Interior	XE Medium Flint vinyl bucket	
Delivery Days	In stock	
	Net Price Delivered:	\$61,133.00

Please contact me with any questions, changes, or to finalize your order. I look forward to hearing from you. You can reach me at 443-539-1292 or by e-mail at: TLeasure@AppleFord.com.

Thank you,
Thomas Leasure



Bobcat

Product Quotation

Quotation Number: HMM-11073v2

Date: 2018-09-13 18:58:19

Customer Name/Address:	Bobcat Delivering Dealer	ORDERS TO BE PLACED WITH: Contract Holder/Manufacturer
CITY OF GREENBELT G00486 PUBLIC WORKS 555 CRESCENT ROAD GREENBELT, MD 20770	Metro Bobcat, Inc., Forestville, MD 7002 MARLBORO PIKE FORESTVILLE MD 20747-3242 Phone: (301) 568-1104 Fax: (301) 568-1240	Clark Equipment Company dba Bobcat Company 250 E Beaton Dr, PO Box 6000 West Fargo, ND 58078 Phone: 701-241-8719 Fax: 701-280-7860 Contact: Heather Messmer Heather.Messmer@doosan.com

Description	Part No	Qty	Price Ea.	Total
S650 T4 Bobcat Skid-Steer Loader	M0269	1	\$35,206.98	\$35,206.98
74 HP Tier 4 Turbo Diesel Engine	Lift Arm Support			
Auxiliary Hydraulics: Variable Flow	Lift Path: Vertical			
Backup Alarm	Lights, Front & Rear			
Bob-Tach	Operator Cab			
Bobcat Interlock Control System (BICS)	- Includes: Adjustable Suspension Seat, Top & Rear Windows, Parking Brake, Seat Bar, Seat Belt - Roll Over Protective Structure (ROPS) meets SAE-J1040 & ISO 3471 - Falling Object Protective Structure (FOPS) meets SAE-J1043 & ISO 3449, Level I; (Level II is available through Bobcat Parts)			
Controls: Bobcat Standard	Spark Arrestor Exhaust System			
Cylinder Cushioning - Lift, Tilt	Tires: 12-16.5 12 PR Bobcat Heavy Duty			
Engine/Hydraulic Systems Shutdown	Machine Warranty: 12 Months, unlimited hours			
Glow Plugs (Automatically Activated)	Bobcat Engine Warranty: Additional 12 Months or total of 2000 hours after initial 12 month warranty			
Horn				
Instrumentation: Engine Temp and Fuel Gauges, Hourmeter, RPM and Warning Lights				
Factory Installed	A91 Option Package	M0269-P01-A91	1	\$7,248.30
Cab enclosure with Heat and AC	Power Bob-Tach			
High Flow Hydraulics	Deluxe Instrument Panel			
Two-Speed Travel with SAPR Parking Brake	Keyless Start			
Sound Reduction	3-Point Belt			
Hydraulic Bucket Positioning	Attachment Control Kit			
	Cab Accessories Package			
	Selectable Joystick Controls (SJC)	M0269-R01-C04	1	\$699.30
	Beacon	M0269-R16-C02	1	\$220.00
	Radio	M0269-R26-C02	1	\$308.58
	Telematics US	M0269-R51-C02	1	\$0.00
Dealer Installed	Rear Camera Kit	7329670	1	\$650.70
Attachments	74" Low Profile Bucket	6731421	1	\$829.92
	--- Bolt-On Cutting Edge, 74"	6718007	1	\$182.62
	HB1180 Hydraulic Breaker with Nail Point	7115923	1	\$7,854.60
	--- Loader Mounting Frame, HB1180/HB2380	7115937	1	\$581.40
	--- Hose Kit - Breakers - Ldr	7114764	1	\$155.80

--- In-Line Asphalt, HB1180	7144717	1	\$438.29	\$438.29
72" Snow Blade	6905156	1	\$1,744.96	\$1,744.96
72" Sweeper	6707837	1	\$3,271.80	\$3,271.80
72" Root Grapple	7165486	1	\$2,582.48	\$2,582.48
72" Brushcat (HF)	7233002	1	\$5,431.72	\$5,431.72
Concrete Mixer (M-Series Compatible)	7186695	1	\$3,155.52	\$3,155.52

Total of Items Quoted	\$70,562.97
Freight Charges	\$2,338.00
Dealer Assembly Charges	\$562.50
Trade-in	Bobcat 463 SKID STEER S/N: 538912517 YEAR: 2006 HOURS:195 SB150 SNOW BLOWER X 36" S/N: 713400157 (IN GOOD CONDITION) 48" SNOW PLOW/UTILITY BLADE S/N:705300626 (IN GOOD CONDITION)
Quote Total - US dollars	\$65,063.47

Notes:

**Prices per the Sourcewell – Formerly NJPA Contract #042815-CEC. Effective thru 05-19-2019*
**Customer must be a Coop Member to buy off contract – Log onto www.njpacoop.org if not a member to sign up.*
**Terms Net 30 Days. Credit cards accepted.*
**FOB Origin – Prepay and Add to Quote*
**Delivery: 60 to 90 days from ARO.*
**State Sales Taxes apply. IF Tax Exempt, please include Tax Exempt Certificate with order.*
**TID# 38-0425350*
**Orders Must Be Placed with: Clark Equipment Company dba Bobcat Company, Govt Sales, 250 E Beaton Drive, PO Box 6000, West Fargo, ND 58078.*

Prices & Specifications are subject to change. Please call before placing an order. Applies to factory ordered units only.

ORDER ACCEPTED BY:

SIGNATURE

DATED

PRINT NAME AND TITLE

PURCHASE ORDER #

SHIP TO ADDRESS: _____

BILL TO ADDRESS (if different than Ship To): _____



REPLACEMENT FUND

The Replacement Fund is for the purpose of setting funds aside annually so that at the time of scheduled replacement, adequate funds are available to replace a piece of equipment.

Prior to FY 2003, an amount equal to three (3) cents on the tax rate (\$162,900 in FY 2002) was budgeted in the General Fund budget to be transferred here. Now a dollar amount based on need and available resources is budgeted. Funds not required to meet current obligations are invested. Interest earned is applied annually to various reserves, thereby reducing the amount of operating funds required to be contributed.

BUDGET COMMENTS

- 1) Police handguns (\$32,000) were approved for replacement in FY 2018 but not purchased. This purchase is now recommended for FY 2019.
- 2) It is recommended that a 2006 pick-up truck assigned to Public Works Administration be replaced with an electric sedan.
- 3) A skid steer loader (\$62,000) and a fourteen year old pick-up truck (\$35,000) are proposed for replacement under Multi-Purpose Equipment.
- 4) A refuse truck and packer is recommended under Waste Collection at a cost of \$187,000.
- 5) Under Community Development, a thirteen year old sedan is recommended for replacement with an electric vehicle.
- 6) Under Aquatic & Fitness Center, exercise bikes are proposed for replacement at a cost of \$20,200.
- 7) Under Parks, it is proposed to replace a dump body on Truck 469.
- 8) A new Greenbelt Connection van is proposed for purchase at \$67,000.
- 9) It is estimated the Replacement Fund will begin Fiscal Year 2019 with a fund balance of \$344,869 and end at \$229,723. There are a number of costly vehicles and equipment items scheduled to be purchased in the next three years including dump trucks and communications equipment, so building a fund balance reserve is necessary.

Items to be Purchased

Police

Handguns	\$32,000
----------	----------

Public Works Administration

Electric Sedan (102)	37,000
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Multi-Purpose Equipment

Skid Steer Loader (119)	62,000
-------------------------	--------

4X4 Pickup Truck (158)	35,000
------------------------	--------

Waste Collection

Refuse Truck & Packer (262)	187,000
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Community Development

Electric Sedan (717)	30,000
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Aquatic & Fitness Center

Exercise Bikes	20,200
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Parks

Dump Body (469)	20,000
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Greenbelt Connection

12 Passenger Van with Wheelchair Lift	67,000
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Total Proposed Expenditures	<u>\$490,200</u>
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City Council Agenda Item Report

Meeting Date: September 24, 2018

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: IV. OTHER BUSINESS

Subject:

13 County Short-Term Rental Legislation – CB-10-2018 & CB-11-2018

Suggested Action:

Reference:

County Bills: CB-10-2018 (DR1) & CB-11-2-18 (DR1)

The Prince George's County District Council has introduced two pieces of legislation, CB-10-2018 and CB-11-2018, which would regulate short-term rentals in the County. It is anticipated that the County Council will schedule the bills for introduction and public hearing within the next couple of weeks.

CB-10-2018 would allow short-term rentals in residential, commercial, industrial and mixed use zones with a valid rental license. CB-11-2018 establishes rules, regulations, fees, penalties and enforcement provisions for short-term rentals. An amendment introduced by County Council Member Turner will require hosts to attest that they are in compliance with their Homeowner Association/Cooperative, if applicable.

The Bill also requires that short-term rental platforms (i.e., Airbnb and FlipKey) register with the County, pay a registration fee and meet annual reporting requirements. The effective date of the Bill is proposed to be January 1, 2019 to allow the County to develop an administrative/software program and to address staffing needs.

As staff has shared previously, the City Code currently enables the City to license and inspect short-term rentals since there is no distinction made between long-term and short-term rentals. After conferring with the City Attorney, staff would recommend that if the Bills pass, Chapter 4 of the City Code be revised to require that short-term rentals submit a copy of their approved County short-term rental license with their City rental license application. Staff further recommends short-term rentals be subject to the City's rental inspection requirements.

Council direction is sought. (TH)

Attachments:

[B2018010 Draft 1.pdf](#)

[B2018011 Draft 1.pdf](#)

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
SITTING AS THE DISTRICT COUNCIL
2018 Legislative Session

Bill No. CB-10-2018

Chapter No. _____

Proposed and Presented by The Chair (by request – County Executive)

Introduced by _____

Co-Sponsors _____

Date of Introduction _____

ZONING BILL

1 AN ORDINANCE concerning

2 Short-Term Rentals

3 For the purpose of adding and defining the term Short-Term Rentals and its permitted uses in the
 4 Zoning Ordinance; and generally regarding Short-Term Rentals.

5 BY repealing and reenacting with amendments:

6 Sections 27-107.01, 24-441, 27-461, 27-547

7 The Zoning Ordinance of Prince George's County, Maryland,
 8 being also

9 SUBTITLE 27. ZONING.

10 The Prince George's County Code
 11 (2015 Edition, 2017 Supplement).

12 BY adding:

13 Sections 27-445.19, 27-464.09, 27-.475.09, 27-548.01.06

14 The Zoning Ordinance of Prince George's County, Maryland,
 15 being also

16 SUBTITLE 27. ZONING.

17 The Prince George's County Code
 18 (2015 Edition, 2017 Supplement).

19 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,
 20 Maryland, sitting as the District Council for that part of the Maryland-Washington Regional

District in Prince George's County, Maryland, that Section 27-107.01 24-441, 27-461, 27-547 of the Zoning Ordinance of Prince George's County, Maryland, being also Subtitle 27 of the Prince George's County Code, be and the same is hereby repealed and reenacted with the following amendments:

SUBTITLE 27. ZONING.

PART 2. GENERAL.

DIVISION 1. DEFINITIONS.

Sec. 27-107.01. Definitions

(a) Terms in the Zoning Ordinance are defined as follows:

* * * * *

(110) **Guest House:** A detached "Accessory Building" used to house the transient guests of the occupants of the main "Dwelling." The "Guest House" shall not be separately rented, leased, or sold. Short-Term Rentals are not "Guest Houses."

(111) **Guest Room:** A room or suite of rooms in which living and sleeping accommodations are provided for one (1) or more paying visitors. "Guest Rooms" shall have no provisions for cooking, except in the case of "Guest Rooms" in a "Hotel" or "Motel," where "Guest Rooms" may contain a "kitchenette." Rooms in school "Dormitories", [and] "Fraternity or Sorority Houses" and Short-Term Rentals are not "Guest Rooms."

* * * * *

(208.01) **Short-Term Rental:** Short-term rental means a residential dwelling unit or residential accessory building that is used or advertised for a fee for transient occupancy. The residential dwelling or residential accessory building shall not be rented more than thirty (30) consecutive days and annually shall not be rented more than a total of ninety (90) calendar days. The owner of any short-term rental shall obtain and maintain the required licenses to rent the property as short-term rental and pay all applicable taxes. Short-term rentals shall only include lodging and/or sleeping accommodations for transient guests and shall exclude any additional services such as meals. Short-term rentals shall not include motels, hotels, and country inns, boarding house, group residential facility, and fraternity or sorority house.

* * * * *

PART 5. RESIDENTIAL ZONES.

DIVISION 3. USES PERMITTED.

Sec. 27-441. Uses Permitted.

(a) No use shall be allowed in the Residential Zones, except as provided for in this section and (or) in the Table of Uses. In the table, the following applies:

* * * * *

(9) Short-Term Rentals shall be permitted as an accessory use in the Residential Zones provided that the owner of the property obtains and maintains the required licenses and pays all applicable taxes. The Short-Term Rental shall not be rented more than thirty (30) consecutive days and annually shall not be rented more than a total of ninety (90) calendar days.

* * * * *

PART 7. INDUSTRIAL ZONES.**DIVISION 3. USES PERMITTED.****Sec. 27-461. - Uses Permitted.**

(a) No use shall be allowed in the Commercial Zones, except as provided for in this section and (or) the Tables of Uses. In the tables, the following applies:

* * * * *

(12) Short-Term Rentals shall be permitted as an accessory use to a residential dwelling in the Industrial zones provided that the owner of the property obtains and maintains the required licenses and pays all applicable taxes. The Short-Term Rental shall not be rented more than thirty (30) consecutive days and annually shall not be rented more than a total of ninety (90) calendar days

* * * * *

PART 10. MIXED USE ZONES.**DIVISION 3. USES PERMITTED.****Sec. 27-547. - Uses permitted.**

(a) No use shall be allowed in the Mixed Use Zones, except as provided for in this section and (or) the Table of Uses. In the table, the following applies:

* * * * *

(9) Short-Term Rentals shall be permitted as an accessory use to a residential dwelling in the Mixed Use zones provided that the owner of the property obtains and maintains the required licenses and pays all applicable taxes. The Short-Term Rental shall not be rented more than thirty (30) consecutive days and annually shall not be rented more than a total of ninety (90)

calendar days.

* * * * *

SECTION 2. BE IT ENACTED by the County Council of Prince George's County, Maryland, sitting as the District Council for that part of the Maryland-Washington Regional District in Prince George's County, Maryland, that Section 27-445.19, 27-464.09, 27-475.09, 27-548.01.06 of the Zoning Ordinance of Prince George's County, Maryland, being also Subtitle 27 of the Prince George's County Code, be and the same are hereby added:

SUBTITLE 27. ZONING.

PART 5. RESIDENTIAL ZONES.

DIVISION 5. ADDITIONAL REQUIREMENTS FOR ADDITIONAL USES.

Sec. 27-445.19. Short-Term Rentals

(a) Short-Term Rental, as defined in this Subtitle and as permitted as an accessory use to a residential dwelling in the Table of Uses of this Subtitle, shall be permitted as an accessory use as long as the residential dwelling is not rented more than thirty (30) consecutive days, annually is not rented more than a total of ninety (90) calendar days, pays all applicable taxes and has the appropriate and required licenses from the Department of Permitting, Inspections and Enforcements and other applicable license authorities.

* * * * *

SUBTITLE 27. ZONING.

PART 6. COMMERCIAL ZONES.

DIVISION 5. ADDITIONAL REQUIREMENTS FOR ADDITIONAL USES.

Sec. 27-464.09. Short-Term Rentals

(a) Short-Term Rental, as defined in this Subtitle and as permitted as an accessory use to a residential dwelling in the Table of Uses of this Subtitle, shall be permitted as an accessory use as long as the residential dwelling is not rented more than thirty (30) consecutive days, annually is not rented more than a total of ninety (90) calendar days, pays all applicable taxes and has the appropriate and required licenses from the Department of Permitting, Inspections and Enforcements and other applicable license authorities.

* * * * *

SUBTITLE 27. ZONING.

PART 7. INDUSTRIAL ZONES.

DIVISION 5. ADDITIONAL REQUIREMENTS FOR ADDITIONAL USES.

Sec. 27-475.09. Short-Term Rentals

(a) Short-Term Rental, as defined in this Subtitle and as permitted as an accessory use in the Table of Uses of this Subtitle, shall be permitted as an accessory use to a residential dwelling as long as the residential dwelling is not rented more than thirty (30) consecutive days, annually is not rented more than a total of ninety (90) calendar days, pays all applicable taxes and has the appropriate and required license from the Department of Permitting, Inspections and Enforcements and other applicable license authorities.

* * * * *

SUBTITLE 27. ZONING.

PART 10. MIXED USE ZONES.

DIVISION 6. ADDITIONAL REQUIREMENTS FOR ADDITIONAL USES.

Sec. 27-548.01.06. Short-Term Rentals

(a) Short-Term Rental, as defined in this Subtitle and as permitted as an accessory use to a residential dwelling in the Table of Uses of this Subtitle, shall be permitted as an accessory use as long as the residential dwelling is not rented more than thirty (30) consecutive days, annually is not rented more than a total of ninety (90) calendar days, pays all applicable taxes and has the appropriate and required license from the Department of Permitting, Inspections and Enforcements and other applicable license authorities.

SECTION 3. BE IT FURTHER ENACTED that the provisions of this Act are hereby declared to be severable; and, in the event that any section, subsection, paragraph, subparagraph, sentence, clause, phrase, or word of this Act is declared invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the remaining words, phrases, clauses, sentences, subparagraphs, paragraphs, subsections, or sections of this Act, since the same would have been enacted without the incorporation in this Act of any such invalid or unconstitutional word, phrase, clause, sentence, subparagraph, subsection, or section.

1 SECTION 4. BE IT FURTHER ENACTED that this Ordinance shall take effect forty-five
2 (45) calendar days after its adoption.

Adopted this _____ day of _____, 2017.

COUNTY COUNCIL OF PRINCE GEORGE’S
COUNTY, MARYLAND, SITTING AS THE
DISTRICT COUNCIL FOR THAT PART OF
THE MARYLAND-WASHINGTON REGIONAL
DISTRICT IN PRINCE GEORGE’S COUNTY,
MARYLAND

BY: _____
Dannielle M. Glaros
Chair

ATTEST:

Redis C. Floyd
Clerk of the Council

KEY:
Underscoring indicates language added to existing law.
[Brackets] indicate language deleted from existing law.
Asterisks *** indicate intervening existing Code provisions that remain unchanged.

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
2018 Legislative Session

Bill No. CB-11-2018
 Chapter No. _____
 Proposed and Presented by The Chair (by request – County Executive)
 Introduced by _____
 Co-Sponsors _____
 Date of Introduction _____

BILL

1 AN ACT concerning

2 Short-Term Rentals

3 For the purpose of establishing permitting and licensing requirements, fees and applicable
 4 standards for short-term rentals and generally related to short-term rentals.

5 BY adding:

6 SUBTITLE 5. BUSINESSES AND LICENSES.

7 Sections 7A-101, 7A-102, 7A-103, 7A-104, 7A-105,
 8 7A-106, 7A-107, 7A-108, 7A-109, 7A-110, 7A-111, and 7A-112,

9 The Prince George's County Code

10 (2015 Edition; 2017 Supplement).

11 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,
 12 Maryland, that Sections 7A-101, 7A-102, 7A-103, 7A-104, 7A-105, 7A-106, 7A-107, 7A-108,
 13 7A-109, 7A-110, 7A-111, and 7A-112 of the Prince George's County Code be and the same are
 14 hereby added with the following amendments:

15 SUBTITLE 5. BUSINESSES AND LICENSES.

16 DIVISION 7A. SHORT-TERM RENTALS.

17 **Sec. 7A-101. Purpose & Findings.**

18 (a) This Division is to establish the licensing requirements for short-term rentals within
 19 Prince George's County, Maryland. It also establishes the rules, regulations, fees, penalties and
 20 enforcement provisions for short-term rentals. In the shared economy, hosting platforms enable
 21 people to utilize and rent his or her home on a short-term basis. Short-term rentals are not

regulated to the same standards as a hotel or motel, however, individuals utilizing short-term rentals and the associated hosting platforms acknowledge, understand and accept these differences in standards. Rental licenses are different from short-term rental licenses and cannot be used interchangeably. Rental licenses are regulated pursuant to Subtitle 13 Division 4. Short-term rental licenses are regulated pursuant to Subtitle 5 Division 7A. Each license must be applied for separately, adhering to and satisfying the applicable standards for each license.

Sec. 7A-102. Definitions.

In this Subtitle, the following words shall have the meaning indicated.

(a) **Booking service** means a reservation and/ or payment service provided by a person or entity that facilitates a short-term rental transaction between a host and a prospective short-term rental guest for which the person or entity collects fees in connection with the reservation, or facilitates payment services between the host and guest.

(b) **Days** means calendar days.

(c) **Department** means the Department of Permitting, Inspections, and Enforcement.

(d) **Director** means the Director of the Department of Permitting, Inspections, and Enforcement.

(e) **Dwelling unit** means one or more bedrooms providing permanent provisions for sleeping.

(f) **Host** means a legal owner of a residential dwelling unit and who provides or offers to provide all or part of a residential dwelling unit for short-term rental and has obtained a short-term rental license from Prince George's County.

(g) **Hosting platform ("Platform")** means a person or entity that facilitates a short-term rental by providing booking services through which a licensed host may lawfully provide a residential dwelling unit for short-term rental use.

(h) **Nuisance** means the following:

(1) An act or condition knowingly created, performed, or maintained on private property that constitutes a local code violation and that:

(A) Significantly affects other residents of the neighborhood;

(B) Diminishes the value of neighboring property; and is injurious to public health, safety, or welfare of neighboring residents; or obstructs the reasonable use of other property in the neighborhood;

(2) A property where the tenant, owner, or other occupant has been convicted of violations of § 10-201 or § 10-202 of the Criminal Law Article for conduct occurring on, in, or in relation to the property; or

(3) A property to which police or other law enforcement agencies have responded to complaints or calls for service six (6) or more times within any 30 day period.

(i) **Permanent resident** means an individual who is domiciled in Prince George's County, Maryland, maintains a place of abode in Prince George's County for 180 or more days during the year and is the individual who owns the property and obtains the homestead tax credit at that address. For purposes of this Subtitle, a host may have only one (1) permanent address, which is the address the host uses to obtain the homestead credit.

(j) **Short-term rental** means a residential dwelling unit occupied by a short-term rental guest, other than a permanent occupant, for fewer than 31 consecutive days and no more than 90 days per calendar year, where a host receives monetary compensation for such occupancy. A short-term rental does not include a hotel, motel, inn, boarding house, group residential facility, and fraternity or sorority house.

(k) **Short-term rental guest** means a transient who occupies, or has the right to occupy, a lawfully licensed short-term rental for a period of 30 days or less during any one continuous stay. This does not include a hotel, motel, inn, boarding house, group residential facility, fraternity or sorority house.

(l) **Short-term rental provider** means a licensed host who lawfully offers for rent a short-term residential rental and does not include a hotel, motel, inn, boarding house, group residential facility, and fraternity or sorority house.

Sec. 7A-103. Standards for Short-Term Rentals.

(a) A short-term rental license shall be obtained prior to operation and the short-term licensee shall comply with all applicable license requirements pursuant to this Division and the Prince George's County Code.

(b) No person shall advertise or host a short-term rental unless the person maintains a short-term rental license for the specific address issued by the Department.

(c) Short-term rental licenses shall only be issued to hosts that utilize platforms licensed by Prince George's County, Maryland.

(d) There shall be a completed application filed with the Department. Once the completed

1 application has been filed, the Department will assess the application for compliance with all of
 2 the requirements for a short-term rental license. After the assessment of the application, the
 3 Department may approve the application and issue a short-term rental license.

4 (e) The Department will maintain a database for all short-term rental licensees, which will
 5 include, but is not limited to emergency contact information for the licensed host and the person
 6 designated as the emergency contact. Prince George's County Government and Municipal
 7 Officials will have the ability to gain access to the host and emergency contact information in the
 8 short-term rental database.

9 **Sec. 7A-104. License Application for Short-Term Rentals; Hosts.**

10 (a) The Department may issue an annual short-term rental license to an eligible applicant.

11 (b) Each short-term rental license expires annually on the anniversary of its issuance.

12 (c) Fraud, misrepresentation, false statement and inaccuracies in the application or
 13 supporting documents shall be grounds for immediate revocation or denial of the short-term
 14 rental license. All the requirements of this Subtitle shall be continuously maintained throughout
 15 the duration of the license. Failure to do so shall be grounds for immediate revocation or denial
 16 of the short-term rental license.

17 (d) Shall pay all applicable fees associated with the application and approval of the license,
 18 including the initial \$300 licensing fee;

- 19 1. The fees are subject to change; any change in the licensing fee shall be prescribed
 20 in the Table of Fees.

21 (e) An applicant for a short-term rental license shall:

22 (1) Provide a copy of current and valid liability insurance of at least \$1,000,000;

23 (2) Attest and ensure that each short-term rental unit has a working smoke detector in
 24 every bedroom, sleeping area and on all habitable floors;

25 (3) Provide a picture and signed affidavit to the Department as proof of the required
 26 smoke detectors;

27 (4) Attest and ensure that each short-term rental unit has properly maintained and
 28 charged fire extinguishers in every bedroom, sleeping area and on all habitable floors;

29 (5) Provide a picture and signed affidavit to the Department as proof of the required
 30 fire extinguishers;

31 (6) Attest and ensure that each short-term rental has a posting of emergency contact

1 information on the interior of the rental, a floor plan that indicates fire exits and escape routes
 2 that is conspicuously placed on the interior portion of the main entrance and in each room where
 3 there are sleeping quarters in the short-term rental;

4 (7) Provide a picture and signed affidavit to the Department as proof of the
 5 conspicuously placed posting of the emergency contact information on the interior of the rental,
 6 a floor plan that indicates fire exits and escape routes;

7 (8) Attest and ensure the short-term rental is in compliance with all applicable laws
 8 and codes including but not limited to Subtitle 4 of the Prince George's County Code, all
 9 applicable property maintenance, electrical, plumbing and building codes;

10 (9) Provide proof of compliance, by a signed affidavit to the Department, with all
 11 applicable building codes and laws as itemized above in number 8;

12 (10) Attest and ensure that the short-term rental has provided at least one (1) off street
 13 parking space for every three (3) overnight guests;

14 (11) Provide proof of availability of parking for the short-term rental;

15 (12) Provide a signed affidavit affirming that a letter of intent to apply for the short-
 16 term rental license has been provided to the following neighbors and/or individuals in the
 17 adjacent homes including but limited to:

18 (A) The neighbors that are to the immediate left, of the short-term rental
 19 property;

20 (B) The neighbors that are to the immediate right, of the short-term rental
 21 property;

22 (C) The neighbors that are in front of the short-term rental property;

23 (D) The neighbors that are behind the short-term rental property;

24 (E) The Department shall provide the approved notification letter for short-term
 25 license applicants;

26 (13) Attest and ensure that the short-term rental is the permanent residence of the host;

27 (14) Attest and ensure the short-term rental has two (2) outdoor trash and one (1)
 28 recycling receptacles with tight fitting lids;

29 (15) Provide proof of ownership of the short-term rental property; a copy of the host's
 30 homestead property tax credit for the location of the short-term rental;

31 (16) Attest and ensure that the property has no outstanding taxes or liens and the

1 property has no code violations;

2 (17) Attest and ensure that accurate and current contact information of the owner of
 3 the short-term rental is provided on the application; the contact information shall include the
 4 following:

5 (A) The host's primary physical mailing address;

6 (B) The host's cell phone number;

7 (C) The host's email address;

8 (18) Attest and ensure that accurate and current information of an individual that will
 9 serve as an emergency contact, other than the host, who resides within Prince George's County
 10 and is responsible for responding to the short-term rental for any issues that require immediate
 11 attention. This information shall be provided on the application; the contact information shall
 12 include the following:

13 (A) The individual's primary physical mailing address;

14 (B) The individual's cell phone number;

15 (C) The individual's email address;

16 (19) Provide an affidavit stating the applicant is required to update contact information
 17 immediately or risk having the license revoked or denied;

18 (20) Provide a list of all the licensed platforms the applicant intends to utilize;

19 (21) Attest and ensure that the rules, as approved by the Department per Section 7A-
 20 109(a) regarding short-term rental guests are posted on or by the main entrance used by the
 21 transients pursuant to Section 7A-109 of this Division.

22 (f) The Department may require evidence of any of the above requirements in any form or
 23 manner it directs.

24 **Sec. 7A-105. Short-Term Rentals Licenses; Issuance and Renewal of Licenses for Hosts.**

25 (a) No license for a short-term rental shall be issued to a host until the application has been
 26 successfully and satisfactorily completed. All documentation shall be submitted and all
 27 requirements shall be adhered to prior to a determination being made about the issuance of a
 28 short-term license to the applicant.

29 (b) Each short-term rental license expires annually on the anniversary of its issuance. The
 30 host must apply to renew the license thirty (30) days before the current license expires. Upon
 31 approval of the renewal license, the host shall submit the \$300 licensing fee.

1 1. The fees are subject to change; any change in the licensing fee shall be prescribed in
 2 the Table of Fees.

3 (c) In addition to complying with all of the application requirements set forth in Section
 4 7A-104, the renewal applicant shall provide a copy of short-term rental guest log required by
 5 Sec. 7A-106.

6 **Sec. 7A-106. Short-Term Rentals Licenses; Host Requirements.**

7 (a) No one shall engage in the business of the short-term rentals without having obtained a
 8 license under this Division.

9 (b) No one shall utilize or list on a hosting platform without a short-term rental license.

10 (c) Anyone issued a short-term rental license shall do the following:

11 1. Shall pay all applicable hotel taxes through the platform;

12 2. Shall display conspicuously on interior of the short-term rental, the license with
 13 contact information of the licensed host, the Prince George's County, Maryland based emergency
 14 contact pursuant to Section 7A-104(c)(19) and the contact information for the Department;

15 3. Shall not rent the short-term rental for more than 30 consecutive days;

16 4. Shall not rent the short-term rental more than 90 days per calendar year;

17 5. Shall not permit more than eight (8) guests at any one time;

18 6. Shall not permit any other individuals to utilize the short-term rental other than
 19 registered short-term rental guests;

20 (d) Maintain a log of all short-term rental guests that have rented the short-term rental
 21 when applying to renew the short-term rental license that shall be provided when applying for
 22 renewal of the short-term license;

23 (1) The log shall contain the following information:

24 (A) The total number of short-term rental guests that stay in the short term rental
 25 for the calendar year beginning the first day of January of each year and ending the last day of
 26 December;

27 (B) The total number of short-term rental guests that stay during each individual
 28 rental;

29 (C) The dates the short-rental is rented by a short-term rental guest.

30 **Sec. 7A-107. Short-Term Rental Hosting Platform License; Requirements.**

31 (a) Short-term rental hosting platforms shall be registered with the Department.

1 (b) Platforms shall pay a license fee of \$10,000 to lawfully operate in Prince George's
 2 County, Maryland.

3 (1) The fees are subject to change; any change to the \$10,000 licensing fee shall be
 4 prescribed in the Table of Fees.

5 (c) Platforms shall require any short-term rental host to submit a copy of the host's rental
 6 license to the platform, prior to the rental being listed on the platform.

7 (d) Platforms shall provide the following information to the Department on a quarterly
 8 basis. The required information is as follows:

9 (1) The total number of short-term rentals listed on the platform during the applicable
 10 reporting period;

11 (2) A complete listing of all Prince George's County properties listed in the platform
 12 for the current and upcoming reporting periods;

13 (3) The total number of nights that each listing on the platform was rented to
 14 transients during the applicable reporting period;

15 (4) The total amount of hotel tax collected by the platform and remitted to Prince
 16 George's County, Maryland;

17 (5) Proof of quarterly submission of the hotel taxes collected by the platform to
 18 Prince George's County, Maryland.

19 (A) Such quarterly payments shall be made on or before the last days of April,
 20 July, October and January in each year. They shall cover the amounts collected during the three
 21 (3) months immediately preceding the months in which reports and remittances are required.
 22 Such quarterly payments shall be made on or before the last days of April, July, October and
 23 January in each year. They shall cover the amounts collected during the three (3) months
 24 immediately preceding the months in which reports and remittances are required. The payments
 25 shall be made to the Department of Finance.

26 (e) All platforms shall remit all hotel taxes as outlined in this section and Subtitle 10
 27 Division 8 of the Prince George's County Code.

28 **Sec. 7A-108. Department Responsibilities and Reporting.**

29 (a) The Department shall:

30 1. Promulgate rules and regulations that every properly licensed short-term rental
 31 shall display in the main entrance used by short-term rental guests;

2. Enforce any violation under this Division;
3. Maintain records on licensed short-term rentals;
4. Provide reports on short-term rentals at the request of the County Executive;
5. Monitor short-term rentals for compliance with this Division, building code, zoning regulations and the Prince George's County Code;
6. Investigate suspected violations of this Division by platform hosts;
7. Issue any penalties, citations, and revocations consistent with the enforcement and penalty provisions of this Division.

(b) The Department shall provide on a monthly basis to lawfully licensed platforms the following information:

- (1) The license number for all lawfully registered hosts;
- (2) The license number for all hosts who have an expired license;
- (3) The license number for all hosts who have a suspended license;
- (4) The license number of all hosts whose license has been revoked;
- (5) The name of individuals who have applied for a short-term rental license but were denied.

Sec. 7A-109. Prohibited Acts, Enforcement and Penalties; Platforms.

(a) It shall be unlawful for a platform to list a short-term rental or for any person engaged in the business of short-term rentals to list on any platform when the following occurs:

- (1) Short-term rentals that rent, or offers to rent that unit or any portion thereof, by the hour or for any period of fewer than 24 consecutive hours;
- (2) Short-term rentals that rent, or offers to rent that unit or any portion thereof, more than once within any consecutive 24-hour period measured from the commencement of one rental to the commencement of the next;
- (3) Advertise an hourly rate or any rate for any short-term rental period of fewer than 24 consecutive hours;
- (4) Short-term rentals that rents, offers to rent that unit or any portion thereof, for multiple bookings or rentals for the same or overlapping time periods.

(b) If any of the acts prohibited by this section occurs, the short-term license shall be revoked.

(c) If a platform collects a fee for booking services in connection with an unlicensed host,

1 the platform shall be liable and subject to civil fines of \$1000.

2 **Sec. 7A-110. Enforcement and Penalties; Hosts.**

3 (a) The short-term rental license for a host is a privilege and not a right. A short-term
 4 rental license may be suspended or revoked at any time or not renewed based upon non-
 5 compliance with the requirements of this Division and the Prince George's County Code.

6 (b) A short-term rental license may be suspended or revoked due to a citation, corrective
 7 order, or violation notice citing violations of the Prince George's County Code, including but not
 8 limited to violations of the building, electrical, plumbing or zoning codes.

9 (c) The Department has the right to enter and inspect the short-term rental with reasonable
 10 notice to the host. Failure to provide timely access may serve as a basis to suspend or revoke a
 11 license.

12 (d) The Department may immediately suspend or revoke a short-term rental license if it
 13 constitutes a nuisance as defined in Section 7A-102 or because of any adverse effect to public
 14 health, safety, and the general welfare, including excessive noise, traffic, physical activity, public
 15 safety, or other good cause.

16 (e) The Department may immediately suspend or revoke a license if under the Building
 17 Code a stop work or stop use order has been issued to the address.

18 (f) All enforcement actions and penalties are at the Director's discretion, based upon the
 19 requirements of this Division.

20 (g) If a short-term rental host license is suspended or revoked, Department shall notify in
 21 writing the host and all platforms that the host currently lists on.

22 (h) In addition to any other penalty provided by law, any individual who violates this
 23 Division shall be subject to a civil fine of not less than \$1000.

24 **Sec. 7A-111. Appeals from determinations of Director.**

25 Any person aggrieved by an act or determination of the Director pursuant to this Division,
 26 including, but not limited to, suspension or revocation of any license, may appeal such act or
 27 determination to the Prince George's County Board of Administrative Appeals within ten (10)
 28 calendar days after receipt of notice of the act or determination of the Director. The Board may
 29 reverse, modify or remand the decision of the Director only if the decision of the Director is
 30 clearly erroneous, or arbitrary and capricious, or unsupported by any substantial evidence.

Sec. 7A-112. Appeals from the Board of Administrative Appeals.

Any party aggrieved by a decision of the Board of Appeals pursuant to this Division may appeal that decision to the Circuit Court for Prince George's County, Maryland. The appeal shall proceed in accordance with the provisions of Title 7 Maryland Rules of Procedure.

* * * * *

SECTION 2. BE IT FURTHER ENACTED that the provisions of this Act are hereby declared to be severable; and, in the event that any section, subsection, paragraph, subparagraph, sentence, clause, phrase, or word of this Act is declared invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the remaining words, phrases, clauses, sentences, subparagraphs, paragraphs, subsections, or sections of this Act, since the same would have been enacted without the incorporation in this Act of any such invalid or unconstitutional word, phrase, clause, sentence, paragraph, subparagraph, subsection, or section.

SECTION 3. BE IT FURTHER ENACTED that this Act shall take effect on January 1, 2019.

Adopted this ____ day of _____, 2018.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Dannielle M. Glaros
Chairman

ATTEST:

Redis C. Floyd
Clerk of the Council

APPROVED:

DATE: _____ BY: _____
Rushern L. Baker, III
County Executive

KEY:

Underscoring indicates language added to existing law.

[Brackets] indicate language deleted from existing law.

Asterisks *** indicate intervening existing Code provisions that remain unchanged.

City Council Agenda Item Report

Meeting Date: September 24, 2018

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: IV. OTHER BUSINESS

Subject:

14 Community Development Block Grant Application for Program Year 45 (FY 2020)

Suggested Action:

Reference:

CDBG PY 45 Application Instructions

Applications to Prince George's County for Community Development Block Grant (CDBG) funds for Program Year 45 (7/1/19-6/30/20) are due on October 11, 2018.

The City last applied for, and was awarded, \$128,240 for "Breezewood Drive Street Improvements – Phase II" for roadwork from Springhill Lane to Edmonston Road for PY 44. This work will take place next spring/summer.

Staff proposes to submit "Franklin Park Street Improvements" as the project for PY 45. This project proposes to resurface Breezewood Drive from Cherrywood Terrace to Cherrywood Lane and perform significant base repair and resurfacing at the intersection of Breezewood Drive and Cherrywood Lane. This project includes base repair, replacement of curb & gutter, ADA compliant ramps and installation of concrete bus pads and landscaping improvements as needed. Staff anticipates seeking \$140,801 for this project.

Staff believes the City should submit only one application for PY 45. This will allow both DHCD staff and the City's County Council representative to focus solely on this application.

It is recommended Council approve submission of the PY 45 Application as outlined above. It is further recommended that Council authorize the Mayor to execute any PY 45 CDBG Agreements and all other necessary documents in order to accept and implement this grant award. (DEM)

Attachments:

[PY-45-CDBG-INSTRUCTIONS--9-10-18.pdf](#)



Rushern L. Baker, III
County Executive



INSTRUCTIONS TO PROGRAM YEAR 45 CDBG APPLICATION

(July 1, 2019 – June 30, 2020)



Opening Date: September 11, 2018

**Closing Date: October 11, 2018 at
5:00 p.m.**

"Prince George's County Affirmatively Furthering Fair Housing"



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CDBG GENERAL REQUIREMENTS

Please address each section completely. Incomplete applications will be considered ineligible. Provide only the essential information needed to evaluate your request. **Please do not return these instructions with your application.**

To be considered for Community Development Block Grant (CDBG) funding, the proposed project must meet one of the three national objectives of the CDBG Program:

- 1. Provide benefit to low and moderate income persons or households, either directly or through a project of area-wide benefit;**
- 2. Prevent or eliminate slums or blight; or**
- 3. Address an urgent need related to a natural disaster, such as a major flood.**

To meet the prevention or elimination of slums or blight national objective, the proposed project must meet the State or County definition of a slum, blighted, deteriorated or deteriorating area.

In addition, applications are not currently being accepted for urgent need projects, which must respond to natural disasters as declared by the County Executive.

If proposing more than one activity, submit each proposal on a separate application, identified by priority number(s). Due to funding limitations, it is likely that only the number one ranked project will be considered for funding.

Funded activities should be ready to start July 1, 2019, and be completed within one (1) to eighteen (18) months. **For construction projects only** -- If completion in a one to 18 month period is not possible, the activity should be divided into phases that can be completed and financed in subsequent one-year periods not to exceed two (2) years.

The CDBG program operates on a **reimbursement basis only**. If an application is approved for funding and the agency receives its fully executed Operating Agreement (contract), the agency must spend its own funds first. A requisition form requesting reimbursement can then be submitted to the Department of Housing and Community Development (DHCD). Reimbursement requests **must** contain back-up documents confirming that expenditures were for activities described in the Operating Agreement. Undocumented expenditures will not be reimbursed. Reimbursements will be issued **ONLY** for encumbrances or commitments that occurred **AFTER** the effective date of the Operating Agreement.

The CDBG application form is provided on paper, by e-mail and via the County's website at <http://www.princegeorgescountymd.gov/sites/DHCD/Resources/NoticeOfFundingAvailability/Pages/default.aspx>

Do not use forms from prior years or change the application verbiage (unauthorized changes to the application may disqualify applicant). Do not include covers of any kind. **Three-hole punch, binder clip and/or paperclip one (1) original and two (2) signed copies** of each application package being submitted, and mail or deliver by the application deadline to:

**Department of Housing and Community Development
Division of Community Planning and Development
9200 Basil Court, Suite 306
Largo, MD 20774
Hours: 8:30 a.m. to 5:00 p.m.**

Obtaining a DUNS Number:

The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors have a Data Universal Numbering System (DUNS) number. The Federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems.

Obtaining a DUNS number is absolutely **free** for all entities doing business with the federal government, including grant and cooperative agreement applicants/prospective applicants. Should you need to obtain a DUNS number or inquire if you already have a DUNS number, please call the dedicated toll-free DUNS number request line at 1-866-705-5711 or visit the website at <http://www.grants.gov/applicants/requestdunsnumber.jsp>.

You will need to provide the following information to obtain a DUNS number:

- Legal Name
- Headquarters name and address for your organization
- Doing business as (DBA) or other name by which your organization is commonly known or recognized
- Physical Address, City, State, and Zip Code
- Mailing Address (if separate from Headquarters and/or physical address)
- Telephone Number
- Contact Name and Title
- Number of Employees at your physical location

[THIS SECTION INTENTIONALLY LEFT BLANK]

COMPLETING THE APPLICATION FORM

The following includes instructions for properly completing this application, basic requirements and eligible activities, definitions of terms, HUD/CDBG income limits, the HUD's goals and objectives, the type of projects and activities eligible to receive CDBG funds, and frequently asked questions about the CDBG program.

SECTION I: INSTRUCTIONS AND FORMS

PART I. Project Summary

Provide a summary project description in about 100 words. Be sure to include the key points or highlights of the project, including:

- The number and type of low and moderate-income people expected to be served (e.g., 50 at-risk children, 20 persons with disabilities, 10 homeless individuals);
- The location of the project, by address or geographic boundaries;
- The HUD goal and objective of the project;
- The total amount of funds requested; and
- How you plan to measure the performance of the project.

PART II. Meeting a National Objective

Meeting a National Objective

In order to be eligible for funding, every CDBG-funded activity must qualify as meeting one of the three national objectives of the program. This requires that each activity, except those carried out under the basic eligibility categories of Program Administration, Planning and Non-profit Organization Capacity Building, meet a specific test for either:

- Benefitting low and moderate-income persons,
- Preventing or eliminating slums or blight, or
- Urgent Needs

Benefitting Low and Moderate-Income (L/M) Persons

- L/M Income Limited Clientele Activity – provides benefits to a specific group of persons rather than everyone in an area. At least 51 percent of the beneficiaries of the activity must be low and moderate-income persons. Priority is given to applications that serve 100 percent low and very low-income clients. See the Attachment entitled “HUD/CDBG INCOME LIMITS EFFECTIVE JUNE 1 , 2018” Certain project beneficiaries are presumed to be of low and/or moderate income: the homeless, the elderly, abused children, illiterate persons, immigrants and persons with disabilities.
- L/M Income Job Activity – provides benefits to L/M persons in the creation or retention of jobs. This includes activities designed to create or retain permanent jobs where at least 51 percent of the jobs, computed on a full-time equivalent basis, involve the employment of low and moderate-income persons.
- L/M Income Area Benefit Activity – provides benefits to all residents of an area which is primarily residential. In order to qualify as addressing the national objective of benefit to L/M income persons on an area basis, an activity must meet the identified needs of L/M

income persons residing in an area where at least 51 percent of the residents are L/M income persons. The benefits of this type of activity are available to all residents in the area regardless of income.

- L/M Income Housing Activity – provides benefits to households, not persons. An activity which assists in the acquisition, construction, or improvement of permanent residential structures may qualify as benefitting L/M income persons only to the extent that the housing is occupied by L/M income persons.

Preventing or Eliminating Slums or Blight - addresses either “spot” blight or a larger blighted area. The project must meet the State or County definition of a slum, blighted, deteriorated or deteriorating area. The County’s definition is as follows:

- Blighted Area: Areas in which the majority of buildings have declined in productivity by reason of obsolescence, depreciation or other causes to an extent they no longer justify fundamental repairs and adequate maintenance.
- Slum Area: Any area where dwellings predominate, which, by reasons of depreciation, overcrowding, faulty arrangement or design, lack of ventilation, light or sanitary facilities, or any combination of these factors, are detrimental to the public safety, health or morals.

To qualify for funding on a slum/blight area wide basis, the area in which the activity occurs must be designated as slum or blighted. The following tests apply:

- The designated area in which the activity occurs must meet the definition of slum, blighted, deteriorated or deteriorating area under state or local law;
- Additionally, the area must meet either one of the two conditions specified below:
 - Public improvements throughout the area are in a general state of deterioration; or
 - At least 25 percent of the properties throughout the area exhibit one or more of the following:
 - Physical deterioration of building/Improvements;
 - Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial building;
 - Significant declines in property value or abnormally low property values relative to other areas in the community; or
 - Known or suspected environmental contamination.

CDBG Applications are not being accepted for the slum and blight category in PY45. For further information please contact Ms. LeShann Murphy at 301-883-5540 or by e-mail at lbmurphy@co.pg.md.us.

Urgent Needs – must be designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community which are of recent origin or which recently became urgent, that the applicant is unable to finance the activity on its own, and that other sources of funding are not available. The County Executive must declare any projects as meeting an “urgent need”. Applications are not being accepted for this category at this time.

PART III. Meeting the County's Goals and Addressing Priority Needs

CDBG funds can only be used for activities that fall under an authorized category of basic eligibility. The CDBG activities must be consistent with the priority needs and goals in the County's approved 2016 – 2020 Consolidated Plan. The following table highlights the County's FY 2016 - 2020 program goals. Applicants are required to describe how the proposed project will meet the County's goals and address a priority need by selecting at least **one** Goal and **one** Need per application.

Goal Number	Goal Name	Start Year	End Year	Needs Addressed	Goal Outcome Indicator
1	Preserve existing affordable rental housing	FY16	FY20	Affordable Housing Preservation	Rental units rehabilitated: 1305 units*
2	Provide new and/or improved public services	FY16	FY20	Public Services	Public service activities other than LMI housing benefit: 84,575 persons assisted
3	Provide job training and economic development assistance	FY16	FY20	Economic Development and Public Services	Jobs created/retained: 795 jobs Businesses assisted: 635 businesses
4	Rehabilitation of owner-occupied housing	FY16	FY20	Affordable Housing Preservation	Homeowner housing rehabilitated: 250 units*
5	Improve and maintain public facilities and infrastructure	FY16	FY20	Public Facilities and Infrastructure	Public facility or infrastructure activities other than LMI housing benefit: 183,830 persons assisted

*Goal outcomes include use of CDBG and HOME funds.

Prince George's County is committed to allocating funds that serve the needs of LMI residents. Households with incomes less than 50% of AMI and households with extremely low incomes (less than 30% of AMI), are priorities. With input from residents, County agencies and community stakeholders, the County has also identified special needs populations as among those who face the greatest challenges and therefore identified as a high priority including:

- Children and Youth;
- Low Income Families and Individuals;
- Homeless and those at risk of homelessness;
- Elderly;
- Veterans;
- Disabled persons; and
- Persons with HIV/AIDS and their families.

PART IV. Program Objectives and Project Beneficiaries

For all projects, describe completely the number or individuals to benefit from the project. Affordable Housing activities should address the individuals or households that will benefit from the project. Economic Development activities should provide the jobs that will be created and/or retained from the project. Public facilities and Infrastructure Improvement Projects should address the number of individuals assisted through census tract and block group numbers.

PART V. Organization Experience and Capacity

Answer all questions for this section providing a narrative where requested. Priority will be given to activities that have a clear plan of action that is consistent with the budget and that demonstrate the applicant has the capability to implement the proposed plan and is consistent with the County's goals.

PART VI. Organization Collaboration and Transforming Neighborhood Initiative (TNI) (Priority Points)

Organization Collaboration: Answer all questions for this section providing a narrative where requested. Priority will be given to activities that are integrated with other community service projects and provided in collaboration with other service providers.

Transforming Neighborhood Initiative (TNI):

In Fiscal Year 2014, the County focused on revitalizing the minority and low and moderate-income concentrated areas with the use of Federal, State, local and other funds by promoting activities such as: homeownership and rehabilitation of existing housing, strengthening the economic base, improving infrastructure and public facilities, and providing public services that improve the health, welfare and safety of low-income residents. These communities are a part of the County's Transforming Neighborhoods Initiative (TNI). This Initiative is an effort by the County to focus on uplifting six neighborhoods in the County that face significant economic, health, public safety and educational challenges. The five areas of the County that have been identified for TNI are listed below.

- | | |
|------------------------------------|----------------------------|
| • Glassmanor/Oxon Hill | Forestville |
| • Hillcrest Heights/Marlow Heights | Silver Hill |
| • Kentland/Palmer Park | Woodlawn/West Lanham Hills |
| • Langley Park | East Riverdale/Bladensburg |
| • Suitland/Coral Hills | |

Indicate whether your project is in one or more of the TNI areas and how you plan to carry out your activity. ***Priority points will be given to activities being carried out in one of more of the TNI areas.*** To earn additional points, applicant must demonstrate their presence in the TNI communities by providing supporting documentation, to include but limited to, news articles, program site locations.

PART VII. Outcome and Performance Measurement

For all projects, describe the proposed project in detail.

Explain how the CDBG funds requested are necessary and appropriate to the success of the project.

Describe how the proposed project will be measured clearly indicating the performance measures to be used to evaluate the outcome of your proposed project (e.g., number of persons, households, units assisted; number of communities/neighborhoods assisted).

Provide a brief description of how the agency complies with non-discriminatory practices, including accessibility for individuals with disabilities.

Provide letters of support, local resolutions and technical reports that further illustrate the significance or urgency of your request.

PART VIII. Budget

Budget Form: Provide a line item budget in the format provided. On the budget form request amounts for **one year, only**.

Costs: List costs associated with each element or component of the project. If the project is funded, this information may become the budget for the Operating Agreement.

Indirect Costs: Do not request amounts for support of indirect costs unless absolutely necessary. If you include indirect costs, you **must** provide an indirect cost allocation plan with your proposal. Examples of indirect costs include rent; supplies purchased in bulk, as opposed to project supplies; telephone or Internet service; utilities; and administrative or clerical salaries and fringe benefits (examples of fringe benefits: health insurance premiums, retirement contributions, life insurance, vacation & sick leave).

Environmental Review: Certain types of projects require environmental testing or may be expedited by third-party consultant services. See the "Environmental Information Checklist" in Exhibit 1-A to determine what documentation will be required for your project, and include any relevant services in your budget. Contact Jonathan Sager, Senior Environmental Review Officer, at JESager@co.pg.md.us with any questions about review requirements or scoping.

Davis-Bacon Compliance: If your proposed project includes construction, renovation, demolition or related types of activities, account for Davis-Bacon wage rates in your budget. Davis-Bacon wage rates are prevailing wages as determined by the U.S. Department of Labor. Failure to pay at least the Davis-Bacon wage rates will render your project ineligible for reimbursement, and your CDBG funds will be reprogrammed to other activities. Otherwise, the contractor(s) on your project could be suspended or debarred from future participation in Federally-funded assisted projects and could be subject to criminal prosecution. Wage determinations can be found at <http://www.wdol.gov>. A pre-construction conference to ensure compliance with Davis-Bacon regulations is required prior to project implementation. If you have questions concerning Davis-Bacon issues, contact LeShann Murphy, Portfolio Manager at LMurphy@co.pg.md.us, or Tirika Williams, Portfolio Manager at tlwilliams@co.pg.md.us, or Patricia Isaac, Program Manager PAIsaac@co.pg.md.us at (301) 883-5540.

Other Non-Federal Funds: The County's CDBG program operates on a reimbursement basis only, therefore the applicant must provide the amount and source of other non-federal funding resources that will sustain the operation of the proposed project. A confirmation letter or other appropriate documentation of other funding sources is required. Include a name and phone number of a contact person who can provide further details.

Miscellaneous: **Do not** include a line item for "Miscellaneous Expenses" "Food Expenses" "Contingency Fees" or "Operating Expenses."

PART IX. Supplemental Budget. List any prior CDBG funds received and explain, in detail, how you will continue this project if CDBG funds are no longer available.

Conflict of Interest a situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional interest or public interest. (Complete and sign after reading.)

PART X. Activity Schedule

Complete this schedule to show what project activities will occur in each quarter of the year. Show the dollar amounts associated with these activities. (Complete Activity Schedule II if you anticipate your project to extend to 18 months.)

Multi-Year Projects

Project Exceptions and Criteria:

Not all programs or awards are good candidates for multi-year funding. DHCD/CPD shall exercise good judgment in determining when to approve multi-year grants. Multi-year funding is appropriate only when all of the following apply:

- a. The project is exclusively for construction, alterations or renovations.
- b. At the time of award, the total period of DHCD support for the project is planned to be less than **24 months**.
- c. The project is presented in phases with projected costs allocations and schedule of completion for each phase period.
- d. The project must demonstrate leveraged funds from other sources.
- e. DHCD will determine, based on the project scope of work and budget, and assign the appropriate funding **not to exceed 60%** of the total cost of the project.

Reliability and Predictability

Multi-year funding may be considered for programs or long-term grants where funding for the subsequent year(s) is anticipated but not provided at the time the grant is approved and where the estimated budget for future funding periods can be forecast with some degree of reliability. These procedures should not be used for programs or long-term grants where the funding allocation may substantially change (either increase or decrease) from initial projections. Multi-year funding is provided by adding allotments of funds, usually on an annual basis, to extend the funding period beyond the previously approved project period.

Evidence of Match

For each match contribution claimed, CPD requires applicants to provide written evidence supporting any pledged matching funds identified in the application. The supporting documentation should be submitted along with the application, however DHCD will allow applicants up to 30 days after the application has been accepted to submit the documentation for match.

Failure to Provide Evidence of Match

If the supporting documentation is not submitted within thirty (30) days or CPD determines that it is unacceptable, CPD will disallow the claimed matching funds and reevaluate the application which can affect the application's ranking and, in some cases, may cause the application to be denied.

Duration of Awards

The initial funding period and subsequent continuation amendment extending the funding period shall be 12 months, however, the initial funding period may vary from 12 months to 18 months in order to provide for the continuation of the funding period at an advantageous date.

Measurement

Sub-recipients of multi-year funding must demonstrate in the initial year, the ability to complete the first phase of the project, through reporting activities and funds expended. On site monitoring visit will be conducted prior to the initial year expiration or before an amendment is submitted for continuation. If this application is for one phase of a multi-year project, state the future amounts needed from the CDBG program. State the estimated amount needed for each future year and the total cost.

SECTION II. Eligible Activities and Criteria by Category

For Economic Development Projects:

Types of projects and activities eligible for CDBG funds

- ☐ Job creation and job retention
- ☐ Assistance to a for-profit business when the assistance is necessary and appropriate to job creation or job retention
- ☐ Assistance to microenterprises
- ☐ Rehabilitation of commercial property (façade only)

Economic development projects should promote

- ☐ A secure business environment
- ☐ Education and training
- ☐ Technical assistance and capacity building
- ☐ An enhanced business environment conducive to economic development
- ☐ Job creation and job retention

Criteria for economic development project proposals

- ☐ Provide business retention, expansion and modernization opportunities
- ☐ Coordinate with existing County revitalization efforts
- ☐ Provide efficient cost-benefit ratios
- ☐ Utilize existing infrastructure
- ☐ Benefit large numbers of low and moderate-income persons
- ☐ Be accessible to the physically disabled
- ☐ Leverage other public and private funds

The applicant must provide a clear and precise definition of the proposed project. The proposed project must describe how it supports HUD's goal in expanding economic opportunities for principally low and moderate-income individuals.

In addition to describing the project in detail, explain how the activity will create and/or retain jobs. Maximum job opportunities should be available for persons who are currently low and moderate-income. Describe the number of jobs to be created and/or retained for low and moderate-income persons. Also, provide the job title(s), the number of jobs that will be full-time and part-time, the skill levels required to perform the duties of each job, the training to be provided, and the recruitment practices to be used.

If the project involves assisting businesses, describe the proposed number of new businesses assisted, the proposed number of businesses retained, and the amount of money leveraged from other public or private sources. This information can be provided in narrative or chart form. **Please note: Job training is a public service activity—not an economic development activity.**

If the project involves leasing, property acquisition, construction, or rehabilitation (façade), attach all of the available documentation requested by the Environmental Information Checklist in Exhibit

1-A. Missing or incomplete documentation may indicate that a project that is not ready to proceed according to program timeframes. Contact Jonathan Sager, Senior Environmental Review Officer, at JESager@co.pg.md.us with any questions about review requirements or scoping.

For Affordable Housing Projects:

Affordable housing activities may include acquisition of real property, disposition of real property acquired with CDBG funds, residential rehabilitation, and clearance and demolition.

Examples of housing projects

- ☐ Residential rehabilitation of existing single and multi-family housing
- ☐ Removal of architectural barriers
- ☐ Energy efficiency improvements
- ☐ Renovation or redevelopment of vacant buildings
- ☐ Preservation of historic buildings
- ☐ Acquisition of real property
- ☐ Disposition of real property
- ☐ Clearance and demolition

Criteria for housing projects

- ☐ Serve a low or very low income population
- ☐ Sensitive to placing vulnerable populations such as elderly in geographic locations in which crime, access to transportation or concentrations of income groups are factors
- ☐ Located in communities in need of revitalization
- ☐ Have a high leveraging capability
- ☐ Located in areas of mixed income and diverse racial and ethnic populations
- ☐ Respond to identified gaps in the provision of affordable housing, especially for homeless and special needs populations
- ☐ Provide housing for persons with disabilities, including persons with mental illnesses, and those persons with mental and/or physical disabilities who have children

Attach all of the available documentation requested by the Environmental Information Checklist in Exhibit 1-A. Missing or incomplete documentation may indicate that a project that is not ready to proceed according to program timeframes. Contact Jonathan Sager, Senior Environmental Review Officer, at JESager@co.pg.md.us with any questions about review requirements or scoping.

For Public Facility and Infrastructure Improvement Projects:

Public facilities and infrastructure may include storm water improvements; reconstruction of streets, sidewalks and parking areas; improvements in street lighting as a crime deterrent; rehabilitation of community centers and other buildings used to provide services to the public. **For projects within this funding category involving construction, demolition, or rehabilitation, the Operating Agency (applicant) must hold title to the property.**

Examples of infrastructure and public facilities projects

Infrastructure: public streets, curbs, gutters, sidewalks, rights-of-way, landscaping, street lighting, non-County storm water management, utility adjustments.

Public facilities: park improvement, ADA-compliance retrofits to public buildings as part of a comprehensive rehabilitation, recreation centers, community centers, public parking lots, land acquisition, health facilities.

Handicapped accessibility improvements: bathroom and kitchen accessibility, elevators, ramps and railings, automatic doors.

Criteria for infrastructure and public facilities improvement projects

- ☐ Eliminate a health or safety threat
- ☐ Provide an element of an overall revitalization strategy
- ☐ Consistent with the *Consolidated Plan*
- ☐ Receive local support and commitment
- ☐ Reduce crime and upgrade security
- ☐ Project cost is reasonable in relation to the benefits derived from the project
- ☐ Eliminate barriers to disabled
- ☐ Note whether funding is available elsewhere
- ☐ Show that project is needed and would be used
- ☐ Part of a previously-funded project
- ☐ Create or retain jobs
- ☐ Implemented within one year (unless approved for multi-year funding)
- ☐ Have matching amount to leverage CDBG dollars
- ☐ Have completed the engineering and design phase
- ☐ Demonstrate a positive record of drawdown performance
- ☐ Use prior year residual funds if available
- ☐ Conserve energy or eliminate waste

The applicant must provide a clear and precise definition of the proposed project. The proposed project must describe how it supports HUD's goal in providing decent housing or a suitable living environment for principally low and moderate-income individuals.

In addition to describing the project in detail, give the property address and legal description (lot, block, section or parcel, legal subdivision name), **complete Exhibit 1-A.**

For projects involving construction, demolition, or rehabilitation, **the Operating Agency must hold title to the property.**

Attach all of the available documentation requested by the Environmental Information Checklist in Exhibit 1-A. Missing or incomplete documentation may indicate that a project that is not ready to proceed according to program timeframes. Contact Jonathan Sager, Senior Environmental Review Officer, at JESager@co.pg.md.us with any questions about review requirements or scoping.

For multi-phase projects describe the full scope of services for all years, making it clear what work is to be funded in the first year and what work is to be funded in a later year(s). This will greatly simplify the environmental review in the later year(s) and facilitate quicker preparation of your Operating Agreement(s) in the later year(s).

For projects involving rehabilitation of a building, if approved, the applicant must submit a transition plan to bring the facility into compliance with ADA/Section 504 standards. To obtain a copy of the transition plan guidelines, please call 301-883-5540.

Attach a site plan and work write-up, including the engineer's cost estimate. If more than one improvement is proposed in the project, state the priority order of the work to be performed.

State whether the project will be administered by the Prince George's County Department of Public Works and Transportation, and, if so, provide the name and telephone number of the DPW&T contact person. For multi-phase activities, provide a description of each phase.

For street or parking lot resurfacing, complete a Bituminous Concrete Quantity Report on Exhibit 1-B. For sidewalk, curb and gutter, handicapped ramp, or driveway apron replacement, complete a Concrete Quantity Report on Form 1-C. State on Exhibit 1-C and Exhibit 1-E the street name and block to be improved.

For acquisition projects, the grant is treated as a conditional loan. A Deed of Trust and Declaration of Covenants must be recorded against the property. If all requirements of the CDBG Program are met, the loan may be forgiven. For a period of time to be determined by the Department of Housing and Community Development, the property must be used for its intended purpose and at least 51 percent of the people who use the facility must meet HUD's low and moderate-income standards. If not, the subrecipient may be required to repay the loan.

For Public Service Projects:

Public Service Category is capped at 15% in accordance with 24 CFR § 570.500(a) and based on the Department's historical trends, an applicant may seek funding up to \$50,000.00.

Public service activities may include health, transportation, crime awareness, substance abuse prevention, employment training, youth services, literacy training, housing counseling, services for immigrants, elderly and frail elderly, persons with disabilities, homeless families and at-risk children and youth, victims of domestic violence, and substance abuse.

Criteria for public services proposals

- ☐ Serve a majority of very low-income persons and be accessible to very low-income persons
- ☐ Serve a vulnerable population
- ☐ Be cost effective
- ☐ Have in-kind contributions or be able to leverage other funds rather than request a 100 percent CDBG subsidy
- ☐ Maximize available necessary resources to meet the need
- ☐ Be sponsored by an IRS certified tax-exempt 501(c)(3) non-profit organization

The applicant must provide a clear and precise definition of the proposed project. The proposed project must describe how it supports HUD's goal in providing a suitable living environment for principally low and moderate-income individuals.

In addition to describing the project in detail, describe the characteristics or special needs of the population you propose to serve. If the service includes several components, e.g., employment training, job placement and housing counseling, etc., describe each component and estimate the number of low and moderate-income persons that will benefit from each component of the service.

HUD Matrix Codes

Every project must be assigned one HUD Matrix Code identifying the purpose of the expenditure of funds. If your proposed project fits more than one Matrix Code, the proposal must be divided into separate applications. A project with more than one Matrix Code cannot be funded. For assistance in determining how many Matrix Codes apply to your proposed activity, call any of the Portfolio Managers or Program Manager listed on page 21.

HUD Code	HUD Code Title
01	Acquisition of Real Property
02	Disposition
03	Public Facilities and Improvements (General)
03A	Senior Centers
03B	Handicapped Centers
03C	Homeless Facilities (not operating costs)
03D	Youth Centers
03E	Neighborhood Facilities
03F	Parks, Recreational Facilities
03G	Parking Facilities
03H	Solid Waste Disposal Improvements
03I	Flood Drain Improvements
03J	Water/Sewer Improvements
03K	Street Improvements (may include storm drains, curb and gutter, sidewalks if installed as a peripheral part of a street improvement, driveway aprons, handicapped ramps, tunnels, bridges, landscaping, trees as part of streetscape, and/or street signs)
03L	Sidewalks (Installation of trash receptacles, trees as part of sidewalk, benches, and lighting should also be coded under 03L.)
03M	Child Care Centers
03N	Tree Planting
03P	Health Facilities
03Q	Abused and Neglected Children Facilities
03R	Asbestos Removal
03S	Facilities for AIDS Patients (not operating costs)
03T	Operating Costs of Homeless/AIDS Patients Programs
04	Clearance and Demolition
04A	Clean-Up of Contaminated Sites
05	Public Services (General)
05A	Senior Services
05B	Handicapped Services
05C	Legal Services
05D	Youth Services
05E	Transportation Services
05F	Substance Abuse Services
05G	Battered and Abused Spouses
05H	Employment Training
05J	Fair Housing Activities
05K	Tenant/Landlord Counseling
05L	Child Care Services
05M	Health Services
05N	Abused and Neglected Children
05O	Mental Health Services
05P	Screening for Lead-Based Paint/Lead Hazards Poison
05Q	Subsistence Payments
05R	Homeownership Assistance (not direct)
05S	Rental Housing Subsidies
05T	Security Deposits
05U	Homeownership Counseling
06	Interim Assistance
07	Urban Renewal Completion
08	Relocation
09	Loss of Rental Income
11	Privately Owned Utilities
13	Direct Homeownership Assistance
14A	Rehabilitation, Single-Unit Residential

HUD Code	HUD Code Title
14B	Rehabilitation, Multi-Unit Residential
14C	Public Housing Modernization
14D	Rehabilitation, Other Publicly-Owned Residential Buildings
14E	Rehabilitation, Publicly- or Privately-Owned Commercial/Industrial
14F	Energy Efficiency Improvements
14G	Acquisition for Rehabilitation
14H	Rehabilitation Administration
14I	Lead-Based Paint Hazard Test/Abatement
15	Code Enforcement
16A	Residential Historic Preservation
16B	Non-Residential Historic Preservation
18A	Economic Development Direct: Direct Financial Assistance to For-Profit Business
18B	Economic Development Direct: Technical Assistance
18C	Micro-Enterprise Assistance
19C	CDBG Non-Profit Organization Capacity Building
19D	CDBG Assistance to Institutes of Higher Education
19E	CDBG Operation and Repair of Foreclosed Property
20	Planning
21D	Fair Housing Activities

SECTION III: DEFINITION OF TERMS

CDBG: Community Development Block Grant: Federal entitlement program through which funds are made available on an annual basis to states, metropolitan cities and urban counties. Funds target economic development, public facilities and infrastructure improvements, affordable housing and public services. Use of funds must meet one of the National Objectives: (1) provide benefit to low and moderate-income persons, or (2) address conditions of slums or blight, or (3) address an urgent need.

CPD: Community Planning and Development Division: A division of the Prince George's County Department of Housing and Community Development. The Department of Housing and Community Development, Community Planning and Development Division (CPD) is the lead agency that prepares the County's five-year Housing and Community Development Consolidated Plans, Annual Action Plans, and Consolidated Annual Performance and Evaluation Reports. The Consolidated Plan and Annual Action Plan provide strategies for the use of Federal funds from the Federal Housing and Urban Development (HUD): The Community Planning and Development Division administer the CDBG, ESG programs. Call (301) 883-5540 for more information.

Consolidated Plan for Housing and Community Development: The Consolidated Plan (*The Plan*) reflects a vision of what the County wants to become over a five-year period, describes local priority needs and identifies specific goals and objectives toward achieving that vision. The Consolidated Plan and Annual Action Plan provide strategies for the use of HUD entitlement funds.

Annual Action Plan for Housing and Community Development: The Annual Action Plan (AAP) reflects the County's yearly funding priorities for neighborhood revitalization, public improvements, housing development, economic development, public services, and homeless activities. These projects help to create and expand livable environments within the older established communities

(formerly inner-Beltway communities). The AAP also serves as the federal application to receive CDBG, HOME and ESG funds.

Consolidated Annual Performance and Evaluation Report: The Consolidated Annual Performance and Evaluation Report (CAPER) contains a narrative summary of programmatic accomplishments, the status of actions undertaken during each fiscal year to implement the County's overall strategy and a self-evaluation of progress made during the past year addressing priority needs and objectives. The CAPER documents the County's achievements toward providing decent housing, suitable living environments and expanding economic opportunity for low and moderate-income persons.

Davis-Bacon Wage Rates: Federal legislation requires payment of prevailing wages for construction-related CDBG projects. For information, contact LeShann Murphy at (301) 883-5457 or Tirika Williams at (301)883-5579 or Patricia Isaac at (301) 883-5587.

Section 3: Section 3 is a provision of the Housing and Urban Development Act of 1968, as amended that fosters local economic development, neighborhood improvement and individual self-sufficiency.

DHCD: Prince George's County Department of Housing and Community Development, 9200 Basil Court, Suite 306, Largo, Maryland 20774, Tel (301) 883-5540.

HUD: U.S. Department of Housing and Urban Development.

Operating Agreement: Contract between the County and a sub-recipient receiving CDBG funding, with a typical performance period of one year.

Insurance Requirement: Applicants receiving CDBG funding are required to maintain General Liability and Worker's Compensation Insurance. Your Certificate of Liability Insurance must name Prince George's County, Maryland as a **Certificate Holder and an Additional Insured**. The certificate should not identify a specific Department within the County government. The address to be used is 9400 Peppercorn Place, Suite 120, Largo Maryland 20774. For additional insurance requirements and or information please contact Steven B. Middleton, Risk Manager, Office of Finance, on (301) 952-3563 or by e-mail SBMiddleton@co.pg.md.us .

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SECTION IV:

CDBG INCOME LIMITS EFFECTIVE June 1, 2018

Prince George's County, Maryland
Department of Housing and Community Development

Income Limits

FY 2018 Median Family Income: \$117,200

Household Size	Extremely low income (30% AMI = Maximum Income)	<u>VERY LOW</u> INCOME (50% AMI = Maximum Income)	<u>LOW</u> INCOME (80% AMI = Maximum Income)
1	\$24,650	\$41,050	\$54,250
2	\$28,150	\$46,900	\$62,000
3	\$31,650	\$52,750	\$69,750
4	\$35,150	\$58,600	\$77,450
5	\$38,000	\$63,300	\$83,650
6	\$40,800	\$68,000	\$89,850
7	\$43,600	\$72,700	\$96,050
8	\$46,400	\$77,400	\$102,250

Source: U.S. Department of Housing and Urban Development (<http://www.huduser.org>)

SECTION V. FREQUENTLY ASKED QUESTIONS ABOUT THE CDBG PROGRAM

Q: Must the applicant organization be a 501(c)(3) nonprofit?

A: Most applicants are government agencies and public entities, such as municipalities. The nonprofit applicant must have 501(c)(3) status confirmed by the time funding decisions are made.

Q: Do I need physical and sexual abuse liability insurance, and what amounts are required?

A: Nonprofit agencies that are approved for CDBG funding and that provide a direct service to clients must submit an insurance certificate confirming that the agency has obtained physical and sexual abuse liability insurance in the amount of \$100,000 per individual and \$300,000 per occurrence. Prince George's County, Maryland shall be designated as an Additional Insured and Certificate Holder on the Certificate of Liability Insurance. For questions concerning insurance requirements, contact Steven B. Middleton, Risk Manager, at (301) 952-3563 or SBMiddleton@co.pg.md.us.

Q: What are the insurance requirements?

A: For projects involving construction, such as street improvements, or rehabilitation of a building, the applicant must provide a Certificate of Liability Insurance showing the following coverage: (1) General Liability insurance in the amount of \$1,000,000 at a minimum, (2) Workers' Compensation insurance meeting the Statutory Limits for Maryland and Employers' Liability limits of \$500,000, and (3) business automobile liability insurance in the amount of \$1,000,000. The agency shall designate Prince George's County, Maryland as an Additional Insured and Certificate Holder on the Certificate of Liability Insurance. In addition, the agency must ensure that each contractor carries the same coverage, with the agency and Prince George's County Maryland named as an Additional Insured and Certificate Holders. The agency shall maintain on file copies of the Certificates of Liability Insurance from each contractor.

Q: Should the applicant "agency" be located in Prince George's County?

A: Yes, although there have been a few exceptions in the past. In **all** cases, the agency must provide service to low and moderate-income Prince George's County residents.

Q: Does the designation of specific revitalization focus areas exclude applications from other areas in the County?

A: No. Eligibility depends on the income of people who reside in the area. No eligible area is excluded from consideration. Eligibility determinations are based on updated 2010 census data provided by the U.S. Department of Housing and Urban Development (HUD).

Q: The *Consolidated Plan* for Housing and Community Development covers 5 years. Does this mean that applications should be for that five-year period?

A: No. The *Consolidated Plan* presents a five-year strategy. Applications are for one-year periods beginning July 1st and in accordance with that year's Annual Action Plan.

Q: If a CDBG-funded Operating Agency has not spent its existing grant, can it still apply for new funds for next year?

A: Yes. Agencies are asked to plan the project so that the grant will be spent during the one-year period. The ability to expend funds in a timely manner is a measure of performance and capacity to spend future funds. An agency's CDBG spending history is reviewed at the time a new application is evaluated.

Q: What are the steps of the application approval process?

A: Projects will be selected through the CDBG application process held annually. CDBG proposals will be evaluated and ranked by an assigned Review Team and recommendations are forwarded to the Deputy Director and Director. The recommended proposals are then forwarded to the County Executive's Office and County Council which reserves the discretion to approve or deny requests. Applications selected for funding are then written into the *Annual Action Plan* for the coming year. The *Annual Action Plan* is submitted to HUD for review and approval.

Q: When will the funds be available?

A: The U.S. Congress and HUD release the funds, that is, make the funds available retroactively to the County starting July 1. Reimbursements cannot be issued until the County receives the Release of Funds notification from HUD. Once the notification is received, the County's Office of Finance loads the program budget into its accounting system to allow disbursements of reimbursements.

Q: If your project has two components, should you use two application forms?

A: Yes.

Q: Can you explain the reimbursement process?

A: The Sub-recipient uses its own resources to pay project expenses then submits to DHCD a request for reimbursement along with documentation of the expenses paid. The County processes the request and then mails a check to the agency or processes an electronic funds transfer if the Sub-recipient has signed up for direct deposit.

Q: Are grant awards all or nothing? Is there any negotiation?

A: The Sub-recipient maybe awarded a portion of the amount requested. The grant amount depends on the reasonableness of the request, the track record of the requesting agency, and the amount of funds the County has available. If less than the total amount requested is awarded, the amount of work to be accomplished must be renegotiated.

Q: Will applications for large projects, i.e. \$750,000, be considered?

A: Large projects should be broken down into year-by-year phases. CDBG funds are limited, and there are many needs throughout the County that must be addressed.

Q: Are newly-formed organizations likely to receive funding?

A: Typically, organizations (in operation for less than two years) may lack the financial capacity to sustain operation for a reimbursable program.

Q: What is my project's chance of being funded?

A: Projects involving rehabilitation and improvement of public facilities and infrastructure have a good chance of being funded because more money is available for them. Proposals must describe a project with a high likelihood of success and be well thought through, realistic, achievable, etc.

There is significant competition for public service funds and only 15 percent of the County's CDBG funds can be awarded.

Q: Where do I call to obtain additional information?

A: Contact the Department of Housing and Community Development (DHCD) at 301.883.5540.

Portfolio Manager(s)	Activity Type					
	Acquisition	Affordable Housing	Economic Development	Infra-structure	Public Facilities	Public Services
Patricia Isaac, Program Manager PAIsaac@co.pg.md.us	√	√	√	√	√	√
LeShann Murphy LBMurphy@co.pg.md.us	√	√	√	√	√	√
Tirika Williams tlwilliams2@co.pg.md.us	√	√	√	√	√	√
Joan McGruder jcmcgruder@co.pg.md.us			√	√	√	√
Charlie Sprow cesprow@co.pg.md.us						√

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SECTION VI. Evaluation Criteria

Community Development Block Grant Proposal Evaluation (PY 45)

The following criteria will be used by the Proposal Advisory Group (PAG) to evaluate Proposal Applications. A maximum of **75 priority bonus points** will be provided for Applicants who demonstrate collaboration, provide a Section 3 Action Plan, leveraging; carry out their activity in a TNI area/or complete all components of their application submission. **(Total Points an Application can receive is 200)**

Project and Application Requirements

- Administrative Capacity Maximum Points (30)
- Readiness to Proceed (25)
- Section 3 Action Plan (20)
- Documentation/Leverage of Matching Dollars (20)
- Project Budget (25)
- Performance Measures (20)
- Project Impact (25)
- Collaboration (Priority) (15)
- Transforming Neighborhood Initiative (TNI) (15)
- Complete Package Submission (5)

Additional Project Information

Prior CDBG Funding received by the applicant:

	PY 40	PY41	PY42	PY43	PY44
Funded					
Drawn					

DHCD Funding Recommendation:

Upon completion of reviews, CPD will provide the funding recommendation for this project. The County Executive will take the proposed funding recommendation into consideration and will determine if the proposed project will be incorporated in the Annual Action Plan.

This project's evaluation results are as follows:

Project Evaluation Score: _____

Funding Recommendation:

___Project Recommended for Funding in PY 45 (FY 2020) in the amount of:_____

Comments:

___Project Not Recommended for Funding in PY 45 (FY 2020)

Comments:



City Council Agenda Item Report

Meeting Date: September 24, 2018

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: IV. OTHER BUSINESS

Subject:

15 Letter to MTA on Maglev Alternatives Report Status

Suggested Action:

Reference:

Draft Letter, A. Khatib, 09/24/18

This item was requested by Councilmember Byrd.

Attachments:

[Draft Letter, A. Khatib, 09.24.18.pdf](#)

September 24, 2018

Mr. Al Khatib:

The Greenbelt City Council respectfully requests for the Maryland Transit Administration to provide an update on the status of the Baltimore-Washington SC Maglev project, including as it pertains to the alternatives report that was supposed to be released in Summer 2018.

As you know, the state said that it would release the preliminary alternatives screening report in January 2018, but that report was not released until February -- the same day that the Maryland House of Delegates Environment and Transportation Committee held a public briefing on the topic.

Similarly, the state has said that the alternatives report would be released in Summer 2018. To this day, there is a section on the B-W Maglev website titled "Where are we in the process?" Under this section, there is line saying, "The Alternatives Report is anticipated to be published in Summer 2018." However, the seasons have now changed -- we are in the fall/autumn season -- and the alternatives report has not yet been released. Meanwhile, in August, the Washington Business Journal reported that plans to plot maglev right of way in Maryland were moving forward, saying the related "RFP signals new momentum for the closely watched project."

Given the proposed project's "momentum" and possible significant impact on the City of Greenbelt and the residents herein, the City Council is closely watching it and anxious to review and analyze this report in a timely manner, and the City Council hopes that the developer and the state will promote timely transparency about this project proposal throughout the rest of the maglev review process.

Thank you for your attention to this matter.

Sincerely,

Emmett V. Jordan
Mayor

City Council Agenda Item Report

Meeting Date: September 24, 2018

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: IV. OTHER BUSINESS

Subject:

16 Friends of the Old Greenbelt Theatre Agreement

Suggested Action:

City Solicitor has meet with the Friends of the Greenbelt Theatre, briefed Council and returned feedback to the FOGT.

Ms. Mach requested that this item is placed on the agenda.

Council direction is sought. (NA)

Attachments:

City Council Agenda Item Report

Meeting Date: September 24, 2018

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: IV. OTHER BUSINESS

Subject:

* 17 Engagement Letter Davenport & Company LLC

Suggested Action:

Reference:

Engagement Letter, Jennifer Diercksen, 9/13/18

The City has engaged Davenport & Company, LLC to serve as the City's financial advisor for the Greenbelt Station TIF. TIF financing is complex and requires specialized financial advice and expertise. Davenport is a national company that assists governments with public financing and borrowing matters.

Per the Development Agreement, all of the fees will be paid by the Greenbelt Station developer and ultimately reimbursed through the TIF. Davenport estimates the cost of their services to range between \$30,000-\$60,000.

Approval of this item on the consent agenda will approve the engagement of Davenport and authorize the City Manager to sign the engagement letter. (DEM)

Attachments:

[Engagement Letter, Jennifer Diercksen, 9.13.18.pdf](#)

September 13, 2018

Mr. Jeffrey Williams
Treasurer
City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770

Dear Mr. Williams,

The Municipal Securities Rulemaking Board requires under Rule G-23 that we have a written engagement letter with our clients promptly upon the inception of a financial advisory relationship. Your signature below will confirm that Davenport & Company LLC will be providing the City of Greenbelt, Maryland with financial advisory services related to financing of Greenbelt Station and other tasks you may request from time to time until the work is complete or the relationship is terminated, which you may do at any time.

Davenport anticipates that its work will be conducted in two phases, with Phase I consisting of a presentation to City Council highlighting the City's financing options and recommending a plan of finance for Greenbelt Station. The Phase II work will focus on our assistance to the City in obtaining a direct bank loan that is in-line with the approved plan of finance for Greenbelt Station.

The basis of compensation for Phases I and II of this engagement will be an hourly fee of \$300 for any work performed by either Joe Mason or Jennifer Diercksen and an hourly fee of \$175 for any work performed by either Gary LeClair or Linda Moran. Compensation for Phase I services will not exceed \$7,500, while compensation for Phase II services will range between \$30,000 and \$60,000 depending on the security structure of the direct bank loan that is approved by City Council in the final plan of finance for Greenbelt Station. If a public sale is pursued in place of a direct bank loan, then compensation would be agreed upon by Davenport and the City of Greenbelt once a plan of finance is approved and at least prior to the closing of any such transaction.

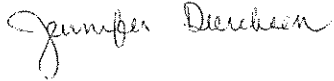
In addition to the fee compensation listed above, Davenport charges an amount equal to 4% of total fees to cover indirect costs such as duplication, binding, computer software, express delivery and other costs. Davenport also seeks reimbursement for our out-of-pocket expenses such as meals, mileage, and lodging, which are billed at cost with no markup.

Either party may terminate this agreement with 30-day written notice. In such case, Davenport will be reimbursed for its out-of-pocket expenses and services provided prior to termination.

If this appropriately describes our relationship, please indicate by signing and returning one copy of this letter to my attention.

Sincerely

Accepted By:



Jennifer L. Dierksen
First Vice President
Davenport & Company LLC

Title:

City Council Agenda Item Report

Meeting Date: September 24, 2018

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: IV. OTHER BUSINESS

Subject:

* 18 Appointments to Advisory Group

Suggested Action:

Reference:

Application

The Council interviewed Isiah Horton for appointment to the Ethics Commission (EC). The applicant has attended a meeting of the advisory group.

Approval of this item on the consent agenda will indicate Council's intent to appoint Mr. Horton to the Ethics Commission. (BA)

Attachments:

City Council Agenda Item Report

Meeting Date: September 24, 2018

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: V. MEETINGS

Subject:

Meetings

Suggested Action:

Advisory Board Interview Mon. 09/24 7:40 pm

Regular Meeting Mon. 09/24 8:00 pm

Work Session – Arts Advisory Board (AAB) Public Art Policy, (CC) Wed. 09/26 7:30 pm

Work Session – Board of Education Representative Mon. 10/01 7:30 pm

Work Session – Greenbelt East Advisory Coalition (GEAC), (Greenbriar) Thru. 10/04 8:00 pm

Regular Meeting Mon. 10/08 8:00 pm

Work Session – TBD, (CC) Wed. 10/10 8:00 pm

Advisory Board Banquet Sun. 10/14 5:00 pm

Work Session – TBD Mon. 10/15 8:00 pm

Work Session – TBD, (CC) Wed. 10/17 8:00 pm

Public Information Act/Open Meetings Act Training Thurs. 10/18 1:00-3:00 pm

Attachments: