



CITY COUNCIL AGENDA

**Municipal Building
Monday, June 17, 2019
8:00 PM**

I. ORGANIZATION

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

II. COMMUNICATIONS

6. Presentations
- 6A. Oath of Office – New Greenbelt Police Officer

Suggested Action:

Chief Rick Bowers will introduce Greenbelt's newest police officer, Dylan Davis. The oath of office will be administered by Mayor Jordan. Additional information is included in Council's packet.

- 6B. 13th Amendment Awareness Day Proclamation

Suggested Action:

Mayor Jordan will present the 13th Amendment Awareness Month proclamation.

[13th Amendment.proc.pdf](#)

6C. Lesbian Gay Bisexual Transgender Queer (LGBTQ) Pride Month Proclamation

Suggested Action:

June is Lesbian Gay Bisexual Transgender Queer (LGBTQ) Pride Month. Hilary Ranny-Howes, the President of GreenBeLT Pride, will be present to receive the proclamation.
[LGBTQ Pride Month.proc.pdf](#)

7. Petitions and Requests

*8. Minutes of Council Meetings

Suggested Action:

* Work Session, August 20, 2018
[WS180820.pdf](#)

*8A. Statement for the Record

Suggested Action:

Reference: Statement of Record, 05/30/2019

Statement for the Record - Closed Session, May 30, 2019: The following motion is needed: In accordance with the General Provisions Article, Section 3-305(b)(7) and (1) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in closed session on Thursday, May 30, 2019, at 7:10 p.m. in the Library of the Municipal Building. Council held this closed meeting to 1) consult with legal counsel regarding Prince George's County School Board; 2) discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

The motion was seconded by Ms. Pope

	Yes	No	Abstain	Absent
Ms. Davis	X			
Mr. Byrd	X			
Ms. Mach	X			
Ms. Pope	X			
Mr. Putens	X			
Mr. Roberts	X			
Mayor Jordan	X			

The following staff members were in attendance: City Manager Nicole Ard, City Solicitor Todd Pounds and City Clerk Bonita Anderson.

Council took no actions during this session.

9. Administrative Reports

*10. Committee Reports

*10A. *Advisory Planning Board (APB) Report #2019-05 (Outdoor Seating Request at Cedars of Lebanon)

Suggested Action: It is recommended Council accept this report.

[Cedars_of_Lebanon_2019-05.pdf](#)

III. LEGISLATION

11. End of the Year Budget Adjustments

Note: Per Council's Standing Rules, six (6) votes in the affirmative are needed in order to suspend the rules.

A. An Ordinance to Make a Supplemental Appropriation in the Replacement Fund for the Fiscal Year Ending June 30, 2019, in the Amount of Ten Thousand Dollars (\$10,000) for Additional Replacement Fund Expenditures Over the Appropriated Amount

- 1st Reading, Suspension of the Rules
- 2nd Reading, Adoption

Suggested Action:

Reference:

Ordinance
FY 2019 Budget Page 259

An appropriation in the amount of \$10,000 is needed in the Replacement Fund to cover higher than estimated costs for an electric sedan for Planning and Community Development and replacement firearms for the Police Department.

It is recommended the ordinance be introduced for first reading, the rules suspended, and the ordinance adopted at the meeting in order to have the funds appropriated prior to the end of the fiscal year.

[Ordinance.pdf](#)

[FY 2019 Budget Page 259.pdf](#)

IV. OTHER BUSINESS

12. Outdoor Seating Request at the Cedars of Lebanon Restaurant

Suggested Action:

Reference:

Memorandum, M. Porter, 6/10/2019
Staff Report, 5/21/2019
APB Report, Cedars of Lebanon, 6/7/2019

Applicant Letter to Director of Planning and Community Development

On April 8, 2019, the City received a request from the owners of the Cedars of Lebanon restaurant to place outdoor seating along the restaurant's western facing wall. The applicants have requested permission to place three (3) tables, six (6) chairs, and a moveable knee wall to facilitate outdoor dining. Staff has expressed concerns about the impact the knee wall, as proposed, would have on the amount of useable sidewalk where an existing bench is placed. The Advisory Planning Board has reviewed this request and recommends approval of the request, with a modified knee wall design.

Staff recommends that the applicants be permitted to place the tables and chairs as requested, but not be permitted to place the proposed knee wall. Approval is conditioned on the applicants obtaining prior approval from planning staff on the types of tables and chairs to be used.

[Memorandum, M. Porter, 6/10/2019.pdf](#)

[Staff Report, 5/21/2019.pdf](#)

[APB Report, Cedars of Lebanon, 6/7/2019.pdf](#)

[Applicant Letter to Director of Planning and Community Development.pdf](#)

[Cedars Request.pdf](#)

13. Windsor Green Community Center Renovation

Suggested Action:

Reference:

Windsor Green Community Center Detailed Site Plan

Staff Report, 3/14/2019

APB Report, 3/21/2019

PRAB Report, 3/21/2019

Green ACES Report, 3/28/2019

The City has received a referral from M-NCPPC for a revision to a Detailed Site Plan for Windsor Green. The Windsor Green Homeowner's Association is seeking approval to build an addition on its Community Center building and to renovate the associated recreation facilities located at the Southwest corner the intersection of Greenbelt Road and Frankfort Drive. Comments are due to M-NCPPC on June 15, 2019 and the DSP is scheduled for County Planning Board consideration on July 18, 2019.

On April 1, 2019 the City Council had a work session on the Windsor Community Center Project where they were briefed by representatives from G.E. Fielder and Associates, and from the Windsor Green Community Homeowners Association (HOA) of their plans. The Advisory Planning Board (APB), Parks and Recreation Advisory Board (PRAB), and the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES) also reviewed the plans and recommended approval.

The DSP proposes to remove two (2) of the five (5) existing tennis courts as well as the grey concrete retaining wall fronting Greenbelt Road, and to replace them with a mix of features and amenities that will make the community center more up-to-date in terms of user needs. The plan outlines the revitalization of, and addition to, the existing building, plaza, play space and the addition of Bocce and volleyball. In addition, the DSP provides for improved ADA access to facilities, environmental site design, enhanced landscaping and screening, bicycle

parking and a water fountain. Staff discussed with the HOA's design consultant the feasibility of relocating the maintenance yard to the north end of the parking lot, but the consultant cited design concerns/challenges that drove the selection of the current location and is seeking the City's understanding and support. The HOA is proposing a 6 foot tight enclosure, expanded buffer along MD 193 and extensive landscaping that will serve to screen the maintenance facility. Staff has asked for the installation of more mature plantings at this location.

Planning staff recommends that City Council support the Detailed Site Plan for Windsor Green' Community Center Renovations, and direct staff to submit a letter of support to the County Planning Board.

[DSP 081010-02 Site Plan.pdf](#)

[DSP-081010-02-StaffReport.docx](#)

[DSP-081010-02-APBReport.pdf](#)

[PRAB Report 19-3- Windsor Green Community Center Renovation 3-21-19.pdf](#)

[Green ACES Rec 2019-01-WGCC Renovation.docx](#)

14. Program Open Space (POS) FY 2020 Annual Program

Suggested Action:

Reference:

City of Greenbelt 2020 POS Allocation

POS 2020 Annual Program shared with Council

The City's FY 2020 Annual Program Open Space (POS) Program is due to the Maryland-National Capital Park and Planning Commission (M-NCPPC) on June 20, 2019. The City has been notified that the County will be receiving a total of \$7,435,990 in FY 2020 POS funds. Based on the results of the 2010 Census the City will be receiving \$198,540.03, compared to \$219,305.52 in FY 2019. The City is required to allocate at least 50 percent of the City's FY 2020 funds to acquisition projects.

The City has POS funds encumbered for the following development projects: Greenbelt Aquatic and Fitness Center Phase I improvements and Buddy Attick Park Master Plan Improvements. Including the City's FY 2020 POS allocation, the City's unencumbered POS balance is \$677,112.86, with at least \$271,871.81 being required to be used for acquisition projects.

For FY 2020 staff is proposing that \$488,384.93 of unencumbered POS funds be programmed for land acquisition, slightly above the \$400,000 shown in the City's FY 2020 budget. Staff is also proposing that the remaining unencumbered funds (\$188,727.93) be allocated to the following projects: Buddy Attick Park Master Plan Improvements, Tennis Court Improvements, and Playground Renovations at 2 Court Research Road. The City's FY 2020 budget anticipated using a Community Parks and Playground grant for the 2 Court Research Road playground project but the project was denied funding so staff is proposing to use POS funds. At any time in FY 2020 the City can amend its annual program if new projects arise and/or additional funds are not needed for a particular project.

Staff recommends City Council approve the City's FY 2020 Program Open Space Annual Program as proposed.

[City of Greenbelt 2020 POS Allocation.pdf](#)

15. Award of Bid - Greenbelt Lake Dam Repair Project

Suggested Action:

Reference:

Memorandum, T. Hruby, 06/12/2019
Bid Tabulation

The City is under a consent order with the Maryland Department of the Environment (MDE) to undertake several repairs to Greenbelt Lake Dam. Phase 1 of the project which involved repairs to the lake drain pipe and valve was undertaken in 2016.

On February 27, 2019 the remaining three construction phases of the project were bid and the bid opening was held on March 29, 2019. The City received three responses to the bid and all three were found to be eligible for consideration. Bids ranged in cost from \$1,717,000 to \$2,611,224. The low bidder was KC Construction, a Pennsylvania based company with extensive experience in dam construction with projects ranging from \$1.1 Million to \$22 Million. KC Construction is also proposing to use several Disadvantaged Business Enterprise Certified Maryland based subcontractors.

In FY 2017 the City received voter approval to borrow up to \$2.5 Million in loan funding to complete repairs to the Greenbelt Lake Dam. The City received approval from MDE for \$2.5 Million in FY 2017 Water Quality State Revolving Fund Loan Funds to complete the project. In 2017, the City also received \$285,000 in Capital Grant funds which the City is required to match. The City's FY 2020 Capital Projects Budget includes \$2,285,000 for this project.

It is staff's assessment that KC Construction, the lowest responsive bidder, has demonstrated sufficient experience and is very capable of undertaking the project work. Staff has further found that the submitted bid is within the City's FY 2020 Capital Projects budgeted amount for this project.

Staff recommends City Council award the Greenbelt Lake Dam Repair project to KC Construction in the estimated Unit Price Base Contract Sum of \$1,717,000, with such approval contingent on receiving Maryland Board of Public Works approval as required under the MDE Loan program.

[Memorandum, T. Hruby, 06/12/2019.pdf](#)
[Bid Tabulation.pdf](#)

16. Maryland Municipal League 2020 Legislative Requests

Suggested Action:

Reference:

2020 MML Legislative Request form
History of City MML Priority Requests
MML Assets and Liabilities of City's 2019 Submissions

The City has received the annual request from the Maryland Municipal League (MML) to

submit statewide legislative initiatives by July 26.

Last year, the City submitted three proposed initiatives.

- Online Sales Tax – Municipal Share
- Local Authority over Vegetation Management
- Retroactive Utility Billing

MML did not select any of these initiatives as a priority. Included in the reference materials is a list of assets and liabilities developed by MML.

Suggested initiatives must have statewide municipal impact. Per MML rules, the City may submit up to three Legislative Requests.

Council direction is sought.

[2020-MML-LEGISLATIVE-REQUEST.pdf](#)

[MML Priorities.doc](#)

[MML 2019 Assets and Liabilities.pdf](#)

17. Adopt-a-Bike Rack

Suggested Action:

Reference: Memorial Dedication Program

There is a request to add bike racks to the existing Adopt-a-Tree/Adopt-a-Bench program. Design and location sites will be determined by the Planning Department and the Advisory Planning Board in conjunction with its Bicycle Subcommittee. Applicants will follow the established program's policy and procedures that are handled by the Public Works Department. Cost will be determined.

This was discussed at the June 5, 2019, APB meeting with a positive response.

Ms. Davis requested that this item be included on the agenda.

[Memorial Dedication.pdf](#)

18. Council Activities

19. Council Reports

V. MEETINGS

V. Meetings

[meetings.pdf](#)

Stakeholders

[Stakeholder Schedule.pdf](#)

City Council Agenda Item Report

Meeting Date: June 17, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Presentations

Agenda Section:

Subject:

Oath of Office – New Greenbelt Police Officer

Suggested Action:

Chief Rick Bowers will introduce Greenbelt's newest police officer, Dylan Davis. The oath of office will be administered by Mayor Jordan. Additional information is included in Council's packet.

Attachments:

City Council Agenda Item Report

Meeting Date: June 17, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Proclamation

Agenda Section:

Subject:

13th Amendment Awareness Day Proclamation

Suggested Action:

Mayor Jordan will present the 13th Amendment Awareness Month proclamation.

Attachments:

[13th Amendment.proc.pdf](#)

PROCLAMATION

WHEREAS, during the month of June – “Peace Month” in Greenbelt – citizens participate in activities that promote inclusion and understanding; and

WHEREAS, human freedom is an inalienable right superior to any other; and

WHEREAS, slavery existed in the United States and specifically on the farms and plantations of the property that later became Greenbelt; and

WHEREAS, the Thirteenth Amendment to the United States Constitution abolished slavery and involuntary servitude, except as punishment for a crime; and

WHEREAS, in the United States Congress, the Thirteenth Amendment was passed by the Senate on April 8, 1864, and by the House on January 31, 1865 and was ratified by the required number of states on December 6, 1865; and

WHEREAS, on December 18, 1865, Secretary of State William H. Seward proclaimed the adoption of the Thirteenth Amendment; and

WHEREAS, on June 19th, 1865, Union soldiers, led by Major General Gordon Granger, landed at Galveston, Texas with news that the war had ended and that the enslaved were now free, two and a half years after President Lincoln’s Emancipation Proclamation; and

WHEREAS, in Prince George's County, the District of Columbia, and across the United States, June 19th is widely celebrated as "Juneteenth," to commemorate this gap in the implementation of the 13th amendment; and

WHEREAS, human bondage and trafficking continues to be a serious problem worldwide; and it behooves every responsible society to celebrate human freedom and to commit to ensuring that freedom everywhere.

NOW, THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the citizens and City Council of Greenbelt, do hereby proclaim June 19th, 2019 to be

13th AMENDMENT AWARENESS DAY

in Greenbelt during which we urge all citizens and staff to recognize and celebrate the enactment of the Thirteenth Amendment to the United States Constitution, which reads as follows:

AMENDMENT XIII

Abolition of Slavery

Section 1. Neither slavery nor involuntary servitude, except as punishment for crime whereof the party shall have been duly convicted, shall exist within the United States, or any place subject to their jurisdiction.

Section 2. Congress shall have power to enforce this article by appropriate legislation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 17th day of June 2019.

Emmett V. Jordan, Mayor

ATTEST: Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: June 17, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Proclamation

Agenda Section:

Subject:

Lesbian Gay Bisexual Transgender Queer (LGBTQ) Pride Month Proclamation

Suggested Action:

June is Lesbian Gay Bisexual Transgender Queer (LGBTQ) Pride Month. Hilary Ranny-Howes, the President of GreenBeLT Pride, will be present to receive the proclamation.

Attachments:

[LGBTQ Pride Month.proc.pdf](#)

PROCLAMATION

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

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

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

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

WHEREAS, this month marks the 50th anniversary of the Stonewall Inn protest in New York City, when patrons and supporters resisted harassment that had become all too common for members of the LGBTQ community; and

WHEREAS, these events of June 1969 are generally recognized as the catalyst of the LGBTQ rights movement; and

NOW THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the citizens and City Council of Greenbelt, do hereby proclaim June 2019 to be

LGBTQ PRIDE MONTH

in the City of Greenbelt, Maryland and urge all residents to respect, honor, celebrate and strengthen a culture of inclusiveness and acceptance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 17th day of June 2019.

Emmett V. Jordan, Mayor

ATTEST: _____
Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: June 17, 2019

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section:

Subject:

Minutes of Council Meetings

Suggested Action:

* Work Session, August 20, 2018

Attachments:

[WS180820.pdf](#)

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, August 20, 2018, on the Urban Forest Tree Master Plan.

Mayor Jordan started the meeting at 7:33 p.m. The meeting was held in the Council Room of the Municipal Building.

Present were Councilmembers Colin A. Byrd, Silke I. Pope, Edward V.J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan. Councilmembers Judith F. Davis and Leta M. Mach were on travel.

Staff members present were Acting City Manager David Moran, Assistant Public Works Director Brian Townsend and City Clerk Bonita Anderson.

Also, present were Shirley Vaughn, Davey Resource Group; Advisory Committee on Trees (ACT) members Charles Jackman, Ethel Dutky and Bob Trumbule; Donna Hoffmeister, member of the Forest Preserve Advisory Board (FPAB) and Bill Orleans.

Mr. Townsend stated that the City signed the contract for the Urban Forest Tree Master Plan in 2016. He indicated that the need for the master plan was to provide a more structured assessment for Greenbelt's tree canopy and to have a systematic maintenance plan.

Shirley Vaughn of the Davey Resource Group presented the draft master plan to Council. She also noted that Greenbelt's tree canopy is measured at 62 %, which is very high. Ms. Vaughn stated this canopy saves the City \$1.3 million annually. She indicated that Greenbelt has less stormwater runoff, less air pollution and more carbon sequestration than other cities because of the trees. Ms. Vaughn also indicated that Greenbelt has fewer problems with allergies, lower energy costs, increased property values and less stress overall.

Ms. Vaughn provided the status of the tree inventory, which consists of approximately 2,700 trees. It was noted this data was collected by volunteers in 2013 and it included information on species, condition and diameter. Ms. Vaughn also indicated that the partial street tree inventory is estimated at 5,000 and that 65% of the trees were in good condition.

Mr. Putens inquired about the number of trees that are planted annually by the City. Mr. Townsend replied that the City plants an average of 150 trees annually. Mayor Jordan asked Mr. Townsend how many trees have died this year. Mr. Townsend indicated that it varies, depending upon on the weather. Mr. Putens indicated that there were a large number of trees removed in his neighborhood due to development. Mayor Jordan asked about the status of obtaining trees from Pepco. Mr. Townsend indicated that during the period of 2016 and 2017, there were approximately 400 trees funded by Pepco and planted by the City.

Ms. Vaughn reviewed the guiding documents used, which consisted of the 2001 Greenbelt Metro Area Plan, the Sustainability Plan Framework for the City, Public Works Strategic Plan and the Tree Ordinance, Chapter 12, Article VII of the City Code. She mentioned that the City's accomplishments have positioned the City with a positive and strong tree canopy cover. Ms. Vaughn indicated that the areas of threat are the lack of complete inventory data, tree and utility conflicts, pests and invasive species, limited resources, and future development.

Mayor Jordan commented on the level of inadequate funding. Ms. Vaughn indicated that the funding is probably inadequate if the City wanted to perform more proactive work, purchase additional equipment and provide qualified staffing. Ms. Pope asked if the staff needed to be trained to perform this type of work or if they would have to hire a specialist. Mr. Townsend indicated that the plan recommends hiring a part-time or full-time Arborist that will be dedicated to performing the assessments, data entry and overseeing the trees.

Ms. Vaughn recommended planting fewer red maples on public property until that species is reduced to 10 % of the tree population. She also recommended removing at least 20 pear trees each year. Ms. Vaughn indicated that the City needs to get rid of its undesirable invasive trees within the next 10 years. She stated that the City has about 700 mature, large-diameter trees on public property.

Mr. Roberts pointed out that shopping centers and apartment complexes in Greenbelt are areas that are totally devoid of trees. Mayor Jordan mentioned all the trees that were lost at the new Greenbelt Station development. The Council urged the completion of the tree inventory.

Ms. Vaughn recommended modifying the tree ordinance, Chapter 12, Article VII of the City Code. She noted that Greenbelt's forest preserves provide a large portion of its tree canopy which is not protected in perpetuity as they should be. Ms. Vaughn indicated that a large percentage of the tree canopy is located on private property. Ms. Vaughn suggested informing the public about the benefits of a good tree canopy, about the temperature reduction in the City and the cost savings from lower energy use. She indicated that the city residents should be encouraged to plant species other than maple or oak to encourage greater biodiversity and that the City also needs to disseminate information about proper mulching and pruning.

Mayor Jordan recognized that the presentation on the study was very thorough on the areas that need to be addressed with the tree canopy.

Mr. Jackman mentioned that the Advisory Committee on Trees (ACT) goal is to expand on the legacy of maintaining 62% or higher for the City's tree canopy. He noted that ACT had reviewed the plan and provided modifications.

Ms. Dutky requested that the City implement a tree inventory and is proud of the status of the preservation of the tree canopy.

The City's tree canopy is high because of Greenbelt, Buddy Attick and Schrom Hills Parks and the Forest Preserve.

Council expressed their gratitude to ACT and City staff for their input, implementation of the study and the cost savings.

Mr. Townsend stated that Mr. Roberts's inquiry about the replacement of the pear trees would be done by justification and research. Mr. Roberts would like to see native trees planted. Mr. Trumbule stated that certain trees are bred to be resistant to pollution and climate change.

Mayor Jordan inquired about the grade average the City might receive on the street and sidewalk infrastructure. Ms. Vaughn suggested that the City collect data and conflicts to produce the grade, however she was unable to answer the specific question. Mr. Townsend

recommended a more robust program. He indicated that the next step will be for the Council to review the report/study and provide their feedback to City staff. Mr. Townsend noted that Council will need to accept the study and move forward with the recommendations within the study with the guidance of a trained Arborist.

Mr. Roberts suggested that the first step would be for City staff to complete the tree inventory.

Adjournment 9:31 pm.

Respectfully submitted,

*Bonita Anderson
City Clerk*

DRAFT

City Council Agenda Item Report

Meeting Date: June 17, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section:

Subject:

Statement for the Record

Suggested Action:

Reference: Statement of Record, 05/30/2019

Statement for the Record - Closed Session, May 30, 2019: The following motion is needed:

In accordance with the General Provisions Article, Section 3-305(b)(7) and (1) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in closed session on Thursday, May 30, 2019, at 7:10 p.m. in the Library of the Municipal Building. Council held this closed meeting to 1) consult with legal counsel regarding Prince George's County School Board; 2) discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

The motion was seconded by Ms. Pope

	Yes	No	Abstain	Absent
Ms. Davis	X			
Mr. Byrd	X			
Ms. Mach	X			
Ms. Pope	X			
Mr. Putens	X			
Mr. Roberts	X			
Mayor Jordan	X			

The following staff members were in attendance: City Manager Nicole Ard, City Solicitor Todd Pounds and City Clerk Bonita Anderson.

Council took no actions during this session.

Attachments:

City Council Agenda Item Report

Meeting Date: June 17, 2019

Submitted by: Molly Porter

Submitting Department: Planning

Item Type: Board and Committee Reports

Agenda Section:

Subject:

*Advisory Planning Board (APB) Report #2019-05 (Outdoor Seating Request at Cedars of Lebanon)

Suggested Action:

It is recommended Council accept this report.

Attachments:

[Cedars_of_Lebanon_2019-05.pdf](#)

**ADVISORY PLANNING BOARD
REPORT TO COUNCIL**

**REPORT NO. 2019-05
Date: June 7, 2019**

SUBJECT: Outdoor Seating Request at Cedars of Lebanon

BACKGROUND:

At the June 5, 2019 Advisory Planning Board meeting the Board discussed a request to place tables, chairs, and a knee wall to facilitate outdoor dining at the Cedars of Lebanon restaurant. The applicants requested permission to place three (3) tables, six (6) chairs, and a moveable knee wall alongside the western facing wall of the restaurant. The proposed knee wall would extend 5'3" out from the front of the building and extend 23' down the sidewalk along the western facing wall.

ANALYSIS:

Ms. Porter presented staff's report on this request. Staff recommended that the applicant be permitted to place the tables and chairs on the western facing wall as requested. Staff expressed concerns about the placement of the knee wall and recommended that it not be permitted. Ms. Porter explained that the placement of the knee wall would limit the amount of usable sidewalk to less than five (5) feet where an existing bench is placed.

The Board discussed staff's concern about the knee wall and agreed that it should not extend the entire length that was proposed on the plan. The Board does, however, believe that a shorter knee wall that would not interfere with the existing bench should be placed in order to distinguish the dining area from the remainder of the sidewalk.

RECOMMENDATION:

The Board recommends that the applicants be permitted to place three (3) tables, six (6) chairs, and a moveable knee wall that would terminate before the location of the existing bench.

This recommendation passed by a vote of 4 to 0.

Respectfully submitted,

Keith Chernikoff
Chair

City Council Agenda Item Report

Meeting Date: June 17, 2019

Submitted by: David Moran

Submitting Department: Administration

Item Type: Ordinance

Agenda Section:

Subject:

End of the Year Budget Adjustments

Note: Per Council's Standing Rules, six (6) votes in the affirmative are needed in order to suspend the rules.

A. An Ordinance to Make a Supplemental Appropriation in the Replacement Fund for the Fiscal Year Ending June 30, 2019, in the Amount of Ten Thousand Dollars (\$10,000) for Additional Replacement Fund

Expenditures Over the Appropriated Amount

- 1st Reading, Suspension of the Rules
- 2nd Reading, Adoption

Suggested Action:

Reference:

Ordinance

FY 2019 Budget Page 259

An appropriation in the amount of \$10,000 is needed in the Replacement Fund to cover higher than estimated costs for an electric sedan for Planning and Community Development and replacement firearms for the Police Department.

It is recommended the ordinance be introduced for first reading, the rules suspended, and the ordinance adopted at the meeting in order to have the funds appropriated prior to the end of the fiscal year.

Attachments:

[Ordinance.pdf](#)

[FY 2019 Budget Page 259.pdf](#)

Introduced:
1st Reading: June 17, 2019
Passed:
Posted:
Effective:

ORDINANCE NUMBER xxxx

AN ORDINANCE TO MAKE A SUPPLEMENTAL APPROPRIATION IN THE REPLACEMENT FUND FOR THE FISCAL YEAR ENDING JUNE 30, 2019, IN THE AMOUNT OF TEN THOUSAND DOLLARS (\$10,000) FOR ADDITIONAL REPLACEMENT FUND EXPENDITURES OVER THE APPROPRIATED AMOUNT

WHEREAS, the Replacement Fund for Fiscal Year 2019 was approved at \$490,200; and

WHEREAS, the estimated expenditures for the Replacement Fund are \$500,200; and

WHEREAS, the increased expenditures are due to an increased cost for an electric sedan for Community Development and replacement firearms for the Police Department over the anticipated amounts; and

WHEREAS, the City Manager and City Treasurer have certified that Replacement Fund revenues and fund balance are available for the purpose of making this appropriation in the amount of \$10,000. NOW, THEREFORE,

BE IT ORDAINED by the Council of the City of Greenbelt, Maryland, that an additional \$10,000 shall be and hereby is appropriated as a supplemental appropriation for expenditures herein shown for the fiscal year beginning July 1, 2018, and ending June 30, 2019, in the Replacement Fund. Said supplemental appropriation is in addition to the appropriation of \$490,200 made by Ordinance No. xxxx for the fiscal year ending June 30, 2019, thereby making the total appropriation in the Replacement Fund for the fiscal year in the amount of \$500,200.

BE IT FURTHER ORDAINED by the Council of the City of Greenbelt that this ordinance shall become effective immediately upon its passage.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of June 17, 2019.

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

REPLACEMENT FUND Fund 105	FY 2016 Actual Trans.	FY 2017 Actual Trans.	FY 2018 Adopted Budget	FY 2018 Estimated Trans.	FY 2019 Proposed Budget	FY 2019 Adopted Budget
TOTAL FUND BALANCE AS OF JULY 1	<u>\$413,693</u>	<u>\$153,113</u>	<u>\$185,413</u>	<u>\$196,523</u>	<u>\$344,923</u>	<u>\$344,923</u>
REVENUES						
470000 Interest on Investments	\$566	\$833	\$200	\$1,500	\$1,000	\$1,000
480000 Ins./Auc. Proceeds	21,451	19,049	5,000	7,700	10,000	10,000
480000 Payments from Other Cities	0	0	0		0	0
490000 Interfund Transfer - General Fund	174,200	200,000	320,000	320,000	350,000	350,000
TOTAL REVENUE & FUND TRANSFERS	<u>\$196,217</u>	<u>\$219,882</u>	<u>\$325,200</u>	<u>\$329,200</u>	<u>\$361,000</u>	<u>\$361,000</u>
EXPENDITURES						
91 New Equipment						
220 Community Development	\$0	\$0	\$26,000	\$27,400	\$30,000	\$30,000
310 Police	23,417	0	32,000	0	32,000	32,000
410 Public Works Admin.	25,794	0	0	0	37,000	37,000
420 Multi-Purpose Equipment	95,283	34,989	117,000	107,900	97,000	97,000
450 Waste Collection	145,050	35,474	0	0	187,000	187,000
650 Aquatic & Fitness Center	51,878	0	0	0	20,200	20,200
660 Community Center	4,958	0	6,000	4,000	0	0
700 Parks	110,417	106,009	46,000	41,500	20,000	20,000
920 Greenbelt Connection	0	0	0	0	67,000	67,000
TOTAL EXPENDITURES	<u>\$456,797</u>	<u>\$176,472</u>	<u>\$227,000</u>	<u>\$180,800</u>	<u>\$490,200</u>	<u>\$490,200</u>
BALANCE AS OF JUNE 30	\$153,113	\$196,523	\$283,613	\$344,923	\$215,723	\$215,723

City Council Agenda Item Report

Meeting Date: June 17, 2019

Submitted by: Molly Porter

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Outdoor Seating Request at the Cedars of Lebanon Restaurant

Suggested Action:

Reference:

Memorandum, M. Porter, 6/10/2019

Staff Report, 5/21/2019

APB Report, Cedars of Lebanon, 6/7/2019

Applicant Letter to Director of Planning and Community Development

On April 8, 2019, the City received a request from the owners of the Cedars of Lebanon restaurant to place outdoor seating along the restaurant's western facing wall. The applicants have requested permission to place three (3) tables, six (6) chairs, and a moveable knee wall to facilitate outdoor dining. Staff has expressed concerns about the impact the knee wall, as proposed, would have on the amount of useable sidewalk where an existing bench is placed. The Advisory Planning Board has reviewed this request and recommends approval of the request, with a modified knee wall design.

Staff recommends that the applicants be permitted to place the tables and chairs as requested, but not be permitted to place the proposed knee wall. Approval is conditioned on the applicants obtaining prior approval from planning staff on the types of tables and chairs to be used.

Attachments:

[Memorandum, M. Porter, 6/10/2019.pdf](#)

[Staff Report, 5/21/2019.pdf](#)

[APB Report, Cedars of Lebanon, 6/7/2019.pdf](#)

[Applicant Letter to Director of Planning and Community Development.pdf](#)

[Cedars Request.pdf](#)

CITY OF GREENBELT, MARYLAND
MEMORANDUM

TO: Nicole Ard, City Manager
FROM: Molly Porter, Community Planner I
VIA: Terri Hruby, Director of Planning and Community Development
DATE: June 10, 2019
SUBJECT: Cedars of Lebanon Outdoor Seating Request

Background

On April 8, 2019, the City received a request from the owners of the Cedars of Lebanon restaurant to place exterior tables, chairs, and a moveable knee wall along the western facing wall of the restaurant. The placement of outdoor furniture would facilitate outdoor dining at the restaurant.

The subject property is located within Roosevelt Center at 103 Centerway, Greenbelt, Maryland 20770. The City holds a façade easement on the Roosevelt Center that requires express written permission from the City for any changes that would affect the exterior appearance of a building located in the Center.

Request Overview

The applicants have requested permission to place three (3) tables, six (6) chairs, and a soft plastic moveable knee wall along the restaurant's western facing wall. The proposed knee wall would extend 5'3" out from the front of the building and 23' down the sidewalk. The request letter states that the tables and chairs would be made of heavy duty exterior steel similar in nature to the patio furniture at the New Deal Café.

Staff reviewed this request and measured the area for adequate outdoor seating space and found that there is adequate space for the tables and chairs as requested. Staff found, however, that there is not adequate space for the requested knee wall. The knee wall would limit the amount of useable sidewalk to less than 5 feet where an existing bench is placed. This limitation of sidewalk would hinder the flow of traffic in this area, particularly during events at Roosevelt Center.

Recommendation

Staff recommends that the applicant be permitted to place the tables and chairs as requested, but not be permitted to place the knee wall because of the concerns regarding usable sidewalk space.

Staff presented this recommendation to the Advisory Planning Board at their June 5, 2019 meeting. The Board agreed with staff that the applicants should be permitted to place the tables

and chairs as requested. The Board diverged from staff's recommendation with regards to the knee wall, and instead recommended that the applicants be permitted to place a shorter knee wall that would not interfere with the existing bench.

Attachments:

- Memorandum, M. Porter, 6/10/19
- Staff Report 5/21/2019
- APB Report 6/7/2019
- Applicant Letter to Director of Planning and Community Development

TECHNICAL STAFF REPORT

To: City of Greenbelt Advisory Planning Board
From: Molly Porter, Community Planner I
Subject: Outdoor Seating at Cedars of Lebanon Restaurant
Date: May 21, 2019

I. General Information

Owner/Applicant: Karim Kmaiha and Maria Almeida
Location: 103 Centerway, Greenbelt, MD 20770

II. Request and Background Information

Request

The applicants are requesting permission from the City to place three (3) exterior tables and six (6) chairs along the restaurant's western facing wall. The tables are proposed to be 24" x 24" each with seating for two (2).

The tables and chairs are proposed to be placed behind a soft plastic movable decorative knee wall similar to the one at New Deal Café. The knee wall would extend 5'3" out from the front of the building and extend 23' along the western facing wall.

The request letter states that the table and chairs would be heavy duty exterior steel similar in nature to the patio furniture at the New Deal Café. Photos of the knee wall, tables, and chairs located at the New Deal Café are included in Exhibit C.

Existing Conditions/Background

The City holds a facade easement on the Roosevelt Center that requires express written permission from the City for any changes that would affect the exterior appearance of a building located in the Center. As a result of this easement the Applicants must receive permission from the City for the placement of outdoor seating.

Frank Gervasi, of Gervasi Construction, submitted on behalf of the owners of Cedars of Lebanon, a plan that depicts the proposed locations of outdoor tables and chairs and their relationship to the surrounding grassy area and existing bench. The submitted plan is included in Exhibit A.

The applicants were given permission to temporarily place the tables and chairs for outdoor dining on May 12, 2019. The moveable barrier was not placed at that time. Included in Exhibit B are pictures that show where the proposed tables are to be placed.

Recommendation

Staff has measured the area for adequate outdoor seating space and found that there is adequate space for the requested three (3) tables and six (6) chairs. Staff found, however, that there is not adequate space for the requested knee wall. The knee wall would limit the useable amount of sidewalk to less than 5 feet where an existing bench is placed. This limitation of sidewalk would hinder the flow of traffic in this area, particularly during events at Roosevelt Center.

Therefore, staff recommends that the applicant be permitted to place the three (3) tables and six (6) chairs on the western facing wall, but not be permitted to place the decorative knee wall. The applicant would be required to gain approval from the city with regards to the types of tables and chairs to be placed outside.

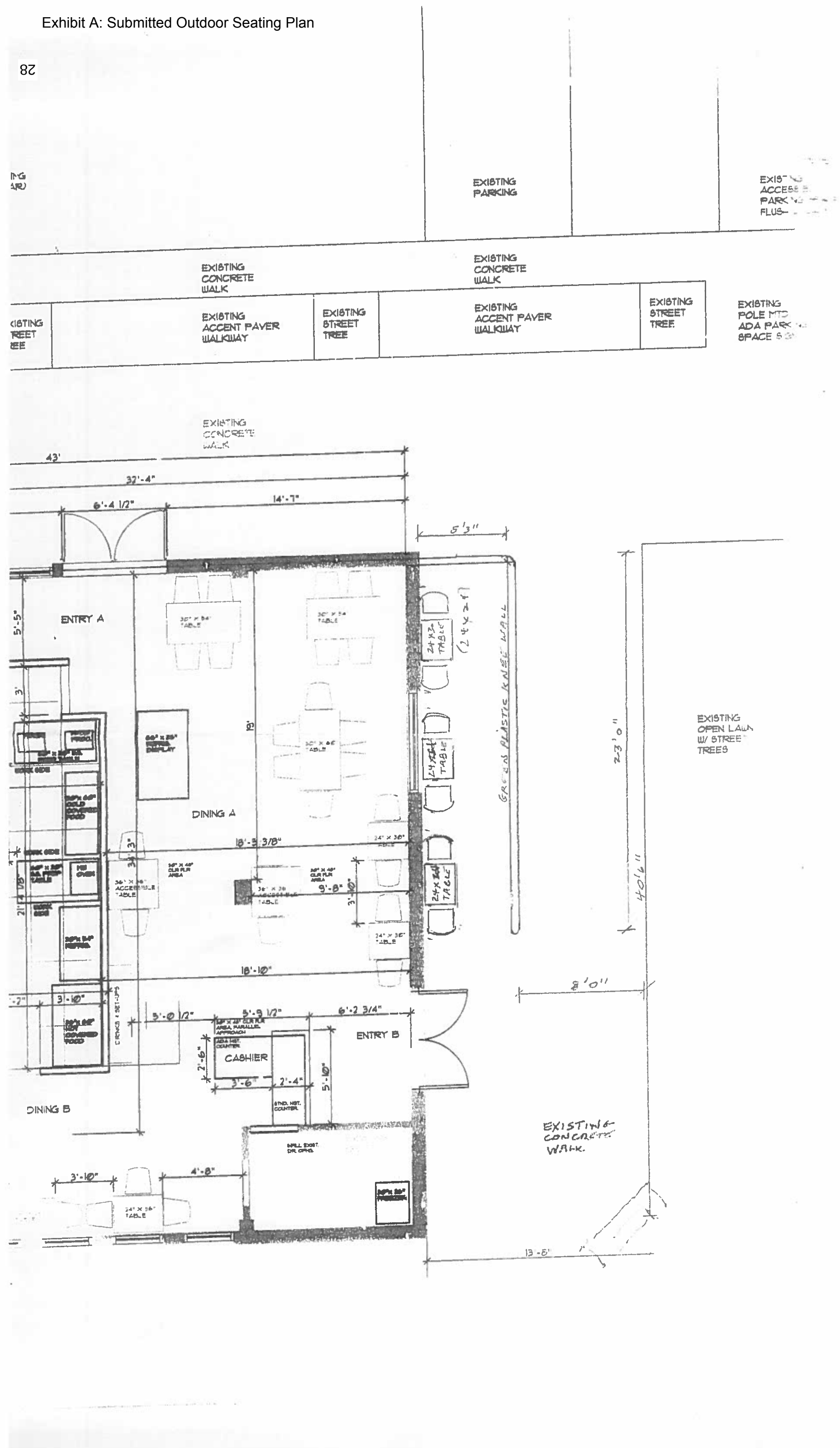
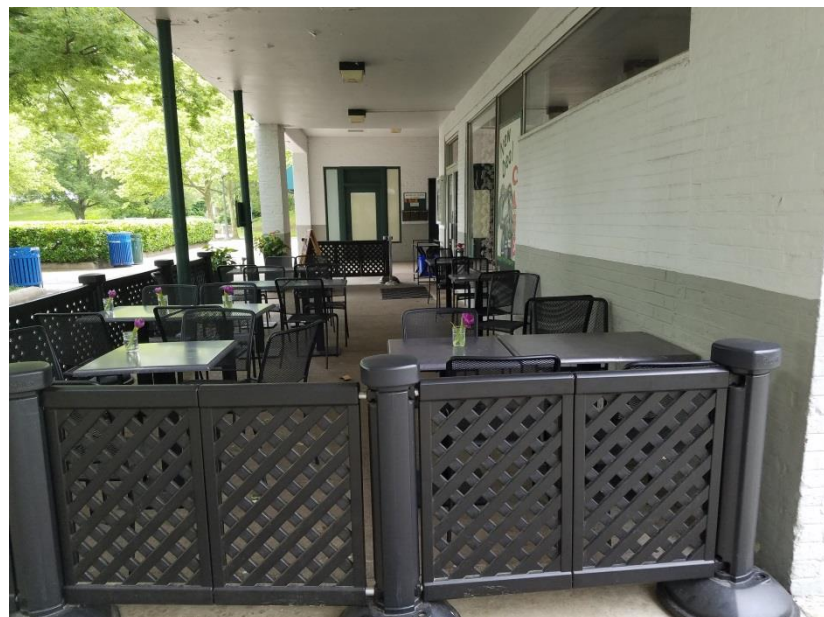


Exhibit B: Photos from May 12, 2019 Temporary Approval



Exhibit C: Photo of outdoor seating at the New Deal Café



**ADVISORY PLANNING BOARD
REPORT TO COUNCIL**

**REPORT NO. 2019-05
Date: June 7, 2019**

SUBJECT: Outdoor Seating Request at Cedars of Lebanon

BACKGROUND:

At the June 5, 2019 Advisory Planning Board meeting the Board discussed a request to place tables, chairs, and a knee wall to facilitate outdoor dining at the Cedars of Lebanon restaurant. The applicants requested permission to place three (3) tables, six (6) chairs, and a moveable knee wall alongside the western facing wall of the restaurant. The proposed knee wall would extend 5'3" out from the front of the building and extend 23' down the sidewalk along the western facing wall.

ANALYSIS:

Ms. Porter presented staff's report on this request. Staff recommended that the applicant be permitted to place the tables and chairs on the western facing wall as requested. Staff expressed concerns about the placement of the knee wall and recommended that it not be permitted. Ms. Porter explained that the placement of the knee wall would limit the amount of usable sidewalk to less than five (5) feet where an existing bench is placed.

The Board discussed staff's concern about the knee wall and agreed that it should not extend the entire length that was proposed on the plan. The Board does, however, believe that a shorter knee wall that would not interfere with the existing bench should be placed in order to distinguish the dining area from the remainder of the sidewalk.

RECOMMENDATION:

The Board recommends that the applicants be permitted to place three (3) tables, six (6) chairs, and a moveable knee wall that would terminate before the location of the existing bench.

This recommendation passed by a vote of 4 to 0.

Respectfully submitted,

Keith Chernikoff
Chair



GERVASI CONSTRUCTION

Received
4/8/19

31

163 RESEARCH RD
GREENBELT, MD 20770
301 474-7680

Terry Hruby
Director of Planning and Community Development
City of Greenbelt
15 Crescent Road, Room 200, Greenbelt, Md 20770
301 345-5417

Request for Consideration of Exterior Seating
Concerns about Building Facade Structure
103 Centerway, Greenbelt

Dear Terry,

The Cedars of Lebanon Restaurant owners, Karim and Maria, would like to place exterior tables and seating along it's western facing wall.

I have included a exterior plan for use in the consideration of this matter. At this point we are contemplating 3 tables and 6 chairs behind a soft plastic movable decorative knee wall similar to the one at New Deal Cafe and Makerspace. The table and chairs would be heavy duty exterior steel similar in nature to the patio furniture that those establishments use also.

We also have serious concerns about the stability of the masonry facade on the wall we are referring to. A large chunk of concrete has detached and fallen from the parapet wall and another is obviously loose and also ready to fall. The brick facing is seriously deteriorated and this also is more than an aesthetic concern: safety and building code violations are to be enforced. I LATER LEARNED THAT THE FALLING DEBRIS ALMOST HIT A CUSTOMER ON HER WAY INTO THE CAFE.

Thank you for your attention to these matters.

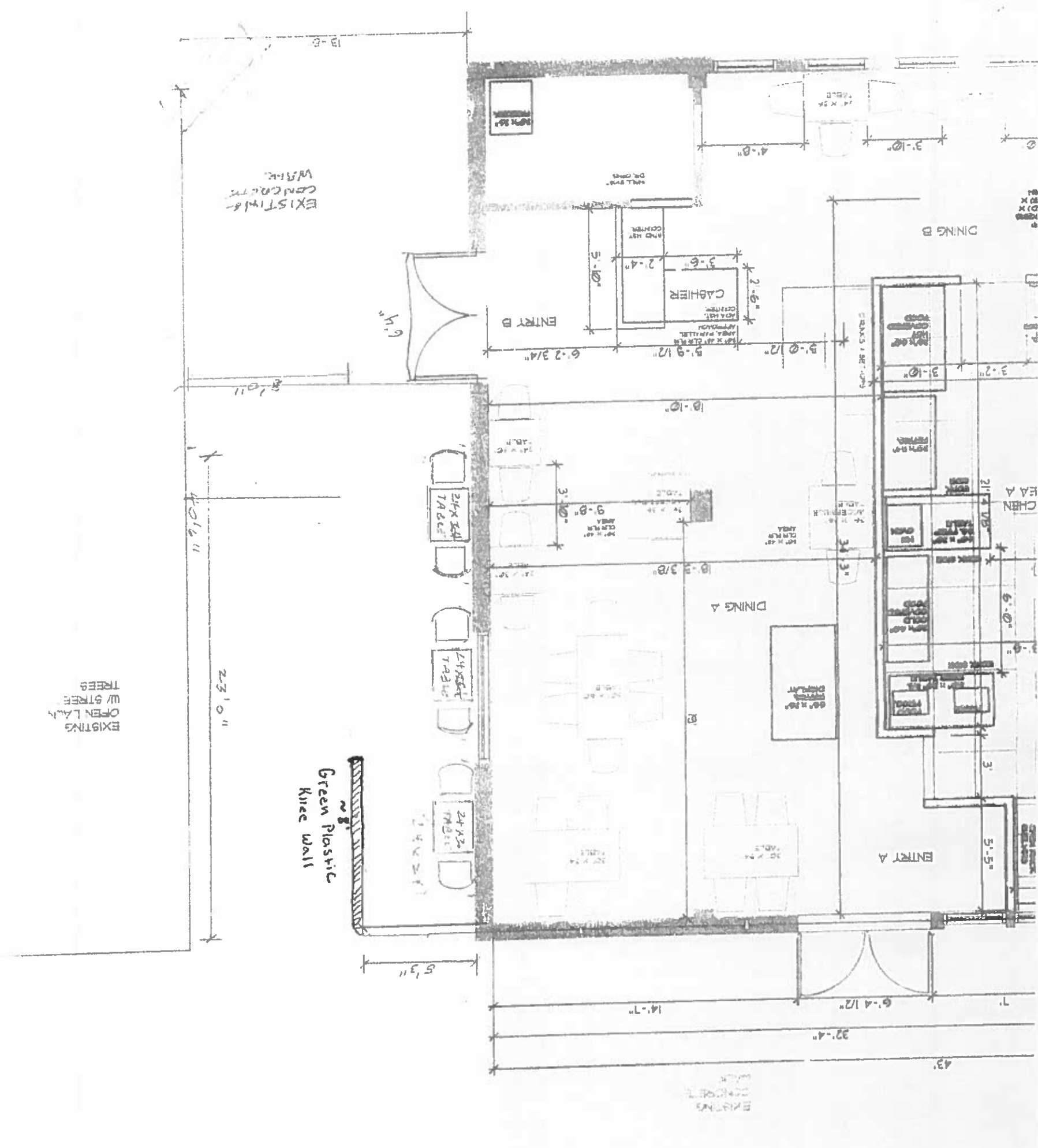
Sincerely,

Frank Gervasi
t/a Gervasi Construction

FG.

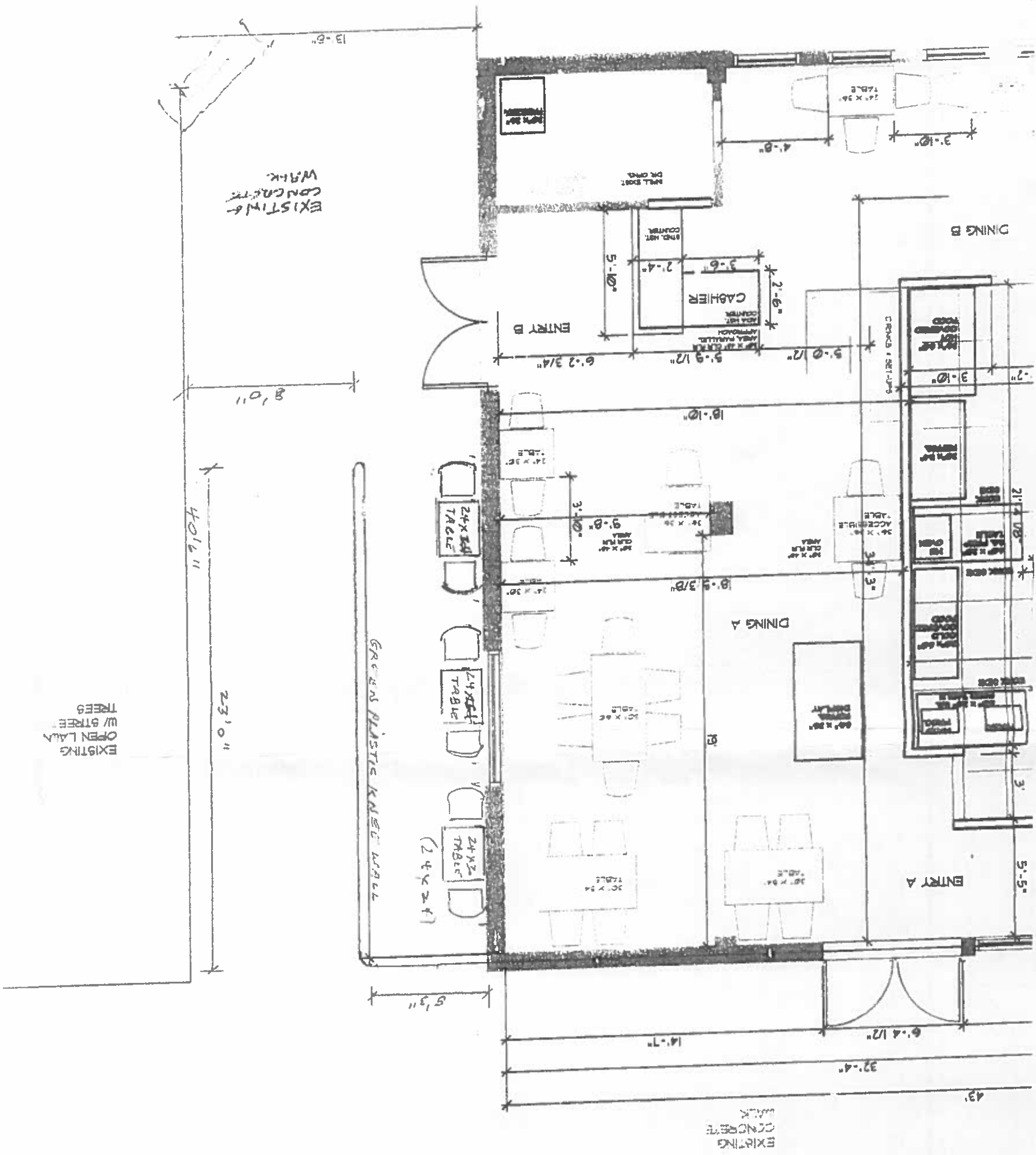
EXISTING CULINARY PARKING	EXISTING CONCRETE WALK	EXISTING ACCENT PAVER WALKWAY	EXISTING STREET TREE	EXISTING CONCRETE WALK	EXISTING PARKING	EXISTING FLUSH PARKING ACCESS

EXISTING STREET TREE	EXISTING ACCENT PAVER WALKWAY	EXISTING STREET TREE	EXISTING ACCENT PAVER WALKWAY	EXISTING STREET TREE	EXISTING POLE MOUNTED SPACE SAVING
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APB Recommendation

EXISTING CONCRETE WALK	EXISTING ACCENT PAYER WALKWAY	EXISTING STREET TREE	EXISTING CONCRETE WALK	EXISTING PARKING	EXISTING PARKING ACCESS FLUSH
EXISTING CONCRETE WALK	EXISTING ACCENT PAYER WALKWAY	EXISTING STREET TREE	EXISTING CONCRETE WALK	EXISTING PARKING	EXISTING PARKING ACCESS FLUSH



Original Request

City Council Agenda Item Report

Meeting Date: June 17, 2019

Submitted by: Judith Howerton

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Windsor Green Community Center Renovation

Suggested Action:

Reference:

Windsor Green Community Center Detailed Site Plan

Staff Report, 3/14/2019

APB Report, 3/21/2019

PRAB Report, 3/21/2019

Green ACES Report, 3/28/2019

The City has received a referral from M-NCPPC for a revision to a Detailed Site Plan for Windsor Green. The Windsor Green Homeowner's Association is seeking approval to build an addition on its Community Center building and to renovate the associated recreation facilities located at the Southwest corner the intersection of Greenbelt Road and Frankfort Drive. Comments are due to M-NCPPC on June 15, 2019 and the DSP is scheduled for County Planning Board consideration on July 18, 2019.

On April 1, 2019 the City Council had a work session on the Windsor Community Center Project where they were briefed by representatives from G.E. Fielder and Associates, and from the Windsor Green Community Homeowners Association (HOA) of their plans. The Advisory Planning Board (APB), Parks and Recreation Advisory Board (PRAB), and the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES) also reviewed the plans and recommended approval.

The DSP proposes to remove two (2) of the five (5) existing tennis courts as well as the grey concrete retaining wall fronting Greenbelt Road, and to replace them with a mix of features and amenities that will make the community center more up-to-date in terms of user needs. The plan outlines the revitalization of, and addition to, the existing building, plaza, play space and the addition of Bocce and volleyball. In addition, the DSP provides for improved ADA access to facilities, environmental site design, enhanced landscaping and screening, bicycle parking and a water fountain. Staff discussed with the HOA's design consultant the feasibility of relocating the maintenance yard to the north end of the parking lot, but the consultant cited design concerns/challenges that drove the selection of the current location and is seeking the City's understanding and support. The HOA is proposing a 6 foot tight enclosure, expanded buffer along MD 193 and extensive landscaping that will serve to screen the maintenance facility. Staff has asked for the installation of more mature plantings at this location.

Planning staff recommends that City Council support the Detailed Site Plan for Windsor Green' Community Center Renovations, and direct staff to submit a letter of support to the County Planning Board.

Attachments:

[DSP 081010-02 Site Plan.pdf](#)

[DSP-081010-02-StaffReport.docx](#)

[DSP-081010-02-APBReport.pdf](#)

[PRAB Report 19-3- Windsor Green Community Center Renovation 3-21-19.pdf](#)

[Green ACES Rec 2019-01-WGCC Renovation.docx](#)

CITY OF GREENBELT
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

DETAILED SITE PLAN
WINDSOR GREEN COMMUNITY CENTER

STAFF REPORT
March 14, 2019

OVERVIEW:

I. General Information

Applicant/Property Owner:	Windsor Green Homeowners Association
Subject:	Windsor Green Community Center Renovation
Project Name:	Windsor Green Community Center
Location:	Southwest of the Intersection of Frankfort Drive and Greenbelt Road (MD 193)
Acreage:	3.3235 Acres (144,700SF)
Existing Zoning:	R-30 (Multi-family low density residential)
Existing Land Use:	Community Center
Proposed Land Use:	Community Center
Adjacent Land Uses/Zoning:	R-30; R-T (Townhouses)

The subject property is located at 7474 Frankfort Drive, Greenbelt, Maryland, 20770. The property is at the Southwest corner of the intersection of Greenbelt Road and Frankfort Drive. The north side of the subject property fronts Greenbelt Road (MD 193) for 364 feet; the east fronts Frankfort Drive for 540 feet. The southern property line fronts 297 feet of Jacobs Drive. The western property line is 320 feet and is characterized by open space and the side of an existing townhouse and existing woodlands. There is one point of ingress and egress to Frankfort Drive.

The current development was built in the early 1980's. The 3.3 acre property was developed as a Community Center for the Windsor Green Homeowner's Association. The facilities include:

- 2,850 SF Club House with outdoor plaza sitting area, game and picnic tables.
- Swimming Pool
- Tot Pool
- 5 Tennis Courts
- 2 Picnic Areas
- Tot Lot
- Maintenance Area
- 78 Parking Spaces (including 4 Handicap Spaces)

II. Proposed Development

The revitalization is proposed for 1.71 Acres of the existing approximately 3.33 acre Community Center. The Proposed Detailed Site Plan (DSP) Amendment for Windsor Green Community Center Club House and grounds provides for revitalization of the existing building, plaza, play space, and the addition of Bocce, volleyball, accessibility (ADA) to facilities, and upgrades to the landscaping. The plan provides for removal of two (2) tennis courts and grey concrete wall fronting Greenbelt Road.

The existing 2,850 SF Club House is planned to receive new interior finishes plus 848 SF in three small additions (a 600 SF multipurpose room, a 216 SF support spaces and a 32 SF office expansion). The current focal point will shift to the new Club House entry and entry pillars. The revitalization includes a Great Lawn, space for a future shelter and grill area, landscaping (majority of which are natives), hardscaping, and new site furniture. The existing gray painted retaining wall along Greenbelt Road will be removed, and replaced by landscaped slope, and a single wall of 41.1' in length which is set back significantly from Greenbelt Road. The highest point of the wall is 4.8' and the average height is 2.5'. The existing forest edges will be expanded to add additional shade, flowering, and evergreen trees. The area will be planted with blooming understory trees and shrubs to add seasonal interest and privacy. This will give the Windsor Green Community an entirely new look from the view of Greenbelt Road (MD193) as well as improving the streetscape.

The following outdoor facilities will be built:

- Tennis court (relocated and improved)
- Bocce' Court – with sitting areas
- Grass Volleyball
- Plaza with:
 - 6 Tables on patio (2 Accessible)
 - 2 Benches on plaza near overlooking double tennis courts
- Water fountain
- 2 Game Tables (1 Accessible)
- 1 to 2 Curved Benches near Flag Pole.
- 2 Great Lawn with area reserved for future shelter and grilling area
- Storm water Management Areas

The facilities that are to remain are:

- Swimming Pool
- Tot Pool
- 2 Tennis Courts
- Picnic Area
- ADA access to pools
- Car Parking lot with ADA spaces

III. Analysis

1. **Zoning** - There are no substantial changes from existing land use to proposed developments. There is no change of use from a lower to a higher density use category or from a residential use to a nonresidential use.

The gross floor area does increase from 2,850 SF to 3,698 SF based on the proposed additions to the Club house.

2. **Environment & Landscaping** - There are no wetlands or streams on this site. The site is not located within a watershed as established by the Department of Natural Resources. It is also not within a sensitive species protection area. No county regulated 100 year floodplain is located on site.

The removal of two (2) tennis courts reduces impervious surfaces. The relocation of the maintenance yard (shed) will move it away from existing trees resulting in a reduction in impact on the trees. This relocation would also take pressure off the emergency watershed protection.

All walkways and plaza are to be ADA compliant. The plan stipulates that slopes on the walks will not exceed 4% percent with a cross slope of less than 2%. The walkways will provide access to all parts of the site.

The planting plan preserves native plants (over 75%) and will add additional trees and understory plantings which will include shade trees, flowering trees, shrubs, and perennials.

The site security fence will be placed near the perimeter of the new wall proposed along Greenbelt Road. The black fence will be integrated into the existing and newly planted/expanded 'forest'. A black sight tight fence will be used at the relocated maintenance yard. The fences will connect along the top of the retaining wall. A man gate will be placed access near the maintenance yard.

There are aspects of the project design that are specifically environmentally friendly and energy conserving such as:

- The existing building will be a 'renovation and reuse' project rather than a 'scrape and rebuild' which would prevent demolished non-organic building material from going to a landfill.

- The existing building's attic insulation which is damaged is being replaced with batt insulation.
3. **Storm Water Management (SWM)** - There is no existing SWM provided on site. (The project was built prior to SWM regulations). Storm water was conveyed to a regional facility located at the southeast intersection of Ora Glen Drive and Hanover Parkway.

The applicant's Concept SWM Plan has been submitted to the County and is awaiting approval. The proposed SWM has ESD's (Micro-Bio Retention M-9) in several different areas of the site.

4. **Parks and Recreation** - The development plan is proposing to replace two (2) of the five (5) tennis courts with a mix of features and amenities that will make the community center more current in terms of user needs. In addition, it provides ADA access to facilities, bicycle parking, and a water fountain. There will be new equipment for the play space that meet ASTM F2223 standards.
5. **Parking and Loading** - Under County parking and loading standards, parking in such an area is determined by uses comprising the club/area (such as eating or drinking establishment, office, auditorium, recreational area). In the proposed development uses comprise of: a pool, tennis courts, community center, and a picnic area with six (6) tables. The total number of parking provided by the proposed development is 75, which will include; 42 regular spaces, 29 compact spaces, and 4 spaces reserved for the physically handicapped, of which 2 are regular and 2 are van accessible. There are 74 existing parking spaces which include; 61 regular spaces, 9 compact spaces, and 4 handicapped spaces.

RECOMMENDATION:

Staff recommends approval of Detailed Site Plan (DSP-81010-2) for the Windsor Green Community Center, with the following condition:

1. The applicant will submit concept Storm water Management Plan documentation to the City, showing approval by the County.

**ADVISORY PLANNING BOARD
REPORT TO COUNCIL**

**REPORT NO. 2019-03
March 21, 2019**

**SUBJECT: Windsor Green Community Center
Pre Application DSP-081010-02**

BACKGROUND:

G.E. Fielder and Associates submitted application materials for the Windsor Green Community Center Detailed Site Plan (DSP) for Parcel R owned by the Windsor Green Homeowners Association. The subject property is located at 7474 Frankfort Drive, Greenbelt, Maryland, 20770 which is on the Southwest corner of the intersection of Greenbelt Road and Frankfort Drive. The north side of the subject property fronts Greenbelt Road (MD 193). The current development was built in the early 1980s.

The DSP provides for the removal of two (2) of five (5) tennis courts as well as the grey concrete wall fronting Greenbelt Road, and replacing them with a mix of features and amenities that will make the community center more current in terms of user needs. The plan also outlines the revitalization of the existing building, plaza, play space and the addition of Bocce and volleyball. In addition, it provides ADA access to facilities, bicycle parking and a water fountain.

ANALYSIS:

Representatives from G.E. Fielder and Associates presented to a joint meeting of the Advisory Planning Board (APB) and Parks and Recreation Board (PRAB) on March 20, 2019. Following the presentation, the Board met to discuss the DSP details for Windsor Green Community Center renovation. City Staff informed the Board that the DSP meets the requirements of Prince George's County Code as well as the Prince George's County Landscape Manual. In general, the Board is supportive of this plan. However some issues were raised during the session. The concerns raised were:

- The plan proposes that the maintenance yard be relocated to the north end of the parking lot. The concern is that this would make it visible from Greenbelt Road. The plan proposes a sight tight fence but there was some discussion about whether it could be situated at a different location.
- The plan could do more in terms of Stormwater Management (SWM). The Board mentioned several ideas that could be explored including: pavers which could help with permeability, rain barrels in appropriate locations (possibly like those implemented at the Youth Center owned by the City of Greenbelt), cisterns, and even further reduction of impervious surfaces specifically the parking lot. The parking provision exceeds requirements and in addition is not highly used by

residents which creates an opportunity for reducing the number of parking spaces (impervious surfaces).

- The fence along Greenbelt Road will have plantings to screen it. It is not clear if the proposed plants will provide adequate/proper screening and the board recommends that this be reviewed for improved screening. The screening of the fence is important because it is the viewshed afforded to most people living or traveling through Greenbelt who are not Windsor Green residents. Beautiful and hospitable landscaping in this area will be a civic asset.

The Board is aware that the applicant is awaiting Stormwater Management Concept plan approval from the County.

RECOMMENDATION:

The Board recommends City Council support the Windsor Green Community Center DSP with the following comments:

- 1) The Applicant should consider providing more creative elements for SWM including:
 - a. Pavers that can help with permeability
 - b. Consider using rain barrels or cisterns
- 2) The Applicant should consider reducing parking spaces/impervious surfaces.

Respectfully submitted,

Keith Chernikoff
Chair

This report was adopted by a vote of 5-0-1 with 1 member abstaining.

**PARK AND RECREATION ADVISORY BOARD
REPORT TO CITY COUNCIL**

Subject: Windsor Green Community Center Renovation

Background: PRAB and the Advisory Planning Board met with representatives from Windsor Green Homeowners Association and their management company on March 20, 2019 to discuss the detailed site plan for the Windsor Green Community Center renovation plan. The presentation included removing 2 of the 5 tennis courts and replacing those courts with a larger green space that has a volleyball court and bocce court, as well as providing updated amenities, and an accessible play surface with new structures. The renovation plan also includes aesthetic enhancements with landscaping with native grasses, shrubs and trees.

Recommendations: PRAB supports the renovation plan for several reasons, including:

- 50% reduction of impervious surface and replacement with recreational green space.
- Increased accessibility to the community center grounds, amenities and seating areas.
- Aesthetic enhancements through the removal of the large wall adjacent to Greenbelt Road, intentional movement of the maintenance facility, and careful landscaping and terracing.

Respectfully submitted by:
Jacob Chesnutt, PRAB Chair
Brandon 'Ric' Gordon, PRAB Vice-Chair



GREENBELT ADVISORY COMMITTEE ON ENVIRONMENTAL SUSTAINABILITY
March 28, 2019
Recommendation 2019-01

SUBJECT: Windsor Green Community Center Renovation

BACKGROUND: Green ACES was briefed on March 26, 2019, by the firm that developed the proposed renovation plan for the Windsor Green Community Center. Green ACES is glad to be given the opportunity to review this thorough, well-thought-out project.

RECOMMENDATION: Green ACES recommends that the City of Greenbelt support this project. Green ACES is satisfied with the proposed Windsor Green Community Center renovation project. We were pleased with their ability to answer the many questions we asked, and with many of their ideas, including ADA-compliant features; the emphasis on landscaping using native plants; and the water bottle-refill station.

We recommended pairing recycling receptacles with their trash receptacles and making use of utility rebates where applicable.

City Council Agenda Item Report

Meeting Date: June 17, 2019

Submitted by: Terri Hruby

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Program Open Space (POS) FY 2020 Annual Program

Suggested Action:

Reference:

City of Greenbelt 2020 POS Allocation

POS 2020 Annual Program shared with Council

The City's FY 2020 Annual Program Open Space (POS) Program is due to the Maryland- National Capital Park and Planning Commission (M-NCPPEC) on June 20, 2019. The City has been notified that the County will be receiving a total of \$7,435,990 in FY 2020 POS funds. Based on the results of the 2010 Census the City will be receiving \$198,540.03, compared to \$219,305.52 in FY 2019. The City is required to allocate at least 50 percent of the City's FY 2020 funds to acquisition projects.

The City has POS funds encumbered for the following development projects: Greenbelt Aquatic and Fitness Center Phase I improvements and Buddy Attick Park Master Plan Improvements. Including the City's FY 2020 POS allocation, the City's unencumbered POS balance is \$677,112.86, with at least \$271,871.81 being required to be used for acquisition projects.

For FY 2020 staff is proposing that \$488,384.93 of unencumbered POS funds be programmed for land acquisition, slightly above the \$400,000 shown in the City's FY 2020 budget. Staff is also proposing that the remaining unencumbered funds (\$188,727.93) be allocated to the following projects: Buddy Attick Park Master Plan Improvements, Tennis Court Improvements, and Playground Renovations at 2 Court Research Road. The City's FY 2020 budget anticipated using a Community Parks and Playground grant for the 2 Court Research Road playground project but the project was denied funding so staff is proposing to use POS funds. At any time in FY 2020 the City can amend its annual program if new projects arise and/or additional funds are not needed for a particular project.

Staff recommends City Council approve the City's FY 2020 Program Open Space Annual Program as proposed.

Attachments:

[City of Greenbelt 2020 POS Allocation.pdf](#)

[POS 2020 Annual Program shared with Council.pdf](#)



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Department of Parks and Recreation

6600 Kenilworth Avenue • Riverdale, Maryland 20737

VOICE 301-699-2527
TTY 301-699-2544
FAX 301-277-9041

May 13, 2019

Ms. Terri Hruby
City of Greenbelt
15 Crescent Road
Greenbelt, Maryland 20770

**Re: Program Open Space Allocation
City of Greenbelt**

Dear Ms. Hruby:

The FY2020 Program Open Space allocation for Prince George's County is \$7,435,990. Each municipality receives a portion of the County's total allocation based on its population. Based on the results of the 2010 Census, the **City of Greenbelt will be receiving One Hundred Ninety Eight Thousand Five Hundred Forty Dollars and Ninety-Three Cents (\$198,540.93) which represents 2.67% of the County's FY2020 POS allocation.**

A meeting to discuss the FY20 POS allocation with a representative of the Maryland Department of Natural Resources is scheduled for **Monday, May 20, 2019 at 10:00 am.** We will be meeting at the Walker Drive Offices located at 7833 Walker Drive, Greenbelt, MD, 20770 in conference room 2B on the lower level. In the meantime, please call me at the above listed number if you have any questions regarding your FY20 POS allocation.

Sincerely,

Benita M. Henderson, POS Liaison
Capital Improvement Program
Park Planning and Development Division

c: Alvin McNeal, Acting Division Chief
Aaron Waller, CIP Manager

**CITY OF GREENBELT
PROGRAM OPEN SPACE
ANNUAL PROGRAM – RESERVE FUNDS
FISCAL YEAR 2020**

Development Reserve Funds¹:

<u>Fiscal Year</u>	<u>Amount</u>
Prior Year Funding	\$42,496.66 ²
FY 2008	\$27,689.30
FY 2018	\$126,131.87
FY 2019	\$109,652.76
FY 2020	\$99,270.46

Acquisition Reserve Funds³:

<u>Fiscal Year</u>	<u>Amount</u>
FY 2014	\$62,948.58
FY 2019	\$109,652.76
FY 2020	\$99,270.47

TOTAL = \$677,112.86

¹ Development monies can be used towards acquisition projects

² Monies reverted from Springhill Lake Recreation Center Expansion project

³ M-NCPPC approved 100 percent of FY 2016, FY 2017 & FY 2018 allocations to be used towards development projects.

**CITY OF GREENBELT
PROGRAM OPEN SPACE
FY 2020 ANNUAL PROGRAM**

Justification & Narrative Description of Projects

The following materials are intended to clarify the City of Greenbelt's submission for the FY 2020 Program Open Space (POS) Annual Program. The City's FY 2020 Annual Program includes three development projects and one land acquisition project.

Status of FY 2019 POS Annual Program & Encumbered Projects

The City's FY 2019 POS Annual Program submission consisted of one development project and one acquisition project. The City's FY 2019 development project, *Buddy Attick Park Master Plan Improvements*, is currently awaiting County permit approval. The City anticipates soliciting bids from eligible contractors this summer and for construction to begin in the fall of 2019.

The acquisition project, *Greenbelt Parkland Acquisition*, remains on hold as no acquisition projects have presented themselves to the City. If an opportunity arises the City will revise its annual program to be more site specific.

The City did complete a number of POS projects in FY 2019 including the following: *Community Center Facility Upgrades*, *Greenbelt Aquatic and Fitness Center Upgrades Phase IV* and the *Community Center Playground Renovation* project. The City has an additional project, *Greenbelt Aquatic and Fitness Center Upgrades Phase II*, that has received Board of Public Works approval but that project is currently on hold.

Justification for FY 2020 Projects

The City is strongly committed to protecting diminishing open space resources and providing quality recreational facility for its residents. The City's philosophy and policy commitment to this goal are set forth in the City's adopted goals action plan. This goals action plan includes an open space component, which defines a broad goal "to protect and increase Greenbelt's open space," and then spells out 12 objectives to achieve this goal.

The following is a brief description of and justification for the City's three proposed projects:

Buddy Attick Park Master Plan Improvements (D-G1): In 1992, the Greenbelt City Council adopted the Buddy Attick Park Master Plan. The 90+ acre park provides a wide variety of recreational opportunities to the City's residents, as well as visitors from around the Washington Metropolitan region. This project involves implementing certain recommendations of the Master Plan including implementing "green" parking lot improvements, installing a kiosk at the main entrance to the park and redesigning the entrance to the park from parking facilities.

**PROGRAM OPEN SPACE
FY 2020 ANNUAL PROGRAM**

Justification & Narrative Description of Projects (continued)

The City has received grant funding to implement certain aspects of this project. Planning and engineering are complete for this project and the City is currently in the Prince George's County permitting process, and anticipates this project going to construction within the next few months.

The project is consistent with the 2009 Maryland Planning Visions and the Prince George's County Park and Recreation Goals. The project will involve public participation in the planning and design of improvements. The project supports the City's commitment to resource conservation, land stewardship and the provision of high quality sustainable recreational/environmental resources.

Tennis Court Improvements (D-G2): This project proposes to undertake improvements to four tennis courts at the City's Braden Field facility and two courts at the Lakecrest Tennis Courts. The courts are in poor condition and in need of resurfacing and minor repairs. Work to be undertaken includes new color coating and minor surface repairs as needed. The courts are widely used by the tennis community and have benefited from Program Open Space funding in the past. In 2009, the City used POS funds to upgrade lighting and surfacing at four tennis courts at the Braden Field tennis courts

The project is consistent with the 2009 Maryland Planning Visions and the Prince George's County Park and Recreation Goals. The project supports the City's commitment to resource conservation, land stewardship and the provision of high quality sustainable recreational/environmental resources.

Playground Renovations, 2 Court Research Road (D-G3): The City proposes to renovate an existing playground that is located in the historic core of the community. The playground serves young children and will be designed to be ADA and CPSC compliant.

The existing playground has aging equipment that is no longer compliant with current safety guidelines. The City will collaborate with Greenbelt Homes, Inc. on the design and installation of the new playground, per an existing playground agreement.

The project is consistent with the 2009 Maryland Planning Visions and the Prince George's County Park and Recreation Goals. The project will involve public participation in the planning and design of improvements. The project supports the City's commitment to resource conservation, land stewardship and the provision of high quality sustainable recreational/environmental resources.

Greenbelt Parkland Acquisition (A-G1): This project proposes the acquisition of unspecified acres of undeveloped land for use as passive and/or active parkland. While the City is not able to identify a specific parcel of land for acquisition at this time, by

**PROGRAM OPEN SPACE
FY 2020 ANNUAL PROGRAM**

Justification & Narrative Description of Projects (continued)

including this project in its annual program it will be in a better position to react if a parcel of land becomes available that the City has identified as having open space/recreation value. This project is consistent with both the City's goal to protect open space as well as the State's 2009 Planning Visions that advocate environmental protection, resource conservation and local stewardship efforts.

VISION STATEMENTS – FY20	
DEVELOPMENT PROJECT	
PROJECT ID	PROJECT NAME, PROJECT DESCRIPTION
D-G1	<u>Buddy Attick Park Master Plan Improvements</u> - In 1992, the Greenbelt City Council adopted the Buddy Attick Park Master Plan. The 90+ acre park provides a wide variety of recreational opportunities to the City's residents, as well as visitors from around the Washington Metropolitan region. This project involves implementing certain recommendations of the Master Plan including the installation of public restrooms, parking lot improvements and a kiosk located at the main entrance to the park. The project is consistent with the 2009 State planning visions.
D-G2	<u>Tennis Court Improvements</u> : This project proposes to undertake improvements to four tennis courts at the City's Braden Field facility and two courts at the Lakecrest Tennis Courts. Work includes new color coating and minor surface repairs as needed. The project is consistent with the 2009 State Planning visions including but not limited to community design, public participation, and stewardship.
D-G3	<u>Playground Renovations, 2 Court Research Road</u> - Renovate an existing playground with modern play equipment and address safety and ADA accessibility concerns. The City proposes to renovate a playground that is located in the historic core of our community. The playground will be designed to be ADA and CPSC compliant. The existing playground has equipment that is 25 years old or older and is no longer compliant with current safety guidelines. This project is consistent with the 2009 State planning visions. The project supports quality of life and sustainability, public participation and community design.

**PROGRAM OPEN SPACE
'ANNUAL PROGRAM FOR DEVELOPMENT
FISCAL YEAR 2020**

	<u>Project ID</u>	<u>Project Name & Project Description</u>	<u>Acreage</u>	<u>Source of Funds for Annual Program Only</u>			
				<u>Total</u>	<u>Local</u>	<u>State (POS Local Funds)</u>	<u>Federal</u>
City of Greenbelt	D-G1	Description: Buddy Attick Park Master Plan Improvements: Requesting additional monies for the Implementation of the Buddy Attick Park Master Plan recommendations to include gateway improvements, parking lot retrofits (greening) and kiosk. Prior years: \$42,496.66 FY 2008: \$27,689.30 FY 2018: \$28,385.97	75	\$123,214.93	\$24,643.00	\$98,571.93	
City of Greenbelt	D-G2	Description: Tennis Court Improvements: This project proposes to undertake improvements to four tennis courts at the City's Braden Field facility and two courts at the Lakecrest Tennis Courts. Work includes new color coating and minor surface repairs as needed. FY 2020: \$52,500.00	6 courts	\$70,000.00	\$17,500.00	\$52,500.00	
City of Greenbelt	D-G3	Description: Playground Renovations, 2 Court Research Road - Renovate an existing playground with modern play equipment and address safety and ADA accessibility concerns. FY 2020: \$37,656.00		\$50,209.00	\$12,553.00	\$37,656.00	

VISION STATEMENTS – FY20	
<i>ACQUISITION PROJECTS</i>	
<u>PROJECT ID</u>	<u>PROJECT NAME, PROJECT DESCRIPTION</u>
A-G1	<u><i>Greenbelt Parkland Acquisition</i></u> – This project proposes the acquisition of undeveloped land within the City to provide increased recreational opportunities and/or for conservation purposes. A specific parcel has not been identified at this time, but the City wants to position itself to be in a financial position to acquire land for open space purposes as the opportunity arises. The project supports the following 2009 State planning visions: Quality of Life and Sustainability, Environmental Protection, Resource Conservation and Stewardship.

**PROGRAM OPEN SPACE
ANNUAL PROGRAM FOR ACQUISITION
FISCAL YEAR 2020**

<u>Sponsor</u>	<u>Project ID</u>	<u>Project Name, (Project Description)</u>	<u>Acreage</u>			<u>Source of Funds for Annual Program Only</u>			
			<u>Existing</u>	<u>Ultimate</u>	<u>Project</u>	<u>Total</u>	<u>Local</u>	<u>State (POS Local Funds)</u>	<u>Federal</u>
City of Greenbelt	A-G1	Description: Parkland Acquisition – Acquisition of unspecified acres of land to provide recreational opportunities and/or trail connections within the City. <u>FY 2014:</u> \$62,948.58 <u>FY2018:</u> \$97,745.90 <u>FY 2019:</u> \$219,305.52 <u>FY 2020:</u> \$108,384.93	To be determined		To be determined	\$488,384.93		\$488,384.93	

City Council Agenda Item Report

Meeting Date: June 17, 2019

Submitted by: Terri Hruby

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Award of Bid - Greenbelt Lake Dam Repair Project

Suggested Action:

Reference:

Memorandum, T. Hruby, 06/12/2019

Bid Tabulation

The City is under a consent order with the Maryland Department of the Environment (MDE) to undertake several repairs to Greenbelt Lake Dam. Phase 1 of the project which involved repairs to the lake drain pipe and valve was undertaken in 2016.

On February 27, 2019 the remaining three construction phases of the project were bid and the bid opening was held on March 29, 2019. The City received three responses to the bid and all three were found to be eligible for consideration. Bids ranged in cost from \$1,717,000 to \$2,611,224. The low bidder was KC Construction, a Pennsylvania based company with extensive experience in dam construction with projects ranging from \$1.1 Million to \$22 Million. KC Construction is also proposing to use several Disadvantaged Business Enterprise Certified Maryland based subcontractors.

In FY 2017 the City received voter approval to borrow up to \$2.5 Million in loan funding to complete repairs to the Greenbelt Lake Dam. The City received approval from MDE for \$2.5 Million in FY 2017 Water Quality State Revolving Fund Loan Funds to complete the project. In 2017, the City also received \$285,000 in Capital Grant funds which the City is required to match. The City's FY 2020 Capital Projects Budget includes \$2,285,000 for this project.

It is staff's assessment that KC Construction, the lowest responsive bidder, has demonstrated sufficient experience and is very capable of undertaking the project work. Staff has further found that the submitted bid is within the City's FY 2020 Capital Projects budgeted amount for this project.

Staff recommends City Council award the Greenbelt Lake Dam Repair project to KC Construction in the estimated Unit Price Base Contract Sum of \$1,717,000, with such approval contingent on receiving Maryland Board of Public Works approval as required under the MDE Loan program.

Attachments:

[Memorandum, T. Hruby, 06/12/2019.pdf](#)

CITY OF GREENBELT, MARYLAND MEMORANDUM

TO: Nicole Ard, City Manager
FROM: Terri Hruby, Director of Planning and Community Development
DATE: June 12, 2019
SUBJECT: Greenbelt Lake Dam Repairs – Bid Award Recommendation

Background

The city is under a consent order with the Maryland Department of the Environment (MDE) to undertake several repairs to Greenbelt Lake Dam. The consent order details the scope of work required and timeline for implementing. The project has obtained the required sediment control permits, MDE Non-tidal Wetland permits, and MDE Dam and Safety permits.

In FY 2017, the City received voter approval to borrow up to \$2.5 Million in loan funding to complete repairs to the Greenbelt Lake Dam. The City received approval from MDE for \$2.5 Million in FY 2017 Water Quality State Revolving Fund Loan Funds to complete the project. In 2017, the City also received \$285,000 in Capital Grant funds which the City is required to match.

Phase 1 of the project which involved repairs to the lake drain pipe and valve was undertaken in 2016. Remaining work to be completed per the City's MDE consent order includes three phases: Phase 2A – Chimney Filter and Toe Drain Installation, Phase 2B – Embankment Raising and Phase 3 – Spillway Repair. A bid for this work was advertised for bid on February 21, 2019. The project was advertised in regional newspapers, the State maintained E-Maryland Marketplace website and the City of Greenbelt website. A pre-bid meeting was conducted on March 7, 2019 and the bid opening was conducted on March 29, 2019.

Response

The City received three (3) responses to the bid which is considered a good response rate for this type of project. The submitted bids were reviewed by staff for compliance with the scope of work and required bid submittal documentation. All Three (3) firms were found to adequately meet these criteria.

The list of companies/firms submitting bids and their associated cost quotes are as follows:

- | | |
|------------------------|----------------|
| • KC Construction | \$1,717,000.00 |
| • Kewit Infrastructure | \$2,197,500.00 |
| • Dirt Plus, Inc. | \$2,611,334.00 |

The low bidder, KC Construction is a Pennsylvania based company with extensive experience in dam work. It has worked on dam projects ranging in value from \$1.1 million to \$22 million. Responses to reference checks for KC construction revealed that they are considered one of the best in the dam repair industry and have the personnel, qualifications and experience needed for this project. As one

reference stated, “KC is the best of the best”. KC Construction is also proposing to use several Disadvantaged Business Enterprise Certified Maryland based subcontractors including Froehling & Robertson, Inc. located in Jessup; DAD Environmental Construction located in Hyattsville; Kelley’s Trucking located in Baltimore; and Apex Petroleum Corporation located in Largo.

The City’s FY 2020 Capital Projects Budget includes \$2,285,000 for this project. It is anticipated that additional costs above the bid base amount of \$1,717,000 may be incurred related to the removal of unsuitable materials and rock and fill material. KC Construction’s bid proposal includes unit costs for these items. Overall, including anticipated construction costs and engineering and inspection costs, there is sufficient funding available to complete the project.

Project Schedule

City staff was anticipating project construction to begin on or about July 8, 2019, however at this time it appears that project construction will be delayed by several weeks. The City is required to obtain MDE and Maryland Board of Public Works (BPW) approval of the City’s procurement process and contract award recommendation. To date MDE staff has indicated their approval of the City’s procurement package, but it continues to await Board of Public Works approval. City staff has been informed that the item may not appear on BPW’s agenda for approval until early August. Staff has asked for MDE’s assistance in expediting BPW’s approval, and will continue to pursue this issue.

Once BPW gives its approval, City staff will schedule a pre-construction meeting with the Contractor to finalize the project schedule. This will allow staff to work closely with Ms. Palau on public outreach efforts in advance of construction starting. Once construction commences it is estimated to take approximately 7 months. This estimate is weather dependent.

Staff Recommendation

It is staff’s assessment that KC Construction, the lowest responsive bidder, has demonstrated sufficient experience and is capable of undertaking the project work. Staff has further found that the submitted bid is within acceptable limits of the project’s budget. Therefore, staff recommends award of the Greenbelt Lake Dam Repair project to KC Construction in the estimated amount of \$1,717,000, with such approval contingent on BPW approval.

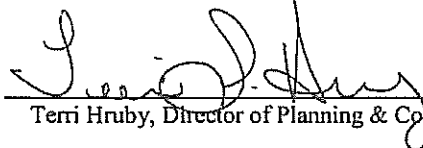
Attachments

- Bid Summary Sheet – March 29, 2019

**Greenbelt Lake Dam Repair Project
Contract No. 2018-02-B**

**BID TABULATION
Bid Opening – March 29, 2019 @ 2:00PM**

Company	Phase 2A	Phase 2B	Phase 3	Total	Removal Unsuitable Material (Per CY)	Removal of Rock (CY)	Fill Material (CY)
Kewit Infrastructure	1,382,450	350,375	464,675	2,197,500	50.00	200.00	70.00
KC Construction	881,000	188,000	648,000	1,717,000	45.00	120.00	45.00
Dirt Plus, Inc.	1,594,201	94,321	922,812	2,611,334	68.00	\$75.00	52.00

Authorized Representative 
Terri Hruby, Director of Planning & Community Development

Date: 4/24/19

City Council Agenda Item Report

Meeting Date: June 17, 2019

Submitted by: David Moran

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Maryland Municipal League 2020 Legislative Requests

Suggested Action:

Reference:

2020 MML Legislative Request form

History of City MML Priority Requests

MML Assets and Liabilities of City's 2019 Submissions

The City has received the annual request from the Maryland Municipal League (MML) to submit statewide legislative initiatives by July 26.

Last year, the City submitted three proposed initiatives.

- Online Sales Tax – Municipal Share
- Local Authority over Vegetation Management
- Retroactive Utility Billing

MML did not select any of these initiatives as a priority. Included in the reference materials is a list of assets and liabilities developed by MML.

Suggested initiatives must have statewide municipal impact. Per MML rules, the City may submit up to three Legislative Requests.

Council direction is sought.

Attachments:

[2020-MML-LEGISLATIVE-REQUEST.pdf](#)

[MML Priorities.doc](#)

[MML 2019 Assets and Liabilities.pdf](#)

2020 MML LEGISLATIVE REQUEST

Name of Municipality, Chapter or Department submitting request:_____

Contact Person/Title_____

Address/City/State/Zip:_____

Telephone numbers: (Work)_____ (Home)_____ E-mail:_____

How MML Legislative Priority Issues Are Selected

1. The League shall inform all member municipalities, chapters, and departments that they may **submit up to three legislative requests each for consideration** as MML initiatives before the Maryland General Assembly by a deadline selected by the League.
2. The staff reviews these requests and prepares background information for the Legislative Committee.
3. The Legislative Committee meets to discuss these requests and to consider MML priority issues not resolved during the previous session.
4. A legislative request that is the same or as substantially similar to a request that has previously been considered and rejected by the committee twice within a four-year period coinciding with the current term of the General Assembly shall be excluded from consideration by the committee.
5. The LAR submission form requires verification that the elected body of a municipality or the membership of a chapter or department has endorsed a legislative request prior to submission.
6. The committee shall limit legislative sponsorship proposals to the membership for consideration at the fall conference to no more than four (4) non-prioritized items and limit the proposals adopted by the membership to four (4).

LAR FORM MUST BE RETURNED VIA MAIL OR E-MAIL NO LATER THAN FRIDAY, JULY 26, 2019.

1. Describe the problem or situation the request is intended to address:

2. Describe the requested legislation:

3. Describe how the requested legislation would remedy the problem:

4. The proposed legislation would address: _____ Only your municipality
_____ Only municipalities in your county _____ Municipalities in the entire state
_____ All counties and municipalities in the entire state

5. Would the proposed remedy have a significant fiscal impact on your municipality?

BACKGROUND INFORMATION

1. Could the problem be resolved by something other than a new law, i.e., action by another level of government or changes in administrative procedures?

2. If administrative remedies have already been pursued, what were they and what was the outcome?

3. What other state and/or local agencies, if any, would be affected by this proposal?

4. Have any state agencies been contacted about the proposal? If yes, what was their reaction?

HISTORICAL INFORMATION

1. Has the League considered this proposal in a previous year? If yes, describe any significant changes in circumstances that might improve its chances of success in 2020:

2. Has this request been considered by the General Assembly in prior sessions? If yes, please provide the bill number, year, and outcome of legislation, if known:

3. Has this proposed legislation been implemented by any other city, county or state? If yes, please describe where it has been implemented and cite any existing law or model code upon which the proposal is based:

Signature of authorized municipal, chapter
or departmental official

Print name & Title

Date

Please return LAR form to:
MML Legislative Committee
1212 West Street
Annapolis, MD 21401
ATTN: Bill Jorch
410-268-5514
E-mail: kevinc@mdmunicipal.org
& copy billj@mdmunicipal.org

Please indicate the date of the meeting where the governing body of the municipality, chapter or department endorsed/approved this request: _____.

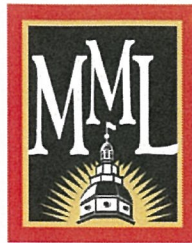
Please complete this form in its entirety. Attach additional sheets, if necessary, as well as documents related to your request. Please return to MML NO LATER THAN **FRIDAY, JULY 26, 2019.**

History of City MML “Priority” Legislative Requests

YEAR	SUBMISSION
2019	Online Sales Tax – Municipal Share Local Authority over Vegetation Management Prohibit Retroactive Utility Billing
2018	Prohibit Housing Discrimination based on Source of Income Municipal Authority over Cell Towers Prohibit Retroactive Utility Billing
2017	Protect Youth Service Bureau Funding Local Authority over Vegetation Management Protect Program Open Space Funding
2016	Incentives for Solar Energy Use Protect Program Open Space Funding Local Authority over Vegetation Management
2015	Debit Card Transactions Should be Treated as Cash Maintain Municipal Ability to Establishing Different Tax Rates on Property Classes.
2014	Solar Energy Initiative Funding for Electric Vehicle Infrastructure
2013	Plastic Bag Fee Bill Alternative Revenue Raising Authority Speed Cameras - Enforcement
2012	No Submission
2011	Funding/Incentives for Alternative Fuel Vehicles and Stations Sign removal on State Highways
2010	Apartment Assessment Issue Funding/Incentives for Alternative Fuel Vehicles and Stations
2009	Speed Cameras
2008	Apartment Assessment Issue Radar Cameras
2007	Electricity Aggregation Increase State Police Aid
2006	No Submission
2005	Electricity Aggregation
2004	Protect Municipal Fiscal Resources Radar Cameras
2003	Speed Cameras
2002	Fiscal Sustainability Speed Cameras Car Sharing Matching Grants
2001	Electricity Aggregation Income Tax – Increase Municipal Share
2000	Electricity Aggregation Consideration of Distribution of Income Tax
1999	Increased Funding for Youth Prevention Programs Local Representatives for Absentee Landlords
1998	Consumer Protection Improperly Registered Motor Vehicles

2019 LEGISLATIVE ACTION REQUESTS (As of 7/31/18)

- (LR 2019 – 01) County Tax Duplication – Mandatory Tax Set-Off to Municipalities (Chestertown & Salisbury)
- (LR 2019 – 02) State Online Sales Tax – Municipal Share (Greenbelt & PGCMA)
- (LR 2019 – 03) Public utilities – Vegetation Management – Municipal Authority (Greenbelt)
- (LR 2019 – 04) Utility Retroactive Billing – Prohibition (Greenbelt)
- (LR 2019 – 05) Five Year Rule – Annexation – Repeal/Modification (Centreville)
- (LR 2019 – 06) Degradation of Municipal Authority – Opposition (Rockville)
- (LR 2019 – 07) Small Cellular Infrastructure – State Preemption – Opposition (Gaithersburg & Rockville)
- (LR 2019 – 08) Congressional Redistricting and Appointment Commission - Establishment (Rockville)
- (LR 2019 – 09) Bromethalin-Based Rat Traps – Usage – Limitations (Gaithersburg)
- (LR 2019 – 10) Stormwater Management on State/County-Owned Property within Municipalities (Gaithersburg)
- (LR 2019 – 11) Public Utilities and State Highway Administration – Coordination with State and Local Governments (Takoma Park)
- (LR 2019 – 12) Municipal Taxing Authority – Creation of New Opportunities (Takoma Park)
- (LR 2019 – 13) Affordable Housing Programs – Additional Funding Sources (Takoma Park)
- (LR 2019 – 14) Bus Transit Waiting Area – Public Private Partnership – Establishment (Glenarden)
- (LR 2019 – 15) Public Safety Body Camera Footage – Storage – Workgroup (PGCMA)
- (LR 2019 – 16) State Sports Betting Revenue – Municipal Eligibility (PGCMA)



THE
MARYLAND
MUNICIPAL
LEAGUE

Assets and Liabilities 2019 Legislative Action Requests (LARs)

NOTE: With an anticipated 35%-40% turnover in the 2019 General Assembly, 5 out of 12 new House Chairs and Vice Chairs, and 7 out of 8 new Senate Chairs and Vice Chairs, municipal education and relationship building requirements will play a huge factor in the success/failure of many of MML's proposed LARs. The time needed on the part of MML members and staff during the 2019 GA legislative session to educate new General Assembly legislators and House and Senate (and possibly administration) leadership should be taken into consideration when discussing the LARs listed below.

2019 – 01 - County Tax Duplication – Mandatory Tax Set-Off to Municipalities

Assets:

1. Legislation could correct a longstanding inequity that requires municipal residents to pay for county services they do not receive.
2. An equity and fairness argument can well be made for this issue.
3. Some members of the General Assembly were educated about the issue as a result of legislation on the issue considered in 2015, but many will be gone after the 2018 general election.

Liabilities:

1. MACo will oppose such legislation as they did during the 2015 legislative session and every other session when the issue was considered in the past.
2. Legislative headway on this issue in the last four decades has largely been limited to only five bills affecting individual counties.
3. Legislation addressing double taxation has historically been more successful as a local bill supported by a local delegation.
4. Legislators dislike being asked to pick sides between municipalities and counties.
5. Legislation introduced to address double taxation could evolve into legislation detrimental to municipal interests.
6. There is no perfect model to address this issue (i.e., no one-size-fits-all solution). Some municipalities are content with their current arrangements and are hesitant to highlight the issue with members of the General Assembly and within their own county governments.
7. To the extent that the Anne Arundel County model is implemented statewide, research in the past indicated it would have eliminated tax rebates to cities and towns that provided \$19.9 million in county grants to 97 municipalities in 12 counties in FY 2014.
8. A pending court case filed by the Town of Ocean City could derail legislation until the case is decided.

2019-02-State Online Sales Tax – Municipal Share

Assets:

1. The proposal would broaden a very narrow municipal tax base.

Liabilities:

1. The General Assembly has not historically been supportive of expanding local government taxing authority in the past.
2. This potential source of municipal revenue is vulnerable to volatile shifts in the State's economy.
3. Given that this is a new source of revenue for the State, it may be difficult to wrest any of it away from state elected officials.

2019 – 03 - Public Utilities – Vegetation Management – Municipal Authority

Assets:

1. This has been an ongoing issue of concern for municipal officials for many years.
2. It is felt that the "fix" passed by the General Assembly in 2013 does not sufficiently address communication problems between municipal officials, residents, utilities and tree trimming subcontractors.

Liabilities:

1. Utilities and the Public Service Commission will likely oppose any efforts to restore local government authority over tree trimming activities, as they claim this was addressed and included in regulations promulgated several years ago.
2. A workgroup report on this topic was released in January of 2018 where it was stated that "all is well with current practices." Municipalities were invited to participate and some were apparently included in the promulgation of the report.
3. Numerous bills on this issue have failed in recent years.

2019 – 04 - Utility Retroactive Billing

Assets:

1. To the extent a municipality was underbilled for utility usage, it could save money if this proposal became law.

Liabilities:

1. This issue is more of a consumer initiative than a municipal issue.
2. Municipalities currently enjoy similar authority to collect property taxes going back for a period of three years when errors are encountered in property tax billing.
3. Utilities will oppose this initiative.

2019 – 05 - Municipal Annexation –Five-Year Rule – Repeal/Modification

Assets:

1. Municipal desired development of land annexed into a municipality would occur in a more timely fashion.
2. A recent Maryland Court of Appeals decision that upheld the counties' right to rescind a waiver of the five-year rule despite a significant change in elected leadership at the county level could lend support to a MML initiative on this issue.

Liabilities:

1. The proposal would put MML at odds with MACo. Legislators have traditionally viewed such initiatives negatively as it puts them uncomfortably in the middle of a local government conflict, having to choose sides.
2. MML has used the five-year rule as a defense against aggressive MACo legislation (specifically when they've attempted to extend the referendum option to adjoining precincts).
3. Reacting to the recent county/municipal rezoning Court of Appeals decision by attempting to pass reactive legislation could backfire by also restricting a municipality's ability to employ the same action(s) when appropriate against a county or other entity.

2019 – 06 - Degradation of Municipal Authority – Opposition

Assets:

1. This is a timely issue that does not tie the League to just one issue
2. MACo is considering and may adopt a similar broad-based anti-preemption priority.
3. This priority would not require specific legislation.

Liabilities:

1. Such a broad priority lacks the clarity that may be needed to resonate with legislators

2019 – 07 – Small Cellular Infrastructure – State Preemption - Opposition

Assets:

1. This is a statewide issue for municipalities.
2. This issue was adopted as a priority in 2018 and MML was successful in defeating the industry bill.
3. MML has already been approached recently by industry to re-engage in discussions about a bill in 2019, which may result in a compromise on some areas of disagreement.
4. State legislation would likely void all local government MOUs and ordinances currently in place, which strengthens the stance against a "one size fits all" approach.

Liabilities:

1. Some existing local government authority and restrictions on this issue reside in federal statute and FCC regulations
2. The FCC and Congress are looking at the issue and considering potential further federal intervention.

3. The Senate Chair who withdrew his legislation on this issue last session failed to win his primary. The House Chair, who cross-filed the bill, is very sympathetic to utility issues.

2019 – 08 - Congressional Redistricting and Appointment Commission - Establishment

Assets:

1. A successful workgroup outcome could positively realign some legislative districts within municipal borders.

Liabilities:

1. The long-time state majority party is unlikely to cede the authority they enjoy on this issue.
2. Similar bills in the past have either failed or were approved with amendments to gut them.
3. A direct impact on municipal government and its operations is not readily apparent in this initiative.

2019 – 09 - Bromethalin-Based Rat Traps – Usage – Limitations

Assets:

1. The measure would promote animal safety.

Liabilities:

1. A direct impact on municipal government and its operations is not readily apparent in this initiative.
2. The League may be in a better position to support a bill, should one be introduced, that addresses this issue.

2019 – 10 - Stormwater Management on State/County-Owned Property within Municipalities

Assets:

1. This is an important issue for the municipalities in the affected counties. Before federal fees can be levied, the State and respective counties must begin paying a municipal stormwater fee for properties owned within a municipality.
2. By bringing on approximately 47 municipalities that currently operate under a Phase II stormwater permit, this issue will become more relevant as more stringent and expensive permit requirements are put in place by MDE in 2018/2019.

Liabilities:

1. This LAR impacts only municipalities that are currently imposing a stormwater fee (SWF) or those that impose a fee in the future.
2. Once the State Highway Administration, the Boards of Education, and state colleges and universities exempt themselves, it becomes difficult to force other federal, state and county property owners to pay a municipal stormwater fee.
3. Legislation to address this issue has failed repeatedly over the past several years.
4. Some municipalities with a SWF currently receive funding from their respective counties for county owned properties, in some cases, including school facilities, so legislation could result in a negative effect on those municipalities currently in a good position.

5. The fact that the legislation fell apart in 2017 at the eleventh hour because some stakeholders changed their positions and a few of our members had second thoughts about the MML bill would likely mean that MML could be back to square one on this initiative.
6. Changes in MACo leadership subsequent to the 2018 general election could change the landscape as far as their willingness to work on a compromise bill with MML this time around.

2019 – 11- Public Utilities and State Highway Administration – Coordination with State and Local Governments

Assets:

1. Requiring better communication between utility companies, the State Highway Administration, and municipal officials could better coordinate local projects to save money and increase efficiency.
2. Some headway was made on the issue through past negotiations.
3. Maryland utility companies are much more engaged with MML subsequent to the adoption of this initiative by MML several years ago.

Liabilities:

1. Utility companies and the State could oppose any measure that requires more notification and communication with local officials.
2. This issue was adopted as League priority for 2017, and while no legislation was introduced, three important action items were completed to enhance communication and coordination of utility work with municipal elected and appointed officials.
3. Legislation to require SHA to communicate with residents impacted by state highway work failed in the last two legislative sessions.

2019 – 12 - Municipal Taxing Authority – Creation of New Opportunities

Assets:

1. The proposal would broaden a very narrow municipal tax base.

Liabilities:

1. The General Assembly has not been supportive of expanding local government taxing authority in the past.
2. Although municipal HUR funding was largely restored with legislation passed during the 2018 legislative session, MML will be tasked with ensuring that municipal HUR funding is included in the state budget for the next five years, beginning in FY 2020. The adoption of a priority to expand municipal taxing authority could negatively impact MML's ability to retain and increase HUR funding over the next five years with the transition to a significantly changed General Assembly in 2019.

2019 – 13 - Affordable Housing Programs – Additional Funding Sources

Assets:

1. This initiative would add additional revenue source for municipalities for affordable housing.
2. Affordable housing has become an important issue in the Maryland General Assembly, which could facilitate a successful measure to acquire additional funding for this specific use.

Liabilities:

1. Requests of the legislature for additional municipal revenue sources has traditionally been difficult.

2019 – 14 - Bus Transit Waiting Area – Public Private Partnership – Establishment**Assets:**

1. The issue would promote public safety and improve community aesthetics.

Liabilities:

1. Bus stops are rarely constructed and owned by municipalities. Most are owned and maintained by counties and the state.
2. An alternative may exist in potential negotiations with bus service providers.
3. There is currently no prohibition against engaging in public-private partnerships to achieve the objectives outlined in this LAR.

2019 – 15 - Public Safety Body Camera Footage – Storage – Workgroup**Assets:**

1. Body cameras are becoming an important tool for many municipal police departments.
2. Finding a better solution to storage could save money for many municipalities.
3. Without a solution to this problem, body camera use may continue to decline.

Liabilities:

1. Perhaps this can be done without an act of the legislature.
2. Legislation introduced on this topic over the past several years has failed largely due to the significant opposition mounted by the ACLU. It's likely their opposition would carry over to the actions of a workgroup on this issue.

2019 – 16 - State Sports Betting Revenue – Municipal Eligibility**Assets:**

1. To the extent that municipalities could get a percentage of this new revenue stream, it would be beneficial.

Liabilities:

1. There is precedent for a percentage of gambling proceeds to go to the local government in which the casino or racetrack is located. If this model is adopted, it likely would not have a statewide impact on municipalities.
2. The General Assembly has historically been reluctant to share state revenues with local governments.

City Council Agenda Item Report

Meeting Date: June 17, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Adopt-a-Bike Rack

Suggested Action:

Reference: Memorial Dedication Program

There is a request to add bike racks to the existing Adopt-a-Tree/Adopt-a-Bench program. Design and location sites will be determined by the Planning Department and the Advisory Planning Board in conjunction with its Bicycle Subcommittee. Applicants will follow the established program's policy and procedures that are handled by the Public Works Department. Cost will be determined.

This was discussed at the June 5, 2019, APB meeting with a positive response.

Ms. Davis requested that this item be included on the agenda.

Attachments:

[Memorial Dedication.pdf](#)

Memorial Dedication



City of Greenbelt
Department of Public Works

**"Trees are the best monuments that a man can erect
to his
own memory. They speak his praises without flattery,
and they are blessings to children yet unborn."
- Lord Orrery, 1749**

Memorial Tree & Bench Dedications

The City of Greenbelt has several options available to individuals or organizations that wish to establish a memorial for a deceased Greenbelt resident.

A *Tree Dedication* is the City's preferred memorial option, and is open to anyone wishing to create a tree memorial for a deceased Greenbelt resident. The individual purchases a tree through the City and, with the assistance of City staff, selects a tree from the "Approved Tree List" and a location for planting. The installation of a personalized, engraved plaque may also accompany the tree.

Trees are an important part of Greenbelt's heritage and a *Tree Dedication* contributes toward the City's tree canopy. The City will provide maintenance and care of memorial trees for 3 years after planting. If a tree should perish or deteriorate after 3 years from planting, the original donor will have an opportunity to purchase a replacement tree for the location.

A *Bench Dedication* is open to anyone wishing to create a bench memorial for a deceased Greenbelt resident. The individual pays for the cost of the bench and memorial plaque. The bench design and location are chosen in alignment with City standards and may be refused based upon area needs. There is a limit of 1 bench per memorialization. The City will provide reasonable maintenance of the bench during its lifecycle but does not replace benches which have exceeded their practical lifespan or where a site's intended use has changed.

Memorial plaques for both the Tree and Bench programs must contain the individual's name. There is a limit of one plaque per tree or bench. The City reserves the right to disallow plaque language deemed inappropriate. Once the City installs a memorial plaque, its replacement or repair is the responsibility of the person/party making the adoption. Plaques are not required.

Memorial Garden Dedication

There is a Memorial Garden at Schrom Hills Park to celebrate the many individuals who have served our community. This garden commemorates the spirit and ideals that have been exhibited by so many citizens who have served the community. Its existence is an important facet in the City's efforts to recognize all those who have helped to build, serve and improve Greenbelt.

Individuals or organizations may purchase an engraved brick paver in the paved walkway surrounding the garden in memory of a specific deceased City resident.

Wall of Honor Memorial

The Wall of Honor Memorial, to be located in Greenbelt's historic Community Center, is the highest form of recognition offered by the City. The Wall honors Greenbelt citizens who made significant contributions to the City. The Wall demonstrates how recognized individuals are a part of a united spirit that makes our community an outstanding place to live. Individuals nominated to the Wall of Honor should have exhibited a high level of service, dedication and commitment to the Greenbelt community.

A nomination to the Wall of Honor requires thorough documentation of the deeds and works of the individual to be inducted. Though many individuals have served our community throughout the years, only those who meet the highest standard will be inducted into this memorial. Please contact for further details.

Inquiries

Contact: Brian Townsend, Director of Public Works-Parks, (240) 542-2151,
btownsend@greenbeltmd.gov

**The City does not provide for memorial dedications by naming streets, parks, and other public assets.*

Revised 1/2018

Memorial Tree

Application Form

I wish to adopt _____ (quantity) of the following tree(s)*:

**You may choose from the attached list approved by the City Horticulturist*

I wish to have the following plaque (6" X 6") installed:

- _____ Bronze plaque with raised lettering - Flat rate \$200 for 3 lines (25 letters per line, \$25 for each additional line maximum of 3)
- _____ Engraved brass plaque - \$100 plus \$1 for each letter inscribed. (25 letters per line, maximum of 6 lines).

Please Note: Once the City installs a plaque, its replacement or repair is the responsibility of the person making the adoption.

Inscription: (exactly as it is to appear)

Location where you would like to have tree planted: _____

Your name:

Your address:

Your telephone #: _____ **Your email:** _____

Date: _____

Please complete this form and return it to:

Brian Townsend

Director of Public Works-Parks
btownsend @greenbeltmd.gov

or by mail:
Greenbelt Public Works , 25 Crescent Road, Greenbelt, MD 20770

For City Use Only: 270401

Memorial Tree

Approved Tree List

Cost of tree depends on species chosen and may fluctuate with current market value:

\$200

Crabapple
Crape Myrtle
Fall Blooming Cherry
Hedge Maple
Kousa Dogwood
Serviceberry (Shadblow)
Trident Maple
Virginia Fringe Tree
'Winter King' Hawthorne
Yoshino Cherry

\$300

Hybrid Elm
Japanese Snowbell
Lacebark Elm
Loebner Magnolia
Maidenhair Tree (Ginkgo Biloba)
Sawtooth Oak
Willow Oak
Zelkova

Memorial Bench ***Application Form***

I wish to adopt an existing bench located at:

I would like to adopt a bench and propose it be located at*:

**Bench locations and styles are chosen according to City needs and standards and limited sites are available. The City no longer accepts applications for concrete-based benches. All new benches are wood construction.*

Cost for all benches is \$400

Your name:

Your address:

Your telephone #: _____ **Your email:** _____ **Date:**

I wish to have the following 4 " x 6" plaque installed (optional):

**Once City installs plaque, its replacement or repair is the responsibility of the adoption requester.*

Inscription:

**Exactly as it should appear. A maximum of 25 letters per line with a total maximum of 6 lines.*

Please complete this form and return it to:

Brian Townsend
Director of Public Works-Parks
btownsend@greenbeltmd.gov

or by mail:
Greenbelt Public Works, 25 Crescent Road, Greenbelt, MD 20770

For City Use Only: 270401

Schrom Hills Memorial Garden

Application Form

I wish to donate a n engraved (name only) paver at the Schrom Hills Memorial Garden in memory of (print name as it should appear on memorial plaque):

Cost for the engraved paver is \$100.

Your name:

Your address:

Your telephone #: _____ **Your email:** _____ **Date:**

Please complete this form and return it to:

Brian Townsend
Director of Public Works-Parks
btownsend@greenbeltmd.gov

or by mail:
Greenbelt Public Works, 25 Crescent Road, Greenbelt, MD 20770

For City Use Only: 270401

City Council Agenda Item Report

Meeting Date: June 17, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section:

Subject:

Meetings

Suggested Action:

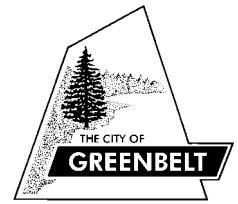
Attachments:

[meetings.pdf](#)

CITY OF GREENBELT, MARYLAND

25 Crescent Road, Greenbelt, MD 20770-1891

6/14/2019 9:27 AM



City Council Meetings & Work Sessions June – July

Regular Meeting	Mon.	06/17	8:00 pm
Work Session – GATe, CC	Wed.	06/19	8:00 pm
Maryland Municipal League, Ocean City Conference	Sun-Wed.	06/23-06/26	
Work Session – City Manager Update, MB	Mon.	07/01	8:00 pm
Work Session – TBD, CC	Wed.	07/03	8:00 pm
Regular Meeting	Mon.	07/08	8:00 pm
Work Session – Cherrywood Lane Complete and Green Streets Retrofit Project, CC	Wed.	07/10	8:00 pm
Work Session – Sustainable Land Care Policy, MB	Mon.	07/15	8:00 pm
Work Session – Advisory Board Chairs, CC	Wed.	07/17	8:00 pm
Work Session – Greenbelt Homes, Inc., GHI	Mon.	07/22	8:00 pm
Work Session – Four Cities, Berwyn Heights	Wed.	07/24	7:30 pm
Work Session – Beltway Plaza (stakeholder), MB	Mon.	07/29	8:00 pm
Work Session – Prince George's County Economic Development, CC	Wed.	07/31	8:00 pm

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

This schedule is subject to change. For confirmation, call 301-474-8000. Regular and Special meetings and Work Sessions are open to the public. If special accommodations are required for any disabled person, please call 301-474-8000 or 301-474-3870 no later than 10 a.m. on the meeting day. Deaf individuals are advised to use MD RELAY at 711 or e-mail banderson@greenbeltmd.gov to reach the City Clerk. Unless otherwise noted, meetings will be held in the Council Room of the Municipal Building (MB) at 25 Crescent Rd. Meetings marked "CC" will be held in the Community Center at 15 Crescent Rd., "Greenbriar" will be held in the Terrace Room at 7600 Hanover Parkway, "SHL" will be held in the Springhill Lake Recreation Center, Green Ridge House will be held at 22 Ridge Road and "GHI" will be held at 1 Hamilton Place.

Bonita Anderson, City Clerk

A NATIONAL HISTORIC LANDMARK

(301) 474-8000

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

MD RELAY 711

CITY OF GREENBELT, MARYLAND

25 Crescent Road, Greenbelt, MD 20770-1891

6/14/2019 9:27 AM

Ready to be scheduled:

State's Attorney Braveboy
Roosevelt Center Owner
NASA Goddard
WMATA Metro Station/ MARC Train Service/
MDOT
PG County Fire Chief/Greenbelt Volunteer Fire
Department
Prince George's County Memorial Library System
CEO
Verizon
University of Maryland (2019)
GHI – NCOZ/Arts & Entertainment District
Greenbelt Postmaster
Ground Floor East Space (GFES) – (*former Adult
Daycare Space*)
CRAB Report – Police Community Relations
TGI Fridays
Museum Plans
Capital Office Park
Cemetery Plans
Greenbelt Watershed Groups
Forest Preserve/Community Gardens
WSSC
Healthy Eating Active Living (HEAL)

For later scheduling:

Zoning Enforcement
Parkway Apartment Owners/GHI (parking)
Northway Fields Master Plan
City Manager Updates (Jan, Pre-budget; July &
Sept/Oct)
Meeting with County on Transportation Plan
Hotels
PRAB – Buddy Attick Park Master Plan
Forest Preserve Health Assessment
Potential Bond Referendum/Capital Financing

City Council Agenda Item Report

Meeting Date: June 17, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section:

Subject:

Stakeholders

Suggested Action:

Attachments:

[Stakeholder Schedule.pdf](#)

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

WMATA/PGDPW&T (Semi-Annual)	11/16	9/17	11/18											
Other/As Needed														
M-NCPPC/Planning Board (Major Issue)	6/06	7/14												
Business Coffee (Every Four Months)	10/17	2/18	8/18	11/18	2/19	5/19								
State's Attorney (4 years)	2/11	4/15												

(Rev. June 11, 2019)