



CITY COUNCIL WORK SESSION AGENDA
Budget Work Session - Planning and Community Development

This meeting will be held in-person and virtual.

**25 Crescent Road
Greenbelt, MD 20770**

OR

**Virtual Participation
Zoom Webinar Attendees:**

Please submit your request in writing via email to questions@greenbeltmd.gov

**[https://us02web.zoom.us/j/83045043896?](https://us02web.zoom.us/j/83045043896?pwd=VGZVWXo1by81UjBTaDAvSmFQMUpuUT09)
[pwd=VGZVWXo1by81UjBTaDAvSmFQMUpuUT09](https://us02web.zoom.us/j/83045043896?pwd=VGZVWXo1by81UjBTaDAvSmFQMUpuUT09)**

Dial-in: 301 715 8592

Webinar ID: 830 4504 3896

Passcode: 116901

**Monday, May 15, 2023
7:30 PM**

Budget Work Session Packet

Budget Work Session - Planning and Community Development

Suggested Action:

Agenda

- Introductions
- Council Discussion
 - Planning pages - 86 - 104
- Questions and Answers
- Other Items

Reference Documents

- Planning & Community Development Budget Pages
- Cover Memo, T. Hruby, 5/1/23
- Work Program, April 2023
- License Fees Comparison, 2023
- Permit Fees Comparison, 2023
- Rentals by Subdivision
- Housing Data, March 2023
- Foreclosure Data as of March 2023

[Planning.pdf](#)

[Budget Cover Memo v.1.5.1.23.th.pdf](#)

[Planning Work Program April 2023_v.3.Final.pdf](#)

[Licenses-License Fees Comparison List 2023.pdf](#)

[Permits-Building Permits Fees Comparison List 2023.pdf](#)

[Rentals by Subdivisions 2023.pdf](#)

[Copy of housing data 3.2023.pdf](#)

[Foreclosure Report as of March 2023.pdf](#)

[APB Report 2022-03_FY2023 Budget Recommendations_FINAL.pdf](#)

[Council questions and responses.v3.thruby.5.12.23.pdf](#)

[POS Data-Updated May 2023.pdf](#)

City Council Work Session Agenda Item Report

Meeting Date: May 15, 2023

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Work Session Item

Agenda Section: Budget Work Session Packet

Subject:

Budget Work Session - Planning and Community Development

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Attachments:

[Planning.pdf](#)

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Planning & Community Development

Fiscal Year 2024



Planning and Community Development is focused on ensuring the quality and safety of Greenbelt's residential and commercial communities. Through planning, inspections, and enforcement, the department works to preserve and enhance the existing community and ensure the quality of Greenbelt in the future.

Planning & Community Development Strategic Plan

MISSION

The Department of Planning and Community Development is charged with the responsibility to preserve and protect the health, safety, welfare, integrity and ideals upon which Greenbelt was founded. Through creativity, collaboration, thoughtful planning, guided growth and change, and the enforcement of city codes, the department works to preserve and enhance the existing community and ensure the quality of Greenbelt in the future.



Value Statements



- Every task, assignment and project undertaken by the department serves the needs of the public, and it is the goal of this department to serve the needs of the public with professionalism, integrity and courtesy.



- Be fair, consistent and effective in taking enforcement actions. Utilize enforcement tools for the purpose of obtaining compliance and not as an end unto itself.



- Plan and serve all residents of the City – present and future. Represent the interests of all segments of the community, recognizing that everyone is entitled to a safe, healthy and well-planned place to live, work, attend school and recreate.



- Respect the opinions of everyone.

Goals

1. Improve and enhance public safety through use of city codes and regulations as necessary and appropriate to protect the public's health, safety and welfare.
2. Improve transportation opportunities.
3. Undertake and complete capital projects and infrastructure improvements within budget and in a timely fashion.
4. Enhance our sense of community and preserve Greenbelt's legacy as a planned community.
5. Participate in state, county and regional activities to represent and promote city interests.
6. Invest in the professional development of staff by keeping them well trained and up-to-date on professional and technological advances. Encourage professional recognition through designation by accreditation organizations and bodies.



1. Improve and enhance public safety through use of city codes and regulations as necessary and appropriate to protect the public's health, safety and welfare.

Accomplishments

- Ensured compliance with State lead free certification requirements for all rental properties in the city.
- Improved the capability and functionality of Utopia and trained new enforcement staff on its use.
- Submitted the required annual report for the City to maintain its Sediment and Erosion Control Authority.
- Completed annual update to the Greenbelt Lake Dam Emergency Action Plan.
- On a daily basis, responded to telephone inquiries, logged new complaints and court ordered inspections, scheduled inspection appointments and managed community development database and files.
- Conducted over 800 property maintenance inspections, including residential and commercial.
- Logged, reviewed and approved over 225 building permits for compliance with applicable codes.
- Achieved a 20 percent inspection rate for Franklin Park at Greenbelt Station.
- Logged and investigated over 300 property maintenance complaints.
- Issued over 700 rental licenses and conducted annual inspections of all licensed single-family detached and condominium rental units.
- Played an active role in the inter-municipal code enforcement working group to include representation from Cheverly, Colmar Manor and Cottage City.

Action Steps/ Management Objectives

- Fully implement a field-based inspection system by retrofitting vehicles with computers and printers to generate in-field reports and notices.
- Develop an improved tracking system for right-of-way permits and integrate data into Utopia.
- Work with Finance and IT staff to establish an online payment system for licensing and permitting.
- Achieve a 25 percent reduction in paper files by utilizing Utopia, electronic filings and modifications to processes.
- Evaluate the Greenbelt Lake Dam Emergency Action Plan and identify needed revisions and updates.
- Maintain the City's sediment and erosion control permitting and inspections program.
- Obtain full compliance for the False Alarm Reduction Program.
- Maintain a 20 percent inspection rate for Franklin Park at Greenbelt Station.
- Work with management companies and homeowner/condominium associations on rental license enforcement.
- Worked closely with the County to ensure food trucks are operating in accordance with the county's newly enacted legislation.

2. Improve transportation opportunities.



Accomplishments

- Oversaw the completion of the Greenbelt Road (MD 193) Corridor Study and initiated conversations with State Highway Administration (SHA) on next steps.
- Developed an ARPA spending plan for the implementation of bus stop safety and accessibility projects.
- Implemented a speed bump pilot project.
- Worked with Public Works staff to improve the bus shelter on Crescent Road near Buddy Attick Park.
- Developed an ARPA spending plan for pedestrian and bicycle projects.
- Evaluated and responded to resident requests for traffic calming.
- Reviewed and commented on the State Consolidated Transportation Program.
- Reviewed and commented on the Draft Prince George's County Master Plan of Transportation planning.
- Completed a solar lighting pilot project for three bus shelters.
- Installed the first flashing stop sign in the City on Lastner Lane to address stop sign compliance concerns.
- Completed the conversion of two streets in Greenbelt Station to one-way to add additional on-street parking to serve resident demand.

Action Steps/ Management Objectives

- Participate in the County's Master Plan of Transportation – Plan 2035 Implementation project.
- Work with the Department of Public Works on the implementation of the City's Complete and Green Streets policy.
- Secure funding to continue planning work on improving the Greenbelt Road (MD 193) corridor.
- Participate in WMATA's and the County's Network Redesign projects.
- Evaluate and respond to citizen requests for traffic calming measures.
- Manage the implementation of the Pedestrian and Bicycle Master Plan recommendations.
- Implement the recommendations of the Bus Stop Safety and Accessibility Study.
- Work with the Recreation Department to identify improvements for Indian Creek Trail (i.e., signage, landscape buffer, etc.)
- Review and comment on the State Consolidated Transportation Program and advocate for City road improvement projects.
- Pursue grant funding for the Cherrywood Lane Complete and Green Street project and Hanover Parkway bicycle facility project.
- Monitor and comment as appropriate on federal and state transportation projects.
- Review construction in the right-of-way permits for utility and development projects.

3. Undertake and complete capital projects and infrastructure improvements within budget and in a timely fashion.

Accomplishments

- Completed Phase 1 of the Gateway Sign project.
- Developed a new tracking system for utility permits. Reviewed, approved and inspected utility work within the City rights-of-way.
- Closed out the State grant for the Mother and Child and Bas Relief project.
- Oversaw the installation of an interpretive sign at the Mother and Child statue.
- Managed Program Open Space funding and submitted projects to the State for approval.
- Submitted the FY 2024 Program Open Space (POS) Annual Program.
- Oversaw the completion of the Buddy Attick Park Parking Lot Improvement project.
- Managed the County's Planning Assistance to Municipalities wayfinding signage master plan project.
- Coordinated with Public Works on the Greenbrook Trail project.
- Participated in meetings with Public Works and Prince George's County Department of the Environment on storm drain discussion at 51 Crescent Road.
- Managed the WMATA Trail project.
- Oversaw the annual inspection and update to the Emergency Action Plan for the Buddy Attick Park Lake Dam.
- Worked with the County on the Municipal Stormdrain Acceptance Program.
- Managed ARPA related stormdrain projects.

Action Steps/ Management Objectives

- Pursue grant funding for cemetery preservation activities.
- Implement ARPA funded projects for pedestrian, bicycle and bus stop improvements.
- Manage Program Open Space projects.
- Work with Public Works on the implementation of the City's Complete and Green Street policy.
- Secure grant funding for 90% engineering for the Hanover Bicycle Facility project.
- Review and approve construction in the right-of-way permits and ensure compliance with City Code.
- Pursue funding for the completion of 90 percent engineering plans for Phase 2 of the Cherrywood Lane Complete and Green Street project.
- Work with consultant and Public Works to address stormwater issues.

4. Enhance our sense of community and preserve Greenbelt's legacy as a planned community.



Accomplishments

- Worked with the Museum Director to develop content for the Tooping Castle interpretive panel.
- Managed the review of the Detailed Site Plan for 7010 Greenbelt Road.
- Addressed improvements to the regulations governing small cell infrastructure.
- Served as liaison to the Advisory Planning Board and the Board of Appeals.
- Facilitated approval of a resident's request to install a free little library on City property.
- Performed development review of private development proposals throughout the City. Staff provided technical development review, presented projects to the City Council and public, represented the City at Prince George's County Planning Board hearings, and successfully advocated for inclusion of City priorities within private development projects.
- Reviewed and commented on county zoning legislation.
- Reviewed and approved multiple construction in the right-of-way permits for various public infrastructure improvements.
- Participated in the Neighborhood Design Center's planning study for Greenbelt Station open space.
- Processed one variance and two departure applications.

Action Steps/ Management Objectives

- Continue to identify grant funding sources for greening/sustainability projects.
- Review all development plans to evaluate potential impacts on the community and environment.
- Oversee completion of citywide wayfinding plan and begin implementation.
- Manage the review and permitting of small cell wireless applications and updates to design requirements.
- Monitor state and county planning and zoning legislation to ensure new regulations accomplish desired change.
- Work with the Museum Curator on developing restoration plans for the City's historic cemeteries.
- Work with the County on the implementation of the County's new zoning ordinance and the Greenbelt Neighborhood Conservation Overlay Zone as appropriate.

5. Participate in state, county and regional activities to represent and promote city interests.

Accomplishments

- Participated in the County's Master Plan of Transportation 2035 planning project.
- Engaged the Maryland State Highway Administration, WMATA, County and local jurisdictions, along with community members and other stakeholders, in developing the Greenbelt Road (MD 193) Corridor Plan.
- Reviewed and provided comments on the Federal Capital Improvements Program for FY 2023-2027, and the State of Maryland Consolidated Transportation Program for FY 2023-2027.
- Monitored the status of the Bureau of Engraving and Printing to the Beltsville Agricultural Research Center project and SCMaglev project, and kept legal counsel informed.
- Reviewed and provided comments on various county zoning legislation proposals.

Action Steps/ Management Objectives

- Review all proposed county zoning legislation for impact on the city before offering comment.
- Monitor and comment as appropriate on the proposed construction and operation of a Currency Production Facility at Beltsville Agricultural Research Center.
- Monitor the SCMaglev project.
- Review and comment on the Federal Capital Improvements Program for FY 2024-2027, and the State of Maryland Consolidated Transportation Program for FY 2024-2027.
- Work with the County and the State Highway Administration on the Greenbelt Road Corridor planning and secure additional funding to extend planning efforts along the corridor.
- Work with the County on improving compliance with the County's short-term rental licensing program.
- Promote the County's expansion of bikeshare stations within the City.

6. Invest in the professional



development of staff by keeping them well trained and up-to-date on professional and technological advances. Encourage professional recognition through designation by accreditation or organizations and bodies.

Accomplishments

- The Planning staff obtained enough hours of training to satisfy continuing education requirements for AICP certification maintenance.
- Attended the American Planning Association National Conference.
- Participated in several webinars on a variety of planning and code enforcement topics.
- Participated in Landlord and Tenant Education, Community, Outreach & Engagement eviction prevention program.
- Attended Building Code Officials annual conference.
- Code Enforcement and Planning staff became fully licensed in erosion and sediment control.
- Completed life safety and fire code update training.
- Developed training curriculum for Community Development Software to assist with onboarding of staff and enhancing staff understanding and capabilities.
- Researched community development software programs.
- Worked with consultant to develop and host a table top exercise for the implementation of the City's Dam Emergency Action Plan.

Management Objectives

- Complete AICP certification maintenance requirement to maintain AICP license.
- Attend APA National Conference.
- Expand upon knowledge of erosion and sediment control devices and inspections.
- Attend local training opportunities on various planning and code enforcement topics including fire safety, traffic calming, customer service and property maintenance and housing enforcement.
- Achieve all Planning staff be AICP certified.
- Participate in International Code Council training webinars.
- Complete the implementation of the portability of Community Development software to inspectors while in the field and coordinate training with software vendor.
- Attend Building Code Officials annual conference in Pennsylvania.

Issues & Services for FY 2024

Overview

Despite staffing challenges, overall the Department achieved a vast majority of its FY 2023 Management Objectives. Code Enforcement increased the number of windshield inspections, restored annual single-family rental license inspections, and improved on the processing of complaints. A significant investment went into improving the functionality of the department's community development software, including establishing an in-house training program for inspection staff. The addition of a third Community Development Inspector has allowed the department to increase its inspection of apartment complexes and windshield inspections.

While Planning found itself severely short staffed for a significant portion of FY 2023, the year was filled with many accomplishments. Development review, traffic management and infrastructure related improvements were at the forefront of Planning's work program. New pilot projects, such as the bus shelter solar lighting, illuminated stop sign, and the temporary speed bump program were implemented with success. While the speed bump program was met with mixed reviews, it served to reduce travel speeds and provided important guidance for future traffic calming projects. For FY 2024, staff plans to continue to identify opportunities to implement pilot projects and use lessons learned to develop new innovative long-term programs and projects.

Despite efforts to fill the Assistant Director of Community Development position, the position has remained vacant due to a shortage in qualified / interested candidates. This has put further strain on the Director, who has been absorbing the workload of this position over almost four years. With a focus on additional recruitment efforts, it is anticipated that this position will be occupied in FY 2024. This will improve capital project management, erosion and sediment control inspection in-house capabilities and will assist the Director in the review and management of construction in the right-of-way permits.





**GOAL
REACHED**

20% of units inspected annually

with the addition of a Community Development Inspector to Code Enforcement

Code Enforcement

All of the enforcement activities undertaken through code enforcement relate to the health, safety and welfare of the public. The most extensive of these regulations address building and property maintenance. Next to criminal activity, the safety of buildings, in particular the places we live, is a vital safety concern of the public. Since 1994, when the City created the Property Maintenance/ Code Enforcement program, compliance with most properties has occurred without problem. Some property owners are less compliant, and on occasion the department has had to resort to issuance of fines and court action to obtain compliance. In general, almost every property maintenance issue or complaint can be resolved given sufficient time and perseverance by the inspection staff.

The size and age of Franklin Park at Greenbelt Station demands significant code enforcement resources. Through building strong relationships with Franklin Park property management staff, the on-time annual licensing of the property has improved over the last couple of years. The addition of a Community Development Inspector allowed the department to achieve its goal of inspecting 20 percent of the units annually in FY 2023, and staff hopes to increase this number in FY 2024. Annual inspections are in addition to the inspections that result from complaints, which are a significant number given the size of the property.

The City's aging housing stock coupled with the addition of some major residential development over the last few years has increased demand for code enforcement services. To assist with meeting the growing demand, staff has been working to identify

opportunities to improve file management and to stream line programs and processes. The Supervisory Inspector has invested significant time expanding on the department's understanding of, and training on, its Community Development software program allowing the department to better capitalize on its capabilities. In addition, several practices were put in place to reduce paper consumption and improve efficiency. In FY 2024 staff plans to continue to improve upon its technical capabilities and efficiency.

In the coming year, Code Enforcement would like to be more customer friendly by expanding on-line services, such as offering on-line applications and payments, and allowing customers to pay via credit card. This is a common frustration we hear from our customers. It is anticipated such services will improve customer compliance.



Planning

The Department has its pulse on a myriad of planning projects related to development, transportation and the environment. As stated previously, while planning staff experienced significant staffing challenges in the previous fiscal year, staff was able to accomplish many of its objectives/tasks. In the upcoming year, the goal is for planning to be fully staffed and functioning at the high level it is known for. The introduction of an Assistant Planning Director will provide the senior leadership needed to allow the Director to focus on needed updates to policies and procedures (i.e., small cell regulations, Chapter 4 updates, etc.).

As has been the trend over the last couple of years, residential and commercial development proposals are active. The proposed large-scale redevelopment of Beltway Plaza continues to move forward, and it is anticipated that Phase 1 of the project will be under construction in FY 2024. Also expected to be moving forward to the construction phase in FY 2024 is the Royal Farms at Golden Triangle and the multi-family development at 7010 Greenbelt Road. These projects will require staff resources be dedicated to review, permitting and inspections. In addition, financial resources will need to be allocated to securing engineering services to conduct on-site inspections throughout the duration of construction phases of the projects.

Transportation planning continues to be a significant portion of the department's work program. Whether it's processing a traffic calming request, gaining approval for the WMATA Hiker/ Biker Trail, reviewing a major state road project, implementing the recommendations of the Pedestrian and Bicycle Master Plan, moving the Greenbelt Road Corridor Study forward or implementing the city's Bus Stop Safety and Accessibility Study, all projects have a common goal: To protect and enhance the city's legacy as a walkable/bikeable community. A major challenge for Planning will be to encumber the \$600,000 of ARPA funding allocated to pedestrian



and bicycle improvements and bus safety and accessibility projects. This will have a significant strain on staff resources and a will require a reprioritization of projects throughout the next two years.

The City is experiencing an increase in requests for traffic calming. To manage the required data collection, analysis, and engineering associated with processing these requests staff is looking to utilize the City's on-call traffic consultant. While this will require additional funding for consulting services, it is necessary to meet project demand and secure the required engineering expertise to ensure that appropriate solutions are identified, engineered and implemented in accordance with best practices.

A major capital improvement project that is anticipated to go to construction in FY 2024 is the Greenbelt Station WMATA Trail. This \$3 million plus project is a complex project involving several agency approvals and requiring coordination amongst various agencies and departments. The construction of this project will require significant staff time to manage.

Planning staff continues to monitor and assist in the review of county, state and federal projects including Relocation of Bureau of Engraving and Printing to Beltsville Agricultural Research Center, Update to the County's Master Plan of Transportation, and the SCMaglev projects. As these projects move forward and/ or new projects are initiated, the department will strive to reprioritize its work program in concert with the goals and strategies identified by City Council.



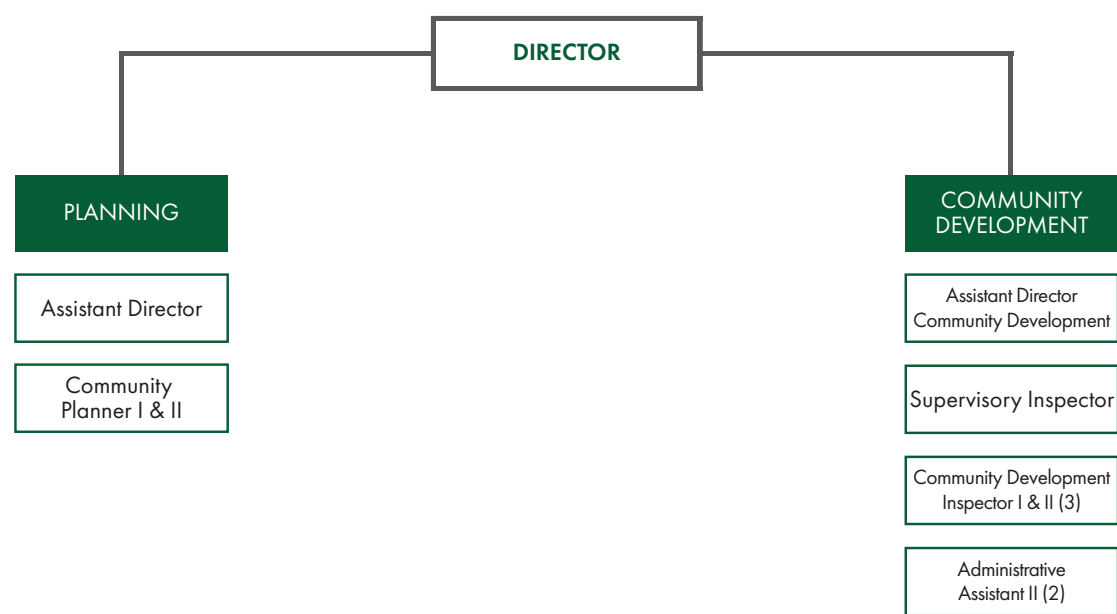
\$600,000 ARPA FUNDING

pedestrian and bicycle improvements, bus safety, and accessibility projects

Personnel Staffing

	Grade	Auth. FY 2022	Auth. FY 2023	Prop. FY 2024	Auth. FY 2024
210 Planning					
Planning Director	GC-19	1	1	1	
Assistant Director	GC-17	0	1	1	
Community Planner I & II	GC 11 & 13	2	1	1	
Total FTE		3	3	3	0
220 Community Development					
Assistant Director	GC-17	1	1	1	
Supervisory Inspector	GC-14	1	1	1	
Community Development Inspector I & II	GC-8 & 10	2	3	3	
Administrative Assistant II	GC-8 & 10	2	2	2	
Total FTE		6	7	7	0
Total Planning & Community Development		9	10	10	0

Planning & Community Development Organizational Chart



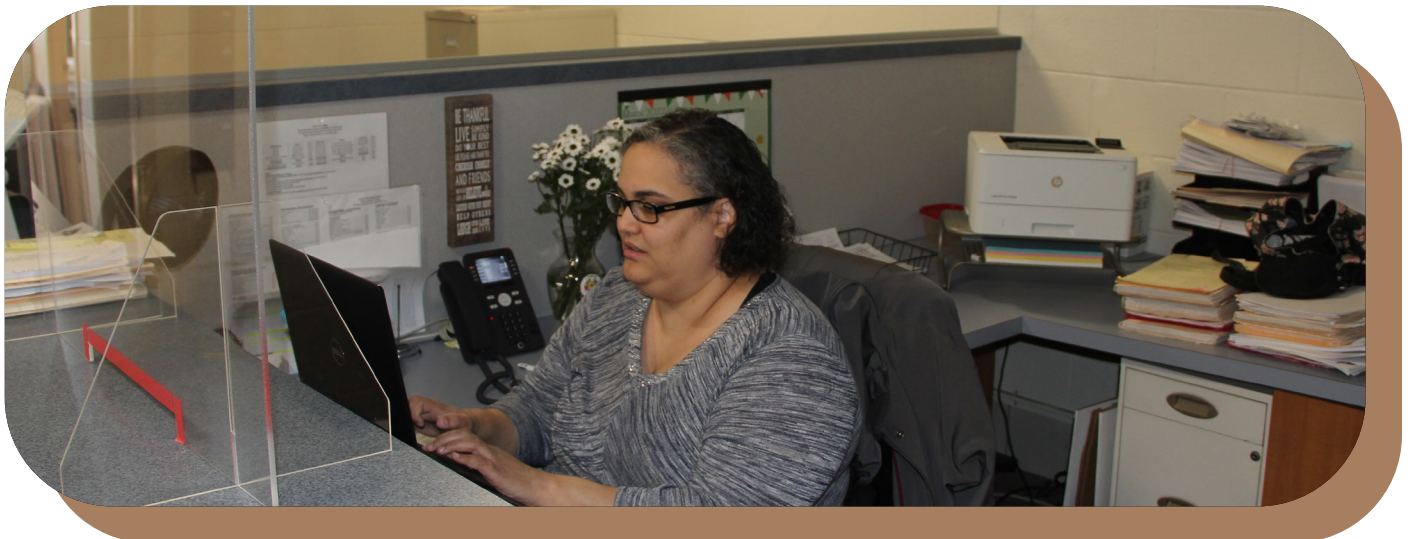
Planning

The Planning Department is responsible for overseeing all physical development in the city. Duties include: reviewing development projects for impact on the city, planning, coordinating and managing capital projects, compiling demographic data and the preparation of population and housing projections, coordination of planning and development activities with other public bodies, planning and coordinating environmental enhancement projects, serving as liaison to the Advisory Planning Board and Board of Appeals, preparing special studies addressing particular issues, drafting legislation and other duties as necessary.

Performance Measures	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Estimated
Advisory Planning Board Meetings	24	18	20	20
Other Meetings	350	300	250	400
Grants Administered	5	6	5	4
Full Time Equivalents (FTE)	3	3	3	3

MANAGEMENT OBJECTIVES

- Oversee the design, permitting and construction of the WMATA connection trail.
- Manage the implementation of ARPA projects associated with pedestrian and bicycle improvements and bus safety and accessibility improvements.
- Manage the Wayfinding Signage project being completed by the county under the Planning Assistance to Municipalities program.
- Work with the State Highway Administration on the Greenbelt Road (MD 193) corridor planning.





BUDGET COMMENTS

1. In FY 2024, Line 01, Salaries, and line 28, Employee Benefits, show the effect of funding the Assistant Director of Planning and the salary increases from the Classification and Compensation Study.
2. Professional Services, line 30, provides funding for engineering services to assist with the review of development proposals and traffic calming requests.
3. Line 55, Office Expenses, funds copier supplies and maintenance, office supplies and furniture, and business cards for new staff.

PLANNING Acct. No. 210	FY 2021 Actual Trans.	FY 2022 Actual Trans.	FY 2023 Adopted Budget	FY 2023 Estimated Trans.	FY 2024 Proposed Budget	FY 2024 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$242,105	\$259,562	\$285,800	\$223,000	\$330,800	
28 Employee Benefits	80,603	93,873	110,100	83,000	122,100	
Total	\$322,708	\$353,435	\$395,900	\$306,000	\$452,900	\$0
OTHER OPERATING EXPENSES						
30 Professional Services	\$391	\$0	\$30,000	\$30,200	\$30,000	
33 Insurance	2,189	2,090	2,300	1,700	2,500	
34 Other Services	0	195	0	4,700	0	
45 Membership & Training	656	3,776	9,600	0	8,700	
55 Office Expenses	382	584	1,800	1,800	2,800	
58 Special Program	7,724	0	0	0	0	
Total	\$11,342	\$6,645	\$43,700	\$38,400	\$44,000	\$0
TOTAL PLANNING	\$334,050	\$360,080	\$439,600	\$344,400	\$496,900	\$0
REVENUE SOURCES						
Development Review Fees	\$3,493	\$0	\$5,000	\$1,500	\$1,500	\$0
Total	\$3,493	\$0	\$5,000	\$1,500	\$1,500	\$0

Community Development

This office is responsible for activities relating to the protection of the health, safety and welfare of the community through the enforcement of housing, building, sediment control and construction codes. This office is also responsible for burglar alarm licensing, and handbill and noise ordinance enforcement.

Performance Measures	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimated	FY 2024 Estimated
Board of Appeals Meetings	0	1	2	2
Single Family Rental Inspections	538	476	802	800
Apartment Units Inspected	418	1,087	3,139	3,427
Rental Licenses (excluding apartments)	700	706	729	730
Construction Permits Issued	32	22	25	30
Building Permits Issued	568	196	223	230
Sediment Control Permits Issued	1	3	3	2
Sediment Control Inspections	231	128	75	150
Noise Ordinance Citations	5	0	1	5
Noise Ordinance Complaints	32	13	15	20
Property Violation Complaints	205	176	202	205
Handbill Violations	4	8	10	8
Burglar Alarm Licenses Issued	215	215	220	225
Day Care Businesses Licensed	12	16	16	16
Alarm Companies Registered	66	65	66	68
Commercial Units Licensed	237	399	399	400
Liquor Licenses Issued	21	21	21	21
Residential False Alarm Invoices	0	0	1	3
Residential False Alarm Warning Letters	64	62	110	100
Non-Residential False Alarm Invoices	20	17	14	20
Non-Residential False Alarm Warning Letters	120	78	114	125
Police Non-Response	3	3	3	2
Foreclosure Filings	0	15	18	15
Municipal Infractions Issued	31	45	56	60
Full Time Equivalents (FTE)	6	6	7	7

MANAGEMENT OBJECTIVES

- Expand the community development software capabilities and complete the implementation of the portability of Community Development software to inspectors while in the field and coordinate training with the software vendor.
- Increase the inspections at Franklin Park at Greenbelt Station to exceed a 20 percent inspection rate.
- Increase on-line capabilities to improve efficiency and reduce paper usage by accepting on-line payments, permits and license applications.
- Develop a strategy for addressing the licensing of short-term rentals.

BUDGET COMMENTS

1. In FY 2024, Salaries, line 01, and Employee Benefits, line 28, show the effect of funding the city-wide Classification and Compensation Study.
2. Line 34, Other Services, funds property maintenance abatements and bank charges.
3. In FY 2024, it is proposed to increase apartment annual rental licensing fees from \$110 per unit to \$120 per unit, and single family annual rental license fees from \$150 to \$175.
4. Also proposed in FY 2024 is to increase building permit fees in the range of \$5 to \$25 depending on the permit type.

COMMUNITY DEVELOPMENT Acct. No. 220	FY 2021 Actual Trans.	FY 2022 Actual Trans.	FY 2023 Adopted Budget	FY 2023 Estimated Trans.	FY 2024 Proposed Budget	FY 2024 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$257,088	\$265,858	\$474,340	\$360,000	\$526,600	
25 Repair/Maintain Vehicles	212	0	2,000	2,000	2,000	
27 Overtime	0	0	1,000	1,000	1,000	
28 Employee Benefits	98,467	97,887	208,160	150,000	239,900	
Total	\$355,767	\$363,745	\$685,500	\$513,000	\$769,500	\$0
OTHER OPERATING EXPENSES						
30 Professional Services	\$90,280	\$24,350	\$30,000	\$30,800	\$30,500	
33 Insurance	1,577	1,862	2,000	2,000	2,100	
34 Other Services	4,733	1,877	24,000	11,400	23,000	
38 Communications	5,895	4,285	7,500	5,000	8,300	
42 Building Rental	35,700	35,700	35,700	35,700	35,700	
45 Membership & Training	95	109	4,900	3,900	4,700	
48 Uniforms	0	938	1,000	1,000	1,200	
49 Hand Tools	0	629	0	0	500	
50 Motor Equipment						
Maintenance	969	680	2,000	1,000	2,000	
Vehicle Fuel	1,051	994	1,000	500	1,000	
52 Departmental Equipment	3,775	0	3,000	1,000	3,000	
53 Computer Expenses	14,895	15,185	15,000	14,500	15,000	
55 Office Expenses	10,152	12,827	9,600	9,000	12,100	
Total	\$169,122	\$99,436	\$135,700	\$115,800	\$139,100	\$0
TOTAL COMMUNITY DEVELOPMENT	\$524,888	\$463,181	\$821,200	\$628,800	\$908,600	\$0
REVENUE SOURCES						
Street Permits	\$7,410	\$9,354	\$5,000	\$5,000	\$5,000	\$0
Licenses & Permit Fees	1,030,978	787,555	878,800	851,000	920,600	0
Non-Residential Alarm	18,900	33,700	30,000	20,000	20,000	0
Municipal Infractions	625	9,645	7,000	7,000	7,000	0
False Alarm Fees	0	0	2,000	2,000	2,000	0
Total	\$1,057,913	\$840,254	\$922,800	\$885,000	\$954,600	\$0

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City of Greenbelt
Department of Planning and Community Development
15 Crescent Road, Suite 200, Greenbelt, Maryland 20770
(301) 345-5417 Fax (301) 345-5418

Memorandum

To: Mr. Tim George, Interim City Manager

FROM: Terri S. Hruby, Director of Planning & Community Development

DATE: May 1, 2023

RE: FY 2024 Proposed Planning & Community Development Budget

The Planning and Community Development proposed FY 2024 expenditures represents an increase of \$144,700 over FY 2023's adopted budget, and FY 2024 revenues are anticipated to increase slightly from the FY 2023 adopted budget (\$927,800 to \$956,100). The increase in expenditures is largely due to implementation of the compensation study and the hiring of an additional Community Development Inspector in FY 2023. The increase in revenues for FY 2024 increase is mainly due to a proposed fee increase in rental licenses, single-family and apartment complexes. An increase in building permit fees is proposed as well. It should be noted that building permit fee revenues have continued to decrease as major development and improvements projects have reached completion.

Again, this fiscal year staff completed a comparison of permit and licensing fees and found that some of the City's fees are not competitive with other jurisdictions and/or have not been adjusted to keep pace with associated overhead costs. The City last raised certain fees in 2012. Based on the results of the comparison staff is proposing the following fee increases for FY 2024:

City of Greenbelt**Department of Planning and Community Development**

15 Crescent Road, Suite 200, Greenbelt, Maryland 20770

(301) 345-5417 Fax (301) 345-5418

Permit/License Type	Current Fee	Proposed Fee
Deck	\$25	\$35
Fence	\$20	\$30
Commercial Mechanical	\$50	\$60
Residential Mechanical	\$25	\$50
Commercial Sprinkler/Alarm	\$50	\$75
Residential Sprinkler/Alarm	\$25	\$50
Residential Electrical	\$25	\$50
Commercial Electrical	\$50	\$75
Daycare License	\$100	\$120
Rental Residential License	\$150	\$175
Rental Apartment License	\$110 per unit	\$120 per unit

PLANNING WORK PROGRAM

APRIL 2023

Planning Projects

1. Program Open Space – Staff is preparing the FY 2024 Annual Program for City Council approval. It is anticipated that the Lakecrest Tennis Court project will be completed this spring and staff will submit for Program Open Space reimbursement.
2. Maryland State Consolidated Transportation Program – Staff reviewed and prepared comments for City Council consideration.
4. Bike Share – Motiva is working with the County and Capital Bikeshare to install a station on its property. The County is working to secure additional funding needed to install a station at the Metro station and in Greenbelt East.
5. Prepare plan/outline to evaluate cemetery and remains of Hamilton Family home site – This project has been on hold pending staff resources.
6. Cherrywood Lane Complete and Green Street project – Staff is exploring funding opportunities for further design and construction of this project. No change.
7. WMATA trail connection – Design and permitting is underway. Staff is preparing to resubmit plans and bid documents to the State for approval under the TAP grant program. Once the State signs off on the plans staff will work with Woodlawn to submit for permit approval from WMATA. Portions of the project are also currently in review by DPIE.
8. County proposed stormwater retrofit projects – The Clean Water Partnership anticipates starting work on the stormwater pond at the corner of Hanover Parkway and Ora Glen this spring. Planning, in partnership with Public Works, will be managing construction in the right-of-way and erosion and sediment controls permitting and inspections.
9. County Legislation – Staff continues to monitor and review proposed zoning bills.
10. MAGLEV – Staff continues to monitor the project and provide support to Jill Grant & Associates as needed.
11. Indian Creek Trail Improvements – Staff has been in conversations with the County regarding a coordinated effort to provide wayfinding signs, and staff continues to research grant opportunities.
12. Small Cell Legislation – Work on revising the City’s ordinance and refining design guidelines/requirements is planned but the project has been on hold due to staff shortages.

13. Parking at Greenbelt Station – Two streets have been converted to one-way to provide additional on-street parking. To date, the conversion seems to be well received by the community.
14. Greenbelt Road Corridor Plan – The final MD 193/Greenbelt Road Corridor Plan is available on the city’s website. The plan has been sent to the State Highway Administration along with a request for a staff level meeting to discuss next steps.
16. Citywide wayfinding plan – M-NCPPC/Prince George’s County Planning Department awarded the City a Planning Assistance to Municipalities and Communities (PAMC) grant for this project. The County Planning Board awarded the project to the Neighborhood Design Center, and staff anticipates a kick-off meeting in the immediate future.
17. Greenbelt Station Greenspace Vision – Staff participated in the Neighborhood Design Center’s greenspace planning project and is providing support to the Recreation Department as needed.
18. ARPA – Staff is developing a spending plan for pedestrian and bicycle improvements and bus stop safety and accessibility projects. Staff is working with Public Works and the City’s engineer to have an assessment of the 51 Crescent Road system completed and to record the easement on the city’s older systems, so they are eligible for acceptance under the County’s storm drain acceptance program.
19. Dam Emergency Action Plan – Staff submitted the City’s 2023 Emergency Action Plan to Maryland Department of the Environment. Staff is working with the City’s engineer to hold a training and table top exercise in the fall of 2023.
20. County Master Plan of Transportation – This project has been on hold on the County level.
21. WMATA Metrobus and Prince George’s County TheBus network redesign project – WMATA and the County are about to embark on efforts to evaluate bus service in the region, and staff will be monitoring the project and participating as appropriate.
22. Prince George’s County New Zoning Ordinance – The new ordinance went into effect on April 1, 2022. Staff continues to familiarize itself with the new ordinance and is monitoring county legislation for proposed regulatory changes.
23. FY 2023-2027 State of Maryland Consolidated Transportation Program – Staff reviewed and prepared comments on the proposed program.

Capital Projects

1. Gateway Sign – This project has been delayed due to contractor availability. The sign is scheduled for fabrication and staff is working with the stone vendor to schedule installation of the walk and foundation to support the sign.

2. Greenbrook Trails – Staff located a copy of the easement agreement and is making updates/revisions for the city attorney to review prior to transmitting the agreement to the Homeowners Association. Staff will be working with Public Works to develop a revised cost estimate for repairs needed to the trail and bridge.

3. Buddy Attick Park Parking Lot Redesign – The project is substantially complete and the contractor is completing punch list items, which includes major curb work. A bicycle repair station is on order and anticipated to arrive in June.

43. Cleaning of Mother and Child Statue and Bas Reliefs – The portion of the project that was funded by a grant and approved by Council is complete. Staff is working with the Arts Supervisor to address concerns about the condition of the base of the statue. This portion of the project is not currently funded.

4. Lakecrest Tennis Court Improvements – Staff is assisting with the Program Open Space portion of the project. The Board of Public Works has approved the project, and staff will submit for reimbursement upon completion of the project.

5. Bicycle and Pedestrian Improvements & Bus Safety and Accessibility Projects – Staff is preparing an ARPA spending plan for the remainder of FY 2023 and FY 2024. Public Works is planning improvements to the bus stop on Crescent Road across from Ridge Road. The solar lighting bus shelter projects appears to be a success, and staff will be looking for additional locations to install the lighting.

Development Review

1. Beltway Plaza Redevelopment – The DSP for Phase 1 has been approved. Staff completed review of the Erosion and Sediment Control Plan and initiated review of the construction in the right-of-way permit application. At this time the project is in a holding pattern.

2. Royal Farms/Urgent Care Center Proposal – Staff is in the process of issuing the erosion and sediment control permit and the construction in the right-of-way permit. It is anticipated that construction will start soon.

3. 7010 Greenbelt Road – Staff has completed its review the Detailed Site Plan (DSP) and Council conditionally support the DSP on May 8th. The Prince George's County Planning Board hearing is scheduled for May 18th.

4. NRP/Greenbelt Metro Multi-Family Development (MOTAVI) – Project is complete and the contractor is working with City staff to close out the erosion and sediment control permit and construction in the right-of-way permit. The Arts Coordinator is assisting the developer with a Request for Proposals for the installation of public art. Staff is working with the city's engineer to finalize the erosion and sediment control and construction in the right-of-way permits.

5. Erosion and Sediment Control – Staff submitted the annual report to maintain authority and the City was granted delegation for another year. Staff has been working Charles P. Johnson and Associates’ inspectors to ensure all construction sites remain in compliance.

6. Variances/Departures – The City Council approved a variance for 3 Forestway in December 2022. The City Council recently approved a Departure from Design Standards (DDS) for 7010 Greenbelt Road. Staff is currently reviewing a Departure from Parking and Loading Standards (DPLS) application for a Maryland Trade Center building, 7501 Greenway Center Drive. A public hearing on the DPLS is anticipated to occur in June 2023. Staff is currently reviewing a Departure from Sign Design Standards (DSDS) for Greenbelt Honda, 6500 Capitol Drive.

7. Bureau of Engraving and Printing’s Proposal to Relocate to BARC – Staff continues to monitor the project and most recently provided testimony to the National Capital Planning Commission (NCPC).

8. Eleanor Roosevelt High School Addition – No update.

9. Doctors Hospital expansion – No update.

Traffic/Safety Improvements

1. Traffic Calming Requests – The City has a number of outstanding requests for traffic calming. These projects were placed on hold due to staff shortage. Planning staff completed a pilot study on the use of speed bumps and staff will be providing a summary of the survey results. Staff is aware of the interest to deploy temporary speed humps, rather than bumps. Staff is looking at the cost to contract out speed data collection.

a. Ridge Road – The Department has received a number of requests for traffic calming at various locations along Ridge Road. Staff has requested a proposal from the city’s on-call engineer, Greenman-Pedersen, to conduct a traffic calming study for Ridge Road.

b. Lastner Lane and Ridge Road intersection – A solar-powered flashing stop sign was installed to assist with stop sign compliance.

c. Lakeside Drive – City Council directed staff to conduct a traffic study for Lakeside Drive. Staff has received a proposal from Greenman-Pedersen to complete the study at a cost of \$15,000. Staff is working to identify available funding.

d. Greenbelt Station Parkway & Stream Bank Lane – Residents are complaining of speeding on these streets. Staff began a speed study last fall and plans to continue data collection and analysis this spring.

f. Laurel Hill – Staff received a complaint about speeding vehicles and this street will be scheduled for a speed study.

g. Greenspring II – Staff received a complaint about speeding vehicles and a lack of stop signs at certain intersections. A study will be completed.

3. Speed Sentries – Speed Sentry devices are being deployed to serve as a traffic calming measure.

4. Parkway Parking (Conversion of Parkway to one-way to create increase the number of on-street parking spaces) – No activity to date.

Licenses Fees Comparison List 2023

Licenses	College Park	Hyattsville	Bowie	New Carrollton	Montgomery County	Rockville	Laurel	Prince George’s County	Greenbelt
Rental Residential	\$150.00-Condos \$244.00-Single-Family/ Town Houses \$238.00-Rooming House per Structure \$580.00 Fraternity/Sorority per Structure	\$225.00	\$110.00 \$50.00 Application Fee- Waived for Renewals if Received Before the License Expires	\$200.00	\$64.00-Garden/ High Rise Style Condos & Piggyback Townhouses \$114.00 Single-Family/ Town Houses and/or Duplexes <u>Accessory Dwelling</u> \$111.00 (Does not apply for properties within the incorporated City of Takoma Park*) \$250.00-One Time Filing Fee \$220.00-One Time Sign Fee \$581.00-Total Due with Accessory Dwelling Unit Application \$470.00-Total Due with City of Takoma Park Accessory Dwelling Unit Application	\$200.00	\$25.00 per Unit	\$126.50-Bi-Annual <u>Short Term Rental</u> \$165.00-Host \$2750.00-Platform	\$150.00-Yearly
Rental Apartment Complexes	\$207.00 per Unit for Structures with 2-5 Units \$125.00 per Unit for Structures with 6 + Units	\$120.00 per Unit	\$60.00 for a multifamily-Apartment Units in Established Complexes	\$150.00 per unit	\$47.00 per Unit	\$100.00 per Unit	\$25.00 per Unit	\$82.50-per Unit Bi-Annual	\$110.00-Yearly per Unit

Licenses Fees Comparison List 2023

Licenses	College Park	Hyattsville	Bowie	New Carrollton	Montgomery County	Rockville	Laurel	Prince George’s County	Greenbelt
Commercial	\$124.00	\$100.00-Mall/ Outdoors kiosks \$175.00-Retail or Wholesale Food, Meat, Produce, Bakeries, Drug Stores Clothing, Furniture, Funeral Home, Etc. With Interior SQ Ft of Less than 10,000 SQ FT. \$275.00-Private Education Institutions, Nursing and Convalescent Care, Homes, Restaurants, and Newspaper Publishing \$300.00-All Motor Vehicle Repair, Paint/Body Shops, Warehouses, Recreational Facilities Including Movie Theaters, Arcades, Etc. \$425.00-Big Box, Department, Clothing, Retail, Furniture, Fitness Gym, Etc. With an Interior area of over 10, 000 SQ. FT.	Do Not Issue	\$110.00	Licenses Are Issue Only to Certain Businesses Such as Bingo, Bodyworks Establishment, Camps, Hospitals, Etc. Fees varies Several Other Types of Businesses Are Licensed Through the License Department of The Montgomery County Circuit Court	Do Not Issue	Licenses Are Issue Only to Certain Businesses Such as Amusement (video games/billiard & pool rooms), Carnival, Circus, Etc. Fees varies	\$231.00-Use & Occupancy -No Construction New Tenant or Owner Change \$210.00-Use & Occupancy-New Building or Addition to Existing Building \$82.50-Motor Vehicle Repair Facility \$33.00-Off-Road Vehicle Other Licenses Are Issue Such as Amusement, Carnival, Etc. Fees Varies.	Our <u>Yearly</u> Fees Go According to The Square Footage Our range is currently \$285.00 for a small office of 0-1,000 SQ FT to \$2445.00 for a big building of 125,001-150,000 SQ FT \$285.00 for 0-1,000 SQ FT \$345.00 for 1,001-2,000 SQ FT \$405.00 for 2,001-3,000 SQ FT \$465.00 for 3,001-4,000 SQ FT \$525.00 for 4,001-5,000 SQ FT \$585.00 for 5,001-6,000 SQ FT \$645.00 for 6,001-7,000 SQ FT \$705.00 for 7,001-8,000 SQ FT \$765.00 for 8,001-9,000 SQ FT \$825.00 for 9,001-10,000 SQ FT \$885.00 for 10,001-11,000 SQ FT \$945.00 for 11,001-12,000 SQ FT \$1005.00 for 12,001-13,000 SQ FT \$1065.00 for 13,001-14,000 SQ FT \$1125.00 for 14,0001-15,000 SQ FT \$1185.00 for 15,001-16,000 SQ FT \$1245.00 for 16,001-17,000 SQ FT \$1305.00 for 17,001-18000 SQ FT \$1365.00 for 18,001-19,000 SQ FT \$1425.00 for 19,001-20,000 SQ FT \$1485.00 for 20,001-50,0000 SQ FT \$1725.00 for 50,001-75,000 SQ FT \$1965.00 for 75,001-100,000 SQ FT \$2205.00 for 100,001-125,000 SQ FT \$2445.00 for 125,001-150,000 SQ FT \$2,685.00 for 150,001-200,000 SQ FT \$2925.00 for 200,001-up SQ FT

Licenses Fees Comparison List 2023

Licenses	College Park	Hyattsville	Bowie	New Carrollton	Montgomery County	Rockville	Laurel	Prince George’s County	Greenbelt
Hotels	\$41.00 per Guest Room	No Hotels Incorporated in to The City of Hyattsville	Do Not Issue	\$110.00	\$690.00-Transient Lodging License Plus Room Rental Transient Tax	\$20.00 per Unit	\$25.00 per Unit	Only Issue Use & Occupancy License (See Fees Above)	\$500.00-Yearly
Day Cares	\$124.00	\$275.00	Do Not Issue	\$110.00	Do Not Issue	Do Not Issue	\$250.00-Obtain through the Fire Marshal & Permit Services	Only Issue Use & Occupancy License (See Fees Above)	\$100.00-Yearly
Liquor	20% of The County Fee	20% of The County Fee	Do Not Issue	Do Not Issue	\$600.00 Application Fee \$120.00 Fingerprinting per Person License Fees Varies Depending on The Class & Type Anywhere From \$100.00-3,000.00	Do Not Issue	Do Not Issue	\$245.00-\$22,000.00-Licenses Are Issue by The Board of License Commissioners the Fees and Classes Which They Are Issue Under (A, B, C, & D) Varies According to The Kind of Establishment, Hours of Operation, and Kind of Liquor Being Sold Such as Beer, Wine, Etc. <u>Filing Fee</u> \$700.00-New Application \$1000.00- Extension- If Application is not submitted on time \$500.00-Transfer Application A criminal Background Check, Live Scan Application, Fingerprints (Which Can Be Submitted at Numerous Locations Throughout the State of Maryland) and A Certificate of Good Standing Have to Be Submitted Along with The Application	20% of the County Fee-Yearly
Residential Alarm	Do Not Issue	\$50.00-Initially \$12.50-Bi-Annual Renewal Fee If No False Alarms \$50.00 Bi-Annual Renewal Fee If More than Two False alarms Within the 2 Year Period	Do Not Issue	Do Not Issue	\$30.00-Initially \$10.00-Bi-Annual Renewal Fee	Do Not Issue	Not Required but Can Choose To, No Fee	No Fee	Not Required

Licenses Fees Comparison List 2023

Licenses	College Park	Hyattsville	Bowie	New Carrollton	Montgomery County	Rockville	Laurel	Prince George’s County	Greenbelt
Non-Residential Alarm (Businesses)	Do Not Issue	\$50.00-Initially \$12.50-Bi-Annual Renewal Fee If No False Alarms \$50.00 Bi-Annual Renewal Fee If More than Two False alarms Within the 2 Year Period	Do Not Issue	Do Not Issue	\$30.00-Initially \$10.00-Bi-Annual Renewal Fee	Do Not Issue	\$50.00-Initially \$15.00-Annual Renewal Fee	\$50.00-Bi-Annual	\$100.00-Yearly
Alarm Business (Companies)	Do Not Issue	Do Not Issue	Do Not Issue	Do Not Issue	\$200.00 (Need to have a current State of Maryland license)	Do Not Issue	Do Not Issue	\$300.00-Bi-Annual	\$300.00-Bi-Annual

Building Permits Fees Comparison List 2023

Permits	College Park	Hyattsville	Bowie	New Carrollton	Montgomery County	Rockville	Laurel	PG County	Greenbelt
Commercial Electrical	Permit Application Fees: Under \$25,000=\$25.00 Over \$25,000=\$75.00 Permit Fees are based on valuation of the job: \$1-\$500=\$60.00 \$501-\$2000=\$63.50 \$2001-\$25,000=\$112.50 \$25,001-\$50,000=434.50 \$50,001-100,000=\$687.00 \$100,001-\$500,000=\$1037.00 \$500,001-\$1,000,000=\$3277.00 \$1,000,001 and up=\$5652.00 *All plans submitted for review will incur an additional 30% of the permit value *Minimum fee of \$60.00	Do not issue	Do not issue	Under \$25,000=\$100.00 Over \$25,000=\$150.00	\$162.22-Minimum Fee + Equipment Fees	\$150.00-Minimum Fee Paid at Time of Application Unless Otherwise Indicated Filing Fee 25% of Estimated Building permit fee (no max.) (All BLD) \$50.00 per Application (SFD) Building Plan Scanning Fee (except Fence permits) 2% of Building Permit Fee (\$785.00 Maximum) \$55.00 Minimum Permit Fee Unless Otherwise Provided	Do not issue	<u>Minimum Fee Schedule (not including other applicable fees)</u> \$33.00-A/C Equipment Unit \$49.50-Appliance \$93.50-Audio/Visual/Data/Telephone Equipment \$99.00-Bonding Only \$77.00-Electrical Demolition \$93.50-Fire Alarm \$77.00-Temporary Fire Alarm \$49.50-Generator \$33.00-Heating Equipment \$27.50-Light Fixture \$44.00-Light Pole \$33.00-Motor \$143.00-Motor Control Center \$93.50-Radio/TV/Satellite Communication Station \$99.00-Re-Introduction of Power \$27.50-Rough Wire Outlet, Segment of 15 \$93.50-Security Alarm \$126.50-Swimming Pool \$77.00-Therapeutic Pool, Spa, Tub, Hydro-Massage \$49.50-Transfer Switch \$60.50-Transformer and UPS \$44.00-Work with Power Company \$77.00-Service Equipment/Heavy Up (Up to 300 Amps) \$148.50- Service Equipment/Heavy Up (Over 300 Amps) \$77.00-Sub Panel (up to 300 Amps) \$99.00-Sub Panel (over 300 Amps) \$44.00-Dental Chair \$77.00-Dispenser with Pump \$44.00-Sign \$82.50-Imaging Equipment (CT Scan, MRI, X-ray) \$33.00-Office Partition (Relocatable) Furniture Whip \$165.00-Spray Paint Booth <u>New Permits</u> \$99.00-Cut-in Power \$104.50-Disconnect-Amp \$38.50-Exit Sign (Segment of 15) \$302.50-Fire Pump \$38.50-Individual Meter Stack/Replacement \$82.50-Miscellaneous \$38.50-Smoke Detector (Segment of 15) \$77.00-Solar PV System (Group of 100 Panels) \$121.00-Temporary Wiring \$49.50-Thermostat \$99.00-Trench \$165.00-Work Started by Others	\$50.00

Building Permits Fees Comparison List 2023

Permits	College Park	Hyattsville	Bowie	New Carrollton	Montgomery County	Rockville	Laurel	PG County	Greenbelt
Residential Electrical	Permit Application Fees: Under \$25,000=\$25.00 Over \$25,000=\$75.00 Permit Fees are based on valuation of the job: \$1-\$500=\$60.00 \$501-\$2000=\$63.50 \$2001-\$25,000=\$112.50 \$25,001-\$50,000=434.50 \$50,001-100,000=\$687.00 \$100,001-\$500,000=\$1037.00 \$500,001-\$1,000,000=\$3277.00 \$1,000,001 and up=\$5652.00 *All plans submitted for review will incur an additional 30% of the permit value	Do not issue	Do not issue	Under \$25,000=\$100.00 Over \$25,000=\$150.00	\$97.33-Minimum Fee + Equipment Fees	\$125.00-Minimum Fee Paid at Time of Application Filing Fee 25% of Estimated Building permit fee (no max.) (All BLD) \$50.00 per Application (SFD) Building Plan Scanning Fee (except Fence permits) 2% of Building Permit Fee (\$785.00 Maximum) \$55.00 Minimum Permit Fee Unless Otherwise Provided	Do not issue	<u>Minimum Fee Schedule (not including other applicable fees)</u> \$33.00-A/C Equipment Unit \$49.50-Appliance \$93.50-Audio/Visual/Data/Telephone Equipment \$99.00-Bonding Only \$77.00-Electrical Demolition \$93.50-Fire Alarm \$77.00-Temporary Fire Alarm \$49.50-Generator \$33.00-Heating Equipment \$27.50-Light Fixture \$44.00-Light Pole \$33.00-Motor \$143.00-Motor Control Center \$93.50-Radio/TV/Satellite Communication Station \$99.00-Re-Introduction of Power \$27.50-Rough Wire Outlet, Segment of 15 \$93.50-Security Alarm \$126.50-Swimming Pool \$77.00-Therapeutic Pool, Spa, Tub, Hydro-Massage \$49.50-Transfer Switch \$60.50-50-Transformer and UPS \$44.00-Work with Power Company \$165.00-Whole House Low Voltage \$77.00-Service Equipment/Heavy Up (Up to 300 Amps) \$148.50- Service Equipment/Heavy Up (Over 300 Amps) \$77.00-Sub Panel (up to 300 Amps) \$99.00-Sub Panel (over 300 Amps) New Permits \$165.00-New Home up to 400 Amps \$231.00-New Home Over 400 Amps \$99.00-Cut-in Power \$104.50-Disconnect — Amp \$104.50-Individual Meter \$38.50-Individual Meter Stack/Replacement \$82.50-Miscellaneous \$38.50-Smoke Detector (Segment of 15) \$82.50-Solar PV System \$121.00-Temporary Wiring \$49.50-Thermostat \$99.00-Trench \$165.00-Work Started by Others	\$25.00

Building Permits Fees Comparison List 2023

Permits	College Park	Hyattsville	Bowie	New Carrollton	Montgomery County	Rockville	Laurel	Prince George's County	GB
Commercial Interior	Permit Application Fees: Under \$25,000=\$25.00 Over \$25,000=\$75.00 Permit Fees are based on valuation of the job: \$1-\$500=\$60.00 \$501-\$2000=\$63.50 \$2001-\$25,000=\$112.50 \$25,001-\$50,000=434.50 \$50,001-100,000=\$687.00 \$100,001-\$500,000=\$1037.00 \$500,001-\$1,000,000=\$3277.00 \$1,000,001 and up=\$5652.00 *All plans submitted for review will incur an additional 30% of the permit value	Do not issue	According to the cost of the job. \$25.00 minimum	Under \$25,000=\$100.00 Over \$25,000=\$150.00	Cost of Construction x 0.025956	\$150.00-Minimum Fee Paid at Time of Application Unless Otherwise Indicated Filing Fee 25% of Estimated Building Permit Fee (no max.) (All BLD) \$50.00 per Application (SFD) Building Plan Scanning Fee (except Fence permits) 2% of Building Permit Fee (\$785.00 Maximum) \$0.24 per SF of Affected Area or 1.22% of the Total Construction Costs as Estimated by the Building Official Whichever Is Greater	\$250.00 Filing Fee + .009 of Value of Completion + Public Safety Surcharges + City of Laurel Impact Fee per Lot. <u>Main Street</u> \$135.00 Filing Fee + .009 of Value of Completion	\$99.00-Minimum Fee Schedule (not including other applicable fees) <u>Fee Rule — Fee Calculation (if higher than minimum)</u> \$55.00 + (Construction Cost x 0.0088)	\$50.00
Residential Interior	Permit Application Fees: Under \$25,000=\$25.00 Over \$25,000=\$75.00 Permit Fees are based on valuation of the job: \$1-\$500=\$60.00 \$501-\$2000=\$63.50 \$2001-\$25,000=\$112.50 \$25,001-\$50,000=434.50 \$50,001-100,000=\$687.00 \$100,001-\$500,000=\$1037.00 \$500,001-\$1,000,000=\$3277.00 \$1,000,001 and up=\$5652.00 *All plans submitted for review will incur an additional 30% of the permit value	Do not issue	According to the cost of the job. \$25.00 minimum	Under \$25,000=\$100.00 Over \$25,000=\$150.00	\$0.681345 per SF	\$125.00-Minimum Fee Paid at Time of Application Filing Fee 25% of Estimated Building Permit Fee (no max.) (All BLD) \$50.00 per Application (SFD) Building Plan Scanning Fee (except Fence permits) 2% of Building Permit Fee (\$785.00 Maximum) \$0.18 per SF of Affected Area	Do not issue	<u>Minimum Fee Schedule (not including other applicable fees)</u> \$99.00 \$374.00-Basement Finishing <u>Fee Rule — Fee Calculation (if higher than minimum)</u> \$55.00 + (Construction Cost x 0.0088) \$60.50-Minimum Application Filing Fee for New Buildings, Structures and/or Grading (not including other applicable fees) <u>Fee Rule — Fee Calculation (if higher than minimum)</u> Up to 50% of the Estimated Cost of the Permit (Refundable less Administrative and Plan Review Costs Incurred if Application is Cancelled)	\$25.00

Building Permits Fees Comparison List 2023

Permits	College Park	Hyattsville	Bowie	New Carrollton	Montgomery County	Rockville	Laurel	PG County	Greenbelt
Commercial Sprinkler/ Alarm	Permit Application Fees: Under \$25,000=\$25.00 Over \$25,000=\$75.00 Permit Fees are based on valuation of the job: \$1-\$500=\$60.00 \$501-\$2000=\$63.50 \$2001-\$25,000=\$112.50 \$25,001-\$50,000=434.50 \$50,001-100,000=\$687.00 \$100,001-\$500,000=\$1037.00 \$500,001-\$1,000,000=\$3277.00 \$1,000,001 and up=\$5652.00 *All plans submitted for review will incur an additional 30% of the permit value	Do not issue	Do not issue	Under \$25,000=\$100.00 Over \$25,000=\$150.00	\$167.63	\$121.00 Unless Otherwise Indicated Filing Fee 25% of Estimated Building Permit Fee (no max.) (All BLD) \$50.00 per Application (SFD) Building Plan Scanning Fee (except fence permits) 2% of Building Permit Fee (\$785.00 Maximum)	Do not issue	Fire Sprinkler \$192.50-Minimum Fee Schedule (not including other applicable fees) <u>Fee Rule — Fee Calculation (if higher than minimum)</u> Ten or Fewer Sprinkler Heads Added and/or Relocated, with no New Mains or Shifting of Cross-Mains or Risers, and not Creating More Hydraulically Demanding Remote Area <u>Minimum Fee Schedule (not including other applicable fees)</u> \$192.50-0–10,000 SQ Ft \$275.00-10,001–30,000 SQ Ft \$330.00-30,001–75,000 SQ Ft \$440.00-75,001–125,000 SQ Ft \$550.00-125,001–200,000 SQ Ft \$660.00-200,001 or Larger SQ Ft <u>Fee Rule — Fee Calculation (if higher than minimum)</u> (Construction Cost x 0.0088) or \$3.3 per Sprinkler Head Fire Alarm \$220.00-Minimum Fee Schedule per Floor (not including other applicable fees)	\$50.00
Residential Sprinkler/ Alarm	Permit Application Fees: Under \$25,000=\$25.00 Over \$25,000=\$75.00 Permit Fees are based on valuation of the job: \$1-\$500=\$60.00 \$501-\$2000=\$63.50 \$2001-\$25,000=\$112.50 \$25,001-\$50,000=434.50 \$50,001-100,000=\$687.00 \$100,001-\$500,000=\$1037.00 \$500,001-\$1,000,000=\$3277.00 \$1,000,001 and up=\$5652.00 *All plans submitted for review will incur an additional 30% of the permit value	Do not issue	Do not issue	Under \$25,000=\$100.00 Over \$25,000=\$150.00	\$167.63	\$121.00 Unless Otherwise Indicated Filing Fee 25% of Estimated Building Permit Fee (no max.) (All BLD) \$50.00 per Application (SFD) Building Plan Scanning Fee (except fence permits) 2% of Building Permit Fee (\$785.00 Maximum)	Do not issue	Fire Sprinkler \$126.50- NFPA 13D System Only- Minimum Fee Schedule (not including other applicable fees) Fee Rule — Fee Calculation (if higher than minimum) Six or Fewer Sprinkler Heads Added and/or Relocated in Basement or Grade Level, with no Shifting of Cross-Mains or Risers, and not Creating More Hydraulically Demanding Remote Area	\$25.00

Building Permits Fees Comparison List 2023

Permits	College Park	Hyattsville	Bowie	New Carrollton	Montgomery County	Rockville	Laurel	PG County	Greenbelt
Commercial Mechanical	Permit Application Fees: Under \$25,000=\$25.00 Over \$25,000=\$75.00 Permit Fees are based on valuation of the job: \$1-\$500=\$60.00 \$501-\$2000=\$63.50 \$2001-\$25,000=\$112.50 \$25,001-\$50,000=434.50 \$50,001-100,000=\$687.00 \$100,001-\$500,000=\$1037.00 \$500,001-\$1,000,000=\$3277.00 \$1,000,001 and up=\$5652.00 *All plans submitted for review will incur an additional 30% of the permit value	Do not issue	Do not issue	Under \$25,000=\$100.00 Over \$25,000=\$150.00	\$113.56-Minimum Fee + Equipment Fees	\$150.00-Minimum Fee Paid at Time of Application Unless Otherwise Indicated Filing Fee 25% of Estimated Building Permit Fee (no max.) (All BLD) \$50.00 per Application (SFD) Building Plan Scanning Fee (except fence permits) 2% of Building Permit Fee (\$785.00 Maximum) \$58.00 Permit Fee	\$175.00 <u>Main Street</u> \$100.00	\$71.50-Minimum Fee Schedule (not including other applicable fees) <u>Fee Rule — Fee Calculation (if higher than minimum)</u> 1.1% of Mechanical Construction Cost	\$50.00
Residential Mechanical	Permit Application Fees: Under \$25,000=\$25.00 Over \$25,000=\$75.00 Permit Fees are based on valuation of the job: \$1-\$500=\$60.00 \$501-\$2000=\$63.50 \$2001-\$25,000=\$112.50 \$25,001-\$50,000=434.50 \$50,001-100,000=\$687.00 \$100,001-\$500,000=\$1037.00 \$500,001-\$1,000,000=\$3277.00 \$1,000,001 and up=\$5652.00 *All plans submitted for review will incur an additional 30% of the permit value	Do not issue	Do not issue	Under \$25,000=\$100.00 Over \$25,000=\$150.00	\$70.30-Minimum Fee + Equipment Fees	\$125.00-Minimum Fee Paid at Time of Application Filing Fee 25% of Estimated Building Permit Fee (no max.) (All BLD) \$50.00 per Application (SFD) Building Plan Scanning Fee (except fence permits) 2% of Building Permit Fee (\$785.00 Maximum) \$58.00 Permit Fee	\$100.00	\$71.50-Minimum Fee Schedule (not including other applicable fees) <u>Fee Rule — Fee Calculation (if higher than minimum)</u> 1.1% of Mechanical Construction Cost	\$25.00

Building Permits Fees Comparison List 2023

Permits	College Park	Hyattsville	Bowie	New Carrollton	Montgomery County	Rockville	Laurel	PG County	Greenbelt
Deck	Permit Application Fees: Under \$25,000=\$25.00 Over \$25,000=\$75.00 Permit Fees are based on valuation of the job: \$1-\$500=\$60.00 \$501-\$2000=\$63.50 \$2001-\$25,000=\$112.50 \$25,001-\$50,000=434.50 \$50,001-100,000=\$687.00 \$100,001-\$500,000=\$1037.00 \$500,001-\$1,000,000=\$3277.00 \$1,000,001 and up=\$5652.00 *All plans submitted for review will incur an additional 30% of the permit value	Do not issue	According to the cost of the job. \$25.00 minimum	Under \$25,000=\$100.00 Over \$25,000=\$150.00	Under 500 SF \$194.67 Over 500 SF \$0.767865 per SF	\$125.00-Minimum Fee paid at Time of Application Filing Fee 25% of Estimated Building Permit Fee (no max.) (All BLD) \$50.00 per Application (SFD) Building Plan Scanning Fee (except fence permits) 2% of Building Permit Fee (\$785.00 Maximum)	Under 500 SF= \$125.00 Over 500 SF= \$175.00	\$126.50-Minimum Fee Schedule (not including other applicable fees) <u>Fee Rule — Fee Calculation (if higher than minimum)</u> \$126.50 + Grading Fee + \$5 M-NCPPC	\$25.00
Fence	Permit Application Fees: Under \$25,000=\$25.00 Over \$25,000=\$75.00 Permit Fees are based on valuation of the job: \$1-\$500=\$60.00 \$501-\$2000=\$63.50 \$2001-\$25,000=\$112.50 \$25,001-\$50,000=434.50 \$50,001-100,000=\$687.00 \$100,001-\$500,000=\$1037.00 \$500,001-\$1,000,000=\$3277.00 \$1,000,001 and up=\$5652.00 *All plans submitted for review will incur an additional 30% of the permit value	\$25.00	According to the cost of the job. \$25.00 minimum	Under \$25,000=\$100.00 Over \$25,000=\$150.00	\$77.87	\$125.00-Minimum Fee Paid at Time of Application Filing Fee 25% of Estimated Building Permit Fee (no max.) (All BLD) \$50.00 per Application (SFD) Building Plan Scanning Fee (except fence permits) 2% of Building Permit Fee (\$785.00 Maximum) \$37.00 Permit Fee	<u>Residential</u> \$50 <u>Commercial</u> \$200	<u>Residential</u> \$121.00-Minimum Fee Schedule (not including other applicable fees) <u>Fee Rule — Fee Calculation (if higher than minimum)</u> \$121 + Grading Fee + \$5 M-NCPPC <u>Commercial</u> \$165.00-Minimum Fee Schedule (not including other applicable fees) <u>Fee Rule — Fee Calculation (if higher than minimum)</u> \$165.00 + Grading Fee + \$5 M-NCPPC	\$20.00

Building Permits Fees Comparison List 2023

Permits	College Park	Hyattsville	Bowie	New Carrollton	Montgomery County	Rockville	Laurel	PG County	Greenbelt
New Home	Permit Application Fees: Under \$25,000=\$25.00 Over \$25,000=\$75.00 Permit Fees are based on valuation of the job: \$1-\$500=\$60.00 \$501-\$2000=\$63.50 \$2001-\$25,000=\$112.50 \$25,001-\$50,000=434.50 \$50,001-100,000=\$687.00 \$100,001-\$500,000=\$1037.00 \$500,001-\$1,000,000=\$3277.00 \$1,000,001 and up=\$5652.00 *All plans submitted for review will incur an additional 30% of the permit value	Do not issue	According to the cost of the job. \$25.00 minimum	Under \$25,000=\$100.00 Over \$25,000=\$150.00	Detached: Under 5000 SF= \$0.767865 per SF Over 5000 SF= \$0.767865 for first 5000 SF + \$0.32445 per SF of area exceeding 5000 SF Attached: \$1514.10	\$125.00-Minimum Fee Paid at Time of Application Filing Fee 25% of Estimated Building Permit Fee (no max.) (All BLD) \$50.00 per Application (SFD) Building Plan Scanning Fee (except fence permits) 2% of Building Permit Fee (\$785.00 Maximum) \$0.22 per SF Including Basement, Each Floor, Garage and Roof	\$125.00 Filing Fee + .0075 of Value of Completion + PG County School & Public Safety Surcharges + City of Laurel Impact Fee per Lot.	<u>Minimum Fee Schedule</u> (not including other applicable fees) > 3,500 SF -\$3,410 <u>Fee Rule — Fee Calculation (if higher than minimum)</u> \$55 + (SF x BVD x 0.0088) + Grading Fee + \$93.50 U&O + \$5 M-NCPPC <u>Minimum Fee Schedule</u> (not including other applicable fees) < 3,500 SF-\$3,410 <u>Fee Rule — Fee Calculation (if higher than minimum)</u> \$3,410 + Grading Fee + \$93.50 U&O + \$5 M-NCPPC	\$250.00
Raze	Permit Application Fees: Under \$25,000=\$25.00 Over \$25,000=\$75.00 Permit Fees are based on valuation of the job: \$1-\$500=\$60.00 \$501-\$2000=\$63.50 \$2001-\$25,000=\$112.50 \$25,001-\$50,000=434.50 \$50,001-100,000=\$687.00 \$100,001-\$500,000=\$1037.00 \$500,001-\$1,000,000=\$3277.00 \$1,000,001 and up=\$5652.00 *All plans submitted for review will incur an additional 30% of the permit value	Do not issue	\$50.00	Under \$25,000=\$100.00 Over \$25,000=\$150.00	\$156.82	Condemned by the City \$525.00 + \$0.05 per Cubic Foot Voluntary-\$525.00	\$150.00	Residential <u>Minimum Fee Schedule (not including other applicable fees)</u> \$330.00 <u>Fee Rule — Fee Calculation (if higher than minimum)</u> \$330.00 + Grading Fee + \$5 M-NCPPC Commercial <u>Not Full Raze</u> <u>Minimum Fee Schedule (not including other applicable fees)</u> \$143.00 <u>Fee Rule — Fee Calculation (if higher than minimum)</u> (Demolition Cost x 0.0088) + Grading Fee if Exterior	\$100.00
Sign	Permit Application Fees: Under \$25,000=\$25.00 Over \$25,000=\$75.00 Permit Fees are based on valuation of the job: \$1-\$500=\$60.00 \$501-\$2000=\$63.50 \$2001-\$25,000=\$112.50 \$25,001-\$50,000=434.50 \$50,001-100,000=\$687.00 \$100,001-\$500,000=\$1037.00	Do not issue	According to the cost of the job. \$25.00 minimum	Under \$25,000=\$100.00 Over \$25,000=\$150.00	Permanent-\$324.45 Sign Concept-\$1400.54 Sign Variance-\$643.49	\$125.00-Minimum Fee Paid at Time of Application Filing Fee 25% of Estimated Building Permit Fee (no max.) (All BLD) \$50.00 per Application (SFD) Building Plan Scanning Fee (except fence permits) 2% of Building Permit Fee (\$785.00 Maximum)	\$175.00 \$0.00 for Non-Profits <u>Main Street Area</u> \$75.00 \$0.00 for Non-Profits	Free Standing \$220.00-Minimum Fee Schedule (not including other applicable fees) <u>Fee Rule — Fee Calculation (if higher than minimum)</u> \$55 + (Construction Cost x 0.0088) + Grading Fee + \$5 M-NCPPC Reface (Ground Mounted and Wall Mounted) \$60.50 <u>Fee Rule — Fee Calculation (if higher than minimum)</u> \$60.50 + \$5 M-NCPPC Wall Mounted \$60.50	\$100.00

Building Permits Fees Comparison List 2023

	\$500,001-\$1,000,000=\$3277.00 \$1,000,001 and up=\$5652.00 *All plans submitted for review will incur an additional 30% of the permit value							<u>Fee Rule — Fee Calculation (if higher than minimum</u> \$60.50 + \$5 M-NCPPC	
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RENTALS BY SUBDIVISION

March 2023

Subdivision Name	Total Number of Rental
Belle Point	10
Boxwood	7
Charlestowne Village	31
Greenbelt Homes, Inc. (GHI)	11
Greenbelt Lake Village	55
Greenbelt Station	160
Greenbrier	165
Greenbrook Estates	4
Greenbrook Village	42
Greenspring	14
Greenwood Village	34
Hunting Ridge	121
Lakeside	6
Lakewood	0
Windsor Green	119
Woodland Hills	2
Total Rentals	781

Short Term Rentals: County received six (6) applications and one (1) is under review and the remaining 5 (5) were abandoned.

M. Debord

Housing Data FY 2023

Residential Development	# of Units
Belle Point	97
Boxwood	198
Woodland Hills	69
Charlestowne Village	165
GHI	1600
Greenbriar	728
Lakes of Greenbelt Village	285
Greenbrook Estates	109
Greenbrook Village	220
Windsor Green	654
Greenspring	210
Greenwood Village	194
Hunting Ridge	362
Lakeside	126
Lakewood	108
North End	28
Lakecrest Circle	5
Greenbelt Road	1
Greenbelt Station South Core	507
TOTAL	5,666

Apartments Complexes	
Lawrence	48
Jane	52
Parke Crescent	84
Charlestowne North	179
Greenridge House	101
Glen Oaks	463
GDC Parkway	60
Lakeside North	276
University Square	496
Parkway Gardens	42
Crescent Square I	42
Crescent Square II	24
Franklin Park at Greenbelt Station	2885
Greenbelt Park	42
Verde Apartments	302
Motavi	354
TOTAL APARTMENT UNITS	5,450

Total Housing Units	11,116
Percent Apartments	49%

Total Rental Units	
Single-Family/Condo Rental	781

Total Rentals	6,231
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% Total Rental Housing	56%
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FORECLOSURE DATA
CITY OF GREENBELT
April 24, 2023

Subdivision	FY 2022		FY 2023	
	Filings	Sales	Filings	Sales
Belle Point	2	0	0	0
Boxwood	0	0	0	0
Charlestowne Village	4	0	1	0
Greenbelt Lake Village	4	0	2	1
Greenbelt Station	0	0	1	0
Greenbriar	3	0	5	0
Greenbrook Estates	1	0	0	0
Greenbrook Village	1	0	0	0
Greenspring 1	0	1	0	0
Greenwood Village	0	0	0	0
Hunting Ridge	1	0	4	0
Lakeside	0	0	0	0
Lakewood	1	0	0	0
Windsor Green	1	0	2	1
Woodland Hills	0	0	0	0
TOTAL	17	1	15	2

Source: Maryland Foreclosure Registration System

REPORT TO COUNCIL Date: 05/11/2022

SUBJECT: Pedestrian and Bicycle Master Plan Budget Recommendations

BACKGROUND

The Capitol Projects budget for the City of Greenbelt includes \$20,000 for pedestrian and bicycle improvements. Through an exhaustive and detailed process of evaluation of the City's Pedestrian and Bicycle Master Plan, the Advisory Planning Board has identified several priority items, which are recommended for use of available funds for FY2023. At the start of the review process site visits were made by members of APB across Greenbelt to assess current status and gain on-the-ground perspectives of proposed improvements. More recently, additional site visits were made to Greenbelt West, Greenbelt East, and Historic Greenbelt to gather additional and updated information about proposed improvements.

The below recommendations were determined based on a variety of factors including road safety, presence of recently completed improvements, existing plans for future improvements, connectivity of pedestrian and bicycle facilities, and the responsible, and equitable distribution of finite resources across the City of Greenbelt.

RECOMMENDATIONS

Bicycle Improvements

In assessing priorities for bicycle improvements across Greenbelt, APB focused on ensuring connectivity and clear wayfinding for bicyclists using established bicycle-ways (as shown in the City of Greenbelt Trails Map), directing bicyclists off of pedestrian footpaths (unless otherwise permitted), encouraging bicyclists to avoid on-road travel on Greenbelt Road, and helping motor vehicle drivers understand that they share the road with bicyclists. With that in mind, APB identified the following priority bicycle improvements for FY2023:

1. ***Hanover Parkway north*** from Greenbelt Road to the entrance to Eleanor Roosevelt High School (ERHS). Install sharrows to improve safety for bicyclists traveling this route. This is a priority due to frequent travel of students on this route, as well as the daily car traffic due to ERHS. In addition, the new installation of a bicycle share station at ERHS will only increase bicycle travel in this area. Assuming a cost of \$200 per sharrow spaced at 200 feet (14 sharrows) the expected cost of this improvement is **\$2,800**.
2. ***Breezewood Drive*** between Cherrywood Lane and Springhill Lane. Install and restore sharrows on this route, as it corresponds to a mapped on-road bicycle route and would provide a safer alternative than Greenbelt Road to connect to the Anacostia Tributary Trails System via the Stream Valley Trail and Indian Creek Trails. Assuming a cost of

\$200 per sharrow spaced at 200 feet (10 sharrows) the expected cost of this improvement is **\$2,000**.

Pedestrian Improvements

In assessing priorities for pedestrian improvements across Greenbelt, APB focused on improving pedestrian safety, improving connectivity of existing pathways and crosswalks across roads, and using pedestrian facilities to also calm traffic on roads with a tendency for drivers to exceed the speed limit. As stated above, APB also considered ongoing projects, existing improvements, and equity across the City when identifying priority improvements. APB identified the following priority pedestrian improvements for FY 2023:

1. ***Hanover Parkway at Hunting Ridge Condominium Traffic Circle***. Install flashing LED pedestrian crossing signage on the east side of the circle at the existing crosswalk. This signage will improve safety for community members accessing bus and recreation facilities. The estimated cost of this improvement is **\$2,500**.
2. ***Hanover Parkway at Village Park Drive Traffic Circle***. Install flashing LED pedestrian crossing signage on the north side of the circle at the existing crosswalk. This signage will improve safety for community members accessing bus and recreation facilities. The estimated cost of this improvement is **\$2,500**.
3. ***Springhill Lane at Breezewood Court***. Install a continental-style crosswalk on the north leg of the intersection and curb ramps on both sides of the street. It is clear from wear patterns on the turf that street crossings are happening along this road, but there are no crosswalks between Breezewood Drive and Springhill Drive. With no sidewalks on the west side of Springhill Lane, it is important for pedestrian safety and connectivity that there be a clear location for crossing Springhill Lane to connect the east and west sides of Franklin Park, given the proximity to two schools and vital community services in the Market Lane building. The estimated cost of this improvement is **\$2700**.
4. ***Southway south of Crescent Road***. Install a continental-style crosswalk approximately 85 feet south of Crescent. This improvement would provide indications to drivers that pedestrians are potentially crossing at this location and make for a safer crossing where there are existing curb ramps connecting the inner pathway system. The estimated cost of this improvement is **\$900**.
5. ***Ridge Road at the pathway adjacent to Unit 43F connecting to the playground***. Install a continental-style crosswalk and curb ramps on both sides of the street. This crossing would create a much-needed connection between opposite sides of Ridge Road in between Gardenway and Northway. This location would connect the internal pathway on the west side of Ridge with the sidewalk which runs along the east/outer side of Ridge. Furthermore, it would provide a connection to a recreational amenity and would help

calm traffic along this stretch of Ridge which frequently sees cars and buses exceeding the speed limit. The estimated cost of this improvement is **\$2700**.

6. **Hillside Road north of Crescent Road.** Install continental-style crosswalk with a curb ramp on the west side of the street. This improvement would provide a needed crossing for Hillside Road at its southern end, connecting the inner-pathway system with the sidewalk on the west side of Hillside and thus the sidewalk/pathway running along the north side of Crescent Road. The estimated cost of this improvement is **\$1800**.
7. **Crescent Road at Parkway, west of Hillside Road.** Install flashing LED pedestrian crossing signage at the existing crosswalk. This will improve safety for pedestrians crossing Crescent Road and accessing bus services and connecting to facilities in and around the Roosevelt Center. The estimated cost of this improvement is **\$2,500**.

The Board also has a general recommendation that all crosswalks should have signage to indicate the possible presence of pedestrians as well as the requirement to stop for pedestrians.

CONCLUSION

In sum, these APB recommendations are as follows:

#	Location	Improvement(s)	Estimated Cost
B1	Hanover Parkway North	Sharrows (14)	\$2,800
B2	Breezewood Drive	Sharrows (10)	\$2,000
P1	Hanover Parkway @ Huntington Ridge	Flashing LED crossing	\$2,500
P2	Hanover Parkway @ Village Park Drive	Flashing LED crossing	\$2,500
P3	Springhill Lane	Continental crosswalk with curb ramps (2)	\$2,700
P4	Southway	Continental crosswalk	\$900
P5	Ridge Road	Continental crosswalk with curb ramps (2)	\$2,700
P6	Hillside Road	Continental crosswalk with curb ramp (1)	\$1,800
P7	Crescent Road	Flashing LED crossing	\$2,500
Total Estimated Cost			\$20,400

During the May11, 2022 APB meeting, the Board voted 6-0 to support these recommendations to further the implementation of the Pedestrian and Bicycle Master Plan.

PLANNING DEPARTMENT BUDGET QUESTIONS

1. Pg. 89 - Please give us a brief idea of what the new food truck legislation allows?

Answer: The new legislation, which took effect in early December (45 days after passage of the legislation) eliminated Food Truck Hub and allows vendors, with permission from the property owner or manager, food trucks to operate in: Office and Business Parks; Industrial and Employment Parks; Commercial Areas and Retail Shopping Centers; Properties of Faith-based Organizations; Membership Pools; and Non-Profit Organizations; Agricultural Facilities such as Wineries, Farms, and Orchards (with adequate running potable water & sewage disposal); Food Halls, Farmers Markets, and Other Temporary Food Associated Venues; Active Construction Sites; County, State, and Federal Facilities Open to the Public; Golf Courses; and Dog Parks. The legislation does not allow for vendors to operate in public rights-of-way or on municipal-owned property unless part of permitted special event.

All food truck vendors are still required to acquire a Mobile Food Permit and have their vehicles inspected by the Fire and Health Departments prior to vending in the County. Operation of food trucks in any public right-of-way not expressly authorized by the legislation is still strictly prohibited.

2. Pg. 90 - How is the new solar lighting doing in the bus shelter pilot project?

Answer: There have been no reported problems with them to date and community feedback has been positive. In fact, we have received requests for additional ones.

3. Pg. 90 - How many new or renovated bus shelters are planned for in this year's budget? Location?

Answer: Public works will be renovating the bus shelter on Crescent Road near Ridge Road. In terms of additional shelters, staff is preparing a spending plan for ARPA dollars. Staff is also looking at opportunities to install additional solar lighting.

4. Pg. 90 - What Ped/Bicycle Master Plan improvements are in this year's budget?

Answer: I have attached APB Report 2022-03 which discusses the pedestrian and bicycle improvements funded for FY 2023. Staff will be working with Public Works to complete striping projects this spring and summer. The City's engineer did raise some questions about the appropriateness of using LED pedestrian flashing signs at roundabouts and staff is researching this issue further, as well as looking at alternative solutions.

5. Pg. 90 - What Bus Stop/Accessibility Study improvements are in this year's budget? Or these addressed with ARPA funds?

Answer: With the exception of what is referenced in the response to question #3, these improvements will be addressed with ARPA funds.

6. Pg. 91 - Please give Council an updated POS Projects list. (The last one I have is Dated 1971-June 2019.)

Answer: Attached

7. Pg. 91 - Please give the status of the 51 Crescent Rd. storm drainage issue.

Answer: Charles P. Johnson and Associates is conducting an assessment of the storm drain. Once completed, staff will review the findings of the assessment with Prince George's County DPW&T to determine if the system qualifies for acceptance under the County's Municipal Storm Drain Acceptance Program. Based on the conclusion of those discussions staff will propose next steps.

8. Pg. 93 - How many bike share stations have been completed?

Answer: To date three bikeshare stations have been installed: Roosevelt Center, Greenbelt Station South Core, and in the vicinity of the Police Station. The County has additional stations planned in Greenbelt East and at Greenbelt Metro Station pending funding availability. Motiva is also working with the County to install a station on its property.

9. Pg. 93 - There is a printing error at the end of the right-hand column—6. Invest in the professional—should be on the next page.

Answer: Noted

10.Pg. 96 - Spelling error in the Goal Reached graphic—Community

Answer: Noted

11.Pg. 96 - Do our code enforcement inspectors have laptops/tablets for field reports?

Answer: Not at this time, but ARPA monies are available. Staff is currently working with the IT Department on evaluating whether the Utopia Community Development Software is the best long-term solution for the City given server upgrades that are needed to support the software.

12.Pg. 97 - What is the status of the Royal Farms development?

Answer: They have received their County grading permit and are completing the process of obtaining an erosion and sediment control permit and construction in the right-of-way permit from the City. Staff expects they will break ground soon.

13.Pg. 97 - Has the cost of the on-call traffic consultant been budgeted?

Answer: Staff will be requesting funding as part of the ARPA spending plan for Ped/Bike Master Plan Improvements.

14.Pg. 98-99 - Are there still vacancies in the Planning and Community Development Department? What additional positions would be needed in an ideal situation?

Answer: The Assistant Director of Community Development remains vacant as well as the Community Planner I position. Interviews are currently underway for the Community Planner I position, and staff is optimistic. The Assistant Director of Community Development position is not attracting qualified applicants, so staff is looking to revise the job description.

The addition of the Community Development Inspector in FY 2023 has been a great asset and staffing within Community Development is at an appropriate level at this time. Given the current and projected workload of the planning staff, staff foresees justification for the hiring of an additional Community Planner. However, staff believes it would be advantageous to get the one approved Community Planner I on board and then complete a

staffing and workload assessment mid-year. If justified staff will address the issue with Council at that time.

- 15.Pg. 101—What is causing the serious decrease in Development Review Fees?

Answer: Development review fees fluctuate based on the amount of and size of new development being proposed within the City.

- 16.Pg. - Have apartment complexes been notifying the City in a timely matter?

Answer: With the exception of one of our major apartment developments, the City is not being notified. Enforcement is challenging since the City is not notified of evictions and must rely on resident complaints.

- 17.Pg. 90 - Where are the next locations for speed bumps tests planned, and when will they be put in place? Were any of the pilot sites set up last year deemed suitable for permanent speed humps?

Answer: This project was placed on hold for the winter. Staff is looking at the cost of piloting speed humps, rather than, or in addition to, the bumps. Staff is studying the feasibility of raised crosswalks along the stretch of Ridge Road that was subject of the pilot project. This would be considered as part of the traffic calming study staff proposes to have the City's on-call engineer perform for Ridge Road using ARPA dollars.

- 18.Pg. 96 - More a comment than a question - as we look at expanding online services for residents with Code Enforcement, it would be good to look city-wide at other areas that could benefit from online applications and payments, perhaps in combination with a website redesign, and even potentially a City app if that were determined to be valuable.

Answer: Noted

- 19.Pg. 101 - Is there a particular reason why none of the Membership and Training funds from line 45 have been spent in FY 2023?

Answer: This is an error. The estimated amount to be expended in FY 2023 is \$4,700. The reduction from the FY 2023 approved budget is due to staffing shortage.

- 20.Pg. 103 - What building do we rent for Community Development? (line 42)

Answer: These funds are transferred from the Planning and Community Development budget to the Recreation budget for Planning and Community Development's use of space within the Community Center.

21. Rentals by Subdivision, packet page 42: This table lists 781 rentals, but the table on page 102 of the budget (packet page 20) indicates 729 licenses estimated. Do we have units we know are rentals but are lacking licenses, and if so, are we working to rectify that?

Answer: Yes, staff noticed the discrepancy and is looking into why the numbers do not sync up.

POS PROJECTS
Spent and Encumbered Funds
Updated May 2023

ACQUISITION PROJECTS

Year	Project Title	POS Funds Used	Status
1971	Acquisition - Holy Lutheran Church	\$20,504.87	Completed
1971	Acquisition - Schrom Hills Park, Shimmel	\$21,759.92	Completed
1972	Kelly Property Acquisition - Greenbelt Park	\$20,308.00	Completed
1972	Bressler Acquisition - Greenbelt Park	\$41,230.81	Completed
1973	Acquisition - Schrom Hills Park, Tidler	\$62,861.27	Completed
1973	Acquisition, SHL Recreation Center, Small	\$43,350.00	Completed
1977	Acquisition - North Greenbelt Park, Reiner	\$29,300.00	Completed
1984	Acquisition - Buddy Attick, Towers	\$30,468.00	Completed
1988	Acquisition - Buddy Attick Park, Pepco	\$46,742.00	Completed
1988	Acquisition - Schrom Hills Park, Shimmel	\$160,803.24	Completed
1993	Acquisition - Schrom Hills Park, Steiner	\$158,000.00	Completed
2004	Greenbelt East Parkland Acquisition (Sunrise)	\$645,575.50	Completed
TOTAL ACQUISITION		\$1,280,903.61	

DEVELOPMENT PROJECTS - Encumbered

Program Year			
1973	Braden Field Tennis Courts	\$61,415.35	Completed
1993	Braden Field Lighting	\$32,953.00	Completed
1998	Lakecrest Tennis Court Improvements	\$22,500.00	Completed
2006	Skate park Construction	\$50,000.00	Completed
2007	Canning Terrace Playground Improvements	\$61,464.00	Completed
2009	Parks & Playground Improvements	\$113,261.00	Completed
2008	GAFC Phase I Upgrades - Mechanical Upgrades	\$405,415.59	Completed
2009	GAFC Phase II Upgrades (outdoor Pool amenities)	\$191,137.00	On Hold
2009	Braden Tennis Courts Resurfacing/Lighting	\$240,000.00	Completed
2009/2018	Buddy Attick Park Master Plan Improvements	\$221,685.93	In progress
2013	Youth Center Gym Floor	\$52,500.00	Completed
2014/2016	Community Center Facility Upgrades (HVAC)	\$382,385.28	Completed
2014	GAFC Phase III Upgrades (roof replacement)	\$490,310.70	Completed
2017/2018	Community Center Playground Renovations	\$126,736.75	Completed
	Greenbelt Aquatic & Fitness Center Phase IV Improvements		
2018	(Fitness Center HVAC/Roof)	\$121,686.00	Completed
2021	2 Court Research Road Playground	\$37,656.00	Completed
2022	Lakecrest Tennis Court Improvements	\$30,000.00	Scheduled

TOTAL DEVELOPMENT **\$2,641,106.60**