



CITY COUNCIL WORK SESSION AGENDA

Budget Work Session - Planning Department / Economic Development / Old Greenbelt Theatre

Work Session - Municipal Building & Virtual

This meeting will be held in-person and virtual.

**25 Crescent Road
Greenbelt, MD 20770**

OR

Virtual Participation:

Join Zoom Webinar

**[https://us02web.zoom.us/j/83559622306?](https://us02web.zoom.us/j/83559622306?pwd=ZTNDajBHZDk1czU3Z2RHMHZJaXc1QT09)
[pwd=ZTNDajBHZDk1czU3Z2RHMHZJaXc1QT09](https://us02web.zoom.us/j/83559622306?pwd=ZTNDajBHZDk1czU3Z2RHMHZJaXc1QT09)**

Webinar ID: 835 5962 2306

Join By Phone: (301) 715-8592

Password (if needed): 214767

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

Wednesday, April 20, 2022

8:00 PM

Work Session Packet

Budget Work Session

Suggested Action:

Agenda

- Introductions
- Council Discussion
 - Old Greenbelt Theater
 - Economic Development - pages 46-47
 - Planning and Community Development - pages 60-82
- Questions and Answers
- Other Items

[Friends of the Greenbelt Theatre.pdf](#)

[Budget Cover Memo.pdf](#)

[ED FY2023 Budget Memo 4.14.22.pdf](#)

[Office Vacancy Rates 4.14.22.pdf](#)

[Copy of housing data 3.2022.pdf](#)

[Rentals by Subdivisons 2022-M. Debord \(002\).pdf](#)

[Foreclosure Report as of March 2022.pdf](#)

[Permits-Building Permits Fees Comparison List 2022.pdf](#)

[Final April 2022 Work Program.pdf](#)

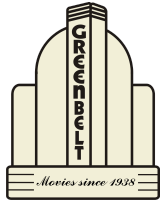
[Licenses-License Fees Comparison List County 2022.pdf](#)

[Economic Development.pdf](#)

[Planning and Community Development.pdf](#)

[Budget Questions Davis and Weaver with responses.pdf](#)

[Economic Development Questions and Answers.pdf](#)



Friends of the Greenbelt Theatre

To: City Council
Cc: City Manager
From: Caitlin McGrath
Date: 4/12/2022
Re: Old Greenbelt Theatre - Closure Period Report

Dear City Council,

Attached please find our financial report for our combined closure period:

- 2020 Q2, Q3, Q4
- 2021 Q1, Q2, Q3

PROGRAMMING:

During this period, as it became increasingly clear that our COVID closure would continue for a longer timeframe than originally thought, we found new creative ways to generate revenue:

- Virtual screenings
- Flick of the Week member discussions
- Friday night popcorn pick-up
- Private member rentals
- Moonlit Movies
- Storytime on Screen

FGT's first foray into post-pandemic entertainment was via **virtual screenings**: films offered studio-by-studio for digital screenings. FGT would earn a small percentage of the rental fee paid by our members. This proved a niche offering, and few people took advantage of the films available to rent.

In a further effort to maintain our member base, we presented our "**Flick of the Week**" - staff suggested a film, members watched it on their own time; rotating members of staff then facilitated a Zoom discussion about the film. After about two months, participation dropped off and we closed the program.

Popcorn/concessions pick-up was our first foray back into in-person interaction with the community, and we were thankful to use guidance from other Roosevelt Center merchants who were providing pick-up services at that time. Staff felt safe, patrons were happy to support our organization, and all transactions went smoothly.

Private rentals proved incredibly successful - both in generating revenue and providing a needed service to our members. We averaged two events per week during our closure. The maximum number of allowed guests was always kept within County-mandated guidelines, and varied based on then-current restrictions; as restrictions eased, our maximum number of allowed guests grew with it. These private rentals offered many families and small groups the chance to gather without the stress that would often accompany public events. We have leveraged the popularity of these rentals to include member rental pricing in certain memberships moving forward.

In August 2020, we presented outdoor **Moonlit Movies** in conjunction with the City of Greenbelt's Recreation Department, and co-sponsored by Town Center Realty and Beltway Plaza Mall. Attendance was capped at 50 people/10 "circles" of 5 people each in response to Prince George's County gathering limits and distancing recommendations at that time; that limit was increased to 100 attendees/20 circles for the final movie of September. We sold out almost every event in 2020. When these events returned in April of 2021, attendance had dropped compared to the previous year, but guests continued to enjoy the offerings. Tickets to these events were low-cost - just \$5/person or \$20/circle.

We continued to collaborate with the Prince George's County Memorial Library System to present **Storytime on Screen** - a free virtual half hour of stories, songs, crafts, and educational video links. This program was one of FGT's most popular in-person gatherings, with crowds generally exceeding 100 participants. Online, it became harder to track the number of participants, though we did note that chat participation dropped week by week. We concluded our virtual Storytime on Screen in August 2021 and look forward to continuing the partnership in-person in the Fall of 2022.

Finally, in preparation for our in-person reopening, we ran a free series of nine small-group, invitation-only test screenings. Each participant was sent a post-screening survey to measure guest comfort; we used this data to reconfigure our auditorium and fine-tune concessions procedures to accommodate additional health and safety measures.

EXPENSES:

Payroll costs remained low for the majority of the closure period. By May 2020, we had reduced down to a core staff of four salaried and two hourly employees; eventually all salaried employees went on unemployment and volunteered their time back to the organization to keep it running. In November 2020, FGT entered into a Work Share agreement with the State of Maryland and four core salaried employees returned to work with FGT paying 50% of their salary and the State of Maryland paying the remainder via unemployment benefits. In September 2021 the Work Share agreement expired, and three core salaried employees returned to work full time along with a small hourly Concessions staff.

Combined with deferred payments for some utilities, various grants, and the City of Greenbelt's monthly support, we were able to cover all expenses incurred during our closure period.

FUNDRAISING:

Our closure period included the 2020 Q4 End of Year fundraising campaign. The community was incredibly generous, contributing over \$23,000 to our Closure Campaign, surpassing 2018 EOY donations by almost \$4,000.

We were very fortunate to have raised all funds needed for our Beyond the Screen renovation campaign of 125 Centerway prior to COVID closures. These funds remained fully untouched during our closure, until construction began in Q2 2021.

MEMBERSHIPS:

By May 2020, we recognized that the closure would run far beyond our original expectations. Knowing that many members consider our membership program more of a "discount" program, we deliberately avoided selling memberships for the vast majority of our closure period. Upon reopening in September 2021, we offered a pro-rated membership designed to last only until June 2022, when we will launch our annual membership campaign.

GRANTS:

In Q2 2021, we applied for and received \$116,445 from Maryland's Strong Economic Recovery Initiative. We also applied for the SBA's Shuttered Venue Operators Grant and were approved for our full requested amount of \$172,968.73. These funds were used to improve our current offices to ensure staff safety, upgrade our POS machines to touchless readers, and make other necessary improvements prior to reopening to the public later this year. We are proud of all of the work that we did in 2020 to be frugal and stay solvent, which allowed us the time and resources to slowly reopen in a safe and mindful manner. The \$25,000 grant through the Greenbelt Business Improvement and Recovery Fund was also greatly appreciated.

FGT was also successful in receiving both rounds of Payroll Protection Program funding totaling \$97,282.

Date	Film Title	Category / Collaboration	Attendance
4/13/20	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	46 / 244 views
4/27/20	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	57
5/11/20	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	71
6/8/20	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	68
6/29/20	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	73
7/5/20	Flick of the Week	Online Discussion	27 registered; 13 attended
7/13/20	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
7/27/20	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
8/7/20	Jurassic Park	Moonlit Movies - Greenbelt Rec, Town Center Realty, Beltway Plaza Mall	36
8/10/20	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
8/14/20	Beetlejuice	Moonlit Movies - Greenbelt Rec, Town Center Realty, Beltway Plaza Mall	38
8/21/20	Princess Bride	Moonlit Movies - Greenbelt Rec, Town Center Realty, Beltway Plaza Mall	36
8/24/20	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
8/28/20	Labyrinth	Moonlit Movies - Greenbelt Rec, Town Center Realty, Beltway Plaza Mall	30
9/4/20	Brewster's Millions	Moonlit Movies - Greenbelt Rec, Town Center Realty, Beltway Plaza Mall	31
9/11/20	War Games	Moonlit Movies - Greenbelt Rec, Town Center Realty, Beltway Plaza Mall	34
9/14/20	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
9/18/20	Karate Kid	Moonlit Movies - Greenbelt Rec, Town Center Realty, Beltway Plaza Mall	37
9/25/20	Galaxy Quest	Moonlit Movies - Greenbelt Rec, Town Center Realty, Beltway Plaza Mall	60
9/28/20	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
10/2/20	The Sandlot	Moonlit Movies - with Greenbelt Rec Dept, Town Center Realty, Beltway Plaza Mall	69
10/9/20	Space Jam	Moonlit Movies - with Greenbelt Rec Dept, Town Center Realty, Beltway Plaza Mall	56
10/16/20	Harry Potter and the Sorcerer's Stone	Moonlit Movies - with Greenbelt Rec Dept, Town Center Realty, Beltway Plaza Mall	67
10/23/20	Hocus Pocus	Moonlit Movies - with Greenbelt Rec Dept, Town Center Realty, Beltway Plaza Mall	75
10/26/20	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
10/30/20	Addams Family	Moonlit Movies - with Greenbelt Rec Dept, Town Center Realty, Beltway Plaza Mall	67
11/9/20	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
11/23/20	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
12/14/20	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
1/11/21	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
1/25/21	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
2/8/21	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
2/22/21	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
3/8/21	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
3/22/21	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
4/2/21	Matilda	Moonlit Movies - with Greenbelt Rec	53
4/9/21	The Fox & the Hound	Moonlit Movies - with Greenbelt Rec	17
4/12/21	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
4/16/21	Rango	Moonlit Movies - with Greenbelt Rec	19
4/23/21	Beauty & the Beast	Moonlit Movies - with Greenbelt Rec	37
4/30/21	Willy Wonka & the Chocolate Factory	Moonlit Movies - with Greenbelt Rec	54
5/7/21	A Knight's Tale	Moonlit Movies - with Greenbelt Rec	27
5/10/21	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
5/14/21	Star Trek: First Contact	Moonlit Movies - with Greenbelt Rec	35
5/21/21	Ferris Bueller's Day Off	Moonlit Movies - with Greenbelt Rec	54
6/4/21	13 Going on 30	Moonlit Movies - with Greenbelt Rec	9
6/12/21	JAWS	Moonlit Movies - with Greenbelt Rec	67
6/14/21	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
6/15/21	Nomadland	In-person invitation-only test screening (capped at 40 guests)	40
6/18/21	Black Panther	Moonlit Movies - with Greenbelt Rec	67
6/18/21	Nomadland	In-person invitation-only test screening (capped at 40 guests)	40
6/19/21	Nomadland	In-person invitation-only test screening (capped at 40 guests)	40
6/23/21	Minari	In-person invitation-only test screening (capped at 40 guests)	40
6/25/21	Zoolander	Moonlit Movies - with Greenbelt Rec	37
6/26/21	Minari	In-person invitation-only test screening (capped at 40 guests)	40
6/27/21	Minari	In-person invitation-only test screening (capped at 40 guests)	40
6/29/21	Ma Rainey's Black Bottom	In-person invitation-only test screening (capped at 40 guests)	40
7/1/21	Ma Rainey's Black Bottom	In-person invitation-only test screening (capped at 40 guests)	40
7/2/21	Independence Day	Moonlit Movies - with Greenbelt Rec	28
7/3/21	Ma Rainey's Black Bottom	In-person invitation-only test screening (capped at 40 guests)	40
7/9/21	Raiders of the Lost Ark	Moonlit Movies - with Greenbelt Rec	55
7/12/21	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
7/16/21	Back to the Future	Moonlit Movies - with Greenbelt Rec	84
7/23/21	Cool Runnings	Moonlit Movies - with Greenbelt Rec	46
7/30/21	Who Framed Roger Rabbit	Moonlit Movies - with Greenbelt Rec	46
8/2/21	Gentleman's Agreement	Monday Matinee, sponsored by Mishkan Torah	75
8/9/21	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
8/23/21	Storytime on Screen	Storytime on Screen - virtual with PCGMLS	unknown
9/6/21	Gilda	Monday Matinee	75

Friends of Greenbelt Theatre

Profit and Loss

April 2020 - September 2021

	TOTAL
Income	
5100 Contribution Income	
5110 Donations	33.45
5111 Individual Donations	66,842.52
5114 Film/Series Sponsorship	6,994.00
5115 Circle Donations	3,852.50
Total 5110 Donations	77,722.47
5120 Grants	
5122 State	15,091.84
5123 City Of Greenbelt	71,973.00
5125 SVOG Grant	100,030.82
Total 5120 Grants	187,095.66
Total 5100 Contribution Income	264,818.13
5200 Earned Income	
5210 Box Office	13,018.13
5211 Non-Movie Event Tickets	71.08
5220 Sales - Concessions	20,477.00
5230 Merchandise	132.14
5240 Sales - Advertisement	7,257.50
5250 Sales - Membership	36,403.75
5260 Rental	26,166.00
5280 Interest Earned	568.45
5290 CC Processing Fees	3,370.88
Total 5200 Earned Income	107,464.93
5291 CC Redemption Income	660.28
5300 Covid 19 Funds	
5301 Art House Convergence	5,286.14
5302 EIDL - advance	10,000.00
5303 State of Maryland Covid Relief	20,000.00
5304 SBA PPP Income	52,282.00
5305 MDSEIRI Grant	116,445.00
Total 5300 Covid 19 Funds	204,013.14
Total Income	\$576,956.48
Cost of Goods Sold	
6000 Cost of Goods Sold	
6100 Concessions	11,145.00

Friends of Greenbelt Theatre

Profit and Loss

April 2020 - September 2021

	TOTAL
6200 Film COGS	4,000.00
6210 Film Purchase/DVD	84.82
6220 Freight & delivery - COS	466.00
6230 Licensing/Distribution	8,694.75
6240 Movies-/DVD-Purchased	218.13
Total 6200 Film COGS	13,463.70
6300 Taxes	
6320 Amusement	1,141.40
Total 6300 Taxes	1,141.40
6400 Merchant/Credit Card Fees	2,942.70
6600 POS Fees	1,335.85
6700 Merchandise Cost of Goods	154.20
Total 6000 Cost of Goods Sold	30,182.85
Total Cost of Goods Sold	\$30,182.85
GROSS PROFIT	\$546,773.63
Expenses	
7000 Expenses	
7100 Administrative Expenses	
7110 Advertising	1,689.12
7111 Marketing of Theatre	185.00
Total 7110 Advertising	1,874.12
7130 Bank Charges	593.48
7140 Dues & Subscriptions	806.26
7150 Freight & Delivery	23.65
7160 Insurance	
7161 Insurance - Disability	6,745.84
7162 Insurance - Liability	6,969.75
Total 7160 Insurance	13,715.59
7170 Legal & Professional Fees	
7171 Accounting	150.00
7172 Legal Fees	1,537.50
Total 7170 Legal & Professional Fees	1,687.50
7180 General and Admin Expenses	
7181 Office Expenses	10,705.22
Total 7180 General and Admin Expenses	10,705.22
7190 Repair & Maintenance	375.62
7210 Telecommunication	556.15
7220 Depreciation Expense	8,983.81
7230 Professional Development	901.47
Total 7100 Administrative Expenses	40,222.87

Friends of Greenbelt Theatre

Profit and Loss

April 2020 - September 2021

	TOTAL
7300 Payroll Expenses	
7310 Wages	227,857.00
7320 Taxes	18,536.30
7330 Benefits & Insurance	2,675.07
7340 Payroll Service & Scheduling Fees	5,463.92
Total 7300 Payroll Expenses	254,532.29
7500 Travel	
7520 Travel Lodging	0.00
Total 7500 Travel	0.00
7600 Building	
7610 Rent or Lease	42,090.00
7620 Utilities	17,738.89
7650 Permits	462.50
7660 Equipment Rental	2,802.85
Total 7600 Building	63,094.24
Total 7000 Expenses	357,849.40
Tax payment Adjustments	30.48
Total Expenses	\$357,879.88
NET OPERATING INCOME	\$188,893.75
Other Expenses	
Miscellaneous	1,083.52
Total Other Expenses	\$1,083.52
NET OTHER INCOME	\$ -1,083.52
NET INCOME	\$187,810.23



Box Office Performance

Old Greenbelt Theatre

REPORT DATE RANGE
Wednesday, April 1, 2020 -
Thursday, September 30, 2021

129 Centerway
Greenbelt MD 20770

Gross Box Office	Week	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Current Week	Last Week	Life to Date	Weekly Diff	Weekly Diff %
In the Heights	-61	0.00	0.00	408.00	396.00	397.00	252.00	0.00	1,453.00	0.00	1,453.00	1,453.00	0.00 %
Summer Of Soul (...Or, When The Revolution Could Not	-64	0.00	0.00	236.00	460.00	302.00	183.50	0.00	1,181.50	0.00	1,181.50	1,181.50	0.00 %
Respect	-70	0.00	0.00	306.50	176.50	280.00	159.50	0.00	922.50	0.00	922.50	922.50	0.00 %
Roadrunner: A Film About Anthony Bourdain	-66	0.00	0.00	268.50	249.50	244.00	160.50	0.00	922.50	0.00	922.50	922.50	0.00 %
Nomadland	-45	0.00	0.00	215.50	378.00	283.00	0.00	0.00	876.50	0.00	876.50	876.50	0.00 %
Minari	-44	0.00	0.00	223.00	0.00	233.00	179.50	0.00	635.50	0.00	635.50	635.50	0.00 %
Pig	-66	0.00	0.00	175.50	148.00	107.50	77.00	0.00	508.00	0.00	508.00	508.00	0.00 %
The Sparks Brothers	-62	0.00	0.00	59.00	104.00	148.50	171.00	0.00	482.50	0.00	482.50	482.50	0.00 %
The Eyes of Tammy Faye	-75	0.00	0.00	113.00	178.00	101.50	76.50	0.00	469.00	0.00	469.00	469.00	0.00 %
Stillwater	-68	0.00	0.00	62.50	84.50	199.50	100.50	0.00	447.00	0.00	447.00	447.00	0.00 %
My Name is Pauli Murray	-75	0.00	0.00	68.00	81.00	71.50	138.00	0.00	358.50	0.00	358.50	358.50	0.00 %
Ailey	-67	0.00	0.00	79.00	89.00	39.00	113.00	0.00	320.00	0.00	320.00	320.00	0.00 %
Fauci	-74	0.00	0.00	90.00	68.00	106.00	49.50	0.00	313.50	0.00	313.50	313.50	0.00 %
Ma Rainey's Black Bottom	-36	0.00	0.00	0.00	117.00	0.00	174.00	0.00	291.00	0.00	291.00	291.00	0.00 %
Dark Blood	-75	0.00	0.00	0.00	27.00	0.00	0.00	0.00	27.00	0.00	27.00	27.00	0.00 %
My Neighbors the Yamadas	17	0.00	0.00	0.00	0.00	0.00	6.50	0.00	6.50	0.00	6.50	6.50	0.00 %
The Wind Rises	319	0.00	0.00	0.00	0.00	0.00	6.50	0.00	6.50	0.00	6.50	6.50	0.00 %
When Marnie Was There	266	0.00	0.00	0.00	0.00	0.00	6.50	0.00	6.50	0.00	6.50	6.50	0.00 %
Casablanca	4028	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Celebrating the Sopranos	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Danger Lights	-7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
EXHIBITION ON SCREEN: Easter In Art	-103	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
EXHIBITION ON SCREEN: Lucian Freud: A Self Portrai	12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Father of the Bride	3642	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Kiki's Delivery Service: 30th Anniversary - Studio	36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Oscar Wilde's A Woman Of No Importance	66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Ponyo	66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
		0.00	0.00	2,304.50	2,556.50	2,512.50	1,854.00	0.00	9,227.50	0.00	9,227.50	9,227.50	0.00 %



Box Office Performance

Old Greenbelt Theatre

Admits	Week	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Current Week	Last Week	Life to Date	Weekly Diff	Weekly Diff %
In the Heights	-61	0	0	53	53	52	39	0	197	0	197	197	0.00 %
Summer Of Soul (...Or, When The Revolution Could Not	-64	0	0	32	59	43	27	0	161	0	161	161	0.00 %
Respect	-70	0	0	40	24	42	23	0	129	0	129	129	0.00 %
Roadrunner: A Film About Anthony Bourdain	-66	0	0	35	34	36	22	0	127	0	127	127	0.00 %
Nomadland	-45	0	0	27	52	37	0	0	116	0	116	116	0.00 %
Minari	-44	0	0	28	0	34	23	0	85	0	85	85	0.00 %
Pig	-66	0	0	22	19	16	10	0	67	0	67	67	0.00 %
The Sparks Brothers	-62	0	0	8	14	22	24	0	68	0	68	68	0.00 %
The Eyes of Tammy Faye	-75	0	0	16	24	15	11	0	66	0	66	66	0.00 %
Stillwater	-68	0	0	9	12	27	15	0	63	0	63	63	0.00 %
My Name is Pauli Murray	-75	0	0	9	12	11	21	0	53	0	53	53	0.00 %
Ailey	-67	0	0	11	12	6	18	0	47	0	47	47	0.00 %
Fauci	-74	0	0	13	10	16	7	0	46	0	46	46	0.00 %
Ma Rainey's Black Bottom	-36	0	0	0	15	0	26	0	41	0	41	41	0.00 %
Dark Blood	-75	0	0	0	3	0	0	0	3	0	3	3	0.00 %
My Neighbors the Yamadas	17	0	0	0	0	0	1	0	1	0	1	1	0.00 %
The Wind Rises	319	0	0	0	0	0	1	0	1	0	1	1	0.00 %
When Marnie Was There	266	0	0	0	0	0	1	0	1	0	1	1	0.00 %
Casablanca	4028	0	0	0	0	0	0	0	0	0	0	0	0.00 %
Celebrating the Sopranos	0	0	0	0	0	0	0	0	0	0	0	0	0.00 %
Danger Lights	-7	0	0	0	0	0	0	0	0	0	0	0	0.00 %
EXHIBITION ON SCREEN: Easter In Art	-103	0	0	0	0	0	0	0	0	0	0	0	0.00 %
EXHIBITION ON SCREEN: Lucian Freud: A Self Portrai	12	0	0	0	0	0	0	0	0	0	0	0	0.00 %
Father of the Bride	3642	0	0	0	0	0	0	0	0	0	0	0	0.00 %
Kiki's Delivery Service: 30th Anniversary - Studio	36	0	0	0	0	0	0	0	0	0	0	0	0.00 %
Oscar Wilde's A Woman Of No Importance	66	0	0	0	0	0	0	0	0	0	0	0	0.00 %
Ponyo	66	0	0	0	0	0	0	0	0	0	0	0	0.00 %
		0	0	303	343	357	269	0	1,272	0	1,272	1,272	0.00 %

Summary	Week	Total Admits	Gross Box Office	Net Box Office	Average Gross Ticket Price	Average Net Ticket Price	% Sales	% Occupancy
In the Heights	-61	197	1,453.00	1,320.72	7.38	6.70	15.75 %	65.67 %
Summer Of Soul (...Or, When The Revolution Could Not	-64	161	1,181.50	1,073.90	7.34	6.67	12.80 %	26.83 %



Box Office Performance

Old Greenbelt Theatre

Summary	Week	Total Admits	Gross Box Office	Net Box Office	Average Gross Ticket Price	Average Net Ticket Price	% Sales	% Occupancy
Respect	-70	129	922.50	838.50	7.15	6.50	10.00 %	43.00 %
Roadrunner: A Film About Anthony Bourdain	-66	127	922.50	838.56	7.26	6.60	10.00 %	21.17 %
Nomadland	-45	116	876.50	796.70	7.56	6.87	9.50 %	51.56 %
Minari	-44	85	635.50	577.58	7.48	6.80	6.89 %	37.78 %
Pig	-66	67	508.00	461.75	7.58	6.89	5.51 %	22.33 %
The Sparks Brothers	-62	68	482.50	438.58	7.10	6.45	5.23 %	22.67 %
The Eyes of Tammy Faye	-75	66	469.00	426.33	7.11	6.46	5.08 %	11.00 %
Stillwater	-68	63	447.00	406.33	7.10	6.45	4.84 %	21.00 %
My Name is Pauli Murray	-75	53	358.50	325.92	6.76	6.15	3.89 %	17.67 %
Ailey	-67	47	320.00	290.89	6.81	6.19	3.47 %	15.67 %
Fauci	-74	46	313.50	284.98	6.82	6.20	3.40 %	15.33 %
Ma Rainey's Black Bottom	-36	41	291.00	264.51	7.10	6.45	3.15 %	27.33 %
Dark Blood	-75	3	27.00	24.54	9.00	8.18	0.29 %	4.00 %
My Neighbors the Yamadas	17	1	6.50	5.91	6.50	5.91	0.07 %	0.27 %
The Wind Rises	319	1	6.50	5.91	6.50	5.91	0.07 %	0.27 %
When Marnie Was There	266	1	6.50	5.91	6.50	5.91	0.07 %	0.27 %
Casablanca	4028	0	0.00	0.00	0.00	0.00	0.00 %	0.00 %
Celebrating the Sopranos	0	0	0.00	0.00	0.00	0.00	0.00 %	0.00 %
Danger Lights	-7	0	0.00	0.00	0.00	0.00	0.00 %	0.00 %
EXHIBITION ON SCREEN: Easter In Art	-103	0	0.00	0.00	0.00	0.00	0.00 %	0.00 %
EXHIBITION ON SCREEN: Lucian Freud: A Self Portrai	12	0	0.00	0.00	0.00	0.00	0.00 %	0.00 %
Father of the Bride	3642	0	0.00	0.00	0.00	0.00	0.00 %	0.00 %
Kiki's Delivery Service: 30th Anniversary - Studio	36	0	0.00	0.00	0.00	0.00	0.00 %	0.00 %
Oscar Wilde's A Woman Of No Importance	66	0	0.00	0.00	0.00	0.00	0.00 %	0.00 %
Ponyo	66	0	0.00	0.00	0.00	0.00	0.00 %	0.00 %
		1272	9,227.50	8,387.52	7.25	6.59	100.00 %	11.43 %



Box Office Performance

Old Greenbelt Theatre

REPORT DATE RANGE
Wednesday, April 1, 2020 -
Thursday, September 30, 2021

129 Centerway
Greenbelt MD 20770

Gross Box Office	Week	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Current Week	Last Week	Life to Date	Weekly Diff	Weekly Diff %
In the Heights	-61	0.00	0.00	408.00	396.00	397.00	252.00	0.00	1,453.00	0.00	1,453.00	1,453.00	0.00 %
Summer Of Soul (...Or, When The Revolution Could Not	-64	0.00	0.00	236.00	460.00	302.00	183.50	0.00	1,181.50	0.00	1,181.50	1,181.50	0.00 %
Respect	-70	0.00	0.00	306.50	176.50	280.00	159.50	0.00	922.50	0.00	922.50	922.50	0.00 %
Roadrunner: A Film About Anthony Bourdain	-66	0.00	0.00	268.50	249.50	244.00	160.50	0.00	922.50	0.00	922.50	922.50	0.00 %
Nomadland	-45	0.00	0.00	215.50	378.00	283.00	0.00	0.00	876.50	0.00	876.50	876.50	0.00 %
Minari	-44	0.00	0.00	223.00	0.00	233.00	179.50	0.00	635.50	0.00	635.50	635.50	0.00 %
Pig	-66	0.00	0.00	175.50	148.00	107.50	77.00	0.00	508.00	0.00	508.00	508.00	0.00 %
The Sparks Brothers	-62	0.00	0.00	59.00	104.00	148.50	171.00	0.00	482.50	0.00	482.50	482.50	0.00 %
The Eyes of Tammy Faye	-75	0.00	0.00	113.00	178.00	101.50	76.50	0.00	469.00	0.00	469.00	469.00	0.00 %
Stillwater	-68	0.00	0.00	62.50	84.50	199.50	100.50	0.00	447.00	0.00	447.00	447.00	0.00 %
My Name is Pauli Murray	-75	0.00	0.00	68.00	81.00	71.50	138.00	0.00	358.50	0.00	358.50	358.50	0.00 %
Ailey	-67	0.00	0.00	79.00	89.00	39.00	113.00	0.00	320.00	0.00	320.00	320.00	0.00 %
Fauci	-74	0.00	0.00	90.00	68.00	106.00	49.50	0.00	313.50	0.00	313.50	313.50	0.00 %
Ma Rainey's Black Bottom	-36	0.00	0.00	0.00	117.00	0.00	174.00	0.00	291.00	0.00	291.00	291.00	0.00 %
Dark Blood	-75	0.00	0.00	0.00	27.00	0.00	0.00	0.00	27.00	0.00	27.00	27.00	0.00 %
My Neighbors the Yamadas	17	0.00	0.00	0.00	0.00	0.00	6.50	0.00	6.50	0.00	6.50	6.50	0.00 %
The Wind Rises	319	0.00	0.00	0.00	0.00	0.00	6.50	0.00	6.50	0.00	6.50	6.50	0.00 %
When Marnie Was There	266	0.00	0.00	0.00	0.00	0.00	6.50	0.00	6.50	0.00	6.50	6.50	0.00 %
Casablanca	4028	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Celebrating the Sopranos	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Danger Lights	-7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
EXHIBITION ON SCREEN: Easter In Art	-103	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
EXHIBITION ON SCREEN: Lucian Freud: A Self Portrai	12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Father of the Bride	3642	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Kiki's Delivery Service: 30th Anniversary - Studio	36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Oscar Wilde's A Woman Of No Importance	66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Ponyo	66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
		0.00	0.00	2,304.50	2,556.50	2,512.50	1,854.00	0.00	9,227.50	0.00	9,227.50	9,227.50	0.00 %



Box Office Performance

Old Greenbelt Theatre

Admits	Week	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Current Week	Last Week	Life to Date	Weekly Diff	Weekly Diff %
In the Heights	-61	0	0	53	53	52	39	0	197	0	197	197	0.00 %
Summer Of Soul (...Or, When The Revolution Could Not	-64	0	0	32	59	43	27	0	161	0	161	161	0.00 %
Respect	-70	0	0	40	24	42	23	0	129	0	129	129	0.00 %
Roadrunner: A Film About Anthony Bourdain	-66	0	0	35	34	36	22	0	127	0	127	127	0.00 %
Nomadland	-45	0	0	27	52	37	0	0	116	0	116	116	0.00 %
Minari	-44	0	0	28	0	34	23	0	85	0	85	85	0.00 %
Pig	-66	0	0	22	19	16	10	0	67	0	67	67	0.00 %
The Sparks Brothers	-62	0	0	8	14	22	24	0	68	0	68	68	0.00 %
The Eyes of Tammy Faye	-75	0	0	16	24	15	11	0	66	0	66	66	0.00 %
Stillwater	-68	0	0	9	12	27	15	0	63	0	63	63	0.00 %
My Name is Pauli Murray	-75	0	0	9	12	11	21	0	53	0	53	53	0.00 %
Ailey	-67	0	0	11	12	6	18	0	47	0	47	47	0.00 %
Fauci	-74	0	0	13	10	16	7	0	46	0	46	46	0.00 %
Ma Rainey's Black Bottom	-36	0	0	0	15	0	26	0	41	0	41	41	0.00 %
Dark Blood	-75	0	0	0	3	0	0	0	3	0	3	3	0.00 %
My Neighbors the Yamadas	17	0	0	0	0	0	1	0	1	0	1	1	0.00 %
The Wind Rises	319	0	0	0	0	0	1	0	1	0	1	1	0.00 %
When Marnie Was There	266	0	0	0	0	0	1	0	1	0	1	1	0.00 %
Casablanca	4028	0	0	0	0	0	0	0	0	0	0	0	0.00 %
Celebrating the Sopranos	0	0	0	0	0	0	0	0	0	0	0	0	0.00 %
Danger Lights	-7	0	0	0	0	0	0	0	0	0	0	0	0.00 %
EXHIBITION ON SCREEN: Easter In Art	-103	0	0	0	0	0	0	0	0	0	0	0	0.00 %
EXHIBITION ON SCREEN: Lucian Freud: A Self Portrai	12	0	0	0	0	0	0	0	0	0	0	0	0.00 %
Father of the Bride	3642	0	0	0	0	0	0	0	0	0	0	0	0.00 %
Kiki's Delivery Service: 30th Anniversary - Studio	36	0	0	0	0	0	0	0	0	0	0	0	0.00 %
Oscar Wilde's A Woman Of No Importance	66	0	0	0	0	0	0	0	0	0	0	0	0.00 %
Ponyo	66	0	0	0	0	0	0	0	0	0	0	0	0.00 %
		0	0	303	343	357	269	0	1,272	0	1,272	1,272	0.00 %

Summary	Week	Total Admits	Gross Box Office	Net Box Office	Average Gross Ticket Price	Average Net Ticket Price	% Sales	% Occupancy
In the Heights	-61	197	1,453.00	1,320.72	7.38	6.70	15.75 %	65.67 %
Summer Of Soul (...Or, When The Revolution Could Not	-64	161	1,181.50	1,073.90	7.34	6.67	12.80 %	26.83 %



Box Office Performance

Old Greenbelt Theatre

Summary	Week	Total Admits	Gross Box Office	Net Box Office	Average Gross Ticket Price	Average Net Ticket Price	% Sales	% Occupancy
Respect	-70	129	922.50	838.50	7.15	6.50	10.00 %	43.00 %
Roadrunner: A Film About Anthony Bourdain	-66	127	922.50	838.56	7.26	6.60	10.00 %	21.17 %
Nomadland	-45	116	876.50	796.70	7.56	6.87	9.50 %	51.56 %
Minari	-44	85	635.50	577.58	7.48	6.80	6.89 %	37.78 %
Pig	-66	67	508.00	461.75	7.58	6.89	5.51 %	22.33 %
The Sparks Brothers	-62	68	482.50	438.58	7.10	6.45	5.23 %	22.67 %
The Eyes of Tammy Faye	-75	66	469.00	426.33	7.11	6.46	5.08 %	11.00 %
Stillwater	-68	63	447.00	406.33	7.10	6.45	4.84 %	21.00 %
My Name is Pauli Murray	-75	53	358.50	325.92	6.76	6.15	3.89 %	17.67 %
Ailey	-67	47	320.00	290.89	6.81	6.19	3.47 %	15.67 %
Fauci	-74	46	313.50	284.98	6.82	6.20	3.40 %	15.33 %
Ma Rainey's Black Bottom	-36	41	291.00	264.51	7.10	6.45	3.15 %	27.33 %
Dark Blood	-75	3	27.00	24.54	9.00	8.18	0.29 %	4.00 %
My Neighbors the Yamadas	17	1	6.50	5.91	6.50	5.91	0.07 %	0.27 %
The Wind Rises	319	1	6.50	5.91	6.50	5.91	0.07 %	0.27 %
When Marnie Was There	266	1	6.50	5.91	6.50	5.91	0.07 %	0.27 %
Casablanca	4028	0	0.00	0.00	0.00	0.00	0.00 %	0.00 %
Celebrating the Sopranos	0	0	0.00	0.00	0.00	0.00	0.00 %	0.00 %
Danger Lights	-7	0	0.00	0.00	0.00	0.00	0.00 %	0.00 %
EXHIBITION ON SCREEN: Easter In Art	-103	0	0.00	0.00	0.00	0.00	0.00 %	0.00 %
EXHIBITION ON SCREEN: Lucian Freud: A Self Portrai	12	0	0.00	0.00	0.00	0.00	0.00 %	0.00 %
Father of the Bride	3642	0	0.00	0.00	0.00	0.00	0.00 %	0.00 %
Kiki's Delivery Service: 30th Anniversary - Studio	36	0	0.00	0.00	0.00	0.00	0.00 %	0.00 %
Oscar Wilde's A Woman Of No Importance	66	0	0.00	0.00	0.00	0.00	0.00 %	0.00 %
Ponyo	66	0	0.00	0.00	0.00	0.00	0.00 %	0.00 %
		1272	9,227.50	8,387.52	7.25	6.59	100.00 %	11.43 %



Box Office Ticket Type Summary (548 Days)

Old Greenbelt Theatre

REPORT DATE RANGE
Wednesday, April 1, 2020 -
Thursday, September 30, 2021

FILM
All

SITE ADDRESS
129 Centerway
Greenbelt MD 20770

		VOUCHER SALES		TICKET SALES - REDEMPTIONS	
		QUANTITY	GROSS VALUE	ADMITS	GROSS VALUE
Standard Tickets					
0014	Member	0	0.00	633	4,114.50
0011	Senior Citizen	0	0.00	233	1,864.00
0002	General Admission	0	0.00	203	1,827.00
0004	Matinee	0	0.00	159	1,113.00
0010	Student	0	0.00	27	216.00
0012	Military	0	0.00	8	64.00
0006	Child	0	0.00	4	24.00
0016	Child Matinee	0	0.00	1	5.00
		0	0.00	1,268	9,227.50
Complimentaries					
0030	Bring A Friend (Sep ONLY)	0	0.00	3	0.00
0008	Complimentary	0	0.00	1	0.00
		0	0.00	4	0.00
Gift Vouchers					
		0	0.00	0	0.00
		0	0.00	0	0.00
D-Box Tickets					
		0	0.00	0	0.00
		0	0.00	0	0.00
Other Vouchers					
		0	0.00	0	0.00
		0	0.00	0	0.00
3D Tickets					
		0	0.00	0	0.00
		0	0.00	0	0.00

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, Acting City Manager
FROM: Terri S. Hruby, Planning Director
DATE: April 12, 2022
RE: FY 2023 Proposed Planning & Community
Development Budget

The Planning and Community Development proposed FY 2023 expenditures represents an increase of \$148,900 over FY 2022's adopted budget, and FY 2023 revenues are anticipated to decrease slightly from the FY 2022 adopted budget (\$962,900 to \$944,000). The reduction in revenues for FY 2023 can largely be attributed to a decrease in anticipated building and street permit revenue as Greenbelt Station and Motavi have completed major construction/improvements and overall building permit applications are down.

The increase in proposed FY 2023 expenditures can be attributed to the following items/actions:

- 1) Restoring funding for Director of Community Development Position and associated expenditures – This position was approved in the FY 2019 budget, but then was deferred as result of financial concerns associated with the pandemic. Justification for restoring this position is provided on Page 73, "Issues and Services for FY 2023". In summary, this position will assume responsibility for overseeing the Community Development Division in the Department, the review and approval of construction in the right-of-way improvements/permits and assist with the management of construction and capital improvement projects.
- 2) Minor increase in Membership and Training - \$2,200 has been added to the training budget to address increased costs for training/continuing education requirements associated with certification programs (i.e., National, Local and state conferences, local workshops), membership dues and to support the purchasing of professional publications.
- 3) Computer expenses – A slight increase in computer expenses is due to an increase in maintenance costs associated with the Community Development software and to address training needs.

City of Greenbelt

Department of Planning and Community Development

15 Crescent Road, Suite 200, Greenbelt, Maryland 20770

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

City of Greenbelt, Maryland
Memorandum

TO: Timothy George, Acting City Manager
FROM: Charise Liggins, Economic Development Coordinator
Date: April 14, 2022
SUBJECT: FY2023 Economic Development Budget Highlights

Overview

The FY2023 budget includes new opportunities to strengthen business outreach and engagement as well as build a more robust toolkit to inform the City's long-term planning. The management objectives are focused on getting more specific about the approach to economic development in the next fiscal year. Council, residents, staff and other community stakeholders have an opportunity to establish a framework that aligns with the overall vision for the City. By fostering a more inclusive economy; implementing business retention and resiliency strategies; and strengthening startup resources, the City will position itself to embrace the future.

FY2023 ED Budget Highlights

The highlights listed below are proposed additions to the FY2023 economic development budget and provide an overview of new initiatives as well as ideas for building upon existing economic development efforts.

- **Small Business Awards:** The development of an annual small business awards program will allow Greenbelt businesses to be recognized by the City for their contributions while also increasing their visibility locally and throughout the region.
- **Business Alliance:** The development of a business alliance is a complicated but necessary part of business retention efforts. It has involved a dedicated group of individuals working together by investing their time to determine an organizational structure, mission, vision and set of offerings to local businesses. The benefit of a local alliance is the opportunity to more efficiently bring Greenbelt businesses together, network and share resources that will improve their business as well as contribute further to the local economy. City support of the alliance provides an opportunity to support the alliance steering committee in their endeavors to startup in the short-term. In the long-run support of the alliance provides a more streamlined platform for obtaining business insights while also fostering opportunities for businesses to connect with the community.
- **Economic Development Toolkit:** Understanding the impact of economic development involves both qualitative and quantitative analysis. Exploring additional economic development tools and databases will help the City gain additional insights that inform decision-making.
- **Staff/Intern Support:** The work of economic development involves engagement with Council, staff, residents, businesses and many other stakeholders throughout the region. To be able to more effectively and more efficiently meet the needs of all stakeholders, additional staff support is needed.



Office Vacancy Rates

Summary		
Address	Current Vacancy Rate	Feb 2022 Vacancy Rate
Belle Point Drive	2.0%	2.0%
Capital Office Park	33.5%	33.5%
Commerce Center I	3.7%	3.7%
Edmonston Road – HUB Zone	14.8%	13.7%
Golden Triangle	12.4%	13.3%
Greenbelt Corporate Park	50.0%	50.0%
Greenway Center Office Building	0%	0%
Greenway East Professional Center	3.2%	3.2%
Greenway Medical Center	0%	0%
Hanover Office Park	1.1%	3.2%
Maryland Trade Center	28.7%	27.8%
Patriot Business Park	1.8%	1.8%
The Granite Building	0%	
Total Average Vacancy Rate	12.0%	12.6%
<i>*Note: Total Average Vacancy Rate was calculated by taking average of all individual buildings. Vacancy rates listed in CoStar fluctuate on a weekly basis. This data is current as of April 14, 2022.</i> <i>Please note that retail vacancy rates are not included in these calculations. The current retail vacancy rate is 8.3% as of April 14, 2022.</i>		



Office Vacancy Rates

Belle Point Drive		
Address	Vacancy Rate	Feb 2022 Vacancy Rate
7701-7719 Belle Point Drive	0.0%	0.0%
7721-7735 Belle Point Drive	0.0%	0.0%
7739-7759 Belle Point Drive	0.0%	0.0%
7801-7815 Belle Point Drive	0.0%	0.0%
7811-7815 Belle Point Drive	0.0%	0.0%
7821-7835 Belle Point Drive	0.0%	0.0%
7841-7855 Belle Point Drive	20.0%	20.0%
7861-7875 Belle Point Drive	0.0%	0.0%
7901-7915 Belle Point Drive	0.0%	0.0%
7921-7935 Belle Point Drive	0.0%	0.0%
Average Vacancy Rate	2.0%	2.0%





Office Vacancy Rates

Capital Office Park

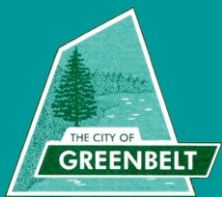
Address	Vacancy Rate	Feb 2022 Vacancy Rate
6301 Ivy Lane	51.7%	51.7%
6303 Ivy Lane	69.3%	69.3%
6304 Ivy Lane	14.5%	14.5%
6305 Ivy Lane	15.7%	15.7%
6406 Ivy Lane	10.7%	10.7%
6411 Ivy Lane	39.1%	39.1%
Average Vacancy Rate	33.5%	33.5%



Commerce Center I

Address	Vacancy Rate	Feb 2022 Vacancy Rate
7701 Greenbelt Road	3.7%	3.7%
Average Vacancy Rate	3.7%	3.7%





Office Vacancy Rates

Edmonston Road – HUB Zone

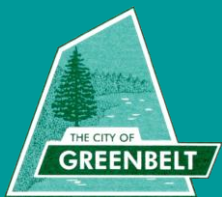
Address	Vacancy Rate	Feb 2022 Vacancy Rate
8955 Edmonston Road	0.0%	0.0%
8957 Edmonston Road	0.0%	0.0%
9001 Edmonston Road	18.6%	13.5%
9111 Edmonston Road	55.2%	55.2%
9200 Edmonston Road	0.0%	0.0%
Average Vacancy Rate	14.8%	13.7%



Golden Triangle

Address	Vacancy Rate	Feb 2022 Vacancy Rate
6401 Golden Triangle Drive	0.0%	0.0%
7833 Walker Drive	35.9%	35.9%
7855 Walker Drive	1.2%	4.1%
Average Vacancy Rate	12.4%	13.3%





Office Vacancy Rates

Greenbelt Corporate Park

Address	Vacancy Rate	Feb 2022 Vacancy Rate
7601 Ora Glen Drive	0.0%	0.0%
7615 Ora Glen Drive	100.0%	100.0%
Average Vacancy Rate	50.0%	50.0%



Greenway Center

Address	Vacancy Rate	Feb 2022 Vacancy Rate
7505 Greenway Center Drive	0.0%	0.0%
Average Vacancy Rate	0.0%	0.0%



Greenway East Professional Center

Address	Vacancy Rate	Feb 2022 Vacancy Rate
7525 Greenway Center Drive	3.2%	3.2%
Average Vacancy Rate	3.2%	3.2%





Office Vacancy Rates

Hanover Office Parks

Address	Vacancy Rate	Feb 2022 Vacancy Rate
7201-7211 Hanover Parkway	0.0%	0.0%
7213-7219 Hanover Parkway	0.0%	0.0%
7221-7231 Hanover Parkway	0.0%	0.0%
7231-7243 Hanover Parkway	0.0%	0.0%
7245-7251 Hanover Parkway	9.6%	9.6%
7253-7259 Hanover Parkway	0.0%	19.2%
7301-7315 Hanover Parkway	0.0%	0.0%
7317-7327 Hanover Parkway	0.0%	0.0%
7331-7351 Hanover Parkway	0.0%	0.0%
Average Vacancy Rate	1.1%	3.2%



Greenway Medical Center

Address	Vacancy Rate	Feb 2022 Vacancy Rate
7500 Hanover Parkway	0.0%	0.0%
Average Vacancy Rate	0.0%	0.0%



CoStar April 14, 2022



Office Vacancy Rates

Maryland Trade Center

Address	Vacancy Rate	Feb 2022 Vacancy Rate
7474 Greenway Center Drive	32.1%	30.6%
7500 Greenway Center Drive	30.7%	31.8%
7501 Greenway Center Drive	23.2%	20.9%
Average Vacancy Rate	28.7%	27.8%



Patriot Business Park

Address	Vacancy Rate	Feb 2022 Vacancy Rate
7850 Walker Drive	0.0%	0.0%
7852 Walker Drive	3.5%	3.5%
Average Vacancy Rate	1.8%	1.8%





Office Vacancy Rates

The Granite Building

Address	Vacancy Rate	
115 Centerway	0.0%	
Average Vacancy Rate	0.0%	



Housing Data FY 2022

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	696

Total Rentals	6,146
----------------------	--------------

% Total Rental Housing	55%
-------------------------------	------------

RENTALS BY SUBDIVISION

March 2022

Subdivision Name	Total Number of Rental
Belle Point	11
Boxwood	8
Charlestowne Village	31
Greenbelt Homes, Inc. (GHI)	9
Greenbelt Lake Village	56
Greenbelt Station	88
Greenbrier Phase 1	42
Greenbrier Phase 2	58
Greenbrier Phase 3	48
Greenbrook Estates	4
Greenbrook Village	40
Greenspring 1	5
Greenspring 2	5
Greenwood Village	32
Hunting Ridge	118
Lakeside	5
Lakewood	0
Windsor Green	120
Woodland Hills	2
Total Rentals	682

M. Debord

FORECLOSURE DATA
CITY OF GREENBELT
As of March 1, 2022

Subdivision	FY 2020		FY 2021		FY 2022	
	Filings	Sales	Filings	Sales	Filings	Sales
Belle Point	0	0	0	0	0	0
Boxwood	0	0	0	0	0	0
Charlestowne Village	0	0	0	0	0	0
Greenbelt Lake Village	1	1	0	0	0	0
Greenbelt Station	0	0	0	0	0	0
Greenbrier	7	1	0	0	0	0
Greenbrook Estates	1	0	0	0	0	0
Greenbrook Village	1	2	0	0	0	0
Greenspring 1	0	0	0	0	0	1
Greenspring 2	0	0	0	0	0	0
Greenwood Village	2	0	0	0	0	0
Hunting Ridge	5	1	1	0	0	0
Lakeside	1	1	0	0	0	0
Lakewood	0	0	0	0	0	0
Windsor Green	2	0	0	0	0	0
Woodland Hills	0	0	0	0	0	0
TOTAL	20	6	1	0	0	1

Source: Maryland Foreclosure Registration System

Building Permits Fees Comparison List 2022

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	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 \$60.50.50-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 2022

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 2022

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 2022

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 2022

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 2022

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 2022

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 2022

	\$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							Fee Rule — Fee Calculation (if higher than minimum) \$60.50 + \$5 M-NCPPC	
--	--	--	--	--	--	--	--	---	--

PLANNING WORK PROGRAM

April 2022

Planning Projects

1. Program Open Space – Staff submitted development application for the Lakecrest Tennis Court project and applied for reimbursement for the 2 Research Road playground project. Work on the FY 2023 Annual Program will begin shortly.
2. Maryland State Consolidated Transportation Program – Staff reviewed and prepared comments for City Council consideration.
3. GHI EV Charging Station in City right-of-way – An MOU was executed for an EV charging station on Northway.
4. Bike Share – Three (3) bike share stations have been installed in City right-of-way. The remaining stations for the first phase (Eleanor Roosevelt High School and Greenbelt Metro) have not been installed. Motavi development is working with the County on the installation of a bikeshare station.
5. Prepare plan/outline to evaluate cemetery and remains of Hamilton Family home site – Staff has received a proposal from Wellman Conservation for the evaluation of the stones and the larger area. The stones have been taken down, taken out of the concrete and stored in Styrofoam.
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. WMATA has provided feedback on electrical service and utility design work is underway. Several County approvals have been obtained and Woodlawn has submitted responses to WMATA's latest design comments.
9. County proposed stormwater retrofit projects – The Greenbrook Lake Retrofit project is complete.
10. University Square Outfall and Stream Restoration Project – The project is complete.
11. County Zoning Re-write – The new Zoning Ordinance and Greenbelt Neighborhood Conservation Overlay Zone went into effect on April 1, 2022.
12. County Legislation – Staff continues to monitor, and review proposed zoning bills.
13. MD Bikeways Grant for Hanover Parkway – City Council voted to accept the final 30% designs for the Hanover Parkway Bikeway design. Staff is working to identify funding opportunities to advance the design of this project. No change

14. Highway Widening Project Proposal (I-495 & I-270 Managed Lanes Study) – Scope of this project has changed. Staff continues to monitor, but there are no immediate actions in the City.
15. MAGLEV – City comments on the Draft Environmental Impact Statement (DEIS) were sent to the Federal Railroad Administration (FRA) in May 2021. In August 2021, FRA paused the project to review project elements and determine next steps. Staff is continuing to monitor the project.
16. Loop Project – No recent activity, but staff continues to monitor the project.
17. Census 2020 – Partial Census data has been released. The remainder of the data is expected in 2022.
18. Maryland Arts and Entertainment District Designation – Members of staff have met to discuss the specifics of the program. No change in status.
19. Indian Creek Trail Improvements - Staff discussed funding opportunities with ATHA. ATHA is not supportive of funding for wayfinding signage. Staff is pursuing other grant programs.
20. Small Cell Legislation – Staff is working with IT Director, the Public Information and Communications Coordinator, consultant and attorney to on a draft franchise agreement. An application has been completed and will be available on the City’s website.
21. Short Term Rentals – Staff met with Department of Permitting, Inspections and Enforcement staff to discuss the County’s short-term rental program. The County will assist the City in enforcement efforts. The County had committed to providing the City a monthly report.
22. Parking at Greenbelt Station – Staff presented a proposal to the Greenbelt Station Board of Directors regarding parking. This proposal included converting North and South Center Drives to one-way streets to increase parking and removing individual parking space markings. The Board of Directors has provided a letter of support and staff will be looking to secure funding and work with Public Works on implementation.
23. Greenbelt Road Corridor Plan – Funding was awarded through the MWCOG Transportation Land Use Connections (TLC) program to develop a Greenbelt Road Corridor Plan. Kittelson & Associates, Inc., was selected as the project consultant. Project kick-off occurred in October 2021 and planning is underway. A City Council work session was held on March 23. The project is expected to be completed by June 2022.
24. NASA Goddard Master Plan – Recommendation for disposing Area 400 through the FASTA process was denied. At this time no action is being taken.
26. Greenbelt Theatre – Staff reviewed plans for renovations to the Greenbelt popup theatre space. A Memorandum of Understanding was executed since the renovations include connecting to City owned space. A final inspection was conducted and all work found to be satisfactory.

27. Prince George's County Wayfinding Project – Study was completed in December 2021 and the Prince George's County Wayfinding Process Manual can now be found on the County's website.

29. Transit Services – Reviewed and prepared comments on WMATA's FY 2022 budget and proposed services reductions.

30. Citywide wayfinding plan – An application for funding was submitted through the County's Planning Assistant to Municipalities and Communities (PAMC) program. The County is currently moving the project through its procurement process. Staff anticipates County planners will reach back out to the City in the beginning of FY23 for next steps.

31. Greenbelt Station Greenspace Vision – Staff is supporting Recreation Department efforts to create a vision for City- and HOA-owned land in and around Greenbelt Station. The process is being led by the Neighborhood Design Center (NDC). An MOU has been signed and the process is underway, with the first engagement (a site walk) tentatively scheduled for April 9, 2022.

32. Little Free Library – Memo and draft application prepared.

33. ARPA – Staff is participating in ARPA funding discussions.

34. Dam Emergency Action Plan – 2022 Updates will be submitted to the State by the due date of May 1, 2022.

Capital Projects

1. Gateway Sign – Designs have been finalized with Bradley Site Design. Fabricators have been identified for the Southway sign and cast stone, as well as the pole signs. GPI is visiting the Southway sign on March 16, 2022, to discuss options for reducing likelihood of crashes in/around sign. SHA permitting of pole signs has stalled, as pole sign design does not conform to SHA requirements. Alternate paths forward are being considered.

2. Greenbrook Trails – No recent activity.

3. Buddy Attick Park Parking Lot Redesign – Constructed scheduled to start on April 13, 2022.

4. Cleaning of Mother and Child Statue and Bas Reliefs – Cleaning of the sculptures has been completed. The interpretive sign is being fabricated. The final report needs to be completed. Staff has received guidance from the Conservator regarding the base of the sculpture and has reached out to MHT for their guidance about skim coating the base.

7. Bus Stop Safety and Accessibility Study/Issues – The installation of a bus shelter on Hanover Parkway at the Hunting Ridge roundabout has been completed. Structural issues with the bus shelter on Crescent Rd near Buddy Attick Park have been identified, and the bus shelter now is slated for reconstruction. Options for solar lighting are also being explored.

Development Review

1. WMATA Trail – Continue to coordinate with Woodlawn and WMATA on trail design and permitting.
2. Beltway Plaza Redevelopment – The DSP for Phase 1 has been approved.
3. Royal Farms/Urgent Care Center Proposal – The proposed Royal Farms development was approved by the Prince George’s County Planning Board. No further activity.
4. Multi-Family Development at Former Nursing Home – The development team has indicated that they are putting together a DSP submission. Staff has not received plans.
6. Capital Office Park Proposed NRP/Greenbelt Metro Multi-Family Development (MOTAVI) – Project is under construction. Staff has engaged the Arts Coordinator to assist with the selection of public art.
7. Windsor Green Recreation Center Renovations and Expansion – The project is under construction. Staff is performing regular erosion and sediment control inspections.
8. Erosion and Sediment Control – Staff submitted annual report to maintain authority and the City was granted delegation for another two years. Staff has been working with GPI and CPJ inspectors to ensure all construction sites remain in compliance.
9. Variances/Departures – Staff received a parking departure application for a Maryland Trade Center building. An early draft of the parking study and letter of explanation were provided and no glaring issues identified.
10. Bureau of Engraving and Printing’s Proposal to Relocate to BARC – The Record of Decision (ROD) outlining the Treasury’s decision to construct and operate a new Bureau of Engraving and Printing’s Currency Production Facility on BARC was released in October 2021, marking the last stage of the NEPA process prior to implementation.
11. Eleanor Roosevelt High School Addition – The PTSA has entered into an MOU with the Neighborhood Design Center to develop architectural plans for an addition to the high school. Staff has not received further communication.
12. Doctors Hospital expansion – Staff received notification in November 2021 that a Site Development Concept Plan (SDCP) application for a proposed expansion to Doctors Community Hospital was submitted to the County Department of Permits Inspections and Enforcement (DPIE). Staff reviewed the site plan and provided comments to DPIE in February 2022. Concerns will also be expressed to M-NCPPC Environmental Planning. The City received a referral for a Preliminary Plan of Subdivision which is going through the City’s review process.

Traffic/Safety Improvements

1. Traffic Calming Requests

- a. SHA coordination of Bike and Ped plan improvements – No recent activity. Staff has identified several grant programs to coordinate with SHA on identified areas of the Master Bike and Ped plan.
- b. Lakecrest Drive – Speed analysis completed and memorandum sent to the City Manager (2018). Additional speed study is planned.
- c. Ridge Road and Westway – Staff is working to get an estimate for a feasibility study for raised crosswalks near this intersection. Public Works has indicated they do not have concerns about this location.
- c. Lastner Lane and Ridge Road intersection – Staff is procuring a flashing stop sign to be installed on Lastner Lane at Ivy Lane.
- d. Ridge Road near the playground – Data collected. No action taken to date.
- e. Springhill Lake Elementary – The installation of a raised crosswalk on Springhill Drive is scheduled for the week of April 18.

2. Speed Sentry (MP) – Speed Sentry units were sent to vendor for software update.

3. MetroCount Traffic Counters – MetroCount Traffic Counters are being used to conduct speed studies.

4. Pedestrian and Bicycle Master Plan – The update of the Ped/Bike Master Plan is being

6. Parkway Parking – No activity to date, but staff will be studying the feasibility of making Parkway one-way and installing angled parking.

Code Enforcement

1. Code Enforcement Inspections– Staff returned to in-person inspections. The department's remote virtual inspection program was a success during the pandemic and we are still accommodating remote virtual inspection for residents that request virtual inspection out of concerns for COVID.

2. Franklin Park at Greenbelt Station – Supervisory Inspector had several meetings with Franklin Park management to address the upcoming in-person annual inspection that will cover 20% of the units and a full exterior inspection.

3. Apartment Inspections – Staff has returned to the in-person inspections and the department has successfully completed The Parkway, Crescent Pointe, and The Lawrence apartments inspections that covered 20% of units and full exterior.

4. Windshield Inspections – Code Enforcement officers have stepped up windshield inspections with additional patrols and continue to enforce the most problematic areas for trash and debris which include Jane Apartments and Franklin Park. In addition, Supervisory inspector has been monitoring known sites for illegal dumping.
5. Perconti Data Systems, Inc. has successfully uploaded the City codes to Utopia. Supervisory Inspector continues to work with Perconti to streamline Utopia software to meet department reporting and tracking needs. Code enforcement officers and administrative staff have roundtable discussions and Utopia training to achieve City goals.
6. Chapter 4 Revisions – Preparing resolution to enact proposed revisions to Chapter 4. Reviewing Chapters 9, 10, 11, 11.5, and 16 to identify needed revisions.
7. Inspector Certifications – Inspectors are working on obtaining additional training in erosion and sediment control. Inspectors continue to review the most-used codes from the Department of the Environment, PG County Stormwater Management Manual and PG Specifications and Standards for right-of-way constructions.
8. Community Outreach – Staff is working with homeowners, property managers, and homeowners’ associations to discuss Code Enforcement. Supervisory Inspector will work with the Public Information Office to educate the public using the City Connector.
9. Roosevelt Center – Supervisory Inspector has met with Mrs. Christacos, the property managers, and JRH Construction to address the ongoing issues and violations. Code Enforcement staff will continue to enforce and issued Citations for all active violations.
10. Utility Permits – Staff has reviewed and approved a large number of utility permits and monitored installation/construction activities.

Administration

1. APB & Board of Appeals (Planning Staff) – Planning staff meets routinely with APB and on an as-need basis with the Board of Appeals.
2. False Alarm Do Not Respond List – Staff works closely with inspection staff and the Police department to reduce the number of businesses on the City’s do not respond list.
3. Community Development Software –Administrative staff has been tasked to upload the rentals and commercial properties application and all supporting documents to the Utopia software.
5. Finances – Staff has been processing invoices for payments, including tracking capital projects and grant funded projects.
6. Continuity of Operations Plan (COOP) – Staff prepared the department’s first COOP plan. A COOP plan addresses emergencies from an all-hazards approach. It also establishes policy and

guidance ensuring that critical functions continue, and that personnel and resources are allocated in case of emergencies. This document is reviewed semi-annually by the Department head and Supervisory Inspector.

7. Fieldstone Franklin Park – Arranged a meeting with the new management team and with stakeholders to discuss 2020 annual inspection and reinspection.

8. Created Utopia system file to track and monitor all foreclosures properties – All Code Enforcement Officers are enrolled in state foreclosure registry 2020 and to enforce Chapter 10 Article VI.

9. Windshield Inspections – Continue to report windshield inspections to administrative staff for tracking.

11. Community Outreach – Staff is working to schedule meetings homeowner and community associations to discuss Code Enforcement. Staff prepared outreach materials for COVID-19.

12. National League of Cities (NLC) 2021 Eviction Prevention Learning Lab – In partnership with CARES staff is participating in the 2021 NLC Eviction Prevention Learning Lab which is an 18-month program.

Licenses Fees Comparison List 2022

Licenses	College Park	Hyattsville	Bowie	New Carrollton	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	\$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	\$25.00 per Unit	\$82.50-per Unit Bi-Annual	\$110.00-Yearly per Unit

Licenses Fees Comparison List 2022

Licenses	College Park	Hyattsville	Bowie	New Carrollton	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 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 2022

Licenses	College Park	Hyattsville	Bowie	New Carrollton	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	\$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	\$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	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	Not Required but Can Choose To, No Fee	No Fee	Not Required

Licenses Fees Comparison List 2022

Licenses	College Park	Hyattsville	Bowie	New Carrollton	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	\$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	Do Not Issue	\$300.00-Bi-Annual	\$300.00-Bi-Annual

ECONOMIC DEVELOPMENT



The Economic Development initiatives focus on fostering a vibrant, local business community. This is done in part by promoting Greenbelt's quality of life, amenities and proximity to Washington, DC and Baltimore metropolitan hubs across the region. By serving as a liaison to entrepreneurs and businesses, economic development staff can offer technical assistance that leads to sustainable business growth and development. Building effective partnerships with organizations, institutions and other stakeholders throughout the region is a necessary part of effective business engagement.

Performance Measures	FY 2020 Actual	FY 2021 Actual	FY 2022 Es- timated	FY 2023 Estimated
Events hosted - i.e. Business Coffee	3	7	5	8
Number of Attendees	185	90	150	250
Business & Industry Meetings Attended	25	50	30	40
Business Publications	22	25	24	24
Businesses Reached	443	475	550	600
Business One-on-One Meetings	70	55	65	80
Business Technical Assistance	55	40	45	60
Full Time Equivalents (FTE)	1	1	1	1

MANAGEMENT OBJECTIVES

- Create a framework for inclusive economic development to ensure that all startups and businesses receive equitable access to resources.
- Develop comprehensive business retention and expansion strategies to more effectively track, retain and grow local businesses.
- Launch business resiliency initiatives that focus on sustainability, social and economic factors for businesses.
- Improve existing startup resources so that new businesses and entrepreneurs have a more efficient way to navigate starting their business.
- Provide ongoing support to Greenbelt businesses recovering from the impacts experienced due to COVID-19.

BUDGET COMMENTS

- 1) Part-time salaries, line 02, covers the cost for Spring work assistance. Last year, Council added funds for a short-term temp and intern for Spring work. In FY 2023, the amounts are combined and increased to allow one person to work for a longer period of time.
- 2) Public Notices, line 37, provides funding to develop marketing collateral material for economic development and to promote local businesses.
- 3) Computer Services, line 53, provides funding for existing CoStar and SmarterSelect software subscriptions and adds the new ESRI GIS mapping software or similar service software subscription.
- 4) Business outreach, small business awards and business alliance support are funded in Special Programs, line 58.

ECONOMIC DEVELOPMENT Acct. No. 125	FY 2020 Actual Trans.	FY 2021 Actual Trans.	FY 2022 Adopted Budget	FY 2022 Estimated Trans.	FY 2023 Proposed Budget	FY 2023 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$79,818	\$80,659	\$84,000	\$82,000	\$85,000	
02 Part-time Salaries	0	0	3,600	3,600	10,000	
28 Employee Benefits	25,570	26,659	28,200	28,200	29,300	
Total	<u>\$105,388</u>	<u>\$107,318</u>	<u>\$115,800</u>	<u>\$113,800</u>	<u>\$124,300</u>	<u>\$0</u>
OTHER OPERATING EXPENSES						
37 Public Notices	\$0	\$0	\$3,000	\$3,000	\$5,000	
38 Communications	515	460	600	500	600	
45 Membership & Training	1,224	1,673	2,000	2,000	4,000	
53 Computer Services	7,140	7,175	7,200	7,200	18,200	
55 Office Expenses	126	0	1,000	1,000	1,000	
58 Special Programs	1,739	1,334	7,000	4,500	20,000	
Total	<u>\$10,744</u>	<u>\$10,642</u>	<u>\$20,800</u>	<u>\$18,200</u>	<u>\$48,800</u>	<u>\$0</u>
TOTAL ECONOMIC DEVELOPMENT	\$116,132	\$117,960	\$136,600	\$132,000	\$173,100	\$0

PLANNING AND COMMUNITY DEVELOPMENT

FISCAL YEAR 2023

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.



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

- 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.
- Improve transportation opportunities.
- Undertake and complete capital projects and infrastructure improvements within budget and in a timely fashion.
- Maintain an active leadership role in planning for development and redevelopment in Greenbelt West.
- Preserve and enhance Greenbelt's legacy of a planned community.
- Participate in state, county and regional activities to represent and promote city interests.



- Operate, assign and administer the work program and departmental activities for efficiency without compromising quality and effectiveness.
- 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.

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

- Continued to provide a residential virtual inspection platform to allow residents who were concerned with their safety during the pandemic.
- Continued to double commercial inspections due to the pandemic backlog.
- Continued to ensure commercial compliance with Prince George's County Use and Occupancy permit requirements.
- Continued weekend enforcement to address illegal signs.
- Increased windshield inspections to address uptick in trash complaints.
- Ensured compliance with State lead free certification requirements for all rental properties in the City.
- Continued the data input of Chapter 4 property maintenance violations to updated Utopia software.
- Continued to work with the City's Information Technology Department on the implementation of the field-based inspection system.
- Worked with management companies to address repeat code offenders and manage violations.
- Coordinated the licensing of short-term rentals with Prince George's County Department of Permitting, Inspections and Enforcement.
- Submitted annual report required 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 900 property maintenance inspections, including residential rental, non-residential and complaint inspections.
- Logged, reviewed and approved over 500 building permits for compliance with applicable codes.
- Responded to over 100 property maintenance complaints.
- Issued over 360 rental licenses.
- Expanded the inter-municipal code enforcement working group to include representation from the jurisdictions of Cheverly, Colmar Manor and Cottage City.
- Maintained access to the foreclosure database.
- Tracked eviction data provided by apartment developments.
- Maintained relationship with State of Maryland Fire Marshal's office.

Management Objectives

- Fully implement field-based inspection system. Retrofit vehicles with computers and printers to generate in-field reports and notices.
- Evaluate the Greenbelt Lake Dam Emergency Action plan and identify needed revisions and updates.
- Continue to oversee the city's sediment and erosion control permitting and inspections program.
- Obtain full compliance for the False Alarm Reduction Program.
- Achieve a 20% total apartment unit inspection rate for Franklin Park at Greenbelt Station.
- Continue to track and monitor Property Foreclosure Registry System within Greenbelt.
- Work with management companies and homeowner/condominium associations on rental license enforcement.
- Continue to work with the County on the enforcement of short-term rentals.
- Review the City's multi-family apartment inspection policies and procedures and make modifications as warranted.
- Oversee updates to the Utopia address database and work with vendor on reporting functions.

Improve transportation opportunities.

Accomplishments

- Monitored the required installation of a bikeshare station at Motiva multi-family development.
- Oversaw Cherrywood Lane frontage improvements associated with the new Motiva development.

- Worked on implementation of the Bus Stop Safety and Accessibility Study.
- Worked with Public Works staff to construct two new bus shelters.
- Worked with the Advisory Planning Board to update the Pedestrian and Bicycle Master Plan.
- Evaluated and responded to citizen requests for traffic calming.
- Reviewed and commented on the State Consolidated Transportation Program.
- Continued to monitor the SCMaglev Project.
- Participated in Prince George's County Master Plan of Transportation planning project.
- Worked with Public Works on implementation of a bus shelter solar lighting pilot project.
- Completed the Greenbelt Road (MD 193) Corridor Plan through a grant from the MWCOG TLC Program.
- Managed the implementation of a pilot program to increase parking opportunities in Greenbelt South Core development.

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.
- Continue to advocate to the County the installation of additional bikeshare stations.
- Secure funding to continue planning work on improving the Greenbelt Road (MD 193) corridor.
- Continue to work with county transit staff and WMATA staff to maintain high quality bus services.
- Evaluate and respond to citizen requests for traffic calming measures.
- Continue to work with Public Works on the implementation of the Pedestrian and Bicycle Master Plan recommendations.
- Continue to implement the recommendations of the Bus Stop Safety and Accessibility Study.
- Work with 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.
- Continue to attend Inter-Municipal Bikeways Working Group meetings.
- Monitor and comment as appropriate on federal and state transportation projects.

- Review construction in the right-of-way permits for road improvement projects associated with Beltway Plaza redevelopment.

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

Accomplishments

- Oversaw the completion of Phase 1 of the Gateway Sign project.
- Reviewed, approved and inspected utility work within the city rights-of-way.
- Oversaw the completion of cleaning and repairs to bas reliefs and Mother and child Statue and closed out grant.
- Oversaw the completion of the Mother and Child interpretive panel.
- Managed Program Open Space funding and submitted projects to the State for approval.
- Managed citizen requests involving the installation of electric vehicle charging station(s).
- Worked with IT Department and Public Information and Communications Coordinator on design manual for the review, approval and installation of small cell infrastructure in the City.
- Submitted FY 2023 Program Open Space (POS) Annual Program.
- Secured funding for the Buddy Attick Park Parking Lot Improvement project.
- Oversaw the construction of the Buddy Attick Park parking lot project, and managed grant funds.
- Secured planning assistance under the Prince George's County Assistance to Municipalities program for the development of wayfinding signage master plan.
- 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.
- Participated in ARPA planning efforts.
- Worked with Public Works on implementation of a bus shelter solar lighting pilot project.



- Work with County historic preservation planners on addressing the condition of the Hamilton Cemetery.

Management Objectives

- Pursue grant funding for cemetery preservation activities.
- Provide support to the implementation of ARPA funded projects as needed.
- Obtain grant funding for the implementation of Phase 2 of the Gateway Sign project and oversee installation of remaining welcome signs.
- 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 grant funding for the implementation of the recommendations of the Pedestrian and Bicycle Master Plan.
- Work with the Clean Water Partnership Program to identify and implement additional storm-water management projects in the city.
- Pursue funding for the completion of 90 percent engineering plans for Phase 2 of the Cherrywood Lane Complete and Green Street project.

Maintain an active leadership role in planning for development and redevelopment in Greenbelt West.

Accomplishments

- Completed the Greenbelt Road (MD 193) Corridor Plan through a grant from the MWCOG Transportation Land Use Connections program.
- Secured over a million dollars in Transportation Alternatives Program grant funding for the WMATA trail project.
- Began work with the Recreation Department and the Neighborhood Design Center on a community greenspace plan for the Greenbelt Station and Verde Apartment community.
- Researched required invasive removal for the Greenbelt Station South Core development.

- Oversaw the completion of development in Greenbelt Station South Core and ensured compliance with development agreement requirements and timely installation of public improvements.
- Oversaw the conveyance of remaining park land to the City.
- Managed the City's review of Greenbelt Stations South Core developers to remove invasive plantings per the City's development agreement.
- Continued to work with the Greenbelt Station Master Association on improving the parking situation in Greenbelt Station South Core.
- Coordinated efforts for the installation of art at the Motiva development.
- Continued to coordinate the design and permitting of the WMATA connection trail.
- Managed erosion and sediment control inspections for the Greenbelt Metro/NRP Multi-family project near the Greenbelt Federal Courthouse.
- Managed the city's review of a Detailed Site Plan for the proposed redevelopment of Beltway Plaza.
- Executed a Memorandum of Understanding for Beltway Plaza Phase 1 redevelopment so the City's conditions of support are binding.
- Managed construction in the right-of-way permits and bonding for public infrastructure improvements associated with Greenbelt Station South Core and the Greenbelt Metro/NRP multi-family project.

Management Objectives

- Continue to oversee the design, permitting and construction of the WMATA connection trail.
- Pursue grant funds to support implementation of the Greenbelt Road Corridor plan and to extend planning efforts further east along the corridor.
- Continue to represent the city's interests in the I-495 full interchange at Greenbelt Metro Station and proposed development of the North Core.
- Continue to manage the design and engineering of the Cherrywood Lane Complete and Green Street project and pursue funding opportunities.
- Ensure Phase 1 development at the Beltway Plaza is completed in conformance with the City's Memorandum of Understanding and the approved Detailed Site Plan.
- Manage the review of plans and permits for Beltway Plaza redevelopment project.
- Work with the recreation department to install signage and other amenities along the Indian Creek Trail.

Preserve and enhance Greenbelt's legacy of a planned community.

Accomplishments

- Secured funding for a citywide wayfinding plan.
- Worked with Museum Director to develop content for the Toaping Castle interpretive panel.
- Reviewed and commented on a text amendment for 7010 Greenbelt Road.
- Finalized franchise agreement for small cell wireless facilities.
- Worked with consultant to finalize on-line application process for small cell wireless applications.
- Assisted with amending the City Code to designate Greenbriar Park as a Forest Preserve area.
- Worked with the county, GHI and other property owners in historic Greenbelt on the adoption of the Greenbelt Neighborhood Conservation Overlay Zone.
- Reviewed and commented on the final draft of the county's Countywide Map Amendment.
- 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.

Management Objectives

- Continue to identify grant funding sources for greening/sustainability projects.
- Continue to review all development plans to evaluate potential impacts on the community and environment.
- Oversee completion of citywide wayfinding plan and begin implementation.
- Assist with addressing stormwater issues throughout the City.
- Assist with 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.
- Complete restoration plan for the Hamilton cemetery and address condition of all city cemeteries.
- Work with the County on the implementation of the County's new zoning ordinance and the Greenbelt Neighborhood Conservation Overlay Zone as appropriate.

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

Accomplishments

- Managed the review of the Final Environmental Impact Statement for the proposed relocation of the Bureau of Engraving and Printing to the Beltsville Agricultural Research Center.
- 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 2022-2026, and the State of Maryland Consolidated Transportation Program for FY 2022-2026.
- 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.
- Reviewed and commented on final draft of the County Wide Map Amendment.
- Participated in the County's adoption of a Neighborhood Conservation Overlay Zone for Historic Greenbelt.
- Monitored the NASA Goddard Master Plan process.
- Participated in Maryland Municipal League Planning Director meetings.
- Coordinated with the county Department of Permitting, Inspections and Enforcement on the administration of the county's new short-term rental licensing regulations.

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 Managed Lane project and SCMaglev project.
- Review and comment on the Federal Capital Improvements Program for FY 2023-2026 and the State of Maryland Consolidated Transportation Program for FY 2023-2026.
- Work with the County and the State Highway Administration on the Greenbelt Road (MD 193) corridor planning and secure additional funding to extend planning efforts along the corridor.
- Continue to work with the county on the licensing of short-term rental properties.
- Continue to participate in the County's Master Plan of Transportation 2035 planning process.

Operate, assign and administer the work program and departmental activities for efficiency without compromising quality and effectiveness.

Accomplishments

- Continued to maintain rental database by subdivision and worked with homeowner associations and community associations on identifying unlicensed rentals.
- Continued to implement a virtual inspection program so that rental and commercial property inspections could continue during the pandemic.
- Developed modified work schedules to address the health and safety of staff during the pandemic.
- Identified improvements needed to the Community Development software and worked with the vendor to get them completed.
- Pursued compliance with the city's building permit requirements.
- Implemented the city's handbill and false alarm reduction programs.
- Continued to reduce the number of businesses on the False Alarm Do Not Respond list.
- Contracted with and oversaw outside engineering services to provide erosion and sediment control inspections.
- Re-assigned administrative tasks in response to the retirement of a long-time staff person to allow for continuity of services.

- Acquired gas meters and noise meter for inspection staff to improve their performance/efficiency in the field.

Management Objectives

- Contract with the Utopia software vendor to provide staff training on software capabilities.
- Complete the implementation of the portability of Community Development software to inspectors while in the field.
- Work with the IT Department on converting paper files to electronic filing system.
- Organize flat files and reduce storage needs.
- Resume full in-person inspections.
- Ensure administrative staff are cross trained in all administrative functions.
- Evaluate the success of the noise reduction program and identify improvement/modifications if needed.
- Continue to work with homeowner associations to ensure all rental properties are licensed and inspected.

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.
- Served on the Government Alliance for Race and Equity Cohort.
- Completed the County's Complete Street Training for Place Making.
- Participated in several webinars on a variety of planning and code enforcement topics.
- Received training in erosion and sediment control inspections and oversaw inspections on the smaller construction projects undertaken in the City.
- Continued webinar training with International Code Council.

- Participated in Landlord and Tenant Education, Community, Outreach & Engagement eviction prevention program.
- Participated in demonstrations for new finance software.

Management Objectives

- Continue to meet AICP certification maintenance requirements.
- Complete the work associated with the Government Alliance for Race and Equity Cohort.
- Attend APA National Conference.
- Attend local training opportunities on various planning and code enforcement topics.
- Achieve all planning staff being AICP certified.
- Complete plan review course to expand in-house erosion and control inspection capabilities.
- 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 AND SERVICE FOR 2023

OVERVIEW

The COVID-19 pandemic continued to pose unique challenges for the Department of Planning and Community Development. With this said, the Department maintained continuity of operations and developed policies and procedures that allowed it to respond to the pandemic in a manner that resulted in minimal disruption to the implementation of Community Development and Planning programs.

As has been the case over the past several budgets, staffing and workload remain issues within the Department. As in recent years, the Department continues to reprioritize its work program to respond to unexpected planning and development activities. This includes private development projects and unanticipated County, State and Federal planning projects. The City continues to receive and review new development proposals. Managing development proposals requires an extensive amount of staff resources, thereby presenting challenges for a Department which already maintains a robust work program.

Unfortunately funding for the Assistant Director of Community Development position was deferred again in FY2022. The lack of an Assistant Director of Community Development puts a strain on the Director, the Supervisory Inspector and all department staff. This position has historically had construction experience and been responsible for reviewing and inspecting construction in the right-of-way permits, performing erosion and sediment control review and inspections, assisting with management of capital projects and providing leadership to the Community Development functions of the Department. Currently, these functions are predominately being performed by the Planning Director and/ or outside consultant, limiting her ability to carry out planning functions. The Supervisory Inspector has also reallocated his time to provide erosion and sediment control inspections for minor projects. The FY 2023 budget includes full funding for the Assistant Director of Community Development position.

Unfortunately, despite on-going efforts to fill a vacant Community Development Inspector position, the position has remained vacant due to a shortage in qualified/ interested candidates. This has put a further strain on Community Development's two full-time staff members, who have been absorbing the workload of this position for over almost three years, even as the City's housing stock has increased with the completion of Greenbelt Station South Core (807 units) and Motiva Apartments (354 units).

CODE ENFORCEMENT

As discussed, the pandemic continues to impact Community Development programs. In regard to residential inspections, for the safety of staff and residents, virtual residential inspections continued in FY 2022. Interior apartment inspections present unique challenges when relying on virtual technology; however, Community Development staff have but worked closely with property management companies to conduct a significant number of scheduled annual inspections within each complex. Commercial inspections did predominately occur in person, with the use of appropriate personal protection equipment (PPE). It is the staff's goal that all Community Development inspections can transition back to in-person by the start of FY 2023, but this will depend on the state of the pandemic. As was anticipated last fiscal year, the Department saw an increase in complaints related to trash removal, and staff responded by scheduling routine windshield inspections within each section of the City. This effort will continue in FY 2023. Staff also worked closely with Franklin Park at Greenbelt Station management to address citizen complaints in a timely manner.

As stated previously, the freezing of the Assistant Director of Community Development position and the shortage of qualified Community Development Inspector candidates has added to the work load challenges of department staff. A major goal for FY 2023 is to achieve full staffing levels so that an assessment can be conducted to determine if staff resources are sufficient to address a growing demand for inspections, both property maintenance and construction. This assessment is critical given the addition of 354 multi-family units at Motiva, the expected growth at Beltway Plaza, and the planned commercial development in Golden Triangle. These developments, in addition to the Greenbelt Station South Core development, represent a significant increase in the Department's workload over the last several years. During the same time as this increase in the Department's work program, the Department has experienced a decline in funded staff positions. For example, in 2009 (before any of the aforementioned developments were constructed), six Community Development staff positions were authorized., Currently, Community Development operates with only three authorized positions – half the number authorized more than a decade ago.

PLANNING

The Department has its pulse on a myriad of planning projects related to development, transportation and the environment. As has been the trend over the last couple of years, residential and commercial development proposals have been on the uptick. The proposed large-scale redevelopment of Beltway Plaza continues to move forward, and it is anticipated that Phase 1 of the project may break ground by FY 2023. The scale and complexity of this project require extensive amounts of staff time and resources and it is expected this project will be a major focus of the City's planning work program over the next several years. Also expected to be moving through the planning and development process is the Royal Farms at Golden Triangle and the multi-family development at 7010 Greenbelt Road.

Planning staff continues to monitor and assist in the review of county, state and federal projects including SC Maglev, Relocation of Bureau of Engraving and Printing to Beltsville Agricultural Research Center, NASA Area 400 Disposal, Update to the County’s Master Plan of Transportation and I-495 & I-270 Managed Lane project. Staff anticipates significant staff time will be dedicated to the review and monitoring of these projects in FY 2023, including managing legal services. As these projects continue to move forward and/or new projects are initiated, the Department strives to reprioritize its work program in concert with the goals and strategies identified by City Council.

Transportation planning continues to be a significant portion of the Department’s work program. Whether it’s processing a traffic calming request, reviewing a major state road project, implementing the recommendations of the Pedestrian and Bicycle Master Plan, implementing the city’s Complete and Green Street policy 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.

The Department has been mobilizing speed detection devices units throughout the city, based on resident complaints and traffic calming requests. This technology allows the Department to perform speed studies that are used to generate staff recommendations on needed transportation improvement, education and enforcement. To expand on the City’s capability to respond to traffic calming requests, staff is looking at securing professional engineering support in FY 2023 to assist with traffic calming studies in Historic Greenbelt.



The Department also completed the Greenbelt Road (MD 193) Corridor Plan (from Baltimore Avenue to Kenilworth Avenue) through MWCOC’s Transportation Land Use Connections program. The Department engaged a broad range of stakeholders, including members of the public, elected officials, and State, County, and local agency staff, to create a cohesive vision, including short- and long-term recommendations. To expand on this effort in FY 2023, the Department plans to seek funding for a Phase 2 of the plan, which will address the portion of Greenbelt Road from Kenilworth Avenue to Mandan Road.

The timely completion of capital projects continues to be an ongoing challenge to staff, since there are many individuals and agencies involved in the planning, design, review, approval, permitting, inspection and contract management of every project.

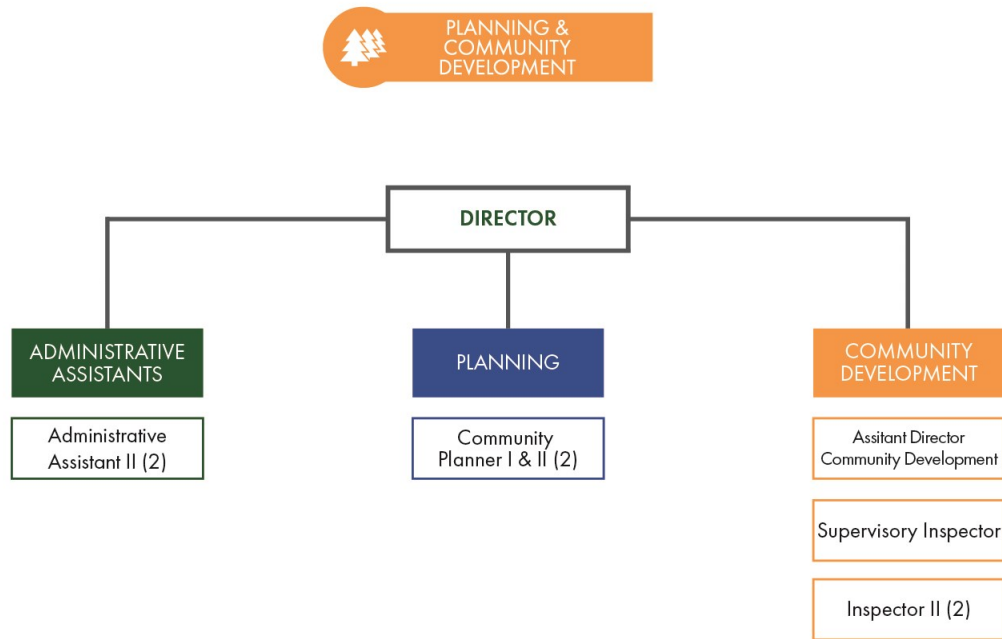
In FY 2022 staff completed Phase 1 of the Gateway Sign project, the cleaning and restoration of the bas reliefs and Mother and Child Statue and oversaw improvements to the Buddy Attick Park Parking Lot Improvement project.

PERSONNEL STAFFING

	Grade	Auth. FY 2021	Auth. FY 2022	Prop. FY 2023	Auth. FY 2023
210 Planning					
Planning Director	GC-26	1	1	1	
Assistant Director	GC-22	0	0	1	
Community Planner I & II	GC 16 & 18	2	2	2	
Total FTE		3	3	4	0
220 Community Development					
Assistant Director	GC-22	1	1	1	
Supervisory Inspector	GC-18	1	1	1	
Community Development Inspector I & II	GC-12 & 14	2	2	2	
Administrative Assistant II	GC-13	2	2	2	
Total FTE		6	6	6	0
Total Planning & Community Development		9	9	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 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Estimated
Advisory Planning Board Meetings	24	24	26	24
Other Meetings	400	350	450	450
Grants Administered	5	5	6	5
Full Time Equivalents (FTE)	3	3	3	4

MANAGEMENT OBJECTIVES

- Continue to oversee the design, permitting and construction of the WMATA connection trail.
- Oversee the review of major state and federal projects including the I-495/I-270 Managed Lane Study, SCMaglev, and the relocation of the Bureau of Engraving and Printing to BARC.
- Participate in the County's Master Plan of Transportation—Plan 2035 Implementation project.
- Secure funding to continue planning work on improving the Greenbelt Road (MD 193) corridor.
- Obtain grant funding for the implementation of Phase 2 of the Gateway Sign project and oversee installation of remaining welcome signs.
- Manage the review of the Beltway Plaza redevelopment and other development projects within the city.

BUDGET COMMENTS

- 1) Line 01, Salaries, and line 28, Employee Benefits, reflect the cost of a fully staffed Planning Department in FY 2023.
- 2) Professional Services, line 30, provides funding for engineering services to assist with the review of traffic impact studies, noise attenuation studies, road improvements and other development review related issues.

PLANNING Acct. No. 210	FY 2020 Actual Trans.	FY 2021 Actual Trans.	FY 2022 Adopted Budget	FY 2022 Estimated Trans.	FY 2023 Proposed Budget	FY 2023 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$222,872	\$242,105	\$271,100	\$271,100	\$285,800	
28 Employee Benefits	84,520	80,603	97,000	97,000	110,100	
Total	\$307,392	\$322,708	\$368,100	\$368,100	\$395,900	\$0
OTHER OPERATING EXPENSES						
30 Professional Services	\$9,622	\$391	\$30,000	\$30,000	\$30,000	
33 Insurance	1,896	2,189	2,300	2,300	2,300	
45 Membership & Training	2,423	656	8,600	8,600	9,600	
55 Office Expenses	1,386	382	1,550	1,500	1,800	
58 Special Program	3,729	7,724	0	0	0	
Total	\$19,056	\$11,342	\$42,450	\$42,400	\$43,700	\$0
TOTAL PLANNING	\$326,448	\$334,050	\$410,550	\$410,500	\$439,600	\$0
REVENUE SOURCES						
Development Review Fees	\$13,136	\$3,493	\$10,000	\$10,000	\$5,000	
Total	\$13,136	\$3,493	\$10,000	\$10,000	\$5,000	\$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 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Estimated
Board of Appeals Meetings	0	0	1	1
Single Family Rental Inspections	374	538	460	500
Apartment Units Inspected	600	418	750	900
Rental Licenses (excluding apartments)	650	700	700	700
Construction Permits Issued	17	32	30	30
Building Permits Issued	660	568	250	300
Sediment Control Permits Issued	4	1	5	5
Sediment Control Inspections	220	231	175	150
Noise Ordinance Citations	11	5	5	5
Noise Ordinance Complaints	88	32	29	30
Property Violation Complaints	258	205	150	150
Handbill Violations	12	4	10	10
Burglar Alarm Licenses Issued	211	215	215	215
Day Care Businesses Licensed	11	12	13	13
Alarm Companies Registered	65	66	66	66
Commercial Units Licensed	245	237	311	382
Liquor Licenses Issued	20	21	21	21
Residential False Alarm Invoices	3	0	2	5
Residential False Alarm Warning Letters	173	64	56	60
Non-Residential False Alarm Invoices	27	20	33	40
Non-Residential False Alarm Warning Letters	125	120	86	90
Police Non-Response	6	3	2	2
Foreclosure Filings	22	0	5	10
Municipal Infractions Issued	32	31	30	30
Full Time Equivalents (FTE)	6.0	6.0	6.0	6.0

MANAGEMENT OBJECTIVES

- Complete the implementation of the portability of Community Development software to assist inspectors while in the field. Sustain at least a 20% rental inspection rate for all multi-family apartment developments.
- Continue to work with the county on the licensing of short-term rental properties.

BUDGET COMMENTS

- 1) In FY 2023, Salaries, line 01, and Employee Benefits, line 28, show the effect of funding an Assistant Director to oversee Community Development operations.
- 2) Line 30, Professional Services, funds engineering services associated with erosion and sediment control inspections, and site inspections for projects on city property and/ or right-of-way.
- 3) Computer Expenses, line 53, includes the annual cost associated with the Community Development software and Speed Sentry units.

COMMUNITY DEVELOPMENT Acct. No. 220	FY 2020 Actual Trans.	FY 2021 Actual Trans.	FY 2022 Adopted Budget	FY 2022 Estimated Trans.	FY 2023 Proposed Budget	FY 2023 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$248,054	\$257,088	\$315,400	\$315,400	\$421,300	
25 Repair/Maintain Vehicles	1,878	212	1,050	0	2,000	
27 Overtime	834	0	1,000	1,000	1,000	
28 Employee Benefits	100,098	98,467	130,700	130,700	181,200	
Total	\$350,864	\$355,767	\$448,150	\$447,100	\$605,500	\$0
OTHER OPERATING EXPENSES						
30 Professional Services	\$49,209	\$90,280	\$67,000	\$33,500	\$30,000	
33 Insurance	1,406	1,577	1,800	1,900	2,000	
34 Other Services	4,370	4,733	4,000	4,000	4,000	
38 Communications	5,373	5,895	7,500	4,200	7,500	
42 Building Rental	35,700	35,700	35,700	35,700	35,700	
45 Membership & Training	3,189	95	3,700	900	4,900	
48 Uniforms	554	0	1,000	1,000	1,000	
50 Motor Equipment						
Maintenance	2,468	969	1,800	2,000	2,000	
Vehicle Fuel	1,154	1,051	1,000	1,000	1,000	
52 Departmental Equipment	0	3,775	3,000	3,000	3,000	
53 Computer Expenses	15,958	14,895	13,000	15,000	15,000	
55 Office Expenses	12,420	10,152	13,700	13,700	9,600	
Total	\$131,801	\$169,122	\$153,200	\$115,900	\$115,700	\$0
TOTAL COMMUNITY DEVELOPMENT	\$482,665	\$524,888	\$601,350	\$563,000	\$721,200	\$0
REVENUE SOURCES						
Street Permits	\$25,994	\$7,410	\$10,000	\$7,300	\$10,000	\$0
Licenses & Permit Fees	824,121	1,030,978	928,900	813,000	890,000	0
Non-Residential Alarm	28,175	18,900	6,000	30,000	30,000	0
Municipal Infractions	6,025	625	6,000	6,000	7,000	0
False Alarm Fees	1,500	0	2,000	500	2,000	0
Total	\$885,815	\$1,057,913	\$952,900	\$856,800	\$939,000	\$0

[illegible]

PLANNING AND COMMUNITY DEVELOPMENT
QUESTIONS April 20, 2022

1. Has there been an uptick in evictions and foreclosures lately? Have apartment complexes been notifying you in a timely manner? *According to the Maryland Foreclosure Registry there has not been an increase in foreclosures in Greenbelt, and Code Enforcement has not seen evidence of an increase. To date, only one apartment complex has submitted eviction notices to the City.*
2. P. 64—Where will the two new/repared bus shelters be located? *The bus shelter on Crescent Road in the vicinity of Ridge Road needs significant repairs. Public Works is preparing a cost estimate and if funding permits an additional bus shelter location will be identified for a shelter or repairs. Public Works will also be installing a bus shelter on Cherrywood Lane at the Motavi development.*

What will be the budget recommendations dealing with the following:
Pedestrian and Bicyclist Master Plan – *Staff is waiting for APB to finalize its recommendations and will be prepared at the Capital Project budget work session to recommend FY 2022 and FY 2023 improvements.*

Bus Stop Safety and Accessibility Study – *Staff will be prepared to present recommendations at the Capital Project budget work session. For FY 2022, staff is working to undertake a bus shelter solar light pilot project.*

3. P. 65—Please give an update on the storm water situation at 51 Crescent. *From a code enforcement perspective, the units are legal to occupy. All violations were abated, including a mold study. Public Works received a cost estimate from the City's engineer consulting firm to upgrade the storm drain system and the next step will be to reconvene a meeting with County officials/staff to further discuss responsibility and project cost.*
4. P. 66—Which department oversees improvements/amenities for the Dog Park? *Animal Control and Public Works, although planning staff is assisting as needed.*

5. P. 67—How realistic is the attempt to remove all invasives, especially phragmites, from the South Core? *Planning and Public Works staff have been working on this issue, along with the south core developer's environmental consultant. Staff has concluded it is not realistic to remove all wetland invasives (Will do more environmental harm than good). The recommendation staff will be sharing with City Council in the immediate future will be to require the developer to mow 15 feet on both sides of the trail, bridge and boardwalk and to removal all vines from trees within this area. This will assist Public Works in the maintenance of the trail system.*
6. P. 73—What positions remain vacant in the P&CD Department? How many code inspectors do we really need to do an effective job? *We have one code inspector position vacant, but we hope to extend an offer to a candidate in the next two weeks. Unfortunately, we have faced challenges in competing with the hourly rate of our neighboring jurisdictions. In terms of staffing level, it is my recommendation that we work towards achieving the staffing level we had in 2009, which was three Community Development Inspectors, a Supervisory Inspector and an Assistant Director of Community Development*
7. P. 74—What is the status of the Royal Farm construction? (Just recently, the County, I assume, cleaned up the storm water retention pond nearby.) *It is staff's understanding that they submitted a fine grading permit application to the County in February, and the permit application is still in review.*

What is the status of the Roosevelt Center municipal infractions? As some work remained unabated from the first series of violations, citations in the amount of \$3500 were recently issued. Staff recently met with Ms. Cristacos, property manager and contractor and work on lights, exterior paint and roof are expected to begin soon. The schedule for roof repairs is being hampered by supply issues. Staff will continue to issue citations every 15 days for violations that remain unabated.

8. Page 62: Do we keep track of how many illegal signs are placed/need to be removed and who the worst repeat offenders are? *Under the City's Handbill program, when the Department is notified of an illegal sign staff*

works to identify the responsible party and issues a warning notice. A database of offenders is maintained, and fines are assessed after the first warning. Public works and Code Enforcement staff remove illegal signs located within public rights-of-way.

9. Page 63: Is the 360 number for rental licenses issued up or down compared to previous years? (I noticed the number for Greenbelt Station seemed higher than I recalled from last year.) *This number is an error and will be corrected in the final draft. The actual number of rental licenses for FY 2022 is estimated to be 700 as shown in Performance Measures on Page 80.*
10. Are there any concerns about the traffic coming in and out of Motiva as the units fill up, since there is not a stoplight at that intersection? Do we have any plans to monitor that? *The Traffic Impact Study prepared for the development concluded that the intersection will continue to operate at an acceptable level of service. The intersection did not meet traffic signal warrants. Staff will routinely monitor the intersection.*
11. Page 66: The Mayor has indicated that Senator Pinsky secured \$500,000 in bond money for the Greenbelt Station Metro trail. How does that impact other funding sources for that project? Could it potentially free up money for other purposes? *Unfortunately, the project budget continues to increase so this additional funding will be absorbed into the total cost of construction. The engineering consultant recently updated the estimated construction costs and the project is now at about \$3M.*
12. Page 68: Can you explain a bit more about the small-scale wireless facilities: what they entail, how many are expected to be proposed, etc.? *Small cell installations generally cover much smaller geographic areas — measured in hundreds of feet — than the traditional towers that can cover miles in each direction. The antennas are much smaller in size, and are often attached to buildings, rooftops and structures in public rights-of-way (R-O-W), including utility and light poles. Pole or ground mounted equipment accompanying the antenna may also be needed. This equipment may be in the R-O-W, or on other public or private property. In 2018, the City Council enacted legislation that provides for certain standards and regulations relating to the location, placement, design, construction and maintenance of small-*

scale wireless facilities within the City's public R-O-W and providing for the enforcement of said standards and regulations, consistent with federal and state law limitations. The City Code requires a franchise agreement which has been drafted. The City has a contract with a consultant to assist with the intake and review of on-line applications. To date the City has received one inquiry about the execution of a franchise agreement but has not received any applications.

13. Page 75: Regarding traffic calming requests, it's noted that staff is looking to secure professional engineering support for traffic calming studies in historic Greenbelt. Do most of the resident complaints come from there? Are other areas of Greenbelt also being looked at? (For example, there is a stretch of Stream Bank Lane coming east from the first traffic circle with Greenbelt Station Parkway where cars speed around the curve and might be a place to consider some sort of calming device.). *The intent is to secure engineering support as traffic calming requests warrant. Currently, staff is working to address several requests in Historic Greenbelt so that is why Historic Greenbelt was highlighted on Page 75. It should be noted the City undertook a large-scale traffic calming project in Greenbelt East in 2007 and in Greenbelt West, Breezewood Drive and Springhill Drive have had traffic calming measures installed. Staff will add the noted section of Stream Bank Lane to the speed monitoring device placement calendar to complete a speed study.*

Page 47: Does Economic Development propose its own license for Esri/ArcGIS, in addition to what the Police Department will use for the new dashboard, or is this referring to the same thing?

Economic Development staff was working with the IT Department to explore whether an additional license needed to be obtained since the City already uses ESRI in other capacities and whether there were additional tools that can be used specifically for economic development.

Office vacancy rates: Do we know if there are any of the vacant offices that are up for sale, or are most of them simple missing rental tenants?

There is currently one commercial office building listed on [Loopnet.com](https://www.loopnet.com) for sale. In January 2022, two office condos sold on Hanover Parkway. There could be a number of reasons that an office space is vacant. A tenant may have recently closed their business or relocated. Some commercial property owners leave certain spaces vacant because they are looking for a certain type of tenant that will, for example, take multiple floors as they do not want to break up the building.

Related, probably for Planning Department: Are all of the office areas (especially those with high vacancy rates) only zoned commercial, or is there any flexibility for creative re-purposing of the space (i.e. conversion to housing)?