



CITY COUNCIL WORK SESSION AGENDA
Budget Work Session - Planning/Economic Development

COUNCIL MEETING WILL BE ONLINE ONLY

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

Resident participation:

**[https://us02web.zoom.us/j/82537538090?](https://us02web.zoom.us/j/82537538090?pwd=bThUWXBvUU1OMTBCOUFCMWtJUm5KZz09)
[pwd=bThUWXBvUU1OMTBCOUFCMWtJUm5KZz09](https://us02web.zoom.us/j/82537538090?pwd=bThUWXBvUU1OMTBCOUFCMWtJUm5KZz09)**

OR

Join By phone: (301) 715-8592

Meeting ID: 825 3753 8090

Passcode: 974575

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, March 31, 2021
8:00 PM**

Budget Work Session Packet *Agenda*

- *Introductions*
- *Council Discussion*
- *Questions and Answers*
- *Other Items*

Planning Department

[Planning.pdf](#)
[RENTALS BY SUBDIVISION 2021.pdf](#)
[Permits-Building Permits Comparison List 2021.pdf](#)
[March 2021 Work Program Final.pdf](#)
[Foreclosure Report 2021.pdf](#)
[Copy of housing data 3.2021.pdf](#)
[Questions and Responses_Mach_Jordan_210331.pdf](#)

Economic Development

[Economic Development.pdf](#)
[Economic Development - Business Data At-a-Glance.pdf](#)
[FY22 ED Budget Questions Responses_210331.pdf](#)
[Office Vacancy Rates 3.30.21.pdf](#)

City Council Work Session Agenda Item Report

Meeting Date: March 31, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Work Session Item

Agenda Section: Budget Work Session Packet

Subject:

Planning Department

Suggested Action:

Attachments:

[Planning.pdf](#)

[RENTALS BY SUBDIVISION 2021.pdf](#)

[Permits-Building Permits Comparison List 2021.pdf](#)

[March 2021 Work Program Final.pdf](#)

[Foreclosure Report 2021.pdf](#)

[Copy of housing data 3.2021.pdf](#)

[Questions and Responses_Mach_Jordan_210331.pdf](#)

Fiscal Year 2022



PLANNING AND COMMUNITY DEVELOPMENT

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

- Established a virtual inspection process to allow inspections to continue during the pandemic.
- Developed a continuity of operations plan for the department.
- Assisted with emergency preparedness during the pandemic.
- Continued to ensure commercial compliance with Prince George's County Use and Occupancy permit requirements.
- Assisted with addressing COVID-19 compliance issues.
- Continued weekend enforcement to address illegal signs.
- Ensured compliance with state lead free certification requirements for all rental properties in the city.
- 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.
- Identified updates needed to the City Code for various chapters.
- Continued to work with the city's Information Technology Department on the implementation of the field-based inspection system.
- Worked with management companies and homeowner/condominium associations on code enforcement issues/concerns.

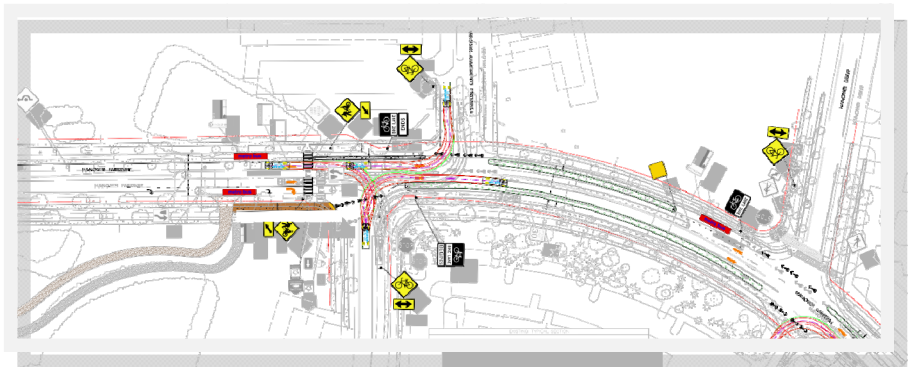
- On a daily basis, responded to telephone inquiries, logged new complaints and court ordered inspections, scheduled inspection appointments and managed community development database and files.
- Conducted over 1,000 property maintenance inspections, including residential rental, non-residential and complaint inspections.
- Logged, reviewed and approved over 700 building permits for compliance with applicable codes.
- Responded to over 300 property maintenance complaints.
- Issued over 300 rental licenses.
- Expanded the inter-municipal code enforcement working group to include representation from the cities of New Carrollton and Bowie.
- Expanded the number of staff members with access to the foreclosure database.
- Maintained relationship with State of Maryland Fire Marshal's Office.
- Received training in sediment and erosion control inspections and oversaw inspections on the smaller construction projects undertaken in the city.

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 the Property Foreclosure Registry System within Greenbelt.
- Work with management companies and homeowner/condominium associations on rental license enforcement.
- 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 the vendor on reporting functions.

Accomplishments

- Oversaw the completion of the Hanover Parkway Bicycle Feasibility Study project.
- Worked with the county on the implementation of Phase II of the county's Bike Share Implementation Plan that includes installing multiple stations in Greenbelt.
- Continued to work with the county and Washington Metropolitan Area Transit Authority (WMATA) to identify opportunities to improve transit services in the city.
- Worked on implementation of the Bus Stop Safety and Accessibility Study.
- Worked with Public Works staff to construct one new bus shelter.
- Worked with the Advisory Planning Board to update the Pedestrian and Bicycle Master Plan.
- Evaluated and responded to citizen requests for traffic calming, and assisted with the implementation of new traffic measuring device and software.
- Reviewed and commented on the State Consolidated Transportation Program.
- Participated in the review of the Draft Environmental Impact Statement for the I-495/I-270 Managed Lane Study.
- Attended Inter-Municipal Bikeways Working Group meetings.
- Managed the review of the Draft Environmental Impact Statement for the SCMaglev project.



Management Objectives

- Work with the Department of Public Works on the implementation of the city's Complete and Green Streets Policy.
- Continue to work with the county on the installation of at least five bike share stations in city rights-of-way.
- Work with State Highway Administration and neighboring jurisdictions on improvements to the Route 193 Corridor.
- Continue to work with county transit staff, WMATA and Transit Riders United of Greenbelt (TRUG) 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 Public Works on the identification and installation of two bus shelters and bus stop pads, and ADA improvements.
- Work with the Recreation Department to identify improvements for Indian Creek Trail (i.e., signage, landscape buffer, etc.).



- Review and comment on the State Consolidated Transportation Program and advocate for city road improvement projects.
- Pursue grant funding for the Cherrywood Lane Complete and Green Street project.
- Continue to attend Inter-Municipal Bikeways Working Group meetings.
- Monitor and comment as appropriate on federal and state transportation projects including the I-495/I-270 Managed Lane Study project and SCMaglev project.

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.
- Worked with the Public Works Director on the project management for the completion of the Greenbelt Lake Dam Improvement project.
- Worked with Recreation and Public Works staff to undertake the restoration of the Mother and Child Statue and bas reliefs.
- Managed Program Open Space funding and submitted projects to the state for approval.
- Worked with the IT Department and Public Information and Communications Coordinator to design a manual for the review, approval and installation of small cell infrastructure in the city.

- Managed inspection services for the county's University Square Outfall Restoration project.
- Managed inspections and construction management services for the Prince George's County Clean Water Partnership project at Greenbrook Lake.
- Submitted FY 2022 Program Open Space (POS) Annual Program.
- Oversaw the construction of the Buddy Attick Park parking lot project and managed grant funds.
- Managed permitting and procurement of a contractor to complete the Buddy Attick Park Parking Lot Reconstruction project.

Management Objectives

- 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 the City Code.
- Provide assistance on an as needed basis to the Greenbelt Road Task Force.
- 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 stormwater management projects in the city.
- Pursue funding for the completion of 90% 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.

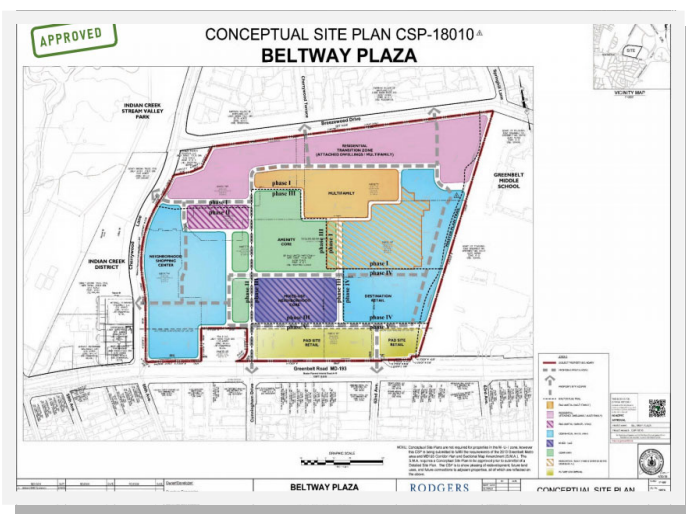
Accomplishments

- Oversaw the completion of development in Greenbelt Station South Core and ensured compliance with development agreement requirements and timely installation of public improvements.
- Oversaw completion and conveyance of public streets in Greenbelt Station South Core.
- Worked with the Greenbelt Station Master Association on improving the parking situation in Greenbelt Station South Core.

- 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.
- 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.
- Secure funding for the WMATA connection trail.
- Continue to manage the review of construction plans and permits for the Greenbelt Metro/NRP Multi-family project.
- Advocate for improvements to the Greenbelt Road corridor and participate in meetings as appropriate.
- 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.
- Oversee development review for the redevelopment of Beltway Plaza.
- Worked with the Arts Advisory Board to identify opportunities for public art in new development projects in Greenbelt West.



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

Accomplishments

- 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 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 for an electric vehicle charging station in city right-of-way in Historic Greenbelt.
- 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.
- Worked with the Department of Recreation, Department of Public Works and the Arts Advisory Board on improved lighting and signage at Roosevelt Center.
- Reviewed and approved multiple construction in the right-of-way permits for various public infrastructure improvements.
- Continued to assist with creating the framework for the application submittal, review and approval of small cell right-of-way permits.
- Managed the review of the Detailed Site Plan for Royal Farms in Golden Triangle.
- Reviewed and commented on potential development proposals for 7010 Greenbelt Road.
- Participated in the county's Wayfinding Study.

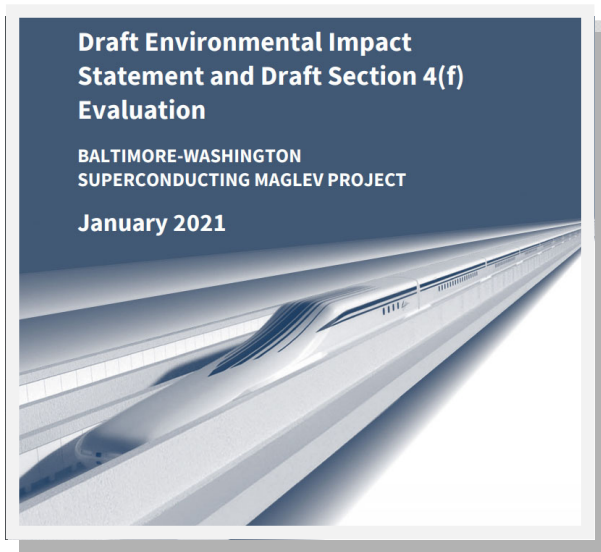


Management Objectives

- Continue to identify grant funding sources for greening/sustainability projects.
- Review all development plans to evaluate potential impacts on the community and environment.
- Monitor state and county planning and zoning legislation to ensure new regulations accomplish desired change.
- Identify appropriate treatments for the Hamilton family home site and cemetery.
- Work with stakeholders and the county on the implementation of the Greenbelt Neighborhood Conservation Overlay Zone, as appropriate.

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

Accomplishments



- Reviewed and provided comments on the Federal Capital Improvements Program for FY 2021-2025, and the State of Maryland Consolidated Transportation Program for FY 2021-2025.
- Managed the review of the Draft Environmental Impact Statement for the proposed relocation of the Bureau of Engraving and Printing to the Beltsville Agricultural Research Center.
- Managed the review of the Draft Environmental Impact Statement for the SCMaglev project.

- Participated in the county's Census 2020 Complete Count Committee.
- Participated in Washington Metropolitan Council of Governments Census work group.
- Secured grant funding for Census 2020 outreach and worked with the Public Information Office and other city departments on Census outreach efforts.
- Attended monthly Inter-Municipal Bikeways Working Group to promote trail connectivity within the Anacostia Trails Heritage Area.
- Reviewed and provided comments on various county zoning legislation proposals.
- Reviewed and commented on Countywide Map Amendment.
- Participated in the development of a Neighborhood Conservation Overlay Zone for Historic Greenbelt.
- 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.
- Worked with the New Deal Café to execute a Memorandum of Understanding to allow for the expansion of outdoor dining.



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.
- Attend the monthly Inter-Municipal Bikeways Working Group meetings to promote trail connectivity within the Anacostia Trails Heritage Area.
- Review and comment on the Federal Capital Improvements Program for FY 2022-2026 and the State of Maryland Consolidated Transportation Program for FY 2022-2026.
- Work with the county and State Highway Administration on undertaking Greenbelt Road corridor improvements, including the recommendations of the ULI-TAP corridor study.
- Monitor the NASA Goddard Master Plan process.
- Continue to work with the county on the licensing of short-term rental properties.

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

Accomplishments

- Maintained rental database by subdivision and worked with homeowner associations and community associations on identifying unlicensed rentals.
- Completed a user manual for the Community Development Software.
- With the assistance of the IT Department, obtained 100% teleworking capacity for all staff allowing for full departmental operations to continue during the pandemic.
- Transitioned to 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.

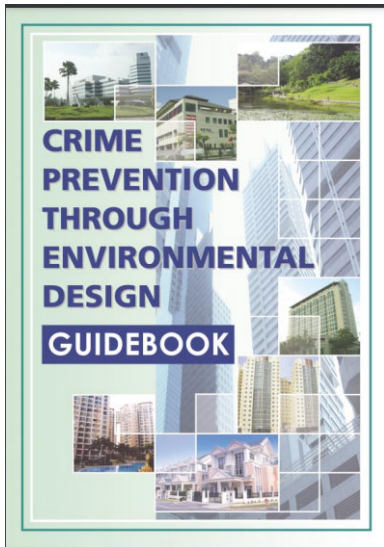
Management Objectives

- 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.
- 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 and condominium 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 sufficient hours of training to satisfy continuing education requirements for AICP certification maintenance.
- Attended the American Planning Association national and regional conference virtually.
- Completed the Maryland Department of the Environment's Responsible Personnel Training for Erosion and Sediment Control.
- Participated in several webinars on a variety of planning and code enforcement topics.



- Applied for and received approval to take the American Institute of Certified Planners (AICP) certification exam.
- Renewed International Code Council/American Association of Code Enforcement Property Maintenance and Housing Inspector certification.
- Completed the American Crime Prevention Through Environmental Design Certification Course.
- Completed training in reviewing Environmental Impact Statements.

Management Objectives

- Continue to meet AICP certification maintenance requirements.
- Attend APA National Conference.
- Attend local training opportunities on various planning and code enforcement topics.
- Achieve all planning staff be AICP certified.
- Complete plan review course to expand in-house erosion and control inspection capabilities.
- Complete the implementation of the portability of Community Development software to inspectors while in the field and coordinate training with software vendor.
- Renew International Code Council/American Association of Code Enforcement property maintenance and housing inspector certification.

ISSUES AND SERVICE FOR 2022

CODE ENFORCEMENT

The COVID-19 pandemic created unique challenges for the city and its residents. The Department of Planning and Community Development was not immune to these challenges but was able to modify its policies and procedures to minimize disruption to the implementation of our community development programs. The development of a virtual inspection program was instrumental in allowing the department to complete a significant number of its scheduled residential and commercial inspections and to continue to process complaint cases. However, due to the limitations of virtual inspections and the reluctance of some property owners to participate, the department does anticipate an increase demand for in-person inspections in FY 2022. The department also foresees an increase in complaints and windshield inspections to address maintenance issues inherent to communities with an aging housing stock, and to address Council's interest in seeing increased inspection activities at Franklin Park at Greenbelt Station. These growing demands, along with a growing housing stock, present staffing challenges. 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 2022 is to achieve full staffing levels so that an assessment can be conducted to determine if staff resources are enough to address a growing demand for inspections, both property maintenance and construction.

As stated in previous years, the major difficulty with organizing and assigning staff resources based on the dynamics of code enforcement work is that it is difficult to identify and manage true priorities. The Supervisory Inspector continues to work diligently to identify code enforcement priorities to assist in the assignment of staff resources and department tasks.

DEVELOPMENT

After experiencing a lull in development, the city continues to see an increase in development proposals. While development is always plagued with uncertainties, it is anticipated that the city will see Phase 1 of the Beltway Plaza redevelopment moving forward with plan review and a development proposal for 7010 Greenbelt Road. Over the years, the city has established a development review process that has yielded high quality development, and while that process has been challenged with the county's effort to expedite its development review process, planning staff has worked to overcome these challenges by striving to engage developers earlier in the process and inviting boards and committees and City Council to participate in the earlier stages of the plan review process.

While Greenbelt Station South Core is almost complete, the 354-unit multi-family apartment complex adjacent to the Federal Courthouse is in full construction mode. As the project progresses, planning staff will be engaging the Arts Advisory Board and the developer to identify opportunities to install public art. This is a goal for all new development projects within the city.

Planning staff has engaged consultants to manage erosion and sediment control inspections and to monitor construction of right-of-way improvements associated with development/construction projects. While this has posed budgetary challenges, with the Assistant Director of Community Development position being vacant, the city does not have the capability to conduct construction and major erosion and sediment control inspections in-house.

Planning staff looks forward to continuing to work closely with the Economic Development Coordinator in the development, implementation and management of economic development initiatives. As the department oversees the review of major development and redevelopment projects there is an important role for the Economic Development Coordinator, and planning staff looks forward to closely working with her in facilitating, reviewing and managing development activities.

TRANSPORTATION

Transportation planning represents 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 implementation of the recommendations of the Pedestrian and Bicycle Master Plan and the Bus Stop Safety and Accessibility Study were placed on hold in FY 2021, but staff anticipates implementation to resume in FY 2022. In the meantime, staff has been working with the Advisory Planning Board to complete an update to the Pedestrian and Bicycle Master Plan and studying locations for bus stop improvements. Staff oversaw the completion of the Hanover Parkway Bicycle Feasibility Study and is pursuing grant funding to move this project to final engineering. Priority projects for the department in FY 2022 will be the implementation of the city's Complete and Green Street Policy, continued engineering and implementation of the Cherrywood Lane Complete and Green Street project, advocating/planning for Greenbelt Road improvements and working with the county on the implementation of its bikeshare program.

The department has been mobilizing the Speed Sentry units throughout the city, based on resident complaints and traffic calming requests. In an effort to expand on the city's traffic calming program, department staff has coordinated with the Police and Public Works Departments on the deployment of new speed detection technology. This technology will be used in addition to the Speed Sentry

units to perform speed studies that are used to generate staff recommendations on needed transportation improvement, education and enforcement.

CAPITAL PROJECTS

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. The pandemic resulted in several capital projects being deferred in FY 2021, but grant funded projects proceeded which included the Gateway Sign project, Repairs/Cleaning of the Bas Reliefs and Mother and Child Statue and Buddy Attick Parking Lot Reconstruction. The Buddy Attick Park Parking Lot Reconstruction project finally overcame its county permitting challenges and the project is anticipated to be completed in early FY 2022, if not sooner.

A major capital improvement project that is anticipated to go to construction in FY 2022 is the Greenbelt Station WMATA Trail. This \$2 million plus project is a complex project involving several agency approvals and requiring coordination amongst various agencies and departments. The construction of this project will require significant staff time to manage. If the Assistant Director of Community Development position remains vacant, it is anticipated that project management, as well as erosion and sediment control inspections, will be contracted out to one of our engineer consulting firms.

STATE/FEDERAL PROJECTS

A major role of the department is to monitor and assist in the review of county, state and federal projects. There are several state and federal projects that staff is actively involved in the review and monitoring of including the SCMaglev, the I-495/I-270 Managed Lane Study, the proposed relocation of the Bureau of Engraving and Printing and the NASA Goddard Master Plan. In FY 2021, significant staff time was dedicated to reviewing draft environmental impact statements, monitoring the Section 106 historic review process and coordinating legal services. In FY 2022, it is anticipated that staff resources will be directed to reviewing final environmental impact statements, records of decisions, and depending on the outcomes of the NEPA process, managing legal services.

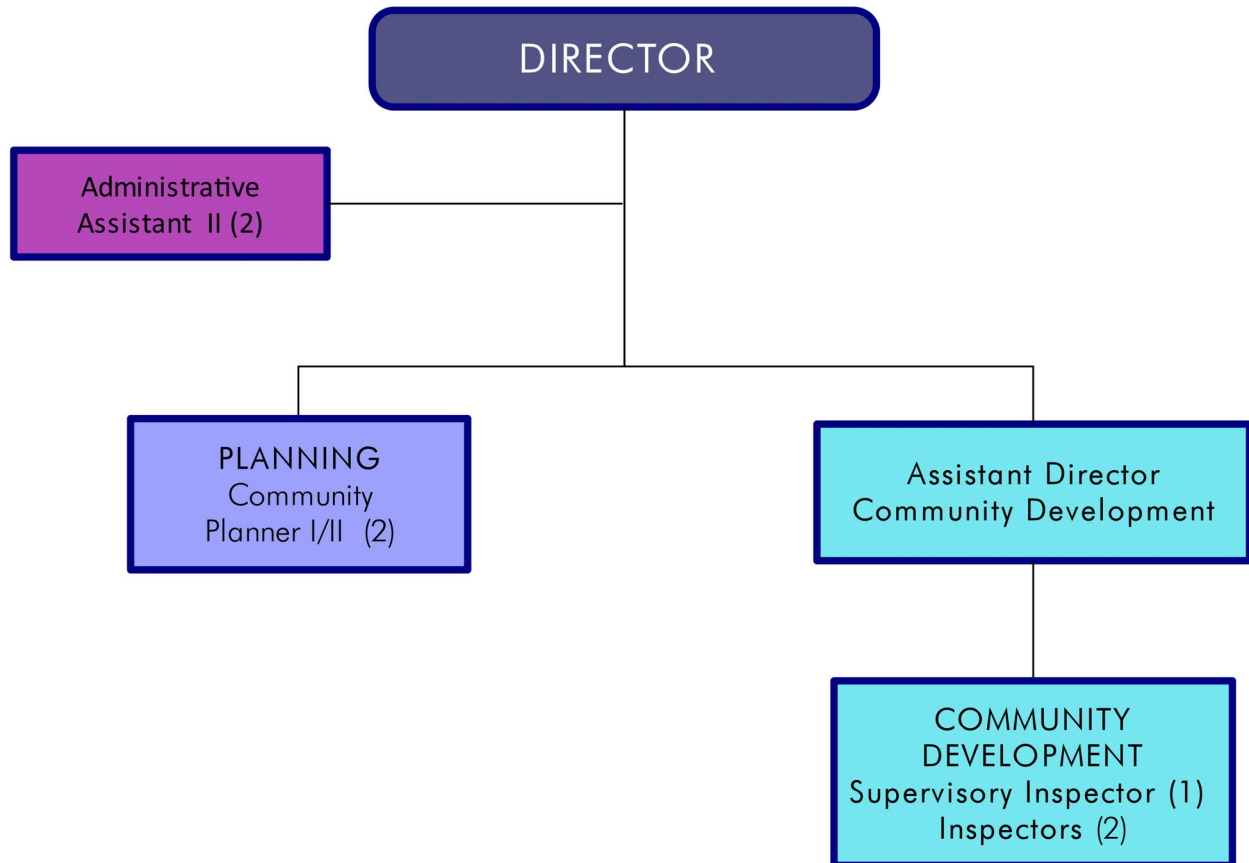
With the recent increase in state and federal projects and their significant relationship/impacts to Greenbelt, staff has had to reprioritize its work program often resulting in the delay of city planning projects (e.g., pedestrian and bicycle planning, capital project planning, second dog park, etc.). If these state and federal projects continue to move forward and/or new projects are initiated, the department will have to closely evaluate its work program and again reprioritize projects. This will be done in concert with the goals and strategies identified by City Council at its FY 2022 goals session.

PERSONNEL STAFFING

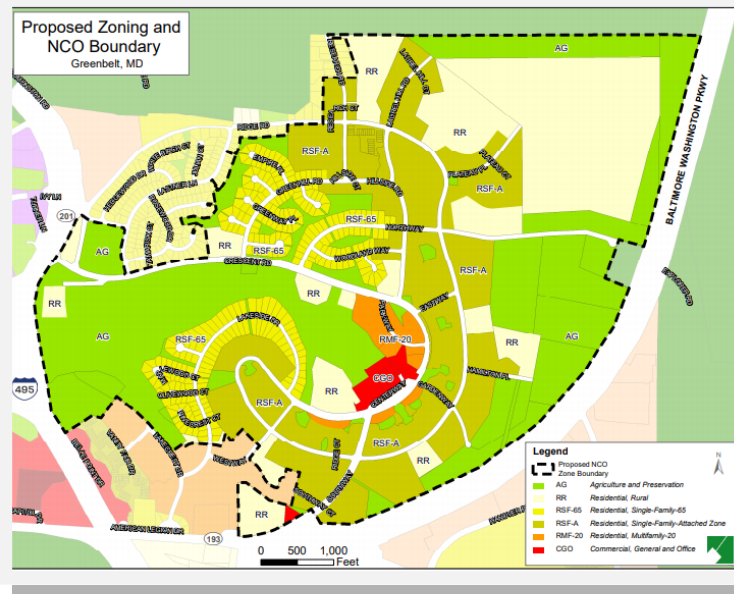
	Grade	Auth. FY 2020	Auth. FY 2021	Prop. FY 2022	Auth. FY 2022
210 Planning					
Planning Director	GC-26	1	1	1	
Assistant Director*	GC-22	0	0	0	
Community Planner I & II	GC 16 & 18	2	2	2	
Total FTE		3	3	3	0
220 Community Development					
Assistant Director	GC-22	1	1	1	
Supervisory Inspector	GC-18	1	1	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	9	0
*Can be underfilled					



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 2019 Actual	FY 2020 Actual	FY 2021 Estimated	FY 2022 Estimated
Advisory Planning Board Meetings	20	24	24	24
Other Meetings	450	400	350	500
Grants Administered	5	5	5	5
Full Time Equivalents (FTE)	3	3	3	3

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.
- Work with the county on the rollout of the new Zoning Ordinance, including the Greenbelt Neighborhood Conservation Overlay Zone.
- 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, have fluctuated in recent fiscal years. FY 2022 salaries shows the cost of a fully staffed Planning Department.
- 2) Professional Services, line 30, is restored to fund 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 2019 Actual Trans.	FY 2020 Actual Trans.	FY 2021 Adopted Budget	FY 2021 Estimated Trans.	FY 2022 Proposed Budget	FY 2022 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$215,251	\$222,872	\$227,200	\$227,200	\$271,100	
28 Employee Benefits	72,744	84,520	94,500	94,500	97,000	
Total	\$287,995	\$307,392	\$321,700	\$321,700	\$368,100	\$0
OTHER OPERATING EXPENSES						
30 Professional Services	\$226	\$9,622	\$0	\$0	\$30,000	
33 Insurance	1,610	1,896	2,100	2,200	2,300	
45 Membership & Training	4,887	2,423	4,600	3,100	8,600	
55 Office Expenses	1,059	1,386	1,300	8,200	1,550	
58 Special Program	0	3,729	0	0	0	
Total	\$7,782	\$19,056	\$8,000	\$13,500	\$42,450	\$0
TOTAL PLANNING	\$295,777	\$326,448	\$329,700	\$335,200	\$410,550	\$0
REVENUE SOURCES						
Development Review Fees	\$15,364	\$13,136	\$10,000	\$10,000	\$10,000	\$0
Total	\$15,364	\$13,136	\$10,000	\$10,000	\$10,000	\$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 2019 Actual	FY 2020 Actual	FY 2021 Estimated	FY 2022 Estimated
Board of Appeals Meetings	1	0	1	1
Single Family Rental Inspections	385	374	400	400
Apartment Units Inspected	1,020	600	400	1,064
Rental Licenses (excluding apartments)	281	650	700	700
Construction Permits Issued	40	17	20	20
Building Permits Issued	1,033	660	850	890
Sediment Control Permits Issued	5	4	5	4
Sediment Control Inspections	116	220	200	150
Noise Ordinance Citations	9	11	15	10
Noise Ordinance Complaints	97	88	85	75
Property Violation Complaints	444	258	250	300
Handbill Violations	15	12	10	10
Burglar Alarm Licenses Issued	213	211	215	215
Day Care Businesses Licensed	13	11	12	12
Alarm Companies Registered	65	65	65	65
Commercial Units Licensed	246	245	305	300
Liquor Licenses Issued	20	20	19	18
Residential False Alarm Invoices	2	3	5	8
Residential False Alarm Warning Letters	168	173	175	175
Non-Residential False Alarm Invoices	29	27	30	30
Non-Residential False Alarm Warning Letters	106	125	130	130
Police Non-Response	12	6	4	2
Foreclosure Filings	51	22	20	50
Municipal Infractions Issued	7	32	31	25
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) Lines 01 and 28, Salaries and Employee Benefits, in FY 2021 show the effect of adding the Assistant Director to oversee Community Development operations.
- 2) Line 30, Professional Services, is lower in FY 2022 due to the completion of Greenbelt Station South Core and Greenbrook Lake Clean Water Partnership project .

COMMUNITY DEVELOPMENT Acct. No. 220	FY 2019 Actual Trans.	FY 2020 Actual Trans.	FY 2021 Adopted Budget	FY 2021 Estimated Trans.	FY 2022 Proposed Budget	FY 2022 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$274,296	\$248,054	\$294,200	\$294,200	\$315,400	
25 Repair/Maintain Vehicles	167	1,878	1,000	1,000	1,050	
27 Overtime	0	834	1,000	1,000	1,000	
28 Employee Benefits	112,139	100,098	144,600	144,600	130,700	
Total	\$386,602	\$350,864	\$440,800	\$440,800	\$448,150	\$0
OTHER OPERATING EXPENSES						
30 Professional Services	\$138,786	\$49,209	\$30,000	\$82,500	\$67,000	
33 Insurance	1,333	1,406	1,600	1,800	1,800	
34 Other Services	4,324	4,370	4,000	1,800	4,000	
38 Communications	5,594	5,373	7,500	5,600	7,500	
42 Building Rental	35,700	35,700	35,700	35,700	35,700	
45 Membership & Training	2,154	3,189	3,000	1,200	3,700	
48 Uniforms	599	554	1,000	1,000	1,000	
50 Motor Equipment						
Maintenance	1,493	2,468	2,800	200	1,800	
Vehicle Fuel	429	1,154	1,500	600	1,000	
52 Departmental Equipment	0	0	3,000	3,800	3,000	
53 Computer Expenses	12,505	15,958	13,000	13,000	13,000	
55 Office Expenses	17,221	12,420	13,700	9,100	13,700	
Total	\$220,138	\$131,801	\$116,800	\$156,300	\$153,200	\$0
TOTAL COMMUNITY DEVELOPMENT	\$606,740	\$482,665	\$557,600	\$597,100	\$601,350	\$0
REVENUE SOURCES						
Street Permits	\$69,845	\$25,994	\$10,000	\$7,300	\$10,000	\$0
Licenses & Permit Fees	930,886	824,121	921,900	921,900	928,900	0
Non-Residential Alarm	28,550	28,175	30,000	30,000	6,000	0
Municipal Infractions	11,665	6,025	12,000	6,000	6,000	0
False Alarm Fees	3,075	1,500	4,000	0	2,000	0
Total	\$1,044,021	\$885,815	\$977,900	\$965,200	\$952,900	\$0

This image shows a blank sheet of white paper designed for writing. It features a series of evenly spaced horizontal blue lines across its entire width. A single vertical red line runs down the left side, creating a narrow margin. The paper is otherwise completely empty, with no text or markings.

RENTALS BY SUBDIVISION

March 2021

Subdivision Name	Total Number of Rental
Belle Point	11
Boxwood	8
Charlestowne Village	26
Greenbelt Homes, Inc. (GHI)	9
Greenbelt Lake Village	65
Greenbelt Station	51
Greenbrier Phase 1	58
Greenbrier Phase 2	75
Greenbrier Phase 3	50
Greenbrook Estates	6
Greenbrook Village	39
Greenspring 1	3
Greenspring 2	5
Greenwood Village	30
Hunting Ridge	139
Lakeside	3
Lakewood	0
Windsor Green	115
Woodland Hills	3
Total Rentals	696

Created By C. Carroll

Permits Comparison 2021

Permits	College Park	Hyattsville	Bowie	New Carrollton	Montgomery County	Rockville	Laurel	PG County	GB
Commercial Electrical	Do not issue	Do not issue	Do not issue	Under \$25,000=\$100 Over \$25,000=\$150	\$150.00 + Equipment	\$40	Do not issue	Sign \$40 Alarm \$85	\$50
Residential Electrical	Do not issue	Do not issue	Do not issue	Under \$25,000=\$100 Over \$25,000=\$150	\$90.00 + Equipment	\$40	Do not issue	Sign \$40 Alarm \$85	\$25
Commercial Interior	Under \$25,000=\$25 Over \$25,000=\$75	Do not issue	According to the cost of the job. \$25.00 minimum	Under \$25,000=\$100 Over \$25,000=\$150	Cost of the job x \$0.024	\$0.15 x SF	\$200 Filing fee + \$.009 of cost of the job	\$90	\$50
Residential Interior	Under \$25,000=\$25 Over \$25,000=\$75	Do not issue	According to the cost of the job. \$25.00 minimum	Under \$25,000=\$100 Over \$25,000=\$150	\$0.63 x SF	\$0.22 x SF	Do not issue	\$90	\$25
Residential Sprinkler/ Alarm	Under \$25,000=\$25 Over \$25,000=\$75	Do not issue	Do not issue	Under \$25,000=\$100 Over \$25,000=\$150	\$128	\$76	Do not issue	Sprinkler \$115 Alarm \$85	\$25
Commercial Mechanical	Do not issue	Do not issue	Do not issue	Under \$25,000=\$100 Over \$25,000=\$150	\$105 + Equipment	\$55 + Equipment	\$150	\$65	\$50
Residential Mechanical	Do not issue	Do not issue	Do not issue	Under \$25,000=\$100 Over \$25,000=\$150	\$65 + Equipment	\$55 + Equipment	\$75.00	\$65	\$25
Deck	Under \$25,000=\$25 Over \$25,000=\$75	Do not issue	According to the cost of the job. \$25.00 minimum	Under \$25,000=\$100 Over \$25,000=\$150	Under 500 SF= \$185.40 Over 500 SF= \$0.7313 per SF	new construction = \$.20 per sq. ft minimum \$115.00	Under 500 SF= \$100 Over 500 SF= \$150	\$115 + Grading Fee + 5 M-NCPPC	\$25

Permits Comparison 2021

Permits	College Park	Hyattsville	Bowie	New Carrollton	Montgomery County	Rockville	Laurel	PG County	GB
Fence	Under \$25,000=\$25 Over \$25,000=\$75	\$25.00	According to the cost of the job. \$25.00 minimum	Under \$25,000=\$100 Over \$25,000=\$150	\$74.16	\$35	<u>Residential</u> \$50 <u>Commercial</u> \$150	<u>Residential</u> \$110 <u>Commercial</u> \$150	\$20
New Home	Under \$25,000=\$25 Over \$25,000=\$75	Do not issue	According to the cost of the job. \$25.00 minimum	Under \$25,000=\$100 Over \$25,000=\$150	<u>Residential</u> Detached Under 5000 SF= \$0.7313 per SF Over 5000 SF= \$0.309 per SF Attached \$1442.00 <u>Commercial</u> Under 5000 SF= \$1.2257 per SF Over 5000 SF= \$0.618. per SF	<u>Residential</u> \$0.20 x SF <u>Commercial</u> \$0.22 x SF	<u>Residential</u> \$100 +.0075 of cost of the job <u>Commercial</u> \$200 +.009 of cost of the job	<u>Commercial</u> minimum \$3,500	\$250
Raze	Under \$25,000=\$25 Over \$25,000=\$75	Do not issue	\$50.00	Under \$25,000=\$100 Over \$25,000=\$150	\$149.35	\$500	<u>Residential</u> \$150 <u>Commercial</u> \$200	<u>Residential</u> \$120 <u>Commercial</u> \$500	\$100
Sign	Under \$25,000=\$25 Over \$25,000=\$75	Do not issue	According to the cost of the job. \$25.00 minimum	Under \$25,000=\$100 Over \$25,000=\$150	<u>Permanent</u> \$309.00 <u>Sign Concept</u> \$1333.85 <u>Sign Variance</u> \$612.85	\$40	\$150	Free Standing \$200 Wall or Ground \$55	\$100

PLANNING WORK PROGRAM
March 2021

Planning Projects

1. Program Open Space – Staff recently received approval from the Board of Public Works for the 2 Research Road Playground Improvement Project. Work on the FY 2022 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 recently executed for an EV charging station on Ridge Road. A preconstruction meeting was held with the GHI Member on 3/23/21.
4. Bike Share – Prince George’s County has applied for a construction in the right-of-way permit to install the stations. A pre-construction meeting is scheduled for 3/31/21.
5. Prepare plan/outline to evaluate cemetery and remains of Hamilton Family home site – No Action has been taken.
6. Cherrywood Lane Complete and Green Street project – Staff is exploring funding opportunities for further design and construction of this project.
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.
8. WSSC Boxwood Waterline Replacement Project – All work completed except for some landscaping which is expected to be completed this spring.
9. County proposed stormwater retrofit projects – The Greenbrook Lake Retrofit project is nearing completion. Staff met with County staff to review location for an interpretive sign which will include the City’s logo.
10. University Square Outfall and Stream Restoration Project – The project is complete, and the contractor is working to restore and stabilize the staging area and access road.
11. County Zoning Re-write – Staff is waiting for the County to introduce legislation and to release the final draft of the Greenbelt NCO guidelines.
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.
14. Highway Widening Project Proposal – Staff is monitoring the project closely and participating in the Section 106 consulting parties meeting.
15. MAGLEV – Staff is reviewing project documents (including the Draft Environmental Impact Statement, Section 106 Programmatic Agreement, and

Section 4(f) evaluation), coordinating the work of various subject matter experts, and attending project meetings. Letters have also been sent requesting DEIS review period time extensions and jurisdictional cost-sharing of legal fees. A time extension has since been granted.

16. Loop Project – No recent activity, but staff continues to monitor the project.
17. Census 2020 – The 2020 Census count has been completed. The City had a self-response rate of 71%.
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 met with Recreation Staff to discuss project. Waiting to receive the County study on trail lighting. No change in status.
20. Small Cell Legislation – Staff is working with IT Director, the Public Information and Communications Coordinator, consultant and attorney to draft design guidelines to supplement the guidelines that are referenced in the City's ordinance. An application has been completed and it is anticipated that the City will start receiving applications in the immediate future.
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. Staff is pursuing the availability of a report that can be provided to the City of licensed short-term rentals in the City so that we can notify property owners of the requirement to obtain a City short-term rental license.
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.
23. Greenbelt Road Corridor Plan – An application for funding has been submitted through the Transportation Land Use Connections (TLC) program to develop a Greenbelt Road Corridor Plan.
24. NASA Goddard Master Plan – Staff is attending project meetings and reviewing project documents, including the Draft Master Plan, Transportation Management Plan, and Draft Environmental Assessment.
25. Requests for EV Charging Station – Staff reviewed a request for an EV charging station on Northway. A Memorandum of Understanding was drafted in consultation with the City Attorney.
26. Greenbelt Theatre – Staff reviewed plans for renovations to the Greenbelt pop-up theatre space. A Memorandum of Understanding was executed since the renovations include connecting to City owned space.
27. Prince George's County Wayfinding Project – Participating in working group meetings for the County's wayfinding project that is underway.
28. New Deal Café – Assisted with the review and approval of the temporary expansion of outdoor seating at the New Deal Café.
29. Transit Services – Reviewed and prepared comments on WMATA's FY 2022 budget and proposed services reductions.

Capital Projects

1. Gateway Sign – Proposals have been received for both the pole signs and the Southway Sign. Staff has reached out to a proposing firm to revise their proposal to remove demolition of the sign. Staff is also working with the pole sign companies to revise estimates. Three estimates have been received for the cast stone sign for Southway. Staff has also contacted a Landscape Architecture and Urban Design firm to explore the options for lighting and decorative bollards near the sign.
2. Greenbrook Trails – No recent activity.
3. Buddy Attick Park Parking Lot Redesign – Reviewed responses to RFP. Project costs will exceed available funding. Staff applied for a grant for the funding required to move the project forward to construction.
4. Cleaning of Mother and Child Statue and Bas Reliefs – The window remediation portion of this project has been completed and Staff is drafting a conservator recommendation to be brought before City Council.
5. Greenbelt Lake/Dam – The project is completed, and staff has submitted the final reimbursement request to MDE.
6. Prepare recommendation(s) for additional dog park sites – Project immediate focus has moved to improving existing dog park, but staff will coordinate with Police/Animal Control staff on this project.
7. Bus Stop Safety and Accessibility Study/Issues – Staff will be coordinating with Public Works for the installation of a bus stop on Hanover Parkway at the Hunting Ridge roundabout. The County has completed several bus stop improvements under the supervision of Public Works.
8. Theatre Renovations – The theatre has received Prince George's County permits for renovations to the pop-up space and has submitted a City building permit application. Plans are under review.

Development Review

1. Greenbelt Station
 - a. Stream Valley Trail – Staff continues to work with Woodlawn on work that needs to be completed for the City to accept the parcels adjacent to the trail.
 - b. Central – Park has been conveyed to the City.
 - c. North Core – No activity.
 - d. South Core – Staff continues to monitor construction activity and holds regular progress meetings with developer. Construction is nearing completion and all public roads have been accepted by the City.
 - e. WMATA Trail – Continue to coordinate with Woodlawn, WMATA, M-NCPPC and PEPCO on trail design and permitting.
2. Beltway Plaza Redevelopment – The Development team for Beltway Plaza has indicated that they are revising the Phase 1 Detailed Site Plan.

3. Royal Farms/Urgent Care Center Proposal – The proposed Royal Farms development was approved by the Prince George’s County Planning Board. The City has appealed this decision. This appeal was presented at the March 22, 2021 District Council Meeting. It is anticipated that District Council will take action at their March 29, 2021 meeting.
4. Multi-Family Development at Former Nursing Home – The three (3) requests for City support were discussed at the March 17, 2021 City Council Work Session. It is anticipated that these requests will be brought to a Regular City Council Meeting in April, 2021.
5. Lutheran Church affordable housing proposal – The application for a tax exemption for 2020 was denied.
6. Capital Office Park Proposed NRP/Greenbelt Metro Multi-Family Development – Project is under construction.
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. Staff has been working with GPI and CPJ inspectors to ensure all construction sites remain in compliance.
9. Variances/Departures – No activity.
10. Bureau of Engraving and Printing’s Proposal to Relocate to BARC – Staff has attended project meetings and reviewed project documents including the Draft Environmental Impact Statement (DEIS) and the National Capital Planning Commission (NCPC) concept site and building plans referral. Staff recommendations were presented to Council and formal comments sent in December 2020 and March 2021, respectively. Staff testified before the County Planning Board regarding City concerns and opposition to the project on March 4 and is preparing to testify before NCPC regarding same on April 1.
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. This project has resumed, and Planning Staff will be receiving an update on the project in May 2021.

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 City Manager.
 - c. Lastner Lane and Ridge Road intersection – No activity.
2. Speed Sentry (MP) – Speed Sentry units repaired and deployed in field. Continue to collect and analyze data and make recommendations as appropriate.

3. MetroCount Traffic Counters – Planning Staff has been working with the Police Department and the Department of Public Works on deploying the MetroCount devices. It is anticipated that they will be deployed by the beginning of April 2021 on Lastner Lane.
4. Pedestrian and Bicycle Master Plan – The update of the Ped/Bike Master Plan is being finalized.
5. St. Hugh's Pedestrian Signal – Staff is working with Public Works to hard-wire the signal to address operational issues. No activity.
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. Remote Code Enforcement – Staff is working to create an inspection program for Remote Code Enforcement Inspections (RCEI) in response to the pandemic. The department's remote virtual inspection program is running successfully for single-family dwellings, townhomes, condos, and commercial establishments. In-person inspections are being conducted as needed. Erosion and Sediment and Right-of-Way construction inspection are done in-person and will continue to be done in-person. Inspection staff will start cross-training in performing erosion and sediment control and right-of-way construction inspections
2. Franklin Park at Greenbelt Station – Arranged a meeting with the new management team and with Stakeholders to discuss 2020 annual inspection and reinspection.
3. Apartment Inspections – Annual inspections have been on hold due to the pandemic. Modified remote virtual inspection program for the Apartment Complexes is under review by code enforcement officers and the department head. New program is being tested on smaller complexes.
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. Windshield inspections are reported to administrative staff for tracking and documentation.
5. Perconti Data Systems, Inc. has successfully uploaded the City codes to Utopia. Staff is currently adding the City codes to be generated by classifications. Code enforcement officers have successfully completed the in-house Utopia training using the training video provided by Perconti. Inspectors have been tasked to upload the rentals and commercial properties inspection reports, windshield violations and other supporting documents in Utopia.
6. Chapter 4 Revisions – Preparing resolution to enact proposed revisions to Chapter 4. Reviewing Chapter 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 and building construction. Inspectors are also reviewing the most-used codes from the MD Department of the Environment,

PG County Stormwater Management Manual, PG Specifications and Standards for right-of-way, and WSSC.

8. Community Outreach – Staff is working with homeowners, property managers, and community associations to discuss Code Enforcement. Staff prepared and distributed outreach materials for COVID-19. Staff is also working with the Economic Development coordinator to reach out to businesses.
9. Roosevelt Center – Staff is working on reaching out to Mr. and Mrs. Christacos and Roosevelt Center business owners to address property concerns. Code Enforcement staff continues to enforce all violations found at Roosevelt Center.
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-needed 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.
4. Department efficiency initiatives – The updates to Windows software and administrative staff computer hardware are necessary for the efficiency of operations. Staff continues to work with IT to deploy Utopia capabilities in the field.
5. Finances – Staff has been processing invoices for payments, including tracking capital projects and grant funded projects. Due to the COVID-19 pandemic.
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.

**FORECLOSURE DATA
CITY OF GREENBELT
As of March 2021**

Subdivision	FY 2019		FY 2020		FY 2021 (up to March)	
	Filings	Sales	Filings	Sales	Filings	Sales
Belle Point	1	0	0	0	0	0
Boxwood	2	0	0	0	0	0
Charlestowne Village	5	0	0	0	0	0
Greenbelt Lake Village	5	1	1	1	0	0
Greenbelt Station	0	0	0	0	0	0
Greenbrier	17	4	7	1	0	0
Greenbrook Estates	0	0	1	0	0	0
Greenbrook Village	2	0	1	2	0	0
Greenspring 1	1	0	0	0	0	0
Greenspring 2	1	0	0	0	0	0
Greenwood Village	2	2	2	0	0	0
Hunting Ridge	4	1	5	1	1	0
Lakeside	0	0	1	1	0	0
Lakewood	1	1	0	0	0	0
Windsor Green	5	3	2	0	0	0
Woodland Hills	0	0	0	0	0	0
TOTAL	41	12	20	6	1	0

Housing Data March 2021

Residential Development	# of Units
Belle Point	97
Boxwood	198
Woodland Hills	68
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	5,665

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
TOTAL APARTMENT UNITS	5,096

Total Housing Units	10,761
Percent Apartments	47%

Total Rental Units	
Single-Family/Condo Rental	696
Total Rentals	5,792
% Total Rental Housing	54%

Bonita Anderson

Subject: A couple questions for tonight

From: Leta Mach
Sent: Wednesday, March 31, 2021 12:53 PM
To: Terri Hruby
Cc: Council
Subject: A couple questions for tonight

page 62

What is the state lead free certification requirement? Per the Maryland Department of Environment, "Maryland's Reduction of Lead Risk in Housing law requires owners of rental properties built before 1978 to register their units with Maryland Department of the Environment (MDE), distribute specific educational materials, and meet specific lead paint risk reduction standards at certain triggering events." The Maryland Department of the Environment maintains a Lead Rental Registry Database. MDE requires residential rental properties built before 1978 to be registered and then renewed annually, or upon change of occupancy. Residential rental properties built after 1977 and properties that have a passing Lead Free inspection certificate are exempt. To be registered property owners must submit a lead free inspection report conducted by a State Accredited Lead Paint Service Provider.

What do we have to do for the Greenbelt Lake Dam Emergency Action Plan (EAP) – The Maryland Department of the Environment requires the EAP to be update annually. Staff needs to update the points of contact for City staff, verify all outside agency representatives and phone numbers are accurate and needs to submit the As-Built plans that were just completed by Charles P. Johnson and Associates for the most recent dam repair project.

page 66

How is the Buddy Attick Park parking lot project coming along and when might it be done? The project is temporarily on hold as Staff looks for additional funding. Project bids came in well over available funding. Staff applied for funding through the Chesapeake and Atlantic Coastal Bays Trust Fund grant program, and awards should be announced later this spring.

page 67

Any progress on getting a full interchange at 495 for the North Core. Any thing Council should do to move this along? This project continues to be on hold in the Maryland State Consolidated Transportation Program. Council has advocated for restoration of project funding at the County and State levels.

Also how is the cleaning of the Mother & Child statue and bas reliefs coming along. The window remediation portion of this project has been completed and Staff is drafting a conservator recommendation to be brought before City Council.

1. Also where are we with the City signage project? Proposals have been received for both the pole signs and the Southway Sign. Staff has reached out to a proposing firm to revise their proposal to remove demolition of the sign. Staff is also working with the pole sign companies to revise estimates. Three estimates have been received for the cast stone sign for Southway. Staff has also contacted a Landscape Architecture and Urban Design firm

to explore the options for lighting and decorative bollards near the sign. This project has been progressing slowly, in part due to Staff resources being allocated to the SCMaglev and Bureau of Engraving DEIS reviews.

Thanks

Leta

Bonita Anderson

Subject: A couple questions for tonight

From: Emmett Jordan

Sent: Wednesday, March 31, 2021 3:03 PM

To: Nicole Ard; Terri Hruby; Charise Liggins; Holly Simmons; Gilberto Cabrera

Cc: Council

Subject: RE: A couple questions for tonight

Here are the questions that I will be asking tonight (similar to Leta & J's questions; some have already been answered):

1) How will virtual inspections continue going forward? - would these allow an increase in Franklin Park to 25% a year? Pg61(6) The goal is to resume in-person inspections when it is safe to do so. Staff just began testing a virtual inspection program for apartment buildings and Mr. Cabrera can speak to this program this evening.

- Is the Field inspection software fully implemented? No. Staff has been working with the software vendor and IT staff to build the code database needed for full field deployment. Staff has also been identifying training needs and opportunities.

- Were there any violations related to County Covid restrictions? City Code Enforcement staff did not issue any violations. Staff did work with the Police Chief to address a COVID related concern associated with a business establishment. Code Enforcement staff also assisted with the preparation of education and outreach materials, and assisted with distribution.

2) - When this spring will the County complete the bike share installations? A pre-construction meeting with the County and the contractor is scheduled for the first week in April. At that time, the Contractor will be requested to submit a project schedule which can be shared with Council.

1. 3) - When will installation of the Gateway signage begin? Pg65(9) Proposals have been received for both the pole signs and the Southway Sign. Staff has reached out to a proposing firm to revise their proposal to remove demolition of the sign. Staff is also working with the pole sign companies to revise estimates. Three estimates have been received for the cast stone sign for Southway. Staff has also contacted a Landscape Architecture and Urban Design firm to explore the options for lighting and decorative bollards near the sign. This project has been progressing slowly, in part due to Staff resources being allocated to the SCMaglev and Bureau of Engraving DEIS reviews.

4) - Can Council review the small cell installation framework/manual pg 65. At this time, staff is proposing that Council adopt the County's design manual by reference at an upcoming City Council meeting and then work can continue to update elements of the design manual, if needed. The City's small cell consultant is the same consultant who developed the County's design manual and it is very comprehensive and was recently adopted by reference by the City of College Park.

5) - Can you provide an update on the Clean Water Partnership projects (Schrom Hills, Lakecrest, GB Elementary School)? The County is nearing completion of the Shrom Hills Project. The Lakecrest project is not actually a Clean Water Partnership project, but to your question the contractor is finishing demobilization and should be completed within the week.

6) - Timeline for Buddy Attick parking lot project. Are there any grant-funded deadlines associated with the project? At this time the project is on hold until additional funding is identified. A grant has been applied for and if funding is

awarded the project could be completed this summer. The City has been requested to complete the project by the end of this year by the administrator (Chesapeake Bay Trust) of the Prince George's County Storm Water Stewardship Grant.

7) - What is the status of the pathway adjacent to scrape yard and Indian Creek? When will it be conveyed to the city? The trail has been conveyed to the City. At this time staff does not have a schedule for when the parcels adjacent to the trail will be conveyed to the City, but hopefully no later than fall of 2021.

8) - Update on construction at the NPR/Greenbelt Metro apt construction? Pg73(17) The project is well under construction. Staff does not have an estimated completion date at this time.

9) - When will the cleaning and repair of the Roosevelt Center mother & child statue begin? Pg75(pg 19) It is anticipated that this project will be underway late spring/early summer.

I don't expect written answers to these questions, but they are questions that I am likely to ask tonight.

Emmett V. Jordan
Mayor Pro Tem, Greenbelt City Council

City Council Work Session Agenda Item Report

Meeting Date: March 31, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Work Session Item

Agenda Section: Budget Work Session Packet

Subject:

Economic Development

Suggested Action:

Attachments:

[Economic Development.pdf](#)

[Economic Development - Business Data At-a-Glance.pdf](#)

[FY22 ED Budget Questions Responses_210331.pdf](#)

[Office Vacancy Rates 3.30.21.pdf](#)

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. Necessary links to partnering organizations throughout the region will be provided.

Performance Measures	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimated	FY 2022 Estimated
Events hosted - i.e. Business Coffee	2	3	5	10
Number of Attendees	75	185	150	250
Business & Industry Meetings Attended	27	25	40	50
Business Publications	1	22	30	24
Businesses Reached	150	443	600	650
Business One-on-One Meetings	45	70	50	50
Business Technical Assistance	23	55	60	50
Full Time Equivalents (FTE)	1	1	1	1

MANAGEMENT OBJECTIVES

- Work with the local business community to identify resources needed for business relief, recovery and long-term sustainability.
- Provide ongoing support to Greenbelt businesses recovering from the impacts experienced to COVID-19.
- Implement strategic economic development goals and objectives established based upon Council's overall vision for Greenbelt.
- Promote economic development initiatives that support business attraction and retention in Greenbelt.

BUDGET COMMENTS

- 1) Economic Development was a new budget in FY 2020. In prior fiscal years, salary, benefits and operating initiatives were budgeted in Administration, Account 120.
- 2) Line item 58, Special Programs, provides funding to expand the city's contact with its business community.



ECONOMIC DEVELOPMENT Acct. No. 125	FY 2019 Actual Trans.	FY 2020 Actual Trans.	FY 2021 Adopted Budget	FY 2021 Estimated Trans.	FY 2022 Proposed Budget	FY 2022 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries		\$79,818	\$81,600	\$78,800	\$84,000	
28 Employee Benefits		25,570	28,100	18,900	28,200	
Total		\$105,388	\$109,700	\$97,700	\$112,200	\$0
OTHER OPERATING EXPENSES						
37 Public Notices		\$0	\$3,000	\$3,000	\$3,000	
38 Communications		515	600	600	600	
45 Membership & Training		1,224	2,000	2,000	2,000	
53 Computer Services		7,140	7,200	7,200	7,200	
55 Office Expenses		126	1,000	1,000	1,000	
58 Special Programs		1,739	7,000	7,000	7,000	
Total		\$10,744	\$20,800	\$20,800	\$20,800	\$0
TOTAL ECONOMIC DEVELOPMENT	n/a	\$116,132	\$130,500	\$118,500	\$133,000	\$0

City of Greenbelt FY22 Budget - Economic Development

Business Data *At-A-Glance*

Number of Businesses <i>*Data from Census Business Builder</i>	666*
Businesses by Industry	
Accommodation & Food Services	53
Administrative & Support/ Waste Management & Remediation	45
Arts, Entertainment & Recreation	6
Finance & Insurance	44
Healthcare & Social Assistance	161
Information	18
Other Services	29
Professional, Scientific, Tech Services	198
Real Estate, Rental & Leasing	24
Retail Trade	88
Vacancy Rates	
Office Vacancy Rate <i>*Costar 1/31/21. Please note: Staff will provide a detailed report for May 2021 Greenbelt Economy Work Session.</i>	15.3%*
Retail Vacancy Rate <i>*Costar 1/31/21</i>	6.9%*
Commercial Properties for Sale (www.loopnet.com)	
Buildings	1
Office Condominiums	7

Economic Development Budget Questions & Responses

FY22 Budget Questions & Responses

Ms. Davis' Questions:

1. P. 46—Perhaps there was an assumption that having virtual business coffees would increase participation which does not appear to be the case. Do you have an idea why it didn't produce those results?

- Providing Covid19 information and resources for businesses was the primary objective of the virtual business coffees. Registration for virtual coffees were capped at 50-55 attendees to be able to manage the structure of an interactive webinar where there is a more highly structured timeframe to manage presentations, introductions and questions that arise. During in-person business coffees, registration is typically capped at 80-90 attendees and there is much more organic interaction among Council, staff and attendees. People are able to flow in and out of the in-person business coffee as their time allows whereas the time in Zoom meetings is more finite.

2. Are you going to increase not only the number of events, but also the kind of event?

- There is great interest in hosting more events and businesses have requested more opportunities to learn, network and engage. Council and businesses have also suggested the formation of a business group, committee or association so that there is a more structured and targeted approach to engaging local businesses. While some guest speakers from county, state, federal agencies or nonprofit organizations provide free workshops or presentations, other guest speakers providing workshops on specific business insights request compensation. Council may want to decide on a proposed outline of business events and programs to be held throughout the year that meet the following objectives:
 - Engage targeted business clusters to support business retention efforts such as strategic growth and development.
 - Build business ecosystem through networking events that support the development of strategic partnerships, collaborations and alliances across business sectors.
 - Provide business training for newly relocated businesses, local startups and entrepreneurs.

3. Do you have plans to change the format or the location of the business coffee once we go back to in-person?

- The in-person business coffee attendance has nearly outgrown Council Chambers in the Municipal building. Staff welcomes feedback about the structure of the business coffee when there is a return to in-person gatherings.

4. Explain ways we could restructure the Economic Revolving Loan.

- There are 4 possible solutions for the existing Economic Development Revolving Loan to be used to attract and retain businesses, jobs or to support business recovery:
 - **Capital Loan:** Structure fund as a low-interest loan to support capital improvements (i.e. renovations, machinery/equipment, retail acquisition) for local businesses that want to relocate or expand their operations or for use in Covid19 recovery efforts.
 - **Working Capital Loan:** Structure fund as a low-interest loan to support working capital expenses (i.e. payroll, rent, utilities, PPE, etc.) for local businesses that want to relocate or expand their operations or for use in Covid19 recovery and improvement.
 - **Working Capital Grant:** Structure fund as grant program to support working capital expenses (i.e. payroll, rent, utilities, PPE, etc.) for local businesses that want to relocate or expand their operations or for use in Covid19 recovery and improvement.
 - **Micro Grant:** Use a portion of the funds to develop a micro-grant program to address a targeted need or small project (i.e. software to offer contactless payment or marketing and advertising support) for local businesses that want to relocate or expand their operations or for use in Covid19 recovery and improvement.

FY21 Budget Questions & Updated Responses

Ms. Davis' Questions:

1. Will we able to obtain yearly reports on vacancies in individual commercial offices/office parks? Would there be a cost to do so?

- **FY22 Budget Response:** Yes.
- **FY21 Budget Response:** The Commercial Office Vacancy reports provide an overview of vacancy rates by commercial office parks as well as individual buildings within each office park and standalone building as provided in the May 2020 report. This information is obtained through an annual subscription from the commercial real estate database company, CoStar.

2. How might you change the Business Coffee format?

- **FY21 Budget Response:** In the short-term, hosting business coffees in the Municipal Building may not be feasible once stay-at-home orders are lifted, in part, because of the size of the space and comfort level of attendees. Exploring ideas to engage businesses virtually is one option or in much smaller, perhaps industry-focused micro groups is another. Over the long-term, looking at larger venues may be required to ensure that adequate spacing and food/beverage safety standards are met.

3. What are the latest plans for the Visioning Event?

- **FY22 Budget Response:** Staff's understanding is that there have been discussions about community visioning as well as topics to be addressed, but that there aren't any new updates.
- **FY21 Budget Response:** Staff's understanding of the visioning discussions is that the next step in the process is for staff to draft an RFP.

Mayor Pro-tem Jordan's Questions

4. Can you talk about any business retention strategies that have been put into place?

- **FY22 Budget Response:** Throughout the Covid19 pandemic, efforts have been made by staff to engage with businesses to understand their needs and ways that the City can provide support. Efforts to engage businesses before the pandemic were challenging because business leaders are often busy managing their business operations. Businesses that were more amenable to meeting had specific issues that they were looking to address (i.e. permits, licenses, taxes); looking for startup or funding resources; or looking to connect with the community. Since the beginning of the pandemic, it has been harder to engage businesses because they are managing the impacts of the pandemic along with the aforementioned reasons. While some businesses see the immediate value in connecting with the City beyond licenses, permits and taxes, others may benefit from more targeted support.
- **FY21 Budget Response:** While there is not a formal economic development strategy, the following business retention activities took place prior to the Covid19 pandemic:
 - Site Visits
 - Networking – business coffee, introductions to other businesses
 - Resource-sharing – connecting businesses to various local, county, state business resources and technical assistance providers or other useful information
 - Troubleshooting – working with businesses through various issues/challenges (i.e. permits, utilities, etc.)
 - Survey and intake questions – to understand business needs

5. What sort of requests for information or assistance have been coming in from businesses impacted by Covid?

- **FY22 Budget Response:** Many of the requests remain the same, with the largest request remaining the availability of business relief assistance.
- **FY21 Budget Response:**
 - Navigating and understanding available emergency assistance
 - Contact information for county, state and federal programs to ask specific questions or check status of emergency relief applications
 - Questions related to local banks and their processes for applying to emergency programs as well as understanding about other financial products available

- Unemployment insurance resources (to a lesser extent) for themselves if they are independent contractors or for employees
- Requests to share that businesses are open

6. What are the gaps in assistance programs and are there some gaps that the City can try to fill?

- **FY22 Budget Response:** Many of the same gaps in assistance remain. The pandemic has exacerbated those gaps and also made the case for the need to be more strategic in ongoing efforts to engage with local businesses. One proposed step is to partner with a college or university to conduct research on business needs across sectors to help target business assistance and retention efforts.
- **FY21 Budget Response:** Continuous surveying of the business community is needed to fully understand gaps, but some insights from feedback of businesses and other stakeholders include:
 - Financial Assistance – many businesses have shared desire for more grant funding, rather than taking on debt to provide much-needed support during pandemic. Main Street Alliance continues to advocate for federal stimulus packages to include grant funds for businesses.
 - Strategic Partnerships with Four Cities or other Nearby Municipalities – economic development efforts are trending towards regional alliances to share resources and marketing of combined assets (i.e. Northern Economic Development Virginia Alliance).
 - Localizing Business Resources – Business resource providers and technical assistance programs are spread across parts of the county and state. Businesses or entrepreneurs are not always able to travel very far to take advantage of resources. There is opportunity to bring some of those resources and technical assistance providers to Greenbelt virtually or in-person (i.e. small business fairs, business planning/financial management workshops, marketing, etc.); networking, etc.
 - Technology tools for businesses – potential opportunity to partner with local university and local tech companies to help provide technology tools and information for businesses (i.e. digital marketing, website development, app development, artificial intelligence, cybersecurity, etc.).

7. What's going to happen to with our retail?

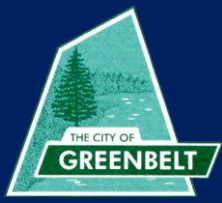
- **FY22 Budget Response:** Retail businesses continue to struggle with the impacts of the pandemic since shutdown orders continue to reduce the capacity of retail and restaurants; some businesses are still not able to or willing to adapt to things like online shopping, contactless payments or curbside pickup. For some of the struggling businesses that were able to maintain operations during the pandemic, they may struggle to remain open for recovery if they do not have the resources to adequately scale back up.
- **FY21 Budget Response:** There isn't a definitive answer as there are a lot of factors. Each business has unique circumstances. Some of those factors include:

- Length of time businesses continue to remain closed or at reduced operation levels and amount of time needed to ramp up, restock inventory or implement health/safety measures
- A business' ability to pivot and adopt new business models (i.e. selling products online; offering curbside or delivery, etc.)
- Types of emergency relief and technical assistance to support businesses through reopening
- Ability for businesses to work with their respective property managers and maintain open communications
- For retail chains/franchises, decisions that are being made at the corporate level
- Comfort level of customers wanting to patronize businesses



Office Vacancy Rates

Summary		
Address	Current Vacancy Rate	May 2020 Vacancy Rate
Belle Point Drive	16.9%	12.7%
Capital Office Park	36.7%	29.5%
Commerce Center I	12.7%	12.7%
Edmonston Road – HUB Zone	11.2%	13.4%
Golden Triangle	14.3%	13.5%
Greenbelt Corporate Park	50.0%	50.0%
Greenway Center Office Building	7.1%	7.1%
Greenway East Professional Center	3.2%	3.3%
Greenway Medical Center	0%	15.7%
Hanover Office Park	7.0%	6.9%
Maryland Trade Center	23.0%	20.8%
Patriot Business Park	7.2%	8.8%
Total Average Vacancy Rate	17.2%	15.7%
<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 March 30, 2021.</i> <i>Please note that retail vacancy rates are not included in these calculations. The current retail vacancy rate is 7.8% as of March 30, 2021.</i>		



Office Vacancy Rates

Belle Point Drive		
Address	Vacancy Rate	May 2020 Vacancy Rate
7701-7719 Belle Point Drive	0.0%	0.0%
7721-7735 Belle Point Drive	8.7%	8.7%
7739-7759 Belle Point Drive	20.0%	20.0%
7801-7815 Belle Point Drive	30.0%	30.0%
7811-7815 Belle Point Drive	0.0%	0.0%
7821-7835 Belle Point Drive	10.0%	50.0%
7841-7855 Belle Point Drive	100.0%	8.7%
7861-7875 Belle Point Drive	0.0%	0.0%
7901-7915 Belle Point Drive	0.0%	10.0%
7921-7935 Belle Point Drive	0.0%	0.0%
Average Vacancy Rate	16.9%	12.7%





Office Vacancy Rates

Capital Office Park

Address	Vacancy Rate	May 2020 Vacancy Rate
6301 Ivy Lane	59.1%	29.4%
6303 Ivy Lane	84.2%	87.3%
6304 Ivy Lane	21.0%	15.6%
6305 Ivy Lane	26.4%	14.9%
6406 Ivy Lane	7.7%	7.5%
6411 Ivy Lane	21.9%	22.0%
Average Vacancy Rate	36.7%	29.5%



Commerce Center I

Address	Vacancy Rate	May 2020 Vacancy Rate
7701 Greenbelt Road	12.7%	12.7%
Average Vacancy Rate	12.7%	12.7%





Office Vacancy Rates

Edmonston Road – HUB Zone

Address	Vacancy Rate	May 2020 Vacancy Rate
8955 Edmonston Road	0.0%	21.4%
8957 Edmonston Road	0.0%	0.0%
9001 Edmonston Road	13.5%	13.7%
9111 Edmonston Road	42.4%	31.7%
9200 Edmonston Road	0.0%	0.0%
Average Vacancy Rate	11.2%	13.4%



Golden Triangle

Address	Vacancy Rate	May 2020 Vacancy Rate
6401 Golden Triangle Drive	2.9%	2.9%
7833 Walker Drive	15.3%	23.5%
7855 Walker Drive	24.6%	14.0%
Average Vacancy Rate	14.3%	13.5%





Office Vacancy Rates

Greenbelt Corporate Park

Address	Vacancy Rate	May 2020 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

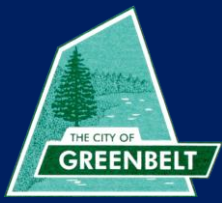
Address	Vacancy Rate	May 2020 Vacancy Rate
7505 Greenway Center Drive	7.1%	7.1%
Average Vacancy Rate	7.1%	7.1%



Greenway East Professional Center

Address	Vacancy Rate	May 2020 Vacancy Rate
7525 Greenway Center Drive	3.2%	3.3%
Average Vacancy Rate	3.2%	3.3%





Office Vacancy Rates

Hanover Office Parks

Address	Vacancy Rate	May 2020 Vacancy Rate
7201-7211 Hanover Parkway	0.0%	28.9%
7213-7219 Hanover Parkway	0.0%	0.0%
7221-7231 Hanover Parkway	13.3%	0.0%
7231-7243 Hanover Parkway	0.0%	0.0%
7245-7251 Hanover Parkway	0.0%	0.0%
7253-7259 Hanover Parkway	15.0%	15.0%
7301-7315 Hanover Parkway	25.0%	8.3%
7317-7327 Hanover Parkway	9.6%	9.6%
7331-7351 Hanover Parkway	0.0%	0.0%
Average Vacancy Rate	7.0%	6.9%



Greenway Medical Center

Address	Vacancy Rate	May 2020 Vacancy Rate
7500 Hanover Parkway	0.0%	15.7%
Average Vacancy Rate	0.0%	15.7%



CoStar March 30, 2021



Office Vacancy Rates

Maryland Trade Center

Address	Vacancy Rate	May 2020 Vacancy Rate
7474 Greenway Center Drive	25.4%	22.1%
7500 Greenway Center Drive	20.9%	19.0%
7501 Greenway Center Drive	22.6%	21.2%
Average Vacancy Rate	23.0%	20.8%



Patriot Business Park

Address	Vacancy Rate	May 2020 Vacancy Rate
7850 Walker Drive	3.7%	7.0%
7852 Walker Drive	10.6%	10.6%
Average Vacancy Rate	7.2%	8.8%

