



CITY COUNCIL AGENDA

**Municipal Building
Tuesday, March 10, 2020
8:00 PM**

I. ORGANIZATION

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

II. COMMUNICATIONS

6. Presentations:

Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award:

Suggested Action:

The City has received the GFOA Distinguished Budget Presentation Award for its Fiscal Year 2019 budget. This award is the highest form of recognition in governmental budgeting. It recognized that Greenbelt publishes a budget document that satisfies national guidelines as a policy document, a financial plan, an operations guide, and a communications device. Laura Allen, City Treasurer, will accept the award.

[Distinguished Budget Presentation Award.pdf](#)

- 6a. National Women's History Month Proclamation
Suggested Action:

March is National Women's History Month, this year's theme is "Valiant Women of the Vote." Colonel Edna Cummings, US Army, Retired, will attend the meeting to receive the proclamation, in recognition of all the women who have made history.

[Women's History Month.pdf](#)

6b. Friends of Greenbelt Theatre Presentation on Second Screen Renovation

Suggested Action:

Reference: Memo, Friends of Greenbelt Theatre, 02/13/2020

The Friends of Greenbelt Theatre (FOGT) have raised \$250,000 through a combination of grants and individual donations to renovate the current Pop-up space into a 40-seat Screening Room and Media Arts Literacy Lab.

FOGT finds that the best outcome for the patron experience would be to have a connection between the Theatre and Pop-space. FOGT would like to take advantage of the common wall to create an unobtrusive, fire-rated door that would allow for ease of use, but also safely separate the two spaces in the event of a fire or other emergency. The connection has been reviewed and approved by MHT and FOGT has been in discussions with Prince George's County Department of Permitting, Inspections and Enforcement regarding the project. The renovation plans also includes relocation of an egress door, removal of egress door and storefront improvements (window replacement) on the Pop-up Space which is subject to the City's façade easement. At this time City staff has not had an opportunity to fully review the renovation plans.

FOGT is seeking approval from City Council to provide a connection between the two spaces, and permission to make modifications to the façade of the Pop-up Space. Construction is scheduled to begin in early- to mid- March. FOGT has indicated that renovations in the Pop-space can be done before a decision is made on the connection, but is eager to gain City support to avoid any project delays.

Council direction is sought.

[Memo, Friends of Greenbelt Theatre, 02/13/2020.pdf](#)

7. Petitions and Requests

8. Minutes of Council Meetings

Suggested Action:

Reference:

Work Session - November 5, 2018

Work Session - April 29, 2019

Work Session - January 15, 2020

Work Session - February 19, 2020

[WS181105.pdf](#)

[WS190429.pdf](#)

[WS200115.pdf](#)

[WS200219.pdf](#)

9. Administrative Reports

10. Committee Reports

III. LEGISLATION

11. A Resolution to Repeal and Reenact with Amendment Resolution Number 2065 to Adopt Standing Rules for the Council of the City of Greenbelt, Maryland
- 2nd Reading, Adoption
Suggested Action:

Reference: Resolution

Council reviewed the Standing Rules document at its Work Session on February 5, 2020. The resolution included in Council's packet reflects the results of that discussion. At that meeting, Mr. Jordan indicated modifying the oath of office referenced in the City Charter. If the Council wishes to proceed, a charter amendment will need to be introduced by Council.

At the February 24, 2020, meeting, the resolution was introduced by Ms. Mach for first reading. Council discussed Mr. Jordan's request to amend the City Charter, to modify the oath of office. It was moved by Mr. Jordan that the City Solicitor provide the Council with an opinion letter on the process regarding this modification of the City Charter. Ms. Mach seconded. The motion passed 5-2. (Mr. Putens and Mr. Roberts)

It is recommended that the resolution be introduced for second reading and moved for adoption tonight.

[Resolution Standing Rules.pdf](#)

12. Resolution for State Enterprise Zone Designation
- 1st Reading, Suspension of the Rules
- 2nd Reading, Adoption

Suggested Action:

Reference:

Resolution

Memo, C. Liggins, 03/06/2020

Letter, C. Byrd, 02/28/2020

Enterprise Zones - Municipality Map Series

Enterprise Zone

The Enterprise Zone is an area of a county, city or town in which state and local incentives are offered to encourage the expansion of existing businesses and the attraction of new business investment and jobs. The Enterprise Zone is designated by the State of Maryland and provides 10-year tax credit incentives for businesses to locate and expand within the Zone. The Focus Areas are locations within the Enterprise Zone that offer even more valuable tax credit incentives for businesses. Prince George's County Enterprise Zone program is administered by the Prince George's County Economic Development Corporation.

Prince George's County is submitting an application to the State to re-designate the Enterprise Zone and Focus areas. To do so, the County's EDC needs a signed resolution from each affected municipality. Staff received a request from the County's EDC to include a proposed focus area within the Enterprise Zone located in Greenbelt.

Staff is currently awaiting feedback from the County's Economic Development Corporation on

the City's request for additional clarification and information.

It is recommended that Council introduce the resolution, suspend the rules, and adopt the resolution at this meeting.

[Resolution.pdf](#)

[Memo, C. Liggins, 03/06/2020.pdf](#)

[Letter, C. Byrd, 02/28/2020.pdf](#)

[Enterprise Zones - Municipality Map Series 13 \(2\) \(2\).pdf](#)

[Enterprise Zone \(4\).pdf](#)

13. A Resolution to Abrogate Resolution 2068 which was for the Installation of Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption to EDF Renewables Distributed Solutions of Columbia, Maryland (Solar Farm)
 - 1st Reading, Suspension of the Rules
 - 2nd Reading, Adoption

Suggested Action:

Reference:

Resolution

Memo, J. Sterling, 03/01/2020

On September 11, 2018, Council awarded the Request For Proposals (RFP) for the Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption, to EDF Renewables Distributed Solutions (EDF), 9175 Guilford Road, Suite 202, Columbia, MD 21046. Council directed staff to work with the City's Attorney and EDF's Attorney to develop a fifteen (15) year Power Purchase Agreement (PPA) for the installation of a solar farm. The PPA would be consistent with all the requirements of the Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption RFP dated January 18, 2018.

In Staff's background memo dated July 26, 2018, it discussed the many challenges it would face completing the solar farm. Those challenges included such things as site-specific problems, technical issues, regulatory problems, permitting issues, new zoning laws, county improvement requirements and utility requirements. All of these issues must be resolved/approved before a solar farm project can be viable.

After receiving the letter from EDF in August 2019, staff began researching other solar projects in the region and reaching out to the other offerors from the RFP. Staff met with Standard Solar three different times to discuss various solar farm options. Based on these meetings, a plan was developed to move the solar project forward. The first step would require the City to terminate its Pepco application with EDF. So it can begin serious discussions with other solar developers.

Staff recommends Council terminate Resolution 2068 and allow staff to bring a different resolution forward for the installation of a solar farm.

[Resolution to Abrogate Res 2068 for EDF.pdf](#)

[Memo, J. Sterling, 03/01/2020.pdf](#)

14. A Resolution to Negotiate the Installation of Solar Photovoltaic Energy System to Offset Municipal Consumption to Standard Solar, Inc. of Rockville, MD (Solar Farm)
 - 1st ReadingSuggested Action:

Reference:
Resolution
Memo, J. Sterling, 03/02/2020
RFP Solar PVES to Offset Municipal Electricity Consumption

In 2012, the City of Greenbelt began participating in the Maryland Smart Energy Communities (MSEC) program through the Maryland Energy Administration (MEA). As part of the MSEC program, the City agreed to work towards accomplishing two goals of the program. The first goal was to reduce electricity consumption 15% by 2017 from the 2012 baseline. The second goal was to provide 20% of the electricity from renewable sources by 2022. During the first four years of the MSEC grant program, applications were made towards efforts to reduce electricity consumption. In 2017, the focus was placed on addressing the renewable energy goal.

In 2017, the Department of Public Works submitted a MSEC application to provide photovoltaic systems at the Public Works building and the Springhill Lake Recreation Center (SLRC) building. The MSEC awarded \$58,500 towards these projects, a fraction of the original \$175,000 request. Staff then submitted an attachment to MEA detailing how the \$58,500 was going to be spent. The attachment was approved to install a photovoltaic system at the Springhill Lake Recreation Center. The SLRC solar project only provides a very small percentage of renewable energy towards the renewable source goal.

Staff and the Solar Task Force (staff) carefully reviewed the proposals and checked references to determine which company would provide the City with the best value. Staff believed they had three very promising proposals. All three RFP proposals met the requirements of the RFP, and all three companies received positive recommendations from their previous clients.

Staff interviewed the three companies that submitted proposals. The three companies were: WGL Energy (WGL), EDF Renewables Distributed Solutions (EDF), and Standard Solar. The interviews took place in late May and early June of 2018.

Staff has carefully reviewed all proposals and believes Standard Solar's proposal is the best value. Staff recommends that Council award the RFP for the Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption, to Standard Solar, Inc., 1355 Piccard Drive, Suite 300, Rockville, MD 20850. Staff also recommends Council direct staff to work with the City's Attorney and Standard Solar's Attorney to develop a twenty (20) year Power Purchase Agreement consistent with all the requirements of the Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption RFP dated January 18, 2018.

[Resolution Standard Solar \(solar farm\).pdf](#)

[Solar Farm Project 2020 Award Memo.pdf](#)

[RFP Solar PVES to Offset Municipal Electricity Consumption_Final.pdf](#)

IV. OTHER BUSINESS

15. Establishment of Firefly Sanctuary

Suggested Action:

Reference:

Memo, B. Townsend, 03/03/20

Green ACES Report #2020-01, Firefly Sanctuary

PRAB Report #19-9, Firefly Sanctuary

FPAB Report #2019-6, Firefly Sanctuary_FINAL

On October 12, 2019, Mary Ann Canter submitted a request to City Council for the creation of a firefly sanctuary in Stream Valley Park. City Council referred the proposal to the Parks and Recreation Advisory Board (PRAB), Greenbelt Advisory Committee on Environment Sustainability (GreenACES), Forest Preserve Advisory Board (FPAB) and Public Works.

Staff has carefully reviewed all three recommendations from the various boards. Staff is in agreement with all three board reports and has no additional comments.

Public Works will be doing the following to create a firefly sanctuary:

- Create a 10-foot buffer zone in Stream Valley Park along the wood line that will only be mowed by the department once a year.
- The department will install educational signs.
- The department will designate the area as no pesticide area.

These types of initiatives are consistent with the Sustainable Landcare Policy. Creating pollinator gardens and increasing biodiversity for habitat are goals of the department.

On April 4, 2020, Staff met with Mary Ann Canter at Stream Valley Park to show her what areas were being proposed for the Firefly Sanctuary. Ms. Canter was very happy with the proposed areas.

Staff supports Ms. Canter's proposal for a firefly sanctuary. It is consistent with the department's goals and the Sustainable Landcare Policy.

[Memo, B. Townsend, 03/03/20.pdf](#)

[Green ACES Rec 2020-01-- Firefly Sanctuary.pdf](#)

[PRAB Report 19-9 Firefly Sanctuary.pdf](#)

[FPAB Report to Council 2019-6_FireflySanctuary_FINAL.pdf](#)

16. Buddy Attick Parking Lot Project Update
Suggested Action:
Reference: Buddy Attick - DPIE Site Plan

The Buddy Attick Park Parking Lot project has been in engineering and permitting since the City Council approved a design in May 2017. The project, partially being funded through the Chesapeake Bay Trust's (CBT) Prince George's County Stormwater Stewardship Grant Program and Program Open Space funding, proposes to redesign the Buddy Attick parking lot to improve function and circulation and to incorporate environmental site design practices that will treat stormwater runoff and engage the public in stormwater issues.

The engineering and permitting phase of the project has taken longer than expected, and staff has asked the consultant for a timeline on the permitting process so the challenges the project has faced can adequately be addressed with the appropriate parties so such delays can be avoided on future projects.

All County approvals are expected to be obtained over the next couple of weeks, and staff is working with Bradley Site Design to finalize bid documents. It is anticipated that the project will go out to bid in late March, followed by award of contract and issuance of a Notice to Proceed. At this time, staff estimates construction to begin in late April/early May. The CBT

has requested that the project be completed as soon as possible since its Memorandum of Understanding with the County on the Stewardship Grant program is expiring soon. Staff has been keeping CBT staff apprised of the status of the project so they are aware the project continues to move forward.

As occurred with the Greenbelt Lake Dam project, staff will conduct public outreach as the project moves closer to construction and there is a more defined construction timeline.

[Staff Memo Project Update 3.2020.pdf](#)

[Buddy Attick - DPIE Site Plan.pdf](#)

17. MOU with Prince George's County for Police Computer Software

Suggested Action: Reference:

Memo, R. Bowers, 03/06//2020

Greenbelt CAD MOU

The Greenbelt Police Department is in need of a replacement Computer Aided Dispatch and Records Management software system. As a result, the Department began working with Prince George's County to become a user of the Motorola computer system. This dispatch system is currently in use by other county municipal police departments as well as the Prince George's County Police Department. This will improve agency coordination.

Seat licenses were purchased in FY 2019 at the cost of \$43,500. Future data migration costs are estimated to be \$50,000 and are included in the FY 2020 budget. The project is on track to go live on April 1, 2020.

Staff recommends that this MOU be approved.

[Memo, R. Bowers, 03/06//2020.pdf](#)

[Greenbelt_CAD_MOU.pdf](#)

18. Approval of the Advisory Committee on Trees Report #2020-1

Suggested Action: Reference: Advisory Committee on Trees Report

This is a follow-up to Report #2019-2 (dated August 7, 2019), regarding the Eleanor Roosevelt Memorial Tree. The Advisory Committee on Trees (ACT) members voted at their July 23, 2019, meeting to support another planting of an Eleanor Roosevelt Memorial Tree (ERMT). At subsequent ACT meetings, discussion of the location and type of tree has taken place.

ACT members support planting the ERMT in an open space near the Greenbelt Community Center, possibly near the area where there used to be a large willow oak, which was removed over three years ago. This would be in the open space on the south side of the Community Center, near the Greenbelt Branch of the Prince George's County Memorial Library System.

ACT members ask for approval from the City Council to purchase and plant another Eleanor Roosevelt Memorial Tree, this time near the Greenbelt Community Center. The planting would take place near Arbor Day in 2020.

Approval of this item on the consent agenda will indicate Council approval to purchase and

plant another Eleanor Roosevelt Memorial Tree.

[ACT_Report_2020_1.pdf](#)

19. Hanover Parkway Bikeway Facility Feasibility Study

Suggested Action:

Reference:

Memo, M. Porter, 02/26/2020

Concept Design Plans

APB Report #2019-09, 08/27/2019

Email, M. Porter, 11/12/2019

On March 2, 2020, the City Council held a work session on the Hanover Parkway Bikeway Feasibility Study. This project, partially funded by a grant from the Chesapeake Bay Trust, includes a feasibility study of bicycle facilities in the Hanover Parkway corridor between Mandan Road and Good Luck Road and 30% designs of bicycle facilities on a priority area of Hanover Parkway between Spellman Overpass and Greenbrook Drive.

The City's consultant has developed two (2) alternatives for bicycle facilities on Hanover Parkway. One of these alternatives is primarily an on-road option (Option A), while the other is an off-road option (Option B). Option A has an estimated construction cost of \$300,000 to \$890,000 dependent on whether flexible bollards or concrete curb is used to protect bike lanes. Option B has an estimated construction cost of \$760,000. Final engineering is estimated to cost \$250,000. These alternatives have been presented to the Advisory Planning Board, GreenACES, Greenbriar Condominiums (Phase I, Phase II, and Greenbriar Community Association Board of Directors), and at a Community Meeting. The information about the project, including the alternatives, was shared with the Greenbelt East Advisory Coalition. These alternatives have also been discussed with the Department of Public Works and the Police Department.

Main areas of conversation during these presentations was a concern about the impact an on-road bicycle lane would have on traffic near Eleanor Roosevelt High School, particularly when students are arriving and departing from the school or during events. Other areas of conversation during these presentations were cyclist safety, impact on the traffic on Hanover Parkway, and the ease with which cyclists could use the bicycle facilities. While pros and cons were identified for both alternatives, the off-road option was met with the most support. City Council has also requested that the use of permeable pavement be explored, including cost impacts, and this will be completed as the consultant prepares 30% design plans.

Staff recommends City Council support the off-road option and direct staff to authorize the City's consultant to move forward to develop 30 percent design drawings for the priority area.

[Hanover_Parkway_Staff_Report.pdf](#)

[Concept Design Plans.pdf](#)

[APB_Report_Bicycle_Facilities_on_Hanover_Parkway.pdf](#)

[GreenACES.pdf](#)

20. State Legislation

Suggested Action:

Reference: HB 1087

HB 1628

HB 1628 Fiscal Note

House Bill 1087 - This legislation would increase, from \$5,000 to \$50,000, the maximum estimated cost in labor and materials for the alteration of a certain existing building or structure for which a person is not required to employ a licensed architect under certain circumstances. The MML Legislative Committee voted to support this bill. Delegates Williams and Washington are co-sponsors of HB 1087.

Council direction is sought.

House Bill 1628 - This bill imposes the State sales and use tax on all services, except for specified services, by expanding the definition of taxable service. According to the bill's fiscal note, it would expand the tax to cover services and digital goods. The bill also reduces the general State sales and use tax rate from 6% to 5% for taxable goods and services. Local admissions and amusement tax revenues may decrease under the bill.

Council direction is sought.

[HB 1087.pdf](#)

[HB 1628.pdf](#)

[HB 1268 Fiscal Note.pdf](#)

21. County Wide Map Amendment

Suggested Action:

Reference;

Memo, T. Hruby, 03/05/2020

CMA Notification Letter

Existing Zoning 2017

Proposed Zoning Attachment

Zoning Rewrite Decision Matrix Brochure August 2019

On October 23, 2018, the Prince George's County Council adopted a new Zoning Ordinance. It is anticipated that the New Zoning Ordinance will go into effect in November 2020, however, before the New Zoning Code can go into effect the County must adopt a countywide zoning map. The process of the County adopting new zoning maps is referred to as the Countywide Map Amendment (CMA).

The CMA is intended to implement the new Zoning Ordinance by placing property in the new zone that is closest in uses and purposes to the current zone. A joint public hearing of the Prince George's County District Council and the Prince George's County Planning Board is scheduled for March 23, 2020 at 7:00pm at Prince George's Community College. The public hearing record closes on April 7, 2020. All property owners in the County were sent a letter notifying them of the Public Hearing and the CMA process.

In Council's background materials is a memo from City planning staff explaining the new Zones proposed for Greenbelt, and highlighting some instances where staff believes the most appropriate Zones are not being applied in the CMA. This includes Zones for City owned parkland, the Forest Preserve Areas, Roosevelt Center, the South Core of Greenbelt Station and Board of Education properties. Staff also recommended the Council reaffirm its support for a Greenbelt Neighborhood Conservation Overlay Zone.

Staff recommends that the City Council authorize City staff to transmit a letter to the Clerk of the County Council to be part of the public hearing record on the Countywide Map Amendment on the recommendations as outlined in staff's memo.

[CMA notification letter.pdf](#)

[Existing Zoning 2017.pdf](#)

[Proposed Zoning Attachment 3.pdf](#)

[Zoning-Rewrite-Decision-Matrix-Brochure-August-2019-v2.pdf](#)

[Memo, T. Hruby, 03/05/2020.pdf](#)

22. Regulating Cable Companies

Suggested Action:

Councilmember Roberts requested this item to be included on the agenda.

*23. * Greenbelt Post Office Issues

Suggested Action:

Mayor Byrd requested this item be added to the agenda.

The motion would be for Council to send letters to the City's Congressional delegation on the following issues related to the post office:

* Exterior Painting

* Air Conditioning

* Bike Rack

Approval of this item on the Consent Agenda will authorize the City to send the letters to the Congressional delegation.

*24. * Appointment to Advisory Board

Suggested Action:

Reference: Application

The Council interviewed Patrick Carroll for appointment to the Youth Advisory Committee (YAC) as an adult member. The applicant have attended a meeting of the YAC.

Approval of this item on the consent agenda will indicate Council's intent to appoint Mr. Carroll to YAC.

25. Council Activities

26. Council Reports

V. MEETINGS

Meetings

[meetings.pdf](#)

Stakeholders

[Stakeholder Schedule.pdf](#)

City Council Agenda Item Report

Meeting Date: March 10, 2020

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Presentations

Agenda Section:

Subject:

Presentations:

Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award:

Suggested Action:

The City has received the GFOA Distinguished Budget Presentation Award for its Fiscal Year 2019 budget. This award is the highest form of recognition in governmental budgeting. It recognized that Greenbelt publishes a budget document that satisfies national guidelines as a policy document, a financial plan, an operations guide, and a communications device. Laura Allen, City Treasurer, will accept the award.

Attachments:

[Distinguished Budget Presentation Award.pdf](#)



Government Finance Officers Association

203 North LaSalle Street, Suite 2700

Chicago, Illinois 60601-1210

312.977.9700 fax: 312.977.4806

January 22, 2020

Nicole Ard
City Manager
City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770

Dear Ms. Ard:

We are pleased to inform you, based on the examination of your budget document by a panel of independent reviewers, that your budget document has been awarded the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the current fiscal period. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

The Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next annual budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption. A Distinguished Budget Program application is posted on GFOA's website. This application must be completed and accompany your next submission. (See numbers 12 and 13 on page 2 of the application for fee information and submission instructions.)

Each program participant is provided with confidential comments and suggestions for possible improvements to the budget document. Your comments are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next budget.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. Enclosed is a Certificate of Recognition for Budget Preparation for:

Finance Department

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive an award plaque that will be mailed separately and should arrive within eight to ten weeks. Also enclosed is a camera-ready reproduction of the award for inclusion in your next budget. If you reproduce the camera-ready image in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria.

The following standardized text should be used:

Washington, DC Office

Federal Liaison Center, 660 North Capitol Street, NW, Suite 410 • Washington, DC 20001 • 202.393.8020 fax: 202.393.0780

www.gfoa.org



Government Finance Officers Association

203 North LaSalle Street, Suite 2700

Chicago, Illinois 60601-1210

312.977.9700 fax: 312.977.4806

Nicole Ard

January 22, 2020

Page 2

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Greenbelt, Maryland**, for its Annual Budget for the fiscal year beginning **July 1, 2019**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

A press release is enclosed.

Upon request, GFOA can provide a video from its Executive Director congratulating your specific entity for winning the Budget Award.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients can be found on GFOA's website at www.gfoa.org. If we can be of further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

Michele Mark Levine
Technical Services Center

Enclosure



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Greenbelt
Maryland**

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morill

Executive Director

City Council Agenda Item Report

Meeting Date: March 10, 2020

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Proclamation

Agenda Section:

Subject:

National Women's History Month Proclamation

Suggested Action:

March is National Women's History Month, this year's theme is "Valiant Women of the Vote." Colonel Edna Cummings, US Army, Retired, will attend the meeting to receive the proclamation, in recognition of all the women who have made history.

Attachments:

[Women's History Month.pdf](#)

PROCLAMATION

WHEREAS, Women of every race, class, ethnicity, sexual orientation, gender identity and abilities have made historic contributions to the strength of our state and nation in countless recorded and unrecorded ways; and

WHEREAS, In overcoming discrimination, harassment and hardship, women have been bold and fearless, never giving up on the promise that with hard work and determination, nothing is out of reach; and

WHEREAS, Women play a critical economic, cultural, and social role in every sphere of the life of the Nation, and;

WHEREAS, Women have been leaders in securing their own rights of suffrage and equal opportunity, in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and in the forefront of most progressive social change movements, and;

WHEREAS, from the early days of Greenbelt to the present, women, like Eleanor Roosevelt, have been advocates and thought leaders in our community; and

WHEREAS, despite these contributions, the role of Women has too often been overlooked and undervalued, in the literature and study of history. **NOW, THEREFORE**

BE IT RESOLVED, I, Colin A. Byrd, hereby proclaim that March is designated as

NATIONAL WOMEN'S HISTORY MONTH

and to recognize the role of women in the history.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 10th day of March 2020.

COLIN A. BYRD
Mayor

ATTEST:

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: March 10, 2020

Submitted by: Terri Hruby

Submitting Department: Planning

Item Type: Presentations

Agenda Section:

Subject:

Friends of Greenbelt Theatre Presentation on Second Screen Renovation

Suggested Action:

Reference: Memo, Friends of Greenbelt Theatre, 02/13/2020

The Friends of Greenbelt Theatre (FOGT) have raised \$250,000 through a combination of grants and individual donations to renovate the current Pop-up space into a 40-seat Screening Room and Media Arts Literacy Lab.

FOGT finds that the best outcome for the patron experience would be to have a connection between the Theatre and Pop-space. FOGT would like to take advantage of the common wall to create an unobtrusive, fire-rated door that would allow for ease of use, but also safely separate the two spaces in the event of a fire or other emergency. The connection has been reviewed and approved by MHT and FOGT has been in discussions with Prince George's County Department of Permitting, Inspections and Enforcement regarding the project. The renovation plans also includes relocation of an egress door, removal of egress door and storefront improvements (window replacement) on the Pop-up Space which is subject to the City's façade easement. At this time City staff has not had an opportunity to fully review the renovation plans.

FOGT is seeking approval from City Council to provide a connection between the two spaces, and permission to make modifications to the façade of the Pop-up Space. Construction is scheduled to begin in early- to mid-March. FOGT has indicated that renovations in the Pop-space can be done before a decision is made on the connection, but is eager to gain City support to avoid any project delays.

Council direction is sought.

Attachments:

[Memo, Friends of Greenbelt Theatre, 02/13/2020.pdf](#)



Memo for City Council Second Screen Renovations

February 13, 2020

Scope: The Friends have raised \$250,000 through a combination of grants and individual donations to renovate the current Pop-up space into a 40-seat Screening Room and Media Arts Literacy Lab.

Findings:

The best outcome for the patron experience would be to have a connection between the two spaces. This would ease traffic flow, lessen confusion, and provide a better overall experience to patrons. The doorway would be located just beyond the concession stand, next to the current “staff only” door leading to the upstairs.

Recommendation: OGT, architect, DPIE, staff

We would like to take advantage of the common wall to create an unobtrusive, fire-rated door that would allow for ease of use, but also safely separate the two spaces in the event of a fire or other emergency. The connection has been approved by MHT and there are no objections from DPIE.

Action needed and timeframe:

Approval from City Council to provide a connection between the two spaces. Construction is set to begin in early- to mid- March. Some demolition and construction can be done before a decision is made, but a decision will need to be made regarding the bathroom fairly early on in the process.

Intent and scope of project:

The Pop-up has proven to be valued by the community for the flexibility it has allowed in our programming since the main auditorium reopened. We can have more films, more special events, and more community programming with the additional space. Post-renovation, the Media Arts Literacy Lab will allow us to fully realize our mission of being a center for film culture and education in Prince George's County and the region. We have great interest already in the variety of educational classes, workshops and seminars for children and adults that we plan to offer in the new Lab.

The schedule of work is to begin in early March and conclude by late-May. We have been working extensively with our architect Harry Ross of FieldCraft Studio for the last 9 months to draft a beautiful, functional new space that will serve both nightly audiences to the second screen and daytime educational programming and visitors to the historical exhibits curated with the Greenbelt Museum.

Pictures - to be provided

Positive benefits, any downside:

The positive benefits are two-fold:

First and foremost, we will be able to fully realize our mission to be a center for film education. Over the past five years we have grown at a rapid pace and have a devoted following in our community and beyond. We want to continue to serve the public by adding educational content to our current offerings beyond what we can accomplish in the current space.

Second, we will be able to achieve financial stability. City Council knows that it has been a challenge to stay afloat as a single-screen theater. Nationwide data demonstrates the benefit of adding an additional screen, even one with just 40 seats. This added revenue will not only fund our educational programming, but will allow us to begin to build a reserve fund with the ultimate goal of reducing our need for City support.

Historic, building, fire or other code challenges:

We have already submitted these plans for review with MHT and they have approved the connection. We have consulted with DPIE and found that there are no impediments to progress on the proposed plan that we cannot accommodate. We also consulted with the City's Director of Planning and Community Development and she shared that any exterior changes are subject to the City's façade easement review. She also indicated that she did not see any issues with the MHT easement since they reviewed and approved the project. Ms. Hruby did indicate that she planned to share the proposal with the City's Public Works Director and City Solicitor for review and comment.

Legal challenges: owner agreement, state easement, donor commitments

We hold a 15-year lease on the property and the owners have expressed an interest in extending that term. They have also written a letter of support for our grant efforts and confirmed their understanding and acceptance of the scope of the project.

The easement process is already underway, as detailed above, with MHT has been approved.

Financial challenges: funding, grants deadlines,

There are no current financial challenges to this project as we have already raised the necessary \$250,000 to complete the project. This includes a \$75,000 grant from the Maryland Heritage Areas Authority for the restoration of the original terrazzo flooring and the installation of the historical exhibits with the Greenbelt Museum.

Final impact on FGT and City

The final impact on FGT will be profound. To provide more programming and services to the community will strengthen our organization and draw more visitors to the Greenbelt area. The impact on the City will be to raise the profile of the City even further in its ability to provide an amazing array of arts and culture offerings to local and regional residents and visitors. The revitalization of Roosevelt Center will continue to grow as the reputation of the theater as a destination grows.

Impact agreement:

We do not foresee any impact to the current agreement between the Friends and the City. All utilities and maintenance will be solely the responsibility of the Friends for the 125 Centerway space. The only necessity for connection will be the linking of the two fire suppression panels for communication purposes.

Impact to other organizations:

The impact for Utopia will be a positive one. There will be the possibility of year-round screenings of Utopia-themed content in the Screening Room. For Makerspace, we have always maintained a willingness to discuss continued programming that meets both our missions and is mutually beneficial. There are clear connections in our shared desire to provide educational opportunities, and we look forward to discussing these possibilities with their organization.

City Council Agenda Item Report

Meeting Date: March 10, 2020

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section:

Subject:

Minutes of Council Meetings

Suggested Action:

Reference:

Work Session - November 5, 2018

Work Session - April 29, 2019

Work Session - January 15, 2020

Work Session - February 19, 2020

Attachments:

[WS181105.pdf](#)

[WS190429.pdf](#)

[WS200115.pdf](#)

[WS200219.pdf](#)

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, November 5, 2018, to discuss the WMATA Access Trail.

Mayor Jordan started the meeting at 8:02 p.m. The meeting was held in the Council Room of the Municipal Building.

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

Staff members present were Nicole Ard, City Manager; Todd Pounds, City Solicitor; City Planners Molly Porter and Judith Howerton, and Bonita Anderson, City Clerk.

Also present were Washington Metropolitan Area Transit Authority Representative Rosalind Doggett, Woodlawn Development Group representatives Michael German, Nooshin M. Amirpour, Greg Boghat, and several Greenbelt Station residents.

WMATA Trail

Ms. Amirpour noted that the stormwater concept plan had been formally accepted in October 2018 and that they are awaiting comments from the County, which is expected to approve it in January or February 2019. She also noted that the timeline prepared by the engineer Dewberry Associates was extended through August 2020, and was included in Council's packet. Ms. Davis noted that this timeline was related only to obtaining permits from various agencies and that it does not include the construction time.

Ms. Amirpour indicated that they have had a series of meetings with the various agencies involved with the planning and review process of the proposed trail including the engineers, WMATA, Metro Transit Police, and Greenbelt Police Department. She also indicated that the meetings were to obtain an understanding of the jurisdictional requirements in terms of emergency response and the type of emergency vehicles that will have access to the proposed trail. Ms. Amirpour noted that the proposed trail design would need to be wide enough to enable its use by maintenance and security vehicles and built strong enough for vehicle support with the ability to turn-around.

There was a discussion about the safety measurements and the need for lighting and security monitoring on the proposed trail. As a part of the safety measurements, a traffic signal would be needed for pedestrian crossing. WMATA expects the trail builders to bring power to the traffic signal and for other lights from the South Core and not from the metro station, which will require extensive installation work by Pepco.

Ms. Doggett spoke about the engineering process requirements which could not be performed until the completion of a departure from site plan review and the necessity to coordinate with Pepco.

She indicated that the requirements were set forth by WMATA and noted that power needed to be supplied along the trail as well for lighting and security. Ms. Doggett indicated that she had not been contacted by Pepco. Mr. Pounds noted that there had been communication with Pepco and

there were preliminary discussions about the easements with the city. He suggested following up with Ms. Hruby.

Mr. Roberts inquired about the funding that the City has for the project. Ms. Ard noted that the City has a shortage of funding for this project.

Mr. Roberts also inquired about the timeframe of the project. Ms. Amirpour stated that it would take approximately a year to finalize this project. There was a discussion on the project cost estimate totaling \$1,925,000. Woodlawn Development has made a \$517,000 commitment to fund the building of this temporary trail based on an agreement reached at the time of development approval with the City. The City Council has budgeted \$500,000 for the trail. The budget items are \$240,000 for a boardwalk and bridge, \$110,000 for traffic signal and other safety features on station property, \$216,000 for electrical service, \$180,000 for lighting, \$337,000 for engineering services, and \$83,000 for WMATA fees.

Ms. Davis suggested that the City send a letter to the WMATA board and contact the City's Pepco representative to see what could be done to lower costs for the trail.

Mayor Jordan announced that the residents of Greenbelt Station expected to be able to walk or drive directly to the station. Several residents expressed gratitude for the update and others expressed disappointment about the delay of the proposed trail.

Ms. Davis inquired about the timeframe of the shuttle, it was noted that it has been extended until December 2019.

Several informational items were discussed.

The meeting ended at 9:31 p.m.

Respectfully Submitted,

*Bonita Anderson
City Clerk*

BUDGET WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, April 29, 2019, to meet with the Recognition Groups to discuss the Proposed FY 2020 Budget.

Mayor Jordan started the meeting at 7:00 p.m. The meeting was held in the Council Room of the Municipal Building.

Present were Councilmembers Colin A. Byrd, Judith F. Davis, Leta Mach, Silke I. Pope, and Rodney Roberts. Mayor Emmett V. Jordan arrived at 7:03 pm and Councilmember Edward V. J. Putens was unable to attend.

Others present were Assistant Recreation Director Greg Varda, Arts Supervisor Nicole DeWald, City Manager Nicole Ard, and City Clerk Bonita Anderson.

Council met with the following groups and people to discuss funding requests:

Greenbelt Concert Band – Eli Zimet, and Paul Quillen represented the Concert Band. Mr. Zimet noted that they met their goal of obtaining their 501(c)3 status. The band is requesting \$3,600 in City funds for the conductor's salary. He also noted they get a lot of requests for the wind ensemble which is more available than the full band. Mayor Jordan suggested that the band members pay dues to help with the cost. Mr. Zimet indicated that they have requested donations.

Greenbelt Boys & Girls Club - Orin Howard represented the group. They received their 501(c)3 status. The club is requesting \$14,000 in City funds to use for residents. They want to offer scholarships to local students. The soccer program has removed because they couldn't compete with another soccer organization. Mr. Varda noted that the City facilities will be permitted to recognition groups only.

Greenbelt Senior Softball – George Harrison represented the group. Mr. Harrison explained the surplus; he is currently at half the amount in his surplus which was spent on league fees and equipment. The grant review panel recommends \$400 in City funds for the Senior Softball Team.

Greenbelt Arts Center – Winard Britt, Scott Bring the General Manager, Penny Martin, Secretary, and Bob Kleinber, VP Administration represented the group. There has been a change with their board members, treasurer, and general manager. The Arts Center created a PR committee to review their marketing plan. They are currently facing issues with high humidity and poor circulation which has led to mold spores that can be problematic for patrons with sensitivities to mold. They have created a task force to handle the mold issue. The grant review panel recommends \$34,300 in City funds for rent and staffing.

Greenbelt Farmer's Market – Carol MacAdam represented the group. The farmer's market will begin on May 12, the request is for in-kind services of the positioning of no-parking signage, trash receptacles, access to water supply and usage of the parking lot located by the GAFC from May to November 2019.

Greenbelt Labor Day Festival Committee – Linda Ivy and Donna Peterson represented the group. The shuttle service instituted last year served a good number of people and they are requesting financial support from the City. It previously cost the festival \$2,000 to provide this service. They are seeking funding from the City for this expense. The two-day craft fair will be held indoors.

Babe Ruth Association – Ian Gleason represented the group. The association has changed to little league. Council had concerns about the reserves which were to be used for the field maintenance. Mr. Gleason indicated that his long term goal for the association is for the consistent advertisement of the program. The grant review panel recommends \$3,500 in City funds to the association.

Greenbelt Youth Baseball Little League – Patrick Keaton, Mary Gleason, and Matt Elliott represented the group. The group is at 70% of residents and they are seeking funding and sponsorships. Registration is a bit down. There is a concern about the electric bill with Pepco, street lightning. This year, they are adding another level for 13-14-year-olds to continue their baseball under little league. Ms. Davis inquired about the code of conduct agreement. Mr. Elliott noted that it has been recently updated and will provide Council with a copy. The grant review panel recommends \$10,000 in City funds to the organization.

Greenbelt Soccer Alliance – David Whiteman represented the group. They are supporting kids in kindergarten through high school. Mr. Whiteman noted the quality of the facilities; they currently have access to a field in New Carrollton and Eleanor Roosevelt High School field. The grant review panel recommends \$2,500 in City funds to the organization. Ms. Davis inquired about the reserves and the deficit. Mr. Whiteman was unable to respond, but will follow-up with Council. Mr. Whiteman inquired about the low score. Ms. DeWald noted an explanation is needed for the boys and girls club. Mr. Whiteman indicated that he is willing to collaborate with the Boys and Girls Club, but hasn't received a response from them.

Greenbelt Municipal Swim Team – Michael (Marc) Swisdak represented the group. The panel had concerns about the proposed deficit for next year and recommend corporate support and removal of the trophy cost. There is also an end of the year Swim Banquet where everyone will receive a trophy. The cost of the hall may cause a deficit. They focus on local elementary schools. He will reach out to Turning Point Academy and Berwyn Heights Elementary School to recruit additional swimmers. The grant review panel recommends \$1,000 in City funds to the organization for the purchase of trophies.

Center for Dynamic Community Governance – Aileen Kroll, President/Co-Director and John Buck, Trainer represented the group. They are requesting funding for administrative support and to maintain their website for visually impaired. The grant review panel recommends \$3,600 in City funds to the organization. Ms. Kroll read a letter of support from Deena Lambert. The panel noted that they are supportive of DCG's goal and encourage accessibility to elementary through high school age students.

The Gemz Inc. – Adeola Ariyo represented the group. Ms. Ariyo is requesting project grant funding for \$2,000. The panel would like to see a higher number of Greenbelt residents in the program. She presented to the Council the upcoming projects and events.

Friends of the New Deal Café Arts – Meg Haney, President represented the group. She noted that they will be celebrating the third annual jazz festival event. She indicated the upcoming events and receipt of financial contributions. Ms. Mach indicated that the board needs to expand. Ms. Haney noted that she would like to have the puppet show which was a success in the past. The grant review panel recommends \$2,750 in City funds for music festivals.

Informational items

Ms. Davis inquired about the Forest Preserve Advisory Board science fund request for \$2,000 and Arts Advisory Board's request of \$1,000 of designated funding for outreach.

Ms. Davis requested that Dr. Robles provide the recycling rates to the Council.

Mayor Jordan requested the slides from the MAGLEV presentation.

The meeting ended at 10:31 p.m.

Respectfully submitted,

*Bonita Anderson
City Clerk*

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, January 15, 2020, to meet with the National Park Service – Greenbelt Park.

Mayor Byrd started the meeting at 8:02 p.m. The meeting was held in the Community Center, 15 Crescent Road, room 201.

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

Staff present were: Nicole Ard, City Manager; and Shaniya Lashley-Mullen, Administrative Assistant.

Also present were: Matthew Carroll, National Park Service, Robert Goldberg Strasser, Marjory Gray, Susan McCutcheon, Bill Orleans, and others.

Mr. Carroll provided Council with an update of the Greenbelt Park. He noted the National Park Service (NPS) is advancing the Greenbelt Park and the Baltimore Washington Parkway (BW Parkway).

Mr. Carroll reviewed the five priorities he established at the Greenbelt Park since 2015, which include: improve visitors' experience, institute sound business practices, foster a culture of safety and daily operations, ensure good stewardship with Park resources and facilities, and develop a professional workforce.

Mr. Carroll noted that visitation has increased in the park since 2015, mainly focusing on campground usage. He stated that campsite reservations can be made online and the park would be reopened in 2020.

Mr. Carroll advised an annual calendar will be posted online that would outline various programs.

There was discussion on the programs that the Greenbelt Park offers.

Mr. Carroll explained the Greenbelt Park facilities and roadways are undergoing significant upgrades. The Greenbelt Park had been closed since mid-July 2019. He advised the roadway bridge between the main park area and the campground would be replaced. Mr. Carroll stated the all the roadways would be repaved.

Mr. Carroll stated that there had been significant improvement to the campgrounds. He noted that two out of the four campground loops have an American with Disabilities Act (ADA) grill/ring and upgraded tables. The third campground loop upgrades would be completed in summer 2020.

Mr. Carroll mentioned that Greenbelt Park would upgrade the electrical infrastructure, which include the Information Technology and phone system in 2022-2023.

Mr. Carroll advised the NPS safety crew would be removing dead or dying trees from the picnic area, campgrounds, and trail areas, that have been identified as a current or future safety hazard.

Based on a question asked from Mr. Jordan, Mr. Carroll stated the Greenbelt Park is healthy. Mr. Carroll advised one of the oldest living trees in all of the National Capital Parks East resides in the Greenbelt Park. He noted concern was the deer population and the NPS would be conducting a deer population study in the summer or fall of 2020.

There was discussion on the stormwater run-off and erosion. Mr. Carroll noted that stormwater run-off is a problem for the Greenbelt Park and the BW Parkway. Mr. Carroll stated that Greenbelt Park is working with the State of Maryland and Maryland Department of the Environment (MDE) to identify areas where the park can have improvement projects.

Ms. Davis asked about the recently built barn. Mr. Carroll noted it was the Salt Dome. He stated that the Salt Dome had increased salt storage capacity.

Mr. Carroll noted the foundation documents to guide how to manage Greenbelt Park were never developed. He stated the park's purpose is to provide recreation opportunities and serve as space for the natural environment to thrive.

Mr. Jordan asked about staffing and funding at Greenbelt Park. Mr. Carroll responded that staffing had been declining slightly.

Mr. Carroll discussed the maintenance on the BW Parkway. He noted the focus was on potholes, paint striping the roadway, trees, and vegetation removal. Mr. Carroll stated that the mainline paving of the BW Parkway has been completed from US-50 to MD-175, and the majority of all the ramps have been restriped and repaved.

There was discussion of the potholes on the BW Parkway. Mr. Carroll noted that the emergency repairs of the Parkway took four weeks during the government shut down with Parkway being shut down on Friday/Saturday nights.

Ms. Davis asked about the proposed BW Parkway widening. Mr. Carroll responded that the momentum has shifted since the Parkway has been repaired. Ms. Davis noted that it would have to be a congressional approval to give the BW Parkway to the State.

There was discussion on the Maglev. Mr. Carroll noted that NPS has been providing comments regarding the potential impact on the alignments of the Parkway for the past three years. He stated the bigger concern was the encroachment of the narrow corridor of the Parkway. Mr. Carroll advised an environmental impact statement would be released in 2020.

Mr. Putens asked which agency, NPS or the Federal Highway Administration, had the final authority concerning the realignment of the Maglev on the Parkway. Mr. Carroll stated he would follow-up with NPS.

Based on a question asked by Mr. Jordan, Mr. Carroll noted that the Federal Railroad Administration (FRA) is the lead Federal agency concerning the Loop Project.

Mayor Byrd stated that the City of Greenbelt strongly opposed the Maglev.

Mayor Byrd asked Mr. Carroll what the impact of the project would be on the Parkway during

construction. Mr. Carroll noted that it is a concern of NPS, due to entry points for underground tunnels.

There was discussion on the Maglev being above ground and underground.

Mr. Robert inquired on the number of trees/forest that would be destroyed due to the impact of the Maglev on NSP right of way. Mr. Carroll responded that he would follow up with the Council with the exact number.

Mr. Jordan stated that the crosswalk coming from northbound BW Parkway onto westbound Greenbelt Road across from Greenway Shopping Center is very dangerous for pedestrians and bicyclists. The visibility is limited. He inquired was it the State Highway Administration or NSP that maintains the location.

Ms. Susan McCutcheon, Bladensburg Citizens Against SC Maglev, expressed her concerns and views opposing the Maglev.

Debra, Greenbelt Resident, inquired did any of the Federal Agencies receive any data from the Maglev company in Japan. Ms. Pope stated she hasn't heard any success stories regarding the Maglev.

Cathy, Greenbelt Resident, asked what changes did the National Environmental Policy Act (NEPA) make to help with the Maglev. Ms. Davis noted that it was supposed to speed up the process of the studies that are required.

Ms. Mach noted the exit from the Parkway onto Southway is problematic. She suggested adding an additional right turn lane. Mr. Carroll stated that the Federal Highway Administration advised the space was too narrow to add an additional lane, but he would follow up, back up with the Federal Highway Administration.

Mr. Carroll outlined some of the Greenbelt Park's upcoming events including the Park's reopening in 2020, work toward obtaining Greenbelt Park designation as a National Register Historic Place, foundation studies, and Park staff engagement with local communities. Ms. Davis suggested reaching out to Greenbelt Station Homeowners Association.

Mr. Aaron Marcavitch, Greenbelt Resident and Director of the Anacostia Heritage Trails, suggested the Greenbelt Park and the City of Greenbelt apply for the Federal Lands Access Program (FLAP) Grant, Bikeway Grants, and the Safe Routes to Schools Grant.

Ms. Pope left the meeting at 10:01 p.m.

Several informational items were discussed.

The meeting ended at 10:05 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Administrative Assistant

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, February 19, 2020, to meet with Verizon.

Mayor Byrd started the meeting at 8:02 p.m. The meeting was held in the Community Center, 15 Crescent Road, room 201.

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

Staff present were: Nicole Ard, City Manager; Beverly Palau, Public Information and Communications Coordinator; and Shaniya Lashley-Mullen, Administrative Assistant.

Also present were: Candice Austin, Director of State Government & Community Affairs Verizon; Genes Thomas, Verizon Wireless, Real Estate Manager; David Scot Gray, Senior Manager – OSP Network Engineering Verizon; Charlene Bobel, Senior Manager – OSP Network Engineering Verizon; Frank Gervasi, Jermaine Timmerman, Bill Orleans, and others.

Ms. Davis asked on behalf of Mr. Jordan, what was Verizon's plan for implementation of 5G. Ms. Thomas stated that Verizon was working through the new Prince George's County Zoning Ordinance and design manual. Then Verizon would address municipalities' regulations. She noted there weren't any immediate plans to deploy in the City of Greenbelt.

Ms. Pope asked what was Verizon's plan for the upkeep of the current infrastructure in place. Ms. Pope noted that the green cable box that was recently placed behind her residence was not secured. She stated that at 8040 Lakecrest Drive, there was another unsecured cable box. Mr. Gray stated that Verizon should be notified immediately when an unsecured box is located.

There was discussion on Verizon's contact information. Ms. Pope stated Homeowner Associations (HOAs) contact Verizon, but Verizon doesn't follow up with HOA's. Ms. Palau noted that she had to contact the Escalation Team when alerted of unsecured boxes. She noted that the public and HOAs don't have the contact information she has. Ms. Palau and Council requested a number for the public to contact. Ms. Bobel stated she will follow-up with the repair department for a contact number for the public.

Ms. Pope inquired if the green boxes were inspected on a regular basis and did Verizon know the location of each box in the City of Greenbelt. Mr. Gray noted that he will follow-up to see if there was a proactive plan to inspect the boxes.

Ms. Timmerman, 6907 Lady Ann Court, stated that her HOA's property manager was told he was unable to communicate with Verizon since he didn't have an account.

Mr. Putens noted in 2015, he and the board members of his HOA identified and inspected all the boxes in Greenbelt Homes Estate. He explained that there were 20 pages of damaged boxes that were submitted to Verizon and Verizon didn't respond. Ms. Bobel and Mr. Gray asked for the information to follow-up.

There was discussion regarding double pole issues. Ms. Thomas explained that Verizon has a double pole program. Ms. Davis noted a double pole at Beltway Plaza and along Greenbelt

Road and Mr. Jim Sterling, the Director of Public Works, had a list of other locations. Mr. Gray stated that there is a break-down in communications between the utility companies and it is being addressed. Ms. Davis inquired about the access loops of wires that are left on the pole. Mr. Gray responded the access loops of wires are used for emergency maintenance. Mr. Gray explained the sequence of utilities contacts and actions, noting Verizon is typically the last to be notified. Verizon was not the cause of the delay.

There was discussion regarding copper wire. Ms. Davis advised she received a letter from Verizon regarding discontinuing her copper wire service. Ms. Palau noted that the letter that was sent out from Verizon is harsh to the citizens. Ms. Bobel noted that Verizon is transitioning customers from copper wire to FIOS. Ms. Pope suggested the letter could be changed; make it clearer to the citizens and include a phone number to call to have someone explain the changes.

There was a brief discussion regarding Greenbelt Homes Inc. (GHI) receiving FIOS.

Mayor Byrd stated that the discussion would not include PEG and HD channels. Ms. Davis and Mr. Gervasi asked about PEG HD channels. Ms. Palau noted that PEG and HD channels would be discussed during the franchise negotiations. She explained that the City would participate in a Countywide, multi-governments franchise negotiations.

Ms. Davis noted during the Roosevelt Center Merchants Association (RCMA) meeting, the merchants stated FIOS couldn't be installed at some of the businesses at Roosevelt Center. Ms. Bobel indicated Verizon would follow-up.

Ms. Timmerman requested the loops of wires that are left on the poles be removed. She also requested when the boxes are installed, there would be a quality control check, and that techs keep enough wire in their tracks to avoid leaving coils of wire on the poles. Mr. Gray had explained the reasons for the coils of fiber on poles. He said Verizon would check and tighten where needed.

Several informational items were discussed.

The meeting ended at 9:26 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Administrative Assistant

City Council Agenda Item Report

Meeting Date: March 10, 2020

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: LEGISLATION

Agenda Section:

Subject:

A Resolution to Repeal and Reenact with Amendment Resolution Number 2065 to Adopt Standing Rules for the Council of the City of Greenbelt, Maryland
- 2nd Reading, Adoption

Suggested Action:

Reference: Resolution

Council reviewed the Standing Rules document at its Work Session on February 5, 2020. The resolution included in Council's packet reflects the results of that discussion. At that meeting, Mr. Jordan indicated modifying the oath of office referenced in the City Charter. If the Council wishes to proceed, a charter amendment will need to be introduced by Council.

At the February 24, 2020, meeting, the resolution was introduced by Ms. Mach for first reading. Council discussed Mr. Jordan's request to amend the City Charter, to modify the oath of office. It was moved by Mr. Jordan that the City Solicitor provide the Council with an opinion letter on the process regarding this modification of the City Charter. Ms. Mach seconded. The motion passed 5-2. (Mr. Putens and Mr. Roberts)

It is recommended that the resolution be introduced for second reading and moved for adoption tonight.

Attachments:

[Resolution Standing Rules.pdf](#)

Introduced: Ms. Mach
1st Reading: February 24, 2020
Passed:
Posted:
Effective:

RESOLUTION NUMBER XXXX

A RESOLUTION TO REPEAL AND REENACT WITH AMENDMENTS RESOLUTION
NUMBER 2065 TO ADOPT REVISED STANDING RULES FOR THE COUNCIL OF THE
CITY OF GREENBELT, MARYLAND

BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that the Standing Rules of the City Council, as adopted by Resolution Number 2065, are hereby repealed and reenacted with amendments to read as follows:

(existing language; deletions denoted by ~~strikeout~~;
additions denoted by double underlining)

***STANDING RULES FOR THE COUNCIL
OF THE CITY OF GREENBELT, MARYLAND***

March 9, 2020~~April 9, 2018~~

I. Council Meetings

1. Regular Council Meetings

- a. In accordance with the City Charter, which prescribes that the City Council shall meet not less frequently than once each month, the following schedule is hereby established for Council to meet in regular session: Regular meetings shall be held on the second and fourth Mondays, except for the months of July, August, and December when Council shall meet on the second Monday only. When any regularly scheduled meeting falls on a declared city or religious holiday the meeting shall be held on the following Tuesday at the same hour unless otherwise provided by motion of the City Council. By agreement of a majority, the Council may dispense with or reschedule any regular meeting provided that at least one meeting of Council shall be held in each calendar month. Such action shall be taken by motion at a regular meeting preceding the one to be changed where time permits.
- b. Regular meetings of the Council shall be held at 8:00 p.m. in the Council Room of the Municipal Building unless Council, by motion, designates another time or another public place within the corporate limits of the City of Greenbelt.

2. First Meeting Following Council Election

- a. At 7:30 p.m. on the first Monday following a regular Council election or run-off election, the Council shall meet at the usual place for holding its meetings, and the newly elected members shall, upon taking the oath of office, assume the duties of office. If an emergency meeting needs to be held between the election and the first meeting, the newly elected members shall take the oath of office at this meeting, and assume the duties of the office.
- b. At the organizational meeting following a Council election, the newly elected members shall, before entering upon the duties of their office, take or subscribe to the oath or affirmation prescribed by City Charter. Such oaths or affirmations shall be made before the retiring Mayor or Mayor Pro Tem, except for the Mayor who, upon being elected, shall take the same oath before the Clerk of the Circuit Court for Prince George's County or before one of the Clerk's sworn deputies
- c. At the organizational meeting following a regular Council election, a majority of the members of Council shall choose one of its members as Mayor and shall also choose one of its members as Mayor Pro Tem. If a vacancy occurs in the office of Mayor, or in case of the Mayor's absence or disability, the Mayor Pro Tem shall act as Mayor for the unexpired term or during the continuance of the absence or disability of the Mayor.

3. Committee-of-the-Whole Meetings (Work Sessions)

Committee-of-the-whole meetings (work sessions) of the City Council may be held for the purpose of receiving and discussing information on such matters as deemed desirable and to request staff to obtain such other information as Council may request, provided that no formal actions shall be taken at such meetings and provided further that such meetings shall be open to the public. Work sessions are scheduled at convenient times based upon availability of Councilmembers. Informational items to be discussed at a work session shall be identified at the beginning of the meeting. Councilmembers may report such informational items at the end of the meeting. These informational items shall be recorded in the minutes under Other Business.

4. Closed Sessions

The Council shall have the right to meet in closed sessions, which shall be closed to the public, to consider items of a sensitive nature. Such meetings shall be held in accordance with the applicable provisions of the General Provisions Article, Section 3-305 of the *Annotated Code of Public General Laws of Maryland*. Closed sessions shall be called by the City Clerk upon the written request of the Mayor, the City Manager, or four members of Council.

5. Special Meetings

Special meetings shall be called by the City Clerk upon the written request of the Mayor, the City Manager, or four members of Council. The City Clerk shall prepare a notice of the special meeting, stating the time and place of the meeting and the subjects to be considered at the special meeting. No subjects other than stated in the notice shall be considered at the special meeting, except by unanimous consent of all members of Council. Notices of special meetings shall be served upon each member of Council and the City Manager, or left at their usual places of residence, at least two hours before the time of the meeting. It shall also be the duty of the City Clerk, immediately upon receipt of a written request for a special meeting, to make diligent effort to notify each member of Council and the City Manager, by email, text, telephone or otherwise, of such special meeting.

6. Attendance at Meetings

Members shall attend all regular and special meetings, and work sessions of the Council. If a Councilmember cannot attend a regular or special meeting of the Council because of illness or other unavoidable circumstance, the Council shall be so advised. The Council shall have the power to compel the attendance of any absent member by a majority vote of the members present at any meeting.

In the event that a councilmember is unable to physically attend the meeting and desires to participate in the meeting (including voting) by electronic means (telephone, skype, etc.), the councilmember may do so with the approval of a super-majority of the Councilmembers physically present providing:

- a. The councilmember has all the materials for the meeting in his/her possession;
- b. The councilmember can be clearly heard and understood by all those present at the meeting; and
- c. The councilmember can clearly hear and understand all those present at the meeting.
- d. If the meeting is a closed session, participation must be done in a private and confidential manner.

7. Notice of Meetings of the Council

Written notice of all public meetings of the City Council shall be posted on the bulletin board at the Municipal Building, listed on the city's cable television access channels, listed on the city Website, and shared by other electronic means showing the date, time, place, and topic(s) of such meetings. Notice of regular meetings of the Council, public hearings and, insofar as possible, work sessions and special meetings shall be published in the *Greenbelt News Review* the week preceding the Council meeting and shall include a preliminary agenda or, in the case of work sessions, the topic(s) to be considered.

8. Meetings of Council Open to the Public

All meetings of the Council, with the exception of closed sessions authorized by applicable state law, shall be open to the public. Citizens of the city shall have a reasonable opportunity to be heard on any matter being considered at the meeting. Citizens desiring to speak on a matter being considered by the Council shall raise their hand in front of Council and, after being recognized by the presiding officer, shall confine themselves to the question under debate, avoid personalities, and refrain from impugning the motives of any Councilmember's argument or vote or the statements of any other citizen or person. No citizen shall speak more than once upon any one subject until every other citizen choosing to speak thereon shall have spoken, and no citizen shall speak for a longer time than three minutes at any one time without the consent of Council.

II. Presiding Officer

1. Presiding Officer

The Mayor or, in the Mayor's absence, the Mayor Pro Tem shall preside at all meetings of the Council. At the hour appointed for the Council to meet, the Mayor or, in the Mayor's absence, the Mayor Pro Tem shall take the chair and immediately call the members to order. At all regular meetings of Council, the roll shall be called by the City Clerk. The City Clerk shall enter in the minutes of all meetings the names of the members present.

2. Temporary Chair

In case of the absence of the Mayor and Mayor Pro Tem at a meeting of Council, the City Clerk shall call the Council to order. If a quorum is found to be present, the Council shall proceed to elect, by majority vote of those present, a Chair of the meeting who shall preside until the arrival of the Mayor or Mayor Pro Tem. The temporary Chair shall not preside beyond the adjournment of the meeting for which he or she was elected.

III. Quorum

A majority of the members elected to the Council shall constitute a quorum to conduct business. However, any number of members present may convene to compel the attendance of absent members.

IV. City Manager and Members of Staff

The City Manager shall have the right to take part in the discussion of all matters coming before the Council, and other members of staff shall be entitled to take part in discussions of the Council relating to their respective offices.

V. Minutes

1. Minutes of Meetings

The proceedings of the Council shall be briefly and accurately stated in the minutes. Titles of all ordinances and resolutions with their designated numbers shall be entered in the minutes and shall be preserved in a book for that purpose. The City Clerk shall keep minutes of all meetings, including special meetings, work sessions and closed sessions, and not less than three days before a regular meeting shall furnish each member of Council and the City Manager with copies of minutes of preceding meetings. Minutes of regular meetings should be presented for Council's approval within 30 days, unless there are mitigating circumstances reported to Council.

Under the General Provisions Article 3-306(B)(2)(i) of State Law which states that minutes of meetings are not required if live and archived video is available, the video of Council meetings will serve as meeting minutes until the written minutes of the meetings are approved by Council.

2. Minutes Open to Public Review

Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions shall be available for review in the City Clerk's office during regular office hours. However, minutes shall not be available until approved by the Council in regular meeting. Approved minutes are also posted on the City website. Minutes of closed sessions of the Council held in accordance with applicable state law shall not be open to public inspection.

3. List of Action Items

Following each work session a list of action items shall be prepared and provided to Council. [A thank-you letter should be sent out after all stakeholder meetings listing the three top action items that was discussed.](#)

VI. Duties and Privileges of Members

1. Seating Arrangement

Members shall occupy the respective seats at the Council table assigned by the Mayor at the organizational (Charter) meeting. Any two or more members may exchange seats by joining in a written notice to the Mayor to that effect.

2. Right to Floor

- a. Before speaking on any matter, a member shall seek the floor by addressing the presiding officer and, once recognized by the chair, shall confine comments to the question under debate, avoid personalities, and refrain from impugning the motives of any other member's argument or vote. No member of Council shall interrupt another without that member's consent. To obtain such consent, the member shall first address the presiding officer.

- b. Members of Council shall not raise personnel matters pertaining to alleged improper performance or conduct of any city employee(s) or Council appointee(s) at a public Council meeting. Any concerns about the conduct or performance of any city employee(s) or Council appointee(s) shall be brought to the attention of the City Manager, or an closed session of Council may be requested to discuss the personnel matter.
- c. As a practice City Council sets policy and budget priorities within the scope of its local jurisdictional authority and on matters directly related to its local sphere of influence. As a body, City Council shall not generally take positions on foreign, national, or regional issues that do not directly affect the conduct of the City's business.

3. Right of Appeal

Any member may appeal to the Council for a ruling on a decision of the presiding officer. The member making the appeal may briefly state the reason for the appeal, and the presiding officer may explain the ruling. However, there shall be no debate on the appeal. The presiding officer shall put the question: "Shall the decision of the Chair be sustained?" If a majority of the members present vote "yes," the ruling of the Chair is sustained; otherwise, it is overruled.

4. Limitation of Debate

No member shall be allowed to speak more than once upon any one subject until every other member choosing to speak thereon shall have spoken, and no member shall speak for a longer time than five minutes without consent of Council.

5. Voting

- a. When a question is put, every member present or attending remotely by electronic means shall vote either in the affirmative, the negative or abstain. Any member shall be entitled to abstain so long as such member gives a reason for abstaining and such reason falls within one of the following:

1. When to vote would or could be considered improper pursuant to the City and State Ethics Laws.
2. When to vote could or may show bias for or against a person, organization or business that the member has a close personal relationship with thus reflecting poorly on the member and the office such member holds.
3. When for any other reason a member is not comfortable voting and has given the Chair a reason for requesting to abstain so long as excused by the Chair or Council by vote as provided for herein below.

Application to be excused from voting shall be made to the Chair before the votes are called for. After the member has briefly stated the reason for the request to be excused, the decision thereon shall be made by a super-majority of councilmembers present without debate.

Except as provided in the City Charter or these rules, all voting shall be by voice vote or by such other method as a majority of the Council shall decide for any particular vote.

- b. The “yeas” and “nays” (i.e., a vote by roll call) shall be taken upon the passage of all ordinances and resolutions and upon demand of any member made before the negative vote has been called for. Each Councilmember’s name shall be called in alphabetical order, except that the presiding officer shall be called to vote last. It shall not be in order for members to explain or comment upon their votes during roll call. A record of the “yeas” and “nays” and not voting on any roll call vote shall be entered upon the minutes of the proceedings of the Council.

6. Personal Privilege

The right of a member to address the Council on a question of personal privilege shall be limited to cases in which his or her integrity, character, or motives are assailed, questioned, or impugned.

7. Dissents and Protests

Any member shall have the right to express dissent from or protest against any ordinance, resolution, or act of Council and have the reason therefor entered upon the minutes. Such dissent or protest must be filed in writing, couched in respectful language, and presented to Council no later than the next regular meeting following the date of passage of the ordinance or resolution or action objected to.

8. Disorderly Conduct or Violation of Rules

A member of Council indulging in any language or conduct unbecoming a Councilmember shall be called to order by the presiding officer and, in such case, the offending member shall lose the floor and shall not proceed without the approval of a majority of members present. The Council may, by a vote of not fewer than six members, expel a member from a meeting for disorderly conduct or the violation of Council rules.

9. Demonstration or Disorder Among Bystanders

If any confusion, demonstration or disorder arises in the Council chamber, the presiding officer may, upon his or her initiative or upon the request of any member, enforce order. If the offending person or persons be a spectator, such person or persons may be ejected from the chamber. If any member of Council shall object to the ruling of the presiding officer, such member shall have the right to appeal to the Council.

VII. Council Procedure

1. Order of Business

The business of all regular meetings of Council shall be transacted in the following order, with items under “Other Business” to be listed in the order of greatest public interest. For the printed agenda, such determination shall be made by the City Manager, provided that, as an organizational matter, the order of business may be modified at the meeting by the presiding officer, with the consent of Council or by a motion of Council.

2. Agenda

I. Organization

Call to Order

Roll Call

Meditation and Pledge of Allegiance to the Flag

Consent Agenda — ~~Approval of Staff Recommendations~~

Approval of Agenda and Additions

II. Communications

Presentations

Public Hearings

Petitions and Requests

Minutes of Council Meetings

Administrative Reports

Committee Reports

III. Legislation

Ordinances – Second Reading

Resolutions – Second Reading

Ordinances – First Reading

Resolutions – First Reading

IV. Other Business

Council Activities *

Council Reports *

V. Meetings

* Council Reports and Council Activities will be done at the regular meeting only if time allows. Council Reports and Council Activities may also be done at any work session. No member shall speak for more than five minutes without the consent of a simple majority of Council.

VIII. Agenda

1. The Printed Agenda

- a. The City Manager shall include on the agenda any item at the request of any of the member of Council, provided that the member of Council shall have furnished to the City Manager a description of the item in time for inclusion with the printed agenda. The City Manager shall notify Council of this addition.
- b. At least two days before each regular meeting, the City Manager shall provide each member of Council at his or her home a copy of the agenda for the forthcoming meeting, together with copies of all ordinances, resolutions, and background material of matters to be considered at the meeting. Members of Council who do not wish to have such material delivered to their homes may so inform the City Manager and make other arrangements.
- c. Copies of the agenda and agenda comments shall be posted on the City website and on the bulletin board in the Municipal Building the Friday prior to each regular meeting. A reasonable number of copies of the agenda and agenda comments shall be available to the public at the Council meeting or earlier upon request, as available. If requested by candidates, printed copies of the agenda packet—less any material of a confidential nature but including the agenda, agenda comments, minutes of previous meetings, and background and briefing materials—shall be provided to certified candidates

2. Approval of Agenda; Consent Agenda

- a. As an item of business under Section I, Organization, the Council shall review the agenda and the consent agenda. Any member of Council or the City Manager may request the addition of an item to the agenda, or may request the removal of an item from the consent agenda so that it may be considered as a separate item of business. A request for the addition of an item to the agenda, or the removal of an item from the consent agenda, shall be a matter of consideration and shall be voted upon at the time the Council considers approval of the agenda or consent agenda, and Council action shall be reflected in the minutes of the meeting.
- b. Any member of Council who will be absent from a meeting may request that an agenda item or consent agenda item be postponed. Such a request for deferral, giving the reasons for the request, shall be submitted in writing or by telephone to the City Clerk. A request for deferral shall be a matter of consideration and shall be voted upon at the time the Council considers approval of the agenda or consent agenda, and Council action shall be reflected in the minutes of the meeting.
- c. The consent agenda shall be used for the group disposition of routine and minor items of business, such as approval of minutes, acceptance of board/committee reports, and such other items as designated by the City Manager. Consent agenda items will be specially identified as such. For each item of the consent agenda, Council will receive a written staff recommendation.

- d. Ordinances and resolutions, matters requiring a roll call vote or the consent of six members of Council, and items added to the agenda at the meeting shall not be placed on the consent agenda.
- e. Unless an item set forth in the consent agenda is requested to be considered separately by any member of Council or is postponed (see above), the Council, by a single motion, shall adopt the recommendations of the City Manager as set forth in writing for each item included in the consent agenda. The approved recommendations for each consent agenda item, however, shall be set forth separately in the minutes of the meeting.

3. Minutes

Reading of the minutes of the preceding meeting shall not be required unless so requested by a member of Council or unless written copies have not been provided each member of Council.

4. Petitions and Requests

Petitions and requests are defined to include any communication addressed to the City, City Manager, Council (as a body) or all individual members of Council, making any specific or general request requiring Council action. Written communications shall be first received by the Council, after which the Council shall receive petitions and requests from citizens present at the meeting. Such petitions and requests shall be heard by the Council as communications and shall not be subject to consideration or deliberations at that time. Each petitioner shall be allowed five minutes in which to state the nature of the petition and may submit such additional written information as the petitioner deems appropriate. The petitioner may be granted additional time with the consent of the Council. Where more than one person is present on behalf of the same petition, one person shall be designated principal spokesperson, and other persons shall be recognized only for the purpose of clarifying the request being made. Upon a petition or request being presented, the Council shall take one of the following actions:

- Refer to city staff for handling and disposition. The petitioner and Council shall be apprised of the disposition made within 90 days if possible.
- Refer to city staff or to an advisory board or committee for investigation, evaluation, and report to the Council at a future meeting.
- Add to the agenda of a subsequent meeting.
- By motion duly adopted, place the matter on the agenda of the current meeting.

A listing of Petitions and their status shall be posted on the City website.

5. Communications Not Requiring Council Action

If a written communication addressed to the Council does not require Council action, the City Clerk shall send copies to the members of Council, together with copies of any replies made to the communication, and the matter shall not be placed on the agenda unless a member of the Council or the City Manager requests that it be considered.

6. Anonymous Communications

Anonymous communications shall not be considered by the Council.

IX. Ordinances and Resolutions

1. Introduction

Ordinances and resolutions shall be introduced in the Council only in printed or in written form. All ordinances—except ordinances making appropriations and ordinances codifying or rearranging existing ordinances or enacting a code of ordinances—shall be confined to one subject, and the subject or subjects of all ordinances shall be clearly expressed in the title. An ordinance or resolution may be introduced for first reading by the reading of its title by any member of Council and a second is not required.

- a. Resolutions are used to set forth legal decisions and official positions of the City Council, to approve contracts, to set policy and to implement programs.
- b. Ordinances are used to update the City Code and Charter and to adopt measures as required by State law.

2. Distribution of Copies

Copies of all ordinances and resolutions shall be prepared for distribution to all members of Council, the City Manager, and the City Clerk at the meeting at which the ordinance or resolution is introduced. Whenever any member of the Council is absent from such meeting, the City Clerk shall arrange to have copies delivered.

3. First Reading

The first reading of an ordinance or resolution shall be for information. If there is no objection, the proposed ordinance or resolution shall go on the calendar for the next meeting of Council. There will generally be no public debate or testimony on the first reading of an ordinance or resolution. Council may ask questions or for clarification as to intent.

4. Review and Referral

- a. All proposed ordinances and resolutions shall be reviewed by the City Manager and/or City Solicitor before being presented for second reading and adoption. The City Manager shall provide a brief digest of the provisions thereof, and, where it is

proposed to amend an existing ordinance or resolution, such digest shall indicate the changes sought to be made.

- b. If the Council so desires, any pending ordinance or resolution may be referred to any standing or special committee for study and recommendation or to the City Manager for study, recommendations, redrafting, etc.

5. Amendments

When a proposed ordinance or resolution is substantively amended upon either its first or second reading, the amended ordinance or resolution shall be considered to have had its first reading only and must be read on a second day, unless the requirement for reading it on two separate days shall be dispensed with by a vote of not fewer than six members of Council, as prescribed by the City Charter (see 8 b.).

6. Appropriation Ordinances

Ordinances making appropriations shall be confined to the subject of appropriations. Each proposed ordinance providing for an appropriation shall show fully the purpose of the appropriation and the source from which the funds are to be derived. The City Manager shall submit a written recommendation on each appropriation ordinance showing what effect the ordinance would have on the annual budget.

7. Ordinance to Issue Bonds

Ordinances to issue bonds shall meet all the requirements of the City Charter and applicable statutes.

8. Adoption

- a. After an ordinance or resolution has received a first reading, it shall be placed on the agenda for second reading at the next meeting of Council. When a proposed ordinance or resolution comes up for second reading, it may be deferred for further study, deferred to a future meeting of Council, amended, or adopted. No ordinance or resolution shall be adopted until it has been read on two separate days, unless the requirement for reading it on two separate days shall be dispensed with by a vote of not fewer than six members of Council. The final reading of each ordinance and resolution shall be in full unless a written or printed copy thereof shall have been furnished to each member of Council prior to such reading. The "yeas" and "nays" shall be taken upon the adoption of all ordinances and resolutions and entered in the minutes of the proceedings of the Council.

- b. Dispensing of Reading on Separate Days

A roll call of the "yeas" and "nays" shall be taken on a motion to dispense with the requirement of reading an ordinance or resolution on two separate days (Charter ref. Sec. 9). When a motion to suspend the rules to dispense with the requirement for reading of an ordinance or resolution on two separate days fails to receive an

affirmative vote of six members, the ordinance or resolution shall go over to the next regular meeting of the Council.

c. Vote on Ordinances Revising Appropriations and Resolutions to Transfer Funds

As required by Maryland law, ordinances revising appropriations and resolutions transferring funds shall require a vote of not fewer than six members of Council.

9. Enacting Clauses

The enacting clause of all ordinances shall be "Be It Ordained by the Council of the City of Greenbelt, Maryland." The enacting clause of all resolutions shall be "Be It Resolved by the Council of the City of Greenbelt, Maryland."

10. Effective Date

All ordinances and resolutions passed by the Council shall take effect at the time indicated therein, but not less than ten days after the date of their adoption, except ordinances and resolutions of an urgent nature, which may by direction of Council become effective on date of adoption.

11. Authentication and Publication

Upon its adoption, each ordinance or resolution shall be authenticated by the signature of the Mayor and the City Clerk and shall be recorded upon a book kept for that purpose. Each ordinance and resolution shall be published as soon as possible after its adoption by posting it in a public place or places for ten days or, when required, by publishing it once within ten days in a newspaper of general circulation in the city, or both.

X. Rules of Order

1. Precedence of Motions

When a question is before the Council, motions shall have the following precedence and no motion of lesser precedence may be addressed until the motion of higher precedence is voted upon. The order is: a) to adjourn which is not debatable; b) to fix the hour of adjournment; c) to lay the question or issue on the table indefinitely or to a time certain; d) to call for the previous question; e) to refer; f) to amend. All motions noted herein shall be addressed to the Mayor (or Chairperson of the meeting if the Mayor is absent) and shall be voted upon by the Council after discussion by the Council and interested members of the public. Comments by the public regarding the above motions (except a motion to adjourn) shall be limited to three (3) minutes.

2. Motions to Be Stated by Chair

When a motion is made and seconded, it shall be stated by the Chair before debate. Any member may demand that it be put in writing.

3. Withdrawal of Motion

A motion may not be withdrawn by the mover without the consent of the member seconding it.

4. Motions Made Out of Order

The Chair may, at any time, with the approval of at least six members of Council permit a member to introduce an ordinance, resolution, or motion out of the regular order.

5. Motion to Adjourn - When Not in Order - Not Debatable

A motion to adjourn shall be in order at any time, except as follows: a) when repeated without intervening business or discussion; b) when made as an interruption of a member while speaking; c) when the previous question has been ordered; and d) while a vote is being taken. A motion to adjourn is not debatable.

6. Motion to Lay on the Table

A motion to lay on the table shall preclude all amendments or debate on the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed at any time by a majority vote under other business, at the same or at a subsequent meeting. A motion to table is not debatable.

7. Call the Question

Any member of Council may at any time Call the Question on a motion previously made which has had any number of proposed amendments thereto so long as such motion receives a second. Once a second to this motion is received all debate shall cease regarding any proposed amendments and the Council shall vote on the Call the Question motion without debate. If approved by a majority of a quorum of the Council, then Council shall immediately and without debate or public comment vote on only the motion previously made with the last amendment. All other amendments shall be considered as failed. If such vote passes by a majority, the Council shall move to the next item on its agenda. If the main motion fails, the secondary motion and all subsequent amendments will again be before the Council for debate and possible action. Any motions still pending at this time will be deemed lost.

8. Division of Question

If a question contains two or more divisible propositions, the presiding officer, upon request of a member, may divide the same.

9. Amend - Strike Out, etc.

On an amendment to "strike out and insert," the words to be struck out and those to be inserted shall be read, and finally the sentence or paragraph, as it would stand if so amended, shall be read.

10. Amend an Amendment

A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be introduced. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order.

11. Motion to Postpone

All motions to postpone to a certain time, excepting a motion to postpone indefinitely, may only be amended as to time. If a motion to postpone indefinitely is carried, the principal question shall be declared lost.

12. Reconsideration

After the decision on any question, any member who voted with the prevailing side may move a reconsideration of any action at the same or the next meeting. A motion to reconsider shall require the approval of at least four members of Council. After a motion for reconsideration has once been acted on, no other motion for reconsideration thereof shall be made without unanimous consent of all members of Council.

13. Suspension of Rules

Any provisions of these rules not governed by the Charter, state law, or ordinance may be temporarily suspended at any meeting of the Council by a vote of not fewer than six members of Council. The vote on any question to suspend the rules shall be by "yeas" and "nays" and shall be entered in the minutes.

A motion to suspend the rule requiring two readings on separate days shall be debatable and, upon such motion, the main question shall be open for debate.

14. Procedure in Absence of Rule

In the absence of a rule to govern a point of procedure, reference shall be had to the approved practice in parliamentary bodies.

15. Special Order

To make any subject a special order of business shall require the consent of the majority of members of Council present.

16. Tie Vote

In case of a tie in the vote on any proposal, the proposal shall be considered lost.

17. Special Committees

a. From time to time, the Council may set up Special Committees to act on special occasions or to perform other duties. Special committees may be created only by adoption of a resolution, which resolution shall clearly outline the function, authority, and responsibility of the committee, the number of persons to be on the committee, method of selection or appointment of members of the committee, reports to be required of committee, expiration date of committee, and any other pertinent information necessary for the proper functioning of the committee. Such Special Committees may also be called Task Forces.

b. Powers

No committee of any kind shall have the power of employing any person for, or on behalf of, the city or incurring any expense without prior authorization of the City Manager. The committee may request the City Manager to furnish information and assistance which may be granted, provided it is pertinent to the matter before the committee and is not in violation of provisions of the Charter or policies established by the Council.

c. Report of Committees

Committees shall submit reports from time to time as requested by the Council or the City Manager. All reports shall be in writing, and sufficient copies shall be made available for each member of Council, the City Manager, and the City Clerk.

XI. Miscellaneous

1. To Amend Rules

These rules may be amended or new rules adopted in the same manner as any other resolution is passed, except that the requirement for reading may not be waived except by unanimous consent, with a recorded vote of all members.

2. Request for Meetings by Other Parties

The Mayor and members of Council often encounter requests for meetings related to City business either with the Mayor, a member of Council, or more than one member of Council from outside parties (developers, stakeholders, elected officials, etc.). Such requests should be made known to the entire Council prior to any meeting taking place. Notification of such a request can be at a scheduled work session or meeting of the City Council or, in the case of an emergency, by direct communication from the Mayor or member of Council who was requested to meet. Unless agreed upon by a majority of Council, all members of Council may attend any such requested meeting. Further, any such meeting including four or more members of Council shall be publicized and open to the public unless a Closed Session has been properly requested.

Nothing herein shall apply to contacts made by outside parties with members of Council at a political or social function. It is understood that contacts of this type need not be reported to the entire City Council at the next regularly scheduled meeting or work session unless a request is made by such party that requires Council action.

3. Council Recognitions

Council may issue Proclamations or Letters in recognition of certain events or causes with local implications, etc. It will be the decision of the Mayor whether to issue a Proclamation or a Letter.

Generally, proclamations are official (formal) declarations by City Council and letters are official recognitions by City Council.

PASSED by the Council of the City of Greenbelt, Maryland, at its Regular Meeting of
| ~~April 9, 2018~~ March 9, 2020.

Colin A. Byrd, Mayor

ATTEST:

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: March 10, 2020

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: LEGISLATION

Agenda Section:

Subject:

Resolution for State Enterprise Zone Designation

- 1st Reading, Suspension of the Rules

- 2nd Reading, Adoption

Suggested Action:

Reference:

Resolution

Memo, C. Liggins, 03/06/2020

Letter, C. Byrd, 02/28/2020

Enterprise Zones - Municipality Map Series

Enterprise Zone

The Enterprise Zone is an area of a county, city or town in which state and local incentives are offered to encourage the expansion of existing businesses and the attraction of new business investment and jobs. The Enterprise Zone is designated by the State of Maryland and provides 10-year tax credit incentives for businesses to locate and expand within the Zone. The Focus Areas are locations within the Enterprise Zone that offer even more valuable tax credit incentives for businesses. Prince George's County Enterprise Zone program is administered by the Prince George's County Economic Development Corporation.

Prince George's County is submitting an application to the State to re-designate the Enterprise Zone and Focus areas. To do so, the County's EDC needs a signed resolution from each affected municipality. Staff received a request from the County's EDC to include a proposed focus area within the Enterprise Zone located in Greenbelt.

Staff is currently awaiting feedback from the County's Economic Development Corporation on the City's request for additional clarification and information.

It is recommended that Council introduce the resolution, suspend the rules, and adopt the resolution at this meeting.

Attachments:

[Resolution.pdf](#)

[Memo, C. Liggins, 03/06/2020.pdf](#)

[Letter, C. Byrd, 02/28/2020.pdf](#)

[Enterprise Zones - Municipality Map Series 13 \(2\) \(2\).pdf](#)

[Enterprise Zone \(4\).pdf](#)

Introduced:
1st Reading:
Passed:
Posted:
Effective:

RESOLUTION NUMBER XXXX

RESOLUTION FOR ENTERPRISE ZONE DESIGNATION

WHEREAS, a State Enterprise Zone designation has been proposed for an area that includes the City of Greenbelt; and

WHEREAS, a State Enterprise Zone designation is a tool for the County and municipal governments to promote economic development; and

WHEREAS, a State Enterprise Zone designation would provide state income, County real property, and County business personal property tax credits that could be instrumental in attracting new business investment to communities that have been targeted for revitalization;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the City of Greenbelt support the ten-year designation of a State Enterprise Zone designation within our boundaries.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of March 10, 2020.

Colin A. Byrd, Mayor

ATTEST:

Bonita Anderson, City Clerk

City of Greenbelt, Maryland
Memorandum

TO: Nicole Ard, City Manager
FROM: Charise Liggins, Economic Development Coordinator
Date: March 6, 2020
SUBJECT: Enterprise Zone Designation

Background

The Enterprise Zone is an area of a county, city or town in which state and local incentives are offered to encourage the expansion of existing businesses and the attraction of new business investment and jobs. The Enterprise Zone is designated by the State of Maryland and provides 10-year tax credit incentives for businesses to locate and expand within the Zone. Prince George's County Enterprise Zone program is administered by the Prince George's County Economic Development Corporation.

Proposed Enterprise Zone Designation in Greenbelt

Prince George's County is submitting an application to the State to re-designate the Enterprise Zone. To do so, the County's EDC needs a signed resolution from each affected municipality. Staff received a request from the County's EDC to include a proposed Enterprise Zone located in Greenbelt.

Staff received the following documentation related to the Enterprise Zone Program:

- A letter from Prince George's County Economic Development Corporation asking that the City of Greenbelt approve a resolution to be included Enterprise Zone designation. Please note that there was an error in the letter stating that *"the municipality agrees to provide the company the same tax credits that the County provides."* The County EDC's Financial Services Manager confirmed that the municipality is not required to provide the tax credits.
- A draft Resolution for the Enterprise Zone designation
- An overview of the Prince George's County Enterprise Zone tax credits and benefits
- Municipality map that outlines the proposed area for designation

Request for Feedback from County's EDC

Upon review of all documentation, staff spoke to the County's EDC Financial Services Manager to obtain additional feedback on the following items:

- Review of proposed edits to the Resolution by City Treasurer.
- Request to expand the current designated area to include commercial properties in the following areas:
 - Edmonston Road (currently a HUB Zone)
 - Franklin Park Apartments at Greenbelt Station
 - Capital Office Park
- Further clarification of the financial impact on the City, if any, as it relates to the County's Real Property Tax and Business Personal Property Tax credits.

Conclusion

Staff is currently awaiting feedback from the County's Economic Development Corporation on the City's request for additional clarification and information.

February 28, 2020

The Hon. Colin Byrd,
Mayor of Greenbelt
Mr. Emmett Jordan,
Pro Tem Mayor of Greenbelt
25 Crescent Rd
Greenbelt, Maryland 20770

Dear Mayor Byrd and Mr. Jordan:

Prince George's County is submitting an application to re-designate the Enterprise Zone and Focus Areas, and the Prince George 's County Economic Development Corporation (EDC) is coordinating the application process. As such, the EDC will need each affected municipality to submit a signed resolution concurring with the new designation by March 13, 2020.

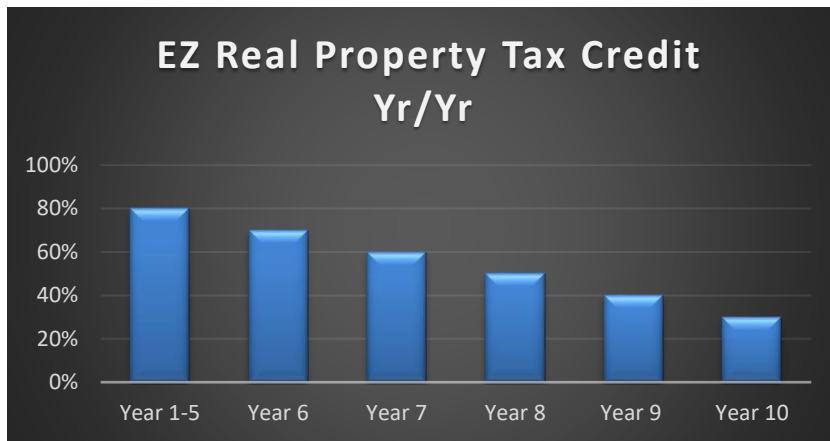
The Enterprise Zone is a State designation that provides 10-year tax credit incentives for businesses to locate and expand within the Zone. The Focus Areas are locations within the Enterprise Zone that offer even more valuable tax credit incentives for businesses. The enclosed summary explains the incentives for the regular Enterprise Zone and the Focus Areas.

The re-designation of the Enterprise Zone is for 10 years, and the re-designation of the Focus Areas is for five years. A part of your municipality is in the current Enterprise Zone or Focus Area, and the County may wish to include part of your municipality in the application for re-designation of the Enterprise Zone. The inclusion of any part of a municipality in the Enterprise Zone requires a resolution of support from the municipality.

Please see the enclosed map that identifies the part of your town inside the current Enterprise Zone. The new proposed Enterprise Zone that the County Council will discuss, approve, and submit to the State may be similar (or identical) in terms of the areas identified within the municipalities. Enterprise Zone and Focus Areas that are no longer eligible for the designation will automatically become an Enterprise Zone. Only commercial properties are eligible for the program.

The Enterprise Zone program provides businesses and property owners tax incentives to encourage investment and employment in certain areas. By passing the resolution of support, the municipality agrees to provide the company the same tax credits that the County provides.

How is the Real Property Tax Credit Applied?



Businesses located in an Enterprise Zone Focus Area will receive a credit for 80% of the property tax on the eligible assessment for each of the 10 years.

I have enclosed a brochure of the program and a sample resolution. Please review these items and the map provided and send a copy of the resolution approved by your council before March 13, 2020. Your immediate response is much appreciated, as State deadline is rapidly approaching. Please contact Andre Plummer (301-883-5067; aplummer@co.pg.md.us) if you have any questions.

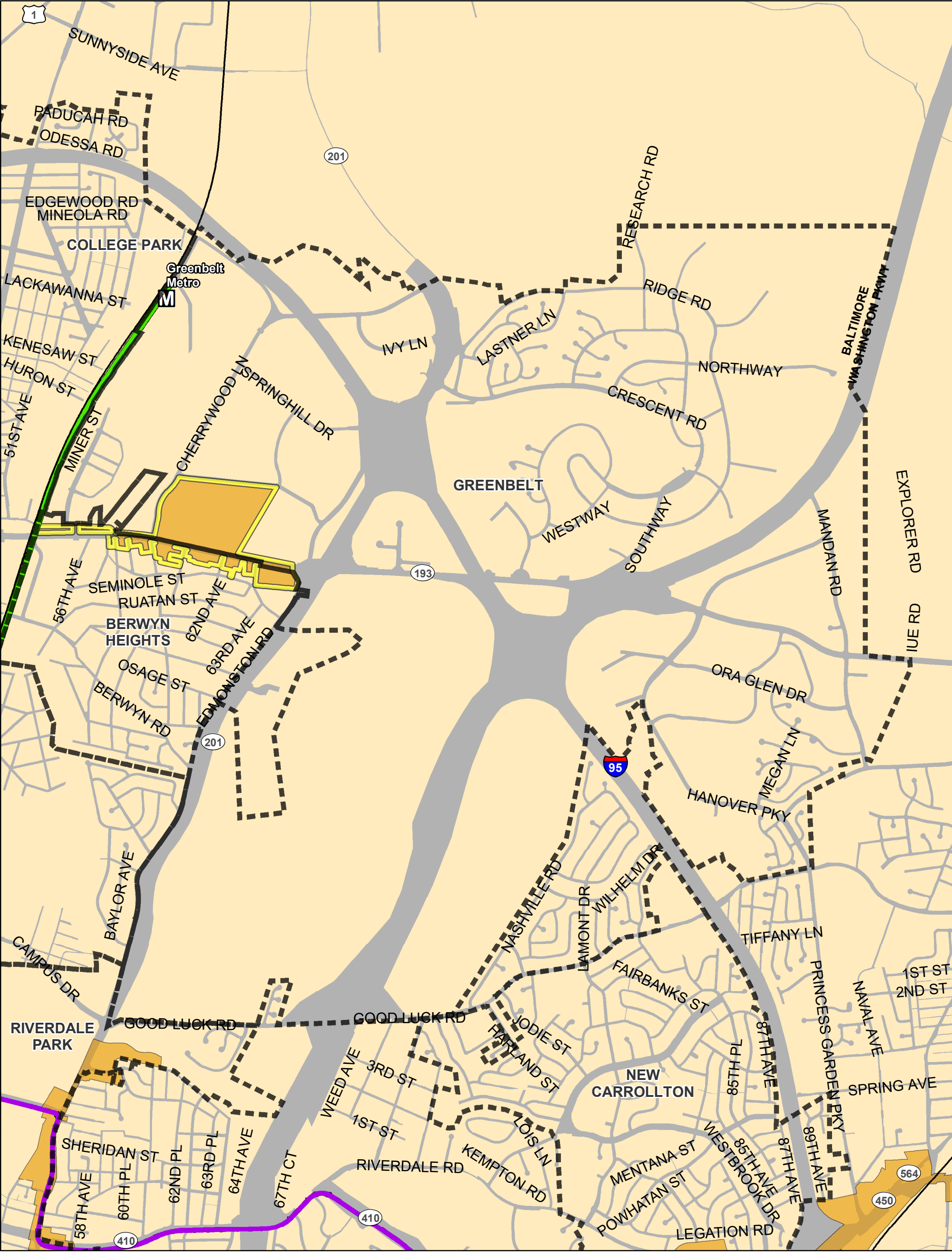
Sincerely,

Ebony Stocks
Vice President
Prince George's Economic Development Corporation

Enclosures: Enterprise Zone brochure
Sample Resolution
Map

Cc: David Iannucci, President/CEO of PGCEDC
Ola Hill, Municipal Liaison, Prince George's County Executive
Lori Valentine, V.P. of Policy & Public Affairs PGCEDC

Enterprise Zone Updates - Greenbelt



Enterprise Zone

- Proposed for redesignation - Expired 2019
- Expired 2019
- Proposed for new designation or expansion

Metro Lines & Stations

- Proposed Purple Line
- Green Line
- Orange Line
- Blue Line



Existing Metro Stations

Focus Area

- Proposed for redesignation - Expired 2019
- Expired 2019 - Redesignated as Enterprise Zone
- Proposed for new designation or expansion



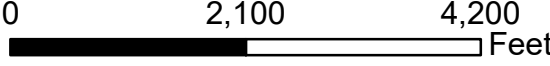
Municipal Boundary



Roads



County Boundary



This map may not be reproduced in a retrieval system, or transmitted in any form, including electronic or by any means, without the express written permission of The Maryland-National Capital Park and Planning Commission. For more information, contact the Prince George's County Planning Department in Upper Marlboro, Maryland. Date Created: 2/24/2020

THE PRINCE GEORGE'S COUNTY ENTERPRISE ZONE PROGRAM

The Enterprise Zone is an area of a county, city or town in which state and local incentives are offered to encourage the expansion of existing businesses and the attraction of new business investment and jobs. The County's Enterprise Zone program is administered by the Prince George's County Economic Development Corporation.

APPLICATION PROCESS

Step 1: Business completes the EZ Certification form and submits it to the Prince George's County EDC.

Step 2: The EZ Administrator will review the application and send certification letters to the applicant, the County Office of Finance, and the Tax Incentives Group at MD Commerce.

Step 3a: For Real Property Tax Credit: The State will revise the eligible assessment after the improvements are done. The County will calculate the credit based on the revised assessment and send a letter to the property owner indicating the credit amount.

Step 3b: For State Income Tax Credit: Simply fill out the Maryland Tax Form 500 CR and include it with your state income tax return. Also include certification you have received if you have hired 'economically disadvantaged employees:

Step 3c: For Business Personal Property Tax: A personal property tax return must be filed by April 15th. After the property is assessed, the business may take the credit against applicable county or municipal personal property tax liability.

For more information, please read the Enterprise Zone Application Guide, available on our website at www.pgcedc.com/enterprise-zone-program.

Mail / Fax / Email the completed application to:

The Prince George's County Economic Development Corporation
1801 McCormick Drive Upper Marlboro, Maryland 20774

Phone: 301-583-4650 | Fax: 301-772-8540

Email: info@pgcedc.com

Website: <https://www.pgcedc.com/enterprise-zone-program>

ENTERPRISE ZONE BENEFITS

State Income Tax Credit over a three year period

Disadvantaged Employee: \$6,000/employee

Non-disadvantaged Employee : \$1,000/employee

Prince George's County Real Property Tax Credit

10 year Real Property Tax Credit for increases to real property assessment resulting from qualified new construction or improvement to real property. 80% tax credit in the first 5 years and 70% to 30% tax credit in the next 5 years.

FOCUS AREA BENEFITS

State Income Tax Credit over a three year period

Disadvantaged Employee: \$9,000/employee

Non-disadvantaged Employee: \$1,500/employee

Prince George's County Real Property Tax Credit

10 year 80% Real Property Tax Credit for increases to real property assessment resulting from qualified new construction or improvements.

Business Personal Property Tax Credit

10 year Business Personal Property Tax Credit for 80% of the amount of tax otherwise due on new (or transferred from out-of-state) qualified business personal property.



City Council Agenda Item Report

Meeting Date: March 10, 2020

Submitted by: Jim Sterling

Submitting Department: Public Works

Item Type: Resolution

Agenda Section:

Subject:

A Resolution to Abrogate Resolution 2068 which was for the Installation of Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption to EDF Renewables Distributed Solutions of Columbia, Maryland (Solar Farm)

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

Suggested Action:

Reference:

Resolution

Memo, J. Sterling, 03/01/2020

On September 11, 2018, Council awarded the Request For Proposals (RFP) for the Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption, to EDF Renewables Distributed Solutions (EDF), 9175 Guilford Road, Suite 202, Columbia, MD 21046. Council directed staff to work with the City's Attorney and EDF's Attorney to develop a fifteen (15) year Power Purchase Agreement (PPA) for the installation of a solar farm. The PPA would be consistent with all the requirements of the Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption RFP dated January 18, 2018.

In Staff's background memo dated July 26, 2018, it discussed the many challenges it would face completing the solar farm. Those challenges included such things as site-specific problems, technical issues, regulatory problems, permitting issues, new zoning laws, county improvement requirements and utility requirements. All of these issues must be resolved/approved before a solar farm project can be viable.

After receiving the letter from EDF in August 2019, staff began researching other solar projects in the region and reaching out to the other offerors from the RFP. Staff met with Standard Solar three different times to discuss various solar farm options. Based on these meetings, a plan was developed to move the solar project forward. The first step would require the City to terminate its Pepco application with EDF. So it can begin serious discussions with other solar developers.

Staff recommends Council terminate Resolution 2068 and allow staff to bring a different resolution forward for the installation of a solar farm.

Attachments:

[Resolution to Abrogate Res 2068 for EDF.pdf](#)

[Memo, J. Sterling, 03/01/2020.pdf](#)

Introduced:
1st Reading:
Passed:
Posted:
Effective:

RESOLUTION NUMBER XXXX

A RESOLUTION TO ABROGATE RESOLUTION 2068 WHICH WAS FOR THE INSTALLATION OF SOLAR PHOTOVOLTAIC ENERGY SYSTEM TO OFFSET MUNICIPAL ELECTRICITY CONSUMPTION TO EDF RENEWABLES DISTRIBUTED SOLUTIONS OF COLUMBIA, MARYLAND (SOLAR FARM)

WHEREAS, the City of Greenbelt is a Maryland Smart Energy Communities member; and

WHEREAS, the City of Greenbelt has agreed to work towards a goal of providing 20% of its electricity from renewable sources by 2022; and

WHEREAS, the Council decided to move forward with the solar farm option that would allow the City to meet its MEA Smart Energy goal of generating 20% of the City's demand with renewable energy by 2022 and significantly offset the carbon footprint; and

WHEREAS, Request for Proposals (RFP) was issued for the design, installation of solar photovoltaic energy system (Solar Farm) to offset municipal electricity consumption; and

WHEREAS, the proposal submitted by EDF Renewables Distributed Solutions was determined to be the best value at the September 11, 2018.

WHEREAS, Resolution number 2068 authorized to contract with EDF Renewables Distributed Solutions for the development of a fifteen year Power Purchase Agreement consistent with all the requirements of the Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption (Solar Farm) RFP dated January 18, 2018.

WHEREAS, EDF Renewables Distributed Solutions was unable to secure the properly Pepco interconnection and unable to meet the solar requirements of the RFP. NOW, THEREFORE,

BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that Resolution 2068 be abrogated and a new resolution for a solar farm be issued.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of March 23, 2020.

Colin Byrd, Mayor

ATTEST:

Bonita Anderson, City Clerk



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

M E M O R A N D U M

DATE: March 1, 2020
TO: Nicole Ard, City Manager
FROM: James Sterling, Director of Public Works
REGARDING: **Abrogation of City of Greenbelt Resolution 2068**
Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption (Solar Farm)

Background

On September 11, 2018, Council awarded the Request For Proposals (RFP) for the Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption, to EDF Renewables Distributed Solutions (EDF), 9175 Guilford Road, Suite 202, Columbia, MD 21046. Council directed staff to work with the City's Attorney and EDF's Attorney to develop a fifteen (15) year Power Purchase Agreement (PPA) for the installation of a solar farm. The PPA would be consistent with all the requirements of the Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption RFP dated January 18, 2018.

In Staff's background memo dated July 26, 2018, it discussed the many challenges it would face completing the solar farm. Those challenges included such things as: site specific problems, technical issues, regulatory problems, permitting issues, new zoning laws, county improvement requirements and utility requirements. All of these issues must be resolved/approved before a solar farm project can be viable.

EDF Time Line

Immediately, after receiving approval to move forward with the solar farm project staff worked with EDF to submit an interconnection permit for a 1.98 MW photovoltaic solar system on the proposed solar farm site.

By November of 2018, staff was notified by EDF that the City's application for the interconnection permit with Pepco was denied. Pepco stated they were unable to approve the requested 1.98 MW (AC) photovoltaic system and the project exceeded the available capacity of the distribution line.

EDF expected this response from Pepco. EDF had previously filed two interconnection applications with Pepco's consultant in the spring of 2018 for solar projects on this site. EDF's plan moving forward was to remove one of the two projects that were slated for this property. This would "free up" space on the lines, and provide enough capacity for the 1.98 MW project to connect to the distribution system. This was slated to be done in February of 2019.

Below is a brief summary and timeline of activities that lead to the recommendation to abrogate Resolution 2068 (EDF solar farm):

- On November 19, 2018 -The City signed and returned the interconnection denial form. The letter places us in queue, should capacity become available.
- In February 2019, meetings and drafting of a confidentiality agreement.
- In March 2019, EDF working with Pepco's consultant on interconnection approval.
- On June 3, 2019, EDF met with a County Council Representative regarding the project.
- On August 2, 2019, EDF provides a letter to the City recommending the City explore other alternatives. This letter is attached with this memo.
- In September 2019, meetings with EDF exploring other locations.
- November 25, 2019, EDF provides a list of additional sites with DC SREC's.

Exploring Other Solar Farm Options

After receiving the letter from EDF in August 2019, staff began researching other solar projects in the region and reaching out to the other offerors from the RFP. Staff met with Standard Solar three different times to discuss various solar farm options. Based on these meetings, a plan was developed to move the solar project forward. The first step would require the City to terminate its Pepco application with EDF. So it can begin serious discussions with other solar developers.

Recommendation

Staff recommends Council terminate Resolution 2068 and allow staff to bring a different resolution forward for the installation of a solar farm.

City Council Agenda Item Report

Meeting Date: March 10, 2020

Submitted by: Brian Kim

Submitting Department: Public Works

Item Type: Resolution

Agenda Section:

Subject:

A Resolution to Negotiate the Installation of Solar Photovoltaic Energy System to Offset Municipal Consumption to Standard Solar, Inc. of Rockville, MD (Solar Farm)
- 1st Reading

Suggested Action:

Reference:

Resolution

Memo, J. Sterling, 03/02/2020

RFP Solar PVES to Offset Municipal Electricity Consumption

In 2012, the City of Greenbelt began participating in the Maryland Smart Energy Communities (MSEC) program through the Maryland Energy Administration (MEA). As part of the MSEC program, the City agreed to work towards accomplishing two goals of the program. The first goal was to reduce electricity consumption 15% by 2017 from the 2012 baseline. The second goal was to provide 20% of the electricity from renewable sources by 2022. During the first four years of the MSEC grant program, applications were made towards efforts to reduce electricity consumption. In 2017, the focus was placed on addressing the renewable energy goal.

In 2017, the Department of Public Works submitted a MSEC application to provide photovoltaic systems at the Public Works building and the Springhill Lake Recreation Center (SLRC) building. The MSEC awarded \$58,500 towards these projects, a fraction of the original \$175,000 request. Staff then submitted an attachment to MEA detailing how the \$58,500 was going to be spent. The attachment was approved to install a photovoltaic system at the Springhill Lake Recreation Center. The SLRC solar project only provides a very small percentage of renewable energy towards the renewable source goal.

Staff and the Solar Task Force (staff) carefully reviewed the proposals and checked references to determine which company would provide the City with the best value. Staff believed they had three very promising proposals. All three RFP proposals met the requirements of the RFP, and all three companies received positive recommendations from their previous clients.

Staff interviewed the three companies that submitted proposals. The three companies were: WGL Energy (WGL), EDF Renewables Distributed Solutions (EDF), and Standard Solar. The interviews took place in late May and early June of 2018.

Staff has carefully reviewed all proposals and believes Standard Solar's proposal is the best value. Staff recommends that Council award the RFP for the Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption, to Standard Solar, Inc., 1355 Piccard Drive, Suite 300, Rockville, MD 20850. Staff also recommends Council direct staff to work with the City's Attorney and Standard Solar's Attorney to develop a

twenty (20) year Power Purchase Agreement consistent with all the requirements of the Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption RFP dated January 18, 2018.

Attachments:

[Resolution Standard Solar \(solar farm\).pdf](#)

[Solar Farm Project 2020 Award Memo.pdf](#)

[RFP Solar PVES to Offset Municipal Electricity Consumption_Final.pdf](#)

Introduced:
1st Reading:
Passed:
Posted:
Effective:

RESOLUTION NUMBER XXXX

A RESOLUTION TO NEGOTIATE THE INSTALLATION OF SOLAR PHOTOVOLTAIC ENERGY SYSTEM TO OFFSET MUNICIPAL ELECTRICITY CONSUMPTION TO STANDARD SOLAR, INC. OF ROCKVILLE, MARYLAND (SOLAR FARM)

WHEREAS, the City of Greenbelt is a Maryland Smart Energy Communities member; and

WHEREAS, the City of Greenbelt has agreed to work towards a goal of providing 20% of its electricity from renewable sources by 2022; and

WHEREAS, the Council decided to move forward with the solar farm option that would allow the City to meet its MEA Smart Energy goal of generating 20% of the City's demand with renewable energy by 2022 and significantly offset the carbon footprint; and

WHEREAS, Request for Proposals (RFP) was issued for the design, installation of solar photovoltaic energy system (Solar Farm) to offset municipal electricity consumption; and

WHEREAS, three proposals were received and evaluated by City staff; and

WHEREAS, the proposal submitted by EDF Renewables Distributed Solutions was determined to be the best value on September 11, 2018 by Resolution Number 2068; and

WHEREAS, Council abrogated Resolution Number 2068 because EDF was not able to fulfill the requirements of the RFP; and

WHEREAS, staff reevaluated the other proposals; and

WHEREAS, the proposal submitted by Standard Solar, Inc. was determined to be the best value.
NOW, THEREFORE,

BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that the City Manager be authorized to contract with Standard Solar, Inc, 1355 Piccard Drive, Suite 300, Rockville, MD 20850. Staff also recommends Council direct staff to work with the City's Attorney and Standard Solar's Attorney to develop a twenty (20) year Power Purchase Agreement consistent with all the requirements of the Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption (Solar Farm) RFP dated January 18, 2018.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of March 23, 2020.

Colin A. Byrd, Mayor

67

ATTEST:

Bonita Anderson, City Clerk

DRAFT



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

M E M O R A N D U M

DATE: March 2, 2020
TO: Nicole Ard, City Manager
FROM: James Sterling, Director of Public Works
REGARDING: **Solar Photovoltaic Energy System to Offset
Municipal Electricity Consumption (Solar Farm)**

Background

In 2012, the City of Greenbelt began participating in the Maryland Smart Energy Communities (MSEC) program through the Maryland Energy Administration (MEA). As part of the MSEC program, the City agreed to work towards accomplishing two goals of the program. The first goal was to reduce electricity consumption 15% by 2017 from the 2012 baseline. The second goal was to provide 20% of the electricity from renewable sources by 2022. During the first four years of the MSEC grant program, applications were made towards efforts to reduce electricity consumption. In 2017, the focus was placed on addressing the renewable energy goal.

In 2017, the Department of Public Works submitted a MSEC application to provide photovoltaic systems at the Public Works building and the Springhill Lake Recreation Center (SLRC) building. The MSEC awarded \$58,500 towards these projects, a fraction of the original \$175,000 request. Staff then submitted an attachment to MEA detailing how the \$58,500 was going to be spent. The attachment was approved to install a photovoltaic system at the Springhill Lake Recreation Center. The SLRC solar project only provides a very small percentage of renewable energy towards the renewable source goal.

On June 19, 2017, a proposal was presented to Council to enter into a new three year contract for electricity. The proposal was from Constellation, the successful bidder of the State's bidding process for electricity. Constellation provided the City with an offer that included 100% wind Renewable Energy Credits. Constellation's quote was 42% lower than the City's rate at the time.

Another electricity option, a solar farm, was also discussed at the same meeting. Staff had

been exploring this idea for many years. The solar farm could potentially generate electricity to offset a significant amount of the City's electricity usage. This solar farm would allow the City to meet its MEA Smart Energy goal of generating 20% of the City's demand with renewable energy by 2022 and significantly offset our carbon footprint. Council decided to move forward on the solar farm option. Council directed staff and the Solar Task Force to work together and develop a RFP for a solar farm.

Proposal Process

A Request for Proposal (RFP) for a qualified solar contractor for a "turnkey" design and installation of a solar photovoltaic energy system (PVES) that would produce sufficient renewable electricity to offset a minimum of 25% and a maximum of 90% of the City's annual electrical power consumption was developed by the Solar Task Force. The PVES was also to be located out of the City, but within the Pepco service area. In the fall of 2017, staff began meeting with the Solar Task Force to finalize the RFP. The RFP called, "Solar Photovoltaic Energy System to Offset Municipal Electricity" was finalized in January 2018.

The RFP dated January 18, 2018, was advertised in the newspaper, the city website and eMaryland Marketplace in early March of 2018. A pre-proposal meeting was held on April 4, 2018 where ten contractors attended. The meeting provided an opportunity for contractors to examine the scope of work and ask questions of City staff. Three of the ten contractors who attended the pre-proposal meeting submitted proposals. The RFP is attached with the memo.

Analysis of Proposals

Initial Review Process

Staff and the Solar Task Force (staff) carefully reviewed the proposals and checked references to determine which company would provide the City with the best value. Staff believed they had three very promising proposals. All three RFP proposals met the requirements of the RFP, and all three companies received positive recommendations from their previous clients.

Staff interviewed the three companies that submitted proposals. The three companies were: WGL Energy (WGL), EDF Renewables Distributed Solutions (EDF), and Standard Solar. A list of questions for each company was compiled before the interviews. The questions included general questions and specific questions for each company regarding their proposal. The interviews took place in late May and early June of 2018.

WGL provided the most interesting proposal which included an interactive kiosk located in town for real-time monitoring. WGL also proposed gifting a 10kw solar array to the City at any location the City owned. WGL's proposal included using American made materials on the project, where EDF and Standard Solar proposals did not specify. WGL's and Standard Solar's proposals were very similar besides the gifting of the kiosk and solar array. Both WGL and

Standard Solar had similar cost escalators built into their proposals. Both Standard Solar and WGL, at the time of the interviews, had not secured or owned land to develop the solar farm. Standard Solar and WGL proposals both included a twenty (20) year Power Purchase Agreement (PPA) with additional years as an option.

EDF's proposal was different from the other two companies in that it did not have an escalator built into the cost. EDF also was the only company at the interviews that had secured land to develop the solar farm. The proposed property was being supplied electricity from a District of Columbia (DC) feeder. This is what made EDF's proposal unique. EDF expected to be able to retain DC Solar Regulatory Energy Credits (SREC).

This is important because DC SREC's are much higher than Maryland SREC's and this alone makes this project very attractive financially. The main two items of concern about EDF's proposal were: all the assumptions that were built into their proposal and it was a fifteen (15) year PPA without the guarantee of additional years.

After the interviews, staff requested that each company provide detailed calculations showing cost savings to the City. These cost savings would be based on actual bills provided at the time of the RFP process. Additional questions were provided to each company from the interview process. A "Best and Final" offer was requested of each company.

All three companies responded to the "Best and Final" offer. However, WGL informed the City that they are still working on a viable alternative site for the RFP. They recommended the City reissue the RFP in the fall of 2018, thus removing themselves from consideration.

Standard Solar's "Best and Final" offer included answers to the following items requested below:

1. Cost analysis
2. An example of a PPA agreement
3. Financial and scheduling impacts of using American made materials
4. A 20 year payment chart and Standard Solar's capabilities to provide a rate cap versus guaranteed savings (Pepco rate cap)
5. Alternative project locations within the Pepco service territory
6. Background on pollinator garden systems for solar fields

EDF's "Best and Final" offer included answers to the following items requested below:

1. Cost analysis
2. An example of a PPA
3. Cost impacts of American made materials
4. Assumptions
5. Pepco rate cap

Staff met again to discuss the two proposals. Cost analyses and answers to the questions posed were discussed. The biggest and most important question answered was EDF's response

to the pricing assumptions that were included in the original RFP proposal. EDF's assumptions went down from thirteen (13) to three (3). Standard Solar answered the buy American-made materials question by saying they could not make a binder offer at this time. EDF's proposal assumed American-made products would be used. However, EDF did reserve the right to use the world market products at its discretion.

Resolution Awarded

Based on the information above Resolution 2068 was approved by the City Council on September 11, 2018. The Council awarded the RFP for the Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption, to EDF.

Resolution Abrogated

Immediately, after receiving approval to move forward with the solar farm project staff worked with EDF to submit an interconnection permit for a 1.98 MW photovoltaic solar system on the proposed solar farm site.

By November of 2018, staff was notified by EDF that the City's application for the interconnection permit with Pepco was denied. Pepco stated they were unable to approve the requested 1.98 MW (AC) photovoltaic system as the project exceeded the available capacity of the distribution line.

EDF expected this response from Pepco. EDF had previously filed two interconnection applications with Pepco's consultant in the spring of 2018 for solar projects on this site. EDF's plan moving forward was to remove one of the two projects that were slated for this property. This would "free up" space on the lines, and provide enough capacity for the 1.98 MW project to connect to the distribution system. This was slated to be done in February of 2019.

Below is a brief summary and timeline of activities that lead to the recommendation to abrogate Resolution 2068 (EDF solar farm):

- On November 19, 2018 -The City signed and returned the interconnection denial form. The letter places us in queue, should capacity become available.
- In February 2019, meetings and drafting of a confidentiality agreement.
- In March 2019, EDF working with Pepco's consultant on interconnection approval.
- On June 3, 2019, EDF met with a County Council Representative regarding the project.
- On August 2, 2019, EDF provides a letter to the City recommending the City explore other alternatives. This letter is attached with this memo.
- In September 2019, meetings with EDF exploring other locations.
- November 25, 2019, EDF provides a list of additional sites with DC SREC's.

Exploring Other Solar Farm Options

After receiving the letter from EDF in August 2019, staff began researching other solar projects in the region and reaching out to the other offerors from the RFP. Staff reached out to WGL and Standard Solar to see if they were in a position to honor their previous offers. Staff contacted other agencies searching for possible solar farm piggyback opportunities. Staff found two solar farms RFP's that were issued in the area; one was by Washington Sanitary Sewer Commission and the other was by Maryland National Park and Planning Commission (MNPPC). Staff reviewed both RFP's, neither RFP was determined to be viable. It did provide useful information to what the current rates are for solar farms.

Staff met with Standard Solar three different times to discuss various solar farm options. During these meetings discussion was had regarding possibly piggybacking off of another RFP and honoring their best and final offer from the current RFP. Standard Solar did provide staff a copy of their MNPPC solar farm RFP. The MNPPC Power Purchase Agreement (PPA) pricing rates for the MNPPC solar farm are higher than the rates provided to us on their best and final offer. Standard Solar has agreed to honor their best and final PPA rates which are shown later in the document along with cost savings.

It was exciting to learn early on in the discuss process that Standard Solar was in a position to move quickly on meeting all the requirements of the RFP. Standard Solar has secured land in Southern Prince Georges County. The land is currently farm land and will not require tree removal. The same piece of land is also going to be used for a solar farm for another public agency.

Cost Saving Analysis

In order to establish a fair cost savings analysis, several fixed variables were included as well as assumptions. All companies were given actual City bills to figure out electricity usage and pricing. At the time of the RFP, the electricity rate was higher than what the City currently pays. This pricing fluctuation is normal and would be typical over a 15 or 20 year period. Because of this factor alone, savings will vary from year to year. The other fixed variable in the solar chart shown is the assumption that Pepco rates will increase by 1%. Obviously, if Pepco rates increase more than 1%, so will savings.

1% Annual PEPCO Rate Escalation Scenario

Year	LC - Solar Offsettable rate(\$/kWh)	PPA Rate (\$/kWh)	Solar Production (kWh/yr)	Projected Savings	Cumulative Savings
1	\$ 0.1015	\$ 0.0749	2,969,000	\$78,885	\$78,885
2	\$ 0.1025	\$ 0.0764	2,954,155	\$77,063	\$155,948
3	\$ 0.1035	\$ 0.0779	2,939,384	\$75,199	\$231,146
4	\$ 0.1045	\$ 0.0795	2,924,687	\$73,292	\$304,438
5	\$ 0.1056	\$ 0.0811	2,910,064	\$71,342	\$375,780
6	\$ 0.1066	\$ 0.0827	2,895,514	\$69,347	\$445,127
7	\$ 0.1077	\$ 0.0843	2,881,036	\$67,308	\$512,435
8	\$ 0.1088	\$ 0.0860	2,866,631	\$65,223	\$577,658
9	\$ 0.1099	\$ 0.0878	2,852,298	\$63,092	\$640,750
10	\$ 0.1110	\$ 0.0895	2,838,036	\$60,914	\$701,664
11	\$ 0.1121	\$ 0.0913	2,823,846	\$58,688	\$760,351
12	\$ 0.1132	\$ 0.0931	2,809,727	\$56,413	\$816,764
13	\$ 0.1143	\$ 0.0950	2,795,678	\$54,088	\$870,852
14	\$ 0.1155	\$ 0.0969	2,781,700	\$51,714	\$922,566
15	\$ 0.1166	\$ 0.0988	2,767,791	\$49,288	\$971,854
16	\$ 0.1178	\$ 0.1008	2,753,952	\$46,810	\$1,018,664
17	\$ 0.1190	\$ 0.1028	2,740,183	\$44,280	\$1,062,944
18	\$ 0.1202	\$ 0.1049	2,726,482	\$41,695	\$1,104,639
19	\$ 0.1214	\$ 0.1070	2,712,849	\$39,057	\$1,143,696
20	\$ 0.1226	\$ 0.1091	2,699,285	\$36,362	\$1,180,058
0.5% annual degradation				\$1,180,058	

Note: PPA rate escalates at 2% per year

Risks

The reasons so few solar farm projects materialize are many; ranging from inexperience at the hand of the developer, to site specific problems, technical issues, regulatory problems and permitting issues. All affect the financial and technical viability of a project. In the end, failure to develop projects at some point in the development process comes at considerable cost for the project developer as well as the solar industry as a whole. These factors are in play throughout the United States. Locally, things can be even more complicated when installing a solar farm. New zoning laws, county and city improvement requirements, and utility requirements are all things that continue to evolve and change.

The biggest risk or hurdle to the City is actually completing the project. The City would enter into a PPA which would require the developer to design, permit, finance and install a solar energy system on a property located in the Pepco service area at no cost to the City. The

developer would sell power generated to the City at a fixed rate which is typically lower than the local utility's retail rate.

This lower electricity price serves to offset the City's purchase of electricity from the grid while the developer receives the income from these sales of electricity as well as any tax credits and other incentives generated from the system. PPAs typically range from 10 to 25 years and the developer remains responsible for the operation and maintenance of the system for the duration of the agreement. At the end of the PPA contract term, the City may be able to extend the PPA, or the developer may choose to remove the system. Removal of the system would be at the developer's expense. The PPA will address all the risks that may be associated with a solar farm project. Even if for some reason the solar energy system quit working, for any number of reasons, the City would not suffer any interruptions in electrical service.

Recommendation

Solar farms harness energy from the sun to create clean, renewable electrical energy. Unlike fossil fuels, such as coal, generating electricity from renewable sources like solar power creates no emissions that are harmful to human health and the environment. The City's participation in the MSEC program through the MEA would result in an organizational goal to provide 20% of the City's electricity from renewable sources by 2022. Approval and successful completion of the solar farm would result in the City accomplishing its renewable energy goal and significantly offsetting its carbon footprint.

Staff has carefully reviewed all proposals and believes Standard Solar's proposal is the best value. Staff recommends that Council award the RFP for the Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption, to Standard Solar, Inc., 1355 Piccard Drive, Suite 300, Rockville, MD 20850. Staff also recommends Council direct staff to work with the City's Attorney and Standard Solar's Attorney to develop a twenty (20) year Power Purchase Agreement consistent with all the requirements of the Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption RFP dated January 18, 2018.



REQUEST FOR PROPOSALS

Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption

January 18, 2018

Proposal Deadline: April 25, 2018 at 3:00 P.M.

Overview

The City of Greenbelt, Maryland, is seeking proposals from experienced solar developer contractors who have demonstrated abilities to perform the attached Scope of Work. All applicable Federal, State, and local laws, ordinances and regulations must be adhered to.

Contractors submitting a proposal should review the procurement requirements listed. Specifically, the contractor selected will be required to:

- Execute a contract with the City of Greenbelt;
- Attend a pre-construction meeting where City staff will review regulations and other City requirements;
- Complete certain forms and certifications;
- Maintain General Liability Insurance (\$1,000,000 minimum), Workers Compensation Insurance (\$500,000), business automobile liability (\$1,000,000) and furnish proof of such insurance;
- Post a performance and payment bond for 100% of the contract amount to cover faithful performance of and/or payment of the contract (however, bonds are not required if the form of contract is a multi-year Power Purchase Agreement.)

Any contractor who is the recipient of City funds, or who proposes to perform any work or furnish any goods under this agreement, shall not discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veteran status, physical or mental disability or perceived disability, or other criteria protected by law. Discriminatory practices based on the foregoing are declared to be contrary to the public policy of the City. The City of Greenbelt complies with all Equal Employment Opportunity requirements.

The City of Greenbelt does not discriminate on the basis of disability in the admission of, or employment in, its programs, activities or services. Minority and women owned

businesses, as well as contractors located in Greenbelt or Prince George's County, are encouraged to submit proposals.

Unless otherwise provided in the contract, the contractor shall secure and pay for all permits and governmental fees, licenses and inspections necessary for proper execution and completion of the contract.

Proposal Submittal

Proposal responses shall be submitted in triplicate on the Proposal Submission Form (pages 11-13). Proposal must include the manufacturer's cut sheets. ***All costs are to be final, including all time, materials and contingencies.***

Proposal must include a minimum of three professional references. These references should be attached to the Proposal Submittal Form and include current contact information including name, address, telephone number and email address.

Please direct any questions regarding proposal submission to the Project Manager listed on Page 10.

Completed proposals must be received no later than 3:00 pm April 25, 2018, and delivered to: City of Greenbelt, Finance Office, 25 Crescent Road, Greenbelt, MD 20770, clearly marked **"Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption"**.

NOTE: Proposals received after this deadline may be refused and deemed ineligible for consideration at the City's sole discretion.

Selection of Contractor

The City will review all proposal submittals, and if deemed to be in the best interest of the City of Greenbelt, a contractor will be chosen. The City reserves the right to reject any and all proposals at its sole discretion. The City will determine final scope and project components, based on funding availability.

The contractor selected will be required to submit a Certificate of Insurance naming the City of Greenbelt as an additional insured, which will be reviewed by the City Manager's Office. The contractor will also be required to post a performance and payment bond for 100% of the contract amount to cover faithful performance and/or payment of the contract (however, bonds are not required if the form of contract is a multi-year Power Purchase Agreement.)

A contract will then be negotiated between the contractor and the City of Greenbelt, with each agreeing to the terms of the contract and affixing authorized signatures. The contractor will be required to complete all forms and certifications required by the City, State and Federal governments.

Living Wage Requirement

Concern has grown across the nation that the compensation provided to workers is sometimes not sufficient to provide for a minimal standard of living; and this situation has given rise to support for a Living Wage by organizations and governments across the nation. Prince George's County approved a Living Wage rule in 2003 and the State of Maryland and the City of Greenbelt approved one in 2007. All contractors are encouraged to pay a living wage.

Any vendor that has a contract(s) valued at \$50,000 or more with the City shall also be required to pay a Living Wage in accord with State law. The contractor is responsible to check with the State Division of Labor and Industry, or other appropriate agency, to determine the appropriate wage rate.

Contractors and Subcontractors subject to the Living Wage Law shall pay each covered employee at least the minimum amount set by law for the applicable Tier Area.

Proposal Requirements and Examination of Specifications

The contractor is required to thoroughly examine the proposal requirements and specifications for the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements of the specifications and special provisions. It is mutually agreed that submission of a bid shall be considered prima facie evidence that the bidder has made such examination.

Before submitting the proposal, the contractor shall study all the specifications and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work, taking into account any special or unusual features peculiar to this project.

There will be a pre-proposal meeting on **April 4, 2018** at 10:00 am at the Department of Public Works, 555 Crescent Road, Greenbelt, MD 20770 to discuss the RFP, including review of specifications and proposal requirements, and to answer questions. Attendance at the pre-proposal meeting is encouraged.

Solar Photovoltaic Energy System to Offset Municipal Electricity Consumption

Technical Specifications

PART I INTRODUCTION AND BACKGROUND

Introduction and Background

Greenbelt, Maryland (hereinafter 'the City') is an incorporated municipality located just northeast of Washington, D.C. Originally constructed as a planned 'green town' by the federal government between 1935 and 1944, Greenbelt is now listed on the National Register of Historic Properties, and is home to some 23,000 residents. Greenbelt City Council (hereinafter 'Council'), the elected authority, has determined that it may be in the City's fiscal and environmental interests to install a solar photovoltaic energy system (PVES) to offset a significant portion of the City's annual municipal electricity consumption, and thereby desires to solicit proposals from qualified solar developer contracting firms as described herein.

Council wishes to investigate a full range of financing alternatives for the PVES. Contractors are encouraged to offer proposals that include a range of financing options, including but not limited to:

1. Power Purchase Agreement (PPA) with third party owner/operator of PVES
2. Loan agreement, such that payments are fully offset by electricity cost savings
3. Lease agreement, such that payments are fully offset by electricity cost savings
4. Other financing arrangement(s) offeror determines to be advantageous to the City

PART II PROPOSED PVES LOCATION

Proposed PVES Location

All City of Greenbelt municipal electricity is delivered from Potomac Electric Power Company (PEPCO). PVES shall be located within the PEPCO service area but may be outside of the City of Greenbelt limits; contractors shall represent and warrant that the selected site location meets all criteria under Maryland state law and PEPCO regulations for municipal aggregated net metering.

PART III SCOPE OF WORK

Scope of the Work

Council desires to enter a single contract with a qualified and experienced solar integrator contracting firm (hereinafter "Contractor") for the 'turn-key' design and installation of a PVES that will produce sufficient renewable electricity to offset a minimum of 25% and a maximum of 90% of the City's annual electrical power consumption for all municipal facilities. The 2016 amalgamated consumption of electricity on all municipal electric utility accounts is approximately 3,300 megawatt-hours (mWh), see table below. The PVES may be located outside of the City, but must be within the Potomac Electric Power Company

(PEPCO) service area, as there is not sufficient open land within the city limits to site an array of the required dimensions. The PVES shall be directly connected to the existing PEPCO electric power distribution system; Contractor shall work with the City to establish a virtual net metering account with PEPCO on the City's behalf, so that the entire electrical production of the PVES is credited to the City's PEPCO account(s). The work shall include all aspects required for a complete and operating PVES, including but not limited to:

1. Identification of, and lease or purchase of land where PVES is to be located within PEPCO service area
2. Design and layout of PVES, including direct interconnection with existing PEPCO distribution system
3. Engineered drawings, including professional certification(s), adequate to secure required construction permits
4. All permits and inspections as required by local authorities having jurisdiction (Prince George's County, City of Greenbelt) and by PEPCO
5. Mono- or polycrystalline photovoltaic array(s)
 - a. Self-supporting structural post or ground rack system, where ground-mounted
 - b. Fixed or sun-tracking module support system, at Contractor's option
6. DC- to AC- power inverter(s) for grid-tied application
7. Solar module optimizers, if and as indicated to maximize solar electricity production
8. Complete DC and AC wiring system, including combiner boxes, overcurrent protection, etc. as required by PEPCO, local and national electric and life safety codes
9. Coordination with local utility company (PEPCO) and preparation of virtual net metering agreement, to include any work required by PEPCO for acceptance of utility interconnection
10. Internet connected remote monitoring system for revenue-grade reporting of PVES status and performance
11. Full manufacturers' warranties on all equipment provided
12. If financed via PPA, solar developer retains ownership and full responsibility for operation and maintenance of PVES for the full duration of PPA contract.
13. If and where appropriate, assistance and advice to the City regarding financial incentives available, e.g., tax credits, rebates, grants, and solar Renewable Energy Credits (sREC's)
14. If PVES is owned by City of Greenbelt, Contractor shall provide performance monitoring and PVES maintenance for a period of not less than ten (10) years
15. In addition to the above, should the City choose to own the PVES outright, the City will seek to enter an extended term agreement with the successful offeror for performance monitoring, preventive maintenance, and repairs of the PVES.
16. General Requirements
 - a. Contractor shall at all times for duration of the contract work, comply fully with all safety requirements established in federal Occupational Safety and Health Administration (OSHA) and Maryland Occupational Safety and Health Agency (MOSHA) regulations.
 - b. The contractor shall follow good trade practices, supply all labor, tools, transportation, services, equipment, new materials, etc., to accomplish all work specified in a first-class professional manner.
 - c. Contractor shall submit a scope of work, describing materials, suppliers, sub-contractors (if any), equipment, and personnel intended for this project and also the proposed work sequence and schedule to complete the work.

- d. Contractor will perform daily clean up to collect all wrappings, empty containers, paper, and other debris from the project site. A dumpster shall be provided by the contractor for disposal of all trash and debris.
 - e. Contractor shall coordinate with the Facilities Maintenance Manager on the loading, unloading, storage, removal and security of all materials, equipment, etc.
17. The measurements stated herein are believed accurate; however, the City assumes no responsibility for accuracy of such measurements for the purpose of figuring labor, ordering material and equipment to accomplish the work. The contractor shall visit the site, take their own measurements, and examine the conditions under which the work must be performed.
18. If discrepancies are discovered between the existing conditions and those noted in the specifications, Contractor shall promptly notify the City's representative and secure approval prior to commencing with the work.

PART IV CITY OF GREENBELT'S ELECTRICITY CONSUMPTION

Figure 1 Electrical Consumption, City of Greenbelt (Aggregated)

ELECTRICITY - KWH consumed per year per building in the City of Greenbelt											
	AFC	CC	MB	PD	PW	SHL	YC	Theatre	Other lights	Total all buildings	City Lights
2005	1,228,840	899,520	274,590	462,960	190,970	178,850	277,240	0	290,117	3,803,087	634,174
2006	1,257,800	828,960	239,183	487,200	187,600	226,360	218,080	0	261,923	3,707,106	634,174
2007	1,240,760	997,440	242,347	529,440	184,320	213,180	255,200	0	303,359	3,966,046	634,174
2008	1,156,340	737,760	239,162	430,320	168,228	162,370	232,480	0	251,602	3,378,262	634,174
2009	1,159,040	862,080	221,289	426,000	312,804	206,250	252,080	0	270,636	3,710,179	634,174
2010	1,138,160	861,600	246,032	463,840	259,840	203,560	267,960	0	272,281	3,713,273	634,174
2011	1,263,400	815,520	229,219	440,640	241,440	180,210	225,280	0	263,463	3,659,172	634,174
2012	1,241,740	854,400	209,986	406,880	251,360	200,740	197,440	0	211,549	3,574,095	633,695
2013	1,238,600	750,560	209,177	413,600	296,800	208,992	202,560	0	173,116	3,493,405	629,636
2014	1,178,880	699,840	214,575	394,400	247,040	214,648	214,720	1,400	212,911	3,378,414	626,770

2014 COST	\$86,839.45	\$77,240.22	\$22,021.23	\$39,121.21	\$24,575.31	\$21,838.12	\$22,103.28	\$140.00	\$21,291.20	\$315,170.02	TOTAL ELEC COST for 2014
COST/kWh	\$0.074	\$0.110	\$0.103	\$0.099	\$0.099	\$0.102	\$0.103	\$0.100	\$0.100	\$0.093	AVG COST PER kWh for 2014

CODE	FACILITY
Other Lights	Traffic Signals, Flashers, and other Misc. Lighting (320, 330, 440, 470, 700)
City Lights	City Lights - Electricity - Dept account # 440 - Pepco # 3083-0121-73
YC	99 Centerway (Youth Center) -
SHL	6111 Cherrywood (SHL Recreation Center) -
PW	555 Crescent (Public Works) -
PD	550 Crescent (Police) -
MB	25 Crescent (Municipal Building) -
CC	15 Crescent (Community Center) -
AFC	101 Centerway (Aquatic and Fitness Center) - Fitness Center + Outdoor Pool

PART V CHANGES IN WORK SCOPE

Contractor understands and agrees that the City, without in any way invalidating this Contract, shall have the right to make changes, additions and/or deletions in the Work. Such changes by the City shall be made in writing. Should Contractor determine that any such change results in alteration of the project schedule or cost, Contractor shall, within five (5) days of receipt of Owner's notice, submit a Change Proposal detailing alterations in schedule and cost to accomplish the new work scope.

PART VI PRODUCT DELIVERY, STORAGE AND HANDLING

- Deliver materials to job site in the manufacturer's original, unopened containers or wrappings with the manufacturer's name, brand name and installation instructions intact and legible.
- Comply with the manufacturer's written instructions for proper material storage.
- Any materials which are found to be damaged shall be removed and replaced at the Contractor's expense.

PART VII JOB CONDITIONS AND SITE PROTECTION

Contractor shall adequately protect all buildings, paved areas, service drives, lawn, shrubs, trees, etc. from damage while performing the required work. The contractor shall repair or be responsible for costs to repair all property damaged during the work.

PART VIII SAFETY

Contractor shall provide the work in accordance with regulations and guidelines set forth by the U.S. Occupational Safety and Health Administration (OSHA), and by the Maryland Occupational Safety and Health Agency (MOSHA). Further, Contractor shall adhere to the City's rules governing personnel safety while within the City of Greenbelt and the PVES project site.

Within thirty (30) days of issuance of Notice to Proceed, Contractor shall prepare and submit for the City's approval a detailed Safety Plan; said plan shall be specific to the work, and shall address anticipated hazards and Contractor's plan for addressing jobsite safety. Work shall not commence prior to approval of the Safety Plan. The Contractor further agrees to report promptly, in writing to the City, all accidents in connection with the performance of the work, including statements from witnesses and photographs when possible.

PART IX QUALITY ASSURANCE

Offeror shall submit the following information with the proposal:

1. Organizational data including years in business under current name; all other names by which organization has been known and the length of time known by each name;
2. Type of organization (corporation, partnership, sole proprietorship, etc.) and names of principal officers;
3. Number of years firm has been involved in the solar PVES business;
4. Number of personnel currently in your employ who are certified by the North American Board of Certified Energy Practitioners (NABCEP);
5. Number of solar PVES projects installed by your firm each year for the past three (3) years.
6. Project references: Provide names and contact information (phone and email) of at least three (3) project owners for whom your firm has provided a solar PVES. For each project referenced, state the name and address of the project, project size (kW), and whether funded by owner or under a Power Purchase Agreement with a third party;
7. Unless otherwise noted in this specification, Contractor shall strictly comply with manufacturers' current specifications and installation instructions for all components of the PVES.
8. There shall be no deviations made from this specification or the approved shop drawings without the prior written approval of the City. Any deviation from the manufacturer's installation procedures must be supported by a written certification on the manufacturer's letterhead and presented to the City for consideration.
9. Upon completion of the installation, Contractor shall perform thorough functional testing of the PVES to assure full and proper functioning of all systems and components. The City may, at its sole option, require that final testing be witnessed by personnel designated by the City.

PART X PRODUCT INFORMATION

1. The City prefers to utilize products manufactured and sourced in the United States. Contractor is encouraged to offer American made components and systems, where available and priced competitively. Where there is strong economic advantage, Contractor may offer products sourced outside the United States as an alternate to American made components.
2. Contractor represents, and shall assure that all products, systems and components incorporated into the PVES project are compatible and will function in harmony for a complete, fully operational solar power generating system.

PART XI EVALUATION OF PROPOSALS

Proposals will be evaluated on the following general criteria:

1. Completeness as to delivery of 'turn-key' design/build PVES
2. Completeness, detail and accuracy of financial analysis
3. Proposed project schedule
4. Experience of offeror in providing local solar PVES projects of similar size and scope
5. Licensing and insurance of offeror
6. Use of environmentally responsible, American made, and locally sourced materials where possible and appropriate
7. Personnel Information: Qualifications and relevant experience of Offeror's staff in engineering, project management and installation of turn-key solar PVES projects
8. Price: The City seeks, to the extent possible, to stabilize and lower the cost of electricity over a long term

PART XII WARRANTY

1. Should the City own the PVES, Contractor shall transfer or assign all manufacturers' warranties to the City.
2. Should the City enter a Power Purchase Agreement whereby Contractor continues to own and operate the PVES, all manufacturers' warranties shall rest with Contractor. Should the City enter a Power Purchase Agreement whereby Contractor operates PVES to sell solar electricity to the City, then Contractor shall warrant that all solar electricity it produces from the PVES shall be of quality and reliability equal to or exceeding that produced by PEPCO under the terms of the utility's Standard Offer Service.

Contact Information

Project Manager:

Brian Kim

Assistant Director of Public Works
City of Greenbelt
555 Crescent Road
Greenbelt, MD 20770

Office: 301-474-8004
Cell: 240-603-5515
Fax: 301-474-8149
E-mail: bkim@greenbeltmd.gov

PROPOSAL FORM

SOLAR PVES TO OFFSET MUNICIPAL ELECTRICITY CONSUMPTION
CITY OF GREENBELT, MARYLAND
25 CRESCENT ROAD
GREENBELT, MD 20770

NAME OF OFFERER
ADDRESS

PHONE NUMBER OF OFFERER
NAME OF CONTACT
DATE OF PROPOSAL

Gentlemen:

Having carefully examined the "Request for Proposals", and all Addenda thereto, receipt of which are acknowledged and as listed below, and having examined the premises and conditions affecting the work, the undersigned hereby makes the following proposal for providing all the labor and materials and doing all things necessary for the proper construction and completion of the work in accordance with said Documents.

PVES OFFER

(Contractor is encouraged, but NOT REQUIRED, to offer multiple alternatives for financing the PVES. See below.)

A. POWER PURCHASE AGREEMENT FOR CITY OF GREENBELT

PVES capacity in kW(DC)..... kW
Portion of Owner's annual electrical consumption to be offset by PVES %
Initial price (all inclusive) for solar PV-generated electricity (\$ per kWh)..... \$
Annual escalator for solar PV-generated electricity, years 1 to 3..... %
Annual escalator for solar PV-generated electricity, years 4 to 20 %
Owner's estimated net savings over duration of PPA..... \$

B. LOAN FOR PVES PURCHASE FOR CITY OF GREENBELT

Option for the City to purchase PVES through a loan by Offeror:

PVES capacity in kW(DC)..... kW
Portion of Owner's annual electrical consumption to be offset by PVES %
Initial price (all inclusive) for PVES \$
Loan principle amount \$ 86

Rate of interest..... %
Monthly payment\$
Loan duration months

C. CLOSED-END LEASE FOR PVES FOR CITY OF GREENBELT

Option of a multi-year lease capped with a refinanced buyout, granting City of Greenbelt ownership of the system within a set number of years with no upfront cost to Owner. Ideally, the annual lease payment will be lower than the total cost of utility power that is offset by the solar electricity production. Benefit of all financial incentives during the lease period (tax credits, MACRS depreciation, sREC's, etc.) remains with Contractor. At the end of the lease period, ownership is transferred to the City of Greenbelt and the market value of the system will be financed at a low rate of interest. Contractor will collaborate with the City to finalize the terms of the lease in accordance with specification set forth above.

PVES capacity in kW(DC)..... kW
Portion of Owner's annual electrical consumption to be offset by PVES %
Annual lease pre-payment.....\$
Lease duration years
Anticipated date City of Greenbelt assumes PVES ownership outright
Years to full payback..... years

D. OTHER FINANCING OPTION(S)

Offeror shall provide narrative and details giving full description of proposed financing method(s).

E. Receipt of Addenda are acknowledged as follows:

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

The undersigned agrees that if this proposal is accepted by the Owner, Offeror will enter into a written Contract, said Contract having been received and reviewed by Offeror and found to be acceptable.

NAME OF FIRM: _____

SIGNATURE: _____
(Proprietor, General Partner or Duly Authorized Principal Officer)

PRINTED NAME AND TITLE: _____

State License No: _____ **License Type:** _____

FIRM ADDRESS _____

EMAIL _____

TELEPHONE _____

City Council Agenda Item Report

Meeting Date: March 10, 2020

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Establishment of Firefly Sanctuary

Suggested Action:

Reference:

Memo, B. Townsend, 03/03/20

Green ACES Report #2020-01, Firefly Sanctuary

PRAB Report #19-9, Firefly Sanctuary

FPAB Report #2019-6, Firefly Sanctuary_FINAL

On October 12, 2019, Mary Ann Canter submitted a request to City Council for the creation of a firefly sanctuary in Stream Valley Park. City Council referred the proposal to the Parks and Recreation Advisory Board (PRAB), Greenbelt Advisory Committee on Environment Sustainability (GreenACES), Forest Preserve Advisory Board (FPAB) and Public Works.

Staff has carefully reviewed all three recommendations from the various boards. Staff is in agreement with all three board reports and has no additional comments.

Public Works will be doing the following to create a firefly sanctuary:

- Create a 10-foot buffer zone in Stream Valley Park along the wood line that will only be mowed by the department once a year.
- The department will install educational signs.
- The department will designate the area as no pesticide area.

These types of initiatives are consistent with the Sustainable Landcare Policy. Creating pollinator gardens and increasing biodiversity for habitat are goals of the department.

On April 4, 2020, Staff met with Mary Ann Canter at Stream Valley Park to show her what areas were being proposed for the Firefly Sanctuary. Ms. Canter was very happy with the proposed areas.

Staff supports Ms. Canter's proposal for a firefly sanctuary. It is consistent with the department's goals and the Sustainable Landcare Policy.

Attachments:

[Memo, B. Townsend, 03/03/20.pdf](#)

[Green ACES Rec 2020-01-- Firefly Sanctuary.pdf](#)

[PRAB Report 19-9 Firefly Sanctuary.pdf](#)

[FPAB Report to Council 2019-6_FireflySanctuary_FINAL.pdf](#)



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

M E M O R A N D U M

Date: March 3, 2020
To: Nicole Ard, City Manager
From: Brian Townsend, Assistant Director of Public Work
Via: Jim Sterling, Director of Public Works
Regarding: Firefly Sanctuary at Stream Valley Park

On October 12, 2019, Mary Ann Canter submitted a request to City Council for the creation of a firefly sanctuary in Stream Valley Park. City Council referred the proposal to the Parks and Recreation Advisory Board (PRAB), Greenbelt Advisory Committee on Environment Sustainability (GreenACES), Forest Preserve Advisory Board (FPAB) and Public Works.

Staff has carefully reviewed all three recommendations from the various boards. Staff is in agreement with all three board reports and has no additional comments.

Public Works will be doing the following to create a firefly sanctuary:

- Create a 10 foot buffer zone in Stream Valley Park along the wood line that will only be mowed by the department once a year.
- The department will install educational signs.
- The department will designate the area as no pesticide area.

These types of initiatives are consistent with the Sustainable Landcare Policy. Creating pollinator gardens and increasing bio diversity for habitat are goals of department. Staff has written the following drafted language for the signs:

Firefly Sanctuary

Firefly numbers are declining globally due to habitat loss, pesticide use, and light pollution. Six different species call Maryland home. It will provide suitable habitat and resources, restrict pesticides use and provide relief from artificial light.

For more information about fireflies and what you can do visit www.firefly.org to learn more.

On April 4, 2020, Staff met with Mary Ann Canter at Stream Valley Park to show her what areas were being proposed for the Firefly Sanctuary. Ms. Canter was very happy with the proposed areas.

Staff supports Ms. Canter's proposal for a firefly sanctuary. It is consistent with the department's goals and the Sustainable Landcare Policy.



Greenbelt Advisory Committee on Environmental Sustainability

**GREENBELT ADVISORY COMMITTEE ON ENVIRONMENTAL SUSTAINABILITY
GREENBELT GREEN TEAM**

**Rec:01-2020
January 31, 2020**

SUBJECT: Establishment of a Firefly Sanctuary

BACKGROUND: Green ACES and the Greenbelt Green Team were briefed by Mary Ann Canter on her proposal to establish a firefly sanctuary on City-owned property at Stream Valley Park. Following the presentation, we discussed the project and did not foresee any problems.

RECOMMENDATION: Green ACES / Green Team think this is a good idea and recommend that the City of Greenbelt support this project.

We request that the City of Greenbelt not disturb the existing vegetation, develop a grassy buffer around the culvert area with taller grasses, avoid applying pesticides and herbicides on the property, and not install lighting at the park. We also recommend that signage be installed as per the proposal to educate the public about the sanctuary and the benefits of protecting fireflies.

We further recommend that the City investigate the feasibility of lowering light levels or turning off lights illuminating the area during the 3 weeks of firefly mating season, especially the light at the junction with Fayette.

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

Subject: Firefly Sanctuary

Background: Ms. Canter submitted a request to City Council for the establishment of a firefly sanctuary along a portion of the stream valley park, and Council referred the item to PRAB. Ms. Canter presented and discussed the proposal with PRAB at the September 18, 2019 regular meeting.

Recommendations: PRAB supports the concept of a firefly sanctuary with the following caveats:

- The concept is appealing but a more formal plan and vision should be developed so that its merits can be evaluated and weighed against other factors.
- Fireflies are part of a larger group of pollinators. As such, a pollinator area would be more widely beneficial, and would provide both a daytime and nighttime opportunity to experience nature, as well as providing a longer range of insect activity and benefit to the community.
- Signage should be considered, as an educational tool on fireflies and other pollinators, as a way to explain why certain grassy areas are not being maintained to the same extent as other areas, and to clearly define the boundaries of the environmental area.
- Private property owners, and GHI, have existing rights to some spaces and would need to be contacted early on in planning and development.

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

FOREST PRESERVE ADVISORY BOARD
REPORT TO COUNCIL

Report # 2019-06

SUBJECT: Proposal for a Firefly Sanctuary

DATE: 17 Sept. 2019

BACKGROUND: Mary Ann Canter spoke to Forest Preserve Advisory Board about her proposal for a Firefly Sanctuary at our August 29, 2019 meeting, which we discussed at our September 17, 2019 meeting.

DISCUSSION: There appear to be very few steps needed for creating a Firefly Sanctuary in Stream Valley Park:

- Keeping light levels low by not introducing a new light source or making a change in the type of light source that would adversely impact the fireflies, such as replacing the sodium light bulbs with LEDs;
- Maintaining the stream as a source of water;
- Mowing the edges of the field less frequently to allow taller grasses along the edges of the existing field;
- Eliminating applications of insecticides in the area;
- Posting informational signage

RECOMMENDATION: FPAB supports Ms. Cantor's proposal to create a firefly sanctuary in Stream Valley Park. We believe it would be worthwhile for the city to create such a delightful and educational natural resource, while still allowing the grassy area to be used informally by neighborhood children.

City Council Agenda Item Report

Meeting Date: March 10, 2020

Submitted by: Terri Hruby

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Buddy Attick Parking Lot Project Update

Suggested Action:

Reference: Buddy Attick - DPIE Site Plan

The Buddy Attick Park Parking Lot project has been in engineering and permitting since the City Council approved a design in May 2017. The project, partially being funded through the Chesapeake Bay Trust's (CBT) Prince George's County Stormwater Stewardship Grant Program and Program Open Space funding, proposes to redesign the Buddy Attick parking lot to improve function and circulation and to incorporate environmental site design practices that will treat stormwater runoff and engage the public in stormwater issues.

The engineering and permitting phase of the project has taken longer than expected, and staff has asked the consultant for a timeline on the permitting process so the challenges the project has faced can adequately be addressed with the appropriate parties so such delays can be avoided on future projects.

All County approvals are expected to be obtained over the next couple of weeks, and staff is working with Bradley Site Design to finalize bid documents. It is anticipated that the project will go out to bid in late March, followed by award of contract and issuance of a Notice to Proceed. At this time, staff estimates construction to begin in late April/early May. The CBT has requested that the project be completed as soon as possible since its Memorandum of Understanding with the County on the Stewardship Grant program is expiring soon. Staff has been keeping CBT staff apprised of the status of the project so they are aware the project continues to move forward.

As occurred with the Greenbelt Lake Dam project, staff will conduct public outreach as the project moves closer to construction and there is a more defined construction timeline.

Attachments:

[Staff Memo Project Update 3.2020.pdf](#)

[Buddy Attick - DPIE Site Plan.pdf](#)

Memorandum

TO: Ms. Nicole Ard, City Manager
FROM: Terri S. Hruby, Director of Planning and Community Development
DATE: March 5, 2020
RE: Buddy Attick Park Parking Lot Retrofit Project

The Buddy Attick Park Parking Lot project has been in engineering and permitting since the City Council approved a design in May 2017. The project, partially being funded through the Chesapeake Bay Trust's (CBT) Prince George's County Stormwater Stewardship Grant Program and Program Open Space funding, proposes to redesign the Buddy Attick parking lot to improve function and circulation and to incorporate environmental site design practices that will treat stormwater runoff and engage the public in stormwater issues.

The engineering and permitting phase of the project has taken longer than expected, and staff has asked the consultant for a timeline on the permitting process so the challenges the project has faced can adequately be addressed with the appropriate parties so such delays can be avoided on future projects. The project required permits from the Prince George's County Soil Conservation District, Department of Permitting, Inspections and Enforcement and was required to go through Mandatory Referral.

All County approvals are expected to be obtained over the next couple of weeks, and staff is working with Bradley Site Design to finalize bid documents. It is anticipated that the project will go out to bid in late March, followed by award of contract and issuance of a Notice to Proceed. At this time, staff estimates construction to begin in late April/early May. The CBT has requested that the project be completed as soon as possible since its Memorandum of Understanding with the County on the Stewardship Grant program is expiring soon. Staff has been keeping CBT staff apprised of the status of the project so they are aware the project continues to move forward.

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

15 Crescent Road, Suite 200, Greenbelt, Maryland 20770

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

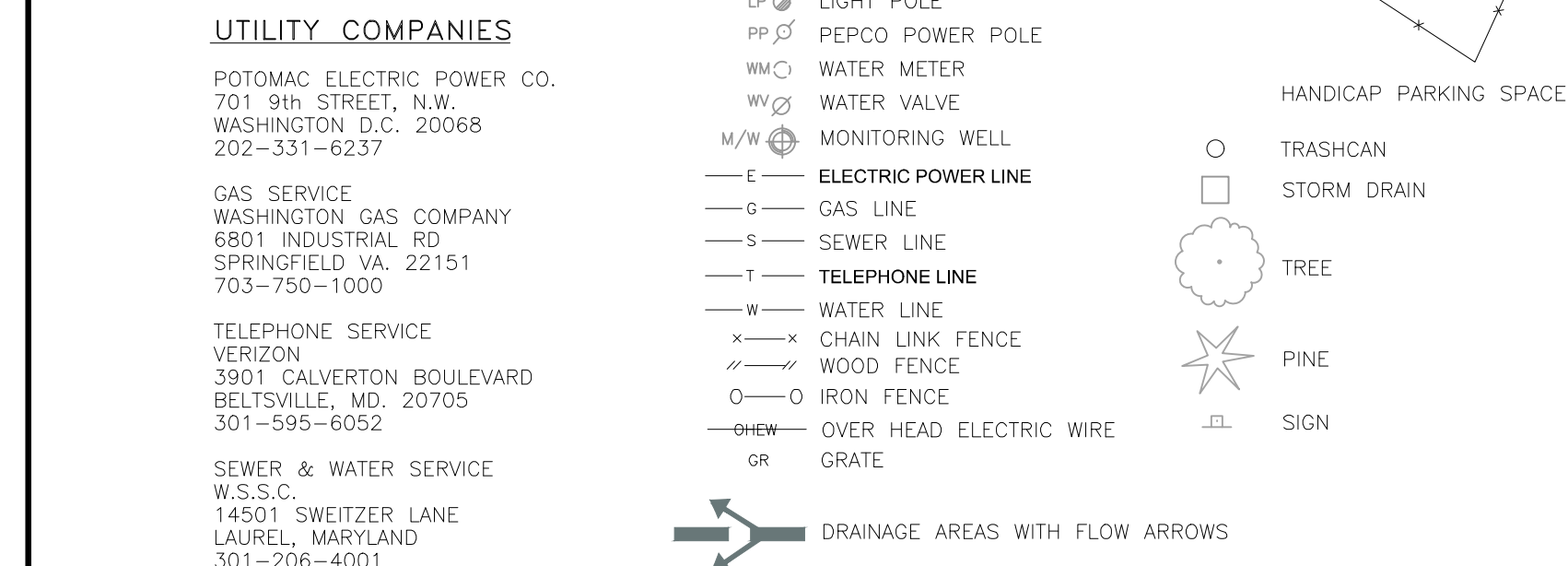
As occurred with the Greenbelt Lake Dam project, staff will conduct public outreach as the project moves closer to construction and there is a more defined construction schedule. Staff will work closely with the selected contractor to identify impacts to parking, ensure uninterrupted access to the Public Works facility and provision of adequate signage. The project schedule will also be shared with the Recreation and Parks Department so there are no conflicts with the issuance of park permits.

I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME,
AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF
THE STATE OF MARYLAND, LICENSE NO. 49651, EXPIRATION DATE: 7-14-2020.

5/2/19

DATE:

THE UNDERGROUND UTILITIES HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM THE INFORMATION AVAILABLE. THIS SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.



-- TOPOGRAPHIC SURVEY
 BUDDY ATTICK LAKE PARK
 GREENBLET, MD 20770
 SURVEYED BY
 -- AAH CONSULTANTS LLC
 4200 FORBES BLVD, SUITE 111
 LANHAM, MARYLAND 20706
 429-1757 (FAX)

—SURVEYED DATE: 4-20-2016

[illegible]

**Buddy Attick Lake Park
Parking Lot**
555 CRESCENT ROAD
PRINCE GEORGE'S COUNTY
GREENBELT, MD

North Arrow			
	Date 07.19.2017	Drawn By G.W.	
Scale 1"=20'-0"		Checked By C.E., N.F.	
Sheet Title			
EXISTING CONDITIONS PLAN			
Sheet #			
CIVP-CDP1000			

"MISS UTILITY" NOTE

CALL "MISS UTILITY" AT 1-800-257-7777, 48 HOURS PRIOR TO THE START OF WORK. THE EXCAVATOR MUST NOTIFY ALL PUBLIC UTILITY COMPANIES WITH UNDERGROUND FACILITIES IN THE AREA OF PROPOSED EXCAVATION AND HAVE THOSE FACILITIES LOCATED BY THE UTILITY COMPANIES PRIOR TO COMMENCING EXCAVATION.

BMP TABLE – ESDv REQUIRED

PE	Drainage Area	Drainage Area SF	Impervious Area SF	Imp %	Pervious Area SF	Perv %	ESDv CF Required	CF Provided	BMP	Depth
1.8	DA. 1	1,272	1,185	93.2%	87	6.8%	178	114	Bio	2'
	DA. 3	1,425	1,087	76.3%	338	23.7%	163	439	Bio	2'
	DA. 4	12,968	9,294	71.7%	3,674	28.3%	1,394	1,722	Bio	4'
	DA. 5	7,403	6,309	85.2%	1,094	14.8%	946	1,422	Bio	2'
	DA. 6	9,496	7,453	78.5%	2,043	21.5%	1,118	466	PP	1'
	DA. 7	2,870	2,374	82.7%	496	17.3%	356	556	Bio	2'
	Total	35,434	27,702	78.2%	7,732	21.8%	4,155	4,719		

Imp=Impervious, Perv=Pervious, Bio=Bioretention, PP = Permeable Pavement

Notes:

1. No Curb Along ADA Parking Spaces, Typically.
2. Curb Cuts at all Boardwalks, Typically.
3. Coordinate Underdrain and Drain Line Installations with Existing Light Poles to Remain.
4. All fill proposed with this development is Class 2 fill.

LEGEND

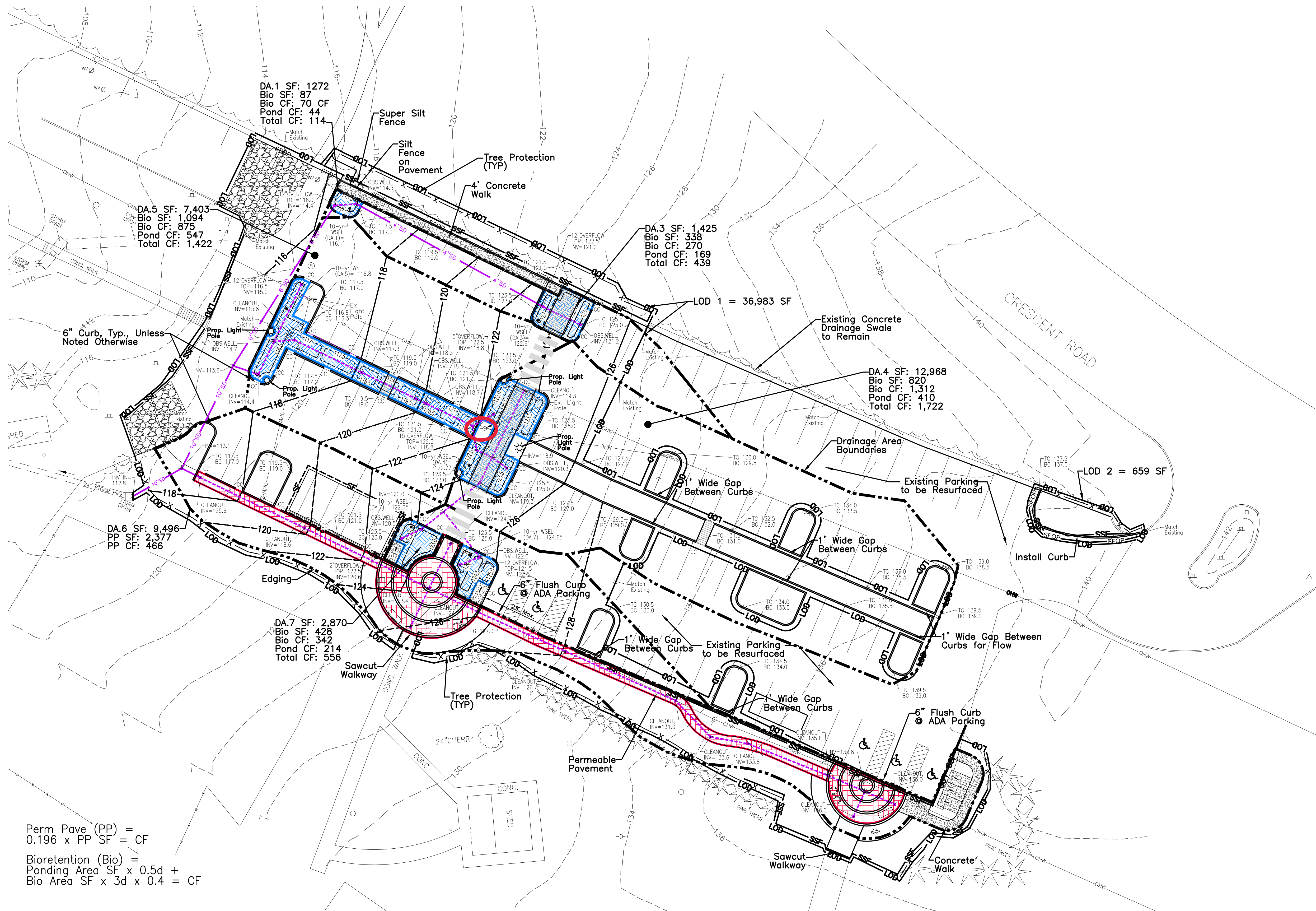
- | | |
|--------|-------------------------|
| ② | PEPCO MANHOLE |
| ③ | SEWER MANHOLE |
| ④ | TELEPHONE MANHOLE |
| ⑤ | WATER MANHOLE |
| ⤵ | FIRE HYDRANT |
| ⊕/⊖ | GAS VALVE |
| LP | LIGHT POLE |
| PP | PEPCO POWER POLE |
| WM | WATER METER |
| WV | WATER VALVE |
| M/W | MONITORING WELL |
| —E— | ELECTRIC POWER LINE |
| —S— | GAS LINE |
| —T— | SEWER LINE |
| —W— | TELEPHONE LINE |
| x—x | WATER LINE |
| —x—x | CHAIN LINK FENCE |
| —//— | WOOD FENCE |
| —0—0 | IRON FENCE |
| —GHEW— | OVER HEAD ELECTRIC WIRE |
| GR | GRATE |
| | HANDICAP PARKING SPACE |
| ○ | TRASHCAN |
| □ | STORM DRAIN |
| | PINE |
| | SIGN |

CC	3' Curb Cut
	Spot Shot
	Disturbed Area Boundary
	Proposed Grade
	Proposed Shrubs
	Proposed Groundcover
	Proposed Permeable Pavement Area
	Proposed Bio-retention
	Proposed PVC Underdrain
	Proposed Perforated PVC Underdrain

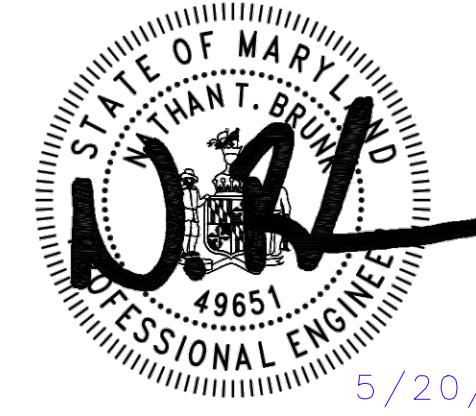
Prince George's County, Maryland (MD033)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
CdD	Christiana-Downer-Urban land complex, 5 to 15 percent slopes	1.5	100.0%
Totals for Area of Interest		1.5	100.0%

Perm Pave (PP) =
 $0.196 \times \text{PP SF} = \text{CF}$

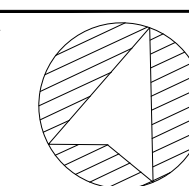
Bioretention (Bio) =
 $\text{Ponding Area SF} \times 0.5d +$
 $\text{Bio Area SF} \times 3d \times 0.4 = \text{CF}$



Civil Engineer:
Greening Urban, LLC
1500 Massachusetts Ave. NW
Suite 523
Washington DC, 20005
(804) 217-7436
greeningurban.com

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Buddy Attick Lake Park
Parking Lot
555 CRESCENT ROAD
PRINCE GEORGE'S COUNTY
GREENBELT, MD



	Date 01.20.2018	Drawn By G.W.
Scale 1"=20'-0"		Checked By C.E., N.F.

Sheet Title

STORMWATER
MANAGEMENT PLAN

Sheet :

CIVP-CDP3000

1) ALL STORM DRAINS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITION OF THE STORMWATER STANDARDS AND SPECIFICATIONS OF PRINCE GEORGE'S COUNTY DEPARTMENT OF ENVIRONMENTAL RESOURCES, UNLESS OTHERWISE NOTED.

3) INFORMATION CONCERNING UNDERGROUND UTILITIES WAS OBTAINED FROM AVAILABLE RECORDS. THE CONTRACTOR MUST DETERMINE THE EXACT LOCATIONS AND ELEVATIONS OF THE UTILITIES BY DIGGING TEST PITS AT ALL UTILITY CROSSINGS WELL IN ADVANCE OF TRENCHING. IF CLEARANCES ARE LESS THAN SPECIFIED, CONTACT THE ENGINEER, AND THE OWNER OF OTHER INVOLVED UTILITY BEFORE PROCEEDING WITH CONSTRUCTION.

5) ALL INLETS TOP SLAB FRONT FACES SHALL BE PAINTED WITH THE FOLLOWING CHESAPEAKE BAY DRAINAGE, 'DON'T DUMP' (STANDARD 82.0).

Detail 4 Observation Well



1. FOR AN UNDERGROUND FLUSH MOUNTED OBSERVATION WELL / CLEANOUT, PROVIDE A TUBE MADE OF NON-CORROSIVE MATERIAL, SCHEDULE 40 OR EQUAL, AT LEAST THREE FEET LONG WITH AN INSIDE DIAMETER OF AT LEAST 6 INCHES.

OBSERVATION WELL DETAIL

D.8.5

Table 7.1. Maintenance Schedule for Bioretention Areas

Description	Method	Frequency	Time of the year
Soil			
Inspect and Repair Erosion	Visual	Monthly	Monthly
Organic Layer			
Re-mulch any void areas	By hand	Whenever needed	Whenever needed
Remove previous mulch layer before applying new layer (optional)	By hand	Once every two to	
three years	Spring		
Add fresh mulch layer	By hand	Every six months	Spring and Fall
Plants			
Removal and replacement of all dead and diseased vegetation considered beyond treatment	See planting specs.	Twice a year	3/15 to 4/30 and 10/1 to 11/30
Inspect for disease/pest problems	Visual	Once a month (average)	Inspect more frequently in warmer months
Determine if treatment is warranted; use least toxic treatment approach.	By hand	N/A	Varies, depends on disease or insect infestation
Watering of plant material shall take place for fourteen consecutive days after planting has been completed unless there is sufficient natural rainfall.	By hand	Immediately after completion of project	N/A
Remove stakes and wires after 6 months	By hand	After trees have taken root	Remove stakes and wires when possible, but at least by six months time
Remove Tags	By hand	At end of warrantee period	



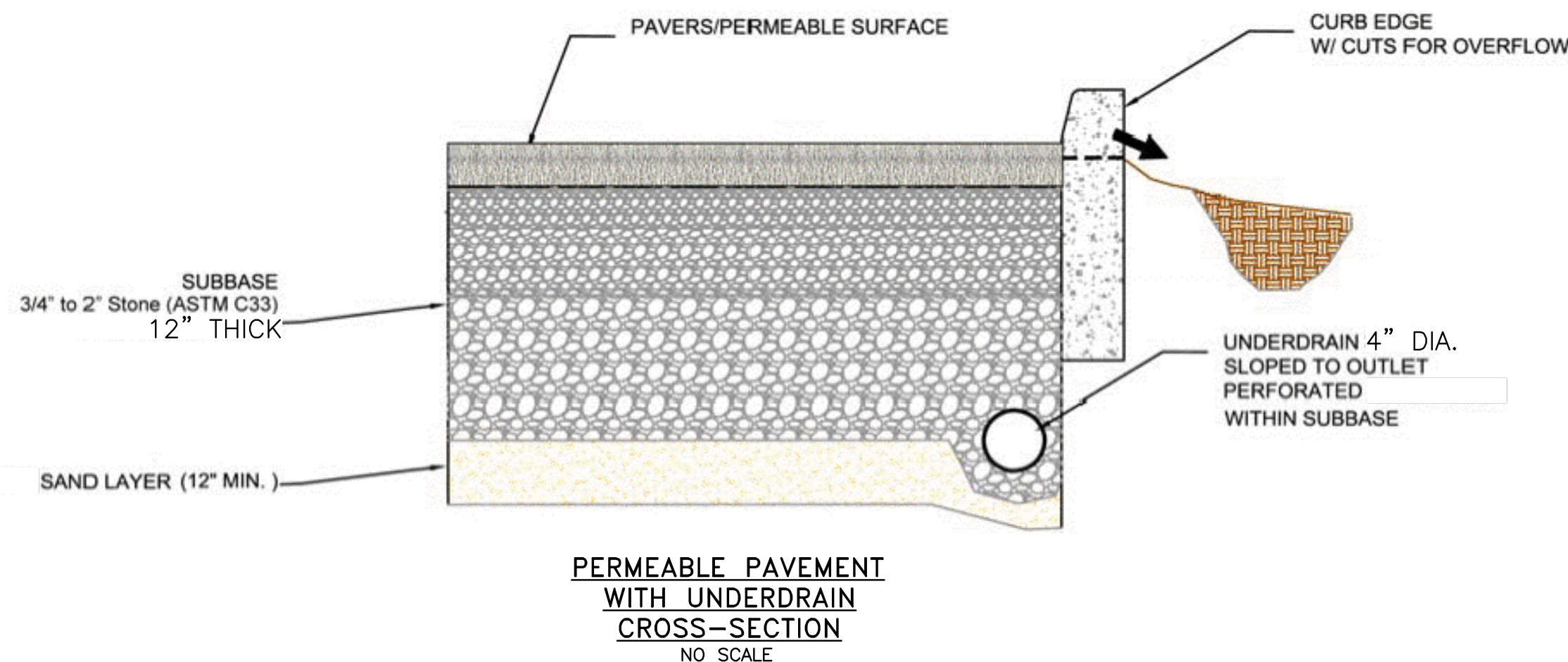
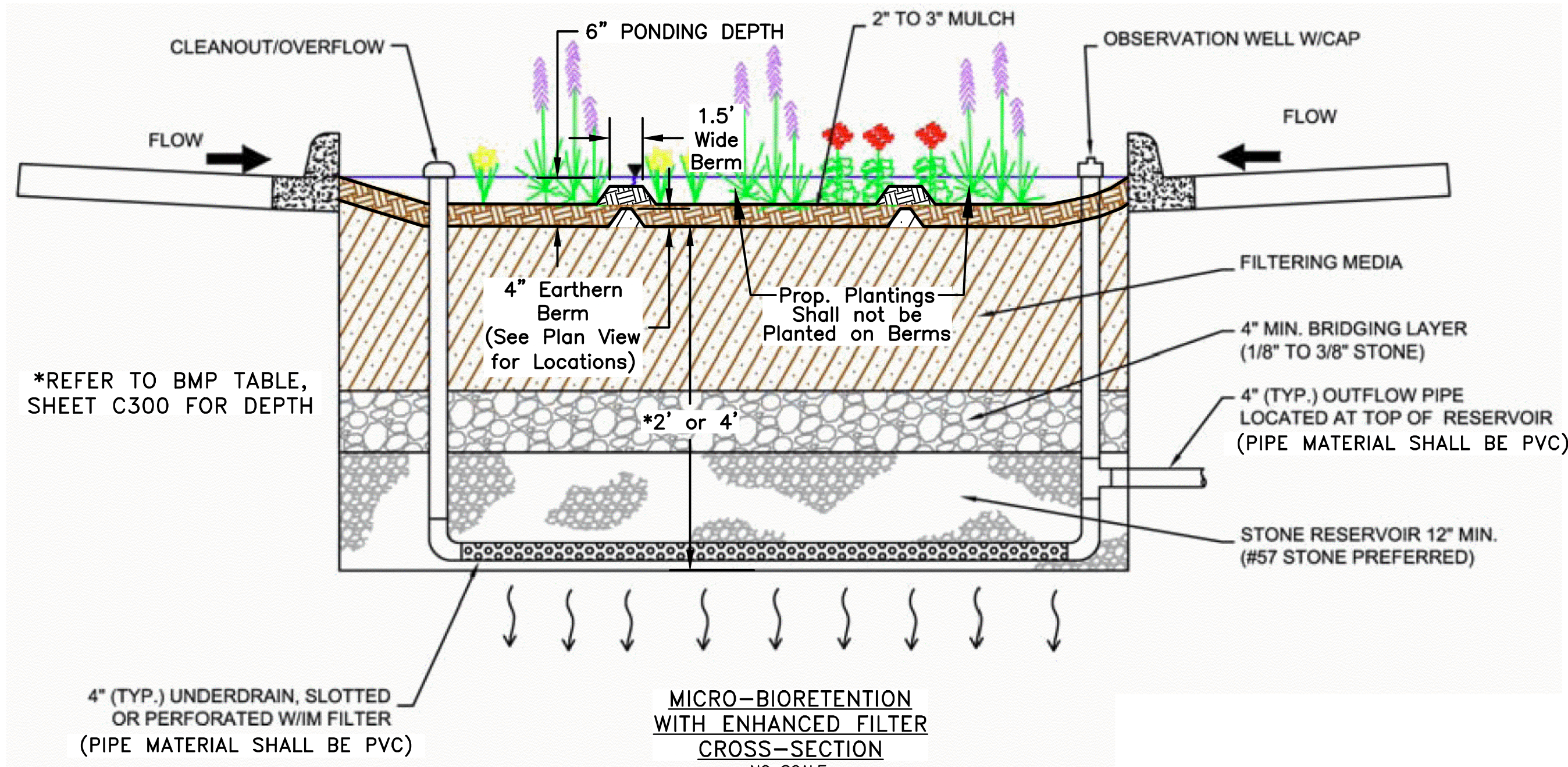
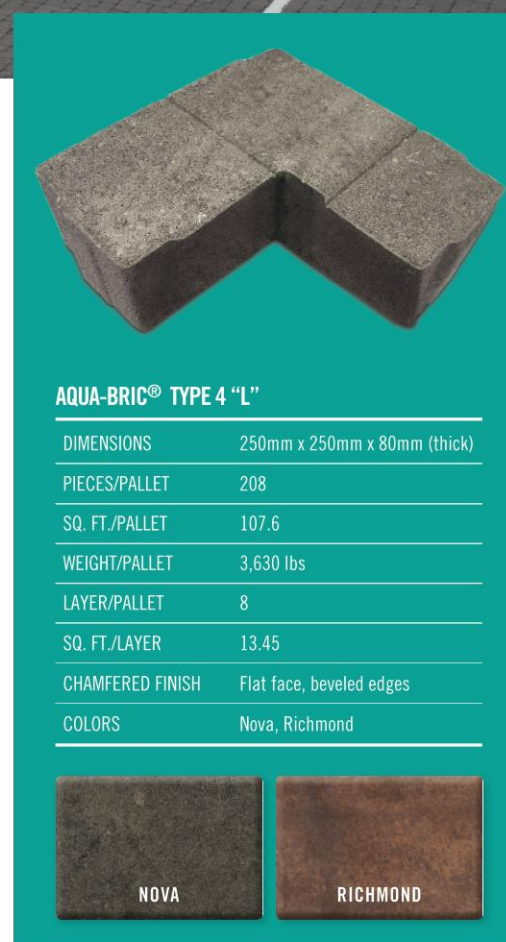
- Meets all Virginia DEG, DDOT and MDE requirements
- Anti-faulting "L-Shape" joint/void system
- Meets Level 1 and Level 2 design requirements
- Has a 10% open surface with documented 440 inches of rain per hour surface infiltration rate
- Provides the 3 disciplines of "Interlock"
- Meets American with Disabilities Act
- Provides Section 32 specifications, construction details and maintenance guidelines
- Machine set or hand set mold configuration

STORMWATER FUNCTION	LEVEL 1 DESIGN	LEVEL 2 DESIGN
Annual Runoff Volume Reduction (RR)	45%	75%
Total Phosphorus (TP) ERM Reduction by BMP Treatment	25%	25%
Total Phosphorus (TP) Mass Load Removal	90%	87%
Total Nitrogen (TN) ERM Reduction ¹	25%	25%
Total Nitrogen (TN) Mass Load Removal	59%	81%
Channel Protection		Use VRRP Compliance spreadsheet to calculate a Curve Number (CN adjusted), ² OR Design extra storage in the zone underlain layer and peak rate control structure (optional, as needed) to accommodate detention of larger storm volumes.
Food Mitigation		Partial. Weir to allow to design additional storage into the reservoir layer; add perforated storage layer or chambers.

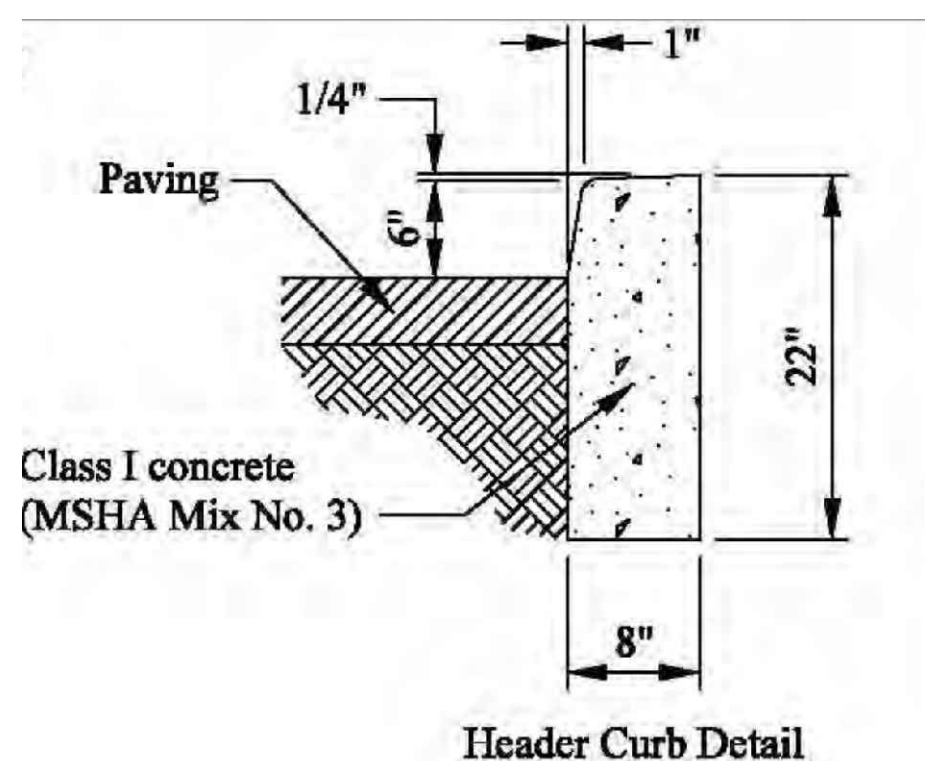
¹ Change in nitrogen concentration (ENR) through the practice. Actual values are based on the reduction of the predicted of the nonpoint source and the nitrogen loading rate (ENR) in the treated area. For more information on the nitrogen loading rate (ENR) in the treated area, see the Appendix A.1.1.1. For more information on the nitrogen loading rate (ENR) in the treated area, see the Appendix A.1.1.1.

² Change in peak rate (ENR) through the practice. Actual values are based on the reduction of the predicted of the nonpoint source and the peak rate (ENR) in the treated area. For more information on the peak rate (ENR) in the treated area, see the Appendix A.1.1.1. For more information on the peak rate (ENR) in the treated area, see the Appendix A.1.1.1.

SWM PAVE IS A DIVISION OF EAGLE BAY USA 1231 Willis Road, Richmond, VA 23237 • 800-321-9141 • bbridges@eaglebayusa.com




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CALL "MISS UTILITY" AT 1-800-257-7777, 48 HOURS PRIOR TO THE START OF WORK. THE EXCAVATOR MUST NOTIFY ALL PUBLIC UTILITY COMPANIES WITH UNDERGROUND FACILITIES IN THE AREA OF PROPOSED EXCAVATION AND HAVE THOSE FACILITIES LOCATED BY THE UTILITY COMPANIES PRIOR TO COMMENCING EXCAVATION.

[illegible]

555 CRESCENT ROAD
PRINCE GEORGE'S COUNTY
GREENBELT, MD

North Arrow

	Date 01.20.2018	Drawn By G.W.
Scale		Checked By C.E., N.F.

Sheet Title	STORMWATER MANAGEMENT DETAILS	
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Sheet #

CIVP-CDP3100

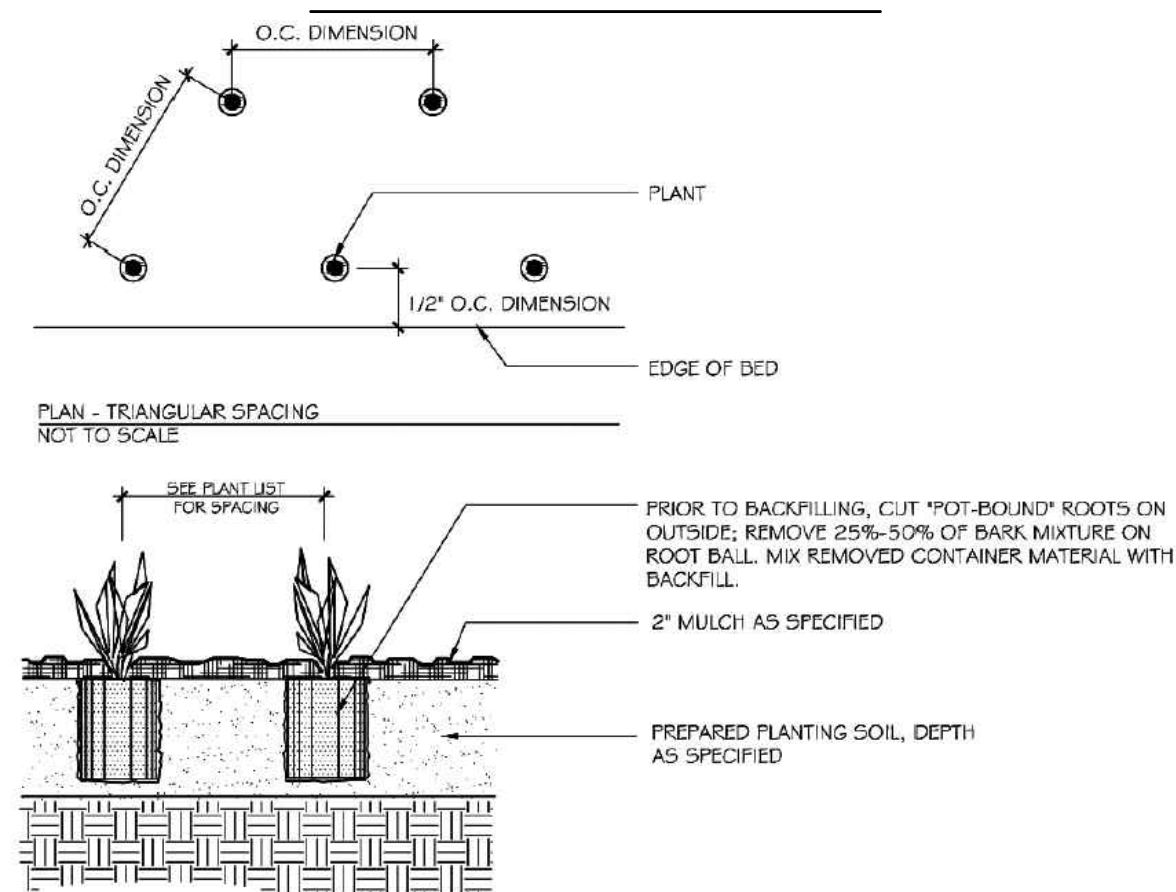
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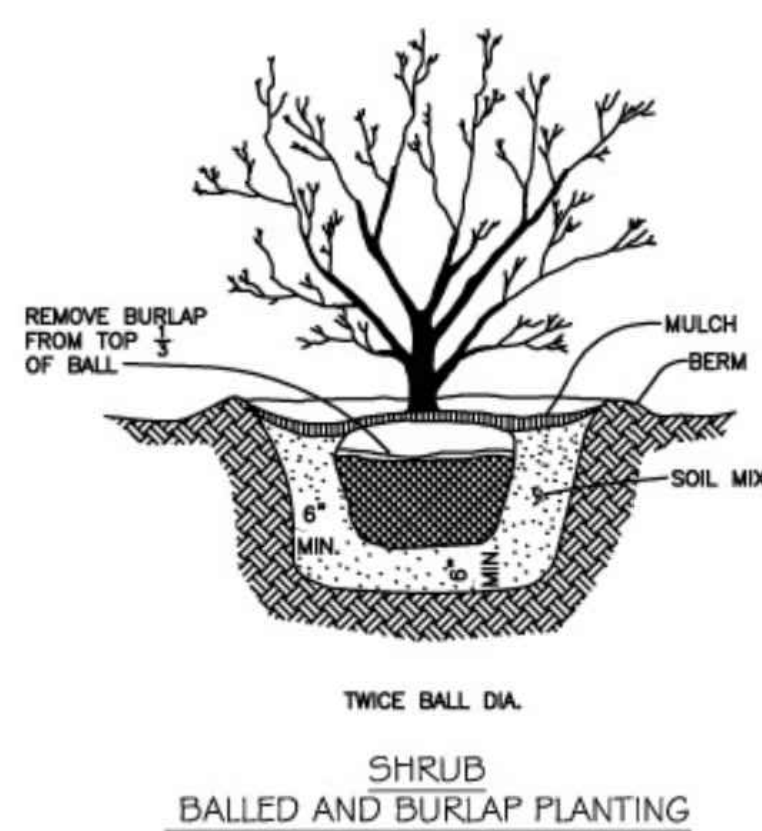
Table A.3 **Planting Soil Characteristics**
(Adapted from EQR, 1996; ETAB, 1993)

Parameter	Value
pH range	5.2 to 7.00
Organic matter	1.5 to 4.0% (by weight)
Magnesium	35 lbs. per acre, minimum
Phosphorus (phosphate - P ₂ O ₅)	75 lbs. per acre, minimum
Potassium (potash - K ₂ O)	85 lbs. per acre, minimum
Soluble salts	≤ 500 ppm
Clay	10 to 25%
Silt	30 to 55%
Sand	35 to 60%

PLANTING DETAILS



PERENNIAL PLANTINGS

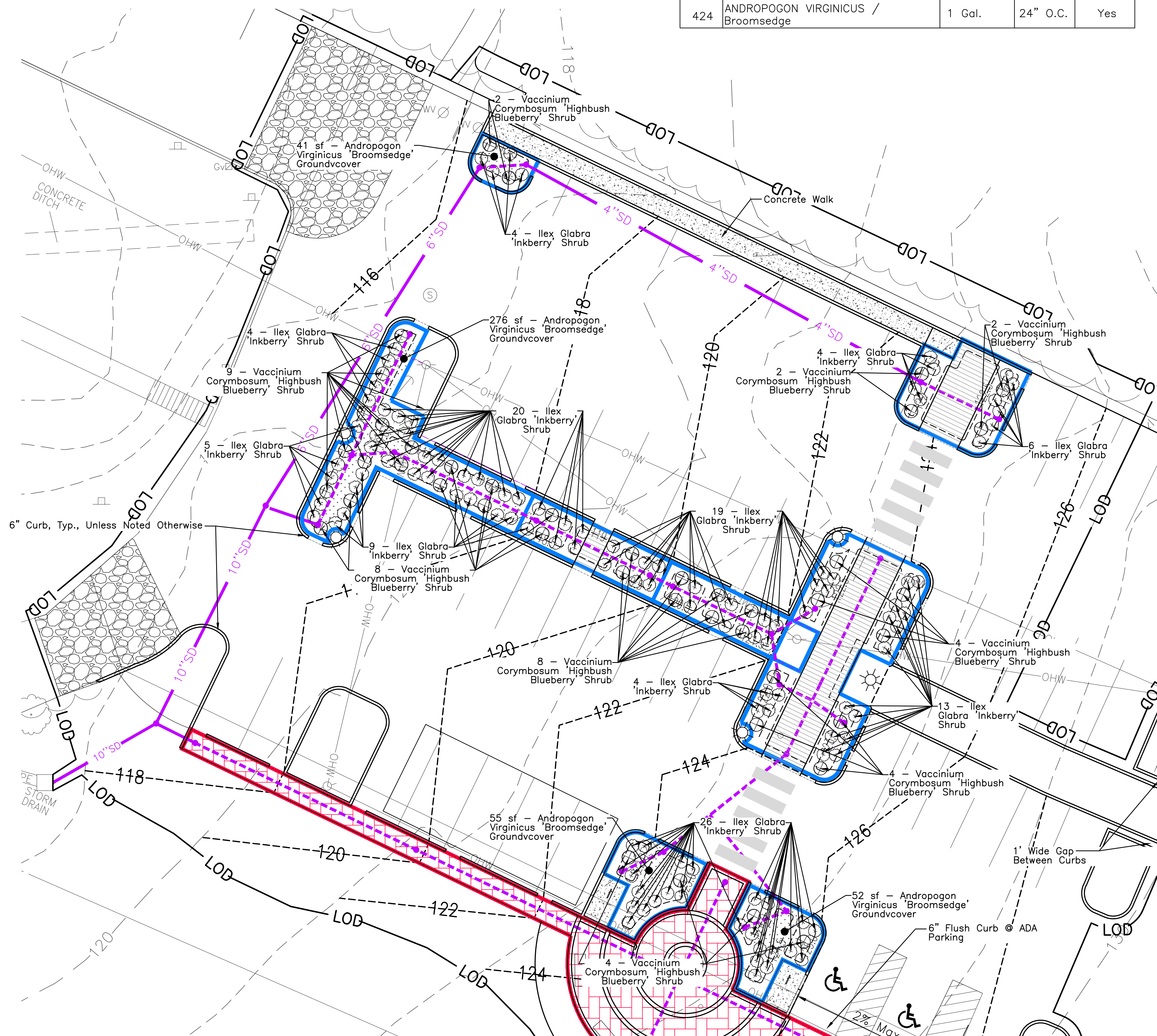


LEGEND

-  PEPCO MANHOLE
-  SEWER MANHOLE
-  TELEPHONE MANHOLE
-  WATER MANHOLE
-  FIRE HYDRANT
-  GAS VALVE
-  LIGHT POLE
-  PEPCO POWER POLE
-  WATER METER
-  WATER VALVE
-  MONITORING WELL
-  ELECTRIC POWER LINE
-  GAS LINE
-  SEWER LINE
-  TELEPHONE LINE
-  WATER LINE
-  CHAIN LINK FENCE
-  WOOD FENCE
-  IRON FENCE
-  OVER HEAD ELECTRIC WIRE
-  GRATE
-  HANDICAP PARKING SPACE
-  TRASHCAN
-  STORM DRAIN
-  PINE
-  SIGN
-  PROP. LIGHT POLE
-  Disturbed Area Boundary
-  Proposed Grade
-  Proposed Shrubs
-  Proposed Groundcover
-  Proposed Permeable Pavement Area
-  Proposed Bio-retention Area
-  Proposed Underdrains

Prince George's County, Maryland (MD033)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
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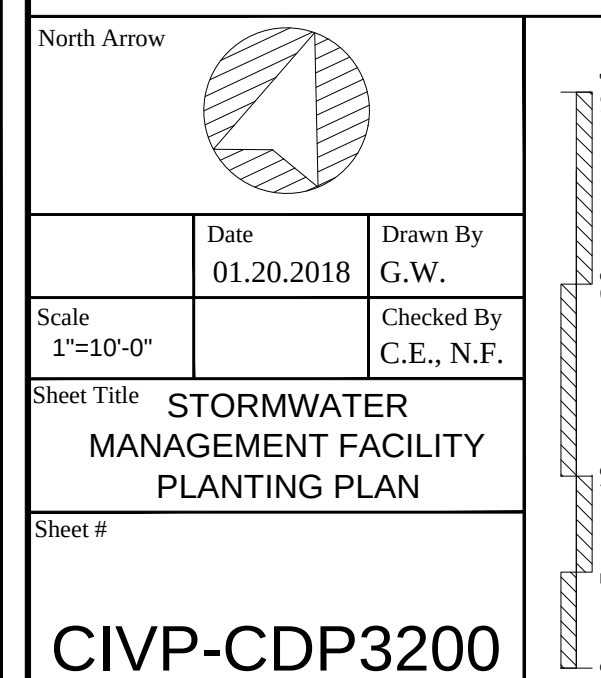
PLANT SCHEDULE				
QTY.	BOTANICAL / COMMON NAME	SIZE	SPACING	NATIVE
SHRUBS				
43	VACCINIUM CORYMBOSUM / Highbush Blueberry	24" Ht.	36" O.C.	Yes
113	ILEX GLABRA / Inkberry	24" Ht.	36" O.C.	Yes
GROUNDCOVER				
424	ANDROPOGON VIRGINICUS / Broomsedge	1 Gal.	24" O.C.	Yes



Civil Engineer:
Greening Urban, LLC
1500 Massachusetts Ave. NW
Suite 523
Washington DC, 20005
(804) 217-7436
greeningurban.com

[illegible]

Buddy Attick Lake Park
Parking Lot
555 CRESCENT ROAD
PRINCE GEORGE'S COUNTY
GREENBELT, MD



City Council Agenda Item Report

Meeting Date: March 10, 2020

Submitted by: Dana Hill

Submitting Department: Greenbelt Police

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

MOU with Prince George's County for Police Computer Software

Suggested Action:

Reference:

Memo, R. Bowers, 03/06//2020

Greenbelt CAD MOU

The Greenbelt Police Department is in need of a replacement Computer Aided Dispatch and Records Management software system. As a result, the Department began working with Prince George's County to become a user of the Motorola computer system. This dispatch system is currently in use by other county municipal police departments as well as the Prince George's County Police Department. This will improve agency coordination.

Seat licenses were purchased in FY 2019 at the cost of \$43,500. Future data migration costs are estimated to be \$50,000 and are included in the FY 2020 budget. The project is on track to go live on April 1, 2020.

Staff recommends that this MOU be approved.

Attachments:

[Memo, R. Bowers, 03/06//2020.pdf](#)

[Greenbelt_CAD_MOU.pdf](#)

Memorandum

To: City Council
From: Chief Richard Bowers
Subject: MOU with Prince George's County for Police Computer Software
Date: March 6, 2020

The Greenbelt Police Department is in need of a replacement Computer Aided Dispatch and Records Management software system. As a result, the Department began working with Prince George's County to become a user of the Motorola computer system. This dispatch system is currently in use by other county municipal police departments as well as the Prince George's County Police Department. This will improve agency coordination.

Seat licenses were purchased in FY 2019 at the cost of \$43,500. Future data migration costs are estimated to be \$50,000 and are included in the FY 2020 budget. The project is on track to go live on April 1, 2020.

Staff recommends that this MOU be approved.

INTERLOCAL AGREEMENT
Between
PRINCE GEORGE’S COUNTY, MARYLAND
and
CITY OF GREENBELT
ON BEHALF OF THE CITY OF GREENBELT POLICE DEPARTMENT
FOR ENHANCED 9-1-1
PUBLIC SAFETY ANSWERING POINT (PSAP) SERVICES

This Memorandum of Understanding (the “Agreement”) is made this _____ day of _____ 2020 (the “Effective Date”) by and between Prince George’s County, Maryland, a body corporate and politic (the “County”), on behalf of the Prince George’s County Office of Homeland Security, Public Safety Communications (“PGCPSC”) and the City of Greenbelt (the “City”), on behalf of the Greenbelt City Police Department (the “GCPD”). The parties are also collectively referred to herein as the “Parties” and individually referred to herein as a “Party.”

WHEREAS, the Maryland Annotated Code, Public Safety Article §1-304(f) requires that: 1) each public safety answering point notify the public safety agencies in a county 9-1-1 system of calls for assistance in the county; 2) written guidelines be developed to govern the referral of calls for assistance to the appropriate public safety agency; and 3) State, county, and local public safety agencies with concurrent jurisdiction have written agreements to ensure a clear understanding of which specific calls for assistance will be referred to which public safety agency.

WHEREAS, the Parties desire to enter into this Agreement for the establishment of coordinated enhanced Emergency 9-1-1, Public Safety Answering Point and dispatch coordination services to be provided in an effort to benefit the citizens working and/or residing in Prince George’s County and the City.

NOW, THEREFORE, in consideration of the mutual terms, conditions, promises, and covenants set forth, the Parties hereto agree as follows:

- 1) **PURPOSE AND INTENT:** It is the purpose and intent of this Agreement for the Parties to cooperate and provide for a means by which each governmental entity may exercise its respective powers, privileges and authorities regarding the processing of 9-1-1, emergency and other calls received in the PGCPSC Public Safety Answering Point (“PSAP”).
- 2) **TERM:** This Agreement shall be effective as of the Effective Date and shall continue in effect for one (1) year. This Agreement shall automatically renew on each anniversary of the Effective Date unless terminated by either party in accordance with the terms herein. The continuation of this Agreement beyond the end of the fiscal year in which it is executed, and any subsequent fiscal years during which this Agreement is in effect, shall be contingent upon the availability of funding for the applicable fiscal year.
- 3) **ENHANCED 9-1-1 SERVICES:** As the Prince George’s County PSAP, PGCPSC shall provide enhanced Emergency 9-1-1 and Public Safety Answering Point services for the City.

INTERLOCAL AGREEMENT
JURISDICTION'S WE DO NOT DISPATCH FOR

All 9-1-1 emergency calls generated within the boundaries of Prince George's County requiring the response of the GCPD shall be answered at the PSAP operated at the Prince George's County Public Safety Communications Center located at 17321 Melford Boulevard, Bowie, or the backup PSAP operated at 7915 Anchor Street, Landover, Maryland. All 9-1-1 emergency calls shall be received and processed in keeping with established PGCPSC technical functions and operational policies, procedures, general orders and the processes described herein.

- 4) **PGCPSC CALL PROCESSING:** PGCPSC shall provide primary PSAP call processing for calls generated from within the municipal boundaries of the City in accordance with the following procedures:
- a) Upon confirmation that 9-1-1, emergency, non-emergency and alarm calls received by PGCPSC are for incidents within the boundaries of the City and require GCPD response; the caller will be transferred to GCPD for processing. The calls transferred to GCPD shall be transferred to a 10-digit number provided by GCPD. When alarm, emergency and non-emergency calls are transferred between PGCPSC and GCPD, the call taker and/or dispatcher shall coordinate information exchanges in a three way conference call to ensure the safety of citizens and/or responding public safety personnel. The information exchange shall include the address and exact location of the incident, call back number, the nature of the call, the type of emergency, the identity of the caller and/or other involved parties, and any hazards critical to the safety of citizen or public safety responders.
 - b) Incidents requiring the dispatch of Prince George's County Fire/EMS personnel shall be processed within the Prince George's County's PSAP prior to transferring the telephone call to the GCPD call/dispatch center for GCPD processing. Calls requiring the dispatch of Prince George's County Office of the Sheriff personnel will be processed within the Prince George's County's PSAP prior to transferring the telephone call to the GCPD call/dispatch center for GCPD processing.
 - c) Any and all 9-1-1, emergency, alarm or non-emergency calls received and processed by PGCPSC before the call is transferred to GCPD, shall be processed in keeping with established PGCPSC technical functions, operational policies, procedures and general orders.
- 5) **GCPD CALL PROCESSING:** The GCPD operates a separate facility to provide police dispatch, non-emergency call and secondary PSAP services for the City. Emergency, non-emergency and alarm calls received by PGCPSC requiring GCPD response shall be transferred to the GCPD call center for processing. The calls will be processed in accordance with the following procedures:
- a) GCPD agrees to allocate adequate resources to operate, within its own facility, 24 hours per day 365 days per year, a secondary PSAP call center facility in support of emergency, alarm and non-emergency Police incidents within the City limits.

INTERLOCAL AGREEMENT
JURISDICTION'S WE DO NOT DISPATCH FOR

- b) GCPD agrees to answer and process emergency, alarm and non-emergency calls transferred by PGCPSC and calls received within the GCPD call center requiring the dispatch of GCPD officers. The call information shall be entered by GCPD personnel into the CAD using PGCPSC established call types and priority codes. The Parties agree that emergency, non-emergency calls processed by GCPD should be, but are not required to be, processed using the IAED EPD protocols. Should GCPD choose to use IAED EPD protocols to process calls, GCPD must purchase the licensing, hardware and technology from the International Association of Emergency Dispatch (IAED) through Motorola Solutions, Inc. The IAED EPD software and technology shall be maintained at the same levels used by PGCPSC.
- c) GCPD shall provide PGCPSC with up-to-date primary and secondary contact telephone numbers to ensure the timely transfer of telephone calls to the GCPD call/dispatch center.
- d) In the event the GCPD receives an emergency call for an incident requiring Fire/EMS or Office of the Sheriff response, or a call that is occurring or has occurred outside the area of its jurisdictional boundaries, the GCPD shall transfer the call to PGCPSC or to the proper jurisdiction. Emergency calls that require PGCPSC processing shall be transferred by GCPD to "9-1-1" and not to a 10-digit number. Non-Emergency calls that require PGCPSC processing for public safety dispatch shall be transferred to 301-352-1230.
- e) When emergency, alarm and non-emergency calls are transferred between PGCPSC and GCPD, the call taker and/or dispatcher shall coordinate information exchanges in a three way conference call to ensure the safety of citizens and/or responding public safety personnel. The information exchange shall include the address and exact location of the incident, call back number, type of emergency, the identity of the caller and/or other involved parties, and any hazards critical to the safety of citizen or public safety responders.
- f) GCPD shall not transfer calls to PGCPSC that involve general County information questions, requests for private or County police impound information, administrative processes, public safety information requests, requests for transfers to other County agencies or personnel, and/or other calls that do not require the dispatch of the Prince George's County public safety personnel.
- g) Calls involving City administrative processes, City information requests, transfers to police officers or other city personnel, and other calls that do not require the dispatch of the GCPD shall not be handled by PGCPSC. The GCPD shall cause dissemination of, provide to the County and publish a telephone number for citizens to use to obtain non-dispatch, informational and administrative assistance from the City and/or the GCPD.
- h) GCPD shall provide direct, equal access to their emergency services phone number in keeping with current and future Department of Justice (DOJ) and Americans with Disabilities Act (ADA) requirements. This includes, but is not limited to, Limited English Proficient (LEP) translation services and equal access to services for people with

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disabilities who use teletypewriters (TTYs), which are also known as "telecommunications devices for the deaf (TDDs)", or any future requirements for equal access for people with disabilities.

- i) GCPD shall comply with all requirements for Secondary PSAPs as defined in the State of Maryland Public Safety Article, COMAR and/or the State of Maryland Emergency Number Systems Board. This includes, but is not limited, to recording emergency calls transferred to and/or processed within the GCPD call center.
- 6) **GCPD DISPATCH SERVICES:** GCPD shall operate and maintain a separate dispatch facility for GCPD. GCPD shall allocate adequate resources to operate and support, within its own facility, 24 hours per day 365 days per year, dispatch services for Police calls for service within the City limits.
- 7) The GCPD shall provide Secondary PSAP and police dispatch services to all police incidents within its jurisdictional boundaries. PGCPSC will not dispatch GCPD personnel in response to incidents requiring GCPD police response.
- 8) **CAD ACCESS:** The City shall contract for the purchase of remote access CAD Client licenses and related support services from Motorola Solutions, Inc., to access and use the CAD. GCPD shall purchase the CAD client licenses for a use period not to exceed eight (8) years. Any additional costs associated with the use of the CAD client licenses shall be paid to Motorola Solutions, Inc. by the City. GCPD shall use the CAD system to dispatch police officers within its jurisdictional boundaries and to process emergency, alarm, and non-emergency telephone calls that require the dispatch of GCPD in accordance with the terms, conditions and procedures herein.
 - a) The City shall provide written notification to the County at least 180 days prior to any intent to cease Secondary PSAP operation or to no longer function as the dispatch center for GCPD. In such event, the Parties may amend this Agreement or enter into a new agreement that memorializes the agreement between the parties.
 - b) CAD access granted to GCPD shall be limited to dispatching GCPD officers, processing emergency, non-emergency, or alarm calls and accepting 9-1-1 transfers as a Secondary Public Safety Answering Point (PSAP). Access to and use of the CAD shall be provided to GCPD only under the following circumstances. Any other use of the CAD is not authorized and will immediately invalidate this Agreement.
 - i. The City shall obtain and provide CAD user training to designated GCPD personnel through Motorola Solutions, Inc., on the proper use and function of the CAD.
 - ii. GCPD shall ensure the secure access to the CAD in keeping with State of Maryland CJIS requirements, the County/INET Security requirements and the City security requirements.

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- iii. The City shall provide network and hardware enhancements as necessary to ensure continuous compatibility with the County, County/INET network and Motorola CAD system requirements.
 - iv. GCPD shall participate in the use of the Prince George's County law enforcement Records Management System (RMS), in keeping with the processes, procedures, and requirements established by Prince George's County Public Safety Technology Working Group.
 - v. GCPD shall limit access to the CAD to police employees that have successfully completed a public safety background investigation.
 - vi. GCPD shall only use the CAD call types and disposition codes defined in the requirements document dated _____. GCPD shall not make any requests for changes or customizations in CAD functionality or call processing.
- 9) **NO BACK-UP CENTER.** PGCPSC PSAP facilities shall not function as a Back-up Center for GCPD. County staff or PGCPSC staff shall not function as back-up call takers for the GCPD. Similarly, the GCPD facility shall not function as a back-up center for the County. City staff or GCPD staff shall not function as back-up call takers or dispatchers for the County.
- 10) **SECONDARY EMPLOYMENT. GCPD OFFICER SUPPORT.** GCPD shall not request PGCPSC support to GCPD officers working secondary employment outside of the City municipal boundaries.
- 11) **POINTS OF CONTACT.** Each Party shall identify a representative who shall serve as its point of contact for day-to-day operational issues. Each Party shall also identify a representative that shall serve as its point of contact for day-to-day technical issues. The County shall host regularly scheduled meetings between the points of contact to coordinate operational and technical issues. These meetings may occur at the same time or separately, depending on the complexity of the issues to be addressed. Coordination of operational and technical procedures that are not documented in established PGCPSC general orders, policies and procedures shall be addressed through the points of contact.
- 12) **MAPPING AND CAD CHANGES.** GCPD shall submit requests for all CAD, RMS, jurisdictional boundary and mapping changes through the Public Safety Communications Change Control Policy. PGCPSC shall not create or alter CAD incident call types, disposition codes or dispatch priorities without notification to GCPD. GCPD shall not request customizations specific to GCPD needs in CAD functionality or call processing.
- 13) **DATA RETENTION.** All PGCPSC CAD record data, radio dispatch communication and 9-1-1 audio recordings shall be retained for 3.5 years, in keeping with PGCPSC's retention policy. CAD messaging shall be retained in keeping with PGCPSC's retention policy, based on availability and server storage capacity.

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14) LEGAL AND MEDIA REQUESTS FOR RECORDS. The Parties shall process and respond to Maryland Public Information Act ("MPIA"), subpoena and media requests in accordance with the following procedures:

- a) MPIA and subpoena requests for audio recordings of calls received and processed by PGCPSC and/or the portion of the call prior to the transfer and acceptance of calls to the GCPD call/dispatch center, shall be processed by PGCPSC in keeping with established PGCPSC procedures and fee schedules.
- b) MPIA and subpoena requests for certified or non-certified audio recordings of calls and/or other telephone calls transferred to, received, processed and/or initiated by GCPD or within the GCPD facility shall be processed by the City.
- c) MPIA or subpoena requests for audio recordings of radio communication messages transmitted on the radio communication dispatch talk groups assigned to or used by GCPD, shall be processed by the City.
- d) MPIA and subpoena requests for certified or non-certified GCPD incident reports, certified or non-certified GCPD dispatch reports, GCPD CAD reports/data, GCPD RMS information or GCPD RMS data or other GCPD printed or electronic dispatch records generated in connection with the violent crimes of murder and non-negligent manslaughter, forcible rape, robbery, and aggravated assault, and the property crimes of burglary, larceny-theft, motor vehicle theft and arson (the "Part I Crimes") shall be responded to and processed by the City, in coordination with the investigating law enforcement agency/department. Any requests for the above that are received by PGSPSC shall be returned to the requestor with notification to contact GCPD for processing and response.
- e) MPIA and subpoena requests for certified or non-certified GCPD incident reports, certified or non-certified GCPD dispatch reports, GCPD CAD reports/data, GCPD RMS information or GCPD RMS data or other GCPD printed or electronic dispatch records that are not generated in connection with a Part I Crimes shall be responded to and processed by the City. Any requests for the above that are received by PGSPSC shall be returned to the requestor with notification to contact GCPD for processing and response.
- f) GCPD shall not request, and PGCPSC shall not provide, audio recordings or incident information in response to media inquiries on the behalf of the GCPD or the City.
- g) GCPD shall not request, and PGCPSC shall not provide, printed CAD documents in lieu of GCPD police incident reports.
- h) GCPD shall not request, and PGCPSC shall not provide, statistical data associated with activities, incidents or calls for service within the City's municipal boundaries.

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- 15) **TOWING.** PGCPSC shall coordinate registered crane services using the computerized tow rotation system managed by the PGPD tow coordination unit. PGCPSC will not be responsible for the continued functionality of the PGPD tow rotation program or changes to vendors in the tow program. All changes must be coordinated with the PGPD tow coordination unit. GCPD shall not request an alternate tow rotation process or other tow coordination services.
- 16) **9-1-1 FEES.** As the Prince George's County Primary PSAP, the County PGCPSC shall retain all 9-1-1 fees collected by and distributed by the State of Maryland.
- 17) **CITY FACILITIES AND EQUIPMENT.** The County shall not be responsible for any remodeling, improvements, repairs, staffing enhancements or rehabilitation of City facilities or equipment that occur as a result of the changes in call processing arising from this Agreement.
- 18) **ERRORS.** The County shall not be liable or have responsibility for GCPD processing errors or technical errors or malfunctions that may interfere with or delay the dispatch of calls or the processing of 9-1-1 calls, non-emergency calls, alarm calls or the transfer of calls to the GCPD. Should system-wide technical issues/errors or outages occur, the County shall ensure all technical problems are resolved within the Primary PSAP first, then shall strive to resolve CAD related technical problems with remote CAD positions within GCPD. GCPD shall notify PGCPSC of CAD problems through the email address of MTCNotification@co.pg.md.us. GCPD personnel shall not contact Motorola Solutions to report CAD problems. CAD client issues shall be resolved by PGCPSC through remote update processes, remote diagnostics and remote problem resolution. GCPD shall address all hardware problems through City technical support processes.
- 19) **GENERAL TERMS AND CONDITIONS**
- a) **Termination for Convenience.** This Agreement, in whole or in part, may be terminated by the either party by giving the other party sixty (60) days prior written notice, or such time as mutually agreeable to the parties. In the event of such termination, the City shall not be paid any damages or costs arising from termination.
- b) **Termination for Default.** If the City fails to fulfill its obligations under this Agreement properly and on time or otherwise violates any provision of this Agreement, the County may terminate this Agreement by providing written notice to the City. The written notice shall specify the acts or omissions relied on as cause for termination. If the County incurs damages as a result of such default, the City shall remain liable after termination and the County may pursue any remedy available to it at law or in equity.
- c) **Notices:** All notices, requests, reports, demands and other communications under this Agreement shall be in writing and shall be deemed to have been duly given: (i) immediately upon receipt if hand-delivered in accordance with the notice provisions of this Agreement; (ii) on the day after delivery to a nationally recognized overnight courier service, or (iii) on the fifth day after mailing, if mailed to the party to whom such notice

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is to be given, by registered or certified U.S. mail, return receipt requested, and, in all cases, if prepaid and properly addressed as follows:

To County: Director
Prince George's County Office of Homeland Security
Public Safety Communications
17321 Melford Boulevard
Bowie, Maryland 20715

With Copies to: County Attorney
Office of Law, Room 5121
14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772

To the City: [Insert contact information]

- d) **Indemnification:** The City shall indemnify, defend, and hold harmless the County, its officers, directors, agents and employees (each, including the County, a "Covered Person") from and against any and all pending or threatened claims, losses, liabilities, litigation, damage, penalty, expense and demands of every kind and nature whatsoever (any of the foregoing a "Loss"), including, without limitation, the costs as and when incurred of defending any such Loss, and including, without limitation, reasonable attorneys' fees and disbursements therefore, incurred by a Covered Person resulting from or arising in connection with the performance of this Agreement, caused in part or in whole by any negligent or willful act or omission of the City, its agencies, officers, agents, employees or representatives. The County does not waive any right or defense, or forebear any action, in connection herewith. Any indemnification provided by the City under this Agreement is limited by the notice requirements, types of liabilities and damage limits provided in the Local Government Tort Claims Act, Cts. & Jud. Proc. Art., Sec. 5-301 through 5-304, Md. Code, and any such indemnification does not create any rights in third parties. The indemnification provisions set forth in this Section shall survive termination or expiration of this Agreement.
- e) **No Waivers:** No failure or delay by any party in exercising any right, power or privilege hereunder shall operate as a waiver thereof nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right, power or privilege. The rights and remedies herein provided shall be cumulative and not exclusive of any rights or remedies provided by law.
- f) **Non-Assignability:** This Agreement shall be deemed personal to the parties hereto and shall not be assigned, delegated or subcontracted without the prior written consent of the County.

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- g) **Status of Parties:** The relationship of the parties to this Agreement is one of independent contractors and no partnership or joint venture is intended to be created. No party shall represent itself as the agent or employee of any other party.
- h) **Compliance with Law:** The City shall comply with all applicable laws, orders and codes of the federal, state and local governments as they pertain to this Agreement.
- i) **Governing Law\Venue\Severability:** This Agreement and the rights and obligations of the parties shall be governed by and construed in accordance with the laws of Prince George's County and the State of Maryland, without regard to its conflicts of law principles. Any suit, action or proceeding seeking to enforce any provision of, or based on any matter arising out of or in connection with, this Agreement shall be brought in any federal or state court located in the State of Maryland, and each of the parties hereby consents to the jurisdiction of such courts (and of the appropriate appellate courts therefrom) in any such suit, action or proceeding and irrevocably waives, to the fullest extent permitted by law, any objection which it may now or hereafter have to the laying of the venue of any such suit, action or proceeding in any such court or that any such suit, action or proceeding which is brought in any such court has been brought in an inconvenient forum.
- j) **Construction:** This Agreement shall not be construed against the party preparing it, but shall be construed as if the parties jointly prepared it and any uncertainty or ambiguity shall not be interpreted against any party. If any term or other provision herein is found to be unenforceable, invalid or illegal, such term or provision shall be deemed deleted from this Agreement, and the remainder of this Agreement shall not be affected or impaired thereby.
- k) **Authority:** Each party represents and warrants that it is fully authorized to enter into the terms and conditions of, and to execute and be bound by, this Agreement. The parties agree to use their best efforts promptly to execute and to effectuate the terms provided for herein. In addition, each person whose signature appears hereon warrants and guarantees that he/she has been duly authorized and has full authority to execute this Agreement.
- l) **Binding Effect:** This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.
- m) **Recitals:** The Recitals are expressly incorporated herein by reference.
- n) **Entire Agreement:** This Agreement incorporates the entire understanding of the parties hereto, and supersedes any and all prior agreements or understandings (written or oral) relating to the subject matter hereof. This Agreement can only be modified in a writing signed by duly authorized representatives of both parties hereto.
- o) **Counterparts:** This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

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[Signature Page Follows]

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IN WITNESS WHEREOF, the parties have signed, sealed and delivered these presents as of their own free act and deed as of the Effective Date first written above.

City of Greenbelt

By: _____

Print Name: _____

Title: _____

PRINCE GEORGE'S COUNTY, MARYLAND

By: _____

Mark A. Magaw
DCAO Public Safety

Reviewed for Legal Sufficiency

Office of Law

City Council Agenda Item Report

Meeting Date: March 10, 2020

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Approval of the Advisory Committee on Trees Report #2020-1

Suggested Action:

Reference: Advisory Committee on Trees Report

This is a follow-up to Report #2019-2 (dated August 7, 2019), regarding the Eleanor Roosevelt Memorial Tree. The Advisory Committee on Trees (ACT) members voted at their July 23, 2019, meeting to support another planting of an Eleanor Roosevelt Memorial Tree (ERMT). At subsequent ACT meetings, discussion of the location and type of tree has taken place.

ACT members support planting the ERMT in an open space near the Greenbelt Community Center, possibly near the area where there used to be a large willow oak, which was removed over three years ago. This would be in the open space on the south side of the Community Center, near the Greenbelt Branch of the Prince George's County Memorial Library System.

ACT members ask for approval from the City Council to purchase and plant another Eleanor Roosevelt Memorial Tree, this time near the Greenbelt Community Center. The planting would take place near Arbor Day in 2020.

Approval of this item on the consent agenda will indicate Council approval to purchase and plant another Eleanor Roosevelt Memorial Tree.

Attachments:

[ACT_Report_2020_1.pdf](#)

**Report #2020-1
January 24, 2020**

Greenbelt Advisory Committee on Trees – Report to the City Council

Subject: Eleanor Roosevelt Memorial Tree

This is a follow-up to Report #2019-2 (dated August 7, 2019) regarding the Eleanor Roosevelt Memorial Tree. The Advisory Committee on Trees (ACT) members voted at their July 23, 2019 meeting to support another planting of an Eleanor Roosevelt Memorial Tree (ERMT). At subsequent ACT meetings, discussion of the location and type of tree has taken place.

ACT members support planting the ERMT in an open space near the Greenbelt Community Center, possibly near the area where there used to be a large willow oak, which was removed over three years ago. This would be in the open space on the south side of the Community Center, near the Greenbelt Branch of the Prince George's County Memorial Library System.

ACT members have further discussed the type of tree to plant for the ERMT and suggest an evergreen American Holly. In particular, ACT favors the American Holly 'Satyr Hill,' which was the Holly Society's "2003 Holly of the Year." Some close nurseries stock this tree and it is hoped that a fairly large specimen, 7-8 feet tall, could be acquired this spring to plant near Arbor Day in 2020.

If the City Council approves the purchase of the American Holly 'Satyr Hill' in the next few weeks, then the next Eleanor Roosevelt Memorial Tree can be planted this spring.

Summary: ACT members ask for approval from the City Council to purchase and plant another Eleanor Roosevelt Memorial Tree, this time near the Greenbelt Community Center. The planting would take place near Arbor Day in 2020.

City Council Agenda Item Report

Meeting Date: March 10, 2020

Submitted by: Terri Hruby

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Hanover Parkway Bikeway Facility Feasibility Study

Suggested Action:

Reference:

Memo, M. Porter, 02/26/2020

Concept Design Plans

APB Report #2019-09, 08/27/2019

Email, M. Porter, 11/12/2019

On March 2, 2020, the City Council held a work session on the Hanover Parkway Bikeway Feasibility Study. This project, partially funded by a grant from the Chesapeake Bay Trust, includes a feasibility study of bicycle facilities in the Hanover Parkway corridor between Mandan Road and Good Luck Road and 30% designs of bicycle facilities on a priority area of Hanover Parkway between Spellman Overpass and Greenbrook Drive.

The City's consultant has developed two (2) alternatives for bicycle facilities on Hanover Parkway. One of these alternatives is primarily an on-road option (Option A), while the other is an off-road option (Option B). Option A has an estimated construction cost of \$300,000 to \$890,000 dependent on whether flexible bollards or concrete curb is used to protect bike lanes. Option B has an estimated construction cost of \$760,000. Final engineering is estimated to cost \$250,000. These alternatives have been presented to the Advisory Planning Board, GreenACES, Greenbriar Condominiums (Phase I, Phase II, and Greenbriar Community Association Board of Directors), and at a Community Meeting. The information about the project, including the alternatives, was shared with the Greenbelt East Advisory Coalition. These alternatives have also been discussed with the Department of Public Works and the Police Department.

Main areas of conversation during these presentations was a concern about the impact an on-road bicycle lane would have on traffic near Eleanor Roosevelt High School, particularly when students are arriving and departing from the school or during events. Other areas of conversation during these presentations were cyclist safety, impact on the traffic on Hanover Parkway, and the ease with which cyclists could use the bicycle facilities. While pros and cons were identified for both alternatives, the off-road option was met with the most support. City Council has also requested that the use of permeable pavement be explored, including cost impacts, and this will be completed as the consultant prepares 30% design plans.

Staff recommends City Council support the off-road option and direct staff to authorize the City's consultant to move forward to develop 30 percent design drawings for the priority area.

Attachments:

[Hanover_Parkway_Staff_Report.pdf](#)

[Concept Design Plans.pdf](#)

[APB_Report_Bicycle_Facilities_on_Hanover_Parkway.pdf](#)

[GreenACES.pdf](#)

CITY OF GREENBELT, MARYLAND
MEMORANDUM

TO: Nicole Ard, City Manager

FROM: Molly Porter, Community Planner I

VIA: Terri Hruby, Director of Planning and Community Development

DATE: February 26, 2020

SUBJECT: Hanover Parkway Bikeway Feasibility Study and Design Plans

Background:

In November 2017, the City was awarded grant funding from the Maryland Department of Transportation Bikeways Program for the Hanover Parkway Bikeway Feasibility Study and Design Plans Project.

This project includes a feasibility study of bicycle facilities in the Hanover Parkway corridor between Mandan Road and Good Luck Road and 30% designs of bicycle facilities on a priority area of Hanover Parkway between the Spellman Overpass and Greenbrook Drive.

This priority area is a missing trail link, as identified in the Maryland Department of Transportation's statewide trail network vision document, "Maryland Trails: A Greener Way to Go". Gaining access to the Spellman Overpass is crucial for Greenbelt East residents to access Historic Greenbelt and a cross-city bicycle route which ultimately connects to the wider Anacostia regional trail network.

Project Progress

Following the RFP process the City contracted with Sabra & Associates who City staff have been working with to complete this project. As part of this project two (2) alternatives for bicycle facilities on Hanover Parkway were developed. One of these alternatives is primarily an on-road option, while the other is an off-road option.

The on-road alternative would provide modest traffic calming on parts of Hanover Parkway and would require less stormwater management, assuming medians are planted. This option, however, would have a negative impact on the level of service on side streets and would require cyclists to transition from an on-road facility to an off-road facility.

The off-road alternative would provide for a uniform facility that does not require transitioning from on-road to off-road and would not require cyclists to cross Hanover Parkway. This alternative would also not impact existing traffic patterns on Hanover Parkway. This option, however, would have greater impervious surface impacts.

Several design assumptions were established during the creation of the alternatives. These include, protecting and separating the bicycle facility from all vehicles, designing an all ages

facility, retaining trees to the greatest extent possible, and designing bicycle facilities with consideration of continuing maintenance.

These alternatives have been presented to the Advisory Planning Board, GreenACES, Greenbriar Condominiums (Phase I, Phase II, and Greenbriar Community Association Board of Directors), and at a Community Meeting. The information about the project, including the alternatives, was shared with the Greenbelt East Advisory Coalition. These alternatives have also been discussed with the Department of Public Works and the Police Department.

A main area of conversation during these presentations was a concern about the impact an on-road bicycle lane would have on traffic near Eleanor Roosevelt High School, particularly when students are arriving and departing from the school or during events. Other areas of conversation during these presentations were cyclist safety, impact on the traffic on Hanover Parkway, and the ease with which cyclists could use the bicycle facilities.

Staff is seeking direction from City Council regarding the preferred alternative for bicycle facilities on Hanover Parkway.

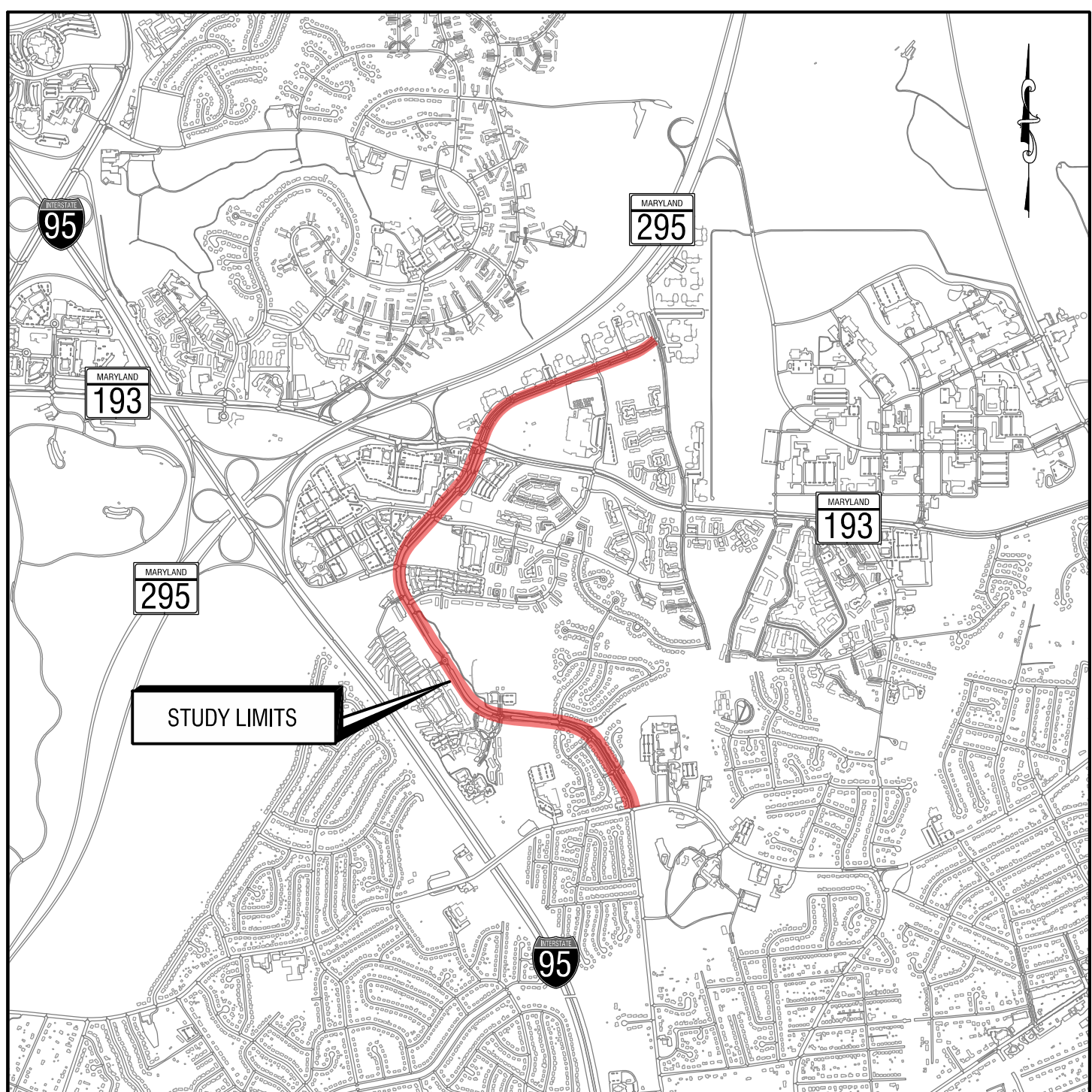
CITY OF GREENBELT

BIKEWAY FACILITY CONCEPT PLAN

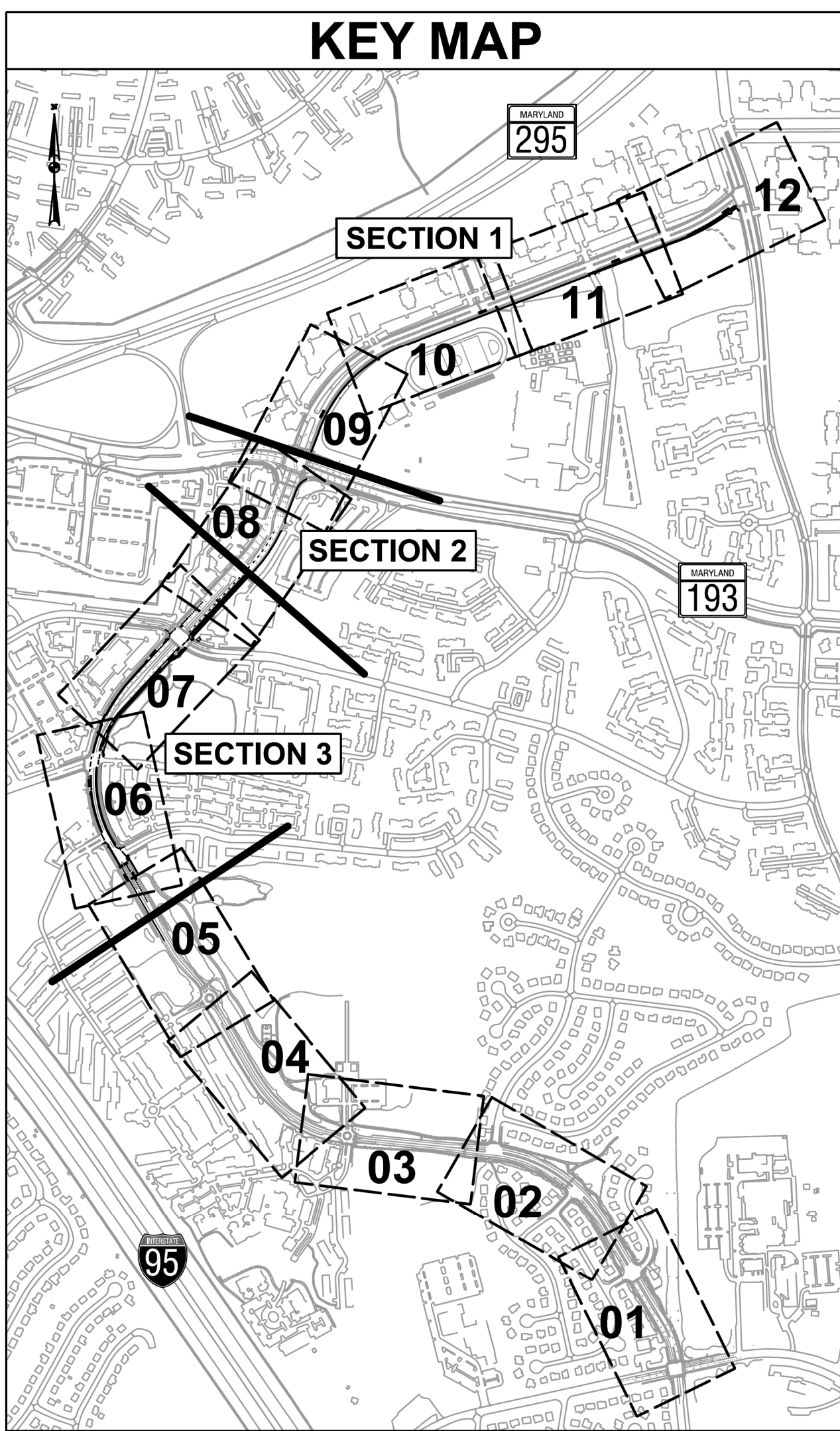
HANOVER PARKWAY
FROM GOODLUCK ROAD TO MANDAN ROAD
PROJECT LENGH 1.9 MILES

INDEX OF SHEETS

- 01. EXISTING CONDITIONS
- 02. EXISTING CONDITIONS
- 03. EXISTING CONDITIONS
- 04. EXISTING CONDITIONS
- 05A. PROPOSED CONCEPT OPTION A: ON-STREET OPTION (SECTION 3)
- 06A. PROPOSED CONCEPT OPTION A: ON-STREET OPTION (SECTION 3)
- 07A. PROPOSED CONCEPT OPTION A: ON-STREET OPTION (SECTION 3)
- 08A. PROPOSED CONCEPT OPTION A: ON-STREET OPTION (SECTIONS 3 & 2)
- 09A. PROPOSED CONCEPT OPTION A: ON-STREET OPTION (SECTIONS 2 & 1)
- 10A. PROPOSED CONCEPT OPTION A: ON-STREET OPTION (SECTION 1)
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- 12A. PROPOSED CONCEPT OPTION A: ON-STREET OPTION (SECTION 1)
- 05B. PROPOSED CONCEPT OPTION B: OFF-STREET OPTION (SECTION 3)
- 06B. PROPOSED CONCEPT OPTION B: OFF-STREET OPTION (SECTION 3)
- 07B. PROPOSED CONCEPT OPTION B: OFF-STREET OPTION (SECTION 3)
- 08B. PROPOSED CONCEPT OPTION B: OFF-STREET OPTION (SECTIONS 3 & 2)
- 09B. PROPOSED CONCEPT OPTION B: OFF-STREET OPTION (SECTIONS 2 & 1)
- 10B. PROPOSED CONCEPT OPTION B: OFF-STREET OPTION (SECTION 1)
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- 12B. PROPOSED CONCEPT OPTION B: OFF-STREET OPTION (SECTION 1)
- 13. BIKE LANE PROTECTION DETAILS
- 14. SIGNING AND MARKING DETAILS
- 15. STANDARD DETAILS



VICINITY MAP
SCALE : 1"= 2000'

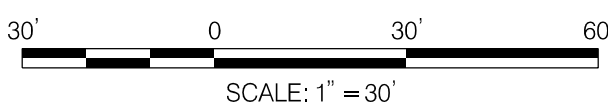


KEY MAP

OPERATOR02430 - PLOTTED: Friday, February 14, 2020 AT 10:08 AM
FILE NAME: \\2019\\18_City of Greenbelt_Hanover Parkway_360K.dwg pSN - P001_HanoverPkw.dgn



Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Existing Conditions



DWG. NO. 01

EXISTING LEGEND:

PROPERTY LINE

EDGE OF PAVEMENT

PAVEMENT MARKINGS

CONCRETE SIDEWALK

ASPHALT PATHWAY

UTILITY POLE AND BACK GUY

GROUND-MOUNTED SIGN

LIGHT POLE

INLETS

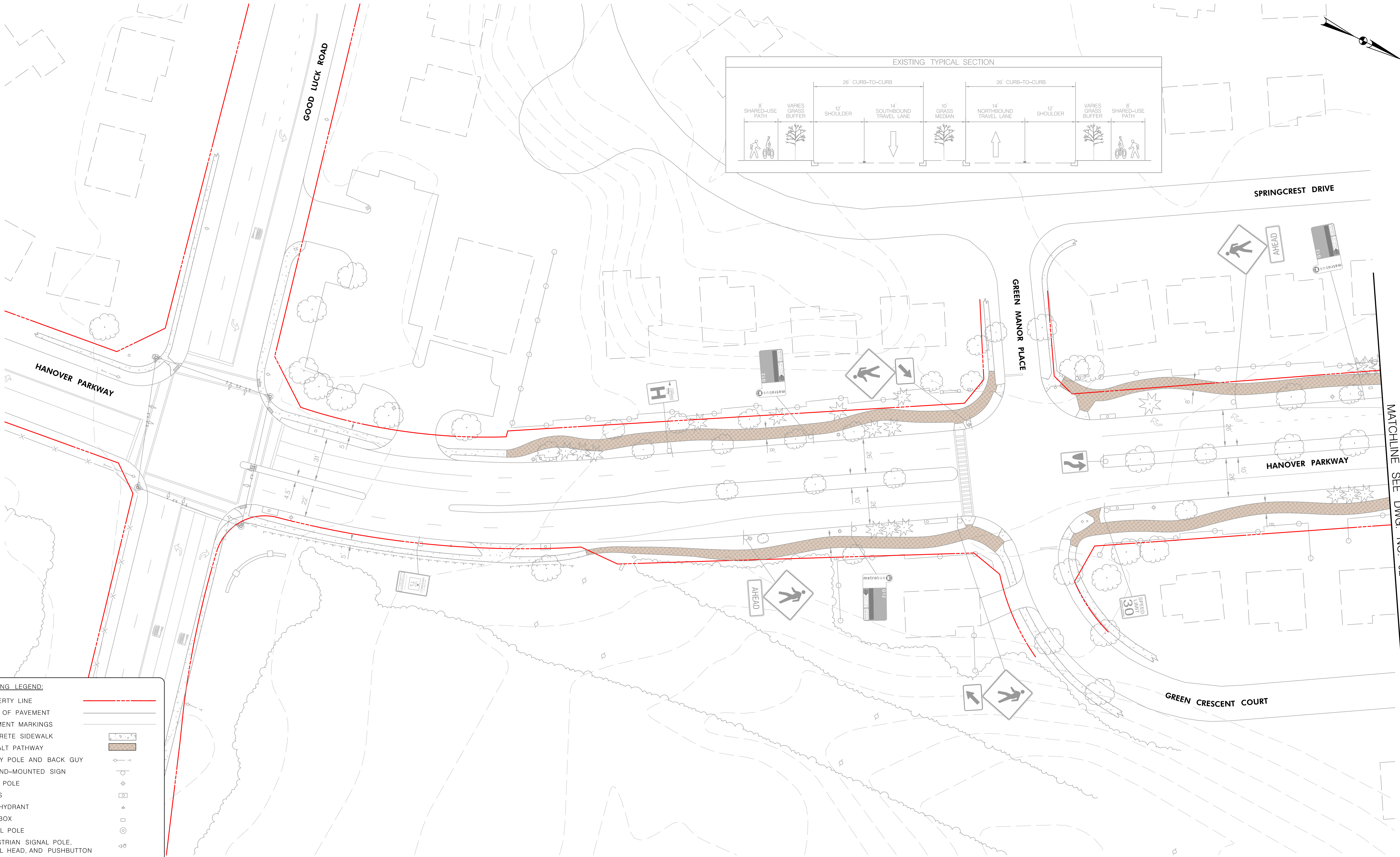
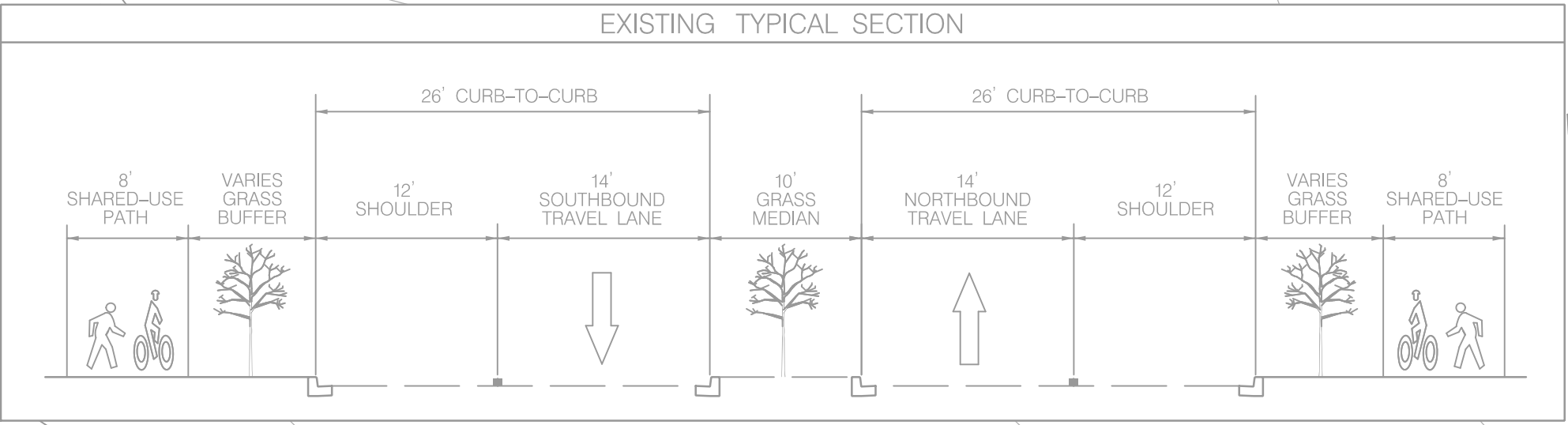
FIRE HYDRANT

HANDBOX

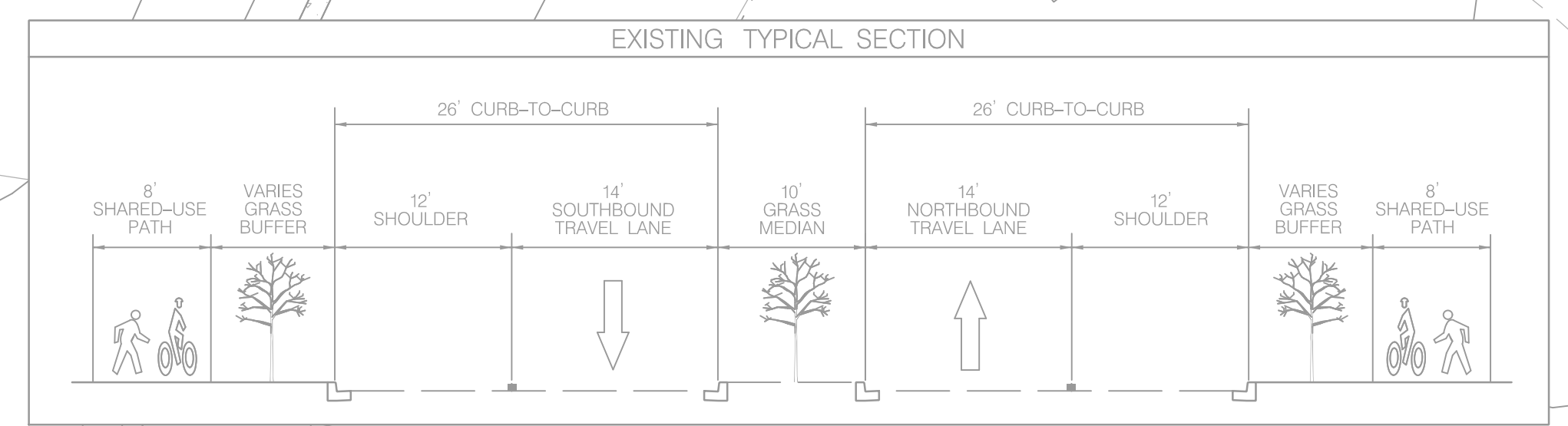
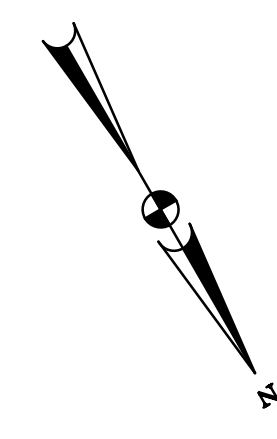
SIGNAL POLE

PEDESTRIAN SIGNAL POLE, SIGNAL HEAD, AND PUSHBUTTON

MAN HOLE

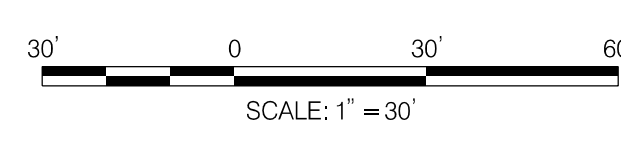


MATCHLINE SEE DWG. NO. 02



- EXISTING LEGEND:
- PROPERTY LINE
 - EDGE OF PAVEMENT
 - PAVEMENT MARKINGS
 - CONCRETE SIDEWALK
 - ASPHALT PATHWAY
 - UTILITY POLE AND BACK GUY
 - GROUND-MOUNTED SIGN
 - LIGHT POLE
 - INLETS
 - FIRE HYDRANT
 - HANDBOX
 - SIGNAL POLE
 - PEDESTRIAN SIGNAL POLE, SIGNAL HEAD, AND PUSHBUTTON
 - MAN HOLE

Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Existing Conditions



DWG. NO. 02

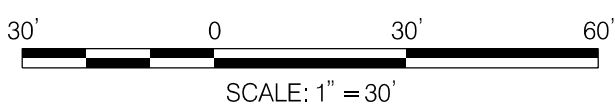


OPERATOR02430 - PLOTTED: Friday, February 14, 2020 AT 10:09 AM
FILE NAME: \\2019\\B_City of Greenbelt_Hanover Parkway_360K.dwg pSN - P002_HanoverPkw.dgn

OPERATOR02430 - PLOTTED: Friday, February 14, 2020 AT 10:09 AM
FILE NAME: \\2019\\18_City of Greenbelt_Hanover Parkway_560K\\dwg\\p003_HanoverPkw.dgn

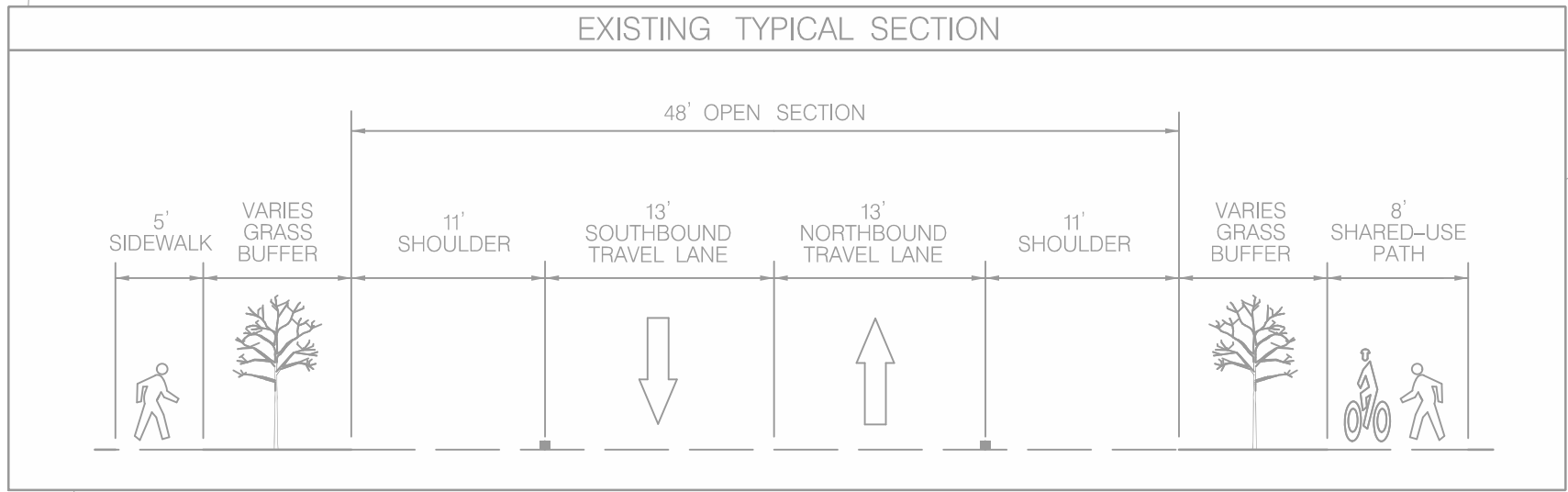
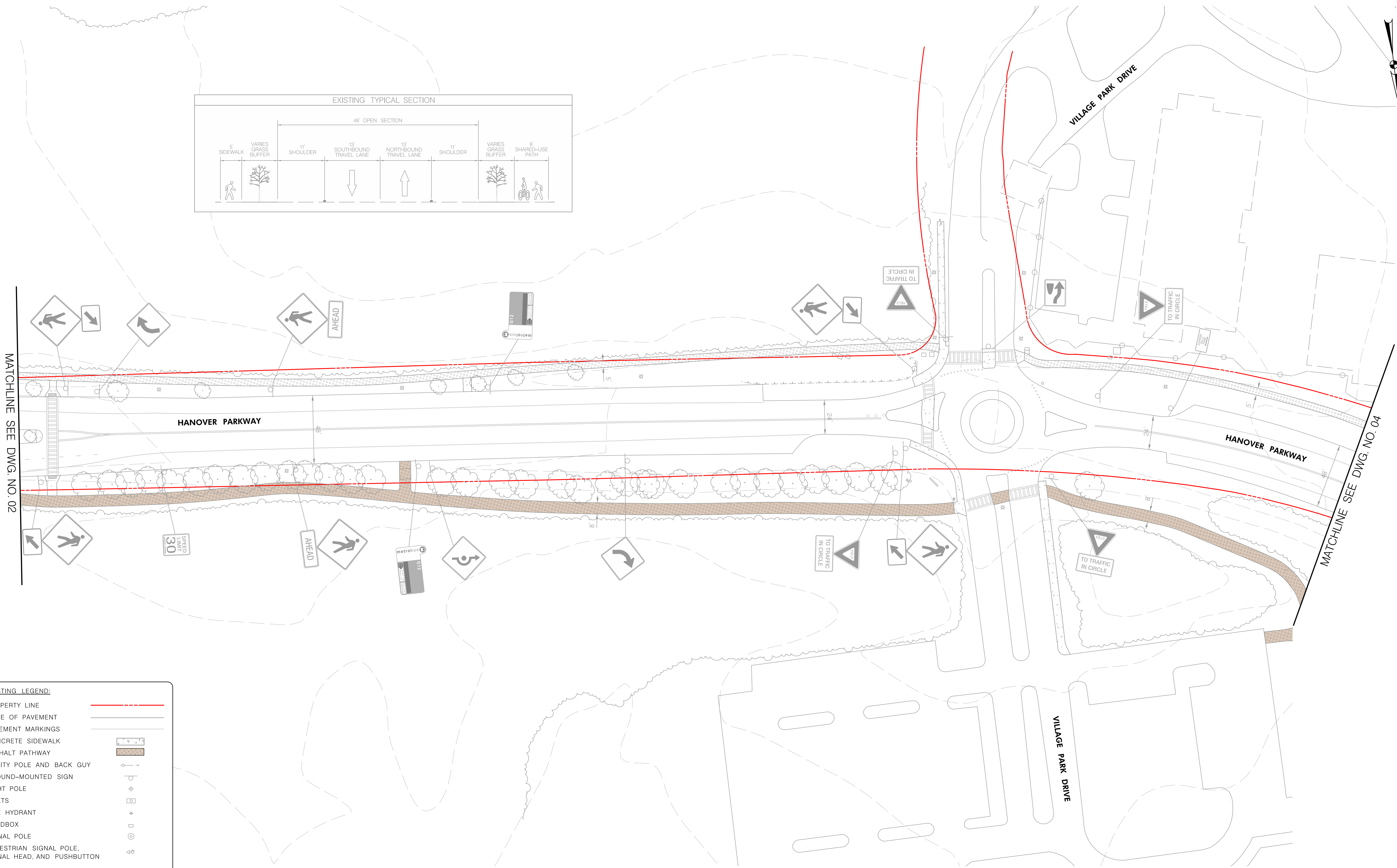


Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Existing Conditions



DWG. NO. 03

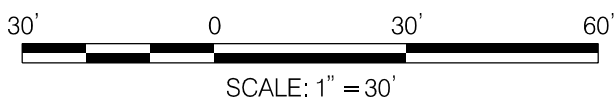
EXISTING LEGEND:	
PROPERTY LINE	
EDGE OF PAVEMENT	
PAVEMENT MARKINGS	
CONCRETE SIDEWALK	
ASPHALT PATHWAY	
UTILITY POLE AND BACK GUY	
GROUND-MOUNTED SIGN	
LIGHT POLE	
INLETS	
FIRE HYDRANT	
HANDBOX	
SIGNAL POLE	
PEDESTRIAN SIGNAL POLE, SIGNAL HEAD, AND PUSHBUTTON	
MAN HOLE	



OPERATOR02430 - PLOTTED: Friday, February 14, 2020 AT 10:09 AM
FILE NAME: \\2019\\18_City of Greenbelt_Hanover Parkway_360K\\dwg\\p004_HanoverPkw.dgn

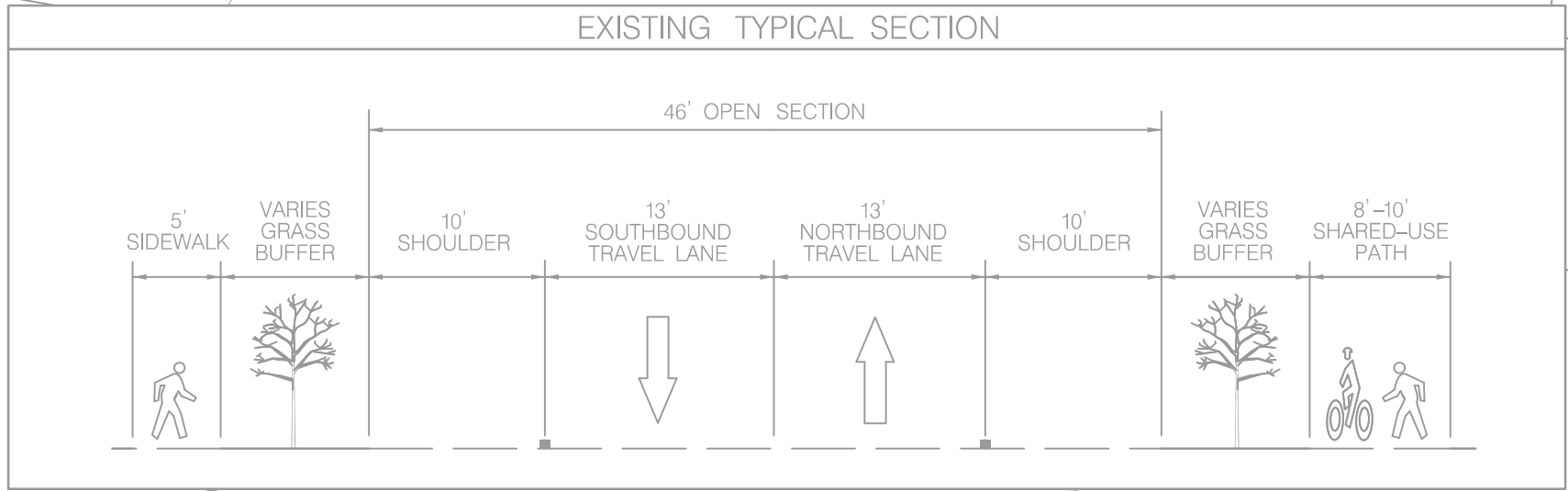
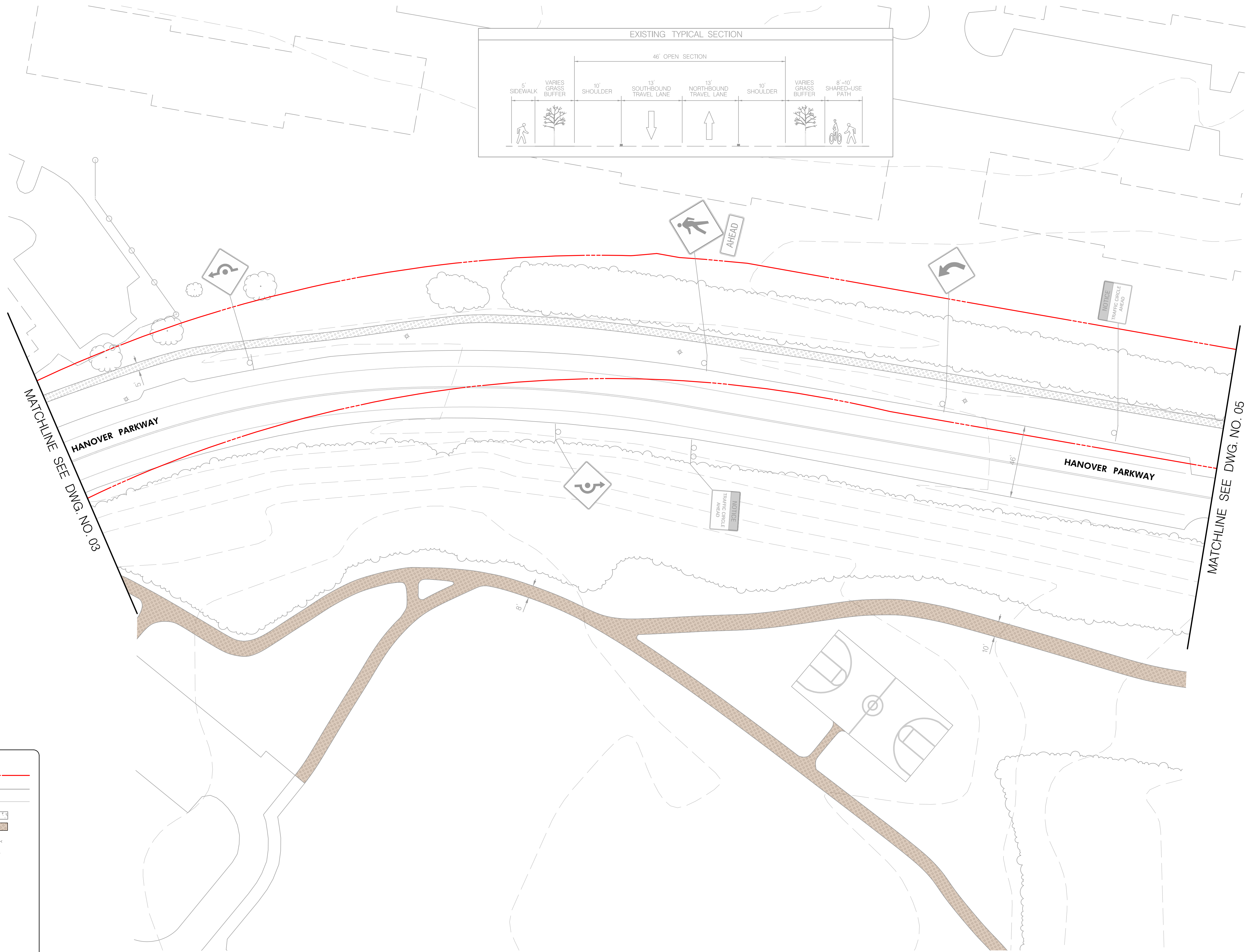


Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Existing Conditions



DWG. NO. 04

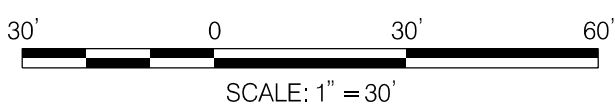
EXISTING LEGEND:	
PROPERTY LINE	
EDGE OF PAVEMENT	
PAVEMENT MARKINGS	
CONCRETE SIDEWALK	
ASPHALT PATHWAY	
UTILITY POLE AND BACK GUY	
GROUND-MOUNTED SIGN	
LIGHT POLE	
INLETS	
FIRE HYDRANT	
HANDBOX	
SIGNAL POLE	
PEDESTRIAN SIGNAL POLE, SIGNAL HEAD, AND PUSHBUTTON	
MAN HOLE	



OPERATOR02430 - PLOTTED: Friday, February 14, 2020 AT 10:16 AM
FILE NAME: \\2019\\18_City of Greenbelt_Hanover Parkway_360K\\dwg\\PSN-P05A_HanoverPky.dgn



Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Option A



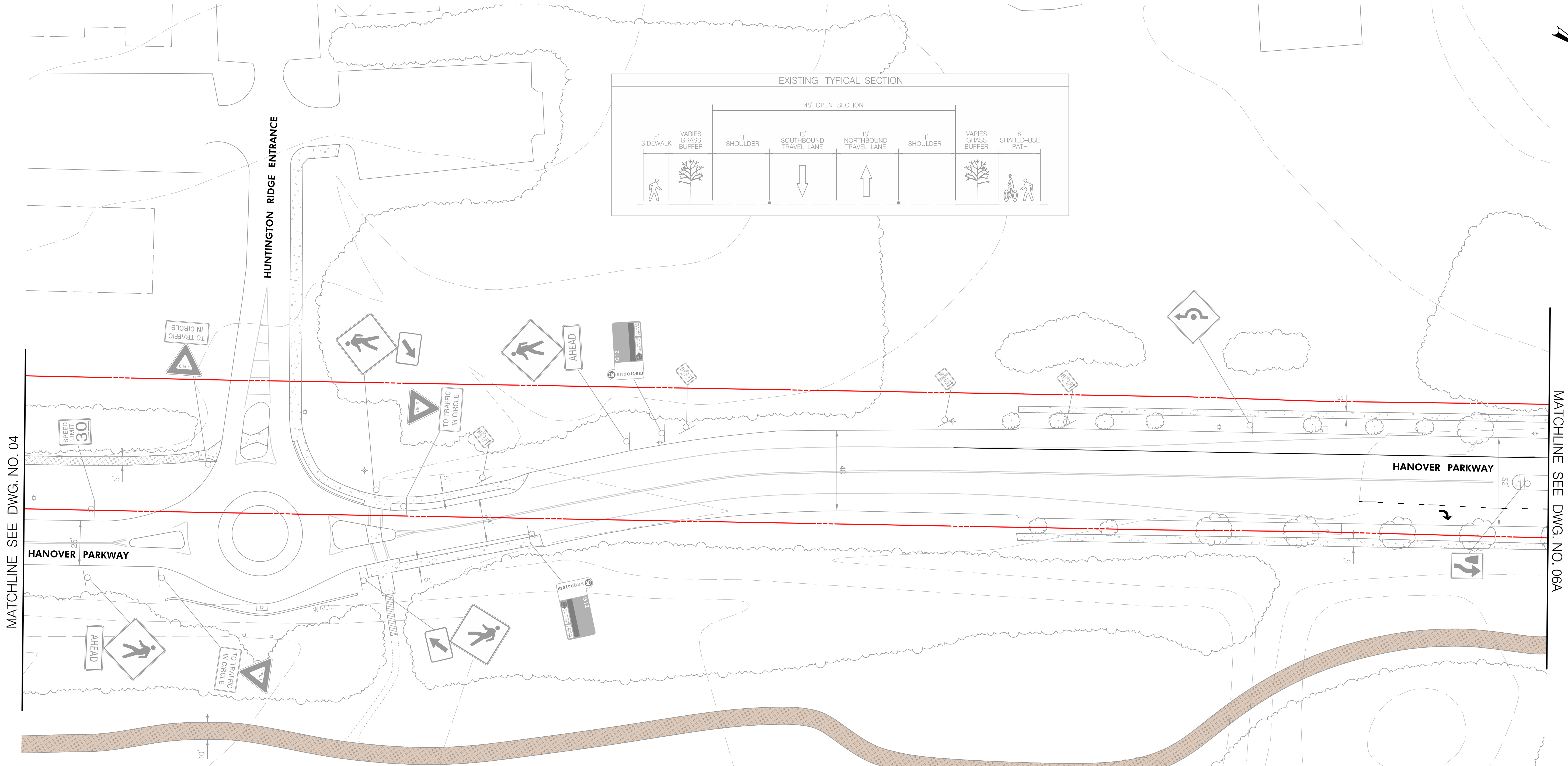
DWG. NO. 05A

EXISTING LEGEND:

- PROPERTY LINE
- EDGE OF PAVEMENT
- PAVEMENT MARKINGS
- CONCRETE SIDEWALK
- ASPHALT PATHWAY
- UTILITY POLE AND BACK GUY
- GROUND-MOUNTED SIGN
- LIGHT POLE
- INLETS
- FIRE HYDRANT
- HANDBOX
- SIGNAL POLE
- PEDESTRIAN SIGNAL POLE, SIGNAL HEAD, AND PUSHBUTTON
- MAN HOLE

PROPOSED LEGEND:

- PROPOSED
- TRAIL (OFF-ROAD)
- CONCRETE
- GRASS
- PAVEMENT TO BE REMOVED
- MOUNTABLE CONC. MEDIAN END



MATCHLINE SEE DWG. NO. 06A

MATCHLINE SEE DWG. NO. 04

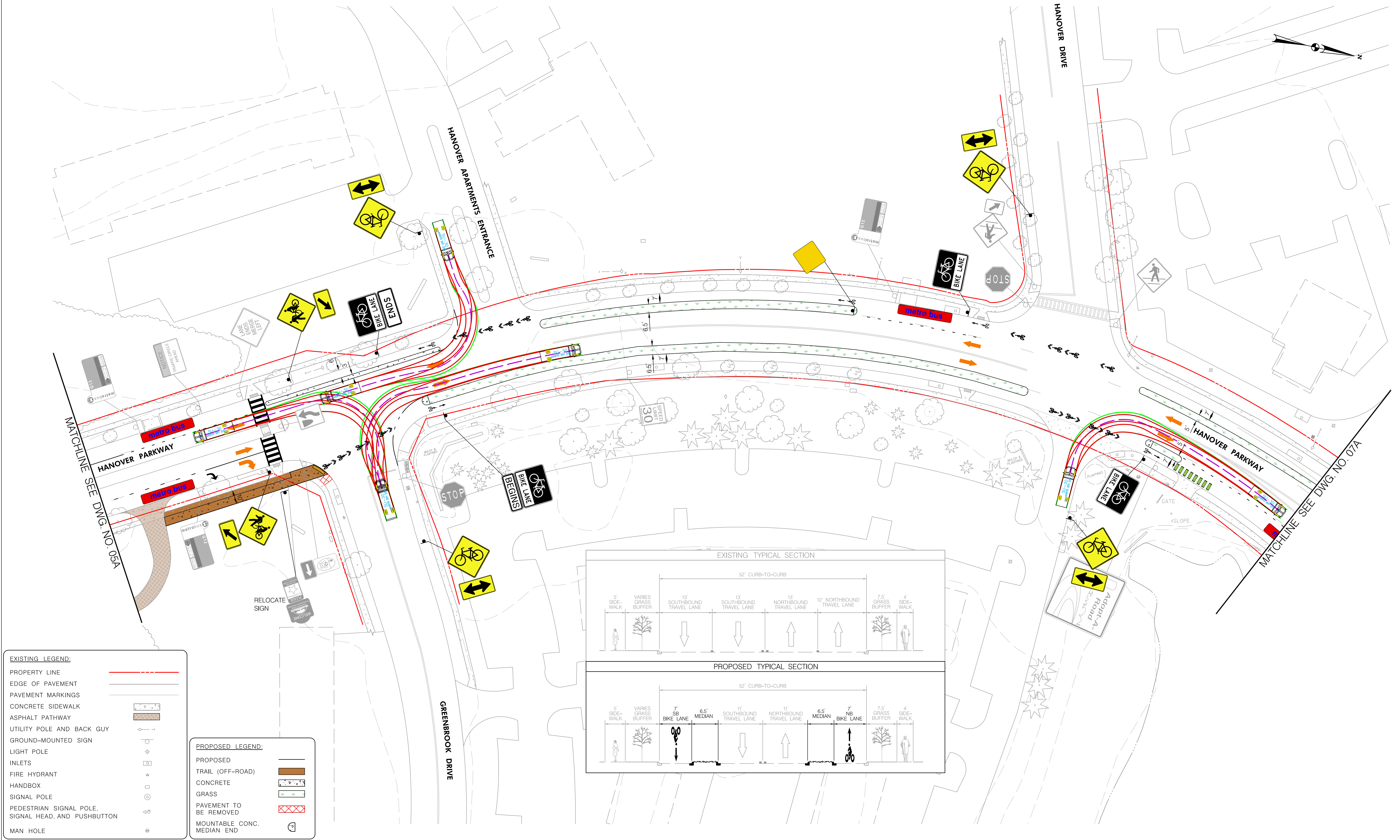
OPERATOR02430 - PLOTTED: Friday, February 14, 2020 AT 10:16 AM
FILE NAME: \\2019\\18_City of Greenbelt_Hanover Parkway_560K.dwg P:\\SN-P06A_HanoverPky.dgn



Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Option A

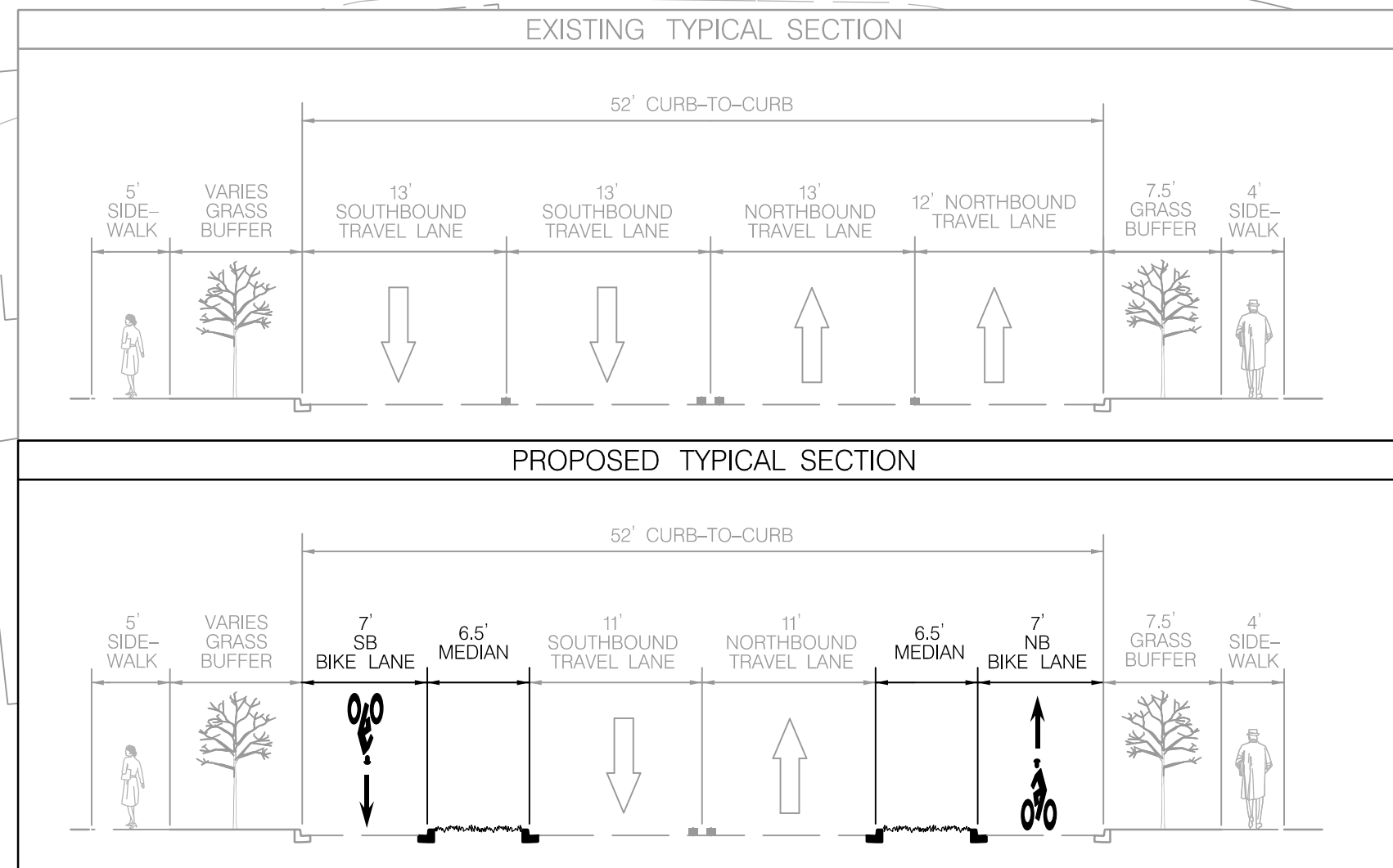


DWG. NO. 06A



EXISTING LEGEND:	
PROPERTY LINE	---
EDGE OF PAVEMENT	---
PAVEMENT MARKINGS	---
CONCRETE SIDEWALK	---
ASPHALT PATHWAY	---
UTILITY POLE AND BACK GUY	---
GROUND-MOUNTED SIGN	---
LIGHT POLE	---
INLETS	---
FIRE HYDRANT	---
HANDBOX	---
SIGNAL POLE	---
PEDESTRIAN SIGNAL POLE, SIGNAL HEAD, AND PUSHBUTTON	---
MAN HOLE	---

PROPOSED LEGEND:	
PROPOSED	---
TRAIL (OFF-ROAD)	---
CONCRETE	---
GRASS	---
PAVEMENT TO BE REMOVED	---
MOUNTABLE CONC. MEDIAN END	---



OPERATOR02430 - PLOTTED: Friday, February 14, 2020 AT 10:17 AM
FILE NAME: \\2019\\18_City of Greenbelt_Hanover Parkway_360K.dwg PDSN - P07A_HanoverPky.dgn



Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Option A

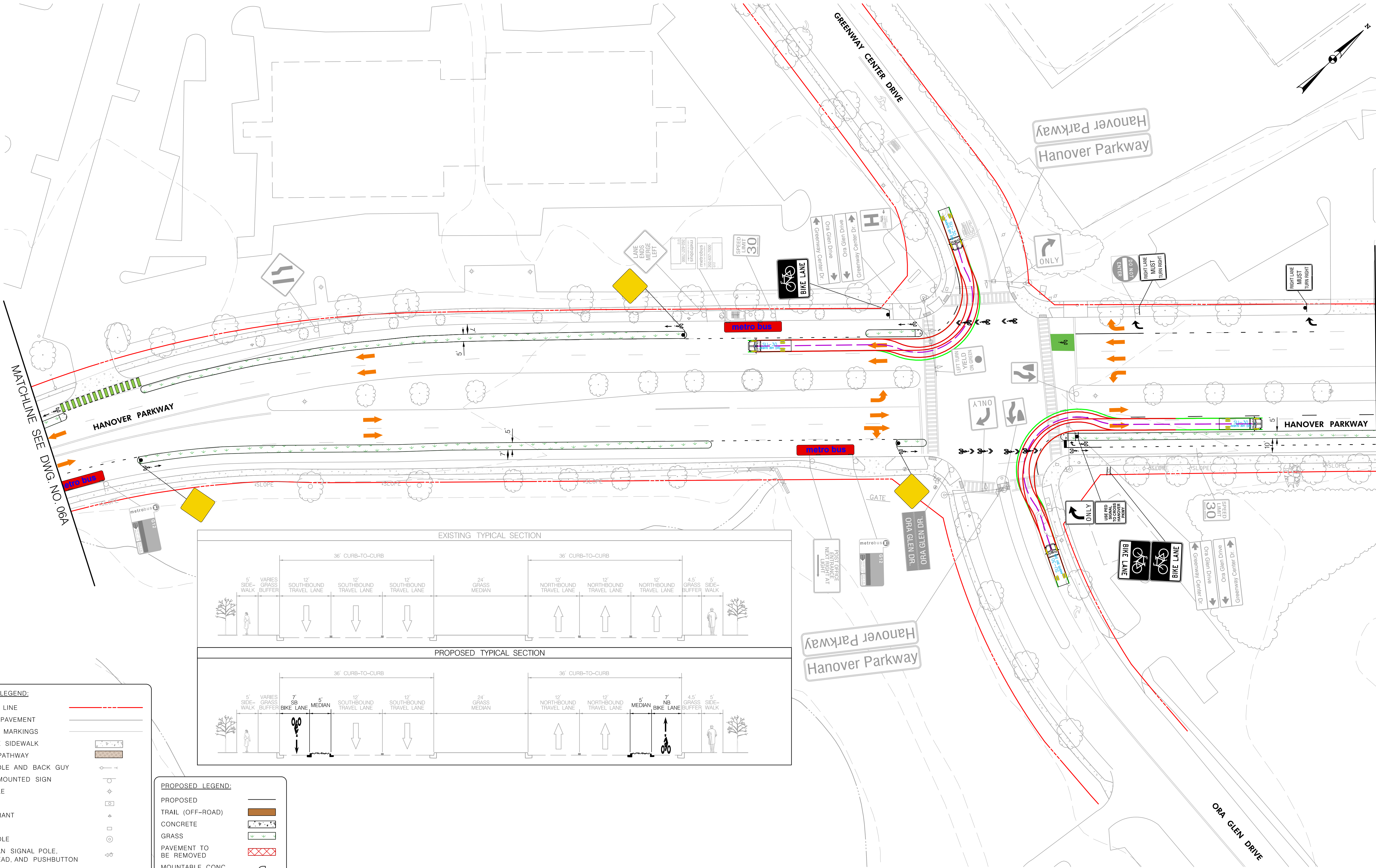
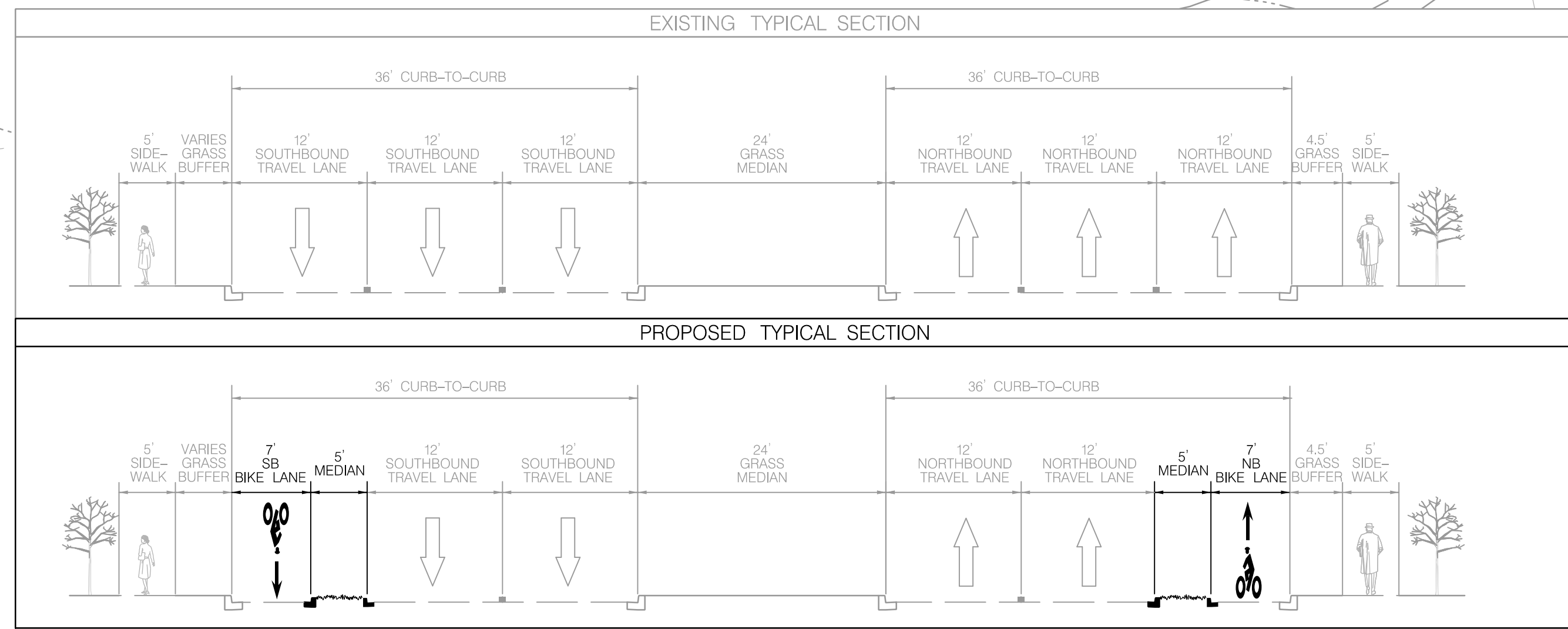
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SCALE: 1" = 30'

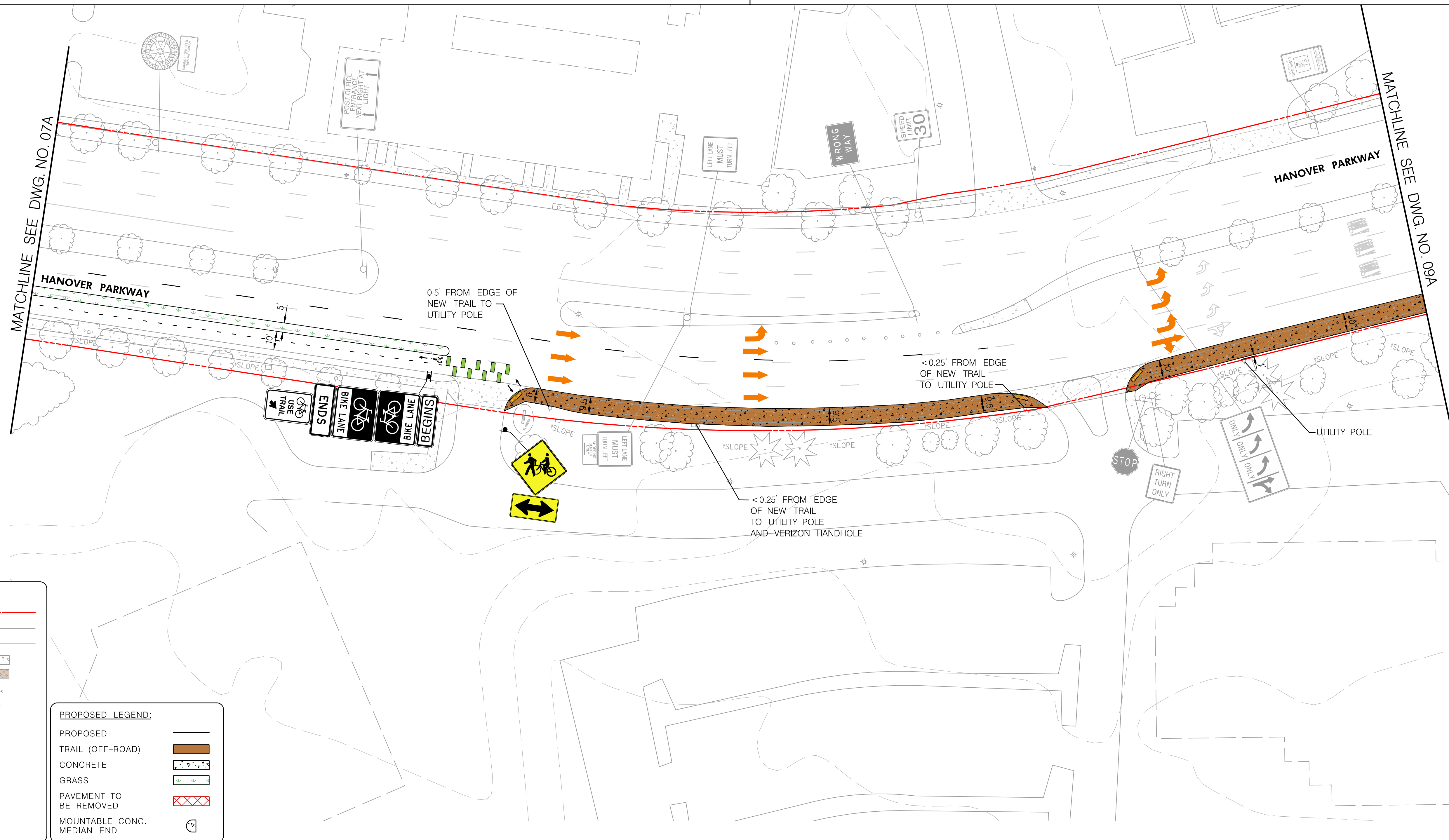
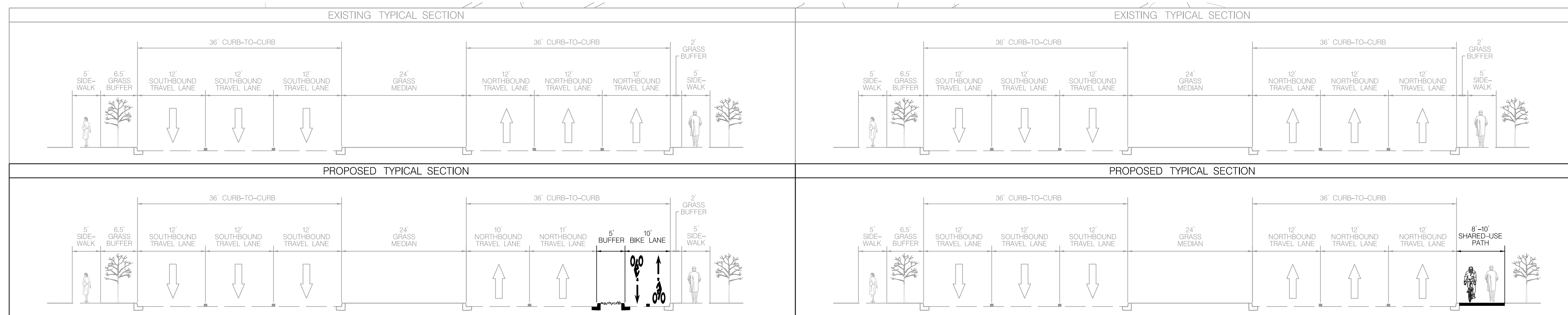
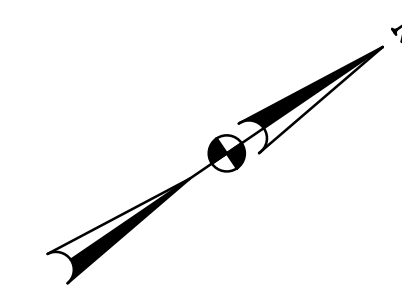
DWG. NO. 07A

130

EXISTING LEGEND:	
PROPERTY LINE	---
EDGE OF PAVEMENT	---
PAVEMENT MARKINGS	---
CONCRETE SIDEWALK	---
ASPHALT PATHWAY	---
UTILITY POLE AND BACK GUY	---
GROUND-MOUNTED SIGN	---
LIGHT POLE	---
INLETS	---
FIRE HYDRANT	---
HANDBOX	---
SIGNAL POLE	---
PEDESTRIAN SIGNAL POLE, SIGNAL HEAD, AND PUSHBUTTON	---
MAN HOLE	---

PROPOSED LEGEND:	
PROPOSED	---
TRAIL (OFF-ROAD)	---
CONCRETE	---
GRASS	---
PAVEMENT TO BE REMOVED	---
MOUNTABLE CONC. MEDIAN END	---





EXISTING LEGEND:	
PROPERTY LINE	---
EDGE OF PAVEMENT	---
PAVEMENT MARKINGS	---
CONCRETE SIDEWALK	---
ASPHALT PATHWAY	---
UTILITY POLE AND BACK GUY	---
GROUND-MOUNTED SIGN	---
LIGHT POLE	---
INLETS	---
FIRE HYDRANT	---
HANDBOX	---
SIGNAL POLE	---
PEDESTRIAN SIGNAL POLE, SIGNAL HEAD, AND PUSHBUTTON	---
MAN HOLE	---

PROPOSED LEGEND:	
PROPOSED	---
TRAIL (OFF-ROAD)	---
CONCRETE	---
GRASS	---
PAVEMENT TO BE REMOVED	---
MOUNTABLE CONC. MEDIAN END	---

Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Option A

30' 0 30' 60'
SCALE: 1" = 30'

DWG. NO. 08A

131

OPERATOR02430 - PLOTTED: Friday, February 14, 2020 AT 10:17 AM
FILE NAME: \\2019\\18_City of Greenbelt_Hanover Parkway_560K.dwg P09A_HanoverPky.dgn



Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Option A

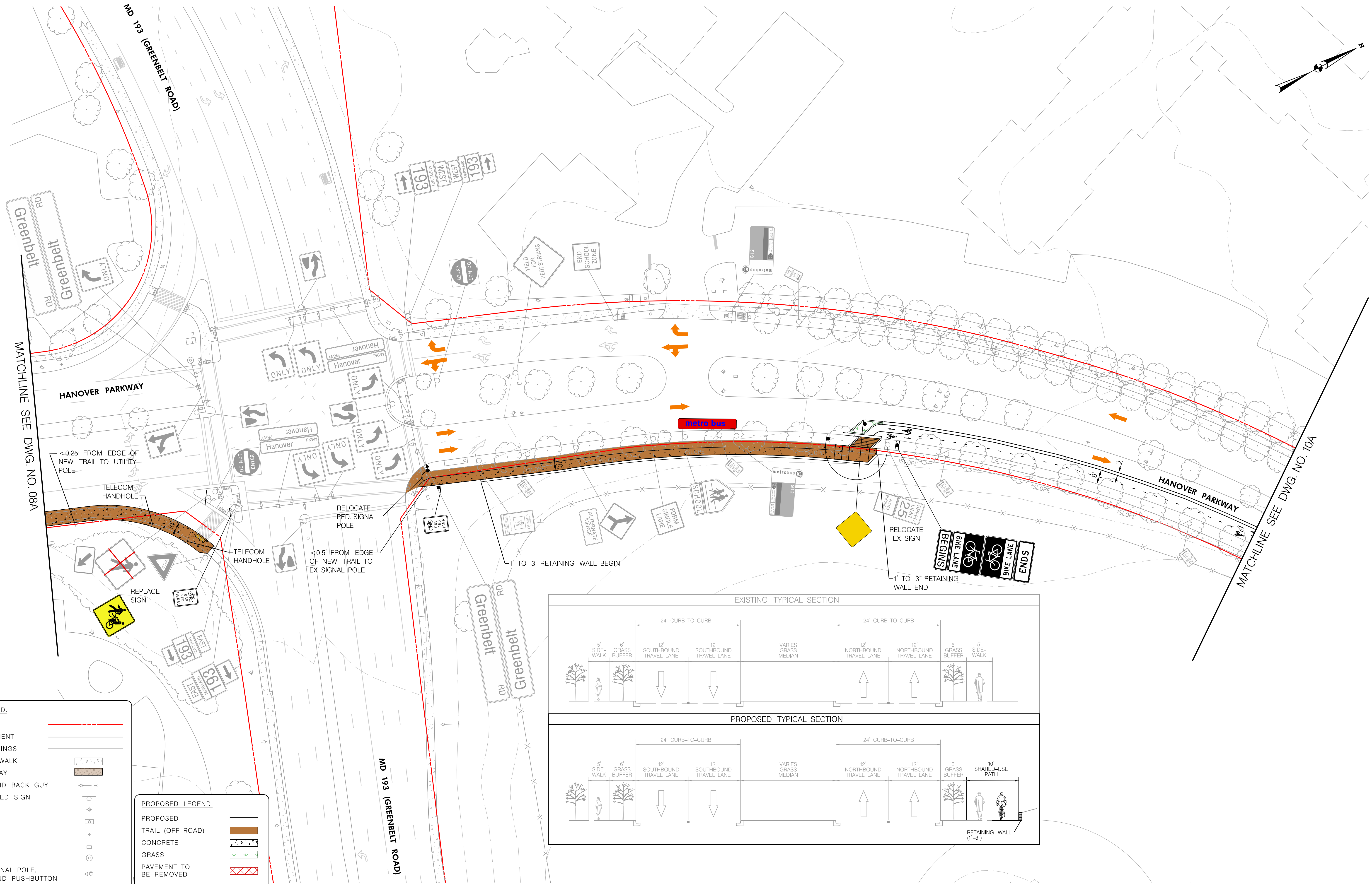
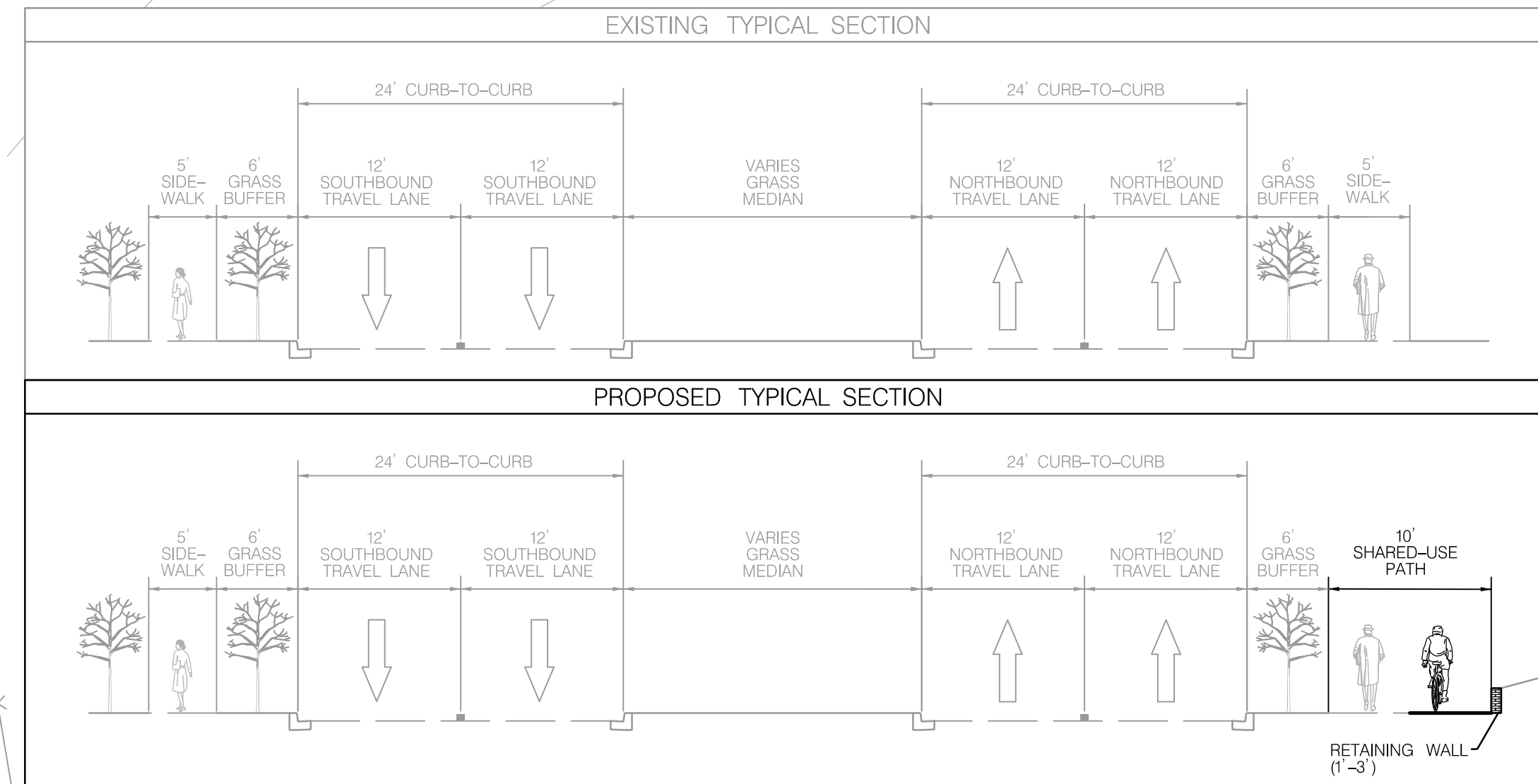
30' 0 30' 60'
SCALE: 1" = 30'

DWG. NO. 09A

132

EXISTING LEGEND:	
PROPERTY LINE	---
EDGE OF PAVEMENT	---
PAVEMENT MARKINGS	---
CONCRETE SIDEWALK	---
ASPHALT PATHWAY	---
UTILITY POLE AND BACK GUY	---
GROUND-MOUNTED SIGN	---
LIGHT POLE	---
INLETS	---
FIRE HYDRANT	---
HANDBOX	---
SIGNAL POLE	---
PEDESTRIAN SIGNAL POLE, SIGNAL HEAD, AND PUSHBUTTON	---
MAN HOLE	---

PROPOSED LEGEND:	
PROPOSED	---
TRAIL (OFF-ROAD)	---
CONCRETE	---
GRASS	---
PAVEMENT TO BE REMOVED	---
MOUNTABLE CONC. MEDIAN END	---



OPERATOR02430 - PLOTTED: Friday, February 14, 2020 AT 10:17 AM
FILE NAME: \\2019\\18_City of Greenbelt_Hanover Parkway_560K.dwg User: P10A_HanoverPkw.dgn



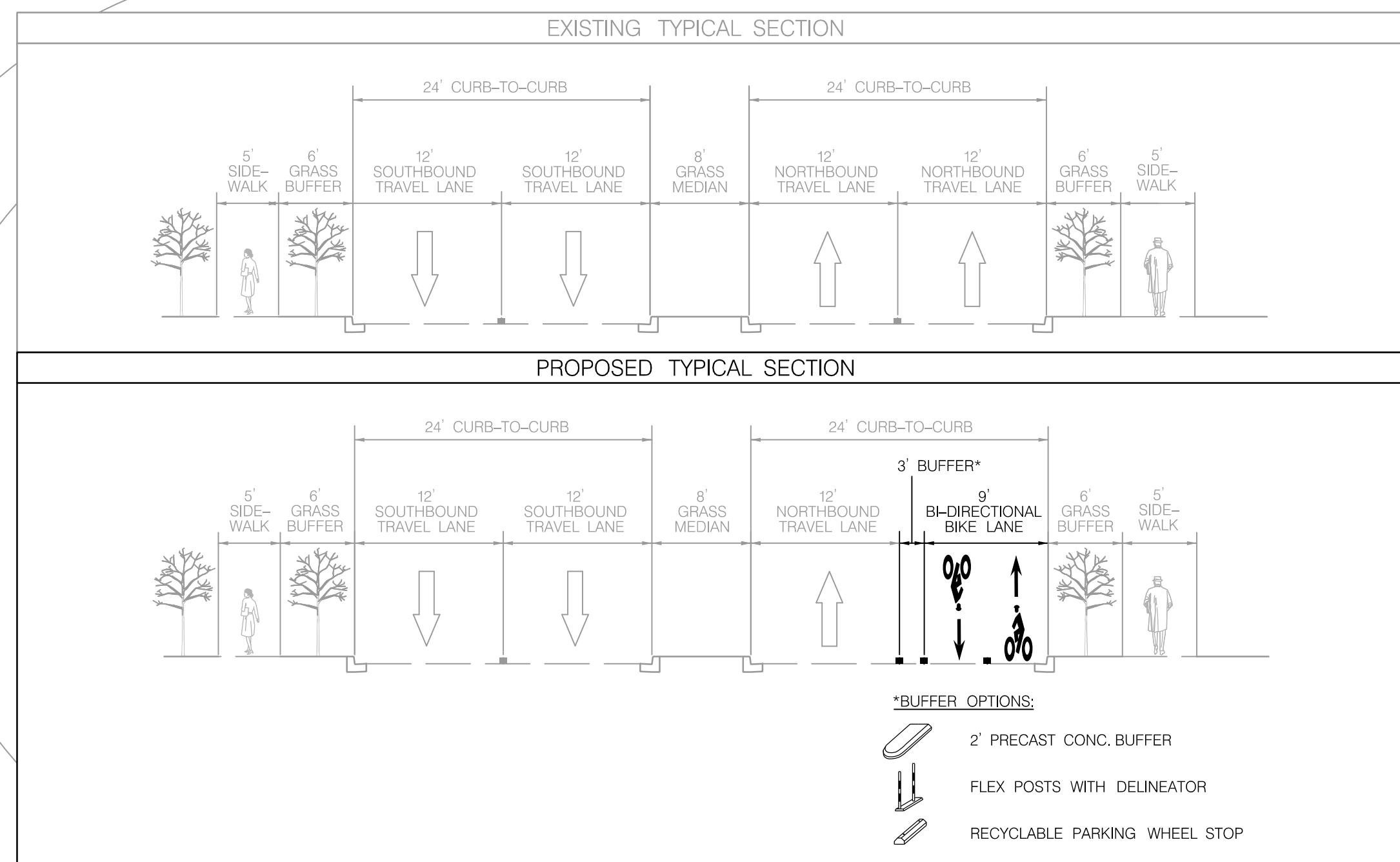
Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Option A



DWG. NO. 10A

EXISTING LEGEND:	
PROPERTY LINE	---
EDGE OF PAVEMENT	---
PAVEMENT MARKINGS	---
CONCRETE SIDEWALK	---
ASPHALT PATHWAY	---
UTILITY POLE AND BACK GUY	---
GROUND-MOUNTED SIGN	---
LIGHT POLE	---
INLETS	---
FIRE HYDRANT	---
HANDBOX	---
SIGNAL POLE	---
PEDESTRIAN SIGNAL POLE, SIGNAL HEAD, AND PUSHBUTTON	---
MAN HOLE	---

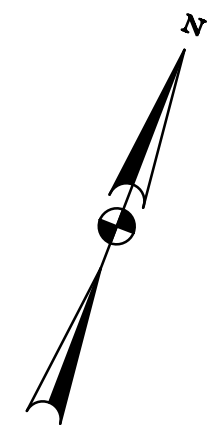
PROPOSED LEGEND:	
PROPOSED	---
TRAIL (OFF-ROAD)	---
CONCRETE	---
GRASS	---
PAVEMENT TO BE REMOVED	---
MOUNTABLE CONC. MEDIAN END	---

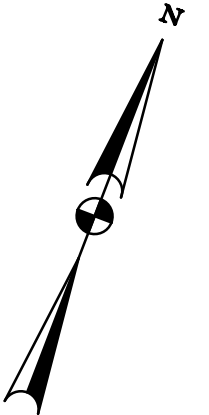


ELEANOR ROOSEVELT
HIGH SCHOOL

MATCHLINE SEE DWG. NO. 11A

MATCHLINE SEE DWG. NO. 09A



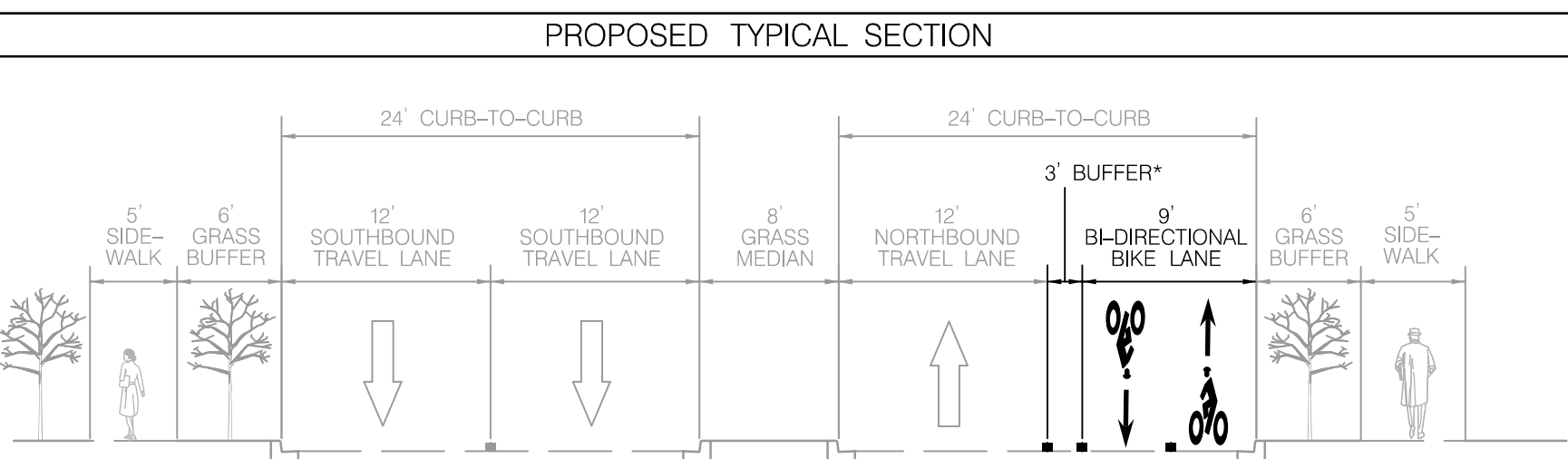
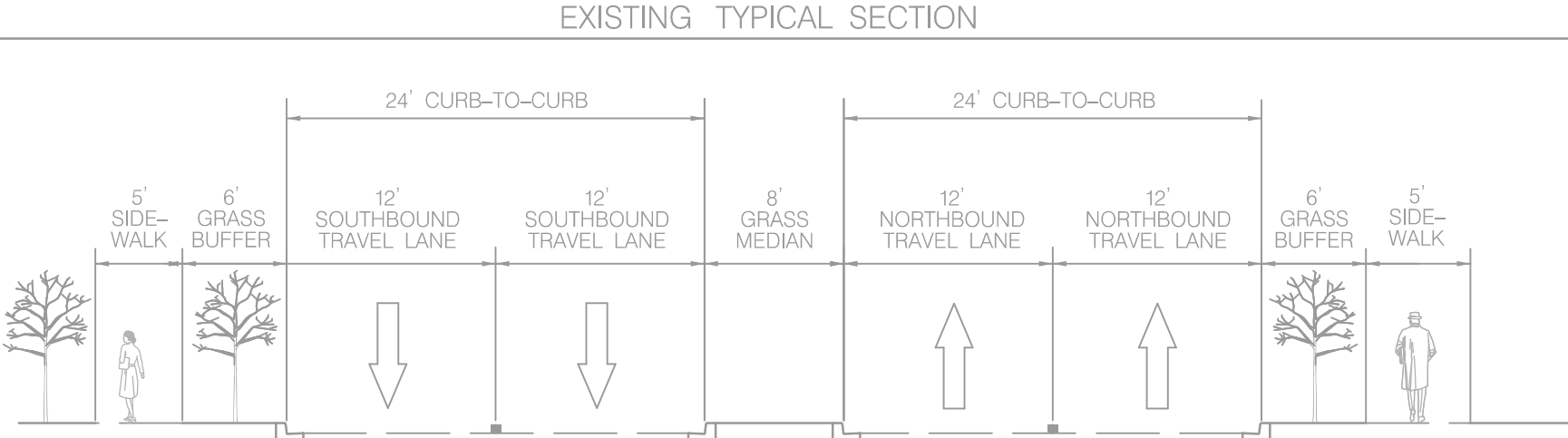


MATCHLINE SEE DWG. NO. 10A

MATCHLINE SEE DWG. NO. 12A

HANOVER PARKWAY

HANOVER PARKWAY



- *BUFFER OPTIONS:**
- 2' PRECAST CONC. BUFFER
 - FLEX POSTS WITH DELINEATOR
 - RECYCLABLE PARKING WHEEL STOP

ELEANOR ROOSEVELT
HIGH SCHOOL

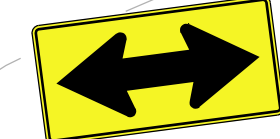
ELEANOR ROOSEVELT H.S. ENTRANCE

- EXISTING LEGEND:**
- PROPERTY LINE
 - EDGE OF PAVEMENT
 - PAVEMENT MARKINGS
 - CONCRETE SIDEWALK
 - ASPHALT PATHWAY
 - UTILITY POLE AND BACK GUY
 - GROUND-MOUNTED SIGN
 - LIGHT POLE
 - INLETS
 - FIRE HYDRANT
 - HANDBOX
 - SIGNAL POLE
 - PEDESTRIAN SIGNAL POLE, SIGNAL HEAD, AND PUSHBUTTON
 - MAN HOLE

- PROPOSED LEGEND:**
- PROPOSED
 - TRAIL (OFF-ROAD)
 - CONCRETE
 - GRASS
 - PAVEMENT TO BE REMOVED
 - MOUNTABLE CONC. MEDIAN END

SPEED LIMIT 25

STOP



median line

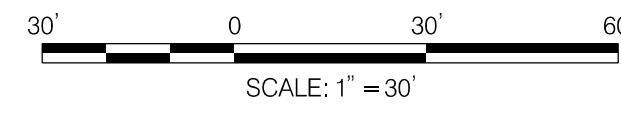
SLIGHT SLOPE

SLIGHT SLOPE

SLIGHT SLOPE



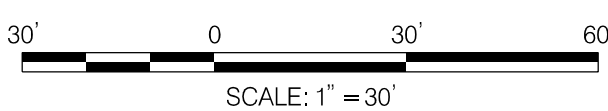
Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Option A



OPERATOR02430 - PLOTTED: Friday, February 14, 2020 AT 10:18 AM
FILE NAME: \\2019\\18_City of Greenbelt_Hanover Parkway_360K.dwg P12A_HanoverPkw.dgn

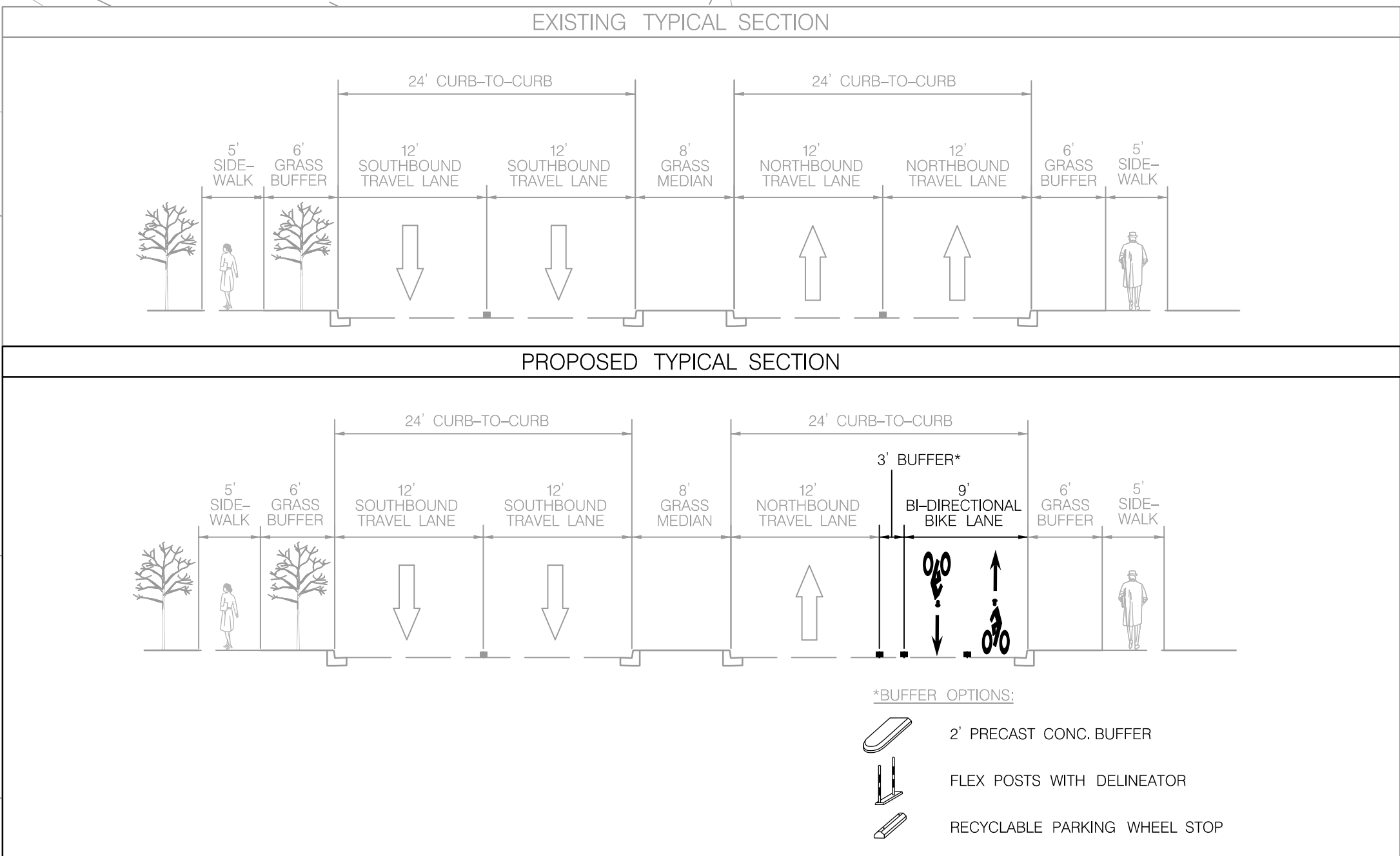
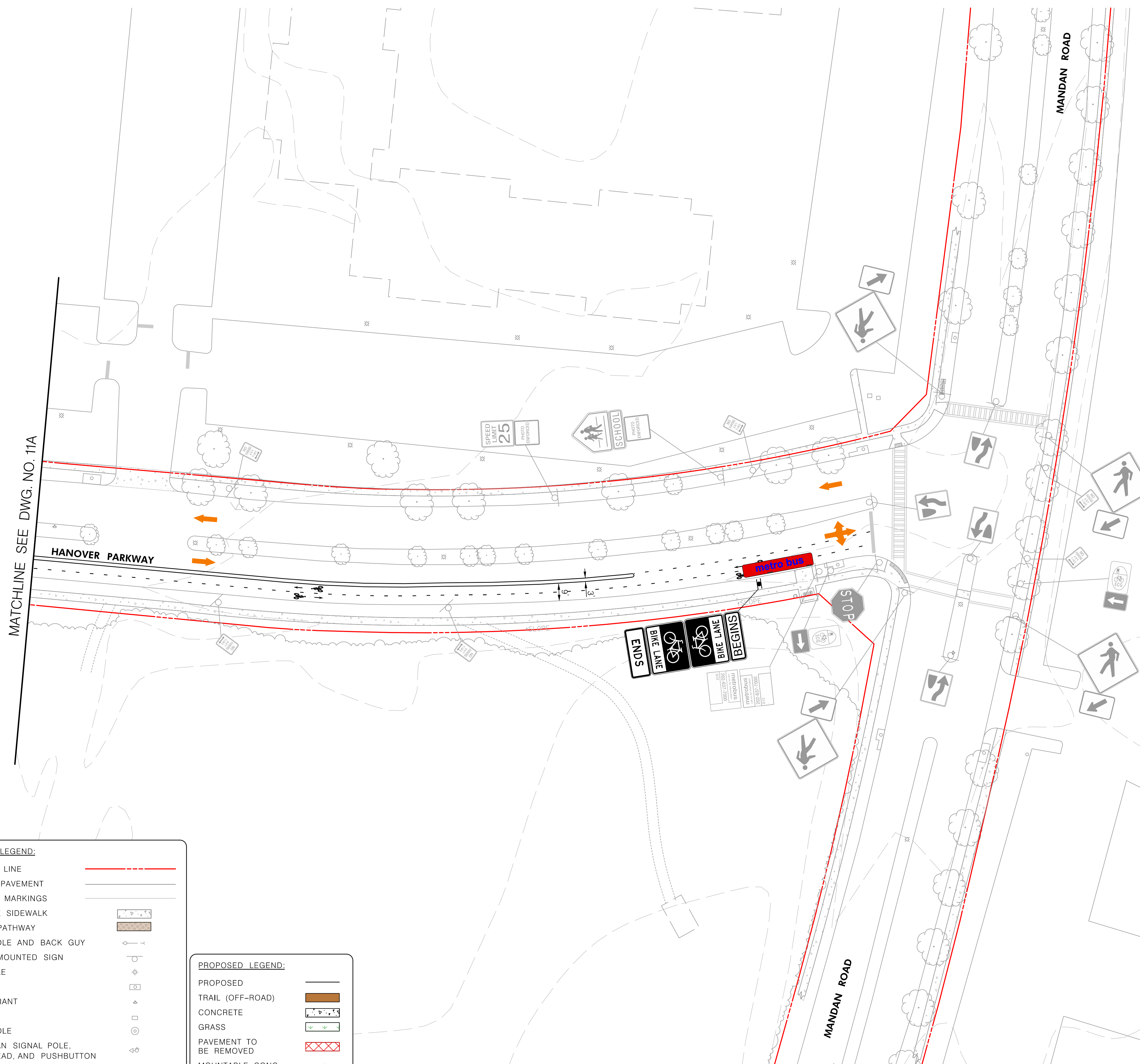


Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Option A



EXISTING LEGEND:	
PROPERTY LINE	---
EDGE OF PAVEMENT	---
PAVEMENT MARKINGS	---
CONCRETE SIDEWALK	---
ASPHALT PATHWAY	---
UTILITY POLE AND BACK GUY	---
GROUND-MOUNTED SIGN	---
LIGHT POLE	---
INLETS	---
FIRE HYDRANT	---
HANDBOX	---
SIGNAL POLE	---
PEDESTRIAN SIGNAL POLE, SIGNAL HEAD, AND PUSHBUTTON	---
MAN HOLE	---

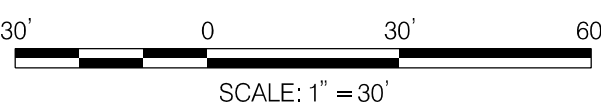
PROPOSED LEGEND:	
PROPOSED	---
TRAIL (OFF-ROAD)	---
CONCRETE	---
GRASS	---
PAVEMENT TO BE REMOVED	---
MOUNTABLE CONC. MEDIAN END	---



OPERATOR02430 - PLOTTED: Friday, February 14, 2020 AT 10:21 AM
FILE NAME: \\2019\\18_City of Greenbelt_Hanover Parkway_360K\\dwg\\PSN-P05B_HanoverPkw.dgn



Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Option B



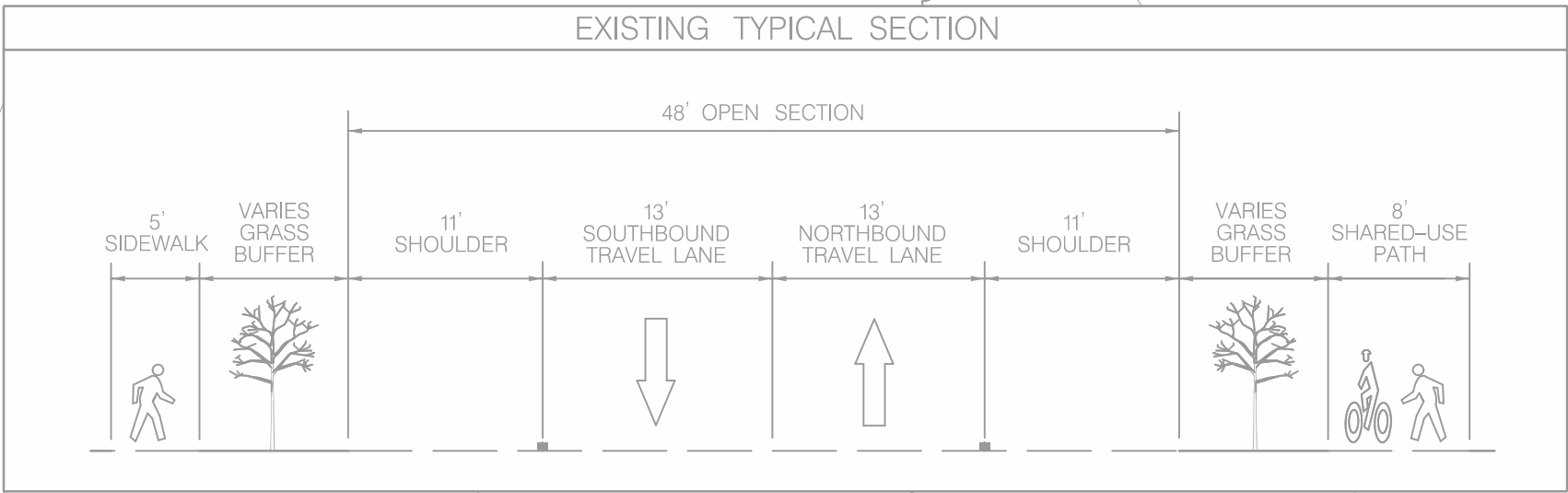
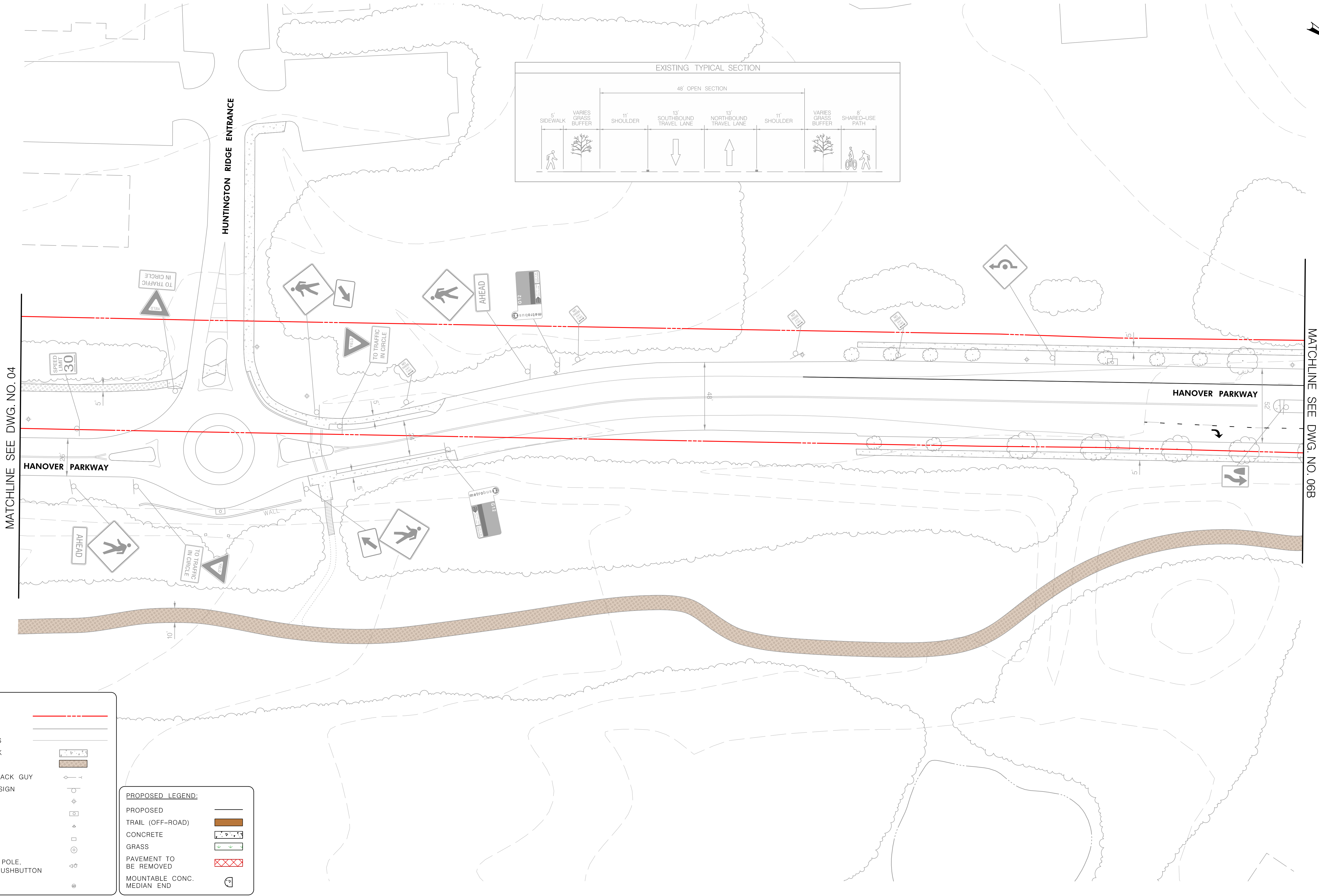
DWG. NO. 05B

EXISTING LEGEND:

- PROPERTY LINE
- EDGE OF PAVEMENT
- PAVEMENT MARKINGS
- CONCRETE SIDEWALK
- ASPHALT PATHWAY
- UTILITY POLE AND BACK GUY
- GROUND-MOUNTED SIGN
- LIGHT POLE
- INLETS
- FIRE HYDRANT
- HANDBOX
- SIGNAL POLE
- PEDESTRIAN SIGNAL POLE, SIGNAL HEAD, AND PUSHBUTTON
- MAN HOLE

PROPOSED LEGEND:

- PROPOSED
- TRAIL (OFF-ROAD)
- CONCRETE
- GRASS
- PAVEMENT TO BE REMOVED
- MOUNTABLE CONC. MEDIAN END



OPERATOR02430 - PLOTTED: Friday, February 14, 2020 AT 10:21 AM
FILE NAME: \\2019\\18_City of Greenbelt_Hanover Parkway_560K.dwg User: P08B_HanoverPkwy.dgn



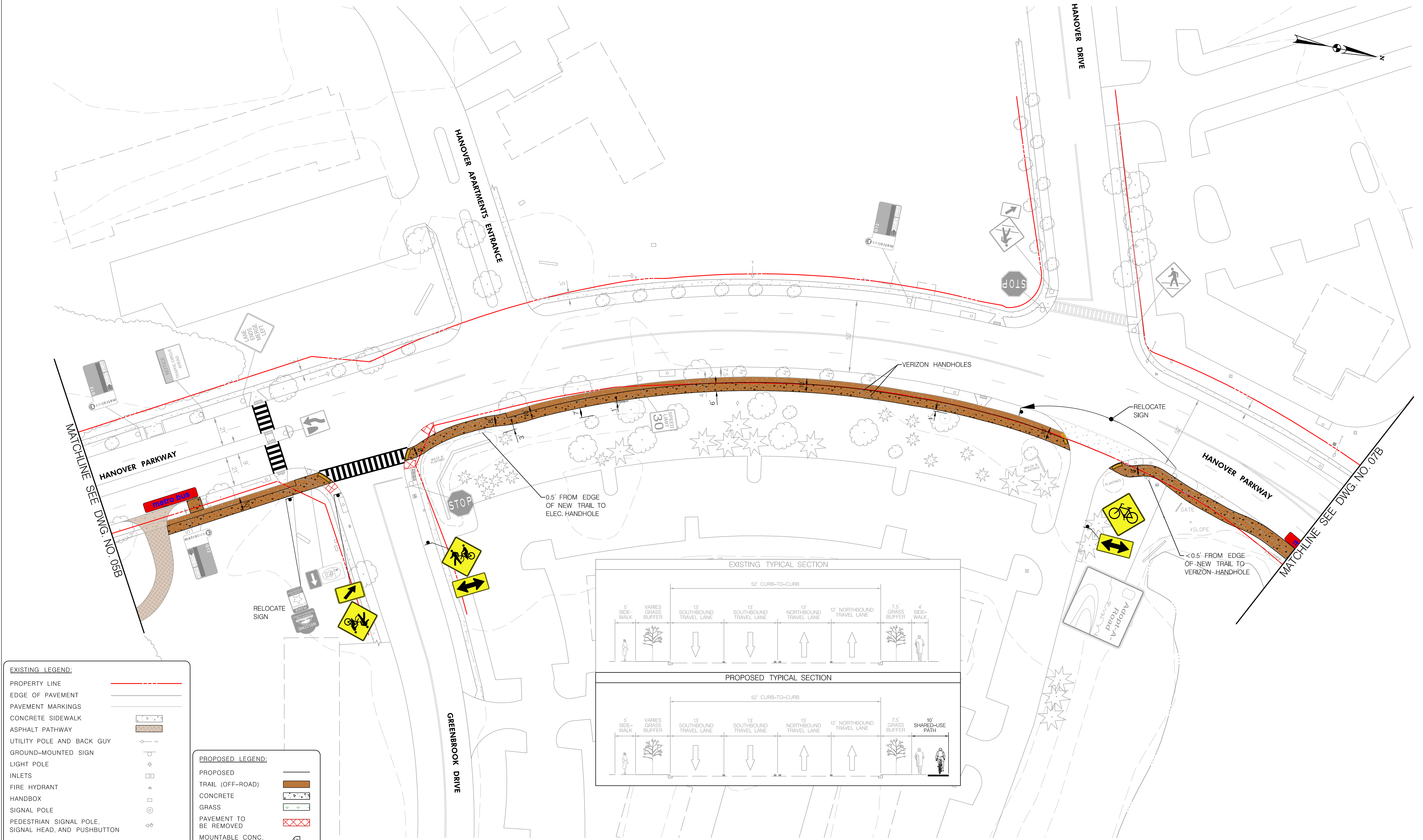
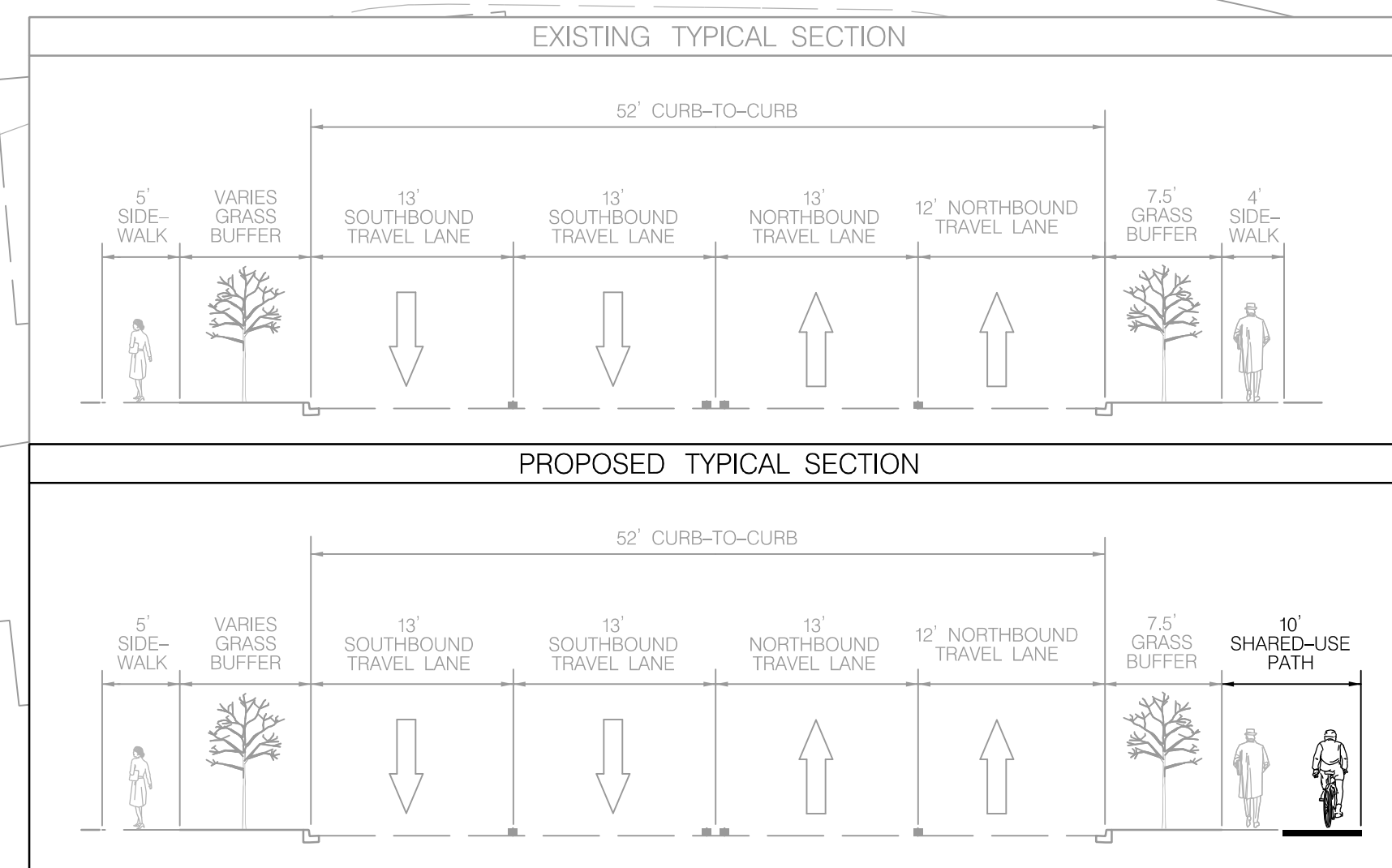
Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Option B



DWG. NO. 06B

EXISTING LEGEND:	
PROPERTY LINE	---
EDGE OF PAVEMENT	---
PAVEMENT MARKINGS	---
CONCRETE SIDEWALK	---
ASPHALT PATHWAY	---
UTILITY POLE AND BACK GUY	---
GROUND-MOUNTED SIGN	---
LIGHT POLE	---
INLETS	---
FIRE HYDRANT	---
HANDBOX	---
SIGNAL POLE	---
PEDESTRIAN SIGNAL POLE, SIGNAL HEAD, AND PUSHBUTTON	---
MAN HOLE	---

PROPOSED LEGEND:	
PROPOSED	---
TRAIL (OFF-ROAD)	---
CONCRETE	---
GRASS	---
PAVEMENT TO BE REMOVED	---
MOUNTABLE CONC. MEDIAN END	---



OPERATOR02430 - PLOTTED: Friday, February 14, 2020 AT 10:20 AM
FILE NAME: \\2019\\18_City of Greenbelt_Hanover Parkway_360K.dwg User: P07B_HanoverPkw.dgn



Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Option B

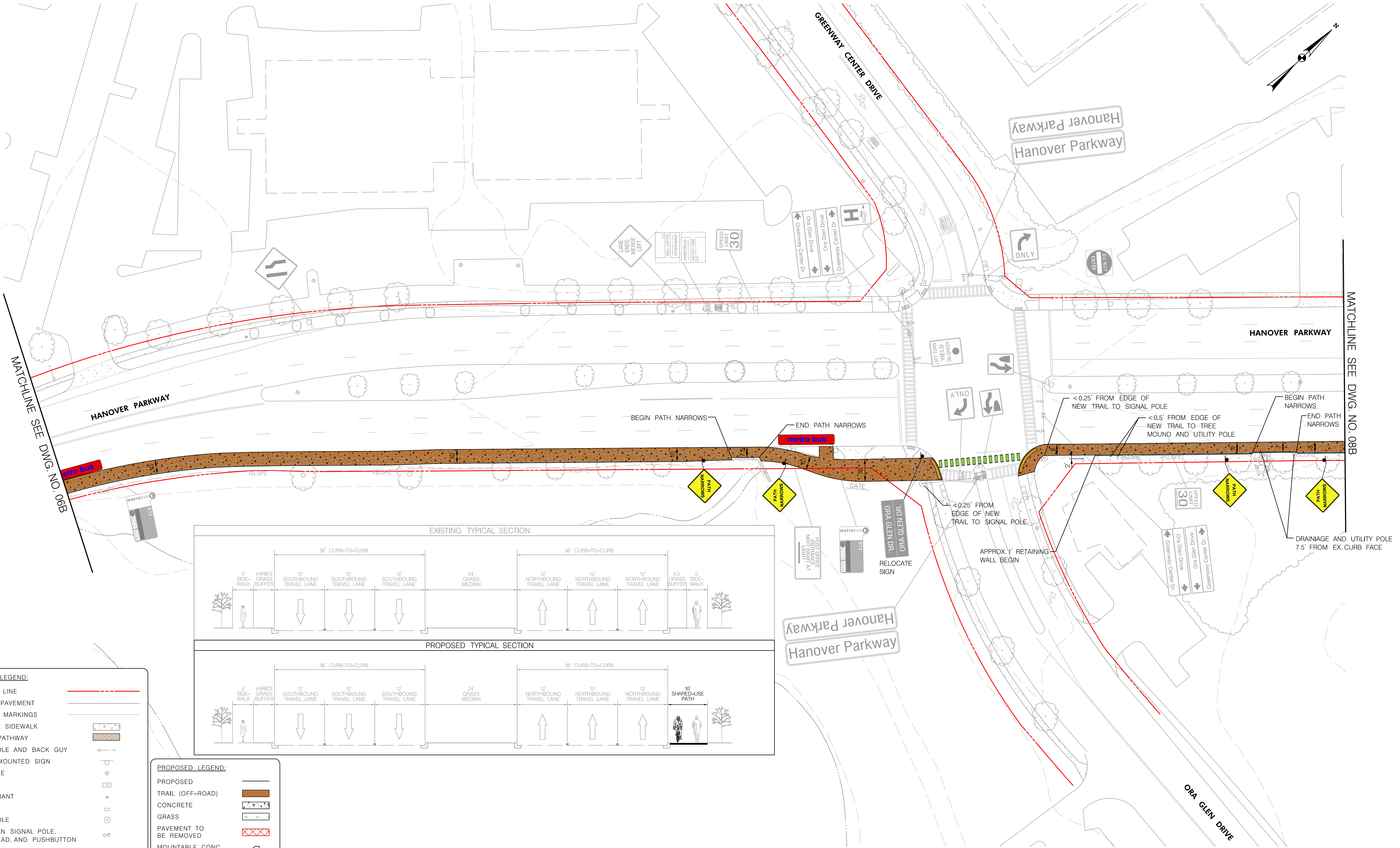
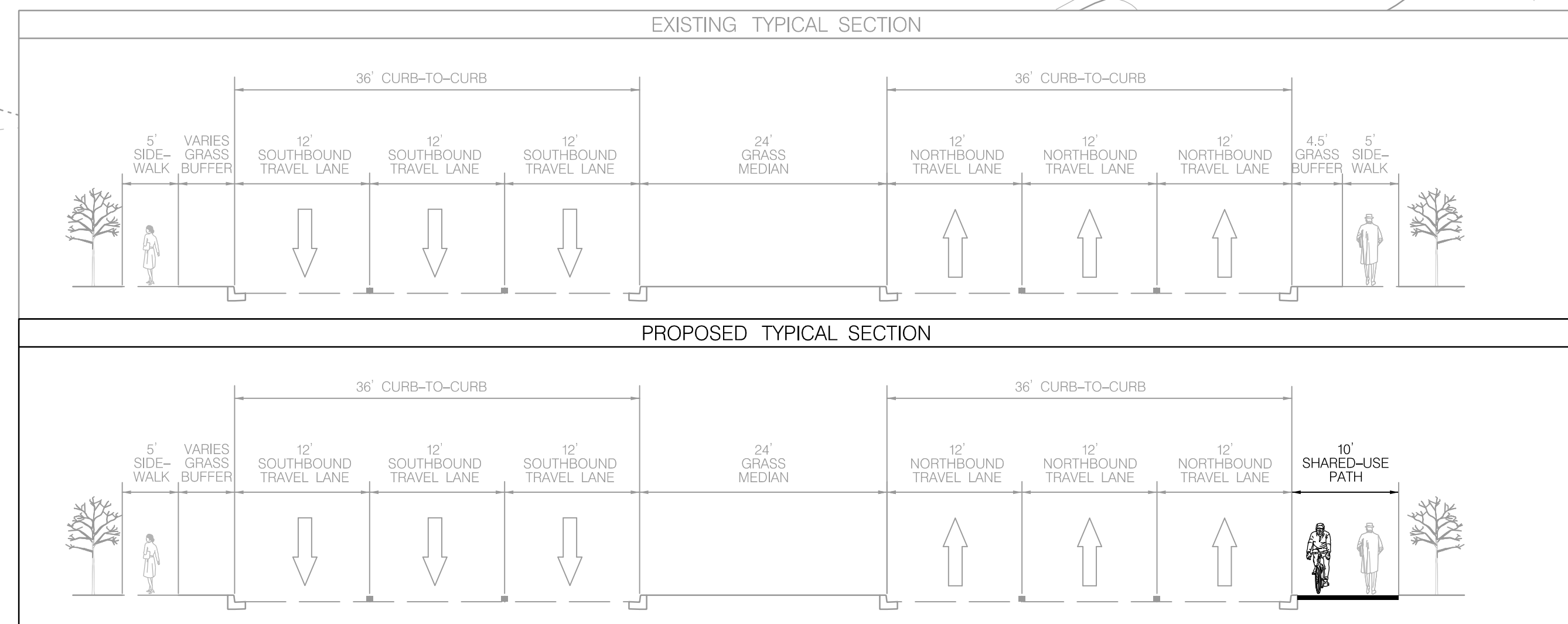
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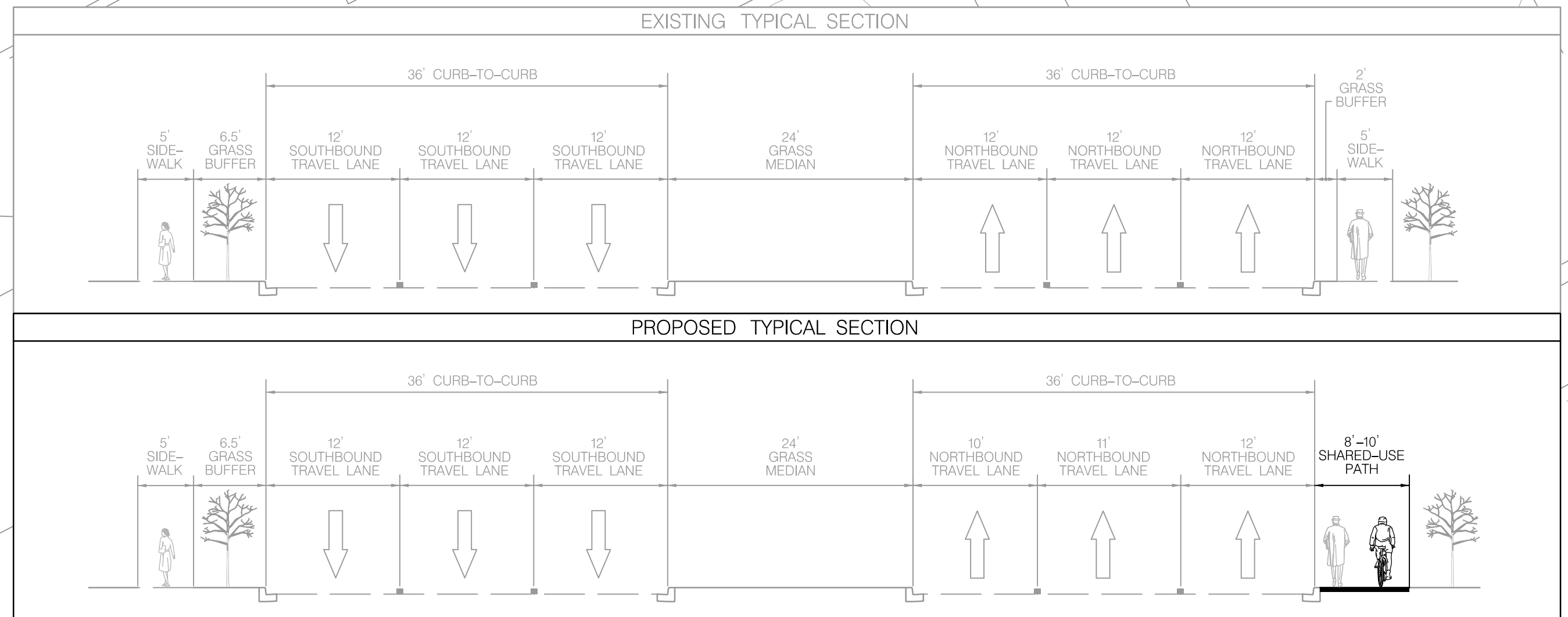
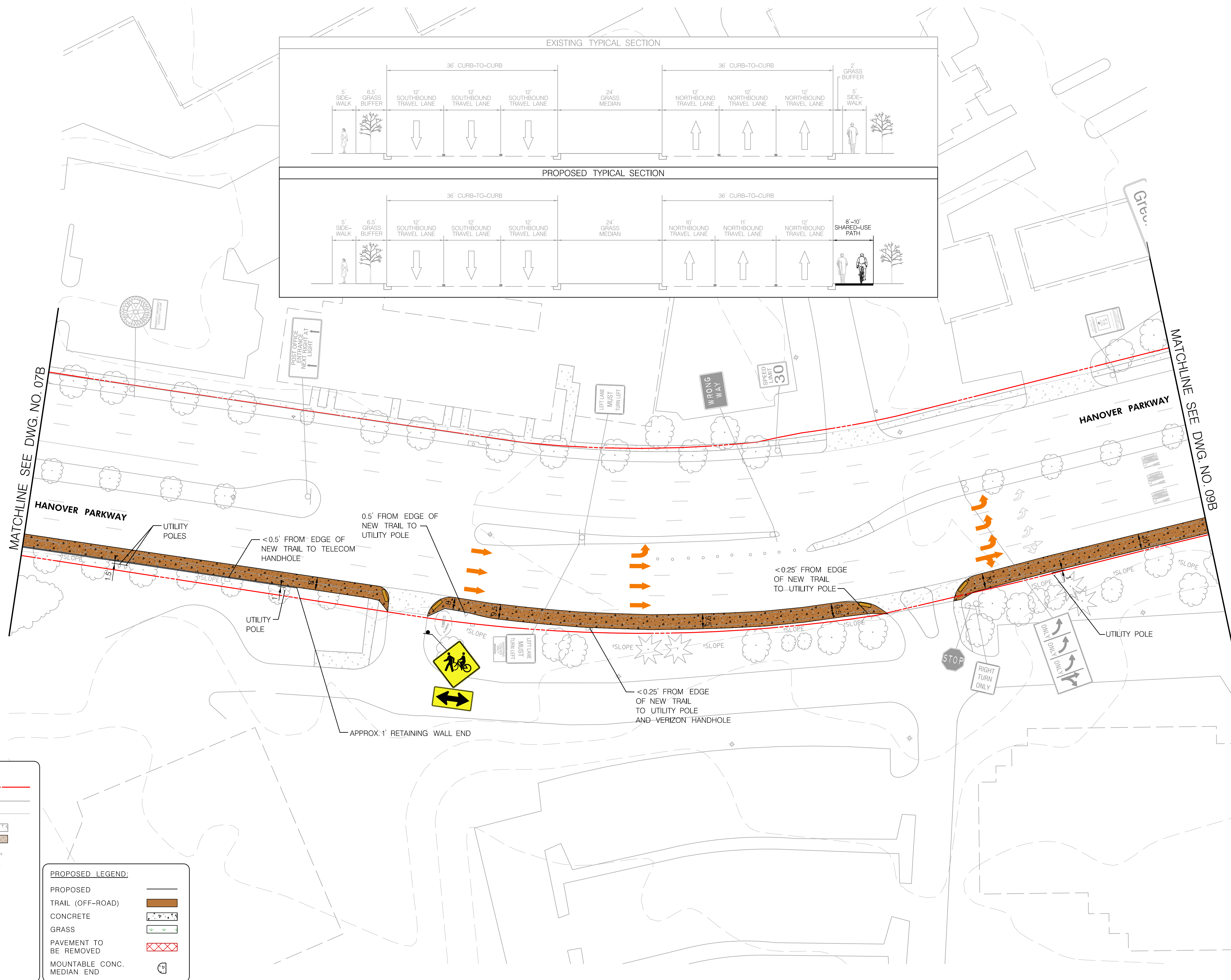
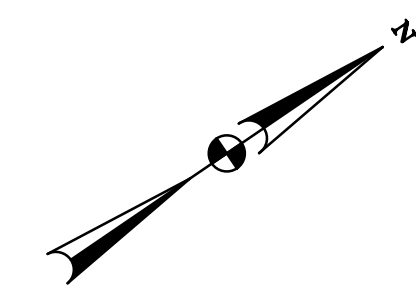
DWG. NO. 07B

138

EXISTING LEGEND:	
PROPERTY LINE	---
EDGE OF PAVEMENT	---
PAVEMENT MARKINGS	---
CONCRETE SIDEWALK	---
ASPHALT PATHWAY	---
UTILITY POLE AND BACK GUY	---
GROUND-MOUNTED SIGN	---
LIGHT POLE	---
INLETS	---
FIRE HYDRANT	---
HANDBOX	---
SIGNAL POLE	---
PEDESTRIAN SIGNAL POLE, SIGNAL HEAD, AND PUSHBUTTON	---
MAN HOLE	---

PROPOSED LEGEND:	
PROPOSED	---
TRAIL (OFF-ROAD)	---
CONCRETE	---
GRASS	---
PAVEMENT TO BE REMOVED	---
MOUNTABLE CONC. MEDIAN END	---

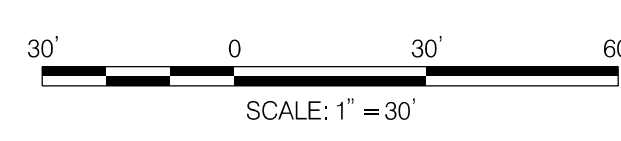




EXISTING LEGEND:	
PROPERTY LINE	---
EDGE OF PAVEMENT	---
PAVEMENT MARKINGS	---
CONCRETE SIDEWALK	---
ASPHALT PATHWAY	---
UTILITY POLE AND BACK GUY	---
GROUND-MOUNTED SIGN	---
LIGHT POLE	---
INLETS	---
FIRE HYDRANT	---
HANDBOX	---
SIGNAL POLE	---
PEDESTRIAN SIGNAL POLE, SIGNAL HEAD, AND PUSHBUTTON	---
MAN HOLE	---

PROPOSED LEGEND:	
PROPOSED	---
TRAIL (OFF-ROAD)	---
CONCRETE	---
GRASS	---
PAVEMENT TO BE REMOVED	---
MOUNTABLE CONC. MEDIAN END	---

Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Option B



OPERATOR02430 - PLOTTED: Friday, February 14, 2020 AT 10:20 AM
FILE NAME: \\2019\\18_City of Greenbelt_Hanover Parkway_080K.dwg pSN - P08B_HanoverPkw.dgn

OPERATOR02430 - PLOTTED: Friday, February 14, 2020 AT 10:20 AM
FILE NAME: \\2019\\18_City of Greenbelt_Hanover Parkway_560K.dwg User: P09B_HanoverPky.dgn



Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Option B

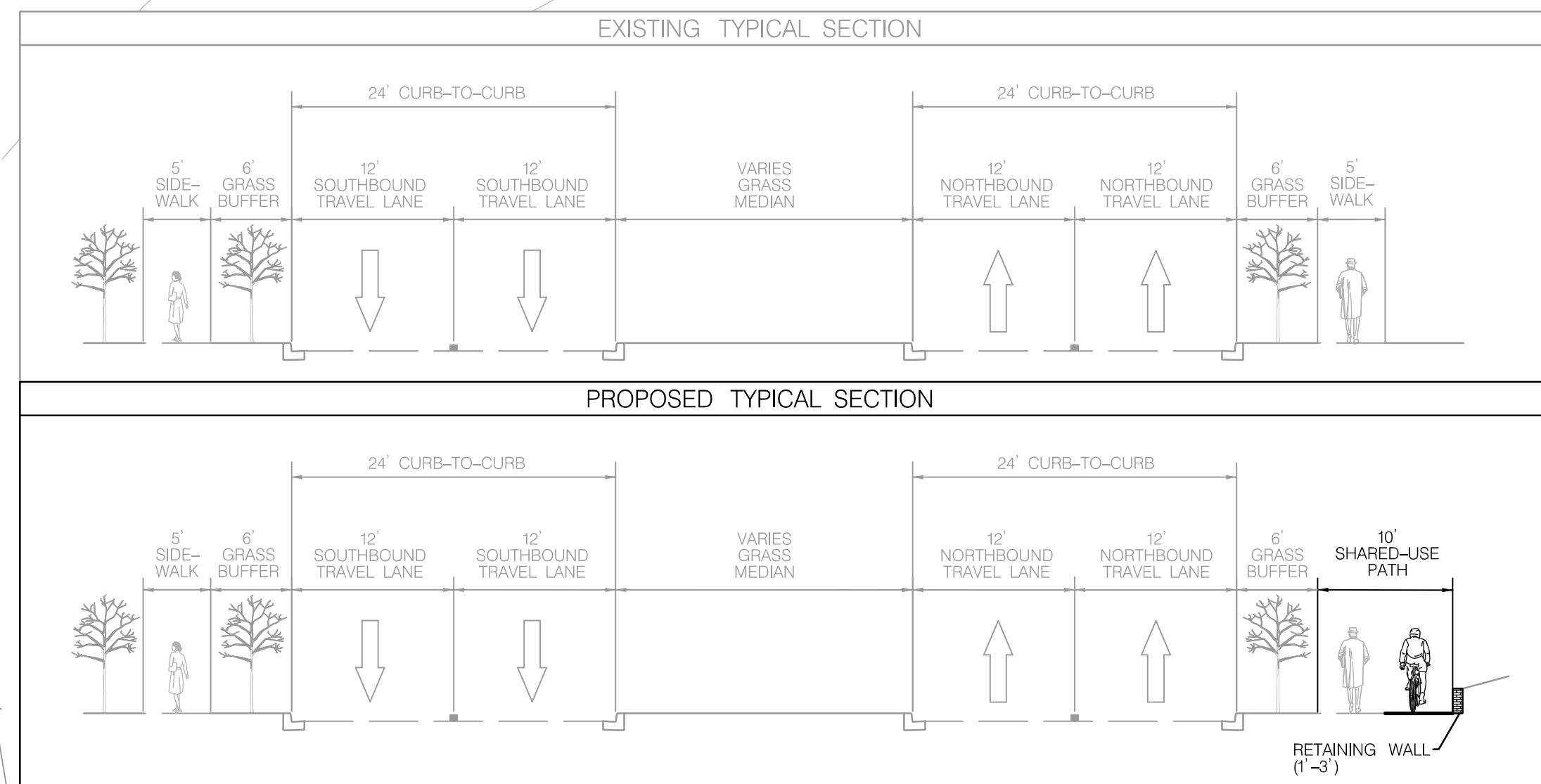
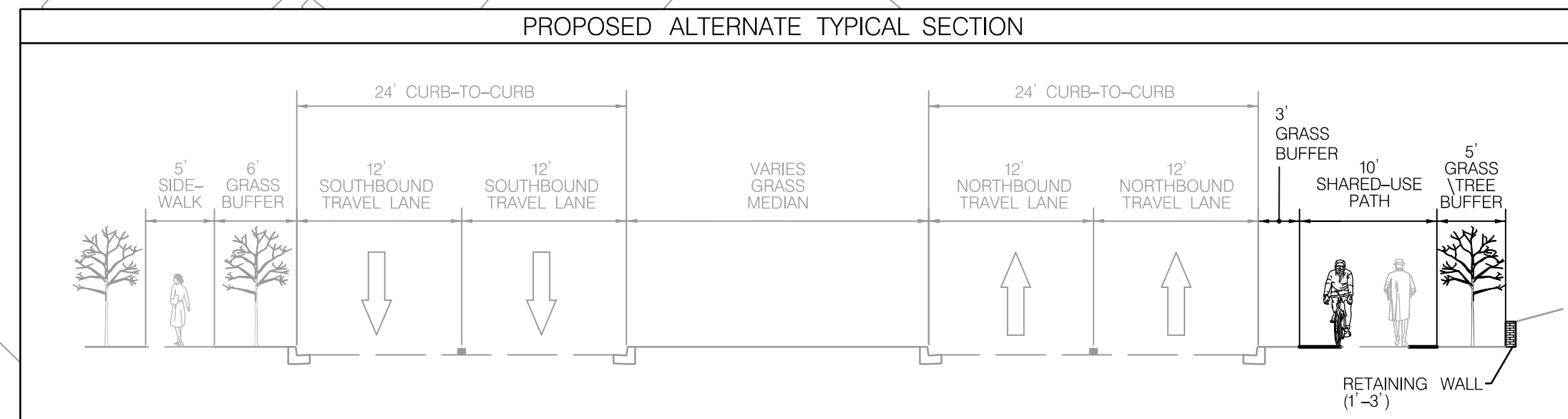
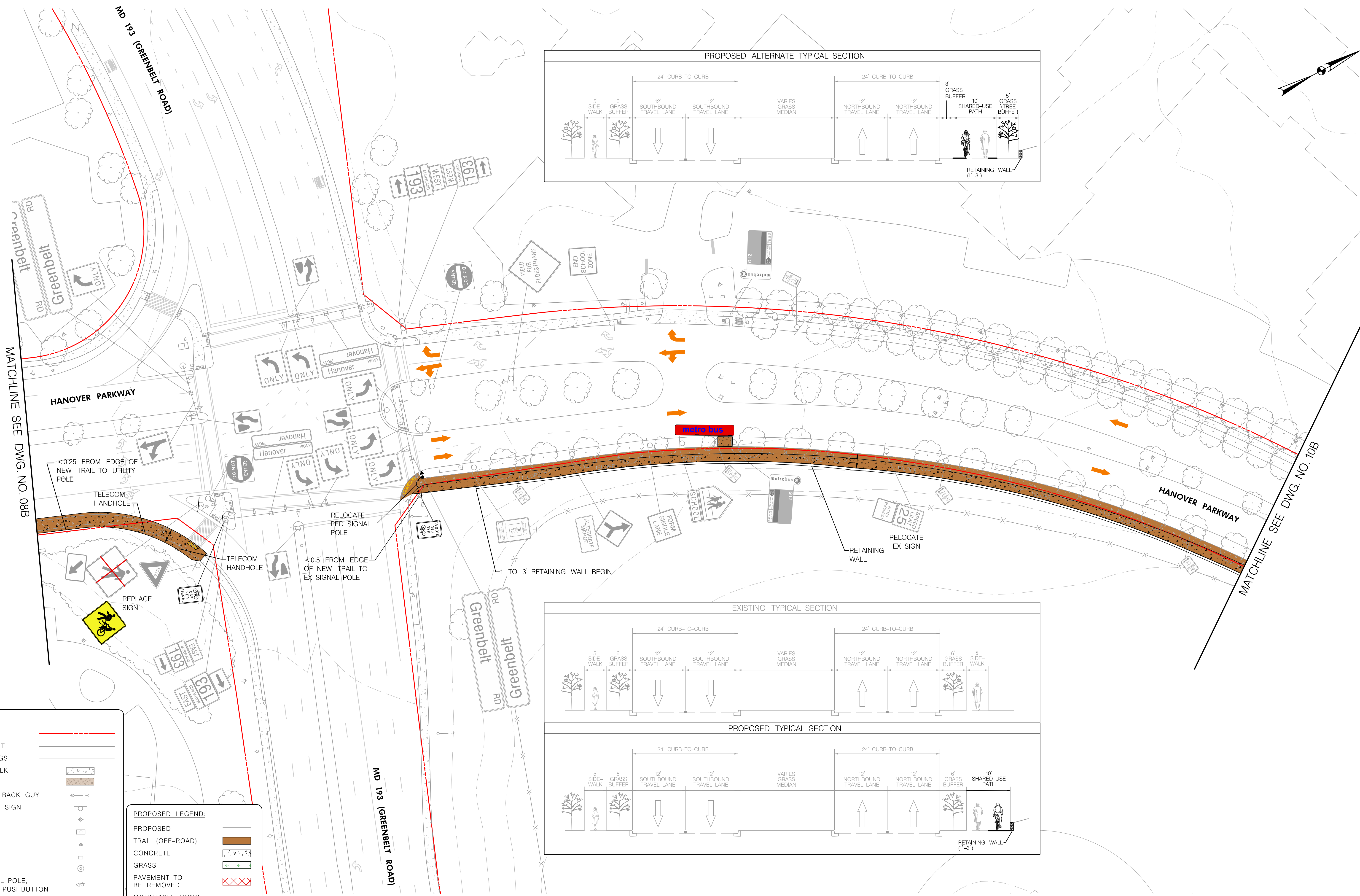
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SCALE: 1" = 30'

DWG. NO. 09B

140

EXISTING LEGEND:	
PROPERTY LINE	---
EDGE OF PAVEMENT	---
PAVEMENT MARKINGS	---
CONCRETE SIDEWALK	---
ASPHALT PATHWAY	---
UTILITY POLE AND BACK GUY	---
GROUND-MOUNTED SIGN	---
LIGHT POLE	---
INLETS	---
FIRE HYDRANT	---
HANDBOX	---
SIGNAL POLE	---
PEDESTRIAN SIGNAL POLE, SIGNAL HEAD, AND PUSHBUTTON	---
MAN HOLE	---

PROPOSED LEGEND:	
PROPOSED	---
TRAIL (OFF-ROAD)	---
CONCRETE	---
GRASS	---
PAVEMENT TO BE REMOVED	---
MOUNTABLE CONC. MEDIAN END	---



OPERATOR02430 - PLOTTED: Friday, February 14, 2020 AT 10:19 AM
FILE NAME: \\2019\\18 City of Greenbelt Hanover Parkway_560K\\dwg\\pSN-P10B_HanoverPkw.dgn



Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Option B

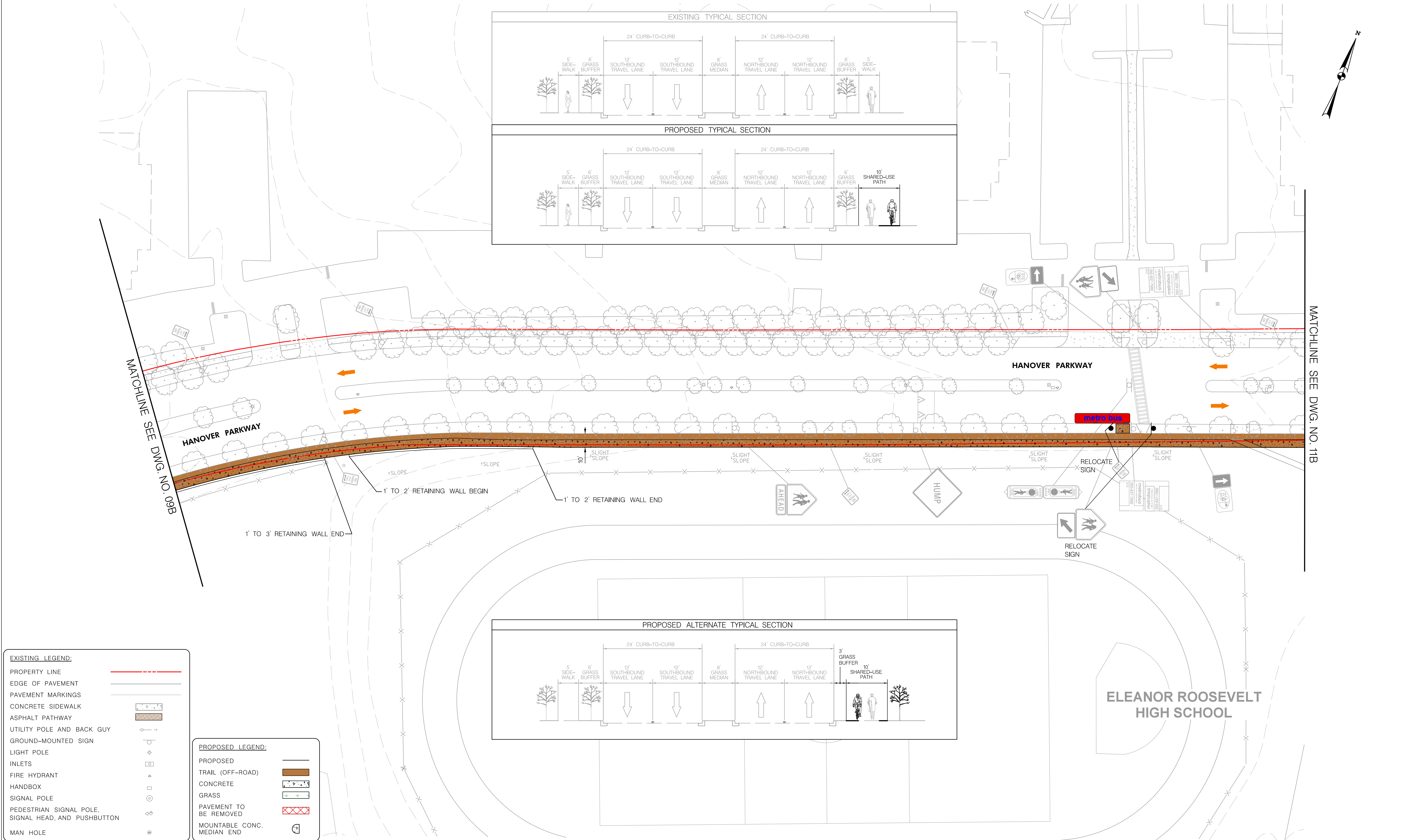
30' 0 30' 60'
SCALE: 1" = 30'

DWG. NO. 10B

141

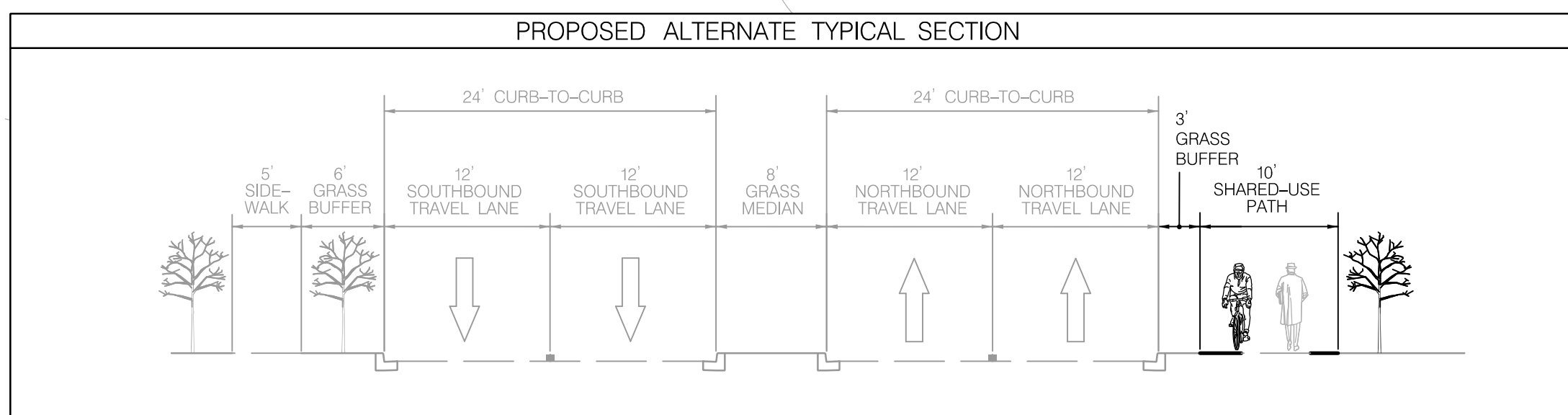
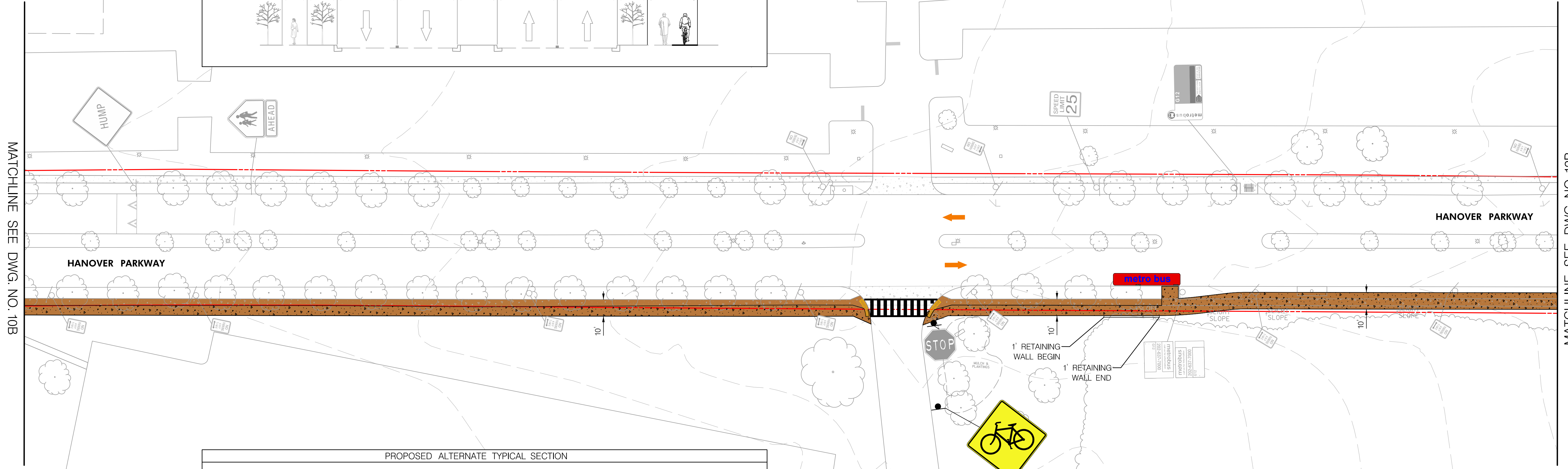
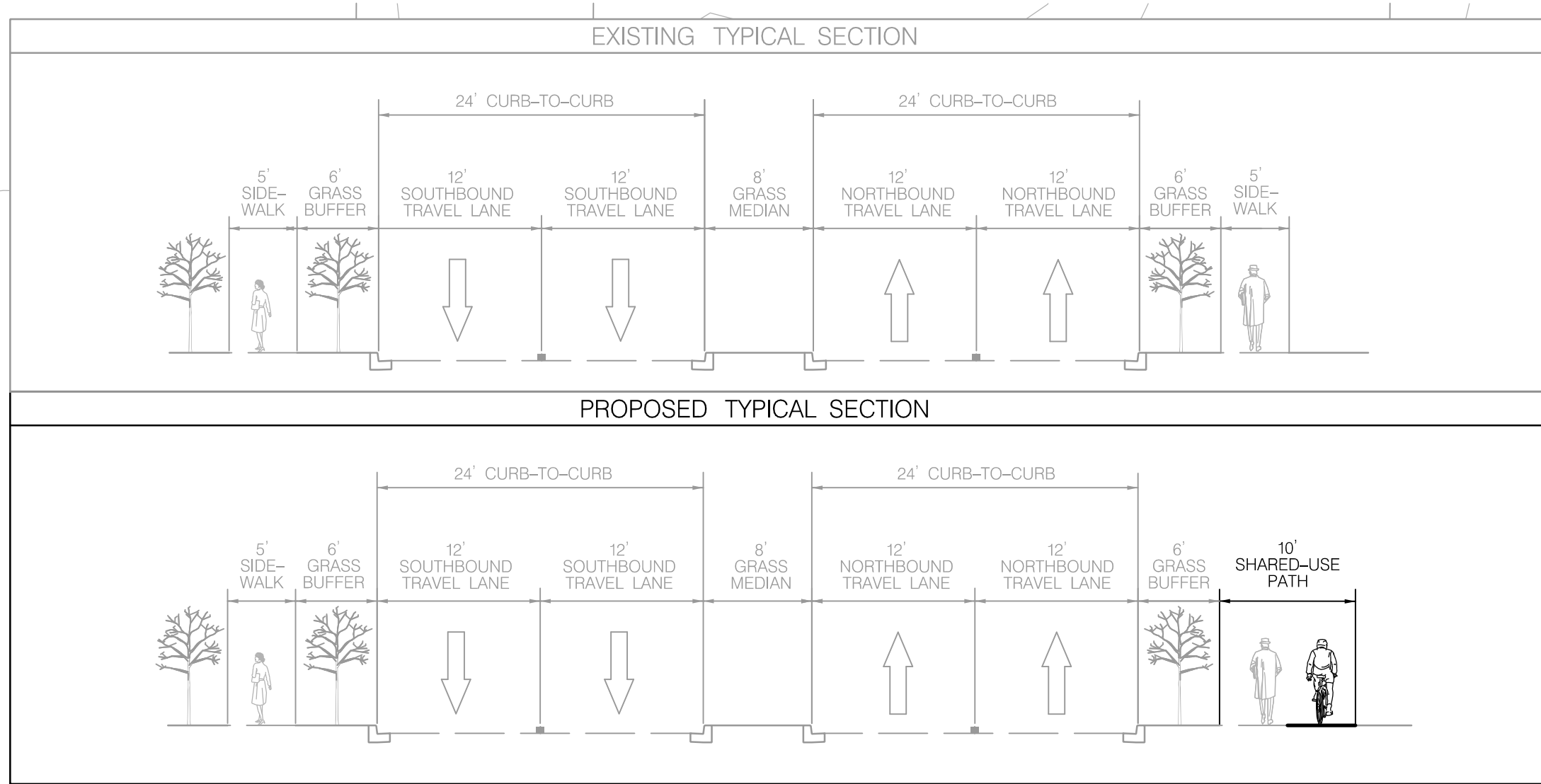
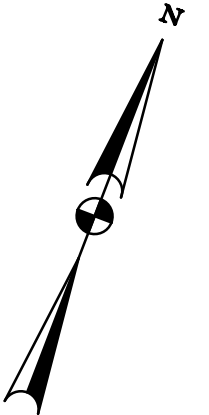
EXISTING LEGEND:	
PROPERTY LINE	---
EDGE OF PAVEMENT	---
PAVEMENT MARKINGS	---
CONCRETE SIDEWALK	---
ASPHALT PATHWAY	---
UTILITY POLE AND BACK GUY	---
GROUND-MOUNTED SIGN	---
LIGHT POLE	---
INLETS	---
FIRE HYDRANT	---
HANDBOX	---
SIGNAL POLE	---
PEDESTRIAN SIGNAL POLE, SIGNAL HEAD, AND PUSHBUTTON	---
MAN HOLE	---

PROPOSED LEGEND:	
PROPOSED	---
TRAIL (OFF-ROAD)	---
CONCRETE	---
GRASS	---
PAVEMENT TO BE REMOVED	---
MOUNTABLE CONC. MEDIAN END	---



MATCHLINE SEE DWG. NO. 11B

MATCHLINE SEE DWG. NO. 09B



EXISTING LEGEND:

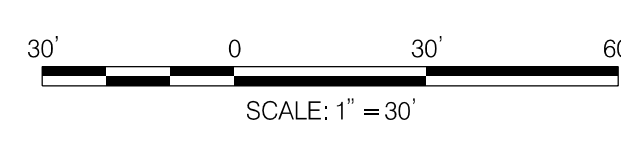
PROPERTY LINE	---
EDGE OF PAVEMENT	---
PAVEMENT MARKINGS	---
CONCRETE SIDEWALK	---
ASPHALT PATHWAY	---
UTILITY POLE AND BACK GUY	---
GROUND-MOUNTED SIGN	---
LIGHT POLE	---
INLETS	---
FIRE HYDRANT	---
HANDBOX	---
SIGNAL POLE	---
PEDESTRIAN SIGNAL POLE, SIGNAL HEAD AND PUSHBUTTON	---
MAN HOLE	---

PROPOSED LEGEND:

PROPOSED	---
TRAIL (OFF-ROAD)	---
CONCRETE	---
GRASS	---
PAVEMENT TO BE REMOVED	---
MOUNTABLE CONC. MEDIAN END	---

**ELEANOR ROOSEVELT
HIGH SCHOOL**

*Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Option B*



OPERATOR02430 - PLOTTED: Friday, February 14, 2020 AT 10:19 AM
FILE NAME: \\2019\\18 City of Greenbelt Hanover Parkway_360K.dwg P11B_HanoverPkwy.dgn

OPERATOR02430 - PLOTTED: Friday, February 14, 2020 AT 10:18 AM
FILE NAME: \\2019\\18_City of Greenbelt_Hanover Parkway_360K.dwg P12B_HanoverPkwy.dgn



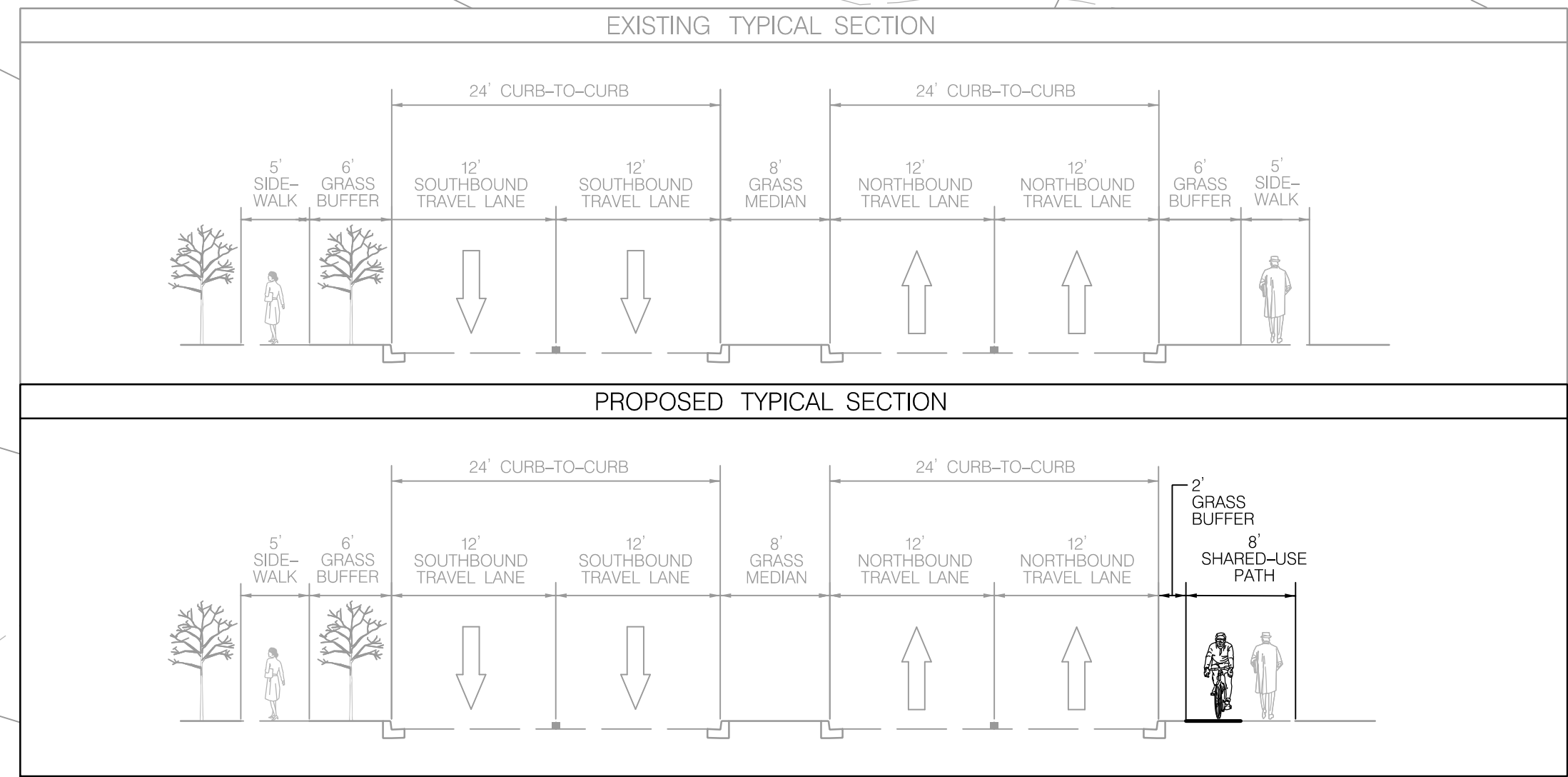
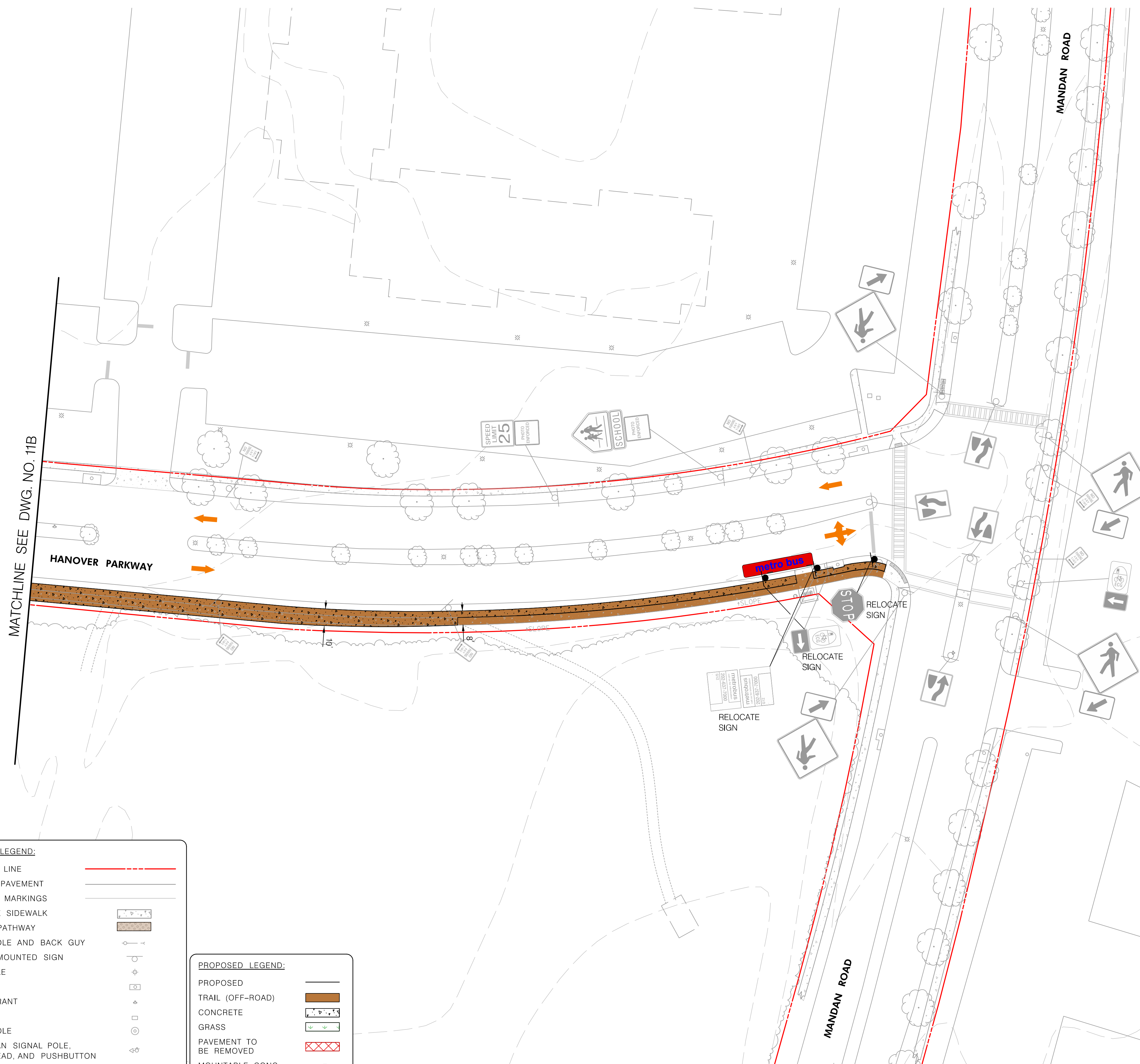
Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Option B

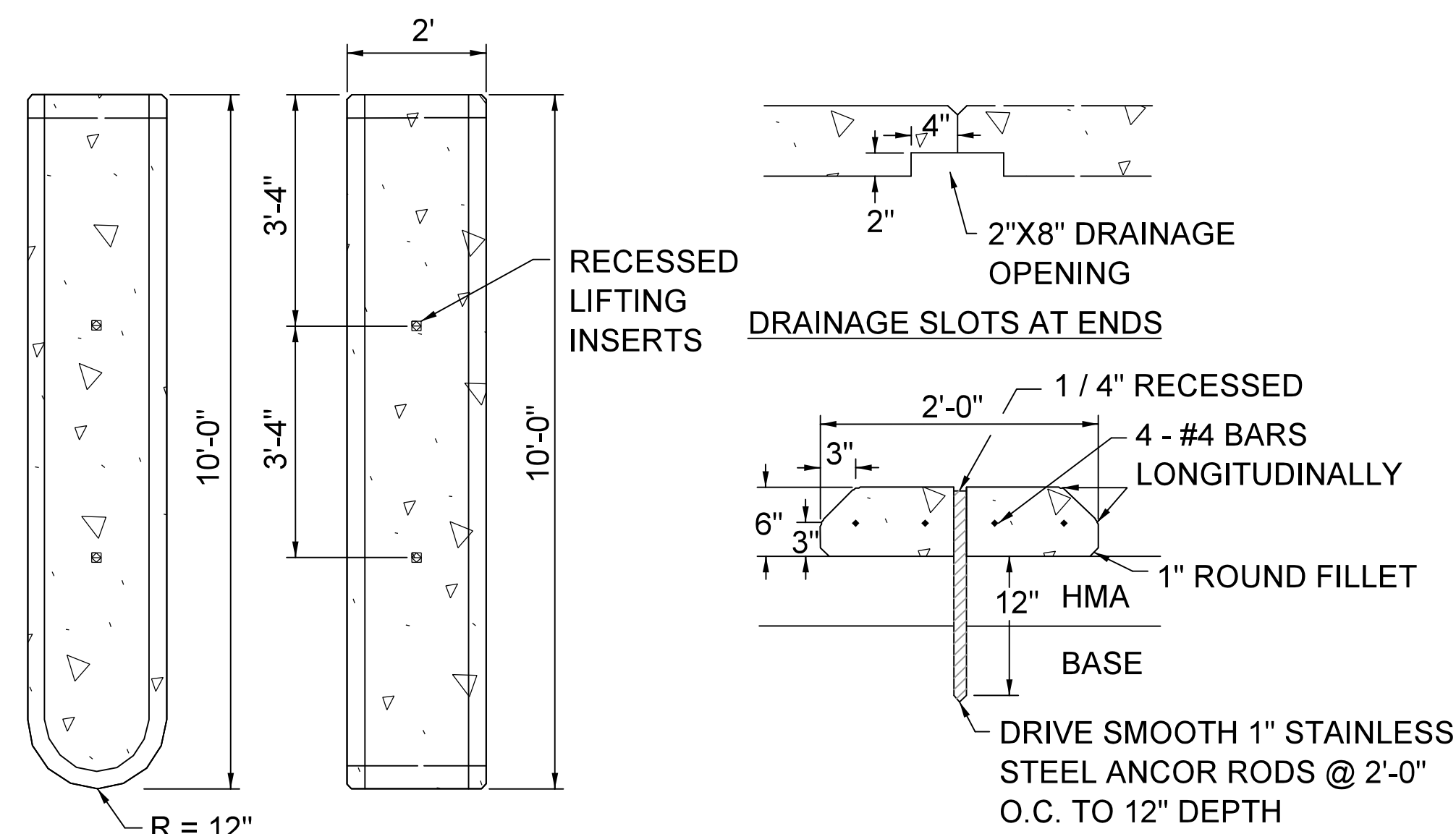


DWG. NO. 12B

EXISTING LEGEND:	
PROPERTY LINE	---
EDGE OF PAVEMENT	---
PAVEMENT MARKINGS	---
CONCRETE SIDEWALK	---
ASPHALT PATHWAY	---
UTILITY POLE AND BACK GUY	---
GROUND-MOUNTED SIGN	---
LIGHT POLE	---
INLETS	---
FIRE HYDRANT	---
HANDBOX	---
SIGNAL POLE	---
PEDESTRIAN SIGNAL POLE, SIGNAL HEAD, AND PUSHBUTTON	---
MAN HOLE	---

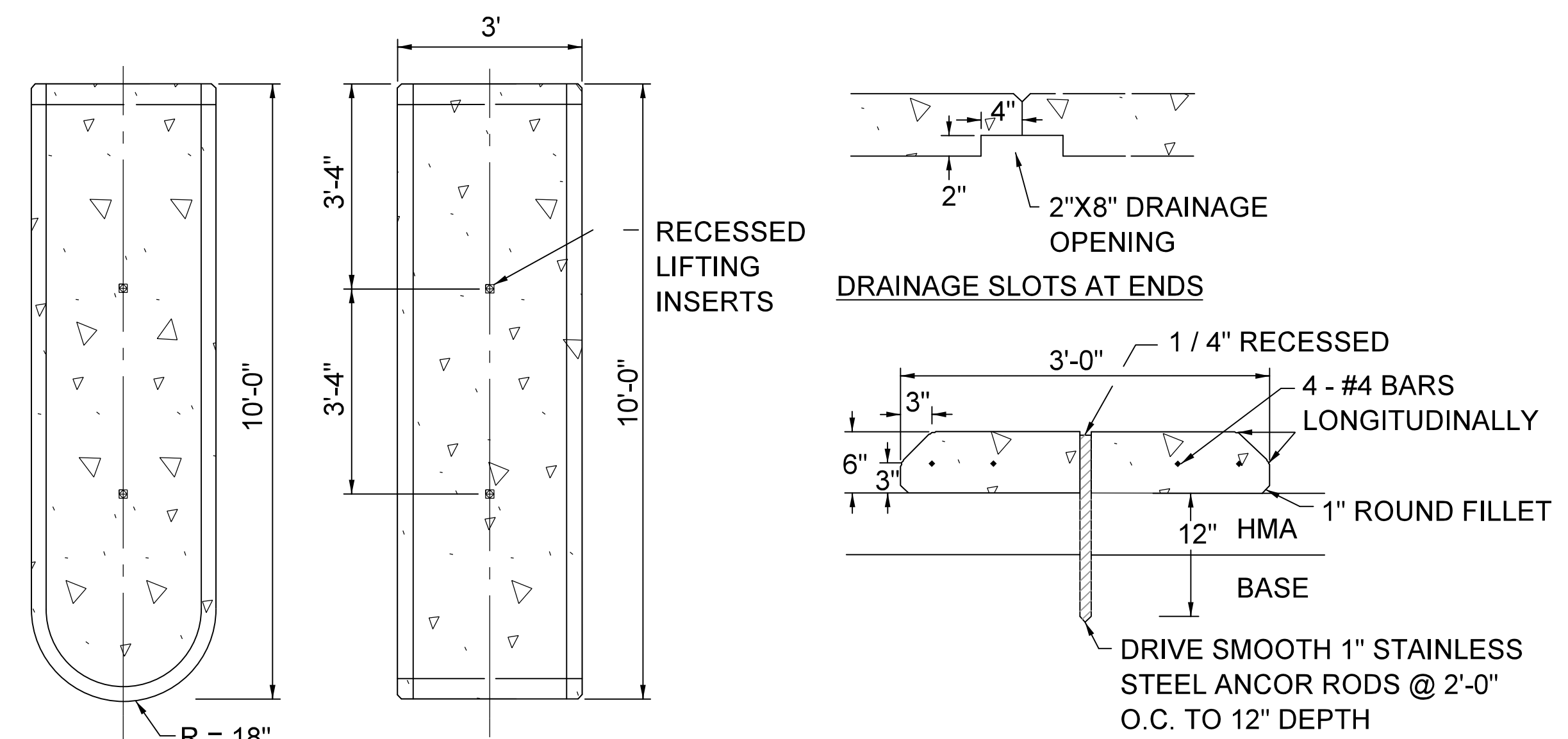
PROPOSED LEGEND:	
PROPOSED TRAIL (OFF-ROAD)	---
CONCRETE	---
GRASS	---
PAVEMENT TO BE REMOVED	---
MOUNTABLE CONC. MEDIAN END	---





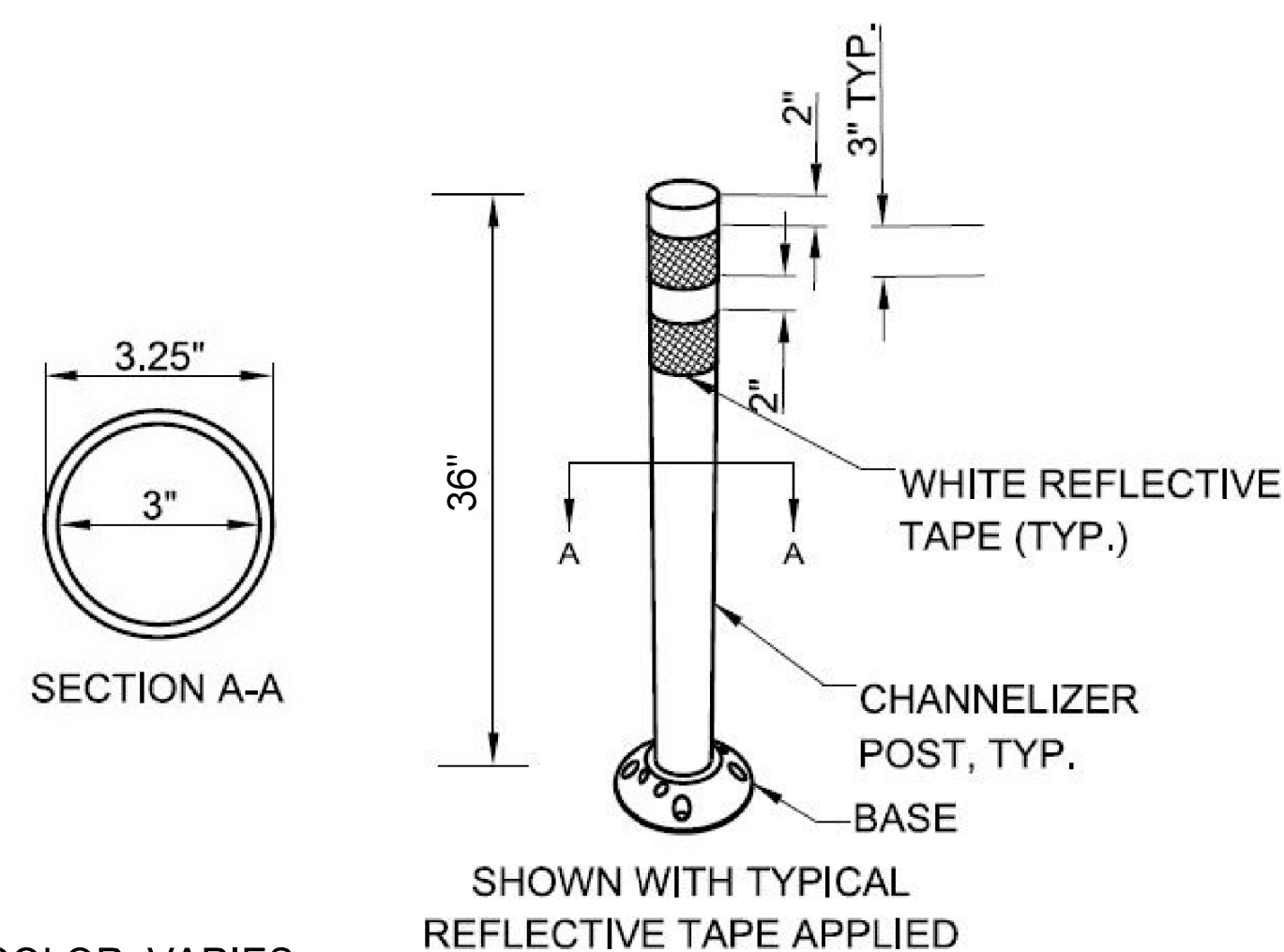
END UNIT STANDARD UNIT
PLAN

DETAIL 'A1' - PRECAST CONCRETE CURB
N.T.S.



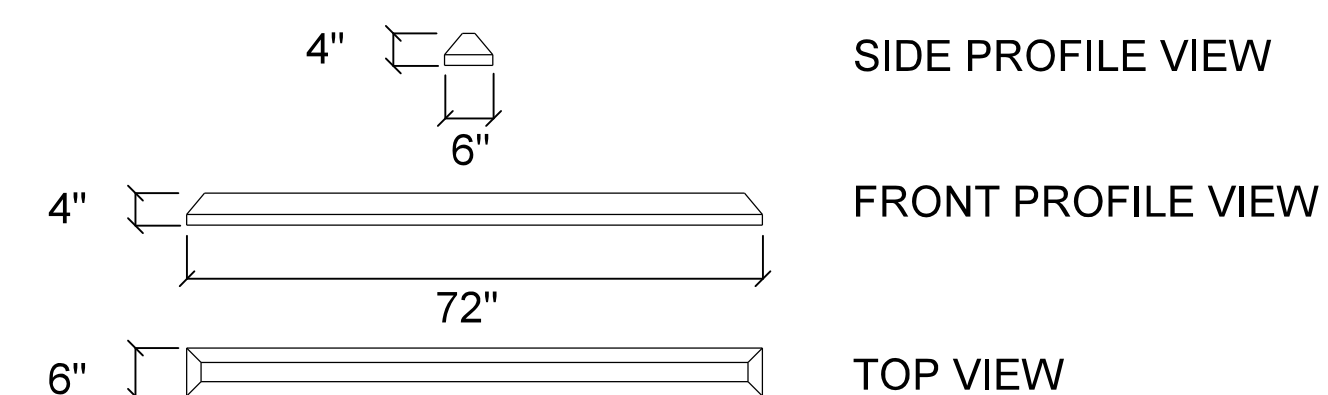
END UNIT STANDARD UNIT
PLAN

DETAIL 'A2' - PRECAST CONCRETE CURB
N.T.S.

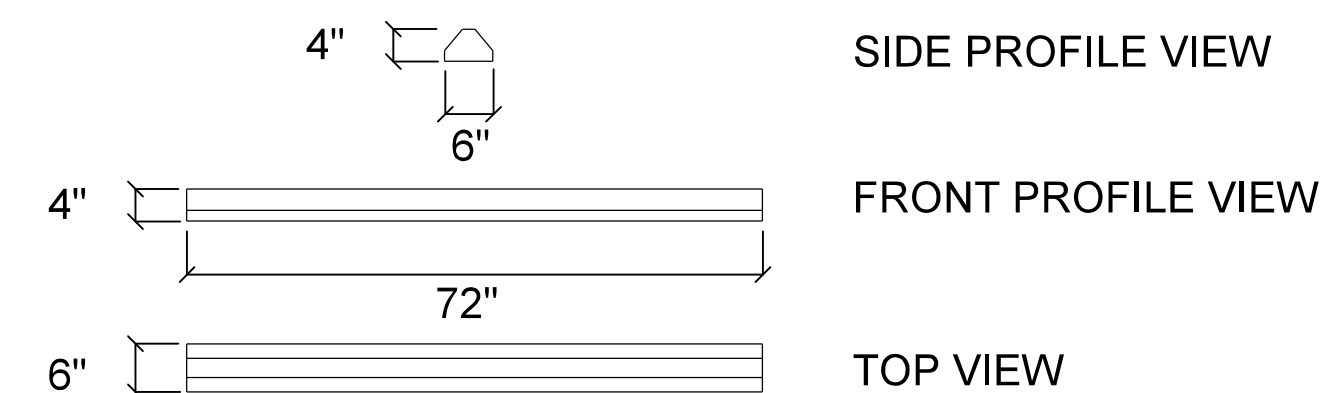


COLOR: VARIES
SPACING: 20 FEET ON CENTER

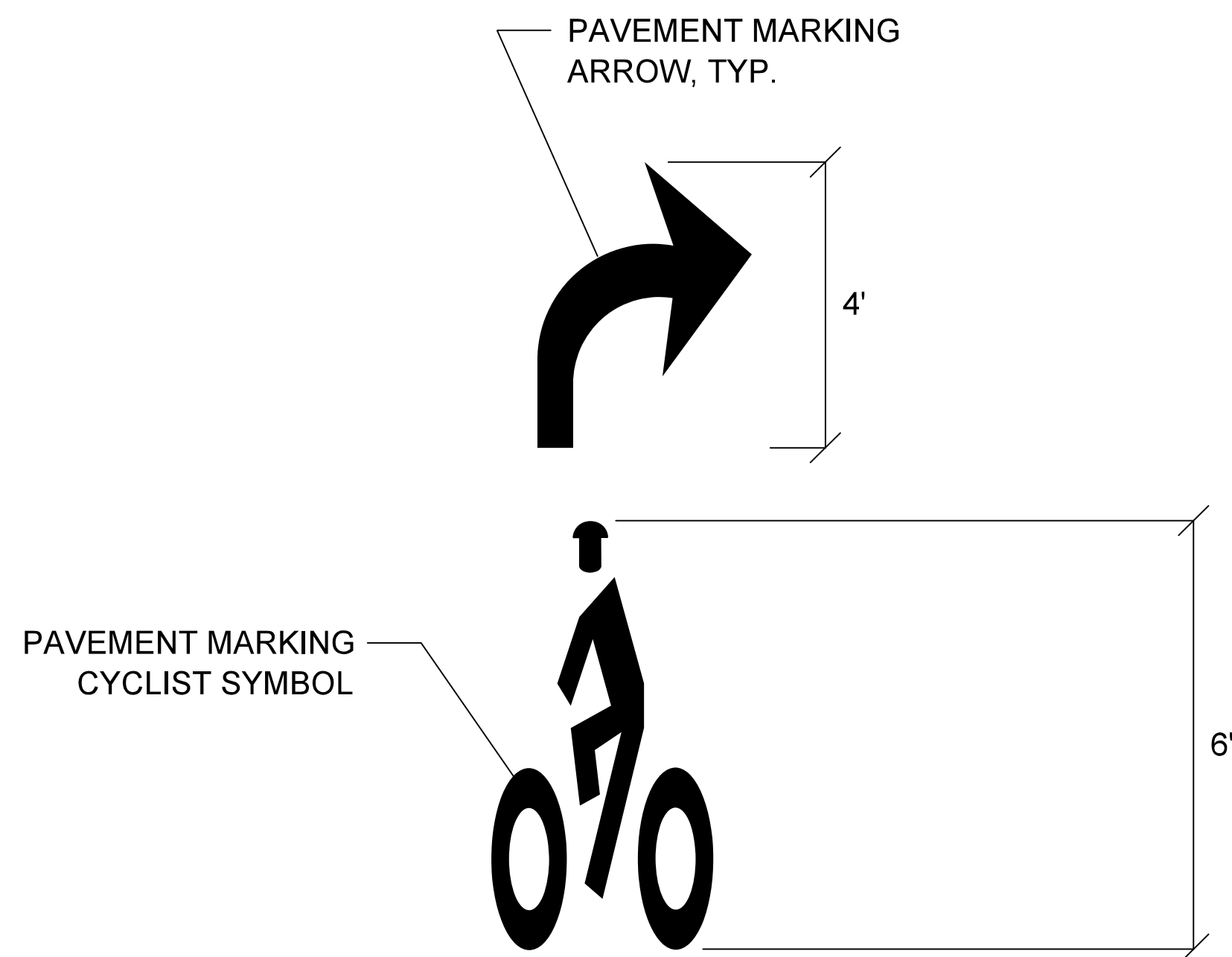
DETAIL 'B' - WHITE FLEX POST
N.T.S.



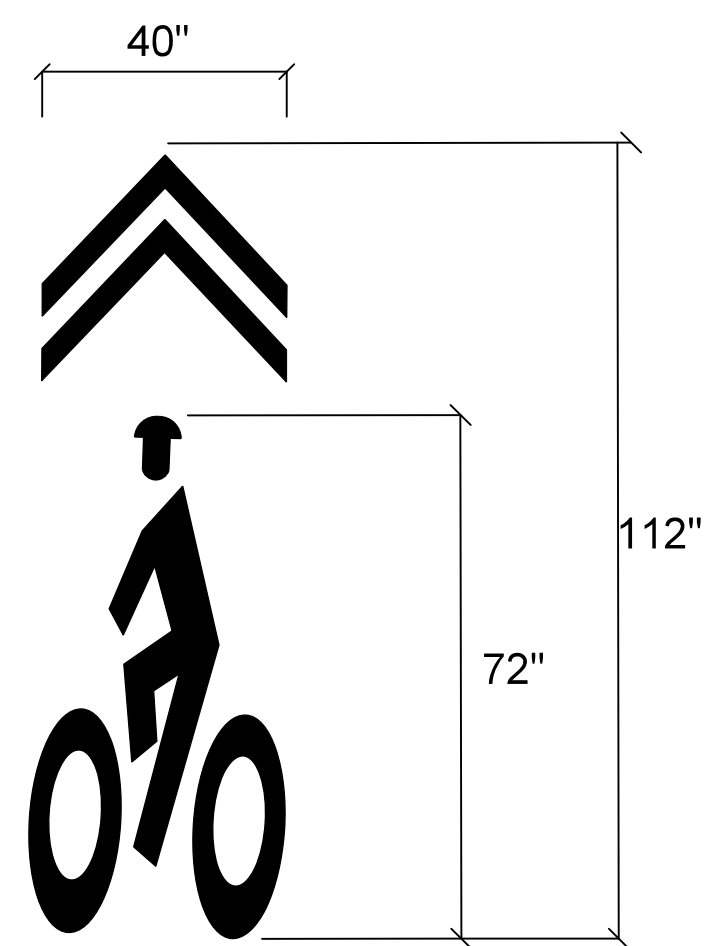
DETAIL 'C-OPTION 2' - PARKING STOP
N.T.S.



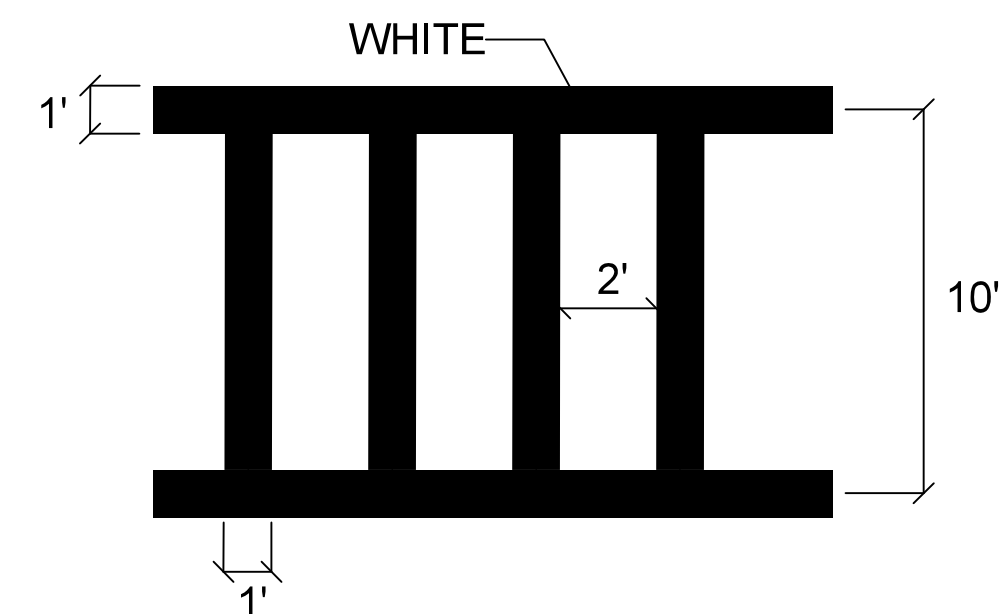
DETAIL 'C-OPTION 3' - PARKING STOP
N.T.S.



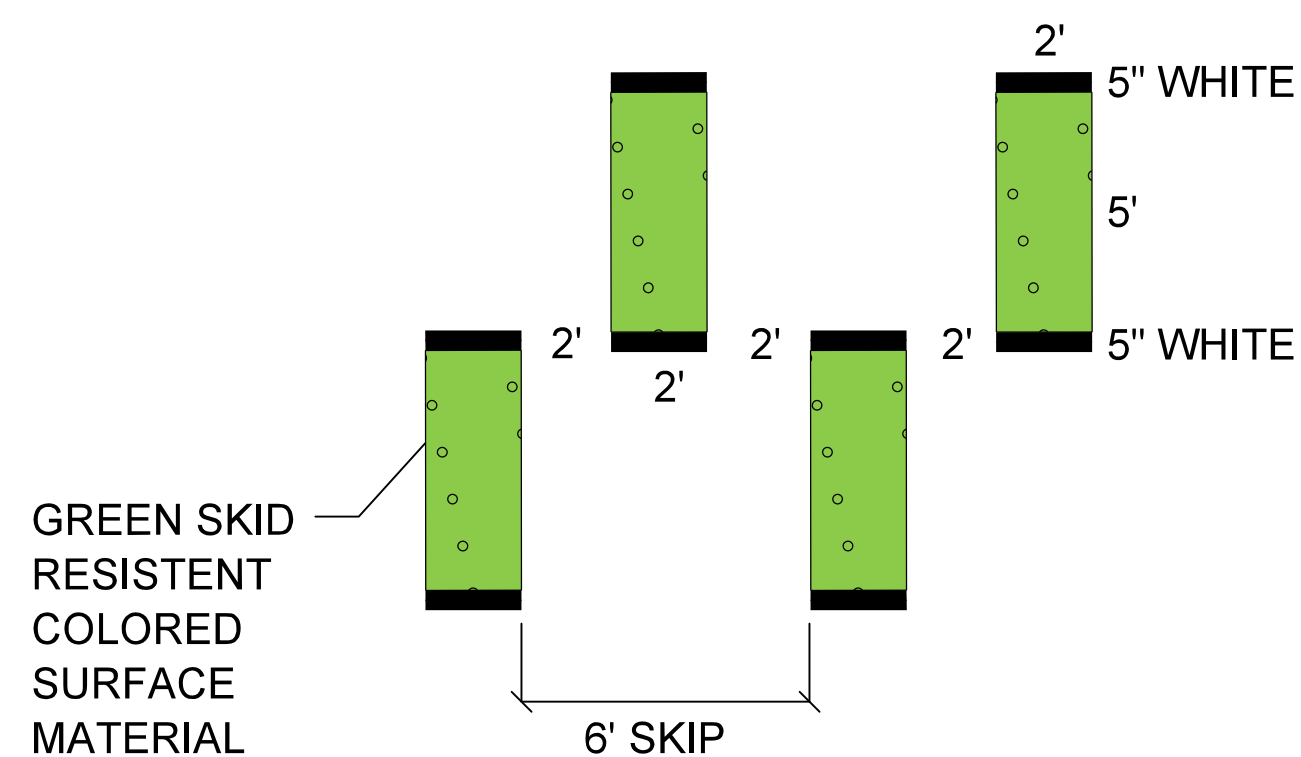
DETAIL 'D' - BICYCLE TURN-LANE SYMBOL
N.T.S.



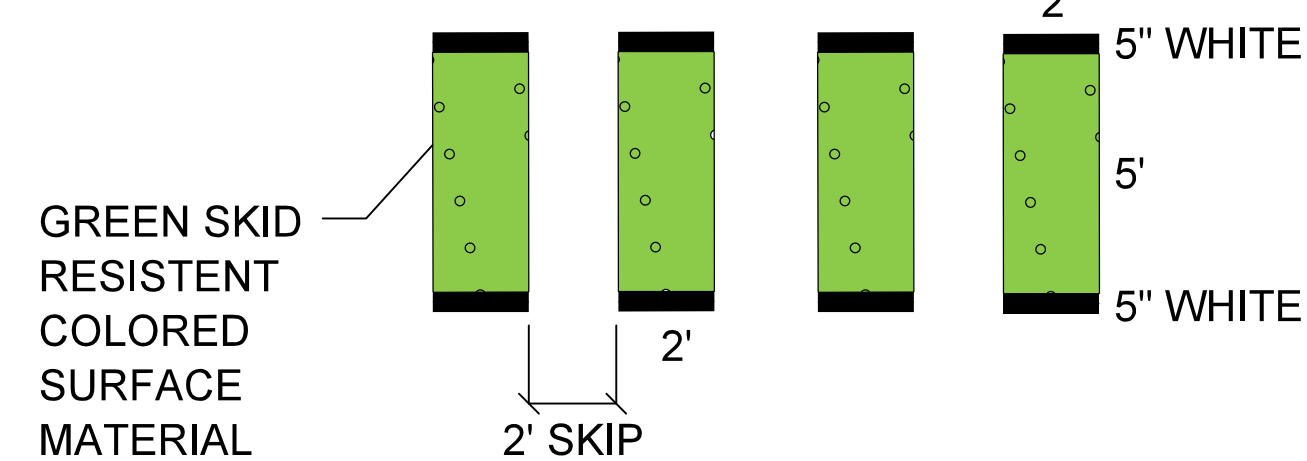
DETAIL 'E' - INTERSECTION CROSSING SYMBOL
N.T.S.



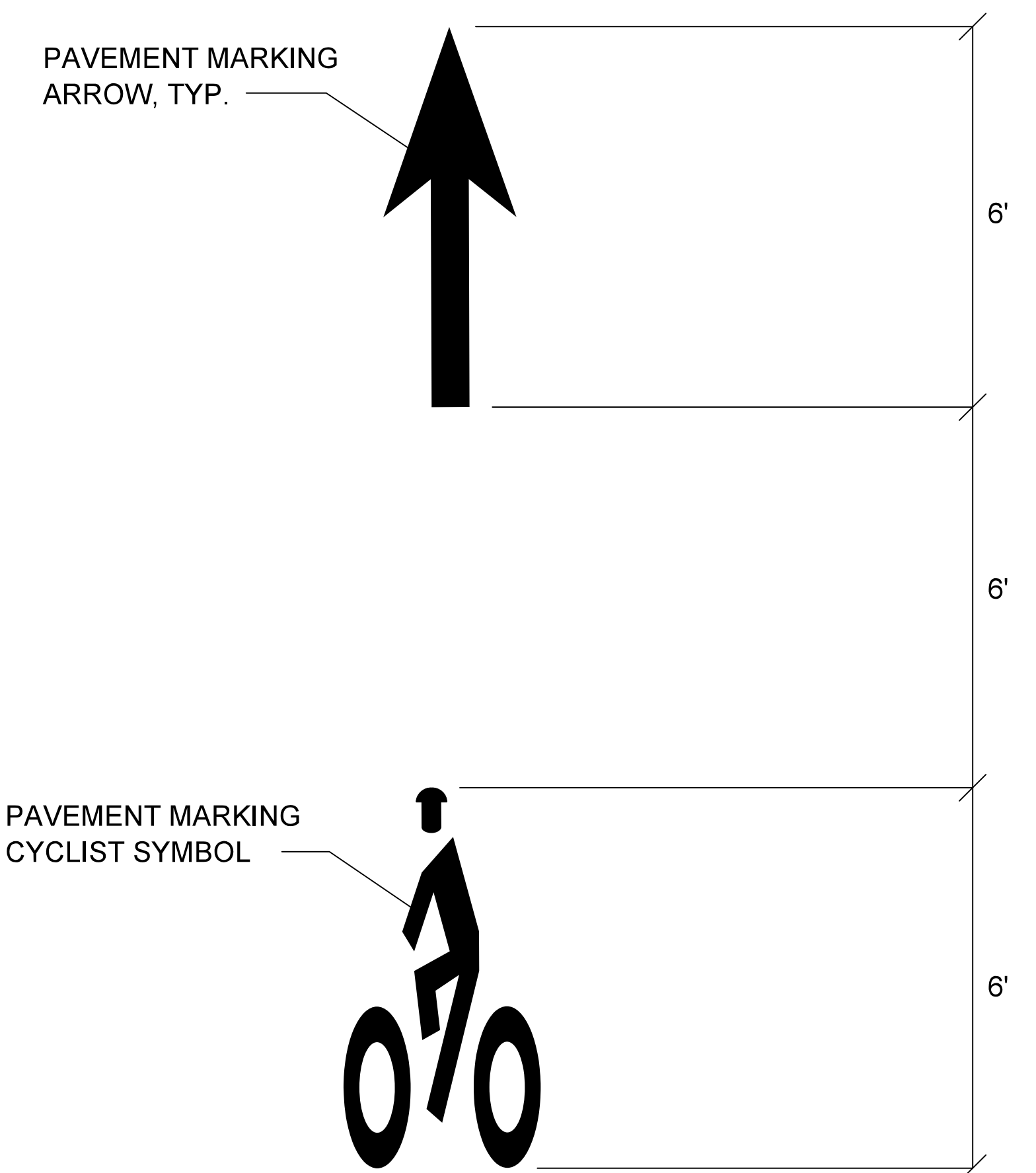
DETAIL 'G' - CROSSWALK
N.T.S.



DETAIL 'H' - BICYCLE CROSSING
N.T.S.



DETAIL 'J' - BICYCLE CROSSING
N.T.S.



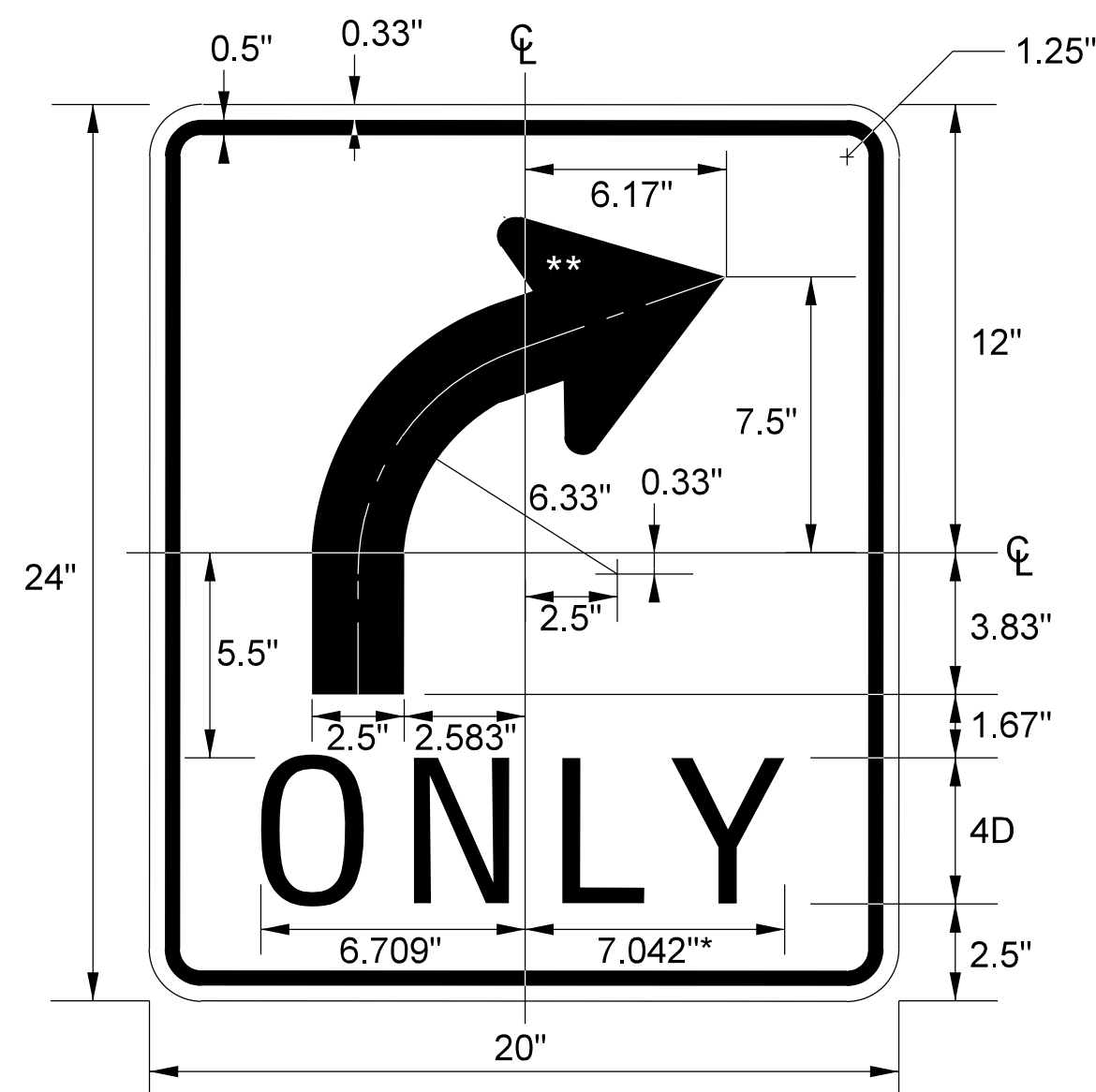
DETAIL 'F' - BICYCLE LANE SYMBOL
N.T.S.

SEE THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) FOR MORE DETAILS.

- BICYCLE LANE SYMBOL PLACEMENT NOTES:
1. DO NOT PLACE SYMBOL ON LANE LINES.
 2. PLACE BICYCLE LANE SYMBOLS WITHIN CENTER OF BICYCLE LANE.
 3. SEE PLAN SHEETS FOR SYMBOL LOCATIONS.



DETAIL 'K' - R3-6(MOD)
N.T.S.



DETAIL 'L' - R3-5R(MOD)
N.T.S.



DETAIL 'M' - R3-6(MOD)
N.T.S.

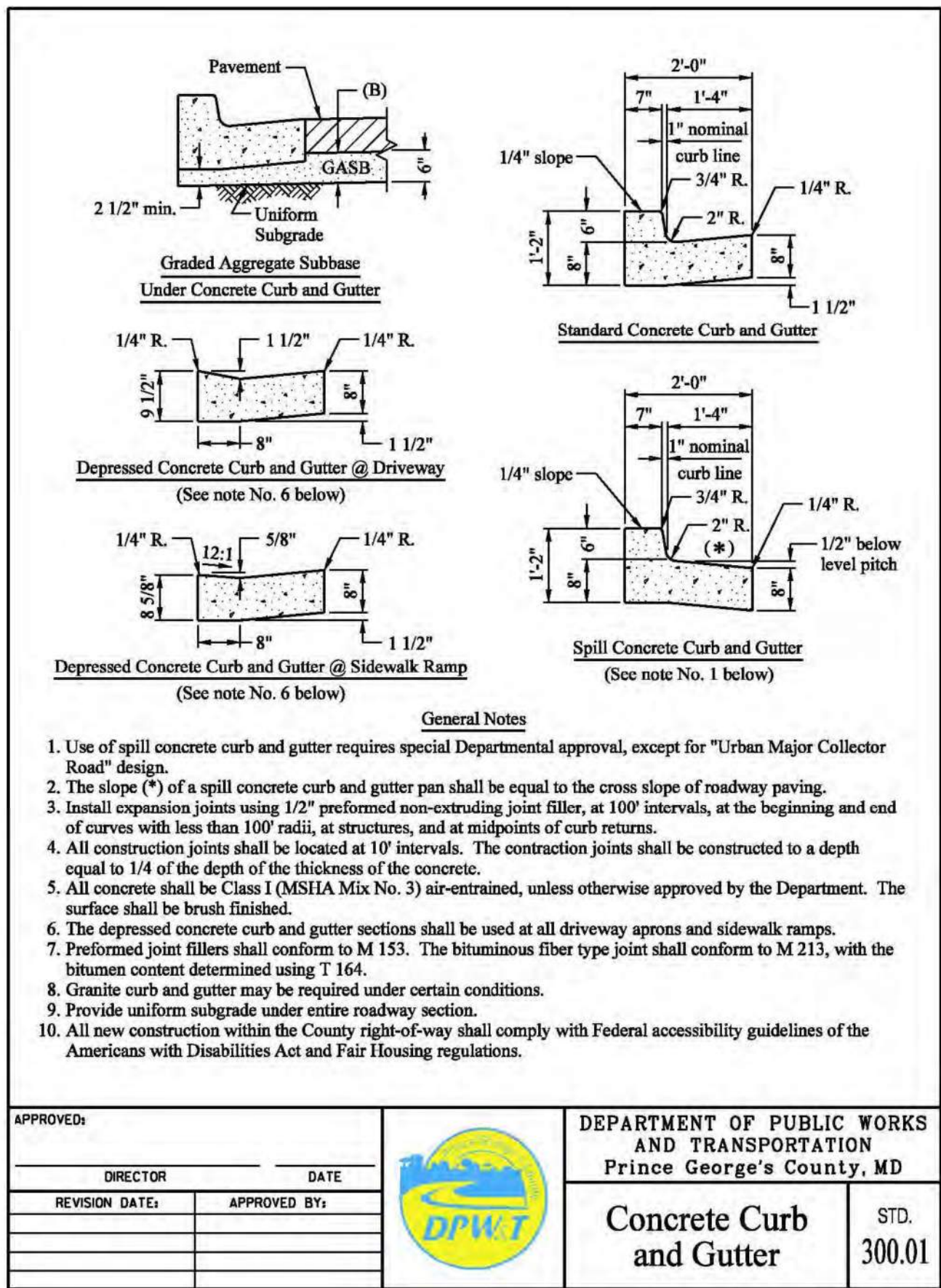
*REDUCE SPACING TO FIT.

**FOR ARROWHEAD DIMENSIONS REFER TO STANDARD ARROW DETAILS IN APPENDIX-ARROWS SECTION FROM FHWA'S STANDARD HIGHWAY SIGNS BOOK-APPENDIX SECTION.

***FOR SYMBOL DESIGN REFER TO THE APPENDIX-GRID SECTION FROM FHWA'S STANDARD HIGHWAY SIGNS BOOK-APPENDIX SECTION.

Hanover Parkway: from Good Luck Road to Mandan Road
Bikeway Facility Concept: Signing and Marking Details

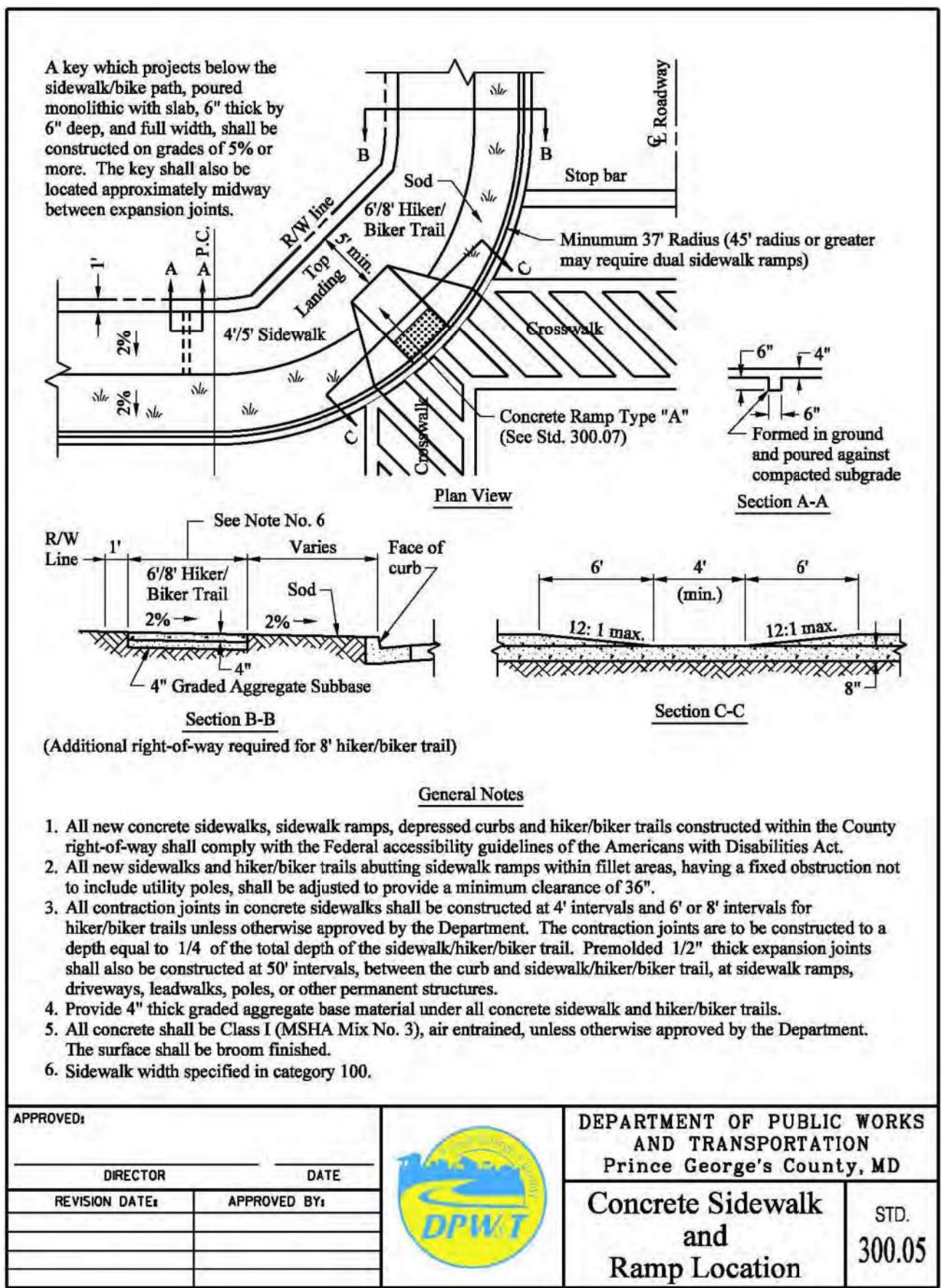
OPERATOR02430 - PLOTTED: Friday, February 14, 2020 AT 10:26 AM
FILE NAME: \\2019\\18-City of Greenbelt-Hanover Parkway-360K.dwg User: P003-HanoverPkw.dgn



Revision 03/14/12

Specifications and Standards for Roadways and Bridges

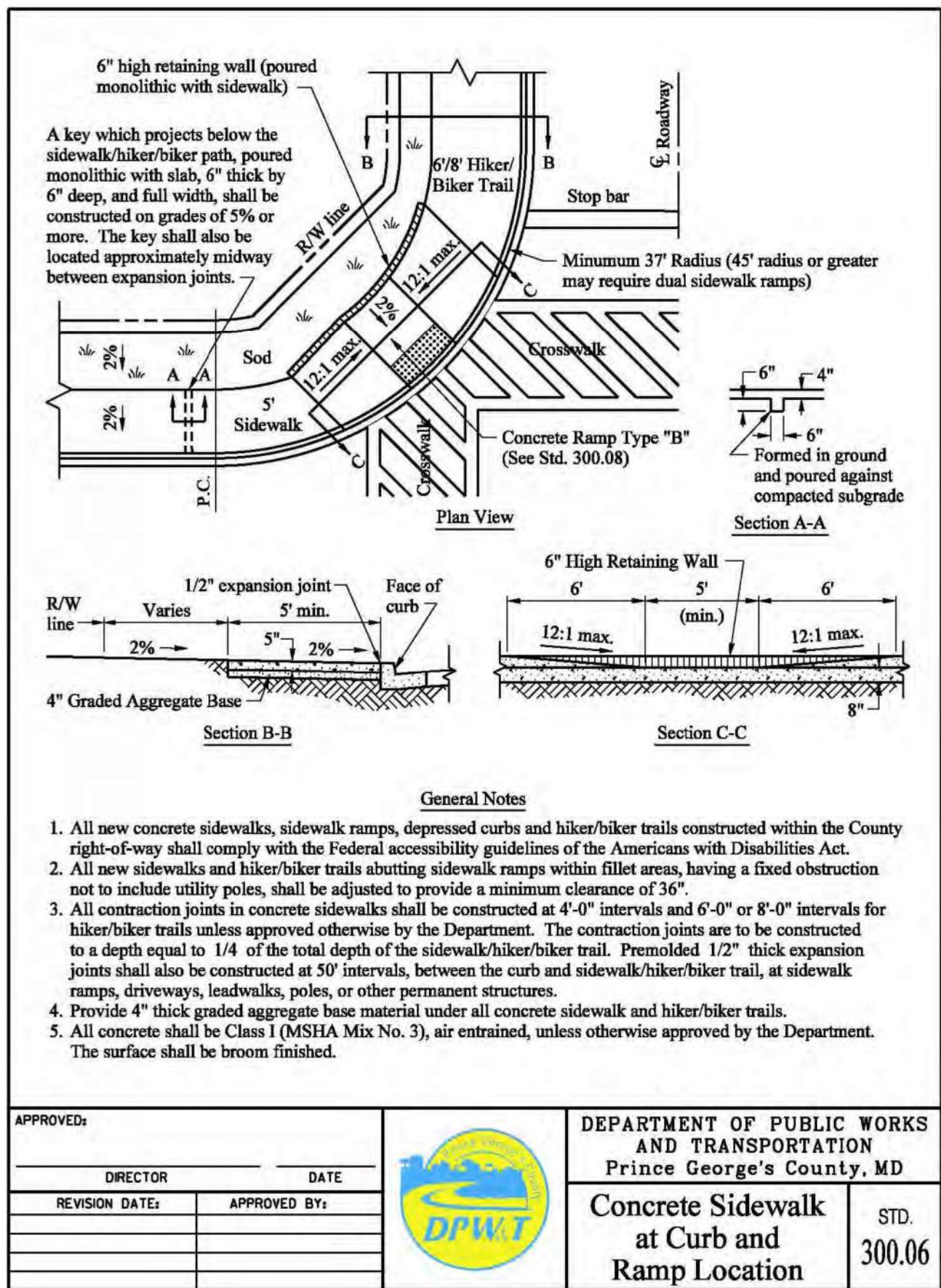
Section III - 45



Revision 03/14/12

Specifications and Standards for Roadways and Bridges

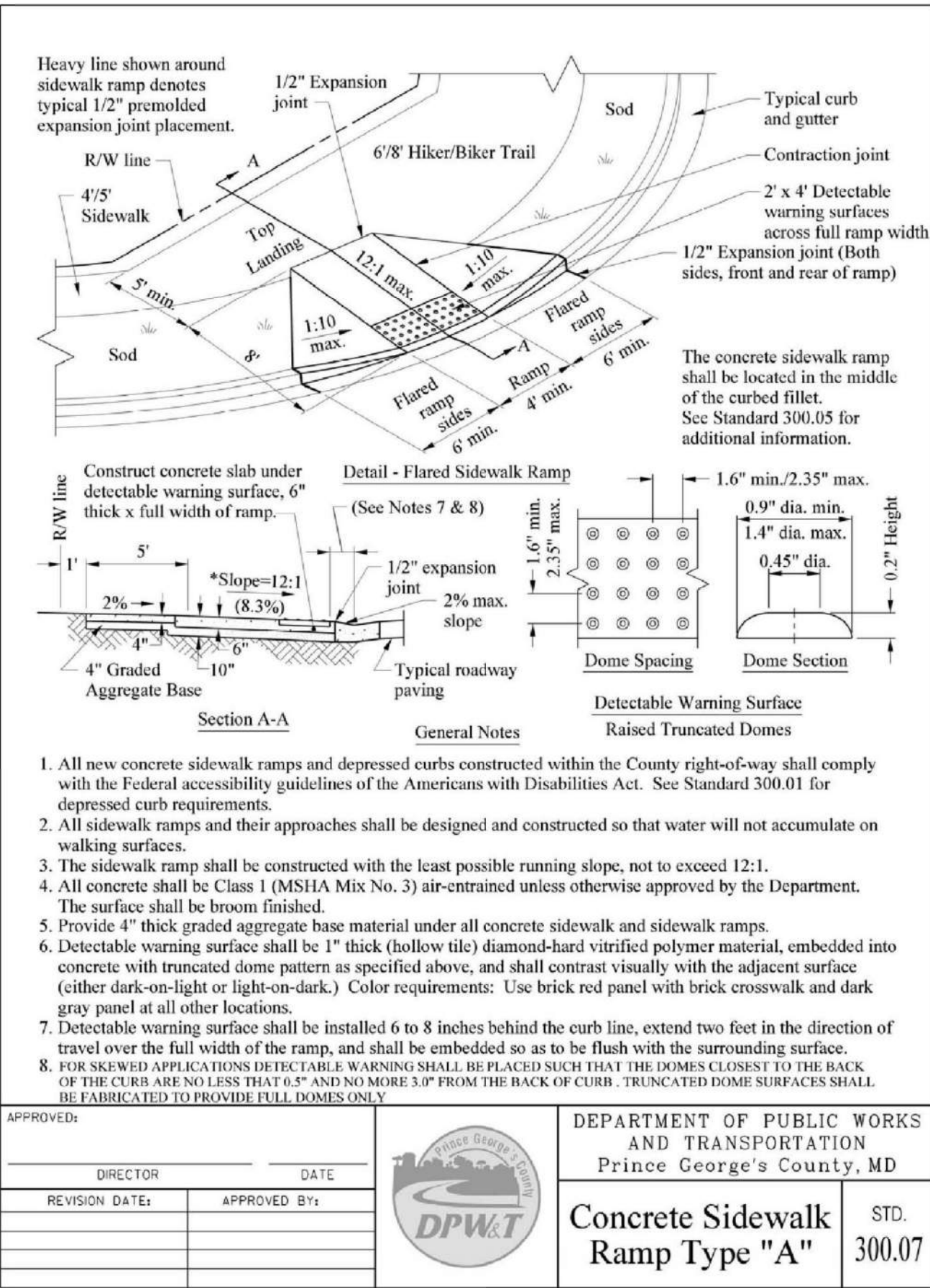
Section III - 49



Revision 03/14/12

Specifications and Standards for Roadways and Bridges

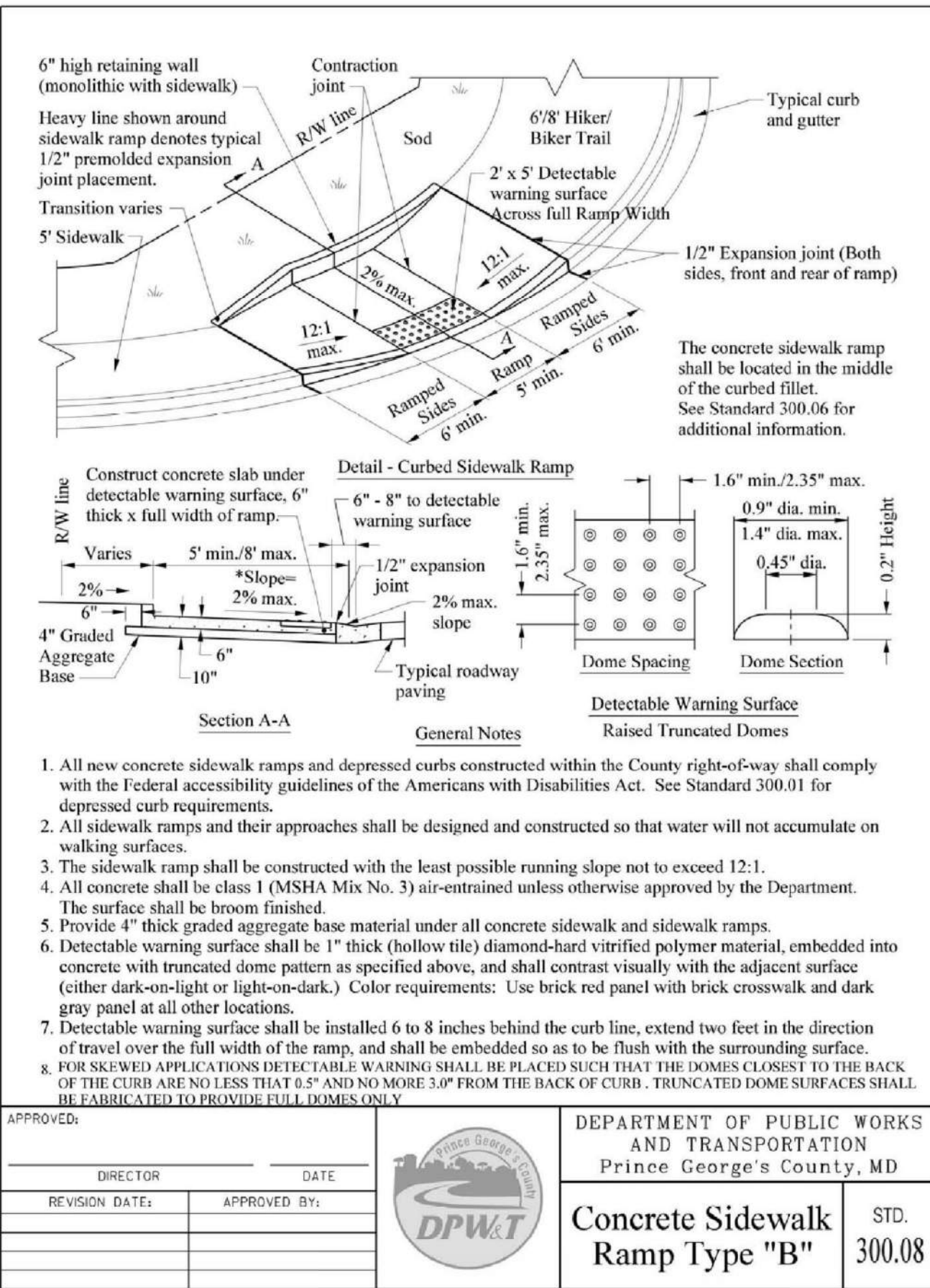
Section III - 50



Revision 03/14/12

Specifications and Standards for Roadways and Bridges

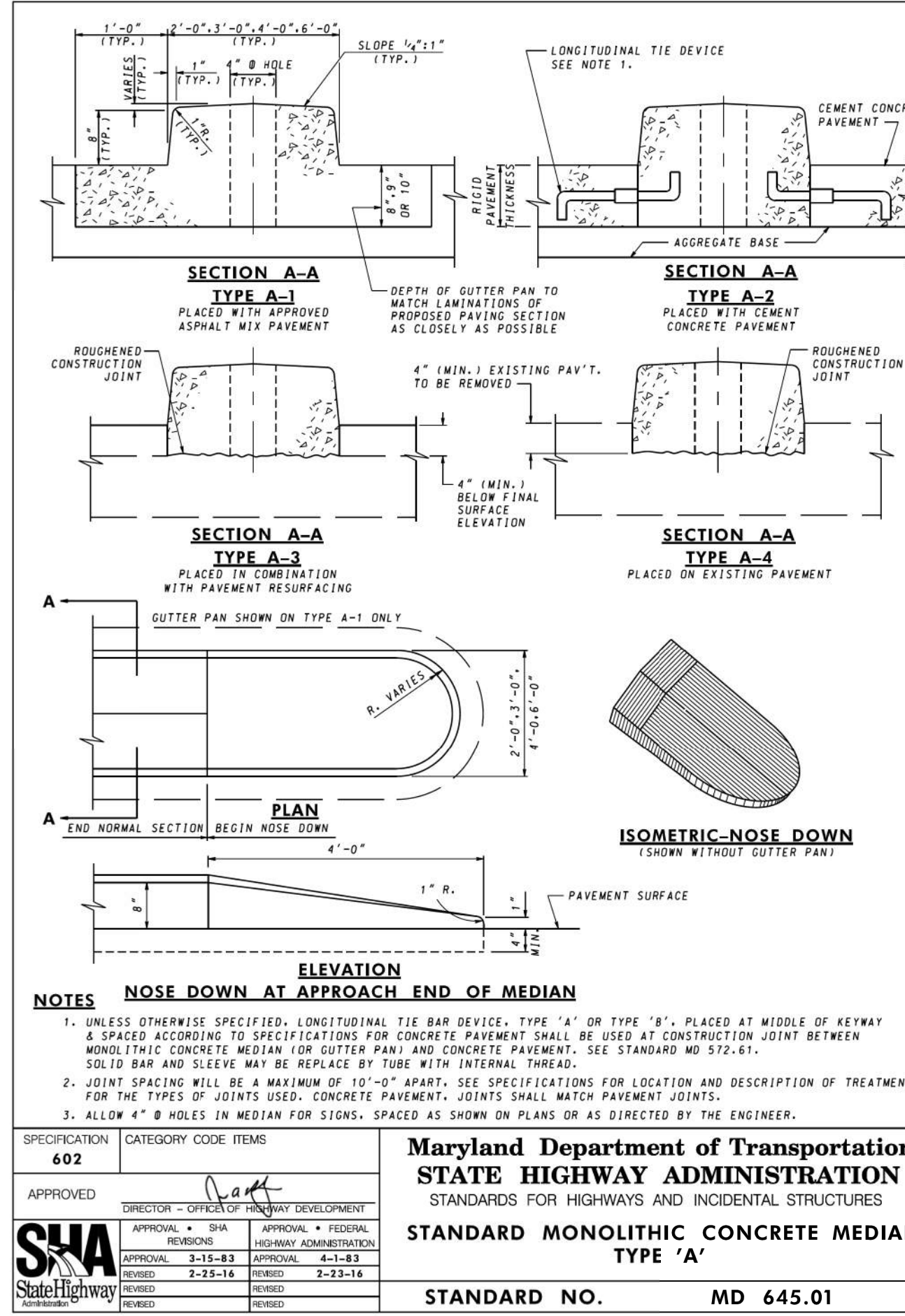
Section III - 51



Revision 03/14/12

Specifications and Standards for Roadways and Bridges

Section III - 52



**ADVISORY PLANNING BOARD
REPORT TO COUNCIL**

**REPORT NO. 2019-09
Date: 8/27/2019**

SUBJECT: Hanover Parkway Bicycle Facilities Alternatives

BACKGROUND:

On August 21, 2019 the Board received a presentation from Sabra & Associates regarding alternatives for bicycle facilities on Hanover Parkway. These alternatives span from just south of Greenbrook Drive to past the Spellman Overpass. Bicycle facilities on Hanover Parkway would provide a link between Greenbelt East and Historic Greenbelt. The alternatives presented included an on-road option and an off-road shared used path option.

ANALYSIS:

After the presentation of both alternatives, the Board discussed the advantages and disadvantages of each option. Two of the topics that were heavily discussed during this conversation were the ease with which a cyclist could use each option and the safety each option provided to cyclists.

With respect to the ease of use, the Board discussed how the on-road option includes a small section where cyclists would use an off-road path near the intersection of Hanover Parkway and Greenbelt Road. The Board felt this may cause some confusion about how to use the bike trail.

The off-road option is a continuous path for the entire corridor which would minimize confusion about use. The Board also felt that the off-road option would offer an increased level of safety for cyclists using bicycle facilities on Hanover Parkway.

RECOMMENDATION:

The Board voted unanimously (4-0) to recommend that City Council support the production of 30% design plans for the off-road shared use path option for bicycle facilities on Hanover Parkway.

Respectfully Submitted,

Keith Chernikoff
Chair

Molly Porter

From: ecolivingmag@aol.com
Sent: Tuesday, November 12, 2019 1:49 PM
To: Molly Porter
Cc: Luisa Robles
Subject: Green ACES recommendations re: Hanover Pkwy bike path

Hi, Molly.

I'm sorry about not getting back to you sooner.

Green ACES discussed the two alternate routes for the bike path on Hanover Parkway that were presented by SABRA & Associates at the August Green ACES meeting. We don't recommend either of the routes per se, but prefer a hybrid version consisting of parts of each.

North of Greenbelt Road, Green ACES recommends the on-road path adjacent to Eleanor Roosevelt High School property, where the right lane disappears, because this location currently causes problems, especially during school hours. Drivers try to make this two lanes where it is designed to be one. Also, for safety reasons, Green ACES recommends one of the rigid barrier options, such as one of the concrete curb options.

On the opposite side of Greenbelt Road, south from Greenbelt Road toward Greenway Center Drive and Ora Glen Drive, we recommend the off-road path, near the sidewalk, that meanders in front of or behind the tree line, depending on the space and where the trees are now. Although this part of the bike route would be more impactful and require more maintenance, we believe that this is well worth it because of safety reasons. Also, the on-road option would cause congestion on Hanover Parkway.

I hope I've described this properly. If you have any questions, please let me know.

Best,

John

John Lippert

Chair, Greenbelt Advisory Committee on Environmental Sustainability (Green ACES) / Green Team

~~XXXXXXXXXXXX~~

Greenbelt, MD 20770

~~XXXXXXXXXXXX~~

City Council Agenda Item Report

Meeting Date: March 10, 2020

Submitted by: David Moran

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

State Legislation

Suggested Action:

Reference: HB 1087

HB 1628

HB 1628 Fiscal Note

House Bill 1087 - This legislation would increase, from \$5,000 to \$50,000, the maximum estimated cost in labor and materials for the alteration of a certain existing building or structure for which a person is not required to employ a licensed architect under certain circumstances. The MML Legislative Committee voted to support this bill. Delegates Williams and Washington are co-sponsors of HB 1087.

Council direction is sought.

House Bill 1628 - This bill imposes the State sales and use tax on all services, except for specified services, by expanding the definition of taxable service. According to the bill's fiscal note, it would expand the tax to cover services and digital goods. The bill also reduces the general State sales and use tax rate from 6% to 5% for taxable goods and services. Local admissions and amusement tax revenues may decrease under the bill.

Council direction is sought.

Attachments:

[HB 1087.pdf](#)

[HB 1628.pdf](#)

[HB 1268 Fiscal Note.pdf](#)

HOUSE BILL 1087

C2

0lr3224

By: **Delegates Williams, Arian, Charles, Ivey, C. Jackson, Shetty, and Washington**
Introduced and read first time: February 6, 2020
Assigned to: Economic Matters

A BILL ENTITLED

1 AN ACT concerning

2 **Business Occupations and Professions – Architects – Scope of Licensure**

3 FOR the purpose of increasing the maximum estimated cost in labor and materials for the
4 alteration of a certain existing building or structure for which a person is not
5 required to employ a licensed architect under certain circumstances; making a
6 conforming change; and generally relating to the scope of licensure for architects.

7 BY repealing and reenacting, without amendments,
8 Article – Business Occupations and Professions
9 Section 3–101(a), (b), and (l) and 3–103(a) and (e)
10 Annotated Code of Maryland
11 (2018 Replacement Volume and 2019 Supplement)

12 BY repealing and reenacting, with amendments,
13 Article – Business Occupations and Professions
14 Section 3–103(d)
15 Annotated Code of Maryland
16 (2018 Replacement Volume and 2019 Supplement)

17 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,
18 That the Laws of Maryland read as follows:

19 **Article – Business Occupations and Professions**

20 3–101.

21 (a) In this title the following words have the meanings indicated.

22 (b) “Architect” means an individual who practices architecture.

23 (l) (1) “Practice architecture” means to provide any service or creative work:

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.
[Brackets] indicate matter deleted from existing law.

151



(i) in regard to an addition to, alteration of, or construction of a building or an integral part of a building; and

(ii) that requires education, training, and experience in architecture.

(2) "Practice architecture" includes:

(i) architectural design and preparation of related documents;

(ii) consultation;

(iii) design coordination;

(iv) evaluation;

(v) investigation; and

(vi) planning.

3–103.

(a) Except as otherwise provided in this section, all architectural documents prepared in connection with the addition, alteration, construction, or design of a building, an integral part of a building, or a group of buildings which are intended for public use or residential use shall be signed, sealed, and dated by a licensed architect in accordance with § 3–501 of this title.

(d) (1) A person may not be required to employ a licensed architect in connection with the alteration or repair of an existing building or structure in a municipal corporation if the alteration or repair:

(i) does not exceed [~~\$5,000~~] **\$50,000** in estimated costs, including labor and materials;

(ii) is limited to:

1. interior alterations or repairs;

2. storefronts or facades;

3. fixtures, cabinetwork or furniture; or

4. exterior stairways, landings, decks, and ramps; and

(iii) does not adversely affect the structural system of the building, including foundations, footings, walls, floors, roofs, bearing partitions, beams, columns,

1 joists, or the mechanical, electrical, or plumbing systems.

2 (2) Any work performed under this subsection shall be in compliance with
3 the Americans with Disabilities Act and the Maryland Building Performance Standards set
4 forth in Title 12, Subtitle 5 of the Public Safety Article.

5 (3) The exclusion provided for in this subsection shall be used only once per
6 building or structure in a 12-month period.

7 (4) A building permit issued under this subsection:

8 (i) shall contain an affidavit signed by the person who has
9 submitted the permit stating that the repair or alteration is in compliance with this
10 subsection; and

11 (ii) may not be amended or revised in any way to cause the alteration
12 or repair to exceed ~~[\$5,000]~~ **\$50,000** in total costs, including labor and materials.

13 (5) Any building permit issued under this subsection that contains
14 technical submissions that fail to conform to the requirements of this subsection shall be
15 invalid.

16 (e) Notwithstanding the provisions of subsection (d) of this section, a code official
17 may require that architectural documents for alterations or repairs of existing buildings or
18 structures be signed and sealed by a licensed architect if the code official determines that
19 the signature and seal of a licensed architect is necessary to provide conformity with the
20 Maryland Building Performance Standards or to otherwise provide for the health and
21 safety of the public.

22 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect
23 October 1, 2020.

HOUSE BILL 1628

Q4

0lr3766

By: **Delegates Luedtke, B. Barnes, D.E. Davis, M. Jackson, Kaiser, McIntosh, and Washington**

Introduced and read first time: February 20, 2020

Assigned to: Rules and Executive Nominations

A BILL ENTITLED

1 AN ACT concerning

2 **Sales and Use Tax – Rate Reduction and Services**

3 FOR the purpose of altering the definitions of “taxable price” and “taxable service” for the
4 purposes of certain provisions of law governing the sales and use tax to impose the
5 tax on certain labors and services; altering the rate of the sales and use tax; altering
6 the percentage of gross receipts from vending machine sales and from certain sales
7 of dyed diesel fuel to which the sales and use tax is applied; altering the rate of the
8 sales and use tax applied to certain charges made in connection with sales of
9 alcoholic beverages; altering the rate of the sales and use tax applied to certain
10 gratuities and service charges; repealing certain exemptions from the sales and use
11 tax for certain services and contract sales; declaring the intent of the General
12 Assembly; defining certain terms; providing for a delayed effective date; and
13 generally relating to the sales and use tax.

14 BY repealing and reenacting, without amendments,
15 Article – Tax – General
16 Section 11–101(a) and (l)(1)
17 Annotated Code of Maryland
18 (2016 Replacement Volume and 2019 Supplement)

19 BY adding to
20 Article – Tax – General
21 Section 11–101(c–4) and (m)
22 Annotated Code of Maryland
23 (2016 Replacement Volume and 2019 Supplement)

24 BY repealing and reenacting, with amendments,
25 Article – Tax – General
26 Section 11–101(l)(3), 11–104(a), (b), and (g) through (i), and 11–301
27 Annotated Code of Maryland

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



(2016 Replacement Volume and 2019 Supplement)

BY repealing

Article – Tax – General

Section 11–101(m) and 11–219

Annotated Code of Maryland

(2016 Replacement Volume and 2019 Supplement)

SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,
That the Laws of Maryland read as follows:

Article – Tax – General

11–101.

(a) In this title the following words have the meanings indicated.

**(C–4) “NAICS” MEANS THE NORTH AMERICAN INDUSTRIAL CLASSIFICATION
SYSTEM, UNITED STATES MANUAL, 2017 EDITION, PUBLISHED BY THE UNITED
STATES OFFICE OF MANAGEMENT AND BUDGET.**

(l) (1) “Taxable price” means the value, in money, of the consideration of any
kind that is paid, delivered, payable, or deliverable by a buyer to a vendor in the
consummation and complete performance of a sale without deduction for any expense or
cost, including the cost of:

(i) any labor or service rendered;

(ii) any material used; or

(iii) any property sold.

(3) “Taxable price” does not include:

(i) a charge that is made in connection with a sale and is stated as
a separate item of the consideration for:

1. a delivery, freight, or other transportation service for
delivery directly to the buyer by the vendor or by another person acting for the vendor,
unless the transportation service is a taxable service;

2. a finance charge, interest, or similar charge for credit
extended to the buyer;

3. [a labor or service for application or installation;

4.] a mandatory gratuity or service charge in the nature of a

tip for serving food or beverage to a group of 10 or fewer individuals for consumption on the premises of the vendor;

[5. a professional service;

6.] 4. a tax:

A. imposed by a county on the sale of coal, electricity, oil, nuclear fuel assemblies, steam, or artificial or natural gas;

B. imposed under § 3–302(a) of the Natural Resources Article, as a surcharge on electricity, and added to an electric bill;

C. imposed under §§ 6–201 through 6–203 of the Tax – Property Article, on tangible personal property subject to a lease that is for an initial period that exceeds 1 year and is noncancellable except for cause; or

D. imposed under § 4–102 of this article on the gross receipts derived from an admissions and amusement charge; **OR**

[7. any service for the operation of equipment used for the production of audio, video, or film recordings; or

8.] 5. reimbursement of incidental expenses paid to a third party and incurred in connection with providing a taxable detective service;

(ii) the value of a used component or part (core value) received from a purchaser of the following remanufactured truck parts:

1. an air brake system;

2. an engine;

3. a rear axle carrier; or

4. a transmission; or

(iii) a charge for a nontaxable service that is made in connection with a sale of a taxable communication service, even if the nontaxable charges are aggregated with and not separately stated from the taxable charges for communications services, if the vendor can reasonably identify charges not subject to tax from its books and records that are kept in the regular course of business.

[(m) “Taxable service” means:

(1) fabrication, printing, or production of tangible personal property by

special order;

(2) commercial cleaning or laundering of textiles for a buyer who is engaged in a business that requires the recurring service of commercial cleaning or laundering of the textiles;

(3) cleaning of a commercial or industrial building;

(4) cellular telephone or other mobile telecommunications service;

(5) “900”, “976”, “915”, and other “900”-type telecommunications service;

(6) custom calling service provided in connection with basic telephone service;

(7) a telephone answering service;

(8) pay per view television service;

(9) credit reporting;

(10) a security service, including:

(i) a detective, guard, or armored car service; and

(ii) a security systems service;

(11) a transportation service for transmission, distribution, or delivery of electricity or natural gas, if the sale or use of the electricity or natural gas is subject to the sales and use tax;

(12) a prepaid telephone calling arrangement; or

(13) the privilege given to an individual under § 4-1102 of the Alcoholic Beverages Article to consume wine that is not purchased from or provided by a restaurant, club, or hotel.]

(M) (1) “TAXABLE SERVICE” MEANS ANY ACTIVITY ENGAGED IN FOR A BUYER FOR CONSIDERATION.

(2) “TAXABLE SERVICE” DOES NOT INCLUDE:

(I) AN EDUCATIONAL SERVICE (NAICS SECTOR 61);

(II) A HEALTH CARE OR SOCIAL ASSISTANCE SERVICE (NAICS SECTOR 62);

(III) A SERVICE PROVIDED BY A RELIGIOUS ORGANIZATION
(NAICS SECTOR 8131);

(IV) A GRANTMAKING OR GIVING SERVICE (NAICS SECTOR
8132);

(V) A SERVICE PROVIDED BY A SOCIAL ADVOCACY
ORGANIZATION (NAICS SECTOR 8133);

(VI) A SERVICE PROVIDED BY A CIVIC OR SOCIAL ORGANIZATION
(NAICS SECTOR 8134); OR

(VII) A SERVICE PROVIDED BY A BUSINESS, PROFESSIONAL,
LABOR, OR POLITICAL ASSOCIATION (NAICS SECTOR 8139).

11–104.

(a) Except as otherwise provided in this section, the sales and use tax rate is:

(1) for a taxable price of less than \$1:

(i) 1 cent if the taxable price is 20 cents; **AND**

(ii) [2 cents if the taxable price is at least 21 cents but less than 34
cents;

(iii) 3 cents if the taxable price is at least 34 cents but less than 51
cents;

(iv) 4 cents if the taxable price is at least 51 cents but less than 67
cents;

(v) 5 cents if the taxable price is at least 67 cents but less than 84
cents; and

(vi) 6 cents if the taxable price is at least 84 cents] **1 CENT FOR EACH
ADDITIONAL 20 CENTS OR PART OF 20 CENTS;** and

(2) for a taxable price of \$1 or more:

(i) [6] **5** cents for each exact dollar; and

(ii) [for that part of a dollar in excess of an exact dollar:

- 1 but less than 17 cents; 1. 1 cent if the excess over an exact dollar is at least 1 cent
- 2 but less than 34 cents; 2. 2 cents if the excess over an exact dollar is at least 17 cents
- 3 but less than 51 cents; 3. 3 cents if the excess over an exact dollar is at least 34 cents
- 4 but less than 67 cents; 4. 4 cents if the excess over an exact dollar is at least 51 cents
- 5 but less than 84 cents; and 5. 5 cents if the excess over an exact dollar is at least 67 cents
- 6 but less than 84 cents; and 6. 6 cents if the excess over an exact dollar is at least 84
- 7 cents] **1 CENT FOR EACH 20 CENTS OR PART OF 20 CENTS IN EXCESS OF AN EXACT**
- 8 **DOLLAR.**

14 (b) If a retail sale of tangible personal property or a taxable service is made
15 through a vending or other self-service machine, the sales and use tax rate is [6%] **5%**,
16 applied to [94.5%] **95.25%** of the gross receipts from the vending machine sales.

17 (g) The sales and use tax rate for the sale of an alcoholic beverage, as defined in
18 § 5–101 of this article, is:

19 (1) 9% of the charge for the alcoholic beverage; and

20 (2) [6%] **5%** of a charge that is made in connection with the sale of an
21 alcoholic beverage and is stated as a separate item of the consideration and made known
22 to the buyer at the time of sale for:

23 (i) any labor or service rendered;

24 (ii) any material used; or

25 (iii) any property sold.

26 (h) (1) (i) In this subsection the following words have the meanings
27 indicated.

28 (ii) “Dyed diesel fuel” means diesel fuel that is dyed under U.S.
29 Environmental Protection Agency rules for high sulfur diesel fuel or is dyed under Internal
30 Revenue Service rules for nontaxable use.

31 (iii) “Marina” means a person who maintains a place of business
32 where motor fuel is sold primarily to vessels.

(2) If a retail sale of dyed diesel fuel is made by a marina, the sales and use tax rate is ~~[6%]~~ **5%**, applied to ~~[94.5%]~~ **95.25%** of the gross receipts from the dyed diesel fuel sales.

(i) The sales and use tax rate for a mandatory gratuity or service charge in the nature of a tip for serving food or any type of beverage to a group of more than 10 individuals is ~~[6%]~~ **5%**.

[11–219.

(a) The sales and use tax does not apply to a personal, professional, or insurance service that:

(1) is not a taxable service; and

(2) involves a sale as an inconsequential element for which no separate charge is made.

(b) The sales and use tax does not apply to a sale of custom computer software services relating to procedures and programs that:

(1) otherwise are taxable under this title;

(2) are to be used by a specific person;

(3) (i) are created for that person; or

(ii) contain standard or proprietary routines that incorporate significant creative input to customize the procedures and programs for that person; and

(4) do not constitute a program, procedure, or documentation that is mass produced and sold to:

(i) the general public; or

(ii) persons associated in a trade, profession, or industry.

(c) The sales and use tax does not apply to the sale of an optional computer software maintenance contract if the buyer does not have a right, as part of the contract, to receive at no additional cost software products that are separately priced and marketed by the vendor.

(d) The sales and use tax does not apply to the use of a taxable service obtained by using a prepaid telephone calling arrangement.]

11–301.

1 The sales and use tax is computed on:

2 (1) the taxable price of each separate sale;

3 (2) if a combined sale is made, the combined taxable price of all retail sales
4 on the same occasion by the same vendor to the same buyer; or

5 (3) if retail sales of tangible personal property or a taxable service are made
6 through vending or other self-service machines, **[94.5%] 95.25%** of the gross receipts from
7 the retail sales.

8 SECTION 2. AND BE IT FURTHER ENACTED, That it is the intent of the General
9 Assembly that the Governor's proposed budget for fiscal year 2022, and for each fiscal year
10 thereafter, shall include funding that is necessary to meet the needs of the Office of the
11 Comptroller to ensure compliance with and enforcement of this Act.

12 SECTION 3. AND BE IT FURTHER ENACTED, That this Act shall take effect
13 January 1, 2021.

Department of Legislative Services
Maryland General Assembly
2020 Session

FISCAL AND POLICY NOTE
First Reader

House Bill 1628
Ways and Means

(Delegate Luedtke, *et al.*)

Sales and Use Tax - Rate Reduction and Services

This bill imposes the State sales and use tax on all services, except for specified services, by expanding the definition of taxable service. The bill also reduces the general State sales and use tax rate from 6% to 5% for taxable goods and services. **The bill takes effect January 1, 2021.**

Fiscal Summary

State Effect: General fund revenues increase by approximately \$886.5 million in FY 2021 and by \$2.9 billion in FY 2025. Special fund revenues decrease by approximately \$13.3 million in FY 2021 and by \$30.5 million in FY 2025. General fund expenditures increase by approximately \$1.8 million each year beginning in FY 2021.

(\$ in millions)	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
GF Revenue	\$886.5	\$2,303.3	\$2,729.2	\$2,817.0	\$2,907.6
SF Revenue	(\$13.3)	(\$27.7)	(\$28.6)	(\$29.5)	(\$30.5)
GF Expenditure	\$1.8	\$1.7	\$1.7	\$1.8	\$1.8
Net Effect	\$871.4	\$2,274.0	\$2,698.9	\$2,785.7	\$2,875.3

Note:() = decrease; GF = general funds; FF = federal funds; SF = special funds; - = indeterminate increase; (-) = indeterminate decrease

Local Effect: Local government admissions and amusement tax revenues may decrease to the extent the State sales and use tax is imposed on services that are currently subject to local admissions and amusement taxes. Local expenditures are not affected.

Small Business Effect: Meaningful.

Analysis

Bill Summary: NAICS is the North American Industrial Classification System, United States Manual, 2017 Edition, published by the United States Office of Management and Budget.

A taxable service is defined as any activity engaged in for a buyer for consideration. A taxable service does not include: (1) an educational service (NAICS Sector 61); (2) a health care or social assistance service (NAICS Sector 62); (3) a service provided by a religious organization (NAICS Sector 8131); (4) a grantmaking or giving service (NAICS Sector 8132); (5) a service provided by a social advocacy organization (NAICS Sector 8133); (6) a service provided by a civic or social organization (NAICS Sector 8134); or (7) a service provided by a business, professional, labor, or political association (NAICS Sector 8139).

The bill establishes the intent of the General Assembly that the Governor's proposed budget for fiscal 2022, and for each fiscal year thereafter, include funding that is necessary to meet the needs of the Comptroller's Office to ensure compliance with and enforcement of the bill.

Current Law: The State sales and use tax rate is 6%, except for the sale of alcoholic beverages, which are taxed at a rate of 9%.

Taxable services include cellular phone and other mobile telecommunications services; telephone custom calling features; 900-type telephone services; telephone answering services; prepaid telephone calling arrangements; security services; commercial building cleaning; certain commercial cleaning and laundering of textiles for businesses; credit reporting services; pay-per-view television; production of tangible personal property by special order; transportation services for transmission, distribution, or delivery of taxable electricity or natural gas; and consumption of wine not provided by a restaurant, club, or hotel.

Background: The sales and use tax is the State's second largest source of general fund revenue, accounting for approximately \$5.0 billion in fiscal 2020 and 2021, according to the December 2019 revenue forecast. **Exhibit 1** shows the sales and use tax rates in surrounding states and the District of Columbia.

Exhibit 1
Sales and Use Tax Rates in Maryland and Surrounding States

Delaware	0.0%
District of Columbia	6.0%; 10.0% for liquor sold for on-the-premises consumption and restaurant meals; 10.25% for alcoholic beverages for consumption off the premises, tickets to specified sporting events, and specified rental vehicles; and 8.0% for specified soft drinks
Maryland	6.0% 9.0% for alcoholic beverages
Pennsylvania	6.0% plus 1.0% or 2.0% in certain local jurisdictions
Virginia*	5.3%; 2.5% for eligible food items; 2.5% for specified essential personal hygiene items; both rates include 1.0% for local jurisdictions
West Virginia	6.0% plus 0.5% (in one municipality) or 1.0% (in 45 municipalities)

*An additional state tax of 0.7% is imposed in localities in Northern Virginia and the Hampton Roads region and an additional 1.7% is imposed in localities in the Historic Triangle.

Taxation of Services

A significant contributing factor cited for the erosion of the sales tax base is a shift in the national economy from the consumption of goods, the traditional base of the tax, to the consumption of services. In an August 2019 letter to the Board of Revenue Estimates, the Comptroller's Bureau of Revenue Estimates discussed the changing nature of the State's sales and use tax. The letter noted that household consumption spending is shifting away from goods towards services and digital goods, the vast majority of which are not taxable under the sales and use tax. The letter also noted that since the sales and use tax base is becoming a smaller share of consumption spending, the State collects less sales and use tax per dollar of consumption than in the past.

The extent to which services are taxed varies across the nation. Hawaii, New Mexico, South Dakota, Washington, and West Virginia tax services broadly; in fact, Hawaii, New Mexico, South Dakota, and West Virginia subject all sales of goods and services to tax unless those goods or services are specifically exempt. Meanwhile, in other states, goods and services are not taxable unless specifically included in the tax base.

According to the National Conference of State Legislatures, states have faced several barriers to taxing services. These barriers include (1) administrative challenges in

quantifying and tracking the value of services provided and determining where to source the sale of a service; (2) the difficulty in defining the new base (*i.e.*, developing clear definitions of services); and (3) tax pyramiding, where the taxes on business-to-business sales are factored into the final sale price of a product. A number of states, including Louisiana, Massachusetts, Michigan, Nebraska, Pennsylvania, and Utah, have proposed significantly broadening their sales tax bases, including to professional services, but none have been successful. Meanwhile, Connecticut, the District of Columbia, Iowa, Kentucky, and North Carolina have taken incremental steps to broaden the application of their sales and use taxes to additional services.

In Maryland, the State sales and use tax has been imposed broadly on the sale or use of tangible personal property but only narrowly on a few specifically enumerated services. The Maryland General Assembly last considered legislation expanding the sales and use tax base to services in 2012. House Bill 1051 of 2012 would have imposed the sales and use tax on approximately 30 additional types of services. The Department of Legislative Services estimated that revenues could increase by over \$600 million under the bill's provisions.

State Revenues:

Expansion of Sales Tax Base to Include Services

Expanding the sales and use tax to include services could result in a general fund revenue increase of approximately \$1.3 billion in fiscal 2021 and \$3.7 billion in fiscal 2025. The estimate assumes that for fiscal 2021, total revenues are 75% of the revenues that might otherwise be collected and for fiscal 2022, 90% of revenues that might otherwise be collected to reflect any collection delays or administrative difficulties that may result from imposing the tax. The fiscal 2021 estimate also reflects the bill's January 1, 2021 effective date.

The estimate is based on product line and NAICS code data from the Economic Census survey conducted by the U.S. Census Bureau in 2012 and adjusted to fiscal 2021 using gross domestic product and consumer price index data for Maryland. The Economic Census data reflects sales by private sector businesses in Maryland with at least one paid employee. It does not include any sales by sole proprietors or sales of services that may be purchased by Maryland residents from providers outside of the State that would be subject to the sales tax. The estimate assumes a 5% reduction in taxable sales of the services specified by the bill in fiscal 2021. Future year revenues are expected to increase by approximately 3% annually.

The estimate also does not include sales and use tax revenues that may be generated from several categories of services, such as transportation services, finance and insurance

services, and real estate services due to a lack of reliable data upon which to base an estimate.

Exhibit 2 shows the revenue resulting from imposing a 5% sales and use tax on services. The 5% decline in taxable sales reflects sales that would not be subject to Maryland sales tax for two reasons: (1) the sale does not occur because the additional cost dissuades the purchaser; or (2) the sale is diverted to a neighboring state where the service is not subject to a sales tax or the sales tax rate is lower. To the extent that the impact on sales volume varies from what is projected, sales tax revenues would increase or decrease correspondingly. **Appendix 1** shows some of the individual types of services that make up each category shown in Exhibit 2.

Exhibit 2
Revenue Increase from Sales Tax on Services
(\$ in Millions)

<u>Service Category</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
Business Services	\$794.9	\$1,936.5	\$2,216.2	\$2,282.7	\$2,351.1
Professional Services	189.4	461.5	528.1	544.0	560.3
Information Services	49.4	120.4	137.8	142.0	146.2
Travel Services	8.1	19.7	22.6	23.3	24.0
Leisure and Recreation Services	47.8	116.5	133.3	137.3	141.4
Building Maintenance Services	25.1	61.1	69.9	72.0	74.1
Remediation and Waste Services	16.7	40.7	46.6	47.9	49.4
Maintenance and Repair Services	58.4	142.2	162.7	167.6	172.6
Personal Care Services	18.1	44.0	50.4	51.9	53.5
Personal Services	44.5	108.3	123.9	127.7	131.5
Total GF Revenues	\$1,252.4	\$3,050.8	\$3,491.5	\$3,596.2	\$3,704.1

GF: general funds

It should be noted that many of the categories of services that are estimated to generate significant revenue under the bill, including business services, professional services, and information services, are services that are largely consumed by businesses. To the extent that businesses decrease their purchases of these services, by performing the services in-house, for example, the revenue estimate would be lower.

Sales Tax Rate Reduction

Reducing the general sales and use tax rate from 6% to 5% will reduce general fund revenues by approximately \$365.9 million in fiscal 2021, which reflects the bill's January 1, 2021 effective date, and by approximately \$796.5 million in fiscal 2025. The estimate assumes a 0.94% increase in general taxable sales resulting from the sales tax rate reduction.

Chapter 735 of 2019 required a marketplace facilitator and a marketplace seller to collect and remit the State sales and use tax under specified circumstances. Chapter 735 also specified that the first \$100.0 million in sales taxes collected from marketplace facilitators and certain out-of-state vendors be distributed to the general fund and revenues in excess of \$100.0 million from these sales taxes be distributed to the Blueprint for Maryland's Future Fund (Blueprint Fund). Based on current collection estimates, reducing the general sales and use tax rate to 5% will result in a special fund revenue decrease of approximately \$13.3 million in fiscal 2021, which reflects the bill's January 1, 2021 effective date, and by \$30.5 million in fiscal 2025.

Net Effect

Exhibit 3 shows the net effect of the sales and use tax provisions of the bill.

Exhibit 3					
Net Effect of HB 1628					
(\$ in Millions)					
	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
Rate Reduction					
General Fund	(\$365.9)	(\$747.5)	(\$762.3)	(\$779.2)	(\$796.5)
Blueprint Fund	(13.3)	(27.7)	(28.6)	(29.5)	(30.5)
Services (GF)	1,252.4	3,050.8	3,491.5	3,596.2	3,704.1
Net Impact					
General Fund	886.5	2,303.3	2,729.2	2,817.0	2,907.6
Blueprint Fund	(13.3)	(27.7)	(28.6)	(29.5)	(30.5)
Total	\$873.2	\$2,275.7	\$2,700.6	\$2,787.5	\$2,877.1

GF: general funds

State Expenditures: General fund expenditures increase by \$1.8 million (including certain one-time costs) in fiscal 2021, which accounts for the bill's January 1, 2021 effective date and by \$1.8 million in fiscal 2025. However, it should be noted that some of

the Comptroller's expenditures may need to occur prior to the bill's effective date in order to begin sales and use tax collections after the effective date of the bill.

The estimate reflects the cost of the Comptroller's Office adding 24 new positions to administer the new sales and use tax on services. The new positions include 10 revenue field auditors, 5 revenue examiners, 3 tax consultants, 2 field auditor supervisors, 2 administrators, 1 revenue specialist, and 1 revenue administrator. Duties will include drafting regulations, taxpayer outreach and assistance, identifying and licensing new sales and use tax account holders, tax compliance and enforcement, and auditing new sales and use tax returns. The estimate also reflects a one-time expenditure increase of \$491,250 in fiscal 2021 for computer programming changes to the tax reporting and collection system, sales and use tax form updates, and notification costs and \$300,000 in fees for outside legal counsel to assist in drafting regulations. It includes salaries, fringe benefits, one-time start-up costs, and ongoing operating expenses.

Positions	24
Salaries and fringe benefits	\$858,568
Computer programming changes and notification costs	491,250
Outside attorney fees for regulations	300,000
Equipment	117,360
Operating expenses	<u>7,620</u>
Total FY 2021 State Expenditures	\$1,774,798

Future year expenditures reflect full salaries with annual increases and employee turnover and ongoing operating expenses.

The bill requires that beginning in fiscal 2022, the Governor's proposed budget must include funding that is necessary to meet the needs of the Comptroller's Office to ensure compliance with and enforcement of the bill.

Local Fiscal Effect: Local admissions and amusement tax revenues may decrease to the extent the State sales and use tax is imposed on services that are currently subject to local admissions and amusement taxes.

The counties and municipalities are authorized to tax the gross receipts derived from (1) the charge for admission to any place furnishing a performance such as a movie theater or sports stadium; (2) the use or rental of sporting or recreational facilities; (3) the merchandise, refreshments, or services sold or served in connection with entertainment at a nightclub or a room in a hotel, restaurant, hall, or other place where dancing privileges, music, or other entertainment is provided; (4) use of a game of entertainment; and (5) use or rental of recreational or sports equipment.

Counties and municipalities may also impose a tax on admission for a reduced charge or at no charge to a place that otherwise charges admission. An admissions and amusement tax may not be imposed in a municipality by a county if the municipality already imposes a similar tax or specifically exempts any gross receipts from the admissions and amusement tax.

Each unit of local government sets its own single tax rate or range of rates. This rate is expressed as a percentage of gross receipts, up to a maximum rate of 10%. The Maryland Stadium Authority may impose an admissions and amusement tax at its facilities of up to 8%.

The local admissions and amusement tax is limited by the State sales and use tax. The maximum tax rate on the gross receipts subject to both the State sales and use tax and the local admissions and amusement tax may not exceed 11%. Therefore, if the 5% State sales and use tax proposed by the bill applies to these receipts, the local admissions and amusement tax may not exceed 6%.

Small Business Effect: As discussed above, expanding the number of services subject to the sales tax may result in a decline in consumer purchases of these services in the State. To the extent possible, residents may purchase services in neighboring states where these services are not taxed (or are taxed at a lower tax rate) or may choose not to purchase these services at all. The extent to which this may occur cannot be reliably estimated, but a majority of Maryland residents live within a short distance to a neighboring state and, therefore, could have access to service providers located in other states. While the percentage will vary from service to service, it is likely that many of the service providers in each of the service categories are small businesses.

Retailers in Maryland could benefit from an increase in sales resulting from the decrease in the sales and use tax rate specified by the bill. Chapter 6 of the 2007 special session increased the general sales and use tax rate from 5% to 6%, and the fiscal and policy note for that legislation assumed a 0.95% reduction in sales due to the tax rate increase. As a point of reference, this would result in approximately \$9,500 in recouped sales for a business with \$1 million in gross sales after the rate is reduced back to 5%. However, the actual effect would vary by business.

Additional Information

Prior Introductions: None.

Designated Cross File: None.

Information Source(s): Comptroller's Office; Department of Budget and Management; National Conference of State Legislatures; Department of Legislative Services

Fiscal Note History: First Reader - February 28, 2020
mr/hlb

Analysis by: Michael Sanelli

Direct Inquiries to:
(410) 946-5510
(301) 970-5510

Appendix 1

Service Categories

Business Services include the following types of services: accounting/payroll services; office support services; employment services; data/IT services (including consulting, design and training); consulting services; basic & applied research services; design/printing services; public relations/marketing services; building/property maintenance (including landscaping); repair services (including heavy trucks and office/commercial equipment).

Professional Services include the following types of services: legal services; financial/tax services; architectural/engineering services; interior design services.

Information Services include the following types of services: broadcasting - radio and television (local advertising); publishers - sale of advertising space (including online); sports and performing arts - advertising revenue (including sponsorship rights); licensing of media/software rights and other intellectual property; publishing - software and internet subscriptions and sales.

Travel Services include the following types of services: commissions/fees for reservation and travel services; trip planning, including pre-packaged and custom tours; visitor information and sightseeing tours; automobile club services; other travel services including travel insurance, checks, etc.

Leisure and Recreation Services include the following types of services: instruction - arts, theater, sports, photography, music; pleasure craft docking, launching, storage and utilities services; golf course and country club services; admissions to sporting events, live performance, movies, amusement parks, museums, *etc.*; amusement park and carnival games and rides; fitness/recreational sports centers, bowling alleys, skating rinks, *etc.* (including amateur club services); personal training services (at fitness/recreational sports centers); spa services (at fitness/recreational sports centers); child day care services (at amusement/recreation facilities).

Building Maintenance Services include the following types of services: residential interior cleaning services (including carpets/floors); swimming pool cleaning and maintenance services; other cleaning services (including windows, gutters, chimney, ventilation); residential pest extermination and control services; residential landscaping services; miscellaneous (including snow removal and security system/lock installation).

Remediation and Waste Services include the following types of services: nonhazardous waste and recyclable collection, transportation, storage and disposal services; hazardous

waste collection, transportation, treatment and disposal services; site and building remediation and environmental emergency response services.

Maintenance and Repair Services include the following types of services: repair of cars, light trucks, motor homes and campers; computer hardware and consumer electronics; appliances and household furniture; clothing, footwear, watches, jewelry, sports equipment; value of service contracts (autos, appliances, etc.).

Personal Care Services include the following types of services: hair/skin/nail care services (including tanning and tattoo/piercing); massage services; weight loss services.

Personal Services include the following types of services: veterinary and pet care services; funeral, burial and cremation services; laundry and dry cleaning services; parking services (including off-street and valet); washing and cleaning services for cars and light trucks; photographic services (including portraits and photofinishing); driver education training; academic tutoring and exam preparation services; miscellaneous services (including delivery charges, dating/social event planning/banquet room rentals).

Source: Product Line Data; 2012 Economic Census; U.S. Census Bureau.

City Council Agenda Item Report

Meeting Date: March 10, 2020

Submitted by: Terri Hruby

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

County Wide Map Amendment

Suggested Action:

Reference;

Memo, T. Hruby, 03/05/2020

CMA Notification Letter

Existing Zoning 2017

Proposed Zoning Attachment

Zoning Rewrite Decision Matrix Brochure August 2019

On October 23, 2018, the Prince George's County Council adopted a new Zoning Ordinance. It is anticipated that the New Zoning Ordinance will go into effect in November 2020, however, before the New Zoning Code can go into effect the County must adopt a countywide zoning map. The process of the County adopting new zoning maps is referred to as the Countywide Map Amendment (CMA).

The CMA is intended to implement the new Zoning Ordinance by placing property in the new zone that is closest in uses and purposes to the current zone. A joint public hearing of the Prince George's County District Council and the Prince George's County Planning Board is scheduled for March 23, 2020 at 7:00pm at Prince George's Community College. The public hearing record closes on April 7, 2020. All property owners in the County were sent a letter notifying them of the Public Hearing and the CMA process.

In Council's background materials is a memo from City planning staff explaining the new Zones proposed for Greenbelt, and highlighting some instances where staff believes the most appropriate Zones are not being applied in the CMA. This includes Zones for City owned parkland, the Forest Preserve Areas, Roosevelt Center, the South Core of Greenbelt Station and Board of Education properties. Staff also recommended the Council reaffirm its support for a Greenbelt Neighborhood Conservation Overlay Zone.

Staff recommends that the City Council authorize City staff to transmit a letter to the Clerk of the County Council to be part of the public hearing record on the Countywide Map Amendment on the recommendations as outlined in staff's memo.

Attachments:

[CMA notification letter.pdf](#)

[Existing Zoning 2017.pdf](#)

[Proposed Zoning Attachment 3.pdf](#)

[Zoning-Rewrite-Decision-Matrix-Brochure-August-2019-v2.pdf](#)

[Memo, T. Hruby, 03/05/2020.pdf](#)



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772
www.mncppc.org/pgco

Prince George's County Planning Department
Office of the Planning Director

301-952-3595

February 5, 2020

Dear Property Owner, Business Owner, or Occupant:

This is notice of a Joint Public Hearing of the Prince George's County District Council and Planning Board on the Countywide Sectional Map Amendment (CMA) for Prince George's County.

PUBLIC HEARING DATE/TIME: Monday, March 23, 2020 at 7:00 p.m.
Doors will open at 6:00 p.m.
Planning staff will be available to answer questions.

PUBLIC HEARING LOCATION: Prince George's Community College
Largo Student Center
Community Rooms A, B, and C
301 Largo Road
Largo, Maryland 20774

PURPOSE OF PUBLIC HEARING: The public hearing is part of a process leading to the approval of a new zoning map, thereby implementing the zones contained in the new Zoning Ordinance for Prince George's County adopted by the Council through Council Bill CB-13-2018 on October 23, 2018. The purpose of the Joint Public Hearing is to provide all interested persons the opportunity to express their views concerning the CMA.

The CMA is intended to implement the new Zoning Ordinance by placing property in the new zone that is closest in uses and purposes to the current zone. The most common change to single-family residential zones is that the name of the zone may change. Most requirements of these zones and the uses that are allowed in these zones remain the same as current laws. For example, if you live in a single-family house today, your property is most likely in a single-family zone and your new zone will most likely be a single-family zone. **The CMA is not intended for property owners to seek or obtain significant rezoning, such as a single-family residential property transitioning to a commercial property.**

The County's Zoning Ordinance requires the following notification: if your property is located within the Maryland-Washington Regional District within Prince George's County (all properties in the County except those located within the City of Laurel), approval of the CMA will result in the rezoning of your property, which could affect your property values and your tax liability.

13029
Vicki Hts

Property Owner, Business Owner, or Occupant
CMA Joint Public Hearing Notification
February 5, 2020
Page 2

To view the preliminary zoning map, please visit the Zoning Rewrite website at <http://zoningPGC.pgplanning.com>.
Copies of the preliminary zoning map are also available for viewing at these locations:

The Maryland-National Capital Park and Planning Commission
Planning Information Services
County Administration Building, Lower Level
14741 Governor Oden Bowie Drive
Upper Marlboro, MD 20772

Office of the Clerk of the County Council
County Administration Building
Second Floor
14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772

Park and Planning Help Desk
M-NCPPC Department of Parks and Recreation
Administration Building
6600 Kenilworth Avenue
Riverdale, MD 20737

Beltsville Public Library
4319 Sellman Road
Beltsville, MD 20705

South Bowie Public Library
15301 Hall Road
Bowie, MD 20721

Spauldings Public Library
5811 Old Silver Hill Road
District Heights, MD 20747

Oxon Hill Public Library
6200 Oxon Hill Road
Oxon Hill, MD 20745

Baden Public Library
13603 Baden-Westwood Road
Brandywine, MD 20613

Accokeek Public Library
15773 Livingston Road
Accokeek, MD 20607

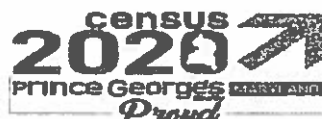
If you wish to speak at the public hearing, you are encouraged to register in advance by calling the M-NCPPC Prince George's County Public Affairs Office at 301-952-4584 (TTY 301-952-4366). You may sign-up online at www.pgplanning.org/Planning_Board/Testify_at_Hearings or call 301-952-4584 until 1:00 p.m. on the day of the hearing. Written testimony and/or exhibits will be accepted in lieu of, or in addition to, oral testimony. To be accepted into the record, written testimony or comments must be original, signed documents. E-mails or faxes will not be considered unless followed by an original. Mail all written testimony to the Clerk of the Council, County Administration Building, Room 2198, 14741 Governor Oden Bowie Drive, Upper Marlboro, Maryland 20772. **Written comments must be submitted by the close of business on Tuesday, April 7, 2020, when the public hearing record will close.**

In addition, if you intend to provide in-person testimony at the Joint Public Hearing and/or file a statement in the official record, and your intent is to request or support intensifying the zone classification of your property, please **read carefully the affidavit requirements explained on the third page of this letter.**

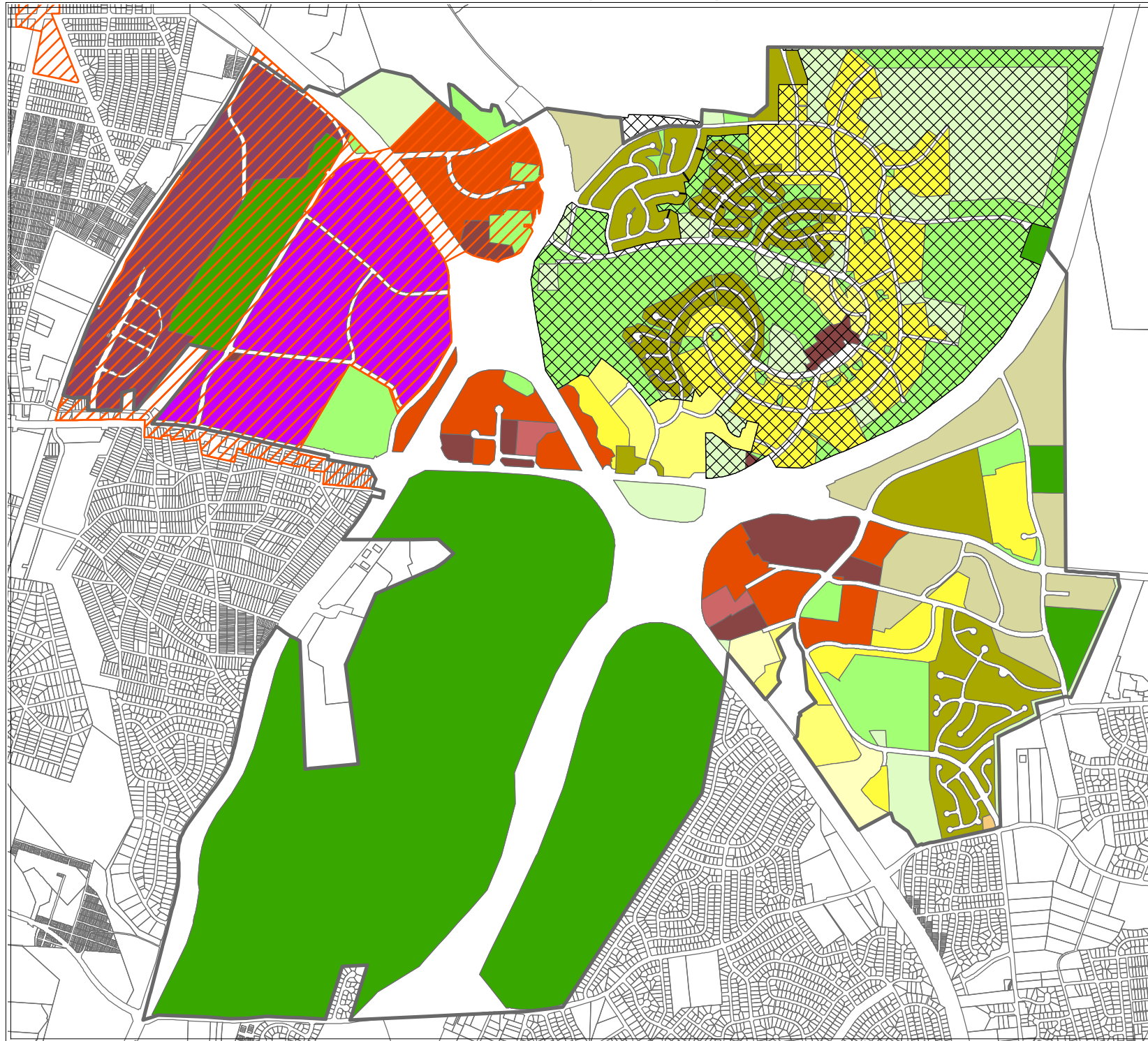
If you have any questions regarding the Countywide Sectional Map Amendment, please contact the project team at 301-952-4944 or by e-mail at Zoningpgc@pgplanning.com.

Sincerely,

Andree Green Checkley
Andree Green Checkley, Esq.
Planning Director



Existing Zoning



Zoning Designation

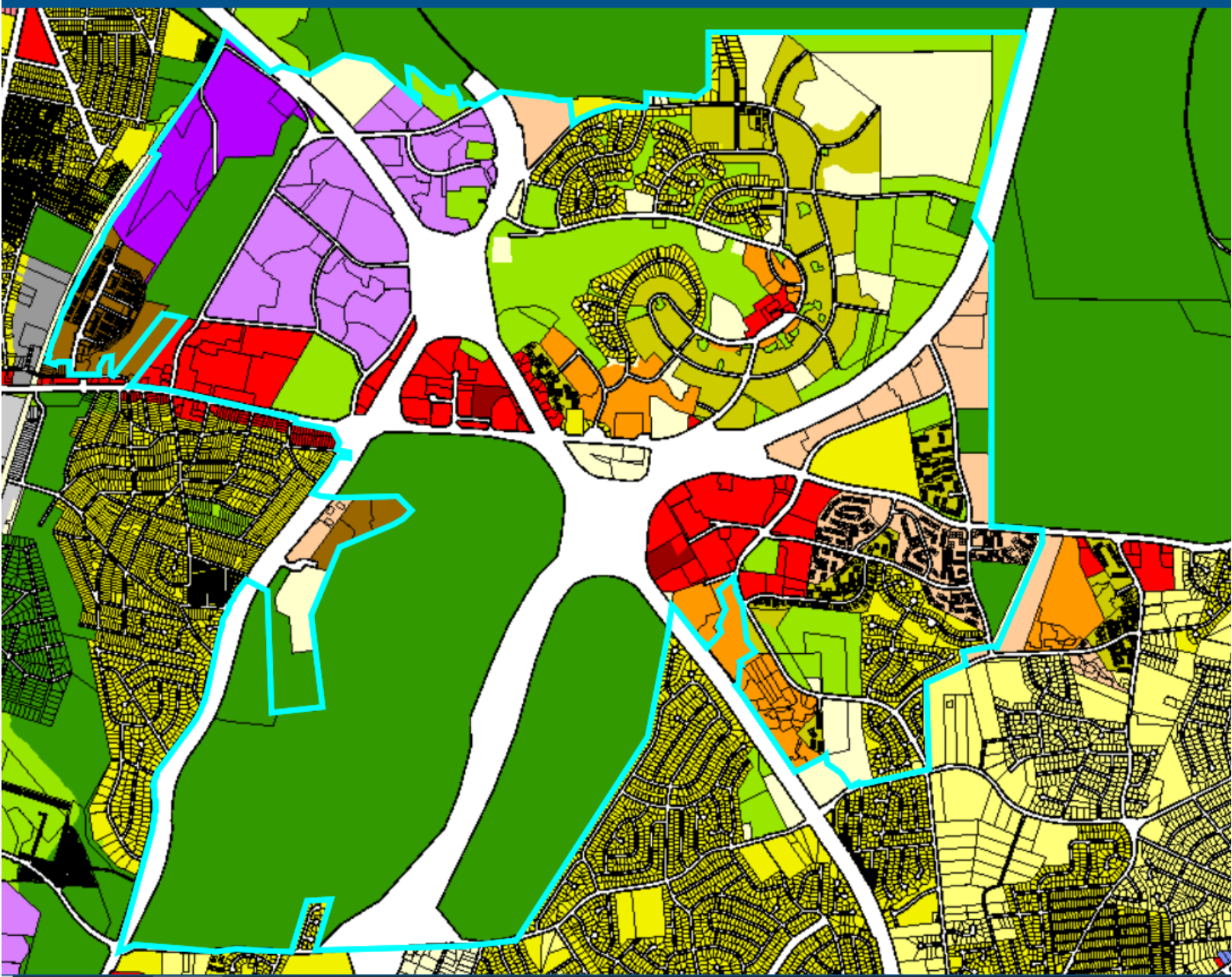
CLASS

- C-M
- C-O
- C-S-C
- M-U-I
- M-X-T
- Not Assigned
- O-S
- R-10
- R-18
- R-18C
- R-30
- R-55
- R-80
- R-O-S
- R-R
- R-T
- RPC Zone
- DDOZ Overlay
- City Boundary



0 0.25 0.5 Miles

Countywide Sectional Map Amendment – Proposed Zoning



- ROS
- AG
- RR
- RSF-A
- RMF-12
- RMF-20
- RMF-48
- CGO
- RTO-L-c
- RTO-L-e

Prince George's County
Countywide Sectional Map Amendment (CMA)

Approved Guide to
New Zones

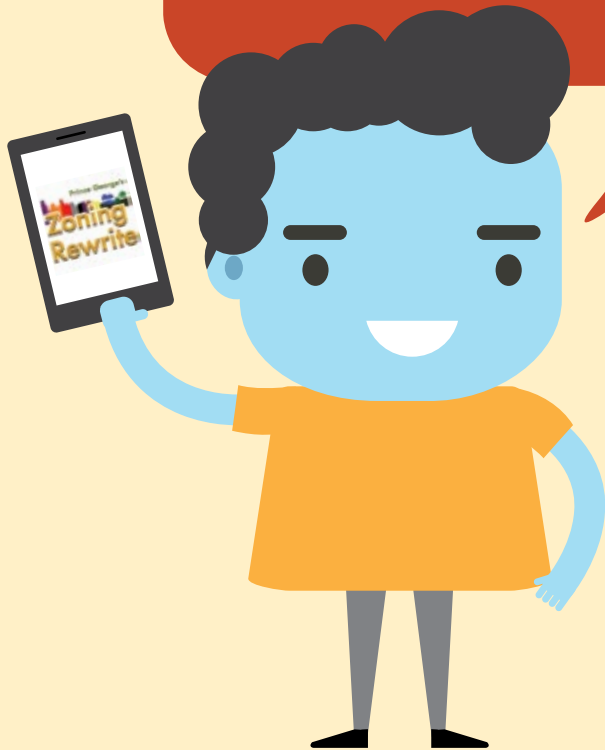
July 2019



Let's get started...

What's my new zone?

The following guide shows how the Countywide Sectional Map Amendment (CMA) will determine the appropriate new zone for all properties in the County. This tool will ensure that everyone is using the same rules and all conversions will be transparent, fair, and equitable.



So, how does it work?

There are five sections to guide you in understanding how and why your property will have a new zone.

Part 1: New Zone Conversion Chart (Page 4)

Most property owners will use this chart and see minimal change to their zone.

Part 2: Mixed-Use Zone Decision Matrix (Page 8)

For properties not located in a Plan 2035 designated Center and zoned M-X-T and M-U-I.

Part 3: Transit-Oriented/Activity Center Base Zones Decision Matrix (Page 16)

Part 4: US 1/Innovation Corridor (Page 20)

- Location Map
- Decision Matrix

Part 5: Recently Approved Sector Plans (Back Cover)

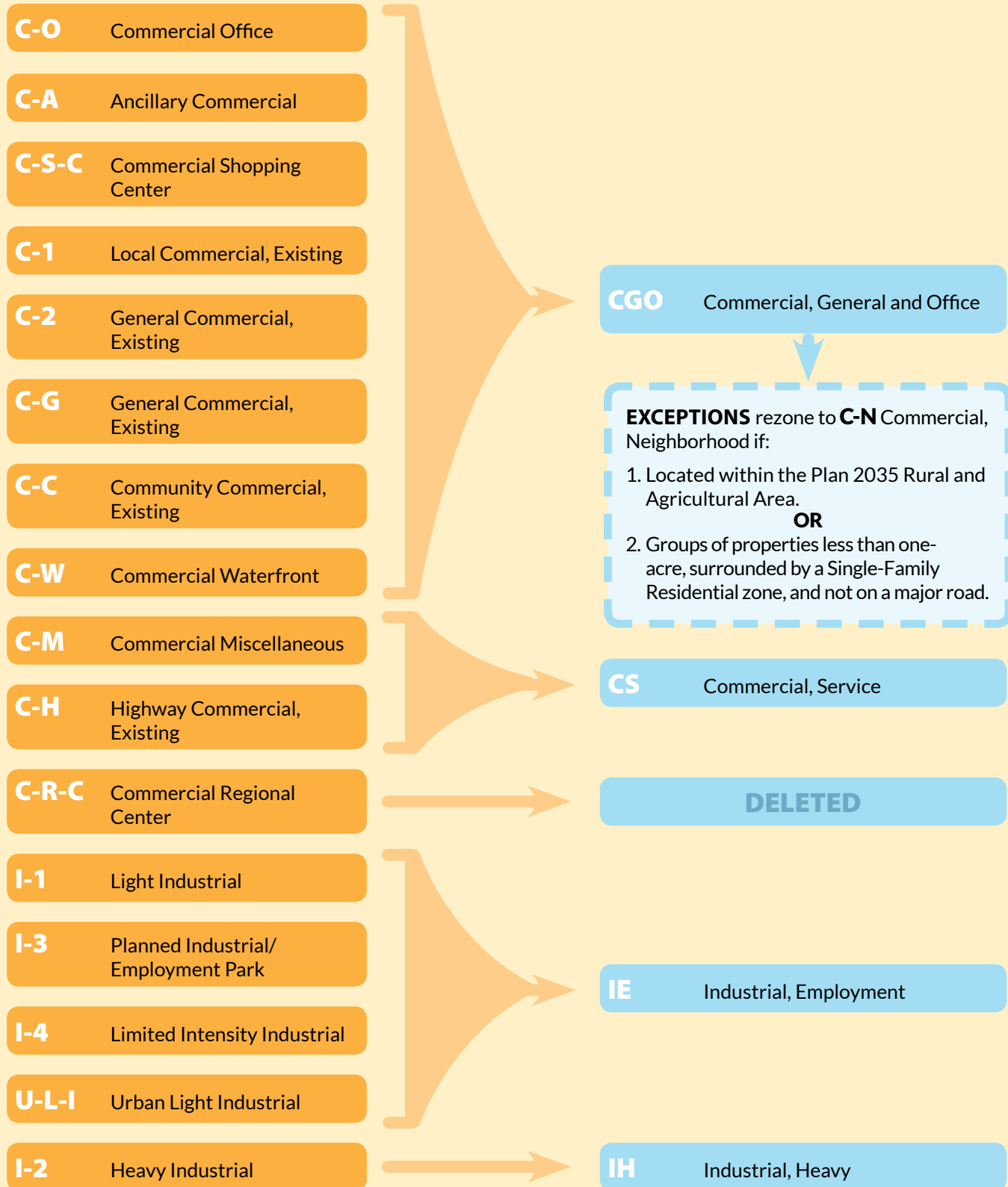
- 2018 Approved Greater Cheverly Sector Plan
- 2018 Approved East Riverdale-Beacon Heights Sector Plan

New Zone Conversion Chart

BASE ZONES—RESIDENTIAL



BASE ZONES—NONRESIDENTIAL



Deletion of the following zones is proposed because zone structures are duplicated or no longer in use; C-R-C, R-L, R-S, R-M, R-U, E-I-A, V-L, V-M, L-A-C, M-A-C, R-P-C, M-X-T, M-U-I, UC-4, UC-3, UC-2, UC-1, R-O-D, A-C-O, T-D-O, and D-D-O.

BASE ZONES—RURAL AND AGRICULTURAL

R-O-S Reserved Open Space

ROS Reserved Open Space

O-S Open Space

AG Agriculture and Preservation

R-A Residential-Agricultural

AR Agricultural-Residential

BASE ZONES—CENTERS

Plan 2035 Center Designation

Regional Transit District (Downtown)

RTO-H Regional Transit-Oriented, High Intensity

Regional Transit District

RTO-L Regional Transit-Oriented, Low Intensity

Local Transit Center

LTO Local Transit-Oriented

Town Center

TAC Town Activity Center

Campus Center

Neighborhood Center

NAC Neighborhood Activity Center

PLANNED COMMUNITY ZONES/OTHER ZONES

R-M-H Planned Mobile Home Community

RMH Planned Mobile Home Community

R-P-C Planned Community

DELETED

OVERLAY ZONES—POLICY AREAS

C-B-C-A Chesapeake Bay Critical Area Overlay Zone

CBCAO Chesapeake Bay Critical Area Overlay Zone

APA Aviation Policy Area Overlay Zone

APAO Aviation Policy Area Overlay Zone

M-I-O Military Installation Overlay

MIO Military Installation Overlay

OVERLAY ZONES—OTHER

T-D-O Transit District Overlay

DELETED

D-D-O Development District Overlay

DELETED

A-C-O Architectural Construction Overlay

DELETED

PLANNED DEVELOPMENT ZONES—TRANSIT-ORIENTED/ACTIVITY CENTER (Outside of Centers)

M-X-T Mixed Use-Transportation Oriented

M-U-I Mixed Use-Infill

M-U-TC Mixed-Use Town Center

M-X-C Mixed Use Community

Go to page 8 for more information.

LMUTC Legacy Mixed-Use Town Center

LMXC Legacy Mixed-Use Community (New)

COMPREHENSIVE DESIGN ZONES

V-L Village-Low

V-M Village-Medium

L-A-C Local Activity Center (Neighborhood, Village, Community)

M-A-C Major Activity Center (Major Metro Center, New Town Center or Corridor City Center)

R-L Residential Low Development

R-S Residential Suburban Development

R-M Residential Medium Development

R-U Residential Urban Development

E-I-A Employment and Institutional Area

LCD Legacy Comprehensive Design

EXCEPTION: When located in a Plan 2035 designated center, use the Transit-Oriented/Activity Center Base Zones Decision Matrix on page 16.

URBAN CENTERS AND CORRIDOR NODES ZONES

UC-1 Metropolitan Urban Center District

UC-2 Regional Urban Center District

UC-3 Community Urban Center District

UC-4 Urban Corridor Node

DELETED

Mixed-Use Zone Decision Matrix

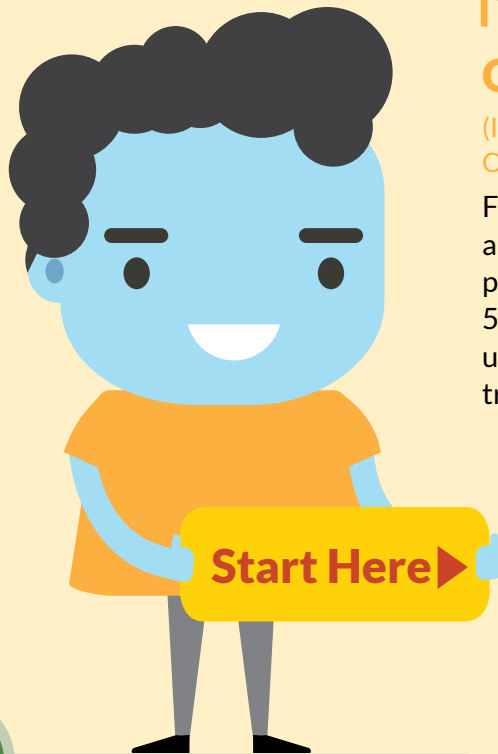
M-X-T • M-U-I

Outside of Plan 2035 Designated Centers

(If your property is within the boundary of a Plan 2035 center use the Transit-Oriented/Activity Center Base Zone Matrix on page 16.)

For the purposes of this decision matrix, all contiguous groups of mixed-use-zoned properties (M-X-T and M-U-I) or those within 500 feet of each other will be treated as one, unless separated by a major road, railroad track, or body of water.

Please use the **US 1/ Innovation Corridor** Decision Matrix on page 20.



Start Here ▶

1

Is your property within the Plan 2035 Innovation Corridor and/or along the US 1 Corridor?

Yes ▲

No ▼

2

Is your property within 500 feet of the Rural and Agricultural Area, with no major road between?

Yes ▼ No ▼

Your new zone will be

RMF-12

3

Is there an approved CDP, CSP, DSP, SDP or PPS* for your property?

Yes ▶

No ▼

4

Yes ▲

Are there any master plan policies or strategies that provide development guidance for your property?

No ▶

5

No ▲

Is your property vacant or undeveloped?

Yes ▶

186

Go to Question 7

7

Are the **approved** ③, **proposed** ④, or **existing** ⑤ uses for the property predominately residential?

Yes

No

8

Is the property on a major* or minor road?

MAJOR

Your new zone will be

RMF-48

MINOR

Your new zone will be

RMF-20

6

Yes No

Is the highest intensity zone that is next to or nearest your property a residential zone?

MAJOR

Your new zone will be

CS

MINOR

Your new zone will be

CN

10

Is the property on a major* or minor road?

9

What is the highest intensity abutting zone?

If there is no abutting zone, then what is the nearest zone to your property?

Is it CGO Zone?

Yes

Is it CS Zone?

Yes

Is it IE Zone?

Yes

Is it IH Zone?

Yes

Is it RMF-12 or lower?

Yes

Is it RMF-20 Zone or higher?

Yes

TEST CASE 1: Upper Marlboro

Site: Dunkin Donuts Property—M-X-T to RMF-48

Location: Northwest quadrant of Route 301 and MD 725

Current Zone: M-X-T

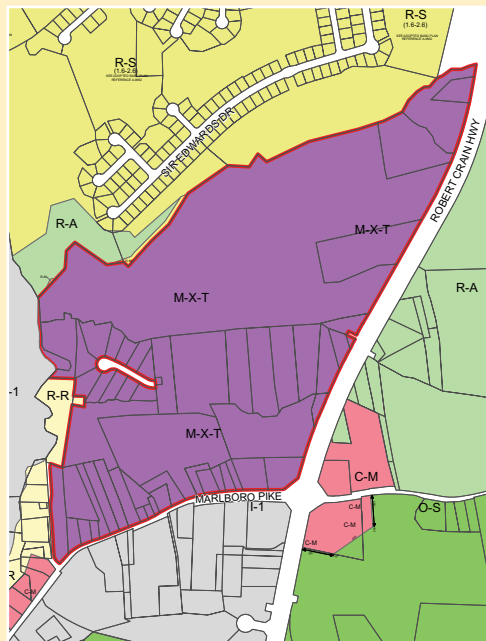
Is your property within the Plan 2035 Innovation Corridor and/or along the US 1 Corridor?	No
Is your property within 500 feet of the Rural and Agricultural Area, with no major road between?	No
Is there an approved CDP, CSP, DSP, SDP, or PPS for your property?	No
Are there any master plan policies or strategies that provide development guidance for your property?	YES—Subregion 6 Master Plan and SMA Policy (Page 205, 2nd paragraph)—Northwest Quadrant • Strategy 1: Rezone the properties south of Balmoral to MD 725 to the M-X-T Zone to maximize opportunities for high-quality, mixed-use development. • Strategy 2: Provide a mix of development opportunities, including types of housing that complement and support the Town of Upper Marlboro. • Strategy 7: Decrease development density/intensity as development moves away from MD 301 toward the floodplain.
Is the CDP, CSP, DSP, SDP, or PPS, master plan policy/strategy, or current development on the property predominately residential or nonresidential?	Primarily residential
Is the property on a major or minor road?	Major road (Robert Crain Highway, Route 301)
New Zone	Residential, Multifamily-48 (RMF-48)

NOTES

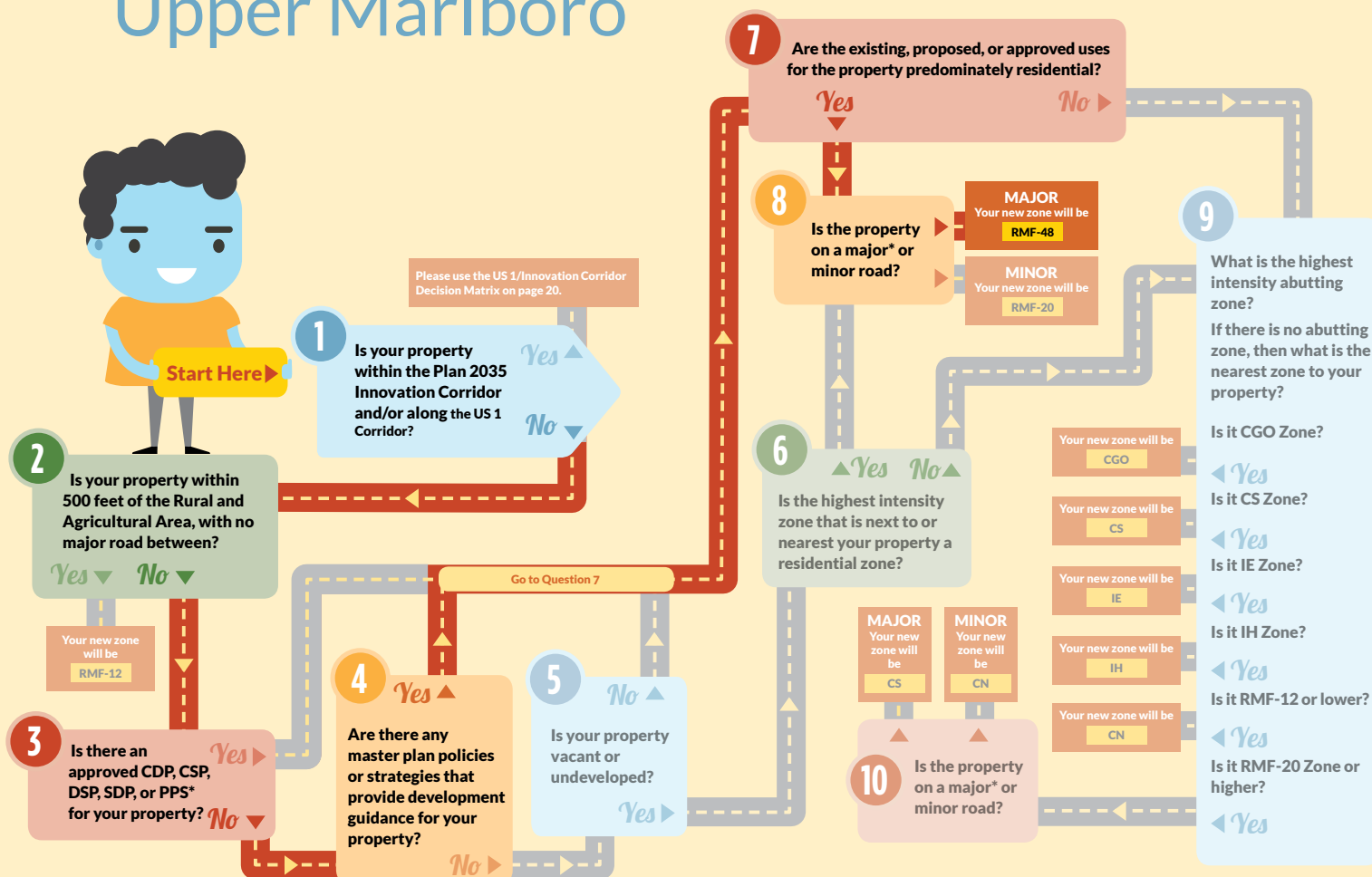
The RMF 48 Zone provides lands for a high-density multifamily development (up to 48 dwelling units per acre), along with other forms of development that support residential living and walkability in appropriate locations along commercial corridors.

Development allowed in the RMF-48 Zone includes: multifamily dwellings; live/work units; recreation/entertainment; personal services; and retail sales and services uses that support residential living and walkability, mixed-use development, and supporting public facilities.

The existing gas station will become a “deemed conforming” use per the new zoning ordinance transitional provisions.



Sample Matrix: Upper Marlboro



*For the purposes of this decision matrix, a major road is defined as a freeway, expressway, arterial, or major collector.

TEST CASE 2: Beltsville

M-X-T to CGO

Location: Northwest quadrant of Old Gunpowder Road and Ammendale Road (Beltsville)

Current Zone: M-X-T

Is your property within the Plan 2035 Innovation Corridor and/or along the US 1 Corridor?	No
Is your property within 500 feet of the Rural and Agricultural Area, with no major road between?	No
Is there an approved CDP, CSP, DSP, SDP, or PPS for your property?	No
Are there any master plan policies or strategies that provide development guidance for your property?	YES—2010 Subregion 1 Master Plan and SMA The M-X-T Zone is to be targeted for an office and technology mix of uses with allowance for a modest amount of retail and multifamily residential (not exceeding 50 percent of the square footage of the development) with a high quality of design. Residential density shall be limited to 12 units to the acre; however, if an assemblage of more than 10 acres is joined in an application.
Is your property vacant or undeveloped?	No
Is the CDP, CSP, DSP, SDP, or PPS, master plan policy/strategy, or current development on the property predominately residential or nonresidential?	Primarily nonresidential
What is the highest intensity abutting zone? If there is no abutting zone, then what is the closest zone to your property?	C-O (Commercial Office), which will convert to CGO (Commercial General Office) in the new ordinance

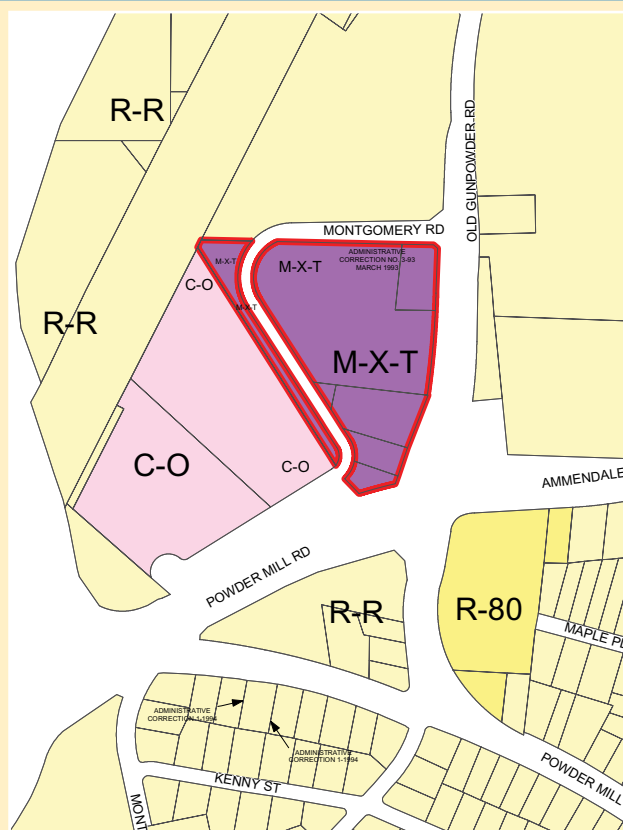
New Zone

Commercial General Office (CGO)

NOTES

The CGO zone provides land for a diverse range of business, civic, and mixed-use development, typically at major intersections where visibility and good access are important, in a form that supports connections and a balance between good automobile access and pedestrian-friendliness.

Development allowed in the CGO Zone includes retail sales and services; personal services; eating or drinking establishments; recreation and entertainment; offices; limited vehicle sales and services; institutional; commercial marine and water-oriented activities along waterfronts; mixed-use development (including residential); and supporting public facilities.



TEST CASE 3: Lanham

M-X-T to IE

Location: Martin Luther King Junior Boulevard and Annapolis Road

Current Zone: M-X-T

Is your property within the Plan 2035 Innovation Corridor and/or along the US 1 Corridor?	No
Is your property within 500 feet of the Rural and Agricultural Area, with no major road between?	No
Is there an approved CDP, CSP, DSP, SDP, or PPS for your property?	No
Are there any master plan policies or strategies that provide development guidance for your property?	YES—2010 Glenn Dale-Seabrook-Lanham and Vicinity Sector Plan and SMA The development program includes figures related to the possible development of a new mixed-use center to the north of the existing Vista Gardens Marketplace. However, these figures only reflect the development concept illustrated in this sector plan and do not include the construction of other buildings that could be part of a long-term comprehensive redevelopment of the Vista Gardens Marketplace. Retail: 195,000 square feet, Flex Space (Office/Multifamily Over Retail): 132,000 square feet, Townhouse Office: 359,400 square feet • Multifamily Residential: 69 dwelling units • Residential Townhouses: 60 dwelling units • Light Industrial Office: 63,100 square feet • Light Industrial: 46,100 square feet • Flex Space (Office/Multifamily Over Retail): 132,000 square feet
Is your property vacant or undeveloped?	No
Is the CDP, CSP, DSP, SDP, or PPS, master plan policy/strategy, or current development on the property predominately residential or nonresidential?	Primarily nonresidential
What is the highest intensity abutting zone? If there is no abutting zone, then what is the closest zone to your property?	I-1(Light Industrial), which will convert to IE (Industrial/Employment) in the new ordinance

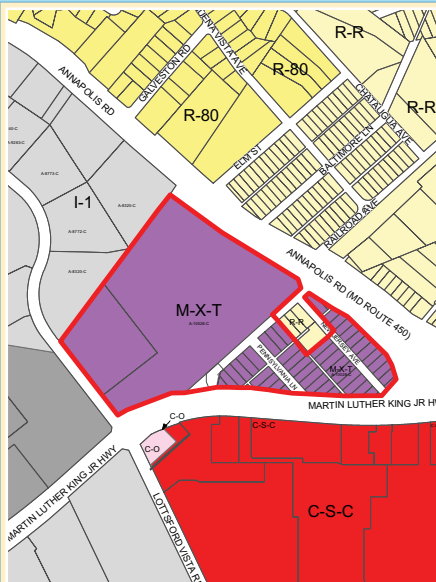
New Zone

Industrial/Employment (IE)

NOTES

The IE zone provides land for a mix of employment, research and development, and light industrial development, with an expectation of high quality design that is set apart from the high-traffic-generating commercial zones and residential communities.

Development allowed in the IE Zone includes office, light industrial, warehouse, research and development, light manufacturing, warehousing, and supporting activities, small-scale outdoor uses that can be operated with minimal adverse impacts on the environment and surrounding uses—as well as limited small-scale commercial uses (e.g., flex buildings and ancillary commercial uses serving zone businesses and their employees), and storage uses serving light industrial uses. Intensive forms of industrial development are prohibited, as well as outdoor manufacturing, processing, and storage. Residential townhouse is not a permitted use in the IE zone.



TEST CASE 4: Accokeek

M-X-T to RMF-48

Location: Northeast corner of Indian Head Highway and Berry Road

Current Zone: M-X-T

Is your property within the Plan 2035 Innovation Corridor and/or along the US 1 Corridor?	No
Is your property within 500 feet of the Rural and Agricultural Area, with no major road between?	No
Is there an approved CDP, CSP, DSP, SDP, or PPS for your property?	YES—DSP-04063/03 (Residential)
Is the CDP, CSP, DSP, SDP, or PPS, master plan policy/strategy, or current development on the property predominately residential or nonresidential?	Primarily residential

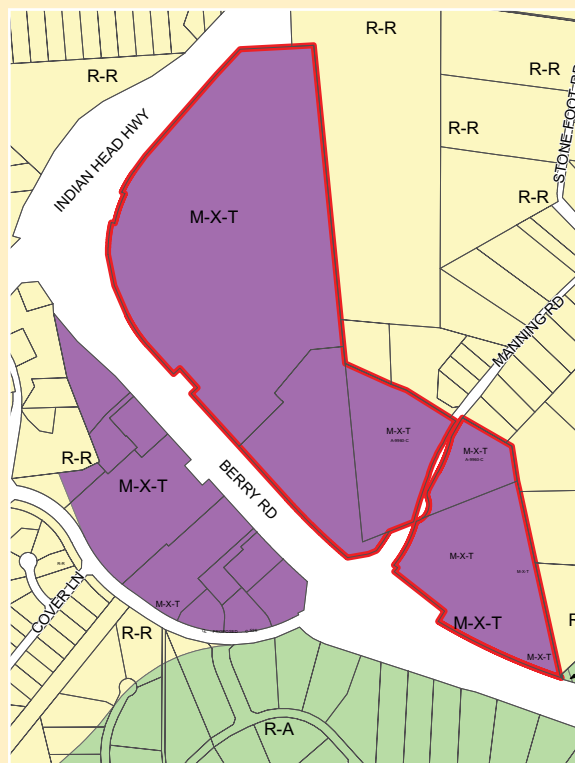
New Zone	Residential, Multifamily-48 (RMF-48)
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NOTES

The RMF-48 zone provides land for a high-density multifamily development (up to 48 dwelling units per acre), along with other forms of development that support residential living and walkability that are:

- Primarily high-density residential in character and form
- Proximate to centers (including transit centers), or in appropriate locations along commercial corridors
- Respectful of the natural features of the land
- Compatible with surrounding lands.

Development allowed in the RMF-48 Zone includes: multifamily dwellings; live/work units; recreation/entertainment; personal services; and retail sales and services uses that support residential living and walkability, mixed-use development, and supporting public facilities.



TEST CASE 5: Accokeek

M-X-T to CN

Location: Southeast corner of Indian Head Highway and Berry Road

Current Zone: M-X-T

Is your property within the Plan 2035 Innovation Corridor and/or along the US 1 Corridor?	No
Is your property within 500 feet of the Rural and Agricultural Area, with no major road between?	No
Is there an approved CDP, CSP, DSP, SDP, or PPS for your property?	YES—South of Berry Road entitlements: DSP-01036/04 for 7-11, Wendy's and Credit Union and large office building. Built between 2000-2005
Is the CDP, CSP, DSP, SDP, or PPS, master plan policy/strategy, or current development on the property predominately residential or nonresidential?	Primarily nonresidential
What is the highest intensity abutting zone? If there is no abutting zone, then what is the closest zone to your property?	R-R (Rural Residential), which will convert to similarly named RR (Residential Rural) in the new ordinance.

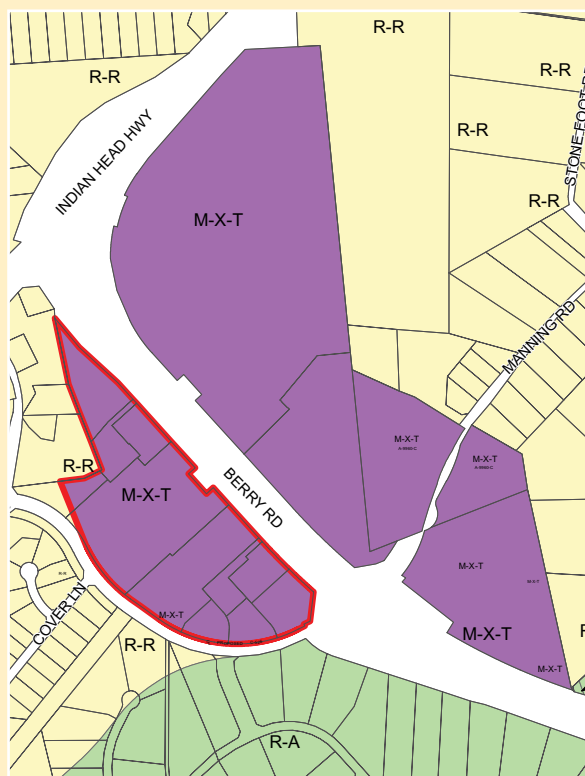
New Zone

Commercial Neighborhood (CN)

NOTES

The CN zone provides land for a diverse range of small-scale, low-intensity retail and service commercial development that provides goods and services primarily serving the daily needs of residents of the immediately surrounding neighborhoods.

Development allowed in the CN Zone includes retail sales and services; personal services, eating establishments, recreation and entertainment, offices, limited vehicle sales and services, institutional uses, and supporting public facilities. Medium-density residential development is encouraged on the upper floors of nonresidential establishments, and may exist as stand-alone buildings when integrated into a horizontal mixed-use development.



Transit-Oriented/Activity Center Base Zones Decision Matrix

Plan 2035 developed a center classification system to help implement the County's vision for long-term growth and development. The zoning ordinance will utilize the center boundaries as designated in Plan 2035 for assigning Center Base Zones and will not amend or create new boundaries.

The system organizes the County's 34 centers into two principal categories—Regional Transit Districts and Local Centers. Centers are classified based on their function and desired density and intensity of development (see Plan 2035 Center Classification) and identifies areas critical for preservation and long-term neighborhood stabilization and investment. Plan 2035 Centers except for Suitland Metro and most of the Riverdale MARC will be assigned to one of the five center base zones. Suitland Metro, a Plan 2035 Regional Transit District, is currently zoned M-U-TC and will receive the LMUTC zone (see page 7).

REGIONAL TRANSIT DISTRICTS are high-density, vibrant, and transit-rich mixed-use areas envisioned to capture the majority of future residential and employment growth and development in the County (also see Plan 2035 Center Classification):

1. Downtown; Regional Transit-Oriented High-Intensity (RTO-H Zone)

- a. Largo Town Center
- b. New Carrollton Metro
- c. Prince George's Plaza Metro

2. Regional Transit-Oriented Low-Intensity (RTO-L Zone)

- a. Branch Avenue Metro
- b. College Park/UM Metro/M Square Purple Line
- c. Greenbelt Metro
- d. National Harbor

LOCAL CENTERS are focal points of concentrated residential development and limited commercial activity serving our Established Communities (also see Plan 2035 Center Classification):

1. Local Transit-Oriented (LTO Zone)

- | | |
|--------------------------|------------------------------|
| a. Addison Road Metro | e. Takoma/Langley Crossroads |
| b. Capitol Heights Metro | f. Morgan Boulevard Metro |
| c. Cheverly Metro | g. Naylor Road Metro |
| d. Landover Metro | h. West Hyattsville Metro |

2. Town Activity Center (TAC Zone)

- | | |
|---------------|---------------------|
| a. Bowie | d. Landover Gateway |
| b. Brandywine | e. Westphalia |
| c. Konterra | |

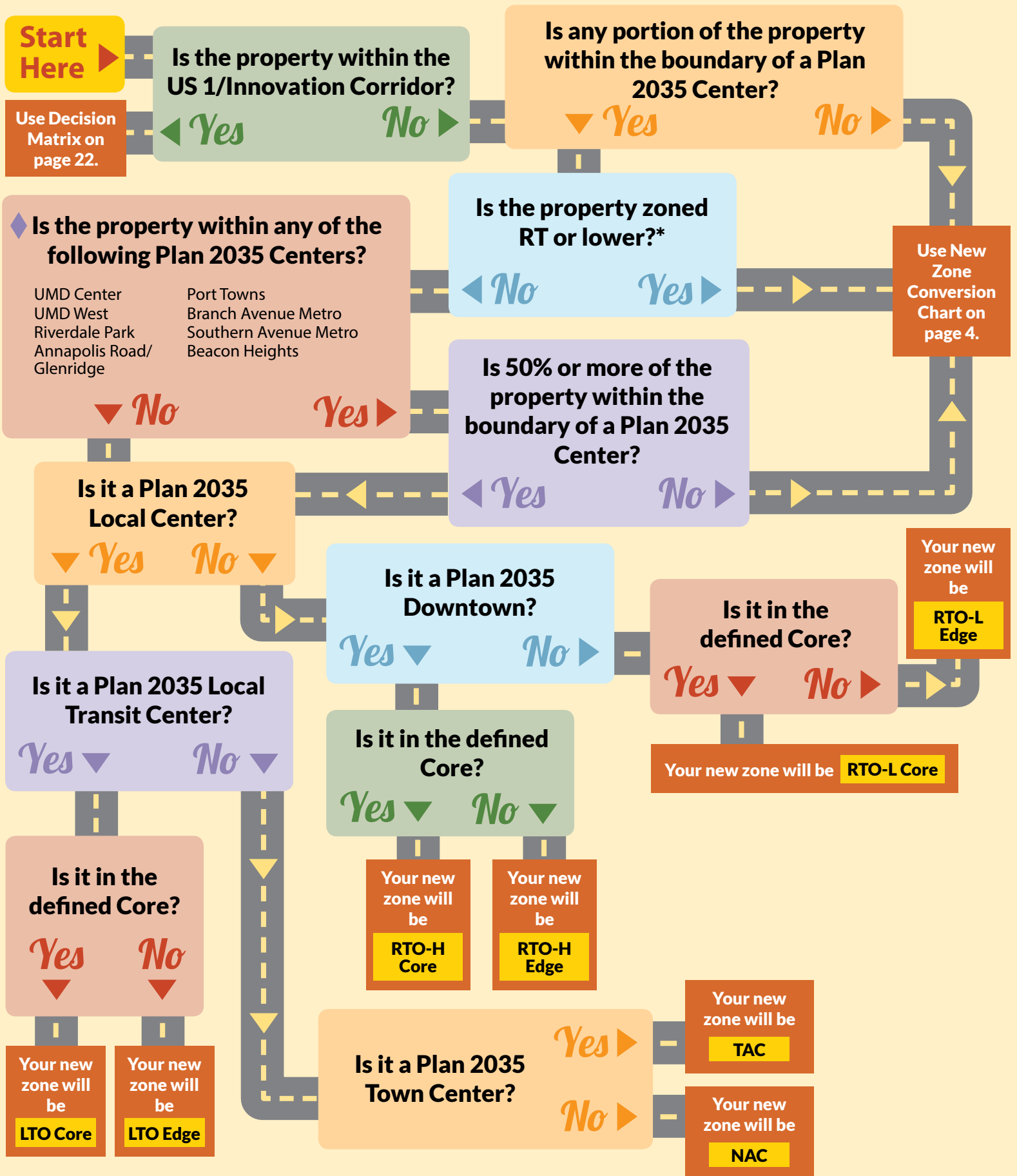
3. Neighborhood Activity Center (NAC Zone)

- | | |
|-----------------------------|--------------------------|
| a. Annapolis Road/Glenridge | g. Seabrook MARC |
| b. Beacon Heights | h. Southern Avenue Metro |
| c. Muirkirk MARC | i. Bowie MARC |
| d. Oxon Hill | j. UMD Center |
| e. Port Towns | k. UMD West |
| f. Riverdale Park | |

DEFINED VS. UNDEFINED CENTER BOUNDARIES

- **Defined:** Prince George's County contains 24 Plan 2035 centers that have parcel specific boundaries. The boundaries of these 24 centers clearly delineate which properties are wholly within the center's boundaries.
- **Undefined:** The remaining Plan 2035 centers do not have parcel specific boundaries. Instead, they utilize a half-mile radius from their center point. Future master plans will delineate parcel specific boundaries for these centers.

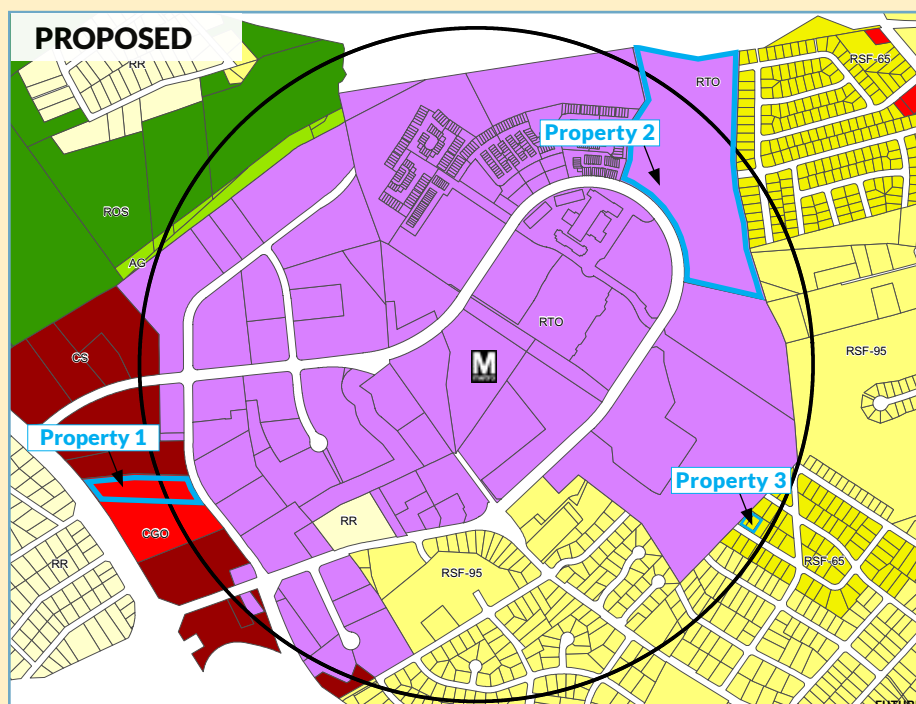
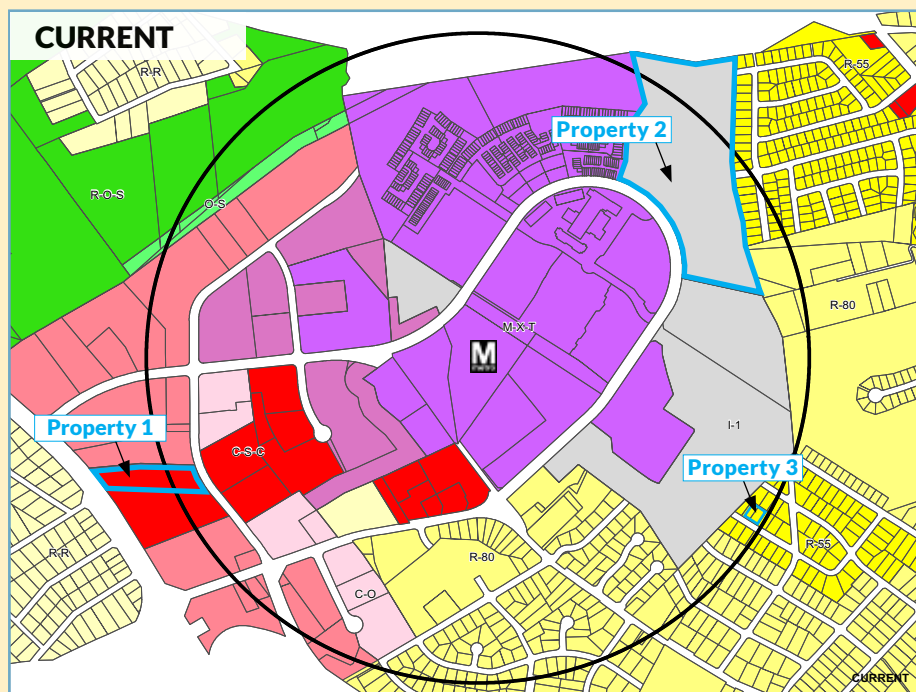
*Riverdale MARC and UMD East are designated Local Centers located within the US1/Innovation Corridor. Refer to the decision matrix on page 22. A small portion at the southeast of the Riverdale MARC center is located outside the US1/Innovation Corridor area and will be rezoned according to the methodology on the next page for Neighborhood Activity Centers.



*R-T and lower zones include R-O-S: Reserved Open Space; O-S: Open Space; R-A: Residential-Agricultural; R-E: Residential-Estate; R-R: Rural Residential; R-80: One-Family Detached Residential; R-55: One-Family Detached Residential; R-35: One-Family Semidetached and Two-Family Detached; R-20: One-Family Triple-Attached Residential; R-M-H: Planned Mobile Home Community; R-S: Residential Suburban Development; R-M: Residential Medium Development; V-L: Village-Low; V-M: Village-Medium; R-T: Townhouse. Properties with these zones will not receive a Transit-Oriented/Activity Center Base zone.

TEST CASE 1: BRANCH AVENUE METRO (Undefined Boundary)

Plan 2035 Center Classification: REGIONAL TRANSIT DISTRICT		Property 1	Property 2	Property 3
Current Zone		C-S-C	I-1	R-55
DECISION MATRIX	Is the property currently zoned R-T or lower?	NO	NO	YES
	Does the Center have an undefined boundary (1/2 mile radius)	YES	YES	Use New Zone Conversion Chart on page 4.
	50% or more within the boundary?	NO	YES	
	Is it a Local Center?	Use New Zone Conversion Chart on page 4	NO	
	Is it a Downtown?		NO	
	Located in designated Core?		NO	
Proposed New Zone		CGO	RTO-L Edge	RSF-65



CORE AND EDGE AREAS

(for RTO-L, RTO-H, LTO, and TAC

Zones): The new zoning ordinance establishes a Core and/or Edge areas (or subzones) within all RTO, LTO, and TAC zones. Plan 2035 centers (zoned RTO, LTO, or TAC) are intended to be walkable, mixed-use areas organized around a core and edge. The NAC zone does not have Core or Edge areas.

Core Area: The Core area shall include land that is within convenient walking distance (generally about ¼ mile) of the existing or proposed transit station/stop, if any, around which the zone is centered or/and otherwise has a high potential for higher-intensity, mixed-use, pedestrian-oriented, and transit-supportive development. The following Plan 2035 centers contain both an Edge and Core area as designated in its respective master plan:

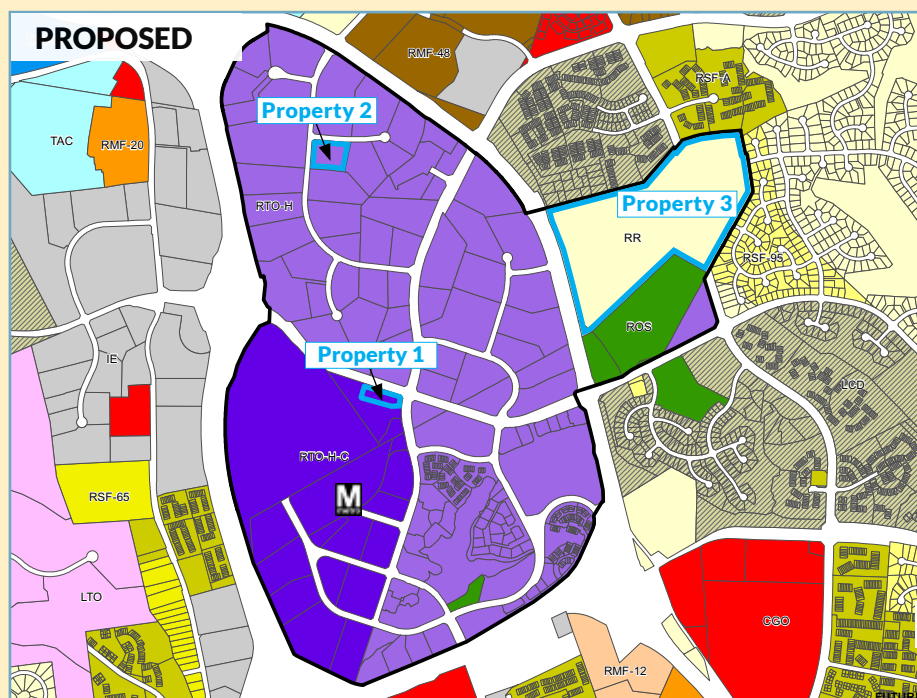
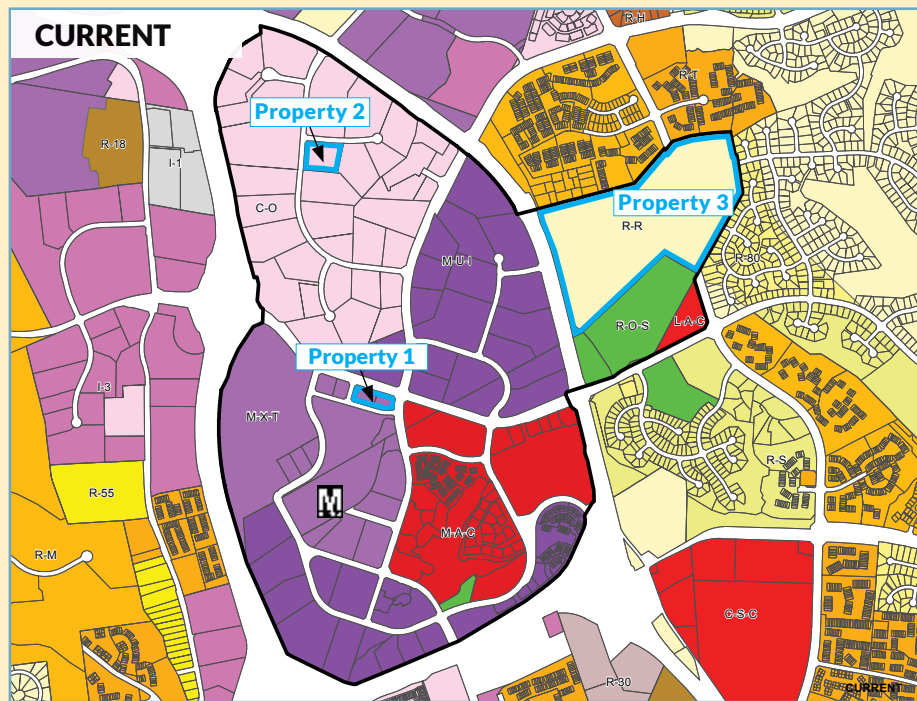
- Brandywine (TAC)
- Capitol Heights Metro (LTO)
- Cheverly Metro (LTO)
- College Park/UM Metro (RTO-L)
- Greenbelt Metro (RTO-L)
- Landover Metro (LTO)
- Landover Gateway (TAC)
- Largo Town Center Metro (RTO-H)
- Morgan Boulevard Metro (LTO)
- National Harbor (RTO-L)
- Naylor Road Metro (LTO)
- New Carrollton Metro (RTO-H)
- Prince George's Plaza Metro (RTO-H)
- Takoma/Langley Crossroads (LTO)
- West Hyattsville Metro (LTO)

TEST CASE 2: LARGO TOWN CENTER (Defined Boundary)

Plan 2035 Center Classification: DOWNTOWN		Property 1	Property 2	Property 3
Current Zone		M-X-T	C-O	R-R
DECISION MATRIX	Is the property currently zoned R-T or lower?	NO	NO	YES
	Does the Center have an undefined boundary (1/2 mile radius)	NO	NO	Use New Zone Conversion Chart on page 4.
	Is it a Local Center?	NO	NO	
	Is it a Downtown?	YES	YES	
	Located in designated Core?	YES	NO	
Proposed New Zone		RTO-H Core	RTO-H Edge	RR

Edge Area: The remainder of the zone shall be designated as the zone's Edge area, which is intended to accommodate less intense development with more of a residential mix and less emphasis on commercial development. If the center does not contain a defined core, the Edge area zone will be applied to all properties except single-family zoned land (ROS, AG, AR, RE, RR, RSF-A, RSF-65, and RSF-95).

The Test Case tables (above) show how Properties 1, 2, and 3 will be rezoned using the Transit-Oriented/ Activity Center Base Zones Decision Matrix.



US 1/Innovation Corridor

Plan Prince George's 2035 Approved General Plan (Plan 2035) is a blueprint for the long-term growth and development of Prince George's County, Maryland. Plan 2035 looks broadly and strategically at how the County should continue to grow and strengthen over the next 20 years as a community and as part of the greater Washington metropolitan area.

The Innovation Corridor is one of five Plan 2035 designated Employment Areas. Plan 2035 Employment Areas are areas commanding high concentrations of economic activity in four targeted industry clusters—healthcare and life sciences; business services; information, communication, and electronics; and the federal government.

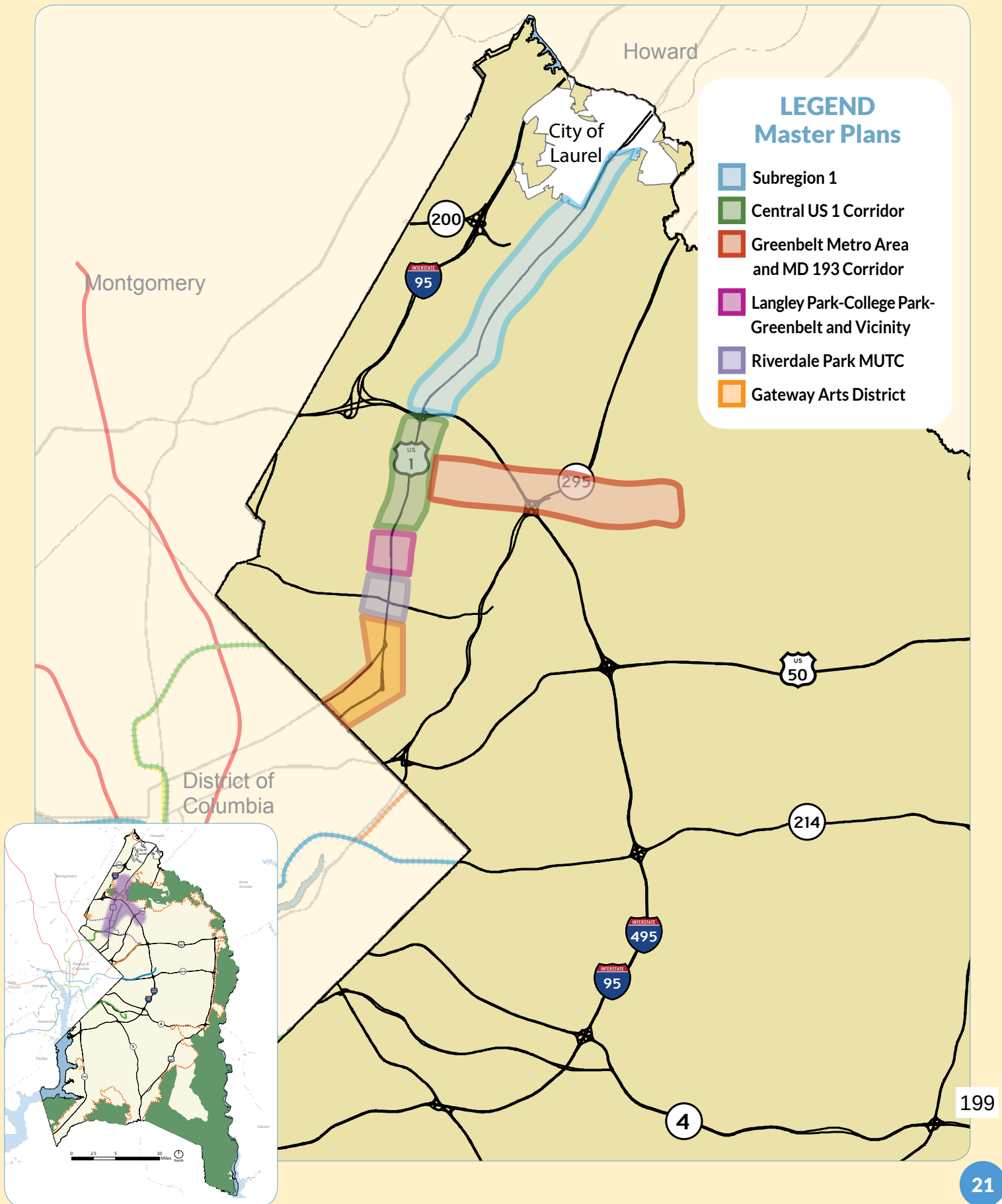
Plan 2035 identifies the Innovation Corridor as the highest priority Employment Area. It designates parts of the City of College Park, the City of Greenbelt, the City of Hyattsville, the Town of Riverdale Park, the Town of Edmonston, the Town of Berwyn Heights, the Town of University Park, and other areas along the US 1 Corridor and around the University of Maryland, and the Beltsville Agricultural Research Center (BARC) as the Innovation Corridor.

The Innovation Corridor has the highest concentrations of economic activity in the four targeted industry clusters and has the greatest potential to catalyze future job growth, research, and innovation in the near- to mid-term. This area is well positioned to capitalize on the synergies

that derive from businesses, research institutions, and incubators in close proximity to one another and near existing or planned transportation investment, such as the Purple Line. As a result, the Innovation Corridor requires a unique combination of zones appropriate to its location to achieve Plan 2035 economic and job growth goals. The US 1/Innovation Corridor Decision Matrix is a tool for determining the appropriate zones for properties in the corridor that help achieve countywide goals as well as realize the community vision.

Additionally, the portion of US 1 south of the Innovation Corridor, extending to the District of Columbia, is encompassed by the Gateway Arts District, designated as a Maryland State Arts and Entertainment District in 2001 to promote community involvement, tourism, and revitalization through tax-related incentives that attract arts organizations and other creative enterprises. Since the designation of the Gateway Arts District, the County has realized substantial investment and revitalization along southern US 1 at a scale well-suited for the new Transit-Oriented/Activity Center zones. Investment opportunities within the arts district are unique within the County, providing investors and entrepreneurs interested in arts-related enterprises with artist live-work spaces, complementary retail establishments, production and crafting spaces, and performance arts venues that contribute to a vibrant, arts-based economic engine.

Innovation Corridor Location Map



US 1/Innovation Corridor Decision Matrix

This decision matrix is for the use of all non-single family or rural and agricultural-zoned properties **within 1,000 feet** of the US 1 centerline and/or located within the Innovation Corridor. If the property is not located within one of the following master plans, use the New Zone Conversion chart on page 4.

Subregion 1 Master Plan

Please use the New
Zone Conversion chart
on page 4.

Central US 1 Corridor Sector Plan

Is your property in:

A Walkable Node?
(University)

◀ Yes

A Walkable Node?

◀ Yes

A Corridor Infill?

◀ Yes

All other areas ▶

Greenbelt Metro Area and MD 193 Corridor Sector Plan

If M-X-T or MUI, go
directly to question
three of the decision
matrix on page 8.

All other zones, please
use the New Zone
Conversion chart on
page 4.

Please use the New Zone
Conversion chart on page 4.

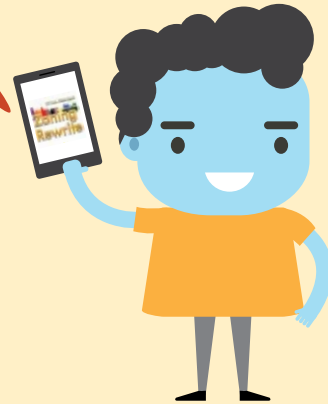
Your new zone
will be
RTO-L Edge

Your new zone
will be
LTO Edge

Your new zone
will be
NAC

Choose your plan.

Which plan listed below guides the zoning in the area where your property is located?



Gateway Arts District Sector Plan

Is your property zoned M-U-TC?

No ▼

Yes ►

Riverdale Park M-U-TC Development Plan

Your new zone will be
LMUTC

Langley Park-College Park- Greenbelt and Vicinity Master Plan

Please use the New Zone Conversion chart on page 4.

Is your property within one of the Character Areas:

- Town Center (and not zoned M-U-TC)?
- Arts Production and Entertainment?
- Neighborhood Arts and Production?

Yes ▼

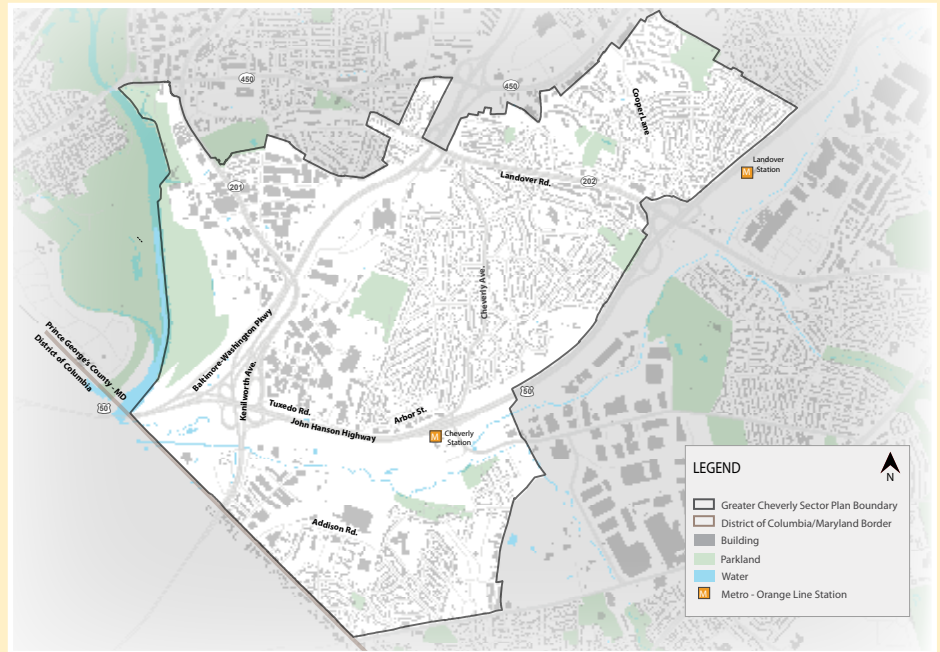
No ►

Please use the New Zone Conversion chart on page 4.

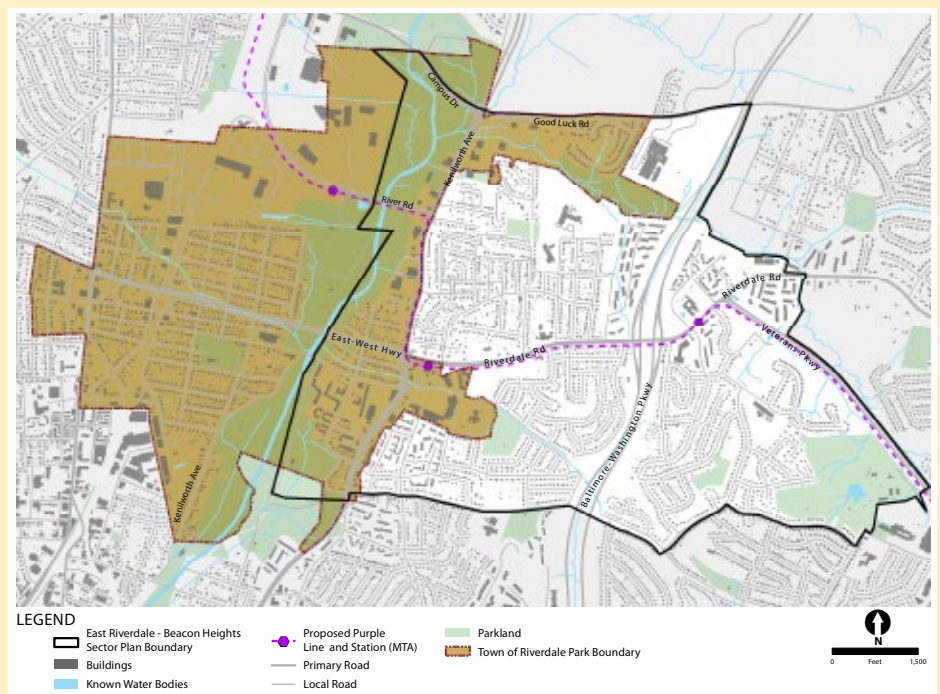
Your new zone will be
NAC

Recently Approved Sector Plans

The 2018 Approved Greater Cheverly Sector Plan and 2018 Approved East Riverdale-Beacon Heights Sector Plan were developed concurrently with the Zoning Ordinance Rewrite. However, both plans were approved by the District Council prior to approval of the Zoning Ordinance Rewrite and the new zones contained within. As a result, the comprehensive rezoning of properties within the boundaries of these sector plans will happen through the Zoning Ordinance Rewrite's Countywide Map Amendment (CMA) process. This CMA will implement the new land use and policy guidance of these two sector plans by assigning appropriate new zones within the sector plan boundaries in accordance with the New Zone Conversion Chart on page 4, the Mixed-Use Zone Decision Matrix on page 8, and the Transit-Oriented/Activity Center Base Zones Decision Matrix on page 16. Where these result in a recommended zone for a property that conflicts with the approved future land use maps of these two sector plans, the zone that meets the intent of the approved sector plan recommendations for those properties shall be used.



Greater Cheverly Sector Plan Area Map



East Riverdale-Beacon Heights Sector Plan Area Map



Memorandum

TO: Ms. Nicole Ard, City Manager
FROM: Terri S. Hruby, Director of Planning and Community Development
DATE: March 5, 2020
RE: Prince George's County Countywide Sectional Map Amendment

Background

On October 23, 2018, the Prince George's County Council adopted a new Zoning Ordinance. It is anticipated that the New Zoning Ordinance will go into effect in November 2020, however, before the New Zoning Code can go into effect the County must adopt a countywide zoning map. The process of the County adopting new zoning maps is referred to as the Countywide Map Amendment (CMA).

The CMA is intended to implement the new Zoning Ordinance by placing property in the new zone that is closest in uses and purposes to the current zone. The City Council received a briefing on the CMA process from M-NCPPC staff on October 2, 2019. A joint public hearing of the Prince George's County District Council and the Prince George's County Planning Board is scheduled for March 23, 2020 at 7:00pm at Prince George's Community College. The public hearing record closes on April 7, 2020.

In February, the M-NCPPC mailed a letter (see Attachment #1) to all property owners in the County informing them of the Countywide Map Amendment, and providing a link where property owners can look up their existing zone and their proposed zone (<http://zoningpgc.pgplanning.com>). A map of proposed new zones, as well as existing zones, for the City is attached (Refer to Attachment #2 & #3). Property owners, except municipalities, interested in requesting a different zone were required to file an affidavit with the Clerk of the Council by February 21, 2020 (Thirty days before the public hearing on the CMA). At this time City staff is not aware if any Greenbelt property owners filed a request for a zone change.

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At this time in the process, it is not clear how the City might impact changes to proposed zoning for privately owned properties. Unfortunately, the process did not afford municipal planning staff an opportunity to discuss zoning map amendment decisions prior to the public release of the CMA

Analysis

Residential Properties Overview

For some properties in Greenbelt, the CMA reflects a one-to-one replacement. For example the existing One-family Detached Residential (R-55) Zone, the prevalent zoning code in our single-family neighborhoods, will be replaced with the Residential Single-Family (RSF-65) Zone. Both zones permit a maximum density of 6.7 dwelling units per acre (du/ac).

The existing Multi-Family Medium Density Residential (R-18 and R-18C) Zones that includes University Square Apartments, Charlestowne Village, Charlestowne North, apartments on Parkway and Crescent Road, and 7010 Greenbelt Road (former nursing home site) will be replaced with the Residential Multi-Family (RMF-20) Zone, and does allow for greater density in certain circumstances. The existing Multifamily Low Density Residential (R-30) Zone which includes the neighborhoods of Greenbriar, Glen Oaks, Windsor Greenbelt, Chelsea Woods and Lakeside North Apartments will be replaced with the Residential Multi-Family (RMF-12) Zone. Staff agrees that the RMF-20 and RMF-12 are the most appropriate zones for these properties.

In Historic Greenbelt and Greenbelt East one can find Residential Townhouse (R-T) zoned properties. This includes the areas of Greenbelt Homes, Inc., Belle Point, Green Holly Woods, Greenbrook Village and the townhouse portion of Lakes of Greenbelt Village. As City Council is aware, the existing R-T Zone will be replaced with the Residential single-family attached (RSF-A) Zone, despite the objection raised by the City and other stakeholders since the RSF-A zone allows a maximum of 16.33 du/ac, versus the 6 du/ac allowed under the current R-T Zone.

Commercial Properties

Commercial properties within the City fall into one of three commercial zones: Commercial Miscellaneous (C-M), Commercial Office (C-O) and Commercial Shopping Center(C-S-C). C-M Zoned properties including Capitol Cadillac and Martin's Crosswinds will be rezoned to the Commercial Service (CS) Zone. The Commercial

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General and Office (CGO) Zone will replace the C-O and C-S-C Zones, except for Capital Office Park which is proposed to be zoned Regional Transit Oriented Low Intensity Edge (RTO-L-e) since it is located within the Plan 2035 Greenbelt Metro Regional Transit District).

The purposes of the CGO Zone are, “ 1) To provide lands for a diverse range of business, civic, and mixed use development, typically at or near major intersections, where visibility and good access are importance, in a form that supports connection and a balance between automobile access and pedestrian friendliness; 2) To incorporate development with multiple uses, shared parking, and coordinated signage and landscaping; and 3) To accommodate higher-density residential uses as part of vertically or horizontally mixed-use development.” While staff supports the proposed CGO Zone for the majority of the City’s existing C-O and C-S-C Zoned properties, it does not believe it is the appropriate zone to be applied to Roosevelt Center. Staff believes the Commercial Neighborhood (CN) Zone would be more appropriate for Roosevelt Center. The purposes of the CN Zone are, “1. To provide lands for a range of small scale, low intensity retail and service commercial development that provides goods and services primarily serving the daily needs of residents of the immediately surrounding neighborhoods; and 2) To unsure uses, development intensities, and development forms are consistent with pedestrian-friendly and neighborhood-scale, traditional main street character, that are well-connected to and compatible with surrounding areas, and that do not attract significant traffic from outside the surrounding neighborhoods. These purposes are more applicable to Roosevelt Center than the purposes of the CGO Zone.

Mixed Used Zoned Properties/Development District Overlay Zone

The new Zoning Ordinance eliminates the Mixed-Use-Infill (M-U-I) and Mixed Use-Transportation Oriented (M-X-T) zoning categories and the Development District Overlay Zone (DDOZ). Franklin Park at Greenbelt Station, Edmonston Road commercial properties and Beltway Plaza are currently zoned M-U-I/DDOZ and the North and South Cores of Greenbelt Station are zoned M-X-T/DDOZ). The process of zone replacements for the mixed-use zones was more discretionary. M-NCPPC staff used a decision matrix tool based on Plan 2035 designations and underlying approved plans to determine the appropriate zone to apply in the CMA. Greenbelt Station North Core, Franklin Park at Greenbelt Station, Edmonston Road commercial properties and Capital Office Park are located within the Plan 2035 Greenbelt Metro Regional Transit-Oriented Low-Intensity District and as a result are proposed to be zoned Regional Transit-Oriented, Low-Intensity (RTO-L), with Greenbelt Station being designated as

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part of the Core area and Franklin Park at Greenbelt Station, Edmonston Road Commercial and Capital Office Park as part of the Edge area. Staff believes this is the appropriate zone for these properties.

The South Core of Greenbelt Station is currently zoned M-X-T/DDOZ and the CMA proposes a replacement zone of Residential, Multifamily (RMF-48). RMF-48 is a high intensity residential base zone that allows for a maximum density of 48 dwelling units per acre. Townhouses are not a permitted use within the RMF-48. Staff does not believe this is an appropriate Zone for the South Core of Greenbelt Station, and would recommend the RSF-A Zone for the properties developed with townhouses, the RMF-20 zone for the Verde Apartment property and the Agricultural and Preservation (AG) Zone for land owned or to be conveyed to the City as parkland. These Zones are reflective of the type and scale of housing that was recently constructed in the South Core. Staff also questions the appropriateness of the RMF-48 zoning for the other properties on the south side of Branchville Road, located just outside of Greenbelt.

The M-U-I/DDO Zone for Beltway Plaza is proposed to be replaced with the Commercial, General and Office (CGO) Zone. Since Beltway Plaza is not located within the 2035 Greenbelt Metro Regional Transit-Oriented Low-Intensity District it was not considered for the RTO-L Zone.

Publicly Owned Properties (i.e., City and Board of Education)

The Board of Education owns six parcels within the City. Often school sites in the County are zoned a low density residential zone (i.e., Reserved Open Space and Rural Residential). Currently the Greenbelt Middle School and Greenbelt Elementary School properties are zoned Rural Residential (R-R) and the two undeveloped Board of Education properties off Mandan Road are zoned Reserved Open Space (R-O-S). The Springhill Lake Elementary School property was rezoned Mixed-Use-Infill (M-U-I) when the Conceptual Site Plan was approved for Springhill Lake Redevelopment. Eleanor Roosevelt High School property is zoned One-Family Detached Residential (R-55). Staff does not believe that the Springhill Lake Elementary School property and the Eleanor Roosevelt High School properties are appropriately zoned in the CMA, and recommends that school properties be zoned consistently throughout the City, applying the Agriculture and Preservation (AG) Zone as recommended for the Greenbelt Middle School Property in the CMA.

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The CMA proposes to retain the Reserved Open Space (ROS) Zone for the following properties: Greenbelt Park, State owned property off Cherrywood Lane, a small parcel at Northway Fields, the two undeveloped Board of Education properties on Mandan Road, the Beltsville Agricultural Research Center and NASA Goddard. Staff believes these zones are appropriate, and supports their retention.

While municipalities are subject to Mandatory Referral review based on the underlying zoning standards and strict regulations are not required to be followed, staff believes it is important to have the most appropriate zones applied to City, as well as County Board of Education Property.

The majority of City owned parcels are appropriately zoned in the CMA, but there are a couple exceptions. Staff's main concern involves the City's Forest Preserve Areas. The CMA applies various zones to the City's Forest Preserve Areas, including Rural Residential (R-R), Agricultural and Preservation (AG) and Reserved Open Space (ROS). City staff believes all Forest Preserve Areas should be designated ROS in the CMA. The ROS Zone allows for the least intense development and its purposes are most aligned with the City's Forest Preserve Article of the City Code.

The CMA proposes the AG Zone for several of the City's parks, as well as for Greenbelt cemeteries. The AG zone is most similar to the existing Open Space (OS) Zone that most of the City's parks are currently zoned. There is one small parcel of land adjacent to Shrom Hills Park that is proposed to retain its R-R zoning, which staff would recommend requesting the AG zone be applied to, consistent with the proposal for the remaining parcels that comprise Shrom Hills Park. Staff does not object to the use of the AG Zone for City parkland. The purposes of this Zone are: 1. To provide for low density and development intensity as indicated on the General Plan or applicable Area Master Plan or Sector Plan; and 2. To provide for areas which are to be devoted to uses which preserve the County's ecological balance and heritage, while providing for the appropriate use and enjoyment of natural resources."

Conclusion/Recommendation

Staff recommends that the City Council authorize City staff to transmit a letter to the Clerk of the County Council to be part of the public hearing record on the Countywide Map Amendment with the following comments/recommendations:

1. Approve a Greenbelt Neighborhood Conservation Overlay Zone for properties currently located in the Residential Planned Community (R-P-C) Zone.

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2. Apply the Commercial Neighborhood (CN) Zone to Roosevelt Center.
3. Apply the Residential Single-Family Attached (RSF-A) Zone to the townhouse section of Greenbelt Station South Core, Residential Multifamily – 20 (RMF-20) Zone to the apartment section (Verde Apartments) of Greenbelt Station South Core and Agricultural and Preservation (AG) Zone to parkland as shown on the approved Preliminary Plan for the development.
4. In consultation with Berwyn Heights, City of Greenbelt and property owners apply a more appropriate zone to the properties located on the north side of Branchville Road.
5. Apply the Agricultural and Preservation (AG) Zone to all developed Board of Education owned properties within the City of Greenbelt.
6. Apply the Reserved Open Space (ROS) Zone to all properties designated as a Forest Preserve Area per the Greenbelt City Code.
7. Apply the Agricultural and Preservation (AG) Zone to the 1.17 acre City park parcel located off Hanover Parkway adjacent to Shrom Hills Park.

City Council Agenda Item Report

Meeting Date: March 10, 2020

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Regulating Cable Companies

Suggested Action:

Councilmember Roberts requested this item to be included on the agenda.

Attachments:

City Council Agenda Item Report

Meeting Date: March 10, 2020

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

* Greenbelt Post Office Issues

Suggested Action:

Mayor Byrd requested this item be added to the agenda.

The motion would be for Council to send letters to the City's Congressional delegation on the following issues related to the post office:

- * Exterior Painting
- * Air Conditioning
- * Bike Rack

Approval of this item on the Consent Agenda will authorize the City to send the letters to the Congressional delegation.

Attachments:

City Council Agenda Item Report

Meeting Date: March 10, 2020

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

* Appointment to Advisory Board

Suggested Action:

Reference: Application

The Council interviewed Patrick Carroll for appointment to the Youth Advisory Committee (YAC) as an adult member. The applicant have attended a meeting of the YAC.

Approval of this item on the consent agenda will indicate Council's intent to appoint Mr. Carroll to YAC.

Attachments:

City Council Agenda Item Report

Meeting Date: March 10, 2020

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section:

Subject:

Meetings

Suggested Action:

Attachments:

[meetings.pdf](#)

CITY OF GREENBELT, MARYLAND

25 Crescent Road, Greenbelt, MD 20770-1891

3/5/2020 1:30 PM



City Council Meetings & Work Sessions March – April

Work Session – Memorial Wall Piece/ Small Cell Procedures and Policy Review , (CC)	Wed.	03/11	8:00 pm
ACE Reception, (MB)	Mon.	03/16	7:00 pm
ACE Educator Awards, (MB)	Mon.	03/16	7:30 pm
Special Meeting/Closed Session – City Manager’s Evaluation, (MB)	Mon.	03/16	8:30 pm
Work Session – Friends of Greenbelt Museum, (CC)	Wed.	03/18	8:00 pm
Regular Meeting – Budget Presentation, (MB)	Mon.	03/23	8:00 pm
Work Session – Greenbelt East Advisory Coalition (Greenbriar)	Thur.	03/26	8:00 pm
Work Session – Wrap-Up Meeting with Board of Election, (MB)	Mon.	03/30	8:00 pm
Budget Work Session – Overview, General Fund, General Government, Economic Development & Other Funds, (MB)	Wed.	04/01	8:00 pm
Budget Work Session –Planning/ Capital Projects Fund/ Public Works, (MB)	Mon.	04/06	7:30 pm
No Meeting – Passover	Wed.	04/08	
No Meeting – Easter Monday	Mon.	04/13	
Regular Meeting, (MB)	Tues.	04/14	8:00 pm
Budget Work Session – CERT/ CART/ Greenbelt Volunteer Fire Department / Public Safety, (SHL)	Wed.	04/15	8:00 pm
Budget Work Session – Recreation, (MB)	Mon.	04/20	8:00 pm
Regular Meeting – 1 st Public Hearing, (MB)	Mon.	04/27	8:00 pm
Budget Work Session – Green Ridge House, (Green Ridge House)	Wed.	04/29	7:30 pm
Four Cities – (Greenbelt)	Thurs.	04/30	7:30 pm

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

This schedule is subject to change. For confirmation, call 301-474-8000. Regular and Special meetings and Work Sessions are open to the public. If special accommodations are required for any disabled person, please call 301-474-8000 or 301-474-3870 no later than 10 a.m. on the meeting day. Deaf individuals are advised to use MD RELAY at 711 or e-mail banderson@greenbeltmd.gov to reach the City Clerk. Unless otherwise noted, meetings will be held in the Council Room of the Municipal Building (MB) at 25 Crescent Rd. Meetings marked “CC” will be held in the Community Center at 15 Crescent Rd., “Greenbriar” will be held in the Terrace Room at 7600 Hanover Parkway, “SHL” will be held in the Springhill Lake Recreation Center, Green Ridge House will be held at 22 Ridge Road, “GHI” will be held at 1 Hamilton Place and “Verde” will be held at 8010 Greenbelt Station Parkway.

Bonita Anderson, City Clerk

A NATIONAL HISTORIC LANDMARK

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

MD RELAY 711

213

CITY OF GREENBELT, MARYLAND

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3/5/2020 1:30 PM

Ready to be scheduled:

BARC/BEP Meeting (include: Beltsville &
Vansville Associations, FAR-B, Congressman
Hoyer, etc.)
Roosevelt Center Owner
MARC Train Service/ MDOT
GHI – NCOZ/Arts & Entertainment District
Potential Bond Referendum/Capital Financing
Cemetery Plans
Forest Preserve/Community Gardens
WSSC
Beltway Plaza (stakeholder)
State Highway Administration
Teleconferencing
Pepco
Civic Association
Board of Education – Facility Needs

For later scheduling:

Zoning Enforcement
Parkway Apartment Owners/GHI (parking)
Northway Fields Master Plan
City Manager Updates (Jan, Pre-budget; July &
Sept/Oct)
Meeting with County on Transportation Plan
Hotels
PRAB – Buddy Attick Park Master Plan
University of Maryland (2020)
Department of Permitting, Inspections &
Enforcement (DPIE)
Museum Plan
Apartments
City Council Work Plan

City Council Agenda Item Report

Meeting Date: March 10, 2020

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section:

Subject:

Stakeholders

Suggested Action:

Attachments:

[Stakeholder Schedule.pdf](#)

Annual														
Advisory Group Chairs	3/16	2/17	7/18	7/19										
Franklin Park at Greenbelt Station Mgmt.	8/16	11/17	12/18	12/19										
Greenbelt East Advisory Coalition	3/16	7/17	3/19											
Greenbelt Homes, Inc.	6/16	7/17	7/18	7/19										
County Executive/ County Council	12/13	9/16	1/19											
Biennial														
Roosevelt Center Merchants	11/16	1/18	1/20											
Beltsville Ag. Research Center/ NPS Greenbelt Park	03/14	7/16	8/18											
	7/15	1/18	1/20											
Beltway Plaza	9/14	3/17												
Greenway Center	7/14	12/16	2/19											
Civic Associations	8/14	2/18												
NASA/GSFC	3/15	3/17	9/19											
PG Co. Economic Development Corp.	8/14	4/17	7/19											
School Board	2/16	5/17	10/18	3/19										
State Highway Administration	6/15	10/17												
Every Three Years														
Apartments	2/18													
Religious/Spiritual Organizations	3/13	6/15	6/19											
Greenbelt Watershed Groups	8/14	10/16	10/19											
Hotels														
University of Maryland	3/13	4/15												
Every Three Years or Major Issue														
Comcast	9/13	11/17												
Verizon	2/20													
PEPCO	9/14	1/17												
WSSC	12/12	9/16												
WGL														
Capital Office Park	12/12	1/16	9/19											
Other Business Parks:														
Maryland Trade Center														
Golden Triangle														
Hanover Parkway														
Belle Point														
Edmonston Road														
Hanover Parkway														
Roosevelt Center Owner	9/15													

WMATA/PGDPW&T (Semi-Annual)	11/16	9/17	11/18	1/20										
Other/As Needed														
M-NCPPC/Planning Board (Major Issue)	6/06	7/14	10/19											
Business Coffee (Every Four Months)	10/17	2/18	8/18	11/18	2/19	5/19	8/19	12/19	3/20					
State's Attorney (4 years)	2/11	4/15	9/19											

(Rev. March 5, 2020)