



**TUESDAY, OCTOBER 21, 2014**  
**(COUNCIL CHAMBERS)**

**7:00 P.M. WORKSESSION – Note Early Start Time**

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**COLLEGE PARK MISSION STATEMENT**

The City of College Park encourages broad community involvement and collaboration, and is committed to enhancing the quality of life for everyone who lives, raises a family, visits, works, and learns in the City; and operating a government that delivers excellent services, is open and responsive to the needs of the community, and balances the interests of all residents and visitors.

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**CITY MANAGER'S REPORT**

**PROPOSED ITEMS TO GO DIRECTLY TO NEXT WEEK'S AGENDA**

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**PROPOSED CONSENT AGENDA ITEMS**

1. Resolution Of The Mayor And Council Of The City Of College Park, Maryland Adopting The Recommendations Of The Advisory Planning Commission Regarding Variance Application Number CPV-2014-07, 4900 Indian Lane, College Park, Maryland, Recommending Approval of Variances from the Requirements of the Prince George's County Zoning Ordinance, Section 27-442 (e), Table IV, Prescribing a Minimum Front Yard Setback and Section 27-422 (c)(1) Permitting a Setback Encroachment Allowance for Open Porches in Order to Permit the Construction of a Open Deck/Porch on a Corner Through Lot (***Appeal Period Ends October 25, 2014***)

**WORKSESSION DISCUSSION ITEMS**

2. Discussion of Paint Branch Parkway flooding issue (request of Councilmember Brennan) – Gwen Clerkley and Vernon Stinnett, DPW&T
3. Consideration of a charter amendment to prohibit discrimination in City practices and policies and to enumerate bases for non-discrimination in city employment practices and review of Human Rights Campaign Municipal Equality Index – Councilmembers Wojahn and Brennan
4. Creating a supplemental voter registration program and amending the Charter to allow non-citizens to vote in City elections; and, discussion of state regulations on removal of voters from the voter rolls – Request of Councilmember Wojahn
5. Discussion of City's communications - Bill Gardiner, Assistant City Manager

6. Review draft PowerPoint / other material to be presented at October 28 Public Forum on Site Selection for City Hall – Terry Schum, Director of Planning
7. MOU from University of Maryland for monitoring City surveillance cameras – Joe Nagro, City Manager
8. Discussion of membership in the Route 1 University Communities Coalition – Councilmember Wojahn
9. Letter to County Executive regarding funding for U.S. 1 – Bill Gardiner, Assistant City Manager
10. Position on PGCMA Legislative Priorities – Councilmember Wojahn
11. Agenda items for October 30 Four Cities Meeting in Greenbelt
12. Resolution to expand the composition of the Aging-In-Place Task Force
13. Appointments to Boards and Committees

#### COUNCIL COMMENTS

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#### INFORMATION/STATUS REPORTS FOR COUNCIL REVIEW ONLY

14. Cafritz Secondary Amendment for free-standing signs – Terry Schum, Director of Planning
15. PY 41 CDBG Application – Terry Schum, Director of Planning
16. Resident Satisfaction Survey – Bill Gardiner, Assistant City Manager

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This agenda is subject to change. For current information, please contact the City Clerk. In accordance with the Americans With Disabilities Act, if you need special assistance, you may contact the City Clerk's Office at 240-487-3501 and describe the assistance that is necessary.

#### **Coming Up:**

October 28, 2014 @ 7:00 P.M. – Public Forum on Site Selection for a New City Hall

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CPV-2014-07,  
4900 Indian  
Lane



Office of the Mayor and Council  
City of College Park  
4500 Knox Road  
College Park, Maryland 20740  
Telephone: (240) 487-3501  
Facsimile: (301) 699-8029

**NOTICE OF FINAL DECISION  
of the  
MAYOR AND COUNCIL  
of the  
CITY OF COLLEGE PARK**

RE: Case No. CPV-2014-07 Name: Karl F. Huemrich

Address: 4900 Indian Lane, College Park, MD 20740

Enclosed herewith is a copy of the Resolution setting forth the action taken by the Mayor and Council of the City of College Park in this case on the following date:

October 28, 2014

**CERTIFICATE OF SERVICE**

This is to certify that on October 30, 2014, the attached Resolution was mailed, postage prepaid, to all persons of record.

**NOTICE**

Any person of record may appeal the Mayor and Council decision within thirty (30) days to the Circuit Court of Prince George's County, 14735 Main Street, Upper Marlboro, MD 20772. Contact the Circuit Court for information on the appeal process at (301) 952-3655.

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Janeen S. Miller, CMC  
City Clerk

Copies to: Advisory Planning Commission  
City Attorney  
Applicant  
Parties of Record

PG Co. DER, Permits & Review Section  
M-NCPPC, Development Review Division  
City Public Services Department

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND ADOPTING THE RECOMMENDATIONS OF THE ADVISORY PLANNING COMMISSION REGARDING VARIANCE APPLICATION NUMBER CPV-2014-07, 4900 INDIAN LANE, COLLEGE PARK, MARYLAND, RECOMMENDING APPROVAL OF VARIANCES FROM THE REQUIREMENTS OF THE PRINCE GEORGE'S COUNTY ZONING ORDINANCE, SECTION 27-442 (E), TABLE IV, PRESCRIBING A MINIMUM FRONT YARD SETBACK AND SECTION 27-422 (C)(1) PERMITTING A SETBACK ENCROACHMENT ALLOWANCE FOR OPEN PORCHES IN ORDER TO PERMIT THE CONSTRUCTION OF AN OPEN DECK/PORCH ON A CORNER THROUGH LOT.**

- WHEREAS,** the City of College Park, Maryland (hereinafter, the "City") has, pursuant to Ordinance Number 11-O-03 (hereinafter, the "Ordinance"), and in accordance with Section 27-924 of the Prince George's County Zoning Ordinance (hereinafter, "Zoning Ordinance"), enacted an ordinance which sets forth procedural regulations governing any or all of the following: departures from design and landscaping standards, parking and loading standards, sign design standards, and variances for lot size, setback, and similar requirements for land within the corporate boundaries of the City, alternative compliance from landscaping requirements, certification, revocation, and revision of nonconforming uses, and minor changes to approved special exceptions; and
- WHEREAS,** the City is authorized by the Ordinance to grant an application for a waiver or variance for lot size, setback, and similar requirements where, by reason of exceptional narrowness, shallowness, shape, topography, or other extraordinary situation or condition of the specific parcel of property, the strict application of the Zoning Ordinance would result in peculiar and unusual practical difficulties or an exceptional or undue hardship upon the owner of the property, and a variance can be granted without substantial impairment of the intent, purpose and integrity of the General Plan or Master Plan; and
- WHEREAS,** the Advisory Planning Commission (hereinafter "APC") is authorized by the Ordinance to hear requests for variances from the terms of the Zoning Ordinance with respect to lot size, setback, and other requirements from which a variance may be granted by the Prince George's County Board of Appeals, including variances from Section 27-442(c) of the Prince George's County Zoning Ordinance, and to make recommendations to the Mayor and Council in connection therewith; and
- WHEREAS,** Section 27-442 (e), Table IV, of the Prince George's County Zoning Ordinance prescribes a minimum front yard setback of 25 feet in the R-55 zoning district; and
- WHEREAS,** Section 27-422 (c) (1), of the Prince George's County Zoning Ordinance prescribes open porches shall not extend beyond 9 feet from the front building line; and

- WHEREAS,** Section 27-107.01 (183) of the Prince George’s County Zoning Ordinance defines a “Porch, Open” as “a porch without a roof or other covering” and County practice is to consider a non-roofed deck as an open porch in terms of zoning regulations; and
- WHEREAS,** the Mayor and Council are authorized by the Ordinance to accept or deny the recommendation of the APC with respect to variance requests; and
- WHEREAS,** on August 20, 2014, Karl F. Huemmrich (hereinafter, the “Applicant”), submitted an application for variances from Section 27-442 (e), Table IV and Section 27-422 (c) (1) in order to construct an open porch/deck on a corner through lot at the premises known as 4900 Indian Lane, College Park, Maryland (the “Property”); and
- WHEREAS,** on October 2, 2014, the APC conducted a hearing on the merits of the application, at which time the APC heard testimony and accepted evidence, including the staff report and Exhibits 1 – 13 with respect to whether the subject application meets the standards for granting a variance set forth in the Ordinance.
- WHEREAS,** based upon the evidence and testimony presented, the APC voted 4-0-0 to recommend that the variances be granted; and
- WHEREAS,** the Mayor and Council have reviewed the recommendation of the APC as to the Application and in particular have reviewed the APC’s findings of fact and conclusions of law; and
- WHEREAS,** no exceptions have been filed; and
- WHEREAS,** the Mayor and Council are in agreement with and hereby adopt the findings of fact and conclusions of law of the APC as to the Application as follows:

Section 1 Findings of fact:

- 1.1 The property has an area of 7,364 square feet on 4 lots and is improved with a 2-story, frame structure, a 25-foot by 4.5-foot shed (112.5 square feet), a 4-foot high chain-link fence and a board-on-board fence that varies in height from 6 to 8 feet.
- 1.2 There is a retaining wall in the back of the house that varies in height from 1.5 feet to 2 feet and is located 4 to 10 feet from the house.
- 1.3 The subject house was constructed in 1908, before Zoning Regulations which started in 1928. A 14-foot by 33-foot and 6-foot by 14-foot addition was approved in 2013.
- 1.4 The applicant bought the house in 1985. The shed and fences were already in place when the house was purchased.

- 1.5 The western boundary of the property is bounded by the unimproved 49<sup>th</sup> Avenue right-of-way (ROW). A private, asphalt driveway has been built on the ROW to serve the adjoining property.
- 1.6 The property is an odd, non-rectangular shape. The southern property along Indian Lane is 53.35 feet wide. The northern property line along Huron Street is 74.57 feet wide. The western property line along the 49<sup>th</sup> Avenue right-of-way is 82.09 feet long and the eastern property line is made up of two segments that are 58.42 feet long and 58.49 feet long for a total measurement of 116.91 feet.
- 1.7 The immediate neighborhood is zoned R-55, single-family residential.
- 1.8 The subject property and the adjoining property to the east are both through lots that are oriented towards Indian Lane.
- 1.9 The houses on Huron Street are oriented to face Huron Street except for the two houses at the end of Huron Street mentioned above. Huron Street is a dead-end street.
- 1.10 The proposed open deck varies in length and width. It is 39 feet 1 inch long by 14 feet, 3 inches wide at its longest and widest point.
- 1.11 The lot is defined in Section 27-107.01 (144) of the Zoning Ordinance as a "corner through lot" since the lot fronts on three streets: Indian Lane, 49<sup>th</sup> Avenue right-of-way and Huron Street. The front yard setback must be met for all yards that abut a street (Sect. 27-107.01 (261)). A through lot has no rear yard (Sect. 27-107.01 (262)).
- 1.12 The property owner, Mr. Karl F. Huemrich, testified at the October 2, 2014 hearing that he built an addition to the rear of his house in 2013 and would like to add a deck to this addition to make it accessible and level with the "rear" yard of his house.
- 1.13 Mr. Bill Gales, testified that he is an abutting property owner, living at 4902 Indian Lane. He stated that he supports the deck proposal. He stated that he feels the property owner has made significant improvements to the property in the past and that this proposal will be an improvement.

## Section 2 Conclusions of Law

The APC makes the following conclusions of law with regard to CPV-2014-07 for variances to construct an open deck/porch on a corner through lot.

- 2.1 The lot has an extraordinary condition in that it is bounded by three streets, one of which is unimproved (49<sup>th</sup> Avenue). The lot also has an exceptional shape with 5 sides. Finally, the lot has an exceptional topographic condition. It has rolling topography and a retaining wall constructed behind the house. The house is above grade along Indian Lane and the 49<sup>th</sup> Avenue right-of-way.

As for validating the existing conditions variances, the house was built in 1908, prior to the first Zoning Ordinance, which was enacted in 1928.

- 2.2 The site constraints are such that the strict application of the County Zoning Ordinance results in peculiar and unusual practical difficulties for the applicant as a 25-foot setback must be met on three sides of the house rather than the more typical one side. Decks are typically built in the rear yard but the subject lot has no legal rear yard.

In terms of validating the existing conditions variances, moving the house so that it complies with the current zoning ordinance setback standards would be an undue hardship.

- 2.3 Granting the setback variances of 2 and 6 feet for an open deck will not substantially impair the intent, purpose and integrity of any applicable County General Plan or County Master Plan. It is common to have a deck in the rear yard, which practically, if not legally, is the condition of this application.

As for validating the existing conditions variances, the house predates the County General Plan and County Master Plan; however, single-family use at this location is consistent with the County General and Master Plan.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the City of College Park, Maryland that the findings of fact and conclusions of law of the APC are hereby adopted and the following 5 variances are hereby granted with the condition that the open porch/deck shall not be enclosed and/or under roof as specified in Section 27-422(c) (4) unless another variance is granted for such a request:

1. A variance of 2 feet from the minimum front yard setback of 16 feet for an open porch from Huron Street.
2. A variance of 6 feet from the minimum front yard setback of 16 feet for an open porch from the 49<sup>th</sup> Ave ROW.
3. A variance of 13 feet to validate the existing front yard building setback from Indian Lane.
4. A variance of 17 feet to validate the existing front yard building setback from the 49<sup>th</sup> Avenue right-of-way.
5. A variance of 4 feet to validate the existing front yard building setback from Huron Street.

**ADOPTED,** by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the 28<sup>th</sup> day of October 2014.

CITY OF COLLEGE PARK,  
MARYLAND

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Janeen S. Miller, CMC  
City Clerk

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Andrew M. Fellows, Mayor

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

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Suellen M. Ferguson  
City Attorney

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# Paint Branch Parkway flooding issue

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Charter  
amendment  
on non-  
discrimination

**CHARTER RESOLUTION**  
**OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, AMENDING**  
**ARTICLE I, "GENERAL PROVISIONS", TO ADD §C1-2, " CITY POLICY OF NON-**  
**DISCRIMINATION" AND AMENDING ARTICLE IX "OFFICERS AND**  
**EMPLOYEES", §C9-1, "DISCRIMINATION", TO ADOPT A GENERAL CITY**  
**POLICY AGAINST DISCRIMINATION, TO ADD CERTAIN NON-**  
**DISCRIMINATION PROVISIONS CONCERNING CITY EMPLOYMENT AND TO**  
**MAKE CLARIFYING CHANGES**

A Charter Resolution of the Mayor and Council of the City of College Park, Maryland, adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and §4-301 *et seq.*, Local Government Article, Annotated Code of Maryland, as amended.

**WHEREAS**, §C9-1 of the City Charter currently prohibits discrimination in City employment practices on certain specified bases; and

**WHEREAS**, the Mayor and Council have determined that it is appropriate to expand the list of prohibited discrimination and to state a general City policy of non-discrimination in providing services and adopting and applying policies and practices.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of College Park that:

**Section 1.** Article I, "General Provisions" §C1-2 "City Policy of Non-Discrimination" be enacted to read as follows:

§C1-2 CITY POLICY OF NON-DISCRIMINATION

THE CITY PROHIBITS DISCRIMINATION ON THE BASIS OF RACE, RELIGION, SEX, AGE, ETHNICITY, ANCESTRY OR NATIONAL ORIGIN, PHYSICAL OR MENTAL DISABILITY, COLOR, MARITAL STATUS, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR POLITICAL AFFILIATION IN ITS PROVISION OF SERVICES, ITS ADOPTION OF POLICIES, AND IN ITS PRACTICES, WITH RESPECT TO EMPLOYMENT, HOUSING AND PUBLIC ACCOMMODATION.

CAPS : Indicate matter added to existing law.

[Brackets] : Indicate matter deleted from law.

Asterisks \* \* \* : Indicate matter remaining unchanged in existing law but not set forth in Ordinance.

**Section 2.** BE IT FURTHER RESOLVED by the Mayor and Council of the City of College Park that Article IX, "Officers and Employees" §C9-1 "Discrimination" be repealed, re-enacted and amended to read as follows:

§C9-1 Discrimination IN CITY EMPLOYMENT, HOLDING PUBLIC OFFICE.

No Official or employee or applicant for CITY employment shall be appointed, promoted, demoted, removed or in any way favored or discriminated against IN THESE RESPECTS because of [~~his/her~~] race, religion, SEX, AGE, ETHNICITY, ANCESTRY OR NATIONAL ORIGIN, PHYSICAL OR MENTAL DISABILITY, COLOR, MARITAL STATUS, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION or political affiliation or any other factors not related to ability to perform the work. A City employee who is subject to the personnel regulations of the City may continue in such position after being elected or appointed to any public office, other than a public office of the City of College Park, unless such office presents a real or potential conflict of interest or the appearance of a conflict of interest.

**Section 2.** BE IT FURTHER RESOLVED by the Mayor and Council of the City of College Park that, upon formal introduction of this proposed Charter Resolution, the City Clerk shall publish this proposed Charter Resolution or a fair summary thereof in a newspaper having a general circulation in the City of College Park together with a notice setting out the time and place for a public hearing thereon and for its consideration by the Council. The public hearing is hereby set for \_\_\_\_\_ p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, 2014. All persons interested shall have an opportunity to be heard.

**Section 3.** BE IT FURTHER RESOLVED that this Charter Resolution is adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2014, and that the amendment to the Charter of the City of College Park, hereby proposed by this enactment, shall be and become effective

upon the fiftieth (50<sup>th</sup>) day after its passage by the City unless petitioned to referendum in accordance with §4-304 of the Local Government Article, Annotated Code of Maryland within forty (40) days following its passage. A complete and exact copy of this Charter Resolution shall be posted in the City offices located at 4500 Knox Road, College Park, Maryland for forty (40) days following its passage by the Mayor and Council and a fair summary of the Charter Resolution shall be published in a newspaper having general circulation in the City not less than four (4) times, at weekly intervals, also within the forty (40) day period following its adoption by the City.

**Section 4.** BE IT FURTHER RESOLVED that, within ten (10) days after the Charter Resolution hereby enacted becomes effective, either as herein provided or following referendum, the City Manager for the City of College Park shall send separately, by mail, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, one copy of the following information concerning the Charter Resolution: (i) the complete text of this Resolution; (ii) the date of referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against this Resolution by the Council of the City of College Park or in the referendum; and (iv) the effective date of the Charter Resolution.

**Section 5.** BE IT FURTHER RESOLVED that the City Manager of the City of College Park be, and hereby is specifically enjoined and instructed to carry out the provisions of Sections 2 and 3 as evidence of compliance herewith; and said City Manager shall cause to be affixed to the minutes of this meeting (i) an appropriate Certificate of Publication of the newspaper in which the fair summary of the Charter Resolution shall have been published; and (ii) return receipts of the mailing referred to in Section 3 and shall further cause to be completed and executed the Municipal Charter or Annexation Resolution Registration Form.

**INTRODUCED** by the Mayor and Council of the City of College Park at a regular meeting on the \_\_\_\_\_ day of \_\_\_\_\_ 2014.

**ADOPTED** by the Mayor and Council of the City of College Park at a regular meeting on the \_\_\_\_\_ day of \_\_\_\_\_ 2014.

**EFFECTIVE** the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

**ATTEST:**

**CITY OF COLLEGE PARK,**

\_\_\_\_\_  
Janeen S. Miller, CMC, City Clerk

By \_\_\_\_\_  
Andrew M. Fellows, Mayor

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:**

\_\_\_\_\_  
Suellen M. Ferguson, City Attorney



City of College Park

Worksession

October 21, 2014



# Municipal Equality Index

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A NATIONWIDE EVALUATION OF MUNICIPAL LAW

2013



**City of College Park is 1 of 5 cities rated in MD on the Municipal Equality Index**

In 2013 we rated #3. Our goal is to be equal to the best.

# 2013 SCORES

STATE	CITY	I. Non-Discrimination	II. Relationship Recognition	III. Municipality as Employer	IV. Services and Programs	V. Law Enforcement	VI. Relationship with LGBT Community	REGULAR POINTS	BONUS POINTS	FINAL SCORE
MARYLAND	Annapolis							63	7	70
	Baltimore							92	9	100
	College Park							55	7	62
	Frederick							50	2	52
	Rockville							58	0	58

NO CREDIT  
 PARTIAL MINORITY CREDIT  
 HALF CREDIT  
 PARTIAL MAJORITY CREDIT  
 FULL CREDIT

### I. Non-Discrimination Laws

This category evaluates whether discrimination on the basis of sexual orientation and gender identity is prohibited by the city, county, or state in areas of employment, housing, and public accommodations.

	STATE	COUNTY	CITY	AVAILABLE
Employment				
Housing				
Public Accommodations				
<b>SCORE</b>	<b>9 out of 18</b>			

### II. Relationship Recognition

Marriage, civil unions, and comprehensive domestic partnerships are matters of state policy; cities and counties have only the power to create domestic partner registries.

	STATE	COUNTY	CITY	AVAILABLE
Marriage Equality, Civil Unions, or Domestic Partnerships				
Municipal Domestic Partner Registry				
<b>SCORE</b>	<b>12 out of 12</b>			
<b>BONUS</b>	Municipality was forced to stop providing a domestic partner registry as a result of restrictive state law.			

### III. Municipality as Employer

By offering equivalent benefits and protections to LGBT employees, and by awarding contracts to fair-minded businesses, municipalities commit themselves to treating LGBT employees equally.

	CITY	AVAILABLE
Non-Discrimination in City Employment		
Domestic Partner Health Benefits		
Legal Dependent Benefits		
Equivalent Family Leave		
City Contractor Non-Discrimination Ordinance		
City Contractor Equal Benefits Ordinance		
<b>SCORE</b>	<b>11 out of 26</b>	
<b>BONUS</b>	Grossing Up of Employee Benefits	
<b>BONUS</b>	Transgender-Inclusive Healthcare Benefits	
<b>BONUS</b>	Municipality is a Welcoming Place to Work	

### IV. Municipal Services

This section assesses the efforts of the city to ensure LGBT constituents are included in city services and programs.

	STATE	COUNTY	CITY	AVAILABLE
Human Rights Commission				
LGBT Liaison in the Mayor's Office				
Enumerated Anti-Bullying School Policies				
<b>SCORE</b>	<b>6 out of 18</b>			
<b>BONUS</b>	City provides services to particularly vulnerable populations of the LGBT community.			

### V. Law Enforcement

Fair enforcement of the law includes responsible reporting of hate crimes and engaging with the LGBT community in a thoughtful and respectful way.

	CITY	AVAILABLE
LGBT Police Liaison or Task Force		
Reported 2011 Hate Crimes Statistics to the FBI		
<b>SCORE</b>	<b>10 out of 18</b>	

### VI. Relationship with the LGBT Community

This category measures the city leadership's commitment to fully include the LGBT community and to advocate for full equality.

	CITY	AVAILABLE
Leadership's Public Position on LGBT Equality		
Leadership's Pro-Equality Legislative or Policy Efforts		
<b>SCORE</b>	<b>7 out of 8</b>	
<b>BONUS</b>	Openly LGBT elected or appointed municipal leaders	
<b>BONUS</b>	City engages with the LGBT community	
<b>BONUS</b>	Cities are pro-equality despite restrictive state law	

**TOTAL SCORE 65 + TOTAL BONUS 7 = Final Score 62**  
CANNOT EXCEED 100

PTS FOR SEXUAL ORIENTATION PTS FOR GENDER IDENTITY BONUS PTS for criteria not accessible to all cities at this time.

FOR MORE INFORMATION ABOUT CITY SELECTION, CRITERIA OR THE MEI SCORING SYSTEM, PLEASE REFER TO PAGE 17 OR VISIT [HRC.ORG/MEI](http://hrc.org/mel). All cities rated were provided their scorecard in advance of publication and given the opportunity to submit revisions. For feedback regarding a particular city's scorecard, please email [mel@hrc.org](mailto:mel@hrc.org).



2014 MEI Scorecard - College Park, Maryland

# 2014 draft MEI Scorecard

		State		County		Municipal					
		SO	GI	SO	GI	SO	GI				
<b>Part I. Non-Discrimination Law</b>											
A. Employment	6	3/3	3	3	3/3	3	0	3/3	0	0	6
B. Housing	6	3/3	3	3	3/3	3	0	3/3	0	0	6
C. Public Accommodations	6	3/3	3	3	3/3	3	0	3/3	0	0	6
	18	Part I. Standard Points						18			
<b>Part II. Relationship Recognition</b>											
A. Statewide RR (ME, CU, DP)	12	12	0	0	DP Registry		DP Registry		12		
B. Municipal DP Registry	12				12	0	12	0	0		
	12	Part II. Standard Points						12			
<b>Part III. Municipality As Employer</b>											
Non-Discrimination Policy for City Employees											
A. Non-Discrimination in City Employment	10				5/5	0	0	5/5	5	0	5
Benefits for City Employees											
B. Domestic Partner Health Benefits	4				4	0		4	4		4
C. Trans-Inclusive Health Benefits	4				4	0		4	0		0
D. Legal Dependent Benefits	2				2	0		2	2		2
E. Equivalent Family Leave	2				2	0		2	2		2
Contractor Policies											
F. City Contractor Non-Discrim Ordinance	4				2/2	0	0	2/2	2	2	4
G. City Contractor Equal Benefits Ordinance	3				3	0		3	3		3
BONUS: Grossing Up Employee Benefits	2				2			2	0		0
BONUS: Welcoming Place to Work	2				2			2	2		2
	29	Part III. Standard Points						20			
	4	Part III. Bonus Points						2			
<b>Part IV. Municipality Services</b>											
A. Human Rights Commission	4				4	0		4	0		0
B. Mayoral LGBT Liaison/Office	5				5	0		5	0		0
Schools											
C. Anti-Bullying Policies	6	3/3	3	3	3/3	0	0	3/3	3	3	6
BONUS: Enforcement of HRC	3				3			3			
BONUS: City provides services to LGBT youth	2				2			2			
BONUS: City provides services to LGBT homeless	2				2			2			
BONUS: City provides services to LGBT elderly	2				2			2			
BONUS: City provides services to HIV/AIDS pop.	2				2			2			
	15	Part IV. Standard Points						6			
	11	Part IV. Bonus Points						0			
<b>Part V. Law Enforcement</b>											
A. LGBT Liaison/Task Force in Police Dept	8				8	0		8	0		0
B. Hate Crimes Reporting (2012)	10				10	10		10	0		10
	18	Part V. Standard Points						10			
<b>Part VI. Leadership on LGBT Equality</b>											
A. Leadership's Public Position on Equality	0-5				0-5	0		0-5	5		5
B. Recent Local Legislative Efforts	0-3				0-3	0		0-3	3		3
BONUS: LGBT Visibility	3				3			3	3		3
BONUS: Resisting Dittton's Rule	2				2			2	0		0
	8	Part VI. Standard Points						8			
	5	Part VI. Bonus Points						3			

City leadership is outspokenly pro-equality and substantial efforts are being made to make law or policy more inclusive.

Standard Points Total	74
Bonus Point Total	5
Total Raw Score	79
<b>Final Score</b>	<b>79</b>

79 points

## 2014 MEI Scorecard – College Park, MD

preliminary

		State			County			Municipal			
Part I. Non-Discrimination Law		SO	GI		SO	GI		SO	GI		
A. Employment	6	3/3	3	3	3/3	3	0	3/3	0	0	6
B. Housing	6	3/3	3	3	3/3	3	0	3/3	0	0	6
C. Public Accommodations	6	3/3	3	3	3/3	3	0	3/3	0	0	6
		18			Part I. Standard Points						18

### Part 1 - Non-discrimination Law

State and County legislation provides maximum points. City does not need to do anything.

**2014 MEI Scorecard – College Park, MD**

**preliminary**

Part II. Relationship Recognition		ME	CU	DP	DP Registry		DP Registry			
A. Statewide RR (ME, CU, DP)	12	12	0	0					12	
B. Municipal DP Registry	12				12	0	12	0	0	
	12	Part II. Standard Points								12

Part II - Relationship Recognition

Maryland Marriage Equality law provides maximum points. No action necessary.

## 2014 MEI Scorecard – College Park, MD

preliminary

Part III. Municipality As Employer		SO	GI	SO	GI	
Non-Discrimination Policy for City Employees						
A. Non-Discrimination in City Employment	10	5/5	0   0	5/5	5   0	5
Benefits for City Employees			---		---	
B. Domestic Partner Health Benefits	4	4	0	4	4	4
C. Trans-Inclusive Health Benefits	4	4	0	4	0	0
D. Legal Dependent Benefits	2	2	0	2	2	2
E. Equivalent Family Leave	2	2	0	2	2	2
Contractor Policies			---		---	
F. City Contractor Non-Discrim Ordinance	4	2/2	0   0	2/2	2   2	4
G. City Contractor Equal Benefits Ordinance	3	3	0	3	3	3
BONUS: Grossing Up Employee Benefits	2	2	0	2	0	0
BONUS: Welcoming Place to Work	2	2	0	2	2	2
	29	Part III. Standard Points				20
	4	Part III. Bonus Points				2

### Part III - Municipality as Employer

-Could increase 5 points by adding “gender identity” and “sexual orientation” to our non-discrimination in employment statements.

-Could increase 4 points by adding trans-inclusive health benefits to our health insurance coverage. This would be an added expense, estimated to be \$xx,xxx annually, of which approximately 80% paid by City, 20% by employees.

## 2014 MEI Scorecard – College Park, MD

preliminary

Part IV. Municipality Services												
A. Human Rights Commission	4				4	0		4	0		0	
B. Mayoral LGBT Liaison/Office	5				5	0		5	0		0	
Schools					SO GI			SO GI				
C. Anti-Bullying Policies	6	3/3	3	3	3/3	0	0	3/3	3	3	6	
BONUS: Enforcement of HRC	3				3			3				
BONUS: City provides services to LGBT youth	2				2			2				
BONUS: City provides services to LGBT homeless	2				2			2				
BONUS: City provides services to LGBT elderly	2				2			2				
BONUS: City provides services to HIV/AIDS pop.	2				2			2				
		15	Part IV. Standard Points									6
		11	Part IV. Bonus Points									0

### Part IV - Municipal Services

- Could add 4 points by working with County Human Relations Commission to include LGBT services. (CM Wojahn to speak with the Human Rights Campaign)
- Could add 5 points by appointing an internal staff member to be the City Manager's liaison to the LGBT community as a resource to ensure that the concerns of the LGBT community are being heard (not necessary to be separate position).
- Could add up to 8 bonus points by adding descriptions in our written materials about the services provided by our Youth, Family, and Seniors department.

## 2014 MEI Scorecard – College Park, MD

preliminary

Part V. Law Enforcement						
A. LGBT Liaison/Task Force in Police Dept	8		8	0	8	0
B. Hate Crimes Reporting (2012)	10		10	10	10	10
	18	Part V. Standard Points				10

### Part V – Law Enforcement

Councilmembers have been in communication with the UMPD police department and the Prince George’s County Police Department about possibly appointing an LGBT liaison.

## 2014 MEI Scorecard – College Park, MD

preliminary

Part VI. Leadership on LGBT Equality							
A. Leadership's Public Position on Equality	0-5		0-5	0	0-5	5	5
B. Recent Local Legislative Efforts	0-3		0-3	0	0-3	3	3
BONUS: LGBT Visibility	3		3		3	3	3
BONUS: Resisting Dillon's Rule	2		2		2	0	0
	8	Part VI. Standard Points					8
	5	Part VI. Bonus Points					3

### Part VI – Leadership on LGBT Equality

We have achieved all possible points in this category.

**2014 MEI Scorecard – College Park, MD**

**preliminary**



# Recommendations

- Amend the City Charter ssC9-1 Discrimination

To read:

The City shall not discriminate in recruiting, interviewing, hiring, upgrading/promoting, setting work conditions, and discharging an employee, Official, or applicant for employment based on ...

- Consider language setting principle of non-discrimination in city practices and policies.

# Recommendations

- Actively include mention of services for
  - LGBT youth,
  - LGBT homeless,
  - LGBT elderly, and
  - HIV/AIDS populationin our marketing materials for YFS department.

# Recommendations

- Investigate feasibility of adding Trans-Inclusive Health benefits to City's health insurance plan.
- Appoint employee to work as City Manager's liaison to the LGBT community.

4

Allowing non-  
citizens to  
vote

## MEMORANDUM

**TO:** Mayor and City Council

**THROUGH:** Joe Nagro, City Manager

**FROM:** Suellen Ferguson, City Attorney  
Janeen S. Miller, City Clerk

**DATE:** October 14, 2014

**RE:** Allowing non-citizens to vote in municipal elections

### ISSUE

The Mayor and City Council have asked staff to report on what it would take to enable non-citizen residents to vote in municipal elections.

### SUMMARY

The qualifications for Maryland statewide voter registration are established by §3-102 of the Election Article, Annotated Code of Maryland. To register to vote a person must:

- a. Be a U.S. citizen
- b. Be a Maryland resident on the day registration is requested
- c. Be at least 16 years old. Provided: An individual under the age of 18 years may only vote in a primary election in which candidates are nominated for a general or special election that will occur when the individual is at least 18 years old, and the individual must be 18 to vote in any other election.

A person is not qualified to be a statewide registered voter if the individual:

- a. has been convicted of a felony and is actually serving a court-ordered sentence of imprisonment, including any term of parole or probation, for the conviction;
- b. is under guardianship for mental disability and a court of competent jurisdiction has specifically found by clear and convincing evidence that the individual cannot communicate, with or without accommodations, a desire to participate in the voting process; or
- c. has been convicted of buying or selling votes.

Pursuant to §3-403 of the Election Article, the Supervisors of Elections for Prince George's County is tasked with maintaining the statewide voter registration list for the City. This section also allows the City to maintain a supplemental voter registration list "for those individuals who are not on the statewide voter registration list but who may otherwise be qualified to register to vote with the municipal corporation." A supplemental voting list would be maintained by the City's Board of Election

Supervisors. Individuals on a supplemental list created due to differences between statewide and City registration requirements would only be able to vote in City elections.

Section C4-2 of the City Charter says,

- A. Any qualified citizen residing within the corporate limits of the City of College Park who is registered to vote with the Supervisor of Elections for Prince George's County and will be at least 18 years of age on election day shall automatically become a registered voter of the City of College Park and be entitled to vote at general or special elections of the City of College Park.*
- B. The Supervisor of Elections for Prince George's County shall maintain the registration lists in accordance with his/her usual procedures, including but not limited to removing names because of changes of address and cancellation of registration for failure to vote.*
- C. Challenges to the registration of any individual not believed to be qualified to vote in the City elections shall be filed with the Supervisor of Elections of Prince George's County, Maryland, in accordance with said Supervisor's procedures.*
- D. Voter registration for City elections shall close 28 days prior to the election.*

Enabling non-citizen residents to vote in municipal elections would require amendment to this section of the Charter to 1) expand the definition of a qualified voter to include College Park residents who are not U.S. citizens and 2) establish an administrative program to register those voters (i.e., the creation and maintenance of a supplemental voter registration roll). See below.

To enable preparation of the necessary Charter Amendment, the Council must provide direction on these questions/issues:

1. May a person who is not a U.S. citizen register to vote for City elections. If yes, what status is acceptable:
  - a) Green Card: Permanent, lawful US resident, AND/OR
  - b) Visa (Student, Visitor, and Temporary Worker) which allows someone to visit for a specific length of time, OR
  - c) Immigration status is irrelevant for eligibility
2. Are there any other changes to the state eligibility guidelines.

Other municipalities: Staff requested information from the other Maryland municipalities that allow their non-citizen residents to vote in municipal elections and received responses from Martin's Additions and Takoma Park. This information is attached. Also included is information from the City of Bowie, which maintains a supplemental voter registration list for voters who are otherwise qualified to vote in County elections but choose only to register for municipal elections.

#### Supplemental Voter Registration

The Board of Election Supervisors would be charged with determining the procedures for any required supplemental voter registration. The BOES would develop a voter

registration form and provide a list of acceptable documentation for each category that requires verification, such as.

- Proof of Residency
- Proof of Identify and Age
- Proof of Immigration/Legal Status (if required)

The City Clerk's office would be charged with registering the voters and maintaining the supplemental registration roll according to the procedures set forth by the BOES.

**RECOMMENDATION**

That the City Council discuss the issues raised in the memo and provide direction to staff.

Attachments:

Maryland Voter Registration Application  
Information from other municipalities

REMOVE TO EXPOSE ADHESIVE

# VOTER REGISTRATION APPLICATION

PLEASE COMPLETE IN **BLACK INK** - DETACH FORM AND FOLD WHERE INDICATED TO MAIL

Maryland State Board of Elections SBE 03-202-1 Rev 8/10 VRA

<b>1</b>	Are you at least 16 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If you answer NO to either question, do not complete this form.</b>						
<b>2</b>	Check boxes that apply and complete Items 3-12. <input type="checkbox"/> New Registration <input type="checkbox"/> Name Change <input type="checkbox"/> Party Affiliation Change <input type="checkbox"/> Address Change						
<b>3</b>	Last Name		First Name		Middle	Suffix	
<b>4</b>	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female			<b>5</b>	Birth Date:		Year
<b>6a</b>	<b>MARYLAND Driver's License or MVA ID Number MANDATORY</b> (If you have neither see instructions)						
<b>6b</b>	Social Security Number (last 4 digits)			<b>6c</b>	<input type="checkbox"/> Check here if you do not have either a current, valid Maryland driver's license / MVA ID card or a Social Security Number		
<b>7</b>	Maryland Residence Address:	Street Number	Street Name	Apt. No.	City or Town	Zip Code	County
	<input type="checkbox"/> Check here if you reside in Baltimore City.						
<b>8</b>	Mailing Address (if different from Item 7)						
<b>9</b>	Party (check one): <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Constitution Party <input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other - Specify _____						
<b>10</b>	<b>CONTACT INFORMATION</b> Daytime Phone: _____ Email (optional): _____						
<b>11</b>	<input type="checkbox"/> Check here if you would like information on polling place assistance for elderly, disabled or voters unable to write or read the ballot. <input type="checkbox"/> Check here if you would like information on working as an election judge for your County Board of Elections.						
<b>12</b>	Under penalty of perjury, I hereby swear or affirm: I am a U.S. citizen. <input checked="" type="checkbox"/> I am a Maryland resident. <input checked="" type="checkbox"/> I am at least 16 years old. <input checked="" type="checkbox"/> I have not been convicted of buying or selling votes. <input checked="" type="checkbox"/> I have not been convicted of a felony, or if I have, I have completed serving a court-ordered sentence of imprisonment, including any term of parole or probation for the conviction. The information in this application is true to the best of my knowledge, information and belief.						
	Signature (required)			Date			
	[Signature Line]			[Date Line]			

## LAST VOTER REGISTRATION INFORMATION (if applicable)

<b>A</b>	Name on Last Registration:	Last Name	Title (Jr., Sr., etc.)	First Name	Middle Name	Date of Birth	
<b>B</b>	Address on Last Registration:	Street Number	Street Name	Apt. No.	City or Town	Zip Code	State

**! AFTER THIS FORM IS FILLED OUT, YOU MUST SIGN AND MAIL IT TO YOUR COUNTY BOARD OF ELECTIONS. IT CANNOT BE PROCESSED IF IT IS FAXED OR E-MAILED, BECAUSE IT REQUIRES AN ORIGINAL SIGNATURE.**

## MARYLAND VOTER REGISTRATION APPLICATION

### TO REGISTER, YOU MUST

- Be a U.S. citizen;
- Be a Maryland resident;
- Be at least 16 years old\*;
- Not be under guardianship for mental disability or if you are, you have not been found by a court to be unable to communicate a desire to vote;
- Not have been convicted of buying or selling votes;
- Not have been convicted of a felony, or if you have, you have completed serving a court-ordered sentence of imprisonment, including any term of parole or probation for the conviction.

\*You may register to vote if you are at least 16 years old but cannot vote unless you will be at least 18 years old by the next general election.

### DEADLINE INFORMATION

- This application must be postmarked no later than 21 days before an election.
- If your application is complete and you are found to be qualified, a Voter Notification Card will be mailed to you.
- The submission of this form to an individual other than an official, employee, or agent of a County Board of Elections does not assure that the form will be submitted or filed in a timely manner.

### YOU CAN USE THIS FORM TO

- Register to vote in federal, state, county, and municipal elections in Maryland.
- Change your name, address, or party affiliation.

### INSTRUCTIONS

- If you do not have a current, valid Maryland driver's license or MVA ID card, you must enter the last 4 digits of your social security number. The statutory authority allowing officials to request the last 4 digits of your social security number is Election Law Article, § 3-202. The number will only be used for registration and other administrative purposes. It will be kept confidential.
- Complete Items 1–11 in Voter Registration Application. Sign and date Item 12. If you are registered to vote in another Maryland county or another state, you must complete Items A–B in Last Voter Registration.
- You must register with a party if you want to take part in that party's primary election, caucus or convention. Check one box only.
- Detach this panel at the perforation.
- Address and mail the application to your County Board of Elections, using the list on the back panel.

### WARNING

Giving false information to obtain voter registration is perjury and punishable by a fine of up to \$1,000, or by imprisonment for up to 5 years, or both.

### PERSONAL RECORDS NOTICE/CONFIDENTIALITY

This form collects personal information for voter registration purposes. If you are not registered to vote and you refuse to provide this information, you will not be allowed to vote in Maryland. You may update your voter registration at any time at your County Board of Elections. Except for items specified as confidential, voter registration records are generally available for public inspection; they may also be shared with jury commissioners/clerks or other government agencies as provided by law. The law prohibits use of voter registration records for commercial solicitation purposes. If you decline to register to vote, that fact will remain confidential and will be used only for voter registration purposes.

If you register to vote, the identity of the office at which the application is submitted will remain confidential and will be used only for voter registration purposes.

### QUESTIONS

Visit the State Board of Elections website at [www.elections.state.md.us](http://www.elections.state.md.us) to verify your registration, find your polling place, and find out other important information. If you have any questions, call your County Board of Elections or the State Board of Elections at the numbers listed on the back of the application.

**! Large type Voter Registration Applications available upon request to your County Board of Elections or the State Board of Elections.**

Detach this before mailing.

## Responses from other municipalities

**May 16, 2014:**

**Jean Sperling, Village Office Manager, Village of Martin's Additions:**

**Population is 950, number of households is 325.**

If you live in Martin's Additions and are listed in their directory, you have the right to vote. They don't care about citizenship or immigration status. There is a grass-roots effort to include everyone who lives in the town. They use their directory as the voter list. They don't have a voter registration form. If you are not in the directory and still want to vote, they might have you complete an affidavit or bring in a utility bill to prove residency. She knows every house in the town and every resident, so formalities aren't needed. She knows when people move in and out. They update their list every two years.

**May 5, 2014:**

**Jessie Carpenter, City Clerk, City of Takoma Park:**

**Population is 16,715.**

**400 voters registered on supplemental list: 80 active, remainder inactive**

The supplemental list is only for non-citizens or felons who have not had their voting rights restored; we do not allow anyone eligible to vote in the State of Maryland to register using a Takoma Park form. [Some people try to do this if they don't want to be called for jury duty.] We do not have written guidelines as a separate document; we incorporate all the information into the voter registration form. We do not ask about immigration status. Our sanctuary city law prohibits asking that except when required by federal law.

**February 14, 2014:**

**Awilda Hernandez, City Clerk, City of Bowie**

**Population is 56,000**

Who they register: Any residents that are not registered with the County and only wish to vote during City elections, and live in the incorporated city. They are otherwise qualified to vote in the County. If someone came in and wanted to register they would fill out a registration form and then she would check with the County to make sure they are not registered with them; if they weren't she would add to the list. At the beginning of an election year a letter is sent to those residents along with an affidavit they need to complete to stay on the supplemental list. She also checks the voter registration list she receives from the County to make sure those names were not on the list.

## MEMORANDUM

**TO:** Mayor and City Council  
**THROUGH:** Joe Nagro, City Manager  
**FROM:** Janeen S. Miller, City Clerk  
**DATE:** October 17, 2014  
**RE:** Removal of voters from statewide voter registration list

### ISSUE

In August, Council requested information on how the County purges voters from the voter registration rolls.

### SUMMARY

State law (attached) regulates how the County cleanses the voter rolls. The City Clerk discussed this issue with Ms. Alisha Alexander, Prince George's County Election Administrator, and offers these notes:

Post Office: The Board of Elections sends mailings to all registered voters prior to the primary election. If they get the mail back from the Post Office with a yellow sticker that the voter has a new address, the Board sends a confirmation letter to the new address. If the voter replies with a new address, the record will be changed. The Board will send the confirmation two or three times. If they don't hear back from the voter, the voter will be placed on inactive status. After 2 federal election cycles with no vote, the voter registration will be cancelled.

If a household receives a piece of mail from the Board of Elections for a voter who no longer lives at that address, they should put that mail back in the mailbox so the Post Office can return it to the Board. This will trigger the procedure above. The strong advice is not to keep the mail or throw it away, but to return it.

Voters who fail to change their address cannot be removed any other way than by the voter; in other words, a parent can't call and say that the child has moved. The Board needs a signed document from the voter that they are no longer at that address.

#### Information from a Government Agency

- To remove deceased voters: When the Board receives information from the Department of Mental Health and Hygiene that a voter has died, they send a confirmation letter to the family. If the family replies, the voter is removed. This method would not catch a voter

who dies out of state. However, recent legislation now allows the state election administrator to use other sources of information, i.e., Social Security, to remove deceased voters, so this may help with removal of deceased voters going forward. The Board does not use death notices or obituaries to remove a voter.

- Election Registration Information Center: Maryland belongs to a database that currently has 8 states that compare voter information. If they see a voter who is registered in one of the other states they will send out a confirmation letter to their Maryland address.
- Many states do notify other states when a person registers to vote and lists that they were previously registered in another state. This notification is enough for the Board to make them inactive and send out a confirmation letter to that person's last known address.

If the Board of Elections does not hear from the Post Office, from another government agency, or from the voter himself, they will keep a voter on the rolls indefinitely, whether they vote or not.

#### **RECOMMENDATION**

For information only.

#### **Attachment:**

State Law

## **Statewide Voter List**

### **§ 3-501. Removal of voters from registry**

An election director may remove a voter from the statewide voter registration list only:

(1) at the request of the voter, provided the request is:

(i) signed by the voter;

(ii) authenticated by the election director; and

(iii) in a format acceptable to the State Board or on a cancellation notice provided by the voter on a voter registration application;

(2) upon determining, based on information provided pursuant to § 3-504 of this subtitle, that the voter is no longer eligible because:

(i) the voter is not qualified to be a registered voter as provided in § 3-102(b) of this title; or

(ii) the voter is deceased;

(3) if the voter has moved outside the State, as determined by conducting the procedures established in § 3-502 of this subtitle; or

(4) if, in accordance with the administrative complaint process under § 3-602 of this title, the State Administrator or the State Administrator's designee has determined that the voter is not qualified to be registered to vote.

### **§ 3-102. Qualifications for voter registration**

(a) In general. --

(1) Except as provided in subsection (b) of this section, an individual may become registered to vote if the individual:

(i) is a citizen of the United States;

(ii) is at least 16 years old;

(iii) is a resident of the State as of the day the individual seeks to register; and

(iv) registers pursuant to this title.

(2) Notwithstanding paragraph (1)(ii) of this subsection, an individual under the age of 18 years:

(i) may vote in a primary election in which candidates are nominated for a general or special election that will occur when the individual is at least 18 years old; and

(ii) may not vote in any other election.

(b) Exceptions. -- An individual is not qualified to be a registered voter if the individual:

(1) has been convicted of a felony and is actually serving a court-ordered sentence of imprisonment, including any term of parole or probation, for the conviction;

(2) is under guardianship for mental disability and a court of competent jurisdiction has specifically found by clear and convincing evidence that the individual cannot communicate, with or without accommodations, a desire to participate in the voting process; or

(3) has been convicted of buying or selling votes.

**§ 3-504. Information from other agencies; death verification and removal from statewide voter registration list**

(a) Information reported to State Administrator. --

(1) (i) Information from the agencies specified in this paragraph shall be reported to the State Administrator in a format and at times prescribed by the State Board.

(ii) The Department of Health and Mental Hygiene shall report the names and residence addresses (if known) of all individuals at least 16 years of age reported deceased within the State since the date of the last report.

(iii) The clerk of the circuit court for each county and the administrative clerk for each District Court shall report the names and addresses of all individuals convicted, in the respective court, of a felony since the date of the last report.

(iv) The clerk of the circuit court for each county shall report the former and present names and residence addresses (if known) of all individuals whose names have been changed by decree or order of the court since the date of the last report.

(2) The State Administrator shall make arrangements with the clerk of the United States District Court for the District of Maryland to receive reports of names and addresses, if available, of individuals convicted of a felony in that court.

(3) The State Administrator shall make arrangements with the United States Social Security Administration or an entity that receives information from the Social Security

Administration and is approved by the State Administrator to receive reports of names and addresses, if available, of all Maryland residents at least 16 years of age who are reported deceased.

(b) Information reported to local boards. --

(1) The State Administrator shall transmit to the appropriate local board information gathered pursuant to subsection (a) of this section.

(2) Every agency or instrumentality of any county which acquires or condemns or razes or causes to be condemned or razed any building used as a residence within the county shall promptly report this fact and the location of the building to the local board in the county or city.

(3) Registration cancellation information provided by an applicant on any voter registration application shall be provided to the appropriate local board by the State Administrator or another local board.

(4) A local board may:

(i) make arrangements to receive change of address information from an entity approved by the State Board; and

(ii) pay a reasonable fee to the entity for the information.

(c) Death verification; removal from registry. --

(1) (i) Except as provided in paragraph (2) of this subsection, whenever a local board becomes aware of an obituary or any other reliable report of the death of a registered voter, the election director shall mail a notice to the registered voter, as prescribed by the State Board, to verify whether the voter is in fact deceased.

(ii) On receipt of a verification of the death of a voter, provided in accordance with the notice mailed under subparagraph (i) of this paragraph, the election director may remove the voter from the statewide voter registration list under § 3-501 of this subtitle.

(2) (i) Whenever a local board receives a report obtained by the State Administrator under subsection (a)(3) of this section that includes a registered voter, the election director shall mail to the address shown on the statewide voter registration list, by regular U.S. mail, a notice that:

1. states that the registered voter has been reported by the Social Security Administration to have died; and

2. notifies the registered voter or a person attending the affairs of a deceased voter that the voter will be removed from the statewide voter registration list unless, within 2

weeks after the date of the letter, the registered voter or a representative:

- A. objects to the removal; and
- B. shows cause why the removal should not proceed.

(ii) If the registered voter or a representative timely objects and shows cause why the removal should not proceed, the election director may:

- 1. terminate the removal process and retain the registered voter on the statewide voter registration list; or
- 2. refer the matter to the local board for a hearing to determine the registered voter's status.

(iii) If the registered voter or a representative fails to timely object and show cause why the removal should not proceed, the registration shall be canceled and the registered voter removed from the statewide voter registration list.

**§ 3-502. Change of address information; procedures**

(a) Definitions. --

(1) In this section the following words have the meanings indicated.

(2) "Confirmation notice" means a notice, approved by the State Board, that is sent by forwardable mail with a return card.

(3) "Return card" means a postage prepaid and preaddressed card on which the voter may report the voter's current address.

(b) Change of address; same jurisdiction. -- Upon receiving any information that a voter currently registered in the State has moved to a different address within the State, the appropriate election official shall change the voter's record and send the voter a confirmation notice.

(c) Change of residence outside State. -- If it appears from information provided by the postal service or an agency specified in § 3-504(b) of this subtitle that a voter has moved to a different address outside the State, the election official in the county where the voter most recently resided in the State shall send the voter a confirmation notice informing the voter of his or her potential inactive status as described in § 3-503 of this subtitle.

(d) Duty to correct. -- Upon receipt of a return card, the election director shall:

- (1) make any needed corrections in the statewide voter registration list; and

(2) in accordance with State Board guidelines, retain original voter registration documents.

(e) Removal from statewide voter registration list; grounds. -- The election director may not remove a voter from the statewide voter registration list on the grounds of a change of address unless:

(1) the voter confirms in writing that the voter has changed residence to a location outside the State; or

(2) (i) the voter has failed to respond to a confirmation notice under subsection (c) of this section; and

(ii) the voter has not voted or appeared to vote (and, if necessary, corrected the record of the voter's address) in an election during the period beginning with the date of the notice through the next two general elections.

### **§ 3-602. Administrative complaint**

(a) In general. -- Under the procedures established by the State Board, an administrative complaint may be filed by:

(1) a person who feels aggrieved by an action of a local board regarding voter registration; or

(2) a local board with reason to believe that a registration has been erroneously added to or omitted from the statewide voter registration list other than by clerical error.

(b) Presumption of residency. -- In determining whether an individual is or is not a resident of an election district or precinct, the presumption shall be that an individual shown to have acquired a residence in one locality retains that residence until it is affirmatively shown that the individual has acquired a residence elsewhere.

(c) Judicial review. --

(1) Except as provided in paragraph (2) of this subsection, a final determination issued under the administrative complaint procedures established by the State Board is not subject to judicial review.

(2) Any final determination regarding the eligibility of an individual to register to vote or remain registered to vote is subject to judicial review.

(i) 1. A petition for judicial review shall be filed with the Circuit Court for Anne Arundel County.

2. The petition may be brought at any time, except that it may not be later than the third Tuesday preceding the next succeeding election.

(ii) 1. The court, on presentation of satisfactory evidence, may, in its discretion, dispose of the matter summarily or otherwise set the matter for hearing.

2. On appropriate order of the court, the State Board shall make the required corrections.

(d) Appeal. --

(1) An appeal may be taken from any ruling of the circuit court to the Court of Special Appeals.

(2) The appeal shall be taken within 5 days from the date of the decision by the circuit court, and the appeal shall be heard and decided by the Court of Special Appeals as soon after the transmission of the record as practicable

5

City

Communications

## MEMORANDUM

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**TO:** Mayor and City Council  
**FROM:** Bill Gardiner, Assistant City Manager *BA*  
**THROUGH:** Joe Nagro, City Manager *JN*  
**DATE:** October 17, 2014  
**SUBJECT:** College Park and Neighboring Communities' Communication Tools

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### ISSUE

The Council has often raised questions and made suggestions regarding the City's communications tools and their effectiveness, and requested discussing the topic at a worksession. This memo provides an overview of the City's communications efforts and information about communications in neighboring municipalities.

#### **City of College Park Communications**

The City's primary communication tools are the City's main website, [www.collegeparkmd.gov](http://www.collegeparkmd.gov), the Municipal Scene, the cable TV channel, the annual Resident Information Guide, and College Park Connected (the Constant Contact email service). In addition to these categories of communication tools, the City sends numerous letters to officials, speaks to reporters and residents about various issues, and responds to information requests. The communications function is spread across all departments.

#### Municipal Scene

The City pays approximately \$35,000 annually (\$1,500 per issue) to the *Gazette* for layout, design and printing of the Municipal Scene, which is published on the second and final week of the month as a full-page color insert. The City Clerk's office submits copy to the *Gazette* four days prior to publication which allows us to include timely information. The agreement with the *Gazette* includes space for the weekly City calendar.

The Northern Prince George's County *Gazette* is delivered to all single-family residences in the City (and beyond, providing information about events to a wider audience) and copies are also placed at various locations. The Municipal Scene content includes summaries of Council actions, City events, program announcements and hearing notices. The Municipal Scene is also emailed via College Park Connected and posted to the City website.

### Resident Information Guide

The annual Resident Information Guide is a comprehensive guide to City services delivered by Public Works staff to each household. This project is coordinated by the Public Works Department, and the FY15 budget for printing and distribution is \$11,800. Several notices from City departments and civic associations are inserted in the delivery packet with the Guide.

### Website

The IT office manages the overall site and the homepage content, and each department manages all content and updates on its pages. For September, the pages most frequently accessed were online parking ticket payments, worksession and meeting agendas, budget documents, Hollywood Gateway Park documents, rental property listing, the City calendar, and various development reports. Additionally, the Planning Department manages the [www.shopcollegepark.org](http://www.shopcollegepark.org) website, which focuses on information about area attractions, economic development, events, and local businesses.

### College Park Connected (Constant Contact)

The City uses Constant Contact, branded as “College Park Connected” to push information by email to subscribers. The IT office set up the system and manages updates to it. Each department decides what and when to post notices to subscribers, who have requested to receive specific categories of information from the City (City Council, City Events, Development News, General Issues, Jobs, Public Works, and SmartLeaf Compost). There are currently about 1,000 subscribers. Since July, the City has posted 51 times in total to any of the subscriber categories, with a 43 percent email open rate.

### Cable TV Channel

The City’s cable television channel can be viewed by customers of Comcast and Verizon FiOS in College Park. City Council meetings, worksessions and public hearings are broadcast live and rebroadcast four more times each week (Wednesday – Saturday). At other times, the City displays a slide show of pertinent information (using a system called Carousel) which is coordinated by the City Clerk’s office. The City is obtaining information on approximately how many households in the City pay for Comcast or Verizon services that allow them to view the City’s channel. In 2012, 68 percent of the Resident Satisfaction Survey respondents reported never using the College Park cable channel.

## **Summary of Nearby Municipality’s Communications Services**

Staff contacted Bowie, Greenbelt, Hyattsville, Laurel, New Carrollton, and Takoma Park to understand how each communicates city information to their residents. New Carrollton probably has the smallest staffing and budget, spending less than \$70,000 for its newsletter,

website, and cable TV services. At the other end of the spectrum, Laurel created a Communications Department in 2013 with a staff of five and a budget of \$515,000. Below is a narrative of the programs; a chart is also attached.

### **Newsletters**

All of these municipalities produce city newsletters. Laurel and Bowie provide them electronically and hard copies at certain locations, although Bowie is now considering mailing its newsletters to residents. The other municipalities mail their newsletters. Two of the cities provide the newsletters every month, while the other cities send them every other month or quarterly. Two of the newsletters are four pages, and the rest are between 10 and 24 pages.

Greenbelt and Hyattsville pay for space in a local newspaper to provide City-created news information in that paper. Each also mails a newsletter to residents (quarterly for Greenbelt, and monthly for Hyattsville). Bowie produces a 16-page newsletter (Bowie Spotlight) six times a year; a 12-page seniors newsletter every month; and a Recreation newsletter every month. Takoma Park mails a 12-page monthly newsletter to all residents (single-family and multi-family). It is edited by an outside contractor, and the total cost is about \$75,000. Laurel produces two 10-page quarterly newsletters and a Parks and Recreation newsletter twice a year. Only the Parks and Recreation newsletter is mailed.

### **Websites and Social Media**

Greenbelt, Bowie, and Hyattsville use CivicPlus for their websites, and the other municipalities use a different vendor or do it in-house. All of the municipalities have Facebook or Twitter accounts, but their social media information was not tracked to determine the frequency or subscriber numbers. Laurel reported that social media is its most effective communications tool. Greenbelt noted the website, its ad in the local paper, and social media as its most effective tools. Bowie said its most effective communications tools are Alert Bowie (similar to College Park Connected) and its website.

### **Staffing**

Staffing levels and configurations for the communications functions varied. New Carrollton and Hyattsville do not have a specific position for communications, and the functions are dispersed among several staff members. Hyattsville had a full-time communications manager position, but it was later combined with another department. Takoma Park, Greenbelt, and Bowie have at least one full-time position in communications at a coordinator or department director level. Laurel has a director with four full-time staff, and Takoma Park has 4.35 FTEs. Both the Laurel and Takoma Park departments have a focus on TV production.

### **Recommendation**

The purpose of the memo is to provide an overview of the City's communications and that of neighboring municipalities as background and a starting point for the Council discussion. Staff could explore options or provide additional information to assist Council establish policies or prioritize certain programs. The following questions may help Council frame the issues.

**What are Council's goals and expectations for City communications to its residents, businesses, and a broader audience?** Staff are carrying out the function with the resources provided and a general understanding of the desired result. It may help to develop specific goals and strategies. For example, the City of Rockville's Communications department has the following goals:

- Engage people in their community
- Tell them how they can be part of the democratic process (what do taxes pay for, what services we offer and how can they be utilized, what policies are being made and how do they affect me, Mayor and Council goals and decision)
- Market City services and programs
- Brand messaging (hometown community with big city amenities)
- Diversity of messaging (are we connecting with all the different members of the community?)

**Are we meeting or exceeding our communications goals?** If not, what types of communications would be most effective to exceed our goals?

**Do we need additional resources to carry out the strategies and accomplish the goals?** If so, what type of resources, and from where?

**Attachment:** Chart with information regarding municipal newsletters and communications

City	Newsletter	Frequency	Appx. Pages	Delivery Method/ Number of Households	Newsletter Budget	Local Paper	Money Provided to Newspaper	Number of Communications Staff	Primary responsibility
Takoma Park	Takoma Park Newsletter	Monthly	12 pages	Mailed	\$75,000			4.35 FTEs; \$553,000 budget outside editor	TV videotaping and production, website, social media
Hyattsville	<i>The Hyattsville Reporter</i>	Monthly	4 pages	Mailed		<i>Hyattsville Times</i>	Yes \$2,350. per month	Part-time Director; and part-time administrative staff; part-time video crew	website, Reporter, Council meetings, social media
New Carrollton	City of New Carrollton Newsletter	7 times a year	24 pages	5,000 printed and delivered to each home and business	\$35,000 for print/mail; \$6,500 Website; \$23,000 TV Budget	none	none	City Clerk is responsible for Newsletter with help from admin. asst. Another assistant is responsible for facebook and twitter. There is a specific crew to record and upload workshop and council meetings to website.	Newsletter, social media
Bowie	<i>Bowie Spotlight</i> ; the Senior Center also puts out a monthly newsletter, <i>The News</i> (run by volunteers); and the Rec Department sends out a monthly electronic news flash.	6 times a year for the <i>Bowie Spotlight</i> Monthly for the Senior newsletter	16 pages <i>Bowie Spotlight</i> 12 pages the seniors newsletter	Mailed to only 200 homes. 1,000 copies left at various locations including: Library and Senior Center, Gym, Ice Arena etc. Electronic version on Website and sent via Alert Bowie	\$8,000 printing; \$1,200 postage	Bowie Blade News Gazette-Star	Only for any City ads placed in Blade	Una Cooper is the full time Communications Coordinator, there is a part-time editor, a part-time Public Information intern and 3 part-time studio techs	Website, Newsletter, Cable TV and Alert Bowie
Greenbelt	<i>The Greenbelt Bulletin</i>	Quarterly	4 pages	Mailed	\$14,000	Greenbelt News Review	Large weekly ad in the paper appx. \$25,000 annually	Beverly Palau is the full time Public Information and Communications Coordinator and part-time interns	Municipal Access Channel, City Website, press Releases, Cable Franchise Administrator, Newsletter, Weekly City Ad, Social Media, Recreation Brochure, Publication
Laurel	<i>Laurel Connections</i> ; <i>Public Safety Brief</i> ; and Parks and Rec. creates their own newsletter.	Quarterly for <i>Laurel Connections</i> ; Quarterly for <i>Public Safety Brief</i> ; and twice a year for Parks and Rec.	10 pages	Electronic for Laurel Connections. Mailed to each home for Parks and Rec.	did not provide	The Gazette	Pennysaver for Employment Ads	Audrey Barnes Director, Department of Communications	Laurel TV - Public Access; RSS News Alerts; Website; social media including Twitter and Facebook.

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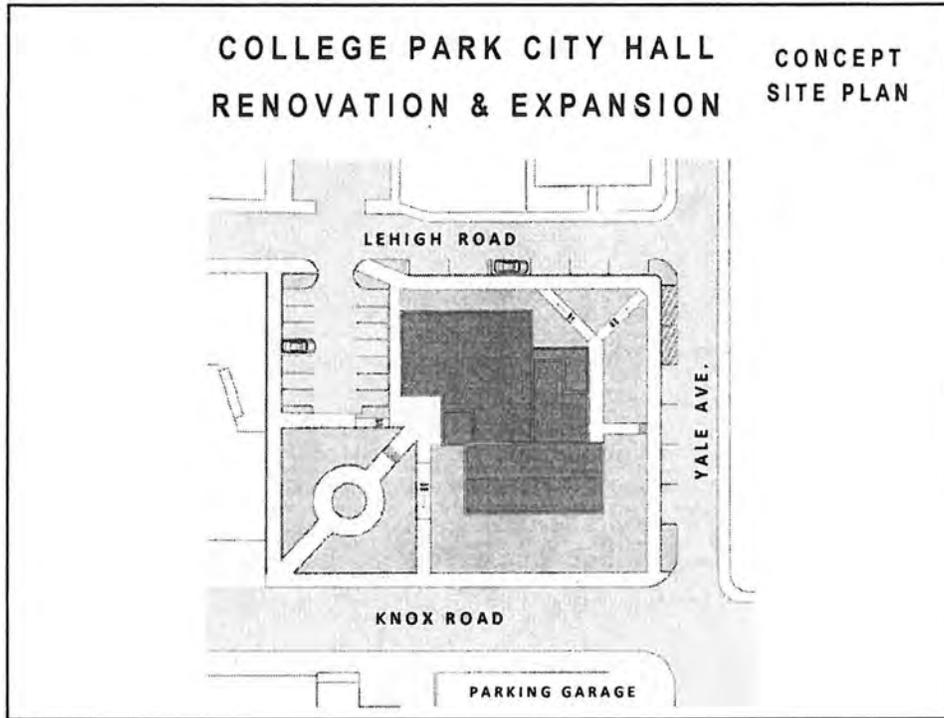
Material for  
October 28  
Public Forum  
on Site  
Selection for  
City Hall

## City Hall Site Selection



## Recent History

- Renovation and addition to City Hall put on hold a year ago
  - Possible availability of Route 1 frontage and opportunity to work with UM foundation on other options
  - Lack of support for Calvert Road site for College Park Academy
- College-Park City University Partnership (CPCUP) exploration of other uses at both sites including UM office, faculty/staff housing and daycare



**COLLEGE PARK CITY HALL  
RENOVATION & EXPANSION**

**COST ESTIMATE  
AND SCHEDULE**

**SCHEDULE AND COST INFORMATION**

Pre-design and Programming Completion:	09 / 11
Design Document Initiation:	11 / 11
Construction Document Completion:	4 <sup>th</sup> Qtr 2012
Bid Date:	1 <sup>st</sup> /2 <sup>nd</sup> Qtr 2013
Construction Completion Date:	2 <sup>nd</sup> /3 <sup>rd</sup> Qtr 2014
Concept Design Estimate:	\$5 mil. - \$6 mil.
60% Design Development Estimate:	\$7 mil. - \$7.5 mil.
Construction Document Estimate 60%:	\$
Construction Document Estimate 100%:	\$
Construction Budget:	\$7 mil. - \$7.5 mil.

## Past History

1990 – Consultant study identified City Hall space deficit of 18,000 SF by 2005

1996 – Decision to renovate City Hall and 2,000 SF at Calvert Road school for Public Services rather than build new

2003 – City pursued private development of City Hall site and  
2010 evaluated 7 different sites for the relocation of City Hall

Fatal flaws:   1. Lack of consensus on a City Hall site  
                  2. Preference to have Route 1 frontage for private development

2011 – Decision to expand City Hall on existing site

## Need for a New City Hall

- Overcrowded conditions
- No room for expansion of services
- Lack of staff and community meeting space
- Deferred maintenance of existing building
- No outdoor public space
- Lack of civic presence

## Two Sites Under Consideration



City Hall Site



Calvert Road Site

**SITE COMPARISON BASED ON SELECTION CRITERIA**

	<b>CITY HALL SITE</b> 1.23 acres Zoned M-U-I/DDOZ	<b>CALVERT ROAD SITE</b> 3.73 acres Zoned R-55
<b>SELECTION CRITERIA</b>		
1. Zoning	Permits public use, commercial, residential, hotel and mixed use	Permits single-family detached housing but deed restricts to public use only
2. Land area	Adequate with off-site parking in parking garage	Adequate with surface parking
3. Type of review process	Detailed Site Plan, building permit	Building permit
4. Pedestrian accessibility	Excellent (downtown center)	Good (downtown edge)
5. Vehicular accessibility	Good (more congested, limited or no on-site visitor parking)	Excellent (less congested, plenty of on-site visitor parking)
6. Visibility & civic prominence	Good (could be dwarfed by Route 1 redevelopment)	Good (between Route 1 and Metro)

**SITE COMPARISON BASED ON SELECTION CRITERIA**

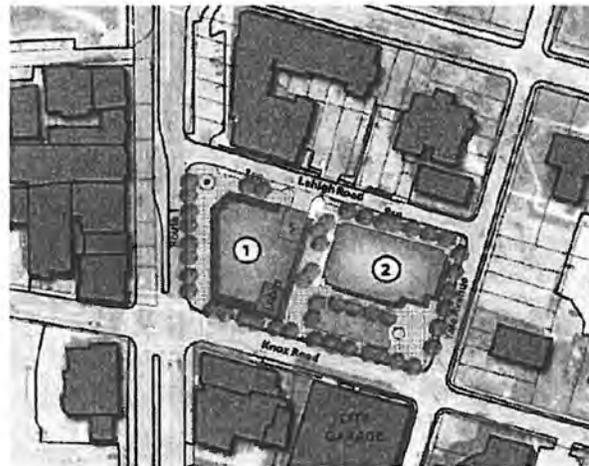
	<b>CITY HALL SITE</b> 1.23 acres Zoned M-U-I/DDOZ	<b>CALVERT ROAD SITE</b> 3.73 acres Zoned R-55
7. Minimizes relocation disruption and cost	All City Hall operations may need to relocate during construction	May require relocation of Public Services Department during construction
8. Minimizes construction costs	Unknown	Unknown
9. Disposition opportunity if not used for City Hall	Excellent based on demonstrated past interest, zoning and location	Limited based on zoning and deed restrictions
10. Obstacles to Proceeding	Coordination of development with University of Maryland	None
11. Other	Sale or lease of site could help offset cost of new City Hall elsewhere	Property is vacant and incurs some maintenance costs

College Park City Hall Knox Road and Calvert Road CCS: Comparison - 08/27/14		Knox Road Site				Calvert Road Site				Remarks
Item	Description	Unit	Qty.	Demolition and New Construction		Demolition/Renovation and Addition		Unit Cost	Cost	
				Unit Cost	Cost	Unit Cost	Cost			
	Site Demolition	sf	22,000	\$2.00	\$44,000	sf	21,400	\$1.75	\$37,450	Removal of paving
	Bulk Building Demolition	sf	12,000	\$3.00	\$36,000	sf	16,000	\$3.00	\$48,000	Original 1930's front retained
	Selective Building Demolition (interior)	N/A	N/A	N/A	N/A	sf	6,000	\$6.00	\$36,000	
	Site Work (stormwater paving and landscaping)	sf	15,000	\$20.00	\$300,000	sf	25,000	\$20.00	\$500,000	78 surface parking spaces added to Calvert Road
	New Construction	sf	28,000	\$270.00	\$7,560,000	sf	22,000	\$270.00	\$5,940,000	includes LEED silver certification
	Renovation	N/A	N/A	N/A	N/A	sf	6,000	\$100.00	\$600,000	
	<b>Subtotal Construction Cost</b>				<b>\$7,940,000</b>				<b>\$7,366,700</b>	
	Soft Costs/A/E Fees Etc.	% of Const.	7,540,000	7.0	\$527,800	% of Const.	\$7,106,700	7.0	\$501,669	
	Interim Office Lease	SF	10,000	\$75.00	\$750,000	N/A	N/A	N/A	N/A	Based on 12 months of construction. Moving cost not included
	Entitlements	Hour	100	\$400.00	\$40,000	N/A	N/A	N/A	N/A	Detailed Site Plan required for Knox Road only
	<b>Total</b>				<b>\$8,765,800</b>				<b>\$7,668,369</b>	

**Assumptions:**  
 All numbers are estimates and not exact values.  
 Construction hard & soft cost numbers are not associated.  
 Car not remain in City Hall during construction.



## City Hall Site Option 2



### City Hall Site Option 1a

#### City Hall & Office

Building 1 - Retail/ Office  
Retail: 13,000 ft<sup>2</sup>  
Office: 15,000 ft<sup>2</sup>/floor @ 5 stories = 75,000 ft<sup>2</sup>

Building 2 - City Hall  
12,000 ft<sup>2</sup>/Floor @ 3 stories = 36,000 ft<sup>2</sup>  
(approx. car lot +/-)

Parking 12 spaces  
On-Street - 12 spaces

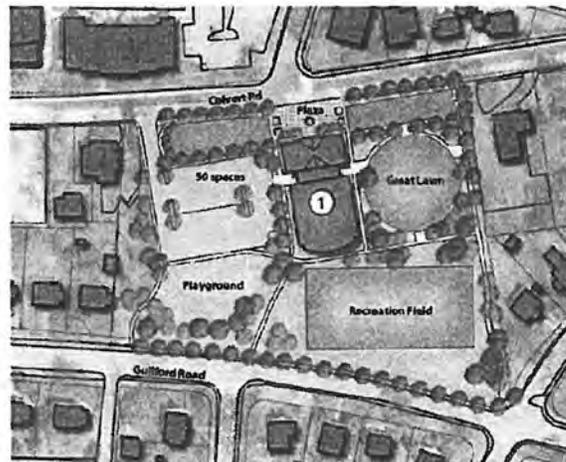
#### Key

- Civic
- Office
- Retail Frontage

City Hall Site, Option 1a 04-23-14

DESIGN

## Calvert Road Site Option 1



### Calvert Road Option 1

#### City Hall only

Building 1 - City Hall  
36,000 ft<sup>2</sup> +/-

Renovate 2-story structure, 6,000 ft<sup>2</sup> +/-

New construction:  
10,000 ft<sup>2</sup> +/- /floor @ 3 stories = 30,000 ft<sup>2</sup>  
(approx. car lot +/-)

No Child Care/Pre K

Parking  
Surface - 50 spaces  
(could be more if needed)

Calvert Road, Option 1 01-23-14

DESIGN

## Calvert Road Site Option 2



### Calvert Road Option 2

#### City Hall only

##### Building 1 - City Hall

Renovate 2-story structure 6,000 ft<sup>2</sup> +/-

New construction: 10,000 ft<sup>2</sup> +/- / 3 stories = 30,000 ft<sup>2</sup> (approx can be +/-)

No Child Care/Pre-K

Parking 70 spaces (could be more or less)

Calvert Road, Option 2 04-23-14

DESIGN COLLECTIVE

## Calvert Road Site Option 3



### Calvert Road Option 3

#### City Hall & Child Care/Pre-K

##### Building 1 - City Hall

35,000 ft<sup>2</sup> +/-

Renovate 2-story structure 6,000 ft<sup>2</sup> +/-

New construction: 10,000 ft<sup>2</sup> +/- / 3 stories = 30,000 ft<sup>2</sup> (approx can be +/-)

##### Building 2 - Child Care/Pre-K

8,000 ft<sup>2</sup>

All new construction; size can vary.

Parking 50 spaces (could be more or less)

Calvert Road, Option 3 04-23-14

DESIGN COLLECTIVE

## Calvert Road Site Option 4



### **Calvert Road Option 4 City Hall & Child Care/Pre-K**

Building 1 – City Hall  
12,000 ft<sup>2</sup>/floor @  
3 stories = 36,000 ft<sup>2</sup>  
(approx. cost = \$1.1)

Building 2 – Child  
Care/Pre-K  
13,000 ft<sup>2</sup> +/-  
(relocate historic building  
downwest wing)

Parking  
Surface – 50 spaces  
(could be more if  
needed)

Calvert Road, Option 4 04.25.14

DESIGNED BY [unreadable]

## Next Steps

1. Public input
2. Site selection
  - a. If Calvert Road site selected:
    - Retain architect
    - Prepare design plans
    - Obtain permits and start construction
    - Determine disposition of City Hall site
  - b. If City Hall site selected, alternatives for further consideration:
    - Pursue existing design
    - New design on existing site
    - Coordinate development on expanded site with UM Foundation

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MOU from  
University of  
Maryland for  
monitoring City  
surveillance  
cameras

## MEMORANDUM

**TO:** Mayor and City Council

**THROUGH:** Joseph Nagro, City Manager

**FROM:** Robert W. Ryan, Public Services Director 

**DATE:** October 17, 2014

**SUBJECT:** MOU for UMDPS Monitoring of Security Cameras

### ISSUE

The City's original system of fifteen (15) CCTV security cameras in Old Town is actively monitored by University of Maryland, College Park, Department of Public Safety (UMDPS). UMDPS has provided this service gratis to the City for three years. The original "no cost" period for this monitoring has expired. UMDPS has provided a proposal to continue this monitoring at an annual cost per camera.

### SUMMARY

The attached proposed Memorandum of Understanding (MOU) has been provided by the UMDPS. The original period of free monitoring provided by UMD expired on 31 June 2014. UMDPS continues to monitor these cameras while a new MOU is being adopted. The proposed MOU sets the cost of monitoring sixteen (16) City cameras from 1 July 2014 through 30 June 2018. (An additional camera is being placed in service in Old Town.) This cost is summarized in the draft MOU. The FY15 cost for monitoring 16 cameras will be \$98,080.00, increasing to \$107,168.00 in FY18. The source of funds for FY15 will need to be determined. Future costs will become part of the City Manager's proposed annual budget.

New cameras added to our system, if monitored by UMDPS, will be at unit costs beginning at \$6,130.00 per camera per year in FY15, and increasing to \$6,698.00 per camera per year in FY18. There are currently five (5) additional cameras in the process of being installed and activated which would be monitored by UMDPS (two in Calvert Hills, three in Lakeland). The additional FY15 cost for these will be prorated from date of service.

### RECOMMENDATION

It is recommended that the Council review the draft MOU, discuss it at the work session on 21 October 2014, authorize the use of funds from a source to be determined by the City Manager, and authorize the City Manager to sign an MOU (as reviewed and approved by the City Attorney) with UMDPS to provide active monitoring of selected CCTV security cameras.

# UMDPS/CITY OF COLLEGE PARK

## *Memorandum of Understanding*

### CCTV CAMERA MONITORING

#### I. OVERVIEW

This *Memorandum of Understanding (MOU)* is an agreement between the University of Maryland, College Park, Department of Public Safety (UMDPS,) and the City of College Park (CCP) relating to the provision of CCTV camera monitoring services of CCP cameras in the UMDPS Security Operations Center (SOC). At such point as additional cameras are installed by or on behalf of CCP, monitoring for those cameras may be added by a codicil to this *MOU*.

This agreement is in effect from 1 July 2014 through 30 June 2018, and may be canceled by either party with 30 business days advance notice. Both parties must agree to any changes to the *MOU* and any substantive changes will be described in writing as a codicil to this *MOU*.

#### II. STAFFING AND SUPERVISION

All individuals working in the SOC are employed by UMDPS and function under the direction of a full-time UMDPS professional staff member. The SOC will provide staffing necessary to monitor the herein described CCTV cameras. A full-time professional UMDPS employee will be on call at all times when an on duty supervisor is not scheduled or otherwise available in the SOC. Although UMDPS employees are assigned to work in the interest of CCP pursuant to this *MOU*, they are hired, trained, and directly supervised by UMDPS employees. CCP is encouraged to provide feedback related to SOC employee performance, either positive or negative, if noteworthy performance is observed.

#### III. UNIFORMS AND EQUIPMENT

Employees of the SOC wear a set uniform for daily operations that is dictated by SOC policy. The standard SOC employee uniform consists of uniform articles issued by UMDPS with University of Maryland, College Park, Public Safety, clearly marked on the garments. Costs associated with the purchase of required uniform items for use by SOC employees along with equipment in the SOC itself, including multiplexers, high-definition CCTV monitors, computers, matrix switches, keyboards, video controllers, consoles, Digital Video Recorders (DVRs,) and other recording devices, etc., are a component of the service fee established in this *MOU*.

#### IV. COMMUNICATIONS AND RELATIONS

All persons involved will be responsible for promptly returning telephone calls, email, and other communiqués. Meetings may be scheduled as appropriate or requested to address issues of interest to either party. These meetings will take place as needed or requested by either party to this *MOU*. CCP is strongly

encouraged to notify UMDPS by calling (301) 405-3555 whenever any suspicious or illegal activity is suspected to be taking place.

## V. SERVICE AND MAINTENANCE OF CAMERAS

Service and maintenance for the cameras being monitored pursuant to this *MOU* is provided by Avrio RMS Group. UMDPS will coordinate directly with this contractor to report service needs and CCP will receive copies of all service requests sent to this contractor.

The only responsibilities of UMDPS are to make timely notification of camera malfunctions and to coordinate with the CCP contractor, as needed, to allow interface access. UMDPS bears no responsibility for the maintenance of these cameras, nor for the inability to manipulate, monitor, or record images due to malfunctioning cameras. Following repair it is the responsibility of CCP to ensure that the contractor of choice makes notification to UMDPS that the camera is back in service.

CCP may choose at any time to contract with a different organization for service and maintenance but must provide the contact information and arrange a meeting between UMDPS, CCP, and the new contractor to determine notification procedures.

## VI. TRAINING AND PERFORMANCE

The Security Operations Center has adopted and adheres to the *CCTV Guidelines for Public Safety and Community Policing* as established by the International Association of Chiefs of Police (IACP) and the Security Industry Association (SIA.) The purpose of these guidelines is to provide guidance to law enforcement agencies in the responsible use of overt closed circuit television (CCTV) cameras in public areas, without a court order, for the purpose of safety and security. No SOC employee will be assigned to monitor cameras without having first been trained by UMDPS personnel. SOC employee training will be augmented as needed. The cost of training is a component of the fee for services and will be provided as necessary by UMDPS personnel.

## VII. MONITORING OF CCTV CAMERAS BY SOC PERSONNEL

SOC employees will monitor cameras located within the City of College Park. Monitoring will be done 24 hours a day, 7 days a week and all cameras will also be recorded 24 hours a day, 7 days a week using equipment provided by UMDPS. SOC employees will perform the following tasks:

- Monitor the areas within camera range by conducting prescribed camera rounds and patrols with the exception of the Genetec tag reader cameras;
- Notify University Police of any unusual/illegal circumstances;
- Record all activities captured by the cameras on a 24-hour basis; and
- As appropriate, provide video evidence to officers to assist with cases.

Additionally, at CCP's request, UMDPS will make cameras available for viewing by CCP personnel in the SOC. CCP must contact the SOC Manager or Commander in advance to arrange to view cameras in the SOC. Due to the nature of camera monitoring and recording, there is no guarantee that all incidents will be captured, even if they occur within the potential purview of the cameras covered under this *MOU*. Because SOC personnel are able to view a very limited number of cameras or areas at any given time, an incident

may occur on a camera that is not currently under observation at the time of the incident. While not being actively monitored by SOC personnel, each of the CCP cameras is programmed to pan, tilt, and/or zoom in order to cover the broadest area possible; because each camera has a wide field of view, a camera may be "looking" in one area while an incident is occurring in another. If a camera is pointed in one direction and an incident is occurring in a different location, the incident will not be captured or recorded.

## VIII. SERVICE FEES

This MOU begins in Fiscal Year 2015 (FY2015) and will reflect 3% increases in fees for the three subsequent fiscal years. The annual fee for camera monitoring for this agreement is \$6,130 per camera for FY2015, \$6,314 per camera for FY2016, \$6,503 per camera for FY2017, and \$6,698 per camera for FY2018. Therefore, the fee for monitoring all sixteen of the CCP CCTV cameras is \$98,080 for FY 2015, \$101,024 for FY 2016, \$104,048 for FY 2017, and \$107,168 for FY 2018. UMDPS will provide record only services for the Genetec tag reader cameras at no charge.

Below is a summary of monitoring fees:

	FY2015	FY2016	FY2017	FY2018
16 PTZ Cameras	\$98,080	\$101,024	\$104,048	\$107,168
<b>Total</b>	<b>\$98,080</b>	<b>\$101,024</b>	<b>\$104,048</b>	<b>\$107,168</b>

As additional cameras are brought on line within CCP's area of responsibility, monitoring for those cameras may be covered under the same provisions of this *MOU* by a codicil signed by the signatories to this *MOU*, or other designees. Service fee adjustments necessitated by changes in the number of cameras being monitored over the life of this *MOU* will be prorated from the point the monitoring begins on the new cameras.

The yearly service fee for UMDPS monitoring services for FY15 is \$98,080. An invoice will be sent to \_\_\_\_\_ from UMDPS on July 15, 2015.

The yearly service fee for UMDPS monitoring services for FY16 is \$101,024. An invoice will be sent to \_\_\_\_\_ from UMDPS on July 15, 2016.

The yearly service fee for UMDPS monitoring services for FY17 is \$104,048. An invoice will be sent to \_\_\_\_\_ from UMDPS on July 15, 2017.

The yearly service fee for UMDPS monitoring services for FY18 is \$107,168. An invoice will be sent to \_\_\_\_\_ from UMDPS on July 15, 2018.

## IX. NON-COMPLIANCE

In the event of perceived non-compliance to any aspect of this *MOU*, written notification must be made to the other party. Written response to any complaint will be made within five business days from the date the complaint is received. Repeated failure on the part of either party to comply with the terms of this *Memorandum of Understanding* after written notifications of such failure to the other party may result in termination of this *Memorandum of Understanding*. In the event this *MOU* is terminated for any reason, fees owed to UMDPS will be payable at the time of service termination on a prorated basis.

**X. AGREEMENT OF THE PARTIES**

This *Memorandum of Understanding* has been discussed by the following individuals who agree to abide by the provisions contained herein.

_____ Joe Nagro City Manager City of College Park	_____ Date
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_____ David B. Mitchell Chief of Police University of Maryland	_____ Date
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8

Route 1  
University  
Communities  
Coalition

9

Letter to  
County re:  
Funding for  
US 1

To: Mayor Andrew Fellows and City Council  
From: Bill Gardiner, Assistant City Manager  
Through: Joe Nagro, City Manager *JN*  
Re: Letter to County Executive Rushern Baker regarding Baltimore Avenue  
Reconstruction  
Date: October 17, 2014

**Issue: Request that Prince George's County Prioritize the Baltimore Avenue Reconstruction Project on the County's Transportation Priority List to the State**

**Summary:**

During the College Park Legislative Dinner on October 1, 2014, the City discussed the importance of funding the reconstruction of Baltimore Avenue. Unless this project is a high priority to the County, it may not receive construction funding in the upcoming State budget. State Delegates Barbara Frush and Joseline Pena-Melnyk urged the City to make this request of the County Executive, as well as to consider a joint letter with the University of Maryland.

**Recommendation:**

The City should send a letter to the County Executive with the following points and requests:

The reconstruction of Baltimore Avenue has been planned for decades and is long-overdue. Improved traffic flow, safety, and additional multi-modal infrastructure and enhancements will benefit the region, the University of Maryland, and the City.

The City requests that this project be a high priority for Prince George's County so that it can receive State construction funding in FY16.

The City requests that the County urge the State to submit a federal TIGER grant application for additional federal funding for the project that will enable undergrounding the utilities along a portion of the project.

Additionally, the City should discuss with the University of Maryland sending a joint letter to the County Executive and possibly the State.

**Attachment:** Draft letter to County Executive Rushern Baker

October 28, 2014

The Honorable Rushern L. Baker, III  
Prince George's County Executive  
14741 Governor Oden Bowie Drive  
Upper Marlboro, Maryland  
20772-3050

Dear County Executive Baker:

The reconstruction of Baltimore Avenue in College Park has been a City priority for decades. The current condition impedes economic growth in the area, increases environmental damage, and contributes to an unsafe and unattractive gateway to the City. After many years of planning, the City is appreciative of the work by our elected officials to obtain full funding for the final design and right of way acquisition for segment 1 (College Avenue to MD 193). We now need construction funding in the FY 2015-2020 Maryland Consolidated Transportation Plan so the region, the University of Maryland, and the City can benefit from the improved traffic flow and safety, and additional multi-modal infrastructure and aesthetic enhancements.

The City respectfully requests that you designate this project as a top Prince George's County Transportation Priority to the State. Your designation of the project as a top priority will support State construction funding in FY16, and avoid yet another delay.

Additionally, the City asks that you request the State to submit a federal TIGER grant application for additional federal funding that will enable undergrounding the utilities along a portion of the project. Undergrounding the utilities will provide public benefits along the main transportation route through the City and the University of Maryland, and would likely stimulate additional development and property value appreciation.

The City Council and staff are collaborating with the State Highway Administration on this issue, and last year invested \$140,000 for a utility undergrounding feasibility study. This year the City has committed up to \$300,000 to complete the design of undergrounding the utilities. Now is the only practical opportunity to complete this work, and the award of TIGER funding would help create an environment befitting the entrance to the City's downtown and the University of Maryland.

Thank you for your work to improve our community, and we look forward to your positive response on this critical issue.

Sincerely,

Andrew M. Fellows  
Mayor

Cc: Senator Jim Rosapepe, 21<sup>st</sup> District  
Delegates Barbara Frush, Joseline Pena-Melnyk, and Ben Barnes, 21<sup>st</sup> District  
County Council Member Eric Olson  
County Council Member Mary Lehman  
President Wallace D. Loh, University of Maryland

10

PGCMA  
Legislative  
Priorities

## PGCMA PROPOSED LEGISLATIVE ACTION REQUESTS

1. *Planning and Zoning Authority* – All municipalities in Prince George’s County (except Laurel) lack the planning and zoning authority that municipalities throughout the State hold and exercise regularly. We would like to enact enabling legislation that would allow additional land use authority to municipalities in Prince George’s County. This would allow cities and towns to make land use decisions at the local level with input from local residents. Municipalities are better able to guide and implement revitalization efforts in their own communities.
2. *Landlord-Tenant Commission* – Prince George’s County has not had a landlord-tenant commission for many years. More than half of Greenbelt’s housing units are renter-occupied and Prince George’s County has a large concentration of renter-occupied units also. We propose to reestablish and adequately fund the Landlord Tenant Commission. This agency would play a vital role by resolving disputes, and ensuring that laws and regulations are followed and tenants are treated fairly.
3. *Support for the arts in Prince George’s County* – Additional funding is needed to support the arts in Prince George’s County. The availability of additional funds to both non-profit arts organizations and public arts programs in the form of state and county grants would aid these programs in more fully realizing their potential to enhance education, community participation and quality of life for Prince George’s County residents, while also contributing to an overall economic development strategy. We propose to increase funding for the Maryland State Arts Council in order to increase the funding that goes from the MSAC to the Prince George’s County Arts and Humanities Council as well as several public and private non-profit organizations in the county. This would enhance the strength of local arts programs and organizations, and enable them to expand services particularly to those of limited economic means.
4. *Fill-in Residential Development Authority* - Seek legislation that would authorize municipalities the authority to impose limited new restrictions on sub-division, new construction, or renovations of single-family development within its municipal boundaries. Authority may include restrictions on certain subdivisions, such as flag lots or irregular shapes, on development of new homes that are built in an irregular fashion, like sideways, or renovations that increase the square footage of a home beyond a certain percentage. Any new restrictions would be subject to appeal either to a municipal body authorized to hear variance appeals or the Prince George’s County Board of Zoning Appeals.
5. *WSSC Communication* - Seek either legislation or a voluntary memorandum of agreement that would clarify the obligation of and process for the Washington Suburban Sanitary Commission to notify and engage with a town or city prior to the performance of work in the municipal right-of-way (or immediately afterwards in the case of emergency). Consider possible coordination with Prince George’s County.
6. *Municipal Tax Differential* - Seek greater clarity and stability from county government related to municipal tax differential that residents received by lowering their county tax bills for services provided instead by towns and cities. In the four years since FY 2012, the county real property tax rate paid by residents in the median municipality has

increased 2.9 cents. Municipal residents and business in FY 2015 will pay \$4.2 million more in county property taxes than they would have under the rates in place in FY 2012.

7. *Coordinating with City Permitting Processes* - Some municipalities in Prince George's County have their own permitting processes for residential and/or commercial construction. Currently, residents and businesses making improvements or building new structures must often obtain permits from both the municipality in which it is located and from the county. Although municipalities wish to retain the permitting authority they do have, as municipal codes often have additional requirements above and beyond county requirements, the dual processes could be streamlined by digitizing records and coordinating payment between the county and the municipalities. As DPIE is now working to streamline and coordinate the county's internal processes, this is a good time for DPIE to work with municipalities to streamline and coordinate these processes to make it easier for residents and for businesses to obtain all necessary permits.
8. *Zoning Code* - The Maryland-National Capital Park and Planning Commission is currently engaged in a rewriting of the county zoning code in order to simplify the code and streamline the process. Municipalities have an important stake in the zoning code and ensuring that there is an opportunity for municipalities to have input into possible zoning changes and to ensure that the zoning code helps facilitate appropriate redevelopment within the municipalities. While this process will take 3 to 3 ½ years to complete, there are many issues that might come up that municipalities might wish to have a say in. At this point, the PGCMA should keep informed about opportunities for public input and gather information in order to establish formal positions in the future and actively take part in the rewrite process.
9. *Clean Water Program and Fee* - In 2013, pursuant to a mandate under state law, the county established a Clean Water Program to address stormwater runoff pollution from impervious areas. The fees, collected based on the amount of impervious surface each property owner has on its property, may be used for a variety of different projects, including capital improvements for stormwater management, operation and maintenance of stormwater management systems and facilities, public education and outreach, planning, and grants to nonprofit organizations for watershed restoration and rehabilitation projects. Currently, there is no specific role envisioned for municipalities; however, many municipalities in Prince George's County have pursued water pollution mitigation projects and own significant amounts of infrastructure where stormwater management projects could be accomplished. PGCMA should explore the possibility of allocating resources for municipalities for these projects.

**PGCMA 2015 Legislative Priorities**  
**Election Form**

City: \_\_\_\_\_

Please rank your top five legislative priorities from the list provided at the October 16, 2014 PGCMA meeting:

- 1.
- 2.
- 3.
- 4.
- 5.

Signed: \_\_\_\_\_

Mayor, City/Town of \_\_\_\_\_

This \_\_\_\_ day of \_\_\_\_\_, 2014.

Address:

Please scan and e-mail to the following e-mail addresses:

Patrick Wojahn, Chair, PGCMA Legislative Committee, [pwojahn@collegeparkmd.gov](mailto:pwojahn@collegeparkmd.gov)

Emmett Jordan, President, PGCMA, [ejordan@greenbeltmd.gov](mailto:ejordan@greenbeltmd.gov)

11

Agenda items  
for October 30  
Four Cities  
Meeting

## Janeen S Miller

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**From:** Michael McLaughlin [mmclaughlin@greenbeltmd.gov]  
**Sent:** Monday, October 13, 2014 12:15 PM  
**To:** Joseph Nagro; 'Graham Waters (gwaters@newcarrolltonmd.gov)'; 'Ed Murphy (emurphy@town.berwyn-heights.md.us)'; Janeen S Miller; Kerstin Harper (kharper@town.berwyn-heights.md.us)  
**Cc:** David Moran; Cindy Murray; Anne Marie Belton; Ed Putens (Home); Edward Putens; Emmett Jordan; Judith Davis; Konrad Herling; Leta Mach; Rodney Roberts; Silke Pope  
**Subject:** 4 Cities agenda items

All,

Greenbelt will be hosting the next 4 Cities meeting on Thursday, October 30 at 7:30 pm. Items already on the agenda include –

- 1) Briefing on Pepco/Exelon merger
- 2) Briefing by MNCPPC on zoning rewrite project
- 3) Greenbelt Station North Core update including discussion of video project

Please forward any other agenda items.

Thanks  
Mike

Michael McLaughlin  
City Manager  
City of Greenbelt  
301-474-8000  
[mmclaughlin@greenbeltmd.gov](mailto:mmclaughlin@greenbeltmd.gov)  
[www.greenbeltmd.gov](http://www.greenbeltmd.gov)

***Follow the City of Greenbelt on Social Media for up to date information.  
FACEBOOK, TWITTER, PINTEREST, AND YOUTUBE.***

12

Resolution to  
expand the  
composition of  
the Aging-In-  
Place Task Force

**A RESOLUTION OF THE MAYOR AND COUNCIL OF  
THE CITY OF COLLEGE PARK TO AMEND THE COMPOSITION OF  
THE COLLEGE PARK AGING-IN-PLACE TASK FORCE**

**WHEREAS**, the Mayor and Council of the City of College Park established the Aging-In-Place Task Force by adoption of Resolution 14-R-07 on April 8, 2014, and

**WHEREAS**, the composition of the Aging-In-Place Task Force included two seats designated for Councilmembers, and

**WHEREAS**, the City Council now desires to expand the number of seats on the Task Force designated for Councilmembers from two to four.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of College Park that the composition of “College Park Aging-In-Place Task Force” be and it is hereby amended as follows:

**1. Charge:**

- Identify existing City resources that support our aging population
- Identify existing County resources that support our aging population
- Identify needs of the City’s aging population who desire to age-in-place
- Identify gaps between current resources and the needs of the aging-in-place population
- Identify and research potential strategies that the City could pursue to address the gaps between the available resources and current needs for aging-in-place. Such potential strategies could include:
  - an information and referral service
  - a volunteer network
  - a senior day care facility
  - addressing nutritional needs with current stakeholders
- Prepare a final report of strategies and recommendations for the Mayor and Council to be presented in January of 2015.

- 2. **Composition:** the College Park Aging-In-Place Task Force shall consist of 8 City residents (with the goal of having two from each Council district) and [2] 4 City Council representatives, for a total of [40] 12 members. The Task Force is encouraged to include experts from outside agencies (i.e., Prince George’s County, University of Maryland, AARP or MetLife) to participate to the extent deemed desirable and necessary by the Task Force. These guests are not voting members of the Task Force.
- 3. **Structure:** The College Park Aging-In-Place Task Force shall select a Chair from among its members. The staff liaison shall be the Director of Youth, Family and Senior Services (or her designee). A quorum shall be 5 members. The affirmative vote of a majority of the members present and voting is required to take an action. The Task Force shall be discharged after the final report has been presented to the Mayor and City Council (anticipated in January of 2015).

**ADOPTED** by the Mayor and City Council of the City of College Park, Maryland at a regular meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

**EFFECTIVE** the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

**WITNESS:**

**THE CITY OF COLLEGE PARK,  
MARYLAND**

\_\_\_\_\_  
Janeen S. Miller, CMC, City Clerk

\_\_\_\_\_  
Andrew M. Fellows, Mayor

**APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:**

\_\_\_\_\_  
Suellen M. Ferguson, City Attorney

13

# Boards and Committees

**City of College Park  
Board and Committee Appointments**

Shaded rows indicate a vacancy or reappointment opportunity.  
The date following the appointee's name is the initial date of appointment.

<b>Advisory Planning Commission</b>			
Appointee	Represents	Appointed by	Term Expires
Larry Bleau 7/9/02	District 1	Mayor	12/15
Rosemarie Green Colby 04/10/12	District 2	Mayor	04/15
Christopher Gill 09/24/13	District 1	Mayor	09/16
James E. McFadden 2/14/99	District 3	Mayor	04/16
Clay Gump 1/24/12	District 3	Mayor	01/15
VACANT (formerly Smolka)	District 4	Mayor	08/14
Mary Cook 8/10/10	District 4	Mayor	08/13
<p>City Code Chapter 15 Article IV: The APC shall be composed of 7 members appointed by the Mayor with the approval of Council, shall seek to give priority to the appointment of residents of the City and assure that there shall be representation from each of the City's four Council districts. Vacancies shall be filled by the Mayor with the approval of the Council for the unexpired portion of the term. Terms are three years. The Chairperson is elected by the majority of the Commission. Members are compensated. Liaison: Planning.</p>			

<b>Aging-In-Place Task Force</b>			
Appointee	Position Filled:	Resides In:	Term Expires
Cory Sanders 07/15/14	Resident (1)	District 1	Upon completion and submission of final report to the City Council.
David Keer 08/12/14	Resident (2)	District 1	
Darlene Nowlin 10/14/14	Resident (3)	District 4	
Chuck Ireton 10/14/14	Resident (4)	District 2	
	Resident (5)		
	Resident (6)		
	Resident (7)		
	Resident (8)		
Denise C. Mitchell	Councilmember (1)		
	Councilmember (2)		
<p>Established April 2014 by Resolution 14-R-07. Final report of strategies and recommendations to Council anticipated January 2015. Composition: 8 City residents (with the goal of having two from each Council District) and 2 City Council representatives, for a total of 10. Quorum = 5. Task Force shall elect Chairperson from membership. Not a compensated committee. Liaison: Director of Youth, Family and Seniors Services.</p>			

<b>Airport Authority</b>			
Appointee	Resides in	Appointed by	Term Expires
James Garvin 11/9/04	District 3	M&C	07/14
Jack Robson 5/11/04	District 3	M&C	03/17
Anna Sandberg 2/26/85	District 3	M&C	03/16
Gabriel Iriarte 1/10/06	District 3	M&C	04/16
Christopher Dullnig 6/12/07	District 2	M&C	01/17
VACANT		M&C	
VACANT		M&C	

City Code Chapter 11 Article II: 7 members, must be residents and qualified voters of the City, appointed by Mayor and City Council, *term to be decided by appointing body*. Vacancies shall be filled by M&C for an unexpired portion of a term. Authority shall elect Chairperson from membership. Not a compensated committee. Liaison: City Clerk's Office.

<b>Animal Welfare Committee</b>			
Appointee	Resides in	Appointed by	Term Expires
Cindy Vernasco 9/11/07	District 2	M&C	02/17
Dave Turley 3/23/10	District 1	M&C	03/16
Christiane Williams 5/11/10	District 1	M&C	05/15
Patti Brothers 6/8/10	Non resident	M&C	02/17
Taimi Anderson 6/8/10	Non resident	M&C	06/13
Harriet McNamee 7/13/10	District 1	M&C	02/17
Suzie Bellamy 9/28/10	District 4	M&C	04/17
Christine Nagle 03/13/12	District 1	M&C	03/15
Betty Gailes 06/17/14	District 1	M&C	06/17

10-R-20: Up to fifteen members appointed by the Mayor and Council for three-year terms. Not a compensated committee. Liaison: Public Services.

<b>Board of Election Supervisors</b>			
Appointee	Represents	Appointed by	Term Expires
John Robson (Chief) 5/24/94	Mayoral appt	M&C	03/15
Terry Wertz 2/11/97	District 1	M&C	03/15
VACANT (formerly Gross)	District 2	M&C	03/15
Janet Evander 07/16/13	District 3	M&C	03/15
Maria Mackie 08/12/14	District 4	M&C	03/15

City Charter C4-3: The Mayor and Council shall, not later than the first regular meeting in March of each year in which there is a general election, appoint and fix the compensation for five qualified voters as Supervisors of Elections, one of whom shall be appointed from the qualified voters of each of the four election districts and one of whom shall be appointed by the Mayor with the consent of the Council. The Mayor and Council shall designate one of the five Supervisors of Elections as the Chief of Elections. This is a compensated committee; compensation is based on a fiscal year. Per Council action (item 11-G-66) effective in March, 2013: In an election year all of the Board receives compensation. In a non-election year only the Chief Election Supervisor will be compensated. Liaison: City Clerk's office.

<b>Cable Television Commission</b>			
Appointee	Resides in	Appointed by	Term Expires
Jane Hopkins 06/14/11	District 1	Mayor	09/17
Blaine Davis 5/24/94	District 1	Mayor	12/15
James Sauer 9/9/08	District 3	Mayor	09/14
Tricia Homer 3/12/13	District 1	Mayor	03/16
Normand Bernache 09/23/14	District 4	Mayor	09/17
City Code Chapter 15 Article III: Composed of four Commissioners plus a voting Chairperson, appointed by the Mayor with the approval of the Council, three year terms. This is a compensated committee. Liaison: City Manager's Office.			

<b>College Park City-University Partnership</b>			
Appointee	Represents	Appointed by	Term Expires
Carlo Colella	Class A Director	UMD President	03/17
Edward Maginnis	Class A Director	UMD President	03/17
Michael King	Class A Director	UMD President	03/17
Brian Darmody	Class A Director	UMD President	03/17
Andrew Fellows	Class B Director	M&C	01/17
Maxine Gross	Class B Director	M&C	01/15
Senator James Rosapepe	Class B Director	M&C	02/16
Stephen Brayman	Class B Director	M&C	01/17
David Iannucci (07/15/14)	Class C Director	City and University	End of CY 2014
Dr. Richard Wagner	Class C Director	City and University	01/13
The CPCUP is a 501(c)(3) corporation whose mission is to promote and support commercial revitalization, economic development and quality housing opportunities consistent with the interests of the City of College Park and the University of Maryland. The CPCUP is not a City committee but the City makes appointments to the Partnership. Class B Directors are appointed by the Mayor and City Council; Class C Directors are jointly appointed by the Mayor and City Council and the President of the University of Maryland.			

<b>Citizens Corps Council</b>			
Appointee	Represents	Appointed by	Term Expires
VACANT		M&C	
Jonathan Plyman 10/14/14		M&C	10/17
VACANT	Neighborhood Watch	M&C	
Dan Blasberg 3/27/12		M&C	03/15
David L. Milligan (Chair) 12/11/07		M&C	02/17
Resolution 05-R-15. Membership shall be composed as follows: A Citizen Corps Coordinator for each neighborhood shall be nominated and appointed by the Mayor and Council and serve as a potential member of the CPCCC for the term of their respective office in the neighborhood group. Mayor and Council shall nominate and appoint 5 to 7 residents to serve as community coordinators and to serve on the CPCCC. At least one member of the CPCCC shall be the Neighborhood Watch			

Coordinator, and at least one member shall represent each of the other Citizen Corps programs such as CERT, Fire Corps, Volunteers In Police Service, etc. Each member of the CPCCC shall serve for a term of 3 years, and may be reappointed for an unlimited number of terms. The Mayor, with the approval of the City Council, shall appoint the Chair and Co-Chair of the CPCCC from among the members of the committee. The Director of Public Services shall serve as an ex officio member. Not a compensated committee. Liaison: Public Services.

**Committee For A Better Environment**

Appointee	Resides in	Appointed by	Term Expires
Janis Oppelt 8/8/06	District 1	M&C	09/15
Suchitra Balachandran 10/9/07	District 4	M&C	01/17
Donna Weene 9/8/09	District 1	M&C	12/15
Gemma Evans 1/25/11	District 1	M&C	01/17
Kennis Termini 01/14/14	District 1	M&C	01/17

City Code Chapter 15 Article VIII: No more than 25 members, appointed by the Mayor and Council, three year terms, members shall elect the chair. Not a compensated committee. Liaison: Planning.

**Education Advisory Committee**

Appointee	Represents	Appointed by	Term Expires
Brian Bertges 06/18/13	District 1	M&C	06/15
Cory Sanders 09/24/13	District 1	M&C	09/15
Charlene Mahoney	District 2	M&C	12/14
Maia Sheppard 07/15/14	District 2	M&C	07/16
VACANT	District 3	M&C	
Melissa Day 9/15/10	District 3	M&C	11/14
Carolyn Bernache 2/9/10	District 4	M&C	02/14
Doris Ellis 9/28/10	District 4	M&C	09/13
Tricia Homer	District 1	M&C	04/16
Peggy Wilson 6/8/10	UMCP	UMCP	05/16

Resolutions 97-R-17, 99-R-4 and 10-R-13: At least 9 members who shall be appointed by the Mayor and Council: at least two from each Council District and one nominated by the University of Maryland. Two year terms. The Committee shall appoint the Chair and Vice-Chair of the Committee from among the members of the Committee. Not a compensated committee. Liaison: Youth and Family Services.

**Ethics Commission**

Appointee	Represents	Appointed by	Term Expires
Edward Maginnis 09/13/11	District 1	Mayor	08/15
VACANT	District 2	Mayor	
VACANT	District 3	Mayor	
Gail Kushner 09/13/11	District 4	Mayor	01/16
Robert Thurston 9/13/05	At Large	Mayor	02/16
Alan C. Bradford 1/23/96	At-Large	Mayor	07/15
Frank Rose 05/08/12	At-Large	Mayor	05/14

City Code Chapter 38 Article II: Composed of seven members appointed by the Mayor and approved

by the Council. Of the seven members, one shall be appointed from each of the City's four election districts and three from the City at large. 2 year terms. Commission members shall elect one member as Chair for a renewable one-year term. Commission members sign an Oath of Office. Not a compensated committee. Liaison: City Clerk's office.

<b>Farmers Market Committee</b>			
Appointee	Represents	Appointed by	Term Expires
Margaret Kane 05/08/12	District 1	M&C	05/15
Robert Boone 07/10/12	District 1	M&C	07/15
Leo Shapiro 07/10/12	District 3	M&C	07/15
Julie Forker 07/10/12	District 3	M&C	07/15
Kimberly Schumann 09/11/12	District 1	M&C	09/15
VACANT			
VACANT		M&C	
VACANT	Student	M&C	

Established April 10, 2012 by 12-R-07. Up to 7 members. Quorum = 3. Three year terms. Not a compensated committee. Liaison: Planning Department. Agreement reached during July 3, 2012 Worksession to fill the seven positions as outlined above. Effective September 11, 2012 by 12-R-17: Membership increased to 8.

<b>Housing Authority of the City of College Park</b>			
Bob Catlin 05/13/14		Mayor	05/01/19
Betty Rodenhausen 04/09/13		Mayor	05/01/18
John Moore 9/10/96		Mayor	05/01/19
Thelma Lomax 7/10/90		Mayor	05/01/15
Carl Patterson 12/11/12	Attick Towers resident	Mayor	05/01/16

The College Park Housing Authority was established in City Code Chapter 11 Article I, but it operates independently under Article 44A Title I of the Annotated Code of Maryland. The Housing Authority administers low income housing at Attick Towers. The Mayor appoints five commissioners to the Authority; each serves a five year term; appointments expire May 1. Mayor administers oath of office. One member is a resident of Attick Towers. The Authority selects a chairman from among its commissioners. The Housing Authority is funded through HUD and rent collection, administers their own budget, and has their own employees. The City supplements some of their services.

<b>Neighborhood Quality of Life Committee</b>			
Name:	Represents:	Appointed By:	Term Ends:
Mayor and City Council of the City of College Park			Term in office
Chief David Mitchell	UMD DPS (UMD Police)	University	02/16
Dr. Andrea Goodwin	UMD Administration – Rep 1	University	02/16
Marsha Guenzler-Stevens (Stamp Student Union)	UMD Administration – Rep 2	University	04/16
Matthew Supple (Fraternity-Sorority Life)	UMD Administration – Rep 3	University	04/16
Gloria Aparicio-	UMD Administration – Rep 4	University	04/16

Blackwell (Office of Community Engagement)			
Jackie Pearce Garrett	City Resident 1	City Council	10/15
Aaron Springer	City Resident 2	City Council	10/15
Bonnie McClellan	City Resident 3	City Council	04/16
Christine Nagle	City Resident 4	City Council	04/16
Richard Morrison	City Resident 5	City Council	04/16
Douglas Shontz	City Resident 6	City Council	05/16
VACANT	UMD Student 1		
VACANT	UMD Student 2		
Chris Frye	UMD Student 3	IFC	03/16
VACANT	UMD Student 4		
VACANT	UMD Student 5	Nat'l Pan-Hell. Council, Inc. / United Greek Council	
VACANT	Graduate Student	GSG Representative	
Todd Waters	Student Co-Operative Housing	City Council	03/16
Maj. Dan Weishaar	PG County Police Dept.	PG County Police	
Bob Ryan	Director of Public Services	City Council	10/15
Jeannie Ripley	Manager of Code Enforcement	City Council	
Lisa Miller	Rental Property Owner	City Council	02/16
Richard Biffel	Rental Property Owner	City Council	02/16
Paul Carlson	Rental Property Owner	City Council	03/16
Established by Resolution 13-R-20 adopted September 24, 2013 to replace the Neighborhood Stabilization and Quality of Life Workgroup. Amended October 8, 2013 (13-R-20.Amended). Amended February 11, 2014 (14-R-03). Amended July 15, 2014 to change the name (14-R-23). City Liaison: City Manager's Office. Two year terms. Main Committee to meet four times per year. This is not a compensated committee.			

<b>Neighborhood Watch Steering Committee</b>			
	Resident of:	Appointed By:	Term Expires:
Robert Boone 04/12/11	District 1	M&C	04/15
Aaron Springer 02/14/12	District 3	M&C	05/16
Nick Brennan	District 2	M&C	04/16
Created on April 12, 2011 by Resolution 11-R-06 as a three-person Steering Committee whose members shall be residents. Coordinators of individual NW programs in the City shall be ex-officio members. Terms are for two years. Annually, the members of the Steering Committee shall appoint a Chairperson to serve for a one-year term. Meetings shall be held on a quarterly basis. This Resolution dissolved the Neighborhood Watch Coordinators Committee that was established by 97-R-15. This is not a compensated committee. Liaison: Public Services.			

<b>Noise Control Board</b>			
Appointee	Represents	Appointed by	Term Expires
Mark Shroder 11/23/10	District 1	Council, for District 1	11/14
Harry Pitt, Jr. 9/26/95	District 2	Council, for District 2	03/16
Alan Stillwell 6/10/97	District 3	Council, for District 3	09/16
Suzie Bellamy	District 4	Council, for District 4	12/16
Adele Ellis 04/24/12	Mayoral Appt	Mayor	04/16
Bobbie P. Solomon 3/14/95	Alternate	Council - At large	05/18
Larry Wenzel 3/9/99	Alternate	Council - At large	02/18
<p>City Code Chapter 138-3: The Noise Control Board shall consist of five members, four of whom shall be appointed by the Council members, one from each of the four election districts, and one of whom shall be appointed by the Mayor. In addition, there shall be two alternate members appointed at large by the City Council. The members of the Noise Control Board shall select from among themselves a Chairperson. Four year terms. This is a compensated committee. Liaison: Public Services.</p>			

<b>Recreation Board</b>			
Appointee	Represents	Appointed by	Term Expires
Eric Grims 08/12/14	District 1	M&C	08/17
Sarah Araghi 7/14/09	District 1	M&C	07/15
Alan C. Bradford 1/23/96	District 2*	M&C	02/17
VACANT	District 2	M&C	
Adele Ellis 9/13/88	District 3	M&C	02/17
VACANT	District 3	M&C	
Barbara Pianowski 3/23/10	District 4	M&C	05/17
Judith Oarr 05/14/13	District 4	M&C	05/16
Bettina McCloud 1/11/11	Mayoral	Mayor	02/17
Solennie Privett	Mayoral	Mayor	04/16
<p>City Code Chapter 15 Article II: 10 members: two from each Council district appointed by the Mayor and Council and two members nominated by the Mayor and confirmed by the Mayor and Council. The Chairperson will be chosen from among and by the district appointees. 3 year terms. Not a compensated committee. Liaison: Public Services.</p> <p>*Although Mr. Bradford lives in what is now considered District 1, his residence was part of District 2 when he was appointed. The designation of his residence was changed to District 1 during the last redistricting. He is still considered an appointment from District 2.</p> <p>** Effective April 2012: Jay Gilchrist, Director of UMD Campus Recreation Services, changed his status from Rec Board member (Mayoral Appointment) to UM liaison to the Rec Board, similar to the M-NCPPC representative.</p>			

<b>Sustainable Maryland Certified Green Team</b>		
Appointee	Represents	Term Expires
Denise Mitchell 04/10/12	City Elected Official	04/14
Patrick Wojahn 04/10/12	City Elected Official	04/14
VACANT	City Staff	
Loree Talley 05/08/12	City Staff	05/14
VACANT	CBE Representative	
VACANT	A City School	
Annie Rice	UMD Student	10/16
VACANT	UMD Faculty or Staff	
VACANT	City Business Community	
Ben Bassett - Proteus Bicycles 09/25/12	City Business Community	09/14
Douglas Shontz	Resident	05/16
Christine Nagle 04/10/12	Resident	04/14
VACANT	Resident	
VACANT	Resident	
<p>Established March 13, 2012 by Resolution 12-R-06. Up to 14 people with the following representation: 2 elected officials from the City of College Park, 2 City staff, 1 representative from the CBE, 1 representative of a City school, 1 student representative from the University of Maryland, 1 faculty or staff representative from the University of Maryland, 2 representatives of the City business community, up to 4 City residents. Two year terms. Not a compensated committee. A quorum shall be 6 people. The SMC GT shall select a Chair and a Co-Chair from among the membership on an annual basis. The SMC GT should meet at least bi-monthly. The liaison shall be the Planning Department.</p>		

<b>Tree and Landscape Board</b>			
Member	Represents	Appointed by	Term Expires
Dennis Herschbach 3/26/02	Citizen	M&C	07/13
John Krouse	Citizen	M&C	11/14
VACANT	Citizen	M&C	
Mark Wimer 7/12/05	Citizen	M&C	02/14
Joseph M. Smith 09/23/14	Citizen	M&C	09/16
Janis Oppelt	CBE Chair Liaison		
John Lea-Cox 1/13/98	City Forester	M&C	12/14
Steve Beavers	Planning Director		
Brenda Alexander	Public Works Director		
<p>City Code Chapter 179-5: The Board shall have 9 voting members: 5 citizens appointed by M&amp;C, plus the CBE Chair, the City Forester, the Planning Director and the Public Works Director. Two year terms. Members choose their own officers. Not a compensated committee. Liaison: City Clerk's office.</p>			

<b>Veterans Memorial Improvement Committee</b>			
Appointee	Represents	Appointed by	Term Expires
Deloris Cass 11/7/01		M&C	12/15
Joseph Ruth 11/7/01	VFW	M&C	12/15
Leonard Smith 11/25/08		M&C	03/15
Blaine Davis 10/28/03	American Legion	M&C	12/15
Rita Zito 11/7/01		M&C	02/15
Doris Davis 10/28/03		M&C	12/15
Mary Cook 3/23/10		M&C	03/13
Arthur Eaton		M&C	11/16
VACANT			
Resolution 01-G-57: Board comprised of 9 to 13 members including at least one member from American Legion College Park Post 217 and one member from Veterans of Foreign Wars Phillips-Kleiner Post 5627. Appointed by Mayor and Council. Three year terms. Chair shall be elected each year by the members of the Committee. Not a compensated committee. Liaison: Public Works.			

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Cafritz

Secondary  
Amendment for  
free-standing  
signs

## MEMORANDUM

**TO:** Mayor and Council

**THROUGH:** Joseph L. Nagro, City Manager  
Terry Schum, Planning Director *TSD*

**FROM:** Miriam H. Bader, Senior Planner *MHB*

**DATE:** October 17, 2014

**SUBJECT:** Secondary Amendment (SA) 130001-01  
Detailed Site Plan (DSP) 13009-03  
Cafritz Property  
Calvert Tract, LLC

### ISSUE

This is a request for a Secondary Amendment to the Town of Riverdale Park Mixed-Use Town Center Zone Development Plan and a request to revise Detailed Site Plan (DSP) 13009 in order to permit three (3) freestanding signs on the Cafritz Property.

The Planning Board hearing is scheduled for November 6, 2014. The Maryland-National Capital Park and Planning Commission (M-NCPPC) Technical Staff Report is not yet available.

### SUMMARY

#### Location

The subject property is located on the east side of US Route 1 (Baltimore Avenue), approximately 1,400 feet north of the intersection of Route 1 and East-West Highway in the Town of Riverdale Park.

#### Use

The subject property is currently under construction. The project, to be known as Riverdale Park Station, is a mixed-use development on 37.55 acres of land. The first phase includes a Whole Foods Grocery store, an additional 100,000 square feet of retail and 22,000 square feet of office space. The second phase includes 981 residential units and a 120-room hotel.

#### Proposal

The Approved Town of Riverdale Park Mixed-Use Town Center Zone Development Plan for the Cafritz Property at Riverdale Park does not permit freestanding signs. Specifically, it states in

the Signage section under number 2. that:

“2. Commercial signs shall be building mounted only. Freestanding signs shall not be allowed, unless they provide directional information marking the way to parking, historic sites, maps of the area, and other amenities. In these cases, such signage may only be provided in coordination with the Town of Riverdale Park and any other applicable agency and may not include commercial or product information.”

The applicant is proposing this standard be revised as follows:

“2. Commercial signs shall generally be building-mounted, but freestanding signs shall be permitted to provide identification of the development and/or certain businesses within the development, as well as directional information marking the way to parking, historic sites, maps of the area, and other amenities. In the case of freestanding signs for directional information, said signage may only be provided in coordination with the Town of Riverdale Park and other applicable agencies.”

In addition, the applicant is proposing to amend the Detailed Site Plan to permit three (3) freestanding commercial signs and two (2) small, freestanding, interpretive signs along the two frontages of the historic ice house.

Sign one is to be located on the north side of Van Buren Street at the Route 1 entrance. This sign is a monument sign consisting of a development identification sign connected to a directory sign that can serve up to four tenants, including a larger area for Whole Foods. The directory sign panel is 6-feet wide by 8-feet 3 inches tall framed by brick piers and precast concrete coping. The letters will be pin mounted on cast stone. The total structure including the framing will be 10-feet wide by 11-feet tall. There will be copy on both the north and south elevations along Route 1. The shopping center identification sign is connected to the directory sign. It also will consist of a precast concrete sign panel. The sign panel will be 14-feet wide by 2-feet high, framed in brick with a brick pier on one end (2-feet wide by 9-feet high) and a steel trellis structure (10-foot wide) along one side supported by another brick column to frame a seating wall. See Attachment 2.

Sign two is to be located on the south of Van Buren Street across the street from sign one. It is also a monument sign framed in brick. This sign will be a shopping center identification sign. The sign panel is proposed to be 14-feet wide by 2-feet tall. Including the brick framing, the total sign structure will be 14-feet wide by 4-feet 3-inches tall. This sign will also have a steel trellis structure framing a seating wall next to it. See Attachment 3.

Sign three is to be located on the north side of Underwood Street at the southern Route 1 entrance. This sign will be a directory sign for Whole Foods and three other tenants. There will only be sign copy on the south elevation. The sign face is proposed to be 10-feet wide by 4-feet 3-inches tall. Including the brick framing, the total structure will be 14-feet wide by 6-feet tall. See Attachment 4.

## **RECOMMENDATION**

City staff recommends no comment on this application unless the City Council feels strongly about the matter. The Mayor and Council of Riverdale Park will consider this request at their October 27<sup>th</sup> Work Session and November 3<sup>rd</sup> Legislative Session. The Town of University Park has not taken a position.

### **Attachments:**

Attachment 1: Statement of Justification

Attachment 2: Sign Illustration for the north side of Van Buren Street and Route 1

Attachment 3: Sign Illustration for the south side of Van Buren and Route 1

Attachment 4: Sign Illustration for the north side of Underwood Street and Route 1

**Cafritz Property at Riverdale Park  
Statement of Justification for Secondary Amendment  
SA-130001-01 and DSP-13009-03**

This request for a Secondary Amendment to a Development Plan is set forth in, and legally permitted by Sec. 27-546.14 of the Prince George's County Zoning Ordinance, and is in connection, and part of, the Detailed Site Plan and for the development of the property known as the Cafritz Property at Riverdale Park (the "Development"), with this application being noted as DSP-13009/03 and SP-130002/01.

Within the Approved Town of Riverdale Park Mixed-Use Town Center Zone Development Plan for the Cafritz Property at Riverdale Park ("Development Plan"), within the section entitled "Signage", under No. 2 states as follows:

"2. Commercial signs shall be building mounted only. Freestanding signs shall not be allowed, unless they provide directional information marking the way to parking, historic sites, maps of the area, and other amenities. In these cases, such signage may only be provided in coordination with the Town of Riverdale Park and other applicable agencies and may not include commercial or product information."

The following amendment to this Standard is proposed as follows:

"2. Commercial signs shall generally be building-mounted, but freestanding signs shall be permitted to provide identification of the development and/or certain businesses within the development, as well as directional information marking the way to parking, historic sites, maps of the area, and other amenities. In the case of freestanding signs for directional information, said signage may only be provided in coordination with the Town of Riverdale Park and other applicable agencies."

The required findings for the approval of the above-described Secondary Amendment are as follows:

"Sec. 27-546.14. Amendments to Development Plan.

...

(b) Secondary amendments.

...

(7) The Planning Board may only approve a requested secondary amendment of a Development Plan if it makes the following findings:

- (A) The requested secondary amendment is in compliance with the requirements for the approval of a Development Plan;
- (B) The requested secondary amendment is in conformance with the purposes of the M-U-TC Zone;

(C) The original intent of the Development Plan element or mandatory requirement being amended is still fulfilled with the approval of the requested secondary amendment.”

The approval of a Development Plan for the M-U-TC Zone requires the following findings, as set forth in Sec. 27-198.05 of the Zoning Ordinance:

“(A) The entire Map Amendment including the Development Plan, is in conformance with the purposes and other requirements of the M-U-TC Zone;

(B) Adequate attention has been paid to the recommendations of the Area Master Plans and the General Plan which are found to be applicable to property within the proposed M-U-TC Zone;

(C) An approved Master Plan recommends a mixed use town center zone or the area is demonstrated to be an older, substantially developed mixed-use community;

(D) The Town Center Development Plan will provide a flexible regulatory environment that will support redevelopment and development interests in the area and protect the character of the older mixed-use center; and

(E) The M-U-TC Zone boundaries are continuous with no land in a different zone remaining solely within the approved M-U-TC Zone boundaries.”

The purposes of the M-U-TC Zone are set forth in Sec. 27-546.09(a) of the Zoning Ordinance, as follows:

“(1) To create with the community a development framework that can capitalize on the existing fabric of the County’s older commercial/mixed-use centers and corridors.

(2) To promote reinvestment in, and the appropriate redevelopment of, older commercial areas, to create attractive and distinctive community centers for shopping, socializing, entertaining, living, and to promote economic vitality.

(3) To promote the preservation and adaptive reuse of selected buildings in older commercial areas.

(4) To ensure a mix of compatible uses which compliments (sic) concentrations of retail and service uses, including institutional uses, encourages pedestrian activity, and promotes shared parking.

(5) To provide a mix of commercial and residential uses which establish a safe and vibrant twenty-four hour environment.

(6) To establish a flexible regulatory framework, based upon community input, to encourage compatible development and redevelopment, including shared parking facilities that will enhance the Town Center.

(7) Preserve and promote those distinctive physical characteristics that are identified by the community as essential to the community's identity, including building character, special landmarks, small parks and other gathering places, and wide sidewalks."

Given the above-described findings for approval of the M-U-TC Zone, as well as the purposes of the M-U-TC Zone, the requested Secondary Amendment is justified for the following reasons. The Development, as approved through Zoning Map Amendment No. A-10018, Preliminary Plan of Subdivision No. 4-13002, Detailed Site Plan No. DSP-13009 (including all approved revisions to date), Special Permit No. SP-130002, and Secondary Amendment No. SA-130001, is a community that will include 119 townhouses, 855 multifamily units (a portion of which will require additional detailed site plan approval), approximately 186,676 square feet of commercial space, and a hotel (that will require approval of a special exception). As can be seen from the above-referenced approvals, as well as the approval of the Development Plan, this is intended to be a cohesive and coordinated community, with a significant amount of commercial space. Allowing freestanding signs at appropriate locations will, among other things, assure that the Development will successfully "ensure a mix of compatible uses that compliments (sic) concentrations of retail and service uses..."; "provide a mix of commercial and residential uses which establish a safe and vibrant twenty-four hour environment", "encourage compatible development...that will enhance the Town Center", and "provide a flexible regulatory environment that will support redevelopment and development interests in the area..." Freestanding signs at appropriate locations will not only help to emphasize the identity and cohesive nature of the Development as a whole, but also help to identify the existence of significant commercial establishments within the Development. The identification of such businesses within the Development is often a requirement of such businesses, which will not locate within developments such as this without this type of signage. The existence of freestanding signs at appropriate locations within the Development, therefore, is not only helpful to establish the character of the Development and the location of significant commercial establishments within the Development, but is actually crucial to the commercial success of the Development.

It is also important to note the "Intent" of the "Signage" section of the Development Plan, which states as follows:

"Encourage a positive and attractive identity for businesses and the town center and make the street more interesting for pedestrians. Allow creative commercial expression and visual variety without creating clutter or overwhelming streetscape."

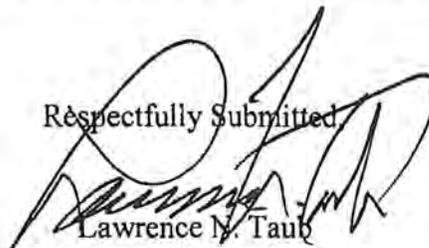
The proposed freestanding signs (as shown on the accompanying application for a Revision to the approved Detailed Site Plan) will, in fact, implement a positive and attractive identity for businesses and the town center as intended by the Development Plan, and they will thus be

consistent with the intent of the signage element of the Development Plan. Quite frankly, a development of the size and scope such as that which has been previously approved for this Development could not be successful without allowing certain freestanding signs, as proposed through this application, as well as the proposed 03 Revision to DSP-13009.

For all of the above-stated reasons, the applicant herein submits that proposed Secondary Amendment that would allow freestanding signs at specified locations within the Development is in compliance with the requirements for the approval of the Development Plan, is in conformance with the purposes of the M-U-TC Zone, and fulfills the original intent of the signage element of the Development Plan, and for these reasons, requests that it be approved.

The applicant herein also submits that the proposed 03 Revision to Detailed Site Plan No. DSP-13009, showing the location of three (3) specific freestanding signs upon the Development, is also justified. The locations of these proposed signs - one each on the north and south side of Van Buren Street at the Route 1 entrance to the Development, and the third on the north side of Underwood Street at the Route 1 entrance - are appropriate locations for said signs. These locations are two of the main entry points into the development, and both are proximate to the main commercial portion of the Development. They will serve to appropriately identify both the Development itself, and some of the significant commercial establishments within the Development, and both are designed in a manner that is consistent with not only the character and quality of the Development as a whole, but also the buffer area along the Route 1 frontage in which the signs will be located. For these reasons, the applicant also requests that the proposed 03 Revision to Detailed Site Plan No. DSP-13009 to add these freestanding signs also be approved.

Respectfully Submitted



Lawrence N. Taub  
Attorney for Applicant



WHOLE  
FOODS  
MARKET

FITNESS

SUNSHINE BOUTIQUE

ADIDAS STORE

RIVERDALE PARK  
STATION



RIVERDALE PARK  
STATION



15

PY 41

CDBG

Application

## MEMORANDUM

**TO:** Mayor and Council

**THROUGH:** Joe Nagro, City Manager  
Terry Schum, Director of Planning, Community and Economic Development *TS*

**FROM:** Steve Beavers, Community Development Coordinator *SB*

**DATE:** October 17, 2014

**SUBJECT:** Community Development Block Grant Application for Program Year 41

### ISSUE:

The upcoming funding round for the Community Development Block Grant (CDBG) program is designated as program year 41 (PY41) and runs from July 1, 2015 through June 30, 2016. Applications are due at the Prince George's County Department of Housing and Community Development on Monday, November 3.

### SUMMARY:

Prince George's County will receive approximately \$4 million in block grant funds from the U.S. Department of Housing and Urban Development for PY 41 and approximately \$1 million will be allocated for public infrastructure projects. CDBG funds are required to be used in low and moderate income areas or for programs that directly benefit low and moderate income individuals. CDBG eligible areas in College Park include Old Town, Lord Calvert Manor and the Branchville, Berwyn, and Lakeland neighborhoods west of Rhode Island Avenue. In previous years, the City has used CDBG funding for sidewalks, street lighting and paving in eligible areas and has received an average of \$100,000 annually for these projects.

As part of the City's annual Pavement Management Plan, the City Engineer has identified streets that are most in need of repairs. Planning staff consulted with the City Engineer to determine the street with the greatest funding need and identified Norwich Road between Princeton Avenue and Columbia Avenue as the highest priority. The road is in need of work following scheduled repairs by the Washington Suburban Sanitary Commission (WSSC). CDBG funding will be used to resurface the street portion not included in the WSSC restoration as well as to fund sidewalk construction along that section of the road. An application for this work was submitted last year but was not funded.

### RECOMMENDATION:

Staff proposes submitting a PY41 CDBG application for \$175,000 for Norwich Road unless there is an objection from City Council.

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# Resident Satisfaction Survey

## MEMORANDUM

To: Mayor Andrew Fellows and City Council  
From: Bill Gardiner, Assistant City Manager *BG*  
Through: Joe Nagro, City Manager  
Re: 2014 Resident Satisfaction Survey (Information Report Only)  
Date: October 14, 2014

**Issue:**

Roll-out and Advertising for the 2014 Resident Satisfaction Survey

**Summary:**

The 2014 Resident Satisfaction Survey is tentatively scheduled to be available online starting November 1, 2014, and to close on December 19, 2014. The online version will be in English and use Survey Monkey. Hardcopies will be available in English and Spanish with a pre-stamped return envelope. The hardcopies will be available at the following locations: City Hall, Davis Hall, Youth and Family Services, Public Services, Attick Towers, and Spellman House.

The survey will be advertised via:

- College Park Connected (announcement and reminders)
- Municipal Scene in the Gazette
- City website homepage
- City Cable TV channel
- Civic association leaders
- Weekly City Council meeting announcements
- City Council emails to constituents
- Outreach to the University of Maryland Office of Off-Campus Housing, the Student Government Association, and the *Diamondback*

Questions regarding the survey will be directed to the City's main administration phone number, 240-487-3501 or to Janet McCaslin at [jmccaslin@collegetparkmd.gov](mailto:jmccaslin@collegetparkmd.gov).