



TUESDAY, NOVEMBER 17, 2015
(COUNCIL CHAMBERS)

7:30 P.M.
WORKSESSION

(There is a possibility of a closed session at the end of the Worksession)

COLLEGE PARK MISSION STATEMENT

The City Of College Park Provides Open And Effective Governance And Excellent Services That Enhance The Quality Of Life In Our Community.

CITY MANAGER'S REPORT

AMENDMENTS TO THE AGENDA

PROPOSED ITEMS TO GO DIRECTLY TO NEXT WEEK'S AGENDA

PROPOSED CONSENT AGENDA ITEMS

1. Award of FY '16 Fire Department Grants - Steve Groh, Director of Finance

WORKSESSION DISCUSSION ITEMS

2. Detailed Site Plan #13045 for Greenbelt Station South Core – Terry Schum, Director of Planning
3. Presentation by Engineering Company CH2M Hill regarding stormwater management plans in the City for the Clean Water Partnership Agreement with the County – Tasha Brokenberry, David Washington, Pete Littleton, and Tara Ajello
4. Award of FY '16 Community Services Grants and discussion of reporting from direct grant recipients - Steve Groh, Director of Finance
5. Review of requested changes to certain City-appointed Boards (as part of the comprehensive Board and Committee review) and feedback on revised Rules and Regulations Pertaining to City-appointed Boards – Suellen Ferguson, City Attorney and Janeen Miller, City Clerk
6. Appointments to Boards and Committees

STATUS/REVIEW OF PENDING AGENDA ITEMS

COUNCIL COMMENTS

**POSSIBLE CLOSED SESSION
AFTER THE WORKSESSION**

1. To Consult with Council on a Legal Matter
2. Discuss a matter directly related to a negotiating strategy

INFORMATION/STATUS REPORTS (For Council Review)

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

1

FY '16 Fire Department Grants

MEMORANDUM

TO: Mayor & Council

THROUGH: Scott Somers, City Manager

FROM: Stephen Groh, Director of Finance

DATE: November 12, 2015

SUBJECT: FY2016 Fire Department Capital Equipment Grants
(Proposed Consent)

The FY2016 adopted budget provides \$52,500 in funding (in C.I.P. project 012006, account 25-40) for capital equipment grants of \$17,500 each to the 3 fire companies providing first response to residents of the City for the purchase and/or financing of capital equipment needs. Applications were sent to College Park, Branchville and Berwyn Heights Volunteer Fire Departments, and each department submitted complete applications by the November 12 deadline.

Submitted applications are summarized as follows:

College Park Volunteer Fire Department, Inc.	Apply toward purchase of CPVFD-owned and controlled ladder truck, estimated to cost \$900,000. PGFD-owned Truck 12 and its PGFD crew are often sent to other areas of the County on details, leaving CPVFD without this equipment or staffing	\$ 17,500
Branchville Volunteer Fire Company & Rescue Squad, Inc.	Apply toward purchase of new 2016 ambulance	17,500
Berwyn Heights Volunteer Fire Department & Rescue Squad, Inc.	Use to supplement a deposit on a new rescue squad vehicle, estimated to cost \$900,000-1,000,000	17,500

We recommend that Mayor & Council review the submitted applications and make grant awards.

City of College Park
FY2016 Fire Department Capital Equipment Grant Application
(Deadline: Thursday, November 12, 2015, 5:00 pm)

GENERAL INFORMATION:

Name of Fire Department: College Park UFD, Inc
Address: 8115 Baltimore Avenue
City/State/Zip: College Park, MD 20740
Contact Person/Title or Rank: William J Corrigan, Chief
Telephone Number: (301) 901-9112 FAX Number: (301) 901-9115
E-mail Address: wcorrigan@umd.edu

Use of Grant Funds:

The City of College Park has established a Fire Department Capital Equipment project in its Capital Improvement Program (C.I.P.) to assist fire companies providing first response to residents of the City with capital equipment purchases. Capital equipment purchases under this grant program may be used for one-time purchases, or approved grant funds may be escrowed for combination with grant funds, if any, appropriated in subsequent fiscal years. The maximum capital equipment grant per fire company, based on demonstrated need, for fiscal year 2016 is **\$17,500**. Mayor and Council will make its decision based on submitted applications, and shall exercise total discretion in the award of grants.

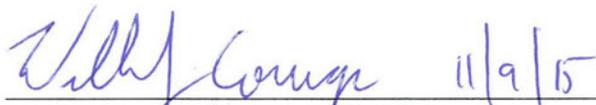
Tax Return Submittal:

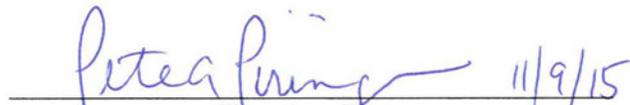
Tax returns are not required to be submitted with the application.

Electronic Version of Application:

If you would like to receive an electronic version of this application (in Word format), please e-mail sgroh@collegeparkmd.gov.

We, the authorized representatives of the applicant fire company, have completed or directed the completion of this application for the City of College Park Fire Department Capital Equipment Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

 11/9/15
Signature/Date
William J Corrigan, Chief
Printed Name/Title or Rank

 11/9/15
Signature/Date
Pete A. Piringer
Printed Name/Title or Rank

Requested information may be provided on attachments if referenced to the appropriate item numbers.

1. What are your company's first response boundaries? What neighborhoods within the City are included in that area?

The primary response Engine and Ambulance areas of the College Park Volunteer Fire Department is the southern portion of the City of College Park from south of Berwyn Road to Fordham Court. This area includes Lakeland, Berwyn, Downtown College Park, Old Town College Park, Calvert Hills, and the University of Maryland campus. We also respond to all structural fires throughout the City of College Park on the first alarm. In addition, we provide second response ambulance service to many parts of the City of College Park.

2. Do you have any specialized responsibilities (e.g., hazardous materials, emergency medical services)?

The College Park Volunteer Fire Department maintains two basic life support ambulances, one always in-service and the other as a ready reserve and in-service as staffing permits (about 50% of the time this additional unit is staffed). We also provide a Foam Engine for flammable liquid fires and hazardous materials emergencies. In addition, we maintain and operate a Hazardous Materials Support Unit and provide countywide coverage for hazardous materials incidents. In addition, Medic 12 (Advanced Life Support) is housed in the College Park Fire Station. Recently College Park has also added Volunteer Advanced Life Support to our services provided.

3. List your current apparatus or equipment, providing year, vehicle type, owner, scheduled replacement date, current mechanical condition (and list owner) owned by the fire company or any related entities.

Engine 121 – 2002 American LaFrance Pumper (CPVFD owned) Very Good condition with approximately 74,500 miles. Vehicle was fully refurbished in 2014 – 2015 to greatly extend its service life at one-quarter the cost of a replacement vehicle. Estimated replacement in 2022.

Engine 122 – 2012 Pierce Pumper (CPVFD owned) Excellent condition as recently placed in service with approximately 20,100 miles. Estimated replacement in 2032.

Truck 12 – 2012 Pierce 105' Rear Mount Ladder Truck (County owned) Excellent condition with approximately 20,900 miles. Replacement in 2016 with CPVFD owned vehicle.

Foam Unit 12 – 1992 Spartan Darley (CPVFD owned) Fair condition with approximately 132,200 miles. Rehabbed in 2008. Estimated replacement in 2022.

Hazmat Unit 12 – 2005 Freightliner/Hackney hazardous materials unit (County owned) Good condition with approximately 19,800 miles. Unknown replacement by County.

Ambulance 128 – 2010 GMC/PL Custom Ambulance (CPVFD owned). Good condition with approximately 48,500 miles. Estimated replacement in 2020.

Ambulance 129 – 2006 GMC/Horton Ambulance (CPVFD owned). Fair condition with approximately 114,500 miles. Estimated replacement in 2016.

Utility 12 – 2003 Ford Utility Truck (CPVFD owned) Mainly Good condition with approximately 107,300 miles. Estimated replacement based on condition of vehicle.

Car 12 – 2003 Ford Command Unit (CPVFD owned) Good condition with approximately 58,400 miles. Estimated replacement based on condition of vehicle.

Car 12A – 2013 Chevrolet Tahoe Command Unit. Excellent Condition with approximately 19,600 miles. Estimated replacement based on condition and need.

4. Explain the deficiencies of your current equipment based on your fire company's responsibilities.

The current ladder truck is owned and operated by Prince George's County and the College Park VFD has little control on when, why and where the truck is used for various details and assignments, especially during the daytime hours of Mon – Fri 7AM – 3PM when we are staffed primarily by PGFD career personnel. There have been numerous times in recent years where the area has not only lost use of this important resource to other assignments, we have also lost the career crew to go with the vehicle leaving the entire area with no staffed primary services during busy daytime periods. Procurement of a College Park VFD owned vehicle eliminates this situation and allows the area to be much better served in the long run, especially as the City and University continue to redevelop and grow.

5. Describe the equipment you would purchase with this grant, including estimated acquisition cost and the projected timing of your purchase.

We will apply this grant towards part of the approximately \$150,000.00 annual payment for our new ladder truck which we hope to have under contract by early 2016. The final price will be determined in late December when we receive bids back but it is anticipated that the overall vehicle cost will be approximately \$900,000.

6. Is this the least expensive piece of equipment that would serve this purpose? If not, please justify the additional expenditure.

All major apparatus purchases go through a bid process to ensure that we obtain the highest quality product that meets all of the department's service needs at the most economical price.

7. Is this equipment being purchased for your primary or "core" service? If not, please explain.

The Ladder Truck is the primary ladder resource for the entire Route 1 corridor and the University of Maryland where the greatest concentration of high and mid-rise structures are located.

8. If the total acquisition costs exceeds this grant request, explain how you would fund the remainder?

The College Park Volunteer Fire Department is committed to fund the balance of the payment through revenue and savings achieved through fund raising and other available grants.

9. Are there any plans for your fire company to receive additional apparatus from Prince George's County? If yes, describe apparatus and timing of scheduled delivery.

Not at this time. County-wide there will be no purchases of any apparatus for the foreseeable future.

10. Are there any plans for your fire company to expand or add additional services? If so, what additional apparatus do you plan to purchase to provide these services?

No.

11. Describe any real property (land and/or buildings) owned by the fire company or any related entities, including estimated market value and any liens against the property.

The College Park Volunteer Fire Department, Inc. owns a small parcel of land, approximately 1/5th acre in the 5000 Blk of Roanoke Pl, College Park. There are no plans for this parcel at this time.

12. Please provide any additional information concerning the financial condition of the fire company or your need for the apparatus or equipment that you feel would be helpful to the Mayor and Council in deciding on your grant application.

The College Park Volunteer Fire Department has put together a replacement plan for our emergency response apparatus to provide up to date and safe apparatus to meet the current and future needs of providing protection to the College Park community. Part of this plan is to purchase a new pumper every 10 years. This would allow us to take the older pumper at 20 years of age and move this to replace the current foam pumper. With the purchase of a new pumper in 2012, this part of the plan has been implemented. With the purchase of the new ambulance last year, we have also implemented the ambulance replacement portion of this plan of purchasing a new ambulance every 5 years due to extremely high mileage that is added on each ambulance. We look to continue the apparatus replacement plan in 2016 with the purchase of a CPVFD owned ladder truck and with initiating the replacement for the 2006 Ambulance.

During 2015, the College Park Volunteer Fire Department will respond to approximately 5,000 emergency responses with about 2,300 fire responses and 2,700 ambulance responses. Over 85% of the staffing is provided by Volunteer Members of the CPVFD. Our department has responded to every single call that we were dispatched to with high levels of volunteer staffing. We feel CPVFD has exceeded our response goals of staffing to a very high level in providing protection to the citizens of College Park and the surrounding areas.

The College Park Volunteer Fire Department thanks the City of College Park for their past and continued support in helping us do our job of providing vital emergency services to the citizens in the City of College Park.

RE: FY2016 Fire Department Capital Equipment Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, **College Park Volunteer Fire Department, Inc.** does hereby agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

College Park Volunteer Fire Department, Inc.

By: Pete Piringer
Pete Piringer

Title: President

Dated: Nov 9, 2015

City of College Park
FY2016 Fire Department Capital Equipment Grant Application

GENERAL INFORMATION:

Name of Fire Department: Branchville Volunteer Fire Company

Address: 4905 Branchville Road

City/State/Zip: College Park/ MD/ 20740

Contact Person/Title or Rank: Frank Underwood- Treasurer

Telephone Number: Cell 301-318-9212 Home 301-441-2868 FAX Number: 301-474-2738

Use of Grant Funds:

The City of College Park has established a Fire Department Capital Equipment project in its Capital Improvement Program (C.I.P.) to assist fire companies providing first response to residents of the City with capital equipment purchases. Capital equipment purchases under this grant program may be used for one-time purchases, or approved grant funds may be escrowed for combination with grant funds, if any, appropriated in subsequent fiscal years. The maximum capital equipment grant per fire company, based on demonstrated need, for fiscal year 2016 is \$17,500 . Mayor and Council will make its decision based on submitted applications, and shall exercise total discretion in the award of grants.

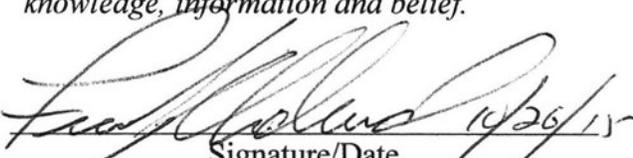
Tax Return Submittal:

Tax returns are no longer required to be submitted with the application.

Electronic Version of Application:

If you would like to receive an electronic version of this application (in Word format), please e-mail sgrh@collegetparkmd.gov.

We, the authorized representatives of the applicant fire company, have completed or directed the completion of this application for the City of College Park Fire Department Capital Equipment Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.


Signature/Date


Signature/Date

Frank J Underwood ^{Treas}
Printed Name/Title or Rank

Ronald Leitch SR ^{pres,}
Printed Name/Title or Rank

Requested information may be provided on attachments if referenced to the appropriate item numbers.

1. What are your company's first response boundaries? What neighborhoods within the City are included in that area?

Route One From Berwyn Road to 495 North & 95. To include the following: Sunnyside, Westchester Park, Springhill Lake, and The University of Maryland.

2. Do you have any specialized responsibilities (e.g., hazardous materials, emergency medical services)?

Stone Industries, University of Maryland Dept of Animal Sciences, the old Washington Post, and The USDA

3. List your current apparatus or equipment, providing year, vehicle type, owner, scheduled replacement date, current mechanical condition (and list owner) owned by the fire company or any related entities.

All owned by Branchville Volunteer Fire Company.

E-111 2010 Pierce Pumper Replace 2025)

E-112 2002 Pierce Pumper Replace 2016

A-118 2011 F-450 Ambulance Replace 2018

A-119 2012 F-450 Ambulance (Totaled on Oct.14th 2015 :Hijacked Dec. 2014: Replacement cost 240k: Will Get 206k thru insurance : new 2016 Ambulance on order)

C-11A/ C-11B 2006 Ford Expeditions Replace 2016

C-11 2014 Chevy Tahoe

4. Explain the deficiencies of your current equipment based on your fire company's responsibilities.

Every year the amount of increased calls causes more repairs. Budgets get strained due to maintenance.

5. Describe the equipment you would purchase with this grant, including estimated acquisition cost and the projected timing of your purchase.

We wish to put toward the difference between the debt occurred from the purchase of our 2016 Horton Ambulance.(240k)and what we are receiving from the insurance company (206k)

6. Is this the least expensive piece of equipment that would serve this purpose? If not, please justify the additional expenditure.

Yes, In order to continue providing the high-quality level of service our citizens have come to expect, state-of-the-art apparatus is a must. Our cost estimates are based on current market rates.

Is this equipment being purchased for your primary or “core” service? If not, please explain.

Yes.

7. If the total acquisition costs exceeds this grant request, explain how you would fund the remainder?

The remaining balance above and beyond the grant monies received would be paid for by our various fundraising projects, i.e. ... bingo and our annual fund drive.

8. Are there any plans for your fire company to receive additional apparatus from Prince George’s County? If yes, describe apparatus and timing of scheduled delivery.

No.

9. Are there any plans for your fire company to expand or add additional services? If so, what additional apparatus do you plan to purchase to provide these services?

No.

10. Describe any real property (land and/or buildings) owned by the fire company or any related entities, including estimated market value and any liens against the property.

4905 Branchville Road- site of our current station
Approximate Value--- \$1.2 million.

11. Please provide any additional information concerning the financial condition of the fire company or your need for the apparatus or equipment that you feel would be helpful to the Mayor and Council in deciding on your grant application.

The core function of the BVFC&RS, Inc., for the past 88 years has been to deliver quality firefighting and EMS care to the citizens of the greater Branchville area. Even though our responsibilities have expanded and our obligations to the citizens have increased, there are no plans within the Prince George’s County Fire/ EMS Department to provide us with additional resources.

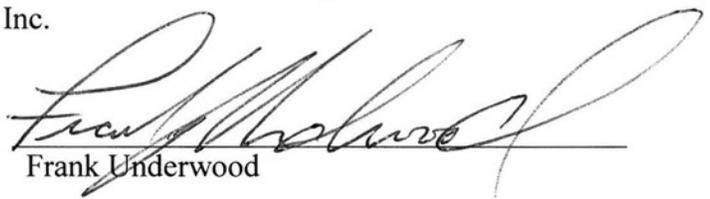
RE: FY2016 Fire Department Capital Equipment Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, **Branchville Volunteer Fire Company & Rescue Squad, Inc.** does hereby agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

Branchville Volunteer Fire Company & Rescue Squad, Inc.

By:


Frank Underwood

Title: Treasurer

Dated:

10/26/2015

City of College Park
FY2016 Fire Department Capital Equipment Grant Application
(Deadline: Thursday, November 12, 2015, 5:00 pm)

GENERAL INFORMATION:

Name of Fire Department: Berwyn Heights Volunteer Fire Department and Rescue Squad, Inc.

Address: 8811 60th Ave

City/State/Zip: Berwyn Heights, MD 20740

Contact Person/Title or Rank: James Hurley, President

Telephone Number: 443-534-5403 FAX Number: 301-474-4505

E-mail Address: jhurley@bhvfd14.org

Use of Grant Funds:

The City of College Park has established a Fire Department Capital Equipment project in its Capital Improvement Program (C.I.P.) to assist fire companies providing first response to residents of the City with capital equipment purchases. Capital equipment purchases under this grant program may be used for one-time purchases, or approved grant funds may be escrowed for combination with grant funds, if any, appropriated in subsequent fiscal years. The maximum capital equipment grant per fire company, based on demonstrated need, for fiscal year 2016 is **\$17,500**. Mayor and Council will make its decision based on submitted applications, and shall exercise total discretion in the award of grants.

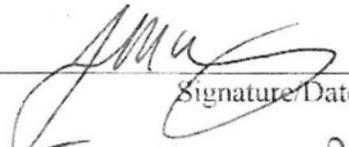
Tax Return Submittal:

Tax returns are not required to be submitted with the application.

Electronic Version of Application:

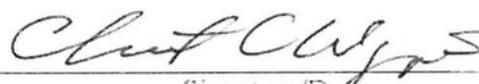
If you would like to receive an electronic version of this application (in Word format), please e-mail sgroh@collegeparkmd.gov.

We, the authorized representatives of the applicant fire company, have completed or directed the completion of this application for the City of College Park Fire Department Capital Equipment Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.



Signature/Date 11/3/15
JAMES HURLEY, PRESIDENT

Printed Name/Title or Rank



Signature/Date
Christopher C. Wipprecht Vice President

Printed Name/Title or Rank

Requested information may be provided on attachments if referenced to the appropriate item numbers.

1. What are your company's first response boundaries? What neighborhoods within the City are included in that area?

The first due-response boundaries of the Berwyn Heights Volunteer Fire Department and Rescue Squad, Inc. (BHVFD) run from the Metro tracks on the West side heading south past Lake Artemesia, to the southern portion of Indian Creek, East along Paint Branch Parkway, North through Greenbelt Park, and along the inner loop of I-495 on the North side of Greenbelt Metro. Though this is our first due response area and it does include the College Park Woods community we also provide "first due" Heavy Rescue Squad support to all portions of College Park and will also respond with our Ladder Truck or ambulance through an automatic aid agreement to all parts of College Park.

2. Do you have any specialized responsibilities (e.g., hazardous materials, emergency medical services)?

The BHVFD staffs a heavy duty rescue squad (two if staffing permits) and a ladder truck which are both considered "special services" by the Prince George's County FD (PGFD.) Our rescue squad also doubles as the Northern Technical Rescue Support Company for the Northern half of Prince George's County, providing highly trained technical rescue technicians and equipment in case of high-angle, confined space, trench, swiftwater, and structural collapse incidents. The BHVFD also has two ambulances that provide EMS care to the greater Berwyn Heights, Greenbelt, and College Park areas and has frequently been upgraded to a Paramedic Ambulance during 2014 adding Advanced Life Support to its capabilities.

3. List your current apparatus or equipment, providing year, vehicle type, owner, scheduled replacement date, current mechanical condition (and list owner) owned by the fire company or any related entities.

2015 Ford/Demers Ambulance – Scheduled Replacement 2025 – Owned by BHVFD – New condition

2009 Seagrave Ladder Truck – Scheduled Replacement 2024 – Owned by BHVFD – Excellent condition

2005 Seagrave Rescue Squad – Scheduled Replacement 2017 – Owned by BHVFD – Good condition however showing age with 160k+ miles

2003 Freightliner Ambulance – Will not be replaced when service life expires – Owned by BHVFD – Fair condition, exceeds "critical" engine hours for a fleet vehicle.

1990 Pemfab Rescue Squad – Will be replaced along with the 2005 Seagrave Rescue Squad, anticipated 2017 – Owned by BHVFD – Fair condition with 245k+ miles

4. Explain the deficiencies of your current equipment based on your fire company's responsibilities.

Our ladder truck and ambulance are new and relatively new respectively and should be able to serve the community for years to come without issue. Our Pemfab Rescue squad exceeds the normal service life for a rescue squad and is running on borrowed time. Due to its high call volume our 2005 Seagrave rescue squad is also showing signs of aging and will move into a reserve position when a new rescue squad is purchased. About 75% of our rescue equipment was purchased in 1999 or before and will need replaced, with newer technology in automobiles and an expanded scope of responsibility as a technical rescue company, when a new rescue squad is purchased.

5. Describe the equipment you would purchase with this grant, including estimated acquisition cost and the projected timing of your purchase.

This grant money would be used to supplement a deposit on a new Rescue Squad and associated equipment. We estimate the cost of a new rescue squad and equipment to fall in the \$900,000 to \$1,000,000 range. Our previous rescue squad, purchased in 2005 cost approximately \$750,000 (equipped.) A deposit would be placed either at the end of 2015 or early 2016 depending on determination of an acceptable bid through a competitive bidding process.

6. Is this the least expensive piece of equipment that would serve this purpose? If not, please justify the additional expenditure.

To equal the current capabilities and be able to grow with the increased demand on our rescue squad, there is no substitute for a heavy duty rescue squad. All apparatus purchases by BHVFD are by means of a competitive bidding process among several manufacturers to meet established specifications set forth by the BHVFD and in accordance with PGFD, National Fire Protection Association standards, and Maryland MVA laws governing emergency vehicles.

7. Is this equipment being purchased for your primary or "core" service? If not, please explain.

Yes, this equipment will replace an older piece of apparatus serving the same area and providing the same type of service as it does currently.

8. If the total acquisition costs exceeds this grant request, explain how you would fund the remainder?

The remainder of the acquisition costs would be funded through financing, ambulance billing, grants from the Town of Berwyn Heights and City of Greenbelt, and state/county allocated funds. Though it has depreciated greatly, the sale of our 1990 Pemfab rescue squad would also supplement the purchase of a replacement rescue squad.

9. Are there any plans for your fire company to receive additional apparatus from Prince George's County? If yes, describe apparatus and timing of scheduled delivery.

There are no any plans to receive any additional apparatus from Prince George's County at this time.

10. Are there any plans for your fire company to expand or add additional services? If so, what additional apparatus do you plan to purchase to provide these services?

The BHVFD is always striving to expand its capabilities and expects to become more involved as an asset to the county's technical rescue team as a primary technical rescue squad in lieu of acting in only a support role. The BHVFD also plans to expand its Paramedic Ambulance program by actively recruiting volunteer Paramedics to expand the Advanced Life Support (ALS) capabilities of our EMS team.

11. Describe any real property (land and/or buildings) owned by the fire company or any related entities, including estimated market value and any liens against the property.

Firehouse - 8811 60th Ave Berwyn Heights – Estimated value \$300k

Rental Residences – 6007 & 6009 Seminole St Berwyn Heights - Estimated value \$300k each

Land Parcel – Seminole St & Cunningham Dr Berwyn Heights – Estimated value \$200k

12. Please provide any additional information concerning the financial condition of the fire company or your need for the apparatus or equipment that you feel would be helpful to the Mayor and Council in deciding on your grant application.

The BHVFD prides itself on making sound financial decisions based on a tumultuous and fluid income stream. We have a dedicated Board of Directors, involved operational staff, and financial advisors who advise and approve any expenditure outside of normal operating expenses. The BHVFD is financially stable, however does not foresee any large increases in income to keep up with large increases in operating costs and prices of replacement apparatus. The FD Capital Equipment Grant from the City of College Park has been instrumental in ensuring that the BHVFD continues to provide the highest level of service to the citizens and visitors of College Park for over 50 years.

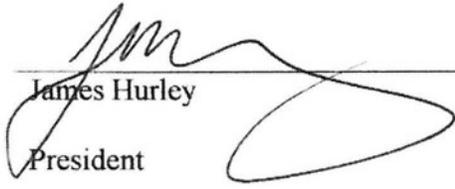
RE: FY2016 Fire Department Capital Equipment Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, **Berwyn Heights Volunteer Fire Department & Rescue Squad, Inc.** does hereby agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

Berwyn Heights Volunteer Fire Department & Rescue Squad, Inc.

By: _____


James Hurley

Title: President

Dated: 11/3/15

2

Detailed Site Plan #13045 for Greenbelt Station South Core

MEMORANDUM

TO: Mayor and Council

THROUGH: Scott Somers, City Manager
Terry Schum, AICP, Planning Director *ts*

FROM: Miriam Bader, AICP, Senior Planner *MB*

DATE: November 13, 2015

SUBJECT: Detailed Site Plan 13045
Greenbelt Station-South Core, Phase III

ISSUE

The applicant, Woodlawn Development Group (WDG) submitted a Detailed Site Plan (DSP) for Phase III of the Greenbelt Station South Core development in February 2015 and has made three revisions to the plan since that time in response to comments by Maryland-National Capital Park and Planning Commission and Greenbelt staff. The project is located entirely within the City of Greenbelt and is subject to a Development Agreement between the City and Developer. As a result, the City staff's review and comments will be limited to those issues with an impact on the City.

The Prince George's County Planning Board hearing is scheduled for January 7, 2016. The Maryland-National Capital Parking and Planning Commission (M-NCPPC) Technical Staff Report should be available on December 24, 2015. The Greenbelt City Council is anticipated to take a position on December 14, 2015

SUMMARY

Location

The 11.18-acre property is located north of Greenbelt Road (MD 193) on the west side of Greenbelt Station Parkway in the City of Greenbelt.

Zoning

The subject property is zoned Mixed-Use Transportation oriented (M-X-T).

Surrounding Uses and Zoning

Direction from subject site	Use	Zoning
North	Undeveloped	MXT
South	Greenbelt Station, earlier phases (Residential), and	MXT

	Undeveloped	
West (across Metro Green Line and CSX Rail line)	Undeveloped (owned by Board of Education), City Public Works, Stone Industrial Site	ROS I-2
East	Residential and Under Construction	MXT

Environmental Features

The property contains 1.95 acres of 100-year floodplain, and no woodlands in the floodplain and no regulated streams.

Historic: Sites, Resources and Districts

The proposal has been determined to have no impact on historic resources since previous activity on site would have adversely impacted any archeological sites that may have been present on the property.

History of Approvals

The overall conceptual site plan (CSP-01008) for this site was originally approved on June 7, 2001 and later revised with conditions via resolution PGCPB No. 06-32 on February 23, 2006. The County Council sitting as the District Council affirmed the Planning Board Decision with conditions on June 2, 2014. The amended Preliminary Plan (4-01026) was approved with conditions via amended resolution PGCPB No. 01-130 (A)/2 on February 16, 2006.

Proposal

The proposal is for development of 161 townhouses and 3,000 square feet of possible commercial space. If the commercial space is determined to not be marketable after one year, then it will be converted into park land. The townhomes will consist of three different types with the following breakdown: 68 units will be 16-foot wide, 46 will be 20-foot wide and 47 will be 24-foot wide. Two previous Detailed Site Plans were approved for South Core. DSP-04081 was for 61 townhomes (24-foot wide), 151 townhomes (20-foot wide) and 130 two-over-two condominiums for a total of 342 dwelling units. DSP-05021 was for 302 apartments and structured parking. The total number of dwelling units for Greenbelt Station South Core including the current DSP is 805 dwelling units.

Conformance with Zoning Ordinance and Plans

This submittal needs to conform to the required findings for a DSP in a Metro Planned Community per Section 27-475.06.03 of the Zoning Ordinance and conditions of approval as specified in Conceptual Site Plan (CSP-01008/01), Conceptual Site Plan (CSP-01008/02) and Preliminary Plan of Subdivision (4-01026).

This submittal is exempt from Sections 4.1, 4.2, and 4.7 of the Landscape Manual per finding 15 of PGCPB Resolutions No. 06-32 (A), however, it needs to be in conformance with all applicable sections of the 2010 Landscape Manual, Tree Canopy Coverage Manual and the Woodland and Wildlife Habitat Conservation Ordinance.

According to Maryland-National Capital Park and Planning Commission (M-NCPPC) staff, conformance to the master plan and general plan is not required with this application. Further, it has been determined that the application is exempt from the requirements of the 2013 Greenbelt

Metro Area and MD 193 Corridor Development District Overlay Zone (DDOZ). However, M-NCPPC staff encourages the applicant to comply with the relevant standards.

Stormwater Management

The stormwater management for this phase of development is to be provided by stormwater management pond B (SD#36563-2006-01) which is currently under construction. The pond is located to the north of the site (see DSP). The pond's adequacy is to be verified at the time of technical review. The stormwater management concept was approved by the Department of Permitting, Inspections and Enforcement (DPIE) on October 8, 2014 with an expiration date of October 8, 2017.

Road Improvements

Woodlawn Development group has completed or will be completing (prior to Thanksgiving) the following road improvements:

- Widened University Boulevard (MD-193) from the entrance of Greenbelt Station to just about Rhode Island Avenue.
- Installed a traffic light at the intersection of MD-193 and Greenbelt Parkway (MD 430). This should be operational by November 23rd.
- Installed a left-turn lane signal and double-left turn lane at the intersection of MD 430 and MD-193.
- Miscellaneous improvements such as installing medians and paving should be completed by Thanksgiving.

Noise and Vibration Study

Both noise and vibration studies were conducted to determine the impact the Metro and CSX train travel would have on the residential dwellings. The vibration study concluded that there would be no vibration impact to the dwellings since the measured vibration levels were all 45 VdB (vibration velocity level) below the perception threshold of 65 VdB.

The noise study only addressed outdoor noise levels. Indoor noise levels cannot be calculated until the architectural drawings are available. Also, the study states that the noise wall location and height cannot be finalized until final elevations are available; therefore, the height and location may be adjusted slightly.

The maximum allowable outdoor Day-Night Average Sound Level (DNL) for Prince George's County is 65 decibels (dB). The projected DNL is 75 dB in the rear yards of the most-impacted lots. In order to reduce this noise level to the conforming standard, a noise wall will need to be erected.

The height of the sound barrier wall varies overall with a maximum of 16-feet and is generally 14-feet high. The height variation is based on the top elevation which varies because of the adjacent retaining wall. The sound fence proposed is wood planks/beams which are a manufactured glue laminated wood product and not dimensional lumber. The wall specified was recommended by a geotechnical engineer, in part, because the smaller footings required are appropriate for the site.

An existing WMATA fence is proposed to be replaced with a modular block retaining wall, approximately two-feet in height with a 3.5-foot chain-link fence situated on top of it. This retaining wall/fence is to be located approximately 0.5 feet away from the property line (distance will vary). The noise wall is proposed to be located approximately 4.5-feet away and parallel to the retaining wall/fence.

Traffic Generation

This project falls within the approved trip cap for transportation adequacy. The applicant has already been issued a SHA access permit to do the necessary roadway improvements on SHA Roads. SHA has no objection to the development moving forward.

College Park Pedestrian Overpass

The provision for a pedestrian overpass between the South Core and the City of College Park is the major issue for the City related to this project. The following condition from CSP-01008-02 is applicable:

“3. The general location of the College Park pedestrian overpass shall be on the west side of the railroad **south** of the city’s Public Works facility on industrial-zoned property west of the tracks with permission of the property owner and not adjacent to any existing residential homes. The establishment of said location shall not commit the applicant, heirs, successors, and assigns to construct said overpass nor detrimentally affect the development of any property within Greenbelt Station nor the receiving site on the west side of the railroad and subject to the approval of any property that contains any portion of said overpass including easements for construction. The cities of College Park and Greenbelt shall review and approve the final location and design of the pedestrian overpass which shall also be subject to review and approval by CSX, WMATA and other agencies including the M-NCPPC, applicant, heirs, successors, and assigns and any affected property owner. The overpass shall be designed to provide a direct point of access which is to the extent feasible visible from the North-South Connector Road as well as two call boxes and other appropriate security measures. Entrance to the overpass shall be ramped to provide handicapped access, and may include not more than one switchback in ramp direction, unless agreed to by the cities of Greenbelt and College Park and the M-NCPPC and any permitting agency. Circular ramps are not permitted, unless agreed to by the cities of Greenbelt and College Park and the parties noted above. Subject to the approval of a detailed site plan for any property adjacent to the overpass, access to the overpass may be incorporated into a structure and/or the site details.”

In addition, Policy 2 of the Metro Area Plan states (p. 125) : “Improve bicycle, pedestrian, and vehicular accessibility throughout the sector plan area [which includes the subject property] and within adjacent communities by filling in missing linkages and ensuring the internal network is pedestrian-and bicycle-friendly through appropriate design, including traffic calming techniques:”

Also in this plan, Strategy 2.4 states: “ Provide additional connections between existing and future neighborhoods and the Indian Creek trail and Northeast Branch trail systems to contribute to stronger communities that enjoy greater mobility and access to regional transportation systems.”

And Strategy 2.5 states: “Build a pedestrian overpass linking the Greenbelt Metro Station area to North College Park south of Huron Street to maximized safety and connectivity. If it is determined that this pedestrian overpass is infeasible or no longer necessary, the South Core development team may take the appropriate steps to request the removal of the conditions of the approval of CSP-01008/01 requiring the pedestrian overpass.”

Finally, Table 31 (p. 132): “Existing, Planned, and Proposed Bikeways and Trails lists the North College Park Pedestrian Overpass and states “construct a pedestrian/bicyclist overpass across the CSX and Metro line to link North College Park and the South Core area.”

Proposed Location: The applicant is proposing to locate the pedestrian overpass on the far northern side of the townhomes running along the boundary of the 100-year floodplain easement and just south of a storm water management pond. The overpass is shown to start at the west side of Greenbelt Station Parkway, travel in a westerly direction for 465-feet, then turn 90-degrees in a southerly direction for 920-feet past the City of College Park Public Works Facility and then turn 90-degrees in a westerly direction for 50-feet. The overpass is proposed to cross the train lines just south of Huron Street and be at grade (land) 560-feet **north** of the Public Works Facility and continue as a sidewalk along the Board of Education property and the Public Works property.

Height: If the pedestrian bridge is constructed it will need to be of sufficient height to meet WMATA and CSX standards. It will also need to be designed with a gradual slope to meet Americans with Disabilities Act (ADA) standards. The bridge on the site plan shows a gradual increase in height as it crosses the tracks with one switchback located on the Greenbelt side. It is shown to be 29-feet in height at its highest point. This would roughly be the height of a three-story house.

Analysis: The location of the overpass does not comply with the District Council condition since it crosses over just south of Huron Street and not south of the Public Works Facility. Also, the 920-foot section of the overpass parallel to the CSX and Metro tracks seems excessive and unsafe (not well lit, too wooded, behind the 16-foot high sound wall, etc.). In order to ascertain if a more feasible location could be determined, Staff retained Toole Design consultants to make an assessment. The results of this work are not yet available but will be provided on or before November 17, 2015.

RECOMMENDATION

Citizen Input

City staff met with the North College Park Citizens Association at their regular meeting on Thursday, November 12th to discuss the Greenbelt Station Phase III South Core proposal. The NCPCA voted to send a letter to the City Council generally requesting that the bridge be removed or at least relocated so the entire bridge is located south of the Public Works facility to minimize impact to the homes in College Park.

Attached is the City of Greenbelt's staff report recommending disapproval. Based on their significant concerns and lack of compliance with their Development Agreement, the City Council may wish to be supportive. At a minimum, City staff recommends commenting on the pedestrian bridge by either recommending it be removed from the plan or relocated to another location based on the results of the consultant report.

ATTACHMENTS

1. Detailed Site Plan
2. District Council Order
3. City of Greenbelt Staff Report

Case No.: CSP-01008-02
Greenbelt Station

Applicant: NVR MS Cavalier Oak Creek
LLC

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND,
SITTING AS THE DISTRICT COUNCIL

ORDER AFFIRMING PLANNING BOARD DECISION,
WITH CONDITIONS

IT IS HEREBY ORDERED, after review of the administrative record, that the decision of the Planning Board in PGCPB No. 14-07, to approve the revision of conditions 1(c)(i) and 1(c)(ii) of Conceptual Site Plan CSP-01008-01, the realignment of the north/south connector road within the North Core Area, and realignment of trails and removal of the pedestrian overpass, located on 243.01-acre property north of Greenbelt Road (MD 193), west of Cherry Wood Lane, east of Greenbelt Metrorail and the MARC rail, and south of the Capital Beltway (I-495/95), in Planning Area 67, Council District 1, within the Developed Tier is:

AFFIRMED, as the basis for this action, the District Council adopts the findings and conclusions stated by the Planning Board in its Resolution, PGCPB No. 14-07, as its findings and conclusions in this case, except as otherwise stated herein.

Affirmance of the Planning Board's decision is subject to the following conditions:

1. Condition 1(c)(i) and 1(c)(ii) of the previous approval shall be revised to read as follows:

The applicant shall designate an area for potential retail on a 0.5-acre site adjacent to the central park, west of Greenbelt Station Parkway, for the south core area. However, if prior to the issuance of the 150th building permit, the retail is not economically feasible (demonstrated by executed sales or leasing agreement), the 0.5-acre area shall convert to public parkland. Such parkland shall be subject to the review and recommendation of the City of Greenbelt through a detailed site plan application. Such review shall be done within a reasonable period of time.

2. Prior to certificate of approval of the conceptual site plan, the following revisions shall be made, or information shall be provided.
 - a. Revise the zoning labels on the subject property and surrounding properties to conform to the 2013 *Approved Greenbelt Metro Area and MD 193 Corridor Sector Plan and Sectional Map Amendment*.

Affirmance of the Planning Board's decision is also subject to the following additional condition by the District Council:

3. The general location of the College Park pedestrian overpass shall be on the west side of the railroad south of the city's Public Works facility on industrial-zoned property west of the tracks with permission of the property owner and not adjacent to any existing residential homes. The establishment of said location shall not commit the applicant, heirs, successors, and assigns to construct said overpass nor detrimentally affect the development of any property within Greenbelt Station nor the receiving site on the west side of the railroad and subject to the approval of any property that contains any portion of said overpass including easements for construction. The cities of College Park and Greenbelt shall review and approve the final location and design of the pedestrian overpass which shall also be subject to review and approval by CSX, WMATA and other agencies including the M-NCPPC, applicant, heirs, successors, and assigns and any affected property owner. The overpass shall be designed to provide a direct point of access which is to the extent feasible visible from the North-South Connector Road as well as two call boxes and other appropriate security measures. Entrance to the overpass shall be ramped to provide handicapped access, and may include not more than one switchback in ramp direction, unless agreed to by the cities of Greenbelt and College Park and the M-NCPPC and any permitting agency. Circular ramps are not permitted, unless agreed to by the cities of Greenbelt and College Park and the parties noted above. Subject to the approval of a detailed site plan for any property adjacent to the overpass, access to the overpass may be incorporated into a structure and/or the site details.

Ordered this 2nd day of June, 2014, by the following vote:

In Favor: Council Members Campos, Davis, Franklin, Harrison, Lehman, Olson, Patterson, Toles and Turner.

Opposed:

Abstained:

Absent:

Vote: 9-0

COUNTY COUNCIL OF PRINCE GEORGE'S
COUNTY, MARYLAND, SITTING AS THE
DISTRICT COUNCIL FOR THAT PART OF
THE MARYLAND-WASHINGTON
REGIONAL DISTRICT IN PRINCE GEORGE'S
COUNTY, MARYLAND

By: _____
Mel Franklin, Chairman

ATTEST:

Redis C. Floyd
Clerk of the Council

R E S O L U T I O N

WHEREAS, the Prince George's County Planning Board is charged with the approval of Conceptual Site Plans pursuant to Part 3, Division 9 of the Zoning Ordinance of the Prince George's County Code; and

WHEREAS, in consideration of evidence presented at a public hearing on January 30, 2014, regarding Conceptual Site Plan CSP-01008-02 for Greenbelt Station, the Planning Board finds:

1. **Request:** The subject conceptual site plan (CSP) proposes elimination of Conditions 1(c)(i) and 1(c)(ii) of Conceptual Site Plan CSP-01008-01, realignment of the north/south connector road within the North Core Area, realignment of trails and removal of the pedestrian overpass.
2. **Development Data Summary:**

	EXISTING	APPROVED
Zone(s)	M-X-T	M-X-T
Use(s)	Vacant	Residential, Office/Commercial, Hotel
Net Tract Area	243.01	243.01

Proposed Land Uses and Maximum Densities (per CSP-01008-01 approval)

South Core Area (54± acres)

Commercial	115,000 GFA
Residential (mid-rise apartments/condos, townhouses and 2 over 2s)	983 DU (18 DU/AC)
Total Square Footage and Floor Area Ratio (FAR) (Estimated: MF @ 1,000 sf/du; SFA @ 2,000 sf/du)	1,405,000 SF 0.60 FAR

North Core Area (78± acres)

Retail	1,100,000 GFA
Office	1,200,000 GFA
Hotel	300 Rooms
Residential	1,267 DU (16 DU/AC)
Total Square Footage and Floor Area Ratio (FAR) (Estimated: MF @ 1,000 sf/du; hotel @ 500 sf/room)	3,717,000 SF 1.09 FAR

3. **Location:** The subject 243.01-acre property is located north of Greenbelt Road (MD 193), west of Cherry Wood Lane, east of the Greenbelt Metrorail and the MARC rail, and south of the Capital Beltway (I-495/95). The property is located in Planning Area 67 within the Developed Tier. The site is completely located within the City of Greenbelt.
4. **Surrounding Uses:** The site is bounded on the west side by the Greenbelt Metrorail and the MARC rail tracks, with various industrial, public and residential uses in the City of College Park beyond; to the east by industrially-developed property in the M-X-T Zone and the right-of-way of Cherrywood Lane with the Franklin Park (previously Springhill Lake) multifamily residential development beyond; to the south by the multiple commercially and industrially developed properties in the M-X-T Zone and the right-of-way of Branchville Avenue with commercially and industrially developed properties in the C-S-C Zone beyond; and to the north by the public right-of-way of the Capital Beltway (I-495/95).
5. **Previous Approvals:** The original conceptual site plan, CSP-01008, was approved by the Planning Board, on July 26, 2001, and the District Council, on September 24, 2001, as a Metro Planned Community in the I-2 Zone, pursuant to CB-47-2000. Subsequently, October 2001 *Approved Greenbelt Metro Area Sector Plan and Sectional Map Amendment* rezoned the property to the M-X T Zone.

On September 15, 2005, the Planning Board approved a reconsideration of CSP-01008 to incorporate transportation-related conditions proffered by the applicant (PGCPB Resolution No. 01-160(C)(A)), subject to 38 conditions.

A revision to the Conceptual Site Plan, CSP-01008-01, was originally approved by the Planning Board on February 2, 2006 and subsequently by the District Council on June 20, 2006, subject to 66 conditions. Conceptual Site Plan CSP-01008-01 was then also reconsidered and approved by the Planning Board on July 26, 2012 (PGCPB Resolution No. 06-32(A)) subject to 63 conditions. A Preliminary Plan of Subdivision, 4-01026, and several detailed site plans (DSP) have been

approved for the site, but are not applicable to the subject application based on the orders of approval.

Most recently, the 2013 *Approved Greenbelt Metro Area and MD 193 Corridor Sector Plan and Sectional Map Amendment* retained the subject property in the M-X-T Zone and retained the Development District Overlay Zone (DDOZ), which requires site plan review for new development.

6. **Design Features:** The Greenbelt Metro Station and associated commuter parking lot, owned by the Washington Metropolitan Area Transit Authority (WMATA), occupies 81.08 acres of the northern portion of the site. The southern part of the site consists of 86.47 acres and was previously used for a mining operation, concrete plant, and asphalt plant. The eastern 75.46 acres of the site were also used for mining and contain the Indian Creek 100-year floodplain and other environmentally sensitive land. This area has been conveyed to the State of Maryland for preservation. The CSP as previously approved proposes a high-density, mixed-use development around the Metro station in the north core area, with a mix of uses consistent with the definition for a Metro Planned Community, such as office, retail, hotel, and residential. Development for the south core area is proposed to consist of medium-density, mixed-use development, with residential and retail as the primary uses. The north and south core areas will be connected by a connector road that will intersect with Greenbelt Road to the south and the Capital Beltway (I-495/95) to the north. Currently, there is limited access to the Metro station from the Capital Beltway. Access is also provided to the station via Cherrywood Lane. A new interchange is proposed where the north/south connector road is proposed to intersect with the Capital Beltway. The only revisions proposed with the subject application are described below.

Conditions of Approval

The initial request of the subject application is removal of Conditions 1(c)(i) and 1(c)(ii) of the previous Conceptual Site plan CSP-01008-01 application approval and replacement with one new condition. Both of these conditions involve requirements for commercial retail/office space within the South Core Area. This issue is discussed further in Finding 8 below.

North/South Connector Road

The second revision included in the subject application is a realignment of Greenbelt Station Parkway, the proposed public north/south connector road, within the North Core Area. As shown on the approved CSP, Greenbelt Station Parkway extends from Greenbelt Road (MD 193) through the center of the South Core Area. After crossing Narragansett Run in the center of the site, Greenbelt Station Parkway maintains an eastern alignment before intersecting with Greenbelt Metro Drive to the north. An Illustrative Site Plan and Landscape Plan approved with the CSP shows this roadway connecting with another road which extends through the center of the site, as well as east/west roads extending between the two. As approved, the roadway network created a high-density mixed-use parcel adjacent to the Metro Station, as well as the prospect for other high-density mixed-use parcels along the eastern side of the site.

As the 2013 Greenbelt Sector Plan was being processed, it became clear that an opportunity existed to attract a major Government Services Administration (GSA) campus to the North Core Area and the Sector Plan was drafted to allow for this opportunity. The Sector Plan stated as a goal to “Concentrate medium-to high-density, transit-oriented, mixed-use development, including a potential major employment or Government Services Administration (GSA) campus, in the North Core to capitalize on the Greenbelt Metro and MARC station and generate new housing, employment, shopping, and recreational opportunities for surrounding communities and the county as a whole.” The GSA has now identified the requirements for the relocation of the Federal Bureau of Investigation, including the need for a contiguous area of land sufficient to meet the needs of a federal campus with Level 5 security. The eastern portion of the North Core is perfectly situated to provide for this type of federal campus. However, the CSP road network was designed to accommodate smaller independent buildings. The revised CSP submitted with this application generally maintains the eastern alignment of Greenbelt Station Parkway, but shifts it through the middle of the site within the North Core Area only, to provide a large, contiguous land area in the eastern portion of the North Core.

While the modification of the alignment of Greenbelt Station Parkway is consistent with the conceptual road layout shown on the approved CSP, a revision is required based on Condition 19 of the approved Preliminary Plan of Subdivision 4- 01026, which reads as follows:

- 19. Additional lots and/or parcels (beyond the 14 established with the original approval) shall be permitted with subsequent development plans, subject to the following:**
- a. There will be no increase in the transportation impact regulated by other conditions of this approval;**
 - b. There will be no environmental disturbances beyond those contemplated with the original approval; and**
 - c. There will be no new public roads (beyond those established with the original approval), unless they are first approved through a revision to the Conceptual Site Plan. The proposal for a new public road will need to include the proposed width of the right-of-way and whether a conventional or non-conventional standard is being requested.**

Since realigned Greenbelt Station Parkway will constitute a new public roadway, the subject revision to the CSP is required at this time. The proposed realignment of Greenbelt Station Parkway will not change the proposed width of the right-of-way, or its design. It is necessitated solely by the desire to create a large contiguous area of land to allow for the location of a federal campus in the North Core Area. The only other revision necessitated by the change in the roadway alignment is a shift in the alignment of the proposed north/south pedestrian/bike trail. The approved CSP shows the trail connecting to Greenbelt Station Parkway along the eastern boundary of the site. The CSP has been revised to show this connection further to the south, prior to the proposed realignment.

The Planning Board found that this revision does not necessitate changes in any of the required findings or previous conditions of approval of the prior CSP approvals. This proposed revision is consistent with the conceptual roadway network previously approved and is being made to implement recommendations of the 2013 Greenbelt Sector Plan and to achieve full conformance with Condition 19 of the Preliminary Plan of Subdivision. Therefore, the Planning Board approved this part of the application, with no additional conditions, or revisions to conditions necessary.

Pedestrian Connections

The third facet of the subject application involves revisions to various pedestrian trails and connections, including a realignment of the stream valley trail adjacent to the South Core Area to the east side of Indian Creek, due to topographical restrictions; removal of the requirement for a pedestrian overpass connecting the South Core Area to the City of College Park to the west; a realigned east/west connection between Cherrywood Lane and the realigned north/south connector road within the North Core Area; new connections located immediately adjacent to the realigned north/south connector road within the North Core Area; and a proposed north/south pedestrian/bike trail connection within the North Core Area, that runs to the west of the north/south connector road connecting the south core to the metro station. In meetings with the City of Greenbelt and the City of College Park staff, it became apparent that the revisions to the trails within the South Core Area, including the removal of the pedestrian overpass, were not agreed to by the municipalities and that further discussion and analysis would be required. Removal of these revisions from the subject application was suggested to allow the other specified revisions to proceed in a timely fashion, and the applicant agreed. Therefore, the Planning Board has included a condition in this approval that all revisions to trails or circulation routes, including the pedestrian overpass, within the South Core Area shall be removed from the plan. A future CSP revision would be necessary for these trail revisions, if the applicant chooses to pursue them after further discussions with the municipalities and all interested parties.

- 7. **The requirements of the Zoning Ordinance:** The subject revision to a conceptual site plan (CSP) has been reviewed for compliance with the requirements of the M-X-T Zone and the site plan design guidelines of the Zoning Ordinance.
 - a. The subject application is in conformance with the requirements of Section 27-547 of the Zoning Ordinance, which governs uses in mixed use zones.
 - (1) All types of office and research, many types of retail, and eating and drinking establishments are permitted in the M-X-T Zone. The submitted revision to a conceptual site plan still proposes office and retail space, a hotel, and residential development.

- (2) Section 27-547(d) provides standards for the required mix of uses for sites in the M-X-T Zone, as follows:

Section 27-547(d)

At least two (2) of the following three (3) categories shall be included on the Conceptual Site Plan and ultimately present in every development in the M-X-T Zone. In a Transit District Overlay Zone, a Conceptual Site Plan may include only one of the following categories, provided that, in conjunction with an existing use on abutting property in the M-X-T Zone, the requirement for two (2) out of three (3) categories is fulfilled. The Site Plan shall show the location of the existing use and the way that it will be integrated in terms of access and design with the proposed development. The amount of square footage devoted to each use shall be in sufficient quantity to serve the purposes of the zone:

- (1) Retail businesses;**
- (2) Office, research, or industrial uses;**
- (3) Dwellings, hotel, or motel.**

All three use categories are proposed in the subject conceptual site plan, which exceeds the requirements of Section 27-547(d).

- b. The CSP is consistent with Section 27-548, Regulations. The proposed floor area ratio (FAR) as approved with CSP-01008-01 was 0.60 for the South Core Area and 1.09 for the North Core Area. The subject revision application does not change the total approved square footage of development and, therefore, will not change these ratios. However, final compliance with this section will be reviewed at the time of detailed site plan when detailed building designs are provided.
- c. The CSP is in conformance with the applicable conceptual site plan site design guidelines contained in Section 27-274. The revisions proposed with the subject application will have no effect on previous findings of conformance to this section.
- d. Section 27-548 (h) includes additional regulations for townhouses in the M-X-T Zone, which have been or will be required to be conformed with in all relevant DSP applications.
- e. In accordance with Section 27-574, the number of parking spaces required in the M-X-T Zone are to be calculated by the applicant and submitted for Planning Board approval at the time of detailed site plan approval. Detailed information regarding the methodology and procedures to be used in determining the parking requirement is outlined in Section 24-574(b). The conceptual site plan is not required to include detailed parking rate

information. At the time of detailed site plan review, adequate parking should be demonstrated for all portions of the development.

- f. The subject application is in conformance with the requirements of Section 27-546(d) of the Zoning Ordinance, which requires additional findings for the Planning Board to approve a conceptual site plan in the M-X-T Zone, as follows:

(1) The proposed development is in conformance with the purposes and other provisions of this Division:

The subject CSP revision will have no effect on the previous findings of conformance to this requirement. Shifts in road alignment and removal of a portion of the proposed retail will not change the proposed development's ability to meet the goals of efficiency and conservation of land and buildings by concentrating relatively dense development proximate to easily accessible mass transit facilities. The project, together with the adjacent development, will provide a balance of mixed land uses offering a twenty four (24) hour environment, as was found with the previous approvals.

(2) For property placed in the M-X-T Zone through a Sectional Map Amendment approved after October 1, 2006, the proposed development is in conformance with the design guidelines or standards intended to implement the development concept recommended by the Master Plan, Sector Plan, or Sectional Map Amendment Zoning Change;

The subject site was rezoned to the M-X-T Zone through the 2001 *Approved Sector Plan and Sectional Map Amendment for the Greenbelt Metro Area*. Therefore, this requirement is not applicable to this CSP.

(3) The proposed development has an outward orientation which either is physically and visually integrated with existing adjacent development or catalyzes adjacent community improvement and rejuvenation;

The subject CSP revision will have no effect on the previous findings of conformance to this requirement. Shifts in road alignment and removal of some proposed retail will not change the proposed development's orientation or integration with surrounding development as reviewed with the previous approvals.

(4) The proposed development is compatible with existing and proposed development in the vicinity;

The subject CSP revision will have no effect on the previous findings of conformance to this requirement. Shifts in road alignment and removal of some proposed retail will not change the proposed development's compatibility with the surrounding development as reviewed with the previous approvals.

- (5) The mix of uses, and the arrangement and design of buildings and other improvements, reflect a cohesive development capable of sustaining an independent environment of continuing quality and stability;**

The previous CSP approvals examined this issue and included various conditions of approval to enhance the mix of uses and their arrangement on the site. The revision to the retail component in the south core area, as required by Conditions 1(c)(i) and 1(c)(ii), relates to this required finding. However, based on the applicant's retail economic analysis (dated October 15, 2011) and the 2013 sector plan, the level of supportable retail in this area is much less than was envisioned when this requirement was first applied to the site with the CSP-01008-01 approval in 2006. Therefore, the Planning Board found that the requested revisions with the subject application will have no effect on the previous findings of conformance to this requirement.

- (6) If the development is staged, each building phase is designed as a self sufficient entity, while allowing for effective integration of subsequent phases;**

The development is proposed to be staged. However, the subject CSP revision will have no effect on previous findings of conformance to this requirement.

- (7) The pedestrian system is convenient and is comprehensively designed to encourage pedestrian activity within the development;**

The subject CSP revision will have no effect on the previous findings of conformance to this requirement. Proposed changes to the pedestrian system should be removed from the application, as required in a condition of approval below.

- (8) On the Detailed Site Plan, in areas of the development which are to be used for pedestrian activities or as gathering places for people, adequate attention has been paid to human scale, high quality urban design, and other amenities, such as the types and textures of materials, landscaping and screening, street furniture, and lighting (natural and artificial); and**

The subject application is a conceptual site plan.

- (9) On a Conceptual Site Plan for property placed in the M-X-T Zone by a Sectional Map Amendment, transportation facilities that are existing; that are under construction; or for which one hundred percent (100%) of construction funds are allocated within the adopted County Capital Improvement Program, or the current State Consolidated Transportation Program, or will be provided by the applicant, will be adequate to carry anticipated traffic for the proposed development. The finding by the Council**

of adequate transportation facilities at the time of Conceptual Site Plan approval shall not prevent the Planning Board from later amending this finding during its review of subdivision plats.

The property was placed in the M-X-T Zone by a sectional map amendment, but the subject CSP revisions will have no effect on previous findings of conformance to this requirement.

- (10) **On the Detailed Site Plan, if more than six (6) years have elapsed since a finding of adequacy was made at the time of rezoning through a Zoning Map Amendment, Conceptual Site Plan approval, or preliminary plat approval, whichever occurred last, the development will be adequately served within a reasonable period of time with existing or programmed public facilities shown in the adopted County Capital Improvement Program, within the current State Consolidated Transportation Program, or to be approved by the applicant.**

This requirement is not applicable to this conceptual site plan.

- (11) **On a property or parcel zoned E-I-A or M-X-T and containing a minimum of two hundred fifty (250) acres, a Mixed-Use Planned Community including a combination of residential, employment, commercial and institutional uses may be approved in accordance with the provisions set forth in this Section and Section 548.**

The subject site contains 243.01 acres, and is therefore not subject to this requirement.

8. **Conceptual Site Plan CSP-01008 and its subsequent revision:** The subject CSP application is in conformance with the conditions of the previously approved Conceptual Site Plan CSP-01008 and its subsequent revision, which remain in full force and effect, except as specifically modified by this approval.

- a. The following conditions of approval of CSP-01008 warrant discussion:

3. **The north-south connector roadway shall have a right-of-way of no less than 80 feet with sidewalks on both sides from the Metro Station to Greenbelt Road.**

The CSP revision is to adjust the alignment of the north-south connector roadway and will not change the width or sidewalk configuration of the road, which will be reviewed and approved through the detailed site plan process.

- b. The following conditions of approval of CSP-01008-01 warrant discussion:

1. **Total development within the subject property shall be limited to 2,250 residences; 1,215,000 square feet of retail space; 1,600,000 square feet of general office space; and 300 hotel rooms, or different uses generating no more than the number of peak-hour trips (4,030 AM peak-hour vehicle trips and 6,879 PM peak-hour vehicle trips) generated by the above development.**

- (c) **In addition to these basic development parameters, all future development for the South Core shall be in general conformance with the illustrative plan dated January 13, 2006, in regards to site layout, development pattern, and the intended relative amounts of development of different types and their relationships and design. Development for the North Core shall be in general conformance with the illustrative plan dated June 2006, unless revised. A copy is attached as Exhibit A.**

South Core:

- i. **A single building of two over two condominiums will contain commercial retail/office space on the first floor, which shall be constructed on the east side of the connector road prior to the issuance of residential building permits in excess of 100 dwelling units on the east side of the connector road. If deemed successful under commercially reasonable standards*, the applicant may construct additional similar buildings.**
 - ii. **A minimum of 80,000 square feet of commercial retail/office shall be constructed prior to the issuance of residential building permits in excess of 785 dwelling units. The minimum square footage may be reduced to 60,000 SF upon a demonstration that the space has not been determined to be commercially feasible*.**

***If the applicant constructs a condominium building with retail and/or office space, and at the time of constructing subsequent condominium buildings, if the applicant has continuously marketed the space for a period of one year through an exclusive listing agent, and has been unable to lease more than 75% of the retail and/or office capacity, then the requirement to provide the space in subsequent condominium buildings may be waived by the Planning Board and the minimum square footage requirements may be reduced accordingly, subject to such conditions as the**

Planning Board decides to impose. The Planning Board's decision may be reviewed by the District Council.

The applicant has requested removal of i. and ii. above and replacement with the following condition:

“The applicant shall designate an area for potential retail on a 0.5-acre site adjacent to the central park, west of Greenbelt Station Parkway, for the south core. However, if prior to the issuance of the 450th building permit, the retail is not economically feasible (demonstrated by executed sales or leasing agreement), the 0.5-acre area can convert to public parkland.”

They provided the following justification for such request:

“We respectfully request the removal of Condition No. 1.c.1.i, the live/work building requirement. We have carefully evaluated live/work units for years and based on our analysis, the live/work units are not feasible for numerous reasons. First and foremost, live/work units have proven to only succeed in dense, urban, downtown cities, such as Washington, DC, New York and Boston. The Greenbelt Station-South Core is not planned as a dense, urban location. The County has attempted to facilitate the implementation of live/work units in several recent projects, none of which have proven successful. We have raised this issue with the City of Greenbelt, which is not opposed to the removal of the live/work units.

“In support of the removal of the commercial retail/office space, enclosed is an economic analysis report prepared by Lipman, Frizzell, & Mitchell, LLC, dated October 15, 2011. The findings of the report include the following:

“The amount of commercial/retail space which the subject neighborhood might in theory be able to support based on residents’ spending power is approximately 4,315 square feet in 2013—growing to 10,286 square feet in 2015 and subsequent years. The residential neighborhood is simply too small to support any appreciable amount of commercial/retail space on its own. The cul-de-sac nature of the neighborhood does not facilitate the entry of other consumers to build sufficient retail traffic. In particular, absent a supermarket anchor for the commercial/retail space (which would draw consumer traffic on loyal and approximately weekly trips), the un-anchored commercial space will not typically have sufficient “critical mass” to have a high capture rate of residents’ spending.” (page 4)

“In addition to the economic analysis report, the recently 2013 *Approved Greenbelt Metro Area and MD 193 Corridor Sector Plan and Sectional Map Amendment* recognizes that there is an overabundance of retail in the sector plan

area. The excess retail space has led to increased vacancies near Greenbelt Station-South Core and in the overall Sector Plan area. The Sector Plan in several locations (pages 56, 57, 60, 87, 92, 100, 141-143, 164, 184, and 242) recognizes the overabundance and is supportive of the removal of retail, and conversion to open space/recreational and townhouse uses. The Sector Plan explicitly states as a proposed Action Step, M-NCPPC, municipal, and developer support of the acquisition or dedication of additional open space in the South Core for recreation uses if the market for retail development is not realized (page 184). The specified half-acre area is required to be designated and marketed for retail before conversion to public parkland per the City of Greenbelt's Development Agreement."

The Planning Board reviewed the applicant's referenced economic analysis and agreed with the conclusions of the report, namely, that at this time retail is not feasible at the site. The Planning Board found that there are no master plan issues with regard to the applicant's proposed deletion of the specified conditions and that the applicant's requested modified condition is supported by the 2013 sector plan. In conclusion, the Planning Board found that the requested revision is approvable because it is based on current market conditions, which have changed substantially since the original approval in 2006, and is supported by the recently approved sector plan. Regarding the new revised condition, the timing of the 450th building permit is approximately halfway through the total allowed, which is also appropriate. Therefore, the applicant's requested revision in this matter has been included as a condition in this approval, with one addition to allow for review of any new public parkland by the City of Greenbelt through a detailed site plan application.

8. **All planning, design and engineering shall reflect options and standards that are sensitive to the natural environment. All reasonable measures available to minimize disturbance of wetlands, 100-year floodplain, woodlands, natural steep slopes and other environmentally sensitive areas in the construction and installation of any infrastructure, including the north/south collector road, shall be used.**

The proposed north/south collector road realignment does not affect the location of the previously approved crossing over Narragansett Run, which runs through the center of the site, and no environmental disturbances, beyond those contemplated with the original approval, are being proposed.

30. **The north/south connector road alignment may shift at the time of preliminary plan, detailed site plan, final plat, and/or permit to reflect adjustments required to reduce environmental or other impacts. The technical and economic feasibility of bridging over these environmental features should be considered in analyzing alternatives.**

The proposed north/south collector road realignment does not affect the location of the previously approved crossing over Narragansett Run, which runs through the center of the site, and no environmental disturbances, beyond those contemplated with the original approval, are being proposed. This condition still remains valid to allow for shifting of the crossing location at the time of preliminary plan, detailed site plan, final plat, and/or permit to reflect adjustments to reduce environmental or other impacts.

- 36. The north/south connector road shall have a right-of-way of no less than 80 feet with sidewalks on both sides along its entire length, except where the road crosses Narragansett Run, at which point the road width shall be narrowed to reduce environmental impacts. Other public rights-of-way widths shall be dictated and approved by the appropriate governing agency.**

The CSP revision is to adjust the alignment of the north-south connector roadway and will not change the width or sidewalk configuration of the road, which will be reviewed and approved through the detailed site plan process.

- 39. Pedestrian crossings shall be provided at all intersections along the north/south connector road, unless waived by the appropriate agency.**

The CSP revision is to adjust the alignment of the north-south connector roadway and will not change the provided crossings of the road, which will be reviewed and approved through the detailed site plan process.

- 41. Prior to the issuance of the 200th residential building permit (rental apartment buildings are assumed to be one permit per building regardless of the number of dwelling units), the applicant shall provide a pedestrian and service vehicle connection from the terminus of the north/south connector road to connect with the WMATA Metrorail platform. In the event the applicant provides a shuttle service from the south core to the WMATA Metrorail platform or another service is provided, the condition to provide a pedestrian and vehicular connection is waived, subject to approval of a schedule for shuttle operations is approved by the City of Greenbelt and the County.**

This connection is now conceptually shown on the revised CSP, west of the proposed north/south connector road alignment. The exact location and details will be provided and reviewed with a detailed site plan application.

9. **2010 Prince George's County Landscape Manual:** Per Section 27-548 of the Zoning Ordinance, landscaping, screening, and buffering within the M-X-T Zone shall be provided pursuant to the provisions of the 2010 *Prince George's County Landscape Manual* (Landscape Manual). The subject CSP revision does not change any landscaping provision or requirement. Conformance with the requirements of the 2010 *Prince George's County Landscape Manual* will

be determined when a more detailed plan of development is reviewed at the time of detailed site plan review.

10. **Prince George's County Woodland Conservation and Tree Preservation Ordinance (WCO):** This property is subject to the provisions of the Prince George's County Woodland Conservation and Tree Preservation Ordinance because the property is greater than 40,000 square feet in size and it contains more than 10,000 square feet of existing woodland. A Type 1 Tree Conservation Plan (TCPI-27-00-01) was approved with the Conceptual Site Plan CSP-01008-01 application. A variance request for the removal of two specimen trees on-site was also submitted. The proposed roadway realignment is not shown to affect the location of the previously approved crossing over Narragansett Run, which runs through the center of the site. In keeping with Condition 19.b. of Preliminary Plan 4-01026, (PGCPB Resolution No. 01-130(A/3)), no environmental disturbances beyond those contemplated with the original approval are being proposed.
11. **Tree Canopy Coverage Ordinance (TCC):** Subtitle 25, Division 3, the Tree Canopy Coverage Ordinance, requires a minimum percentage of tree canopy coverage on projects that require a grading permit for more than 5,000 square feet of disturbance. Properties that are zoned M-X-T are required to provide a minimum of ten percent of the gross tract area in tree canopy. The subject property is 243.01 acres in size, resulting in a tree canopy coverage requirement of 24.30 acres. All future detailed site plans for this property will be required to demonstrate conformance with Subtitle 25, Division 3, Tree Canopy Coverage Ordinance.
12. **Further Planning Board Findings and Comments from Other Entities:** The subject application was referred to the concerned agencies and divisions. The referral comments are summarized as follows:
 - a. **Community Planning**—This application is consistent with the 2002 General Plan Development Pattern policies for Centers in the Developed Tier. This application conforms to the land use recommendations of the 2013 *Approved Greenbelt Metro Area and MD 193 Corridor Sector Plan and Sectional Map Amendment* for a mix of residential, commercial (office and retail), park and open space, and institutional uses. The Planning Board found that the applicant should be encouraged to work closely with staff and the municipalities in the development of future detailed site plan applications to ensure full compliance with the overall vision and recommendations of the 2013 sector plan as may be applied to a future major employment or Government Services Administration campus at North Core.

2002 Prince George's County Approved General Plan

The vision of the 2002 General Plan is met by this application. The proposed development will meet the General Plan's vision and policies for Metropolitan Centers to provide "a high concentration of land uses and economic activities that attract employers, workers and customers from other parts of the metropolitan Washington area, such as large government service or major employment centers...high-density residential development may also be located in or very near Metropolitan Centers." The General Plan's policy 1,

on page 50, to “promote development of mixed residential and nonresidential uses at moderate to high densities and intensities in context with surrounding neighborhoods and with a strong emphasis on transit-oriented design” is also met by this application.

2013 Preliminary Plan Prince George’s 2035

The 2013 *Preliminary Plan Prince George’s 2035* designates Greenbelt Metro as one of eight regional transit centers and places it within an employment area (see the growth policy map on page 14). The Greenbelt Metro area is classified as a Regional Employment Center and is recommended for a mix of office, flex-space, and/or industrial uses with supporting retail and residential and a desired housing mix to include mid-rise and low-rise apartments and townhomes with an average residential density in excess of 30 dwelling units per acre.

Regional Transit Centers are envisioned as medium- to high-density areas that will feature high quality urban design, incorporate a mix of complementary uses and public spaces, provide a range of transportation options, such as Metro, bus, light rail, bike and car share, and promote walkability. They will also provide a range of housing options to appeal to different income levels, household types, and existing and future residents.

Employment Areas “reflect concentrations of economic activity in four targeted industry clusters-healthcare and life sciences; business services; information, communication, and electronics (ICE); and the Federal Government.” The preliminary Plan 2035 recommends continued support for business growth in these geographic areas, particularly in the targeted industry clusters, and calls for concentration of new business development near transit where possible.

This application meets the vision for Plan 2035 by proposing a mixed-use development featuring a major federal government presence at the Greenbelt Metro Regional Transit Center. The proposed federal presence would constitute one of the four targeted industry clusters envisioned in designated Employment Areas.

2013 Approved Greenbelt Metro Area and MD 193 Corridor Sector Plan and Sectional Map Amendment

Until the final plan document is published, the 2013 *Approved Greenbelt Metro Area and MD 193 Corridor Sector Plan and Sectional Map Amendment* consists of the July 2012 preliminary plan document, Prince George’s County Planning Board Resolution (PGCPB Resolution No. 12-109), and County Council Resolutions (CR-14-2013 and CR-15-2013). These documents must be read in conjunction to determine the approved plan and sectional map amendment recommendations.

The approved sector plan recommends an integrated mix of uses at Greenbelt Station to include a mix of residential, commercial (office and retail), park and open space, and institutional uses. This application conforms to the land use recommendations of the 2013 sector plan. Importantly, the sector plan also recognizes and fully supports the potential

location of a major employment or Government Services Administration (GSA) campus at North Core.

The proposed conceptual site plan revision would facilitate this employment campus use if a tenant is secured by relocating Greenbelt Station Parkway in such a manner as to accommodate a campus environment. The sector plan contains a number of recommendations and development standards that apply to a major employer or GSA campus use. The Planning Board found that the applicant should be advised to work with staff and the municipalities in the development of future detailed site plans to ensure full integration of the sector plan recommendations for this use.

Proposed Revisions to the Approved Conceptual Site Plan

There are no master plan issues with regard to the applicant's proposed deletion of live/work space in South Core, the proposed realignment of Greenbelt Station Parkway, or the proposed realignment of trails envisioned to access the Greenbelt Metro Station from South Core and through the Indian Creek stream valley. The Planning Board concurred with the applicant's justification regarding the live/work units. The proposed realignment of Greenbelt Station Parkway is consistent with the sector plan's recommendation to shift the alignment of the segment located north of Narragansett Run to the eastern portion of North Core and away from the previously approved alignment adjacent to the Metro platform and rail line. Additionally, the sector plan's recommendations to connect Greenbelt Metro Station to other nearby communities with the provision of a network of trails are still fulfilled by the proposed relocation of the trail facilities.

With regard to the request to modify Condition No. 1(c)(ii) of the District Council's approval of Conceptual Site Plan CSP-01008-01 to designate and market a one-half acre portion of the South Core site for retail development, until the issuance of the 450th building permit, at which time the retail area may be converted to public parkland if the retail is found to be economically infeasible (demonstrated by an executed sales or leasing agreement), this approach is supported by the 2013 sector plan.

Strategy 1.4 on page 100 (as amended by PGCPB Resolution No. 12-109) states: "Support additional parkland dedication to the City of Greenbelt should centrally-located retail uses prove unsupportable by the market over the short term. Additionally, if retail uses are unsupportable, consider the introduction of new housing types, designs, and price points to appeal to a broader range of potential homeowners." The applicant's proposed revision to Condition No. 1(c)(ii) is in keeping with the vision, goals, policies, and strategies of the 2013 sector plan.

Finally, regarding the applicant's request to delete Condition 43 and the requirement to provide a pedestrian overpass to College Park, the sector plan recognizes the history and concerns with this pedestrian connection. Strategy 2.5 on page 120 (as amended by County Council Resolution CR-15-2013) reads: "Build a pedestrian overpass linking the Greenbelt Metro Station area to North College Park south of Huron Street to maximize

safety and connectivity. If it is determined that this pedestrian overpass is infeasible or no longer necessary, the South Core development team may take the appropriate steps to request the removal of the conditions of the approval of Conceptual Site Plan CSP-01008-01 requiring the pedestrian overpass.” The Planning Board concurs with the applicant’s justification on the removal of Condition 43 and there are no master plan or general plan issues with this request.

- b. **Research**—The Planning Board reviewed the applicant’s request to remove Condition No. 1.c.i. and to remove and replace Condition No. 1(c)(ii) for Conceptual Site Plan CSP-01008-01. In general, the Planning Board agreed with the applicant’s analysis and final conclusions regarding both conditions.

Condition No. 1(c)(ii) requires the construction of two over two condominiums that contain commercial retail/office space on the first floor with residential on the second that are also known as live/work units. Although live/work units have been proven to be successful in a variety of different markets throughout the country the success of this product to date in the county has not been achieved. Current office vacancy in the Greenbelt submarket stands at 17.9 percent and the demand for retail space as identified in the Greenbelt Station South Core Retail Economic Analysis is essentially non-existent. Furthermore, the location of the development on a street that ends in a cul-de-sac without immediate frontage along Greenbelt (MD 193) will severely limit the amount of retail/office traffic necessary to support such space.

Condition No. 1(c)(ii) requires the construction of commercial retail/office space between 60,000 to 80,000 square feet. The Planning Board reviewed the Greenbelt South Core Retail Economic Analysis and agrees with the conclusions of the report that at this time retail is currently not feasible at the site. Additionally, with the high office vacancy rates experienced in the Greenbelt office submarket for the past ten years, there will also be no demand for new office space until office vacancy rates decline and stabilize.

- c. **Transportation Planning**—The request involves several items that affect the overall transportation system, as noted below:

- (1) The plan proposes elimination of a condition regarding live-work units within the south core of the overall site. Given that overall development is regulated by a trip cap, the Transportation Planning Section has no issue with any change in use within the site. However, all development is subject to a trip cap that is imposed by the preliminary plan of subdivision, and any resulting detailed site plan shall be checked against the cap to ensure conformance.
- (2) The plan proposes changes to the overall trails system within the site. This must be reviewed in greater detail by the trails planner.

- (3) The plan proposes a change to the alignment of the north-south connector road through the site. This realignment is intended to address changes to the on-site circulation system that have resulted from slight modifications to the design of the ramps from the Capital Beltway. It is also intended to create a larger development parcel between the roadway and Indian Creek. The change is acceptable, and it is consistent with ongoing access plans for the site.

In consideration of these findings, the Planning Board found that the plan conforms to the required findings for approval of the conceptual site plan from the standpoint of transportation, in consideration of the requirements of Sections 27-276 and 27-546 of the Zoning Ordinance, and as otherwise required in a Metro Planned Community. The original conceptual site plan contains a number of transportation-related conditions which have been amended by means of the '01' revision; these conditions shall remain in force with the approval of this revision.

- d. **Subdivision Review**—The site is subject to Preliminary Plan of Subdivision 4-01026 which was approved on September 23, 1999. On July 26, 2012, the Planning Board reconsidered the preliminary plan of subdivision (PPS) and approved new conditions and findings (Conditions 1 and 2 and Finding 7) (The amended resolution, PGCPB No. 01-130(A/3) was adopted on July 26, 2012 and contained 19 conditions. The South Core of the site has been platted, but the North Core has not been platted. The validity period for the preliminary plan was extended to December 31, 2015 pursuant to Council Bill CB-70-2013. A final plat for the portion of the North Core must be accepted by M-NCPPC before the preliminary plan expires or a new preliminary plan is required.

The resolution of approval (PGCPB Resolution No. 01-130 (A/3)) contains nineteen conditions. The following condition relates to the review of this application:

- 19. Additional lots and/or parcels (beyond the 14 established with the original approval) shall be permitted with subsequent development plans, subject to the following:**
 - a. There will be no increase in the transportation impact regulated by other conditions of this approval;**
 - b. There will be no environmental disturbances beyond those contemplated with the original approval; and**
 - c. There will be no new public roads (beyond those established with the original approval), unless they are first approved through a revision to the Conceptual Site Plan. The proposal for a new public road will need to include the proposed width of the right-of-way and whether a conventional or non-conventional standard is being requested.**

The applicant has submitted this CSP for the realignment of Greenbelt Station Parkway, a public road, in conformance with Condition 19 of The Preliminary Plan of Subdivision 4-01026. Evaluation of the transportation impact and environmental disturbance with the CSP was reviewed.

The North Core of the site includes the area of public right-of-way of Cherry Wood Lane, which has been dedicated to public use on a record plat (WWW 69-67). The CSP shows commercial buildings over Cherry Wood Lane. Approval of a vacation petition, in accordance with Section 24-112 of the Subdivision Regulations, must be obtained prior to approval of the final plat for proposed parcels that will be incorporating the existing right-of-ways.

The CSP is in substantial conformance with approval of PPS 4-01026 if the items above are addressed. There are no other subdivision issues at this time.

- e. **Trails**—The Planning Board reviewed comments regarding the originally-proposed trails revisions, which as discussed above, are no longer part of the subject CSP revision.

The Planning Board reviewed this proposal for conformance with prior approvals and the 2013 *Approved Greenbelt Metro Area and MD 193 Corridor Plan and Sectional Map Amendment* (area master plan).

The applicant's proposed revision moves a road location and some trail locations. Bicycle lanes are required to be provided on the North-South Connector Road. These facilities will be reviewed at the time of detailed site plan. Bicycle parking locations will be evaluated at the time of detailed site plan.

The applicant proposes to construct a trail along Narragansett Run that would make a direct connection between the south core and north core of the development. This location is being coordinated with WMATA because it would connect the Greenbelt Metro Station to the South Core Area. The revised trail location appears to be adequate and does not conflict with the area master plan.

Based on the preceding analysis, the Planning Board found that the revisions that are proposed by the applicant will not conflict with the area master plan recommendations.

- f. **Department of Parks and Recreation (DPR)**—In a memorandum dated December 31, 2013, DPR indicated that they had no comments on the subject application as the project is outside of the Metropolitan District.
- g. **Environmental Planning**—Comments regarding the subject application have been incorporated into Finding 10 above.

- h. **City of Greenbelt**—At the Planning Board hearing, Jamie Fearer was present to represent the City of Greenbelt and verbally expressed that the City is in support of the Planning Board’s findings and conditions with one modification. They requested that in the applicant’s proposed condition the timing of the conversion of the 0.5-acre area from retail to public parkland be moved to the 150th building permit, instead of the originally proposed 450th. The Planning Board concurred with this request and changed the condition of approval accordingly.
 - i. **City of College Park**—At the Planning Board hearing, Terry Schum was present to represent the City of College Park and verbally expressed that the City is in support of the Planning Board’s findings and conditions with the modification of the timing as presented by the City of Greenbelt. She also presented the City Council’s written recommendations, in a letter dated January 29, 2014, which supported the timing change to the 150th building permit. That letter also included a condition regarding the execution of a new Declaration of Covenants and Development Agreement between the City and the developer. Legal counsel clarified that this was a private issue and could not be included in the final Planning Board approval.
 - j. **Town of Berwyn Heights**—In a letter dated January 21, 2014, the Mayor of the Town of Berwyn Heights indicated that the Town is in full agreement with the realignment of the trails and connector road as requested, and deferred the issue of the pedestrian overpass to the City of College Park and the City of Greenbelt. The Town also expressed its disappointment with the developer’s request to reduce the retail space within the South Core Area, as that would be an attractive feature for future residents. The Planning Board found that the applicant’s request to remove the specified conditions was acceptable and included it as a condition of approval.
13. Based upon the foregoing and as required by Section 27-276(b)(1) of the Zoning Ordinance, the subject revision to a CSP represents a reasonable alternative for satisfying the site design guidelines without requiring unreasonable costs and without detracting substantially from the utility of the proposed development for its intended use.
14. Section 27-276(b)(4) of the Zoning Ordinance provides the following required finding for approval of a conceptual site plan, as follows:

Section 27-276(b)(4)

The plan shall demonstrate the preservation and/or restoration of the regulated environmental features in a natural state to the fullest extent possible.

No environmental disturbances beyond those contemplated with the original approval are being proposed with the subject application. Therefore, this application is found to preserve and/or restore the regulated environmental features in a natural state to the fullest extent possible.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Subtitle 27 of the Prince George's County Code, the Prince George's County Planning Board of The Maryland-National Capital Park and Planning Commission adopted the findings contained herein and APPROVED the Conceptual Site Plan CSP-01008-02, subject to the following conditions:

1. Condition 1(c)(i) and 1(c)(ii) of the previous approval shall be revised to read as follows:

The applicant shall designate an area for potential retail on a 0.5-acre site adjacent to the central park, west of Greenbelt Station Parkway, for the south core area. However, if prior to the issuance of the 150th building permit, the retail is not economically feasible (demonstrated by executed sales or leasing agreement), the 0.5-acre area shall convert to public parkland. Such parkland shall be subject to the review and recommendation of the City of Greenbelt through a detailed site plan application. Such review shall be done within a reasonable period of time.
2. Prior to certificate of approval of the conceptual site plan, the following revisions shall be made, or information shall be provided.
 - a. Revise the zoning labels on the subject property and surrounding properties to conform to the 2013 *Approved Greenbelt Metro Area and MD 193 Corridor Sector Plan and Sectional Map Amendment*.
 - b. All revisions to trails or circulation routes, including the pedestrian overpass, within the South Core Area shall be removed from the plan.

BE IT FURTHER RESOLVED, that an appeal of the Planning Board's action must be filed with the District Council of Prince George's County within thirty (30) days following the final notice of the Planning Board's decision.

* * * * *

This is to certify that the foregoing is a true and correct copy of the action taken by the Prince George's County Planning Board of The Maryland-National Capital Park and Planning Commission on the motion of Commissioner Washington, seconded by Commissioner Geraldo, with Commissioners Washington, Geraldo, Bailey, Shoaff and Hewlett voting in favor of the motion at its regular meeting held on Thursday, January 30, 2014, in Upper Marlboro, Maryland.

Adopted by the Prince George's County Planning Board this 20th day of February 2014.

Patricia Colihan Barney
Executive Director

By Jessica Jones
Planning Board Administrator

PCB:JJ:JK:arj

Memorandum

TO: Michael McLaughlin, City Manager
FROM: Jessica Bellah, Community Planner
VIA: Celia Craze, Director, Planning and Community Development
DATE: November 9, 2015
RE: Staff Review Greenbelt Station South Core Phase 3, DSP-13045

Introduction

The Maryland-National Capital Park and Planning Commission (M-NCPPC) has referred the Greenbelt Station South Core Phase Three (3) Detailed Site Plan (DSP-13045) to the City for review and comment. This case will be reviewed at the Planning Board level and a hearing date has been set for January 7, 2016. M-NCPPC has requested that the City provide their comments one month prior to the hearing date for inclusion in the case record.

DSP -13045 was accepted for review by M-NCPPC on February 23, 2015. The current referral package is the third version of the DSP submitted by the applicant. The original and subsequent submissions were reviewed at staff level by both M-NCPPC and City staff and returned to the applicant with requests for revisions. Woodlawn Development Inc. (the site developer) has made minor revisions to two prior submissions in response to staff's questions, comments, and recommendations. At this time, the applicant proposes no further revisions to the site plan.

As outlined in the Development Agreement, the city is afforded approval authority of detailed site plans, architectural elevations, storm drain plans, and grading and sediment & erosion control plans. The developer is required to obtain the city's approval for DSP-13045. Woodlawn Development Inc. will be in default of their agreement with the city in the event they solicit, proffer, or otherwise initiate approval by the Planning Board or District Council of a DSP that has not received city approval.

Development of the South Core must conform to conditions, covenants, restrictions and general guidance outlined in the Development Agreement between the City of Greenbelt and the developer. DSP-13045 is also subject to conditions of approval set in Conceptual Site Plan (CSP) CSP-01008-01/02 and to the Prince George's County zoning standards applicable to this site and project. The Greenbelt Station South Core Site is zoned Mixed Use - Transportation Oriented (M-X-T) with a Development District Overlay Zone (DDOZ).

Staff's reading of the Greenbelt Metro Area and MD 193 Corridor Sector Plan (March 2014) is that new development at the Greenbelt Station project must comply with the standards of the DDOZ. However, it was the determination of MNCPPC staff "...that future Detailed Site Plans within the entirety of the South Core of Greenbelt Station are exempt from the requirement to comply with the DDOZ development district standards". Their determination was based on Condition 16 of the Conceptual Site Plan approval, which states that future DSP's "shall

consider the development district standards of the Greenbelt Area sector plan... unless there is a clear showing that the requirement is unreasonable under the circumstances.” Staff disagrees with M-NCPPC’s determination that the Phase 3 DSP is not subject to the DDOZ.

Staff has reviewed the DSP, landscape plan (LSP), and architecture proposed in Phase 3. These elements were evaluated against conditions of the city’s Development Agreement, conditions set during Conceptual Site Plan approvals, Prince George’s County zoning standards, and best practices for urban design. It is staff’s opinion that the current design proposed in DSP-13045 does not adequately meet these review criteria. The modifications needed to create a design that meets the review criteria are substantive and major revisions to the plan are necessary. Staff recommends opposition of the applicant’s Phase 3 submission.

Project and Site Background

In concept, Greenbelt Station South Core was approved as a medium density mixed use development. Phase 1 is located east of Greenbelt Station Parkway, abutting the Indian Creek Stream Valley. Phase 1 consists of 342 residential townhome units, 2.67 acres of publicly dedicated parkland¹ and an estimated 0.45 acres² of private recreational open space. Phase 3 is located west of Greenbelt Station Parkway, abutting the CSX and Metro rail lines. Phase 3 was originally approved in concept as condominium apartment residential units over retail with the provision of substantial internal amenities.

The original CSP for the South Core approved a mix of uses that required, in part, a minimum 80,000 square feet (SF) of neighborhood-serving retail and/or office space with an option to reduce this requirement to 60,000 SF upon determination that the space would not be commercially feasible. Subsequent revisions to the CSP substantially changed the requirement for commercial floor area. The revisions also altered the process for how and when the applicant may demonstrate that commercial development is not feasible in the South Core. Phase 1 and the Verde apartments consist of no commercial spaces. The Phase 3 DSP provides a one-half acre lot which will serve as either public parkland or a 5000 SF retail component.

The proposed site plan for Phase 3 changes the unit mix to replace condominium apartment and retail development with 161 townhomes. Proposed townhomes products are spread between four models offered by Ryan Homes and NV Homes. The 16ft. Hepburn and Clarendon models are new to the South Core development, offering a lower price point and more options from those offered in Phase 1. The 24ft. Andrew Carnegie and 20ft. Strauss models are currently offered in Phase 1 and are also featured in Phase 3. All of the townhomes are 4 stories tall with an optional roof-top deck. The majority of homes in Phase 3 would be rear-loaded with alleys providing access to their garages. Three of the homes (Lots 75-77) are presented as front-loaded units.

¹ Outlot 1 and 2 are also proposed as open space dedication to the City of Greenbelt dependent on approval by the State. These areas amount to 15.64 acres of forested land, wetlands, as well as stream buffer areas for Narragansett Run and Indian Creek.

² Dedication of HOA common open space includes private roads and alleys. Staff estimates that of the 3.77 acres proposed only 19,742 SF or .45 acres are dedicated to parks.

Staff Review

The density in Phase 3 is proposed at 12.23 dwelling units per acre with 161 units on 13.6 acres gross tract area. The presented calculated density includes 1.98 acres of an existing stormwater management (SWM) pond which is separated visually and physically from the project area by a sound barrier wall. The true density of the usable project area is 13.9 dwelling units per acre. In comparison Phase 1, which consists of all but the 16ft. wide townhouse product offering, is being developed at 8.7 units per acre on a gross tract area of 39.23 acres. Phase 3 is nearly 1½ times the density for the same use and product type. In addition, the Phase 3 site is more constrained by its linear platting and more adversely affected by its proximity to the rail lines.

The original recreational and open space amenities package developed for the South Core considered the different needs of residents in townhome and multi-family developments. Phase 1 provided land for outdoor amenities associated with townhome development. Originally, Phase 3 consisted of internal building amenities and courtyard areas for the higher density multi-family housing. As proposed in DSP-13045, the applicant has not replaced the internal amenities originally included in development of this site with comparable external amenities for the number and type of townhome units proposed. The lack of sufficient usable public open space in Phase 3 results in an absence of proximate amenities and open space for residents of the South Core.

Staff has previously submitted comments and recommendations to the applicant with requests for revisions to DSP-13045. Within the current proposal, the applicant has addressed some of staff's prior comments which are outlined in Attachment A. While the applicant has included several of the requested revisions, changes to the overall site layout have been minor. As proposed, Phase 3 offers a densely concentrated site layout, limited connectivity, fewer amenities, and more adverse locational impacts.

Staff provides the following comments on the presented Phase 3 Detailed Site Plan:

Conformance with Development Agreement

Condition 51 of the city's Development Agreement states that the developer and the city "shall cooperate with one another to have the appropriate conditions contained [within the Development Agreement] added as conditions to any future approvals obtained from the Prince George's County Planning Board and/or District Council concerning the Conceptual and Detailed Site Plans and the Preliminary Plan and Record Plat". Staff's comments and recommendations reference conditions within the Development Agreement. The following condition is most relevant to the site design and architecture proposed in Phase 3:

Use of Mixes

It is staff's strong belief that the site layout of Phase 3 should not preclude the possibility for future neighborhood serving retail to be constructed as infill development on Lot 116. Without the opportunity for future commercial infill, the South Core cannot serve as anything but a single

purpose project, directly contradicting the goals of a mixed-used zoned property. Until the use of Lot 116 is determined, the DSP is incomplete.

Urban Design and Architecture

- 1) **Staff Comment:** The setback of homes from the sound barrier wall is insufficient. To meet noise mitigation standards, the developer is proposing a 14ft. high wood noise barrier wall between the site and the adjacent rail lines. This wall wraps around the entire west and north sides of the project area. As proposed, the wall would be located in close proximity to nineteen (19) homes and their property lines. The distance from homes ranges from 11.1ft to 22+ft and setback from property lines ranges from 3.3ft to 20.7ft. Eleven (11) homes are severely impacted, with property setbacks of less than 10ft.

The height of the sound barrier wall and its close proximity to homes negatively impacts these residents' access to light and air. This is particularly glaring for Lots 75-77 which are enclosed at the corner of the sound wall with home owners effectively living in an 11ft tunnel between their home and the sound barrier wall.

Staff Recommendation: Increase the sound barrier wall setback to a minimum of 10ft distance from property lines and 15ft distance from buildings.

- 2) **Staff Comment:** The Sound barrier wall itself is highly visible and not aesthetically pleasing. Staff has previously requested that the applicant provide an alternative product for the sound barrier wall and provide substantial plantings in front of the wall. At a minimum the wall should transition materials or style within the 14 feet of vertical space to better minimize its visual impact as a large monotonous structure.

To be effective, a sound barrier may not have any gaps between the ground and the wall or within its structure. In staff's opinion, the wood material proposed would require frequent inspection and maintenance. The proposed wooden structure is an added burden on the resources of the HOA.

Staff Recommendation: The sound barrier wall should be replaced with a stone, brick, or decorative concrete product. This will be more effective in its purpose and less likely to require frequent maintenance. In addition, techniques for providing green living walls should be incorporated to soften the look of the wall.

- 3) **Staff Comment:** Section 27-548 of Prince George's County Zoning Code covers requirements of the M-X-T zone. It requires a minimum lot size of 1,800 SF for townhomes unless they are located on a site within ½ mile of a mass transit rail station site operated by WMATA **and** initially opened after January 1, 2000. Greenbelt Metro Station was opened December 11, 1993 which makes the South Core ineligible for the relaxed lot size provided in the zoning code. The townhome lot sizes in DSP-13045 do not meet the minimum lot size with the majority of lot sizes currently proposed around 1,000 – 1500 SF.

Section 27-548 also states that “there shall be no more than six (6) townhomes per building group” unless the applicant demonstrates to the satisfaction of the Planning Board and District Council that more than six (6) dwelling units (but not more than 8 dwelling units) would be more attractive or environmentally sensitive. The code goes on to say that “in no event shall the number of building groups containing more than six (6) dwelling units exceed 20% of the total number of building groups.

As proposed, DSP-13045 Phase 3 consists of twenty seven (27) building groups with nine (9) of the building groups exceeding six (6) dwelling units.³ At 33%, the composition of dwelling units into building groups far exceeds the 20% allowable in the zoning code. In addition, two (2) building groups consist of ten (10) dwelling units.

Staff Recommendation: Townhouse minimum lot sizes and building group composition must adhere to the minimum requirements set out in Section 27-548 of Prince George’s County Zoning Code.

- 4) **Staff Comment:** Higher standards exist for façade treatments within the public view shed. At the request of staff, the developer has designated all units that meet these criteria as “high visibility lots”. All units located to the west of Road A are considered high visibility units as their side elevations are the primary elevations facing the public realm. Given their repetitive placement, staff requested the developer designate the design for each unit to ensure contrast and variety in their facades. The applicant has provided designations with first floor, second floor, and all brick sides. Staff reviewed the applicants proposed designations and provides the following recommendations.

Staff Recommendations:

- a. Lot 5, 9, 13, and 20 are consecutively placed along Road A and are all designated as first floor brick. To provide contrast within these consecutively placed units, either Lot 5 or 13 should be designated as second floor brick side to provide visual contrast.
 - b. Lot 52, 57, and 61 are consecutively placed along Road A and are all designated as first floor brick. One of these lots should be designated as second floor brick side to provide visual contrast within this section.
 - c. Lots 122, 128, 147, and 157 are within the public view shed and should be designated as high visibility units.
- 5) **Staff Comment:** Condition 35 of the city’s development agreement states that “parking areas shall be generally located to the rear or side of buildings.” Lots 75-77 are front loaded units with garage and driveway parking.

Staff Recommendations: No front-loaded units shall be constructed in Phase 3 of the development.

³ Of the nine building groups exceeding six (6) dwelling units in DSP-13045, four (4) consist of seven (7) dwelling units, two (2) consist of 8 dwelling units, one consists of nine (9) dwelling units, and two (2) consist of ten (10) dwelling units.

- 6) **Staff Comment:** Condition 54 of the CSP states that “large blank building walls are not permitted when facing public areas, such as streets, parking lots, recreational areas, or zones of pedestrian activity”. The city’s Development Agreement reiterates this point and provides that all architecture is subject to the approval of the city. The proposed layout in Phase 3 places additional emphasis on the side elevations of buildings where these are the primary views to and from the public sphere.

Staff Recommendation: The use of false or imitation windows, such as those that appear to be bricked over or shuttered, shall not be permitted. The applicant shall provide functioning windows on all side elevations which face public areas.

- 7) **Staff Comment and Staff Recommendation:** All driveways should be, at a minimum, concrete with a recommendation for stamped decorative concrete that mirrors applications made in Phase 1 and 2. Asphalt driveways shall not be permitted.

Open Space and Provision of Amenities

- 8) **Staff Comment:** CSP Condition 25 requires the developer to provide “adequate private and/or public recreational facilities”. The same condition states that a “complete recreational package...shall include facilities in the amount of \$1,750,000 at a minimum”. The South Core’s original recreational package was based on a highly amenitized condominium apartment use in Phase 3. Transference to a townhome product requires more public amenities.

Staff Recommendation: The \$1.75 million designated in the Planning Board resolution should be increased to reflect the change in housing type and loss of internal amenities.

- 9) **Staff Comment:** As proposed, there is a lack of functional, informal, public open space in Phase 3. The applicant’s proposal to densely pack large suburban townhome models in a project area with significant site constraints and adjacent adverse impacts contributes to this issue. If the applicant replaced some of the larger 20ft or 24ft townhome models with more vertically dense 2 over 2 townhome units, more land area could be utilized for additional open and green space.

CSP Condition 15 calls for “civic areas with plazas and parks at regular intervals”. The smaller lot sizes permitted in the project area make the provision for public open space all the more vital. Additional public open space should be incorporated to provide a destination within Phase 3 for residents in this area as well as visual and functional relief from the dense massing of the townhome units. An alternative road and lot layout that provides larger and more centralized courtyards could provide the opportunity for more public, usable open space.

The courtyards established in the far west section of the project are effectively private alcoves serving only their immediate housing units. Their prolific landscaping, narrowness, sidewalk configuration and drainage do not encourage casual public entry and use. The sidewalk sitting areas across from Lot 105 and 141 are insufficient in size

and incorrectly oriented to serve as public gathering space. This leaves Lot 116 as the sole designated public open space. If it is constructed as a retail area, there will be no alternative green open areas to serve residents of Phase 3. Space for either a linear walking path between the western units and the sound barrier or additional pocket parks could be accommodated by the consolidation of housing units.

Staff Recommendation:

- a. Provide more land for usable public open space within Phase 3 by replacing the 20ft and 24ft home products with denser housing products such as additional 16ft home products or 2 over 2 townhomes. Lots 78-105, 117-141, and 142-152 are capable of accommodating more units on less land.
- b. Remove and consolidate into denser products, units on Lots 1, 6, 10, 14, 21, 28, 34, 40, 47, 53, 58, 62, 67, and 71. Replace these with a linear walking path that connects to courtyard sidewalks.
- c. Remove units 75-77 and replace these with a pocket park.
- d. Expand the small sitting areas to both sides of the sidewalk which will create a full circle sitting area. Adjust to placement of Lot 141 and 105 to accommodate this change.

10) ***Staff Comment:*** The applicant has designated Lot 116 to serve as the location for either retail or public parkland in Phase 3. Per their Development Agreement with the city, the applicant must market the retail area in Phase 3 for a period of one year prior to its conversion to public parkland (Condition 18). The applicant has not yet met this condition, which means that staff must evaluate the proposed site plan in context of either contingency.

The following CSP conditions apply to the Phase 3 retail/public parkland component:

- Condition 50: “civic open spaces in the south core ...shall reflect visual and functional connection with public spaces on the opposing side of the north/south connector road”.
- Condition 1(c)(i) and 1 (c)(ii): “The applicant shall designate an area for potential retail on a 0.5-acre site adjacent to the central park, west of Greenbelt Station Parkway, for the south core area. However, if prior to the issuance of the 150th building permit, the retail is not economically feasible (demonstrated by executed sales or leasing agreement), the 0.5-acre area shall convert to public parkland. Such parkland shall be subject to the review and recommendation of the City of Greenbelt through a detailed site plan application. Such review shall be done within a reasonable period of time.”

In its current form, Lot 116 is problematic as a location for neighborhood serving retail. Access to the site for delivery and service vehicles is limited and ill-conceived.

The position of Lot 116 to the adjacent residential Lots 106-115 is prohibitive to both the use of Lot 116 for retail and for managing traffic around these units.

In the proposed DSP, the retail site would not have direct access to Greenbelt Station Parkway. Access to and from the site is only possible from either South Center Drive or Road A, which are privately maintained roads. The connection to Road A is only wide enough to accommodate one-way traffic, which regardless of direction will force commercial traffic onto private residential streets. As designed, these roads are not adequate to accommodate commercial vehicles or customer traffic. In addition, the cost associated with the added wear on the private streets should not be absorbed by the local HOA.

The applicant has not provided a space capable of appropriately accommodating the current or future placement of commercial retail space in Phase 3. It is staff's strong belief that the site layout of Phase 3 should not preclude the possibility for future neighborhood serving retail to be constructed as infill development on Lot 116. Without the opportunity for future commercial infill, the South Core cannot serve as anything but a single purpose project, directly contradicting the goals of a mixed-used zoned property.

Staff Recommendations:

- a. Improve access to the site from public roadways by designating South Center Drive as a public road and providing a direct entrance off Greenbelt Station Parkway. Reduce the reliance on private road systems by removing access to Road A.
- b. To improve flexible use of the space, Lots 106 -115 should be combined with Lot 116 to form a contiguous parcel. This space should be designed for use as either retail or public parkland. Implement recommendations from Comment 9 by reallocating units on Lots 106 – 115 into a higher density product within the Phase 3 DSP (such as 2 over 2 townhomes) to provide the space and road access necessary for siting of a retail space.

Roads, Driveways, and Pedestrian Connections

11) ***Staff Comment:*** The street network is not based on a grid pattern as required by Condition 15 and 37 of the CSP. Road A is poorly sited with problematic alley connections. Particularly where it services lots 67-77 and lots 142-162, Road A becomes a dead-end street. Its reliance on Alleys 16 and 17 to provide maneuverability for trash trucks, fire trucks, police patrols and service vehicles is disruptive and ill-conceived.

Road A's typical section is 28ft wide with 20ft dedicated for two-way travel and 8ft dedicated for parking. The width of this road section for travel lanes is too narrow and should be increased to 22ft on sections without parking and 30ft on sections with parking.

Road A could serve as an asset to the project area if it were placed as a buffer between the sound wall and townhomes. This position would eliminate the seven dead-end alleys currently proposed and provide the opportunity to prioritize pedestrian and bicycle connectivity within Phase 3 as well as the South Core as a whole.

Staff Recommendation:

- a. Road A should be relocated and redesigned to provide better connectivity within the Phase 3 project area.
- b. The location of Alley 6 should be adjusted to reduce conflict with Stream Bank Lane.
- c. Road A should be widened to a minimum of 30ft to provide for an 8ft parking space and 11ft travel lanes.

12) ***Staff Comment and Recommendation:*** Curb corners for parallel parking spaces on Road A should be rounded to allow for maneuverability of vehicles to and from the end parking spaces.

13) ***Staff Comment:*** The applicant is required to show the general location for landing a pedestrian overpass connecting the City of Greenbelt to the City of College Park. The applicant is not required to construct the overpass, but must provide adequate space to accommodate a future structure within Phase 3. The District Council resolution for CSP-01008-02 states that the “general location of the College Park pedestrian overpass shall be on the west side of the railroad south of the city’s Public Works facility on industrial-zoned property west of the tracks...”. This language alters placement of the landing site on the College Park side of the Metro/CSX tracks from the prior condition that read, “the general location...shall be between Huron Street and the City of College Park Public Works facility.”

At this time, the current placement of the pedestrian overpass does not meet the condition of the District Council’s resolution on its College Park landing site. On the Greenbelt side, the alignment of the sound barrier wall isolates the College Park/Greenbelt pedestrian access ramp from the rest of the development. This design impairs visual connectivity between users of the bridge and the public, creating an unsafe condition.

The applicant currently shows the pedestrian overpass landing site adjacent to the Storm Water Management Pond B site. Staff questions if the applicant has verified with Prince George's County Department of Public Works and Transportation (DPW&T) on whether it is permissible for the pedestrian overpass to land where it is shown.

Staff Recommendation: The applicant should verify placement of the pedestrian overpass with DPW&T and with the governing CSP resolutions.

14) ***Staff Comment:*** The delineation between public and private right-of-way on South Center Drive and Stream Bank Lane is oddly placed. As shown, it will result in

uncertainty of maintenance responsibilities for landscaping and curb repair for central medians on these roads.

Staff Recommendation: Stream Bank Lane and South Center Drive should be dedicated as public roads. The addition of public streets requires revision to the CSP.

- 15) **Staff Comment:** Stream Bank Lane has a 60ft private right-of-way (ROW) with 14ft travel lanes separated by a 6-8ft median. This lane width is too narrow to accommodate both parking and a travel lane safely but its proposed width will encourage drivers to attempt vehicle standing and vehicle parking. This will negatively impact safe travel flow in the community. In addition, the site plan should limit the amount of impervious roadway surface wherever possible.

South Center Drive has a 76ft private ROW with 15ft travel lanes and a 14ft median. This street is not designed well to serve residential uses for the same reasons outlined for Stream Bank Lane. It also does not adequately serve Lot 116 as a possible retail area.

Staff Recommendation: Lane widths for Stream Bank Lane should be reduced to a maximum of 12ft and the ROW should be reduced to reflect these changes.

The applicant should provide an alternative design for South Center Drive that is more suited to serving commercial traffic associated with the development of retail on Lot 116.

- 16) **Staff Comment:** Pedestrian connectivity should be elevated to the highest priority. Therefore, crosswalks should be highly visible and attractive in nature. Where Road A intersects with Access Drive 1 at the southern limit of Phase 3, it is especially important to signal to drivers that they are entering a residential community by emphasizing the pedestrian crossing.

Staff Recommendation: Staff recommends that the crosswalk at the intersection of Road A and Access Drive 1 be constructed of colored stamped asphalt to match the appearance of crosswalks within public right-of-ways. All other crosswalks in the Phase 3 private road system shall mirror approved pavement markings found in Phase 1.

- 17) **Staff Comments:** The 16ft alley width used in Phase 1 of the South Core development is too narrow. Given the lack of grid pattern provided in Phase 3, it is staff's opinion that the alley connections will become more crucial and problematic to travel within the project area. The width of Alley's 1-7 are 18ft while Alley's 10 -17 remain at 16ft.

Staff Recommendation: While staff finds it preferable that the road system layout be revised in its entirety, if the road system maintains its existing layout, the alley widths of Alley 10 -17 should be widened to 18ft.

- 18) **Staff Comments:** The project relies on single and double interior garage and driveway parking spaces to meet parking space requirement for development. On average parking exterior parking spaces are 8ft in width and 19-20ft in length. The applicant has not

provided documentation necessary to verify the count and adequacy of interior parking spaces.

Staff Recommendation: The applicant should provide to the city interior dimensions for the garage spaces so that staff may ensure these spaces are adequately sized.

- 19) **Staff Comment:** The sidewalk associated with Road A on Lots 106 – 115 is located along the driveway aprons for these homes. Sidewalks located on driveway aprons create unappealing and uneven walking surfaces for pedestrians. It is very likely that parked vehicles will impede pedestrian travel on this sidewalk. Sidewalks that provide pedestrian connectivity should be prioritized within the M-X-T zone.

Staff Recommendation: The sidewalk on this portion of Road A should be adjusted out of the driveway aprons. Additional length should be provided in the driveways to prevent overhang into the pedestrian travel path.

Sustainability and the Environment

- 20) **Staff Comment:** Several conditions of the CSP and Development Agreement relate to best practices for the development of sustainable and environmentally conscious development. The applicant states that NVR's Build Smart Program is sufficient to address relevant conditions. However, the applicant has not provided any details on the program or how it serves as an equivalent measure to those outlined in the CSP and Development Agreement requirements.

Staff Recommendation: The applicant should submit details of the NVR Build Smart Program to the city for review. In their submission the applicant should demonstrate how this program is equivalent to conditions and requirements in both the CSP and Development Agreement.

- 21) **Staff Comment:** Condition 13 of the CSP states that "prior to or concurrent with the review of any...detailed site plan, a revised storm water management concept plan (SWMCP) that considers an evaluation of new technologies for storm water management (SWM) shall be submitted. The use of low-impact development (LID) techniques and green buildings shall be considered and all reasonable efforts shall be made to utilize such techniques". In addition, item 36 of the city's Development Agreement requires the use of low-impact development techniques wherever possible and requires their detail on all DSPs. The applicant has not submitted a SWMCP that considers and evaluates the use of LID-techniques for Phase 3.

The applicant has provided in their submission packet a proposed SWM plan that has received preliminary concept approval from the Prince George's County's Department of Permitting, Inspections, and Enforcement (DPIE). DPIE evaluated the concept plan in context of SWM Pond B's adequacy to handle stormwater runoff associated with layout revisions from the previously approved commercial/apartment building layout to a townhouse layout. DPIE does not evaluate SWMCP for conformance

with CSP conditions or the Development Agreement which require the evaluation and consideration of LID-techniques. Without this evaluation, the applicant's submission is incomplete.

Staff Recommendation: The applicant should submit a SWMCP that provides for the possible inclusion of LID-techniques. Appropriately sized LID-techniques such as rain barrels, cisterns, rain gardens, pervious at-grade walks, etc. should be evaluated and included in the SWMCP. These techniques can work in concert with the existing wet pond systems on site and reduce the flow of stormwater to these facilities.

Landscaping

22) **Staff Comment and Recommendation:** The number of dwelling units used to calculate tree planting schedule is inaccurate. The applicant should revise the tree planting schedule to reflect the correct number of dwelling units proposed.

23) **Staff Comment:** Proper soil preparation is crucial for the establishment of healthy trees. This is especially the case for trees planted near impervious surfaces such as sidewalks, roads, and driveways.

Staff Recommendation: The use of structured soils should be required for all street trees and for any trees planted in the rear alleys of townhomes. This detail should be indicated on the LSP.

24) **Staff Comment:** The placement of turf and mulch, as well as the use of structured soil should be indicated on the LSP.

25) **Staff Comment:** The current landscape plan does not show how the tree planting schedule works in concert with the detailed landscaping for individual lots.

Staff Recommendation: A typical planting plan for the townhome lots should be included in the DSP review.

26) **Staff Comment:** Rear-loaded townhomes are serviced by alley streetscapes with minimal opportunities for landscaping. Within the proposed DSP, there are areas of open soil between driveways ranging in width from 4ft – 8ft. The opportunity to soften and green the alley systems with stretches of turf or shrub planting should be taken advantage of and detailed on the LSP.

Staff Recommendation: Rocks or other hardscape cover should be prohibited as a landscaping method for these areas.

27) **Staff Comment:** Lots with front facades facing Greenbelt Station Parkway should have low ornamental fencing and/or brick walls to separate public and private spaces.

Staff Recommendation: The applicant should construct a low ornamental fence. If the applicant demonstrates that no fencing is allowable within the platted Public Utilities Easement (PUE), the PUE should be adjusted to allow for the construction of a low ornamental fence.

Consideration of Development District Standards

Condition 16 of the CSP approval, states that future DSP’s “shall consider the development district standards of the Greenbelt Area sector plan... unless there is a clear showing that the requirement is unreasonable under the circumstances.” There are a total of 138 Development District Overlay Zone (DDOZ) Standards 13 of which are not applicable to the proposed DSP. The applicant has submitted a response sheet detailing their compliance with standards and providing justification for not meeting certain standards outlined in the DDOZ. The applicant is non-compliant with 36 of the DDOZ standards, several of which are considered mandatory “shall” requirements. The following table outlines standards that are applicable to the development for which the submission is non-compliant. Standards in **Bold** are mandatory “shall” conditions of the DDOZ.

DDOZ Standard	Applicants Response and Justification	Staff Comment
Building Orientation		
Buildings and lots have fronts, sides, and backs. Fronts display a building’s façade and shall face the public realm. The backs of buildings and lots, which are the private or service side, shall face mid-block and be screened from view. Sides of buildings and lots may face either the public realm or may be concealed mid-block.	Compliant except for Lots 106 - 115. The proposed layout has been designed to comply with building orientation. Building fronts face the public realm and open spaces. The rears of buildings face alleys and/or the rear of adjacent buildings. The rears of buildings do not face the public or open space. There is a mix of concealed and public sides of buildings.	Staff has previously identified Lots 106-115 as problematic in their relationship with Lot 116 and the private road system. See staff comment and recommendation 10.
Building Form		
The frontage buildout shall be a minimum of 60 percent at the build-to line.	60% buildout at the build-to line is not achieved since townhouse units have 2' jogs and smaller bay window features. These give a more appealing porous look in architectural features. Sticks of townhouses generally create a unified street-wall character, with short and consistent setback patterns.	Build-to lines are designed to place buildings closer to the right-of-way. This encourages interaction with the public zone. Given the massing and scale of offered home products, the 2ft offset between units does not provide a porous look. Staff recommends adherence to the DDOZ guideline.
The build-to line for townhouses and two-over-two structures shall be between 5 and 15 feet from the right-of-way.	The majority of townhouses are 10-15 feet from the right-of-way. Some townhouses are up to 20' from the right-of-way.	Staff requests the applicant explain how and why this is not accomplished?

DDOZ Standard	Applicants Response and Justification	Staff Comment
<p>The lot coverage shall be a maximum of 70 percent.</p>	<p>Lot coverage generally ranges 70-80%. Greater lot coverage is justified by the clustering nature of Greenbelt South Core (significant open space preservation along Indian Creek and associated wetlands), and the demand for density in a transit oriented development.</p>	<p>The Greenbelt Station Project is not designated as a cluster subdivision and the applicant cannot claim credit for not developing the Indian Creek stream and wetland area. Lot coverage greater than 70% reflects excessive density of the proposed development. If a lot is reduced to a smaller size, the difference should be incorporated into open space available for use by all residents of the development. The required maximum lot coverage could be achieved if the applicant provided a more urban/dense home product.</p>
<p>The minimum rear yard setback shall be 15 feet from the rear lot line, except where alley-accessed garages or accessory buildings are provided, in which case the minimum rear yard setback shall be 5 feet.</p>	<p>All townhouse units proposed have rear-load garages, except for 3 units, These are the only units that are not compliant, but they do provide 7' of setback to the rear lot line. The setback to all other buildings is at least 5' from the rear lot line.</p>	<p>A 7ft setback for Lots 75 -77 does not meet the rear lot setback. The applicant makes no justification for not meeting the rear yard setback requirements for these units. Furthermore, their current rear lot distance is less than 15' from the 14ft sound barrier wall. This creates a tunnel effect that prevents proper flow of air and light to these properties.</p>
<p>Architectural Elements</p>		
<p>New buildings that are greater than 100 feet in frontage on any street should be articulated through massing, material, color, openings, and detail changes to appear as multiple buildings rather than one single building.</p>	<p>There are only townhome units proposed. There are no building groups of townhomes greater than 100' in length. All townhome building groups are staggered to ensure the appearance of individual units.</p>	<p>This response is inaccurate. There are currently 17 (out of 27) townhome building groups that are greater than 100ft in length. In addition, Lots 153 – 162 and 106 - 115 are within building groups of 10 combined townhome units which far exceeds the recommended 6 units per building group and allowable 8 units per building group.</p>
<p>Ground-floor residential units should have a raised finish floor at least 24 inches above the sidewalk grade to provide sufficient privacy for ground-floor residents.</p>	<p>The majority of residential units have finished first floor grades at least 2' above the sidewalk grade, except where not feasible with the grading code.</p>	<p>Identify which units do not have finished first floor 2' above the sidewalk grade.</p>
<p>Minimum stoop depth = 4 feet (measured from building face to edge of the uppermost riser). Minimum stoop width = 4 feet</p>	<p>Most stoops are to be a minimum of four feet by four feet, except the Carnegie that specifies that most of the 'stoop' be interior from the building face.</p>	<p>The stoop depth appears to be only 3' for the Andrew Carnegie (including interior stoop), Hepburn and Clarendon Models.</p>

DDOZ Standard	Applicants Response and Justification	Staff Comment
<p>Chain-link fence <u>shall not be permitted. An exception may be made only where necessary around publicly-owned recreation facilities or athletic courts.</u></p> <p>Fences <u>shall</u> be built of durable, high-quality materials such as brick, stone, aluminum, iron, and pressure-treated wood.</p>	<p>Chain link fence is proposed as a safety fence on top of a retaining wall adjacent to the WMATA and CSX rails. The proposed fence will not be visible as the fence is located behind a sound fence.</p>	<p>The fence is highly visible to metro passengers and serves as a public face of the community. As a transit oriented development, the South Core must consider the visual impact and connection to the metro rail lines.</p>
<p>Sustainability and the Environment</p>		
<p>LEED® standards for building, as set forth by the U.S. Green Building Council, or other similar rating system standards, should be reviewed and integrated into the design and construction process for all new development and renovation projects. LEED-Silver or better certification (or the equivalent) is desired for all new development.</p>	<p>Homes will be built in accordance with current code requirements and the NVR Build Smart Program.</p>	<p>The city’s development agreement states that low-impact development techniques such as “green buildings” shall be used wherever possible and shall be detailed on all DSPs.</p> <p>The applicant should demonstrate how the NVR Build Smart Program is comparable to LEED standards.</p> <p>The applicant should address how their proposal meets the recommendations for sustainability.</p>
<p>Developments composed of several buildings should pursue LEED® for Neighborhood Development certification.</p>	<p>Greenbelt Station is not LEED certified.</p>	
<p>LEED-Gold or platinum certification under an applicable LEED® rating system is encouraged for all development when feasible.</p>	<p>Greenbelt Station is not LEED certified.</p>	
<p>Provide shade for south-facing façades by designing properly-sized overhangs on south facing glazing. Mature trees can also fulfill the need for shade on south facing façades.</p>	<p>Homes will be built in accordance with current code requirements and the NVR Build Smart Program. Proposed trees are provided for south facing facades.</p>	<p>Proposed trees are not considered “mature” and do not provide shade for south-facing facades.</p> <p>The applicant should demonstrate how the NVR Build Smart Program addresses the intent of this standard.</p>

DDOZ Standard	Applicants Response and Justification	Staff Comment
Solar tubes and skylights can reduce the need for electric lighting or provide sunlight to rooms that have few or no windows. These are encouraged because they provide natural daylighting to interior spaces.	Homes will be built in accordance with current code requirements and the NVR Build Smart Program.	The applicant should demonstrate how the NVR Build Smart Program addresses the intent of this standard.
Wherever possible, green materials shall be used in both the structure and interior finishes of buildings. These include: recycled or salvaged materials, rapidly renewable materials (derived from plants with a fast growth cycle), Forest Stewardship Council® certified wood, and materials harvested or manufactured locally.	Homes will be built in accordance with current code requirements and the NVR Build Smart Program.	The applicant should demonstrate how the NVR Build Smart Program addresses the intent of this standard.
Seven DDOZ standards provide details on items such as the placement of photovoltaic panels (solar); use of energy star appliances, solar paneled hot water panels; and Led lighting; as well as energy generation.	<p>There are no proposed photovoltaic panels.</p> <p>Sustainable energy generation is addressed through use of Pepco and Washington Gas.</p> <p>Appliance and Lighting is in accordance with NVR Build Smart Program.</p>	<p>The applicant should demonstrate how the NVR Build Smart Program addresses the intent of this standard.</p> <p>The applicant should further justify why these standards cannot be met in the proposed development.</p>
Landscaping		
<p>Minimize lawn or turf area. Turf should only be used in areas where it provides functional benefits.</p> <p>Use Mulches to minimize evaporation, reduce weed growth, and slow erosion.</p>	<p>Lawn and turf areas have been minimized to areas that provide functional benefits.</p> <p>Mulch is proposed and specified to minimize evaporation, reduce weed growth and slow erosion.</p>	Show on the landscape plan where turf and mulch are proposed for use.

DDOZ Standard	Applicants Response and Justification	Staff Comment
Encourage on-site food production by planting fruit bearing trees adapted to the local climate.	No space is available to support and maintain fruit bearing trees in the proposed urban style layout. Fruit trees may be specified in the 'future' use areas of the Central Park which has more room. This park is ultimately owned and maintained by the City of Greenbelt.	Lack of space is an inadequate response. The applicant's proposed home products are responsible for the lack of open space dedicated to meet landscaping standards. Fruit trees could be incorporated into the current landscaping plan. The Central Park is not within the limits of Phase 3 DSP.
Encourage setting aside areas and constructing composting areas and planting beds for the cultivation of fruits, vegetables, and herbs.	No space is available to support and maintain composting areas within the proposed urban style layout. Composting areas may be specified in the 'future' use areas of the Central Park which has more room. This park is ultimately owned and maintained by the City of Greenbelt.	Lack of space is an inadequate response. The applicant's proposed home products are responsible for the lack of open space dedicated to meet landscaping standards. The Central Park is not within the limits of Phase 3 DSP. Land could be set aside and dedicated to the HOA to meet this standard.
Community gardens provide a focus for recreation and sociability greater than that of private yards. They are also welcomed by apartment-dwellers who enjoy gardening. Community garden plots are not sold but rather left under municipal or private administration.	There are no proposed community garden plots. A 2.27-acre park in the center of the development will be deeded to the City of Greenbelt. The City will determine and dictate future uses.	The applicant's response is inadequate. The applicant's proposed home products are responsible for the lack of open space dedicated to meet landscaping standards. The Central Park is not within the limits of Phase 3 DSP. Land could be set aside and dedicated to the HOA to meet this standard.
Fruit trees may be included and designated for local food production.	Fruit trees were not proposed as they were determined to not be suitable for this development.	Why were they deemed unsuitable? Provide justification for the exclusion of fruit trees in the planting schedule.

DDOZ Standard	Applicants Response and Justification	Staff Comment
Surface parking areas, alleyways, and driveways should be constructed with durable, pervious paving materials (grass paver systems, porous paving, or pervious asphalt) to promote groundwater recharge and reduce stormwater runoff quantity and flow rates. Gravel is discouraged because of issues related to dust generation.	Pervious paving will not be utilized at Greenbelt Station. The stormwater management concept, storm drain, paving and pond plans have been previously approved and Constructed. In addition, the maintenance costs are prohibitive to the City of Greenbelt.	Condition 36 of the Development Agreement requires the use of these materials wherever possible. The current road and sidewalk systems in Phase 3 are not proposed as public roads and therefore do not fall under future city maintenance. The applicant's response is incorrect as their stated justification is not the position of the city and Council. The city supports the use of pervious surfaces where possible.
All at-grade walks (excluding public sidewalks) and pathways shall be constructed with pervious materials.	Pervious paving will not be utilized at Greenbelt Station. The stormwater management concept, storm drain, paving and pond plans have been previously approved and constructed. In addition, the maintenance costs are prohibitive to the City of Greenbelt.	It is possible to implement these standards within Phase 3 and reduce reliance on older stormwater management facilities constructed in association with previously approved phases of the project.
Use low-flow water closets, faucets, showerheads, washing machines, and other efficient water-consuming appliances.	Low flow plumbing fixtures will be specified in accordance with the NVR Build Smart Program	Provide details for the NVR Build Smart Program showing how this standard is met by this program.
Underground or above-grade cisterns should be integrated into the site plan for all new development within or abutting Indian Creek. These cisterns will both reduce the amount of stormwater flowing into Indian Creek and help to store water on-site for uses, such as landscape irrigation.	There are no proposed underground or above-grade cisterns.	Why not? Phase 3 is a new development and this standard could be incorporated into the site plan. Especially since the HOA is responsible for all landscape maintenance in the project, it is possible to include underground cisterns into the project on available dedicated HOA open space.
Sidewalks, Street Trees and Landscape Strips		
Sidewalk materials should be continued across driveways whenever possible, and accent paving should be used to define pedestrian crossings.	Driveways connect from back alleys; therefore sidewalks along the front right-of-way are uninterrupted.	Sidewalks cross over driveways for Lots 75 – 77, 1 - 5 and 106 – 115. As proposed sidewalks are located on the driveway apron for Lots 75 – 77 and 106 – 115. Sidewalks should be adjusted out of driveway aprons and accent paving should be utilized to define pedestrian crossings.

DDOZ Standard	Applicants Response and Justification	Staff Comment
<p>Landscape strips and planting areas <u>are required</u> along all streets, and shall be provided in accordance with the regulations of the Landscape Manual.</p>	<p>Landscape strips/planting areas are provided on one or both sides of all streets.</p>	<p>Road A lacks landscape strips on its frontage of Lots 5, 9, 13, 20, 27, 106-115, 75 -77, and the sidewalk connection opposite Lot 152. This is especially concerning as the side without a landscape strip has no parking placing pedestrians immediately adjacent to travel lanes.</p> <p>Without the provision of a landscape buffer, how does a one-sided landscape strip meet this standard?</p>
<p>Street trees <u>are required</u> in all subareas at a spacing of approximately 30 feet on center. Refer to the Landscape Manual for additional requirements and permitted tree species. Invasive tree species shall not be permitted.</p>	<p>Acknowledged. This is provided to the maximum extent practicable.</p>	<p>The applicant should indicate all instances where the standard is not met and indicate what impracticality prohibits the plans adherence to this standard.</p> <p>Site plans should be designed and adjusted to allow for the implementation of landscape standards as written.</p>
<p>Street Lighting</p>		
<p>illumination <u>shall</u> be provided for main entrances, passageways, parking lots, recycling areas, service entrances and areas, alleys, pathways, parks, and plazas.</p>	<p>The proposed plan illuminates the site appropriately.</p>	<p>Provide evidence that this standard has been met through a photometric study.</p> <p>Show the application of entrance, edge, and low to the ground security lighting as it relates to Lot 116 and the Pedestrian Overpass connection to College Park.</p>
<p>Consideration of security and pedestrian comfort <u>shall</u> be prioritized by increasing illumination low to the ground in public parking lots, at building entries, in public plazas, and at transit stops.</p>	<p>The proposed plan illuminates the site appropriately and considers security and pedestrian comfort.</p>	<p>The applicant has not addressed whether lamps are energy efficient and/or LED. Energy efficient lamps should be used regardless of compatibility with Phase 1 & 2 of the South Core Development.</p>
<p>Edges: Edges of a park or plaza <u>shall</u> be lit to define and identify the space.</p>	<p>The proposed plan illuminates the site appropriately. The edges of the park are lit to define and identify the space.</p>	
<p>Energy-efficient lamps <u>shall</u> be used for all public realm lighting in order to conserve energy and reduce long-term costs.</p>	<p>Lamps will be consistent with the existing lights within Phase 1 & 2.</p>	

DDOZ Standard	Applicants Response and Justification	Staff Comment
Open Space		
<p>Public and private open spaces should be situated at prominent locations within the development district and consideration should be given to providing a theme and/or dedicating open spaces to important events or citizens.</p>	<p>A 2.27-acre park in the center of the development will be deeded to the City of Greenbelt. The City will dictate current and future uses.</p>	<p>Until Lot 116 is designated for either retail or public parkland use, the DSP is incomplete. As presented the sole prominently located open space is undetermined in use and has not been designed to a sufficient level for either use.</p> <p>The applicant's response is insufficient as each DSP for the South Core is evaluated on its own merit and must comply with required conditions within its existing boundary. Additional pocket parks should be positioned throughout the development at regular intervals.</p>
<p>Pervious paving materials are encouraged whenever possible to facilitate landscaping, tree growth, and the absorption and treatment of rainwater runoff.</p>	<p>There is no proposed pervious paving material. The City of Greenbelt, the ultimate owner of public spaces, does not have the budget required for long-term maintenance.</p>	<p>Public space is scheduled for dedication to both the city and to the HOA. Two seating areas in Phase 3 are not proposed as city maintained open space and should utilize materials such as pervious pavers.</p> <p>For areas of future city maintenance, the applicant's response is incorrect. Their justification is not the position of the city and Council. The city supports the use of pervious surfaces where possible.</p>

Conclusion and Staff Recommendation

The South Core was envisioned as a medium density mixed use development. Flexible standards in the M-X-T zone were intended to promote a higher density that prioritizes the public realm and accommodates more than residential uses. The applicant is benefitting from the higher density and flexible standards provided to mixed-use projects without actually providing a site plan that sufficiently accommodates any use except residential townhomes.

As proposed, DSP – 13045 primarily consists of suburban style home products, amenities, and site considerations delivered at a density meant for urban development. The inadequate provision of open space and reduced lot sizes create a massing of townhomes inappropriate for the project area. Regardless of zoning category, when a lot is reduced to a smaller size, the difference must be incorporated in an open space system for the use of all the residents of the development.

The retail/public parkland component of Phase 3 is not yet determined, but it is likely that retail space will not be constructed at the same time as residential units. Staff finds that it is crucial the South Core be developed in a manner that could provide opportunities for future commercial infill development in Phase 3. Otherwise, the end result will be that the South Core is a densely packed, poorly sited, inadequately amenitized single use residential development.

The DSP-13045 submission inadequately addresses conditions and requirements of the CSP and Development Agreement. Major revisions are necessary to meet requirements and best practices. For these reasons, staff recommends the Council oppose DSP-13045.

Attachment A: Prior Staff Requested Revisions

The following prior changes were made to previous versions of DSP – 13045 at staff’s request:

Prior Staff Requested Revisions for Urban Design

- A. **Prior Staff Comment:** The layout did not sufficiently integrate the 16’ Hepburn models with other home products. Instead the Hepburn Model was relegated to the least attractive position on the property adjacent to the sound barrier wall and stacked in a manner that was too repetitive. Staff requested better integration of all model types and an alternative layout configuration to provide visual relief of views along Road A.

The applicant has mixed the unit types so that all price points are available throughout the project area. Staff believes this is beneficial to the overall project. The applicant did not change the overall site configuration and road layout.

Prior Staff Requested Revisions to Roads, Driveways, and Pedestrian Connections

- B. **Prior Staff Comment:** There should be a continuation of sidewalks from alleys to major streets. Specifically, Alley 16 should have a connection from the western sidewalk (Road A) and through Parcel H to Greenbelt Station Parkway. Parcels F, G, E, and C should similarly have a sidewalk connection between their respective alleys and Greenbelt Station Parkway. Road A’s sidewalk should continue from its frontage of Lots 75-77 to connect directly with Greenbelt Station Parkway.

Staff approves of the additional pedestrian connections proposed in the revised DSP. It is recommended that Council request that these path connections provide ramp access from Alleys to ensure access for all users.

- C. **Prior Staff Comment:** Previous DSP submissions showed a substantial amount of unusable dead-space within parallel parking spaces on Road A. Staff requested that the sidewalk and green buffer space be expanded to fill these areas or else fill them with bike parking infrastructure.

The applicant increased the curb space to remove excess road surface. Staff subsequently requested that curb ends be rounded for maneuverability. DSP – 13045 does not reflect this request.

- D. **Prior Staff Comment:** Parking on Road A should be eliminated from curbs that accommodate only a single parking space. Staff finds that the use of space in these areas is poorly planned and creates an overabundance of impervious curb surface. These areas could better serve as public open space.

The applicant removed the curb cutouts for single use parking spaces, replacing them with small sitting areas opposite Lots 141 and 105. Staff generally approved of the reduction in unused road surface area but feels the provided sitting areas are inadequate in their design and orientation.

- E. ***Prior Staff Comment:*** Staff requested that the width of South Center Drive and Stream Bank Lane be narrowed to increase the green space near homes and that the right-of-ways be reduced.

The applicant has provided the addition of tree-planted medians on these roads although the overall right-of-way has not been reduced. Staff finds that the addition of planted medians satisfies the requested revision and provides an appealing entrance to the project area. However, the remaining road widths are problematic and staff provides further comments and recommendations to address these concerns.

- F. ***Prior Staff Comment:*** Staff requested the applicant consider unique landscaping of each courtyard so that they have individual identities recognizable by unique trees, bushes, etc. In addition, staff requested adjustment of tree placements to address unequal distribution of trees between and within alleys.

The applicant has incorporated variable planting schedules so that each courtyard has a different look from the neighboring courtyard.

3

Presentation by
Engineering Company
CH2M Hill

MEMORANDUM

TO: Mayor and Council

THROUGH: Scott Somers, City Manager

FROM: Steven E. Halpern, P.E.

DATE: November 17, 2015

SUBJECT: Presentation by Engineering Company CH2M Hill regarding the plans for stormwater management work in the City

ISSUE

In 2010 the EPA established defined limits on the amount of pollutants that can enter tidal rivers and the Chesapeake Bay. In July 2012, House Bill 987 became effective mandating all jurisdictions and municipalities in Maryland to participate in Stormwater Restoration Programs (SWRP). On September 25, 2012 the City agreed to participate with Prince George's County's SWRP (see attached letter dated September 4, 2012).

SUMMARY

To comply with the EPA mandate, Prince George's County must implement stormwater treatment measures throughout the County that will reduce the amount of nitrogen, phosphorus and sediment by 25, 24 and 20 percent respectively from 15,000 acres of polluted stormwater runoff by 2025. Compliance with this mandate requires the implementation of storm water management best practices at an estimated 46,000 locations throughout the County. Some of these storm water management best practices will be implemented in the City.

Late last year the County entered into a public-private partnership with the Corvias Group, of East Greenwich, Rhode Island. The agreement is a 30 year arrangement referred to as the Clean Water Partnership. Under this agreement Corvias will first oversee the retrofitting of 2,000 acres of impervious area within the County over the next three years. Just as a note the County, through its traditional means of procurement, is also retrofitting 2,000 acres concurrently with Covias.

Corvias has hired CH2M Hill of Englewood, Colorado to perform planning, design, and construction inspection for the first 2,000 acres. Representatives from CH2M Hill's Silver Spring office will attend the November 17 Worksession to present their City of College Park work plan.

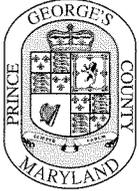
Under the provisions of the City Code Chapter 87 §22, the proposed work requires a permit from the Mayor and Council.

RECOMMENDATION

Council should authorize the City Manager to permit the Corvias Group to perform the work contracted to them through Prince George's County in the City, and that the work be overseen by the City Engineer.

Attachments

1. Letter dated September 4, 2012, acknowledging the City's intent to participate with Prince George's County SWRP and Fee.



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Department of Environmental Resources

Office of the Director

September 4, 2012

Samuel E. Wynkoop, Jr.
Director

RECEIVED

SEP - 6 2012

**City of College Park
Administration Office**

Mr. Joseph L. Nagro
City Manager
City of College Park
4500 Knox Road
College Park, MD 20740

Dear Joseph L. Nagro:

Pursuant to the mandates of House Bill 987 (HB 987), Prince George's County is developing a Countywide Stormwater Restoration Program (SWRP). This program is a mandatory requirement stipulated in HB 987 which became effective July 2012 (see enclosure). The Bill requires all jurisdictions and municipalities in the State of Maryland to participate.

The purpose of the SWRP is to establish a stormwater remediation system of charges and to provide a roadmap for the County to improve stormwater through restoration work in your Community, the County and, ultimately, the Chesapeake Bay. The County recognizes that partnering with the municipalities is critical for the successful implementation of this program, which is scheduled to be in place by July 2013.

As stipulated by HB 987, this letter serves as a Notice of Intent to impose a stormwater remediation charge (fee or tax to be determined) on properties located within your municipality. Alternatively, HB 987 provides an opportunity for a municipality to develop and implement its own SWRP and system of charges in accordance with HB 987.

Municipalities should carefully consider all requirements and implications of developing a Stormwater Restoration Program and system of charges. Implementing a program is very complex and must be in accordance with COMAR Article 4-204, (highlights of Article 4-204 attached), and HB 987 both of which require comprehensive resources and organization to administer the program. Elements include, but are not limited to the following criteria; implementing a system of charges, a programming and planning department, engineering and plan review, capital improvements program, inspections, monitoring, and enforcement capabilities, operation and maintenance of facilities.

Mr. Joseph L. Nagro
September 4, 2012
Page Two

As you are aware, we have conducted meetings with Municipal Officials to provide the opportunity for information sharing and cooperation. Your municipality must decide whether they will choose to implement their own SWRP, or join in the implementation of an overall plan with the County. Your Municipality's decision to implement an individual plan or participate with the County's plan will significantly influence the scope and requisite implementation schedule. Therefore, we request that you formalize your decision by selecting a position below and returning this document to the Director of the Department of Environmental Resources, under your authorized title, and signature on behalf of the Municipality.

- The (City/Town) intends to participate with the County's SWRP and Fee.
- The (City/Town) does not intend to participate with the County's SWRP and Fee. We will meet the provisions of HB 987 independently from the County, and will coordinate this effort independently with the Maryland Department of the Environment.

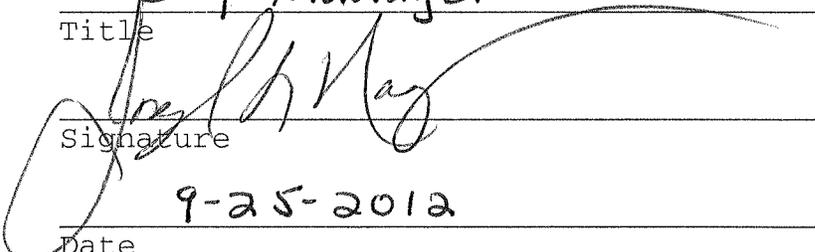
MDE Contact information:

Mr. Brian Clevenger, Acting Program Manager, Sediment, Stormwater and Dam Safety, Maryland Department of the Environment (MDE) at (410) 537-3543 or email: bclevenger@mde.state.md.us

Authorized Signature

Joseph L. Nagro
Printed Name

City Manager
Title


Signature

9-25-2012
Date

Mr. Joseph L. Nagro
September 4, 2012
Page Three

In order to accommodate the HB 987 implementation schedule, we ask that you return the document with your decision no later than October 22, 2012.

Should you have any questions or need additional information, please feel free to contact me at (301) 883-5812.

Sincerely,



Samuel E. Wynkoop, Jr.
Director

Enclosures (HB 987)
(Highlights of COMAR Article 4-204)

cc: Bradford L. Seamon, Chief Administrative Officer
Office of the County Executive

Thomas Himler, Deputy Chief Administrative Officer
for Budget and Finance

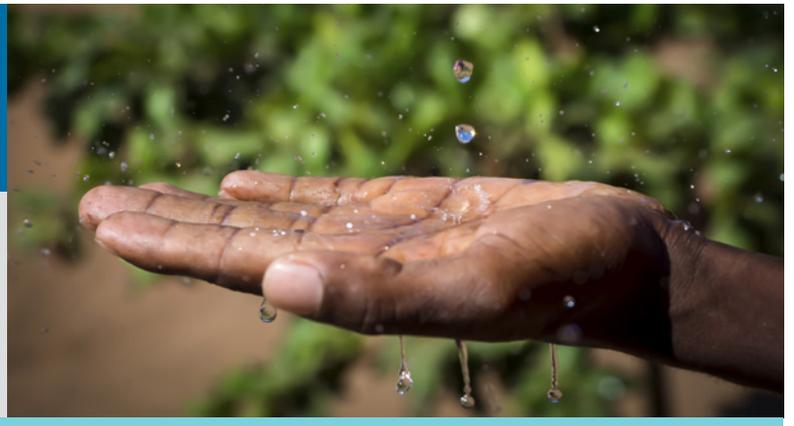
Carla A. Reid, Deputy Chief Administrative Officer
for Economic Development and Public Infrastructure

Beatrice P. Tignor, Municipal Liaison
Office of the County Executive

All County Council Members

THE CLEAN WATER PARTNERSHIP

An Innovative Solution for Prince George's County, Maryland



The Challenge

To meet EPA Clean Water regulatory requirements, Prince George's County must treat 15,000 acres of polluted runoff by 2025. To do so, it will need to install an estimated 46,000 stormwater filtration devices at a price tag of \$1.2 billion. To meet this need, the County would need to add significantly to its staff to facilitate the traditional design, bid, build process for the hundreds, if not thousands, of project bids that would be required. The County envisioned a better approach. One that builds on the innovation it began in the 1990s when Prince George's County was the birthplace of low impact development and its signature development: rain gardens.

The Solution

The County, supported by the U.S. Environmental Protection Agency and Maryland Department of Environment, developed an innovative solution: a community based public-private partnership with Corvias Solutions called the Clean Water Partnership. A first-of-its-kind program, the Clean Water Partnership maximizes the strengths of the public and private sectors to address 4,000 acres of impervious surfaces.

The Clean Water Partnership

The Partnership is a unique approach that meets the County's regulatory requirements while also stimulating economic development through the creation of a stormwater center of excellence in Prince George's County. Corvias manages the program with the County retaining annual budget and planning approval. Working with local and regional expertise like, CH2MHill, the Partnership provides these benefits:

Integrated: Provides a whole-system solutions that delivers better, more efficient services with efficiencies in every phase from program management and design to installation and maintenance.

Affordable: A proven program spanning not just upfront capital cost but the full investment lifecycle including long-term operations and maintenance providing about twice the acres in half the time at a fraction of the cost of traditional procurement practices.

Long-Term: The 30-year Partnership will retrofit 4,000 acres with Corvias managing the design, construction and long-term maintenance, ensuring proper implementation and management of stormwater assets that are maintained over their full life-cycle.

Stormwater Center of Excellence: The Partnership will position Prince George's County as a Stormwater Center of Excellence within the County by linking County-based businesses with opportunities supported by training and education programs at existing local and community organizations like Prince George's Community College. This includes the development of a mentor-protégé network to enhance skill levels and utilization of local, small and minority businesses in 30-40% of total project scope.

Connections: Corvias believes success begins with listening. Corvias invests significantly in community outreach including ongoing engagement with our Partners, County residents, community organizations and local businesses.



**TWICE THE
ACREAGE AT
NEARLY HALF
THE COST IN A
FRACTION OF
THE TIME.**

30 year full life-cycle Partnership

\$100 million for Phase I

30-40% of project scope performed by local, small and minority-owned businesses

2,000 acres in Phase I

For information about opportunities with the CWP, please contact Kim Funk at (301) 291-2256



Rushern L. Baker, III
County Executive

Corvias[®] solutions

4

Award of FY '16 Community Services Grants AND Discussion of reporting from direct grant recipients

MEMORANDUM

TO: Mayor & Council

THROUGH: Scott Somers, City Manager
Stephen Groh, Director of Finance

FROM: Councilmembers Fazlul Kabir, Denise Mitchell, Robert Day, Monroe Dennis (City Council Grants Subcommittee)

DATE: November 12, 2015

SUBJECT: FY2016 Community Services Grants

The FY2016 adopted operating budget (in account 1010-2520) provides \$20,000 in funding for community services grants, limited to \$2,500 per organization. Organizations receiving direct or beneficial grants or community event micro-grants from the City, volunteer fire companies receiving fire department capital equipment grants, or public schools receiving education grants were not eligible to apply. Grant applications were e-mailed to previous recipient organizations on October 20 and were advertised on the City's website (with links to the application form and criteria) and in the Municipal Scene. The City received 7 grant applications by the November 5 deadline, requesting a total of \$16,600.

Councilmembers Kabir, Mitchell, Day and Dennis volunteered to serve on the subcommittee to review submitted grant applications and make a recommendation to Mayor & Council for grant award. On November 10, the subcommittee met to review the submitted applications and formulate its recommendation for grant award. Applications were rated based on the grant criteria. Steve Groh provided tabulating assistance to the subcommittee but did not participate in the voting. A complete copy of the FY2016 grant applications and FY2015 final grant reports is available at

http://www.collegeparkmd.gov/document_center/Finance/CommunityServiceGrants/FY2016_Community_Services_Grants.pdf.

Listed below is a schedule of the applications received, showing grant request and recommended grant award. The subcommittee increased one grant from the amount requested to the \$2,500 maximum.

**CITY OF COLLEGE PARK
FY2016 Community Services Grants**

Organization	Program	FY2016 Grant Request	Subcommittee Recommendation for Grant Award (\$20,000 budget)
The National Museum of Language, Inc.	Language camp, social media mgr.	2,500	2,500
Lakeland Community Heritage Project	Lakeland Heritage weekend	2,500	2,500
American Legion Auxiliary, College Park Unit 217	Scholarships for Miss College Park pageant participants	2,500	2,500
Pregnancy Aid Centers, Inc.	Food pantry program	2,500	2,500
College Park Woods Swim Club	Senior day camp	2,500	2,500
Embry Center for Family Life	Lakeland All-Stars basketball program	2,500	2,500
College Park Church of the Nazarene	College Park community library	1,600	2,500
TOTALS		\$ 16,600	\$ 17,500

MEMORANDUM

TO: Mayor & Council

THROUGH: Scott Somers, City Manager

FROM: Stephen Groh, Director of Finance

DATE: November 13, 2015

SUBJECT: Final grant reports from recipients of direct grants

Council has requested a worksession discussion of grant reporting by recipients of direct grants. Recipients of direct grants include College Park Arts Exchange, College Park Boys & Girls Club, Meals on Wheels of College Park, College Park City-University Partnership and College Park Community Foundation. In prior fiscal years, CPCUP on behalf of College Park Academy would also be included in this list.

For the past few years, Arts Exchange and Boys & Girls Club have filed the attached Final Grant Report in preparation for their upcoming year's budget request. We have had some difficulty getting Meals on Wheels to file a report as they do not have administrative staff.

Council has never requested that CPCUP or College Park Academy file a final grant report although Eric Olson did make a presentation to Mayor & Council last year. To my knowledge, no financial information was provided by CPCUP.

The direct grant to College Park Community Foundation is fairly new and no reporting requirement has been imposed on them.

Staff requests clarification of Council's wishes relative to reporting by direct grant recipients, any exclusions from the reporting requirement, proposed timeframes, etc. After direction from Council, staff will implement the requested reporting.

5

Comprehensive Board and Committee review

MEMORANDUM

To: Mayor and Council

From: Suellen M. Ferguson, City Attorney

CC: Scott Somers, City Manager

Date: November 13, 2015

Re: Revision of Code Sections With Reference to Authorities, Boards, Commissions and Committees

ISSUE

The Mayor and Council undertook a review of City appointed Authorities, Boards, Commissions and Committees (referred to hereafter as Board) this past year. Each Board was asked to recommend any changes to their enabling legislation. A number of the Boards did make recommendations, which were recorded by the City Clerk and are contained in the attached Summary. In addition, after reviewing the code and resolution provisions concerning these Boards, I am recommending additional changes.

SUMMARY

Attached is an ordinance that reflects the changes required in the City Code to give effect to the recommendations made by the respective Boards. Also attached are three amendments to the enabling resolutions for the Animal Welfare Committee, the Education Advisory Committee, and the Veterans Memorial Improvement Committee to accomplish the same purpose. These three committees were not created by ordinance but by resolution, or, in one case, by a motion.

In addition, there are two changes that are recommended by me. One is an amendment of §11-5(B) to delete outdated references and specific statements with respect to what does or does not constitute a conflict of interest. The definition of conflict of interest is found in §38-11 of the City Code and determinations of what constitutes a conflict are better addressed by reference to the Ethics Code and referral to the Ethics Commission. The reference in §11-5(B) is the only one of its type in the City Code.

The second is an amendment to Chapter 179, §179-5(A)(2), to replace the word “citizens” with “residents”. This change will conform the section to comparable membership sections found in other parts of the City Code.

A final item for discussion is the process for adoption and approval of the rules for each Board. For some, Council approval of Board adopted rules is required. For others, it is not. In one case, the rules are deemed adopted unless overridden by Council. It is recommended that this process be standardized, and that all Board rules be subject to approval by Mayor and Council.

RECOMMENDATION

That the Mayor and Council consider adoption of the attached ordinance and amended resolutions, and determine whether to standardize the rules adoption process.

**2015 Board and Committee Review
Summary of Changes/Requests**

Group	Date (2015)	Notes/Changes
Advisory Planning Commission	March 10	The APC will discuss at their October 1 meeting whether to submit any proposed changes to the City Code.
Airport Authority	April 14	<ol style="list-style-type: none"> 1. Suggested change to §11-6, purpose, from Jack Robson: “The Authority shall encourage use of the airport as an ongoing operational airport as well as an historical, recreational and educational center, and promote good community relations. It will recommend to the Mayor and Council its findings for action.” 2. Fix the “length of term” for members at either 2 or 3 years.
Animal Welfare Committee	May 12	Request to amend the original statement of purpose by adding two points: <ol style="list-style-type: none"> 1. Assist the Animal Control Officer to provide care for sheltered animals. 2. Assist the Animal Control Officer to promote and facilitate adoptions
Board of Election Supervisors	April 14	Nothing submitted
Cable Television Commission	April 14	Nothing submitted
Citizens Corps Council	June 9	<ol style="list-style-type: none"> 1. Request to remove the word “expertise” from the website description – <i>completed</i> 2. Request for recruitment
Committee for a Better Environment	March 17	Chapter 15, Article VIII, Section 15-34: Replace the word “beautification” with “sustainability”.
Education Advisory Committee	April 28	Suggested changes - Amend 99-R-4: <ol style="list-style-type: none"> 1. Section 1 E: Promoting business school partnerships “Building partnerships with other College Park entities (i.e., City-University Partnership, local school PTAs, etc.)” 2. Section 2 A: Meet not less than monthly “Meet monthly during the school year”
Ethics Commission	April 14	No changes to Code. Future discussion items suggested.
Farmers Market	March 17	Dissolve the Committee - <i>completed</i>
Neighborhood Quality of Life Committee	TBD	TBD
Neighborhood Watch Steering Comm.	September 22	Schedule a future Worksession to discuss changes to the structure of the Committee
Noise Control Board	September 22	No changes to Code
Recreation Board	May 12	Consider changes to the membership requirement
SMCGT	March 17	Dissolve the Committee - <i>completed</i>
Tree & Landscape Board	March 17	Changes submitted
Veterans Memorial Improvement Committee	June 2	<ol style="list-style-type: none"> 1. Change name to “Veterans Memorial Committee” 2. Under section IX, Flags, specify that the four flags that are flown are the US, State, County and City flags

AN ORDINANCE
OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK,
AMENDING CHAPTER 11 “AUTHORITIES”, ARTICLE II, “AIRPORT AUTHORITY”,
§11-5 “CREATION; MEMBERS; COMPENSATION; CONFLICTS OF INTEREST”
AND §11-6, “PURPOSE; USE OF AIRPORT”; CHAPTER 15 “BOARDS,
COMMISSIONS AND COMMITTEES”, ARTICLE II, “COLLEGE PARK
RECREATION BOARD”, §15-3, “MEMBERSHIP; TERMS” AND ARTICLE VIII,
“COMMITTEE FOR A BETTER ENVIRONMENT”, §15-34, “POWERS AND DUTIES” ;
AND CHAPTER 179 “TREE AND LANDSCAPE MAINTENANCE”, §179-2, “PURPOSE;
APPLICABILITY”, §179-5, “TREE AND LANDSCAPE BOARD” AND §179-6,
“COMPREHENSIVE LANDSCAPE PLAN; COSTS” TO INCORPORATE CHANGES
RECOMMENDED BY THE AIRPORT AUTHORITY, COMMITTEE FOR A BETTER
ENVIRONMENT AND THE TREE AND LANDSCAPE BOARD, TO REMOVE
CERTAIN REFERENCES TO CONFLICTS OF INTEREST FROM §11-5, TO SET THE
MEMBERSHIP OF THE RECREATION BOARD AT UP TO TEN MEMBERS WITH
THE GOAL OF REPRESENTATION FROM EACH DISTRICT, AND TO MAKE
CERTAIN NON-SUBSTANTIVE CHANGES

WHEREAS, pursuant to §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, the City of College Park, Maryland (hereinafter, the “City”) has the power to pass such ordinances as it deems necessary to assure the good government of the municipality, and to protect and preserve the municipality’s property; and

WHEREAS, pursuant to this authority, the Mayor and Council by ordinance and resolution have appointed various Authorities, Boards, Commissions and Committees to assist in the good governance of the City; and

WHEREAS, the Mayor and Council have engaged in a review of the enabling legislation, activities and recommendations of the Authorities, Boards, Commissions and Committees and have determined that certain changes to the City Code are in the public interest.

Section 1. NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Mayor and Council of the City of College Park, Maryland, that Chapter 11 “Authorities”, Article II,

CAPS
 [Brackets]
 Asterisks * * *

: Indicate matter added to existing law.

: Indicate matter deleted from law.

: Indicate matter remaining unchanged in existing law but not set forth in Ordinance

“Airport Authority”, §11-5, “Creation; members; compensation; conflicts of interest” of the Code of the City of College Park be, and is hereby, repealed, reenacted and amended to read as follows:

§11-5 Creation; members; compensation; conflicts of interest

A. There is hereby created and established the College Park Airport Authority, hereinafter sometimes referred to as the "Authority," which shall consist of seven members, all of whom shall reside in and be qualified voters of the City of College Park, Maryland. The members shall be appointed by the Mayor and City Council and shall serve ~~[for such a term or terms as decided by said appointing body]~~ FOR A TERM OF THREE YEARS. Vacancies shall be filled by the Mayor and City Council for any unexpired portion of a term. Members of said Authority shall serve without compensation.

B. Members of the Authority shall disclose to the Authority and the Ethics Commission any conflict of interest, as that term is DEFINED IN ~~[understood in the Maryland Common Law and]~~ the College Park Ethics Code, and shall refrain from voting or taking action on any matter concerning which that member has a potential conflict of interest~~[- such as owning all or a portion or share of a flying club aircraft and voting or taking action on the regulation of any flying club or their aircraft that might affect that members' interest or ownership in a financial way. "Conflict of interest" shall refer to a real conflict and not to some insignificant matter such as owning stock in General Motors and voting on the purchase of a motor vehicle.]~~ Clarification and recommendations concerning doubtful situations can be requested [øf] FROM the City’S Ethics Commission.

Section 2. BE IT FURTHER ORDAINED AND ENACTED, by the Mayor and Council of the City of College Park, Maryland, that Chapter 11 “Authorities”, Article II, “Airport Authority”, §11-6, “Purpose; use of airport” of the Code of the City of College Park be, and is hereby, repealed, reenacted and amended to read as follows:

§11-6 Purpose; use of airport.

A. * * * *

B. The Authority shall encourage use of the airport as an ONGOING OPERATIONAL AIRPORT AS WELL AS AN historical, recreational and educational center and promote good community relations. It will recommend to the Mayor and Council its findings for action.

CAPS/**BOLD** : 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 3. BE IT FURTHER ORDAINED AND ENACTED, by the Mayor and Council of the City of College Park, Maryland, that Chapter 15 “Boards, Commissions and Committees”, Article II, “College Park Recreation Board”, §15-3, “Membership; terms” of the Code of the City of College Park be, and is hereby, repealed, reenacted and amended to read as follows:

§15-3 Membership; terms.

[~~Effective March 30, 1999, m~~] Membership on the College Park Recreation Board shall be COMPOSED OF UP TO 10 members[: ~~two from each Council district~~] appointed by the Mayor and Council for three-year terms [~~and two members nominated by the Mayor and confirmed by the Mayor and Council for three year terms,~~] WITH A GOAL OF REPRESENTATION FROM EACH DISTRICT.

Section 4. BE IT FURTHER ORDAINED AND ENACTED, by the Mayor and Council of the City of College Park, Maryland, that Chapter 15 “Boards, Commissions and Committees”, Article VIII, “Committee for a Better Environment”, §15-34, “Powers and duties” of the Code of the City of College Park be, and is hereby, repealed, reenacted and amended to read as follows:

§15-34. Powers and duties.

The Committee shall advise the Mayor and Council on environmental issues affecting the lives of College Park residents and shall initiate and implement [~~beautification~~] SUSTAINABILITY efforts. The duties and responsibilities of the Committee shall be established by resolution of the Mayor and City Council.

Section 5. BE IT FURTHER ORDAINED AND ENACTED, by the Mayor and Council of the City of College Park, Maryland, that Chapter 179 “Tree and Landscape Maintenance”, §179-2, “Purpose; applicability” of the Code of the City of College Park be, and is hereby, repealed, reenacted and amended to read as follows:

CAPS/**BOLD** : 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

§179-2. Purpose; applicability

A. – B. * * * *

C. The organizational provisions of this chapter create positions and a Board whose purposes are to:

(1) – (4) * * * *

(5) Guard [aH] plants against the spread of diseases or pests.

(6) * * * *

D. When it is in the public interest, the City reserves the right to protect trees on private lands from diseases, pests or destruction [by humans].

Section 6. BE IT FURTHER ORDAINED AND ENACTED, by the Mayor and Council of the City of College Park, Maryland, that Chapter 179 “Tree and Landscape Maintenance”, §179-5, “Tree and Landscape Board” of the Code of the City of College Park be, and is hereby, repealed, reenacted and amended to read as follows:

§179-5. Tree and Landscape Board.

A. Board membership and operation.

(1) * * * *

(2) The Board shall have the following nine voting members: five [citizens] RESIDENTS of the City appointed by the Mayor and Council of the City of College Park, the Chairperson of the Committee for a Better Environment or designee, the City Forester, the Planning, Community and Economic Development Director or designee and the Public Works Director or designee.

(3) The five Board members appointed by the Mayor and Council shall serve staggered, two-year terms. [~~except in the year the Board is established. In the year the Board is established, three appointments shall be for one year and two for two years. Thereafter, all appointments shall be made for two-year terms.~~]

(4) * * * *

(5) The Board shall choose its own officers, adopt its own rules of procedure, subject to approval of the Mayor and Council, and keep an official record of its meetings and proceedings. A majority of its [appointed] members shall constitute a quorum for the purpose of transacting business.

B. Duties and responsibilities of the Board.

(1) [~~On an annual basis, t~~] The Board shall:

(a) * * * *

CAPS/**BOLD** : 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

(b) [Write] REVIEW plans for the selection, installation and maintenance of landscape plantings and removal of questionable trees, shrubs and ground covers on public ways or public areas within the City limits.

(c) Present [its] plans, INCLUDING THE VEGETATION MANAGEMENT PLAN, to the Mayor and Council, which, when accepted and approved by the Mayor and Council, shall constitute the [official-comprehensive] landscape plan for the City.

(d) Oversee the administration of the [comprehensive] CITY landscape plan.

(2) – (6) * * * *

Section 7. BE IT FURTHER ORDAINED AND ENACTED by the Mayor and Council of the City of College Park that, that Chapter 179 “Tree and Landscape Maintenance”, §179-6, “Comprehensive landscape plan; costs” of the Code of the City of College Park be, and is hereby, repealed, re-enacted and amended to read as follows:

§179-6, [Comprehensive] CITY landscape planS; costs.

A. The Public Works Director shall be responsible for the installation, maintenance and removal of trees, shrubs and ground covers within the specifications and standards established by the City Forester and the Tree and Landscape Board in accordance with the [comprehensive] landscape plan.

B. * * * *

Section 8. BE IT FURTHER ORDAINED AND ENACTED by the Mayor and Council of the City of College Park that, upon formal introduction of this proposed Ordinance, which shall be by way of a motion duly seconded and without any further vote, the City Clerk shall distribute a copy to each Council member and shall maintain a reasonable number of copies in the office of the City Clerk and shall publish this proposed ordinance 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, hereby set for _____ P.M. on the _____ day of _____, 201, shall follow the publication by at least seven (7) days, may be held separately or in connection with a regular or

CAPS/**BOLD** : 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

special Council meeting and may be adjourned from time to time. All persons interested shall have an opportunity to be heard. After the hearing, the Council may adopt the proposed ordinance with or without amendments or reject it. As soon as practicable after adoption, the City Clerk shall have a fair summary of the Ordinance and notice of its adoption published in a newspaper having a general circulation in the City of College Park and available at the City's offices. This Ordinance shall become effective on _____, 2015 provided that a fair summary of this Ordinance is published at least once prior to the date of passage and once as soon as practical after the date of passage in a newspaper having general circulation in the City.

INTRODUCED by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the ____ day of _____ 201.

ADOPTED by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the ____ day of _____ 201.

EFFECTIVE the ____ day of _____, 201.

ATTEST:

CITY OF COLLEGE PARK

Janeen S. Miller, CMC, City Clerk

, Mayor

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

Suellen M. Ferguson, City Attorney

CAPS/**BOLD** : 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

**AMENDMENT TO RESOLUTION OF THE MAYOR AND COUNCIL
OF THE CITY OF COLLEGE PARK
ESTABLISHING AN ANIMAL WELFARE COMMITTEE**

WHEREAS, the Mayor and Council adopted Resolution 07-R-17, as amended by Resolution 10-R-20, to establish an Animal Welfare Committee; and

WHEREAS, the Mayor and Council have determined that it is appropriate to amend the purpose of the Committee to add two functions.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of College Park, Maryland, that the resolution constituting the Animal Welfare Committee be and it hereby amended to read as follows:

BE IT RESOLVED AND ORDAINED by the Mayor and Council of the City of College Park that an Animal Welfare Committee be and it is hereby established.

I. PURPOSE

The purpose of the Animal Welfare Committee is as follows:

- A. Address issues related to domestic and wild animals in the City of College Park;
- B. Work with the City Animal Control Officer to plan activities and initiatives to promote animal welfare;
- C. Educate the community about responsible pet ownership, wildlife management and pest control;
- D. Advise the Mayor and Council on animal welfare related issues; and
- E. Coordinate with animal welfare and rescue organizations.
- F. ASSIST THE CITY'S ANIMAL CONTROL OFFICER IN PROVIDING CARE FOR SHELTERED ANIMALS.
- G. ASSIST THE CITY'S ANIMAL CONTROL OFFICER IN PROMOTING AND FACILITATING ADOPTIONS.

CAPS
[Brackets]
Asterisks * * *

: Indicate matter added to existing law.
: Indicate matter deleted from law.
: Indicate matter remaining unchanged in existing law but not set forth in the Resolution

II. COMPOSITION AND TERM

The committee shall be composed of up to fifteen members. The committee members shall be appointed by the Mayor and Council for three-year terms. A committee member may carry over in his term to and until the time that a successor is appointed.

INTRODUCED and **ADOPTED** by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the _____, .

EFFECTIVE the _____.

ATTEST:

CITY OF COLLEGE PARK,

By: _____
Janeen S. Miller, CMC, City Clerk

By: _____
, Mayor

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

Suellen M. Ferguson, City Attorney

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 the Resolution

RESOLUTION
OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND
AMENDING RESOLUTIONS 97-R-17, 99-R-4 AND 10-R-13 TO CLARIFY THE
PURPOSE OF THE EDUCATION ADVISORY COMMITTEE AND CHANGE
MEETING REQUIREMENTS

WHEREAS, pursuant to 97-R-17, as amended by Resolutions 99-R-4 and 10-R-13, the Mayor and Council of the City of College Park ("Mayor and Council") established the Education Advisory Committee ("EAC"); and

WHEREAS, the EAC has recommended that the Mayor and Council clarify the EAC purpose to include building partnerships with other College Park entities and to recognize the fact that EAC meets monthly only during the school year; and

WHEREAS, the Mayor and Council have determined it is appropriate to adopt the recommendations of the EAC.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of College Park, Maryland, that the resolution constituting the EAC be and it hereby amended to read as follows:

Section 1. The purpose of the Education Advisory Committee is to support, strengthen and promote the schools that College Park students attend by pursuing the following goals:

- A. Informing the community and the City on education issues and opportunities.
- B. Improving the image of our schools and other educational opportunities in College Park.
- C. Promoting parental and community involvement.

[Brackets] : Indicate matter deleted from law

D. Facilitating University of Maryland involvement.

E. [~~Promoting business school partnerships.~~] BUILDING PARTNERSHIPS WITH OTHER COLLEGE PARK ENTITIES (I.E. COLLEGE PARK CITY-UNIVERSITY PARTNERSHIP, LOCAL SCHOOL PTAS, ETC.).

F. Implementing the Pilot EAC report (Exhibit A).

Section 2. The duties and responsibilities of the EAC shall be to:

A. Meet [~~not less than~~] monthly DURING THE SCHOOL YEAR and report to the Mayor and Council at least twice a year or more frequently if requested by the Mayor and Council.

B. Establish strategies and programs to achieve the mission and the goals set forth in the Pilot EAC report.

C. Make recommendations to the Mayor and Council on matters relating to the objectives of the EAC.

D. Make recommendations to the Mayor and Council on legislative and administrative matters involving issues of importance to College Park residents.

E. Establish relationships with school principals and directors, PTAs, and school board representatives to identify issues and opportunities for the Mayor and Council, residents of College Park and prospective residents.

F. Implement the goals of the Committee in the context of their application to public, non-public, and home-school situations relating to the educational requirements for the

CAPITALS

:

Matter added to resolution

[Brackets]

:

Indicate matter deleted from resolution

children of College Park residents.

Section 3. The EAC shall have at least nine (9) members who shall be appointed by the Mayor and Council. One member shall be nominated by the University of Maryland and at least two members shall be appointed from each City Council district.

Section 4. All members shall be appointed for two (2) year terms.

Section 5. The Committee shall appoint the Chair and Vice-Chair of the Committee from among the members of the Committee.

Section 6. The EAC shall meet [~~at least~~] monthly DURING THE SCHOOL YEAR and shall report to the Mayor and Council not later than March 31 and September 30 of each year.

ADOPTED by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the _____ day of _____, 201

EFFECTIVE the _____ day of _____, 201.

WITNESS:

CITY OF COLLEGE PARK

Janeen S. Miller, CMC, City Clerk

, Mayor

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

Suellen M. Ferguson
City Attorney

CAPITALS : Matter added to resolution
[Brackets] : Indicate matter deleted from resolution

CHARTER
For the
VETERANS MEMORIAL [~~IMPROVEMENT~~] COMMITTEE
And
GUIDELINES FOR THE USE AND MAINTENANCE
Of
THE COLLEGE PARK VETERANS MEMORIAL

Adopted by the College Park City Council
May 8, 2001 (Amended: March 15, 2010 AND ***)**

I. Statement of Mission

“This memorial is dedicated to the men and women of the United States of America – veterans and volunteers – who gave of themselves so that the principles of justice, freedom, and democracy might be preserved.”

The memorial is maintained by the City of College Park and volunteers. This charter hereby establishes the Veterans Memorial [~~Improvement~~] Committee (“COMMITTEE”) as a standing committee of the City of College Park. The Committee shall advise and assist the City to ensure that the Memorial is used and maintained in a manner befitting the service and memory of those who served.

II. Membership

Members of the Committee shall be appointed by the Mayor and Council of the City of College Park to serve for a period of three years. Initial appointees shall be named to one, two, and three-year terms, one-third of the members to be named in each category. There shall be a minimum of nine members, and a maximum of thirteen, including at least one member from American Legion College Park Post 217 and one member from Veterans of Foreign Wars Phillips-Kleiner Post 5627. Members may be re-appointed for additional terms. The Department of Public Works shall appoint a staff person to serve as liaison to the Committee.

III. Chair

The Chair of the Committee shall be elected each year by the members of the Committee. A vice-chair may be elected as deemed appropriate by the Committee. These officers may be reelected to additional terms.

IV. Meetings

The [~~VMIC~~] COMMITTEE shall meet a minimum of four times a year.

V. Funding

The Veterans Memorial Fund shall be maintained by the Finance Department of the City of College Park. All contributions to the Fund and all revenues from the sale of Memorial memorabilia shall be paid to this Fund. The City in its annual budget shall provide funds for maintenance of the Memorial.

VI. Maintenance of the Memorial

The structure and grounds of the Memorial shall be inspected annually before April by members of the Committee and the following: The Public Works Director, the City Engineer, and the City Horticulturist. An Annual report incorporating recommendations for appropriate maintenance shall be submitted to the Mayor and Council in time for the annual budget review.

VII. Use of the Memorial

The Veterans Memorial is a monument of the City of College Park open to the use of the public, with the proviso that any use shall be dignified in nature, consistent with the purpose to which the Memorial is dedicated.

The [~~VMIC~~] COMMITTEE, in conjunction with American Legion Post 217 and VFW Phillips-Kleiner Post 5627, shall sponsor appropriate ceremonies at the Memorial at least twice a year, on Memorial Day and on Veterans Day, on the dates officially designated for national observance

Wreaths will be placed by the sponsoring organizations at these ceremonies. Other organizations and individuals may also place wreaths during these ceremonies and an Honor Guard will be available at the 11:00 a.m. ceremony to escort the placer of the wreath. All wreaths and stands should be removed by sundown on the following day. Those not removed will be disposed of by the Committee or its agents.

Appropriate tributes shall be permitted at other times; their prompt removal shall be the responsibility of the placer. Inappropriate items and items not promptly removed shall be removed at the discretion of the Committee or its agents. Should questions arise concerning appropriateness of a tribute, the decision of the Committee or its agents (e.g., City Staff members) shall be final.

Should any individual or organization wish to hold ceremonies at the Memorial, 30 days notice must be given to The [~~Veterans Memorial Improvement~~] Committee, care of the City Clerk, to obtain the approval of the [~~VMIC~~] COMMITTEE and so that appropriate measures (traffic control, etc.) may be taken if necessary. Inappropriate behaviors, such as walking on the wall and children playing games, are discouraged.

VIII. Responsibilities of the Members of the [~~VMIC~~] COMMITTEE

The [~~VMIC~~] COMMITTEE recommends policy with regard to the funding, design, construction, maintenance, and use of the Memorial. Members undertake fundraising activities and perform many duties in connection with the maintenance and use of the Memorial.

IX. Flags

A. Flags and lighting

THE FLAGS OF THE UNITED STATES, THE STATE OF MARYLAND, PRINCE GEORGE'S COUNTY AND THE CITY OF COLLEGE PARK SHALL BE FLOWN AT THE MONUMENT. All four flags will be flown 24 hours a day. The Monument and flags will be illuminated at night.

B. Lowering of flags to half-staff

On Memorial Day, the flags will be flown at half-staff in memory of those who gave their lives in the service of our country; the flags will be raised to full staff at 12:00 noon.

Also, the flags will be lowered to half-staff on the day of the funeral for veterans or service-connected volunteers of the College Park-Berwyn Heights area, members of American Legion College Park Post 217, and members of Veterans of Foreign Wars Phillips-Kleiner Post 5627. A register of names of individuals so honored will be maintained. In addition, whenever the City of College Park lowers its flags to half-staff, the flags at the Veterans Memorial will also be lowered.

C. Replacement of flags

All flags will be replaced by the City as required.

X. **Expenditure of Funds**

The [~~VMHC~~] COMMITTEE may submit recommendations as to the expenditures to be made from the Veterans Memorial Fund. City staff shall have approval authority for expenditures up to \$500. [~~VMHC~~] COMMITTEE approval shall be required for expenditures above that amount.

XI. **Amendments to this Charter**

Any future amendments to this charter shall be circulated to the members of the [~~VMHC~~] COMMITTEE and to the members of the City Council prior to the meeting at which the amendments will be voted on.

MEMORANDUM

TO: Chairs, Members, and Staff Liaisons of City-appointed Authorities, Boards, Committees and Commissions

FROM: Janeen S. Miller, City Clerk
Yvette T. Allen, Assistant City Clerk

DATE: November 13, 2015

RE: Rules and Regulations pertaining to Council-Appointed Boards

Following are the City of College Park Rules and Regulations pertaining to Council-appointed Authorities, Boards, Committees and Commissions (“Boards”). Please review and let us know if you have any questions.

1. Boards are assigned a Staff Liaison and a Contract Secretary. Their roles are described on Attachment 1.
2. The Maryland Open Meetings Act requires that all meetings of City-appointed Boards be advertised to the public in advance. Please provide the City Clerk’s office with advance notice of your meeting so that we may properly advertise it on the city calendar and cable channel. We must also receive notice of, and advertise, a meeting cancellation in the same way, so please inform us of any cancellations as well.
3. Meeting rooms at City buildings must be reserved in advance through our office. Our contact information is below.
4. The Maryland Open Meetings Act requires that all meetings of City-appointed Boards be open to the public. If you believe that your Committee must meet in closed session, please contact the City Clerk in advance to discuss the request and obtain authorization. Meetings may only be closed to the public for certain reasons and specific procedures must be followed. Closed meetings must be advertised in the same manner as open meetings.
5. Committee members must be physically present in the room where the meeting is being held in order to count toward the number needed for a quorum and vote on any matter. Members may listen and participate in a discussion by telephone, but their presence on the phone does not contribute to the quorum requirement nor are they allowed to vote by telephone.
6. There must be a minute taker at your meeting so that an appropriate record may be kept. Please keep your staff liaison and your assigned contract secretary informed of any changes to meeting date, time or location. If a secretary is not present, please record your meeting so that another individual can prepare the minutes later. Approved minutes are circulated to the Mayor and City Council, and are posted on the City’s website, by the City Clerk’s office. Audio recordings and minutes are maintained by this office.

7. A City appointed Board must receive prior approval from the City Council before issuing a position or opinion in writing. If your Board is considering taking a position on a matter (for instance, writing a letter in support of, or opposition to, an issue) please submit a draft to the City Clerk's office so that we may place it before the Council for their consideration. Please allow ample time for the Council to review your request.
8. Chapter 38, Ethics, of the College Park City Code requires that a member of any Board, Commission, Committee or Authority of the City of College Park, whether salaried or not, who is appointed to such position by action of the Mayor and Council, complete an annual "Financial Disclosure Statement." These are due for every new appointment, and then annually by April 30. In addition, members have an ongoing duty to report conflicts of interest as they arise using a "Report of Actual or Potential Conflict of Interest" which is also provided to every new appointment, and then annually thereafter.
9. The Chair or Staff Liaison should immediately notify the City Clerk's office of any changes to the committee roster, such as a resignation, new Chairperson, new contact information, etc. Nominations and reappointments to committees are made by the Mayor and Council and coordinated by the City Clerk's office. Please inform the Clerk's office of anyone who is interested in joining your committee, or if you have members who aren't attending meetings.
10. Members who miss three consecutive meetings may be removed from their position on the Board following the procedures set forth in Section 15-1 of the City Code. If a Board member misses three consecutive meetings, please contact the City Clerk's office to discuss.
11. Pursuant to Council Resolution 15-R-13, City-appointed Boards that wish to officially honor past members and/or spend City funds to do so, must send the recommendation of the body to the City Council for Council review and action.
12. Boards are requested to submit an annual written report to the City Council. See Attachment 2 for guidance.
13. Boards must adhere to the attached financial policy statement (Attachment 3). Please contact the City Clerk or Finance Director if you have any questions about how this relates to your Board's operations.

We hope this information is helpful. If you have any questions, comments or concerns, please don't hesitate to contact us at 240-487-3501. We are here to support you!

Attachments:

- 1 – Role of Staff Liaison and Contract Secretary
- 2 – Template for Annual Report
- 3 – City of College Park Financial Policy Pertaining to Boards

Role of Staff Liaison to City-appointed Boards

The staff liaison for Council-appointed Boards, Committees, Commissions and Authorities (“Boards”) serves a supporting administrative role that will vary somewhat depending on the mission of the Board. In general, however, the duties of the staff liaison include the following:

1. Facilitate the Board in carrying out their established mission and directives from the City Council. Any request by the Board that the staff liaison perform duties outside of the Board’s established mission will require discussion and approval of the City Manager and Department Director.
2. Send meeting notices to Board members and the Contract Secretary.
3. Assist in preparation of meeting materials (i.e. agendas) and make copies for the meeting.
4. Facilitate general “housekeeping” matters, such as the timely approval of minutes, processing invoices, reporting three consecutive absences to the Clerk, and preparation of required reports.
5. Ensure that the Board follows the general rules set forth by the City including compliance with the Maryland Open Meetings Act (in consultation with the City Clerk).
6. Inform the City Clerk’s office of the meeting schedule and changes in the roster, and reserve meeting rooms.
7. Provide publicity to the City Clerk’s office for special events.
8. Serve as the liaison between the Board and City departments and/or City Council, as needed.

Role of Contract Secretary

The Contract Secretary will attend the Board meeting, record and type a set of minutes, submit draft minutes within 10 days of the meeting, make final corrections, and provide the Clerk’s Office with the approved minutes and meeting tapes. Minutes are defined as a fair summary of discussions and/or actions taken by the board, and are not verbatim transcriptions.

Annual Report To The Mayor And Council
(Template)

FROM: Name of Authority, Board, Committee or Commission (the “Board”)
By: _____, Chair

DATE: _____

- I. WHAT IS THE PURPOSE OF THE BOARD? (As stated in the City Code or establishing Resolution):

- II. LIST AND BRIEFLY DESCRIBE ACCOMPLISHMENTS BY THE BOARD DURING THE PAST YEAR IN SUPPORT OF THIS PURPOSE:

- III. LIST AND BRIEFLY DESCRIBE GOALS FOR THE COMING YEAR IN SUPPORT OF THIS PURPOSE:

- IV. PLEASE IDENTIFY ANY ISSUES OR PROBLEMS THAT YOU WANT TO BRING TO THE ATTENTION OF THE CITY COUNCIL:

**City Policy Regarding Fundraising and Funds Held
For City-appointed Authorities, Boards, Commissions and Committees (“Boards”)
Or For Outside Entities**

I. Fundraising

City-appointed Authorities, Boards, Commissions and Committees (“Boards”) may raise funds only with permission of the City Council, in a manner and for a purpose consistent with their charter. This requirement is necessary because each group is identified with the City, and potential donors will rely upon the fact that the City endorses the activity. Before soliciting donations, a City-appointed group must approve by resolution the purpose for and eventual use of the donations. Any funds received as part of this effort must promptly be deposited with the City’s Finance Department. When available, the name of the donor and purpose of the deposit must be provided to the Finance Department. The Finance Department will issue a receipt for the donation when required or requested.

Funds raised for a specific purpose may not be used by any Board for a different purpose. The Finance Department will disburse funds only for an approved purpose. Approved purposes would include:

- Support of City-approved programs and initiatives.
- Support of activities that promote the purposes of the group as identified in their charter.
- Use of funds for programs/initiatives included in the group’s budget allocation from the City.

Social events for group members are not approved purposes for use of donated funds.

The same rules apply to solicitation of goods or services by a City-appointed group.

If there is a question about whether the proposed use of funds, goods or services is appropriate, the Board should contact the Finance Director or the City Clerk before committing any funds.

II. Administration of funds deposited with the City

At times, the City is asked to hold and disburse funds for outside groups (i.e., donations to the College Park Estates/Yarrow Neighborhood Watch or for the Berwyn Mural). If the City holds and administers these funds, administrative burdens on the outside groups are reduced. In addition, for outside groups and City Boards, donations to the City allow the donors to claim a deduction on their taxes. Once received, such funds are entrusted to the City for a specific purpose. The City has a fiduciary and legal responsibility pertaining to their disbursement, which is based on the donor’s intent and IRS rules and regulations. In order for the City to administer funds properly, the purpose of the donation must be clear and must be followed. Expenditures will only be made within the approved donation purposes.

If a Board or an outside group is unable to adhere to these rules, then the City will be unable to administer those funds on their behalf.

III. Disbursement of funds held for a City Board

Disbursements must be approved by the vote of the Board and conveyed to the Finance Director through the staff liaison and/or City Clerk and should be reflected in the minutes. Checks are issued every Friday for disbursement requests received and approved by Wednesday.

6

Appointments to 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.

Advisory Planning Commission			
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	04/18
Christopher Gill 09/24/13	District 1	Mayor	09/16
James E. McFadden 2/14/99	District 3	Mayor	04/16
Kate Kennedy 08/11/15	District 1	Mayor	08/18
Javid Farazad 10/27/15	District 4	Mayor	10/18
Mary Cook 8/10/10	District 4	Mayor	11/17
<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>			

Aging-In-Place Task Force				
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.	
Darlene Nowlin 10/14/14	Resident 2	District 4		
VACANT	Resident 3			
Lisa Ealley 01/27/15	Resident 4	District 1		
Judy Blumenthal 01/27/15	Resident 5	District 1		
Dave Dorsch 03/10/15	Resident 6	District 3		
Helen Barnes 04/15/15	Resident 7	District 3		
VACANT	Resident 8			
Denise C. Mitchell	Councilmember 1	District 4		
Patrick L. Wojahn 11/25/14	Councilmember 2	District 1		
P. J. Brennan 11/25/14	Councilmember 3	District 2		
Fazlul Kabir 11/25/14	Councilmember 4	District 1		
<p>Established April 2014 by Resolution 14-R-07. Council positions expanded from 2 to 4 by Resolution 14-R-34 October 2014. 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 4 City Council representatives, for a total of 12. Quorum = 5. Task Force shall elect Chairperson from membership. Not a compensated committee. Liaison: Director of Youth, Family and Seniors Services.</p>				

Airport Authority			
Appointee	Resides in	Appointed by	Term Expires
James Garvin 11/9/04	District 3	M&C	10/18
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
David Kolesar 04/28/15	District 1	M&C	04/18
Dave Dorsch 08/11/15	District 3	M&C	08/18
City Code Chapter 11 Article II: 7 members, must be residents and qualified voters of the City, appointed by Mayor and City Council, <i>term to be decided by appointing body</i> . 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.			

Animal Welfare Committee			
Appointee	Resides in	Appointed by	Term Expires
Lois Donaty 07/14/15	District 2	M&C	07/18
Dave Turley 3/23/10	District 1	M&C	03/16
Patti Stange 6/8/10	Non resident	M&C	02/17
Taimi Anderson 6/8/10	Non resident	M&C	02/18
Suzie Bellamy 9/28/10	District 4	M&C	04/17
Nick Brennan 05/26/15	District 2	M&C	05/18
10-R-20: Up to fifteen members appointed by the Mayor and Council for three-year terms. Not a compensated committee. Liaison: Public Services.			

Board of Election Supervisors			
Appointee	Represents	Appointed by	Term Expires
John Robson (Chief) 5/24/94	Mayoral appt	M&C	03/17
Terry Wertz 2/11/97	District 1	M&C	03/17
Mary Katherine Theis 02/24/15	District 2	M&C	03/17
Janet Evander 07/16/13	District 3	M&C	03/17
Maria Mackie 08/12/14	District 4	M&C	03/17
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.			

Cable Television Commission

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	10/16
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.			

College Park City-University Partnership			
Appointee	Represents	Appointed by	Term Expires
Carlo Colella	Class A Director	UMD President	06/30/18
Edward Maginnis	Class A Director	UMD President	06/30/18
Michael King	Class A Director	UMD President	06/30/16
Brian Darmody	Class A Director	UMD President	06/30/17
Andrew Fellows	Class B Director	M&C	06/30/17
Maxine Gross	Class B Director	M&C	06/30/18
Senator James Rosapepe	Class B Director	M&C	06/30/16
Stephen Brayman	Class B Director	M&C	06/30/17
David Iannucci (07/15/14)	Class C Director	City and University	06/30/17
Dr. Richard Wagner	Class C Director	City and University	06/30/16
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.			

Citizens Corps Council			
Appointee	Represents	Appointed by	Term Expires
Spiro Dimakas		M&C	10/17
Yonaton Kobrias 10/14/14		M&C	10/17
VACANT	Neighborhood Watch	M&C	
Dan Blasberg 3/27/12		M&C	03/18
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
Kennis Termini 01/14/14	District 1	M&C	01/17
Matt Dernoga 12/09/14	District 1	M&C	12/17
Karen Garvin 04/28/15	District 1	M&C	04/18
Susan Keller 05/26/15	District 1	M&C	05/18
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
Cory Sanders 09/24/13	District 1	M&C	09/15
Charlene Mahoney 12/11/12	District 2	M&C	02/17
Alethea Ten Eyck-Sanders 11/10/15	District 3	M&C	11/17
VACANT			
Melissa Day 9/15/10	District 3	M&C	03/17
Carolyn Bernache 2/9/10	District 4	M&C	12/16
Doris Ellis 9/28/10	District 4	M&C	12/16
Tricia Homer 04/22/14	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
Joe Theis 05/12/15	District 2	Mayor	05/17
James Sauer 12/09/14	District 3	Mayor	12/16
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	11/17
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.

Housing Authority of the City of College Park			
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	05/01/20
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.

Neighborhood Quality of Life Committee			
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- Blackwell (Office of Community Engagement)	UMD Administration – Rep 4	University	04/16
Karyn Keating-Volke	City Resident 1	City Council	02/17
Aaron Springer	City Resident 2	City Council	10/17

Bonnie McClellan	City Resident 3	City Council	04/16
Christine Nagle	City Resident 4	City Council	04/16
Bob Schnabel	City Resident 5	City Council	08/17
Ryan Belcher	City Resident 6	City Council	09/17
Cole Holocker	UMD Student 1	City Council	11/16
Adler Pruitt	UMD Student 2	City Council	09/17
Taylor Roethle	UMD Student 3	IFC	09/17
VACANT	UMD Student 4		
VACANT	UMD Student 5	Nat'l Pan-Hell. Council, Inc. / United Greek Council	
Drew Hogg	Graduate Student	GSG Representative	09/17
VACANT	Student Co-Operative Housing	City Council	
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 Biffl	Rental Property Owner	City Council	02/16
Paul Carlson	Rental Property Owner	City Council	03/16
<p>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.</p>			

Neighborhood Watch Steering Committee			
	Resident of:	Appointed By:	Term Expires:
Robert Boone 04/12/11	District 1	M&C	03/17
Aaron Springer 02/14/12	District 3	M&C	05/16
Nick Brennan 04/22/14	District 2	M&C	04/16
<p>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.</p>			

Noise Control Board			
Appointee	Represents	Appointed by	Term Expires
Mark Shroder 11/23/10	District 1	Council, for District 1	01/19
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

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.

Recreation Board			
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	10/18
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
	Mayoral	Mayor	

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.

*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.

** 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.

Tree and Landscape Board			
Member	Represents	Appointed by	Term Expires
Christine O'Brien 08/11/15	Citizen	M&C	08/17
John Krouse	Citizen	M&C	10/16
Eric Hoffman 08/11/15	Citizen	M&C	08/17
Mark Wimer 7/12/05	Citizen	M&C	10/16
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	04/17
Steve Beavers	Planning Director		
Brenda Alexander	Public Works Director		
City Code Chapter 179-5: The Board shall have 9 voting members: 5 citizens appointed by M&C, plus the CBE Chair or designee, the City Forester or designee, the Planning Director or designee and the Public Works Director or designee. Two year terms. Members choose their own officers. Not a compensated committee. Liaison: City Clerk's office.			

Veterans Memorial Improvement Committee			
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
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	11/17
Arthur Eaton		M&C	11/16
Seth Gomoljak 11/6/14		M&C	11/17
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.			