



**TUESDAY, OCTOBER 7, 2014**  
**(COUNCIL CHAMBERS)**

**7:30 P.M. WORKSESSION**

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**COLLEGE PARK MISSION STATEMENT**

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

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**CITY MANAGER'S REPORT**

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

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**PROPOSED CONSENT AGENDA ITEMS**

**WORKSESSION DISCUSSION ITEMS**

1. Presentation on the Prince George's County Zoning and Subdivision Re-write – Chad Williams, Project Manager, M-NCPPC, Prince George's County Planning Department
2. Consideration of amendments to PUA for the Board and Brew – Bob Ryan, Director of Public Services
3. Consideration of County legislation:
  - a. Motion to support the adoption of CB 82-2014, Nuisance Abatement Board by the Prince George's County Council (***Possible Special Session***)
  - b. CB-22-2014, Length of Service Award Program (LOSAP) for Volunteer Fire Fighters (***Possible Special Session***)
4. Proposal for Bike Share RFP – Terry Schum, Director of Planning
5. Discussion of letter of support for College Park City-University Partnership Pre-K to 6 school proposal – Mayor Fellows
6. Discussion of information to be presented at October 28 public forum on site selection for City Hall

7. Follow-up discussion: Action steps from Legislative Dinner
8. Comments on the MDOT Draft FY 2015-2020 Consolidated Transportation Program – Terry Schum, Director of Planning
9. Award of Contract for Hollywood Commercial Streetscape Conceptual Design Plan - Terry Schum, Director of Planning (*This is a placeholder – may come off agenda*)
10. Draft Letter to SHA indicating that the City is interested in assuming maintenance of an SHA designed/built retaining wall at the corner of US Route 1 @ Erie Street – Steve Halpern, City Engineer
11. Approval of a Resolution in support of the EPA's proposed definition of "Waters of the United States" under the Clean Water Act – request of Councilmember Wojahn
12. Discuss the January 2015 Council retreat AND selection process for Strategic Plan Facilitator – Bill Gardiner, Assistant City Manager
13. Discussion of resident survey – Bill Gardiner, Assistant City Manager
14. Comments on the FY '16 Park and Planning Budget – Bill Gardiner, Assistant City Manager
15. Appointments to Boards and Committees

## COUNCIL COMMENTS

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### INFORMATION/STATUS REPORTS FOR COUNCIL REVIEW ONLY

16. Information Report: Traffic Calming Recommendation for the 7300 block of Radcliffe Drive (in response to a petition request) and Public Hearing
17. Information Report: Update on Sustainability Planning – Bill Gardiner, Assistant City Manager
18. Information Report: Utilization of existing Community Legacy funding for a Hollywood Commercial Façade Improvement Program

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

### **Coming Up:**

Tuesday, October 14 @ 7:25 p.m.: Public Hearing on 14-O-10, To Amend Chapter 15, "Boards, Commissions And Committees", Article IX, "Rent Stabilization Board", §§15-39 Through 15-54, And Chapter 127 "Rent Stabilization", §§127-1 Through 127-13, In Their Entirety; And By Repealing An Re-Enacting Chapter 110, "Fees And Penalties", §110-1, "Fees And Interests" And §110-2, "Penalties", To Delete Those Sections That Comprise The Rent Stabilization Law.

1

Prince George's  
County Zoning  
and  
Subdivision  
Re-write

2

Revised PUA  
for the  
Board and Brew

## MEMORANDUM

**TO:** Mayor and City Council

**THROUGH:** Joseph Nagro, City Manager

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

**DATE:** October 3, 2014

**SUBJECT:** Application for a new Class B, Beer, Wine and Liquor License for the use of Ben and Brian Games, LLC. t/a The Board and Brew, 8150 Baltimore Avenue – Suites F2 and G, College Park, Maryland 20740

### ISSUE

An application for a new Class B, Beer, Wine, and Liquor Alcoholic Beverage License has been submitted to the BOLC by Ben and Brian Games, LLC, t/a The Board and Brew, 8150 Baltimore Avenue – Suites F2 and G, College Park, Maryland 20740. A draft Property Use Agreement contract (PUA) has been prepared for Council consideration. The BOLC hearing is scheduled for October 28, 2014.

### SUMMARY

The applicant previously applied for a beer and wine license in May 2014. A PUA between the City and applicant was executed at that time. That license was not awarded to the applicant by the BOLC.

A new Beer, Wine, and Liquor license has become available, for which the applicant has applied. The City Attorney and Director of Public Services met with the applicant. A revised PUA was discussed and a draft is attached. The draft reflects the change from the sale of beer and wine only, to beer, wine, and liquor. The applicant expects to offer drinks such as Irish coffee and spiked milkshakes. During discussion, the alcohol to food ratio of 25%/75% was determined to still be acceptable to the applicant.

Based upon the proposed business plan to include some entertainment, such as game tournaments, trivia quiz nights and open mike nights, the applicant has indicated an intention to request an exemption from the Special Entertainment Permit requirement. The revised PUA is drafted to include the requirement that the applicant obtain a Special Entertainment Permit, or an exemption from that permit, pending a BOLC determination. After review of the applicant's plans, an exemption seems appropriate. An exemption will allow persons under 21 to remain after 9:00 p.m. The applicant does not propose to charge a cover charge. Security will be as required if an entertainment license is necessary.

Applicant's employee alcohol service policy, continues to be incorporated in the PUA. The applicant will use a scanning device to check the ID of customers, and to inspect the forms of ID approved by the BOLC for all customers.

The applicant will attend the Council work session on October 7, 2014 to discuss the revised draft PUA.

**RECOMMENDATION**

Staff recommends Council consideration of the revised PUA. After discussion of the PUA, and any desired changes, with the applicant, the Council should decide to oppose or not oppose approval of the license by the BOLC. Staff should be authorized to testify to the Council's position at the BOLC hearing on October 28, 2014.

Attachments: (1) Revised PUA                      (2) Business Summary                      (3) Menu  
                  (4) Floor Plan                                (5) Alcohol Service Policy                (6) BOLC agenda  
                  (7) BOLC glossary

**PROPERTY USE AGREEMENT**

THIS PROPERTY USE AGREEMENT (the "Agreement") is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between BEN AND BRIAN GAMES, LLC, t/a THE BOARD AND BREW, and Brian McClimens and Benjamin Epstein, Managing Members, (collectively "Licensee"); and the CITY OF COLLEGE PARK, a Maryland municipal corporation (the "City").

**WITNESSETH**

WHEREAS, Student Housing College Park, LLP, is the owner of the real property located at Suite F2 and G, 8150 Baltimore Avenue, College Park, Maryland 20740 (the "Property"); and

WHEREAS, Licensee is a tenant at the Property

WHEREAS, the Property is located within the corporate limits of the City of College Park, Maryland; and

WHEREAS, Licensee applied to the Board of Liquor License Commissioners of Prince George's County, for a Class B, Beer and Wine License for the Property, to be operated as The Board and Brew, and requested the City's support for the issuance of the said license; and

WHEREAS, the City agreed to voice no objection to the Licensee's application and hearing for issuance of the license to the Property, subject to the Licensee entering into a Property Use Agreement. The Licensee did enter into such an agreement, however, their application to the BOLC was denied; and

WHEREAS, Licensee has now applied to the Board of Liquor License Commissioners of Prince George's County, for a Class B, Beer, Wine and Liquor License ("License") for the Property, which will continue to be operated as The Board and Brew;

WHEREAS, the Licensee has again requested the support of the City for the issuance of the License for the Property; and

WHEREAS, in consideration of the covenants contained in this Agreement, the City will voice no objection to the issuance to Licensee of a Class B, Beer, Wine and Liquor License for the Property, subject to the terms, conditions and restrictions contained herein; and

WHEREAS, this Property Use Agreement shall supersede and replace in its entirety any prior agreements.

NOW THEREFORE, in consideration of the foregoing, the mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Repair and Maintenance of the Property. Licensee shall, from and after the date hereof, continue to keep the Property under its control in good order and repair, and free of debris and graffiti.
2. Restrictions. Except with the express written consent of the City, which consent may be withheld in the City's sole and absolute discretion, during the period that Licensee is using or has any interest in the Property, and is using the License, the use of the Property shall be restricted to the operation of The Board and Brew ("Restaurant") or another substantially similar casual dining

restaurant, which receives not more than twenty-five percent (25%) of its average daily receipts over any three consecutive monthly periods from the sale of alcoholic beverages, and which complies strictly with the restrictions and requirements of the State of Maryland/Prince George's County Class B License. The calculation of the percentage of alcoholic beverages sold shall include the full cost of any such beverage, and not just the alcohol contained in the beverage. Licensee will provide the City, by January 25 of each year, with summaries of each month's receipts for the sales of alcoholic beverages and food for the preceding calendar year, and, at any time, such information in such form as the City may reasonably require to permit the verification of sales required in this paragraph 2 of this Agreement. Such information need not be prepared by an accountant or auditor, but must be accompanied by a general affidavit signed by the Licensees affirming the accuracy of the information provided. Licensees may be required by the City to provide information to permit verification of the sales ratios required in this paragraph, including daily register receipts and the identity of, and invoices from, its alcohol and food suppliers. Any such information provided by Licensee that is claimed to be confidential shall be so marked by Licensee and the City will treat such record as confidential as allowed by law.

3. Use of Property. Except as otherwise set forth herein, those uses of the Property permitted by the applicable zoning for the Property shall be permitted uses for the purposes of this Agreement. In addition, the Property shall be subject to all of the restrictions imposed by the applicable zoning of the Property.

4. Noises and Nuisances. Licensee shall not permit any nuisance to be maintained, allowed or permitted on any part of the Property, and no use of the Property shall be made or permitted which may be noxious or detrimental to health or which may become an annoyance or nuisance to persons or businesses on surrounding property.

5. Operations. Licensee shall maintain and operate the Restaurant in a manner that all seats are available for dining, no area is designated solely for the consumption of alcoholic beverages, and no sales of alcoholic beverages for off-sale consumption shall be allowed, except for partially consumed bottles of wine purchased at the Restaurant and allowed off premises pursuant to Maryland law. Alcoholic beverages shall not be sold or served prior to 11:00 a.m. or after 11:00 p.m., Monday through Wednesday and Sunday, or prior to 11:00 a.m. or after 2:00 a.m. Thursday through Saturday. Food from a regular menu must be served at all times that the premises are open for business. At all times, at least 80% of the items listed on the regular menu shall be available for customers to order. The proposed menu provided by Licensee is attached as Exhibit A. Licensee shall ensure music levels that allow patron conversation in a normal tone of voice, and prohibit disruptive or rowdy behavior that disturbs the peaceful enjoyment of the facility by Licensee's patrons and other persons visiting the facility.

Cover and door charges will not be charged by Licensee. The parties recognize that Licensee may charge an hourly fee for use of games. Licensee intends to provide open mike nights, trivia nights and Magic Tournaments. In the

event that Licensee seeks to charge a cover or door charge or to provide entertainment, Licensee will obtain all required licenses and request a modification of this Agreement with the City. Alcoholic beverages shall be served only to diners sitting at tables or counters inside the restaurant facility, and patrons standing waiting for a table. The parties recognize that, during private parties, not all patrons may be seated, but that food will be served. The minimum price for alcoholic beverages, including 16 oz. beers, shall be \$2.00. Licensee may not sell alcohol in pitchers. Licensee will maintain all dining areas, including tables and chairs, inside the facility. Licensee shall ensure that the interior of the restaurant, including service areas, remain clean and graffiti free. The interior and exterior of the Property shall be rodent free. Licensee shall not allow grease, dirt, trash or graffiti to accumulate on any portion of the exterior of the Property that Licensee controls. Licensee agrees to fully comply with all applicable laws, including without limitation Subtitle 12, "Health", of the Prince George's County Code, and the Code of the City of College Park. Licensee shall not engage in window advertising of the sale of beer, wine, or liquor nor off-premises leafleting of cars or on public right of way promoting the sale of beer, wine or liquor. All off-premises advertising of specials, happy hours or reduced prices for beer, wine or liquor shall be limited to promotions coupling the sale or service of food with the sale of alcoholic beverages. Licensee shall use a scanner system, as allowed by law, designed to recognize false identification prior to making alcoholic beverage sales. The scanner shall be used for all persons who appear to be under the age of thirty five

(35) years. Licensee will not accept State of Maryland vertical type licenses as proof of age.

Licensee shall not rent the facilities to individuals or businesses involved in promoting or making a business or profit from producing musical, band or disc jockey events. Licensee shall not provide tables, such as a beer pong table, whose purpose is for use in drinking games. Licensee shall not sponsor or support drinking games within the Property.

6. Enforcement. The City shall have the right to enforce, by any proceeding at law or in equity, including injunction, all restrictions, terms, conditions, covenants and agreements imposed upon the Property and/or Licensee pursuant to the provisions of this Agreement. The parties agree that if Licensee should breach the terms of the Agreement, the City would not have an adequate remedy at law and would be entitled to bring an action in equity for specific performance of the terms of this Agreement. In the event of a violation of paragraph 2 of this Agreement, Licensee shall have sixty (60) days from the date of notification of the violation to adjust his operations and achieve compliance, as measured during the sixty (60) day period, with the requirements of paragraph 2 of this Agreement. In the event the City is required to enforce this Agreement and Licensee is determined to have violated any provision of this Agreement, Licensee will reimburse the City for all costs of the proceeding including reasonable attorney's fees. Should Licensee prevail in any action brought by the City to enforce a provision of this Agreement, the City shall reimburse Licensee for all costs of the proceeding including reasonable attorney's fees.

7. Waiver. Neither any failure nor any delay on the part of the City in exercising any right, power or remedy hereunder or under applicable law shall operate as a waiver thereof nor shall a single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right, power or remedy.

8. Assignment of License. In consideration for the City voicing no objection to Licensee's application for the new License, Licensee agrees that it shall not sell, transfer, or otherwise assign its rights under the License to any entity or individual for use or operation within the City without the express prior written consent of the City, which consent will not be unreasonably withheld.

9. Assignment. This Agreement shall be binding upon, and shall inure to the benefit of, the respective affiliates, transferees, successors and assigns of the parties hereto.

10. Scope and Duration of Restrictions. The restrictions, conditions and covenants imposed by this Agreement shall be valid only so long as Licensee maintains a License at the Restaurant, or some other substantially similar casual dining restaurant.

11. Security. Pursuant to Article 2B, §6-201(r)(19), Licensee may be required to obtain a License for special entertainment or to obtain an exemption. Prior to seeking a License for special entertainment or an exemption, Licensee agrees that it shall first present to the City its plans for entertainment as well as for any required security. For any activities authorized by such a license or exemption, the Licensee shall have and maintain a Security Plan to prevent the

Property and any such activities from posing a threat to the peace and safety of the surrounding area. The Security Plan shall, at minimum, comply with the requirements of the Board of License Commissioners. Any required Security Plan for the Licensee is subject to review and revision annually or upon request by Prince George's County Police, the University of Maryland Police or the City of College Park.

a. Licensee shall diligently enforce ID policies through trained and certified managers and employees. Licensee agrees to take all necessary measures to ensure that under age persons do not obtain alcoholic beverages.

b. All employees for whom the Board of License Commissioners requires TIPS training will be trained within two weeks of hire.

c. All serving, bar, security and management employees will be 18 years or older.

d. The provisions of applicant's Alcohol Service Policy is attached hereto as Exhibit B and incorporated herein by reference.

12. Notices. All notices given hereunder shall be in writing and shall be deemed to have been given when hand delivered against receipt of three (3) days after deposit with the United States Postal Service, as registered or certified mail, return receipt requested, postage prepaid, addressed:

- (i) If to Licensee:  
Benjamin Epstein  
Brian McClimens  
BEN AND BRIAN GAMES, LLC  
Suite F2 and G  
8150 Baltimore Avenue  
College Park, Maryland 20740

(ii)

If to the City:

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

with copy to:

Suellen M. Ferguson, Esquire  
Council, Baradel, Kosmerl & Nolan P.A.  
125 West Street, 4<sup>th</sup> Floor  
P.O. Box 2289  
Annapolis, MD 21404

13. Amendments. This Agreement may not be amended or modified except in writing executed by all parties hereto, and no waiver of any provision or consent hereunder shall be effective unless executed in writing by the waiving or consenting party.

14. Severability. The provisions of this Agreement shall be deemed severable, so that if any provision hereof is declared invalid, all other provisions of this Agreement shall continue in full force and effect.

15. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Maryland.

16. Counterparts. This Agreement may be executed in any number of counterparts each of which shall constitute an original and all of which together shall constitute one agreement.

17. Headlines. The headings or titles herein are for convenience of reference only and shall not affect the meaning or interpretation of the contents of this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year first above written.

WITNESS/ATTEST

BEN AND BRIAN GAMES, LLC

\_\_\_\_\_

\_\_\_\_\_  
Benjamin Epstein, Managing Member

\_\_\_\_\_  
Brian McClimens, Managing Member

WITNESS/ATTEST

CITY OF COLLEGE PARK

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

By: \_\_\_\_\_  
Joseph L. Nagro, City Manager

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

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

### **BUSINESS SUMMARY**

The Board and Brew introduces a form of entertainment unique to the Washington D.C. region in the form of a board game café. This is a business model in an emerging industry that has met with success in cities such as Toronto, Seattle, Portland and Chicago, but has no direct local competition. We will establish our business in the city of College Park, directly adjacent to a large college campus desperately in need of new entertainment venues.

The Board and Brew will provide a relaxed atmosphere in which patrons access an extensive on-site board game collection designed to appeal to a broad audience. New and used games will be available for purchase, and we will pair this entertainment offering with high quality food and beverage, with a focus on specialty coffee and tea, as well as small plates that can be enjoyed throughout our customers' gaming experience. Community building events including a trivia, open-mic, and learn-a-game nights, regular tournaments and leagues will allow The Board and Brew to appeal to a wide audience.

**Board and Brew Menu**

**Breakfast**

**Homemade Oatmeal:**

**Maple-Brown Sugar with Raisins: (Oats, milk, maple syrup, Brown Sugar, Raisins, Allspice)**

**Caramel-Almond with Dried Cranberries (Ground Almond Brittle, Oats, Milk, Sugar, Dried Cranberries)**

**Cinnamon-Pear with Chocolate (Oats, milk, Pear Parfait mix, chocolate chips, Cinnamon)**

**Danish/Breads:**

**Cinnamon Buns**

**Coffee Cake**

**Breakfast "bars"**

**Bagels (Plain, Cinnamon Raisin, everything): Regular Cream Cheese, Jelly, Butter**

**Chocolate Muffins**

**Blueberry Muffin**

**Granola Bags**

**Yogurt Parfait:**

**Pear with Greek Yogurt, homemade Granola and Cinnamon**

**Mango- Strawberry Parfait with Greek Yogurt and Granola**

**Blueberry-Basil Parfait with Greek Yogurt and Granola**

**Breakfast Sandwiches:**

**Brew Bagel Sandwich: Egg, Swiss, Bacon or Sausage**

**Healthy Brew Bagel Sandwich: Egg White, Tomato, Fresh Mozzarella and Basil Pesto**

## Lunch/Dinner

### Sandwiches:

**Caprese Panini:** Fresh Mozzarella, Roast Tomato Ragout, Basil Pesto, on Focaccia

**Pressed Portobello and Eggplant with Roasted Red peppers, Black Olive Mayo, Mixed Greens and Balsamic, Swiss Cheese**

**BBQ Beef or Turkey Sandwich:** Caramelized Onion, Horseradish, Cream and Housemade Barbecue Sauce

**Pesto Seared Chicken with Bacon, Provolone, Lettuce, pickled onion and Tomato**

**The Brew's Nut and Jelly:** Nutella, Marshmallow Fluff and raspberry preserves, Cinnamon-Raisin Bread

**Board and Brew Burger-** Grilled Beef Hamburger topped with Lettuce, Tomato, Onion, Swiss Cheese and Hummus on Potato Roll

### Salads:

**Pear Salad-** Mixed Greens, Caramelized Sweet Onion, Blue Cheese and candied Almonds, Raspberry Vinaigrette

**Mixed Vegetable Salad:** Portobello Mushrooms, eggplant, onions, Black Olives, and Provolone Cheese with Balsamic Vinaigrette, Croutons

**Caesar Salad-** with Pesto chicken

### FINGER FOOD:

**Soft Pretzel Bites with 3 mustards**

**Beef Sliders, Provolone and Sweet Onions, Mumba Sauce**

**Mini Brew "nut and jelly"**

**Fried Pickles with Red Pepper Aioli**

**Onion Fritters with Mumba Sauce**

**Hummus and pickled onions with Pita for two**

**Sweet Potato Fries**

**Caramel Popcorn:** Regular, Chocolate-Nut, or Spicy

**Dessert:**

**Cookies:** Chocolate chip, Oatmeal Raisin, heath bar

**Brownies:** Fudge, blondie, lemon

**Cakes:** 5 high chocolate, gluten free hazelnut, banana chocolate cheesecake

**Affogato:** vanilla ice cream with a shot of espresso

**Drinks:**

**Pepsi products**  
coffee  
iced tea

**Specialty Coffee**

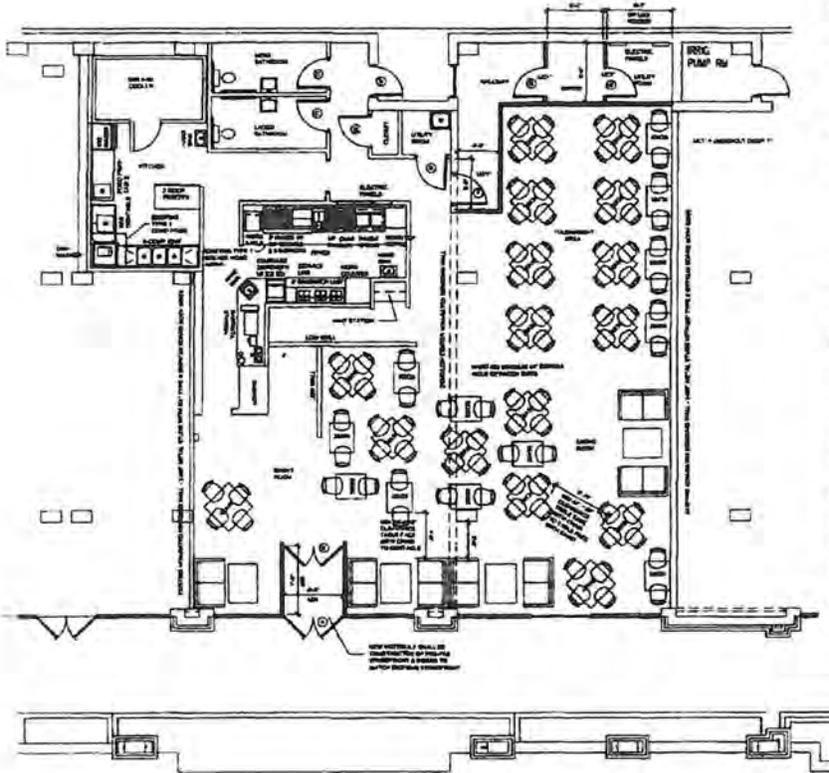
Espresso  
Macchiato  
Capuccino  
Latte

Caramel Latte  
House made Vanilla latte  
bolivian mocha latte  
thai tea latte  
Dirty Chai tea latte

**Other Drinks:**

Blueberry Muffin: house made blueberry tea syrup with orange infused whip cream and steamed milk  
Creamsicle: house made thai tea syrup with orange infused whip cream and steamed milk  
Bolivian Hot chocolate  
mocha shake  
chocolate shake  
vanilla shake

Attachment 4



- ARCHITECTURAL GENERAL NOTES**
1. ALL DIMENSIONS SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.
  2. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND ALL APPLICABLE REGULATIONS AND ORDINANCES.
  3. ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE APPROVED BY THE ARCHITECT.
  4. ALL FINISHES SHALL BE OF COMMERCIAL QUALITY AND MEET ALL PERFORMANCE REQUIREMENTS OF THE CONTRACT.
- SCOPE OF WORK**
- CONSTRUCTION OF THE BOARD AND BREW SUITE SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND ALL APPLICABLE REGULATIONS AND ORDINANCES. THE SCOPE OF WORK SHALL INCLUDE THE FOLLOWING:
- 1. THE SCOPE OF WORK SHALL INCLUDE THE CONSTRUCTION OF THE BOARD AND BREW SUITE, INCLUDING THE SERVICE COUNTER, SEATING, AND ALL OTHER FINISHES AND MATERIALS.
  - 2. THE SCOPE OF WORK SHALL INCLUDE THE CONSTRUCTION OF THE SERVICE COUNTER, SEATING, AND ALL OTHER FINISHES AND MATERIALS.
  - 3. THE SCOPE OF WORK SHALL INCLUDE THE CONSTRUCTION OF THE SERVICE COUNTER, SEATING, AND ALL OTHER FINISHES AND MATERIALS.
- FINISHES**
- ALL FINISHES SHALL BE OF COMMERCIAL QUALITY AND MEET ALL PERFORMANCE REQUIREMENTS OF THE CONTRACT. THE FINISHES SHALL BE AS SHOWN ON THE FINISH SCHEDULE.
- MEASUREMENTS**
- ALL MEASUREMENTS SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND ALL APPLICABLE REGULATIONS AND ORDINANCES.
- GENERAL NOTES**
- 1. THE BOARD AND BREW SUITE SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND ALL APPLICABLE REGULATIONS AND ORDINANCES.
  - 2. THE BOARD AND BREW SUITE SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND ALL APPLICABLE REGULATIONS AND ORDINANCES.
  - 3. THE BOARD AND BREW SUITE SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND ALL APPLICABLE REGULATIONS AND ORDINANCES.
- GENERAL CONTRACTOR**
- THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE CONSTRUCTION OF THE BOARD AND BREW SUITE, INCLUDING THE SERVICE COUNTER, SEATING, AND ALL OTHER FINISHES AND MATERIALS.



**THE BOARD AND BREW**  
 3159 BALTIMORE AVENUE  
 SUITE F2 & G  
 COLLEGE PARK, MD

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**ARCHITECTURAL PLAN**

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**A-1**

Prepared by: [Name]  
 Date: [Date]  
 Project: [Project Name]  
 Scale: [Scale]  
 Drawing No.: [Drawing No.]

ALCOHOL SERVICE POLICY FOR EMPLOYEES

The Board and Brew has a firm policy regarding the service of alcoholic beverages. Any employee who does not observe our policy will be reprimanded (**suspended or terminated**). We must comply with the Law. Understand that you are individually held responsible for complying with the law and that you can be sued for not serving responsibly. Therefore, ALL employees will do the following:

1. You will check the age of **EVERY CUSTOMER** via acceptable photo ID and make sure that s/he is at least 21 years old before you serve/sell them any alcohol. **ALWAYS ASK FOR ID and ASK IF THEY ARE 21 OR OLDER**. Make sure that the ID is authentic (use the ID SCANNER) and has not been tampered with. See you manager if you have concerns. In the absence of authentic ID, or if you have doubt, **DO NOT SERVE**.
2. You will not serve anyone who is visibly intoxicated or close to being so. **If you are not sure, get a second opinion from your manager before serving.**
3. It is the **employee's responsibility** to notify the manager immediately when a customer shows visible signs of intoxication. The manager will notify the customer that further service of alcohol is not forthcoming and is not legal.
4. All efforts will be made to **arrange alternative transportation for those who display visible signs of intoxication**. If s/he refuses, make a reasonable (VERBAL) effort to get their keys. If you are not successful and s/he leaves the premises, be sure to get a description of him/her, the vehicle, the tag number, their present location, the direction they headed, and **CALL THE POLICE IMMEDIATELY!**
5. Be sure to measure the liquor content of every alcoholic beverage you make. **Do not over-pour under any circumstances!**
6. After refusing service to a customer, **you must record a detailed description of the person in the daily log book. Be sure to record name, a description, and the date & time you cut off service if at all possible.**
7. Only serve **one drink at a time** to a customer.
8. **3 DRINK CHECK**. You may not serve more than a total of 3 drinks to a customer without a manager's approval. If a customer would like to order a 4th drink, **get a manager to determine if we can serve the customer.**
9. **All employees will serve customers responsibly and in accordance with the law. See the manager when in doubt.**
10. **Employees may not consume alcohol while they are working.**
11. **NEVER** give any kind of medicine (Aspirin, Tylenol, Ibuprofen, etc.) any customer.

On \_\_\_\_\_, I \_\_\_\_\_ have read or have had read to me the information in this packet and I agree to follow the aforementioned policy.

Witnessed by \_\_\_\_\_ on \_\_\_\_\_.

[Type text]

# ALWAYS ASK FOR ID!

## ACCEPTABLE FORMS OF ID:

VALID STATE ISSUED DRIVER'S LICENSE (HORIZONTAL)

VALID STATE ISSUED ID CARD (HORIZONTAL)

VALID MILITARY ID (D.O.B. is on the back)

VALID PASSPORT

VALID IMMIGRATION CARD

Check photo ID correctly: It must have a photo of the customer. It must not be expired. It must display a DOB. IF YOU ARE UNSURE, GET A MANAGER!

## NOT ACCEPTABLE FORMS OF ID:

VERTICALLY ORIENTED LICENSE/ID

BIRTH CERTIFICATE

CREDIT CARD

ALTERED / FALSE ID

STUDENT / COLLEGE ID

SOCIAL SECURITY CARD

## HOW TO ASK FOR ID IF A CUSTOMER QUESTIONS OUR POLICY:

1. Be courteous and polite.
2. Explain that it is the Board and Brew's policy to card everyone who orders alcohol.
3. Explain that ID is required by the Liquor Board.
4. Explain that we can lose our Liquor License if we make a mistake.
5. Tell them you appreciate their cooperation.
7. Let them know that the manager requires that check ID.
8. If they give you a hard time, GET THE MANAGER.
9. It is never acceptable to serve alcohol until AFTER YOU HAVE CHECKED THEIR ID.
10. If they say they know the owner or manager, still ask them for ID.

[Type text]

11. If the ID is in a wallet or casing, hand it back and politely ask them to remove the ID.

[Type text]

## **IDENTIFICATION TECHNIQUES**

NOTE: THE BEST ID HAS A PHOTOGRAPH, PHYSICAL DESCRIPTION OF THE PERSON, DATE OF BIRTH, AND THEIR SIGNATURE. **YOU CAN ASK FOR AS MANY FORMS OF ID AS NECESSARY TO CONFIRM THE PERSON'S AGE!**

1. Make EYE CONTACT with the customer. When someone is trying to deceive you, they will appear nervous and may avoid eye contact.
2. Only accept the government issued photo IDs listed on the previous page.
3. If you are not familiar with the ID and cannot verify it using either the ID scanner or ID book, ask for another form of ID. If the customer fails to produce another form of acceptable ID, politely refuse the sale of alcohol. Serving minors (under 21) can result in YOU and The Board and Brew paying a substantial fine and/or YOU facing arrest and jail time. **IT IS NOT WORTH GOING TO JAIL BECAUSE YOU DID NOT CHECK ID!**
4. When someone hands you ID, make sure to check that the ID IS NOT EXPIRED. Check that the customer matches the photo and the physical description on the ID. You may ask the customer to sign a piece of paper so that you can compare it to the signature on the ID.
5. If the customer hands you their wallet with their ID, **HAND IT BACK** and ask them to remove the ID. This helps you avoid false claims that you stole something from them and allows you to better check the ID.
6. When you inspect the ID, make sure that the ID feels smooth all over. Raised sections (especially near the photo) indicate that it has been tampered with.
7. Some good verification questions are "What's your horoscope sign?" or "When did you graduate high school?" If you see they have to think about the answer, the ID may not be theirs and you should ask for another acceptable form of ID. If they cannot produce another form of acceptable ID, politely refuse the sale of alcohol.
8. It is against the law to re-laminate a driver's license. If you encounter a re-laminated driver's license, this should raise suspicions.
9. European licenses often do not have pictures, ask for a passport or immigration card instead.
10. Look for inconsistencies in the typeface/font. Inconsistencies indicate tempering.
11. Repeat some information back to the holder and make a small mistake. Ex: (The license says 123 Maple St. You ask them if they live at 127 Maple St. They say yes) Impostors are sometimes unfamiliar with details on the license.
12. Remember: if you are unsure, if you have doubt, if you get a gut feeling, **GET A MANAGER!**

[Type text]

### SERVICE AT A TABLE WITH ALCOHOL

**COUNT THE DRINKS** - We have a 3 Drink Check policy. A 4th drink is not served until the manager approves it.

**DO NOT TAKE ALCOHOL ORDERS FROM A TABLE THAT IS NOT IN YOUR SECTION.** You must know how many alcoholic drinks you have served each customer at a table.

**CHAT/TALK** with the customer occasionally. Are they showing signs of intoxication?

**SLOW DOWN** the service for **FAST DRINKERS** and encourage them to **EAT!**

If you see an alcoholic drink in front of a customer who did not order it, ask the customer who ordered it to take possession of the drink. Politely explain to them that **we cannot allow someone to drink if we have not checked their ID. INFORM THE MANAGER IMMEDIATELY!**

**DO NOT SERVE ALCOHOL TO A CUSTOMER SHOWING VISIBLE SIGNS OF INTOXICATION.** Even if you have not served any alcohol to the customer (ex: the customer arrives intoxicated), do not serve them alcohol. If you are not sure, **ASK A MANAGER!**

**BE CAUTIOUS** with customers who are displaying signs of aggression. **NEVER CONFRONT A CUSTOMER.** If a customer makes you feel uncomfortable, **GET A MANAGER IMMEDIATELY!**

[Type text]

## MANAGING ALCOHOL SERVICE

When verifying ID, use the scanner first. If the ID is not compatible with the scanner, use the current version of the ID book to determine validity.

If you become aware of a customer buying drinks for a minor, politely explain the law and our alcohol service policy to the table. Inform them that if the incident happens again, we will cut off service of alcohol to the table.

When determining sobriety consider the following:

- Is the customer slurring their speech?
- What body type? Smaller people have lower tolerance to alcohol than larger people.
- Have they eaten? Are they drinking on an empty stomach?
- Do they look alert or are their eyes glassy/unfocused?
- Are they being overly friendly, overly aggressive, or speaking loudly?
- How fast are they drinking? 3 drinks an hour? 2 drinks an hour? 1 drink an hour?
- Are they displaying a loss of coordination?

If you make the decision to cut off a customer, remember that a customer might not realize they are intoxicated - Be polite and friendly and explain that we are looking out for them. They are welcome to stay and play games while they sober up.

In the event a customer displays aggressive or violent behavior, attempt to de-escalate the situation verbally and in a friendly manner. NEVER physically engage the customer. Inform them that you will contact the police if they continue to make customers and staff feel uncomfortable.

If a fight occurs:

- Do not make physical contact unless it is absolutely necessary.
- Move customers to a safe area.
- Call the police immediately or have a staff member call the police immediately.
- Watch out for weapons.
- Document the entire event.
- NEVER ASK OR DIRECT YOUR CUSTOMER TO BREAK UP A FIGHT!

**BOARD OF LICENSE COMMISSIONERS**  
**October 28, 2014**

**NOTICE IS HEREBY GIVEN:** that applications have been made with the Board of License Commissioners for Prince George's County, Maryland for the following alcoholic beverage licenses in accordance with the provisions of Article 2B.

**TRANSFER**

Safaru Abubaker, President/Secretary/Treasurer, for a Class B, Beer, Wine and Liquor License for the use of Jaah and Bakar Associates, **t/a Mango Cafe**, 4719 Annapolis Road, Bladensburg, 20710, transfer from Jaah & Bakar Associates, Inc., t/a Mango Cafe, Tajudeen Abubakar, President/Secretary/Treasurer.

Atty: \_\_\_\_\_ Opp: \_\_\_\_\_

Matthew J. Wickesberg, Authorized Person/Managing Member, Claudia K. Levitas, Authorized Person/Managing Member, for a Class B (BLX), Beer, Wine and Liquor License for the use of HOA Laurel, LLC, **t/a Hooters**, 14707 Baltimore Avenue, Laurel, 20707, transfer from HOA Laurel, LLC, t/a Hooters, Kevin Spence, Managing Member, Matthew J. Wickesberg, Member.

Atty: Leanne M. Schrecengost, Esquire Opp: \_\_\_\_\_

Horace G. Dawson, III, President/Treasurer, Norma Rivera, Vice President/Secretary, for a Class B (BLX), Beer, Wine and Liquor License for the use of RL Maryland, Inc., **t/a Red Lobster (Lanham)**, 8905 Annapolis Road, Lanham, 20706, transfer from GMRI, Inc, t/a Red Lobster (Lanham), Jody G. Wolf, Assistant Secretary, Horace G. Dawson, III, Assistant Secretary, Joseph G. Kern, Vice President/Secretary.

Atty: Leanne M. Schrecengost, Esquire Opp: \_\_\_\_\_

Horace G. Dawson, III, President/Treasurer, Norma Rivera, Vice President/Secretary, for a Class B (BLX), Beer, Wine and Liquor License for the use of RL Maryland, Inc., **t/a Red Lobster (Laurel)**, 14368 Baltimore Avenue, Laurel, 20707, transfer from GMRI, Inc, t/a Red Lobster (Laurel), Jody G. Wolf, Assistant Secretary, Horace G. Dawson, III, Assistant Secretary, Joseph G. Kern, Vice President/Secretary.

Atty: Leanne M. Schrecengost, Esquire Opp: \_\_\_\_\_

NEW

Eul Soo Kim, President/Secretary/Treasurer, for a New Class B (BLX), Beer, Wine and Liquor License for the use of Hanabi Japanese Grill & Bar, Inc., t/a **Hanabi Japanese Grill & Bar**, 15814-C Crain Highway, Brandywine, MD 20613.

Atty: Robert J. Kim, Esquire Opp: \_\_\_\_\_

David Anthony Cline, Member, for a New Class B (BLX), Beer, Wine and Liquor License for the use of Outback of Laurel, LLC, t/a **Outback Steakhouse (Laurel)**, 14601 Baltimore Avenue, Laurel, 20707.

Atty: Nicholas J. Kallis, Esquire Opp: \_\_\_\_\_

Horace G. Dawson, III, President/Treasurer, Norma Rivera, Vice President/Secretary, for a New Class B (BLX), Beer, Wine and Liquor License for the use of RL Maryland, Inc., t/a **Red Lobster (Suitland)**, 5051 Auth Road, Suitland, 20716.

Atty: Leanne M. Schrecengost, Esquire Opp: \_\_\_\_\_

Danny Medina, President, Yarnira E. Merlos, Secretary, for a New Class B(AE), Beer, Wine, and Liquor License for the use of Mi Patio Sports Bar Lounge and Grill, Inc., t/a **Mi Patio Restaurant**, 4400 Rhode Island Avenue, North Brentwood, 20722.

Atty: Matthew Gorman, Esquire Opp: \_\_\_\_\_

Linda M. Dotterer, Member, for a New Class B (DD), Beer, Wine and Liquor License for the use of Mission BBQ Laurel, t/a **Mission BBQ**, 14712 Baltimore Avenue, Laurel, 20707.

Atty: Nicholas J. Kallis, Esquire Opp: \_\_\_\_\_

Cole Whaley, Owner, for a New Class B, Beer, Wine and Liquor License for the use of Coles Palette, LLC, t/a **Café Rue**, 11120 Baltimore Avenue, Beltsville, 20705.

Atty: \_\_\_\_\_ Opp: \_\_\_\_\_

Santos Adilio Lainez, President/Treasurer, Edwin Moreno, Secretary, for a New Class B, Beer, Wine and Liquor License for the use of Carbonero, Inc., t/a **El Carbonero Restaurant**, 1425 University Blvd., E., Suite 115, Hyattsville, MD 20783.

Atty: Matthew P. Gorman, Esquire Opp: \_\_\_\_\_

Tajudeen Abubakar, Owner, for a New Class B, Beer, Wine and Liquor License for the use of Fakeem and Associates, LLC, t/a **T.J's Restaurant**, 9424 Annapolis Road, Lanham, 20706.

Atty: Tracy Scudder, Esquire Opp: \_\_\_\_\_

Brian McClimens, Owner, Benjamin Epstein, Owner, for a New Class B, Beer, Wine and Liquor License for the use of Ben and Brian Games, LLC, t/a **The Board and Brew**, 8150 Baltimore Avenue, College Park, 20740.

Atty: \_\_\_\_\_ Opp: \_\_\_\_\_

A hearing will be held at 5012 Rhode Island Avenue, Hearing Room 200, Hyattsville, Maryland 20781, **10:00 a.m., Tuesday, October 28, 2014**. Additional information may be obtained by contacting the Board's Office at 301-699-2770.

**BOARD OF LICENSE COMMISSIONERS**

Attest:  
Diane M. Bryant  
September 17, 2014

**CLASSES OF LICENSES:**

Class A License	Off Sale only, six (6) days a week; No sales of alcoholic beverages on Sunday
Class B License	On Sale seven (7) days for sale of beer and wine, six (6) days for sale of alcohol over 15.5% by volume – on sale only if issued after 1996
Class C License	On Sale only, seven (7) days
Class D License	On and Off Sale, seven (7) days – on sale only if issued after 1996

**DESCRIPTION OF CLASS OF LICENSES AND HOURS OF SALES**

Class A, Beer	Hours of off sale service are 6:00 a.m. to 12:00 midnight, six (6) days a week, Off Sale only of Beer, no consumption on the licensed premises. No Sales Permitted On Sunday.
Class A, Beer and Wine	Hours of off sale service are 6:00 a.m. to 12:00 midnight, six (6) days a week, Off Sale only of Beer and Wine, no consumption on the licensed premises. No Sales Permitted On Sunday.
Class A, Beer, Wine Liquor	Hours of off sale service are 6:00 a.m. to 12:00 midnight, six (6) days a week, Off Sale only of beer, wine and liquor no consumption on the licensed premises. No Sales Permitted On Sunday.
Class B, Beer	Hours of on sale consumption are 6:00 a.m. to 2:00 a.m., On Sale consumption only of beer unless grand fathered in prior to July 1, 1975. Holder of licenses prior to that date may exercise off sale privileges to include seven-(7) day license with food requirement until 12:30 a.m.
Class B, (GC)	This license is a seven (7) day license for the sale of beer and wine for the exclusive use on the premises of the M-NCPPC golf courses located within Prince George's County. Hours of operation are 11:00 a.m. to 10:00 p.m., daily Monday through Sunday.
Class B, Beer and Wine	Hours of on sale consumption are 6:00 a.m. to 2:00 a.m., On Sale consumption only of beer and wine unless grand fathered in prior to July 1, 1975. Holder of licenses prior to that date may exercise off sale privileges to include seven-(7) day license with food requirement until 12:30 a.m.
Class B, Beer, Wine & Liquor	Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. Premises with approved live entrainment may remain open until 3:00 a.m. This license includes seven (7) days On Sale Beer and Light Wine, six (6) days On Sale Beer, Wine and Liquor. Special Sunday Sale Permit required for On Sale consumption of Liquor. (*See Rule No. 66)

- Class B(R), Beer, Wine & Liquor**      **THIS DESCRIPTION APPLIES TO LICENSES ISSUED PRIOR TO OCTOBER 1996** - For Class B, Beer, Wine and Liquor licenses issued prior to October 1996 the hours of on sale consumption are 6:00 a.m. to 2:00 a.m. except on Friday and Saturday with approved live entertainment. Premises with approved live entertainment may remain open until 3:00 a.m. This license includes seven (7) days On & Off Sale Beer and Light Wine, six (6) days On & Off Sale Beer, Wine and Liquor. All off sales to be conducted over or contiguous to the main bar. Hours of service for off sale over the main bar are 6:00 a.m. until 12:00 midnight. Special Sunday Sale Permit required for On Sale consumption of Liquor. (\*See Rule No. 66)
- Class B+, Beer, Wine & Liquors**      Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. except on Friday and Saturday with approved live entertainment. Premises with approved live entertainment may remain open until 3:00 a.m. This license includes seven (7) days On & Off Sale Beer and Light Wine, six (6) days On & Off Sale Beer, Wine and Liquor. (Separate off sale facility to sell beer, wine and liquor off sale). Hours of service for off sale over the main bar are 6:00 a.m. until 12:00 midnight. No off sale of Liquor on Sunday. Special Sunday Sale Permit required for On Sale consumption of Liquor. (\*See Rule No. 66)
- Class B, BH**      Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. except Friday and Saturday with live entertainment. Premises with approved live entertainment may remain open until 3:00 a.m.. On sale consumption of alcoholic beverage is allowed from 8:00 a.m. – 2:00 a.m. on Sunday. This license has no off sale privileges.
- Class B, BLX**      Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. except Friday and Saturday with live entertainment. Premises with approved live entertainment may remain 3:00 a.m. Six (6) day On Sale consumption of Beer, Wine and Liquor and seven (7) days On Sale Beer and Wine, No off Sale privilege at all, Sunday Sales Permit required to serve alcoholic beverages. Food must be served until 12:30 a.m. in conjunction with sale of alcoholic beverages
- Class B, Country Inn**      Hours of operation and manner of dispensing alcoholic beverages to be determined by the Board of License Commissioners consistent with Article 2B Section 6-201. All sales to be On Sale only.
- Class B-DD**      This license is available in Designated Areas Only. The restaurant must provide bi-annual certifications that the sale of food exceeds the sales of alcoholic beverages.

- Class B, ECF Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. Monday through Saturday. This license includes seven (7) days On Sale Beer and Light Wine, six (6) days On Sale Beer, Wine and Liquor. Special Sunday Sale Permit required for On Sale consumption of Liquor. (\*See Rule No. 66). This license is known as an "Education Conference Facility" license to the University of Maryland, University College Center of Adult Education for the sale of beer, wine and liquor by the drink within the center, from one or more outlets, for consumption on the license premises.
- Class B, MB22 This license is on sale only of liquor to a Class 7 Microbrewery licensed establishment in the 22<sup>nd</sup> Legislative District.
- Class B, RD This license is an on sale only license for liquor by the drink in an establishment located in a designated Revitalization District
- Class B, ECF/DS Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. Monday through Saturday. This license includes seven (7) days On Sale Beer and Light Wine, six (6) days On Sale Beer, Wine and Liquor. Special Sunday Sale Permit required for On Sale consumption of Liquor. (\*See Rule No. 66). This license is known as an "Education Conference Facility/Dining Services" license to the University of Maryland, College Park Campus for the sale of beer, wine and liquor by the drink within the center, from one or more outlets, for consumption on the license premises.
- Class B, ECR  
Equestrian Center This license is a seven-(7) day license for the sale of beer, wine and liquor for use at the Equestrian Center. Hours of on sale consumption are Monday through Saturday from 8:00 a.m. to 2:00 a.m. Sunday sales of beer and light wine containing 15.5% or less of alcohol by volume from 8:00 a.m. to 2:00 a.m. Special Sunday Sale Permit required for On Sale consumption of Liquor. (\*See Rule No. 66)
- Class B, BCE Catering Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. Monday through Saturday. This license includes seven (7) days On Sale Beer and Light Wine, six (6) days On Sale Beer, Wine and Liquor. Special Sunday Sale Permit required for On Sale consumption of Liquor. (\*See Rule No. 66). This license is limited and restricted to on sale consumption of alcoholic beverages on the licensed premises by participants of catered events. No off sale privileges will be exercised.
- Class B, Baseball Stadium This license is a seven-(7) day license for the sale of beer and wine for use at a Baseball Stadium. Hours of on sale consumption are Monday through Saturday from 6:00 a.m. to 2:00 a.m. and Sunday from 8:00 a.m. to 2:00 a.m.
- Class B, Football Stadium This license is a seven-(7) day license for the sale of beer, wine and liquor for use at the Football Stadium.

Class C Beer,  
Beer and Wine

Hours of on sale consumption are 6:00 a.m. to 2:00 a.m. seven-(7) days On Sale consumption only.

Class C, Beer, Wine &  
Liquor  
Fraternal  
Veterans  
Yacht Club  
Country Club  
Golf & Country Club

Hours of on sale consumption are 6:00 a.m. to 2:00 a.m., seven (7) days On Sale on consumption limited to members and their guests except in the case of a Country Club - the word customer is used

Class D, Beer  
Beer and Wine

Licenses issued pursuant to Rule and Regulation Number 22 the hours of on sale consumption are 6:00 a.m. to 2:00 a.m. with no food requirements. This is a seven-(7) day On Sale only License.

Class D(R), Beer  
Beer and Wine

**THIS DESCRIPTION APPLIES TO LICENSES ISSUED PRIOR TO OCTOBER 1996** - Hours of on sale consumption are 6:00 a.m. to 2:00 a.m.; that hours for off sale service is 6:00 a.m. - 12:00 midnight with no food requirements. Licenses issued prior to October 1996 may sell beer and wine On and Off Sale seven (7) days a week.

3

# County legislation

## MEMORANDUM

**To:** Mayor and Council

**From:** Suellen M. Ferguson, Esq.

**CC:** Joe Nagro, City Manager

**Date:** October 3, 2014

**Re:** Support of Prince George's County Bill CB-82-2014

### ISSUE:

CB-82-2014, Nuisance Abatement, has been presented to the County Council for consideration. The bill will be taken up by the Public Safety and Fiscal Management Committee on October 9, 2014. The City has been asked to comment on this bill.

### SUMMARY:

Section 14-171, et seq., of the County Code makes certain activities a public or neighborhood nuisance, and sets up an enforcement mechanism that includes a Nuisance Abatement Board. Currently, only the County Attorney can initiate proceedings under this Division of the County Code.

The revisions included in CB-82 would expand the definition of a neighborhood nuisance to include any premises, except as defined by Section 13-138 (a) (9) of the County Code, which, on two or more separate occasions within a one-year engage in activities that are generally prohibited in residential neighborhoods and zones, including any event, gathering, party, or picnic that involves: admission fees; cover charges; door charges; entry fees; ticket sales; food or beverage sales; adult entertainment charges, fees or sales; personal profit to the homeowner or organizer of an event; or is open to the general public. The definition of a public nuisance is also amended to include residential or commercial premises used to endanger life, health or safety, or as a disorderly house as defined in the Criminal Law Article. In addition, the amendments would allow a municipal law enforcement, agency or department authorized to issue citations to initiate proceedings and to petition the Nuisance Abatement Board for action. The Board may issue an order to discontinue the public or neighborhood nuisance.

I was invited to two meetings organized by Dannielle Glaros on behalf of Councilmember Olson to discuss the provisions of this bill. There was broad participation by County agencies and the Police and Fire Departments, as well as the University of Maryland Police. An effort was made to create a nuisance abatement process that is clear and timely. This bill, if adopted, should add to the City's tools with respect to problem properties and should do so in a manner that is relatively quick.

### RECOMMENDATION

That the Council consider support of the attached County bill.

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

2014 Legislative Session

Bill No. CB-82-2014

Chapter No.

Proposed and Presented by Council Member Olson

Introduced by

Co-Sponsors

Date of Introduction

BILL

AN ACT concerning

Nuisance Abatement Board

For the purpose of amending the provisions concerning the administration and functions of the Prince George's County Nuisance Abatement Board.

BY repealing and reenacting with amendments:

SUBTITLE 14. MORALS AND CONDUCT.

Sections 14-171, 14-172, 14-173 and 14-174

The Prince George's County Code

(2011 Edition; 2013 Supplement).

SECTION 1. BE IT ENACTED by the County Council of Prince George's County, Maryland, that Sections 14-171, 14-172, 14-173 and 14-174 of the Prince George's County Code be and the same are hereby repealed and reenacted with the following amendments:

SUBTITLE 14. MORALS AND CONDUCT.

DIVISION 14. NUISANCES.

Sec. 14-171. Definitions.

(a) As used in this Division:

\* \* \* \* \*

(2) Neighborhood nuisance means any premises, except as defined by Section 13-138 (a) (9) of the County Code, on or in which, on two or more separate occasions within a one-year period before the start of a proceeding under this subtitle, an owner, tenant or occupant of the premises:

(a) acts in a disorderly manner that disturbs the public peace; or

(b) engages in acts, creates or maintains conditions that allows others to act in a disorderly manner that disturbs the public peace[.]; or

(c) engages in activities that are generally prohibited in residential neighborhoods and zones, including any event, gathering, party, or picnic that involves: admission fees; cover charges; door charges; entry fees; ticket sales; food or beverage sales; adult entertainment charges, fees or sales; personal profit to the homeowner or organizer of an event; or is open to the general public.

(7) **Public nuisance** shall mean any residential or commercial premises used:

(F) To endanger life [or], health, or safety, or obstruct the quiet enjoyment and reasonable use of the property of persons in a particular area.

(H) As a disorderly house as referenced in the Criminal Law Article of the Maryland Annotated Code.

**Sec. 14-172. Operation of a public or neighborhood nuisance prohibited; action to abate.**

(a) No person owning, operating, having charge or management of, a tenant living in or occupant of any premises may cause or shall permit such premises to be used in violation of County, State, or Federal laws governing controlled dangerous substances, prostitution, human trafficking, criminal gangs, the storage or concealment of illegal weapons, stolen property, contraband or other evidence of criminal activity at the premises, or as a public or neighborhood nuisance.

(1) A police or Fire/EMS report, documentation, or any citation, written in the regular course of business by any State, County, or municipal law enforcement agency, fire officer [or special police officer as defined under the Annotated Code of Maryland], or any other County or municipal agency or department authorized to issue citations or corrective orders, of a premises having been used for activities described in Section 14-171(a)(2) or (7) of this Division is prima facie evidence that the premises are a public or neighborhood nuisance.

1 (b) [The County Attorney] Any State, County, or municipal law enforcement agency, fire  
2 department, or any other County or municipal agency or department authorized to issue citations  
3 or corrective orders, may initiate proceedings under this Division to abate and prevent the  
4 nuisance and enjoin the person conducting or maintaining it, and the owner, lessee, resident, or  
5 agent of the premises in or upon which the nuisance exists, from directly or indirectly  
6 maintaining or permitting the nuisance whenever any [person or] agency or department of the  
7 County or municipality provides sufficient evidence to support such proceedings.

8 (1) Prior to the initiation of proceedings, [the County Attorney] any State, County, or  
9 municipal law enforcement agency, fire department, or any other County or municipal agency or  
10 department authorized to issue citations or corrective orders shall submit a petition to the Board  
11 which sets forth the basis for its belief that a public or neighborhood nuisance exists and that the  
12 owner, lessee, resident, or agent has failed or refused to cooperate with the County's attempts to  
13 abate the nuisance. The petition shall include affidavit(s) in support thereof. The Board shall  
14 review the petition and issue a notice of hearing if a majority of the Board finds that the [County  
15 Attorney] State, County, or municipal law enforcement agency, fire department, or any other  
16 County or municipal agency or department authorized to issue citations or corrective orders has  
17 sufficient evidence to support its case. A notice of hearing shall be issued no later than fifteen  
18 (15) days after the Board has reviewed the petition.

19 **Sec. 14-173. Nuisance Abatement Board.**

20 (a) Creation.

21 \* \* \* \* \*

22 (2) The Board shall consist of seven members. There shall be a representative from  
23 the Police Department, the Department of Permitting, Inspections, and Enforcement, and the  
24 Fire/EMS Department. The other four citizen members shall be appointed by the County  
25 Executive and approved by the County Council to serve staggered terms of [three] two years  
26 each. At least one of the citizen appointees shall represent the business community.  
27 Additionally, a citizen appointee shall be designated [Chairman] as the Chair of the Board.

28 (3) Any member who fails, without an excused absence, to attend two (2) consecutive  
29 meetings of the Board, or six (6) or more meetings in any given calendar year, shall be  
30 considered to have resigned from the Board.

1           (4) Any member may be removed by the County Executive, pursuant to Section 507  
2 of the County Charter.

3           (b) Powers and duties.

4           (1) The Board shall hear complaints which allege that any premises constitute a  
5 public or neighborhood nuisance.

6           (2) Upon the receipt of such an allegation, the Board shall give notice and an  
7 opportunity for a hearing to determine whether a public or neighborhood nuisance exists in the  
8 premises to the owner, lessor, lessee, mortgagor, and mortgagee of the premises.

9           \*           \*           \*           \*           \*           \*           \*           \*           \*

10          (c) Hearing.

11          \*           \*           \*           \*           \*           \*           \*           \*           \*

12          (3) The lack of knowledge of, acquiescence or participation in, or responsibility for a  
13 public or neighborhood nuisance on the part of any person who may be the owner, lessor, lessee,  
14 mortgagor, mortgagee, or other interested person and all those persons in possession of or having  
15 charge of as agent or otherwise, or having any interest in the property, real or personal, used in  
16 conducting or maintaining the public or neighborhood nuisance, is not sufficient grounds to  
17 dismiss the hearing.

18          (4) [The County] Any State, County, or municipal law enforcement agency, fire  
19 department, or any other County or municipal agency or department authorized to issue citations  
20 or corrective orders must show, by a preponderance of the evidence, that a public or  
21 neighborhood nuisance does exist at the premises, and that the property owner, lessee, resident,  
22 or agent has failed or refused to cooperate with [the County's] attempts to abate the nuisance.

23          \*           \*           \*           \*           \*           \*           \*           \*           \*

24          (d) Order.

25          (1) After notice and an opportunity for a hearing, if five of the seven Board members  
26 concur, the Board is authorized:

27           (A) To order the discontinuance of the public or neighborhood nuisance in the  
28 premises where the public or neighborhood nuisance exists; and

29          \*           \*           \*           \*           \*           \*           \*           \*           \*

30          (2) An order of the Board issued pursuant to this Division shall be posted on the  
31 premises and notice thereof shall be given to those persons and in the manner set forth in

1 Subsection ([a]b). On and after the tenth business day following the posting, the order may be  
2 enforced. The Board may vacate the provisions of the order to close if an interested person posts  
3 a bond for the period of the ordered closing in an amount not to exceed the assessed value of the  
4 premises as shown in the tax assessment records, prorated for the proportional assessment of  
5 units closed if less than all units therein are closed, but not to exceed One Million Dollars  
6 (\$1,000,000) in any case, and submits reasonably adequate proof to the Board that the nuisance  
7 has been abated and will not be maintained or permitted in any unit of the premises during the  
8 period of the ordered closing.

9 \* \* \* \* \*

10 (4) The Board shall produce a written decision detailing the Board’s final order or  
11 action no later than fifteen (15) days after the conclusion of the hearing.

12 **Sec. 14-174. Violation or destruction of order, other enforcement.**

13 \* \* \* \* \*

14 (e) The civil monetary fine for each civil violation of this Division shall be Five Hundred  
15 [Fifty] Dollars (\$500.00) for a first violation and One Thousand Dollars (\$1,000) for a second  
16 and any subsequent violation.

17 \* \* \* \* \*

18 SECTION 2. BE IT FURTHER ENACTED that the provisions of this Act are hereby  
19 declared to be severable; and, in the event that any section, subsection, paragraph, subparagraph,  
20 sentence, clause, phrase, or word of this Act is declared invalid or unconstitutional by a court of  
21 competent jurisdiction, such invalidity or unconstitutionality shall not affect the remaining  
22 words, phrases, clauses, sentences, subparagraphs, paragraphs, subsections, or sections of this  
23 Act, since the same would have been enacted without the incorporation in this Act of any such  
24 invalid or unconstitutional word, phrase, clause, sentence, subparagraph, subsection, or section.

25 SECTION 3. BE IT FURTHER ENACTED that this Act shall take effect forty-five (45)  
26 calendar days after it becomes law.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

COUNTY COUNCIL OF PRINCE  
GEORGE'S COUNTY, MARYLAND

BY: \_\_\_\_\_  
Mel Franklin  
Chairman

ATTEST:

\_\_\_\_\_  
Redis C. Floyd  
Clerk of the Council

APPROVED:

DATE: \_\_\_\_\_ BY: \_\_\_\_\_  
Rushern L. Baker, III  
County Executive

KEY:

Underscoring indicates language added to existing law.

[Brackets] indicate language deleted from existing law.

Asterisks \*\*\* indicate intervening existing Code provisions that remain unchanged.

October 7, 2014

The Honorable Mel Franklin, Chair  
Prince George's County Council  
14741 Governor Oden Bowie Dr #1101  
Upper Marlboro, MD 20772

Dear Chairman Franklin and Prince George's County Council,

The City Council of the City of College Park, in session on October 7, 2014, voted to request the support of the County Council and County Executive for the adoption, and full funding, of the proposed amendments to the Length of Service Award Program (LOSAP) for County fire, rescue, and emergency medical services volunteers.

The County residents who live in the City of College Park rely heavily on these volunteer first responders for our emergency medical and firefighting needs. The Branchville Volunteer Fire and Rescue Company, Station 811, is staffed by volunteers 100% of the time. They provide engine and basic EMT response. The College Park Volunteer Fire Department, Station 812, totally relies on volunteers for evening, nighttime and weekend engine, ladder truck, and basic EMT response, and on weekdays when career staff are detailed to other stations or training. Both of these stations located within College Park are extremely busy, especially with EMT response to UMD student housing both on and off campus. Most of the other stations surrounding, and responding to calls in, College Park similarly rely on volunteers.

The Prince George's County Fire and Emergency Medical Services Department is recognized world-wide as the model combined career/volunteer fire and rescue service organization. It is critical to the quality of life in Prince George's County, that highly qualified volunteer first responders are recruited and retained. To improve the LOSAP benefits for volunteers is essential to retaining the volunteers who constitute a majority of the qualified fire and EMT first responders in the County. The County cannot afford to have to replace these volunteers with all career staff. Improved LOSAP benefits are an affordable means to improve retention of experienced volunteers.

We ask for your support and full funding of the improved LOSAP benefits outlined in CB-22-2014.

Sincerely,

Andrew M. Fellows  
Mayor

cc: The Honorable Rushern Baker, County Executive

**COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND**

**2014 Legislative Session**

Bill No. CB-22-2014

Chapter No. \_\_\_\_\_

Proposed and Presented by Council Member Lehman

Introduced by Council Members Lehman, Franklin, Campos, Davis, Harrison, Olson,

Patterson, Toles and Turner

Date of Introduction September 23, 2014

**BILL**

1 AN ACT concerning

2 Length of Service Award Program

3 For the purpose of increasing certain benefits under the Length of Service Award Program for  
4 volunteers and surviving spouses.

5 BY repealing and reenacting with amendments:

6 SUBTITLE 11. FIRE SAFETY.

7 Section 11-328,

8 The Prince George's County Code

9 (2011 Edition; 2013 Supplement).

10 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,  
11 Maryland, that Section 11-328 of the Prince George's County Code be and the same is hereby  
12 repealed and reenacted with the following amendments:

13 SUBTITLE 11. FIRE SAFETY.

14 DIVISION 6. VOLUNTEER FIRE COMPANIES.

15 **Sec. 11-328. Length of Service Award Program.**

16 (a) There is hereby established a Length of Service Award program for active volunteer  
17 members of the Prince George's County Fire/Emergency Medical Services Department.

18 (b) Eligibility. Beginning July 1, 2005, any person who has reached the age of fifty-five  
19 (55) and who has completed a minimum of twenty-five (25) years of certified active volunteer  
20 service with any Prince George's County volunteer fire company or volunteer rescue squad or

1 combination thereof shall be eligible to participate in the Length of Service Award Program.

2 The requirements for eligibility are:

3 (1) The member must meet the active membership test under the procedures  
4 established herein.

5 (2) Classification as an "active" member by an individual department bylaws is not  
6 sufficient to be eligible.

7 (3) Volunteer members of the fire department of the City of Takoma Park shall not be  
8 eligible to participate in the program.

9 (c) Benefits.

10 (1) Effective July 1, 2005, and thereafter, any volunteer who has completed twenty-  
11 five (25) years of certified active service within the Prince George's County Fire/Emergency  
12 Medical Services Department upon reaching age fifty-five (55) shall receive a payment of One  
13 Hundred Twenty-five Dollars (\$125.00) per month for fiscal year 1988; One Hundred Fifty  
14 Dollars (\$150.00) per month for fiscal year 1989; One Hundred Seventy-five Dollars (\$175.00)  
15 per month for fiscal year 1990; Two Hundred Dollars (\$200.00) per month for fiscal year 1991  
16 through fiscal year 2000; and Two Hundred Twenty-five Dollars (\$225.00) per month for fiscal  
17 year 2001 and for each fiscal year thereafter until June 30, 2015. Effective July 1, 2015, and  
18 thereafter, any volunteer currently receiving benefits or that has served twenty-five (25) years  
19 and attained the age of fifty-five (55) as of July 1, 2015, shall receive a payment of Three  
20 Hundred Fifty Dollars (\$350) per month for fiscal year 2016; Three Hundred Seventy-Five  
21 Dollars (\$375) per month for fiscal year 2017; Four Hundred Dollars (\$400) per month for fiscal  
22 year 2018; and Four Hundred Fifty Dollars (\$450) per month for fiscal year 2019 and for each  
23 fiscal year thereafter follow the percentage equivalent to the Consumer Price Index (CPI).

24 (2) A payment of [Four] Eight Dollars (\$[4] 8.00) per month shall be added to the  
25 benefits described above, for each full year of certified service in excess of twenty-five (25)  
26 years. Payments shall begin on the first day of the month following eligibility. The provisions  
27 of this Section shall apply to all members currently receiving benefits upon certification of  
28 additional years.

29 (3) In the event that an active volunteer fireman or rescue squadsman (for purposes of  
30 this Subsection only herein defined as one who has a minimum of ten (10) years active certified  
31 service with five (5) years immediately preceding) attains the age of seventy (70), he shall be

1 entitled to a payment of [Four] Eight Dollars (\$[4] 8.00) per month for each year of certified  
2 service. Payments shall begin on the first day following eligibility.

3 (4) Once a member is receiving benefits under Subsections (c)(1) or (2), that member  
4 may annually accrue additional benefits by certified active service.

5 (5) In the event that:

6 (A) Any active volunteer is found by the Maryland Workers' Compensation  
7 Commission to be permanently disabled in the course of his employment as a volunteer fireman  
8 or rescue squadsman, as defined by the State Workers' Compensation Law; and

9 (B) Such disability is found by a competent medical authority, designated by the  
10 County Executive of Prince George's County, to prevent the volunteer from pursuing his or her  
11 normal occupation; then

12 (C) Such volunteer shall receive the benefits prescribed in Subsection (c)(1), as  
13 though he had twenty-five (25) years of service and had attained the age of fifty-five (55) years.

14 These benefits shall begin on the first day of the month following the establishment of  
15 entitlement by the medical authority established by the County Executive, and shall be  
16 retroactive to the date of injury where such date is clearly established or in the absence thereof,  
17 the date of determination of entitlement by the Workers' Compensation Commission. Claims for  
18 disability must be filed within one (1) year after the date of injury.

19 (6) Once a member has received benefits under Subsection (c)(5) he may not accrue  
20 additional benefits for subsequent service.

21 (7) (A) In the event that any qualified volunteer shall die while receiving benefits,  
22 then his or her surviving spouse is entitled to benefits equal to fifty percent (50%) of the  
23 volunteer's benefits. These benefits shall terminate upon death or remarriage of the spouse.

24 (B) In the event that a qualified volunteer dies prior to receiving any benefits  
25 under this Section, his or her surviving spouse is entitled to benefits equal to fifty percent (50%)  
26 of the benefits earned by the deceased volunteer. These benefits shall terminate upon death or  
27 remarriage of the spouse. A qualified volunteer is defined as one who has completed twenty-five  
28 (25) years of certified service, or is qualified to receive benefits under this Act.

29 (C) Any surviving spouse receiving benefits pursuant to Subsection (c)(1) on  
30 June 30, 1987, shall be entitled to One Hundred Dollars (\$100.00) per month effective January 1,  
31 1992. Effective July 1, 2000, any surviving spouse receiving benefits pursuant to Subsection

1 (c)(1) on July 1, 2000, shall be entitled to One Hundred Twenty-five Dollars (\$125.00) per  
 2 month. Effective July 1, 2014, and thereafter, any surviving spouse receiving benefits pursuant  
 3 to Subsection (c)(1) shall be entitled to Two Hundred Fifty Dollars (\$250) per month.

4 (8) When a qualified volunteer dies after July 1, 2005, a burial benefit of Five  
 5 Thousand Dollars (\$5,000.00) shall be paid to the surviving spouse, and if there is no surviving  
 6 spouse to the estate of the decedent. Effective July 1, 2014, and thereafter, the burial benefit  
 7 shall be Ten Thousand Dollars (\$10,000). Effective July 1, 2014, and thereafter, the burial  
 8 benefit shall be Twenty Thousand Dollars (\$20,000) for a qualified volunteer whose death results  
 9 from an accidental personal injury arising out of and in the course of his volunteer service. A  
 10 qualified volunteer is defined as one who has completed twenty-five (25) years of service or is  
 11 qualified to receive benefits under this Section.

12 \* \* \* \* \*

13 SECTION 2. BE IT FURTHER ENACTED that the provisions of this Act are hereby  
 14 declared to be severable; and, in the event that any section, subsection, paragraph, subparagraph,  
 15 sentence, clause, phrase, or word of this Act is declared invalid or unconstitutional by a court of  
 16 competent jurisdiction, such invalidity or unconstitutionality shall not affect the remaining  
 17 words, phrases, clauses, sentences, subparagraphs, paragraphs, subsections, or sections of this  
 18 Act, since the same would have been enacted without the incorporation in this Act of any such  
 19 invalid or unconstitutional word, phrase, clause, sentence, subparagraph, subsection, or section.

20 SECTION 3. BE IT FURTHER ENACTED that this Act shall take effect forty-five (45)  
 21 calendar days after it becomes law.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

COUNTY COUNCIL OF PRINCE  
GEORGE'S COUNTY, MARYLAND

BY: \_\_\_\_\_  
Mel Franklin  
Chairman

ATTEST:

\_\_\_\_\_  
Redis C. Floyd  
Clerk of the Council

APPROVED:

DATE: \_\_\_\_\_ BY: \_\_\_\_\_  
Rushern L. Baker, III  
County Executive

KEY:

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4

# Proposal for Bike Share RFP

## MEMORANDUM

**TO:** Mayor and Council

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

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

**DATE:** October 3, 2014

**SUBJECT:** City Bikeshare Implementation

### ISSUE:

Bikeshare implementation in the City has been affected by the bankruptcy of the equipment vendor. To continue moving forward, the City and University are preparing a request for proposals (RFP) that will be advertised in the near future.

### SUMMARY:

The City and the University are interested in jointly establishing a bikeshare system. Both parties received a Maryland Department of Transportation (MDOT) grant in 2012 totaling \$350,000 which can be used to pay for up to 80% of the system equipment costs.

At the time the grant was awarded, it was the intent of the City and University to join the Capital Bikeshare System (CaBi). Bicycles and stations were to be sourced from the Public Bike Share Corporation (PBSC) of Montreal, Canada, while the operations side of CaBi would be handled by Alta Bicycle Share (Alta), headquartered in Portland, Oregon. The MDOT grant was awarded as a sole source contract to both entities using federal funds.

However, PBSC ceased to exist when all of its assets were sold to the highest bidder during their bankruptcy liquidation process earlier this year. The new owner has named the company PBSC Urban Solutions (PBSCUS) and proposed changes to their station components that will result in incompatibilities with existing CaBi equipment.

Alta has reviewed the history of their relationship with PBSC and the potential for a successful longterm relationship with PBSCUS. They determined that it is in their best interest to move to a new supplier and have selected the 8D Company to be their new bikeshare system partner. Alta has indicated they intend to move away from purchasing PBSC equipment for the CaBi system.

CaBi member jurisdictions (DC, Arlington and Montgomery Counties, and the City of Alexandria) are currently developing a strategy to address this situation. Their plan will likely involve an extended transitional phase from PBSC to 8D equipment. The earliest availability of this new equipment is not expected until the first half of 2015.

In order to be released from the existing grant terms and receive the funds, the State has informed the City and University that it will be necessary to select a vendor through a competitive bid. Consequently, City Planning Department staff have been working closely with University Department of Transportation Services staff to draft a RFP. Staff have contacted State officials to ensure that the resulting RFP will meet the requirements of both MDOT and the original source of the funds, the Federal Highway Administration.

It should also be noted that worldwide bikeshare usage has expanded and significantly evolved in just the last two years. The RFP process presents a timely opportunity to examine the innovations offered by new participants in this industry. For example, one of several new stationless bikeshare systems could potentially better serve our campus environment & include more areas of the City. We look forward to reviewing all proposals to find a bikeshare system that provides the best match of cost, features, expandability and suitability to our City's needs and then bringing forward a recommendation to the City Council.

**RECOMMENDATION:**

For informational purposes only.

5

CPCUP

Pre-K to 6

school

proposal



## COLLEGE PARK CITY UNIVERSITY PARTNERSHIP

### Proposal PRE-K THROUGH ELEMENTARY PROGRAM

The College Park City-University Partnership (CPCUP) is the local development corporation jointly funded by the University of Maryland and the City of College Park. It was founded to promote and support the economic welfare of College Park and the University of Maryland through activities including commercial revitalization, community development, quality housing opportunities and K-12 education consistent with the interests of the City of College Park and the University of Maryland.

In 2011, at the request of University President Dr. Wallace Loh, City of College Park Mayor Andrew Fellows and City of College Park City Council, CPCUP developed a vision for the University District to be achieved by the year 2020. This vision is focused on five key areas: PreK-12 Education, Public Safety, Transportation, Housing/development and Sustainability.

Each strategy addresses the overarching goals of attracting residents and businesses, creating a vibrant, innovative district, reducing commute times and creating a more pedestrian/biking/transit friendly environment. However, in order to significantly transform College Park into a living and learning community, improving the quality and availability of PreK-12 education in the University District is one of the most urgent and important tasks at hand.

The purpose of this proposal is to launch a contract program as a nonprofit organization to deliver an experiential, collaborative, UMD-infused specialty program into one or more public elementary schools in the University District. The program, when fully launched, will serve students from pre-kindergarten to sixth grade in a mixed-grade, project-based learning specialty program. The intention is to pilot a pre-K, potentially housed at the old Calvert Road School in College Park, a stand-alone Kindergarten and a mixed first/second grade. The goal is that the nonprofit organization and contract program will be launched in the Spring of 2015 and the pilot program will be launched in the Fall of 2015.

**Why we believe we can be successful.** In 2013, CPCUP founded the College Park Academy (CPA), a public charter middle and high school for Prince George's County students that is one of the most advanced "bricks and clicks" middle schools in the country. CPA's mission is to become one of the most academically rigorous college preparatory programs in the country.

In its first year of existence, the school has successfully launched an extended day, extracurricular programs and a summer camp. In addition, CPA has built strong relationships with organizations in College Park developing exciting programs that are preparing 21<sup>st</sup> century students. Another measure of CPA's success: CPA students scored higher than almost all Prince George's County schools, the Montgomery County Average, and the MD State average on the Maryland Schools Assessment test.

Building off CPA's successful launch in 2013, the goal is to expand programs that work, parents want, and children are successful in.

The University of Maryland, Center for Young Children (CYC) is a laboratory school within the University of Maryland College Park, College of Education that was founded in 1948. To date CYC is one of the most sought after preschools and kindergarten in the area by both University employees with families and community parents.

The CYC provides an innovative and exemplary early childhood program for children in the 3 to 6 age range. The program is grounded in the philosophy of John Dewey, who believed in the ability of children to learn from high quality first hand experiences. Children study their world by questioning, hypothesizing, and summarizing information on how the world works. Through this approach, the CYC fosters the continued growth and development of each child on a cognitive, physical, emotional, social and artistic level. In addition to educating preschool and kindergarten children, the CYC provides professional opportunities for both pre-service and veteran teachers and supports research on how children develop and learn.

Integrating an experiential, CYC-like, project-based, UMD- infused specialty program into local elementary schools for pre-K through sixth grade students will help foster stronger community ties between the University and the City. It will help keep parents who work at UMD in the area, will strengthen schools and community organizations, will provide research and study opportunities for the University, and will invigorate these entities to continue delivering cutting-edge programs.

**How the program will work.** The proposed contract program would integrate a CYC-like/Bank Street/project-based learning specialty kindergarten to sixth grade program into one or more local public elementary schools – either as a full day specialty program within the school, or as a part-time program that is integrated as a specialty class. The pre-K piece would be located in a new center at the old Calvert Road School in College Park, if that becomes available for this purpose.

Modeled after the CYC and the Bank Street School (the New York City school that CYC was modeled after), the program will embrace a holistic educational approach, supporting the cognitive, physical, emotional, social and artistic growth of each child. This will be accomplished in small classroom settings with mixed grades, with the exception of Kindergarten, and no more than 25 students per class (the goal would be no more than 20 students per class). The program will incorporate many themes including sustainability and environmental stewardship in the curriculum and operation of the program.

Both the full-day and the part-time program will be grounded in project-based learning and aligned to the Maryland State Common Core standards, as mandated by the Maryland State Board of Education and the Prince George's County Public School System. Project-based learning is derived from the belief that students learn best by experiencing and solving real-world problems and that this engagement makes them more apt to become life-long learners. Projects are in-depth studies of a topic that may last for weeks depending on the engagement of the students. Students analyze a problem and become critical thinkers in curriculum domains such as Language Arts, Mathematics, Science, Social Studies and the Arts. For elementary school, project work is supported by concrete first hand experiences such as field trips, guest speakers who are experts in their field, non-fiction books, and internet research. This approach compliments more formal learning but does not focus on rote memorization. In order to align the proposed curriculum to the state standards, a draft curriculum plan has been developed and will continue to be developed as the program nears the final stages of planning.

The initial full-day pilot will be proposed at Paint Branch Elementary School (which currently is only using 84% of its capacity and has space for this additional program) and other local elementary schools, as determined by capacity. If the proposal is accepted at Paint Branch Elementary School, the program will start with a stand-alone kindergarten and a mixed-grade first and second grade program in Fall 2015. The program, at Paint Branch, will be open to all elementary students living in College Park by structuring a choice catchment area for College Park families.

The part-time program would be proposed to schools that are interested in project-based learning, but may not have the capacity to offer a stand-alone program due to being at or over capacity. This would give students who do not participate in the full program the opportunity to be introduced to project-based learning in a specialty class that is available two times per week each semester, whereas the full-day program would be a separate entity for students.

The proposed mixed-grade program would be available to both options – the full-day program or the part-time program. The part-time program would structure each project-based learning class to include students from two grades. Mixed-grade means that students will spend two years in each classroom, the first year will be the “explorer” year and the second year will be the “expert” year. Classroom admittance will be based strictly on the child’s chronological age. Students in their first year, the explorer year, will learn classroom routines from the students in their second year, the expert year. This classroom structure will encourage students to take ownership of the classroom and expand their leadership capabilities. The stand-alone kindergarten is meant to give students, who may or may not have participated in the pre-K program a chance to become accustomed to project-based learning before joining the first/second grade classroom. This strategy will help build a culture around project-based learning, which is vital to the success of the program.

The hope is that the full-day kindergarten and mixed grade 1<sup>st</sup>/2<sup>nd</sup> grade classes, or the part-time project-based learning classes, would be hosted in one or more local public elementary schools, while the pre-K portion would be located at the old Calvert Road School, if the building becomes available to us for this purpose. If the old Calvert Road School is an option for this purpose, the Calvert Road School will also house a high quality infant/toddler program in preparation for project work in the preschool program. Once those students enter pre-K they would be part of the contract school program and could be “graduated” to the local public schools that host the Kindergarten through 6<sup>th</sup> grade program.

Once the program is launched, the goal will be to grow the UMD-infused project based learning program into all elementary grades in future years, adding one year at a time so that the mixed-grade program is available from pre-K to sixth grade.

The kindergarten through sixth grade element will be free to parents, and would be opt-in by child through the Prince George’s County Public School system. The pre-kindergarten component will be fee-for-service; parents of three and four year olds will pay a rate set by the market for preschool unless their child is four years old and their family is at 200 percent of the poverty level, in which case the program will receive funds from Maryland State Department of Education through pre-K expansion grants.

**Proposed governance.** In order to create an entity with legal authority to govern and operate a public contract program as well as a pre-K program, CPCUP proposes to launch a nonprofit organization or help CYC launch a nonprofit organization dedicated to delivering this program. This contract school program would include one governing board for the pre-K and elementary program.

Board members for the nonprofit overseeing this contract school program will be selected by suggestions from the University of Maryland, the City of College Park and the Center for Young Children’s Parent-Teacher Association.

These members will then be appointed by the Board of Directors for the College Park City University Partnership, who represent leaders from the City of College Park and University of Maryland. Members of the Board for the new program could include Nathan Fox, Chair HDQM and Lab Director, UMD’s Child Development Laboratory, Fran Favretto, director, UMD Center for Young Children, as well as other City and University Leaders.

The school’s leadership and key staff will be selected by the new Board, with recommendations from the University and the City of College Park.

This public contract school program will operate with funding from the Prince George's County Public School System and at the same time, the program will have autonomy when it comes to the project-based learning curriculum.

**Budget for the program.** This program will be open to students in pre-K up to sixth grade. Our budget will contain a pre-K fee-for-service program, while the PGCPs elementary school program will be school-funded for those up to sixth grade.

*Pre-K program (3 and 4 year olds)* – This will be fee-for-service, at a rate set by the market unless the child is four and the family is at 200 percent of the poverty level.

- Children ages 3 and 4 would be funded by tuition (similar to UMD CYC).
- Middle class families would pay market rate for the high-quality educational program.
- The program would apply to MSDE for state subsidies for families at 200% of the poverty level.
- This program proposes that UMD would contribute capital operating costs the way the University provides overarching benefits for legal issues, insurance, and more at UMD's CYC.
- It also proposes that the City would contribute the building for the program, or in some other way.

*Kindergarten through sixth grade* – Once children enter kindergarten, the program will be free because the program will be a PGCPs-supported specialty contract program, opt-in by child. We will assume an allotment of about \$8,953 per student once children are at the kindergarten age and through sixth grade, which is the current FY'15 per pupil allotment.

The full day program will consist of 20 students per class, modeled after CYC's kindergarten class size. This is generally consistent with local elementary school class sizes and MSDE recommends that elementary schools maintain a 1:10 ratio with a group size of 20. However, the program could grow to a maximum of 25 students per class depending on which elementary schools the program is placed into. For example, University Park Elementary School hosts four classes of kindergarten with about 25 students in each class.

Each class in the full-day program will have one teacher and an assistant teacher. University of Maryland students will supplement the teachers and assistant teachers in each class for an even better student to teacher ratio.

The part-time class will consist of a number of students per two grades as determined by the principal of that school. The maximum number of students in the specialty class would be 25 students per class. The contract program will offer the part-time teacher to come in two times per week to teach. The expectation is that UMD students will be included in each class in order to reach a better teacher to student ratio.

The goal, when this program is fully realized, is to meet demand with roughly 300 students participating in either the full-day or the part-time program.

The opportunity for research by UMD's HDQM will be factored into the budget as will professional development for teachers and the PGCPs school system, a key piece to preparing the program's teachers and keeping them up to date regarding the cutting-edge of best practices. In order to supply the initial professional development for teachers, UMD CYC teachers could offer some hours of training. The amount of professional development offered by UMD CYC teachers would be determined by what CYC teachers currently do at other local schools interested in project-based learning. The other option: bring Lillian Katz and Sylvia Chard, the gurus of project based learning to a workshop for our teachers, which would cost about \$5,000.

**Program name.** A distinct name will be chosen for this program to relate the Vision CPCUP created to have a world-class education system for residents in College Park and proximal areas. In order to determine the name, this program proposes to do a survey to determine which names would be best. Some of the names for this program that have been introduced for consideration include –

- University District Elementary Program
- University District Elementary Institute
- University Community Elementary Program
- University Neighborhood Elementary Institute
- College Park Neighborhood Elementary Program
- College Park District Elementary Program
- College Park School for Children (CPSC)
- The School at College Park (SCP)
- College Park Primary School (CPPS)
- College Park University School (CPUS)
- University School in College Park (USCP)

**Strategic relationships.** This CYC-like program in elementary schools and or Calvert Road would have relationships modeled after the College Park Academy’s relationship with the University of Maryland. UMD professors would be invited to do research, UMD graduates would be hired to teach and run the program, and we would place UMD students as interns and teachers. Leaders from the City of College Park, interested UMD Faculty and CYC Parent-Teacher Association would be invited to help plan and implement this program. Principals from local elementary schools, teachers and members of each elementary school’s PTA would be invited to be key partners as well.

**Opportunity for UMD research.** By creating a contract program that University researchers can utilize as a laboratory for innovative practices and a means to operationalize the dissemination and investigation of these practices to local public schools, this program will be a tremendous asset to the University and to Prince George’s County. If the pre-K program is housed at Calvert Road, the renovations would include break-out research rooms – one for children and one for the researchers adjacent to the children’s room. Each research room would have built-in audio and video for researchers to be able to study child development, interaction and create best-practices for teacher development. Each elementary school that hosts the K-6 program would provide break-out research rooms as well. The site or the program would provide audio and video for researchers.

The program would hire a coordinator to help schedule research and act as a liaison for the University’s Department of Human Development and Quantitative Methodology (HDQM), the center and parents. Parents would receive information about research as well as cooperate in providing consent for their children for research. UMD’s HDQM faculty would come to a parent’s night and describe their work and provide feedback on their work to parents, as they do now at CYC.

**Benefits to existing local Prince George’s County elementary schools.** The expansion of the CYC is directly aligned with the CPCUP educational vision for College Park and the surrounding communities which was signed onto by the University of Maryland and the City of College Park. The initial pilot is designed with the express purpose of building capacity for project-based learning in the local elementary public schools that serve College Park students.

In addition to creating a new program for students, the school system would benefit from the program because it would cultivate a formal professional learning relationship between local elementary schools and the University of Maryland’s College of Education, creating an education innovation network that cuts across school settings. This contract program would serve as the epicenter of this partnership by facilitating multi-school workshops, reciprocal site visits, student teacher rotations, collaborative research, and multi-school social activities. Local PGCPSS elementary schools would thus be supported in implementing approaches pioneered in this contract program to see which are viable to go county-wide and which may need to be adapted or re-envisioned. Through an emphasis on collaborative inquiry with the College of Education and the PGCPSS system, this

contract school will be carefully positioned to address perennial challenges in teacher education that currently limit the impact both entities have had in effectuating tangible school reform (e.g. teacher induction, teacher socialization, and the theory to practice transfer).

**Building on existing investment.** In recent years investments have been made by the City of College Park and the University, as well as Prince George's County, the State of Maryland, and the federal government, to make the College Park community a more sustainable place for residents to live and work.

This contract program would give College Park elementary schools and the whole PGCPSS system an edge over others by leveraging the most obvious unique educational resource: the University of Maryland. In addition, by potentially placing the pre-K piece at the Old Calvert Road School will help the city rehab the building, and create a vibrant work/live neighborhood for new families to move into. Providing elementary schools in the area with a new program that students can opt-into and that is connected with the vast wealth of knowledge at the University this CYC-like expansion will be a game-changing step in the pursuit of tangible local education reform in College Park and Prince George's County.

DRAFT LETTER PROVIDED BY CPCUP

October 14, 2014

Jim Rosapepe, Chair  
College Park City-University Partnership  
4500 Knox Road, College Park, MD 20740

RE: Letter of Support for College Park City-University Partnership's Pre-K through Elementary proposal

Dear Senator Rosapepe,

At our regular meeting on October 14, 2014, the City voted X to X, to support the College Park City-University Partnership's proposal to launch a contract program as a nonprofit organization to deliver an experiential, collaborative, UMD-infused specialty contract program into one or more public elementary schools in the University District. As such, the City of College Park is pleased to provide this letter of support to the College Park City-University Partnership (CPCUP).

The College Park City-University Partnership is the local development corporation jointly funded by the University of Maryland and the City of College Park. It was founded to promote and support the economic welfare of College Park and the University of Maryland through activities including commercial revitalization, community development, quality housing opportunities and K-12 education consistent with the interests of the City of College Park and the University of Maryland.

Once launched, we believe this program will be successful for two reasons:

- CPCUP, at the initiative of the University of Maryland and the City of College Park, successfully founded the College Park Academy (CPA) in 2013 – a public charter middle and high school for Prince George's County students that is one of the most advanced "bricks and clicks" middle schools in the country.
- This proposed pre-K through elementary program will integrate a program similar to that of the University of Maryland's Center for Young Children, which is a highly sought after, innovative, project based learning program.

By offering a program that works, parents want and children are successful in – while also benefitting local public schools – CPCUP's proposal will accelerate University District Vision's 2020 education goal: to increase the number of families living in College Park and enrolling in local public schools.

We are very excited about this opportunity to support the Partnership in moving forward this proposal and launching the programs for the Fall of 2015.

Sincerely,

Andrew M. Fellows  
Mayor

6

Information for  
public forum on  
site selection for  
City Hall

**MEMORANDUM**

To: Mayor Andrew Fellows and City Council  
From: Bill Gardiner, Assistant City Manager BG  
Through: Joe Nagro, City Manager  
Copies to: Steve Groh and Terry Schum  
Re: Options for City Hall  
Date: October 2, 2014

As a follow-up to the Council discussion on September 2, 2014 about the future city hall, the City Manager, Assistant City Manager, Director of Planning, and Director of Finance met with Carlo Colella, (Vice-President for Administration and Finance), Anne Martens (Assistant Vice-President for Administration and Finance), and Omar Blaik (Advisor to the President) from the University of Maryland. The purpose of the meeting was to obtain an update on the status of Baltimore Avenue frontage properties between Knox Road and Lehigh Road, and to explore if the University had additional ideas regarding a possible new city hall on land it may acquire or on the existing city hall property.

Mr. Colella shared the attached schematics of possible development programs on the City property only, and on the combined properties if the University were to acquire all Baltimore Avenue frontage properties between Knox and Lehigh. This presentation was also shared with the board of the College Park City-University Partnership.

It is provided to Council for its information and possible discussion during the Worksession on October 7<sup>th</sup> and prior to the public forum scheduled for October 28<sup>th</sup>.

CITY HALL  
COLLEGE PARK, MD



ALL WORK © DESIGN COLLECTIVE, INC.

EXISTING CITY HALL



ALL WORK © DESIGN COLLECTIVE, INC.

EXISTING CITY HALL

30'-0" distance  
(for 75% glazing  
allowed at each facade)

POTENTIAL  
BOUNDARY



ALL WORK © DESIGN COLLECTIVE, INC.

EXISTING CITY HALL

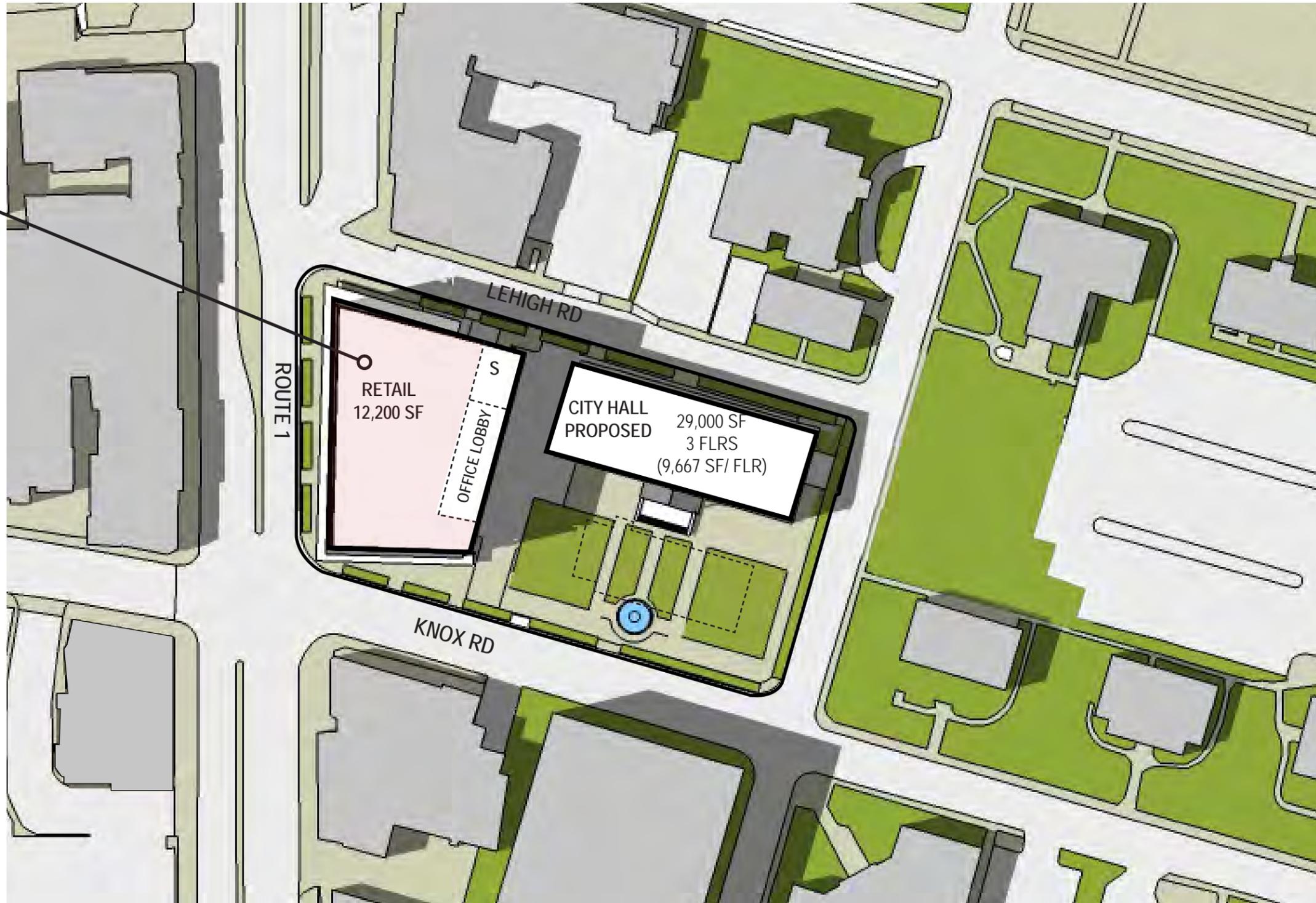
30'-0" distance  
(for 75% glazing allowed at each facade)

POTENTIAL  
BOUNDARY

SIZE OF POTENTIAL  
29,000 SF  
CITY HALL



RETAIL/ OFFICE  
PROPOSED  
88,800 SF  
6 FLRS  
(14,800 SF/ FLR)



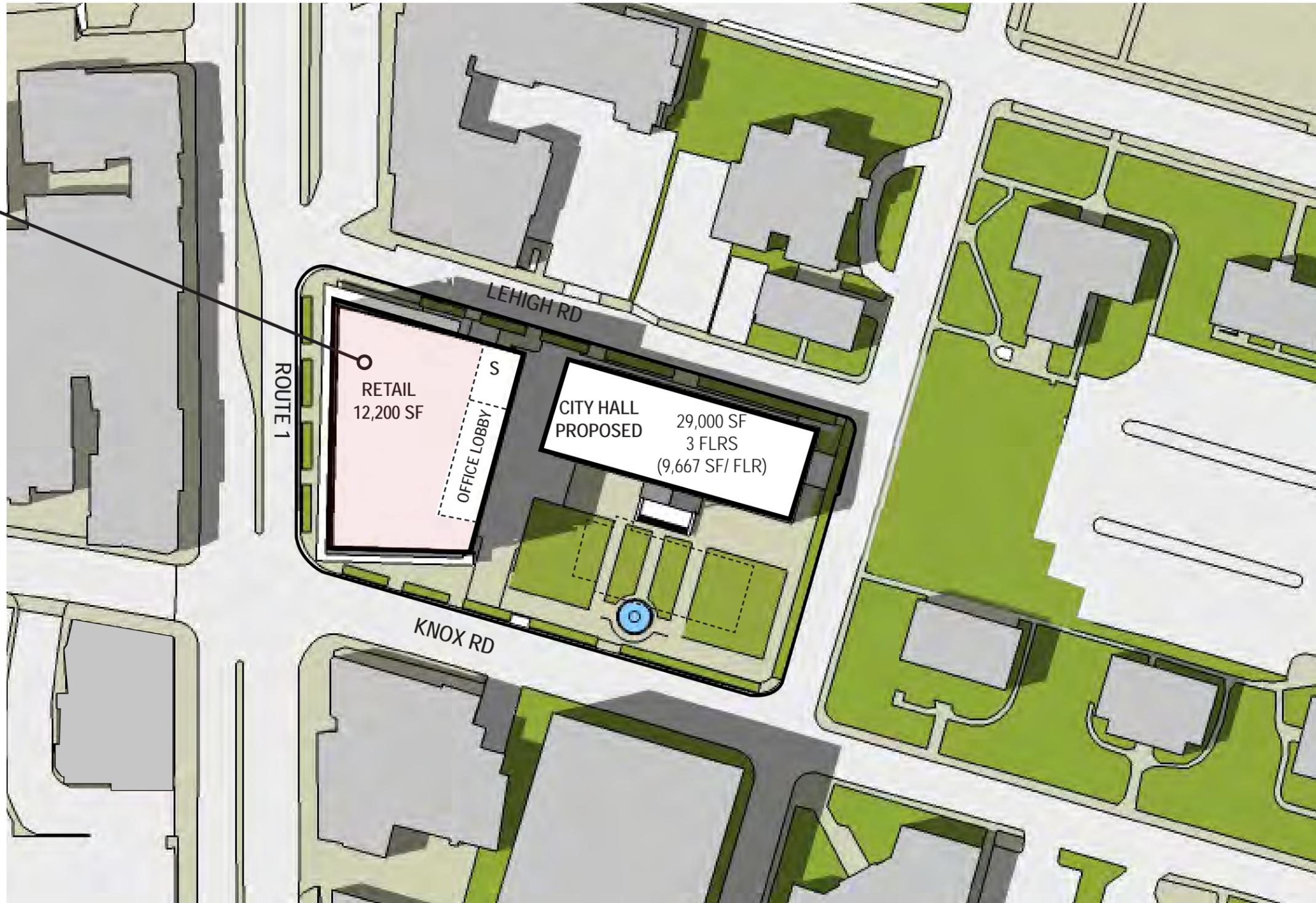


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RETAIL/ OFFICE  
PROPOSED  
59,200 SF  
4 FLRS  
(14,800 SF/ FLR)





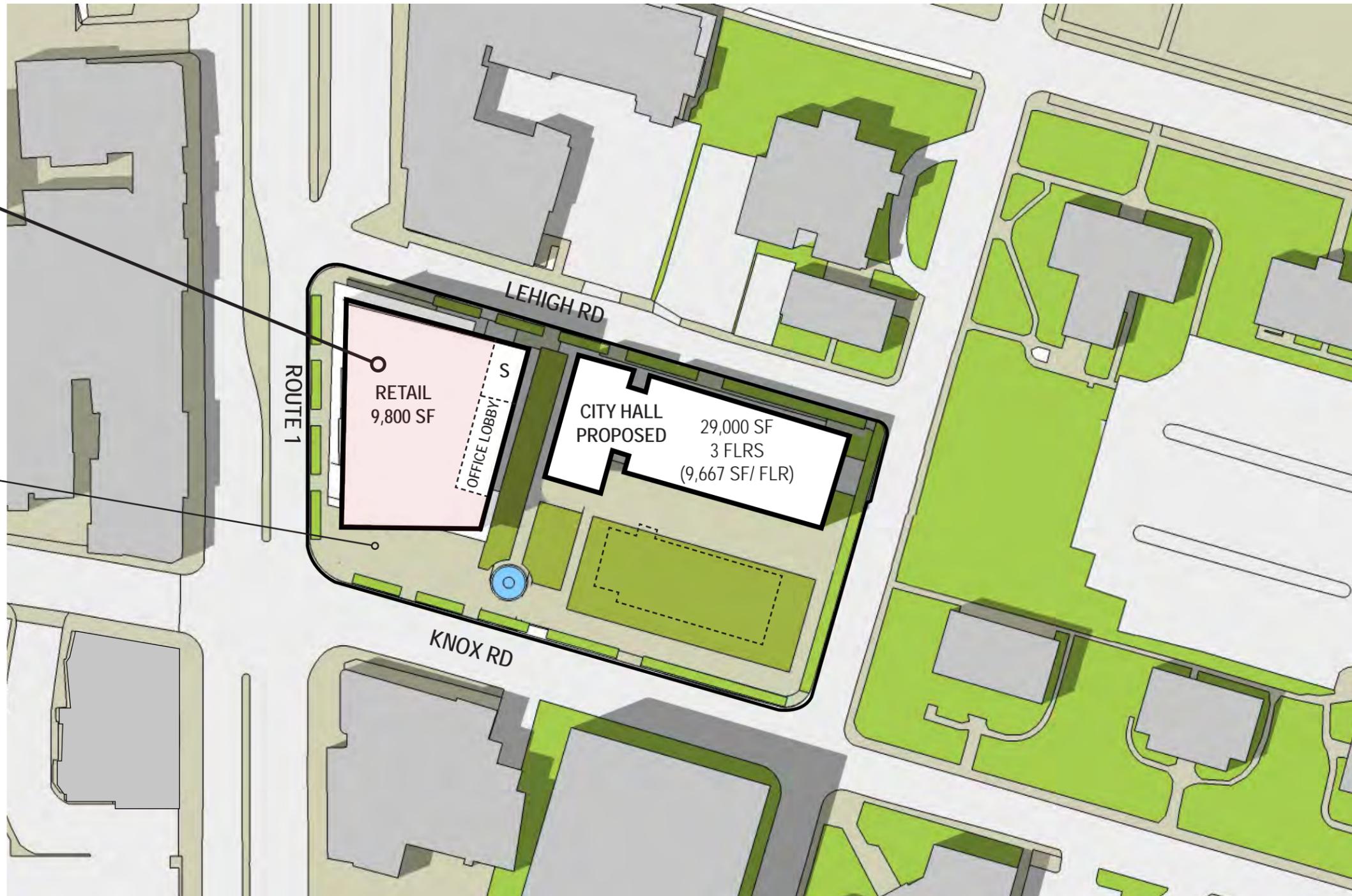
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RETAIL/ OFFICE  
PROPOSED  
72,000 SF  
6 FLRS  
(12,000 SF/ FLR)

(office building set  
back from Knox Rd.  
for City Hall visibility.)





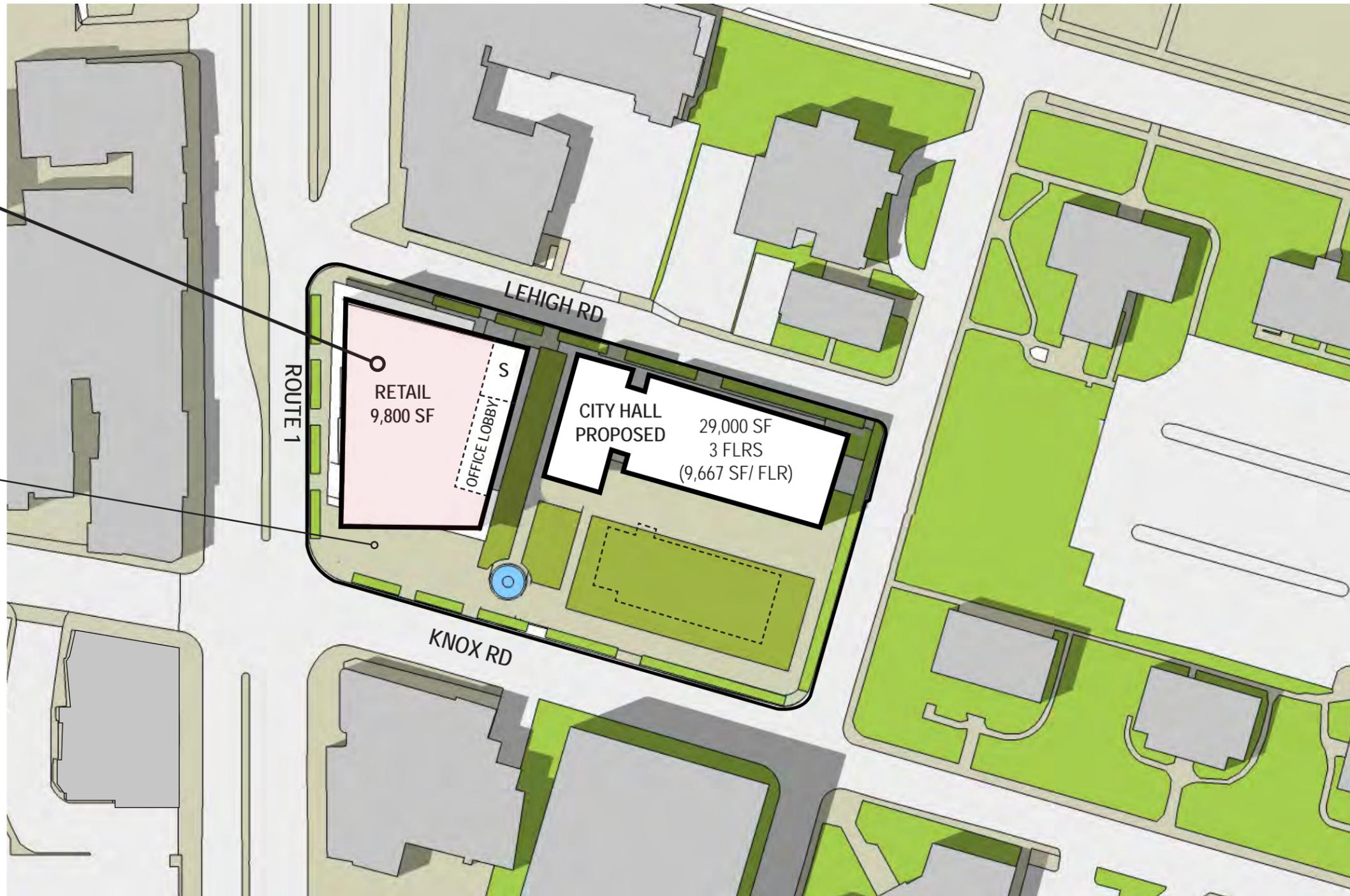
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RETAIL/ OFFICE  
PROPOSED  
48,000 SF  
4 FLRS  
(12,000 SF/ FLR)

(office building set  
back from Knox Rd.  
for City Hall visibility.)





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CITY HALL/ RETAIL/ OFFICE  
PROPOSED  
98,000 SF

6 LEVELS

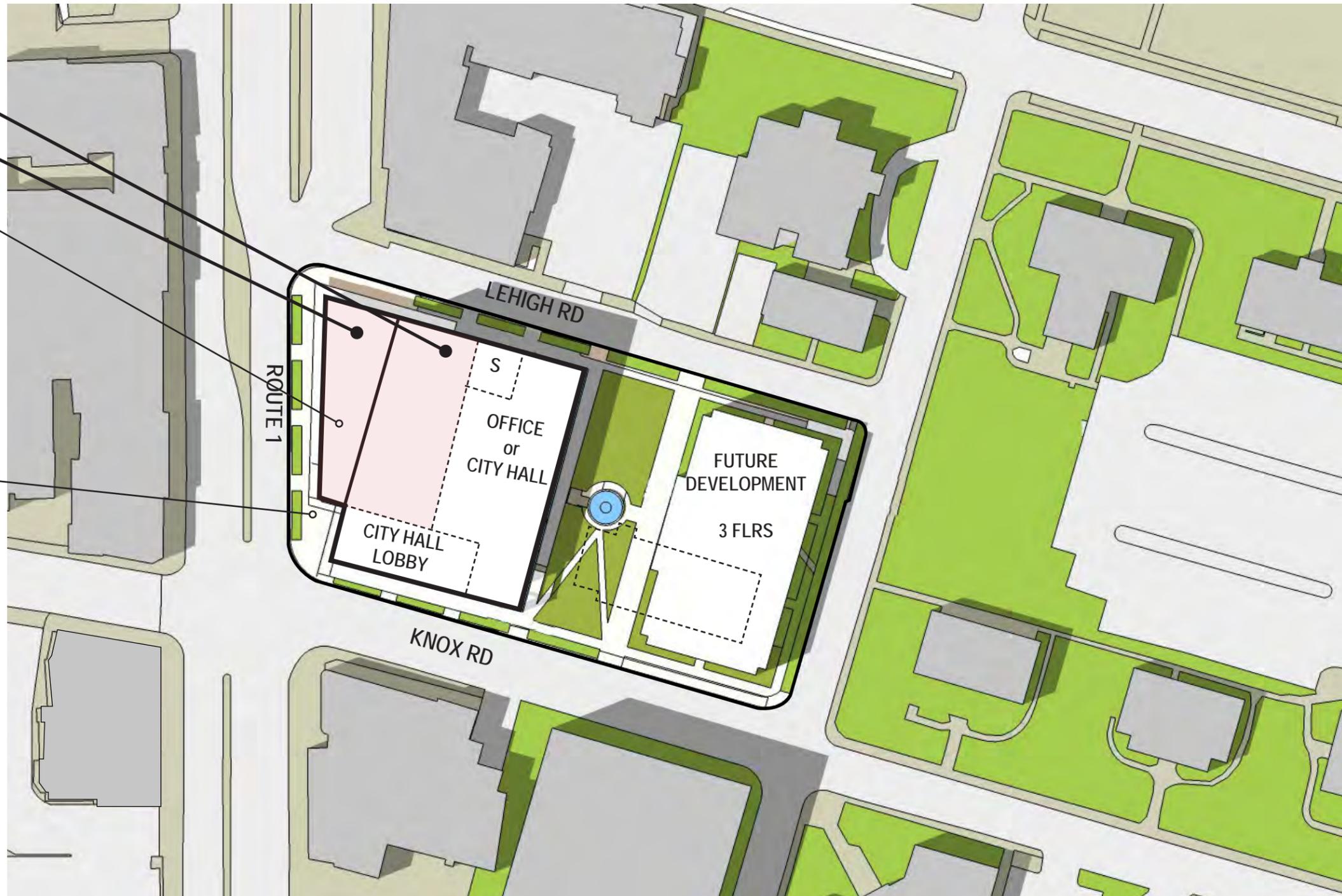
2 LEVELS

RETAIL=  
8,000 SF on GROUND FLR

CITY HALL=  
29,000 SF on 2-3 FLRS

OFFICE= 61,000 SF

*(Highly visible City Hall  
entrance on corner.)*





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ALL WORK © DESIGN COLLECTIVE, INC.

## MEMORANDUM

**TO:** Mayor and Council  
**FROM:** Terry Schum, Planning Director  
**THROUGH:** Joseph L. Nagro, City Manager  
**DATE:** August 29, 2014  
**SUBJECT:** Site Selection for City Hall

### ISSUE

At the City Council Worksession on August 6, 2014, staff was asked to provide some order of magnitude information for comparing the cost of building a new City Hall on the existing Knox Road site and building City Hall at the Calvert Road site. Staff was also asked to indicate what the next steps in the process would be.

### SUMMARY

Attached is a matrix showing the relative cost differences between the two sites. The construction-related hard and soft costs were developed with the assistance of Proffitt and Associates using numbers based on their recent experience designing for the renovation and addition to the current City Hall. The relocation cost is based on the average downtown rental rate for office space for one year. The entitlement cost represents the legal and filing fees associated with taking a project through the Detailed Site Plan process, which is only a requirement for the Knox Road site. It should be emphasized that these costs are only estimates and not exact values.

The results show that there is a potential cost savings of \$1,117,431 by choosing to build City Hall at the Calvert Road site. Another advantage would be the revenue realized through a future sale or lease of the Knox Road site along with the tax benefits of new private sector development.

### RECOMMENDATION

Staff recommends selecting the Calvert Road site for a new City Hall. The next steps would be:

1. Introduce a motion for public comment.

2. Determine whether to continue to use Proffitt and Associates for architectural design services or to go out to bid with a Request for Proposals.

## **ATTACHMENT**

1. Site cost comparison

College Park City Hall Knox Road and Calvert Road Cost Comparison - 08/27/14		Knox Road Site				Calvert Road Site				Remarks
		Demolition and New Construction				Demolition/Renovation and Addition				
Item	Description	Unit	Qty.	Unit Cost	Cost	Unit	Qty.	Unit Cost	Cost	
	Site Demolition	sf	22,000	\$2.00	\$44,000	sf	24,400	\$1.75	\$42,700	Removal of paving
	Bulk Building Demolition	sf	12,000	\$3.00	\$36,000	sf	16,000	\$3.00	48,000	Original 1930's front retained
	Selective Building Demolition (interior)	N/A	N/A	N/A	N/A	sf	6,000	\$6.00	36,000	
	Site Work (stormwater paving and landscaping)	sf	15,000	\$20.00	\$300,000	sf	25,000	\$20.00	\$500,000	78 surface parking spaces added to Calvert Road
	New Construction	sf	28,000	\$270.00	\$7,560,000	sf	22,000	\$270.0	\$5,940,000	Includes LEED silver certification
	Renovation	N/A	N/A	N/A	N/A	sf	6,000	\$100.0	600,000	
	<b>Subtotal Construction Cost</b>				<b>\$7,940,000</b>				<b>\$7,166,700</b>	
	Soft Costs/A/E Fees Etc.	% of Const.	7,940,000	7.0	\$555,800	% of Const.	\$7,166,700	7.0	\$501,669	
	Interim office lease	sf	10,000	\$25.00	\$250,000	N/A	N/A	N/A	N/A	Based on 12 months of construction. Moving costs not estimated.
	Entitlements	Hour	100	\$400.00	\$40,000	N/A	N/A	N/A	N/A	Detailed Site Plan required for Knox Road only
	<b>Total</b>				<b>\$8,785,800</b>				<b>\$7,668,369</b>	

**Assumptions:**

All numbers are estimates and not exact values.

Construction hard & soft cost numbers are not escalated.

## SITE COMPARISON BASED ON SELECTION CRITERIA

August 6, 2014

	<b>CITY HALL SITE</b> 1.23 acres Zoned M-U-I/DDOZ	<b>CALVERT ROAD SITE</b> 3.73 acres Zoned R-55
<b>SELECTION CRITERIA</b>		
1. Zoning	Permits public use, commercial, residential, hotel and mixed use	Permits single-family detached housing but deed restricts to public use only
2. Land area	Adequate with off-site parking in parking garage	Adequate with surface parking
3. Type of review process	Detailed Site Plan, building permit	Building permit
4. Pedestrian accessibility	Excellent (downtown center)	Good (downtown edge)
5. Vehicular accessibility	Good (more congested, limited or no on-site visitor parking)	Excellent (less congested, plenty of on-site visitor parking)
6. Visibility & civic prominence	Good (could be dwarfed by Route 1 redevelopment)	Good (between Route 1 and Metro)
7. Minimizes relocation disruption and cost	All City Hall operations may need to relocate during construction	Requires the Public Services Department to relocate during construction
8. Minimizes construction costs	Unknown	Unknown
9. Disposition opportunity if not used for City Hall	Excellent based on demonstrated past interest, zoning and location	Limited based on zoning and deed restrictions
10. Obstacles to Proceeding	Decision on pursuing joint development with UM	None
11. Other	Sale or lease of site could help offset cost of new City Hall elsewhere	Property is vacant and incurs some maintenance costs

## MEMORANDUM

**TO:** Mayor and Council

**FROM:** Terry Schum, Planning Director

**THROUGH:** Joseph L. Nagro, City Manager  
Bill Gardiner, Assistant City Manager

**DATE:** August 1, 2014

**SUBJECT:** Site Selection for New/Expanded City Hall

### ISSUE

The renovation and addition to the existing City Hall building was put on hold in 2013 to explore options with the University of Maryland since they will become owners in the future of most, but not all, of the Route 1 frontage adjoining the City Hall site. The possible options included discussion of various downtown development scenarios proposed by the College Park City-University Partnership (CPCUP) and use of the city-owned Calvert Road site for daycare and/or faculty/staff housing.

During the Council-Staff Retreat in May, Council indicated that it wants to consider only the existing City Hall site and the Calvert Road site as possible locations for a new City Hall. In order to assist Council in selecting the best site, staff were requested to provide information and a framework for moving forward. This memorandum includes an historical timeline of city site redevelopment efforts (Attachment 1) and a list of goals, assumptions and site selection criteria for review and discussion.

### SUMMARY

The idea of using city-owned property to spur downtown development surfaced in the 1990's and serious attempts to build a new City Hall and redevelop the City Hall site date back to 2003. The guiding principle behind this effort was to leverage the sale or lease of the City Hall site to help pay for construction of a relocated City Hall while promoting new development to create a more vibrant downtown center. Over the years, the city has engaged many consultants to assist with this effort. There have been two main stumbling blocks to success. The first has been the difficulty selecting a site for a new City Hall. In the past, a total of nine sites have been considered and staff have twice recommended that the Calvert Road site be selected. Due to community support for retaining this site for a school facility, this never came to fruition. The second stumbling block has been the inability to assemble the Route 1 frontage with the City Hall property to create a more attractive site for public/private development.

It appears that both of these stumbling blocks may have been diminished. Residents speaking at a community meeting in the spring where development options for the Calvert Road site were presented, expressed support for City Hall and other public uses at this location. The University of Maryland Foundation recently learned that they will be the beneficiary of a Charitable Remainder Trust that transfers four of the six Route 1 properties to them and the university is interested in pursuing joint development options with the city. In moving forward, the City Council needs to agree on how to proceed. Staff offer the following to assist with these deliberations.

### Purpose of Project

The purpose of the project is to make a final decision on the location for a new City Hall and to proceed with the design of the project. Options available to the city for City Hall include 1) Continue "as-is" with the current City Hall expansion plan; 2) Redesign City Hall to eliminate reuse of the existing building and allow for additional development on site; and 3) Develop a new City Hall plan and design at the Calvert Road site. Related to this decision is determining the appropriate use or uses for the City Hall and Calvert Road sites.

### Goals

1. Use city land to maximize its value and return of investment to the city.
2. Minimize rehabilitation/construction costs of City Hall to the extent possible.
3. Minimize disruption to city operations by moving only once.
4. Rehabilitate the historic Calvert Road School (to the extent possible) for public use.
5. Play a strategic role in the redevelopment of downtown.
6. Meet obligation/expenditure requirements of the state bond bill (approximately \$600,000) before the June 2015 deadline.

### Assumptions

1. No new sites will be considered for the relocation of City Hall.
2. There is no proposed school use for the Calvert Road School.
3. Public use of Calvert Road site is required by deed.
4. There is no confirmed timetable for University of Maryland control of the Route 1 properties.
5. Additional properties will need to be acquired to have full access to the Route 1 properties.
6. Remaining on the City Hall site during construction of a new City Hall is not advisable (see Attachment 2, memorandum from Kevin Kneer dated July 25, 2014).
7. Faculty/staff housing is not an acceptable use on either site.
8. University of Maryland-sponsored daycare is no longer being pursued on the Calvert Road site.

### Site Selection Criteria

1. Appropriateness of zoning and land use classification.
2. Development and permitting requirements.
3. Ability of site to accommodate building program (28,000 square feet of office, 60-80 parking spaces and public plaza or green).
4. Visibility and accessibility.
5. Opportunity for prominent civic presence.
6. Revenue generating capacity of site.
7. Total cost.
8. Schedule and timing.

### **RECOMMENDATION**

This information is presented to generate discussion of the issues and to facilitate decision making.

### **ATTACHMENTS**

1. Historical development timeline.
2. Memorandum from Kevin Kneer dated July 25, 2104

## **DOWNTOWN REDEVELOPMENT/CITY HALL PROJECT HISTORY**

### **AUGUST 1, 2014**

1990: Analysis of city staffing levels and space needs prepared by the Frederick Ward Company. A deficit of 18,000 square feet was identified for City Hall by 2005.

January 1991: Opportunities for Downtown Development report prepared by Halcyon Ltd. and LDR International. Recommended construction of a new City Hall on the special lot and retail/office/town green on existing City Hall site.

June 1996: Staff evaluation of renovation of City Hall vs. new construction. Staff recommended new construction on either the existing site or special lot. City Council opted for renovation.

1997: Renovation of City Hall completed.

March 2003: Feasibility Study for Downtown Parking Garage submitted by Desman Associates. Determined future deficit of 250 spaces, recommended City Hall site as best location for a garage/retail structure and estimated need for city subsidy for garage for 10 years totaling \$892,300.

June 2003: Fatal Flaw Analysis and Development Scenarios report submitted by ZHA, Inc. and the RBA Group. Included cost estimates for relocating City Hall and a yield analysis to determine feasibility of a mixed-use project on the City Hall site. Also looked at the financial impact of various development programs including joint development with the private sector.

August 2003: Staff memorandum to City Council on City Hall relocation. Conceptual designs and cost estimates prepared for four alternative sites (Friends School, Special Lot, Branchville, Board of Education/Davis Hall). Staff recommended Friends School site as the least expensive alternative.

October 2003: Request for Developer Proposals (RFP) issued with a closing date of December 2003. City proposed entering into a public/private partnership to develop conventional multifamily housing, retail and structured parking utilizing the City Hall site and Special Lot and possibly the "Willoner" site (west side of Route 1). Also invited developers to submit proposals to replace/relocate City Hall.

November 2003: City Council adopted an ordinance to establish a Special Taxing District for parking facilities.

January 2004: The six developer teams who responded to the RFP presented their proposals in a public session.

February 2004: City Council selected four developers to submit best and final proposals for review.

March 2004: City Council contracted with UniDev, LLC to provide development consulting services including review of the best and final offers. A Proposal Review Committee/Development Team was formed to work with the consultant.

April 2004: URS Corporation submitted a building evaluation of the Friends School. The study determined that \$3,208,506 in renovations would be necessary to make the building code compliant and functional for a school. This cost estimate excluded design fees and aesthetic considerations.

August 2004: City Council selected two developers as finalists and requested best and final proposals for construction of a mixed-use project, public parking garage and new City Hall.

September 2004: Community meeting held on status of the project. UniDev summarized development options and financing models. Project benefits to the city were compared with and without utilizing the Friends School site for City Hall. The financial benefits to the city of using the Friends School site for City Hall were significant.

November 1, 2004: Otis Warren/SJM Partners/Clark Construction selected as the preferred developer for the project. Capstone Development Company retained as the back-up developer.

November 23, 2004: Public Hearing held on possible sites outside of the downtown area for the relocation of City Hall (Cass property, Shaban property and Branchville Volunteer Fire Company property). Staff analysis determined all sites were potentially feasible if site control could be obtained. The Cass and Shaban properties would require structured parking due to their small size.

April 11, 2005: Public information meeting held on staff report evaluating the three sites selected by City Council for the relocation of City Hall (Friends School, Special Lot and Branchville). Advantages and disadvantages of each site were reviewed and the report concluded that the Friends School was the most advantageous to the city in terms of site control and financial impact. The Special Lot was the least attractive and most expensive and the Branchville site was feasible only if site control could be obtained.

April 26, 2005: City Council selected the Branchville site as the preferred site for the relocation of City Hall and authorized staff to enter into negotiations to lease or purchase the site.

May 2005: City Council approved ordinances to acquire 7306 and 7308 Yale Avenue in order to assemble them with the Special Lot for the redevelopment project.

December 2005: City Council issued a Press Release to announce that negotiations with the preferred developer, Warren/SJM/Clark, were being terminated and negotiations with the back-up developer, Capstone Development, were being initiated. It was also announced that negotiations to acquire the Branchville site had been unsuccessful.

January 19, 2006: Public information meeting held to review the cost implications of the remaining sites under consideration for the relocation of City Hall and the Development Team's recommendation to City Council to relocate City Hall to the Friends School based on cost savings of approximately \$1.8 million in 2006 dollars.

January 31, 2006: Public Hearing held on site selection for the relocation of City Hall. There was community opposition to moving City Hall to the Friends School site as many residents expressed a preference to retain the site for a school.

Winter 2007: Development Agreement with Capstone never came to fruition for a variety of reasons including lack of a decision on where to relocate City Hall. City Council decided to move forward with the parking garage only and entered into a design/build contract for a 300-space parking garage and 5,800 square feet of commercial space at its current location.

October 2008: Request for Expressions of Interest from hotel developers advertised for the City Hall site. Six responses were received and two finalists selected.

January 2009: City contracted with Bolan Smart Associates, Inc. for real estate consulting services for review of hotel project, use of Route 1 frontage properties and lease negotiations with LEDO Restaurant.

August 2009: Parking Garage opens to the public.

2009: Other site options for the relocation of City Hall were considered including the Maryland Book Exchange site, 9909 Baltimore Avenue (Zusin site), the police auxiliary site on Yale Avenue, and vacant land within the "Graham Cracker" on Yale Avenue all of which were rejected for various reasons.

May 2011: Contract awarded to Proffitt and Associates for design services (\$437,685) associated with the renovation and addition to the existing City Hall building.

Fall 2013: City Hall design put on hold to consider other options for redevelopment of the site including the Route 1 frontage to be acquired by the University of Maryland. Project design at 86% completion.

April 23, 2014: Community meeting held with the Calvert Hills and Old Town Civic Associations to review development options for the City Hall and Calvert Road School (Friends School) sites prepared by the CPCUP.

7

# Action steps from Legislative Dinner

8

Comments on  
the MDOT Draft  
FY 2015-2020  
Consolidated  
Transportation  
Program

## MEMORANDUM

**TO:** Mayor and Council

**FROM:** Terry Schum, Planning Director *ts*

**THROUGH:** Joseph L. Nagro, City Manager

**DATE:** October 3, 2014

**SUBJECT:** Maryland Department of Transportation (MDOT)  
Draft 2015-2020 Consolidated Transportation Program (CTP)

### ISSUE

The Maryland Secretary of Transportation has released the MDOT CTP for FY 2015 – 2020. This is MDOT's six year capital investment program for transportation. The annual fall CTP tour meeting will be in Prince George's County on October 23, 2014 at 2:00 pm at the auditorium of the Prince George's Department of Parks and Recreation Building, M-NCPPC, 6600 Kenilworth Avenue, in Riverdale.

### SUMMARY

Attached for your information are selected pages from the CTP that relate to College Park's interests. The full document can be viewed at [www.ctp.maryland.gov](http://www.ctp.maryland.gov). The State's priorities are listed as follows: 1) Supporting Economic Development and Jobs, 2) Transit Improvements, 3) Public/Private Partnerships or P3, 4) System Preservation 5) Transit-Oriented Development, 6) Bicycle and Pedestrian Travel, 7) Natural Environment, 8) Safety and Security and 9) Freight.

Highlights from the CTP of particular interest to the City are:

- Reconstruction of US 1: Last year, \$19.6 million was added for right-of-way acquisition between FY2014 – FY2016. This amount has been reduced to \$16.1 million due to reduced property impacts and acreages and is now budgeted through 2018. \$8.8 million for engineering has been extended through 2017. Construction is estimated at \$33.3 million but is not funded. The project is also not funded for utility relocations. The project is currently in design (90%) and right-of-way acquisition is expected to get underway soon and be completed in 12 to 18 months. A Memorandum of Understanding was signed between the City and SHA in August for the design for undergrounding utilities and work on this will begin shortly. The schedule calls for the project to be advertised for

construction in fall 2016, however, this date is subject to change pending funding availability and completion of the activities described above.

- Full Interchange at Greenbelt Metro Station: This project was taken off hold last year due to \$7 million from the Transportation Infrastructure Investment Act of 2013 added to the budget. Engineering is underway (approaching 30%) and is shown budgeted through FY2018. It is not funded for construction. The City has requested to be included in design meetings for this project but has had no involvement with the project to date.
- Purple Line: The solicitation process is underway to select a concessionaire for a public/private partnership to design, build, finance, operate and maintain the project. The total estimated cost of the project has increased by \$176.5 million due to escalation of right-of-way and professional services costs. Construction funding is shown through 2020.
- I-95/I-495, Capital Beltway Widening and Managed Lanes: This is a study to determine the feasibility of widening the beltway to add managed lanes to address the increase in traffic and severe congestion particularly in Montgomery and Prince George's Counties. The project is still on hold and no funding is budgeted for FY2015-FY2020.
- Operational Improvement Studies: This is a program to develop traffic management strategies to improve operations along the Capital Beltway, I-270 and US 301. It is funded for planning only (\$5 million) through 2016. A project in the College Park vicinity is being examined and may possibly be approved for future funding.
- Bikeways Network Program: This program provides funding for on- and off-road bicycle facilities to provide a safe and functional bicycle network and to implement MDOT's new Bicycle and Pedestrian Master Plan. \$15 million is budgeted between 2015-2020. Funding is available to cities and counties through an annual grant cycle. The city was recently awarded \$72,000 for bicycle pavement markings on local connector streets.
- Sidewalk Program: This is a matching grant program to construct sidewalks adjacent to state highways. As an urban revitalization area, College Park is eligible for 100% funding and is currently working with SHA on design and implementation along US Route 1 north of MD 193.
- Safety, Congestion Relief, Highway and Bridge Preservation Program: Various

resurfacing and safety-related projects are listed in and around College Park as planned or under construction (see attached).

## **RECOMMENDATION**

It is recommended that the Mayor send a letter to the Secretary of Transportation reflecting the City's comments on the Draft CTP for 2015 – 2020. .

## **ATTACHMENTS**

1. Excerpts from CTP
2. Letter to Mayor from Rushern Baker dated February 4, 2013



**PROJECT:** US 1, Baltimore Avenue

**DESCRIPTION:** Reconstruct US 1 from College Avenue to I-95 (Capital Beltway) (2.6 miles). Bicycle and pedestrian facilities will be included where appropriate.

**JUSTIFICATION:** Major traffic congestion is experienced along this segment of US 1. This project would improve traffic operations, pedestrian circulation, and safety. This project would also accommodate planned revitalization within College Park.

**SMART GROWTH STATUS:**  Project Not Location Specific  Not Subject to PFA Law  
 Project Inside PFA  Grandfathered  
 Project Outside PFA  Exception Will Be Required  
 PFA Status Yet To Be Determined  Exception Granted

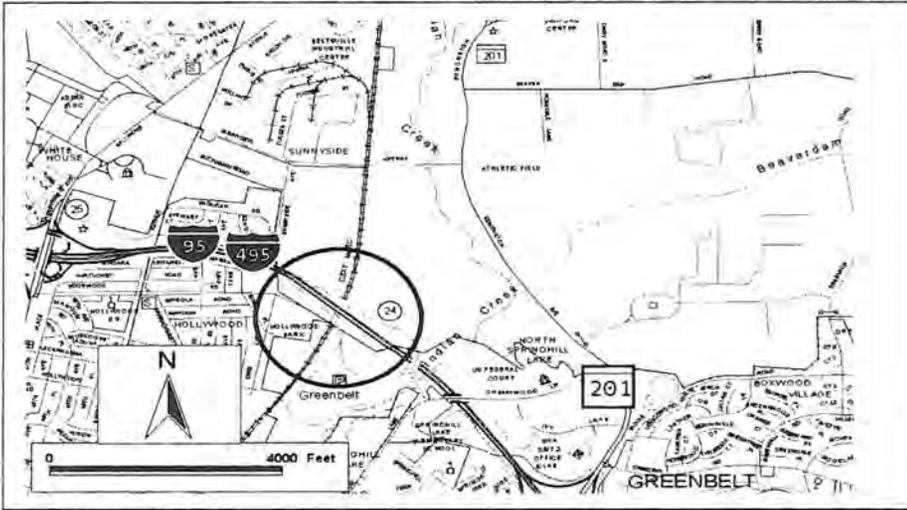
**ASSOCIATED IMPROVEMENTS:**  
 MD 201 Extended/US 1, I-95/I-495 to north of Muirkirk Road (Line 27)

**STATUS:** Engineering and Right-of-Way underway.

**SIGNIFICANT CHANGE FROM FY 2014 - 19 CTP:** The cost decrease of \$3.9 million is due to reduced property impacts and acreages.

POTENTIAL FUNDING SOURCE:		<input checked="" type="checkbox"/> SPECIAL <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> GENERAL <input type="checkbox"/> OTHER								
PHASE	PROJECT CASH FLOW									
	TOTAL ESTIMATED COST (\$000)	EXPEND THRU 2014	CURRENT YEAR 2015	BUDGET YEAR 2016	FOR PLANNING PURPOSES ONLY				SIX YEAR TOTAL	BALANCE TO COMPLETE
					.....2017.....	.....2018.....	.....2019.....	.....2020.....		
Planning	1,338	1,338	0	0	0	0	0	0	0	0
Engineering	8,289	1,203	1,000	1,000	5,086	0	0	0	7,086	0
Right-of-way	16,151	100	1,000	7,000	6,000	2,051	0	0	16,051	0
Construction	0	0	0	0	0	0	0	0	0	0
Total	25,778	2,641	2,000	8,000	11,086	2,051	0	0	23,137	0
Federal-Aid	8,289	1,203	1,000	1,000	5,086	0	0	0	7,086	0

**CLASSIFICATION:**  
 STATE - Intermediate Arterial  
 FEDERAL - Other Principal Arterial  
 STATE SYSTEM : Secondary  
**Annual Average Daily Traffic (vehicles per day)**  
 CURRENT (2014) - 48,875  
 PROJECTED (2030) - 71,800



**PROJECT:** I-95/I-495, Capital Beltway

**DESCRIPTION:** Construct a full interchange along I-95/I-495 at the Greenbelt Metro Station.

**JUSTIFICATION:** This interchange would improve traffic operations on mainline I-95/I-495 and provide access for a proposed joint use development at the Greenbelt Metro Station.

**SMART GROWTH STATUS:**  Project Not Location Specific  Not Subject to PFA Law  
 Project Inside PFA  Grandfathered  
 Project Outside PFA  Exception Will Be Required  
 PFA Status Yet To Be Determined  Exception Granted

**ASSOCIATED IMPROVEMENTS:**  
 I-95/I-495, American Legion Bridge to Woodrow Wilson Bridge (Line 14)

**STATUS:** Engineering underway.

**SIGNIFICANT CHANGE FROM FY 2014 - 19 CTP:** None.

POTENTIAL FUNDING SOURCE:		<input checked="" type="checkbox"/> SPECIAL <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> GENERAL <input type="checkbox"/> OTHER									
PHASE	PROJECT CASH FLOW									SIX YEAR TOTAL	BALANCE TO COMPLETE
	TOTAL ESTIMATED COST (\$000)	EXPEND THRU 2014	CURRENT YEAR 2015	BUDGET YEAR 2016	FOR PLANNING PURPOSES ONLY						
					2017	2018	2019	2020			
Planning	1,561	1,561	0	0	0	0	0	0	0	0	
Engineering	7,214	716	998	2,500	2,500	500	0	0	6,498	0	
Right-of-way	0	0	0	0	0	0	0	0	0	0	
Construction	0	0	0	0	0	0	0	0	0	0	
<b>Total</b>	<b>8,775</b>	<b>2,277</b>	<b>998</b>	<b>2,500</b>	<b>2,500</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>6,498</b>	<b>0</b>	
Federal-Aid	7,032	1,964	778	1,950	1,950	390	0	0	5,068	0	

**CLASSIFICATION:**

STATE - Principal Arterial

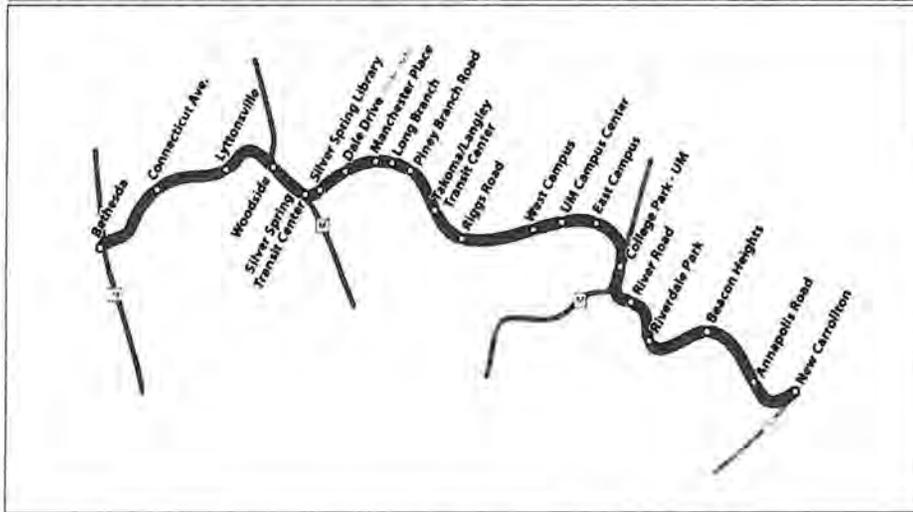
FEDERAL - Interstate

STATE SYSTEM: Primary

**Annual Average Daily Traffic (vehicles per day)**

CURRENT (2014) - 217,800

PROJECTED (2030) - 269,700



**PROJECT:** Purple Line

**DESCRIPTION:** The Purple Line is a 16-mile double track light rail line that will operate between Bethesda in Montgomery County and New Carrollton in Prince George's County. The Bethesda to Silver Spring segment will include a parallel hiker/biker trail. The line will include direct connections to Metrorail in four locations, all three MARC Train lines, and Amtrak. The project includes track, stations, railcars, and two operation and maintenance facilities.

**PURPOSE & NEED SUMMARY STATEMENT:** The Purple Line will provide faster, more reliable transportation between residential and major employment areas. It will enhance access to existing radial Metrorail lines, increase capacity of congested roadways, support economic development consistent with local master plans, and reduce environmental impacts.

**SMART GROWTH STATUS:**  Project Not Location Specific  Not Subject to PFA Law

Project Inside PFA  Grandfathered  
 Project Outside PFA  Exception Will Be Required  
 PFA Status Yet to Be Determined  Exception Granted

**ASSOCIATED IMPROVEMENTS:**

Paul S. Sarbanes Transit Center - Line 6  
 Takoma/Langley Park Transit Center - Line 29  
 Purple Line: Montgomery County Funded Projects - Line 36

**STATE GOALS:** Maryland Transportation Plan (MTP) Goals/Selection Criteria:

- Safety & Security
- System Preservation
- Quality of Service
- Environmental Stewardship
- Community Vitality
- Economic Prosperity

**EXPLANATION:** The Purple Line will serve a corridor that currently lacks rail transit service and includes important commercial, institutional, and residential communities. Electrically powered trains will reduce air pollution and greenhouse gas emissions associated with cars and buses. Transit travel times in corridor will be reduced compared to No Build.

**STATUS:** Solicitation process underway to select concessionaire to design, build, finance, operate and maintain.

POTENTIAL FUNDING SOURCE:		<input checked="" type="checkbox"/> SPECIAL		<input checked="" type="checkbox"/> FEDERAL		<input type="checkbox"/> GENERAL		<input checked="" type="checkbox"/> OTHER			
PHASE	TOTAL ESTIMATED COST (\$000)	EXPEND THRU 2014	CURRENT YEAR 2015	BUDGET YEAR 2016	PROJECTED CASH REQUIREMENTS FOR PLANNING PURPOSES ONLY				SIX YEAR TOTAL	BALANCE TO COMPLETE	
					.....2017.....	.....2018.....	.....2019.....	.....2020.....			
Planning	53,007	53,007	0	0	0	0	0	0	0	0	
Engineering	164,552	122,760	41,792	0	0	0	0	0	41,792	0	
Right-of-way	268,605	1,324	101,085	90,005	73,691	2,270	230	0	267,281	0	
Construction	1,318,279	0	30,000	214,727	239,809	239,230	235,513	30,500	989,779	328,500	
<b>Total</b>	<b>1,804,443</b>	<b>177,091</b>	<b>172,877</b>	<b>304,732</b>	<b>313,500</b>	<b>241,500</b>	<b>235,743</b>	<b>30,500</b>	<b>1,298,852</b>	<b>328,500</b>	
Federal-Aid	927,432	27,432	15,000	100,000	100,000	100,000	100,000	100,000	515,000	385,000	

**SIGNIFICANT CHANGE FROM FY 2014 - 19 CTP:** Total Estimated Cost increased by \$176.5M due to escalation of right of way and professional services costs. Funding for project cost of \$2.4B includes federal funds (\$900.0M), local contributions (\$240.0M), special funds, and private investment through a public-private partnership to design, build, finance, operate, and maintain the project.

**USAGE:** Daily ridership estimated at 72,000 in 2040.

Note: Total estimated cost does not include investments by concessionaire or future availability payments.



**PROJECT:** I-95/I-495, Capital Beltway

**DESCRIPTION:** Study to widen I-495 and determine the feasibility of managed lanes from the American Legion Bridge to the Woodrow Wilson Bridge (42.2 miles).

**JUSTIFICATION:** Increasing growth and development in Prince George's and Montgomery counties and the concurrent increase in traffic has caused the Capital Beltway to experience severe congestion.

**SMART GROWTH STATUS:**  Project Not Location Specific  Not Subject to PFA Law  
 Project Inside PFA  Grandfathered  
 Project Outside PFA  Exception Will Be Required  
 PFA Status Yet To Be Determined  Exception Granted

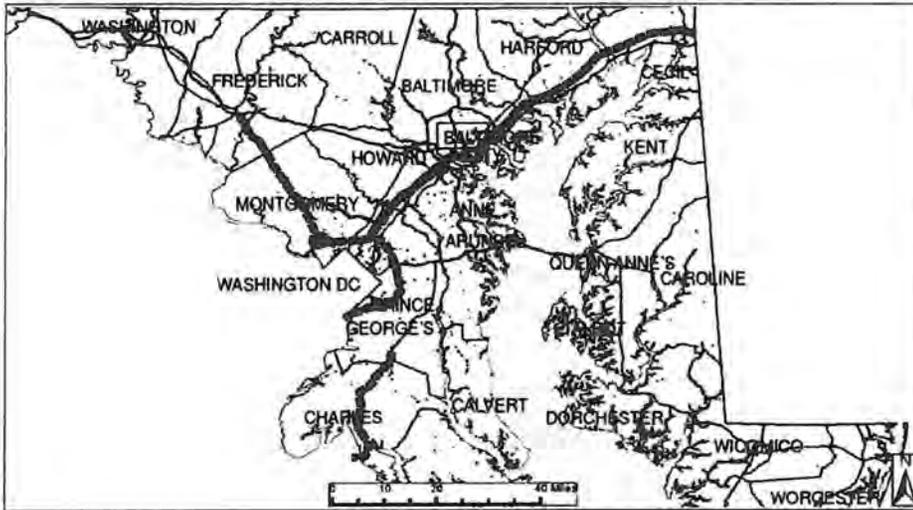
**ASSOCIATED IMPROVEMENTS:**  
 I-95/I-495, Branch Ave. Metro Access Phase 2 (Line 3)  
 MD 4, Interchange at Suitland Parkway (Line 6)  
 I-95/I-495, Greenbelt Metro Station (Line 15)  
 Purple Line Study (MTA Program)  
 Capital Beltway South Side Transit Study (MTA)

**STATUS:** Project on hold.

**SIGNIFICANT CHANGE FROM FY 2014 - 19 CTP:** None.

POTENTIAL FUNDING SOURCE:		<input checked="" type="checkbox"/> SPECIAL <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> GENERAL <input type="checkbox"/> OTHER							
PHASE	TOTAL		PROJECT CASH FLOW					SIX YEAR TOTAL	BALANCE TO COMPLETE
	ESTIMATED COST (\$000)	EXPEND THRU 2014	CURRENT YEAR 2015	BUDGET YEAR 2016	FOR PLANNING PURPOSES ONLY				
					2017	2018	2019	2020	
Planning	11,044	11,044	0	0	0	0	0	0	0
Engineering	0	0	0	0	0	0	0	0	0
Right-of-way	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>11,044</b>	<b>11,044</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Federal-Aid	9,717	9,717	0	0	0	0	0	0	0

**CLASSIFICATION:**  
 STATE - Principal Arterial  
 FEDERAL - Interstate  
**STATE SYSTEM:** Primary  
**Annual Average Daily Traffic (vehicles per day)**  
**CURRENT (2014) -** 102,850 - 246,300  
**PROJECTED (2030) -** 125,900 - 269,700



**PROJECT:** Operational Improvement Studies

**DESCRIPTION:** Develop traffic management strategies to improve operations on the Capital Beltway, I-95/495, I-270 and US 301.

**JUSTIFICATION:** A comprehensive set of relatively low cost strategies is needed to address recurring and non-recurring congestion that occurs along these corridors.

**SMART GROWTH STATUS:**  Project Not Location Specific  Not Subject to PFA Law  
 Project Inside PFA  Grandfathered  
 Project Outside PFA  Exception Will Be Required  
 PFA Status Yet To Be Determined  Exception Granted

**ASSOCIATED IMPROVEMENTS:**

**STATUS:** Planning underway.

**SIGNIFICANT CHANGE FROM FY 2014 - 19 CTP:** None.

POTENTIAL FUNDING SOURCE:		<input checked="" type="checkbox"/> SPECIAL <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> GENERAL <input type="checkbox"/> OTHER								
PHASE	TOTAL ESTIMATED COST (\$000)	EXPEND THRU 2014	CURRENT YEAR 2015	BUDGET YEAR 2016	FOR PLANNING PURPOSES ONLY				SIX YEAR TOTAL	BALANCE TO COMPLETE
					2017	2018	2019	2020		
Planning	5,000	612	1,590	2,798	0	0	0	0	4,388	0
Engineering	0	0	0	0	0	0	0	0	0	0
Right-of-way	0	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0
Total	5,000	612	1,590	2,798	0	0	0	0	4,388	0
Federal-Aid	4,000	492	1,220	2,288	0	0	0	0	3,508	0

**CLASSIFICATION:**

STATE - N/A

FEDERAL - N/A

STATE SYSTEM : N/A

**Annual Average Daily Traffic (vehicles per day)**

CURRENT (2014) - N/A

PROJECTED (2030) - N/A



**PROJECT:** Bikeways Network Program

**DESCRIPTION:** Planning, design and construction of on-road and off-road bicycle facilities that fill priority missing links and create a safe, functional bicycle network.

**JUSTIFICATION:** Infrastructure for walking and biking is a core element of Maryland's multimodal transportation system. Walking and biking are clean, green and healthy transportation options. This program will help to implement MDOT's Bicycle and Pedestrian Master Plan and Strategic Trails Plan by filling priority missing links in the statewide bicycling network, connecting and extending on-road and off-road bicycle facilities and improving connections to transit, work, schools, shopping and other destinations.

**SMART GROWTH STATUS:**  Project Not Location Specific  Not Subject to PFA Law

Project Inside PFA  Grandfathered  
 Project Outside PFA  Exception Will Be Required  
 PFA Status Yet to Be Determined  Exception Granted

**ASSOCIATED IMPROVEMENTS:** Sidewalk Program (SHA Line SW-3), Transportation Enhancements Program (TSO Line -01)

**STATUS:** Nearly 75 projects are moving forward with Bikeways Program funding in 14 counties and 29 cities and towns. Additional projects will be solicited through annual grant cycles.

**SIGNIFICANT CHANGE FROM FY 2014 - 19 CTP:** None.

POTENTIAL FUNDING SOURCE:		<input checked="" type="checkbox"/> SPECIAL		<input checked="" type="checkbox"/> FEDERAL		<input type="checkbox"/> GENERAL		<input type="checkbox"/> OTHER			
PHASE	TOTAL ESTIMATED COST (\$000)	EXPEND THRU 2014	CURRENT YEAR 2015	BUDGET YEAR 2016	PROJECTED CASH REQUIREMENTS FOR PLANNING PURPOSES ONLY				SIX YEAR TOTAL	BALANCE TO COMPLETE	
					....2017....	....2018....	....2019....	....2020....			
Planning	0	0	0	0	0	0	0	0	0	0	
Engineering	0	0	0	0	0	0	0	0	0	0	
Right-of-way	0	0	0	0	0	0	0	0	0	0	
Construction	16,295	1,108	3,288	4,538	3,254	2,107	1,800	200	15,187	0	
Total	16,295	1,108	3,288	4,538	3,254	2,107	1,800	200	15,187	0	
Federal-Aid	1,295	58	648	589	0	0	0	0	1,237	0	

0170



**PROJECT:** Sidewalk Program

**DESCRIPTION:** This program will provide matching funds for the construction of sidewalks adjacent to State highways. Fifty percent of project costs will be required from local and municipal project sponsors, except in urban revitalization areas where projects are eligible for 100 percent state funding, and in priority funding areas where projects are eligible for 75 percent state funding.

**PURPOSE & NEED SUMMARY STATEMENT:** Program will support community revitalization efforts and efforts to encourage pedestrian usage along State highways consistent with the intent of the "Access 2000" legislation.

**SMART GROWTH STATUS:**  Project Not Location Specific  Not Subject to PFA Law  
 Project Inside PFA  Grandfathered  
 Project Outside PFA  Exception Will Be Required  
 PFA Status Yet To Be Determined  Exception Granted

**ASSOCIATED IMPROVEMENTS:**

**STATE GOALS:** Maryland Transportation Plan (MTP) Goals/Selection Criteria:

- Safety & Security
- System Preservation
- Quality of Service
- Environmental Stewardship
- Community Vitality
- Economic Prosperity

**EXPLANATION:** This program supports community revitalization and other efforts to encourage pedestrian usage along State Highways. Provides/promotes safer access to transit service for both surface bus and fixed rail systems.

**STATUS:** Engineering, Right-of-way and Construction underway. Working with local jurisdictions to identify projects. This sheet represents a summary of the Program. Individual projects are shown in SHA's Safety, Congestion Relief, Highway and Bridge Preservation Program.

**SIGNIFICANT CHANGE FROM FY 2014 - 19 CTP:** Added funding in FY20. Reallocated \$5.4 million to resurfacing program.

POTENTIAL FUNDING SOURCE:		<input checked="" type="checkbox"/> SPECIAL <input type="checkbox"/> FEDERAL <input type="checkbox"/> GENERAL <input type="checkbox"/> OTHER								
PHASE	PROJECT CASH FLOW									
	TOTAL ESTIMATED COST (\$000)	EXPEND THRU 2014	CURRENT YEAR 2015	BUDGET YEAR 2016	FOR PLANNING PURPOSES ONLY				SIX YEAR TOTAL	BALANCE TO COMPLETE
					.....2017.....	.....2018.....	.....2019.....	.....2020.....		
Planning	0	0	0	0	0	0	0	0	0	0
Engineering	14,947	7,547	1,400	1,200	1,200	1,200	1,200	1,200	7,400	0
Right-of-way	295	295	0	0	0	0	0	0	0	0
Construction	55,529	37,329	3,600	4,000	2,800	2,600	2,500	2,700	18,200	0
Total	70,771	45,171	5,000	5,200	4,000	3,800	3,700	3,900	25,600	0
Federal-Aid	0	0	0	0	0	0	0	0	0	0

**CLASSIFICATION:**

STATE - N/A

FEDERAL - N/A

STATE SYSTEM: N/A

**Annual Average Daily Traffic (vehicles per day)**

CURRENT (2014) - N/A

PROJECTED (2030) - N/A

**BICYCLE AND PEDESTRIAN RELATED PROJECTS**

The Maryland Department of Transportation has various funding programs for bicycles and pedestrian programs. Program funds are used for both design and construction. Several programs are administered as competitive grant programs, in which available funds are awarded to projects managed by local governments and other partners. Funds that have been awarded through these programs, but not yet spent are identified below as "ongoing grant awards and earmarks".

**TOTAL ESTIMATED FUNDS PROGRAMMED FOR BICYCLE AND PEDESTRIAN IMPROVEMENTS**

	Ongoing Grant Awards and Earmarks	Projects currently funded for construction as of July 2014	FY15-20 Ped/Bike Program Funding <sup>^</sup>
New Sidewalk Construction for Pedestrian Access		3,225,000	25,600,000
Sidewalk Reconstruction for Pedestrian Access		28,300,000	69,800,000
Bicycle Retrofit		5,432,000	17,600,000
Community Safety and Enhancement		3,177,123	18,644,700*
Primary/Secondary Program		5,664,852	5,664,852**
Bikeways Program	8,759,000	--	15,187,000
Bikeshare Program	2,488,000	--	0
Transportation Enhancements/Alternatives	28,127,500		41,300,000***
Recreational Trails	4,128,000	--	4,775,000***
Safe Routes to School Program	7,932,556		0^^
Federal Earmark Projects	15,750,700		0^^^
<b>Total</b>	<b>67,185,756</b>	<b>45,798,975</b>	<b>198,571,552</b>

<sup>^</sup>Includes planning, design and construction funds

\*Funding is estimated as a portion of total program funding based on recent bike/ped expenditures

\*\*Additional funding is expected as major projects advance to construction and bicycle and pedestrian costs are itemized

\*\*\*Funding is estimated based on projected federal appropriations and historic program spending on bicycle and pedestrian projects

^^ This program was consolidated into Transportation Alternatives under the federal transportation bill, MAP-21

^^^ No additional earmark projects are expected at this time

**PROJECTS CURRENTLY FUNDED FOR CONSTRUCTION AS OF JULY 2014**

The following projects, funded for construction as of July 2014, are typical of projects that will be developed through the bicycle and pedestrian programs.

**SAFETY, CONGESTION RELIEF, HIGHWAY AND BRIDGE PRESERVATION PROGRAM**

**STATE HIGHWAY ADMINISTRATION -- PRINCE GEORGE'S COUNTY LINE 32**

ITEM NO.	ROUTE NO.	DESCRIPTION AND IMPROVEMENT TYPE	TOTAL ESTIMATED COST (\$000's)	CONSTRUCTION START Status as of August 1, 2014
<b><u>Fiscal Year 2014 Completions</u></b>				
<b><u>Resurface/Rehabilitate</u></b>				
1	MD 214	Central Avenue; MD 193 to south of Devonwood Drive; resurface	3,007	Completed
2	I 595	At US 301 interchange ramps and cd lanes; resurface	1,860	Completed
<b><u>Safety/Spot Improvement</u></b>				
3	MD 450	Annapolis Road; South bound I-495/I95 Ramps to 85th Street; Install monolithic median to eliminate weave	1,277	Completed
<b><u>Intersection Capacity Improvements</u></b>				
4	MD 223	Woodyard Road; at Rosaryville Road; intersection improvements	7,971	Completed
<b><u>Enhancements</u></b>				
<b><u>Archaeological Planning &amp; Research</u></b>				
5		Archeological and historical study related to the War of 1812 in Bladensburg.	385	Completed
<b><u>Fiscal Years 2015 and 2016</u></b>				
<b><u>Resurface/Rehabilitate</u></b>				
6		MD 223 to South of I-95	8,911	FY 2015
7		Various locations in Prince George's County; mill/grind, patch and resurface	5,195	Under construction
8		Various locations in Prince George's County; mill/grind and resurface	4,307	Under construction

**SAFETY, CONGESTION RELIEF, HIGHWAY AND BRIDGE PRESERVATION PROGRAM**

**STATE HIGHWAY ADMINISTRATION -- PRINCE GEORGE'S COUNTY LINE 32 (cont'd)**

ITEM NO.	ROUTE NO.	DESCRIPTION AND IMPROVEMENT TYPE	TOTAL ESTIMATED COST (\$000's)	CONSTRUCTION START Status as of August 1, 2014
<u>Fiscal Years 2015 and 2016 (cont'd)</u>				
<u>Resurface/Rehabilitate (cont'd)</u>				
9	US 1	Baltimore Avenue, Albion Road to structure 16004 over Paint Branch; resurface	2,770	Under construction
10	US 1 Alt	Bladensburg Road; DC line to Anacostia River bridge; resurface	2,288	FY 2015
11	US 50	John Hanson Highway; western corporate limits of Cheverly to variable message sign #315; resurface	2,809	Under construction
12	I 95	Capital Beltway; Glenarden Parkway to US 50; resurface	5,477	Under construction
13	MD 193	University Boulevard; 23rd Avenue to US 1 Overpass; resurface	5,834	FY 2015
14	MD 193	Greenbelt Road; MD 564 to Partello Road; resurface	2,987	Under construction
15	MD 193	University Boulevard; Rhode Island Avenue to South Way; resurface	4,495	Under construction
16	MD 197	Collington Road; Evergreen Parkway to US 301; resurface	1,591	Under construction
17	MD 197	Laurel Bowie Road; southbound MD 295 off ramp to Brock Bridge Road; resurface	2,161	Under construction
18	MD 201	Kenilworth Avenue; Good Luck Road to I-95; resurface	3,932	Under construction
19	MD 202	Landover Road; Brightseat to MD 704; resurface	2,288	FY 2015
20	MD 212	Powder Mill Road; Pleasant Acres Drive to I 95; resurface	2,199	Under construction
21	MD 223	Floral Park Road; Livingston Road to .09 miles east of Livingston Road; resurface	310	Under construction
22	US 301	Crain Highway; 450 ft south of Excalibur Road to Harbour Way; resurface	2,574	FY 2016

**SAFETY, CONGESTION RELIEF, HIGHWAY AND BRIDGE PRESERVATION PROGRAM**

**STATE HIGHWAY ADMINISTRATION -- PRINCE GEORGE'S COUNTY LINE 32 (cont'd)**

ITEM NO.	ROUTE NO.	DESCRIPTION AND IMPROVEMENT TYPE	TOTAL ESTIMATED COST (\$000's)	CONSTRUCTION START Status as of August 1, 2014
<b><u>Fiscal Years 2015 and 2016 (cont'd)</u></b>				
<b><u>Resurface/Rehabilitate (cont'd)</u></b>				
23	US 301	Crain Highway; MD 5 to Westwood Drive; resurface	5,628	FY 2015
24	US 301	Crain Highway; Old Crain Highway to Railroad crossing; resurface	3,310	FY 2015
25	MD 414	St. Barnabas Road; I 95 to MD 5; resurface	5,054	FY 2015
26	MD 430	Greenbelt Road; US 1 to MD 193; resurface	1,058	FY 2015
27	MD 450	Annapolis Road; 65th Avenue to 85th Avenue; resurface	3,477	FY 2015
28	MD 458	Silver Hill Road; MD 5 to Walker Mill Road; resurface	7,562	Under construction
29	MD 650	New Hampshire Avenue; North of Merrimac Drive to Montgomery County line; resurface	2,746	FY 2016
30	MD 704	Martin Luther King Jr Highway; Ardwick Ardmore Road to 92nd Avenue; resurface	1,716	FY 2015
31	MD 704	Martin Luther King Jr Highway; Hill Road to Greenleaf Road; resurface	2,631	FY 2015
32	MD 704	Martin Luther King Jr Highway; 92nd Avenue to MD 450; safety and resurface (Transportation Infrastructure Investment Act of 2013)	3,688	FY 2015
<b><u>Bridge Replacement/Rehabilitation</u></b>				
33		At various locations on Capital Beltway, Stephanie Roper Highway, Indian Head Highway; clean/pain bridges	2,517	FY 2015
34		12 existing bridges on US 1, MD 5, MD 193, MD 198, MD 726, I 495 and I 95	1,657	Under construction

**SAFETY, CONGESTION RELIEF, HIGHWAY AND BRIDGE PRESERVATION PROGRAM**

**STATE HIGHWAY ADMINISTRATION -- PRINCE GEORGE'S COUNTY LINE 32 (cont'd)**

ITEM NO.	ROUTE NO.	DESCRIPTION AND IMPROVEMENT TYPE	TOTAL ESTIMATED COST (\$000's)	CONSTRUCTION START Status as of August 1, 2014
<u>Fiscal Years 2015 and 2016 (cont'd)</u>				
<u>Safety/Spot Improvement</u>				
35	US 1	Baltimore Avenue; at Ammendale Road; drainage improvement	8,472	FY 2015
36	US 1	Baltimore Avenue; at MD 410; provide second left turn lane on northbound US 1	807	Under construction
37	MD 198	Sandy Spring Road; Riding Stable Road to I-95; resurface	6,518	FY 2015
38	MD 216 NB	At the Patuxent River; drainage improvement	342	Under construction
39	MD 450	Annapolis Road; at Public Works Road; geometric improvements	334	FY 2015
40	MD 704	Martin Luther King Jr. Highway, DC Line to Hill Road; safety and resurface	4,704	Under construction
<u>Community Safety and Enhancements</u>				
41	MD 5	Branch Avenue; Curtis Lane to south of Suitland Parkway/Naylor Road; Branch Avenue to south of Suitland Parkway; urban reconstruct at Naylor Road Metro Station (Transportation Infrastructure Investment Act of 2013)	9,890	FY 2015
42	MD 201	Kenilworth Avenue; Kenilworth Towers to Riverdale Road; urban reconstruct (Transportation Infrastructure Investment Act of 2013)	7,772	FY 2015
43	MD 212	Powder Mill Road; Montgomery Road to US 1; urban reconstruct (Funded for preliminary engineering)	1,066	PE Underway
44	MD 450	Annapolis Road; Peace Cross to 56th Street in Bladensburg; urban reconstruct (Project on hold)		PE Underway
45	MD 500	SRI - MD 208 (Hamilton St) to MD 410 (East-West Hwy / Adelphi Road)	6,771	FY 2015

**SAFETY, CONGESTION RELIEF, HIGHWAY AND BRIDGE PRESERVATION PROGRAM**

**STATE HIGHWAY ADMINISTRATION -- PRINCE GEORGE'S COUNTY LINE 32 (cont'd)**

ITEM NO.	ROUTE NO.	DESCRIPTION AND IMPROVEMENT TYPE	TOTAL ESTIMATED COST (\$000's)	CONSTRUCTION START Status as of August 1, 2014
<u>Fiscal Years 2015 and 2016 (cont'd)</u>				
<u>Community Safety and Enhancements (cont'd)</u>				
46	MD 500	Queens Chapel Road; District of Columbia Line to MD 208; urban reconstruct (Funded for preliminary engineering)	2,947	PE Underway
<u>Noise Barriers</u>				
47	US 50	John Hanson Highway; at MD 410; noise abatement (Transportation Infrastructure Investment Act of 2013)	1,707	FY 2015
48	I 495	Capital Beltway; at White Oak I 95/I 495 interchange; noise barrier (Project on Hold)		
49	I 595	John Hanson Highway; various locations; noise abatement	1,430	FY 2015
<u>Traffic Management</u>				
50		At various locations in District 3 and 7; signalization	5,720	FY 2015
51	I 95	At I 495 interchange; lighting	2,059	FY 2015
52	I 95	Capital Beltway; at I 595 interchange; lighting	2,402	FY 2015
53	MD 193	Greenbelt Road; At Cipriano Road; geometric improvements	917	FY 2015
<u>Environmental Preservation</u>				
54		Anacostia Gateway Park; landscape	425	FY 2016
55	US 50	West of I-95 to the AA county line; landscape	1,290	FY 2015

**SAFETY, CONGESTION RELIEF, HIGHWAY AND BRIDGE PRESERVATION PROGRAM**

**STATE HIGHWAY ADMINISTRATION -- PRINCE GEORGE'S COUNTY LINE 32 (cont'd)**

ITEM NO.	ROUTE NO.	DESCRIPTION AND IMPROVEMENT TYPE	TOTAL ESTIMATED COST (\$000's)	CONSTRUCTION START Status as of August 1, 2014
		<u>Fiscal Years 2015 and 2016 (cont'd)</u>		
		<u>Environmental Preservation (cont'd)</u>		
56	MD 197	Laurel Bowie Road; At Patuxent Wildlife Research Center; reforestation	58	FY 2015
		<u>Commuter Action Improvements</u>		
57	I 95	Access Road to Park and Ride from I 95/I 495; ridesharing facility	2,265	Under construction
		<u>Intersection Capacity Improvements</u>		
58	MD 197	Laurel Bowie Road; at Powder Mill Road; geometric improvements	1,166	Under construction
		<u>TMDL Compliance</u>		
59	MD 210	Indian Head Highway; between DC Line and Charles County Line; drainage improvement (Transportation Infrastructure Investment Act of 2013)	6,000	FY 2015



Rushern L. Baker, III  
County Executive

THE PRINCE GEORGE'S COUNTY GOVERNMENT  
OFFICE OF THE COUNTY EXECUTIVE

February 4, 2013

RECEIVED

FEB 07 2013

CITY OF COLLEGE PARK  
PLANNING DEPARTMENT

RECEIVED

FEB 7 2013

City of College Park  
Administration Office

The Honorable Andrew M. Fellows  
Mayor, City of College Park  
4500 Knox Road  
College Park, Maryland 20740

Dear Mayor Fellows:

Thank you for your January 8, 2013, letter sent on behalf of yourself and the College Park City Council in which you addressed the need for funding for the reconstruction of U.S. Route 1. We are currently in the process of finalizing Prince George's County's Priority List for submission to the Maryland State Highway Administration. As such, I am pleased to inform you that the City's priority is included in the top five projects of the List.

My transportation and legislative teams worked with me to ensure that funding was allocated for engineering for Phase I of the U.S. Route 1 Project. And, I assure you that I have made it clear to the State to have the engineering completed as expeditiously as possible so that the Project can be moved forward into construction. In addition, the State must acquire any necessary right-of-way and address all utility issues prior to construction.

In order to make this Project a reality, I urge you and your City Council colleagues to coordinate advancing this Project forward with your State, Federal and County representatives. With the legislature currently in session, this would serve as an opportune time to do so. Please be assured that I and my transportation and legislative teams will be working diligently to make this Project a reality, as well.

Your willingness, and that of your colleagues on the City Council, to work with me and my administration as we move Prince George's County forward is appreciated. Together, we can make our County a model community not only in the State, but also in the nation.

Sincerely,

Rushern L. Baker, III  
County Executive

The Honorable Andrew M. Fellows

Page 2

cc: The Honorable Steny H. Hoyer, U. S. House of Representatives, 5<sup>th</sup> Congressional District  
The Honorable James Rosapepe, Maryland State Senate, District 21  
The Honorable Barbara Frush, Maryland House of Delegates, District 21  
The Honorable Ben Barnes, Maryland House of Delegates, District 21  
The Honorable Joseline Pena-Melnyk, Maryland House of Delegates, District 21  
The Honorable Andrea Harrison, Chair, Prince George's County Council  
The Honorable Eric Olson, Prince George's County Council, District 3  
The Honorable Mary Lehman, Prince George's County Council, District 1  
Carla Reid, Deputy Chief Administrative Officer  
Aubrey Thagard, Assistant Deputy Chief Administrative Officer  
Beatrice Tignor, Municipal Liaison  
Haitham A. Hijazi, Director, Department of Public Works and Transportation

9

Contract for  
Hollywood  
Commercial  
Streetscape  
Conceptual  
Design Plan

10

Letter to SHA re:  
retaining wall  
at the corner of  
US Route 1 @  
Erie Street

## MEMORANDUM

To: Mayor Andrew Fellows and City Council  
From: Bill Gardiner, Assistant City Manager *BG*  
Steve Halpern, City Engineer *SH*  
Through: Joe Nagro, City Manager  
Re: SHA and City collaboration on Sidewalk Improvements from Cherokee Street to I-495  
Date: October 1, 2014

### **Issue: Required Retaining Wall for Sidewalk Retrofit Project**

#### **Summary:**

The State Highway Administration (SHA) is designing a sidewalk improvement project along Baltimore Avenue in north College Park. One challenge the project faces is the required retaining wall along the northbound lane of Baltimore Avenue at Erie Street. Normally, SHA pays for the design and construction of the sidewalk, but not of other improvements that may be required. This retaining wall could cost a couple hundred thousand dollars. City and SHA staff have discussed a solution that would have SHA design and build the retaining wall, and the City would take over ownership upon completion. The City may also be required to obtain an easement for the construction of the structure.

SHA staff requested that the City indicate support for this arrangement prior to SHA designing the retaining wall and drafting a binding memorandum of agreement for City consideration.

#### **Recommendation:**

Staff recommends that Council authorize the Mayor to send the attached letter indicating the City's support for the proposed arrangement regarding the retaining wall.

October 14, 2014

Lisa B. Choplin, Division Chief  
Innovative Contracting Division  
707 North Calvert Street  
Baltimore, MD 21202

RE: US 1 (Baltimore Avenue) Sidewalk Improvements from Cherokee Street  
to I-495, Contract No XY5265133

Dear Ms. Choplin:

On September 2, 2014 John Gover and Kate Mazzara gave a detailed presentation of this sidewalk improvement project to the College Park Mayor and Council. The Mayor and Council have been very interested in these improvements to enhance pedestrian safety. One of the challenges to this project is the need for a retaining wall along the northbound lane of Baltimore Avenue at Erie Street in order to create space for the sidewalk.

During the presentation, they indicated that the State may be able to cover the design and construction costs of this retaining wall if the City would take over ownership and maintenance upon completion of the wall. It is assumed that the visual structure will be constructed within the SHA right-of-way and the City may need to acquire a construction easement for the hidden portion of the structure.

The City Council has discussed this partnership to enable the entire project to proceed. This letter is to inform you that the City is receptive to this proposed arrangement regarding the retaining wall, and requests that SHA begin the design work and drafting of a memorandum of agreement.

We look forward to a very successful project and partnership.

Sincerely,

Andrew M. Fellows  
Mayor

CC: Brian Young, District Engineer – District 3

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EPA's proposed  
definition of  
"Waters of the  
United States"



## Clean Water Act Rule to Protect Our Nation's Streams and Wetlands from Pollution



In March 2014 the Environmental Protection Agency (EPA) and the Army Corps of Engineers (Corps) proposed a long-overdue Clean Water Act rule (*Definition of "Waters of the United States" Under the Clean Water Act*) to end the confusion over which streams and wetlands are protected by the law. Congress originally protected these vital water resources when it passed the landmark Clean Water Act in 1972, but those protections were called

into question over a decade ago because of two polluter-friendly Supreme Court decisions in 2001 and 2006 and subsequent Bush administration policies. Following these controversial decisions, Clean Water Act enforcement has declined, putting the health of our rivers, lakes and bays at risk.

### Why These Resources Matter and Need Protection

The health of our nation's rivers, lakes, and bays depends on the network of small streams and wetlands that flow into them. Here's what's at stake:

**The drinking water sources for over 117 million Americans.** One in three Americans get drinking water from public systems that rely on headwater and seasonal streams.

**20 million acres of wetlands** that provide flood protection, recharge groundwater supplies, filter pollution, and provide essential wildlife habitat.

**Over half of all the stream miles in the United States.** Many of these streams are critical habitat for fish and other aquatic life and provide the majority of the water flow in rivers.

These resources are economic drivers for our communities. Recreationists, farmers, hunters, anglers and businesses ranging from clean tech to craft brewers all depend on clean water. Anglers alone generated nearly \$115 billion in economic activity in 2011, breathing life into rural communities and supporting more than one million jobs. Craft brewers contributed nearly \$34 billion to the U.S. economy in 2012, supporting over 360,000 jobs.

### What the Rule Covers

This proposed rule definitely restores Clean Water Act protections to most tributary streams and wetlands:

1. **Tributaries to waters already covered by the Clean Water Act** – for example, intermittent or ephemeral streams that have a defined bed and bank and flow to traditionally navigable waters, interstate waters, territorial seas, or impoundments of those waters.
2. **Wetlands, lakes and other waters located near or within the floodplain** of waters already covered by the Clean Water Act, including tributary streams of those waters.

Waters positioned outside of a floodplain or riparian area, also known as "other waters" will continue to require a case-by-case analysis to determine whether or not they have a "significant nexus" to waters already covered by the Clean Water Act and can therefore be protected by the law. The 2001 Supreme Court ruling signaled an upper limit on jurisdiction by rejecting a Reagan-era policy that based federal jurisdiction of geographically isolated waters on their use by migratory birds. **To be consistent with this ruling, the proposed rule does not restore protections to all the wetlands and other waters that were protected for almost 30 years before 2001.**

## What the Rule Does *Not* Cover

The proposed rule reaffirms existing exemptions from Clean Water Act permitting requirements for agriculture, mining, forestry and certain other activities that produce food, fuel or fiber:

- Most common farming and ranching practices, including “plowing, cultivating, seeding, minor drainage, harvesting.”
- “Construction or maintenance of farm or stock ponds or irrigation ditches, or the maintenance of drainage ditches.”
- “Agricultural stormwater discharges and return flows from irrigated agriculture.”
- “Construction of temporary sediment basins on a construction site.”
- “Construction or maintenance of farm or forest roads or temporary roads for moving mining equipment.”

The proposed rule also codifies waters that have long been excluded from Clean Water Act permitting requirements in practice but not explicitly exempted by rule:

- Upland drainage ditches with less than perennial flow
- Artificially irrigated areas that would revert to upland should irrigation cease
- Artificial lakes or ponds used for purposes such as stock watering
- Artificial ornamental waters created for primarily aesthetic reasons
- Water-filled depressions created as a result of construction activity
- Groundwater, gullies, rills and non-wetland swales

Previous exemptions in the regulation also remain for waste treatment systems, including treatment ponds and lagoons, as well as prior converted cropland.

## Rule Provides More Benefits Than Costs

EPA estimates that the proposed rule would provide \$388 million to \$514 million annually in benefits to the public, including reducing flooding, filtering pollution, providing wildlife habitat, supporting hunting and fishing, and recharging groundwater. These public benefits significantly outweigh the costs of about \$162 million to \$279 million per year for mitigating impacts to streams and wetlands, and taking steps to reduce pollution to waterways.

Another benefit of this rule is that it will streamline the permitting process by providing greater certainty to the regulated community and better guidance to regulators, by establishing specific categories of which waters are protected by the Clean Water Act, and specific categories of waters which are not protected by the law.



## Additional Resources

Learn more about the proposed Clean Water Rule at: <http://www2.epa.gov/uswaters>

Read comments submitted to the Proposed Rule Docket for “Definition of ‘Waters of the United States’ Under the Clean Water Act” at [www.regulations.gov](http://www.regulations.gov), search for docket number EPA-HQ-2011-0880.

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**For more information visit:** <http://cleanwater.org/Protecting-All-Water>

**Contact:** Jennifer Peters, Clean Water Action, [jpeters@cleanwater.org](mailto:jpeters@cleanwater.org) | 202.393.3224

## Why Restoring Clean Water Act Protections is Good for Businesses – Suggested Talking Points

- ⤴ Clean water is an economic driver for our communities. Polluted water creates no economic value for communities or business owners. In fact, healthy rivers, lakes and bays enhance the economic value of businesses and homes.
- ⤴ Businesses ranging from clean tech to craft brewers all depend on high quality clean water to produce or manufacture their products.
- ⤴ America's manufacturers require clean and ample water supplies. Manufacturing companies use nine trillion gallons of fresh water every year.
- ⤴ The beverage industry uses more than 12 billion gallons of water annually to produce products valued at \$58 billion.
- ⤴ Small and independent craft brewers contributed \$33.9 billion to the U.S. Economy in 2012. The industry also provided more than 360,000 jobs. (*Analysis includes state-by state breakdown: <http://www.brewersassociation.org/pages/government-affairs/economic-impact-data>*)
- ⤴ Farmers depend on clean water for irrigation – 31% of all surface water withdrawals in the U.S. are for irrigation.
- ⤴ According to EPA, the proposed rule would provide an estimated \$388 million to \$514 million annually of benefits to the public, including reducing flooding, filtering pollution, providing wildlife habitat, supporting hunting and fishing, and recharging groundwater. The public health benefits significantly outweigh the costs of about \$162 million to \$279 million per year for mitigating impacts to streams and wetlands, and taking steps to reduce pollution to waterways.
- ⤴ In 2011, approximately 38% of the U.S. Population over the age of 16 – 90.1 million people participated in wildlife recreation, spending \$145 billion. State-by-state numbers also available: <http://www.census.gov/prod/www/fishing.html>
- ⤴ The American Sportfishing Association reports that anglers generated nearly \$115 billion in total economic activity in 2011 and supported more than 800,000 jobs.
- ⤴ Protecting streams and wetlands protects homes and businesses from flooding. Degradation of these resources can increase flood damages and emergency response costs. Across the country, 9.6 million homes and \$390 billion in property are located in flood-prone areas. Protecting the streams and wetlands that store flood water and reduce runoff is an effective “insurance policy.”
- ⤴ Businesses operate best in an environment of regulatory certainty, and this rule may reduce cost for businesses needing Clean Water Act permits and will most assuredly increase consistency, predictability, and timeliness of the permitting process.

## What businesses are saying about the Clean Water Rule:

### **American Sustainable Business Council (ASBC) | Richard Eidlin, Co-founder and Policy Director**

"American business has always depended on the availability of clean water for its success, and EPA's regulation in this area historically has been a prime example of the vital partnership between business and government. Whether a company is a food producer, a high tech manufacturer of silicon wafers, outdoor recreation guide or a beer manufacturer, businesses rely on clean water to produce high quality and safe products. Ever since the passage of the Clean Water Act in 1972, the EPA has been charged with ensuring that our water supply remains safe. Today, we applaud the EPA for taking steps to clarify that small streams, wetlands and other tributaries are protected by the Act. Degradation and loss of wetlands or small streams can increase the risk of floods there by threatening businesses."

**ASBC member businesses and partners also commented on the proposed new rule.** "On behalf of the employee owners at New Belgium Brewing and our Alternately Empowered culture, we offer a toast to 40 great years of the Clean Water Act and to the EPA and Obama Administration's leadership to make sure our water -- and our beer -- continues to be of the highest quality. We are thrilled for these incremental protections announced today that will help improve whole system watershed health," said Andrew Lemley, Government Relations Director for New **Belgium Brewing Company**, Fort Collins, CO.

"As a small business owner who personally experienced the negative economic impact of a recent chemical spill in West Virginia's Elk River, I know how crucial it is for strengthening EPA regulations to protect our waterways," said Nancy Ward, CEO, **Cornucopia**, Charleston, WV.

"Water is quite literally the main ingredient for the foods we eat, and it is also central to the daily operations of our business. Clean and protected water thus couldn't be more important to King Arthur Flour and our commitment to healthy foods and a healthy planet," said Suzanne McDowell, VP of Human Resources, **King Arthur Flour Company**, Norwich, VT.

"Protection of small streams and wetlands is critical for maintaining the health of our food supply, communities, and businesses dependent on clean water. Used for livestock and crop irrigation upstream, and in food production, breweries, home kitchens and restaurants further down, the incalculable economic and social value of unpolluted water requires more than adequate safeguards and protections for a strong economy," said Hilary Baum, Director, **Chefs for the Marcellus**, a campaign of food producers and businesses dedicated to protecting NYC's regional foodshed. [Press Release, 3/25/2014]

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE  
PARK, MARYLAND IN SUPPORT OF THE UNITED STATES ENVIRONMENTAL  
PROTECTION AGENCY AND ARMY CORPS OF ENGINEERS' PROPOSED  
*DEFINITION OF "WATERS OF THE UNITED STATES"*  
UNDER THE CLEAN WATER ACT**

A resolution for the purpose of protection of public health, recreational resources, economic livelihood related to clean water, under the Waters of the United States as it provides an extraordinary value for the City of College Park.

**WHEREAS**, the Mayor and Council recognize that the Clean Water Act is the fundamental federal law protecting the Waters of the United States from pollution, degradation and destruction, and that strong federal standards are needed because water does not respect political boundaries; and

**WHEREAS**, critical streams and wetlands which supply drinking water, protect against floods and filter pollution previously were protected under the Clean Water Act, but federal policy changes over the last decade have left these streams and wetlands vulnerable to degradation or destruction; and

**WHEREAS**, these vulnerable waters of the United States impact sources of drinking water for over 117 million Americans, including 5,885,000 residents in Maryland; and

**WHEREAS**, more than 1,000 peer reviewed scientific studies have confirmed that headwater intermittent and ephemeral streams and wetlands affect the quantity and quality of water in larger bodies of water downstream; and

**WHEREAS**, the U.S. Environmental Protection Agency and Army Corps of Engineers have proposed a clarifying rulemaking that all tributary streams, regardless of size or frequency of flow are covered under the Clean Water Act, which will restore protections to 2210 miles of streams in Maryland that 77% of our residents depend on for drinking water.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the City of College Park, Maryland supports the proposed *Definition of "Waters of the United States"* under the Clean Water Act and urges the Environmental Protection Agency and Army Corps of Engineers to finalize these important protections for our nation's water resources.

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

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

**WITNESS:**

**CITY OF COLLEGE PARK, MARYLAND**

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

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

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Council retreat  
AND Strategic  
Plan

## MEMORANDUM

TO: Mayor and City Council  
FROM: Bill Gardiner, Assistant City Manager *BA*  
THROUGH: Joseph L. Nagro, City Manager *JN*  
DATE: October 3, 2014  
SUBJECT: **Strategic Plan Selection Process and 2015 Council Retreat**

### **ISSUE: Selection of the Strategic Plan Consultant**

#### **SUMMARY OF STATUS:**

The City received 13 proposals in response to its RFP for Strategic Planning Services. The proposals ranged in cost from \$18,000 to \$146,400. As discussed, a group of staff is evaluating the proposals and plans to identify the top 3-5 firms. This short-list of firms should be contacted by a combined staff-Council committee for interviews, and the committee should also check references and other clients. The entire selection process should be completed by the end of October so the selected consultant can begin the strategic planning process.

The RFP includes two sessions with Council, two public sessions, and two targeted focus group sessions as part of the information gathering process, and two or three additional meetings with Council to develop the City's mission, vision, goals, and strategies. The final process will be negotiated with the selected consultant and may differ slightly, but it will require a significant commitment by Council and staff between November and early 2015. Our goal is to have this strategic plan guide the City Council, City budget, and City staff from 2015 – 2020.

#### **RECOMMENDATION:**

Staff recommends that Council select three or four members to work with the City staff during the second stage of the selection process (interviews and reference checks). It is very important that both staff and Council are involved in the entire process, including the selection of the consultant. This group can make a recommendation to the City Manager based on its evaluation of the candidate firms. The City Manager can sign the contract for the consultant if the value is below the authorized threshold. If the amount will be above the authorized threshold, Council must approve the contract.

Staff recommends that Council and staff use the time scheduled for January 2015 retreat in a slightly different manner. Instead of a retreat similar to the one we held in May, this time would be focused on refining the strategic plan before the budget process begins. The strategic plan should inform the budget for each year that it encompasses, and therefore our timeline is critical.

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# Resident survey

## MEMORANDUM

To: Mayor Andrew Fellows and City Council  
From: Bill Gardiner, Assistant City Manager *RG*  
Through: Joe Nagro, City Manager *JN*  
Re: 2014 Resident Satisfaction Survey  
Date: October 3, 2014

### **Issue:**

The City has conducted a resident satisfaction survey every two years, and a survey is scheduled for 2014. The survey is primarily online, but residents can pick up hard copies at city buildings and mail the responses to the City.

### **Summary:**

A review of past surveys and memos indicates that the survey itself was edited and expanded by Council in 2012. Some minor changes may be required in 2014 due to changes in the FY15 budget metrics, questions that are not informative, updates in how people receive information about the City, or errors that have been discovered.

Because this is the final year of the current strategic plan, it may be best to keep the survey substantially in its current format. In years past the survey has been available for at least one month, with the closing date prior to Thanksgiving. Given the likely timeframe, we may need to keep it open until early December.

The survey will be advertized via the website, cable TV channel, College Park Connected, and the Municipal Scene. As in the past, hard copies may be picked up at City Hall, Davis Hall, and the Youth and Family Services building. The survey will be available in Spanish.

### **Recommendation:**

Council is requested to review the 2012 survey and provide feedback to the Assistant City Manager regarding recommended edits. Staff will also update items related to the budget metrics.

An updated version will be provided in the packet for the October 14<sup>th</sup> Council Meeting, as well as a tentative timeline to launch the new survey.

Attachment: 2012 Resident Satisfaction Survey



# City of College Park 2012 Resident Satisfaction Survey

Dear Resident,

Thank you for requesting a paper version of the 2012 Resident Satisfaction Survey. The City of College Park uses the Resident Satisfaction Survey as a tool to see how well we serve you. The last survey, completed two years ago, provided us with valuable input that helped develop our budget and make improvements to City services. This year, we've shortened the survey to make it more convenient for you.

Please answer the survey based on your personal experiences. Your responses are completely anonymous. Thank you for taking the survey; we are eager for your response.

Sincerely,

*Mayor Andrew Fellows and College Park City Council Members:*

*District 1:*

*Fazlul Kabir*

*Patrick Wojahn*

*District 2:*

*Robert T. Catlin*

*Monroe Dennis*

*District 3:*

*Robert Day*

*Stephanie Stulich*

*District 4:*

*Marcus Afzali*

*Denise Mitchell*

## Instructions

- **One survey per household:** One person 18+ years old should complete the survey
- Answer each question if applicable based on your own experiences
- Fold the survey and place the survey into the pre-stamped envelope
- No additional postage necessary (just drop the envelope into the mail)
- Call 240-487-3501 if you have questions

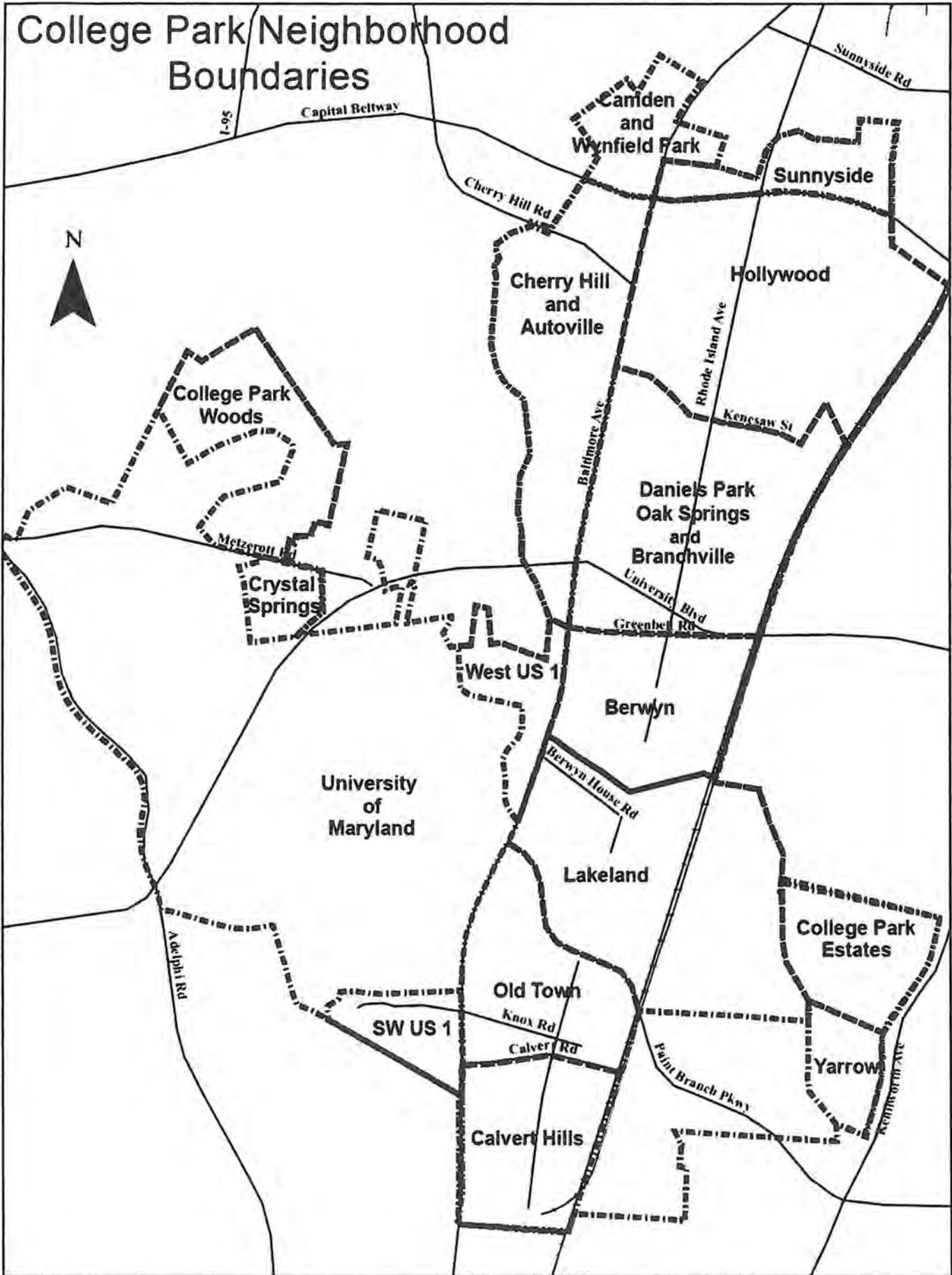
**Please return survey by November 9, 2012**

**Versión en español  
disponible**

***It's not too late to complete this survey online!***

***[www.collegeparkmd.gov/survey](http://www.collegeparkmd.gov/survey)***

***Access the online survey at any time until 11:59PM, November 9, 2012.***



## Section I – City Services

1. Please rate the following City services.	Excellent	Good	Neutral	Fair	Poor	Don't know
<b>A. Public Works services:</b>						
- Regular trash collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Bulk and/or special trash collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Single-stream recycling collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Grass, brush & tree limb collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Curbside leaf collection (Nov-Dec)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Snow removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Compost program/SMARTLEAF®	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Street cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Landscape plantings and roadside tree maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Street lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Street maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Cleanliness of business districts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Public Works' overall responsiveness & timeliness to your inquiries and complaints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Parking Enforcement services:</b>						
- In commercial/retail areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- In your neighborhood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Parking Enforcement's overall responsiveness & timeliness to your inquiries and complaints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. Animal Control services:</b>						
- Animal Control's overall responsiveness & timeliness to your inquiries and complaints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. Code Enforcement services:</b>						
- Code Enforcement's overall responsiveness & timeliness to your inquiries and complaints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Code enforcement inside the rental property in which you live	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Code enforcement in commercial/retail areas:						
- Cleanliness & property maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Code enforcement in your neighborhood:						
- Cleanliness & property maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <i>Please complete:</i> I feel that the amount of code enforcement in my neighborhood is...						
<input type="checkbox"/> Enough	<input type="checkbox"/> Not enough	<input type="checkbox"/> Too much				

Please rate the following City services.	Excellent	Good	Neutral	Fair	Poor	Don't know
<b>E. Youth, Family, and Senior Services:</b> <i>(Answer ONLY if you are a senior or a parent with young children):</i>						
- City youth and family programs for counseling and community outreach	<input type="checkbox"/>					
- City seniors programs for medical transport to appointments, shopping, advocacy, recreation, and information services	<input type="checkbox"/>					
- Youth, Family, and Senior Services' overall responsiveness & timeliness to your inquiries and complaints	<input type="checkbox"/>					
<b>F. General City services:</b>						
- The <b>overall</b> quality of the City of College Park services	<input type="checkbox"/>					
- The value of City services and programs for your tax dollars	<input type="checkbox"/>					
- How would you improve our City services?						

**Section II – Getting City Information**

2. Please rate the following:	Excellent	Good	Neutral	Fair	Poor	Don't know
A. The City's efforts to inform you of City government and services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Usefulness of the "Municipal Scene" information that appears every two weeks in the Gazette	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Usefulness of the information listed on the College Park website ( <a href="http://www.collegeparkmd.gov">www.collegeparkmd.gov</a> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Usefulness of the Resident Information Guide distributed in the Fall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Where do you look for City information? <i>(Check all that apply)</i>	<input type="checkbox"/> Gazette <input type="checkbox"/> City website <input type="checkbox"/> Call the City <input type="checkbox"/> Diamondback <input type="checkbox"/> City Hall bulletin board <input type="checkbox"/> Cable Channel <input type="checkbox"/> The College Park Patch website <input type="checkbox"/> Resident Info.Guide <input type="checkbox"/> Word of mouth <input type="checkbox"/> Municipal Scene <input type="checkbox"/> Blog: _____ <input type="checkbox"/> Other: _____ <span style="float: right;"><input type="checkbox"/> Civic groups</span>					
4. What is your preferred method of receiving information? <i>(Check all that apply)</i>	<input type="checkbox"/> Email <input type="checkbox"/> Postal mail <input type="checkbox"/> Facebook / Twitter / Other social media site <input type="checkbox"/> Newsletter <input type="checkbox"/> Website updates <input type="checkbox"/> Other: _____					

**Section III – Quality of Life**

5. On a scale of 1 to 5, with 1 being the very likely, how likely are you to:	Very likely				Very unlike!
A. Recommend living in College Park to a friend	1	2	3	4	5
B. Remain in College Park for the next 3 years	1	2	3	4	5

6. How safe do you feel...?	Very Safe	Safe	Neutral	Unsafe	Very Unsafe
A. As a pedestrian in the City	<input type="checkbox"/>				
B. Driving on streets in the City	<input type="checkbox"/>				
C. In your residence and immediate neighborhood	<input type="checkbox"/>				
D. At local parks and playgrounds	<input type="checkbox"/>				
E. Near the College Park / UMD Metro Station	<input type="checkbox"/>				
F. Near the Greenbelt Metro Station	<input type="checkbox"/>				
G. In College Park retail / commercial areas	<input type="checkbox"/>				

7. Please rate the following public safety services:	Excellent	Good	Neutral	Fair	Poor	Don't know
A. Your understanding of the operation of the City's Contract Police Program	<input type="checkbox"/>					
B. Police response time to emergency calls	<input type="checkbox"/>					
C. Police response time to non-emergency calls	<input type="checkbox"/>					
D. Efforts to keep you informed about crime and action taken	<input type="checkbox"/>					
E. The Neighborhood Watch program in your neighborhood	<input type="checkbox"/>					
F. Fire & Emergency Medical Services	<input type="checkbox"/>					
G. Specific comments on Police, Fire, and Emergency Medical Services:						

8. Please rate the following for your neighborhood:	Excellent	Good	Neutral	Fair	Poor	Don't know
A. Physical condition of housing	<input type="checkbox"/>					
B. Access to parks and open spaces	<input type="checkbox"/>					
C. Walking distance to a bus stop	<input type="checkbox"/>					
D. Availability of sidewalks	<input type="checkbox"/>					
E. Access to shopping and other services	<input type="checkbox"/>					
F. Tree canopy cover	<input type="checkbox"/>					
G. Overall neighborhood as a place to live	<input type="checkbox"/>					

<p>9. What do you like <b>best</b> about your neighborhood?</p>	
<p>What do you like <b>least</b> about your neighborhood?</p>	

**Section IV – Economic Development**

11. What type of businesses would you like to see more of in College Park?

12. How do you learn about College Park economic development news and issues? (Check all that apply).

- Facebook / Twitter  
 City Council meetings  
 Economic Development website

- Monthly newsletters  
 Blog: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Section V – Parks and Recreation**

13. Please rate the following service:

Excellent    Good    Neutral    Fair    Poor    Don't know

City parks, playgrounds and athletic fields  
(Calvert Hills, Duvall Field, etc.)

- 

14. Please check the box for any of the following resources you would like to see in your neighborhood? (Check all that apply)

- Community garden     Off-road bike trails  
 Dog park     Fitness trail  
 Skate park     Open or green space  
 Playground     Playing fields

15. Please list any recreational activities in which you would be interested in participating.

**Section VI – Environment and Recycling**

(Note, some services mentioned below in questions 16 are not currently provided by the City)

16. Please answer the following with the best answer for your household.

Yes    No    Don't know

A. Should our community focus on decreasing the energy used by the municipal government? (e.g., lighting, heating, cooling, etc.)

- 

B. Would you like to know more about how to make your house, condo, or apartment more energy efficient?

- 

C. Are you interested in learning more about water conservation efforts such as the installation of rain barrels or rain gardens?

- 

17. Do you know what a carbon footprint is?

- Yes     No     Don't Know  
 Heard of it but still unsure of what it means

18. What community sustainability programs would you like to see the City pursue?

**Section VII – Transportation**

19. How do you usually get to the Metrorail station? (Check the box for the two most typical for you)

- Walk     P.G. 'The Bus'     Dropped off by car  
 Bike     Shuttle-UM     Drive a car  
 Metrobus     Taxi or vanpool     I don't use Metro

20. Complete the phrase by choosing the appropriate answer for you. I ride a bicycle...

- For recreation     For commuting to work or school     For errands / shopping  
 All of the above     I do not ride a bicycle

21. How many miles do you commute each way to work?  less than 1 mile  10 – 19 miles  Retired or unemployed  
 1 – 4 miles  20 – 29 miles  
 5 – 9 miles  30 miles +

**Section VIII – Rate College Park**

22. Please rate the following about the City:	Excellent	Good	Neutral	Fair	Poor	Don't know
A. Employment opportunities	<input type="checkbox"/>					
B. Variety of housing available	<input type="checkbox"/>					
C. Vibrancy of downtown	<input type="checkbox"/>					
D. Cost of living	<input type="checkbox"/>					
E. Shopping opportunities	<input type="checkbox"/>					
F. Dining opportunities	<input type="checkbox"/>					
G. Recreation opportunities	<input type="checkbox"/>					
H. Cultural opportunities	<input type="checkbox"/>					
I. Transportation network	<input type="checkbox"/>					
J. Parking availability	<input type="checkbox"/>					
K. College Park, overall	<input type="checkbox"/>					

23. What do you like **best** about College Park?

24. What do you like **least** about College Park?

**Section IX – Miscellaneous**

25. Over the past 12 months, how often has someone in your household used / participated in the following?	5+ times per week	1 – 4 times per week	1 – 4 times per month	1 – 4 times per year	Never
A. The City discount drug program	<input type="checkbox"/>				
B. <i>College Park Central</i> (online reporting system)	<input type="checkbox"/>				
C. The College Park Cable Channel (Comcast Channel 71; Verizon 25)	<input type="checkbox"/>				
D. Live / rebroadcast City Council meeting videos	<input type="checkbox"/>				
E. The City Council meeting online video archive	<input type="checkbox"/>				
F. The Downtown College Park Farmers' Market	<input type="checkbox"/>				
G. Shopping in Downtown College Park	<input type="checkbox"/>				
H. Shopping in the Hollywood commercial district	<input type="checkbox"/>				
I. Shopping in the Berwyn commercial district	<input type="checkbox"/>				
J. The City's <a href="http://www.ShopCollegePark.org">www.ShopCollegePark.org</a> website	<input type="checkbox"/>				
K. Metrobus	<input type="checkbox"/>				
L. Prince George's County THE BUS	<input type="checkbox"/>				

Over the past 12 months, how often has someone in your household used / participated in the following?	5+ times per week	1 - 4 times per week	1 - 4 times per month	1 - 4 times per year	Never
M. The Route 1 Ride (Route 17 Bus)	<input type="checkbox"/>				
N. Shuttle-UM (University of Maryland bus service)	<input type="checkbox"/>				
O. Metrorail	<input type="checkbox"/>				
P. The City's downtown parking garage	<input type="checkbox"/>				

### Section X – About You

- 26.** How many years have you lived in College Park?  less than 2 years  6 – 9 years  20 – 29 Years  
 2 – 5 years  10–19 years  30 years +
- 27.** What is your age?  18 – 24  35 – 44  62 – 74  
 25 – 34  45 – 61  75 years +
- 28.** Are you a University student?  Yes  No  
**A.** If yes, are you an undergraduate or graduate (e.g., Masters or Ph.D. program) student?  Undergraduate student  Graduate student
- 29.** Please check the box next to the City neighborhood in which you live. (Refer to the map for neighborhood boundaries).
- |   |  |
|---|--|
| <input type="checkbox"/> Camden – Wynfield Park                   | <input type="checkbox"/> West US Route 1         |
| <input type="checkbox"/> Sunnyside                                | <input type="checkbox"/> Old Town                |
| <input type="checkbox"/> Hollywood                                | <input type="checkbox"/> Calvert Hills           |
| <input type="checkbox"/> Daniels Park – Oak Springs – Branchville | <input type="checkbox"/> Southwest US Route      |
| <input type="checkbox"/> Berwyn                                   | <input type="checkbox"/> College Park Woods      |
| <input type="checkbox"/> Lakeland                                 | <input type="checkbox"/> Crystal Springs         |
| <input type="checkbox"/> College Park Estates                     | <input type="checkbox"/> Autoville – Cherry Hill |
| <input type="checkbox"/> Yarrow                                   |  |

- Thank you for taking the time to complete this survey and improve our city!
- Please fold your completed survey, place it into the pre-stamped envelope, and mail it. No additional postage needed!

**Thank you for your participation!**

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# FY '16 Park and Planning Budget

## MEMORANDUM

To: Mayor Andrew Fellows and City Council  
From: Bill Gardiner, Assistant City Manager *BG*  
Through: Joe Nagro, City Manager *JN*  
Re: M-NCPPC Budget Hearing  
Date: October 1, 2014

### **Issue:**

The Maryland-National Capital Park and Planning Commission (M-NCPPC) annually requests public comment for its upcoming budget development. The comment period for the FY16 budget ends on October 16, 2014.

### **Summary:**

For the past several years, the City Council has discussed and authorized a letter to M-NCPPC requesting funding for specific items. The 2013 letter is attached. Most of the requests have been requested for three or four years in a row. The request for a feasibility study in FY15 for a 12,000 square foot gymnasium addition to Hollywood Elementary School was a new request last year.

### **Recommendation:**

Staff recommends that Council consider park and facility improvements, or other services in the area that it would like M-NCPPC to fund during the upcoming fiscal year. If it wishes to continue previous requests, it may be helpful to discuss additional actions that would support the funding of the requests. Based on the Worksession discussion, staff can draft a letter to M-NCPPC that Council can approve during the October 14, 2014 Council Meeting.

Attachment: 2013 letter to M-NCPPC re: FY15 budget



September 17, 2013

City of College Park  
240-487-3501  
Facsimile: 301-699-8029

Elizabeth M. Hewlett, Chair  
Prince George's County Planning Board  
14741 Governor Oden Bowie Drive  
Upper Marlboro, MD 20772

Office of the Mayor  
and City Council  
4500 Knox Road  
College Park, MD 20740

Dear Chair Hewlett and Planning Board Members:

Mayor

The College Park City Council requests that the Prince George's County Planning Board allocate funding in the Maryland – National Capital Park and Planning Commission (M-NCPPC) FY 2015 budget for the following projects:

Andrew M. Fellows  
5807 Bryn Mawr Road  
301-441-8141

**Cherry Hill Neighborhood Park Display Board** — The City requests a new display board to be located at the entrance of Cherry Hill Neighborhood Park.

Council Members

**New Stormwater Inlet at Hollywood Community Park** — The City requests the replacement of the existing manhole with an inlet to relieve flooding after heavy rain events.

District 1  
Fazlul Kabir  
9817 53rd Avenue  
301-659-6295

**New Entrance Gateway to Hollywood Community Park** — The pedestrian entrance to the park that adjoins the pathway to the Greenbelt Metro Station is in need of improvement. We request a gateway entrance feature to the park to replace the existing chain-link fence. This aesthetic improvement would complement the City's Lackawanna Streetscape project, which spans from Narragansett Parkway to the Metro entrance and includes street improvements and new pedestrian lighting.

District 2  
Patrick L. Wojahn  
5015 Lackawanna Street  
240-988-7763

**Lighting Study along the Paint Branch Trail** — Previously, M-NCPPC emphasized the need for a lighting study to determine lighting needs and preferences along the Paint Branch Trail. We request that M-NCPPC allocate funding in the Capital Improvement Program to complete this study and investigate the possible use of energy-efficient lighting on county trails because of the important role that the trail system plays for pedestrian and bicycle commuting in the county.

District 3  
Robert T. Catlin  
8604 49th Avenue  
301-345-0742

**Support for College Park Dog Park Association Request** — The College Park Dog Park Association requests an expansion of the dog park area into the adjacent under-utilized space. Expansion would provide the dog park with a separate area for small, timid dogs whose owners may be reluctant to use the park when big, rowdy dogs play there. In addition, a second fenced area would

District 4  
Monroe S. Dennis  
8117 51st Avenue  
301-474-6270

District 5  
Robert W. Day  
7410 Baylor Avenue  
301-741-1962

Stephanie Stulich  
7400 Dartmouth Avenue  
301-742-4442

District 6  
Marcus Afzali  
9238 Limestone Place  
240-391-8241

District 7  
C. Mitchell  
3501 Marlborough Way  
240-475-7196

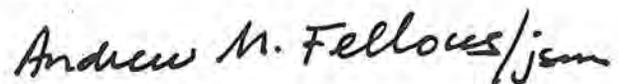
permit the College Park Dog Park Association to periodically close off one-half of the park to give the grass in that area a chance to recover from heavy use.

**Feasibility Study of Potential Community Center in the Hollywood Commercial District** — The City requested that M-NCPPC engage in a study to analyze the possibility of entering into a joint project with the City of College Park to construct and operate a community center in north College Park. In the FY 2013 proposed budget, M-NCPPC designated feasibility study funding for this project for FY 2016 and potentially more funding the following year to build the facility. The City requests to move the feasibility study funding to FY 2015 to start the process sooner.

The Public Facilities Report in the Formula 2040 Functional Master Plan for Parks, Recreation and Open Space recommends that a 12,000 square foot gymnasium be added to the Hollywood Elementary School to meet identified needs. This project is not currently in the CIP and requires a feasibility study to be conducted first. Although the residents of north College Park would prefer a stand-alone community center, the gymnasium expansion would be a reasonable alternative that could move forward more quickly. The city supports this recommendation and requests that the feasibility study be conducted in FY 2015.

Thank you for your consideration of these FY 2015 budget requests.

Sincerely,

A handwritten signature in black ink that reads "Andrew M. Fellows/jem". The signature is written in a cursive style.

Andrew M. Fellows  
Mayor

15

# Boards and Committees

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

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

<b>Advisory Planning Commission</b>			
Appointee	Represents	Appointed by	Term Expires
Larry Bleau 7/9/02	District 1	Mayor	12/15
Rosemarie Green Colby 04/10/12	District 2	Mayor	04/15
Christopher Gill 09/24/13	District 1	Mayor	09/16
James E. McFadden 2/14/99	District 3	Mayor	04/16
Clay Gump 1/24/12	District 3	Mayor	01/15
VACANT (formerly Smolka)	District 4	Mayor	08/14
Mary Cook 8/10/10	District 4	Mayor	08/13
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.			

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

<b>Airport Authority</b>			
Appointee	Resides in	Appointed by	Term Expires
James Garvin 11/9/04	District 3	M&C	07/14
Jack Robson 5/11/04	District 3	M&C	03/17
Anna Sandberg 2/26/85	District 3	M&C	03/16
Gabriel Iriarte 1/10/06	District 3	M&C	04/16
Christopher Dullnig 6/12/07	District 2	M&C	01/17
VACANT		M&C	
VACANT		M&C	
City Code Chapter 11 Article II: 7 members, must be residents and qualified voters of the City, appointed by Mayor and City Council, <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.			

<b>Animal Welfare Committee</b>			
Appointee	Resides in	Appointed by	Term Expires
Cindy Vernasco 9/11/07	District 2	M&C	02/17
Dave Turley 3/23/10	District 1	M&C	03/16
Christiane Williams 5/11/10	District 1	M&C	05/15
Patti Brothers 6/8/10	Non resident	M&C	02/17
Taimi Anderson 6/8/10	Non resident	M&C	06/13
Harriet McNamee 7/13/10	District 1	M&C	02/17
Suzie Bellamy 9/28/10	District 4	M&C	04/17
Christine Nagle 03/13/12	District 1	M&C	03/15
Betty Gailes 06/17/14	District 1	M&C	06/17
10-R-20: Up to fifteen members appointed by the Mayor and Council for three-year terms. Not a compensated committee. Liaison: Public Services.			

<b>Board of Election Supervisors</b>			
Appointee	Represents	Appointed by	Term Expires
John Robson (Chief) 5/24/94	Mayoral appt	M&C	03/15
Terry Wertz 2/11/97	District 1	M&C	03/15
VACANT (formerly Gross)	District 2	M&C	03/15
Janet Evander 07/16/13	District 3	M&C	03/15
Maria Mackie 08/12/14	District 4	M&C	03/15
City Charter C4-3: The Mayor and Council shall, not later than the first regular meeting in March of each year in which there is a general election, appoint and fix the compensation for five qualified voters as Supervisors of Elections, one of whom shall be appointed from the qualified voters of each of the four election districts and one of whom shall be appointed by the Mayor with the consent of the Council. The Mayor and Council shall designate one of the five Supervisors of Elections as the Chief of Elections. This is a compensated committee; compensation is based on a fiscal year. Per Council action (item 11-G-66) effective in March, 2013: In an election year all of the Board receives compensation. In a non-election year only the Chief Election Supervisor will be compensated. Liaison: City Clerk's office.			

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

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

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

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

<b>Committee For A Better Environment</b>			
Appointee	Resides in	Appointed by	Term Expires
Janis Oppelt 8/8/06	District 1	M&C	09/15
Suchitra Balachandran 10/9/07	District 4	M&C	01/17
Donna Weene 9/8/09	District 1	M&C	12/15
Gemma Evans 1/25/11	District 1	M&C	01/17
Kennis Termini 01/14/14	District 1	M&C	01/17
City Code Chapter 15 Article VIII: No more than 25 members, appointed by the Mayor and Council, three year terms, members shall elect the chair. Not a compensated committee. Liaison: Planning.			

<b>Education Advisory Committee</b>			
Appointee	Represents	Appointed by	Term Expires
Brian Bertges 06/18/13	District 1	M&C	06/15
Cory Sanders 09/24/13	District 1	M&C	09/15
Charlene Mahoney	District 2	M&C	12/14
Maia Sheppard 07/15/14	District 2	M&C	07/16
VACANT	District 3	M&C	
Melissa Day 9/15/10	District 3	M&C	11/14
Carolyn Bernache 2/9/10	District 4	M&C	02/14
Doris Ellis 9/28/10	District 4	M&C	09/13
Tricia Homer	District 1	M&C	04/16
Peggy Wilson 6/8/10	UMCP	UMCP	05/16
Resolutions 97-R-17, 99-R-4 and 10-R-13: At least 9 members who shall be appointed by the Mayor and Council: at least two from each Council District and one nominated by the University of Maryland. Two year terms. The Committee shall appoint the Chair and Vice-Chair of the Committee from among the members of the Committee. Not a compensated committee. Liaison: Youth and Family Services.			

<b>Ethics Commission</b>			
Appointee	Represents	Appointed by	Term Expires
Edward Maginnis 09/13/11	District 1	Mayor	08/15
VACANT	District 2	Mayor	
VACANT	District 3	Mayor	
Gail Kushner 09/13/11	District 4	Mayor	01/16
Robert Thurston 9/13/05	At Large	Mayor	02/16
Alan C. Bradford 1/23/96	At-Large	Mayor	07/15
Frank Rose 05/08/12	At-Large	Mayor	05/14
City Code Chapter 38 Article II: Composed of seven members appointed by the Mayor and approved			

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

<b>Farmers Market Committee</b>			
Appointee	Represents	Appointed by	Term Expires
Margaret Kane 05/08/12	District 1	M&C	05/15
Robert Boone 07/10/12	District 1	M&C	07/15
Leo Shapiro 07/10/12	District 3	M&C	07/15
Julie Forker 07/10/12	District 3	M&C	07/15
Kimberly Schumann 09/11/12	District 1	M&C	09/15
VACANT			
VACANT		M&C	
VACANT	Student	M&C	
Established April 10, 2012 by 12-R-07. Up to 7 members. Quorum = 3. Three year terms. Not a compensated committee. Liaison: Planning Department. Agreement reached during July 3, 2012 Worksession to fill the seven positions as outlined above. Effective September 11, 2012 by 12-R-17: Membership increased to 8.			

<b>Housing Authority of the City of College Park</b>			
Bob Catlin 05/13/14		Mayor	05/01/19
Betty Rodenhausen 04/09/13		Mayor	05/01/18
John Moore 9/10/96		Mayor	05/01/19
Thelma Lomax 7/10/90		Mayor	05/01/15
Carl Patterson 12/11/12	Attick Towers resident	Mayor	05/01/16
The College Park Housing Authority was established in City Code Chapter 11 Article I, but it operates independently under Article 44A Title I of the Annotated Code of Maryland. The Housing Authority administers low income housing at Attick Towers. The Mayor appoints five commissioners to the Authority; each serves a five year term; appointments expire May 1. Mayor administers oath of office. One member is a resident of Attick Towers. The Authority selects a chairman from among its commissioners. The Housing Authority is funded through HUD and rent collection, administers their own budget, and has their own employees. The City supplements some of their services.			

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

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

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

<b>Noise Control Board</b>			
Appointee	Represents	Appointed by	Term Expires
Mark Shroder 11/23/10	District 1	Council, for District 1	11/14
Harry Pitt, Jr. 9/26/95	District 2	Council, for District 2	03/16
Alan Stillwell 6/10/97	District 3	Council, for District 3	09/16
Suzie Bellamy	District 4	Council, for District 4	12/16
Adele Ellis 04/24/12	Mayoral Appt	Mayor	04/16
Bobbie P. Solomon 3/14/95	Alternate	Council - At large	05/18
Larry Wenzel 3/9/99	Alternate	Council - At large	02/18

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.

<b>Recreation Board</b>			
Appointee	Represents	Appointed by	Term Expires
Eric Grims 08/12/14	District 1	M&C	08/17
Sarah Araghi 7/14/09	District 1	M&C	07/15
Alan C. Bradford 1/23/96	District 2*	M&C	02/17
VACANT	District 2	M&C	
Adele Ellis 9/13/88	District 3	M&C	02/17
VACANT	District 3	M&C	
Barbara Pianowski 3/23/10	District 4	M&C	05/17
Judith Oarr 05/14/13	District 4	M&C	05/16
Bettina McCloud 1/11/11	Mayoral	Mayor	02/17
Solonnine Privett	Mayoral	Mayor	04/16

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.

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

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

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

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**INFO REPORT:  
Traffic Calming  
7300 block of  
Radcliffe Drive**

## MEMORANDUM

**TO:** Mayor and Council

**THROUGH:** Joseph L. Nagro, City Manager 

**FROM:** Janeen S. Miller, City Clerk 

**COPY:** Steve Halpern, City Engineer

**DATE:** September 24, 2014

**RE:** Petition Request to remove traffic-calming striping in the 7300 block of Radcliffe Road

### ISSUE

Residents of the 7300 block of Radcliffe Drive submitted the following petition, which was validated per City Code standards by Jim Miller, Parking Enforcement Manager:

We the undersigned are asking the City of College Park to no longer stripe Radcliffe Drive with wide white lines, which original purpose was to deter speeding by seeking to visually narrow the road. We appreciate the intent behind this striping, but we believe it has not provided an effective deterrent to speeders, because most of the speeders are regular drivers through the neighborhood and they have long ago adjusted to the presence of the white lines. Additionally, it confuses drivers unfamiliar with the neighborhood into thinking Radcliffe is a one-way street, posing some hazard. We believe the striping is unattractive and detracts from the appearance of our neighborhood, as well as being ineffective. Since the street has just been resurfaced as part of the WSSC pipe replacement project, we ask that the City request that the WSSC contractor not "restore" these particular stripes. Instead, we believe that asking our contract police officers to conduct periodic speed enforcement on Radcliffe (which has helped in the past) would be a more effective way to deter speeding and improve safety for families living on Radcliffe. Thank you.

The City Engineer has now completed his report, which is attached. Traffic Calming is regulated in City Code Chapter 184 Vehicles and Traffic, Article VI Traffic Calming Devices.

### RECOMMENDATION

Per §184-41 of the City Code, a Public Hearing on this matter should now be scheduled.

### Attachments:

City Engineer's Recommendation and Traffic Study  
August 13, 2013 Memo to Council  
City Code §184-41

# MEMORANDUM

**To:** Joe Nagro, City Manager   
**From:** Steven E. Halpern, P.E.   
**Date:** September 23, 2014  
**Subject:** Recommendation to Remove Existing Traffic Calming Practice from Radcliffe Drive between Edmonston Road and Knoxville Drive

## Location

Radcliffe Drive is located between Edmonston Road and Knoxville Drive in the Yarrow subdivision of the City. It is oriented northwest-southeast and is classified as a local residential street. Area map attached.

## Traffic Concern

The residents along the 7300 block of Radcliffe Drive have petitioned the City not to reinstall the traffic calming technique –Edge Striping – that was previously in place. The edge striping was removed last year when the street was resurfaced.

## Traffic Investigation

The traffic count was performed approximately one year after the edge striping was removed. A traffic counter was placed at 7308 Radcliffe drive for one full week, from August 14<sup>th</sup> to August 21<sup>st</sup>. A 48-hour traffic analysis was performed on the data collected from August 15<sup>th</sup> to August 16<sup>th</sup> because it represented the worst traffic conditions. Our investigation revealed that the Average Daily Traffic Volume was 252 and 26.5% of all vehicles were traveling in excess of 30 mph; the speeding threshold is 15%. Speeding was identified as being a problem.

- 3 Vehicles were recorded traveling in excess of 40 mph
- 25 Vehicles were recorded traveling between 35 and <40 mph
- 135 Vehicles were recorded traveling between 30 and <35 mph
- 321 Vehicles were recorded traveling between 25 and <30 mph

City Warrants for Speed Hump Installations per City Code Chapter 184 Article IV	Data obtained during Study	Warrant
Average traffic volume greater than 500	252	Not Met
15% of total volume exceeding speed limit by 5 mph	26.5%	Met

Comparison of current traffic data with the data collected in August 2005:

	August 2005	August 2014	Percent Change
Average Day Traffic	324	252	-22%
% of vehicles exceeding speed limit by 5 mph	47	26.5	-44%
Vehicles were recorded traveling in excess of 40 mph	53	3	-94%
Vehicles were recorded traveling between 35 and <40 mph	66	25	-62%
Vehicles were recorded traveling between 30 and <35 mph	186	135	-27%
Vehicles were recorded traveling between 25 and <30 mph	221	321	45%

The data indicates that the Average Daily Traffic has decreased 22% and the percent of vehicles exceeding speed limit by 15 mph decreased by 44%.

In 2005 the community petitioned for traffic calming on Radcliffe Drive but did not want Speed Humps. They wanted something less intrusive so we recommended edge striping.

Since the original traffic study in 2005, traffic on Radcliffe Drive has become tamer, for lack of better word.

**Recommendation**

Staff recommends that the edge striping not be installed at this time.

Attachments:

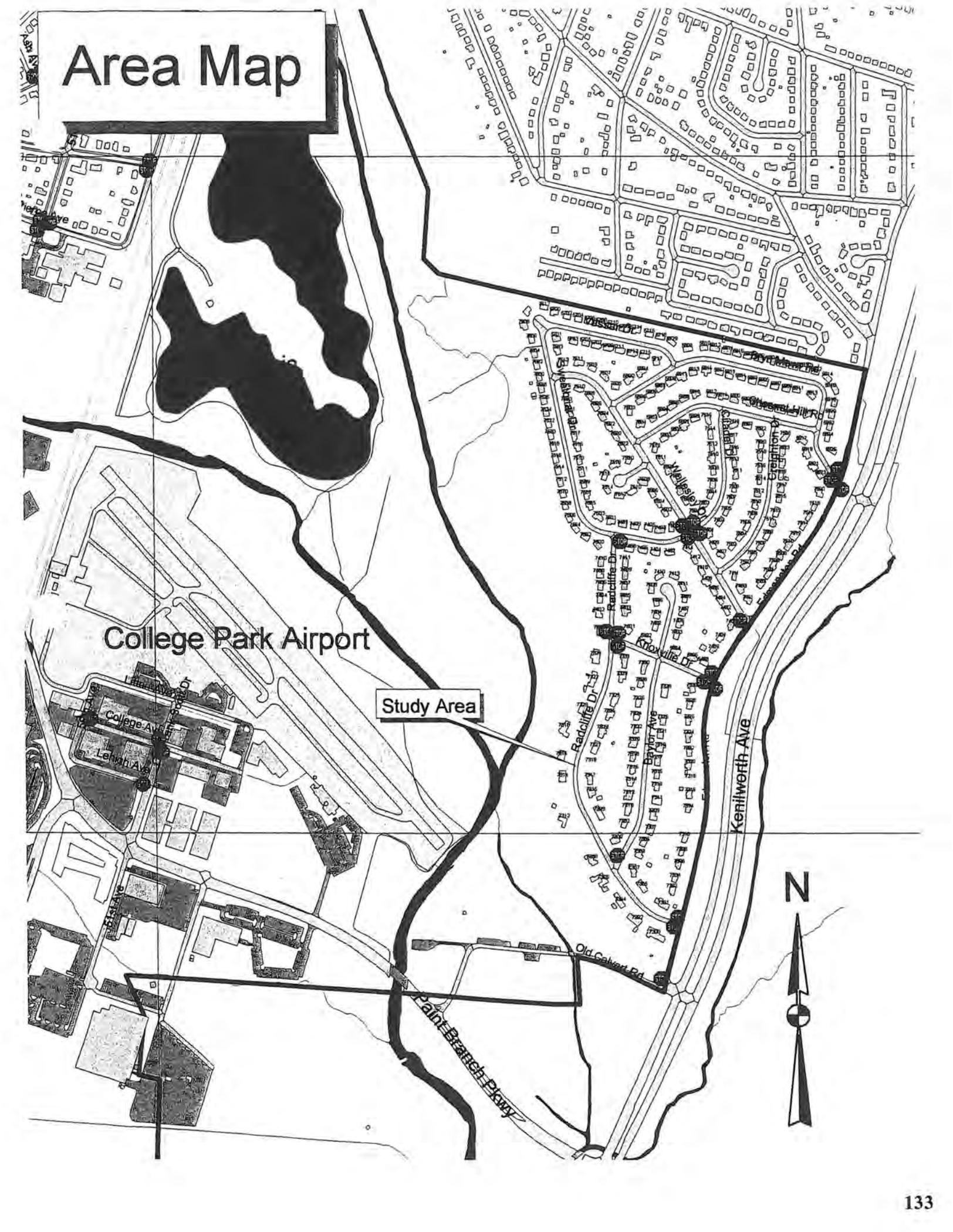
Area Map

Traffic Count Data

# Area Map

College Park Airport

Study Area





Description 1: 7308 Radcliffe Dr  
 Description 2: Counter No 1  
 Description 3: Speed and Volume Study

Site:  
 Date:

Yarrow  
 8/16/2014  
 Saturday

24 Hour Speed  
 Combined Channels

mph	Total	0 - < 15	15 - < 20	20 - < 25	25 - < 30	30 - < 35	35 - < 40	40 - < 45	45 - < 50	50 - < 55	55 - < 60	60 - < 65	65 - < 70	70 - < 200
12:00 AM	6	0	1	2	2	1	0	0	0	0	0	0	0	0
1:00 AM	2	0	0	0	1	1	0	0	0	0	0	0	0	0
2:00 AM	1	0	0	0	1	0	0	0	0	0	0	0	0	0
3:00 AM	2	0	0	0	0	1	0	0	1	0	0	0	0	0
4:00 AM	1	0	0	0	1	0	0	0	0	0	0	0	0	0
5:00 AM	1	0	0	0	1	0	0	0	0	0	0	0	0	0
6:00 AM	4	0	0	0	2	1	1	0	0	0	0	0	0	0
7:00 AM	6	1	2	0	1	2	0	0	0	0	0	0	0	0
8:00 AM	4	0	1	0	2	1	0	0	0	0	0	0	0	0
9:00 AM	10	0	0	2	5	3	0	0	0	0	0	0	0	0
10:00 AM	18	0	3	4	8	1	1	1	0	0	0	0	0	0
11:00 AM	17	0	3	4	3	5	2	0	0	0	0	0	0	0
12:00 PM	18	0	2	2	5	9	0	0	0	0	0	0	0	0
1:00 PM	16	4	2	3	5	2	0	0	0	0	0	0	0	0
2:00 PM	19	0	3	3	10	3	0	0	0	0	0	0	0	0
3:00 PM	19	1	0	4	9	4	1	0	0	0	0	0	0	0
4:00 PM	15	1	4	3	4	3	0	0	0	0	0	0	0	0
5:00 PM	10	0	1	3	5	1	0	0	0	0	0	0	0	0
6:00 PM	14	1	1	5	4	2	1	0	0	0	0	0	0	0
7:00 PM	19	0	2	6	10	1	0	0	0	0	0	0	0	0
8:00 PM	11	0	2	3	2	4	0	0	0	0	0	0	0	0
9:00 PM	7	0	2	1	2	1	1	0	0	0	0	0	0	0
10:00 PM	9	0	0	3	4	2	0	0	0	0	0	0	0	0
11:00 PM	4	0	1	3	0	0	0	0	0	0	0	0	0	0
Total	233	8	30	51	87	48	7	1	1	0	0	0	0	0
%		3.4	12.9	21.9	37.3	20.6	3.0	0.4	0.4	0.0	0.0	0.0	0.0	0.0

**Percentile Speeds**  
 (mph)

<u>10 %</u>	<u>15 %</u>	<u>50 %</u>	<u>85 %</u>	<u>90 %</u>
18.4	19.8	26.6	31.6	32.7

**10 mph Pace Speed**  
 Number in Pace

22.7 - 32.7	<b>Average</b>	26.1 mph
154 (66.1 %)	<b>Minimum</b>	6.5 mph
	<b>Maximum</b>	49.0 mph

**Speeds Exceeded**

<u>25 mph</u>	<u>30 mph</u>	<u>35 mph</u>	<u>40 mph</u>	<u>45 mph</u>	<u>50 mph</u>	<u>55 mph</u>	<u>60 mph</u>
61.8 %	24.5 %	3.9 %	0.9 %	0.4 %	0.0 %	0.0 %	0.0 %
Count	144	57	9	2	1	0	0

## MEMORANDUM

**TO:** Mayor and Council

**THROUGH:** Joe Nagro, City Manager 

**FROM:** Janeen S. Miller, City Clerk 

**DATE:** August 13, 2013

**RE:** Petition Request for the removal of traffic calming striping in the 7300 block of Radcliffe Drive (between Edmonston and Knoxville Roads)

### ISSUE:

On August 6, 2013 we received a resident petition requesting the removal of traffic calming striping in the 7300 block of Radcliffe Drive, between Edmonston and Knoxville Roads. The street has recently been repaved, and the existing traffic calming striping has not yet been restored. This request is that the prior traffic calming striping not be replaced.

The petition has been validated by Parking Enforcement as containing signatures from 68% of the residents (Attachment 1). Pursuant to the procedures set out in Article VI of Chapter 184 of the Code, the next steps would be to request a traffic study by the City Engineer, then schedule a public hearing on the request, after which the City Council would take action.

### BACKGROUND:

The request to install traffic calming was initiated in 2005 by resident petition. A traffic study was completed in September 2005; the City Engineer recommended three flat-top type speed humps be installed in the 7300 block of Radcliffe (Attachment 2). A public hearing on the recommendation was held on September 27, 2005 (Attachment 3). The City Council pulled the action item off the agenda that same night, and requested that the City Engineer meet with the community to come to an agreement as to the next steps. As a result of those discussions, traffic calming striping was installed instead of the recommended speed humps.

### RECOMMENDATION:

Staff recommends that another traffic study be conducted to assess the current situation on the block. Once completed, the findings will be presented to Council and a public hearing will be scheduled on the request not to reinstall traffic calming striping on the street.

### Attachments:

- 1 – Petition validation memo from Jim Miller dated August 8, 2013
- 2 – Traffic Study dated September 20, 2005
- 3 – Minutes from September 27, 2005 Public Hearing

cc: Steve Halpern, City Engineer  
Robert Ryan, Director of Public Services  
Robert Stumpff, Director of Public Works

## Chapter 184. VEHICLES AND TRAFFIC

### Article VI. Traffic Calming Devices

#### § 184-41. Public hearing; criteria for evaluating requests.

A. Conduct of public hearing.

- (1) After having been notified by the City Clerk that a report from the Department of Public Works pertaining to a petition for the installation of a traffic calming device has been received, the Mayor and Council shall schedule a public hearing to solicit the opinions of the entire neighborhood and the city at large.
- (2) The City Clerk shall send notice of the public hearing to all residents of the street for which a traffic calming device is requested, to the local neighborhood citizen association and to the adjoining neighborhood citizen associations. The public hearing shall be advertised in a paper of general circulation in the city.
- (3) After conducting the public hearing and declaring the hearing record closed, the Mayor and Council shall announce its decision within 45 days of the close of the hearing record. This time may be extended by majority vote of the Council.
- (4) The Mayor and Council may approve, approve with modifications or deny the request for the installation of a traffic calming device.
- (5) The City Clerk shall notify the petitioners and their neighborhood or civic association of the Mayor and Council's decision, which shall also be published in a newspaper of general circulation in the city.

B. Guidelines for evaluating a request for the installation of a traffic calming device. Petitions requesting the installation of a traffic calming device shall be evaluated in accordance with the standards established by the State Highway Administration and the Institute of Traffic Engineering Guidelines. The following criteria are intended to further guide the Mayor and Council in determining whether a request for a traffic calming device is reasonable and justified. These shall not be considered exclusive criteria:

- (1) The street proposed for a traffic calming device has an identified speeding problem which cannot be alleviated any other way than by a traffic calming device. Such a problem can be identified through a combination of resident complaints, police radar surveillance and ticketing practices, accident statistics and the history of the previous

efforts to control speeding on the street. Traffic calming devices will only be installed to address documented safety or traffic concerns supported by traffic engineering studies. Devices can be implemented individually or in conjunction with other traffic calming measures depending upon area conditions and characteristics.

- (2) The street carries a higher volume of nonresidential traffic than would normally be expected. Streets considered for traffic calming must be primarily residential with a majority of residential homes and driveways fronting on the street.
- (3) The installation of traffic calming devices shall be assessed for their potential impact on public transportation and fire and rescue operations.
- (4) The potential impact of traffic calming devices on adjacent neighborhoods shall be assessed.
- (5) If a problem is determined during the engineering study, the Department of Public Works will consult with the residents of the particular street and develop a plan for the type and location of traffic calming devices.

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INFO REPORT:  
Sustainability  
Planning

## MEMORANDUM

To: Mayor Andrew Fellows and City Council  
From: Bill Gardiner, Assistant City Manager *BG*  
Through: Joe Nagro, City Manager *JN*  
Re: Sustainability Plan Development  
Date: October 3, 2014

### Issue:

During the May 27, 2014 Council Meeting, the Council authorized an inter-departmental task force to draft the framework for a City sustainability plan and to identify resources to assist the City in this effort, such as the University of Maryland's Partnership for Action Learning in Sustainability program (PALS).

The purpose of developing a sustainability plan is to have a comprehensive City approach to sustainability. The Council motion noted that staff would provide follow-up information regarding a proposed schedule and process, and that the plan will require input from all departments, committees, residents, and partners outside the City.

### Summary:

The City has held follow-up meetings with staff from the National Center for Smart Growth and submitted nine potential areas for consideration by the Partnership for Active Learning in Sustainability (PALS) program. I expect to hear back from the program in October.

An inter-departmental work group has been established and will meet through mid-January. The group will identify and recommend specific actions the City departments could take to become more sustainable across all activities and functions. The task force responsibilities are the following:

1. Research, discuss, and review best sustainability practices for municipal functions and / or departments in all areas of City operations.
2. Develop specific sustainability departmental goals or goals for staff activities that cross departments.
3. Research and recommend specific short-term (1-2 years) and long-term (3-5 years) actions the City should take in order to meet the purposes of the plan.

Three sub-groups have been established to focus on each of the following areas: Buildings and Public Areas; Fleet and Transportation; and Solid Waste and Recycling. A committee of the whole will focus on City-wide Policies, Practices, and Events. The group's report will include department or area goals and actions that would help the City meet new target reductions in greenhouse gas emissions and overall reduction in resource use and improvements in the environment. The report will also recommend how to monitor and report the status to Council and the public. The work group has reviewed a Frederick County sustainability operations plan,

as well as plans in other communities. The group intends to provide a report to the City Manager in mid-January.

**Recommendation:**

This memo to update Council on the status of staff work on sustainability includes two recommendations for Council to consider.

**1. Consider using STAR as a template for creating a community-wide sustainability plan**

The working group will create a City Operations Sustainability Plan for Council consideration. However, Council may also be interested in considering a community-wide sustainability plan. A community plan would include recommendations for residents and businesses, and cover a very broad range of actions.

If Council is interested in developing a community sustainability plan, it should consider the Sustainability Tool for Assessing and Rating Communities (STAR) Program. STAR provides a template that allows communities to do a self-assessment and technical assistance to enable communities to attain higher ratings based on specific actions to increase sustainability. Washington, D.C. recently achieved a 4-star rating (out of 5 stars). STAR has a leadership program that helps communities go through the entire process. Information about the program is included with this memo, and you can also see [www.starcommunities.org](http://www.starcommunities.org).

**2. Vision, Mission, and Goals**

The City Operations Sustainability Plan should have vision and mission statements, broad goals, and department-level goals. A draft vision and mission statement is included with this memo.

The final broad goals for reducing the City’s carbon footprint and the final department-specific goals will likely be done after additional research has been completed. The workgroup will develop draft goals for each of the four areas.

Council may consider adopting high-level, long-term greenhouse gas emission reduction goals, similar to goals adopted by the State of Maryland and the University of Maryland. Matthew Popkin’s report, “Climate Action, Emissions Reduction, and Sustainability Planning in the City of College Park,” includes the chart below with suggested goals. It would be best to have an updated greenhouse gas emissions report so the baseline is 2013.

Fiscal Year	UMD Reduction Goals	State of MD Goals	Proposed City of CP Goals
2015	25% (baseline 2005)	15% (baseline 2006)	10% (baseline 2007)
2020	50%	25-50%	25%
2025	60%	N/A	40%
2035	N/A	N/A	60%
2050	100%	90%	90%

## **Draft Plan Vision, Purpose, and Goals for the 2015 City Operations Sustainability Plan**

### **Plan Vision**

*College Park's Sustainable Operations Plan will reduce the environmental impact of City operations, create a healthier work environment and higher quality of life in the community, and position College Park as a regional leader in sustainability.*

### **Plan Purpose**

- Coordinate sustainable practices across all City operations
- Reduce carbon emissions and other environmental and unhealthy impacts created by City operations
- Position the City as an organization receptive to innovation and leading practices in sustainability
- Improve the quality of life for residents and surrounding communities
- Conserve financial and capital resources using a long-term perspective on investment

### **Overall Plan Goals (Specific goals will be developed and included within each area of the plan)**

- By the year 2020, reduce by XX percent from the 2013 baseline the per capita amount of greenhouse gas emissions (GGE) created by City operations. [Note: This goal may also include additional reductions at five-year increments to the year 2040 or 2050.]
- Establish specific sustainability targets that enable the City to meet the GGE goal and improve the environment, and annually measure the City's performance on each target.
- Educate and engage City employees in sustainable best practices and create an environment of innovation, adoption, and leadership in sustainability.
- Communicate the connection between the City's Sustainable Operations Plan, an improved environment, and improved stewardship of resources.

## **STAR Communities**

### **Sustainability tools for assessing and rating communities.**

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## **Be a STAR Community**

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Signing up is easy. First, review our subscription packages, below. Select the package that most closely fits your needs and review the program benefits, fees and expectations.

Download our [subscription information kit](#) or view a [comparison table of subscription benefits](#).

### **What package fits your community's needs?**

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#### **We're a Participating STAR Community!**

You are seeking a sustainability framework to help you organize your programs and public engagement efforts. Your city/county administrator wants to know if your community is a 5-STAR Community and you aren't sure how to find out. You're also looking for standard metrics to track implementation and communicate progress.

The Participating STAR Community package is for the community who wants to assess their current conditions, set goals and priorities, and share a sustainability framework across agencies or with stakeholders. This introductory subscription was developed to help communities get organized around the STAR Community Rating System and determine what's the best direction forward.

- Learn more about the [Participating STAR Community subscription](#)
- Annual subscription: \$500

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#### **We're a Reporting STAR Community!**

You are ready to have your sustainability efforts nationally recognized through a certification program. You are organized and motivated and have been tracking sustainability metrics for some time. Your leadership is on board and you have a strong team of agency leaders and partners willing to help.

STAR Communities developed the Reporting STAR Community subscription for the community that is ready to go and doesn't need a lot of help along the way. While STAR Communities staff is available for consult throughout the year, the expectation is for the community to fully drive data collection and reporting. Introductory trainings are provided as well as full access to the online reporting tool, the platform that manages submittals and documentation toward a STAR Community Rating.

- Learn more about the Reporting STAR Community subscription
- Annual subscription: \$1,500 (verification/certification fee not included)

**Reporting STAR Community subscription: [REGISTER TODAY](#)**

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The Leadership STAR Community package is a special program offered on a calendar year cycle. Cities and counties apply each fall to be selected to participate in this yearlong engagement with the goal of becoming a certified sustainable community. Leadership STAR Communities receive extensive support from STAR staff, customized education and training, and full access to the organization's publications and available tools.

- Learn more about the [Leadership STAR Community subscription](#)
- Annual subscription: \$5,000-\$15,000 based on population
- Program fee includes verification/certification

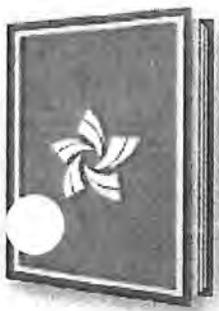
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**[Register Today](#)**



The Technical Guide supplements the basic STAR Community Rating System and provides direct guidance for achieving a STAR Community Rating.

### **Purchase Technical Guide**



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#### ***STAR Communities***

*c/o District Dept. of Environment*

*1200 First Street NE 5th floor*

*Washington, DC 20002*

*Ph | 855-890-STAR (toll free)*

*Email | [info@starcommunities.org](mailto:info@starcommunities.org)*

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INFO REPORT:  
Community  
Legacy funding

## MEMORANDUM

TO: Mayor and City Council

FROM: Michael Stiefvater, Economic Development Coordinator *MS*

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

DATE: October 3, 2014

SUBJECT: Formation of the Hollywood Commercial Façade Improvement Program

### ISSUE

In an effort to expend the remaining funds from the City's FY 2013 Community Legacy grant, staff is creating an additional program that specifically assists property owners or tenants in the Hollywood Commercial District with renovations to their building facades. The original grant award in the amount of \$75,000 was for the creation of a commercial tenant improvement program to attract high-quality, independent businesses to the City. To date, one business (The Board and Brew) has successfully completed the application process and opened for operation with the assistance of a \$25,000 grant. The remaining program funds need to be distributed by June 1, 2015.

### BACKGROUND

Approved in February 2013 by the Maryland Department of Housing and Community Development (DHCD) for funding, the Commercial Tenant Improvement Program provides matching grants up to \$25,000 for retailers looking to open or expand in the City. Eligible business types include apparel stores, bakeries, coffee shops, and full service restaurants among others, while automotive businesses, convenience stores, and nail salons are examples of non-eligible uses. In addition to the \$75,000 in grant funding through DHCD, the City contributed \$20,000 to the program.

While there has been interest in the program, only three out of seven interested businesses have submitted all the required documentation for a full review. Following is a brief description of the status of the program applications:

- Bakery/Dessert Lounge
  - Began the application process, but could not obtain a loan necessary for improvements at this time.
- The Board and Brew
  - Successfully completed the program and opened in June 2014 at The Varsity.
  - Spent over \$110,000 on eligible improvements alone.
  - Received a grant for the maximum amount of \$25,000.

- Clothing Store
  - Completed the application process, but were denied a grant for \$5,000 due to a substandard review of their financial capacity.
  - Even without the grant, they have opened in the City.
- Coffee Shop
  - Began the application process, but decided to focus on existing business rather than expand at this time.
- Medical Spa
  - Recently began the application process and have signed a lease in the City.
  - Determination of their eligibility is expected in early October.
- Specialty Convenience & Grocery Store #1
  - Completed the application process, but were denied a grant for \$12,250 due to a substandard review of their financial capacity.
  - Even without grant, they are currently in the process of opening in the City.
- Specialty Convenience & Grocery Store #2
  - Began the application process, but could not reach an agreement with the property owner and decided against opening in the City.

Currently there are ongoing discussions with several other businesses about the program, including two restaurants and a neighborhood food/wine shop. However, none of these businesses have submitted applications or secured a lease at this time, which concerns staff about the ability to expend the grant funds in a timely manner.

## SUMMARY

With the uncertain nature surrounding retail leasing and the upcoming end date of the grant funding, staff contacted DHCD to discuss possible changes that would expand the use of the funds in a wider manner while still being in line with the main goal of the Commercial Tenant Improvement Program: revitalizing the City's commercial districts. The change proposed by staff is to create an additional program, the Hollywood Commercial Façade Improvement Program, which would assist property owners or tenants seeking to renovate building facades in the Hollywood Commercial District.

While the Commercial Tenant Improvement Program is available citywide, the new program would be limited to the Hollywood Commercial District (see Attachment 1) for several reasons:

1. Unlike the Route 1 Corridor, where numerous developments are underway, the economics and zoning in Hollywood make it an unlikely candidate for redevelopment in the near-term. Therefore, façade improvements represent an opportunity to upgrade the area's appearance until redevelopment is feasible.
2. The Prince George's County Planning Department has assigned an intern to prepare conceptual designs for several buildings in Hollywood, which City staff will use to engage property owners in discussions about possible improvements. Additionally, staff has collaborated with the Neighborhood Design Center to produce a set of conceptual designs for one shopping plaza owner that expressed an interest in façade improvements.
3. The City will shortly begin the conceptual design process for streetscape improvements in Hollywood. With the City's investment in the commercial district it is an appropriate time for the property owners to consider their own improvements.

4. There are several vacant and underutilized retail spaces in Hollywood, which could become more attractive to tenants if their visual appearance was upgraded.

While the specific guidelines are still being finalized, the main components of the Hollywood Commercial Façade Improvement Program are expected to be:

- Dollar-for-dollar matching grant with a minimum of \$2,500 and maximum of \$25,000.
- Review and approval of design and scope of work by City staff.
- Eligible improvements include, but are not limited to, awnings, doors, lighting, masonry, repainting, signage, trash container enhancements, and windows.

## **RECOMMENDATION**

No council action is required. This information report is intended to update Mayor and Council on the status of the FY 2013 Community Legacy grant.

## **ATTACHMENT**

1. Boundaries for Hollywood Commercial Façade Improvement Program

**ATTACHMENT 1: Boundaries for Hollywood Commercial Façade Improvement Program**

