



TUESDAY, JULY 7, 2015
(COUNCIL CHAMBERS)

7:00 P.M.
PUBLIC HEARING
2015-2020 STRATEGIC PLAN

PRIOR TO THE WORKSESSION
THE CITY COUNCIL WILL MEET IN A CLOSED SESSION
TO DISCUSS A PERSONNEL MATTER

7:30 P.M.
WORKSESSION

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.

CITY MANAGER'S REPORT

AMENDMENTS TO THE AGENDA

PROPOSED ITEMS TO GO DIRECTLY TO NEXT WEEK'S AGENDA

PROPOSED CONSENT AGENDA ITEMS

1. Approval of a Field Use Request by Knight Management Group for use of Duvall Field on Saturday, August 22, 2015 from 9:00 a.m. – 3:00 p.m.
2. Resolution Of The Mayor And Council Of The City Of College Park, Maryland Adopting The Recommendation Of The Advisory Planning Commission Regarding Request For Certification Of Non-Conforming Use CNU-2013-05 For Church Of God, 8800 48th Avenue, College Park, Maryland Recommending Approval Of The Request For Certification Of Non-Conforming Use (Appeal period ends July 9, 2015)
3. Resolution Of The Mayor And Council Of The City Of College Park, Maryland Adopting The Recommendations Of The Advisory Planning Commission Regarding Variance Application Number CPV-2015-01, 5014 Roanoke Place, College Park, Maryland, Recommending Approval Of A Variance From The Requirements Of The Prince George's County Zoning Ordinance, Section 27-442(C), Prescribing Maximum Lot Coverage (Appeal period ends July 9, 2015)

4. Resolution Of The Mayor And Council Of The City Of College Park, Maryland Adopting The Recommendation Of The Advisory Planning Commission And Granting Departure Application Number CPD-2015-01, 7402 Baltimore Avenue, College Park, Maryland, Nando's Peri-Peri, Recommending A Departure Of 14 Parking Spaces And 1 Loading Space (Appeal period ends July 9, 2015)

WORKSESSION DISCUSSION ITEMS

5. Review of Draft Strategic Plan and Action Plan prior to adoption – Catherine Tuck Parrish, The Novak Group, and Bill Gardiner, Assistant City Manager
6. Approval of contract for energy efficiency retrofitting of parking garage lighting – Brenda Alexander, Deputy Director of Public Works
7. Review of Preliminary Plan of Subdivision 4-13012 for the Pregnancy Aid Center, 4700 Erie Street – Miriam Bader, Senior Planner
8. Draft Property Use Agreement for Olawoyin Akintelure, Authorized Person/Managing Member, for a new Class D, Beer and Wine License for the use of Wilmolak, LLC, t/a Kof Sport Cafe, 9925 Rhode Island Avenue, College Park (July 28 BOLC Hearing) – Suellen Ferguson, City Attorney
9. Review of the University of Maryland proposal to sell beer and wine at UMD sports events beginning in the fall – (**Possible Special Session**) (July 8 BOLC Hearing) – Linda Carter, Attorney representing the applicant
10. CPCUP Request for resolution in support of the Maryland Community Investment Tax Credit Program (**Possible Special Session**) – Eric Olson, Executive Director, College Park City-University Partnership
11. Community Legacy Application for environmental remediation of a portion of the Calvert Road School building – Steve Beavers, Community Development Coordinator
12. Mayors' Challenge for Safer People, Safer Streets (Request of Councilmember Wojahn) – Bob Ryan, Director of Public Services
13. Extension of full-time contract Police Services Agreement with Prince George's County – Bob Ryan, Director of Public Services
14. Contract Award to Victor Stanley, Inc. for streetscape furniture along US Route 1 to be paid from EDI grant (**Super Majority is Required**) (**Possible Special Session**) – Steve Beavers, Community Development Coordinator
15. Discussion of future City communication with the loss of the Municipal Scene in the Gazette – Bill Gardiner, Assistant City Manager and Janeen Miller, City Clerk
16. Discussion of WMATA's proposed Green Line service reductions – Councilmember Wojahn
17. Agenda items for July 29 Four Cities Meeting in Berwyn Heights
18. Appointments to Boards and Committees

STATUS/REVIEW OF PENDING AGENDA ITEMS

COUNCIL COMMENTS

INFORMATION/STATUS REPORTS (For Council Review)

19. Information Report: RISE Zone - Bill Gardiner, Assistant City Manager
-
-

7:00

Public Hearing

2015-2020

Strategic Plan

MEMORANDUM

TO: Mayor and City Council
FROM: Bill Gardiner, Assistant City Manager
THROUGH: Joe Nagro, City Manager
DATE: July 1, 2015
SUBJECT: Review of the Draft Strategic Plan and Action Plan

ISSUE:

The City Council has scheduled a Public Hearing and a Worksession discussion on the Draft Strategic Plan and the Action Plan for 2015–2020. This memo summarizes the work completed on the plans since the May Council review of the Strategic Plan and the staff development of the Action Plan.

SUMMARY:

Staff incorporated the May 5th Council changes to the Strategic Plan, and used the revised document as the basis for the all-day staff workshop on May 20 with the City's consultant to develop the Action Plan. The Action Plan outlines the work that must be accomplished in order for the City's vision to be fulfilled.

The workshop on the Action Plan included 15 staff members representing all departments. Staff developed a mission statement and values, and then drafted action steps for each of the strategic plan goals. These action steps were refined by a sub-group that met several times in June, and reviewed again during a staff meeting. Changes to the action items that Council approved are noted in an attached document. Most of the changes are minor and serve to clarify the items.

Once approved, the 2015–2020 Strategic Plan and Action Plan together will serve as the City's roadmap to achieve its vision. The goals can be changed by Council, but usually the goals remain constant during the five-year period. The Action Plan will be updated frequently to reflect the completion of items, changes to the schedule, or other issues that impact the items.

RECOMMENDATION:

Council is requested to review the Strategic Plan and the Action Plan and provide feedback to staff. When Council is ready, these documents will be placed on a Council Meeting agenda for adoption.

Attachments: 2015–2020 Strategic Plan
2015–2020 Action Plan
Changes to Action Items after Council Review



City of College Park, Maryland

2015–2020 Strategic Plan

June 25, 2015

City Vision

The City of College Park is a vibrant and prosperous top 20 college town, which has established collaborative relationships with the residents, the University, businesses, non-profit sector, and other governments that benefit the entire community. The City is known for distinctive and connected neighborhoods, thriving commercial districts, cultural amenities, attractive green space and streetscapes, convenient transportation systems serving all users, and a strong sense of community pride.

City Mission

The City of College Park provides open and effective governance and excellent services that enhance the quality of life in our community.

City Values

Open and Effective Government

The City conducts its business in a lawful, open, and democratic manner. The City values communication and public discussion on issues affecting the City.

High-Performing, Dedicated, and Valued Employees

City staff provide the highest level of service possible. They act with honesty and integrity and are empowered to solve problems. The City values and rewards excellent performance.

Sustainability and Long-term Planning

The City is committed to a sustainable built environment and active stewardship of our natural resources. The City's long-term planning contributes to the well-being and prosperity of our community.

Fiscal Responsibility

The City maintains appropriate financial reserves, provides accurate financial information for decision-making, and spends revenue as effectively as possible.

Collaboration

The City values teamwork across departments and between Council and Staff. The City will strive to have productive, collaborative relations with the University, the County, the State, and neighboring jurisdictions in order to improve the City and the region.

City Goals

Goals are the long-term overarching areas in the City or "things that must go well" for the City to achieve its vision. Each goal statement includes a description of the goal as if it were already accomplished. Below the goal statement are ongoing priorities within the goal area that have been carried over from the 2010–2015 Strategic Plan. These priorities are included in the 2015–2020 Action Plan, either as separate action items or incorporated within other action items. The list of action items necessary to fulfill each goal follows the priorities carried over from the previous plan. The implementation of these action items is detailed in the Action Plan.

The 2020 Strategic Plan Goals are:

1. One College Park
2. Environmental Sustainability
3. High Quality Development and Reinvestment
4. Quality Infrastructure
5. Effective Leadership
6. Excellent Services

Goal 1: One College Park

The City of College Park and its residents, the University of Maryland (UMD) and its students, faculty and staff, and all stakeholders are connected to the community and work together for the best interest of College Park. All stakeholders are actively engaged in achieving our vision. The City actively supports opportunities for members of diverse cultural groups, residents from different neighborhoods, and students to have positive interactions with each other and their City government. All College Park residents feel connected to the City in addition to their neighborhood. People who work in the City, including University staff, federal employees, and students, feel connected to the City. College Park is a place where empathy and respect of diverse groups provide greater understanding and community strength. The City leverages the rich talent and skill in the community, including the non-profit sector. The City allocates sufficient staff resources for community engagement to create appealing opportunities for engagement that generate significant involvement in City-sponsored or co-sponsored community, social, and cultural events and public meetings. The City utilizes tools effectively to engage with and receive feedback from a broad range of residents.

Ongoing City Priorities:

- *CMAST monthly meetings*
- *Enforcement of Student Code of Conduct off campus*
- *Grant program for neighborhood events*
- *Good Neighbor Day, College Park Day events*
- *Email notification of code violations*
- *Good Neighbor recognition program*
- *Public information about City programs and services*
- *Improve dissemination of public safety information*
- *Utilize a customer request management system for online reporting of problems*

GOAL 1 ACTIONS ITEMS:

- 1a. Increase positive interaction among neighbors, including long-term residents and UMD students, faculty, and staff
- 1b. Promote cooperation among neighborhoods and the City as a whole
- 1c. Facilitate a range of quality housing options that respect neighborhoods
- 1d. Increase owner-occupancy of the existing single-family homes
- 1e. Research and implement measures that allow residents to age in place
- 1f. Develop communications and community engagement plans that will significantly improve the City's impact and capacity in these areas
- 1g. Develop a marketing plan for the City

Goal 2: Environmental Sustainability

The City is a leader in the protection and restoration of natural resources and the implementation of energy efficiency and renewable energy programs, technologies, and plans. The City reduces its impact on the environment through collaboration, research, and the adoption of best practices to incentivize reduced energy usage. The City has well-managed and attractive natural resources, such as parks, trails, and outdoor recreation areas. The City supports new development that is sensitive to environmental issues and that strives to limit impacts on the environment.

Ongoing City Priorities:

- *Hollywood Gateway Park property purchase and development*
- *Sustainability Plan for City Operations*
- *Sustainable Maryland Certified*

GOAL 2 ACTION ITEMS:

- 2a. Execute the permaculture plan in partnership with residents and organizations
- 2b. Develop a plan for community gardens in partnership with residents and organizations
- 2c. Adopt a City Operations Sustainability Plan
- 2d. Develop a Community Sustainability Plan
- 2e. Partner with the UMD Partnership in Active Learning for Sustainability (PALS)
- 2f. Partner with agencies to identify funds and implement stormwater management improvements
- 2g. Complete purchase and development of Hollywood Gateway Park

Goal 3: High Quality Development and Reinvestment

The City works with partners to facilitate investment along Baltimore Avenue, in the College Park metro station area, Berwyn Commercial District, and the Hollywood Commercial District to expand commercial development and housing options and increase the tax base to finance improvements in services and infrastructure. The City has strong neighborhoods with ample home ownership opportunities and varied housing and retail options. The City welcomes development proposals and actively works with developers in a structured process to incorporate community input and collaboration in order to support projects that have high design quality, are environmentally sustainable, and have a positive impact on neighborhoods. Resources are provided for City services to meet increases in demand or changes in community needs/desires, including a range of senior housing options.

Ongoing City Priorities:

- *Continued advocacy for State funding for Baltimore Avenue reconstruction*
- *Support and attract diverse, locally-owned retail and restaurant establishments*
- *Matching grant programs for small business to locate in College Park and/or improve their business*
- *Maintain up-to-date inventory of available sites for redevelopment*
- *Annual Economic Development report*
- *Continued advocacy for the Purple Line*
- *Continued advocacy for the Greenbelt FBI site*

GOAL 3 ACTION ITEMS:

- 3a. Promote and focus economic investment in these priority development areas:
 1. Downtown College Park (from the City limits south of Guilford Drive to College Avenue) to implement the University District Vision Plan.
 2. College Park metro station area
 3. Baltimore Avenue corridor area to create walkable nodes and promote residential infill
 4. Hollywood Commercial District to evaluate options for redevelopment
 5. City-owned Calvert Road property to create a strategy for redevelopment and use
 6. Berwyn Commercial District to revise zoning to allow more neighborhood-serving uses; work with community and M-NCPPC
 7. North core of the Greenbelt Metro Station development to work with stakeholders to maximize the benefits and minimize the negative impacts on College Park residents (including proposed Greenbelt FBI location and accompanying retail)
- 3b. Monitor plans and progress in the University of Maryland Innovation District
- 3c. Support and attract diverse, locally-owned retail and restaurant establishments

Goal 4: Quality Infrastructure

The City's infrastructure, including roads, sidewalks, paths, technology, utilities, parks, playgrounds, City Hall, and other City facilities are constructed and maintained at a high quality standard and meet the needs of residents, employees, and visitors. College Park regularly evaluates its public infrastructure and facilities and provides funding so that all facilities meet the expectations of residents and the planned growth of College Park and surrounding neighborhoods. College Park's infrastructure is resilient and designed to function under potentially adverse conditions.

Ongoing City Priorities:

- *Develop a complete and green streets policy (fall 2015)*
- *Develop a City-wide bicycle plan (fall 2015)*
- *Create a network of proposed streets and bike trails (long-term)*
- *Implement a bike share program*
- *Support Bike to Work Day*
- *Settle outstanding issues related to completion of the Berwyn portion of the trolley trail*
- *Utilize public security cameras and license plate readers*

GOAL 4 ACTION ITEMS:

- 4a. Adopt a Complete Streets policy and implement a comprehensive network of bike and pedestrian trails
- 4b. Facilitate Baltimore Avenue reconstruction and sidewalk project
- 4c. Build a new City Hall
- 4d. Expand parks, playgrounds, and open space
- 4e. Ensure effective public safety infrastructure and evaluate surveillance cameras and locations
- 4f. Implement a bike share program

Goal 5: Effective Leadership

The City models excellent leadership and teamwork among Council, staff, and community partners to achieve the City's vision and goals. The Council and staff have a clear vision for the community and have engaged and inspired community members to embrace a positive view of College Park's future. The Council acts as one policy body, clearly communicates expectations to staff, and provides leadership for advancing College Park's vision and strategic plan. The Council balances the need to be both responsive and decisive and communicates its actions clearly and frequently to residents, providing a forum for residents to be better informed. The City develops leaders who listen, challenge perceptions, educate community members, and help people see things from different points of view.

Ongoing City Priority:

- *Council and staff training via membership in the Maryland Municipal League and professional associations*

GOAL 5 ACTION ITEMS:

- 5a. Develop a highly effective partnership between Council and staff
- 5b. Develop a continuous learning program for staff
- 5c. Prepare for staff retirements

Goal 6: Excellent Services

College Park has high quality, consistent, and cost-effective services in every department that contribute to a desirable, welcoming, and safe City. All City services are responsive to the community's needs, add value, improve the quality of life, and utilize technologies effectively. Services are aligned with the City vision and goals and are implemented in a cost-effective manner. City policies are communicated clearly and professionally and are implemented and enforced equitably. The City has a holistic view of public safety and engages all City departments, public safety agencies serving the City, and residents to ensure that College Park is a safe and secure community. City staff are highly trained, solution-oriented, and committed to delivering excellent services.

Ongoing City Priorities:

- *Streamline City permitting processes*
- *Improve effectiveness of City code enforcement*
- *Establish permitting process guide*
- *Support the College Park Academy*
- *Lakeland Stars mentoring program*
- *Grants to public schools serving College Park residents*
- *Utilize contract police and collaborate with other police agencies to improve public safety*
- *Advocate for streamlined and inter-connected City and County's permitting systems, where possible, to minimize the number of steps by residents and property owners*

GOAL 6 ACTION ITEMS:

- 6a. Establish meaningful and effective performance measures and assess department performance
- 6b. Streamline business processes by evaluating service procedures and by utilizing technology more effectively
- 6c. Implement online payments and online permits for City services and permits
- 6d. Support a new north County animal care facility
- 6e. Improve public schools serving College Park children through collaboration with strategic partners, including Prince George's County Public Schools and the University of Maryland

Changes to Specific Action Items After Council Review May 5, 2015

Action Items not listed have not been changed

June 26, 2015

Original Action Item	Revised Action Item
1f. Develop communications, community engagement, and marketing plans that would significantly improve the City's impact and capacity in these areas	1f. 1. Develop communications and community engagement plans that will significantly improve the City's impact and capacity in these areas 2. Develop a marketing plan for the City
2a. Develop a plan for community gardens and permaculture in partnership with residents and organizations	2a. Execute the permaculture plan in partnership with residents and organizations
	2b. Develop a plan for community gardens in partnership with residents and organizations
2b. Adopt a City Operations and a Citywide Sustainability Plan	2c. Adopt a City Operations Sustainability Plan
	2d. Develop a Community Sustainability Plan
NEW--from prior plan	2g. Complete purchase and development of Hollywood Gateway Park
NEW--from prior plan	3c. Support and attract diverse, locally-owned retail and restaurant establishments
4a. Complete streets network and bike and pedestrian trails	4a. Adopt a Complete Streets policy and implement comprehensive network of bike and pedestrian trails
4b. Facilitate Route 1 Corridor Reconstruction	4b. Facilitate Baltimore Avenue reconstruction and sidewalk project
NEW--from prior plan	4f. Implement a bike share program
5a. Develop a highly effective partnership between Council and staff and a continuous learning program	5a. Develop a highly effective partnership between Council and staff.
	5b. Develop a continuous learning program for staff
6a. Establish meaningful and effective performance measures and audit department performance	6a. Establish meaningful and effective performance measures and assess department performance
6b. Streamline business processes utilizing technology	6b. Streamline business processes by: Evaluating service procedures; and Utilizing technology more effectively
6c. Implement Online Payment/Permitting	6c. 1. Implement online payment for City services 2. Implement online permitting
6e. Improve public schools in College Park through collaboration with strategic partners , including Prince George's County Public Schools, UMD, and other partners	6e. Improve public schools serving College Park children through collaboration with strategic partners, including Prince George's County Public Schools, and UMD

**City of College Park 2015–2020 Strategic Plan
Action Plan
June 26, 2015**

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
GOAL 1: One College Park				
<p>The City of College Park and its residents, the University of Maryland (UMD) and its students, faculty and staff, and all stakeholders are connected to the community and work together for the best interest of College Park. All stakeholders are actively engaged in achieving our vision. The City actively supports opportunities for members of diverse cultural groups, residents from different neighborhoods, and students to have positive interactions with each other and their City government. All College Park residents feel connected to the City in addition to their neighborhood. People who work in the City, including University staff, federal employees, and students, feel connected to the City. College Park is a place where empathy and respect of diverse groups provide greater understanding and community strength. The City leverages the rich talent and skill in the community, including the non-profit sector. The City allocates sufficient staff resources for community engagement to create appealing opportunities for engagement that generate significant involvement in City-sponsored or co-sponsored community, social, and cultural events and public meetings. The City utilizes tools effectively to engage with and receive feedback from a broad range of residents.</p>				
Goal 1a				
Increase positive interactions among neighbors, including long-term residents and UMD students, faculty, and staff	<ul style="list-style-type: none"> • Develop a “Neighbors helping Neighbors” program • Promote the existing UM shuttle that is free for resident • Promote the UMD Golden Identification Program for Seniors (reduced tuition) • Build on existing community events such as Maryland Day, College Park Day, and National Night Out, and promote City and UMD events and community-engagement activities • Develop new position description (Community Engagement, Communications, TBD) and fill the position 	June 2016 On-going On-going TBD March 2016	Funding for a new position	New Position (Community Engagement, Events Coordinator, Communications Specialist—title and specific role TBD) City Manager Director of Public Services (PS) Director of Youth and Family Services (YFS) Director of Human Resources (HR)
Goal 1b				
Promote cooperation among neighborhoods and the City as a whole	<ul style="list-style-type: none"> • Identify effective models and activities to strengthen and support citywide community building • Identify and install equipment needed to hold Council meetings and/or other public meetings occasionally at Davis Hall • Promote existing events and communicate the success of the events via web, Constant Contact, etc • Partner with local organizations to sponsor additional community events 	December 2015 March 2016 On-going TBD		LEAD: City Manager SUPPORT: Director of YFS and IT Manager. Responsibility could transition to a newly created position to strengthen community engagement.

**City of College Park 2015–2020 Strategic Plan
Action Plan**

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
Goal 1c				
Facilitate a range of quality housing options that respect neighborhoods	<ul style="list-style-type: none"> Evaluate recommendations from the Neighborhood Quality of Life Committee and implement feasible actions Integrate the recommendations from the NQoL with the City Housing Plan 	<p>December 2015</p> <p>June 2016</p>		<p>LEAD: Director of Public Services</p> <p>SUPPORT: Director of Planning</p>
Goal 1d				
Increase owner-occupancy of the existing single-family homes	<ul style="list-style-type: none"> Evaluate Neighborhood Quality of Life Committee recommendations Integrate certain recommendations with City Housing Plan Consider expanding eligibility criteria for homeownership program Work with UMD and with CPCUP to support programs that help UMD faculty and staff become City homeowners 	<p>December 2015</p> <p>December 2015</p> <p>March 2016</p> <p>On-going</p>	<p>Council action if homeownership program is amended</p>	<p>LEAD: Director of Planning</p> <p>SUPPORT: Director of Public Services</p>
Goal 1e				
Research and implement measures that allow residents to age in place	<ul style="list-style-type: none"> Evaluate recommendations from the Aging in Place Taskforce and integrate with the City’s Housing Plan Identify and promote existing programs for homeowners to fund safety or other improvements to accommodate housing needs for seniors Work with developers to prioritize the provision of intergenerational day care center, assisted living, and retirement housing 	<p>December 2015</p> <p>On-going</p> <p>On-going</p>		<p>LEAD: Director of YFS</p> <p>LEAD: Aging in Place Taskforce</p> <p>LEAD: Economic Dev. Coordinator</p>

**City of College Park 2015–2020 Strategic Plan
Action Plan**

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
Goal 1f				
1. Develop communications and community engagement plans that will significantly improve the City's impact and capacity in these areas	<ul style="list-style-type: none"> • Create and fill a communications / community engagement position with an emphasis on expanding the use of social media • Consult with local experts, UMD, and CPCUP as needed 	March 2016 On-going	Funding for the new position	LEAD: City Manager SUPPORT: New position
2. Develop a marketing plan for the City	<ul style="list-style-type: none"> • Budget funds for a “Smart Place to Live” campaign • Implement joint marketing with UMD Visitors Center and PGC Conference and Visitors Bureau 	May 2016	Funding for a marketing plan \$25,000 - \$50,000	LEAD: Director of Planning SUPPORT: Economic Development Coordinator and New Communications position

**City of College Park 2015–2020 Strategic Plan
Action Plan**

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
<p>GOAL 2: Environmental Sustainability</p> <p>The City is a leader in the protection and restoration of natural resources and the implementation of energy efficiency and renewable energy programs, technologies, and plans. The City reduces its impact on the environment through collaboration, research, and the adoption of best practices to incentivize reduced energy usage. The City has well-managed and attractive natural resources, such as parks, trails, and outdoor recreation areas. The City supports new development that is sensitive to environmental issues and that strives to limit impacts on the environment.</p>				
<p>Goal 2a</p>				
<p>Execute the permaculture plan in partnership with residents and organizations</p>	<p><i>Council-approved pilot plan for permaculture planting along Trolley Trail in Berwyn. Plan is designed in 5 phases. CBE coordinating volunteer maintenance to establish maintenance activity days</i></p> <ul style="list-style-type: none"> • Evaluate Phase 1 of the permaculture plan • Assuming favorable evaluation, install subsequent phases annually 	<p>October 2015 May 2016 Phase 2</p> <p>May 2017 Phase 3 May 2018 Phase 4 May 2019 Phase 5</p>	<p>\$5,000 - \$10,000 for each phase, plus on-going maintenance</p>	<p>LEAD: Community Development Coordinator SUPPORT: Deputy Director of Public Works/City Horticulturist; Committee for a Better Environment; Tree and Landscape Board.</p>
<p>Goal 2b</p>				
<p>Additional: Develop a plan for community gardens in partnership with residents and organizations</p>	<p><i>Council-approved implementation of a community garden site on City property that was under-utilized. Member-run with staff administrative oversight.</i></p> <ul style="list-style-type: none"> • Assemble garden membership & implement garden plots • Evaluate first year operations • Propose & implement additional sites as needed 	<p>On-going</p> <p>December 2015</p> <p>February 2016 decision on new sites</p>	<p>Possible CIP funding for new gardens and/or water source for existing garden \$5,000 to \$15,000</p>	<p>LEAD: Community Development Coordinator SUPPORT: Gardeners at site; Committee for a Better Environment; Tree and Landscape Board; Dep. Director of Public Works/City Horticulturist</p>

**City of College Park 2015–2020 Strategic Plan
Action Plan**

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
Goal 2c				
Adopt a City Operations Sustainability Plan	<i>Council has adopted goals to reduce energy consumption and goal to increase renewable energy generation. Staff Committee has been established and is finalizing draft City Operations Plan for review by City Manager, Joe Nagro</i>		Possible CIP funding for installation of solar panels; other funding for communication and marketing	LEAD: Assistant City Manager SUPPORT: Sustainable Ops Task Force; Community Development Coordinator; Dep. Director of Public Works/City Horticulturist; Community Development Coordinator; Sustainable Ops Task Force
	<ul style="list-style-type: none"> • Present plan/policy for council adoption 	September 2015		
	<ul style="list-style-type: none"> • Evaluate and carry out best strategies for implementation 	November 2015		
	<ul style="list-style-type: none"> • Review, evaluate and implement energy audit data recommendations 	On-going		
	<ul style="list-style-type: none"> • Identify suitable sites for renewable energy generation 	On-going		
<ul style="list-style-type: none"> • Explore partnerships with utility providers 	March 2016			
Goal 2d				
Develop a Community Sustainability Plan	<ul style="list-style-type: none"> • Establish a task force or assign to existing City committee 	November 2016	May need additional staff or support from interns or UMD PALS program. Funding required for STAR program (\$5,000 to \$10,000)	Lead: Assistant City Manager Support: Community Development Coordinator and the Committee for a Better Environment.
	<ul style="list-style-type: none"> • Create metrics or adopt existing metrics from an organization such as STAR (Sustainability Tools for Assessing and Rating) 	March 2017		
	<ul style="list-style-type: none"> • Develop draft plan to present to Council 	November 2017		
Goal 2e				
Partner with the UMD Partnership in Active Learning for Sustainability (PALS)	<ul style="list-style-type: none"> • Evaluate effectiveness of 2015 PALS courses 	September 2015	Council must approve ongoing funding to UMD PALS program	LEAD: Assistant City Manager SUPPORT: Community; Development Coordinator; Committee for a Better Environment; Director of Public Works.
	<ul style="list-style-type: none"> • Develop & prioritize a list of possible research projects PALS (for art projects, consider non-downtown sites) 	October 2015		
	<ul style="list-style-type: none"> • Develop scope of work and MOU for selected projects 			
	<ul style="list-style-type: none"> • Designate a program liaison to provide requested data 	December 2015		
	<ul style="list-style-type: none"> • Receive project reports 	July 2016		

**City of College Park 2015–2020 Strategic Plan
Action Plan**

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
Goal 2f				
Partner with agencies to identify funds and implement stormwater management improvements	<ul style="list-style-type: none"> • Coordinate with the UMD for project possibilities and assistance developing a prioritized list of improvements • City to identify areas suitable for improvement and present to DOE • Research funding opportunities through MES (MD Environmental Services) • Implement appropriate, approved, and funded stormwater improvements 	September 2015 November 2015 On-going TBD	Each project probably will require 100 to 200 hours of staff time for project management	LEAD: City Engineer SUPPORT: Community Development Coordinator
Goal 2g				
Complete purchase and development of Hollywood Gateway Park	<ul style="list-style-type: none"> • Finalize purchase agreements • Identify matching funds for Program Open Space funding • Contract for the development of the park 	TBD TBD TBD		LEAD: Director of Planning SUPPORT: City Attorney and Director of Finance

**City of College Park 2015–2020 Strategic Plan
Action Plan**

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
<p>Goal 3: High Quality Development and Reinvestment</p> <p>The City works with partners to facilitate investment along Baltimore Avenue, in the College Park metro station area, Berwyn Commercial District, and the Hollywood Commercial District to expand commercial development and housing options and increase the tax base to finance improvements in services and infrastructure. The City has strong neighborhoods with ample home ownership opportunities and varied housing and retail options. The City welcomes development proposals and actively works with developers in a structured process to incorporate community input and collaboration in order to support projects that have high design quality, are environmentally sustainable, and have a positive impact on neighborhoods. Resources are provided for City services to meet increases in demand or changes in community needs/desires, including a range of senior housing options.</p>				
<p>Goal 3a</p>				
<p>Promote and focus economic investment in these priority development areas</p>				
<p>3A.1. Downtown College Park –Implement the University District Vision Plan</p>	<ul style="list-style-type: none"> • Involve City staff in site acquisitions, development negotiations, and site planning • Design and construct streetscape improvements to promote safety & a sense of place • Redevelop the City Hall site in conjunction with the University for a new City Hall, University office building, retail & public space 	<p>On-going</p> <p>June 2016 first phase; other work will be part of redevelopment</p> <p>June 2019</p>	<p>Funding available for phase 1</p> <p>Approximately \$9 million required for City Hall</p>	<p>LEAD: Director of Planning SUPPORT: Assistant City Manager, Director of Planning, City Engineer, Director of Public Works, and Deputy Director of Public Works/City Horticulturist</p>
<p>3.A.2. College Park metro station area</p>	<ul style="list-style-type: none"> • Participate in coordination meetings with the County, University and WMATA regarding property disposition & planning • Ensure compliance with the Transit District Development Plan • Utilize incentive programs such as the City Revitalization Tax Credit and the RISE Zone incentives 	<p>On-going</p> <p>On-going</p> <p>December 2015</p>		<p>LEAD: Director of Planning SUPPORT: Economic Development Coordinator</p>

**City of College Park 2015–2020 Strategic Plan
Action Plan**

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
3.A.3. Baltimore Avenue corridor area –create walkable nodes and promote residential infill	<ul style="list-style-type: none"> • Work with SHA on final design and construction funding for phase 1 (College Ave. to MD 193) • Work with SHA to implement their sidewalk retrofit plans (MD 193 to 495) in the short term & initiate design of roadway reconstruction (long term) • Attract developers to under-utilized sites & support well-designed projects that include public amenities 	<p>June 2016</p> <p>June 2016</p> <p>On-going</p>		<p>LEAD: City Engineer</p> <p>SUPPORT: Director of Planning, Director of Public Works, Economic Development Coordinator and Senior Planner</p>
3.A.4. Hollywood Commercial District –Evaluate options for redevelopment	<ul style="list-style-type: none"> • Prepare RFP and award contract for final design of streetscape improvements • Fund construction of streetscape improvements through state or local grants or general funds • Promote façade improvements • Monitor opportunities for redevelopment. 	<p>December 2016</p> <p>TBD</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Approximately \$1 million required for designed improvements</p>	<p>LEAD: Director of Planning</p> <p>SUPPORT: City Engineer, Dep. Director of Public Works/City Horticulturist, Community Development Coordinator, and Mayor & Council</p>
3.A.5. City-owned Calvert Road property –Create strategy for redevelopment and use	<ul style="list-style-type: none"> • Request a formal proposal from UMD regarding use of the property for child care services • Evaluate UM proposal in relation to City needs and benefits, and obtain appraisal of property 	<p>October 2015</p> <p>December 2015</p>	<p>Council Action</p>	<p>LEAD: City Manager</p> <p>SUPPORT: Assistant City Manager, Director of Planning, and City Council</p>
3.A.6. Berwyn Commercial District –Work with Prince George’s County and community to revise zoning to allow more neighborhood-serving uses	<ul style="list-style-type: none"> • Work with property owners and the Berwyn District Civic Association to obtain consensus on changes to permitted uses • Request a zoning map amendment (ZMA) from the PG County Council to implement revised zoning 	<p>June 2016</p> <p>November 2016</p>		<p>LEAD: Director of Planning</p> <p>SUPPORT: City Attorney, City Council, and Councilmember Glaros</p>

**City of College Park 2015–2020 Strategic Plan
Action Plan**

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
3.A.7. North Core Greenbelt Metro Station –Work with stakeholders to maximize the benefits and minimize the negative impacts on College Park residents (including proposed Greenbelt FBI location and accompanying retail corridor)	<ul style="list-style-type: none"> Review and comment on the charrette report from the May workshop sponsored by EPA and NCore property owner Encourage the proposed development plans to incorporate last best practices from the charrette. 	December 2015 On-going		LEAD: Director of Planning SUPPORT: Community Development Coordinator, Dep. Director of Public Works/City Horticulturist, and City Council
Goal 3b				
Innovation District –Monitor plans and progress	<ul style="list-style-type: none"> Meet regularly with UMD (Brian Darmody & Ken Ullman) to review strategies for the Innovation District Review & comment on site development plans Ensure that the Innovation District includes affordable housing for graduate students and young professionals as well as faculty and staff housing adjoining the Old Town Neighborhood Include Innovation District as part of proposed RISE zone 	Ongoing Ongoing Ongoing December 2016		LEAD: Economic Development Coordinator SUPPORT: Director of Planning, Senior Planner, and City Council
Goal 3c				
Support and attract diverse, locally-owned retail and restaurant establishments	<ul style="list-style-type: none"> Meet regularly with property owners, real estate professionals, and business owners to share knowledge regarding local retail and restaurants searching for space and the availability of space in College Park Publicize City, County, and State financing programs available to local businesses Facilitate and create positive publicity regarding successful locally-owned businesses in College Park 	On-going On-going Economic Development newsletter		LEAD: Economic Development Coordinator

**City of College Park 2015–2020 Strategic Plan
Action Plan**

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
2. Facilitate sidewalk project on Baltimore Avenue from Greenbelt Rd. to I-495.	<p><i>This project is 100% designed. It includes new sidewalk along both sides of Baltimore Avenue. SHA is currently acquiring construction easements from adjoining properties. Construction tentatively set for Fall 2015</i></p> <ul style="list-style-type: none"> The City will assist with communications between SHA and property owners and review of plan modifications, if necessary 	<p>On-going</p>		<p>LEAD: City Engineer</p>
<p>Goal 4c</p>				
Build a new City Hall	<ul style="list-style-type: none"> Execute a memorandum of understanding between the City and UMD on project framework Create a funding plan Award a design contract Construct City Hall complex 	<p>March 2016</p> <p>TBD</p> <p>TBD</p> <p>TBD</p>	<p>Funding will be required for a real estate consultant to assist the City</p>	<p>LEAD: City Manager SUPPORT: City Attorney, Director of Planning, Asst. City Manager, Director of Finance, and City Council</p>
<p>Goal 4d</p>				
Expand parks, playgrounds, and open space	<ul style="list-style-type: none"> Identify needs and opportunities to improve existing facilities or add new Locate appropriate properties for acquisition and funding sources Present study and recommendations to Council 	<p>June 2016</p> <p>Ongoing</p> <p>December 2016</p>	<p>May require a consultant</p> <p>Possibly CIP Funding in FY 2018</p>	<p>LEAD: Director of Planning SUPPORT: Dep. Director of Public Works/City Horticulturist, and Recreation Board.</p>

**City of College Park 2015–2020 Strategic Plan
Action Plan**

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
Goal 4e				
Ensure effective public safety infrastructure and evaluate surveillance cameras and locations	<ul style="list-style-type: none"> • Apply for FY2016 Governor’s Office of Crime Control and Prevention grant • Complete current grant and City-funded security cameras • Implement contract and install funded cameras • Research how other communities evaluate effectiveness of CCTVs • Update camera locations based on data compiled by C-MAST. Use crime reports from PGPD, UMPD, Park PD, Metro PD, MSP, & City contract PD to evaluate effectiveness of camera monitoring • Determine if specific locations would benefit from improved lighting and emergency blue light phones 	<p>June 2015</p> <p>September 2015</p> <p>September 2016</p> <p>December 2015</p> <p>Annual review</p> <p>December 2016</p>	<p>Possible CIP funding for additional cameras, emergency blue light phones, and improved lighting</p>	<p>LEAD: Director of Public Services SUPPORT: City Attorney, and Director of Public Services</p> <p>LEAD: Director of Public Services SUPPORT: UMD, PGPD, MNCPPC-PD, WMATA-PD, MSP</p>
Goal 4f				
Implement a bike share program	<ul style="list-style-type: none"> • Recommend vendor to the City Council from the proposals in response to the City-UMD RFP • Sign agreement with vendor • Execute project 	<p>September 2015</p> <p>November 2015</p> <p>January –June 2016 (depending on vendor selected)</p>		<p>LEAD: Director of Planning SUPPORT: Community Development Coordinator</p>

City of College Park 2015–2020 Strategic Plan Action Plan

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
<p>GOAL 5: Effective Leadership</p> <p>The City models excellent leadership and teamwork among Council, staff, and community partners to achieve the City’s vision and goals. The Council and staff have a clear vision for the community and have engaged and inspired community members to embrace a positive view of College Park’s future. The Council acts as one policy body, clearly communicates expectations to staff, and provides leadership for advancing College Park’s vision and strategic plan. The Council balances the need to be both responsive and decisive and communicates its actions clearly and frequently to residents, providing a forum for residents to be better informed. The City develops leaders who listen, challenge perceptions, educate community members, and help people see things from different points of view.</p>				
<p>Goal 5a</p>				
<p>Develop a highly effective partnership between Council and staff.</p>	<ul style="list-style-type: none"> • Provide additional opportunities for Staff-Council interaction beyond Council meetings (Council “day in the City” / Ride Along, expanded departmental activities at College Park Day, and YFS Holiday Donation Program). • Encourage Council attendance at employee events and staff involvement in City events. • Council meets annually with all staff to communicate priorities and review City achievements, discuss issues, exchange information and celebrate success. • Develop shared understanding of the Council-Staff relationship and uphold the City’s mission, vision, and values. 	<p>December 2015</p> <p>On-going</p> <p>Annual January events</p> <p>Annual Retreat in January</p>		<p>LEAD: City Clerk</p> <p>LEAD: City Manager SUPPORT: Director of Human Resources, and Assistant City manager</p> <p>LEAD: Director of Human Resources SUPPORT: City Manager, and Department Heads</p>
<p>Goal 5b</p>				
<p>Develop a continuous learning program for staff</p>	<ul style="list-style-type: none"> • Identify needs city-wide and in each department for additional training and development (e.g. ethics, customer service, process improvement, leadership, management, supervisory skills) • Allocate existing resources to programs that meet those needs • Develop effectiveness measures for each training program 	<p>March 2016</p> <p>April 2016 for FY17 budget</p> <p>On-going</p>	<p>Some training will require addition funds or the reallocation of funds</p>	<p>LEAD: Director of Human Resources SUPPORT: Department Heads</p>

City of College Park 2015–2020 Strategic Plan Action Plan

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
GOAL 6: Excellent Services				
<p>College Park has high quality, consistent, and cost-effective services in every department that contribute to a desirable, welcoming, and safe City. All City services are responsive to the community’s needs, add value, improve the quality of life, and utilize technologies effectively. Services are aligned with the City vision and goals and are implemented in a cost-effective manner. City policies are communicated clearly and professionally and are implemented and enforced equitably. The City has a holistic view of public safety and engages all City departments, public safety agencies serving the City, and residents to ensure that College Park is a safe and secure community. City staff are highly trained, solution-oriented, and committed to delivering excellent services.</p>				
Goal 6a				
Establish meaningful and effective performance measures and assess department performance	<ul style="list-style-type: none"> • Identify successful programs from other similar municipalities and consider adapting their metrics • Each department will review and update performance measures in advance of the FY17 budget preparation 	October 2015 December 2015		LEAD: City Manager and Director of Finance SUPPORT: Assistant City Manager; Director of Human Resources, Jill Clements; all other department directors
Goal 6b				
Streamline business processes by: – Evaluating service procedures – Utilizing technology more effectively	<ul style="list-style-type: none"> • Complete Business Process Review recommendations for clean-up of HTE if cost effective • Evaluate all software programs used in Departments to determine if efficiency and inter-operability can be improved • Create a Workflow Task Force (an inter-departmental group), to conduct a needs assessment for workflow improvements • Based on the results of the needs assessment, develop an RFP for a consultant to improve and integrate workflow • Develop staff capacity to evaluate workflow efficiencies • Schedule periodic interdepartmental staff meetings to address workflow 	December 2015 March 2016 March 2016 December 2016 On-going On-going	Significant staff time and/or consultant time will be required.	LEAD: Director of Finance SUPPORT: IT Manager, Assistant City Manager, Public Services Office Manager/Administrative Assistant, Code Enforcement Manager, Director of Public Services, City Clerk, and Director of Public Works

**City of College Park 2015–2020 Strategic Plan
Action Plan**

Action Item	Key Steps	Estimated Completion Date	Additional Resources Required (staff, consultants, funding)	First Responsibility
Goal 6c				
<p>1. Implement online payment for City services</p> <p>2. Implement online permitting</p>	<ul style="list-style-type: none"> • Complete evaluation of existing software or purchase new software • Train staff and implement • Identify which permits and services can be processed online • Evaluate existing software or purchase new software • Train staff 	<p>March 2016</p> <p>June 2016 (if accomplished with existing software)</p> <p>June 2016</p>	<p>Additional funding for software revisions and/or new software will be required. Approximately .5 FTE of time required</p>	<p>LEAD: IT Manager SUPPORT: Director of Finance, Director of Public Services, Director of Planning. Other department directors may be involved.</p> <p>LEAD: IT Manager SUPPORT: Director of Finance, Director of Public Services, and Director of Planning</p>
Goal 6d				
<p>Support a new north County animal care facility</p>	<ul style="list-style-type: none"> • Participate in evaluation of proposals for Feasibility Study received by the County • Review and comment on Feasibility Study once completed 	<p>TBD</p> <p>TBD</p>		<p>LEAD: Director of Public Services SUPPORT: ACO, CM, AWC, and City Council</p>
Goal 6e				
<p>Support public schools serving College Park children through collaboration with strategic partners, including Prince George’s County Public Schools, and UMD</p>	<ul style="list-style-type: none"> • Define parameters for spending \$80K available in FY16 budget; convene a meeting with stakeholders; develop plan to support schools • Request Education Advisory Committee (EAC) to take a leadership role in developing future actions • Utilize YFS semi-annual meetings with school principals to determine how the City can best assist local schools 	<p>October 2015</p> <p>December 2015</p> <p>On-going</p>		<p>LEAD: City Council SUPPORT: EAC Chair and committee members; Director of YFS; principals of local schools.</p>

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Field Use Request By Knight Management Group

MEMORANDUM

TO: Mayor and City Council
THROUGH: Joseph Nagro, City Manager
FROM: Robert W. Ryan, Public Services Director
DATE: July 1, 2015
SUBJECT: Field Use Requests



ISSUE

The "City Recreation Facilities Rules and Regulations" as adopted by the City Council, require Council approval of organized activities. A Field Use Reservation Application for use of Duvall Field was received electronically by the Department of Public Services. The application was reviewed and approved by the Recreation Board at their June 2015 meeting.

SUMMARY

The Knight Management Group has submitted an application for use of Duvall Field on Saturday, August 22, 2015 from 9:00 a.m. until 3:00 p.m. for its second annual Community Service Project/School Supply Give Away. This application was approved by the Recreation Board at their June 2015 meeting. The Board recognizes this event as a service to the community and encourages waiver of any fees or charges.

RECOMMENDATION

It is recommended that the Council review this request at its worksession on for July 7, 2015 and confirm approval at the July 14, 2015 regular meeting.

Via



Field Use Reservation Application

Complete both pages and Submit to: publicservices@collegetparkmd.gov

Select One: Calvert Hills Playground (Youth field – groups must be 13 and under) Duvall Field

Date of Application: April 1, 2015

Name of Organization: Knight Management Group (KMG)

Is this Organization: City-Based Youth Yes No City Headquartered Yes No

Contact Name(s): Efrem Knight Garrett Putman

Mailing Address: 2776 S. Arlington Mill Drive Ste#560, Arlington, VA 22206

Email Address: Eknight@knightmg.com

Day Phone: (305)494-7607 Evening Phone: (202) 679-1199 Cell Phone: _____

Description of Activity/Event: School Supply Giveaway

Sports Baseball Football Lacrosse Softball T-ball _____

Expected Number of Participants 300 Age Range 5-16

Additional Requirements: Toilets Lights Concession Stand

Date(s) Requested: August 22, 2015

See Facilities Rules and Regulations for acceptable times and age group

Day(s) of Week Requested: Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Time(s) Requested 9:00 a.m. p.m. UNTIL 3:00 a.m. or p.m.

Are you collecting a fee? Yes No If yes, Purpose: _____

I hereby confirm that I have received and read the City Recreation Facilities Rules and Regulations.

Organization's Proof of Adequate Minimum Liability Insurance as required under Section IV, Item 5 is attached hereto

In addition, applicant/organization agrees to indemnify and hold harmless the City from and against all actions, liability, claims, suits, damages, cost or expenses of any kind which may be brought or made against the City or which the City must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property resulting from his/her negligent performance of or failure to perform any of his/her obligations under the terms of this application/permit.

Recommendations and Notifications

Recreation Board Approve Fee Waived Approve with Fee of \$ _____ Denied

Comments: 06/01 5-0-0 sub for Ellis

Pub. Svcs Director Concur Yes No [Signature]

Comments: _____

City Manager Concur Yes No _____

Comments: _____

Mayor and Council Concur Yes No _____

Comments: _____

Waiver of Fees – the Council may vote to waive user fees, in whole or in part, upon recommendation of the Recreation Board. When considering whether to recommend or grant a full or partial waiver of user fees.

Please describe how your organization meets any of the following criteria:

- a. The level of use that is involved with the activity, including wear and tear on the facility;

Full use of the field, outdoor restroom and cooking grill areas. Expect common wear and tear from General foot traffic.

- b. The level of involvement by College Park residents in the activity;

Anticipate full participation in receiving the free supplies, outdoor activities (e.g. Games) food and building a lasting relationships.

- c. The community benefit that may result from the activity, for example, recreational opportunities for youth or seniors;

We desire to facilitate an environment that enables the community to join together in fun,

grow together in learning one another and demonstrate the importance of education.

- d. Volunteer services that the user provides to the City or its residents;

This initial program gives us the opportunity to see what's needed and creates partnerships with leaders in the community and other local business

To keep reinvesting in the community for years to come.

- e. Assistance to be provided by the user for maintenance of the recreational facility; and

Knigh Management Group will provide full support to the upkeep and cleanliness of the facility.

- f. Whether user activities promote the interests of the College Park community.

This program is designed to be a total help to the community both financially and educationally. KMG's standard is to build lives first

and we believe this is the interest of the College Park Community.

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CNU-2013-05
Church Of God
8800 48th Avenue

RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND ADOPTING THE RECOMMENDATION OF THE ADVISORY PLANNING COMMISSION REGARDING REQUEST FOR CERTIFICATION OF NON-CONFORMING USE CNU-2013-05 FOR CHURCH OF GOD, 8800 48TH AVENUE, COLLEGE PARK, MARYLAND RECOMMENDING APPROVAL OF THE REQUEST FOR CERTIFICATION OF NON-CONFORMING USE

WHEREAS, Maryland Code, Article 28, Section 8-112.4(b)(1)(vi) states that the Prince George’s County District Council may provide that the governing body of a municipal corporation may exercise the powers of the district council in regard to certification, revocation and revision of nonconforming uses; and

WHEREAS, Prince George’s County Code Section 27-924 (a)(1) provides that an incorporated municipality may enact an ordinance which sets forth procedural regulations for certification of nonconforming uses; and

WHEREAS, pursuant to Section 190-11(B) of the Code of the City of College Park (the “City Code”) the Advisory Planning Commission (“APC”) is authorized to consider requests for certifications of nonconforming uses, and when appropriate to hold hearings thereon, and to make recommendations to the City Council in connection therewith; and

WHEREAS, Prince George’s County Code Section 27-107.01 (166) provides that a “Nonconforming Use” is the use of any building, structure or land which is not in conformance with the requirement of the zone in which it is located, provided that the requirement was adopted after the use was lawfully established or the use was established after the requirement was adopted and the District Council has validated a building, use and occupancy or sign permit issued for it in error; and

WHEREAS, a nonconforming use may be certified if the use has not ceased to operate for more than 180 consecutive calendar days between the time the use became nonconforming and the date when the application is submitted, or based upon a finding that conditions of nonoperation for more than 180 consecutive calendar days were beyond the applicant’s control and/or owner’s control, were for the purpose of correcting code violations or were due to the seasonal nature of the use; and

WHEREAS, a nonconforming use certification requires submission of documentary evidence showing the following: the commencement date and continuous existence of the nonconforming use; specific data showing the exact nature, size and location of the building, structure or use; a legal description of the property; the precise location and limits of the use on the property and within any building it occupies; and if the applicant possesses one, a copy of a valid use and occupancy permit issued for the use prior to the date upon which it became a nonconforming use; and

WHEREAS, if a copy of a valid use and occupancy permit is submitted with the application and a request is not submitted to the Commission to conduct a public hearing, and, if based upon the documentary evidence the Commission is satisfied as to the commencement date and continuity of the nonconforming use, the Commission shall recommend certification of the use as nonconforming for the purpose of issuing a new use and occupancy permit identifying the use as nonconforming; and

WHEREAS, if a copy of a valid use and occupancy permit is not submitted with the application, if the documentary evidence submitted is not satisfactory to the Commission to prove the commencement date or continuity of the use, or if a public hearing has been requested by any party of interest challenging the commencing date and/or continuity of the use, the Commission shall conduct a public hearing on the application for the purpose of determining whether the use should be certified as nonconforming; and

WHEREAS, the Mayor and Council are authorized by the Ordinance to accept or deny the recommendation of the APC with respect to Certification of Non-Conforming Use requests; and

WHEREAS, on October 4, 2013 Pastor Frederick Reynolds, representing the Church of God (hereinafter, the “Applicant”), submitted a request for certification of a nonconforming use for a church located at 8800 48th Avenue, College Park, Maryland (“the Property”); and

WHEREAS, a copy of a valid use and occupancy permit was not submitted to prove the use was lawfully established, therefore, the Commission conducted a public hearing for the purpose of determining whether the use shall be certified nonconforming; and

WHEREAS, on June 4, 2015, the APC conducted a hearing on the merits of the application, at which time the APC heard testimony and accepted evidence, including the Staff Report with Exhibits 1 – 11 the Staff PowerPoint Presentation and applicant submitted Exhibits 12 and 13; and

WHEREAS, based upon the evidence and testimony presented, the APC voted 4-0-0 to recommend certification of the use as nonconforming and not illegal; and

WHEREAS, the Mayor and Council have reviewed the recommendation of the APC as to the Application and in particular have reviewed the APC’s findings of fact and conclusions of law; and

WHEREAS, no exceptions have been filed; and

WHEREAS, the Mayor and Council are in agreement with and hereby adopt the findings of fact and conclusions of law of the APC as to the Application as follows:

Section 1 Findings of fact:

- 1) The subject site, known as Rice Memorial Church of God, is located at the northwest corner of Tecumseh Street and 48th Avenue at 8800 48th Avenue.
- 2) The development is nonconforming due to use, front yard and side street yard setbacks. The building first became nonconforming on August 30, 1993 when the County adopted an ordinance requiring a Special Exception for a church under certain circumstances, in this case, for churches located on a lot less than 2 acres in size.
- 3) A valid Use and Occupancy permit issued prior to the date of nonconformance was not submitted with the application. The site was posted for a Public Hearing with the required sign and written notice was mailed to all persons of record.
- 4) The Applicant submitted documentary evidence entered as Exhibit 12 (a booklet entitled, "To God be the Glory" Seventy-fifth Anniversary Celebration and Challenge, 1922-1997, Berwyn Baptist Church, College Park, Maryland, Dennis Richards, Pastor) which stated that construction of the church building at 48th Avenue and Tecumseh started the summer of 1924 until May 1925. This was prior to the first Prince George's County Zoning Ordinance coming into effect on April 27, 1928. The use commenced when the first service was held "on the first Sunday in May, 1925."
- 5) The Applicant submitted a variety of material to indicate continuous use since the church became nonconforming in 1993 such as: transfers of property, records of financial activity, membership activity, gas bills, electrical bills and letters from members.
- 6) The Applicant submitted a letter from the Washington Suburban Sanitary Commission (WSSC) that stated water and sewer service has been provided to the property since at least March 27, 1995.
- 7) No one testified in opposition to the request for certification.

Section 2 Conclusions of Law

- 1) The APC concluded that the date the use commenced should be established as May, 1925 and indicated as such on the non-conforming use site plan.
- 2) Based on a preponderance of the documentary evidence submitted including transfers of property, records of financial activity, membership activity, gas and electrical bills, a letter from the water and sewer company and letters from church members, the church has been continuously operated with no break in operation for more than 180 days since the use became nonconforming on August 30, 1993.

NOW, THEREFORE, BE IT RESOLVED, Based on the evidence and testimony presented, following the reasoning in the staff report as well as the supplemental affidavits and the findings of fact and conclusions of law set forth hereinabove, the Mayor and Council of the City of College Park, Maryland adopt the APC's recommendation of certification of the use as nonconforming and not illegal and that a new Use and Occupancy Permit be issued to the current owner subject to the following condition:

Prior to certification of the site plan, the applicant shall revise the site plan to:

- a. Reorient the site plan to face north or change the direction of the north area.
- b. Correct the spelling of Tecumseh Street.
- c. Indicate that the correct rights-of-way for the shown sections of Tecumseh Street and 48th Avenue.
- d. Indicate that a maximum of 10 cars can be parked on the property.
- e. Include a note that states: "Parking spaces shown are exempt from current number of parking spaces and design standards per Section 27-584 of the Zoning Ordinance."
- f. Include a note stating the number of seats as 25 pews and use as a church.
- g. Include a note stating the date of construction was 1924-1925 prior to the adoption of the first Zoning Regulations in 1928.
- h. Include a note stating the date the use commenced as May, 1925.

ADOPTED, by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the 14th day of July 2015.

CITY OF COLLEGE PARK,
MARYLAND

Janeen S. Miller, CMC
City Clerk

Andrew M. Fellows, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Suellen M. Ferguson
City Attorney

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CPV-2015-01
5014 Roanoke Place
College Park

RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, MARYLAND ADOPTING THE RECOMMENDATIONS OF THE ADVISORY PLANNING COMMISSION REGARDING VARIANCE APPLICATION NUMBER CPV-2015-01, 5014 ROANOKE PLACE, COLLEGE PARK, MARYLAND, RECOMMENDING APPROVAL OF A VARIANCE FROM THE REQUIREMENTS OF THE PRINCE GEORGE'S COUNTY ZONING ORDINANCE, SECTION 27-442(C), PRESCRIBING MAXIMUM LOT COVERAGE

- WHEREAS,** the City of College Park, Maryland (hereinafter, the "City") has, pursuant to Ordinance Number 11-O-03 (hereinafter, the "Ordinance"), and in accordance with Section 27-924 of the Prince George's County Zoning Ordinance (hereinafter, "Zoning Ordinance"), enacted an ordinance which sets forth procedural regulations governing any or all of the following: departures from design and landscaping standards, parking and loading standards, sign design standards, and variances for lot size, setback, and similar requirements for land within the corporate boundaries of the City, alternative compliance from landscaping requirements, certification, revocation, and revision of nonconforming uses, and minor changes to approved special exceptions; and
- WHEREAS,** the City is authorized by the Ordinance to grant an application for a waiver or variance for lot size, setback, and similar requirements where, by reason of exceptional narrowness, shallowness, shape, topography, or other extraordinary situation or condition of the specific parcel of property, the strict application of the Zoning Ordinance would result in peculiar and unusual practical difficulties or an exceptional or undue hardship upon the owner of the property, and a variance can be granted without substantial impairment of the intent, purpose and integrity of the General Plan or Master Plan; and
- WHEREAS,** Section 27-422 (c), Table II, of the Prince George's County Zoning Ordinance prescribes a maximum lot coverage of 30% in the R-55 zoning district; and
- WHEREAS,** the Advisory Planning Commission (hereinafter "APC") is authorized by the Ordinance to hear requests for variances from the terms of the Zoning Ordinance with respect to lot size, setback, and other requirements from which a variance may be granted by the Prince George's County Board of Appeals, including variances from Section 27-442(c) of the Prince George's County Zoning Ordinance, and to make recommendations to the Mayor and Council in connection therewith; and
- WHEREAS,** the Mayor and Council are authorized by the Ordinance to accept or deny the recommendation of the APC with respect to variance requests; and
- WHEREAS,** on May 11, 2015, Marc Pound (hereinafter, the "Applicant"), submitted an application for a variance from Prince George's County Zoning Ordinance, Section 27-442 (c), Table II, which restricts prescribes a maximum lot coverage of 30% in the R-55 zoning district. The specific request is for a variance from the requirements set forth in the Prince George's County Zoning Ordinance, Section 27-442 (c), Table II, to permit the replacement of an existing driveway.

WHEREAS, on June 4, 2014, the APC conducted a hearing on the merits of the application, at which time the APC heard testimony and accepted evidence, including the staff report and Exhibits 1 – 5 with respect to whether the subject application meets the standards for granting a variance set forth in the Ordinance.

WHEREAS, based upon the evidence and testimony presented, the APC voted 4-0-0 to recommend that the variance be granted; and

WHEREAS, the Mayor and Council have reviewed the recommendation of the APC as to the Application and in particular have reviewed the APC's findings of fact and conclusions of law; and

WHEREAS, no exceptions have been filed; and

WHEREAS, the Mayor and Council are in agreement with and hereby adopt the findings of fact and conclusions of law of the APC as to the Application as follows:

Section 1 Findings of fact:

- 1.1 The property is located at 5014 Roanoke Place in the Central Heights subdivision.
- 1.2 The property is part of the Berwyn District Citizens Association.
- 1.3 The property is zoned R-55.
- 1.4 The subject house was constructed in 1937.
- 1.5 The applicant bought the house in September 2014.
- 1.6 The house contained a driveway composed of two concrete paver strips and a detached garage when the house was purchased.
- 1.7 The property is rectangular in shape.
- 1.8 The property has an area of 8,064 square feet with a width of 50 feet. The west side property line measures 152.80 feet and the east side property line measures 169.74 feet.
- 1.9 The surrounding neighborhood is zoned R-55, single-family residential.
- 1.10 The Applicant is requesting a variance of 3.8% or 308 square feet from the maximum allowable lot coverage of 30% or 2,419 square feet in order to replace the existing two-stripped driveway with a crushed stone driveway.

Section 2 Conclusions of Law

The APC makes the following conclusions of law with regard to CPV-2014-05 for a height variance to install a, 6-foot high, wood fence in the side street yard.

- 2.1 The property has an exceptional condition. The Property is exceptionally deep with a detached garage located in the rear yard. This results in a driveway that is extraordinarily long.

- 2.2 The strict application of the County Zoning Ordinance will result in peculiar and unusual practical difficulties to the property owner by either preventing him from meeting the driveway requirements or from graveling the entire length of the driveway. Leaving the driveway as-is will result in undue hardship by not being able to correct a problem with standing water and mud during heavy rains.
- 2.3 Granting the requested variance will not impair the intent and purpose of the applicable County General Plan or County Master Plan because the driveway will meet the minimum required driveway width and will be graveled to be consistent with the character of other driveways in the neighborhood.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of College Park, Maryland that the findings of fact and conclusions of law of the APC are hereby adopted and a variance of 3.8% or 308 square feet from the maximum allowable lot coverage of 30% or 2,419 square feet be approved with the condition that the gravel be framed in on both sides for the length of the driveway to contain the gravel and prevent spillage.

ADOPTED, by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the 14th day of July 2015.

CITY OF COLLEGE PARK,
MARYLAND

Janeen S. Miller, CMC
City Clerk

Andrew M. Fellows, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Suellen M. Ferguson
City Attorney

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CPD-2015-01

7402 Baltimore Avenue
Nando's Peri-Peri

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE
PARK, MARYLAND ADOPTING THE RECOMMENDATION OF THE ADVISORY
PLANNING COMMISSION AND GRANTING DEPARTURE APPLICATION
NUMBER CPD-2015-01, 7402 BALTIMORE AVENUE, COLLEGE PARK,
MARYLAND, NANDO'S PERI-PERI, RECOMMENDING A DEPARTURE OF 14
PARKING SPACES AND 1 LOADING SPACE**

WHEREAS, the City of College Park, Maryland (hereinafter, the "City") has, pursuant to Ordinance Number 11-O-03 (hereinafter, the "Ordinance"), and in accordance with Section 27-924 of the Prince George's County Zoning Ordinance (hereinafter, "Zoning Ordinance"), enacted an ordinance which sets forth procedural regulations governing any or all of the following: departures from design and landscaping standards, parking and loading standards, sign design standards, and variances for lot size, setback, and similar requirements for land within the corporate boundaries of the City, alternative compliance from landscaping requirements, certification, revocation, and revision of nonconforming uses, and minor changes to approved special exceptions; and

WHEREAS, the Advisory Planning Commission (hereinafter "APC") is authorized by the Ordinance to hear requests for departures from the terms of the Zoning Ordinance and the Prince George's County Landscape Manual with respect to design and/or landscaping requirements, parking and loading standards and sign design standards, and to make recommendations to the Mayor and Council in connections therewith; and

WHEREAS, the City is authorized by the Ordinance to grant an application for a departure if the purposes of the applicable provisions of the Zoning Ordinance will be equally well or better served by the applicant's proposal; the departure is the minimum necessary given the specific circumstances of this request; the departure is necessary to alleviate circumstances that are special to the subject use, given its nature at this location or alleviate circumstances which are prevalent in the district; (for design departures), the departure will not impair the visual, functional or environmental quality or integrity of the site or that of the surrounding neighborhood; (for parking and loading departures) all methods for calculating spaces required have either been used or found to be impractical, and that parking and loading needs of adjacent residential areas will not be infringed upon if the departure is granted; and

WHEREAS, the Mayor and Council are authorized by the Ordinance to accept or deny the recommendation of the APC with respect to a departure request; and

WHEREAS, on April 8, 2015, Matthew Tedesco, representing Nando's Peri-Peri (hereinafter, the "Applicant"), submitted an application for a departures from Section 27-568(a)(d) and Section 27-582(a) of the Zoning Ordinance, requesting a departure of 14 parking spaces and 1 loading space for an eating and drinking establishment; and

WHEREAS, the advertisement of the public hearing was posted on the property in accordance with the adopted Ordinance; and

WHEREAS, on June 4, 2015, the APC conducted a hearing on the merits of the application, at which time the APC heard testimony and accepted evidence, including the staff report, the staff PowerPoint presentation and Exhibits 1 – 4 with respect to whether the subject application meets the standards for granting a departure set forth in the Ordinance; and

WHEREAS, based upon the evidence and testimony presented, the APC voted 4-0-0 to recommend that the departure be granted; and

WHEREAS, the Mayor and Council have reviewed the recommendation of the APC as to the Application and in particular have reviewed the APC’s findings of fact and conclusions of law; and

WHEREAS, no exceptions have been filed; and

WHEREAS, the Mayor and Council are in agreement with and hereby adopt the findings of fact and conclusions of law of the APC as to the Application as follows:

Section 1 Findings of fact:

- 1.1 The property is zoned MUI, DDOZ.
- 1.2 The property has an area of 4,907 square feet.
- 1.3 The subject property contains a building with 3,237 square feet gross floor area and has been used as an eating and drinking establishment (and other uses from time to time) for the past 60 years. According to the tax records, the primary structure was built in 1950.
- 1.4 The existing property does not comply with the following requirements of the US 1 Corridor Sector Plan Development District Standards but does not have to comply since a Detailed Site Plan is not required. The proposed work does not change these existing conditions.

	<u>Required</u>	<u>Actual</u>
1. Lot coverage	80% max	100%
2. Rear yard setback	10'	0'
3. Parking	9	0

- 1.5 The property is located within the designated Downtown Walkable Node in the 2010 Central US 1 Corridor Sector Plan. The downtown consists of high-density mixed-use buildings that accommodate retail, offices and apartments, with emphasis on nonresidential land uses. It has fairly small blocks with wide sidewalks and buildings set close to the frontages.

- 1.6 An off-site loading space exists on Knox Road near the property. The hours of the loading zone space are: Monday-Saturday, 6:00 AM – 11:00 AM.
- 1.7 In 1935, a 10-foot wide ingress-egress right-of-way was established between adjoining property owners to ensure that they would have a perpetual right of access to their properties. This is necessary to provide adequate emergency egress to occupants in case of fire. This alleyway is also necessary for firefighting access to the rear of these buildings and is used to store some trash and grease containers. The alley currently serves the following businesses: Nando's and neighboring properties U. Mobile, Revo Nails & Spa, Jimmy John's, Terrapin Pizza Mart and Terrapin's Turf.
- 1.8 Nando's submitted Departure Site Plan shows they are proposing to locate the following in the 10-foot alleyway: a grease containment bin (2.5-feet by 3.5-feet), 4 trash containers (3-feet by 5-feet) and the reinstallation of an existing gate to control access through the alley.
- 1.9 The following recommendations were made by the Fire Marshall, James Reilly, according to a letter dated May 21, 2015, to ensure open and unrestricted access to a portion of the alley for fire egress: 1. The applicant shall delineate a 48-inch wide space measured from the back exterior wall of 7400 Baltimore Avenue into the alley as an area where dumpsters, electrical service components and/or grease collection containers should be located, 2. The alley shall retain its designation as a fire lane. 3. The applicant shall post their portion of the alley with appropriate signage indicating that parking is prohibited.
- 1.10 Currently, it is estimated that 300 people would need to use the alley for egress in the event of a fire. If Nando's is approved, an additional 40 people would need to use the alley.
- 1.11 City staff has advised Nando's representatives over the past 6 months of restrictions on use of the alley and previous disputes amongst businesses abutting the alley. A copy of the 1935 alley access agreement was provided to Nando's representatives. Staff met with representatives from the Prince George's County Fire Department (PGFD) on April 7, 2015 to discuss the alley.

Section 2 Conclusions of Law

The APC makes the following conclusions of law with regard to CPD-2015-01 Required Findings for Granting a Departure from Design Standards:

- 2.1 The purposes of the applicable provisions of the Prince George's County Zoning Ordinance will be equally well or better served by the applicant's proposal.

- a. To require (in connection with each building constructed and each new use established) off street automobile parking lots and loading areas sufficient to serve the parking and loading needs of all persons associated with the buildings and uses.

There has never been on-site parking available at this location due to the manner in which this downtown building was constructed (building covers entire lot). There are 554 public parking spaces located within 500-feet from the property.

As for loading spaces, an off-site loading space exists on Knox Road near the property. The hours of the loading zone space are: Monday-Saturday, 6:00 AM – 11:00 AM. This loading space has served area businesses for a number of years without adverse impact.

- b. To aid in relieving traffic congestion on streets by reducing the use of public streets for parking and loading and reducing the number of access points.

Since there is no on-street parking available at the intersection of Baltimore Avenue and Knox Road and there are a number of metered parking lots and on-street parking off minor streets, impact to traffic congestion, should the departure be granted, would be minimal. There is no vehicular access to the site from the street. According to the City of College Park Parking Manager, granting the departure should not “cause any additional stress on parking availability downtown, as most days and evenings there are available spaces to park.”

- c. To protect the residential character of residential areas.

A Parking District establishing shared parking was created to protect the residential areas.

- d. To provide parking and loading areas which are convenient and increase the amenities in the Regional District.

There are 554 public parking spaces conveniently located within 500 feet of the subject site. A loading space exists near the site.

- 2.2 The departure is the minimum necessary, given the specific circumstances of the request.

The departure of 14 parking spaces and 1 loading space is the minimum and maximum necessary. Physical limitations of the property prevent the applicant from providing parking and loading spaces on-site. The existing building covers the entire parcel and there is no undeveloped property contiguous to the subject property. There is a shared 10-foot

alley immediate to the west of the subject property but it is posted as “No Parking” by order of the Fire Marshall.

- 2.3 The departure is necessary to alleviate circumstances that are special to the subject use, given its nature at this location or alleviate circumstances which are prevalent in the district.

This property is located in the downtown. Many businesses do not provide parking in this area. A parking district was created to encourage shared parking.

- 2.4 For departures from parking and loading standards, the Commission must also find that all methods for calculating spaces required, (Division 2, Subdivision 3 and Division 3, Subdivision 3 of Part 11 of the Prince George’s County Zoning Ordinance) have either been used or found to be impractical, and that parking and loading needs of adjacent residential areas will not be infringed upon if the departure is granted.

In this case, it is not a matter of using an alternative formula for calculating parking spaces; there are no spaces available on the lot to accommodate parking. The lot is completely covered by the building. Parking and loading needs of adjacent residential areas will not be infringed upon because adequate off-street parking exists in the downtown area.

- 2.5 In making its findings, the Commission (APC) shall give consideration to the following:

- (a) The parking and loading conditions within the general vicinity of the subject property, including numbers and locations of available on- and off-street spaces within five hundred (500) feet of the subject property.

A 500-hundred foot radius from the property could be defined with the following boundaries: Eastern boundary-Yale Avenue, Western boundary-Knox Avenue past the 7-11 Shopping Center, Southern boundary-almost to Hartwick Road, and Northern boundary-College Avenue. There are 554 of off-street public parking spaces located within 500 feet from the property:

- College Park Shopping Center: 152
- City of College Park Parking Garage: 288
(typically experiences a 60% vacancy rate)
- 4300/4400 Knox Road (7-11 lot): 12
- 4400 block of Lehigh Road: 24
- 4500 block of Lehigh Road, on-street: 8
- City Hall Parking Lot: 38
- 7400 block of Yale Avenue (behind City Hall), on-street: 14
- 7400 block of Route 1 (Bagel Shop lot): 18

As for loading spaces, an off-site loading space exists on Knox Road near the property. The hours of the loading zone space are: Monday-Saturday, 6:00 AM – 11:00 AM. This loading space has served area businesses for a number of years without adverse impact.

- (b) The recommendations of an area master plan, or county or local revitalization plan, regarding the subject property and its general vicinity;

The property is located in the Downtown. The 2010 *Central US 1 Corridor, Approved Sector Plan and Sectional Map Amendment* further defines the subject property as located in the Walkable Node Character Area. The Sector Plan envisions this area with mandatory shop frontage and build-to-lines of zero feet to encourage an urban intensity of mixed uses to encourage pedestrian traffic. On-site parking lots are discouraged because they create gaps in the urban fabric. The Sector Plan envisions most of downtown parking to be provided by the parking garage. Granting the departure will support this goal and will encourage more walking and biking as an alternative mode of transportation

- (c) The recommendations of a municipality (within which the property lies) regarding the departure; and

Not applicable since the City of College Park has authority to decide this case.

- (d) Public parking facilities which are proposed in the County's Capital Improvement Program within the general vicinity of the property.

The City provides Public Parking for the downtown.

In making its findings, the Commission (APC) may give consideration to the following:

- (a) Public transportation available in the area;

Metrobus, The Bus, and Shuttle UM have stops very close to the subject site. The College Park Metrorail Station is within walking distance (approximately a mile) from the subject property.

- (b) Any alternative design solutions to off-street facilities which might yield additional spaces;

As mentioned previously, there is no alternative design solution to provide off-street parking facilities since the building covers the entire lot.

- (c) The specific nature of the use (including hours of operation if it is a business) and the nature and hours of operation of other (business) uses within 500 feet of the subject property;

Nando's Peri-Peri is a restaurant use. Hours of operation are 11:00 AM – 10:00 PM, Sunday through Thursday and 11:00 AM-11:00 PM Friday and Saturday. This area has many restaurants, retail stores and offices. The use and hours of operation are compatible with the area. The proposed departure seeks to increase the number of allowed seats in the proposed restaurant from 63 seats to 103 seats, thus increasing the proposed emergency egress use of the adjacent alley by 40 additional people, in addition to the current approximately 300 person use of the alley for the adjacent buildings. The Departure from Parking and/or Loading Spaces site plan submitted by the Applicant shows four new 2 yard trash containers and a grease containment bin to be located in the emergency egress alley and for existing fence gates with no panic bar to be re-installed, opening away from Knox Road.

Section 3 Based on the findings of fact and conclusions of law set forth herein above, the Advisory Planning Commission recommends in accordance with Section 190-9(8)(a) and (c) of the City's Code, approval of the requested departure of 14 parking spaces and 1 loading space with the following conditions:

Prior to issuance of a use and occupancy permit, the applicant shall revise their site plan as follows:

1. Dumpsters, grease containment bins, any electric transformers or other obstructions shall only be located in the area approved by the Prince George's County Fire/EMS Department's Office of the Fire Marshal, which shall not exceed forty-eight (48) inches in width measured into the alley from the face of the exterior wall of the proposed Nando's building.
2. Remove the fence gate in the alley.
3. Delineate the forty-eight (48) inches of approved encroachment area into the alley measured from the face of the exterior wall with paint or other markings so the area allowed for use is clear and provide appropriate signage on the face of the exterior wall of the proposed Nando's indicating that parking in the alley is prohibited.
4. Show the entire alley subject to the 10-foot wide ingress-egress right-of-way and identify all adjoining property owners.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of College Park, Maryland, that the application be granted for a departure of 14 parking spaces and 1 loading space subject to all the conditions set forth in Section 3 above.

ADOPTED, by the Mayor and Council of the City of College Park, Maryland at a regular meeting on the 14th day of July 2015.

CITY OF COLLEGE PARK,
MARYLAND

Janeen S. Miller, CMC
City Clerk

Andrew M. Fellows, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Suellen M. Ferguson
City Attorney

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2015-2020
Strategic Plan

6

Contract For
Retrofitting Parking
Garage Lighting

MEMORANDUM

TO: Mayor and City Council

THROUGH: Joseph Nagro, City Manager

FROM: Brenda Alexander, Public Works Deputy Director

DATE: June 26, 2015

SUBJECT: Energy Efficiency lighting project in the Yale Avenue Parking Garage

BACKGROUND

The Mayor and City Council adopted resolution 13-R-26 in 2013 that calls for the reduction in electrical use per square foot of building area by 15% by 2018 to demonstrate the City's intent to be a Maryland Smart Energy Community.

The EmPower Maryland initiative is a state mandated program to reduce energy consumption by 15% by 2015. As part of the legislation, the state's electric utility companies are required to offer rebates to consumers to reach this goal. Funding for this program is derived from PEPCO customers as a line item charge on their electric bill. PEPCO established the Small Business energy savings program, which is available to small business customers to help them achieve energy efficiency savings goals while reducing long term operating costs. A requirement of this program is to have an approved service provider, referred to as a Trade Ally, perform an energy savings assessment to identify where energy efficiency measures can be implemented for the customer.

In 2014, I worked with Navitus, an approved PEPCO Trade Ally, to perform an energy assessment at the Public Works buildings, Youth & Family Services and the Yale Avenue parking garage, to identify potential energy efficiency measures. These three locations were selected because there are no major renovations planned. Navitus evaluated the light fixtures at the three sites and proposed either complete fixture replacements or retrofitting the existing fixtures. Applications for the proposed lighting improvements were submitted to Lockheed Martin, the contractor managing this program for PEPCO, for approval. The applications were submitted late in 2014, but the funding for the calendar year had already been allocated to other projects. When new funds became available in 2015, all of the City projects submitted in 2014 received approval, and implementation using the approved Trade Ally began.

The first project was one with a small scope of work to evaluate how the process would work. This project included the replacement of 21 exterior building wall packs in the Public Works facility with new fixtures and LED lamps. This project was completed as planned and in a timely manner, and upon invoicing, the City received the PEPCO rebate as stated.

The second project included new high bay light fixtures with LED lamps in the fleet garage bays and new 4' fluorescent fixtures with LED lamps in the various facility out-buildings. Since the

completion of this project Public Works staff has expressed their approval with the outcome of both exterior and interior lighting projects.

ISSUE

The Yale Avenue parking garage uses a significant amount of electricity and the Navitus assessment indicated it was an ideal building for an energy efficiency lighting project.

The scope of the project includes retrofitting the existing 136 - 100 watt metal halide canopy lights with 45 watt LED lamp kits; replacing 44 - 60 watt four foot fluorescent fixtures with new 31 watt LED vapor tight linear fixtures, and retrofitting 14 - 400 watt metal halide "shoebox" fixtures on the 5th level with 95 watt LED lamp engine kits. The lighting retrofits are projected to reduce energy usage by 59%, which should result in about \$10,000 in annual electric cost savings as well as about \$25,000 in annual maintenance savings. A sample retrofit lamp was installed in an existing canopy fixture on the second level at space #756 across from the P2 elevator. Staff has provided positive feedback of the illumination from the retrofitted lamp.

The project was approved by the PEPCO Small Business Program and they will reimburse the City for nearly 90% of the project cost. The City's grant application for this project was submitted to the Maryland Energy Association (MEA) and was recently approved. By utilizing these two programs, the existing lighting in the parking garage can be upgraded to significantly reduce energy consumption with no out-of-pocket cost to the City. In addition, the new lamps and fixtures come with at least a 5 year warranty, which will significantly reduce the maintenance requirements.

RECOMMENDATION

I recommend that the Mayor and City Council award a contract in the amount of \$70,368 to Navitus for the parking garage lighting retrofit. Upon completion of the project, Navitus will invoice the City for \$70,368, and then submit a copy of this invoice to Lockheed Martin to process for reimbursement of \$65,620 to the City. A request will be submitted to MEA for reimbursement of \$4,748.00, which is the portion of the project not reimbursed by the PEPCO Small Business program. Because it is sole sourced, this award will require a supermajority approval by the Mayor and Council. Since this project has been issued an offer letter and incentives are reserved by PEPCO, another Trade Ally cannot submit the same project for another award, and going out to bid with electrical contractors to complete this project would require the City to pay for the entire cost of the lighting retrofit in the parking garage. The City Attorney has prepared a draft contract which is attached. The full proposal from Navitus is available for inspection upon request.

Attachments:

1 – Draft Contract

CITY OF COLLEGE PARK, MARYLAND
CONTRACT NO. CP-15-0**

THIS CONTRACT is effective on _____, 2015 between the City of College Park, (hereinafter referred to as the "City") and Navitus, Inc., a corporation located at 3 Church Circle, Suite 237, Annapolis, MD 21401 (hereinafter referred to as "Contractor").

WHEREAS, the City wishes to upgrade existing lighting fixtures and/or lamps at City facilities to improve electric energy efficiency, maintain adequate illumination and reduce maintenance costs, in conjunction with the PEPCO Small Business Program and the terms and conditions of the PEPCO C&I Energy Savings Program; and

WHEREAS, the Contractor is willing to provide and install upgrades of existing lighting fixtures and/or lamps at City facilities to improve electric energy efficiency, maintain adequate illumination and reduce maintenance costs and to abide by the requirements of the PEPCO Small Business Program and the terms and conditions of the PEPCO C&I Energy Savings Program.

NOW THEREFORE, the parties hereto agree as follows:

I. SCOPE OF WORK

The City hereby engages Contractor as an independent contractor and not as an agent or employee of the City. All work shall be performed in a professional manner by licensed electricians, adhering to current accepted standards and practices. The work required of the Contractor will be performed in coordination with the City and the City's Public Works Deputy Director and Engineer who will supervise and inspect the work and are the designated Project Managers. The Contractor shall supply all labor, equipment, and materials necessary to perform the following work:

Replacement of the light fixtures on all interior levels of the parking garage and lobby, including light fixtures in the interior of four mechanical rooms and office on the first level will be included in this project, as well as all pole mounted lights on the 5th level parking deck.

The Contractor shall supply, deliver and install the lighting fixture upgrades to include the following:

136 - 100watt metal halide canopy light fixtures shall each be retrofitted with a 136 45watt LED Altech retrofit kit with a 5000k color temperature range and a 120^o beam angle, UL and DLC approved. The 136 existing fixtures will remain in place.

42 - F32 T8 2-lamp 4' fluorescent vapor tight fixtures shall be removed and replaced with new vapor tight fixtures. The new 4' fixtures will be MaxLite LSV48 series 31watt LED vapor tight 3937-3506Lm- 5000k color temperature range, UL and DLC approved.

14 - 400watt metal halide "shoebox" pole mount fixtures on the 5th level parking deck shall each be retrofitted with Noribachi 95watt LED Hex-063 light engine 5700K color

temperature range. The 9 poles with 14 “shoebox” fixture heads will remain in place. 6 poles have 6 single “shoebox” fixture heads, 2 poles have 3 “shoebox” fixtures heads and 1 pole has 2 “shoebox” fixture heads mounted.

2 – F32 T8 4-lamp 4’ fluorescent wrap fixtures will be retro fitted with MaxLite LSU Series 48.8 watt LED wraps 4625-4923 Lm-5000K color temperature range, UL and DLC approved. These 2 existing fixtures located in the “police office” shall remain in place.

Materials required for this project may be delivered and stored at the City of College Park Public Works facility during the duration of the project. The Department of Public Works will dispose of the packaging/shipping material and replaced electrical fixtures and lamps generated from this project. All material and debris generated during the course of work shall be brought back to the Department of Public Works facility at the end of every day, before the facility closes at 3:45pm. No equipment or materials shall be stored at the parking garage work site.

Access to the electrical panel will be provided by the Department of Public Works. Contractor will be responsible for de-activating electrical circuitry as required during the course of work following established standard electrical safety procedures. At the conclusion of daily work the electrical power shall be restored to the active setting.

Work shall be scheduled Monday through Friday between 7:00am and 5:00pm. Requests for Saturday or Sunday work shall be made in writing to the project manager.

The City has applied for and been granted an incentive payment of \$65,620.00 through the Small Business Program Lighting Incentive of the PEPCO C&I Energy Savings Program. Contractor shall abide by the requirements, terms and conditions of this PEPCO Program, which are attached as Exhibit A and incorporated herein by reference. The Contractor shall maintain its standing as an approved Trade Ally in PEPCO’s Small Business Program for the duration of this Contract.

II. CONTRACT TERM

The Contractor shall commence work within 5 days of notice to proceed and shall complete all work on or before 11:29 p.m. on August 21, 2015. The parties acknowledge that this Contract is subject to funding. Time is of the essence to this contract.

III. CONTRACT PRICE AND PEPCO REIMBURSEMENT

The price to be paid to the Contractor to supply, deliver and install the upgraded lighting described herein is not to exceed \$70,368.00. The Contractor shall invoice the City upon completion of the project. As outlined in the PEPCO C&I energy savings program offer letter SLC-PG4-03755 to the City of College Park, the Contractor, as Trade Ally, shall also submit a copy of the invoice that has been signed and accepted by the City, to PEPCO for re-imbusement of the registered incentive in the amount of \$65,620.00 for payment to the City of College Park.

IV. CAPACITY TO PERFORM

At all times during this Contract, the Contractor shall maintain its status as a Trade Ally with PEPCO. The Contractor represents that all equipment and personnel necessary for providing the described services and items will be available as needed. The Contractor shall perform all specified work using properly trained and skilled individuals supervised and directly employed by the Contractor. Materials and equipment furnished by the Contractor shall conform in strength, quality of materials, appearance, and workmanship to that which is usually provided by a commercial contractor in this trade.

V. STATUS OF CONTRACTOR

The Contractor shall perform the services described herein as an independent contractor and not as an employee of the City.

VI. INSURANCE AND INDEMNIFICATION

Contractor will purchase and maintain during the entire term of this Agreement, comprehensive general liability insurance, and workers' compensation insurance with limits of not less than those set forth below. On each policy with the exception of the workers' compensation policy, Contractor will name the City of College Park and PEPCO as additional insureds.

Comprehensive General Liability Insurance

- (1) Personal injury liability insurance with a limit of \$1,000,000 each occurrence/aggregate;
- (2) Property damage liability insurance with limits of \$500,000.00 each occurrence/aggregate.

All insurance shall include completed operations and contractual liability coverage.

Automobile Liability Coverage Automobile fleet insurance \$1,000,000.00 for each occurrence/ aggregate; property damage - \$500,000.00 for each occurrence/aggregate.)

Workers' Compensation Insurance. Contractor shall comply with the requirements and benefits established by the State of Maryland for the provision of Workers' Compensation insurance.

Contractor covenants to maintain insurance, in these amounts, which will insure all activities undertaken by Contractor on behalf of the City under this Contract. Copies of the certificates of insurance for all required coverage shall be furnished to the City prior to beginning work.

Provision of any insurance required herein does not relieve Contractor of any of the responsibilities or obligations assumed by the Contractor in the contract awarded, or for which the Contractor may be liable by law or otherwise. Provision of such insurance is not

intended in any way to waive the City's immunities or any damage limits applicable to municipal government as provided by law.

VII. INDEMNIFICATION.

The Contractor shall indemnify and save harmless the City, its officers, employees and agents, from all suits, actions and damages or costs of every kind and description, including attorneys fees, arising directly or indirectly out of the performance of the contract, whether caused by the negligent or intentional act or omission on the part of the Contractor, its agents, servants, employees and subcontractors.

VIII. CONTRACT DOCUMENTS. This Contract and the following enumerated documents, which are incorporated by reference as if fully set forth herein, form the contract and are termed the Contract Documents:

- Exhibit A
- Required affidavits and certifications
- Warranties submitted by Contractor

IX. LICENSES, APPLICABLE LAWS

The Contractor will be responsible for obtaining any and all licenses pertaining to performance of its work under the contract. All services and materials provided by the Contractor shall conform to all applicable laws and regulations.

X. MATERIALS AND STANDARD OF WORK

All work performed and material provided pursuant to this Agreement shall be in conformance with standards and specifications applicable in the industry. All work shall be performed in a neat and workmanlike manner by trained and experienced personnel. Defective or unsuitable materials or workmanship shall be rejected and shall be made good by the Contractor at Contractor's expense, notwithstanding that such deficiencies have been previously accepted or were due to no fault of the Contractor. The City is entitled to perform interim and final inspections of the work.

XI. ACCURATE INFORMATION

The Contractor certifies that all information provided in response to requests for information is true and correct. Any false or misleading information is grounds for the City or Club to terminate this contract.

XII. TERMINATION FOR DEFAULT

Failure of the Contractor to deliver work, supplies, materials, or services in a timely manner, to correct defective work or materials, to act in good faith, or to carry out the work in accordance with contract documents shall constitute a breach of contract. In

such event, the City or Club may give notice to the contractor to cease work until the cause for such order has been eliminated. Should the Contractor fail to correct such default within five business days after receipt of notification, the City or Club may terminate any such contract. This provision shall not limit the City or Club in exercising any other rights or remedies it may have. Except for the obligation to make payments hereunder, neither party shall be in default for its failure to perform or delay in performance caused by events beyond its reasonable control, including, but not limited to, strikes, riots, imposition of laws or governmental orders, fires, acts of God, and inability to obtain equipment, and the affected party shall be excused from performance during the occurrence of such events;

XIV. TERMINATION FOR CONVENIENCE

The performance of work or delivery of services may be terminated in whole or in part at any time upon written notice when the City determines that such termination is in its best interest. The City will be liable only for labor, materials, goods and services furnished prior to the effective date of such termination and after notice to proceed.

XV. NOTICES

All notices shall be sufficient if delivered in person or sent by certified mail to the parties at the following addresses:

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

James McCaffrey
Navitus, Inc.
3 Church Circle
Suite 237
Annapolis, MD 21401

XVI. ERRORS IN SPECIFICATIONS

The Contractor shall take no advantage of any error or omission in the specifications. The City shall make such corrections and interpretations as may be deemed necessary and that decision shall be final.

XVII. GOVERNING LAW

This contract is executed in the State of Maryland and shall be governed by Maryland law, excluding its conflict of law rules, as if this Contract were made and to be

performed entirely within the State of Maryland. The Contractor, by executing this Contract, consents to the jurisdiction of the Maryland state courts with respect to any dispute arising out of this contract. A party's remedies hereunder are not exclusive and are in addition to any other remedies at law or equity. A party shall not be deemed to waive any remedy available to it or any right under this Contract, at law or in equity, by virtue of any act or forbearance in enforcing such rights or remedies.

XVIII. INTERPRETATION

Any questions concerning conditions and specifications shall be directed in writing to the City Public Works Deputy Director and Engineer. No interpretation shall be considered binding unless provided in writing by the Deputy Director or Engineer. By execution of this contract, the Contractor certifies that it understands the terms and specifications.

XIX. ATTORNEYS' FEES AND COSTS

The prevailing party shall be entitled to attorney's fees and costs incurred in any actions or claims brought to enforce this Contract, or for damages thereunder.

XX. SUCCESSORS AND ASSIGNS

This Contract shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto. In any event, neither party may assign any right or obligation under this contract without the other party's express written consent which may be withheld in the party's sole discretion.

XXI. ENFORCEMENT PROVISIONS.

The failure of the City or Contractor, at any time, to enforce any of the provisions of this Contract, or any right with respect thereto, will in no way be construed to be a waiver of such provisions or right, or in any way to affect the validity of this Contract. The exercise by either party of any rights under this Contract shall not preclude or prejudice the subsequent exercise of the same or any other rights under this Contract.

The Contractor recognizes the substantial and immediate harm that a breach or threatened breach of this Contract will impose upon the City, and further recognizes that in such event monetary damages may be available to the City. Accordingly, in the event of a breach or threatened breach of this Contract, Contractor consents to the City's entitlement to seek *ex parte*, preliminary, interlocutory, temporary or permanent injunctive, or any other equitable relief, protecting and fully enforcing the City's rights hereunder and preventing the Contractor from further breaching any of its obligations set forth herein. Nothing herein shall be construed as prohibiting the City from pursuing any other remedies available to the City at law or in equity for such breach or threatened breach, including the recovery of damages from Contractor.

XXII. SEVERABILITY

If any term or provision of this Contract shall be held invalid or unenforceable to any extent, the remainder of this Contract shall not be affected thereby, and each term and provision of this Contract shall be enforced to the fullest extent permitted by law.

XXIII. SUBCONTRACTING

The Contractor may not subcontract any other work required under this Contract without the consent of the City. If the Contractor wishes to subcontract any of the said work, it must provide subcontractor names, addresses, and telephone numbers and a description of the work to be done. The Contractor is not relieved of primary responsibility for full and complete performance of any work identified to the subcontractor. There shall be no contractual relationship between the City and the subcontractor.

XXIV. OTHER PAYMENTS; EXPENSES; TAXES.

The City will be responsible for any cost or expenses of operation of any kind associated with Contractor's provision of services pursuant to this Contract, except as set out herein. Contractor shall be entitled to no fees, bonuses, contingent payments, or any other amount in connection with the services to be rendered hereunder except as set out herein. The parties hereto further agree that the City shall have no obligation to reimburse, pay directly or otherwise satisfy any expenses of the Contractor in connection with the performance of his obligations under this Contract.

It is expressly understood and acknowledged by the parties hereto that the fees payable hereunder shall be paid in the gross amount, without reduction for any Federal or State withholding or other payroll taxes, or any other governmental taxes or charges. The parties hereto further recognize that Contractor, as an independent Contractor of the City, is responsible for directly assuming and remitting any applicable Federal or State withholding taxes, estimated tax payments, Social Security payments, unemployment compensation payments, and any other fees, taxes, and expenses whatsoever. In the event that Contractor is deemed not to be an independent Contractor by any local, state or federal governmental agency, Contractor agrees to indemnify and hold harmless the City for any and all fees, costs and expenses, including, but not limited to, attorneys' fees incurred thereby.

XXV. ENTIRE CONTRACT

This Contract, including all Contract Documents, constitutes the entire understanding between the parties. No modification or addition to this Contract shall have any effect unless made in writing and signed by both parties hereto. If any provision of this Contract is declared invalid or unenforceable, then such provision shall be severed from and shall not affect the remainder of this Contract; however, the parties shall amend this Contract to give effect, to the maximum extent allowed, to the intent and meaning of the severed provision.

XXVI. NON DISCRIMINATION.

a. The City of College Park is an Equal Opportunity Employer. Discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work is expressly prohibited.

b. The Contractor certifies that it does not discriminate on the basis of race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work.

c. The Contractor will, in all advertisements or solicitations for employees, state that all qualified applicants will receive consideration for employment without regard to race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or any other factors not related to the ability to perform the work.

XXVII. EQUAL BENEFITS.

a. Consultant must comply with the applicable provisions of § 69-6 of the City Code. The Consultant shall provide the City Manager, or his/her designee, access to its records for the purpose of audits and/or investigations to ascertain compliance with these provisions.

b. Upon request, the Consultant shall provide evidence of compliance with the provisions of § 69-6 of the City Code upon each new bid, contract renewal, or when the City Manager has received a complaint or has reason to believe the Consultant may not be in compliance with the provisions of this section.

c. The failure of the Consultant to comply with § 69-6 of the City Code will be deemed to be a material breach of the covered contract.

XXVIII. RECORDS

The Contractor shall keep, maintain and provide to the City those records necessary to comply with the terms and conditions of the said C&I Energy Savings Program Small Business Program Lighting Incentive.

IN WITNESS WHEREOF, we have hereunto set our hands and seals.

WITNESS:

CITY OF COLLEGE PARK

Janeen S. Miller, CMC, City Clerk

By: _____
Joseph L. Nagro, City Manager

WITNESS:

NAVITUS, INC.

By: _____

James McCaffrey

Title: Vice President

Approved as to form and legal sufficiency

Suellen M. Ferguson,
Attorney for the City of College Park

7

Preliminary Plan Of
Subdivision 4-13012
For The Pregnancy
Aid Center, 4700
Erie Street

MEMORANDUM

TO: Mayor and Council

THROUGH: Joseph Nagro, City Manager
Terry Schum, Planning Director

FROM: Miriam Bader, Senior Planner

DATE: July 2, 2015

SUBJECT: Preliminary Plan of Subdivision 4-13012
Pregnancy Aid Center

ISSUE

The applicant, Pregnancy Aid Center, is requesting a Preliminary Plan of Subdivision for Lots 20-A and 21-A, as the first step in a two-step process, in order to expand an existing medical facility. The applicant is also requesting a variation for a non-standard Public Utility Easement (PUE). This request will come before the City Council again with more specific plans as part of the Detailed Site Plan Process.

The Prince George's County Planning Board Hearing is scheduled for July 16, 2015. The Maryland-National Capital Park and Planning Commission (M-NCPPC) technical staff report may be available July 10, 2015.

SUMMARY

Location

The 1.40-acre property is located in the northeast quadrant of US Route 1 and Erie Street at 4700 Erie Street.

Zoning

The subject property is zoned Mixed-Use Infill within the Central US 1 Corridor Development District Overlay Zone (MUI-DDOZ).

Existing Use

The subject property contains: a 5,149 square foot, 2-story office building; a garage, and 5 sheds/outbuildings. The office building is used by the Pregnancy Aid Center for counseling and education and is located on Lot 21-A (25,590 square feet). On-site

parking (20 parking spaces including 2 handicapped-accessible spaces) is available alongside the existing building on Lot 20-A (35,531 square feet).

The property has frontage on US Route 1 (Baltimore Avenue), Erie Street and 48th Avenue. There are no sidewalks along these frontages.

Surrounding Uses and Zoning

Direction from subject site	Use	Zoning
North	Commercial (Enterprise Car Rental)	MUI, DDOZ
South	Commercial (Woods Florist, Vapin Time)	MUI, DDOZ
West (across US 1)	Commercial (Mattress Land, Shell Gas Station and American Legion Meeting Hall)	MUI, DDOZ
East	Single-Family Residential	R-55

Proposal

A Preliminary Plan of Subdivision is required as a result of the proposed and previous additions onto an existing office building resulting in a cumulative total in excess of 5,000 square feet of gross floor area (GFA). The applicant has a pending Detailed Site Plan, DSP-12030, to construct a 3,102 square foot addition onto an existing 5,149 square-foot office building for a total of 8,251 square feet and expand a parking area by approximately 30-foot wide by 50-foot long (1,500 square feet) or 4 parking spaces. The applicant proposes to remove the existing garage and the 5 sheds/outbuildings. A variation request to permit a non-standard Public Utility Easement (PUE) has been filed by the applicant. The specific request is for a variance of 2 feet, from the required easement of 10-feet to a variable width that ranges from 8-feet to 10-feet. The exact width for the entire length of the PUE will need to be determined during the development review process. The site plan and architectural plans will also be reviewed in more depth at Detailed Site Plan.

Access

The subject property is currently served by a driveway curb-cut off of Erie Street. This access is proposed to remain. There will be no direct access to US 1/Baltimore Avenue. Site access and circulation will be reviewed in more depth at the detailed plan stage.

Central US 1 Corridor Sector Plan Recommendations

The subject property is within “Character Area 4” of the “Corridor Infill Character Area” as described in the *June 2010 Approved Central US 1 Corridor Sector Plan and Sectional Map Amendment*. The sector plan recommends the establishment of sidewalk and bicycle lanes within the rights-of-way of US 1 and locally-owned roads. The plan also recommends between 88 feet and 92 feet of rights-of-way for US 1, with a variable-width planted median. The right-of-way may extend to 108 feet to 112 feet where bus pads are provided.

The applicant is proposing 20 feet of property dedication along US 1 for a total of 50 feet from the centerline of US1. This amount of proposed dedication is sufficient to implement the sector plan’s recommended rights-of-way along US 1, and it should also accommodate SHA engineering plans, which are currently being designed to include a retaining wall and sidewalk along the property frontage to run parallel to US 1.

More detailed review in terms of conformance with the requirements of the Zoning Ordinance, Sector Plan, and Landscape Manual will be conducted at the detailed site plan stage.

City of College Park Streets

In addition to frontage on US 1/Baltimore Avenue, the subject property has frontage on two local streets: Erie Street (an east-west street) and 48th Avenue (a north-south street). The applicant has proposed 10-feet of dedication along Erie Street and previously dedicated between 8 and 10 feet of right-of-way along 48th Avenue. These dedications are acceptable. Neither street contains sidewalk.

The sector plan recommends the establishment of sidewalks within, or adjacent to the rights-of-way of local roads with widths that can vary between 4 and 8 feet. The *Approved Countywide Master Plan of Transportation (MPOT)* also recommends the provisions of sidewalks in order to encourage complete streets.

Staff recommends a minimum 5-foot wide sidewalk be constructed along the subject property frontage of Erie Street and 48th Avenue. New ADA ramps and a new driveway apron for the Erie Street access way may be required by the County Department of Public Works and Transportation (DPW&T), or the City Engineer.

Adequacy of Transportation Facilities

A full traffic study is not required since this project will not generate 50 or more vehicular trips. However, Maryland-National Capital Park and Planning Commission (M-NCPPC) Staff have required weekday traffic counts for the intersection of US 1 and Fox Street and surrounding intersections for the purpose of making an adequacy finding. This traffic count is included in Attachment 1. The total traffic conditions with trips from the proposed medical office expansion would result in a Level of Service (LOS) of “E” in the

AM or morning peak hour which is acceptable and a LOS "D" in the PM or afternoon peak hours which is also acceptable. The M-NCPPC Transportation Planning Section concludes that adequate transportation facilities would exist to serve the proposed subdivision provided a condition that limits the uses to generate no more than 24 AM and 31 PM peak-hour vehicle trips is adopted. City staff has included this condition in their recommendation.

Adequacy of Public Facilities

M-NCPPC Staff reviewed the proposed subdivision in terms of impact on public services and facilities and concluded that the project will not create negative impacts to the following: Police Facilities, Fire and Rescue Services, and Water and Sewerage services. This application is exempt from review for schools because it is a nonresidential use.

Other Approvals and Exemptions

This project received Stormwater Management Concept Approval with a condition that the applicant coordinate with MD SHA (for Rt 1) and City of College Park for any required ROW improvements. This condition has been incorporated into the City staff recommendation.

A Natural Resources Inventory (NRI), Tree Conservation Plan (TCP) and Woodland and Wildlife Habitat Conservation Ordinance (WCO) letters of exemption were approved by the M-NCPPC Environmental Planning Section with one condition requiring downward facing full cut-off optic lights be used on-site. This condition can be addressed during Detailed Site Plan. No woodlands or areas of regulated environmental features were observed within the limits of this project.

The M-NCPPC Historic Preservation Section determined that the proposal will not impact any historic sites, historic districts, historic resources or known archeological sites.

RECOMMENDATION

Staff recommends supporting Preliminary Plan of Subdivision 4-13012 for the Pregnancy Aid Center addition and supporting the variation for a non-standard Public Utility Easement subject to the following conditions:

Prior to final plat approval:

1. Amend the final plat to correct the listed Ultimate Right-of-Way from 40' to 50' for Erie Street and 48th Avenue and from 60' to 100' for Baltimore Avenue-US Route 1.
2. Show centerlines for all roads.

3. Show a minimum 5-foot wide sidewalk with accessible ramps along the subject property frontage of US 1, subject to modification with SHA.
4. Add a note on the final plat that states: "Applicant will coordinate with MD SHA (for Rt. 1) and City of College Park for any required ROW improvements."
5. Add a note on the final plat that states: "Total development shall be limited to uses that would generate no more than 24 AM and 31 PM peak-hour vehicle trips. Any development generating an impact greater than that shall require a new preliminary plan of subdivision with a new determination of adequacy of transportation facilities."

ATTACHMENTS

1. Preliminary Plan, Revised Supplemental SOJ and Traffic Counts
2. Maryland-National Capital Park and Planning Commission Referrals, Approvals and Exemptions
3. Location Map
4. Parcel Map
5. Zoning and Building Footprint Map
6. Bird's Eye View of Property

LAW OFFICES
SHIPLEY & HORNE, P.A.

Russell W. Shipley
Arthur J. Horne, Jr.*
Dennis Whitley, III*
Robert J. Antonetti, Jr.

1101 Mercantile Lane, Suite 240
Largo, Maryland 20774
Telephone: (301) 925-1800
Facsimile: (301) 925-1803
www.shpa.com

Bradley S. Farrar
L. Paul Jackson, II*

* Also admitted in the District of Columbia

June 23, 2015

VIA HAND DELIVERY

Ms. Suzanne A. Nickle
Prince George's County Planning Department
Development Review Division
14701 Governor Oden Bowie Drive
Upper Marlboro, MD 20772

**RE: Revised Supplemental Statement of Justification for Preliminary Plan
(4-13012) for Pregnancy Aid Center**

Dear Ms. Nickle:

On behalf of our client, Pregnancy Aid Centers, Inc., Robert J. Antonetti, Jr. and Shipley & Horne, P.A., hereby submits this Variation Request in support of the above captioned Preliminary Plan of Subdivision. This Variation Request is provided in response to comments provided by staff at the May 22, 2015 Subdivision Review Committee meeting.

Variation Request

Specifically, this variation request is as follows:

Variation Request – Public Utility Easement less than 10 Feet: After providing the required right-of-way (ROW) dedication for U.S. Route 1 the Public Utility Easement (PUE) would encroach upon the existing structure if the minimum 10 feet in width were provided. Therefore, because the Applicant proposed to create an 8 foot PUE, thus creating a non-typical situation, we request a variation be approved by the Planning Board for this condition.

(1) The granting of the variation will not be detrimental to the public safety, health, or welfare, or injurious to other property;

RESPONSE ~ Variation Request – Public Utility Easement less than 10 Feet: - The 8 foot width of PUE has been implemented successfully in other residential projects comparable to this instant case. Granting the variation to permit a smaller PUE than 10 Feet will not be detrimental to the public safety, health or welfare, or injurious to other property.

- (2) *The conditions on which the variation is based are unique to the property for which the variation is sought and are not applicable generally to other properties;*

RESPONSE ~ Variation Request – Public Utility Easement less than 10 Feet: Because there are existing structures on the property the proposed ROW dedication and accompanying 10' PUE would create a non-conforming situation if provided to its full width. The circumstances impacting the development of the subject property are unique and do not allow the Applicant to avoid impacting the PUE width identified in this application.

- (3) *The variation does not constitute a violation of any other applicable law, ordinance, or regulation; and*

RESPONSE ~ Variation Request – Public Utility Easement less than 10 Feet: The request does not constitute a violation of any other law, ordinance or regulation. The final design of the public utility easement will be reviewed and approved by the appropriate reviewing authorities during the development process. The property will have a PUE of sufficient width to meet the needs of the associated wet and dry utility providers.

- (4) *Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out;*

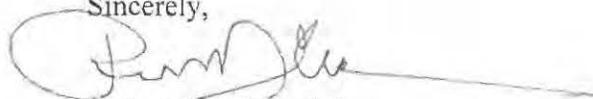
RESPONSE ~ Variation Request – Public Utility Easement less than 10 Feet: The physical characteristics of the site and their impact on the site layout have been stated above. As recently as 2012 the U.S. Route 1 ROW was only 60' (MMB236-75 recorded 7/16/2012) and did not present a problem. With the increase in the master plan ROW from 60' to 100' the Public Utility Easement has been pushed so far into the site that is no longer possible to provide the full 10' width.

Conclusion:

Based on the foregoing discussion, the Applicant respectfully requests that Variation Request be incorporated into the initial application accepted on May 4, 2015 for Preliminary Plan of Subdivision 4-13012. This submission addresses issues uncovered by staff in the Subdivision Review Committee.

Please call me if additional information is required.

Sincerely,



Robert J. Antonetti, Jr.

Weekday Morning Peak Hour (6:30 am - 9:30 am)													
Time:	US 1 Northbound			US 1 Southbound			Driveway Eastbound			Fox St Westbound			Total
	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	
6:30-6:45	0	134	0	0	339	2	0	0	0	1	0	1	477
6:45-7:00	1	169	1	2	475	1	1	0	0	5	1	3	659
7:00-7:15	0	218	2	4	590	1	1	0	1	4	0	3	824
7:15-7:30	1	226	2	1	629	2	2	0	1	2	0	2	868
7:30-7:45	2	238	8	3	645	2	1	0	1	4	0	2	906
7:45-8:00	3	248	1	0	652	1	2	0	1	5	1	2	916
8:00-8:15	2	245	1	1	638	1	2	1	1	7	0	2	901
8:15-8:30	1	246	1	3	625	0	3	0	1	4	1	3	888
8:30-8:45	1	222	1	1	617	0	2	0	2	5	0	3	854
8:45-9:00	2	240	1	3	612	1	3	1	1	4	1	3	872
9:00-9:15	3	204	3	1	618	2	1	0	1	6	1	1	841
9:15-9:30	2	223	1	4	556	2	2	0	1	3	1	2	797

Hourly Totals													
6:30-7:30	2	747	5	7	2033	6	4	0	2	12	1	9	2828
6:45-7:45	4	851	13	10	2339	6	5	0	3	15	1	10	3257
7:00-8:00	6	930	13	8	2516	6	6	0	4	15	1	9	3514
7:15-8:15	8	957	12	5	2564	6	7	1	4	18	1	8	3591
7:30-8:30	8	977	11	7	2560	4	8	1	4	20	2	9	3611
7:45-8:45	7	961	4	5	2532	2	9	1	5	21	2	10	3559
8:00-9:00	6	953	4	8	2492	2	10	2	5	20	2	11	3515
8:15-9:15	7	912	6	8	2472	3	9	1	5	19	3	10	3455
8:30-9:30	8	889	6	9	2403	5	8	1	5	18	3	9	3364

AM Peak Hour	Northbound			Southbound			Eastbound			Westbound			Total
7:30-8:30	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	3611
	8	977	11	7	2560	4	8	1	4	20	2	9	

Weekday Evening Peak Hour (4 pm - 7 pm)													
Time:	US 1 Northbound			US 1 Southbound			Driveway Eastbound			Fox St Westbound			Total
	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	
4:00-4:15	1	462	3	4	353	2	4	1	3	4	0	3	840
4:15-4:30	2	466	3	3	396	4	3	1	2	2	1	3	886
4:30-4:45	1	480	3	6	426	3	5	0	2	4	0	2	932
4:45-5:00	1	505	3	4	463	2	5	1	1	3	1	3	992
5:00-5:15	3	537	4	4	527	0	3	0	2	4	0	3	1087
5:15-5:30	0	503	2	6	526	2	5	1	3	5	0	5	1058
5:30-5:45	3	560	6	7	507	3	6	1	2	5	0	3	1103
5:45-6:00	1	530	4	4	469	0	3	1	0	3	1	3	1019
6:00-6:15	1	504	2	2	468	0	5	0	1	4	0	5	992
6:15-6:30	4	486	2	7	463	1	3	1	3	6	0	2	978
6:30-6:45	1	451	2	6	446	0	4	1	2	4	1	2	920
6:45-7:00	2	426	1	6	419	1	2	1	3	2	0	3	866

Hourly Totals													
4:00-5:00	5	1913	12	17	1638	11	17	3	8	13	2	11	3650
4:15-5:15	7	1988	13	17	1812	9	16	2	7	13	2	11	3897
4:30-5:30	5	2025	12	20	1942	7	18	2	8	16	1	13	4069
4:45-5:45	7	2105	15	21	2023	7	19	3	8	17	1	14	4240
5:00-6:00	7	2130	16	21	2029	5	17	3	7	17	1	14	4267
5:15-6:15	5	2097	14	19	1970	5	19	3	6	17	1	16	4172
5:30-6:30	9	2080	14	20	1907	4	17	3	6	18	1	13	4092
5:45-6:45	7	1971	10	19	1846	1	15	3	6	17	2	12	3909
6:00-7:00	8	1867	7	21	1796	2	14	3	9	16	1	12	3756

PM Peak Hour	Northbound			Southbound			Eastbound			Westbound			Total
5:00-6:00	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	4267
	7	2130	16	21	2029	5	17	3	7	17	1	14	

Peak Hour
Turning Movement Count

Intersection: US 1 & Fox St

Lenhart Traffic Consulting, Inc.
Traffic Engineering & Transportation Planning

Count by: ml
Count Day/Date: Tuesday, June 02, 2015
County: Prince George's



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING

Prince George's County Planning Department
Countywide Planning Division

(301) 952-3650
www.mncppc.org

May 8, 2015

MEMORANDUM

TO: Suzanne Nickle, Planner Coordinator, Subdivision Section, Development Review Division

VIA: Christine Osei, Planner Coordinator, Countywide Planning Division *CO*

FROM: Jay Mangalvedhe, Senior Planner, Special Projects Section, Countywide Planning Division *JMS*

SUBJECT: Project: 4-13012: Pregnancy Aid Center (zone M-U-I & D-D-O)

This preliminary application is for medical office 3,102 Sq.ft. expansion of the existing facility.

NON-RESIDENTIAL

Police Facilities

The proposed development is within the service area of Police District I, Hyattsville. There is 267,660 square feet of space in all of the facilities used by the Prince George's County Police Department and the July 1, 2014 (U.S. Census Bureau) county population estimate is 904,430. Using the 141 square feet per 1,000 residents, it calculates to 127,524 square feet of space for police. The current amount of space 267,660 square feet is within the guideline.

Fire and Rescue Service

The Special Projects Section has reviewed this preliminary plan for adequacy of fire and rescue services in accordance with Section 24-122.01(e)(1)(E) of the Subdivision Ordinance.

Section 24-122.01(e) (1) (E) states that "A statement by the Fire Chief that the response time for the first due station in the vicinity of the property proposed for subdivision is a maximum of seven (7) minutes travel time. The Fire Chief shall submit monthly reports chronicling actual response times for call for service during the preceding month".

The proposed project is served by Branchville Fire/EMS Co. 11, a first due response station (a maximum of seven (7) minutes travel time), is located at 4905 Branchville Road.

Capital Improvement Program (CIP)

The Capital Improvement Program for Fiscal Years 2015-2020 provides funding for station relocation in the general area of the Capital Beltway and Baltimore Avenue.

The above findings are in conformance with the 2008 *Adopted and Approved Public Safety Facilities Master Plan* and the "Guidelines for the Analysis of Development Impact on Fire and Rescue Facilities.

School Facilities

The subdivision has been reviewed for impact on school facilities in accordance with Section 24-122.02 of the Subdivision Regulations and the Adequate Public Facilities Regulations for Schools (CR-23-2001 and CR-38-2002) and concluded that the subdivision is exempt from a review for schools because it is a nonresidential use.

Water and Sewerage Findings

Section 24-122.01(b)(1) states that "the location of the property within the appropriate service area of the Ten-Year Water and Sewerage Plan is deemed sufficient evidence of the immediate or planned availability of public water and sewerage for preliminary or final plat approval."

The 2008 *Water and Sewer Plan* placed part of this property in Water and Sewer Categories 3, Community System.

May 15, 2015

MEMORANDUM

TO: Suzanne Nickle, Planner Coordinator, Subdivision Section
VIA: Henry Zhang, Master Planner, Urban Design Section
FROM: Cynthia Fenton, Planner Coordinator, Urban Design Section *CF*
SUBJECT: Preliminary Plan of Subdivision 4-13012, Pregnancy Aid Center

The subject Preliminary Plan of Subdivision for Lots 21-A and 20-A is required as a result of the proposed and previous additions onto an existing office building that cumulatively total in excess of 5,000 square feet of gross floor area (GFA). The applicant has a pending Detailed Site Plan, DSP-12030, to construct a 3,102 square-foot addition onto an existing 5,149 square-foot office building and an expanded parking area on 1.40 acres in the northeast quadrant of US Route 1 (Baltimore Avenue) and Erie Street in College Park, MD. The subject site is zoned Mixed-Use Infill (M-U-I) and is within Central US 1 Corridor Development District Overlay Zone (DDOZ). The site is bounded to the north by a commercial office use in the M-U-I Zone and single-family detached residential uses in the R-55 Zone; to the east by 48th Avenue; to the west by Baltimore Avenue (US Route 1); and to the south by Erie Street. Based on the Urban Design Section's review of the above Preliminary Plan of Subdivision, we offer the following comments:

Conformance with the Requirements of the Zoning Ordinance

1. Conformance with Section 27-546.18 Regulations and Section 27-546.19 Site Plans for Mixed Uses for development in the M-U-I Zone along with other applicable Zoning regulations will be evaluated at time of DSP review.

Conformance with the Requirements of the Central US 1 Corridor Sector Plan and SMA

2. The proposed development is within the Corridor Infill Character Area of the Central US 1 Corridor Sector Plan Development District and is thus subject to the DDOZ standards for Building Form; Architectural Elements; Sustainability and the Environment; and, Streets and Open Spaces. Conformance to the applicable standards will be evaluated at the time of DSP review.

Conformance with the 2010 Prince George's County Landscape Manual

3. The sector plan exempts development in the development district from Section 4.2 (Requirements for Landscape Strips Along Streets), Section 4.3 (Parking Lot Requirements) and Section 4.7 (Buffering Incompatible Uses). Conformance with the applicable requirements of the Landscape Manual, including 4.4 (Screening Requirements) and 4.9, Sustainable Landscaping Requirements will be determined at time of DSP review.

Conformance with the Tree Canopy Ordinance

4. Because the site is in the DDOZ, it is exempt from TCC requirements.

Urban Design Section Recommendations

Based on the foregoing analysis, the Urban Design Section has no objection to the approval of the subject preliminary plan of subdivision, subject to one condition as follows:

1. Prior to final plat, the applicant shall obtain DSP approval for the proposed development.



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Prince George's County Planning Department
Countywide Planning Division, Transportation Planning Section

(301) 952-3680
www.mncppc.org

June 30, 2015

MEMORANDUM

TO: Subdivision Section, Development Review Division

FROM: Eric Jenkins, Transportation Planning Section, Countywide Planning Division

VIA: Tom Masog, Supervisor, Transportation Planning Section, Countywide Planning Division

SUBJECT: 4-13012, Pregnancy Aid Center
Transportation Findings and Recommended Conditions for Preliminary Plan

The Transportation Planning Section has reviewed the subdivision application referenced above. The subject property consists of approximately 1.40 acres of land in the M-U-I Zone. The property is located in the northwest quadrant of US 1 and Erie Street. The applicant is proposing an addition to an existing medical office building.

The subject property is located within Transportation Service Area – TSA 1, as defined in the *Plan Prince George's 2035 Approved General Plan*. A traffic count was required pursuant to provisions in the *“Transportation Review Guidelines - Part 1.”* A count was required for the intersection of US 1 and Fox Street for the purpose of making an adequacy finding. The applicant is proposing to add 3,102 square feet to an existing medical office building of 5,149 square feet for a total of 8,251 square feet. The expansion is shown as a building extension along US 1.

Traffic Analysis

The site is within the *Approved Central US 1 Corridor Sector Plan* area which requires that traffic counts be averaged. “Within the Central US 1 Corridor Development District, the transportation facilities adequacy standard shall be Level-of-Service E, based on the average peak period levels of service for all signalized intersections in three designated segments of the Central US 1 Corridor.” The site falls within the segment between the Capital Beltway and MD 193. The averaged traffic counts are then grouped together with other signalized intersections in the study area as defined by the sector plan to determine adequacy. This procedure is explained in the *Guidelines* on pages 31 and 32. The study area includes the following signalized intersections

US 1 and Ramp from I-95/I-495 Edgewood Road
US 1 and Cherry Hill Road
US 1 and Hollywood Road
US 1 and Fox Street
US 1 and Cherokee Street (North) (Future Signal)

The applicant was required to provide an existing count for the intersection of US 1 and Fox Street. The other traffic counts were taken from a 2014 traffic study and factored up by staff. A traffic signal is

planned for US 1 and Cherokee Street. The table below contains critical lane volumes and intersection volumes as well as corridor averages as required by the *Approved Central US 1 Corridor Sector*.

EXISTING TRAFFIC CONDITIONS						
Intersection	(LOS/CLV/INTVOL, AM)			(LOS/CLV/INTVOL, PM)		
	US 1 & Edgewood Road	D	1,398	4,170	D	1,327
US 1 & Cherry Hill Road	F	1,729	4,721	F	1,709	5,318
US 1 & Hollywood Road	E	1,511	3,738	D	1,349	4,220
US 1 & Fox Street	E	1,453	3,611	C	1,227	4,267
US 1 & Cherokee Street	--	--	--	--	--	--
Corridor Average	E	1,523	4,060	D	1,403	4,602

The critical intersections identified above are not programmed for improvements with 100 percent construction funding within the next six years in the current Maryland Department of Transportation “Consolidated Transportation Program” or the Prince George’s County “Capital Improvement Program.” The corridor average is at LOS E in the AM peak hour which is acceptable.

Background traffic from two nearby developments included 22,000 square feet of office space, 220 apartments, and 25,000 square feet of retail space.

BACKGROUND TRAFFIC CONDITIONS						
Intersection	(LOS/CLV/INTVOL, AM)			(LOS/CLV/INTVOL, PM)		
	US 1 & Edgewood Road	D	1,415	4,206	D	1,390
US 1 & Cherry Hill Road	F	1,737	4,779	F	1,730	5,413
US 1 & Hollywood Road	E	1,520	3,802	D	1,370	4,315
US 1 & Fox Street	E	1,461	3,669	C	1,248	4,362
US 1 & Cherokee Street	E	1,570	3,782	D	1,370	4,553
Corridor Average	E	1,541	4,048	D	1,422	4,664

Under background conditions the corridor still operates at an acceptable level of service (LOS E) with a corridor critical lane volume of 1,559 (1,451 to 1,600 is acceptable). The table below shows total traffic conditions with trips from the proposed medical office expansion added. The corridor average remains at LOS E in the AM peak hour which is acceptable. It is at LOS D during the PM peak hour.

TOTAL TRAFFIC CONDITIONS						
Intersection	(LOS/CLV/INTVOL, AM)			(LOS/CLV/INTVOL, PM)		
	US 1 & Edgewood Road	D	1,418	4,237	D	1,392
US 1 & Cherry Hill Road	F	1,741	4,810	F	1,738	5,450
US 1 & Hollywood Road	E	1,524	3,828	D	1,378	4,351
US 1 & Fox Street	E	1,466	3,707	C	1,262	4,407
US 1 & Cherokee Street	F	1,629	3,889	E	1,455	4,686
Corridor Average	E	1,556	4,094	D	1,445	4,720

Site Access Evaluation

On site access will be provided on Erie Street at an existing commercial entrance. All of the parking spaces are located behind the existing building on Lot 20-A. Site access and circulation will be reviewed in more depth at the detailed plan stage.

Master Plan Roads

U.S. 1 (Baltimore Avenue) is in the *Approved Central U.S. 1 Corridor Sector Plan and Sectional Map Amendment* as a major collector roadway. A right-of-way width of 88 to 92 feet is recommended in the master plan which may extend to 108 to 112 feet where bus pads are provided. Dedication is shown on the site plan fifty feet from the centerline of US 1. Erie Street is shown with dedication of twenty-five feet. These dedications are acceptable.

Transportation Staff Conclusions

Based on the preceding findings, the Transportation Planning Section concludes that adequate transportation facilities would exist to serve the proposed subdivision as required under Section 24-124 of the Prince George's County Code with the following condition:

Total development shall be limited to uses that would generate no more than 24 AM and 31 PM peak-hour vehicle trips. Any development generating an impact greater than that identified herein shall require a new preliminary plan of subdivision with a new determination of the adequacy of transportation facilities.

Prince George's County
Department of the Environment

Subdivision and Development Review Committee

May 18, 2015

TO: Whitney Chellis, Planning Supervisor, Subdivision Section
Maryland-National Capital Park & Planning Commission

FROM: Shirley Anthony Branch, Water and Sewer Plan Coordinator
WSU, PSS, SID, DoE

RE: Subdivision and Development Review Committee

Below are our comments on a preliminary plan scheduled for the May 22, 2015 Subdivision and Development Review Committee meeting. Should you have any questions regarding the attached information, please feel free to call me at (301) 883-5108.

4-13012 Pregnancy Aid Center
Property Tax Id: 5523554 & 5523565
Tax Map: 25 E-3, Lots 20-A & 21-A
Acres: 1.40
Zoning: M-U-I
WSSC Grid: 211NE04

1. The 2008 Water and Sewer Plan designates lots 20A & 21A in Water and Sewer Category 3, inside the Sewer Envelope, in the Developed Tier (*now the Growth Policy Area*), and within Tier I under the Sustainable Growth Act.
2. A water line in Baltimore Avenue abuts Lot 21A, and water and sewer lines in Erie Street abut Lots 20A & 21A. Records indicate the existing development is served via public water and public sewer.
3. Lots 20A & 21A are developed with the existing Pregnancy Aid Center building(s).

The Department of the Environment (DoE) determines the validity in category designations of the Prince George's County Water and Sewer Category Maps. Information reflects the category designated by the 2008 Water and Sewer Plan and its amendments deemed accurate as of March 17, 2015. Any dispute of the designated category or comments herein may be addressed to the Sustainable Initiatives Division, Program Support Section, Water and Sewer Plan Coordinator, at (301) 883-5108.



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Prince George's County Planning Department
Historic Preservation Section

(301) 952-3680
www.mncppc.org

May 15, 2015

MEMORANDUM

TO: Suzanne Nickle, Planner Coordinator
Subdivision Section
Development Review Division

FROM: Jennifer Stabler, Archeology Planner Coordinator *JAS*
Historic Preservation Section
Countywide Planning Division

SUBJECT: **4-13012, Pregnancy Aid Center**

The subject property comprises 1.40 acres located at 4700 Erie Street at the northwest quadrant of US Route 1 and Erie Street in College Park, Maryland. This plan proposes the construction of a 3,102 square foot expansion of an existing medical office in the M-U-I zone. A search of current and historic photographs, topographic and historic maps, and locations of currently known archeological sites indicates the probability of archeological sites within the subject property is low. This proposal will not impact any historic sites, historic resources or known archeological sites.

I:\HISTORIC\Referrals\2015\Archeology\4-13012 Pregnancy Aid Center_jas 15 may 2015.docx

Nickle, Suzanne

From: Lester, Thomas
Sent: Tuesday, May 05, 2015 11:57 AM
To: Nickle, Suzanne
Subject: 4-13012 Pregnancy Aid Center

Suzanne:

I have reviewed the following referral request and provided comment.

4-13012 Pregnancy Aid Center

No impact on Historic Sites, Historic Resources, or Historic Districts.

Thank you,

Thomas Lester
Principal Planning Technician
M-NCPPC, Prince George's County
Historic Preservation Section
301-952-3756
Thomas.Lester@ppd.mncppc.org

Nickle, Suzanne

From: Juba, Marc
Sent: Wednesday, May 13, 2015 1:16 PM
To: Nickle, Suzanne
Subject: 4-13012 Pregnancy Aid Center Comments

Good Afternoon Suzanne:

The application for 4-13012 for the Pregnancy Aid Center project has been reviewed by the Environmental Planning Section. An NRI and TCP letter of exemption were reviewed as part of the application. No woodlands or areas of regulated environmental features were observed within the limits of this project. The Environmental Planning Section recommends approval of 4-13012 for the Pregnancy Aid Center, with only one condition of approval requiring downward facing full cut-off optic lights to be used onsite.

-Marc Juba

Marc Juba, Senior Planner

Environmental Planning Section
Prince George's Planning Department
The Maryland-National Capital Park and Planning Commission
9400 Peppercorn Place
Suite 230
Largo, MD 20774
Office: (301) 883-3239
Marc.Juba@ppd.mncppc.org



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

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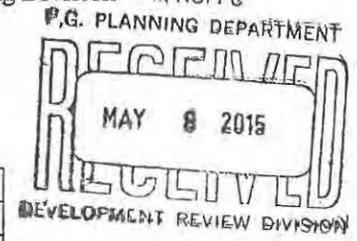
MEMORANDUM

May 8, 2015

TO: Suzanne Nickle, Subdivision Section, Development Review Division

FROM:  Dan Janousek, Transportation Planning Section, Countywide Planning Division M-NCPPC

SUBJECT: 4-13012



Type of Master Plan Bikeway or Trail

Municipal R.O.W.	X	Public Use Trail Easement	
PG Co. R.O.W.		Nature Trails	
SHA R.O.W.	X	M-NCPPC Parks	
HOA/Other		Bicycle Parking	X
Sidewalks	X	Trail Access	X

Applicability of Section 24-124.01 ():

Section 24-124.01 establishes the general criteria by which to ensure the adequacy of public pedestrian and bikeway facilities in County Centers and Corridors.

The subject application proposes 3,102 square feet of new development. There are no new residential units proposed for development.

The proposal is exempt from Section 24-124.01 because less than 5,000 square feet of gross floor area of new development is proposed by the applicant.

Section 24-124.01.

(b) Except for applications for development projects proposing five (5) or fewer units or otherwise proposing development of 5,000 or fewer square feet of gross floor area, before any preliminary plan may be approved for land lying, in whole or part, within County Centers and Corridors, the Planning Board shall find that there will be adequate public pedestrian and bikeway facilities to serve the proposed subdivision and the surrounding area.

Central US 1 Corridor US 1 Sector Plan's Baltimore Avenue (US 1) Recommendations

The subject property has frontage on Baltimore Avenue (US 1) and it is within "Character Area 4" of the "Corridor Infill Character Area" described in the June 2010 *Approved Central US 1 Corridor Sector Plan and Sectional Map Amendment*. The sector plan recommends the establishment of sidewalks and bicycle lanes within the rights-of-way of US 1 and locally-owned roads.

The master plan's approved recommended typical cross section for US 1 is described on page 260 of the sector plan. This plan recommends between 88 feet and 92 feet of rights-of-way for US 1, with a variable-width planted median.

The applicant is proposing 20 feet of property dedication along US 1 for a total of 50 feet from the centerline of US 1. This amount of proposed dedication is sufficient to implement the sector plan's recommended rights-of-way along US 1, and it should also accommodate SHA engineering plans, which are currently being designed.

Baltimore Avenue US 1 Highway Improvement Plans

Baltimore Avenue is the subject of an active Maryland State Highway Administration (SHA) highway improvement planning project. The state plan is currently in final design for the section of US 1 between College Avenue and MD 193 University Boulevard.

Other sections of US 1, including the subject section of US 1, which is north of University Boulevard and south of the Capital Beltway, are in various phases of re-design.

The following table is informative of the section of roadway along the subject property frontage:

Table 1. US 1 Capital Beltway to College Avenue

US 1 Capital Beltway to College Avenue	Sector Plan Recommendation	SHA Plan	Preliminary Plan 4-13012
Right of Way	88-92 Feet	Varies	50 Feet Center Line (Proposed 100' Total)
Median Width	6-10 Feet	Varies	Accommodates Varied Widths
Travel Lanes	4 Lanes	4 Lanes	Accommodates 4 Travel Lanes
Bicycle	Cycle Tracks	6' Bicycle Lanes	Accommodates 6' Bicycle Lanes
Sidewalk	5 feet	5 Feet	Accommodates 5 Feet

The sector plan contains recommended projects to implement the plan's vision, including sidewalks, pedestrian crossings, bicycle enhancements, and transit improvements. Specifically, the sector plan recommends that Baltimore Avenue (US-1) be safer and improved to accommodate more pedestrians and bicyclists. Implementation mechanisms may include easement, rights-of-way dedication, or purchases (page 204).

The SHA has not made final decision on some elements of their design that will affect the entire US 1 corridor, such as a decision on whether to bury power transmission lines under US 1 with certain other utilities south of the Capital Beltway. SHA is exploring possibilities of a centrally located set of ducts under US 1.

The SHA plan for the entire corridor contains some of the following elements along the entire US 1 corridor (including the area near the subject subdivision's property frontage):

- Geometric Improvements
- Planted Medians
- Pedestrian Safety Elements and Pedestrian Refuges
- Bicycle Lanes (6' Wide Typical)

- Improved Crosswalks and Signal Timing
- Revised Bus-Stop locations and Bus Pads in the Roadway
- Sidewalk Improvements (5' Wide Typical)
- Pedestrian-Scaled Lighting

The final design of the US 1 corridor is currently undergoing changes, and as recently as May 7, 2016, staff was informed by SHA that the typical section along US 1 will change to accommodate for 6' wide bicycle lanes.

SHA anticipates acquiring property along the corridor for the highway improvement project.

Dedication proposed by the applicant in the subject preliminary plan will contribute to the SHA project.

Bicycle facilities and sidewalks can be accommodated within property that is proposed for dedication by the applicant along US 1.

City of College Park Streets

The subject property has frontage on two local streets, Erie Street and 48th Avenue. Access is provided along Erie Street, and the applicant has proposed property dedication along Erie Street. Erie Street which is an east-west direction street. The street does not contain sidewalks.

The subject property is within "Character Area 4" of the "Corridor Infill Character Area" described in the June 2010 *Approved Central US 1 Corridor Sector Plan and Sectional Map Amendment*. The sector plan recommends the establishment of sidewalks within, or adjacent to the rights-of-way of local roads.

The sector plan recommends that all east-west streets in the plan area function as a "secondary frontage" street, or a "side street" when a corner lot is located at the intersection of a major north-south and east-west street. The sector plan recommends various street types that can be utilized for the Corridor Infill Character Area (pages 262-263).

The Sector Plan recommends sidewalk widths that vary between 4' and 8' for the roads within the Corridor Infill Character Area.

For the current proposal, it is recommended that a sidewalk, minimum 5' wide, be constructed along the subject property frontage of Erie Street, which is a side street. New ADA ramps and a driveway apron may be required by DPW&T, or the local engineer.

Countywide Master Plan of Transportation

The *Approved Countywide Master Plan of Transportation* (MPOT) includes several policies related to pedestrian access and the provision of sidewalks within designated centers and corridors, as well as other areas in the Developed and Developing Tiers. The Complete Streets Section includes the following policies regarding sidewalk construction and the accommodation of pedestrians, which support the dedication for improvements being made by the applicant:

Policy 1:

Provide standard sidewalks along both sides of all new road construction within the Developed and Developing Tiers.

Policy 2:

All road frontage improvements and road capital improvement projects within the developed and Developing Tiers shall be designed to accommodate all modes of transportation. Continuous sidewalks and on-road bicycle facilities should be included to the extent feasible and practical.

The subject property has frontage on Baltimore Avenue (US-1) and Erie Street, neither of which currently contain adequate sidewalks in this location. The applicant proposes road frontage dedication on US 1 and Erie Street for the provision of sidewalks.

As stated previously, bicycle facilities will be accommodated within property that is proposed for dedication by the applicant along US 1.

The nearest intersection with a crosswalk is located at the intersection of Fox Street and US-1.

Bicycle Parking

The area master plan recommends that one bicycle parking space be provided for every three vehicular parking spaces (page 239). The applicant proposes 22 vehicle parking spaces.

It is recommended that a bicycle parking schedule for 7 bicycle parking spaces be added to the preliminary plan.

Bicycle parking should be u-shaped in design and anchored into a concrete base.

Conclusion

Based on the foregoing analysis, the Transportation Planning Section recommends the following conditions for approval:

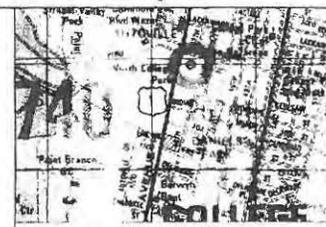
The applicant and the applicant's heirs, successors, and/or assignees shall provide the following:

1. Provide 6 u-shaped designed bicycle parking spaces anchored into a concrete base.
2. Construct a minimum 5' wide sidewalk with accessible ramps along the subject property frontage of Erie Street, subject to modification by SHA or the local engineer.
3. Construct a minimum 5' wide sidewalk with accessible ramps along the subject property frontage of US 1 subject to modification by SHA or the local engineer.

PREGNANCY AID CENTER

PRELIMINARY PLAN

4-13012



VICINITY MAP
SCALE: 1" = 200'
AD: Map 2245, 4013 00-10
SURVEY 304, 244, 442, 00-10
PERMITTED LINE NUMBER: 23712182

PROPERTY	AREA IN ACRES
FLOODPLAIN	0.00
FORCES IN FLOODPLAIN	0.00
OUT OF FLOODPLAIN	0.00
TOTAL	0.00 AC

SITE STATISTICS	
GROSS TRACT AREA	1.40 AC
EXISTING 100-YEAR FLOODPLAIN	0.00 AC
NET TRACT AREA	1.40 AC
EXISTING WOODLAND IN THE FLOODPLAIN	0.00 AC
EXISTING WOODLAND IN THE FLOODPLAIN	0.00 AC
EXISTING WOODLAND IN THE FLOODPLAIN	0.00 AC
EXISTING WOODLAND TOTAL	0.00 AC
EXISTING PMA	0.00 AC
REGULATED STREAMS LINEAR FEET OF CENTERLINE	0.00 LF

GENERAL NOTES

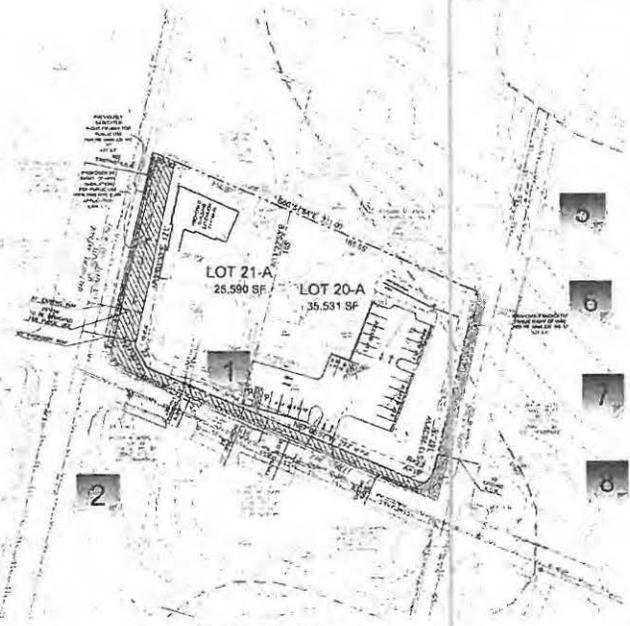
- 1) LOT 20-A & LOT 21-A 1.3959 AC 2001 PLAT 300K MAR 27 PLAT NUMBER 57
- 2) TAX MAP NUMBER AND GRID: MAP 25 GRID E3
- 3) 200707 MAP REFERENCE: 2116EN
- 4) PURPOSE OF APPLICATION: REAR DRIVEWAY IN LOCATION
- 5) PREL. APPROVAL: 6/12/06 4/13012 20/05/2012
- 6) TOTAL ACREAGE: 1.3959 AC 0.00 AC
- 7) NET DEVELOPABLE AREA OUTSIDE OF PMA: 1.40 AC
- 8) ACREAGE OF ENVIRONMENTAL REGULATED FEATURES: 0.00 AC
- 9) ACREAGE OF 100 YEAR FLOODPLAIN: 0.00 AC
- 10) ACREAGE OF ROAD DEDICATION: 0.00 AC
- 11) EXISTING ZONING: M-1A
- 12) PROPOSED USE: (A) PROPOSED MEDICAL OFFICE (B) EXISTING FACILITY
- 13) BREAKDOWN OF PROPOSED DEVELOPMENT: 3,110 SF EXISTING MEDICAL OFFICE AND 3,110 SF PROPOSED MEDICAL OFFICE
- 14) DENSITY CALCULATION:
FAR = 0.11 (0.23 SF/LOT) (19 SF)
AREAS: 3,110 SF AND 3,110 SF EXISTING
CENTER OR CORNER LOCATION: YES
- 15) PROPOSED GROSS FLOOR AREA:
3,110 SF MEDICAL OFFICE (PROPOSED) (3,110 SF)
- 16) STORMWATER MANAGEMENT CONCEPT NUMBER: 30160 AND APPROVED OCT. 1, 2011
- 17) WATERWATER CATEGORY: EXISTING (3,110 SF)
- 18) AVIATION POLICY AREA: N/A
- 19) MANDATORY PARK DEDICATION REQUIREMENT: NO
- 20) COMPLETELY ON OR CONTIGUOUS TO THE PROPERTY: NO
- 21) HISTORIC STRUCTURE IN THE COURTY OF THE PROPERTY: NO
- 22) TYPE 1 LIGHT POLLUTION PLAN: NO, EXEMPT
- 23) WITHIN CHESAPEAKE BAY CRITICAL AREA: NO
- 24) WETLANDS: NO
- 25) STREAMS: NO
- 26) SOURCE OF SOIL INFORMATION: MARYLAND APPROVED 10/10/12
- 27) SOURCE OF TOPOGRAPHY: MARYLAND APPROVED 10/10/12
- 28) IN OR ADJACENT TO AN EASEMENT HELD BY THE MARYLAND ENVIRONMENTAL TRUST: THE MARYLAND AGRICULTURAL LAND PRESERVATION FOUNDATION OR ANY LAND TRUST ORGANIZATION: NO
- 29) WATER AND SEWER INFORMATION: SEE HERE FOR WASHINGTON SUBURBAN COUNTY ANNUAL CAMPAIGN (WACS) ENGINEERING RECORDS INFORMATION ON SITE CONNECTIONS HERE ON PER PLUMBING CARD PROVIDED BY WACS. (1) SEE INFORMATION FROM HERE FOR WACS WATER AND SEWER CONTRACTS 3,110 (FAR) (10/10/12) AND 3011 (FAR) AND 3012 (FAR)

LEGEND

	EXISTING TOPOGRAPHY
	EXISTING EASEMENT
	EXISTING BOUNDARY
	EXISTING CHAIN LINK FENCE
	EXISTING DRIVEWAY
	EXISTING PATIO
	EXISTING EASEMENT
	EXISTING BOUNDARY
	EXISTING STRUCTURE
	PROPOSED CURBLINE
	PROPOSED EASEMENT
	PROPOSED STRUCTURE
	PROPOSED WATERLINE
	EXISTING WATERLINE
	EXISTING SEWERLINE
	PUBLIC UTILITY EASEMENT

SITE DATA

PROPERTY	DESCRIPTION	DATE
OWNER	PREGNANCY AID CENTER	11/11/11
PREPARED BY	DEWBERRY CONSULTANTS LLC	11/11/11
REVISIONS	1. 11/11/11	
2. 11/11/11		
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LOCATION MAP
SCALE: 1" = 50'

I HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF THAT THE PLAN SHOWING HEREIN IS CORRECT, THAT THE INFORMATION HAS BEEN TAKEN FROM AVAILABLE RECORDS AND FIELD SURVEYS.

FOR DEWBERRY CONSULTANTS, L.L.C.

Michael B. Davis
MICHAEL B. DAVIS
PROFESSIONAL LAND SURVEYOR
MARYLAND REGISTRATION NO. 1033
EXPIRES 09-16-2016

THE MARYLAND NATIONAL CAPITAL PARK AND PLANNING COMMISSION

PRELIMINARY PLAN

ICP

PLANNING BOARD ACTION

PER PCPB RESOLUTION #

ADOPTION DATE:

SIGNATURE APPROVAL DATE:

AUTHORIZED SIGNATURE

Dewberry

Dewberry Consultants LLC
1400 PINEHURST LANE
SUITE 200
GREENBELT, MD 20740
TEL: 410-441-9150
FAX: 410-441-3100

OWNER/APPLICANT
PREGNANCY AID CENTERS, INC
4000 GREENBELT ROAD
COLLEGE PARK, MD 20740

CONTACT
MARY-JULIAC
PH: (301) 441-9150 FAX: (301) 441-3100

PREGNANCY AID CENTER
 PRELIMINARY PLAN OF SUBDIVISION
 21ST ELECTION DISTRICT
 PRINCE GEORGES COUNTY
 MARYLAND
 700 WOODBURN DRIVE, SUITE 100
 GREENBELT, MD 20740

SCALE: 1" = 50'

REVISION	DATE	BY	DESCRIPTION
1	11/11/11	MD	INITIAL DESIGN
2	11/11/11	MD	REVISED DESIGN
3	11/11/11	MD	REVISED DESIGN
4	11/11/11	MD	REVISED DESIGN
5	11/11/11	MD	REVISED DESIGN
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99	11/11/11	MD	REVISED DESIGN
100	11/11/11	MD	REVISED DESIGN

PRELIMINARY PLAN
4-13012

PROJECT NO: 4-13012

1

1 OF 1

1 - Existing connections

Created by: Bryan Hall
On: Monday, May 11, 2015 7:33:20 AM

This site is currently being served by an existing 2" WHC and an existing 4" SHC.

----- 0 Replies -----

2 - Existing water and sewer mains

Created by: Bryan Hall
On: Monday, May 11, 2015 7:36:10 AM

The existing water and sewer mains should be labeled with the contract number they were built under.

----- 0 Replies -----

3 - 1 - WSSC Plan Review Comments

Created by: Mary Mapes
On: Friday, May 08, 2015 1:00:07 PM

WSSC Plan Review Comments
Pregnancy Aid Center - 4-13012

----- 0 Replies -----

4 - 2 - WSSC Standard Comments for all Plans

Created by: Mary Mapes
On: Friday, May 08, 2015 1:01:33 PM

1. WSSC comments are made exclusively for this plan review based on existing system conditions at this time. We will reevaluate the design and system conditions at the time of application for water/sewer service.

2. Coordination with other buried utilities:

- a. Refer to WSSC Pipeline Design Manual pages G-1 and G-2 for utility coordination requirements.
- b. No structures or utilities (manholes, vaults, pipelines, poles, conduits, etc.) are permitted in the WSSC right-of-way unless specifically approved by WSSC.
- c. Longitudinal occupancy of WSSC rights-of-way (by other utilities) is not permitted.
- d. Proposed utility crossings of WSSC pipelines or rights-of-way that do not adhere to WSSC pipeline crossing and clearance standards will be rejected at design plan review. Refer to WSSC Pipeline Design Manual Part Three, Section 3.

- e. Failure to adhere to WSSC crossing and clearance standards may result in significant impacts to the development plan including, impacts to proposed street, building and utility layouts.
- f. The applicant must provide a separate Utility Plan to ensure that all existing and proposed site utilities have been properly coordinated with existing and proposed WSSC facilities and rights-of-way.
- g. Upon completion of the site construction, utilities that are found to be located within WSSCs rights-of-way (or in conflict with WSSC pipelines) must be removed and relocated at the applicants expense.

3. Forest Conservation Easements are not permitted to overlap WSSC existing or proposed easements. Potential impacts to existing Forest Conservation Easements (due to proposed water and/or sewer systems) must be reviewed and approved by County staff.

4. Unless otherwise noted: ALL extensions of WSSCs system require a request for Hydraulic Planning Analysis and need to follow the System Extension Permit (SEP) process. Contact WSSCs Development Services Center at (301-206-8650) or visit our website at [www.wsscwater.com/Development Services](http://www.wsscwater.com/Development%20Services) for requirements. For information regarding connections or Site Utility (on-site) reviews, you may visit or contact WSSCs Permit Services at (301) 206-4003.

----- 0 Replies -----

5 - Note #01

Created by: Shanta Katwal
On: Wednesday, May 13, 2015 4:18:07 PM

show and label all existing water and sewer mains in the vicinity of the project with pipe sizes and contract numbers. Also show and label existing service connections to the existing building.

Show and label proposed service connections to the project.

----- 0 Replies -----

6 - Note #02

Created by: Shanta Katwal
On: Wednesday, May 13, 2015 4:24:21 PM

Site Utility System reviews are required for projects with proposed water connections greater than 2-inch or sewer connections greater than 4-inch. Contact the WSSC Permit Services Unit on (301) 206-8650 for submittal requirements or view our website.

----- 0 Replies -----

7 - Note #03

Created by: Shanta Katwal
On: Wednesday, May 13, 2015 4:18:15 PM

A 12 - inch water main in Baltimore Avenue (U.S. Route 1) and a 10-inch water main in Erie Street are available to serve the proposed site. Contact the Permit Services Unit at 301-206-8650 for details regarding applying for service connections or visit our website.

----- 0 Replies -----

8 - Note #04

Created by: Shanta Katwal
On: Wednesday, May 13, 2015 4:24:29 PM

An 8 - inch gravity sewer main in Erie Street is available to serve the proposed site. Contact the Permit Services Unit at 301- 206-8650 for details regarding applying for service connections or visit our website.

----- 0 Replies -----

Nickle, Suzanne

From: Juba, Marc
Sent: Friday, May 22, 2015 11:49 AM
To: nballard@Dewberry.com
Cc: Nickle, Suzanne
Subject: 4-13012 Pregnancy Aid Center Preliminary Plan

Hi Nat:

I just wanted to follow-up with you after the SDRC meeting this morning regarding Preliminary Plan of Subdivision case #4-13012 regarding the Pregnancy Aid Center. I wanted to apologize by setting the record straight that your applicant does not need to submit an application requesting a variance to remove of specimen trees onsite, as your TCP exemption letter exempts you from that requirement. Have a great Memorial Day Weekend.

-Marc



Marc Juba, Senior Planner

Environmental Planning Section
Prince George's Planning Department
The Maryland-National Capital Park and Planning Commission
14741 Governor Oden Bowie Drive
Upper Marlboro, MD 20772
Office: (301) 780-8173
Marc.Juba@ppd.mncppc.org

Nickle, Suzanne

From: Tarr, John <jtarr@co.pg.md.us>
Sent: Friday, May 22, 2015 11:29 AM
To: Nickle, Suzanne
Cc: Darcey, Steven E.
Subject: RE: Subdivision and Development Review Committee Meeting 05-22-2015
Attachments: SDRC 05-22-15.pdf

Suzanne:

Please note our lack of comments on the referenced projects:

RE: 4-14008 SKYLINE SUBDIVISION; 7 SINGLE FAMILY RESIDENCES; INTERSECTION OF RANDOLPH

We have reviewed the referenced project for the proposed development of a seven (7) lot single family home sub-division, including associated frontage improvements, and have no comments nor can cite any issues of concerns. Specific issues relating to grading, erosion and sediment control for this development will be addressed during technical review.

RE: 4-13012 PREGNANCY AID CENTER; MEDICAL OFFICE 3,102 SQ FT EXPANSION OF THE EXISTING FACILITY; NW QUADRANT OF US ROUTE 1 AND ERIE STREET

We have reviewed the referenced project for the proposed expansion of the Aid Center, including improvements to and addition of additional parking, and have no comments nor can cite any issues of concerns. Specific items relating to grading, erosion and sediment control for this development will be addressed during technical review.

Quite frankly these are both simple projects from our perspective. We will work through any little hurdles along the way.

Please advise if anything else is needed.

John

From: Summerlin, Cheryl [<mailto:Cheryl.Summerlin@ppd.mncppc.org>]
Sent: Wednesday, May 13, 2015 4:24 PM
To: ...
Subject: SDRC Meeting - May 22, 15

**M-NCPPC Prince George's County Planning Department
Subdivision and Development Review Committee Meeting
14741 Governor Oden Bowie Drive
Room 4085, fourth floor
Upper Marlboro, MD 20772
May 22, 2015**

**LETTER OF EXEMPTION
 STANDARD EXEMPTION FOR THE SITE
 PRINCE GEORGE'S COUNTY WOODLAND CONSERVATION ORDINANCE**

Property Identification: 211NE04 4700 Erie Street College Park, MD 20740 Daniel's Park Subdivision Lots 20-A & 21-A	Receipt #: 5381
	Date Issued: March 31, 2015
	Expiration Date: March 31, 2017



TO: Pregnancy Aid Centers, Inc.
 4809 Greenbelt Road
 College Park, MD 20740

FROM: Ernest J. Fields Jr., Principal Planning Technician, Environmental Planning Section 

Your request for a standard letter of exemption from the Prince George's County Woodland and Wildlife Habitat Conservation Ordinance (WCO) is hereby **approved**. The property is identified as 4700 Erie Street, College Park, Maryland. The property is further identified as Lots 20-A & 21-A. The property is zoned M-U-I and totals 1.40 acres. There are no previously approved tree conservation plans (TCPs) associated with this property.

This Letter of Exemption is issued because the property contains less than 10,000 square feet of woodland on-site, and has no previous TCP approvals. The information was obtained from a 2014 aerial photography, and the PGAtlas.com environmental layer. Also used in the determination of the site, is an approved Natural Resource Inventory Plan prepared by Dewberry & Davis, LLC, which is undated. The proposed use of the property is for an addition to an existing building and paving to the parking lot. This Letter of Exemption is issued solely for that purpose.

A copy of this letter must be submitted at time of development activity or permit application.

EF:ef

THE PRINCE GEORGE'S COUNTY GOVERNMENT



DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION
OFFICE OF ENGINEERING
9400 PEPPERCORN PLACE, SUITE 420
LARGO, MARYLAND 20774
(301) 883-5730



STORMWATER MANAGEMENT CONCEPT APPROVAL

CASE NAME: CENTRAL HEIGHTS_PREGNANCY AID CENTER CASE #: 26195-2012-00
APPLICANT'S NAME: Mary Jelacic
ENGINEER : Dewberry & Davis, Llc

REQUIREMENTS:

Technical Review is required for PUBLIC/PRIVATE Storm Drain/SWM Construction.

Type of Storm Drainage/SWM Construction is PRIVATE.

These additional approvals are required: None.

These fees apply: REVIEW, FEE-IN-LIEU.

These bonds apply: None.

Required water quality controls: BIORETENTION, RAIN BARRELS.

Required water quantity controls: 1 YEAR ATTENUATION(S).

A maintenance agreement is required.

No special conditions apply.

Required easements: None.

Storm Water Management fee payment of \$533.00 in lieu of providing on-site attenuation/quality control measures.
(Fee-In-Lieu subject to change during technical review.)

CONDITIONS OF APPROVAL:

COORDINATE WITH MD SHA (FOR RTE 1) AND CITY OF COLLEGE PARK FOR ANY REQUIRED ROW IMPROVEMENTS.

REVIEWED BY EM.

APPROVED BY:

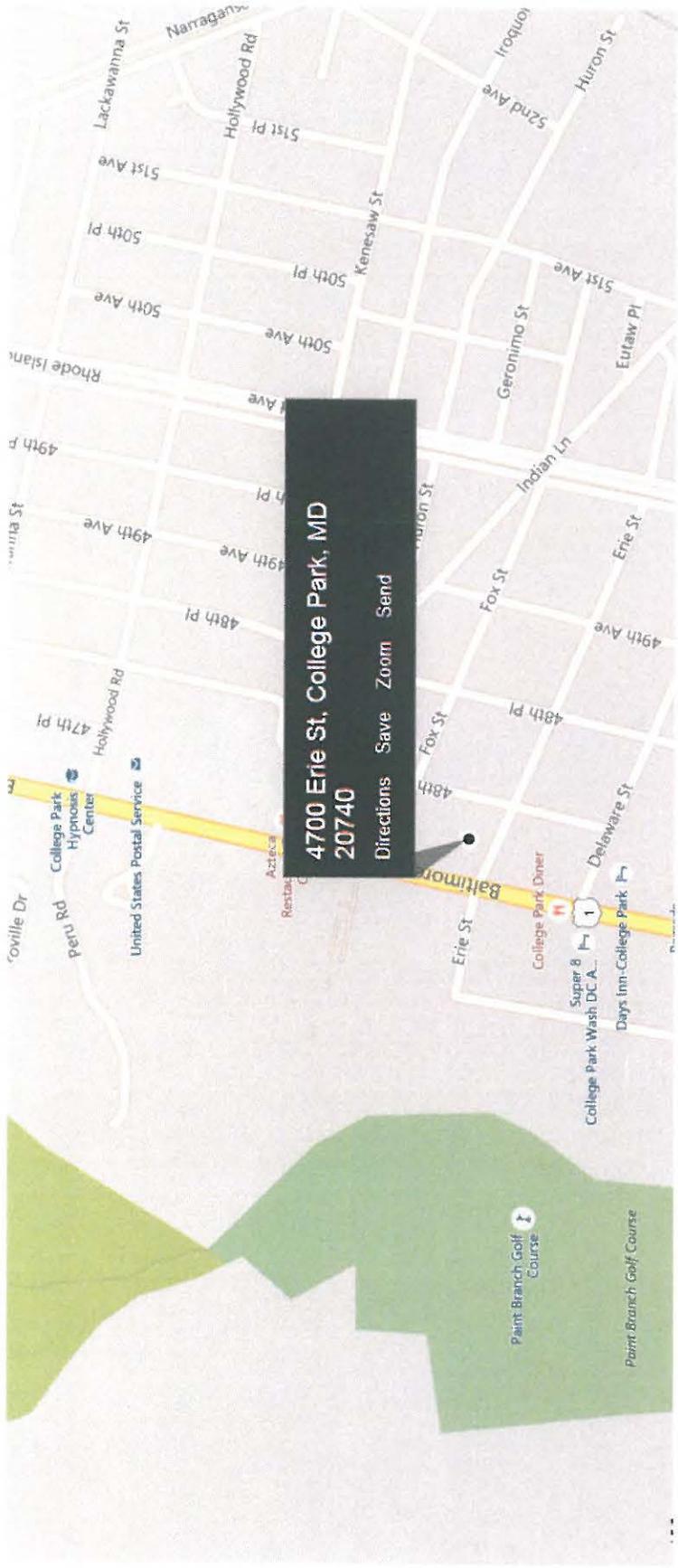
Rey De Guzman

APPROVAL DATE: October 1, 2012
EXPIRATION DATE: October 1, 2015

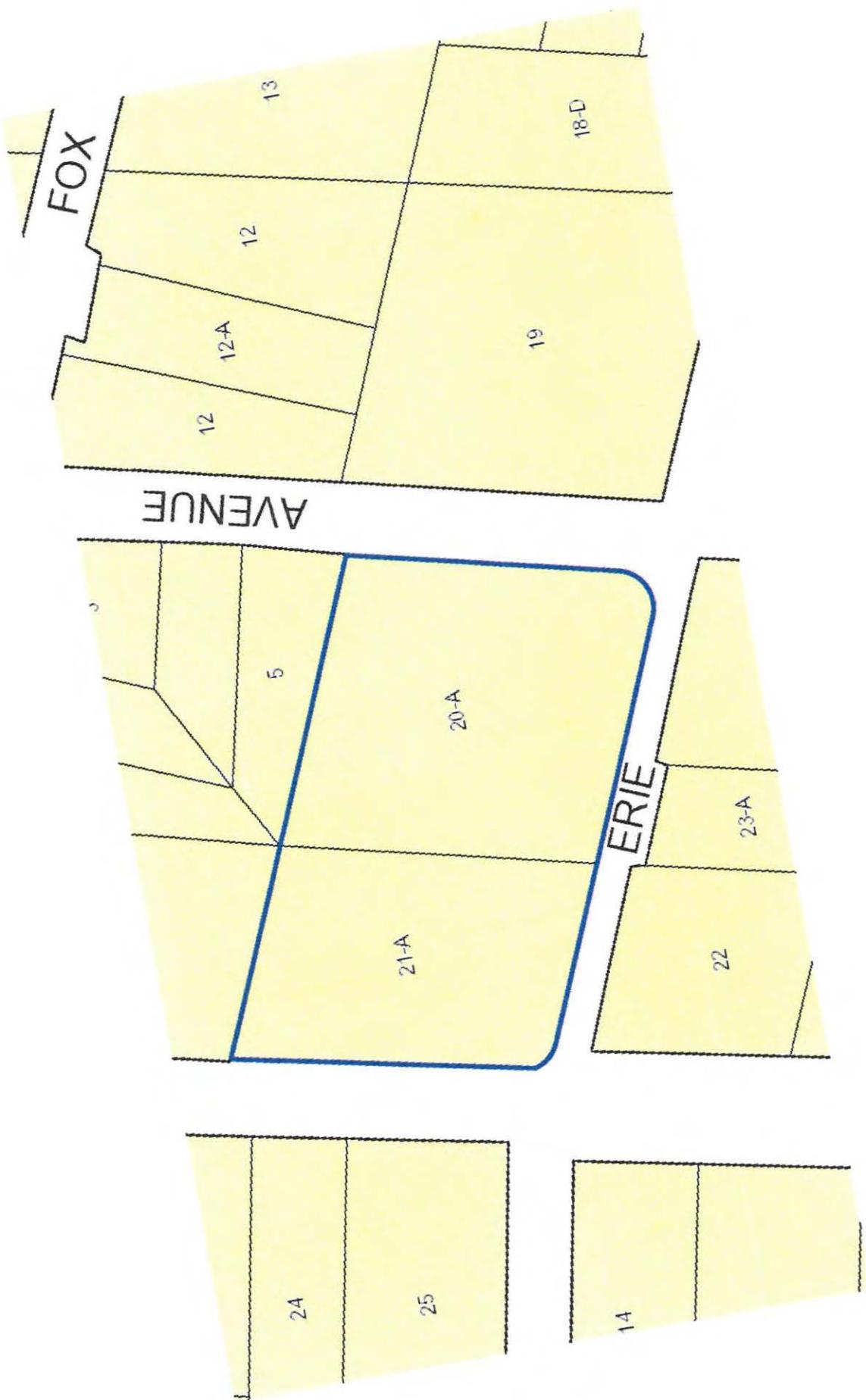
CC: APPLICANT, SCD, PERMITS
P.G.C. FORM #3693 (REV 04/93)

FOR OFFICE USE ONLY

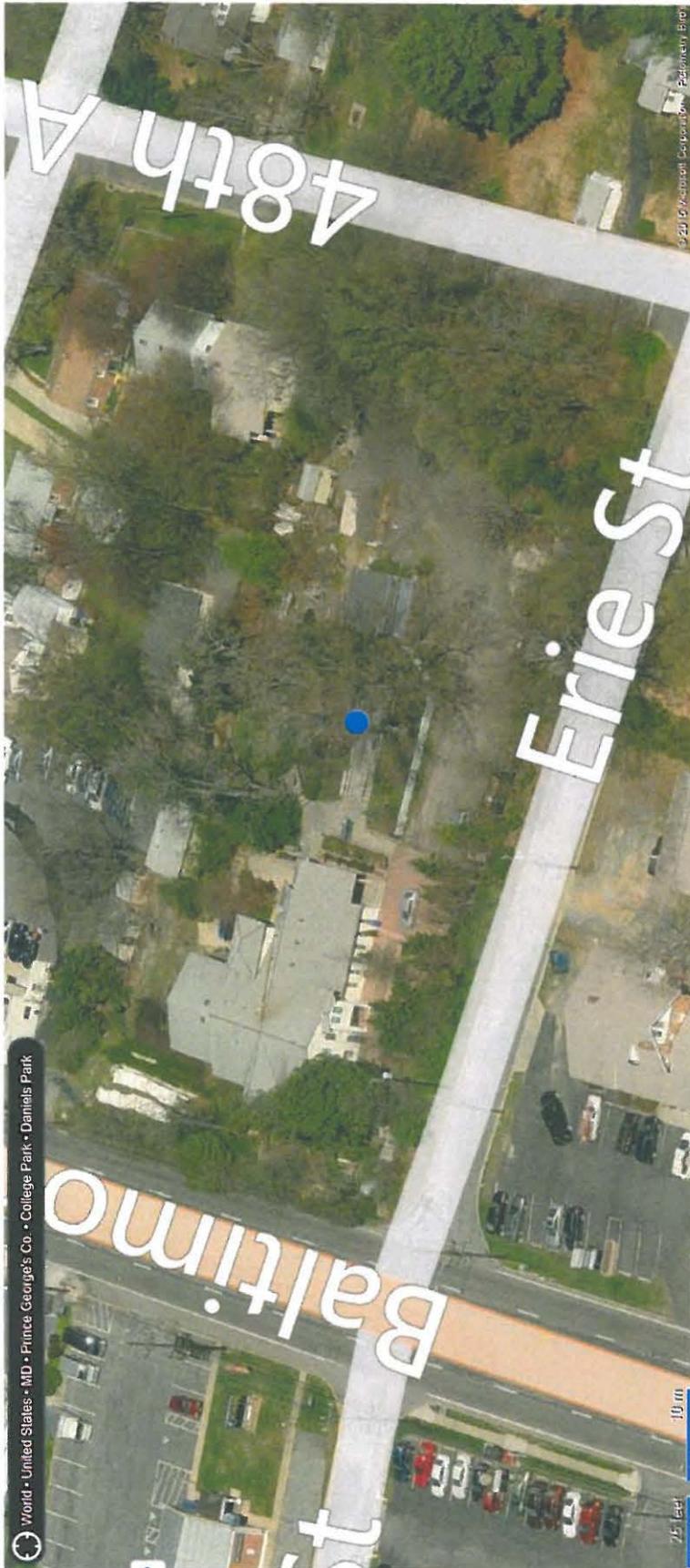
ADC MAP:	5288 B9	200' SHEET:	211NE04
STREET NAME:	ERIE ST		
WATERSHED:	13-Northwest Branch		
NUMBER OF DU'S:	0	COST PER DWELLING:	0



**4700 Erie St, College Park, MD
20740**
Directions Save Zoom Send







8

Draft
Property Use
Agreement For
Kof Sport Café
9925 Rhode Island
Avenue

MEMORANDUM

TO: Mayor and City Council

THROUGH: Joseph Nagro, City Manager

FROM: Robert W. Ryan, Public Services Director

DATE: July 2, 2015

SUBJECT: Application for a Class for a new Class D, Beer and Wine License for the use of Wilmolak, LLC, t/a Kof Sport Café, 9925 Rhode Island Avenue, College Park, 20740.

ISSUE

An application has been made to the Board of License Commissioners (BOLC) by Olawoyin Akintelure, Authorized Person/Managing Member, for a new Class D, Beer and Wine License for the use of Wilmolak, LLC, t/a Kof Sport Cafe, 9925 Rhode Island Avenue, College Park, 20740.

SUMMARY

The applicant has applied for a Class D, Beer and Wine license. The City Attorney and Director of Public Services met with the applicant and his attorney to discuss the proposed business plan and liquor license application. A Property Use Agreement (PUA) was discussed. A draft PUA has been prepared and is attached.

During discussion, the alcohol-to-food ratio was discussed. An alcohol-to-food ratio of 40/60% has been proposed by the applicant. No sale of pitchers of beer is proposed.

The business plan is to market to the African community with a complementary menu, TV sports focusing on soccer, and live music. Seating is anticipated to provide approximately 20 dining room seats. A separate bar room is planned to accommodate 25 people. Total occupant load is anticipated not to exceed 50 people.

Based upon the proposed business plan, live entertainment is anticipated on some nights. This may be African or jazz music. No cover charge is proposed. No checking of ID at the door is proposed. Security on live music nights and when high interest soccer games will be shown on TV is to be provided by hiring off-duty PGPD Officers. The PUA includes the requirement that the applicant obtain a Special Entertainment Permit, or an exemption from that permit, pending BOLC determination of such requirements. Security will be as required if an entertainment license is necessary.

Customer identification was discussed. The applicant will require an ID for each person purchasing or consuming alcoholic beverages.

The applicant and his attorney will attend the Council work session on July 7, 2015 to discuss the draft PUA. The applicant and his attorney are reviewing the draft PUA.

RECOMMENDATION

Staff recommends Council consideration of the 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 and the PUA. If accepted, the City Manager should be authorized to sign the PUA, and Staff should be authorized to testify to the Council's position at the BOLC hearing on July 28, 2015.

Attachments: (1) Draft PUA
(2) Menu
(3) BOLC agenda
(4) BOLC glossary

PROPERTY USE AGREEMENT

THIS PROPERTY USE AGREEMENT (the "Agreement") is made as of the _____ day of July 2015, by and between WILMOLAK, LLC, T/A Kof Sport Cafe, and Olawoyin Akintelure, Member and Authorized Person, (collectively "Licensee"); and the CITY OF COLLEGE PARK, a Maryland municipal corporation (the "City").

WITNESSETH

WHEREAS, Eighty Eight Hundred Annapolis Road, Inc. is the owner of the real property located at 9925 Rhode Island Avenue, College Park, Maryland 20740 (the "Property"); and

WHEREAS, Licensee is a tenant at the Property; and

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

WHEREAS, Licensee has applied to the Board of Liquor License Commissioners of Prince George's County, for the transfer of a Class D, Beer and Wine License ("License") for use at the Property from WILMOLAK, LLC, T/A Kof Sport Cafe; and

WHEREAS, the Licensee has requested the support of the City for the transfer of the License for use at the Property; and

WHEREAS, in consideration of the covenants contained in this Agreement, the City will voice no objection to the Licensee's application and hearing for issuance of the License to the Property, subject to the terms, conditions and restrictions contained herein.

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 Kof Sport Cafe ("Restaurant") or another substantially similar casual dining restaurant, which receives not more than forty percent (40%) 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 D 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 will not be sold or served prior to 11:00 a.m. or after 2:00 a.m. seven days per week. Happy hour and like events

shall be limited to 3:00 p.m. to 7:00 p.m. 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 for entry to the Property. Licensee intends to provide live amplified music on the weekends. Windows and doors will not be kept open during live entertainment. Alcoholic beverages shall be served only to diners sitting at tables, bars or counters inside the Restaurant, 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 beer 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 or wine, nor off-premises leafleting of cars or on public right of way promoting the sale of beer or wine. All off-premises advertising of specials, happy hours or reduced prices for beer or wine shall be limited to promotions coupling the sale or service of food with the sale of alcoholic beverages. Licensee shall use an identification scanner system, 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 Restaurant. No pool tables or arcades will be allowed in the Restaurant.

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) of the Annotated Code of Maryland, Licensee is required to obtain a License for special entertainment or to obtain an exemption. Prior to seeking or operating under 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 personnel involved in the sale of alcohol and all managers shall be trained in a State approved alcohol awareness program before serving alcohol.

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

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:
Kof Sport Café
c/o Olawoyin Akintelure
478 Possum Ct
Capitol Heights, MD 20743

with a copy to:

Linda Carter, Esq.
Meyers, Rodbell and Rosenbaum, P.A.
6905 Kenilworth Avenue
Riverdale, MD 20737

(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, 4th 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

Wilmolak, LLC, t/a Kof Sport Cafe

Signature

Name: _____

Title: _____

Olawoyin Akintelure, Member,
Authorized Person

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

MENU
KOF SPORTS CAFÉ

Jollof Rice _____	\$14.99
Fried Rice _____	\$14.99
Asaro (yam porridge) _____	\$12.99
Efo Egusi with 2 meat _____	\$10.99
Beans with Spicy Stew with 2 meat _____	\$12.99
Efo Riro with 2 meats or fish _____	\$13.99
Stew Chicken _____	\$11.99
Fish with Bell Pepper _____	\$12.99
Assorted Beef Stewed in Savory Red Sauce _____	\$14.99
Stewed Oxtail _____	\$14.99
Goat Stewed in Savory Red Sauce _____	\$14.99
Grilled Chicken (Asun) 1 lb _____	\$10.99
Grilled Goat (Asun) ½ lb _____	\$10.99
Party Wings (Buffalo, Fried or Bar-B) _____	\$10.99
Beef Suya 1 lb _____	\$19.99
Chicken Suya 1 lb _____	\$14.99

Exhibit A

Pepper Soup Goat Head	\$14.99
Pepper soup Chicken	\$10.99
Pepper soup Fish (Croaker or Tilapia)	\$15.99
Nigerian Salad	\$10.99
Pounded Yam (1 Wrap)	\$2.00
Moin-Moin	\$3.00 per wrap
Plantain	\$100.00
Fried Gizzard	\$2.00 per stick
Turkey Gizzard	\$3.50 per stick
Fried Shrimp	\$5.00 per stick



PRINCE GEORGE'S COUNTY GOVERNMENT

BOARD OF LICENSE COMMISSIONERS

Rushern L. Baker, III
County Executive

BOARD OF LICENSE COMMISSIONERS July 28, 2015

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

Tammy Kulick, President/Secretary/Treasurer, for a Class A, Beer and Wine License for the use of Eastgate Liquors II, Corp., **t/a Eastgate Liquors**, 10505 Greenbelt Road, Seabrook, 20706, transfer from Eastgate Liquors, Inc., t/a Eastgate Liquors, Gail Ricker, President/Secretary/Treasurer.

Atty: Daniel Bendt, Esquire Opp: _____

Byong Sik Choi, President/Treasurer, Linda V. Tolliver, Secretary, for a Class D, Beer and Wine License for the use of CK Harbor, Inc., **t/a Harbor Market**, 5515 Livingston Road, Oxon Hill, 20745, transfer from SCSG, Inc., t/a Lee Convenience Store, Sung Ok Shin, President, Alvin E. Thomas, Vice President.

Atty: _____ Opp: _____

Azeb Mestin, Manager, Ana Rosa, Manager, for a Class D, Beer and Wine License for the use of Rebecca's Ethiopian Café and Cuisine, LLC, **t/a Rebecca Cuisine and Li Rinconcito Restaurant Carryout**, 7443 Annapolis Road, Landover, 20784 transfer from Rebecca's Ethiopian Café and Cuisine, LLC, t/a Rebecca's Ethiopian Café and Cuisine, Azeb Mestin, Manager, Ephrem Meskelu, Managing Member.

Atty: Roland Lee, Esq. Opp: _____

NEW

Helen Kembumbara, President/Secretary/Treasurer, for a Class D, Beer and Wine License for the use of Afrique Arts and Cultural Establishment, LLC, **t/a Afrique Bar & Food**, 5126 Baltimore Avenue, Hyattsville, 20781.

Atty: Abigale Bruce-Watson, Esq. Opp: _____

9200 Basil Court, Largo, MD 20774

301.583.9980

Domingo Manana, Owner, Flor Manana, Owner, for a new Class D, Beer and Wine License for the use of Flor Dom LLC, **t/a Curzi's**, 3006 Hamilton Street, Hyattsville, 20782.

Atty: _____ Opp: _____

Olawoyin Akintelure, Authorized Person/Managing Member, for a new Class D, Beer and Wine License for the use of Wilmolak, LLC, **t/a Kof Sport Cafe**, 9925 Rhode Island Avenue, College Park, 20705.

Atty: Linda Carter, Esq. Opp: _____

Tabitha Clark, Owner, for a new Class D, Beer and Wine License for the use of More Than Java Café, LLP, **t/a More Than Java Cafe**, 358 Main Street, Laurel, 20707.

Atty: _____ Opp: _____

Victoria Bernabe, Owner, Pio Bernabe, Owner, for a new Class D, Beer and Wine License for the use of, **t/a Sarita's Chicken and Restaurant**, 15101 Baltimore Avenue, Suite 110, Laurel, 20707.

Atty: _____ Opp: _____

A hearing will be held at the 9200 Basil Court, Room 410, Largo, Maryland 20774, **10:00 a.m., Tuesday, July 28, 2015**. Additional information may be obtained by contacting the Board's Office at 301-583-9980.

BOARD OF LICENSE COMMISSIONERS

Attest:
Diane M. Bryant
June 1, 2015

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 in on sale only of liquor to a Class 7 Microbrewery licensed establishment in the 22nd 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.

9

University Of Maryland
Proposal To Sell
Beer And Wine At
UMD Sports Events

From: [Bob Ryan](#)
To: [mcall](#)
Cc: [Janeen S Miller](#); [Suellen M. Ferguson](#)
Subject: RE: UMD Proposal for beer/wine sales at Byrd Stadium and Xfinity Center
Date: Thursday, June 18, 2015 3:36:11 PM

I have been notified this afternoon that the BOLC will hold a special hearing for UMD's proposal on Wednesday, 8 July 2015 at 7 p.m. Therefore, the only opportunity for the Council to discuss this at a work session before the BOLC hearing will be on Tuesday, 7th July.

From: Bob Ryan
Sent: Thursday, June 18, 2015 11:17 AM
To: Mayor & Council (mcall@collegeparkmd.gov)
Cc: Janeen S Miller; Suellen Ferguson (Ferguson@cbknlaw.com)
Subject: UMD Proposal for beer/wine sales at Byrd Stadium and Xfinity Center

You have previously received a copy of the following letter to the community from UMD President Loh. We have been notified that UMD has retained an attorney, Ms. Linda Carter, to represent them before the Board of License Commissioners. If the BOLC approves, UMD intends to begin sales at the first home football game on Labor day weekend, Saturday 5th September. Please advise the City Clerk if you wish to schedule a work session discussion with Ms. Carter and UMD representatives to consider taking a Council position on this issue, or not.

From: President Wallace D. Loh [UMMailer@megamail.umd.edu]
Sent: Thursday, June 11, 2015 9:48 AM
Subject: Proposal for beer/wine at venues on a trial basis - correction

June 11,2015

Dear University of Maryland community,

After extended and careful consideration, the University has submitted a proposal to the Prince George's County Board of License Commissioners ("Board") for permission to serve beer and wine at UMD athletic venues starting in fall 2015, on a one-year trial basis. This Board has agreed to consider our request at an upcoming meeting (to be announced).

The idea originated last fall with the Student Government Association (SGA), which presented it to the University Senate Executive Committee. This Committee referred the issue to the Athletics Council. Chaired by Professor Nick Hadley (Physics), this Council -- comprised mostly of faculty and staff and some student representatives -- studied the issue and voted 16-1 earlier this spring to recommend to me that beer and wine sales be allowed on a provisional basis, with an assessment at the end of the year.

The SGA, the Graduate Student Government, and various other student organizations endorsed the recommendation, as did the UMD Police Department and the Division of Student Affairs. A subsequent online forum elicited 1,000

responses, about half expressing a clear preference: most of the students (N=265) were in support; most of the faculty and staff (N=112) were not; alumni (N=47) and community members (N=19) were about evenly divided.

Our student leaders want to "transition the student body from a culture of unsafe pre-game binge drinking to a culture focused on healthier social drinking." I agree with their approach and support the proposal for several reasons.

First, the proposal is consistent with UMD's commitment to a healthy and safe living and learning environment. Since the legal drinking age was raised nationwide from 18 to 21 about 35 years ago, high-risk ("binge") drinking has become a public health issue across the country. Prohibition has failed to curb under-age drinking. It has only driven it "underground" to off-campus sites, beyond the direct oversight of university officials.

An alternative strategy, which we have begun to apply successfully, is to "normalize" student drinking behavior, so that it occurs safely and responsibly in a monitored environment. It must be accompanied by extensive alcohol education, counseling, and prevention programs, as well as compliance with applicable drinking laws.

For students 21 and over, UMD and the Inter-fraternity Council recently started to co-sponsor tailgates with beer and wine in an enclosed and monitored area near the stadium. Some 3,000 students attend them. They have replaced the informal and unsupervised student tailgates in local neighborhoods, resulting in fewer alcohol-related social and behavioral problems. The Prince George's Property Owners Association deems these supervised tailgates a "tremendous success" and has endorsed the proposal for beer and wine in sports venues. For underage students, we sponsor alcohol-free tailgates on campus, which attract hundreds of students.

We mandate educational and prevention programs for all freshmen plus provide on-going training and oversight in all Greek chapters. Our alcohol safety staff also educates students living in off-campus apartments. Next, we plan to engage parents to talk with their children about responsible drinking before they arrive as freshmen. Our Health Center staff will be trained to screen and counsel students with drinking problems. Campus police have expanded "party patrols" and safety efforts in local neighborhoods. We extended the reach of the Student Conduct Code beyond the campus to hold students accountable.

The evidence at other large universities (e.g., Syracuse University; Colorado State University) show that beer and wine sales at athletic venues have not increased binge drinking. Most universities also report no significant decrease either.

Some UMD baseline figures are informative. Our binge drinking rate is somewhat lower than that at peer institutions: 37% vs. 41%, the average of other Big Ten schools. (It ranges from 33% at the University of Minnesota -- which serves beer and wine in its athletic venues after a two-year trial period -- to a high of 49% at Northwestern University and 54% at The University of Iowa).

The number of UMD students who have never used alcohol has been rising slowly (16% to 24% from 2009 to 2014). Emergency alcohol transports from our on-campus residence halls, where no liquor is allowed, to hospitals has remained about the same (21 to 25 persons/year). We must continue to improve these trends in order to reduce the harmful personal, academic, and social consequences of excessive drinking.

Second, beer and wine sales are already available to the hundreds of fans in the boxes at our sports venues. This proposal will extend that option to fans seated elsewhere.

About 85% of attendees at our sports events over the age of 21. Many adult visitors consume alcohol in the parking lot tailgates throughout the campus. Once they enter the sports venue, they are not allowed to exit and re-enter. Offering beer and wine in the concession stands will enhance the fan experience.

As for those underage, our proposal to the Board includes strict protocols. Purchasers must show government-issued ID. Anyone who misrepresents his or her age or obtains an alcoholic beverage for an underage person will be immediately and permanently expelled from the venue and prosecuted under the law and/or the Code of Student Conduct.

All servers will be certified by the state-approved alcoholic beverage training program. Only one cup of beer or wine will be sold per transaction; none will be sold in the vicinity of sections designated for undergraduate seating. Sales will cease well before the end of the game. Police will be assigned to assist the required "alcoholic beverage control officers." Additional police and staff will be deployed to monitor fan behavior. A designated driver and cab program will be promoted throughout the venue.

Third, the net revenue from the sales -- estimated at approximately \$500,000 per year -- will be earmarked to expand student support services, such as mental health counseling, sexual assault prevention, and responsible drinking programs. In an era of constrained budgets, the student demand for these services exceeds the available funding.

If the Board approves the proposal, we will monitor carefully its implementation and impact. I have asked Dr. Linda Clement, V.P. of Student Affairs, to do a comprehensive assessment at the end of the trial year. The Athletic Council will have data to inform its deliberation on whether or not to continue this initiative.

Short of lowering the legal drinking age, there is no single and simple solution to curb high-risk drinking. However, I believe that supporting safe and responsible drinking in a controlled environment, together with education and prevention, will enable us to better manage excess consumption, and its attendant harms, on and around our campus. And, it will enhance the fan experience at Terp games.

Sincerely,

Wallace D. Loh

President, University of Maryland

This note was authorized for distribution to
University of Maryland Community by:
Office of the President

10

Resolution In Support Of CPCUP's “Maryland Community Investment Tax Credit Program”



Eric Olson, Executive Director
eolson@collegeparkpartnership.org
240-416-3184

Valerie Woodall, Program Associate
vwoodall@collegeparkpartnership.org
845-649-2477

COLLEGE PARK CITY-UNIVERSITY PARTNERSHIP

COMMUNITY INVESTMENT TAX CREDIT PROGRAM CPCUP GRANT APPLICATION PROPOSAL TO THE MARYLAND DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Expanded capacity for activity as it relates to the five strategies in the University District Vision 2020 through a tax-credit program

Introduction. The Community Investment Tax Credit program is designed to help nonprofit organizations leverage donations, from businesses and individuals that donate \$500 or more in cash, goods or real property, to a specific project by offering donors a 50 percent Maryland state income tax credit on their donation. These tax credits are in addition to the current deductions on both federal and state taxes as a result of the charitable contribution.

The purpose of the Community Investment Tax Credit Program is to strengthen community organizations, revitalize neighborhoods, and capitalize on the strengths of the community. This grant supports activities related to housing and community development, economic development, education and youth services, enhancing neighborhoods and business districts, and organizational capacity building.

The College Park City-University Partnership is seeking to apply to the Community Investment Tax Credit program through DHCD's Neighborhood Revitalization Program.

Proposal. CPCUP proposes to submit an application to DHCD's Community Investment Tax Credit program to encourage community members to donate to the Partnership in order for the Partnership to expand its capacity to deliver programs that will attract and retain residents and businesses, create a more vibrant community, reduce commute times and create a more pedestrian/biking/transit friendly environment.

Examples of the programs the Partnership could encourage community donors to give to include an expansion of our Home Ownership Program to incentivize anyone who works in College Park to live in the City through down payment/closing cost assistance, creating a College Park Safety Ambassador program that would train ambassadors who patrol the city with a focus on safety and hospitality, advancing exciting educational programs in local schools, activating a park with unique performances and art that people can see from Route 1 and more.

Structure and Expansion. The Partnership will apply for \$50,000 in state tax credits to be awarded to donors to a specific CPCUP program – the total award available for the Community Investment Tax Credit program (and translates to \$100,000 in funds donated toward any eligible project). CPCUP will use the donations from the tax-credit program to deliver programs that relate to the five strategies of the University District Vision 2020: Housing and Development, Transportation, Public Safety, Education and Sustainability.

How the award and donations would work. Once awarded the grant, the Partnership will create and advertise a donor program for initiatives that are "shovel-ready," as well as contact private donors who have been supportive in the past. Businesses or individuals may give any amount \$500 or more to this project and can receive a 50 percent tax credit on that donation up to the award amount received as part of the award from DHCD. For example: If CPCUP is awarded the total \$50,000, donors to CPCUP could give up to \$100,000 (whether that is one donor who gives



Eric Olson, Executive Director
eolson@collegeparkpartnership.org
240-416-3184

Valerie Woodall, Program Associate
vwoodall@collegeparkpartnership.org
845-649-2477

COLLEGE PARK CITY-UNIVERSITY PARTNERSHIP

\$100,000 or 10 donors who give \$10,000 or other combinations). CPCUP uses the total \$100,000 in donations for programs. Donors receive the Maryland state income tax credit by filing documentation of the donation to the state, which CPCUP signs.

Why CPCUP should apply for this award. Four years ago, the University District Vision 2020 established strategies to create a more walkable, vibrant and stable community that we are now working to implement. Developing an opportunity for community members to donate to specific projects that the Partnership has championed can help build a continued presence in the community, signal to grantors and the community that the Partnership is working hard on the issues that create stronger neighborhoods, and help us succeed by delivering results in community development in College Park.

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, and quality housing opportunities consistent with the interests of the City of College Park and the University of Maryland.

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE
CITY OF COLLEGE PARK IN SUPPORT OF THE
COLLEGE PARK CITY-UNIVERSITY PARTNERSHIP
APPLICATION TO THE
MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
FOR ALLOCATION OF TAX CREDITS UNDER THE
COMMUNITY INVESTMENT TAX CREDIT PROGRAM**

WHEREAS, the College Park City-University Partnership has proposed to undertake a project to encourage community members to donate to the College Park City-University Partnership (the “Partnership”), a nonprofit organization, in order for the Partnership to expand its capacity to deliver programs that relate to the five strategies of the University District Vision 2020: Housing and Development, Transportation, Public Safety, Education and Sustainability in order to attract and retain residents and businesses, create a more vibrant community, reduce commute times and create a more pedestrian/biking/transit friendly environment (the “Project”); and

WHEREAS, the Partnership is applying to the Department of Housing and Community Development of the State of Maryland for approval of the Project and an allocation of tax credits for business entities and individuals that contribute to the Project, under the Department’s Community Investment Tax Credit Program; and

WHEREAS, the Mayor and Council of the City of College Park approve the Project.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the City of College Park, Maryland, hereby express approval of the Project as described above.

ADOPTED by the Mayor and Council of the City of College Park on the _____ day of _____, 2015.

EFFECTIVE the _____ day of _____, 2015.

ATTEST

CITY OF COLLEGE PARK

Janeen S. Miller, City Clerk

BY: Andrew M. Fellows, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Suellen M. Ferguson
City Attorney

11

Community Legacy
Application For
Environmental
Remediation Of A
Portion Of The Calvert
Road School Building

MEMORANDUM

TO: Mayor and Council
THROUGH: Joseph L. Nagro, City Manager
Terry Schum, Director of Planning, Community and Economic Development
FROM: Steve Beavers, Community Development Coordinator
DATE: July 2, 2015
SUBJECT: Support for Community Legacy Application

ISSUE:

The City Council has expressed interest in retaining the original Calvert Road School building, which is approximately 14,000 square feet on two levels. Re-use of the original building will require environmental remediation and removal of interior systems. The Maryland Department of Housing and Community Development (DHCD) has competitive funding available for this type of project through the Community Legacy Program. Applications are due July 15, 2015.

SUMMARY:

The former Calvert Road School has been vacant for many years as the City considered the site for a new city hall and other possible uses. The City has selected 4500 Knox Road for the new city hall, and can move forward with preparing the Calvert Road site for re-use. One action item in the draft 2015–2020 Strategic Plan is to create a strategy for redevelopment and use of the Calvert Road site. The City has received a preliminary concept from the University of Maryland that includes a new building for daycare and some community space in the original building.

Any use of the original school building will require the removal of environmental hazards such as asbestos, lead, and mold, and the removal of all mechanical, electrical, and plumbing systems. The front entrance steps require significant repair and the exterior needs some painting. The completion of this work will facilitate future uses because the City and potential tenants will be able to more accurately calculate renovation costs.

The proposed Community Legacy application will request funding to complete a hazardous materials survey; remove hazardous materials and mechanical systems from the original building; and make required exterior repairs.

RECOMMENDATION:

The Community Legacy application process requires the passage of a supporting resolution by the Council. Staff recommends that Council pass a resolution endorsing the City's application for Community Legacy funding to prepare the Calvert Road School for re-use.

Attachment: Draft Community Legacy Resolution

A RESOLUTION OF THE CITY OF COLLEGE PARK
TO APPLY FOR COMMUNITY LEGACY FUNDING TO BE USED FOR CALVERT ROAD SCHOOL IMPROVEMENTS

WHEREAS, The City of College Park approves the application and potential receipt of financing for a Community Legacy Project (the "Project") involving the environmental stabilization and partial renovation of the Calvert Road School, to be financed either directly by the Department of Housing and Community Development (the "Department") of the State of Maryland or through other departments or agencies of the State of Maryland.

WHEREAS, The City of College Park recognizes that there is a significant need for reinvestment and revitalization of this property which occupies a large, prominent site in the Old Town neighborhood of College Park; and,

WHEREAS, the Department, either through Community Legacy or through other Programs of the Department, or in cooperation with other State departments or agencies, may provide some or all of the financing for the Project (the "Project Financing") in order to assist in making it financially feasible; and

WHEREAS, the Project is located within a priority funding area under Section 5-7B-02 of the Smart Growth Act and the Project will conform to the local zoning code; and

WHEREAS, the applicable law and regulations require approval of the Community Legacy Project and the Project Financing by the City of College Park and, where appropriate, by the chief elected executive official of the local subdivision;

NOW, THEREFORE BE IT RESOLVED THAT, The City of College Park hereby endorses the Project; and, HEREBY approves the request for financial assistance in the form of a grant; and

BE IT FURTHER RESOLVED THAT, the chief elected executive official be, and is hereby requested to endorse this Resolution, thereby indicating his approval thereof; and,

BE IT FURTHER RESOLVED THAT, the Mayor is hereby authorized to execute documents and take any action necessary to carry out the intent of these resolutions; and,

BE IT FURTHER RESOLVED THAT, copies of this Resolution are sent to the Secretary of the Department of Housing and Community Development of the State of Maryland.

ADOPTED by the Mayor and City Council of the City of College Park, Maryland at a regular meeting on the _____ day of _____, 2015.

EFFECTIVE the _____ day of _____, 2015.

WITNESS:

CITY OF COLLEGE PARK

Janeen S. Miller, CMC, City Clerk

Andrew M. Fellows, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

Suellen M. Ferguson, City Attorney

12

**Mayors' Challenge
For Safer People,
Safer Streets**

MEMORANDUM

TO: Mayor and City Council

THROUGH: Joseph Nagro, City Manager

FROM: Robert W. Ryan, Public Services Director

DATE: July 2, 2015

SUBJECT: Mayor's Challenge for Safer People and Safer Streets (the Challenge)

ISSUE

The United States Department of Transportation (USDOT) and participating cities have launched the Challenge during a mayor's summit at USDOT headquarters. The Council must decide if staff should work to prepare and support City participation in this year-long effort. Work will exceed the two hour rule requiring Council approval.

SUMMARY

The executive summary and Challenge activities are provided in attachments to this memo. The City and our partners have already begun, or are planning, several of the activities prescribed, such as:

- form a local action team to advance safety and accessibility goals (e.g. County/CPCUP Pedestrian Safety Task Force)
- Complete Streets approach, creation of pedestrian and bicycle networks (e.g. Trolley Trail)
- identify and address barriers to make streets safe (e.g. Baltimore Avenue median barrier and pedestrian controlled signals)
- educate and enforce proper road use behavior (e.g. Walk Smart College Park campaign and Police jay walking enforcement)

There are several other elements which would need to be addressed by staff and the local action team (See attachments)

It is estimated that full participation in the Challenge and all the identified elements may take over 100 hours of staff time to plan and execute.

RECOMMENDATION

The Council should discuss the potential benefits versus costs of staff time to officially participate fully in the Challenge. The Council should decide to authorize full participation, or not. Council may also decide that staff should only continue with pedestrian/cyclist/vehicle safety initiatives already authorized and funded , and wait to

participate in the Challenge when other complimentary projects are underway in future budget years.

- Attachments:
- (1) Mayor's Challenge Executive Summary dated 03/20/2015
 - (2) U.S. Department of Transportation Q&A
 - (3) List of Participating Cities
 - (4) Pedestrian & Bicycle Information Center - Maryland Contacts
 - (5) NHTSA Region 3 – Maryland State Agencies



Mayors' Challenge for Safer People, Safer Streets

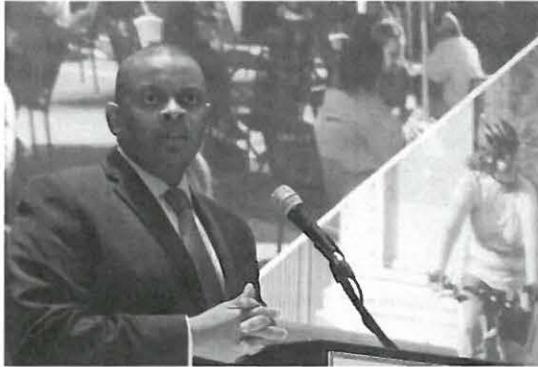


Photo Caption: U.S. Transportation Secretary Anthony Foxx at the [2014 Pro Walk, Pro Bike, Pro Place Conference](#)

This past January, Secretary Foxx challenged city leaders to **raise the bar for bicyclist and pedestrian safety** by joining a year-long "Mayors' Challenge for Safer People and Safer Streets" effort. In March, the USDOT and cities from across the nation launched the Challenge during the Mayors' Summit for Safer People, Safer Streets at the USDOT headquarters in Washington, DC.

Mayors and other elected city officials participate by leading a call to action and forming a local action team to advance safety and accessibility goals by taking on one or more Challenge activities outlined below. Over the course of the year, USDOT will invite Challenge Cities to participate in forums, webinars, and learn about available resources to help them accomplish their Challenge activity goals. The Challenge is based on the [2010 USDOT Policy Statement on Bicycle and Pedestrian Accommodation](#). You can download an executive summary of the Mayors' Challenge [here](#).

Interested cities can still join the more than 200 Challenge cities committed to improving walking and biking by clicking [here](#).

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Mayors' Challenge Activities

- [Take a Complete Streets approach](#)
- [Identify and address barriers to make streets safe and convenient for all road users, including people of all ages and abilities and those using assistive mobility devices](#)
- [Gather and track biking and walking data](#)
- [Use designs that are appropriate to the context of the street and its uses](#)
- [Take advantage of opportunities to create and complete ped-bike networks through maintenance](#)
- [Improve walking and biking safety laws and regulations](#)
- [Educate and enforce proper road use behavior by all](#)

Take a Complete Streets approach

Complete streets make it safe and convenient for people of all ages and abilities to reach their destination whether by car, train, bike, or foot. A Complete Streets approach starts with a policy commitment to prioritize and integrate all road users into every transportation project.

[Read more about Take a Complete Streets approach](#)

[Back to Top](#)

Identify and address barriers to make streets safe and convenient for all road users, including people of all ages and abilities and those using assistive mobility devices

The ability for older adults, young children, and people with disabilities to travel safely is critical to freedom of mobility and quality of life. People may have challenges with eyesight, reaction times, cognitive ability and muscle dexterity that travel difficult.

[Read more about Identify and address barriers](#)

[Back to Top](#)

Gather and track biking and walking data

The lack of systematic data collection related to walking and bicycling transportation, such as count data, travel survey data, and injury data, creates challenges for improving non-motorized transportation networks and safety. Communities that routinely collect walking and biking data are better positioned to track trends and prioritize investments.

[Read more about data collection](#)

[Back to Top](#)

Use designs appropriate to the context of the street and its uses

Transportation agencies are encouraged, when possible, to go beyond designing walking and bicycling facilities to the minimum standards. It is more effective to plan for increased usage than to retrofit an older facility. Planning projects for the long-term should anticipate likely future demand for bicycling and walking facilities and not preclude the provision of future improvements.

[Read more about appropriate street design](#)

[Back to Top](#)

Take advantage of opportunities to create and complete ped-bike networks through maintenance

Expanding and improving existing roads and facilities to build biking and walking networks as part of regular and routine resurfacing and other maintenance programs can be a low cost alternative to building new roads or widening existing roads.

[Read more about create networks](#)

[Back to Top](#)

Improve walking and biking safety laws and regulations

Traffic laws such as reduced speed, failure to yield, passing, and helmet laws can be effective in improving safety for pedestrians, bicyclists, and others.

[Read more about walking and biking safety laws and regulations](#)

[Back to Top](#)

Educate and enforce proper road use behaviors by all

Highly-visible and well publicized targeted enforcement tied with educational campaign has shown to be effective in reducing crashes.

[Read more about education and enforcement](#)

[Back to Top](#)

Updated: Friday, June 12, 2015

UPCOMING WEBINARS:

- **[June 18 - Pedestrian Safety Enforcement Operations hosted by PBIC](#)**

Related Links

- [Mayors' Challenge Executive Summary](#)
- [Mayors' Challenge Q's & A's](#)
- [Mayors' Challenge Cities](#)
- [State DOT Bicycle and Pedestrian Coordinator Contact Information](#)
- [NHTSA Regional and State Highway Safety Offices](#)

Pedestrian and Bicycle Safety

US Department of Transportation

1200 New Jersey Ave, SE
Washington, DC 20590
United States

pedbikesafety@dot.gov

Business Hours:
9:00am-5:00pm ET, M-F

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MAYORS' CHALLENGE FOR SAFER PEOPLE AND SAFER STREETS

March 20, 2015

Executive Summary

The Mayors' Challenge for Safer People and Safer Streets is a call to action by U.S. Department of Transportation (USDOT) Secretary Foxx for mayors and local elected officials of any political jurisdiction whether town, city, county, tribal lands, territory, or State to take significant action to improve safety for bicycle riders and pedestrians of all ages and abilities over the next year. The challenge is based on the 2010 USDOT Policy Statement on Bicycle and Pedestrian Accommodation to incorporate safe and convenient walking and bicycling facilities into transportation projects. USDOT recognizes the many benefits walking and bicycling provide — including health, safety, environmental, transportation, and quality of life. Nearly 200 cities across the nation have accepted the Challenge.

Mayors or top elected local officials are challenged to:

- Issue a public statement about the importance of bicycle and pedestrian safety
- Form a local action team to advance safety and accessibility goals
- Take local action on seven Challenge activities

USDOT invited Mayors' Challenge participants to a Summit for a kick-off event here at USDOT's Headquarters' office in Washington, DC on Thursday, March 12, 2015. The Summit brought together more than 110 people representing 64 participating cities to network and learn more about the Challenge activities. USDOT Staff members shared resources and tools available to help cities with Challenge activities. Throughout the Challenge year, participating cities will also have the opportunity to participate in peer-to-peer sessions, topical webinars, receive USDOT updates, and other benefits added throughout the challenge year. At the conclusion of the Challenge year they will be invited to a capstone event to celebrate accomplishments and share best practices.

Challenge cities win by improving walking and biking that contributes to the health, safety, environmental, transportation, and quality of life for its community members. Below is a listing of the Challenge activities with just a sampling of the many resources we will be offering over the Challenge year.

Challenge activities:

1. *Take a Complete Streets approach*

The Complete Streets approach considers walking and bicycling as equals with other transportation modes. Challenge cities will have opportunities to learn from other cities who successfully implemented Complete Streets policies and the tools that are available to them.

2. *Identify and address barriers to make streets safe and convenient for all road users, including people of all ages and abilities and those using assistive mobility devices*

Pedestrian and bicycle facilities should meet accessibility requirements and provide safe, convenient, and interconnected transportation networks for people of all ages and abilities, especially children, by identifying and addressing barriers. Among other resources, Challenge participants will learn more about the FTA program and bicycle-related funding opportunities and how to use FHWA's recently released Resident's Guide for Creating Safer Communities for Walking and Biking.

3. *Gather and track biking and walking data*

Communities that routinely collect walking and bicycling data are able to track trends and prioritize investments to ensure the success of new facilities. FHWA's 2013 edition of the Traffic Monitoring Guide provides the most up to date guidance to State highway agencies in the policies, standards, procedures, and equipment typically used in a traffic monitoring program. Cities can learn how to use this and other resources to help them with this Challenge activity.

4. *Use designs that are appropriate to the context of the street and its uses*

Transportation agencies are encouraged, when possible, to avoid designing walking and bicycling facilities to the minimum standards. Planning projects for the long-term should anticipate likely future demand for bicycling and walking facilities and not preclude the provision of future improvements. The Challenge will help participants sort through many existing resources, and FHWA will share its recently released Road Diet Informational Guide that provides information regarding the benefits of road diets including speed reduction, decreases in accidents, and the opportunity to provide improved accommodations for pedestrians and bicyclists.

5. *Take advantage of opportunities to create and complete pedestrian and bicycle networks through maintenance*

Many transportation agencies spend most of their transportation funding on maintenance rather than on constructing new facilities. Transportation agencies should find ways to make facility improvements for pedestrians and bicyclists during resurfacing and other maintenance projects. For example, Challenge cities will learn about the soon to be released Workbook for Building On-Road Bicycle Networks through Routine Resurfacing Programs, and about best practices through peer learning opportunities.

6. *Improve walking and biking safety laws and regulations*

Strengthening codes, ordinances, and practices can help to protect non-motorized users. Ideal local ordinances clarifies and promotes safe road uses, allow for shared or designated and proper road use by all, clearly outlines consequences for harmful traffic violations, and promotes cooperation and commitment to follow the rules. NHTSA's Countermeasures that Works will be one of the resources offered to cities addressing this Challenge area.

7. *Educate and enforce proper road use behavior by all*

A comprehensive education and enforcement program can be effective in reducing pedestrian and bicyclist injuries and fatalities. NHTSA recently released their Pedestrian Safety Enforcement Operations: How-to-Guide. Cities will learn about the cities successes highlighted in the guide.

Challenge cities will be free to focus on Challenge activities where they can make the most progress and to document previous achievements in the Challenge areas. Throughout the year, opportunities will be provided for peer exchange and additional group technical assistance in each of the seven Challenge areas. No direct financial assistance is associated with the Challenge.

Cities can learn more about the Challenge activities or join via the Mayors' Challenge web page at www.dot.gov/mayors-challenge or by emailing their official designated Team Leader's contact information to pedbikesafety@dot.gov. They can also follow Twitter or Instagram discussions using #Mayors4Safety.



Mayors' Challenge Q's & A's

Is the Challenge limited to only cities?

The Challenge is open to all cities, towns, townships, villages, counties, regions, territories, tribal land, States, or other jurisdictions.

Who can sign up on behalf of a city?

The city's (or other jurisdiction's) top leadership must approve joining the Challenge and only their designated representative may enlist their community to participate. The point of contact identified should be the leader of the action team as discussed here.

What are the steps to signing up and getting started with the Challenge?

1. Mayor or top elected official representative has or gets approval and support from their city or jurisdiction to join the Challenge.
2. City or jurisdiction signs up by submitting the name and contact of the designated team leader via the Mayors' Challenge web page or sending email to pedbikesafety@dot.gov.
3. Mayor or other designated elected official makes public statement about their city's commitment to making roads safe, convenient, and accessible for all users including pedestrians, bicyclists, and those using personal mobility devices.
4. Mayor-designated team leader coordinates and leads a local team with the ability to take action on one or more Challenge activities.
5. Local team assesses their community for gaps, barriers, and challenges and develops a work plan with relevant and appropriate Challenge activities that addresses their assessment results.

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Who should be on the Challenge team?

Challenge team members should have the authority and ability to address and make changes in their community to carry out their select Challenge activities. Challenge team members may include but not be limited to: mayors and other elected officials, city managers, transportation planners and traffic engineers, community and workforce development staff, transit and rail representatives, law enforcement leaders, educators, researchers, injury prevention specialists, pedestrian and bicycle advocates, healthcare and Americans with Disabilities Act professionals. Existing pedestrian and bicycle advisory committees, task forces, or other bodies may be designated to serve as the Mayors' Challenge Team.

How can citizens participate?

Citizens can participate through engagement with a jurisdiction's Mayors' Challenge team by coordinating ideas that are notable for any of the seven challenge areas.

How do I find out more information about the Challenge and the seven activities?

We have created fact sheets on each of the seven challenge areas [here](#) alongside hosting an informational Mayors' Challenge [webinar](#) that provides an overarching view of the Challenge. If you still have questions, email us at pedbikesafety@dot.gov

What if our city is already practicing some of the Challenge steps?

Jurisdictions are welcome to focus on the Challenge areas which need the most attention to improve safety in their community.

What resources are available for participating in the Challenge?

USDOT's modal administrations have a number of resources including publications, guidance documents, and tools for cities and other jurisdictions that may help successfully implement Challenge activities. Key resources are listed at the bottom of each Challenge activity page. While no monetary resources or funding are available specifically for participating in the Challenge, the [Federal Transit Administration](#) and [Federal Highways Administration](#) lists funding opportunities that may support the pedestrian and bicycle safety efforts of cities and other jurisdictions.

What is the Mayors' Challenge Summit and who can participate?

USDOT will invite mayors of participating cities and members of their Mayor's Challenge Team to the Mayors' Challenge for Safer People and Safer Streets Summit on March 12th. The Summit will bring together participating cities to network and learn more about the Challenge activities. USDOT Staff members will share the resources and tools available to help cities with Challenge activities.

How long is the Challenge?

The Challenge is a year-long effort that officially kicked-off on March 12, 2015 at the Mayors' Challenge Summit in Washington, DC. However, cities are encouraged to continue their efforts long after the Challenge ends.

Our community is adopting no traffic and transportation related fatalities strategy. How does the Mayors' Challenge relate to Vision Zero and the Towards Zero Death (TZD) strategies?

The seven activities of the Mayors' Challenge align with [Towards Zero Death](#) and Vision Zero Strategies. Towards Zero Death uses a data-driven, interdisciplinary approach that targets areas for improvement and employs proven countermeasures, integrating application of education, enforcement, engineering, and emergency medical and trauma services. The Mayors' Challenge activities focus on integrating safety in policy, planning, designing, and building of roads and infrastructure, transportation systems, and employs proven countermeasures in the application of education and enforcement strategies. The Challenge Activities are based on the [2010 USDOT Policy Statement on Bicycle and Pedestrian Accommodation](#) that encourages transportation agencies and local communities to go beyond minimum design standards and requirements to create safe, attractive, sustainable, accessible, and convenient bicycling and walking networks.

TZD was modeled after [Sweden's Vision Zero](#) approach that no loss of life in traffic crashes is acceptable. Towards Zero Deaths' approach to safety is that even one death on our transportation system is unacceptable. Both Vision Zero and TZD rely on considering safety throughout the transportation decision-making process. In March 2015, [Secretary Foxx announced that USDOT embraces a TZD approach](#).

Ask your city, county, or state leadership to [sign up](#).

Updated: Tuesday, April 28, 2015



Pedestrian and Bicycle Safety

US Department of Transportation

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Extension Of Full-Time
Contract Police
Services Agreement
With Prince George's
County

MEMORANDUM

TO: Mayor and City Council
THROUGH: Joseph Nagro, City Manager
FROM: Robert W. Ryan, Public Services Director
DATE: July 2, 2015
SUBJECT: Renewal of Police Services Agreement for Full-Time Police Contract

ISSUE

The Police Services Agreement between the City and Prince George's County to provide full-time police officers has expired. Staff has prepared background for Council's consideration for approval of renewal of this contract.

SUMMARY

Attached is the current Police Services Agreement (Attachment #1) for full-time contract officers. The Agreement provides for renewal in successive three-year periods (paragraph 8). The contract was extended in January of 2013 for the period October 2011 to October 2014. Contractual services have continued since October 2014 without renewal of the contract. The Council should ratify the agreement for the period between October 2014 to date of Council approval and extend it through October 2017. A brief history of the contract police program follows for Councilmembers information.

The City began its current part-time police program in 2004, with an MOU between the City and Prince George's County Police to hire County officers to work part-time secondary employment with the City. A pool of approximately 33 officers is currently available to fill part-time shifts. They are now scheduled to provide the approximate equivalent of 8.5 full time officers.

We expanded our contract police program in 2008 with the addition of the full-time program. Under the existing Police Services Agreement between the City and County, we reimburse the County for the assignment of three (3) full-time officers to our contract program.

The City pays all salary and overhead costs for the officers who the County assigns to work full-time under the Police Services Agreement. These costs include annual leave, holidays, training days, etc. The full-time officers, although not as cost effective as the part-time officers, were added to the program as a means to make staffing the program more consistent and maintain patrol schedules more predictably and reliably. Having the full-time officers assigned to the City helps cover times when part-time officers may not be available to work for the City.

Currently, we have two full-time officers. Council has approved redirecting FY16 funds from the one vacant full-time position to the part-time program. We will evaluate the effectiveness of this and reconsider requesting PGPD to fill this position in the FY17 budget.

The City funded both the full-time and part-time contract police programs at \$1,202,394.00 for FY16. With the combined full- and part-time contract officers we add the equivalent of approximately 10.5 FTEs to supplement regular police services. Although the MOU for part-time and the Police Services Agreement for full-time officers anticipate that these contract officers will be supplemental officers, they often respond to backup the beat officers dispatched to 9-1-1 service calls, and are often first on the scene. They have significantly increased the number of traffic stops and field observations in College Park, often resulting in arrests for warrants, DUI, etc.

Our goal is to continue to use the contract police program to enhance police visibility and services citywide. We believe our contract police program is a very good component of total police services provided in College Park, and look forward to continued improvement of the program.

RECOMMENDATION

Staff recommends that the Council authorize the City Manager to exercise the option to extend the contract, by a letter to Chief Magaw substantially as attached, for an additional three year period from October 2014 to October 2017, and to ratify the police services contract extension from October 2014 to July 2015.

Attachment: (1) Current Police Services Agreement
(2) Draft Letter to Chief Magaw

**POLICE SERVICES AGREEMENT
PRINCE GEORGE'S COUNTY AND CITY OF COLLEGE PARK**

This Agreement made this 15th day of October, 2008 by and between Prince George's County, Maryland, a body corporate and politic, hereinafter called the County, and the City of College Park, a municipal corporation of the State of Maryland, hereinafter called the City.

WHEREAS, the parties believe it is in the best interest of all parties to have coordinated law enforcement efforts;

WHEREAS, the City does not now have its own law enforcement agency;

WHEREAS, the City desires to have enhanced police presence and capabilities within its geographic boundaries for supplemental services; and

WHEREAS, the City, with the permission of the County, currently directly employs a number of part time County officers ("part time officers") to provide supplemental police services; and

WHEREAS, the City has determined that increased police presence for supplemental services through employment of full time County officers ("full time officers") directly through the County is in the public interest and would support the general health, safety and welfare of City residents; and

WHEREAS, the parties desire to contract for said supplemental police services as are specifically described herein.

NOW THEREFORE, the premises considered, the parties do hereby agree as follows:

1. Agreement to Supply Supplemental Police Service. The County, for and in consideration of the payments hereinafter agreed to be made by the City, hereby covenants and agrees to furnish the City three full time police officers during the life of this contract, available for a maximum of 6240 hours of supplemental police services per annum, said hours to be scheduled by agreement between the parties to best serve the purposes of this Agreement. The number of full time officers to be provided may be increased or decreased as the City's needs require upon agreement of the parties. The total hours includes the time an officer is required to attend court on cases resulting from policing activities which occur during full time assignment to the City and for in-service training that shall not exceed forty (40) hours in any contract year. When the use of sick and injured, annual, administrative, reserve, or any other type of leave of any one officer, or the time that an officer is placed on light duty, exceeds fifteen (15) consecutive scheduled work days, the County shall provide a substitute officer until the officer is returned to full duty. The assigned officers shall have the rank of police officer, police officer first class or corporal. The selection and performance of all persons assigned as full time officers must be acceptable to the City and County. Any officer whose selection or performance is not

acceptable to the City or County will be reassigned. The City and County shall engage in periodic review of the full time services provided under this Agreement at least once per quarter. The City and the County agree to formulate evaluation standards for use during such periodic reviews.

2. Place and Nature of Services. The full time officers provided under this Agreement will render supplemental services, which shall in no way affect or replace the regular police services provided by the County in the regular course of police patrols, and/or by special assignment teams, as may now or hereafter be generally provided for County citizens within the City. In the event this regular service is required to be enhanced as a result of population increase, general disturbances, or other similar reasons, the regular course of increased service will be provided without cost or expense to the City. Full time officers and the City will coordinate with the investigative command in District I and the officers will attend regular meetings to discuss crime trends in the District. Full time officers are not required to attend roll call in the District. Full time officers are required to check the City and County alerts located at the City Hall police office at the beginning of each shift.

In order to provide the City with the best possible use of these full time officers, the Prince George's County Public Safety Communications dispatchers will not dispatch the full time officers. Generally, full time officers shall follow the direction of the City with respect to their duties during a shift. Full time officers will not be dispatched by the County as primary or reporting officers except in emergency situations. Full time officers are authorized to be primary or reporting officers for incidents that they witness and may, at their discretion or as directed by the City, take reports from citizens for lower priority County calls and assist with traffic control at an incident when sufficient on-duty officers are not available. The County further agrees that such services will include the enforcement of the State statutes and County ordinances. Full time officer duties do not include enforcement of City ordinances, provided, however, that full time officers may be assigned to accompany City code enforcement officers while enforcing City law.

Full time officers shall remain within City limits while on duty. Full time officers will not be dispatched to calls for service outside of City limits. This provision shall not prevent full time officers from being dispatched to critical incidents outside the City where there is a risk of imminent, grievous bodily harm and when the full time officer is the closest available officer to the incident.

The services provided hereunder are deemed to be supplemental law enforcement functions, as contemplated in Paragraph 1 of this Agreement, within the corporate limits of the City, and in addition to the regular patrol protection provided by the County Police Department. These services will not in any manner supplant or replace regular patrol services provided by the County Police Department and will not be considered as services that would be subject to tax differential consideration.

The Chief of Police of Prince George's County shall make all determinations in scheduling and designating the patrols of officers supplied under this Agreement, subject to the approval of the City Manager. The standards of performance, evaluation and disciplining of officers, other matters incident to the performance of the services to be provided hereunder, and

the control of personnel providing such services shall be in accordance with County practices and the Police General Order Manual.

The parties recognize that the City also directly employs part time County police officers. The parties agree that the full time officers and part time officers will coordinate with each other and cooperate in providing services to the City. The parties also recognize that cooperation between the full time and part time officers is critical to the success of this program.

3. Personnel and equipment. The County shall furnish and supply all necessary labor, supervision, equipment, vehicles with computer terminals, communication facilities, and supplies necessary to maintain the performance of services to be rendered hereunder. The City, subject to the approval of the Chief of Police, may issue additional equipment as required for provision of services under this Agreement. Full time officers shall carry City issued radios at all times while on duty. Radios issued by the City shall only be used to communicate with City employees and will not be used in lieu of County Police radios when County Police regulations and protocols require the use of County Police radios. In the event it shall be decided by the parties hereto that a law enforcement headquarters be maintained within the City limits, the City shall furnish it at its own cost and pay for the expenses of office space, furniture, furnishings, office supplies, custodial services, telephone, heating and electrical services, water and other utilities. Any files, disks, desks, lockers, etc. must be available for inspection by the County Police Department's designated supervisor at any time. If such law enforcement headquarters is established, such quarters may be used by the Chief of Police of the County or his designees, in connection with the performance of police protection services in areas outside the City boundaries, without expense to the County, and the performance of such duties are not chargeable to the City. In special instances where special supplies, stationery, notices, forms and similar material are to be issued in the name of the City, the same is to be supplied by the City at its own expense. The City agrees to provide to the County the funds to purchase one police patrol vehicle every four years this agreement is in existence; the City will not be responsible for the cost of equipping the patrol vehicle. The first vehicle under this Agreement will be purchased in October 2012.

4. Designation of Employees. All persons employed in the performance of police services and functions, as herein set forth, shall be County employees with all rights and privileges of the Merit Regulations and the Personnel Law, including attendance and leave, and no person employed for the herein described purposes shall have the benefit of any City employee benefit, pension, civil services or any such status or right. To the extent permitted by law, each County officer or employee engaged in performing any services under this Agreement shall be an agent of the County. Whenever said officer or employee is enforcing a State law or County ordinance while engaged in performing any service under this Agreement, the County, to the extent permitted by law, agrees to hold harmless and indemnify the City from any liability connected therewith.

5. Obligation of the City. The City shall provide full cooperation and assistance to the County, its officers, agents and employees in order to facilitate and accomplish the services performed under this Agreement. The City shall not be required to pay or assume any liability for the payment of any salaries, wages or other compensation to any County employee for injury

or sickness arising out of his or her employment. The City shall designate a representative to act in the capacity of liaison between the City and representatives of the Chief of Police in matters pertaining to operational policies or procedures of full time officers.

6. Payment. The City shall pay the County for the cost of the full time officers consistent with the actual costs incurred by the County for the designated full time officers. The Chief of Police is to render a statement at the close of each semi-annual period, and the City shall pay the amount therein set forth within thirty (30) days after the receipt of such statement. If such payment is not received by the County within thirty (30) days after rendition of the billing, the County may satisfy such payment from any funds of the City in the hands of the County without advance notice to the City of the County's intention to do so, or proceed in the manner provided by law to collect such indebtedness.

7. Contract Sum. The City's reimbursement to the County shall be at the actual salaried rate of the officers, regardless of rank, plus all additional costs reflected in Attachment 1, which is incorporated herein. It is mutually agreed that the costs provided in Attachment 1 are an estimate. In the event any officer is replaced, a revised attachment shall be provided by the County reflecting the revised actual salary pay rate and reimbursement costs of the new officer and incorporated herein. This procedure shall remain for subsequent replacements. After the first year of the term of this Agreement, or on or before the first day of _____ next succeeding the date hereof, the Chief of Police of the County shall submit to the City an estimate of the costs of the County for the performance of the services to be rendered hereunder. Estimates shall include:

(a) The actual sum of the basic salaries for each fiscal year of the police officers necessary to perform the services contemplated in this Agreement. The officers shall have the rank of police officer, police officer first class or corporal.

(b) The cost of the following County employee benefits to the police officer multiplied by number of officers necessary to perform the services contemplated herein:

- (1) Major Medical, Optical and Prescription Plans
- (2) Retirement
- (3) Workers' Compensation
- (4) Life Insurance
- (5) Supplemental Insurance
- (6) Professional Liability

(c) Clothing Allowances multiplied by the number of officers necessary to cover the services agreed upon.

(d) Special Pays, including Shift Differential, Holiday Pay, Court Time and Overtime.

(e) Annual Leave, Sick Leave, Discretionary Leave and Personal Leave.

(f) The actual cost of vehicles and any rental equipment for the vehicles.

- (g) The cost of vehicle maintenance, gasoline and oil necessary to operate the vehicles.
- (h) The cost of vehicle insurance.
- (i) The cost of radio maintenance.

The aforementioned estimates shall be considered by the City and an amount arrived at and appropriated by the City in its budget for the ensuing fiscal year. Billings thereafter shall be accomplished as aforesaid and payment is to be made in accordance with the provisions of this Agreement.

8. Term. This Agreement shall be for a term of three years and shall be effective on the date of execution. At the option of either party with the acceptance by the other, this Agreement shall be renewable for successive periods not to exceed three years each. However, in the event that County funds required to perform this Agreement are not appropriated for a later fiscal year, the County's performance hereof shall terminate immediately upon the close of the year for which funds have been appropriated. Likewise, in the event that City funds required to perform this Agreement are not appropriated for a later fiscal year, the City's participation hereof shall terminate immediately upon the close of the fiscal year for which funds have been appropriated. Notwithstanding the provisions contained herein, either party hereto may terminate this Agreement upon notice in writing to the other party not less than two calendar months prior to the date of such termination.

9. Equipment. All equipment issued by the County and used in the performance of this Agreement, including vehicles, firearms, communication equipment and supplies shall remain the property of the County. All equipment issued by the City shall remain property of the City. The police vehicles assigned to the City under this Agreement shall, in addition to any County insignia displayed, include a display of the name of the City in easily discernible letters of comparable size and numerals as the County designation.

10. Reports. Incidental to and in addition to the services performed hereunder, the County shall furnish daily police reports of the activities of the officers assigned to perform the services of this Agreement. Such reports are to be delivered within a reasonable time to the Office of the City Manager. Full time officers shall provide those reports required by the City. The County agrees to provide updated information and beat book information to the City on a daily basis for both full time and part time officers to review. Further, the County agrees to provide COMPSTAT for Part I and Part II offenses and requested production reports for Baker 6 and 7 to the City as they become available. The City shall provide a facsimile machine for use by contract officers in the office space provided at City Hall. This machine shall be used to send reports generated by contract police officers to District One Headquarters on a daily basis. Further, the City shall provide by facsimile to District One Headquarters a copy of the weekly reports concerning police activity that are generated by the City's Public Services Department.

11. Terms and Conditions. This Agreement contains all the terms and conditions agreed

upon by the parties hereto and supersedes and cancels any and all previous agreements. No other agreements, oral and otherwise, shall be deemed to exist to bind any of the said parties with regard to the extra police services as set forth herein. This provision does not apply to a Memorandum of Understanding dated February 13, 2004, allowing the City to hire off duty Prince George's County police officers to perform supplemental duties in a secondary employment capacity, which shall remain in full force and effect. Any and all changes and/or modifications to this agreement by either party must be made in writing.

IN WITNESS WHEREOF, the City of College Park, pursuant to a Resolution duly adopted by its City Council on Aug. 12, 2008, has caused this Agreement to be signed by its Mayor and attested by its City Clerk, and Prince George's County has caused the same to be executed by the County Executive, or his designee, on the day and year first above written.

[THE REMAINDER OF THE PAGE WAS LEFT INTENTIONALLY BLANK.]

Attest:

CITY OF COLLEGE PARK, MARYLAND

Janeen S. Miller
Janeen S. Miller, City Clerk

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

PRINCE GEORGE'S COUNTY, MARYLAND

Muhammad E. Sima
Witness

By: Iris B. Boswell
Iris B. Boswell
Deputy Chief Administrative Officer for
Budget, Finance and Administration

REVIEWED AND APPROVAL RECOMMENDED:

Roberto L. Hylton
Roberto L. Hylton
Chief of Police

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Steph H. O'Connell
Associate County Attorney
Office of Law, Prince George's County, Maryland

Suellen M. Ferguson
Suellen M. Ferguson, City Attorney

Attachment 1 Police Services Agreement - Cost Estimate

Basic Salary:

Hourly Rate	\$31.4573	Estimated for 7 year officer (2 years as at Corporal)
Annual Salary	\$65,431	

Fringe Benefits:

Optical	160
Prescription Plan	2,585
Major Medical	9,593
Retirement	10,338
Workers' Compensation	1,832
Life Insurance	387
Supplemental Insurance	654
Professional Liability	1,500

Other Contractual Costs:

Clothing Allowance	1,350
Shift Differential	2,755
Holiday Pay	1,887
Court Time	708
Overtime	944
Annual Leave	6,543
Sick Leave	1,840
Discretionary	944
Personal	377

Vehicle Costs:

Vehicle Maintenance	3,036
Gas and Oil	2,058
Insurance	1,200
Radio Maintenance	106

Total Estimated Cost **\$116,229** **Per Officer Per Year**

Total Estimated Cost **\$348,687** **Three Officers Per Year**

July 14, 2015

Mark A. Magaw
Chief of Police
Prince George's County Police Department
7600 Barlowe Road
Palmer Park, MD 20785

Dear Chief Magaw:

The City of College Park Council has voted to ratify and extend the Police Services Agreement (Agreement) between the City of College Park and Prince George's County Police Department. I have been authorized to exercise the option to extend the Agreement, per Paragraph 8, for an additional three year period from October 2014 through October 2017. By this letter, I am officially exercising that option.

Currently, only two (2) of the three (3) authorized full time positions are filled. The City intends to leave this position vacant in FY16. We have redirected the funds for this position to other purposes. The City may reconsider requesting PGPD to assign a third full time officer in FY17. Please advise me if the County requires any other action to allow this Agreement to be extended.

We believe this Agreement has enabled the City to become a better partner in providing police services for our City residents. The additional full-time police officers provided by this Agreement, along with the part-time officers allowed by the Memorandum of Understanding, which you shepherded through the County approval process in 2004, has allowed the City to benefit from having a supplemental force of officers patrolling our neighborhoods. This City-funded program supplements the excellent primary police services provided by PGPD through our resident's County taxes. We look forward to a continued partnership with Prince George's County Police Department.

Sincerely,

Joseph L. Nagro
City Manager

Enclosure: Police Services Agreement

14

Contract Award To
Victor Stanley, Inc. For
Streetscape Furniture

MEMORANDUM

TO: Mayor and Council
THROUGH: Joseph L. Nagro, City Manager
Terry Schum, Director of Planning, Community and Economic Development
FROM: Steve Beavers, Community Development Coordinator
DATE: July 2, 2015
SUBJECT: Contract Award to Victor Stanley for Streetscape Furniture
(Requires super majority vote and special session)

ISSUE:

The City has substantial available funding remaining in the HUD Economic Development Initiative (EDI) grant for streetscape improvements along Baltimore Avenue in downtown College Park. The funds must be spent by September 18, 2015 or will be forfeited. Staff has identified improvements in this area that can be funded immediately by the EDI grant. The lead time to purchase the items and the funding deadline requires prompt Council action.

SUMMARY:

Making the City a great place requires great street features. The consulting firm Floura Teeter has developed a concept design to enhance the downtown Baltimore Avenue streetscape, and the EDI grant funds can be used to implement this plan. A preliminary version of the design is attached, showing the various recommended items. The exact locations for the items will require additional staff input.

The streetscape improvement project will unify materials and provide additional street furnishings for downtown College Park between College Avenue and Hartwick Road. The entire design includes upgraded paving at several corners as well as the addition of seating, trash receptacles and bike racks to the area. Damaged street trees will be replaced and soil improvements made to the tree pits. Nighttime lighting levels can be improved between Lehigh and Knox Roads by the addition of wall mounted light fixtures. Additionally, perforated metal pedestrian barriers are envisioned at the Bagel Place and in the openings of the brick wall between Knox and Lehigh Roads to direct pedestrian circulation and improve safety.

The available funding allows us to purchase and install a sufficient quantity of streetscape furniture and make other improvements that will provide a substantial improvement in the form and appeal of our main street, Baltimore Avenue. A more attractive and safer streetscape will improve the overall vitality and economic strength of the City. This request for funding authorization is only for the purchase of items to be obtained from Victor Stanley. The Victor Stanley order will include 9 benches, 15 tables with integrated benches, 14 combined trash/recycling bins and 4 planters, and is estimated to cost less than \$100,000. We are awaiting final cost and shipping information.

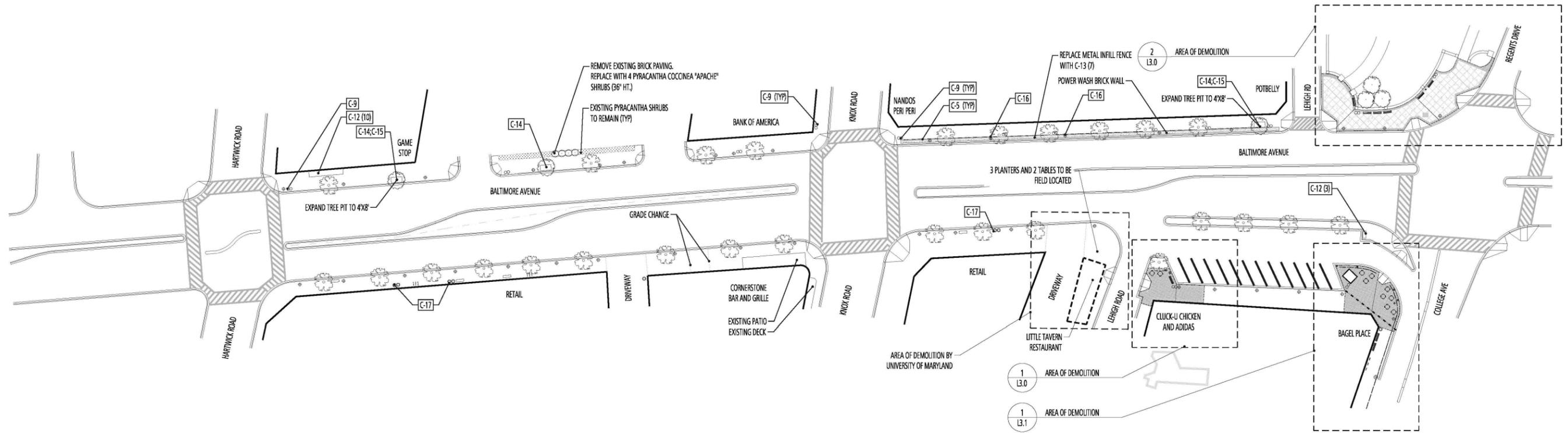
The request is time sensitive as the completed order must be received and paid for by September 18 so that it can be reimbursed by the EDI grant. The street furnishing vendor, Victor Stanley, requires approximately eight weeks from order to delivery. The City has used Victor Stanley for numerous street furniture purchases and has always received excellent service and support; therefore, the staff recommendation is to "sole source" this order to Victor Stanley, which requires a super-majority vote of Mayor & Council.

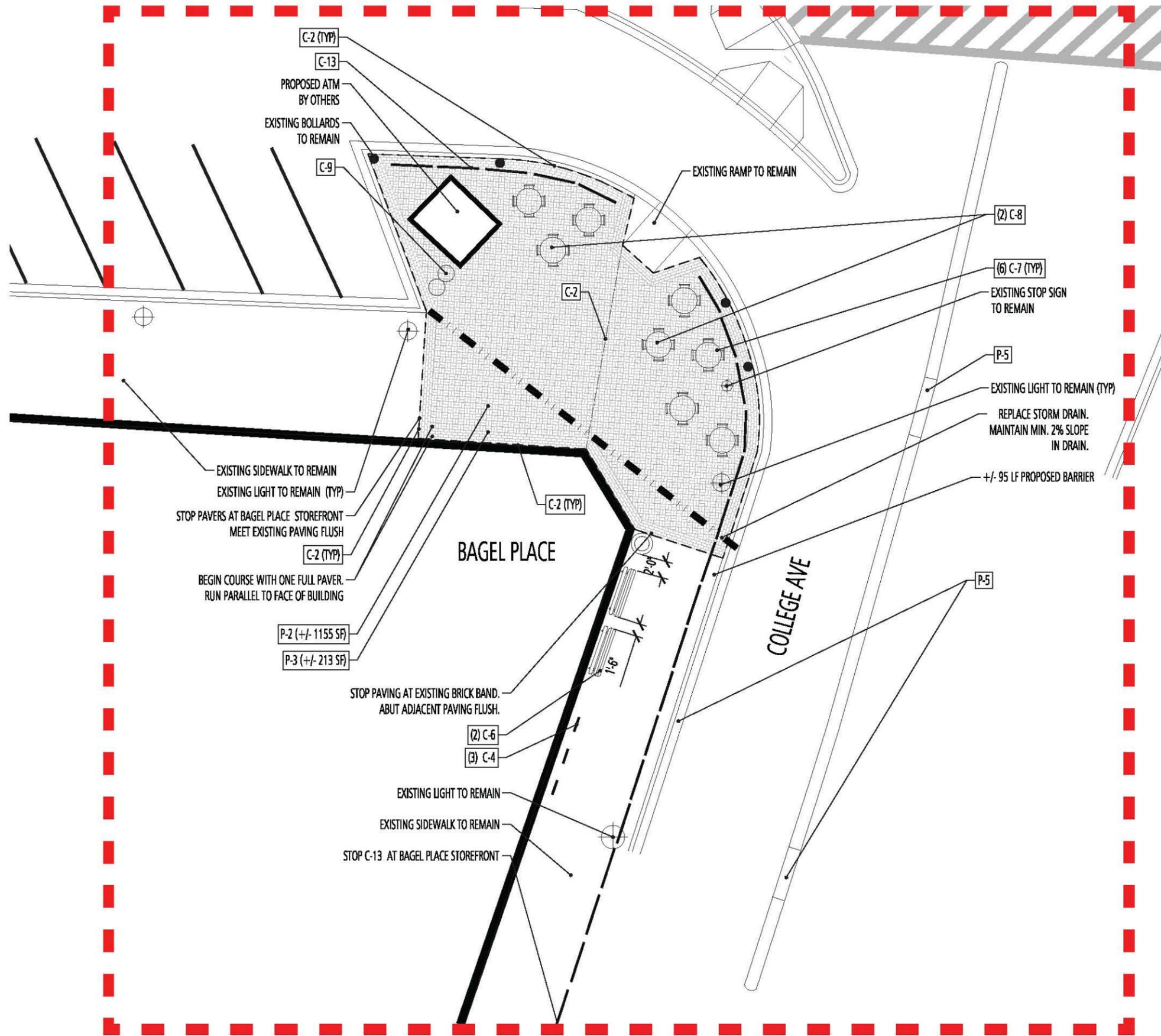
RECOMMENDATION:

Staff recommends that Council enter special session to make this award. The motion would be that Council award a contract to Victor Stanley of Dunkirk, MD in an amount not to exceed \$100,000 for the purchase of streetscape furniture, contingent upon the review and approval of the contract by the City Attorney.

ATTACHMENT:

Baltimore Avenue Streetscape Design (Preliminary), prepared by Floura Teeter, dated 07/01/15







VICTOR STANLEY
 Steelsites RB Collection RB-28
 Length: 4', 6', & 8'
 Color: Black



VICTOR STANLEY
 Ironsites Collection SD-242
 2- 36 gal Liners
 Color: Black



VICTOR STANLEY
 SteelSites Collection RND-333
 and RND-ACS-2 (Handicap Accessible)
 Size: 36 in. Round Table Top
 Color: Black



VICTOR STANLEY
 Ironsites Collection SD-42
 Single recycle receptacle
 Color: Black with recycle decal





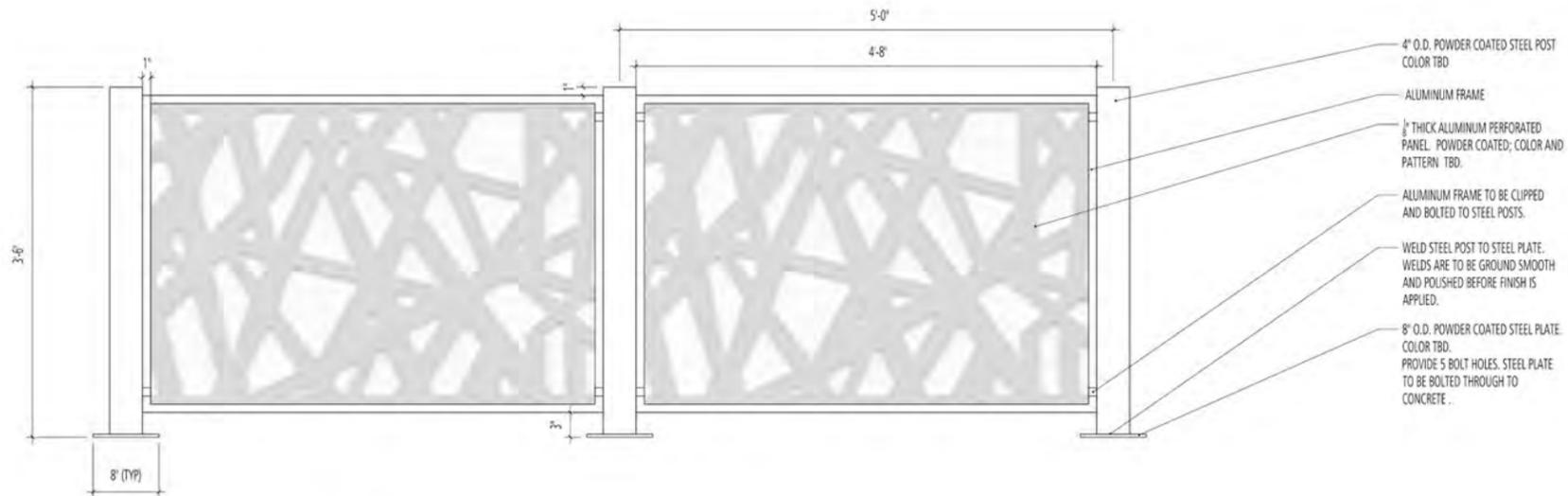
VICTOR STANLEY
Street Sentry W-89, 289, 489
Height: 3', 4', 5'
Color: Black



VICTOR STANLEY
Fiberglass Collection - Urban Long
Dimensions: 48" x 72"
Color: Espresso Matte



VICTOR STANLEY
Cycle Sentry Collection BRWS-101
Color: Black



NOTE: PROVIDE SHOP DRAWINGS AND SAMPLE OF PERFORATED METAL AND FINISH.

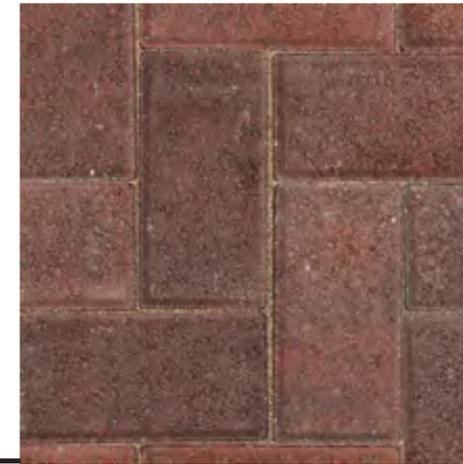


Perforated Metal Barriers

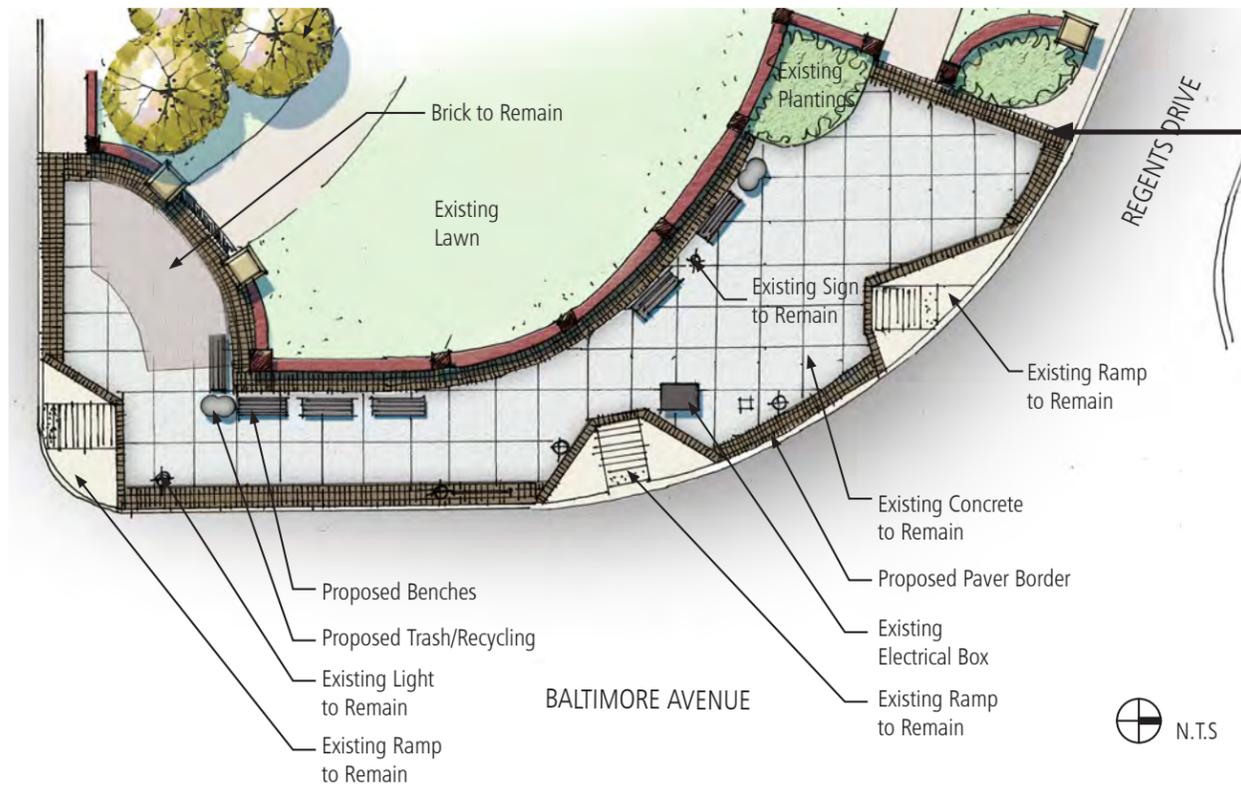




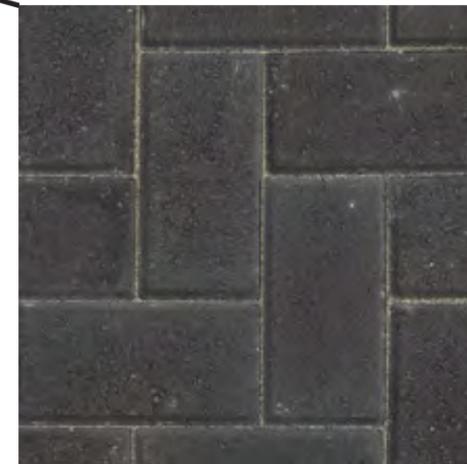
Existing Pavers



FIELD
EXISTING PAVERS
BELGARDE-HOLLAND STONE
COLOR:TUDOR BLEND



Proposed Improvement Concept for South Gate Park



BORDER- Option I
PROPOSED ACCENT BAND
BELGARDE-HOLLAND STONE
COLOR: CHARCOAL

15

Future City
Communication
with the loss of
The Gazette

MEMORANDUM

TO: Mayor and City Council

THROUGH: Joe Nagro, City Manager

FROM: Janeen S. Miller, City Clerk
Suellen Ferguson, City Attorney
Bill Gardiner, Assistant City Manager

DATE: July 2, 2015

RE: Communication options with the loss of the Municipal Scene
in The Gazette Newspapers

ISSUE

Since 1999, the Gazette Newspaper has published the City's Municipal Scene, which included City-required notices of public hearings and adoption of ordinances. The Gazette published their final edition on June 18, 2015, thereby requiring the City to explore other ways to disseminate information to its residents.

SUMMARY

In 1999, the City of College Park entered into an Agreement with The Gazette Newspapers, Inc., to publish the Municipal Scene as a two-page ad, two times per month, in their weekly newspaper which was delivered to the driveways in the City. The original Agreement provided for two facing full pages, but when the paper changed from tabloid to broadsheet in 2009, the Municipal Scene became one full page, full color ad. The agreement with The Gazette also included a 6 x 6 calendar published weekly at no additional charge. In recent years, we posted the Municipal Scene to the City's website and sent a link for the latest edition to our Constant Contact list two times per month.

The FY 2016 budget for the Municipal Scene is \$1,506/issue (= \$3,012/month or \$36,144/year), which included design, layout, printing and home delivery.

On an interim basis, beginning in July, we will prepare and distribute an electronic version of the Municipal Scene at the beginning of the month. The Municipal Scene will be posted on our website, and a link will be sent to our Constant Contact list, and also sent to civic association presidents and Mayor and Council with the request that it be forwarded to their listservs in the hope that we will achieve a wider circulation.

Staff is exploring other options for moving forward:

1. Direct Mail Version

One option is to mail a new version of the Municipal Scene to all single-family and multi-family residences and businesses, similar to what the City did prior to contracting with The Gazette. This would total approximately 10,000 pieces of mail. Staff time should be roughly equivalent to what it was with The Gazette; however the lead time will increase to 17-19 days, which is significantly more than the 4 days we had with the Gazette. This additional lead time will negatively impact the timeliness of content and therefore influence what we can include in the mailed version of the Municipal Scene.

Size/cost options are below:

A. \$3,900/occurrence: Tri-fold (11" x 25.5" tri-fold full color no bleed) Municipal Scene (equivalent of six 8½" x 11" pages) covers design, layout, printing and mailing.

B. \$4,400/occurrence: Bi-fold (11" x 17" bi-fold full color no bleed) Municipal Scene (equivalent of four 8½" x 11" pages) covers design, layout, printing and mailing. The cost for bi-fold is greater than tri-fold because a heavier paper is required for mailing.

2. Contract with a Local Newspaper

The City Council could explore contracting with an existing newspaper to possibly provide services ranging from a business advisory and editorial role to a new local newspaper. The model could be similar to that used in Hyattsville and Greenbelt.

The Board of the Hyattsville Life and Times (HL&T) has expressed interest in discussing with College Park a possible relationship that could support a new local newspaper. For example, HL&T could work with an existing College Park organization to set up a newspaper or newsletter, or possibly develop a separate newspaper for College Park.

The Hyattsville Life and Times is mailed to 7,600 addresses each month, and copies are also provided in some public areas. The newspaper is 14 pages and the City buys three pages of advertising for information about City events and Council actions. The HL&T has a robust website that regularly posts news stories, archives previous editions, and receives between 10,000 and 20,000 unique visitors each month. The City's cost for the three-pages of content in the HL&T is \$2,390 per edition, or \$28,680 annually. The City does not pay anything additional for the layout or for mailing the newspapers.

3. Electronic-Only Municipal Scene: The City could decide to continue with an electronic-only version of the Municipal Scene that would be distributed through Constant Contact and/or other electronic means, and could also be posted on the City's website and bulletin board. Staff time would significantly increase with this option. Costs and lead time would be minimal.

Legal notice requirements

The City is required to provide pre- and post-adoption notices under a number of laws. These laws fall into two categories: notice requirements from the State, and notice requirements self-imposed by the City.

State Law Notice Requirements – State law notifications are required to be published in a “newspaper in general circulation” in the City. Newspaper in general circulation is defined in §1-113 of the General Provisions Article of the Annotated Code. The Gazette Newspaper did not qualify under the definition due to the fact that it was not published and distributed by sale. In other words, the Gazette did not offer paid subscriptions. As a result, the City has published all State-required notifications, such as the constant yield tax rate notice and charter amendment notices, in publications other than the Gazette, such as the Washington Post and the Enquirer Gazette. The City does not control the definitions for State mandated notices, and so will continue to use these publications unless and until State law changes.

City Mandated Notice Requirements – The City has adopted a number of laws that require notice to be published in a newspaper having general circulation in the City. For example, §8-2 of the City Charter requires notice of the introduction and of the adoption of an ordinance. Because these requirements are imposed by City law, the City can determine what type of notice is required, and what type of publication constitutes a newspaper having general circulation. The City has designated the Gazette as such a publication in the past, and has used it to circulate public notices via the Municipal Scene.

The Mayor and Council are free to change the requirements for City mandated notices. Although a number of code changes would be required to accomplish this, the Mayor and Council could decide to authorize notice to be given in alternate ways, such as a combination of posting at City Hall and online through the City website. Posting at City Hall is a traditional way of giving notice, and many municipalities still require this. Using posting and online notice would still allow for notice to residents who do not use the internet but would reduce the overall costs of publication. This is just one option, with the main point being that the Mayor and Council are not limited to the publications authorized by the State, or to newspaper publication, to provide notice.

RECOMMENDATION

At the July 7 Worksession, Council should discuss and provide direction to staff on the following:

- 1) Preferred method(s) of providing City-mandated legal notices
- 2) Interest in pursuing the direct mail Municipal Scene option
- 3) Interest in pursuing the newspaper option
- 4) Interest in pursuing the electronic-only option

16

Discussion of
WMATA's proposed
Green Line service
reductions

17

Agenda Items for
July 29
Four Cities Meeting
In Berwyn Heights

18

Boards And Committees

City of College Park
Board and Committee Appointments

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

Advisory Planning Commission			
Appointee	Represents	Appointed by	Term Expires
Larry Bleau 7/9/02	District 1	Mayor	12/15
Rosemarie Green Colby 04/10/12	District 2	Mayor	04/18
Christopher Gill 09/24/13	District 1	Mayor	09/16
James E. McFadden 2/14/99	District 3	Mayor	04/16
VACANT		Mayor	
VACANT		Mayor	
Mary Cook 8/10/10	District 4	Mayor	11/17
<p>City Code Chapter 15 Article IV: The APC shall be composed of 7 members appointed by the Mayor with the approval of Council, shall seek to give priority to the appointment of residents of the City and assure that there shall be representation from each of the City's four Council districts. Vacancies shall be filled by the Mayor with the approval of the Council for the unexpired portion of the term. Terms are three years. The Chairperson is elected by the majority of the Commission. Members are compensated. Liaison: Planning.</p>			

Aging-In-Place Task Force			
Appointee	Position Filled:	Resides In:	Term Expires
Cory Sanders 07/15/14	Resident (1)	District 1	Upon completion and submission of final report to the City Council.
David Keer 08/12/14	Resident (2)	District 1	
Darlene Nowlin 10/14/14	Resident (3)	District 4	
Chuck Ireton 10/14/14	Resident (4)	District 2	
Lisa Ealley 01/27/15	Resident (5)	District 1	
Judy Blumenthal 01/27/15	Resident (6)	District 1	
Dave Dorsch	Resident (7)	District 3	
Helen Barnes	Resident (8)	District 3	
Denise C. Mitchell	Councilmember (1)	District 4	
Patrick L. Wojahn 11/25/14	Councilmember (2)	District 1	
P. J. Brennan 11/25/14	Councilmember (3)	District 2	
Fazlul Kabir 11/25/14	Councilmember (4)	District 1	
<p>Established April 2014 by Resolution 14-R-07. Council positions expanded from 2 to 4 by Resolution 14-R-34 October 2014. Final report of strategies and recommendations to Council anticipated January 2015. Composition: 8 City residents (with the goal of having two from each Council District) and 4 City Council representatives, for a total of 12. Quorum = 5. Task Force shall elect Chairperson from membership. Not a compensated committee. Liaison: Director of Youth, Family and Seniors Services.</p>			

Airport Authority			
Appointee	Resides in	Appointed by	Term Expires
James Garvin 11/9/04	District 3	M&C	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
David Kolesar 04/28/15	District 1	M&C	04/18
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.			

Animal Welfare Committee			
Appointee	Resides in	Appointed by	Term Expires
VACANT	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	03/18
Patti Stange 6/8/10	Non resident	M&C	02/17
Taimi Anderson 6/8/10	Non resident	M&C	02/18
Suzie Bellamy 9/28/10	District 4	M&C	04/17
Betty Gailes 06/17/14	District 1	M&C	06/17
Nick Brennan 05/26/15	District 2	M&C	05/18
10-R-20: Up to fifteen members appointed by the Mayor and Council for three-year terms. Not a compensated committee. Liaison: Public Services.			

Board of Election Supervisors			
Appointee	Represents	Appointed by	Term Expires
John Robson (Chief) 5/24/94	Mayoral appt	M&C	03/17
Terry Wertz 2/11/97	District 1	M&C	03/17
Mary Katherine Theis 02/24/15	District 2	M&C	03/17
Janet Evander 07/16/13	District 3	M&C	03/17
Maria Mackie 08/12/14	District 4	M&C	03/17
City Charter C4-3: The Mayor and Council shall, not later than the first regular meeting in March of each year in which there is a general election, appoint and fix the compensation for five qualified voters as Supervisors of Elections, one of whom shall be appointed from the qualified voters of each of the four election districts and one of whom shall be appointed by the Mayor with the consent of the Council. The Mayor and Council shall designate one of the five Supervisors of Elections as the Chief of Elections. This is a compensated committee; compensation is based on a fiscal year. Per Council action (item 11-G-66) effective in March, 2013: In an election year all of the Board receives compensation. In a non-election year only the Chief Election Supervisor will be compensated. Liaison: City Clerk's office.			

Cable Television Commission			
Appointee	Resides in	Appointed by	Term Expires
Jane Hopkins 06/14/11	District 1	Mayor	09/17
Blaine Davis 5/24/94	District 1	Mayor	12/15
James Sauer 9/9/08	District 3	Mayor	10/16
Tricia Homer 3/12/13	District 1	Mayor	03/16
Normand Bernache 09/23/14	District 4	Mayor	09/17
City Code Chapter 15 Article III: Composed of four Commissioners plus a voting Chairperson, appointed by the Mayor with the approval of the Council, three year terms. This is a compensated committee. Liaison: City Manager's Office.			

College Park City-University Partnership			
Appointee	Represents	Appointed by	Term Expires
Carlo Colella	Class A Director	UMD President	06/30/18
Edward Maginnis	Class A Director	UMD President	06/30/18
Michael King	Class A Director	UMD President	06/30/16
Brian Darmody	Class A Director	UMD President	06/30/17
Andrew Fellows	Class B Director	M&C	06/30/17
Maxine Gross	Class B Director	M&C	06/30/18
Senator James Rosapepe	Class B Director	M&C	06/30/16
Stephen Brayman	Class B Director	M&C	06/30/17
David Iannucci (07/15/14)	Class C Director	City and University	06/30/17
Dr. Richard Wagner	Class C Director	City and University	06/30/16
The CPCUP is a 501(c)(3) corporation whose mission is to promote and support commercial revitalization, economic development and quality housing opportunities consistent with the interests of the City of College Park and the University of Maryland. The CPCUP is not a City committee but the City makes appointments to the Partnership. Class B Directors are appointed by the Mayor and City Council; Class C Directors are jointly appointed by the Mayor and City Council and the President of the University of Maryland.			

Citizens Corps Council			
Appointee	Represents	Appointed by	Term Expires
Spiro Dimakas		M&C	10/17
Yonaton Kobrias 10/14/14		M&C	10/17
VACANT	Neighborhood Watch	M&C	
Dan Blasberg 3/27/12		M&C	03/18
David L. Milligan (Chair) 12/11/07		M&C	02/17
Resolution 05-R-15. Membership shall be composed as follows: A Citizen Corps Coordinator for each neighborhood shall be nominated and appointed by the Mayor and Council and serve as a potential member of the CPCCC for the term of their respective office in the neighborhood group. Mayor and Council shall nominate and appoint 5 to 7 residents to serve as community coordinators and to serve on the CPCCC. At least one member of the CPCCC shall be the Neighborhood Watch Coordinator, and at least one member shall represent each of the other Citizen Corps programs such			

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

Committee For A Better Environment			
Appointee	Resides in	Appointed by	Term Expires
Janis Oppelt 8/8/06	District 1	M&C	09/15
Suchitra Balachandran 10/9/07	District 4	M&C	01/17
Donna Weene 9/8/09	District 1	M&C	12/15
Kennis Termini 01/14/14	District 1	M&C	01/17
Matt Dernoga 12/09/14	District 1	M&C	12/17
Karen Garvin 04/28/15	District 1	M&C	04/18
Susan Keller 05/26/15	District 1	M&C	05/18
City Code Chapter 15 Article VIII: No more than 25 members, appointed by the Mayor and Council, three year terms, members shall elect the chair. Not a compensated committee. Liaison: Planning.			

Education Advisory Committee			
Appointee	Represents	Appointed by	Term Expires
Cory Sanders 09/24/13	District 1	M&C	09/15
Charlene Mahoney	District 2	M&C	02/17
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	03/17
Carolyn Bernache 2/9/10	District 4	M&C	12/16
Doris Ellis 9/28/10	District 4	M&C	12/16
Tricia Homer	District 1	M&C	04/16
Peggy Wilson 6/8/10	UMCP	UMCP	05/16
Resolutions 97-R-17, 99-R-4 and 10-R-13: At least 9 members who shall be appointed by the Mayor and Council: at least two from each Council District and one nominated by the University of Maryland. Two year terms. The Committee shall appoint the Chair and Vice-Chair of the Committee from among the members of the Committee. Not a compensated committee. Liaison: Youth and Family Services.			

Ethics Commission			
Appointee	Represents	Appointed by	Term Expires
Edward Maginnis 09/13/11	District 1	Mayor	08/15
Joe Theis 05/12/15	District 2	Mayor	05/17
James Sauer 12/09/14	District 3	Mayor	12/16
Gail Kushner 09/13/11	District 4	Mayor	01/16
Robert Thurston 9/13/05	At Large	Mayor	02/16
Alan C. Bradford 1/23/96	At-Large	Mayor	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.

Farmers Market Committee – This Committee soon will be dissolved			
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. Per discussion at 3/17/15 Worksession, this committee will be dissolved.

Housing Authority of the City of College Park			
Bob Catlin 05/13/14		Mayor	05/01/19
Betty Rodenhausen 04/09/13		Mayor	05/01/18
John Moore 9/10/96		Mayor	05/01/19
Thelma Lomax 7/10/90		Mayor	05/01/20
Carl Patterson 12/11/12	Attick Towers resident	Mayor	05/01/16

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

Neighborhood Quality of Life Committee			
Name:	Represents:	Appointed By:	Term Ends:
Mayor and City Council of the City of College Park			Term in office
Chief David Mitchell	UMD DPS (UMD Police)	University	02/16
Dr. Andrea Goodwin	UMD Administration – Rep 1	University	02/16
Marsha Guenzler-Stevens (Stamp Student Union)	UMD Administration – Rep 2	University	04/16
Matthew Supple (Fraternity-Sorority Life)	UMD Administration – Rep 3	University	04/16
Gloria Aparicio- Blackwell (Office of Community Engagement)	UMD Administration – Rep 4	University	04/16
Karyn Keating-Volke	City Resident 1	City Council	02/17
Aaron Springer	City Resident 2	City Council	10/15
Bonnie McClellan	City Resident 3	City Council	04/16
Christine Nagle	City Resident 4	City Council	04/16
VACANT	City Resident 5	City Council	
Douglas Shontz	City Resident 6	City Council	05/16
Cole Holocker	UMD Student 1	City Council	11/16
Catherine McGrath	UMD Student 2	City Council	11/16
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.			

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

Noise Control Board			
Appointee	Represents	Appointed by	Term Expires
Mark Shroder 11/23/10	District 1	Council, for District 1	01/19
Harry Pitt, Jr. 9/26/95	District 2	Council, for District 2	03/16
Alan Stillwell 6/10/97	District 3	Council, for District 3	09/16
Suzie Bellamy	District 4	Council, for District 4	12/16
Adele Ellis 04/24/12	Mayoral Appt	Mayor	04/16
Bobbie P. Solomon 3/14/95	Alternate	Council - At large	05/18
Larry Wenzel 3/9/99	Alternate	Council - At large	02/18
City Code Chapter 138-3: The Noise Control Board shall consist of five members, four of whom shall be appointed by the Council members, one from each of the four election districts, and one of whom shall be appointed by the Mayor. In addition, there shall be two alternate members appointed at large by the City Council. The members of the Noise Control Board shall select from among themselves a Chairperson. Four year terms. This is a compensated committee. Liaison: Public Services.			

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

Sustainable Maryland Certified Green Team – Soon to be dissolved		
Appointee	Represents	Term Expires
Denise Mitchell 04/10/12	City Elected Official	04/14
Patrick Wojahn 04/10/12	City Elected Official	04/14
VACANT	City Staff	
Loree Talley 05/08/12	City Staff	05/14
VACANT	CBE Representative	
VACANT	A City School	
Annie Rice	UMD Student	10/16
VACANT	UMD Faculty or Staff	
VACANT	City Business Community	
Ben Bassett - Proteus Bicycles 09/25/12	City Business Community	09/14
Douglas Shontz	Resident	05/16
Christine Nagle 04/10/12	Resident	04/14
VACANT	Resident	
VACANT	Resident	
<p>Established March 13, 2012 by Resolution 12-R-06. Up to 14 people with the following representation: 2 elected officials from the City of College Park, 2 City staff, 1 representative from the CBE, 1 representative of a City school, 1 student representative from the University of Maryland, 1 faculty or staff representative from the University of Maryland, 2 representatives of the City business community, up to 4 City residents. Two year terms. Not a compensated committee. A quorum shall be 6 people. The 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. Per discussion at 3/17/15 Worksession, this committee will be dissolved.</p>		

Tree and Landscape Board			
Member	Represents	Appointed by	Term Expires
VACANT	Citizen	M&C	
John Krouse	Citizen	M&C	10/16
VACANT	Citizen	M&C	
Mark Wimer 7/12/05	Citizen	M&C	10/16
Joseph M. Smith 09/23/14	Citizen	M&C	09/16
Janis Oppelt	CBE Chair Liaison		
John Lea-Cox 1/13/98	City Forester	M&C	04/17
Steve Beavers	Planning Director		
Brenda Alexander	Public Works Director		
<p>City Code Chapter 179-5: The Board shall have 9 voting members: 5 citizens appointed by M&C, plus the CBE Chair or designee, the City Forester or designee, the Planning Director or designee and the Public Works Director or designee. Two year terms. Members choose their own officers. Not a compensated committee. Liaison: City Clerk's office.</p>			

Veterans Memorial Improvement Committee			
Appointee	Represents	Appointed by	Term Expires
Deloris Cass 11/7/01		M&C	12/15
Joseph Ruth 11/7/01	VFW	M&C	12/15
Blaine Davis 10/28/03	American Legion	M&C	12/15
Rita Zito 11/7/01		M&C	02/15
Doris Davis 10/28/03		M&C	12/15
Mary Cook 3/23/10		M&C	11/17
Arthur Eaton		M&C	11/16
Seth Gomoljak 11/6/14		M&C	11/17
VACANT			
Resolution 01-G-57: Board comprised of 9 to 13 members including at least one member from American Legion College Park Post 217 and one member from Veterans of Foreign Wars Phillips-Kleiner Post 5627. Appointed by Mayor and Council. Three year terms. Chair shall be elected each year by the members of the Committee. Not a compensated committee. Liaison: Public Works.			

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Information Report:
RISE Zone

INFORMATION REPORT

TO: Mayor and City Council
FROM: Bill Gardiner, Assistant City Manager
THROUGH: Joe Nagro, City Manager
DATE: July 1, 2015
SUBJECT: Regional Institution Strategic Enterprise (RISE) Zone Program

ISSUE:

The RISE Zone program was created in 2014 to maximize institutional assets and encourage investment and job creation near universities and other institutions that have a strong history and commitment to economic development and revitalization in their communities. The University of Maryland (UMD) has applied to be designated a Qualified Institution, and has been meeting with the College Park City-University Partnership, City staff, and University consultants to discuss a RISE Zone application.

The application must be jointly with the jurisdictions (county and/or municipalities) in the proposed zone. The purpose of this memo is to provide an overview of the RISE Zone incentives and the application requirements in advance of considering the joint application.

SUMMARY:

RISE Zone Business Incentives

A business located in a designated RISE zone and whose business operations are certified as consistent with the RISE Zone target strategy is entitled to:

1. Local Property Tax Credits. *For the first year, the credit must be at least 50 percent on the increase to the assessed value, and at least 10 percent for the next four years. The credit is only for non-residential properties. The governing body of a county or municipality may increase this percentage.*
2. State Income Tax Credits based on the creation of new, full-time jobs.
3. Priority consideration for financial assistance from other State programs for which the business or location qualifies. *A "RISE Zone Concierge" from the Maryland Department of Business and Economic Development (DBED) will assist each certified business with permit applications and access to State programs.*

RISE Zone Special Fund Creation

The governing body of a county or municipality may adopt a resolution creating a special fund for a RISE zone (it can also create this special fund for a development district or a sustainable community). The special fund may be used for a very wide range of projects and to make payments on debt service.

The RISE Zone Application

The RISE Zone Application must include the following information:

- Evidence and certification that each applicant political subdivision, before submission, held a public hearing on the application with adequate notice and publicity.
- Copies of resolutions from the political subdivisions approving the real property tax credit, specifying the credit percentage each year for the five-year period (the initial designation is for five years, and the designation can be renewed for an additional five years).
- The exact boundaries of the area of the proposed RISE Zone.
- A detailed plan that identifies the target strategy and anticipated economic impacts of the RISE Zone.
- A description of the proposed projects to be developed in the RISE Zone.
- The industry sectors that will be certified for RISE Zone incentives.

Draft Framework of the Proposed University of Maryland Application

The College Park City–University Partnership has facilitated meetings with the University, elected officials, and City staff to develop a draft framework of the University of Maryland application. This draft is attached, and it outlines the proposed goals, eligible sectors, and eligible areas of a RISE Zone.

STAFF COMMENT:

The application will come to the City Council during a Worksession for discussion and at a Council Meeting for approval. Assuming that the City Council wishes to participate in creating a RISE Zone, the most important issues for Council to consider are the level of tax credits it wishes to support, the eligible business categories, and the boundaries of the RISE Zone. Prince George’s County and Riverdale Park will also need to consider participation and approve tax credits and the boundaries if they wish to join the application.

Council is requested to provide feedback on the draft framework and request clarification or additional information regarding the RISE Zone program.

Attachment: RISE Zone Proposal for consideration College Park, Maryland



Eric Olson, Executive Director
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 240-416-3184

Valerie Woodall, Program Associate
 vwoodall@collegeparkpartnership.org
 845-649-2477

COLLEGE PARK CITY-UNIVERSITY PARTNERSHIP

RISE Zone Proposal for consideration College Park, Maryland

Staff from the City, University, County and City-University Partnership have discussed the RISE Zone and offer the following for consideration by the County, City of College Park and Town of Riverdale Park. The governing bodies of each must hold hearings and vote on the proposal before it can be submitted to the state for consideration.

What do we want to accomplish?

This proposed RISE Zone can contribute to the goals that are outlined in the University District 2020 Vision, the City’s draft Strategic Plan, the Central US 1 Corridor Sector Plan, the College Park/Riverdale Park TDOZ/TDDP, and the University’s Master Plan goals, among other documents.

We seek to increase employment, particularly in those sectors that are in science, technology, research and development, that are growth industries and heavily reliant on the highly educated workforce that universities produce.

Proposed Business Sectors Eligible

1. Research/Innovation: Throughout the College Park RISE Zone, businesses that are working in research and innovation with a focus on science and technology are eligible for RISE benefits. (We need to determine what that level is, but it should be higher than retail tax breaks). Key sectors include: engineering, innovation, health care, light industrial. Examples of the types of companies RISE Zone benefits will be applicable to: Data Analytics, Earth Science, Virtual Reality, Cybersecurity, Quantum Computing, Linguistics, Additive Manufacturing, E Commerce, Robotics, Aerospace, Biotechnology, and other related industry.

2. Retail: In addition, retail will be eligible in the RISE Zone (at a lower tax break level than research, development, science and innovation), but retail will not be eligible for the RISE tax breaks in the “Baltimore Avenue subzone.”

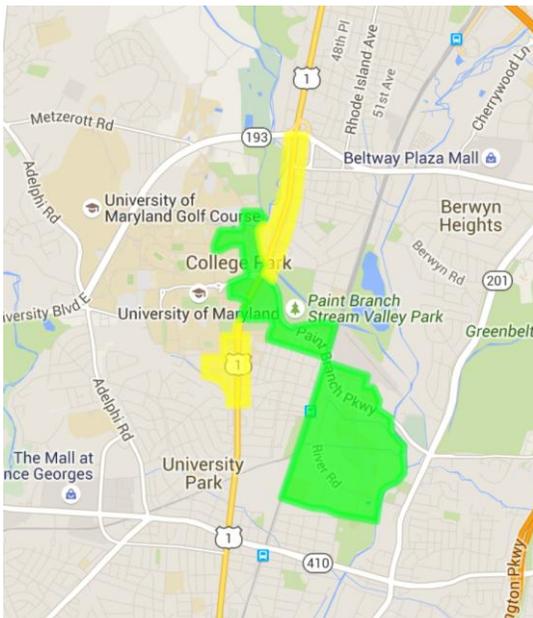
3. Ineligible: None of the following will be eligible anywhere in the College Park RISE Zone: motels, pawn shops, gun shops, liquor stores, nail salons, adult entertainment, check cashing, gas stations, auto repair, any businesses with a drive through, “fast food,” convenience stores.

<i>Area/Eligibility</i>	<i>Science/Innovation</i>	<i>Retail</i>	<i>Pawn/Gun/Motel/etc.</i>
College Park RISE Zone	YES	YES	NO
College Park RISE Zone Baltimore Ave Subzone	YES	NO	NO

Proposed Area

The most promising nodes to build upon for this type of job creation are clustered in these areas: Metro station/M Square; downtown College Park, Innovation district, and along Baltimore Avenue/Route 1 up to 193. These are the areas that are not current single-family neighborhoods, are closest to the University, the downtown/midtown commercial core, and transit, and are the most appropriate for RISE Zone benefits to draw innovation jobs.

Subzone Note: *this map demarcates the Baltimore Avenue Subzone in Yellow. The Subzone will not include the "Innovation District" area of Route 1, however, that area (including the Engineering Field) will be part of the regular RISE Zone, not the subzone.*



East of Metro Tracks

- M Square, including the Riverdale Park portion of M Square
- UMD land at Metro station
- WMATA land at Metro station
- County land at Metro station
- Castle and other land in Kropp's Addition
- Park and Planning land where Tennis Center is located along Cpl. Frank Scott Drive

Along Paint Branch Parkway/Paint Branch Drive

- MFRI Fire Institute
- Terrapin Trader
- Innovation District (all of the former "East Campus," plus includes Engineering Field)
- Also includes the Technology Advancement Program (TAP) Building on campus, and parking lot near XFINITY Center

Along Route 1

- All property fronting Route 1 from 193 south to Fordham Lane
- Southeast corner of the Chapel lawn (across from Landmark) to encourage University affiliated entrepreneurship closest to downtown. Also include Hartwick/Knox towers, Jemal building between Guilford and Knox

Proposed RISE Zone Boundaries July 2015

